



## **PERSONNEL**

10. Review and consideration of out of state travel for Chief Hayes to attend the Apparatus Symposium in Orlando, Florida from January 21 through January 25, 2019
11. Review and consideration of reorganization of Planning, Zoning and Inspection department
12. Review and consideration of new job descriptions and changes to the following existing job descriptions:
  - a. Office Clerical Support - Finance
  - b. Administrative Assistant/Emergency Management Assistant
  - c. Planner/Zoning Inspector to Planning Manager
  - d. Planning Technician (New)
  - e. City Administrator
  - f. Building/UDC Inspector, Commercial Inspector, Electrical Inspector, Plumbing/Heating Inspector to:
    - i. Building Inspector I
    - ii. Building Inspector II
    - iii. Building Inspector III
    - iv. Lead Building Inspector
  - g. Office Clerical Support - Inspection
  - h. City Attorney (New)
  - i. Administrative Assistant/Paralegal (New)
13. Review and consideration of authorization to fill the following positions:
  - a. Office Clerical Support (Part Time to Full Time)
  - b. Planning Technician
  - c. Administrative Assistant/Emergency Management Coordinator (internally only)
14. **Closed Session:** To consider a motion to convene in Closed Session under Section 19.85 (1)(g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:

- **Holiday Heights claim**

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

Adjournment



City of Onalaska

#F-5  
Balance Sheet  
Account Summary  
As Of 11/26/2018

Account	Name	Balance
<b>Fund: 640 - OMNI CENTER</b>		
<b>Assets</b>		
640-11100	CASH	-171,462.82
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	25,819.97
640-16202	PREPAID INSURANCE	7,794.82
640-16500	INVENTORY	3,912.88
640-18100	LAND	0.00
640-18104	LAND IMPROVEMENT	0.00
640-18150	CONSTRUCTION WORK IN PROGRESS	0.00
640-18152	C.W.I.P. - CAMPAIGN FUNDING	0.00
640-18153	C.W.I.P. CAMP FUND CDA	0.00
640-18201	BUILDING #1	0.00
640-18202	BUILDING #2	0.00
640-18203	BUILDING #3	0.00
640-18500	EQUIPMENT	0.00
640-18502	OFFICE EQUIPMENT	0.00
640-18504	C.D.A. - TRANSPORTATION EQUIP	0.00
640-18595	LEASE EQUIPMENT	0.00
640-18931	PROVISION FOR DEPRECIATION	0.00
640-18980	UNAMORTIZED BOND COSTS	0.00
640-19000	WRS NET PENSION ASSET	0.00
640-19200	DEF. OUTFLOW-WRS PENSION-CONTRIBL	53,960.00
	<b>Total Assets:</b>	<b>-72,935.15</b>
		<b><u>-72,935.15</u></b>
<b>Liability</b>		
640-21100	ACCOUNTS PAYABLE	-773.97
640-21110	AP PENDING (DUE TO POOL)	0.00
640-21111	PAYROLL CORRECTIONS	0.00
640-21112	SALES TAX PAYABLE	-2,609.46
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 11/26/2018

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	11,539.78
640-22403	INTEREST ACCRUED - RESTRICTED ASSETS	0.00
640-22408	INTEREST ACCRUED - G.O.	0.00
640-22409	INTEREST ACCRUED - CITY	0.00
640-22901	CURRENT PORTION REDEV.	0.00
640-22903	CURRENT PORTION G.O. ISSUE	0.00
640-22905	CURRENT PORTION CITY LOAN	0.00
640-22906	CURRENT PORT - CITY LOAN RLC	0.00
640-22907	CURRENT PORTION OF LEASE PAYABLE	0.00
640-23415	SECURITY DEPOSITS	3,455.00
640-23421	SEC DEP - SPRING	4,225.00
640-23422	SEC DEP - FALL	7,465.00
640-23423	SEC DEP- SPORTS & ADVENT.	0.00
640-23424	SEC DEP- WEDDING EXPO	0.00
640-23425	SEC DEP - SERV./EQUIP./PRODUCT	0.00
640-23900	WRS NET PENSION LIAB.	5,978.00
640-25100	DUE TO GENERAL FUND	0.00
640-25200	DEFERRED INFLOW-WRS PENSION	25,015.00
640-26101	DEFERRED REVENUE	0.00
640-29000	LOAN PAYABLE TO TOURISM	0.00
640-29001	LOAN PAYABLE TO CITY	0.00
640-29002	LEASE PAYABLE	0.00
640-29204	BONDS PAYABLE 1993	0.00
640-29207	BONDS PAYABLE 1994	0.00
640-29210	BONDS PAYABLE 1995	0.00
640-29213	BONDS PAYABLE 1996	0.00
640-29216	BONDS PAYABLE 1997	0.00
640-29219	BONDS PAYABLE 1998	0.00
640-29221	DEF. LOSS ON EARLY RET.	0.00
640-29222	1998 REFUNDING L.R.B.I.	0.00
640-29224	BONDS PAYABLE - 2002	0.00
640-29225	BONDS PAYABLE - 2006	0.00
640-29226	S.T.F.L. LOAN - 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
<b>Total Liability:</b>		<b>68,581.62</b>
<b>Equity</b>		
640-31202	CONTRIBUTIONS FROM OTHERS	0.00
640-31203	DEPR./CHARGEBACK	0.00
640-31204	CONTRIBUTIONS FROM MUNIC.	0.00
640-32000	INVESTMENT IN CAPITAL ASSETS	0.00
640-34100	FUND BALANCE	-117,858.11
640-34141	SURPLUS/DEFICIT	0.00
640-34148	RESERVED RETAINED EARNINGS	0.00
640-34300	RESTRICTED FOR WRS PENSION	22,967.00
<b>Total Beginning Equity:</b>		<b>-94,891.11</b>
Total Revenue		462,064.54
Total Expense		508,690.20
Revenues Over/Under Expenses		-46,625.66
<b>Total Equity and Current Surplus (Deficit):</b>		<b>-141,516.77</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>-72,935.15</u></b>



City of Onalaska

# Budget Report Account Summary

For Fiscal: 2018 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 640 - OMNI CENTER</b>							
<b>Revenue</b>							
640-00000-41110	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-41210	ROOM TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46716	RECR FEES >AGE 18	2,200.00	2,200.00	0.00	904.27	-1,295.73	58.90 %
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE)	157,719.00	157,719.00	0.00	116,999.94	-40,719.06	25.82 %
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	44,585.00	44,585.00	0.00	7,756.90	-36,828.10	82.60 %
640-00000-46744	CONCESSION REV. (TAXABLE)	40,000.00	40,000.00	0.00	46,077.73	6,077.73	115.19 %
640-00000-46745	CATERING REVENUE-(TAXABLE)	6,000.00	6,000.00	0.00	1,948.58	-4,051.42	167.52 %
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	1,430.21	-319.79	18.27 %
640-00000-46751	PRO SHOP REVENUE	6,000.00	6,000.00	0.00	1,027.86	-4,972.14	82.87 %
640-00000-46752	RENTALS INC. (ARENA) TAXAB	12,000.00	12,000.00	0.00	16,854.30	4,854.30	140.45 %
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	10,000.00	10,000.00	0.00	11,000.00	1,000.00	110.00 %
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	1,500.00	1,500.00	0.00	1,529.03	29.03	101.94 %
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	6,000.00	6,000.00	0.00	4,201.09	-1,798.91	29.98 %
640-00000-46757	RENTAL INC. (SPACE/ST-TAX.)	35,000.00	35,000.00	0.00	33,020.00	-1,980.00	5.66 %
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	5,000.00	5,000.00	0.00	5,578.84	578.84	111.58 %
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T	2,500.00	2,500.00	0.00	2,460.30	-39.70	1.59 %
640-00000-46760	RENTAL INC. (SHELTER NON-TAXAB	1,000.00	1,000.00	0.00	100.00	-900.00	90.00 %
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	5,454.77	454.77	109.10 %
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	1,200.00	1,200.00	0.00	2,827.98	1,627.98	235.67 %
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	7,500.00	7,500.00	0.00	5,727.26	-1,772.74	23.64 %
640-00000-46769	CATERING REVENUE-(NON TAX.)	3,500.00	3,500.00	0.00	3,495.63	-4.37	0.12 %
640-00000-48001	MISC. INCOME (NONTAXABLE)	7,000.00	7,000.00	0.00	115.00	-6,885.00	98.36 %
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	34,358.20	-10,641.80	23.65 %
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	1,000.00	1,000.00	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	7,154.37	2,154.37	143.09 %
640-00000-49201	OPERATING TRANSFER IN	183,174.00	183,174.00	0.00	136,156.32	-47,017.68	25.67 %
640-00000-49221	TRANSFER FROM CITY (TOURI)	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-49406	SALE OF CITY PROPERTY - OMNI	0.00	0.00	0.00	3,167.86	3,167.86	0.00 %
640-00000-49900	DEPRECIATION/CHARGEBACK	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Revenue Total:</b>		<b>610,378.00</b>	<b>610,378.00</b>	<b>0.00</b>	<b>462,064.54</b>	<b>-148,313.46</b>	<b>24.30 %</b>
<b>Expense</b>							
640-55450-110	SALARIES - REGULAR	140,580.00	140,580.00	10,826.18	116,831.39	23,748.61	16.89 %
640-55450-120	WAGES - REGULAR	13,330.00	13,330.00	1,012.16	11,472.31	1,857.69	13.94 %
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	3,462.90	61,882.63	-3,243.63	-5.53 %

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
640-150-127	OVERTIME - TEMP/SEAS		0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-150	FICA		16,260.00	16,260.00	1,111.97	13,875.13	2,384.87	14.67 %
640-55450-151	RETIREMENT (WRS)		10,312.00	10,312.00	793.20	8,564.08	1,747.92	16.95 %
640-55450-152	HEALTH INSURANCE		47,417.00	47,417.00	2,842.35	29,090.74	18,326.26	38.65 %
640-55450-153	DENTAL INSURANCE		2,943.00	2,943.00	0.00	2,232.80	710.20	24.13 %
640-55450-154	LIFE INSURANCE		52.00	52.00	3.20	32.42	19.58	37.65 %
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	3,984.88	3,515.12	46.87 %
640-55450-214	FIRE CONTRACTUAL		1,560.00	1,560.00	0.00	1,649.32	-89.32	-5.73 %
640-55450-220	WATER/SEWER/STORM WATER		7,717.00	7,717.00	0.00	7,741.99	-24.99	-0.32 %
640-55450-221	ELECTRIC & GAS		173,286.00	173,286.00	0.00	135,380.16	37,905.84	21.87 %
640-55450-225	PHONE/INTERNET/CABLE		8,500.00	8,500.00	691.00	8,867.51	-367.51	-4.32 %
640-55450-240	SOFTWARE MAINTENANCE CONTR		3,320.00	3,320.00	0.00	4,488.06	-1,168.06	-35.18 %
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	997.50	10,442.86	5,782.14	35.64 %
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	741.80	1,885.89	464.11	19.75 %
640-55450-320	SUBSCRIPTIONS & DUES		500.00	500.00	0.00	505.00	-5.00	-1.00 %
640-55450-323	GENERAL ADVERTISING		15,000.00	15,000.00	0.00	11,526.16	3,473.84	23.16 %
640-55450-324	RECRUITMENT		100.00	100.00	0.00	249.00	-149.00	-149.00 %
640-150-330	SEMINARS, CONF & TRAVEL		1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
640-55450-340	OPERATING SUPPLIES		16,000.00	16,000.00	162.74	11,983.82	4,016.18	25.10 %
640-55450-341	PRINTING & FORMS		0.00	0.00	0.00	486.14	-486.14	0.00 %
640-55450-342	CLEANING & SANITARY SUPPLIES		5,500.00	5,500.00	443.04	4,704.50	795.50	14.46 %
640-55450-343	CONCESSIONS SUPPLIES		23,000.00	23,000.00	891.03	28,015.34	-5,015.34	-21.81 %
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	1,398.88	7,234.77	3,765.23	34.23 %
640-55450-360	VEHICLE MAINT. & REPAIRS		500.00	500.00	567.95	52.62	447.38	89.48 %
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	355.19	4,010.22	1,489.78	27.09 %
640-55450-510	INS - WORKERS COMP		7,000.00	7,000.00	0.00	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 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
64-50-692 AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-450-693 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	600.00	-600.00	0.00 %
<b>Expense Total:</b>	<b>610,378.00</b>	<b>610,378.00</b>	<b>26,301.09</b>	<b>508,690.20</b>	<b>101,687.80</b>	<b>16.66 %</b>
<b>Fund: 640 - OMNI CENTER Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-26,301.09</b>	<b>-46,625.66</b>	<b>-46,625.66</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-26,301.09</b>	<b>-46,625.66</b>	<b>-46,625.66</b>	<b>0.00 %</b>



City of Onalaska

**#F-6**  
**Balance Sheet**  
**Account Summary**  
 As Of 11/20/2018

Account	Name	Balance
<b>Fund: 100 - GENERAL FUND</b>		
<b>Assets</b>		
100-11100	CASH	-3,578,352.49
100-11103	CASH-CAFE PLAN	16,899.14
100-11305	TEMPORARY INVESTMENTS	12,805,647.42
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00
100-11510	DONATIONS SAVINGS ACCT	4,646.28
100-11511	NON-CITY INVESTMENTS	141.73
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	4,168.70
100-12332	2017-18 Delq. / P/P TAXES	20,876.39
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	1,191.74
100-12609	S/A STORM SEWER	0.00
100-12611	S/A STREET CONSTRUCTION	130,637.79
100-12613	S/A CURB & GUTTER	68,050.84
100-12626	S/A SIDEWALK	66,600.35
100-12632	S/A ALLEY PAVING	12,046.00
100-13100	OTHER ACCOUNTS RECEIVABLE	20,832.35
100-13102	A/REC. - CDA/OMNI NOTE	0.00
100-13113	A/ REC. - OMNI	0.00
100-13115	ACCOUNTS RECEIVABLE - G. LUTH	0.00
100-13122	ALLOWANCE FOR UNCOLLECTIBLE ACCOL	0.00
100-13125	ACCOUNTS RECEIVABLE - C.D.A. MGMT	956.75
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	43,897.31
<b>Total Assets:</b>		<b>9,622,575.18</b>
		<u><b>9,622,575.18</b></u>

Balance Sheet

As Of 11/20/2018

Account	Name	Balance
<b>Liability</b>		
100-21100	ACCOUNTS PAYABLE	55,512.73
100-21110	AP PENDING (DUE TO POOL)	13,724.45
100-21111	CORRECTIONS PAYABLE	-1,097.08
100-21112	G.F. SALES TAX PAYABLE	158.68
100-21405	DOT-PARKING TICKETS	-3,024.00
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	12.35
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	16,317.70
100-21581	SUPPORT PAYMENTS	0.00
100-21700	ACCRUED WAGES	0.00
100-21901	PAYABLE TO SHARED RIDE	80.00
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	297.00
100-24600	MOBILE HOME TAX DUE - OSD	1,883.86
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	125,885.90
100-26230	POSTPONED S/A-SIDEWALK	86,939.37
100-26260	POSTPONED S/A-ALLEY PAVING	17,067.41
100-28000	NON-CITY FUNDS	141.68
	<b>Total Liability:</b>	<b>445,499.09</b>

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

Balance Sheet

As Of 11/20/2018

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
	<b>Total Beginning Equity:</b>	<b>8,304,341.67</b>
Total Revenue		8,187,496.55
Total Expense		7,314,762.13
Revenues Over/Under Expenses		<u>872,734.42</u>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>9,177,076.09</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>9,622,575.18</u></b>



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 00000 - NON DEPARTMENTAL</b>							
100-00000-44110	GENERAL PROPERTY TAXES	5,729,884.00	5,729,884.00	0.00	5,729,884.00	0.00	0.00 %
100-00000-41111	OMITTED TAXES (R/E & P/P)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-41140	MOBILE HOME TAXES	65,000.00	65,000.00	3,052.90	54,007.70	-10,992.30	16.91 %
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	1,158.49	30,667.42	-9,369.58	23.40 %
100-00000-41300	PAYMENTS IN LIEU OF TAXES	126,000.00	126,000.00	0.00	132,114.27	6,114.27	104.85 %
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	1,139.34	-360.66	24.04 %
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	4,000.00	4,000.00	0.00 %
100-00000-43530	STATE AID ROAD ALLOTMENT	790,000.00	790,000.00	0.00	777,644.55	-12,355.45	1.56 %
100-00000-43541	STATE AID FOR CONNECTING STRE	39,700.00	39,700.00	0.00	40,058.21	358.21	100.90 %
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 %
100-00000-43625	STATE AID - PERSONAL PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43690	STATE AID OTHER PAYMENTS	0.00	0.00	0.00	13,023.66	13,023.66	0.00 %
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	22,800.00	22,800.00	0.00	33,240.00	10,440.00	145.79 %
100-00000-44120	OPERATOR LICENSE	4,500.00	4,500.00	20.00	6,401.00	1,901.00	142.24 %
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	85,340.02	-78,659.98	47.96 %
100-00000-44171	CELL TOWER FEES	12,600.00	12,600.00	0.00	11,827.00	-773.00	6.13 %
100-00000-44175	MOBILE HOME LICENSE	375.00	375.00	0.00	990.00	615.00	264.00 %
100-00000-44185	TAXI 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 LICENSSES	750.00	750.00	0.00	2,580.00	1,830.00	344.00 %
100-00000-44195	OTHER LICENSSES	12,000.00	12,000.00	250.00	15,728.50	3,728.50	131.07 %
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	10.50	7,259.00	-27,741.00	79.26 %
100-00000-44220	CAT LICENSE	24,000.00	24,000.00	99.00	29,018.80	5,018.80	120.91 %
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	1,625.25	117,390.15	12,390.15	111.80 %
100-00000-44311	PLAN REVIEW	500.00	500.00	120.00	1,080.00	580.00	216.00 %
100-00000-44315	ELECTRICAL PERMITS	20,000.00	20,000.00	1,278.85	69,147.97	49,147.97	345.74 %
100-00000-44320	HEATING & A/C PERMITS	17,000.00	17,000.00	210.00	17,691.50	691.50	104.07 %
100-00000-44323	PLUMBING PERMIT FEES	16,000.00	16,000.00	1,068.00	20,984.18	4,984.18	131.15 %
100-00000-44325	STREET OPENING PERMITS	750.00	750.00	0.00	1,150.00	400.00	153.33 %

① 30,667.42 - 721.53 - 382.52 = 29,563.37 OK 3rd QTR

Budget Report

For Fiscal: 2018 Period Ending: 11/30/2018

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1C	00-44330	SIDEWALK PERMIT	750.00	750.00	0.00	845.00	95.00	112.67 %
100-00000	44335	RAILROAD PERMIT	150.00	150.00	0.00	143.98	-6.02	4.01 %
100-00000	44336	RECREATIONAL BURNING PERMIT	11,000.00	11,000.00	0.00	11,120.00	120.00	101.09 %
100-00000	44340	OTHER PERMITS	200.00	200.00	0.00	925.00	725.00	462.50 %
100-00000	44345	P.U.D. PERMIT	0.00	0.00	0.00	2,800.00	2,800.00	0.00 %
100-00000	44347	SITE PLANS	1,500.00	1,500.00	250.00	4,800.00	3,300.00	320.00 %
100-00000	44410	ZONING	6,000.00	6,000.00	20.00	10,990.16	4,990.16	183.17 %
100-00000	45110	COURT PENALTIES	90,000.00	90,000.00	0.00	99,052.60	9,052.60	110.06 %
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	44,901.25	-98.75	0.22 %
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	126.00	11,282.62	1,782.62	118.76 %
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	29.00	1,268.23	268.23	126.82 %
100-00000	46221	FALSE ALARMS	5,000.00	5,000.00	0.00	3,030.00	-1,970.00	39.40 %
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	2,979.16	1,779.16	248.26 %
100-00000	46711	PARK FACILITY RENTAL	12,000.00	12,000.00	0.00	13,039.12	1,039.12	108.66 %
100-00000	46715	RECREATION FEES	70,000.00	70,000.00	0.00	67,568.84	-2,431.16	3.47 %
100-00000	46716	RECR. FEES > AGE 18	8,600.00	8,600.00	0.00	9,255.00	655.00	107.62 %
11	00-46725	SWIMMING POOL REVENUE	67,425.00	67,425.00	0.00	64,924.80	-2,500.20	3.71 %
100-00000	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	337.00	337.00	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	34,443.17	1,242.17	103.74 %
100-00000	47330	INTERGOV'T CHGS. FOR STR SERV.	8,500.00	8,500.00	0.00	0.00	-8,500.00	100.00 %
100-00000	48000	MISCELLANEOUS INCOME	12,000.00	12,000.00	-3,614.12	-4,064.48	-16,064.48	133.87 %
100-00000	48100	INTEREST INCOME	60,000.00	60,000.00	0.00	122,264.68	62,264.68	203.77 %
100-00000	48130	INTEREST DONATION ACCT.	0.00	0.00	0.00	15.18	15.18	0.00 %
100-00000	48131	INTEREST - NON CITY	0.00	0.00	0.00	0.05	0.05	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	2,343.74	2,343.74	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 %
1	000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
16	0000-48510	CONTRIBUTION FROM SCHOOL DIS	21,000.00	21,000.00	0.00	16,658.57	-4,341.43	20.67 %

Budget Report

For Fiscal: 2018 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1C	00-48530	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00 %
100-00000-49000		GAIN ON SALE OF CITY PROPERTY	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 %
100-00000-49402		SALE OF CITY PROPERTY - OTHER E	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 %
100-00000-49997		SURPLUS FUNDS APPLIED	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 00000 - NON DEPARTMENTAL Total:</b>		<b>9,023,087.00</b>	<b>9,023,087.00</b>	<b>5,703.87</b>	<b>8,187,496.55</b>	<b>-835,590.45</b>	<b>9.26 %</b>
<b>Revenue Total:</b>		<b>9,023,087.00</b>	<b>9,023,087.00</b>	<b>5,703.87</b>	<b>8,187,496.55</b>	<b>-835,590.45</b>	<b>9.26 %</b>
<b>Expense</b>							
<b>Department: 51100 - COMMON COUNCIL</b>							
100-51100-110		SALARIES - REGULAR	29,600.00	29,600.00	0.00	24,800.00	4,800.00 16.22 %
100-51100-150		FICA	2,264.00	2,264.00	0.00	1,897.20	366.80 16.20 %
100-51100-240		Software Contractual	0.00	0.00	0.00	0.00	0.00 %
100-51100-291		TRANSCRIPTION CONTRACTUAL	7,200.00	7,200.00	210.60	2,939.03	4,260.97 59.18 %
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	7.10	192.90 96.45 %
100-51100-312		COPY USAGE & PAPER	1,000.00	1,000.00	255.59	871.55	128.45 12.85 %
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	1,383.19	4,560.86	7,579.14 62.43 %
100-51100-341		PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51100 - COMMON COUNCIL Total:</b>		<b>58,775.00</b>	<b>58,775.00</b>	<b>1,849.38</b>	<b>41,975.88</b>	<b>16,799.12</b>	<b>28.58 %</b>
<b>Department: 51110 - POLICE &amp; FIRE COMMISSION</b>							
100-51110-290		OTHER CONTRACTUAL SERVICES	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 %
100-51110-312		COPY USAGE & PAPER	100.00	100.00	0.00	196.42	-96.42 -96.42 %
<b>Department: 51110 - POLICE &amp; FIRE COMMISSION Total:</b>		<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	<b>542.10</b>	<b>-442.10</b>	<b>-442.10 %</b>
<b>Department: 51200 - MUNICIPAL COURT</b>							
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	315.65	965.46	-753.46 -355.41 %
<b>Department: 51200 - MUNICIPAL COURT Total:</b>		<b>312.00</b>	<b>312.00</b>	<b>315.65</b>	<b>965.46</b>	<b>-653.46</b>	<b>-209.44 %</b>
<b>Department: 51300 - LEGAL</b>							
100-51300-110		SALARIES REGULAR	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 %
100-51300-150		FICA	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 %
100-51300-152		HEALTH INSURANCE	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 %
100-51300-154		LIFE INSURANCE	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 %
100-51300-241		EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00 %
100-51300-290		OTHER CONTRACTUAL SERVICES	138,000.00	138,000.00	0.00	85,369.63	52,630.37 38.14 %
100-51300-310		OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00 %
100-51300-311		POSTAGE	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 %
100-51300-320		SUBSCRIPTIONS & DUES	0.00	0.00	0.00	892.78	-892.78 0.00 %
100-51300-321		CERTIFICATIONS & LICENSES	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 %
100-51300-340		OPERATING SUPPLIES	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 %
<b>Department: 51300 - LEGAL Total:</b>		<b>138,000.00</b>	<b>138,000.00</b>	<b>0.00</b>	<b>86,262.41</b>	<b>51,737.59</b>	<b>37.49 %</b>
<b>Department: 51408 - CITY ADMINISTRATOR</b>							
1	408-110	SALARIES REGULAR	91,071.00	91,071.00	3,538.13	77,026.70	14,044.30 15.42 %
1C	408-150	FICA	6,967.00	6,967.00	265.63	5,797.94	1,169.06 16.78 %

