CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: **Finance & Personnel Committee**

DATE OF MEETING: March 7, 2018 (Wednesday)

PLACE OF MEETING: City Hall – 415 Main Street (Common Council Chambers)

TIME OF MEETING: 7:15 p.m. (no earlier than 7:15 p.m. or immediately following the Utilities Committee Meeting)

PURPOSE OF MEETING

1. Call to order and roll call.
2. Approval of minutes from the previous meeting.
3. Public Input (limited to 3 minutes/individual)

Consideration and possible action on the following items:

FINANCE

4. Omni Center financials for 2018
5. General Fund Financials 2018

PERSONNEL

6. Review and consideration of out of state travel for Wayne Nagy, Andrew Barnhardt, and Jameson Rau to attend Crude by Rail and Emergency Response Training from May 21 through May 23, 2018 in College Station, Texas
7. Review and consideration of changes to the Adoni Networks contract for 2018
8. Review and consideration of changes to the Family Medical Leave Act Policy 7.02
9. Review and consideration of stipend for Assistant Police Chief for Interim duties related to turnover in the police department

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

Notices Mailed To:

Mayor Joe Chilsen
*Ald. Jim Olson - Vice Chair
*Ald. Bob Muth – Chair
*Ald. Harvey Bertrand
Ald. Jim Binash
Ald. Ron Gjertsen
Ald. Jerry Every
City Attorney City Administrator
Dept. Heads
La Crosse Tribune Coulee Couirer
WIZM WKTY WLXR WKBH WLAX FOX
*Committee Members

WPPA Steward IAFF Steward
Onalaska Omni
Onalaska Public Library

Date Notices Mailed and Posted: 3/1/18

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

10. Review and consideration of changes to the following job descriptions:
    a. Administrative Manager
    b. Assistant Police Chief
    c. Professional Standards Sergeant
    d. Sergeant
    e. School Liaison Officer
    f. DARE/GREAT Officer
    g. Administrative Secretary – Police Department

11. Review and consideration of authorization to replace, post, and advertise for:
    a. Administrative Manager position
    b. Police Chief position
    c. Fire Chief position

12. **Closed Session**: To consider a motion to convene in Closed Session under Section 19.85 (1)(g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:

    - Water damage at residence on 789 St. Paul Street, Onalaska, WI

    If any action is required in Open Session, as the result of the Closed Session, the Committee will reconvene in Open Session to take the necessary action and/or continue on with the printed agenda.

Adjournment

F-4

City of Onalaska

Balance Sheet
Account Summary
As Of 01/31/2018

Fred 2-7-18

Account	Name	Balance	
Fund: 640 - OMNI CENTER			
Assets			
640-11100	CASH	-116,864.14	
640-11104	TEMPORARY CASH	0.00	
640-11300	INVESTMENTS	0.00	
640-11302	INVESTMENTS 95 & 96	0.00	
640-11304	C.D.A. - INVESTMENT-RINK EXPANSION	0.00	
640-11370	INVESTMENTS (BOND ACCT)	0.00	
640-11501	RESERVE FUND 1992	0.00	
640-11505	SPEC TRUST (ADOPT-A-PRO)	0.00	
640-11800	PETTY CASH	7,040.00	
640-12100	TAXES RECEIVABLE	0.00	
640-13000	ACCOUNTS RECEIVABLE	60,162.90 ok	
640-16202	PREPAID INSURANCE	7,794.82	
640-16500	INVENTORY	3,912.88	
640-18100	LAND	0.00	
640-18104	LAND IMPROVEMENT	0.00	
640-18150	CONSTRUCTION WORK IN PROGRESS	0.00	
640-18152	C.W.I.P. - CAMPAIGN FUNDING	0.00	
640-18153	C.W.I.P. CAMP FUND CDA	0.00	
640-18201	BUILDING #1	0.00	
640-18202	BUILDING #2	0.00	
640-18203	BUILDING #3	0.00	
640-18500	EQUIPMENT	0.00	
640-18502	OFFICE EQUIPMENT	0.00	
640-18504	C.D.A. - TRANSPORTATION EQUIP	0.00	
640-18595	LEASE EQUIPMENT	0.00	
640-18931	PROVISION FOR DEPRECIATION	0.00	
640-18980	UNAMORTIZED BOND COSTS	0.00	
640-19000	WRS NET PENSION ASSET	0.00	
640-19200	DEF. OUTFLOW-WRS PENSION-CONTRIBL	68,453.00	
	Total Assets:	**30,499.46**	**30,499.46**
Liability			
640-21100	ACCOUNTS PAYABLE	22,062.64	
640-21110	AP PENDING (DUE TO POOL)	0.00	
640-21111	PAYROLL CORRECTIONS	0.00	
640-21112	SALES TAX PAYABLE	240.27	
640-21511	FICA W/H	0.00	
640-21512	FEDERAL W/H	0.00	
640-21513	STATE W/H - WI	0.00	
640-21515	FICA W/H - MEDICARE	0.00	
640-21520	RETIREMENT W/H	0.00	
640-21528	BC/BS HEALTH INS	0.00	
640-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00	
640-21530	HEALTH INS	0.00	
640-21531	CANCER INS	0.00	
640-21532	LIFE INSURANCE W/H	0.00	
640-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00	
640-21534	MEDICAL & DEP CARE - SECT. 125	0.00	
640-21535	WI-RETIREMENT SYSTEM (P.T.EE)	0.00	
640-21540	UNITED WAY	0.00	
640-21560	COMMUNITY CREDIT UNION W/H	0.00	
640-21570	UNION DUES	0.00	
640-21571	LOCAL 150 UNION DUES W/H	0.00	

Balance Sheet

As Of 01/31/2018

Account	Name	Balance
640-21572	1ST FINANCIAL SVGS.	0.00
640-21573	DEFERRED COMPENSATION	0.00
640-21581	SUPPORT PAYMENTS	0.00
640-21700	ACCRUED WAGES	0.00
640-21800	ACCUMULATED EMPLOYEE BENEFIT (VAC	7,753.95
640-21820	ACCUMULATED EMPLOYEE BENEFIT (SICK	6,533.32
640-21900	LIQUOR SALES	2,000.00
640-22403	INTEREST ACCRUED - RESTRITED ASSETS	0.00
640-22408	INTEREST ACCRUED - G.O.	0.00
640-22409	INTEREST ACCRUED - CITY	0.00
640-22901	CURRENT PORTION REDEV.	0.00
640-22903	CURRENT PORTION G.O. ISSUE	0.00
640-22905	CURRENT PORTION CITY LOAN	0.00
640-22906	CURRENT PORT.-CITY LOAN RLC	0.00
640-22907	CURRENT PORTION OF LEASE PAYABLE	0.00
640-23415	SECURITY DEPOSITS	2,410.50 ok
640-23421	SEC DEP - SPRING	4,400.00 ok
640-23422	SEC DEP - FALL	5,640.00 ok
640-23423	SEC DEP- SPORTS & ADVENT.	0.00
640-23424	SEC DEP- WEDDING EXPO	0.00
640-23425	SEC DEP - SERV./EQUIP./PRODUCT	0.00
640-23900	WRS NET PENSION LIAB.	12,014.00
640-25100	DUE TO GENERAL FUND	0.00
640-25200	DEFERRED INFLOW-WRS PENSION	25,535.00
640-26101	DEFERRED REVENUE	0.00
640-29000	LOAN PAYABLE TO TOURISM	0.00
640-29001	LOAN PAYABLE TO CITY	0.00
640-29002	LEASE PAYABLE	0.00
640-29204	BONDS PAYABLE 1993	0.00
640-29207	BONDS PAYABLE 1994	0.00
640-29210	BONDS PAYABLE 1995	0.00
640-29213	BONDS PAYABLE 1996	0.00
640-29216	BONDS PAYABLE 1997	0.00
640-29219	BONDS PAYABLE 1998	0.00
640-29221	DEF. LOSS ON EARLY RET.	0.00
640-29222	1998 REFUNDING L.R.B.I.	0.00
640-29224	BONDS PAYABLE - 2002	0.00
640-29225	BONDS PAYABLE - 2006	0.00
640-29226	S.T.F.L. LOAN - 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
	Total Liability:	**88,589.68**

Equity

640-31202	CONTRIBUTIONS FROM OTHERS	0.00
640-31203	DEPR./CHARGEBACK	0.00
640-31204	CONTRIBUTIONS FROM MUNIC.	0.00
640-32000	INVESTMENT IN CAPITAL ASSETS	0.00
640-34100	FUND BALANCE	-117,858.11
640-34141	SURPLUS/DEFICIT	0.00
640-34148	RESERVED RETAINED EARNINGS	0.00
640-34300	RESTRICTED FOR WRS PENSION	30,904.00
	Total Beginning Equity:	**-86,954.11**
Total Revenue		59,620.37
Total Expense		30,756.48
Revenues Over/Under Expenses		**28,863.89**
	Total Equity and Current Surplus (Deficit):	**-58,090.22**
	Total Liabilities, Equity and Current Surplus (Deficit):	**30,499.46**

City of Onalaska

Budget Report
Account Summary
For Fiscal: 2018 Period Ending: 01/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 640 - OMNI CENTER							
Revenue							
640-00000-41110	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-41210	ROOM TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46716	RECR FEES >AGE 18	2,200.00	2,200.00	0.00	0.00	-2,200.00	100.00 %
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE	157,719.00	157,719.00	36,071.98	36,071.98	-121,647.02	77.13 %
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	44,585.00	44,585.00	2,524.89	2,524.89	-42,060.11	94.34 %
640-00000-46744	CONCESSION REV. (TAXABLE)	40,000.00	40,000.00	9,103.71	9,103.71	-30,896.29	77.24 %
640-00000-46745	CATERING REVENUE -(TAXABLE)	6,000.00	6,000.00	3.52	3.52	-5,996.48	99.94 %
640-00000-46746	CONCESSION REVENUE (VENDING)	750.00	750.00	0.00	0.00	-750.00	100.00 %
640-00000-46747	CONCESSION REVENUE (EVENTS)	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46748	CONCESSION REVENUE - NON-ALC	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46749	VENDING INCOME (NONTAXABLE)	1,750.00	1,750.00	478.70	478.70	-1,271.30	72.65 %
640-00000-46751	PRO SHOP REVENUE	6,000.00	6,000.00	545.17	545.17	-5,454.83	90.91 %
640-00000-46752	RENTALS INC. (ARENA) TAXAB	12,000.00	12,000.00	0.00	0.00	-12,000.00	100.00 %
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00 %
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	1,500.00	1,500.00	100.00	100.00	-1,400.00	93.33 %
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	6,000.00	6,000.00	50.88	50.88	-5,949.12	99.15 %
640-00000-46757	RENTAL INC. (SPACE/ST-TAX.)	35,000.00	35,000.00	0.00	0.00	-35,000.00	100.00 %
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	5,000.00	5,000.00	738.00	738.00	-4,262.00	85.24 %
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
640-00000-46760	RENTAL INC. (SHELTER NON-TAXAB	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
6[illegible]000-46761	ADVERTISING INCOME	0.00	0.00	0.00	0.00	0.00	0.00 %
64[illegible]0000-46763	ADMISSION SALES - TAXABLE	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
640-00000-46765	ADMISSION SALES - NONTAXABLE	4,000.00	4,000.00	921.30	921.30	-3,078.70	76.97 %
640-00000-46766	RENTAL INC. (MTG. ROOM - TAX)	5,000.00	5,000.00	1,025.66	1,025.66	-3,974.34	79.49 %
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	1,200.00	1,200.00	100.00	100.00	-1,100.00	91.67 %
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	7,500.00	7,500.00	97.53	97.53	-7,402.47	98.70 %
640-00000-46769	CATERING REVENUE-(NON TAX.)	3,500.00	3,500.00	630.00	630.00	-2,870.00	82.00 %
640-00000-48001	MISC. INCOME (NONTAXABLE)	7,000.00	7,000.00	8.75	8.75	-6,991.25	99.88 %
640-00000-48002	MISC INCOME TAXABLE	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
640-00000-48100	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48102	INTEREST INC/RECEIVABLE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48103	GAIN ON REFUNDING	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48203	RENTAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48205	RENTAL INCOME (CITY)	45,000.00	45,000.00	7,220.28	7,220.28	-37,779.72	83.95 %
640-00000-48401	INS. RE-IMBURSEMENT CLAIMS - O	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48513	DONATIONS (O.E.C. LIQ.AGR)	11,000.00	11,000.00	0.00	0.00	-11,000.00	100.00 %
640-00000-48515	DONATIONS (SPONSORSHIPS)	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
640-00000-49201	OPERATING TRANSFER IN	183,174.00	183,174.00	0.00	0.00	-183,174.00	100.00 %
640-00000-49221	TRANSFER FROM CITY (TOURI)	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-49406	SALE OF CITY PROPERTY - OMNI	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-49900	DEPRECIATION/CHARGEBACK	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	**610,378.00**	**610,378.00**	**59,620.37**	**59,620.37**	**-550,757.63**	**90.23 %**
Expense							
640-55450-110	SALARIES - REGULAR	140,580.00	140,580.00	3,626.50	3,626.50	136,953.50	97.42 %
640-55450-120	WAGES - REGULAR	13,330.00	13,330.00	503.85	503.85	12,826.15	96.22 %
640-55450-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-124	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
6[illegible]450-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
64[illegible]5450-126	WAGES - TEMP/SEAS	58,639.00	58,639.00	3,554.58	3,554.58	55,084.42	93.94 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
6 150-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-150	FICA	16,260.00	16,260.00	556.55	556.55	15,703.45	96.58 %
640-55450-151	RETIREMENT (WRS)	10,312.00	10,312.00	276.76	276.76	10,035.24	97.32 %
640-55450-152	HEALTH INSURANCE	47,417.00	47,417.00	2,551.21	2,551.21	44,865.79	94.62 %
640-55450-153	DENTAL INSURANCE	2,943.00	2,943.00	158.73	158.73	2,784.27	94.61 %
640-55450-154	LIFE INSURANCE	52.00	52.00	2.48	2.48	49.52	95.23 %
640-55450-211	BOILER CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-213	HVAC CONTRACTUAL	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
640-55450-214	FIRE CONTRACTUAL	1,560.00	1,560.00	0.00	0.00	1,560.00	100.00 %
640-55450-220	WATER/SEWER/STORM WATER	7,717.00	7,717.00	2,003.46	2,003.46	5,713.54	74.04 %
640-55450-221	ELECTRIC & GAS	173,286.00	173,286.00	0.00	0.00	173,286.00	100.00 %
640-55450-225	PHONE/INTERNET/CABLE	8,500.00	8,500.00	841.84	841.84	7,658.16	90.10 %
640-55450-240	SOFTWARE MAINTENANCE CONTR	3,320.00	3,320.00	0.00	0.00	3,320.00	100.00 %
640-55450-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-243	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-244	WEBSITE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-290	OTHER CONTRACTUAL SERVICES	16,225.00	16,225.00	576.57	576.57	15,648.43	96.45 %
640-55450-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-292	ELECTRICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-293	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-301	SALES TAX	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-310	OFFICE SUPPLIES	400.00	400.00	0.00	0.00	400.00	100.00 %
640-55450-311	POSTAGE	25.00	25.00	0.00	0.00	25.00	100.00 %
640-55450-312	COPY USAGE & PAPER	2,350.00	2,350.00	0.00	0.00	2,350.00	100.00 %
640-55450-320	SUBSCRIPTIONS & DUES	500.00	500.00	0.00	0.00	500.00	100.00 %
640-55450-323	GENERAL ADVERTISING	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
640-55450-324	RECRUITMENT	100.00	100.00	0.00	0.00	100.00	100.00 %
6 150-330	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
640-55450-340	OPERATING SUPPLIES	16,000.00	16,000.00	348.00	348.00	15,652.00	97.83 %
640-55450-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-342	CLEANING & SANITARY SUPPLIES	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00 %
640-55450-343	CONCESSIONS SUPPLIES	23,000.00	23,000.00	259.20	259.20	22,740.80	98.87 %
640-55450-344	VENDING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-345	BAR SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-346	CATERING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-347	PRO SHOP	500.00	500.00	0.00	0.00	500.00	100.00 %
640-55450-350	BLDG & GRDS MAINT & REPAIRS	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00 %
640-55450-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	0.00	500.00	100.00 %
640-55450-361	REGULAR FUEL	575.00	575.00	0.00	0.00	575.00	100.00 %
640-55450-362	OFF ROAD FUEL	50.00	50.00	0.00	0.00	50.00	100.00 %
640-55450-363	EQUIPMENT MAINT & REPAIRS	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00 %
640-55450-510	INS - WORKERS COMP	7,000.00	7,000.00	1,401.75	1,401.75	5,598.25	79.98 %
640-55450-511	INS - FIRE, COMP/COLL, BOILER	11,309.00	11,309.00	11,875.00	11,875.00	-566.00	-5.00 %
640-55450-512	INS - VEHICLES	120.00	120.00	120.00	120.00	0.00	0.00 %
640-55450-513	INS - CVMIC, LIABILITY, PROF	2,108.00	2,108.00	2,000.00	2,000.00	108.00	5.12 %
640-55450-514	SIR	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-515	INS - MONIES & SECURITIES	75.00	75.00	100.00	100.00	-25.00	-33.33 %
640-55450-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-517	UNEMPLOYMENT	125.00	125.00	0.00	0.00	125.00	100.00 %
640-55450-540	DEPR - GENERAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-541	DEPR - VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-542	DEPR - OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-543	DEPR - BLDG, STRUCTURE, BLDG I	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-544	DEPR - IMPROV OTHER THAN LAND	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-620	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00 %
6 450-686	ALLOCATED - WRS	0.00	0.00	0.00	0.00	0.00	0.00 %
6 450-690	OTHER DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
6 450-692	AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-693	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-720	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	**610,378.00**	**610,378.00**	**30,756.48**	**30,756.48**	**579,621.52**	**94.96 %**
	Fund: 640 - OMNI CENTER Surplus (Deficit):	**0.00**	**0.00**	**28,863.89**	**28,863.89**	**28,863.89**	**0.00 %**
	Report Surplus (Deficit):	**0.00**	**0.00**	**28,863.89**	**28,863.89**	**28,863.89**	**0.00 %**

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Balance Sheet

Account Summary

As Of 02/16/2018

City of Onalaska

Account	Name	Balance	
Fund: 100 - GENERAL FUND			
Assets			
100-11100	CASH	-7,197,917.33	
100-11103	CASH-CAFE PLAN	14,703.33	
100-11305	TEMPORARY INVESTMENTS	14,763,415.35	
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00	
100-11510	DONATIONS SAVINGS ACCT	4,632.34	
100-11511	NON-CITY INVESTMENTS	141.69	
100-11800	PETTY CASH	4,220.00	
100-12101	R/E & P/P TAXES REC.	5,729,884.00	
100-12110	DELQ. S/A FROM COUNTRY-2008	0.00	
100-12111	DELQ. S/A FROM COUNTY-2009	0.00	
100-12112	DELQ S/A FROM CO.-2010	0.00	
100-12113	DELQ. S/A FROM CO.-2011	1,043.82	
100-12114	DELQ.S/A FROM CO.-2012	883.16	
100-12115	DELQ,S/A FROM CO.-2013	407.07	
100-12116	DELQ. S/A FROM CO. - 2014	1,041.14	
100-12117	DELQ.S/A FROM CO. - 2015	842.90	
100-12118	DELQ. S/A FROM CO. 2016	3,053.87	
100-12119	DELQ. S/A FROM CO. - 2017	0.00	
100-12332	2017-18 Delq. / PP TAXES	-6,920.33	
100-12333	2005 DELQ. P/P TAXES	0.00	
100-12334	2006/07 DELQ. P/P TAXES	0.00	
100-12335	2007/08 DELQ. P/P TAXES	0.00	
100-12336	2008/09 DELQ P/P TAXES	0.00	
100-12337	2009-10 DELQ. P/P TAXES	0.00	
100-12338	2010-11 DELQ P/P TAXES	0.00	
100-12339	2011-12 DELQ. P/P TAXES	0.00	
100-12340	2012-13 DELQ. P/P TAXES	0.00	
100-12341	2013-14 DELQ. P/P TAXES	0.00	
100-12342	2014-15 DELQ. P/P TAXES	0.00	
100-12343	2015-16 DELQ. P/P TAXES	0.00	
100-12344	2016-17 DELQ. P/P TAXES	3,968.52	
100-12609	S/A STORM SEWER	0.00	
100-12611	S/A STREET CONSTRUCTION	138,218.96	
100-12613	S/A CURB & GUTTER	50,265.28	
100-12626	S/A SIDEWALK	64,033.67	
100-12632	S/A ALLEY PAVING	18,453.42	
100-13100	OTHER ACCOUNTS RECEIVABLE	11,479.24	
100-13102	A/REC. - CDA/OMNI NOTE	0.00	
100-13113	A/ REC. - OMNI	0.00	
100-13115	ACCOUNTS RECEIVABLE - G. LUTH	0.00	
100-13122	ALLOWANCE FOR UNCOLLECTIBLE ACCOL	0.00	
100-13125	ACCOUNTS RECEIVABLE - C.D.A. MGMT	205.03	
100-13300	INTEREST RECEIVABLE	0.00	
100-14000	DUE FROM OTHER GOVERNMENTS	0.00	
100-14207	DUE FROM SEWER	0.00	
100-14209	DUE FROM CEMETERY	0.00	
100-14210	DUE FROM OMNI CENTER	0.00	
100-14213	DUE FROM TAX AGENGY FUND	0.00	
100-14215	DUE FROM S/R-O.S.R.	0.00	
100-14216	DUE FROM DEBT SERVICE	0.00	
100-16200	PRE-PAID INSURANCE	41,648.03	
	Total Assets:	**13,647,703.16**	**13,647,703.16**

Account	Name	Balance
Liability		
100-21100	ACCOUNTS PAYABLE	58,245.79
100-21110	AP PENDING (DUE TO POOL)	550.00
100-21111	CORRECTIONS PAYABLE	-21.54
100-21112	G.F. SALES TAX PAYABLE	1,144.21
100-21405	DOT-PARKING TICKETS	-8,220.00
100-21511	FICA W/H	0.00
100-21512	FEDERAL W/H	0.00
100-21513	STATE W/H - WI	0.00
100-21515	FICA W/H - MEDICARE	0.00
100-21520	RETIREMENT W/H	0.00
100-21528	BC/BS HEALTH INS	0.00
100-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00
100-21530	HEALTH INS	0.00
100-21531	CANCER INS	0.00
100-21532	LIFE INSURANCE W/H	7.63
100-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00
100-21534	MEDICAL & DEP CARE - SECT. 125	0.00
100-21535	WI-RETIREMENT SYSTEM (P.T.EE)	0.00
100-21540	UNITED WAY	0.00
100-21560	COMMUNITY CREDIT UNION W/H	0.00
100-21570	UNION DUES	0.00
100-21571	LOCAL 150 UNION DUES W/H	0.00
100-21572	1ST FINANCIAL SVGS.	0.00
100-21573	DEFERRED COMPENSATION	0.00
100-21574	DUE TO EMPLOYEES CAFE PLAN	14,121.89
100-21581	SUPPORT PAYMENTS	0.00
100-21700	ACCRUED WAGES	0.00
100-21901	PAYABLE TO SHARED RIDE	0.00
100-23420	ANTI-ANNEXATION FEES	961.25
100-24220	BAIL BOND DEPOSITS	0.00
100-24230	PARTIAL PMT. - POLICE CITATIONS	0.00
100-24330	DOG LICENSES DUE CO	1,166.00
100-24600	MOBILE HOME TAX DUE - OSD	1,212.10
100-25600	DUE TO WATER	0.00
100-26000	DEFERRED REVENUE	5,729,884.00
100-26151	DEFERRED REVENUE- C.D.A. MGMT.	0.00
100-26209	POSTPONED S/A -STORM SEWER	0.00
100-26210	POSTPONED S/A-STREET	138,218.96
100-26220	POSTPONED S/A-CURB & GUTTER	50,265.28
100-26230	POSTPONED S/A-SIDEWALK	63,456.18
100-26260	POSTPONED S/A-ALLEY PAVING	18,453.42
100-28000	NON-CITY FUNDS	141.68
	Total Liability:	**6,069,586.85**
Equity		
100-32000	INVESTMENT IN CAPITAL ASSETS	0.00
100-34100	FUND BALANCE	7,783,975.14
100-34142	RESERVED FUND BALANCE	0.00
100-34207	STREET DEPT-STREET DEPT EQUIPMENT	36,236.00
100-34208	STORM SWR EQUIPMENTS	0.00
100-34209	LIBRARY CONTRACTUAL	0.00
100-34210	ENG. STATION WAGON	0.00
100-34211	LACROSSE CO. HWY. STR. MAINT.	0.00
100-34212	F. DEPT. TURN-OUT GEAR/VEH. EQUIP.	0.00
100-34213	S.I.R INS. DEDUCTIBLE	146,990.00
100-34214	DOWNTOWN REDEVELOPMENT	18,500.00
100-34215	COMPUTER HDWR./SOFTWARE UPDATE	15,000.00
100-34216	HEA./DENTAL/VAC. FORMER EMPLOYEE	4,000.00
100-34217	ILLEGAL ASSESSMENTS	0.00
100-34218	TREE BRUSH	4,500.00

