

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **Monday, December 20, 2021 6:00 P.M.**

LOCATION: **Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: Pursuant to the recommendations of the Centers for Disease Control and Prevention concerning the prevention of COVID-19 infections, any member of the body and/or citizen may also attend the meeting virtually through the WebEx platform, Meeting #: 2556 162 2683 Password: rvHtYMi6p92 which can be accessed by phone at 408-418-9388 or by logging on at

<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=ma1c62845c816fda7f0fd3580ee3aa8da>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

Previously recorded Village Board Meeting Videos can be viewed at

https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ.

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:** Chairperson R. Miller, Trustees: Kaminski, Myers, and Neureuther.
- III. **APPROVAL OF MINUTES:** November 15, 2021 meeting.
- IV. **PUBLIC COMMENT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three-minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.
- V. **NEW BUSINESS:**
 - A. Resolution 1-2022, Germantown Municipal Employees Union Local 730 Contract.
 - B. Job Description Updates – Water Utility Foreman Designated Operator.
 - C. Job Description Updates – Maintenance Shop Foreman.
 - D. Capital Data – IT Report Update.
 - E. Employee Manual.
 - F. Budget Amendment, Police Department Vehicle Repair and Maintenance.

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VI. **UNFINISHED BUSINESS:**

A. None.

VII. **REPORTS:**

- A. Monthly Financial Summary.
1. Year to Date Revenue and Expense Report All Funds.
 2. Debt Payment Report.
 3. Accounts Payable–November 12, November 19, November 24, December 3, and December 10.
- B. Capital Improvement Status Report.

VIII. **SCHEDULE NEXT MEETING:**

IX. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State Ex. Rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

Village of Germantown
General Government & Finance Committee
Meeting Minutes

November 15, 2021

CALL TO ORDER: The meeting was called to order at 6:00 pm by Chairperson R. Miller

ROLL CALL: Chairperson R Miller, Trustees: Myers, and Neureuther, Kaminski excused absent. Also present Administrator Kreklow, Support Services Manager Hirn, Budget Manager Uselding, Chief Snow, Clerk/Treasurer Braunschweig, and Deputy Clerk/Deputy Treasurer Rozek.

APPROVAL OF MINUTES: October 18, 2021 – **MOTION (Neureuther/Myers) to approve the October 18, 2021, minutes. Motion carried unanimously.**

PUBLIC COMMENT: None

NEW BUSINESS:

A. Resolution for Inclusion Under Group Life Insurance item.

Support Services Manager Hirn informed the Committee there are two additional supplements available to employees from the State at no additional cost to the Village or employees. MOTION (Myers/Neureuther) Motion carried unanimously.

B. Financial Software – Tyler Munis

Budget Manager Uselding reviewed the process in search of a new software company for the Village. Five vendors submitted information, after reviewing two vendors were chosen to present demonstrations to staff, and after staff input Tyler Munis is being recommended to the Committee. MOTION (Myers/Neureuther) to approve Tyler Munis. Motion carried unanimously.

C. American Rescue Plan Act – Bonuses/Merit Pay for Essential Employees

Support Services Manager Hirn reported a trustee came forward requesting AARP funds to be used for bonuses to essential workers. Recent information came out that extends the list of essential workers. Several options were presented. After discussion no recommendation was made to the Village Board.

D. Merit Pay Pools

Support Services Manager Hirn presented nonunion employees merit pay at 2.5% performance evaluation scoresheet. After discussion MOTION (Myers/Neureuther) to accept the merit pay pool. Motion carried unanimously.

E. Police Department Vacation Payout Request

Chief Snow made a request to pay out 11 days (93.5 hrs) of vacation time to an officer due to challenges of staffing shortages. Steps will be taken and there will be practices put into place next year as this is an isolated incident this year. MOTION (Myers/Neureuther) to accept the payout request. After discussion motion carried unanimously.

UNFINISHED BUSINESS: None

REPORTS:

A. Monthly Financial Summary

1. Year to Date Revenue and Expense Report All Funds **Reports were reviewed**
 2. Debt Payment Report **The report was reviewed**
 3. Accounts Payable – October 15, October 22, October 29, and November 5. **The reports were reviewed**
- B. Capital Improvement Status Report **The report was reviewed**
- C. Summary of Village Contracts **The report was reviewed**
- D. Monthly Code Violation Reports
1. Community Development – **The top item is related to the Boehlke issue, which is still going through the process. There was also a deck and fence issue that Building Inspection was able to resolve.**
- E. Letter of Credit Changes
1. Public Works Department – **No Updates**
 2. Community Development – **No Updates**

SCHEDULE NEXT MEETING: Then next meeting will be on December 20, 2021, at 6:00 pm

ADJOURNMENT: Chairman Miller adjourned the meeting at 6:52 pm

Respectfully Submitted,

Jennifer Rozek

Jennifer Rozek

Village Deputy Clerk/Deputy Treasurer

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 1-2022

GERMANTOWN MUNICIPAL EMPLOYEES UNION LOCAL 730 CONTRACT

WHEREAS, the Village of Germantown Administrator and Department Directors have been in negotiation of the Germantown Municipal Employees Union Local 730 Contract and have come an agreed contract as attached; and,

NOW THEREFORE BE IT RESOLVED that the Village Board of the Village of Germantown, does hereby approve the attached Germantown Municipal Employee Union Local 730 Contract.

Introduced by: _____

Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig, WCMC/CMC
Village Clerk

AGREEMENT BETWEEN THE VILLAGE OF GERMANTOWN AND THE

GERMANTOWN MUNICIPAL EMPLOYEES UNION - LOCAL 730

AN AFFILIATE OF THE LABOR ASSOCIATION OF WISCONSIN

JANUARY 1, 2022 - DECEMBER 31, 2022

Article 1 - RECOGNITION

The employer hereby recognizes the Labor Association of Wisconsin, Inc. as the sole and exclusive bargaining agent for regular and full-time and regular and part-time employees of the Village of Germantown employed in the Highway Department, Parks Department, Water Department and Waste Water Department, excluding professional, supervisory, managerial, confidential, temporary, casual, or seasonal clerical employees for the purpose of collective bargaining on matters concerning wages, hours, and all other conditions of employment.

Article 2 – WAGES Effective January 1, 2022 (2.3% Wage Increase) Position

	2021 Hourly Wage			2022 Hourly Wage		
	Start	150 Day	1 Year	Start	150 Day	1 Year
Mechanic I	24.63	26.78	28.94	25.20	27.40	29.61
Mechanic II	24.82	26.99	29.19	25.39	27.61	29.86
Crew Leader	24.95	27.14	29.36	25.52	27.76	30.04
Operator	24.05	26.18	28.29	24.60	26.78	28.94
Maint Operator	24.33	26.49	28.63	24.89	27.10	29.29
HE Operator	24.48	26.64	28.82	25.04	27.25	29.48
Maint Oper. w/ DNR Cert	24.66	26.83	29.01	25.23	27.45	29.68
Designated Operator	25.26	27.47	29.72	25.84	28.10	30.40
Custodian	17.62	19.17	20.73	18.03	19.61	21.21
Assistant Custodian (PT)	14.86	16.18	17.49	15.20	16.55	17.89

Article 3 - DURATION OF AGREEMENT

The agreement shall be in effect as on January 1, 2022 and shall remain in full force through December 31, 2022.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective, duly authorized officers.

Dated this _____ day of _____, 2021

VILLAGE OF GERMANTOWN

GERMANTOWN MUNICIPAL
EMPLOYEES UNION, LAW, INC

By: _____

By: _____

By: _____

By: _____

Village of Germantown
Foreman Designated Operator
Job Description

Position Title: Foreman, DO-Designated Operator
Reports To: Superintendent of the Water Utility
Employment Category: Exempt
Department: Water Utility
Pay Grade: 4

Job Summary:

The Foreman/DO oversees the maintenance, upkeep of infrastructure and equipment for a well/ground water supplied utility. The Foreman/DO assists the Superintendent in accomplishing department objectives. The Foreman may be required to work alongside crews on projects, in addition to daily assigning work duties and supervising staff and overseeing the projects. Additionally, the supervisory and labor functions of this position can be required during unscheduled times for snow and ice control or other emergency situations.

Essential Duties and Responsibilities:

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Respond to calls and emails from residents, contractors, trustees, and Village staff to answer questions, provide updates, schedule work and solve problems related to water utility operations
- Produce and deliver safe drinking water to the customer
- Inspects job sites for safety, efficiency and quality of operations
- Plans the work and schedules activities for projects and daily maintenance tasks
- Evaluates, inspects, and oversees Village infrastructure including well houses, water towers, booster stations, water distribution, meters equipment scheduling repairs as necessary.
- Assists with supervision and work of snow removal and ice operations for the water

utility.

- Provides direction to staff and assists in troubleshooting difficult problems in the field.
- Help manage and perform Diggers Hotline locates as needed
- Addresses employee requests and concerns
- Manages capital projects related to Village facilities and buildings.
- Assists with budget process as needed
- Other duties as assigned

Required Qualifications, Knowledge, Skills & Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of best practices, materials, and techniques used in water utility operations and maintenance
- Understanding of best practices for facility and equipment maintenance
- Ability to direct work and handle stressful and/or emergency situations
- Ability to work with the public
- Written and oral communication skills
- SCADA operations and Operator 10 or equivalent
- Water Meter installation and AMR technology
- HMO-Hydrous manganese Oxide and Iron removal

Education and/or Experience

High school degree or equivalent 5 years of supervisory experience in the field and or training from an accredited school or a combination of both in water utility operations or similar field.

Municipal experience with Distribution Grade 1, Groundwater Grade 1. W/iron removal preferred and or obtain in a reasonable time frame or within 3 years. Ongoing continuing education credits required, 18hrs/3yrs

Language Skills

- Ability to effectively communicate both verbally and in writing.

- Ability to comprehend and interpret information including construction plans, budgets, and Village code.
- Ability to communicate in a manner to persuade, convince, and/or train others and to advise, interpret and apply policies, procedures and standards to specific situations.
- Ability to prepare a variety of documents including reports, budgeting documents, and personnel documents,
- Ability to establish good working relationships with all levels of staff and citizenry

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.
- Ability to read, understand and prepare program and department budgets.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of department services, perform duties with a minimum of supervision.
- Ability to read and understand plans and profiles for water main, roads, buildings, and other projects.

Other Qualifications

- Working knowledge of Adobe PDF's, Microsoft Office software, word, excel, email-outlook, GIS and their applications.
- Ability to supervise full time and seasonal employees during stressful and/or emergency situations
- Involved in the hiring, discipline and firing of water utility staff
- Ability to organize and prioritize many projects at one time.
- Critical thinking
- Ability to perform the maintenance tasks of staff including shoveling and snow plowing with the possibility of assisting the Highway Dept
- Water tower climbing

- Required-Confined space entry- Competent person trained within a reasonable time frame.
- Trained in soil classification for exaction and trench safety or obtain within a reasonable time frame
- Understand and perform Diggers Hotline locates for water, sewer, storm and village electric
- Required-or ability to obtain one within 6 months of employment-Valid Wisconsin Commercial Driver's License class B, C, D
- Required-Distribution and Groundwater with Iron removal or the ability to obtain these licenses within a reasonable time frame.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools in the office and in the field including a computer, a truck, heavy equipment, GIS equipment, and other tools.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes, textures and smells associated with job-related objects, materials and tasks.
- This position is sedentary some of the time, but much of the job requires physical activity including walking, standing, climbing, stooping, bending and twisting. When required, this position will perform the physical work of employees including shoveling snow. Ability to lift at least 50 pounds without assistance and 100 pounds with another person. Some tasks occasionally exceed these limits.

- Ability to work for long periods of time in emergency situations.
- Ability to work in potentially dangerous situations around moving traffic, with electricity and with chemicals

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies; in the office, the environment is moderately quiet, but in the field the environment can be loud.
- The ability to take work truck home after hours per the employee manual.
- Ability to work under variable conditions where there is occasional exposure to weather elements, chemicals, electrical lines (and problems). At other times, the environmental factors will be limited to things such as repetitive computer keyboard use, irate individuals and intimidation that may cause discomfort. Much of the position carries the risk of injury when safety protocols are not followed.

Hours of this position are generally 5:30am-2pm, hours can vary at the discretion of the Superintendent.

- Smart Cell phone issued to take phone calls at all times; during bad weather and other emergencies, position is required to work for long periods of time with minimal breaks or to report into work as needed.

Selection Guidelines, Reasonable Accommodations, and Receipt:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Germantown is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant Signature

Date

**BUSINESS OF THE GENERAL GOVERNMENT AND FINANCE COMMITTEE
GERMANTOWN, WI**

MEETING DATE: Monday December 20th, 2021

AGENDA ITEM: New Business.

ITEM TITLE: Maintenance Shop Foreman

SUBMITTED BY: Scott Anderson: Highway, Parks, Building & Grounds Superintendent
Erin Hirn, Support Services Manager

SUMMARY EXPLANATION:

Staff is seeking approval to create a new position of Maintenance Shop Foreman. For several budget cycles, our department has been working to add an additional mechanic to address the growth of the community from an equipment and maintenance standpoint. We currently have two mechanic positions and recently supplemented the additional workload with the Auxiliary Mechanic position previously approved by the Public Works Committee and Village board in 2020. A salaried Maintenance Shop Foreman was recently approved during the 2022 budget process. As outlined in the attached job description, this position will be a working foreman that will also continue to assist not only the Highway Department, but all departments within the village that have equipment and vehicles. Responsibilities highlighted for the position include but are not limited to: vehicle & equipment maintenance, maintaining inventory & supply, vehicle & equipment specification, procuring budgetary figures for purchases, planning of projects for & supervision of subordinate staff, and tracking / coding of maintenance invoices. If approved, the foreman position will be filled by a maintenance shop employee currently employed by the village. This employee has excellent aptitude and is currently performing the duties as outlined above. Filling the foreman position will improve the overall efficiency of the maintenance shop by better organization of the workload, especially related to adding an additional mechanic.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER X

RECOMMENDATION:

Staff recommends the approval to fill the Maintenance Shop Foreman position.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

Village of Germantown

Maintenance Shop Foreman Highways, Parks, Buildings and Grounds

Job Description

Position Title: Maintenance Shop Foreman Highways, Parks, Buildings and Grounds

Reports To: Superintendent of Highways, Parks, Buildings and Grounds

Employment Category: Full-Time

Department: Public Works

Pay Grade: 4

Job Summary:

The Maintenance Shop Foreman of Highways, Parks, Buildings and Grounds oversees the maintenance and upkeep of vehicles and equipment owned by the village. The Maintenance Shop Foreman assists the Superintendent in accomplishing department objectives. The Maintenance Shop Foreman works alongside shop staff as time warrants, in addition to supervising staff, overseeing projects, ordering parts and materials, maintaining inventory, account coding invoices, equipment specification and providing budgetary figures to the Superintendent. Additionally, the supervisory functions of this position can be required during unscheduled times for snow and ice control or other emergency situations.

Essential Duties and Responsibilities:

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Responds to calls and emails from sales representatives, vendors and village staff to answer questions, provide updates, schedule work and solve problems related to the village fleet.
- Inspects shop and work performed by subordinate staff for safety, efficiency and quality of operations
- Plans the work, orders parts and schedules projects for daily fleet maintenance tasks and staff.
- Evaluates, inspects and oversees village vehicles and equipment including trucks, vans,

cars, loaders, excavators, lifts, generators and other municipal equipment, scheduling repairs as necessary.

- Assists with supervision and operation of equipment during snow removal and ice operations.
- Maintains accurate inventory of vehicles and equipment owned by the village and their maintenance records.
- Provides direction to staff and assists in troubleshooting difficult problems.
- Addresses employee requests and concerns.
- Manages capital projects related to Village vehicles and equipment.
- Assists with budget process as needed, playing a key role in the specification and communication with vendors.
- Other duties as assigned.

Required Qualifications, Knowledge, Skills & Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of best practices, materials, tools, and techniques used in vehicle and equipment maintenance.
- Understanding of best practices for vehicle and equipment maintenance.
- Ability to direct work and handle stressful and/or emergency situations.
- Ability to work with subordinate staff, department directors the public.
- Written and oral communication skills.
- An ASE certificate is preferred in any or all of the following: gasoline engine, diesel engine, drive train, brakes, suspension, steering or electrical systems.
- Complete set of hand tools to perform general maintenance is required.

Education and/or Experience

High school degree or equivalent. 5 years of supervisory experience in vehicle and equipment maintenance shop management. Municipal experience preferred. Understanding of snow and ice operations is preferred.

Language Skills

- Ability to effectively communicate both verbally and in writing.
- Ability to comprehend and interpret information including diagrams, schematics, budgets, and Village code.
- Ability to communicate in a manner to persuade, convince, and/or train others and to advise, interpret and apply policies, procedures and standards to specific situations.
- Ability to prepare a variety of documents including reports, budgeting documents, and personnel documents.
- Ability to establish good working relationships with all levels of staff and citizenry.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.
- Ability to read, understand and prepare program and department budgets.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of department services, perform duties with a minimum of supervision.
- Ability to read and understand diagrams, schematics and service bulletins as necessary for the repair of vehicles and equipment.

Other Qualifications

- Working knowledge of Microsoft Office software and their applications.
- Ability to effectively meet and deal with the public.
- Ability to supervise full time and seasonal employees during stressful and/or emergency situations
- Ability to organize and prioritize a large number of projects at one time.
- Critical thinking
- Ability to perform the maintenance tasks of staff including shoveling and snow plowing
- Valid Wisconsin Commercial Driver's License or ability to obtain one

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools in the office and in the shop including a computer, a truck, heavy equipment, asset management equipment, and other tools.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- This position is sedentary some of the time, but much of the job requires physical activity including walking, standing, climbing, stooping, bending and twisting. When required, this position will perform the physical work of employees including shoveling snow. Ability to lift at least 90 pounds without assistance and 200 pounds with another person. Some tasks occasionally exceed these limits.
- Ability to work for long periods of time in emergency situations.
- Ability to work in potentially dangerous situations around moving traffic, with electricity and with chemicals.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies; in the office, the environment is moderately quiet, but in the field the environment can be loud.
- Ability to work under variable conditions where there is occasional exposure to weather elements, chemicals, electrical lines (and problems). At other times, the environmental factors will be limited to things such as repetitive computer keyboard use, irate individuals and

intimidation that may cause discomfort. Much of the position carries the risk of injury when safety protocols are not followed.

- Hours of this position are generally 7am-3pm, with cell phone issued for expected response 24/7; for vehicle and equipment maintenance, during bad weather and other emergencies, position is required to work for long periods of time with minimal breaks.

Selection Guidelines, Reasonable Accommodations, and Receipt:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Applicant Signature

Date

Village of



Germantown

Village of Germantown – Monthly Report

NOVEMBER 2021

OWNERS

ERIC LARACUENTE

capitaldata

Environment Health Summary: Village Hall and Connected Locations



Environment Health Summary: Police Department





Summary and Recommendations: Village Hall and Connected Locations

Server and Virtualization

- Servers out of support
- Hyper-V running nominal
- APPSERVER decommissioning
 - VST Software?

Storage

- Out of Support
- Allocated space is maxed out

Active Directory

- Operating OK, Cleanup is required
- We need to have a deep dive regarding licensing

Exchange

- External (GoDaddy) Certificate to expire in 25 Days

Backups

- Altero Licensing Current
- Backups are happening but not ideally postured

Disaster Recovery

- USB offsite not recommended solution
- Never tested

Networking

- Network switch not enterprise grade, difficult to support and maintain
- Under review

Firewall

- Patches required
 - Gaining access to SW account to determine support

Wireless

- Under Review

Summary and Recommendations: Police Department

Server and Virtualization

- Servers out of support
- Hyper-V running nominal

Active Directory

- Nominal operation.
- Cleanup is required

Backups

- Altero to expire in 7 days

Disaster Recovery

- USB Offsite not recommended
- Never tested

Firewall

- Patches required
 - No backup ASA
- No Support

Wireless

- Under review

Networking

- Under review

Summary and Recommendations: Fire Department

Server and Virtualization

- Servers out of support
- Hyper-V running nominal

Active Directory

- Nominal Operation
- Cleanup is required
- Office Licensing Issues

Firewall

- Patches required
- No Support

Wireless

- Under review

Networking

- Under review
- No Support on switches

November Noticeable Accomplishments

- Establishment of remote access
- Relicensing of all virtual and hardware servers*
- Rebuilt failed PD ASA Firewall
- Reconfigured the Village Hall VPN
- Reconfigured Senior Hall networks
- Resolved Fire Department server shutdown issues

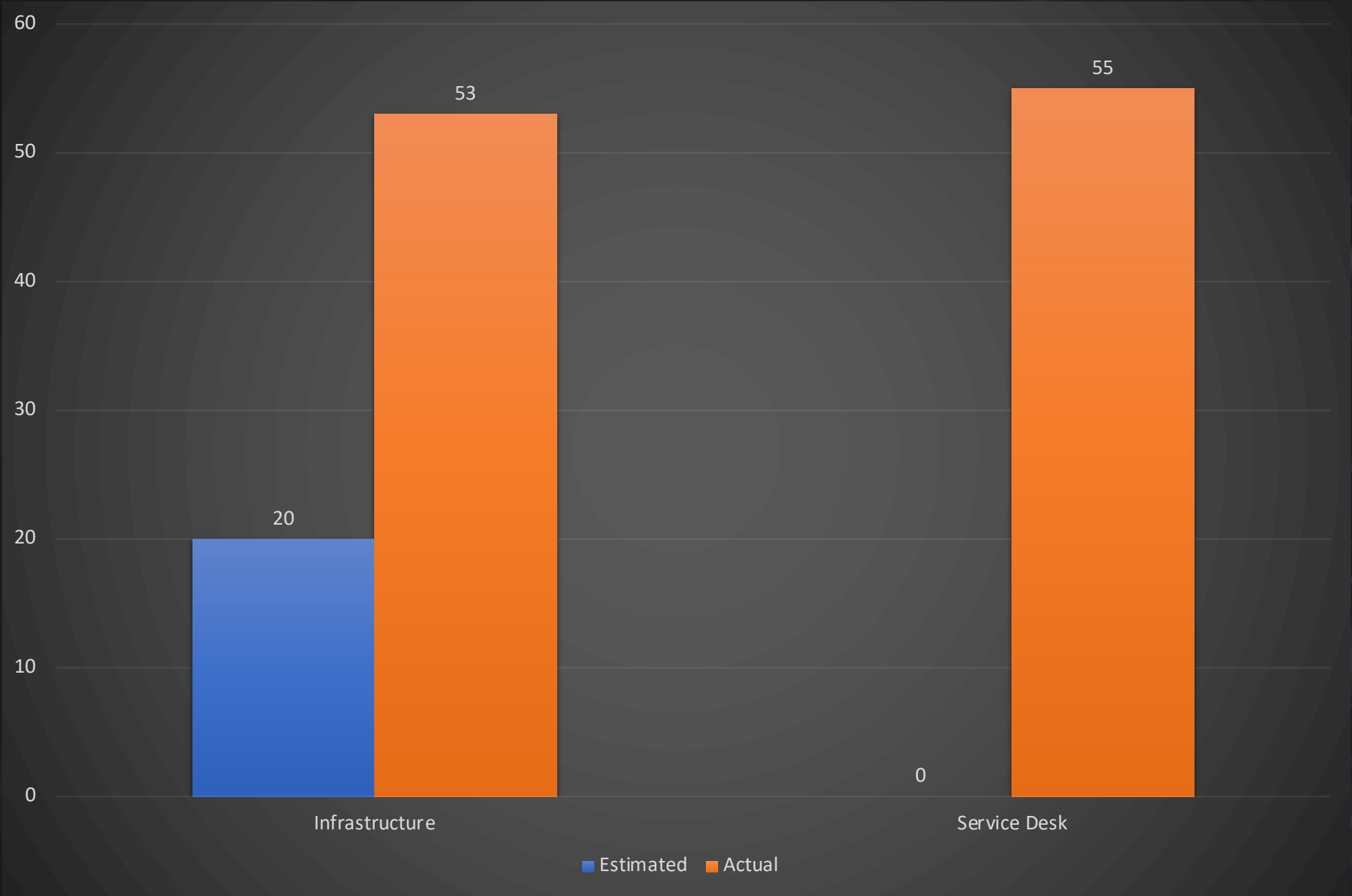
Open Tasks

Ticket #	Subject	Staff
4402	IT help SEV 3	James Owen
4413	Signature Services Support Request: GPD email server error	James Owen
4427	New Laptop	Eric Laracuenta
4441	Phoenix Gas Software	Jeremy Baumgartner
4466	Village Hall Exchange - External Cert Expiration	David Winters
4477	Voicemail to email not working	Jeremy Baumgartner
4479	Hosted Program	David LeBoeuf
4488	Firewall configuration	David LeBoeuf
4523	Setup new iPads	Jeremy Baumgartner
4526	Program Version Update	Eric Laracuenta
4528	email groups	James Owen

November Accomplishments: Ticket Performance



Retainer Utilization Trend



Projects Portfolio

Project	Division	Priority
MFA / EDR		
Install Active Agent/Security Agent on all Systems		
Update/Replace Sonicwalls : VHall/DPW : VPN/MFA		
Migrate On-Premise Exchange to Cloud-365		
Cancel Office 365 Family - Move to 365 Gov't as appropriate		
Move WebTrac to Off-Premise / Hosted with Vermont Systems		
Implement germantownwi.gov		
Secure G Drive		
Secure Client Machines – non-local admin		
Expand Backups / Offsite / Retention Policies		
Implement Mail Archiving Application Clearing journal mailbox		
New Accounting Software / Convert from MSI		
Move Printers from Appserver – Retire	Village Hall	Completed
Move Engineering Shared Folder - Retire		
ProPhoenix 2020R2 Upgrade		
Implement Monthly training / best practices		
Switch to active Fiber Internet at Vhall		
FireDept Backups - Use Ext USBs or Cloud		
Join DPW machines to Domain		
Group Policy Creation/Updates		
Replace NAS at DPW or Retire		
New Axon Body/Squad Cameras	Police Department	Completed
MorphoTouch on all Squad Cars		
Server Level Warranty Extension		
Implement PD Media Server w/all Videos/Pictures/Interviews with Backups		

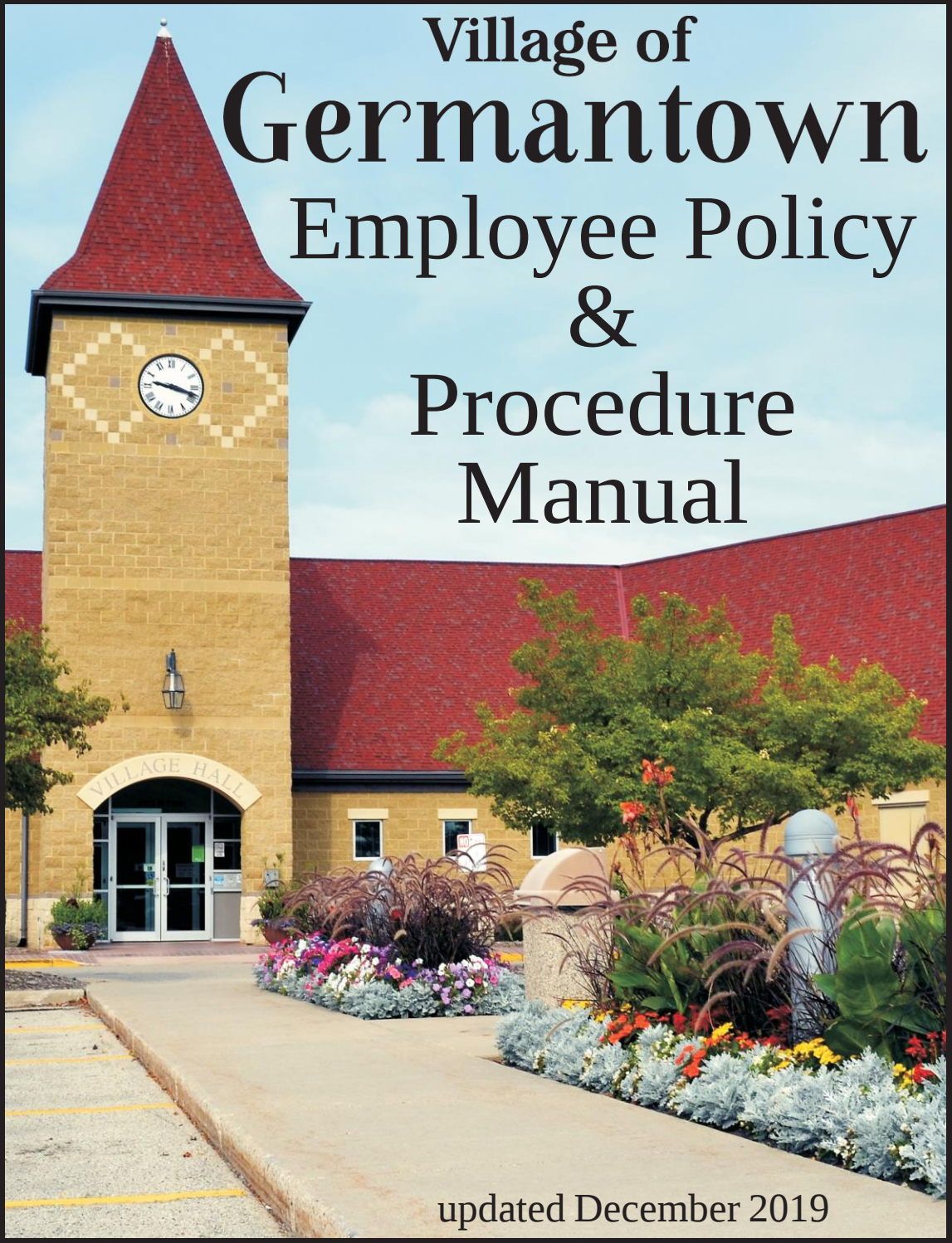
Questions?

BUSINESS OF THE GERMANTOWN VILLAGE BOARD

MEETING DATE: December 20, 2021
PLACEMENT: New Business
ITEM TITLE: Employee Manual Updates
SUBMITTED BY: Erin M. Hirn, Support Services Manager

SUMMARY EXPLANATION:

Annually, it is important for the village to review policies and procedures to make sure they align with current practices. I present to you an updated version of the Employee Manual. This manual has been periodically updated; however, after reading through the manual, it was apparent that there were many changes needing to be made to follow current standards. The majority of the changes were in employee benefits. A summary of the major changes follows as well as a clean version of the manual. We have had our Labor Attorney review this document before presenting it to you tonight. This is not to be voted on at this time; however, will appear again in January for approval.



Village of Germantown Employee Policy & Procedure Manual

updated December 2019

VILLAGE OF GERMANTOWN

EMPLOYEE POLICY & PROCEDURES MANUAL

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VILLAGE OF GERMANTOWN

EMPLOYEE POLICY & PROCEDURES MANUAL

INTRODUCTION

PURPOSE

This Policy sets forth employment policy guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct which employees of the Village of Germantown are expected to follow. This Employment Policy Manual informs employees about what the employer may generally expect from the employees so as to guide the employees in their professional duties and in fulfilling their responsibilities as public servants. None of the statements or policies outlined in this manual are meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any person or changing the at-will employment relationship in any manner. This manual is not nor is it intended to be construed as an employment contract or to guarantee any rights to employees.

To the extent this manual conflicts with specific language in applicable collective bargaining agreements covering certain personnel, the specific language of the collective bargaining agreement shall have control over the language of the manual when required. Additionally, any wages, hours and working conditions referenced in this manual that are subject to the mandatory duty to bargain are not binding on those parties unless permitted by the collective bargaining agreement or upon fulfillment of the duty to bargain between the Union and Village or upon waiver.

Final interpretation and implementation of any of the policies or rules in this manual are vested solely with the Village Board through the Administrator. The Policies are subject to change at any time by the employer and will be reviewed and revised periodically.

The contents of this manual are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling.

COMPLIANCE WITH POLICIES, RULES AND EXPECTATIONS OF CONDUCT

The Village of Germantown has established these policies and its rules of conduct in furtherance of the effective operation of the Village and to provide high quality service to all Germantown citizens, those persons interacting with the Village, and visitors. The Village of Germantown expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public.

Compliance with the policies, rules and general expectations of conduct is of paramount importance in order to fulfill these objectives and for the employee to have a successful career with the Village of Germantown. Failure to comply with these policies, rules and general expectations of conduct can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the Village must have in that employee.

The Village treats all violations of these policies, rules and general expectations very seriously and any violation of such can subject an employee to discipline, up to and including discharge.

CHAIN OF COMMAND

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides by law with the Board under the leadership of the Administrator and Village Board President. The Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board and head of the management team. Department Directors of the Village are part of the management team, and the Directors report to the Administrator. Supervisors subordinate to the Directors are also members of the management team. This management team concept is the process by which a recommendation for Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board to promote effective services for the community.

The Administrator is responsible for the development, supervision, and operation of the Village and its personnel and facilities. Employees have the obligation to further the professional advisement of the Board through the chain of command. The Administrator is given the latitude to determine the best method of implementing the policy decisions of the Board.

All staff members and supervisors shall be responsible to the Village Board and the Board President through the Village Administrator. Each shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Administrator to the Board or Board President. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this manual or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of command.

The Administrator and those department leaders, supervisors, and employees directed by the Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation as distinct from deliberation, debate, and voting of Board members.

It will be up to the employee's supervisor to assign duties to the employee. Generally, if an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, then the employee must address the problem through the employee's immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Village Administrator. If an employee feels harassed by another person, then the employee is directed to follow the harassment reporting policy in this manual.

DISABILITY ACCOMMODATION

The Village of Germantown prohibits discrimination on the basis of disability. The Village is committed to providing equal employment opportunities to otherwise qualified individuals with known disabilities, which may include providing reasonable accommodation in those situations where a disabling condition prevents an employee from performing the essential functions of his or her position, as long as such assistance does not cause a hardship for the Village or create a direct threat to the employee's safety or that of others. All accommodation decisions are made on a case-by-case basis, taking into account the qualifications and the particular circumstances of the individual in relation to job-related criteria, as well as the Village's resources.

It is an employee's responsibility to notify Support Services of the need for accommodation. Upon doing so, the employee may be asked for his or her input regarding the employee's functional limitations and the type of accommodation the employee believes may be necessary to enable him or her to perform the essential functions of the job. If an employee will be seeking extended leave upon expiration of FMLA leave, the employee should make such a request as soon as he or she becomes aware of the need for extended leave. Accommodation requests will need to be supported by medical certification provided to Support Services. If the request is for extended leave, the medical information must be provided on or before the date the extended leave is requested. Also, when appropriate, the Village may require the employee requesting accommodation to provide additional medical certification related to the employee's condition or to give his or her permission to obtain additional information from the employee's physician or other medical or rehabilitation professionals.

After it has been provided all necessary information, the Village will work with the employee to determine if it can provide to the employee a reasonable accommodation that will be effective in allowing the employee to perform the essential functions of or to return to the employee's job if the employee has been on a medical absence. All medical information regarding the employee's condition will be maintained in a separate, confidential folder and will, to the extent possible, be kept confidential and be revealed only to those persons the Village has determined have need to know the information.

ETHICS CODE

The Village employees and officials are subject to the Code of Ethics set out in the Village Code. Part of that Code follows here as a reference. The full Ethics Code, including information about the Ethics Board, can be found in Municipal Ordinances 1.064-1.066. 1.064 - CODE OF ETHICS. (Cr. Ord. #16-91; Rep. & Recr. Ord. #8-93)

- (1) **DECLARATION OF POLICY.** The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all Village officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the Village. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Village and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the Village. The provisions and purpose of this code and such rules and regulations, as may be established, are hereby declared to be in the best interests of the Village.
- (2) **RESPONSIBILITY OF PUBLIC OFFICE.** Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and to carry out impartially the laws of the nation, State and municipality and to observe in their official acts the highest standards of integrity and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their conduct in their official affairs must be and in their private affairs should be above reproach so as to foster respect for all government.

- (3) **DEDICATED SERVICE.** All officials and employees of the Village are expected to give support to official actions and programs of the Village. Appointive officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority as set forth in the Village Code. Officials and employees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.
- (4) **FAIR AND EQUAL TREATMENT.**
- (a) Use of Public Property. No official or employee shall request or permit the use of Village-owned vehicles, equipment, materials or property for personal convenience or profit.
- (b) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.
- (5) **CONFLICT OF INTEREST.**
- (a) Definitions.
1. *Financial Interest.* Any interest which shall yield directly or indirectly, a monetary or other material benefit to the official or employee or to any person employing or retaining the services of the official or employee.
 2. *Personal Interest.* Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
 3. *Person.* Any person, corporation, partnership or joint venture.
 4. *Anything of Value.* Any money or property, favor, service, payment, advance forbearance, loan or promise of future employment for himself or for his immediate family.
 5. *Immediate Family.*
 - a. A person's spouse.
 - b. An individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than ½ of his support from the individual or from whom the individual receives, directly or indirectly, more than ½ of his support.
- (b) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties in the public interest contrary to the provisions of this section or would tend to impair his independence of judgment or action in the performance of his official duties.
- (c) Specific Conflicts Enumerated.
1. *Incompatible Employment.* No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is inconsistent or in conflict with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties unless otherwise permitted by law and unless disclosures are made as hereinafter provided.
 2. *Disclosure of Confidential Information.* No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village nor shall such information be used to advance financial or other private interests.

3. *Solicitation or Acceptance Prohibited.*
 - a. No official or employee shall solicit nor accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the official's or employee's vote, official action or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the official or employee. Campaign contributions which are permitted and reported under Ch. 11, Wis. Stats., may be accepted.
 - b. No official or employee, or member of the official's or employee's immediate family, shall accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be expected to influence the official's or employee's vote, official action or judgment. An official or employee should discourage any member of his immediate family from accepting hospitality under such circumstances. Participation in ground breakings, celebrations, grand openings, open houses, informational meetings, voter forums and similar events are excluded from this prohibition.
4. *Representing Private, Personal or Financial Interests Before Village Agencies or Courts.* (Rep. & Recr. Ord. #21-93) No elected official, as defined in section 1.01 of this chapter, nor appointed official, as defined in section 1.02 of this chapter, nor employed official, as defined in section 1.03 of this chapter, shall appear on behalf of any private person other than himself, his spouse or minor children before any agency, board, commission, committee, council or department of the Village or before any court involving a case in which the Village has an interest. However, a Trustee may appear before Village agencies on behalf of the Trustee's constituents in the course of the Trustee's duties as a representative of the electorate or in the performance of public and civic obligations.

(6) DISCLOSURE OF INTEREST IN LEGISLATION.

- (a) Any member of the Village Board who has a financial interest or personal interest in any proposed legislation before the Village Board shall disclose on the record of the Board the nature and extent of such interest.
- (b) Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest.

(7) STATUTORY STANDARDS OF CONDUCT. There are certain provisions of the Wisconsin Statutes which, while not set forth herein, are considered an integral part of any code of ethics. Accordingly, the provisions of the following sections of the statutes, as from time to time amended, are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- (a) §946.10 Bribery of Public Officers and Employees
- (b) §946.11 Special Privileges from Public Utilities
- (c) §946.12 Misconduct in Public Office
- (d) §946.13 Private Interest in Public Contract Prohibited

HIRING OF RELATIVES. (CR. ORD. #9-01)

- (1) This section governs the hiring, classification, compensation, retention, supervision, management, termination or discipline of individuals who may apply for or be engaged in full-time or part-time work as Village employees and who are members of the immediate family of Village employees or elected or appointed officials. "Immediate family" includes an employee's or official's spouse, and the employee's or official's children, parents, siblings and their spouses.
- (2) No Village official, whether appointed or elected, or employee shall make, take part in, recommend or attempt to influence any decision or action with regard to the hiring, classification, compensation, retention, supervision, management, termination or discipline of a member of the employee's immediate family.
- (3) Village officials and employees are required to comply with §19.59, Wis. Stats.:
"No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family or organization with which he or she is associated."
- (4) This section does not apply to nonelected officials who are asked to accept appointment as members of a Village board, commission or committee.
- (5) The Village Administrator may waive this section whenever its literal application would be adverse to the Village's best interest or would work an unreasonable hardship on the employee. If this section is waived, the Village Administrator shall do so by setting forth in writing, as a matter of public record, an explanation of his or her finding that the waiver is in the Village's interest.
- (6) Nothing in this section prohibits a Village official, whether elected or appointed, or employee from making decisions or taking actions concerning salaries, salary-related benefits or reimbursement of actual and necessary expenses for officials or employees as a class, category, bargaining unit or other collective group, in circumstances wherein the decision or the action does not result in preferential or favored treatment of a member of the employee's immediate family.

PRE-EMPLOYMENT/EMPLOYMENT POLICIES AND PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITIES

The Village of Germantown is an equal employment opportunity employer. Employment decisions are based on merit and business needs. The Village carefully selects its employees and employs people who are concerned with the success of the Village. people who care first about the highest quality public service and the interests of the public, people who can carry on their work with skill and ability; and people who can work well with our team.

It is the Village's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States. It is the policy of the Village to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The Village will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the Village.

The Village of Germantown is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As part of this commitment, the Village will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, sex, national origin or any other protected characteristics. Therefore, all employees are encouraged to bring any concern or complaints in this regard to the attention of management through the chain of command or through the reporting procedures in specific policies. All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct.

All employees share in the responsibility for assuring that the policies are effective and apply uniformly to everyone. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including termination.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event any person believes he or she has been discriminated against.

GENERAL HIRING PROCESS FOR NON-REPRESENTED POSITIONS

This General Hiring Process for Non-Represented and Represented Public Works Positions applies as a guideline for the hiring of those employees of the Village of Germantown. The processes outlined herein are subject to modification or temporary discontinuance in the discretion of the Village Administrator or the Village Board or applicable Committee. While the Police Department, Fire Department, and Library may utilize some or all of these procedures, their hiring process and guidelines are governed by separate policy documents or processes subject to approval by the governing authority of the Village Board, the Police and Fire Commission, or Library Board.

1. When a position becomes vacant (or notice of vacancy is given), the Department Head reviews and updates the job description along with department needs. If the Department Head determines that the position is still needed and no changes are required for the job description, then the Department Head submits a written request using the Job Requisition Form to Administrative Staff for review. Some requisitions, including Department Heads and non-budgeted positions, may also require review by the committee of jurisdiction or the Village Board. In the event the job description must be updated, then the Department Head, in conjunction with Administrative Staff, is responsible for developing an approved job description before advertising for the position.
2. Approval for filling a position will be based on several factors including department budget, department needs, overall Village budget position, staffing needs, and costs. Positions will not automatically be filled as soon as vacancy occurs.
3. Once approvals are received from the Administrator (and committees, if applicable) the department head and Administrator will determine if the position will be filled through an internal promotion or transfer or through an external recruitment. If the position is filled through an internal promotion or transfer, the Department Head and Administrator will determine if a competitive process will be used to consider multiple internal candidates or if an employee who is uniquely qualified will be promoted or transferred.
4. In the case of an external recruitment, the Administrator will approve the process for recruitment, including whether the position will be advertised for solicitation of applicants or whether an individual candidate or candidates will be targeted.
5. If an external job posting is used, then the job posting ad should be posted in multiple sources, which will be determined by the position's needs. Job will be posted by Administrative Staff with all job application materials, questions, and resumes being submitted to Administrative Staff. Suggestions for posting would include:
 - a. Local newspaper
 - b. Trade Association websites
 - c. League of WI Municipalities website
 - d. Job listing websites
 - e. Recruiters (only in unusual circumstances)
 - f. Village website
 - g. Village social media
6. Application materials will be gathered and assessed by Administrative Staff using pre-determined criteria, as established by the job description.
7. When the application deadline closes, and/or the pre-determined first review date occurs, the applications will be presented in their assigned categories to the Department Head for review and comment. At that time, the Department Head or their designee will contact applicants to schedule interviews. Ideally, 3-5 candidates should be interviewed for each open position.
8. Interview panels should normally be used to evaluate and rank candidates. Interview panels should be standardized as much as possible. In general:
 - a. Non-supervisory positions may require a panel of 1-3 people, with the Department Head serving as part of the panel. Additional interviewers may include Administrative Staff, other Department Heads and front-line personnel. One interview should be sufficient for most of these types of positions. For technical positions, outside experts may be asked to assist in the interview process.
 - b. Higher skill positions or those with supervisory responsibilities should be interviewed by a panel of 3 (including the Department Head, Administrator, other

Department Heads, or front-line staff). A second interview round may be scheduled, including with a different mix of interviewers when needed, as determined by the Administrator.

- c. Department Head positions will require at least two rounds of interviews. The first interview will be with the Administrator and *at least* two Department Heads or Village personnel chosen at the discretion of the Administrator. The second interview will be either with the committee of jurisdiction or the entire Village Board.
9. Interview questions and panel assignments will be made in advance of the interview process. It is imperative that these decisions are not made based on the applicant's identity in order to avoid appearance of favoritism. All interviewers should stay on script as much as possible to avoid unintentional but inappropriate (or illegal) comments and questions. These scripts will be developed by Administrative Staff in collaboration with the Department Head prior to their use. Interviewers should take notes as needed on forms provided by Administrative Staff for scoring. These notes are not part of any permanent record unless otherwise designated by the Administrator or the Administrator's designee.
10. After each interview, interviewers should review their notes and preliminarily score the candidate prior to interviewing the next person, when possible. At the end of each interviewing block, each interviewer should review his or her notes and preliminary scores and finalize the interviewer's scores. The panel should then discuss all the candidates and attempt to determine which candidate(s) should either move forward in the hiring process.
11. After the panel has ranked candidates, the Department Head should select a candidate to move forward in the hiring process.
12. The candidate will move forward through the process, completing any required pre-employment examinations including the background check, drug testing, and medical examinations.
13. Prior to issuing a conditional offer of employment, the Department Head and the Administrator should discuss salary options, if the candidate will not be offered the entry level of the salary range. The salary range for each position will already have been determined, but because some candidates may have higher skill levels than others, not everyone will begin at the bottom of the salary range. This should be approved by the Administrator prior to making a conditional offer to the applicant.
14. The Department Head and Administrator may issue notice to the selected candidate that the candidate is to move forward in the hiring process to the background check and other nonmedical testing phase and, if satisfactorily completed, the candidate will likely be issued a formal conditional offer of employment prior to taking any medical examinations (or to have all medical examinations taken and reviewed only after completion of all nonmedical testing).
15. When a formal conditional offer is to be issued, either the Department Head or Administrative Staff will call and make the offer to the designated candidate. Once the applicant agrees to the offer, an official offer letter should be created that includes terms of employment and mailed (and emailed) to the candidate. They should then sign and return the letter to the Village. This signed letter will be put in the employee file, along with application materials and/or resumes.

16. When all interviews are complete, and a formal conditional offer has been made and accepted, each applicant should be notified that the position has been filled. In general, those who did not receive an interview can be notified by email; those who interviewed should receive an email and phone call, if possible. Timing of the rejection letters may vary, depending on process.

PROCEDURES FOR CONDUCTING BACKGROUND CHECKS FOR POTENTIAL AND CURRENT VILLAGE EMPLOYEES

The procedures outlined below determine the process for conducting background checks for employees and external hires under the jurisdiction of the Village Administrator and Germantown Village Board.

GENERAL BACKGROUND CHECK INFORMATION

According to Municipal Code 2.12, "The Village Board shall have the authority to authorize background investigations of applicants for employment with the Village to ascertain an applicant's suitability for employment, and may authorize the appropriate agency, department or committee to conduct such investigation. This investigation may include, but is not limited to, the review of personnel and employment references, criminal history concerning pending charges and conviction record, credit check, fingerprint records, psychological evaluation, drug screening and medical examination. For the purposes of this section, the term "employee" may include persons acting as volunteer representatives or agents of the Village. This policy provides a framework for the process and procedures of such background investigations. The law allows for multiple methods of investigation. For all non-Public Safety employees and Library employees, the background investigation for an applicant will include a criminal check, a driving record check, a reference check, and verification of required credentials. The Village may also conduct drug screening and preemployment medical examinations.

CRIMINAL RECORD CHECK

The procedures contained herein determine the process for conducting criminal background checks for all positions under the jurisdiction of the Administrator and Germantown Village Board.

Pursuant to the Wisconsin Fair Employment Act (WFEA), Section 111.321, no person may be disqualified from employment with the Village solely, or in part, because of a prior conviction of a crime or crimes unless the crime or crimes for which the individual was convicted substantially relate to the position of employment sought.

The general background check procedures as established here do not apply to:

- Positions in the Village Police Department;
- Positions governed by the Wisconsin Caregiver Program;
- Positions in the Village Fire Department.
- Positions in the Park & Recreation Department

Procedures for Criminal Background Checks for these positions are established elsewhere. Park & Recreation Department procedures are outlined below.

JOB ANNOUNCEMENT BACKGROUND CHECK NOTICE

Every applicant applying for a position requiring a background check must contain an Authorization for Release of Information which informs candidates of the potential scope of the background check. The failure of an applicant to authorize the background check will disqualify the applicant from further consideration. The failure of a job announcement to include a notice of a background check shall not preclude the Village from conducting these checks.

RESPONSIBILITIES FOR CONDUCTING BACKGROUND CHECKS

Because there are multiple components of the full pre-employment background check, different employees have responsibilities under this policy. The Village will rely on the services of the Village of Germantown Police Department and the State of Wisconsin Department of Justice and the Department of Transportation or other qualified service providers in conducting and completing criminal background checks and driving record checks. The Village contracts with an outside provider to perform drug tests and medical exams.

Village Administrative Staff will have access to the results of these pre-employment checks including criminal record check information. Administrative Staff will inform the Department Head whether a candidate passes or fails the background check, the criminal background check, reference check, medical exam, or drug test. Specific information obtained during this process will remain within control of the Administration Office and is generally treated as confidential unless otherwise designated by the Administrator.

REQUIREMENTS FOR A BACKGROUND CHECK

A. Criminal Checks

1. **Criteria:** It is Village Policy to conduct a background check, including a criminal record check, on all applicants for employment. In addition, the Park & Recreation Department, as established in Section VII, will conduct annual background checks on all employees and coach volunteers.
2. **Timing:** The criminal background check may be completed at any of the following stages of the selection process in accordance with the Wisconsin Fair Employment Act:
 - a) When an applicant has submitted an application for employment; or
 - b) When an applicant has been selected for an interview, or
 - c) When finalists are determined, or
 - d) When a final candidate to whom a nonconditional offer of employment or promotion is expected to be made, including offers of temporary employment, or
 - e) When an employee is considered for transfer or promotion to a position or reassignment to duties that require a criminal background check.
 - f) Before contract personnel or volunteers begin providing services to the Village and before being granted access to Village property, equipment, computer systems, etc.
3. **Frequency:** Criminal background checks for current employees shall be conducted when determined by Village Administrator and generally not more often than once every 12 months. Employees being considered for a transfer, reassignment, new detail, or promotion, who have successfully completed a criminal background check, may be required to complete a second criminal background check in the following 12 months.

4. **Expenses:** The department requesting the background check bears all costs related to the criminal background check.
 5. **Consent Form:** Prior to conducting the criminal background check, the Village will ensure that the hiring authority/Department Head requires applicants to complete and return the Authorization for Release of Information form.
 6. **Conditional Job Offer:** A *conditional* job offer can be made after completion of the criminal background check and all other nonmedical testing. Where a criminal background check is required, the candidate may not begin work, be detailed, transferred or promoted to another position until the background check process has been completed. If a pre-employment medical examination is required, all criminal background checks must be completed prior to the conditional job offer. The definition of medical examination includes a pre-employment alcohol test and pre-employment physical or psychological medical examination.
 7. **Process:** Upon completion of the Authorization for Release of Information form, Village Administrative Staff will direct the Village Police Department or the Department of Justice to conduct a criminal history check for crimes that are substantively related to the position being offered.
 8. **Relation of Conviction or Pending Charges to Position:** Upon receipt of the candidate's criminal conviction history, Village Administrative Staff shall determine the relation of the conviction or pending criminal charges to the position sought. No person shall be disqualified from employment with the Village solely or in part because of a prior conviction of a crime or pending criminal charges, unless the crime or charges substantially relate to the position of employment sought. In determining if a conviction directly relates to the position of employment sought Village Administrative Staff shall consider the:
 - a) Nature and seriousness of the crime or crimes for which the individual was convicted;
 - b) Relationship of the crime or crimes to the purposes of regulating the position of public employment sought;
 - c) Relationship of the crime or crimes to the ability, capacity, and fitness required to perform the duties and discharge the responsibilities of the position of employment or occupation.Nothing herein prevents the Village from investigating the underlying facts of a given situation and drawing conclusions as to whether to consider the applicant for employment based on the Village's own internal investigation.
- B. Contacting of References and Professional and Personal Examination:**
Administrative Staff may examine any persons and any sources of information including education information, licensures or certifications, personal history, and professional performance information.
1. During the application process, Department heads or Administrative Staff may contact the provided references and/or past employers to verify information in the applicant's resume or job application.
 2. Because some positions require specific qualifications including college diplomas, certifications, or specialized training, Administrative Staff may also require the candidate to provide proof of or access to the records showing completion and/or contact the licensing board, university, or other provider of credentials.
- Follow-Up with Applicant:** Village Administrative Staff may conduct any other follow up and investigation with the Applicant, with the expectation that the Applicant is

absolutely candid, forthright, and truthful with the Village during the entire hiring process.

- C. Nonconsideration of Prohibited Information:** When determining whether a candidate has successfully completed the background process, Village Administrative Staff shall not base such decision on or consider any prohibited information, including information based on protected status, prior worker's compensation claims, medical history or information, genetic information, and any other information prohibited from consideration by law.
- D. Determination and Notification:** If Village Administrative Staff determines that the candidate is qualified for the position or assignment sought and has successfully completed all nonmedical examinations during the background process, then Staff shall notify the hiring authority and advise them that they may proceed with the hiring process and the issuance of a formal conditional offer of employment. Likewise, should they conclude that the candidate is disqualified from consideration for the position sought, they shall immediately notify the hiring authority. Village Administrative Staff will notify the individual of their disqualification in writing within five (5) business days of the disqualification.
- E. Medical Exams and Drug Testing:**
 - 1. Pre-employment medical exams are meant solely to determine a candidate's ability to perform the position being offered. The examiner will have a copy of the job description and physical requirements when performing the exam, and will only judge related abilities,
 - 2. Prior to the Village's review of the medical examination results, the applicant will be directed to take a screening test for illegal drugs. Results will be provided to Village Administration. Applicants who refuse to provide consent for the test or test positive for illegal drugs or other prohibited substances will no longer be considered for employment.
 - 3. Candidates for a position will only be asked to take a medical examination after a conditional job offer has been made, and both tests must be completed and passed prior to the employee's first day of work.

PROCESS FOR CONDUCTING BACKGROUND CHECKS FOR EMPLOYEES SUBJECT TO PROMOTION OR TRANSFER FOR WHICH A BACKGROUND CHECK IS REQUIRED

- A. Process:** Prior to a current employee promoting into or assuming duties which requires a criminal and/or qualifications check, the hiring authority shall notify Village Administrative Staff and request that a check be conducted on the employee. They shall follow the procedures set forth in Section IV above to the extent determined by the Administrator.
- B. Employee Rights:** An employee who is disqualified from the position sought shall not be removed from their current position unless the check reveals information not previously known which is related to their ability to successfully perform the duties of their current job, including information demonstrating the employee was not truthful or forthright during prior background processes or other circumstances that render the employee unfit for the current position.

EMPLOYEE RESPONSIBILITY TO NOTIFY ADMINISTRATIVE STAFF (OR THEIR DEPARTMENT HEAD) OF CRIMINAL CONVICTIONS

- C. **Reporting a Conviction:** For positions that require a criminal background check, it is the duty of all employees in such positions to affirmatively and immediately notify their Department Head and/or Administrative Staff of a law enforcement contact, including an arrest, pending criminal charges or civil ordinance charges, or a conviction. For purposes of this policy, conviction includes any conviction which has not been expunged.
- D. **Criteria:** Village Administrative Staff shall follow the above procedures to determine the job relatedness of the criminal conviction to the performance of the duties of the position.
- E. **Potential Sanctions:** Intentional failure of the employee to notify Administrative Staff or their Department Head may be grounds for employment sanctions up to and including suspension and termination, regardless of when the omission is discovered. Such failure may be grounds for suspension and termination of employment regardless of whether it is determined that such conviction or pending charge is of a nature that would have disqualified the employee from the position of employment in question.
- F. **Independent Investigation:** The Village reserves its right to investigate the on-duty and off-duty behavior of Village employees where the interests of the Village may be affected, including as to whether the employee has violated any Village policy rule, or expectation of conduct. The Village will conclude from its own investigation an appropriate employment disposition, and such disposition is not contingent on whether the employee is convicted of the wrongful behavior in a court of law.

PARK AND RECREATION DEPARTMENT PROCESSES

- G. **State Statutes:** All applicable laws and procedures that apply elsewhere in this policy will apply for positions in the Park & Recreation Department.
- H. **Department Specific Policy:** Rather than conducting background checks through the Administrative Staff, the Park & Recreation Department facilitates their own background checks through the Department of Justice. All results from such checks are maintained by the Director of Park & Recreation and the Recreation Supervisor. All decisions about eligibility for a position and position related convictions will be made by jointly by the Director of Park & Recreation and Administrative Staff. The Department is responsible for paying all associated costs.
- I. **Timing:** Unlike other Village staff, the Department of Park & Recreation requires an annual background check for all department staff including seasonal staff and volunteers. There are no exceptions to this requirement. Individuals will be notified prior to their annual check.

RETENTION AND ACCESSIBILITY OF BACKGROUND CHECK RECORDS

Administrative Staff shall maintain records and related documents compiled by the Village on individuals in response to background checks, and such records are generally treated as confidential staff-management planning documents unless otherwise determined by the Administrator. The Village of Germantown Records Retention policies, the Wisconsin Public Records Board, and applicable Federal and State laws shall govern the storage, use and dissemination of such records. Where the use of such records is not addressed by the foregoing standards, the use and dissemination of such records, such as their availability to hiring authorities, shall be within the discretion of the Village Administrator. The retention period assigned to these records and the Wisconsin Public Records Board classification are identified

in the General Retention Schedule for Human Resources and Related Records. Confidentiality of such records will be maintained as practical, until such time they are destroyed, as determined by the Wisconsin Public Records Board.

JOB CLASSIFICATIONS

Based on the needs of the employer, employees are classified within the following categories:

Department Head

An employee who is responsible for the operation of a Village department under the overall management of the Village Administrator and includes:

1. Chief of Police
2. Fire Chief
3. Director of Public Works
4. Clerk/Treasurer
5. Director of Parks & Recreation
6. Community Development Director
7. Library Director

Commented [RPH1]: Erin: As I went through the updated sections of the Handbook, I noticed the term "Department Director" is often used interchangeably with "Department Head." I recommend the Village pick a term and use it uniformly throughout the Manual.

Commented [SK2]: We will also need to update Village ordinance to be consistent with this.

Commented [EH3R2]:

Exempt Employees

Certain designated Department Heads and other non-sworn employees holding positions that meet the qualifications for exemption under the Fair Labor Standards Act of 1985, as amended, are classified as exempt employees. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the Village. Exempt employees are not eligible to receive overtime compensation. Employees should consult with the Village Administrator if they have questions regarding their classification as an exempt employee.

Commented [RPH4]: While these are the three most common exemptions, there may be others that could apply, so I would not limit the Village to only these three.

Since the work of these employees is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time, exempt employees will be compensated by salary and on the basis of their responsibilities and duties rather than the number of hours required to perform such duties and responsibilities. While exempt employees, including Department Heads, are generally expected to conform to the normal business hours of their department, they are afforded flexibility in the application of their hours worked to the responsibility involved in managing their department. Department Heads and other exempt employees are also afforded flexibility in terms of the application of the time of those employed within their department consistent with the requirements of this Employee Personnel Manual. Such flexibility is not intended to allow for:

1. Taking absence for illness without charge to applicable paid leave banks.
2. Pay for overtime hours worked.

Commented [RPH5]: Erin: Is this stating that Department Heads are able to create flex schedules for other employees in their department, provided those schedules comply with this Manual? And, if so, is that concept just limited to exempt employees in varying departments or all employees?

I think this could benefit from some clarification.

Full-Time Employee

A regular full-time employee is an employee who is designated by the Board as a regular full-time employee and who works a regular schedule and is expected to normally work forty or more hours per workweek. Exempt employees are generally classified as regular full-time employees; however, a regular full-time employee may be exempt or non-exempt. Only

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regular full-time employees receive benefits of the employer unless specifically identified in the employer's policies or as required by law.

Regular Part-Time Employee

A regular part-time employee is an employee who is designated by the Board as a regular part-time employee and works a regular schedule and is expected to normally work less than forty hours per workweek, but greater than thirty hours a week to be eligible for Village Health Insurance benefits. A regular part-time employee may be exempt or non-exempt. A regular part-time employee does not receive benefits of the employer unless specifically identified in the employer's policies or as required by law.

Seasonal/Temporary Employee

A temporary or seasonal employee is hired for a specified project or time frame and may work an irregular schedule or a regular schedule. A temporary or seasonal employee may be exempt or non-exempt. Temporary or seasonal employees do not receive any additional compensation or benefits provided by the employer unless required by law.

Commented [EH6]: New Change

Commented [EH7R6]:

PAY PRACTICES

COMPENSATION

It is the policy of the Village to compensate employees at a level sufficient to encourage excellent performance and to maintain the labor market competitiveness necessary to recruit and retain a competent workforce.

PAY DAYS

Employees will be paid biweekly. Each pay period is two weeks long and begins on a Monday and ends on a Sunday. Payday is generally the Tuesday of the next week following the end of the pay period.

Direct Deposit is required by Village Employees. In general, deposits are made available to the employee's account the morning of the designated pay day.

COMPENSATORY TIME, FLEX-TIME, & OVERTIME CALCULATION

Compensatory time may be granted and utilized by all non-exempt Village employees with the approval of their department supervisors or directors.

Hourly non-protective service employees will be granted overtime pay at one and one-half times their normal hourly rate for each hour worked in excess of 40 hours per week. Protective service employees shall follow a 28-day work period for purposes of statutory overtime calculation. Pay for time not worked during a week, such as vacation, compensatory time, sick leave, bereavement leave, does not count toward the calculation of overtime hours for which cash overtime pay or compensatory time off is granted. Time paid for those employees earning compensation for a recognized holiday occurring during that workweek will be counted as hours worked for overtime calculation purposes. Additionally, any prescheduled leave including planned vacation, sick time, or compensatory time will count toward time worked for overtime calculation. To be considered "prescheduled", the time must have been approved by the supervisor at least two weeks in advance. Time taken that is not planned is not considered as time worked. Holiday pay shall not count toward overtime calculations for telecommunicators.

It is generally up to the Village Supervisors or Department Directors to grant either overtime pay or compensatory time. The choice should be based on the staffing needs of the department. Overtime must be pre-authorized by a supervisor and shall be work that is necessary or of an emergency nature. Employees shall not work overtime without the proper authorization of a supervisor. Unauthorized overtime may result in disciplinary action, up to and including termination of employment. Non-protective service hourly employees may accrue a bank of up to 40 hours of approved compensatory time. Hourly protective service employees will follow their respective union contracts with regard to determining maximum accruals of compensatory time.

Employees who have accrued the maximum hours of compensatory time will be paid overtime at the rate of one and one-half times their normal hourly rate for any overtime worked in excess of the maximum compensatory time accruals.

A payout of all or any other portion of an employee's accrued compensatory time may be made at any time at the sole discretion of the employer and shall be paid at the regular rate earned by the employee at the time the employee receives the payment. Payment will be made at the closest next payroll cycle after the request to use compensatory time. An employee may request a payout of their compensatory time bank which will be considered by the department

Commented [RPH8]: Erin: To the extent this is not addressed in the CBA and the Village uses a 207(k) work period for computing overtime in the police department, this should be adjusted to provide for compensatory time for hours worked beyond the applicable 207(k) work period threshold.

Commented [RPH9]: Erin: Given this is technically not "hours worked" under the FLSA, comp time is not required here. This is purely discretionary.

Commented [RPH10]: Same concept here.

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Commented [EH11]: New Change

director.

An employee who has accrued compensatory time shall be permitted to use such time off within a reasonable period after making a request to use such time if the use does not unduly disrupt the operations of the department.

Upon termination of employment, an hourly employee shall be paid for unused compensatory time at the rate not less than the final regular hourly rate of compensation.

At the end of each year, all compensatory time shall be taken or paid, it will not be carried over from year to year. Payment will be made on the last paycheck of the calendar year. It is the employee's responsibility to inform the payroll department if they intend to use any of their accrual to supplement time off during the last few weeks of the year.

Exempt employees may utilize flex time with the knowledge that their job responsibilities demand more than a typical work week. Department Head may receive permission from the Village Administrator to utilize Flex time to supplement an employees' vacation time off, however, it is not the intent to be used as an auxiliary vehicle for direct compensation nor will it be paid out to the employee in cash at any time. The Village Administrator reserves the right to prohibit department heads, either individually or collectively, from utilizing flex scheduling if, in the Village Administrator's sole discretion, the use of flex scheduling is no longer compatible with the Village's operational needs.

FLSA SALARY-EXEMPT SAFE HARBOR POLICY

The Village has created this Safe Harbor Policy for employees who are classified as exempt under the FLSA. This Policy's purpose is to:

- Announce our "good faith" commitment to comply with the regulations and our commitment to reimburse employees for any improper deductions;
- Clearly state and inform our employees of the procedures and exceptions surrounding permissible salary deductions;
- Define "actual practice" in relation to improper salary deductions; and
- Inform our employees of a complaint mechanism if the employee believes that their pay has been improperly deducted.

Our Good Faith Commitment

The Village is committed to complying with the pay practices governed by the Fair Labor Standards Act. If you have questions about this policy or the regulations defining this policy, please see the administrator. The Village will work with you to help you understand how the regulations affect you.

Permissible Salary Deductions

Being an exempt employee means you are not entitled to receive overtime pay regardless of how many hours you work each workweek. Exempt status also means you are guaranteed a salary of a "predetermined amount" for a designated workweek and the amount cannot be reduced because of variations in the quality or quantity of work that you perform in that workweek.

There are certain instances when the employer is allowed to deduct wages from an exempt employee's salary for a designated workweek. These permissible deductions are as follows:

- When an employee is absent from work for one or more full days for personal reasons, other than sickness or disability and the employee has no vacation or personal time

Commented [RPH12]: Given there is an explicit cap at 40 hours, I would remove this language as it is confusing. I also do not recommend empowering supervisors to arbitrarily cap compensatory time at a level lower than the threshold we set via policy, as that could lead to various issues.

Commented [EH13]: New Change

Commented [RPH14]: The terminology used above is "Department Head," so I changed this for consistency purposes.

off remaining for the year;

- When an employee is absent from work for one or more full days due to sickness or disability if the deductions are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences, such as Long Term Disability, and the employee has no vacation or personal time off remaining for the year; Proportionate part of an employee's full salary may be paid for time actually worked in the first and last weeks of employment;
- To offset any amounts received as payment for jury fees, witness fees, or military pay; Penalties imposed in good faith for violating safety rules of "major significance;" Unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules such as insubordination, sexual harassment, workplace violence, or any other violations as stated in this Manual; and
- Unpaid leave taken under the Family and Medical Leave Act; and As otherwise permitted by law

Actual Practice

Isolated or inadvertent improper deductions will not result in the loss of an employee's exempt status if the employer reimburses the employee. However, an "actual practice" of making improper deductions from salary will result in the loss of the exemption. During the time period in which improper deductions were made for employees in the same job classifications working for the same managers responsible for the actual improper deductions.

Factors that may suggest an actual practice of improper salary deductions include:

- The number of improper deductions, particularly as compared to the number of employee infractions warranting discipline;
- The time period during which the employer made improper deductions;
- The number and geographic location of both the employees whose salaries were improperly reduced and the managers responsible; or
- Whether the employer has a clearly communicated policy permitting or prohibiting improper deductions.

Filing a Complaint

Improper deductions are a serious violation of this Safe Harbor Policy. If you feel improper deductions have been made from your paycheck, please contact the Administrator immediately. Once notified, the Administrator will work with you to resolve the issue and reimburse you if an improper deduction had in fact been made.

If you feel the resolution offered by the Administrator is unsatisfactory or unlawful, you may file a complaint with the U.S. Department of Labor, Wage and Hour Division either by mail or in person.

CALL-IN PAY

A non-protective service employee called in to work in the event of an emergency occurring outside the employee's normal working hours, as determined by the employee's supervisor or department director, may receive 2 hours of pay as a minimum for work performed by the employee as a result of the call in and only if the employee is required to report to the onsite work location. Employees who are called in and perform authorized work but who do not report to a worksite, employees who respond and work adjacent to normal work hours, or employees performing scheduled work outside of the normal work hours will be paid only as

required by law. The Village's decision as to whether an employee should receive the two-hour minimum pay shall be final. Employees are required to perform any call-in responsibilities in the most-efficient manner possible in the interests of the Village. Employees are required to keep accurate time records of time worked for purposes of determining call-in compensation, if any is required by law. Employees must respond to calls from the Village or as required by the Village in a timely manner.

ON CALL PAY

An employee required to carry a telecommunication device and having on-call responsibility for a full workweek may receive additional compensation if authorized by the Village. The level of compensation, if authorized, will be set by the Village Board and administered by the Department Director. Employees responsible for carrying such device shall be responsible for complying with call-in responsibilities.

LONGEVITY PAY

Department of Public Works employees who received a Longevity Pay benefit prior to December 31, 2011, will have their benefit level frozen at the dollar amount received by that employee in 2011. No other employee shall be eligible to receive longevity pay after January 1, 2012.

EMPLOYEE BENEFITS

EDUCATIONAL INCENTIVE PROGRAM

The Village believes in the personal and professional development of employees. Because of this, an Educational Incentive Program for full-time employees interested in enhancing or further improving themselves through continuing education has been designed.

- 1) The word employee(s) means all full-time, salaried, and permanently appointed employees of the Village including all supervisory, management, technical, clerical, and professional personnel in all Village departments exempting part-time employees, temporary or seasonal employees, elected officials of the Village, appointed officials, or members of the boards and commissions.
- 2) Employees may be reimbursed for up to one-half (1/2) of the per credit and/or tuition amount per semester for courses successfully completed in and enrolled in accordance with the terms of this policy.
- 3) Courses eligible for inclusion in this policy shall be attended in residence at a college, university, or technical college; shall be listed in the current school catalog and class schedule of the respective school; shall be related to the employee's current work duties for the Village and shall be contained within a program of study for which credit is given toward a degree or associate degree from the college, university, or technical college.
- 4) Approval for inclusion of course work under this shall be sought in the following manner:
 - a) Submittal of a request on a form (see attached Educational Incentive Program Form) furnished by the Village to the department director for review relative to course value to the Village and relationship of the course to the employee's current position with the Village.
 - b) The department director shall, upon his/her concurrence as to the appropriateness of the course, submit the request to the Village Administrator for consideration and approval or disapproval. Any such approval must be obtained prior to the employee enrolling in any course for which the benefits of this program are to be applied. The Village retains the sole right of approval and/or disapproval of any and all courses based on individual course relationship to the employee's current position with the Village.

- 5) All such approved courses shall be attended on the employee's own time and not during hours which the employee is scheduled for duty/work with the Village.
- 6) Credits herein referred to shall be defined as the value earned for each semester hour of course work completed (i.e. one credit equals a minimum fifteen semester hours) with a grade as set forth in Section 7.
- 7) All such approved courses shall be completed with a minimum grade of "C" or the numerical equivalent while the employee is employed by the Village for payment to be made under this policy. Payment will be made to the employee with submittal of a copy of a transcript.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Village may offer an Employee Assistance Program to employees and their families. This resource helps employee's take constructive action to resolve personal problems which affect job performance. Through an outside agency, the program provides professional, confidential assistance for problems such as mental, emotional, financial, legal, marital or family distress, career and employment-related difficulties, alcohol or chemical abuse or other concerns.

The EAP program also provides a means by which the supervisor can take action to address unsatisfactory job performance and to prevent the loss of an otherwise good employee. The supervisor's objective in making a referral to the EAP is that the employee may resolve the problem which has affected his or her work so that quality job performance is restored.

From the date of hire, the EAP is available to all full-time and part-time employees of the Village. It may also be utilized by family members, including dependent members of the household. The program provides professional assessment, referral and brief treatment (up to three visits) for a range of individual and family problems. An initial assessment, generally an hour long, is conducted within a day or two of the time the employee calls the EAP. (Crisis calls are handled immediately.) Referral for appropriate services is made to an agency in the employee's community or one nearby.

