

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Finance & Personnel Committee  
**DATE OF MEETING:** September 5, 2018 (Wednesday)  
**PLACE OF MEETING:** City Hall – 415 Main Street (Common Council Chambers)  
**TIME OF MEETING:** 7:15 p.m. (no earlier than 7:15 p.m. or immediately following the Utilities Committee Meeting)

## **PURPOSE OF MEETING**

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

## **Consideration and possible action on the following items:**

### FINANCE

4. Omni Center Financials for 2018
5. General Fund Financials 2018
6. Recommendations/Revisions to the Tax Incremental Financing Policy

### PERSONNEL

7. Review and consideration of approval of the City of Onalaska Election Contingency Plan
8. Review and consideration of changes to Policy 6.02 Social Media Policy
9. Review and consideration of changes to the following job descriptions:
  - a. Paid on Call Firefighter/EMT to Part-Time Firefighter/EMT
  - b. Paid on Call Lieutenant to Part-Time Lieutenant
  - c. Firefighter/EMT
  - d. Lieutenant

### 10. Adjournment

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

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

#### **Notices Mailed To:**

Mayor Joe Chilsen

\*Ald. Jim Olson - Vice Chair

\*Ald. Kim Smith – Chair

\*Ald. Jerry Every - Vice Chair

Ald. Jim Binash

Ald. Ron Gjertsen

Ald. Diane Wulf

City Administrator City Attorney

Dept Heads La Crosse Tribune

Coulee Courier

FOX WKTY WLXR WLAX WKTB WXOW

\*Committee Members

WPPA Steward IAFF Steward

Onalaska Omni Center

Onalaska Public Library

**Date Notices Mailed and Posted: 8/29/18**

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.



City of Onalaska

Balance Sheet  
Account Summary  
As Of 08/20/2018

*Free*  
8-28-18

Account	Name	Balance
<b>Fund: 640 - OMNI CENTER</b>		
<b>Assets</b>		
640-11100	CASH	-167,515.38
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	17,810.14
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
	<b>Total Assets:</b>	<b>-76,997.54</b>
		<b><u>-76,997.54</u></b>
<b>Liability</b>		
640-21100	ACCOUNTS PAYABLE	-773.97
640-21110	AP PENDING (DUE TO POOL)	0.00
640-21111	PAYROLL CORRECTIONS	0.00
640-21112	SALES TAX PAYABLE	-1,976.36
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 08/20/2018

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	5,395.76
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	3,910.50
640-23421	SEC DEP - SPRING	2,450.00
640-23422	SEC DEP - FALL	8,950.00
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.L. LOAN - 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
	<b>Total Liability:</b>	<b>63,236.20</b>
<b>Equity</b>		
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
	<b>Total Beginning Equity:</b>	<b>-94,891.11</b>
Total Revenue		328,505.31
Total Expense		373,847.94
Revenues Over/Under Expenses		-45,342.63
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>-140,233.74</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>-76,997.54</b>



City of Onalaska

# Budget Report Account Summary

For Fiscal: 2018 Period Ending: 08/31/2018

Fund: 640 - OMNI CENTER

*thru 8-25-18 Rev.*

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Revenue</b>							
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	295.27	-1,904.73	86.58 %
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE)	157,719.00	157,719.00	25.00	93,738.04	-63,980.96	40.57 %
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	44,585.00	44,585.00	0.00	6,219.85	-38,365.15	86.05 %
640-00000-46744	CONCESSION REV. (TAXABLE)	40,000.00	40,000.00	0.00	35,232.72	-4,767.28	11.92 %
640-00000-46745	CATERING REVENUE -(TAXABLE)	6,000.00	6,000.00	0.00	603.05	-5,396.95	89.95 %
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	0.00	1,046.42	-703.58	40.20 %
640-00000-46751	PRO SHOP REVENUE	6,000.00	6,000.00	0.00	833.00	-5,167.00	86.12 %
640-00000-46752	RENTALS INC. (ARENA) TAXAB	12,000.00	12,000.00	0.00	14,162.88	2,162.88	118.02 %
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	10,000.00	10,000.00	-25.00	9,425.00	-575.00	5.75 %
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	1,500.00	1,500.00	0.00	930.99	-569.01	37.93 %
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	6,000.00	6,000.00	0.00	1,051.09	-4,948.91	82.48 %
640-00000-46757	RENTAL INC. (SPACE/ST-TAX.)	35,000.00	35,000.00	0.00	16,265.00	-18,735.00	53.53 %
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	5,000.00	5,000.00	10.69	4,666.22	-333.78	6.68 %
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T	2,500.00	2,500.00	0.00	1,095.30	-1,404.70	56.19 %
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	10,262.90	6,262.90	256.57 %
640-00000-46766	RENTAL INC. (MTG. ROOM - TAX)	5,000.00	5,000.00	25.00	4,802.58	-197.42	3.95 %
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	1,200.00	1,200.00	0.00	2,136.98	936.98	178.08 %
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	7,500.00	7,500.00	0.00	4,112.69	-3,387.31	45.16 %
640-00000-46769	CATERING REVENUE-(NON TAX.)	3,500.00	3,500.00	0.00	855.00	-2,645.00	75.57 %
640-00000-48001	MISC. INCOME (NONTAXABLE)	7,000.00	7,000.00	0.00	102.50	-6,897.50	98.54 %
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	50.00	26,915.44	-18,084.56	40.19 %
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	2,054.37	-2,945.63	58.91 %
640-00000-49201	OPERATING TRANSFER IN	183,174.00	183,174.00	0.00	87,074.96	-96,099.04	52.46 %
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	3,167.86	3,167.86	0.00 %
640-00000-49900	DEPRECIATION/CHARGEBACK	0.00	0.00	0.00	0.00	0.00	0.00 %
	<b>Revenue Total:</b>	<b>610,378.00</b>	<b>610,378.00</b>	<b>85.69</b>	<b>328,505.31</b>	<b>-281,872.69</b>	<b>46.18 %</b>
<b>Expense</b>							
640-55450-110	SALARIES - REGULAR	140,580.00	140,580.00	10,595.98	79,288.33	61,291.67	43.60 %
640-55450-120	WAGES - REGULAR	13,330.00	13,330.00	1,037.70	7,896.32	5,433.68	40.76 %
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	6,195.15	46,697.19	11,941.81	20.36 %
	<b>Expense Total:</b>	<b>212,549.00</b>	<b>212,549.00</b>	<b>16,828.83</b>	<b>128,081.74</b>	<b>84,467.26</b>	<b>40.00 %</b>
	<b>Revenue Total - Expense Total:</b>	<b>397,829.00</b>	<b>397,829.00</b>	<b>68.87</b>	<b>200,423.57</b>	<b>-197,355.73</b>	<b>33.18 %</b>

*thru July Bills  
8/2 Aug PIR*

① 87,074.96 + 5,265  
 Special Proj. Fund  
 Tourism Bus Tax  
 Tourism Admit  
 1208 - 2103,047.96  
 = 15,973

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
640-5450-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-150	FICA	16,260.00	16,260.00	1,295.72	9,764.86	6,495.14	39.95 %
640-55450-151	RETIREMENT (WRS)	10,312.00	10,312.00	779.47	5,809.03	4,502.97	43.67 %
640-55450-152	HEALTH INSURANCE	47,417.00	47,417.00	2,772.35	20,703.69	26,713.31	56.34 %
640-55450-153	DENTAL INSURANCE	2,943.00	2,943.00	0.00	1,459.58	1,483.42	50.41 %
640-55450-154	LIFE INSURANCE	52.00	52.00	3.16	22.90	29.10	55.96 %
640-55450-211	BOILER CONTRACTUAL	0.00	0.00	150.00	862.13	-862.13	0.00 %
640-55450-213	HVAC CONTRACTUAL	7,500.00	7,500.00	0.00	2,810.91	4,689.09	62.52 %
640-55450-214	FIRE CONTRACTUAL	1,560.00	1,560.00	415.32	960.32	599.68	38.44 %
640-55450-220	WATER/SEWER/STORM WATER	7,717.00	7,717.00	0.00	5,849.52	1,867.48	24.20 %
640-55450-221	ELECTRIC & GAS	173,286.00	173,286.00	15,551.81	105,198.86	68,087.14	39.29 %
640-55450-225	PHONE/INTERNET/CABLE	8,500.00	8,500.00	878.74	6,555.16	1,944.84	22.88 %
640-55450-240	SOFTWARE MAINTENANCE CONTR	3,320.00	3,320.00	0.00	3,719.40	-399.40	-12.03 %
640-55450-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	58.97	-58.97	0.00 %
640-55450-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-243	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-244	WEBSITE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-290	OTHER CONTRACTUAL SERVICES	16,225.00	16,225.00	1,083.53	7,730.22	8,494.78	52.36 %
640-55450-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-292	ELECTRICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-293	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-301	SALES TAX	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-310	OFFICE SUPPLIES	400.00	400.00	0.00	258.86	141.14	35.29 %
640-55450-311	POSTAGE	25.00	25.00	0.00	1.88	23.12	92.48 %
640-55450-312	COPY USAGE & PAPER	2,350.00	2,350.00	109.45	925.19	1,424.81	60.63 %
640-55450-320	SUBSCRIPTIONS & DUES	500.00	500.00	0.00	405.00	95.00	19.00 %
640-55450-323	GENERAL ADVERTISING	15,000.00	15,000.00	450.00	10,156.16	4,843.84	32.29 %
640-55450-324	RECRUITMENT	100.00	100.00	0.00	249.00	-149.00	-149.00 %
640-5450-330	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
640-55450-340	OPERATING SUPPLIES	16,000.00	16,000.00	439.85	10,308.47	5,691.53	35.57 %
640-55450-341	PRINTING & FORMS	0.00	0.00	0.00	376.69	-376.69	0.00 %
640-55450-342	CLEANING & SANITARY SUPPLIES	5,500.00	5,500.00	89.69	3,376.44	2,123.56	38.61 %
640-55450-343	CONCESSIONS SUPPLIES	23,000.00	23,000.00	1,022.25	16,076.43	6,923.57	30.10 %
640-55450-344	VENDING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-345	BAR SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-346	CATERING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-347	PRO SHOP	500.00	500.00	0.00	0.00	500.00	100.00 %
640-55450-350	BLDG & GRDS MAINT & REPAIRS	11,000.00	11,000.00	660.82	4,978.59	6,021.41	54.74 %
640-55450-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	-515.33	1,015.33	203.07 %
640-55450-361	REGULAR FUEL	575.00	575.00	0.00	0.00	575.00	100.00 %
640-55450-362	OFF ROAD FUEL	50.00	50.00	0.00	16.62	33.38	66.76 %
640-55450-363	EQUIPMENT MAINT & REPAIRS	5,500.00	5,500.00	650.33	3,546.30	1,953.70	35.52 %
640-55450-510	INS - WORKERS COMP	7,000.00	7,000.00	0.00	4,205.25	2,794.75	39.93 %
640-55450-511	INS - FIRE, COMP/COLL, BOILER	11,309.00	11,309.00	0.00	11,875.00	-566.00	-5.00 %
640-55450-512	INS - VEHICLES	120.00	120.00	0.00	120.00	0.00	0.00 %
640-55450-513	INS - CVMIC, LIABILITY, PROF	2,108.00	2,108.00	0.00	2,000.00	108.00	5.12 %
640-55450-514	SIR	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-515	INS - MONIES & SECURITIES	75.00	75.00	0.00	100.00	-25.00	-33.33 %
640-55450-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-517	UNEMPLOYMENT	125.00	125.00	0.00	0.00	125.00	100.00 %
640-55450-540	DEPR - GENERAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-541	DEPR - VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-542	DEPR - OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-543	DEPR - BLDG, STRUCTURE, BLDG I	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-544	DEPR - IMPROV OTHER THAN LAND	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-620	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-686	ALLOCATED - WRS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-690	OTHER DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2018 Period Ending: 08/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
5450-692	AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-693	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-720	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
	<b>Expense Total:</b>	<b>610,378.00</b>	<b>610,378.00</b>	<b>44,181.32</b>	<b>373,847.94</b>	<b>236,530.06</b>	<b>38.75 %</b>
	<b>Fund: 640 - OMNI CENTER Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-44,095.63</b>	<b>-45,342.63</b>	<b>-45,342.63</b>	<b>0.00 %</b>
	<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-44,095.63</b>	<b>-45,342.63</b>	<b>-45,342.63</b>	<b>0.00 %</b>

+15,973  
~~(29,369)~~



City of Onalaska

#F-5

# Balance Sheet Account Summary

As Of 08/28/2018

*Final*  
*8-28-18*

Account	Name	Balance
<b>Fund: 100 - GENERAL FUND</b>		
<b>Assets</b>		
100-11100	CASH	-1,771,749.05
100-11103	CASH-CAFE PLAN	10,776.76
100-11305	TEMPORARY INVESTMENTS	12,440,407.95
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00
100-11510	DONATIONS SAVINGS ACCT	4,639.77
100-11511	NON-CITY INVESTMENTS	141.71
100-11800	PETTY CASH	4,340.00
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	1,181.65
100-12119	DELQ. S/A FROM CO. - 2017	4,560.38
100-12332	2017-18 Delq. / PP TAXES	20,990.70
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	-3,495.37
100-12343	2015-16 DELQ. P/P TAXES	-1,503.67
100-12344	2016-17 DELQ. P/P TAXES	2,580.13
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	17,129.59
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	258.96
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 AGENY 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	41,756.97
<b>Total Assets:</b>		<b>11,023,501.19</b>
		<b><u>11,023,501.19</u></b>

Balance Sheet

As Of 08/28/2018

Account	Name	Balance
<b>Liability</b>		
100-21100	ACCOUNTS PAYABLE	55,431.01
100-21110	AP PENDING (DUE TO POOL)	4.00
100-21111	CORRECTIONS PAYABLE	-1,015.36
100-21112	G.F. SALES TAX PAYABLE	0.00
100-21405	DOT-PARKING TICKETS	-3,224.00
100-21511	FICA W/H	0.00
100-21512	FEDERAL W/H	0.00
100-21513	STATE W/H - WI	0.00
100-21515	FICA W/H - MEDICARE	0.00
100-21520	RETIREMENT W/H	0.00
100-21528	BC/BS HEALTH INS	0.00
100-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00
100-21530	HEALTH INS	0.00
100-21531	CANCER INS	0.00
100-21532	LIFE INSURANCE W/H	9.33
100-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00
100-21534	MEDICAL & DEP CARE - SECT. 125	0.00
100-21535	WI-RETIREMENT SYSTEM (P.T.EE)	0.00
100-21540	UNITED WAY	0.00
100-21560	COMMUNITY CREDIT UNION W/H	0.00
100-21570	UNION DUES	0.00
100-21571	LOCAL 150 UNION DUES W/H	0.00
100-21572	1ST FINANCIAL SVGS.	0.00
100-21573	DEFERRED COMPENSATION	0.00
100-21574	DUE TO EMPLOYEES CAFE PLAN	10,195.32
100-21581	SUPPORT PAYMENTS	0.00
100-21700	ACCRUED WAGES	0.00
100-21901	PAYABLE TO SHARED RIDE	200.00
100-23420	ANTI-ANNEXATION FEES	961.25
100-24220	BAIL BOND DEPOSITS	0.00
100-24230	PARTIAL PMT. - POLICE CITATIONS	0.00
100-24330	DOG LICENSES DUE CO	310.00
100-24600	MOBILE HOME TAX DUE - OSD	2,217.49
100-25600	DUE TO WATER	0.00
100-26000	DEFERRED REVENUE	0.00
100-26151	DEFERRED REVENUE- C.D.A. MGMT.	0.00
100-26209	POSTPONED S/A -STORM SEWER	0.00
100-26210	POSTPONED S/A-STREET	130,637.79
100-26220	POSTPONED S/A-CURB & GUTTER	48,084.52
100-26230	POSTPONED S/A-SIDEWALK	58,381.59
100-26260	POSTPONED S/A-ALLEY PAVING	17,199.77
100-28000	NON-CITY FUNDS	141.68
	<b>Total Liability:</b>	<b>319,534.39</b>

<b>Equity</b>		
100-32000	INVESTMENT IN CAPITAL ASSETS	0.00
100-34100	FUND BALANCE	7,840,845.67
100-34142	RESERVED FUND BALANCE	0.00
100-34207	STREET DEPT-STREET DEPT EQUIPMENT	36,236.00
100-34208	STORM SWR EQUIPMENTS	0.00
100-34209	LIBRARY CONTRACTUAL	0.00
100-34210	ENG. STATION WAGON	0.00
100-34211	LACROSSE CO. HWY. STR. MAINT.	0.00
100-34212	F. DEPT. TURN-OUT GEAR/VEH. EQUIP.	0.00
100-34213	S.I.R INS. DEDUCTIBLE	146,990.00
100-34214	DOWNTOWN REDEVELOPMENT	18,500.00
100-34215	COMPUTER HDWR./SOFTWARE UPDATE	15,000.00
100-34216	HEA./DENTAL/VAC. FORMER EMPLOYEE	4,000.00
100-34217	ILLEGAL ASSESSMENTS	0.00
100-34218	TREE BRUSH	4,500.00

**Balance Sheet**

**As Of 08/28/2018**

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
	<b>Total Beginning Equity:</b>	<b>8,304,341.67</b>
Total Revenue		7,745,321.95
Total Expense		5,345,696.82
<b>Revenues Over/Under Expenses</b>		<b>2,399,625.13</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>10,703,966.80</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>11,023,501.19</u></b>



	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL FUND</b>						
<b>Revenue</b>						
<b>Department: 00000 - NON DEPARTMENTAL</b>						
<u>100-00000-41110</u>	GENERAL PROPERTY TAXES	5,729,884.00	5,729,884.00	0.00	5,729,884.00	0.00 0.00 %
<u>100-00000-41111</u>	OMITTED TAXES (R/E & P/P)	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-41140</u>	MOBILE HOME TAXES	65,000.00	65,000.00	3,593.57	43,767.66	-21,232.34 32.67 %
<u>100-00000-41141</u>	P/P CHARGEBACK TAXES	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-41210</u>	ROOM TAX REVENUE	40,037.00	40,037.00	1,961.17	19,817.37	-20,219.63 50.50 %
<u>100-00000-41300</u>	PAYMENTS IN LIEU OF TAXES	126,000.00	126,000.00	0.00	99,993.21	-26,006.79 20.64 %
<u>100-00000-41320</u>	TAXES ON MUNICIPAL OWNED UTI	420,000.00	420,000.00	0.00	0.00	-420,000.00 100.00 %
<u>100-00000-41800</u>	INTEREST ON TAXES	1,500.00	1,500.00	149.32	972.81	-527.19 35.15 %
<u>100-00000-42010</u>	S/A STREET	7,581.00	7,581.00	0.00	7,581.17	0.17 100.00 %
<u>100-00000-42020</u>	S/A CURB & GUTTER	2,181.00	2,181.00	0.00	2,180.76	-0.24 0.01 %
<u>100-00000-42030</u>	S/A SIDEWALK	4,517.00	4,517.00	0.00	5,410.90	893.90 119.79 %
<u>100-00000-42050</u>	S/A ALLEY	1,254.00	1,254.00	0.00	1,253.65	-0.35 0.03 %
<u>100-00000-42060</u>	S/A STORM SEWER	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-43211</u>	FEDERAL LAW ENFORCEMENT GRA	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-43221</u>	FEDERAL GRANT - HIGHWAY	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-43300</u>	FED GOV'T REVENUE	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-43307</u>	FEMA MONEY	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-43309</u>	SHARED REVENUE FROM STATE	659,964.00	659,964.00	0.00	214,602.02	-445,361.98 67.48 %
<u>100-00000-43401</u>	STATE AID COMPUTERS	45,000.00	45,000.00	0.00	55,980.26	10,980.26 124.40 %
<u>100-00000-43420</u>	FIRE INSURANCE FOR STATE	78,000.00	78,000.00	0.00	78,881.26	881.26 101.13 %
<u>100-00000-43521</u>	LAW ENFORCEMENT TRAINING AID	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-43530</u>	STATE AID ROAD ALLOTMENT	790,000.00	790,000.00	0.00	583,233.39	-206,766.61 26.17 %
<u>100-00000-43541</u>	STATE AID FOR CONNECTING STRE	39,700.00	39,700.00	0.00	30,043.65	-9,656.35 24.32 %
<u>100-00000-43610</u>	PAYMENT FOR MUNICIPAL SERVICE	3,500.00	3,500.00	0.00	3,047.41	-452.59 12.93 %
<u>100-00000-43620</u>	STATE AID IN LIEU OF TAXES	136.00	136.00	0.00	111.01	-24.99 18.38 %
<u>100-00000-43690</u>	STATE AID OTHER PAYMENTS	0.00	0.00	0.00	6,030.24	6,030.24 0.00 %
<u>100-00000-44110</u>	LIQUOR & MALT BEVERAGE LICENS	22,800.00	22,800.00	0.00	33,220.00	10,420.00 145.70 %
<u>100-00000-44120</u>	OPERATOR LICENSE	4,500.00	4,500.00	131.00	5,686.00	1,186.00 126.36 %
<u>100-00000-44160</u>	CIGARETTE LICENSE	1,200.00	1,200.00	0.00	1,200.00	0.00 0.00 %
<u>100-00000-44170</u>	CABLE TV LICENSE	164,000.00	164,000.00	32,349.56	78,591.14	-85,408.86 52.08 %
<u>100-00000-44171</u>	CELL TOWER FEES	12,600.00	12,600.00	0.00	8,223.81	-4,376.19 34.73 %
<u>100-00000-44175</u>	MOBILE HOME LICENSE	375.00	375.00	0.00	990.00	615.00 264.00 %
<u>100-00000-44185</u>	TAXIE CAB LICENSE	875.00	875.00	0.00	625.00	-250.00 28.57 %
<u>100-00000-44190</u>	SOLICITERS LICENSE	100.00	100.00	0.00	300.00	200.00 300.00 %
<u>100-00000-44193</u>	ELECTRICAL LICENSE	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-44194</u>	HTG/GAS PIPING LICENSES	750.00	750.00	0.00	2,570.00	1,820.00 342.67 %
<u>100-00000-44195</u>	OTHER LICENSES	12,000.00	12,000.00	250.00	14,656.00	2,656.00 122.13 %
<u>100-00000-44196</u>	MOTEL/HOTEL PERMITS	210.00	210.00	0.00	90.00	-120.00 57.14 %
<u>100-00000-44210</u>	BICYCLE LICENSE	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-44215</u>	DOG LICENSE	35,000.00	35,000.00	60.50	7,140.00	-27,860.00 79.60 %
<u>100-00000-44220</u>	CAT LICENSE	24,000.00	24,000.00	131.50	27,505.30	3,505.30 114.61 %
<u>100-00000-44300</u>	INSPECTION FEES	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-00000-44310</u>	BUILDING PERMITS	105,000.00	105,000.00	2,647.50	103,855.70	-1,144.30 1.09 %
<u>100-00000-44311</u>	PLAN REVIEW	500.00	500.00	0.00	880.00	380.00 176.00 %
<u>100-00000-44315</u>	ELECTRICAL PERMITS	20,000.00	20,000.00	5,602.49	60,726.79	40,726.79 303.63 %
<u>100-00000-44320</u>	HEATING & A/C PERMITS	17,000.00	17,000.00	810.00	13,268.50	-3,731.50 21.95 %
<u>100-00000-44323</u>	PLUMBING PERMIT FEES	16,000.00	16,000.00	1,965.50	15,059.18	-940.82 5.88 %
<u>100-00000-44325</u>	STREET OPENING PERMITS	750.00	750.00	0.00	850.00	100.00 113.33 %
<u>100-00000-44330</u>	SIDEWALK PERMIT	750.00	750.00	20.00	690.00	-60.00 8.00 %