Balance Sheet **As Of 02/16/2018**

Account	Name	Balance
100-34219	ENGINEERING EQUIPMENT	0.00
100-34220	PROP/COLLISION	0.00
100-34221	DIRECT PAYROLL SOFTWARE	0.00
100-34222	CARIN IRIS EQUIP	0.00
100-34223	CITY LIBRARY REPAIRS	0.00
100-34224	STREET SEALING	0.00
100-34225	STREET (MAINT. SHOP)	29,000.00
100-34226	STREET SNOW & ICE	142,000.00
100-34227	STREET LIGHTS	10,000.00
100-34228	RECR./PARKS/C.CTR./POOL	9,000.00
100-34229	CITY STUDY	45,270.00
100-34230	CITY ATTORNEY	0.00
100-34231	CITY HALL EQUIPMENT	0.00
100-34232	FIRE DEPT REPAIRS	0.00
100-34233	CITY HALL VEHICLE	3,000.00
100-34234	FIRE DEPT TRAINING EQUIP	0.00
100-34235	FIRE DEPT ATV	0.00
	Total Beginning Equity:	**8,247,471.14**
Total Revenue		417,079.19
Total Expense		1,086,434.02
Revenues Over/Under Expenses		**-669,354.83**
	Total Equity and Current Surplus (Deficit):	**7,578,116.31**
	Total Liabilities, Equity and Current Surplus (Deficit):	**13,647,703.16**