Budget Report

For Fiscal: 2018 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-51408-151	RETIREMENT (WRS)	6,102.00	6,102.00	237.05	5,160.78	941.22	15.42 %
100-51408-152	HEALTH INSURANCE	4,978.00	4,978.00	414.87	4,563.57	414.43	8.33 %
100-51408-153	DENTAL INSURANCE	758.00	758.00	0.00	631.40	126.60	16.70 %
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	310.28	789.72	71.79 %
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	2.80	61.69	208.31	77.15 %
100-51408-312	COPY USAGE/PAPER	400.00	400.00	0.50	40.92	359.08	89.77 %
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	311.37	798.41	201.59	20.16 %
100-51408-340	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	764.22	2,235.78	74.53 %
100-51408-341	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
<b>Department: 51408 - CITY ADMINISTRATOR Total:</b>		<b>118,846.00</b>	<b>118,846.00</b>	<b>4,770.35</b>	<b>97,012.61</b>	<b>21,833.39</b>	<b>18.37 %</b>
<b>Department: 51410 - MAYOR</b>							
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	10,483.66	1,906.34	15.39 %
100-51410-150	FICA	948.00	948.00	36.46	802.12	145.88	15.39 %
100-51410-151	RETIREMENT (WRS)	712.00	712.00	27.36	601.92	110.08	15.46 %
100-51410-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-225	PHONE/INTERNET/CABLE	828.00	828.00	9.94	411.03	416.97	50.36 %
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	14.24	62.23	277.77	81.70 %
100-51410-311	POSTAGE	60.00	60.00	0.00	0.47	59.53	99.22 %
100-51410-312	COPY USAGE & PAPER	100.00	100.00	17.51	42.30	57.70	57.70 %
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	285.10	315.10	84.90	21.23 %
100-51410-340	OPERATING SUPPLIES	200.00	200.00	0.00	180.00	20.00	10.00 %
100-51410-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51410 - MAYOR Total:</b>		<b>16,153.00</b>	<b>16,153.00</b>	<b>867.14</b>	<b>13,465.97</b>	<b>2,687.03</b>	<b>16.63 %</b>
<b>Department: 51411 - FINANCE</b>							
100-51411-110	SALARIES - REGULAR	69,915.00	69,915.00	2,951.69	64,271.78	5,643.22	8.07 %
100-51411-120	WAGES -REGULAR	23,946.00	23,946.00	962.78	20,308.82	3,637.18	15.19 %
100-51411-124	WAGES - PERM PT	26,944.00	26,944.00	1,598.52	21,230.09	5,713.91	21.21 %
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	339.39	7,710.59	2,001.41	20.61 %
100-51411-151	RETIREMENT (WRS)	7,513.00	7,513.00	262.26	6,426.79	1,086.21	14.46 %
100-51411-152	HEALTH INSURANCE	11,073.00	11,073.00	950.19	10,452.09	620.91	5.61 %
100-51411-153	DENTAL INSURANCE	1,679.00	1,679.00	0.00	1,156.80	522.20	31.10 %
100-51411-154	LIFE INSURANCE	80.00	80.00	6.34	69.39	10.61	13.26 %
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	39.79	388.23	181.77	31.89 %
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	6,922.08	-2,422.08	-53.82 %
100-51411-310	OFFICE SUPPLIES	1,200.00	1,200.00	470.99	1,434.58	-234.58	-19.55 %
100-51411-311	POSTAGE	1,500.00	1,500.00	197.26	1,487.43	12.57	0.84 %
100-51411-312	COPY USAGE & PAPER	1,000.00	1,000.00	182.52	1,992.17	-992.17	-99.22 %
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	115.81	558.13	2,456.87	81.49 %
100-51411-341	PRINTING & FORMS	500.00	500.00	0.00	196.03	303.97	60.79 %
<b>Department: 51411 - FINANCE Total:</b>		<b>171,272.00</b>	<b>171,272.00</b>	<b>8,077.54</b>	<b>146,198.91</b>	<b>25,073.09</b>	<b>14.64 %</b>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>partment: 51420 - CITY CLERK</b>							
100-51420-110	SALARIES - REGULAR	72,554.00	72,554.00	2,828.48	61,305.78	11,248.22	15.50 %
100-51420-120	WAGES - REGULAR	51,674.00	51,674.00	2,015.02	43,694.88	7,979.12	15.44 %
100-51420-121	OVERTIME - REGULAR	286.00	286.00	24.93	24.93	261.07	91.28 %
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	342.30	7,420.47	2,104.53	22.09 %
100-51420-151	RETIREMENT (WRS)	8,342.00	8,342.00	326.18	7,036.71	1,305.29	15.65 %
100-51420-152	HEALTH INSURANCE	21,003.00	21,003.00	1,750.22	19,252.42	1,750.58	8.33 %
100-51420-153	DENTAL INSURANCE	2,335.00	2,335.00	0.00	1,946.00	389.00	16.66 %
100-51420-154	LIFE INSURANCE	91.00	91.00	7.95	85.80	5.20	5.71 %
100-51420-225	PHONE/INTERNET/CABLE	1,200.00	1,200.00	79.58	840.10	359.90	29.99 %
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	6.90	109.03	1,120.97	91.14 %
100-51420-311	POSTAGE	2,200.00	2,200.00	74.36	1,198.22	1,001.78	45.54 %
100-51420-312	COPY USAGE & PAPER	1,000.00	1,000.00	10.37	822.02	177.98	17.80 %
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	0.00	1,584.73	465.27	22.70 %
100-51420-340	OPERATING SUPPLIES	755.00	755.00	293.75	418.19	341.81	45.27 %
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 %
<b>Department: 51420 - CITY CLERK Total:</b>		<b>175,860.00</b>	<b>175,860.00</b>	<b>7,760.04</b>	<b>146,444.04</b>	<b>29,415.96</b>	<b>16.73 %</b>
<b>partment: 51440 - ELECTIONS</b>							
100-51440-126	WAGES - TEMP/SEAS	18,647.00	18,647.00	627.00	7,736.26	10,910.74	58.51 %
100-51440-150	FICA	470.00	470.00	47.96	47.96	422.04	89.80 %
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	46.66	248.23	451.77	64.54 %
100-51440-311	POSTAGE	600.00	600.00	282.77	1,136.42	-536.42	-89.40 %
100-51440-312	COPY USAGE & PAPER	600.00	600.00	49.50	419.44	180.56	30.09 %
100-51440-322	LEGAL NOTICES	2,200.00	2,200.00	115.96	1,015.09	1,184.91	53.86 %
100-51440-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51440-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51440-340	OPERATING SUPPLIES	1,780.00	1,780.00	0.00	1,117.70	662.30	37.21 %
100-51440-341	PRINTING & FORMS	2,000.00	2,000.00	0.00	632.45	1,367.55	68.38 %
<b>Department: 51440 - ELECTIONS Total:</b>		<b>28,497.00</b>	<b>28,497.00</b>	<b>1,169.85</b>	<b>13,637.11</b>	<b>14,859.89</b>	<b>52.15 %</b>
<b>Department: 51500 - AUDIT</b>							
100-51500-290	OTHER CONTRACTUAL SERVICES	17,515.00	17,515.00	0.00	18,880.00	-1,365.00	-7.79 %
<b>Department: 51500 - AUDIT Total:</b>		<b>17,515.00</b>	<b>17,515.00</b>	<b>0.00</b>	<b>18,880.00</b>	<b>-1,365.00</b>	<b>-7.79 %</b>
<b>Department: 51510 - HUMAN RESOURCES</b>							
100-51510-110	SALARIES - REGULAR	39,122.00	39,122.00	1,581.98	33,606.36	5,515.64	14.10 %
100-51510-120	WAGES - REGULAR	17,668.00	17,668.00	702.58	15,345.24	2,322.76	13.15 %
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	154.70	3,340.32	1,003.68	23.10 %
100-51510-151	RETIREMENT (WRS)	3,805.00	3,805.00	153.07	3,279.81	525.19	13.80 %
100-51510-152	HEALTH INSURANCE	18,482.00	18,482.00	1,540.19	16,942.09	1,539.91	8.33 %
100-51510-153	DENTAL INSURANCE	1,090.00	1,090.00	0.00	908.10	181.90	16.69 %
100-51510-154	LIFE INSURANCE	12.00	12.00	1.19	12.39	-0.39	-3.25 %
100-51510-225	PHONE/INTERNET/CABLE	150.00	150.00	9.94	105.91	44.09	29.39 %
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	0.00	3,613.25	2,548.75	41.36 %
100-51510-310	OFFICE SUPPLIES	445.00	445.00	122.56	399.98	45.02	10.12 %

Budget Report

For Fiscal: 2018 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1	510-311	POSTAGE	200.00	200.00	6.11	92.00	108.00 54.00 %
100-51510-312		COPY USAGE & PAPER	295.00	295.00	38.36	511.21	-216.21 -73.29 %
100-51510-320		SUBSCRIPTIONS & DUES	535.00	535.00	25.00	534.00	1.00 0.19 %
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	165.03	1,304.83	-529.83 -68.37 %
100-51510-340		OPERATING SUPPLIES	650.00	650.00	56.39	834.74	-184.74 -28.42 %
100-51510-341		PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00 100.00 %
<b>Department: 51510 - HUMAN RESOURCES Total:</b>		<b>94,225.00</b>	<b>94,225.00</b>	<b>4,557.10</b>	<b>80,830.23</b>	<b>13,394.77</b>	<b>14.22 %</b>
<b>Department: 51530 - ASSESSOR</b>							
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	29.80	316.32	133.68 29.71 %
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	210,300.71	26,630.29 11.24 %
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	354.85	2,480.68	-1,480.68 -148.07 %
100-51530-312		COPY USAGE & PAPER	250.00	250.00	0.00	12.12	237.88 95.15 %
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 %
<b>Department: 51530 - ASSESSOR Total:</b>		<b>242,954.00</b>	<b>242,954.00</b>	<b>19,409.91</b>	<b>217,408.65</b>	<b>25,545.35</b>	<b>10.51 %</b>
<b>Department: 51540 - IT</b>							
100-51540-110		SALARIES - REGULAR	35,282.00	35,282.00	1,364.25	15,871.06	19,410.94 55.02 %
100-51540-120		WAGES-REGULAR	5,889.00	5,889.00	234.19	5,115.07	773.93 13.14 %
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	119.20	1,509.96	855.04 36.15 %
100-51540-151		RETIREMENT (WRS)	2,758.00	2,758.00	107.09	1,398.38	1,359.62 49.30 %
100-51540-152		HEALTH INSURANCE	6,680.00	6,680.00	1,064.14	4,551.06	2,128.94 31.87 %
100-51540-153		DENTAL INSURANCE	789.00	789.00	0.00	340.74	448.26 56.81 %
100-51540-154		LIFE INSURANCE	7.00	7.00	0.83	3.08	3.92 56.00 %
100-51540-225		PHONE/INTERNET/CABLE	1,504.00	1,504.00	0.00	2,570.63	-1,066.63 -70.92 %
100-51540-240		SOFTWARE MAINTENANCE CONTR	23,443.00	23,443.00	0.00	16,517.35	6,925.65 29.54 %
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	3,554.70	19,538.55	-5,534.55 -39.52 %
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	104.37	2,033.25	2,900.75 58.79 %
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 %
<b>Department: 51540 - IT Total:</b>		<b>104,755.00</b>	<b>104,755.00</b>	<b>6,548.77</b>	<b>70,797.10</b>	<b>33,957.90</b>	<b>32.42 %</b>
<b>Department: 51600 - CITY HALL</b>							
100-51600-110		SALARIES - REGULAR	49,488.00	49,488.00	1,701.94	41,112.08	8,375.92 16.93 %
100-51600-124		WAGES - PERM PT	11,831.00	11,831.00	337.50	6,646.71	5,184.29 43.82 %
100-51600-125		OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00 0.00 %

Budget Report

For Fiscal: 2018 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-00-126	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	150.45	3,673.97	-1,017.03	21.68 %
100-51600-151	RETIREMENT (WRS)	3,316.00	3,316.00	114.03	2,610.70	705.30	21.27 %
100-51600-152	HEALTH INSURANCE	8,529.00	8,529.00	364.04	6,777.88	1,751.12	20.53 %
100-51600-153	DENTAL INSURANCE	492.00	492.00	0.00	372.98	119.02	24.19 %
100-51600-154	LIFE INSURANCE	31.00	31.00	1.30	24.66	6.34	20.45 %
100-51600-211	BOILER CONTRACTUAL	670.00	670.00	0.00	355.97	314.03	46.87 %
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	3,324.37	2,771.63	45.47 %
100-51600-214	FIRE CONTRACTUAL	2,739.00	2,739.00	0.00	2,617.40	121.60	4.44 %
100-51600-220	WATER/SEWER/STORM WATER	8,460.00	8,460.00	0.00	6,569.38	1,890.62	22.35 %
100-51600-221	ELECTRIC & GAS	40,000.00	40,000.00	0.00	41,955.73	-1,955.73	-4.89 %
100-51600-225	PHONE/INTERNET/CABLE	5,868.00	5,868.00	423.27	4,935.40	932.60	15.89 %
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	0.00	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	0.00	807.77	-57.77	-7.70 %
100-51600-290	OTHER CONTRACTUAL SERVICES	3,923.00	3,923.00	33.60	2,592.54	1,330.46	33.91 %
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	431.56	5,187.30	1,337.70	20.50 %
100-51600-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-342	CLEANING & SANITARY SUPPLIES	3,000.00	3,000.00	138.00	3,788.56	-788.56	-26.29 %
100-51600-350	BLDG & GRDS MAINT & REPAIRS	4,225.00	4,225.00	142.50	5,667.83	-1,442.83	-34.15 %
100-51600-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	68.49	139.06	360.94	72.19 %
100-51600-361	REGULAR FUEL	850.00	850.00	0.00	256.45	593.55	69.83 %
100-51600-362	OFF ROAD FUEL	250.00	250.00	37.42	287.01	-37.01	-14.80 %
100-51600-363	EQUIPMENT MAINT & REPAIRS	1,000.00	1,000.00	0.00	1,959.06	-959.06	-95.91 %
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	0.00	39.00	11.00	22.00 %
<b>Department: 51600 - CITY HALL Total:</b>		<b>172,515.00</b>	<b>172,515.00</b>	<b>3,944.10</b>	<b>153,445.78</b>	<b>19,069.22</b>	<b>11.05 %</b>
<b>Department: 51900 - OTHER GOVERNMENT</b>							
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	137.70	-1,071.13	1,071.13	0.00 %
<b>Department: 51900 - OTHER GOVERNMENT Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>137.70</b>	<b>-1,071.13</b>	<b>1,071.13</b>	<b>0.00 %</b>
<b>Department: 51938 - SICK LEAVE PAYOUT</b>							
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51938 - SICK LEAVE PAYOUT Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 51939 - WORKER'S COMPENSATION</b>							
100-51939-510	INS - WORKERS COMP	76,732.00	76,732.00	0.00	79,811.00	-3,079.00	-4.01 %
<b>Department: 51939 - WORKER'S COMPENSATION Total:</b>		<b>76,732.00</b>	<b>76,732.00</b>	<b>0.00</b>	<b>79,811.00</b>	<b>-3,079.00</b>	<b>-4.01 %</b>
<b>Department: 51940 - UNEMPLOYMENT COMPENSATION</b>							
100-51940-517	UNEMPLOYMENT	3,000.00	3,000.00	568.54	965.38	2,034.62	67.82 %
<b>Department: 51940 - UNEMPLOYMENT COMPENSATION Total:</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>568.54</b>	<b>965.38</b>	<b>2,034.62</b>	<b>67.82 %</b>
<b>Department: 51941 - SALES TAX</b>							
100-51941-301	SALES TAX	9,700.00	9,700.00	171.60	6,271.76	3,428.24	35.34 %
<b>Department: 51941 - SALES TAX Total:</b>		<b>9,700.00</b>	<b>9,700.00</b>	<b>171.60</b>	<b>6,271.76</b>	<b>3,428.24</b>	<b>35.34 %</b>

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
<b>Department: 51942 - ILLEGAL ASSESSMENTS</b>							
100-51942-397	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	1,391.22	-1,391.22	0.00 %
<b>Department: 51942 - ILLEGAL ASSESSMENTS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,391.22</b>	<b>-1,391.22</b>	<b>0.00 %</b>
<b>Department: 51943 - INS - FIRE, COMP / COLL, BOILER</b>							
100-51943-511	INS - FIRE, COMP/COLL, BOILER	40,800.00	40,800.00	0.00	39,509.00	1,291.00	3.16 %
<b>Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:</b>		<b>40,800.00</b>	<b>40,800.00</b>	<b>0.00</b>	<b>39,509.00</b>	<b>1,291.00</b>	<b>3.16 %</b>
<b>Department: 51944 - INS - VEHICLES</b>							
100-51944-512	INS - VEHICLES	18,800.00	18,800.00	0.00	18,840.00	-40.00	-0.21 %
<b>Department: 51944 - INS - VEHICLES Total:</b>		<b>18,800.00</b>	<b>18,800.00</b>	<b>0.00</b>	<b>18,840.00</b>	<b>-40.00</b>	<b>-0.21 %</b>
<b>Department: 51945 - PROPERTY &amp; LIABILITY VEHICLE INSURANCE</b>							
100-51945-513	INS - CVMIC, LIABILITY, PROF	34,373.00	34,373.00	0.00	31,094.00	3,279.00	9.54 %
<b>Department: 51945 - PROPERTY &amp; LIABILITY VEHICLE INSURANCE</b>		<b>34,373.00</b>	<b>34,373.00</b>	<b>0.00</b>	<b>31,094.00</b>	<b>3,279.00</b>	<b>9.54 %</b>
<b>Department: 51946 - SIR</b>							
100-51946-514	SIR	2,000.00	2,000.00	0.00	5,000.00	-3,000.00	-150.00 %
<b>Department: 51946 - SIR Total:</b>		<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-3,000.00</b>	<b>-150.00 %</b>
<b>Department: 51947 - MONIES &amp; SECURITIES INSURANCE MISC</b>							
100-51947-515	INS - MONIES & SECURITIES	1,600.00	1,600.00	0.00	1,036.00	564.00	35.25 %
<b>Department: 51947 - MONIES &amp; SECURITIES INSURANCE MISC Tot</b>		<b>1,600.00</b>	<b>1,600.00</b>	<b>0.00</b>	<b>1,036.00</b>	<b>564.00</b>	<b>35.25 %</b>
<b>Department: 51980 - UNCOLLECTABLE ACCOUNTS</b>							
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	3,875.07	-3,875.07	0.00 %
<b>Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,875.07</b>	<b>-3,875.07</b>	<b>0.00 %</b>
<b>Department: 52100 - POLICE</b>							
100-52100-110	SALARIES - REGULAR	228,123.00	228,123.00	7,960.37	145,541.45	82,581.55	36.20 %
100-52100-120	WAGES - REGULAR	1,593,923.00	1,593,923.00	62,319.98	1,314,174.21	279,748.79	17.55 %
100-52100-121	OVERTIME - REGULAR	70,120.00	70,120.00	2,796.12	72,898.61	-2,778.61	-3.96 %
100-52100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	0.00	13,352.11	-13,352.11	0.00 %
100-52100-124	WAGES - PERM PT	9,994.00	9,994.00	411.30	9,978.90	15.10	0.15 %
100-52100-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-126	WAGES - TEMP/SEAS	24,243.00	24,243.00	1,095.75	14,258.46	9,984.54	41.19 %
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	226.20	5,267.18	-5,267.18	0.00 %
100-52100-141	ON CALL	9,200.00	9,200.00	200.00	4,400.00	4,800.00	52.17 %
100-52100-150	FICA	148,073.00	148,073.00	5,312.57	112,795.82	35,277.18	23.82 %
100-52100-151	RETIREMENT (WRS)	250,291.00	250,291.00	10,270.45	220,572.48	29,718.52	11.87 %
100-52100-152	HEALTH INSURANCE	452,651.00	452,651.00	37,296.23	394,004.07	58,646.93	12.96 %
100-52100-153	DENTAL INSURANCE	27,404.00	27,404.00	30.35	21,323.71	6,080.29	22.19 %
100-52100-154	LIFE INSURANCE	535.00	535.00	43.26	446.98	88.02	16.45 %
100-52100-221	ELECTRIC & GAS	16,000.00	16,000.00	0.00	15,256.61	743.39	4.65 %
100-52100-225	PHONE/INTERNET/CABLE	5,940.00	5,940.00	378.19	6,902.22	-962.22	-16.20 %
100-52100-226	MOBILE DATA AIR CARDS	9,000.00	9,000.00	0.00	5,378.03	3,621.97	40.24 %
100-52100-240	SOFTWARE MAINTENANCE CONTR	21,463.00	21,463.00	0.00	19,971.52	1,491.48	6.95 %
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	504.90	2,355.71	238.29	9.19 %
100-52100-310	OFFICE SUPPLIES	1,300.00	1,300.00	150.37	882.28	417.72	32.13 %
100-52100-311	POSTAGE	2,000.00	2,000.00	199.47	1,643.44	356.56	17.83 %
100-52100-312	COPY USAGE & PAPER	1,000.00	1,000.00	111.19	1,507.57	-507.57	-50.76 %
100-52100-320	SUBSCRIPTIONS & DUES	3,205.00	3,205.00	0.00	3,030.00	175.00	5.46 %
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	444.26	9,674.92	5,725.08	37.18 %
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	542.91	7,886.38	4,113.62	34.28 %
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	158.03	1,148.13	651.87	36.22 %
100-52100-342	CLEANING & SANITARY SUPPLIES	150.00	150.00	39.67	63.43	86.57	57.71 %
100-52100-350	BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	412.79	608.64	691.36	53.18 %
100-52100-360	VEHICLE MAINT. & REPAIRS	12,000.00	12,000.00	3,661.88	10,433.37	1,566.63	13.06 %