Any employee who desires assistance with a problem may contact the EAP directly. The local EAP phone number is to be posted at every worksite for that purpose. The posting should also remind the employee to indicate that the contact is being made under the Village's Employee Assistance Program.

In instances where applicable, the Village's leave and health insurance benefits may be utilized for treatment or rehabilitation as provided in the Village's benefit program. Consideration will also be given for the use of personal leave of absence.

In an ideal situation, the employee who is experiencing personal or family problems will want to seek assistance before his or her work performance is affected, will be aware of the availability of the EAP and will make a self-referral to it or to another agency.

A supervisor may refer an employee to the EAP.

EMPLOYEE RECOGNITION PROGRAM

All full-time employees, regular part-time employees (covered under the Wisconsin Retirement System) and paid-on-call Fire Fighters / EMT's are eligible for the Village's Employee Recognition Program. Eligible employees must be employed with the Village for a minimum of five years continuous service. Fire Fighter / EMT years of service with the Germantown Fire Company counts towards the continuous service requirement.

This Employee Recognition Program is for years of service and is not based on merit, quality of work or popularity of an employee. This Program is to recognize employees for their dedication and years of service with the Village. This Program is divided into two (2) areas: Years of Service Recognition and Retirement Recognition.

- 1) Continuous Years of Service Recognition
 - After 7 Years - Value \$25
 - After 15 Years - Value \$50
 - After 20 Years - Value \$75
 - After 25 Years - Value \$100
 - After 30 Years - Value \$125
 - After 35 Years - Value \$150

These awards will be presented to the employee by their Department Director or Supervisor.

- 2) Retirement Recognition

A plaque will be presented to the employee at a Village Board meeting, at or near the employee's retirement date. The Village Board will adopt a resolution recognizing the employee, noting the years of service with the Village.

EXPENSE REIMBURSEMENT

Expense Reimbursement – Meal Allowance, Lodging, Mileage

The Village will use the U.S. General Services Administration Per Diem Rate Guidelines to determine the amount of reimbursement due an employee for meal allowances for each full day of travel when they are engaged in approved training, conferences, or seminars. The meal rates differ by travel location. View the per diem rate for your primary destination to determine which meal rates apply. The meal rate will be the maximum allowance.

For any official travel destination, you must provide a receipt to substantiate your expense for lodging. You will not need a receipt for meals or incidentals as long as the date, location and function are clearly stated on the reimbursement request. Meals provided to the employee by either the place of lodging (example: continental breakfast) or the conference/seminar (example: business lunch) will not be reimbursed. Meal reimbursements, for overnight travel, will not be taxable to the employee. Lodging will be paid in full by the Village. It is desirable to have the room paid for directly by the Village per credit card or direct bill. Please contact your direct supervisor or the Administration Office for assistance.

There are some restrictions as to how the allowance relates to breakfast and/or dinner. Breakfast is only covered if the employee is staying overnight the day before a conference or seminar. Dinner will not be covered the last day unless the employee is not expected home before 7:00 pm. (This extended day includes travel time.) Dinner will be covered for the first travel day if the employee is on route to their destination through the evening hours.

Employees will be reimbursed at the Federal Mileage Rate for the use of their personal vehicle when authorized by their Department Director or Supervisor. Submit your request for reimbursement to your supervisor.

Commented [EH15]: New Change

Expense Reimbursement – Elected Official

Elected Officials shall receive a monthly stipend to cover business related expenses as set out by resolution approved by the Village Board. The reimbursement may be an accountable plan or a non-accountable plan. The choice is the officials and can change at will. Accountable Plan – Substantiation of the expense should be turned into the Village Clerk-Treasurer within 60 days of the month of which the check was issued. Accepted types of expenses for substantiation purposes include mileage, business phone expenses or business

meals. Meals must have a clear business relationship and shall not consist of only Village employees. Alcoholic beverages will not be reimbursed. Mileage to and from the Village can be included if the elected official has other employment which is primary. Personal use of a phone should be separated. An expense form should be completed showing the business nature and amount of the expense.

Reimbursement from an accountable plan is non-taxed unless the total of the receipts submitted are less than the monthly stipend. The amount of stipend that is more than the submitted receipt will be taxed through payroll.

Non-Accountable Plan – The elected official may choose not to substantiate the expense check. The monthly stipend will be issued through payroll and income taxes will be deducted.

GIFTS AND/OR ACKNOWLEDGEMENTS – EMPLOYEE OR OFFICIAL

The Village of Germantown will acknowledge the:

Death of Current Employee, Elected or Appointed Official – Up to \$50 plus delivery charge, or in lieu of flowers, a monetary gift to a memorial of choice.

Death of Immediate Family Member – Up to \$50 plus delivery charge, or in lieu of flowers, a monetary gift to a memorial of choice (Immediate family members are considered: spouse, parents, son, daughter, brother, sister, mother-in-law, father-in-law or grandparents)

< Current Employee

< Current Elected Official (President/Trustee)

Death of Former Elected or Appointed Official – Up to \$50 plus delivery charge, or in lieu of flowers, a monetary gift to a memorial of choice.

Employees are free to take up a separate collection for a gift or flowers for current employees for a birth, death, marriage, birthdays, illness or injury.

If anyone becomes aware of a situation described above please contact the Village Clerk's office who will arrange for the sending of flowers and/or memorial.

INSURANCE – HEALTH, DENTAL & LIFE

The Village of Germantown provides eligible employees who are regularly working over 30 hours a week with a self-funded Preferred Provider Option (PPO) Medical Health Insurance Program, and a Dental Plan. Employees are required to contribute an amount or percentage of the monthly premiums as established by the Village Board or collective bargaining agreement. Please refer to the Village of Germantown Specified Plan Document (SPD) for further details. A choice of a family or single plan is available, with a full coverage basic plan as well as a High Deductible Health Plan. New employees shall become eligible for coverage on their first full day of employment.

An employee's health and dental insurance benefits end as of the last date of the month in which termination of employment occurs. Employees may be eligible for continued health insurance coverage after separation of service under the terms of applicable State and Federal law. Employees should contact the Administration Department if they have any questions regarding continuation of health or dental insurance benefits. The Village reserves the right to amend, discontinue, or otherwise terminate any health or dental insurance benefits offered at the Village's sole discretion and with or without notice to the extent permitted by law and to the extent permitted by the applicable plan provider(s).

Life Insurance is administered through and based upon participation in the Wisconsin Retirement System. The Village will pay the Basic Insurance Premium. Basic insurance offers the following benefits:

- Group term life insurance equal to 100% of the employee's previous

calendar year earnings, rounded to the next higher thousand dollars.

- Accidental death and dismemberment benefits equal to the face amount of the Basic insurance, up to age 65 (or age 70, if actively employed).

Information regarding eligibility criteria and additional tiers of insurance coverage, at the employee's expense, is available through the Administration Department.

All application forms and relevant information will be distributed upon hire.

After 10 years of continuous employment through the Village of Germantown, the Village, at its sole discretion and subject to the eligibility requirements of the health care plan, may offer retirees with an option to remain on the Village's health and dental insurance plans, provided the retiree: (1) retires in good standing (*i.e.*, provides the Village with at least two weeks' notice of retirement and does not retire in lieu of termination); and (2) the retiree pays the entire premiums associated with any such coverage equivalent to the applicable COBRA premium rate. The retiree is given 50% of unused sick leave at the date of retirement which is placed in a Retirement Health Account ("RHA") which may be used to pay for any premiums associated with these benefits. The Village reserves the right to amend, discontinue, or otherwise terminate any retiree health or dental insurance benefits offered at the Village's sole discretion and with or without notice to the extent permitted by law and to the extent permitted by the applicable plan provider(s).

WELLNESS PROGRAM

The Village has a Wellness and Health Management Program for its fulltime, and regular part-time employees. The program encourages the overall well-being of our employees by fostering a worksite culture that supports everyone's desire to make healthy lifestyle choices while helping to decrease health care costs.

The employee should contact the Administration department for details.

DEFERRED COMPENSATION PLAN

The Village may offer a Deferred Compensation program that allows the employee to invest their own funds for future retirement. Federal and State income taxes are deferred until your assets are withdrawn. Employee contributions are made through payroll deduction. Several options for investment are presently available; however, the Village reserves the right to amend, discontinue, or otherwise terminate any deferred compensation plan(s) offered at the Village's sole discretion and with or without notice to the extent permitted by law and to the extent permitted by the applicable deferred compensation plan provider(s).

All full-time and regular part time employees are eligible. Please see the Administration Department for further details.

WISCONSIN RETIREMENT FUND

The Village of Germantown is part of the Wisconsin Retirement System administered by the State of Wisconsin. The program is a defined benefit plan with employee and employer contributions. The employee will be required to pay the employee portion as determined by WRS on a pre-tax basis. Employees are eligible as determined by the Department of Employee Trust Funds. Questions regarding eligibility, contribution, or vesting should be directed to the Administration Department.

Employees who are determined to be eligible to participate in the Wisconsin Retirement system will be provided information regarding enrollment upon hire or, if not eligible upon hire, upon achieving eligibility.

Commented [EH16]: New Change

Commented [RPH17]: Erin: Given eligibility depends on when someone became a WRS employee, I recommend you simply state ETF determines eligibility. This will also allow the Village to avoid changing this later on if ETF establishes new eligibility guidelines moving forward.

Commented [EH18]: New change

SECTION 125 PLAN

This Plan, also known as a flexible spending plan, is available for employees to use pre-tax dollars to pay certain benefit expenses. Qualifying benefit expenses include:

- Medical, dental and vision care, health related supplies and services not covered by insurance
- Daycare for a qualified dependent child or disabled spouse.

All full-time and regular part time employees are eligible. The Village reserves the right to amend, discontinue, or otherwise terminate the Section 125 Plan offered at the Village's sole discretion and with or without notice to the extent permitted by law and to the extent permitted by the applicable plan provider(s). See the Administration Department for more information.

CAREER DEVELOPMENT

PERSONNEL RECORDS

Each employee has a personnel file. Information retained in the personnel file includes personal information such as forms for federal and state taxes, enrollment forms for benefits, address changes, and specific work-related information such as application for employment, resume, performance evaluations, salary adjustments, job changes, and other designated records. An employee may request an opportunity to review the records in his or her personnel file that the employee has a lawful right to review by submitting a written request to the Village Administrator. Requests for inspection will be scheduled at a mutually convenient time and within the timeframes required by law. Employee files contain records maintained by the Village's Custodian of Records. Personnel files may not be taken outside of the custody of the Custodian.

The employer will use employee medical information only in a manner that is lawful, job-related, and consistent with business necessity. Employee medical information will be maintained in separate medical files and will be treated confidentially to the extent required by law. Normally, medical information may be disclosed to someone other than the employee in the following circumstances:

- Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;

- First aid and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment; and

- Certain government officials may be provided the information.

Employees should refer all requests for personnel information concerning applicants, employees, and past employees to the office of the Village Administrator. Employees are not permitted to provide references on behalf of the Village of Germantown. Pursuant to requests for references, the employer may choose to release only limited general information such as the position held and dates of employment. The employer may require the individual involved to provide a written consent, release and indemnity agreement before the employer will release additional information unless there are circumstances warranting otherwise.

It is important that each employee's personal information and decisions regarding benefit selection be accurate at all times. It is each employee's responsibility to notify the employer promptly of any changes to the employee's personnel file or personal contact information or family information used for insurance and tax purposes. In order to avoid issues to benefit eligibility, having W-2s returned or any other issue, employees must promptly notify, in writing, the office of the Village Administrator of any change in personal information including name, address, telephone number, marital status (for benefits and withholding purposes), names, addresses and phone numbers of the employee's spouse and dependents (for benefits purposes), beneficiary designations, and emergency contact information.

PROFESSIONAL ASSOCIATION MEETINGS/TRAINING/SEMINARS – EMPLOYER RELATED

All Village employees who attend professional association meetings, conferences, training sessions, institutions, workshops, seminars, or special classes during regular working hours and who receive prior approval, as specified below, will be considered for purposes of time reporting and payroll to be at work during the period of meetings, training and seminars. The hours of work are only for work-related topics and time. All training must be pertinent to the employee's current job with the Village.

Activities that are social in nature and not related to the job are not compensable time. Time spent on a "professional development" training or program will be evaluated by the Village to determine if it is compensable time.

In order to qualify for attendance at any professional association meetings, conferences, seminars, trainings or workshops, the employee must have on file with their supervisor and Support Services an Individual Performance Plan. Additionally, the employee must complete an Employee Training Request form that is submitted to their supervisor.

Prior approval of the department director or Village Administrator must be obtained before any of the association meetings, seminars or training are attended. The Individual Performance Plan must be completed annually prior to the budget process with a supervisor in order to qualify for professional training, association meetings or special classes. The training and seminar program described herein is not part of and shall be considered to be entirely separate from the Village's Educational Incentive Program.

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE POLICY

It is the policy of the Village of Germantown to provide family and medical leave as required by state and federal laws. This Policy does not necessarily incorporate all provisions of such laws directly into the Village's personnel policies. Posters summarizing federal and state FMLA laws can be found with other employment-related postings. In addition, you may contact Support Services if you have specific questions.

Leave taken under this Policy may be covered by federal law, state law, or both. The eligibility and entitlements are defined differently under federal and state law. When leave taken by an eligible employee under this policy is governed by both federal and state law, the more generous provisions will control in the event of a conflict. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this policy. You should note that certain leaves may be covered by both state and federal law for only a portion of the leave. To the extent permitted by law, time off that is qualifying leave under the federal FMLA and under the Wisconsin FMLA, will run concurrently (i.e. at the same time) with leave granted under other Village policies.

You may be required to provide advance notice and certain information as set forth below to be eligible for leave under this Policy. You may also be required to submit leave requests in writing when circumstances and applicable law permit. After you provide the Village the required information, the Village will evaluate it and make a determination as to whether the absence qualifies as FMLA leave. The Village will notify you of its final determination. If you fail to provide the Village with the required information within the time specified, your absence will be unexcused. If the time off is FMLA qualifying, the leave will be designated as such and you will receive notice of the designation, along with information on the specifics of the leave, consistent with this policy. Use of other leaves provided by the Village for the reasons covered by law, will be treated as use of leave under this Policy whenever applicable law allows.

If it is determined that the leave does not qualify, then any absence shall be subject to the terms of the Village's attendance policy. The Village has the right to designate qualifying leave as FMLA whether or not the employee specifically requests it.

SECTION 1 – ELIGIBILITY REQUIREMENTS.

To be eligible for federal FMLA leave, you must have been employed by the Village for at least 12 months, must have worked at least 1,250 hours during the 12-month period immediately prior to the start of the requested leave, and must be employed at a worksite where 50 or more employees are employed by the Village within a 75-mile radius. To be eligible for leave under the Wisconsin FMLA, you must have been employed for more than 52 consecutive weeks and have been paid for at least 1,000 hours.

SECTION 2 – AMOUNT AND TYPES OF LEAVE AVAILABLE.

Under the guidelines set out in this Policy and in accord with the law, the Village will grant an eligible employee up to twelve (12) workweeks of unpaid federal FMLA leave within a rolling 12-month period for the following reasons:

- the birth or placement of a child for adoption or foster care
- to care for the employee's covered family member suffering from a serious health condition
- for the employee's own serious health condition
- for any "qualifying exigency" arising as a result of the employee's child, parent or spouse serving on active military duty in support of contingency operations.

In addition, if you are eligible for federal FMLA leave as defined in this policy, you may be entitled to take a total of up to twenty-six (26) workweeks of unpaid federal FMLA leave in a single twelve-month period, to care for a covered service member who has incurred a serious injury or illness in the line of duty. ("Military Caregiver Leave") During that twelve-month period, you will be entitled only to a combined total of 26 workweeks of federal FMLA leave for service member care and for any other federal FMLA purpose.

When a husband and wife both work for the Village, they are limited to an aggregate of 12 workweeks of federal FMLA leave for birth, adoption/foster care, care of a seriously ill parent, or a qualifying exigency. Up to a combined total of 26 weeks may be used to care for a seriously ill or injured military service member.

Federal FMLA leave will run concurrently, when applicable, with the total of ten (10) workweeks of Wisconsin FMLA leave which is specifically allocated over a calendar year as follows:

- Two (2) workweeks for an employee's own serious health condition.
- Six (6) workweeks related to the birth or adoption of a child; and
- Two (2) workweeks to allow an employee to care for a parent, parent-in-law, spouse, registered domestic partner or child due to their incapacity caused by a serious health condition.

Applicable Definitions:

"Domestic Partner" for this purpose includes only those individuals who were registered as domestic partners under Wisconsin Law before April 1, 2018.

"Child" under this paragraph includes a biological, adopted or foster child, a stepchild, legal ward, or a child for whom you have assumed the obligations of a parent and who is either under 18 years of age, or is unable to care for him or herself due to a physical or mental disability.

For purposes of Wisconsin FMLA only, "Parent" includes the parent of an eligible employee's spouse or registered domestic partner.

"Serious Health Condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves any of the following:

- 1) Any period of incapacity or treatment connected with inpatient care
- 2) A continuing period of incapacity and/or any subsequent treatment relating to the same condition that also involves continuing treatment by or under the supervision of a health care provider
- 3) Incapacity due to a chronic serious health condition that also involves periodic treatment by a health care provider.
- 4) Any period of incapacity due to pregnancy or prenatal care
- 5) A period of incapacity due to a permanent or long-term condition for which treatment may not be effective, but for which the employee or family member must be under the continuing supervision of a health care provider.
- 6) Any period of absence to receive multiple treatments by a health care provider for a condition that would likely result in a period of incapacity in the absence of medical intervention or treatment.
- 7) In most cases, a short-term condition, such as a cold, flu, earache, upset stomach, or other minor ailment would not qualify as a serious health condition. It also does not include routine treatment, doctor or dental visits. Conditions for which cosmetic treatments are administered are generally not considered to be serious health conditions.

- 8) See Support Services to determine whether your request for leave qualifies under one of the above categories.

SECTION 3 – CALCULATING AVAILABLE LEAVE.

(1) To determine the amount of federal FMLA leave to which an employee is entitled for a *specific* leave request, the Village uses a rolling 12-month period looking backward from the start of the new leave to determine how much leave has been used in the preceding 12-month period. Each time an employee takes federal FMLA leave the remaining federal leave entitlement is the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

(2) Entitlement to Wisconsin FMLA leave is calculated based on what specific Wisconsin FMLA has been used in the calendar year.

(3) If an employee experiences a serious health condition and is eligible for benefits under the Village's Short-term Disability Plan, the Village will designate the employee's absence as FMLA leave. If an employee suffers a work-related injury that qualifies as a serious health condition, FMLA leaves provided under this Policy will be considered as taken along with the leave required under the worker's compensation laws.

SECTION 4 – LEAVE REQUEST PROCESS.

(1) Except in situations where an employee is unable to provide a written request because of the need for emergency health care, the employee is to provide Support Services with a written application for family or medical leave prior to the requested start of the leave.

(2) In cases where the need for the leave is foreseeable, the request is to be made at least 30 days prior to the beginning of the anticipated leave. In cases where the need for the leave does not become known more than 30 days in advance, the request is to be made as soon as the employee becomes aware of the need for leave. In all cases, the employee must comply with the Village's standard call-in procedures for absences. However, calling in sick, without providing additional information, is not sufficient notice of the need for FMLA leave.

(3) All requests must be submitted on an FMLA Request Form which can be obtained from Support Services. The Form must be fully completed including the beginning and ending dates of the leave. The employee must notify Support Services in advance if the date of return changes.

(4) An employee undergoing planned medical treatment or requesting intermittent or reduced schedule leave, is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Village's operations. Failing to provide reasonable notice or work with your supervisor on the timing of the leave may result in the delay, denial or cancellation of FMLA leave.

(5) The Village may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice, unless the employee was unable to comply because of the need for emergency health care or other reasonable excuse.

The employee who does not return to work at the end of the FMLA leave will be considered to have voluntarily terminated unless the employee was unable to return due to a continuing serious health condition, health care emergency, or other reasonable excuse. In that circumstance, the employee must provide advance notification to the Village of inability if practicable.

SECTION 5 – CERTIFICATION REQUIREMENTS.

(1) If leave is requested due to an employee's own serious health condition, the serious health condition of the employee's spouse, domestic partner, child or parent, or for military medical leave the Village requires that the leave request be supported by certification

issued by the employee's health care provider or the health care provider of the spouse, domestic partner, child, parent or next of kin. The Village reserves the right to have certified all information permitted by law. The Medical Certification Form can be obtained from Support Services.

(2) The employee must return the fully completed certification to Support Services within fifteen (15) days from the date the employee is provided the medical certification form. Failure to provide the Village with timely and responsive certification from a health care provider within fifteen (15) days of the Village's request for certification may result in denial of the leave. If you submit a certification which is insufficient or incomplete, the Village will require you to provide a corrected certification within seven (7) days.

(3) Where medical leave is involved, the Village may, at its expense, require the employee or a family member to obtain the opinion of a second health care provider chosen by the employer. If a dispute exists, a third opinion may be secured.

(4) The Village will require an employee to recertify the medical condition as allowed by law.

(5) The Village may require an employee to provide a fitness for duty certification prior to returning from a leave for the employee's serious health condition.

(6) Failure to provide timely certifications may result in denial or delay of the leave.

(7) If leave is requested for other non-medical purposes, the Village may require certification or additional documents pertinent to that leave request, such as a copy of the birth or placement documents, confirmation of a family, *in loco parentis* or domestic partner relationship or reflecting the military exigency purpose.

SECTION 6 – INTERMITTENT OR PARTIAL LEAVE

(1) An employee may take intermittent leave, whenever certified as medically necessary or otherwise required, to care for a qualifying family member with a serious health condition or their own illness, or for military-related leaves. Also, if the leave is for planned medical treatment and will be taken on an intermittent basis or by a reduced schedule, the employee is expected to schedule the treatment so as to create minimum disruption for the Village. The smallest increment for partial leave is the smallest measure of time that employees are able to take time for any non-emergency leave.

(2) Where the need for intermittent leave or leave on a reduced work schedule is foreseeable based on planned medical treatment, the Village may temporarily transfer the employee to an available equivalent position if the employee is qualified and the position better accommodates the recurring leave.

(3) Federal FMLA leave for the birth, adoption or foster care placement of a child may be taken intermittently or on a reduced leave schedule only with permission of the Village. An employee must request the leave and obtain written approval for such leave before the federal FMLA leave begins. When leave for birth or adoption is taken under the Wisconsin FMLA, the leave may be taken intermittently or on a reduced schedule as long as the employee works with the Village to schedule the leave so as to create minimum disruption for the Village. Federal FMLA leave related to birth, adoption or foster care must be used within one year of the birth or placement of the child. Requested intermittent or reduced schedule leave for any Wisconsin FMLA portion of leave related to birth or adoption must begin no later than sixteen (16) weeks after the actual birth or placement.

SECTION 7 – PAY STATUS AND SUBSTITUTION.

FMLA leave is generally unpaid. However, an eligible employee may request use of paid leave – "substitute" – accrued and available paid leave under certain circumstances during the time the employee is on FMLA leave:

(1) An employee may substitute any or all of the employee's accrued and available paid leave of any type provided by the Village during Wisconsin FMLA leave.

(2) When an employee is using solely federal FMLA leave for the employee's own serious health condition, the Village will require the employee to use the balance of the employee's sick, vacation, or personal leave during that period of federal FMLA leave.

When the employee is using solely federal FMLA leave for any leave except leave for the employee's serious health condition, the Village will require him to use accrued vacation or personal time balance. No employee may substitute use of sick accrual for any federal FMLA leave except that for the employee's own serious health condition.

(3) For FMLA leaves governed exclusively under federal law, the employee must meet all notice and eligibility policy requirements governing the paid leave, unless the Village specifically waives the provisions. If an employee fails to meet the paid leave policy requirements, the solely federal FMLA leave will be unpaid.

SECTION 8 – CONTINUATION AND ACCRUAL OF BENEFITS DURING LEAVE

(1) Coverage under any group health plan will be maintained for the duration of an eligible employee's leave at the same level and under the same conditions as if the employee continued to work. This means that in order to continue group health coverage during the employee's FMLA leave the employee must continue to pay the same share of the health insurance premiums as the employee did prior to leave. The Village will also continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law.

It is the employee's responsibility to make arrangements with Support Services for making premium payments for group health insurance during leaves. For employees using paid leave during FMLA, the employee's share of premiums will be paid through the Village's normal payroll deduction method. If an employee is on unpaid FMLA leave, the employee must make advance arrangements with Support Services to make timely payments.

(2) To the extent permitted by law, the Village reserves the right to require an employee to place up to eight weeks' health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty days late.

(3) The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

(4) Benefits will not accrue during unpaid FMLA leave. However, if an employee uses accrued paid leave during FMLA leave, benefits will accrue as indicated by Village Policy during use of that paid leave.

SECTION 9 – LEAVE STATUS AND RETURN TO WORK

(1) While on continuous FMLA leave, the Village requires an employee to periodically confirm leave status and the employee's intention to return to work. Any employee who decides while on leave that he or she will not be returning to work at the end of the leave should immediately inform the Village.

(2) A returning employee must contact Support Services and his or her supervisor during business hours to confirm the employee's return to work date. Employees returning from FMLA leave should notify their supervisor/manager of their availability immediately upon being released to return to work by their health care provider.

(3) Employees able to return to work prior to their approved leave end date must notify Village Support Services preferably at least one (1) week, but no later than two (2) working days, prior to their new return date.

(4) If leave is due to the employee's serious health condition, s/he may be required to present certification of fitness for duty to Support Services upon returning to work.

(5) An employee returning from FMLA leave, will be entitled to reinstatement to the same job or an equivalent job with the same pay, benefits, and terms and conditions of employment as if the employee had continued working. However, this right to reinstatement will not apply if leave continues after the FMLA leave is exhausted or if the employee indicates that he or she will not return to work at the Village from FMLA leave. This policy does not entitle an employee to any right, benefit, or position of employment other than those to which the employee would have been entitled had the employee not taken leave. The Village reserves all rights concerning restoration of employment or denial of same under state or federal law.

FUNERAL – BEREAVEMENT LEAVE

Regular full-time employees may be authorized up to three (3) days off with pay for time lost in the bereavement of spouse, domestic partner (as defined under Section 40.02(21c), Wis. Stats.), parents, step-parent, son, daughter, step-child, brother, sister, mother-in-law, father-in-law, employees' grandchild or grandparents.

Regular part-time employees that work more than 20 hours a week, or at least 1,040 hours per year are eligible for bereavement leave on a pro-rated basis based on the benefits outlined for full time employees.

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HOLIDAYS

Regular full-time employees (other than Library and Police/Fire Union personnel) shall receive the following as paid holidays:

- | | |
|-------------------------|---------------------------|
| 1) New Year's Day | 7) Day after Thanksgiving |
| 2) Friday before Easter | 8) Christmas Eve Day |
| 3) Memorial Day | 9) Christmas Day |
| 4) 4th of July | 10) New Year's Eve Day |
| 5) Labor Day | 11) Floating Holiday |
| 6) Thanksgiving Day | |

Regular part-time employees who work more than 24 hours per week, or at least 1248 hours per year are eligible for holidays on a pro-rated basis based on the holiday benefits outlined for full time employees. The proration is based on prior year hours worked between October 1st and September 30th.

An annual calendar will be created by the Administrator indicating the specific dates in which the days will be observed. All new permanent full-time employees shall become eligible for holiday pay immediately. If any of the above-mentioned full day holidays falls on a Sunday, the following Monday shall be considered the holiday. If any of the above-mentioned full day holidays falls on a Saturday, the last regularly scheduled workday shall be considered to be the holiday. If the day before Christmas and the Day before New Year's Day fall on a Friday, the previous Thursday shall be considered the holiday; if they fall on a Sunday, the next Monday and Tuesday shall be considered to be the holiday. If the day before Christmas and the Day before New Year's Day falls on a Saturday, the holidays shall be taken on Friday and Monday.

For Police Department Communication Officers who work a holiday, remuneration for that holiday shall be made in the form of one (1) day's wage for each of the aforementioned holidays, paid to the employee on the first payday in November of each year.

The Germantown Community Library shall be closed in observation of the following holidays:

- | | | |
|----------------------------|-------------------------|---------------------|
| 1) New Years Day | 2) Friday Before Easter | 3) Memorial Day |
| 4) 4 th of July | 5) Labor Day | 6) Thanksgiving Day |

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7) Christmas Eve Day 8) Christmas Day 9) New Years Eve Day

Eligible library employees shall receive as paid holidays those days which are allowed by the Village unless otherwise noted and approved by the Library Board, plus (2) Floating Holiday.

In the event that a holiday falls on a weekend, regular full-time and eligible part-time administrative library employees may receive a floating paid holiday day for each weekend day on which a paid holiday falls. Those days shall be scheduled at the discretion and with the approval of the Library Director, taking into account the staffing needs of the department. The floating paid holiday must be taken in the same calendar year in which it is earned.

To be eligible for holiday pay an employee must work the work day immediately preceding the holiday and the work day immediately following the holiday, unless the employee is already approved to be off such as a scheduled vacation, or pre-approved medical leave. If an employee calls in sick on a day immediately preceding or following a paid holiday the employee shall present a valid medical excuse to receive pay for the holiday.

NURSING MOTHERS

The Village provides a supportive environment to enable mothers to express their milk during work hours. Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- Reasonable break time to express milk during work hours. Such break time will be provided each time the employee needs to express milk for up to one year after the child's birth. Break time that may be needed beyond the usual break times may be unpaid if permitted by state or federal law, or the employee may elect to use vacation time or make up the time as mutually agreed upon with management.
- A private room to express milk will be provided. The room will be private and clean and have an electrical outlet.

Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date the breast milk was expressed. Any nonconforming products stored in the refrigerator may be disposed of by the Village. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm to such milk, for any reason, including improper storage, refrigeration, and tampering.

It is expected that nursing mothers will provide their own equipment for expressing milk, including breast pump and containers.

Employees who wish to express milk during the work day shall keep supervisors informed of their needs so that appropriate arrangements can be made for the employee and the Village.

VOTING LEAVE

The Village believes that every employee should have the opportunity to vote in any state or federal election (including general and special primary elections). Any employee whose work schedule does not provide him or her three consecutive hours to vote while polls are open will be granted up to three unpaid hours to vote. We reserve the right to select the hours you are excused to vote.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Notify your supervisor of the need for voting leave as soon as possible, before Election Day. When you return from voting leave, you must present a voter's receipt to your supervisor, as soon as possible. Failure to comply may require the use of paid leave time (to the extent permitted by law) or may result in disciplinary action, up to and including termination of employment, or both.

JURY DUTY

Any full-time employee required to serve jury duty shall be paid their regular wages for up to one workweek (five calendar days) of service as a juror in a calendar year and shall turn over to the Clerk/Treasurer any monies, excluding mileage allowance, they shall receive as a result of such jury duty. Any jury duty beyond one workweek in a calendar year shall be considered an unpaid leave of absence. In order to receive payment under this Section, an employee must give the Village Administrator notice that they have been summoned for jury duty or subpoenaed as a witness and must furnish satisfactory proof that jury duty or witness service was performed on the day(s) for which they claim such payment. Police officers shall report their information directly to the Chief of Police. Any time an employee's attendance is no longer required for purposes of jury duty or witness service during their regularly scheduled work hours, they must return to work as soon as circumstances will reasonably allow.

Pursuant to Sec. 103.87 Wis. Stats., employers may not discharge an employee for being absent from work in order to appear in court pursuant to a subpoena to testify in a criminal case. If the case involves the employer, the employer may not dock the employee's pay.

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LEAVE OF ABSENCE

The Village may grant unpaid personal and/or medical leaves of absence to employees. A request for a leave of absence must be made in writing by the employee, granting sufficient notice and shall contain the reason(s) why the employee needs a leave of absence. The request shall also state the date the employee intends to return to work. All requests must be made to the department director, who shall notify the Village Administrator. An employee on an unpaid medical or personal leave of absence may be able to return to his/her most recent position in the department if it is still available. If a similar position is open elsewhere in the Village, the employee may be considered for that opening. Employees may start at the same wage as when they left and will not be entitled to any increase that other employees may have received. No leave of absence shall be granted for the purpose of seeking other employment. Any benefit accrual time such as vacation, personal leave, or compensatory time accrued to the employee shall be exhausted before unpaid time will be allowed for any personal leave. Medical leaves of absence may follow the exhaustion of Family Medical Leave Act provisions with regards to paid and unpaid time allotment.

All leaves of absence shall go through the Village Administrator and General Government & Finance Committee to determine vacation, longevity credits, or pay increases if applicable, and time allotment for leave.

Prior to returning from a medical leave of absence, the employee shall be required to submit from his or her physician, satisfactory medical evidence of his/her ability to return to work.

Employees shall be eligible to maintain participation in the insurance plans offered by the Village during an authorized unpaid leave of absence by applying for and following COBRA provisions.

MILITARY LEAVE

It is the Village's policy that employees will be granted all military leave rights available

under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law.

At the time this Manual was drafted, USERRA rights included the right of any individual who is absent from employment because of a uniformed service obligation (in the Armed Forces, Military Reserves, or National Guard) to reemployment and all concomitant benefits, as long as the following prerequisites are met:

- a) If the individual was discharged, the discharge was honorable.
- b) The individual provided without delay advance notice for the leave, except when advance notice is not possible due to military necessity.
- c) The leave did not exceed the maximum total absence of a five years from the Village.
- d) The individual has timely applied for reemployment. What is timely depends on the length of the service, as follows:

Service less than 31 days: The individual must notify the Village of his or her return at the start of the next regularly scheduled work period, after having been home eight hours.

Service 31 to 180 days: The individual must submit an application for reemployment not later than 14 days after completion of the uniformed service.

Service more than 180 days: The individual must submit an application for reemployment not later than 90 days after completion of the uniformed service.

If you receive notice that you will be taking military leave, please contact the Village Administrator as soon as possible to discuss that leave

PERSONAL DAYS

Employees of the Germantown Police Department Communication's Officers' may receive three (3) personal days to be used at the employee's discretion, subject to the approval of the Chief of Police, or his designee. All personal leave days must be used within the calendar year. The days are constituted as time off and shall not be paid out nor used as additional compensation.

SICK LEAVE

Regular full-time personnel will be allowed to accumulate one (1) day of sick leave per month cumulative to a maximum of one hundred fifty (150) days. Police Department Management Personnel accrue a (10) hour daily equivalent. Employees shall become eligible for sick leave on the 1st of the month following one full month of employment.

Sick leave may be used if the employee's presence is required to attend to the illness or injury of a member of the immediate family. The immediate family for this purpose is defined as spouse, domestic partner (as defined under Section 40.02(21c), Wis. Stats.), parent or dependent child.

Regular part-time employees who work more than 20 hours per week, or at least 1040 hours per year are eligible for sick leave on a pro-rated basis. The proration is based on prior year hours worked between October 1st and September 30th.

The purpose of sick leave is to allow an employee to receive full pay while in the need of medical attention in order to get well and return to work. Sick leave may be allowed to be used for doctor or dentist appointments for the employee, if such appointment can only be made or arranged during regular working hours. The Village may require a person using sick leave to

submit a doctor's certification of illness or injury, to include diagnosis, prognosis and anticipated date of return to work.

Employees shall be required to furnish a doctor's certificate or other evidence of illness after absence of three (3) consecutive work days. Weekends, vacation and holidays are not counted either as a break in consecutive work days or as work days. Employees who claim sick leave benefits for reasons other than bona fide illness or injury are subject to disciplinary action, including termination of employment. Sick leave may be applied only to days that the employee is regularly scheduled to work. Employees may not be allowed to accumulate sick leave in excess of the maximum accrual of 150 days. Sick leave will be allowed to be taken after ninety (90) days of continuous employment. The Village reserves its right to require a fitness for duty examination conducted by the employer.

Employees who retire and are eligible to draw a Wisconsin Retirement System Annuity will have 50%, or other collectively bargained percentage, of their unused accumulated sick leave converted into dollars at the time of their retirement and forwarded to a third party to open a Retirement Health Savings Plan (RHS). The RHS is a tax- advantaged investment plan dedicated to funding healthcare costs. Medical expenses eligible for reimbursement consist of all medical expenses eligible under Internal Revenue Code Section 213, other than long term care expenses. Some of the benefits of an RHS include: tax- free contributions and tax-free investment growth; and tax free medical expense reimbursement including health care premiums.

Employees should contact the Administration Department for additional information.

SICK LEAVE ANNUAL BONUS

After an employee has attained the maximum accumulation of one hundred and fifty (150) days of sick leave, the employee will become eligible to accumulate sick leave, on an annual basis of up to twelve (12) days of sick leave. If a required sick day was taken in accordance with this manual, the employee would be able to draw from this annual accumulation, however, for any remaining sick leave accumulated during that year the Village would grant vacation in accordance with the following schedule to be taken during the subsequent year.

12 days accumulated	- 5 days vacation
9-11 days accumulated	- 4 days vacation
7-8 days accumulated	- 3 days vacation
5-6 days accumulated	- 2 days vacation
3-4 days accumulated	- 1 day vacation
0-2 days accumulated	- 0 days vacation

Each year is treated separately, and each year is an accumulation by itself. Further, the vacation calculations start over each year.

VACATION

All regular full-time employees, (see exception below), are eligible for vacation as such:

After one (1) year of service	10 working days
After seven (7) years of service	15 working days
After fifteen (15) years of service	20 working days
After twenty (20) years of service	25 working days

Part-time employees who work more than 24 hours per week, or at least 1248 hours per year are eligible for vacation on a pro-rated basis starting and capped at (2) two weeks for all employees hired after January 2021.

Years of service are calculated on the basis of an employee's anniversary date of employment. Breaks in continuous service of two weeks or more of unpaid time will not be a part of any vacation accrual. An employee who terminates employment prior to completing one year of continuous service shall not be eligible for any payment of accrued vacation.

Vacation time may be carried over into a new year, but once an employee's vacation time balance reaches eight weeks (40 days), the employee will no longer accumulate additional vacation time until the balance falls below the limit.

GUIDE TO EMPLOYEE RESPONSIBILITIES – WORKERS COMPENSATION

Report all injuries to your immediate supervisor. Obtain Worker's Compensation Claim Reporting Kit (envelope). Complete form WKC-12 – Employer's First Report of Injury or Disease. Must be completed within 24 to 48 hours and submitted back to your immediate supervisor so that it can be faxed to the worker's comp insurance carrier.

If you seek medical attention for work related injuries, you must tell the treating physician about the Village's "Modified Duty/Return-To-Work Program." Cooperate with the treating physician by providing the information necessary to help determine how and when you can return to the job safely.

Give the treating physician the Medical Service Form and Attending Physicians Report (found in the Worker's Compensation Claim Reporting Kit) to complete.

Unless otherwise directed by your physician, you are expected to return to work on the same day as the accident or, if time prohibits, the following day. Provide the Medical Services Form, with restrictions if applicable, to your supervisor. You will not be allowed to perform any work duties without the signed form.

You must be aware of your medical restrictions at all times.

Complete the Modified Duty Work Agreement with your immediate Supervisor.

Do not attempt tasks that exceed your restrictions. If you have a question about the task(s) at hand and your restrictions, talk to your supervisor immediately.

If you feel that you can perform certain tasks that exceed current restrictions, talk to your physician and get new restrictions (in writing) that allow you to perform these tasks.

The medical restrictions are in effect 24 hours per day. Be careful during non-work hours to be sure that the restrictions are maintained. If you have hobbies or outside interests, talk to the treating physician about possible conflicts. Follow your physician's instructions.

Any employee who engages in activities that are inconsistent with medical restrictions and/or treatment patterns, whether on or off the job, is subject to possible disciplinary action.

Obtain Doctor's note for every appointment and submit with any paperwork to the Administration Department.

MODIFIED DUTY/RETURN-TO-WORK

The Village strives to promote a successful recovery from any work-related injury and has set up guidelines when an employee returns to work with restrictions. The opportunity for modified duty is reserved for those employees with temporary restrictions. Any corresponding reduction in job performance expectations is also only temporary.

The Village will accommodate, as much as reasonably possible, an employee's work

restrictions for any work-related injury. The decision as to whether there is modified duty work available that is consistent with the employee's restrictions will be made on a case-by-case basis. The Village does not have any permanent modified duty positions. It is the employee's responsibility to be aware of their medical restrictions at all times and to communicate them to their department director or supervisor. Employees should not attempt tasks that exceed their restrictions. If an employee has questions about the task(s) at hand and his/her restrictions, they should talk to their department director or supervisor immediately. Employees must also comply during non-work hours to ensure that restrictions are maintained.

The Village will review a modified duty assignment on periodic basis to determine whether to extend the light duty assignment beyond the initial time period and for how long. Any such decision by the Village will again be made on a case-by-case basis.

The Village counts the time that an employee with a work-related injury spends at a medical appointment, during their regularly scheduled hours, as time worked and, therefore, compensable. If an employee schedules a medical appointment outside of their regularly scheduled hours for a work-related injury, the time spent obtaining medical care is not considered compensable. However, an employee who is required to schedule a medical appointment outside of their regularly scheduled work hours for a work-related injury because the medical care provider does not have office/clinic hours that coincide with the employee's regular hours of work and not due to the convenience or preference of the employee, will be paid for the time spent obtaining the necessary care. Such time shall not result in the payment of overtime to the employee. Employees must work with and get approval from their department director or supervisors for compensable medical appointments.

When an employee returns to full duty, they must provide a physician's note with a full release to return to normal job duties.

EMPLOYEE CONDUCT AND CUSTOMER SERVICE

ATTENDANCE AND WORK SCHEDULES

Work schedules for employees vary throughout the organization. Scheduled hours of work are set by the Department Directors. Directors or Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

The employer places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the Village. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job, on time each day, and fully able and ready to work. Although there are justifiable reasons to take time off from work, each employee's employment assumes his or her availability for work. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to work until the job is completed or the employee is relieved from duty.

An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before their shift. Absenteeism or tardiness may lead to discipline, including discharge and may also be taken into consideration when the employer reviews each employee for wage changes or promotion. Two or more unexcused tardiness incidents constitute habitual tardiness or a pattern of tardiness and will be considered excessive.

The Village is always open for business, regardless of weather conditions, unless otherwise determined by the Administrator or his or her designee. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to report to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact the employee's supervisor before the start of his or her shift if he or she is unable to report to work on time. Work time missed due to inclement weather is without regular pay for non-salaried employees. Employees may request to use vacation or personal leave time, but in the event of severe weather or other exigent circumstance, as determined by the employer, the employer's need for the employee's attendance to perform his or her duties will prevail.

Each employee is responsible for and required to accurately record his or her work time and break time each workday and each employee will be held accountable for failing to completely and accurately record his or her time. Each employee should record his or her timecard only. Each employee is responsible for accurately reporting his or her hours of work or use of paid time off. Each employee will be required to verify that the hours on the employee's timecard record are complete and accurate by signing the timecard. Errors must be immediately reported by the employee. Employees should never assume a supervisor or payroll clerk would notice or edit any time discrepancy, as this is the employee's responsibility. Hourly employees must not report in more than five minutes before the start or end of their shift unless such time has been previously authorized by a supervisor.

All paid time off must be used before unpaid time off will be considered.

ASSOCIATION ACTIVITY – UNION

Employees shall conduct Association or Union business off duty unless granted permission by the Village Administrator.

COMMUNICATIONS AND CONFIDENTIALITY

Communication is a joint responsibility shared by the Village of Germantown and all employees. No information concerning the internal operations of the Village, including, but not limited to the release of records of the Village, may occur except through and with the permission of the Administrator or Village Clerk. If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the Administrator or Village Clerk.

Because of an employee's responsibilities at the village, an employee may have access to confidential and sensitive information. This may include information concerning a resident's financial status, the Village's business practices including purchasing and negotiating strategies, and employee records. This sensitive information can not be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the Village without the determination of the Village Administrator or Department Directors designated by the Administrator. All employees are responsible for protecting the confidentiality of this information.

The Village's custodian of records is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law. Unless directed by the Village's custodian of records, employees shall not act as the Village's custodian of records or disseminate information. The Village's custodian of records is the Office of the Village Clerk.

The Village acknowledges the right of its employees, as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the Village however, the employee's expression must be balanced against the interests of the Village. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the Village.

CONCEALED CARRY

Possession of a handgun or other weapon will not be allowed in Village Buildings, vehicles or facilities or during the course of Village employment unless permission is granted by the Village Administrator. Employees with a valid concealed carry permit must keep their handgun or other weapon while working in the employee's own motor vehicle, in a case, unloaded and out of sight.

CONFLICTS OF INTEREST

The successful operation and reputation of the Village of Germantown and our employees and leaders is built upon the principles of fair dealing and ethical conduct of our employees. The Village's reputation for integrity and excellence requires careful observation of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct, trust and personal integrity. The continued success of the Village is dependent upon maintaining the public's trust and those with whom each employee serves. Employees will conduct business in accordance with the letter, spirit and intent of all relevant laws, and employees will refrain from any illegal, dishonest, or unethical conduct.

No public officer or employee shall use or permit the use of employer property for personal convenience or profit, except when such services are available to the public generally or are provided as policy for the use of such officer or employee in conduct of official business, as authorized by the employer.

No employee shall engage in any business transaction with the employer, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties or will tend to impair his or her independence, judgment or action in the performance of his or her official duties. Any employee who has a financial interest, including employment, in any business entity entering into, proposing to enter into or bidding on any transaction with the employer, or as part of his or her official duties will be making an official decision or recommendation affecting a business competitor, client or regular customer, shall disclose such interest to the Village Administrator.

No employee, including persons or firms engaged to provide professional services to the employer, shall represent, for compensation, private interests before the employer without disclosure of the relationship and explicit consent of the employer.

No employee shall disclose or use confidential information of the employer to advance the financial or other private interest of the employee or others.

No employee shall accept anything of value whether in the form of a gift, service loan or promise from any person, who, to the employee's knowledge, had a direct financial interest in any transaction or official business with the employer, which may tend to impair his independence of judgment or action in performance of his official duties.

DRESS CODE – PERSONAL APPEARANCE

Employees are expected to dress in a professional manner befitting their jobs with due consideration to the needs of the employer, the perception of the public, vendors, and fellow employees. All employees must be well groomed, unkempt appearance can offset many other fine qualities and can negatively reflect the employer's image. Department supervisors and directors may establish specific dress code requirements, including uniforms, for each department that are designed to reflect the professionalism of the workplace. All protective clothing must be worn during required activities and removed when leaving the designated work area.

Clothing with messages, other than messages authorized or approved by the employer, sweatpants, low-cut tops, torn or ripped clothing, tank tops, halter tops, "short" shorts, printed t-shirts, flip-flops, and any other clothing that may disrupt the workplace is unacceptable.

Employees who fail to dress in a professional manner will be expected to immediately change their appearance, and which may include returning home to change clothing or to groom and which shall be without compensation.

Specific Departments may establish policies regarding employee attire and possible reimbursement of costs up to a set amount for specific attire and as authorized by the Board. The decision of the Village as to whether reimbursement will occur shall be final.

ELECTRONIC MEDIA USE AND ELECTRONIC COMMUNICATIONS

PURPOSE

To better serve our citizens and give our workforce the best tools to do their jobs, the Village of Germantown continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including, but not limited to, computers, tablets (iPad), e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, and the Internet (collectively "electronic media"). The purpose of this policy is to express the Village of Germantown's philosophy and set forth general guidelines governing the use of electronic media and services. By adopting this policy,

it is the Village of Germantown's intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others, or contrary to the best interest of the Village of Germantown.

The Village of Germantown encourages the use of these electronic media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with the Village of Germantown should remember that electronic media and services provided by the Village of Germantown are Village of Germantown property and their purpose is to facilitate and support Village of Germantown business. Inappropriate usage of the Village's electronic media can adversely affect the Village, interfere with the work of its employees, increase its costs, and even expose the Village to damage, liability, and security risks. No expectation of privacy in regard to use of the Village of Germantown's electronic media should be expected by the employee in any respect related to accessing, transmitting, sorting or communicating information via such media.

For purposes of this policy, "use" includes, but is not limited to, any storage, transmission, retrieval, creation, downloading, uploading, and deletion of communications, data, software, files, or other items involving or requiring the use or access of Village electronic media, whether from an on-site or off-site location, whether utilizing a device owned by the employee (i.e., personal laptop, thumb drive, etc.), or otherwise. An employee's use of the Village's electronic media constitutes acceptance of the Village's monitoring and disclosure of such use. Use of the Village's electronic media can be limited by the Village at any time for any reason. The Village may consent to the disclosure of information from use of electronic media or any other property, the Village may consent or authorize a law enforcement agency to search or review the Village's electronic media, and the Village may use such information for the Village's intentions and purposes.

No written policy can list every conceivable circumstance that relates to proper use. Village employees are professionals who are expected to exercise responsible professional judgment. The employer has complete and sole discretion to determine whether any use or access is inappropriate, even if the use is not expressly prohibited or addressed in this policy or rules. The Village may ask employees to stop any use it believes is improper. In addition, the Village may block access to any content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of the electronic media use, discipline up to and including termination, and pursuit of any criminal or civil liability. The following procedures apply to all electronic media and services that are:

- Accessed on or from Village of Germantown premises;
- Accessed using Village of Germantown electronic media and services or via Village of Germantown-paid access methods; or
- Used in a manner that identifies the individual as acting for or on behalf of the Village of Germantown; or in any way identifies the Village of Germantown.

ORGANIZATIONS AFFECTED

This policy applies to all the Village's employees, appointed and elected officeholders, volunteers, and contracted and consulting resources. When the term employee is used within this policy, the rules and expectations of conduct also apply to these other users.

ACCESS and AUTHORITY

Each Department Head shall determine which employees in their department shall have access to the various media and services, based on business practices and necessity and which shall have authority to communicate on behalf of the Village of Germantown.

The provisions of this Policy shall apply to the use of Village of Germantown-owned/provided electronic media and/or services from home or other locations off Village of Germantown premises. Village of Germantown-owned electronic media (e.g. laptops, tablets) may be removed from Village of Germantown premises solely for Village of Germantown work related purposes pursuant to prior authorization from the Department Head.

PROHIBITED USES OF VILLAGE ELECTRONIC MEDIA

Employees are prohibited from engaging in the following activities while using electronic media that is owned or provided by the Village:

- Engaging in personal, non-Village related activities, including activities for gain or profit (e.g., consulting for pay or advertising or selling goods or services for personal gain), except as otherwise allowed under "Personal Use" below;
- Copying, disseminating, or printing copyrighted or other protected materials, which can include articles, images, games, and other software, in violation of the law;
- Accessing, sending, soliciting, displaying, printing, or otherwise disseminating material that is reasonably likely to harass, threaten, or embarrass others or that is obscene, defamatory, discriminatory, fraudulent, or otherwise inappropriate in a professional environment;
- Searching for, accessing, or transmitting content that is reasonably likely to be perceived as offensive or disparaging of others, including content that is sexually explicit, profane, pornographic, disrespectful, disparaging based on race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs or any other legally protected basis;
- Engaging in illegal activities or using the electronic media for any illegal purposes, including initiating or receiving communications that would violate any laws or regulations;
- Engaging in activities that interfere with or disrupt the work of other employees or which are otherwise contrary to the Village's business interests;
- Except as specifically authorized, gaining access by using any access control mechanism (e.g., login name, password, etc.) not assigned to the user, or permitting anyone to have access by using another person's access control mechanism;
- Unless first authorized by the Village's Administrator, downloading, transferring to or from, or deleting software or data from electronic media. Employees must never install downloaded software to networked storage devices without the assistance and approval of appropriate personnel.
- Unless first authorized by the Village's Administrator, disabling, tampering with, or otherwise adjusting any anti-virus, anti-malware, or other similar software installed on the Village's electronic media.
- Engaging in any transaction or other conduct that, if done through other means other than through the use of electronic media, would not be authorized or lawful.
 - If an employee has a question about whether a particular use of the Village's electronic media is proper, then he or she should contact his or her Department Head before engaging in such use.

PERSONAL USE

Except as otherwise provided, electronic media and services are provided by the Village of Germantown for employees' business use during Village of Germantown time.

Limited, occasional, or incidental use of electronic media (sending or receiving) for personal non-business purposes is permitted as set forth below:

- Personal use is limited to unpaid breaks, lunch or immediately before/after work;

- Personal use must not interfere with the productivity of the employee or his or her co-workers;
- Personal use does not involve any prohibited use set out in this policy;
- Personal use does not consume system resources or storage capacity on an ongoing basis;
- Personal use does not involve large file transfers or otherwise deplete system resources available for business purposes.

Village of Germantown telephones and cellular phones are to be used for Village of Germantown business. However, brief, limited, and incidental personal use is permitted during the workday. Employees should not have any expectation of privacy with respect to personal use of the Village of Germantown's electronic media or services, including use of Village telephones or cellular telephones.

ACCESS TO VILLAGE-OWNED/PROVIDED ELECTRONIC MEDIA

Employees utilizing Village-owned/-provided electronic media shall have no expectation of privacy in regard to use of such electronic media. An employee's use of the Village's electronic media constitutes acceptance of the Village's monitoring and disclosure of such use. Use of Village electronic media can be limited by the Village at any time for any reason. The Village may consent to the disclosure of information from use of electronic media or any other property, the Village may consent or authorize a law enforcement agency to search or review the Village's technology, and the Village may use such information for its intentions and purposes.

ELECTRONIC COMMUNICATIONS SYSTEM POLICY PURPOSE

In addition to providing employees with electronic media, as defined above, the Village provides employees with access to various means of electronic communication so they may better perform their job-related duties (e.g., e-mail, instant messaging, Intranet, cell phones, pagers, etc.). The Village's electronic communications system includes all messages and data sent through or received through the Village's networks or technology either externally via the internet or internally and through the Village's technology (collectively the "electronic communications system"). The Village's electronic communications system is a valuable business asset. As such, appropriate usage by employees is critical.

Communications sent and received through the electronic communications system which relate to official governmental business, regardless of whether sent /or received during the business day, may constitute records under Wisconsin's Public Records Law and, therefore, constitute property of the Village. Additionally, other records, even personal in nature, may constitute records under Wisconsin's Public Records Law.

Employees shall have no expectation of privacy in their use of the Village's electronic communications system. The Village reserves the right to monitor and/or access its electronic communications system at any time and for any lawful reason. The use of such system constitutes an employee's consent to such monitoring and access, as well as compliance with this policy. Employees are prohibited from deleting any communication, document, or any other transmission of information deemed to constitute a public record under Wisconsin's Public Records Law. This prohibition applies to the deletion of public records contained on an employee's personal devices and accounts (e.g., laptops, cell phones, e-mail accounts, etc.). A safe rule of thumb for any employee is that the employee should presume any communication may be treated as a record for Public Records Law compliance purposes.

No written policy can list every conceivable circumstance that relates to proper use. The Village's employees are professionals who are expected to exercise responsible professional

judgment. The Village has complete and sole discretion to determine whether any use or access is inappropriate, even if the use is not expressly prohibited or addressed in this policy or rules. The Village may ask employees to stop any use it believes is improper. In addition, the Village may block access to any content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of internet use, restriction of technology use, or discipline up to and including termination.

ORGANIZATIONS AFFECTED

This policy applies to all of the Village's employees, appointed and elected officeholders, volunteers, and contracted and consulting resources. When the term employee is used within this policy, the rules and expectations of conduct also apply to these other users.

MONITORING AND ACCESS TO EMPLOYEE E-MAIL

Employees should not have any expectation of privacy with respect to messages, files, or data sent, received, or stored on the Village of Germantown's electronic communications system. Electronic communications and files, like other types of correspondence and Village of Germantown documents, can be accessed and read by authorized employees or authorized individuals outside the Village of Germantown. Communications sent or received through the electronic communications system are subject to monitoring, access, auditing, interception, and disclosure by the Village at the Village's sole discretion and as permitted by law.

All communications sent or received through the electronic communications system may constitute a public record under Wisconsin's Public Records Law and, as a result, may be subject to disclosure under the law. Therefore, employees are prohibited from deleting any such communications so as to ensure compliance with the Village's retention requirements.

Electronic communications may reside on the electronic communications system in different recoverable forms (system backup, sent mail folders, spool queues, etc.). Employees should not assume that deleting a personal electronic communication removes all incidents of their existence. If there is a review of the information or an investigation, litigation, or other proceeding that requires or makes desirable the review or production of Employer records, it is likely that electronic communications will be requested and potentially disclosed.

Except as otherwise noted herein, the electronic communications system should not be used to communicate sensitive or confidential information. Employees should anticipate that an electronic communication might be disclosed to or read by individuals other than the intended recipient(s), since messages can be easily forwarded to other individuals and disclosure may be required or permitted by law.

The confidentiality of any electronic communication should not be assumed. Even when a communication is erased, it is still possible to retrieve and read that message. Employees should understand that electronic communication is a written form of communication, just like a paper letter. Though electronic communication is relatively spontaneous compared with regular mail, employees should take care to use the same level of discretion and forethought before executing electronic communications.

PASSWORDS AND ENCRYPTION

Access to certain electronic media and electronic communications systems may require the use of a log-in identification and password. All such log-in identifications and passwords may be assigned to an employee or may be created by the employee using such electronic media and shall be immediately filed in writing with the appropriate Department Head.

Each time an employee changes a log-in identification or password from that which is on file with the Department Head, the employee shall immediately file the new log-in identification and password with the Department Head. Whenever requested, employees are required to

cooperate with the Village for purposes of disclosing the log-in identification and password associated with electronic media or the electronic communication system. Log-in identifications and passwords constitute the property of the Village and, thus, failure to cooperate with the disclosure of such information may subject an employee to discipline, as well as pursuit of criminal or civil liability. Employees have no expectation of privacy in log-in identifications and passwords.

Unless otherwise authorized or consistent with this policy, employees are required to keep log-in identifications and passwords strictly confidential. Log-in identifications and passwords are never to be disclosed through non-confidential sources such as over the telephone, through electronic communications, or otherwise posted in public areas.

Unless otherwise authorized, employees are strictly prohibited from encrypting any data, software, files, or other information stored, received, sent, or otherwise transmitted on or through technology. Employees are likewise prohibited from installing any encryption software or programs on such technology. Employees with a business need to encrypt certain data, software, files, or other information are required to obtain written authorization from their Department Director before engaging in encryption. Any passwords and log-in information associated with an employee's encryption must be immediately filed with the appropriate Department Head, and any changes to such log-in information or passwords must be provided to the appropriate Department Head at the time of such change.

The practice of using passwords should not lead employees to expect privacy with respect to messages sent or received. The use of passwords for security does not guarantee confidentiality. Employees are responsible for creating a strong password and for changing passwords at regular intervals. Employees will be provided with guidelines for creating a strong password and will be expected to follow such rules at all times. Failure to create a secure password may open the Village up to online attacks which are costly and time-consuming. Employees will be provided with training on electronic safety, including password creation and use.

PROHIBITED USES

Electronic communications should be courteous, concise, focused, and written or spoken in good business English. The same care should be used for drafting electronic communications as used for drafting any other professional written communication.

All electronic communications are unavoidably attributable to the Village. When composing electronic communications, employees should keep in mind that personal comments may be perceived as comments made on behalf of the Village.

Employees are strictly prohibited from engaging in any of the following activities while engaging in the use of the Village's electronic communications system:

- Engaging in personal, non-Village related business or entertainment on Village of Germantown time;
- Engaging in any of the activities outlined in "Prohibited Uses" under the Electronic Media Section above.
- Using another individual's electronic communications system account or identity without explicit authorization;
- Attempting to test, circumvent, or defeat security or auditing systems, without prior authorization;
- Accessing, retrieving or reading any electronic communication system messages sent to other individuals, without prior authorization from the Department Head; or
- Permitting any unauthorized individual to access the Village of Germantown's electronic communications system.

PERSONAL USE

The Village of Germantown allows limited, occasional, or incidental personal use of its electronic communications system during lunch, unpaid breaks or immediately before or after work. However, personal use must not:

- Involve any prohibited use listed anywhere within this policy;
- Interfere with the productivity of the employee or his or her co-workers;
- Consume system resources or storage capacity on an ongoing basis; or involve large file transfers or otherwise deplete system resources available for business purposes.
- Incur charges or otherwise violate the terms and conditions of any contracts associated with the electronic communications system (e.g., sending pictures when a cell phone does not provide for a data package, etc.)
 - **ONLINE SECURITY:** Ransomware and phishing attacks are becoming more common and employees should be vigilant against such attacks. In addition to regular training about internet and email security, employees should follow general safety rules:
- Employees should not open attachments from mysterious sources and prior to opening attachments from known senders, employees should carefully observe the content of the electronic communication and the spelling of the senders' electronic communication. When in doubt, employees should not open the attachment.
- Employees will never be asked via an electronic communication to wire money to anyone, nor will they be asked to purchase gift cards in bulk.
- Employees must follow the updating schedule for the software on their Village computers, phones, tablets and other electronic media, including system updates, software updates and virus updates.
- Employees should avoid using public wi-fi systems on Village devices as much as possible.

CONFIDENTIAL INFORMATION

All employees are expected and required to protect the Village of Germantown's confidential information. Employees shall not transmit or forward confidential information to outside individuals or companies without the permission of their supervisor and the Department Director.

The Village of Germantown also requires its employees to use electronic communications in a way that respects the confidential and proprietary information of others. Employees are prohibited from copying or distributing copyrighted material - for example, software, database files, documentation, or articles using the electronic communications system.

RECORD RETENTION POLICY PURPOSE

If related to official governmental business, all communications sent, received, stored, or transmitted on or through the electronic communications systems, whether through the use of electronic media owned or provided by the Village or personal devices/accounts of a similar ilk, constitute public records under Wisconsin's Public Records Law. Likewise, if related to governmental business, all data, documents, or other information created, stored, or transmitted through or on electronic media owned or provided by the Village constitute public records under Wisconsin's Public Records Law. The retention and disclosure procedure, rules, and requirements surrounding such records are the same as those which apply to other records of the Village.

ORGANIZATIONS AFFECTED

This policy applies to all of the Village's employees, appointed and elected officeholders, and volunteers. When the term employee is used within this policy, the rules and expectations of conduct also apply to these other users.

PROCEDURES

Per Wisconsin's Public Records Law, whether a particular communication, document, file, etc. constitutes a public record is determined by its content, not its format. Thus, any communication, document, file, etc. that relates to official government business constitutes a record under Wisconsin's Public Records Law. Communications, documents, files, etc. that relate to purely personal matters may nonetheless constitute a record, either in whole or in part, depending on the totality of circumstances. As such, employees are prohibited from deleting communications, documents, files, etc. from Village- owned/-provided electronic media or the electronic communications system without first obtaining authorization from the Village's Clerk, Chief of Police, or their designees. Likewise, because communications, documents, files, or other types of information that relate to official governmental business constitute records under the Public Records Law, the Village reserves the right to monitor, access, audit, and disclose such communications, documents, files or other types of information to the extent permitted by law. Employees shall have no expectation of privacy with respect to such communications, documents, files, or other types of information, even if purely personal in nature, when using or accessing the Village's electronic media or electronic communications system.

Employees have an on-going obligation to cooperate in the production, inspection, and disclosure of all records in their possession, regardless of where such records are located, stored, or otherwise maintained, including when a public record is stored on an employee's personal electronic device or account. For this reason, employees are strongly discouraged from storing or maintaining records on personal electronic devices or within personal electronic communication systems. Failure to avoid the storage or maintenance of public records on one's personal electronic device or electronic communications system may require the employee to permit inspection of such device or communication system by the Village so that the Village may fulfill its legal obligations under Wisconsin's Public Records Law.

The determination as to whether a particular document, communication, or other piece of information constitutes a public record shall be at the sole discretion of the Village's Legal Custodian(s) (i.e., the Village Clerk, Chief of Police, or their designees). Likewise, the determination as to whether disclosure of a public record, either in whole or in part, is required under Wisconsin's Public Records Law shall be at the sole discretion of the Village's Legal Custodian(s).

If an employee has a question as to whether a particular document, communication, or other piece of information constitutes a record, or as to their obligations under this or the Village's records retention policy, then the employee should contact their Department Head before taking any action with respect to such potential record.

COMPONENTS OF AN ELECTRONIC COMMUNICATIONS RECORD

An electronic communications record is defined to include the message, the identities of the sender and all recipients, the date, and any non- archived attachments to the message. Any return receipt indicating the message was received by the sender is also considered to be part of the record. Other portions of the message, such as the metadata associated with it, may also constitute a portion of the record.

SAVING AND ARCHIVING ELECTRONIC COMMUNICATION RECORDS

Electronic communication records to be retained shall be archived to an archival media, network drive or printed out and saved in the appropriate file. Any officer, department head, division head, or employee of the Village of Germantown may request assistance from the Legal Custodian of records (the Village of Germantown Clerk or the Clerk's designee, except that the Chief of Police is Legal Custodian of Police Department records) in determining whether an electronic communication is a public record.

RESPONSIBILITIES FOR E-MAIL RECORDS MANAGEMENT

Legal Custodian: Electronic communication records of a Village of Germantown authority having custody of records shall be maintained by the Village Clerk or, if a record related to the Police Department, the Chief of Police.

Information Technology Consultant: If electronic communications are maintained in an on-line data base, it is the responsibility of the I.T. Consultant to provide technical support for the Village Clerk or Chief of Police as needed. When equipment is updated, the I.T. Consultant shall ensure that the ability to reproduce e-mail in a readable form is maintained. The Information Technology Consultant shall assure that e-mail programs are properly set up to archive electronic communications as required by the Village Clerk or Chief of Police.

PUBLIC ACCESS TO ELECTRONIC COMMUNICATION RECORDS

If a Department receives a public records request for release of an electronic communication, the Legal Custodian of the record shall determine if it is appropriate for public release, in whole or in part, pursuant to law, consulting the Village Administrator and or Village of Germantown Attorney, if necessary. As with other records, access to or electronic copies of disclosable records shall be provided within a reasonable time.

POLICY VIOLATIONS

Employees who do not adhere to any portion of this policy may be disciplined, which can include restriction of use with regard to electronic media or the electronic communications system or discipline up to and including termination or removal from office. Severe violations of this policy may also subject an employee to civil liability and criminal prosecution.

GRIEVANCE PROCEDURE

STATEMENT OF PURPOSE

The Village of Germantown has established this Grievance Procedure for a Village employee to utilize for matters concerning employee discipline, termination, or workplace safety covered by this Grievance Procedure. This Procedure provides each employee with the individual opportunity to address concerns regarding employee discipline, termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the Village Board.

An employee shall use this Grievance Procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues covered by this Procedure. The Village Board expects the employee and management to exercise reasonable efforts to resolve any questions, problems or misunderstandings prior to utilizing the Grievance Procedure. An employee subject to a contractual grievance procedure shall follow the contractual grievance procedure to the extent those procedures cover the matters covered by the Grievance Procedure. An employee subject to statutory dispute resolution procedures shall be subject to those procedures to the extent those procedures cover the matters covered by the Grievance Procedure. This Grievance Procedure does not create a legally binding contract.

The Village of Germantown reserves all rights and this procedure does not create a contract of employment. Employees of the Village of Germantown are employed at-will and may resign with or without reason. The Employer may terminate the employment relationship at any time with or without reason and without violation of applicable law.

DEFINITIONS

“Termination”. “Termination” means a separation from employment by the employer for disciplinary or quality of performance reasons. “Termination” does not include layoff, furlough or reduction in workforce, job transfer, non-disciplinary demotion, reduction or position elimination based on failure to meet qualifications, resignation, abandonment, retirement, nonrenewal of contract, death, separation as a result of disability, action taken pursuant to an ordinance created under s. 19.59(1m), or the end or completion of temporary employment, seasonal employment, contract employment, or assignment.

“Employee Discipline”. “Employee discipline” means an employment action that results in disciplinary suspension with or without pay, disciplinary termination, or disciplinary demotion. “Employee discipline” does not include oral reprimands or warnings, written reprimands or warnings, performance improvement plans, performance evaluations or reviews, documentation of employee acts or omissions, administrative leave or suspension with or without pay, non-disciplinary wage, benefit or salary adjustments, changes in assignment, action taken pursuant to an ordinance created under s. 19.59(1m), or other non-material employment actions.

“Employee”. “Employee” shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointing authority, elected officials, and independent contractors.

“Workplace Safety”. “Workplace safety” shall be narrowly construed and not construed to include basic conditions of employment unrelated to physical health and safety. “Workplace Safety” means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk. “Workplace safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family, or medical leave, work schedules, breaks, termination, vacation, performance reviews, and compensation.

TIMELINES AND GRIEVANCE FORMAT

Verbal Grievance and Dispute Resolution. Within fourteen (14) calendar days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue and prior to filing a written Grievance, the Grievant must discuss the dispute with the supervisor who made the decision. The supervisor and employee must informally attempt to resolve the dispute. The supervisor shall notify the Village Administrator of this meeting and the results of the meeting.

Written Grievance Submission. The employee must file a written Grievance within fourteen (14) calendar days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue. The Grievance must be in writing and must be filed with the supervisor and with a copy to the Village Administrator. The Grievance shall contain a clear and concise statement of the pertinent facts, the dates the incidents occurred, the identities of the persons involved, documentation related to the Grievance in possession of the Grievant, the steps taken to informally resolve the dispute and the results of those discussions, all reasons why the actions of the supervisor should be overturned, if applicable, and the remedy that should be issued. A Grievance alleging a workplace safety issue shall identify the workplace rules allegedly violated, if applicable.

Administrative Response. Representatives of the Village's Administration shall meet with the Grievant within fourteen (14) calendar days of receipt of the written Grievance to discuss voluntary resolution of the Grievance. If those discussions do not resolve the Grievance, then the Administration will provide a written response to the Grievance within five (5) calendar days of the meeting. The written response shall contain a statement of the date the meeting between the Administration and the Grievant occurred, the decision to sustain or deny the Grievance, and the deadline for the Grievant to appeal the Grievance to an Impartial Hearing Officer. The written response shall be hand delivered or sent by certified mail to the Grievant.

Impartial Hearing. The decision of the Administration shall be final unless the Grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal shall be filed with the Village Clerk and Village Administrator within ten (10) calendar days of the date the Administrative Response is sent to the Grievant. The Impartial Hearing Officer shall file the written decision within fifteen (15) calendar days of the close of the hearing.

Appeal for Review. Either party may file a written request for review by the Village Board within ten (10) calendar days of receipt of the Impartial Hearing Officer's written decision. Either party may file a written request for reconsideration by the Village Board within ten (10) calendar days after the Village Board acts on the Impartial Hearing Officer's written decision and issues the Village Board's decision.

Decision of the Governmental Body. The Village Board shall make a decision regarding whether or not a meeting will be held within thirty (30) calendar days of the appeal or request for reconsideration. A decision by the Village Board will be made within sixty (60) calendar days of the filing of the appeal for review unless the Board extends this timeframe.

Importance of Timelines and Process. A Grievance will be processed pursuant to the established timelines. A Grievant may advance a Grievance to the next step if a response is not provided within the designated timeframes. A Grievant may not file or advance a Grievance outside of the designated timeframes. The Administration may advance a Grievance to the next step at the written request of either the Grievant or the Administration. The timelines may be modified by mutual agreement of the Grievant and Administration. The failure of the Grievant to follow the timelines and other requirements in this policy shall result in the Impartial Hearing Officer not having jurisdiction over this matter and shall terminate the Grievance Procedure for that Grievance. The Impartial Hearing Officer shall have the authority to determine whether the Impartial Hearing Officer has jurisdiction, which may be subject to review by the Village Board.

Scheduling. Grievance meetings and hearings will typically be held during the Grievant's off-duty hours. Time spent in Grievance meetings and hearings will not be considered as compensable work time.

Individual claim. Any Grievance filed regarding workplace safety must relate to issues personal to the Grievant filing the Grievance and may not relate to, without limitation by enumeration, safety or property of third parties. A Grievance filed regarding workplace safety must be filed by the Grievant claiming he or she has been personally affected by the alleged workplace safety violation.

HEARING PROCEDURE

Selection of the Impartial Hearing Officer. Following receipt of the appeal requesting a hearing before an Impartial Hearing Officer, the Administration shall provide the name of the person who shall serve as an Impartial Hearing Officer.

Pre-Hearing Conference and Timelines. The Administration, Grievant and Impartial Hearing Officer shall conduct a pre-hearing conference and select a date for hearing not more than forty-five (45) calendar days from the date of the appeal. The Impartial Hearing Officer shall assign dates for preliminary matters that may arise prior to the hearing.