City of Onalaska

Budget Report
Account Summary
For Fiscal: 2018 Period Ending: 02/28/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUND							
Revenue							
Department: 00000 - NON DEPARTMENTAL							
100-00000-41110	GENERAL PROPERTY TAXES	5,729,884.00	5,729,884.00	0.00	0.00	-5,729,884.00	100.00 %
100-00000-41111	OMITTED TAXES (R/E & P/P)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-41140	MOBILE HOME TAXES	65,000.00	65,000.00	1,983.65	1,983.65	-63,016.35	96.95 %
100-00000-41141	P/P CHARGEBACK TAXES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-41210	ROOM TAX REVENUE	40,037.00	40,037.00	0.00	0.00	-40,037.00	100.00 %
100-00000-41300	PAYMENTS IN LIEU OF TAXES	126,000.00	126,000.00	85,103.63	97,438.71	-28,561.29	22.67 %
100-00000-41320	TAXES ON MUNICIPAL OWNED UTI	420,000.00	420,000.00	0.00	0.00	-420,000.00	100.00 %
100-00000-41800	INTEREST ON TAXES	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
100-00000-42010	S/A STREET	7,581.00	7,581.00	0.00	0.00	-7,581.00	100.00 %
100-00000-42020	S/A CURB & GUTTER	2,181.00	2,181.00	0.00	0.00	-2,181.00	100.00 %
100-00000-42030	S/A SIDEWALK	4,517.00	4,517.00	0.00	0.00	-4,517.00	100.00 %
100-00000-42050	S/A ALLEY	1,254.00	1,254.00	0.00	0.00	-1,254.00	100.00 %
100-00000-42060	S/A STORM SEWER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43211	FEDERAL LAW ENFORCEMENT GRA	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43221	FEDERAL GRANT - HIGHWAY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43300	FED GOV'T REVENUE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43307	FEMA MONEY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43309	SHARED REVENUE FROM STATE	659,964.00	659,964.00	0.00	0.00	-659,964.00	100.00 %
100-00000-43401	STATE AID COMPUTERS	45,000.00	45,000.00	0.00	0.00	-45,000.00	100.00 %
[illegible]000-43420	FIRE INSURANCE FOR STATE	78,000.00	78,000.00	0.00	0.00	-78,000.00	100.00 %
[illegible]00000-43521	LAW ENFORCEMENT TRAINING AID	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43530	STATE AID ROAD ALLOTMENT	790,000.00	790,000.00	0.00	194,411.13	-595,588.87	75.39 %
100-00000-43541	STATE AID FOR CONNECTING STRE	39,700.00	39,700.00	0.00	10,014.55	-29,685.45	74.77 %
100-00000-43610	PAYMENT FOR MUNICIPAL SERVICE	3,500.00	3,500.00	3,047.41	3,047.41	-452.59	12.93 %
100-00000-43620	STATE AID IN LIEU OF TAXES	136.00	136.00	0.00	0.00	-136.00	100.00 %
100-00000-43690	STATE AID OTHER PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	22,800.00	22,800.00	0.00	20.00	-22,780.00	99.91 %
100-00000-44120	OPERATOR LICENSE	4,500.00	4,500.00	305.00	796.00	-3,704.00	82.31 %
100-00000-44160	CIGARETTE LICENSE	1,200.00	1,200.00	0.00	0.00	-1,200.00	100.00 %
100-00000-44170	CABLE TV LICENSE	164,000.00	164,000.00	0.00	0.00	-164,000.00	100.00 %
100-00000-44171	CELL TOWER FEES	12,600.00	12,600.00	1,174.83	1,174.83	-11,425.17	90.68 %
100-00000-44175	MOBILE HOME LICENSE	375.00	375.00	0.00	0.00	-375.00	100.00 %
100-00000-44185	TAXIE CAB LICENSE	875.00	875.00	0.00	0.00	-875.00	100.00 %
100-00000-44190	SOLICITERS LICENSE	100.00	100.00	0.00	0.00	-100.00	100.00 %
100-00000-44193	ELECTRICAL LICENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44194	HTG/GAS PIPING LICENSES	750.00	750.00	280.00	2,420.00	1,670.00	322.67 %
100-00000-44195	OTHER LICENSES	12,000.00	12,000.00	0.00	350.00	-11,650.00	97.08 %
100-00000-44196	MOTEL/HOTEL PERMITS	210.00	210.00	0.00	0.00	-210.00	100.00 %
100-00000-44210	BICYCLE LICENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44215	DOG LICENSE	35,000.00	35,000.00	291.00	1,473.00	-33,527.00	95.79 %
100-00000-44220	CAT LICENSE	24,000.00	24,000.00	781.00	3,829.00	-20,171.00	84.05 %
100-00000-44300	INSPECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44310	BUILDING PERMITS	105,000.00	105,000.00	12,769.90	13,641.30	-91,358.70	87.01 %
100-00000-44311	PLAN REVIEW	500.00	500.00	200.00	280.00	-220.00	44.00 %
100-00000-44315	ELECTRICAL PERMITS	20,000.00	20,000.00	3,453.00	7,080.40	-12,919.60	64.60 %
100-00000-44320	HEATING & A/C PERMITS	17,000.00	17,000.00	637.50	2,255.50	-14,744.50	86.73 %
100-00000-44323	PLUMBING PERMIT FEES	16,000.00	16,000.00	424.00	2,160.00	-13,840.00	86.50 %
[illegible]00000-44325	STREET OPENING PERMITS	750.00	750.00	0.00	25.00	-725.00	96.67 %
[illegible]0000-44330	SIDEWALK PERMIT	750.00	750.00	0.00	0.00	-750.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 000-44335	RAILROAD PERMIT	150.00	150.00	0.00	0.00	-150.00	100.00 %
100-00000-44336	RECREATIONAL BURNING PERMIT	11,000.00	11,000.00	80.00	800.00	-10,200.00	92.73 %
100-00000-44340	OTHER PERMITS	200.00	200.00	25.00	25.00	-175.00	87.50 %
100-00000-44345	P.U.D. PERMIT	0.00	0.00	0.00	700.00	700.00	0.00 %
100-00000-44347	SITE PLANS	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
100-00000-44410	ZONING	6,000.00	6,000.00	125.04	596.24	-5,403.76	90.06 %
100-00000-45110	COURT PENALTIES	90,000.00	90,000.00	0.00	0.00	-90,000.00	100.00 %
100-00000-45112	1/2 COURT COSTS DUE CITY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-45115	PARKING VIOLATIONS	45,000.00	45,000.00	5,588.00	13,653.00	-31,347.00	69.66 %
100-00000-46100	GEN'L GOV'T REVENUE (SHARED-RI	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46105	GENERAL GOVERNMENT FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46110	PLAT FILING FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46115	LICENSE PUBLICATION FEES	470.00	470.00	0.00	0.00	-470.00	100.00 %
100-00000-46120	SALES MATERIAL & SUPLS	9,500.00	9,500.00	197.25	917.75	-8,582.25	90.34 %
100-00000-46121	TOPO FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46210	FIRE PROTECTION SERVICE	51,000.00	51,000.00	210.00	12,210.00	-38,790.00	76.06 %
100-00000-46220	POLICE REPORTS	1,000.00	1,000.00	71.57	225.14	-774.86	77.49 %
100-00000-46221	FALSE ALARMS	5,000.00	5,000.00	25.00	125.00	-4,875.00	97.50 %
100-00000-46222	POLICE SECURITY FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46300	HIGHWAY MAINT. & SNOWPLOWI	500.00	500.00	0.00	0.00	-500.00	100.00 %
100-00000-46427	DEVELOPER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46440	WEED CUTTING/MOWING REVENU	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46490	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46710	NON-PROFIT SHELTER/VENDING RE	1,200.00	1,200.00	0.00	100.00	-1,100.00	91.67 %
100-00000-46711	PARK FACILITY RENTAL	12,000.00	12,000.00	1,154.55	2,767.99	-9,232.01	76.93 %
100-00000-46715	RECREATION FEES	70,000.00	70,000.00	6,550.96	7,764.39	-62,235.61	88.91 %
100-00000-46716	RECR. FEES > AGE 18	8,600.00	8,600.00	0.00	0.00	-8,600.00	100.00 %
100-00000-46725	SWIMMING POOL REVENUE	67,425.00	67,425.00	0.00	0.00	-67,425.00	100.00 %
1)000-46726	SWIMMING POOL LESSONS	6,720.00	6,720.00	0.00	0.00	-6,720.00	100.00 %
1 00000-46727	SWIMMING POOL MISC	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46728	SWIMMING POOL CONCESSIONS	29,135.00	29,135.00	0.00	0.00	-29,135.00	100.00 %
100-00000-46729	SWIMMING POOL ADVERT. INCOM	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46840	URBAN DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47310	INTERGOV'T - GEN'L GOV'T	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47320	OTHER LOCAL GOV'T/LAW ENFORC	33,201.00	33,201.00	0.00	18,774.05	-14,426.95	43.45 %
100-00000-47330	INTERGOV'T CHGS. FOR STR./OMNI	8,500.00	8,500.00	0.00	0.00	-8,500.00	100.00 %
100-00000-48000	MISCELLANEOUS INCOME	12,000.00	12,000.00	-3,983.20	2,877.24	-9,122.76	76.02 %
100-00000-48100	INTEREST INCOME	60,000.00	60,000.00	0.00	12,712.83	-47,287.17	78.81 %
100-00000-48130	INTEREST DONATION ACCT.	0.00	0.00	0.00	1.24	1.24	0.00 %
100-00000-48131	INTEREST - NON CITY	0.00	0.00	0.00	0.01	0.01	0.00 %
100-00000-48150	INTEREST - STREET ASSMT.	2,787.00	2,787.00	0.00	0.00	-2,787.00	100.00 %
100-00000-48155	INTEREST - CURB & GUTTER ASSMT	684.00	684.00	0.00	0.00	-684.00	100.00 %
100-00000-48160	INTEREST - SIDEWALK ASSMT.	1,776.00	1,776.00	-7.84	-7.65	-1,783.65	100.43 %
100-00000-48170	INTEREST - ALLEY ASSMT.	571.00	571.00	0.00	0.00	-571.00	100.00 %
100-00000-48180	INTEREST - STORM SEWER ASSMT.	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48190	INVESTMENT INCOME (CVMIC)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48200	RENTAL INCOME & CDA SUBLEASE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48210	RENT- FINLEY PROP (JAYCEES)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48211	RENT LIBRARY FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48302	SALE OF FIRE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48403	INSURANCE REIMB - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48404	INSURANCE REIMB - HWY	0.00	0.00	-420.00	436.48	436.48	0.00 %
100-00000-48405	INSURANCE REIMB - GENERAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48406	INSURANCE DIVIDENDS	13,504.00	13,504.00	0.00	0.00	-13,504.00	100.00 %
100-00000-48408	INSURANCE WAIVER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
1)0000-48510	CONTRIBUTION FROM SCHOOL DIS	21,000.00	21,000.00	0.00	0.00	-21,000.00	100.00 %
1)0000-48530	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
)000-49000	GAIN ON SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49201	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49224	TRANSIT IN/5% SALES/COMP. PLAN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49402	SALE OF CITY PROPERTY - OTHER E	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49403	SALE OF CITY PROPERTY - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49997	SURPLUS FUNDS APPLIED	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 00000 - NON DEPARTMENTAL Total:	**9,023,087.00**	**9,023,087.00**	**120,067.25**	**417,079.19**	**-8,606,007.81**	**95.38 %**
	Revenue Total:	**9,023,087.00**	**9,023,087.00**	**120,067.25**	**417,079.19**	**-8,606,007.81**	**95.38 %**
Expense							
Department: 51100 - COMMON COUNCIL							
100-51100-110	SALARIES - REGULAR	29,600.00	29,600.00	2,400.00	4,800.00	24,800.00	83.78 %
100-51100-150	FICA	2,264.00	2,264.00	183.60	367.20	1,896.80	83.78 %
100-51100-291	TRANSCRIPTION CONTRACTUAL	7,200.00	7,200.00	274.95	274.95	6,925.05	96.18 %
100-51100-310	OFFICE SUPPLIES	700.00	700.00	0.00	0.00	700.00	100.00 %
100-51100-311	POSTAGE	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51100-312	COPY USAGE & PAPER	1,000.00	1,000.00	64.34	64.34	935.66	93.57 %
100-51100-320	SUBSCRIPTIONS & DUES	5,671.00	5,671.00	0.00	5,671.43	-0.43	-0.01 %
100-51100-322	LEGAL NOTICES	12,140.00	12,140.00	629.36	629.36	11,510.64	94.82 %
100-51100-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 51100 - COMMON COUNCIL Total:	**58,775.00**	**58,775.00**	**3,552.25**	**11,807.28**	**46,967.72**	**79.91 %**
Department: 51110 - POLICE & FIRE COMMISSION							
100-51110-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-312	COPY USAGE & PAPER	100.00	100.00	0.00	0.00	100.00	100.00 %
	Department: 51110 - POLICE & FIRE COMMISSION Total:	**100.00**	**100.00**	**0.00**	**0.00**	**100.00**	**100.00 %**
epartment: 51200 - MUNICIPAL COURT							
100-51200-290	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51200-340	OPERATING SUPPLIES	212.00	212.00	0.00	-35.38	247.38	116.69 %
	Department: 51200 - MUNICIPAL COURT Total:	**312.00**	**312.00**	**0.00**	**-35.38**	**347.38**	**111.34 %**
Department: 51300 - LEGAL							
100-51300-290	OTHER CONTRACTUAL SERVICES	138,000.00	138,000.00	0.00	0.00	138,000.00	100.00 %
100-51300-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 51300 - LEGAL Total:	**138,000.00**	**138,000.00**	**0.00**	**0.00**	**138,000.00**	**100.00 %**
Department: 51408 - CITY ADMINISTRATOR							
100-51408-110	SALARIES REGULAR	91,071.00	91,071.00	6,873.22	10,309.83	80,761.17	88.68 %
100-51408-150	FICA	6,967.00	6,967.00	515.70	773.55	6,193.45	88.90 %
100-51408-151	RETIREMENT (WRS)	6,102.00	6,102.00	460.52	690.78	5,411.22	88.68 %
100-51408-152	HEALTH INSURANCE	4,978.00	4,978.00	414.87	829.74	4,148.26	83.33 %
100-51408-153	DENTAL INSURANCE	758.00	758.00	0.00	63.14	694.86	91.67 %
100-51408-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51408-225	PHONE/INTERNET/CABLE	1,100.00	1,100.00	48.74	48.74	1,051.26	95.57 %
100-51408-241	EQUIPMENT MAINT. CONTRACTUA	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51408-290	OTHER CONTRACTUAL SERVICES	750.00	750.00	0.00	0.00	750.00	100.00 %
100-51408-310	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51408-311	POSTAGE	270.00	270.00	3.74	3.74	266.26	98.61 %
100-51408-312	COPY USAGE/PAPER	400.00	400.00	0.96	0.96	399.04	99.76 %
100-51408-320	SUBSCRIPTIONS & DUES	600.00	600.00	0.00	0.00	600.00	100.00 %
100-51408-321	CERTIFICATIONS & LICENSES	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51408-330	SEMINARS,CONF. & TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51408-340	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-51408-341	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
	Department: 51408 - CITY ADMINISTRATOR Total:	**118,846.00**	**118,846.00**	**8,317.75**	**12,720.48**	**106,125.52**	**89.30 %**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
partment: 51410 - MAYOR							
100-51410-110	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-124	WAGES - PERM PT	12,390.00	12,390.00	953.06	1,429.59	10,960.41	88.46 %
100-51410-150	FICA	948.00	948.00	72.92	109.38	838.62	88.46 %
100-51410-151	RETIREMENT (WRS)	712.00	712.00	54.72	82.08	629.92	88.47 %
100-51410-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-225	PHONE/INTERNET/CABLE	828.00	828.00	37.56	46.88	781.12	94.34 %
100-51410-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-310	OFFICE SUPPLIES	340.00	340.00	0.00	0.00	340.00	100.00 %
100-51410-311	POSTAGE	60.00	60.00	0.00	0.00	60.00	100.00 %
100-51410-312	COPY USAGE & PAPER	100.00	100.00	4.69	4.69	95.31	95.31 %
100-51410-320	SUBSCRIPTIONS & DUES	175.00	175.00	0.00	567.14	-392.14	-224.08 %
100-51410-330	SEMINARS, CONF & TRAVEL	400.00	400.00	0.00	0.00	400.00	100.00 %
100-51410-340	OPERATING SUPPLIES	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51410-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 51410 - MAYOR Total:	**16,153.00**	**16,153.00**	**1,122.95**	**2,239.76**	**13,913.24**	**86.13 %**
Department: 51411 - FINANCE							
100-51411-110	SALARIES - REGULAR	69,915.00	69,915.00	5,836.84	8,755.26	61,159.74	87.48 %
100-51411-120	WAGES -REGULAR	23,946.00	23,946.00	1,824.50	2,811.40	21,134.60	88.26 %
100-51411-124	WAGES - PERM PT	26,944.00	26,944.00	2,934.40	4,053.26	22,890.74	84.96 %
100-51411-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-126	WAGES - TEMP./SEAS.	6,150.00	6,150.00	0.00	0.00	6,150.00	100.00 %
100-51411-150	FICA	9,712.00	9,712.00	779.59	1,148.42	8,563.58	88.18 %
100-51411-151	RETIREMENT (WRS)	7,513.00	7,513.00	513.30	774.95	6,738.05	89.69 %
100-51411-152	HEALTH INSURANCE	11,073.00	11,073.00	950.19	1,900.38	9,172.62	82.84 %
100-51411-153	DENTAL INSURANCE	1,679.00	1,679.00	0.00	115.68	1,563.32	93.11 %
[illegible]411-154	LIFE INSURANCE	80.00	80.00	6.27	12.54	67.46	84.33 %
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	33.41	66.82	503.18	88.28 %
100-51411-241	EQUIPMENT MAINTENANCE CONT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51411-290	OTHER CONTRACTUAL SERVICES	4,500.00	4,500.00	0.00	697.75	3,802.25	84.49 %
100-51411-310	OFFICE SUPPLIES	1,200.00	1,200.00	157.67	157.67	1,042.33	86.86 %
100-51411-311	POSTAGE	1,500.00	1,500.00	332.17	332.17	1,167.83	77.86 %
100-51411-312	COPY USAGE & PAPER	1,000.00	1,000.00	76.23	76.23	923.77	92.38 %
100-51411-320	SUBSCRIPTIONS & DUES	150.00	150.00	0.00	0.00	150.00	100.00 %
100-51411-322	LEGAL NOTICES	0.00	0.00	365.12	365.12	-365.12	0.00 %
100-51411-330	SEMINARS, CONF & TRAVEL	1,325.00	1,325.00	0.00	0.00	1,325.00	100.00 %
100-51411-340	OPERATING SUPPLIES	3,015.00	3,015.00	17.54	17.54	2,997.46	99.42 %
100-51411-341	PRINTING & FORMS	500.00	500.00	0.00	0.00	500.00	100.00 %
	Department: 51411 - FINANCE Total:	**171,272.00**	**171,272.00**	**13,827.23**	**21,285.19**	**149,986.81**	**87.57 %**
Department: 51420 - CITY CLERK							
100-51420-110	SALARIES - REGULAR	72,554.00	72,554.00	5,525.42	8,288.13	64,265.87	88.58 %
100-51420-120	WAGES - REGULAR	51,674.00	51,674.00	3,919.84	5,915.89	45,758.11	88.55 %
100-51420-121	OVERTIME - REGULAR	286.00	286.00	0.00	0.00	286.00	100.00 %
100-51420-124	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-150	FICA	9,525.00	9,525.00	662.32	996.23	8,528.77	89.54 %
100-51420-151	RETIREMENT (WRS)	8,342.00	8,342.00	632.84	951.68	7,390.32	88.59 %
100-51420-152	HEALTH INSURANCE	21,003.00	21,003.00	1,750.22	3,500.44	17,502.56	83.33 %
100-51420-153	DENTAL INSURANCE	2,335.00	2,335.00	0.00	194.60	2,140.40	91.67 %
100-51420-154	LIFE INSURANCE	91.00	91.00	7.62	15.24	75.76	83.25 %
100-51420-225	PHONE/INTERNET/CABLE	1,200.00	1,200.00	74.54	149.08	1,050.92	87.58 %
100-51420-241	EQUIPMENT MAINTENANCE CONT	435.00	435.00	0.00	0.00	435.00	100.00 %
[illegible]1420-291	TRANSCRIPTION CONTRATUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51420-310	OFFICE SUPPLIES	1,230.00	1,230.00	7.60	7.60	1,222.40	99.38 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 420-311	POSTAGE	2,200.00	2,200.00	34.84	34.84	2,165.16	98.42 %
100-51420-312	COPY USAGE & PAPER	1,000.00	1,000.00	61.62	61.62	938.38	93.84 %
100-51420-320	SUBSCRIPTIONS & DUES	340.00	340.00	130.00	130.00	210.00	61.76 %
100-51420-321	CERTIFICATIONS & LICENSES	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51420-322	LEGAL NOTICES	210.00	210.00	0.00	0.00	210.00	100.00 %
100-51420-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-330	SEMINARS, CONF & TRAVEL	2,050.00	2,050.00	0.00	0.00	2,050.00	100.00 %
100-51420-340	OPERATING SUPPLIES	755.00	755.00	12.72	12.72	742.28	98.32 %
100-51420-341	PRINTING & FORMS	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51420-381	EMPLOYMENT TESTING	80.00	80.00	7.00	7.00	73.00	91.25 %
	Department: 51420 - CITY CLERK Total:	**175,860.00**	**175,860.00**	**12,826.58**	**20,265.07**	**155,594.93**	**88.48 %**
Department: 51440 - ELECTIONS							
100-51440-126	WAGES - TEMP/SEAS	18,647.00	18,647.00	0.00	0.00	18,647.00	100.00 %
100-51440-150	FICA	470.00	470.00	0.00	0.00	470.00	100.00 %
100-51440-241	EQUIPMENT MAINTENANCE CONT	1,400.00	1,400.00	0.00	1,283.56	116.44	8.32 %
100-51440-310	OFFICE SUPPLIES	700.00	700.00	156.36	156.36	543.64	77.66 %
100-51440-311	POSTAGE	600.00	600.00	159.02	159.02	440.98	73.50 %
100-51440-312	COPY USAGE & PAPER	600.00	600.00	44.83	44.83	555.17	92.53 %
100-51440-322	LEGAL NOTICES	2,200.00	2,200.00	46.70	46.70	2,153.30	97.88 %
100-51440-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51440-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51440-340	OPERATING SUPPLIES	1,780.00	1,780.00	1,009.35	1,009.35	770.65	43.29 %
100-51440-341	PRINTING & FORMS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
	Department: 51440 - ELECTIONS Total:	**28,497.00**	**28,497.00**	**1,416.26**	**2,699.82**	**25,797.18**	**90.53 %**
Department: 51500 - AUDIT							
100-51500-290	OTHER CONTRACTUAL SERVICES	17,515.00	17,515.00	0.00	0.00	17,515.00	100.00 %
	Department: 51500 - AUDIT Total:	**17,515.00**	**17,515.00**	**0.00**	**0.00**	**17,515.00**	**100.00 %**
:partment: 51510 - HUMAN RESOURCES							
1 51510-110	SALARIES - REGULAR	39,122.00	39,122.00	2,992.94	4,489.41	34,632.59	88.52 %
100-51510-120	WAGES- REGULAR	17,668.00	17,668.00	1,365.00	2,047.50	15,620.50	88.41 %
100-51510-124	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51510-150	FICA	4,344.00	4,344.00	293.26	439.89	3,904.11	89.87 %
100-51510-151	RETIREMENT (WRS)	3,805.00	3,805.00	291.98	437.97	3,367.03	88.49 %
100-51510-152	HEALTH INSURANCE	18,482.00	18,482.00	1,540.19	3,080.38	15,401.62	83.33 %
100-51510-153	DENTAL INSURANCE	1,090.00	1,090.00	0.00	90.81	999.19	91.67 %
100-51510-154	LIFE INSURANCE	12.00	12.00	1.05	2.10	9.90	82.50 %
100-51510-225	PHONE/INTERNET/CABLE	150.00	150.00	9.45	18.90	131.10	87.40 %
100-51510-241	EQUIPMENT MAINTENANCE CONT	190.00	190.00	0.00	0.00	190.00	100.00 %
100-51510-290	OTHER CONTRACTUAL SERVICES	6,162.00	6,162.00	1,541.00	1,541.00	4,621.00	74.99 %
100-51510-310	OFFICE SUPPLIES	445.00	445.00	108.66	108.66	336.34	75.58 %
100-51510-311	POSTAGE	200.00	200.00	11.54	11.54	188.46	94.23 %
100-51510-312	COPY USAGE & PAPER	295.00	295.00	37.24	37.24	257.76	87.38 %
100-51510-320	SUBSCRIPTIONS & DUES	535.00	535.00	300.00	300.00	235.00	43.93 %
100-51510-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51510-330	SEMINARS, CONF & TRAVEL	775.00	775.00	0.00	0.00	775.00	100.00 %
100-51510-340	OPERATING SUPPLIES	650.00	650.00	246.58	246.58	403.42	62.06 %
100-51510-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
	Department: 51510 - HUMAN RESOURCES Total:	**94,225.00**	**94,225.00**	**8,738.89**	**12,851.98**	**81,373.02**	**86.36 %**
Department: 51530 - ASSESSOR							
100-51530-120	WAGES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-128	WAGES - BOR	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51530-150	FICA	23.00	23.00	0.00	0.00	23.00	100.00 %
100-51530-151	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
1530-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
1 51530-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 530-225	PHONE/INTERNET/CABLE	450.00	450.00	28.16	56.32	393.68	87.48 %
100-51530-240	SOFTWARE MAINTENANCE-CONTR	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-51530-290	OTHER CONTRACTUAL SERVICES	236,931.00	236,931.00	19,233.83	38,467.66	198,463.34	83.76 %
100-51530-291	TRANSCRIPTION CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51530-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-311	POSTAGE	1,000.00	1,000.00	332.74	332.74	667.26	66.73 %
100-51530-312	COPY USAGE & PAPER	250.00	250.00	0.62	0.62	249.38	99.75 %
100-51530-340	OPERATING SUPPLIES	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51530-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 51530 - ASSESSOR Total:	**242,954.00**	**242,954.00**	**19,595.35**	**38,857.34**	**204,096.66**	**84.01 %**
Department: 51540 - IT							
100-51540-110	SALARIES - REGULAR	35,282.00	35,282.00	2,681.46	4,022.19	31,259.81	88.60 %
100-51540-120	WAGES-REGULAR	5,889.00	5,889.00	455.00	682.50	5,206.50	88.41 %
100-51540-124	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-126	WAGES TEMP./SEAS.	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-51540-150	FICA	2,365.00	2,365.00	226.32	339.48	2,025.52	85.65 %
100-51540-151	RETIREMENT (WRS)	2,758.00	2,758.00	210.14	315.21	2,442.79	88.57 %
100-51540-152	HEALTH INSURANCE	6,680.00	6,680.00	556.70	1,113.40	5,566.60	83.33 %
100-51540-153	DENTAL INSURANCE	789.00	789.00	0.00	65.73	723.27	91.67 %
100-51540-154	LIFE INSURANCE	7.00	7.00	0.45	0.90	6.10	87.14 %
100-51540-225	PHONE/INTERNET/CABLE	1,504.00	1,504.00	1,076.52	2,090.62	-586.62	-39.00 %
100-51540-240	SOFTWARE MAINTENANCE CONTR	23,443.00	23,443.00	0.00	5,858.00	17,585.00	75.01 %
100-51540-241	EQUIPMENT MAINTENANCE CONT	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
100-51540-244	WEBSITE	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
100-51540-290	OTHER CONTRACTUAL SERVICES	14,004.00	14,004.00	0.00	1,765.05	12,238.95	87.40 %
100-51540-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
1 .540-320	SUBSCRIPTIONS & DUES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51540-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-330	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51540-340	OPERATING SUPPLIES	4,934.00	4,934.00	24.04	24.04	4,909.96	99.51 %
100-51540-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-363	EQUIPMENT MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 51540 - IT Total:	**104,755.00**	**104,755.00**	**5,230.63**	**16,277.12**	**88,477.88**	**84.46 %**
Department: 51600 - CITY HALL							
100-51600-110	SALARIES - REGULAR	49,488.00	49,488.00	3,734.94	5,602.41	43,885.59	88.68 %
100-51600-124	WAGES - PERM PT	11,831.00	11,831.00	687.00	996.15	10,834.85	91.58 %
100-51600-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-150	FICA	4,691.00	4,691.00	322.04	480.44	4,210.56	89.76 %
100-51600-151	RETIREMENT (WRS)	3,316.00	3,316.00	250.24	375.36	2,940.64	88.68 %
100-51600-152	HEALTH INSURANCE	8,529.00	8,529.00	710.72	1,421.44	7,107.56	83.33 %
100-51600-153	DENTAL INSURANCE	492.00	492.00	0.00	41.00	451.00	91.67 %
100-51600-154	LIFE INSURANCE	31.00	31.00	2.55	5.10	25.90	83.55 %
100-51600-211	BOILER CONTRACTUAL	670.00	670.00	0.00	0.00	670.00	100.00 %
100-51600-212	ELEVATORS	5,748.00	5,748.00	0.00	391.68	5,356.32	93.19 %
100-51600-213	HVAC CONTRACTUAL	6,096.00	6,096.00	0.00	0.00	6,096.00	100.00 %
100-51600-214	FIRE CONTRACTUAL	2,739.00	2,739.00	0.00	0.00	2,739.00	100.00 %
100-51600-220	WATER/SEWER/STORM WATER	8,460.00	8,460.00	0.00	1,458.35	7,001.65	82.76 %
100-51600-221	ELECTRIC & GAS	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
100-51600-225	PHONE/INTERNET/CABLE	5,868.00	5,868.00	452.94	865.71	5,002.29	85.25 %
100-51600-240	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	0.00	0.00	600.00	100.00 %
100-51600-241	EQUIPMENT MAINTENANCE CONT	1,350.00	1,350.00	0.00	299.00	1,051.00	77.85 %
1600-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-243	LEASES	750.00	750.00	0.00	187.85	562.15	74.95 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1600-290	OTHER CONTRACTUAL SERVICES	3,923.00	3,923.00	130.20	130.20	3,792.80	96.68 %
100-51600-292	ELECTRICAL CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51600-293	PLUMBING CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51600-310	OFFICE SUPPLIES	283.00	283.00	0.00	0.00	283.00	100.00 %
100-51600-311	POSTAGE	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51600-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
100-51600-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51600-340	OPERATING SUPPLIES	6,525.00	6,525.00	298.74	298.74	6,226.26	95.42 %
100-51600-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-342	CLEANING & SANITARY SUPPLIES	3,000.00	3,000.00	1,224.72	1,224.72	1,775.28	59.18 %
100-51600-350	BLDG & GRDS MAINT & REPAIRS	4,225.00	4,225.00	187.58	187.58	4,037.42	95.56 %
100-51600-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51600-361	REGULAR FUEL	850.00	850.00	23.89	23.89	826.11	97.19 %
100-51600-362	OFF ROAD FUEL	250.00	250.00	22.01	22.01	227.99	91.20 %
100-51600-363	EQUIPMENT MAINT & REPAIRS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	0.00	0.00	50.00	100.00 %
	Department: 51600 - CITY HALL Total:	**172,515.00**	**172,515.00**	**8,047.57**	**14,011.63**	**158,503.37**	**91.88 %**
Department: 51900 - OTHER GOVERNMENT							
100-51900-339	LOSS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51900-397	MISCELLANEOUS EXPENSE	0.00	0.00	1,314.91	-77.00	77.00	0.00 %
	Department: 51900 - OTHER GOVERNMENT Total:	**0.00**	**0.00**	**1,314.91**	**-77.00**	**77.00**	**0.00 %**
Department: 51938 - SICK LEAVE PAYOUT							
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 51938 - SICK LEAVE PAYOUT Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 51939 - WORKER'S COMPENSATION							
51939-510	INS - WORKERS COMP	76,732.00	76,732.00	0.00	18,970.25	57,761.75	75.28 %
	Department: 51939 - WORKER'S COMPENSATION Total:	**76,732.00**	**76,732.00**	**0.00**	**18,970.25**	**57,761.75**	**75.28 %**
Department: 51940 - UNEMPLOYMENT COMPENSATION							
100-51940-517	UNEMPLOYMENT	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
	Department: 51940 - UNEMPLOYMENT COMPENSATION Total:	**3,000.00**	**3,000.00**	**0.00**	**0.00**	**3,000.00**	**100.00 %**
Department: 51941 - SALES TAX							
100-51941-301	SALES TAX	9,700.00	9,700.00	0.00	0.00	9,700.00	100.00 %
	Department: 51941 - SALES TAX Total:	**9,700.00**	**9,700.00**	**0.00**	**0.00**	**9,700.00**	**100.00 %**
Department: 51942 - ILLEGAL ASSESSMENTS							
100-51942-397	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 51942 - ILLEGAL ASSESSMENTS Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 51943 - INS - FIRE, COMP / COLL, BOILER							
100-51943-511	INS - FIRE, COMP/COLL, BOILER	40,800.00	40,800.00	0.00	39,509.00	1,291.00	3.16 %
	Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:	**40,800.00**	**40,800.00**	**0.00**	**39,509.00**	**1,291.00**	**3.16 %**
Department: 51944 - INS - VEHICLES							
100-51944-512	INS - VEHICLES	18,800.00	18,800.00	0.00	18,840.00	-40.00	-0.21 %
	Department: 51944 - INS - VEHICLES Total:	**18,800.00**	**18,800.00**	**0.00**	**18,840.00**	**-40.00**	**-0.21 %**
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE							
100-51945-513	INS - CVMIC, LIABILITY, PROF	34,373.00	34,373.00	0.00	31,094.00	3,279.00	9.54 %
	Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE	**34,373.00**	**34,373.00**	**0.00**	**31,094.00**	**3,279.00**	**9.54 %**
Department: 51946 - SIR							
100-51946-514	SIR	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
	Department: 51946 - SIR Total:	**2,000.00**	**2,000.00**	**0.00**	**0.00**	**2,000.00**	**100.00 %**
Department: 51947 - MONIES & SECURITIES INSURANCE MISC							
100-51947-515	INS - MONIES & SECURITIES	1,600.00	1,600.00	0.00	1,036.00	564.00	35.25 %
	Department: 51947 - MONIES & SECURITIES INSURANCE MISC Tot	**1,600.00**	**1,600.00**	**0.00**	**1,036.00**	**564.00**	**35.25 %**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
partment: 51980 - UNCOLLECTABLE ACCOUNTS							
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 52100 - POLICE							
100-52100-110	SALARIES - REGULAR	228,123.00	228,123.00	24,683.44	33,285.73	194,837.27	85.41 %
100-52100-120	WAGES - REGULAR	1,593,923.00	1,593,923.00	120,141.00	176,473.02	1,417,449.98	88.93 %
100-52100-121	OVERTIME - REGULAR	70,120.00	70,120.00	4,203.39	7,729.51	62,390.49	88.98 %
100-52100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	943.93	1,335.55	-1,335.55	0.00 %
100-52100-124	WAGES - PERM PT	9,994.00	9,994.00	719.00	1,122.18	8,871.82	88.77 %
100-52100-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-126	WAGES - TEMP/SEAS	24,243.00	24,243.00	1,889.78	2,814.71	21,428.29	88.39 %
100-52100-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-140	SHIFT DIFFERENTIAL	0.00	0.00	519.90	758.86	-758.86	0.00 %
100-52100-141	ON CALL	9,200.00	9,200.00	400.00	600.00	8,600.00	93.48 %
100-52100-150	FICA	148,073.00	148,073.00	10,894.15	15,872.15	132,200.85	89.28 %
100-52100-151	RETIREMENT (WRS)	250,291.00	250,291.00	20,325.27	30,163.98	220,127.02	87.95 %
100-52100-152	HEALTH INSURANCE	452,651.00	452,651.00	36,585.83	73,739.98	378,911.02	83.71 %
100-52100-153	DENTAL INSURANCE	27,404.00	27,404.00	0.00	2,227.51	25,176.49	91.87 %
100-52100-154	LIFE INSURANCE	535.00	535.00	39.31	82.44	452.56	84.59 %
100-52100-221	ELECTRIC & GAS	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00 %
100-52100-225	PHONE/INTERNET/CABLE	5,940.00	5,940.00	529.37	912.07	5,027.93	84.65 %
100-52100-226	MOBILE DATA AIR CARDS	9,000.00	9,000.00	444.89	444.89	8,555.11	95.06 %
100-52100-240	SOFTWARE MAINTENANCE CONTR	21,463.00	21,463.00	13,153.81	13,153.81	8,309.19	38.71 %
100-52100-241	EQUIPMENT MAINTENANCE CONT	4,459.00	4,459.00	3,019.20	3,019.20	1,439.80	32.29 %
100-52100-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-290	OTHER CONTRACTUAL SERVICES	2,594.00	2,594.00	559.23	559.23	2,034.77	78.44 %
100-52100-310	OFFICE SUPPLIES	1,300.00	1,300.00	15.78	15.78	1,284.22	98.79 %
100-52100-311	POSTAGE	2,000.00	2,000.00	289.23	289.23	1,710.77	85.54 %
1 100-312	COPY USAGE & PAPER	1,000.00	1,000.00	0.59	52.57	947.43	94.74 %
100-52100-320	SUBSCRIPTIONS & DUES	3,205.00	3,205.00	2,510.00	2,510.00	695.00	21.68 %
100-52100-321	CERTIFICATIONS & LICENSES	700.00	700.00	0.00	0.00	700.00	100.00 %
100-52100-324	RECRUITMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52100-330	SEMINARS, CONF & TRAVEL	15,400.00	15,400.00	2,294.00	2,384.00	13,016.00	84.52 %
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	1,664.59	1,696.95	10,303.05	85.86 %
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	363.96	363.96	1,436.04	79.78 %
100-52100-342	CLEANING & SANITARY SUPPLIES	150.00	150.00	0.00	0.00	150.00	100.00 %
100-52100-350	BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
100-52100-360	VEHICLE MAINT. & REPAIRS	12,000.00	12,000.00	1,004.68	1,004.68	10,995.32	91.63 %
100-52100-361	REGULAR FUEL	41,423.00	41,423.00	3,709.60	3,709.60	37,713.40	91.04 %
100-52100-363	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-52100-380	PUBLIC EDUCATION	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52100-381	EMPLOYMENT TESTING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-52100-382	UNIFORMS & SAFETY ATTIRE	12,000.00	12,000.00	458.14	458.14	11,541.86	96.18 %
100-52100-390	AMMUNITION	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
100-52100-391	ERT SUPPLIES	1,500.00	1,500.00	103.80	103.80	1,396.20	93.08 %
100-52100-392	NON LETHAL SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-52100-399	ADD'L SOFTWARE & UPGRADES	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
	Department: 52100 - POLICE Total:	**2,993,791.00**	**2,993,791.00**	**251,465.87**	**376,883.53**	**2,616,907.47**	**87.41 %**
Department: 52200 - FIRE							
100-52200-110	SALARIES - REGULAR	172,371.00	172,371.00	12,995.52	19,493.28	152,877.72	88.69 %
100-52200-120	WAGES - REGULAR	626,268.00	626,268.00	48,111.58	70,291.79	555,976.21	88.78 %
100-52200-121	OVERTIME - REGULAR	46,000.00	46,000.00	2,022.39	5,159.01	40,840.99	88.78 %
100-52200-123	OVERTIME - DOUBLE TIME	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-124	WAGES - PERM PT	72,735.00	72,735.00	4,599.33	5,250.28	67,484.72	92.78 %
100-52200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-141	ON CALL	0.00	0.00	30.00	30.00	-30.00	0.00 %
1 200-150	FICA	17,811.00	17,811.00	1,191.72	1,664.87	16,146.13	90.65 %
100-52200-151	RETIREMENT (WRS)	168,670.00	168,670.00	12,556.50	18,814.80	149,855.20	88.85 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
2200-152	HEALTH INSURANCE	208,445.00	208,445.00	17,370.44	34,740.88	173,704.12	83.33 %
52200-153	DENTAL INSURANCE	12,819.00	12,819.00	0.00	1,068.23	11,750.77	91.67 %
100-52200-154	LIFE INSURANCE	226.00	226.00	18.86	37.72	188.28	83.31 %
100-52200-212	ELEVATORS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-221	ELECTRIC & GAS	17,256.00	17,256.00	0.00	0.00	17,256.00	100.00 %
100-52200-225	PHONE/INTERNET/CABLE	3,000.00	3,000.00	235.81	412.57	2,587.43	86.25 %
100-52200-226	MOBILE DATA AIR CARDS	2,400.00	2,400.00	184.86	184.86	2,215.14	92.30 %
100-52200-240	SOFTWARE MAINTENANCE CONTR	6,208.00	6,208.00	5,407.50	5,407.50	800.50	12.89 %
100-52200-241	EQUIPMENT MAINTENANCE CONT	3,488.00	3,488.00	2,488.00	2,488.00	1,000.00	28.67 %
100-52200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-290	OTHER CONTRACTUAL SERVICES	7,255.00	7,255.00	0.00	0.00	7,255.00	100.00 %
100-52200-310	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52200-311	POSTAGE	200.00	200.00	30.78	30.78	169.22	84.61 %
100-52200-312	COPY USAGE & PAPER	180.00	180.00	0.04	0.04	179.96	99.98 %
100-52200-320	SUBSCRIPTIONS & DUES	1,626.00	1,626.00	250.00	250.00	1,376.00	84.62 %
100-52200-321	CERTIFICATIONS & LICENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-52200-324	RECRUITMENT	250.00	250.00	0.00	0.00	250.00	100.00 %
100-52200-330	SEMINARS, CONF & TRAVEL	4,300.00	4,300.00	230.00	230.00	4,070.00	94.65 %
100-52200-340	OPERATING SUPPLIES	7,041.00	7,041.00	-1,228.69	-1,228.69	8,269.69	117.45 %
100-52200-341	PRINTING & FORMS	200.00	200.00	0.00	0.00	200.00	100.00 %
100-52200-342	CLEANING & SANITARY SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-52200-350	BLDG & GRDS MAINT & REPAIRS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-52200-360	VEHICLE MAINT. & REPAIRS	6,000.00	6,000.00	278.69	278.69	5,721.31	95.36 %
100-52200-361	REGULAR FUEL	7,000.00	7,000.00	713.16	713.16	6,286.84	89.81 %
100-52200-362	OFF ROAD FUEL	200.00	200.00	34.00	34.00	166.00	83.00 %
100-52200-363	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-52200-380	PUBLIC EDUCATION	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-52200-381	EMPLOYMENT TESTING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
2200-382	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
2200-394	EMS - SUPPLIES	3,500.00	3,500.00	757.09	757.09	2,742.91	78.37 %
100-52200-399	ADD'L SOFTWARE & UPGRADES	150.00	150.00	187.50	187.50	-37.50	-25.00 %
	Department: 52200 - FIRE Total:	**1,407,599.00**	**1,407,599.00**	**108,465.08**	**166,296.36**	**1,241,302.64**	**88.19 %**
Department: 52210 - HYDRANTS							
100-52210-290	OTHER CONTRACTUAL SERVICES	403,078.00	403,078.00	0.00	0.00	403,078.00	100.00 %
	Department: 52210 - HYDRANTS Total:	**403,078.00**	**403,078.00**	**0.00**	**0.00**	**403,078.00**	**100.00 %**
Department: 52400 - INSPECTIONS							
100-52400-110	SALARIES - REGULAR	39,221.00	39,221.00	2,970.92	4,456.38	34,764.62	88.64 %
100-52400-120	WAGES - REGULAR	265,275.00	265,275.00	20,138.84	30,208.26	235,066.74	88.61 %
100-52400-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-126	WAGES - TEMP./SEAS.	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52400-150	FICA	23,332.00	23,332.00	1,631.96	2,447.94	20,884.06	89.51 %
100-52400-151	RETIREMENT (WRS)	20,401.00	20,401.00	1,548.38	2,322.57	18,078.43	88.62 %
100-52400-152	HEALTH INSURANCE	73,287.00	73,287.00	6,190.45	12,464.09	60,822.91	82.99 %
100-52400-153	DENTAL INSURANCE	4,413.00	4,413.00	0.00	378.96	4,034.04	91.41 %
100-52400-154	LIFE INSURANCE	189.00	189.00	15.72	31.44	157.56	83.37 %
100-52400-225	PHONE/INTERNET/CABLE	2,340.00	2,340.00	175.78	260.85	2,079.15	88.85 %
100-52400-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-294	WEIGHTS & MEASURES	8,800.00	8,800.00	0.00	0.00	8,800.00	100.00 %
100-52400-310	OFFICE SUPPLIES	800.00	800.00	0.00	0.00	800.00	100.00 %
100-52400-311	POSTAGE	700.00	700.00	22.67	22.67	677.33	96.76 %
100-52400-312	COPY USAGE & PAPER	1,500.00	1,500.00	1.28	1.28	1,498.72	99.91 %
100-52400-320	SUBSCRIPTIONS & DUES	390.00	390.00	0.00	280.00	110.00	28.21 %
100-52400-321	CERTIFICATIONS & LICENSES	120.00	120.00	0.00	252.02	-132.02	-110.02 %
100-52400-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-330	SEMINARS, CONF & TRAVEL	3,000.00	3,000.00	1,097.00	1,196.00	1,804.00	60.13 %
2400-340	OPERATING SUPPLIES	150.00	150.00	0.00	0.00	150.00	100.00 %
100-52400-341	PRINTING & FORMS	1,125.00	1,125.00	0.00	0.00	1,125.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
52400-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	62.99	62.99	237.01	79.00 %
100-52400-361	REGULAR FUEL	3,100.00	3,100.00	253.67	253.67	2,846.33	91.82 %
100-52400-381	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 52400 - INSPECTIONS Total:	**448,943.00**	**448,943.00**	**34,109.66**	**54,639.12**	**394,303.88**	**87.83 %**
Department: 52601 - EMERGENCY GOVERNMENT							
100-52601-290	OTHER CONTRACTUAL SERVICES	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00 %
100-52601-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
	Department: 52601 - EMERGENCY GOVERNMENT Total:	**11,000.00**	**11,000.00**	**0.00**	**10,000.00**	**1,000.00**	**9.09 %**
Department: 52700 - JAIL							
100-52700-290	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00	100.00 %
	Department: 52700 - JAIL Total:	**200.00**	**200.00**	**0.00**	**0.00**	**200.00**	**100.00 %**
Department: 53100 - ENGINEERING							
100-53100-110	SALARIES - REGULAR	77,993.00	77,993.00	5,916.16	8,874.24	69,118.76	88.62 %
100-53100-120	WAGES - REGULAR	2,201.00	2,201.00	167.84	251.76	1,949.24	88.56 %
100-53100-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53100-150	FICA	6,135.00	6,135.00	432.62	648.93	5,486.07	89.42 %
100-53100-151	RETIREMENT (WRS)	5,373.00	5,373.00	407.62	611.43	4,761.57	88.62 %
100-53100-152	HEALTH INSURANCE	17,983.00	17,983.00	1,540.19	3,121.97	14,861.03	82.64 %
100-53100-153	DENTAL INSURANCE	1,108.00	1,108.00	0.00	97.95	1,010.05	91.16 %
100-53100-154	LIFE INSURANCE	26.00	26.00	2.15	4.30	21.70	83.46 %
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	164.19	251.39	2,074.61	89.19 %
100-53100-240	SOFTWARE MAINTENANCE CONTR	400.00	400.00	0.00	280.00	120.00	30.00 %
100-53100-241	EQUIPMENT MAINTENANCE CONT	400.00	400.00	0.00	0.00	400.00	100.00 %
100-53100-310	OFFICE SUPPLIES	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
100-53100-311	POSTAGE	500.00	500.00	50.79	50.79	449.21	89.84 %
100-53100-312	COPY USAGE & PAPER	650.00	650.00	29.02	227.78	422.22	64.96 %
100-53100-320	SUBSCRIPTIONS & DUES	250.00	250.00	211.00	211.00	39.00	15.60 %
53100-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
53100-322	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53100-323	GENERAL ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53100-330	SEMINARS, CONF & TRAVEL	700.00	700.00	0.00	0.00	700.00	100.00 %
100-53100-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-53100-341	PRINTING & FORMS	125.00	125.00	0.00	0.00	125.00	100.00 %
100-53100-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	62.99	62.99	437.01	87.40 %
100-53100-361	REGULAR FUEL	700.00	700.00	86.35	86.35	613.65	87.66 %
100-53100-399	ADD'L SOFTWARE & UPGRADES	550.00	550.00	0.00	0.00	550.00	100.00 %
	Department: 53100 - ENGINEERING Total:	**120,220.00**	**120,220.00**	**9,070.92**	**14,780.88**	**105,439.12**	**87.71 %**
Department: 53310 - BOARD OF PUBLIC WORKS							
100-53310-291	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	102.96	102.96	1,097.04	91.42 %
100-53310-311	POSTAGE	50.00	50.00	0.00	0.00	50.00	100.00 %
100-53310-312	COPY USAGE & PAPER	600.00	600.00	0.00	0.00	600.00	100.00 %
100-53310-322	LEGAL NOTICES	400.00	400.00	0.00	0.00	400.00	100.00 %
	Department: 53310 - BOARD OF PUBLIC WORKS Total:	**2,250.00**	**2,250.00**	**102.96**	**102.96**	**2,147.04**	**95.42 %**
Department: 53311 - STREET							
100-53311-110	SALARIES - REGULAR	42,851.00	42,851.00	3,250.98	4,876.47	37,974.53	88.62 %
100-53311-120	WAGES - REGULAR	293,832.00	293,832.00	23,420.48	35,130.72	258,701.28	88.04 %
100-53311-121	OVERTIME - REGULAR	14,000.00	14,000.00	2,118.23	2,254.54	11,745.46	83.90 %
100-53311-124	WAGES - PERM PT	4,937.00	4,937.00	67.50	101.25	4,835.75	97.95 %
100-53311-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-126	WAGES - TEMP/SEAS	5,070.00	5,070.00	0.00	0.00	5,070.00	100.00 %
100-53311-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-150	FICA	27,592.00	27,592.00	2,065.05	3,026.99	24,565.01	89.03 %
100-53311-151	RETIREMENT (WRS)	23,496.00	23,496.00	1,928.89	2,831.52	20,664.48	87.95 %
100-53311-152	HEALTH INSURANCE	97,113.00	97,113.00	8,326.12	16,652.24	80,460.76	82.85 %
100-53311-153	DENTAL INSURANCE	7,041.00	7,041.00	0.00	601.18	6,439.82	91.46 %
3311-154	LIFE INSURANCE	190.00	190.00	14.74	29.48	160.52	84.48 %
100-53311-211	BOILER CONTRACTUAL	100.00	100.00	0.00	0.00	100.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 311-213	HVAC CONTRACTUAL	800.00	800.00	0.00	0.00	800.00	100.00 %
100-53311-214	FIRE CONTRACTUAL	650.00	650.00	0.00	0.00	650.00	100.00 %
100-53311-220	WATER/SEWER/STORM WATER	2,100.00	2,100.00	0.00	541.47	1,558.53	74.22 %
100-53311-221	ELECTRIC & GAS	8,662.00	8,662.00	378.83	378.83	8,283.17	95.63 %
100-53311-225	PHONE/INTERNET/CABLE	2,694.00	2,694.00	317.83	631.27	2,062.73	76.57 %
100-53311-230	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	0.00	250.00	100.00 %
100-53311-240	SOFTWARE MAINTENANCE CONTR	710.00	710.00	0.00	0.00	710.00	100.00 %
100-53311-241	EQUIPMENT MAINTENANCE CONT	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-242	EQUIPMENT RENTAL	11,500.00	11,500.00	0.00	1,405.00	10,095.00	87.78 %
100-53311-243	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-290	OTHER CONTRACTUAL SERVICES	16,000.00	16,000.00	256.69	256.69	15,743.31	98.40 %
100-53311-310	OFFICE SUPPLIES	200.00	200.00	0.00	0.00	200.00	100.00 %
100-53311-311	POSTAGE	300.00	300.00	0.00	0.00	300.00	100.00 %
100-53311-312	COPY USAGE & PAPER	50.00	50.00	1.68	1.68	48.32	96.64 %
100-53311-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-322	LEGAL NOTICES	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
100-53311-330	SEMINARS, CONF & TRAVEL	500.00	500.00	115.00	115.00	385.00	77.00 %
100-53311-340	OPERATING SUPPLIES	4,850.00	4,850.00	677.74	677.74	4,172.26	86.03 %
100-53311-341	PRINTING & FORMS	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-342	CLEANING & SANITARY SUPPLIES	600.00	600.00	116.73	116.73	483.27	80.55 %
100-53311-350	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	278.14	278.14	1,221.86	81.46 %
100-53311-360	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	4,552.36	4,552.36	947.64	17.23 %
100-53311-361	REGULAR FUEL	20,800.00	20,800.00	1,798.82	1,798.82	19,001.18	91.35 %
100-53311-362	OFF ROAD FUEL	5,000.00	5,000.00	433.19	433.19	4,566.81	91.34 %
100-53311-363	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	197.36	197.36	11,802.64	98.36 %
100-53311-370	SALT & SAND	77,105.00	77,105.00	0.00	0.00	77,105.00	100.00 %
100-53311-371	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
1 311-375	STREET MAINT & REPAIRS	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
1 311-381	EMPLOYMENT TESTING	500.00	500.00	75.60	75.60	424.40	84.88 %
100-53311-382	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-53311-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 53311 - STREET Total:	**697,343.00**	**697,343.00**	**50,391.96**	**76,964.27**	**620,378.73**	**88.96 %**
Department: 53312 - STREET SIGNS & SIGNALS							
100-53312-221	ELECTRIC & GAS	7,800.00	7,800.00	0.00	0.00	7,800.00	100.00 %
100-53312-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53312-292	ELECTRICAL CONTRACTUAL	800.00	800.00	0.00	0.00	800.00	100.00 %
100-53312-372	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	0.00	92.00	8,908.00	98.98 %
100-53312-373	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
	Department: 53312 - STREET SIGNS & SIGNALS Total:	**19,100.00**	**19,100.00**	**0.00**	**92.00**	**19,008.00**	**99.52 %**
Department: 53315 - STREET LIGHTS							
100-53315-221	ELECTRIC & GAS	225,955.00	225,955.00	16,782.81	16,782.81	209,172.19	92.57 %
100-53315-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53315-292	ELECTRICAL CONTRACTUAL	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
100-53315-374	STREET LIGHT MAINT & REPAIRS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
	Department: 53315 - STREET LIGHTS Total:	**239,955.00**	**239,955.00**	**16,782.81**	**16,782.81**	**223,172.19**	**93.01 %**
Department: 53440 - STORM WATER							
100-53440-200	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 53440 - STORM WATER Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 54110 - ANIMAL CONTROL							
100-54110-290	OTHER CONTRACTUAL SERVICES	66,840.00	66,840.00	5,570.00	5,570.00	61,270.00	91.67 %
	Department: 54110 - ANIMAL CONTROL Total:	**66,840.00**	**66,840.00**	**5,570.00**	**5,570.00**	**61,270.00**	**91.67 %**
Department: 55110 - LIBRARY							
100-55110-110	SALARIES - REGULAR	29,111.00	29,111.00	2,197.08	3,295.62	25,815.38	88.68 %
100-55110-124	WAGES - PERM PT	10,616.00	10,616.00	798.75	1,203.75	9,412.25	88.66 %
1 110-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
55110-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-150	FICA	3,039.00	3,039.00	219.52	329.71	2,709.29	89.15 %
100-55110-151	RETIREMENT (WRS)	1,950.00	1,950.00	147.22	220.83	1,729.17	88.68 %
100-55110-152	HEALTH INSURANCE	5,075.00	5,075.00	422.94	845.88	4,229.12	83.33 %
100-55110-153	DENTAL INSURANCE	294.00	294.00	0.00	24.46	269.54	91.68 %
100-55110-154	LIFE INSURANCE	18.00	18.00	1.52	3.04	14.96	83.11 %
100-55110-211	BOILER CONTRACTUAL	635.00	635.00	0.00	0.00	635.00	100.00 %
100-55110-213	HVAC CONTRACTUAL	2,996.00	2,996.00	0.00	0.00	2,996.00	100.00 %
100-55110-214	FIRE CONTRACTUAL	1,249.00	1,249.00	0.00	0.00	1,249.00	100.00 %
100-55110-220	WATER/SEWER/STORM WATER	4,146.00	4,146.00	0.00	450.40	3,695.60	89.14 %
100-55110-221	ELECTRIC & GAS	25,774.00	25,774.00	0.00	0.00	25,774.00	100.00 %
100-55110-225	PHONE/INTERNET/CABLE	750.00	750.00	55.17	109.08	640.92	85.46 %
100-55110-240	SOFTWARE MAINTENANCE CONTR	750.00	750.00	0.00	0.00	750.00	100.00 %
100-55110-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-290	OTHER CONTRACTUAL SERVICES	1,320.00	1,320.00	0.00	0.00	1,320.00	100.00 %
100-55110-291	TRANSCRIPTION CONTRACTUAL	75.00	75.00	0.00	0.00	75.00	100.00 %
100-55110-292	ELECTRICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-293	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-340	OPERATING SUPPLIES	2,475.00	2,475.00	63.26	63.26	2,411.74	97.44 %
100-55110-342	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	565.64	565.64	1,534.36	73.06 %
100-55110-350	BLDG & GRDS MAINT & REPAIRS	1,750.00	1,750.00	0.00	0.00	1,750.00	100.00 %
100-55110-360	VEHICLE MAINT. & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-363	EQUIPMENT MAINT. & REPAIRS	150.00	150.00	0.00	0.00	150.00	100.00 %
	Department: 55110 - LIBRARY Total:	**94,273.00**	**94,273.00**	**4,471.10**	**7,111.67**	**87,161.33**	**92.46 %**
Department: 55200 - PARKS							
55200-110	SALARIES - REGULAR	61,946.00	61,946.00	4,742.86	7,114.29	54,831.71	88.52 %
100-55200-120	WAGES - REGULAR	77,246.00	77,246.00	5,887.68	8,831.52	68,414.48	88.57 %
100-55200-121	OVERTIME - REGULAR	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-55200-124	WAGES - PERM PT	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
100-55200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-126	WAGES - TEMP/SEAS	21,101.00	21,101.00	215.06	881.06	20,219.94	95.82 %
100-55200-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-150	FICA	13,028.00	13,028.00	775.99	1,206.71	11,821.29	90.74 %
100-55200-151	RETIREMENT (WRS)	9,996.00	9,996.00	712.26	1,068.39	8,927.61	89.31 %
100-55200-152	HEALTH INSURANCE	33,703.00	33,703.00	2,808.60	5,617.20	28,085.80	83.33 %
100-55200-153	DENTAL INSURANCE	2,025.00	2,025.00	0.00	168.73	1,856.27	91.67 %
100-55200-154	LIFE INSURANCE	59.00	59.00	4.93	9.86	49.14	83.29 %
100-55200-214	FIRE CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00 %
100-55200-220	WATER/SEWER/STORM WATER	16,823.00	16,823.00	0.00	4,399.09	12,423.91	73.85 %
100-55200-221	ELECTRIC & GAS	20,750.00	20,750.00	380.20	380.20	20,369.80	98.17 %
100-55200-225	PHONE/INTERNET/CABLE	3,200.00	3,200.00	316.93	633.66	2,566.34	80.20 %
100-55200-240	SOFTWARE MAINTENANCE CONTR	600.00	600.00	0.00	0.00	600.00	100.00 %
100-55200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-290	OTHER CONTRACTUAL SERVICES	380.00	380.00	0.00	0.00	380.00	100.00 %
100-55200-291	TRANSCRIPTION CONTRACTUAL	600.00	600.00	75.01	75.01	524.99	87.50 %
100-55200-292	ELECTRICAL CONTRACTUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
100-55200-293	PLUMBING CONTRACTUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
100-55200-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-320	SUBSCRIPTIONS & DUES	400.00	400.00	400.00	400.00	0.00	0.00 %
100-55200-321	CERTIFICATIONS & LICENSES	150.00	150.00	0.00	0.00	150.00	100.00 %
100-55200-330	SEMINARS, CONF & TRAVEL	590.00	590.00	0.00	0.00	590.00	100.00 %
55200-340	OPERATING SUPPLIES	11,675.00	11,675.00	727.41	827.32	10,847.68	92.91 %
55200-342	CLEANING & SANITARY SUPPLIES	4,000.00	4,000.00	696.20	696.20	3,303.80	82.60 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 200-350	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	89.95	89.95	11,910.05	99.25 %
100-55200-360	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	535.26	535.26	2,464.74	82.16 %
100-55200-361	REGULAR FUEL	6,500.00	6,500.00	462.59	462.59	6,037.41	92.88 %
100-55200-362	OFF ROAD FUEL	3,400.00	3,400.00	497.07	497.07	2,902.93	85.38 %
100-55200-363	EQUIPMENT MAINT & REPAIRS	4,500.00	4,500.00	252.53	252.53	4,247.47	94.39 %
100-55200-371	TREE & BRUSH MAINTENANCE	1,750.00	1,750.00	62.86	62.86	1,687.14	96.41 %
100-55200-381	EMPLOYMENT TESTING	75.00	75.00	0.00	0.00	75.00	100.00 %
100-55200-382	UNIFORMS & SAFETY ATTIRE	150.00	150.00	0.00	0.00	150.00	100.00 %
	Department: 55200 - PARKS Total:	**320,297.00**	**320,297.00**	**19,643.39**	**34,209.50**	**286,087.50**	**89.32 %**
Department: 55300 - RECREATION							
100-55300-110	SALARIES - REGULAR	176,386.00	176,386.00	13,510.30	20,265.45	156,120.55	88.51 %
100-55300-120	WAGES - REGULAR	26,524.00	26,524.00	1,997.38	2,996.07	23,527.93	88.70 %
100-55300-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-124	WAGES - PERM PT	13,703.00	13,703.00	914.06	1,451.25	12,251.75	89.41 %
100-55300-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-126	WAGES - TEMP/SEAS	55,410.00	55,410.00	2,741.02	4,191.44	51,218.56	92.44 %
100-55300-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-150	FICA	20,810.00	20,810.00	1,382.33	2,085.76	18,724.24	89.98 %
100-55300-151	RETIREMENT (WRS)	13,595.00	13,595.00	1,039.02	1,558.53	12,036.47	88.54 %
100-55300-152	HEALTH INSURANCE	43,518.00	43,518.00	3,626.48	7,252.96	36,265.04	83.33 %
100-55300-153	DENTAL INSURANCE	2,591.00	2,591.00	0.00	215.93	2,375.07	91.67 %
100-55300-154	LIFE INSURANCE	45.00	45.00	3.76	7.52	37.48	83.29 %
100-55300-225	PHONE/INTERNET/CABLE	4,250.00	4,250.00	205.19	332.37	3,917.63	92.18 %
100-55300-240	SOFTWARE MAINTENANCE CONTR	250.00	250.00	0.00	0.00	250.00	100.00 %
100-55300-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-310	OFFICE SUPPLIES	1,350.00	1,350.00	53.37	53.37	1,296.63	96.05 %
100-55300-311	POSTAGE	3,950.00	3,950.00	434.36	434.36	3,515.64	89.00 %
1 300-312	COPY USAGE & PAPER	3,600.00	3,600.00	277.68	447.78	3,152.22	87.56 %
100-55300-320	SUBSCRIPTIONS & DUES	775.00	775.00	600.00	600.00	175.00	22.58 %
100-55300-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-330	SEMINARS, CONF & TRAVEL	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00 %
100-55300-340	OPERATING SUPPLIES	27,300.00	27,300.00	1,256.59	2,346.59	24,953.41	91.40 %
100-55300-341	PRINTING & FORMS	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
100-55300-381	EMPLOYMENT TESTING	250.00	250.00	0.00	0.00	250.00	100.00 %
	Department: 55300 - RECREATION Total:	**402,407.00**	**402,407.00**	**28,041.54**	**44,239.38**	**358,167.62**	**89.01 %**
Department: 55420 - AQUATIC CENTER							
100-55420-120	WAGES - REGULAR	20,680.00	20,680.00	1,573.12	2,359.68	18,320.32	88.59 %
100-55420-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55420-126	WAGES - TEMP/SEAS	80,308.00	80,308.00	0.00	0.00	80,308.00	100.00 %
100-55420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55420-150	FICA	7,726.00	7,726.00	109.64	164.46	7,561.54	97.87 %
100-55420-151	RETIREMENT (WRS)	1,386.00	1,386.00	105.40	158.10	1,227.90	88.59 %
100-55420-152	HEALTH INSURANCE	6,721.00	6,721.00	560.07	1,120.14	5,600.86	83.33 %
100-55420-153	DENTAL INSURANCE	415.00	415.00	0.00	34.60	380.40	91.66 %
100-55420-154	LIFE INSURANCE	4.00	4.00	0.32	0.64	3.36	84.00 %
100-55420-220	WATER/SEWER/STORM WATER	7,530.00	7,530.00	0.00	1,446.25	6,083.75	80.79 %
100-55420-221	ELECTRIC & GAS	16,000.00	16,000.00	586.48	586.48	15,413.52	96.33 %
100-55420-225	PHONE/INTERNET/CABLE	350.00	350.00	46.78	93.56	256.44	73.27 %
100-55420-290	OTHER CONTRACTUAL SERVICES	11,542.00	11,542.00	0.00	0.00	11,542.00	100.00 %
100-55420-321	CERTIFICATIONS & LICENSES	250.00	250.00	0.00	0.00	250.00	100.00 %
100-55420-330	SEMINARS, CONF & TRAVEL	250.00	250.00	0.00	0.00	250.00	100.00 %
100-55420-340	OPERATING SUPPLIES	4,450.00	4,450.00	0.00	349.00	4,101.00	92.16 %
100-55420-342	CLEANING & SANITARY SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55420-343	CONCESSIONS SUPPLIES	15,579.00	15,579.00	0.00	81.04	15,497.96	99.48 %
100-55420-350	BLDG & GRDS MAINT & REPAIRS	4,576.00	4,576.00	0.00	0.00	4,576.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 420-363	EQUIPMENT MAINT & REPAIRS	250.00	250.00	0.00	0.00	250.00	100.00 %
	Department: 55420 - AQUATIC CENTER Total:	**178,017.00**	**178,017.00**	**2,981.81**	**6,393.95**	**171,623.05**	**96.41 %**
Department: 56600 - URBAN PLANNING							
100-56600-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 56600 - URBAN PLANNING Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 56610 - CITY STUDY							
100-56610-295	CITY STUDY	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 56610 - CITY STUDY Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 56700 - ECONOMIC DEVELOPMENT							
100-56700-290	OTHER CONTRACTUAL SERVICES	13,732.00	13,732.00	0.00	0.00	13,732.00	100.00 %
	Department: 56700 - ECONOMIC DEVELOPMENT Total:	**13,732.00**	**13,732.00**	**0.00**	**0.00**	**13,732.00**	**100.00 %**
Department: 56900 - PLANNING & ZONING							
100-56900-110	SALARIES - REGULAR	36,528.00	36,528.00	2,766.32	4,149.48	32,378.52	88.64 %
100-56900-120	WAGES - REGULAR	4,402.00	4,402.00	335.70	503.55	3,898.45	88.56 %
100-56900-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-126	WAGES - TEMP/SEAS.	500.00	500.00	0.00	0.00	500.00	100.00 %
100-56900-150	FICA	3,131.00	3,131.00	211.12	316.68	2,814.32	89.89 %
100-56900-151	RETIREMENT (WRS)	2,742.00	2,742.00	207.84	311.76	2,430.24	88.63 %
100-56900-152	HEALTH INSURANCE	11,603.00	11,603.00	1,050.14	2,183.47	9,419.53	81.18 %
100-56900-153	DENTAL INSURANCE	711.00	711.00	0.00	70.47	640.53	90.09 %
100-56900-154	LIFE INSURANCE	16.00	16.00	1.33	2.66	13.34	83.38 %
100-56900-225	PHONE/INTERNET/CABLE	2,100.00	2,100.00	93.46	158.68	1,941.32	92.44 %
100-56900-240	SOFTWARE MAINTENANCE CONTR	320.00	320.00	0.00	280.00	40.00	12.50 %
100-56900-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-291	TRANSCRIPTION CONTRACTUAL	3,000.00	3,000.00	65.13	65.13	2,934.87	97.83 %
1 900-310	OFFICE SUPPLIES	820.00	820.00	0.00	0.00	820.00	100.00 %
10 6900-311	POSTAGE	920.00	920.00	18.64	18.64	901.36	97.97 %
100-56900-312	COPY USAGE & PAPER	2,745.00	2,745.00	40.13	764.13	1,980.87	72.16 %
100-56900-320	SUBSCRIPTIONS & DUES	480.00	480.00	0.00	463.00	17.00	3.54 %
100-56900-322	LEGAL NOTICES	3,640.00	3,640.00	309.69	309.69	3,330.31	91.49 %
100-56900-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-330	SEMINARS, CONF & TRAVEL	1,800.00	1,800.00	375.00	375.00	1,425.00	79.17 %
100-56900-340	OPERATING SUPPLIES	700.00	700.00	0.00	0.00	700.00	100.00 %
100-56900-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	12.59	12.59	287.41	95.80 %
100-56900-361	REGULAR FUEL	800.00	800.00	30.12	30.12	769.88	96.24 %
	Department: 56900 - PLANNING & ZONING Total:	**77,258.00**	**77,258.00**	**5,517.21**	**10,015.05**	**67,242.95**	**87.04 %**
Department: 59200 - TRANSFERS							
100-59200-590	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 59200 - TRANSFERS Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
	Expense Total:	**9,023,087.00**	**9,023,087.00**	**620,604.68**	**1,086,434.02**	**7,936,652.98**	**87.96 %**
	Fund: 100 - GENERAL FUND Surplus (Deficit):	**0.00**	**0.00**	**-500,537.43**	**-669,354.83**	**-669,354.83**	**0.00 %**
	Report Surplus (Deficit):	**0.00**	**0.00**	**-500,537.43**	**-669,354.83**	**-669,354.83**	**0.00 %**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	-500,537.43	-669,354.83	-669,354.83
Report Surplus (Deficit):	**0.00**	**0.00**	**-500,537.43**	**-669,354.83**	**-669,354.83**

