

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Finance & Personnel Committee
DATE OF MEETING: July 5, 2018 (Thursday)
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
6. Request from City Administrator to engage Ehlers Inc. for the potential need to create Tax Increment District #5 including a pro forma analysis of potential project located on City owned land on Court Street in an amount not to exceed \$15,000, using City's Special Projects Fund (City's portion of Room Tax)
7. Options regarding the contractual services of legal counsel for 2019 and future years
8. Authorization to accept a \$1,000 grant (non-matching) from the Bureau of Transportation Safety (BOTS) for the purchase of safety cones etc.

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	
*Ald. Jerry Every – Vice Chair	
*Ald. Kim Smith-Chair	
Ald. Jim Binash	
Ald. Ron Gjertsen	
Ald. Diane Wulf	
City Administrator City Attorney	WPPA Steward IAFF Steward
Dept. Heads La Crosse Tribune	
Coulee Courier	Onalaska Omni Center
FOX WKTY WLXR WLAX WKBT WXOW	Onalaska Public Library
*Committee Members	

Date Notices Mailed and Posted: 6/28/18

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.

PERSONNEL

9. Review and consideration of acceptance of the Wisconsin's Bureau of Transportation and Safety Grant not to exceed \$1,000
10. Review and consideration of out of state travel for Jim Hansen to attend Vector Training in Elgin, Illinois at a date to be determined.
11. Review and consideration of job description for in-house City Attorney
12. Review and consideration of 2016 and 2017 Human Resources Annual Report.

Closed Session: To consider a motion to convene in closed session under Section 19.85(1)(e) of the Wisconsin Statutes for the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Negotiating strategy for outstanding municipal court tickets

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

Balance Sheet Account Summary

As Of 06/13/2018



City of Onalaska

FD
6-13-18

Account	Name	Balance
Fund: 640 - OMNI CENTER		
Assets		
640-11100	CASH	-143,624.26
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	15,379.89 <i>OK</i>
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	53,960.00
	Total Assets:	-55,536.67
		<u>-55,536.67</u>
Liability		
640-21100	ACCOUNTS PAYABLE	-773.97
640-21110	AP PENDING (DUE TO POOL)	425.38
640-21111	PAYROLL CORRECTIONS	0.00
640-21112	SALES TAX PAYABLE	-373.58
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 06/13/2018

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	5,080.61
640-22403	INTEREST ACCRUED - RESTRICTED 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	2,910.50
640-23421	SEC DEP - SPRING	2,405.00
640-23422	SEC DEP - FALL	7,375.00
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.	5,978.00
640-25100	DUE TO GENERAL FUND	0.00
640-25200	DEFERRED INFLOW-WRS PENSION	25,015.00
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.I. LOAN - 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
	Total Liability:	62,329.21
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	22,967.00
	Total Beginning Equity:	-94,891.11
Total Revenue		243,310.56
Total Expense		266,285.33
Revenues Over/Under Expenses		-22,974.77
	Total Equity and Current Surplus (Deficit):	-117,865.88
	Total Liabilities, Equity and Current Surplus (Deficit):	-55,536.67

o/c



		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	900.00	77,340.46	-80,378.54	50.96 %
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	44,585.00	44,585.00	0.00	5,055.12	-39,529.88	88.66 %
640-00000-46744	CONCESSION REV. (TAXABLE)	40,000.00	40,000.00	1,095.50	32,770.51	-7,229.49	18.07 %
640-00000-46745	CATERING REVENUE -(TAXABLE)	6,000.00	6,000.00	0.00	548.20	-5,451.80	90.86 %
640-00000-46746	CONCESSION REVENUE (VENDING)	750.00	750.00	0.00	794.27	44.27	105.90 %
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	16.88	495.58	-1,254.42	71.68 %
640-00000-46751	PRO SHOP REVENUE	6,000.00	6,000.00	0.00	661.18	-5,338.82	88.98 %
640-00000-46752	RENTALS INC. (ARENA) TAXAB	12,000.00	12,000.00	0.00	13,291.97	1,291.97	110.77 %
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	10,000.00	10,000.00	0.00	5,325.00	-4,675.00	46.75 %
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	1,500.00	1,500.00	0.00	359.48	-1,140.52	76.03 %
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	6,000.00	6,000.00	155.21	726.09	-5,273.91	87.90 %
640-00000-46757	RENTAL INC. (SPACE/ST-TAX.)	35,000.00	35,000.00	0.00	13,985.00	-21,015.00	60.04 %
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	5,000.00	5,000.00	460.00	4,215.60	-784.40	15.69 %
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T	2,500.00	2,500.00	0.00	24.87	-2,475.13	99.01 %
640-00000-46760	RENTAL INC. (SHELTER NON-TAXAB	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
640-00000-46761	ADVERTISING INCOME	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46763	ADMISSION SALES - TAXABLE	5,000.00	5,000.00	0.00	610.93	-4,389.07	87.78 %
640-00000-46765	ADMISSION SALES - NONTAXABLE	4,000.00	4,000.00	0.00	9,424.50	5,424.50	235.61 %
640-00000-46766	RENTAL INC. (MTG. ROOM - TAX)	5,000.00	5,000.00	458.70	3,117.63	-1,882.37	37.65 %
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	1,200.00	1,200.00	100.00	671.79	-528.21	44.02 %
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	7,500.00	7,500.00	260.00	3,537.81	-3,962.19	52.83 %
640-00000-46769	CATERING REVENUE-(NON TAX.)	3,500.00	3,500.00	0.00	630.00	-2,870.00	82.00 %
640-00000-48001	MISC. INCOME (NONTAXABLE)	7,000.00	7,000.00	0.00	49.50	-6,950.50	99.29 %
640-00000-48002	MISC INCOME TAXABLE	1,000.00	1,000.00	0.00	50.00	-950.00	95.00 %
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	2,823.65	20,548.34	-24,451.66	54.34 %
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	1,217.32	-3,782.68	75.65 %
640-00000-49201	OPERATING TRANSFER IN	183,174.00	183,174.00	0.00	47,859.41	-135,314.59	73.87 %
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	6,269.94	243,310.56	-367,067.44	60.14 %
Expense							
640-55450-110	SALARIES - REGULAR	140,580.00	140,580.00	5,297.99	52,798.38	87,781.62	62.44 %
640-55450-120	WAGES - REGULAR	13,330.00	13,330.00	503.85	5,347.07	7,982.93	59.89 %
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 %
640-55450-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-126	WAGES - TEMP/SEAS	58,639.00	58,639.00	2,036.33	29,491.24	29,147.76	49.71 %

** thru April*

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
640-5450-127	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-150	16,260.00	16,260.00	569.57	6,393.53	9,866.47	60.68 %
640-5450-151	10,312.00	10,312.00	388.73	3,863.37	6,448.63	62.54 %
640-5450-152	47,417.00	47,417.00	2,772.35	15,158.99	32,258.01	68.03 %
640-5450-153	2,943.00	2,943.00	257.74	1,201.84	1,741.16	59.16 %
640-5450-154	52.00	52.00	3.32	16.58	35.42	68.12 %
640-5450-211	0.00	0.00	0.00	712.13	-712.13	0.00 %
640-5450-213	7,500.00	7,500.00	0.00	164.00	7,336.00	97.81 %
640-5450-214	1,560.00	1,560.00	380.00	545.00	1,015.00	65.06 %
640-5450-220	7,717.00	7,717.00	0.00	4,377.13	3,339.87	43.28 %
640-5450-221	173,286.00	173,286.00	12,497.26	72,888.17	100,397.83	57.94 %
640-5450-225	8,500.00	8,500.00	679.22	4,889.72	3,610.28	42.47 %
640-5450-240	3,320.00	3,320.00	0.00	947.40	2,372.60	71.46 %
640-5450-241	0.00	0.00	0.00	58.97	-58.97	0.00 %
640-5450-242	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-243	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-244	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-290	16,225.00	16,225.00	648.53	6,200.21	10,024.79	61.79 %
640-5450-291	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-292	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-293	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-301	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-310	400.00	400.00	0.00	258.86	141.14	35.29 %
640-5450-311	25.00	25.00	0.00	1.88	23.12	92.48 %
640-5450-312	2,350.00	2,350.00	306.59	815.74	1,534.26	65.29 %
640-5450-320	500.00	500.00	100.00	100.00	400.00	80.00 %
640-5450-323	15,000.00	15,000.00	1,755.00	9,406.16	5,593.84	37.29 %
640-5450-324	100.00	100.00	64.00	249.00	-149.00	-149.00 %
640-5450-330	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
640-5450-340	16,000.00	16,000.00	5,355.12	9,145.22	6,854.78	42.84 %
640-5450-341	0.00	0.00	0.00	376.69	-376.69	0.00 %
640-5450-342	5,500.00	5,500.00	103.00	2,448.29	3,051.71	55.49 %
640-5450-343	23,000.00	23,000.00	3,202.78	14,032.04	8,967.96	38.99 %
640-5450-344	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-345	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-346	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-347	500.00	500.00	0.00	0.00	500.00	100.00 %
640-5450-350	11,000.00	11,000.00	493.88	3,887.37	7,112.63	64.66 %
640-5450-360	500.00	500.00	0.00	-515.33	1,015.33	203.07 %
640-5450-361	575.00	575.00	0.00	0.00	575.00	100.00 %
640-5450-362	50.00	50.00	0.00	16.62	33.38	66.76 %
640-5450-363	5,500.00	5,500.00	33.80	2,708.81	2,791.19	50.75 %
640-5450-510	7,000.00	7,000.00	1,401.75	4,205.25	2,794.75	39.93 %
640-5450-511	11,309.00	11,309.00	0.00	11,875.00	-566.00	-5.00 %
640-5450-512	120.00	120.00	0.00	120.00	0.00	0.00 %
640-5450-513	2,108.00	2,108.00	0.00	2,000.00	108.00	5.12 %
640-5450-514	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-515	75.00	75.00	0.00	100.00	-25.00	-33.33 %
640-5450-516	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-517	125.00	125.00	0.00	0.00	125.00	100.00 %
640-5450-540	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-541	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-542	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-543	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-544	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-620	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-686	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-690	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2018 Period Ending: 06/30/2018

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Percent Remaining
<u>640-450-692</u>	AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-693</u>	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-720</u>	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	610,378.00	610,378.00	38,850.81	266,285.33	344,092.67	56.37 %
Fund: 640 - OMNI CENTER Surplus (Deficit):		0.00	0.00	-32,580.87	-22,974.77	-22,974.77	0.00 %
Report Surplus (Deficit):		0.00	0.00	-32,580.87	-22,974.77	-22,974.77	0.00 %



City of Onalaska

F-5
Balance Sheet
Account Summary
As Of 06/14/2018

Fixed
6-14-18

Account	Name	Balance
Fund: 100 - GENERAL FUND		
Assets		
100-11100	CASH	-548,271.16
100-11103	CASH-CAFE PLAN	10,124.83
100-11305	TEMPORARY INVESTMENTS	11,954,617.21
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00
100-11510	DONATIONS SAVINGS ACCT	4,636.37
100-11511	NON-CITY INVESTMENTS	141.70
100-11800	PETTY CASH	4,220.00
100-12101	R/E & P/P TAXES REC.	0.00
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	635.32
100-12117	DELQ.S/A FROM CO. - 2015	842.90
100-12118	DELQ. S/A FROM CO. 2016	1,864.19
100-12119	DELQ. S/A FROM CO. - 2017	8,940.10
100-12332	2017-18 Delq. / PP TAXES	23,107.32
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	130,637.79
100-12613	S/A CURB & GUTTER	45,666.02
100-12626	S/A SIDEWALK	58,361.77
100-12632	S/A ALLEY PAVING	13,006.86
100-13100	OTHER ACCOUNTS RECEIVABLE	18,651.26
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	146.35
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 AGENCY 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	41,339.13
Total Assets:		11,774,970.53
		<u>11,774,970.53</u>

Balance Sheet

As Of 06/14/2018

Account	Name	Balance
Liability		
<u>100-21100</u>	ACCOUNTS PAYABLE	55,759.91
<u>100-21110</u>	AP PENDING (DUE TO POOL)	13,183.74
<u>100-21111</u>	CORRECTIONS PAYABLE	-1,015.36
<u>100-21112</u>	G.F. SALES TAX PAYABLE	0.00
<u>100-21405</u>	DOT-PARKING TICKETS	-3,429.00
<u>100-21511</u>	FICA W/H	0.00
<u>100-21512</u>	FEDERAL W/H	0.00
<u>100-21513</u>	STATE W/H - WI	0.00
<u>100-21515</u>	FICA W/H - MEDICARE	0.00
<u>100-21520</u>	RETIREMENT W/H	0.00
<u>100-21528</u>	BC/BS HEALTH INS	0.00
<u>100-21529</u>	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00
<u>100-21530</u>	HEALTH INS	0.00
<u>100-21531</u>	CANCER INS	0.00
<u>100-21532</u>	LIFE INSURANCE W/H	8.23
<u>100-21533</u>	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00
<u>100-21534</u>	MEDICAL & DEP CARE - SECT. 125	0.00
<u>100-21535</u>	WI-RETIREMENT SYSTEM (P.T.EE)	0.00
<u>100-21540</u>	UNITED WAY	0.00
<u>100-21560</u>	COMMUNITY CREDIT UNION W/H	0.00
<u>100-21570</u>	UNION DUES	0.00
<u>100-21571</u>	LOCAL 150 UNION DUES W/H	0.00
<u>100-21572</u>	1ST FINANCIAL SVGS.	0.00
<u>100-21573</u>	DEFERRED COMPENSATION	0.00
<u>100-21574</u>	DUE TO EMPLOYEES CAFE PLAN	9,543.39
<u>100-21581</u>	SUPPORT PAYMENTS	0.00
<u>100-21700</u>	ACCRUED WAGES	0.00
<u>100-21901</u>	PAYABLE TO SHARED RIDE	20.00
<u>100-23420</u>	ANTI-ANNEXATION FEES	961.25
<u>100-24220</u>	BAIL BOND DEPOSITS	0.00
<u>100-24230</u>	PARTIAL PMT. - POLICE CITATIONS	0.00
<u>100-24330</u>	DOG LICENSES DUE CO	121.00
<u>100-24600</u>	MOBILE HOME TAX DUE - OSD	2,217.49
<u>100-25600</u>	DUE TO WATER	0.00
<u>100-26000</u>	DEFERRED REVENUE	0.00
<u>100-26151</u>	DEFERRED REVENUE- C.D.A. MGMT.	0.00
<u>100-26209</u>	POSTPONED S/A -STORM SEWER	0.00
<u>100-26210</u>	POSTPONED S/A-STREET	130,637.79
<u>100-26220</u>	POSTPONED S/A-CURB & GUTTER	48,084.52
<u>100-26230</u>	POSTPONED S/A-SIDEWALK	58,381.59
<u>100-26260</u>	POSTPONED S/A-ALLEY PAVING	17,199.77
<u>100-28000</u>	NON-CITY FUNDS	141.68
	Total Liability:	331,816.00
Equity		
<u>100-32000</u>	INVESTMENT IN CAPITAL ASSETS	0.00
<u>100-34100</u>	FUND BALANCE	7,840,845.67
<u>100-34142</u>	RESERVED FUND BALANCE	0.00
<u>100-34207</u>	STREET DEPT-STREET DEPT EQUIPMENT	36,236.00
<u>100-34208</u>	STORM SWR EQUIPMENTS	0.00
<u>100-34209</u>	LIBRARY CONTRACTUAL	0.00
<u>100-34210</u>	ENG. STATION WAGON	0.00
<u>100-34211</u>	LACROSSE CO. HWY. STR. MAINT.	0.00
<u>100-34212</u>	F. DEPT. TURN-OUT GEAR/VEH. EQUIP.	0.00
<u>100-34213</u>	S.I.R INS. DEDUCTIBLE	146,990.00
<u>100-34214</u>	DOWNTOWN REDEVELOPMENT	18,500.00
<u>100-34215</u>	COMPUTER HDWR./SOFTWARE UPDATE	15,000.00
<u>100-34216</u>	HEA./DENTAL/VAC. FORMER EMPLOYEE	4,000.00
<u>100-34217</u>	ILLEGAL ASSESSMENTS	0.00
<u>100-34218</u>	TREE BRUSH	4,500.00