Conciliation. Prior to the Hearing, the parties and Impartial Hearing Officer may engage

in conciliation meetings to resolve the dispute. In cases involving allegations of workplace safety, the conciliation meeting shall be mandatory and shall occur not more than ten calendar days after assignment to the Impartial Hearing Officer. The Impartial Hearing Officer's involvement in any conciliation process shall not disqualify the Impartial Hearing Officer from hearing and deciding the merits of any Grievance unless all parties agree to replace the Impartial Hearing Officer.

Representation. The Grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense. The representative must not be a material witness to the dispute.

Record of Proceedings. The Impartial Hearing Officer shall conduct the proceedings and make a record of the proceedings. Following the issuance of the decision, the record shall be provided to the Village Clerk for preservation.

Burdens. The Grievant shall bear the burden of production and burden of proof. The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence. Not less than ten days prior to the hearing, the Grievant and the Administration shall exchange lists of witnesses and documentary evidence that they intend to introduce at the proceedings.

Written Response. After receiving the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written decision. The Impartial Hearing Officer may request oral or written arguments and replies. The written decision shall contain findings of fact, analysis and a recommendation for resolution. The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of the Administration was arbitrary or capricious?

Powers of the Hearing Officer. The Impartial Hearing Officer shall have the power to issue a written decision to the Grievance. The Impartial Hearing Officer shall have no power to compel any remedy, but the Impartial Hearing Officer may recommend a remedy. Remedial authority shall be subject to the determination and final approval of the Village Board and shall be addressed by the Village Board.

DECISION OF VILLAGE BOARD AND APPEAL TO VILLAGE BOARD

Review and Decision by Village Board. Upon appeal or recommendation for implementation of a remedy, a copy of the written decision and record shall be provided to the Village Board. The Village Board may decide, in each situation, whether it will review the record and written response of the Impartial Hearing Officer and make a decision, whether it will assign an Impartial Hearing Officer to create a recommendation for the Village Board's review, whether it will hold a new hearing and make an independent decision, whether it will exercise the Village Board's remedial authority, whether it will reconsider its decision or whether it will exercise other authority within the power of the Village Board. The manner and process of review is the sole choice of the Village Board.

Written Appeal or Request for Reconsideration. Prior to the Village Board making its decision, either party may file a written notice of appeal of the Impartial Hearing Officer's written response. The written notice of appeal shall contain a statement explaining the reasons for the appeal and a copy of the Grievance, the Administration's response to the Grievance, and the Impartial Hearing Officer's written decision. The written notice of appeal may not include information that was not presented at the Hearing. After an appeal to the Village Board is considered or after the Village Board issues the decision, either party may file a written request for reconsideration by the Village Board. The written request for reconsideration shall contain a statement explaining the reasons for reconsideration. The written request for reconsideration may not include information that was not presented at the Hearing. The written notice of appeal or request for reconsideration shall be filed with the President of the Village Board and with a

copy to the other party.

Additional Information. The Village Board may offer the Grievant and the Administration the opportunity to provide information to the Village Board in a meeting duly noticed for closed session or open session discussion. The Village Board may request written or oral arguments from each party.

Decision. All decisions of the Village Board involving the Grievance shall be by simple majority vote and in writing and filed with the Village Clerk within five days of the date of the final decision. A copy of the final decision shall be provided to the Grievant and the Administration and any request for reconsideration shall be filed within ten calendar days of the date the decision is issued. The Village Board's decision is final and is not subject to appeal.

LIMITATIONS OF THE SCOPE OF THE GRIEVANCE PROCEDURE

The scope of a Grievance that is subject to the jurisdiction of a governmental body or specific procedure by other Wisconsin Statutes shall be governed by those statutes and not the Grievance Procedure.

The scope of a Grievance that is subject to a grievance procedure in a collective bargaining agreement may not be brought forth under this Policy.

The scope of a Grievance that is subject to other policy or ordinance for formal or informal investigation or dispute resolution procedures may not be brought forth under this Policy.

Employees of the Germantown Community Library, under the direction Library Board, shall have its Grievance Procedure distributed to its employees upon hire or request.

POLITICAL ACTIVITY

As citizens, Village employees have the right to engage in political activities. Such activities may not take place on work time or Village property or otherwise interfere with the performance of the employee's job. While off-duty, employees may not engage in political activity in uniform.

RULES OF CONDUCT AND DISCIPLINARY PROCEDURES

Public service as an employee of the Village of Germantown is a privilege and not a right. The Village desires to employ individuals who will serve the public, who will protect and further the trust and confidence the public has placed in its servants, and who strive for professional growth and effective service.

High quality performance, honesty, respect, reliability, professionalism and good judgment are fundamentally required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. The Rules of Conduct apply to all employees

The primary objectives for each employee are to protect and further the public's trust and confidence and to perform at a high-quality level so that our citizens, businesses, representatives of other entities, coworkers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives or in violation of policy or general expectations of professional conduct is forbidden and will subject the offending employee to discipline up to and including discharge. The employer has established these Rules of Conduct and its policies and expectations of conduct in furtherance of the effective operation of the village, to further these objectives, and for the employee to have a successful career.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct contrary to the interests of the employer. While it is impossible to list

all types of unacceptable conduct, the employer believes certain acts of misconduct, standing alone, warrant serious discipline up to and including discharge, such as the following:

Dishonest, misleading, or deceptive conduct
Circumventing the chain of command
Undermining the authority of a supervisor
Refusing or failing to follow an order or directive
Theft or misappropriation of employer property or the property of others, including theft of worktime, excessive time at break periods, misuse of sick leave or other designated leave, misrepresenting work time, or failing to accurately record work time
Failing to completely and accurately document relevant information
Leaving the job without permission
Causing or working unauthorized overtime
Failing to cooperate with others
Engaging in conduct that creates an unsafe work environment
Fighting, threats, intimidation or harassment of others
Damage or defacing of employer or employee property
Misuse or unauthorized use of employer property
Possession, use, or being under the influence of drugs or alcohol while on duty
Unauthorized or unlawful use or possession of a handgun or other weapon
Engaging in immoral conduct
Engaging in illegal conduct
Absence of two workdays without notice
Excessive absenteeism or tardiness
Failing to promptly report absence or tardiness
Working another job while absent
Disclosing confidential information to unauthorized sources
Loafing or sleeping on the job
Misuse of licenses, patents or copyrights while on work time or using work resources
Unauthorized solicitations or distributions
Failure to promptly report defective equipment or safety hazard
Failure to report injury or accident immediately
Horseplay or violation of safety rules
Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury
Substandard quality or quantity of work, including deliberate reduction of output
Failure to complete assignments promptly and accurately
Smoking in unauthorized areas
Unprofessional appearance
Discourteous treatment of others
Profane or disrespectful conduct
Conducting personal business on Employer time or property, including promoting or selling any item or soliciting
Failing to fully comply with policies
Failing to comply with expectations of conduct communicated to an employee
Failing to report a possible violation of the rules or policy through the chain of command
The Employer reserves the right to modify this list at any time or determine whether any other conduct is contrary to the interests of the employer and warranting of disciplinary action up to and including discharge.

CORRECTIVE ACTION

The Employer treats all violations of policy, rules of conduct and general expectations of professional conduct very seriously. Violations of these policies, the rules, and general expectation of conduct can subject an employee to discipline, up to and including discharge.

The employer's corrective action program is designed to encourage individuals to be high quality employees and to remove employees from service who cannot or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee the opportunity to rehabilitate his or her conduct, and employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, terminations or other action.

In some cases, dismissal of an employee is appropriate because of the seriousness or continuation of unacceptable conduct. The appropriate level of discipline is determined by management on a case-by-case basis, and any pre-termination disciplinary measure may be passed over in favor of more severe discipline including termination of the employee. The Employer's use of any form of progressive discipline does not change any employee's status as an at-will employee or create any additional contractual rights.
Investigative and Administrative Leave

The Village will determine the scope, duration, and strategy of internal investigations. The employer reserves its right to place an employee on administrative leave, with or without pay. The determination of whether leave will be with pay or without pay is reserved to the Village Administrator. The employer may place an employee on administrative leave pending an internal investigation, pending disposition of a criminal matter, or for other reasons determined by management.

SECONDARY EMPLOYMENT

Employment with the Village of Germantown by regular full-time employees and part time employees scheduled to work more than twenty hours per week, should be considered the employee's primary employment. Secondary employment with other entities must not conflict, whether real or implied, with the duties of the employee. Police Department employees must receive permission from the Chief of Police to engage in secondary employment. The Village has prior call upon the services of its employees, regardless of any conflict with secondary employment. An employee who engages in secondary employment must clearly define himself or herself as an employee of the secondary employer and not act or treat himself or herself as an employee or agent of the Village of Germantown. The Village may terminate the employment of an employee whose secondary employment may interfere with the performance of his or her work, where a conflict, whether real or implied exists, where the interests of the Village are impacted as a result or where such employment or conduct negatively affects the image of the Village or employees. An employee shall not be permitted to conduct business of the secondary employer during any hours of which the employee is being paid by the Village or on its premises. An employee shall not be permitted to work for another employer while on a leave of absence or while absent for illness from the Village.

SEXUAL AND OTHER UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY

PURPOSE

A fundamental policy of the Village of Germantown is that the work-place is for performing high quality work and to serve the interests of the Village and the public. All employees, officeholders, interns, volunteers, and paid on call staff must provide a workplace

free from unnecessary tensions and where employees and other persons as described herein behave courteously and professionally at all times. In particular, an atmosphere of tension created by conduct not related to work—including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar harassing or discriminating conduct—does not belong in the workplace.

The Village Board is committed to providing a professional work environment free from unlawful and unwelcome harassment, discrimination, or retaliation. This means that the Village will not tolerate any form of unlawful harassment, discrimination, or retaliation. This includes inappropriate conduct directed at an employee or applicant for employment because of his or her sex (including sexual orientation, gender identity, transgender status, and pregnancy), race, color, national origin, age, disability/handicap, religion, creed, genetic information or history, marital status, participation in the military reserve and veteran status, arrest and conviction record, use or nonuse of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other legally protected characteristic.

The purpose of this policy is to provide procedures for preventing, reporting, investigating and resolving complaints of unlawful harassment, discrimination and retaliation. The Village condemns and will not tolerate, condone or allow unlawful harassment, discrimination or retaliation by any employee, elected or appointed officeholder, or non-employees who conduct business with the Village. The Village considers harassment, discrimination and retaliation of others for any reason based on one's protected status to be forms of serious misconduct worthy of discipline up to and including termination or removal, and other prompt and appropriate remedial response designed to end the prohibited behavior. The Village will take direct and immediate action to prevent such behavior and to remedy confirmed instances of unlawful harassment, discrimination and retaliation. Repeated violations, even if perceived as minor, will also result in significant levels of response. To fulfill this policy, the Village wants employees, applicants for employment and others to report this behavior and to cooperate in the Village's efforts to eradicate this behavior from the workplace.

This policy governs the Village's expectations involving unlawful harassment, discrimination or retaliation based on a protected status. For example, an employee may be dissatisfied with the decisions of supervisors regarding evaluations, compensation, discipline or other management decisions, such conduct that is unrelated to one's protected status is not governed by this Policy. Nonetheless, the Village believes that an unprofessional work environment for any reason is disruptive to the workplace and should not be tolerated. While this policy governs unlawful harassment, discrimination, and retaliation, the Village also cares about the interests of employees in other circumstances where an unprofessional environment exists, and in those circumstances, Employees are expected to raise those concerns directly to the employee's supervisor and work through the chain of command. Individuals protected under this policy include all employees and applicants. Any unwelcome conduct that originates from a non-employee (e.g., elected and appointed officeholders, contractors or visitors) will be investigated in accordance with this policy under the authority of the Village Board issued through this Policy that has been approved by the Board.

UNDERSTANDING UNLAWFUL HARASSMENT, INCLUDING SEXUAL HARASSMENT, DISCRIMINATION, AND RETALIATION

Discrimination

Discrimination means treatment of a person in an illegal unjust or prejudicial manner based on protected status under the law where no reasonable distinction can be found between those favored and those not favored. For example, discrimination is any policy or action taken

related to recruiting, hiring, promotion, pay or training that results in an unfair disadvantage to either an individual or group of individuals who are considered part of a protected class.

Retaliation

Retaliation means to discriminate, harass, take tangible employment action against an employee, or otherwise punish or take adverse action against an employee because the employee filed a charge of discrimination, because they complained to the Village about harassment or discrimination on the job, or because the employee participated in an employment harassment or discrimination proceeding (such as an investigation or lawsuit).

Prohibited Harassment, including Sexual Harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment; or
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's performance or creates an intimidating, hostile or offensive working environment.

Verbal sexual harassment includes, but is not limited to, sexual innuendos, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene or graphic descriptions of an individual's body, or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

Non-verbal sexual harassment includes, but is not limited to, sexually suggestive or offensive sounds, whistling, catcalls, or obscene gestures, sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such communications and actions as a means to express or obtain sexual material, comments, and printed or written materials, including offensive cartoons. This includes any material which inappropriately raises the issues of sex or discrimination or when an employee is treated differently than other employees when they have refused an offer of sexual relations or participation in harassing behavior.

Physical sexual harassment includes, but is not limited to, unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting or regularly brushing against the body of another person.

Other forms of unlawful harassment or discrimination include, but are not limited to, persistent and unwelcome conduct or actions or conduct that is objectively unreasonable or offensive and that could result in a hostile or intimidating working environment based on one or more protected statuses according to applicable law. Conduct may be unwelcome despite participation by the offended employee and despite the fact that the offended employee does not tell the accused that the conduct is unwelcome.

Harassment or other inappropriate behavior can range from extreme forms such as violence, threats, or physical touching to less obvious actions like ridiculing, teasing, or repeatedly bothering colleagues or subordinates or refusing to talk to them. For example, harassment or other inappropriate behavior may include the following types of conduct:

- Derogatory or insensitive jokes, pranks, or comments;
- Slurs or epithets;
- Unwelcome sexual advances or invitations;
- Non-verbal behavior such as staring, leering, or gestures;
- Ridiculing or demeaning comments;
- Innuendos or veiled threats;

- Intentionally excluding someone from normal workplace conversations and making someone feel unwelcome;
- Intentionally withholding information from an individual in such a way that impacts their ability to perform their job
- Intentionally including or excluding any individual from workplace activities, assignments, promotions, raises or responsibilities based on their protected status or their refusal to participate in or tolerate sexual harassment
- Displaying or sharing offensive images such as posters, videos, photos, cartoons, screensavers, emails, or drawings that are derogatory or sexual;
- Offensive comments about appearance, or other personal or physical characteristics, such as sexually charged comments or comments on someone's physical disability;
- Unnecessary or unwanted bodily contact such as groping or massaging, blocking normal movement, or physically interfering with the work of another individual; or
- Threats or demands that a person submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment-related benefits in return for sexual favors.

This list of examples is not exhaustive, and there are other behaviors that constitute unacceptable harassment under the policy. Any conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment; this includes both work and personal email, text messages and social media posts. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or any work-related functions. Any questions about whether particular conduct is prohibited under this policy should be discussed with the employee's supervisor or department director.

Harassment may be subtle, manipulative, and is not always obvious. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. Harassment can happen regardless of the individuals' gender, gender identity, or sexual orientation, and can, for example, occur between same-sex individuals as well as between opposite-sex individuals, and does not require that the harassing conduct be motivated by sexual desire. Harassment can be focused on someone's perceived desirability or lack thereof; sexual objectification- favorably or negatively- is unacceptable. Likewise, these same principles hold true for harassment based on other protected statuses where the offending party possesses the same or similar protected status as the target of the offending behavior.

The excuses of the offending party, while important, are not necessarily forgiving or tolerable. For example, "I was joking" or "I didn't mean it that way" are not defenses to allegations of harassment or inappropriate behavior. Nor is being under the influence of alcohol or other substances an excuse for violating this policy.

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities, email, text messages, social media and other matters where the work environment is affected by such behavior. Employees and elected and appointed officeholders are expected to be particularly careful about what they say and do in these circumstances and when interacting with one another.

RESPONSIBILITIES

Responsibilities of All Employees and Officeholders

Each employee and officeholder is responsible for assisting in the prevention of unlawful harassment, discrimination and retaliation by the following acts:

- Refraining from conduct prohibited by this policy as defined above, including the participation in or encouragement of actions that could be perceived as harassment, discrimination or retaliation based on a protected status;
- Behaving courteously and professionally toward others both inside and outside work;
- Reading this policy and fully understanding and complying with its requirements;
- Immediately and thoroughly reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy, whether it is personally experienced or if it is witnessed; and
- Encouraging any person who confides that he or she is being harassed, retaliated or discriminated against to report these acts and reporting these acts if they are observed but not reported.

Employees and officeholders are expected to cooperate fully in any investigation, whether or not they are directly involved in the incident. They shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Responsibilities of Supervisors and Elected and Appointed Officeholders

Supervisors and elected and appointed officeholders are an essential part of cultivating and maintaining a workplace free of harassment. A higher standard of conduct applies to those in these positions. They are expected to know and enforce the rules and set a good example for all employees. To further the interests of this policy and promoting a harassment-free workplace, they shall be responsible for preventing prohibited activities as defined above by complying with the above-referenced responsibilities and by:

- Monitoring the work environment as practical for signs of harassment, discrimination, retaliation and other prohibited conduct;
- Informing employees of the types of prohibited behavior, and the procedures for reporting and resolving complaints of harassment, discrimination and retaliation;
- Stopping any observed behavior that may be prohibited conduct and taking appropriate steps to intervene and report behavior, whether or not the involved employees are within his or her line of supervision;
- Listening to employees' concerns and complaints. Complaints and questions are an opportunity to take action and correct a situation before it escalates. Ask the reporting employee what he or she wants to see happen next. Do not promise to honor the reporting employee's wishes, but do give them consideration. Do not promise confidentiality, due to the need to investigate properly. However, assure the employee that their complaint will be handled with as much confidentiality as practical for the reporting employee, witnesses and the accused; and
- Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor and officeholder has the responsibility to assist any employee who comes to them with a complaint of harassment, discrimination or retaliation by documenting and filing a complaint in accordance with this policy. They are obligated to report harassment. Failure to carry out these responsibilities may be grounds for discipline, censure, or removal.

PROCEDURES

- A. If the employee feels comfortable doing so, any employee experiencing or observing harassment, discrimination or retaliation is encouraged, but not required, to inform the perpetrator that his or her actions are unwelcome and

offensive and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee should document in writing all incidents in order to provide the fullest basis for investigation if needed.

- B. Any employee who believes that he or she is being harassed, discriminated or retaliated against (for example, a target of offending behavior and a complainant) or who witnesses such conduct (for example, a witness who becomes a complainant) is expected to report the incident as soon as possible to any of the following persons so that preventative measures may be considered and taken to end any prohibited harassment, discrimination or retaliation, and so that appropriate investigative and corrective actions may be initiated:
1. Village Administrator;
 2. Village Chief of Police;
 3. Village Clerk;
 4. Village Board President or Village Administrator, if such conduct is engaged in by an elected or appointed officeholder of the Village; and
 5. Village Board President, Village Clerk, or Chief of Police, if such conduct is engaged in by the Village Administrator.

A supervisor who receives this information from a subordinate must report the information to the Village Administrator, Village Clerk, Village Board President, or the Chief of Police.

- C. The Village will take appropriate steps to protect the complainant and target from further harassment and retaliation during the investigation process. Actions such as a schedule change, transfer or leave of absence could appear retaliatory, so it is important that the employer and the complainant or target work together to find an appropriate solution.
- D. The Village will determine the appropriate course of action to promptly address the complaint, including any immediate remediation of the behavior. The Village may initiate its investigation or have the parties involved engage in conciliatory efforts to resolve the matter, if acceptable to the target of the offending behavior. The conciliation process is voluntary and seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. The conciliation process is not appropriate for all situations and will not resolve all issues. The conciliation process may be initiated before or after the employee has filed an internal complaint. When solutions have been identified, management will follow up to ensure that the implementation has been carried out and is effective.
- E. The Village Board may initiate an investigation and designate investigators for any matter involving allegations against a Board member, the Board President, the Administrator, or an appointed officeholder who is also not an employee. The Village Administrator, Chief of Police, Village Attorney, or the Board may initiate an investigation and designate investigators in other circumstances.
- F. If an investigation is conducted, then the investigators will meet with the target of the offending behavior and other persons having information and document the facts surrounding the incident complained of, including the specific conduct complained of, the persons performing or participating in the conduct, any witnesses to the incident, the dates on which the incidents occurred, and other factual information. The investigators will immediately notify the Administrator, Village Attorney, or Board President, where applicable, if the complaint contains allegations that may rise to the level of criminal activity, such as battery, rape or

threats. The investigators will maintain appropriate records of the investigation. Upon completion of the investigation, the investigators will inform the complainant and target of the outcome of the investigation and will present a reporting of the investigation and its results to the Village Board and/or the Village Administrator. The confidentiality of the investigation will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

- G. The Village will take prompt and effective remedial action designed to end the prohibited behavior, which may include appropriate responsive and disciplinary action, up to and including termination or removal. Responsive action may include, for example, training, referral to counseling, or reassignment, and disciplinary action may include, but is not limited to warning, reassignment, suspension, or termination or removal. If the Village does not employ the subject involved in the harassing or inappropriate conduct, then that individual will be informed of the Village's policy and appropriate remedial action will be taken. The actions taken cannot have the direct or indirect impacts of hurting the complainant's or target's career by forcing him/her to an inferior role within the organization.

Further, the Village will correct any adverse employment action an employee experienced due to conduct prohibited by this policy. In all cases, the Village will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If an employee is not satisfied with the results, or if further harassment or other unacceptable conduct occurs, then the employee should promptly follow the reporting process identified above.

The complainant, target, or employees accused of harassment may file an appeal with the Village Administrator or the Village Board President if they disagree with the investigation or disposition.

RETALIATION

Retaliation against any employee for filing a harassment, discrimination or retaliation complaint, or for assisting, testifying or participating in the investigation of such a complaint, is prohibited by the Village and may be prohibited by state and federal law.

Retaliation is a form of misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints. Employees who are found to have retaliated against a complainant, target, or witness will subject themselves to severe discipline which shall be separate from, and in addition to, any discipline determined to be appropriate as a result of the Village's findings on the initial complaint. Because of the Village's commitment to prohibiting retaliatory behavior, employees and officeholders should expect that consequences for retaliation will be severe and likely resulting in discipline up to and including discharge or pursuit of removal.

This policy does not protect employees from being disciplined for filing frivolous or fraudulent complaints, or for untruthfulness, misleading behavior or lack of candor, nor does it protect them from personal sanctions stemming from defamation suits.

TRAINING

The Village will provide periodic and refresher training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions

defined in this policy. Any employee who has any questions or concerns about this policy should talk with his or her supervisor or the Chief of Police or Village Administrator.

OUTSIDE AGENCIES

Employees also have the ability to promptly report any violations of law, including assault, rape, battery or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, discrimination or retaliation claims to both State and Federal Agencies. Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203, Telephone: (414)297-1111.

SMOKE FREE WORKPLACE

All employees should be aware of the health hazards which are created by smoking. Therefore, smoking is permitted in designated smoking areas only. No smoking should take place in Village vehicles. The Village will follow all applicable State Statutes regarding smoking.

SOLICITATION

The solicitation of employees or distribution of materials to employees can often interfere with normal operations of the Village, reduce employee efficiency, annoy employees and citizens; and pose a threat to security. For these reasons, the Village limits solicitation and distribution on the premises.

Individuals who are not employees of the Village of Germantown are prohibited from soliciting employees or distributing materials to employees of the premises. This includes soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of vendors or potential vendors as authorized by the Village Administrator), or any other similar activity. All visitors are strictly prohibited from entering non-public areas unless a supervisor grants permission.

Employees may engage in limited solicitation and distribution of materials to other employees, on the premises, subject to the following guidelines. Solicitation or distribution of materials is prohibited during work time of either of the individuals making or receiving the solicitation or distribution. "Working time" does not include an employee's authorized lunch or rest period. Distribution of literature in a way that causes litter on the Village property is prohibited. Off-duty employees may not return to the premises to solicit or distribute materials to employees. Bulletin boards, newsletters, and other employer-provided group communication system are maintained solely for the Village to communicate information to and from employees, post notices required by law, and for other work-related purposes. Posting of unauthorized notices, photographs, or other printed or written material on those bulletin boards or other communication systems is prohibited. The Village may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in such drives is completely voluntary. As a part of those charitable fund drives, the Village may permit a representative from the organization to make a presentation to employees. Employees seeking authorization for such a charitable fund drive should contact the Village Administrator. In addition, the employer has the right to monitor any allowed solicitation and distribution, and to modify or add to this policy as becomes necessary to minimize interference from work.

SOCIAL NETWORKING POLICY

PURPOSE

The Village of Germantown (the "Village") has an overriding interest and expectation in deciding what is "announced" or "spoken" on behalf of the Village through the use of social media. This policy establishes guidelines for the establishment and use of social media by the Village for conveying information about the Village and its events and activities. This policy also establishes guidance for employees acting in a personal capacity when using social media.

The Village's intent is to create a "government speech forum" or a "limited forum" devoted exclusively to the Village's postings to the public. Nothing in this policy shall be applied to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor laws or other applicable laws.

THE VILLAGE'S WEBSITE

The Village's website (<http://www.village.germantown.wi.us>) is the Village's primary and predominant internet presence. All of the Village's website content and social media sites that are posted by departments and offices will be subject to approval by the Administrator or designee. Social media use should complement rather than replace the Village's primary website. Only employees authorized by the Administrator are authorized to post content on the Village's website.

SOCIAL MEDIA PROVIDER TERMS OF SERVICE

Social media is defined as the various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups may create, organize, edit, comment on, combine, and share content. Social media providers offer web pages that provide a means for various forms of discussion and information-sharing, and include features such as social networks, blogs, video sharing, podcasts, wikis, message boards, and news media comment sharing/blogging. Social media providers are hosted by websites that authorize multiple users to establish, post content on, and operate their own individual social media profile. Technologies associated with social media often include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of websites that host social media profiles include, but are not limited to, Facebook (social networking); YouTube (social networking and video sharing); and Twitter (social networking and microblogging).

Each social media provider maintains a terms of use agreement for users. All posts and comments on any Village social media profile are bound by these terms and conditions. The Village reserves the right to report any user violation under the terms and conditions. This policy does not modify the terms and conditions established by the social media provider. Nor does the Village assume any responsibility or liability for decisions made by the social media provider involving the conduct or absence of conduct by the social media provider or by the user.

The terms and conditions of the social media provider represent a binding contract. No employee may execute such terms of service or enter into an agreement on behalf of the Village without authorization from the Administrator.

SOCIAL MEDIA POSTING

As a public entity, the Village must abide by certain standards to serve all constituents in a civil and unbiased manner. Only employees authorized by the Administrator are authorized to

post content on an authorized Village social media profile on behalf of the Village. The Administrator or their designated representative will maintain a list of social media profiles, including login and password information, approved for use by departments and employees for communicating the Village's business. Any social media profiles used by the Village, including any login information and passwords, are the property of the Village and not the property of an employee or other party. Any social media profile used by the Village must be capable of editing, removing, and archiving content from social media websites. The authorized employee will inform the Administrator or their representative of any administrative changes to existing social media profiles.

For each social media profile approved for use by the Village, the following documentation will be developed and adopted:

- A list of authorized employees who may manage the social media profile
- Operational and use guidelines
- Standards and processes for managing accounts on social media sites
- Branding standards
- Design standards
- Standards for the administration of social media sites

Authorized employees representing the Village on social media must conduct themselves at all times as professional and dignified representatives of the Village and in accordance with all policies, directives, and professional expectations.

Employees posting content on behalf of the Village must follow these guiding principles:

- Communications must be consistent with the goals, branding, mission, vision, and values of the Village.
- Communications must be factual and accurate and not reflect opinions or biases.
- Communicate meaningful, respectful entries that are on topic while also recognizing that postings are widely accessible and not easily retractable.
- Communications must be written in plain business English with proper grammar and vocabulary, and should avoid acronyms and jargon.
- Communications must comply with policy, directives, professional expectations, and respect for privacy, confidentiality, and applicable legal guidelines for external communication.
- Ensure that legal right exists to publish all materials, including photos and articles, and comply with all trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws.
- If identifying yourself, then maintain transparency by using your real name and job title, and by being clear about your role regarding the subject. Write and post only about your area of expertise. Remember that your postings are your responsibility.
- Communications must never be for political purposes or in support of or opposition to political campaigns or ballot measures.
- Communications must never be for purposes of private business activity or commerce, or for personal motivation or sharing of personal opinion or commentary.
- Communications must not promote, foster, or perpetuate discrimination, harassment, or retaliation on the basis of race, creed, color, age, religion, gender, marital status, national origin, disability, or sexual orientation, or other protected status.
- Communications must not compromise the safety or security of the public, public systems, or public services.

Authorized employees posting on behalf of the Village may not post content to the Village's social media profiles or engage in social networking activities related to publishing the Village's

business during personal time. All social media activity must be made as part of the Employees regular work activity.

The nature of social networking promotes a great deal of interactivity, whereby users or organizations “like” or “follow” each other online. Official Village social media sites may “like” or “follow” the social media sites of local, state, and federal government organizations, generally recognized community and/or not-for-profit organizations, and organizations that provide public safety, promote tourism, industry, and economic welfare within the community, and businesses located within the corporate limits of Germantown. Official Village social media should not be used to “like” or “follow” any specific viewpoints, ballot measures, or controversial issues.

The employee’s name and title should be made available in the responsive comment.

REPORTING/REMOVAL OF SOCIAL MEDIA ACTIVITY

A post, like, or comment by a member of the public on any Village social media profile is the opinion of the commentator or poster only. Publication of a user’s post, a like, or a comment does not imply endorsement of, or agreement by, the Village or reflect the opinions or policies of the Village. The Village assumes no liability for any comment, like, or post made by another person.

If a forum allowing for two-way or multi-way communication is created, then an authorized employee may, with the approval of the Administrator, regulate comments or posts made by other persons on the Village’s social media profile as provided herein. The Village requires that authorized employee to immediately notify the Administrator or their representative if there is any posted material that may violate this policy, violates the terms of use of the social media provider, is illegal, or that potentially infringes the copyrights or other rights of any persons. The Administrator or their representative will investigate and address the potential violation. If the comment or post violates the terms of use established by the social media provider, then the authorized employee may notify the social media provider and report the post or comment. If a comment or post demonstrates or incites unlawful behavior, then the authorized employee may notify law enforcement authorities. If the comment or post contains any of the following content, the comment may be subject to removal or restriction by the Village:

- Obscene content;
- Content that is threatening or incites violence;
- Solicitation of commerce, including but not limited to, advertising of any non-Village-related event, or business or product for sale;
- Conduct in violation of any federal, state or local law;
- Content that promotes, fosters or perpetuates unlawful activity;
- Content that infringes the intellectual property rights of others;
- Content that is malicious or harmful software or malware;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity, sexual orientation, lawful source of income or arrest/conviction record
- Comments in support or opposition to political campaigns, ballot measures, referendums, or any organized political activity or political links.

The Village should not deny access to the Village’s social media profile for any individual who violates the Village’s social media policy. The social media provider may, relying their terms and conditions and their discretion, block a user or remove content in violation of the terms and conditions, and nothing herein restrains the social media provider from such actions.

RECORD RETENTION

The Village must retain all social media content published by the Village for the purposes of public records retention as may be required by applicable law. Records required to be maintained pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the record and is accessible. Any content removed by the Village based on these guidelines must be retained in accordance with the applicable retention schedule including the time, date and identity of the poster, when available.

OPEN MEETINGS LAW COMPLIANCE

All conduct by officials serving on a governmental body must comply with Wisconsin's Open Meetings Law. Officials should refrain from discussing business or action of the governmental body with one another while using social media. Authorized employees publishing on the Village's social media profile should not engage officials serving on a governmental body when engaging in the Village's social media activity.

EMPLOYEE PERSONAL CONDUCT

Like other members of the community, employees may use social media profiles not belonging to the Village for the employee's personal social media purposes. Employees must recognize that most uses of personal social media are still part of the public domain regardless of privacy settings and are easily replicated and published.

An employee's personal social media profile or use must remain personal in nature and not be used to share the Village's official government positions or views. In addition, employees should never use their Village e-mail account, login, or passwords in conjunction with a personal social media profile. Regardless of whether an employee identifies on a personal social media account that the employee works for the Village, employment with the Village is public record and members of the public may associate the employee with the Village. As such, employees must exercise care when posting and commenting on social media as personal views can be tied back to employment with Village.

Employees posting personal content on social media must follow these guiding principles:

- When commenting or posting on matters pertaining to the Village, the employee must make clear to other persons that the employee is speaking as a private citizen and not as an employee of the Village.
- Pause and think before posting with the understanding that postings are widely accessible, not easily retractable, easily shared and replicated.
- Personal activity must comport with the Village's policies, directives and expectations.
- Personal activity is the personal responsibility of the employee, including the consequences that flow from such activity.

Nothing in this policy is meant to prevent an employee from exercising his or her right to make a complaint of unlawful discrimination or other workplace misconduct through the proper processes, to engage in lawful protected concerted activity, or to express a personal opinion on a matter of public concern which may be balanced against the interests of the Village.

COMPLIANCE WITH POLICY

The Village reserves the right to monitor and analyze social media use to ensure compliance with policy, directives and expectations, to evaluate use, and to recommend and implement changes to use of social media, among other legitimate government interests. Failure to comply with this policy by any employee may result in disciplinary action up to and including termination of employment. Failure to comply with this policy by any officeholder may result in pursuit of any lawful action against any official in violation of policy.

VILLAGE OF GERMANTOWN SOCIAL MEDIA POLICY (FOR POSTING ON SOCIAL MEDIA SITES)

We welcome you and your comments to the Village of Germantown's Social Media pages. The purpose of this site is to present matters of public interest to Village of Germantown residents, businesses, visitors and other interested parties. You may submit your comments, but please note this is a moderated online discussion site. A comment posted by the member of the public on any Village of Germantown social media site is the opinion of the commenter only and publication of a public comment does not imply endorsement, nor reflect the opinions or policies of, the Village of Germantown.

Because communication via social media constitutes a limited public forum, the Village reserves the right to manage, restrict or remove any content, public comments, or other postings that is deemed in violation of this policy or any applicable law. Inappropriate comments are subject to deletion by the administrator of this account. If you do not comply with the terms of use outlined below, your message may be removed.

This forum is NOT monitored at all times but is primarily monitored during business hours. Do NOT use this forum to report emergency situations or time-sensitive issues.

All content of this page including comments is subject to public records law. When posting, please remember that if your post violates any of the below rules, it will be deleted:

- Content that is graphic, obscene or explicit.
- Content that is abusive, threatening, hateful or intended to defame anyone or any organization.
- Content that suggests or encourages illegal activity.
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity, sexual orientations, lawful source of income or arrest/ conviction record.
- Content posted by persons whose profile picture or avatar, username or email address contains any of the aforementioned prohibited content.
- Solicitations or advertisements, including but not limited to, promotion or endorsement of any private, financial, commercial or non-governmental agency.
- Content attempting to defame or defraud any person or private financial, commercial or non-governmental agency.
- Comments in support or opposition to political campaigns, ballot measures, referendums, or any organized political activity or political links.

TELECOMMUTING POLICY

Purpose

This policy establishes the guidelines Village of Germantown will use to select and manage those employees approved to telecommute on a limited basis.

Scope

Our work is focused on serving the residents of the Village of Germantown and requires the full public confidence and trust of members of the community. Various interests including the important irreplaceable gains from physical presence and face-to-face interaction with residents, community members and coworkers, protection and preservation of confidentiality, and furthering cohesive and collaborative efforts to work as a team member of the Village necessitate that there will be no position to work remotely where the employee could legitimately perform the important essential functions of the job. The Village recognizes that unique and narrow extenuating circumstances may arise where employees may temporarily

work remotely involving only certain positions and employees who are trusted and professionally capable to perform such responsibilities. This policy is meant as a guide for those who are temporarily allowed by the Village Administrator or Department Supervisor to telecommute—to work from home or other location—on an irregular basis due to extenuating circumstances.

POLICY GUIDELINES

This policy covers approved telecommuting or working remotely, such as working from a home or other off-worksites location, including using electronic communications, such as the internet, to connect with the primary place of employment.

CRITERIA FOR SELECTION

The Village always strives to provide equal opportunities to all employees when it comes to working situations. In some circumstances, telecommuting is a necessary and expected part of the position such as when a manager attends a conference and must work remotely from the conference, or when a manager is telecommuting when Village offices are closed. However, telecommuting is not conducive to every employee or position.

Keeping this in mind, the Village Administrator and Department Supervisor will review all reasonable employee requests to telecommute using the following criteria:

- Is the employee a good candidate for telecommuting? Do they possess the following characteristics?
 - Dependable
 - Trustworthy
 - Flexible
 - Self-motivated
 - Proven performance
 - Comprehensive knowledge of position
 - Do any performance or disciplinary histories suggest this responsibility is not a good fit for this employee?
- Can the duties of the position be successfully fulfilled through telecommuting? Does the position have:
 - Measurable work activities
 - Little need for face-to-face interaction with co-workers
 - Clearly established goals and objectives
 - Duties can be performed alone and away from a worksite
 - Equipment needed is limited and can be easily stored at the off-site location
 - Position is exempt from overtime requirements
- Are there extenuating circumstances for the request to telecommute? Examples would be:
 - Poor weather inconducive to a long unsafe commute
 - Personal illness or disability
 - Illness of spouse or child
 - Other personal needs that prevent in-person office attendance
- Barriers and distractions faced by the employee that may inhibit the performance of duties and efforts undertaken by the employee to remove or limit those barriers or distractions to ensure work is performed on time and at acceptable standards of quality.
- Disruption to Village operations and interests, disruption to coworkers, and maintenance of balance of assigned or expected workloads.

The ability to work remotely is a privilege, and the Village reserves the right to deny, limit, or revoke telecommuting privileges at the Village's discretion.

RESPONSIBILITIES

Position requirements and responsibilities will not change due to telecommuting. Workers face the same expectations in relation to professionalism, timeliness, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in a given day will not lessen, although the exact scheduling of allotted hours will be left up to the discretion of the employee and the employee's direct supervisor. If an employee's physical presence is required at the Village's primary work location, then he or she is expected to report in person.

CONTACT WITH PRIMARY LOCATION

Employees approved for telecommuting are responsible for maintaining regular contact with their supervisor. The supervisor will act as the employee's primary contact at Village of Germantown. Both the employee and his or her supervisor are expected to work together to keep each other informed of any developments that occur during the workday.

Employees must have approval from their supervisor(s) to:

- Alter their defined work schedules.
- Move Village equipment to a new location.

OFF-SITE WORK AREAS

The Village has a legal responsibility to provide liability and workers' compensation coverage to its employees. Such legal responsibilities may extend only to authorized, off-site work locations during scheduled work time. The Village is responsible only for injuries, illnesses and damages that result directly from official job duties. As to any legal obligations under these insurance coverages, the Village will comply with applicable law and grants no additional coverage to employees authorized under this policy. The Village accepts no responsibility for employee personal property.

As the Village of Germantown could foreseeably be held responsible for an injury befalling an employee in their off-site work area, the Village reserves the right to inspect off-site locations for safety concerns. Such an inspection will always be planned in advance.

If employees have domestic responsibilities, they must attend to during scheduled working hours, they are expected to do so in a reasonable manner that will still allow them to timely and successfully fulfill their job duties.

OFF-SITE SECURITY

While positions that regularly deal with confidentiality and highly sensitive information may not be ideal candidates for off-site work, under certain circumstances such employees may be allowed to telecommute. In these situations, it is up to the employee to enforce a rigorous standard for ensuring the security of all sensitive information entrusted to them. Failure to do so will result in loss of telecommuting privileges and could result in disciplinary action. All employees who work off-site are obligated to provide secure network connections and should refrain from using unsecured WI-FI and hotspots. Secure internet connections are required.

EXPENSES

Working primarily off-site could result in expenses not directly addressed by this policy. If such expenses are necessary for their official duties as prescribed and benefit the sole interests of the Village, then the Village may choose to reimburse the employee for pre-authorized expenses. Since reimbursement is subject to management approval and is not guaranteed, potential expenditures should always be approved by the supervisor prior to the transaction being made.

EQUIPMENT

Employees approved for telecommuting will be supplied by the Village of Germantown with the equipment required to perform their duties on Village premises. The Village may, in limited circumstances, authorize additional equipment in order to work remotely. It must be kept in mind that:

- All equipment purchased by the Village remains the property of Village. All equipment is to be returned in a timely fashion should the employee cease telecommuting operations for any reason.
- Hardware is only to be modified or serviced by parties approved by Village.
- Software provided by Village is to be used only for its intended purpose and should not be duplicated without consent.
- Any equipment provided by Village for off-site use is intended for legitimate business use only.
- All hardware and software should be secured against unauthorized access. A secure router or hotspot may be required if one is not already in place at the off-site work location.

TELEPHONE PROTOCOL

Incoming telephone calls need to be answered promptly. Voice mail should only be used if you are away from your workstation or involved in a highly important task. Counter work takes precedence over incoming telephone calls. Personal calls and meetings need to be kept to a minimum and should not deter us from answering the telephone. Personal calls should be local only and will be kept to a minimum. All calls will be answered in a courteous professional manner.

VEHICLE USE

PERSONAL VEHICLE USE

An Employee who must use the employee's private personal vehicle for Village of Germantown use will be compensated at a rate as stipulated in the Village of Germantown's annual Salary Resolution as adopted by the Village Board, consistent with IRS Standards.

Unless otherwise authorized, all employees are expected to utilize Village fleet vehicles for trips while conducting Village affairs. If that is not possible, then permission from an employee's immediate supervisor must be secured in advance of use of one's own vehicle.

Use of one's own personal vehicle on Village business for trips out of the Metropolitan Milwaukee Area and Washington County must be approved by the respective department director and the Village Administrator. Use of Village vehicles for personal use is prohibited.

VILLAGE VEHICLE USE

Any person using a Village vehicle must have a valid driver's license.

Any person using a Village vehicle may not operate it under the influence of drugs or alcohol.

If an accident occurs the person driving the vehicle must report it and/or any damage done to the vehicle to the Village Administrator, if the Village Administrator is not available the accident shall be reported to the Finance Director, on the day it occurs.

The person using the vehicle is responsible for paying all bills and fines including parking violations.

Village vehicles are not to be used to travel to/from lunch or for any other personal convenience by any Village employee unless so approved by the department director or Administrator.

If an employee is engaged in work activities using a Village vehicle and such activity requires the employee to be in the field during the lunch period, it is permissible for the said employee to use the Village vehicle to travel to and from a restaurant in the nearby vicinity for the purpose of having lunch.

Village vehicles and/or equipment shall not be used for the personal benefit of any employee or organization. Furthermore, family members, friends, citizens or individuals shall not ride in Village vehicles unless approved by the Village Administrator.

Village vehicles/equipment shall not be used for any use other than municipal use unless authorized by the Department Director or Village Administrator.

24 HOUR VEHICLE USE

Police Chief, Police Department Motorcycle Officer, Fire Chief, Building, Grounds & Parks Superintendent, Highway Superintendent, Water Superintendent, Wastewater Superintendent, Police Canine Handler & Emergency Scene Response Vehicle

May use a Village vehicle assigned to them twenty-four (24) hours per day for all Village Department activities.

May use said vehicle outside of the Village limits for municipal purposes only

May use vehicle in the case of an extreme situation emergency to pick-up or transfer a family member, an explanation of said use must be forwarded to the Village Administrator within 48 hours.

May use a vehicle to attend conferences, seminars or training with concurrent travel by family members with approval by the Village Administrator

May not be used to take family or other persons to restaurants/recreational activities/school functions. Other means of transportation must be used.

Personal use Valuation & Reporting

1. Personal Use Valuation – Personal use of an employer-provided vehicle is a non-cash fringe benefit, so its value must be determined at least once per year. If the only use of an employee-provided vehicle is commuting to and from work, then the employer can use the commuting rule. The amount shall be reported as ordinary income for federal income taxes, state income taxes and social security taxes.
2. Whenever a Village vehicle is used to commute to and from work a record shall be made daily of each commuting trip on a form issued by the Finance Department. This form shall be submitted monthly to the Payroll Office by the 5th

day of the following month. Such logs shall be used to determine the value of using said vehicle, which value will be reported on the individual's W-2 form.

Law Enforcement & Fire/EMS Use Exemption – Qualified Nonpersonal-Use Vehicles

Personal Use Valuation does not apply to employees who are not subject to taxation by virtue of applicable state and federal law and the regulations contained in the Internal Revenue Code, as such may be amended from time to time. The following employees are permitted to drive a Village Vehicle to and from work without a personal use valuation:

- Police Chief
- Fire Chief
- Canine
- Handler

Emergency Scene Response Vehicle.

Motorcycle Officer

IRS ruling – A qualified non-personal-use vehicle is any vehicle the employee is not likely to use more than minimally for personal purposes because of its design. Qualified non-personal-use vehicles generally include all of the following:

- Clearly marked police and fire vehicles

- Unmarked vehicles used by law enforcement officers if the use is officially authorized

Other Qualified Nonpersonal-Use Vehicles

Pickup Trucks – a pickup truck with a loaded gross vehicle weight of 14,000 pounds or less is a qualified non-personal-use vehicle if it has been specially modified so it is not likely to be used more than minimally for personal uses. Any pickup truck which is clearly marked with permanently affixed decals or special painting and meets either of the following requirements:

- 1) is equipped with at least one of the following items:
 - a. A Hydraulic Lift Gate
 - b. Permanent tanks or drums
 - c. Permanent side boards or panels that materially raise the level of the sides of the
 - i. truck bed
- 2) Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles
- 3) It is used primarily to transport a particular type of load (other than over the public highways) in a construction, manufacturing, processing, farming, mining, drilling, timbering, or other similar operation for which it was specially designed.
- 4) Vans - A loaded gross vehicle weight of 14,000 pounds or less and has been specially modified so it is not likely to be used more than minimally per personal uses. Example- clearly marked with permanently affixed decals or special painting and has a seat for the driver only (or the driver and one other person) and either permanent shelving has been installed that fills most of the cargo area or the cargo area is open and the van constantly carries merchandise, material or equipment used in the employers function.

VILLAGE HALL BOARD ROOM USE

The Village Hall Board Room may be used only for Village Board meetings and Committees of the Village Board. All other uses must be approved in advance by the Village Administrator.

WORKPLACE SAFETY

DRIVING RECORD CHECKS

Driving record checks shall be conducted of all personnel who drive Village-owned vehicles or equipment. These checks shall be conducted annually by the Germantown Police Department. Only licensed drivers shall be permitted to drive Village vehicles. Employees shall immediately notify their supervisor of any restrictions or change in their driver's license status.

DRUG AND ALCOHOL TESTING

The Village recognizes the use or abuse of illegal drugs or alcohol can have a significant impact on the workplace in terms of safety, worker's compensation claims, time off benefits, absenteeism and productivity. The Village is concerned about employees who use or abuse illegal drugs or alcohol. Therefore, the Village has established a drug and alcohol testing policy.

All employees are responsible for maintaining safe, healthy, and productive working conditions. Being under the influence of a drug or alcohol on the job poses serious safety health risks not only to the user, but also to all those who work with the user, and creates unacceptable risks for safe and efficient operations. Accordingly, it is the right, obligation and intent of the Village to maintain a safe and efficient working environment for all of its employees and to protect Village property, equipment and operations. With these objectives in mind, the Village has established the following policy with regard to the use, possession or sale of alcohol or drugs.

PRE-EMPLOYMENT SCREENING

The Village may require candidates for employment to take a screening test designed to prevent the hiring of individuals who presently use illegal drugs or who are under the influence of alcohol or drugs. Applicants for employment who are to be tested for the presence of alcohol or illegal drugs will be informed and will be requested to sign a consent form authorizing the test. If a candidate refuses to provide consent for the test or tests positive for illegal drugs or alcohol, then the candidate will no longer be considered for employment and any conditional offer of employment will be withdrawn.

ON THE JOB USE, POSSESSION OR SALE OF DRUGS OR ALCOHOL

Being under the influence of a drug or alcohol while performing Village business or while in a Village facility or using Village property is strictly prohibited. "Under the influence" means, for the purposes of this policy, that the employee is affected by a drug or alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misconduct, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test, and, in many cases, by a layperson's opinion.

The use, sale, purchase, transfer or possession of any alcohol, illegal drug, or prescribed drug or narcotic not prescribed to that employee while at a Village facility or while performing Village business is prohibited. The presence of any detectable amount of any illegal drug or alcohol in an employee while performing Village business or while at a Village facility is strictly prohibited.

The use or being under the influence of any prescribed, over-the-counter, or otherwise legally obtained drug while performing Village business, or while at a Village facility or using Village property is prohibited if such use or influence may affect the safety of the employees, co-workers, members of the public, or the safe or efficient operation of the Village. An

employee must report such use of a legally-obtained drug to his or her supervisor. If the employee's supervisor determines that the employee does not pose a threat to his or her own safety or the safety of co-workers, and that the employee's job performance is not significantly affected by the drug, then the employee may continue to work. The Village will take steps necessary and reasonable to accommodate employees whose disabilities require them to take legal drugs.

Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcohol at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on Village premises and work sites. Employees should note that a violation of this policy can result in disciplinary action, up to and including termination, even for the first offense.

SEARCHES

Employees, their possessions, and Village-issued equipment and containers under their control are subject to search and surveillance at all times while at Village premises or work sites or while conducting Village business. Employees have no reasonable expectation of privacy in these items or areas. Searches of employees and their property may be conducted when there is reasonable suspicion to believe that the employee or employees may be in violation of Village policy, rules or directives. Employees are expected to cooperate in the conducting of such searches. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

EMPLOYEE DRUG AND ALCOHOL TESTING

Employees may be asked to take a test at any time to determine the presence of drugs, narcotics, or alcohol when the Village has reasonable suspicion to believe an employee is under the influence of drugs or alcohol. Employees that agree to take the test must sign a consent form, authorizing the test and the Village's use of the test results for purposes of administering its policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol or illegal drugs. Policy violations will result in discipline and may result in termination. The initial test is paid for by and is the property of the Village. Records of specific examinations, if required by law and regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, the employee's doctor, or other persons designated by the Village.

RANDOM EMPLOYEE DRUG AND ALCOHOL TESTING

Specific departments may have internal policies and procedures regarding random alcohol and drug testing.

REPORTING REQUIREMENTS

Supervisors should report immediately to the Village Administrator any action by an employee who demonstrates an unusual pattern of behavior, including any traffic stop, complaint or accident by an employee in a Village-owned vehicle or while operating a vehicle while working. The Village Administrator or his designee will determine whether the employee should be examined by a physician or clinic or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics or alcohol will be required to leave the

premises. The Village Administrator or Department Director should be notified to arrange safe transit.

EMPLOYEE COUNSELING, LEAVES AND REHABILITATION

Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. Participation and counseling, including Village sponsored or required counseling, will not have any influence on performance appraisals. Job performance and the conduct of the employee, not the fact that an employee seeks counseling, are to be the basis of all performance appraisals.

An employee who is abusing drugs or alcohol may request a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the employee's supervisor that the employee is capable of performing his or her job. Failure to cooperate with the agreed upon treatment plan may result in discipline up to and including termination. Participation in a treatment program or a request for leave, even if approved, does not insulate an employee from the imposition of discipline for the employee's conduct or violations of this or other policies and rules.

NON-DISCRIMINATION

The Village maintains that it will provide a drug free and alcohol-free environment for all of its employees. However, in doing so, it will not discriminate against any employee or applicant for employment as prohibited under Federal, State, or local laws. The Village will not discriminate against any employee or applicant for employment because of their condition as an alcoholic, because of their use of lawful products off duty and off the premises, because the individual was arrested for a drug or alcohol charge prior to becoming an employee at the Village (which arrest did not lead to a conviction), or because the individual was convicted of a drug or alcohol-related crime that is not substantially related to their job duties at the Village.

EMERGENCY CONTACT INFORMATION

All employees must provide emergency contact information for persons to be contacted in the event of a personal emergency. Emergency contact information is confidential and will not be made available to non-essential staff. Emergency contact information may not be used for any purposes other than its original intention.

All employees are required to supply emergency contact information when hired. It is each employee's personal decision as to whom he or she chooses to have as the emergency contact. In an effort to keep information current should an emergency arise, employees are required to keep their emergency contact information up-to-date.

EVACUATION OF VILLAGE HALL AND LIBRARY

When the Police Department determines that it is in the interest of the safety of the employees and visitors to Village Hall and the Library to either evacuate said buildings and/or notify employees to not show up for work, the following procedure shall be used.

Step No. 1: Police Chief Notifies Village Administrator or Village Clerk.

The Police Chief, or the officer in charge, shall immediately notify the Village Administrator or Village Clerk if the Village Administrator is not immediately available.

Step No. 2: Village Administrator Notifies Village Hall Department Directors, Library Director and Public Works Superintendents.

The Village Administrator or Village Clerk shall notify all of the department directors in Village Hall, Library Director and at least one of the Public Works

superintendents at the Public Works building who will see that all Public Works are notified.

Step No. 3: Department Directors Notify Their Employees

Upon Being Notified, Department Directors shall immediately instruct each of their employees to immediately report to Public Works building. If the employee has not yet reported to work, but will be reporting to work that morning, the employee shall be immediately notified to report to the Public Works building. Advise Village Administrator or Village Clerk if any remaining employees or other persons in the building are unaccounted for. Report any persons refusing to leave or other problems. Assist any physically handicapped individuals.

Step No. 4: Employees.

Employees should insure their supervisors are aware of the evacuation order and begin an orderly evacuation from the building. Employees should obey Police Officers at all times. Employees should take personal belongings only.

GENERAL EVACUATION OF ANY VILLAGE STRUCTURE – EMERGENCY

When employees are advised to evacuate the building, the employees should

Stop all work immediately

Contact outside emergency response agencies, if needed

Shut off all electrical equipment and machines, if possible

Walk to the nearest exit, including emergency exit doors

Exit quickly but do not run. Do not stop for personal belongings

Proceed, in an orderly fashion, to a parking lot near the building

Do not re-enter the building until instructed to do so

Employees must know the location of fire extinguishers, emergency exits and first aid kits and make sure they are accessible at all times.

PHYSICALS

Before beginning employment with the Village of Germantown, all regular employees working greater than 20 hours a week shall be required to have a physical examination by a physician selected by the Village. Department directors, at their discretion, may require other part-time or seasonal employees to take a complete physical examination prior to employment with the Village. The cost of the physical shall be paid by the Village. Failure to successfully complete such a physical may result in the withdrawal of the employment offer.

WORKPLACE VIOLENCE

The Village of Germantown prohibits workplace threats or violence. Acts or threats of physical violence, including intimidation, harassment, or coercion, which involve or affect personnel or property or which occur on the employer's property will not be tolerated.

Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating to alter employment conditions or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Employer premises, regardless of the relationship between the Employer and the parties involved
- All threats or act of violence occurring off Employer premises involving someone who is acting in the capacity of a representative of the employer.
- Examples of conduct that may be considered threats or act of violence in violation of this Policy include, but are not limited to, the following:
- Hitting, touching, or physically harming an individual.

- Threatening an individual or their family, friends, associates, or property with harm. Damaging or threatening to harm employer property or the property of others.
- Making harassing or threatening communications.
- Harassing surveillance or stalking (following or watching someone). Unauthorized possession or inappropriate use of firearms or weapons.

Every employee is required to report incidents of workplace threats or act of physical violence or damage of property.

WORKPLACE SAFETY AND REPORTING INJURIES AND ILLNESSES

Job safety is very important to each employee and the Village of Germantown.

Employees must conduct themselves carefully at all times. All employees must act in a safe manner and practice good safety procedures. Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept clean and in good repair.

Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's supervisor immediately for action. If the unsafe condition can be corrected immediately as to avoid any additional hazard, then the employee should implement the corrective action.

Any employee who is injured or becomes ill while performing service related to his or her employment must contact their supervisor immediately and on the same day the injury or illness occur to report the incident. The report must be in writing and contain relevant facts. The employee should secure the necessary medical attention on the job site to the extent practicable. All employees are entitled to Worker's Compensation coverage as per State Law.

Worker's compensation is a form of accident and disability insurance to protect an employee in the event of a qualifying job-related injury or illness. Upon returning to work after a work-related injury, an employee may be required to provide certification from his or her treating physician verifying that the employee is able to safely and adequately perform his or her regular job functions.

END OF EMPLOYMENT

EMPLOYEE SEPARATION

There are many reasons an employee may be terminated or chose to terminate his or her employment with the Village of Germantown.

Resignation with Notice: If an employee decides to leave the Village, then the employee is expected to advise their department director in writing at least two (2) weeks prior to his or her date of departure so that an orderly transition can be made. Supervisory and management employees are expected to give four or more weeks' written notice. Department director notice should be made to the Village Administrator or Village President. The employee must return all Village property and records and complete required forms. The employee will be paid all owed compensation up to his or her final day of employment and any accrued but unused vacation. An exit interview may be conducted by the Administrator, a designee of the administrator or the department director. The employer reserves its right to terminate the employee before that date.

Resignation without Notice: If an employee decides to leave the Village and the employee fails to provide timely written notice as described above, then the employee's resignation will not be treated as "Resignation with Notice" and will result in the nonpayment of any accrued but unused vacation benefits. The employer reserves its right to terminate the employee before that date. The employee must return all Village property and records and complete required forms. The employee will be paid all owed compensation up to his or her final day of employment, but the employee will not be paid any accrued but unused vacation. An exit interview may be conducted by the Administrator, a designee of the administrator or the department director.

Termination: If the Village decides to terminate an employee for reasons other than for violating policies or rules, then the employee will be notified of the employer's decision. The employee must return all Village property and records and complete required forms. The employee will be paid all owed compensation up to his or her final day of employment and any accrued but unused vacation. An exit interview may be conducted by the Administrator, a designee of the administrator or the department director.

Termination for a Policy or Rule Violation: Should an employee be terminated for a violation of the policies and rules, then the employee will not be paid for any accrued but unused vacation benefits. The employee must return all Village property and records and complete required forms.

Reduction-In-Force: Any time a selection is to be made among employees for a reduction-in-force, consideration will be given to an employee's performance, knowledge, skill, ability, efficiency, reliability, attendance, and overall record. An employee who resigns or who is terminated will receive his or her final paycheck on his or her next regularly scheduled payday and information regarding insurance continuation and other benefit plans.

LAYOFFS AND FURLOUGHS

Reductions in the workforce may occur through layoffs or furloughs, in addition to attrition or position elimination or modification. The employer will determine the departments, number of positions and persons impacted by the reduction in workforce. In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed based on skills, abilities, qualifications, and the interests and needs of the employer. The employer may choose to solicit volunteers for the reduction in workforce.

ACKNOWLEDGEMENTS
EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the Policy Manual. I have read and I understand its contents. I Acknowledge that it is my responsibility to ask questions about anything I do not understand. I understand that it is my responsibility to comply with all Employer policies, rules and expectations as set forth in this Manual, as well as policies, rules and expectations that the Employer may otherwise establish or change from time to time. I further understand and acknowledge that this Manual provides guidelines and information, but this Manual is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Village Board at a duly noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Manual or by following any of the provisions of this Manual. I understand that the contents of this Manual and my compensation and benefits may be changed by the Employer at any time, with or without notice to the extent permitted by law.

Print Name

Employee's Signature

Date

Supervisor's Signature

Date

After you have read and signed this page, please detach the page from the Manual and return to your supervisor, who will submit to the Administration Department to be placed in your personnel file.

EMPLOYEE ACKNOWLEDGMENT

Police & Fire Union Employees

I have received a copy of the Policy Manual. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand. I understand that it is my responsibility to comply with all Employer policies, rules and expectations as set forth in this Manual, as well as policies, rules and expectations that the Employer may otherwise establish or change from time to time. I further understand and acknowledge that this Manual provides guidelines and information, but this Manual is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Village Board at a duly noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Manual or by following any of the provisions of this Manual. I understand that any contract or employment agreement must be authorized and approved by the Employer and Union to the extent required by law. I understand that the contents of this Manual may be changed by the Employer at any time, with or without notice.

Print Name

Employee's Signature

Date

Supervisor's Signature

Date

After you have read and signed this page, please detach the page from the Manual and return to your supervisor, who will submit to the Administration Department to be placed in your personnel file.

AMENDMENTS AND/OR REVISIONS

April 2, 2012	Funeral- Bereavement Leave for regular part-time employees
April 18, 2016	Hiring, Promotions, Transfers and Assignments
July 2, 2018	Sexual and other unlawful harassment, discrimination and retaliation policy
January 7, 2019	Comprehensive Hiring Policy
March 4, 2019	Telecommuting Policy
May 6, 2019	Amendment to Family and Medical Leave Policy
May 6, 2019	Disability Accommodation Policy
October 7, 2019	Amendment to Technology Use and Electronic Communications Policy
October 7, 2019	Social Media Policy
November 4, 2019	Employee Individual Development Plan
December 2, 2019	Overtime Calculation
December 2, 2019	Sick Leave

BUSINESS OF THE General Government and Finance
GERMANTOWN, WI

MEETING DATE: 12/20/2021

AGENDA ITEM: New Business

ITEM TITLE: Fund Transfer

SUBMITTED BY: Chief Mike Snow

SUMMARY EXPLANATION:

We are requesting a budget amendment to transfer funds, in the amount of \$2243.50, to 10-521-530-5500; Vehicle Repair and Maintenance. These are funds from the auction of 3 police squads. The auction documents are attached.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER_____

RECOMMENDATION:

BOARD ACTION:

WISCONSIN SURPLUS ONLINE AUCTIONS

2600 Hwy 78 South -- PO Box 113
Mount Horeb, WI 53572
608-437-2001 FEIN: 39-1982769
Sellers Permit/ Tax ID: 456-1028844448-04

11312

Khamis Mohamed

(718) 720-1919

(718) 720-1919

bayridgemotors03@aol.com

1869- Richmond Terrace, Staten Island, NY, 10310, United States

12142021-11312-77281

Dec 14, 2021

17737.50

#211438 - Village of Germantown - Wisconsin

PAYMENT DEADLINE: December 17, 2021

REMOVAL DEADLINE: December 21, 2021

LOCATION: N122W17177 W Fond Du Lac Ave, Germantown, WI 53022

CONTACT: Matt at 262-253-8257 or mkolbow@germantownwi.gov or Travis at 262-483-3265

Item	Description	Qty	Amount
85382 - 2016 Ford Explorer AWD 4-Door SUV - Police	2016 Ford Explorer AWD 4-Door SUV - Police Details: VIN: 1FM5K8AR3GGC73085 -- Miles: 118,225 -- Transmission: Automatic -- Engine: 3.7L -- Previously Registered as Police Provided Condition: Overall Condition: Good, Exterior Condition: Good, Interior Condition: Good, Engine Condition: Good, Torque converter slipped until fluid was changed, Drives good now, Missing half of rear seats Seller Inventory #: 85 Seller: Village of Germantown - <u>N122W17177 W Fond Du Lac Ave, Germantown, WI 53022</u> - Matt at 262-253-8257 or <u>mkolbow@germantownwi.gov</u> or Travis at 262-483-3265 - Please contact with questions and to schedule inspections or pickups - Appointments are required, no walk-ins. Mon.- Fri. 7am to 2pm - Click on lot number for more details & bigger pictures	1	7950.00
85383 - 2017 Ford Explorer AWD 4-Door SUV - Police	2017 Ford Explorer AWD 4-Door SUV - Police Details: VIN: 1FM5K8AR4HGD22795 -- Miles: 112,273 -- Transmission: Automatic -- Engine: 3.7L -- Previously Registered as Police Provided Condition: Overall Condition: Fair, Exterior Condition: Good, Interior Condition: Good, Engine Condition: Poor, Check engine light is on, Engine has misfire due to worn timing chain Seller Inventory #: 795 Seller: Village of Germantown - <u>N122W17177 W Fond Du Lac Ave, Germantown, WI 53022</u> - Matt at 262-253-8257 or <u>mkolbow@germantownwi.gov</u> or Travis at 262-483-3266 - Please contact with questions and to schedule inspections or pickups - Appointments are required, no walk-ins. Mon.- Fri. 7am to 2pm - Click on lot number for more details & bigger pictures	1	8175.00

Items: 2
 Bid Total: 16125.00
 Premium: 1612.50
 Sub Total: 17737.50
 Tax: 0.00

WISCONSIN SURPLUS ONLINE AUCTION

2600 Hwy 78 South -- PO Box 113
Mount Horeb, WI 53572
608-437-2001 FEIN: 39-1982769
Sellers Permit/ Tax ID: 456-1028844448-04

20468

travis lindner

608-697-0099

608-697-0099

608-586-6246

lindnergrain@maqs.net

n2878 2nd ave, oxford, WI, 53952, United States

12142021-20468-77282

Dec 14, 2021

5454.35

#211438 - Village of Germantown - Wisconsin

PAYMENT DEADLINE: December 17, 2021

REMOVAL DEADLINE: December 21, 2021

LOCATION: N122W17177 W Fond Du Lac Ave, Germantown, WI 53022

CONTACT: Matt at 262-253-8257 or mkolbow@germantownwi.gov or Travis at 262-483-3265

Item	Description	Qty	Amount
85384 - 2010 Ford Expedition XLT 4WD 4-Door SUV - Police	2010 Ford Expedition XLT 4WD 4-Door SUV - Police • Details: VIN: 1FMJU1G50AEB56927 -- Miles: 98,497 -- Transmission: Automatic -- Engine: 5.4L -- Previously Registered as Police • Provided Condition: Overall Condition: Fair, Exterior Condition: Fair, Interior Condition: Fair, Engine Condition: Good, Exhaust manifolds leak, Missing some rear seats • Seller Inventory #: 927 • Seller: Village of Germantown - <u>N122W17177 W Fond Du Lac Ave, Germantown, WI 53022</u> - Matt at 262-253-8257 or <u>mkolbow@germantownwi.gov</u> or Travis at 262-483-3267 - Please contact with questions and to schedule inspections or pickups - Appointments are required, no walk-ins. Mon.- Fri. 7am to 2pm • Click on lot number for more details & bigger pictures	1	4700.00

Items:	1
Bid Total:	4700.00
Premium:	470.00
Sub Total:	5170.00
Tax:	284.35
Total Invoice:	5454.35
Balance Due:	5454.35

Thank You for Bidding & Buying at www.WisconsinSurplus.com

DATE: 12/17/2021
TIME: 09:10:46
ID: GL470001.WOW

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

PAGE: 1
F-YR: 21

		FUND: GENERAL FUND					
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

TAXES							
REVENUES							
TAXES							
10-410-411-1100	GENERAL PROPERTY TAXES	871,381.09	0.00	100.0	10,456,573.00	10,824,137.26	3.5
10-410-411-1400	MOBILE HOME TAXES	8,750.00	(6,606.02)	(175.5)	105,000.00	47,835.07	(54.4)
10-410-411-2300	HOTEL & MOTEL TAXES	18,767.17	0.00	100.0	225,206.00	225,131.20	0.0
10-410-411-3100	WATER UTILITY IN LIEU OF TAXES	51,666.67	0.00	100.0	620,000.00	461,314.50	(25.5)
10-410-411-3310	PAYMENT IN LIEU OF TAXES	833.34	0.00	100.0	10,000.00	9,115.40	(8.8)
10-410-411-3311	PILOT - FAIRWAY KNOLL	14,051.75	0.00	100.0	168,621.00	173,210.04	2.7
10-410-411-3400	AGRICULTURAL USE VALUE PENALTY	416.67	0.00	100.0	5,000.00	16,978.47	239.5
10-410-411-8000	INTEREST & PENALTIES ON TAXES	208.34	0.00	100.0	2,500.00	12,883.91	415.3

TOTAL TAXES		966,075.03	(6,606.02)	(100.6)	11,592,900.00	11,770,605.85	1.5
TOTAL REVENUES: TAXES		966,075.03	(6,606.02)	(100.6)	11,592,900.00	11,770,605.85	1.5
SPECIAL ASSESSMENTS							
REVENUES							
SPECIAL ASSESSMENTS							
10-420-420-1000	SPEC ASSMT REV - HOLY HILL P	390.42	0.00	100.0	4,685.00	4,685.25	0.0

TOTAL SPECIAL ASSESSMENTS		390.42	0.00	100.0	4,685.00	4,685.25	0.0
TOTAL REVENUES: SPECIAL ASSESSMENTS		390.42	0.00	100.0	4,685.00	4,685.25	0.0
INTERGOVERNMENTAL REVENUES							
REVENUES							
INTERGOVERNMENTAL REVENUES							
10-430-431-2500	FEDERAL AID-NUTRITION	50.00	0.00	100.0	600.00	600.00	0.0
10-430-431-2600	FEDERAL AID-MISC	0.00	0.00	0.0	0.00	1,067,598.46	100.0
10-430-431-2700	FEDERAL AID-LAW ENFORCEMENT	416.67	0.00	100.0	5,000.00	11,967.12	139.3
10-430-431-2800	FED AID-HOMELAND SECURITY FIRE	0.00	0.00	0.0	0.00	0.00	0.0
10-430-431-4100	STATE SHARED REVENUE	17,928.67	0.00	100.0	215,144.00	280,602.57	30.4
10-430-431-4120	UTILITY PAYMENT	52,266.34	0.00	100.0	627,196.00	523,834.93	(16.4)
10-430-431-4130	EXPENDITURE RESTRAINT	0.00	0.00	0.0	0.00	0.00	0.0
10-430-431-4150	STATE AID-EXEMPT COMPUTER AID	16,515.92	0.00	100.0	198,191.00	319,819.78	61.3
10-430-431-4155	PERSONAL PROP EXEMPTION AID	7,227.67	0.00	100.0	86,732.00	121,029.56	39.5
10-430-431-4160	STATE AID-OTHER PUBLIC SAFETY	0.00	0.00	0.0	0.00	62,382.07	100.0
10-430-431-4200	STATE AID-FIRE INSURANCE	9,000.00	0.00	100.0	108,000.00	111,451.65	3.2
10-430-431-4210	STATE AID-VIDEO SERV PROVIDER	4,363.34	0.00	100.0	52,360.00	52,360.30	0.0
10-430-431-4220	STATE AID-FIRE-WIS ACT 102	491.67	0.00	100.0	5,900.00	0.00	100.0
10-430-431-5200	STATE AID-LAW ENFORCEMENT	416.67	0.00	100.0	5,000.00	9,944.51	98.8
10-430-431-5300	STATE AID-TRANSPORTATION	98,229.00	0.00	100.0	1,178,748.00	882,778.56	(25.1)
10-430-431-5410	STATE AID-RECYCLING	1,990.50	0.00	100.0	23,886.00	23,972.51	0.3
10-430-431-5520	STATE AID-DNR TREE GRANT	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
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FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

LICENSES, PERMITS & FEES							
REVENUES							
OTHER REGULATORY PERMITS/FEES							
10-440-449-4110	ZONING FEES	1,432.09	410.00	(71.3)	17,185.00	33,665.00	95.9
10-440-449-4120	APPEALS FEES	142.50	0.00	100.0	1,710.00	2,850.00	66.6
10-440-449-4140	PLAN COMMISSION REVIEW FEES	2,165.42	350.00	(83.8)	25,985.00	39,003.00	50.1
10-440-449-4150	CONDITIONAL USE PERMITS	730.00	0.00	100.0	8,760.00	6,570.00	(25.0)
10-440-449-4160	LAND USE PLAN	0.00	0.00	0.0	0.00	0.00	0.0
10-440-449-4200	STORMWATER PERMIT FEE	23.34	0.00	100.0	280.00	0.00	100.0
10-440-449-4410	PLAT REVIEW FEES	1,913.34	1,960.00	2.4	22,960.00	21,635.00	(5.7)
10-440-449-9100	LICENSE PUBLICATION FEES	66.67	0.00	100.0	800.00	920.00	15.0
10-440-449-9200	PARKING PERMITS	333.34	80.00	(76.0)	4,000.00	2,903.50	(27.4)
10-440-449-9300	SECURITY ALARM PERMITS	0.00	0.00	0.0	0.00	0.00	0.0
10-440-449-9400	MEDICAL WASTE FACILITY FEE	0.00	0.00	0.0	0.00	0.00	0.0
10-440-449-9700	CABLE TV FRANCHISE FEES	13,058.50	0.00	100.0	156,702.00	162,931.32	3.9
10-440-449-9710	AT&T-DIRECTV FRANCHISE FEE	4,172.50	0.00	100.0	50,070.00	32,086.53	(35.9)
10-440-449-9800	HUNTING/CONCEALED CARRY PERMIT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OTHER REGULATORY PERMITS/FEES		24,037.70	2,800.00	(88.3)	288,452.00	302,564.35	4.8
TOTAL REVENUES: LICENSES, PERMITS & FEES		78,552.75	31,794.20	(59.5)	942,632.00	1,103,308.15	17.0
FINES, FORFEITURES & PENALTIES							
REVENUES							
FINES, FORFEITURES & PENALTIES							
10-450-450-1100	COURT PENALTIES & COSTS	12,500.00	10,222.90	(18.2)	150,000.00	138,327.04	(7.7)
10-450-450-1300	PARKING VIOLATIONS	500.00	190.00	(62.0)	6,000.00	12,560.00	109.3
10-450-450-1900	OTHER LAW & ORDINANCE CHARGES	1,041.67	984.16	(5.5)	12,500.00	12,759.79	2.0