P-6

City of Onalaska

Agenda Request Form

February 9, 2018

RE: Common Council
Finance & Personnel

Meeting Date: Finance and Personnel: March 7, 2018
Common Council: March 13, 2018

Requested By: Onalaska Fire Department

Requesting approval for out of state travel for LT. Wayne Nagy, FF Andrew Barnhardt and FF Jameson Rau to attend **Crude by Rail and Emergency Response Training** in College Station, Texas sponsored by BNSF.

CITY OF ONALASKA - Seminar and Travel Request Form
FOR EMPLOYEES ONLY
Please direct questions about this form to kisensee@cityofonalaska.com

EMPLOYEE INFORMATION

Employee Name: Wayne Nagy

Department: Onalaska Fire Department

Business Purpose: 01

01 - Training
02 - Conference Attendance
03 - Speech or Presentation
04 - Site Visit
05 - Other

Name of Seminar: Crude by Rail & Emerg Resp. Training

Date(s) of Seminar: 5/21/18-5/23/18

Departure Date: 5/20/18 Return Date: 5/24/18

Destination: College Station, Texas
(city, state)

AUTHORIZED ESTIMATED COSTS

Registration		
Lodging (total)		
	cost per night	
Airfare		
City Vehicle	Yes ☐ No ☐	
Personal Vehicle	*miles*	$0.00
$0.535 - city vehicle not available $0.17 - available, not used	*rate per mile*	
Other		
Meals (total)		
	per diem	
TOTAL Estimated Cost		$0.00

SOURCE OF FUNDS

Please list account numbers in the order you want them to be charged. Approval from Department Head required.