Budget Report

For Fiscal: 2018 Period Ending: 08/31/2018

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
100-00000-44335	RAILROAD PERMIT	150.00	150.00	0.00	143.98	-6.02	4.01 %
100-00000-44336	RECREATIONAL BURNING PERMIT	11,000.00	11,000.00	400.00	10,720.00	-280.00	2.55 %
100-00000-44340	OTHER PERMITS	200.00	200.00	50.00	625.00	425.00	312.50 %
100-00000-44345	P.U.D. PERMIT	0.00	0.00	0.00	1,400.00	1,400.00	0.00 %
100-00000-44347	SITE PLANS	1,500.00	1,500.00	250.00	2,375.00	875.00	158.33 %
100-00000-44410	ZONING	6,000.00	6,000.00	0.00	7,832.24	1,832.24	130.54 %
100-00000-45110	COURT PENALTIES	90,000.00	90,000.00	0.00	68,851.88	-21,148.12	23.50 %
100-00000-45112	1/2 COURT COSTS DUE CITY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-45115	PARKING VIOLATIONS	45,000.00	45,000.00	160.00	42,531.25	-2,468.75	5.49 %
100-00000-46100	GEN'L GOV'T REVENUE (SHARED-RI	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46105	GENERAL GOVERNMENT FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46110	PLAT FILING FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46115	LICENSE PUBLICATION FEES	470.00	470.00	0.00	480.00	10.00	102.13 %
100-00000-46120	SALES MATERIAL & SUPLS	9,500.00	9,500.00	459.75	8,585.87	-914.13	9.62 %
100-00000-46121	TOPO FEES	0.00	0.00	0.00	159.80	159.80	0.00 %
100-00000-46210	FIRE PROTECTION SERVICE	51,000.00	51,000.00	0.00	37,657.49	-13,342.51	26.16 %
100-00000-46220	POLICE REPORTS	1,000.00	1,000.00	69.03	913.99	-86.01	8.60 %
100-00000-46221	FALSE ALARMS	5,000.00	5,000.00	190.00	1,410.00	-3,590.00	71.80 %
100-00000-46222	POLICE SECURITY FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46300	HIGHWAY MAINT. & SNOWPLOWI	500.00	500.00	0.00	660.69	160.69	132.14 %
100-00000-46427	DEVELOPER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46440	WEED CUTTING/MOWING REVENU	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46490	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46710	NON-PROFIT SHELTER/VENDING RE	1,200.00	1,200.00	425.21	1,478.51	278.51	123.21 %
100-00000-46711	PARK FACILITY RENTAL	12,000.00	12,000.00	585.00	11,603.98	-396.02	3.30 %
100-00000-46715	RECREATION FEES	70,000.00	70,000.00	3,634.64	59,759.55	-10,240.45	14.63 %
100-00000-46716	RECR. FEES > AGE 18	8,600.00	8,600.00	0.00	3,500.00	-5,100.00	59.30 %
100-00000-46725	SWIMMING POOL REVENUE	67,425.00	67,425.00	11,106.79	63,533.53	-3,891.47	5.77 %
100-00000-46726	SWIMMING POOL LESSONS	6,720.00	6,720.00	327.52	8,423.23	1,703.23	125.35 %
100-00000-46727	SWIMMING POOL MISC	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46728	SWIMMING POOL CONCESSIONS	29,135.00	29,135.00	4,727.00	26,170.24	-2,964.76	10.18 %
100-00000-46729	SWIMMING POOL ADVERT. INCOM	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46840	URBAN DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47310	INTERGOV'T - GEN'L GOV'T	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47320	OTHER LOCAL GOV'T/LAW ENFORC	33,201.00	33,201.00	0.00	19,209.69	-13,991.31	42.14 %
100-00000-47330	INTERGOV'T CHGS. FOR STR SERV.	8,500.00	8,500.00	0.00	0.00	-8,500.00	100.00 %
100-00000-48000	MISCELLANEOUS INCOME	12,000.00	12,000.00	-3,015.33	-521.82	-12,521.82	104.35 %
100-00000-48100	INTEREST INCOME	60,000.00	60,000.00	0.00	78,189.41	18,189.41	130.32 %
100-00000-48130	INTEREST DONATION ACCT.	0.00	0.00	0.00	8.67	8.67	0.00 %
100-00000-48131	INTEREST - NON CITY	0.00	0.00	0.00	0.03	0.03	0.00 %
100-00000-48150	INTEREST - STREET ASSMT.	2,787.00	2,787.00	0.00	2,787.26	0.26	100.01 %
100-00000-48155	INTEREST - CURB & GUTTER ASSMT	684.00	684.00	0.00	687.45	3.45	100.50 %
100-00000-48160	INTEREST - SIDEWALK ASSMT.	1,776.00	1,776.00	0.00	1,768.38	-7.62	0.43 %
100-00000-48170	INTEREST - ALLEY ASSMT.	571.00	571.00	0.00	571.17	0.17	100.03 %
100-00000-48180	INTEREST - STORM SEWER ASSMT.	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48190	INVESTMENT INCOME (CVMIC)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48200	RENTAL INCOME & CDA SUBLEASE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48210	RENT- FINLEY PROP (JAYCEES)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48211	RENT LIBRARY FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48302	SALE OF FIRE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48403	INSURANCE REIMB - POLICE	0.00	0.00	0.00	255.75	255.75	0.00 %
100-00000-48404	INSURANCE REIMB - HWY	0.00	0.00	0.00	2,022.24	2,022.24	0.00 %
100-00000-48405	INSURANCE REIMB - GENERAL	0.00	0.00	0.00	12,334.00	12,334.00	0.00 %
100-00000-48406	INSURANCE DIVIDENDS	13,504.00	13,504.00	0.00	0.00	-13,504.00	100.00 %
100-00000-48408	INSURANCE WAIVER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48510	CONTRIBUTION FROM SCHOOL DIS	21,000.00	21,000.00	0.00	10,252.38	-10,747.62	51.18 %
100-00000-48530	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2018 Period Ending: 08/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-00000-49000</u>	GAIN ON SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-00000-49201</u>	OPERATING TRANSFERS IN	0.00	0.00	0.00	22.92	22.92	0.00 %
<u>100-00000-49224</u>	TRANSIT IN/5% SALES/COMP. PLAN	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-00000-49402</u>	SALE OF CITY PROPERTY - OTHER E	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-00000-49403</u>	SALE OF CITY PROPERTY - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-00000-49997</u>	SURPLUS FUNDS APPLIED	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 00000 - NON DEPARTMENTAL Total:</b>		<b>9,023,087.00</b>	<b>9,023,087.00</b>	<b>69,041.72</b>	<b>7,745,321.95</b>	<b>-1,277,765.05</b>	<b>14.16 %</b>
<b>Revenue Total:</b>		<b>9,023,087.00</b>	<b>9,023,087.00</b>	<b>69,041.72</b>	<b>7,745,321.95</b>	<b>-1,277,765.05</b>	<b>14.16 %</b>
<b>Expense</b>							
<b>Department: 51100 - COMMON COUNCIL</b>							
<u>100-51100-110</u>	SALARIES - REGULAR	29,600.00	29,600.00	0.00	17,600.00	12,000.00	40.54 %
<u>100-51100-150</u>	FICA	2,264.00	2,264.00	0.00	1,346.40	917.60	40.53 %
<u>100-51100-240</u>	Software Contractual	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51100-291</u>	TRANSCRIPTION CONTRACTUAL	7,200.00	7,200.00	345.01	2,025.39	5,174.61	71.87 %
<u>100-51100-310</u>	OFFICE SUPPLIES	700.00	700.00	340.27	798.22	-98.22	-14.03 %
<u>100-51100-311</u>	POSTAGE	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-51100-312</u>	COPY USAGE & PAPER	1,000.00	1,000.00	71.56	529.74	470.26	47.03 %
<u>100-51100-320</u>	SUBSCRIPTIONS & DUES	5,671.00	5,671.00	430.49	6,101.92	-430.92	-7.60 %
<u>100-51100-322</u>	LEGAL NOTICES	12,140.00	12,140.00	842.93	3,918.72	8,221.28	67.72 %
<u>100-51100-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51100 - COMMON COUNCIL Total:</b>		<b>58,775.00</b>	<b>58,775.00</b>	<b>2,030.26</b>	<b>32,320.39</b>	<b>26,454.61</b>	<b>45.01 %</b>
<b>Department: 51110 - POLICE &amp; FIRE COMMISSION</b>							
<u>100-51110-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	-245.68	0.00	0.00	0.00 %
<u>100-51110-291</u>	TRANSCRIPTION CONTRACTUAL	0.00	0.00	255.68	285.68	-285.68	0.00 %
<u>100-51110-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	60.00	-60.00	0.00 %
<u>100-51110-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51110-312</u>	COPY USAGE & PAPER	100.00	100.00	0.00	196.42	-96.42	-96.42 %
<b>Department: 51110 - POLICE &amp; FIRE COMMISSION Total:</b>		<b>100.00</b>	<b>100.00</b>	<b>10.00</b>	<b>542.10</b>	<b>-442.10</b>	<b>-442.10 %</b>
<b>Department: 51200 - MUNICIPAL COURT</b>							
<u>100-51200-290</u>	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-51200-340</u>	OPERATING SUPPLIES	212.00	212.00	311.40	608.29	-396.29	-186.93 %
<b>Department: 51200 - MUNICIPAL COURT Total:</b>		<b>312.00</b>	<b>312.00</b>	<b>311.40</b>	<b>608.29</b>	<b>-296.29</b>	<b>-94.96 %</b>
<b>Department: 51300 - LEGAL</b>							
<u>100-51300-110</u>	SALARIES REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-124</u>	WAGES PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-150</u>	FICA	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-151</u>	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-152</u>	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-153</u>	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-154</u>	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-225</u>	PHONE/INTERNET/CABLE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-241</u>	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-290</u>	OTHER CONTRACTUAL SERVICES	138,000.00	138,000.00	9,347.50	68,013.81	69,986.19	50.71 %
<u>100-51300-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-320</u>	SUBSCRIPTIONS & DUES	0.00	0.00	300.54	594.41	-594.41	0.00 %
<u>100-51300-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-330</u>	SEMINARS,CONF.& TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-340</u>	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51300 - LEGAL Total:</b>		<b>138,000.00</b>	<b>138,000.00</b>	<b>9,648.04</b>	<b>68,608.22</b>	<b>69,391.78</b>	<b>50.28 %</b>
<b>Department: 51408 - CITY ADMINISTRATOR</b>							
<u>100-51408-110</u>	SALARIES REGULAR	91,071.00	91,071.00	7,076.26	55,797.92	35,273.08	38.73 %
<u>100-51408-150</u>	FICA	6,967.00	6,967.00	539.63	4,200.19	2,766.81	39.71 %
<u>100-51408-151</u>	RETIREMENT (WRS)	6,102.00	6,102.00	474.10	3,738.48	2,363.52	38.73 %

**Budget Report**

**For Fiscal: 2018 Period Ending: 08/31/2018**

		<b>Original</b>	<b>Current</b>	<b>Period</b>	<b>Fiscal</b>	<b>Variance</b>	<b>Percent</b>
		<b>Total Budget</b>	<b>Total Budget</b>	<b>Activity</b>	<b>Activity</b>	<b>(Unfavorable)</b>	<b>Remaining</b>
<u>100-51408-152</u>	HEALTH INSURANCE	4,978.00	4,978.00	414.87	3,318.96	1,659.04	33.33 %
<u>100-51408-153</u>	DENTAL INSURANCE	758.00	758.00	63.14	505.12	252.88	33.36 %
<u>100-51408-154</u>	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51408-225</u>	PHONE/INTERNET/CABLE	1,100.00	1,100.00	55.21	255.03	844.97	76.82 %
<u>100-51408-241</u>	EQUIPMENT MAINT. CONTRACTUA	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-51408-290</u>	OTHER CONTRACTUAL SERVICES	750.00	750.00	1,800.00	1,800.00	-1,050.00	-140.00 %
<u>100-51408-310</u>	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	56.70	943.30	94.33 %
<u>100-51408-311</u>	POSTAGE	270.00	270.00	1.64	12.43	257.57	95.40 %
<u>100-51408-312</u>	COPY USAGE/PAPER	400.00	400.00	2.41	35.60	364.40	91.10 %
<u>100-51408-320</u>	SUBSCRIPTIONS & DUES	600.00	600.00	0.00	0.00	600.00	100.00 %
<u>100-51408-321</u>	CERTIFICATIONS & LICENSES	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-51408-330</u>	SEMINARS,CONF. & TRAVEL	1,000.00	1,000.00	0.00	69.70	930.30	93.03 %
<u>100-51408-340</u>	OPERATING SUPPLIES	3,000.00	3,000.00	726.99	741.99	2,258.01	75.27 %
<u>100-51408-341</u>	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
<b>Department: 51408 - CITY ADMINISTRATOR Total:</b>		<b>118,846.00</b>	<b>118,846.00</b>	<b>11,154.25</b>	<b>70,532.12</b>	<b>48,313.88</b>	<b>40.65 %</b>
<b>Department: 51410 - MAYOR</b>							
<u>100-51410-110</u>	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51410-124</u>	WAGES - PERM PT	12,390.00	12,390.00	953.06	7,624.48	4,765.52	38.46 %
<u>100-51410-150</u>	FICA	948.00	948.00	72.92	583.36	364.64	38.46 %
<u>100-51410-151</u>	RETIREMENT (WRS)	712.00	712.00	54.72	437.76	274.24	38.52 %
<u>100-51410-152</u>	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51410-153</u>	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51410-154</u>	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51410-225</u>	PHONE/INTERNET/CABLE	828.00	828.00	65.28	325.93	502.07	60.64 %
<u>100-51410-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51410-310</u>	OFFICE SUPPLIES	340.00	340.00	0.00	47.99	292.01	85.89 %
<u>100-51410-311</u>	POSTAGE	60.00	60.00	0.00	0.00	60.00	100.00 %
<u>100-51410-312</u>	COPY USAGE & PAPER	100.00	100.00	0.26	8.72	91.28	91.28 %
<u>100-51410-320</u>	SUBSCRIPTIONS & DUES	175.00	175.00	0.00	567.14	-392.14	-224.08 %
<u>100-51410-330</u>	SEMINARS, CONF & TRAVEL	400.00	400.00	0.00	30.00	370.00	92.50 %
<u>100-51410-340</u>	OPERATING SUPPLIES	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-51410-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51410 - MAYOR Total:</b>		<b>16,153.00</b>	<b>16,153.00</b>	<b>1,146.24</b>	<b>9,625.38</b>	<b>6,527.62</b>	<b>40.41 %</b>
<b>Department: 51411 - FINANCE</b>							
<u>100-51411-110</u>	SALARIES - REGULAR	69,915.00	69,915.00	5,836.84	46,694.72	23,220.28	33.21 %
<u>100-51411-120</u>	WAGES -REGULAR	23,946.00	23,946.00	1,845.48	14,702.12	9,243.88	38.60 %
<u>100-51411-124</u>	WAGES - PERM PT	26,944.00	26,944.00	2,112.57	16,140.83	10,803.17	40.09 %
<u>100-51411-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51411-126</u>	WAGES - TEMP./SEAS.	6,150.00	6,150.00	0.00	0.00	6,150.00	100.00 %
<u>100-51411-150</u>	FICA	9,712.00	9,712.00	724.63	5,700.93	4,011.07	41.30 %
<u>100-51411-151</u>	RETIREMENT (WRS)	7,513.00	7,513.00	628.32	4,781.87	2,731.13	36.35 %
<u>100-51411-152</u>	HEALTH INSURANCE	11,073.00	11,073.00	950.19	7,601.52	3,471.48	31.35 %
<u>100-51411-153</u>	DENTAL INSURANCE	1,679.00	1,679.00	115.68	925.44	753.56	44.88 %
<u>100-51411-154</u>	LIFE INSURANCE	80.00	80.00	6.34	50.37	29.63	37.04 %
<u>100-51411-225</u>	PHONE/INTERNET/CABLE	570.00	570.00	39.79	268.86	301.14	52.83 %
<u>100-51411-241</u>	EQUIPMENT MAINTENANCE CONT	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-51411-290</u>	OTHER CONTRACTUAL SERVICES	4,500.00	4,500.00	0.00	4,511.23	-11.23	-0.25 %
<u>100-51411-310</u>	OFFICE SUPPLIES	1,200.00	1,200.00	18.27	963.59	236.41	19.70 %
<u>100-51411-311</u>	POSTAGE	1,500.00	1,500.00	76.69	1,091.86	408.14	27.21 %
<u>100-51411-312</u>	COPY USAGE & PAPER	1,000.00	1,000.00	90.53	1,205.48	-205.48	-20.55 %
<u>100-51411-320</u>	SUBSCRIPTIONS & DUES	150.00	150.00	0.00	110.00	40.00	26.67 %
<u>100-51411-322</u>	LEGAL NOTICES	0.00	0.00	0.00	445.12	-445.12	0.00 %
<u>100-51411-330</u>	SEMINARS, CONF & TRAVEL	1,325.00	1,325.00	566.79	1,038.79	286.21	21.60 %
<u>100-51411-340</u>	OPERATING SUPPLIES	3,015.00	3,015.00	191.91	337.90	2,677.10	88.79 %
<u>100-51411-341</u>	PRINTING & FORMS	500.00	500.00	0.00	196.03	303.97	60.79 %
<b>Department: 51411 - FINANCE Total:</b>		<b>171,272.00</b>	<b>171,272.00</b>	<b>13,204.03</b>	<b>106,766.66</b>	<b>64,505.34</b>	<b>37.66 %</b>

