

PERSONNEL

12. Review and consideration of changes to the following job descriptions:
 - a. Buildings Manager
 - b. Buildings Supervisor – Omni & City Hall to Buildings Supervisor
13. Review and consideration of authorization to replace the Buildings Supervisor position
14. Review and consideration of changes to the 6.02 Social Media Policy
15. Adjournment

Balance Sheet
Account Summary
As Of 09/14/2018



City of Onalaska

*Find
9-15-18*

Account	Name	Balance
Fund: 640 - OMNI CENTER		
Assets		
640-11100	CASH	-166,575.18
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	22,409.80
640-16202	PREPAID INSURANCE	7,794.82
640-16500	INVENTORY	3,912.88
640-18100	LAND	0.00
640-18104	LAND IMPROVEMENT	0.00
640-18150	CONSTRUCTION WORK IN PROGRESS	0.00
640-18152	C.W.I.P. - CAMPAIGN FUNDING	0.00
640-18153	C.W.I.P. CAMP FUND CDA	0.00
640-18201	BUILDING #1	0.00
640-18202	BUILDING #2	0.00
640-18203	BUILDING #3	0.00
640-18500	EQUIPMENT	0.00
640-18502	OFFICE EQUIPMENT	0.00
640-18504	C.D.A. - TRANSPORTATION EQUIP	0.00
640-18595	LEASE EQUIPMENT	0.00
640-18931	PROVISION FOR DEPRECIATION	0.00
640-18980	UNAMORTIZED BOND COSTS	0.00
640-19000	WRS NET PENSION ASSET	0.00
640-19200	DEF. OUTFLOW-WRS PENSION-CONTRIBL	53,960.00
	Total Assets:	-71,457.68
		<u>-71,457.68</u>
Liability		
640-21100	ACCOUNTS PAYABLE	-773.97
640-21110	AP PENDING (DUE TO POOL)	477.89
640-21111	PAYROLL CORRECTIONS	0.00
640-21112	SALES TAX PAYABLE	-1,220.35
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 09/14/2018

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	4,793.96
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	4,110.50
640-23421	SEC DEP - SPRING	2,450.00
640-23422	SEC DEP - FALL	10,410.00
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
Total Liability:		65,528.30
Equity		
640-31202	CONTRIBUTIONS FROM OTHERS	0.00
640-31203	DEPR./CHARGEBACK	0.00
640-31204	CONTRIBUTIONS FROM MUNIC.	0.00
640-32000	INVESTMENT IN CAPITAL ASSETS	0.00
640-34100	FUND BALANCE	-117,858.11
640-34141	SURPLUS/DEFICIT	0.00
640-34148	RESERVED RETAINED EARNINGS	0.00
640-34300	RESTRICTED FOR WRS PENSION	22,967.00
Total Beginning Equity:		-94,891.11
Total Revenue		360,346.52
Total Expense		402,441.39
Revenues Over/Under Expenses		-42,094.87
Total Equity and Current Surplus (Deficit):		-136,985.98
Total Liabilities, Equity and Current Surplus (Deficit):		<u>-71,457.68</u>



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 640 - OMNI CENTER							
Revenue							
640-00000-41110	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-41210	ROOM TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46716	RECR FEES >AGE 18	2,200.00	2,200.00	0.00	715.27	-1,484.73	67.49 %
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE)	157,719.00	157,719.00	0.00	100,347.64	-57,371.36	36.38 %
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	44,585.00	44,585.00	0.00	7,117.69	-37,467.31	84.04 %
640-00000-46744	CONCESSION REV. (TAXABLE)	40,000.00	40,000.00	0.00	40,622.56	622.56	101.56 %
640-00000-46745	CATERING REVENUE -(TAXABLE)	6,000.00	6,000.00	0.00	1,288.58	-4,711.42	78.52 %
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	1,002.26	-4,997.74	83.30 %
640-00000-46752	RENTALS INC. (ARENA) TAXAB	12,000.00	12,000.00	0.00	15,105.36	3,105.36	125.88 %
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	10,000.00	10,000.00	0.00	9,150.00	-850.00	8.50 %
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	1,500.00	1,500.00	0.00	1,123.53	-376.47	25.10 %
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	6,000.00	6,000.00	0.00	2,026.09	-3,973.91	66.23 %
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	0.00	5,701.34	701.34	114.03 %
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	0.00	4,702.58	-297.42	5.95 %
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	1,200.00	1,200.00	0.00	2,166.98	966.98	180.58 %
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	7,500.00	7,500.00	0.00	4,787.26	-2,712.74	36.17 %
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	111.25	-6,888.75	98.41 %
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	0.00	30,269.18	-14,730.82	32.74 %
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	4,454.37	-545.63	10.91 %
640-00000-49201	OPERATING TRANSFER IN	183,174.00	183,174.00	0.00	95,506.90	-87,667.10	47.86 %
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 %
	Revenue Total:	610,378.00	610,378.00	0.00	360,346.52	-250,031.48	40.96 %
Expense							
640-55450-110	SALARIES - REGULAR	140,580.00	140,580.00	5,297.99	89,884.31	50,695.69	36.06 %
640-55450-120	WAGES - REGULAR	13,330.00	13,330.00	543.97	8,944.14	4,385.86	32.90 %
640-55450-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-124	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-126	WAGES - TEMP/SEAS	58,639.00	58,639.00	2,689.48	53,074.85	5,564.15	9.49 %

Budget Report

For Fiscal: 2018 Period Ending: 09/30/2018

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
6	450-127						
	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	618.58	11,107.24	5,152.76	31.69 %
640-55450-151	RETIREMENT (WRS)	10,312.00	10,312.00	391.42	6,589.18	3,722.82	36.10 %
640-55450-152	HEALTH INSURANCE	47,417.00	47,417.00	2,772.35	23,476.04	23,940.96	50.49 %
640-55450-153	DENTAL INSURANCE	2,943.00	2,943.00	0.00	1,717.32	1,225.68	41.65 %
640-55450-154	LIFE INSURANCE	52.00	52.00	3.16	26.06	25.94	49.88 %
640-55450-211	BOILER CONTRACTUAL	0.00	0.00	0.00	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	0.00	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	0.00	106,435.43	66,850.57	38.58 %
640-55450-225	PHONE/INTERNET/CABLE	8,500.00	8,500.00	4.53	6,567.64	1,932.36	22.73 %
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	944.01	8,874.23	7,350.77	45.31 %
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	0.00	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	0.00	10,156.16	4,843.84	32.29 %
640-55450-324	RECRUITMENT	100.00	100.00	0.00	249.00	-149.00	-149.00 %
640-55450-330	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	457.57	10,766.04	5,233.96	32.71 %
640-55450-341	PRINTING & FORMS	0.00	0.00	109.45	486.14	-486.14	0.00 %
640-55450-342	CLEANING & SANITARY SUPPLIES	5,500.00	5,500.00	0.00	3,376.44	2,123.56	38.61 %
640-55450-343	CONCESSIONS SUPPLIES	23,000.00	23,000.00	1,033.42	17,109.85	5,890.15	25.61 %
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	20.96	4,999.55	6,000.45	54.55 %
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	0.00	3,546.30	1,953.70	35.52 %
640-55450-510	INS - WORKERS COMP	7,000.00	7,000.00	1,401.75	5,607.00	1,393.00	19.90 %
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 %
640-55450-686	ALLOCATED - WRS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-690	OTHER DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2018 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
6450-692	AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-693	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-720	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	610,378.00	610,378.00	16,288.64	402,441.39	207,936.61	34.07 %
	Fund: 640 - OMNI CENTER Surplus (Deficit):	0.00	0.00	-16,288.64	-42,094.87	-42,094.87	0.00 %
	Report Surplus (Deficit):	0.00	0.00	-16,288.64	-42,094.87	-42,094.87	0.00 %

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Balance Sheet Account Summary As Of 09/14/2018



City of Onalaska

*Free
9/15-18*

Account	Name	Balance
Fund: 100 - GENERAL FUND		
Assets		
100-11100	CASH	-3,125,611.04
100-11103	CASH-CAFE PLAN	10,776.76
100-11305	TEMPORARY INVESTMENTS	13,241,407.95
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	19,535.36
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
100-12612	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	16,553.80
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 ACCOU	0.00
100-13125	ACCOUNTS RECEIVABLE - C.D.A. MGMT	321.28
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	42,270.51
Total Assets:		10,469,183.93
		<u>10,469,183.93</u>

Balance Sheet

As Of 09/14/2018

Account	Name	Balance
Liability		
100-21100	ACCOUNTS PAYABLE	55,512.73
100-21110	AP PENDING (DUE TO POOL)	13,728.34
100-21111	CORRECTIONS PAYABLE	-1,097.08
100-21112	G.F. SALES TAX PAYABLE	0.00
100-21405	DOT-PARKING TICKETS	-3,169.00
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	10.34
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	40.00
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	27.50
100-24600	MOBILE HOME TAX DUE - OSD	333.63
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
	Total Liability:	330,988.38

Equity		
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 09/14/2018

Account	Name	Balance
100-34219	ENGINEERING EQUIPMENT	0.00
100-34220	PROP/COLLISION	0.00
100-34221	DIRECT PAYROLL SOFTWARE	0.00
100-34222	CARIN IRIS EQUIP	0.00
100-34223	CITY LIBRARY REPAIRS	0.00
100-34224	STREET SEALING	0.00
100-34225	STREET (MAINT. SHOP)	29,000.00
100-34226	STREET SNOW & ICE	142,000.00
100-34227	STREET LIGHTS	10,000.00
100-34228	RECR./PARKS/C.CTR./POOL	9,000.00
100-34229	CITY STUDY	45,270.00
100-34230	CITY ATTORNEY	0.00
100-34231	CITY HALL EQUIPMENT	0.00
100-34232	FIRE DEPT REPAIRS	0.00
100-34233	CITY HALL VEHICLE	3,000.00
100-34234	FIRE DEPT TRAINING EQUIP	0.00
100-34235	FIRE DEPT ATV	0.00
	Total Beginning Equity:	8,304,341.67
Total Revenue		7,790,331.50
Total Expense		5,956,477.62
Revenues Over/Under Expenses		1,833,853.88
	Total Equity and Current Surplus (Deficit):	10,138,195.55
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>10,469,183.93</u>



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUND							
Revenue							
Department: 00000 - NON DEPARTMENTAL							
100-00000-41110	GENERAL PROPERTY TAXES	5,729,884.00	5,729,884.00	0.00	5,729,884.00	0.00	0.00 %
100-00000-41111	OMITTED TAXES (R/E & P/P)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-41140	MOBILE HOME TAXES	65,000.00	65,000.00	540.67	44,308.33	-20,691.67	31.83 %
100-00000-41141	P/P CHARGEBACK TAXES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-41210	ROOM TAX REVENUE	40,037.00	40,037.00	20.96	21,506.24	-18,530.76	46.28 %
100-00000-41300	PAYMENTS IN LIEU OF TAXES	126,000.00	126,000.00	0.00	116,620.99	-9,379.01	7.44 %
100-00000-41320	TAXES ON MUNICIPAL OWNED UTI	420,000.00	420,000.00	0.00	0.00	-420,000.00	100.00 %
100-00000-41800	INTEREST ON TAXES	1,500.00	1,500.00	0.00	979.67	-520.33	34.69 %
100-00000-42010	S/A STREET	7,581.00	7,581.00	0.00	7,581.17	0.17	100.00 %
100-00000-42020	S/A CURB & GUTTER	2,181.00	2,181.00	0.00	2,180.76	-0.24	0.01 %
100-00000-42030	S/A SIDEWALK	4,517.00	4,517.00	0.00	5,410.90	893.90	119.79 %
100-00000-42050	S/A ALLEY	1,254.00	1,254.00	0.00	1,253.65	-0.35	0.03 %
100-00000-42060	S/A STORM SEWER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43211	FEDERAL LAW ENFORCEMENT GRA	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43221	FEDERAL GRANT - HIGHWAY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43300	FED GOV'T REVENUE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43307	FEMA MONEY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43309	SHARED REVENUE FROM STATE	659,964.00	659,964.00	0.00	214,602.02	-445,361.98	67.48 %
100-00000-43401	STATE AID COMPUTERS	45,000.00	45,000.00	0.00	55,980.26	10,980.26	124.40 %
100-00000-43420	FIRE INSURANCE FOR STATE	78,000.00	78,000.00	0.00	78,881.26	881.26	101.13 %
100-00000-43521	LAW ENFORCEMENT TRAINING AID	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43530	STATE AID ROAD ALLOTMENT	790,000.00	790,000.00	0.00	583,233.39	-206,766.61	26.17 %
100-00000-43541	STATE AID FOR CONNECTING STRE	39,700.00	39,700.00	0.00	30,043.65	-9,656.35	24.32 %
100-00000-43610	PAYMENT FOR MUNICIPAL SERVICE	3,500.00	3,500.00	0.00	3,047.41	-452.59	12.93 %
100-00000-43620	STATE AID IN LIEU OF TAXES	136.00	136.00	0.00	111.01	-24.99	18.38 %
100-00000-43690	STATE AID OTHER PAYMENTS	0.00	0.00	0.00	6,030.24	6,030.24	0.00 %
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	22,800.00	22,800.00	0.00	33,230.00	10,430.00	145.75 %
100-00000-44120	OPERATOR LICENSE	4,500.00	4,500.00	28.00	5,879.00	1,379.00	130.64 %
100-00000-44160	CIGARETTE LICENSE	1,200.00	1,200.00	0.00	1,200.00	0.00	0.00 %
100-00000-44170	CABLE TV LICENSE	164,000.00	164,000.00	0.00	78,591.14	-85,408.86	52.08 %
100-00000-44171	CELL TOWER FEES	12,600.00	12,600.00	1,183.05	9,406.86	-3,193.14	25.34 %
100-00000-44175	MOBILE HOME LICENSE	375.00	375.00	0.00	990.00	615.00	264.00 %
100-00000-44185	TAXIE CAB LICENSE	875.00	875.00	0.00	625.00	-250.00	28.57 %
100-00000-44190	SOLICITERS LICENSE	100.00	100.00	0.00	460.00	360.00	460.00 %
100-00000-44193	ELECTRICAL LICENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44194	HTG/GAS PIPING LICENSES	750.00	750.00	0.00	2,580.00	1,830.00	344.00 %
100-00000-44195	OTHER LICENSES	12,000.00	12,000.00	0.00	14,656.00	2,656.00	122.13 %
100-00000-44196	MOTEL/HOTEL PERMITS	210.00	210.00	0.00	90.00	-120.00	57.14 %
100-00000-44210	BICYCLE LICENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44215	DOG LICENSE	35,000.00	35,000.00	1.50	7,158.50	-27,841.50	79.55 %
100-00000-44220	CAT LICENSE	24,000.00	24,000.00	0.00	27,864.80	3,864.80	116.10 %
100-00000-44300	INSPECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44310	BUILDING PERMITS	105,000.00	105,000.00	200.00	105,002.45	2.45	100.00 %
100-00000-44311	PLAN REVIEW	500.00	500.00	0.00	880.00	380.00	176.00 %
100-00000-44315	ELECTRICAL PERMITS	20,000.00	20,000.00	0.00	63,306.26	43,306.26	316.53 %
100-00000-44320	HEATING & A/C PERMITS	17,000.00	17,000.00	0.00	14,003.50	-2,996.50	17.63 %
100-00000-44323	PLUMBING PERMIT FEES	16,000.00	16,000.00	90.00	15,864.18	-135.82	0.85 %
100-00000-44325	STREET OPENING PERMITS	750.00	750.00	0.00	850.00	100.00	113.33 %
100-00000-44330	SIDEWALK PERMIT	750.00	750.00	0.00	710.00	-40.00	5.33 %