Account	Authorized Signature	Remarks

TRAVEL REQUEST

☐ Travel within WI ☑ Out of State Travel
☐ Travel to MN ☑ Travel at No Expense

REQUESTS FOR PAYMENTS

Registration Expenses ☐ Prepay
Pay To
Address
City State / ZIP
Amount
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

Lodging Expenses ☑ Prepay
Pay To
Address
City State / ZIP
Amount Conf. #
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

Airfare Expenses ☐ Prepay
Pay To
Address
City State / ZIP
Amount
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

Other Expenses (meals, parking, etc.) ☐ Prepay
Pay To
Address
City State / ZIP
Amount
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

REQUEST FOR ADVANCE

☐ Travel Advance
Pay To
Amount

TRAVELER'S SIGNATURE

If any unpaid balances are owed by me to the City as a result of this trip for more than 30 days after completion of trip, I authorize the City to withhold the balance due from funds owed to me.

Traveler's Signature Date

SUPERVISOR/DEPARTMENT HEAD'S SIGNATURE

I have examined this authorization and certify that it is just and reasona

Are these expenses within your budget? Yes ☑ No ☐

Supervisor's Signature Date 2/9/2018

DOCUMENATION / COPIES

	DATE
☐ **Original to Deputy Finance**	
☐ **Agenda Attached***	
☐ **Copy to HR (Out of State)**	
☐ **Other**	

*If an agenda is not available, submit a one paragraph description of the seminar, or travel request, including benefit to you and the City.

APPROVAL ROUTING

Routed for approval to:	DATE
☐ **Supervisor**	
☐ **F&P**	
☐ **Common Council**	
☐ **Other**	

updated 2/10/17

CITY OF ONALASKA - Seminar and Travel Request Form
FOR EMPLOYEES ONLY
Please direct questions about this form to kisensee@cityofonalaska.com

EMPLOYEE INFORMATION

Employee Name: Jameson Rau

Department: Onalaska Fire Department

Business Purpose: 01
- 01 - Training
- 02 - Conference Attendance
- 03 - Speech or Presentation
- 04 - Site Visit
- 05 - Other

Name of Seminar: Crude by Rail & Emerg Resp. Training

Date(s) of Seminar: 5/21/18-5/23/18

Departure Date: 5/20/18 Return Date: 5/24/18

Destination: College Station, Texas
(city, state)

AUTHORIZED ESTIMATED COSTS

Registration

Lodging (total)

_____ *cost per night*

Airfare

City Vehicle Yes ☐ No ☐

Personal Vehicle _____ *miles* $0.00

$0.535 - city vehicle not available
$0.17 - available, not used

_____ *rate per mile*

Other

Meals (total)

_____ *per diem*

TOTAL Estimated Cost $0.00

SOURCE OF FUNDS

Please list account numbers in the order you want them to be charged. Approval from Department Head required.

Account	Authorized Signature	Remarks

TRAVELER'S SIGNATURE

If any unpaid balances are owed by me to the City as a result of this trip for more than 30 days after completion of trip, I authorize the City to withhold the balance due from funds owed to me.

Traveler's Signature Date

TRAVEL REQUEST

☐ Travel within WI ☑ Out of State Travel
☐ Travel to MN ☑ Travel at No Expense

REQUESTS FOR PAYMENTS

Registration Expenses ☐ Prepay
Pay To
Address
City State / ZIP
Amount
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

Lodging Expenses ☑ Prepay
Pay To
Address
City State / ZIP
Amount Conf. #
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

Airfare Expenses ☐ Prepay
Pay To
Address
City State / ZIP
Amount
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

Other Expenses (meals, parking, etc.) ☐ Prepay
Pay To
Address
City State / ZIP
Amount
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

REQUEST FOR ADVANCE

☐ Travel Advance
Pay To
Amount

SUPERVISOR/DEPARTMENT HEAD'S SIGNATURE

I have examined this authorization and certify that it is just and reasona

Are these expenses within your budget? Yes ☑ No ☐

Supervisor's Signature 2/9/2018
Date

DOCUMENATION / COPIES

	DATE
☐ **Original to Deputy Finance**	
☐ **Agenda Attached***	
☐ **Copy to HR (Out of State)**	
☐ **Other** _____	

*If an agenda is not available, submit a one paragraph description of the seminar, or travel request, including benefit to you and the City.

APPROVAL ROUTING

Routed for approval to:	DATE
☐ **Supervisor**	
☐ **F&P**	
☐ **Common Council**	
☐ **Other** _____	

updated 2/10/17

CITY OF ONALASKA - Seminar and Travel Request Form
FOR EMPLOYEES ONLY
Please direct questions about this form to kisensee@cityofonalaska.com

EMPLOYEE INFORMATION

Employee Name: Andrew Barnhardt

Department: Onalaska Fire Department

Business Purpose: 01
- 01 - Training
- 02 - Conference Attendance
- 03 - Speech or Presentation
- 04 - Site Visit
- 05 - Other

Name of Seminar: Crude by Rail & Emerg Resp. Training

Date(s) of Seminar: 5/21/18-5/23/18

Departure Date: 5/20/18 Return Date: 5/24/18

Destination: College Station, Texas
(city, state)

AUTHORIZED ESTIMATED COSTS

Registration _____

Lodging (total) _____

_____ *cost per night*

Airfare _____

City Vehicle Yes ☐ No ☐

Personal Vehicle _____ *miles* $0.00

$0.535 - city vehicle not available
$0.17 - available, not used
_____ *rate per mile*

Other _____

Meals (total) _____

_____ *per diem*

TOTAL Estimated Cost $0.00

SOURCE OF FUNDS

Please list account numbers in the order you want them to be charged. Approval from Department Head required.

Account	Authorized Signature	Remarks

TRAVELER'S SIGNATURE

If any unpaid balances are owed by me to the City as a result of this trip for more than 30 days after completion of trip, I authorize the City to withhold the balance due from funds owed to me.

Traveler's Signature _____ Date _____

TRAVEL REQUEST

☐ Travel within WI ☑ Out of State Travel
☐ Travel to MN ☑ Travel at No Expense

REQUESTS FOR PAYMENTS

Registration Expenses ☐ Prepay
Pay To
Address
City State / ZIP
Amount
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

Lodging Expenses ☑ Prepay
Pay To
Address
City State / ZIP
Amount Conf. #
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

Airfare Expenses ☐ Prepay
Pay To
Address
City State / ZIP
Amount
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

Other Expenses (meals, parking, etc.) ☐ Prepay
Pay To
Address
City State / ZIP
Amount
Issue Check ☐ Paid with Visa ☐ Will Bill ☐

REQUEST FOR ADVANCE

☐ Travel Advance
Pay To
Amount

SUPERVISOR/DEPARTMENT HEAD'S SIGNATURE

I have examined this authorization and certify that it is just and reasona

Are these expenses within your budget? Yes ☑ No ☐

D Dominik 2/9/18
Supervisor's Signature Date

DOCUMENATION / COPIES

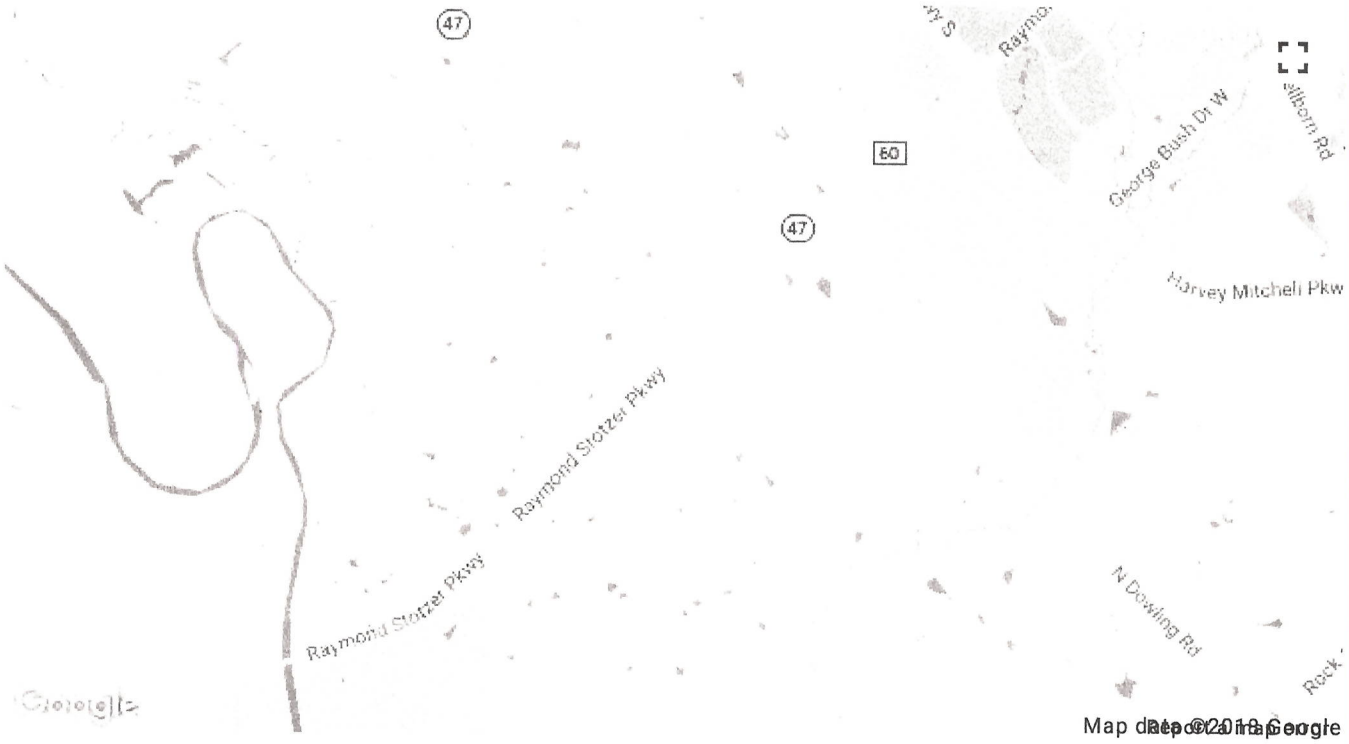
	DATE
☐ **Original to Deputy Finance**	
☐ **Agenda Attached***	
☐ **Copy to HR (Out of State)**	
☐ **Other** _____	

*If an agenda is not available, submit a one paragraph description of the seminar, or travel request, including benefit to you and the City.

APPROVAL ROUTING

Routed for approval to:	DATE
☐ **Supervisor**	
☐ **F&P**	
☐ **Common Council**	
☐ **Other** _____	

updated 2/10/17



CBR 3 - Crude by Rail & Emergency Response Training

at

TEEX Brayton Fire Training Field

1595 Nuclear Science Road, College Station, TX 77843

Eventbrite Search for event BROWSE EV HELP STACY CREATE EVENT

You're going to this event! View your order.

CBR 3 - Crude by Rail & Emergency Response Training

Mon, May 21, 2018, 7:30 AM – Wed, May 23, 2018, 5:00 PM CDT

Free

DATE AND TIME

Mon, May 21, 2018, 7:30 AM –
Wed, May 23, 2018, 5:00 PM CDT
Add to Calendar

LOCATION

TEEX Brayton Fire Training Field
1595 Nuclear Science Road
College Station, TX 77843
View Map

DESCRIPTION

- **BNSF Railways Crude By Rail and Emergency Response Training workshop is offered to municipal first responders. This no cost training program will provide first responders with the basic knowledge, skill and abilities to respond to incidents involving Crude By Rail (CBR). The program is delivered over 3 days (24 hours) with over 60% of the time spent on field exercises.**
  - **NO COST** to attendees for tuition
  - **NO COST** to attendees for travel expenses - air, rental car and hotel are prepaid. Items such as airline baggage fees, evening meals, rental car gasoline and home airport travel mileage expense (if applicable) will be reimbursed through a $350 prepaid Visa card that is distributed on the first day of training.

This program covers:

- **The Chemical and Physical Properties of the Different Types of Crude Oil Transported**
- **Basic Site Safety and Damage Assessment**
- **Tank Car Design and Construction**
- **Tactical Control Methods**
- **Application of Firefighting Foam Agents**
- **Water and Spill Control Procedures**
- **Planning for Crude Oil Incidents**
- **Potential Environmental Impacts**

DATE AND TIME

Mon, May 21, 2018, 7:30 AM –
Wed, May 23, 2018, 5:00 PM CDT
Add to Calendar

LOCATION

TEEX Brayton Fire Training Field
1595 Nuclear Science Road
College Station, TX 77843
View Map

BNSF HAZMAT

BNSF Railway

Organizer of CBR 3 - Crude by Rail & Emergency Response Training

Website

PROFILE **CONTACT**

P-7

adoni networks

Phone 608.785.3030 647 22nd St N La Crosse WI 54601 Owners@adoninetworks.com

Agreement for Consulting Services

This Agreement is made as of between **Adoni Networks, Inc.** ("Consultant") and **City of Onalaska** ("Client").

1. Term of Agreement. This agreement shall commence on the date set forth above and will continue until either party hereto provides the other with written notice upon thirty calendar days' notice of termination.

2. Early Termination. Client recognizes that the preferred rate defined in this Service Agreement is contingent upon the purchase of a specified number of labor hours. In the event that Client terminates this Agreement, for any reason other than failure to perform the services outlined herein, before the Client has purchased the number of hours agreed upon, Client agrees to pay an early termination fee of **$4,355.00**.

3. Complete Agreement. This Agreement contains the entire Agreement between the parties hereto with respect to the matters covered herein. No other Agreements, representations, warranties, or other matters, oral or written, purportedly agreed to or represented by or on behalf of Adoni Networks, Inc. by any of its employees or agents, or contained in any sales material or brochures, shall be deemed to bind the parties hereto with respect to the subject matter hereof. Client acknowledges that it is entering into this Agreement solely on the basis of the representation contained herein.

4. In the event of a conflict in the provisions of any attachments hereto and the provisions set forth in this Agreement, the provisions of such attachments shall govern.

5. Jurisdiction. This Agreement shall be interpreted and construed and the legal relations created herein shall be determined, in accordance with the laws of the State of Wisconsin.

6. If the scope of any of the provisions of the Agreement is too broad in any respect whatsoever to permit enforcement to its full extent, then such provisions shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of this Agreement shall not thereby fail, but that the scope of such provisions shall be curtailed only to the extent necessary to conform to law.

7. Dispute Resolution. Any disputes that arise between the parties with respect to the performance of this agreement shall be submitted to binding arbitration in La Crosse, Wisconsin in accordance the rules then in effect of by the American Arbitration Association at the time of submission and the parties hereby agree to share equally in the costs of said arbitration.

The final arbitration decision shall be enforceable through the courts of the state of Wisconsin. In the event that this arbitration provision is held unenforceable by any court of competent jurisdiction, then this contract shall be binding and enforceable as if this section were not a part hereof.

8. Notices. Any notice required or contemplated by this Agreement shall be deemed to have been duly given if it is in writing, properly addressed and delivered personally or mailed by registered or certified mail, postage prepaid addressed or by fax or electronic mail to the Client or the Consultant at the address set out below or such other address nominated by a party in writing.

(i) Notices to Consultant should be sent to:
Adoni Networks, Inc.
647 22nd St. N.
La Crosse, WI 54601
608-785-3030

(ii) Notices to Client should be sent to:
Attn: Human Resources
City of Onalaska
415 Main St.
Onalaska, WI 54650
(608) 781-9530

9. Services Provided. Consultant will provide the following Services under this agreement:

Item a. Consultant agrees to provide consulting services related to computer hardware, software, network configuration, operating systems and networks, database development, programming, and other similar work. Such work will be done on behalf of Client and will be performed at a location or locations to be determined by Consultant. For example, services might include installing and configuring Windows operating systems, Internet servers, and associated software.

Item b. Regular Consulting Hours
Regular Consulting Hours shall consist of any time Consultant works for Client during regular business hours. Regular business hours are defined as 8:00 AM to 5:00 PM Monday through Friday excluding national holidays.

Item c. Extended Consulting Hours
Extended Consulting Hours shall consist of any hours worked by Consultant outside of the period defined as "Regular" Consulting Hours. This includes weekends, the period 5:00 PM to 8:00 AM during weekdays, and all holidays.

10. Additional Work. After receipt of an order that adds to the Services other than or beyond those itemized herein, Consultant may take reasonable action and expend reasonable amounts of time and money based on such order. Client agrees to pay Consultant for such action and expenditure and the provisions of the Agreement will apply to such additional orders received or services rendered.

11. Cost of Services.
All Regular Consulting Hours, as defined in this Agreement will be provided at a rate of seventy five dollars ($75.00) per hour.

All Extended Consulting Hours, as defined in this Agreement will be provided at a rate of one hundred and forty two dollars and fifty cents ($142.50) per hour. These rates are subject to change, subject to a thirty (30) day written notice. In addition to all other rates, costs, and payments payable by

Client to Consultant hereunder, Client will also reimburse Consultant for all expenses incurred by Consultant on Client's behalf or in carrying out its obligations under this Agreement. In certain cases, Consultant may require Client to pre-pay such expense either to Consultant or directly to a third-provider.

- 12. Confidential Information. Each Party hereto ("Such Party") shall hold in trust for the other Party ("Such Other Party"), and shall not disclose to any non-party to the Agreement, any confidential information of Such Other Party. Confidential information is information which relates to Such Other Party's research, development, trade secrets, or business affairs, but does not include information which is generally known or easily ascertainable by nonparties of ordinary skill in computer design, programming, networking, information technology, or the specific business interests of either Party. Neither party shall be bound to hold any information confidential which such parties are required to disclose or otherwise make open pursuant Wisconsin Public Records Law or validly issued subpoena.

13. Staff. Consultant is an independent Contractor and Consultant is not employed by Client. Consultant is hereby contracting with Client for the services described in this Agreement and Consultant reserves the right to determine the method, manner, and means by which the services will be performed. Consultant is not required to perform the services during a fixed hourly or daily time.

Consultant shall not be required to devote his full time to the performance of the services required hereunder, and it is acknowledged that Consultant has other clients and offers services to the general public on a non-exclusive basis. The order or sequence in which the work is to be performed shall be under the control of the Consultant. Client shall not provide any insurance coverage of any kind for the Consultant, and Client will not withhold any amount that would normally be withheld from an employee's pay.

14. Non-Solicitation of Employees. During the term of this agreement and for a period of twelve (12) months thereafter, Client agrees not to, directly or indirectly, entice, solicit, recruit, or employ (or attempt to do any of the foregoing) any employee of Consultant without the prior written consent of the President or Chief Executive Officer of Consultant. Client acknowledges that the prohibition and restriction contained in this paragraph are reasonable in the circumstances and necessary to protect the business of Consultant.

15. Drug Free Workplace Certification. Consultant agrees to comply with the provisions of the Drug-Free Workplace Act of 1988 and the Wisconsin State Statute, Chapter 961, Uniform Controlled Substance Act regarding maintenance of a Drug-Free Workplace. Consultant agrees to notify its employees that they are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances.

LIMITED WARRANTY

16. Liability. Consultant warrants to Client that the material, analysis, data, programs, and services to be delivered or rendered under this Agreement will be of the kind and quality designated and will be

performed by qualified personnel.

Consultant offers no guarantees or warranties, express or implied, as to system availability and functionality during any phase of its support services and makes no guarantees or warranties, expressed or implied, regarding the ability to resolve computer-related problems, to recover data, or to avoid losing data.

Consultant makes no other warranties, whether written, oral, express or implied, including without limitation warranty of fitness for purpose of merchantability. In no event shall Consultant be liable for indirect, punitive, special or consequential damages (including without limitation loss of profits, use, data, or other economic advantage), either in contract or tort, whether or not the possibility of such damages has been disclosed to Consultant in advance or could have been reasonably foreseen by Consultant, and in the event this limitation of damages is held unenforceable then the parties agree that by reason of the difficulty in foreseeing possible damages all liability to Client shall be limited to One thousand dollars ($1,000.00) as liquidated damages and not as a penalty. Consultant shall not be liable for damages occasioned by delays due to causes beyond Consultant's control and without its fault or negligence.

Client is solely responsible for the proper backup and protection of all of its software and data, as well as the implementation and maintenance of firewalls and security measures (including proper virus control).

17. Unless otherwise agreed in writing by Consultant, the copyright and all other intellectual property rights relating to any software provided to Client by Consultant pursuant to this Agreement, whether such rights are now existing or which may hereafter come into existence, are reserved to and will remain the property of Consultant or where applicable its licensors. Client has no right to make any copies of any software, or make derivative works thereof, in whole or in part, or to sell, transfer, assign, transmit, distribute, download, or otherwise convey the software (or any derivatives thereof), or to permit anyone to use, alter, or modify in any way the software (or any derivatives thereof). Under no circumstances are the software considered work-for-hire for purposes of United States Copyright Laws and no transfer of any rights are hereby contemplated or made.

18. Remote Access. Consultant shall be entitled to provide the Services remotely from its own premises and will not be required to attend Client's premises. If Consultant is required to attend Client's premises for any reason pursuant to this Agreement, Client will reimburse Consultant for reasonable transport and/or accommodation expenses incurred by Consultant in doing so. However this does not include transport or accommodation expenses where the Client's premises are located within 60 miles of the Consultant associate in need of travel. Client authorizes Consultant to obtain access to Client's computing facilities using the remote means for the purposes of providing Client with Services.

19. Survival. Client's obligations (including any obligations to indemnify) under sections 12, 14, 16, 17, 20, and 25 inclusive shall survive the termination of this Agreement for whatever reason.

20. High Risk Activities. Client warrants that no software or products provided pursuant to this Agreement is designed or intended to be fault-tolerant or designed or intended for use as or for use where their failure or malfunction could lead to death, personal injury, or economic, physical or environmental damage ("High Risk Activities"). The term "High Risk Activities" includes but is not limited to on-line control equipment in hazardous environments requiring fail-safe performance (such as in the operation of nuclear facilities, aircraft navigation or communications systems, air traffic control, direct life support machines, weapons systems, banking or financial control or reporting systems, or security systems). The Customer warrants that it will not use, distribute or resell any of the products or the

software for any High Risk Activities and that it will ensure that permitted end-users of such products or software are provided with a notice in the form set out in this clause. Client will indemnify Consultant for any loss, cost, damage or third party claim (including attorney's fees and court costs) arising from Client's use of any such products in High Risk Activities or from any breach by Client of this clause.

21. Assignment. Client may not assign any of its obligations under this Agreement without the prior written consent of Consultant. However, Consultant may arrange for subcontractors to perform any of Consultant's obligations under this Agreement

22. No Waiver. A failure, delay, relaxation or indulgence by either party in exercising any right, power or privilege conferred on the party by this Agreement shall not operate as a waiver of the power or right. A single or partial exercise of any right, power or privilege hereunder does not preclude the further exercise of the same right or the exercise of any other right hereunder. A waiver of a breach does not operate as a waiver of any other breach.

23. Promotion. Client agrees to allow Consultant to reference Client in its marketing material, web site, portfolio, a case study and/or customer list. Any reference to Client shall comply with copyright, trademark and/or other intellectual property laws, rules, regulations. Consultant is permitted to reference Client up to 60 days if/when the contract is terminated.

24. No Third Party Beneficiary. All of the provisions of this Agreement are solely for the benefit of the parties hereto, and third parties shall have no rights hereunder.

25. Indemnification. Client shall at all times indemnify and hold Consultant harmless against and from all losses, liability, expenses (including attorney fees and costs), and other detriments of every nature and description to which Client may be subjected by reason of any act or omission of Consultant, its subcontractors, consultants, agents, officers, directors, and employees where such loss, liability, expense or other detriment arises out of or in connection with the performance of the work, including but not limited to, personal injury (including death) and loss of or damage to property of Client or others, EXCEPT to the extent such claims, losses, damages and expenses are due to the sole negligence, intentional misconduct, or malicious behavior of Consultant.

26. Assistance and Facilities. Client will provide Consultant with all reasonable assistance and facilities free of charge (including without limitation the means of access to Client's facilities and liaison with the necessary officers and employees of Client) in order to permit Consultant to efficiently provide or perform the Services.