Balance Sheet

As Of 06/14/2018

Account	Name	Balance
<u>100-34219</u>	ENGINEERING EQUIPMENT	0.00
<u>100-34220</u>	PROP/COLLISION	0.00
<u>100-34221</u>	DIRECT PAYROLL SOFTWARE	0.00
<u>100-34222</u>	CARIN IRIS EQUIP	0.00
<u>100-34223</u>	CITY LIBRARY REPAIRS	0.00
<u>100-34224</u>	STREET SEALING	0.00
<u>100-34225</u>	STREET (MAINT. SHOP)	29,000.00
<u>100-34226</u>	STREET SNOW & ICE	142,000.00
<u>100-34227</u>	STREET LIGHTS	10,000.00
<u>100-34228</u>	RECR./PARKS/C.CTR./POOL	9,000.00
<u>100-34229</u>	CITY STUDY	45,270.00
<u>100-34230</u>	CITY ATTORNEY	0.00
<u>100-34231</u>	CITY HALL EQUIPMENT	0.00
<u>100-34232</u>	FIRE DEPT REPAIRS	0.00
<u>100-34233</u>	CITY HALL VEHICLE	3,000.00
<u>100-34234</u>	FIRE DEPT TRAINING EQUIP	0.00
<u>100-34235</u>	FIRE DEPT ATV	0.00
	Total Beginning Equity:	8,304,341.67
Total Revenue		6,875,157.74
Total Expense		3,736,344.88
Revenues Over/Under Expenses		3,138,812.86
	Total Equity and Current Surplus (Deficit):	11,443,154.53
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>11,774,970.53</u>



		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	5,729,884.00	0.00	0.00 %
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	3,593.57	36,580.52	-28,419.48	43.72 %
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	229.16	10,793.33	-29,243.67	73.04 %
100-00000-41300	PAYMENTS IN LIEU OF TAXES	126,000.00	126,000.00	0.00	99,403.97	-26,596.03	21.11 %
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	15.85	551.03	-948.97	63.26 %
100-00000-42010	S/A STREET	7,581.00	7,581.00	0.00	7,581.17	0.17	100.00 %
100-00000-42020	S/A CURB & GUTTER	2,181.00	2,181.00	0.00	2,180.76	-0.24	0.01 %
100-00000-42030	S/A SIDEWALK	4,517.00	4,517.00	0.00	5,410.90	893.90	119.79 %
100-00000-42050	S/A ALLEY	1,254.00	1,254.00	0.00	1,253.65	-0.35	0.03 %
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 %
100-00000-43420	FIRE INSURANCE FOR STATE	78,000.00	78,000.00	0.00	0.00	-78,000.00	100.00 %
100-00000-43521	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	388,822.26	-401,177.74	50.78 %
100-00000-43541	STATE AID FOR CONNECTING STRE	39,700.00	39,700.00	0.00	20,029.10	-19,670.90	49.55 %
100-00000-43610	PAYMENT FOR MUNICIPAL SERVICE	3,500.00	3,500.00	0.00	3,047.41	-452.59	12.93 %
100-00000-43620	STATE AID IN LIEU OF TAXES	136.00	136.00	0.00	111.01	-24.99	18.38 %
100-00000-43690	STATE AID OTHER PAYMENTS	0.00	0.00	-2,278.02	4,177.36	4,177.36	0.00 %
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	22,800.00	22,800.00	0.00	33,220.00	10,420.00	145.70 %
100-00000-44120	OPERATOR LICENSE	4,500.00	4,500.00	428.00	3,320.00	-1,180.00	26.22 %
100-00000-44160	CIGARETTE LICENSE	1,200.00	1,200.00	0.00	1,200.00	0.00	0.00 %
100-00000-44170	CABLE TV LICENSE	164,000.00	164,000.00	0.00	38,652.33	-125,347.67	76.43 %
100-00000-44171	CELL TOWER FEES	12,600.00	12,600.00	0.00	5,874.15	-6,725.85	53.38 %
100-00000-44175	MOBILE HOME LICENSE	375.00	375.00	0.00	990.00	615.00	264.00 %
100-00000-44185	TAXIE CAB LICENSE	875.00	875.00	0.00	625.00	-250.00	28.57 %
100-00000-44190	SOLICITERS LICENSE	100.00	100.00	60.00	140.00	40.00	140.00 %
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	0.00	2,520.00	1,770.00	336.00 %
100-00000-44195	OTHER LICENSES	12,000.00	12,000.00	70.00	14,039.00	2,039.00	116.99 %
100-00000-44196	MOTEL/HOTEL PERMITS	210.00	210.00	0.00	90.00	-120.00	57.14 %
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	25.50	6,969.50	-28,030.50	80.09 %
100-00000-44220	CAT LICENSE	24,000.00	24,000.00	814.00	25,131.00	1,131.00	104.71 %
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	2,965.00	66,882.85	-38,117.15	36.30 %
100-00000-44311	PLAN REVIEW	500.00	500.00	80.00	800.00	300.00	160.00 %
100-00000-44315	ELECTRICAL PERMITS	20,000.00	20,000.00	2,776.19	35,567.04	15,567.04	177.84 %
100-00000-44320	HEATING & A/C PERMITS	17,000.00	17,000.00	1,475.00	7,661.00	-9,339.00	54.94 %
100-00000-44323	PLUMBING PERMIT FEES	16,000.00	16,000.00	869.68	10,090.68	-5,909.32	36.93 %
100-00000-44325	STREET OPENING PERMITS	750.00	750.00	100.00	500.00	-250.00	33.33 %
100-00000-44330	SIDEWALK PERMIT	750.00	750.00	20.00	265.00	-485.00	64.67 %

Budget Report

For Fiscal: 2018 Period Ending: 06/30/2018

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
100-0000-44335	RAILROAD PERMIT	150.00	150.00	0.00	0.00	-150.00	100.00 %
100-0000-44336	RECREATIONAL BURNING PERMIT	11,000.00	11,000.00	600.00	9,200.00	-1,800.00	16.36 %
100-0000-44340	OTHER PERMITS	200.00	200.00	25.00	400.00	200.00	200.00 %
100-0000-44345	P.U.D. PERMIT	0.00	0.00	0.00	700.00	700.00	0.00 %
100-0000-44347	SITE PLANS	1,500.00	1,500.00	250.00	1,425.00	-75.00	5.00 %
100-0000-44410	ZONING	6,000.00	6,000.00	60.00	6,551.25	551.25	109.19 %
100-0000-45110	COURT PENALTIES	90,000.00	90,000.00	0.00	44,700.08	-45,299.92	50.33 %
100-0000-45112	1/2 COURT COSTS DUE CITY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-45115	PARKING VIOLATIONS	45,000.00	45,000.00	520.00	40,286.25	-4,713.75	10.48 %
100-0000-46100	GEN'L GOV'T REVENUE (SHARED-RI	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-46105	GENERAL GOVERNMENT FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-46110	PLAT FILING FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-46115	LICENSE PUBLICATION FEES	470.00	470.00	0.00	480.00	10.00	102.13 %
100-0000-46120	SALES MATERIAL & SUPLS	9,500.00	9,500.00	551.75	5,098.37	-4,401.63	46.33 %
100-0000-46121	TOPO FEES	0.00	0.00	0.00	136.30	136.30	0.00 %
100-0000-46210	FIRE PROTECTION SERVICE	51,000.00	51,000.00	0.00	24,497.49	-26,502.51	51.97 %
100-0000-46220	POLICE REPORTS	1,000.00	1,000.00	27.25	659.51	-340.49	34.05 %
100-0000-46221	FALSE ALARMS	5,000.00	5,000.00	0.00	470.00	-4,530.00	90.60 %
100-0000-46222	POLICE SECURITY FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-46300	HIGHWAY MAINT. & SNOWPLOWI	500.00	500.00	0.00	660.69	160.69	132.14 %
100-0000-46427	DEVELOPER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-46440	WEED CUTTING/MOWING REVENU	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-46490	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-46710	NON-PROFIT SHELTER/VENDING RE	1,200.00	1,200.00	25.00	688.59	-511.41	42.62 %
100-0000-46711	PARK FACILITY RENTAL	12,000.00	12,000.00	704.40	8,534.23	-3,465.77	28.88 %
100-0000-46715	RECREATION FEES	70,000.00	70,000.00	2,964.29	49,194.02	-20,805.98	29.72 %
100-0000-46716	RECR. FEES > AGE 18	8,600.00	8,600.00	0.00	3,500.00	-5,100.00	59.30 %
100-0000-46725	SWIMMING POOL REVENUE	67,425.00	67,425.00	4,964.32	12,751.95	-54,673.05	81.09 %
100-0000-46726	SWIMMING POOL LESSONS	6,720.00	6,720.00	1,158.97	5,237.75	-1,482.25	22.06 %
100-0000-46727	SWIMMING POOL MISC	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-46728	SWIMMING POOL CONCESSIONS	29,135.00	29,135.00	1,460.00	1,460.00	-27,675.00	94.99 %
100-0000-46729	SWIMMING POOL ADVERT. INCOM	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-46840	URBAN DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-47310	INTERGOV'T - GEN'L GOV'T	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-47320	OTHER LOCAL GOV'T/LAW ENFORC	33,201.00	33,201.00	0.00	18,774.05	-14,426.95	43.45 %
100-0000-47330	INTERGOV'T CHGS. FOR STR SERV.	8,500.00	8,500.00	0.00	0.00	-8,500.00	100.00 %
100-0000-48000	MISCELLANEOUS INCOME	12,000.00	12,000.00	-539.70	1,353.29	-10,646.71	88.72 %
100-0000-48100	INTEREST INCOME	60,000.00	60,000.00	0.00	49,416.88	-10,583.12	17.64 %
100-0000-48130	INTEREST DONATION ACCT.	0.00	0.00	0.00	5.27	5.27	0.00 %
100-0000-48131	INTEREST - NON CITY	0.00	0.00	0.00	0.02	0.02	0.00 %
100-0000-48150	INTEREST - STREET ASSMT.	2,787.00	2,787.00	0.00	2,787.26	0.26	100.01 %
100-0000-48155	INTEREST - CURB & GUTTER ASSMT	684.00	684.00	0.00	687.45	3.45	100.50 %
100-0000-48160	INTEREST - SIDEWALK ASSMT.	1,776.00	1,776.00	0.00	1,768.38	-7.62	0.43 %
100-0000-48170	INTEREST - ALLEY ASSMT.	571.00	571.00	0.00	571.17	0.17	100.03 %
100-0000-48180	INTEREST - STORM SEWER ASSMT.	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-48190	INVESTMENT INCOME (CVMIC)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-48200	RENTAL INCOME & CDA SUBLEASE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-48210	RENT- FINLEY PROP (JAYCEES)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-48211	RENT LIBRARY FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-48302	SALE OF FIRE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-48403	INSURANCE REIMB - POLICE	0.00	0.00	0.00	255.75	255.75	0.00 %
100-0000-48404	INSURANCE REIMB - HWY	0.00	0.00	74.91	1,082.53	1,082.53	0.00 %
100-0000-48405	INSURANCE REIMB - GENERAL	0.00	0.00	0.00	12,334.00	12,334.00	0.00 %
100-0000-48406	INSURANCE DIVIDENDS	13,504.00	13,504.00	0.00	0.00	-13,504.00	100.00 %
100-0000-48408	INSURANCE WAIVER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-48510	CONTRIBUTION FROM SCHOOL DIS	21,000.00	21,000.00	0.00	5,126.19	-15,873.81	75.59 %
100-0000-48530	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
1	000-49000						
	GAIN ON SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
10	0000-49201						
	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	24,090.12	6,875,157.74	-2,147,929.26	23.80 %
Revenue Total:		9,023,087.00	9,023,087.00	24,090.12	6,875,157.74	-2,147,929.26	23.80 %
Expense							
Department: 51100 - COMMON COUNCIL							
	100-51100-110						
	SALARIES - REGULAR	29,600.00	29,600.00	0.00	12,800.00	16,800.00	56.76 %
	100-51100-150						
	FICA	2,264.00	2,264.00	0.00	979.20	1,284.80	56.75 %
	100-51100-291						
	TRANSCRIPTION CONTRACTUAL	7,200.00	7,200.00	195.65	1,362.53	5,837.47	81.08 %
	100-51100-310						
	OFFICE SUPPLIES	700.00	700.00	23.96	457.95	242.05	34.58 %
	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	140.01	378.62	621.38	62.14 %
	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	132.48	1,501.56	10,638.44	87.63 %
	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	492.10	23,151.29	35,623.71	60.61 %
Department: 51110 - POLICE & FIRE COMMISSION							
	100-51110-290						
	OTHER CONTRACTUAL SERVICES	0.00	0.00	72.40	245.68	-245.68	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	60.00	-60.00	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	183.17	196.42	-96.42	-96.42 %
Department: 51110 - POLICE & FIRE COMMISSION Total:		100.00	100.00	255.57	502.10	-402.10	-402.10 %
Department: 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	22.04	194.07	17.93	8.46 %
Department: 51200 - MUNICIPAL COURT Total:		312.00	312.00	22.04	194.07	117.93	37.80 %
Department: 51300 - LEGAL							
	100-51300-290						
	OTHER CONTRACTUAL SERVICES	138,000.00	138,000.00	8,852.87	42,845.15	95,154.85	68.95 %
	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	293.87	-293.87	0.00 %
Department: 51300 - LEGAL Total:		138,000.00	138,000.00	8,852.87	43,139.02	94,860.98	68.74 %
Department: 51408 - CITY ADMINISTRATOR							
	100-51408-110						
	SALARIES REGULAR	91,071.00	91,071.00	3,538.13	38,107.27	52,963.73	58.16 %
	100-51408-150						
	FICA	6,967.00	6,967.00	265.63	2,863.67	4,103.33	58.90 %
	100-51408-151						
	RETIREMENT (WRS)	6,102.00	6,102.00	237.05	2,553.23	3,548.77	58.16 %
	100-51408-152						
	HEALTH INSURANCE	4,978.00	4,978.00	414.87	2,489.22	2,488.78	50.00 %
	100-51408-153						
	DENTAL INSURANCE	758.00	758.00	63.14	378.84	379.16	50.02 %
	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	0.00	172.67	927.33	84.30 %
	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	44.12	56.70	943.30	94.33 %
	100-51408-311						
	POSTAGE	270.00	270.00	0.00	9.85	260.15	96.35 %
	100-51408-312						
	COPY USAGE/PAPER	400.00	400.00	0.50	33.16	366.84	91.71 %
	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	69.70	930.30	93.03 %
	100-51408-340						
	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	15.00	2,985.00	99.50 %
	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	4,563.44	46,749.31	72,096.69	60.66 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 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	476.53	5,241.83	7,148.17	57.69 %
100-51410-150	FICA	948.00	948.00	36.46	401.06	546.94	57.69 %
100-51410-151	RETIREMENT (WRS)	712.00	712.00	27.36	300.96	411.04	57.73 %
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	9.32	224.16	603.84	72.93 %
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	47.99	47.99	292.01	85.89 %
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	0.12	6.47	93.53	93.53 %
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	30.00	370.00	92.50 %
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	597.78	6,819.61	9,333.39	57.78 %
Department: 51411 - FINANCE							
100-51411-110	SALARIES - REGULAR	69,915.00	69,915.00	2,918.42	32,102.62	37,812.38	54.08 %
100-51411-120	WAGES - REGULAR	23,946.00	23,946.00	912.25	10,109.40	13,836.60	57.78 %
100-51411-124	WAGES - PERM PT	26,944.00	26,944.00	798.00	11,406.26	15,537.74	57.67 %
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	338.60	3,942.27	5,769.73	59.41 %
100-51411-151	RETIREMENT (WRS)	7,513.00	7,513.00	310.12	3,224.40	4,288.60	57.08 %
100-51411-152	HEALTH INSURANCE	11,073.00	11,073.00	950.19	5,701.14	5,371.86	48.51 %
100-51411-153	DENTAL INSURANCE	1,679.00	1,679.00	115.68	694.08	984.92	58.66 %
100-51411-154	LIFE INSURANCE	80.00	80.00	6.34	37.69	42.31	52.89 %
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	31.81	197.26	372.74	65.39 %
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	2,731.92	1,768.08	39.29 %
100-51411-310	OFFICE SUPPLIES	1,200.00	1,200.00	191.09	761.37	438.63	36.55 %
100-51411-311	POSTAGE	1,500.00	1,500.00	109.47	882.32	617.68	41.18 %
100-51411-312	COPY USAGE & PAPER	1,000.00	1,000.00	68.02	1,014.93	-14.93	-1.49 %
100-51411-320	SUBSCRIPTIONS & DUES	150.00	150.00	0.00	110.00	40.00	26.67 %
100-51411-322	LEGAL NOTICES	0.00	0.00	0.00	365.12	-365.12	0.00 %
100-51411-330	SEMINARS, CONF & TRAVEL	1,325.00	1,325.00	0.00	472.00	853.00	64.38 %
100-51411-340	OPERATING SUPPLIES	3,015.00	3,015.00	0.00	95.99	2,919.01	96.82 %
100-51411-341	PRINTING & FORMS	500.00	500.00	0.00	196.03	303.97	60.79 %
Department: 51411 - FINANCE Total:		171,272.00	171,272.00	6,749.99	74,044.80	97,227.20	56.77 %
Department: 51420 - CITY CLERK							
100-51420-110	SALARIES - REGULAR	72,554.00	72,554.00	2,762.71	30,389.81	42,164.19	58.11 %
100-51420-120	WAGES - REGULAR	51,674.00	51,674.00	1,959.92	21,595.25	30,078.75	58.21 %
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	331.16	3,669.91	5,855.09	61.47 %
100-51420-151	RETIREMENT (WRS)	8,342.00	8,342.00	316.42	3,483.04	4,858.96	58.25 %
100-51420-152	HEALTH INSURANCE	21,003.00	21,003.00	1,750.22	10,501.32	10,501.68	50.00 %
100-51420-153	DENTAL INSURANCE	2,335.00	2,335.00	194.60	1,167.60	1,167.40	50.00 %
100-51420-154	LIFE INSURANCE	91.00	91.00	7.95	46.05	44.95	49.40 %
100-51420-225	PHONE/INTERNET/CABLE	1,200.00	1,200.00	74.54	447.24	752.76	62.73 %
100-51420-241	EQUIPMENT MAINTENANCE CONT	435.00	435.00	0.00	0.00	435.00	100.00 %
100-51420-291	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	0.00	76.72	1,153.28	93.76 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-51420-311	POSTAGE	2,200.00	2,200.00	57.86	763.32	1,436.68	65.30 %
100-51420-312	COPY USAGE & PAPER	1,000.00	1,000.00	43.33	583.84	416.16	41.62 %
100-51420-320	SUBSCRIPTIONS & DUES	340.00	340.00	0.00	150.00	190.00	55.88 %
100-51420-321	CERTIFICATIONS & LICENSES	100.00	100.00	0.00	50.00	50.00	50.00 %
100-51420-322	LEGAL NOTICES	210.00	210.00	109.23	153.92	56.08	26.70 %
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	637.00	1,413.00	68.93 %
100-51420-340	OPERATING SUPPLIES	755.00	755.00	0.00	12.72	742.28	98.32 %
100-51420-341	PRINTING & FORMS	250.00	250.00	132.84	132.84	117.16	46.86 %
100-51420-381	EMPLOYMENT TESTING	80.00	80.00	0.00	14.00	66.00	82.50 %
Department: 51420 - CITY CLERK Total:		175,860.00	175,860.00	7,740.78	73,874.58	101,985.42	57.99 %
Department: 51440 - ELECTIONS							
100-51440-126	WAGES - TEMP/SEAS	18,647.00	18,647.00	0.00	4,543.88	14,103.12	75.63 %
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	0.00	188.10	511.90	73.13 %
100-51440-311	POSTAGE	600.00	600.00	0.00	405.97	194.03	32.34 %
100-51440-312	COPY USAGE & PAPER	600.00	600.00	0.13	201.80	398.20	66.37 %
100-51440-322	LEGAL NOTICES	2,200.00	2,200.00	0.00	815.35	1,384.65	62.94 %
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	0.00	1,005.41	774.59	43.52 %
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	0.13	8,444.07	20,052.93	70.37 %
Department: 51500 - AUDIT							
100-51500-290	OTHER CONTRACTUAL SERVICES	17,515.00	17,515.00	0.00	14,780.00	2,735.00	15.62 %
Department: 51500 - AUDIT Total:		17,515.00	17,515.00	0.00	14,780.00	2,735.00	15.62 %
Department: 51510 - HUMAN RESOURCES							
100-51510-110	SALARIES - REGULAR	39,122.00	39,122.00	1,539.22	16,589.42	22,532.58	57.60 %
100-51510-120	WAGES- REGULAR	17,668.00	17,668.00	682.50	7,507.50	10,160.50	57.51 %
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	149.90	1,641.19	2,702.81	62.22 %
100-51510-151	RETIREMENT (WRS)	3,805.00	3,805.00	148.86	1,614.50	2,190.50	57.57 %
100-51510-152	HEALTH INSURANCE	18,482.00	18,482.00	1,540.19	9,241.14	9,240.86	50.00 %
100-51510-153	DENTAL INSURANCE	1,090.00	1,090.00	90.81	544.86	545.14	50.01 %
100-51510-154	LIFE INSURANCE	12.00	12.00	1.19	6.44	5.56	46.33 %
100-51510-225	PHONE/INTERNET/CABLE	150.00	150.00	9.45	56.70	93.30	62.20 %
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	432.00	2,749.25	3,412.75	55.38 %
100-51510-310	OFFICE SUPPLIES	445.00	445.00	86.63	274.92	170.08	38.22 %
100-51510-311	POSTAGE	200.00	200.00	6.35	59.38	140.62	70.31 %
100-51510-312	COPY USAGE & PAPER	295.00	295.00	99.13	278.48	16.52	5.60 %
100-51510-320	SUBSCRIPTIONS & DUES	535.00	535.00	0.00	509.00	26.00	4.86 %
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	388.00	387.00	49.94 %
100-51510-340	OPERATING SUPPLIES	650.00	650.00	10.96	300.30	349.70	53.80 %
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	4,797.19	41,761.08	52,463.92	55.68 %
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	300.00	0.00	0.00 %
100-51530-150	FICA	23.00	23.00	0.00	22.95	0.05	0.22 %
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 %
100-51530-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2018 Period Ending: 06/30/2018