TOTAL FINES, FORFEITURES & PENALTIES		14,041.67	11,397.06	(18.8)	168,500.00	163,646.83	(2.8)
TOTAL REVENUES: FINES, FORFEITURES & PENALTIES		14,041.67	11,397.06	(18.8)	168,500.00	163,646.83	(2.8)
PUBLIC CHARGES FOR SERVICES							
REVENUES							
GENERAL GOVERNMENT							
10-460-461-1200	ASSESSMENT LETTERS	1,125.00	1,200.00	6.6	13,500.00	15,750.00	16.6
10-460-461-1300	AUDIO/VIDEO PUBLIC MEETINGS	0.00	0.00	0.0	0.00	0.00	0.0
10-460-461-1610	FLOODPLAIN LETTERS	0.00	0.00	0.0	0.00	0.00	0.0
10-460-461-7300	CABLE TV LEASE PAYMENTS	1,575.00	1,636.81	3.9	18,900.00	18,004.91	(4.7)
10-460-461-7400	US CELLULAR RENTAL PAYMENTS	2,143.75	0.00	100.0	25,725.00	26,627.46	3.5
10-460-461-7410	ELECTION REVENUES	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL GENERAL GOVERNMENT		4,843.75	2,836.81	(41.4)	58,125.00	60,382.37	3.8

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FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
PUBLIC CHARGES FOR SERVICES							
REVENUES							
PUBLIC SAFETY							
10-460-462-2110	POLICE-INVESTIGATION FEES	150.00	7.00	(95.3)	1,800.00	1,890.16	5.0
10-460-462-2120	ATT/ T-MBL TOWER RENTAL POLICE	5,000.00	32,885.01	557.7	60,000.00	79,061.45	31.7
10-460-462-2220	AMBULANCE FEES	51,250.00	(1,901.84)	(103.7)	615,000.00	531,539.20	(13.5)
10-460-462-2221	OTHER FIRE DEPARTMENT REVENUES	708.34	0.00	100.0	8,500.00	11,766.07	38.4
10-460-462-2250	FUEL TANK INSPECTION FEES	0.00	0.00	0.0	0.00	0.00	0.0
10-460-462-2260	SURVIVE ALIVE HOUSE EDUCATION	12.50	0.00	100.0	150.00	410.00	173.3
10-460-462-2266	SURVIVE ALIVE RENTAL INCOME	2,500.00	0.00	100.0	30,000.00	0.00	100.0
TOTAL PUBLIC SAFETY		59,620.84	30,990.17	(48.0)	715,450.00	624,666.88	(12.6)
PUBLIC WORKS							
10-460-463-3100	ENGINEERING FEES	3,333.34	50.00	(98.5)	40,000.00	50,250.00	25.6
10-460-463-3210	HIGHWAY DEPARTMENT	1,000.00	6,494.38	549.4	12,000.00	28,789.53	139.9
10-460-463-3220	SNOW & ICE CONTROL	333.34	0.00	100.0	4,000.00	1,814.07	(54.6)
10-460-463-3230	ROAD CUTS	0.00	1,200.00	100.0	0.00	1,700.00	100.0
10-460-463-3250	DRIVEWAY FEE	0.00	50.00	100.0	0.00	4,300.00	100.0
10-460-463-3260	FINAL YARD GRADE ADJ FEE	0.00	0.00	0.0	0.00	800.00	100.0
10-460-463-6440	WEED CONTROL	145.84	0.00	100.0	1,750.00	2,398.50	37.0
10-460-463-8440	RECYCLE CENTER USE FEE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL PUBLIC WORKS		4,812.52	7,794.38	61.9	57,750.00	90,052.10	55.9
CULTURE, EDUCATION, RECREATION							
10-460-467-7110	LIBRARY FINES & FEES	1,166.67	(1,736.82)	(248.8)	14,000.00	7,668.71	(45.2)
10-460-467-7120	LIBRARY SYSTEM REVENUE	0.00	0.00	0.0	0.00	0.00	0.0
10-460-467-7210	PARK SHELTER & FIELD RENTAL	1,500.00	675.00	(55.0)	18,000.00	26,695.71	48.3
10-460-467-7212	PARK LAND FEES	25.00	0.00	100.0	300.00	0.00	100.0
10-460-467-7310	RECREATION FEES	75,000.00	13,640.41	(81.8)	900,000.00	758,911.06	(15.6)
10-460-467-7315	WPRA TICKET SALES	50.00	0.00	100.0	600.00	0.00	100.0
10-460-467-7317	ADVERTISING-REC DEPT BROCHURE	208.34	0.00	100.0	2,500.00	1,708.00	(31.6)
10-460-467-7318	RECREATION FACILITY USE FEE	5,416.67	1,094.00	(79.8)	65,000.00	45,037.99	(30.7)
10-460-467-7320	SENIOR CENTER FEES	666.67	132.00	(80.2)	8,000.00	4,550.28	(43.1)
10-460-467-7330	SENIOR CENTER RENTAL FEES	625.00	849.00	35.8	7,500.00	4,790.21	(36.1)
10-460-467-7340	CREDIT CARD	1,500.00	0.00	100.0	18,000.00	0.00	100.0
10-460-467-7350	SENIOR CENTER TRIP FEE	833.34	270.00	(67.6)	10,000.00	2,789.00	(72.1)
TOTAL CULTURE, EDUCATION, RECREATION		86,991.69	14,923.59	(82.8)	1,043,900.00	852,150.96	(18.3)
TOTAL REVENUES: PUBLIC CHARGES FOR SERVICES		156,268.80	56,544.95	(63.8)	1,875,225.00	1,627,252.31	(13.2)

MISCELLANEOUS REVENUES
REVENUES

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FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
10-480-481-1100	INTEREST ON INVESTMENTS	8,750.00	0.00	100.0	105,000.00	63,681.60	(39.3)
10-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0
10-480-481-1300	INTEREST ON INVOICES	83.34	0.00	100.0	1,000.00	0.00	100.0
10-480-481-3200	INTEREST ON ASSESSMENTS	31.25	0.00	100.0	375.00	374.85	0.0

TOTAL INTEREST REVENUE		8,864.59	0.00	100.0	106,375.00	64,056.45	(39.7)
PROPERTY SALES							
10-480-483-3100	MATERIALS & SUPPLIES SALES	83.34	51.00	(38.8)	1,000.00	2,257.57	125.7
10-480-483-3200	PUBLIC SAFETY NUMBERS	54.17	120.00	121.5	650.00	1,320.00	103.0
10-480-483-3600	RECYCLING MATERIALS SALES	62.50	0.00	100.0	750.00	756.00	0.8
10-480-483-3610	RECYCLING CTR-WOOD CHIPS/MULCH	25.00	0.00	100.0	300.00	241.00	(19.6)

TOTAL PROPERTY SALES		225.01	171.00	(24.0)	2,700.00	4,574.57	69.4
DONATIONS & CONTRIBUTIONS							
10-480-485-5100	MISC GENERAL DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
10-480-485-5150	FIREWORKS DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
10-480-485-5210	POLICE DONATIONS & OTHER REV	0.00	7,500.00	100.0	0.00	7,510.00	100.0
10-480-485-5211	POLICE DEPT DARE FUND DONATION	0.00	0.00	0.0	0.00	0.00	0.0
10-480-485-5220	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.0	0.00	490.00	100.0
10-480-485-5230	SURVIVE ALIVE HOUSE DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
10-480-485-5710	LIBRARY DONATIONS	0.00	0.00	0.0	0.00	5,745.98	100.0
10-480-485-5730	RECREATION DONATIONS	2,041.67	531.50	(73.9)	24,500.00	37,562.31	53.3
10-480-485-5740	OUTDOOR IMPROVEMENT DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL DONATIONS & CONTRIBUTIONS		2,041.67	8,031.50	293.3	24,500.00	51,308.29	109.4
OTHER REVENUE							
10-480-489-9100	PERSONNEL COST ADJUSTMENT	0.00	0.00	0.0	0.00	0.00	0.0
10-480-489-9400	INSURANCE RECOVERIES	0.00	0.00	0.0	0.00	26,265.40	100.0
10-480-489-9600	REFUND OF PRIOR YEARS EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-480-489-9900	MISCELLANEOUS REVENUES	333.34	(107.50)	(132.2)	4,000.00	4,061.83	1.5

TOTAL OTHER REVENUE		333.34	(107.50)	(132.2)	4,000.00	30,327.23	658.1
TOTAL REVENUES: MISCELLANEOUS REVENUES		11,464.61	8,095.00	(29.3)	137,575.00	150,266.54	9.2
OTHER FINANCING SOURCES							
REVENUES							
PROCEEDS OF LONG-TERM DEBT							
10-490-491-1100	FUND BALANCE APPLIED	0.00	0.00	0.0	0.00	0.00	0.0

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ADMINISTRATOR							
EXPENSES							
CAPITAL OUTLAY							
10-512-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: ADMINISTRATOR		14,099.06	6,942.68	50.7	169,188.00	169,037.53	0.0
CLERK							
EXPENSES							
SALARIES & WAGES							
10-513-510-1100	SALARIES-REGULAR	13,335.42	7,774.11	41.7	160,025.00	144,173.47	9.9
10-513-510-1800	SALARIES-ELECTIONS	2,916.67	0.00	100.0	35,000.00	15,217.86	56.5
10-513-510-1850	SALARIES-PART TIME	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL SALARIES & WAGES		16,252.09	7,774.11	52.1	195,025.00	159,391.33	18.2
FRINGE BENEFITS							
10-513-520-2100	SOCIAL SECURITY	1,041.00	585.37	43.7	12,492.00	14,433.94	(15.5)
10-513-520-2200	STATE RETIREMENT	900.17	524.75	41.7	10,802.00	13,026.18	(20.5)
10-513-520-2300	HEALTH INSURANCE	2,262.50	0.00	100.0	27,150.00	20,362.50	25.0
10-513-520-2400	DENTAL INSURANCE	116.25	0.00	100.0	1,395.00	813.75	41.6
10-513-520-2500	LIFE INSURANCE	23.34	14.65	37.2	280.00	150.27	46.3

TOTAL FRINGE BENEFITS		4,343.26	1,124.77	74.1	52,119.00	48,786.64	6.3
OPERATING SUPPLIES & EXPENSES							
10-513-530-3100	GENERAL SUPPLIES & EXPENSES	291.67	46.79	83.9	3,500.00	1,520.04	56.5
10-513-530-3200	OFFICE SUPPLIES	116.67	389.40	(233.7)	1,400.00	652.69	53.3
10-513-530-3300	COPY MACHINE	158.34	0.00	100.0	1,900.00	0.00	100.0
10-513-530-3400	POSTAGE	208.34	0.00	100.0	2,500.00	0.00	100.0
10-513-530-3410	COMPUTER SOFTWARE MAINTENANCE	333.34	0.00	100.0	4,000.00	299.00	92.5
10-513-530-3950	ELECTION SUPPLIES & EXPENSES	895.00	0.00	100.0	10,740.00	11,679.94	(8.7)
10-513-530-5400	EQUIPMENT REPAIR & MAINTENANCE	91.67	0.00	100.0	1,100.00	0.00	100.0
10-513-530-7200	TELEPHONE	100.00	118.33	(18.3)	1,200.00	682.06	43.1
10-513-530-7300	INSURANCE & BONDS	395.84	0.00	100.0	4,750.00	0.00	100.0
10-513-530-7700	TRAINING & SEMINARS	391.67	0.00	100.0	4,700.00	5,093.00	(8.3)
10-513-530-7800	TRAVEL	187.50	0.00	100.0	2,250.00	(222.25)	109.8

TOTAL OPERATING SUPPLIES & EXPENSES		3,170.04	554.52	82.5	38,040.00	19,704.48	48.2
CAPITAL OUTLAY							
10-513-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0

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ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL EXPENSES: CLERK		23,765.39	9,453.40	60.2	285,184.00	227,882.45	20.0
TREASURER & ACCOUNTING EXPENSES							
SALARIES & WAGES							
10-514-510-1100	SALARIES-REGULAR	6,672.59	6,879.01	(3.0)	80,071.00	84,956.40	(6.1)
TOTAL SALARIES & WAGES		6,672.59	6,879.01	(3.0)	80,071.00	84,956.40	(6.1)
FRINGE BENEFITS							
10-514-520-2100	SOCIAL SECURITY	510.42	501.37	1.7	6,125.00	6,236.97	(1.8)
10-514-520-2200	STATE RETIREMENT	450.42	464.32	(3.0)	5,405.00	5,366.10	0.7
10-514-520-2300	HEALTH INSURANCE	1,771.25	0.00	100.0	21,255.00	15,941.25	25.0
10-514-520-2400	DENTAL INSURANCE	91.92	0.00	100.0	1,103.00	643.44	41.6
10-514-520-2500	LIFE INSURANCE	20.17	38.17	(89.2)	242.00	391.47	(61.7)
TOTAL FRINGE BENEFITS		2,844.18	1,003.86	64.7	34,130.00	28,579.23	16.2
OPERATING SUPPLIES & EXPENSES							
10-514-530-3100	GENERAL SUPPLIES & EXPENSES	191.67	46.78	75.5	2,300.00	1,644.37	28.5
10-514-530-3200	OFFICE SUPPLIES	150.00	0.00	100.0	1,800.00	716.84	60.1
10-514-530-3300	COPY MACHINE	83.34	0.00	100.0	1,000.00	0.00	100.0
10-514-530-3400	POSTAGE	125.00	0.00	100.0	1,500.00	567.00	62.2
10-514-530-4200	ACCOUNTING & AUDITING	1,858.34	4,138.25	(122.6)	22,300.00	22,186.92	0.5
10-514-530-5400	EQUIPMENT REPAIR & MAINTENANCE	100.00	0.00	100.0	1,200.00	316.47	73.6
10-514-530-7200	TELEPHONE	200.00	0.00	100.0	2,400.00	396.15	83.4
10-514-530-7300	INSURANCE & BONDS	270.84	0.00	100.0	3,250.00	0.00	100.0
10-514-530-7700	TRAINING & SEMINARS	25.00	0.00	100.0	300.00	535.00	(78.3)
10-514-530-7800	TRAVEL	41.67	0.00	100.0	500.00	34.65	93.0
10-514-530-7910	COLLECTION EXPENSES	33.34	0.00	100.0	400.00	785.92	(96.4)
TOTAL OPERATING SUPPLIES & EXPENSES		3,079.20	4,185.03	(35.9)	36,950.00	27,183.32	26.4
CAPITAL OUTLAY							
10-514-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: TREASURER & ACCOUNTING		12,595.97	12,067.90	4.1	151,151.00	140,718.95	6.9
ASSESSOR EXPENSES							
SALARIES & WAGES							
10-515-510-1100	SALARIES-REGULAR	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

		FUND: GENERAL FUND					
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

ASSESSOR							
EXPENSES							
SALARIES & WAGES							
10-515-510-1850	SALARIES-BOARD OF REVIEW	41.67	0.00	100.0	500.00	0.00	100.0

TOTAL SALARIES & WAGES		41.67	0.00	100.0	500.00	0.00	100.0
FRINGE BENEFITS							
10-515-520-2100	SOCIAL SECURITY	3.17	0.00	100.0	38.00	0.00	100.0
10-515-520-2200	STATE RETIREMENT	0.00	0.00	0.0	0.00	0.00	0.0
10-515-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL FRINGE BENEFITS		3.17	0.00	100.0	38.00	0.00	100.0
OPERATING SUPPLIES & EXPENSES							
10-515-530-3100	GENERAL SUPPLIES & EXPENSES	4.17	0.00	100.0	50.00	0.00	100.0
10-515-530-3200	OFFICE SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
10-515-530-3300	COPY MACHINE	0.00	0.00	0.0	0.00	0.00	0.0
10-515-530-3400	POSTAGE	0.00	0.00	0.0	0.00	0.00	0.0
10-515-530-4400	CONTRACTED SERVICES	7,250.00	7,083.37	2.3	87,000.00	70,833.34	18.5
10-515-530-4410	MUNICIPAL FEE-MFG ASSESSMENTS	1,375.00	0.00	100.0	16,500.00	17,502.00	(6.0)
10-515-530-5400	EQUIPMENT REPAIR & MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0
10-515-530-7200	TELEPHONE	0.00	0.00	0.0	0.00	0.00	0.0
10-515-530-7300	INSURANCE & BONDS	23.75	0.00	100.0	285.00	0.00	100.0
10-515-530-7450	SOFTWARE SUPPORT SERVICE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OPERATING SUPPLIES & EXPENSES		8,652.92	7,083.37	18.1	103,835.00	88,335.34	14.9
TOTAL EXPENSES: ASSESSOR		8,697.76	7,083.37	18.5	104,373.00	88,335.34	15.3
DATA PROCESSING							
EXPENSES							
SALARIES & WAGES							
10-517-510-1100	SALARIES-REGULAR	894.75	1,172.38	(31.0)	10,737.00	16,411.06	(52.8)

TOTAL SALARIES & WAGES		894.75	1,172.38	(31.0)	10,737.00	16,411.06	(52.8)
FRINGE BENEFITS							
10-517-520-2100	SOCIAL SECURITY	68.42	84.38	(23.3)	821.00	1,196.45	(45.7)
10-517-520-2200	STATE RETIREMENT	60.42	79.13	(30.9)	725.00	959.72	(32.3)
10-517-520-2300	HEALTH INSURANCE	327.50	0.00	100.0	3,930.00	2,947.50	25.0
10-517-520-2400	DENTAL INSURANCE	16.25	0.00	100.0	195.00	113.75	41.6
10-517-520-2500	LIFE INSURANCE	5.09	6.18	(21.4)	61.00	64.04	(4.9)

TOTAL FRINGE BENEFITS		477.68	169.69	64.4	5,732.00	5,281.46	7.8

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
DATA PROCESSING EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-517-530-3100	GENERAL SUPPLIES & EXPENSES	20.84	0.00	100.0	250.00	935.36	(274.1)
10-517-530-3200	OFFICE SUPPLIES & FORMS	358.34	192.06	46.4	4,300.00	2,025.57	52.8
10-517-530-3250	WEBSITE MAINTENANCE	958.34	0.00	100.0	11,500.00	0.00	100.0
10-517-530-3300	COPY MACHINE	41.67	0.00	100.0	500.00	0.00	100.0
10-517-530-5400	EQUIPMENT REPAIR & MAINTENANCE	83.34	0.00	100.0	1,000.00	0.00	100.0
10-517-530-7200	TELEPHONE	64.59	0.00	100.0	775.00	185.80	76.0
10-517-530-7300	INSURANCE & BONDS	47.34	0.00	100.0	568.00	0.00	100.0
10-517-530-7400	HARDWARE, SUPPORT & SERVICE	1,666.67	0.00	100.0	20,000.00	5,728.12	71.3
10-517-530-7450	SOFTWARE, SUPPORT & SERVICE	2,083.34	4,032.00	(93.5)	25,000.00	26,017.33	(4.0)
10-517-530-7700	TRAINING & SEMINARS	41.67	0.00	100.0	500.00	611.73	(22.3)
10-517-530-7800	TRAVEL	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		5,366.14	4,224.06	21.2	64,393.00	35,503.91	44.8
CAPITAL OUTLAY							
10-517-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: DATA PROCESSING		6,738.57	5,566.13	17.4	80,862.00	57,196.43	29.2
GENERAL GOVERNMENT EXPENSES							
SALARIES & WAGES							
10-518-510-1100	SALARIES-REGULAR	0.00	0.00	0.0	0.00	10,388.56	100.0
10-518-510-1900	CONTINGENCY - SALARIES	13,376.84	0.00	100.0	160,522.00	0.00	100.0
TOTAL SALARIES & WAGES		13,376.84	0.00	100.0	160,522.00	10,388.56	93.5
FRINGE BENEFITS							
10-518-520-2100	SOCIAL SECURITY	1,023.34	642.67	37.2	12,280.00	1,458.92	88.1
10-518-520-2200	STATE RETIREMENT	986.25	759.00	23.0	11,835.00	1,509.51	87.2
10-518-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		2,009.59	1,401.67	30.2	24,115.00	2,968.43	87.6
OPERATING SUPPLIES & EXPENSES							
10-518-530-3100	GENERAL SUPPLIES AND EXPENSE	50.00	(20.00)	140.0	600.00	507.26	15.4
10-518-530-3200	OFFICE SUPPLIES	12.50	0.00	100.0	150.00	2,544.15	(1596.1)
10-518-530-3300	COPY MACHINE	25.00	0.00	100.0	300.00	0.00	100.0
10-518-530-3400	POSTAGE	41.67	0.00	100.0	500.00	(3,035.77)	707.1
10-518-530-5400	EQUIPMENT REPAIR & MAINTENANCE	33.34	0.00	100.0	400.00	0.00	100.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
GENERAL GOVERNMENT EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-518-530-7100	HEAT, LIGHT, & POWER	4,166.67	4,729.51	(13.5)	50,000.00	35,287.15	29.4
10-518-530-7200	TELEPHONE	225.00	2,357.72	(947.8)	2,700.00	24,471.35	(806.3)
10-518-530-7300	INSURANCE & BONDS	266.67	0.00	100.0	3,200.00	0.00	100.0
10-518-530-7700	GEN GOVT. TRAINING	0.00	0.00	0.0	0.00	0.00	0.0
10-518-530-7800	GEN GOVT TRAVEL	0.00	0.00	0.0	0.00	0.00	0.0
10-518-530-7930	WEED CONTROL	145.84	0.00	100.0	1,750.00	2,676.00	(52.9)
10-518-530-8810	COMMITTEE/COMM RECOGNITION	0.00	0.00	0.0	0.00	0.00	0.0
10-518-530-9100	ILLEGAL TAXES & REFUNDS	0.00	0.00	0.0	0.00	363.33	100.0
10-518-530-9150	JUDGEMENTS AND SETTLEMENTS	0.00	0.00	0.0	0.00	10,036.11	100.0
10-518-530-9200	UNCOLLECTIBLE ITEMS	41.67	0.00	100.0	500.00	0.00	100.0
10-518-530-9300	RESERVE BUILD UP/EMERGENCY	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		5,008.36	7,067.23	(41.1)	60,100.00	72,849.58	(21.2)
CAPITAL OUTLAY							
10-518-570-8100	MISCELLANEOUS CAPITAL	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: GENERAL GOVERNMENT		20,394.79	8,468.90	58.4	244,737.00	86,206.57	64.7
BUILDING & GROUNDS MAINTENANCE EXPENSES							
SALARIES & WAGES							
10-519-510-1100	SALARIES-SUPERVISORY	2,681.59	1,448.51	45.9	32,179.00	33,449.62	(3.9)
10-519-510-1500	SALARIES-CUSTODIAL & GROUNDS	7,408.50	14,417.35	(94.6)	88,902.00	175,683.31	(97.6)
10-519-510-1900	SALARIES-AUTHORIZED TIME OFF	83.34	0.00	100.0	1,000.00	0.00	100.0
10-519-510-1920	Overtime	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		10,173.43	15,865.86	(55.9)	122,081.00	209,132.93	(71.3)
FRINGE BENEFITS							
10-519-520-2100	SOCIAL SECURITY	778.25	1,151.66	(47.9)	9,339.00	15,116.80	(61.8)
10-519-520-2200	STATE RETIREMENT	686.67	1,070.95	(55.9)	8,240.00	14,116.17	(71.3)
10-519-520-2300	HEALTH INSURANCE	2,514.17	0.00	100.0	30,170.00	22,627.53	25.0
10-519-520-2400	DENTAL INSURANCE	127.92	0.00	100.0	1,535.00	895.44	41.6
10-519-520-2500	LIFE INSURANCE	47.67	71.26	(49.4)	572.00	783.06	(36.9)
TOTAL FRINGE BENEFITS		4,154.68	2,293.87	44.7	49,856.00	53,539.00	(7.3)
OPERATING SUPPLIES & EXPENSES							
10-519-530-3100	GENERAL SUPPLIES & EXPENSES	1,416.67	1,210.36	14.5	17,000.00	10,468.77	38.4

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
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FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
BUILDING & GROUNDS MAINTENANCE EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-519-530-3200	OFFICE SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
10-519-530-3500	CUSTODIAL SUPPLIES	2,750.00	857.29	68.8	33,000.00	25,830.97	21.7
10-519-530-4400	CONTRACTED SERVICES - CLEANING	9,583.34	9,445.65	1.4	115,000.00	103,902.15	9.6
10-519-530-5210	MAINT & REPAIR -VILL HALL BLDG	1,250.00	633.31	49.3	15,000.00	13,696.24	8.6
10-519-530-5215	MAINT & REPAIR - WOLF/BAST	833.34	32.00	96.1	10,000.00	2,740.89	72.5
10-519-530-5221	MAINT & REPAIR - POLICE BLDG	2,083.34	7,730.26	(271.0)	25,000.00	30,624.32	(22.5)
10-519-530-5222	MAINT & REPAIR - FIRE STATION	1,666.67	126.79	92.3	20,000.00	8,510.53	57.4
10-519-530-5223	MAINT & REPAIR - FIRE CO BLDG	125.00	32.00	74.4	1,500.00	392.00	73.8
10-519-530-5224	MAINT & REPAIR - SURVIVE ALIVE	333.34	32.00	90.4	4,000.00	2,978.89	25.5
10-519-530-5225	MAINT&REPAIR FIREMANS PARK BLG	833.34	755.09	9.3	10,000.00	3,304.02	66.9
10-519-530-5242	MAINT & REPAIR - DPW OFFICES	1,666.67	752.89	54.8	20,000.00	13,899.44	30.5
10-519-530-5251	MAINT & REPAIR - LIBRARY BLDG	3,333.34	1,822.00	45.3	40,000.00	25,395.47	36.5
10-519-530-5254	MAINT & REPAIR - SENIOR CTR	833.34	4,059.97	(387.1)	10,000.00	16,448.23	(64.4)
10-519-530-5400	EQUIPMENT REPAIR & MAINTENANCE	83.34	0.00	100.0	1,000.00	188.95	81.1
10-519-530-5500	VEHICLE REPAIR & MAINTENANCE	125.00	0.00	100.0	1,500.00	0.00	100.0
10-519-530-7150	HEAT, LIGHT, POWER-FIRE CO BLD	183.34	239.62	(30.7)	2,200.00	1,567.29	28.7
10-519-530-7200	TELEPHONE	0.00	0.00	0.0	0.00	0.00	0.0
10-519-530-7300	INSURANCE & BONDS	1,166.67	0.00	100.0	14,000.00	0.00	100.0
10-519-530-7800	VEHICLE EXPENSE & MILEAGE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		28,266.74	27,729.23	1.9	339,200.00	259,948.16	23.3
CAPITAL OUTLAY-MAJOR BLDG IMPR							
10-519-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	4,085.28	100.0
10-519-570-8201	MAJOR REPAIRS - VILLAGE HALL	958.34	0.00	100.0	11,500.00	4,270.00	62.8
10-519-570-8221	MAJOR REPAIRS - POLICE DEPT	83.34	0.00	100.0	1,000.00	4,035.00	(303.5)
10-519-570-8222	MAJOR REPAIRS - FIRE STATIONS	175.00	0.00	100.0	2,100.00	18,391.70	(775.8)
10-519-570-8224	MAJOR REPAIRS - SURVIVE ALIVE	0.00	0.00	0.0	0.00	0.00	0.0
10-519-570-8225	MAIR REPAIRS FIREMANS PRK BLDG	0.00	0.00	0.0	0.00	0.00	0.0
10-519-570-8242	MAJOR REPAIRS - DPW BUILDINGS	0.00	0.00	0.0	0.00	0.00	0.0
10-519-570-8251	MAJOR REPAIRS - LIBRARY	500.00	0.00	100.0	6,000.00	0.00	100.0
10-519-570-8254	MAJOR REPAIRS - SENIOR CENTER	625.00	0.00	100.0	7,500.00	6,535.00	12.8
10-519-570-8425	MAJOR REPAIRS - BELL MUSEUM	125.00	0.00	100.0	1,500.00	13,693.13	(812.8)
TOTAL CAPITAL OUTLAY-MAJOR BLDG IMPR		2,466.68	0.00	100.0	29,600.00	51,010.11	(72.3)
TOTAL EXPENSES: BUILDING & GROUNDS MAINTENANCE		45,061.53	45,888.96	(1.8)	540,737.00	573,630.20	(6.0)
LAW ENFORCEMENT EXPENSES							
SALARIES & WAGES							
10-521-510-1110	SALARIES-ADMINISTRATION	88,228.84	47,261.13	46.4	1,058,746.00	954,075.96	9.8

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
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FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LAW ENFORCEMENT EXPENSES							
SALARIES & WAGES							
10-521-510-1120	SALARIES-DETECTIVES	13,960.84	14,696.08	(5.2)	167,530.00	189,058.93	(12.8)
10-521-510-1130	SALARIES-OFFICERS	115,801.67	138,566.76	(19.6)	1,389,620.00	1,673,874.43	(20.4)
10-521-510-1140	SALARIES-DISPATCHERS	29,678.25	33,593.35	(13.1)	356,139.00	436,646.94	(22.6)
10-521-510-1310	OVERTIME-OFFICERS	7,500.00	(368.40)	104.9	90,000.00	(9,862.64)	110.9
10-521-510-1340	OVERTIME-DISPATHCERS	333.34	0.00	100.0	4,000.00	931.42	76.7
10-521-510-1850	SALARIES-POLICE & FIRE COMM	55.84	0.00	100.0	670.00	0.00	100.0
10-521-510-1900	SALARIES-OFFICERS ATO	20,000.00	8,700.00	56.5	240,000.00	26,299.90	89.0
10-521-510-1910	SALARIES-DISPATCHERS ATO	5,833.34	0.00	100.0	70,000.00	4,274.73	93.8
TOTAL SALARIES & WAGES		281,392.12	242,448.92	13.8	3,376,705.00	3,275,299.67	3.0
FRINGE BENEFITS							
10-521-520-2100	SOCIAL SECURITY	21,526.50	17,861.56	17.0	258,318.00	241,987.07	6.3
10-521-520-2200	STATE RETIREMENT	30,743.75	26,422.57	14.0	368,925.00	359,678.86	2.5
10-521-520-2300	HEALTH INSURANCE	43,230.67	0.00	100.0	518,768.00	365,796.03	29.4
10-521-520-2400	DENTAL INSURANCE	2,465.00	0.00	100.0	29,580.00	16,528.41	44.1
10-521-520-2500	LIFE INSURANCE	500.34	468.31	6.4	6,004.00	5,109.93	14.8
TOTAL FRINGE BENEFITS		98,466.26	44,752.44	54.5	1,181,595.00	989,100.30	16.2
OPERATING SUPPLIES & EXPENSES							
10-521-530-3100	GENERAL SUPPLIES & EXPENSES	625.00	109.90	82.4	7,500.00	33,383.88	(345.1)
10-521-530-3200	OFFICE SUPPLIES	833.34	339.99	59.2	10,000.00	5,380.40	46.2
10-521-530-3300	COPY MACHINE	583.34	579.33	0.6	7,000.00	6,381.93	8.8
10-521-530-3400	POSTAGE	208.34	18.19	91.2	2,500.00	1,882.76	24.6
10-521-530-3500	CUSTODIAL SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
10-521-530-3700	GAS & OIL	6,500.00	0.00	100.0	78,000.00	100,556.72	(28.9)
10-521-530-3810	UNIFORM ALLOWANCE	2,500.00	796.54	68.1	30,000.00	29,664.54	1.1
10-521-530-3820	PROTECTIVE SUPPLIES & EXPENSE	416.67	2,111.40	(406.7)	5,000.00	4,810.13	3.8
10-521-530-3830	JUVENILE SUPPLIES	141.67	0.00	100.0	1,700.00	1,226.26	27.8
10-521-530-3831	DARE FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-521-530-3840	CRIME PREVENTION	250.00	73.80	70.4	3,000.00	440.27	85.3
10-521-530-3850	INVESTIGATIVE SUPPLIES	583.34	0.00	100.0	7,000.00	2,500.03	64.2
10-521-530-3860	MEDICAL SUPPLIES	333.34	211.96	36.4	4,000.00	(835.64)	120.8
10-521-530-3870	JAIL	0.00	0.00	0.0	0.00	0.00	0.0
10-521-530-3880	ANIMAL POUND	342.00	0.00	100.0	4,104.00	4,104.00	0.0
10-521-530-3900	POLICE & FIRE COMM-OTHER EXP	0.00	0.00	0.0	0.00	0.00	0.0
10-521-530-4110	LEGAL COUNSEL-PERSONNEL	166.67	0.00	100.0	2,000.00	0.00	100.0
10-521-530-4120	LEGAL FEES-COURT	1,500.00	5,100.00	(240.0)	18,000.00	27,806.00	(54.4)
10-521-530-4130	OUTER COURT COSTS	166.67	33.00	80.2	2,000.00	1,396.00	30.2
10-521-530-4310	OUTSIDE SERVICES-CONSLT/TEMP	0.00	0.00	0.0	0.00	0.00	0.0
10-521-530-5200	BUILDING & GROUNDS MAINTENANCE	166.67	0.00	100.0	2,000.00	349.80	82.5

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LAW ENFORCEMENT EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-521-530-5210	BUILDING MAINTENANCE-GRANT	0.00	0.00	0.0	0.00	0.00	0.0
10-521-530-5410	OFFICE EQUIP-REPAIR & MAINT	250.00	0.00	100.0	3,000.00	1,680.24	43.9
10-521-530-5420	RADAR MAINTENANCE	133.34	87.80	34.1	1,600.00	2,114.98	(32.1)
10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	2,916.67	10,424.43	(257.4)	35,000.00	38,434.23	(9.8)
10-521-530-7100	HEAT, LIGHT, & POWER	2,750.00	3,452.85	(25.5)	33,000.00	35,013.93	(6.1)
10-521-530-7110	WATER & SEWER	166.67	0.00	100.0	2,000.00	442.34	77.8
10-521-530-7200	TELEPHONE	700.00	96.73	86.1	8,400.00	1,486.62	82.3
10-521-530-7210	COMMUNICATION	7,500.00	2,008.81	73.2	90,000.00	106,122.69	(17.9)
10-521-530-7300	INSURANCE & BONDS	13,333.34	240.00	98.2	160,000.00	2,830.00	98.2
10-521-530-7400	COMPUTER HARDWARE MAINT	1,000.00	0.00	100.0	12,000.00	7,868.39	34.4
10-521-530-7450	COMPUTER SOFTWARE SUPPORT	5,566.67	0.00	100.0	66,800.00	48,541.72	27.3
10-521-530-7700	TRAINING	2,666.67	0.00	100.0	32,000.00	29,647.75	7.3
10-521-530-7800	TRAVEL	666.67	0.00	100.0	8,000.00	7,889.74	1.3
10-521-530-7920	POLICE RECRUIT TESTING	250.00	0.00	100.0	3,000.00	1,802.15	39.9
10-521-530-9100	CIVIL DEFENSE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		53,217.08	25,684.73	51.7	638,604.00	502,921.86	21.2
CAPITAL OUTLAY							
10-521-570-8100	MISCELLANEOUS EQUIPMENT	9,166.67	0.00	100.0	110,000.00	107,169.93	2.5
10-521-570-8200	HOMELAND SECURITY GRANT EXP	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		9,166.67	0.00	100.0	110,000.00	107,169.93	2.5
TOTAL EXPENSES: LAW ENFORCEMENT		442,242.13	312,886.09	29.2	5,306,904.00	4,874,491.76	8.1
FIRE PROTECTION EXPENSES							
SALARIES & WAGES							
10-522-510-1110	SALARIES-ADMINISTRATION	29,238.00	16,006.87	45.2	350,856.00	338,165.84	3.6
10-522-510-1130	SALARIES-OFFICERS	391.67	0.00	100.0	4,700.00	0.00	100.0
10-522-510-1150	SALARIES-REGULAR FULL/PART	65,727.42	74,395.37	(13.1)	788,729.00	861,982.78	(9.2)
10-522-510-1240	SALARIES-INSPECTION & FIRE ED	0.00	0.00	0.0	0.00	0.00	0.0
10-522-510-1250	SALARIES-EMS RECERTIFICATION	0.00	0.00	0.0	0.00	0.00	0.0
10-522-510-1500	SALARIES-CUSTODIAL & GROUNDS	62.50	0.00	100.0	750.00	264.24	64.7
10-522-510-1800	Salaries - Part Time	0.00	0.00	0.0	0.00	0.00	0.0
10-522-510-1820	SALARIES-FIRE CALLS	2,166.67	2,772.59	(27.9)	26,000.00	29,043.84	(11.7)
10-522-510-1825	SALARIES-FIRE TRAINING DRILLS	0.00	0.00	0.0	0.00	150.90	100.0
10-522-510-1830	SALARIES-RESCUE CALLS	666.67	1,054.63	(58.1)	8,000.00	14,484.31	(81.0)
10-522-510-1835	SALARIES-DRILLS, TRAINING	2,500.00	1,098.86	56.0	30,000.00	19,835.50	33.8
10-522-510-1920	Overtime	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		100,752.93	95,328.32	5.3	1,209,035.00	1,263,927.41	(4.5)

VILLAGE OF GERMANTOWN
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FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
FIRE PROTECTION EXPENSES							
FRINGE BENEFITS							
10-522-520-2100	SOCIAL SECURITY	7,745.84	7,061.58	8.8	92,950.00	94,087.34	(1.2)
10-522-520-2200	STATE RETIREMENT	11,094.75	10,177.32	8.2	133,137.00	137,695.36	(3.4)
10-522-520-2300	HEALTH INSURANCE	12,316.92	0.00	100.0	147,803.00	110,852.28	25.0
10-522-520-2400	DENTAL INSURANCE	767.50	0.00	100.0	9,210.00	5,372.50	41.6
10-522-520-2500	LIFE INSURANCE	140.09	129.09	7.8	1,681.00	1,370.39	18.4
TOTAL FRINGE BENEFITS		32,065.10	17,367.99	45.8	384,781.00	349,377.87	9.2
OPERATING SUPPLIES & EXPENSES							
10-522-530-3100	GENERAL SUPPLIES & EXPENSES	500.00	62.55	87.4	6,000.00	6,592.03	(9.8)
10-522-530-3140	INSPECTION/FIRE ED SUPPLY & EX	416.67	53.33	87.2	5,000.00	4,368.87	12.6
10-522-530-3190	MEALS-TRAINING & EMERGENCIES	83.34	0.00	100.0	1,000.00	639.46	36.0
10-522-530-3200	OFFICE SUPPLIES	208.34	163.52	21.5	2,500.00	4,552.70	(82.1)
10-522-530-3300	COPY MACHINE	366.67	438.19	(19.5)	4,400.00	3,511.73	20.1
10-522-530-3400	POSTAGE	20.84	0.00	100.0	250.00	102.70	58.9
10-522-530-3500	CUSTODIAL SUPPLIES & EXPENSES	83.34	0.00	100.0	1,000.00	471.62	52.8
10-522-530-3510	CUSTODIAL SUPL & EXP - SVA	0.00	0.00	0.0	0.00	0.00	0.0
10-522-530-3700	GAS & OIL	1,583.34	0.00	100.0	19,000.00	618.18	96.7
10-522-530-3810	UNIFORMS	1,250.00	611.44	51.0	15,000.00	7,996.54	46.6
10-522-530-3820	PROTECTIVE SUPPLIES & EXPENSES	1,666.67	0.00	100.0	20,000.00	25,099.99	(25.5)
10-522-530-3860	MEDICAL SUPPLIES & EXPENSES	3,750.00	(270.54)	107.2	45,000.00	36,176.72	19.6
10-522-530-5400	EQUIPMENT REPAIR & MAINTENANCE	2,916.67	1,612.16	44.7	35,000.00	34,867.23	0.3
10-522-530-5500	VEHICLE REPAIR, MAINT & LEASE	4,166.67	3,314.28	20.4	50,000.00	41,535.14	16.9
10-522-530-7100	HEAT, LIGHT, POWER-STATION	2,500.00	2,696.95	(7.8)	30,000.00	20,609.05	31.3
10-522-530-7110	HYDRANT RENTAL	44,785.84	0.00	100.0	537,430.00	0.00	100.0
10-522-530-7111	HEAT, LIGHT & POWER - SVA	233.34	221.87	4.9	2,800.00	2,004.22	28.4
10-522-530-7120	WATER & SEWER	279.17	0.00	100.0	3,350.00	645.86	80.7
10-522-530-7121	WATER & SEWER - SVA	54.17	0.00	100.0	650.00	164.00	74.7
10-522-530-7200	TELEPHONE	1,500.00	856.61	42.8	18,000.00	20,591.25	(14.4)
10-522-530-7210	COMMUNICATIONS	1,416.67	0.00	100.0	17,000.00	10,186.02	40.0
10-522-530-7300	INSURANCE & BONDS	5,166.67	0.00	100.0	62,000.00	0.00	100.0
10-522-530-7720	FIRE TRAINING, SEMINAR, & TRVL	1,250.00	202.83	83.7	15,000.00	10,489.85	30.0
10-522-530-7730	RESCUE TRAINING, SEMINAR, TRVL	2,500.00	3,078.91	(23.1)	30,000.00	14,933.68	50.2
10-522-530-7740	INSPECTION TRAINING, SEMINARS,	83.34	173.27	(107.9)	1,000.00	173.27	82.6
10-522-530-7900	LENGTH OF SERVICE AWARDS	583.34	0.00	100.0	7,000.00	282.76	95.9
10-522-530-7910	CONTRACTED SERVICES	1,666.67	0.00	100.0	20,000.00	16,873.00	15.6
TOTAL OPERATING SUPPLIES & EXPENSES		79,031.76	13,215.37	83.2	948,380.00	263,485.87	72.2
CAPITAL OUTLAY							
10-522-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
10-522-570-8430	STATE OF WI ACT 102	491.67	0.00	100.0	5,900.00	0.00	100.0

VILLAGE OF GERMANTOWN
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FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL CAPITAL OUTLAY		491.67	0.00	100.0	5,900.00	0.00	100.0
TOTAL EXPENSES: FIRE PROTECTION		212,341.46	125,911.68	40.7	2,548,096.00	1,876,791.15	26.3
EMERGENCY GOVERNMENT EXPENSES							
SALARIES AND WAGES							
10-523-510-1100	SALARIES-EMERG GOVT DIRECTOR	426.25	217.37	49.0	5,115.00	4,999.51	2.2
TOTAL SALARIES AND WAGES		426.25	217.37	49.0	5,115.00	4,999.51	2.2
FRINGE BENEFITS							
10-523-520-2100	SOCIAL SECURITY	32.59	16.05	50.7	391.00	369.41	5.5
10-523-520-2200	STATE RETIREMENT	50.50	25.73	49.0	606.00	592.01	2.3
10-523-520-2300	HEALTH INSURANCE	81.92	0.00	100.0	983.00	737.28	25.0
10-523-520-2400	DENTAL INSURANCE	4.09	0.00	100.0	49.00	28.56	41.7
10-523-520-2500	LIFE INSURANCE	1.34	1.37	(2.2)	16.00	14.85	7.1
TOTAL FRINGE BENEFITS		170.44	43.15	74.6	2,045.00	1,742.11	14.8
OPERATING SUPPLIES & EXPENSES							
10-523-530-3200	OFFICE SUPPLIES	8.34	0.00	100.0	100.00	0.00	100.0
10-523-530-4100	CONTRACT SERVICES	750.00	0.00	100.0	9,000.00	10,166.48	(12.9)
10-523-530-7200	TELEPHONE	0.00	0.00	0.0	0.00	0.00	0.0
10-523-530-7300	INSURANCE AND BONDS	75.84	0.00	100.0	910.00	0.00	100.0
10-523-530-7400	COMPUTER HARDWARE	0.00	0.00	0.0	0.00	0.00	0.0
10-523-530-7450	COMPUTER SOFTWARE	0.00	0.00	0.0	0.00	0.00	0.0
10-523-530-7700	TRAINING AND SEMINARS	0.00	0.00	0.0	0.00	0.00	0.0
10-523-530-7800	TRAVEL	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		834.18	0.00	100.0	10,010.00	10,166.48	(1.5)
CAPITAL OUTLAY							
10-523-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: EMERGENCY GOVERNMENT		1,430.87	260.52	81.7	17,170.00	16,908.10	1.5

INSPECTION
EXPENSES

SALARIES & WAGES							
10-524-510-1100	SALARIES-REGULAR	1,425.42	726.97	49.0	17,105.00	16,720.29	2.2
10-524-510-1400	SALARIES-ELECT INSP_CALL IN	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
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TOTAL SALARIES & WAGES		1,425.42	726.97	49.0	17,105.00	16,720.29	2.2
FRINGE BENEFITS							
10-524-520-2100	SOCIAL SECURITY	109.09	52.46	51.9	1,309.00	1,203.76	8.0
10-524-520-2200	STATE RETIREMENT	96.25	49.07	49.0	1,155.00	1,128.61	2.2
10-524-520-2300	HEALTH INSURANCE	327.50	0.00	100.0	3,930.00	2,947.50	25.0
10-524-520-2400	DENTAL INSURANCE	16.25	0.00	100.0	195.00	113.75	41.6
10-524-520-2500	LIFE INSURANCE	7.84	10.52	(34.1)	94.00	108.76	(15.7)
TOTAL FRINGE BENEFITS		556.93	112.05	79.8	6,683.00	5,502.38	17.6
OPERATING SUPPLIES & EXPENSES							
10-524-530-3100	GENERAL SUPPLIES & EXPENSES	41.67	0.00	100.0	500.00	5,194.70	(938.9)
10-524-530-3200	OFFICE SUPPLIES	41.67	0.00	100.0	500.00	259.78	48.0
10-524-530-3300	COPY MACHINE	41.67	0.00	100.0	500.00	0.00	100.0
10-524-530-3400	POSTAGE	50.00	0.00	100.0	600.00	0.00	100.0
10-524-530-3500	BUILDING SUPPLIES	29.17	238.22	(716.6)	350.00	3,015.67	(761.6)
10-524-530-3700	GAS & OIL	41.67	0.00	100.0	500.00	0.00	100.0
10-524-530-4400	CONTRACTED SERVICES	32,031.67	32,362.73	(1.0)	384,380.00	412,726.47	(7.3)
10-524-530-5400	EQUIPMENT REPAIR & MAINTENANCE	41.67	0.00	100.0	500.00	0.00	100.0
10-524-530-5500	VEHICLE REPAIR & MAINTENANCE	41.67	0.00	100.0	500.00	272.41	45.5
10-524-530-7200	TELEPHONE	158.34	0.88	99.4	1,900.00	453.18	76.1
10-524-530-7300	INSURANCE & BONDS	166.67	0.00	100.0	2,000.00	0.00	100.0
10-524-530-7700	TRAINING & SEMINARS	0.00	0.00	0.0	0.00	0.00	0.0
10-524-530-7800	TRAVEL	0.00	0.00	0.0	0.00	0.00	0.0
10-524-530-7950	SEALER OF WEIGHTS & MEASURES	466.67	0.00	100.0	5,600.00	5,600.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		33,152.54	32,601.83	1.6	397,830.00	427,522.21	(7.4)
CAPITAL OUTLAY							
10-524-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: INSPECTION		35,134.89	33,440.85	4.8	421,618.00	449,744.88	(6.6)

DPW ADMIN & ENGINEERING
EXPENSES

SALARIES & WAGES							
10-541-510-1100	SALARIES-REGULAR	10,672.17	2,902.96	72.8	128,066.00	65,926.72	48.5
10-541-510-1800	Salaries - Part Time	0.00	0.00	0.0	0.00	0.00	0.0
10-541-510-1920	Overtime	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		10,672.17	2,902.96	72.8	128,066.00	65,926.72	48.5

VILLAGE OF GERMANTOWN
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DPW ADMIN & ENGINEERING EXPENSES							
FRINGE BENEFITS							
10-541-520-2100	SOCIAL SECURITY	816.42	216.12	73.5	9,797.00	4,803.11	50.9
10-541-520-2200	STATE RETIREMENT	626.75	195.95	68.7	7,521.00	4,073.71	45.8
10-541-520-2300	HEALTH INSURANCE	1,570.92	0.00	100.0	18,851.00	14,138.28	25.0
10-541-520-2400	DENTAL INSURANCE	100.50	0.00	100.0	1,206.00	703.50	41.6
10-541-520-2500	LIFE INSURANCE	42.00	20.50	51.1	504.00	259.05	48.6
TOTAL FRINGE BENEFITS		3,156.59	432.57	86.3	37,879.00	23,977.65	36.7
OPERATING SUPPLIES & EXPENSES							
10-541-530-3100	GENERAL SUPPLIES & EXPENSES	500.00	0.00	100.0	6,000.00	614.74	89.7
10-541-530-3200	OFFICE SUPPLIES	133.34	81.76	38.6	1,600.00	393.91	75.3
10-541-530-3300	COPY MACHINE	375.00	804.04	(114.4)	4,500.00	3,401.90	24.4
10-541-530-3400	POSTAGE	241.67	0.00	100.0	2,900.00	0.00	100.0
10-541-530-3700	GAS & OIL	312.50	0.00	100.0	3,750.00	0.00	100.0
10-541-530-4300	CONTRACTED SERVICE-ENGINEERING	2,083.34	37,581.26	(1703.8)	25,000.00	223,528.10	(794.1)
10-541-530-4310	NR216 DNR PERMITTING	666.67	12,620.00	(1792.9)	8,000.00	18,508.64	(131.3)
10-541-530-5400	EQUIPMENT REPAIR & MAINTENANCE	375.00	0.00	100.0	4,500.00	65.30	98.5
10-541-530-5500	VEHICLE REPAIR & MAINTENANCE	208.34	0.00	100.0	2,500.00	875.57	64.9
10-541-530-7200	TELEPHONE	416.67	184.05	55.8	5,000.00	2,556.86	48.8
10-541-530-7300	INSURANCE & BONDS	1,048.17	0.00	100.0	12,578.00	0.00	100.0
10-541-530-7400	Software Support	583.34	0.00	100.0	7,000.00	1,360.00	80.5
10-541-530-7700	TRAINING & SEMINARS	416.67	0.00	100.0	5,000.00	755.00	84.9
10-541-530-7800	TRAVEL	125.00	0.00	100.0	1,500.00	169.05	88.7
TOTAL OPERATING SUPPLIES & EXPENSES		7,485.71	51,271.11	(584.9)	89,828.00	252,229.07	(180.7)
CAPITAL OUTLAY							
10-541-570-8100	CAPITAL ITEMS	1,250.00	0.00	100.0	15,000.00	0.00	100.0
10-541-570-8200	DOT DONGES BAY PAYBACK	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		1,250.00	0.00	100.0	15,000.00	0.00	100.0
TOTAL EXPENSES: DPW ADMIN & ENGINEERING		22,564.47	54,606.64	(142.0)	270,773.00	342,133.44	(26.3)

HIGHWAY DEPARTMENT
EXPENSES

SALARIES & WAGES							
10-542-510-1100	SALARIES-SUPERVISORY	14,313.34	3,214.23	77.5	171,760.00	66,475.70	61.3
10-542-510-1110	SALARIES-STREETS & ALLEYS	41,508.84	61,267.37	(47.6)	498,106.00	664,166.70	(33.3)
10-542-510-1120	SALARIES-STREET CLEANING	1,250.00	939.52	24.8	15,000.00	11,775.20	21.5
10-542-510-1130	SALARIES-SNOW & ICE	4,583.34	393.01	91.4	55,000.00	38,530.55	29.9
10-542-510-1140	SALARIES-STREET SIGNS & MARK	3,333.34	1,082.13	67.5	40,000.00	17,811.80	55.4

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
HIGHWAY DEPARTMENT							
EXPENSES							
SALARIES & WAGES							
10-542-510-1150	SALARIES-BRIDGES & CULVERTS	416.67	0.00	100.0	5,000.00	0.00	100.0
10-542-510-1160	SALARIES-SIDEWALKS & CROSSWALK	666.67	0.00	100.0	8,000.00	0.00	100.0
10-542-510-1170	SALARIES-STORM SEWERS	1,000.00	0.00	100.0	12,000.00	234.88	98.0
10-542-510-1180	SALARIES-TREE,BRUSH & WEED	3,333.34	0.00	100.0	40,000.00	27,797.26	30.5
10-542-510-1190	SALARIES-VEHICLE REPAIR/MAINT	9,458.34	10,695.48	(13.0)	113,500.00	109,502.41	3.5
10-542-510-1210	SALARIES-GARAGE & SALT SHED	333.34	0.00	100.0	4,000.00	0.00	100.0
10-542-510-1220	SALARIES-SNOW REMOVAL-SIDEWALK	2,083.34	0.00	100.0	25,000.00	32,264.14	(29.0)
10-542-510-1800	Salaries - Part Time	0.00	0.00	0.0	0.00	0.00	0.0
10-542-510-1900	SALARIES-AUTHORIZED TIME OFF	9,218.92	3,868.77	58.0	110,627.00	90,209.79	18.4
10-542-510-1920	Overtime	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		91,499.48	81,460.51	10.9	1,097,993.00	1,058,768.43	3.5
FRINGE BENEFITS							
10-542-520-2100	SOCIAL SECURITY	6,999.67	5,905.28	15.6	83,996.00	76,886.27	8.4
10-542-520-2200	STATE RETIREMENT	6,090.84	5,498.57	9.7	73,090.00	70,086.72	4.1
10-542-520-2300	HEALTH INSURANCE	19,922.42	0.00	100.0	239,069.00	179,301.78	25.0
10-542-520-2400	DENTAL INSURANCE	1,029.34	0.00	100.0	12,352.00	7,205.31	41.6
10-542-520-2500	LIFE INSURANCE	274.75	265.86	3.2	3,297.00	2,767.34	16.0
TOTAL FRINGE BENEFITS		34,317.02	11,669.71	65.9	411,804.00	336,247.42	18.3
OPERATING SUPPLIES & EXPENSES							
10-542-530-3100	GENERAL SUPPLIES & EXPENSES	500.00	271.49	45.7	6,000.00	4,911.16	18.1
10-542-530-3200	BEAUTIFICATION/OTHER SUPPLIES	1,250.00	225.37	81.9	15,000.00	12,131.90	19.1
10-542-530-3500	ROAD MAINTENANCE & REPAIR	0.00	0.00	0.0	0.00	221.11	100.0
10-542-530-3505	ASPHALT PAVING	40,246.67	0.00	100.0	482,960.00	327,335.11	32.2
10-542-530-3510	STREETS & ALLEYS-MAT & SUPP	6,250.00	1,427.23	77.1	75,000.00	48,574.66	35.2
10-542-530-3530	SNOW & ICE-MATERIAL & SUPPLY	16,666.67	0.00	100.0	200,000.00	170,028.39	14.9
10-542-530-3540	STREET SIGNS & MARKINGS-MAT	5,833.34	2,661.77	54.3	70,000.00	69,532.39	0.6
10-542-530-3545	TRAFFIC SIGNAL MAINT & REPAIR	2,083.34	7,294.97	(250.1)	25,000.00	16,382.05	34.4
10-542-530-3550	BRIDGES & CULVERTS-MAT/SUPPLY	833.34	12.88	98.4	10,000.00	3,761.63	62.3
10-542-530-3565	SIDEWALK REPAIR PROGRAM	416.67	0.00	100.0	5,000.00	3,702.29	25.9
10-542-530-3570	STORM WATER DRAINAGE-MAT/SUPPL	1,666.67	4,135.75	(148.1)	20,000.00	8,983.66	55.0
10-542-530-3580	TREE,BRUSH & WEED CONTROL-MAT	0.00	0.00	0.0	0.00	0.00	0.0
10-542-530-3610	GARAGE & SALT SHED MAT/SUPPLY	666.67	305.34	54.2	8,000.00	3,454.47	56.8
10-542-530-3630	UNIFORMS & TOWELS	583.34	472.31	19.0	7,000.00	5,901.25	15.7
10-542-530-3700	GAS & OIL	6,916.67	10,114.11	(46.2)	83,000.00	88,609.78	(6.7)
10-542-530-4100	PRIVATIZED SERVICES	1,666.67	180.00	89.2	20,000.00	13,485.00	32.5
10-542-530-4200	GIS	1,750.00	0.00	100.0	21,000.00	10,565.96	49.6
10-542-530-4500	CURB & GUTTER REPLACEMENT	1,083.34	0.00	100.0	13,000.00	7,286.78	43.9
10-542-530-5200	BUILDING MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
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FOR 12 PERIODS ENDING DECEMBER 31, 2021

		FUND: GENERAL FUND					
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
HIGHWAY DEPARTMENT							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-542-530-5400	EQUIPMENT REPAIR & MAINTENANCE	10,000.00	7,764.16	22.3	120,000.00	110,409.71	7.9
10-542-530-5420	EQUIPMENT RENTAL	416.67	0.00	100.0	5,000.00	5,700.00	(14.0)
10-542-530-7120	STREET LIGHTING	14,396.84	10,383.10	27.8	172,762.00	129,152.78	25.2
10-542-530-7200	TELEPHONE	425.00	215.91	49.2	5,100.00	2,495.71	51.0
10-542-530-7300	INSURANCE & BONDS	7,916.67	0.00	100.0	95,000.00	0.00	100.0
10-542-530-7700	TRAINING & SEMINARS	333.34	0.00	100.0	4,000.00	535.00	86.6
10-542-530-7800	TRAVEL	0.00	0.00	0.0	0.00	0.00	0.0
10-542-530-7950	SOLID WASTE CONTRACT	52,750.00	0.00	100.0	633,000.00	466,783.60	26.2
TOTAL OPERATING SUPPLIES & EXPENSES		174,651.91	45,464.39	73.9	2,095,822.00	1,509,944.39	27.9
CAPITAL OUTLAY							
10-542-570-8100	MISCELLANEOUS EQUIPMENT	2,333.34	0.00	100.0	28,000.00	0.00	100.0
TOTAL CAPITAL OUTLAY		2,333.34	0.00	100.0	28,000.00	0.00	100.0
TOTAL EXPENSES: HIGHWAY DEPARTMENT		302,801.75	138,594.61	54.2	3,633,619.00	2,904,960.24	20.0
SOLID WASTE RECYCLING							
EXPENSES							
SALARIES & WAGES							
10-546-510-1100	SALARIES-RECYCLING	1,827.92	1,135.57	37.8	21,935.00	20,691.95	5.6
10-546-510-1200	SALARIES-YARD WASTE	1,003.67	1,397.28	(39.2)	12,044.00	10,714.78	11.0
10-546-510-1300	SALARIES-WOOD CHIPPER	666.67	0.00	100.0	8,000.00	490.38	93.8
10-546-510-1800	SALARIES-PART TIME	708.34	687.85	2.8	8,500.00	9,105.86	(7.1)
TOTAL SALARIES & WAGES		4,206.60	3,220.70	23.4	50,479.00	41,002.97	18.7
FRINGE BENEFITS							
10-546-520-2100	SOCIAL SECURITY	321.84	235.72	26.7	3,862.00	2,971.50	23.0
10-546-520-2200	STATE RETIREMENT	225.42	170.97	24.1	2,705.00	2,153.15	20.4
10-546-520-2300	HEALTH INSURANCE	684.75	0.00	100.0	8,217.00	6,162.75	25.0
10-546-520-2400	DENTAL INSURANCE	44.67	0.00	100.0	536.00	312.69	41.6
10-546-520-2500	LIFE INSURANCE	8.09	10.56	(30.5)	97.00	117.04	(20.6)
TOTAL FRINGE BENEFITS		1,284.77	417.25	67.5	15,417.00	11,717.13	24.0
OPERATING SUPPLIES & EXPENSES							
10-546-530-3100	GENERAL SUPPLIES & EXPENSES	250.00	469.52	(87.8)	3,000.00	3,105.08	(3.5)
10-546-530-3700	GAS & OIL	333.34	851.37	(155.4)	4,000.00	1,561.41	60.9
10-546-530-4810	CURBSIDE PICKUP	24,458.75	0.00	100.0	293,505.00	221,128.45	24.6
10-546-530-5400	EQUIPMENT REPAIR & MAINTENANCE	0.00	0.00	0.0	0.00	1,237.06	100.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
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FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
SOLID WASTE RECYCLING EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-546-530-7200	TELEPHONE	0.00	0.00	0.0	0.00	0.00	0.0
10-546-530-7300	INSURANCE & BONDS	158.34	0.00	100.0	1,900.00	1,890.00	0.5
10-546-530-7700	TRAINING & SEMINARS	0.00	0.00	0.0	0.00	0.00	0.0
10-546-530-7800	TRAVEL	0.00	0.00	0.0	0.00	0.00	0.0
10-546-530-7860	RECYCLING HAULING EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-546-530-7960	RECYCLING MATERIAL EXPENSES	2,816.67	0.00	100.0	33,800.00	4,190.95	87.6

TOTAL OPERATING SUPPLIES & EXPENSES		28,017.10	1,320.89	95.2	336,205.00	233,112.95	30.6
TOTAL EXPENSES: SOLID WASTE RECYCLING		33,508.47	4,958.84	85.2	402,101.00	285,833.05	28.9
LIBRARY EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	17,078.25	8,183.22	52.0	204,939.00	173,595.47	15.2
10-551-510-1150	SALARIES COUNTY	12,657.92	3,518.41	72.2	151,895.00	64,978.87	57.2
10-551-510-1800	SALARIES-PART TIME	11,225.50	17,378.84	(54.8)	134,706.00	239,445.68	(77.7)
10-551-510-1810	SALARIES-LIBRARY BOARD	100.00	0.00	100.0	1,200.00	675.00	43.7

TOTAL SALARIES & WAGES		41,061.67	29,080.47	29.1	492,740.00	478,695.02	2.8
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,172.92	2,169.50	0.1	26,075.00	35,350.28	(35.5)
10-551-520-2110	SOCIAL SECURITY-COUNTY	965.75	0.00	100.0	11,589.00	0.00	100.0
10-551-520-2200	STATE RETIREMENT	1,019.09	1,746.72	(71.4)	12,229.00	24,106.06	(97.1)
10-551-520-2210	STATE RETIREMENT-COUNTY	958.59	0.00	100.0	11,503.00	0.00	100.0
10-551-520-2300	HEALTH INSURANCE	6,550.00	0.00	100.0	78,600.00	58,950.00	25.0
10-551-520-2400	DENTAL INSURANCE	360.00	0.00	100.0	4,320.00	2,520.00	41.6
10-551-520-2500	LIFE INSURANCE	71.00	98.27	(38.4)	852.00	1,021.74	(19.9)
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	27.50	0.00	100.0	330.00	0.00	100.0

TOTAL FRINGE BENEFITS		12,124.85	4,014.49	66.8	145,498.00	121,948.08	16.1
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	250.00	0.00	100.0	3,000.00	4,319.89	(44.0)
10-551-530-3110	SUPPLIES & EXP-STORYTIME PROG	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3150	GENERAL SUPPLIES & EXP-COUNTY	2,083.34	13,073.58	(527.5)	25,000.00	69,255.79	(177.0)
10-551-530-3200	OFFICE SUPPLIES	416.67	851.01	(104.2)	5,000.00	5,559.05	(11.1)
10-551-530-3400	POSTAGE	83.34	0.00	100.0	1,000.00	351.00	64.9
10-551-530-3410	POSTAGE-COUNTY	83.34	0.00	100.0	1,000.00	0.00	100.0
10-551-530-3600	BOOKS	3,333.34	4,747.06	(42.4)	40,000.00	39,977.37	0.0
10-551-530-3610	BOOKS-COUNTY	1,666.67	2,825.30	(69.5)	20,000.00	12,736.45	36.3

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
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FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-551-530-3620	BOOK PROCESSING	416.67	26.99	93.5	5,000.00	5,007.52	(0.1)
10-551-530-3625	BOOK PROCESSING-COUNTY	416.67	2,149.80	(415.9)	5,000.00	4,900.91	1.9
10-551-530-3630	PERIODICALS	333.34	0.00	100.0	4,000.00	3,454.92	13.6
10-551-530-3635	PERIODICALS-COUNTY	333.34	2,365.81	(609.7)	4,000.00	2,365.81	40.8
10-551-530-3640	AUDIO VISUAL	500.00	0.00	100.0	6,000.00	5,989.42	0.1
10-551-530-3645	AUDIO VISUAL-COUNTY	1,250.00	1,003.34	19.7	15,000.00	9,619.13	35.8
10-551-530-3660	COMPUTER SERVICE	1,166.67	409.95	64.8	14,000.00	11,863.56	15.2
10-551-530-3665	COMPUTER SERVICE - COUNTY	1,666.67	2,876.00	(72.5)	20,000.00	13,600.99	32.0
10-551-530-3810	DONATIONS - EXPENSE	0.00	0.00	0.0	0.00	5,310.40	100.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	250.00	0.00	100.0	3,000.00	3,374.87	(12.5)
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	1,666.67	467.40	71.9	20,000.00	23,351.21	(16.7)
10-551-530-3900	LIBRARY BOARD-OTHER EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3950	OTHER SUPPLIES-CO.	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-5400	SYSTEM AUTOMATION	83.34	0.00	100.0	1,000.00	547.25	45.2
10-551-530-5410	SYSTEM AUTOMATION-COUTY	1,750.00	0.00	100.0	21,000.00	20,919.91	0.3
10-551-530-7100	UTILITIES	5,666.67	4,752.32	16.1	68,000.00	59,016.45	13.2
10-551-530-7200	TELEPHONE	300.34	41.24	86.2	3,604.00	133.21	96.3
10-551-530-7250	OUTREACH - COUNTY SYSTEM	333.34	0.00	100.0	4,000.00	2,052.60	48.6
10-551-530-7300	INSURANCE & BONDS	691.67	0.00	100.0	8,300.00	111.00	98.6
10-551-530-7700	TRAINING & SEMINARS	166.67	0.00	100.0	2,000.00	515.79	74.2
10-551-530-7710	TRAINING - COUNTY	250.00	0.00	100.0	3,000.00	3,395.00	(13.1)
10-551-530-7800	TRAVEL	83.34	0.00	100.0	1,000.00	854.37	14.5
TOTAL OPERATING SUPPLIES & EXPENSES		25,242.10	35,589.80	(40.9)	302,904.00	308,583.87	(1.8)
CAPITAL OUTLAY							
10-551-570-8100	MISCELLANEOUS EQUIPMENT - CTY	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY		78,428.62	68,684.76	12.4	941,142.00	909,226.97	3.3
RECREATION							
EXPENSES							
SALARIES & WAGES							
10-552-510-1100	SALARIES-REGULAR	21,059.25	13,451.97	36.1	252,711.00	256,044.06	(1.3)
10-552-510-1500	SALARIES-CUSTODIAL & GROUNDS	500.00	0.00	100.0	6,000.00	3,297.50	45.0
10-552-510-1800	SALARIES-PART TIME	33,750.00	15,354.53	54.5	405,000.00	347,087.87	14.3
10-552-510-1810	SALARIES-OFFICE HELP	0.00	0.00	0.0	0.00	0.00	0.0
10-552-510-1850	SALARIES-PARK & REC COMMISSION	83.34	450.00	(439.9)	1,000.00	980.00	2.0
TOTAL SALARIES & WAGES		55,392.59	29,256.50	47.1	664,711.00	607,409.43	8.6

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
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FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
RECREATION							
EXPENSES							
FRINGE BENEFITS							
10-552-520-2100	SOCIAL SECURITY	4,237.50	2,166.39	48.8	50,850.00	45,052.88	11.4
10-552-520-2200	STATE RETIREMENT	2,298.09	1,499.64	34.7	27,577.00	24,377.30	11.6
10-552-520-2300	HEALTH INSURANCE	7,175.00	0.00	100.0	86,100.00	76,512.51	11.1
10-552-520-2400	DENTAL INSURANCE	360.00	0.00	100.0	4,320.00	2,520.00	41.6
10-552-520-2500	LIFE INSURANCE	96.17	143.06	(48.7)	1,154.00	870.22	24.5
TOTAL FRINGE BENEFITS		14,166.76	3,809.09	73.1	170,001.00	149,332.91	12.1
OPERATING SUPPLIES & EXPENSES							
10-552-530-3100	GENERAL SUPPLIES & EXPENSES	183.34	127.00	30.7	2,200.00	734.43	66.6
10-552-530-3200	OFFICE SUPPLIES	300.00	187.02	37.6	3,600.00	2,524.91	29.8
10-552-530-3300	COPY MACHINE	666.67	0.00	100.0	8,000.00	0.00	100.0
10-552-530-3400	POSTAGE	312.50	0.00	100.0	3,750.00	0.00	100.0
10-552-530-3700	GAS & OIL	58.34	0.00	100.0	700.00	0.00	100.0
10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	19,583.34	8,802.10	55.0	235,000.00	176,907.76	24.7
10-552-530-3810	SPRAYGROUND MAINT & EXPENSE	416.67	5,190.00	(1145.5)	5,000.00	9,415.65	(88.3)
10-552-530-3820	CELEBRATIONS & ENTERTAINMENT	0.00	0.00	0.0	0.00	0.00	0.0
10-552-530-3830	CHARGE CARD FEE	1,500.00	0.00	100.0	18,000.00	0.00	100.0
10-552-530-3900	OTHER SUPPLIES & EX-PARK & REC	1,750.00	0.00	100.0	21,000.00	34,705.78	(65.2)
10-552-530-3910	FACILITY RENTAL EXPENSE	5,416.67	0.00	100.0	65,000.00	47,343.43	27.1
10-552-530-5400	EQUIPMENT REPAIR & MAINTENANCE	625.00	2,355.00	(276.8)	7,500.00	2,355.00	68.6
10-552-530-5500	VEHICLE REPAIR & MAINTENANCE	54.17	19.98	63.1	650.00	444.42	31.6
10-552-530-7200	TELEPHONE	500.00	235.04	52.9	6,000.00	4,329.69	27.8
10-552-530-7300	INSURANCE & BONDS	3,916.67	0.00	100.0	47,000.00	0.00	100.0
10-552-530-7600	PRINTING & PUBLISHING	666.67	1,300.00	(95.0)	8,000.00	15,358.27	(91.9)
10-552-530-7700	TRAINING & SEMINARS	191.67	0.00	100.0	2,300.00	600.00	73.9
10-552-530-7800	TRAVEL	166.67	0.00	100.0	2,000.00	0.00	100.0
TOTAL OPERATING SUPPLIES & EXPENSES		36,308.38	18,216.14	49.8	435,700.00	294,719.34	32.3
CAPITAL OUTLAY							
10-552-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	23,520.00	100.0
10-552-570-8200	LAND IMPROVEMENTS	1,416.67	2,271.00	(60.3)	17,000.00	14,361.60	15.5
TOTAL CAPITAL OUTLAY		1,416.67	2,271.00	(60.3)	17,000.00	37,881.60	(122.8)
TOTAL EXPENSES: RECREATION		107,284.40	53,552.73	50.0	1,287,412.00	1,089,343.28	15.3
PARKS							
EXPENSES							
SALARIES & WAGES							
10-553-510-1100	SALARY-REGULAR	12,000.00	7,013.26	41.5	144,000.00	63,356.76	56.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
PARKS							
EXPENSES							
SALARIES & WAGES							
10-553-510-1800	SALARY-PART TIME	6,321.25	1,657.50	73.7	75,855.00	42,623.84	43.8
10-553-510-1810	SALARIES - EAB INTERN	0.00	0.00	0.0	0.00	0.00	0.0
10-553-510-1850	SALARIES - AUTHORIZED TIME OFF	2,250.00	1,016.48	54.8	27,000.00	27,333.54	(1.2)
10-553-510-1920	Overtime	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		20,571.25	9,687.24	52.9	246,855.00	133,314.14	45.9
FRINGE BENEFITS							
10-553-520-2100	SOCIAL SECURITY	1,573.67	707.89	55.0	18,884.00	9,802.71	48.0
10-553-520-2200	STATE RETIREMENT	910.00	541.99	40.4	10,920.00	6,121.80	43.9
10-553-520-2300	HEALTH INSURANCE	3,979.17	0.00	100.0	47,750.00	23,875.02	50.0
10-553-520-2400	DENTAL INSURANCE	197.42	0.00	100.0	2,369.00	1,381.94	41.6
10-553-520-2500	LIFE INSURANCE	35.84	33.58	6.3	430.00	368.58	14.2
TOTAL FRINGE BENEFITS		6,696.10	1,283.46	80.8	80,353.00	41,550.05	48.2
OPERATING SUPPLIES & EXPENSES							
10-553-530-3100	GENERAL SUPPLIES & EXPENSES	1,416.67	619.21	56.2	17,000.00	17,215.71	(1.2)
10-553-530-3700	GAS & OIL	1,750.00	0.00	100.0	21,000.00	0.00	100.0
10-553-530-4100	CONTRACTED SERVICES	833.34	437.00	47.5	10,000.00	8,304.12	16.9
10-553-530-5200	BUILDING & GROUND REPAIR & MNT	2,500.00	8,214.02	(228.5)	30,000.00	26,322.52	12.2
10-553-530-5290	STREET TREE MAINTENANCE	7,500.00	1,765.36	76.4	90,000.00	55,096.56	38.7
10-553-530-5400	EQUIPMENT REPAIR & MAINTENANCE	2,083.34	2,841.76	(36.4)	25,000.00	18,684.97	25.2
10-553-530-7120	POWER AND LIGHTING	1,833.34	2,005.92	(9.4)	22,000.00	21,520.67	2.1
10-553-530-7200	TELEPHONE	92.50	53.89	41.7	1,110.00	1,020.67	8.0
10-553-530-7300	INSURANCE & BONDS	1,666.67	0.00	100.0	20,000.00	0.00	100.0
10-553-530-7700	TRAINING & SEMINARS	125.00	0.00	100.0	1,500.00	0.00	100.0
TOTAL OPERATING SUPPLIES & EXPENSES		19,800.86	15,937.16	19.5	237,610.00	148,165.22	37.6
CAPITAL OUTLAY							
10-553-570-8100	MISCELLANEOUS EQUIPMENT	375.00	0.00	100.0	4,500.00	28,970.00	(543.7)
10-553-570-8200	LAND IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		375.00	0.00	100.0	4,500.00	28,970.00	(543.7)
TOTAL EXPENSES: PARKS		47,443.21	26,907.86	43.2	569,318.00	351,999.41	38.1
SENIOR CENTER							
EXPENSES							
SALARIES & WAGES							
10-554-510-1100	SALARIES-DIRECTOR	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