27. Terms.

a) Client agrees to purchase a minimum of **0** hours of Services during the Term of this Agreement.

b) Client agrees to pre-pay **0** hours of labor upon execution of this agreement.

c) All invoices to Client are payable and shall be due within 45 days.

d) Any unpaid sums over 45 days old that are not in dispute shall bear interest at the rate of 1 percent per month.

e) This Agreement may be terminated immediately by Consultant by notice in writing if Client fails to

remedy a breach of this Agreement involving the payment of money within ten (10) days of receipt of a notice from Consultant of such breach requiring it to do so, or if Client fails to remedy any other breach of this Agreement within thirty (30) days of receipt of a notice from Consultant of such breach requiring it to do so. On termination of this Agreement, all moneys unpaid by Client pursuant to this Agreement will immediately become due and payable.

f) If Consultant prevails in any legal action or any other proceeding for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Agreement, it shall be entitled to recover reasonable attorney's fees and other costs incurred in the action or proceeding, in addition to any other relief to which it or they may be entitled.

g) There is a 1 hour minimum charge for all onsite visits for services not covered by a separate managed services agreement. There is a 15 minute minimum charge for remote support services not covered by a separate managed services agreement.

IN WITNESS WHEREOF, the Parties hereto have read and agreed to the terms of this Agreement, being authorized to make such decisions for their respective organizations, and agree that it shall be binding upon the parties and their respective heirs, successors, and assigns.

_____	_____
Consultant Date	Client Date
Jeremy Roe, Vice-President	Mayor or City Clerk
Adoni Networks, Inc.	City of Onalaska>>

Agreement for Managed Services

(Attachment to Agreement for Consulting Services)

This Agreement for Managed Services (this "Attachment") is made as of by and between **Adoni Networks, Inc.** ("Consultant") and **City of Onalaska** ("Client"). This Attachment amends and modifies, and constitutes an "Attachment" to, that certain Agreement for Consulting Services previously executed by Consultant and Client (the "Agreement"). All of the terms of the Agreement are expressly incorporated herein. All capitalized terms herein shall have the meaning ascribed to them in the Agreement, unless expressly defined otherwise herein.

1. Services; Payment Terms. Consultant agrees to perform for Client the following services (the "Managed Services") for the following monthly fixed fees:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Adoni Help Desk (Monthly)		
1	Provide support via email and phone including remote when needed to end users Help desk during your non-business hours (24/7) Help with technical support questions that end-users may have Provide level 1 support so your IT Staff aren't loaded down with basic questions Write customer support documents as needed for common technical requests Manage new feature requests and pass them along to the IT Staff Assign help desk tickets to team members as necessary	$1,500.00	$1,500.00
	Managed Services Plan		

110	Managed IT Services with Antivirus Integrated Eset Antivirus and Malware Defense Includes phone and email support Event and Hard Drive Monitoring	$5.50	$605.00
1	Agreement - Flat Rate IT Services	$2,250.00	$2,250.00

SUBTOTAL	$4,355.00
SALES TAX	$0.00
TOTAL	$4,355.00

In addition to the monthly fees set forth above, Client agrees to pay an initial setup of remote monitoring services ("Setup Services") fee in the amount of $0.00.

Client shall pay the Setup Services fee (if any) upon execution of this Attachment, and the Managed Services fees on the first day of each calendar month, with any partial month prorated based on the actual number of days in such partial month.

2. Services Included in Managed Services.

(a) "Network Equipment Support" shall consist of all labor related to maintaining configuration, logging (if possible and appropriate), and monitoring of network equipment, including routers, firewalls, switches, spam filters, and other equipment used to move, monitor, or intentionally affect Ethernet traffic on Client's local area network.

Network Equipment Support shall also consist of working with Client's Internet service provider to maintain proper configuration of Internet equipment at Client's office, whether owned by Client or Client's ISP. Consultant will provide all service related to these products.

(b) "Premium Server Support" shall consist of all labor related to maintaining Client's servers, server operating system, any programs included in the operating system, backup software, virus scanning software, hard disk defragmentation software, and the following programs installed after the operating system:

Line of Business Programs listed:

Client agrees that Client will maintain separate service agreements with these software vendors. Consultant will coordinate or provide all service related to these products.

(c) "Premium Desktop or Laptop Computer Support" shall consist of all labor related to maintaining the computer hardware and operating system, any programs included in the operating system, Microsoft Office products, virus scanning software, and the following programs installed after the operating system:

Line of Business Programs listed:

3. Additional Machines. Consultant agrees to keep an accurate list of machines covered under this Attachment and will add additional servers, desktop PCs, or laptop PCs as added to the network. The list of covered machines will be provided to Client upon request.

4. Software Updates. Maintaining the systems described above shall include applying all appropriate software and operating system updates in a reasonable amount of time. Consultant shall determine when software updates are appropriate and what constitutes a reasonable amount of time.

Client acknowledges that if Client requests updates that Consultant considers inappropriate, or wishes to have updates applied before Consultant deems them safe, Consultant is not responsible for the consequences of such actions and Client may be charged a Regular Consulting Hours or Extended Consulting Hours charge, as the case may be, for all labor related to the consequences of such actions.

Furthermore, if Client performs or allows anyone other than Consultant to perform any maintenance on any of these machines, Consultant is not responsible for the consequences of such actions and Client may be charged a Regular Consulting Hours or Extended Consulting Hours charge, as the case may be, for all labor related to the consequences of such actions.

5. Monitoring Software. In order to provide the services specified in this Attachment, Consultant must install remote monitoring and management software on Client's servers, desktop computers, laptops, and possibly other equipment at Client's office. Client grants permission to Consultant to install remote monitoring and management software as deemed necessary by Consultant.

6. Term of Attachment; Termination.

(a) This Attachment shall commence on the date set forth above and shall continue until the earlier of: (i) sixty (60) calendar days after either party hereto provides the other with written notice of termination; or (ii) the termination of the Agreement.

(b) Upon termination of this Attachment, Consultant shall uninstall all remote monitoring and management software from all Client equipment. Client acknowledges that this may leave its computers and other equipment without adequate systems for updates to operating systems, software, and virus scanning programs. Consultant shall not be held responsible for any damages or consequences resulting from the removal of remote monitoring and management software.

7. Nature of This Attachment. This Attachment is intended to cover the labor related to the maintenance of computer hardware, operating systems, and software only. It is not intended to cover any hardware, materials, equipment, consumables, or any labor related to projects other than the proper maintenance of the computers, operating systems, and software. Consultant offers other services, including project-related labor. Any labor provided outside the scope of this Attachment will be at the rates stated in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Consultant	Date	Client	Date
Jeremy Roe, Vice-President		Mayor or City Clerk	
Adoni Networks, Inc.		City of Onalaska	

Phone 608.785.3030 647 22nd St N La Crosse WI 54601 Owners@adoninetworks.com

MUTUAL NON-DISCLOSURE AGREEMENT

THIS AGREEMENT (the "Agreement") is made between Adoni Networks Inc., a Wisconsin Corporation and the other party executing this agreement (the "Other Party") effective as of the latest date of execution below.

Each party possess and will continue to possess certain information that has been created, discovered, developed or otherwise become known to such party, and is treated by it as confidential. Adoni Networks Inc. and the Other Party have, or desire to engage in discussions as to areas of mutual interest related generally to the business of Adoni Networks Inc. and/or such additional purpose(s), if any, as may be set forth in writing and attached hereto as Exhibit A (the "Discussion Purpose"). In connection with the Discussion Purpose each party has disclosed or intends to disclose certain confidential information to the other party. Each Party wishes to preserve for the other the confidential nature of the information and documents that will be furnished. Therefore, in consideration of the foregoing, the parties agree as follows:

Definitions. "Confidential Information" means nonpublic information that the disclosing party designates as being confidential or which, under the circumstances surrounding disclosure ought to be treated as confidential. Confidential Information includes, without limitation, processes, data, computer programs, information relating to released or unreleased disclosing party software or hardware products services and documentation, know-how, developments, designs, algorithms, techniques, strategies, marketing plans, business opportunities, forecasts, unpublished financial statements, projections, licenses, prices, customer and supplier lists, employee rosters, information received from others that disclosing party is obligated to treat as confidential, and any other information of a similar nature not generally available to the public, whether oral, written, or in machine readable form, and whether or not expressly marked "Confidential". Confidential Information disclosed to the receiving party by any disclosing party or its subsidiary and/or agent is covered by this Agreement. Confidential Information shall not include information that: (i) is or becomes generally known or available by publication, commercial use or otherwise through no fault of the receiving party; (ii) is known and has been reduced to tangible form by the receiving party at the time of disclosure and is not subject to restriction; (iii) is independently developed or learned by the receiving party; (iv) is lawfully obtained from a third party that has the right to make such disclosure; or (v) is made generally available by the disclosing party without restriction on disclosure; or (vi) is required to be disclosed by the receiving party to comply with applicable laws or regulations, or judicial or governmental order, provided that the receiving party provides at least ten (10) days prior written notice of such disclosure to the disclosing party to afford the disclosing party the opportunity to seek a protective order relating to such disclosure. Should the receiving party be faced with legal action to disclose Confidential Information, the receiving party shall immediately notify the disclosing party and upon the request of the latter, shall cooperate in contesting such a disclosure.

Permitted Use. Any Confidential Information of the other party disclosed pursuant to this Agreement shall be used only for the purpose related to the Discussion Purpose.

Limited Distribution. Each party (a) will hold the other party's Confidential Information in strict confidence, (b) will not disclose the Confidential Information to any third parties without the written consent of the other party, and will take all reasonable steps to prevent such disclosure, which steps will include at least the same degree of care and security precautions that such party uses to protect its own confidential information of like kind; and, (c) will only use or disclose such Confidential Information within the party's own organization on a need-to-know basis. Each party shall use all reasonable efforts to prevent disclosure of the Confidential Information to third parties by any employee or agent of, or consultant to, either party, including, without limitation, efforts fully commensurate with those employed by the party for the protection of each party's own confidential information. Each party shall be responsible for any breach of any provision of this Agreement by such party's affiliates, partners, directors, officers, employees, consultants, agents and advisors.

No License. The parties acknowledge no ownership or license rights of any sort are granted in any Confidential Information as a result of the disclosure of Confidential Information to the other party.

Return and Destruction. Upon the termination of this Agreement pursuant to Section 9, or upon the written request of the disclosing party, the receiving party will promptly return to the disclosing party all tangible items containing or consisting of the disclosing party's Confidential Information and all copies thereof, and shall not retain any copies, extracts or other reproduction of such Confidential Information. Furthermore, upon written request of the disclosing party, the receiving party shall destroy all documents, notes, compilations, studies and other writings including copies or other reproductions thereof (electronic or otherwise), prepared by the receiving party or their agents, based upon the Confidential Information, and the destruction shall be certified in writing by an authorized officer of the receiving party. The parties shall make no further use or disclosure of any such Confidential Information, and shall continue to observe the confidentiality requirements of this Agreement.

Independent Development. The terms of confidentiality under this Agreement shall not be construed to limit either party's right to independently develop or acquire products without use of the other party's Confidential Information.

Non-solicitation. Each party agrees not to knowingly hire or solicit the other party's employees or independent contractors during performance of this Agreement and for a period of one (1) year after termination of this Agreement without the non-hiring party's written consent.

Remedies. Each party acknowledges that the unauthorized disclosure or use of the disclosing party's Confidential Information would cause irreparable harm and significant injury to the disclosing party, the degree of which may be difficult to ascertain. Accordingly, each party agrees that the disclosing party will have the right to seek an immediate injunction enjoining any breach of this Agreement by the receiving party, its employees or agents, as well as the right to pursue any and all other rights and remedies available at law or in equity for such breach.

Term. This Agreement shall continue until either party provides thirty (30) days written notice of termination to the other party. The obligations imposed by this Agreement as to any

information which may be deemed to be a trade secret under applicable law shall survive for so long as such information constitutes a trade secret under applicable law. For Confidential Information other than trade secrets, the parties respective obligations hereunder shall expire three (3) years from the date of last disclosure under this Agreement.

Assignment. Neither this Agreement nor any right hereunder, shall be assignable by either party without the prior written consent of the other party, and any purported assignment without such cause shall be void.

Export Compliance. Adoni Networks Inc shall not export, directly or indirectly, any technical data acquired from Other Party pursuant to this Agreement or any product utilizing any such data to any country for which the U.S. government or any agency thereof at the time of export requires an export license or other governmental approval without first obtaining such license or approval.

Disclaimer of Warranties. CONFIDENTIAL INFORMATION IS PROVIDED "AS IS" WITHOUT WARRANTY. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR THE ACCURACY OR COMPLETENESS OF THE CONFIDENTIAL INFORMATION. None of the Confidential Information disclosed constitutes any representation, warranty, assurance, guarantee or inducement to Recipient with respect to the infringement of trademarks, patents, copyrights or any right of third persons.

Miscellaneous. This Agreement states the entire agreement between the parties with respect to the subject matter hereof. This Agreement shall be binding upon, and shall inure to the benefit of both parties and their successors, heirs, executors, administrators, and assigns. If any portion of the Agreement is determined to be invalid or unenforceable, the remainder shall be enforceable to the maximum extent possible. Any modifications to this Agreement must be made in writing and must be signed by both parties.

Governing Law. This Agreement shall be governed by and interpreted under the laws of the state of Wisconsin. In any lawsuit brought to enforce any rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the dates set forth below:

Consultant	Date	Client	Date
Jeremy Roe, Vice-President Adoni Networks, Inc.		Mayor or City Clerk City of Onalaska	

Phone 608.785.3030 647 22nd St N La Crosse WI 54601 Owners@adoninetworks.com

EXHIBIT A

MUTUAL NON-DISCLOSURE AGREEMENT

Parties: **Adoni Networks Inc., and City of Onalaska**

Describe additional purposes, if any, for disclosure of Proprietary Information:

Grant Adoni Networks Inc. access to information necessary to perform services included with Managed Services Contract for the purpose of maintaining, monitoring, and configuring equipment and connections.

Adoni Networks Inc

By: _____

City of Onalaska

By: _____

CITY OF ONALASKA

Policy: FMLA Leave or MFLA Leave
Page: 1 of 8
Policy Number: 7.02
Approved by Committee: 8/5/1999, 3/6/2002; 12/3/2003; 9/8/2004, 1/7/09, 8/5/09, 1/6/10
Approved by Council: 8/10/1999, 3/12/2002; 12/9/2003; 9/15/2004, 1/13/09, 8/11/09, 1/12/10

The Federal Family and Medical Leave Act[1] and Wisconsin Family and Medical Leave Act[2] (collectively the "Family and Medical Leave Acts") provide eligible employees with up to 12 work weeks of unpaid protected leave each calendar year for specified family, medical and military exigency reasons. The eligibility and entitlements are defined differently under federal and state law. The Family and Medical Leave Acts also provide eligible employees with up to 26 work weeks of unpaid protected leave each calendar year for military caregiver reasons.

Eligibility

Employees are entitled to FMLA benefits if they:

- Federal – Have been employed by the City of Onalaska for at least twelve (12) months (not necessarily consecutive); and have worked at least 1,250 hours during the twelve (12) months immediately prior to the start of the FMLA leave. https://www.dol.gov/whd/fmla/
- State – Have been employed by the City of Onalaska for at least 52 consecutive weeks and have worked for at least 1,000 hours during the 52 weeks prior to the start of the FMLA leave. https://dwd.wisconsin.gov/er/civil_rights/fmla/

Amount of Leave

Eligible employees may take up to a total of twelve (12) work weeks of paid or unpaid FMLA leave in a twelve-month period for the following qualifying events:

- The birth or placement of a child for adoption or, under the Federal FMLA, for foster care (state law provides for up to six (6) work weeks of unpaid leave for any one child);
- To care for the employee's spouse, domestic partner, child, or parent (includes a parent-in-law, or the parent of a domestic partner under the Wisconsin FMLA) with a serious health condition (state law provides eligible employees up to two (2) work weeks of unpaid FMLA family leave);
- For the employee's own serious health condition that renders the employee unable to perform his/her job (state law provides eligible employees up to two (2) work weeks of unpaid FMLA medical leave).

Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently unless otherwise noted in this policy. Qualified leave taken under military exigency or caregiver leaves will also count against the employee's entitlement under both laws and will run concurrently. Qualified leave taken under Worker's Compensation also will run concurrently with Wisconsin and Federal FMLA leave.

Under the Federal FMLA, spouses employed by the City are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition or for military exigency leaves and are jointly entitled to a combined total of 26 work weeks for military caregiver leaves.

Intermittent Leave

Employees are permitted to take leave on an intermittent basis when it is medically necessary to care for a family member with a serious health condition or because of the employee's serious health condition; or to care for a newborn, adopted or foster child. Federal FMLA leave for the birth or placement of a child

[1] Family and Medical Leave Act of 1993, Public Law 103-3 (February 5, 1993), 107 Stat. 6 (29 U.S.C. 2601 *et seq., as amended*
[2] *WI Gen. Stat. Sec. 103.10*

for adoption or foster care may not be taken in non-continuous increments unless approved by the City. Under the Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement.

Medical or family caretaking leave should be planned so as not to unduly disrupt the City's operations. Employees requesting non-continuous Federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse, or parent with a serious health condition; or for the employee's own serious health condition may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular position of the employee. An employee temporarily transferred will receive the same pay and benefits, but may be assigned different duties.

The City allows for intermittent leave to be taken in no less than one-quarter (¼) hour increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.

Pay

In general, both Wisconsin and Federal FMLA leaves are unpaid, however, under the Federal FMLA employers may require the use of paid leave before taking an unpaid leave. Employees will be required to exhaust their accrued sick, personal day, holiday, and compensatory time balance entirely before taking unpaid leave under the Federal FMLA. Vacation must be exhausted ~~,~~ up to ~~8~~40 hours with the exception of firefighters which is up to 72 hours, before taking an unpaid leave under the Federal FMLA. Employees may keep ~~8~~40 hours ~~-~~(72 hours for firefighters) of vacation ~~-sick~~ leave for later use. Employees are not required to exhaust their accrued leave prior to taking unpaid leave under the Wisconsin FMLA. Employees ~~may choose to substitute~~will be required to utilize accrued vacation, personal days, holidays, compensatory time, or sick leave before any unpaid leave available under the Federal FMLA; or employees may choose to substitute any available accrued leave for unpaid Wisconsin FMLA. Employees may not substitute any additional disability payments to reduce utilizing accrued benefits under the Federal FMLA or Wisconsin FMLA.

Requests for Leave

1. The employee must submit a FMLA Request Form to Human Resources at least 30 days, or as soon as practicable, in advance of taking leave. If circumstances do not permit an employee to give notice in advance of taking leave, the employee must notify their supervisor or department head and submit the FMLA Request Form to Human Resources as soon as possible, but no later than two working days after learning of the need for FMLA leave. Failure to give timely notice may result in the delay or denial of FMLA leave and may subject you to discipline.
2. If the leave is for a family member's or the employee's serious health condition, the employee must submit a Certification of Health Care Provider form completed by the employee's or the family member's health care provider within 15 days. If an employee does not provide the required certification by the designated deadline, or if the City determines that an employee's absence is not covered as FMLA leave, the leave may not be designated as Wisconsin and/or Federal FMLA leave, and the employee may be subject to discipline, up to and including termination, according to City policy.
3. Second or third certifications may be requested by the City and will be at the City's expense. Periodic re-certifications at the employee's expense may be required under certain circumstances.

The City requires periodic reports during Federal FMLA leave regarding the employee's status and intent to return to work.

Military Exigency Leave

Purpose of this leave is to allow the employee who has a spouse, son or daughter, or parent being called to active duty or on active duty being deployed to a foreign country, or in the National Guard, or Reserves to take FMLA leave due to a qualifying exigency resulting from the covered family member's active military duty (or call to active duty status). Employees must provide a copy of the military member's active duty orders. Exigency leave is part of regular FMLA leave, so the maximum amount of leave is 12 weeks during the calendar year.

Military Caregiver Leave

The purpose of this leave is to allow an employee who is the spouse, son or daughter, parent, or next of kin of a servicemember in the Regular Armed Forces, National Guard, ~~or~~ Reserves, (who has incurred a serious injury or illness in the line of duty while on active duty) or a veteran (who served as a member of the Armed Forces, National Guard or Reserves in the preceding five year period before the medical treatment, recuperation or therapy requiring FMLA leave began) to take FMLA leave to care for that service_member. The maximum amount of leave is 26 weeks in a single 12-month period on a per-covered servicemember, per-injury/illness basis (aggravation or complication of an earlier injury/illness is still the same injury/illness), measured forward from the date an employee first takes caregiver leave. This leave is combined with regular FMLA leave during that single 12-month period and the total cannot exceed 26 weeks.

Health Insurance Benefits

Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work. The employee's portion of regular health insurance premium payments is due to the Finance office by the 10th of the month.

The City may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work (for a minimum of 30 calendar days) after the expiration of the leave. The City may not collect the premiums if the reason the employee does not return is due to continuation, recurrence, or onset of a serious health condition that would entitle the employee to leave under FMLA; or other circumstances beyond the employee's control.

The City may discontinue health insurance benefits if the employee fails to make a premium payment within 30 days of the due date after providing written notice to the employee of the cancellation of coverage for non-payment.

Other Benefits

Benefits that accumulate based upon hours worked shall not accumulate during the period of unpaid FMLA leave. Qualified FMLA leave will not be counted against any attendance policies. Other City benefits including life insurance, disability insurance, etc. may be continued during periods of unpaid FMLA leave. The employee's portion of those payments is due to the Finance office by the 10th of the month.

Worker's Compensation/Light Duty

Federal FMLA will run concurrently with worker's compensation provided that the injury meets the criteria for a "serious health condition", as defined by law. Substitution of accrued paid leave is not allowed for worker's compensation absences.

If an employee accepts a light duty assignment while on worker's compensation, that time may not count against the employee's family or medical leave entitlement. If the light duty position is declined and the employee elects to stay on FMLA leave, the employee may give up their worker's compensation benefits.

Secondary Employment

If an employee is out on FMLA leave they may not participate in secondary employment during the employee's normal working hours of their primary employer while on FMLA leave.

Return to Work

Any employee returning from FMLA for their own serious health condition must provide a "Fitness for Duty" statement signed by their treating physician before returning to his or her position. If a "Fitness for Duty" statement is not provided by the employee, the employee will not be allowed to return to his or her position until this is received. The employee will be considered unexcused from work during this absence of a "Fitness for Duty" statement.

Upon return from FMLA leave, an employee shall be restored to his or her original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

An employee will not be restored to their original or equivalent position if they are unable to perform the functions of their job because of a mental or physical condition.

Definitions

- Incapable of Self-Care: The individual requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living (i.e. grooming, hygiene, bathing, dressing, eating) or instrumental activities of daily living (i.e. cooking, cleaning, shopping, utilizing public transportation, paying bills, maintaining a residence, using telephones and directories, and using a post office).
- Parent: ~~Biological~~ Natural parent, foster parent, adoptive parent, stepparent or legal guardian of an employee or of an employee's spouse or domestic partner ~~or parent-in-law~~ under the Wisconsin FMLA. Under the Federal FMLA, "parent" includes an individual who provided day-to-day care to the employee when the employee was a child, but does not include "parents-in-law."
- Serious Health Condition: An illness, injury, impairment or physical or mental condition that involves:
  1) inpatient care in a hospital, hospice or residential medical care facility; or
  2) under Wisconsin FMLA, outpatient care that requires continuing treatment or supervision by a health care provider (generally defined as requiring two direct, continuous and first-hand contacts by a health care provider); or
  3) under the Federal FMLA:
     (a) a period of incapacity of more than 3 consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:

(i) treatment two or more times by or under the orders of a health care provider; or
(ii) treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of a health care provider.

(b) any period of incapacity due to pregnancy or for prenatal care;
(c) chronic conditions requiring periodic treatment by or under the supervision of a health care provider that continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.);
(d) permanent/long term conditions requiring supervision for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, or the terminal stages of a disease);
(e) multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy), severe arthritis (physical therapy), or kidney disease (dialysis).

- Child: ~~Biological~~Natural, adopted, or foster child, stepchild, legal ward or, under the Federal FMLA, the child of a person having day-to-day care of the child, or a child of a person standing "in loco parentis," who is under 18 years of age or 18 years of age and older and incapable of self-care because of a serious health condition.
- Domestic Partner: For purposes of Wisconsin FMLA means an individual who has signed and filed a declaration of domestic partnership in the office of the register of deeds of the county in which he or she resides.
- Work week: The employee's usual or normal schedule (hours/days per week) prior to the start of FMLA leave. Usual or normal scheduled hours are from Sunday through Saturday each week.
- Active Duty or Call to Active Duty Status: Military duty under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation pursuant to Section 688, Section 12301(a), Section 12302, Section 12304, Section 12305, Section 12406, or Chapter 15 of Title 10 of the United States Code, or pursuant to any other law during a war or during a national emergency declared by the President or Congress as long as it is in support of a contingency operation.
  1. Means that the ~~military~~ Armed Forces member must be a member of the National Guard or Reserves; employees may not take leave if the family member is in the Regular Armed Forces except certain retired members of the Regular Armed Services.
  2. Means a "Federal" (not State) call to active duty.