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
1	530-225	PHONE/INTERNET/CABLE	450.00	450.00	28.16	168.96	281.04 62.45 %
100-51530-240	SOFTWARE MAINTENANCE-CONTR	3,500.00	3,500.00	3,870.90	3,870.90	-370.90	-10.60 %
100-51530-290	OTHER CONTRACTUAL SERVICES	236,931.00	236,931.00	19,025.26	115,174.41	121,756.59	51.39 %
100-51530-291	TRANSCRIPTION CONTRACTUAL	250.00	250.00	18.59	18.59	231.41	92.56 %
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	5.38	843.98	156.02	15.60 %
100-51530-312	COPY USAGE & PAPER	250.00	250.00	0.00	9.20	240.80	96.32 %
100-51530-340	OPERATING SUPPLIES	250.00	250.00	0.00	86.38	163.62	65.45 %
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	22,948.29	120,495.37	122,458.63	50.40 %
Department: 51540 - IT							
100-51540-110	SALARIES - REGULAR	35,282.00	35,282.00	0.00	11,778.31	23,503.69	66.62 %
100-51540-120	WAGES-REGULAR	5,889.00	5,889.00	227.50	2,502.50	3,386.50	57.51 %
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	14.34	1,027.91	1,337.09	56.54 %
100-51540-151	RETIREMENT (WRS)	2,758.00	2,758.00	15.24	949.16	1,808.84	65.59 %
100-51540-152	HEALTH INSURANCE	6,680.00	6,680.00	210.02	2,646.84	4,033.16	60.38 %
100-51540-153	DENTAL INSURANCE	789.00	789.00	12.97	288.86	500.14	63.39 %
100-51540-154	LIFE INSURANCE	7.00	7.00	0.09	1.89	5.11	73.00 %
100-51540-225	PHONE/INTERNET/CABLE	1,504.00	1,504.00	0.00	2,286.64	-782.64	-52.04 %
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	1,777.35	10,651.80	3,352.20	23.94 %
100-51540-310	OFFICE SUPPLIES	0.00	0.00	25.99	67.97	-67.97	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	81.73	967.18	3,966.82	80.40 %
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	2,365.23	39,027.06	65,727.94	62.74 %
Department: 51600 - CITY HALL							
100-51600-110	SALARIES - REGULAR	49,488.00	49,488.00	1,884.58	20,627.72	28,860.28	58.32 %
100-51600-124	WAGES - PERM PT	11,831.00	11,831.00	105.20	3,503.71	8,327.29	70.39 %
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	282.13	381.57	-381.57	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	165.68	1,794.06	2,896.94	61.76 %
100-51600-151	RETIREMENT (WRS)	3,316.00	3,316.00	126.27	1,382.07	1,933.93	58.32 %
100-51600-152	HEALTH INSURANCE	8,529.00	8,529.00	710.72	4,264.32	4,264.68	50.00 %
100-51600-153	DENTAL INSURANCE	492.00	492.00	41.00	246.00	246.00	50.00 %
100-51600-154	LIFE INSURANCE	31.00	31.00	2.67	15.42	15.58	50.26 %
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	5,141.04	5,979.72	-231.72	-4.03 %
100-51600-213	HVAC CONTRACTUAL	6,096.00	6,096.00	0.00	516.20	5,579.80	91.53 %
100-51600-214	FIRE CONTRACTUAL	2,739.00	2,739.00	0.00	296.64	2,442.36	89.17 %
100-51600-220	WATER/SEWER/STORM WATER	8,460.00	8,460.00	0.00	2,579.52	5,880.48	69.51 %
100-51600-221	ELECTRIC & GAS	40,000.00	40,000.00	0.00	16,896.95	23,103.05	57.76 %
100-51600-225	PHONE/INTERNET/CABLE	5,868.00	5,868.00	413.08	2,670.79	3,197.21	54.49 %
100-51600-240	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	0.00	600.00	0.00	0.00 %
100-51600-241	EQUIPMENT MAINTENANCE CONT	1,350.00	1,350.00	1,450.00	1,999.00	-649.00	-48.07 %
1	600-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00 0.00 %
100-51600-243	LEASES	750.00	750.00	216.03	591.74	158.26	21.10 %

Budget Report

For Fiscal: 2018 Period Ending: 06/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1	600-290	OTHER CONTRACTUAL SERVICES	3,923.00	3,923.00	89.40	1,648.34	2,274.66 57.98 %
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	8.91	-8.91 0.00 %	
100-51600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	39.76	-39.76 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	809.83	2,546.03	3,978.97 60.98 %	
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	322.17	2,038.45	961.55 32.05 %	
100-51600-350	BLDG & GRDS MAINT & REPAIRS	4,225.00	4,225.00	774.58	2,557.62	1,667.38 39.46 %	
100-51600-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	4.50	495.50 99.10 %	
100-51600-361	REGULAR FUEL	850.00	850.00	30.31	90.52	759.48 89.35 %	
100-51600-362	OFF ROAD FUEL	250.00	250.00	42.23	115.90	134.10 53.64 %	
100-51600-363	EQUIPMENT MAINT & REPAIRS	1,000.00	1,000.00	0.00	1,030.52	-30.52 -3.05 %	
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	18.00	25.00	25.00 50.00 %	
Department: 51600 - CITY HALL Total:		172,515.00	172,515.00	12,624.92	74,450.98	98,064.02	56.84 %
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	-103.26	-676.45	676.45 0.00 %	
Department: 51900 - OTHER GOVERNMENT Total:		0.00	0.00	-103.26	-676.45	676.45	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							
1	939-510	INS - WORKERS COMP	76,732.00	76,732.00	18,933.25	60,878.75	15,853.25 20.66 %
Department: 51939 - WORKER'S COMPENSATION Total:		76,732.00	76,732.00	18,933.25	60,878.75	15,853.25	20.66 %
Department: 51940 - UNEMPLOYMENT COMPENSATION							
100-51940-517	UNEMPLOYMENT	3,000.00	3,000.00	0.00	171.00	2,829.00 94.30 %	
Department: 51940 - UNEMPLOYMENT COMPENSATION Total:		3,000.00	3,000.00	0.00	171.00	2,829.00	94.30 %
Department: 51941 - SALES TAX							
100-51941-301	SALES TAX	9,700.00	9,700.00	0.00	886.65	8,813.35 90.86 %	
Department: 51941 - SALES TAX Total:		9,700.00	9,700.00	0.00	886.65	8,813.35	90.86 %
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 - CYMIC, 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	5,000.00	-3,000.00 -150.00 %	
Department: 51946 - SIR Total:		2,000.00	2,000.00	0.00	5,000.00	-3,000.00	-150.00 %
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 %

Budget Report

For Fiscal: 2018 Period Ending: 06/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 51980 - UNCOLLECTABLE ACCOUNTS							
<u>100-51980-398</u>	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	3,875.07	-3,875.07	0.00 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:		0.00	0.00	0.00	3,875.07	-3,875.07	0.00 %
Department: 52100 - POLICE							
<u>100-52100-110</u>	SALARIES - REGULAR	228,123.00	228,123.00	3,993.69	73,373.10	154,749.90	67.84 %
<u>100-52100-120</u>	WAGES - REGULAR	1,593,923.00	1,593,923.00	60,643.06	640,159.15	953,763.85	59.84 %
<u>100-52100-121</u>	OVERTIME - REGULAR	70,120.00	70,120.00	4,678.96	34,387.58	35,732.42	50.96 %
<u>100-52100-122</u>	OVERTIME - SPECIAL PROJECTS	0.00	0.00	775.11	5,322.64	-5,322.64	0.00 %
<u>100-52100-124</u>	WAGES - PERM PT	9,994.00	9,994.00	795.50	6,027.29	3,966.71	39.69 %
<u>100-52100-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52100-126</u>	WAGES - TEMP/SEAS	24,243.00	24,243.00	744.25	10,003.36	14,239.64	58.74 %
<u>100-52100-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52100-140</u>	SHIFT DIFFERENTIAL	0.00	0.00	225.95	2,638.43	-2,638.43	0.00 %
<u>100-52100-141</u>	ON CALL	9,200.00	9,200.00	200.00	2,200.00	7,000.00	76.09 %
<u>100-52100-150</u>	FICA	148,073.00	148,073.00	5,126.76	55,150.36	92,922.64	62.75 %
<u>100-52100-151</u>	RETIREMENT (WRS)	250,291.00	250,291.00	10,086.57	108,092.93	142,198.07	56.81 %
<u>100-52100-152</u>	HEALTH INSURANCE	452,651.00	452,651.00	34,495.87	210,323.28	242,327.72	53.54 %
<u>100-52100-153</u>	DENTAL INSURANCE	27,404.00	27,404.00	2,054.53	12,556.30	14,847.70	54.18 %
<u>100-52100-154</u>	LIFE INSURANCE	535.00	535.00	42.54	229.96	305.04	57.02 %
<u>100-52100-221</u>	ELECTRIC & GAS	16,000.00	16,000.00	0.00	6,144.34	9,855.66	61.60 %
<u>100-52100-225</u>	PHONE/INTERNET/CABLE	5,940.00	5,940.00	384.37	3,115.97	2,824.03	47.54 %
<u>100-52100-226</u>	MOBILE DATA AIR CARDS	9,000.00	9,000.00	0.00	2,489.44	6,510.56	72.34 %
<u>100-52100-240</u>	SOFTWARE MAINTENANCE CONTR	21,463.00	21,463.00	3,525.00	19,755.52	1,707.48	7.96 %
<u>100-52100-241</u>	EQUIPMENT MAINTENANCE CONT	4,459.00	4,459.00	0.00	3,019.20	1,439.80	32.29 %
<u>100-52100-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52100-290</u>	OTHER CONTRACTUAL SERVICES	2,594.00	2,594.00	50.28	1,246.35	1,347.65	51.95 %
<u>100-52100-310</u>	OFFICE SUPPLIES	1,300.00	1,300.00	23.92	256.31	1,043.69	80.28 %
<u>100-52100-311</u>	POSTAGE	2,000.00	2,000.00	89.60	1,047.52	952.48	47.62 %
<u>100-52100-312</u>	COPY USAGE & PAPER	1,000.00	1,000.00	54.56	733.87	266.13	26.61 %
<u>100-52100-320</u>	SUBSCRIPTIONS & DUES	3,205.00	3,205.00	0.00	2,875.00	330.00	10.30 %
<u>100-52100-321</u>	CERTIFICATIONS & LICENSES	700.00	700.00	0.00	0.00	700.00	100.00 %
<u>100-52100-324</u>	RECRUITMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-52100-330</u>	SEMINARS, CONF & TRAVEL	15,400.00	15,400.00	543.50	6,761.17	8,638.83	56.10 %
<u>100-52100-340</u>	OPERATING SUPPLIES	12,000.00	12,000.00	314.95	4,089.79	7,910.21	65.92 %
<u>100-52100-341</u>	PRINTING & FORMS	1,800.00	1,800.00	128.90	492.86	1,307.14	72.62 %
<u>100-52100-342</u>	CLEANING & SANITARY SUPPLIES	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>100-52100-350</u>	BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	0.00	195.85	1,104.15	84.93 %
<u>100-52100-360</u>	VEHICLE MAINT. & REPAIRS	12,000.00	12,000.00	2,174.27	3,723.20	8,276.80	68.97 %
<u>100-52100-361</u>	REGULAR FUEL	41,423.00	41,423.00	3,504.54	16,674.00	24,749.00	59.75 %
<u>100-52100-363</u>	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<u>100-52100-380</u>	PUBLIC EDUCATION	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-52100-381</u>	EMPLOYMENT TESTING	2,000.00	2,000.00	504.75	2,018.45	-18.45	-0.92 %
<u>100-52100-382</u>	UNIFORMS & SAFETY ATTIRE	12,000.00	12,000.00	366.48	4,260.71	7,739.29	64.49 %
<u>100-52100-390</u>	AMMUNITION	6,000.00	6,000.00	331.00	331.00	5,669.00	94.48 %
<u>100-52100-391</u>	ERT SUPPLIES	1,500.00	1,500.00	0.00	103.80	1,396.20	93.08 %
<u>100-52100-392</u>	NON LETHAL SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<u>100-52100-399</u>	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	135,858.91	1,239,798.73	1,753,992.27	58.59 %
Department: 52200 - FIRE							
<u>100-52200-110</u>	SALARIES - REGULAR	172,371.00	172,371.00	6,568.83	71,759.64	100,611.36	58.37 %
<u>100-52200-120</u>	WAGES - REGULAR	626,268.00	626,268.00	23,503.40	253,251.87	373,016.13	59.56 %
<u>100-52200-121</u>	OVERTIME - REGULAR	46,000.00	46,000.00	3,403.39	30,743.44	15,256.56	33.17 %
<u>100-52200-123</u>	OVERTIME - DOUBLE TIME	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52200-124</u>	WAGES - PERM PT	72,735.00	72,735.00	3,426.95	26,052.57	46,682.43	64.18 %
<u>100-52200-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52200-141</u>	ON CALL	0.00	0.00	15.00	300.00	-300.00	0.00 %
<u>100-52200-150</u>	FICA	17,811.00	17,811.00	709.81	6,771.47	11,039.53	61.98 %
<u>100-52200-151</u>	RETIREMENT (WRS)	168,670.00	168,670.00	6,768.38	71,531.03	97,138.97	57.59 %