Budget Report

For Fiscal: 2018 Period Ending: 08/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 51420 - CITY CLERK</b>							
<u>100-51420-110</u>	SALARIES - REGULAR	72,554.00	72,554.00	5,656.96	44,334.90	28,219.10	38.89 %
<u>100-51420-120</u>	WAGES - REGULAR	51,674.00	51,674.00	4,030.04	31,604.76	20,069.24	38.84 %
<u>100-51420-121</u>	OVERTIME - REGULAR	286.00	286.00	0.00	0.00	286.00	100.00 %
<u>100-51420-124</u>	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-126</u>	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-150</u>	FICA	9,525.00	9,525.00	680.78	5,351.79	4,173.21	43.81 %
<u>100-51420-151</u>	RETIREMENT (WRS)	8,342.00	8,342.00	649.02	5,087.98	3,254.02	39.01 %
<u>100-51420-152</u>	HEALTH INSURANCE	21,003.00	21,003.00	1,750.22	14,001.76	7,001.24	33.33 %
<u>100-51420-153</u>	DENTAL INSURANCE	2,335.00	2,335.00	194.60	1,556.80	778.20	33.33 %
<u>100-51420-154</u>	LIFE INSURANCE	91.00	91.00	7.95	61.95	29.05	31.92 %
<u>100-51420-225</u>	PHONE/INTERNET/CABLE	1,200.00	1,200.00	79.58	601.36	598.64	49.89 %
<u>100-51420-241</u>	EQUIPMENT MAINTENANCE CONT	435.00	435.00	0.00	0.00	435.00	100.00 %
<u>100-51420-291</u>	TRANSCRIPTION CONTRATUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-51420-310</u>	OFFICE SUPPLIES	1,230.00	1,230.00	11.83	88.55	1,141.45	92.80 %
<u>100-51420-311</u>	POSTAGE	2,200.00	2,200.00	80.23	1,013.67	1,186.33	53.92 %
<u>100-51420-312</u>	COPY USAGE & PAPER	1,000.00	1,000.00	4.47	581.90	418.10	41.81 %
<u>100-51420-320</u>	SUBSCRIPTIONS & DUES	340.00	340.00	160.00	310.00	30.00	8.82 %
<u>100-51420-321</u>	CERTIFICATIONS & LICENSES	100.00	100.00	0.00	50.00	50.00	50.00 %
<u>100-51420-322</u>	LEGAL NOTICES	210.00	210.00	0.00	153.92	56.08	26.70 %
<u>100-51420-324</u>	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-330</u>	SEMINARS, CONF & TRAVEL	2,050.00	2,050.00	745.94	1,382.94	667.06	32.54 %
<u>100-51420-340</u>	OPERATING SUPPLIES	755.00	755.00	10.85	73.57	681.43	90.26 %
<u>100-51420-341</u>	PRINTING & FORMS	250.00	250.00	0.00	132.84	117.16	46.86 %
<u>100-51420-381</u>	EMPLOYMENT TESTING	80.00	80.00	14.00	63.00	17.00	21.25 %
<b>Department: 51420 - CITY CLERK Total:</b>		<b>175,860.00</b>	<b>175,860.00</b>	<b>14,076.47</b>	<b>106,451.69</b>	<b>69,408.31</b>	<b>39.47 %</b>
<b>Department: 51440 - ELECTIONS</b>							
<u>100-51440-126</u>	WAGES - TEMP/SEAS	18,647.00	18,647.00	0.00	4,543.88	14,103.12	75.63 %
<u>100-51440-150</u>	FICA	470.00	470.00	0.00	0.00	470.00	100.00 %
<u>100-51440-241</u>	EQUIPMENT MAINTENANCE CONT	1,400.00	1,400.00	0.00	1,283.56	116.44	8.32 %
<u>100-51440-310</u>	OFFICE SUPPLIES	700.00	700.00	0.00	201.57	498.43	71.20 %
<u>100-51440-311</u>	POSTAGE	600.00	600.00	10.67	575.16	24.84	4.14 %
<u>100-51440-312</u>	COPY USAGE & PAPER	600.00	600.00	23.56	231.42	368.58	61.43 %
<u>100-51440-322</u>	LEGAL NOTICES	2,200.00	2,200.00	46.10	861.45	1,338.55	60.84 %
<u>100-51440-324</u>	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51440-330</u>	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-51440-340</u>	OPERATING SUPPLIES	1,780.00	1,780.00	4.99	1,010.40	769.60	43.24 %
<u>100-51440-341</u>	PRINTING & FORMS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<b>Department: 51440 - ELECTIONS Total:</b>		<b>28,497.00</b>	<b>28,497.00</b>	<b>85.32</b>	<b>8,707.44</b>	<b>19,789.56</b>	<b>69.44 %</b>
<b>Department: 51500 - AUDIT</b>							
<u>100-51500-290</u>	OTHER CONTRACTUAL SERVICES	17,515.00	17,515.00	0.00	18,880.00	-1,365.00	-7.79 %
<b>Department: 51500 - AUDIT Total:</b>		<b>17,515.00</b>	<b>17,515.00</b>	<b>0.00</b>	<b>18,880.00</b>	<b>-1,365.00</b>	<b>-7.79 %</b>
<b>Department: 51510 - HUMAN RESOURCES</b>							
<u>100-51510-110</u>	SALARIES - REGULAR	39,122.00	39,122.00	3,078.44	24,285.52	14,836.48	37.92 %
<u>100-51510-120</u>	WAGES - REGULAR	17,668.00	17,668.00	1,635.00	11,190.00	6,478.00	36.67 %
<u>100-51510-124</u>	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51510-150</u>	FICA	4,344.00	4,344.00	320.45	2,411.34	1,932.66	44.49 %
<u>100-51510-151</u>	RETIREMENT (WRS)	3,805.00	3,805.00	315.81	2,376.89	1,428.11	37.53 %
<u>100-51510-152</u>	HEALTH INSURANCE	18,482.00	18,482.00	1,540.19	12,321.52	6,160.48	33.33 %
<u>100-51510-153</u>	DENTAL INSURANCE	1,090.00	1,090.00	90.81	726.48	363.52	33.35 %
<u>100-51510-154</u>	LIFE INSURANCE	12.00	12.00	1.19	8.82	3.18	26.50 %
<u>100-51510-225</u>	PHONE/INTERNET/CABLE	150.00	150.00	9.94	76.09	73.91	49.27 %
<u>100-51510-241</u>	EQUIPMENT MAINTENANCE CONT	190.00	190.00	0.00	0.00	190.00	100.00 %
<u>100-51510-290</u>	OTHER CONTRACTUAL SERVICES	6,162.00	6,162.00	432.00	3,181.25	2,980.75	48.37 %
<u>100-51510-310</u>	OFFICE SUPPLIES	445.00	445.00	2.50	277.42	167.58	37.66 %

Budget Report

For Fiscal: 2018 Period Ending: 08/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-51510-311</u>	POSTAGE	200.00	200.00	1.83	70.35	129.65	64.83 %
<u>100-51510-312</u>	COPY USAGE & PAPER	295.00	295.00	23.54	342.77	-47.77	-16.19 %
<u>100-51510-320</u>	SUBSCRIPTIONS & DUES	535.00	535.00	0.00	509.00	26.00	4.86 %
<u>100-51510-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51510-330</u>	SEMINARS, CONF & TRAVEL	775.00	775.00	477.97	865.97	-90.97	-11.74 %
<u>100-51510-340</u>	OPERATING SUPPLIES	650.00	650.00	169.32	517.59	132.41	20.37 %
<u>100-51510-341</u>	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
<b>Department: 51510 - HUMAN RESOURCES Total:</b>		<b>94,225.00</b>	<b>94,225.00</b>	<b>8,098.99</b>	<b>59,161.01</b>	<b>35,063.99</b>	<b>37.21 %</b>
<b>Department: 51530 - ASSESSOR</b>							
<u>100-51530-120</u>	WAGES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-128</u>	WAGES - BOR	300.00	300.00	0.00	300.00	0.00	0.00 %
<u>100-51530-150</u>	FICA	23.00	23.00	0.00	22.95	0.05	0.22 %
<u>100-51530-151</u>	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-152</u>	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-153</u>	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-154</u>	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-225</u>	PHONE/INTERNET/CABLE	450.00	450.00	29.80	226.92	223.08	49.57 %
<u>100-51530-240</u>	SOFTWARE MAINTENANCE-CONTR	3,500.00	3,500.00	0.00	3,870.90	-370.90	-10.60 %
<u>100-51530-290</u>	OTHER CONTRACTUAL SERVICES	236,931.00	236,931.00	19,025.26	153,224.93	83,706.07	35.33 %
<u>100-51530-291</u>	TRANSCRIPTION CONTRACTUAL	250.00	250.00	0.00	18.59	231.41	92.56 %
<u>100-51530-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-311</u>	POSTAGE	1,000.00	1,000.00	266.96	1,631.18	-631.18	-63.12 %
<u>100-51530-312</u>	COPY USAGE & PAPER	250.00	250.00	0.92	11.08	238.92	95.57 %
<u>100-51530-340</u>	OPERATING SUPPLIES	250.00	250.00	0.00	86.38	163.62	65.45 %
<u>100-51530-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51530 - ASSESSOR Total:</b>		<b>242,954.00</b>	<b>242,954.00</b>	<b>19,322.94</b>	<b>159,392.93</b>	<b>83,561.07</b>	<b>34.39 %</b>
<b>Department: 51540 - IT</b>							
<u>100-51540-110</u>	SALARIES - REGULAR	35,282.00	35,282.00	0.00	11,778.31	23,503.69	66.62 %
<u>100-51540-120</u>	WAGES-REGULAR	5,889.00	5,889.00	545.00	3,730.00	2,159.00	36.66 %
<u>100-51540-124</u>	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-126</u>	WAGES TEMP./SEAS.	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<u>100-51540-150</u>	FICA	2,365.00	2,365.00	35.56	1,106.49	1,258.51	53.21 %
<u>100-51540-151</u>	RETIREMENT (WRS)	2,758.00	2,758.00	36.51	1,031.39	1,726.61	62.60 %
<u>100-51540-152</u>	HEALTH INSURANCE	6,680.00	6,680.00	210.02	3,066.88	3,613.12	54.09 %
<u>100-51540-153</u>	DENTAL INSURANCE	789.00	789.00	12.97	314.80	474.20	60.10 %
<u>100-51540-154</u>	LIFE INSURANCE	7.00	7.00	0.09	2.07	4.93	70.43 %
<u>100-51540-225</u>	PHONE/INTERNET/CABLE	1,504.00	1,504.00	81.57	2,447.37	-943.37	-62.72 %
<u>100-51540-240</u>	SOFTWARE MAINTENANCE CONTR	23,443.00	23,443.00	0.00	5,858.00	17,585.00	75.01 %
<u>100-51540-241</u>	EQUIPMENT MAINTENANCE CONT	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
<u>100-51540-244</u>	WEBSITE	1,200.00	1,200.00	1,280.00	1,280.00	-80.00	-6.67 %
<u>100-51540-290</u>	OTHER CONTRACTUAL SERVICES	14,004.00	14,004.00	1,777.35	12,429.15	1,574.85	11.25 %
<u>100-51540-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	67.97	-67.97	0.00 %
<u>100-51540-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-320</u>	SUBSCRIPTIONS & DUES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>100-51540-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-330</u>	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>100-51540-340</u>	OPERATING SUPPLIES	4,934.00	4,934.00	156.19	1,228.37	3,705.63	75.10 %
<u>100-51540-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-363</u>	EQUIPMENT MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-399</u>	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51540 - IT Total:</b>		<b>104,755.00</b>	<b>104,755.00</b>	<b>4,135.26</b>	<b>44,340.80</b>	<b>60,414.20</b>	<b>57.67 %</b>
<b>Department: 51600 - CITY HALL</b>							
<u>100-51600-110</u>	SALARIES - REGULAR	49,488.00	49,488.00	3,769.16	30,050.62	19,437.38	39.28 %
<u>100-51600-124</u>	WAGES - PERM PT	11,831.00	11,831.00	556.88	4,621.70	7,209.30	60.94 %
<u>100-51600-125</u>	OVERTIME - PERM PT	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
<u>100-51600-126</u>	WAGES - TEMP/SEAS	0.00	0.00	1,017.50	2,287.08	-2,287.08	0.00 %
<u>100-51600-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51600-150</u>	FICA	4,691.00	4,691.00	392.56	2,705.65	1,985.35	42.32 %
<u>100-51600-151</u>	RETIREMENT (WRS)	3,316.00	3,316.00	252.54	2,013.42	1,302.58	39.28 %
<u>100-51600-152</u>	HEALTH INSURANCE	8,529.00	8,529.00	710.72	5,685.76	2,843.24	33.34 %
<u>100-51600-153</u>	DENTAL INSURANCE	492.00	492.00	41.00	328.00	164.00	33.33 %
<u>100-51600-154</u>	LIFE INSURANCE	31.00	31.00	2.67	20.76	10.24	33.03 %
<u>100-51600-211</u>	BOILER CONTRACTUAL	670.00	670.00	100.00	100.00	570.00	85.07 %
<u>100-51600-212</u>	ELEVATORS	5,748.00	5,748.00	0.00	5,979.72	-231.72	-4.03 %
<u>100-51600-213</u>	HVAC CONTRACTUAL	6,096.00	6,096.00	0.00	516.20	5,579.80	91.53 %
<u>100-51600-214</u>	FIRE CONTRACTUAL	2,739.00	2,739.00	380.00	2,397.40	341.60	12.47 %
<u>100-51600-220</u>	WATER/SEWER/STORM WATER	8,460.00	8,460.00	0.00	3,942.54	4,517.46	53.40 %
<u>100-51600-221</u>	ELECTRIC & GAS	40,000.00	40,000.00	2,860.85	26,475.43	13,524.57	33.81 %
<u>100-51600-225</u>	PHONE/INTERNET/CABLE	5,868.00	5,868.00	504.24	3,615.77	2,252.23	38.38 %
<u>100-51600-240</u>	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	0.00	600.00	0.00	0.00 %
<u>100-51600-241</u>	EQUIPMENT MAINTENANCE CONT	1,350.00	1,350.00	350.00	2,349.00	-999.00	-74.00 %
<u>100-51600-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51600-243</u>	LEASES	750.00	750.00	0.00	591.74	158.26	21.10 %
<u>100-51600-290</u>	OTHER CONTRACTUAL SERVICES	3,923.00	3,923.00	89.40	1,791.11	2,131.89	54.34 %
<u>100-51600-292</u>	ELECTRICAL CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>100-51600-293</u>	PLUMBING CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>100-51600-310</u>	OFFICE SUPPLIES	283.00	283.00	0.00	0.00	283.00	100.00 %
<u>100-51600-311</u>	POSTAGE	500.00	500.00	0.00	225.00	275.00	55.00 %
<u>100-51600-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	8.91	-8.91	0.00 %
<u>100-51600-320</u>	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	39.76	-39.76	0.00 %
<u>100-51600-324</u>	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
<u>100-51600-330</u>	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-51600-340</u>	OPERATING SUPPLIES	6,525.00	6,525.00	272.45	3,520.54	3,004.46	46.05 %
<u>100-51600-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51600-342</u>	CLEANING & SANITARY SUPPLIES	3,000.00	3,000.00	526.99	2,896.00	104.00	3.47 %
<u>100-51600-350</u>	BLDG & GRDS MAINT & REPAIRS	4,225.00	4,225.00	1,137.80	4,409.97	-184.97	-4.38 %
<u>100-51600-360</u>	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	7.57	492.43	98.49 %
<u>100-51600-361</u>	REGULAR FUEL	850.00	850.00	0.00	161.27	688.73	81.03 %
<u>100-51600-362</u>	OFF ROAD FUEL	250.00	250.00	58.54	212.01	37.99	15.20 %
<u>100-51600-363</u>	EQUIPMENT MAINT & REPAIRS	1,000.00	1,000.00	298.27	1,826.37	-826.37	-82.64 %
<u>100-51600-381</u>	EMPLOYMENT TESTING	50.00	50.00	7.00	39.00	11.00	22.00 %
<b>Department: 51600 - CITY HALL Total:</b>		<b>172,515.00</b>	<b>172,515.00</b>	<b>13,328.57</b>	<b>109,418.30</b>	<b>63,096.70</b>	<b>36.57 %</b>
<b>Department: 51900 - OTHER GOVERNMENT</b>							
<u>100-51900-290</u>	Other General Contractual	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51900-339</u>	LOSS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51900-397</u>	MISCELLANEOUS EXPENSE	0.00	0.00	-9.50	-598.58	598.58	0.00 %
<b>Department: 51900 - OTHER GOVERNMENT Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>-9.50</b>	<b>-598.58</b>	<b>598.58</b>	<b>0.00 %</b>
<b>Department: 51938 - SICK LEAVE PAYOUT</b>							
<u>100-51938-516</u>	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51938 - SICK LEAVE PAYOUT Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 51939 - WORKER'S COMPENSATION</b>							
<u>100-51939-510</u>	INS - WORKERS COMP	76,732.00	76,732.00	0.00	60,878.75	15,853.25	20.66 %
<b>Department: 51939 - WORKER'S COMPENSATION Total:</b>		<b>76,732.00</b>	<b>76,732.00</b>	<b>0.00</b>	<b>60,878.75</b>	<b>15,853.25</b>	<b>20.66 %</b>
<b>Department: 51940 - UNEMPLOYMENT COMPENSATION</b>							
<u>100-51940-517</u>	UNEMPLOYMENT	3,000.00	3,000.00	0.00	171.00	2,829.00	94.30 %
<b>Department: 51940 - UNEMPLOYMENT COMPENSATION Total:</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>171.00</b>	<b>2,829.00</b>	<b>94.30 %</b>
<b>Department: 51941 - SALES TAX</b>							
<u>100-51941-201</u>	SALES TAX	9,700.00	9,700.00	1,858.60	4,834.95	4,865.05	50.16 %
<b>Department: 51941 - SALES TAX Total:</b>		<b>9,700.00</b>	<b>9,700.00</b>	<b>1,858.60</b>	<b>4,834.95</b>	<b>4,865.05</b>	<b>50.16 %</b>

Budget Report

For Fiscal: 2018 Period Ending: 08/31/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 51942 - ILLEGAL ASSESSMENTS</b>						
100-51942-397 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	1,159.14	-1,159.14	0.00 %
<b>Department: 51942 - ILLEGAL ASSESSMENTS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,159.14</b>	<b>-1,159.14</b>	<b>0.00 %</b>
<b>Department: 51943 - INS - FIRE, COMP / COLL, BOILER</b>						
100-51943-511 INS - FIRE, COMP/COLL, BOILER	40,800.00	40,800.00	0.00	39,509.00	1,291.00	3.16 %
<b>Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:</b>	<b>40,800.00</b>	<b>40,800.00</b>	<b>0.00</b>	<b>39,509.00</b>	<b>1,291.00</b>	<b>3.16 %</b>
<b>Department: 51944 - INS - VEHICLES</b>						
100-51944-512 INS - VEHICLES	18,800.00	18,800.00	0.00	18,840.00	-40.00	-0.21 %
<b>Department: 51944 - INS - VEHICLES Total:</b>	<b>18,800.00</b>	<b>18,800.00</b>	<b>0.00</b>	<b>18,840.00</b>	<b>-40.00</b>	<b>-0.21 %</b>
<b>Department: 51945 - PROPERTY &amp; LIABILITY VEHICLE INSURANCE</b>						
100-51945-513 INS - CVMIC, LIABILITY, PROF	34,373.00	34,373.00	0.00	31,094.00	3,279.00	9.54 %
<b>Department: 51945 - PROPERTY &amp; LIABILITY VEHICLE INSURANCE</b>	<b>34,373.00</b>	<b>34,373.00</b>	<b>0.00</b>	<b>31,094.00</b>	<b>3,279.00</b>	<b>9.54 %</b>
<b>Department: 51946 - SIR</b>						
100-51946-514 SIR	2,000.00	2,000.00	0.00	5,000.00	-3,000.00	-150.00 %
<b>Department: 51946 - SIR Total:</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-3,000.00</b>	<b>-150.00 %</b>
<b>Department: 51947 - MONIES &amp; SECURITIES INSURANCE MISC</b>						
100-51947-515 INS - MONIES & SECURITIES	1,600.00	1,600.00	0.00	1,036.00	564.00	35.25 %
<b>Department: 51947 - MONIES &amp; SECURITIES INSURANCE MISC Tot</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>0.00</b>	<b>1,036.00</b>	<b>564.00</b>	<b>35.25 %</b>
<b>Department: 51980 - UNCOLLECTABLE ACCOUNTS</b>						
100-51980-398 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	3,875.07	-3,875.07	0.00 %
<b>Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,875.07</b>	<b>-3,875.07</b>	<b>0.00 %</b>
<b>Department: 52100 - POLICE</b>						
100-52100-110 SALARIES - REGULAR	228,123.00	228,123.00	9,853.66	98,261.74	129,861.26	56.93 %
100-52100-120 WAGES - REGULAR	1,593,923.00	1,593,923.00	121,778.47	941,966.04	651,956.96	40.90 %
100-52100-121 OVERTIME - REGULAR	70,120.00	70,120.00	6,019.16	50,563.51	19,556.49	27.89 %
100-52100-122 OVERTIME - SPECIAL PROJECTS	0.00	0.00	1,860.40	9,040.14	-9,040.14	0.00 %
100-52100-124 WAGES - PERM PT	9,994.00	9,994.00	727.20	7,697.85	2,296.15	22.98 %
100-52100-125 OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-126 WAGES - TEMP/SEAS	24,243.00	24,243.00	0.00	10,240.36	14,002.64	57.76 %
100-52100-127 OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-140 SHIFT DIFFERENTIAL	0.00	0.00	475.13	3,798.05	-3,798.05	0.00 %
100-52100-141 ON CALL	9,200.00	9,200.00	400.00	3,200.00	6,000.00	65.22 %
100-52100-150 FICA	148,073.00	148,073.00	10,031.83	80,055.56	68,017.44	45.94 %
100-52100-151 RETIREMENT (WRS)	250,291.00	250,291.00	19,969.80	157,657.23	92,633.77	37.01 %
100-52100-152 HEALTH INSURANCE	452,651.00	452,651.00	36,606.45	282,115.38	170,535.62	37.67 %
100-52100-153 DENTAL INSURANCE	27,404.00	27,404.00	2,171.37	16,838.34	10,565.66	38.56 %
100-52100-154 LIFE INSURANCE	535.00	535.00	44.70	317.20	217.80	40.71 %
100-52100-221 ELECTRIC & GAS	16,000.00	16,000.00	1,040.31	9,627.42	6,372.58	39.83 %
100-52100-225 PHONE/INTERNET/CABLE	5,940.00	5,940.00	865.12	4,539.55	1,400.45	23.58 %
100-52100-226 MOBILE DATA AIR CARDS	9,000.00	9,000.00	485.56	4,163.87	4,836.13	53.73 %
100-52100-240 SOFTWARE MAINTENANCE CONTR	21,463.00	21,463.00	0.00	19,755.52	1,707.48	7.96 %
100-52100-241 EQUIPMENT MAINTENANCE CONT	4,459.00	4,459.00	0.00	3,019.20	1,439.80	32.29 %
100-52100-242 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-290 OTHER CONTRACTUAL SERVICES	2,594.00	2,594.00	536.28	1,812.65	781.35	30.12 %
100-52100-310 OFFICE SUPPLIES	1,300.00	1,300.00	143.89	519.27	780.73	60.06 %
100-52100-311 POSTAGE	2,000.00	2,000.00	89.13	1,197.23	802.77	40.14 %
100-52100-312 COPY USAGE & PAPER	1,000.00	1,000.00	122.00	1,027.52	-27.52	-2.75 %
100-52100-320 SUBSCRIPTIONS & DUES	3,205.00	3,205.00	0.00	2,955.00	250.00	7.80 %
100-52100-321 CERTIFICATIONS & LICENSES	700.00	700.00	0.00	0.00	700.00	100.00 %
100-52100-324 RECRUITMENT	500.00	500.00	37.75	37.75	462.25	92.45 %
100-52100-330 SEMINARS, CONF & TRAVEL	15,400.00	15,400.00	238.23	8,605.90	6,794.10	44.12 %
100-52100-340 OPERATING SUPPLIES	12,000.00	12,000.00	181.03	5,228.65	6,771.35	56.43 %
100-52100-341 PRINTING & FORMS	1,800.00	1,800.00	49.25	542.11	1,257.89	69.88 %
100-52100-342 CLEANING & SANITARY SUPPLIES	150.00	150.00	0.00	23.76	126.24	84.16 %
100-52100-350 BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	0.00	195.85	1,104.15	84.93 %
100-52100-360 VEHICLE MAINT. & REPAIRS	12,000.00	12,000.00	497.47	4,663.14	7,336.86	61.14 %