Budget Report

For Fiscal: 2018 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
0000-44335	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	0.00	10,800.00	-200.00	1.82 %
100-00000-44340	OTHER PERMITS	200.00	200.00	0.00	725.00	525.00	362.50 %
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	0.00	2,775.00	1,275.00	185.00 %
100-00000-44410	ZONING	6,000.00	6,000.00	0.00	7,932.24	1,932.24	132.20 %
100-00000-45110	COURT PENALTIES	90,000.00	90,000.00	0.00	78,752.12	-11,247.88	12.50 %
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	0.00	42,971.25	-2,028.75	4.51 %
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	0.00	9,560.87	60.87	100.64 %
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	0.00	993.05	-6.95	0.70 %
100-00000-46221	FALSE ALARMS	5,000.00	5,000.00	0.00	1,505.00	-3,495.00	69.90 %
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	0.00	1,638.80	438.80	136.57 %
100-00000-46711	PARK FACILITY RENTAL	12,000.00	12,000.00	0.00	12,037.03	37.03	100.31 %
100-00000-46715	RECREATION FEES	70,000.00	70,000.00	0.00	63,204.16	-6,795.84	9.71 %
100-00000-46716	RECR. FEES > AGE 18	8,600.00	8,600.00	0.00	4,760.00	-3,840.00	44.65 %
100-00000-46725	SWIMMING POOL REVENUE	67,425.00	67,425.00	0.00	64,924.80	-2,500.20	3.71 %
0000-46726	SWIMMING POOL LESSONS	6,720.00	6,720.00	0.00	8,439.97	1,719.97	125.59 %
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	0.00	26,957.29	-2,177.71	7.47 %
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	-1,244.90	-1,453.01	-13,453.01	112.11 %
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	2,216.22	2,216.22	0.00 %
100-00000-48405	INSURANCE REIMB - GENERAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48406	INSURANCE DIVIDENDS	13,504.00	13,504.00	0.00	12,334.00	-1,170.00	8.66 %
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 %
0000-48510	CONTRIBUTION FROM SCHOOL DIS	21,000.00	21,000.00	0.00	10,252.38	-10,747.62	51.18 %
0000-48530	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2018 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-49000	GAIN ON SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49201	OPERATING TRANSFERS IN	0.00	0.00	0.00	22.92	22.92	0.00 %
100-00000-49224	TRANSIT IN/5% SALES/COMP. PLAN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49402	SALE OF CITY PROPERTY - OTHER E	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49403	SALE OF CITY PROPERTY - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49997	SURPLUS FUNDS APPLIED	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 00000 - NON DEPARTMENTAL Total:		9,023,087.00	9,023,087.00	819.28	7,790,331.50	-1,232,755.50	13.66 %
Revenue Total:		9,023,087.00	9,023,087.00	819.28	7,790,331.50	-1,232,755.50	13.66 %

Expense

Department: 51100 - COMMON COUNCIL							
100-51100-110	SALARIES - REGULAR	29,600.00	29,600.00	0.00	20,000.00	9,600.00	32.43 %
100-51100-150	FICA	2,264.00	2,264.00	0.00	1,530.00	734.00	32.42 %
100-51100-240	Software Contractual	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51100-291	TRANSCRIPTION CONTRACTUAL	7,200.00	7,200.00	260.78	2,286.17	4,913.83	68.25 %
100-51100-310	OFFICE SUPPLIES	700.00	700.00	0.00	798.22	-98.22	-14.03 %
100-51100-311	POSTAGE	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51100-312	COPY USAGE & PAPER	1,000.00	1,000.00	43.44	573.18	426.82	42.68 %
100-51100-320	SUBSCRIPTIONS & DUES	5,671.00	5,671.00	0.00	6,101.92	-430.92	-7.60 %
100-51100-322	LEGAL NOTICES	12,140.00	12,140.00	248.53	4,167.25	7,972.75	65.67 %
100-51100-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51100 - COMMON COUNCIL Total:		58,775.00	58,775.00	552.75	35,456.74	23,318.26	39.67 %

Department: 51110 - POLICE & FIRE COMMISSION							
100-51110-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	285.68	-285.68	0.00 %
100-51110-310	OFFICE SUPPLIES	0.00	0.00	0.00	60.00	-60.00	0.00 %
100-51110-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-312	COPY USAGE & PAPER	100.00	100.00	0.00	196.42	-96.42	-96.42 %
Department: 51110 - POLICE & FIRE COMMISSION Total:		100.00	100.00	0.00	542.10	-442.10	-442.10 %

Department: 51200 - MUNICIPAL COURT							
100-51200-290	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51200-340	OPERATING SUPPLIES	212.00	212.00	0.00	608.29	-396.29	-186.93 %
Department: 51200 - MUNICIPAL COURT Total:		312.00	312.00	0.00	608.29	-296.29	-94.96 %

Department: 51300 - LEGAL							
100-51300-110	SALARIES REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-124	WAGES PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-150	FICA	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-151	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-225	PHONE/INTERNET/CABLE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-290	OTHER CONTRACTUAL SERVICES	138,000.00	138,000.00	6,958.60	74,972.41	63,027.59	45.67 %
100-51300-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-320	SUBSCRIPTIONS & DUES	0.00	0.00	298.37	892.78	-892.78	0.00 %
100-51300-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-330	SEMINARS,CONF.& TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-340	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51300 - LEGAL Total:		138,000.00	138,000.00	7,256.97	75,865.19	62,134.81	45.03 %

Department: 51408 - CITY ADMINISTRATOR							
100-51408-110	SALARIES REGULAR	91,071.00	91,071.00	3,538.13	62,874.18	28,196.82	30.96 %
100-51408-150	FICA	6,967.00	6,967.00	265.63	4,735.42	2,231.58	32.03 %
100-51408-151	RETIREMENT (WRS)	6,102.00	6,102.00	237.05	4,212.58	1,889.42	30.96 %

Budget Report

For Fiscal: 2018 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-51408-152	HEALTH INSURANCE	4,978.00	4,978.00	414.87	3,733.83	1,244.17	24.99 %
100-51408-153	DENTAL INSURANCE	758.00	758.00	0.00	505.12	252.88	33.36 %
100-51408-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51408-225	PHONE/INTERNET/CABLE	1,100.00	1,100.00	0.00	255.03	844.97	76.82 %
100-51408-241	EQUIPMENT MAINT. CONTRACTUA	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51408-290	OTHER CONTRACTUAL SERVICES	750.00	750.00	0.00	1,800.00	-1,050.00	-140.00 %
100-51408-310	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	56.70	943.30	94.33 %
100-51408-311	POSTAGE	270.00	270.00	41.91	54.34	215.66	79.87 %
100-51408-312	COPY USAGE/PAPER	400.00	400.00	4.77	40.37	359.63	89.91 %
100-51408-320	SUBSCRIPTIONS & DUES	600.00	600.00	0.00	0.00	600.00	100.00 %
100-51408-321	CERTIFICATIONS & LICENSES	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51408-330	SEMINARS,CONF. & TRAVEL	1,000.00	1,000.00	0.00	69.70	930.30	93.03 %
100-51408-340	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	741.99	2,258.01	75.27 %
100-51408-341	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
Department: 51408 - CITY ADMINISTRATOR Total:		118,846.00	118,846.00	4,502.36	79,079.26	39,766.74	33.46 %
Department: 51410 - MAYOR							
100-51410-110	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-124	WAGES - PERM PT	12,390.00	12,390.00	476.53	8,577.54	3,812.46	30.77 %
100-51410-150	FICA	948.00	948.00	36.46	656.28	291.72	30.77 %
100-51410-151	RETIREMENT (WRS)	712.00	712.00	27.36	492.48	219.52	30.83 %
100-51410-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-225	PHONE/INTERNET/CABLE	828.00	828.00	0.00	325.93	502.07	60.64 %
100-51410-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-310	OFFICE SUPPLIES	340.00	340.00	0.00	47.99	292.01	85.89 %
100-51410-311	POSTAGE	60.00	60.00	0.00	0.00	60.00	100.00 %
100-51410-312	COPY USAGE & PAPER	100.00	100.00	0.00	8.72	91.28	91.28 %
100-51410-320	SUBSCRIPTIONS & DUES	175.00	175.00	0.00	567.14	-392.14	-224.08 %
100-51410-330	SEMINARS, CONF & TRAVEL	400.00	400.00	0.00	30.00	370.00	92.50 %
100-51410-340	OPERATING SUPPLIES	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51410-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51410 - MAYOR Total:		16,153.00	16,153.00	540.35	10,706.08	5,446.92	33.72 %
Department: 51411 - FINANCE							
100-51411-110	SALARIES - REGULAR	69,915.00	69,915.00	2,918.42	52,531.56	17,383.44	24.86 %
100-51411-120	WAGES -REGULAR	23,946.00	23,946.00	922.74	16,547.60	7,398.40	30.90 %
100-51411-124	WAGES - PERM PT	26,944.00	26,944.00	570.00	17,907.83	9,036.17	33.54 %
100-51411-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-126	WAGES - TEMP./SEAS.	6,150.00	6,150.00	0.00	0.00	6,150.00	100.00 %
100-51411-150	FICA	9,712.00	9,712.00	321.96	6,403.74	3,308.26	34.06 %
100-51411-151	RETIREMENT (WRS)	7,513.00	7,513.00	291.72	5,388.23	2,124.77	28.28 %
100-51411-152	HEALTH INSURANCE	11,073.00	11,073.00	950.19	8,551.71	2,521.29	22.77 %
100-51411-153	DENTAL INSURANCE	1,679.00	1,679.00	0.00	925.44	753.56	44.88 %
100-51411-154	LIFE INSURANCE	80.00	80.00	6.34	56.71	23.29	29.11 %
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	0.00	268.86	301.14	52.83 %
100-51411-241	EQUIPMENT MAINTENANCE CONT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51411-290	OTHER CONTRACTUAL SERVICES	4,500.00	4,500.00	0.00	4,511.23	-11.23	-0.25 %
100-51411-310	OFFICE SUPPLIES	1,200.00	1,200.00	0.00	963.59	236.41	19.70 %
100-51411-311	POSTAGE	1,500.00	1,500.00	118.94	1,210.80	289.20	19.28 %
100-51411-312	COPY USAGE & PAPER	1,000.00	1,000.00	228.50	1,433.98	-433.98	-43.40 %
100-51411-320	SUBSCRIPTIONS & DUES	150.00	150.00	0.00	110.00	40.00	26.67 %
100-51411-322	LEGAL NOTICES	0.00	0.00	0.00	445.12	-445.12	0.00 %
100-51411-330	SEMINARS, CONF & TRAVEL	1,325.00	1,325.00	0.00	1,038.79	286.21	21.60 %
100-51411-340	OPERATING SUPPLIES	3,015.00	3,015.00	0.00	337.90	2,677.10	88.79 %
100-51411-341	PRINTING & FORMS	500.00	500.00	0.00	196.03	303.97	60.79 %
Department: 51411 - FINANCE Total:		171,272.00	171,272.00	6,328.81	118,829.12	52,442.88	30.62 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 51420 - CITY CLERK							
100-51420-110	SALARIES - REGULAR	72,554.00	72,554.00	2,828.48	49,991.86	22,562.14	31.10 %
100-51420-120	WAGES - REGULAR	51,674.00	51,674.00	2,015.02	35,634.80	16,039.20	31.04 %
100-51420-121	OVERTIME - REGULAR	286.00	286.00	0.00	0.00	286.00	100.00 %
100-51420-124	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-150	FICA	9,525.00	9,525.00	340.39	6,057.00	3,468.00	36.41 %
100-51420-151	RETIREMENT (WRS)	8,342.00	8,342.00	324.51	5,737.00	2,605.00	31.23 %
100-51420-152	HEALTH INSURANCE	21,003.00	21,003.00	1,750.22	15,751.98	5,251.02	25.00 %
100-51420-153	DENTAL INSURANCE	2,335.00	2,335.00	0.00	1,556.80	778.20	33.33 %
100-51420-154	LIFE INSURANCE	91.00	91.00	7.95	69.90	21.10	23.19 %
100-51420-225	PHONE/INTERNET/CABLE	1,200.00	1,200.00	0.00	601.36	598.64	49.89 %
100-51420-241	EQUIPMENT MAINTENANCE CONT	435.00	435.00	0.00	0.00	435.00	100.00 %
100-51420-291	TRANSCRIPTION CONTRATUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51420-310	OFFICE SUPPLIES	1,230.00	1,230.00	13.58	102.13	1,127.87	91.70 %
100-51420-311	POSTAGE	2,200.00	2,200.00	61.90	1,075.57	1,124.43	51.11 %
100-51420-312	COPY USAGE & PAPER	1,000.00	1,000.00	16.60	598.50	401.50	40.15 %
100-51420-320	SUBSCRIPTIONS & DUES	340.00	340.00	0.00	310.00	30.00	8.82 %
100-51420-321	CERTIFICATIONS & LICENSES	100.00	100.00	0.00	50.00	50.00	50.00 %
100-51420-322	LEGAL NOTICES	210.00	210.00	0.00	153.92	56.08	26.70 %
100-51420-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-330	SEMINARS, CONF & TRAVEL	2,050.00	2,050.00	-209.74	1,173.20	876.80	42.77 %
100-51420-340	OPERATING SUPPLIES	755.00	755.00	0.00	73.57	681.43	90.26 %
100-51420-341	PRINTING & FORMS	250.00	250.00	0.00	132.84	117.16	46.86 %
100-51420-381	EMPLOYMENT TESTING	80.00	80.00	0.00	63.00	17.00	21.25 %
Department: 51420 - CITY CLERK Total:		175,860.00	175,860.00	7,148.91	119,133.43	56,726.57	32.26 %
Department: 51440 - ELECTIONS							
100-51440-126	WAGES - TEMP/SEAS	18,647.00	18,647.00	0.00	7,109.26	11,537.74	61.87 %
100-51440-150	FICA	470.00	470.00	0.00	0.00	470.00	100.00 %
100-51440-241	EQUIPMENT MAINTENANCE CONT	1,400.00	1,400.00	0.00	1,283.56	116.44	8.32 %
100-51440-310	OFFICE SUPPLIES	700.00	700.00	0.00	201.57	498.43	71.20 %
100-51440-311	POSTAGE	600.00	600.00	4.76	579.92	20.08	3.35 %
100-51440-312	COPY USAGE & PAPER	600.00	600.00	85.73	317.15	282.85	47.14 %
100-51440-322	LEGAL NOTICES	2,200.00	2,200.00	37.68	899.13	1,300.87	59.13 %
100-51440-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51440-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51440-340	OPERATING SUPPLIES	1,780.00	1,780.00	107.30	1,117.70	662.30	37.21 %
100-51440-341	PRINTING & FORMS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
Department: 51440 - ELECTIONS Total:		28,497.00	28,497.00	235.47	11,508.29	16,988.71	59.62 %
Department: 51500 - AUDIT							
100-51500-290	OTHER CONTRACTUAL SERVICES	17,515.00	17,515.00	0.00	18,880.00	-1,365.00	-7.79 %
Department: 51500 - AUDIT Total:		17,515.00	17,515.00	0.00	18,880.00	-1,365.00	-7.79 %
Department: 51510 - HUMAN RESOURCES							
100-51510-110	SALARIES - REGULAR	39,122.00	39,122.00	1,539.22	27,363.96	11,758.04	30.05 %
100-51510-120	WAGES - REGULAR	17,668.00	17,668.00	682.50	12,555.00	5,113.00	28.94 %
100-51510-124	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51510-150	FICA	4,344.00	4,344.00	149.90	2,729.59	1,614.41	37.16 %
100-51510-151	RETIREMENT (WRS)	3,805.00	3,805.00	148.86	2,674.61	1,130.39	29.71 %
100-51510-152	HEALTH INSURANCE	18,482.00	18,482.00	1,540.19	13,861.71	4,620.29	25.00 %
100-51510-153	DENTAL INSURANCE	1,090.00	1,090.00	0.00	726.48	363.52	33.35 %
100-51510-154	LIFE INSURANCE	12.00	12.00	1.19	10.01	1.99	16.58 %
100-51510-225	PHONE/INTERNET/CABLE	150.00	150.00	0.00	76.09	73.91	49.27 %
100-51510-241	EQUIPMENT MAINTENANCE CONT	190.00	190.00	0.00	0.00	190.00	100.00 %
100-51510-290	OTHER CONTRACTUAL SERVICES	6,162.00	6,162.00	216.00	3,397.25	2,764.75	44.87 %
100-51510-310	OFFICE SUPPLIES	445.00	445.00	0.00	277.42	167.58	37.66 %