SENIOR CENTER							
EXPENSES							
SALARIES & WAGES							
10-554-510-1800	SALARIES - STAFF	4,638.42	2,502.39	46.0	55,661.00	53,002.30	4.7

TOTAL SALARIES & WAGES		4,638.42	2,502.39	46.0	55,661.00	53,002.30	4.7
FRINGE BENEFITS							
10-554-520-2100	SOCIAL SECURITY	354.84	191.44	46.0	4,258.00	4,054.70	4.7
10-554-520-2200	STATE RETIREMENT	274.25	119.51	56.4	3,291.00	2,748.73	16.4
10-554-520-2300	HEALTH INSURANCE	625.00	0.00	100.0	7,500.00	5,625.00	25.0
10-554-520-2400	DENTAL INSURANCE	35.00	0.00	100.0	420.00	245.00	41.6
10-554-520-2500	LIFE INSURANCE	31.75	29.41	7.3	381.00	318.03	16.5

TOTAL FRINGE BENEFITS		1,320.84	340.36	74.2	15,850.00	12,991.46	18.0
OPERATING SUPPLIES & EXPENSES							
10-554-530-3100	GENERAL SUPPLIES & EXPENSES	83.34	0.00	100.0	1,000.00	0.00	100.0
10-554-530-3200	OFFICE SUPPLIES	29.17	15.31	47.5	350.00	266.26	23.9
10-554-530-3400	POSTAGE	0.00	0.00	0.0	0.00	0.00	0.0
10-554-530-3500	CUSTODIAL SUPPLIES & EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
10-554-530-3700	GAS AND OIL	145.84	0.00	100.0	1,750.00	0.00	100.0
10-554-530-3800	SENIOR PROGRAM EXPENSE	666.67	248.04	62.7	8,000.00	5,418.46	32.2
10-554-530-3810	SENIOR TRIPS EXPENSE	750.00	735.00	2.0	9,000.00	2,122.76	76.4
10-554-530-5200	BUILDING & GROUNDS MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0
10-554-530-5400	EQUIPMENT REPAIR & MAINTENANCE	358.34	0.00	100.0	4,300.00	238.00	94.4
10-554-530-5500	VEHICLE REPAIR & MAINTENANCE	83.34	0.00	100.0	1,000.00	591.66	40.8
10-554-530-7100	UTILITIES	1,458.34	1,033.59	29.1	17,500.00	8,762.69	49.9
10-554-530-7200	TELEPHONE	154.17	0.00	100.0	1,850.00	697.47	62.3
10-554-530-7300	INSURANCE & BONDS	220.84	0.00	100.0	2,650.00	0.00	100.0
10-554-530-7700	TRAINING & SEMINARS	35.42	0.00	100.0	425.00	0.00	100.0
10-554-530-7800	TRAVEL	16.67	0.00	100.0	200.00	0.00	100.0

TOTAL OPERATING SUPPLIES & EXPENSES		4,002.14	2,031.94	49.2	48,025.00	18,097.30	62.3
CAPITAL OUTLAY							
10-554-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: SENIOR CENTER		9,961.40	4,874.69	51.0	119,536.00	84,091.06	29.6

PLANNING & ZONING
EXPENSES
SALARIES & WAGES

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

PLANNING & ZONING EXPENSES							
SALARIES & WAGES							
10-563-510-1100	SALARIES-REGULAR	13,206.34	9,330.10	29.3	158,476.00	154,233.73	2.6
10-563-510-1850	SALARIES-PLANNING COMMISSION	125.00	1,120.00	(796.0)	1,500.00	1,120.00	25.3
10-563-510-1860	BOARD OF APPEALS	25.00	0.00	100.0	300.00	0.00	100.0
10-563-510-1890	SALARIES-PLANNING INTERN	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL SALARIES & WAGES		13,356.34	10,450.10	21.7	160,276.00	155,353.73	3.0
FRINGE BENEFITS							
10-563-520-2100	SOCIAL SECURITY	1,021.75	746.60	26.9	12,261.00	10,958.59	10.6
10-563-520-2200	STATE RETIREMENT	891.42	629.76	29.3	10,697.00	10,412.37	2.6
10-563-520-2300	HEALTH INSURANCE	4,093.75	0.00	100.0	49,125.00	36,843.75	25.0
10-563-520-2400	DENTAL INSURANCE	203.17	0.00	100.0	2,438.00	1,422.19	41.6
10-563-520-2500	LIFE INSURANCE	56.59	60.35	(6.6)	679.00	652.81	3.8

TOTAL FRINGE BENEFITS		6,266.68	1,436.71	77.0	75,200.00	60,289.71	19.8
OPERATING SUPPLIES & EXPENSES							
10-563-530-3100	GENERAL SUPPLIES & EXPENSES	208.34	0.00	100.0	2,500.00	2,526.00	(1.0)
10-563-530-3200	OFFICE SUPPLIES	81.25	122.64	(50.9)	975.00	393.48	59.6
10-563-530-3300	COPY MACHINE	116.67	0.00	100.0	1,400.00	0.00	100.0
10-563-530-3400	POSTAGE	62.50	0.00	100.0	750.00	0.00	100.0
10-563-530-3900	PLANNING COMMISSION-OTHER EXP	29.17	0.00	100.0	350.00	0.00	100.0
10-563-530-4100	LEGAL SERVICES	0.00	0.00	0.0	0.00	0.00	0.0
10-563-530-4400	CONTRACTED SERVICES-PLANNING	2,958.34	6,225.00	(110.4)	35,500.00	44,939.90	(26.5)
10-563-530-5400	EQUIPMENT REPAIR & MAINTENANCE	62.50	0.00	100.0	750.00	0.00	100.0
10-563-530-7200	TELEPHONE	64.59	0.00	100.0	775.00	287.80	62.8
10-563-530-7300	INSURANCE & BONDS	308.34	0.00	100.0	3,700.00	0.00	100.0
10-563-530-7600	PUBLICATIONS & NOTICES	312.50	35.00	88.8	3,750.00	2,230.70	40.5
10-563-530-7700	TRAINING & SEMINARS	125.00	0.00	100.0	1,500.00	1,375.24	8.3
10-563-530-7800	TRAVEL	8.34	0.00	100.0	100.00	0.00	100.0

TOTAL OPERATING SUPPLIES & EXPENSES		4,337.54	6,382.64	(47.1)	52,050.00	51,753.12	0.5
CAPITAL OUTLAY							
10-563-570-8100	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: PLANNING & ZONING		23,960.56	18,269.45	23.7	287,526.00	267,396.56	7.0

MUNICIPAL DEVELOPMENT
EXPENSES

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MUNICIPAL DEVELOPMENT							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-567-530-3100	OPERATING EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-567-530-3150	ECONOMIC DEVELOP COMM-MEMBERSH	0.00	0.00	0.0	0.00	0.00	0.0
10-567-530-3800	ECONOMIC DEVELOP COMM-SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
10-567-530-3810	ECONOMIC DEVELOP COMM-OTHER EX	833.34	0.00	100.0	10,000.00	10,000.00	0.0
10-567-530-3950	HISTORICAL SOCIETY	1,158.34	1,641.51	(41.7)	13,900.00	11,442.59	17.6
10-567-530-7600	EDC-MARKETING, PRINTING, PUBL	0.00	0.00	0.0	0.00	0.00	0.0
10-567-530-7700	EDC - TRAINING	0.00	0.00	0.0	0.00	0.00	0.0
10-567-530-7800	EDC - TRAVEL	0.00	0.00	0.0	0.00	0.00	0.0
10-567-530-7920	JULY 4TH EXENDITURES	666.67	0.00	100.0	8,000.00	8,000.50	0.0
10-567-530-7950	MUNICIPAL DEVELOP-HOTEL/MOTEL	0.00	0.00	0.0	0.00	2,583.00	100.0

TOTAL OPERATING SUPPLIES & EXPENSES		2,658.35	1,641.51	38.2	31,900.00	32,026.09	(0.4)
TOTAL EXPENSES: MUNICIPAL DEVELOPMENT		2,658.35	1,641.51	38.2	31,900.00	32,026.09	(0.4)
OTHER FINANCING USES							
EXPENSES							
TRANSFERS TO OTHER FUNDS							
10-590-592-1500	TRANSFER TO HONOR GUARD	0.00	0.00	0.0	0.00	0.00	0.0
10-590-592-1700	TRANS TO HISTORIC PRESERVATION	58.34	0.00	100.0	700.00	0.00	100.0
10-590-592-3000	TRANSFER TO DEBT SERVICE	0.00	0.00	0.0	0.00	0.00	0.0
10-590-592-4000	TRANSFER TO CAPITAL PROJ FUND	0.00	0.00	0.0	0.00	0.00	0.0
10-590-592-4400	TRANSFER TO TID NO.4	0.00	0.00	0.0	0.00	0.00	0.0
10-590-592-4600	TRANSFER TO TID NO. 6	0.00	0.00	0.0	0.00	0.00	0.0
10-590-592-5000	TRANSFER TO WATER UTILITY FUND	0.00	0.00	0.0	0.00	0.00	0.0
10-590-592-6000	TRANSFER TO SEWER UTILITY FUND	0.00	0.00	0.0	0.00	0.00	0.0
10-590-592-7000	TRANSFER TO HEALTH FUND	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS TO OTHER FUNDS		58.34	0.00	100.0	700.00	0.00	100.0
TOTAL EXPENSES: OTHER FINANCING USES		58.34	0.00	100.0	700.00	0.00	100.0
TOTAL FUND REVENUES		1,462,341.15	101,225.19	(93.0)	17,548,091.00	18,748,994.94	6.8
TOTAL FUND EXPENSES		1,462,342.38	952,318.31	34.8	17,548,091.00	14,923,507.83	14.9
FUND SURPLUS (DEFICIT)		(1.23)	(851,093.12)	4462.6	0.00	3,825,487.11	100.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: POLICE HONOR GUARD

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
15-480-481-1100	INTEREST ON INVESTMENTS	2.09	0.00	100.0	25.00	51.85	107.4

TOTAL INTEREST REVENUE		2.09	0.00	100.0	25.00	51.85	107.4
DONATIONS & CONTRIBUTIONS							
15-480-485-5100	HONOR GUARD DONATIONS	0.00	10.00	100.0	0.00	470.00	100.0

TOTAL DONATIONS & CONTRIBUTIONS		0.00	10.00	100.0	0.00	470.00	100.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		2.09	10.00	378.4	25.00	521.85	1987.4
TRANSFERS							
REVENUES							
TRANSFERS FROM OTHER FUNDS							
15-490-492-1000	TRANSFER IN FROM GENERAL FUND	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS FROM OTHER FUNDS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: TRANSFERS		0.00	0.00	0.0	0.00	0.00	0.0
MUNICIPAL DEVELOPMENT							
EXPENSES							
OPERATING SUPPLIES & EXPENSE							
15-567-530-3100	POLICE HONOR GUARD EXPENSE	166.67	0.00	100.0	2,000.00	0.00	100.0

TOTAL OPERATING SUPPLIES & EXPENSE		166.67	0.00	100.0	2,000.00	0.00	100.0
TOTAL EXPENSES: MUNICIPAL DEVELOPMENT		166.67	0.00	100.0	2,000.00	0.00	100.0
TOTAL FUND REVENUES		2.09	10.00	378.4	25.00	521.85	1987.4
TOTAL FUND EXPENSES		166.67	0.00	100.0	2,000.00	0.00	100.0
FUND SURPLUS (DEFICIT)		(164.58)	10.00	(106.0)	(1,975.00)	521.85	(126.4)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

		FUND: RECREATION FACILITY FEES FUND					
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUES							
16-480-481-1100	FACILITY FEES INTEREST	52.09	0.00	100.0	625.00	242.50	(61.2)

TOTAL INTEREST REVENUES		52.09	0.00	100.0	625.00	242.50	(61.2)
GENERAL RECEIPTS							
16-480-485-5150	VILLAGE FACILITY FEES REVENUE	1,916.67	369.25	(80.7)	23,000.00	14,604.11	(36.5)
16-480-485-5160	SCHOOL DIST FACILITY FEE REV	0.00	0.00	0.0	0.00	0.00	0.0
16-480-485-5170	ATHLETIC CLUB FEES	750.00	1,776.00	136.8	9,000.00	9,886.00	9.8

TOTAL GENERAL RECEIPTS		2,666.67	2,145.25	(19.5)	32,000.00	24,490.11	(23.4)
TOTAL REVENUES: MISCELLANEOUS REVENUES		2,718.76	2,145.25	(21.0)	32,625.00	24,732.61	(24.1)
GENERAL EXPENDITURES							
EXPENSES							
GENERAL EXPENDITURES							
16-567-530-3100	FACILITY FEES EXP - VILLAGE	1,250.00	0.00	100.0	15,000.00	18,295.80	(21.9)
16-567-530-3200	FACILITY FEES EXP-SCHOOL DIST	0.00	0.00	0.0	0.00	0.00	0.0
16-567-530-3300	ATHLETIC CLUB EXPENDITURE	833.34	0.00	100.0	10,000.00	8,512.64	14.8

TOTAL GENERAL EXPENDITURES		2,083.34	0.00	100.0	25,000.00	26,808.44	(7.2)
TOTAL EXPENSES: GENERAL EXPENDITURES		2,083.34	0.00	100.0	25,000.00	26,808.44	(7.2)
OTHER FINANCING USES							
EXPENSES							
TRANSFERS TO OTHER FUNDS							
16-590-592-4000	TRANSFER TO CAPITAL PROJECTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS TO OTHER FUNDS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		2,718.76	2,145.25	(21.0)	32,625.00	24,732.61	(24.1)
TOTAL FUND EXPENSES		2,083.34	0.00	100.0	25,000.00	26,808.44	(7.2)
FUND SURPLUS (DEFICIT)		635.42	2,145.25	237.6	7,625.00	(2,075.83)	(127.2)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: HISTORIC PRESERVATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TAXES							
REVENUES							
TAXES							
17-410-411-1100	HISTORIC PRESERVATION PROP TAX	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL TAXES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: TAXES		0.00	0.00	0.0	0.00	0.00	0.0
MISCELLANEOUS REVENUE							
REVENUES							
INTEREST REVENUE							
17-480-481-1100	HISTORIC PRESERVATION INTEREST	0.42	0.00	100.0	5.00	0.00	100.0
17-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL INTEREST REVENUE		0.42	0.00	100.0	5.00	0.00	100.0
GENERAL RECEIPTS							
17-480-485-5150	HISTORICAL PRESERVVTN REVENUE	58.34	0.00	100.0	700.00	0.00	100.0
TOTAL GENERAL RECEIPTS		58.34	0.00	100.0	700.00	0.00	100.0
TOTAL REVENUES: MISCELLANEOUS REVENUE		58.76	0.00	100.0	705.00	0.00	100.0
TRANSFERS IN							
REVENUES							
TRANSFERS							
17-490-492-1000	TRANSFERS IN	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL TRANSFERS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: TRANSFERS IN		0.00	0.00	0.0	0.00	0.00	0.0
MUNICIPAL PROMOTION							
EXPENSES							
SALARIES & WAGES							
17-567-510-1100	SALARIES & WAGES	50.00	0.00	100.0	600.00	0.00	100.0
TOTAL SALARIES & WAGES		50.00	0.00	100.0	600.00	0.00	100.0
FRINGE BENEFITS							
17-567-520-2100	SOCIAL SECURITY	3.84	0.00	100.0	46.00	0.00	100.0
TOTAL FRINGE BENEFITS		3.84	0.00	100.0	46.00	0.00	100.0

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VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

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FUND: HISTORIC PRESERVATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MUNICIPAL PROMOTION							
EXPENSES							
GENERAL EXPENDITURES							
17-567-530-3100	HISTORIC PRESERVATION EXPENSE	4.17	0.00	100.0	50.00	0.00	100.0

TOTAL GENERAL EXPENDITURES		4.17	0.00	100.0	50.00	0.00	100.0
TOTAL EXPENSES: MUNICIPAL PROMOTION		58.01	0.00	100.0	696.00	0.00	100.0
TOTAL FUND REVENUES		58.76	0.00	100.0	705.00	0.00	100.0
TOTAL FUND EXPENSES		58.01	0.00	100.0	696.00	0.00	100.0
FUND SURPLUS (DEFICIT)		0.75	0.00	100.0	9.00	0.00	100.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: POLICE CANINE DONATIONS

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MISCELLANEOUS REVENUE							
REVENUES							
INTEREST REVENUE							
18-480-481-1100	INTEREST ON INVESTMENTS	83.34	0.00	100.0	1,000.00	414.15	(58.5)
18-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL INTEREST REVENUE		83.34	0.00	100.0	1,000.00	414.15	(58.5)
DONATIONS & CONTRIBUTIONS							
18-480-485-5100	POLICE CANINE DONATIONS	833.34	0.00	100.0	10,000.00	2,474.80	(75.2)

TOTAL DONATIONS & CONTRIBUTIONS		833.34	0.00	100.0	10,000.00	2,474.80	(75.2)
TOTAL REVENUES: MISCELLANEOUS REVENUE		916.68	0.00	100.0	11,000.00	2,888.95	(73.7)
MUNICIPAL DEVELOPMENT							
EXPENSES							
OPERATING SUPPLIES & EXPENSE							
18-567-530-3100	POLICE CANINE EXPENSES	416.67	2,451.90	(488.4)	5,000.00	13,368.11	(167.3)

TOTAL OPERATING SUPPLIES & EXPENSE		416.67	2,451.90	(488.4)	5,000.00	13,368.11	(167.3)
TOTAL EXPENSES: MUNICIPAL DEVELOPMENT		416.67	2,451.90	(488.4)	5,000.00	13,368.11	(167.3)
TOTAL FUND REVENUES		916.68	0.00	100.0	11,000.00	2,888.95	(73.7)
TOTAL FUND EXPENSES		416.67	2,451.90	(488.4)	5,000.00	13,368.11	(167.3)
FUND SURPLUS (DEFICIT)		500.01	(2,451.90)	(590.3)	6,000.00	(10,479.16)	(274.6)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: Police Asset/Forfeitures

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Miscellaneous Revenues							
REVENUES							
Interest Revenues							
19-480-481-1100	ASSET/FORFEITURE INVEST INT	0.84	0.00	100.0	10.00	0.00	100.0
19-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Interest Revenues		0.84	0.00	100.0	10.00	0.00	100.0
General Receipts							
19-480-485-5150	ASSET FORF FUNDS FEDERAL	0.00	194.95	100.0	0.00	367.74	100.0
19-480-485-5160	ASSET FORF FUNDS - LOCAL	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL General Receipts		0.00	194.95	100.0	0.00	367.74	100.0
TOTAL REVENUES: Miscellaneous Revenues		0.84	194.95	3108.3	10.00	367.74	3577.4
Miscellaneous Expenses							
EXPENSES							
General Expenditures							
19-567-530-3100	ASSET/FORFEITURES GEN EXP	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL General Expenditures		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: Miscellaneous Expenses		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		0.84	194.95	3108.3	10.00	367.74	3577.4
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
FUND SURPLUS (DEFICIT)		0.84	194.95	3108.3	10.00	367.74	3577.4

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: POLICE IMPACT FEE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

LICENSES, PERMITS & FEES							
REVENUES							
OTHER REGULATORY PERMITS/FEES							
21-440-449-5300	PUBLIC SITE FEES - POLICE	1,573.34	148.00	(90.5)	18,880.00	17,173.39	(9.0)

TOTAL OTHER REGULATORY PERMITS/FEES		1,573.34	148.00	(90.5)	18,880.00	17,173.39	(9.0)
TOTAL REVENUES: LICENSES, PERMITS & FEES		1,573.34	148.00	(90.5)	18,880.00	17,173.39	(9.0)
MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
21-480-481-1100	INTEREST ON INVESTMENTS	66.67	0.00	100.0	800.00	0.00	100.0
21-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL INTEREST REVENUE		66.67	0.00	100.0	800.00	0.00	100.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		66.67	0.00	100.0	800.00	0.00	100.0
OTHER FINANCING USES							
EXPENSES							
TRANSFERS TO OTHER FUNDS							
21-590-592-3000	TRANSFER TO DEBT SERVICE FUND	1,000.00	0.00	100.0	12,000.00	0.00	100.0
21-590-592-4000	TRANSFERS OUT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS TO OTHER FUNDS		1,000.00	0.00	100.0	12,000.00	0.00	100.0
REFUND OF IMPACT FEES							
21-590-595-5000	REFUND OF IMPACT FEES	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL REFUND OF IMPACT FEES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		1,000.00	0.00	100.0	12,000.00	0.00	100.0
TOTAL FUND REVENUES		1,640.01	148.00	(90.9)	19,680.00	17,173.39	(12.7)
TOTAL FUND EXPENSES		1,000.00	0.00	100.0	12,000.00	0.00	100.0
FUND SURPLUS (DEFICIT)		640.01	148.00	(76.8)	7,680.00	17,173.39	123.6

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: FIRE IMPACT FEE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

LICENSES, PERMITS & FEES							
REVENUES							
OTHER REGULATORY PERMITS/FEES							
22-440-449-5300	PUBLIC SITE FEES - FIRE	1,688.34	171.00	(89.8)	20,260.00	26,408.42	30.3

TOTAL OTHER REGULATORY PERMITS/FEES		1,688.34	171.00	(89.8)	20,260.00	26,408.42	30.3
TOTAL REVENUES: LICENSES, PERMITS & FEES		1,688.34	171.00	(89.8)	20,260.00	26,408.42	30.3

MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
22-480-481-1100	INTEREST ON INVESTMENTS	41.67	0.00	100.0	500.00	0.00	100.0
22-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL INTEREST REVENUE		41.67	0.00	100.0	500.00	0.00	100.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		41.67	0.00	100.0	500.00	0.00	100.0

OTHER FINANCING USES							
EXPENSES							
TRANSFERS TO OTHER FUNDS							
22-590-592-3000	TRANSFER TO DEBT SERVICE	2,500.00	0.00	100.0	30,000.00	0.00	100.0
22-590-592-4000	TRANSFER TO CAPITAL PROJ FUND	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS TO OTHER FUNDS		2,500.00	0.00	100.0	30,000.00	0.00	100.0

REFUND OF IMPACT FEES							
22-590-595-5000	REFUND OF IMPACT FEE FUNDS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL REFUND OF IMPACT FEES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		2,500.00	0.00	100.0	30,000.00	0.00	100.0

TOTAL FUND REVENUES		1,730.01	171.00	(90.1)	20,760.00	26,408.42	27.2
TOTAL FUND EXPENSES		2,500.00	0.00	100.0	30,000.00	0.00	100.0
FUND SURPLUS (DEFICIT)		(769.99)	171.00	(122.2)	(9,240.00)	26,408.42	(385.8)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: LIBRARY IMPACT FEE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

LICENSES, PERMITS & FEES							
REVENUES							
OTHER REGULATORY PERMITS/FEES							
23-440-449-5300	PUBLIC SITE FEES - LIBRARY	1,405.00	281.00	(80.0)	16,860.00	21,637.00	28.3

TOTAL OTHER REGULATORY PERMITS/FEES		1,405.00	281.00	(80.0)	16,860.00	21,637.00	28.3
TOTAL REVENUES: LICENSES, PERMITS & FEES		1,405.00	281.00	(80.0)	16,860.00	21,637.00	28.3
MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
23-480-481-1100	INTEREST ON INVESTMENTS	16.67	0.00	100.0	200.00	43.67	(78.1)
23-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL INTEREST REVENUE		16.67	0.00	100.0	200.00	43.67	(78.1)
TOTAL REVENUES: MISCELLANEOUS REVENUES		16.67	0.00	100.0	200.00	43.67	(78.1)
OTHER FINANCING USES							
EXPENSES							
TRANSFERS TO OTHER FUNDS							
23-590-592-3000	TRANSFER TO DEBT SERVICE FUND	1,500.00	0.00	100.0	18,000.00	0.00	100.0
23-590-592-4000	TRANSFER TO CAPITAL PROJ FUND	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS TO OTHER FUNDS		1,500.00	0.00	100.0	18,000.00	0.00	100.0
REFUND OF IMPACT FEES							
23-590-595-5000	REFUND OF IMPACT FEE FUNDS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL REFUND OF IMPACT FEES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		1,500.00	0.00	100.0	18,000.00	0.00	100.0
TOTAL FUND REVENUES		1,421.67	281.00	(80.2)	17,060.00	21,680.67	27.0
TOTAL FUND EXPENSES		1,500.00	0.00	100.0	18,000.00	0.00	100.0
FUND SURPLUS (DEFICIT)		(78.33)	281.00	(458.7)	(940.00)	21,680.67	(2406.4)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: PARK & REC IMPACT FEE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

LICENSES, PERMITS & FEES							
REVENUES							
OTHER REGULATORY PERMITS/FEES							
24-440-449-5300	PUBLIC SITE FEES-PARK & REC	3,680.00	736.00	(80.0)	44,160.00	56,501.00	27.9

TOTAL OTHER REGULATORY PERMITS/FEES		3,680.00	736.00	(80.0)	44,160.00	56,501.00	27.9
TOTAL REVENUES: LICENSES, PERMITS & FEES		3,680.00	736.00	(80.0)	44,160.00	56,501.00	27.9
MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
24-480-481-1100	INTEREST ON INVESTMENTS	156.25	0.00	100.0	1,875.00	0.00	100.0
24-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL INTEREST REVENUE		156.25	0.00	100.0	1,875.00	0.00	100.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		156.25	0.00	100.0	1,875.00	0.00	100.0
OTHER FINANCING USES							
EXPENSES							
TRANSFER TO CAPITAL PROJ FUND							
24-590-592-3000	TRANSFER TO DEBT SERVICE FUND	0.00	0.00	0.0	0.00	0.00	0.0
24-590-592-4000	TRANSFER TO CAPITAL PROJ FUND	8,333.34	0.00	100.0	100,000.00	0.00	100.0

TOTAL TRANSFER TO CAPITAL PROJ FUND		8,333.34	0.00	100.0	100,000.00	0.00	100.0
REFUNDS							
24-590-595-5000	REFUND OF IMPACT FEES - P&R	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL REFUNDS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		8,333.34	0.00	100.0	100,000.00	0.00	100.0
TOTAL FUND REVENUES		3,836.25	736.00	(80.8)	46,035.00	56,501.00	22.7
TOTAL FUND EXPENSES		8,333.34	0.00	100.0	100,000.00	0.00	100.0
FUND SURPLUS (DEFICIT)		(4,497.09)	736.00	(116.3)	(53,965.00)	56,501.00	(204.7)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: WATER IMPACT FEE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
25-480-481-1100	INTEREST ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0
25-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL INTEREST REVENUE		0.00	0.00	0.0	0.00	0.00	0.0
--- UNDEFINED CODE ---							
25-480-485-5100	Fire Explorer Donations	0.00	0.00	0.0	0.00	3,224.80	100.0

TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	3,224.80	100.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		0.00	0.00	0.0	0.00	3,224.80	100.0
--- UNDEFINED CODE ---							
EXPENSES							
--- UNDEFINED CODE ---							
25-567-530-3100	Fire Explorer Expenses	0.00	0.00	0.0	0.00	1,246.60	100.0

TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	1,246.60	100.0
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	1,246.60	100.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	3,224.80	100.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	1,246.60	100.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	1,978.20	100.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: SENIOR VAN REPLACEMENT FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

INTERGOVERNMENTAL REVENUES							
REVENUES							
COUNTY SENIOR VAN GRANT							
28-430-431-7200	COUNTY SENIOR VAN GRANT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL COUNTY SENIOR VAN GRANT		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: INTERGOVERNMENTAL REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
CHARGES FOR SERVICES							
REVENUES							
CULTURE, EDUCATION & RECREATN							
28-460-467-7300	SENIOR VAN FARES	250.00	192.00	(23.2)	3,000.00	2,493.65	(16.8)

TOTAL CULTURE, EDUCATION & RECREATN		250.00	192.00	(23.2)	3,000.00	2,493.65	(16.8)
TOTAL REVENUES: CHARGES FOR SERVICES		250.00	192.00	(23.2)	3,000.00	2,493.65	(16.8)
MISCELLANEOUS REVENUES							
REVENUES							
MISCELLANEOUS REVENUES							
28-480-481-1100	INVESTMENT INTEREST	12.50	0.00	100.0	150.00	176.19	17.4
28-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL MISCELLANEOUS REVENUES		12.50	0.00	100.0	150.00	176.19	17.4
TOTAL REVENUES: MISCELLANEOUS REVENUES		12.50	0.00	100.0	150.00	176.19	17.4
OTHER FINANCING USES							
EXPENSES							
TRANSFERS TO OTHER FUNDS							
28-590-592-4000	TRANSFER TO CAPITAL PROJ FUND	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS TO OTHER FUNDS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		262.50	192.00	(26.8)	3,150.00	2,669.84	(15.2)
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
FUND SURPLUS (DEFICIT)		262.50	192.00	(26.8)	3,150.00	2,669.84	(15.2)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: DEBT SERVICE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TAXES							
REVENUES							
TAXES							
30-410-411-1100	GENERAL PROPERTY TAXES	267,719.00	0.00	100.0	3,212,628.00	3,185,481.88	(0.8)
TOTAL TAXES		267,719.00	0.00	100.0	3,212,628.00	3,185,481.88	(0.8)
TOTAL REVENUES: TAXES		267,719.00	0.00	100.0	3,212,628.00	3,185,481.88	(0.8)
MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
30-480-481-1100	INTEREST ON INVESTMENTS	125.00	0.00	100.0	1,500.00	183.97	(87.7)
30-480-481-3000	WI RETIRE UNFUNDED LIABILITY	0.00	0.00	0.0	0.00	0.00	0.0
30-480-481-3500	BUILD AMERICA BONDS REBATE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL INTEREST REVENUE		125.00	0.00	100.0	1,500.00	183.97	(87.7)
TOTAL REVENUES: MISCELLANEOUS REVENUES		125.00	0.00	100.0	1,500.00	183.97	(87.7)
OTHER FINANCING SOURCES							
REVENUES							
PROCEEDS OF LONG-TERM DEBT							
30-490-491-1300	PREMIUM ON ISSUANCE	0.00	0.00	0.0	0.00	0.00	0.0
30-490-491-1400	PROCEEDS OF L/T DEBT	0.00	0.00	0.0	0.00	0.00	0.0
30-490-491-1500	PROCEEDS OF REFUNDING BONDS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL PROCEEDS OF LONG-TERM DEBT		0.00	0.00	0.0	0.00	0.00	0.0
TRANSFERS FROM OTHER FUNDS							
30-490-492-2100	TRANS - POLICE IMPACT FEES	1,000.00	0.00	100.0	12,000.00	0.00	100.0
30-490-492-2220	TRANS - FIRE IMPACT FEE	2,500.00	0.00	100.0	30,000.00	0.00	100.0
30-490-492-2250	TRANS - PARK IMPACT FEE	0.00	0.00	0.0	0.00	0.00	0.0
30-490-492-2300	TRANS - LIBRARY IMPACT FEES	1,500.00	0.00	100.0	18,000.00	0.00	100.0
30-490-492-2440	TRANSFER FROM T.I.F.#4 FUND	0.00	0.00	0.0	0.00	0.00	0.0
30-490-492-2460	TRANSFER FROM T.I.F.#6 FUND	27,330.25	0.00	100.0	327,963.00	0.00	100.0
30-490-492-2470	TRANSFER FROM T.I.F.#7 FUND	16,162.50	0.00	100.0	193,950.00	0.00	100.0
30-490-492-2480	TRANSFER FROM T.I.F. #8 FUND	59,484.42	0.00	100.0	713,813.00	142,531.25	(80.0)
30-490-492-2500	TRANSFER FROM CAP PROJECT FUND	0.00	0.00	0.0	0.00	0.00	0.0
30-490-492-6000	TRANSFER IN FROM SEWER UTILITY	16,423.42	0.00	100.0	197,081.00	0.00	100.0
TOTAL TRANSFERS FROM OTHER FUNDS		124,400.59	0.00	100.0	1,492,807.00	142,531.25	(90.4)
TOTAL REVENUES: OTHER FINANCING SOURCES		124,400.59	0.00	100.0	1,492,807.00	142,531.25	(90.4)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: DEBT SERVICE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
GENERAL GOVERNMENT EXPENSES							
30-518-530-9250	GEN GOV'T UNFUNDED LIABILITY	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL GENERAL EXPENSE		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: GENERAL GOVERNMENT		0.00	0.00	0.0	0.00	0.00	0.0
DEBT SERVICE EXPENSES							
30-580-282-6873	2019D GN OBL CRP PRPS SWR INT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	0.00	0.0
PRINCIPAL ON LONG-TERM DEBT							
30-580-581-6200	PAYMENT TO ESCROW/REFUNDING	0.00	0.00	0.0	0.00	0.00	0.0
30-580-581-6450	2009 G.O. REFUNDING - TIF #4	0.00	0.00	0.0	0.00	0.00	0.0
30-580-581-6451	2009 G.O. REFUNDING TIF #4 (2)	0.00	0.00	0.0	0.00	0.00	0.0
30-580-581-6452	2010 G.O. REFUND TID 4 PRIN	0.00	0.00	0.0	0.00	0.00	0.0
30-580-581-6453	2010 G.O. PROM NOTE CP PRIN	0.00	0.00	0.0	0.00	0.00	0.0
30-580-581-6454	2011 G.O. PROM NOTE GENERAL	20,833.34	0.00	100.0	250,000.00	250,000.00	0.0
30-580-581-6455	2012 G.O. PROM NOTE GENERAL	24,583.34	0.00	100.0	295,000.00	295,000.00	0.0
30-580-581-6456	2012 G.O. REFUNDING GENERAL	0.00	0.00	0.0	0.00	0.00	0.0
30-580-581-6457	2012 G.O. PROM RFNDNG TID #4	0.00	0.00	0.0	0.00	0.00	0.0
30-580-581-6458	2013 G.O. PROM NOTE CAPITAL	15,833.34	0.00	100.0	190,000.00	190,000.00	0.0
30-580-581-6459	2014 G.O. PROM NOTE CAPITAL	22,916.67	0.00	100.0	275,000.00	275,000.00	0.0
30-580-581-6460	2014 G.O. PROM NOTE REFUNDING	0.00	0.00	0.0	0.00	0.00	0.0
30-580-581-6461	2014 G.O. COMM DEV BOND TIF#6	12,500.00	0.00	100.0	150,000.00	150,000.00	0.0
30-580-581-6462	2015 G.O. PROM NOTE CAP PROJ	22,083.34	0.00	100.0	265,000.00	265,000.00	0.0
30-580-581-6463	2016 G.O. PROM NOTE	22,083.34	0.00	100.0	265,000.00	265,000.00	0.0
30-580-581-6464	2016 G.O. REFUNDING LIBRARY	20,000.00	0.00	100.0	240,000.00	240,000.00	0.0
30-580-581-6465	2016 G.O. REFUNDING TIF 4	0.00	0.00	0.0	0.00	0.00	0.0
30-580-581-6466	2017 G.O. PROM NOTE CAPITAL	23,333.34	0.00	100.0	280,000.00	280,000.00	0.0
30-580-581-6467	2018 G.O. COMM DEVL BND TIF#7	10,000.00	0.00	100.0	120,000.00	120,000.00	0.0
30-580-581-6468	2018 G.O. PROM NOTE CAPITAL	23,333.34	0.00	100.0	280,000.00	280,000.00	0.0
30-580-581-6469	2019a G.O. COMM DEVL BND TID8	8,333.34	0.00	100.0	100,000.00	100,000.00	0.0
30-580-581-6470	2019b TAXABLE COM DEVL BNDTID8	5,416.67	0.00	100.0	65,000.00	92,006.25	(41.5)
30-580-581-6471	2019c G.O. PROM NOTE CAP PROJ	31,250.00	0.00	100.0	375,000.00	375,000.00	0.0
30-580-581-6472	2019D GEN OBL CORP PURPS TID8	2,916.67	0.00	100.0	35,000.00	35,000.00	0.0
30-580-581-6473	2019D GN OBL CRP PRPS SWR	9,583.34	0.00	100.0	115,000.00	115,000.00	0.0
30-580-581-6474	2020a G.O. PROM NOTE GENERAL	28,333.34	0.00	100.0	340,000.00	0.00	100.0
30-580-581-6475	2021A G.O. PROM NOTE GEN	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL PRINCIPAL ON LONG-TERM DEBT		303,333.41	0.00	100.0	3,640,000.00	3,327,006.25	8.6

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: DEBT SERVICE FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
DEBT SERVICE EXPENSES							
INTEREST							
30-580-582-6846	2008 G.O. PROM CAP PROJ	0.00	0.00	0.0	0.00	0.00	0.0
30-580-582-6850	2009 G.O. REFUNDING TIF #4 INT	0.00	0.00	0.0	0.00	0.00	0.0
30-580-582-6851	2009 G.O. REFUNDING TIF 4 (2)	0.00	0.00	0.0	0.00	0.00	0.0
30-580-582-6852	2010 G.O. REFUND TID 4 INT	0.00	0.00	0.0	0.00	0.00	0.0
30-580-582-6853	2010 G.O. PROM NOTE CP PRN INT	0.00	0.00	0.0	0.00	0.00	0.0
30-580-582-6854	2011 G.O. PROM NOTE INTEREST	312.50	0.00	100.0	3,750.00	0.00	100.0
30-580-582-6855	2012 G.O. PROM NOTE GEN INT	597.75	0.00	100.0	7,173.00	0.00	100.0
30-580-582-6856	2012 G.O. PROM NOTE REFNDG GEN	0.00	0.00	0.0	0.00	0.00	0.0
30-580-582-6857	2012 G.O. PROM NOTE TID4 RFNDG	0.00	0.00	0.0	0.00	0.00	0.0
30-580-582-6858	2013 G.O. PROM NOTE INTEREST	576.67	0.00	100.0	6,920.00	0.00	100.0
30-580-582-6859	2014 G.O. PROM NOTE INT	1,927.09	0.00	100.0	23,125.00	119,000.00	(414.5)
30-580-582-6860	2014 G.O. PROM NOTE REFUNDING	0.00	0.00	0.0	0.00	0.00	0.0
30-580-582-6861	2014 G.O. COMM DEV BOND TIF#6	14,830.25	0.00	100.0	177,963.00	0.00	100.0
30-580-582-6862	2015 G.O. PROM NOTE INTEREST	1,995.84	0.00	100.0	23,950.00	0.00	100.0
30-580-582-6863	2016 G.O. PROM NOTE INT	2,429.17	0.00	100.0	29,150.00	0.00	100.0
30-580-582-6864	2016 G.O. REFUNDING LBRY INT	200.00	0.00	100.0	2,400.00	0.00	100.0
30-580-582-6865	2016 G.O. REFUNDING TIF 4	0.00	0.00	0.0	0.00	0.00	0.0
30-580-582-6866	2017 G.O. PROM NOTE CAP INT	3,488.34	0.00	100.0	41,860.00	0.00	100.0
30-580-582-6867	2018 G.O. COMM DELV BOND TIF#7	6,162.50	0.00	100.0	73,950.00	0.00	100.0
30-580-582-6868	2018 G.O. PROM NOTE CAPITAL	6,416.67	0.00	100.0	77,000.00	0.00	100.0
30-580-582-6869	2019a COM DVLP BND INT TID8	19,625.00	0.00	100.0	235,500.00	116,500.00	50.5
30-580-582-6870	2019b TXBLE COM DVLP INT TID 8	4,419.84	0.00	100.0	53,038.00	26,031.25	50.9
30-580-582-6871	2019C G.O. PRM NOTE INTEREST	8,345.84	0.00	100.0	100,150.00	0.00	100.0
30-580-582-6872	2019D GN OBL CRP PRPS TID8 INT	18,772.92	0.00	100.0	225,275.00	0.00	100.0
30-580-582-6873	2019D GN OBL CRP PRPS SWR INT	6,840.09	0.00	100.0	82,081.00	0.00	100.0
30-580-582-6874	2020a G.O. PROM NOTE GEN INT	9,195.84	0.00	100.0	110,350.00	0.00	100.0
30-580-582-6875	2021A G.O PROM NOTE GEN	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL INTEREST		106,136.31	0.00	100.0	1,273,635.00	261,531.25	79.4
FISCAL AGENT FEES							
30-580-583-4950	DEBT ISSUANCE COSTS	316.67	0.00	100.0	3,800.00	400.00	89.4
TOTAL FISCAL AGENT FEES		316.67	0.00	100.0	3,800.00	400.00	89.4
TOTAL EXPENSES: DEBT SERVICE		409,786.39	0.00	100.0	4,917,435.00	3,588,937.50	27.0
OTHER DEPARTMENT USES EXPENSES							
TRANSFER TO OTHER FUNDS							
30-590-592-4000	TRANSFER TO CAP PROJECTS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL TRANSFER TO OTHER FUNDS		0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: DEBT SERVICE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL EXPENSES: OTHER DEPARTMENT USES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		392,244.59	0.00	100.0	4,706,935.00	3,328,197.10	(29.2)
TOTAL FUND EXPENSES		409,786.39	0.00	100.0	4,917,435.00	3,588,937.50	27.0
FUND SURPLUS (DEFICIT)		(17,541.80)	0.00	100.0	(210,500.00)	(260,740.40)	23.8

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MISCELLANEOUS REVENUES							
REVENUES							
DONATIONS & CONTRIBUTIONS							
40-480-485-5520	CAPITAL DONATION	0.00	0.00	0.0	0.00	0.00	0.0
40-480-485-5540	SENIOR CENTER DONATION	0.00	0.00	0.0	0.00	0.00	0.0
40-480-485-5550	CAPITAL CAIC	416.67	0.00	100.0	5,000.00	0.00	100.0

TOTAL DONATIONS & CONTRIBUTIONS		416.67	0.00	100.0	5,000.00	0.00	100.0
OTHER REVENUE							
40-480-489-9900	MISCELLANEOUS REVENUE	0.00	0.00	0.0	0.00	(3,235,444.43)	100.0

TOTAL OTHER REVENUE		0.00	0.00	0.0	0.00	(3,235,444.43)	100.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		1,666.67	0.00	100.0	20,000.00	(3,228,917.80)	(6244.5)
OTHER FINANCING SOURCES							
REVENUES							
PROCEEDS FROM LONG TERM DEBT							
40-490-491-1200	GENERAL OBLIGATION BONDS	2,215,083.34	0.00	100.0	26,581,000.00	0.00	100.0
40-490-491-1300	PREMIUM ON ISSUANCE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL PROCEEDS FROM LONG TERM DEBT		2,215,083.34	0.00	100.0	26,581,000.00	0.00	100.0
TRANSFERS FROM OTHER FUNDS							
40-490-492-1000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.0	0.00	0.00	0.0
40-490-492-2100	TRANSF FROM POLICE IMPACT FEE	0.00	0.00	0.0	0.00	0.00	0.0
40-490-492-2200	TRANSFER FROM FIRE IMPACT FEE	0.00	0.00	0.0	0.00	0.00	0.0
40-490-492-2300	TRANSF FROM LIBRARY IMPACT FEE	0.00	0.00	0.0	0.00	0.00	0.0
40-490-492-2400	TRANSF FROM PARK IMPACT FEE	8,333.34	0.00	100.0	100,000.00	0.00	100.0
40-490-492-2800	TRANSFER IN FROM SNR VAN FUND	0.00	0.00	0.0	0.00	0.00	0.0
40-490-492-3000	TRANSFER IN FROM DEBT SERV	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS FROM OTHER FUNDS		8,333.34	0.00	100.0	100,000.00	0.00	100.0
TOTAL REVENUES: OTHER FINANCING SOURCES		2,223,416.68	0.00	100.0	26,681,000.00	0.00	100.0
VILLAGE BOARD - LEGISLATIVE							
EXPENSES							
CAPITAL OUTLAY							
40-511-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-511-570-8430	COMPUTER HARDWARE AND SOFTWARE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: VILLAGE BOARD - LEGISLATIVE		0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

ADMINISTRATOR							
EXPENSES							
CAPITAL OUTLAY							
40-512-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-512-570-8520	VEHICLES	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: ADMINISTRATOR		0.00	0.00	0.0	0.00	0.00	0.0
VILLAGE CLERK							
EXPENSES							
CAPITAL OUTLAY							
40-513-570-8400	VOTING BOOTHS AND EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-513-570-8410	FURNITURE	0.00	0.00	0.0	0.00	0.00	0.0
40-513-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-513-570-8440	COMPUTER SOFTWARE	0.00	0.00	0.0	0.00	0.00	0.0
40-513-570-8441	CODIFICATION	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: VILLAGE CLERK		0.00	0.00	0.0	0.00	0.00	0.0
TREASURER/ACCOUNTING							
EXPENSES							
CAPITAL OUTLAY							
40-514-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: TREASURER/ACCOUNTING		0.00	0.00	0.0	0.00	0.00	0.0
DATA PROCESSING							
EXPENSES							
CAPITAL OUTLAY							
40-517-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-517-570-8430	HARDWARE	0.00	0.00	0.0	0.00	0.00	0.0
40-517-570-8440	SOFTWARE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: DATA PROCESSING		0.00	0.00	0.0	0.00	0.00	0.0

GENERAL GOVERNMENT
EXPENSES

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
GENERAL GOVERNMENT EXPENSES							
CAPITAL OUTLAY							
40-518-570-8200	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	95,187.60	100.0
40-518-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-518-570-9900	DEBT ISSUANCE COSTS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	95,187.60	100.0
TOTAL EXPENSES: GENERAL GOVERNMENT		0.00	0.00	0.0	0.00	95,187.60	100.0
BUILDING & GROUNDS MAINTENANCE EXPENSES							
CAPITAL OUTLAY							
40-519-570-8200	MISC BUILDINGS AND GROUNDS	0.00	0.00	0.0	0.00	72,077.56	100.0
40-519-570-8210	VILLAGE HALL	0.00	0.00	0.0	0.00	0.00	0.0
40-519-570-8221	POLICE BUILDING	0.00	0.00	0.0	0.00	0.00	0.0
40-519-570-8222	FIRE STATION	0.00	0.00	0.0	0.00	0.00	0.0
40-519-570-8223	FIRE COMPANY BUILDING	0.00	0.00	0.0	0.00	0.00	0.0
40-519-570-8242	DPW OFFICES AND GARAGE	0.00	0.00	0.0	0.00	0.00	0.0
40-519-570-8246	RECYCLING CENTER	0.00	0.00	0.0	0.00	0.00	0.0
40-519-570-8251	LIBRARY BUILDING	5,000.00	0.00	100.0	60,000.00	76,880.00	(28.1)
40-519-570-8253	PARKS BUILDINGS	0.00	0.00	0.0	0.00	0.00	0.0
40-519-570-8254	SENIOR CENTER	0.00	0.00	0.0	0.00	0.00	0.0
40-519-570-8400	EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		5,000.00	0.00	100.0	60,000.00	148,957.56	(148.2)
TOTAL EXPENSES: BUILDING & GROUNDS MAINTENANCE		5,000.00	0.00	100.0	60,000.00	148,957.56	(148.2)
LAW ENFORCEMENT EXPENSES							
CAPITAL OUTLAY							
40-521-570-8210	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8310	LAND IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8410	FURNITURE	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8430	COMPUTER HARDWARE	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8440	COMPUTER SOFTWARE	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8450	VIDEO EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8455	OTHER EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8456	PROTECTIVE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8460	COMMUNICATION EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8470	RADAR EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-521-570-8510	VEHICLES	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LAW ENFORCEMENT		0.00	0.00	0.0	0.00	0.00	0.0
FIRE PROTECTION EXPENSES							
CAPITAL OUTLAY							
40-522-570-8210	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-522-570-8310	LAND IMPROVEMENTS	0.00	0.00	0.0	0.00	24,090.83	100.0
40-522-570-8410	FURNITURE	0.00	0.00	0.0	0.00	0.00	0.0
40-522-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-522-570-8430	STATE OF WISCONSIN ACT 102	0.00	0.00	0.0	0.00	0.00	0.0
40-522-570-8460	COMMUNICATION EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-522-570-8520	VEHICLES	25,000.00	0.00	100.0	300,000.00	276,623.50	7.7
40-522-570-8530	OTHER EQUIPMENT	16,666.67	0.00	100.0	200,000.00	173,240.83	13.3
40-522-570-8535	SURVIVE ALIVE EXPENDITURES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		41,666.67	0.00	100.0	500,000.00	473,955.16	5.2
TOTAL EXPENSES: FIRE PROTECTION		41,666.67	0.00	100.0	500,000.00	473,955.16	5.2
EMERGENCY GOVERNMENT EXPENSES							
CAPITAL OUTLAY							
40-523-570-8420	EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: EMERGENCY GOVERNMENT		0.00	0.00	0.0	0.00	0.00	0.0
DPW ADMIN & ENGINEERING EXPENSES							
CAPITAL OUTLAY							
40-541-570-8400	EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8410	OFFICE FURNITURE	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8430	COMPUTER HARDWARE	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8440	COMPUTER SOFTWARE	3,333.34	0.00	100.0	40,000.00	0.00	100.0
40-541-570-8450	GIS	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8460	RADIOS	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8470	ENGINEERING/SURVEY EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8880	PUBLIC WORKS CAMPUS DESIGN	1,950,000.00	10,399.85	99.4	23,400,000.00	108,631.10	99.5
40-541-570-8890	MAPPING	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8891	FREISTADT-MAPLE DSGN HISP GRNT	0.00	21,423.64	100.0	0.00	56,321.18	100.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
DPW ADMIN & ENGINEERING EXPENSES							
CAPITAL OUTLAY							
40-541-570-8892	STORMWATER RELAY	0.00	72.67	100.0	0.00	40,221.77	100.0
40-541-570-8901	SIDEWALK PROGRAM	833.34	0.00	100.0	10,000.00	0.00	100.0
40-541-570-8902	FLOODING MITIGATION PROJECTS	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8903	NR216 DNR PERMIT	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8905	INDUSTRIAL PARK STREET LIGHT	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8908	DONGES BAY RD	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8913	MS4 PROGRAM EVAL/IMPROVEMENTS	0.00	0.00	0.0	0.00	(9,950.00)	100.0
40-541-570-8920	Maple/Lann Rd HSIP	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8921	Century Lane ROW	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8922	Woodland Dr Area Drainage	0.00	0.00	0.0	0.00	0.00	0.0
40-541-570-8923	Consultant Design San/Wtm	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		1,954,166.68	31,896.16	98.3	23,450,000.00	195,224.05	99.1
TOTAL EXPENSES: DPW ADMIN & ENGINEERING		1,954,166.68	31,896.16	98.3	23,450,000.00	195,224.05	99.1

HIGHWAY DEPARTMENT
EXPENSES

CAPITAL OUTLAY							
40-542-570-8210	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-542-570-8211	SITE IMPROVEMENTS - FUEL ISLND	0.00	0.00	0.0	0.00	0.00	0.0
40-542-570-8310	LAND IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-542-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-542-570-8450	PUBLIC WORKS EQUIPMENT	11,666.67	0.00	100.0	140,000.00	116,710.00	16.6
40-542-570-8460	RADIOS	0.00	0.00	0.0	0.00	0.00	0.0
40-542-570-8520	TRUCKS	23,000.00	69,145.00	(200.6)	276,000.00	260,456.46	5.6
40-542-570-8530	OTHER PUBLIC WORKS MACHINERY	0.00	0.00	0.0	0.00	0.00	0.0
40-542-570-8810	ASPHALT PAVING	125,000.00	7,232.31	94.2	1,500,000.00	1,976,723.06	(31.7)
40-542-570-8815	SIDEWALK PROGRAM	0.00	0.00	0.0	0.00	0.00	0.0
40-542-570-8820	STORMWATER DRAINAGE	0.00	0.00	0.0	0.00	0.00	0.0
40-542-570-8830	BRIDGE REPLACEMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-542-570-8850	STREET IMPROVEMENTS	33,333.34	0.00	100.0	400,000.00	19,925.00	95.0
TOTAL CAPITAL OUTLAY		193,000.01	76,377.31	60.4	2,316,000.00	2,373,814.52	(2.5)
TOTAL EXPENSES: HIGHWAY DEPARTMENT		193,000.01	76,377.31	60.4	2,316,000.00	2,373,814.52	(2.5)

SOLID WASTE RECYCLING
EXPENSES

CAPITAL OUTLAY							
40-546-570-8100	SITE IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-546-570-8200	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
SOLID WASTE RECYCLING							
EXPENSES							
CAPITAL OUTLAY							
40-546-570-8400	EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: SOLID WASTE RECYCLING		0.00	0.00	0.0	0.00	0.00	0.0
LIBRARY							
EXPENSES							
CAPITAL OUTLAY							
40-551-570-8200	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8210	NEW BLDG FURNITURE/EQPT-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8310	LAND IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8410	FURNITURE	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8430	COMPUTER HARDWARE	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8435	AUTOMATION EQUIPMENT - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8440	COMPUTER SOFTWARE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY		0.00	0.00	0.0	0.00	0.00	0.0
RECREATION							
EXPENSES							
CAPITAL OUTLAY							
40-552-570-8210	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-552-570-8310	LAND IMPROVEMENTS	7,916.67	0.00	100.0	95,000.00	509,138.03	(435.9)
40-552-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-552-570-8450	OTHER EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-552-570-8520	VEHICLES	0.00	0.00	0.0	0.00	0.00	0.0
40-552-570-8530	OTHER MACHINERY AND EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		7,916.67	0.00	100.0	95,000.00	509,138.03	(435.9)
TOTAL EXPENSES: RECREATION		7,916.67	0.00	100.0	95,000.00	509,138.03	(435.9)
PARKS							
EXPENSES							
CAPITAL OUTLAY							
40-553-570-8190	DHEINSVILLE PARK CONTRIBUTION	0.00	0.00	0.0	0.00	0.00	0.0
40-553-570-8210	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-553-570-8310	OTHER IMPROVEMENTS	5,000.00	0.00	100.0	60,000.00	0.00	100.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
PARKS							
EXPENSES							
CAPITAL OUTLAY							
40-553-570-8450	EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-553-570-8460	RADIOS	0.00	0.00	0.0	0.00	0.00	0.0
40-553-570-8520	TRUCKS	3,750.00	0.00	100.0	45,000.00	0.00	100.0
40-553-570-8530	OTHER MACHINERY AND EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-553-570-8610	EAB RESPONSE PLAN	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		8,750.00	0.00	100.0	105,000.00	0.00	100.0
TOTAL EXPENSES: PARKS		8,750.00	0.00	100.0	105,000.00	0.00	100.0

SENIOR CENTER							
EXPENSES							
CAPITAL OUTLAY							
40-554-570-8200	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-554-570-8410	FURNITURE	0.00	0.00	0.0	0.00	0.00	0.0
40-554-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-554-570-8450	OTHER EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-554-570-8520	VEHICLES - SR CENTER	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: SENIOR CENTER		0.00	0.00	0.0	0.00	0.00	0.0

PLANNING AND ZONING							
EXPENSES							
CAPITAL OUTLAY							
40-563-570-8410	FURNITURE	0.00	0.00	0.0	0.00	0.00	0.0
40-563-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-563-570-8430	COMPUTER HARDWARE	0.00	0.00	0.0	0.00	0.00	0.0
40-563-570-8520	VEHICLES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: PLANNING AND ZONING		0.00	0.00	0.0	0.00	0.00	0.0

MUNICIPAL DEVELOPMENT							
EXPENSES							
CAPITAL OUTLAY							
40-567-570-8200	LAND IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-567-570-9900	SEWER CONNECTION CHRG - ASSET	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL EXPENSES: MUNICIPAL DEVELOPMENT		0.00	0.00	0.0	0.00	0.00	0.0
CAPITAL OUTLAY EXPENSES							
CAPITAL OUTLAY							
40-580-583-4950	DEBT ISSUANCE COSTS	8,333.34	0.00	100.0	100,000.00	475.00	99.5
TOTAL CAPITAL OUTLAY		8,333.34	0.00	100.0	100,000.00	475.00	99.5
TOTAL EXPENSES: CAPITAL OUTLAY		8,333.34	0.00	100.0	100,000.00	475.00	99.5
OTHER FINANCING USES EXPENSES							
TRANSFERS TO OTHER FUNDS							
40-590-592-1000	TRANSFER TO GENERAL FUND	0.00	0.00	0.0	0.00	(806.85)	100.0
40-590-592-3000	TRANSFER TO DEBT SERVICE	0.00	0.00	0.0	0.00	(3,235,444.43)	100.0
TOTAL TRANSFERS TO OTHER FUNDS		0.00	0.00	0.0	0.00	(3,236,251.28)	100.0
TOTAL EXPENSES: OTHER FINANCING USES		0.00	0.00	0.0	0.00	(3,236,251.28)	100.0
TOTAL FUND REVENUES		2,227,024.52	0.00	100.0	26,724,294.00	(3,228,917.80)	(112.0)
TOTAL FUND EXPENSES		2,218,833.37	108,273.47	95.1	26,626,000.00	560,500.64	97.8
FUND SURPLUS (DEFICIT)		8,191.15	(108,273.47)	(1421.8)	98,294.00	(3,789,418.44)	(3955.1)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: T.I.F.#6 CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

TAXES							
REVENUES							
TAXES							
46-410-411-1150	TAXES-T.I.F. #6 INCREMENT	48,388.25	0.00	100.0	580,659.00	561,709.59	(3.2)
46-410-411-3400	AGRICULTURAL USE VALUE PENALTY	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TAXES		48,388.25	0.00	100.0	580,659.00	561,709.59	(3.2)
TOTAL REVENUES: TAXES		48,388.25	0.00	100.0	580,659.00	561,709.59	(3.2)

INTERGOVERNMENTAL REVENUES

REVENUES							
INTERGOVERNMENTAL REVENUES							
46-430-431-4100	STATE AID - EXEMPT COMPUTER	0.00	0.00	0.0	0.00	0.00	0.0
46-430-431-4110	STATE AID - PERSONAL PROP AID	49.92	0.00	100.0	599.00	599.00	0.0

TOTAL INTERGOVERNMENTAL REVENUES		49.92	0.00	100.0	599.00	599.00	0.0
TOTAL REVENUES: INTERGOVERNMENTAL REVENUES		49.92	0.00	100.0	599.00	599.00	0.0

MISCELLANEOUS REVENUES

REVENUES							
INTEREST REVENUE							
46-480-481-1100	INTEREST ON INVESTMENTS	20.84	0.00	100.0	250.00	9.39	(96.2)

TOTAL INTEREST REVENUE		20.84	0.00	100.0	250.00	9.39	(96.2)
PROPERTY SALES							
46-480-483-3150	SOIL SALES	0.00	0.00	0.0	0.00	0.00	0.0
46-480-483-3155	CRUSHED AGGREGATE MATERIAL	0.00	0.00	0.0	0.00	0.00	0.0
46-480-483-3700	LAND SALES	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL PROPERTY SALES		0.00	0.00	0.0	0.00	0.00	0.0
OTHER REVENUE							
46-480-489-9800	MISCELLANEOUS REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
46-480-489-9900	TRANSFER IN	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OTHER REVENUE		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		20.84	0.00	100.0	250.00	9.39	(96.2)

OTHER FINANCING SOURCES

REVENUES
PROCEEDS OF LONG TERM DEBT

VILLAGE OF GERMANTOWN
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FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: T.I.F.#6 CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

OTHER FINANCING SOURCES							
REVENUES							
PROCEEDS OF LONG TERM DEBT							
46-490-491-1200	PROCEEDS FROM LONG TERM DEBT	0.00	0.00	0.0	0.00	0.00	0.0
46-490-491-1300	PREMIUM ON ISSUANCE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL PROCEEDS OF LONG TERM DEBT		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: OTHER FINANCING SOURCES		0.00	0.00	0.0	0.00	0.00	0.0
PROJECT ADMIN & GENERAL							
EXPENSES							
SALARIES & WAGES							
46-571-510-1100	SALARIES & WAGES	359.25	111.93	68.8	4,311.00	2,683.56	37.7

TOTAL SALARIES & WAGES		359.25	111.93	68.8	4,311.00	2,683.56	37.7
FRINGE BENEFITS							
46-571-520-2100	SOCIAL SECURITY	27.50	8.27	69.9	330.00	154.38	53.2
46-571-520-2200	STATE RETIREMENT	24.25	7.55	68.8	291.00	132.55	54.4
46-571-520-2300	HEALTH INSURANCE	33.92	0.00	100.0	407.00	305.28	24.9
46-571-520-2400	DENTAL INSURANCE	1.67	0.00	100.0	20.00	11.69	41.5
46-571-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL FRINGE BENEFITS		87.34	15.82	81.8	1,048.00	603.90	42.3
OPERATING SUPPLIES & EXPENSES							
46-571-530-3100	GENERAL EXPENSES	12.50	0.00	100.0	150.00	0.00	100.0
46-571-530-3900	LAND SALE EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
46-571-530-4100	CONTRACTED SERVICES - LEGAL	8.34	0.00	100.0	100.00	60.00	40.0
46-571-530-4200	CONTRACTED SERVICES - AUDITING	125.00	0.00	100.0	1,500.00	0.00	100.0
46-571-530-4300	CONTRACTED SERVICES-ENGINEERNG	0.00	0.00	0.0	0.00	0.00	0.0
46-571-530-4400	CONTRACTED SERVICES-PLANNING	0.00	0.00	0.0	0.00	0.00	0.0
46-571-530-4900	CONTRACTED SERVICES-OTHER	0.00	0.00	0.0	0.00	0.00	0.0
46-571-530-4950	BOND ISSUANCE COSTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OPERATING SUPPLIES & EXPENSES		145.84	0.00	100.0	1,750.00	60.00	96.5
TOTAL EXPENSES: PROJECT ADMIN & GENERAL		592.43	127.75	78.4	7,109.00	3,347.46	52.9
LAND ACQUISITION							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
46-572-530-4100	LEGAL SERVICES	0.00	0.00	0.0	0.00	0.00	0.0
46-572-530-4200	LAND BANK/DRAW DOWN	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: T.I.F.#6 CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LAND ACQUISITION							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
46-572-530-8100	LAND PURCHASE EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES							
TOTAL EXPENSES: LAND ACQUISITION		0.00	0.00	0.0	0.00	0.00	0.0
SITE GRADING							
EXPENSES							
SALARIES & WAGES							
46-573-510-1100	SALARIES & WAGES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES							
TOTAL SALARIES & WAGES		0.00	0.00	0.0	0.00	0.00	0.0
FRINGE BENEFITS							
46-573-520-2100	SOCIAL SECURITY	0.00	0.00	0.0	0.00	0.00	0.0
46-573-520-2200	STATE RETIREMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS							
TOTAL FRINGE BENEFITS		0.00	0.00	0.0	0.00	0.00	0.0
OPERATING SUPPLIES & EXPENSES							
46-573-530-3100	GENERAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
46-573-530-4300	CONTRACTED SERVICES-ENGINEERNG	0.00	0.00	0.0	0.00	0.00	0.0
46-573-530-4500	CONTRACTED SERVICES-CONSTRUCTN	0.00	0.00	0.0	0.00	0.00	0.0
46-573-530-4900	CONTRACTED SERVICES-OTHER	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES							
TOTAL EXPENSES: SITE GRADING		0.00	0.00	0.0	0.00	0.00	0.0
STREET IMPROVEMENTS							
EXPENSES							
SALARIES & WAGES							
46-574-510-1100	SALARIES & WAGES	0.00	52.27	100.0	0.00	1,045.58	100.0
TOTAL SALARIES & WAGES							
TOTAL SALARIES & WAGES		0.00	52.27	100.0	0.00	1,045.58	100.0
FRINGE BENEFITS							
46-574-520-2100	SOCIAL SECURITY	0.00	3.84	100.0	0.00	75.53	100.0
46-574-520-2200	STATE RETIREMENT	0.00	3.56	100.0	0.00	70.64	100.0
TOTAL FRINGE BENEFITS							
TOTAL FRINGE BENEFITS		0.00	7.40	100.0	0.00	146.17	100.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: T.I.F.#6 CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
STREET IMPROVEMENTS							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
46-574-530-3100	GENERAL EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
46-574-530-4300	CONTRACTED SERVICES-ENGINEERNG	0.00	0.00	0.0	0.00	0.00	0.0
46-574-530-4500	CONTRACTED SERVICES-CONSTRUCTN	0.00	0.00	0.0	0.00	0.00	0.0
46-574-530-4900	CONTRACTED SERVICES-OTHER	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: STREET IMPROVEMENTS		0.00	59.67	100.0	0.00	1,191.75	100.0
STORM DRAINAGE FACILITIES							
EXPENSES							
SALARIES & WAGES							
46-575-510-1100	SALARIES & WAGES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		0.00	0.00	0.0	0.00	0.00	0.0
FRINGES BENEFITS							
46-575-520-2100	SOCIAL SECURITY	0.00	0.00	0.0	0.00	0.00	0.0
46-575-520-2200	STATE RETIREMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGES BENEFITS		0.00	0.00	0.0	0.00	0.00	0.0
OPERATING SUPPLIES & EXPENSES							
46-575-530-3100	GENERAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
46-575-530-4300	CONTRACTED SERVICES-ENGINEERNG	0.00	0.00	0.0	0.00	0.00	0.0
46-575-530-4500	CONTRACTED SERVICES-CONSTRUCTN	0.00	0.00	0.0	0.00	0.00	0.0
46-575-530-4900	CONTRACTED SERVICES-OTHER	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: STORM DRAINAGE FACILITIES		0.00	0.00	0.0	0.00	0.00	0.0
WATER MAINS & IMPROVEMENTS							
EXPENSES							
SALARIES & WAGES							
46-576-510-1100	SALARIES & WAGES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		0.00	0.00	0.0	0.00	0.00	0.0
FRINGE BENEFITS							
46-576-520-2100	SOCIAL SECURITY	0.00	0.00	0.0	0.00	0.00	0.0
46-576-520-2200	STATE RETIREMENT	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: T.I.F.#6 CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL FRINGE BENEFITS		0.00	0.00	0.0	0.00	0.00	0.0
OPERATING SUPPLIES & EXPENSES							
46-576-530-3100	GENERAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
46-576-530-4300	CONTRACTED SERVICES-ENGINEERNG	0.00	0.00	0.0	0.00	0.00	0.0
46-576-530-4500	CONTRACTED SERVICES-CONSTRUCTN	0.00	0.00	0.0	0.00	0.00	0.0
46-576-530-4900	CONTRACTED SERVICES-OTHER	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: WATER MAINS & IMPROVEMENTS		0.00	0.00	0.0	0.00	0.00	0.0
WATER IMPROVEMENTS - OTHER EXPENSES							
OPERATING SUPPLIES & EXPENSES							
46-577-530-8700	WATER UTILITY CONSTRUCTN COSTS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: WATER IMPROVEMENTS - OTHER		0.00	0.00	0.0	0.00	0.00	0.0
SANITARY SEWER MAINS & IMPROVEMENTS EXPENSES							
SALARIES & WAGES							
46-578-510-1100	SALARIES & WAGES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		0.00	0.00	0.0	0.00	0.00	0.0
FRINGE BENEFITS							
46-578-520-2100	SOCIAL SECURITY	0.00	0.00	0.0	0.00	0.00	0.0
46-578-520-2200	STATE RETIREMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		0.00	0.00	0.0	0.00	0.00	0.0
OPERATING SUPPLIES & EXPENSES							
46-578-530-3100	GENERAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
46-578-530-4300	CONTRACTED SERVICES-ENGINEERNG	0.00	0.00	0.0	0.00	0.00	0.0
46-578-530-4500	CONTRACTED SERVICES-CONSTRUCTN	0.00	0.00	0.0	0.00	0.00	0.0
46-578-530-4900	CONTRACTED SERVICES-OTHER	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: SANITARY SEWER MAINS & IMPROVEMENTS		0.00	0.00	0.0	0.00	0.00	0.0

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VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

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FUND: T.I.F.#6 CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

OTHER FINANCING USES							
EXPENSES							
FISCAL AGENT FEES							
46-590-591-6200	PAYMENT TO ESCOW AGENT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL FISCAL AGENT FEES		0.00	0.00	0.0	0.00	0.00	0.0
TRANSFERS TO OTHER FUNDS							
46-590-592-9310	XFER TO DEBT SERVICE-PRINCIPAL	12,500.00	0.00	100.0	150,000.00	0.00	100.0
46-590-592-9320	XFER TO DEBT SERVICE-INTEREST	14,830.25	0.00	100.0	177,963.00	0.00	100.0
46-590-592-9330	XFER TO DEBT SERVICE-FEES	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS TO OTHER FUNDS		27,330.25	0.00	100.0	327,963.00	0.00	100.0
INCENTIVE REBATES							
46-590-593-9340	INCENTIVE REBATES	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL INCENTIVE REBATES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		27,330.25	0.00	100.0	327,963.00	0.00	100.0
TOTAL FUND REVENUES		48,459.01	0.00	100.0	581,508.00	562,317.98	(3.3)
TOTAL FUND EXPENSES		27,922.68	187.42	99.3	335,072.00	4,539.21	98.6
FUND SURPLUS (DEFICIT)		20,536.33	(187.42)	(100.9)	246,436.00	557,778.77	126.3

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: T.I.F. #7 CAPITAL PROJECT FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

TAXES							
REVENUES							
TAXES							
47-410-411-1150	TAXES - T.I.F. #7 INCREMENT	7,255.84	0.00	100.0	87,070.00	83,316.29	(4.3)
47-410-411-3400	AGRICULTURAL USE VALUE PENALTY	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TAXES		7,255.84	0.00	100.0	87,070.00	83,316.29	(4.3)
TOTAL REVENUES: TAXES		7,255.84	0.00	100.0	87,070.00	83,316.29	(4.3)
MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
47-480-481-1100	INTEREST ON INVESTMENTS	10.00	0.00	100.0	120.00	26.86	(77.6)