Budget Report

For Fiscal: 2018 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-361	REGULAR FUEL	41,423.00	41,423.00	4,280.31	36,382.83	5,040.17	12.17 %
100-363	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	0.00	635.96	864.04	57.60 %
100-380	PUBLIC EDUCATION	500.00	500.00	0.00	0.00	500.00	100.00 %
100-381	EMPLOYMENT TESTING	2,000.00	2,000.00	-0.00	6,596.32	-4,596.32	-229.82 %
100-382	UNIFORMS & SAFETY ATTIRE	12,000.00	12,000.00	1,848.89	8,071.44	3,928.56	32.74 %
100-390	AMMUNITION	6,000.00	6,000.00	-487.25	5,463.55	536.45	8.94 %
100-391	ERT SUPPLIES	1,500.00	1,500.00	0.00	902.55	597.45	39.83 %
100-392	NON LETHAL SUPPLIES	2,000.00	2,000.00	0.00	60.00	1,940.00	97.00 %
100-399	ADD'L SOFTWARE & UPGRADES	1,500.00	1,500.00	0.00	5,518.10	-4,018.10	-267.87 %
<b>Department: 52100 - POLICE Total:</b>		<b>2,993,791.00</b>	<b>2,993,791.00</b>	<b>140,208.19</b>	<b>2,482,443.93</b>	<b>511,347.07</b>	<b>17.08 %</b>
<b>Department: 52200 - FIRE</b>							
100-110	SALARIES - REGULAR	172,371.00	172,371.00	10,242.25	174,357.29	-1,986.29	-1.15 %
100-120	WAGES - REGULAR	626,268.00	626,268.00	23,944.98	496,052.72	130,215.28	20.79 %
100-121	OVERTIME - REGULAR	46,000.00	46,000.00	2,357.38	59,653.85	-13,653.85	-29.68 %
100-123	OVERTIME - DOUBLE TIME	0.00	0.00	0.00	0.00	0.00	0.00 %
100-124	WAGES - PERM PT	72,735.00	72,735.00	4,652.00	52,990.57	19,744.43	27.15 %
100-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-141	ON CALL	0.00	0.00	60.00	750.00	-750.00	0.00 %
100-150	FICA	17,811.00	17,811.00	851.42	13,806.60	4,004.40	22.48 %
100-151	RETIREMENT (WRS)	168,670.00	168,670.00	7,168.58	144,855.36	23,814.64	14.12 %
100-152	HEALTH INSURANCE	208,445.00	208,445.00	15,706.72	179,914.64	28,530.36	13.69 %
100-153	DENTAL INSURANCE	12,819.00	12,819.00	0.00	9,847.75	2,971.25	23.18 %
100-154	LIFE INSURANCE	226.00	226.00	24.48	232.86	-6.86	-3.04 %
100-212	ELEVATORS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-221	ELECTRIC & GAS	17,256.00	17,256.00	0.00	19,070.79	-1,814.79	-10.52 %
100-225	PHONE/INTERNET/CABLE	3,000.00	3,000.00	182.71	3,022.63	-22.63	-0.75 %
100-226	MOBILE DATA AIR CARDS	2,400.00	2,400.00	0.00	2,476.74	-76.74	-3.20 %
100-240	SOFTWARE MAINTENANCE CONTR	6,208.00	6,208.00	0.00	5,407.50	800.50	12.89 %
100-241	EQUIPMENT MAINTENANCE CONT	3,488.00	3,488.00	0.00	2,488.00	1,000.00	28.67 %
100-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-290	OTHER CONTRACTUAL SERVICES	7,255.00	7,255.00	0.00	2,560.57	4,694.43	64.71 %
100-310	OFFICE SUPPLIES	500.00	500.00	47.98	157.76	342.24	68.45 %
100-311	POSTAGE	200.00	200.00	0.47	325.81	-125.81	-62.91 %
100-312	COPY USAGE & PAPER	180.00	180.00	34.91	500.02	-320.02	-177.79 %
100-320	SUBSCRIPTIONS & DUES	1,626.00	1,626.00	0.00	1,219.00	407.00	25.03 %
100-321	CERTIFICATIONS & LICENSES	1,000.00	1,000.00	240.00	573.51	426.49	42.65 %
100-324	RECRUITMENT	250.00	250.00	0.00	0.00	250.00	100.00 %
100-330	SEMINARS, CONF & TRAVEL	4,300.00	4,300.00	617.83	1,708.63	2,591.37	60.26 %
100-340	OPERATING SUPPLIES	7,041.00	7,041.00	96.86	5,766.16	1,274.84	18.11 %
100-341	PRINTING & FORMS	200.00	200.00	0.00	0.00	200.00	100.00 %
100-342	CLEANING & SANITARY SUPPLIES	2,000.00	2,000.00	196.47	1,030.62	969.38	48.47 %
100-350	BLDG & GRDS MAINT & REPAIRS	1,000.00	1,000.00	0.00	100.65	899.35	89.94 %
100-360	VEHICLE MAINT. & REPAIRS	6,000.00	6,000.00	0.00	12,900.31	-6,900.31	-115.01 %
100-361	REGULAR FUEL	7,000.00	7,000.00	852.22	7,604.77	-604.77	-8.64 %
100-362	OFF ROAD FUEL	200.00	200.00	36.07	163.98	36.02	18.01 %
100-363	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	199.52	675.43	824.57	54.97 %
100-380	PUBLIC EDUCATION	1,000.00	1,000.00	0.00	632.45	367.55	36.76 %
100-381	EMPLOYMENT TESTING	2,000.00	2,000.00	0.00	6,925.92	-4,925.92	-246.30 %
100-382	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	110.00	3,247.83	-247.83	-8.26 %
100-394	EMS - SUPPLIES	3,500.00	3,500.00	211.88	4,389.43	-889.43	-25.41 %
100-399	ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	187.50	-37.50	-25.00 %
<b>Department: 52200 - FIRE Total:</b>		<b>1,407,599.00</b>	<b>1,407,599.00</b>	<b>67,834.73</b>	<b>1,215,597.65</b>	<b>192,001.35</b>	<b>13.64 %</b>
<b>Department: 52210 - HYDRANTS</b>							
100-290	OTHER CONTRACTUAL SERVICES	403,078.00	403,078.00	0.00	0.00	403,078.00	100.00 %
<b>Department: 52210 - HYDRANTS Total:</b>		<b>403,078.00</b>	<b>403,078.00</b>	<b>0.00</b>	<b>0.00</b>	<b>403,078.00</b>	<b>100.00 %</b>
<b>Department: 52400 - INSPECTIONS</b>							
100-110	SALARIES - REGULAR	39,221.00	39,221.00	1,520.32	36,146.62	3,074.38	7.84 %

Budget Report

For Fiscal: 2018 Period Ending: 11/30/2018

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
100-00-120	WAGES - REGULAR	265,275.00	265,275.00	10,280.67	223,534.19	41,740.81	15.73 %
100-52400-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-124	WAGES - PERM. P.T.	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	836.56	18,530.08	4,801.92	20.58 %
100-52400-151	RETIREMENT (WRS)	20,401.00	20,401.00	790.67	17,220.16	3,180.84	15.59 %
100-52400-152	HEALTH INSURANCE	73,287.00	73,287.00	6,374.12	69,864.52	3,422.48	4.67 %
100-52400-153	DENTAL INSURANCE	4,413.00	4,413.00	17.30	3,773.71	639.29	14.49 %
100-52400-154	LIFE INSURANCE	189.00	189.00	16.51	179.48	9.52	5.04 %
100-52400-225	PHONE/INTERNET/CABLE	2,340.00	2,340.00	90.75	2,909.68	-569.68	-24.35 %
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	24.59	279.45	420.55	60.08 %
100-52400-312	COPY USAGE & PAPER	1,500.00	1,500.00	17.57	327.59	1,172.41	78.16 %
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	3,246.63	-246.63	-8.22 %
100-52400-340	OPERATING SUPPLIES	150.00	150.00	0.00	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	5.52	343.83	-43.83	-14.61 %
100-52400-361	REGULAR FUEL	3,100.00	3,100.00	191.84	2,114.71	985.29	31.78 %
100-52400-381	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 52400 - INSPECTIONS Total:</b>		<b>448,943.00</b>	<b>448,943.00</b>	<b>20,166.42</b>	<b>394,054.75</b>	<b>54,888.25</b>	<b>12.23 %</b>
<b>Department: 52601 - EMERGENCY GOVERNMENT</b>							
100-52601-290	OTHER CONTRACTUAL SERVICES	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00 %
100-52601-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<b>Department: 52601 - EMERGENCY GOVERNMENT Total:</b>		<b>11,000.00</b>	<b>11,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>1,000.00</b>	<b>9.09 %</b>
<b>Department: 52700 - JAIL</b>							
100-52700-290	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00	100.00 %
<b>Department: 52700 - JAIL Total:</b>		<b>200.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>100.00 %</b>
<b>Department: 53100 - ENGINEERING</b>							
100-53100-110	SALARIES - REGULAR	77,993.00	77,993.00	3,027.22	68,182.83	9,810.17	12.58 %
100-53100-120	WAGES - REGULAR	2,201.00	2,201.00	86.02	1,875.64	325.36	14.78 %
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	223.38	5,042.16	1,092.84	17.81 %
100-53100-151	RETIREMENT (WRS)	5,373.00	5,373.00	208.59	4,559.95	813.05	15.13 %
100-53100-152	HEALTH INSURANCE	17,983.00	17,983.00	1,677.94	15,771.49	2,211.51	12.30 %
100-53100-153	DENTAL INSURANCE	1,108.00	1,108.00	12.97	980.15	127.85	11.54 %
100-53100-154	LIFE INSURANCE	26.00	26.00	1.62	21.83	4.17	16.04 %
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	69.62	1,918.46	407.54	17.52 %
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	36.02	199.78	300.22	60.04 %
100-53100-312	COPY USAGE & PAPER	650.00	650.00	0.50	926.59	-276.59	-42.55 %
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 %
100-53100-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	6.14	251.61	248.39	49.68 %

Budget Report

For Fiscal: 2018 Period Ending: 11/30/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining	
100-361	700.00	700.00	112.35	1,154.52	-454.52	-64.93 %	
100-53100-399	550.00	550.00	0.00	0.00	550.00	100.00 %	
<b>Department: 53100 - ENGINEERING Total:</b>		<b>120,220.00</b>	<b>120,220.00</b>	<b>5,462.37</b>	<b>102,888.41</b>	<b>17,331.59</b>	<b>14.42 %</b>
<b>Department: 53310 - BOARD OF PUBLIC WORKS</b>							
100-53310-291	1,200.00	1,200.00	211.51	964.47	235.53	19.63 %	
100-53310-311	50.00	50.00	0.00	0.00	50.00	100.00 %	
100-53310-312	600.00	600.00	0.00	30.00	570.00	95.00 %	
100-53310-322	400.00	400.00	0.00	0.00	400.00	100.00 %	
<b>Department: 53310 - BOARD OF PUBLIC WORKS Total:</b>		<b>2,250.00</b>	<b>2,250.00</b>	<b>211.51</b>	<b>994.47</b>	<b>1,255.53</b>	<b>55.80 %</b>
<b>Department: 53311 - STREET</b>							
100-53311-110	42,851.00	42,851.00	1,686.17	36,481.51	6,369.49	14.86 %	
100-53311-120	293,832.00	293,832.00	11,892.00	257,274.19	36,557.81	12.44 %	
100-53311-121	14,000.00	14,000.00	172.65	6,937.33	7,062.67	50.45 %	
100-53311-124	4,937.00	4,937.00	149.08	1,291.58	3,645.42	73.84 %	
100-53311-125	0.00	0.00	0.00	0.00	0.00	0.00 %	
100-53311-126	5,070.00	5,070.00	0.00	796.92	4,273.08	84.28 %	
100-53311-127	0.00	0.00	0.00	0.00	0.00	0.00 %	
100-53311-150	27,592.00	27,592.00	991.35	21,722.12	5,869.88	21.27 %	
100-53311-151	23,496.00	23,496.00	921.32	20,146.46	3,349.54	14.26 %	
100-53311-152	97,113.00	97,113.00	9,332.43	99,979.31	-2,866.31	-2.95 %	
100-53311-153	7,041.00	7,041.00	0.00	6,011.80	1,029.20	14.62 %	
100-53311-154	190.00	190.00	16.25	171.20	18.80	9.89 %	
100-53311-211	100.00	100.00	0.00	88.97	11.03	11.03 %	
100-53311-213	800.00	800.00	0.00	702.51	97.49	12.19 %	
100-53311-214	650.00	650.00	37.00	477.91	172.09	26.48 %	
100-53311-220	2,100.00	2,100.00	0.00	2,403.48	-303.48	-14.45 %	
100-53311-221	8,662.00	8,662.00	0.00	7,560.54	1,101.46	12.72 %	
3311-225	2,694.00	2,694.00	221.15	3,545.43	-851.43	-31.60 %	
53311-230	250.00	250.00	0.00	0.00	250.00	100.00 %	
100-53311-240	710.00	710.00	0.00	637.50	72.50	10.21 %	
100-53311-241	100.00	100.00	0.00	0.00	100.00	100.00 %	
100-53311-242	11,500.00	11,500.00	0.00	8,765.00	2,735.00	23.78 %	
100-53311-243	0.00	0.00	0.00	0.00	0.00	0.00 %	
100-53311-290	16,000.00	16,000.00	675.75	18,995.62	-2,995.62	-18.72 %	
100-53311-310	200.00	200.00	15.03	118.41	81.59	40.80 %	
100-53311-311	300.00	300.00	12.06	17.11	282.89	94.30 %	
100-53311-312	50.00	50.00	12.97	145.80	-95.80	-191.60 %	
100-53311-320	0.00	0.00	0.00	-0.00	0.00	0.00 %	
100-53311-322	100.00	100.00	0.00	271.07	-171.07	-171.07 %	
100-53311-324	50.00	50.00	0.00	0.00	50.00	100.00 %	
100-53311-330	500.00	500.00	0.00	746.94	-246.94	-49.39 %	
100-53311-340	4,850.00	4,850.00	374.75	6,135.23	-1,285.23	-26.50 %	
100-53311-341	100.00	100.00	0.00	0.00	100.00	100.00 %	
100-53311-342	600.00	600.00	0.00	340.59	259.41	43.24 %	
100-53311-350	1,500.00	1,500.00	151.92	1,912.63	-412.63	-27.51 %	
100-53311-360	5,500.00	5,500.00	196.04	13,272.78	-7,772.78	-141.32 %	
100-53311-361	20,800.00	20,800.00	773.02	11,337.37	9,462.63	45.49 %	
100-53311-362	5,000.00	5,000.00	276.25	3,982.18	1,017.82	20.36 %	
100-53311-363	12,000.00	12,000.00	57.50	3,611.00	8,389.00	69.91 %	
100-53311-370	77,105.00	77,105.00	0.00	93,305.31	-16,200.31	-21.01 %	
100-53311-371	2,500.00	2,500.00	0.00	1,403.34	1,096.66	43.87 %	
100-53311-375	5,000.00	5,000.00	1,058.88	7,537.91	-2,537.91	-50.76 %	
100-53311-381	500.00	500.00	0.00	526.93	-26.93	-5.39 %	
100-53311-382	1,000.00	1,000.00	80.50	209.37	790.63	79.06 %	
100-53311-399	0.00	0.00	0.00	0.00	0.00	0.00 %	
<b>Department: 53311 - STREET Total:</b>		<b>697,343.00</b>	<b>697,343.00</b>	<b>29,104.07</b>	<b>638,863.35</b>	<b>58,479.65</b>	<b>8.39 %</b>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 53312 - STREET SIGNS &amp; SIGNALS</b>							
100-53312-221	ELECTRIC & GAS	7,800.00	7,800.00	0.00	3,218.99	4,581.01	58.73 %
100-53312-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53312-292	ELECTRICAL CONTRACTUAL	800.00	800.00	3.75	3.75	796.25	99.53 %
100-53312-372	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	3,205.53	8,690.67	309.33	3.44 %
100-53312-373	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<b>Department: 53312 - STREET SIGNS &amp; SIGNALS Total:</b>		<b>19,100.00</b>	<b>19,100.00</b>	<b>3,209.28</b>	<b>11,913.41</b>	<b>7,186.59</b>	<b>37.63 %</b>
<b>Department: 53315 - STREET LIGHTS</b>							
100-53315-221	ELECTRIC & GAS	225,955.00	225,955.00	12,573.75	162,524.95	63,430.05	28.07 %
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	674.16	3,948.65	8,051.35	67.09 %
100-53315-374	STREET LIGHT MAINT & REPAIRS	2,000.00	2,000.00	140.56	3,161.51	-1,161.51	-58.08 %
<b>Department: 53315 - STREET LIGHTS Total:</b>		<b>239,955.00</b>	<b>239,955.00</b>	<b>12,040.15</b>	<b>169,727.11</b>	<b>70,227.89</b>	<b>29.27 %</b>
<b>Department: 53440 - STORM WATER</b>							
100-53440-200	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 53440 - STORM WATER Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 54110 - ANIMAL CONTROL</b>							
100-54110-290	OTHER CONTRACTUAL SERVICES	66,840.00	66,840.00	5,570.00	55,700.00	11,140.00	16.67 %
<b>Department: 54110 - ANIMAL CONTROL Total:</b>		<b>66,840.00</b>	<b>66,840.00</b>	<b>5,570.00</b>	<b>55,700.00</b>	<b>11,140.00</b>	<b>16.67 %</b>
<b>Department: 55110 - LIBRARY</b>							
100-55110-110	SALARIES - REGULAR	29,111.00	29,111.00	1,004.28	22,799.42	6,311.58	21.68 %
100-55110-124	WAGES - PERM PT	10,616.00	10,616.00	450.00	7,893.00	2,723.00	25.65 %
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	107.88	2,258.46	780.54	25.68 %
100-55110-151	RETIREMENT (WRS)	1,950.00	1,950.00	67.28	1,510.45	439.55	22.54 %
100-55110-152	HEALTH INSURANCE	5,075.00	5,075.00	224.03	4,055.61	1,019.39	20.09 %
100-55110-153	DENTAL INSURANCE	294.00	294.00	0.00	223.36	70.64	24.03 %
100-55110-154	LIFE INSURANCE	18.00	18.00	0.80	14.74	3.26	18.11 %
100-55110-211	BOILER CONTRACTUAL	635.00	635.00	0.00	856.97	-221.97	-34.96 %
100-55110-213	HVAC CONTRACTUAL	2,996.00	2,996.00	0.00	2,639.67	356.33	11.89 %
100-55110-214	FIRE CONTRACTUAL	1,249.00	1,249.00	0.00	1,153.26	95.74	7.67 %
100-55110-220	WATER/SEWER/STORM WATER	4,146.00	4,146.00	0.00	2,922.65	1,223.35	29.51 %
100-55110-221	ELECTRIC & GAS	25,774.00	25,774.00	0.00	23,685.59	2,088.41	8.10 %
100-55110-225	PHONE/INTERNET/CABLE	750.00	750.00	60.30	632.45	117.55	15.67 %
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	361.92	3,046.26	-571.26	-23.08 %
100-55110-342	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	301.43	2,037.96	62.04	2.95 %
100-55110-350	BLDG & GRDS MAINT & REPAIRS	1,750.00	1,750.00	80.55	1,420.02	329.98	18.86 %
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	1,138.70	-988.70	-659.13 %
<b>Department: 55110 - LIBRARY Total:</b>		<b>94,273.00</b>	<b>94,273.00</b>	<b>2,658.47</b>	<b>79,106.92</b>	<b>15,166.08</b>	<b>16.09 %</b>
<b>Department: 55200 - PARKS</b>							
100-55200-110	SALARIES - REGULAR	61,946.00	61,946.00	2,429.27	52,287.14	9,658.86	15.59 %
100-55200-120	WAGES - REGULAR	77,246.00	77,246.00	2,997.60	65,401.44	11,844.56	15.33 %
100-55200-121	OVERTIME - REGULAR	1,000.00	1,000.00	0.00	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 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1C	00-126	WAGES - TEMP/SEAS	21,101.00	21,101.00	0.00	26,469.68	-5,368.68 -25.44 %
100-5200-127		OVERTIME - TEMP/SEAS	0.00	0.00	0.00	111.00	-111.00 0.00 %
100-55200-150		FICA	13,028.00	13,028.00	388.31	10,523.82	2,504.18 19.22 %
100-55200-151		RETIREMENT (WRS)	9,996.00	9,996.00	363.60	8,363.85	1,632.15 16.33 %
100-55200-152		HEALTH INSURANCE	33,703.00	33,703.00	2,808.60	30,894.60	2,808.40 8.33 %
100-55200-153		DENTAL INSURANCE	2,025.00	2,025.00	0.00	1,687.30	337.70 16.68 %
100-55200-154		LIFE INSURANCE	59.00	59.00	5.41	57.11	1.89 3.20 %
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	19,038.32	-2,215.32 -13.17 %
100-55200-221		ELECTRIC & GAS	20,750.00	20,750.00	0.00	14,176.65	6,573.35 31.68 %
100-55200-225		PHONE/INTERNET/CABLE	3,200.00	3,200.00	321.20	3,503.17	-303.17 -9.47 %
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	622.50	-242.50 -63.82 %
100-55200-291		TRANSCRIPTION CONTRACTUAL	600.00	600.00	102.96	743.73	-143.73 -23.96 %
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	5.60	5.60	-5.60 0.00 %
100-55200-311		POSTAGE	0.00	0.00	0.00	1,646.37	-1,646.37 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	129.68	8,122.28	3,552.72 30.43 %
100-55200-342		CLEANING & SANITARY SUPPLIES	4,000.00	4,000.00	0.00	4,626.08	-626.08 -15.65 %
100-55200-350		BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	0.00	18,735.90	-6,735.90 -56.13 %
100-55200-360		VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	207.96	3,460.13	-460.13 -15.34 %
100-55200-361		REGULAR FUEL	6,500.00	6,500.00	401.32	6,995.81	-495.81 -7.63 %
1C	100-362	OFF ROAD FUEL	3,400.00	3,400.00	430.06	5,650.12	-2,250.12 -66.18 %
100-55200-363		EQUIPMENT MAINT & REPAIRS	4,500.00	4,500.00	110.25	8,274.96	-3,774.96 -83.89 %
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 %
		<b>Department: 55200 - PARKS Total:</b>	<b>320,297.00</b>	<b>320,297.00</b>	<b>10,701.82</b>	<b>293,434.89</b>	<b>26,862.11 8.39 %</b>
<b>Department: 55300 - RECREATION</b>							
100-55300-110		SALARIES - REGULAR	176,386.00	176,386.00	6,807.70	149,086.25	27,299.75 15.48 %
100-55300-120		WAGES - REGULAR	26,524.00	26,524.00	998.69	21,609.14	4,914.86 18.53 %
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	74.25	5,933.59	7,769.41 56.70 %
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	445.59	44,035.01	11,374.99 20.53 %
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	590.83	16,010.17	4,799.83 23.07 %
100-55300-151		RETIREMENT (WRS)	13,595.00	13,595.00	523.03	11,362.09	2,232.91 16.42 %
100-55300-152		HEALTH INSURANCE	43,518.00	43,518.00	4,208.79	42,589.50	928.50 2.13 %
100-55300-153		DENTAL INSURANCE	2,591.00	2,591.00	0.00	2,313.25	277.75 10.72 %
100-55300-154		LIFE INSURANCE	45.00	45.00	4.03	43.35	1.65 3.67 %
100-55300-225		PHONE/INTERNET/CABLE	4,250.00	4,250.00	132.14	3,072.72	1,177.28 27.70 %
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	5.60	604.71	745.29 55.21 %
100-55300-311		POSTAGE	3,950.00	3,950.00	38.09	2,408.68	1,541.32 39.02 %
100-55300-312		COPY USAGE & PAPER	3,600.00	3,600.00	8.45	2,375.15	1,224.85 34.02 %
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 %
1C	300-330	SEMINARS, CONF & TRAVEL	2,100.00	2,100.00	194.64	366.64	1,733.36 82.54 %
100-55300-340		OPERATING SUPPLIES	27,300.00	27,300.00	239.38	27,564.90	-264.90 -0.97 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
5300-341	PRINTING & FORMS	6,000.00	6,000.00	0.00	5,292.68	707.32	11.79 %
100-55300-381	EMPLOYMENT TESTING	250.00	250.00	0.00	0.00	250.00	100.00 %
<b>Department: 55300 - RECREATION Total:</b>		<b>402,407.00</b>	<b>402,407.00</b>	<b>14,271.21</b>	<b>335,885.83</b>	<b>66,521.17</b>	<b>16.53 %</b>
<b>Department: 55420 - AQUATIC CENTER</b>							
100-55420-120	WAGES - REGULAR	20,680.00	20,680.00	800.00	17,542.48	3,137.52	15.17 %
100-55420-121	OVERTIME - REGULAR	0.00	0.00	0.00	210.00	210.00	0.00 %
100-55420-126	WAGES - TEMP/SEAS	80,308.00	80,308.00	0.00	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	55.84	7,278.65	447.35	5.79 %
100-55420-151	RETIREMENT (WRS)	1,386.00	1,386.00	53.60	1,189.42	196.58	14.18 %
100-55420-152	HEALTH INSURANCE	6,721.00	6,721.00	560.07	6,160.77	560.23	8.34 %
100-55420-153	DENTAL INSURANCE	415.00	415.00	0.00	346.00	69.00	16.63 %
100-55420-154	LIFE INSURANCE	4.00	4.00	0.49	4.54	-0.54	-13.50 %
100-55420-220	WATER/SEWER/STORM WATER	7,530.00	7,530.00	0.00	8,041.72	-511.72	-6.80 %
100-55420-221	ELECTRIC & GAS	16,000.00	16,000.00	0.00	14,842.51	1,157.49	7.23 %
100-55420-225	PHONE/INTERNET/CABLE	350.00	350.00	129.98	1,180.05	-830.05	-237.16 %
100-55420-290	OTHER CONTRACTUAL SERVICES	11,542.00	11,542.00	0.00	11,045.98	496.02	4.30 %
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	5,284.67	-834.67	-18.76 %
100-55420-342	CLEANING & SANITARY SUPPLIES	0.00	0.00	0.00	14.27	-14.27	0.00 %
100-55420-343	CONCESSIONS SUPPLIES	15,579.00	15,579.00	0.00	16,991.74	-1,412.74	-9.07 %
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 %
<b>Department: 55420 - AQUATIC CENTER Total:</b>		<b>178,017.00</b>	<b>178,017.00</b>	<b>1,599.98</b>	<b>170,233.65</b>	<b>7,783.35</b>	<b>4.37 %</b>
<b>Department: 56600 - URBAN PLANNING</b>							
100-56600-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
56600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 56600 - URBAN PLANNING Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 56610 - CITY STUDY</b>							
100-56610-295	CITY STUDY	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 56610 - CITY STUDY Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 56700 - ECONOMIC DEVELOPMENT</b>							
100-56700-290	OTHER CONTRACTUAL SERVICES	13,732.00	13,732.00	0.00	13,732.29	-0.29	0.00 %
<b>Department: 56700 - ECONOMIC DEVELOPMENT Total:</b>		<b>13,732.00</b>	<b>13,732.00</b>	<b>0.00</b>	<b>13,732.29</b>	<b>-0.29</b>	<b>0.00 %</b>
<b>Department: 56900 - PLANNING &amp; ZONING</b>							
100-56900-110	SALARIES - REGULAR	36,528.00	36,528.00	1,416.20	33,125.95	3,402.05	9.31 %
100-56900-120	WAGES - REGULAR	4,402.00	4,402.00	172.04	3,751.36	650.64	14.78 %
100-56900-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-124	WAGES - PERM. P.T.	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	109.64	2,568.31	562.69	17.97 %
100-56900-151	RETIREMENT (WRS)	2,742.00	2,742.00	106.42	2,336.93	405.07	14.77 %
100-56900-152	HEALTH INSURANCE	11,603.00	11,603.00	1,187.89	11,837.95	-234.95	-2.02 %
100-56900-153	DENTAL INSURANCE	711.00	711.00	12.97	680.15	30.85	4.34 %
100-56900-154	LIFE INSURANCE	16.00	16.00	0.68	12.09	3.91	24.44 %
100-56900-225	PHONE/INTERNET/CABLE	2,100.00	2,100.00	69.62	1,011.74	1,088.26	51.82 %
100-56900-240	SOFTWARE MAINTENANCE CONTR	320.00	320.00	0.00	280.00	40.00	12.50 %
100-56900-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-291	TRANSCRIPTION CONTRACTUAL	3,000.00	3,000.00	65.39	1,297.66	1,702.34	56.74 %
100-56900-310	OFFICE SUPPLIES	820.00	820.00	0.00	611.63	208.37	25.41 %
100-56900-311	POSTAGE	920.00	920.00	62.75	724.70	195.30	21.23 %
100-56900-312	COPY USAGE & PAPER	2,745.00	2,745.00	23.52	1,941.30	803.70	29.28 %
56900-320	SUBSCRIPTIONS & DUES	480.00	480.00	0.00	503.80	-23.80	-4.96 %
56900-322	LEGAL NOTICES	3,640.00	3,640.00	412.52	2,755.68	884.32	24.29 %
100-56900-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2018 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-330	SEMINARS, CONF & TRAVEL	1,800.00	1,800.00	385.59	1,447.18	352.82	19.60 %
100-56900-340	OPERATING SUPPLIES	700.00	700.00	0.00	486.98	213.02	30.43 %
100-56900-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	21.46	278.54	92.85 %
100-56900-361	REGULAR FUEL	800.00	800.00	0.00	202.05	597.95	74.74 %
<b>Department: 56900 - PLANNING &amp; ZONING Total:</b>		<b>77,258.00</b>	<b>77,258.00</b>	<b>4,025.23</b>	<b>65,596.92</b>	<b>11,661.08</b>	<b>15.09 %</b>
<b>Department: 59200 - TRANSFERS</b>							
100-59200-590	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 59200 - TRANSFERS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>9,023,087.00</b>	<b>9,023,087.00</b>	<b>377,211.10</b>	<b>7,314,762.13</b>	<b>1,708,324.87</b>	<b>18.93 %</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-371,507.23</b>	<b>872,734.42</b>	<b>872,734.42</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-371,507.23</b>	<b>872,734.42</b>	<b>872,734.42</b>	<b>0.00 %</b>

## AGREEMENT

#F-7

THIS AGREEMENT effective as of January 1, 2019 by and between the City of Onalaska hereinafter referred to as “City”, and Coulee Region Humane Society, Inc., Animal Control Department hereinafter referred to as “Humane Society.”