Budget Report

For Fiscal: 2018 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1510-311	POSTAGE	200.00	200.00	3.76	74.11	125.89	62.95 %
100-51510-312	COPY USAGE & PAPER	295.00	295.00	39.97	382.74	-87.74	-29.74 %
100-51510-320	SUBSCRIPTIONS & DUES	535.00	535.00	0.00	509.00	26.00	4.86 %
100-51510-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51510-330	SEMINARS, CONF & TRAVEL	775.00	775.00	0.00	865.97	-90.97	-11.74 %
100-51510-340	OPERATING SUPPLIES	650.00	650.00	0.00	517.59	132.41	20.37 %
100-51510-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
Department: 51510 - HUMAN RESOURCES Total:		94,225.00	94,225.00	4,321.59	66,021.53	28,203.47	29.93 %
Department: 51530 - ASSESSOR							
100-51530-120	WAGES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-128	WAGES - BOR	300.00	300.00	0.00	300.00	0.00	0.00 %
100-51530-150	FICA	23.00	23.00	0.00	22.95	0.05	0.22 %
100-51530-151	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-225	PHONE/INTERNET/CABLE	450.00	450.00	0.00	226.92	223.08	49.57 %
100-51530-240	SOFTWARE MAINTENANCE-CONTR	3,500.00	3,500.00	0.00	3,870.90	-370.90	-10.60 %
100-51530-290	OTHER CONTRACTUAL SERVICES	236,931.00	236,931.00	19,025.26	172,250.19	64,680.81	27.30 %
100-51530-291	TRANSCRIPTION CONTRACTUAL	250.00	250.00	0.00	18.59	231.41	92.56 %
100-51530-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-311	POSTAGE	1,000.00	1,000.00	160.27	1,791.45	-791.45	-79.15 %
100-51530-312	COPY USAGE & PAPER	250.00	250.00	0.00	11.08	238.92	95.57 %
100-51530-340	OPERATING SUPPLIES	250.00	250.00	0.00	86.38	163.62	65.45 %
100-51530-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51530 - ASSESSOR Total:		242,954.00	242,954.00	19,185.53	178,578.46	64,375.54	26.50 %
Department: 51540 - IT							
1540-110	SALARIES - REGULAR	35,282.00	35,282.00	0.00	11,778.31	23,503.69	66.62 %
100-51540-120	WAGES-REGULAR	5,889.00	5,889.00	227.50	4,185.00	1,704.00	28.94 %
100-51540-124	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-126	WAGES TEMP./SEAS.	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-51540-150	FICA	2,365.00	2,365.00	14.34	1,138.02	1,226.98	51.88 %
100-51540-151	RETIREMENT (WRS)	2,758.00	2,758.00	15.24	1,061.87	1,696.13	61.50 %
100-51540-152	HEALTH INSURANCE	6,680.00	6,680.00	210.02	3,276.90	3,403.10	50.94 %
100-51540-153	DENTAL INSURANCE	789.00	789.00	0.00	314.80	474.20	60.10 %
100-51540-154	LIFE INSURANCE	7.00	7.00	0.09	2.16	4.84	69.14 %
100-51540-225	PHONE/INTERNET/CABLE	1,504.00	1,504.00	0.00	2,447.37	-943.37	-62.72 %
100-51540-240	SOFTWARE MAINTENANCE CONTR	23,443.00	23,443.00	0.00	5,858.00	17,585.00	75.01 %
100-51540-241	EQUIPMENT MAINTENANCE CONT	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
100-51540-244	WEBSITE	1,200.00	1,200.00	0.00	1,280.00	-80.00	-6.67 %
100-51540-290	OTHER CONTRACTUAL SERVICES	14,004.00	14,004.00	1,777.35	14,206.50	-202.50	-1.45 %
100-51540-310	OFFICE SUPPLIES	0.00	0.00	0.00	67.97	-67.97	0.00 %
100-51540-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-320	SUBSCRIPTIONS & DUES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51540-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-330	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51540-340	OPERATING SUPPLIES	4,934.00	4,934.00	0.00	1,228.37	3,705.63	75.10 %
100-51540-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-363	EQUIPMENT MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51540 - IT Total:		104,755.00	104,755.00	2,244.54	46,845.27	57,909.73	55.28 %
Department: 51600 - CITY HALL							
1600-110	SALARIES - REGULAR	49,488.00	49,488.00	1,884.58	33,819.78	15,668.22	31.66 %
1600-124	WAGES - PERM PT	11,831.00	11,831.00	324.85	5,284.05	6,546.95	55.34 %
1600-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2018 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1600-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	2,287.08	-2,287.08	0.00 %
100-51600-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-150	FICA	4,691.00	4,691.00	160.90	3,036.54	1,654.46	35.27 %
100-51600-151	RETIREMENT (WRS)	3,316.00	3,316.00	126.27	2,265.96	1,050.04	31.67 %
100-51600-152	HEALTH INSURANCE	8,529.00	8,529.00	710.72	6,396.48	2,132.52	25.00 %
100-51600-153	DENTAL INSURANCE	492.00	492.00	0.00	328.00	164.00	33.33 %
100-51600-154	LIFE INSURANCE	31.00	31.00	2.67	23.43	7.57	24.42 %
100-51600-211	BOILER CONTRACTUAL	670.00	670.00	0.00	100.00	570.00	85.07 %
100-51600-212	ELEVATORS	5,748.00	5,748.00	0.00	5,979.72	-231.72	-4.03 %
100-51600-213	HVAC CONTRACTUAL	6,096.00	6,096.00	0.00	516.20	5,579.80	91.53 %
100-51600-214	FIRE CONTRACTUAL	2,739.00	2,739.00	0.00	2,397.40	341.60	12.47 %
100-51600-220	WATER/SEWER/STORM WATER	8,460.00	8,460.00	0.00	3,942.54	4,517.46	53.40 %
100-51600-221	ELECTRIC & GAS	40,000.00	40,000.00	0.00	26,475.43	13,524.57	33.81 %
100-51600-225	PHONE/INTERNET/CABLE	5,868.00	5,868.00	0.00	3,615.77	2,252.23	38.38 %
100-51600-240	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	0.00	600.00	0.00	0.00 %
100-51600-241	EQUIPMENT MAINTENANCE CONT	1,350.00	1,350.00	254.50	2,603.50	-1,253.50	-92.85 %
100-51600-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-243	LEASES	750.00	750.00	216.03	807.77	-57.77	-7.70 %
100-51600-290	OTHER CONTRACTUAL SERVICES	3,923.00	3,923.00	34.23	1,825.34	2,097.66	53.47 %
100-51600-292	ELECTRICAL CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51600-293	PLUMBING CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51600-310	OFFICE SUPPLIES	283.00	283.00	0.00	0.00	283.00	100.00 %
100-51600-311	POSTAGE	500.00	500.00	0.00	225.00	275.00	55.00 %
100-51600-312	COPY USAGE & PAPER	0.00	0.00	0.00	8.91	-8.91	0.00 %
100-51600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	39.76	-39.76	0.00 %
100-51600-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
100-51600-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51600-340	OPERATING SUPPLIES	6,525.00	6,525.00	307.64	3,828.18	2,696.82	41.33 %
1600-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-342	CLEANING & SANITARY SUPPLIES	3,000.00	3,000.00	0.00	2,896.00	104.00	3.47 %
100-51600-350	BLDG & GRDS MAINT & REPAIRS	4,225.00	4,225.00	356.12	4,766.09	-541.09	-12.81 %
100-51600-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	7.57	492.43	98.49 %
100-51600-361	REGULAR FUEL	850.00	850.00	0.00	161.27	688.73	81.03 %
100-51600-362	OFF ROAD FUEL	250.00	250.00	0.00	212.01	37.99	15.20 %
100-51600-363	EQUIPMENT MAINT & REPAIRS	1,000.00	1,000.00	0.00	1,826.37	-826.37	-82.64 %
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	0.00	39.00	11.00	22.00 %
Department: 51600 - CITY HALL Total:		172,515.00	172,515.00	4,378.51	116,315.15	56,199.85	32.58 %
Department: 51900 - OTHER GOVERNMENT							
100-51900-290	Other General Contractual	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51900-339	LOSS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51900-397	MISCELLANEOUS EXPENSE	0.00	0.00	205.68	-345.95	345.95	0.00 %
Department: 51900 - OTHER GOVERNMENT Total:		0.00	0.00	205.68	-345.95	345.95	0.00 %
Department: 51938 - SICK LEAVE PAYOUT							
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51938 - SICK LEAVE PAYOUT Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51939 - WORKER'S COMPENSATION							
100-51939-510	INS - WORKERS COMP	76,732.00	76,732.00	18,932.25	79,811.00	-3,079.00	-4.01 %
Department: 51939 - WORKER'S COMPENSATION Total:		76,732.00	76,732.00	18,932.25	79,811.00	-3,079.00	-4.01 %
Department: 51940 - UNEMPLOYMENT COMPENSATION							
100-51940-517	UNEMPLOYMENT	3,000.00	3,000.00	150.56	321.56	2,678.44	89.28 %
Department: 51940 - UNEMPLOYMENT COMPENSATION Total:		3,000.00	3,000.00	150.56	321.56	2,678.44	89.28 %
Department: 51941 - SALES TAX							
100-51941-301	SALES TAX	9,700.00	9,700.00	0.00	4,834.95	4,865.05	50.16 %
Department: 51941 - SALES TAX Total:		9,700.00	9,700.00	0.00	4,834.95	4,865.05	50.16 %

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
Department: 51942 - ILLEGAL ASSESSMENTS							
100-51942-397	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	1,159.14	-1,159.14	0.00 %
Department: 51942 - ILLEGAL ASSESSMENTS Total:		0.00	0.00	0.00	1,159.14	-1,159.14	0.00 %
Department: 51943 - INS - FIRE, COMP / COLL, BOILER							
100-51943-511	INS - FIRE, COMP/COLL, BOILER	40,800.00	40,800.00	0.00	39,509.00	1,291.00	3.16 %
Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:		40,800.00	40,800.00	0.00	39,509.00	1,291.00	3.16 %
Department: 51944 - INS - VEHICLES							
100-51944-512	INS - VEHICLES	18,800.00	18,800.00	0.00	18,840.00	-40.00	-0.21 %
Department: 51944 - INS - VEHICLES Total:		18,800.00	18,800.00	0.00	18,840.00	-40.00	-0.21 %
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE							
100-51945-513	INS - CVMIC, LIABILITY, PROF	34,373.00	34,373.00	0.00	31,094.00	3,279.00	9.54 %
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE		34,373.00	34,373.00	0.00	31,094.00	3,279.00	9.54 %
Department: 51946 - SIR							
100-51946-514	SIR	2,000.00	2,000.00	0.00	5,000.00	-3,000.00	-150.00 %
Department: 51946 - SIR Total:		2,000.00	2,000.00	0.00	5,000.00	-3,000.00	-150.00 %
Department: 51947 - MONIES & SECURITIES INSURANCE MISC							
100-51947-515	INS - MONIES & SECURITIES	1,600.00	1,600.00	0.00	1,036.00	564.00	35.25 %
Department: 51947 - MONIES & SECURITIES INSURANCE MISC Tot		1,600.00	1,600.00	0.00	1,036.00	564.00	35.25 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS							
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	3,875.07	-3,875.07	0.00 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:		0.00	0.00	0.00	3,875.07	-3,875.07	0.00 %
Department: 52100 - POLICE							
100-52100-110	SALARIES - REGULAR	228,123.00	228,123.00	10,909.08	114,182.48	113,940.52	49.95 %
100-52100-120	WAGES - REGULAR	1,593,923.00	1,593,923.00	61,917.23	1,065,796.86	528,126.14	33.13 %
100-52100-121	OVERTIME - REGULAR	70,120.00	70,120.00	2,377.87	56,012.07	14,107.93	20.12 %
100-52100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	862.71	12,124.52	-12,124.52	0.00 %
100-52100-124	WAGES - PERM PT	9,994.00	9,994.00	382.18	8,419.74	1,574.26	15.75 %
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	203.00	10,443.36	13,799.64	56.92 %
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	243.26	4,291.78	-4,291.78	0.00 %
100-52100-141	ON CALL	9,200.00	9,200.00	200.00	3,600.00	5,600.00	60.87 %
100-52100-150	FICA	148,073.00	148,073.00	5,499.08	91,108.83	56,964.17	38.47 %
100-52100-151	RETIREMENT (WRS)	250,291.00	250,291.00	10,626.34	178,592.89	71,698.11	28.65 %
100-52100-152	HEALTH INSURANCE	452,651.00	452,651.00	35,896.05	318,011.43	134,639.57	29.74 %
100-52100-153	DENTAL INSURANCE	27,404.00	27,404.00	30.35	16,868.69	10,535.31	38.44 %
100-52100-154	LIFE INSURANCE	535.00	535.00	43.26	360.46	174.54	32.62 %
100-52100-221	ELECTRIC & GAS	16,000.00	16,000.00	0.00	9,627.42	6,372.58	39.83 %
100-52100-225	PHONE/INTERNET/CABLE	5,940.00	5,940.00	0.00	4,539.55	1,400.45	23.58 %
100-52100-226	MOBILE DATA AIR CARDS	9,000.00	9,000.00	0.00	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	19.26	1,831.91	762.09	29.38 %
100-52100-310	OFFICE SUPPLIES	1,300.00	1,300.00	0.00	519.27	780.73	60.06 %
100-52100-311	POSTAGE	2,000.00	2,000.00	141.83	1,339.06	660.94	33.05 %
100-52100-312	COPY USAGE & PAPER	1,000.00	1,000.00	209.27	1,236.79	-236.79	-23.68 %
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	0.00	37.75	462.25	92.45 %
100-52100-330	SEMINARS, CONF & TRAVEL	15,400.00	15,400.00	80.00	8,685.90	6,714.10	43.60 %
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	866.55	6,095.20	5,904.80	49.21 %
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	111.60	653.71	1,146.29	63.68 %
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	882.67	5,545.81	6,454.19	53.78 %