		Original	Current	Period	Fiscal	Variance	Percent	
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining	
1	200-152	HEALTH INSURANCE	208,445.00	208,445.00	17,370.44	104,222.64	104,222.36	50.00 %
10	2200-153	DENTAL INSURANCE	12,819.00	12,819.00	1,068.23	6,409.38	6,409.62	50.00 %
100-52200-154		LIFE INSURANCE	226.00	226.00	21.40	115.70	110.30	48.81 %
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	7,680.43	9,575.57	55.49 %
100-52200-225		PHONE/INTERNET/CABLE	3,000.00	3,000.00	177.07	1,348.71	1,651.29	55.04 %
100-52200-226		MOBILE DATA AIR CARDS	2,400.00	2,400.00	0.00	1,029.67	1,370.33	57.10 %
100-52200-240		SOFTWARE MAINTENANCE CONTR	6,208.00	6,208.00	0.00	5,407.50	800.50	12.89 %
100-52200-241		EQUIPMENT MAINTENANCE CONT	3,488.00	3,488.00	0.00	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	1,505.00	5,750.00	79.26 %
100-52200-310		OFFICE SUPPLIES	500.00	500.00	0.00	60.53	439.47	87.89 %
100-52200-311		POSTAGE	200.00	200.00	102.49	239.94	-39.94	-19.97 %
100-52200-312		COPY USAGE & PAPER	180.00	180.00	7.18	128.01	51.99	28.88 %
100-52200-320		SUBSCRIPTIONS & DUES	1,626.00	1,626.00	0.00	305.00	1,321.00	81.24 %
100-52200-321		CERTIFICATIONS & LICENSES	1,000.00	1,000.00	80.00	333.51	666.49	66.65 %
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	280.00	850.45	3,449.55	80.22 %
100-52200-340		OPERATING SUPPLIES	7,041.00	7,041.00	468.99	3,252.05	3,788.95	53.81 %
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	246.40	389.42	1,610.58	80.53 %
100-52200-350		BLDG & GRDS MAINT & REPAIRS	1,000.00	1,000.00	100.65	100.65	899.35	89.94 %
100-52200-360		VEHICLE MAINT. & REPAIRS	6,000.00	6,000.00	581.99	4,107.40	1,892.60	31.54 %
100-52200-361		REGULAR FUEL	7,000.00	7,000.00	996.22	3,951.50	3,048.50	43.55 %
100-52200-362		OFF ROAD FUEL	200.00	200.00	35.63	100.96	99.04	49.52 %
100-52200-363		EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	370.00	445.94	1,054.06	70.27 %
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	672.75	1,891.75	108.25	5.41 %
1	200-382	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	516.27	830.27	2,169.73	72.32 %
10	2200-394	EMS - SUPPLIES	3,500.00	3,500.00	1,048.85	2,029.42	1,470.58	42.02 %
100-52200-399		ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	187.50	-37.50	-25.00 %
Department: 52200 - FIRE Total:		1,407,599.00	1,407,599.00	68,540.32	609,821.35	797,777.65	56.68 %	
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	1,513.06	16,422.86	22,798.14	58.13 %
100-52400-120		WAGES - REGULAR	265,275.00	265,275.00	10,222.83	110,967.38	154,307.62	58.17 %
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	829.81	9,063.89	14,268.11	61.15 %
100-52400-151		RETIREMENT (WRS)	20,401.00	20,401.00	786.31	8,535.28	11,865.72	58.16 %
100-52400-152		HEALTH INSURANCE	73,287.00	73,287.00	6,190.45	37,225.89	36,061.11	49.21 %
100-52400-153		DENTAL INSURANCE	4,413.00	4,413.00	373.35	2,245.71	2,167.29	49.11 %
100-52400-154		LIFE INSURANCE	189.00	189.00	17.42	96.02	92.98	49.20 %
100-52400-225		PHONE/INTERNET/CABLE	2,340.00	2,340.00	85.07	1,100.12	1,239.88	52.99 %
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	8,800.00	0.00	0.00 %
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	26.31	149.34	550.66	78.67 %
100-52400-312		COPY USAGE & PAPER	1,500.00	1,500.00	0.38	91.92	1,408.08	93.87 %
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	612.02	-492.02	-410.02 %
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	0.00	2,689.63	310.37	10.35 %
1	400-340	OPERATING SUPPLIES	150.00	150.00	0.00	52.83	97.17	64.78 %
100-52400-341		PRINTING & FORMS	1,125.00	1,125.00	0.00	0.00	1,125.00	100.00 %

Budget Report

For Fiscal: 2018 Period Ending: 06/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-400-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	164.94	135.06	45.02 %
100-2400-361	REGULAR FUEL	3,100.00	3,100.00	264.85	1,163.90	1,936.10	62.45 %
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	20,309.84	199,661.73	249,281.27	55.53 %
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	2,997.59	32,657.41	45,335.59	58.13 %
100-53100-120	WAGES - REGULAR	2,201.00	2,201.00	86.02	929.42	1,271.58	57.77 %
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	219.50	2,404.22	3,730.78	60.81 %
100-53100-151	RETIREMENT (WRS)	5,373.00	5,373.00	206.60	2,250.28	3,122.72	58.12 %
100-53100-152	HEALTH INSURANCE	17,983.00	17,983.00	1,540.19	9,282.73	8,700.27	48.38 %
100-53100-153	DENTAL INSURANCE	1,108.00	1,108.00	95.14	573.65	534.35	48.23 %
100-53100-154	LIFE INSURANCE	26.00	26.00	2.30	13.05	12.95	49.81 %
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	87.20	920.65	1,405.35	60.42 %
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	45.17	45.17	1,254.83	96.53 %
100-53100-311	POSTAGE	500.00	500.00	0.47	95.47	404.53	80.91 %
100-53100-312	COPY USAGE & PAPER	650.00	650.00	4.10	456.29	193.71	29.80 %
100-53100-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	211.00	39.00	15.60 %
100-53100-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53100-322	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	195.00	671.61	28.39	4.06 %
100-53100-340	OPERATING SUPPLIES	1,000.00	1,000.00	36.00	619.85	380.15	38.02 %
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	0.00	113.45	386.55	77.31 %
100-53100-361	REGULAR FUEL	700.00	700.00	69.69	475.84	224.16	32.02 %
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	5,584.97	52,000.09	68,219.91	56.75 %
Department: 53310 - BOARD OF PUBLIC WORKS							
100-53310-291	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	106.73	481.78	718.22	59.85 %
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	106.73	481.78	1,768.22	78.59 %
Department: 53311 - STREET							
100-53311-110	SALARIES - REGULAR	42,851.00	42,851.00	1,651.83	17,959.41	24,891.59	58.09 %
100-53311-120	WAGES - REGULAR	293,832.00	293,832.00	11,817.78	126,703.33	167,128.67	56.88 %
100-53311-121	OVERTIME - REGULAR	14,000.00	14,000.00	44.24	6,621.82	7,378.18	52.70 %
100-53311-124	WAGES - PERM PT	4,937.00	4,937.00	30.94	403.88	4,533.12	91.82 %
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	114.50	319.68	4,750.32	93.69 %
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	973.76	10,911.98	16,680.02	60.45 %
100-53311-151	RETIREMENT (WRS)	23,496.00	23,496.00	905.44	10,136.04	13,359.96	56.86 %
100-53311-152	HEALTH INSURANCE	97,113.00	97,113.00	9,166.23	53,317.16	43,795.84	45.10 %
100-53311-153	DENTAL INSURANCE	7,041.00	7,041.00	601.18	3,607.08	3,433.92	48.77 %
100-53311-154	LIFE INSURANCE	190.00	190.00	16.25	89.95	100.05	52.66 %
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
100-5311-213	HVAC CONTRACTUAL	800.00	800.00	0.00	113.05	686.95	85.87 %
100-5311-214	FIRE CONTRACTUAL	650.00	650.00	0.00	144.79	505.21	77.72 %
100-53311-220	WATER/SEWER/STORM WATER	2,100.00	2,100.00	0.00	1,149.06	950.94	45.28 %
100-53311-221	ELECTRIC & GAS	8,662.00	8,662.00	279.02	6,991.36	1,670.64	19.29 %
100-53311-225	PHONE/INTERNET/CABLE	2,694.00	2,694.00	217.95	1,947.61	746.39	27.71 %
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	637.50	72.50	10.21 %
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	8,765.00	2,735.00	23.78 %
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	1,597.62	7,282.52	8,717.48	54.48 %
100-53311-310	OFFICE SUPPLIES	200.00	200.00	14.69	103.38	96.62	48.31 %
100-53311-311	POSTAGE	300.00	300.00	1.36	5.05	294.95	98.32 %
100-53311-312	COPY USAGE & PAPER	50.00	50.00	0.00	52.63	-2.63	-5.26 %
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	108.63	271.07	-171.07	-171.07 %
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	0.00	391.52	108.48	21.70 %
100-53311-340	OPERATING SUPPLIES	4,850.00	4,850.00	294.93	3,058.72	1,791.28	36.93 %
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	18.22	253.98	346.02	57.67 %
100-53311-350	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	3.76	747.67	752.33	50.16 %
100-53311-360	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	801.43	10,202.41	-4,702.41	-85.50 %
100-53311-361	REGULAR FUEL	20,800.00	20,800.00	1,823.92	8,007.45	12,792.55	61.50 %
100-53311-362	OFF ROAD FUEL	5,000.00	5,000.00	571.80	1,449.93	3,550.07	71.00 %
100-53311-363	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	206.03	2,863.88	9,136.12	76.13 %
100-53311-370	SALT & SAND	77,105.00 *	77,105.00	4,894.04	50,742.65	26,362.35	34.19 %
100-53311-371	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	965.00	1,278.34	1,221.66	48.87 %
100-5311-375	STREET MAINT & REPAIRS	5,000.00	5,000.00	0.00	29.98	4,970.02	99.40 %
100-5311-381	EMPLOYMENT TESTING	500.00	500.00	158.03	469.53	30.47	6.09 %
100-53311-382	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	0.00	55.40	944.60	94.46 %
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	37,278.58	337,084.81	360,258.19	51.66 %
Department: 53312 - STREET SIGNS & SIGNALS							
100-53312-221	ELECTRIC & GAS	7,800.00	7,800.00	0.00	627.21	7,172.79	91.96 %
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	224.70	1,277.83	7,722.17	85.80 %
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	224.70	1,905.04	17,194.96	90.03 %
Department: 53315 - STREET LIGHTS							
100-53315-221	ELECTRIC & GAS	225,955.00	225,955.00	16,549.93	86,047.39	139,907.61	61.92 %
100-53315-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	92.00	-92.00	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	1,538.79	1,754.46	245.54	12.28 %
Department: 53315 - STREET LIGHTS Total:		239,955.00	239,955.00	18,088.72	87,893.85	152,061.15	63.37 %
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	27,850.00	38,990.00	58.33 %
Department: 54110 - ANIMAL CONTROL Total:		66,840.00	66,840.00	5,570.00	27,850.00	38,990.00	58.33 %
Department: 55110 - LIBRARY							
100-55110-110	SALARIES - REGULAR	29,111.00	29,111.00	1,109.07	12,136.59	16,974.41	58.31 %
100-55110-124	WAGES - PERM PT	10,616.00	10,616.00	405.00	3,345.75	7,270.25	68.48 %
100-55110-125	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 %

