

Village of Shorewood – 2017 Annual Report

**VILLAGE OF SHOREWOOD
DEPARTMENT / COMMITTEE ANNUAL REPORT**

Instructions: To help inform the Village Board on the annual operations, services and activities being performed by all areas of the Village, the Village Manager is asking each department and citizen committee to complete the following report. All reports must be completed by May 14. Please contact the Village Manager’s Office if you have any questions about the report.

Name of Department / Committee: Finance Department

Name of Department Head / Committee Chair: Mark Emanuelson

Other Department Managers / Committee Members:

Identify your most significant department / committee services and activities performed in the past year.

1. Long Range Financial Plan - Debt management
 2. Annual Budget Development - best practices
 3. Publish Annual Budget book - GFOA standards
 4. Annual Audit of Financial Statements
 5. Publish Comprehensive Annual Financial Report (CAFR) - GFOA standards
 6. TIF District annual Audits and reporting
 7. Public Service Commission annual reporting
 8. Annual filing of State Financial Report C
 9. Levy Limit and Expenditure Restraint management
 10. Municipal Utility rate setting management
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Identify your department / committee proposed initiatives that you hope to perform or implement in future years. Initiatives are significant subjects such as service delivery changes, capital items, programs, or studies that require Village resources and time to execute. Each initiative listed should link to one of the six vision statements in [Vision 2025](#) on pages 6-8. Include the vision number(s) in the “Relationship to Vision 2025” column corresponding with the vision statement(s) that best relates to the initiative along with a brief explanation. For each initiative, please complete the “Request Execution of New Village Initiative” form to complete this section. For citizen committees, please utilize your staff liaison to complete this form.

Department / Committee Initiative(s)	Relationship to Vision 2025
1. Implement Special Assessment management software	Financially responsible community
2. Enhance utility infrastructure asset management records	Financially responsible community
3.	
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6.	
7.	
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9.	
10.	

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FOR VILLAGE DEPARTMENTS: Please review and evaluate the Village fee schedule. For fees that should be modified or require additional review from the Village Board, please list out those fees in the chart below. In addition, please indicate your department’s recommendation to amend the fee. If the fee impacts additional departments, please list the following departments you’ve contacted and gained their approval involving your recommendation.

Village Fee – include Fee amount	Recommended Modification	Departments Approving Recommendation
1. Administrative fee - delq Property	\$20.00 + costs	
2. Establish Labor rate - open records	\$60.00 / hr	
3. Establish late fee for municipal invoices	\$10.00 + interest penalty	
4.		
5.		
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10.		