TOTAL INTEREST REVENUE		10.00	0.00	100.0	120.00	26.86	(77.6)
OTHER REVENUE							
47-480-489-9800	MISCELLANEOUS REVENUE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OTHER REVENUE		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		10.00	0.00	100.0	120.00	26.86	(77.6)
OTHER FINANCING SOURCES							
REVENUES							
PROCEEDS OF LONG TERM DEBT							
47-490-491-1200	GENERAL OBLIGATION NOTES	0.00	0.00	0.0	0.00	0.00	0.0
47-490-491-1300	PREMIUM ON ISSUANCE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL PROCEEDS OF LONG TERM DEBT		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: OTHER FINANCING SOURCES		0.00	0.00	0.0	0.00	0.00	0.0
PROJECT ADMIN & GENERAL EXP							
EXPENSES							
SALARIES & WAGES							
47-571-510-1100	SALARIES & WAGES	1,758.25	638.53	63.6	21,099.00	13,216.26	37.3

TOTAL SALARIES & WAGES		1,758.25	638.53	63.6	21,099.00	13,216.26	37.3
FRINGE BENEFITS							
47-571-520-2100	SOCIAL SECURITY	134.50	47.04	65.0	1,614.00	879.72	45.4
47-571-520-2200	STATE RETIREMENT	118.67	43.09	63.6	1,424.00	794.99	44.1
47-571-520-2300	HEALTH INSURANCE	229.25	0.00	100.0	2,751.00	458.50	83.3

OPERATING SUPPLIES & EXPENSES	2019	2018
Advertising	1,000	1,000
Depreciation	1,000	1,000
Insurance	1,000	1,000
Interest	1,000	1,000
Legal	1,000	1,000
Office	1,000	1,000
Repairs	1,000	1,000
Travel	1,000	1,000
Utilities	1,000	1,000
Wages	1,000	1,000
Other	1,000	1,000
Total	10,000	10,000

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: T.I.F. #7 CAPITAL PROJECT FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

SANITARY SEWER MAINS & IMPRV							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
47-578-530-3100	GENERAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
47-578-530-4300	CONTRACTED SERVICES-ENGINEERIN	0.00	0.00	0.0	0.00	0.00	0.0
47-578-530-4500	CONTRACTED SERV-CONSTRUCTION	0.00	0.00	0.0	0.00	0.00	0.0
47-578-530-4900	CONTRACTED SERV-OTHER	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OPERATING SUPPLIES & EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: SANITARY SEWER MAINS & IMPRV		0.00	0.00	0.0	0.00	0.00	0.0
OTHER FINANCING USES							
EXPENSES							
FISCAL AGENT FEES							
47-590-591-6200	PAYMENT TO ESCROW AGENT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL FISCAL AGENT FEES		0.00	0.00	0.0	0.00	0.00	0.0
TRANSFERS TO OTHER FUNDS							
47-590-592-9310	TRANSFER TO DEBT SERV-PRIN	10,000.00	0.00	100.0	120,000.00	0.00	100.0
47-590-592-9320	TRANSFER TO DEBT SERV-INTEREST	6,162.50	0.00	100.0	73,950.00	0.00	100.0
47-590-592-9330	TRANSFER TO DEBT SERV- FEES	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS TO OTHER FUNDS		16,162.50	0.00	100.0	193,950.00	0.00	100.0
INCENTIVE REBATES							
47-590-593-9340	INCENTIVE REBATE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL INCENTIVE REBATES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		16,162.50	0.00	100.0	193,950.00	0.00	100.0
TOTAL FUND REVENUES		7,265.84	0.00	100.0	87,190.00	83,343.15	(4.4)
TOTAL FUND EXPENSES		18,602.10	2,797.79	84.9	223,225.00	27,022.54	87.8
FUND SURPLUS (DEFICIT)		(11,336.26)	(2,797.79)	(75.3)	(136,035.00)	56,320.61	(141.4)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: T.I.F. #8 CAPITAL PROJECT FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

TAXES							
REVENUES							
TAXES							
48-410-411-1150	TAXES - T.I.F. #8 INCREMENT	112,782.84	0.00	100.0	1,353,394.00	1,260,379.74	(6.8)
48-410-411-3400	AGRICULTURAL USE VALUE PNEALTY	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TAXES		112,782.84	0.00	100.0	1,353,394.00	1,260,379.74	(6.8)
TOTAL REVENUES: TAXES		112,782.84	0.00	100.0	1,353,394.00	1,260,379.74	(6.8)
INTERGOVERNMENTAL REVENUES							
REVENUES							
INTERGOVERNMENTAL REVENUES							
48-430-431-4100	STATE AID - PERSONAL PROPERTY	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL INTERGOVERNMENTAL REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: INTERGOVERNMENTAL REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
48-480-481-1100	INTEREST ON INVESTMENTS	583.34	0.00	100.0	7,000.00	2,737.47	(60.8)

TOTAL INTEREST REVENUE		583.34	0.00	100.0	7,000.00	2,737.47	(60.8)
PROPERTY SALES							
48-480-483-3150	SOIL SALES	0.00	0.00	0.0	0.00	0.00	0.0
48-480-483-3155	CRUSHED AGGREGATE MATERIAL	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL PROPERTY SALES		0.00	0.00	0.0	0.00	0.00	0.0
MISCELLANEOUS REVENUES							
48-480-489-9800	MISCELLANEOUS REVENUES	833.34	0.00	100.0	10,000.00	0.00	100.0
48-480-489-9900	TRANSFER IN	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL MISCELLANEOUS REVENUES		833.34	0.00	100.0	10,000.00	0.00	100.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		1,416.68	0.00	100.0	17,000.00	2,737.47	(83.9)
OTHER FINANCING SOURCES							
REVENUES							
PROCEEDS OF LONG TERM DEBT							
48-490-491-1200	GENERAL OBLIGATION NOTE/BONDS	150,000.00	0.00	100.0	1,800,000.00	0.00	100.0
48-490-491-1300	PREMIUM ON ISSUANCE	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: T.I.F. #8 CAPITAL PROJECT FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL PROCEEDS OF LONG TERM DEBT		150,000.00	0.00	100.0	1,800,000.00	0.00	100.0
TOTAL REVENUES: OTHER FINANCING SOURCES		150,000.00	0.00	100.0	1,800,000.00	0.00	100.0
PROJECT ADMIN & GENERAL EXP							
EXPENSES							
SALARIES & WAGES							
48-571-510-1100	SALARIES & WAGES	3,627.59	1,584.72	56.3	43,531.00	34,020.46	21.8
TOTAL SALARIES & WAGES		3,627.59	1,584.72	56.3	43,531.00	34,020.46	21.8
FRINGE BENEFITS							
48-571-520-2100	SOCIAL SECURITY	277.50	117.94	57.5	3,330.00	2,344.85	29.5
48-571-520-2200	STATE RETIREMENT	244.84	106.89	56.3	2,938.00	2,088.16	28.9
48-571-520-2300	HEALTH INSURANCE	477.25	0.00	100.0	5,727.00	4,295.25	25.0
48-571-520-2400	DENTAL INSURANCE	25.17	0.00	100.0	302.00	176.19	41.6
48-571-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		1,024.76	224.83	78.0	12,297.00	8,904.45	27.5
OPERATING SUPPLIES & EXPENSE							
48-571-530-3100	GENERAL EXPENSES	8.34	0.00	100.0	100.00	400.00	(300.0)
48-571-530-4100	CONTRACTED SERVICES - LEGAL	41.67	0.00	100.0	500.00	1,426.00	(185.2)
48-571-530-4200	CONTRACTED SERVICES - AUDITING	208.34	0.00	100.0	2,500.00	0.00	100.0
48-571-530-4300	CONTRACTED SERV - ENGINEERING	0.00	0.00	0.0	0.00	59,025.72	100.0
48-571-530-4400	CONTRACTED SERVICES - PLANNING	0.00	0.00	0.0	0.00	0.00	0.0
48-571-530-4900	LAND PURCHASE	0.00	0.00	0.0	0.00	0.00	0.0
48-571-530-4950	BOND ISSUANCE COSTS	5,416.67	0.00	100.0	65,000.00	0.00	100.0
TOTAL OPERATING SUPPLIES & EXPENSE		5,675.02	0.00	100.0	68,100.00	60,851.72	10.6
TOTAL EXPENSES: PROJECT ADMIN & GENERAL EXP		10,327.37	1,809.55	82.4	123,928.00	103,776.63	16.2
SITE GRADING & PREPARATION							
EXPENSES							
OPERATING SUPPLIES & EXPENSE							
48-573-530-3100	GENERAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
48-573-530-4300	CONTRACTED SERV - ENGINEERING	0.00	13,660.25	100.0	0.00	55,585.50	100.0
48-573-530-4500	CONTRACTED SERV - CONSTRUCTION	0.00	0.00	0.0	0.00	0.00	0.0
48-573-530-4900	CONTRACTED SERVICES - OTHER	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSE		0.00	13,660.25	100.0	0.00	55,585.50	100.0
TOTAL EXPENSES: SITE GRADING & PREPARATION		0.00	13,660.25	100.0	0.00	55,585.50	100.0

FUND: T.I.F. #8 CAPITAL PROJECT FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
STREET IMPROVEMENTS							
EXPENSES							
OPERATING SUPPLIES & EXPENSE							
48-574-530-3100	GENERAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
48-574-530-4300	CONTRACTED SERV - ENGINEERING	0.00	0.00	0.0	0.00	0.00	0.0
48-574-530-4500	CONTRACTED SERV - CONSTRUCTION	83,333.34	0.00	100.0	1,000,000.00	0.00	100.0
48-574-530-4900	CONTRACTED SERVICES - OTHER	0.00	2,069.12	100.0	0.00	2,213.12	100.0
TOTAL OPERATING SUPPLIES & EXPENSE		83,333.34	2,069.12	97.5	1,000,000.00	2,213.12	99.7
TOTAL EXPENSES: STREET IMPROVEMENTS		83,333.34	2,069.12	97.5	1,000,000.00	2,213.12	99.7

WATER MAINS & IMPROVEMENTS EXPENSES							
OPERATING SUPPLIES & EXPENSE							
48-576-530-3100	GENERAL EXPENSES	0.00	0.00	0.0	0.00	118.39	100.0
48-576-530-4300	CONTRACTED SERV - ENGINEERING	3,333.34	0.00	100.0	40,000.00	274,633.45	(586.5)
48-576-530-4500	CONTRACTED SERV - CONSTRUCTION	66,666.67	59,761.00	10.3	800,000.00	1,434,169.37	(79.2)
48-576-530-4600	CONTRACT SERV-WELL #12 TID #8	0.00	1,362.95	100.0	0.00	407,246.89	100.0
48-576-530-4900	CONTRACTED SERVICES - OTHER	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSE		70,000.01	61,123.95	12.6	840,000.00	2,116,168.10	(151.9)
TOTAL EXPENSES: WATER MAINS & IMPROVEMENTS		70,000.01	61,123.95	12.6	840,000.00	2,116,168.10	(151.9)

SANITARY SEWER MAINS & IMPRV EXPENSES							
OPERATING SUPPLIES & EXPENSE							
48-578-530-3100	GENERAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
48-578-530-4300	CONTRACTED SERV - ENGINEERING	2,500.00	18,831.60	(653.2)	30,000.00	40,361.21	(34.5)
48-578-530-4500	CONTRACTED SERV - CONSTRUCTION	50,000.00	116,854.44	(133.7)	600,000.00	1,733,082.95	(188.8)
48-578-530-4900	CONTRACTED SERVICES - OTHER	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSE		52,500.00	135,686.04	(158.4)	630,000.00	1,773,444.16	(181.5)
TOTAL EXPENSES: SANITARY SEWER MAINS & IMPRV		52,500.00	135,686.04	(158.4)	630,000.00	1,773,444.16	(181.5)

OTHER FINANCING USES							
EXPENSES							
FISCAL AGENT FEES							
48-590-591-6200	PAYMENT TO ESCROW AGENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FISCAL AGENT FEES		0.00	0.00	0.0	0.00	0.00	0.0

TRANSFERS TO OTHER FUNDS

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VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
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FUND: T.I.F. #8 CAPITAL PROJECT FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

OTHER FINANCING USES							
EXPENSES							
TRANSFERS TO OTHER FUNDS							
48-590-592-9310	TRANSFER TO DEBT SERV - PRIN	16,666.67	0.00	100.0	200,000.00	0.00	100.0
48-590-592-9320	TRANSFER TO DEBT SERVICE - INT	42,817.75	0.00	100.0	513,813.00	142,531.25	72.2
48-590-592-9330	TRANSFER TO DEBT SERV - FEES	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS TO OTHER FUNDS		59,484.42	0.00	100.0	713,813.00	142,531.25	80.0
INCENTIVE REBATES							
48-590-593-9340	INCENTIVE REBATES	8,773.09	0.00	100.0	105,277.00	105,277.46	0.0

TOTAL INCENTIVE REBATES		8,773.09	0.00	100.0	105,277.00	105,277.46	0.0
TOTAL EXPENSES: OTHER FINANCING USES		68,257.51	0.00	100.0	819,090.00	247,808.71	69.7
TOTAL FUND REVENUES		264,199.52	0.00	100.0	3,170,394.00	1,263,117.21	(60.1)
TOTAL FUND EXPENSES		284,418.23	214,348.91	24.6	3,413,018.00	4,298,996.22	(25.9)
FUND SURPLUS (DEFICIT)		(20,218.71)	(214,348.91)	960.1	(242,624.00)	(3,035,879.01)	1151.2

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VILLAGE OF GERMANTOWN
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FUND: CAPITAL RESERVE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MISCELLANEOUS REVENUE							
REVENUES							
INTEREST ON INVESTMENTS							
49-480-481-1100	INTEREST ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL INTEREST ON INVESTMENTS		0.00	0.00	0.0	0.00	0.00	0.0
--- UNDEFINED CODE ---							
49-480-489-9800	OTHER REVENUE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: MISCELLANEOUS REVENUE		0.00	0.00	0.0	0.00	0.00	0.0
--- UNDEFINED CODE ---							
REVENUES							
--- UNDEFINED CODE ---							
49-490-492-1000	TRANSFERS IN	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	0.00	0.0
OTHER FINANCING USES							
EXPENSES							
TRANSFER TO OTHER FUNDS							
49-590-592-4000	TRANSFER TO CAPITAL PROJECTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFER TO OTHER FUNDS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: WATER UTILITY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

LICENSE, PERMITS & FEES							
REVENUES							
OTHER REGULATORY PERMITS & FEE							
50-440-449-1000	PUBLIC SITE FEES-WATER IMPACT	2,916.67	832.00	(71.4)	35,000.00	53,248.00	52.1

TOTAL OTHER REGULATORY PERMITS & FEE		2,916.67	832.00	(71.4)	35,000.00	53,248.00	52.1
TOTAL REVENUES: LICENSE, PERMITS & FEES		2,916.67	832.00	(71.4)	35,000.00	53,248.00	52.1
PUBLIC CHARGES FOR SERVICES							
REVENUES							
SALES OF WATER							
50-460-471-4600	UNMETERED SALES-GENERAL CUST	0.00	0.00	0.0	0.00	0.00	0.0
50-460-471-4610	METERED SALES-RESIDENTIAL CUST	72,916.67	0.00	100.0	875,000.00	616,850.18	(29.5)
50-460-471-4611	METERED SALES-COMMERCIAL CUST	27,166.67	0.00	100.0	326,000.00	237,447.66	(27.1)
50-460-471-4612	METERED SALES-INDUSTRIAL CUST	21,666.67	0.00	100.0	260,000.00	360,042.18	38.4
50-460-471-4613	METERED SALES-PUBLIC SCHOOLS	1,250.00	0.00	100.0	15,000.00	10,120.86	(32.5)
50-460-471-4615	METERED SALES-MULTIFAMILY RES	11,666.67	0.00	100.0	140,000.00	109,665.60	(21.6)
50-460-471-4620	PRIVATE FIRE PROTECTION	14,333.34	0.00	100.0	172,000.00	133,110.75	(22.6)
50-460-471-4630	PUBLIC FIRE PROTECTION	44,785.75	0.00	100.0	537,429.00	0.00	100.0
50-460-471-4670	SALES TO VILLAGE DEPARTMENTS	333.34	0.00	100.0	4,000.00	2,177.85	(45.5)

TOTAL SALES OF WATER		194,119.11	0.00	100.0	2,329,429.00	1,469,415.08	(36.9)
OTHER OPERATING REVENUES							
50-460-477-4700	FORFEITED DISCOUNTS	1,041.67	0.00	100.0	12,500.00	0.00	100.0
50-460-477-4710	MISC SERVICE REV	166.67	0.00	100.0	2,000.00	0.00	100.0
50-460-477-4740	OTHER WATER REV W/JOINT METER	166.67	0.00	100.0	2,000.00	11,141.72	457.0
50-460-477-4750	WATER CONNECTION FEE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OTHER OPERATING REVENUES		1,375.01	0.00	100.0	16,500.00	11,141.72	(32.4)
TOTAL REVENUES: PUBLIC CHARGES FOR SERVICES		195,494.12	0.00	100.0	2,345,929.00	1,480,556.80	(36.8)
MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
50-480-481-4180	INTEREST CHRGD TO CONSTRUCTION	0.00	0.00	0.0	0.00	0.00	0.0
50-480-481-4190	INT INCOME-TEMPORARY INVEST	2,500.00	0.00	100.0	30,000.00	1,338.58	(95.5)
50-480-481-4192	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0
50-480-481-4199	INTEREST ON ASSESSMENTS	0.00	0.00	0.0	0.00	0.00	0.0
50-480-481-4290	INTEREST INCOME-WATER IMPACT	416.67	0.00	100.0	5,000.00	0.00	100.0

TOTAL INTEREST REVENUE		2,916.67	0.00	100.0	35,000.00	1,338.58	(96.1)

VILLAGE OF GERMANTOWN
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FUND: WATER UTILITY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MISCELLANEOUS REVENUES							
REVENUES							
OTHER REVENUE							
50-480-489-4210	OTHER NON-OPERATING INCOME	316.67	0.00	100.0	3,800.00	501.60	(86.8)
50-480-489-4220	TOWER LEASE	2,333.34	2,479.27	6.2	28,000.00	29,203.84	4.3
50-480-489-4230	INSURANCE RECOVERY	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OTHER REVENUE		2,650.01	2,479.27	(6.4)	31,800.00	29,705.44	(6.5)
CONTRIBUTIONS AID CONSTRUCTION							
50-480-490-4210	CONTRIBUTION IN AID OF CONSTRU	2,387.84	0.00	100.0	28,654.00	72,589.88	153.3
50-480-490-4211	CAPITAL CONTRIBUTIONS - MUNI	0.00	0.00	0.0	0.00	0.00	0.0
50-480-490-4212	CAPITAL GRANT - ARRA	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CONTRIBUTIONS AID CONSTRUCTION		2,387.84	0.00	100.0	28,654.00	72,589.88	153.3
Transfers In							
50-480-492-4000	TRANSFERS IN	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Transfers In		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		7,954.52	2,479.27	(68.8)	95,454.00	103,633.90	8.5

OTHER FINANCING USES
EXPENSES

TRANSFERS AND REFUNDS							
50-590-592-1000	MISCELLANEOUS EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
50-590-592-5000	TRANSFERS OUT	0.00	0.00	0.0	0.00	0.00	0.0
50-590-592-5001	TRANSFER TO GENERAL FUND	0.00	0.00	0.0	0.00	0.00	0.0
50-590-592-5100	REFUND OF IMPACT FEES	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL TRANSFERS AND REFUNDS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		0.00	0.00	0.0	0.00	0.00	0.0

SOURCE OF SUPPLY-OPERATION
EXPENSES

SALARIES & WAGES							
50-711-510-6000	OPERATION SUPERVISION AND ENG	0.00	0.00	0.0	0.00	0.00	0.0
50-711-510-6010	OPERATION LABOR	0.00	0.00	0.0	0.00	0.00	0.0
50-711-510-6030	OPERATION - AUTHORIZED TIMEOFF	3,916.67	0.00	100.0	47,000.00	14,277.14	69.6

TOTAL SALARIES & WAGES		3,916.67	0.00	100.0	47,000.00	14,277.14	69.6

FRINGE BENEFITS

VILLAGE OF GERMANTOWN
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 FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: WATER UTILITY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
SOURCE OF SUPPLY-OPERATION							
EXPENSES							
FRINGE BENEFITS							
50-711-520-2100	SOCIAL SECURITY	299.67	0.00	100.0	3,596.00	1,027.26	71.4
50-711-520-2200	STATE RETIREMENT	264.42	0.00	100.0	3,173.00	963.60	69.6
50-711-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-711-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-711-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		564.09	0.00	100.0	6,769.00	1,990.86	70.5
OPERATING SUPPLIES & EXPENSES							
50-711-530-6000	OPERATION SUPPLIES - SUP & ENG	0.00	0.00	0.0	0.00	0.00	0.0
50-711-530-6010	OPERATION SUPPLIES EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
50-711-530-6020	OP SUPPLIES - PURCHASED WATER	0.00	0.00	0.0	0.00	0.00	0.0
50-711-530-6030	OP SUPPLIES - MISC EXPENSE	1,041.67	100.55	90.3	12,500.00	7,758.38	37.9
TOTAL OPERATING SUPPLIES & EXPENSES		1,041.67	100.55	90.3	12,500.00	7,758.38	37.9
TOTAL EXPENSES: SOURCE OF SUPPLY-OPERATION		5,522.43	100.55	98.1	66,269.00	24,026.38	63.7
SOURCE OF SUPPLY - MAINTENANCE							
EXPENSES							
SALARIES AND WAGES							
50-712-510-6100	DIGGERS HOTLINE LABOR	1,166.67	0.00	100.0	14,000.00	5,454.05	61.0
50-712-510-6110	MAINT OF STRUCTURES & IMP	0.00	0.00	0.0	0.00	0.00	0.0
50-712-510-6140	MAINT OF WELLS	0.00	0.00	0.0	0.00	0.00	0.0
50-712-510-6160	MAINT OF SUPPLY MAINS	0.00	0.00	0.0	0.00	0.00	0.0
50-712-510-6170	MAINT OF MISC WATER SOURCE PL	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES AND WAGES		1,166.67	0.00	100.0	14,000.00	5,454.05	61.0
FRINGE BENEFITS							
50-712-520-2100	SOCIAL SECURITY	89.25	0.00	100.0	1,071.00	416.16	61.1
50-712-520-2200	WISCONSIN RETIREMENT	78.75	0.00	100.0	945.00	368.11	61.0
50-712-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-712-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-712-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		168.00	0.00	100.0	2,016.00	784.27	61.1
OPERATING SUPPLIES AND EXPENSE							
50-712-530-6100	MAINT SUPL (DIGGERS) & CELL PH	666.67	387.88	41.8	8,000.00	6,010.03	24.8
50-712-530-6110	SUPPLIES MAINT OF STRUCT & IMP	2,416.67	1,984.84	17.8	29,000.00	23,705.96	18.2
50-712-530-6140	OUTSIDE SERVICES - WATER STUDY	416.67	0.00	100.0	5,000.00	3,540.14	29.2

VILLAGE OF GERMANTOWN
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FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: WATER UTILITY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
SOURCE OF SUPPLY - MAINTENANCE EXPENSES							
OPERATING SUPPLIES AND EXPENSE							
50-712-530-6160	OUTSIDE SERVICES - LEGAL	83.34	0.00	100.0	1,000.00	0.00	100.0
50-712-530-6170	SUPPLIES MAINT WATER SOURCE PL	575.00	0.00	100.0	6,900.00	1,447.91	79.0

TOTAL OPERATING SUPPLIES AND EXPENSE		4,158.35	2,372.72	42.9	49,900.00	34,704.04	30.4
TOTAL EXPENSES: SOURCE OF SUPPLY - MAINTENANCE		5,493.02	2,372.72	56.8	65,916.00	40,942.36	37.8
PUMPING-OPERATION EXPENSES							
SALARIES & WAGES							
50-721-510-6200	OPERATION SUPERVISION & ENG	0.00	0.00	0.0	0.00	0.00	0.0
50-721-510-6220	POWER PRODUCTION LABOR	0.00	0.00	0.0	0.00	0.00	0.0
50-721-510-6240	PUMPING LABOR	6,916.67	23,611.52	(241.3)	83,000.00	285,120.98	(243.5)
50-721-510-6260	MISC PUMPING LABOR	2,083.34	0.00	100.0	25,000.00	2,665.92	89.3

TOTAL SALARIES & WAGES		9,000.01	23,611.52	(162.3)	108,000.00	287,786.90	(166.4)
FRINGE BENEFITS							
50-721-520-2100	SOCIAL SECURITY	688.50	1,703.14	(147.3)	8,262.00	20,803.92	(151.8)
50-721-520-2200	STATE RETIREMENT	607.50	1,593.73	(162.3)	7,290.00	19,425.55	(166.4)
50-721-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-721-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-721-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL FRINGE BENEFITS		1,296.00	3,296.87	(154.3)	15,552.00	40,229.47	(158.6)
OPERATING SUPPLIES & EXPENSES							
50-721-530-6200	OPERATION SUPERVISION AND ENG	500.00	193.56	61.2	6,000.00	5,729.58	4.5
50-721-530-6210	FUEL FOR POWER PRODUCTION	291.67	0.00	100.0	3,500.00	685.77	80.4
50-721-530-6220	ELECTRICAL EXPENSE	15,833.34	19,166.77	(21.0)	190,000.00	181,130.81	4.6
50-721-530-6230	FUEL OR POWER FOR PUMPING	83.34	105.52	(26.6)	1,000.00	274.07	72.5
50-721-530-6240	PUMPING EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
50-721-530-6260	MISCELLANEOUS PUMPING EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OPERATING SUPPLIES & EXPENSES		16,708.35	19,465.85	(16.5)	200,500.00	187,820.23	6.3
TOTAL EXPENSES: PUMPING-OPERATION		27,004.36	46,374.24	(71.7)	324,052.00	515,836.60	(59.1)
PUMPING-MAINTENANCE EXPENSES							
SALARIES & WAGES							
50-722-510-6300	PUMPING EXP MAINT SUP & ENG	0.00	0.00	0.0	0.00	0.00	0.0

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ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
PUMPING-MAINTENANCE EXPENSES							
SALARIES & WAGES							
50-722-510-6310	PUMPING EXP MAINT OF ST & IMP	0.00	0.00	0.0	0.00	0.00	0.0
50-722-510-6320	PUMPING MAINT OF POWER PROD EQ	0.00	0.00	0.0	0.00	0.00	0.0
50-722-510-6330	PUMPING MAINT OF PUMPING EQUIP	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		0.00	0.00	0.0	0.00	0.00	0.0
FRINGE BENEFITS							
50-722-520-2100	SOCIAL SUCURITY	0.00	0.00	0.0	0.00	0.00	0.0
50-722-520-2200	STATE RETIREMENT	0.00	0.00	0.0	0.00	0.00	0.0
50-722-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-722-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-722-520-2500	LIFE INSUANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		0.00	0.00	0.0	0.00	0.00	0.0
OPERATING SUPPLIES & EXPENSES							
50-722-530-6300	MAINT SUPPLIES SUP & ENG	2,916.67	0.00	100.0	35,000.00	112,344.66	(220.9)
50-722-530-6310	MAINT SUPPLIES STRUC & IMP	4,583.34	6,338.26	(38.2)	55,000.00	28,487.75	48.2
50-722-530-6320	MAINT SUPPLIES POWER PROD EQ	833.34	46.61	94.4	10,000.00	2,011.88	79.8
50-722-530-6330	MAINT SUPPLIES - PUMPING EQUIP	3,000.00	31.76	98.9	36,000.00	144,301.38	(300.8)
TOTAL OPERATING SUPPLIES & EXPENSES		11,333.35	6,416.63	43.3	136,000.00	287,145.67	(111.1)
TOTAL EXPENSES: PUMPING-MAINTENANCE		11,333.35	6,416.63	43.3	136,000.00	287,145.67	(111.1)
WATER TREATMENT-OPERATION EXPENSES							
SALARIES & WAGES							
50-731-510-6400	OPERATION SUPERVISION & ENG	0.00	0.00	0.0	0.00	0.00	0.0
50-731-510-6420	OPERATION LABOR AND EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
50-731-510-6430	MISC LABOR	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		0.00	0.00	0.0	0.00	0.00	0.0
FRINGE BENEFITS							
50-731-520-2100	SOCIAL SECURITY	0.00	0.00	0.0	0.00	0.00	0.0
50-731-520-2200	STATE RETIREMENT	0.00	0.00	0.0	0.00	0.00	0.0
50-731-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-731-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-731-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		0.00	0.00	0.0	0.00	0.00	0.0

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ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

WATER TREATMENT-OPERATION EXPENSES							
OPERATING SUPPLIES & EXPENSES							
50-731-530-6400	OP SUPPLIES SUP AND ENG	1,416.67	857.50	39.4	17,000.00	1,906.52	88.7
50-731-530-6410	CHEMICALS	4,166.67	6,610.53	(58.6)	50,000.00	43,218.72	13.5
50-731-530-6420	OPERATION EXPENSE	3,333.34	557.21	83.2	40,000.00	13,847.89	65.3
50-731-530-6430	MISCELLANEOUS EXPENSE	291.67	0.00	100.0	3,500.00	254.95	92.7

TOTAL OPERATING SUPPLIES & EXPENSES		9,208.35	8,025.24	12.8	110,500.00	59,228.08	46.4
TOTAL EXPENSES: WATER TREATMENT-OPERATION		9,208.35	8,025.24	12.8	110,500.00	59,228.08	46.4
WATER TREATMENT-MAINTENANCE EXPENSES							
SALARIES & WAGES							
50-732-510-6500	MAINT SUPERVISION AND ENG	0.00	0.00	0.0	0.00	0.00	0.0
50-732-510-6510	MAINT OF STRUCTURES AND IMP	833.34	0.00	100.0	10,000.00	3,545.28	64.5
50-732-510-6520	MAINT OF TREATMENT EQUIP	1,250.00	0.00	100.0	15,000.00	1,424.76	90.5

TOTAL SALARIES & WAGES		2,083.34	0.00	100.0	25,000.00	4,970.04	80.1
FRINGE BENEFITS							
50-732-520-2100	SOCIAL SECURITY	159.42	0.00	100.0	1,913.00	357.18	81.3
50-732-520-2200	STATE RETIREMENT	140.67	0.00	100.0	1,688.00	335.41	80.1
50-732-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-732-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-732-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL FRINGE BENEFITS		300.09	0.00	100.0	3,601.00	692.59	80.7
OPERATING SUPPLIES & EXPENSES							
50-732-530-6500	MAINT SUPPLIES SUP & ENG	1,166.67	0.00	100.0	14,000.00	4,740.26	66.1
50-732-530-6510	MAINT SUPPLIES STRUC & IMPR	1,500.00	2,293.49	(52.9)	18,000.00	63,979.04	(255.4)
50-732-530-6520	MAINT OF WATER TREAT EQUIP	208.34	960.36	(360.9)	2,500.00	1,456.73	41.7

TOTAL OPERATING SUPPLIES & EXPENSES		2,875.01	3,253.85	(13.1)	34,500.00	70,176.03	(103.4)
TOTAL EXPENSES: WATER TREATMENT-MAINTENANCE		5,258.44	3,253.85	38.1	63,101.00	75,838.66	(20.1)
TRANSMISSION & DISTR-OPERATION EXPENSES							
SALARIES & WAGES							
50-741-510-6600	OPERATION SUP & ENGINEERING	0.00	0.00	0.0	0.00	0.00	0.0
50-741-510-6610	LABOR STORAGE FACILITIES EXP	666.67	0.00	100.0	8,000.00	114.24	98.5
50-741-510-6620	LABOR TRANSMISSION & DIST LINE	1,520.00	0.00	100.0	18,240.00	1,063.00	94.1

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TRANSMISSION & DISTR-OPERATION EXPENSES							
SALARIES & WAGES							
50-741-510-6630	LABOR METER EXPENSE	333.34	0.00	100.0	4,000.00	0.00	100.0
50-741-510-6640	LABOR CUSTOMER INSTALL EXP	1,250.00	0.00	100.0	15,000.00	0.00	100.0
50-741-510-6650	LABOR MISC OPERATION	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES & WAGES		3,770.01	0.00	100.0	45,240.00	1,177.24	97.4
FRINGE BENEFITS							
50-741-520-2100	SOCIAL SECURITY	288.42	0.00	100.0	3,461.00	82.58	97.6
50-741-520-2200	STATE RETIRMENT	251.00	0.00	100.0	3,012.00	79.45	97.3
50-741-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-741-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-741-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		539.42	0.00	100.0	6,473.00	162.03	97.5
OPERATING SUPPLIES & EXPENSES							
50-741-530-6600	SUPPLIES SUPERVISION AND ENG	833.34	6,830.25	(719.6)	10,000.00	17,191.75	(71.9)
50-741-530-6610	STORAGE FACILITIES EXPENSE	916.67	0.00	100.0	11,000.00	4,069.59	63.0
50-741-530-6620	TRANSMISSION & DIST LINES EXP	291.67	36.72	87.4	3,500.00	3,545.35	(1.3)
50-741-530-6630	METER EXPENSE	416.67	1,839.27	(341.4)	5,000.00	7,490.28	(49.8)
50-741-530-6640	CUSTOMER INSTALLATIONS EXP	1,208.34	1,211.94	(0.3)	14,500.00	13,324.54	8.1
50-741-530-6650	MISCELLANEOUS EXPENSES	3,166.67	0.00	100.0	38,000.00	2,332.75	93.8
TOTAL OPERATING SUPPLIES & EXPENSES		6,833.36	9,918.18	(45.1)	82,000.00	47,954.26	41.5
TOTAL EXPENSES: TRANSMISSION & DISTR-OPERATION		11,142.79	9,918.18	10.9	133,713.00	49,293.53	63.1
TRANS & DISTRIB-MAINTENANCE EXPENSES							
SALARIES & WAGES							
50-742-510-6700	WAGES MAINT SUPERV AND ENG	0.00	0.00	0.0	0.00	0.00	0.0
50-742-510-6710	WAGES MAINT OF STRUCTURES & IM	0.00	0.00	0.0	0.00	0.00	0.0
50-742-510-6720	WAGES MAINT OF DIST RESERVOIRS	0.00	0.00	0.0	0.00	0.00	0.0
50-742-510-6730	WAGES MAINT DISTRIBUTION MAINS	1,320.17	0.00	100.0	15,842.00	620.44	96.0
50-742-510-6740	WAGES MAINT OF FIRE MAINS	0.00	0.00	0.0	0.00	0.00	0.0
50-742-510-6750	WAGES MAINT OF SERVICES	125.00	0.00	100.0	1,500.00	59.44	96.0
50-742-510-6760	WAGES MAINT OF METERS	83.34	0.00	100.0	1,000.00	0.00	100.0
50-742-510-6770	WAGES MAINT OF HYDRANTS	1,000.00	0.00	100.0	12,000.00	684.00	94.3
50-742-510-6780	WAGES MAINT OF MISC PLANT	250.00	0.00	100.0	3,000.00	0.00	100.0
TOTAL SALARIES & WAGES		2,778.51	0.00	100.0	33,342.00	1,363.88	95.9

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TRANS & DISTRIB-MAINTENANCE EXPENSES							
FRINGE BENEFITS							
50-742-520-2100	SOCIAL SECURITY	212.59	0.00	100.0	2,551.00	95.53	96.2
50-742-520-2200	STATE RETIREMENT	187.59	0.00	100.0	2,251.00	92.04	95.9
50-742-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-742-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-742-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		400.18	0.00	100.0	4,802.00	187.57	96.0
OPERATING SUPPLIES & EXPENSES							
50-742-530-6700	MAINT SUPPLIES SUP & ENG	1,250.00	688.50	44.9	15,000.00	10,309.25	31.2
50-742-530-6710	MAINT OF STRUCTURES & IMP	2,083.34	0.00	100.0	25,000.00	4,365.70	82.5
50-742-530-6720	MAINT SUPPLIES DIST RESERVOIRS	62,500.00	0.00	100.0	750,000.00	0.00	100.0
50-742-530-6730	MAINT OF TRANS & DIST MAINS	5,833.34	695.02	88.0	70,000.00	98,586.17	(40.8)
50-742-530-6740	MAINT SUPPLIES FIRE MAINS	0.00	0.00	0.0	0.00	0.00	0.0
50-742-530-6750	MAINT SUPPLIES SERVICES	2,916.67	110.57	96.2	35,000.00	38,893.46	(11.1)
50-742-530-6760	MAINT SUPPLIES OF METERS	416.67	0.00	100.0	5,000.00	903.95	81.9
50-742-530-6770	MAINT SUPPLIES HYDRANTS	3,750.00	54.08	98.5	45,000.00	17,239.28	61.6
50-742-530-6780	MAINT SUPPLIES MISC PLANT	416.67	0.00	100.0	5,000.00	563.40	88.7
TOTAL OPERATING SUPPLIES & EXPENSES		79,166.69	1,548.17	98.0	950,000.00	170,861.21	82.0
TOTAL EXPENSES: TRANS & DISTRIB-MAINTENANCE		82,345.38	1,548.17	98.1	988,144.00	172,412.66	82.5
CUSTOMER ACCOUNTS EXPENSE EXPENSES							
SALARIES AND WAGES							
50-751-510-9010	SALARIES SUPERVISION	0.00	0.00	0.0	0.00	0.00	0.0
50-751-510-9020	SALARIES METER READING EXP	208.34	0.00	100.0	2,500.00	0.00	100.0
50-751-510-9030	SALARIES CUST RECORDS & COLLEC	1,916.67	0.00	100.0	23,000.00	4,699.13	79.5
50-751-510-9050	SALARIES MISC CUST ACCTS EXP	0.00	1,615.20	100.0	0.00	22,616.89	100.0
TOTAL SALARIES AND WAGES		2,125.01	1,615.20	23.9	25,500.00	27,316.02	(7.1)
FRINGE BENEFITS							
50-751-520-2100	SOCIAL SECURITY	162.59	117.72	27.6	1,951.00	1,993.89	(2.2)
50-751-520-2200	STATE RETIREMENT	143.42	109.04	23.9	1,721.00	1,598.42	7.1
50-751-520-2300	HEALTH INSURANCE	12,353.17	0.00	100.0	148,238.00	111,178.53	25.0
50-751-520-2400	DENTAL INSURANCE	592.09	0.00	100.0	7,105.00	4,144.56	41.6
50-751-520-2500	LIFE INSURANCE	175.67	187.06	(6.4)	2,108.00	1,969.57	6.5
TOTAL FRINGE BENEFITS		13,426.94	413.82	96.9	161,123.00	120,884.97	24.9

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CUSTOMER ACCOUNTS EXPENSE							
EXPENSES							
SUPPLIES AND EXPENSE							
50-751-530-9010	SUPPLIES - CUSTOMER ACCOUNTS	833.34	0.00	100.0	10,000.00	0.00	100.0
50-751-530-9020	SUPPLIES METER READING EXP	0.00	0.00	0.0	0.00	0.00	0.0
50-751-530-9030	SUPPLIES RECORDS AND COLLEC	0.00	1,640.75	100.0	0.00	7,666.91	100.0
50-751-530-9040	OUTSIDE SERVICES AUDITING	625.00	4,155.25	(564.8)	7,500.00	26,009.41	(246.7)
50-751-530-9041	UNCOLLECTIBLE ACCOUNTS	41.67	0.00	100.0	500.00	0.00	100.0
50-751-530-9050	MISC CUSTOMER ACCTS EXP	1,500.00	1,344.00	10.4	18,000.00	1,344.00	92.5
50-751-530-9240	INSURANCE & BONDS	0.00	0.00	0.0	0.00	0.00	0.0
50-751-530-9280	REGULATORY COMMISSION EXPENSE	0.00	0.00	0.0	0.00	1,316.10	100.0
50-751-530-9330	TRANSPORTATION EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
50-751-530-9333	MAINT SUPPLIES & EXP - TRANSP	2,416.67	7,929.28	(228.1)	29,000.00	9,995.13	65.5
TOTAL SUPPLIES AND EXPENSE		5,416.68	15,069.28	(178.2)	65,000.00	46,331.55	28.7
TOTAL EXPENSES: CUSTOMER ACCOUNTS EXPENSE		20,968.63	17,098.30	18.4	251,623.00	194,532.54	22.6
ADM & GENERAL EXP - OPERATION							
EXPENSES							
SALARIES AND WAGES							
50-761-510-9200	ADM & GENERAL SALARIES	22,134.17	8,824.72	60.1	265,610.00	196,005.03	26.2
50-761-510-9300	MISC GENERAL LABOR	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SALARIES AND WAGES		22,134.17	8,824.72	60.1	265,610.00	196,005.03	26.2
FRINGE BENEFITS							
50-761-520-2100	SOCIAL SECURITY	1,705.42	660.00	61.3	20,465.00	13,896.28	32.1
50-761-520-2200	STATE RETIREMENT	1,398.17	581.04	58.4	16,778.00	12,072.35	28.0
50-761-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-761-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
50-761-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		3,103.59	1,241.04	60.0	37,243.00	25,968.63	30.2
SUPPLIES AND EXPENSE							
50-761-530-9210	OFFICE SUPPLIES & EXPENSES	500.00	335.28	32.9	6,000.00	4,805.85	19.9
50-761-530-9220	LEGISLATIVE EXPENSE	100.00	0.00	100.0	1,200.00	0.00	100.0
50-761-530-9230	OUTSIDE SERVICES - LEGAL - LBR	16.67	0.00	100.0	200.00	0.00	100.0
50-761-530-9240	PROPERTY INSURANCE	6,818.34	0.00	100.0	81,820.00	21,139.53	74.1
50-761-530-9250	INJURIES AND DAMAGES	0.00	0.00	0.0	0.00	0.00	0.0
50-761-530-9260	EMPLOYEE PENSIONS AND BENEFITS	16.67	0.00	100.0	200.00	375.00	(87.5)
50-761-530-9280	REGULATORY COMMISSION EXP	0.00	969.07	100.0	0.00	13,792.63	100.0
50-761-530-9300	MIS GENERAL EXPENSES	166.67	0.00	100.0	2,000.00	1,080.23	45.9
TOTAL SUPPLIES AND EXPENSE		7,618.35	1,304.35	82.8	91,420.00	41,193.24	54.9

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: WATER UTILITY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL EXPENSES: ADM & GENERAL EXP - OPERATION		32,856.11	11,370.11	65.3	394,273.00	263,166.90	33.2
OTHER OPERATING EXPENSES							
EXPENSES							
DEPRECIATION & AMORTIZATION							
50-775-710-4030	DEPRECIATION EXPENSE	50,817.84	0.00	100.0	609,814.00	152,454.16	75.0
50-775-710-4031	DEPRECIATION EXP - CIAC	28,406.34	0.00	100.0	340,876.00	85,219.03	75.0
50-775-710-4070	AMORTIZATION OF PROPERTY LOSS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL DEPRECIATION & AMORTIZATION		79,224.18	0.00	100.0	950,690.00	237,673.19	75.0
TAXES							
50-775-720-2100	SOCIAL SECURITY	0.00	0.00	0.0	0.00	0.00	0.0
50-775-720-4080	PROPERTY TAX EQUIVALENT	51,666.67	0.00	100.0	620,000.00	154,590.47	75.0
50-775-720-4083	PSC REMAINDER ASSESSMENT	208.34	0.00	100.0	2,500.00	0.00	100.0
50-775-720-4270	INTEREST ON LONG TERM DEBT	2,262.17	0.00	100.0	27,146.00	0.00	100.0
50-775-720-4280	AMORTIZATION EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL TAXES		54,137.18	0.00	100.0	649,646.00	154,590.47	76.2
TOTAL EXPENSES: OTHER OPERATING EXPENSES		133,361.36	0.00	100.0	1,600,336.00	392,263.66	75.4
TOTAL FUND REVENUES		206,365.31	3,311.27	(98.4)	2,476,383.00	1,637,438.70	(33.8)
TOTAL FUND EXPENSES		344,494.22	106,477.99	69.0	4,133,927.00	2,074,687.04	49.8
FUND SURPLUS (DEFICIT)		(138,128.91)	(103,166.72)	(25.3)	(1,657,544.00)	(437,248.34)	(73.6)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: SEWER UTILITY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
PUBLIC CHARGES FOR SERVICES							
REVENUES							
SEWER SERVICE REVENUES							
60-460-472-6221	RESIDENTIAL SERVICE	197,916.67	0.00	100.0	2,375,000.00	1,931,167.49	(18.6)
60-460-472-6222	COMMERCIAL SERVICES	154,166.67	0.00	100.0	1,850,000.00	1,276,056.99	(31.0)
60-460-472-6223	INDUSTRIAL SERVICES	225,000.00	0.00	100.0	2,700,000.00	2,533,490.51	(6.1)
60-460-472-6224	INDUSTRIAL SERVICE-METERED	0.00	0.00	0.0	0.00	0.00	0.0
60-460-472-6231	PUBLIC AUTHORITY SERVICES	4,583.34	0.00	100.0	55,000.00	46,298.91	(15.8)
60-460-472-6261	SERVICE TO VILLAGE DEPARTMENTS	1,250.00	0.00	100.0	15,000.00	10,254.24	(31.6)
60-460-472-6270	SEPTIC HAULER SURCHARGES	0.00	0.00	0.0	0.00	0.00	0.0
60-460-472-6280	OTHER SEWER SERVICES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL SEWER SERVICE REVENUES		582,916.68	0.00	100.0	6,995,000.00	5,797,268.14	(17.1)
OTHER OPERATING REVENUES							
60-460-477-6310	FORFEITED DISCOUNTS	2,500.00	0.00	100.0	30,000.00	0.00	100.0
60-460-477-6320	SERVICING CUSTOMER LATERALS	0.00	0.00	0.0	0.00	0.00	0.0
60-460-477-6350	RESERVE CAPACITY FEES	0.00	0.00	0.0	0.00	0.00	0.0
60-460-477-6360	MSC SERVICE REV	83.34	0.00	100.0	1,000.00	517.64	(48.2)
60-460-477-6370	SEWER CONNECTION FEE	11,666.67	4,469.00	(61.6)	140,000.00	284,370.00	103.1
TOTAL OTHER OPERATING REVENUES		14,250.01	4,469.00	(68.6)	171,000.00	284,887.64	66.6
TOTAL REVENUES: PUBLIC CHARGES FOR SERVICES		597,166.69	4,469.00	(99.2)	7,166,000.00	6,082,155.78	(15.1)
MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
60-480-481-6510	INT IMCOME-TEMPORARY INVEST	5,000.00	0.00	100.0	60,000.00	27,062.57	(54.9)
60-480-481-6512	UNREALIZED GAIN ON INVESMENTS	0.00	0.00	0.0	0.00	0.00	0.0
60-480-481-6520	INT INCOME-ASSESSMENTS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL INTEREST REVENUE		5,000.00	0.00	100.0	60,000.00	27,062.57	(54.9)
OTHER REVENUE							
60-480-489-4210	OTHER NON-OPERATING INCOME	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OTHER REVENUE		0.00	0.00	0.0	0.00	0.00	0.0
CONTRIBUTIONS AID CONSTRUCTION							
60-480-490-4210	CONTRIBUTIONS IN AID OF CONSTR	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CONTRIBUTIONS AID CONSTRUCTION		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		5,000.00	0.00	100.0	60,000.00	27,062.57	(54.9)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: SEWER UTILITY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
PREMIUM REVENUES							
60-490-491-1200	GENERAL OBLIGATION PREMIUM PREMIUM ON LONG TERM DEBT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL GENERAL OBLIGATION PREMIUM		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: PREMIUM		0.00	0.00	0.0	0.00	0.00	0.0
OTHER OPERATING EXPENSES							
60-775-720-4270	INTEREST ON LONG TERM DEBT INTEREST ON LONG TERM DEBT	6,840.09	0.00	100.0	82,081.00	0.00	100.0
TOTAL INTEREST ON LONG TERM DEBT		6,840.09	0.00	100.0	82,081.00	0.00	100.0
TOTAL EXPENSES: OTHER OPERATING EXPENSES		6,840.09	0.00	100.0	82,081.00	0.00	100.0
OPERATION EXPENSES							
60-820-510-8202	SALARIES & WAGES LABOR-LIFT STATIONS	5,000.00	14,204.59	(184.0)	60,000.00	132,337.82	(120.5)
60-820-510-8203	LABOR-LABORATORY	0.00	0.00	0.0	0.00	0.00	0.0
60-820-510-8207	LABOR-AUTHORIZED TIME OFF	2,750.00	2,157.53	21.5	33,000.00	32,794.30	0.6
60-820-510-8281	LABOR-TRANSPORTATION	0.00	0.00	0.0	0.00	0.00	0.0
60-820-510-8290	LABOR-INDUSTRIAL MONITORING	41.67	0.00	100.0	500.00	0.00	100.0
TOTAL SALARIES & WAGES		7,791.67	16,362.12	(110.0)	93,500.00	165,132.12	(76.6)
60-820-520-2100	FRINGE BENEFITS SOCIAL SECURITY	596.09	1,214.51	(103.7)	7,153.00	12,233.69	(71.0)
60-820-520-2200	STATE RETIREMENT	525.92	1,104.44	(110.0)	6,311.00	11,146.43	(76.6)
60-820-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
60-820-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
60-820-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		1,122.01	2,318.95	(106.6)	13,464.00	23,380.12	(73.6)
OPERATING SUPPLIES & EXPENSES							
60-820-530-2273	SEWER PORTION OF JOINT METER	6,000.00	0.00	100.0	72,000.00	0.00	100.0
60-820-530-8212	POWER FOR PUMPING-LIFT STATION	6,666.67	4,707.30	29.3	80,000.00	65,188.77	18.5
60-820-530-8271	OTHER OPERATING SUPPLIES & EXP	216.67	0.00	100.0	2,600.00	903.37	65.2
60-820-530-8274	MMSD-SEWER USER CHARGES	166,666.67	0.00	100.0	2,000,000.00	556,580.69	72.1
60-820-530-8275	MMSD-CAPITAL CHARGES	233,333.34	0.00	100.0	2,800,000.00	2,748,368.00	1.8
60-820-530-8282	OUTSIDE SERVICES-TRANSPORT	0.00	0.00	0.0	0.00	0.00	0.0

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FUND: SEWER UTILITY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
OPERATION							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
60-820-530-8290	INDUSTRIAL MONITORING	0.00	0.00	0.0	0.00	0.00	0.0
60-820-530-8291	SAMPLING MATERIALS & EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OPERATING SUPPLIES & EXPENSES		412,883.35	4,707.30	98.8	4,954,600.00	3,371,040.83	31.9
TOTAL EXPENSES: OPERATION		421,797.03	23,388.37	94.4	5,061,564.00	3,559,553.07	29.6
MAINTENANCE							
EXPENSES							
SALARIES & WAGES							
60-830-510-8310	LABOR-COLLECTION SYSTEM	4,500.00	434.90	90.3	54,000.00	40,991.47	24.0
60-830-510-8320	LABOR-LIFT STATIONS	3,166.67	2,652.77	16.2	38,000.00	28,009.73	26.2
60-830-510-8340	LABOR-GENERAL PLANT	833.34	57.26	93.1	10,000.00	529.66	94.7
60-830-510-8350	LABOR-DIGGERS HOTLINE	108.34	649.82	(499.8)	1,300.00	4,484.83	(244.9)
60-830-510-8360	LABOR-VEHICLE MAINTENANCE	791.67	114.52	85.5	9,500.00	2,659.31	72.0

TOTAL SALARIES & WAGES		9,400.02	3,909.27	58.4	112,800.00	76,675.00	32.0
FRINGE BENEFITS							
60-830-520-2100	SOCIAL SECURITY	719.09	293.57	59.1	8,629.00	5,704.80	33.8
60-830-520-2200	STATE RETIREMENT	634.50	263.89	58.4	7,614.00	5,175.45	32.0
60-830-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
60-830-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
60-830-520-2500	LIFE INSURANCE	116.92	122.20	(4.5)	1,403.00	1,292.67	7.8

TOTAL FRINGE BENEFITS		1,470.51	679.66	53.7	17,646.00	12,172.92	31.0
OPERATING SUPPLIES & EXPENSES							
60-830-530-8313	COLLECTION SYSTEM MATERIALS	6,666.67	17,592.24	(163.8)	80,000.00	62,875.66	21.4
60-830-530-8323	LIFT STATIONS MATERIALS & EXP	4,166.67	933.56	77.5	50,000.00	49,641.91	0.7
60-830-530-8343	GENERAL PLANT MATERIALS & EXP	1,000.00	1,141.63	(14.1)	12,000.00	6,563.42	45.3
60-830-530-8353	OFFICE MATERIALS-PLANT	41.67	0.00	100.0	500.00	17.49	96.5
60-830-530-8363	VEHICLE MAINT-MATERIALS & EXP	416.67	0.00	100.0	5,000.00	3,763.32	24.7

TOTAL OPERATING SUPPLIES & EXPENSES		12,291.68	19,667.43	(60.0)	147,500.00	122,861.80	16.7
TOTAL EXPENSES: MAINTENANCE		23,162.21	24,256.36	(4.7)	277,946.00	211,709.72	23.8
CUSTOMER ACCOUNTING							
EXPENSES							
SALARIES & WAGES							
60-840-510-8400	LABOR-ACCOUNTING & COLLECTING	1,958.34	1,615.20	17.5	23,500.00	23,677.67	(0.7)

VILLAGE OF GERMANTOWN
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FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: SEWER UTILITY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
CUSTOMER ACCOUNTING EXPENSES							
SALARIES & WAGES							
60-840-510-8420	LABOR-METER READING	183.34	0.00	100.0	2,200.00	0.00	100.0
TOTAL SALARIES & WAGES		2,141.68	1,615.20	24.5	25,700.00	23,677.67	7.8
FRINGE BENEFITS							
60-840-520-2100	SOCIAL SECURITY	163.84	117.70	28.1	1,966.00	1,715.31	12.7
60-840-520-2200	STATE RETIREMENT	144.59	109.02	24.6	1,735.00	1,598.16	7.8
60-840-520-2300	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
60-840-520-2400	DENTAL INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
60-840-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		308.43	226.72	26.4	3,701.00	3,313.47	10.4
OPERATING SUPPLIES & EXPENSES							
60-840-530-8402	COMPUTER SERVICES	625.00	1,344.00	(115.0)	7,500.00	1,344.00	82.0
60-840-530-8403	OFFICE SUPPLIES & EXPENSES	83.34	0.00	100.0	1,000.00	0.00	100.0
60-840-530-8404	OTHER SUPPLIES & EXPENSES	1,250.00	0.00	100.0	15,000.00	2,135.97	85.7
60-840-530-8405	UNCOLLECTIBLE ACCOUNTS	62.50	0.00	100.0	750.00	0.00	100.0
60-840-530-8423	METER READING-MATERIALS & EXP	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		2,020.84	1,344.00	33.4	24,250.00	3,479.97	85.6
TOTAL EXPENSES: CUSTOMER ACCOUNTING		4,470.95	3,185.92	28.7	53,651.00	30,471.11	43.2
ADMIN & GENERAL EXPENSES							
SALARIES & WAGES							
60-850-510-8500	SALARIES & WAGES	21,466.92	8,176.24	61.9	257,603.00	182,016.16	29.3
TOTAL SALARIES & WAGES		21,466.92	8,176.24	61.9	257,603.00	182,016.16	29.3
FRINGE BENEFITS							
60-850-520-2100	SOCIAL SECURITY	1,650.00	600.34	63.6	19,800.00	12,581.00	36.4
60-850-520-2200	STATE RETIREMENT	1,419.75	537.26	62.1	17,037.00	11,128.63	34.6
60-850-520-2300	HEALTH INSURANCE	8,455.92	0.00	100.0	101,471.00	76,103.28	25.0
60-850-520-2400	DENTAL INSURANCE	474.34	0.00	100.0	5,692.00	3,320.31	41.6
60-850-520-2500	LIFE INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		12,000.01	1,137.60	90.5	144,000.00	103,133.22	28.3
OPERATING SUPPLIES & EXPENSES							
60-850-530-8510	OFFICE SUPPLIES & EXPENSES	716.67	1,070.71	(49.4)	8,600.00	3,175.79	63.0

VILLAGE OF GERMANTOWN
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FUND: SEWER UTILITY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
ADMIN & GENERAL EXPENSES							
OPERATING SUPPLIES & EXPENSES							
60-850-530-8511	OFFICE POWER-PLANT	91.67	0.00	100.0	1,100.00	0.00	100.0
60-850-530-8512	LEGISLATIVE MONTHLY EXPENSE	100.00	90.00	10.0	1,200.00	1,110.00	7.5
60-850-530-8517	TELEPHONE	50.00	204.67	(309.3)	600.00	1,862.85	(210.4)
60-850-530-8520	OUTSIDE SERVICES-GENERAL	6,000.00	6,830.25	(13.8)	72,000.00	47,236.86	34.3
60-850-530-8524	OUTSIDE SERVICES-DIGGERS HOTLN	141.67	0.00	100.0	1,700.00	1,780.10	(4.7)
60-850-530-8525	OUTSIDE SERVICES-LEGAL	41.67	0.00	100.0	500.00	0.00	100.0
60-850-530-8526	OUTSIDE SERVICES-AUDITING	416.67	4,155.25	(897.2)	5,000.00	23,912.42	(378.2)
60-850-530-8527	OUTSIDE SERVICES EMPLOYED	0.00	0.00	0.0	0.00	0.00	0.0
60-850-530-8530	INSURANCE & BONDS	6,568.34	0.00	100.0	78,820.00	0.00	100.0
60-850-530-8540	EMPLOYEE BENEFITS	0.00	0.00	0.0	0.00	0.00	0.0
60-850-530-8560	MISCELLANEOUS GENERAL EXPENSE	458.34	0.00	100.0	5,500.00	3,884.49	29.3
60-850-530-8580	GAS & OIL	833.34	1,748.13	(109.7)	10,000.00	5,408.50	45.9
TOTAL OPERATING SUPPLIES & EXPENSES		15,418.37	14,099.01	8.5	185,020.00	88,371.01	52.2
TOTAL EXPENSES: ADMIN & GENERAL		48,885.30	23,412.85	52.1	586,623.00	373,520.39	36.3
OTHER OPERATING EXPENSES							
EXPENSES							
DEPRECIATION & AMORTIZATION							
60-875-710-4030	DEPRECIATION	56,257.67	0.00	100.0	675,092.00	168,772.97	75.0
60-875-710-4071	AMORTIZATION OF PROPERTY LOSS	0.00	0.00	0.0	0.00	0.00	0.0
60-875-710-4075	AMORTIZATION OF CAPITAL GRANTS	0.00	0.00	0.0	0.00	0.00	0.0
60-875-710-4080	AMORTIZATION-EXTRAORD LOSS	0.00	0.00	0.0	0.00	0.00	0.0
60-875-710-4280	AMORTIZATION OF DEBT DISCOUNTS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL DEPRECIATION & AMORTIZATION		56,257.67	0.00	100.0	675,092.00	168,772.97	75.0
TOTAL EXPENSES: OTHER OPERATING EXPENSES		56,257.67	0.00	100.0	675,092.00	168,772.97	75.0
TRANSFERS							
EXPENSES							
TRANSFERS							
60-880-583-1145	TRANSFER TO GENERAL FUND	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL TRANSFERS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: TRANSFERS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		602,166.69	4,469.00	(99.2)	7,226,000.00	6,109,218.35	(15.4)
TOTAL FUND EXPENSES		561,413.25	74,243.50	86.7	6,736,957.00	4,344,027.26	35.5
FUND SURPLUS (DEFICIT)		40,753.44	(69,774.50)	(271.2)	489,043.00	1,765,191.09	260.9

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: VILLAGE HEALTH PLAN

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

MISCELLANEOUS REVENUES							
REVENUES							
HEALTH PLAN PREMIUMS							
70-480-474-4100	HEALTH PLAN PREMIUMS	132,583.34	0.00	100.0	1,591,000.00	23,286.73	(98.5)
70-480-474-4200	EMPLOYEE CONTRIBUTIONS	18,333.34	0.00	100.0	220,000.00	9,745.00	(95.5)
TOTAL HEALTH PLAN PREMIUMS		150,916.68	0.00	100.0	1,811,000.00	33,031.73	(98.1)

INTEREST REVENUE							
70-480-481-1100	INTEREST ON INVESTMENTS	500.00	0.00	100.0	6,000.00	3,945.14	(34.2)
70-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL INTEREST REVENUE		500.00	0.00	100.0	6,000.00	3,945.14	(34.2)

TRANSFERS							
70-480-492-1000	TRANSFERS IN FROM GENERAL FUND	0.00	0.00	0.0	0.00	0.00	0.0
70-480-492-7100	TRANSFERS IN FROM DENTAL	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL TRANSFERS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: MISCELLANEOUS REVENUES		151,416.68	0.00	100.0	1,817,000.00	36,976.87	(97.9)

HEALTH PLAN EXPENDITURES							
EXPENSES							
FRINGE BENEFITS							
70-501-520-3100	ADMIN EXP & REINSURANCE	61,500.00	0.00	100.0	738,000.00	616,283.48	16.4
70-501-520-3150	HPS AFI FEE	2,166.67	0.00	100.0	26,000.00	13,242.66	49.0
70-501-520-4800	HSA CONTRIBUTION	7,666.67	0.00	100.0	92,000.00	117,142.30	(27.3)
70-501-520-4900	HEALTH CLAIMS PAID	105,833.34	(1,245.86)	101.1	1,270,000.00	1,225,371.23	3.5
TOTAL FRINGE BENEFITS		177,166.68	(1,245.86)	100.7	2,126,000.00	1,972,039.67	7.2
TOTAL EXPENSES: HEALTH PLAN EXPENDITURES		177,166.68	(1,245.86)	100.7	2,126,000.00	1,972,039.67	7.2

OTHER FINANCING USES							
EXPENSES							
TRANSFERS							
70-590-592-1000	TRANSFER TO GENERAL FUND	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL TRANSFERS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: OTHER FINANCING USES		0.00	0.00	0.0	0.00	0.00	0.0

TOTAL FUND REVENUES		151,416.68	0.00	100.0	1,817,000.00	36,976.87	(97.9)
TOTAL FUND EXPENSES		177,166.68	(1,245.86)	100.7	2,126,000.00	1,972,039.67	7.2
FUND SURPLUS (DEFICIT)		(25,750.00)	1,245.86	(104.8)	(309,000.00)	(1,935,062.80)	526.2

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: VILLAGE DENTAL PLAN

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVENUES							
DENTAL PLAN PREMIUMS							
71-480-474-4100	DENTAL PLAN PREMIUMS	7,105.50	35.70	(99.5)	85,266.00	1,597.22	(98.1)
TOTAL DENTAL PLAN PREMIUMS		7,105.50	35.70	(99.5)	85,266.00	1,597.22	(98.1)
INTEREST REVENUE							
71-480-481-1100	INTEREST ON INVESTMENTS	16.67	0.00	100.0	200.00	135.77	(32.1)
71-480-481-1115	UNREALIZED GAIN ON INVESMENTS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL INTEREST REVENUE		16.67	0.00	100.0	200.00	135.77	(32.1)
TOTAL REVENUES: REVENUES		7,122.17	35.70	(99.5)	85,466.00	1,732.99	(97.9)
EXPENDITURES							
EXPENSES							
FRINGE BENEFITS							
71-501-520-3100	ADMINISTRATIVE EXPENDITURES	566.67	0.00	100.0	6,800.00	6,011.60	11.5
71-501-520-4900	DENTAL CLAIMS PAID	7,333.34	0.00	100.0	88,000.00	71,887.73	18.3
TOTAL FRINGE BENEFITS		7,900.01	0.00	100.0	94,800.00	77,899.33	17.8
TOTAL EXPENSES: EXPENDITURES		7,900.01	0.00	100.0	94,800.00	77,899.33	17.8
TRANSFER OUT							
EXPENSES							
TRANSFERS							
71-590-592-7000	TRANSFERS OUT TO HEALTH	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL TRANSFERS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: TRANSFER OUT		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		7,122.17	35.70	(99.5)	85,466.00	1,732.99	(97.9)
TOTAL FUND EXPENSES		7,900.01	0.00	100.0	94,800.00	77,899.33	17.8
FUND SURPLUS (DEFICIT)		(777.84)	35.70	(104.5)	(9,334.00)	(76,166.34)	716.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: LIBRARY TRUST FUNDS

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVENUES							
INTEREST							
83-480-481-1100	LIBRARY TRUST FUND INTEREST	12.50	0.00	100.0	150.00	571.66	281.1
TOTAL INTEREST		12.50	0.00	100.0	150.00	571.66	281.1
DONATIONS							
83-480-485-5710	LIBRARY TRUST FUND REVENUES	0.00	5,001.65	100.0	0.00	5,001.65	100.0
TOTAL DONATIONS		0.00	5,001.65	100.0	0.00	5,001.65	100.0
TOTAL REVENUES: REVENUES		12.50	5,001.65	9913.2	150.00	5,573.31	3615.5
EXPENDITURES							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
83-551-530-3100	GENERAL SUPPLIES & EXPENSES	0.00	0.00	0.0	0.00	1,032.12	100.0
83-551-530-3600	BOOKS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		0.00	0.00	0.0	0.00	1,032.12	100.0
CAPITAL OUTLAY							
83-551-570-8420	EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: EXPENDITURES		0.00	0.00	0.0	0.00	1,032.12	100.0
TOTAL FUND REVENUES		12.50	5,001.65	9913.2	150.00	5,573.31	3615.5
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	1,032.12	100.0
FUND SURPLUS (DEFICIT)		12.50	5,001.65	9913.2	150.00	4,541.19	2927.4

VILLAGE OF GERMANTOWN						
March 1, 2021 DEBT PAYMENT						
DESCRIPTION	PURPOSE	PAYEE	PRINCIPAL	INTEREST	TOTAL	
DEBT SERVICE FUND:						
2011 G.O. PROM NOTE CAP PROJ	GENERAL	DSF	250,000.00	3,750.00		253,750.00
2012 G.O. PROM NOTE CAP PROJ NEW ISSUE PORTION w/ refunding	GENERAL	DSF	295,000.00	4,766.25		299,766.25
2013 G.O. PROM NOTE CAP PROJ	GENERAL	DSF	190,000.00	4,030.00		194,030.00
2014 G.O. Prom Note Cap Proj	GENERAL	DSF	275,000.00	13,625.00		288,625.00
						0.00
2014 G.O. Community Development Bond - TIF #6	T.I.D. #6	T.I.D. #6	150,000.00	90,106.25		240,106.25
2015 G.O. Prom Note Cap Proj	GENERAL	DSF	265,000.00	13,300.00		278,300.00
2016 G.O. Prom Note Cap Proj	GENERAL	DSF	265,000.00	15,900.00		280,900.00
2016 Refunding General Library	GENERAL	DSF	240,000.00	2,400.00		242,400.00
2017 G.O. Prom Note	GENERAL	DSF	280,000.00	22,330.00		302,330.00
2018 G.O. Prom Note	GENERAL	DSF	280,000.00	42,000.00		322,000.00
2018 G.O. Dev. Bond TID #7	T.I.D. #7	T.I.D. #7	120,000.00	37,875.00		157,875.00
2019C G.O. Prom Note	GENERAL	DSF	375,000.00	53,825.00		428,825.00
2019D G.O. General Obligation Corp Bond TID #8	T.I.D. #8	T.I.D. #8	35,000.00	112,987.50		147,987.50
2019D G.O. General Obligation Corp Bond Sewer	Sewer Utility	SWR	115,000.00	42,190.63		157,190.63
2020A G.O. Prom Note Cap Projects	GENERAL	DSF	340,000.00	58,575.00		398,575.00
Total			3,475,000.00	517,660.63		

TID 8 Washington County Intergovernmental	52638.73
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VILLAGE OF GERMANTOWN						
February 1, 2021 DEBT PAYMENT						
2019A G.O. Community Development Bond \$6,725,000	T.I.D. #8	T.I.D. #8	100,000.00	119,000.00		219,000.00
2019B Taxable G.O. Community Development Bond \$1,710,000			65,000.00	27,006.25		92,006.25
Total			165,000.00	146,006.25		311,006.25

VILLAGE OF GERMANTOWN - 04/01/2021						
SAFE DRINKING WATER LOAN - MMSD						
						2,748,368.00
Total			0.00	0.00		2,748,368.00

VILLAGE OF GERMANTOWN - 05/01/2021						
2009 WATER SYSTEM REVENUE BOND 11/12/2009 Well #11						
WATER - Well #11 Treatment			41,496.71			41,496.71
Total			41,496.71	0.00		41,496.71

VILLAGE OF GERMANTOWN - 06/01/2021						
2005 WATER SYSTEM REVENUE BOND 6/15/05						
WATER - Well #3 Treatment	WATER - Well #3 Treatment		8,301.25			8,301.25
Total			8,301.25	0.00		8,301.25

VILLAGE OF GERMANTOWN - 07/30/2021						
2019A G.O. Community Development Bond \$6,725,000						
2019B Taxable G.O. Community Development Bond \$1,710,000	TID #8		116,500.00			116,500.00
	TID #8		26,031.25			26,031.25
Total			142,531.25	0.00		142,531.25

VILLAGE OF GERMANTOWN 08/01/2021						
2019A G.O. Community Development Bond \$6,725,000			116,500.00	26,031.25		142,531.25

VILLAGE OF GERMANTOWN - 09/01/2021						
2011 G.O. PROM NOTE CAP PROJ			0.00			0.00
2012 G.O. PROM NOTE CAP PROJ NEW ISSUE PORTION w/ refunding			2,406.75			2,406.75
2013 G.O. PROM NOTE CAP PROJ			2,890.00			2,890.00
2014 G.O. Prom Note Cap Proj			9,500.00			9,500.00
						0.00
2014 G.O. Community Development Bond - TIF #6			87,856.25			87,856.25
2015 G.O. Prom Note Cap Proj			10,650.00			10,650.00
2016 G.O. Prom Note Cap Proj			13,250.00			13,250.00
2016 Refunding General Library			0.00			0.00
2017 G.O. Prom Note			19,530.00			19,530.00
2018 G.O. Prom Note			35,000.00			35,000.00
2018 G.O. Dev. Bond TID #7			36,075.00			36,075.00
2019C G.O. Prom Note			46,325.00			46,325.00
2019D G.O. General Obligation Corp Bond TID #8			112,287.50			112,287.50
2019D G.O. General Obligation Corp Bond Sewer			39,890.63			39,890.63
2020A G.O. Prom Note Cap Projects			51,775.00			51,775.00
						467,436.13

2009 WATER SYSTEM REVENUE BOND 11/12/2009 Well #11	4,994.68
WATER - Well #11 Treatment	

2005 WATER SYSTEM REVENUE BOND 6/15/05	76,814.25
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CHECK DATE: 11/12/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
168704	01100	ABSTRACT & TITLE COMPANY					
	WB 83043-2		08/10/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83044-2		08/10/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83045-2		08/10/21	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83046-2		08/10/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83047-2		08/10/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83048-2		08/11/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83049-2		08/11/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83050-2		08/10/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83051-2		08/11/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83052-2		08/11/21	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83053-2		08/11/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *
	WB 83054-2		08/11/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00
					INVOICE TOTAL:		50.00 *

CHECK DATE: 11/12/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168704	01100	ABSTRACT & TITLE COMPANY						
	WB 83055-2		08/11/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00	
					INVOICE TOTAL:		50.00	*
	WB 83056-2		08/11/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00	
					INVOICE TOTAL:		50.00	*
	WB 83057-2		08/11/20	01	ABSTRACT & TITLE	40-542-570-8810	50.00	
					INVOICE TOTAL:		50.00	*
					CHECK TOTAL:			750.00
168705	01789	AT&T						
	414245633810	2021	10/28/21	01	AT&T ACCT	10-521-530-7200	96.73	
					INVOICE TOTAL:		96.73	*
					CHECK TOTAL:			96.73
168706	02594	GORDIE BOUCHER						
	452135		10/26/21	01	GORDIE BOUCHER- SQD 11	18-567-530-3100	672.75	
					INVOICE TOTAL:		672.75	*
					CHECK TOTAL:			672.75
168707	03106	CAR WASH PARTNERS INC						
	189232		11/09/21	01	CAR WASH PARTNERS	10-521-530-5500	125.00	
					INVOICE TOTAL:		125.00	*
					CHECK TOTAL:			125.00
168708	03204	WASHINGTON COUNTY CLERK						
	534		10/11/21	01	CENTRAL REPRO-PD OVERNIGHT PAR	10-521-530-3100	17.42	
					INVOICE TOTAL:		17.42	*
					CHECK TOTAL:			17.42