WITNESSETH: The parties hereto agree as follows:

1. The Humane Society shall be responsible for the pickup and impoundment of stray dogs, cats, and other animals subject to the terms of this Agreement. Its address is 911 Critter Court, Onalaska, Wisconsin.
2. The Chief of Police, or any person appointed by Onalaska, shall be the City Officer responsible for the Humane Society’s performance under the terms and conditions of this agreement.
3. The Humane Society will make available for the pickup of stray animals a qualified person on a 24-hour per day basis. The Humane Society shall operate an animal shelter to impound all stray animals as may be picked up in the City of Onalaska.
4. Animals that are impounded as strays or abandoned shall be held four (4) days unless sooner claimed by the owner. If not claimed by owner after four (4) days, the animal will be considered the property of the Humane Society and the Humane Society may dispose of the animal in a humane and proper manner, except that if an animal has bitten a person before being impounded, that animal shall retained in the designated animal shelter for ten (10) days for observation. For all other animals, if within seven (7) days the owner does not claim such animal, the animal will be considered property of the Humane Society and the Humane Society may dispose of the animal in a humane and proper manner,

except that if an animal has bitten a person before being impounded, that animal shall be retained in the designated animal shelter for ten (10) days for observation.

6. The City of Onalaska shall pay a flat monthly service fee of \$5,848.50 for a total annual cost of \$70,182.00 for the services performed under this Agreement. The Humane Society shall provide monthly animal control reports to the City of Onalaska during the term of the Agreement.

7. Redemption charges to the public shall be as follows:

A. Minimum impoundment charge	\$30.00
B. Rate increases with each subsequent impoundment	\$ 5.00
C. Intake charge - first day, per animal	<u>\$60.00</u>
D. Subsequent days - shelter charge per day	<u>\$15.00</u>
E. Animals quarantined for rabies check - first day	<u>\$65.00</u>
F. Animals quarantined for rabies - check additional days	<u>\$15.00</u>
G. Local rabies control quarantine exams	<u>\$20.00</u>
H. Emergency veterinary expenses	Actual Cost
I. Small Animal – first day intake	\$30.00
J. Small Animal additional days (up to 6)	<u>\$5.00</u>
K. Skunks (includes disposal)	\$50.00
L. Euthanasia	\$25.00
M. Cremations	\$15.00

8. Pets being reclaimed must have proof of a City of Onalaska license and proof of a current rabies vaccination in the form of a vaccination certificate or the owner must secure or apply for a license and pre pay for a rabies vaccination before

being released from Humane Society. This requirement follows WI State Statutes for reclaiming pets.

9. All animal pickups shall be in accordance with State of Wisconsin and local laws.
10. The Humane Society shall not discriminate in any way, against any person on the basis of age, sex, race, color, creed, sexual orientation, actual or perceived gender identify, disability, marital status or national origin. In connection with or related to the performance of this Agreement.
11. It is understood and agreed the Humane Society, in the performance of the work and services agreed to be performed under this Agreement, shall not act as an employee of the City or its officers, employees or agents and that the Humane Society acknowledges that Humane Society is an independent contractor. Humane Society shall be solely responsible for the costs of all equipment, supplies resources and office supplies necessary to perform under the terms of this Agreement.
12. Neither the City nor Humane Society shall assign their duties and obligations under this Agreement to any third-party without the prior written consent of the other party.
13. All notices which shall or may be given pursuant to this Agreement shall be in writing and delivered personally or transmitted (a) through U.S. Mail registered or certified; (b) personal delivery service or prepaid overnight delivery services; (C) by facsimile or email transmission if a hard copy is followed by delivery through U.S. Mail.

To the City:

City of Onalaska  
Attn: City Clerk  
415 Main Street  
Onalaska, WI 54650

With a copy to: City of Onalaska-Attorney  
201 Main Street  
La Crosse, WI 54601

To the Humane Society: Coulee Region Humane Society  
Attn: Executive Director  
911 Critter Court  
Onalaska, WI 54650

Notices shall be deemed given upon receipt in the case of personal delivery, three (3) days after deposit in the mail, or next business day in case of facsimile, email or overnight delivery.

14. Under no circumstances shall any officer, official, commissioner, director, member, employee, agent or volunteer of the City have any personal liability arising out of this Agreement and the Humane Society shall not seek or claim any such personal liability.
15. The Humane Society shall, at its own expense, obtain and maintain in effect at all times during this Agreement, the following insurance coverage:
  - a. Commercial general liability insurance of not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
  - b. Automobile liability insurance of not less than \$1,000,000 per occurrence for bodily injury and property damage covering all vehicles to be used in relationship to this Agreement.
  - c. Umbrella liability insurance of not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage in excess of coverage carried for commercial general liability and automobile liability.

- d. Professional liability insurance of not less than \$1,000,000.00 per claim and annual aggregate; and
- e. To the extent the Humane Society employs any employees or as otherwise required by law, Workers' Compensation and Employee's Liability insurance within Wisconsin statutory limits.

On the certificate of insurance, the City of Onalaska shall be named as additional insured on any general liability insurance, automobile insurance and umbrella insurance. The certificate must state the following as additional insured: The City of Onalaska, its officers, council members, agents, employees and authorized volunteers. Prior to the execution of this Agreement, the Humane Society shall file with the City a certificate of insurance signed by the insurer's representative evidencing coverage in the amounts required by this Agreement. Such evidence shall include the additional insured endorsement signed by the insurer's representative. The Humane Society shall provide the City with thirty (30) days prior written notice of termination or cancellation of the policy. The City reserves the right to require review and approval of the policy of insurance before it executes this Agreement.

16. The Humane Society shall at its sole expense maintain books, records, documents and other evidence pertinent to this Agreement in accordance with accepted applicable professional practices. The City or any of its duly authorized representatives shall have access at no cost to the City to such books, records, documents, papers or any records including electronic of the Humane Society which are pertinent to this Agreement, for the purpose of making audits, examinations, excerpts and transcriptions.

17. The Humane Society understands and acknowledges that the City is subject to the Public Records Laws of the State of Wisconsin. As such, the Humane Society agrees to retain all records as defined by §19.32, Wis. Stat. applicable to this Agreement for a period of not less than seven (7) years after the termination or expiration of this Agreement. The Humane Society agrees to assist the City in complying with any public records request that the City receives pertaining to this Agreement. Additionally, the Humane Society agrees to indemnify and hold harmless the City, its elected and appointed officials, common council members, officers, employees and authorized representatives for any liability, including without limitation, reasonable attorney fees, related to or in any way arising from the Humane Society's actions or omissions which contribute to the City's inability to comply with the State of Wisconsin Public Records Laws. In the event the Humane Society decides not to retain its records for a period of seven (7) years, then it shall provide written notice to the City whereupon the City shall take custody of said records assuming such records are not already maintained by the City. This provision shall survive termination of this Agreement.
18. The parties shall comply in all material respects with any and all applicable federal, state and local laws, regulations and ordinances.
19. Should any part, term or provision of this Agreement of application thereof to any person or circumstances be in conflict with any state or federal law or otherwise be rendered unenforceable, it shall be deemed several and shall not affect the remaining provisions, provided that such remaining provisions can be construed in substance to continue to constitute the agreement that the parties intended to enter into in the first instance.

20. The Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or understandings (whether oral or written) between or among the parties relating to the subject matter of this Agreement which are not fully expressed herein. This Agreement may not be amended, except pursuant to a written instrument signed by both parties.

IN WITNESS WHEREOF the Humane Society has caused this Agreement to be executed by its Executive Director and the City by its Mayor and City Clerk the day and year first above written.

COULEE REGION HUMANE SOCIETY, INC.,  
INC., ANIMAL CONTROL DEPT.

By: \_\_\_\_\_  
Name: Heather Hankins  
Title: Executive Director

CITY OF ONALASKA

\_\_\_\_\_  
Joe Chilsen, Mayor

\_\_\_\_\_  
Caroline Burmaster, City Clerk

The form of this Agreement has been reviewed and approved by the City Attorney for the City of Onalaska provided the Agreement is signed by all parties on or before December 26, 2018

August 9, 2018

Fred Buehler  
415 Main Street  
Onalaska, WI 54650

Dear Fred:

The Coulee Region Humane Society (CRHS) assumed Animal Control responsibilities for La Crosse County in 1975, including routine service, enforcement of animal-related codes, rabies control program, stray-animal pick up, housing and care of those animals, owner redemption programs, placement programs when appropriate and humane euthanasia/disposal (when the animals cannot be reasonably placed into a new home if the owner does not reclaim them).

When an owner does reclaim his/her animal(s), the city incurs no cost as the owner is charged for all expenses. Impounded dogs and cats must be vaccinated against rabies and licensed prior to reclaiming.

We offer a shared service to the cities of La Crosse, Onalaska, and villages/townships within La Crosse County. Because of this cooperative arrangement, we are able to provide a high degree of quality service to our contracted areas that would not be possible if the programs were administered individually.

In 2017 the amount of service calls Animal Control received from residents of City of Onalaska represented 14.4% of the annual Animal Control service calls for La Crosse County. 14.4% of the annual Animal Control cost for 2017 is equal to \$6,407 per month. However, in 2017 we received \$5,436 per month for Animal Control costs based on the 2017 contract, so our costs exceeded the payments by nearly 18%. Because of this, we are asking for a 5% increase of the 2018 annual City of Onalaska payment for 2019 to try to reduce our losses on this contract. If the 5% increase is applied to the 2018 contractual annual amount of \$66,840, the new monthly amount for 2019 would be \$5,848.50 per month. We believe this to be a reasonable request to maintain a full-service contract with Animal Control services.

The fees on which the per-animal fee totals are based are as follows:  
(All fees are included in your contract, no additional fees will be billed)

First Day Intake (pick up, vaccinations, flea/tick prevention, deworming) --- \$60.00  
Additional Kennel Days (up to 6) --- \$15.00 per day  
Euthanasia --- \$25.00  
Disposal ---- \$15.00  
Quarantine First day Intake ----\$65.00  
Additional Quarantine Days (up to 9) --- \$15.00 per day  
Rabies Quarantine Exams ---- \$20.00/exam  
Small Animal First Day Intake --- \$30.00  
Small Animal Additional Days (up to 6) -- \$5.00 per day  
Skunks ---- \$50.00 plus disposal--Not Charged

Our agency is able to provide these services at a lesser cost than other entities. Comparisons are as follows:

While calling Onalaska veterinary clinics we found that there are little to no options for boarding animals especially cats which is our highest intake.

- Current costs for a euthanasia and disposal in Onalaska at a vet clinic average \$116.00 vs. \$40.00 at CRHS.
- Current costs for a 10-day rabies quarantine and three required exams at a vet clinic average \$422.67 vs. \$220.00 at CRHS.
- Current daily boarding fee for a dog in Onalaska at a veterinary clinic average \$25.19 vs. \$15.00 at CRHS.
- Current daily boarding fees for a cat in Onalaska at a veterinary clinic average \$26.38 vs. \$15.00 at CRHS.
- There are no skunk or small animal services available for comparison. Onalaska is not charged for any costs associated with wildlife care and control, although some service has been provided.

Because of the generous support of our area veterinarians, CRHS has been able to cover most medical costs incurred by stray animals. Animal Control took in 197 stray pets from the city of Onalaska last year—your municipality was not billed for any veterinary costs incurred by the care of stray animals.

Based on previous year's data, CRHS will incur approximately \$75,000 in veterinary services and supplies in 2018 above and beyond an estimated \$120,000 worth of services donated by local Veterinarian clinic, including spay and neuter surgeries in an effort to make them more adoptable.

CRHS takes in owner-surrendered pets at no cost to the municipalities in which we serve. Of these owner-surrendered animals, 49 of them were from the city of Onalaska. This cost, too, is being absorbed by CRHS; providing a place for owners to leave unwanted pets correlates to fewer numbers of stray or abandoned animals potentially billed to the city.

In addition, CRHS has also donated all kennel fees for stray dogs and cats from the city of Onalaska beyond the days required by statute. This promotes adoptions and, as a direct result, decreases billing for euthanasia and cremation.

We partner this way with our service areas because we strongly believe in promoting animal welfare and the human/animal bond. The cooperative effort of local municipalities, the veterinary community, local donors and CRHS benefits local municipalities by saving both dollars and the lives of animals.

It is the city's responsibility to provide for adequate animal control service for the community. It is our mission to take in unwanted animals, provide shelter, veterinary care, and extended adoption opportunities for stray animals, which then reduces the number of stray and abandoned animals.

It is also our mission to work to reduce the pet overpopulation that is the basis for so many stray and unwanted animals. We ask that you continue to fund the services used by the residents of your city, for both their benefit and that of the animals.

Sincerely,



Heather Hankins  
Executive Director



Kathy KasaKaitas  
Animal Control Supervisor

## MODIFICATION AGREEMENT

THIS AGREEMENT made as of the \_\_\_\_ day of December, 2018 by and between the City of Onalaska, a Wisconsin municipal corporation (the "City"), and O'Flaherty Heim Birnbaum Kirchner & Curtis, Ltd. f/k/a O'Flaherty Heim Egan & Birnbaum Ltd. f/k/a O'Flaherty Heim Egan Ltd. f/k/a Parke O'Flaherty, Ltd., a Wisconsin corporation ("Attorney").

### RECITALS:

- A. The City and Attorney entered into a Contract for Legal Services in November 2004 which was amended on October 2, 2006; February 18, 2010 and on October 30, 2013 (the "Contract").
- B. The parties have considered extending the term of the Contract.
- C. The parties have agreed to amend the Contract but only upon the terms and conditions hereinafter set forth and in reliance on the warranties and representations of each party contained herein.

### AGREEMENTS:

NOW, THEREFORE, in consideration of the matters stated in the foregoing Recitals and the covenants hereinafter set forth, the parties hereto agree as follows:

- 1. To induce City to enter into this Agreement, Attorney warrants and represents to City as follows:
  - A. The Recitals set forth above are each true and correct.
  - B. The Contract is, and as modified herein shall be, valid, binding and enforceable.
  - C. Attorney has no defenses, claims or rights of recoupment regarding the Contract as of the date of this Agreement.
  - D. All of the representations and warranties set forth in the Contract were true and correct when made on the date of the Contract and each are true and correct as of the date of this Agreement and as though applicable to this Agreement in the same manner as they were applicable to the Contract.
- 2. To induce Attorney to enter into this Agreement, City warrants and represents to Attorney as follows:
  - A. The Recitals set forth above are each true and correct.
  - B. The Contract is, and as modified herein shall be, valid, binding and enforceable.
  - C. City has no defenses, claims or rights of recoupment regarding the Contract as of the date of this Agreement.
  - D. All of the representations and warranties set forth in the Contract were true and correct when made on the date of the Contract and each are true and correct as of the date of this Agreement and as though applicable to this Agreement in the same manner as they were applicable to the Contract.

3. The Contract section titled "Term of Contract" is hereby deleted in its entirety and replaced with:

**TERM OF CONTRACT**

This Contract shall be in force from the 1<sup>st</sup> day of January 2019 until the 31<sup>st</sup> of December 2019. The parties may terminate this Contract, at any time, by providing the other party with one hundred twenty (120) days prior written notice.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be duly executed as of the day and year first above written.

**CITY OF ONALASKA**

**O'FLAHERTY HEIM BIRNBAUM  
KIRCHNER & CURTIS, LTD.**

By: \_\_\_\_\_  
Name: Joe Chilsen  
Title: Mayor

By: \_\_\_\_\_  
Name: Sean O'Flaherty  
Title: President

By: \_\_\_\_\_  
Name: Caroline Burmaster  
Title: Clerk

**FEE PROPOSAL**

	Year 1	Year 2	Year 3	Year 4	Year 5
	2014	2015	2016	2017	2018
Municipal Court	\$110.00	\$110.00	\$110.00	\$112.50	\$115.00
General	\$117.50	\$117.50	\$120.00	\$122.50	\$125.00
Municipal Matters removed to Circuit Court	\$117.50	\$117.50	\$120.00	\$125.00	\$125.00
Employment/Labor	\$117.50	\$117.50	\$120.00	\$125.00	\$125.00
Circuit Court Matters	\$135.00	\$135.00	\$135.00	\$137.50	\$140.00
Federal Court/Special Projects	\$135.00	\$135.00	\$135.00	\$137.50	\$140.00

Note: Same Rate for 2019  
FB

# City of Onalaska

## Purchasing – Budget – Accounting

A Framework for Financial Stability Guide Book  
Process, Practices, and Policies

*Effective: November 28, 2018*



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# INTRODUCTION

## AUTHORITY, PURPOSE AND CONTENT

This document repeals all other policies regarding Purchasing, Budgeting, and Accounting as prepared by the Finance Department and adopted by the City of Onalaska Common Council with the effective date of November 29, 2018.

City Administration shall review and update the policy manual on an annual basis. Any additions or modifications shall be presented to the Finance Committee and approved by the Common Council. Any modifications to this policy manual shall be noted with the date that it became effective.

The intent of this document is to provide purchasing, budgeting, and accounting guidance for accountability, consistency and standards of operational procedures and processes for all financial transactions. The Finance Department shall assist where further clarification is needed.

This guide book shall be used as a procedural framework for employees to make sound defensible decisions of the highest ethical standards.

This policy manual is a guide to procedures and policies and does not give anyone the authority to revise or manipulate the adopted budget. The adopted budget shall be adhered to as adopted by the City of Onalaska Common Council.

The policies in this manual cannot provide for every possible financial transaction situation. The content is guidance in every day ordinary transactions. When out of the ordinary situations arise, the Finance Department will determine the proper processing method to be used.

This document will implement and follow all requirements of 2 CFR part200.302

This document does not contain any confidential information.

## 1 – PURCHASING POLICY

### DEFINITIONS:

**Agreement** is a negotiated and usually legally enforceable understanding between two or more legally competent parties. An agreement typically documents the give-and-take of a negotiated settlement and a contract specifies the minimum acceptable standard of performance.

**Bid** is the written commitment of a vendor to furnish goods, materials and/or services or a combination thereof in specific quantities at a firm price.

**Bidder** is one who submits a bid in response to a Request for Bids, Quotes or Proposals.

**Capital Project** is any project for the construction, repair, remodeling or improvement of any public works building, infrastructure and grounds and/or the furnishing of supplies or material of any kind for such work.

**Certificate of Insurance** is a document describing the insurance policies maintained by an insured. It identifies the policy number, effective and expiration dates and name of the insurance company affording coverage. It generally acts as proof or evidence of insurance.

**Environmentally Preferable Products** are products that have a less harmful impact on human health and the environment when compared with competing products.

**Information Services (IS)** are those items that relate to computers, software, hardware, telephone or other technology-type equipment, services and supplies.

**Professional Services** are performed by independent contractors/consultants whose occupation is the rendering of such services. While not limited to licensed occupations, the services are considered "professional." Such professional services include, but are not limited to:

- Accounting and billing services
- Appraisal services
- Consulting services
- Information services studies
- Environmental studies
- Financial and operational audits
- Legal services (except witnesses/consultants retained for litigation)
- Personnel, job classification and benefit studies
- Training services
- Translation services

**Purchase Order (PO)** is a written contract with a vendor that formalizes the terms and conditions of a proposed transaction.

**Quotation** is the written or verbal commitment of a vendor to furnish non- public works products or services in specific quantities at a firm price.

**Request for Bid (RFB)** is a structured purchasing process for public works projects used to determine source selection when price is the only factor. Contract is awarded to the lowest responsible bidder provided it meets the required specifications and is within budget.

**Request for Information (RFI)** is a method to collect information about the capabilities of various suppliers for comparative and budgeting purposes as well as help make decisions on whether to proceed with a RFP or RFQ.

**Request for Proposal (RFP)** is a method of purchasing when price is not the only factor and used when specifications and scope of services cannot be prepared to provide all prospective contractors with a complete and accurate description of the work to be performed. It is intended that the contractor will perform that work. Performance factors along with price are considered. Contract is awarded to the highest scoring vendor provided it meets the required specifications.

**Request for Quote (RFQ)** is a structured purchasing decision process used to determine source selection when price is the only factor. Contract is awarded to the vendor with the lowest price or highest proceeds quoted provided it meets the required specifications.

**Services** means the furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term includes professional services.

**Sole Source** is when there is only one specific vendor that can provide the specific equipment, supplies or services requested.

**Specification** is any description of the necessary characteristics of a product, service, or item that must be met by prospective vendors. Specifications are developed jointly by the user department and Purchasing and shall not be written to limit competition.

**Vendor** refers to a company or firm that is a source of supply for goods and/or services.

**W-9** is an IRS form, also known as "Request for Taxpayer Identification Number and Certification", which is used to verify an entity's taxpayer identification number (TIN).

*General Departmental Purchasing Requirements:*

All purchasing activities shall be conducted in such a manner as to obtain the best possible price, quality and service for the City of Onalaska by following the following guidelines:

1. Ensure the necessary funding is available in their budget PRIOR to starting the purchasing process.
2. Obtain a W-9 for all new vendors except if it is a refund/reimbursement.
3. Ensure the City of Onalaska does not pay sales tax for any goods or services within the State of Wisconsin.
4. Not reimburse sales tax paid for purchases within the State of Wisconsin.
5. Not lead vendors to believe they will be awarded a contract if information they provide is being used for budget or planning purposes only.
6. Have the Department Head/Team Leader/Manager review and approve all invoices and account lines being charged.
7. Negotiate terms and discounts for purchases.