## Budget Report

For Fiscal: 2018 Period Ending: 08/31/2018

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
<u>100-52100-361</u>	REGULAR FUEL	41,423.00	41,423.00	3,646.45	24,169.93	17,253.07	41.65 %
<u>100-52100-363</u>	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	519.01	635.96	864.04	57.60 %
<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	4,040.85	6,402.30	-4,402.30	-220.12 %
<u>100-52100-382</u>	UNIFORMS & SAFETY ATTIRE	12,000.00	12,000.00	102.44	4,890.66	7,109.34	59.24 %
<u>100-52100-390</u>	AMMUNITION	6,000.00	6,000.00	0.00	4,760.75	1,239.25	20.65 %
<u>100-52100-391</u>	ERT SUPPLIES	1,500.00	1,500.00	798.75	902.55	597.45	39.83 %
<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	185.22	286.10	1,213.90	80.93 %
<b>Department: 52100 - POLICE Total:</b>		<b>2,993,791.00</b>	<b>2,993,791.00</b>	<b>223,516.91</b>	<b>1,771,714.04</b>	<b>1,222,076.96</b>	<b>40.82 %</b>
<b>Department: 52200 - FIRE</b>							
<u>100-52200-110</u>	SALARIES - REGULAR	172,371.00	172,371.00	13,537.66	105,403.79	66,967.21	38.85 %
<u>100-52200-120</u>	WAGES - REGULAR	626,268.00	626,268.00	44,813.15	367,741.69	258,526.31	41.28 %
<u>100-52200-121</u>	OVERTIME - REGULAR	46,000.00	46,000.00	8,012.52	45,489.06	510.94	1.11 %
<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	5,056.40	37,488.17	35,246.83	48.46 %
<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	75.00	510.00	-510.00	0.00 %
<u>100-52200-150</u>	FICA	17,811.00	17,811.00	1,286.72	9,833.78	7,977.22	44.79 %
<u>100-52200-151</u>	RETIREMENT (WRS)	168,670.00	168,670.00	13,241.73	104,244.21	64,425.79	38.20 %
<u>100-52200-152</u>	HEALTH INSURANCE	208,445.00	208,445.00	11,769.72	133,362.80	75,082.20	36.02 %
<u>100-52200-153</u>	DENTAL INSURANCE	12,819.00	12,819.00	722.27	8,199.88	4,619.12	36.03 %
<u>100-52200-154</u>	LIFE INSURANCE	226.00	226.00	21.26	159.42	66.58	29.46 %
<u>100-52200-212</u>	ELEVATORS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52200-221</u>	ELECTRIC & GAS	17,256.00	17,256.00	1,300.39	12,034.29	5,221.71	30.26 %
<u>100-52200-225</u>	PHONE/INTERNET/CABLE	3,000.00	3,000.00	240.90	1,831.49	1,168.51	38.95 %
<u>100-52200-226</u>	MOBILE DATA AIR CARDS	2,400.00	2,400.00	217.07	1,843.68	556.32	23.18 %
<u>100-52200-240</u>	SOFTWARE MAINTENANCE CONTR	6,208.00	6,208.00	0.00	5,407.50	800.50	12.89 %
<u>100-52200-241</u>	EQUIPMENT MAINTENANCE CONT	3,488.00	3,488.00	0.00	2,488.00	1,000.00	28.67 %
<u>100-52200-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52200-290</u>	OTHER CONTRACTUAL SERVICES	7,255.00	7,255.00	0.00	1,505.00	5,750.00	79.26 %
<u>100-52200-310</u>	OFFICE SUPPLIES	500.00	500.00	0.00	60.53	439.47	87.89 %
<u>100-52200-311</u>	POSTAGE	200.00	200.00	2.56	304.02	-104.02	-52.01 %
<u>100-52200-312</u>	COPY USAGE & PAPER	180.00	180.00	40.14	271.94	-91.94	-51.08 %
<u>100-52200-320</u>	SUBSCRIPTIONS & DUES	1,626.00	1,626.00	575.00	920.00	706.00	43.42 %
<u>100-52200-321</u>	CERTIFICATIONS & LICENSES	1,000.00	1,000.00	0.00	333.51	666.49	66.65 %
<u>100-52200-324</u>	RECRUITMENT	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-52200-330</u>	SEMINARS, CONF & TRAVEL	4,300.00	4,300.00	0.00	1,055.80	3,244.20	75.45 %
<u>100-52200-340</u>	OPERATING SUPPLIES	7,041.00	7,041.00	1,353.20	5,456.84	1,584.16	22.50 %
<u>100-52200-341</u>	PRINTING & FORMS	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-52200-342</u>	CLEANING & SANITARY SUPPLIES	2,000.00	2,000.00	66.74	456.16	1,543.84	77.19 %
<u>100-52200-350</u>	BLDG & GRDS MAINT & REPAIRS	1,000.00	1,000.00	0.00	100.65	899.35	89.94 %
<u>100-52200-360</u>	VEHICLE MAINT. & REPAIRS	6,000.00	6,000.00	117.56	11,277.85	-5,277.85	-87.96 %
<u>100-52200-361</u>	REGULAR FUEL	7,000.00	7,000.00	761.62	5,298.19	1,701.81	24.31 %
<u>100-52200-362</u>	OFF ROAD FUEL	200.00	200.00	0.00	104.57	95.43	47.72 %
<u>100-52200-363</u>	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	29.97	475.91	1,024.09	68.27 %
<u>100-52200-380</u>	PUBLIC EDUCATION	1,000.00	1,000.00	300.00	300.00	700.00	70.00 %
<u>100-52200-381</u>	EMPLOYMENT TESTING	2,000.00	2,000.00	3,704.38	5,653.48	-3,653.48	-182.67 %
<u>100-52200-382</u>	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	265.00	2,571.17	428.83	14.29 %
<u>100-52200-394</u>	EMS - SUPPLIES	3,500.00	3,500.00	1,525.01	3,847.43	-347.43	-9.93 %
<u>100-52200-399</u>	ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	187.50	-37.50	-25.00 %
<b>Department: 52200 - FIRE Total:</b>		<b>1,407,599.00</b>	<b>1,407,599.00</b>	<b>109,035.97</b>	<b>876,218.31</b>	<b>531,380.69</b>	<b>37.75 %</b>
<b>Department: 52210 - HYDRANTS</b>							
<u>100-52210-290</u>	OTHER CONTRACTUAL SERVICES	403,078.00	403,078.00	0.00	0.00	403,078.00	100.00 %
<b>Department: 52210 - HYDRANTS Total:</b>		<b>403,078.00</b>	<b>403,078.00</b>	<b>0.00</b>	<b>0.00</b>	<b>403,078.00</b>	<b>100.00 %</b>
<b>Department: 52400 - INSPECTIONS</b>							
<u>100-52400-110</u>	SALARIES - REGULAR	39,221.00	39,221.00	6,042.71	27,024.70	12,196.30	31.10 %

**Budget Report**

For Fiscal: 2018 Period Ending: 08/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-52400-120	WAGES - REGULAR	265,275.00	265,275.00	20,445.66	162,081.53	103,193.47	38.90 %
100-52400-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-126	WAGES - TEMP./SEAS.	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52400-150	FICA	23,332.00	23,332.00	1,906.15	13,460.99	9,871.01	42.31 %
100-52400-151	RETIREMENT (WRS)	20,401.00	20,401.00	1,596.13	12,491.66	7,909.34	38.77 %
100-52400-152	HEALTH INSURANCE	73,287.00	73,287.00	5,910.41	49,326.75	23,960.25	32.69 %
100-52400-153	DENTAL INSURANCE	4,413.00	4,413.00	356.05	2,975.11	1,437.89	32.58 %
100-52400-154	LIFE INSURANCE	189.00	189.00	16.38	129.82	59.18	31.31 %
100-52400-225	PHONE/INTERNET/CABLE	2,340.00	2,340.00	661.79	2,149.84	190.16	8.13 %
100-52400-240	Hdwr/softwr. Maint.	0.00	0.00	0.00	4,500.00	-4,500.00	0.00 %
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	9,629.26	-829.26	-9.42 %
100-52400-310	OFFICE SUPPLIES	800.00	800.00	106.47	152.38	647.62	80.95 %
100-52400-311	POSTAGE	700.00	700.00	24.76	206.96	493.04	70.43 %
100-52400-312	COPY USAGE & PAPER	1,500.00	1,500.00	21.04	175.57	1,324.43	88.30 %
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 %
100-52400-340	OPERATING SUPPLIES	150.00	150.00	0.00	102.83	47.17	31.45 %
100-52400-341	PRINTING & FORMS	1,125.00	1,125.00	253.48	253.48	871.52	77.47 %
100-52400-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	164.94	135.06	45.02 %
100-52400-361	REGULAR FUEL	3,100.00	3,100.00	136.05	1,530.62	1,569.38	50.63 %
100-52400-381	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 52400 - INSPECTIONS Total:</b>		<b>448,943.00</b>	<b>448,943.00</b>	<b>37,477.08</b>	<b>289,938.09</b>	<b>159,004.91</b>	<b>35.42 %</b>
<b>Department: 52601 - EMERGENCY GOVERNMENT</b>							
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 %
<b>Department: 52601 - EMERGENCY GOVERNMENT Total:</b>		<b>11,000.00</b>	<b>11,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>1,000.00</b>	<b>9.09 %</b>
<b>Department: 52700 - JAIL</b>							
100-52700-290	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00	100.00 %
<b>Department: 52700 - JAIL Total:</b>		<b>200.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>100.00 %</b>
<b>Department: 53100 - ENGINEERING</b>							
100-53100-110	SALARIES - REGULAR	77,993.00	77,993.00	8,305.99	50,019.51	27,973.49	35.87 %
100-53100-120	WAGES - REGULAR	2,201.00	2,201.00	172.04	1,359.52	841.48	38.23 %
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	618.44	3,686.02	2,448.98	39.92 %
100-53100-151	RETIREMENT (WRS)	5,373.00	5,373.00	434.09	3,308.41	2,064.59	38.43 %
100-53100-152	HEALTH INSURANCE	17,983.00	17,983.00	1,330.16	12,153.08	5,829.92	32.42 %
100-53100-153	DENTAL INSURANCE	1,108.00	1,108.00	82.17	750.96	357.04	32.22 %
100-53100-154	LIFE INSURANCE	26.00	26.00	1.52	16.87	9.13	35.12 %
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	381.82	1,482.02	843.98	36.28 %
100-53100-240	SOFTWARE MAINTENANCE CONTR	400.00	400.00	0.00	280.00	120.00	30.00 %
100-53100-241	EQUIPMENT MAINTENANCE CONT	400.00	400.00	0.00	0.00	400.00	100.00 %
100-53100-310	OFFICE SUPPLIES	1,300.00	1,300.00	0.00	45.17	1,254.83	96.53 %
100-53100-311	POSTAGE	500.00	500.00	55.87	154.19	345.81	69.16 %
100-53100-312	COPY USAGE & PAPER	650.00	650.00	136.88	654.79	-4.79	-0.74 %
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	60.00	731.61	-31.61	-4.52 %
100-53100-340	OPERATING SUPPLIES	1,000.00	1,000.00	108.77	735.62	264.38	26.44 %
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	171.00	779.25	-79.25	-11.32 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-53100-399</u>	ADD'L SOFTWARE & UPGRADES	550.00	550.00	0.00	0.00	550.00	100.00 %
<b>Department: 53100 - ENGINEERING Total:</b>		<b>120,220.00</b>	<b>120,220.00</b>	<b>11,858.75</b>	<b>76,481.47</b>	<b>43,738.53</b>	<b>36.38 %</b>
<b>Department: 53310 - BOARD OF PUBLIC WORKS</b>							
<u>100-53310-291</u>	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	52.52	636.35	563.65	46.97 %
<u>100-53310-311</u>	POSTAGE	50.00	50.00	0.00	0.00	50.00	100.00 %
<u>100-53310-312</u>	COPY USAGE & PAPER	600.00	600.00	0.00	0.00	600.00	100.00 %
<u>100-53310-322</u>	LEGAL NOTICES	400.00	400.00	0.00	0.00	400.00	100.00 %
<b>Department: 53310 - BOARD OF PUBLIC WORKS Total:</b>		<b>2,250.00</b>	<b>2,250.00</b>	<b>52.52</b>	<b>636.35</b>	<b>1,613.65</b>	<b>71.72 %</b>
<b>Department: 53311 - STREET</b>							
<u>100-53311-110</u>	SALARIES - REGULAR	42,851.00	42,851.00	3,372.34	26,364.49	16,486.51	38.47 %
<u>100-53311-120</u>	WAGES - REGULAR	293,832.00	293,832.00	23,856.50	185,975.09	107,856.91	36.71 %
<u>100-53311-121</u>	OVERTIME - REGULAR	14,000.00	14,000.00	59.00	6,710.32	7,289.68	52.07 %
<u>100-53311-124</u>	WAGES - PERM PT	4,937.00	4,937.00	80.89	602.06	4,334.94	87.81 %
<u>100-53311-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-126</u>	WAGES - TEMP/SEAS	5,070.00	5,070.00	177.71	796.92	4,273.08	84.28 %
<u>100-53311-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-150</u>	FICA	27,592.00	27,592.00	1,965.14	15,788.61	11,803.39	42.78 %
<u>100-53311-151</u>	RETIREMENT (WRS)	23,496.00	23,496.00	1,828.30	14,676.32	8,819.68	37.54 %
<u>100-53311-152</u>	HEALTH INSURANCE	97,113.00	97,113.00	9,498.63	71,982.02	25,130.98	25.88 %
<u>100-53311-153</u>	DENTAL INSURANCE	7,041.00	7,041.00	601.18	4,809.44	2,231.56	31.69 %
<u>100-53311-154</u>	LIFE INSURANCE	190.00	190.00	16.25	122.45	67.55	35.55 %
<u>100-53311-211</u>	BOILER CONTRACTUAL	100.00	100.00	25.00	25.00	75.00	75.00 %
<u>100-53311-213</u>	HVAC CONTRACTUAL	800.00	800.00	0.00	113.05	686.95	85.87 %
<u>100-53311-214</u>	FIRE CONTRACTUAL	650.00	650.00	0.00	144.79	505.21	77.72 %
<u>100-53311-220</u>	WATER/SEWER/STORM WATER	2,100.00	2,100.00	0.00	1,749.21	350.79	16.70 %
<u>100-53311-221</u>	ELECTRIC & GAS	8,662.00	8,662.00	-9,319.52	6,629.86	2,032.14	23.46 %
<u>100-53311-225</u>	PHONE/INTERNET/CABLE	2,694.00	2,694.00	468.77	2,691.25	2.75	0.10 %
<u>100-53311-230</u>	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-53311-240</u>	SOFTWARE MAINTENANCE CONTR	710.00	710.00	0.00	637.50	72.50	10.21 %
<u>100-53311-241</u>	EQUIPMENT MAINTENANCE CONTR	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-53311-242</u>	EQUIPMENT RENTAL	11,500.00	11,500.00	0.00	8,765.00	2,735.00	23.78 %
<u>100-53311-243</u>	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-290</u>	OTHER CONTRACTUAL SERVICES	16,000.00	16,000.00	8,351.26	16,845.69	-845.69	-5.29 %
<u>100-53311-310</u>	OFFICE SUPPLIES	200.00	200.00	0.00	103.38	96.62	48.31 %
<u>100-53311-311</u>	POSTAGE	300.00	300.00	0.00	5.05	294.95	98.32 %
<u>100-53311-312</u>	COPY USAGE & PAPER	50.00	50.00	24.13	94.04	-44.04	-88.08 %
<u>100-53311-320</u>	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-322</u>	LEGAL NOTICES	100.00	100.00	0.00	271.07	-171.07	-171.07 %
<u>100-53311-324</u>	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
<u>100-53311-330</u>	SEMINARS, CONF & TRAVEL	500.00	500.00	0.00	391.52	108.48	21.70 %
<u>100-53311-340</u>	OPERATING SUPPLIES	4,850.00	4,850.00	1,404.64	5,235.67	-385.67	-7.95 %
<u>100-53311-341</u>	PRINTING & FORMS	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-53311-342</u>	CLEANING & SANITARY SUPPLIES	600.00	600.00	55.38	314.50	285.50	47.58 %
<u>100-53311-350</u>	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	1,673.93	2,427.09	-927.09	-61.81 %
<u>100-53311-360</u>	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	177.15	10,982.46	-5,482.46	-99.68 %
<u>100-53311-361</u>	REGULAR FUEL	20,800.00	20,800.00	849.76	9,400.34	11,399.66	54.81 %
<u>100-53311-362</u>	OFF ROAD FUEL	5,000.00	5,000.00	1,135.54	3,027.79	1,972.21	39.44 %
<u>100-53311-363</u>	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	43.29	3,038.72	8,961.28	74.68 %
<u>100-53311-370</u>	SALT & SAND	77,105.00	77,105.00	0.00	50,742.65	26,362.35	34.19 %
<u>100-53311-371</u>	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	0.00	1,403.34	1,096.66	43.87 %
<u>100-53311-375</u>	STREET MAINT & REPAIRS	5,000.00	5,000.00	2,392.35	4,209.33	790.67	15.81 %
<u>100-53311-381</u>	EMPLOYMENT TESTING	500.00	500.00	57.40	526.93	-26.93	-5.39 %
<u>100-53311-382</u>	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	73.47	128.87	871.13	87.11 %
<u>100-53311-399</u>	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 53311 - STREET Total:</b>		<b>697,343.00</b>	<b>697,343.00</b>	<b>48,868.49</b>	<b>457,731.82</b>	<b>239,611.18</b>	<b>34.36 %</b>
<b>Department: 53312 - STREET SIGNS &amp; SIGNALS</b>							
<u>100-53312-221</u>	ELECTRIC & GAS	7,800.00	7,800.00	366.67	1,628.48	6,171.52	79.12 %