Budget Report

For Fiscal: 2018 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
100-52100-361	REGULAR FUEL	41,423.00	41,423.00	0.00	24,169.93	17,253.07	41.65 %
100-52100-363	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	0.00	635.96	864.04	57.60 %
100-52100-380	PUBLIC EDUCATION	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52100-381	EMPLOYMENT TESTING	2,000.00	2,000.00	0.00	6,402.30	-4,402.30	-220.12 %
100-52100-382	UNIFORMS & SAFETY ATTIRE	12,000.00	12,000.00	21.44	4,912.10	7,087.90	59.07 %
100-52100-390	AMMUNITION	6,000.00	6,000.00	1,190.05	5,950.80	49.20	0.82 %
100-52100-391	ERT SUPPLIES	1,500.00	1,500.00	0.00	902.55	597.45	39.83 %
100-52100-392	NON LETHAL SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-52100-399	ADD'L SOFTWARE & UPGRADES	1,500.00	1,500.00	0.00	286.10	1,213.90	80.93 %
Department: 52100 - POLICE Total:		2,993,791.00	2,993,791.00	132,713.08	1,993,298.42	1,000,492.58	33.42 %
Department: 52200 - FIRE							
100-52200-110	SALARIES - REGULAR	172,371.00	172,371.00	21,415.67	133,388.29	38,982.71	22.62 %
100-52200-120	WAGES - REGULAR	626,268.00	626,268.00	20,417.37	408,981.11	217,286.89	34.70 %
100-52200-121	OVERTIME - REGULAR	46,000.00	46,000.00	3,162.62	49,697.87	-3,697.87	-8.04 %
100-52200-123	OVERTIME - DOUBLE TIME	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-124	WAGES - PERM PT	72,735.00	72,735.00	3,815.50	42,190.07	30,544.93	41.99 %
100-52200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-141	ON CALL	0.00	0.00	0.00	600.00	-600.00	0.00 %
100-52200-150	FICA	17,811.00	17,811.00	1,253.17	11,563.79	6,247.21	35.08 %
100-52200-151	RETIREMENT (WRS)	168,670.00	168,670.00	7,337.16	117,409.34	51,260.66	30.39 %
100-52200-152	HEALTH INSURANCE	208,445.00	208,445.00	15,138.40	148,501.20	59,943.80	28.76 %
100-52200-153	DENTAL INSURANCE	12,819.00	12,819.00	0.00	8,199.88	4,619.12	36.03 %
100-52200-154	LIFE INSURANCE	226.00	226.00	21.86	181.28	44.72	19.79 %
100-52200-212	ELEVATORS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-221	ELECTRIC & GAS	17,256.00	17,256.00	0.00	12,034.29	5,221.71	30.26 %
100-52200-225	PHONE/INTERNET/CABLE	3,000.00	3,000.00	0.00	1,831.49	1,168.51	38.95 %
100-52200-226	MOBILE DATA AIR CARDS	2,400.00	2,400.00	0.00	1,843.68	556.32	23.18 %
100-52200-240	SOFTWARE MAINTENANCE CONTR	6,208.00	6,208.00	0.00	5,407.50	800.50	12.89 %
100-52200-241	EQUIPMENT MAINTENANCE CONT	3,488.00	3,488.00	0.00	2,488.00	1,000.00	28.67 %
100-52200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-290	OTHER CONTRACTUAL SERVICES	7,255.00	7,255.00	0.00	1,505.00	5,750.00	79.26 %
100-52200-310	OFFICE SUPPLIES	500.00	500.00	0.00	60.53	439.47	87.89 %
100-52200-311	POSTAGE	200.00	200.00	7.64	311.66	-111.66	-55.83 %
100-52200-312	COPY USAGE & PAPER	180.00	180.00	48.59	320.53	-140.53	-78.07 %
100-52200-320	SUBSCRIPTIONS & DUES	1,626.00	1,626.00	0.00	920.00	706.00	43.42 %
100-52200-321	CERTIFICATIONS & LICENSES	1,000.00	1,000.00	0.00	333.51	666.49	66.65 %
100-52200-324	RECRUITMENT	250.00	250.00	0.00	0.00	250.00	100.00 %
100-52200-330	SEMINARS, CONF & TRAVEL	4,300.00	4,300.00	0.00	1,055.80	3,244.20	75.45 %
100-52200-340	OPERATING SUPPLIES	7,041.00	7,041.00	50.00	5,506.84	1,534.16	21.79 %
100-52200-341	PRINTING & FORMS	200.00	200.00	0.00	0.00	200.00	100.00 %
100-52200-342	CLEANING & SANITARY SUPPLIES	2,000.00	2,000.00	121.78	577.94	1,422.06	71.10 %
100-52200-350	BLDG & GRDS MAINT & REPAIRS	1,000.00	1,000.00	0.00	100.65	899.35	89.94 %
100-52200-360	VEHICLE MAINT. & REPAIRS	6,000.00	6,000.00	212.34	11,490.19	-5,490.19	-91.50 %
100-52200-361	REGULAR FUEL	7,000.00	7,000.00	0.00	5,298.19	1,701.81	24.31 %
100-52200-362	OFF ROAD FUEL	200.00	200.00	0.00	104.57	95.43	47.72 %
100-52200-363	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	0.00	475.91	1,024.09	68.27 %
100-52200-380	PUBLIC EDUCATION	1,000.00	1,000.00	0.00	300.00	700.00	70.00 %
100-52200-381	EMPLOYMENT TESTING	2,000.00	2,000.00	40.00	5,693.48	-3,693.48	-184.67 %
100-52200-382	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	172.25	2,743.42	256.58	8.55 %
100-52200-394	EMS - SUPPLIES	3,500.00	3,500.00	26.67	3,874.10	-374.10	-10.69 %
100-52200-399	ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	187.50	-37.50	-25.00 %
Department: 52200 - FIRE Total:		1,407,599.00	1,407,599.00	73,241.02	985,177.61	422,421.39	30.01 %
Department: 52210 - HYDRANTS							
100-52210-290	OTHER CONTRACTUAL SERVICES	403,078.00	403,078.00	0.00	0.00	403,078.00	100.00 %
Department: 52210 - HYDRANTS Total:		403,078.00	403,078.00	0.00	0.00	403,078.00	100.00 %
Department: 52400 - INSPECTIONS							
52400-110	SALARIES - REGULAR	39,221.00	39,221.00	1,520.32	30,065.34	9,155.66	23.34 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
2400-120	WAGES - REGULAR	265,275.00	265,275.00	10,222.83	182,527.19	82,747.81	31.19 %
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	833.47	15,191.35	8,140.65	34.89 %
100-52400-151	RETIREMENT (WRS)	20,401.00	20,401.00	786.79	14,065.24	6,335.76	31.06 %
100-52400-152	HEALTH INSURANCE	73,287.00	73,287.00	7,789.53	57,116.28	16,170.72	22.06 %
100-52400-153	DENTAL INSURANCE	4,413.00	4,413.00	17.30	2,992.41	1,420.59	32.19 %
100-52400-154	LIFE INSURANCE	189.00	189.00	16.64	146.46	42.54	22.51 %
100-52400-225	PHONE/INTERNET/CABLE	2,340.00	2,340.00	0.60	2,150.44	189.56	8.10 %
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	0.00	152.38	647.62	80.95 %
100-52400-311	POSTAGE	700.00	700.00	28.36	235.32	464.68	66.38 %
100-52400-312	COPY USAGE & PAPER	1,500.00	1,500.00	68.30	243.87	1,256.13	83.74 %
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	54.13	156.96	-6.96	-4.64 %
100-52400-341	PRINTING & FORMS	1,125.00	1,125.00	0.00	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	0.00	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 %
Department: 52400 - INSPECTIONS Total:		448,943.00	448,943.00	21,338.27	324,703.19	124,239.81	27.67 %
Department: 52601 - EMERGENCY GOVERNMENT							
100-52601-290	OTHER CONTRACTUAL SERVICES	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00 %
52601-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
Department: 52601 - EMERGENCY GOVERNMENT Total:		11,000.00	11,000.00	0.00	10,000.00	1,000.00	9.09 %
Department: 52700 - JAIL							
100-52700-290	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00	100.00 %
Department: 52700 - JAIL Total:		200.00	200.00	0.00	0.00	200.00	100.00 %
Department: 53100 - ENGINEERING							
100-53100-110	SALARIES - REGULAR	77,993.00	77,993.00	3,027.22	56,073.95	21,919.05	28.10 %
100-53100-120	WAGES - REGULAR	2,201.00	2,201.00	86.02	1,531.56	669.44	30.42 %
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	224.39	4,147.63	1,987.37	32.39 %
100-53100-151	RETIREMENT (WRS)	5,373.00	5,373.00	208.59	3,725.59	1,647.41	30.66 %
100-53100-152	HEALTH INSURANCE	17,983.00	17,983.00	262.53	12,415.61	5,567.39	30.96 %
100-53100-153	DENTAL INSURANCE	1,108.00	1,108.00	12.97	763.93	344.07	31.05 %
100-53100-154	LIFE INSURANCE	26.00	26.00	1.72	18.59	7.41	28.50 %
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	0.00	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	3.80	157.99	342.01	68.40 %
100-53100-312	COPY USAGE & PAPER	650.00	650.00	0.00	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	0.00	731.61	-31.61	-4.52 %
100-53100-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	735.62	264.38	26.44 %
100-53100-341	PRINTING & FORMS	125.00	125.00	0.00	0.00	125.00	100.00 %
53100-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	113.45	386.55	77.31 %
3100-361	REGULAR FUEL	700.00	700.00	0.00	779.25	-79.25	-11.32 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
3100-399	ADD'L SOFTWARE & UPGRADES	550.00	550.00	0.00	0.00	550.00	100.00 %
Department: 53100 - ENGINEERING Total:		120,220.00	120,220.00	3,827.24	83,867.76	36,352.24	30.24 %
Department: 53310 - BOARD OF PUBLIC WORKS							
100-53310-291	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	37.57	673.92	526.08	43.84 %
100-53310-311	POSTAGE	50.00	50.00	0.00	0.00	50.00	100.00 %
100-53310-312	COPY USAGE & PAPER	600.00	600.00	0.00	0.00	600.00	100.00 %
100-53310-322	LEGAL NOTICES	400.00	400.00	0.00	0.00	400.00	100.00 %
Department: 53310 - BOARD OF PUBLIC WORKS Total:		2,250.00	2,250.00	37.57	673.92	1,576.08	70.05 %
Department: 53311 - STREET							
100-53311-110	SALARIES - REGULAR	42,851.00	42,851.00	1,686.17	29,736.83	13,114.17	30.60 %
100-53311-120	WAGES - REGULAR	293,832.00	293,832.00	11,881.42	209,714.91	84,117.09	28.63 %
100-53311-121	OVERTIME - REGULAR	14,000.00	14,000.00	54.36	6,764.68	7,235.32	51.68 %
100-53311-124	WAGES - PERM PT	4,937.00	4,937.00	79.80	839.52	4,097.48	83.00 %
100-53311-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-126	WAGES - TEMP/SEAS	5,070.00	5,070.00	0.00	796.92	4,273.08	84.28 %
100-53311-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-150	FICA	27,592.00	27,592.00	976.33	17,808.72	9,783.28	35.46 %
100-53311-151	RETIREMENT (WRS)	23,496.00	23,496.00	912.67	16,496.49	6,999.51	29.79 %
100-53311-152	HEALTH INSURANCE	97,113.00	97,113.00	9,332.43	81,314.45	15,798.55	16.27 %
100-53311-153	DENTAL INSURANCE	7,041.00	7,041.00	0.00	4,809.44	2,231.56	31.69 %
100-53311-154	LIFE INSURANCE	190.00	190.00	16.25	138.70	51.30	27.00 %
100-53311-211	BOILER CONTRACTUAL	100.00	100.00	0.00	25.00	75.00	75.00 %
100-53311-213	HVAC CONTRACTUAL	800.00	800.00	0.00	113.05	686.95	85.87 %
100-53311-214	FIRE CONTRACTUAL	650.00	650.00	0.00	144.79	505.21	77.72 %
100-53311-220	WATER/SEWER/STORM WATER	2,100.00	2,100.00	0.00	1,749.21	350.79	16.70 %
100-53311-221	ELECTRIC & GAS	8,662.00	8,662.00	12,633.63	19,157.71	-10,495.71	-121.17 %
100-53311-225	PHONE/INTERNET/CABLE	2,694.00	2,694.00	0.00	2,691.25	2.75	0.10 %
100-53311-230	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	0.00	250.00	100.00 %
100-53311-240	SOFTWARE MAINTENANCE CONTR	710.00	710.00	0.00	637.50	72.50	10.21 %
100-53311-241	EQUIPMENT MAINTENANCE CONT	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-242	EQUIPMENT RENTAL	11,500.00	11,500.00	0.00	8,765.00	2,735.00	23.78 %
100-53311-243	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-290	OTHER CONTRACTUAL SERVICES	16,000.00	16,000.00	197.08	17,042.77	-1,042.77	-6.52 %
100-53311-310	OFFICE SUPPLIES	200.00	200.00	0.00	103.38	96.62	48.31 %
100-53311-311	POSTAGE	300.00	300.00	0.00	5.05	294.95	98.32 %
100-53311-312	COPY USAGE & PAPER	50.00	50.00	25.13	119.17	-69.17	-138.34 %
100-53311-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-322	LEGAL NOTICES	100.00	100.00	0.00	271.07	-171.07	-171.07 %
100-53311-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
100-53311-330	SEMINARS, CONF & TRAVEL	500.00	500.00	60.00	451.52	48.48	9.70 %
100-53311-340	OPERATING SUPPLIES	4,850.00	4,850.00	96.25	5,331.92	-481.92	-9.94 %
100-53311-341	PRINTING & FORMS	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-342	CLEANING & SANITARY SUPPLIES	600.00	600.00	0.00	314.50	285.50	47.58 %
100-53311-350	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	550.00	2,977.09	-1,477.09	-98.47 %
100-53311-360	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	769.58	11,752.04	-6,252.04	-113.67 %
100-53311-361	REGULAR FUEL	20,800.00	20,800.00	0.00	9,400.34	11,399.66	54.81 %
100-53311-362	OFF ROAD FUEL	5,000.00	5,000.00	221.88	3,249.67	1,750.33	35.01 %
100-53311-363	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	73.99	3,112.71	8,887.29	74.06 %
100-53311-370	SALT & SAND	77,105.00	77,105.00	0.00	50,742.65	26,362.35	34.19 %
100-53311-371	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	0.00	1,403.34	1,096.66	43.87 %
100-53311-375	STREET MAINT & REPAIRS	5,000.00	5,000.00	3,866.11	8,075.44	-3,075.44	-61.51 %
100-53311-381	EMPLOYMENT TESTING	500.00	500.00	0.00	526.93	-26.93	-5.39 %
100-53311-382	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	0.00	128.87	871.13	87.11 %
100-53311-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 53311 - STREET Total:		697,343.00	697,343.00	43,433.08	516,712.63	180,630.37	25.90 %
Department: 53312 - STREET SIGNS & SIGNALS							
100-53312-221	ELECTRIC & GAS	7,800.00	7,800.00	0.00	1,628.48	6,171.52	79.12 %