* 200 tons additional salt est. 19,000 over budget

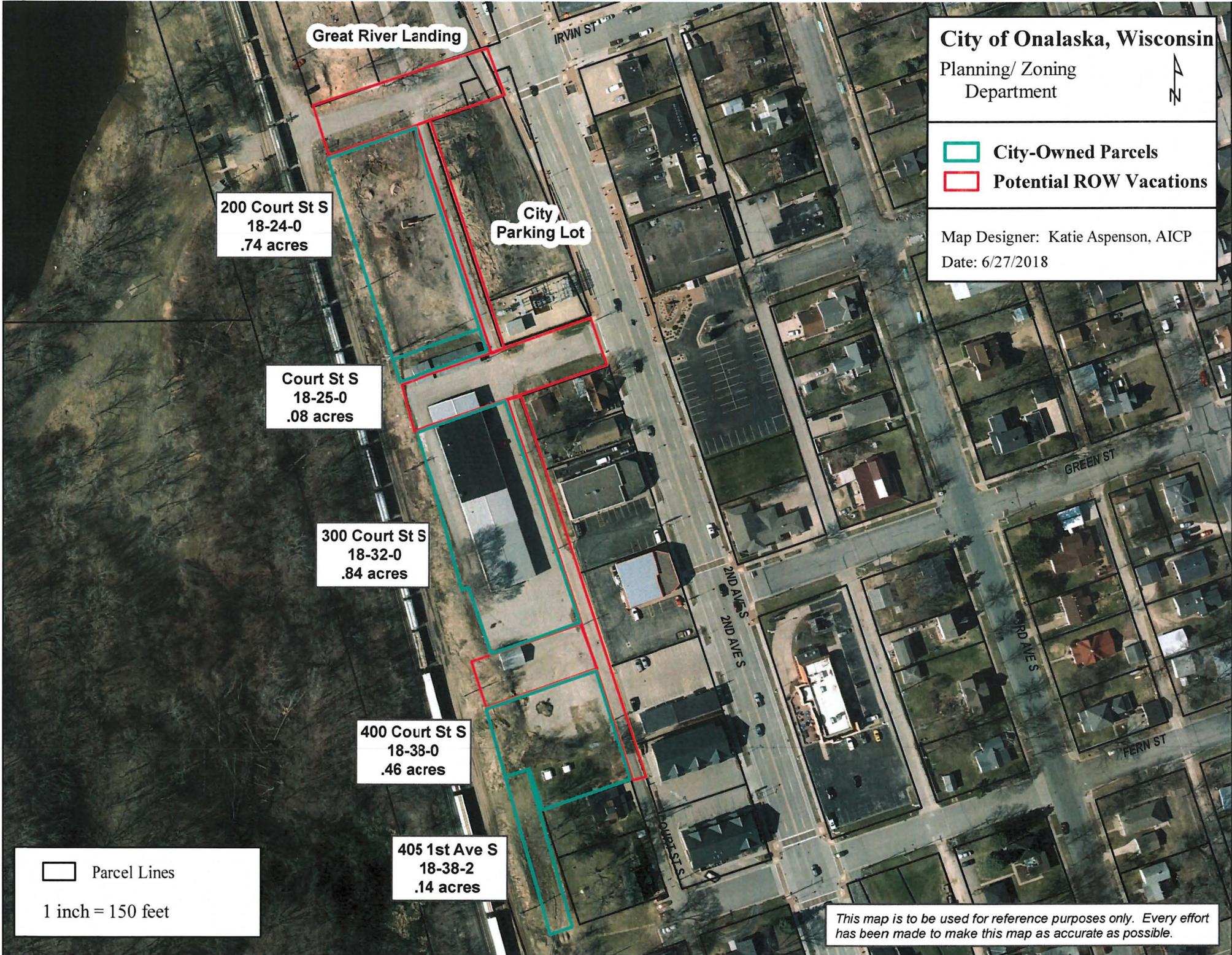
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1	110-127						
	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100	5110-150						
	FICA	3,039.00	3,039.00	111.00	1,136.11	1,902.89	62.62 %
100	55110-151						
	RETIREMENT (WRS)	1,950.00	1,950.00	74.31	813.21	1,136.79	58.30 %
100	55110-152						
	HEALTH INSURANCE	5,075.00	5,075.00	422.94	2,537.64	2,537.36	50.00 %
100	55110-153						
	DENTAL INSURANCE	294.00	294.00	24.46	146.76	147.24	50.08 %
100	55110-154						
	LIFE INSURANCE	18.00	18.00	1.58	9.18	8.82	49.00 %
100	55110-211						
	BOILER CONTRACTUAL	635.00	635.00	0.00	501.00	134.00	21.10 %
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	380.00	484.26	764.74	61.23 %
100	55110-220						
	WATER/SEWER/STORM WATER	4,146.00	4,146.00	0.00	908.95	3,237.05	78.08 %
100	55110-221						
	ELECTRIC & GAS	25,774.00	25,774.00	0.00	8,698.24	17,075.76	66.25 %
100	55110-225						
	PHONE/INTERNET/CABLE	750.00	750.00	54.93	330.02	419.98	56.00 %
100	55110-240						
	SOFTWARE MAINTENANCE CONTR	750.00	750.00	0.00	600.00	150.00	20.00 %
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	218.35	1,101.65	83.46 %
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	266.69	903.01	1,571.99	63.51 %
100	55110-342						
	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	285.76	1,047.04	1,052.96	50.14 %
100	55110-350						
	BLDG & GRDS MAINT & REPAIRS	1,750.00	1,750.00	201.60	1,191.51	558.49	31.91 %
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	44.61	105.39	70.26 %
	Department: 55110 - LIBRARY Total:	94,273.00	94,273.00	3,337.34	35,052.23	59,220.77	62.82 %
	Department: 55200 - PARKS						
1	200-110						
	SALARIES - REGULAR	61,946.00	61,946.00	2,371.43	26,085.73	35,860.27	57.89 %
100	5200-120						
	WAGES - REGULAR	77,246.00	77,246.00	2,994.00	32,494.77	44,751.23	57.93 %
100	55200-121						
	OVERTIME - REGULAR	1,000.00	1,000.00	45.00	157.50	842.50	84.25 %
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	3,792.38	11,010.20	10,090.80	47.82 %
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	677.15	5,067.29	7,960.71	61.10 %
100	55200-151						
	RETIREMENT (WRS)	9,996.00	9,996.00	414.77	4,140.16	5,855.84	58.58 %
100	55200-152						
	HEALTH INSURANCE	33,703.00	33,703.00	2,808.60	16,851.60	16,851.40	50.00 %
100	55200-153						
	DENTAL INSURANCE	2,025.00	2,025.00	168.73	1,012.38	1,012.62	50.01 %
100	55200-154						
	LIFE INSURANCE	59.00	59.00	5.41	30.06	28.94	49.05 %
100	55200-214						
	FIRE CONTRACTUAL	250.00	250.00	0.00	131.09	118.91	47.56 %
100	55200-220						
	WATER/SEWER/STORM WATER	16,823.00	16,823.00	0.00	7,291.38	9,531.62	56.66 %
100	55200-221						
	ELECTRIC & GAS	20,750.00	20,750.00	294.80	8,116.25	12,633.75	60.89 %
100	55200-225						
	PHONE/INTERNET/CABLE	3,200.00	3,200.00	318.20	1,902.30	1,297.70	40.55 %
100	55200-240						
	SOFTWARE MAINTENANCE CONTR	600.00	600.00	0.00	600.00	0.00	0.00 %
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	127.55	392.56	-12.56	-3.31 %
100	55200-291						
	TRANSCRIPTION CONTRACTUAL	600.00	600.00	67.21	282.88	317.12	52.85 %
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	0.00	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	47.44	542.56	91.96 %
1	200-340						
	OPERATING SUPPLIES	11,675.00	11,675.00	758.14	4,264.73	7,410.27	63.47 %
100	5200-342						
	CLEANING & SANITARY SUPPLIES	4,000.00	4,000.00	854.18	2,775.26	1,224.74	30.62 %

		Original	Current	Period	Fiscal	Variance		
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Percent	
						Favorable	Remaining	
1	200-350	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	6,350.41	17,071.90	-5,071.90	-42.27 %
100-5200-360		VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	31.38	1,725.28	1,274.72	42.49 %
100-55200-361		REGULAR FUEL	6,500.00	6,500.00	1,161.24	3,135.10	3,364.90	51.77 %
100-55200-362		OFF ROAD FUEL	3,400.00	3,400.00	727.36	1,779.13	1,620.87	47.67 %
100-55200-363		EQUIPMENT MAINT & REPAIRS	4,500.00	4,500.00	1,079.46	5,187.28	-687.28	-15.27 %
100-55200-371		TREE & BRUSH MAINTENANCE	1,750.00	1,750.00	0.00	327.98	1,422.02	81.26 %
100-55200-381		EMPLOYMENT TESTING	75.00	75.00	75.00	75.00	0.00	0.00 %
100-55200-382		UNIFORMS & SAFETY ATTIRE	150.00	150.00	93.82	93.82	56.18	37.45 %
		Department: 55200 - PARKS Total:	320,297.00	320,297.00	25,216.22	152,449.07	167,847.93	52.40 %
		Department: 55300 - RECREATION						
100-55300-110		SALARIES - REGULAR	176,386.00	176,386.00	6,755.15	74,306.65	102,079.35	57.87 %
100-55300-120		WAGES - REGULAR	26,524.00	26,524.00	998.69	10,529.92	15,994.08	60.30 %
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	330.00	3,666.89	10,036.11	73.24 %
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	1,953.36	14,659.22	40,750.78	73.54 %
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	729.85	7,484.30	13,325.70	64.04 %
100-55300-151		RETIREMENT (WRS)	13,595.00	13,595.00	519.51	5,609.53	7,985.47	58.74 %
100-55300-152		HEALTH INSURANCE	43,518.00	43,518.00	4,208.79	21,545.55	21,972.45	50.49 %
100-55300-153		DENTAL INSURANCE	2,591.00	2,591.00	255.22	1,292.37	1,298.63	50.12 %
100-55300-154		LIFE INSURANCE	45.00	45.00	4.40	23.20	21.80	48.44 %
100-55300-225		PHONE/INTERNET/CABLE	4,250.00	4,250.00	127.46	1,183.45	3,066.55	72.15 %
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	85.01	187.34	1,162.66	86.12 %
100-55300-311		POSTAGE	3,950.00	3,950.00	72.15	2,192.52	1,757.48	44.49 %
1	300-312	COPY USAGE & PAPER	3,600.00	3,600.00	212.56	1,087.61	2,512.39	69.79 %
100-55300-320		SUBSCRIPTIONS & DUES	775.00	775.00	0.00	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	172.00	1,928.00	91.81 %
100-55300-340		OPERATING SUPPLIES	27,300.00	27,300.00	5,102.21	19,529.46	7,770.54	28.46 %
100-55300-341		PRINTING & FORMS	6,000.00	6,000.00	0.00	3,067.51	2,932.49	48.87 %
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	21,354.36	167,137.52	235,269.48	58.47 %
		Department: 55420 - AQUATIC CENTER						
100-55420-120		WAGES - REGULAR	20,680.00	20,680.00	820.00	8,712.48	11,967.52	57.87 %
100-55420-121		OVERTIME - REGULAR	0.00	0.00	30.00	105.00	-105.00	0.00 %
100-55420-126		WAGES - TEMP/SEAS	80,308.00	80,308.00	1,749.11	2,597.35	77,710.65	96.77 %
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	193.50	819.68	6,906.32	89.39 %
100-55420-151		RETIREMENT (WRS)	1,386.00	1,386.00	56.95	590.77	795.23	57.38 %
100-55420-152		HEALTH INSURANCE	6,721.00	6,721.00	560.07	3,360.42	3,360.58	50.00 %
100-55420-153		DENTAL INSURANCE	415.00	415.00	34.60	207.60	207.40	49.98 %
100-55420-154		LIFE INSURANCE	4.00	4.00	0.49	2.09	1.91	47.75 %
100-55420-220		WATER/SEWER/STORM WATER	7,530.00	7,530.00	0.00	2,921.44	4,608.56	61.20 %
100-55420-221		ELECTRIC & GAS	16,000.00	16,000.00	1,546.97	4,212.53	11,787.47	73.67 %
100-55420-225		PHONE/INTERNET/CABLE	350.00	350.00	247.38	481.28	-131.28	-37.51 %
100-55420-290		OTHER CONTRACTUAL SERVICES	11,542.00	11,542.00	2,687.26	8,165.78	3,376.22	29.25 %
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	3,176.17	3,525.17	924.83	20.78 %
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	4,492.52	4,573.56	11,005.44	70.64 %
100-55420-350		BLDG & GRDS MAINT & REPAIRS	4,576.00	4,576.00	321.91	424.87	4,151.13	90.72 %

Budget Report

For Fiscal: 2018 Period Ending: 06/30/2018

		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	58.96	191.04 76.42 %
	Department: 55420 - AQUATIC CENTER Total:		178,017.00	178,017.00	15,916.93	40,758.98	137,258.02 77.10 %
	Department: 56600 - URBAN PLANNING						
	100-56600-290	OTHER CONTRACTUAL SERVICES	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 %
	Department: 56600 - URBAN PLANNING Total:		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 %
	Department: 56610 - CITY STUDY Total:		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	13,732.29	-0.29 0.00 %
	Department: 56700 - ECONOMIC DEVELOPMENT Total:		13,732.00	13,732.00	0.00	13,732.29	-0.29 0.00 %
	Department: 56900 - PLANNING & ZONING						
	100-56900-110	SALARIES - REGULAR	36,528.00	36,528.00	1,410.76	15,297.56	21,230.44 58.12 %
	100-56900-120	WAGES - REGULAR	4,402.00	4,402.00	172.04	1,858.92	2,543.08 57.77 %
	100-56900-121	OVERTIME - REGULAR	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	107.99	1,179.96	1,951.04 62.31 %
	100-56900-151	RETIREMENT (WRS)	2,742.00	2,742.00	106.05	1,149.51	1,592.49 58.08 %
	100-56900-152	HEALTH INSURANCE	11,603.00	11,603.00	1,050.14	6,384.03	5,218.97 44.98 %
	100-56900-153	DENTAL INSURANCE	711.00	711.00	64.86	394.77	316.23 44.48 %
	100-56900-154	LIFE INSURANCE	16.00	16.00	1.36	8.01	7.99 49.94 %
	100-56900-225	PHONE/INTERNET/CABLE	2,100.00	2,100.00	65.22	530.35	1,569.65 74.75 %
	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 %
	100-56900-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00 %
	100-56900-291	TRANSCRIPTION CONTRACTUAL	3,000.00	3,000.00	191.88	762.19	2,237.81 74.59 %
1	900-310	OFFICE SUPPLIES	820.00	820.00	0.00	0.00	820.00 100.00 %
	100-56900-311	POSTAGE	920.00	920.00	129.35	408.73	511.27 55.57 %
	100-56900-312	COPY USAGE & PAPER	2,745.00	2,745.00	83.00	1,106.74	1,638.26 59.68 %
	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	645.38	1,905.79	1,734.21 47.64 %
	100-56900-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00 %
	100-56900-330	SEMINARS, CONF & TRAVEL	1,800.00	1,800.00	0.00	566.59	1,233.41 68.52 %
	100-56900-340	OPERATING SUPPLIES	700.00	700.00	0.00	232.98	467.02 66.72 %
	100-56900-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	15.34	284.66 94.89 %
	100-56900-361	REGULAR FUEL	800.00	800.00	38.63	125.58	674.42 84.30 %
	Department: 56900 - PLANNING & ZONING Total:		77,258.00	77,258.00	4,066.66	32,670.05	44,587.95 57.71 %
	Department: 59200 - TRANSFERS						
	100-59200-590	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00 %
	Department: 59200 - TRANSFERS Total:		0.00	0.00	0.00	0.00	0.00 %
	Expense Total:		9,023,087.00	9,023,087.00	452,294.60	3,736,344.88	5,286,742.12 58.59 %
	Fund: 100 - GENERAL FUND Surplus (Deficit):		0.00	0.00	-428,204.48	3,138,812.86	3,138,812.86 0.00 %
	Report Surplus (Deficit):		0.00	0.00	-428,204.48	3,138,812.86	3,138,812.86 0.00 %



Great River Landing

200 Court St S
18-24-0
.74 acres

City
Parking Lot

Court St S
18-25-0
.08 acres

300 Court St S
18-32-0
.84 acres

400 Court St S
18-38-0
.46 acres

405 1st Ave S
18-38-2
.14 acres

City of Onalaska, Wisconsin
Planning/ Zoning
Department



-  City-Owned Parcels
-  Potential ROW Vacations

Map Designer: Katie Aspenson, AICP
Date: 6/27/2018

 Parcel Lines

1 inch = 150 feet

This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.

F-6

F-6



June 25, 2018

Eric Rindfleisch, Administrator
City of Onalaska, Wisconsin
415 Main St
Onalaska, WI 54650

Re: Written Municipal Advisor Client Disclosure with the City of Onalaska ("Client") for Creation of Tax Increment District No. 5 ("Project" Pursuant to MSRB Rule G-42)

Dear Eric:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in **Appendix A** attached hereto.
3. As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within **Appendix B** attached hereto.

This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers

Sean Lentz, CIPMA
Senior Municipal Advisor/Director

¹ This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).



Appendix A

Disclosure of Conflicts of Interest/Other Required Information

Actual/Potential Material Conflicts of Interest

Ehlers has no known actual or potential material conflicts of interest that might impair its ability either to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

Other Engagements or Relationships Impairing Ability to Provide Advice

Ehlers is not aware of any other engagement or relationship Ehlers has that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

Affiliated Entities

Ehlers offers related services through two affiliates of Ehlers, Bond Trust Service Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services while Ehlers Investment Partners (EIP) provides investment related services and bidding agent service. Ehlers and these affiliates do not share fees. If either service is needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked whether or not they wish to retain either affiliate to provide service. If BTSC or EIP are retained to provide service, a separate agreement with that affiliate will be provided for Client's consideration and approval.

Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers does not use solicitors to secure municipal engagements; nor does it make direct or indirect payments to obtain or retain Client business.

Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

Material Legal or Disciplinary Events

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

MSRB Contact Information

The website address of the MSRB is www.msrb.org. Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

Appendix B Tax Incremental Financing Services

Scope of Service

Client has requested that Ehlers assist Client with the Creation of Tax Increment District No. 5 (“Project”). Ehlers proposes and agrees to provide the following scope of services:

Phase I – Feasibility Analysis

The purpose of Phase I is to determine whether the Project is a statutorily and economically feasible option to achieve the Client’s objectives. This phase begins upon your authorization of this engagement, and ends on completion and delivery of a feasibility analysis report. As part of Phase I services, Ehlers will:

- Consult with appropriate Client officials to identify the Client’s objectives for the Project.
- Provide feedback as to the appropriateness of using Tax Incremental Financing in the context of the “but for” test.
- If the Project includes creation of or addition of territory to a district, identify preliminary boundaries and gather parcel data from Client. Determine compliance with the following statutory requirements as applicable:
 - Equalized Value test.
 - Purpose test (industrial, mixed use, blighted area, or in need of rehabilitation or conservation).
 - Newly platted residential land use test.
- Prepare feasibility analysis report. The report will include the following information, as applicable:
 - Identification of the type or types of districts that may be created.
 - A description of the type, maximum life, expenditure period and other features corresponding to the type of district proposed.
 - A summary of the development assumptions used with respect to timing of construction and projected values.
 - Projections of tax increment revenue collections to include annual and cumulative present value calculations.
 - Qualification of the district as a donor or recipient of shared increment, and projected impact of any allocations of shared increment.
 - If debt financing is anticipated, a summary of the sizing, structure and timing of proposed debt issues.
 - A cash flow *pro forma* reflecting annual and cumulative district fund balances and projected year of closure.
 - A draft time table for the Project.

- Identification of how the creation date may affect the district's valuation date, the base value, compliance with the equalized value test, and the ability to capture current year construction values and changes in economic value.
- When warranted, evaluate and compare options with respect to boundaries, type of district, project costs and development levels.
- Ehlers will provide guidance on district design within statutory limits to creatively achieve as many of the Client's objectives as possible, and will provide liaison with State Department of Revenue as needed in the technical evaluation of options.
- Present the results of the feasibility analysis to the Client's staff, Plan Commission or governing body.

Phase II – Project Plan Development and Approval

If the Client elects to proceed following completion of the feasibility analysis, the Project will move to Phase II. This phase includes preparation of the Project Plan, and consideration by the Plan Commission¹, governing body, and the Joint Review Board. This phase begins after receiving notification from the Client to proceed, and ends after the Joint Review Board takes action on the Project. As part of Phase II services, Ehlers will:

- Based on the goals and objectives identified in Phase I, prepare a draft Project Plan that includes all statutorily required components.
- We will coordinate with your staff, engineer, planner or other designated party to obtain a map of the proposed boundaries of the district, a map showing existing uses and conditions of real property within the district, and a map showing proposed improvements and uses in the district.
- Submit to the Client an electronic version of the draft Project Plan for initial review and comment.
- Coordinate with Client staff to confirm dates and times for the meetings indicated within the following table. Ehlers will ensure that selected dates meet all statutory timing requirements, and will provide documentation and notices as indicated.

Meeting	Ehlers Responsibility	Client Responsibility
Initial Joint Review Board	<p>Prepare Notice of Meeting and transmit to Client's designated paper.</p> <p>Mail meeting notice, informational materials, and draft Project Plan to overlapping taxing jurisdictions.</p> <p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Prepare meeting minutes.</p> <p>Designate Client Joint Review Board representative.</p> <p>Identify and recommend Public Joint Review Board representative for appointment.</p>
Plan Commission Public Hearing	<p>Prepare Notice of Public Hearing and transmit to Client's designated paper.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p>
Plan Commission Public Hearing	<p>For blighted area districts and in need of rehabilitation or conservation districts, provide a format for the required individual property owner notification letters.</p> <p>Attend hearing to present draft Project Plan.</p>	<p>Prepare and mail individual property owner notices (only for districts created as blighted area, or in need of rehabilitation or conservation).</p> <p>Prepare meeting minutes.</p>
Plan Commission	<p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p> <p>Provide approval resolution for Plan Commission consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Distribute Project Plan & resolution to Plan Commission members in advance of meeting.</p> <p>Prepare meeting minutes.</p>
Governing Body Action	<p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p> <p>Provide approval resolution for governing body consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Provide Project Plan & resolution to governing body members in advance of meeting.</p> <p>Prepare meeting minutes.</p>
Joint Review Board Action	<p>Mail meeting notice and copy of final Project Plan to overlapping taxing jurisdictions.</p> <p>Prepare Notice of Meeting and transmit to Client's designated paper.</p> <p>Provide agenda language to Client.</p> <p>Attend meeting to present final Project Plan.</p> <p>Provide approval resolution for Joint Review Board consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Prepare meeting minutes.</p>

- Throughout the meeting process, provide drafts of the Project Plan and related documents in sufficient quantity for the Client’s staff, Plan Commission, governing body and Joint Review Board members.
- Provide advice and updated analysis on the impact of any changes made to the Project Plan throughout the approval process.

Phase III – State Submittal

This phase includes final review of all file documents, preparation of filing forms, and submission of the base year or amendment packet to the Department of Revenue. This phase begins following approval of the district by the Joint Review Board, and ends with the submission of the base year or amendment packet. As part of Phase III services, Ehlers will:

- Assemble and submit to the Department of Revenue the required base year or amendment packet to include a final Project Plan document containing all required elements and information.
- Provide the Client with an electronic copy of the final Project Plan (and up to 15 bound hard copies if desired).
- Provide the municipal Clerk with a complete electronic and/or hard copy transcript of all materials as submitted to the Department of Revenue for certification.
- Act as a liaison between the Client and the Department of Revenue during the certification process in the event any questions or discrepancies arise.

Compensation

In return for the services set forth in the “Scope of Service,” Client agrees to compensate Ehlers as follows:

Phase I	\$ 2,500
Phase II	\$ 6,500
Phase III	\$ 1,000
Total	\$ 10,000



- Phase I base fee includes up to five financial scenarios. Additional scenarios will be run as needed at a cost of \$750/scenario.
- In the event Client determines not to proceed with the Project once a Phase has been authorized, but prior to that Phase’s completion, the compensation due for that Phase will be prorated to reflect the percentage of the work completed.

Payment for Services

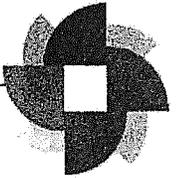
For all compensation due to Ehlers, Ehlers will invoice Client for the amount due at the completion of each Phase. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

Client Responsibility

The following expenses are not included in our Scope of Services, and are the responsibility of Client to pay directly:

- Services rendered by Client's engineers, planners, surveyors, appraisers, assessors, attorneys, auditors and others that may be called on by Client to provide information related to completion of the Project.
- Preparation of maps necessary for inclusion in the Project Plan.
- Preparation of maps necessary for inclusion in the base year or amendment packet.
- Publication charge for the Notice of Public Hearing and Notices of Joint Review Board meetings.
- Legal opinion advising that Project Plan contains all required elements. (Normally provided by municipal attorney).
- Preparation of District metes & bounds description. (Needed in Phase III for creation of new districts, or amendments that add or subtract territory).
- Department of Revenue filing fee and annual administrative fees. The current Department of Revenue fee structure is:

Current Wisconsin Department of Revenue Fee Schedules	
Base Year Packet	\$1,000
Amendment Packet with Territory Addition	\$1,000
Amendment Packet with Territory Subtraction	\$1,000
Base Value Redetermination	\$1,000
Amendment Packet	No Charge
Annual Administrative Fee	\$150



June 25, 2018

Eric C. Rindfleisch
City Administrator
City of Onalaska
415 Main Street
Onalaska, MN 54650

RE: Scope of work and cost estimate for review of the proposed Great River Residences

Dear Mr. Rindfleisch:

Thank you for the opportunity to submit a proposed scope of work and cost estimate to provide development finance services for your proposed project in Onalaska. The table below outlines proposed tasks based on our understanding of this project. We can modify the proposal as necessary based on your specific needs.

Step	Specific Activities	Time	Cost
1. Project Review	<ul style="list-style-type: none"> Review project specifics and details based on currently available information Review valuation and tax increment projections 	2-4 Hours	\$480-\$960
2. Pro Forma Analysis	<ul style="list-style-type: none"> Prepare pro forma analysis: Compare development and operating costs, revenues, financing structure and projected return on investment with industry standards Based on the analysis, determine and recommend an appropriate level of public assistance for project completion 	4-6 Hours	\$960-\$1,440
3. Negotiation and Revisions	<ul style="list-style-type: none"> Participate in discussions with developer to communicate rationale for recommended assistance Revise analysis throughout negotiations 	2-4 Hours	\$480-\$960
4. Document Findings	<ul style="list-style-type: none"> Prepare memorandum summarizing the pro forma analysis and outlining recommendations for level of assistance 	4-6 Hours	\$960-\$1440
TOTAL		12-20 Hours	\$2,880-\$4,800

The cost ranges provided above depend on the amount and quality of information received up front and do not include attendance at any meetings. Based on the City's needs, certain tasks may be added or deleted from this scope. The work will be completed on an hourly basis at our standard rate of \$240 per hour. Attendance at meetings, travel or any additional work requested would be billed at the same standard hourly rate. We look forward to the opportunity to work with you on this project. Please contact us at with any questions.

Sincerely,

Sean Lentz
Senior Municipal Advisor
651-697-8509

Jason Aarsvold
Senior Municipal Advisor
651-697-8512



Minnesota
Offices also in Wisconsin and Illinois

phone 651-697-8500
fax 651-697-8555
toll free 800-552-1171

www.ehlers-inc.com

3060 Centre Pointe Drive
Roseville, MN 55113-1122

City of Onalaska Legal Council Hours/Dollars

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
														thru 3-31
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Muni. Ct. (JMC)	370.95	383.7	281.9	336	343.3	284.55	295.15	202.75	330.1	204.25	227.54	182.95	391.29	69.7
JMC Add'l												74.6	148.55	38.7
General Government Issues	475	610.34	511.2	544.8	783.86	441.8	423.6	539.7	741.95	883.33	1077.38	883.84	506.35	94.9
Employment	202.05	946.85	450.10	115.40	284.70	116.60	61.30	54.20	49.21	51.20	32.30	40.90	18.64	70.9
Annual TOTAL	1048	1940.89	1243.2	996.2	1411.86	842.95	780.05	796.65	1121.26	1138.78	1337.22	1182.29	1064.83	274.2

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges
<i>JMC Rate</i>	95.00	95.00	100.00	100.00	100.00	105.00	105.00	105.00	105.00	110.00	110.00	110.00	112.5	115
<i>GEN Rate</i>	95.00	95.00	100.00	100.00	100.00	105.00	107.50	107.50	107.50	117.50	117.50	120.00	122.5	125
Muni. Ct. (JMC)	35,240.25	36,451.50	28,190.00	33,600.00	34,330.00	29,877.75	30,990.75	21,288.75	34,660.50	22,467.50	25,029.40	20,124.50	44,020.13	8,015.50
JMC Add'l												8,206.00	16,711.88	4,450.50
General Government Issues	45,125.00	57,982.30	51,120.00	54,480.00	78,386.00	46,389.00	45,537.00	58,017.75	79,759.63	103,791.28	126,592.15	106,060.80	62,027.88	11,862.50
Employment	19,194.75	89,950.75	45,010.00	11,540.00	28,470.00	12,243.00	6,589.75	5,826.50	5,290.08	6,016.00	3,795.25	4,908.00	2,283.40	8,862.50
Annual TOTAL	99,560.00	184,384.55	124,320.00	99,620.00	141,186.00	88,509.75	83,117.50	85,133.00	119,710.20	132,274.78	155,416.80	139,299.30	125,043.28	33,191.00

F-7

F-8

This Grant Agreement ("Agreement"), entered into by and between the Bureau of Transportation Safety ("BOTS") and ONALASKA POLICE DEPT. ("Grantee"), is executed pursuant to terms that follow.

1. Purpose of this Agreement

The Bureau of Transportation Safety, housed within the Wisconsin Department of Transportation's Division of State Patrol, serves as the administering agency for state and federal grants relating to transportation safety. The purpose of this Agreement is to enable BOTS to award grant funding to Grantee for eligible costs of the Grant Project ("Grant") undertaken as outlined in the project narrative and work plan. The funds shall be used exclusively in accordance with the provisions of this Agreement, as well as applicable federal and state laws and regulations.

2. Term

Work conducted under this Grant must occur within the federal fiscal year: October 1 to September 30. This Agreement expires September 30 of the federal fiscal year during which the Grant is conducted.

3. Implementation

Grantee shall be solely responsible for the design and implementation of the Grant as described in the project narrative and work plan. Grantee agrees to conduct the Grant in accordance with these plans as approved by BOTS.

Modification of the Grant shall require prior approval of BOTS. Any change in project coordinator, financial officer, authorizing official, addresses, or telephone numbers requires written notification to BOTS. If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the Wise-Grants System. Amended activity may not commence prior to BOTS approval.

Failure to perform planned activity may be considered grounds for termination of funding.

4. Audit and Maintenance of Records

Grantee government subdivisions are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S. C. 7501-8507) and the Single Audit Requirements of 2 C.F.R. §200, Subpart F (A-133 Single Audit Requirements). If Grantee government subdivision is subject to a Single Audit, BOTS must be notified of the audit and subsequent results. If Grantee is subject to these requirements, it will verify that it is compliance with these requirements and that it has filed with the Federal Audit Clearing House. BOTS may take corrective action within six months and may require independent auditors to have access to grantee's records and financial statements. Documentation of costs shall be maintained for three years following final reimbursement. Reimbursement claim cost detail shall include a list of all personnel whose time is claimed; current billing period and year-to-date wages and fringe benefits paid to each person listed; all travel listed individually and broken out by transportation/mileage, meals, lodging, and related costs; all materials and supplies and contractual services, itemized, required to complete project activity. Employee time records for actual hours worked or percent of time dedicated to project activity are to be maintained by Grantee and made available to BOTS upon request with reasonable notice. Each budget item identified as "Other" shall be claimed separately.

5. Monitoring by the State

Grantee consents to monitoring by BOTS staff to ensure compliance with applicable state and federal regulations. Monitoring may occur on-site and will require access to original versions of employee payroll information, citations, and other materials related to the implementation of this grant.

6. Payment of Funds by the State

All highway safety projects are funded on a cost reimbursement basis. State or local funds shall be expended before federal reimbursement is made.

BOTS shall reimburse Grantee only for the actual hours worked, and for other eligible costs, and only if the costs are incurred in performing tasks identified within the grant application. Personnel costs shall be reimbursed on the basis of

actual hourly salary and fringe rate(s) that have been verified and approved by BOTS, or on the basis of percentage of annual salary and fringe dedicated to project activity as described within the grant application. All expenses for which Grantee seeks reimbursement must be documented in the Project Activity Reports.

7. Equipment

Tangible, non-expendable personal property having an acquisition cost of \$5,000 or more, with a useful life of greater than one year, that is purchased in whole or in part by Grantee using funds awarded as part of this Agreement must be justified in the project narrative or work plan and approved by the NHTSA Regional Office in writing before initiating the acquisition of the equipment. Each item shall be tagged, inventoried, and monitored until the federal interest is released. Tangible, non-expendable personal property having an acquisition cost of less than \$5,000, and budgeted as materials and supplies, will also be monitored. Grantee must inform BOTS in writing when equipment is no longer used for the purpose for which it was acquired. Grantee's procurement of property under a grant will follow the same policies and procedures used for procurement from its non-federal funds, provided their procurement procedures follow the requirements for procurement standards set forth in federal law in 2 C.F.R. §§200.318 general procurement standards through 200.326 contract provisions. Each grantee receiving traffic safety funds must maintain written property management standards that comply with the requirements for property standards set forth in federal law in 2 C.F.R. §§200.310 through 200.316. These requirements include, but are not limited to, the maintenance of accurate property records [2 C.F.R. §200.313(d)(1)]. Such records will include a description of the property; a serial number or other identification number; the source of funding for the property (including the FAIN, if applicable); indication of with whom title is vested; acquisition date; cost of the property; percentage (at the end of the budget year) of federal participation in the cost of the project for the federal award under which the property was acquired; location, use, and condition of the property; and ultimate disposition data including the date of disposal and the sale price of the property. Grantees will institute maintenance procedures adequate to keep the property in good condition.

8. Print and Audio Visual Materials

Grantee shall submit all materials developed under this Agreement to BOTS for approval of content and style prior to final production and release. All video materials intended for general public viewing must be close-captioned. Grantee shall credit the Wisconsin Department of Transportation Bureau of Transportation Safety and the National Highway Traffic Safety Administration on all such materials. Grantee may not copyright any portion of materials produced under this Agreement.