Budget Report

For Fiscal: 2018 Period Ending: 08/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-53312-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53312-292</u>	ELECTRICAL CONTRACTUAL	800.00	800.00	0.00	0.00	800.00	100.00 %
<u>100-53312-372</u>	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	2,843.42	4,478.09	4,521.91	50.24 %
<u>100-53312-373</u>	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<b>Department: 53312 - STREET SIGNS &amp; SIGNALS Total:</b>		<b>19,100.00</b>	<b>19,100.00</b>	<b>3,210.09</b>	<b>6,106.57</b>	<b>12,993.43</b>	<b>68.03 %</b>
<b>Department: 53315 - STREET LIGHTS</b>							
<u>100-53315-221</u>	ELECTRIC & GAS	225,955.00	225,955.00	26,585.75	116,830.35	109,124.65	48.29 %
<u>100-53315-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	92.00	-92.00	0.00 %
<u>100-53315-292</u>	ELECTRICAL CONTRACTUAL	12,000.00	12,000.00	3,935.50	3,935.50	8,064.50	67.20 %
<u>100-53315-374</u>	STREET LIGHT MAINT & REPAIRS	2,000.00	2,000.00	1,018.93	3,017.48	-1,017.48	-50.87 %
<b>Department: 53315 - STREET LIGHTS Total:</b>		<b>239,955.00</b>	<b>239,955.00</b>	<b>31,540.18</b>	<b>123,875.33</b>	<b>116,079.67</b>	<b>48.38 %</b>
<b>Department: 53440 - STORM WATER</b>							
<u>100-53440-200</u>	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 53440 - STORM WATER Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 54110 - ANIMAL CONTROL</b>							
<u>100-54110-290</u>	OTHER CONTRACTUAL SERVICES	66,840.00	66,840.00	5,570.00	38,990.00	27,850.00	41.67 %
<b>Department: 54110 - ANIMAL CONTROL Total:</b>		<b>66,840.00</b>	<b>66,840.00</b>	<b>5,570.00</b>	<b>38,990.00</b>	<b>27,850.00</b>	<b>41.67 %</b>
<b>Department: 55110 - LIBRARY</b>							
<u>100-55110-110</u>	SALARIES - REGULAR	29,111.00	29,111.00	2,218.14	17,681.94	11,429.06	39.26 %
<u>100-55110-124</u>	WAGES - PERM PT	10,616.00	10,616.00	769.50	5,249.25	5,366.75	50.55 %
<u>100-55110-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-126</u>	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-150</u>	FICA	3,039.00	3,039.00	218.89	1,681.78	1,357.22	44.66 %
<u>100-55110-151</u>	RETIREMENT (WRS)	1,950.00	1,950.00	148.62	1,184.76	765.24	39.24 %
<u>100-55110-152</u>	HEALTH INSURANCE	5,075.00	5,075.00	422.94	3,383.52	1,691.48	33.33 %
<u>100-55110-153</u>	DENTAL INSURANCE	294.00	294.00	24.46	195.68	98.32	33.44 %
<u>100-55110-154</u>	LIFE INSURANCE	18.00	18.00	1.58	12.34	5.66	31.44 %
<u>100-55110-211</u>	BOILER CONTRACTUAL	635.00	635.00	0.00	501.00	134.00	21.10 %
<u>100-55110-213</u>	HVAC CONTRACTUAL	2,996.00	2,996.00	0.00	0.00	2,996.00	100.00 %
<u>100-55110-214</u>	FIRE CONTRACTUAL	1,249.00	1,249.00	0.00	484.26	764.74	61.23 %
<u>100-55110-220</u>	WATER/SEWER/STORM WATER	4,146.00	4,146.00	0.00	1,381.30	2,764.70	66.68 %
<u>100-55110-221</u>	ELECTRIC & GAS	25,774.00	25,774.00	2,348.88	14,792.15	10,981.85	42.61 %
<u>100-55110-225</u>	PHONE/INTERNET/CABLE	750.00	750.00	60.40	451.30	298.70	39.83 %
<u>100-55110-240</u>	SOFTWARE MAINTENANCE CONTR	750.00	750.00	0.00	600.00	150.00	20.00 %
<u>100-55110-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-290</u>	OTHER CONTRACTUAL SERVICES	1,320.00	1,320.00	0.00	218.35	1,101.65	83.46 %
<u>100-55110-291</u>	TRANSCRIPTION CONTRACTUAL	75.00	75.00	0.00	0.00	75.00	100.00 %
<u>100-55110-292</u>	ELECTRICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-293</u>	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-340</u>	OPERATING SUPPLIES	2,475.00	2,475.00	745.20	2,161.21	313.79	12.68 %
<u>100-55110-342</u>	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	229.33	1,355.75	744.25	35.44 %
<u>100-55110-350</u>	BLDG & GRDS MAINT & REPAIRS	1,750.00	1,750.00	27.99	1,219.50	530.50	30.31 %
<u>100-55110-360</u>	VEHICLE MAINT. & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-363</u>	EQUIPMENT MAINT. & REPAIRS	150.00	150.00	0.00	1,122.51	-972.51	-648.34 %
<b>Department: 55110 - LIBRARY Total:</b>		<b>94,273.00</b>	<b>94,273.00</b>	<b>7,215.93</b>	<b>53,676.60</b>	<b>40,596.40</b>	<b>43.06 %</b>
<b>Department: 55200 - PARKS</b>							
<u>100-55200-110</u>	SALARIES - REGULAR	61,946.00	61,946.00	4,742.86	37,942.88	24,003.12	38.75 %
<u>100-55200-120</u>	WAGES - REGULAR	77,246.00	77,246.00	5,961.60	47,393.37	29,852.63	38.65 %
<u>100-55200-121</u>	OVERTIME - REGULAR	1,000.00	1,000.00	0.00	157.50	842.50	84.25 %
<u>100-55200-124</u>	WAGES - PERM PT	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
<u>100-55200-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-126</u>	WAGES - TEMP/SEAS	21,101.00	21,101.00	1,262.50	22,693.60	-1,592.60	-7.55 %
<u>100-55200-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	83.25	111.00	-111.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-55200-150</u>	FICA	13,028.00	13,028.00	868.17	7,882.16	5,145.84	39.50 %
<u>100-55200-151</u>	RETIREMENT (WRS)	9,996.00	9,996.00	817.31	6,185.68	3,810.32	38.12 %
<u>100-55200-152</u>	HEALTH INSURANCE	33,703.00	33,703.00	2,808.60	22,468.80	11,234.20	33.33 %
<u>100-55200-153</u>	DENTAL INSURANCE	2,025.00	2,025.00	168.73	1,349.84	675.16	33.34 %
<u>100-55200-154</u>	LIFE INSURANCE	59.00	59.00	5.41	40.88	18.12	30.71 %
<u>100-55200-214</u>	FIRE CONTRACTUAL	250.00	250.00	0.00	131.09	118.91	47.56 %
<u>100-55200-220</u>	WATER/SEWER/STORM WATER	16,823.00	16,823.00	0.00	10,560.42	6,262.58	37.23 %
<u>100-55200-221</u>	ELECTRIC & GAS	20,750.00	20,750.00	876.51	10,815.68	9,934.32	47.88 %
<u>100-55200-225</u>	PHONE/INTERNET/CABLE	3,200.00	3,200.00	320.08	2,541.41	658.59	20.58 %
<u>100-55200-240</u>	SOFTWARE MAINTENANCE CONTR	600.00	600.00	0.00	600.00	0.00	0.00 %
<u>100-55200-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-290</u>	OTHER CONTRACTUAL SERVICES	380.00	380.00	0.00	392.56	-12.56	-3.31 %
<u>100-55200-291</u>	TRANSCRIPTION CONTRACTUAL	600.00	600.00	0.00	443.69	156.31	26.05 %
<u>100-55200-292</u>	ELECTRICAL CONTRACTUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-55200-293</u>	PLUMBING CONTRACTUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-55200-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-320</u>	SUBSCRIPTIONS & DUES	400.00	400.00	0.00	440.00	-40.00	-10.00 %
<u>100-55200-321</u>	CERTIFICATIONS & LICENSES	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>100-55200-330</u>	SEMINARS, CONF & TRAVEL	590.00	590.00	0.00	47.44	542.56	91.96 %
<u>100-55200-340</u>	OPERATING SUPPLIES	11,675.00	11,675.00	1,981.10	7,200.92	4,474.08	38.32 %
<u>100-55200-342</u>	CLEANING & SANITARY SUPPLIES	4,000.00	4,000.00	615.14	3,795.24	204.76	5.12 %
<u>100-55200-350</u>	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	440.00	18,041.56	-6,041.56	-50.35 %
<u>100-55200-360</u>	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	23.71	2,213.94	786.06	26.20 %
<u>100-55200-361</u>	REGULAR FUEL	6,500.00	6,500.00	1,272.87	5,263.14	1,236.86	19.03 %
<u>100-55200-362</u>	OFF ROAD FUEL	3,400.00	3,400.00	1,508.30	4,095.03	-695.03	-20.44 %
<u>100-55200-363</u>	EQUIPMENT MAINT & REPAIRS	4,500.00	4,500.00	678.02	7,279.82	-2,779.82	-61.77 %
<u>100-55200-371</u>	TREE & BRUSH MAINTENANCE	1,750.00	1,750.00	0.00	327.98	1,422.02	81.26 %
<u>100-55200-381</u>	EMPLOYMENT TESTING	75.00	75.00	0.00	82.00	-7.00	-9.33 %
<u>100-55200-382</u>	UNIFORMS & SAFETY ATTIRE	150.00	150.00	0.00	93.82	56.18	37.45 %
	<b>Department: 55200 - PARKS Total:</b>	<b>320,297.00</b>	<b>320,297.00</b>	<b>24,434.16</b>	<b>220,591.45</b>	<b>99,705.55</b>	<b>31.13 %</b>
<b>Department: 55300 - RECREATION</b>							
<u>100-55300-110</u>	SALARIES - REGULAR	176,386.00	176,386.00	13,615.40	108,240.05	68,145.95	38.63 %
<u>100-55300-120</u>	WAGES - REGULAR	26,524.00	26,524.00	1,997.38	15,523.37	11,000.63	41.47 %
<u>100-55300-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-124</u>	WAGES - PERM PT	13,703.00	13,703.00	664.13	5,288.02	8,414.98	61.41 %
<u>100-55300-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-126</u>	WAGES - TEMP/SEAS	55,410.00	55,410.00	8,336.44	39,275.72	16,134.28	29.12 %
<u>100-55300-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-150</u>	FICA	20,810.00	20,810.00	1,788.17	12,241.83	8,568.17	41.17 %
<u>100-55300-151</u>	RETIREMENT (WRS)	13,595.00	13,595.00	1,046.06	8,217.64	5,377.36	39.55 %
<u>100-55300-152</u>	HEALTH INSURANCE	43,518.00	43,518.00	4,208.79	29,963.13	13,554.87	31.15 %
<u>100-55300-153</u>	DENTAL INSURANCE	2,591.00	2,591.00	255.22	1,802.81	788.19	30.42 %
<u>100-55300-154</u>	LIFE INSURANCE	45.00	45.00	4.03	31.26	13.74	30.53 %
<u>100-55300-225</u>	PHONE/INTERNET/CABLE	4,250.00	4,250.00	932.04	2,326.81	1,923.19	45.25 %
<u>100-55300-240</u>	SOFTWARE MAINTENANCE CONTR	250.00	250.00	338.00	338.00	-88.00	-35.20 %
<u>100-55300-241</u>	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-310</u>	OFFICE SUPPLIES	1,350.00	1,350.00	0.00	383.34	966.66	71.60 %
<u>100-55300-311</u>	POSTAGE	3,950.00	3,950.00	19.48	2,252.21	1,697.79	42.98 %
<u>100-55300-312</u>	COPY USAGE & PAPER	3,600.00	3,600.00	234.02	1,579.76	2,020.24	56.12 %
<u>100-55300-320</u>	SUBSCRIPTIONS & DUES	775.00	775.00	100.00	880.00	-105.00	-13.55 %
<u>100-55300-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-330</u>	SEMINARS, CONF & TRAVEL	2,100.00	2,100.00	0.00	172.00	1,928.00	91.81 %
<u>100-55300-340</u>	OPERATING SUPPLIES	27,300.00	27,300.00	4,283.98	25,440.74	1,859.26	6.81 %
<u>100-55300-341</u>	PRINTING & FORMS	6,000.00	6,000.00	0.00	3,067.51	2,932.49	48.87 %

**Budget Report**

For Fiscal: 2018 Period Ending: 08/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-55300-381	EMPLOYMENT TESTING	250.00	250.00	0.00	0.00	250.00	100.00 %
<b>Department: 55300 - RECREATION Total:</b>		<b>402,407.00</b>	<b>402,407.00</b>	<b>37,823.14</b>	<b>257,024.20</b>	<b>145,382.80</b>	<b>36.13 %</b>
<b>Department: 55420 - AQUATIC CENTER</b>							
100-55420-120	WAGES - REGULAR	20,680.00	20,680.00	1,600.00	12,742.48	7,937.52	38.38 %
100-55420-121	OVERTIME - REGULAR	0.00	0.00	0.00	105.00	-105.00	0.00 %
100-55420-126	WAGES - TEMP/SEAS	80,308.00	80,308.00	26,081.82	65,915.93	14,392.07	17.92 %
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	2,106.92	5,944.93	1,781.07	23.05 %
100-55420-151	RETIREMENT (WRS)	1,386.00	1,386.00	107.20	860.78	525.22	37.89 %
100-55420-152	HEALTH INSURANCE	6,721.00	6,721.00	560.07	4,480.56	2,240.44	33.33 %
100-55420-153	DENTAL INSURANCE	415.00	415.00	34.60	276.80	138.20	33.30 %
100-55420-154	LIFE INSURANCE	4.00	4.00	0.49	3.07	0.93	23.25 %
100-55420-220	WATER/SEWER/STORM WATER	7,530.00	7,530.00	0.00	5,276.98	2,253.02	29.92 %
100-55420-221	ELECTRIC & GAS	16,000.00	16,000.00	3,054.64	11,162.37	4,837.63	30.24 %
100-55420-225	PHONE/INTERNET/CABLE	350.00	350.00	138.51	783.76	-433.76	-123.93 %
100-55420-290	OTHER CONTRACTUAL SERVICES	11,542.00	11,542.00	0.00	10,780.04	761.96	6.60 %
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	531.76	4,847.17	-397.17	-8.93 %
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	5,162.93	15,601.47	-22.47	-0.14 %
100-55420-350	BLDG & GRDS MAINT & REPAIRS	4,576.00	4,576.00	450.30	1,245.79	3,330.21	72.78 %
100-55420-363	EQUIPMENT MAINT & REPAIRS	250.00	250.00	0.00	58.96	191.04	76.42 %
<b>Department: 55420 - AQUATIC CENTER Total:</b>		<b>178,017.00</b>	<b>178,017.00</b>	<b>39,829.24</b>	<b>140,086.09</b>	<b>37,930.91</b>	<b>21.31 %</b>
<b>Department: 56600 - URBAN PLANNING</b>							
100-56600-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 56600 - URBAN PLANNING Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 56610 - CITY STUDY</b>							
100-56610-295	CITY STUDY	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 56610 - CITY STUDY Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 56700 - ECONOMIC DEVELOPMENT</b>							
100-56700-290	OTHER CONTRACTUAL SERVICES	13,732.00	13,732.00	0.00	13,732.29	-0.29	0.00 %
<b>Department: 56700 - ECONOMIC DEVELOPMENT Total:</b>		<b>13,732.00</b>	<b>13,732.00</b>	<b>0.00</b>	<b>13,732.29</b>	<b>-0.29</b>	<b>0.00 %</b>
<b>Department: 56900 - PLANNING &amp; ZONING</b>							
100-56900-110	SALARIES - REGULAR	36,528.00	36,528.00	5,083.95	24,628.75	11,899.25	32.58 %
100-56900-120	WAGES - REGULAR	4,402.00	4,402.00	344.08	2,719.12	1,682.88	38.23 %
100-56900-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-126	WAGES - TEMP/SEAS.	500.00	500.00	0.00	0.00	500.00	100.00 %
100-56900-150	FICA	3,131.00	3,131.00	392.86	1,897.95	1,233.05	39.38 %
100-56900-151	RETIREMENT (WRS)	2,742.00	2,742.00	229.75	1,698.41	1,043.59	38.06 %
100-56900-152	HEALTH INSURANCE	11,603.00	11,603.00	840.11	8,274.28	3,328.72	28.69 %
100-56900-153	DENTAL INSURANCE	711.00	711.00	51.89	511.52	199.48	28.06 %
100-56900-154	LIFE INSURANCE	16.00	16.00	0.58	9.95	6.05	37.81 %
100-56900-225	PHONE/INTERNET/CABLE	2,100.00	2,100.00	124.86	747.60	1,352.40	64.40 %
100-56900-240	SOFTWARE MAINTENANCE CONTR	320.00	320.00	0.00	280.00	40.00	12.50 %
100-56900-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-291	TRANSCRIPTION CONTRACTUAL	3,000.00	3,000.00	114.53	1,074.19	1,925.81	64.19 %
100-56900-310	OFFICE SUPPLIES	820.00	820.00	151.63	151.63	668.37	81.51 %
100-56900-311	POSTAGE	920.00	920.00	82.01	600.57	319.43	34.72 %
100-56900-312	COPY USAGE & PAPER	2,745.00	2,745.00	73.97	1,287.87	1,457.13	53.08 %
100-56900-320	SUBSCRIPTIONS & DUES	480.00	480.00	0.00	503.80	-23.80	-4.96 %
100-56900-322	LEGAL NOTICES	3,640.00	3,640.00	118.85	2,343.16	1,296.84	35.63 %
100-56900-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-330	SEMINARS, CONF & TRAVEL	1,800.00	1,800.00	30.00	596.59	1,203.41	66.86 %
100-56900-340	OPERATING SUPPLIES	700.00	700.00	0.00	232.98	467.02	66.72 %

Budget Report

For Fiscal: 2018 Period Ending: 08/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-56900-360</u>	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	15.34	284.66	94.89 %
<u>100-56900-361</u>	REGULAR FUEL	800.00	800.00	0.00	165.84	634.16	79.27 %
<b>Department: 56900 - PLANNING &amp; ZONING Total:</b>		<b>77,258.00</b>	<b>77,258.00</b>	<b>7,639.07</b>	<b>47,739.55</b>	<b>29,518.45</b>	<b>38.21 %</b>
<b>Department: 59200 - TRANSFERS</b>							
<u>100-59200-590</u>	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 59200 - TRANSFERS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>9,023,087.00</b>	<b>9,023,087.00</b>	<b>686,472.40</b>	<b>5,345,696.82</b>	<b>3,677,390.18</b>	<b>40.76 %</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-617,430.68</b>	<b>2,399,625.13</b>	<b>2,399,625.13</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-617,430.68</b>	<b>2,399,625.13</b>	<b>2,399,625.13</b>	<b>0.00 %</b>



# City of Onalaska

Eric C. Rindfleisch

City Administrator

E-Mail: [erindfleisch@cityofonalaska.com](mailto:erindfleisch@cityofonalaska.com)

415 Main Street • Onalaska, WI 54650 • (608) 781-9530 • fax (608) 781-9534 [www.cityofonalaska.com](http://www.cityofonalaska.com)

## Memo:

To: Mayor and Common Council

From: Eric C. Rindfleisch, City Administrator

Date: August 14, 2018

Re: Tax Incremental Financing Policy (Agenda Item #8C)

The purpose of the Tax Incremental Financing (TIF) Policy is to establish and announce the broad guidelines the City of Onalaska wishes for any developer to follow when making a request for financial assistance on any project. As a reminder, TIF is the only major financing tool given to municipalities by the State in which the City, through the Joint Review Board, has a say. Later in this Council meeting will be a presentation by Marvin Wanders of Three Sixty Real Estate with a possible request for TIF assistance; before staff can begin the review the request and to begin to negotiate a possible agreement the Council should establish the guidelines under which TIF will be extended by the City. Therefore, I ask for approval of a policy.

Ald. Every has requested a discussion on some possible changes to the draft policy included in your packet. While I will not presume to speak entirely on his behalf, a summary of some of his points are below.

- TIF Goals/Objectives
  - Remove “(or decrease)” from #4. Decreasing density may be counterproductive when the City is looking at increasing property values and tax increment.
  - Change “transportation options” to “transportation systems” in #5. Options may indicate supporting a new form of transportation. System may better describe funding for existing and improved infrastructure of a form currently in place.
- Purpose
  - Change the first sentence in the second paragraph to read (with additions underlined): “Notwithstanding compliance with any or all of the guidelines herein, establishment of and the provision of TIF assistance is a policy choice to be evaluated on a case-by-case basis by the Common Council.
- Basic Policy Provisions
  - Move the second paragraph to be the first in this section. Include a statement that the Community Development Authority (CDA) be the independent analysis body.
  - In the current first paragraph (“In requesting TIF assistance...”) I request that we change the “and” to an “or” indicating that the City will look at all the public benefits but not necessarily require that each project provide all those benefits.
- Eligible TIF Costs
  - Clarify under #1.a.i. that construction, relocation, upgrading, or other improvements to public infrastructure and utilities are eligible costs
  - Add environmental and archeological studies as eligible costs

- TID Limits
  - Add language that adds a local 5% limitation to total equalized value that can be under TIF, an amount less than the state's allowable 12%
- Criteria for TIF assistance
  - Change the maximum payback period in #2 from 20 years to 10
  - Change the total amount of TIF assistance in #4 from 35% to 20%
- Structure/Methods of TIF Funding
  - In #5, add language that the 10% tax increment retained by the City be placed in a special budget stabilization fund for deducting the mil rate.