8. Request a Certificate of Insurance from any vendor performing a service on any property owned by the City of Onalaska.
9. Obtain proper Material/Safety data sheets where applicable.
10. Follow Federal, City and Wisconsin State Statutes regarding procurement for Public Work projects. (see PURCHASING CATEGORIES)
11. Structure specifications for all requests so as not to limit competition.
12. Return to Finance Department any checks that are returned back to the city due to error, lack of need, undeliverable, etc.
13. Allow Accounts Payable checks to be mailed directly to the vendor, unless they are city employees or the department has a specific written request for needing the check back.

City of Onalaska Purchasing Policy:

### *AUTHORITY*

- 1) Authority of the Financial Services Director/Treasurer
  - a) The Financial Services Director/Treasurer shall be authorized to approve budgeted municipal purchases that are at least \$750.00 and less than \$5,000.00 in cost.
- 2) Authority of City Department Heads

City Department Heads or their designees shall be authorized to approve budgeted municipal purchases which are less than \$750.00 in cost.

### *POLICY ON FORMAL BIDDING*

- 1) In any case where the cost of material or services are expected to exceed \$25,000, the Department Head must advertise for formal, sealed bids in accordance with applicable state law. Bids that relate to public works projects (e.g. sewer, water, street work, public building construction or repairs, street signs, lights or signals), shall be submitted to the Board of Public Works for review and recommendation to Council. Bids for all other work or material (e.g. personal/consulting services, equipment, repairs to vehicles, repairs to office equipment) shall be submitted to the Finance and Personnel Committee for review and recommendation to Council.
- 2) If the cost of materials or services is expected to be less than \$25,000, the Department Head may obtain written proposals or quotes on an informal, unsealed basis, with at least two (2) proposals or quotes, and provide documentation of the same.
- 3) Quotes of over \$25,000 that relate to public works projects cannot be accepted. The bidding process set forth in Sec.1. 2.0 shall be followed. Quotes of over \$25,000 for all other work or materials shall be submitted to the Finance and Personnel Committee for review and final approval and recommendation to Council.
- 4) The Department Head shall furnish copies of all quotes to the Mayor, Council, and Financial Services Director/Treasurer at least five (5) working days prior to initiating a Purchase Requisition for any purchase between \$5,000 and \$25,000. If a Council member objects to the Department Head's selection of vendor, he/she should advise the Mayor within three (3) working days of receipt of such notice. Thereupon, if, in the Mayor's opinion, there is sufficient objection to the Department Head's selection, the Mayor shall instruct the

Department Head or the Financial Services Director/Treasurer, within three (3) working days of the objection, not to initiate a Purchase Order until the matter can be brought before the full Council for consideration.

- 5) For items which are less than \$5,000, but greater than \$750.00 the Department Head shall submit the quotes to the Financial Services Director/Treasurer for review and final approval at the time the Department Head submits the Purchase Requisition.
- 6) For budgeted items that are \$750.00 or less, the Department Head may purchase such items without seeking further approval.

## *ADMINISTRATIVE PROCEDURES*

### 1) Purchase Requisitions

- a) Except for payment of utility bills or incremental billings on service contracts, all purchases of goods or services over \$25.00 shall be initiated via a Purchase Requisition (P.R.). Each Department Head shall have a supply of P.R. blanks on hand. The City Clerk shall periodically replenish these supplies and shall maintain a record of the serial numbers of P.R. blanks and to whom they were issued. All P.R.'s must bear the authorized signature of the Department Head.
- b) If amount of purchase is less than \$750.00, Department Head is authorized to order service or material directly. In such cases, Department Head shall prepare the P.R. (including estimate of cost) and forward it to the Financial Services Director/Treasurer. The Financial Services Director/Treasurer shall hold the P.R. until such time as he/she receives an invoice from the Department Head.

### 2) Purchase Orders

- 3) For budgeted purchases that are greater than \$750.00, the Department Head shall submit, with his/her P.R. the results of the bid letting or quote solicitation to the Financial Services Director/Treasurer. The Financial Services Director/Treasurer, upon receipt of the P.R. from the Department Head, shall prepare a Purchase Order (P.O.).
- 4) If the requested purchase does not exceed \$5,000 in cost, the Clerical Staff shall submit the P.O. to the Financial Services Director/Treasurer for final approval. The Financial Services Director/Treasurer shall review the requested purchase as to whether it is an allowable budgetary expense. If the financial Services Director/Treasurer deems that it is an allowable budgetary expense; he/she shall indicate approval by signing the P.O. and returning same back to Clerical Staff for distribution back to the Department Head. If the Financial Services Director/Treasurer deems that the requested purchase is not an allowable budgetary expense or if the estimated cost of the requested item exceeds the budgetary line item allowance by greater than ten percent (10%), the Financial Services Director/Treasurer shall forward the request to the Common Council, via the Finance and Personnel Committee, for consideration. The Financial Services Director/Treasurer also may waive his authority to approve a Departmental request and thereupon, submit to the Finance and Personnel Committee for consideration and Common Council for final approval. If the requested purchase exceeds \$5,000 in cost, the Financial Services Director/Treasurer shall submit the request to the appropriate Board or Committee for consideration (See Sections 2.1 and 2.2).

## *1.3 EMPLOYEE REIMBURSEMENTS:*

Travel - Every employee reimbursement must be documented, along with attached original itemized receipts, nature of business, program allocation, and funding source (if applicable) before submitting for reimbursement.

Lodging - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose.

Meals and Entertainment - If an employee travels for work-related business, then the employee may be eligible for meal reimbursement for each full day of travel when engaged in approved travel. There are some restrictions as to how the allowance relates to breakfast and dinner. Breakfast is only subject to reimbursement if the employee is staying overnight the day before when traveling or leaves before 6:00 a.m. to travel. Dinner will not be covered unless the employee is not expected home before 7:00 pm.

The maximum expense for meals is determined by the IRS guidelines and geographical location traveling to. The City does not reimburse employees for snacks or alcoholic beverages

Mileage - for the use of personal vehicles for City business is paid at the current IRS rate.

Other Expenditures - a receipt from the vendor detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose.

The City of Onalaska is exempt from Sales Tax and Room Taxes when traveling within the State of Wisconsin. All employees shall obtain a Sales Tax Exemption Form (S-211) prior to incurring any travel expenses or purchasing any goods that would be subject to Wisconsin Sales Tax. Sales Tax Exemption Forms may be obtained from the Finance Department. The Sales Tax Exemption Form must be presented prior to purchasing to avoid paying sales tax.

Sales Tax paid by an employee will not be reimbursed. (exception for meals within per diem amounts)

The City of Onalaska will follow 2 CFR part 200.474 for all non-federally funded reimbursements.

\*\*Please refer to the City of Onalaska Employee Handbook Policy No 1.12 for complete documentation of travel/meals/lodging explanation

#### *1.4 VENDOR RELATIONS:*

City of Onalaska employees participating in purchasing activities shall give all qualified bidders equal consideration and assurance of an unbiased judgment in determining whether the vendor's goods or services meet the specifications put forth by the city in the solicitation process.

City of Onalaska employees purchasing from vendors with a direct family or personal relationship shall take caution in doing so and document a competitive purchasing process. Family/personal relationships with vendors should be disclosed in writing to your supervisor to provide disclosure prior to any purchase.

City of Onalaska employees are encouraged to buy local if possible.

### *1.5 CITY-WIDE CONTRACTING*

#### Pre-approved City-wide Standard Contracts

Departments shall purchase standard products or services from contracts negotiated for City-wide use. Examples of such contracts may include office supplies, janitorial supplies, copy paper, copier maintenance, IT, etc.

### *1.6 DISPOSAL OF SUPPLIES AND EQUIPMENT:*

Supplies or Equipment no longer serving a useful purpose shall be disposed by transferring the material to a department which might have a use, by public auction or in such manner considered to be in the best interest of the city.

### *1.7 MAJOR EQUIPMENT AND VEHICLE POLICY*

The following procedure shall be used by all departments when purchasing any vehicle or major piece of equipment. The steps are as follows:

1. Funding for specific vehicle and equipment purchases are approved during the budget process by the Mayor, Finance Committee, and ultimately adopted by the full Common Council.
2. The department head is then responsible to inform the Standing Committee of the Common Council that they work with about the details of the impending vehicle/equipment purchase.
3. Standing Committee approves purchase.
4. When purchasing a piece of equipment costing \$10,000 - \$25,000, competitive quotes or bids must be taken. Competitive bids must be taken when purchasing any vehicle, or any other piece of equipment costing \$25,000 or more. Finance Committee approval is required to waive the competitive bid process for specialized major equipment and vehicles.
5. Common Council approves successful bid and purchase.

### *1.8 EXCEPTIONS:*

This policy shall NOT apply to:

Emergency purchases used to resolve an immediate threat to the health or safety of the public and/or employees. The department addressing the emergency situation shall procure the necessary products/services and submit a report of all emergency purchases and justification to the City Administrator within five (5) business days of the event.

Purchases based on a cooperative purchasing agreement established by one or more units of government. Cooperative purchasing may include, but are not limited to, joint or multi-party

contracts between units of government or open-ended state, municipal, federal or other government contracts which are made available to the City of Onalaska.

Purchases that are determined to be available from only one source as a result of a regulated or natural monopoly such as utility, telephone and cable services. These purchases must be approved by the City Attorney for the required supply, service, or construction, and when circumstances exist, which preclude competitive procurement.

## *1.9 CREDIT CARD/P-(PURCHASE) CARD POLICY*

### *INTRODUCTION TO CREDIT CARD POLICY:*

The City of Onalaska will issue credit cards to certain employees/departments for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of city-issued credit cards is a privilege, which the City of Onalaska may withdraw in the event of serious or repeated abuse. Any credit card the City of Onalaska issues to an employee/department must be used for business purposes only and are intended to be used primarily for conferences, hotels, meals, and purchases where vendors do not provide purchase terms.

Employees with credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. The

City of Onalaska will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the City of Onalaska's travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) could be considered an advance of future wages payable to that employee if not immediately reimbursed to the

City of Onalaska. If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the City of Onalaska's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the City of Onalaska. Any purchases an employee makes with a city credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

### *FINANCE DEPARTMENT APPROVAL:*

The Finance Department approves the positions/departments with the ability to use a credit card issued by the City of Onalaska.

The Finance Department shall maintain a listing of all positions/departments authorized to use a credit card and associated credit limits.

### *DEPARTMENTAL USAGE POLICY:*

Cardholders approved to use a credit card shall:

- Have purchases authorized by a Department Head/Team Leader/Manager
- Only use the credit card for City of Onalaska purchases
- Ensure that sales tax is not paid on all exempt purchases
- Follow the policy on Employee Reimbursements (refer to 1.3 of this manual)
- Cardholders are responsible for ensuring that they adhere to the Credit Card policy, thereby ensuring adequate controls are exercised to minimize the risk that credit cards are used for fraudulent or corrupt purposes
- Report lost or stolen cards immediately to Wells Fargo Bank 1-800-231-5511 and report immediately to the Finance Department.
- Upon resignation or termination of duties with the City of Onalaska, reconcile all expenditures on his/her card account since the last Statement and surrender the card upon termination to appropriate staff or exit interviewer.

#### *CREDIT CARD ACCOUNTING PROCESS*

Purchase receipts and invoices shall be turned in to Accounts Payable department within 5 working days. It is recommended to scan receipts and email to Accounts Payable. Monthly credit card statements will be received and opened by Accounts Payable. Accounts Payable will match and reconcile receipts with purchases. Any missing receipts will be requested immediately. Cardholders that do not turn in receipts in a timely manner on a routine basis could result in cancellation of the card or shall be held responsible for any late payment fees incurred.

## **2 – ACCOUNTS PAYABLE PROCESS**

### *2.1 OVERVIEW*

City of Onalaska strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation.

It is the policy of the City of Onalaska that the recording of assets or expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods or services. The vendor invoice should be supported by an approved purchase order where necessary and should be reviewed and approved by a Department Manager prior to being processed for payment. Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly authorized
2. Invoices are processed in a timely manner
3. Vendor credit terms and operating cash are managed for maximum benefits

## *2.2 RECORDING OF ACCOUNTS PAYABLE*

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed on a semi-monthly basis. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.

It is the policy of City of Onalaska that only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be processed for payment.

## *2.3 PROCESSING OF PAYMENTS*

The following procedures shall be followed for each invoice/pay estimates by the designated department employee:

1. Check the mathematical accuracy of the vendor invoice,
2. Compare the nature, quantity, and prices of all items ordered per the vendor invoice to the purchase order request form, packing slip, and receiving report,
3. Review the general ledger distribution that has been documented by each department using the Organization's current chart of accounts, and
4. Obtain the review and approval of the department director (or their designee) associated with the goods or services purchased.

Approvals by department directors indicate their acknowledgement of satisfactory receipt of the goods or services invoiced, agreement with all terms appearing on the vendor invoice, agreement with general ledger account coding, and agreement to pay vendor in full. Approvals shall be documented with initials or signatures of the approving individual. A list of employees authorized to approve purchases is attached to this manual.

## *2.4 PAYMENT DISCOUNTS*

To the extent practical, it is the City's policy to take advantage of all prompt payment discounts offered by vendors. When availability of such discounts is noted, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

# **3 – BUDGET POLICY**

## *3.1 DEFINITION OF FUND STRUCTURE:*

The City of Onalaska uses fund accounting for its financial structure. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.

Funds are the control structures that ensure that public monies are spent only for authorized purposes and within the amounts authorized. Funds are established to account for the different types of activities and legal restrictions that are associated with a particular governmental function. The use of funds and the budgeting, accounting, and auditing that are associated with this fund structure are governed by the Governmental Accounting Standards Board (GASB).

For financial statement presentation purposes, the various funds of the City are grouped into the following fund types under three broad fund categories: governmental, proprietary, and fiduciary / agency.

### *GOVERNMENTAL FUNDS*

Governmental funds are those through which most municipal functions are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid.

The difference between governmental fund assets and liabilities is reported as fund balance.

The City's Governmental Funds are the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects, Enterprise Funds, Tax Agency Fund, Fixed Assets, Long Term Obligations and Community Development Authority Management (CDA).

The General Fund accounts for all financial resources except those required to be accounted for in another fund. The unassigned general fund balance is available to the City for any purpose provided it is expended or transferred according to the general laws of Wisconsin, and of the City of Onalaska.

Special Revenue Funds are used to account for revenue from specific sources (other than major capital projects) which require separate accounting because of legal restrictions.

Debt Service Funds account for the accumulation of resources for and payment of general long-term obligations' principal and interest.

Capital Projects Funds account for financial resources to be used for acquisition of equipment, repairs/replacement/new infrastructure and the construction of major capital facilities (other than those financed by proprietary funds), and to account for the financing of public improvements or services deemed to benefit specific properties on which assessments are levied.

### *PROPRIETARY FUNDS*

Proprietary fund reporting focuses on the determination of operating income, changes in net assets, financial position and cash flows. Proprietary funds are classified as either enterprise or internal service.

Enterprise funds are used to account for operations that provide services which a fee is charged to external users for goods or services.

### *FIDUCIARY FUNDS/AGENCY FUNDS*

Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund is comprised of only the agency funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

### *COMPONENT UNIT*

The City of Onalaska currently has a Community Development Authority

### *3.2 CAPITAL BUDGETING:*

Capital Projects include the acquisition of equipment and construction projects. Construction projects are defined as a study, engineering/design, and construction, or a combination of all three phases totaling

\$5,000 or more having a useful life of at least five years. Equipment is defined as any equipment or software with a useful life of 3 years or more and a value of \$1,000 or more individually to be an equipment replacement/purchase eligible item.

The Capital Improvement Plan (CIP) is comprised of all current and anticipated long-term capital needs of the City. The ability to fund those projects will be based on the Financial Forecasting "Plan". The "Plan" is a document updated by the Finance Director as needed. The CIP is a comprehensive resource of the City's assets indicating useful life, entry price and depreciable value.

Projects will be funded by a combination of note proceeds, bond proceeds, grants, municipal capital lease financing, government loans, gifts, and operating funds. If a capital project is debt funded (note, bond, lease or loan), the term of the debt should not exceed the useful life of the project.

### *3.3 BUDGET TIMELINE GUIDE:*

**January** Public Hearing for Capital Improvement Needs

**February** Bonding for Capital Improvement Needs

**April** Receive funding from Capital Improvement Bonding

**July** Departments submit operational budgets

**August/Sept** City Administrator/Finance Director review operational budgets

**October** Council budget review session

**November** Council adopts the budget and sets the levy rate **December** Tax bills are generated

### *3.4 BUDGET TRANSFER*

During the course of a fiscal year, departments often find it necessary to adjust their budget due to unanticipated savings or temporary shifting of departmental priorities. The Finance Director will

transfer funds via motion or resolution to make the city's books GASB compliant; this document will be approved by the Finance Committee and the Common Council

This policy applies to any changes made to the council adopted budget.

### *POLICY*

Department Heads and Managers are responsible for monitoring their budgets. At a minimum, departments are to monitor their ability to be in balance by the end of each quarter and fiscal yearend. All revenues and expenses must be properly accounted for throughout the course of the year and allocated to the appropriate accounts. Department heads and managers are not allowed to manipulate revenues and expenses to avoid budget overdrafts.

If, during the course of the year, a department determines an expense account may be in overdraft status at the end of the fiscal year, that department should initiate the proper budget adjustment action according to the procedures outlined below. Requests for a budget transfer should be made at the time the department realizes it cannot achieve its objective for a given account.

Departments will fill out the Budget Transfer Request Form as provided by the Finance Department and present the completed form to the Finance Department to initiate the appropriate process. The document will be submitted to a department, committee or governing body contingent on the amount of the request (see below).

All budget transfers will be processed by the Finance Department. Budget status and transfer activity will be monitored by the Finance Director/Treasurer (or designee) through the use of the City-Wide

Financial Management System. The City Administrator and the Common Council will monitor activity through monthly budget to actual reporting.

## **4 – ACCOUNTING POLICY**

### *4.1 BASIS OF ACCOUNTING:*

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting, and proprietary and fiduciary funds also use the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue, and in the presentation of expenses versus expenditures.

### *4.2 USER FEES AND CHARGES:*

The City of Onalaska Common Council shall establish all user charges and fees at a level sufficient to cover the costs of services provided. It will also consider market rates and charges levied by other municipalities to establish comparable amounts. Fees and charges should be reviewed annually,

and should be modified to allow growth at a rate that keeps pace with the costs of the provided service.

#### *4.3 ACCOUNTS RECEIVABLE*

All invoices are created in the Finance department with the exception of false alarms/accident reports which are done in the Police Department.

#### *4.4 ACCOUNTS RECEIVABLE DELINQUENT PAYMENTS AND COLLECTIONS:*

The Finance Department is responsible for coordinating, tracking, monitoring and collecting all delinquent payments due to the City of Onalaska.

The Finance Department shall process and send out letters and past due statements for overdue accounts by the end of the second week of each month.

The accounts receivable aging schedule for the City of Onalaska to send a past due notices to overdue accounts are:

- 30 days past due shall receive a letter from the Finance Department notifying them of a past due amount.
- 60-90 days past due accounts shall receive a letter from the Finance Department notifying them of the past due amount and the available option to start a payment plan.
- Over 90 days past due accounts shall receive a final notice letter regarding the account going to collection if not paid within 10 days of the letter.
- The Finance Department is authorized to place accounts remaining delinquent in November on the upcoming years tax roll.

#### *4.5 CASH RECEIPTS/CASH HANDLING*

The City of Onalaska Finance Department requires that all departments collecting cash receipts, whether in cash or other forms of payment, must turn in such receipts to the Finance Department on a daily basis together with records required to verify the accuracy of such collections. No receipts will be held overnight at any location for any reason. All receipts shall be deposited daily by the Finance Department. Any violation of this section of this policy by any employee of the City may result in disciplinary action.

Departments shall:

- Contact the Finance Department to assist in the deposit process if unsure how to account for the monies.
- Immediately receipt all funds collected
- Deposit all receipts intact with the City Clerk's Office.

#### *4.6 PAYMENTS FROM ACCOUNTS WITH NON-SUFFICIENT FUNDS:*

If payment is submitted to the City of Onalaska from a bank account with non-sufficient funds,

The Finance Department shall notify the issuer for recovery of the amount plus an administrative/service/bank fee of \$30. This fee is to recover costs associated with the NSF payment.

The Finance Department, for all non-tax payment transactions, when notified of a NSF, shall immediately reverse the receipt and send the debtor a letter of notification that the debt is not paid. Upon repayment the debt shall be processed through cash receipting. Repayment deadline of a tax payment that is NSF shall be determined by the installment due dates taking consideration for the grace period. If not repaid by a deadline, the Finance Department shall reverse the payment in the tax system and mark the tax parcel delinquent if applicable.

#### *4.7 BANK/CASH RECONCILIATION*

The Finance Department is responsible for balancing cash and all bank statements monthly. This shall be done no later than the 45 days from completion of the month. Any discrepancies, errors and adjustments shall be made and departments affected shall be notified as to the issue to assist in future accuracy.

The Finance Director/Designee is responsible for the cash flow availability with movement of monies between accounts for positive impact of the City of Onalaska's resources.

#### *4.8 UNASSIGNED GENERAL FUND BALANCE POLICY*

To maintain the City of Onalaska's credit rating and meet seasonal cash flow shortfalls, the Budget shall provide for anticipated Unassigned General Fund Balance between 25% and 40% of annual General Fund revenues.

Should the Unassigned General Fund Balance fall below 30% of General Fund revenues a plan for regaining compliance with the policy shall be submitted to the City Council via the Finance Committee.

#### *4.9 ASSET CAPITALIZATION POLICY*

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the city's annual financial statements. This policy also addresses other considerations for recording and depreciating fixed assets.

##### *CAPITALIZATION THRESHOLD*

Capital assets may be acquired through purchase, self-construction, or donation. The asset value when purchased will be the initial cost plus the trade-in value of any old asset traded, plus all costs related to placing the asset into operation. Donated or contributed assets are recorded at fair market value as of the date the asset is acquired. The cost of self-constructed assets will include all costs of construction.

Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets.

Class of Asset    Examples of Costs to be Capitalized    Capitalization

Class of Asset	Examples of Costs to be Capitalized	Capitalization
Land	Purchase price or market value, closing costs, cost of preparing land for use, demolition of existing buildings and improvements	Capitalize all land
Machinery and equipment	Purchase price, freight charges, assembly, installation	\$5,000
Land Improvements	Included parking lots, outdoor lighting, fences, tennis courts, playground equipment, athletic fields, trails, retaining walls	\$5,000
Buildings	Materials, labor, design costs, site excavation, purchase price	\$5,000
Building Improvements	Component units when separately replaced. Major renovation or alterations of original	\$5,000
Intangible assets	Software, land user rights, patents, copyrights, trademarks	\$5,000
Infrastructure	See Attachment A of Examples	\$5,000

- a. Capital assets having values of \$250 to \$5,000 are to be controlled at the department level for insurance and inventory reporting purposes. However, these capital assets will not be capitalized and will not be reported as capital assets.
- b. Value estimates of capital assets required to be reported, but for which no historical documentation is available due to past accounting practices, shall be reviewed by the City auditor in accordance with GASB requirements.
- c. A listing of capital assets is to be kept, annually reconciled and reported in the annual financial statements.

**USEFUL LIVES**

Consider the following when determining the useful life of an asset:

- The length of time these assets have historically lasted
- Anticipated changes in technology
- Specific asset use
- Maintenance practices – among City departments, similar assets may be assigned different useful lives, depending on asset use and maintenance

Capital Assets – General Guidance

- Buildings 30-50 years
- Building Improvements 15-50 years
- Machinery and equipment 3-15 years
- Land improvements 15 - 30 years
- Intangible assets 2 - 100 years
- Vehicles 5 - 20 years

#### Infrastructure Assets – Specific Guidance

- Asphalt 20 years
- Curb & Gutter 20 years
- Sidewalks 20 years
- Bridges/Box culverts 50 years
- Drainage(storm sewer/ponds) 50 years
- Streets 20 years
- Traffic Signals/lights 20 years

#### *SALVAGE VALUE*

The salvage value of capital assets is estimated to be immaterial to the financial statements. Therefore, generally the City will not record salvage value on capital assets.

#### *DISPOSITION OF ASSETS*

Fixed assets may be disposed of due to sale, obsolescence, loss, destruction, or replacement. Upon disposal of an asset, the capital asset records will be relieved of the cost and related depreciation.

#### *DEPRECIATION METHOD*

The straight-line depreciation method will be used for all capital assets. The capital asset software program used by the City/auditor allows for depreciation to be calculated on an individual asset basis. In addition, depreciation will be calculated in the year of addition based on one half year's depreciation regardless of when in the year the asset was put into use.