9. Program Income

Program Income is gross income derived by Grantee from Grant-supported activities. Grantee will report program income on reimbursement claims, stating whether the income is retained or credited as a reduction in federal share of project expenditures. If retained, such income may be used only for highway safety activities and is subject to audit by BOTS.

10. Additional Requirements Where Funds Are Expended on Law Enforcement

- A. Grantee agency certifies that it has a written departmental policy on biased-based policing, or that it will initiate development of one during the grant period.
- B. Grantee agency certifies that it has a written departmental policy on pursuits or that it will initiate development of one during the grant period. The policy should conform to the guidelines of the IACP or a similar pursuit policy.
- C. Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in fatal vehicle crashes involving alcohol, or that it will initiate one during the grant period. Grantee agency will require a test of all killed drivers and will encourage all surviving drivers to consent to a test.
- D. Grantee agency certifies that it has a written departmental policy on the use of safety belts by employees, or that it will initiate development of one during the grant period.

11. General Costs of Government

The general costs of government (i.e. supplanting) are unallowable except as provided in 2 C.F.R. §200.474. [2 C.F.R. §200.444]. The replacement of routine or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is prohibited.

12. Guidelines for Allowability of Costs

To be allowable under Federal awards, costs must meet the following general criteria [2 C.F.R. §225, Appendix A, C(1)]:

1. Be necessary and reasonable for proper and efficient performance and administration of Federal awards.
2. Be allocable to Federal awards under the provisions of 2 CFR part 225.
3. Be authorized or not prohibited under State or local laws or regulations.
4. Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
5. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
6. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
7. Except as otherwise provided for in 2 CFR part 225, be determined in accordance with generally accepted accounting principles.
8. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
9. Be the net of all applicable credits.
10. Be adequately documented.

13. Nondiscrimination

During the performance of this contract/funding agreement, the contractor/funding recipient agrees —

1. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
 2. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
 3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
 4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- To insert this clause, including paragraphs a through e, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

The grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

• **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;

• **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

• **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);

•**Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;

•**The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);

•**The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);

•**Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38

•**Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and

•**Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

14. Political Activity (Hatch Act)

Grantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

15. Lobbying Activities

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or

employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

16. Certification Regarding Debarment And Suspension

Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Grant by any federal agency, or by any department, agency, or political subdivision of the state. For purposes of this grant, "principal" includes an officer, director, owner, partner, or other person with primary management and supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of Grantee.

Instructions for Lower Tier Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR Part 180. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

17. Buy America Act

The Grantee and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or sub recipient, to purchase only steel, iron and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.

18. Prohibition on using grant funds to check for helmet usage

The Grantee and each sub recipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

19. Termination

This grant may be terminated upon BOTS' determination that Grantee has materially failed to comply with terms of this Agreement. Termination may be considered among the criteria for subsequent grant awards.

20. Correspondence

All correspondence outside of Wise-Grants with BOTS regarding this project shall include the Grant Number, and shall be submitted to the following address or e-mail address:
Wisconsin State Patrol

BOTS

P.O. Box 7936

Madison, WI 53707

DOTSafetyGrants@dot.wi.gov

Organization: Onalaska Police Department

FG-2018-Onalaska-04336

SIGNED:

 5-2-18 ONALASKA POLICE DEPT
(Agency Head or Authorizing Official), (Date), (Agency Name)

(Director, Bureau of Transportation Safety), (Date)

Please send signed signature page to DOTSafetyGrants@dot.wi.gov

This Grant Agreement ("Agreement"), entered into by and between the Bureau of Transportation Safety ("BOTS") and ONALASKA POLICE DEPT. ("Grantee"), is executed pursuant to terms that follow.

1. Purpose of this Agreement

The Bureau of Transportation Safety, housed within the Wisconsin Department of Transportation's Division of State Patrol, serves as the administering agency for state and federal grants relating to transportation safety. The purpose of this Agreement is to enable BOTS to award grant funding to Grantee for eligible costs of the Grant Project ("Grant") undertaken as outlined in the project narrative and work plan. The funds shall be used exclusively in accordance with the provisions of this Agreement, as well as applicable federal and state laws and regulations.

2. Term

Work conducted under this Grant must occur within the federal fiscal year: October 1 to September 30. This Agreement expires September 30 of the federal fiscal year during which the Grant is conducted.

3. Implementation

Grantee shall be solely responsible for the design and implementation of the Grant as described in the project narrative and work plan. Grantee agrees to conduct the Grant in accordance with these plans as approved by BOTS.

Modification of the Grant shall require prior approval of BOTS. Any change in project coordinator, financial officer, authorizing official, addresses, or telephone numbers requires written notification to BOTS. If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the Wise-Grants System. Amended activity may not commence prior to BOTS approval.

Failure to perform planned activity may be considered grounds for termination of funding.

4. Audit and Maintenance of Records

Grantee government subdivisions are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S. C. 7501-8507) and the Single Audit Requirements of 2 C.F.R. §200, Subpart F (A-133 Single Audit Requirements). If Grantee government subdivision is subject to a Single Audit, BOTS must be notified of the audit and subsequent results. If Grantee is subject to these requirements, it will verify that it is compliance with these requirements and that it has filed with the Federal Audit Clearing House. BOTS may take corrective action within six months and may require independent auditors to have access to grantee's records and financial statements. Documentation of costs shall be maintained for three years following final reimbursement. Reimbursement claim cost detail shall include a list of all personnel whose time is claimed; current billing period and year-to-date wages and fringe benefits paid to each person listed; all travel listed individually and broken out by transportation/mileage, meals, lodging, and related costs; all materials and supplies and contractual services, itemized, required to complete project activity. Employee time records for actual hours worked or percent of time dedicated to project activity are to be maintained by Grantee and made available to BOTS upon request with reasonable notice. Each budget item identified as "Other" shall be claimed separately.

5. Monitoring by the State

Grantee consents to monitoring by BOTS staff to ensure compliance with applicable state and federal regulations. Monitoring may occur on-site and will require access to original versions of employee payroll information, citations, and other materials related to the implementation of this grant.

6. Payment of Funds by the State

All highway safety projects are funded on a cost reimbursement basis. State or local funds shall be expended before federal reimbursement is made.

BOTS shall reimburse Grantee only for the actual hours worked, and for other eligible costs, and only if the costs are incurred in performing tasks identified within the grant application. Personnel costs shall be reimbursed on the basis of

actual hourly salary and fringe rate(s) that have been verified and approved by BOTS, or on the basis of percentage of annual salary and fringe dedicated to project activity as described within the grant application. All expenses for which Grantee seeks reimbursement must be documented in the Project Activity Reports.

7. Equipment

Tangible, non-expendable personal property having an acquisition cost of \$5,000 or more, with a useful life of greater than one year, that is purchased in whole or in part by Grantee using funds awarded as part of this Agreement must be justified in the project narrative or work plan and approved by the NHTSA Regional Office in writing before initiating the acquisition of the equipment. Each item shall be tagged, inventoried, and monitored until the federal interest is released. Tangible, non-expendable personal property having an acquisition cost of less than \$5,000, and budgeted as materials and supplies, will also be monitored. Grantee must inform BOTS in writing when equipment is no longer used for the purpose for which it was acquired. Grantee's procurement of property under a grant will follow the same policies and procedures used for procurement from its non-federal funds, provided their procurement procedures follow the requirements for procurement standards set forth in federal law in 2 C.F.R. §§200.318 general procurement standards through 200.326 contract provisions. Each grantee receiving traffic safety funds must maintain written property management standards that comply with the requirements for property standards set forth in federal law in 2 C.F.R. §§200.310 through 200.316. These requirements include, but are not limited to, the maintenance of accurate property records [2 C.F.R. §200.313(d)(1)]. Such records will include a description of the property; a serial number or other identification number; the source of funding for the property (including the FAIN, if applicable); indication of with whom title is vested; acquisition date; cost of the property; percentage (at the end of the budget year) of federal participation in the cost of the project for the federal award under which the property was acquired; location, use, and condition of the property; and ultimate disposition data including the date of disposal and the sale price of the property. Grantees will institute maintenance procedures adequate to keep the property in good condition.

8. Print and Audio Visual Materials

Grantee shall submit all materials developed under this Agreement to BOTS for approval of content and style prior to final production and release. All video materials intended for general public viewing must be close-captioned. Grantee shall credit the Wisconsin Department of Transportation Bureau of Transportation Safety and the National Highway Traffic Safety Administration on all such materials. Grantee may not copyright any portion of materials produced under this Agreement.

9. Program Income

Program income is gross income derived by Grantee from Grant-supported activities. Grantee will report program income on reimbursement claims, stating whether the income is retained or credited as a reduction in federal share of project expenditures. If retained, such income may be used only for highway safety activities and is subject to audit by BOTS.

10. Additional Requirements Where Funds Are Expended on Law Enforcement

- A. Grantee agency certifies that it has a written departmental policy on biased-based policing, or that it will initiate development of one during the grant period.
- B. Grantee agency certifies that it has a written departmental policy on pursuits or that it will initiate development of one during the grant period. The policy should conform to the guidelines of the IACP or a similar pursuit policy.
- C. Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in fatal vehicle crashes involving alcohol, or that it will initiate one during the grant period. Grantee agency will require a test of all killed drivers and will encourage all surviving drivers to consent to a test.
- D. Grantee agency certifies that it has a written departmental policy on the use of safety belts by employees, or that it will initiate development of one during the grant period.

11. General Costs of Government

The general costs of government (i.e. supplanting) are unallowable except as provided in 2 C.F.R. §200.474. [2 C.F.R. §200.444]. The replacement of routine or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is prohibited.

12. Guidelines for Allowability of Costs

To be allowable under Federal awards, costs must meet the following general criteria [2 C.F.R. §225, Appendix A, C(1)]:

1. Be necessary and reasonable for proper and efficient performance and administration of Federal awards.
2. Be allocable to Federal awards under the provisions of 2 CFR part 225.
3. Be authorized or not prohibited under State or local laws or regulations.
4. Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
5. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
6. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
7. Except as otherwise provided for in 2 CFR part 225, be determined in accordance with generally accepted accounting principles.
8. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
9. Be the net of all applicable credits.
10. Be adequately documented.

13. Nondiscrimination

During the performance of this contract/funding agreement, the contractor/funding recipient agrees —

1. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
 2. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
 3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
 4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- To insert this clause, including paragraphs a through e, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

The grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

• **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;

• **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

• **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);

• **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;

• **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);

• **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);

• **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38

• **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and

• **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

14. Political Activity (Hatch Act)

Grantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

15. Lobbying Activities

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or

employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

16. Certification Regarding Debarment And Suspension

Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Grant by any federal agency, or by any department, agency, or political subdivision of the state. For purposes of this grant, "principal" includes an officer, director, owner, partner, or other person with primary management and supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of Grantee.

Instructions for Lower Tier Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR Part 180. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

17. Buy America Act

The Grantee and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or sub recipient, to purchase only steel, iron and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.

18. Prohibition on using grant funds to check for helmet usage

The Grantee and each sub recipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

19. Termination

This grant may be terminated upon BOTS' determination that Grantee has materially failed to comply with terms of this Agreement. Termination may be considered among the criteria for subsequent grant awards.

20. Correspondence

All correspondence outside of Wise-Grants with BOTS regarding this project shall include the Grant Number, and shall be submitted to the following address or e-mail address:
Wisconsin State Patrol

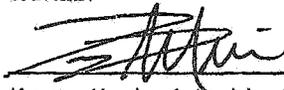
BOTS

P.O. Box 7936

Madison, WI 53707

DOTSafetyGrants@dot.wi.gov

SIGNED:

 5-2-18 ONALASKA POLICE DEPT
(Agency Head or Authorizing Official), (Date), (Agency Name)

(Director, Bureau of Transportation Safety), (Date)

Please send signed signature page to DOTSafetyGrants@dot.wi.gov

Miller, Troy

From: Berg, Tim
Sent: Monday, April 30, 2018 2:49 PM
To: Miller, Troy
Subject: FW: Signature Page Question

Sergeant Tim Berg
Onalaska Police Department
415 Main Street
Onalaska, WI 54650
Office: (608) 781-9550
Direct: (608) 392-0284

From: Wright, Ian L - DOT [<mailto:Ian.Wright@dot.wi.gov>]
Sent: Thursday, April 19, 2018 2:27 PM
To: Berg, Tim
Subject: RE: Signature Page Question

Hi Tim,

My Last email was supposed to say does NOT imply acceptance of the grant.

My apologies,
Ian

From: Berg, Tim [<mailto:tberg@cityofonalaska.com>]
Sent: Thursday, April 19, 2018 2:25 PM
To: Wright, Ian L - DOT <Ian.Wright@dot.wi.gov>
Subject: RE: Signature Page Question

Thank you for getting back to me. Because the document implies acceptance we will not be able to sign it until after the May 8th City Council meeting. I apologize for the delay and I hope this will not disqualify us. I will submit the paperwork as soon as I can after the 8th.

Thank you,

Sergeant Tim Berg
Onalaska Police Department
415 Main Street
Onalaska, WI 54650
Office: (608) 781-9550
Direct: (608) 392-0284

From: Wright, Ian L - DOT [<mailto:Ian.Wright@dot.wi.gov>]
Sent: Thursday, April 19, 2018 1:22 PM

To: Berg, Tim

Subject: RE: Signature Page Question

Good afternoon Sgt Berg,

Thank you for the message. The signature page is a document identifying that your agency agrees to abide by the policies and procedures of being a BOTS grantee. This document does imply acceptance of the grant.

I was able to follow up with my colleague about Made in the USA policy, and I have identified that all you must do is simply state that the equipment being purchased will be consistent with your agency existing equipment. This statement should be added to the eligibility page, under additional justification (see below).

Document Information: [FG-2018-Onalaska-04336](#)

[Details](#)

You are here: > [Funded Grants Menu](#) > [Forms Menu](#) > TRaCs/Mobilization

ELIGIBILITY

Instructions:

- Please complete this page, then click the Save button.
- Required fields are marked with an *.

Agency has participated in at least one of Wisconsin's enforcement mobilizations, and met the established reporting requirements for both enforcement, and media. This Program includes the three national mobilizations; seatbelt enforcement mobilization (It-Or-Ticket), alcohol enforcement mobilization (Drive Sober or Get Pulled Over), which occurs around Labor Day and 1st holidays.

Grants are of two types:

1. Mobilization Grants were awarded by drawing, to eligible Agencies.
2. TraCS Grants will assist law enforcement agencies in developing their capacity to enter and transmit the greatest possible number of electronic records to the State of Wisconsin as soon as possible. This will increase the number of electronic citations and crashes submitted, and it will expand the ability to use and share the electronic data for problem identification, program development and allocation.

As of January 2017, WisDOT will no longer accept paper crash forms. Grant funds may be used to purchase the necessary electronic equipment for law enforcement vehicles to use Badger TraCS suite of software. Replacement equipment does not qualify for this grant fund. Information about the BadgerTraCS Software, training, equipment, etc., should be sent to: Badgertracs@dot.state.wi.us

Additional Justification

0 of 2000

RPM/SPM Notes

This is a 2018 TraCS Mobilization Grant drawn at the 2017 Governor's Conference.

You have already completed doing 25% local match funds during the mobilization. Submit this grant as soon as possible.

NOTE: No equipment may be purchased until you have formal approval of this grant.

This equipment grant is for \$1,000.

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Thank you,
Ian

From: Berg, Tim [<mailto:tberg@cityofonalaska.com>]
Sent: Wednesday, April 18, 2018 4:52 PM
To: Wright, Ian L - DOT <Ian.Wright@dot.wi.gov>
Subject: Signature Page Question

Hi Ian,

I took the grant agreement in for my chief to sign. Before he can sign it we need to know if the document is considered an application or if it is considered acceptance of the grant. If it is acceptance of the grant he will not be able to sign it until after we get approval at the May City Council Meeting. If the form he is signing is an application he will go ahead and sign it and I can send it to you now.

Can you please clarify this?

Thank you for the help,

Sergeant Tim Berg
Onalaska Police Department
415 Main Street
Onalaska, WI 54650
Office: (608) 781-9550
Direct: (608) 392-0284

This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error, please respond to the sender and delete the material from any computer and/or server. The City of Onalaska is subject to Wisconsin Statutes relating to public records. Emails sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City email should presume that the emails are subject to release upon request, and to state record retention requirements.