I look forward to your discussion and answering any questions you may have.

*Eric C. Rindfleisch*

## **TAX INCREMENTAL FINANCING**

### **Introduction**

Tax Incremental Financing (TIF) is a special governmental financing tool available to the City of Onalaska to provide funds to construct public infrastructure, promote development opportunities and expand the future tax base which would otherwise not occur. The City of Onalaska seeks to use TIF to enhance the built environment in concern with adopted plans and policies and to strengthen the City's economic foundation in an equitable manner. When a Tax Incremental District (TID) is created property owners within the district continue to pay the same property tax rates as those outside the district. The difference is that tax collections, over and above the "base value" are placed in a special fund used to pay for project costs. Once all costs incurred by the creation of the TID are recouped by the additional tax increment created the TID is closed and the additional property taxes created are shared by all taxing entities. The use of TIF varies from project to project and district to district.

### **TIF Goals/Objectives**

The City of Onalaska's goals for the use of TIF include, in no priority of order:

1. Growing the City's property tax base;
2. Fostering the creation and retention of family-supporting jobs;
3. Encouraging adaptive re-use of obsolete or deteriorating property and promote the efficient use of land through redevelopment of blighted areas;
4. Encouraging urban in-fill projects that increase (or decrease) where appropriate density consistent with the City of Onalaska Comprehensive Plan;
5. Funding public improvements that enhance development potential, improve the City's infrastructure, enhance transportation options, and improve the quality and livability of the neighborhoods;
6. Reserving sufficient increment for public infrastructure in both TIF project plans and TIF underwriting;

### **Purpose**

The purpose of the City of Onalaska TIF Policy is to articulate the City of Onalaska's desire to promote economic development that is consistent with the City of Onalaska Comprehensive Plan and provides a community benefit that will be shared by all taxing entities (City, School, Technical College, County and State) impacted through the establishment of Tax Incremental Districts (TID).

Notwithstanding compliance with any or all of the guidelines herein, the provision of TIF assistance is a policy choice to be evaluated on a case-by-case basis by the Common Council. The burden of establishing the public value of TIF shall be placed upon the application and the application must substantially meet the criteria contained herein. City administration reserves the right to bring any TIF proposal forward for Council consideration.

Meeting statutory requirements policy guidelines or other criteria listed herein does not guarantee the provision of TIF financial assistance nor does the approval or denial of any individual project set precedent for approval or denial of a different project.

### **TIF Authority**

The authority and regulations for TIF and the establishment of TID are found in Wisconsin Stats. §66.1105. The City of Onalaska reserves the right to be more restrictive than provided under the statutes.

### **Basic Policy Provisions**

In requesting TIF assistance, the developer must demonstrate that there will be substantial and significant public benefit to the community by eliminating blight, strengthening the economic and employment base of the City, positively impacting surrounding neighborhoods, increasing property values and the tax base, creating new and retaining existing jobs, and implementing the City's Comprehensive Plan.

Prior to consideration of a TIF request, the City will undertake (at the Applicant's cost) an independent analysis of the project to ensure the request for assistance is valid.

Each project and each location is unique and therefore each proposal shall be evaluated on its individual merit, including the project's potential impact on city service levels, its overall contribution to the economy and its consistency with the Comprehensive Plan, Strategic Plan or other community planning documents or policy. Each project must demonstrate probability of financial success.

### **"BUT FOR" Test**

TIF financing is meant to assist private development in those circumstances where a proposed private project shows a demonstrated financial need and the developer has explored other financial alternative(s) prior to requesting the use of TIF. The fundamental principle of TIF financing and a requirement that the City must determine through the information provided by the applicant is that the proposed project would not occur "but for" the assistance provided through Tax Incremental Financing. The burden is on the applicant to make this case to the City and not the City to make this case for the applicant. Should the "but for" determination not be made, the Tax Incremental Financing for the project cannot be approved.

### **Eligible TIF Costs**

Wisconsin Statute §66.1105(2)(f) defines TIF eligible project costs, which the City of Onalaska reserves the right to limit further on a project by project basis. The following are the typical eligible costs:

1. Capital costs, including actual costs of:
  - a. Construction of public works or improvements:
    - i. Construction of new buildings, structures and fixtures;

- ii. Demolition, alteration, rehabilitation, repair or reconstruction of existing buildings, structures and fixtures, other than historic buildings and structures;
  - iii. Acquisition of equipment to service the district;
  - iv. Restoration of soil or groundwater affected by environmental pollution; and
  - v. Clearing and grading of land.
2. Real property assembly costs.
  3. Professional services costs (planning, architectural, engineering and legal).
  4. Relocation costs.
  5. Environmental remediation.
  6. Organizational costs (environmental and other studies, publication and notification costs).

### **TID Limits**

Wisconsin Statutes limit the equalized value of taxable property located in TID's to 12% of the total equalized value of taxable property in the City.

### **Criteria for TIF Assistance**

1. **Statutory Criteria:** The City of Onalaska shall review all requests for TIF assistance against the Wisconsin statutory requirements for tax incremental financing.
2. **Payback Period:** There shall be a maximum payback period of [20] years for blighted TIDS and [15] years for industrial and mixed use TIDS. Preference will be given to blighted projects with payback periods of [15] years or less and to industrial and mixed uses with payback periods of [10] years or less.
3. **75% Rule:** No more than 75% of the net present value of the tax increment generated by a project shall be made available to the project.
4. **TIF Cap:** The total amount of TIF assistance should not exceed 35% of total project costs. This limitation may be waived upon approval by the Common Council.

Any recipient of TIF assistance may be asked to provide a guaranty or security in a form satisfactory to the City of Onalaska that the project will be developed as proposed.

### **Structure/Methods of TIF Funding**

The City reserves the right to determine the method of financing TIF loans that is in the best interest of the taxpayer.

1. Pay-as-you-go financing is the preferred method of the City of Onalaska. The City may consider using accrued tax increment, general obligation borrowing, internal borrowing and developer-financed or pay-as-you-go financing.
2. When utilizing pay-as-you-go financing, the City reserves the right to negotiate terms such as interest costs, time frames, maximum award amounts, disbursement schedules, and the percentage of increment available to developers.

3. For projects using a substantial portion of increment or projects with multiple components or phases, the City may require pay-as-you-go financing at its discretion.
4. Regardless of the financing method, all TIF expenditures will require Common Council approval.
5. The City shall retain a maximum of 10% of any tax increment received from the project to reimburse for administrative costs. Until such as time as the project generates positive tax increment, the City may charge an administrative fee to the developer to partially offset the costs of record keeping, report preparation and accounting.
6. Development Agreement. Any entity receiving financial assistance will be required to enter into a Development Agreement with the City. All Development Agreements must be approved by the Common Council.

**Exceptions to TIF Policy.**

The City reserves the right to amend, modify, or withdraw these policies or require additional statements or information as deemed necessary. Any party requesting waiver from the guidelines found herein or on any other forms provided for TIF assistance may do so on forms provided by the City with the burden being on the requestor to demonstrate that the exception to these policies is in the best interests of the City.

# CITY OF ONALASKA ELECTION CONTINGENCY PLAN



CARI BURMASTER  
CITY CLERK  
[cburmaster@onalaskawi.gov](mailto:cburmaster@onalaskawi.gov)

JOANN MARCON  
DEPUTY CITY CLERK  
[jmarcon@onalaskawi.gov](mailto:jmarcon@onalaskawi.gov)

415 MAIN STREET  
ONALASKA, WI 54650  
608-781-9530

## ELECTION CONTINGENCY PLAN

### INTRODUCTION

It has been reported that possibly 80% of registered voters may turn out in any given Presidential Election to cast their vote. Notably, the City of Onalaska polling places need to be protected from Terrorism, Fire, or any Natural Disaster.

Voting places and procedures, controlled by state laws, are highly diverse. Uniform state contingency laws to deal with terrorism emergencies during a presidential election or otherwise would benefit everyone. Although highly discussed, they have resulted in no such developed plan.

Suppose there were to be an organized effort by terrorists to implement a scheme of attacking polling locations across the nation. It would no doubt keep terrified voters from the polls, and it would distort and disrupt the democratic process. Polling locations are attractive targets and it is our obligation to provide certain protections for our democratic rights.

This plan serves as an alternate plan of operation for the City of Onalaska in the event of a terrorist activity or an emergency has evolved on Election Day. It in no way protects against such activity, however it will protect our right to continue to vote and carry out our democratic duties. This further will provide guidance to the operations our Election Inspectors and City Officials will be responsible to carry out should they be called upon.

**NOTE:** This plan is in effect unless a life-threatening situation requires other action as instructed by Incident Command.

Approved by Finance & Personnel 9/8/04; \_\_\_\_\_;  
Approved by Common Council 9/14/04; \_\_\_\_\_;

## **TYPE OF EMERGENCY**

### **WORLDWIDE TERRORISM EVENT**

In the event of a Terrorist Activity, the Federal Government may have a preliminary plan in place for moving activities of election days. However, if no plan exists, it will be the policy of the City of Onalaska to act accordingly. All elections will continue unless Federal or State officials have ordered otherwise.

A worldwide terrorist event, although dramatically affects each voter on a personal level, may not affect the daily operations of each polling location. If there is no police order to take cover or remain indoors, all operations of the polling locations can remain intact.

### **FIRE OR FIRE ALARMS**

In the event a Fire or Fire Alarm has disturbed the activities at the polling place, the following events will be used to effectively continue election processes.

### **EVACUATION**

The most commonly asked questions in the event of a Fire or Fire Alarm will be; where are the ballots that have been voted, and where are the ballots that have yet to be voted.

All unvoted Ballots should be taken into custody by the Election Inspectors and the Ballot box that has been storing and counting voted ballots shall remain sealed, and unplugged. The Box has a battery back up. The purpose for removing all unvoted ballots is to prevent anyone from entering and voting on unauthorized ballots while inspectors are out of the building. Elections may continue as soon as Fire Officials have cleared the building for reentry.

Should an actual Fire be detected, the locked ballot box has wheels and may be moved to the parking lot of the building by the firefighters. If the Election Inspectors are able, they may allow voting to continue in the parking lot of the buildings. There shall be made a designated corner of the parking lot where voting can take place and the ballot box is still able to count and record ballots while on battery back up. However, a power supply may be needed if this process would continue longer than 1 hour. At no time will the ballot box or ballots be out of sight for the Election Inspectors.

If this process cannot be completed in the parking lots, then a change of venue will be required. Changing the voting location will require a Police Escort. The City Clerk or Deputy City Clerk will determine if the event requires a change of venue. See Change of venue below to see the procedure for moving the entire polling location.

## **ELECTRICAL OUTAGE**

Ballot Boxes contain power supply backups that will continue to operate in the event of a power outage. Should the polling place lose power, City officials will be able to assist in providing flashlights and immediate assistance. In the event of a long-term power outage, a change of venue will be required.

## **NATURAL DISASTER OR INCLEMENT WEATHER**

During inclement weather, the Fire Department and Police Department will be kept apprised of the severity to alert the City Clerk or Deputy City Clerk of possible situations.

Should an evacuation occur the evacuation procedures listed above should be adhered to. If a natural disaster such as a tornado occurs, which requires inspectors and voters to seek cover, all unvoted ballots and poll lists will be secured with the Chief Inspector. The Ballot Box can remain unplugged and locked. No ballots will be allowed into the ballot box, and no unvoted ballots will be released. After passage, regular business will resume and the Inspector will note on their inspector report the time from beginning to end.

## **MEDICAL EMERGENCIES**

If you observe a staff member or visitor who appears to be seriously ill or injured:

- Stay calm and dial 9-1-1.
  - Provide your location (enter address of polling location or refer to page 2) and the nature of the emergency.
  - Answer all questions asked by the 9-1-1 operator.
  - Listen to and follow all instructions provided by the 9-1-1 operator.
- Do not move a person who has fallen.
- Unless it is a life-threatening emergency, do not render first aid until a qualified individual arrives or you are instructed to do so by the 9-1-1 operator.
- If possible, try to obtain from the injured person his/her name and what happened.
- Report any injury to the clerk (after the injured person is safe).
- Avoid unnecessary conversation about the ill or injured person.
- Do not speak to the media – refer them to the Chief Inspector or emergency personnel.

## **CHANGE OF VENUE**

When it is has been determined by the City Clerk, Deputy City Clerk or Chief Election Inspector that a polling location needs to be moved to effectively respond to a disaster of any kind, the following process will be executed.

Notice should be given to the City Clerk or Deputy City Clerk who will in turn contact the County Clerk and the Wisconsin Elections Commission.

The City Clerk or Deputy City Clerk with Police escort will report to the polling location requiring the move. All Inspectors will assist the Clerk in packaging up all voting equipment, unvoted ballots, challenged ballots, recreated ballots, absentee envelopes, poll lists, new registration forms, and any other miscellaneous material.

The Ballot Box will remain locked at all times.

The ballot box will be escorted to a City Public Works Truck for moving. A Police Officer will remain in view of this Ballot Box at all times. A Police Escort will take the ballot box (which holds all voted ballots) to **Onalaska City Hall (or alternate site)**. At this location, all inspectors and the City Clerk or Deputy City Clerk will continue to set up the polling location as normal. The Ballot box arrives with Police Escort. The Ballot Box has a battery backup and no information will be lost.

All unvoted Ballots will remain in the presence of the Chief Election Inspector and at least one other inspector during this change of venue.

Inspectors will note this change of location on their Inspector Statement.

Notice of change of venue will be posted at the original polling location to notify voters. Likewise, if possible a notice will be placed on the City of Onalaska website and/or a press release sent to the local media for Voters to report to the correct location.

## **EFFECT ON POLL WATCHERS**

Poll Watchers would be expected to exit any building that is evacuated. They may continue to watch the election processes without interruption. They will still be prohibited from interfering with the election process. If they are asked to leave, they can be removed by Police.

## **LOCATION & HOURS OF POLLS**

City of Onalaska has polling locations at the National Guard Armory, 910 Oak Forest Drive, and the Omni Center, 255 Riders Club Road. The hours of operation for public voting are 7:00AM until 8:00PM.

In the event of an emergency, a court order may be requested to extend polling place hours.

## **CONCLUSION**

The City of Onalaska had to initiate a plan for these types of events after the events of September 11, 2001. It has always been a concern of City officials on how to handle several types of scenarios. This Contingency Plan allows for the immediate response to these situations. It prepares City Officials, and enables voters to continue on with their democratic right to vote.

*All questions and concerns regarding these policies should be referred to Cari Burmaster, City Clerk or JoAnn Marcon, Deputy City Clerk  
608.781.9530*

## CITY OF ONALASKA

Policy: [Social Media Policy](#)

Policy Number: 6.02

Page: 1 of 11

Approved by Technology Committee:

Approved by F &amp; P Committee:

Approved by Council:

## POLICY

The role of technology in the 21<sup>st</sup> century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, Twitter®, MySpace™, YouTube®, Flickr®, Blogger, and LinkedIn®, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. However, government social networks and personal social networks, must be kept separate at all times.

## PURPOSE

The purpose of this policy is to establish guidelines concerning conduct for government and personal use of social media sites.

## DEFINITIONS

1. **System User** – Employees, officers, committee members, volunteers, interns and contracted and consulting resources who have access to one or more forms of electronic media and services with the City of Onalaska.
2. **Key Employees** – Defined as department heads, elected officials, human resources supervisor and municipal court supervisor.
3. **Blog** – A blog (short for web-log) is a personal outline journal that is frequently updated and intended for general public consumption. Blogs are defined by their format; a series of entries posted to a single page in reverse-chronological order. Blogs generally represent the personality of the author or reflect the purpose of the website that hosts the blogs. Topics sometimes include brief philosophical musings, commentary on Internet and other social issues, and links to other sites the author favors, especially those that support or reject a point being made on a post.
4. **Chat Room** - A way of communicating by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.
5. **Forum** - An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.
6. **Personal Website** - Website created or configured by an individual for business, social, or entertainment purposes.
7. **Social Networking Site** - A website or service that enables users to create public profiles within that website and form relationships with other users of the same website who access their profile. Social networking sites can be used to describe community-based websites, online discussions forums, chat rooms and other social spaces online or by cell phone.

8. **URL** - Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, <http://www.google.com> is the URL for [Google.com](http://www.google.com). It is the address where the website Google can be found.
9. **Website** - Any computerized document, file, or menu accessible on the Internet and/or World Wide Web.

## ACCEPTABLE USE

All government operated social media sites shall be operated in conformance with, and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes adherence to but may not be limited to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA) First Amendment, Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) Hatch Act of 1939, privacy laws, employment laws, and all City policies.

Employees shall not blur or combine their personal and professional lives when operating a government social media site.

### 1. CREATION OF SOCIAL MEDIA SITES

- a. Prior written approval of the IT department and HR department are required before any social media account may be created.
- b. Each written request, see Appendix A, will be reviewed to decide if the social media account provides a tangible discernible benefit to the City that outweighs any issues with respect to public records, perceived bias and concerns regarding the creation of a potential relationship with the users of social media and will refer any questions regarding concerns over social media use to the Human Resources department.
- c. All social media sites for business/marketing use must be set up by the IT department and must refer system users back to the City's official website for more information. City social media accounts shall be created using an official City email account. The login and password for any social media account used for City of Onalaska business shall be set up by and only changed by the IT department.
- d. The IT department will review the approved list of social media sites on an annual basis for changes to terms of use agreement and/or new expired offerings.
- e. *Passwords* - Account password information shall be set and maintained by the IT department and shall only be shared with authorized staff that has been designated as the Social Media Coordinator to fulfill the role of site account administrator. Passwords shall be reset on at least a semi-annual basis and shall be promptly resent when an employee is removed as Social Media Coordinator.

### 2. USE OF SOCIAL MEDIA SITES

- a. City Committees/Departments are responsible for establishing and maintaining content posted to their social media site and shall have measures in effect to prevent inappropriate or technically harmful information and links.
- b. City use of social media shall be documented and maintained in an easily accessible format that tracks account information and preserves items that may be considered a record subject to disclosure under the Wisconsin open records laws.
- c. Each Committee/Department using a social media site(s) shall designate a "Social Media Coordinator" responsible for overseeing the committee/department's social media activity and

policy compliance. The designated Social Media Coordinator shall be provided with a copy of the policies and shall be required to acknowledge their understanding and acceptance via written signature.

d. Agency users assigned to administering an official City social media account should not “like” or “follow” another social media accounts, except other City social media accounts as liking or following another organization may convey endorsement of the entire entity, while retweeting or reposting content from another entity may imply endorsement only of the content that is being reposted.

e.e. *Site Monitoring* – Social media sites shall be monitored regularly and prompt corrective action shall be taken when an issue arises that places, or has potential to place, the City at risk. Social Media Coordinators shall review site activity and content daily for exploitation or misuse. Committees/departments shall be responsible for monitoring employee use of social media sites. Perceived or known compromise to the City’s internal network shall be promptly reported to the IT department.

### 3. CONTENT OF SOCIAL MEDIA SITES

- a. All City social media sites shall include the word’s “City of Onalaska” ~~with the exception of the Tourism department which may use the phrase “Discover Onalaska”~~; all social media sites should identify the department/committee for which the social media site is for.
- b. Police and Fire departments should add to the social media sites the following statement: “This site is not monitored. Call 9-1-1 for emergencies.”
- c. System Users shall include the following disclaimer in all of their postings to public forums: *“The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the City of Onalaska.”*  
System Users should note that even with a disclaimer, a connection with the City of Onalaska exists and a statement could be imputed legally to the City. Therefore, System Users should not rely on disclaimers as a way of insulating the City of Onalaska from the comments and opinions they contribute to forums. Instead, System Users must limit their discussion to matters of fact and avoid expressing opinions while using the City’s systems or provided account. Communications must not reveal confidential information and must not otherwise violate this or other City policies.
- d. Sharing or posting content owned by others shall be performed in accordance with copyright, fair use and established laws pertaining to materials owned by others. This included, but is not limited to, quotes, images, documents, links, pictures, videos, etc. It is not intended to use social media sites in a way that guarantees the right to protected free speech.

### 4. PERSONAL USE OF SOCIAL MEDIA SITES

- a. Employees are allowed to have personal social media sites. These sites must remain personal in nature and be used to share personal opinions or non-work related information. The employee must maintain a distinction between sharing personal and official government views. In addition, employees should never use their government e-mail account or password in conjunction with a personal social media site.
  - i. When operating your personal social network sites, use a disclaimer to ensure that your stated views and opinions are understood to be your own and not those of the City. A disclaimer is required when you:
    1. refer to the work done by the City;
    2. comment on any City related issues; or
    3. provide a link to a City website.