Infrastructure assets will be depreciated on the straight-line method on an annual basis. Assets will be depreciated on an individual segment basis, when possible, or a composite method when determined to be more reasonable.

#### *WORKS OF ART AND HISTORICAL TREASURES*

Works of art and historical treasures purchased by or donated to the City should be reported at their historical cost or estimated fair value at date of donation.

Attachment A – Infrastructure Capitalization Guidance

<u>Infrastructure</u>	<u>Examples of Costs to be Capitalized</u>	<u>Examples of Costs to be Expensed</u>
<b>Streets, Curb, &amp; Gutter</b>	New construction, partial reconstruction, full reconstruction	Crack filling, sweeping, patching, seal coating, pavement rehabilitation,
<b>Bridges</b>	New construction, partial reconstruction, full reconstruction	Crack filling, patching
<b>Storm Sewers</b>	New construction, partial reconstruction, full reconstruction	Storm sewer repairs
<b>Sidewalks</b>	New construction, partial reconstruction, full reconstruction	Spot replacements
<b>Dams</b>	New construction, partial reconstruction, full reconstruction	Spot repairs, maintenance

**4.10 DEBT MANAGEMENT POLICY**

The City of Onalaska shall, as a matter of policy, conduct its finances so that the amount of direct, non- self-supporting, unlimited tax general obligation debt outstanding at any time that is subject to approval by the City Council does not exceed 75% of the city’s legal debt margin capacity which is calculated at 5% of the city’s total equalized valuation.

The city’s general obligation public improvement bond issues should be structured such that, on average, the life is less than 20 years.

When the city finances capital projects by issuing bonds, it will pay back the related debt within a period not to exceed useful life of the projects.

The city will promote effective communications regarding its financial conditions with bond rating agencies and others in the marketplace based on full disclosure.

The city will regularly evaluate its adherence to the debt policy.

**4.11 EMMA**

On or before September 27th (or date designated by the EMMA requirements) of each year, the Finance Director submits required data and operating data to the EMMA website. A list of the commonly required items are listed below:

- Equalized Property Value

- Tax Levy, Rates and Collections
- Current General Fund Budget Summary or Adopted Budget
- District Indebtedness
- Audited Financial Statements

## 5 – INVESTMENT POLICY

### 5.1 SCOPE

This investment policy applies to all financial assets of the City of Onalaska. These funds are accounted for in the City's annual financial statements and include:

1. General Fund
2. Special Revenue Funds
3. Capital Project Funds
4. Enterprise Funds
5. Trust and Agency Funds
6. Debt Service Funds
7. Community Development Authorities

This policy is limited in its application to funds that are not immediately needed and therefore are available for investment. Unless prohibited by law or contract, the City may pool cash from several different funds for investment purposes should it meet the objectives of the investment program. Other funds, the investment of which is subject to special federal and/or state laws and regulations, may be invested in accordance with such laws and regulations.

### 5.2 GENERAL OBJECTIVES

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Onalaska shall be the following:

1. Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. Liquidity: Maintain the necessary liquidity to match expected liabilities is the second investment objective.
3. Return on Investment: Obtaining a reasonable return is the third investment objective.

### 5.3 AUTHORITY

Authority to manage the City's investment program is derived from State of Wisconsin Statutes 66.04(2) and 219.05 and City ordinance 3-1-9. The Finance Director/Treasurer or designee(s) is the investment officer and is responsible for investment decisions and activities. The Finance Director/Treasurer shall be responsible for all transactions undertaken, and shall establish

investment procedures consistent with this policy, and a system of controls to regulate the activities of subordinate officials and employees.

1. Ethics and Conflict of Interest

Elected Officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of investment. Elected officials and employees shall disclose any material financial interest in financial institutions that conduct business with the City.

2. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director/Treasurer and City Administrator, hereinafter referred to as investment officers and derived from the following: Wisconsin State Statute 59.62. Responsibility for the operation of the investment program is hereby delegated to the investment officers.

3. Prudence

Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived (this is the “prudent person” standard). This standard requires that when making investment decisions, the investment officer shall consider the role that the investment or deposit plays within the portfolio of assets of the City of Onalaska and the investment objectives listed above, and shall be applied in the context of managing the overall investment portfolio.

#### *5.4 SAFEKEEPING AND CUSTODY*

Securities will be held by a (centralized) independent third party custodian selected by the entity as evidenced by safekeeping receipts in the City of Onalaska’s name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

*Institutions:* The Finance Director/Treasurer shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. In addition, a list of approved security broker/dealers will be maintained. The Finance Director/Treasurer shall qualify institutions by applying generally accepted industry standards (i.e. capital requirements, asset quality, earnings, liquidity, management, and local community development) using available public agency and private rating services as appropriate. An annual review of the financial condition of all qualified institutions shall be conducted. On an annual basis, (or more frequently if needed,) the Finance Director/Treasurer shall present a list of these qualified institutions to the Finance and Personnel Committee for its review and recommendation to the Common Council for approval via resolution.

#### *5.5 INTERNAL CONTROLS*

The finance director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Onalaska are protected from losses, theft, or misuse.

The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefit requires estimates and judgments by management. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority and review from accounting and recordkeeping.
- Custodial safekeeping.
- Avoidance of physical delivery of securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investment and wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodians.

### *5.6 SUITABLE AND AUTHORIZED INVESTMENTS*

The investment of City funds shall be in accordance with Wisconsin statutes section 66.0603 (see excerpt attached as Exhibit A,) further limited as follows:

1. Certificates of Deposits (CD's)

CD's from any Credit Union, Bank, Savings Bank, Trust Company or Savings and Loan Association provided these time deposits must be collateralized if they exceed Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance (NCUSIF) insurance limits by either

- a. US government or its agencies securities with a maturity under five (5) years; or
- b. Limited to \$500,000 per financial institution, if the financial institution is a "Public depository" as defined in WI statute chapter 34.01(5).

2. US Treasury Bonds or Notes

City funds may be invested in United States Government bonds or securities with maturities less than ten (10) years from the date of investment.

3. State of Wisconsin Local Government Investment Pool

4. Prohibited Investments

In addition to the limitations on investment types according to Wisconsin Statutes, City funds will not be invested in derivative type investments such as collateralized mortgage obligations, strips, floaters, etc. Certain types of such investments may qualify under state statute, but are not deemed appropriated for use by the City of Onalaska.

### *5.7 COLLATERALIZATION*

The Federal Deposit Insurance Corporation (FDIC) and NCUSIF protects deposits up to \$250,000. In addition, public deposits are protected against losses by Wisconsin general-purpose revenues

under Statute 20.144(1)(a) and 34.08 (2) up to \$400,000 for any one public depositor in any individual public depository. The City will seek to collateralize certificates of deposit or any other time deposit in an amount equal to 102% of the investment less the amount (\$500,000) insured by the State of Wisconsin and the FDIC with appropriate collateral instruments and at levels per recommended practices of the Government Finance Officer's Association. Collateral shall be held by an independent third party custodian with whom the City has a custodial agreement.

The City will seek to protect its interests in all other securities purchased by the City via appropriate insurance coverage from broker/dealers or via the use of a third party custodian approved by the Finance Director/Treasurer and evidenced by safekeeping receipts.

### *5.8 DIVERSIFICATION*

It is the policy of the City of Onalaska to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss and balance the effect of interest rate changes affecting different types of securities. Investments will be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector;
- Limiting investments in securities with the highest or 2nd highest rating category assigned by Standard & Poor's Corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as the Local Government Investment Pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

### *5.9 MAXIMUM MATURITIES*

To the extent possible, the City of Onalaska will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase.

Reserve funds may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds. Any intent to invest in securities with longer maturities will be reported to the Finance and Personnel Committee and Common Council.

### *5.10 REPORTING*

The Finance Director/Treasurer or designee(s) shall submit a quarterly investment report to the Finance and Personnel Committee. The report shall summarize investment transactions that occurred during the reporting period, and shall discuss the current portfolio in terms of maturity, rates of return, and other features.

### *PERFORMANCE STANDARDS*

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

### *MARK TO MARKET*

The market value of the portfolio shall be calculated monthly as part of the monthly report. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

### *5.11 POLICY CONSIDERATIONS*

Any investment currently held that would not meet the guidelines of this policy shall be exempted from the requirements of the policy. At maturity or liquidation, such monies shall be reinvested only as provided under this policy.

### *5.12 SUPPORTING DOCUMENTATION*

The City of Onalaska's investment policy shall be adopted by the Common Council. The investment policy shall be periodically reviewed by the Common Council and any modifications made must be approved by the Common Council. Such review shall not occur more than annually.

### *5.13 APPROVAL OF INVESTMENT POLICY*

The investment policy shall be formally approved and adopted by the city council and may be reviewed as deemed appropriate.

## **6 – INTERNAL CONTROLS**

### *6.1 DEFINITION OF INTERNAL CONTROL*

Internal control is a process that is developed by the municipality to provide reasonable assurance that the following categories of objectives will be achieved:

- The municipality's financial reporting will be reliable;
- The municipality will be operated effectively and efficiently; and
- The municipality will comply with applicable laws, regulations, contracts and grant agreements.

A good internal control structure is essential to providing reasonable assurance that the City of

Onalaska is achieving their objectives. Such objectives include, but are not limited to, utilizing public resources in compliance with laws, regulations and budgetary limitations. An adequate control structure will provide information that helps detect errors and fraud, and provides reasonable assurance that financial reports are accurate. It will limit the opportunity for theft or unauthorized use of assets, including cash, inventory and capital assets.

These Internal Controls establish guidance related to internal control and compliance for management within the City of Onalaska. Developing an adequate internal control system requires continual analysis and modification to address changing circumstances. Management should identify and address additional objectives that are relevant to their operations.

These objectives are often stated as goals and should address all significant activities of the City of Onalaska. There is the need to identify these activities and place relevant risks and related control procedures to them.

The framework for a comprehensive control plan is within these five essential components:

1. Control environment
2. Risk assessment
3. Control Activity
4. Information and communication
5. Monitoring

These five components must operate together to have effective internal control.

## *6.2 CONTROL ENVIRONMENT*

The control environment is the foundation for all the other components. It “sets the tone at the top”. That is, if management (the Mayor, Council, City Administrator, Department Heads) views internal control as important, the rest of the organization will likely follow that same path. Control environment factors include integrity, ethical values, management’s philosophy and operating style, organizational structure, assignment of authority and responsibility, and human resource policies and practices.

The control environment involves more than setting standards, policies, and structures; it involves communicating and enforcing those standards, policies and structures.

## *6.3 RISK ASSESSMENT*

Municipal officials should have processes in place to identify potential risks due to changing circumstances. Technological developments, employee turnover, new programs, new accounting standards, new laws and regulations, economic growth and decline, and many other factors impact the adequacy of a municipality’s internal control structure.

Municipal officials need to consider the potential for fraud in assessing the various types, assessing incentive, pressures and opportunities. Each will present different risks that must be identified and analyzed for its significance and each risk needs a determination of the level for response.

#### *OPERATIONS –*

- Ensure that the municipality’s resources are adequately safeguarded
- Provide taxpayer services efficiently and effectively
- Consider tolerances for risk
- Provide for the long-term stability of the municipality
- Provide a stable and rewarding environment for employees

#### *FINANCIAL REPORTING –*

- Provide timely internal financial reports and schedules for evaluating operations
- Provide timely external financial and non-financial reporting
- Issue timely financial reports that comply with generally accepted accounting principles and the additional requirements of GASB (Government Accounting Standards Board)
- Provide an Internal Audit Report regarding security status of municipal resources

#### *COMPLIANCE–*

- Comply with all relevant laws, regulations, contracts and grant agreements

### *6.4 CONTROL ACTIVITIES*

Control activities are management’s specific policies and procedures that help ensure that the risks related to achieving management’s objectives are addressed.

Management should at a minimum:

- Develop an employee manual that addresses management’s expectations regarding business practices and ethical behavior (includes pay scales, promotions, dress code, probationary period, evaluations, conflict of interest issues, etc.); job skills requirements (job descriptions, lines of authority and responsibility, certifications, education, training, etc.); employee benefits (leave, flex plans, health insurance, pension, PTO, etc.); disciplinary policies and procedures
- Establish a simple and flexible organizational plan that clearly places responsibility for specific activities upon specified individuals/job titles. Control over the accounting function should be centralized under one official who is responsible for all recordkeeping and reporting and who has the authority to supervise the entire financial operation. Centralizing the accounting function does not eliminate the approval and custodial functions. It allows for consistent application of accounting rules and a general overall review of all activities of the municipality.

- Separate duties of employees so that no one person has control over a complete transaction from beginning to end. Work flow should be established so that one employee's work is automatically verified by another employee working independently. When possible, different persons should be responsible for the authorization, recordkeeping (posting), custodial (cash and materials handling), and review procedures, to prevent manipulation of records and minimize the possibility of collusion. When adequate segregation of duties is not possible, management oversight should be increased to provide reasonable assurance that errors, irregularities or fraud are prevented or detected and corrected in a timely manner. Such oversight would include, but not be limited to, the review of bank statements, cash receipts and cash disbursements summaries as well as the related supporting documentation, and analysis of monthly reports.
- Maintain record retention to substantiate transactions.
- Should ensure that qualified individuals are hired and that appropriate training is provided.
- Establish IT controls for information processing a)security b)passwords c)change management d)numerical sequences of transactions and checks
- Use tangible and intangible safeguards to secure the organization's resources. Tangible being: cameras, locks, barriers; Intangible being: collateral/insurance on financial resources, institutional knowledge.

## *6.5 INFORMATION AND COMMUNICATION*

Information and communication systems should provide reliable reports for both internal and external purposes. The means of communicating information within the organization will significantly impact whether objectives are achieved.

## *6.6 MONITORING*

Monitoring the internal control system provides assurance to management that: policies and procedures are being followed; information is being communicated accurately and timely; and, risks are being identified and appropriately addressed. In addition, it ensures

That internal control continues to operate effectively, since processes, goals, and circumstances are not static and changes in those areas will necessitate changes in internal control.

During the annual external audit, performed by a Certified Public Accounting Firm, internal controls shall also be analyzed and measured for their effectiveness throughout the organization. They shall issue a report on internal controls and compliance, offering information regarding laws and regulations and internal controls related to financial reporting.

# **7 – FEDERAL AWARDS**

## *7.1 CHARGING OF COSTS TO FEDERAL AWARDS*

Only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

## *7.2 CRITERIA FOR ALLOWABILITY*

All costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
  - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Organization or the performance of the award;
  - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
  - c. Whether the individuals concerned acted with prudence in the circumstances;
  - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
  - a. The cost is incurred specifically for a federal award;
  - b. The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
  - c. The cost is necessary to the overall operation of the Organization, but where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMS Circular A-122 or the federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistent with Non Federal charges and be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.
7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

## *7.3 PERSONNEL AND FRINGE BENEFIT COSTS*

The cost of fringe benefits in the form of compensation paid to employees during periods of authorized absences from the job, such as for vacation, family-related leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowed and provided for under the City of Onalaska's written employment compensation and benefits manual.

The City of Onalaska will adhere to 2 CFR part 200.430 (a)(1) and 200.431 (b)(1) for all payments of 5307 personnel and fringe benefit costs.

#### *7.4 PAYMENTS*

Capital or operating draws are federal funds to reimburse the City of Onalaska for costs expended by the vendor which the city has already paid. Payment requests are processed at any time during the year initiated by the Finance Director and processed by the Deputy Finance Director or City Clerk. At no time can reimbursements exceed 50% of the net operating expenses. The City of Onalaska will adhere to 2 CFR part 200.305 for 5307 transit payments.

#### *7.5 PROCUREMENT*

The City of Onalaska will adhere to all Wisconsin DOT Transit procurement procedures when 5307 Federal Grant monies are used WisDOT Procurement Manual attached in the appendix.

## **8 – RECORD RETENTION**

### *8.1 RECORD RETENTION*

The City of Onalaska's policy is to retain records as required by Wisconsin Municipal and Related Records Manual and city policies as well as 2 CFR part 200.333 and 200.334.

### *8.2 COLLECTION, TRANSMISSION AND STORAGE OF INFORMATION*

The City of Onalaska has original copies of documents in electronic format or scanned pdf format. duplicate paper copies will be archived in accordance with 2 CFR 200.335 and Wisconsin Municipal and Related Records Manual.

### *8.3 ACCESS TO RECORDS*

All financial records are maintained by the Finance Department. These records are available for review. The City of Onalaska will follow 2CFR part 200.336 and 200.337 for access to records.

### *8.4 FINANCIAL RECORDS*

Officers may destroy the following nonutility records under their jurisdiction after the completion of an audit by State auditors or an auditor licensed under Ch. 442, Wis. Stats., but not less than 7 years after payment or receipt of the sum involved in the applicable transaction:

- a) Bank statements, deposit books, slips and stubs.
- b) Bonds and coupons after maturity.
- c) Cancelled checks, duplicates and check stubs.
- d) License and permit applications, stubs and duplicates.

- e) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- f) Receipt forms.
- g) Special assessment records.
- h) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

### *8.5 UTILITY RECORDS*

Officers may destroy the following records of municipal utilities subject to regulation by the State Public Service Commission and after an audit as provided above, but not less than 2 years after payment or receipt of the sum involved in the applicable transaction:

- a) Water, sewer, electrical stubs and receipts of current billings.
- b) Customers' ledgers.
- c) Vouchers and supporting documents pertaining to charges not included in plant accounts.
- d) Other utility records after 7 years with the written approval of the State Public Service Commission.

### *8.6 OTHER RECORDS*

Officers may destroy the following records, but not less than 7 years after the record was effective:

- a) Assessment rolls and related records, including Board of Review minutes.
- b) Contracts and papers relating thereto.
- c) Financial reports other than annual financial reports.
- d) Insurance policies.
- e) Justice dockets.
- f) Oaths of office.
- g) Reports of boards, commissions, committees and officials duplicated in the official minutes.
- h) Resolutions and petitions.
- i) Voter record cards.

### *8.7 NOTICE REQUIRED*

Prior to the destruction of any public record described above, at least 60 days' notice shall be given the State Historical Society.

## **APPENDIX**

WisDOT Procurement Manual – For the current version see

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure.aspx>

# Memorandum

**To:** Mrs. Hope Burchell, HR Director

**From:** Fire Chief Billy D. Hayes

**Date:** November 19, 2018

**Re:** Out of State Travel

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In accordance to the City of Onalaska Policy Number 1.12, entitled, "Travel Policy," I am requesting approval to attend the Fire Department Safety Officers Association's FDSOA Apparatus Specifications & Maintenance Symposium and the FDSOA Annual Health and Safety Forum in Orlando, FL departing on Monday, January 21, 2019 and returning on Friday, January 25, 2019. I have included information in regards to this conference as I have been requested to serve as a presenter at the Apparatus Symposium. In addition, I also assist the FDSOA as their newsletter editor. As such, all travel including airfare and lodging, as well as conference registration will be covered by the FDSOA. I have highlighted information as to my speaker times, classes/presentations I will be in attendance of, and the email from the FDSOA covering my travel and lodging. I request only meals and time away without utilization of vacation leave.

## Billy Hayes

---

**From:** Billy Hayes FDSOA <safetygram@fdsoa.org>  
**Sent:** Monday, November 19, 2018 4:12 PM  
**To:** Billy Hayes  
**Subject:** Fwd: 2019 FDSOA Apparatus Symposium - Travel Plans

---

**From:** "FDSOA Membership" <[membership@fdsoa.org](mailto:membership@fdsoa.org)>  
**Cc:** "Fire Dept Safety Officers" <[fdsoainfo@gmail.com](mailto:fdsoainfo@gmail.com)>, "FDSOA Membership" <[membership@fdsoa.org](mailto:membership@fdsoa.org)>  
**Sent:** Friday, October 19, 2018 9:49:06 AM  
**Subject:** FW: 2019 FDSOA Apparatus Symposium - Travel Plans

Hello again,

The FDSOA will be paying for your travel as a speaker at the 2019 FDSOA Apparatus Symposium.

If you are purchasing airline tickets, please do so soon to assure lower prices. Once you have your tickets purchased, please forward the receipts to us and we will send a reimbursement check to you. We will also be paying for your hotel room, so please be sure to get us your travel dates asap.

Thanks,  
Kathy

**From:** Membership [<mailto:membership@fdsoa.org>]  
**Sent:** Friday, October 19, 2018 10:28 AM  
**Cc:** Fire Dept Safety Officers <[fdsoainfo@gmail.com](mailto:fdsoainfo@gmail.com)>; 'Membership' <[membership@fdsoa.org](mailto:membership@fdsoa.org)>  
**Subject:** 2019 FDSOA Apparatus Symposium - Travel Plans

Good Morning Apparatus Speakers,

We are reaching out to you today requesting that you share your travel plans for the 2019 FDSOA Apparatus and Maintenance Specification Conference with us. We need to make sure we have you on our master hotel list for the appropriate days.

Please reply to this email with your travel dates. We need to know when you are arriving at the hotel and when you will be departing. The conference runs Monday, Jan 21 – Jan 23 (ends at 10am).

You should have received an invitation from SCHED to sign into <https://sched.com> – that is the application we are using for the schedule and details of the event. If you have not logged in and updated your profile – please do so. If you have lost your login information, let me know and I can resend it. This will show your specific days you are teaching and allow you to update your profile information and class description.

Please let us know if you have any questions!!  
Thank you for your help.

Kathy

FDSOA  
33365 Raphael Rd  
Farmington Hills, MI 48336  
Office: 248-880-1864

Schedule Speakers Sponsors Attendees

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Break

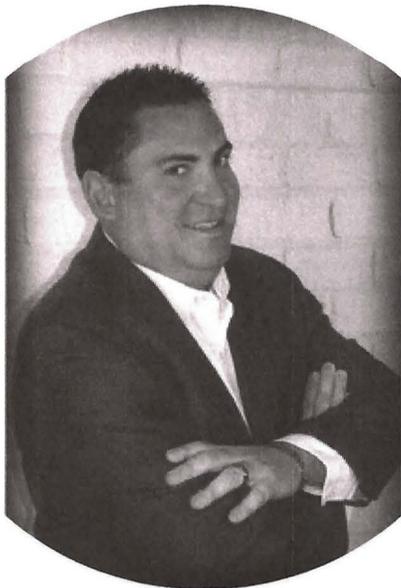
Breakout Session

General Session

Post Con

Pre Con

Popular



**Billy Hayes**

**My Speakers Sessions**

**Tuesday, January 22**

2:15pm

**Leadership for Apparatus**  
**Billy Hayes**

Schedule or People

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Jan 20-23, 2019

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Wyndham Orlando Resort I-Drive 8001 International Drive Orlando, FL 32819

**Filter By Type**

Break   Breakout Session   General Session   Post Con   Pre Con  
Popular

Event schedule powered by **SCHED**

**Tuesday, January 22**

7:00am Continental Breakfast Provided

8:00am General Session: NFPA Standards (Holland & Lackore), OSHA Standard (Beeman)  
Karl Beeman • Kendall Holland • Roger Lackore

10:00am Morning Break - Please take time with vendors

10:30am Aerial Inspections  
Jim Johannessen

First Responder Collision Avoidance Today: Using Responder-to-Vehicle and  
Responder-to-Responder Technology  
Corey Hohs

Justifying Your Department's Fleet Replacement  
Tom Shand • Mike Wilbur

Lighting Fixture Placement On Scene  
Sam Massa • Andrea Russell • Jason Witmier

11:45am Lunch Provided

12:45pm Advanced Pump Controls  
Jason Cerrano • Eric Combs

Firefighter Cancer Awareness & Prevention Programs, Designing Apparatus,  
Equipment, Programs, and Procedures Around Firefighter Safety, Health, and  
Wellness  
Frank Babinec

Keeping Firefighters Off the Top of Apparatus

Doug Miller • Mike Moore

Purchasing process - from inception to final inspection

Jeff Gaskin

2:00pm

Afternoon Break - Please take time with vendors

2:15pm

Aerial Needs Assessment

Mike Wilbur

Airbags and Occupant Protection

Mark Bartlett • Melissa Dobbs • Dan Veselsky

Brakes and Brake Adjustments Part 1

Pat Patton • John Wolf

Leadership for Apparatus

Billy Hayes

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Schedule or People

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or browse by date + venue

Break

Breakout Session

General Session

PreCon

Testing

Popular

Sign up or log in to bookmark your favorites and sync them to your phone or calendar.