Budget Report

For Fiscal: 2018 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
5312-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53312-292	ELECTRICAL CONTRACTUAL	800.00	800.00	0.00	0.00	800.00	100.00 %
100-53312-372	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	0.00	4,478.09	4,521.91	50.24 %
100-53312-373	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
Department: 53312 - STREET SIGNS & SIGNALS Total:		19,100.00	19,100.00	0.00	6,106.57	12,993.43	68.03 %
Department: 53315 - STREET LIGHTS							
100-53315-221	ELECTRIC & GAS	225,955.00	225,955.00	0.00	116,830.35	109,124.65	48.29 %
100-53315-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	92.00	-92.00	0.00 %
100-53315-292	ELECTRICAL CONTRACTUAL	12,000.00	12,000.00	0.00	3,935.50	8,064.50	67.20 %
100-53315-374	STREET LIGHT MAINT & REPAIRS	2,000.00	2,000.00	0.00	3,017.48	-1,017.48	-50.87 %
Department: 53315 - STREET LIGHTS Total:		239,955.00	239,955.00	0.00	123,875.33	116,079.67	48.38 %
Department: 53440 - STORM WATER							
100-53440-200	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 53440 - STORM WATER Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 54110 - ANIMAL CONTROL							
100-54110-290	OTHER CONTRACTUAL SERVICES	66,840.00	66,840.00	5,570.00	44,560.00	22,280.00	33.33 %
Department: 54110 - ANIMAL CONTROL Total:		66,840.00	66,840.00	5,570.00	44,560.00	22,280.00	33.33 %
Department: 55110 - LIBRARY							
100-55110-110	SALARIES - REGULAR	29,111.00	29,111.00	1,109.07	19,900.08	9,210.92	31.64 %
100-55110-124	WAGES - PERM PT	10,616.00	10,616.00	427.50	6,081.75	4,534.25	42.71 %
100-55110-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-150	FICA	3,039.00	3,039.00	112.72	1,910.32	1,128.68	37.14 %
100-55110-151	RETIREMENT (WRS)	1,950.00	1,950.00	74.31	1,333.38	616.62	31.62 %
100-55110-152	HEALTH INSURANCE	5,075.00	5,075.00	422.94	3,806.46	1,268.54	25.00 %
100-55110-153	DENTAL INSURANCE	294.00	294.00	0.00	195.68	98.32	33.44 %
100-55110-154	LIFE INSURANCE	18.00	18.00	1.58	13.92	4.08	22.67 %
100-55110-211	BOILER CONTRACTUAL	635.00	635.00	0.00	501.00	134.00	21.10 %
100-55110-213	HVAC CONTRACTUAL	2,996.00	2,996.00	0.00	0.00	2,996.00	100.00 %
100-55110-214	FIRE CONTRACTUAL	1,249.00	1,249.00	0.00	484.26	764.74	61.23 %
100-55110-220	WATER/SEWER/STORM WATER	4,146.00	4,146.00	0.00	1,381.30	2,764.70	66.68 %
100-55110-221	ELECTRIC & GAS	25,774.00	25,774.00	0.00	14,792.15	10,981.85	42.61 %
100-55110-225	PHONE/INTERNET/CABLE	750.00	750.00	2.20	453.50	296.50	39.53 %
100-55110-240	SOFTWARE MAINTENANCE CONTR	750.00	750.00	0.00	600.00	150.00	20.00 %
100-55110-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-290	OTHER CONTRACTUAL SERVICES	1,320.00	1,320.00	0.00	218.35	1,101.65	83.46 %
100-55110-291	TRANSCRIPTION CONTRACTUAL	75.00	75.00	0.00	0.00	75.00	100.00 %
100-55110-292	ELECTRICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-293	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-340	OPERATING SUPPLIES	2,475.00	2,475.00	34.49	2,195.70	279.30	11.28 %
100-55110-342	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	0.00	1,355.75	744.25	35.44 %
100-55110-350	BLDG & GRDS MAINT & REPAIRS	1,750.00	1,750.00	0.00	1,219.50	530.50	30.31 %
100-55110-360	VEHICLE MAINT. & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-363	EQUIPMENT MAINT. & REPAIRS	150.00	150.00	0.00	1,122.51	-972.51	-648.34 %
Department: 55110 - LIBRARY Total:		94,273.00	94,273.00	2,184.81	57,565.61	36,707.39	38.94 %
Department: 55200 - PARKS							
100-55200-110	SALARIES - REGULAR	61,946.00	61,946.00	2,371.43	42,685.74	19,260.26	31.09 %
100-55200-120	WAGES - REGULAR	77,246.00	77,246.00	2,997.60	53,388.57	23,857.43	30.89 %
100-55200-121	OVERTIME - REGULAR	1,000.00	1,000.00	157.50	315.00	685.00	68.50 %
100-55200-124	WAGES - PERM PT	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
100-55200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-126	WAGES - TEMP/SEAS	21,101.00	21,101.00	805.75	25,495.10	-4,394.10	-20.82 %
100-55200-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	111.00	-111.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-5200-150	FICA	13,028.00	13,028.00	457.58	8,903.14	4,124.86	31.66 %
100-55200-151	RETIREMENT (WRS)	9,996.00	9,996.00	370.28	6,915.69	3,080.31	30.82 %
100-55200-152	HEALTH INSURANCE	33,703.00	33,703.00	2,808.60	25,277.40	8,425.60	25.00 %
100-55200-153	DENTAL INSURANCE	2,025.00	2,025.00	0.00	1,349.84	675.16	33.34 %
100-55200-154	LIFE INSURANCE	59.00	59.00	5.41	46.29	12.71	21.54 %
100-55200-214	FIRE CONTRACTUAL	250.00	250.00	0.00	131.09	118.91	47.56 %
100-55200-220	WATER/SEWER/STORM WATER	16,823.00	16,823.00	0.00	10,560.42	6,262.58	37.23 %
100-55200-221	ELECTRIC & GAS	20,750.00	20,750.00	0.00	10,815.68	9,934.32	47.88 %
100-55200-225	PHONE/INTERNET/CABLE	3,200.00	3,200.00	0.00	2,541.41	658.59	20.58 %
100-55200-240	SOFTWARE MAINTENANCE CONTR	600.00	600.00	0.00	600.00	0.00	0.00 %
100-55200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-290	OTHER CONTRACTUAL SERVICES	380.00	380.00	0.00	392.56	-12.56	-3.31 %
100-55200-291	TRANSCRIPTION CONTRACTUAL	600.00	600.00	128.57	572.26	27.74	4.62 %
100-55200-292	ELECTRICAL CONTRACTUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
100-55200-293	PLUMBING CONTRACTUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
100-55200-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-320	SUBSCRIPTIONS & DUES	400.00	400.00	0.00	440.00	-40.00	-10.00 %
100-55200-321	CERTIFICATIONS & LICENSES	150.00	150.00	0.00	0.00	150.00	100.00 %
100-55200-330	SEMINARS, CONF & TRAVEL	590.00	590.00	0.00	47.44	542.56	91.96 %
100-55200-340	OPERATING SUPPLIES	11,675.00	11,675.00	75.64	7,276.56	4,398.44	37.67 %
100-55200-342	CLEANING & SANITARY SUPPLIES	4,000.00	4,000.00	53.92	3,849.16	150.84	3.77 %
100-55200-350	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	104.54	18,146.10	-6,146.10	-51.22 %
100-55200-360	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	417.58	2,631.52	368.48	12.28 %
100-55200-361	REGULAR FUEL	6,500.00	6,500.00	0.00	5,263.14	1,236.86	19.03 %
100-55200-362	OFF ROAD FUEL	3,400.00	3,400.00	221.88	4,316.91	-916.91	-26.97 %
100-55200-363	EQUIPMENT MAINT & REPAIRS	4,500.00	4,500.00	464.89	7,744.71	-3,244.71	-72.10 %
100-55200-371	TREE & BRUSH MAINTENANCE	1,750.00	1,750.00	0.00	327.98	1,422.02	81.26 %
100-55200-381	EMPLOYMENT TESTING	75.00	75.00	0.00	82.00	-7.00	-9.33 %
100-55200-382	UNIFORMS & SAFETY ATTIRE	150.00	150.00	0.00	93.82	56.18	37.45 %
Department: 55200 - PARKS Total:		320,297.00	320,297.00	11,441.17	240,320.53	79,976.47	24.97 %
Department: 55300 - RECREATION							
100-55300-110	SALARIES - REGULAR	176,386.00	176,386.00	6,807.70	121,855.45	54,530.55	30.92 %
100-55300-120	WAGES - REGULAR	26,524.00	26,524.00	1,092.32	17,614.38	8,909.62	33.59 %
100-55300-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-124	WAGES - PERM PT	13,703.00	13,703.00	0.00	5,630.40	8,072.60	58.91 %
100-55300-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-126	WAGES - TEMP/SEAS	55,410.00	55,410.00	641.11	40,839.88	14,570.12	26.30 %
100-55300-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-150	FICA	20,810.00	20,810.00	607.27	13,538.27	7,271.73	34.94 %
100-55300-151	RETIREMENT (WRS)	13,595.00	13,595.00	529.30	9,269.97	4,325.03	31.81 %
100-55300-152	HEALTH INSURANCE	43,518.00	43,518.00	4,208.79	34,171.92	9,346.08	21.48 %
100-55300-153	DENTAL INSURANCE	2,591.00	2,591.00	0.00	1,802.81	788.19	30.42 %
100-55300-154	LIFE INSURANCE	45.00	45.00	4.03	35.29	9.71	21.58 %
100-55300-225	PHONE/INTERNET/CABLE	4,250.00	4,250.00	0.00	2,326.81	1,923.19	45.25 %
100-55300-240	SOFTWARE MAINTENANCE CONTR	250.00	250.00	0.00	338.00	-88.00	-35.20 %
100-55300-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-310	OFFICE SUPPLIES	1,350.00	1,350.00	0.00	383.34	966.66	71.60 %
100-55300-311	POSTAGE	3,950.00	3,950.00	101.03	2,353.24	1,596.76	40.42 %
100-55300-312	COPY USAGE & PAPER	3,600.00	3,600.00	16.18	1,595.94	2,004.06	55.67 %
100-55300-320	SUBSCRIPTIONS & DUES	775.00	775.00	0.00	880.00	-105.00	-13.55 %
100-55300-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-330	SEMINARS, CONF & TRAVEL	2,100.00	2,100.00	0.00	172.00	1,928.00	91.81 %
100-55300-340	OPERATING SUPPLIES	27,300.00	27,300.00	934.05	26,374.79	925.21	3.39 %
100-55300-341	PRINTING & FORMS	6,000.00	6,000.00	0.00	3,067.51	2,932.49	48.87 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
5300-381	EMPLOYMENT TESTING	250.00	250.00	0.00	0.00	250.00	100.00 %
Department: 55300 - RECREATION Total:		402,407.00	402,407.00	14,941.78	282,250.00	120,157.00	29.86 %
Department: 55420 - AQUATIC CENTER							
100-55420-120	WAGES - REGULAR	20,680.00	20,680.00	800.00	14,342.48	6,337.52	30.65 %
100-55420-121	OVERTIME - REGULAR	0.00	0.00	105.00	210.00	-210.00	0.00 %
100-55420-126	WAGES - TEMP/SEAS	80,308.00	80,308.00	1,370.64	78,796.10	1,511.90	1.88 %
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	168.68	7,055.29	670.71	8.68 %
100-55420-151	RETIREMENT (WRS)	1,386.00	1,386.00	60.64	975.02	410.98	29.65 %
100-55420-152	HEALTH INSURANCE	6,721.00	6,721.00	560.07	5,040.63	1,680.37	25.00 %
100-55420-153	DENTAL INSURANCE	415.00	415.00	0.00	276.80	138.20	33.30 %
100-55420-154	LIFE INSURANCE	4.00	4.00	0.49	3.56	0.44	11.00 %
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	0.00	11,162.37	4,837.63	30.24 %
100-55420-225	PHONE/INTERNET/CABLE	350.00	350.00	0.00	783.76	-433.76	-123.93 %
100-55420-290	OTHER CONTRACTUAL SERVICES	11,542.00	11,542.00	50.58	10,830.62	711.38	6.16 %
100-55420-321	CERTIFICATIONS & LICENSES	250.00	250.00	0.00	0.00	250.00	100.00 %
100-55420-330	SEMINARS, CONF & TRAVEL	250.00	250.00	0.00	0.00	250.00	100.00 %
100-55420-340	OPERATING SUPPLIES	4,450.00	4,450.00	0.00	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	298.94	15,900.41	-321.41	-2.06 %
100-55420-350	BLDG & GRDS MAINT & REPAIRS	4,576.00	4,576.00	0.00	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 %
Department: 55420 - AQUATIC CENTER Total:		178,017.00	178,017.00	3,415.04	156,805.94	21,211.06	11.92 %
Department: 56600 - URBAN PLANNING							
100-56600-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56600 - URBAN PLANNING Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56610 - CITY STUDY							
100-56610-295	CITY STUDY	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56610 - CITY STUDY Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56700 - ECONOMIC DEVELOPMENT							
100-56700-290	OTHER CONTRACTUAL SERVICES	13,732.00	13,732.00	0.00	13,732.29	-0.29	0.00 %
Department: 56700 - ECONOMIC DEVELOPMENT Total:		13,732.00	13,732.00	0.00	13,732.29	-0.29	0.00 %
Department: 56900 - PLANNING & ZONING							
100-56900-110	SALARIES - REGULAR	36,528.00	36,528.00	1,416.20	27,461.15	9,066.85	24.82 %
100-56900-120	WAGES - REGULAR	4,402.00	4,402.00	172.04	3,063.20	1,338.80	30.41 %
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	110.65	2,128.74	1,002.26	32.01 %
100-56900-151	RETIREMENT (WRS)	2,742.00	2,742.00	106.42	1,911.25	830.75	30.30 %
100-56900-152	HEALTH INSURANCE	11,603.00	11,603.00	1,187.89	9,462.17	2,140.83	18.45 %
100-56900-153	DENTAL INSURANCE	711.00	711.00	12.97	524.49	186.51	26.23 %
100-56900-154	LIFE INSURANCE	16.00	16.00	0.78	10.73	5.27	32.94 %
100-56900-225	PHONE/INTERNET/CABLE	2,100.00	2,100.00	0.00	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	117.39	1,191.58	1,808.42	60.28 %
100-56900-310	OFFICE SUPPLIES	820.00	820.00	0.00	151.63	668.37	81.51 %
100-56900-311	POSTAGE	920.00	920.00	37.32	637.89	282.11	30.66 %
100-56900-317	COPY USAGE & PAPER	2,745.00	2,745.00	608.13	1,896.00	849.00	30.93 %
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	0.00	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	0.00	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: 09/30/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
9900-360						
VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	15.34	284.66	94.89 %
100-56900-361						
REGULAR FUEL	800.00	800.00	0.00	165.84	634.16	79.27 %
Department: 56900 - PLANNING & ZONING Total:	77,258.00	77,258.00	3,769.79	53,324.14	23,933.86	30.98 %
Department: 59200 - TRANSFERS						
100-59200-590						
TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 59200 - TRANSFERS Total:	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:	9,023,087.00	9,023,087.00	391,897.13	5,956,477.62	3,066,609.38	33.99 %
Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-391,077.85	1,833,853.88	1,833,853.88	0.00 %
Report Surplus (Deficit):	0.00	0.00	-391,077.85	1,833,853.88	1,833,853.88	0.00 %

REVISED
9-5-2018

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~~ systems, 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 Increment Districts (TID).

Notwithstanding compliance with any or all of the guidelines herein, the establishment and 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 or~~ 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 or improvements to~~ ~~of~~ public works ~~and utilities~~ ~~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, financial and legal).
 4. Relocation costs.
 5. Environmental and archaeological remediation.
 6. Organizational costs (environmental, archaeological, 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 3520% 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.