- b. Personal use is limited to breaks, lunch, or immediately before/after work.
- c. Personal use must not interfere with the productivity of the System User or other system users.
- d. Personal use does not involve any prohibited activity as governed by this or other City policies.
- e. Personal use does not consume system resources or storage capacity on an ongoing basis.
- f. Personal use does not involve large file transfers or otherwise deplete system resources available for business purposes.
- g. System Users should not have any expectation of privacy with respect to personal use of the City’s electronic media or systems.
- h. *Disclaimers for Key Employees Social Media Use* – Certain Key Employees may as a result of their employment with the City of Onalaska in a supervisory role or as an elected official be seen as individuals whose personal posts on their private social media sites could be viewed as the opinions and representations of the City of Onalaska. All Key Employees are required to either include the below disclaimer on their personal social media sites, including, but not limited to Facebook, LinkedIn, Twitter etc. or agree that in the event of a record request to the City of Onalaska related to material posted on their personal social media sites relevant to the City of Onalaska, such Key Employee shall provide the materials necessary and bear the costs to respond to such record request. Key Employees using the below disclaimer shall provide proof of such disclaimer to the City Clerk’s office as needed.

*“The views, opinions, and judgment I express and the content I share on here are mine alone and are not necessarily reflective or expressive of the views of the City of Onalaska or Common Council {or Police Department etc...insert appropriate group} and should not be construed as such, the views, opinions or judgment I express here and the content I share has not been reviewed or approved by the City of Onalaska.”*

## 5. PROFESSIONAL USE

All government-related communication through social media outlets should remain professional in nature and should always be conducted in accordance with the City’s communications policies, practices, and expectations. Employees must not use social media sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for business, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the collection and preservation provisions.

- a. Respectful - You are required to:
  - i. Be respectful of all individuals and communities with which you interact online;
  - ii. Be polite and respectful of others opinions, even in times of heated discussion and debate;
  - iii. Adhere to the Terms of Use, and seek to conform to the cultural and behavioral norms, of the social media platform being used; and
  - iv. Respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms. Check with your supervisor if you are not certain about what you can reproduce or disclose on social media platforms.
- b. Be Clear As To Identity – When creating social media accounts that require individual identification, City employees should use their actual name, not pseudonyms. Any employee using his or her name as part of a City’s application of social media should be mindful of the following:
  - i. Do Not Assume Privacy – Only post information that you are authorized to disclose.
  - ii. Use different passwords for different accounts (both social media and existing work accounts).

Using the same password for all accounts increases the vulnerability of the accounts being compromised.

## TERMS OF SERVICE

Employees should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulate how users interact using that particular form of media. Any employee using a form of social media on behalf of the City should consult the most current TOS in order to avoid violations. If the TOS contradict organization policy, then a decision should be made about whether use of such media is appropriate.

## CONTENT OF POSTS AND COMMENTS

Employees using social media to communicate on behalf of the City of Onalaska should be mindful that any statements made are on behalf of the City; therefore, employees should use discretion before posting or commenting. Once these comments or posts are made they can be seen by anyone and may not be able to be “taken back.” Consequently, communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared. Employees should always consider whether it is appropriate to post an opinion, commit oneself or the City to a course of action, or discuss areas outside of one’s expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the City as improper posting and use of social media tools can result in disciplinary action.

The City of Onalaska reserves the right to hide, delete or not allow comments that contain:

- Vulgar or abusive language;
- Personal or obscene attacks of any kind;
- Offensive terms targeting individuals or groups;
- Threats or defamatory statements;
- Links to any site;
- Suggestions or encouragement of illegal activity;
- Multiple successive off-topic posts by a single user or repetitive posts copied and pasted by multiple users, or spam;
- Unsolicited proposals or other business ideas or inquiries;
- Promotion or endorsement of commercial services, products, or entities; or
- Personally identifiable information that has been inappropriately posted

Specific to Police Department:

- Content that could compromise an ongoing investigation

Visitor generated comments made on any and all City social media channels become publicly available. Under the Children’s Online Privacy Protection Act of 1998, persons under the age of 13 years old are not allowed to submit questions or comments.

All official City of Onalaska social media sites and content must clearly identify ownership or sponsorship through the use of City logos.

All official City of Onalaska social media sites should include language that comments are monitored only during business hours and thus information conveyed after hours will not be received until the next business day.

Any comments which appear to be in violation of the City's policy as posted, shall be reviewed by those individuals in the Department managing the relevant social media site. If the decision is to remove a comment, the basis for the decision and a copy of the relevant comment shall be sent to the Administrator or its designee for review prior to any action being taken. It is understood that time is of the essence with respect to the review of these matters.

## POSTS AND COMMENTS ARE PUBLIC RECORD

Like e-mail, communication via City-related social networking Web sites is a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, will become a part of the public record. Because others might not be aware of the public records law, the City should include the following statement somewhere on the social networking Web site:

*"This social media site is part of City of Onalaska public record. The City of Onalaska is subject to Wisconsin Statutes relating to public records. Posts, photos, comments etc. made on City of Onalaska social media sites are considered to be part of the City's public record. As such, these social media sites are subject to release upon request and to state record retention requirements."*

## SECURITY

From a security standpoint, you should be mindful of how to best prevent fraud or unauthorized access to either the social media site or the network. In almost every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. In order to minimize the possibility of a security breach, each employee must:

1. Ensure that they are aware of which information to share, with whom they can share it, and what not to share;
2. Attend security awareness and training to educate users about the risks of information disclosure when using social media, and make them aware of various attack mechanisms as described in this document; and
3. Ensure that they are aware of Privacy Act requirements and restrictions. Educate users about social media usage policies and privacy controls to help them better control their own privacy in any profile they use for work-related activities and more effectively protect against inadvertent disclosure of sensitive government information.

## RECORDS MANAGEMENT AND PRESERVATION

Communication through City of Onalaska related social media is considered a public record:

1. All comments or posts made to City of Onalaska account walls or pages are public, not private.
2. Employees who receive messages through the private message service offered by some social media sites should encourage users to contact them at a public e-mail address maintained by their organization. For private messages that employees do receive, they should be treated as constituent e-mails and

therefore, as public records.

3. The City of Onalaska should set all privacy settings to public.

Due to the potential preservation issues, City of Onalaska social media accounts may not send direct or private messages on social media platforms. If individuals' public comments on or to a social media account warrant a non-public response, the social media account administrator(s) should publically comment on the post and ask the individuals to email their specific questions to the appropriate City email account.

The City of Onalaska assumes responsibility for public records and complies with the retention period set forth in their retention requirements schedule. The City of Onalaska's Chapter 3 Public Records Ordinance outlines the how destruction of records is handled. Social media sites are required to be archived for a minimum of 7 years and the City of Onalaska will permanently retain records with historical value.

### **BREACH OF POLICY**

Failure to comply with this Policy may result in disciplinary action. This disciplinary action may involve a verbal or written warning, or, in serious cases, termination of your employment.

### **REINSTATEMENT**

The purpose of this section is to provide steps for which a System User who has violated one of the aforementioned policies and as a result lost their use and access to the City of Onalaska electronic media and services may obtain their rights to access the City of Onalaska electronic media and services back again.

System Users who violate the City of Onalaska polices related to Information Technology Systems Usage and lose their right to access and use the City of Onalaska electronic media and services for a limited period of time may reinstate their rights to access and use the City of Onalaska electronic media and services after such period of time by reviewing these policies verbally, with specific attention to the purpose and need for the policies which the System User violated, with the System User's Department Head, if applicable, or the City ~~Mayor~~ Administrator and a representative of the Human Resources Department and by re-signing the Email and Electronics Communication Notice stating that the System User understands the City's policies with respect to Information Technology Systems Usage.



**CITY OF ONALASKA**  
**SET UP OF SOCIAL MEDIA SITE**  
**Office Use Only**

**IT Checklist for All Sites:**

- Yes  No Does Social Media site include City of Onalaska ~~or Discover Onalaska~~ in the site?
- Yes  No Does Social Media site include the department name in the site?
- Yes  No Is the Social Media site set up as a government site (if applicable)?
- Yes  No Does the Social Media site include language that comments are monitored only during business hours and thus information conveyed after hours will not be received until the next business day?
- Yes  No Does the Social Media site clearly identify ownership or sponsorship through the use of City logos?
- Yes  No Does the Social Media site have any links to other sites? If yes, please remove them unless they are other City of Onalaska sites or to the City of Onalaska website.
  
- Yes  No Is archiving the data available? If no, how is archiving going to be achieved for open records purposes? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facebook:**

- Yes  No Does the Facebook page have the ability to receive messages?
- Yes  No Does the Facebook page have the comment replies and private messages turned off?
- Yes  No Is the profanity filter set to high/strong?
- Yes  No Is a reminder set up to archive all activity monthly for Facebook?

Twitter, Pintrest, LinkedIn, etc.:

- Yes  No Is a reminder set up to archive all activity monthly for the site?

Blogs, Forums, Chat Rooms etc.:

- Yes  No Does the site clearly indicate it is maintained by the City of Onalaska?
- Yes  No Does the site have a notification on the main page that public disclosure requests must be directed to the City Clerk's Office?
- Yes  No Is a reminder set up to archive all activity monthly for the site?



# CITY OF ONALASKA

**Position:** ~~Paid, On-call~~ Part-Time Firefighter/Emergency Medical Technician **Department:** Fire Department  
**Incumbent:** Various **Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Location:** Fire Department **Classification:** Part-time Hourly Non-Exempt On-  
~~call~~  
**Page:** 1 of 4

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
 Approved by Finance & Personnel Committee: 7/2/03, 1/5/05  
 Approved by Council: 7/8/03, 1/11/05

Under the general direction and leadership of the Fire Chief, employees in this position have a primary duty to respond to medical, fire, hazardous material, and other disaster type emergencies. This position requires flexibility and physical stamina in order to provide the needed services during sustained emergency operations. When not responding to emergencies, this position requires that fire prevention, public education, and pre-incident response duties shall be performed to maintain the department's ready-to-serve status at all times. Employees under this classification perform firefighter and first responder services as needed within the areas served by the Onalaska Fire Department. Attendance is required for training and maintenance of active status of the Onalaska Fire Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

- A. Respond to Fire Calls and EMS emergencies and provide pre-hospital care in accordance with state and county protocols.
- B. Respond to all other emergency/service calls when on duty (unless specifically ordered not to by an Officer or when on another call) and perform services required of the call.
- C. Perform scheduled periodic maintenance checks and testing according to department guidelines of all SCBA, personal protective equipment, defibrillator, thermal imaging camera (TIC), radios and pagers, small engines, vehicles and fire hoses.
- D. Repair, photograph, report and document maintenance items or safety problem deficiencies to supervisor.
- E. Assist with public education programs and participate in other activities related to promoting fire prevention, fire safety, and first aid.
- F. Maintain and enhance minimum EMS and Fire certifications as directed by supervisor.
- ~~A.G.~~ Attend meetings, drills and training as required:
- ~~B.H.~~ Monthly meetings – 1<sup>st</sup> Tuesday or 2<sup>nd</sup> Saturday of the month.
- ~~C.I.~~ Monthly drills – 2<sup>nd</sup> Tuesday or last Saturday of the month.
- ~~D.J.~~ Attend special drills as needed.
- ~~E.K.~~ Respond to calls on a 24-hour basis, based on the department's established call-back policy.
- ~~F.L.~~ Maintain assigned equipment as trained.

### **RELATED JOB FUNCTIONS:**

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

### **REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES:**

## CITY OF ONALASKA

**Position:** ~~Paid, On-call~~ Part-Time Firefighter/Emergency Medical Technician **Department:** Fire Department  
**Incumbent:** Various **Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Location:** Fire Department **Classification:** Part-time Hourly Non-Exempt ~~On-~~  
~~call~~  
**Page:** 2 of 4

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
Approved by Finance & Personnel Committee: 7/2/03, 1/5/05  
Approved by Council: 7/8/03, 1/11/05

- A. Basic computer knowledge and skills to include Excel and Microsoft Word. Ability to operate a variety of office and communication equipment such as: computers, copy machine, calculator, fax machine, mobile data terminals (MDT), radio, pager, telephone, and mobile phone.
- B. Ability to deal with the public in an effective and professional manner, protecting individual's rights and human dignity.
- C. Ability to think clearly and decisively in the application of firefighter and emergency medical technician duties and to take appropriate action as the situation dictates.
- D. Ability to understand and execute complex oral and written instructions, ability to communicate orally and in writing in an effective and efficient manner, and the ability to effectively use interpersonal communication.
- E. Ability to maintain confidentiality and handle all calls for service with confidentiality and respect; maintaining calls for services separately from all social media aspects.
- F. Ability to handle potentially hazardous and/or stressful situations in an effective and efficient manner.
- G. Ability to work independently of direct supervision in an effective and efficient manner.
- H. Ability to demonstrate sensitivity to the emotional state of victims/patients and relatives of deceased, seriously injured or seriously ill persons.
- I. Ability to accept and follow direction, as well as work within the chain of command.
- J. Ability to exhibit good judgment in resolving conflicts among individuals and groups internal and external to the organization.
- K. Ability to demonstrate and exemplify personal characteristics of professionalism; ability to be held to a higher standard than that of the general public.
- L. Knowledge and skill of how to operate safely and effectively vehicles: automobiles, light truck (pick-up), heavy truck (fire truck), and boats.
- M. Knowledge of how to use medical apparatus/equipment: first aid equipment, oxygen, electronic monitoring equipment, patient transport apparatus (stokes basket, stretcher, etc.), etc.
- N. Excellent communication skills. Able to clearly express ideas both orally and in writing.
- O. Compliance with the City of Onalaska and the Onalaska Fire Department policies and procedures.
- P. Skill in the operation of departmental equipment, including but not limited to fire equipment & apparatus, first aid, radar units, computers, etc.
- Q. 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. Must be at least 18 years of age.
- B. High School diploma or equivalent required.
- C. Fire department residency requirement upon hire of a position.
- D. Must possess and maintain a valid driver's license with good driving record.
- E. Must be able to work within the policies and procedures of the Department.
- F. Must successfully complete a department-sponsored 60-hour Entry-Level Firefighter I/II course within 1 year.
- G. Must successfully complete a department-sponsored 40-hour First Responder course within 1 year; as a minimum, must maintain First Responder certification.

# CITY OF ONALASKA

**Position:** ~~Paid, On-call~~Part-Time Firefighter/Emergency Medical Technician **Department:** Fire Department  
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~~call~~  
**Page:** 3 of 4

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
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 Approved by Council: 7/8/03, 1/11/05

H. Must be able to successfully complete a physical exam including drug screen and background investigation, upon conditional acceptance of job offer. (Physical exam to be paid for by the City.)

## PHYSICAL REQUIREMENTS:

1. Lifting, carrying, pushing and/or pulling (strength):
  - A. Lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more.
2. Climbing and/or balancing:
  - A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms.
  - B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
3. Stooping, kneeling, crouching, and/or crawling:
  - A. Stooping: Bending the body downward and forward by bending the spine at the waist.
  - B. Kneeling: Bending the legs at the knees to come to rest on the knee or knees.
  - C. Crouching: Bending the body downward and forward by bending the legs and spine.
  - D. Crawling: Moving about on the hands and knees or hand and feet.
4. Reaching, handling, fingering, and/or feeling:
  - A. Reaching: Extending the hands and arms in any direction.
  - B. Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved).
  - C. Fingering: Picking, pinching, or otherwise working with the fingers primarily (rather than with the whole hand or arm as in handling).
  - D. Feeling: Perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of the finger tips.
5. Talking and/or hearing:
  - A. Talking: Expressing or exchanging ideas by means of the spoken word.
  - B. Hearing: Perceiving the nature of sounds by the ear.
6. Seeing:
  - A. Obtaining impressions through the eye of the shape, size, distance, motion, color, or other characteristics of objects. The major visual functions are (1) acuity, far and near; (2) depth perception; (3) field of vision; (4) accommodation; (5) color vision:
    - Acuity-far: clarity of vision at 20 feet or more.
    - Acuity-near: clarity of vision at 20 inches or less
    - Depth perception: three-dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.
    - Field of vision: the area that can be seen up and down or to the right or left while the eyes are fixed on a given point.
    - Accommodation: adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye.
    - Color vision: the ability to identify and distinguish colors.

### Percent of 8 Hour Day:

	67 – 100%	34 – 66%	6 – 33%	0 – 5%
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## CITY OF ONALASKA

**Position:** ~~Paid, On-call~~**Part-Time** Firefighter/Emergency Medical Technician **Department:** Fire Department  
**Incumbent:** Various **Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Location:** Fire Department **Classification:** Part-time Hourly Non-Exempt On-  
~~call~~  
**Page:** 4 of 4

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
 Approved by Finance & Personnel Committee: 7/2/03, 1/5/05  
 Approved by Council: 7/8/03, 1/11/05

	Consistently	Frequently	Occasionally	Rarely
<u>Sedentary</u> - 0 – 10# max			◆	
<u>Light</u> - freq. to 10#-20#max		◆		
<u>Medium</u> - freq. to 25#-50# max		◆		
<u>Heavy</u> - freq. to 50#-100# max			◆	
<u>Very Heavy</u> - freq. 100+#				◆

**REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:**

- ~~A. Must be at least 18 years of age.~~
- ~~B. High School diploma or equivalent required; some post-secondary education preferred.~~
- ~~C. Fire District resident upon acceptance of a position.~~
- ~~D. Must possess and maintain a valid Wisconsin driver's license.~~
- ~~E. Must be able to work within the policies and procedures of the Department.~~
- ~~F. Must successfully complete a department sponsored 60-hour Entry Level Firefighter I/II course within 1 year.~~
- ~~G. Must successfully complete a department sponsored 40-hour First Responder course within 1 year; as a minimum, must maintain First Responder certification.~~
- ~~H. Must be able to successfully complete a physical exam including drug screen and background investigation, upon conditional acceptance of job offer. (Physical exam to be paid for by the City.)~~

**TERM OF EMPLOYMENT:**

~~This is a part time, on-call position not exceeding 600 hours in a twelve month period.~~

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

## CITY OF ONALASKA

**Position:** Part-Time Lieutenant ~~(Paid on Call)~~

**Department:** Fire

**Incumbent:** —

**Supervisor:** Fire Chief & Assistant Fire Chief

**Location:** City Hall

**Classification:** Part-time Non-Exempt

**Page:** 1 of 4

Approved by Police & Fire Commission: 9/24/08, 8/26/09

Approved by F & P Committee: 9/2/09, 7/5/17

Approved by Council: 9/8/09, 7/11/17

Under the direction of the Fire Chief and/or his/her designee, lieutenants serve as line officers during emergency incidents and training evolutions. They shall utilize the Incident Command System during emergencies and follow the organization's established chain of command during day-to-day operations. As assigned by the department's Chief Officers, Lieutenants shall have monthly duties with their assigned crews for routine maintenance checks of SCBA units, apparatus, and specialized equipment. Employees serving as Lieutenants are interviewed and selected by the Police/Fire Commission and Fire Chief.

~~*This is a part time, on call position not exceeding 600 hours (or 1200 hours if hired after 7/1/11) in a twelve month period.*~~

### ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

- A. Attend meetings, drills and training as required:
- B. Monthly meetings – 1<sup>st</sup> Tuesday or 2<sup>nd</sup> Saturday of the month.
- C. Monthly drills – 2<sup>nd</sup> Tuesday or last Saturday of the month.
- D. Attend special drills as needed. Maintain regular attendance for emergencies and training.
- E. Respond to calls on a 24-hour basis, based upon the department's established call-back policy.
- F. Maintain assigned equipment as trained.
- G. Maintain knowledge and demonstrate the tactical skills required of emergencies.
- H. Maintain knowledge and demonstrate the EMS skills required of emergencies.
- I. Provide strong leadership at all times.
- J. Supervises part-time firefighters during emergencies and training exercises.
- K. Assists the Fire Chief and Assistant Fire Chief in the supervision and direction of fire activities; directly commands the appropriate span of control of firefighters and firefighting equipment; assumes command of a fire in the absence of a superior officer. Performs all duties of a part-time Firefighter/Emergency Medical Technician.
- L. Maintains maintenance reports, answers telephone calls and maintains incident reports.
- M. Responds to EMS and fire alarms and directs drivers in routing equipment
- N. Supervises and assists in fire suppression, placing ladders, ventilating buildings, rescuing or persons, and placing of salvage covers.
- O. Supervises and assists in cleaning of fire station, equipment and apparatus.
- P. Participates in and conducts training activities and studies modern firefighting methods and techniques.
- Q. Maintains records and prepares reports.
- R. Interacts in a consistently pleasant and helpful manner to fellow employees, visitors, and citizens of the City of Onalaska and demonstrates the highest standards of internal and external customer service.
- S. Monitors compliance with turnout gear replacements, uniforms, and personal protective equipment programs; adherence to overall safety practices.

### RELATED JOB FUNCTIONS:

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

# CITY OF ONALASKA

**Position:** Part-Time Lieutenant ~~(Paid on Call)~~

**Department:** Fire

~~**Incumbent:**—~~

**Supervisor:** Fire Chief & Assistant Fire Chief

**Location:** City Hall

**Classification:** Part-time Non-Exempt

**Page:** 2 of 4

Approved by Police & Fire Commission: 9/24/08, 8/26/09

Approved by F & P Committee: 9/2/09, 7/5/17

Approved by Council: 9/8/09, 7/11/17

abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.