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CITY OF ONALASKA

Position: City Attorney
Location: City Hall
Page: 1 of 3

Department: Administration
Supervisor: City Administrator
Classification: Salaried Exempt

Approved by F & P Committee:
Approved by Council:

Under the general direction of the City Administrator, this is a management position responsible for providing legal services as the city and prosecuting attorney for the City. Work involves planning, organizing, and directing the legal matters of the City. Attendance at all meetings of the City of Onalaska Common Council, Plan Commission and Board of Review is required, unless the City Administrator grants the attorney leave not to attend. Additionally, the City Attorney should be available to attend meetings of the various committees, boards, and commissions upon request.

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. Provide legal counsel to the Common Council, Mayor, and individual alderpersons regarding issues pertaining to their respective office; all committees, boards, and commissions of the City;
- B. Provide legal advice and consultation to the Police and Fire Commission (PFC) in fulfillment of the commissions duties and responsibilities as set forth in Wisconsin Statute Section 62.13 and represent the PFC in all legal matters as required.
- C. Provide legal advice and consultation to the City Administrator, department heads, and other City staff regarding issues pertaining to their respective department.
- D. Researches and provides written legal opinions when requested by the City Administrator, Common Council and its various boards, committees, or commissions.
- E. Drafts, reviews, and suggests revisions for ordinances, resolutions, contracts, notes, mortgages, bonds, conveyances, and other instruments as directed by the City Administrator (or designee), the Common Council, and its various boards, committees, or commissions.
- F. Prepares, researches, and presents potential issues affecting the City (including both pros and cons) as directed by the City Administrator or the Common Council. These issues may involve potential damage suits; the City's authority to zone, annex, assess, and tax; or suits affecting the City in its relationship to other governmental subdivisions or entities.
- G. Apprises City Administrator and city officials as needed about changing laws and other legal matters that may be of interest and/or concern to the City. Assists City staff in lobbying efforts to promote and oppose legislation favorable to the City.
- H. Acts as parliamentarian at Common Council meetings and reviews the legal propriety of documents under consideration of the Common Council.
- I. Assists with negotiations involving the acquiring or selling of City real estate, including the process involved in condemnation or annexation of property for municipal purposes.
- J. Coordinates with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
- K. Represent the City in hearings and trials of the City's municipal traffic or ordinance violation citations issued by officers of the City of Onalaska. Additionally, represent the City in all hearings and trials in the courts on all traffic or ordinance violation citations issued by the city.
- L. Drafts all pleadings, documents, and briefs relating to perceived litigation and represents the City as needed concerning any actions and/or suits brought before the City when there is no insurance coverage by private carriers.
- M. Performs other legal services and tasks, as assigned by the City Administrator.

CITY OF ONALASKA

Position: City Attorney
Location: City Hall
Page: 2 of 3

Department: Administration
Supervisor: City Administrator
Classification: Salaried Exempt

Approved by F & P Committee:
Approved by Council:

RELATED JOB FUNCTIONS:

- A. Completes other projects as directed by the City Administrator or City Council.
- B. Prepares periodic and special reports.
- C. Assures that persons affected by City Council actions are properly notified.
- D. Develops goals and objectives for the performance of the Attorney duties and responsibilities and for the proper administration of legal functions of the City.
- E. May review the official agenda for the City Council meetings to ensure proper legal language is being utilized.
- F. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- G. 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.
- H. Performs other duties as required or assigned.

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

- A. Ability to have maturity, self-confidence, and strength of professional convictions to provide administrative insights, counsel, and administrative leadership to the Mayor and City Council. Be able to firmly and diplomatically present legal views, concerns, and implications of proposed policy action which may be under consideration, while also being committed to carry out impartial manner.
- B. Ability to work with appropriate local, regional, state and federal jurisdictions and agencies in a constructive and cooperative manner, respecting City policies and directives in an effective manner.
- C. Comprehensive knowledge of the concepts, practices, and techniques of municipal management including comprehensive knowledge of Federal and State laws and regulations affecting municipal government.
- D. Ability to communicate and listen effectively with people at various levels both within and outside the City.
- E. Knowledge and understanding of the laws regulating planning, inspection, water, sewer, storm water, municipal court, police, fire, park and recreation.
- F. Considerable ability to conduct sound research and to develop effective recommendations for policies, program analysis, and implementation procedures.
- G. Ability to maintain effective working relationships with fellow employees and deal courteously and tactfully with other governmental agencies and the general public. Ability to maintain confidentiality.
- H. Ability to make oral and written presentations to groups of various sizes and compositions.
- I. Excellent computer skills, specifically in Microsoft Word and Excel.
- J. Ability to operate a variety of office machines, including phone/mobile phone, computer, calculator, fax machine, and copier.
- K. 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. Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association (ABA).
- B. A minimum of six or more years' experience in a law firm environment involving municipal responsibilities.

CITY OF ONALASKA

Position: City Attorney
Location: City Hall
Page: 3 of 3

Department: Administration
Supervisor: City Administrator
Classification: Salaried Exempt

Approved by F & P Committee:
 Approved by Council:

- C. Preference for a minimum of three or more years' law experience regarding land use, zoning, and/or planning with a public agency.
- D. Experience in intergovernmental relations.
- E. Experience in mediation-arbitration and general labor relations, possessing a reputation for dealing openly and fairly with individual employees and employee groups.
- F. Experience involving risk management/insurance issues, economic development, land use planning and zoning, and utility management.
- G. Valid driver's license.

PHYSICAL REQUIREMENTS:

- 1. Frequently sits at keyboard.
- 2. Frequent twisting.
- 3. Reads and writes.
- 4. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- 5. Occasional bending and climbing up and down stairs or on ladders.
- 6. Occasionally lifts and carries less than (50) pounds.
- 7. Pushes and pulls office equipment up to (30) pounds within the office area.
- 8. Large percentage of time is spent talking, hearing, speaking and using near and far vision
- 9. Eighty (80) percent of work day spent sitting.
- 10. Ten (10) percent of work day spent walking.
- 11. Ten (10) percent of work day spent standing.
- 12. 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

HUMAN RESOURCES ANNUAL REPORT
2016 AND 2017

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HUMAN RESOURCES ANNUAL REPORT 2016 AND 2017

INTRODUCTION

The City of Onalaska Human Resource department would like to introduce it's fourth/fifth Annual Report. This will give an overview of the Human Resource activities for the year 2016 and 2017.

The Human Resources department is responsible for: recruitment, compensation administration, benefits, safety, training and development, workers compensation, orientation, employee and labor relations.

Human Resources utilized an intern for the summer of 2016 to have a job analysis completed for full-time and part-time job descriptions to get job descriptions re-evaluated and updated into the new ADA format. Human Resources was also tasked in 2016 to review along with a committee as to whether the City should change to a full-time City Administrator and part-time Mayor. This was completed with the assistance of a sub-committee approved by the Council. This required a significant amount of time spent with the committee on deciding on the changes to make along with reviewing job descriptions, pay ranges, and pros/cons based on information received from other municipalities.

Human Resources was also tasked with two additional reorganizations in 2016. First to reorganize the first floor (Finance, City Clerk, HR) departments in conjunction with the other department heads. This reorganization resulted in the Information Technology department getting moved from Finance to Human Resources. Second to assist Park and Recreation with the reorganization of the Recreation, Omni and Aquatic Center positions. This required a significant amount of time spent with department heads on deciding the changes to make along with reviewing the job descriptions, pay ranges and posting options.

INTRODUCTION CONTINUED

In 2017, Human Resources was tasked with three additional reorganizations. First was Park and Recreation, again, due to turnover and lack of qualified applicants to review the previous changes from 2016. Second was the reorganization of the Street and Utility departments into Public Works. Third was the reorganization of payroll from Finance to Human Resources. These additional reorganizations resulted in again significant amount of time spent with department heads on deciding the changes to make along with reviewing the job descriptions, pay ranges and posting options.

Also in 2017, Human Resources assisted the Council with recruiting a City Administrator.

In summary, the Human Resources department had a significant increase in responsibilities over the last couple of years.

While reviewing the Human Resources Annual Report, please feel free to call me at (608) 781-9530, email me at hburchell@onalaskawi.gov or visit me at City Hall.

HUMAN RESOURCES MISSION STATEMENT

To provide quality service in all personnel operations with integrity, responsiveness, and sensitivity to the employees of the City of Onalaska.

RECRUITMENT

As part of the recruitment process, the Human Resources department assists applicants, employees and supervisors with the different phases of the recruitment process. HR administers the recruitment process (NEOGOV), and oversees interviewing, testing, background checks, and the selection and evaluation of candidates.

Total Number of Employees 2016

Employee Type	# of Employees
Full Time	97
Permanent Part-Time	25
Paid On Call Firefighters	16
Seasonal Employees	363
Total	501

Employees by Years of Service 2016

	Total 97
30+	2
25-29	5
20-24	13
15-19	18
10-14	10
5-9	20
<5	29

Total City of Onalaska Turnover by Employee Type for 2016

Employee Type	Per Year %	Employees Termed
Full Time	14.43%	14
Permanent Part-Time	20%	5
Paid on Call Firefighters	25%	4
Total	59.43%	23
Seasonal	26.99%	98

2016 national turnover average is 3.4%.

Based on Bureau of Labor Statistics reports.

RECRUITMENT CONTINUED

2017 Data Below

Total Number of Employees 2017

Employee Type	# of Employees
Full Time	96
Permanent Part-Time	30
Paid On Call Firefighters	15
Seasonal Employees	305
Total	446

Employees by Years of Service 2017

	Total 96
30+	3
25-29	5
20-24	13
15-19	19
10-14	11
5-9	16
<5	24

Total City of Onalaska Turnover by Employee Type for 2017

Employee Type	Per Year %	Employees Termed
Full Time	9.37%	9
Permanent Part-Time	23.33%	7
Paid on Call Firefighters	33.33%	5
Total	66.03%	21
Seasonal	46.22%	141

2017 national turnover average is 3.6%.

Based on Bureau of Labor Statistics reports.

RECRUITMENT CONTINUED

The Human Resources department recruitment process involves many factors: application review, interviews, background checks, contingent offers, employment paperwork, orientation, benefits, payroll, state new hire reporting, and creating the employment file.

In 2016:

- Human Resources received and processed 1100 employment applications (almost 3 times more applications than 2015)
- 38 employment positions were posted
- 129 candidates were hired
 - 12 Full Time Hires
 - 7 Permanent Part Time Hires
 - 5 Paid on Call Firefighters
 - 2 New Council Members
 - 105 Seasonal Hires
- The average cost of recruitment for a permanent employee search was \$236.85.

RECRUITMENT CONTINUED

The Human Resources department recruitment process involves many factors: application review, interviews, background checks, contingent offers, employment paperwork, orientation, benefits, payroll, state new hire reporting, and creating the employment file.

In 2017:

- Human Resources received and processed 481 employment applications.
- 36 employment positions were posted
- 112 candidates were hired
 - 10 Full Time Hires
 - 12 Permanent Part Time Hires
 - 2 Paid on Call Firefighters
 - 2 New Council Members
 - 86 Seasonal Hires
- The average cost of recruitment for a permanent employee search was \$166.61.

COMPENSATION

The City of Onalaska supervisors conducted annual performance appraisals to all full time and permanent part time staff members. Those employees were eligible for step increases for 2016.

117 Employee evaluations were received and reviewed

49 Non-represented employees received step increases based on positive performance

5 Represented employees received step increases based on union contracts

7 Represented employees received a longevity increase based on union contracts

2 Employees were placed on a performance work plan(s)

COMPENSATION CONTINUED

The City of Onalaska supervisors conducted annual performance appraisals to all full time and permanent part time staff members. Those employees were eligible for step increases for 2017.

115 Employee evaluations were received and reviewed

50 Non-represented employees received step increases based on positive performance

6 Represented employees received step increases based on union contracts

2 Represented employees received a longevity increase based on union contracts

1 Employees were placed on a performance work plan(s)

The City of Onalaska participated in the following salary survey(s) :

LASHRM (La Crosse Area Society for Human Resource Management) Compensation Survey 16 & 17

Carlson Dettman 2017 Annual Survey on Wage Increases

U.S. Census Bureau Annual Public Employment & Payroll Survey 16 & 17

La Crosse County Housing Authority

BENEFITS

Human Resources attended seminars and webinars to keep informed of the current trends in benefits and compliance. Human Resources regularly receives phone calls, emails, and walk ins from employees requesting assistance with benefits-related issues. Here are some examples of 2016 activity:

Processed 49 health insurance additions, changes, and deletions

Processed 45 dental insurance additions, changes, and deletions

23 Family Medical Leave Act requests processed

Processed 26 insurance additions, changes, and deletions to Accident, Cancer and Critical Illness plans from Allstate for all employees working 20 hours or more per week

Processed 31 insurance additions, changes, and deletions to Short & Long Term Disability Plans from Unum for employees working 30 hours or more per week

Processed 101 Section 125 additions, changes, and deletions for employees working over 20 hours per week

Hosted 5 one-on-one retirement/investment counseling information sessions

- Nationwide Deferred Compensation Program
- North Shore Deferred Compensation Program
- Wisconsin Deferred Compensation Program

Did you know...

97.9% of our employees have health insurance through the City.

54.6% of our employees participate in deferred comp plans.

98.9% of our employees have dental insurance through the City.

BENEFITS

Human Resources attended seminars and webinars to keep informed of the current trends in benefits and compliance. Human Resources regularly receives phone calls, emails, and walk ins from employees requesting assistance with benefits-related issues. Here are some examples of 2017 activity:

Processed 218 health insurance additions, changes, and deletions (This included moving all employees from Gundersen to Quartz and Health Traditions to Quartz)

Processed 56 dental insurance additions, changes, and deletions

12 Family Medical Leave Act requests processed

Processed 19 insurance additions, changes, and deletions to Accident, Cancer and Critical Illness plans from Allstate for all employees working 20 hours or more per week

Processed 115 insurance additions, changes, and deletions to Short & Long Term Disability Plans from Kansas City Life for employees working 30 hours or more per week (Switched plans from Unum to Kansas City Life for 2018 so required all employees to complete new paperwork).

Processed 109 Section 125 additions, changes, and deletions for employees working over 20 hours per week

Hosted 5 one-on-one retirement/investment counseling information sessions

- Nationwide Deferred Compensation Program
- Wisconsin Deferred Compensation Program

Did you know...

98.9% of our employees have health insurance through the City.

50% of our employees participate in deferred comp plans.

98.9% of our employees have dental insurance through the City.

EMPLOYEE/LABOR RELATIONS

Human Resources is responsible for reviewing all job descriptions, policies, employment related contracts, and union contracts and union negotiations. Human Resources regularly receives phone calls, emails, and walk ins from employees requesting assistance with personnel and union related issues. In 2016 and 2017, Human Resources was responsible for the:

Review and modification of 69 job descriptions

Review, update, and/or creation of 1 policy

Negotiation of 3 union contracts

- Review comparable contracts from other municipalities
- Create union proposals for each union group

Assisted with several employee related issues

Employee Assistance Program Impact Report 2016/2017

	# Individuals	# of Contacts	# of Hours
Initial Contact	4 / 6	12 / 27	7 / 17
EAP In Person Cases	3 / 6	12 / 27	7.2 / 16.9
EAP Telephonic Cases	0	0	0

EMPLOYEE/LABOR RELATIONS

CONTINUED

Potluck Gatherings

Halloween Costume Contest

- Many employees participated in a fun costume contest for Halloween for both 2016 & 2017

Secret Santa Gift Exchange

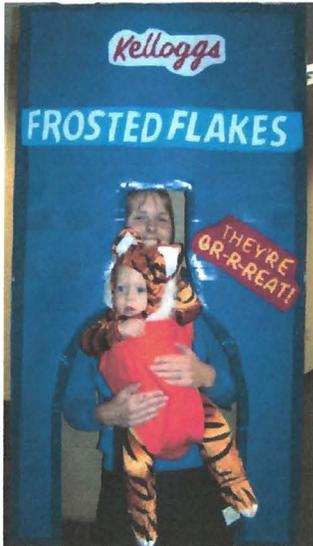
- This was a the third and fourth year in coordinating a Secret Santa event and those who participated seemed to enjoy this immensely.



2016 Halloween
Costume Contest

EMPLOYEE/LABOR RELATIONS CONTINUED

Halloween Potluck, Holiday Potluck, and Holiday Decorating Contest.



In 2017 we did our first holiday decorating contest and had a judge from the paper come to choose best decorations.