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168709	03389	CHICAGO PARTS & SOUND LLC						
	10-0206033		10/29/21	01	CHICAGO PARTS & SOUND	18-567-530-3100	7.10	
					INVOICE TOTAL:		7.10 *	
					CHECK TOTAL:			7.10
168710	03424	CLEAN POWER LLC						
	134902		10/27/21	01	CLEAN POWER CLEANING SVC	10-552-530-3900	390.00	
					INVOICE TOTAL:		390.00 *	
					CHECK TOTAL:			390.00
168711	04895	DWD-UI						
	DWD-UI OCT 2021		10/31/21	01	DWD-UI ACCT 693003-000-9-POLIC	10-521-530-3100	370.00	
				02	DWD-UI ACCT 693003-000-9 FIRE	10-522-530-3100	4.06	
					INVOICE TOTAL:		374.06 *	
					CHECK TOTAL:			374.06
168712	05606	ENVIRONMENTAL INNOVATIONS INC						
	274046		11/05/21	01	ENVIRONMTL INNOVATIONS	10-521-530-3200	84.95	
					INVOICE TOTAL:		84.95 *	
					CHECK TOTAL:			84.95
168713	06036	FASTENAL COMPANY						
	WIMI655713		11/03/21	01	FASTENAL CO	10-542-530-3540	102.22	
					INVOICE TOTAL:		102.22 *	
					CHECK TOTAL:			102.22
168714	06430	FLOCK SAFETY						

CHECK DATE: 11/12/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168714	06430	FLOCK SAFETY						
	CINV-003744		08/09/21	01	FLOCK CAMERAS	10-521-530-3100	16,500.00	
					INVOICE TOTAL:		16,500.00 *	
					CHECK TOTAL:			16,500.00
168715	06536	FLYRITE LLC						
	00064		10/21/21	01	FLYRITE CORP	10-542-530-3200	2,347.65	
					INVOICE TOTAL:		2,347.65 *	
					CHECK TOTAL:			2,347.65
168716	07190	GERMANTOWN PROFESSIONAL						
	GERMANTOWNPROPOLICE1		11/09/21	01	POLICE UNION DEDUCTION	10-200-210-5520	812.00	
					INVOICE TOTAL:		812.00 *	
					CHECK TOTAL:			812.00
168717	07208	GERMANTOWN TIRE & AUTO INC						
	204635		10/19/21	01	GTOWN TIRE&AUTO	10-521-530-5500	36.33	
					INVOICE TOTAL:		36.33 *	
	204703		10/22/21	01	GTOWN TIRE&AUTO	10-521-530-5500	29.72	
					INVOICE TOTAL:		29.72 *	
	204736		10/25/21	01	GTOWN TIRE&AUTO-K9	18-567-530-3100	584.04	
					INVOICE TOTAL:		584.04 *	
	204742		10/26/21	01	GTOWN TIRE&AUTO SQD 19	10-521-530-5500	165.81	
					INVOICE TOTAL:		165.81 *	
					CHECK TOTAL:			815.90

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168718	07253	GERMANTOWN ACE HARDWARE LLC						
	002056		11/04/21	01	GTWN ACE HDWE SUPPLIES	10-553-530-3100	26.56	
					INVOICE TOTAL:		26.56 *	
					CHECK TOTAL:			26.56
168719	07599	GRAINGER INC						
	9103740826		10/29/21	01	GRAINGER	10-519-530-5221	15.14	
					INVOICE TOTAL:		15.14 *	
					CHECK TOTAL:			15.14
168720	08467	JOHN HIGHT						
	HIGHT110921		11/09/21	01	J HIGHT OFFICIAL	10-552-530-3800	70.00	
					INVOICE TOTAL:		70.00 *	
					CHECK TOTAL:			70.00
168721	09019	IAFF LOCAL 4854 GERMANTOWN						
	IAFFLOCAL4854110921		11/09/21	01	IAFF LOCAL 4854 GERMANTOWN	10-200-210-5555	41.00	
				02	IAFF LOCAL 4854 GERMANTOWN	10-200-210-5550	600.00	
					INVOICE TOTAL:		641.00 *	
					CHECK TOTAL:			641.00
168722	09129	IDEMIA IDENTITY & SECURITY USA						
	142550		11/03/21	01	IDEMIA INDENTITY	10-521-530-7400	203.00	
					INVOICE TOTAL:		203.00 *	
					CHECK TOTAL:			203.00
168723	09673	ITU ABSORBTECH INC						

CHECK DATE: 11/12/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168723	09673	ITU ABSORBTECH INC						
	7793384		10/26/21	01	ITU ABSORBTECH ACCT	10-519-530-5400	166.30	
					INVOICE TOTAL:		166.30	*
	7793386		10/26/21	01	ITU ABSORBTECH ACCT	10-519-530-5400	22.65	
					INVOICE TOTAL:		22.65	*
					CHECK TOTAL:			188.95
168724	10007	JB'S JANITORIAL SERVICES LLC						
	2676		11/04/21	01	JB'S JANITORIAL SCRUB & WAX	10-553-530-5200	600.00	
					INVOICE TOTAL:		600.00	*
					CHECK TOTAL:			600.00
168725	11214	KETTLE MORaine TOWN & COUNTRY						
	292738		09/28/21	01	KETTLE MORaine Twn&Cntry	18-567-530-3100	18.89	
					INVOICE TOTAL:		18.89	*
	293692		10/12/21	01	KETTLE MORaine Twn&Cntry	18-567-530-3100	40.76	
					INVOICE TOTAL:		40.76	*
	294763		10/28/21	01	KETTLE MORaine Twn&Cntry	18-567-530-3100	40.76	
					INVOICE TOTAL:		40.76	*
	294817		10/28/21	01	KETTLE MORaine Twn&Cntry	18-567-530-3100	40.76	
					INVOICE TOTAL:		40.76	*
					CHECK TOTAL:			141.17
168726	11230	KETTLE MORaine YMCA						
	11012021		11/01/21	01	KETTLE MORaine YMCA WELLNESS	10-512-530-6110	34.00	
					INVOICE TOTAL:		34.00	*
					CHECK TOTAL:			34.00

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168727	13207	MENARDS						
	13841		11/03/21	01	MENARDS ACCT	10-542-530-3200	119.88	
					INVOICE TOTAL:		119.88	*
	13868		11/03/21	01	MENARDS ACCT	10-519-530-3100	49.50	
					INVOICE TOTAL:		49.50	*
	13907		11/04/21	01	MENARDS ACCT	10-553-530-3100	16.78	
					INVOICE TOTAL:		16.78	*
	14120		11/08/21	01	MENARDS ACCT	10-519-530-5224	4.98	
					INVOICE TOTAL:		4.98	*
					CHECK TOTAL:			191.14
168728	13543	MORaine DEVELOPMENT LLC						
	3013338		11/06/21	01	MORaine DEV	10-542-530-3510	475.20	
					INVOICE TOTAL:		475.20	*
					CHECK TOTAL:			475.20
168729	14035	NASSCO INC						
	6077215		11/03/21	01	NASSCO CLEANING SUPPLIES	10-519-530-3500	1,789.04	
					INVOICE TOTAL:		1,789.04	*
	6078391		11/05/21	01	NASSCO CLEANING SUPPLIES	10-519-530-3500	351.04	
					INVOICE TOTAL:		351.04	*
					CHECK TOTAL:			2,140.08
168730	16070	PAYNE & DOLAN						
	PAYMENT #3		11/04/21	01	PAYNE & DOLAN	40-542-570-8810	403,851.97	
					INVOICE TOTAL:		403,851.97	*
					CHECK TOTAL:			403,851.97

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168731	17355	QUILL LLC						
	20373397		10/20/21	01	QUILL CORP SUPPLIES	10-521-530-3200	68.99	
					INVOICE TOTAL:		68.99	*
	20564207		10/27/21	01	QUILL CORP SUPPLIES	10-521-530-3200	37.26	
					INVOICE TOTAL:		37.26	*
					CHECK TOTAL:			106.25
168732	18310	RICOH USA INC						
	5063121627		11/01/21	01	RICOH USA INC	10-521-530-3300	172.63	
					INVOICE TOTAL:		172.63	*
					CHECK TOTAL:			172.63
168733	18620	ROUNDYS INC						
	003167		10/18/21	01	ROUNDY'S INC MI0339	10-542-530-3510	76.64	
					INVOICE TOTAL:		76.64	*
	079679		10/21/21	01	ROUNDY'S INC MI0339	50-722-530-6330	110.72	
					INVOICE TOTAL:		110.72	*
					CHECK TOTAL:			187.36
168734	19079	SAFEBUILT LLC						
	0081393-IN		10/31/21	01	SAFEBUILT-OCTOBER	10-524-530-4400	25,188.73	
					INVOICE TOTAL:		25,188.73	*
	0081439-IN		10/31/21	01	SAFEBUILT-OCTOBER	10-524-530-4400	119.70	
					INVOICE TOTAL:		119.70	*
					CHECK TOTAL:			25,308.43

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168735	19264	SECURIAN FINANCIAL GROUP INC					
		SECURIANFINANCALDEC2	11/05/21	01	SECURIAN FIN LIFE INS	10-512-520-2500	26.90
				02	SECURIAN FIN LIFE INS	10-513-520-2500	14.65
				03	SECURIAN FIN LIFE INS	10-514-520-2500	38.17
				04	SECURIAN FIN LIFE INS	10-563-520-2500	60.35
				05	SECURIAN FIN LIFE INS	10-517-520-2500	6.18
				06	SECURIAN FIN LIFE INS	10-521-520-2500	468.31
				07	SECURIAN FIN LIFE INS	10-519-520-2500	71.26
				08	SECURIAN FIN LIFE INS	10-522-520-2500	129.06
				09	SECURIAN FIN LIFE INS	10-542-520-2500	270.42
				10	SECURIAN FIN LIFE INS	10-523-520-2500	1.37
				11	SECURIAN FIN LIFE INS	10-524-520-2500	10.52
				12	SECURIAN FIN LIFE INS	10-551-520-2500	103.07
				13	SECURIAN FIN LIFE INS	10-552-520-2500	37.73
				14	SECURIAN FIN LIFE INS	10-553-520-2500	33.58
				15	SECURIAN FIN LIFE INS	10-554-520-2500	29.41
				16	SECURIAN FIN LIFE INS	10-541-520-2500	20.50
				17	SECURIAN FIN LIFE INS	60-830-520-2500	122.20
				18	SECURIAN FIN LIFE INS	50-751-520-2500	187.06
				19	SECURIAN FIN LIFE INS	10-546-520-2500	10.56
				20	SECURIAN SPOUSE & DEPEND	10-200-210-5310	141.75
				21	SECURIAN ADDITIONAL LIFE	10-200-210-5310	603.43
				22	SECURIAN FIN LIFE INS-SUPPLEME	10-200-210-5310	607.07
					INVOICE TOTAL:		2,993.55 *
					CHECK TOTAL:		2,993.55
168736	19272	SEAT OF THE PANTS PRODUCTIONS					
		SEATOTHEPANTS110321	11/03/21	01	SEAT OF THE PANTS PRODUCTIONS	10-552-530-3800	70.00
					INVOICE TOTAL:		70.00 *
					CHECK TOTAL:		70.00
168737	19362	SIOUX SALES COMPANY					

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168737	19362	SIOUX SALES COMPANY						
	191578		10/21/21	01	FIREARMS	10-521-530-3820	1,239.90	
					INVOICE TOTAL:		1,239.90 *	
					CHECK TOTAL:			1,239.90
168738	19652	STARK PAVEMENT CORPORATION						
	50054534		10/31/21	01	STARK PAVEMENT	10-542-530-3510	114.64	
					INVOICE TOTAL:		114.64 *	
					CHECK TOTAL:			114.64
168739	19822	STREICHER'S INC						
	I1533314		11/05/21	01	STREICHER'S	10-521-530-3810	39.99	
					INVOICE TOTAL:		39.99 *	
	I1533568		11/08/21	01	STREICHER'S	10-521-530-3810	583.75	
					INVOICE TOTAL:		583.75 *	
					CHECK TOTAL:			623.74
168740	19832	STRAIGHT LINE COLLISION INC						
	21-15331 & 21-017157		11/09/21	01	STRAIGHT LINE COLLISION SQD 18	10-521-530-5500	10,907.98	
					INVOICE TOTAL:		10,907.98 *	
					CHECK TOTAL:			10,907.98
168741	20275	TERMINAL SUPPLY CO INC						
	76505-01		11/02/21	01	TERMINAL SUPPLY	10-542-530-5400	16.58	
					INVOICE TOTAL:		16.58 *	
	84733-01		11/04/21	01	TERMINAL SUPPLY	10-542-530-5400	17.32	
					INVOICE TOTAL:		17.32 *	
					CHECK TOTAL:			33.90

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168742	20327	JULIE THOMPSON						
	THOMPSON110921		11/09/21	01	J THOMPSON MUSIC FUN	10-552-530-3800	490.00	
					INVOICE TOTAL:		490.00 *	
					CHECK TOTAL:			490.00
168743	20587	TOTAL LAWN CARE						
	29240		11/01/21	01	TOTAL LAWN CARE	10-552-530-3900	1,280.00	
				02	TOTAL LAWN CARE	10-553-530-5200	745.00	
					INVOICE TOTAL:		2,025.00 *	
	29241		11/01/21	01	TOTAL LAWN CARE	10-552-530-3810	1,857.50	
					INVOICE TOTAL:		1,857.50 *	
					CHECK TOTAL:			3,882.50
168744	21427	THE UNIFORM SHOPPE						
	315000		10/08/21	01	UNIFORM SHOPPE	10-521-530-3810	125.00	
					INVOICE TOTAL:		125.00 *	
	315013		10/08/21	01	UNIFORM SHOPPE	10-521-530-3810	29.95	
					INVOICE TOTAL:		29.95 *	
					CHECK TOTAL:			154.95
168745	21480	U S CELLULAR						
	0470422476		10/24/21	01	U.S.CELLULAR ACCT	10-460-461-7400	93.21	
					INVOICE TOTAL:		93.21 *	
					CHECK TOTAL:			93.21
168746	23001	WAUKESHA COUNTY COLLECTION DIV						

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168746	23001	WAUKESHA COUNTY COLLECTION DIV						
		WAUKESHACOUNTYCOLLEC	11/09/21	01	WAGE GARNISHMENT	10-200-210-5800	100.00	
					INVOICE TOTAL:		100.00 *	
					CHECK TOTAL:			100.00
168747	23078	RANDAL A WATTS						
		WATTS110921	11/09/21	01	R WATTS V/B OFFL	10-552-530-3800	54.00	
					INVOICE TOTAL:		54.00 *	
					CHECK TOTAL:			54.00
168748	23644	WI DEPT OF JUSTICE						
		10-01-21-10-31-21	11/01/21	01	WI DEPT OF JUSTICE ACCT-LIB	10-551-530-3100	7.00	
				02	WI DEPT OF JUSTICE ACCT-PD	10-521-530-7210	91.00	
					INVOICE TOTAL:		98.00 *	
					CHECK TOTAL:			98.00
168749	23723	WE ENERGIES						
		3908699374	11/01/21	01	WE ENERGIES	50-721-530-6220	3,543.04	
					INVOICE TOTAL:		3,543.04 *	
		3910305586	11/01/21	01	WE ENERGIES	10-553-530-7120	147.38	
					INVOICE TOTAL:		147.38 *	
		3914339363	11/04/21	01	WE ENERGIES	10-521-530-7100	45.65	
					INVOICE TOTAL:		45.65 *	
		3915101594	11/05/21	01	WE ENERGIES	50-721-530-6220	3,008.43	
					INVOICE TOTAL:		3,008.43 *	
		3915810272	11/05/21	01	WE ENERGIES	10-546-530-3100	81.98	
					INVOICE TOTAL:		81.98 *	

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168749	23723	WE ENERGIES						
	3916149050		11/05/21	01	WE ENERGIES	10-521-530-7100	1,694.98	
					INVOICE TOTAL:		1,694.98 *	
	3916423721		11/05/21	01	WE ENERGIES	60-820-530-8212	2,093.88	
					INVOICE TOTAL:		2,093.88 *	
	3916684807		11/05/21	01	WE ENERGIES	10-518-530-7100	1,270.09	
					INVOICE TOTAL:		1,270.09 *	
	3917052564		11/05/21	01	WE ENERGIES	10-522-530-7100	1,324.11	
					INVOICE TOTAL:		1,324.11 *	
	3917407164		11/05/21	01	WE ENERGIES	10-551-530-7100	4,801.27	
					INVOICE TOTAL:		4,801.27 *	
					CHECK TOTAL:			18,010.81
168750	23816	WOLF & SONS INC						
	887550		11/08/21	01	WOLF & SONS ACCT 9292-2	10-542-530-3700	1,953.79	
					INVOICE TOTAL:		1,953.79 *	
					CHECK TOTAL:			1,953.79
168751	26202	ZARNOTH BRUSH WORKS INC						
	0187029-IN		10/28/21	01	ZARNOTH BRUSH WORKS	10-542-530-5400	1,543.00	
					INVOICE TOTAL:		1,543.00 *	
					CHECK TOTAL:			1,543.00
168752	90099	KATIE AUMANN						
	110321		11/03/21	01	AUMANN INSTRUCTION OF YOGA	10-552-530-3800	115.50	
					INVOICE TOTAL:		115.50 *	
					CHECK TOTAL:			115.50

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168753	97378	AMY SCHMOLDT					
		SCHMOLDT111021	11/10/21	01	A SCHMOLDT POUND ROCK OUT CLAS	10-552-530-3800	50.00
					INVOICE TOTAL:		50.00 *
					CHECK TOTAL:		50.00
168754	T0000126	UW-PLATTEVILLE					
		UWPLATTEVILLE110221	11/02/21	01	CAREER DAY REGISTRATION	10-521-530-3100	35.00
					INVOICE TOTAL:		35.00 *
					CHECK TOTAL:		35.00
					TOTAL AMOUNT PAID:		500,013.13

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
168761	01083	APS WATER SERVICES CORP					
	44823		11/05/21	01	APS WATER SVCS	50-732-530-6510	705.00
					INVOICE TOTAL:		705.00 *
					CHECK TOTAL:		705.00
168762	01200	ADVANTAGE POLICE SUPPLY INC					
	21-0725		11/11/21	01	ADVANTAGE POLICE SUPP	10-521-530-3810	456.47
					INVOICE TOTAL:		456.47 *
					CHECK TOTAL:		456.47
168763	01441	ALL WAYS CONTRACTORS INC					
	50851		11/02/21	01	ALL WAYS CONTRACTORS	40-541-570-8892	17,453.25
					INVOICE TOTAL:		17,453.25 *
					CHECK TOTAL:		17,453.25
168764	01452	AMAZON CAPITAL SERVICES					
	191K-FXY3-46P3		11/05/21	01	AMAZON	10-521-530-3100	400.00
					INVOICE TOTAL:		400.00 *
	1YL4-JJPT-4DNL		11/09/21	01	AMAZON	10-521-530-3100	400.00
					INVOICE TOTAL:		400.00 *
	1YLF-W1LD-4GPJ		11/08/21	01	AMAZON	10-521-530-3100	1,557.71
					INVOICE TOTAL:		1,557.71 *
					CHECK TOTAL:		2,357.71
168765	01593	AIRGAS USA LLC					
	9983608915		10/31/21	01	AIRGAS USA	10-522-530-3860	300.50
					INVOICE TOTAL:		300.50 *
					CHECK TOTAL:		300.50

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168766	01638	AMERICAN FIDELITY ASSURANCE CO						
	6017218A		11/15/21	01	AMER FIDELITY FLEX	10-200-210-5331	401.68	
					INVOICE TOTAL:		401.68 *	
					CHECK TOTAL:			401.68
168767	01791	AT&T LONG DISTANCE						
	860399923-11		11/06/21	01	AT&T INV	10-518-530-7200	104.71	
					INVOICE TOTAL:		104.71 *	
					CHECK TOTAL:			104.71
168768	01793	AT&T MOBILITY						
	287294864492X1115202		11/07/21	01	AT&T MOBILITY ACCT287288826470	10-522-530-7200	966.44	
					INVOICE TOTAL:		966.44 *	
	287309315726X1115202		11/07/21	01	AT&T MOBILITY ACCT287288826470	10-522-530-7200	143.96	
					INVOICE TOTAL:		143.96 *	
					CHECK TOTAL:			1,110.40
168769	01959	AXON ENTERPRISE INC						
	INUS027727		11/08/21	01	AXON ENTERPRISE	10-521-530-3820	1,163.09	
					INVOICE TOTAL:		1,163.09 *	
					CHECK TOTAL:			1,163.09
168770	02087	BATTERIES PLUS LLC						
	P43980672		09/24/21	01	BATTERIES PLS	10-542-530-5400	37.88	
					INVOICE TOTAL:		37.88 *	
	P44104773		09/28/21	01	BATTERIES PLS	10-542-530-5400	-37.88	
					INVOICE TOTAL:		-37.88 *	

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168770	02087	BATTERIES PLUS LLC						
	P44415303		10/07/21	01	BATTERIES PLS	10-519-530-3100	-82.60	
					INVOICE TOTAL:		-82.60 *	
	P44877365		10/20/21	01	BATTERIES PLS	10-542-530-5400	53.98	
					INVOICE TOTAL:		53.98 *	
	P44906670		10/21/21	01	BATTERIES PLS	10-542-530-5400	12.92	
					INVOICE TOTAL:		12.92 *	
	P45686644		11/11/21	01	BATTERIES PLS	10-519-530-3100	256.32	
					INVOICE TOTAL:		256.32 *	
					CHECK TOTAL:			240.62
168771	02492	BOBCAT PLUS INC						
	IB14789		11/10/21	01	BOBCAT PLUS	10-553-530-5400	135.98	
					INVOICE TOTAL:		135.98 *	
					CHECK TOTAL:			135.98
168772	02521	CARMEN BOND						
	111621BOND		11/16/21	01	C BOND ZUMBA INSTRUCTOR	10-554-530-3800	162.00	
					INVOICE TOTAL:		162.00 *	
					CHECK TOTAL:			162.00
168773	02594	GORDIE BOUCHER						
	453203		11/02/21	01	GORDIE BOUCHER	10-521-530-5500	225.27	
					INVOICE TOTAL:		225.27 *	
	454585		11/12/21	01	GORDIE BOUCHER	10-522-530-5500	175.32	
					INVOICE TOTAL:		175.32 *	
					CHECK TOTAL:			400.59

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168774	02623	BRAKE & EQUIPMENT CO						
	645717		10/26/21	01	BRAKE & EQUIPMENT	10-522-530-5500	298.21	
					INVOICE TOTAL:		298.21	*
	646564		11/05/21	01	BRAKE & EQUIPMENT	10-542-530-5400	96.58	
					INVOICE TOTAL:		96.58	*
					CHECK TOTAL:			394.79
168775	03424	CLEAN POWER LLC						
	134549		11/01/21	01	CLEAN POWER CLEANING SVC	10-519-530-4400	9,445.65	
					INVOICE TOTAL:		9,445.65	*
					CHECK TOTAL:			9,445.65
168776	03428	CIVICPLUS						
	217458		09/15/21	01	CIVICPLUS	10-517-530-7450	236.29	
					INVOICE TOTAL:		236.29	*
					CHECK TOTAL:			236.29
168777	03523	CONTEGRA INC						
	41058		11/15/21	01	CONTEGRA INC	60-830-530-8323	933.15	
					INVOICE TOTAL:		933.15	*
					CHECK TOTAL:			933.15
168778	03529	COMMUNITY MEMORIAL HOSPITAL						
	103121KUCHINSKI		10/31/21	01	COMMUNITY MEM HOSP	10-521-530-4130	33.00	
					INVOICE TOTAL:		33.00	*
					CHECK TOTAL:			33.00

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168779	03530	COMMUNITY MEMORIAL HOSPITAL						
	111021		11/10/21	01	COMMUNITY MEM HOSP PHARMACY	10-522-530-3860	405.89	
					INVOICE TOTAL:		405.89 *	
					CHECK TOTAL:			405.89
168780	03555	CONWAY SHIELDS						
	0482557		10/29/21	01	PAUL CONWAY SHIELDS	10-522-530-3820	48.00	
					INVOICE TOTAL:		48.00 *	
					CHECK TOTAL:			48.00
168781	03559	COMPLETE OFFICE OF WISCONSIN						
	214997		11/09/21	01	COMPLETE OFFICE SUPPLIES	10-518-530-3200	155.54	
					INVOICE TOTAL:		155.54 *	
	215005		11/09/21	01	COMPLETE OFFICE SUPPLIES	10-518-530-3200	7.62	
					INVOICE TOTAL:		7.62 *	
	216011		11/09/21	01	COMPLETE OFFICE SUPPLIES	10-518-530-3200	9.57	
					INVOICE TOTAL:		9.57 *	
	216287		11/10/21	01	COMPLETE OFFICE SUPPLIES	10-518-530-3200	167.73	
					INVOICE TOTAL:		167.73 *	
					CHECK TOTAL:			340.46
168782	03680	CREATIVE PRODUCT SOURCING INC						
	142375		11/11/21	01	CREATIVE PRODUCT SOURCING	10-521-530-3830	320.71	
					INVOICE TOTAL:		320.71 *	
					CHECK TOTAL:			320.71

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168783	03686	COMPUTER EXPLORERS						
	455128		11/17/21	01	COMPUTER EXPL	10-552-530-3800	30.00	
					INVOICE TOTAL:		30.00	*
	455129		11/17/21	01	COMPUTER EXPL	10-552-530-3800	60.00	
					INVOICE TOTAL:		60.00	*
	455130		11/17/21	01	COMPUTER EXPL	10-552-530-3800	330.00	
					INVOICE TOTAL:		330.00	*
					CHECK TOTAL:			420.00
168784	04452	DIGGERS HOTLINE INC						
	211 0 64901		10/31/21	01	DIGGERS HOTLINE ID 64901	10-542-530-3510	295.83	
				02	DIGGERS HOTLINE ID 64901	50-712-530-6100	295.82	
				03	DIGGERS HOTLINE ID 64901	60-850-530-8524	295.82	
					INVOICE TOTAL:		887.47	*
	64901-CREDIT		10/29/21	01	DIGGERS HOTLINE ID 64901	10-542-530-3510	-3.15	
				02	DIGGERS HOTLINE ID 64901	50-712-530-6100	-3.15	
				03	DIGGERS HOTLINE ID 64901	60-850-530-8524	-3.15	
					INVOICE TOTAL:		-9.45	*
					CHECK TOTAL:			878.02
168785	04542	KATHLEEN DOWNEY						
	111521DOWNEY		11/15/21	01	K DOWNEY YOGA INSTR	10-554-530-3800	210.00	
					INVOICE TOTAL:		210.00	*
					CHECK TOTAL:			210.00
168786	04788	KHUSHBU DUDHWALA						
	111621DUDHWALA		11/16/21	01	K DUDHWALA PAINTING	10-552-530-3800	60.00	
					INVOICE TOTAL:		60.00	*
					CHECK TOTAL:			60.00

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168787	05425	EMERGENCY MEDICAL PRODUCTS INC						
	2295950		11/08/21	01	EMERGENCY MED PROD SUPPLIES	10-522-530-3860	516.34	
					INVOICE TOTAL:		516.34 *	
					CHECK TOTAL:			516.34
168788	05655	EQUIPMENT RENTALS INC						
	214981-1		11/05/21	01	EQUIPMENT RENTALS	60-830-530-8313	137.50	
					INVOICE TOTAL:		137.50 *	
					CHECK TOTAL:			137.50
168789	05937	EXPRESS NEWS						
	83639		10/09/21	01	EXPRESS NEWS	10-553-530-5290	175.00	
					INVOICE TOTAL:		175.00 *	
	83640		10/09/21	01	EXPRESS NEWS	10-553-530-5290	175.00	
					INVOICE TOTAL:		175.00 *	
					CHECK TOTAL:			350.00
168790	06029	FAHRNER ASPHALT SEALERS INC						
	2111-1		11/17/21	01	FAHRNER ASPHALT SEALERS INC	10-542-530-3505	319,156.11	
					INVOICE TOTAL:		319,156.11 *	
					CHECK TOTAL:			319,156.11
168791	06036	FASTENAL COMPANY						
	WIMI655800		11/12/21	01	FASTENAL CO	10-542-530-5400	209.96	
					INVOICE TOTAL:		209.96 *	
					CHECK TOTAL:			209.96

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168792	06107	FED EX						
	7-56-00432		11/16/21	01	FED EX ACCT XXXX-X859-0	50-711-530-6030	35.73	
					INVOICE TOTAL:		35.73 *	
					CHECK TOTAL:			35.73
168793	06388	5 ALARM FIRE & SAFETY						
	P00302		10/26/21	01	FIVE ALARM	10-522-530-3820	486.95	
					INVOICE TOTAL:		486.95 *	
	P00583		11/12/21	01	FIVE ALARM	10-522-530-3820	4,108.58	
					INVOICE TOTAL:		4,108.58 *	
					CHECK TOTAL:			4,595.53
168794	06595	FOTH INFRASTRUCTURE &						
	75008		11/09/21	01	FOTH INFRASTRUCTURE	48-571-530-4300	781.30	
					INVOICE TOTAL:		781.30 *	
	75009		11/09/21	01	FOTH INFRASTRUCTURE	48-576-530-4300	9,659.10	
					INVOICE TOTAL:		9,659.10 *	
	75010		11/09/21	01	FOTH INFRASTRUCTURE	48-576-530-4300	9,966.38	
					INVOICE TOTAL:		9,966.38 *	
	75011		11/09/21	01	FOTH INFRASTRUCTURE	48-576-530-4300	1,988.70	
					INVOICE TOTAL:		1,988.70 *	
	75012		11/09/21	01	FOTH INFRASTRUCTURE	48-576-530-4600	3,430.25	
					INVOICE TOTAL:		3,430.25 *	
					CHECK TOTAL:			25,825.73
168795	07208	GERMANTOWN TIRE & AUTO INC						

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168795	07208	GERMANTOWN TIRE & AUTO INC						
	204802		11/01/21	01	GTOWN TIRE&AUTO	18-567-530-3100	40.11	
					INVOICE TOTAL:		40.11	*
	204822		11/02/21	01	GTOWN TIRE&AUTO	10-521-530-5500	29.72	
					INVOICE TOTAL:		29.72	*
	204842		11/02/21	01	GTOWN TIRE&AUTO	10-521-530-5500	663.24	
					INVOICE TOTAL:		663.24	*
	204894		11/05/21	01	GTOWN TIRE&AUTO	10-521-530-5500	29.72	
					INVOICE TOTAL:		29.72	*
					CHECK TOTAL:			762.79
168796	07242	GLEN GERARD						
	111521	GERARD	11/15/21	01	G GERARD MAGIC INSTRUCTOR	10-552-530-3800	36.00	
					INVOICE TOTAL:		36.00	*
					CHECK TOTAL:			36.00
168797	07590	GRAEF						
	0117637		10/21/21	01	GRAEF	48-578-530-4300	14,075.48	
					INVOICE TOTAL:		14,075.48	*
					CHECK TOTAL:			14,075.48
168798	07596	GRAYBAR ELECTRIC COMPANY						
	9324261116		11/10/21	01	GRAYBAR LIGHTING MATERIALS	10-553-530-3100	146.31	
					INVOICE TOTAL:		146.31	*
					CHECK TOTAL:			146.31

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168799	08021	HACH COMPANY						
	12726157		11/01/21	01	HACH CO	50-732-530-6510	330.60	
					INVOICE TOTAL:		330.60 *	
					CHECK TOTAL:			330.60
168800	08085	HARWOOD ENGINEERING CONSULTANT						
	1223451		10/29/21	01	HARWOOD ENG	10-541-530-4300	440.00	
					INVOICE TOTAL:		440.00 *	
	1223452		10/29/21	01	HARWOOD ENG	10-541-530-4300	330.00	
					INVOICE TOTAL:		330.00 *	
	1223453		10/29/21	01	HARWOOD ENG	10-541-530-4300	275.00	
					INVOICE TOTAL:		275.00 *	
					CHECK TOTAL:			1,045.00
168801	08232	HERBST OIL INC						
	771133		11/15/21	01	HERBST OIL	10-521-530-3700	21,339.92	
					INVOICE TOTAL:		21,339.92 *	
					CHECK TOTAL:			21,339.92
168802	08467	JOHN HIGHT						
	111621HIGHT		11/16/21	01	J HIGHT OFFICIAL	10-552-530-3800	70.00	
					INVOICE TOTAL:		70.00 *	
					CHECK TOTAL:			70.00
168803	08882	BENJAMIN HUBRICH						
	11821HUBRICH		11/17/21	01	B HUBRICH TRAVEL	10-513-530-3100	284.42	

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168803	08882	BENJAMIN HUBRICH						
	11821	HUBRICH	11/17/21	02	B HUBRICH TRAVEL	10-514-530-3100	284.42	
				03	B HUBRICH TRAVEL	10-512-530-7800	568.86	
					INVOICE TOTAL:		1,137.70	*
					CHECK TOTAL:			1,137.70
168804	11659	KRUCZEK CONSTRUCTION INC						
	2113-2		11/16/21	01	KRUCZEK CONSTR	48-578-530-4500	861,415.16	
					INVOICE TOTAL:		861,415.16	*
					CHECK TOTAL:			861,415.16
168805	12114	LINDSAY LAUTERS						
	111621	LAUTERS	11/16/21	01	L LAUTERS POM PON CAMP	10-552-530-3800	891.41	
					INVOICE TOTAL:		891.41	*
					CHECK TOTAL:			891.41
168806	12461	AMY LERCH						
	1019-1117	LERCH	11/16/21	01	A LERCH	10-522-530-7730	37.80	
					INVOICE TOTAL:		37.80	*
					CHECK TOTAL:			37.80
168807	13027	MAGUIRE IRON INC						
	0019G018.00-9		11/04/21	01		48-576-530-4500	83,720.22	
					INVOICE TOTAL:		83,720.22	*
					CHECK TOTAL:			83,720.22
168808	13205	MEQUON VACUUM CENTER						

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168808	13205	MEQUON VACUUM CENTER					
	46173		11/05/21	01	MEQUON VACUUM	10-519-530-3500	778.00
						INVOICE TOTAL:	778.00 *
						CHECK TOTAL:	778.00
168809	13207	MENARDS					
	14227		11/10/21	01	MENARDS ACCT	10-553-530-5200	1,389.06
						INVOICE TOTAL:	1,389.06 *
	14237		11/10/21	01	MENARDS ACCT	10-519-530-5224	101.87
						INVOICE TOTAL:	101.87 *
	14240		11/10/21	01	MENARDS ACCT	10-519-530-5224	-97.98
						INVOICE TOTAL:	-97.98 *
	14241		11/10/21	01	MENARDS ACCT	10-519-530-5224	69.98
						INVOICE TOTAL:	69.98 *
	14250		11/10/21	01	MENARDS ACCT	10-519-530-5224	8.87
						INVOICE TOTAL:	8.87 *
	14291		11/11/21	01	MENARDS ACCT	10-542-530-3200	21.35
						INVOICE TOTAL:	21.35 *
	14375-21		11/12/21	01	MENARDS ACCT	10-542-530-3200	109.89
						INVOICE TOTAL:	109.89 *
	14623		11/16/21	01	MENARDS ACCT	10-522-530-3200	56.75
						INVOICE TOTAL:	56.75 *
						CHECK TOTAL:	1,659.79
168810	13244	METRON-FARNIER LLC					

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168810	13244	METRON-FARNIER LLC						
	34102		11/03/21	01	METRON-FARNIER METERS	50-742-530-6760	152.16	
					INVOICE TOTAL:		152.16 *	
					CHECK TOTAL:			152.16
168811	13334	MID-STATE EQUIPMENT						
	H82471		11/10/21	01	MID-STATE EQT	10-553-530-5400	247.52	
					INVOICE TOTAL:		247.52 *	
	H82571		11/12/21	01	MID-STATE EQT	10-553-530-5400	70.20	
					INVOICE TOTAL:		70.20 *	
	H82573		11/12/21	01	MID-STATE EQT	10-553-530-5400	489.44	
					INVOICE TOTAL:		489.44 *	
					CHECK TOTAL:			807.16
168812	13430	MILWAUKEE SPRING & ALIGNMENT						
	43917		10/20/21	01	MILWAUKEE SPRING HWY STOCK	10-522-530-5500	2,612.62	
					INVOICE TOTAL:		2,612.62 *	
					CHECK TOTAL:			2,612.62
168813	13835	MUNICIPAL WELL & PUMP INC						
	0019G018.01-4		10/31/21	01	MUNICIPAL WELL	48-576-530-4600	199,471.50	
					INVOICE TOTAL:		199,471.50 *	
					CHECK TOTAL:			199,471.50
168814	14018	FALLS AUTO PARTS						
	634953		10/01/21	01	FALLS AUTO PARTS ACCT 4040	50-751-530-9333	11.09	
					INVOICE TOTAL:		11.09 *	

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168814	14018	FALLS AUTO PARTS					
	635117		10/05/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	24.68 24.68 *
	635132		10/05/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	19.83 19.83 *
	635142		10/05/21	01	FALLS AUTO PARTS ACCT 4040	50-751-530-9333 INVOICE TOTAL:	4.43 4.43 *
	635264		10/07/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	22.99 22.99 *
	635565		10/12/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	16.78 16.78 *
	635566		10/12/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	24.41 24.41 *
	635578		10/12/21	01 02	FALLS AUTO PARTS ACCT 4040 FALLS AUTO PARTS ACCT 4040	10-542-530-5400 10-522-530-5500 INVOICE TOTAL:	77.05 29.72 106.77 *
	635638		10/13/21	01	FALLS AUTO PARTS ACCT 4040	10-553-530-5400 INVOICE TOTAL:	38.92 38.92 *
	635679		10/14/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	16.98 16.98 *
	635712		10/14/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	16.02 16.02 *
	635879		10/18/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	213.61 213.61 *
	635927		10/19/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	85.81 85.81 *

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168814	14018	FALLS AUTO PARTS					
	635946		10/19/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	28.11 28.11 *
	635994		10/19/21	01	FALLS AUTO PARTS ACCT 4040	50-751-530-9333 INVOICE TOTAL:	66.87 66.87 *
	636027		10/20/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	14.98 14.98 *
	636111		10/21/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	6.90 6.90 *
	636117		10/21/21	01	FALLS AUTO PARTS ACCT 4040	10-552-530-5500 INVOICE TOTAL:	23.51 23.51 *
	636153		10/21/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	25.14 25.14 *
	636227		10/22/21	01	FALLS AUTO PARTS ACCT 4040	50-751-530-9333 INVOICE TOTAL:	5.80 5.80 *
	636374		10/26/21	01	FALLS AUTO PARTS ACCT 4040	18-567-530-3100 INVOICE TOTAL:	12.34 12.34 *
	636416		10/27/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	19.28 19.28 *
	636511		10/28/21	01	FALLS AUTO PARTS ACCT 4040	10-522-530-5500 INVOICE TOTAL:	28.71 28.71 *
	636581		10/29/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	11.77 11.77 *
	636620		10/29/21	01	FALLS AUTO PARTS ACCT 4040	18-567-530-3100 INVOICE TOTAL:	13.30 13.30 *
						CHECK TOTAL:	859.03

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168815	14723	NORTHERN LAKE SERVICE INC						
	409499		11/03/21	01	NORTHERN LAKE SVC	50-731-530-6420	95.00	
					INVOICE TOTAL:		95.00 *	
					CHECK TOTAL:			95.00
168816	16467	PLEASANT VALLEY VETERINARY						
	9567110821		11/09/21	01	K9 BOARDING	18-567-530-3100	297.00	
					INVOICE TOTAL:		297.00 *	
					CHECK TOTAL:			297.00
168817	16535	PORT A JOHN						
	1335337-IN		11/08/21	01	PORT-A-JOHN	16-567-530-3300	22.64	
					INVOICE TOTAL:		22.64 *	
					CHECK TOTAL:			22.64
168818	18032	RASMITH						
	161951		11/08/21	01	CADD TECH	10-541-530-4300	2,723.26	
				02	CADD TECH	48-571-530-4300	624.00	
				03	CADD TECH	48-571-530-4300	4,103.75	
					INVOICE TOTAL:		7,451.01 *	
					CHECK TOTAL:			7,451.01
168819	18060	LARRY RATAYCZAK						
	1021-1022RATAYCZAK		10/21/21	01	L RATAYCZAK	10-541-530-7800	169.05	
					INVOICE TOTAL:		169.05 *	
					CHECK TOTAL:			169.05

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168820	18104	REACT CENTER						
	REACT0832		11/08/21	01		10-522-530-7720	2,000.00	
						INVOICE TOTAL:	2,000.00 *	
						CHECK TOTAL:		2,000.00
168821	19082	SIREN SERVICES						
	583		10/29/21	01	SIREN SERVICES	10-522-530-5500	267.80	
						INVOICE TOTAL:	267.80 *	
	584		10/29/21	01	SIREN SERVICES	10-522-530-5500	435.18	
						INVOICE TOTAL:	435.18 *	
						CHECK TOTAL:		702.98
168822	19086	SES LLC						
	692		11/03/21	01	SCHOESSOW EQUIPMENT SERVICES	10-553-530-5400	29.10	
						INVOICE TOTAL:	29.10 *	
	695		11/05/21	01	SCHOESSOW EQUIPMENT SERVICES	10-553-530-5400	350.16	
						INVOICE TOTAL:	350.16 *	
						CHECK TOTAL:		379.26
168823	19623	SPARKS CONSTRUCTION CORP						
	4892		11/07/21	01	SPARKS CONSTRUCTION	25-567-530-3100	32.00	
						INVOICE TOTAL:	32.00 *	
	4902		11/15/21	01	SPARKS CONSTRUCTION	10-522-530-3810	28.00	
						INVOICE TOTAL:	28.00 *	
						CHECK TOTAL:		60.00

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168824	19792	STERICYCLE INC						
	4010498264		11/01/21	01	STERICYCLE INC SUPPLIES	10-522-530-3860	77.10	
					INVOICE TOTAL:		77.10 *	
					CHECK TOTAL:			77.10
168825	19832	STRAIGHT LINE COLLISION INC						
	110921SQUAD#18		11/09/21	01	STRAIGHT LINE COLLISION	10-521-530-5500	10,907.98	
					INVOICE TOTAL:		10,907.98 *	
					CHECK TOTAL:			10,907.98
168826	20007	TD GRAPHICS LLC						
	5995		11/10/21	01	TD GRAPHICS	10-521-530-5500	225.00	
					INVOICE TOTAL:		225.00 *	
					CHECK TOTAL:			225.00
168827	20036	TIAA COMMERCIAL FINANCE INC						
	8542449		11/08/21	01	TIAA COMM FIN COPY MACH F.D.	10-522-530-3300	404.20	
					INVOICE TOTAL:		404.20 *	
					CHECK TOTAL:			404.20
168828	20275	TERMINAL SUPPLY CO INC						
	76505-01		11/02/21	01	TERMINAL SUPPLY	10-542-530-5400	16.58	
					INVOICE TOTAL:		16.58 *	
	84733-01		11/04/21	01	TERMINAL SUPPLY	10-542-530-5400	17.32	
					INVOICE TOTAL:		17.32 *	
					CHECK TOTAL:			33.90

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168829	20327	JULIE THOMPSON						
	110921	THOMPSON	11/09/21	01	J THOMPSON MUSIC FUN	10-552-530-3800	490.00	
					INVOICE TOTAL:		490.00 *	
					CHECK TOTAL:			490.00
168830	20329	3 RIVERS BILLING INC						
	5780		11/03/21	01	3 RIVERS BILLING	10-460-462-2220	2,344.32	
					INVOICE TOTAL:		2,344.32 *	
					CHECK TOTAL:			2,344.32
168831	20575	DF TOMASINI CONTRACTORS INC						
	DFT#2181-70		10/12/21	01	D F TOMASINI	50-742-530-6730	17,365.00	
					INVOICE TOTAL:		17,365.00 *	
					CHECK TOTAL:			17,365.00
168832	20587	TOTAL LAWN CARE						
	29240		11/01/21	01	TOTAL LAWN CARE	10-552-530-3900	1,280.00	
				02	TOTAL LAWN CARE	10-553-530-5200	745.00	
					INVOICE TOTAL:		2,025.00 *	
	29241		11/01/21	01	TOTAL LAWN CARE	10-552-530-3810	1,857.50	
					INVOICE TOTAL:		1,857.50 *	
					CHECK TOTAL:			3,882.50
168833	20659	TRI-TECH FORENSICS INC						
	569468		11/12/21	01	TRI-TECH FORENSICS SUPPLIES	10-521-530-3100	61.65	
					INVOICE TOTAL:		61.65 *	

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168833	20659	TRI-TECH FORENSICS INC						
	569485		11/12/21	01	TRI-TECH FORENSICS SUPPLIES	10-521-530-3100	207.20	
					INVOICE TOTAL:		207.20 *	
					CHECK TOTAL:			268.85
168834	21480	U S CELLULAR						
	0471495023		11/02/21	01	U.S.CELLULAR ACCT	10-552-530-7200	147.50	
					INVOICE TOTAL:		147.50 *	
					CHECK TOTAL:			147.50
168835	22346	VERIZON WIRELESS						
	9891825056		11/01/21	01	VERIZON ACCT	10-522-530-7200	324.01	
					INVOICE TOTAL:		324.01 *	
	9891825057		11/01/21	01	VERIZON ACCT	10-522-530-7200	80.02	
					INVOICE TOTAL:		80.02 *	
					CHECK TOTAL:			404.03
168836	22710	VON BRIESEN & ROPER, SC						
	374057		11/15/21	01	VON BRIESEN LEGAL SVCS	10-511-530-4100	1,091.50	
					INVOICE TOTAL:		1,091.50 *	
	374150		11/15/21	01	VON BRIESEN LEGAL SVCS	10-511-530-4100	147.50	
					INVOICE TOTAL:		147.50 *	
					CHECK TOTAL:			1,239.00
168837	23036	WACHTEL TREE SCIENCE &						
	92643		10/29/21	01	WACHTEL TREE	10-553-530-5290	224.00	

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168837	23036	WACHTEL TREE SCIENCE &						
	92643		10/29/21	02	WACHTEL TREE	50-742-530-6710	630.00	
					INVOICE TOTAL:		854.00 *	
					CHECK TOTAL:			854.00
168838	23078	RANDAL A WATTS						
	110921WATTS		11/09/21	01	R WATTS V/B OFFL	10-552-530-3800	54.00	
					INVOICE TOTAL:		54.00 *	
	111621WATTS		11/16/21	01	R WATTS V/B OFFL	10-552-530-3800	54.00	
					INVOICE TOTAL:		54.00 *	
					CHECK TOTAL:			108.00
168839	23173	WM CORPORATE SERVICES INC						
	6697472-2275-2		11/01/21	01	WASTE MGMT ID 5-83359-33006	10-542-530-7950	52,161.96	
				02	WASTE MGMT ID 5-83359-33006	10-546-530-4810	24,348.50	
					INVOICE TOTAL:		76,510.46 *	
					CHECK TOTAL:			76,510.46
168840	23412	JOAQUINA WINFREY						
	111521WINFREY		11/15/21	01	J WINFREY LEARN TO DECORATE	10-552-530-3800	122.50	
					INVOICE TOTAL:		122.50 *	
					CHECK TOTAL:			122.50
168841	23644	WI DEPT OF JUSTICE						
	L6701T-10		10/31/21	01	WI DEPT OF JUSTICE ACCT	10-521-530-7210	91.00	
				02	WI DEPT OF JUSTICE ACCT	10-551-530-3100	7.00	
					INVOICE TOTAL:		98.00 *	
					CHECK TOTAL:			98.00

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168842	23723	WE ENERGIES					
	3916447983		11/05/21	01	WE ENERGIES	50-721-530-6220	2,651.81
					INVOICE TOTAL:		2,651.81 *
	3917945974		11/08/21	01	WE ENERGIES	50-721-530-6220	939.83
					INVOICE TOTAL:		939.83 *
	3918332735		11/08/21	01	WE ENERGIES	50-721-530-6220	3,978.56
					INVOICE TOTAL:		3,978.56 *
	3919278377		11/08/21	01	WE ENERGIES	60-820-530-8212	1,880.41
					INVOICE TOTAL:		1,880.41 *
	3921950582		11/10/21	01	WE ENERGIES	10-542-530-7120	138.01
					INVOICE TOTAL:		138.01 *
	3922152842		11/10/21	01	WE ENERGIES	10-553-530-7120	21.05
					INVOICE TOTAL:		21.05 *
	3922503233		11/10/21	01	WE ENERGIES	10-553-530-7120	21.05
					INVOICE TOTAL:		21.05 *
	3925561687		11/15/21	01	WE ENERGIES	60-820-530-8212	124.53
					INVOICE TOTAL:		124.53 *
	3925877692		11/15/21	01	WE ENERGIES	60-820-530-8212	274.43
					INVOICE TOTAL:		274.43 *
	3925921373		11/15/21	01	WE ENERGIES	10-542-530-7120	61.78
					INVOICE TOTAL:		61.78 *
	3926079172		11/15/21	01	WE ENERGIES	60-820-530-8212	339.29
					INVOICE TOTAL:		339.29 *
	3926523381		11/15/21	01	WE ENERGIES	10-542-530-7120	89.98
					INVOICE TOTAL:		89.98 *

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168842	23723	WE ENERGIES						
	3926616331		11/15/21	01	WE ENERGIES	10-542-530-7120	76.70	
					INVOICE TOTAL:		76.70	*
	3926679992		11/15/21	01	WE ENERGIES	10-542-530-7120	105.71	
					INVOICE TOTAL:		105.71	*
	3926749851		11/15/21	01	WE ENERGIES	10-542-530-7120	66.93	
					INVOICE TOTAL:		66.93	*
					CHECK TOTAL:			10,770.07
168843	23816	WOLF & SONS INC						
	894686		11/15/21	01	WOLF & SONS ACCT 9292-2	10-542-530-3700	2,031.93	
					INVOICE TOTAL:		2,031.93	*
					CHECK TOTAL:			2,031.93
168844	24210	XEROX CORPORATION						
	014840896		11/04/21	01	XEROX CORP	10-100-160-2200	261.82	
					INVOICE TOTAL:		261.82	*
	014840897		11/04/21	01	XEROX CORP	10-100-160-2200	448.84	
					INVOICE TOTAL:		448.84	*
	014840898		11/04/21	01	XEROX CORP	10-100-160-2200	466.79	
					INVOICE TOTAL:		466.79	*
					CHECK TOTAL:			1,177.45
168845	26202	ZARNOTH BRUSH WORKS INC						
	0187029-IN		10/28/21	01	ZARNOTH BRUSH WORKS	10-542-530-5400	1,543.00	
					INVOICE TOTAL:		1,543.00	*
					CHECK TOTAL:			1,543.00

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168846	90074	LION GROUP INC						
	300006681		08/25/21	01	TOTAL CARE	10-522-530-3820	225.70	
						INVOICE TOTAL:	225.70 *	
						CHECK TOTAL:		225.70
168847	90099	KATIE AUMANN						
	110321AUMANN		11/03/21	01		10-552-530-3800	115.50	
						INVOICE TOTAL:	115.50 *	
						CHECK TOTAL:		115.50
168848	92681	CARY RODRIGUEZ						
	1107-1112RODRIGUEZ		11/16/21	01	C RODRIGUEZ	10-522-530-7720	312.72	
						INVOICE TOTAL:	312.72 *	
						CHECK TOTAL:		312.72
168849	93390	ROBERT ASMONDY						
	1107-1112ASMONDY		11/16/21	01	R ASMONDY	10-522-530-7720	138.00	
						INVOICE TOTAL:	138.00 *	
						CHECK TOTAL:		138.00
168850	94352	TRAVIS BROUGHTON						
	MBUS-222083		08/23/21	01	T BROUGHTON	60-830-530-8343	125.00	
						INVOICE TOTAL:	125.00 *	
						CHECK TOTAL:		125.00
168851	95799	NEALY FRASER						

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168851	95799	NEALY FRASER						
	101621	FRASER	11/16/21	01	N FRASER PIXIES/DUST & SPARK	10-552-530-3800	664.77	
					INVOICE TOTAL:		664.77 *	
					CHECK TOTAL:			664.77
168852	97378	AMY SCHMOLDT						
	101021	SCHMOLDT	11/10/21	01	A SCHMOLDT POUND ROCK OUT CLAS	10-552-530-3800	50.00	
					INVOICE TOTAL:		50.00 *	
					CHECK TOTAL:			50.00
168853	T0000127	MARILYN DEDRICK						
	111821	DEDRICK	11/17/21	01	UTILITY OVERPAYMENT	50-460-471-4610	552.01	
					INVOICE TOTAL:		552.01 *	
					CHECK TOTAL:			552.01
168854	T0000128	GAMROTH KUHBERG JUNCTION						
	111821	GAMROTH	11/17/21	01	DUPLICATE BILL AND PAYMENT	50-460-471-4611	572.72	
					INVOICE TOTAL:		572.72 *	
					CHECK TOTAL:			572.72
					TOTAL AMOUNT PAID:			1,725,831.66

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168755	21427	THE UNIFORM SHOPPE						
	315000		10/08/21	01	UNIFORM SHOPPE	10-521-530-3810	125.00	
					INVOICE TOTAL:		125.00	*
	315013		10/08/21	01	UNIFORM SHOPPE	10-521-530-3810	29.95	
					INVOICE TOTAL:		29.95	*
					CHECK TOTAL:			154.95
168756	21480	U S CELLULAR						
	0470422476		10/24/21	01	U.S.CELLULAR ACCT	10-460-461-7400	93.21	
					INVOICE TOTAL:		93.21	*
					CHECK TOTAL:			93.21
168757	23001	WAUKESHA COUNTY COLLECTION DIV						
	WAUKESHACOUNTYCOLLEC		11/09/21	01	WAGE GARNISHMENT	10-200-210-5800	100.00	
					INVOICE TOTAL:		100.00	*
					CHECK TOTAL:			100.00
168758	23723	WE ENERGIES						
	3908699374		11/01/21	01	WE ENERGIES	50-721-530-6220	3,543.04	
					INVOICE TOTAL:		3,543.04	*
	3910305586		11/01/21	01	WE ENERGIES	10-553-530-7120	147.38	
					INVOICE TOTAL:		147.38	*
	3914339363		11/04/21	01	WE ENERGIES	10-518-530-7100	45.65	
					INVOICE TOTAL:		45.65	*
	3915101594		11/05/21	01	WE ENERGIES	50-721-530-6220	3,008.43	
					INVOICE TOTAL:		3,008.43	*

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168758	23723	WE ENERGIES						
	3915810272		11/05/21	01	WE ENERGIES	10-546-530-3100	81.98	
					INVOICE TOTAL:		81.98	*
	3916149050		11/05/21	01	WE ENERGIES	10-521-530-7100	1,694.98	
					INVOICE TOTAL:		1,694.98	*
	3916423721		11/05/21	01	WE ENERGIES	60-820-530-8212	2,093.88	
					INVOICE TOTAL:		2,093.88	*
	3916684807		11/05/21	01	WE ENERGIES	10-518-530-7100	1,270.09	
					INVOICE TOTAL:		1,270.09	*
	3917052564		11/05/21	01	WE ENERGIES	10-522-530-7100	1,324.11	
					INVOICE TOTAL:		1,324.11	*
	3917407164		11/05/21	01	WE ENERGIES	10-551-530-7100	4,801.27	
					INVOICE TOTAL:		4,801.27	*
					CHECK TOTAL:			18,010.81
168759	23816	WOLF & SONS INC						
	887550		11/08/21	01	WOLF & SONS ACCT 9292-2	10-542-530-3700	1,953.79	
					INVOICE TOTAL:		1,953.79	*
					CHECK TOTAL:			1,953.79
					TOTAL AMOUNT PAID:			20,312.76

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168760	23049	WASHINGTON COUNTY CLERK					
	042821-111521	TAGS	11/16/21	01	WASH CTY CLK	10-200-240-3300	245.00
					INVOICE TOTAL:		245.00 *
					CHECK TOTAL:		245.00
					TOTAL AMOUNT PAID:		245.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
168855	16070	PAYNE & DOLAN					
	PAYMENT #4		11/23/21	01	2021 ROAD IMPROVEMENT CONTRACT	40-542-570-8810	67,518.40
					INVOICE TOTAL:		67,518.40 *
					CHECK TOTAL:		67,518.40
					TOTAL AMOUNT PAID:		67,518.40

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168858	01222	AERIAL WORK PLATFORMS INC						
	261572		11/03/21	01	AERIAL WORK PLATFORMS	10-519-530-5251	165.00	
					INVOICE TOTAL:		165.00 *	
					CHECK TOTAL:			165.00
168859	01452	AMAZON CAPITAL SERVICES						
	1YRH-L7CD-VM6J		11/16/21	01	AMAZON	10-521-530-3100	109.90	
					INVOICE TOTAL:		109.90 *	
					CHECK TOTAL:			109.90
168860	01593	AIRGAS USA LLC						
	9119742664		11/16/21	01	AIRGAS USA	10-542-530-3510	90.62	
					INVOICE TOTAL:		90.62 *	
					CHECK TOTAL:			90.62
168861	01638	AMERICAN FIDELITY ASSURANCE CO						
	6017736		11/30/21	01	AMER FIDELITY FLEX	10-200-210-5331	1,432.84	
					INVOICE TOTAL:		1,432.84 *	
					CHECK TOTAL:			1,432.84
168862	01699	AMERICAN FIDELITY ASSURANCE						
	0387245		11/01/21	01	AMERICAN FIDELITY	10-200-210-5331	3,885.95	
					INVOICE TOTAL:		3,885.95 *	
					CHECK TOTAL:			3,885.95
168863	01793	AT&T MOBILITY						

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168863	01793	AT&T MOBILITY						
	287289758488X1115202		11/07/21	01	AT&T MOBILITY	10-521-530-7210	1,896.81	
						INVOICE TOTAL:	1,896.81 *	
						CHECK TOTAL:		1,896.81
168864	01825	ATCO INTL						
	I0588341		11/23/21	01	ATCO INTL	10-522-530-5400	184.00	
						INVOICE TOTAL:	184.00 *	
						CHECK TOTAL:		184.00
168865	01959	AXON ENTERPRISE INC						
	INUS029443		11/09/21	01	AXON ENTERPRISE	10-521-530-3820	586.74	
						INVOICE TOTAL:	586.74 *	
						CHECK TOTAL:		586.74
168866	01981	BD STUDIO LLC						
	BDSTUDIO112921		11/29/21	01	BD STUDIO	10-552-530-3800	48.00	
						INVOICE TOTAL:	48.00 *	
						CHECK TOTAL:		48.00
168867	02087	BATTERIES PLUS LLC						
	P46127638		11/23/21	01	BATTERIES PLS	10-542-530-7120	176.40	
						INVOICE TOTAL:	176.40 *	
						CHECK TOTAL:		176.40
168868	02141	BAKER TILLY US LLP						

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168868	02141	BAKER TILLY US LLP					
	BT1940859		11/03/21	01	BAKER TILLY	50-751-530-9040	940.00
				02	BAKER TILLY	60-850-530-8526	940.00
				03	BAKER TILLY	50-751-530-9040	2,292.25
				04	BAKER TILLY	60-850-530-8526	2,292.25
				05	BAKER TILLY	10-514-530-4200	2,292.25
				06	BAKER TILLY	47-576-530-4900	1,146.13
				07	BAKER TILLY	48-574-530-4900	1,146.12
					INVOICE TOTAL:		11,049.00 *
					CHECK TOTAL:		11,049.00
168869	02146	BATZNER PEST CONTROL INC					
	3244373		11/18/21	01	SENIOR CENTER	10-519-530-5254	67.00
					INVOICE TOTAL:		67.00 *
	3247987		11/18/21	01	VILLAGE HALL	10-519-530-5210	67.00
					INVOICE TOTAL:		67.00 *
	3247988		11/18/21	01	FIRE STATION	10-519-530-5222	32.00
					INVOICE TOTAL:		32.00 *
	3247989		11/18/21	01	FIRE STATION 1	10-519-530-5225	32.00
					INVOICE TOTAL:		32.00 *
	3247990		11/18/21	01	FIRE COMPANY BLDG	10-519-530-5223	32.00
					INVOICE TOTAL:		32.00 *
	3247991		11/18/21	01	LIBRARY	10-519-530-5251	67.00
					INVOICE TOTAL:		67.00 *
	3247992		11/18/21	01	SURVIVE ALIVE	10-519-530-5224	32.00
					INVOICE TOTAL:		32.00 *
	3247993		11/18/21	01	DPW	10-519-530-5242	32.00
					INVOICE TOTAL:		32.00 *

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168869	02146	BATZNER PEST CONTROL INC						
	3247994		11/18/21	01	POLICE DEPT	10-519-530-5221	67.00	
					INVOICE TOTAL:		67.00	*
	3247995		11/18/21	01	WOLF HOUSE/BELL MUSEUM	10-519-530-5215	32.00	
					INVOICE TOTAL:		32.00	*
	3247996		11/18/21	01	KINDERBURG SHELTER	10-553-530-5200	32.00	
					INVOICE TOTAL:		32.00	*
	3247997		11/18/21	01	FIREMANS PARK SHELTER	10-553-530-4100	32.00	
					INVOICE TOTAL:		32.00	*
	3248030		11/18/21	01	POLICE ANNEX/GARAGE	10-519-530-5221	32.00	
					INVOICE TOTAL:		32.00	*
					CHECK TOTAL:			556.00
168870	02450	BLIFFERT LUMBER & FUEL CO						
	2110-643707		10/25/21	01	HILLTOP DRIVE-BLIFFERT	40-541-570-8892	72.67	
					INVOICE TOTAL:		72.67	*
	2110-643707-FINCHG		10/25/21	01	FINANCE CHARGE	10-553-530-3100	1.00	
					INVOICE TOTAL:		1.00	*
	2111-663857		11/12/21	01	BLIFFERT LUMBER CO	10-553-530-3100	74.68	
					INVOICE TOTAL:		74.68	*
	2111-675463		11/24/21	01	BLIFFERT LUMBER CO	10-542-530-5400	52.66	
					INVOICE TOTAL:		52.66	*
					CHECK TOTAL:			201.01
168871	02484	BLUE SPRING FARMS LLC						

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168871	02484	BLUE SPRING FARMS LLC						
		BLUESPRINGFARMS11222	11/22/21	01	BLUE SPRING FARMS	10-552-530-3800	360.00	
					INVOICE TOTAL:		360.00 *	
					CHECK TOTAL:			360.00
168872	02562	BOUND TREE MEDICAL LLC						
		84298241	11/22/21	01	BOUND TREE MEDICAL SUPPLIES	10-522-530-3860	780.04	
					INVOICE TOTAL:		780.04 *	
					CHECK TOTAL:			780.04
168873	02594	GORDIE BOUCHER						
		454772	11/15/21	01	GORDIE BOUCHER	10-521-530-5500	19.44	
					INVOICE TOTAL:		19.44 *	
					CHECK TOTAL:			19.44
168874	02686	BROOKS TRACTOR, INC						
		M55733	11/16/21	01	BROOKS TRACTOR	10-542-530-5400	29.69	
					INVOICE TOTAL:		29.69 *	
					CHECK TOTAL:			29.69
168875	03107	CATTRON NORTH AMERICA INC						
		50IV00180496	11/15/21	01	GOLDENDALE BOOSTER STATION	50-712-530-6110	360.00	
					INVOICE TOTAL:		360.00 *	
					CHECK TOTAL:			360.00
168876	03134	CASPER'S TRUCK EQUIPMENT						

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168876	03134	CASPER'S TRUCK EQUIPMENT						
	0050871-IN		10/31/21	01	CASPER'S TRUCK EQT	40-542-570-8520	69,145.00	
					INVOICE TOTAL:		69,145.00	*
	0050876-IN		10/31/21	01	CASPER'S TRUCK EQT	10-542-530-5400	399.50	
					INVOICE TOTAL:		399.50	*
					CHECK TOTAL:			69,544.50
168877	03523	CONTEGRA INC						
	41062		11/19/21	01	CONTEGRA INC	60-830-530-8323	933.56	
					INVOICE TOTAL:		933.56	*
					CHECK TOTAL:			933.56
168878	03530	COMMUNITY MEMORIAL HOSPITAL						
	113021		11/30/21	01	COMMUNITY MEM HOSP PHARMACY	10-522-530-3860	37.59	
					INVOICE TOTAL:		37.59	*
					CHECK TOTAL:			37.59
168879	03559	COMPLETE OFFICE OF WISCONSIN						
	224571		11/19/21	01	COMPLETE OFFICE SUPPLIES	10-519-530-3100	146.70	
					INVOICE TOTAL:		146.70	*
					CHECK TOTAL:			146.70
168880	03700	CORE & MAIN LP						
	P351581		10/07/21	01	CORE & MAIN SUPPLIES	50-742-530-6770	2,047.80	
					INVOICE TOTAL:		2,047.80	*
	P867557		10/29/21	01	CORE & MAIN SUPPLIES	50-742-530-6770	-2,047.80	
					INVOICE TOTAL:		-2,047.80	*
					CHECK TOTAL:			0.00

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168881	03760	CULLIGAN OF WEST BEND					
	502X04527307		10/31/21	01	CULLIGAN ACCT	50-731-530-6420	42.11
					INVOICE TOTAL:		42.11 *
					CHECK TOTAL:		42.11
168882	04619	DOORMASTER GARAGE DOOR CO LLC					
	31598		11/18/21	01	LIBRARY DOORS	10-519-530-5251	1,590.00
					INVOICE TOTAL:		1,590.00 *
					CHECK TOTAL:		1,590.00
168883	04788	KHUSHBU DUDHWALA					
	DUDHWALA113021		11/30/21	01	K DUDHWALA CORRECTION	10-552-530-3800	15.00
					INVOICE TOTAL:		15.00 *
					CHECK TOTAL:		15.00
168884	05290	EGELHOFF LAWN MOWER					
	293139		11/17/21	01	EGELHOFF	10-553-530-5400	333.38
					INVOICE TOTAL:		333.38 *
	293176		11/18/21	01	EGELHOFF	10-553-530-5400	117.20
					INVOICE TOTAL:		117.20 *
					CHECK TOTAL:		450.58
168885	05515	ENVIROTECH EQUIPMENT					
	21-0017368		11/18/21	01	ENVIROTECH EQT	10-542-530-5400	578.40
					INVOICE TOTAL:		578.40 *
					CHECK TOTAL:		578.40

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168886	05652	EQUAL RIGHTS DIVISION						
		EQUALRIGHTSDIVOCT202	11/30/21	01	EQUALRIGHTS CHILD LABOR PERMIT	10-480-489-9900	90.00	
					INVOICE TOTAL:		90.00 *	
					CHECK TOTAL:			90.00
168887	05781	ETNA SUPPLY						
		S104290080.001	11/16/21	01	ETNA SUPPLY	50-742-530-6730	695.02	
					INVOICE TOTAL:		695.02 *	
					CHECK TOTAL:			695.02
168888	06031	FASTENATION						
		0004-5529	09/20/21	01	FASTENATION	10-542-530-5400	58.48	
					INVOICE TOTAL:		58.48 *	
					CHECK TOTAL:			58.48
168889	06036	FASTENAL COMPANY						
		WIMI655896	11/23/21	01	FASTENAL CO	10-542-530-5400	16.43	
					INVOICE TOTAL:		16.43 *	
		WIMI655904	11/24/21	01	FASTENAL CO	10-553-530-5400	60.08	
					INVOICE TOTAL:		60.08 *	
					CHECK TOTAL:			76.51
168890	06195	FENCE ERECTORS INC						
		1459	11/19/21	01	FENCE ERECTORS	10-553-530-5200	1,894.00	
					INVOICE TOTAL:		1,894.00 *	
					CHECK TOTAL:			1,894.00

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168891	06388	5 ALARM FIRE & SAFETY						
	P00643		11/15/21	01	FIVE ALARM	10-522-530-5400	58.74	
					INVOICE TOTAL:		58.74 *	
					CHECK TOTAL:			58.74
168892	06489	FIDELITY SECURITY LIFE						
	165067277		11/30/21	01	FIDELITY SECURITY LIFE	10-200-210-5336	352.60	
					INVOICE TOTAL:		352.60 *	
					CHECK TOTAL:			352.60
168893	06565	FORCE AMERICA DISTRIBUTING LLC						
	001-1591427		11/22/21	01	FORCE AMERICA	10-542-530-5400	80.24	
					INVOICE TOTAL:		80.24 *	
					CHECK TOTAL:			80.24
168894	06685	FRIENDS OF						
	11302021		12/02/21	01	FRIENDS OF GERMANTOWN COMM LIB	10-460-467-7110	1,873.32	
					INVOICE TOTAL:		1,873.32 *	
					CHECK TOTAL:			1,873.32
168895	06715	FROEDTERT HEALTH/						
	00009995-00		10/31/21	01	FROEDTERT HEALTH SCREEN	10-552-530-3100	127.00	
					INVOICE TOTAL:		127.00 *	
					CHECK TOTAL:			127.00
168896	07170	GENERAL COMMUNICATIONS INC						

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168896	07170	GENERAL COMMUNICATIONS INC						
	299949		11/19/21	01	GENERAL COMM	10-521-530-5420	87.80	
					INVOICE TOTAL:		87.80 *	
					CHECK TOTAL:			87.80
168897	07208	GERMANTOWN TIRE & AUTO INC						
	204922		11/09/21	01	GTOWN TIRE&AUTO	10-521-530-5500	40.11	
					INVOICE TOTAL:		40.11 *	
	204946		11/10/21	01	GTOWN TIRE&AUTO	10-521-530-5500	40.11	
					INVOICE TOTAL:		40.11 *	
	204982		11/12/21	01	GTOWN TIRE&AUTO	10-521-530-5500	29.72	
					INVOICE TOTAL:		29.72 *	
	204995		11/12/21	01	GTOWN TIRE&AUTO	10-521-530-5500	663.24	
					INVOICE TOTAL:		663.24 *	
					CHECK TOTAL:			773.18
168898	07253	GERMANTOWN ACE HARDWARE LLC						
	002072		11/24/21	01	GTWN ACE HDWE SUPPLIES	10-519-530-5225	0.99	
					INVOICE TOTAL:		0.99 *	
					CHECK TOTAL:			0.99
168899	07572	GORDON FLESCH COMPANY INC						
	IN13540053		11/17/21	01	GORDON FLESCH	10-519-530-3100	7.25	
				02	GORDON FLESCH	10-542-530-3100	7.25	
				03	GORDON FLESCH	60-850-530-8510	7.25	
				04	GORDON FLESCH	50-751-530-9030	7.25	
					INVOICE TOTAL:		29.00 *	
					CHECK TOTAL:			29.00

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168900	07590	GRAEF						
	0115210		05/03/21	01	GTOWN COMP PLAN	10-563-530-4400	5,625.00	
					INVOICE TOTAL:		5,625.00 *	
	0118082		11/16/21	01	TID 8 HOLY HILL CONST INSP.	48-578-530-4300	18,831.60	
					INVOICE TOTAL:		18,831.60 *	
					CHECK TOTAL:			24,456.60
168901	07596	GRAYBAR ELECTRIC COMPANY						
	9324390934		11/18/21	01	GRAYBAR LIGHTING MATERIALS	10-553-530-3100	282.71	
					INVOICE TOTAL:		282.71 *	
					CHECK TOTAL:			282.71
168902	07599	GRAINGER INC						
	9108130635		11/03/21	01	GRAINGER	50-732-530-6510	104.96	
					INVOICE TOTAL:		104.96 *	
	9111335643		11/05/21	01	GRAINGER	50-732-530-6510	68.63	
					INVOICE TOTAL:		68.63 *	
	9111335650		11/05/21	01	GRAINGER	50-732-530-6510	205.89	
					INVOICE TOTAL:		205.89 *	
	9121448006		11/16/21	01	GRAINGER	50-732-530-6510	205.89	
					INVOICE TOTAL:		205.89 *	
					CHECK TOTAL:			585.37
168903	07668	GRIFFIN CHEVROLET INC						
	416612		11/17/21	01	GRIFFIN CHEVROLET	10-521-530-5500	109.48	
					INVOICE TOTAL:		109.48 *	
					CHECK TOTAL:			109.48