**Monday, January 21**

- 8:00am Health and Safety Officer Academy (Must be preregistered)  
Dan Melia • Steve Raynis
- Incident Safety Officer Academy (Must be preregistered)  
Dave Dodson • Shadd Whitehead

**Tuesday, January 22**

- 8:00am "The 5 Reads" for Safety Officers (Must be preregistered)  
Mike Richardson • Eric Valliere
- Health and Safety Officer Academy - Continued, Day 2  
Dan Melia • Steve Raynis
- Incident Safety Officer Academy - Continued, Day 2  
Dave Dodson • Shadd Whitehead
- 4:30pm Testing for Certification - HSO Exam    Testing for Certification - ISO Exam

FDSOA

FDSOA

**Wednesday, January 23**

7:00am	Continental Breakfast Provided	
8:00am	<b>FDSOA Health and Safety Forum Opening Ceremony</b> Rich Marinucci	
8:15am	<b>Opening General Session - You Say More Than You Think!</b> Janine Driver	
10:00am	Morning Break - Please take time with vendors	
10:30am	Performance Nutrition: From the Firehouse to the Field Maureen Stoecklein	
	Phx, AZ Southwest Supermarket Fire - Bret Tarver LODD Overview John Brunacini	
	<b>The Human Side of the Fire Service</b> Joe LaCognata	
	The Impact of Concussions on the Fire Service Mat Blankenship	
12:00pm	Lunch Provided (Health and Safety Forum Attendees Only)	
1:15pm	Cardiac Risk Assessment in Firefighters Jorge L. Gardyn MD	Leadership for the ISO Robert Delagi • Greg James
	<b>Translating the Science to the Street</b> Todd J. LeDuc	
	Upgrade Your Rapport & Influence With Everyone You Interact With	

	Janine Driver	
2:45pm	Afternoon Break - snacks and beverages with vendors	
3:00pm	<b>Cancer in the Fire Service</b> Bryan Frieders	Every Fire Is A HAZMAT Robert Fling
	<b>Leadership and Politics for Safety Officers</b> Ed Mann	
	Thermal Imaging Cameras for Safety Officers Mike Richardson	
4:30pm	Testing for Certification - ISO and HSO Exam FDSOA	

### Thursday, January 24

7:00am	Continental Breakfast Provided	
8:00am	How Do Your Drivers Get a Five Star Rating Don Cox	
8:30am	Morning General Session - <b>Risks beyond the Fire Ground</b> Sara Jahnke	
10:00am	Morning Break - please spend time with vendors	
10:30am	"Project Mayday" Update Don Abbott	
	Are Your Safety Programs REALLY Making A Difference? How IAFC's Firefighter Near Miss Is Breaking The Mold!	

John H. Russ

**Common Sense Safety For The Incident Commander**

Peter J. Lamb

**Understanding and Fighting Basement Fires**

Brian Kazmierzak

12:00pm

Lunch Provided \*\* FDSOA Membership meeting will occur at this time

1:15pm

**From Start to Finish - Safety Considerations of Active Shooter Response Integration**

John Whitney IV

**I Don't Have a Behavioral Health Program and Don't Know Where I Should Start!**

John Oates

**Safety Climate**

Jenn Taylor

**You are not alone: NFFF and its support for safety officers**

John Tippett

2:45pm

Afternoon Break - snacks and beverages with vendors

3:00pm

**Closing General Session - The War against Complacency**

Don Wilson

Schedule or People

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Jan 21-24, 2019

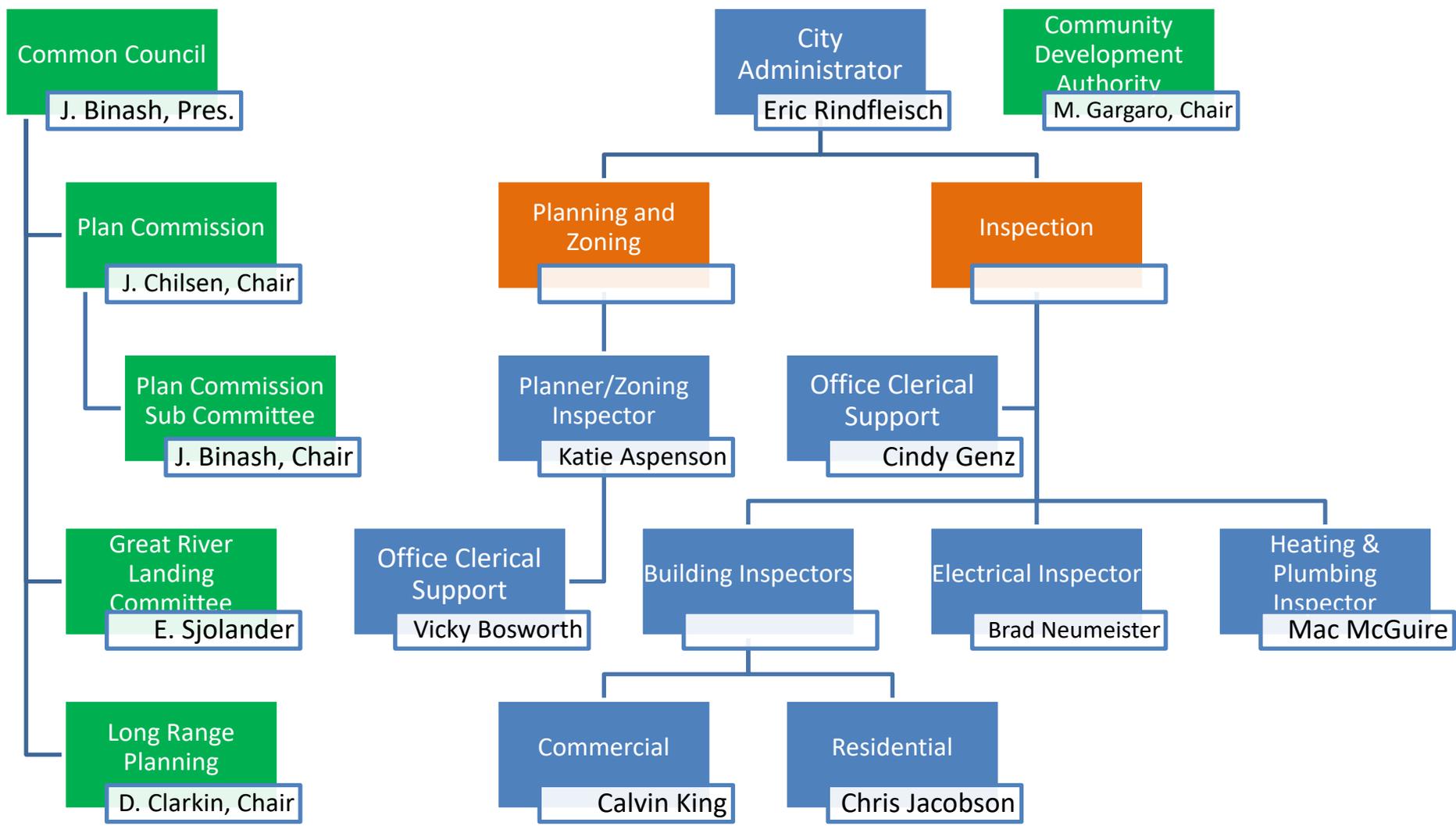
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Wyndham Orlando Resort I-Drive

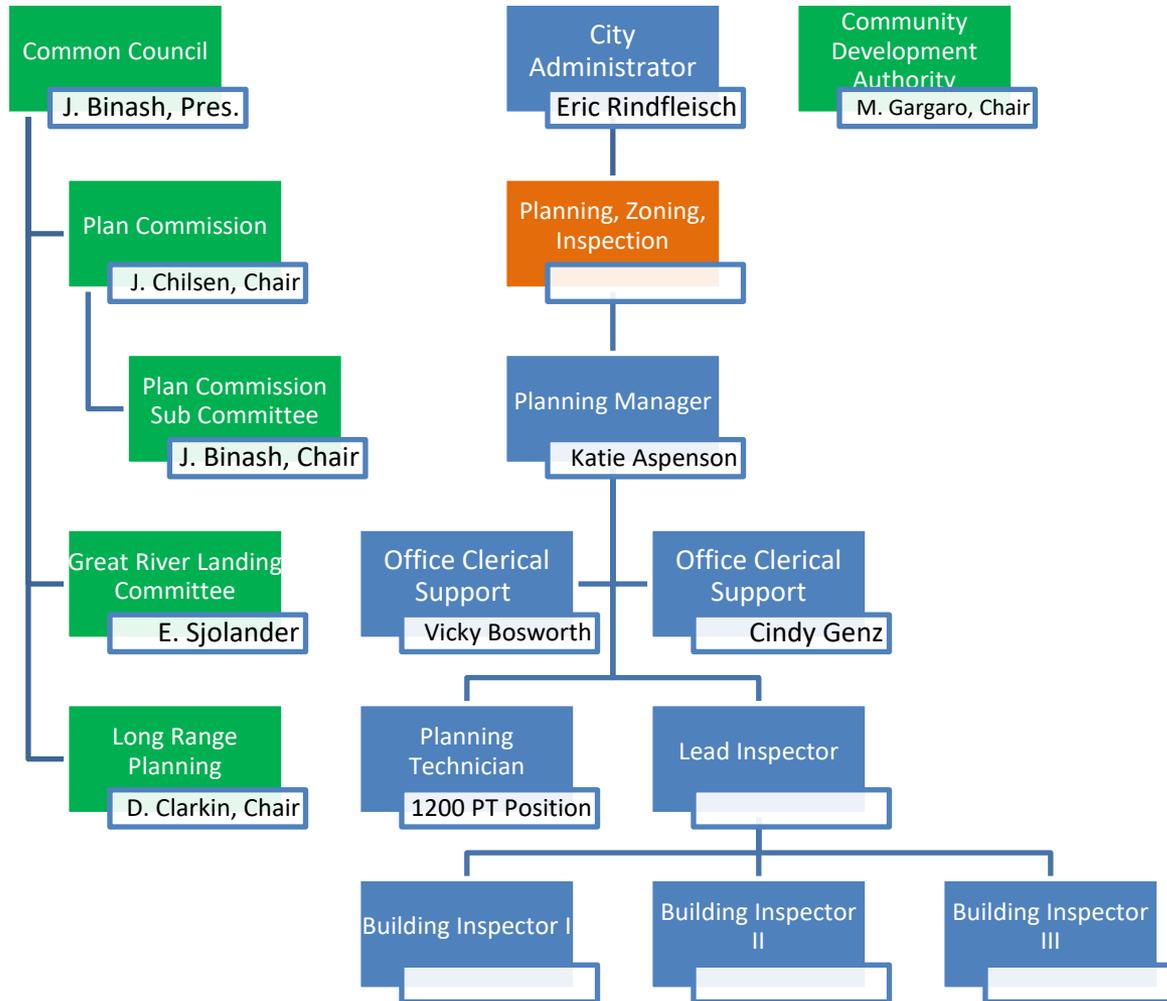
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# Planning, Zoning and Inspection



# 2019 Planning, Zoning and Inspection



CITY OF ONALASKA

Grade 12

Position: Office Clerical Support
Location: City Hall
Page: 1 of 3

Department: Finance
Supervisor: Finance Director
Classification: Hourly Non-Exempt

Approved by F & P Committee: 12/8/04, 10/5/05, 3/7/07, 3/7/12, 7/8/15, 5/4/16, 9/6/17, 10/4/17
Approved by Council: 12/14/04, 10/11/05, 3/13/07, 3/13/12, 7/14/15, 5/10/16, 9/12/17, 10/10/17

Under general supervision of the Finance Director, an employee in this position performs a variety of administrative clerical work of moderate complexity and variety. This position supports all administrative staff and frequently works with confidential information. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the immediate supervisor but frequently no check is made of routine work.

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. Applies generally accepted accounting principles in all operations; assists auditors as needed.
B. Prepares letters, memos, reports, proposals, agreements, charts, forms, and other documents; which may include typing, filing, copying, sorting, transcription, and other clerical activities.
C. Reconciles various accounts including, but not limited to, tax bills, insurance claims, Ebox and Electronic Transfer System (ETS) and Government Payment System (GPS) systems, and daily deposits; keys journal entries; may assist with entry forenters invoices for vendor payments; prepares departmental purchase orders; prepares bank deposits for all monies received by the City.
D. Reviews, prepares reports, and reconciles bad debt collection and municipal court collections.
E. Trains or assists with the training of seasonal employees.
F. Completes paperwork associated with the issuance of licenses; compiles and reconciles the database for cat and dog licensing, including tracking rabies information for issuance of citations.
G. May assist in sorting and distributing postal mail received by the City daily; answers multi-line telephones and refers customers and documents to the proper department and/or person.
H. Provides customer service to both internal and external customers. Attempts to resolve matters directly, but may refer customers to an administrative staff member when appropriate; facilitates and coordinates communication with Onalaska citizens and the general public.
I. Operates various office machines including, but not limited to; fax machine, copy machine, scanner, typewriter, calculator, dictation equipment, multi-line phone, mobile phone and PC with Microsoft Office.
J. Assists with the preparation of accounts payable documents and assists with reconciliation with various financial documents.
K. As directed by the City Clerk; may assist in preparing and distributing meeting agendas and minutes as directed by the City Clerk; may distribute meeting minutes and posting minutes and agendas to the City website as directed by the City Clerk; May assist in organizing and managing electronic files from all City meetings; and may assist in providing necessary information to the transcriptionist.
L. May assist in maintaining office supply inventory in the administrative suite; orders supplies as needed or requested.
M. Assists with elections including but not limited to; updating voter registration and voter records; absentee voting; registration of new voters; entering voter history after each election and reports as directed by the City Clerk. Assists in the management of the database for cat and dog licensing, including tracking rabies information for issuance of citations.
N. Maintains confidentiality in all matters relating to correspondence, meetings, phone calls, and/or general conversation.

# CITY OF ONALASKA

Grade 12

**Position:** Office Clerical Support

**Location:** City Hall

**Page:** 2 of 3

**Department:** Finance

**Supervisor:** Finance Director

**Classification:** Hourly Non-Exempt

Approved by F & P Committee: 12/8/04, 10/5/05, 3/7/07, 3/7/12, 7/8/15, 5/4/16, 9/6/17, 10/4/17

Approved by Council: 12/14/04, 10/11/05, 3/13/07, 3/13/12, 7/14/15, 5/10/16, 9/12/17, 10/10/17

## **RELATED JOB FUNCTIONS:**

- A. Assists finance department with maintaining invoice files.
- B. ~~May assist~~ Assists City Clerk department in performing sales of cemetery plots, coordinating with Street-Public Works Department on burials and maintain cemetery files.
- C. May assist in maintaining and archiving City records as requested; performs end of the year records clean up and storage.
- D. May assist in maintaining City Hall's public meeting schedule.
- E. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
- F. Performs other duties as needed or assigned.

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

- A. Ability to operate various office machines including, but not limited to, copier, fax machine, multi-line telephone, calculator, and PC required.
- B. Experience using Microsoft Office, email, websites and the internet required.
- C. Excellent math skills required.
- D. 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 flexibility required.
- E. Ability to work successfully on multiple tasks by establishing priorities for work and procedures to follow required.
- F. Excellent typing and dictation skills required.
- G. Excellent oral and written communication skills required.
- H. Excellent organizational skills required, including the ability to maintain organized, complete records and files, and prepare reports from such information.
- ~~H.I.~~ Ability to train seasonal employees clearly and concisely in a professional manner.

## **TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. High School diploma or equivalent required.
- B. Associates degree in Business, Accounting, or Office Assistant or related program and two (2) to four (4) years' experience in an office setting, or equivalent combination of education and experience.
- C. Previous experience in customer service and cash-handling preferred.
- D. Experience with Microsoft Office products and other related computer and web-based programs.

## **PHYSICAL REQUIREMENTS:**

- A. Frequently sits at keyboard.
- B. Reads and writes.
- C. Frequent twisting.
- D. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- E. Occasional bending and stooping.
- F. Occasionally lifts and carries less than forty (40) pounds.
- G. Pushes and pulls office equipment up to forty (40) pounds within the office area.
- H. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- I. Thirty-five (35) percent of workday spent sitting.

# CITY OF ONALASKA

Grade 12

**Position:** Office Clerical Support  
**Location:** City Hall  
**Page:** 3 of 3

**Department:** Finance  
**Supervisor:** Finance Director  
**Classification:** Hourly Non-Exempt

Approved by F & P Committee: 12/8/04, 10/5/05, 3/7/07, 3/7/12, 7/8/15, 5/4/16, 9/6/17, 10/4/17  
 Approved by Council: 12/14/04, 10/11/05, 3/13/07, 3/13/12, 7/14/15, 5/10/16, 9/12/17, 10/10/17

- J. Thirty (30) percent of work day spent walking.
- K. Thirty-five (35) percent of workday is spent standing.
- L. All percentages above could vary depending upon duties performed that day.

Percent of 8 Hour Day

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

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Signature of Employee

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Date

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Signature of Employer

\_\_\_\_\_  
Date

CITY OF ONALASKA

Grade 12

Position: Administrative Assistant/Emergency Management Assistant
Location: Fire Department
Page: 1 of 3

Department: Fire
Supervisor: Fire Chief
Classification: Part-time Non-Exempt

Approved by F & P Committee:
Approved by Council:

Under the general supervision of the Fire Chief, an employee in this class performs a variety of confidential clerical and administrative clerical tasks of moderate complexity and variety for the Fire Chief and/or the Administrative staff. Work requires the exercise of initiative, independent judgment, and discretion in handling various duties. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the immediate supervisor but frequently no check is made of routine work.

ESSENTIAL JOB FUNCTIONS:

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

- A. Prepares letters, memos, reports, proposals, agreements, charts, forms, and other documents; which may include typing, filing, copying, sorting, and other clerical activities.
A-B. Provides administrative support to the Fire Chief requiring a high degree of confidentiality, and knowledge of time sensitive prioritization
B-C. Creates, edits, and publishes special reports, including annual reports, quarterly reports, and monthly reports.
C-D. Creates reports for monthly firefighter payroll for Human Resources/the City Clerk/Finance. Payroll duties may include inputting employee information into Firehousepayroll, reviewing time sheets, data entry, verification, reconciliation and preparation of reports.
D-E. Processes and proofreads administrative correspondence and reports for the Fire Chief, Assistant Chief, and others as necessary, including confidential information and press releases. Maintain records and/or files as needed (including monthly statistics).
E-F. Maintains the City's Emergency Operation Plan (EOP); updates and re-issues guidelines, policies and plans.
F-G. Assists the Fire Chief in the planning, designing/coordination, and facilitation of the City's compliance with the National Incident Management System (NIMS), Community Emergency Response Team (CERT), and City's Emergency Operations Center (EOC) tabletop exercises and training.
G-H. Schedules meetings for the Fire Chief and monitors calendar for items such as CPR, Public Education, Inspections, Special Events, etc. Coordinates meetings, creates agendas, minutes, and reports for the Chief and Assistant Chief as necessary.
H-I. Serves as liaison with County and State Emergency Management agencies Assists the Fire Chief in the dissemination of Emergency Management information to key personnel within the City.
J. Documents and tracks all training and certifications completed for the EOC staffing.
K. Assists with coordination of Fire related software/notification systems, including IamResponding and CodeRed alerts, minutes, and tracking of usage.
L. Assists with communication and report submittals to appropriate and mandated agencies including the National Fire Incident reporting System(NFIRS) and the Department of Safety and Professional Services.
M. Reviews and prioritizes incoming or outgoing mail and correspondence; prepares responses and makes appropriate notifications.
N. Assists in the maintenance of office supply inventory in the administrative suite; Orders supplies as requested; Assists the Fire Chief and Assistant Chief with purchase requisition entry in the Accounting System as directed by Finance.

## CITY OF ONALASKA

**Position:** Administrative Assistant/Emergency Management Assistant

**Department:** Fire

**Location:** Fire Department

**Supervisor:** Fire Chief

**Page:** 2 of 3

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

Approved by F & P Committee:

Approved by Council:

L.O. Answers telephones, provides information to inquiries, complaints and concerns, takes and relays messages or routes/refers calls to appropriate person or agency.

### RELATED JOB FUNCTIONS:

- A. Maintains and archives records as requested.
- B. Operates various office machines not limited to fax machine, copier, typewriter, calculator, and PC with Microsoft Office as required of the position. Creates PowerPoint presentations for administrative staff as needed.
- C. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
- D. Other duties as required or assigned.

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

- A. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.
- B. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- C. Ability to count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data. Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.
- D. Experience using Microsoft Office, email, and the internet required; excellent computer skills, typing and data entry skills.
- E. Excellent oral and written communication skills, using proper English language skills.
- F. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
- G. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements preferred.
- H. Ability to operate a variety of office equipment including computer ~~terminal~~, typewriter, telephone, fax machine, scanner, radio, calculator/adding machine and photocopier.

### TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Associate degree in Office Assistant or related program and two (2) to four (4) years' experience in an office setting, or equivalent combination of education and experience.
- B. Extensive knowledge and training in Emergency Management with at least 60 hours of documented emergency management training facilitated at either the county, state, or federal levels preferred. As directed by the Fire Chief.
- C. Previous experience in customer service required.
- B-D. Valid driver's license with good driving record.

### PHYSICAL REQUIREMENTS:

- A. Ability to Frequently coordinates eyes, hands, feet and limbs in performing movements requiring skill and training, such as rapid keyboard use.
- B. Frequent prolonged visual concentration.

# CITY OF ONALASKA

**Position:** Administrative Assistant/Emergency Management Assistant  
**Location:** Fire Department  
**Page:** 3 of 3

**Department:** Fire  
**Supervisor:** Fire Chief  
**Classification:** Part-time Non-Exempt

Approved by F & P Committee:  
 Approved by Council:

C. Frequently sits at a keyboard.

D. Frequent twisting.

~~B.E.~~ Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.

~~C.F.~~ Reaches shoulder height frequently as well as reaches above and below shoulder height.

~~D.G.~~ Occasional bending and stooping; climbing up and down stairs or on ladders.

~~E.H.~~ Seventy-five (75%) percent of workday spent sitting.

~~F.I.~~ Fifteen (15%) percent of work day spent walking.

~~G.J.~~ Ten (10%) percent of workday is spent standing.

~~H.K.~~ All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

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

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 Signature of Employee

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 Date

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 Signature of Employer

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 Date

## CITY OF ONALASKA

Grade 2247

**Position:** ~~Planner / Zoning Inspector~~ Planning Manager      **Department:** Planning/Zoning  
**Location:** - City Hall      **Supervisor:** City Administrator  
**Page:**     1 of 5      **Classification:** Salaried Exempt

Approved by F & P Committee: 1/4/06, 2/6/13, 5/4/16  
 Approved by Council: January 10, 2006, 2/12/13, 5/10/16

Under the direction of the City Administrator, this position is responsible for the enforcement of municipal ordinances relative to land use, zoning, inspections, and economic development in collaboration with the Community Development Authority (CDA) and provides recommendations in the long range planning of the City. ~~pertaining to nuisance and property maintenance, and will assist with the enforcement of municipal ordinances pertaining to zoning and development. This position ensures the~~ This position will assist with the implementation of the Comprehensive Plan and long range plans for the City which includes a wide range of and degree of responsibility over urban planning projects. ~~Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor, and is reviewed for accuracy and adherence to established procedure by the supervisor. This position develops and administers community and regional planning efforts through interdepartmental and intergovernmental cooperation.~~

**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. Responsible for hiring, supervision, training, motivation, evaluation, discipline, scheduling, and layout of work of departmental personnel in the Planning, ~~Zoning,~~ and ~~Inspection~~ Departments. Administers all personnel requests for leave time; reviews, verifies, and ~~signs~~ approves time sheets. ~~Enforces municipal ordinances pertaining to nuisances & property maintenance; composes and sends correspondence to individuals in response to complaints and ordinance violations.~~
- B. Prepares and updates ~~as needed~~ the Comprehensive Plan and other planning studies, including but not limited to neighborhood and district plans. Conducts public outreach related to planning initiatives.
- C. Develops departmental budget to include: ~~planning, long range planning, zoning, and inspection;~~ approves purchases and billing of such purchases according to City Purchasing Policy.
- D. Serves as a project manager for major activities and special projects related to City long-range planning efforts with direction from the Long Range Planning Committee.
- ~~B-E.~~ Develops departmental policies and objectives for planning, zoning, inspection, and economic development and maintains a consistent system of ordinance compliance report organization utilizing ArcGIS and INCODE (the municipal permit tracking software); maintains data through photography and report writing.
- ~~C-F.~~ Works with City Engineer ~~and~~ Director of Public Works in developing long range planning for the Capital Improvements Budget. Serves as a liaison between the public and the City regarding ordinance violations and ordinance enforcement.
- ~~D-G.~~ Acts as the Deputy Director of Inspection and may serve as the Director in the absence of the City Administrator; ~~a~~ Assists all Department Heads with planning-related issues and attends Department Head meetings. ~~Inspects new development for compliance with conditions of approval; assists developers in achieving compliance; assists with erosion control enforcement and inspections~~
- ~~E-H.~~ Processes and analyzes requests/proposals for zoning applications, text amendments, map amendments, land development, Conditional Use Permits, subdivision plats and regulation amendments, and provides and presents recommendations on the same as they relate the City's long range planning goals and objectives, projects, and the Comprehensive Plan. ~~Attends Municipal Court as needed to support violation documentation.~~ Assists committees and staff to develop policies and procedures to improve the overall maintenance and appearance of properties in the City.
- ~~F-I.~~ Oversees and ~~e~~ Enforces Zoning, Planning, Inspection, and Land Use and other related City Ordinances.