#F-8

BAIRD

City of Onalaska

2019 FINANCING DISCUSSION
SEPTEMBER 24, 2018

Baird Public Finance

Brad Viegut
Managing Director
414.298.7540

bviegut@rwbaird.com



City of Onalaska

SUMMARY OF BQ STATUS

- BQ interest rates are typically lower than debt issued non-BQ
- \$10 million of new debt (excluding refundings) may be issued BQ per calendar year
- 2018 debt
 - \$5,195,000 BQ debt issued
 - \$1,570,000 NAN
 - \$3,625,000 Bonds
 - *\$4,805,000 BQ capacity remaining*
- 2019 projected financing needs
 - \$3,895,000 G.O.
 - \$2,390,000 Storm
 - \$9,030,000 Water/Sewer
- 2019 debt issued as NBQ is estimated to increase interest expense approximately \$200,000 vs. BQ issuance

City of Onalaska

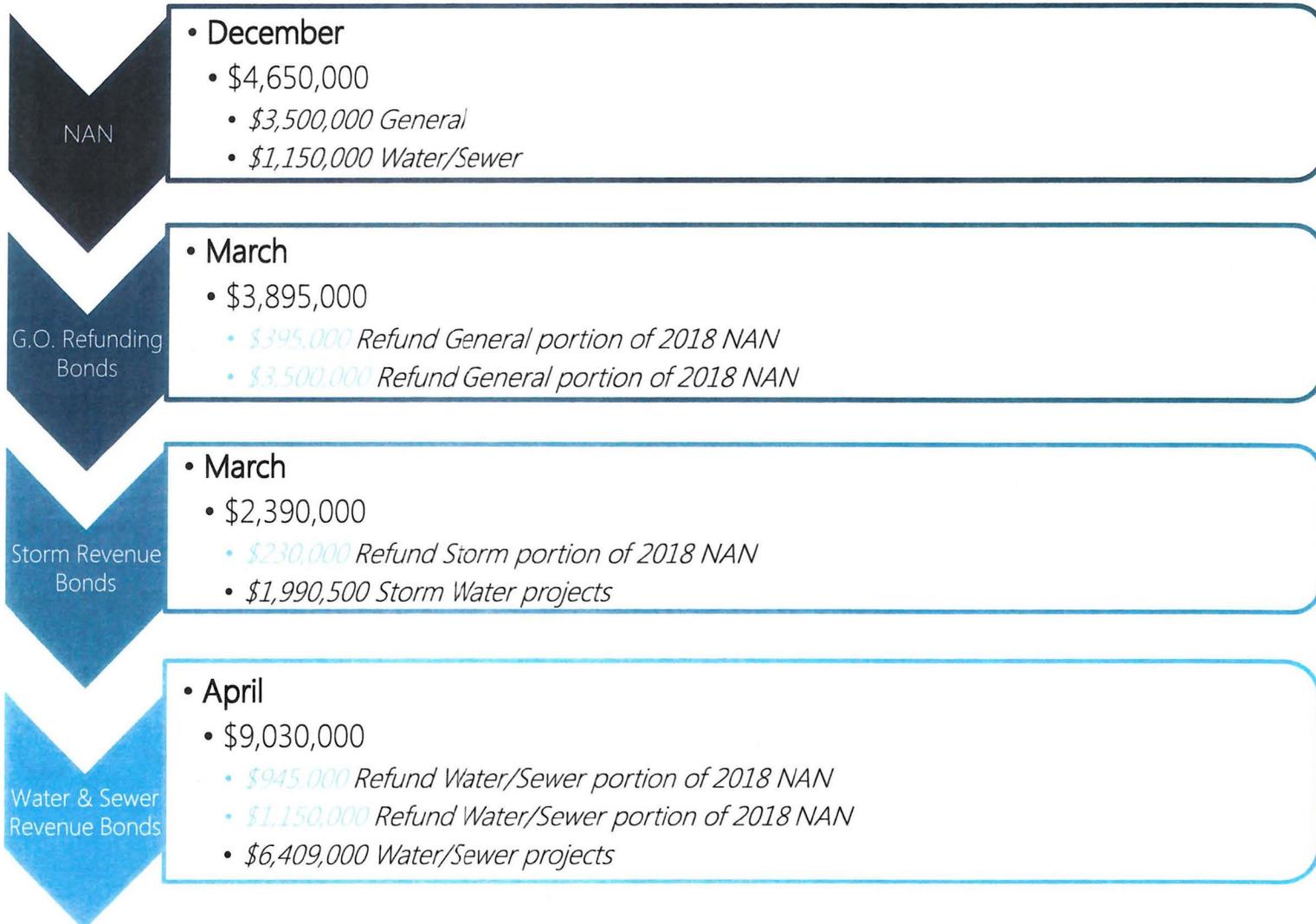
SUMMARY OF BQ STATUS

A strategy to issue 2019 debt as BQ:

- 2018
 - Issue \$4,650,000 BQ for 2019 projects
- 2019
 - Refunding of 2018 NANs does not count toward 2019 BQ
 - *Green font on following page*
 - Aggregate par amount issued at one time cannot exceed \$10,000,000 to be BQ
 - Separating the G.O. & Storm issues from the Water/Sewer issue provides that all three long-term issues can be issued BQ

City of Onalaska

COUNCIL ADOPTS AWARD RESOLUTIONS – BANK QUALIFIED



HAWKINS | ASH

CPAs

#F-9

City of Onalaska, Wisconsin
Estimated Water Cash Flow

	Estimate 2020 for rate increase	Projection 2020	Projection 2019	Estimate 2018	Actual	
					12/31/2017	12/31/2016
Operating Revenue	2,338,925	2,338,925	2,338,925	2,139,522	2,378,978	2,231,701
Operating Expenses						
Operations, maintenance, and general	1,262,726	1,262,726	1,246,058	1,174,695	1,084,800	1,038,032
Taxes	41,401	41,401	40,630	33,619	35,760	36,287
Depreciation	772,660	772,660	741,565	700,941	692,608	628,809
Total Operating Expenses	<u>2,076,787</u>	<u>2,076,787</u>	<u>2,028,253</u>	<u>1,909,255</u>	<u>1,813,168</u>	<u>1,703,128</u>
Operating (loss)	262,138	262,138	310,672	230,267	565,810	528,573
Nonoperating Revenues (Expenses)						
Interest income	14,000	14,000	14,000	13,738	10,158	4,814
Interest and fiscal charges (existing debt)	(126,015)	(126,015)	(132,914)	(143,200)	(150,694)	(136,371)
Transfers out	(418,000)	(418,000)	(418,000)	(418,000)	(408,252)	(414,820)
Misc non operating income (expense)	(8,709)	(8,709)	(19,827)	(18,661)	237,063	(1,396)
Total Nonoperating Revenue (Expenses)	<u>(538,724)</u>	<u>(538,724)</u>	<u>(556,741)</u>	<u>(566,123)</u>	<u>(311,725)</u>	<u>(547,773)</u>
Change in Net Assets	(276,586)	(276,586)	(246,069)	(335,856)	254,085	(19,200)
Add back depreciation	772,660	772,660	741,565	700,941	692,608	628,809
add depreciation charge from sewer	78,972	78,972	78,972	78,972	78,972	76,225
Subtract loan principal payments existing loan	(445,308)	(445,308)	(434,621)	(428,647)	(520,049)	(3,801,051)
Subtract capital project additions	-	(2,141,001)	(2,373,300)	(722,000)	-	-
Subtract capital asset additions	-	-	(269,040)	(104,882)	(643,264)	(1,175,729)
Timing of payables/receivables	-	-	-	-	(76,596)	971,760
Add proceeds from loan	-	-	5,249,300	735,000	234,400	3,448,622
Payment to escrow agent	-	-	-	-	-	(195,836)
Special assessments received	3,000	3,000	3,000	3,000	2,216	5,592
Subtract principal and interest from new loan (MRB)	(370,423)	(370,423)	-	-	-	-
Subtract principal and interest from new loan (NAN)	-	-	(750,619)	(3,818)	-	-
Estimated Cash Flow	<u>(237,685)</u>	<u>(2,378,686)</u>	<u>1,999,188</u>	<u>(77,290)</u>	<u>22,372</u>	<u>(60,808)</u>
Cash balance beginning of year	634,663	3,013,349	1,014,161	1,091,451	1,069,079	1,129,887
Cash balance end of year	<u>396,978</u>	<u>634,663</u>	<u>3,013,349</u>	<u>1,014,161</u>	<u>1,091,451</u>	<u>1,069,079</u>

cash flow needed to break even: (237,685) (456,788) for 2018-2020
 10% 3% simplified increase for 2019
 actual will be determined by PSC
 add'l income needed to get authorized rate of return (500,000)
 21% add'l amount
 Rate of Return (4.5 authorized)
 with projection numbers above 0.69% 1.19% 0.59% 3.74
 with additional revenue of 500k 4.25%

WATER
1 of 2

HAWKINS | ASH

CPAs

City of Onalaska, Wisconsin
Estimated Water Rate

	Projected est 12/31/2019	Estimate 12/31/2018
Res	483,387	445,865
comm	201,174	199,313
mf	78,277	80,541
govt	34,012	27,650
indust	7,140	6,642
irrig	29,908	12,662
Total cf of water used.	833,898	772,674
Change from prior year	8%	
Add'l revenue needed	(737,685)	
increase in base	-	
increase to usage rate	737,685	
Increase per thousand to break even	\$ 0.88	
Estimated charge per 100 CF of water used	\$ 2.43	

	3% simplified rate increase			
	old bill 2018	new 2019	increase	
Average user				
2,300 CF/Qtr-usage charge only	\$ 34.50	\$ 35.65	\$ 1.15	
base charge	16.50	17.00	0.50	
total	\$ 51.00	\$ 52.65	\$ 1.65	3%
Average user				
2,300 CF/Qtr-usage charge only	\$ 35.65	\$ 55.89	\$ 20.24	
base charge	17.00	17.00	-	
total	\$ 52.65	\$ 72.89	\$ 20.24	38%

* current rates higher for residential and lower for nonres/irrigation

Water
2 of 2

HAWKINS | ASH

CPAs

City of Onalaska, Wisconsin
Estimated Sewer Cash Flow

	Estimate 2020	Projection	Projection	Estimate	Actual	
	for rate increase	2020	2019	2018	12/31/2017	12/31/2016
Operating Revenue	1,925,400	1,925,400	1,925,400	2,010,600	1,841,435	1,844,276
Operating Expenses						
Operations, maintenance, and general	1,005,554	1,005,554	993,782	850,365	789,059	771,402
La Crosse treatment charge	983,693	983,693	936,850	936,850	887,316	908,824
Taxes	41,223	41,223	40,415	28,109	26,242	23,993
Depreciation	604,664	604,664	565,099	522,698	529,887	468,913
Total Operating Expenses	<u>2,635,134</u>	<u>2,635,134</u>	<u>2,536,146</u>	<u>2,338,022</u>	<u>2,232,504</u>	<u>2,173,132</u>
Operating (loss)	(709,734)	(709,734)	(610,746)	(327,422)	(391,069)	(328,856)
Nonoperating Revenues (Expenses)						
Interest income	21,000	21,000	21,000	29,654	20,248	5,707
Interest and fiscal charges (existing debt)	(52,829)	(52,829)	(55,656)	(61,724)	(63,648)	(55,519)
Misc non operating income (expense)	(32,311)	(32,311)	110,764	(30,381)	(30,773)	(25,550)
Total Nonoperating Revenue (Expenses)	<u>(64,140)</u>	<u>(64,140)</u>	<u>76,108</u>	<u>(62,451)</u>	<u>(74,173)</u>	<u>(75,362)</u>
Change in Net Assets	(773,874)	(773,874)	(534,638)	(389,873)	(465,242)	(404,218)
Add back depreciation	604,664	604,664	565,099	522,698	529,887	468,913
Less depreciation charge from water	(78,972)	(78,972)	(78,972)	(78,972)	(78,972)	(76,225)
Subtract loan principal payments existing loan	(165,379)	(165,379)	(158,936)	(150,548)	(200,842)	(105,377)
Subtract capital project additions	-	(702,000)	(2,495,300)	(205,000)	-	-
Subtract capital asset additions	-	-	(354,310)	(28,757)	(892,690)	(243,229)
Recapture of cash used	(50,000)	-	-	-	-	-
Timing of payables/receivables	-	-	-	-	729,627	(315,344)
Add proceeds from loan	-	-	3,407,300	210,000	245,600	856,449
Payment to escrow agent	-	-	-	-	-	(118,374)
Special assessments received	4,000	4,000	4,000	4,000	4,410	5,530
Subtract principal and interest from new loan (MRB)	(240,440)	(240,440)	-	-	-	-
Subtract principal and interest from new loan (NAN)	-	-	(214,463)	(1,091)	-	-
Estimated Cash Flow	<u>(700,001)</u>	<u>(1,352,001)</u>	<u>139,780</u>	<u>(117,543)</u>	<u>(128,222)</u>	<u>68,125</u>
Cash balance beginning of year	<u>1,694,014</u>	<u>3,046,015</u>	<u>2,906,235</u>	<u>3,023,778</u>	<u>3,152,000</u>	<u>3,083,875</u>
Cash balance end of year	<u>994,013</u>	<u>1,694,014</u>	<u>3,046,015</u>	<u>2,906,235</u>	<u>3,023,778</u>	<u>3,152,000</u>

cash flow needed: (700,001) (1,212,221) for 2019-2020
36%

Based on capital project borrowing of 3,407,300

		% of operating revenue
cash flow needed for capital projects	(240,440)	12.5%
cash flow related to increase in treatment charges	(46,843)	2.4%
cash flow needed for operations	(412,718)	21.4%

La Crosse treatment charges	983,693	936,850	936,850	
Treatment rate	1.68	1.60	1.57	1.51

SEWER

1 of 2

HAWKINS | ASH

CPAs

City of Onalaska, Wisconsin
Estimated Sewer Rate

	Projected est 12/31/2019	Estimate 12/31/2018	12/31/2017
res	349,133	351,843	346,423
comm	157,161	160,956	153,365
mf	66,387	68,544	64,229
govt	8,585	8,646	8,524
indust	6,007	5,541	6,474
irrig	-	-	-
Total per 100 CF of water used	587,272	595,529	579,015
Change from prior year	-1%		
Add'l revenue needed	700,001		
increase in base	-		
increase to treatment rate	96,912		
increase to transmission rate	603,089		
Increase per thousand to break even	\$ 1.03		
New transmission charge per 100 CF of water used	\$ 2.43		

Average user 2,300 CF/Qtr	old bill 2018	new bill 2019	increase	
transmission charge	\$ 32.20	\$ 55.89	\$ 23.69	
treatment charge	34.73	36.80	2.07	
base charge	6.50	6.50	-	
total bill	\$ 73.43	\$ 99.19	\$ 25.76	35%