B. Other duties as required or assigned.

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

- A. Working knowledge and application of the principles, practices, and procedures of modern firefighting; fulfills requirements of Firefighter/Emergency Medical Technician.
- B. Working knowledge of and skill in the operation, and maintenance of the various types of apparatus and equipment used by the fire department together with the ability to supervise the effective use of such equipment and apparatus.
- C. Working knowledge of first aid principles and skill in their application.
- D. Working knowledge of the rules and regulations of the department.
- E. Working knowledge of fire prevention methods and of city ordinances relating to fire prevention.
- F. Knowledge of the location of hydrants and streets in an assigned district.

G. Ability to accept and follow direction, as well as work within the chain of command.

~~G-H.~~ Ability to lead fire personnel safely and effectively, maintain discipline and morale, accept lines of authority, promote company harmony and to cooperate with other officers and fire personnel.

~~H-I.~~ Ability to prepare clear and comprehensive reports of fire runs and other department activities.

~~I-J.~~ 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. High School diploma or equivalent required; some post-secondary education preferred.
- B. Must have at least five consecutive (5) years service on the Onalaska Fire Department.
- C. Currently certified as a Wisconsin Emergency Medical Technician.
- D. Must have a current IFSAC and/or Wisconsin Firefighter II certification.
- E. Must be certified at the HAZMAT Operations level; Technician level preferred.
- F. Must possess and maintain a valid Wisconsin driver's license with no more than 6 points assessed.
- G. Must have Fire Instructor certification or obtain within a reasonable time period.

## **PHYSICAL REQUIREMENTS**

- A. Lifting, carrying, pushing and/or pulling (strength):
  - 1. Lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more.
- B. Climbing and/or balancing:
  - 1. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms.
  - 2. Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
- C. Stooping, kneeling, crouching, and/or crawling:
  - 1. Stooping: Bending the body downward and forward by bending the spine at the waist.
  - 2. Kneeling: Bending the legs at the knees to come to rest on the knee or knees.
  - 3. Crouching: Bending the body downward and forward by bending the legs and spine.

## CITY OF ONALASKA

**Position:** Part-Time Lieutenant ~~(Paid on Call)~~

**Department:** Fire

**Incumbent:** —

**Supervisor:** Fire Chief & Assistant Fire Chief

**Location:** City Hall

**Classification:** Part-time Non-Exempt

**Page:** 3 of 4

Approved by Police & Fire Commission: 9/24/08, 8/26/09

Approved by F & P Committee: 9/2/09, 7/5/17

Approved by Council: 9/8/09, 7/11/17

4. Crawling: Moving about on the hands and knees or hand and feet.
- D. Reaching, handling, fingering, and/or feeling:
1. Reaching: Extending the hands and arms in any direction.
  2. Handling: Seizing, holding, grasping, turning or otherwise working with the hand or hands (fingering not involved).
  3. Fingering: Picking, pinching, or otherwise working with the fingers primarily (rather than with the whole hand or arm as in handling).
  4. Feeling: Perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of the finger tips.
- E. Talking and/or hearing:
1. Talking: Expressing or exchanging ideas by means of the spoken word.
  2. Hearing: Perceiving the nature of sounds by the ear.
- F. Seeing:
1. Obtaining impressions through the eye of the shape, size, distance, motion, color, or other characteristics of objects. The major visual functions are (1) acuity, far and near; (2) depth perception; (3) field of vision; (4) accommodation; (5) color vision.  
The functions are defined as follows:  
Acuity-far: clarity of vision at 20 feet or more.  
Acuity-near: clarity of vision at 20 inches or less  
Depth perception: three-dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.  
Field of vision: the area that can be seen up and down or to the right or left while the eyes are fixed on a given point.  
Accommodation: adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye.  
Color vision: the ability to identify and distinguish colors.

## CITY OF ONALASKA

**Position:** Part-Time Lieutenant ~~(Paid on Call)~~

**Department:** Fire

~~**Incumbent:** —~~

**Supervisor:** Fire Chief & Assistant Fire Chief

**Location:** City Hall

**Classification:** Part-time Non-Exempt

**Page:** 4 of 4

Approved by Police & Fire Commission: 9/24/08, 8/26/09

Approved by F & P Committee: 9/2/09, 7/5/17

Approved by Council: 9/8/09, 7/11/17

### Percent of 8 Hour Day

	67 – 100 Consistently	34 – 66 Frequently	6 – 33 Occasionally	0 – 5 Rarely
<b>Sedentary</b> 0 – 10# max			♦	
<b>Light</b> Freq. to 10# -20#max		♦		
<b>Medium</b> Freq. to 25#-50# max		♦		
<b>Heavy</b> Freq. to 50#-100# max			♦	
<b>Very Heavy</b> Freq. 100+#				♦

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

## CITY OF ONALASKA

**Position:** Firefighter/Emergency Medical Technician

**Department:** Fire Department

**Location:** Fire Department

**Supervisor:** Lieutenant and Assistant Fire Chief

**Page:** 1 of 4

**Classification:** Full-Time Union Non-Exempt

Approved by Police & Fire Commission: 3/6/06

Approved by F & P Committee: 4/5/06, 7/6/16, 7/5/2017

Approved by Council: 4/11/06, 7/12/16, 7/11/2017

Under the general direction and leadership of the Assistant Fire Chief, employees in this position have a primary duty to respond to medical, fire, hazardous material, and other disaster type emergencies. This position requires flexibility and physical stamina in order to provide the needed services during sustained emergency operations. When not responding to emergencies, this position requires that fire prevention, public education, and pre-incident response duties shall be performed to maintain the department's *ready-to-serve* status at all times.

### 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 similar positions. Some duties may be assigned to "direct or assist with" at the discretion of the Fire Chief.

- A. Respond to Fire Calls and EMS emergencies and provide pre-hospital care in accordance with state and county protocols.
- B. Respond to all other emergency/service calls when on duty (unless specifically ordered not to by an Officer or when on another call) and perform services required of the call.
- C. Perform scheduled periodic maintenance checks and testing (daily, weekly, monthly, and annually) of all SCBA, personal protective equipment, defibrillator, thermal imaging camera (TIC), radios and pagers, small engines, vehicles and fire hoses.
- D. Perform daily equipment and apparatus checks to ensure they are operating properly and safely, and are adequately stocked.
- E. Repair, photograph, report and document maintenance items or safety -problem deficiencies to supervisor.
- F. Assist with pre-planning and inspections of residential and commercial facilities.
- G. Assist with public education programs and participate in other activities related to promoting fire prevention, fire safety, and first aid.
- H. Maintain and enhance minimum EMS and Fire certifications as directed by supervisor.
- I. Perform general maintenance and cleaning of department property, equipment, apparatus, quarters, personal protective equipment, and grounds.
- J. Assist with flow testing and flushing of fire hydrants as determined by supervisor.
- K. Operate computers and complete computerized reports related to position and duties.
- L. Assist with grant writing (research, apply and implement grants that benefit the department and its operations) as directed by supervisor.

### RELATED JOB FUNCTIONS:

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

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

## CITY OF ONALASKA

**Position:** Firefighter/Emergency Medical Technician

**Department:** Fire Department

**Location:** Fire Department

**Supervisor:** Lieutenant and Assistant Fire Chief

**Page:** 2 of 4

**Classification:** Full-Time Union Non-Exempt

Approved by Police & Fire Commission: 3/6/06

Approved by F & P Committee: 4/5/06, 7/6/16, 7/5/2017

Approved by Council: 4/11/06, 7/12/16, 7/11/2017

- A. Basic computer knowledge and skills to include Excel and Microsoft Word. Ability to operate a variety of office equipment such as computers, copy machine, calculator, fax machine, mobile data terminals (MDT) and telephone/mobile phone.
- B. Ability to deal with the public in an effective and professional manner, protecting individual's rights and human dignity.
- C. Ability to think clearly and decisively in the application of firefighter and emergency medical technician duties and to take appropriate action as the situation dictates.
- D. Ability to understand and execute complex oral and written instructions, ability to communicate orally and in writing in an effective and efficient manner, and the ability to effectively use interpersonal communication.
- E. Ability to maintain confidentiality and handle all calls for service with confidentiality and respect; maintaining calls for services separately from all social media aspects.
- F. Ability to handle potentially hazardous and/or stressful situations in an effective and efficient manner.
- G. Ability to work independently of direct supervision in an effective and efficient manner.
- H. Ability to prepare clear and comprehensive reports on investigations, inspections, responses to calls and other activities.
- I. Ability to demonstrate sensitivity to the emotional state of victims/patients and relatives of deceased, seriously injured or seriously ill persons.
- J. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.
- K. Ability to accept and follow direction, as well as work within the chain of command.
- ~~K.L.~~ Ability to exhibit good judgment in resolving conflicts among individuals and groups internal and external to the organization.
- ~~L.M.~~ Ability to demonstrate and exemplify personal characteristics of professionalism; ability to be held to a higher standard than that of the general public.
- ~~M.N.~~ Knowledge to operate communication equipment: telephone, radio, pager.
- ~~N.O.~~ Knowledge and skill of how to operate safely and effectively vehicles: automobiles, light truck (pick-up), heavy truck (fire truck), and boats.
- ~~O.P.~~ Knowledge of how to use medical apparatus/equipment: first aid equipment, oxygen, electronic monitoring equipment, patient transport apparatus (stokes basket, stretcher, etc.), etc.
- ~~P.Q.~~ Excellent communication skills. Able to clearly express ideas both orally and in writing.
- ~~Q.R.~~ Compliance with the City of Onalaska and the Onalaska Fire Department policies and procedures.
- ~~R.S.~~ Skill in the operation of departmental equipment, including but not limited to fire equipment & apparatus, first aid, radios, phones, mobile data terminals (MDT), radar units, computers, etc.
- ~~S.T.~~ -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. High School Education (Diploma or GED) required; Associates Degree preferred.
- B. Current certification as National Registry and/or Wisconsin Emergency Medical Technician.
- C. Current certification as a Wisconsin and/or IFSAC Firefighter II.
- D. Currently certified as successfully completing Candidate Physical Agility Test (CPAT). The CPAT is good for 12 months and must be current at date of hire.
- E. Current certification in HAZMAT Operations; obtain Hazmat Technician within one (1) year of hire.

## CITY OF ONALASKA

**Position:** Firefighter/Emergency Medical Technician

**Department:** Fire Department

**Location:** Fire Department

**Supervisor:** Lieutenant and Assistant Fire Chief

**Page:** 3 of 4

**Classification:** Full-Time Union Non-Exempt

Approved by Police & Fire Commission: 3/6/06

Approved by F & P Committee: 4/5/06, 7/6/16, 7/5/2017

Approved by Council: 4/11/06, 7/12/16, 7/11/2017

- F. Valid Wisconsin driver's license with good driving record.
- G. Minimum age 18 years.
- H. Expected to maintain training and attendance as required by department standards.

### **PHYSICAL REQUIREMENTS:** (As contained within NFPA Standards 1582)

- A. Lifting, carrying, pushing and/or pulling (strength):
  - 1. Lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more.
- B. Climbing and/or balancing:
  - 1. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms.
- C. Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces. Stooping, kneeling, crouching, and/or crawling:
  - 1. Stooping: Bending the body downward and forward by bending the spine at the waist.
  - 2. Kneeling: Bending the legs at the knees to come to rest on the knee or knees.
  - 3. Crouching: Bending the body downward and forward by bending the legs and spine.
  - 4. Crawling: Moving about on the hands and knees or hand and feet.
- D. Reaching, handling, fingering, and/or feeling:
  - 1. Reaching: Extending the hands and arms in any direction.
  - 2. Handling: Seizing, holding, grasping, turning or otherwise working with the hand or hands (fingering not involved).
  - 3. Fingering: Picking, pinching, or otherwise working with the fingers primarily (rather than with the whole hand or arm as in handling).
  - 4. Feeling: Perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of the finger tips.
- E. Talking and/or hearing:
  - 1. Talking: Expressing or exchanging ideas by means of the spoken word.
  - 2. Hearing: Perceiving the nature of sounds by the ear.
- F. Seeing:
  - 1. Obtaining impressions through the eye of the shape, size, distance, motion, color, or other characteristics of objects. The major visual functions are (1) acuity, far and near; (2) depth perception; (3) field of vision; (4) accommodation; (5) color vision.
    - The functions are defined as follows:
    - Acuity-far: clarity of vision at 20 feet or more.
    - Acuity-near: clarity of vision at 20 inches or less
    - Depth perception: three-dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.
    - Field of vision: the area that can be seen up and down or to the right or left while the eyes are fixed on a given point.
    - Accommodation: adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye.
    - Color vision: The ability to identify and distinguish colors.

## CITY OF ONALASKA

**Position:** Firefighter/Emergency Medical Technician  
**Location:** Fire Department  
**Page:** 4 of 4

**Department:** Fire Department  
**Supervisor:** Lieutenant and Assistant Fire Chief  
**Classification:** Full-Time Union Non-Exempt

Approved by Police & Fire Commission: 3/6/06  
 Approved by F & P Committee: 4/5/06, 7/6/16, 7/5/2017  
 Approved by Council: 4/11/06, 7/12/16, 7/11/2017

### Percent of 8 Hour Day:

	67 – 100 Consistently	34 – 66 Frequently	6 – 33 Occasionally	0 – 5 Rarely
<b>Sedentary</b> 0 – 10# max			•	
<b>Light</b> Freq. to 10# -20#max		•		
<b>Medium</b> Freq. to 25#-50# max		•		
<b>Heavy</b> Freq. to 50#-100# max			•	
<b>Very Heavy</b> Freq. over 100+# max				•

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Employer

\_\_\_\_\_  
 Date

## CITY OF ONALASKA

**Position:** Lieutenant  
**Location:** City Hall  
**Page:** 1 of 4

**Department:** Fire  
**Supervisor:** Assistant Fire Chief and Fire Chief  
**Classification:** Full-Time Union Non-Exempt

Approved by Police & Fire Commission: 9/24/08  
 Approved by F & P Committee: 10/7/08, 7/6/16, 7/5/17  
 Approved by Council: 10/13/08, 7/12/16, 7/11/17

Under the direction of the Fire Chief and/or his/her designee, this is a supervisory and skilled firefighting work in the protection of life and property. A Fire Lieutenant assists the Fire Chief and Assistant Fire Chief in the direction of all activities of a fire station on an assigned tour of duty and has direct command over a small number of firefighters and firefighting equipment. Work includes responsibility for the discipline of station personnel, for directing and participating in training activities, for proper maintenance of equipment and quarters. At a fire, the employee is in command in the absence of a superior officer and work may involve considerable physical exertion and potential hazard to health and safety.

### ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

- A. Assists the Fire Chief and Assistant Fire Chief in the supervision and direction of fire activities; directly commands the appropriate span of control of firefighters and firefighting equipment; assumes command of a fire in the absence of a superior officer. Performs all duties of a Firefighter/Emergency Medical Technician.
- B. Maintains maintenance reports, answers telephone calls and maintains incident reports.
- C. Responds to EMS and fire alarms and directs drivers in routing equipment
- D. Supervises and assists in fire suppression, placing ladders, ventilating buildings, rescuing or persons, and placing of salvage covers.
- E. Directs and supervises special rescue operations and apparatus drivers.
- F. Supervises and assists in cleaning of fire station, equipment and apparatus.
- G. Participates in and conducts training activities and studies modern firefighting methods and techniques.
- H. Makes periodic inspections of buildings, gasoline storage tanks, theatres, and other structures for compliance with fire prevention laws.
- I. Maintains records and prepares reports.
- J. Schedules, directs, and participates in Public Education programs.
- K. Provides strong leadership at all times.
- L. Maintains knowledge and demonstrate the EMS skills required of emergencies.
- M. Supervises subordinate firefighters during emergencies and training exercises.
- N. Attends meetings, drills, and training as required.
- O. Demonstrates regular and predicable attendance.
- P. Interacts in a consistently pleasant and helpful manner to fellow employees, visitors, and citizens of the City of Onalaska and demonstrates the highest standards of internal and external customer service.
- Q. Monitors compliance with turnout gear replacements, uniforms, and personal protective equipment programs; adherence to overall safety practices.

### RELATED JOB FUNCTIONS:

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

# CITY OF ONALASKA

**Position:** Lieutenant  
**Location:** City Hall  
**Page:** 2 of 4

**Department:** Fire  
**Supervisor:** Assistant Fire Chief and Fire Chief  
**Classification:** Full-Time Union Non-Exempt

Approved by Police & Fire Commission: 9/24/08  
Approved by F & P Committee: 10/7/08, 7/6/16, 7/5/17  
Approved by Council: 10/13/08, 7/12/16, 7/11/17

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

- A. Working knowledge and application of the principles, practices, and procedures of modern firefighting; fulfills requirements of Firefighter/Emergency Medical Technician.
- B. Working knowledge of and skill in the operation, and maintenance of the various types of apparatus and equipment used by the fire department together with the ability to supervise the effective use of such equipment and apparatus.
- C. Working knowledge of first aid principles and skill in their application.
- D. Ability to accept and follow direction, as well as work within the chain of command.
- ~~D.E.~~ Working knowledge of the rules and regulations of the department.
- ~~E.F.~~ Working knowledge of fire prevention methods and of city ordinances relating to fire prevention.
- ~~F.G.~~ Knowledge of the location of hydrants and streets in an assigned district.
- ~~G.H.~~ Ability to lead fire personnel safely and effectively, maintain discipline and morale, accept lines of authority, promote company harmony and to cooperate with other officers and fire personnel.
- ~~H.I.~~ Ability to prepare clear and comprehensive reports of fire runs and other department activities.
- ~~I.J.~~ 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. Certified Fire Officer I
- B. Certified Fire Instructor within a reasonable amount of time period.
- C. Must have minimum of an Associate's Degree.
- D. Current assignment to the firefighting division as a Firefighter II, EMT and Hazardous Materials Technician with at least five consecutive (5) years of service as a career firefighter on the Onalaska Fire Department.
- E. Currently certified as a Wisconsin Emergency Medical Technician.
- F. Must have a current IFSAC and/or Wisconsin Firefighter II certification.
- G. Must be certified as a HAZMAT Technician.
- H. Must possess and maintain a valid Wisconsin driver's license with no more than 6 points assessed.

## PHYSICAL REQUIREMENTS

- A. Lifting, carrying, pushing and/or pulling (strength):
  - 1. Lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more.
- B. Climbing and/or balancing:
  - 1. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms.
  - 2. Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
- C. Stooping, kneeling, crouching, and/or crawling:
  - 1. Stooping: Bending the body downward and forward by bending the spine at the waist.
  - 2. Kneeling: Bending the legs at the knees to come to rest on the knee or knees.
  - 3. Crouching: Bending the body downward and forward by bending the legs and spine.
  - 4. Crawling: Moving about on the hands and knees or hand and feet.

# CITY OF ONALASKA

**Position:** Lieutenant  
**Location:** City Hall  
**Page:** 3 of 4

**Department:** Fire  
**Supervisor:** Assistant Fire Chief and Fire Chief  
**Classification:** Full-Time Union Non-Exempt

Approved by Police & Fire Commission: 9/24/08  
 Approved by F & P Committee: 10/7/08, 7/6/16, 7/5/17  
 Approved by Council: 10/13/08, 7/12/16, 7/11/17

- D. Reaching, handling, fingering, and/or feeling:
  1. Reaching: Extending the hands and arms in any direction.
  2. Handling: Seizing, holding, grasping, turning or otherwise working with the hand or hands (fingering not involved).
  3. Fingering: Picking, pinching, or otherwise working with the fingers primarily (rather than with the whole hand or arm as in handling).
  4. Feeling: Perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of the finger tips.
- E. Talking and/or hearing:
  1. Talking: Expressing or exchanging ideas by means of the spoken word.
  2. Hearing: Perceiving the nature of sounds by the ear.
- F. Seeing:
  1. Obtaining impressions through the eye of the shape, size, distance, motion, color, or other characteristics of objects. The major visual functions are (1) acuity, far and near; (2) depth perception; (3) field of vision; (4) accommodation; (5) color vision.
    - **The functions are defined as follows:**
    - Acuity-far: clarity of vision at 20 feet or more.
    - Acuity-near: clarity of vision at 20 inches or less
    - Depth perception: three-dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.
    - Field of vision: the area that can be seen up and down or to the right or left while the eyes are fixed on a given point.
    - Accommodation: adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye.
    - Color vision: the ability to identify and distinguish colors.

Percent of 8 Hour Day

	67 – 100 Consistently	34 – 66 Frequently	6 – 33 Occasionally	0 – 5 Rarely
<b>Sedentary</b> 0 – 10# max			◆	
<b>Light</b> Freq. to 10# -20#max		◆		
<b>Medium</b> Freq. to 25#-50# max		◆		
<b>Heavy</b> Freq. to 50#-100# max			◆	
<b>Very Heavy</b> Freq. 100+#				◆

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Employer

\_\_\_\_\_  
 Date

## CITY OF ONALASKA

**Position:** Lieutenant

**Location:** City Hall

**Page:** 4 of 4

**Department:** Fire

**Supervisor:** Assistant Fire Chief and Fire Chief

**Classification:** Full-Time Union Non-Exempt

Approved by Police & Fire Commission: 9/24/08

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