A. Types of Qualifying Duty:
  1. Duty Under Section 688 - Authorizes ordering to active duty retired members of the Regular Armed Forces and members of the retired Reserve who retired after completing at least 20 years of active service.
  2. Duty Under Section 12301(a) - Authorizes ordering all Reserve component members to active duty in the case of war or national emergency.
  3. Duty Under Section 12302 - Authorizes ordering any unit or unassigned member of the Ready Reserve to active duty
  4. Duty Under Section 12304 - Authorizes ordering any unit or unassigned member of the Selected Reserve and certain members of the Individual Ready Reserve to active duty.
  5. Duty Under Section 12305 - Authorizes the suspension of promotion, retirement or separation rules for certain Reserve components.

6. Duty Under Section 12406 - Authorizes calling the National Guard into federal service in certain circumstances
7. Duty Under Chapter 15 - Authorizes calling the National and state military into federal service in the case of insurrections and national emergencies

- Contingency Operation: Is designated by the Secretary of Defense as an operation in which members of the A~~a~~rmed F~~f~~orces are or may become involved in military actions, operations or hostilities against an enemy of the US or against an opposing military force; or results in the call or order to or retention on, active duty of members in all of the uniformed services under Section A (Types of Qualifying Duty as listed above), or under any other provision of law during a war or during a national emergency declared by the President or Congress.
- Covered ~~Military~~ Service Member: Is a member of the ~~military~~ Armed Forces who is "on active duty or call to active duty status;" and is an employees spouse, son, daughter, or parent.
- Son or Daughter on Active Duty or Call to Active Duty Status: Is a member of the ~~military~~ Armed Forces who is "on active duty or call to active duty status;" is an employee's ~~biological~~natural, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis; and is of any age. This term does not include parents "in law".
- Qualifying Exigency: Includes any one or more of the following non-medical, non-routine activities and no others:
    1. Short-notice deployment activities; a military member receives 7 or less calendar days' notice prior to the date of deployment
    2. Military events and related activities; any official ceremony, program, or event sponsored by the military that is related to the active duty or call to active duty status of the military member; family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or American Red Cross that are related to the active duty or call to active duty status of a military member.
    3. Childcare and school activities~~; to~~; to make alternative childcare arrangements of a military member's child; to provide childcare of a military member's child on an urgent, immediate need basis but not on a routine, regular, or everyday basis; to enroll in or transfer a military member's child in a new school or day care facility; and/or to attend meetings with staff at a school or daycare facility.
    4. Financial and legal arrangements~~; to~~; to make or update financial or legal arrangements to address the military member's absence while on active duty or call to active duty status; and/or to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging, or appealing military service benefits while the military member is on active duty or call to active duty status.
    5. Counseling activities; provided the need for counseling arises from the military member's active duty or call to active duty; such counseling is provided by someone other than a health care provider; and the counseling is for the employee, the military member, and/or the military member's child.
    6. Rest and recuperation activities; if a military member is granted short-term, temporary, rest and recuperation leave during the period of deployment
    7. Post-deployment activities; to attend arrival ceremonies, reintegration briefings and events, and other official ceremony or program sponsored by the military; to address issues that arise from the death of a military member while on active duty status; and/or
    8. Additional activities; an employee may take FMLA leave for other exigencies, provided: it arises out of the military member's active duty/call to active duty; the employer and

employee mutually agree that such leave shall be considered a qualifying exigency; and the employer and employee mutually agree on both the timing and duration of the leave.

- Covered Servicemember: is a current member (including a former member on the temporary disability retired list, but excluding a member on the permanent disability retired list, and other retired/discharged members) of the Regular Armed Forces, National Guard, or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list (TDRL).
- Outpatient Status: is the status of a covered servicemember who is assigned to: a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the military receiving medical care as outpatients.
- Next of Kin of a Covered Servicemember: is the nearest blood relative of a covered servicemember (other than his/her spouse, parent, son, daughter), in the following priority order:
    1. A blood relative designated in writing by the servicemember as his/her nearest blood relative for purposes of caregiver leave;
    2. Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions;
    3. Brothers and sisters;
    4. Grandparents;
    5. Aunts and Uncles; and
    6. First Cousins
    7. NOTE: If there are multiple family members within the same level of relationship, all are "next of kin" and each can take caregiver leave; if there is a designated next of kin, he/she is the only next of kin.

Domestic Partnerships Under the Wisconsin Family and Medical Leave Act (WFMLA):

- Registered Domestic Partner: Must demonstrate or attest to the following:
    1. Each individual is at least 18 years old and capable of consenting to the domestic partnership;
    2. Neither individual is married or in a domestic partnership with another individual;
    3. The two individuals share a common residence;
    4. The two individuals are not nearer kin than second cousins; and
    5. The individuals are of the same gender.
- Unregistered Domestic Partner: The employee must show that he or she (and his/her partner) satisfy the following criteria:
    1. Each individual is at least 18 years old and otherwise competent to enter into a contract;
    2. Neither individual is married or in a domestic partnership with another individual;
    3. They share a common residence;
    4. They are not related by blood in any way that would prohibit marriage under Wisconsin law;
    5. They consider themselves to be members of each other's immediate family; and
    6. They agree to be responsible for each other's basic living expenses.

Purpose

The purpose of this policy is to comply with the laws regarding FMLA, WFMLA and MFLA leaves of absence. Should the law change from what is currently in this policy or in the event of errors or discrepancies, this policy shall be deemed to be amended to be in strict adherence with the FMLA, or MFLA (the "Applicable Law") as the case may be and the City shall use its best efforts to apply this policy in a manner consistent the Applicable Law. Upon becoming aware of any change, error or

discrepancy the City of Onalaska shall promptly formally amend this policy to match the implementation referenced in the previous sentence.

Labor Agreements

Those protective service employees who are subject to comprehensive collective bargaining agreement as negotiated or are regulated by the Police & Fire Commission, shall be exempt from the provisions of these rules that are inconsistent with such agreements or other regulations.

P-9

CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650 • (608) 781-9530 • *fax* (608) 781-9534 • www.cityofonalaska.com

To: Finance and Personnel Committee
Common Council
Eric Rindfleisch

From: Hope Burchell, PHR, SHRM-CP
Human Resources Director

Date: February 28, 2018

Re: Assistant Police Chief Additional Duties

I am requesting your approval of the plan for the Assistant Police Chief to receive additional compensation due to turnover in the police department for Administrative Manager and Chief duties until both positions are filled.

During this time, I recommend Troy Miller, Assistant Police Chief be responsible for the Administrative Manager duties and any other duties listed in his job description that pertain to performing Police Chief responsibilities in the absence of the Chief .

As a result of the additional responsibilities, some of the many things Troy will be responsible for include:

- Reviewing/approving timesheets and requests for time off from department staff.
- Reviewing/approving Department expenditures.
- Attending the weekly department head meetings, representing the departments and responding to the Mayor and other department heads on matters requested of the Police department.
- Attending meetings including the Common Council, sub-committee meetings, and other meetings as the need arises.
- Responding to questions/budget related matters on behalf of the department.
- Handling questions on grants and other event related projects.
- Serving as supervisor for the department staff including times when staff has questions about what direction to head on a project or with an issue, times when customers/citizens request to speak with the Chief, and other situations where the department head serves as a mediator/establishes direction for difficult situations.
- Priority for items will be established based on deadlines and items of higher importance based on recommendations from Troy, Mayor, City Administrator and/or other department heads.

For taking on these additional duties, I am recommending that Troy be given an additional $500.00 per pay period from February 26, 2018 until the Administrative Manager/Police Chief position(s) start employment with the City of Onalaska.

If you have any questions regarding this please contact me.

P-10a

CITY OF ONALASKA

Grade 15

Position: Administrative Manager
~~**Incumbent:**~~
Location: Police Department
Page: 1 of 3

Department: Police Department
Supervisor: Chief of Police
Classification: Exempt

Approved by F & P Committee: 1/3/2007, 1/7/09
Approved by Council: 1/9/2007, 1/13/09

Under the administrative direction of the Chief of Police, an employee in this class performs a variety of confidential administrative tasks for the Chief of Police and/or the Assistant Chief and directs and supervises the clerical staff in the Police Department. Work requires the exercise of initiative, independent judgment, and discretion in handling various duties. Work is performed in an office setting.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.

A. ~~Orders supplies, uniforms, and other equipment as needed for the entire Department. Researches cost issues associated therewith, ensure the maintenance of Department equipment, and manage inventory control.~~ Purchases, reviews, and maintains inventory~~stock~~ of office supplies, forms, and office equipment. Arranges for maintenance and repair of office equipment as needed or required.

B. ~~Manages and maintains Department~~Assists in the management and maintenance of department budget records, including completion of annual budget forms, handling day to day issues involving the budget, and updating records and financial reporting activities.

C. Assists in the development, administration, and monitoring of annual and long-range department goals for strategic planning.

~~D. Assists in planning, development, and implementation of policies and procedure that ensure efficient delivery of police service to the community.~~

~~E.~~D. Provides input to the Chief/Assistant Chief in evaluating the performance of tasks related to fiscal, personnel, property, and records management in order to make such systems more efficient for the Department.

~~F.~~E. ~~Provide direction~~Supervises, schedules, trains, evaluates, and disciplines ~~supervision~~ ~~to~~ non-sworn department staff and crossing guards;~~.~~ ~~of office clerical support, including~~ convey~~ing~~s instructions and information from the Chief; ~~. This position is in charge of~~ evaluat~~ing~~es performance ~~subordinate positions~~, ~~including recommending~~and disciplines ~~appropriately~~ with the participation of the Chief/Assistant Chief.

~~G.~~F. Provides administrative support to Chief of Police/Assistant Chief requiring a high degree of confidentiality, and knowledge of time sensitive prioritization. ~~(including working with grievances, internal affairs and disciplinary actions).~~

~~H.~~G. Reviews and prioritizes incoming mail and correspondence for ~~the~~ administration; prepares responses and makes appropriate notifications.

H. ~~Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested.~~

~~Provide direction and supervision of the Crossing Guard Program including assignments, training, and staffing. This position is in charge of hiring and recommending discipline appropriately with the participation of the Chief.~~

I. Responds to all open records requests within the timeframe specified by law. This includes but is not limited to: contacting requestors for clarification, researching all requests, performing record searches for pertinent information, documenting redactions using redaction software, working with the Assistant Chief/Professional Standards Sergeant on requests that involve video, preparing all responses to open record requests and maintaining files involving open records requests.

~~Assist, support, participate and cooperate with any community related events (i.e. National Night Out, Citizen's Police Academy, etc.)~~

~~Other duties as required or assigned.~~

RELATED JOB FUNCTIONS:

A. Assists in the planning, support, and fundraising of police department related community events (i.e. National Night Out, Citizen's Police Academy, etc.).

B. Manages, changes, and reviews any additions, changes, and deletions on the police department's web pages.

C. May assist as a member of the City's Emergency Operations Team and is responsible for emergency management tasks as assigned.

D. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects as scheduled or requested. This is a recognized and accepted part of being a member of the administrative support staff.

~~A.~~E. Performs other duties as needed or assigned.

REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

A. Ability to maintain a professional demeanor; ~~have the ability to~~ calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; ~~ability to~~ concentrate for extended periods of time; and be flexible.

B. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.

C. Ability to count, differentiate, measure, assemble, compile, copy, record and transcribe complex data and information while maintaining the requisite confidentiality as necessitated. Ability to classify, compute and tabulate data. Ability to add, subtract, multiply, divide, and calculate percentages, fractions and decimals.

D. Skill in handling difficult and complex office situations and discretion in maintaining confidentiality.

E. Excellent computer skills; including Microsoft Word, Excel and Access; ~~E~~excellent typing and dictation skills.

F. Excellent oral and written communication skills;~~, using proper English language skills~~.

~~G.~~ Ability to coordinate and maintain complex records and files; prepares reports from such information; excellent organizational skills. ~~Ability to maintain records and files and prepare reports from such information; excellent organizational skills.~~

~~H.~~G. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements.

~~I.~~H. Ability to operate a variety of office equipment including; computer ~~terminal~~, ~~typewriter~~, multi-line telephone, fax machine, calculator/adding machine, and ~~photo~~copier.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. Associate's Degree as a paralegal, office manager, records management or related program; ~~and four (4) years' experience in an office setting required,~~ or equivalent combination of education and experience.

B. Three (3) to five (5) years' experience in an office setting required.

C. ~~A minimum of~~ T~~t~~hree (3) years supervisory experience or experience directing and coordinating the work of others required.

~~B.~~D. Valid driver's license required.

CITY OF ONALASKA

Grade 15

Position: Administrative Manager
~~**Incumbent:**~~
Location: Police Department
Page: 3 of 3

Department: Police Department
Supervisor: Chief of Police
Classification: Exempt

Approved by F & P Committee: 1/3/2007, 1/7/09
Approved by Council: 1/9/2007, 1/13/09

PHYSICAL REQUIREMENTS:

A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as rapid keyboard use.
B. Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.
C. Reaches shoulder height frequently, ~~as well as~~ ~~reaches~~ and –above and below shoulder height occasionally.
D. Occasional bending, twisting, turning, stooping, and climbing up and down stairs.
E. Occasionally lifts and carries less than (50) pounds.
F. Pushes and pulls office equipment up to (30) pounds.
~~D.~~G. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
~~E.~~H. Seventy-five (75%) percent of workday spent sitting.
~~F.~~I. Fifteen (15%) percent of work day spent walking.
~~G.~~J. Ten (10%) percent of workday is spent standing.
~~H.~~K. All percentages above could vary, depending upon duties performed that day.

	Percent of 8 Hour Day			
	67 – 100 Consistently	34 – 66 Frequently	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	•			
Light Freq. to 10# -20#max		•		
Medium Freq. to 25#-50# max			•	
Heavy Freq. to 50#-100# max				•
Very Heavy Freq. 50+# - 100+# max				•

Signature of Employee

Date

Signature of Employer

Date

P-10b

CITY OF ONALASKA

Grade 24

Position: Assistant Police Chief
Location: City Hall
Page: 1 of 4

Department: Police
Supervisor: Chief of Police
Classification: Salaried Exempt

Approved by P & F Commission: 1/15/2007, 3/20/2007, 1/7/09
Approved by F & P Committee: 1/3/2007, 1/7/09, 4/6/16
Approved by Council: 1/9/2007, 3/21/2007, 1/13/09, 4/12/16

The Assistant Chief performs at a highly skilled professional level and is considered an upper level/command position. In this role the Assistant Chief performs such tasks of an administrative or investigative nature as directed by the Chief of Police. The Assistant Chief will be held accountable for the accomplishments of the Onalaska Police Department Mission. This position has significant managerial authority and responsibility to assist in the determination of the organizational response to a variety of law enforcement needs and make modifications as conditions dictate.

ESSENTIAL JOB FUNCTIONS:

The Assistant Chief shall have command and management responsibility, under the general direction and supervision of the Police Chief. Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.

A. Functions as second in command of the police department and is the commanding officer in the absence of the Chief.
B. Is responsible for all line functions of the police department; including patrol division and criminal investigations.
C. Assists in the development, administration and monitoring of annual and long-range departmental goals. Develops and supports programs that are consistent with the goals and objectives of the Onalaska Police Department and its strategic plan.
D. Provides control and standardization of all the operational procedures, including but not limited to: man power allocation, scheduling, staffing, and organization, methods of patrol, patrol coverage, and special patrol coverage.
E. Prepares, collects, and reviews timesheets bi-weekly to ensure payroll is accurate for the department and proper hours are recorded, including sick, vacation, and medical leave, etc. appropriately.
F. Processes and maintains training records, including but not limited to: scheduling, lodging, transportation, contracting with training sites, and ensuring proper completion of City forms. All costs associated herewith must be in compliance with all City of Onalaska and department policies.
G. Assists in the planning, development, and implementation of policies and procedures that ensure efficient delivery of police services to the community.
H. Prepares, coordinates, and activates operational plans and orders, reviews plan orders from subordinates and recommends priorities for allocation critical resources of the department.
I. Provides input to the Chief in evaluating the performance of tasks related to fiscal management, property, personnel, and records management.
J. Plans, coordinates, and provides budget preparation information for all operations of the department.
K. Responsible for processing of internal/citizen complaints of officers under his/her direction and makes recommendations for appropriate action and disposition.
L. Provides personnel recommendations relative to hiring, promotion, transfer, discipline, commendations, and discharge, to the Chief of Police, Human Resources, and the Police and Fire Commission as appropriate.
M. Supervises and evaluates first-line supervisors, and conveys instructions and information from the Chief.
~~N. In the absence of the Chief, supervises and evaluates investigative staff, reviews reports and assigns cases to investigators for follow up as needed.~~
~~O. Oversees and manages the evidence process to ensure chain of custody.~~

~~P.~~N. ~~Prepares and maintains~~ Oversees the patrol schedule to ensure sufficient staffing levels to meet the daily and special needs of the City. This includes granting and/or denying vacation and holiday requests, which requires knowledge of relevant employment and /or labor laws, including knowledge of all relevant collective bargaining agreements. Reviews and approves assignments of personnel by sergeants and order changes in assignments as necessary. He/She is authorized to transfer officers temporarily from one shift to another to assure a distribution of the workforce in proportion to the work load on each shift and in compliance with the collective bargaining agreement(s).

~~Q.~~O. Observes procedures affecting the operation of the department and recommends changes designed to increase its effectiveness.

~~R. Maintains the policy review schedule; updates and re-issues policies as directed.~~

~~S.~~P. Assures that all members of the department comply with all standard operation procedures giving special attention to those failures that may jeopardize the safety of officers, citizens, and the reputation of the department.

~~T.~~Q. Makes frequent inspections of the City of Onalaska at irregular times, noting all violations of laws and ordinances requiring police attention and takes the steps necessary to correct the irregularities. Makes tours of inspection of on-duty officers at unusual hours to assure duties are properly being performed.

~~U.~~R. Participates as needed or requested at civic-related meetings, citizen inquiries, speeches and interviews; coordinates ride-a-longs and other public relations duties as assigned by the Chief.

~~V.~~S. Represents the department at Common Council and/or committee meetings as needed to explain/justify requests and provide information on other topics or situations related to the police department.

~~W.~~T. Identifies and addresses critical situations/circumstances that may require law enforcement intervention. Responds as needed to critical incidents/accidents so as to assume operational command and/or control. This includes responsibilities as required within the City Of Onalaska Emergency Operations Plan.

~~X.~~U. Assists in the administration of discipline and grievance processes within the Police Department.

~~Y. Orders supplies, uniforms, and other equipment as needed for the entire Department. Researches cost issues associated therewith, ensures the maintenance of Department equipment, and manages inventory control.~~

V. ~~Performs other duties as needed or assigned~~.

RELATED JOB FUNCTIONS:

A. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management tasks as assigned.

B. Orders supplies, uniforms, and other equipment as needed for the entire Department. Researches cost issues associated therewith, ensures the maintenance of Department equipment, and manages inventory control.

~~B.~~C. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.

~~C.~~D. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

A. Knowledge of the techniques, objectives, and technology of modern police procedures and practices.
B. Knowledge of ordinances, statutes, and laws and their interpretation.
C. Knowledge of police powers.
D. Ability to effectively plan and supervise officers and policy department administration.
E. Ability to direct the work of various operation units to provide effective leadership including; teamwork directing, planning, and assigning.
F. Ability to prepare requested reports and records necessary for the effective and efficient operation of the Onalaska Police Department.
G. Ability to express ideas clearly and concisely both orally and in writing; ability to pay attention to detail.
H. Excellent computer skills; advanced knowledge of Microsoft Office products; ability to quickly learn new software and other technology.
I. Ability to exercise sound judgment and discretion in developing and interpreting department policies and procedures.
J. Ability to work effectively with other city departments and with private groups.
K. Knowledge of police department budgets and the budgeting process.
L. Ability to operate a variety of office machines, including: computer, phone/mobile phone, adding machine, fax machine, and copier.
M. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible. Must have patience in dealing with people.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. Four (4) year Bachelor's Degree preferred from an accredited College or University; six (6) years' experience as a police officer with a minimum of three (3) years road experience and five (5) years in a supervisory role in a law enforcement agency.
B. Certified by the State of Wisconsin Law Enforcement Standards Board.
C. Valid driver's license required.

PHYSICAL REQUIREMENTS:

A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
C. Reaches shoulder height and above and below shoulder height frequently .
D. Occasional bending, stooping, climbing up and down stairs.
E. Ability to sustain prolonged visual concentration
F. Seventy-five (75%) percent of workday spent sitting.
G. Fifteen (15%) percent of work day spent walking.
H. Ten (10%) percent of workday is spent standing.
I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
K. All percentages above could vary, depending upon duties performed that day.

CITY OF ONALASKA

Position: Assistant Police Chief
Location: City Hall
Page: 4 of 4

Department: Police
Supervisor: Chief of Police
Classification: Salaried Exempt

Approved by P & F Commission: 1/15/2007, 3/20/2007, 1/7/09
Approved by F & P Committee: 1/3/2007, 1/7/09, 4/6/16
Approved by Council: 1/9/2007, 3/21/2007, 1/13/09, 4/12/16

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	x			
Light Freq. to 10# -20#max		x		
Medium Freq. to 25$-50# max			x	
Heavy Freq. to 50#-100# max				x
Very Heavy Freq. over 50+# - 100+#				x

Signature of Employee _____ Date _____

Signature of Employer _____ Date _____

P-10c

CITY OF ONALASKA

Position: Professional Standards Sergeant
Location: Police Department
Page: 1 of 4

Department: Police Department
Supervisor: Assistant Police Chief
Classification: Union Hourly Non-Exempt

Approved by P & F Commission:
Approved by Finance & Personnel: 4/6/16
Approved by Common Council: 4/12/16

An employee in this class serves as a first line supervisor responsible for directing the daily field activities of the patrol force. This individual coordinates, directs, schedules, supervises and monitors the activities of an assigned unit (shift) in general law enforcement, ~~investigative~~ community services or administrative operations, prepares special reports and assignments and assists in creating/meeting department goals and objectives. Work is performed under the general supervision of the Assistant Police Chief and/or Chief of Police. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills and abilities of that position.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.

A. Provides supervision, coordination and monitoring of patrol officers. This includes but is not limited to reviewing paperwork, monitoring field performance, scheduling and conducting line up. Performs all duties of a sworn police officer.

B. Inspects and maintains necessary equipment on a regular basis; re-stock supplies/inventory.

C. Monitors radio traffic for proper responses and dispositions; ~~and~~ assists as necessary.

D. Provides clear and effective communications to the public, employees; acts as a resource to patrol officers and co-workers.

E. Supervises, trains, and evaluates Community Services Personnel (PSL, and DARE officer) and Police Reserve Program; conveys instructions and information from the Assistant Police Chief and/or Police Chief.

~~E.~~F. Serves as a Police Information Officer (PIO) handling media-related calls, emails and inquiries; acts as the contact for tours and other public informational gatherings. (Plans, organizes, fundraises, and ~~Assist,~~ supports, ~~participate and cooperate with~~ any police department community related events (i.e. National Night Out, Citizen's Police Academy, etc.)

~~F.~~G. Prepares and maintains all required records and reports including statistical data and interdepartmental correspondence; assists in ensuring compliance in accurate report writing and grammar by police officers; maintains knowledge and abilities with computer programs and systems.

~~G.~~H. Serves as Field Training Officer (FTO) Coordinator by developing, implementing and administering training programs for officers according to department and legal guidelines; assist and lead FTO Officers in the training and evaluation of new officers; ~~lead by example and~~ ensure appropriate follow through- to remedy deficiencies.

~~H. Assist with walk-ins complaints in the department.~~

I. Conducts staff/shift meetings to establish and monitor goals and to receive and/or provide input on current activities.

J. Ensures sufficient staffing levels to meet the daily and special needs of the City. This includes granting and/or denying vacation and holiday requests, which requires knowledge of relevant employment and /or labor laws, including knowledge of all relevant collective bargaining agreements. He/She is authorized to transfer officers temporarily from one shift to another to assure a distribution of the workforce in proportion to the work load on each shift and in compliance with the collective bargaining agreement(s).

~~J. Assume the role of 'officer in charge' for major crime scenes.~~

K. Responds to citizen complaints; serves as lead on conducting internal and general investigations in collaboration with the Assistant Chief and Chief of Police.

L. Investigates incidents involving personal injury to employees or damage to City property.

M. Completes thorough background investigations on all police ~~and firefighter~~ contingent hires according to department and legal guidelines.