SEWER

2 of 2

HAWKINS | ASH

CPAs

City of Onalaska, Wisconsin
Estimated Storm Water Cash Flow

	2020 Estimate for rate increase	Projection		Estimate 2018	Actual	
		2020	2019		12/31/2017	12/31/2016
Operating Revenue	830,189	830,189	830,189	817,016	789,494	771,590
Operating Expenses						
Operations, maintenance, and general	466,160	466,160	457,019	423,700	386,970	364,045
Taxes	13,803	13,803	13,532	12,360	11,707	10,263
Depreciation	610,702	610,702	591,635	540,098	524,511	517,873
Total Operating Expenses	<u>1,090,665</u>	<u>1,090,665</u>	<u>1,062,186</u>	<u>976,158</u>	<u>923,188</u>	<u>892,181</u>
Operating (loss)	(260,476)	(260,476)	(231,997)	(159,142)	(133,694)	(120,591)
Nonoperating Revenues (Expenses)						
Interest income	700	700	700	686	884	696
Interest and fiscal charges (existing debt)	(120,973)	(120,973)	(129,929)	(140,229)	(153,893)	(143,443)
Misc non operating income (expense)	30,051	30,051	24,801	29,823	44,070	47,501
Total Nonoperating Revenue (Expenses)	<u>(90,222)</u>	<u>(90,222)</u>	<u>(104,428)</u>	<u>(109,720)</u>	<u>(108,939)</u>	<u>(95,246)</u>
Change in Net Assets	(350,698)	(350,698)	(336,425)	(268,862)	(242,633)	(215,837)
Add back depreciation	610,702	610,702	591,635	540,098	524,511	517,873
Subtract loan principal payments existing loan	(229,644)	(229,644)	(221,635)	(205,525)	(755,183)	(180,033)
Subtract capital project additions	-	(370,000)	(1,626,300)	(224,000)	-	-
Subtract capital asset additions	-	-	(38,610)	(7,764)	(324,618)	(228,892)
Timing of receivables/payables	-	-	-	-	29,487	100,370
Recapture of cash used (over 5 years)	(29,000)	-	-	-	-	-
Add proceeds from loan	-	-	2,226,300	230,000	868,445	80,000
Payment to escrow agent	-	-	-	-	(39,365)	-
Subtract principal and interest from new loan (MRB)	(161,976)	(161,976)	-	-	-	-
Subtract principal and interest from new loan (NAN)	-	-	(234,888)	(1,195)	-	-
Estimated Cash Flow	<u>(160,616)</u>	<u>(501,616)</u>	<u>360,077</u>	<u>62,752</u>	<u>60,644</u>	<u>73,481</u>
Cash balance beginning of year	392,982	894,598	534,521	471,709	411,125	337,644
Cash balance end of year	<u>232,366</u>	<u>392,982</u>	<u>894,598</u>	<u>534,521</u>	<u>471,769</u>	<u>411,125</u>

cash flow deficit: (160,616) (141,539) for 2019-2020 recapture over 5 years (28,307.80)
19% % of annual operating revenue

NUMBER OF BILLABLE ERU 12,109 approved increase for 2019
\$ increase/ERU/qr 3.32 0.38

STORM WATER

Safe Routes to School Overtime Patrolling Contract

By and between the La Crosse County Health Department and the Onalaska Police Department

I. Parties:

This agreement is made and entered into by and between La Crosse County, a Wisconsin municipal body corporate, represented by the Health Department, whose principal address is 300 Fourth Street North, 2nd Floor, La Crosse, Wisconsin 54601, hereinafter referred to as "PURCHASER", and Onalaska Police Department, whose principal address is 415 Main Street, Onalaska, WI, 54650 hereinafter referred to as "PROVIDER".

II. Purpose & Term:

The purpose of this agreement is to collaborate with the Onalaska Police Department to offer overtime patrolling near (within 2 miles of) Onalaska Elementary Schools participating in SRTS. This Contract shall be for a term commencing September 1st, 2018 or whenever the contract is signed by both parties and ending December 1st, 2018, based on availability of funds from the Wisconsin Safe Routes to School program grant.

III. Scope of Activities

Activity Details	Date
1. Patrol near Onalaska Elementary Schools participating in SRTS	September 1st-December 1st, 2018

IV. Budget & Invoicing

- A. PROVIDER agrees to provide the above services to a maximum amount of \$800.00.
- B. PROVIDER will submit an invoice for services following the completion of the above activities. Invoice will include the number of hours required to complete activity as well as a report summary with dates and times activities occurred.

V. Debarment & Suspension

The Provider certifies by signing this Agreement that neither the Provider nor any of its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in federal assistance programs by any federal department or agency. Provider shall notify the Purchaser within 5 business days in writing by registered or certified mail if the Provider or any of its principals receive a designation from the federal government that they are debarred, suspended, proposed for debarment or declared ineligible by a federal department or agency. Any such suspension or debarment may be grounds for revision or termination of this Agreement. Information on debarment or suspension is available at www.epls.gov.

VI. Authorization to Act

Each signature to this agreement represents that he or she has the authority from his or her respective governing body to enter into this agreement.

VII. Civil Rights Compliance

The PROVIDER is required to have a Civil Rights Compliance Letter of Approval on file to accept Federal funding. PROVIDER will forward a copy to this document to PURCHASER within 15 business days of execution of this agreement, or funding will be withheld by PURCHASER until PROVIDER provides a letter of agreement to PURCHASER. PURCHASER is required to produce all subrecipient Civil Rights Compliance Letters of Approval to the appropriate State Agency upon request.

La Crosse County

By: _____
Tara Johnson, County Board Chair

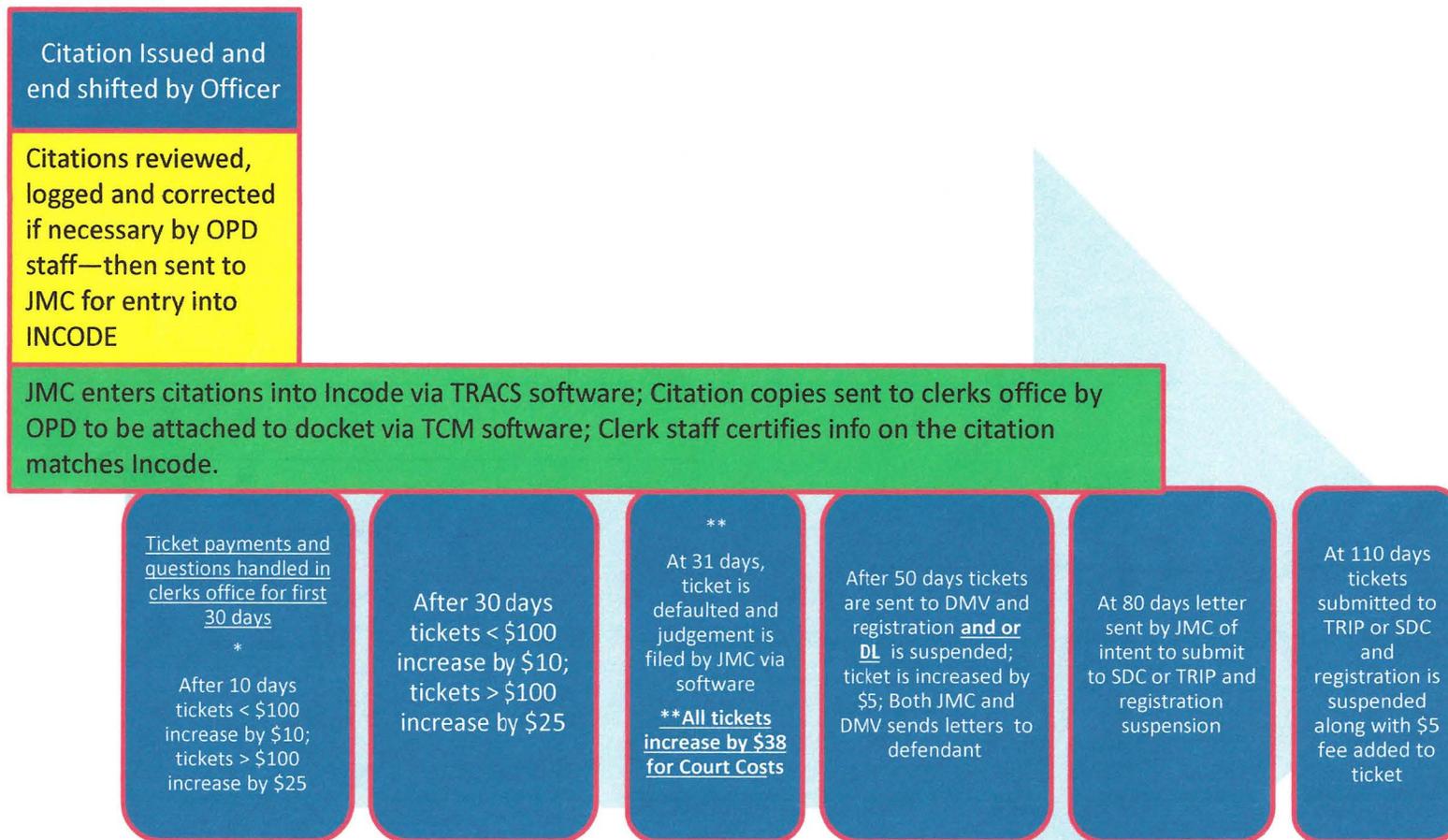
Date

Onalaska Police Department

By: _____
Authorized Representative

Date

Life cycle of a parking citation



*At anytime prior to default, defendant has right to contest and the process freezes at current ticket value.

**Defendant has up to 6 months to file motion to reopen

CITY OF ONALASKA

Grade 21

Position: Buildings Manager
Location: City Hall/Omni Center
Page: 1 of 3

Department: Parks & Recreation
Supervisor: Parks & Recreation Director
Classification: Salaried Exempt

Approved by F & P Committee:
 Approved by Council: 2/25/13

Under the general supervision of the Parks & Recreation Director, an employee in this position performs tasks in the direction and coordination of the maintenance, repair, construction, improvement and upkeep of all City buildings, parking lots and equipment and maintenance operations. This position develops short and long term planning, managing maintenance service contracts, adherence to safe work practices and facility compliance with all appropriate laws. Work is done according to established guidelines and the verbal and written instructions of an immediate supervisor; however, the employee exercises independent judgment and discretion in the management of the buildings and other properties. Work is reviewed for accuracy and adherence to established procedure by the supervising authority.

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. Supervises and directs the maintenance activities of the City's buildings department. Supervises and coordinates the maintenance of buildings at City Hall, Omni Center, Public Works, Library and ~~Tourism~~ Great River Landing.
- B. Supervises the care and maintenance of buildings and equipment under the jurisdiction of the City.
- C. Oversees the hiring, supervising, training, motivating, evaluating, disciplining, scheduling and layout of work for employees assigned to the buildings department.
- D. Oversees the operation and maintenance of all equipment such as heating, ventilating, air conditioning, and plumbing equipment in all buildings. Develops and performs routine preventative maintenance tasks on heating, electrical, air conditioning and plumbing equipment for the purpose of ensuring equipment is in proper working condition.
- E. Supervises the overall acquisition of various cleaning materials, such as waxes, solutions for stripping, wall and window cleaners, and other products needed to keep buildings clean.
- F. Advises and consults in the drawing of specifications for all major projects regarding buildings under the jurisdiction of the City.
- G. Prepares budgets for capital improvements and equipment for all area under the buildings department.
- H. Prepares written materials (work orders, requisitions, evaluations, personnel records, inspection records, snow removal records, etc.) for the purpose of documenting ~~activities~~ activities, providing written support and/or conveying information.
- I. Maintains manual and electronic documents, files and records (-e.g. inspection records, work orders, and requisition, etc.-) for the purpose of documenting maintenance activities and ensuring an up-to-date reference.
- J. Prepares maintenance reports and activities of the assigned areas of responsibility as requested or required. Maintains maintenance logs.
- K. Manage contracts for maintenance services provided by outside vendors as required. Constructs, assembles, repairs, installs and renovates park facilities including buildings, pavilions, restrooms, playgrounds, skate parks, fences, signs, picnic tables, benches, trails, steps, ramps, guard posts and rails, etc.
- L. Prepares and coordinates ice arena assembly to include: maintenance, shaving and flooding the ice arena, and painting of the ice arena. Assists in the training, operation and maintenance of the Zamboni.
- M. Estimates time and material cost for the purpose of providing necessary information for making decisions and/or taking appropriate action.
- N. Participate in meetings for the purpose of conveying and/or receiving information required to perform functions.

CITY OF ONALASKA

Position: Buildings Manager
Location: City Hall/Omni Center
Page: 2 of 3

Department: Parks & Recreation
Supervisor: Parks & Recreation Director
Classification: Salaried Exempt

Approved by F & P Committee:
Approved by Council: 2/25/13

RELATED JOB FUNCTIONS:

- A. Serves on the City's Safety Committee.
- 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. May assist staff with maintenance and building repair or improvement projects.
- ~~C.D.~~ Assist in all ice making and maintaining operations at the Omni Center
- ~~D.E.~~ Other duties as requested or assigned.

REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS AND ABILITIES):

- A. Considerable knowledge of and experience with Computerized Building Automation Control Systems; considerable knowledge of computerized building operations equipment and maintenance equipment, surveillance camera equipment, and building cleaning equipment.
- B. Working knowledge of heating, ventilating, air conditioning, and plumbing equipment.
- C. Working knowledge of various types of construction trades and associated tools, such as electrical, carpentry, painting and masonry.
- D. Considerable knowledge of administrative and management techniques and resources.
- E. Ability to operate, maintain, and repair HVAC, electrical and electronic control systems, and basic plumbing; ability to perform construction and mechanical maintenance and repair duties.
- F. Ability to plan, organize, coordinate, train, manage and supervise the work of subordinates.
- G. Ability to develop and maintain records of activities and drafting reports, including development and implementation of computerized database for scheduled building maintenance & repairs.
- H. Ability to specify and develop bids for building purchases.
- I. Ability to follow complex oral and written instructions and interpret regulations governing the operation of various buildings and grounds.
- J. Ability to act independently to preserve, protect, and maintain City buildings and property especially in times of emergency. Ability to work on own with little or no supervision, and to understand and carry out oral or written instructions.
- K. Ability to budget and coordinate projects City-wide for City buildings and grounds.
- L. Knowledge of occupational hazards and safe work practices.
- M. Knowledge and ability to perform daily maintenance and servicing of vehicles and equipment, and schedule vehicles and equipment for repairs and maintenance; ability to maintain accurate and complete records.
- N. Good oral and written communications skills.
- O. Ability to perform manual labor for extended periods and to withstand exposure to variable weather conditions.
- P. Ability to maintain a professional demeanor and establish effective working relationships with associates, volunteers, staff and public; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.
- ~~P.Q.~~ Ability to operate all ice maintenance and making equipment.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS

- A. Graduation from an accredited college or university with emphasis on building maintenance, public facility management, architecture or other associated discipline, or 7 years of progressively

CITY OF ONALASKA

Position: Buildings Manager
Location: City Hall/Omni Center
Page: 3 of 3

Department: Parks & Recreation
Supervisor: Parks & Recreation Director
Classification: Salaried Exempt

Approved by F & P Committee:
 Approved by Council: 2/25/13

responsible experience in building systems and maintenance. Additional training with basic carpentry, electrical skills, and plumbing/heating skills preferred.

- B. Three (3) years of supervisory experience in large building management.
- C. Experience to include computerized building automation control functions.
- D. Experience operating various types of equipment and tools including but not limited to: power mowers, power trimmers, sprayers, chainsaws, trucks, tractors, power snow blowers and hand tools.
- E. Valid driver's license with good driving record.

PHYSICAL REQUIREMENTS:

- 1. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve frequent lifting, carrying, pushing and pulling.
- 2. Ability to exert moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- 3. Frequent bending and twisting.
- 4. Reaching shoulder height and above to do overhead work.
- 5. Lift, push, and pull objects up to 100 pounds in weight.
- 6. Carrying objects of varying weights and shapes.
- 7. Standing and/or walking up to eight (8) hours daily.
- 8. Ability to climb to various heights.
- 9. Physical ability to use power tools, trucks, tractors and power equipment.
- 10. Percentages of time sitting, standing, and walking may vary depending on the task performed and the time of year.