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168904	08076	HAWKINS INC						
	6068351		11/18/21	01	HAWKINS	50-731-530-6400	857.50	
					INVOICE TOTAL:		857.50 *	
					CHECK TOTAL:			857.50
168905	08467	JOHN HIGHT						
	HIGHT111921		11/19/21	01	J HIGHT OFFICIAL	10-552-530-3800	105.00	
					INVOICE TOTAL:		105.00 *	
					CHECK TOTAL:			105.00
168906	09019	IAFF LOCAL 4854 GERMANTOWN						
	IAFFLOCAL4854112321		11/23/21	01	IAFF LOCAL 4854 GERMANTOWN	10-200-210-5555	41.00	
					INVOICE TOTAL:		41.00 *	
					CHECK TOTAL:			41.00
168907	09673	ITU ABSORBTECH INC						
	7793388		10/26/21	01	RECYCLING CENTER	10-546-530-3100	32.52	
				02	RECYCLING CENTER	60-830-530-8343	32.51	
					INVOICE TOTAL:		65.03 *	
	7797551		11/02/21	01	ITU ABSORBTECH ACCT	10-519-530-3500	83.50	
					INVOICE TOTAL:		83.50 *	
	7801810		11/09/21	01	FIRE STATION 2	10-519-530-3500	37.63	
					INVOICE TOTAL:		37.63 *	
	7801817		11/09/21	01	DPW	10-519-530-3500	82.80	
					INVOICE TOTAL:		82.80 *	
	7801818		11/09/21	01	VILLAGE HALL	10-519-530-3500	206.10	
					INVOICE TOTAL:		206.10 *	

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168907	09673	ITU ABSORBTECH INC						
	7801820		11/09/21	01	SENIOR CENTER	10-519-530-3500	22.83	
					INVOICE TOTAL:		22.83	*
	7801822		11/09/21	01	RECYCLING CENTER	10-546-530-3100	32.52	
				02	RECYCLING CENTER	60-830-530-8343	32.51	
					INVOICE TOTAL:		65.03	*
	7801823		11/09/21	01	LIBRARY	10-519-530-3500	76.10	
					INVOICE TOTAL:		76.10	*
	7805828		11/15/21	01	SURVIVE ALIVE HOUSE	10-519-530-3500	23.30	
					INVOICE TOTAL:		23.30	*
	7805836		11/15/21	01	WATER UTILITY	50-711-530-6030	100.55	
					INVOICE TOTAL:		100.55	*
	7805838		11/15/21	01	POLICE DEPT	10-519-530-3500	136.08	
					INVOICE TOTAL:		136.08	*
					CHECK TOTAL:			898.95
168908	10007	JB'S JANITORIAL SERVICES LLC						
	2679		11/17/21	01	JB'S JANITORIAL SCRUB & WAX	10-519-530-5210	200.00	
					INVOICE TOTAL:		200.00	*
	2680		11/17/21	01	JB'S JANITORIAL SCRUB & WAX	10-519-530-5254	200.00	
					INVOICE TOTAL:		200.00	*
	2681		11/17/21	01	JB'S JANITORIAL SCRUB & WAX	10-519-530-5242	50.00	
					INVOICE TOTAL:		50.00	*
					CHECK TOTAL:			450.00
168909	10019	JMB & ASSOCIATES						

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168909	10019	JMB & ASSOCIATES						
	37156		11/18/21	01	PD OEL Q6 CO/NO2 DETECTORS	10-519-530-5221	6,477.00	
					INVOICE TOTAL:		6,477.00 *	
					CHECK TOTAL:			6,477.00
168910	10026	JACKSON CONCRETE INC						
	0123758-IN		11/29/21	01	JACKSON CONCRETE	10-542-530-3545	250.00	
					INVOICE TOTAL:		250.00 *	
					CHECK TOTAL:			250.00
168911	11002	KAESTNER AUTO ELECTRIC CORP						
	356125		11/23/21	01	KAESTNER AUTO HWY STK	10-553-530-5400	99.00	
					INVOICE TOTAL:		99.00 *	
					CHECK TOTAL:			99.00
168912	12033	LAKESIDE INTERNATIONAL TRUCK						
	1350748P		11/12/21	01	LAKESIDE INTL	10-542-530-5400	183.88	
					INVOICE TOTAL:		183.88 *	
	1351248P		11/19/21	01	LAKESIDE INTL	10-542-530-5400	108.42	
					INVOICE TOTAL:		108.42 *	
					CHECK TOTAL:			292.30
168913	12040	LANGE ENTERPRISES INC						
	78548		11/24/21	01	LANGE ENTERPRISES INC	10-524-530-3500	238.22	
					INVOICE TOTAL:		238.22 *	
					CHECK TOTAL:			238.22

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168914	12082	LAW HEALTH INSURANCE TRUST					
		LAWHEALTHINSURANCE11	11/23/21	01	LAW HEALTH INS VEBA	10-521-530-7300	240.00
					INVOICE TOTAL:		240.00 *
					CHECK TOTAL:		240.00
168915	12302	LEE RECREATION LLC					
		13873-21	11/17/21	01	LEE RECREATION	10-552-530-3810	4,800.00
					INVOICE TOTAL:		4,800.00 *
					CHECK TOTAL:		4,800.00
168916	12995	MARTELLE WATER TREATMENT INC					
		22514	11/16/21	01	WELL HOUSE CHEMICALS	50-731-530-6410	4,308.73
					INVOICE TOTAL:		4,308.73 *
					CHECK TOTAL:		4,308.73
168917	13207	MENARDS					
		14612	11/16/21	01	MENARDS ACCT	10-542-530-5400	31.90
					INVOICE TOTAL:		31.90 *
		14634	11/16/21	01	MENARDS ACCT	10-519-530-5222	19.79
					INVOICE TOTAL:		19.79 *
		14637	11/16/21	01	MENARDS ACCT	50-732-530-6510	68.00
					INVOICE TOTAL:		68.00 *
		14668	11/17/21	01	MENARDS ACCT	10-553-530-3100	102.81
					INVOICE TOTAL:		102.81 *
		15019	11/23/21	01	MENARDS ACCT	10-542-530-3545	24.97
					INVOICE TOTAL:		24.97 *

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168917	13207	MENARDS						
	15030		11/23/21	01	MENARDS ACCT	10-519-530-5225	508.68	
						INVOICE TOTAL:	508.68	*
	15032	NOV 2021	11/23/21	01	MENARDS ACCT	10-519-530-5242	620.89	
						INVOICE TOTAL:	620.89	*
	15046		11/23/21	01	MENARDS ACCT	10-519-530-3100	22.00	
						INVOICE TOTAL:	22.00	*
	15054		11/23/21	01	MENARDS ACCT	10-519-530-5225	32.96	
						INVOICE TOTAL:	32.96	*
	15085		11/24/21	01	MENARDS ACCT	10-542-530-3540	181.77	
						INVOICE TOTAL:	181.77	*
	15088		11/24/21	01	MENARDS ACCT	10-519-530-5225	22.56	
						INVOICE TOTAL:	22.56	*
	15098		11/24/21	01	MENARDS ACCT	10-519-530-5225	58.22	
						INVOICE TOTAL:	58.22	*
						CHECK TOTAL:		1,694.55
168918	13259	MAP AUTOMOTIVE - MILWAUKEE						
	30-945258		11/15/21	01	MAP AUTOMOTIVE	10-521-530-5500	31.86	
						INVOICE TOTAL:	31.86	*
						CHECK TOTAL:		31.86
168919	13430	MILWAUKEE SPRING & ALIGNMENT						
	43985		11/02/21	01	MILWAUKEE SPRING HWY STOCK	50-751-530-9333	1,780.06	
						INVOICE TOTAL:	1,780.06	*
						CHECK TOTAL:		1,780.06

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168920	13455	MILWAUKEE	LAWN SPRINKLER	CORP				
	92714		11/16/21	01	MILWAUKEE LAWN SPRINKLER	10-553-530-4100	405.00	
					INVOICE TOTAL:		405.00	*
	92716		11/16/21	01	MILWAUKEE LAWN SPRINKLER	10-542-530-4100	180.00	
					INVOICE TOTAL:		180.00	*
	92717		11/16/21	01	MILWAUKEE LAWN SPRINKLER	10-519-530-5210	245.00	
					INVOICE TOTAL:		245.00	*
					CHECK TOTAL:			830.00
168921	13557	METROPOLITAN	COMPUNDS	INC				
	0015034-IN		11/01/21	01	METRO COMPUNDS ACCT	10-522-530-5400	1,142.43	
					INVOICE TOTAL:		1,142.43	*
					CHECK TOTAL:			1,142.43
168922	14723	NORTHERN LAKE	SERVICE	INC				
	409890		11/11/21	01	NORTHERN LAKE SVC	50-731-530-6420	95.00	
					INVOICE TOTAL:		95.00	*
	409995		11/15/21	01	NORTHERN LAKE SVC	48-576-530-4600	240.70	
					INVOICE TOTAL:		240.70	*
					CHECK TOTAL:			335.70
168923	15504	OFFICE COPYING	EQUIPMENT	LTD				
	AR155327		11/23/21	01	OFFICE COPYING EQT	10-554-530-3200	15.31	
					INVOICE TOTAL:		15.31	*
					CHECK TOTAL:			15.31

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168924	15675	OSI ENVIRONMENTAL INC						
	1056961		11/30/21	01	OSI ENVIRONMENTAL	10-546-530-3100	125.00	
					INVOICE TOTAL:		125.00	*
	1057050		11/30/21	01	OSI ENVIRONMENTAL	10-546-530-3100	125.00	
					INVOICE TOTAL:		125.00	*
					CHECK TOTAL:			250.00
168925	16428	PIEPER ELECTRIC INC						
	813133		11/10/21	01	PIEPER ELECTRIC	10-552-530-5400	2,355.00	
					INVOICE TOTAL:		2,355.00	*
	813915		11/18/21	01	PIEPER ELECTRIC	10-519-530-5221	563.92	
					INVOICE TOTAL:		563.92	*
					CHECK TOTAL:			2,918.92
168926	16641	PRIMADATA LLC						
	55974		09/30/21	01	UTILITY BILLING MAIL	50-751-530-9030	1,022.58	
				02	UTILITY BILLING MAIL	60-850-530-8510	1,022.58	
					INVOICE TOTAL:		2,045.16	*
					CHECK TOTAL:			2,045.16
168927	17355	QUILL LLC						
	20825420		11/08/21	01	QUILL CORP SUPPLIES	10-521-530-3200	180.45	
					INVOICE TOTAL:		180.45	*
	20839523		11/09/21	01	QUILL CORP SUPPLIES	10-521-530-3200	74.54	
					INVOICE TOTAL:		74.54	*
					CHECK TOTAL:			254.99

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168928	18032	RASMITH						
	162117		11/23/21	01	HOLY HILL RD RECONSTRUCTION	48-573-530-4300	13,660.25	
					INVOICE TOTAL:		13,660.25 *	
					CHECK TOTAL:			13,660.25
168929	18310	RICOH USA INC						
	35756671		11/12/21	01	RICOH USA INC	10-521-530-3300	450.06	
					INVOICE TOTAL:		450.06 *	
					CHECK TOTAL:			450.06
168930	18783	RUEKERT & MIELKE INC						
	139059		11/20/21	01	RUEKERT & MIELKE	50-712-530-6110	399.00	
					INVOICE TOTAL:		399.00 *	
	139060		11/20/21	01	RUEKERT & MIELKE	50-742-530-6700	688.50	
					INVOICE TOTAL:		688.50 *	
	139061		11/20/21	01	RUEKERT & MIELKE	50-712-530-6110	1,225.84	
					INVOICE TOTAL:		1,225.84 *	
	139062		11/20/21	01	RUEKERT & MIELKE	48-576-530-4500	386.00	
					INVOICE TOTAL:		386.00 *	
					CHECK TOTAL:			2,699.34
168931	19086	SES LLC						
	707		11/22/21	01	SCHOESSOW EQUIPMENT SERVICES	10-553-530-5400	445.15	
					INVOICE TOTAL:		445.15 *	
					CHECK TOTAL:			445.15

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168932	19623	SPARKS CONSTRUCTION CORP						
	4917		11/29/21	01	SPARKS CONSTRUCTION	10-522-530-3810	49.00	
					INVOICE TOTAL:		49.00	*
	4918		11/29/21	01	SPARKS CONSTRUCTION	10-522-530-3810	51.00	
					INVOICE TOTAL:		51.00	*
	4919		11/29/21	01	SPARKS CONSTRUCTION	10-522-530-3810	44.00	
					INVOICE TOTAL:		44.00	*
					CHECK TOTAL:			144.00
168933	19652	STARK PAVEMENT CORPORATION						
	50054714		11/15/21	01	STARK PAVEMENT	10-542-530-3510	521.55	
					INVOICE TOTAL:		521.55	*
					CHECK TOTAL:			521.55
168934	19792	STERICYCLE INC						
	4010566375		12/01/21	01	STERICYCLE INC SUPPLIES	10-522-530-3860	154.20	
					INVOICE TOTAL:		154.20	*
					CHECK TOTAL:			154.20
168935	19873	SURGE MARTIAL ARTS LLC						
	SURGEMARTIALARTS1224		11/24/21	01	SURGE MARTIAL ARTS	10-552-530-3800	14.00	
					INVOICE TOTAL:		14.00	*
					CHECK TOTAL:			14.00
168936	20275	TERMINAL SUPPLY CO INC						
	90773-00		11/19/21	01	TERMINAL SUPPLY	10-542-530-5400	452.11	
					INVOICE TOTAL:		452.11	*
					CHECK TOTAL:			452.11

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168937	20327	JULIE THOMPSON						
		THOMPSON112221	11/22/21	01	J THOMPSON MUSIC FUN	10-552-530-3800	42.00	
					INVOICE TOTAL:		42.00 *	
					CHECK TOTAL:			42.00
168938	21391	USA BLUEBOOK						
		695121	08/13/21	01	USA BLUEBOOK 859536 SUPPLIES	50-732-530-6510	611.60	
					INVOICE TOTAL:		611.60 *	
		782557	11/04/21	01	USA BLUEBOOK 859536 SUPPLIES	50-732-530-6510	741.95	
					INVOICE TOTAL:		741.95 *	
					CHECK TOTAL:			1,353.55
168939	21480	U S CELLULAR						
		0473699938	11/12/21	01	U.S.CELLULAR ACCT	50-712-530-6100	33.38	
				02	U.S.CELLULAR ACCT	60-850-530-8517	6.17	
					INVOICE TOTAL:		39.55 *	
		0743227130	11/10/21	01	U.S.CELLULAR ACCT	10-553-530-7200	10.39	
				02	U.S.CELLULAR ACCT	10-542-530-7200	58.67	
				03	U.S.CELLULAR ACCT	10-541-530-7200	144.55	
				04	U.S.CELLULAR ACCT	10-524-530-7200	0.88	
				05	U.S.CELLULAR ACCT	10-513-530-7200	0.88	
					INVOICE TOTAL:		215.37 *	
					CHECK TOTAL:			254.92
168940	22346	VERIZON WIRELESS						
		9892891323	11/15/21	01	VERIZON ACCT	10-522-530-7200	452.58	
					INVOICE TOTAL:		452.58 *	
					CHECK TOTAL:			452.58

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168941	23001	WAUKESHA COUNTY COLLECTION DIV						
		WAUKESHACOUNTYCOLLEC	11/23/21	01	WAGE GARNISHMENT	10-200-210-5800	100.00	
					INVOICE TOTAL:		100.00 *	
					CHECK TOTAL:			100.00
168942	23068	WCTC						
		S0757750	11/23/21	01	WCTC	10-521-530-3840	73.80	
					INVOICE TOTAL:		73.80 *	
					CHECK TOTAL:			73.80
168943	23173	WM CORPORATE SERVICES INC						
		0063020-2286-5	11/16/21	01	WET WELL SLUDGE	60-830-530-8313	4,539.01	
					INVOICE TOTAL:		4,539.01 *	
					CHECK TOTAL:			4,539.01
168944	23412	JOAQUINA WINFREY						
		WINFREY111921	11/19/21	01	J WINFREY LEARN TO DECORATE	10-552-530-3800	35.00	
					INVOICE TOTAL:		35.00 *	
					CHECK TOTAL:			35.00
168945	23723	WE ENERGIES						
		3925377583	11/15/21	01	WE ENERGIES	60-820-530-8212	28.88	
					INVOICE TOTAL:		28.88 *	
		3931131692	11/18/21	01	WE ENERGIES	10-553-530-7120	26.01	
					INVOICE TOTAL:		26.01 *	
		3932037186	11/19/21	01	WE ENERGIES	10-553-530-7120	191.90	
					INVOICE TOTAL:		191.90 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
168945	23723	WE ENERGIES					
	3932130337		11/19/21	01	WE ENERGIES	10-567-530-3950	85.11
					INVOICE TOTAL:		85.11 *
	3932198995		11/19/21	01	WE ENERGIES	10-542-530-7120	95.97
					INVOICE TOTAL:		95.97 *
	3932287509		11/19/21	01	WE ENERGIES	10-567-530-3950	280.37
					INVOICE TOTAL:		280.37 *
	3932538346		11/19/21	01	WE ENERGIES	10-518-530-7100	528.77
					INVOICE TOTAL:		528.77 *
	3932633166		11/19/21	01	WE ENERGIES	10-542-530-3610	91.09
					INVOICE TOTAL:		91.09 *
	3932806119		11/19/21	01	WE ENERGIES	50-721-530-6220	48.78
					INVOICE TOTAL:		48.78 *
	3932883644		11/19/21	01	WE ENERGIES	10-542-530-3610	181.19
					INVOICE TOTAL:		181.19 *
	3932995808		11/19/21	01	WE ENERGIES	10-567-530-3950	81.44
					INVOICE TOTAL:		81.44 *
	3933043236		11/19/21	01	WE ENERGIES	10-567-530-3950	300.03
					INVOICE TOTAL:		300.03 *
	3933175391		11/19/21	01	WE ENERGIES	10-542-530-7120	260.42
					INVOICE TOTAL:		260.42 *
	3933177876		11/19/21	01	WE ENERGIES	10-567-530-3950	20.58
					INVOICE TOTAL:		20.58 *
	3933210977		11/19/21	01	WE ENERGIES	10-567-530-3950	45.98
					INVOICE TOTAL:		45.98 *

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168945	23723	WE ENERGIES					
	3933288509		11/19/21	01	WE ENERGIES	10-542-530-3610	16.25
					INVOICE TOTAL:		16.25 *
	3933317300		11/19/21	01	WE ENERGIES	10-553-530-7120	20.04
					INVOICE TOTAL:		20.04 *
	3933439345		11/19/21	01	WE ENERGIES	10-542-530-3100	99.46
					INVOICE TOTAL:		99.46 *
	3933513881		11/19/21	01	WE ENERGIES	10-518-530-7100	949.06
					INVOICE TOTAL:		949.06 *
	3937491747		11/24/21	01	WE ENERGIES	10-542-530-7120	173.16
					INVOICE TOTAL:		173.16 *
	3937543253		11/24/21	01	WE ENERGIES	10-519-530-7150	106.24
					INVOICE TOTAL:		106.24 *
	3937561055		11/24/21	01	WE ENERGIES	10-542-530-7120	18.69
					INVOICE TOTAL:		18.69 *
	3937656571		11/24/21	01	WE ENERGIES	10-553-530-7120	81.85
					INVOICE TOTAL:		81.85 *
	3937721172		11/24/21	01	WE ENERGIES	10-542-530-7120	15.53
					INVOICE TOTAL:		15.53 *
	3937741932		11/24/21	01	WE ENERGIES	10-542-530-7120	16.81
					INVOICE TOTAL:		16.81 *
	3937999551		11/24/21	01	WE ENERGIES	10-542-530-3610	16.81
					INVOICE TOTAL:		16.81 *
	3938091009		11/24/21	01	WE ENERGIES	10-542-530-7120	212.62
					INVOICE TOTAL:		212.62 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168945	23723	WE ENERGIES						
	3938415654		11/24/21	01	WE ENERGIES	10-542-530-7120	8,235.27	
					INVOICE TOTAL:		8,235.27	*
	3938655940		11/24/21	01	WE ENERGIES	10-553-530-7120	16.67	
					INVOICE TOTAL:		16.67	*
	3938738375		11/24/21	01	WE ENERGIES	10-553-530-7120	16.80	
					INVOICE TOTAL:		16.80	*
	3939077451		11/24/21	01	WE ENERGIES	10-554-530-7100	815.09	
					INVOICE TOTAL:		815.09	*
	3939124971		11/24/21	01	WE ENERGIES	10-553-530-7120	31.17	
					INVOICE TOTAL:		31.17	*
	3939170071		11/24/21	01	WE ENERGIES	10-522-530-7111	221.87	
					INVOICE TOTAL:		221.87	*
	3939226721		11/24/21	01	WE ENERGIES	10-554-530-7100	218.50	
					INVOICE TOTAL:		218.50	*
	3939438382		11/24/21	01	WE ENERGIES	10-519-530-7150	133.38	
					INVOICE TOTAL:		133.38	*
	3939493912		11/24/21	01	WE ENERGIES	10-553-530-7120	70.61	
					INVOICE TOTAL:		70.61	*
					CHECK TOTAL:			13,752.40
168946	23747	WI DEPT OF TRANSPORTATION						
	395-0000239388		11/01/21	01	FREISTADT ROAD	40-541-570-8891	10,551.05	
					INVOICE TOTAL:		10,551.05	*
					CHECK TOTAL:			10,551.05

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168947	23816	WOLF & SONS INC						
	902571		11/23/21	01	WOLF & SONS ACCT 9292-2	10-542-530-3700	2,209.01	
					INVOICE TOTAL:		2,209.01	*
	908554		11/29/21	01	WOLF & SONS ACCT 9292-2	10-542-530-3700	726.25	
					INVOICE TOTAL:		726.25	*
	908566		11/29/21	01	WOLF & SONS ACCT 9292-2	10-519-530-3100	409.29	
					INVOICE TOTAL:		409.29	*
					CHECK TOTAL:			3,344.55
168948	91216	SANDRA SCHMITT						
	9/14/21-11/20/2021		11/20/21	01	S SCHMITT	10-521-530-3810	23.00	
					INVOICE TOTAL:		23.00	*
					CHECK TOTAL:			23.00
168949	93194	WE ENERGIES						
	REQUEST # 4709033		11/30/21	01	WE ENERGIES RELOCATION WORK	40-541-570-8891	974.69	
					INVOICE TOTAL:		974.69	*
					CHECK TOTAL:			974.69
168950	T0000129	CE & REC						
	CE&REC112321		11/23/21	01	HOCHUNK TRIP	10-554-530-3810	420.00	
					INVOICE TOTAL:		420.00	*
					CHECK TOTAL:			420.00
					TOTAL AMOUNT PAID:			211,714.81

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168952	01036	A/E GRAPHICS INC					
	652387		12/01/21	01	A/E GRAPHICS EQT CHARGES	10-541-530-3300	215.88
					INVOICE TOTAL:		215.88 *
					CHECK TOTAL:		215.88
168953	01037	ADAPTOR, INC					
	59677		11/11/21	01	ADAPTOR INC	60-830-530-8313	2,363.10
					INVOICE TOTAL:		2,363.10 *
	59678		11/11/21	01	ADAPTOR INC	60-830-530-8313	2,363.10
					INVOICE TOTAL:		2,363.10 *
					CHECK TOTAL:		4,726.20
168954	01306	AGING & DISABILITY RESOURCE OF					
	WASHCTYCAREGIVER1207		12/07/21	01	AGING & DISABILITY	10-551-530-3150	100.00
					INVOICE TOTAL:		100.00 *
					CHECK TOTAL:		100.00
168955	01593	AIRGAS USA LLC					
	9120053424		11/24/21	01	AIRGAS USA	60-830-530-8343	290.88
					INVOICE TOTAL:		290.88 *
	9120053615		11/24/21	01	AIRGAS USA	10-542-530-3100	57.03
					INVOICE TOTAL:		57.03 *
					CHECK TOTAL:		347.91
168956	01717	ASSOCIATED APPRAISAL					
	157581		12/01/21	01	ASSOCIATED APPRAISAL-DEC 2021	10-515-530-4400	7,083.37
					INVOICE TOTAL:		7,083.37 *
					CHECK TOTAL:		7,083.37

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168957	01789	AT&T						
	262250155311	NOVEMBER	11/22/21	01	AT&T ACCT	10-567-530-3950	159.72	
						INVOICE TOTAL:	159.72	*
	262253827011	DEC2021	11/19/21	01	AT&T ACCT	10-518-530-7200	1,472.92	
						INVOICE TOTAL:	1,472.92	*
	262628317011	DEC2021	11/19/21	01	AT&T ACCT	10-567-530-3950	668.28	
						INVOICE TOTAL:	668.28	*
	262677217711	DEC2021	11/19/21	01	AT&T ACCT	10-518-530-7200	105.90	
						INVOICE TOTAL:	105.90	*
	262R53123411	DEC2021	11/16/21	01	AT&T ACCT	10-518-530-7200	670.42	
						INVOICE TOTAL:	670.42	*
	414Z456338811	NOVEMBE	11/28/21	01	AT&T ACCT	10-521-530-7200	96.73	
						INVOICE TOTAL:	96.73	*
						CHECK TOTAL:		3,173.97
168958	01791	AT&T LONG DISTANCE						
	860531174	NOVEMBER	11/22/21	01	AT&T INV	10-518-530-7200	22.52	
						INVOICE TOTAL:	22.52	*
						CHECK TOTAL:		22.52
168959	01959	AXON ENTERPRISE INC						
	INUS034579		11/30/21	01	AXON ENTERPRISE	10-521-530-3820	1,524.66	
						INVOICE TOTAL:	1,524.66	*
						CHECK TOTAL:		1,524.66
168960	02123	BAKER & TAYLOR INC						

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
168960	02123	BAKER & TAYLOR INC					
	2036293607		10/26/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	424.88
					INVOICE TOTAL:		424.88 *
	2036296983		10/25/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	237.03
					INVOICE TOTAL:		237.03 *
	2036297054		10/26/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	88.09
					INVOICE TOTAL:		88.09 *
	2036301642		10/27/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	429.65
					INVOICE TOTAL:		429.65 *
	2036307973		11/02/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	393.59
					INVOICE TOTAL:		393.59 *
	2036314953		11/03/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	383.86
					INVOICE TOTAL:		383.86 *
	2036315272		11/04/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	106.64
					INVOICE TOTAL:		106.64 *
	2036318881		11/04/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	245.94
					INVOICE TOTAL:		245.94 *
	2036326970		11/08/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	312.96
					INVOICE TOTAL:		312.96 *
	2036332121		11/09/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	311.52
					INVOICE TOTAL:		311.52 *
	2036337293		11/10/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	83.38
					INVOICE TOTAL:		83.38 *
	2036340184		11/12/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	465.45
					INVOICE TOTAL:		465.45 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168960	02123	BAKER & TAYLOR INC						
	2036348525		11/17/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	403.39	
					INVOICE TOTAL:		403.39	*
	2036360135		11/22/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	446.59	
					INVOICE TOTAL:		446.59	*
	2036368101		11/24/21	01	BAKER & TAYLOR BOOKS	10-551-530-3600	414.09	
					INVOICE TOTAL:		414.09	*
	2036374680		11/30/21	01	BAKER & TAYLOR BOOKS	10-551-530-3610	205.94	
					INVOICE TOTAL:		205.94	*
					CHECK TOTAL:			4,953.00
168961	02141	BAKER TILLY US LLP						
	BT1958120		12/01/21	01	BAKER TILLY	10-514-530-4200	1,846.00	
				02	BAKER TILLY	47-576-530-4900	923.00	
				03	BAKER TILLY	48-574-530-4900	923.00	
				04	BAKER TILLY	50-751-530-9040	923.00	
				05	BAKER TILLY	60-850-530-8526	923.00	
					INVOICE TOTAL:		5,538.00	*
					CHECK TOTAL:			5,538.00
168962	02594	GORDIE BOUCHER						
	493690		11/24/21	01	GORDIE BOUCHER	18-567-530-3100	451.90	
					INVOICE TOTAL:		451.90	*
					CHECK TOTAL:			451.90
168963	03188	COUGHLAN COMPANIES LLC						
	262887		11/22/21	01	CAPSTONE BOOKS	10-551-530-3610	611.70	
					INVOICE TOTAL:		611.70	*
					CHECK TOTAL:			611.70

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168964	03369	THE CHILD'S WORLD INC						
	NA151817		11/02/21	01	CHILD'S WORLD BOOKS	10-551-530-3610	614.50	
					INVOICE TOTAL:		614.50 *	
					CHECK TOTAL:			614.50
168965	03424	CLEAN POWER LLC						
	135957		11/26/21	01	CLEAN POWER CLEANING SVC	10-552-530-3810	390.00	
					INVOICE TOTAL:		390.00 *	
					CHECK TOTAL:			390.00
168966	03559	COMPLETE OFFICE OF WISCONSIN						
	209465		11/02/21	01	COMPLETE OFFICE SUPPLIES	10-551-530-3200	79.66	
					INVOICE TOTAL:		79.66 *	
	215019		11/09/21	01	COMPLETE OFFICE SUPPLIES	10-551-530-3200	47.42	
					INVOICE TOTAL:		47.42 *	
	217430		11/11/21	01	COMPLETE OFFICE SUPPLIES	10-551-530-3200	66.14	
					INVOICE TOTAL:		66.14 *	
	226531		11/23/21	01	COMPLETE OFFICE SUPPLIES	10-551-530-3200	644.89	
					INVOICE TOTAL:		644.89 *	
	232138		12/02/21	01	COMPLETE OFFICE SUPPLIES	10-551-530-3200	12.90	
					INVOICE TOTAL:		12.90 *	
					CHECK TOTAL:			851.01
168967	03686	COMPUTER EXPLORERS						
	455132		12/01/21	01	COMPUTER EXPL	10-552-530-3800	608.00	
					INVOICE TOTAL:		608.00 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168967	03686	COMPUTER EXPLORERS						
	455133		12/02/21	01	COMPUTER EXPL	10-552-530-3800	512.00	
					INVOICE TOTAL:		512.00	*
	455134		12/01/21	01	COMPUTER EXPL	10-552-530-3800	480.00	
					INVOICE TOTAL:		480.00	*
	455135		12/02/21	01	COMPUTER EXPL	10-552-530-3800	704.00	
					INVOICE TOTAL:		704.00	*
	455138		12/02/21	01	COMPUTER EXPL	10-552-530-3800	160.00	
					INVOICE TOTAL:		160.00	*
					CHECK TOTAL:			2,464.00
168968	03706	RICHARD COOK						
	12621COOK		12/06/21	01	R COOK PICKLEBALL INSTR	10-552-530-3800	276.00	
					INVOICE TOTAL:		276.00	*
					CHECK TOTAL:			276.00
168969	04202	DEMCO INC						
	7035116		11/02/21	01	DEMCO SUPPLIES	10-551-530-3625	438.98	
					INVOICE TOTAL:		438.98	*
	7041894		11/16/21	01	DEMCO SUPPLIES	10-551-530-3625	1,710.82	
					INVOICE TOTAL:		1,710.82	*
					CHECK TOTAL:			2,149.80
168970	04336	DIAMOND BUSINESS GRAPHICS INC						
	202473		11/23/21	01	DIAMOND BUS	50-751-530-9030	593.64	
					INVOICE TOTAL:		593.64	*
					CHECK TOTAL:			593.64

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168971	05354	ELM USA INC						
	45261		11/18/21	01	ELM USA	10-551-530-3620	26.99	
					INVOICE TOTAL:		26.99 *	
					CHECK TOTAL:			26.99
168972	05606	ENVIRONMENTAL INNOVATIONS INC						
	274488		12/07/21	01	ENVIRONMTL INNOVATIONS	10-521-530-3200	85.00	
					INVOICE TOTAL:		85.00 *	
					CHECK TOTAL:			85.00
168973	05652	EQUAL RIGHTS DIVISION						
	NOVEMBER		12/03/21	01	EQUALRIGHTS CHILD LABOR PERMIT	10-480-489-9900	82.50	
				02	EQUALRIGHTS CHILD LABOR PERMIT	10-552-530-3800	15.00	
					INVOICE TOTAL:		97.50 *	
					CHECK TOTAL:			97.50
168974	05937	EXPRESS NEWS						
	157620		11/01/21	01	EXPRESS NEWS	10-551-530-3150	243.00	
					INVOICE TOTAL:		243.00 *	
	157621		11/01/21	01	EXPRESS NEWS	10-551-530-3150	250.00	
					INVOICE TOTAL:		250.00 *	
	157770		11/01/21	01	EXPRESS NEWS	10-551-530-3150	600.00	
					INVOICE TOTAL:		600.00 *	
	157917		11/01/21	01	EXPRESS NEWS	10-551-530-3150	309.00	
					INVOICE TOTAL:		309.00 *	
	158046		11/01/21	01	EXPRESS NEWS	10-551-530-3150	309.00	
					INVOICE TOTAL:		309.00 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168974	05937	EXPRESS NEWS						
	158391		11/29/21	01	EXPRESS NEWS	10-551-530-3150	380.00	
					INVOICE TOTAL:		380.00	*
	158392		11/29/21	01	EXPRESS NEWS	10-551-530-3150	75.00	
					INVOICE TOTAL:		75.00	*
	158393		11/29/21	01	EXPRESS NEWS	10-551-530-3150	309.00	
					INVOICE TOTAL:		309.00	*
	158394		11/29/21	01	EXPRESS NEWS	10-551-530-3150	250.00	
					INVOICE TOTAL:		250.00	*
	158532		11/29/21	01	EXPRESS NEWS	10-551-530-3150	309.00	
					INVOICE TOTAL:		309.00	*
	158662		11/29/21	01	EXPRESS NEWS	10-551-530-3150	350.00	
					INVOICE TOTAL:		350.00	*
					CHECK TOTAL:			3,384.00
168975	06252	FERGUSON WATERWORKS #1476						
	0338380		12/01/21	01	FERGUSON WATERWKS MATERIALS	50-180-183-3480	4,371.82	
					INVOICE TOTAL:		4,371.82	*
	0346253		12/01/21	01	FERGUSON WATERWKS MATERIALS	50-180-183-3480	830.26	
					INVOICE TOTAL:		830.26	*
	0349655		12/01/21	01	FERGUSON WATERWKS MATERIALS	50-742-530-6750	61.00	
					INVOICE TOTAL:		61.00	*
					CHECK TOTAL:			5,263.08
168976	06293	FINDAWAY WORLD LLC						

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168976	06293	FINDAWAY WORLD LLC						
	367954		11/04/21	01	FINDAWAY WORLD AUDIO BOOKS	10-551-530-3645	305.94	
					INVOICE TOTAL:		305.94	*
	369249		11/17/21	01	FINDAWAY WORLD AUDIO BOOKS	10-551-530-3645	656.91	
					INVOICE TOTAL:		656.91	*
	369251		11/17/21	01	FINDAWAY WORLD AUDIO BOOKS	10-551-530-3645	40.49	
					INVOICE TOTAL:		40.49	*
					CHECK TOTAL:			1,003.34
168977	06715	FROEDTERT HEALTH/						
	00010197-00		11/30/21	01	FROEDTERT HEALTH SCREEN	10-519-530-3100	200.00	
					INVOICE TOTAL:		200.00	*
					CHECK TOTAL:			200.00
168978	07043	GALLS LLC						
	019752846		11/12/21	01	GALLS	10-521-530-5500	80.00	
				02	GALLS	10-521-530-3810	58.99	
					INVOICE TOTAL:		138.99	*
					CHECK TOTAL:			138.99
168979	07190	GERMANTOWN PROFESSIONAL						
	120721GERMANTOWNPROP		12/07/21	01	POLICE UNION DEDUCTION	10-200-210-5520	812.00	
					INVOICE TOTAL:		812.00	*
					CHECK TOTAL:			812.00
168980	07193	GERMANTOWN CHAMBER OF COMMERCE						

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168980	07193	GERMANTOWN CHAMBER OF COMMERCE						
	6578706		11/01/21	01	GTOWN CHAMBER OF COMMERCE	10-551-530-3150	250.00	
					INVOICE TOTAL:		250.00	*
	6578789		12/07/21	01	GTOWN CHAMBER OF COMMERCE	10-511-530-3500	615.00	
					INVOICE TOTAL:		615.00	*
					CHECK TOTAL:			865.00
168981	07208	GERMANTOWN TIRE & AUTO INC						
	204996		11/13/21	01	GTOWN TIRE&AUTO	10-521-530-5500	158.81	
					INVOICE TOTAL:		158.81	*
	205033		11/17/21	01	GTOWN TIRE&AUTO	10-521-530-5500	29.72	
					INVOICE TOTAL:		29.72	*
					CHECK TOTAL:			188.53
168982	07573	GFC LEASING - WI						
	100690792		11/15/21	01	GFC LEASING	10-551-530-3660	409.95	
					INVOICE TOTAL:		409.95	*
					CHECK TOTAL:			409.95
168983	07590	GRAEF						
	0118237		11/22/21	01	GRAEF	60-180-180-1079	8,389.70	
					INVOICE TOTAL:		8,389.70	*
	0118239		11/22/21	01	GRAEF	10-541-530-4300	684.00	
					INVOICE TOTAL:		684.00	*
	0118241		11/22/21	01	GRAEF	10-541-530-4300	456.00	
					INVOICE TOTAL:		456.00	*

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
168983	07590	GRAEF						
	0118242		11/22/21	01	GRAEF	40-541-570-8880	10,399.85	
					INVOICE TOTAL:		10,399.85	*
	0118243		11/22/21	01	GRAEF	10-541-530-4300	2,674.90	
					INVOICE TOTAL:		2,674.90	*
	0118434		12/01/21	01	GRAEF	10-541-530-4300	31,286.36	
					INVOICE TOTAL:		31,286.36	*
					CHECK TOTAL:			53,890.81
168984	07615	THE GRAPHIC EDGE INC						
	212169		11/30/21	01	GRAPHIC EDGE	10-513-530-3200	185.00	
					INVOICE TOTAL:		185.00	*
	212170		11/30/21	01	GRAPHIC EDGE	10-512-530-6100	80.00	
					INVOICE TOTAL:		80.00	*
	212171		11/30/21	01	GRAPHIC EDGE	10-542-530-3200	204.40	
				02	GRAPHIC EDGE	50-761-530-9210	245.28	
				03	GRAPHIC EDGE	10-541-530-3200	81.76	
				04	GRAPHIC EDGE	10-552-530-3200	163.52	
				05	GRAPHIC EDGE	10-563-530-3200	122.64	
				06	GRAPHIC EDGE	10-522-530-3200	163.52	
				07	GRAPHIC EDGE	10-513-530-3200	204.40	
				08	GRAPHIC EDGE	60-850-530-8510	40.88	
				09	GRAPHIC EDGE	10-512-530-3200	613.60	
					INVOICE TOTAL:		1,840.00	*
					CHECK TOTAL:			2,105.00
168985	08021	HACH COMPANY						
	12765243		11/26/21	01	HACH CO	50-732-530-6510	129.00	
					INVOICE TOTAL:		129.00	*
					CHECK TOTAL:			129.00

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168986	08085	HARWOOD ENGINEERING CONSULTANT						
	1223566		11/30/21	01	HARWOOD ENG	10-541-530-4300	330.00	
					INVOICE TOTAL:		330.00	*
	1223567		11/30/21	01	HARWOOD ENG	10-541-530-4300	385.00	
					INVOICE TOTAL:		385.00	*
	1223572		11/30/21	01	HARWOOD ENG	10-541-530-4300	1,380.00	
					INVOICE TOTAL:		1,380.00	*
	1223573		11/30/21	01	HARWOOD ENG	10-541-530-4300	385.00	
					INVOICE TOTAL:		385.00	*
					CHECK TOTAL:			2,480.00
168987	08467	JOHN HIGHT						
	HIGHT12032021		12/03/21	01	J HIGHT OFFICIAL	10-552-530-3800	105.00	
					INVOICE TOTAL:		105.00	*
					CHECK TOTAL:			105.00
168988	08932	HYDROCORP						
	00647891-IN		11/30/21	01	HYDROCORP	50-741-530-6640	1,200.00	
					INVOICE TOTAL:		1,200.00	*
					CHECK TOTAL:			1,200.00
168989	08945	HUMANE ANIMAL WELFARE SOCIETY						
	120821HAWS		12/08/21	01	HAWS - PAWS & POSE EVENT	10-552-530-3800	65.00	
					INVOICE TOTAL:		65.00	*
					CHECK TOTAL:			65.00

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168990	09019	IAFF LOCAL 4854	GERMANTOWN					
	120721	IAFFLOCAL4854G	12/07/21	01	IAFF LOCAL 4854 GERMANTOWN	10-200-210-5555	41.00	
				02	IAFF LOCAL 4854 GERMANTOWN	10-200-210-5550	600.00	
					INVOICE TOTAL:		641.00 *	
					CHECK TOTAL:			641.00
168991	09528	INGRAM LIBRARY SERVICES						
	55690065		11/04/21	01	INGRAM LIBRARY SVCS BOOKS	10-551-530-3610	42.57	
					INVOICE TOTAL:		42.57 *	
	55955887		11/18/21	01	INGRAM LIBRARY SVCS BOOKS	10-551-530-3610	17.99	
					INVOICE TOTAL:		17.99 *	
					CHECK TOTAL:			60.56
168992	09544	UNITED RENTALS						
	200780982-001		11/29/21	01	UNITED RENTALS/FRANKLIN EQUIP	60-830-530-8313	860.00	
					INVOICE TOTAL:		860.00 *	
	200781180-001		11/29/21	01	UNITED RENTALS/FRANKLIN EQUIP	60-830-530-8313	2,100.00	
					INVOICE TOTAL:		2,100.00 *	
					CHECK TOTAL:			2,960.00
168993	09673	ITU ABSORBTECH INC						
	7809931		11/19/21	01	ITU ABSORBTECH ACCT	10-546-530-3100	32.52	
				02	ITU ABSORBTECH ACCT	60-830-530-8343	32.51	
					INVOICE TOTAL:		65.03 *	
					CHECK TOTAL:			65.03
168994	10131	JENNIFER CREATIVE						

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168994	10131	JENNIFER CREATIVE						
	6548		12/03/21	01	JENNIFER CREATIVE	10-552-530-7600	1,300.00	
					INVOICE TOTAL:		1,300.00 *	
					CHECK TOTAL:			1,300.00
168995	11034	K-LOG INC						
	21-311283-1		11/05/21	01	K-LOG INC	10-551-530-3150	3,510.98	
					INVOICE TOTAL:		3,510.98 *	
					CHECK TOTAL:			3,510.98
168996	11340	KIWANIS OF GERMANTOWN						
	KIWANIS110821		11/08/21	01	KIWANIS OF GTOWN	10-551-530-3150	250.00	
					INVOICE TOTAL:		250.00 *	
					CHECK TOTAL:			250.00
168997	11659	KRUCZEK CONSTRUCTION INC						
	2113-3		12/08/21	01	KRUCZEK CONSTR	48-578-530-4500	116,854.44	
					INVOICE TOTAL:		116,854.44 *	
					CHECK TOTAL:			116,854.44
168998	12019	L-R METER TESTING & REPAIR INC						
	4778		10/05/21	01	L-R METER TESTING & REPAIR	50-722-530-6310	1,809.10	
					INVOICE TOTAL:		1,809.10 *	
					CHECK TOTAL:			1,809.10
168999	12114	LINDSAY LAUTERS						

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168999	12114	LINDSAY LAUTERS						
	120621	LAUTERS	12/06/21	01	L LAUTERS POM PON CAMP	10-552-530-3800	600.00	
					INVOICE TOTAL:		600.00 *	
					CHECK TOTAL:			600.00
169000	12260	PETER LEDERER						
	2021	BOOTSLEDERER	12/08/21	01	P LEDERER 2021 BOOTS	10-542-530-3630	125.00	
					INVOICE TOTAL:		125.00 *	
					CHECK TOTAL:			125.00
169001	12302	LEE RECREATION LLC						
	13717-21		10/01/21	01	LEE RECREATION	10-552-570-8200	2,271.00	
					INVOICE TOTAL:		2,271.00 *	
					CHECK TOTAL:			2,271.00
169002	12358	LIBRARY FURNITURE INTL INC						
	7616		12/01/21	01	LIBRARY FURNITURE INTL	10-551-530-3150	2,244.00	
					INVOICE TOTAL:		2,244.00 *	
					CHECK TOTAL:			2,244.00
169003	12460	LERNER PUBLISHING GROUP INC						
	1403756		11/04/21	01	LERNER PUBL GRP BOOKS	10-551-530-3610	1,179.42	
					INVOICE TOTAL:		1,179.42 *	
	1404164		11/09/21	01	LERNER PUBL GRP BOOKS	10-551-530-3610	43.98	
					INVOICE TOTAL:		43.98 *	
					CHECK TOTAL:			1,223.40

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169004	13027	MAGUIRE IRON INC						
	0019G018.00-10		12/03/21	01		48-576-530-4500	59,375.00	
						INVOICE TOTAL:	59,375.00 *	
						CHECK TOTAL:		59,375.00
169005	13207	MENARDS						
	14800		11/19/21	01	MENARDS ACCT	50-732-530-6510	36.94	
						INVOICE TOTAL:	36.94 *	
						CHECK TOTAL:		36.94
169006	13249	MANAGER PLUS LLC						
	2020-14705		10/15/21	01	MANAGER PLUS	10-542-530-5400	1,499.40	
						INVOICE TOTAL:	1,499.40 *	
						CHECK TOTAL:		1,499.40
169007	13824	MUNICODE						
	00367130		12/02/21	01	MUNICIPAL CODE CORP	10-511-530-3210	350.00	
						INVOICE TOTAL:	350.00 *	
						CHECK TOTAL:		350.00
169008	13825	MUNSON INC						
	0055638		10/11/21	01	MUNSON INC	50-722-530-6310	1,880.00	
						INVOICE TOTAL:	1,880.00 *	
	0055639		10/11/21	01	MUNSON INC	50-722-530-6310	2,466.00	
						INVOICE TOTAL:	2,466.00 *	
						CHECK TOTAL:		4,346.00

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169009	14018	FALLS AUTO PARTS					
	636764		11/02/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400	24.80
					INVOICE TOTAL:		24.80 *
	636793		11/02/21	01	FALLS AUTO PARTS ACCT 4040	10-522-530-5500	57.38
				02	FALLS AUTO PARTS ACCT 4040	50-751-530-9333	4.43
				03	FALLS AUTO PARTS ACCT 4040	10-522-530-5500	83.72
				04	FALLS AUTO PARTS ACCT 4040	10-542-530-5400	37.70
				05	FALLS AUTO PARTS ACCT 4040	10-542-530-5400	6.80
				06	FALLS AUTO PARTS ACCT 4040	10-522-530-5500	33.35
				07	FALLS AUTO PARTS ACCT 4040	10-542-530-5400	9.99
					INVOICE TOTAL:		233.37 *
	636871		11/03/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400	0.58
					INVOICE TOTAL:		0.58 *
	636916		11/04/21	01	FALLS AUTO PARTS ACCT 4040	10-553-530-5400	23.36
					INVOICE TOTAL:		23.36 *
	637115		11/09/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400	11.72
					INVOICE TOTAL:		11.72 *
	637164		11/09/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400	14.70
					INVOICE TOTAL:		14.70 *
	637180		11/09/21	01	FALLS AUTO PARTS ACCT 4040	10-522-530-5500	4.43
				02	FALLS AUTO PARTS ACCT 4040	10-552-530-5500	4.43
				03	FALLS AUTO PARTS ACCT 4040	10-552-530-5500	15.55
				04	FALLS AUTO PARTS ACCT 4040	10-542-530-5400	4.43
					INVOICE TOTAL:		28.84 *
	637209		11/10/21	01	FALLS AUTO PARTS ACCT 4040	10-522-530-5500	49.10
					INVOICE TOTAL:		49.10 *
	637215		11/10/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400	85.49
					INVOICE TOTAL:		85.49 *

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169009	14018	FALLS AUTO PARTS					
	637293		11/11/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	22.72 22.72 *
	637294		11/11/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	16.46 16.46 *
	637456		11/15/21	01	FALLS AUTO PARTS ACCT 4040	10-521-530-5500 INVOICE TOTAL:	24.68 24.68 *
	637615		11/16/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	28.69 28.69 *
	637765		11/18/21	01	FALLS AUTO PARTS ACCT 4040	10-553-530-5400 INVOICE TOTAL:	26.60 26.60 *
	637945		11/23/21	01	FALLS AUTO PARTS ACCT 4040	50-751-530-9333 INVOICE TOTAL:	58.92 58.92 *
	637997		11/23/21	01	FALLS AUTO PARTS ACCT 4040	50-751-530-9333 INVOICE TOTAL:	27.26 27.26 *
	638032		11/24/21	01	FALLS AUTO PARTS ACCT 4040	10-521-530-5500 INVOICE TOTAL:	21.38 21.38 *
	638138		11/29/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	33.83 33.83 *
	638234		11/30/21	01	FALLS AUTO PARTS ACCT 4040	10-542-530-5400 INVOICE TOTAL:	59.94 59.94 *
						CHECK TOTAL:	792.44
169010	14214	NEU'S BLDG CENTER INC					
	4333660		11/01/21	01	NEU'S BLDG CTR ACCT 23009	50-732-530-6510 INVOICE TOTAL:	19.59 19.59 *

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169010	14214	NEU'S BLDG CENTER INC					
	4333679		11/01/21	01	NEU'S BLDG CTR ACCT 23009	10-553-530-5290	32.91
						INVOICE TOTAL:	32.91 *
	4334689		11/03/21	01	NEU'S BLDG CTR ACCT 23009	10-542-530-3550	12.88
						INVOICE TOTAL:	12.88 *
	4334903		11/03/21	01	NEU'S BLDG CTR ACCT 23009	50-742-530-6750	49.57
						INVOICE TOTAL:	49.57 *
	4337080		11/08/21	01	NEU'S BLDG CTR ACCT 23009	10-553-530-3100	83.88
						INVOICE TOTAL:	83.88 *
	4337083		11/08/21	01	NEU'S BLDG CTR ACCT 23009	10-522-530-5400	172.85
						INVOICE TOTAL:	172.85 *
	4339128		11/12/21	01	NEU'S BLDG CTR ACCT 23009	10-553-530-3100	19.16
						INVOICE TOTAL:	19.16 *
	4339192		11/12/21	01	NEU'S BLDG CTR ACCT 23009	10-542-530-3100	107.75
						INVOICE TOTAL:	107.75 *
	4339301		11/12/21	01	NEU'S BLDG CTR ACCT 23009	10-553-530-3100	54.97
						INVOICE TOTAL:	54.97 *
	4340144		11/15/21	01	NEU'S BLDG CTR ACCT 23009	60-830-530-8343	90.42
						INVOICE TOTAL:	90.42 *
	4340779		11/16/21	01	NEU'S BLDG CTR ACCT 23009	50-742-530-6770	54.08
						INVOICE TOTAL:	54.08 *
	4342007		11/19/21	01	NEU'S BLDG CTR ACCT 23009	50-732-530-6520	960.36
						INVOICE TOTAL:	960.36 *
	4342090		11/19/21	01	NEU'S BLDG CTR ACCT 23009	50-732-530-6510	48.97
						INVOICE TOTAL:	48.97 *

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169010	14214	NEU'S BLDG CENTER INC					
	4343882		11/24/21	01	NEU'S BLDG CTR ACCT 23009	50-732-530-6510	52.07
						INVOICE TOTAL:	52.07 *
	4344130		11/24/21	01	NEU'S BLDG CTR ACCT 23009	50-721-530-6220	29.39
						INVOICE TOTAL:	29.39 *
	4346820		11/30/21	01	NEU'S BLDG CTR ACCT 23009	10-542-530-7120	14.88
						INVOICE TOTAL:	14.88 *
	4346906		11/30/21	01	NEU'S BLDG CTR ACCT 23009	50-722-530-6310	89.26
						INVOICE TOTAL:	89.26 *
	4346907		11/30/21	01	NEU'S BLDG CTR ACCT 23009	50-721-530-6200	68.56
						INVOICE TOTAL:	68.56 *
	4346995		11/30/21	01	NEU'S BLDG CTR ACCT 23009	60-830-530-8343	87.46
						INVOICE TOTAL:	87.46 *
						CHECK TOTAL:	2,049.01
169011	14723	NORTHERN LAKE SERVICE INC					
	410256		11/18/21	01	NORTHERN LAKE SVC	50-731-530-6420	95.00
						INVOICE TOTAL:	95.00 *
	410733		11/29/21	01	NORTHERN LAKE SVC	50-731-530-6420	95.00
						INVOICE TOTAL:	95.00 *
	411017		12/03/21	01	NORTHERN LAKE SVC	50-731-530-6420	95.00
						INVOICE TOTAL:	95.00 *
						CHECK TOTAL:	285.00
169012	16231	THE PENWORTHY COMPANY					

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169012	16231	THE PENWORTHY COMPANY						
	0576175-IN		10/19/21	01	PENWORTHY BOOKS	10-551-530-3635	2,365.81	
					INVOICE TOTAL:		2,365.81 *	
					CHECK TOTAL:			2,365.81
169013	16518	POMP'S TIRE SERVICE INC						
	430116649		11/29/21	01	POMP'S TIRE SVC	10-542-530-5400	2,736.68	
					INVOICE TOTAL:		2,736.68 *	
					CHECK TOTAL:			2,736.68
169014	16650	PUBLIC SERVICE COMMISSION						
	2110-I-02210		11/23/21	01	PUBLIC SVC COMMISSION	50-761-530-9280	969.07	
					INVOICE TOTAL:		969.07 *	
					CHECK TOTAL:			969.07
169015	18032	RASMITH						
	162125		11/23/21	01	CADD TECH	60-850-530-8520	3,471.50	
				02	CADD TECH	50-741-530-6600	3,471.50	
					INVOICE TOTAL:		6,943.00 *	
	162353		12/03/21	01	CADD TECH	60-850-530-8520	3,358.75	
				02	CADD TECH	50-741-530-6600	3,358.75	
					INVOICE TOTAL:		6,717.50 *	
					CHECK TOTAL:			13,660.50
169016	18308	RICHFIELD TRAILER INC						
	23046		11/26/21	01	RICHFIELD TRAILER	50-751-530-9333	5,078.76	
					INVOICE TOTAL:		5,078.76 *	
					CHECK TOTAL:			5,078.76

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169017	19041	ST JOSEPH'S COMMUNITY HOSPITAL					
	21-017992		10/31/21	01	ST JOSEPH'S COMM HOSP	10-521-530-4130	33.00
					INVOICE TOTAL:		33.00 *
					CHECK TOTAL:		33.00
169018	19079	SAFEBUILT LLC					
	0082266-IN		11/30/21	01	SAFEBUILT	10-524-530-4400	277.20
					INVOICE TOTAL:		277.20 *
	0082293-IN		11/30/21	01	SAFEBUILT	10-524-530-4400	32,085.53
					INVOICE TOTAL:		32,085.53 *
					CHECK TOTAL:		32,362.73
169019	19213	SCHOLASTIC LIBRARY PUBLISHING					
	33193929		10/22/21	01	SCHOLASTIC LIBRARY PUBL BOOKS	10-551-530-3610	109.20
					INVOICE TOTAL:		109.20 *
					CHECK TOTAL:		109.20
169020	19264	SECURIAN FINANCIAL GROUP INC					
	SECURIANFIANCIALJANU		12/07/21	01	SECURIAN FIN LIFE INS	10-512-520-2500	26.90
				02	SECURIAN FIN LIFE INS	10-513-520-2500	14.65
				03	SECURIAN FIN LIFE INS	10-514-520-2500	38.17
				04	SECURIAN FIN LIFE INS	10-563-520-2500	60.35
				05	SECURIAN FIN LIFE INS	10-517-520-2500	6.18
				06	SECURIAN FIN LIFE INS	10-521-520-2500	468.31
				07	SECURIAN FIN LIFE INS	10-519-520-2500	71.26
				08	SECURIAN FIN LIFE INS	10-522-520-2500	129.09
				09	SECURIAN FIN LIFE INS	10-542-520-2500	265.86
				10	SECURIAN FIN LIFE INS	10-523-520-2500	1.37

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
169020	19264	SECURIAN FINANCIAL GROUP INC					
		SECURIANFIANCIALJANU	12/07/21	11	SECURIAN FIN LIFE INS	10-524-520-2500	10.52
				12	SECURIAN FIN LIFE INS	10-551-520-2500	98.27
				13	SECURIAN FIN LIFE INS	10-552-520-2500	143.06
				14	SECURIAN FIN LIFE INS	10-553-520-2500	33.58
				15	SECURIAN FIN LIFE INS	10-554-520-2500	29.41
				16	SECURIAN FIN LIFE INS	10-541-520-2500	20.50
				17	SECURIAN FIN LIFE INS	60-830-520-2500	122.20
				18	SECURIAN FIN LIFE INS	50-751-520-2500	187.06
				19	SECURIAN FIN LIFE INS	10-546-520-2500	10.56
				20	SECURIAN FIN LIFE INS	10-200-210-5310	141.75
				21	SECURIAN FIN LIFE INS	10-200-210-5310	691.21
				22	SECURIAN FIN LIFE INS	10-200-210-5310	607.07
					INVOICE TOTAL:		3,177.33 *
					CHECK TOTAL:		3,177.33
169021	19303	SIGNWORKS					
	17553		11/05/21	01	SIGNWORKS	10-551-530-3150	2,930.40
					INVOICE TOTAL:		2,930.40 *
					CHECK TOTAL:		2,930.40
169022	19361	STERICYCLE INC					
	8000427409		11/19/21	01	SHRED-IT USA	10-513-530-3100	46.79
				02	SHRED-IT USA	10-514-530-3100	46.78
					INVOICE TOTAL:		93.57 *
					CHECK TOTAL:		93.57
169023	19805	SUPERIOR CHEMICAL CORP					
	320161		11/29/21	01	SUPERIOR CHEM SUPPLIES	60-830-530-8343	256.12
					INVOICE TOTAL:		256.12 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
169023	19805	SUPERIOR CHEMICAL CORP					
	320744		12/06/21	01	SUPERIOR CHEM SUPPLIES	60-830-530-8313	3,014.31
					INVOICE TOTAL:		3,014.31 *
					CHECK TOTAL:		3,270.43
169024	19832	STRAIGHT LINE COLLISION INC					
	SQUAD22112921		11/29/21	01	STRAIGHT LINE COLLISION	18-567-530-3100	2,000.00
				02	STRAIGHT LINE COLLISION	10-521-530-5500	8,756.13
					INVOICE TOTAL:		10,756.13 *
					CHECK TOTAL:		10,756.13
169025	20668	TRAFFIC & PARKING CONTROL					
	I711655		11/01/21	01	TAPCO STOCK	10-551-530-3150	404.20
					INVOICE TOTAL:		404.20 *
	I713572		11/23/21	01	TAPCO STOCK	50-722-530-6310	93.90
					INVOICE TOTAL:		93.90 *
					CHECK TOTAL:		498.10
169026	21391	USA BLUEBOOK					
	810034		12/03/21	01	USA BLUEBOOK 859536 SUPPLIES	50-741-530-6630	1,839.27
					INVOICE TOTAL:		1,839.27 *
					CHECK TOTAL:		1,839.27
169027	21427	THE UNIFORM SHOPPE					
	316030		11/11/21	01	UNIFORM SHOPPE	10-521-530-3810	119.90
					INVOICE TOTAL:		119.90 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
169027	21427	THE UNIFORM SHOPPE						
	316031		11/11/21	01	UNIFORM SHOPPE	10-521-530-3810	137.90	
					INVOICE TOTAL:		137.90	*
	316032		11/11/21	01	UNIFORM SHOPPE	10-521-530-3810	109.90	
					INVOICE TOTAL:		109.90	*
	316264		11/20/21	01	UNIFORM SHOPPE	10-521-530-3810	86.95	
					INVOICE TOTAL:		86.95	*
	316360		11/26/21	01	UNIFORM SHOPPE	10-521-530-3810	129.95	
					INVOICE TOTAL:		129.95	*
	316576		11/30/21	01	UNIFORM SHOPPE	10-521-530-3810	129.95	
					INVOICE TOTAL:		129.95	*
					CHECK TOTAL:			714.55
169028	21480	U S CELLULAR						
	0474348101		11/14/21	01	U.S.CELLULAR ACCT	10-553-530-7200	43.50	
				02	U.S.CELLULAR ACCT	50-712-530-6100	354.50	
				03	U.S.CELLULAR ACCT	60-850-530-8517	198.50	
				04	U.S.CELLULAR ACCT	10-512-530-7200	39.50	
				05	U.S.CELLULAR ACCT	10-542-530-7200	157.24	
				06	U.S.CELLULAR ACCT	10-541-530-7200	39.50	
					INVOICE TOTAL:		832.74	*
	0474410130		11/16/21	01	U.S.CELLULAR ACCT	10-513-530-7200	117.45	
				02	U.S.CELLULAR ACCT	10-551-530-7200	41.24	
					INVOICE TOTAL:		158.69	*
	0476100455		11/24/21	01	U.S.CELLULAR ACCT	10-552-530-7200	109.45	
					INVOICE TOTAL:		109.45	*
					CHECK TOTAL:			1,100.88

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
169029	21835	THE UPS STORE						
	20		11/02/21	01	UPS STORE	10-521-530-3400	18.19	
					INVOICE TOTAL:		18.19 *	
					CHECK TOTAL:			18.19
169030	23001	WAUKESHA COUNTY COLLECTION DIV						
	120721	WAUKESHA COUNT	12/07/21	01	WAGE GARNISHMENT	10-200-210-5800	100.00	
					INVOICE TOTAL:		100.00 *	
					CHECK TOTAL:			100.00
169031	23051	WASHINGTON COUNTY REGISTER OF						
	202100000111		11/30/21	01	WSH CTY REG DEEDS	10-563-530-7600	35.00	
					INVOICE TOTAL:		35.00 *	
					CHECK TOTAL:			35.00
169032	23118	WENDLAND LANDSCAPE SVCS INC						
	120621	WENDLANDNURS	12/06/21	01	WENDLAND LANDSCAPE	10-552-530-3800	2,992.00	
					INVOICE TOTAL:		2,992.00 *	
					CHECK TOTAL:			2,992.00
169033	23183	WHITE HOUSE OF MUSIC						
	589565		11/01/21	01	WHITE HOUSE OF MUSIC	10-552-530-3800	60.00	
					INVOICE TOTAL:		60.00 *	
					CHECK TOTAL:			60.00
169034	23222	WATER QUALITY INVESTIGATIONS						

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
169034	23222	WATER QUALITY INVESTIGATIONS					
	1221_02		12/07/21	01	WATER QUALITY INV	48-576-530-4600	1,122.25
					INVOICE TOTAL:		1,122.25 *
					CHECK TOTAL:		1,122.25
169035	23263	WESOLOWSKI, REIDENBACH &					
	229		12/08/21	01	SAJDAK	10-521-530-4120	5,100.00
					INVOICE TOTAL:		5,100.00 *
					CHECK TOTAL:		5,100.00
169036	23309	WILS					
	495777		11/04/21	01	STRATEGIC DEVELOPMENT SERVICE	10-551-530-3665	2,876.00
					INVOICE TOTAL:		2,876.00 *
					CHECK TOTAL:		2,876.00
169037	23412	JOAQUINA WINFREY					
	120621WINFREY		12/06/21	01	J WINFREY LEARN TO DECORATE	10-552-530-3800	17.50
					INVOICE TOTAL:		17.50 *
	WINFREY120321		12/03/21	01	J WINFREY LEARN TO DECORATE	10-552-530-3800	105.00
					INVOICE TOTAL:		105.00 *
					CHECK TOTAL:		122.50
169038	23644	WI DEPT OF JUSTICE					
	11-01-2021-11-30-202		12/01/21	01	WI DEPT OF JUSTICE ACCT	10-552-530-3800	175.00
					INVOICE TOTAL:		175.00 *
	L6701TNOVEMBER		11/01/21	01	WI DEPT OF JUSTICE ACCT	10-521-530-7210	112.00
					INVOICE TOTAL:		112.00 *
					CHECK TOTAL:		287.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
169039	23723	WE ENERGIES					
	3937310714		11/24/21	01	WE ENERGIES	10-518-530-7100	14.06
					INVOICE TOTAL:		14.06 *
	3938752649		11/24/21	01	WE ENERGIES	10-522-530-7100	425.96
					INVOICE TOTAL:		425.96 *
	3939194107		11/24/21	01	WE ENERGIES	10-518-530-7100	424.35
					INVOICE TOTAL:		424.35 *
	3939980799		11/29/21	01	WE ENERGIES	10-553-530-7120	434.11
					INVOICE TOTAL:		434.11 *
	3941878150		11/30/21	01	WE ENERGIES	10-542-530-7120	53.13
					INVOICE TOTAL:		53.13 *
	3941880984		11/30/21	01	WE ENERGIES	10-521-530-7100	257.56
					INVOICE TOTAL:		257.56 *
	3941942059		11/30/21	01	WE ENERGIES	10-542-530-7120	23.31
					INVOICE TOTAL:		23.31 *
	3941950917		11/30/21	01	WE ENERGIES	10-542-530-7120	18.55
					INVOICE TOTAL:		18.55 *
	3941979228		11/30/21	01	WE ENERGIES	10-553-530-7120	170.35
					INVOICE TOTAL:		170.35 *
	3941981285		11/30/21	01	WE ENERGIES	10-542-530-7120	183.35
					INVOICE TOTAL:		183.35 *
	3941997488		11/30/21	01	WE ENERGIES	10-542-530-7120	54.20
					INVOICE TOTAL:		54.20 *
	3942175692		11/30/21	01	WE ENERGIES	10-542-530-7120	61.77
					INVOICE TOTAL:		61.77 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
169039	23723	WE ENERGIES					
	3942259002		11/30/21	01	WE ENERGIES	50-741-530-6620	36.72
					INVOICE TOTAL:		36.72 *
	3942360841		11/30/21	01	WE ENERGIES	10-542-530-7120	102.72
					INVOICE TOTAL:		102.72 *
	3942369503		11/30/21	01	WE ENERGIES	10-521-530-7100	960.38
					INVOICE TOTAL:		960.38 *
	3942374426		11/30/21	01	WE ENERGIES	10-542-530-7120	18.42
					INVOICE TOTAL:		18.42 *
	3942375911		11/30/21	01	WE ENERGIES	10-542-530-7120	87.26
					INVOICE TOTAL:		87.26 *
	3942400781		11/30/21	01	WE ENERGIES	10-542-530-7120	34.55
					INVOICE TOTAL:		34.55 *
	3942418887		11/30/21	01	WE ENERGIES	60-820-530-8212	223.74
					INVOICE TOTAL:		223.74 *
	3942474162		11/30/21	01	WE ENERGIES	10-542-530-7120	58.27
					INVOICE TOTAL:		58.27 *
	3942525813		11/30/21	01	WE ENERGIES	10-553-530-7120	211.01
					INVOICE TOTAL:		211.01 *
	3942550215		11/30/21	01	WE ENERGIES	10-553-530-7120	18.42
					INVOICE TOTAL:		18.42 *
	3942622068		11/30/21	01	WE ENERGIES	10-553-530-7120	269.08
					INVOICE TOTAL:		269.08 *
	3942622301		11/30/21	01	WE ENERGIES	10-542-530-7120	61.11
					INVOICE TOTAL:		61.11 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
169039	23723	WE ENERGIES					
	3942631303		11/30/21	01	WE ENERGIES	10-542-530-7120	66.62
					INVOICE TOTAL:		66.62 *
	3942641515		11/30/21	01	WE ENERGIES	10-542-530-7120	80.82
					INVOICE TOTAL:		80.82 *
	3942693381		11/30/21	01	WE ENERGIES	10-542-530-7120	19.10
					INVOICE TOTAL:		19.10 *
	3942777036		11/30/21	01	WE ENERGIES	10-542-530-7120	103.18
					INVOICE TOTAL:		103.18 *
	3942802545		11/30/21	01	WE ENERGIES	10-542-530-7120	67.89
					INVOICE TOTAL:		67.89 *
	3942887003		11/30/21	01	WE ENERGIES	10-542-530-7120	69.10
					INVOICE TOTAL:		69.10 *
	3942991434		11/30/21	01	WE ENERGIES	60-820-530-8212	75.48
					INVOICE TOTAL:		75.48 *
	3943019146		11/30/21	01	WE ENERGIES	10-553-530-7120	82.12
					INVOICE TOTAL:		82.12 *
	3943068223		11/30/21	01	WE ENERGIES	60-820-530-8212	77.93
					INVOICE TOTAL:		77.93 *
	3943136221		12/01/21	01	WE ENERGIES	50-721-530-6230	105.52
					INVOICE TOTAL:		105.52 *
	3943643862		12/01/21	01	WE ENERGIES	10-553-530-7120	365.78
					INVOICE TOTAL:		365.78 *
					CHECK TOTAL:		5,315.92

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
169040	23747	WI DEPT OF TRANSPORTATION						
		395-0000242092	12/01/21	01	DOT-FIN OPERATIONS	40-541-570-8891	9,897.90	
					INVOICE TOTAL:		9,897.90 *	
					CHECK TOTAL:			9,897.90
169041	23816	WOLF & SONS INC						
		867651REISSUE	10/19/21	01	WOLF & SONS ACCT 9292-2	10-542-530-3700	1,333.94	
					INVOICE TOTAL:		1,333.94 *	
		870656REISSUE	10/22/21	01	WOLF & SONS ACCT 9292-2	10-542-530-3700	1,715.07	
					INVOICE TOTAL:		1,715.07 *	
		915684	12/06/21	01	WOLF & SONS ACCT 9292-2	10-542-530-3700	1,452.50	
					INVOICE TOTAL:		1,452.50 *	
		916678	12/07/21	01	WOLF & SONS ACCT 9292-2	10-542-530-3700	1,214.32	
					INVOICE TOTAL:		1,214.32 *	
					CHECK TOTAL:			5,715.83
169042	94512	JOHN B. OSIECZANEK						
		120821OSIECZANEK	12/08/21	01	OSIECZANEK VOUCHER	10-552-530-3800	272.00	
					INVOICE TOTAL:		272.00 *	
		120921OSIECZANEK	12/09/21	01	OSIECZANEK VOUCHER	10-552-530-3800	40.00	
					INVOICE TOTAL:		40.00 *	
					CHECK TOTAL:			312.00
169043	94654	FUN EXPRESS LLC						
		712780964-01	10/27/21	01		10-551-530-3821	236.00	
					INVOICE TOTAL:		236.00 *	

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
169043	94654	FUN EXPRESS LLC						
	712810412-01		10/29/21	01		10-551-530-3821	231.40	
						INVOICE TOTAL:	231.40 *	
						CHECK TOTAL:		467.40
169044	95902	MOTION PICTURE LICENSING CORP						
	MOTIONPICTURELICENSI		12/02/21	01	MOTION PICTURE LICENSING	10-554-530-3800	248.04	
						INVOICE TOTAL:	248.04 *	
						CHECK TOTAL:		248.04
169045	T0000130	BILL SCHICKERT						
	21-1069		06/30/21	01	SCHICKERT REFUND	10-460-462-2220	1,259.40	
						INVOICE TOTAL:	1,259.40 *	
						CHECK TOTAL:		1,259.40
						TOTAL AMOUNT PAID:		428,811.39

VILLAGE OF GERMANTOWN
2021 CAPITAL PURCHASES FUND 40 ITEMS -

ITEM DESCRIPTION	PROJECT/ EQUIPMENT	Year to Date Expenditures
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POLICE DEPARTMENT

TOTAL POLICE DEPARTMENT	\$ -	

FIRE DEPARTMENT

Replace Ambulance	\$ 300,000	\$ 276,624
New Cardiac Monitors	\$ 200,000	\$ 173,240
TOTAL FIRE DEPARTMENT	\$ 500,000	\$ 449,864

DPW ADMINISTRATION AND ENGINEERING

Software for up grade to survey equipment	\$ 40,000	\$ -
continue program to install connecting sidewalks	\$ 10,000	\$ -
Public Works Campus	\$ 23,400,000	\$ 98,231
TOTAL DPW ADMINISTRATION AND ENGINEERING	\$ 23,450,000	

HIGHWAY DEPARTMENT/BLD GRNDS/PARKS

Library Hvac Boilder Replacement	\$ 60,000	\$ 76,880
Asphalt Paving	\$ 1,500,000	\$ 1,969,490
Track Excavator	\$ 140,000	\$ 116,710
Single Axle Western Star patrol truck	\$ 276,000	\$ 191,311
Mequon Rd Street Lighting	\$ 400,000	\$ 170,326
Sealing & Striping Friedenfeld Park	\$ 60,000	\$ -
Replacement Truck #406 - Patrol	\$ 45,000	\$ -
TOTAL HIGHWAY DEPARTMENT	\$ 2,481,000	

RECREATION

Dheinsville Park Paving & Restroom enclosure	\$ 80,000	\$ 74,482
Kinderberg Splash Pad Feasibility Study	\$ 15,000	\$ -
TOTAL RECREATION	\$ 95,000	

GRAND TOTAL	\$ 26,526,000	\$ 3,597,157
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