N. Serves as ~~leader in~~ training ~~sworn staff~~ coordinator. ~~; perform train-the-trainer sessions ensuring presentations are accurate, effective and allow for participant questions; assist inexperienced instructors with coaching and mentoring.~~

~~N.~~O. ~~In charge of grants, including the application, implementation, tracking and completion of the grants.~~

~~O. Assist in fulfilling open records requests involving evidentiary audio, video, photos, squad video, etc.~~

RELATED JOB FUNCTIONS:

A. Conduct performance evaluations of ~~patrol officers~~sworn personnel under their supervision by providing feedback to enhance the skill of the officer.
B. Be available for "on-call" status when scheduled.
C. Provide support to patrol officers as needed or requested; conduct calls for service and self-initiated activity.
D. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested, including uniformed support. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the Onalaska Police Department.
E. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS AND ABILITIES):

A. Considerable knowledge of modern principles, practices and methods of criminal investigation and identification, patrol, intelligence, traffic control, police administration, organization and operation.
B. Considerable knowledge of federal, state and local laws and ordinances, departmental rules, regulations and policies.
C. Excellent interpersonal and training skills; a~~A~~bility to deal with the public, media, and employees in an effective, efficient, and professional manner, protecting individual's rights and human dignity.
D. Ability to supervise and direct staff members tactfully and impartially.
E. Excellent communication skills; ~~A~~ability to understand and execute complex oral and written instructions and ability to communicate orally and in writing in an effective and efficient manner~~to create the desired end result~~.
F. Excellent computer and organizational skills; ~~A~~ability to work independently to a successful conclusion on special projects assigned.
G. Ability to take control of situations, dictating employee activities in a responsible manner.
H. Ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as dictated by department policy.
I. Ability to perform all functions required for the classification of Police Officer.
J. Skill in the operation of departmental equipment including, but not limited to, word processing, office equipment (e.g. copy machine, calculator, fax machine, etc.), files, computers, phones, radios, ~~,~~ firearms, mobile data terminals (MDT), tactical equipment, etc.
K. Knowledge of how to use medical apparatus/equipment: first aid equipment, ~~electronic monitoring equipment, patient transport apparatus (spine board, stretcher, etc.)~~, and Automated External Defibrillators (AED).

L. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. The position of Professional Standards Sergeant requires permanent department status, at least three (3) years' experience in the classification of Sergeant, experience in administrative supervisory procedures or technical training in related fields beyond the high school level, or any equivalent combination of experience and training which provides the following minimum knowledge, abilities and skills.

B. Certified by the State of Wisconsin Law Enforcement Standards Board.

~~B.~~C. ~~Excellent computer and organizational skills.~~

~~C. Excellent interpersonal and training skills.~~

D. Valid driver's license required.

PHYSICAL REQUIREMENTS:

A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
C. Reaches to shoulder height and above and below shoulder height frequently.
D. Occasional bending, stooping, climbing up and down stairs.
E. Ability to sustain prolonged visual concentration
F. Seventy-five (75%) percent of workday spent sitting.
G. Fifteen (15%) percent of work day spent walking.
H. Ten (10%) percent of workday is spent standing.
I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
K. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	☒			
Light Freq. to 10# -20#max		☒		
Medium Freq. to 25$-50# max			☒	
Heavy Freq. to 50#-100# max				☒
Very Heavy Freq. over 50+# - 100+#				☒

Signature of Employee

Date

CITY OF ONALASKA

Position: Professional Standards Sergeant
Location: Police Department
Page: 4 of 4

Department: Police Department
Supervisor: Assistant Police Chief
Classification: Union Hourly Non-Exempt

Approved by P & F Commission:
Approved by Finance & Personnel: 4/6/16
Approved by Common Council: 4/12/16

_____ _____

Signature of Employer Date

P-10d

CITY OF ONALASKA

Position: Sergeant
Location: Police Department
Page: 1 of 3

Department: Police Department
Supervisor: Assistant Police Chief
Classification: Union Hourly Non-Exempt

Approved by P & F Commission: 1/10/02
Approved by Finance & Personnel Committee: 4/6/16
Approved by Common Council: 2/12/02, 4/12/16

An employee in this class serves as a first line supervisor responsible for directing the daily field activities of the patrol force. This individual coordinates, directs, schedules, supervises and monitors the activities of an assigned unit (shift) in general law enforcement, investigative or administrative operations, prepares special reports and assignments and assists in creating/meeting department goals and objectives. Work is performed under the general supervision of the Assistant Police Chief and/or Chief of Police. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills and abilities of that position.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.

A. Provides supervision, coordination and monitoring of patrol officers. This includes but is not limited to reviewing paperwork, monitoring field performance, scheduling and conducting line up and performing line inspections on employees on a quarterly basis. Performs all duties of a sworn police officer.
B. Inspects and maintains necessary equipment on a regular basis; re-stock supplies/inventory.
C. Monitors radio traffic for proper responses and dispositions; ~~and~~ assists as necessary.
D. Provides clear and effective communications to the public, media, employees and acts as a resource to patrol officers and co-workers.
E. Prepares and maintains all required records and reports including statistical data and interdepartmental correspondence~~.~~; assists in ensuring compliance in accurate report writing and grammar by police officers; maintains knowledge and abilities with computer programs and systems.
F. Develops, implements and administers training programs for patrol officers. Designs programs to remedy deficiencies.
G. Conducts staff/shift meetings to establish and monitor goals and to receive and/or provide input on current activities.
H. Assumes the role of 'officer in charge' for major crime scenes.
I. Responds to citizen complaints; conducts internal and general investigations as directed by the Chief of Police or designee.
J. Investigates incidents involving personal injury to employees or damage to City property.
~~J.~~K. Ensures sufficient staffing levels to meet the daily and special needs of the City. This includes granting and/or denying vacation and holiday requests, which requires knowledge of relevant employment and /or labor laws, including knowledge of all relevant collective bargaining agreements. Reviews and approves assignments of personnel by professional standards sergeants and orders changes in assignments as necessary. He/She is authorized to transfer officers temporarily from one shift to another to assure a distribution of the workforce in proportion to the work load on each shift and in compliance with the collective bargaining agreement(s).

RELATED JOB FUNCTIONS:

A. Conducts performance evaluations of patrol officers providing feedback to enhance the skill of the officer.
B. Be available for "on-call" status when scheduled.
C. Provides support to patrol officers as needed or requested; conduct calls for service and self-initiated activity.

D. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
E. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS AND ABILITIES):

A. Considerable knowledge of modern principles, practices and methods of criminal investigation and identification, patrol, intelligence, traffic control, police administration, organization and operation.
B. Considerable knowledge of federal, state and local laws and ordinances, departmental rules, regulations and policies.
C. Excellent interpersonal and training skills; ~~A~~ability to deal with the public, media and employees in an effective, efficient, and professional manner, protecting individual's rights and human dignity.
D. Ability to supervise and direct staff members tactfully and impartially.
E. Excellent communication skills; ~~A~~ability to understand and execute –complex oral and written instructions and ability to communicate orally and in writing in an effective and efficient manner~~to create the desired end result~~.
F. Excellent computer and organizational skills; a~~A~~bility to work independently to a successful conclusion on special projects assigned.
G. Ability to take control of situations, dictating employee activities in a responsible manner.
H. Ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as dictated by department policy.
I. Ability to perform all functions required for the classification of Police Officer.
J. Skill in the operation of departmental equipment including, but not limited to, word processing, office equipment (e.g. copy machine, calculator, fax machine, etc.), files, computers, phones, radios–, firearms, mobile data terminals (MDT),tactical equipment, etc.
K. Knowledge of how to use medical apparatus/equipment: first aid equipment, -and Automated External Defibrillators (AED).
L. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. The position of Sergeant requires permanent department status, at least five (5) years' experience in the classification of Police Officer, experience in administrative supervisory procedures or technical training in related fields beyond the high school level, or any equivalent combination of experience and training which provides the following minimum knowledge, abilities and skills.
B. Completion of a recognized supervisory course within 6 months of appointment or as soon as practical.
C. Certified by the State of Wisconsin Law Enforcement Standards Board. ~~Excellent computer and organizational skills~~.
D. ~~Excellent interpersonal and training skills.~~
E. Valid driver's license required.

PHYSICAL REQUIREMENTS:

CITY OF ONALASKA

Position: Sergeant
Location: Police Department
Page: 3 of 3

Department: Police Department
Supervisor: Assistant Police Chief
Classification: Union Hourly Non-Exempt

Approved by P & F Commission: 1/10/02
Approved by Finance & Personnel Committee: 4/6/16
Approved by Common Council: 2/12/02, 4/12/16

A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
C. Reaches to shoulder height and above and below shoulder height frequently.
D. Occasional bending, stooping, climbing up and down stairs.
E. Ability to sustain prolonged visual concentration
F. Seventy-five (75%) percent of workday spent sitting.
G. Fifteen (15%) percent of work day spent walking.
H. Ten (10%) percent of workday is spent standing.
I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
K. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	☒			
Light Freq. to 10# -20#max		☒		
Medium Freq. to 25$-50# max			☒	
Heavy Freq. to 50#-100# max				☒
Very Heavy Freq. over 50+# - 100+#				☒

Signature of Employee _____ Date _____

Signature of Employer _____ Date _____

P-10e

CITY OF ONALASKA

Position: Police/School Liaison Officer/GREAT Instructor
Location: Police Department
Department: Police Department
Supervisor: ~~Chief of Police~~Professional Standards Sergeant
Page: 1 of 3
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:
Approved by Finance & Personnel Committee: 12/2/09, 4/6/16
Approved by Council: 1/9/01, 12/8/09, 4/12/16

Under the direction of the ~~Chief of Police~~Professional Standards Sergeant, an employee in this class works with school personnel to address youth related matters and is guided by Wisconsin Statutes, police department policies and Onalaska School District policies. Duties are performed independently with direction from the appropriate Law Enforcement and School Administrative staff. Work is usually performed in an office/school setting. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills, and abilities of that position. This is a limited term assignment at the discretion of the Chief of Police.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.

A. Reviews and prioritizes incoming correspondence and concerns; prepares responses and makes appropriate notifications and/or investigations.
B. Attends, participates in and passes Gang Resistance Education and Training (GREAT) instructor training programs; develops, implements, and presents education relevant to GREAT programs by preparing lesson plans, teaching materials and scheduling of classroom activities; coordinate necessary supplies and equipment for activities.
C. Teaches GREAT curriculum, spends time with students during recess, lunch and school activities; and serves as a liaison between the department, school and key personnel.
D. Develops a rapport with students, parents, staff, school administration and the public to serve as a role model in developing relationship with the same.
E. Provides resource information to students related to the judicial system.
F. Investigates crimes where juveniles are ~~either~~ victims, witnesses or defendants; issues necessary citations/warnings, completes reports in a timely manner. Provides assistance and support to department investigations as directed; conducts follow-up investigations on assigned cases involving students.
G. Assists child protective services with investigations into child abuse, neglect, delinquency etc. as needed or assigned.
H. Maintains complete records of daily activities including contacts, reports taken and tasks completed.
I. Attempts to dispose of issues and matters or refers students to the appropriate person; and, if necessary, arranges for conferences and/or appointments with the appropriate staff/parents or agency.
J. Fosters community-wide cooperation through liaison activities in the areas of crime control, prevention, and reporting.
K. Assists in the supervision of the school grounds, co-curricular school activities and surrounding neighborhoods to deter and/or control criminal/juvenile activities.
L. Recommends policy changes relative to juvenile population.
M. Provides briefings to co-workers on the school liaison program, trends being formed by juvenile activities and crimes against juveniles;~~.~~ assists in the evaluation of the program.
N. Develops, implements and presents education on crime prevention programs.
O. Works with neighbors and businesses in the immediate area of schools who are experiencing school/youth related problems.
P. Works with school administration, guidance and social workers in a team approach to provide best services to students.

CITY OF ONALASKA

Position: Police/School Liaison Officer/GREAT Instructor
Location: Police Department
Department: Police Department
Supervisor: ~~Chief of Police~~Professional Standards Sergeant
Page: 2 of 3
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:
Approved by Finance & Personnel Committee: 12/2/09, 4/6/16
Approved by Council: 1/9/01, 12/8/09, 4/12/16

RELATED JOB FUNCTIONS:

A. Attends cyber-bullying task force meetings, quarterly county SRO meetings, weekly TAPS (team approach to problem solving) meetings, IEP/manifestation meetings with students and parents, and MDT meetings, as necessary.
B. Oversees a mentorship program for high school students looking to go into law enforcement.
C. Provides support to patrol officers as needed or requested; works as a patrol officer when school is not in session.
D. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
E. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE SKILLS AND ABILITIES):

A. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
B. Excellent problem solving and resolution abilities.
C. Ability to count, differentiate, measure, assemble, copy and record data and information. Ability to classify, compute and tabulate data. Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.
D. Excellent communication skills; both oral and written~~, using proper English language skills~~.
E. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
F. Considerable knowledge of federal, Wisconsin Statutes and local ordinances related to Juvenile Code including but not limited to Chapter 48 and its sub-sections.
G. Considerable knowledge of current court decisions on laws of arrest, search & seizure, and interrogations.
H. Highly motivated and able to demonstrate a proactive attitude toward youth.
I. Knowledge of current characteristics of elementary, middle school and high school youth.
J. Ability to deal effectively and compassionately with children and adults.
K. Knowledge and ability to conduct investigations (simple – complex) using modern investigative techniques and procedures in an effective and efficient manner.
L. Knowledge and ability to use physical restraint and defensive tactics.
M. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements.
N. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.
O. Ability to exhibit good judgment in resolving conflicts among disparate individuals and groups.
P. Ability to demonstrate and exemplify personal characteristics of professionalism.
Q. Ability to operate a variety of equipment including but not limited to: computers–, copy & fax machine phones, radio, mobile data terminals (MDT), calculator .
R. -Knowledge of how to operate law enforcement weapons: handgun, rifle/shotgun, baton, etc.
S. Ability to attend and successfully complete the training for Juvenile Delinquency and other training requirements or requests.

T. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. Minimum three (3) years' experience as a patrol officer with the department.
B. Completion of the GREAT instructor training within 6 months of appointment or as soon as practical.
C. Certified by the State of Wisconsin Law Enforcement Standards Board.
~~C.~~D. Valid driver's license required.

PHYSICAL REQUIREMENTS:

A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
B. Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.
C. Reaches to shoulder height and above and below shoulder height frequently.
D. Occasional bending, stooping, climbing up and down stairs.
E. Seventy-five (75%) percent of workday spent sitting.
F. Fifteen (15%) percent of work day spent walking.
G. Ten (10%) percent of workday is spent standing.
H. Walking, running, jumping, dodging obstacles, crawling, climbing, dragging, pushing/pulling objects of people.
I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
J. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	☒			
Light Freq. to 10# -20#max		☒		
Medium Freq. to 25$-50# max			☒	
Heavy Freq. to 50#-100# max				☒
Very Heavy Freq. over 50+# - 100+#				☒

Signature of Employee _____ Date _____

Signature of Employer _____ Date _____

CITY OF ONALASKA

Position: DARE/GREAT Officer
Location: Police Department
Page: 1 of 3

Department: Police Department
Supervisor: ~~Chief of Police~~Professional Standards Sergeant
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02
Approved by Finance & Personnel Committee: 12/2/09, 4/6/16
Approved by Council: 2/12/02, 12/8/09, 4/12/16

Under limited supervision, an employee in this class performs drug and gang prevention instruction, primarily to students in the primary and middle school age group. This position is responsible for media relations, community education and crime prevention tasks for the department. Work is usually performed in an office/school setting. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills and abilities of that position. This is a limited term assignment at the discretion of the Chief of Police.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.

A. Attends, participates, and passes Drug Abuse Resistance Education (DARE) and Gang Resistance Education and Training programs (GREAT); develops, implements and presents education relevant to the DARE /GREAT programs by preparing lesson plans, teaching materials and scheduling of classroom activities; coordinates necessary supplies and equipment for activities.
B. Teaches DARE and GREAT curriculum, spends time with students during recess, lunch and school activities; and serves as a liaison between the department, school and key personnel.
C. Develops a rapport with students, parents, staff, school administration and the public to serve as a role model in developing relationships with the same.
D. Provides long range planning for out-of-school field trips and summer programs.
E. Maintains contact with all age groups, concentrating on grades 5 through 8 and visiting with lower level classes as time permits.
F. Investigates crimes where juveniles are either victims, or witnesses, or defendants; issues necessary citations/warnings, completes reports in a timely manner. Provides assistance and support to department investigations as directed; conducts follow-up investigations on assigned cases involving students.
G. Assists child protective services with investigations into child abuse, neglect, delinquency etc. as needed or assigned.
~~G.~~H. Maintains complete and accurate records of daily activities including contacts, reports taken and tasks completed.
~~H.~~I. Prepares and presents information for school faculty, parents and other interested community groups.
~~I.~~J. Fosters community-wide cooperation through liaison activities in the areas of crime control, prevention, and reporting as necessary.
~~J.~~K. May assist in the supervision of the school grounds, co-curricular school activities and surrounding neighborhoods to deter and/or control criminal/juvenile activities.
~~K.~~L. Attempts to dispose of issues and matters or refers students to the appropriate person; and, if necessary, arranges for conferences and/or appointments with the appropriate staff/parents or agency.
~~L.~~M. Plans, organizes, ~~C~~coordinates and supports community relations, media relations, and crime prevention relations such as: Neighborhood Watch, Citizen's Police Academy, National Night Out, Santa's List etc..

RELATED JOB FUNCTIONS:

A. Provides support to patrol officers as needed or requested.
B. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the

abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.

C. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

A. Knowledge of federal, state and local laws and ordinances; departmental rules, regulations and policies.
B. Knowledge of current characteristics of elementary, middle school and high school youth.
C. Highly motivated and able to demonstrate a proactive attitude toward youth.
B. Ability to deal effectively and compassionately with children and adults.
C. Knowledge and ability to conduct investigations (simple – complex) using modern investigative techniques and procedures in an effective and efficient manner.
D. Knowledge and ability to use physical restraint and defensive tactics.
E. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements.
F. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
G. Excellent problem solving and resolution abilities.
H. Ability to count, differentiate, measure, assemble, copy and record data and information. Ability to classify, compute and tabulate data. Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.
I. Excellent communication skills; both oral and written~~, using proper English language skills~~.
J. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
K. Ability to understand and execute complex oral and written instructions; ability to communicate orally and in writing in an effective and efficient manner, and the ability to effectively use interpersonal communication.
L. Ability to maintain confidentiality.
M. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.
N. Ability to exhibit good judgment in resolving conflicts among disparate individuals and groups.
O. Ability to demonstrate and exemplify personal characteristics of professionalism.
P. Skill in the care, use and handling of firearms and other weapons; skill in defensive driving techniques, both in routine and high-speed driving situations; skill in the techniques of physical restraint of violators and in defensive tactics.
Q. Ability to speak to large groups in public; excellent public speaking skills.
R. Ability to operate a variety of equipment, including but not limited to: copy & fax machine, camera equipment, phones, first aid kits, radios, mobile data terminals (MDT), radar units, computers, calculator, etc.
S. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. Minimum three (3) years' experience as a patrol officer with the department.

B. Completion of the DARE/GREAT instructor training within 6 months of appointment or as soon as practical.
C. Certified by the State of Wisconsin Law Enforcement Standards Board.
~~C.~~D. Valid -driver's license required.

PHYSICAL REQUIREMENTS:

A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
C. Reaches to shoulder height and above and below shoulder height frequently.
D. Occasional bending, stooping, climbing up and down stairs.
E. Ability to sustain prolonged visual concentration.
F. Seventy-five (75%) percent of workday spent sitting.
G. Fifteen (15%) percent of work day spent walking.
H. Ten (10%) percent of workday is spent standing.
I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
K. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	☒			
Light Freq. to 10# -20#max		☒		
Medium Freq. to 25$-50# max			☒	
Heavy Freq. to 50#-100# max				☒
Very Heavy Freq. over 50+# - 100+#				☒

Signature of Employee _____ Date _____

Signature of Employer _____ Date _____

CITY OF ONALASKA

Grade 6

Position: Administrative Secretary
Location: Police Department
Page: 1 of 3

Department: Police Department
Supervisor: ~~Chief of Police~~Administrative Manager
Classification: Part-time Hourly Non-Exempt

Approved by F & P Committee: 11/5/03, 1/7/09, 11/2/16
Approved by Council: 2/12/02; 11/11/03, 5/9/06, 1/13/09, 11/8/16

Under the administrative direction of the ~~Chief of Police~~Administrative Manager, an employee in this class performs a variety of confidential clerical and administrative clerical tasks for the ~~Chief of Police and/or the~~ Police Administrative staff. Work requires the exercise of initiative, independent judgment, and discretion in handling various duties. Work is reviewed for accuracy and adherence to established procedure by the immediate supervisor but frequently no check is made of routine work. Work is performed in an office setting.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.

A. ~~Responds to~~Assists with all open records requests within the timeframe specified by law. This includes but is not limited to: contacting requestors for clarification, researching all requests, performing record searches for pertinent information, documenting redactions using redaction software, working with the Assistant Chief/Professional Standards Sergeant on requests that involve video, preparing all responses to open record requests and maintaining files involving open records requests.
B. Provides administrative support to Police Administrative staff requiring a degree of confidentiality and knowledge of time sensitive prioritization.
C. Serves as back-up to clerical staff to provide telephone coverage and in processing paperwork and transcribing reports. ~~Clerical support to staff.~~
D. Assists with processing and mailing of notices for delinquent parking citations as needed,
E. ~~Assists with transcribing dictated reports as appropriate insuring that all timelines are met.~~ May create, edit, and publish special reports, including annual reports, quarterly reports, and monthly reports.
~~F. Enters all depositions into the police department Records Management System prior to shredding the paper copies.~~
~~G.~~F. Processes and proofreads administrative correspondence and reports for ~~Chief, Assistant Chief~~administrative staff, and others as necessary, including confidential information and press releases. Maintains records and/or files as needed
~~H.~~G. May schedule meetings for ~~Chief~~ administrative staff and monitor calendars. Coordinates meetings, creates agendas, minutes, reports, and prepares public hearing notices and distributes them to the media.
~~I.~~H. Maintains policy review schedule; may update and re-issue policies as directed.
~~J.~~I. Reviews and prioritizes incoming mail and correspondence; prepares responses and makes appropriate notifications.
~~K.~~J. Answers telephones, provides information to inquiries, complaints and concerns, takes and relays messages or routes/refers calls to appropriate person or agency.
~~L.~~K. Operates various office machines not limited to fax machine, copier, ~~typewriter~~, multi-line telephone, calculator, dictating equipment, and PC with Microsoft Office as required of the position. May creates PowerPoint presentations for administrative staff as needed.

RELATED JOB FUNCTIONS:

A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and

special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.

B. Performs other duties as needed or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

A. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.
B. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
C. Ability to count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data. Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.
D. Excellent typing and dictations skills.
E. Excellent oral and written communication skills~~, using proper English language skills~~.
F. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
G. Knowledge of the laws governing open records, Wisconsin Statutes and court decisions relative to Law Enforcement issues.
H. Ability to operate a variety of office equipment including but not limited to: computer~~ terminal, typewriter,~~ multi-line telephone, fax machine, calculator/adding machine and ~~photo~~copier.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. High school diploma or equivalent required.
B. Associate degree in Office Assistant or related program and two (2) to four (4) years' experience in an office setting, or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

A. Frequently sits at keyboard.
B. Reads and writes.
C. Frequent twisting.
D. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as rapid keyboard use.
E. Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.
F. Reaches to shoulder height frequently,- and above and below shoulder height occasionally.
G. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
H. Occasional bending and stooping.
I. Seventy-five (75%) percent of workday spent sitting.
J. Fifteen (15%) percent of work day spent walking.
K. Ten (10%) percent of workday is spent standing.
L. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

	67 – 100 Consistently	34 – 66 Frequently	6 – 33 Occasionally	0 – 5 Rarely

CITY OF ONALASKA

Position: Administrative Secretary
Location: Police Department
Page: 3 of 3

Department: Police Department
Supervisor: ~~Chief of Police~~Administrative Manager
Classification: Part-time Hourly Non-Exempt

Approved by F & P Committee: 11/5/03, 1/7/09, 11/2/16
Approved by Council: 2/12/02; 11/11/03, 5/9/06, 1/13/09, 11/8/16

Sedentary 0 – 10# max	•			
Light Freq. to 10# -20#max		•		
Medium Freq. to 25#-50# max			•	
Heavy Freq. to 50#-100# max				•
Very Heavy Freq. 50+# - 100+# max				•

Signature of Employee _____ Date _____

Signature of Employer _____ Date _____