Percent of 8 Hour Day:

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

 Signature of Employee

 Date

 Signature of Employer

 Date

CITY OF ONALASKA

Grade 15

Position: Buildings Supervisor
Location: City Hall/Omni Center
Page: 1 of 4

Department: Parks & Recreation
Supervisor: Buildings Manager
Classification: Salaried Exempt

Approved by F & P Committee: 9/4/2002, 11/3/2004, 4/4/2007, 2/2/11
 Approved by Council: 9/10/2002, 11/9/2004, 4/10/2007, 2/8/11, 2/25/13

Under supervision of the Buildings Manager, an employee in this classification performs the skilled and semi-skilled tasks involving all maintenance of the Omni Center, City Hall, Library, Tourism Great River Landing, Public Works Facility, and may help at other City buildings. ~~Work assignments are received via oral and/or written requests from City staff or the public and are performed according to established guidelines and/or state and federal standards or regulations. Performs assigned duties on a routine basis with limited supervisory review. All work is subject to the inspection of buildings and grounds by the Buildings Manager. Work is done according to established guidelines and the verbal and written instructions of the immediate supervisor; however, the employee uses discretion in identifying and completing necessary maintenance and repair tasks. Work is reviewed for accuracy and adherence to established procedures by the supervisory authority.~~

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. Other duties may be required and assigned.

- A. Conducts/supervises the operation and maintenance of City buildings to ensure the facilities are usable, safe, and in good repair. Duties include but are not limited to mopping; sweeping and ~~burnishing-waxing~~ floors; picking up trash; checking fire extinguishers; cleaning restrooms, offices, and office fixtures.
- B. Ensures that all materials are purchased within cost, according to and policy guidelines and with manager approval; ~~and that~~ensures inventories are properly maintained and controlled.
- C. Assists in the hiring, supervising, training, motivating, evaluating, disciplining, scheduling and layout of work for employees assigned to the buildings department; ~~Ensures~~ accurate employee time records; and prepares and supervises the preparation of required reports. ~~Maintains any necessary Safety and Buildings Division/OSHA records.~~
- ~~D. Supervises part time building and grounds staff.~~
- D. Reviews, inputs, updates, and maintains online Safety Data Sheets; maintains buildings and all maintenance products in compliance Safety and Buildings Division/OSHA standards; mMaintains any necessary Safety and Buildings Division/OSHA records.
- E. Ensures proper training of workers in relation to safety issues, building operations, hazard communications, and emergency evacuations according to City policies.
- E.F. Performs grounds maintenance so that areas remain attractive and safe.
- F.G. Conducts the operation (including start-up and shut-down) and maintenance of building systems, including but not limited to fire protection ~~and~~, sprinkler systems, heating, ventilation, air conditioning, water, power, ~~and~~ electricity, phone system, and sewer.
- G.H. Ensures overall building security; including building lock-up and maintaining security devices; ~~and is~~ responsible for locking and unlocking doors as needed.
- H.I. Monitors building activity; ~~and~~ implements energy efficiencyies and cost-savings strategies as appropriate.
- I.J. Monitors and participates in electrical repairs to City buildings, fixtures, and equipment, including ~~but not limited to~~: testing circuits to locate problems, replacing switches, outlets, and ballasts; repairing and replacing motors and pumps, installing and repairing exhaust fans, relays, pressure switches, pneumatic/electric devices, and ~~other~~ related tasks.
- J.K. Monitors and oversees contracted projects to verify adherence to specifications, ~~plans~~, codes, and costs pertaining to building maintenance.
- K.L. Maintains the interior and exterior of ~~the~~ City buildings through painting, caulking, and weatherproofing as needed, as well as other means that will maintain the integrity of the building.

CITY OF ONALASKA

Grade 15

Position: Buildings Supervisor
Location: City Hall/Omni Center
Page: 2 of 4

Department: Parks & Recreation
Supervisor: Buildings Manager
Classification: Salaried Exempt

Approved by F & P Committee: 9/4/2002, 11/3/2004, 4/4/2007, 2/2/11
Approved by Council: 9/10/2002, 11/9/2004, 4/10/2007, 2/8/11, 2/25/13

~~L.M.~~ Monitors and participates in office remodeling projects which may include design and installation of specialized equipment, counter tops, cabinets, etc.

~~M.N.~~ Performs plumbing repairs, such as repairing leaks, unplugging drains or toilets, and installing fixtures, such as urinals and toilets.

~~N.O.~~ Keeps abreast on new developments in building and grounds maintenance, including applicable technology advancements.

~~O.P.~~ Maintains a preventive maintenance schedule for buildings, maintenance equipment, and building systems, with strict adherence to that schedule; ~~R~~ responsible for the safe operation of maintenance machinery and appliances.

~~Q.~~ Responsible for equipment and task reports monthly, or as requested.

~~R.~~ Performs or assists in the performance of Omni Center duties: ensures that the hourly ice rental and resurfacing schedules are maintained daily and during the ice season; ensures proper ice conditions are maintained, monitored, and recorded for edging, flooding, and resurfacing including arena install and take down of ice operations; coordinates set up and take down of events with the Buildings Coordinator and assists with event related and enforces and abides by the rules and safety standards of the Omni Center.

~~S.~~ Performs on-call duties for after-hour emergencies, such as reviewing nature of emergency and either performing maintenance repair or contacting appropriate supervisor/staff to resolve the problem.

~~P.~~ Inventory and purchase equipment and supplies needed with manager's approval.

RELATED JOB FUNCTIONS:

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

~~A.~~ Assist with ice arena install and taken down.

~~B.~~ Attends meetings and training sessions as authorized by supervisor.

~~B-C.~~ Performs other duties as needed or assigned.

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

~~A.~~ Knowledge of building construction and plant maintenance and electrical installation and operations. Ability to understand and work from a wide variety of plans, maps, blue prints, and written material.

~~B.~~ Knowledge of plumbing, electrical, and mechanical systems with ability to troubleshoot, secure and direct licensed personnel in particular specialties and inspections.

~~C.~~ Working knowledge of software packages for maintenance management, computerized HVAC control systems, and knowledge of Microsoft Office products with ability to use them effectively.

~~D.~~ Knowledge of principles and techniques used in the operation, maintenance, construction, and repair of ice arenas and recreation facilities.

~~E.~~ Knowledge and ability to operate various types of equipment and tools, including but not limited to: forklifts, platform lifts, motor vehicles, ice arena resurfacers, power hand tools, power snow blowers, and hand tools.

~~F.~~ Ability to troubleshoot and repair plumbing, electrical, carpentry, ice arena, and mechanical problems or notify supervisor and authorized contractors to repair problems.

~~E-G.~~ Knowledge and ability to perform daily maintenance and servicing of vehicles and equipment including scheduling vehicles and equipment for repairs and maintenance.

~~D-H.~~ Ability to write clear, concise letters and reports and maintain accurate and complete records.

CITY OF ONALASKA

Grade 15

Position: Buildings Supervisor
Location: City Hall/Omni Center
Page: 3 of 4

Department: Parks & Recreation
Supervisor: Buildings Manager
Classification: Salaried Exempt

Approved by F & P Committee: 9/4/2002, 11/3/2004, 4/4/2007, 2/2/11
Approved by Council: 9/10/2002, 11/9/2004, 4/10/2007, 2/8/11, 2/25/13

- ~~E.I.~~ Excellent oral and written communication skills; ability to read, understand, and effectively carry out written and oral instructions.
- ~~F.J.~~ Knowledge of materials, methods, and techniques used in construction and maintenance activities; hazards and safety precautions; and Wisconsin Department of Commerce/OSHA rules and regulations.
- ~~G.K.~~ Ability to establish effective working relationships with general public, and City employees.
- ~~H.L.~~ Ability to provide supervision to part-time and seasonal staff.
- ~~I.M.~~ Knowledge of cleaning supplies and equipment, and proper use of those supplies and equipment; and all tools, equipment, and vehicles associated with the work required.
- ~~N.~~ Ability to work independently with little or no supervision.
- ~~O.~~ 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.
- ~~J.~~ Ability to operate all ice maintenance and making equipment.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- ~~A.~~ Associate degree in building maintenance or related field; or equivalent work experience required. Supervisory experience preferred.
- ~~B.~~ Three (3) to five (5) year's experience in maintenance required; with ice arena or related facility experience preferred.
- ~~C.~~ Experience operating various types of equipment and tools, including but not limited to: power mowers and trimmers, sprayers, chainsaws, trucks, tractors, power snow blowers and hand tools.
- ~~B.D.~~ Valid ~~Wisconsin~~ driver's license with good driving record.
- ~~C.A.~~ Performs on-call duties for after-hour emergencies, such as reviewing nature of emergency and either performing maintenance repair or contacting appropriate supervisor/staff to resolve the problem.

PHYSICAL REQUIREMENTS:

- ~~1.~~ Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- ~~2.~~ Ability to exert variable physical effort from sedentary to very heavy physical demands.
- ~~3.~~ Reaches at shoulder height, above, and below shoulder height frequently.
- ~~4.~~ Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements, which may involve heavy to very heavy demands.
- ~~5.~~ Ability see, hear and speak, and to sustain prolonged visual concentration.
- ~~2-6.~~ Frequent twisting, bending, and stooping.
- ~~3-7.~~ Lifts, pushes, pulls, and carries various weights and objects frequently.
- ~~4-8.~~ Thirty (30%) of workday spent sitting.
- ~~5-9.~~ Forty (40%) of work day spent walking.
- ~~6-10.~~ Thirty (30%) of workday spent standing.
- ~~11.~~ Ability to climb ladders to various heights and work on a lift to various heights up to 30 feet.
- ~~7-12.~~ Walking, running, jumping, dodging obstacles, climbing, dragging, pushing/pulling objects.
- ~~8.~~ Lift and carry objects of different shapes and weights frequently.
- ~~9-13.~~ Lifts and carries up to fifty (50) pounds frequently.
- ~~14.~~ Must be able to work in adverse weather conditions, very hot or cold~~Work is done in varying~~ weather conditions.
- ~~10-15.~~ An employee in this position is routinely involved in physical labor and is required to lift maintenance equipment, supplies, construction equipment or other items, which weigh up to 100

CITY OF ONALASKA

Grade 15

Position: Buildings Supervisor
Location: City Hall/Omni Center
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Department: Parks & Recreation
Supervisor: Buildings Manager
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Approved by F & P Committee: 9/4/2002, 11/3/2004, 4/4/2007, 2/2/11
 Approved by Council: 9/10/2002, 11/9/2004, 4/10/2007, 2/8/11, 2/25/13

pounds. The employee must traverse uneven ground and bend and stoop repetitively. The employee is required to operate heavy equipment, motor vehicles or snow removal equipment for long periods of time.

16. Percentages of time sitting, standing, and walking may vary depending on the task performed and the time of year.

Percent of 8 Hour Day

	67% – 100% Consistently	34% – 66% Frequently	6% – 33% Occasionally	0% – 5% Rarely
Sedentary 0 – 10# max			●	
Light Freq. to 10# -20#max		●		
Medium Freq. to 25\$-50# max		●		
Heavy Freq. to 50#-100# max				●
Very Heavy Freq. over 50+# - 100+#				●

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Policy: Social Media Policy

Policy Number: 6.02

Page: 1 of 11

Approved by Technology Committee:

Approved by F & P Committee:

Approved by Council:

POLICY

The role of technology in the 21st century workplace is constantly expanding and evolving and now includes ever changing social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, Twitter®, Instagram®, MySpace™, Google+, 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 discussion or informational website that is frequently updated, consists of diary-style text entries, 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 sharing information via 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. The ability to converse with multiple people in the same conversation differentiates chat rooms from instant messaging programs, which are more typically designed for one-to-one communication.
5. **Instant Messaging** – A set of communication technologies used for primarily text-based communication in real time between two or more participants over the Internet and other types of networks.
- 5.6. **Forum** - An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.

- 6.7. **Personal Website** - Website created or configured by an individual for business, social, or entertainment purposes.
- 7.8. **Social Networking Site** — Online platforms which people use to build social networks or social relations. 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/mobile device.
- 8.9. **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. It is the address where the website Google can be found.
10. **Website** - Any computerized document, file, or menu. A connected group of web pages regarded as a single entity, usually maintained by one person or organization and accessible on the Internet and/or World Wide Web.
- 9.11. Webpage – Any computerized document or file connected to the World Wide Web.

ACCEPTABLE USE

All government operated social media sites accounts and pages 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/account or page.

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-written procedures~~ in effect to prevent inappropriate or technically harmful information and links, which shall be reviewed annually.
- 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)accounts or pages 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-during regular business hours 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 to create or 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-accounts and pages, 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 Human Resources Department or 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.

If the social media account contains an informational or about section in which the City is able to share information, the following information shall be included on each City social media account:

1. The name of the department/committee in which the social media account represents and a brief statement with respect to the purpose for which the department/committee shall use the social media page;
2. An email address of the person to whom the public should contact with respect to comments, questions or concerns regarding the content provided through the social media account;
3. The public record disclaimer as listed below;
4. The City's comment policy as stated above;

Employees using social media to communicate on behalf of the City of Onalaska via mobile apps should use different mobile apps for professional and personal use of social media. If an employee uses Twitter's official mobile app to manage a City account, for example, they should not use the same mobile app to send personal tweets. This helps prevent the accidental posting of personal information to City social media pages and accounts. It is recommended that employees authorized to communicate on behalf of the City of Onalaska download the Facebook Page Manager mobile app to post information to City pages. This app is different than the Facebook mobile app that you would use to manage your personal account. The Page Manager mobile app allows you to post to the City Facebook page(s) without accessing your personal account. This keeps your personal and professional accounts separate and helps prevent the accidental posting of personal information to City social media pages and accounts.

POSTS AND COMMENTS ARE PUBLIC RECORD

Like e-mail, communication via City-related ~~social networking Web sites~~ instant messaging or social networking sites ~~are~~ is a public record. This means that both the posts of the employee administrator and any comments, feedback, or other reactions or responses 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 in the information or about section on the social networking Web-site:

"This ~~social media site is a part of~~ City of Onalaska ~~public record~~governmental account. The City of Onalaska is subject to Wisconsin Statutes relating to public records and disclosure. Posts, photos, comments etc.All content, including information posted by 3rd parties made on City of Onalaska social media sites are considered to be part of the City's public record and may be subject to public disclosure. 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. Private messaging on the City of Onalaska social media accounts should be disabled where possible. Due to the potential preservation issues, City of Onalaska social media accounts may not send director 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 publicly comment on the post and ask that the individual e-mail their specify questions or concerns to the appropriate City e-mail account. 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.

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 pursuant the applicable City retention schedule 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 policies 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/account include City of Onalaska ~~or Discover Onalaska~~ in the sitename?
 - Yes No Does Social Media site/account -include the department name in the site?
 - Yes No Is the Social Media site/account set up as a government site (if applicable)?
 - Yes No Does the Social Media site/account 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/account clearly identify ownership or sponsorship through the use of City logos?
 - Yes No Does the Social Media site/account 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 Does Social Media site/account include the public records disclaimer?
 - Yes No Does Social Media site/account include the City's policy for deleting/removing comments?
 - Yes No Does Social Media site/account include the email address to the appropriate person to contact within the department for questions, concerns etc. related to information shared on the site/account?
- Yes No Is archiving the data available? If no, how is archiving going to be achieved for open records purposes? _____
- _____
- _____

Facebook/Instagram:

- Yes No Does the Facebook page/Instagram account have the ability to receive messages?
- Yes No Does the Facebook page/Instagram account 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?