# CITY OF ONALASKA

Grade 2247

**Position:** ~~Planner/Zoning Inspector~~ Planning Manager      **Department:** Planning/Zoning  
**Location:** - City Hall      **Supervisor:** City Administrator  
**Page:**     2 of 5      **Classification:** Salaried Exempt

Approved by F & P Committee: 1/4/06, 2/6/13, 5/4/16  
Approved by Council: January 10, 2006, 2/12/13, 5/10/16

~~Develops outreach activities to inform public and City Council of the City's Property Maintenance activities.~~

~~G.J. Drafts updates~~ Assists with updates to municipal ordinances, including research and developing recommendations for ordinance updates.

I. Works with City Engineer/Director of Public Works to determine compliance with Zoning regulations pertaining to floodplain management (prior to issuance of permits). Maintains records of all permits issued, inspections made, work approved, and other official actions. Records the lowest floor elevations of all structures erected, moved, altered, or improved in the flood land districts

J. Reviews permits for all structures, land, and waters as often as necessary to assure compliance with the Zoning Code; prohibits the use or erection of any structure, land, or water until site has been inspected and approved.

K. Investigates all complaints made relating to the location of structures and the use of structures, lands and waters, gives notice of all violations of the Zoning Code to the owner, resident, agents, or occupants of the premises and report uncorrected violations to the City Attorney.

L. Works with the Police Department and City Attorney regarding ordinance enforcement.

~~H. Assists in the administration and interpretation of the zoning ordinance.~~

~~I.M. Reviews~~ Assists in reviewing site plans, certified survey maps, subdivision plats, planned unit developments, re-zonings, conditional use permits, annexations, sign permits, and home occupations and other related applications to assure compliance with the Zoning Code.

~~N. Works with customers, property owners, and developers on inquiries pertaining to development, the zoning ordinance, and urban planning projects.~~

~~O. Assists with the development of the City's GIS (Geographic Information System) and maps to support planning activities.~~

~~P.N. Provides staffing assistance to the Plan Commission, Community Development Authority, Common Council meetings and Provides staffing assistance for any other~~ City committees (i.e., Historic Preservation Commission, Long Range Planning Committee) as assigned.

~~Q.O. Assists with updates~~ Updates to the City's Comprehensive Plan; departmental website(s); and may assist with implementation of the City's Urban Forestry Plan.

~~R.P. Works with partner organizations (i.e., Wisthe-DOT, the School District, LAPC) to develop recommendations for transportation and trail corridor projects.~~

~~S.Q. Develops educational brochures and outreach activities to inform the public and City Council of municipal projects and City regulations.~~

~~T.R. Prepares, implements, -and administers~~ grant applications for financial assistance from federal, state, local and private agencies. ~~Assists with administration and implementation of grants.~~

~~Project manager of Urban Forestry Program (customer inquiries, grant writing, create and provide educational information, planting plans, preparation of bid documents, coordinate/supervise contractor activity, assist in preparation of budget).~~

~~U. Other duties as assigned or required.~~

## RELATED JOB FUNCTIONS:

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

~~B. Assists with economic development activities; researches and implements sustainability initiatives in urban planning projects; assists with the implementation of long range City plans (i.e., the waterfront master plan, the downtown redevelopment plan).~~

~~C. Coordinates and assigned projects and responsibilities with consulting architects, engineers, attorneys, planners and developers involved in City programs~~ manage urban planning projects as assigned.

# CITY OF ONALASKA

Grade ~~2247~~

**Position:** ~~Planner/Zoning Inspector~~ Planning Manager      **Department:** Planning/Zoning  
**Location:** - City Hall      **Supervisor:** City Administrator  
**Page:**     3 of 5      **Classification:** Salaried Exempt

Approved by F & P Committee: 1/4/06, 2/6/13, 5/4/16

Approved by Council: January 10, 2006, 2/12/13, 5/10/16

D. Assists with the development of the City's GIS (Geographic Information System) and maps to support planning activities.

~~D-E.~~ Other duties as requested or assigned.

~~E-F.~~ Contributes to a cooperative working effort by demonstrating a willingness to assist other departments and 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 are completed as scheduled or requested.

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

A. Knowledge of the comprehensive planning process as it is conducted at the local level; and a thorough understanding of municipal government.

B. Knowledge of enforcement of variances, ordinances, conditional use permits, and set back requirements. ~~preferred.~~

C. Ability to establish and maintain effective working relationships with businesses, developers, property owners, citizens, and elected officials; excellent oral and written communication skills with ability to communicate effectively.

D. Ability to present facts and ideas effectively to small and large groups; ability to prepare a variety of documents such as reports, maps, charts, spreadsheets, graphs, and grant applications.

~~E.~~ 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.

~~F-E.~~ Excellent organizational skills including the ability to work on multiple tasks and projects and to work independently; ~~excellent oral and written communication skills.~~

~~G-F.~~ Experience with ArcMap or related GIS software.

~~H-G.~~ Ability to understand, prepare, and read maps, site plans, legal descriptions, blueprints, utility, and basic construction.

~~I-H.~~ Ability to operate a variety of equipment and tools such as computers, printers, scanners, copy machines, calculator, telephone/mobile phone, fax machine, and other such equipment.

~~J-I.~~ Ability to use Microsoft Office Suite, Adobe Acrobat, GIS software, online forums software and any other software the City utilizes.

~~K-J.~~ Ability to manage websites.

~~L-K.~~ Ability to operate various office machines, including, but not limited to: copier, fax machine, mobile phone, multi-line phone, calculator, and PC required. ~~Knowledge of how to use communication equipment: telephone and mobile phone.~~

~~M-L.~~ Ability to operate a motorized vehicle: automobiles and light truck (pick-up).

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

## TRAINING, EXPERIENCE & OTHER REQUIREMENTS

A. Bachelor's degree ~~(graduate degree preferred)~~ in land use planning, urban planning, landscape architecture, planning, geography, architecture, public management, or related field required.

B. Graduate work or advanced degree in Urban Planning or related field preferred.

C. Five (5) to seven (7) ~~Two (2) to four (4)~~ years' experience in municipal planning or an equivalent combination of education and experience.

D. AICP Certification (American Institute of Certified Planners) or other comparable professional certification ~~is preferred. Progress towards the attainment of the AICP Certification or other comparable profession certification is looked upon favorably.~~

# CITY OF ONALASKA

Grade ~~2247~~

**Position:** ~~Planner / Zoning Inspector~~ Planning Manager      **Department:** Planning/Zoning  
**Location:** - City Hall      **Supervisor:** City Administrator  
**Page:**     4 of 5      **Classification:** Salaried Exempt

Approved by F & P Committee: 1/4/06, 2/6/13, 5/4/16  
 Approved by Council: January 10, 2006, 2/12/13, 5/10/16

- E. Experience in urban planning, long and short range planning, zoning/code enforcement, housing maintenance/basic construction, and working with municipal government.
- F. Valid ~~Wisconsin Motor vehicle operator~~ driver's license with good driving record is required.
- G. Wisconsin Erosion Control certification is preferred.

**PHYSICAL REQUIREMENTS:**

- A. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- B. Frequently sits at keyboard.
- C. Reads and writes.
- D. Frequent twisting, turning, bending and stooping.
- E. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- F. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training to navigate field conditions, negotiate slopes, and terrain.
- ~~A. Physically able to observe field conditions, negotiate slopes, and terrain.~~
- ~~B. Physically able to operate digital camera and surveying equipment.~~
- G. Occasionally pushes and pulls equipment up to forty (40) pounds within the office or field.
- ~~C. H. Ability to lift/carry objects of varying sizes and weights up to fifty (50) pounds.~~
- ~~D. I. Work is done in varying weather conditions from extreme heat to cold temperatures.~~
- ~~E. Ability to bend/stoop in unusual situations.~~
- J. Fifty (50) percent of workday spent sitting.
- K. Twenty (20) percent of workday spent walking.
- L. Thirty (30) percent of workday spent standing.
- ~~F. Ability to climb up or down stairs or ladders for approximately two (2) hours per shift.~~
  - ~~a. Ability to climb stairs for routine non-emergency situations for approximately two (2) hours per shift.~~
- ~~G. Must be able to reach across the body and down.~~
- ~~H. M. Percentages of time sitting, standing, walking, and driving 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
<b>Sedentary</b> 0 – 10# max	•	•		
<b>Light</b> Freq. to 10# -20#max		•		
<b>Medium</b> Freq. to 25#-50# max			•	
<b>Heavy</b> Freq. to 50#-100# max				•
<b>Very Heavy</b> Freq. over 50+# - 100+#				•

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

\_\_\_\_\_  
 Date

**CITY OF ONALASKA**

Grade ~~22~~17

**Position:** ~~Planner / Zoning Inspector~~ Planning Manager      **Department:** Planning/Zoning  
**Location:** - City Hall      **Supervisor:** City Administrator  
**Page:**    5 of 5      **Classification:** Salaried Exempt

Approved by F & P Committee: 1/4/06, 2/6/13, 5/4/16  
Approved by Council: January 10, 2006, 2/12/13, 5/10/16

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Signature of Employer

\_\_\_\_\_  
Date

**CITY OF ONALASKA**

Grade 15

**Position:** Planning Technician**Location:** City Hall**Page:** 1 of 3**Department:** Planning/Zoning**Supervisor:** Planning Manager**Classification:** Non-Exempt Hourly

Approved by F &amp; P Committee:

Approved by Council:

Under the direction of the Planning Manager, this position is responsible for the enforcement of municipal ordinances pertaining to nuisance and property maintenance; assists with the enforcement of municipal ordinances pertaining to zoning and development; inspects/follows up with the fat, oil, and grease disposal program, and inspects/follow-ups for soil erosion violations. This position conducts inspections, data collection, recordkeeping, field work, and serves as a liaison between the public and City regarding ordinance and/or code violations. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor, and is reviewed for accuracy and adherence to established procedure by the supervisor.

**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. Enforces City Ordinances pertaining to nuisances & property maintenance; composes and sends correspondence to individuals in response to complaints and ordinance violations.
- B. Enforces City Ordinances and the Wisconsin Erosion Code in conducting inspections of commercial buildings and multi-family buildings.
- C. Develops and maintains a consistent system of ordinance compliance report organization utilizing ArcGIS and the municipal permit tracking software; maintains data through photography and report writing.
- D. Maintains required logs and reports; assists in record keeping and performs office procedures as required.
- E. Serves as a liaison between the public and the City regarding ordinance violations and ordinance enforcement.
- F. Assists committees and staff to develop policies and procedures to improve the overall maintenance and appearance of properties in the City.
- G. Assists with the enforcement of the zoning ordinance including inspections, follows-up on complaints, and preparation of documentation of ordinance violations; may assist Inspection staff with non-technical inspections.
- H. Inspects new development for compliance with conditions of approval; assists developers in achieving compliance.
- I. Develops outreach activities to inform public and City Council of the City's Property Maintenance activities.
- J. Assists Planning Manager with report preparation; meeting and agenda preparation; data collection; site plan review, etc.; attends City Committee meetings as required during absence of the Planning Manager or as requested.
- K. Assists City Engineer/Department of Public Works with report writing; stormwater utility calculations; data collection; field work; and data entry.
- L. Assists with the Urban Forestry Program by responding to customer inquiries, creating and providing educational information, planting plans, preparation of bid documents, and coordinating/supervising contractor activity.
- M. Inspects, enforces, and completes required paperwork/reporting for City Ordinances on the fat, oil and grease disposal program.

**RELATED JOB FUNCTIONS:**

- A. Acts as a member of the City's Emergency Operation Team and is responsible for emergency management tasks as assigned.
- B. May serve as a backup to the Office Clerical Support position.

# CITY OF ONALASKA

Grade 15

**Position:** Planning Technician

**Location:** City Hall

**Page:** 2 of 3

**Department:** Planning/Zoning

**Supervisor:** Planning Manager

**Classification:** Non-Exempt Hourly

Approved by F & P Committee:

Approved by Council:

- C. May assist in maintaining and archiving records as requested; performs end of the year records clean up and storage.
- D. Other duties as requested or assigned.
- E. Contributes to a cooperative working effort by demonstrating a willingness to assist other departments and to perform other job-related work as needed or requested. Assistance is given to others, and special projects are completed as scheduled or requested.

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

- A. Knowledge of zoning and property maintenance issues including ability to enforce City ordinances.
- B. Knowledge of operation of level, understanding of slopes and grades, and earthwork-type construction; knowledge of erosion control measures.
- C. Ability to establish and maintain effective working relationships with businesses, developers, property owners, citizens, and elected officials; excellent oral and written communication skills with ability to communicate effectively.
- D. 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.
- E. Excellent organization skills, including the ability to work on multiple tasks establishing priorities for work and procedures to follow.
- F. Ability to maintain records, files, prepare paperwork/reports from such information.
- G. Ability to use Microsoft Office Suite, Adobe, GIS software (i.e. ArcMap) or other City Planning software; ability to assist with managing websites.
- H. Ability to understand and read maps, site plans, blueprints, utility, and basic construction.
- I. Ability to operate various office machines, including, but not limited to: copier, fax machine, mobile phone, multi-line phone, calculator, camera, and PC required.
- J. Ability to operate a motorized vehicle: automobiles and light truck (pick-up).

## **TRAINING, EXPERIENCE & OTHER REQUIREMENTS**

- A. Associates degree in geography, natural resources, forestry, planning, construction management or related field; or equivalent combination of education and experience.
- B. One (1) to three (3) years' experience in a municipal environment, natural resources, planning, engineering or an equivalent combination of education and/or similar experience is required.
- C. Valid driver's license with good driving record is required.
- D. Must obtain Wisconsin Erosion Control certification within six (6) months of hire.
- E. One (1) to three (3) years' experience working with the public or customer service required; public sector customer service preferred.

## **PHYSICAL REQUIREMENTS:**

- A. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- B. Frequently sits at keyboard.
- C. Reads and writes.
- D. Frequent twisting, turning, bending and stooping.
- E. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- F. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training to navigate field conditions, negotiate slopes, and terrain.
- G. Occasionally pushes and pulls equipment up to forty (40) pounds within the office or field.
- H. Ability to lift/carry objects of varying sizes and weights up to fifty (50) pounds.
- I. Work is done in varying weather conditions from extreme heat to cold temperatures.

# CITY OF ONALASKA

Grade 15

**Position:** Planning Technician  
**Location:** City Hall  
**Page:** 3 of 3

**Department:** Planning/Zoning  
**Supervisor:** Planning Manager  
**Classification:** Non-Exempt Hourly

Approved by F & P Committee:  
Approved by Council:

- J. Thirty (30) percent of workday spent sitting.
- K. Forty (40) percent of workday spent walking.
- L. Thirty (30) percent of workday spent standing.
- M. Percentages of time sitting, standing, walking, and driving 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
<b>Sedentary</b> 0 – 10# max		•		
<b>Light</b> Freq. to 10# -20#max		•		
<b>Medium</b> Freq. to 25#-50# max			•	
<b>Heavy</b> Freq. to 50#-100# max				•
<b>Very Heavy</b> Freq. over 50+# - 100+#				•

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Signature of Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# CITY OF ONALASKA

**Position:** City Administrator  
**Location:** City Hall  
**Page:** 1 of 5

**Department:** Administration  
**Supervisor:** Common Council  
**Classification:** Salaried Exempt

Approved by F & P Committee: 12/2/15  
Approved by Council: 12/8/15, 11/21/16

Under the general direction of the Common Council, this is a management position responsible for planning, organizing, directing, coordinating, and expediting the effective and efficient performance of all City services, functions, and programs. Work involves planning, organizing, and directing the daily operations of the City departments. This position is responsible for actively communicating with elected officials to ensure they are continually advised about financial situations and the status of City service levels. There is frequent interaction with the public and other local officials.

### ESSENTIAL JOB FUNCTIONS:

#### General Administrative Responsibilities:

- A. Coordinates and administers all City functions, except where such authority is vested in boards and commissions by the Wisconsin Statutes or city ordinances.
- B. Directs the day-to-day administration of the City, including the operation and general office management of the City and oversight of City department heads, Information Technology and Municipal Court departments; prepares recommendations regarding City operations. Reviews and makes recommendations on departmental organizational and procedures at all levels of the organization, including but not limited to promoting interdepartmental cooperation, in order to achieve and maintain greater effectiveness in City government.
- C. Responsible for hiring, supervision, training, motivation, evaluation, discipline, scheduling, and layout of work of departmental heads, Municipal Court Supervisor and IT Systems Administrator. Administers all personnel requests for leave time; reviews and signs time sheets.
- ~~B-D.~~ Reviews and assesses pending and adopted county, State, and Federal legislation that may affect the operations of the City.
- ~~C-E.~~ Develops and maintains positive relationships with the community, media, and other members of the public. Establishes procedures to facilitate communication and ensure that citizen comments receive prompt attention.
- ~~D-F.~~ Attends all City Council meetings, and brings to the attention of the City Council pending matters requiring Council action.

#### Staff Responsibilities to the Common Council:

- A. Effectuates actions of the Common Council and implement administrative matters as directed by the Council.
- B. Attends meetings of Council Committees or other meetings of City boards, commissions, committees, and task forces at the request of the Council.
- C. Represents the City at a variety of meetings including meetings with local, regional, State and Federal government agencies, private organizations, business, and citizens.
- D. Shall be an ex-officio member of any and all City committees as appointed by the Mayor and/or Council.
- E. Assesses the board and long term impact of trends in local government, including issues related to city growth and development and relevant actions of other units of government and formulate solutions and recommendations for consideration and action by the Common Council and Mayor.
- F. Provides information and policy alternatives to the Common Council. Informs the Mayor and Common Council on matters pertaining to municipal services, programs, activities, and fiscal matters on a timely basis. Recommends the best course of action for each problem, situation or event. Keeps the Council informed through oral and written reports.

#### Budget and Financial Responsibilities:

- A. Using information provided by the Finance Director, prepare the annual executive budget for submission to the Mayor and Common Council for their consideration and action.

# CITY OF ONALASKA

**Position:** City Administrator  
**Location:** City Hall  
**Page:** 2 of 5

**Department:** Administration  
**Supervisor:** Common Council  
**Classification:** Salaried Exempt

Approved by F & P Committee: 12/2/15  
Approved by Council: 12/8/15, 11/21/16

- B. Coordinates, advises, and prepares such work papers as necessary in the preparation of the annual report, capital improvement plan, and budget of the City.
- C. Supervises the development of a long range financial plan.
- D. Confer with and advise City officials, department heads and others on City financial matters.
- E. Researches the availability of, and inform Mayor, Common Council and department directors of county, state, federal and private grant opportunities appropriate for the City and administer the procurement of such grants as directed by the Common Council.
- F. Provides overall financial direction in the acquisition and use of financial resources through the operating and capital improvement budgeting process; reviews and recommends modifications to the annual operating budget and capital improvement plan.

### Human Resources Responsibilities:

- A. Using information provided by the Human Resource Director, recommends pay increases, benefit adjustments and policy revisions to the Common Council for non-represented City employees as a group.
- B. Recommends to the Common Council, the appointment, promotion and when necessary for the welfare of the City, the suspension or termination of department heads that are under the jurisdiction of the Common Council.
- C. In consultation with Human Resources and appropriate department head, appoint, promote and when necessary for the good of the City, suspend or terminate employees below the department head level.
- D. Evaluates the job performance of all appointed department heads at least annually.
- E. Develops and enforces high standards of performance by City employees; assures that City employees have proper working conditions; and works closely with Human Resource Director and department heads to promptly resolve personnel problems or grievances.
- F. Serves as a member of the City's management negotiating team.

### Planning, Zoning, Inspection Responsibilities:

~~A. Responsible for hiring, supervision, training, motivation, evaluation, discipline, scheduling, and layout of work of departmental personnel in planning, and inspection. Administers all personnel requests for leave time; reviews and signs time sheets.~~

~~B. Develops departmental budget to include: planning, economic development, and inspection.~~

~~C.A. Assists City Planning Manager on preparation of City grant applications for financial assistance from federal, state, local, and private agencies and administer grant funds on behalf of the City.~~

~~D.B. Oversees development of departmental policies and objectives for planning, zoning, economic development, and inspection.~~

~~E.C. Works with City Engineer in developing long range planning for the Capital Improvements Budget.~~

~~F.D. Assists all Department Heads with planning-related issues.~~

~~G.E. Attends Plan Commission, Community Development Authority and Common Council meetings; and any other City meetings as required.~~

~~H.F. Supervises the City Planning Manager in the implementation of the Comprehensive Plan and related long range plans for the City with direction from the Long Range Planning Committee.~~

### Zoning Responsibilities:

A. Assists in providing data, information, policy interpretations and technical assistance related to Zoning and Land Information programs and projects for professional clients, local officials, and the general public.

B. ~~Assists in ensuring that all structures, land, and waters are inspected as often as necessary to assure~~ Oversees compliance with the Zoning Code; prohibits the use or erection of any structure, land,

# CITY OF ONALASKA

**Position:** City Administrator  
**Location:** City Hall  
**Page:** 3 of 5

**Department:** Administration  
**Supervisor:** Common Council  
**Classification:** Salaried Exempt

Approved by F & P Committee: 12/2/15  
Approved by Council: 12/8/15, 11/21/16

or water until site has been inspected and approved. Assists enforcing and updating the Subdivision and Zoning Codes.

- ~~C. May assist or review investigations on complaints made relating to the location of structures and the use of structures, lands and waters, give notice of all violations of the Zoning Code to the owner, resident, agents or occupant of the premises and report uncorrected violations to the City Attorney.~~
- ~~D. Requests assistance and cooperation from the Police Department and City Attorney as necessary.~~

### Inspection Responsibilities:

- A. ~~Supervises~~Acts as Director of Inspection; oversees the office that directs all of the field inspections and issues permits for residential and commercial properties to insure compliance with the City Ordinances, building codes, and government regulations for existing and new construction, including plumbing, electrical, and HVAC installations; may participate in reviewing complaints related to City Ordinances.
- ~~B. Supervises or directly investigates complaints that relate to City Ordinances; interprets applicable codes for compliance.~~

### Economic Development Responsibilities:

- A. Promotes economic well-being and growth of the City through public and private sector cooperation.
- B. Coordinates negotiations with special interest groups including developers, builders, and citizen groups.
- C. Develops, promotes, and directs the City's economic development activities.
- D. Identify and implement intergovernmental programs, which implement the objectives of City land use plans.
- E. Coordinates assigned projects and responsibilities with consulting architects, engineers, attorneys, planners, and developers involved in City programs.
- F. Executive staff to the Community Development Authority.
- G. Drafts with the counsel of the City Attorney, developer agreements and manages such agreements.
- H. Identify and implement intergovernmental programs which implement the objectives of promoting the City. Other duties as assigned or requested.

### **RELATED JOB FUNCTIONS:**

- A. Maintains an ongoing program of employee performance and evaluation with the advice and assistance of Human Resources, Mayor, and department heads.
- B. Completes other projects as directed by the City Council.
- C. Prepares periodic and special reports.
- D. Assures that persons affected by City Council actions are properly notified.
- E. Develops goals and objectives for the performance of the Administrator's duties and responsibilities and for the proper administration of the City.
- F. Oversees preparation of the official agenda for the City Council meetings, in coordination with the Mayor and City Clerk.
- G. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- H. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- I. Performs other duties as required or assigned.

# CITY OF ONALASKA

**Position:** City Administrator

**Location:** City Hall

**Page:** 4 of 5

**Department:** Administration

**Supervisor:** Common Council

**Classification:** Salaried Exempt

Approved by F & P Committee: 12/2/15

Approved by Council: 12/8/15, 11/21/16

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

- A. Ability to have maturity, self-confidence, and strength of professional convictions to provide administrative insights, counsel, and administrative leadership to the Mayor and City Council. Be able to firmly and diplomatically present professional views, concerns, and implications of proposed policy action which may be under consideration, while also being committed to carry out impartial manner.
- B. Ability to work with appropriate local, regional, state and federal jurisdictions and agencies in a constructive and cooperative manner, respecting City policies and directives in an effective manner.
- C. Comprehensive knowledge of the concepts, practices, and techniques of municipal management including comprehensive knowledge of Federal and State laws and regulations affecting municipal government.
- D. Considerable experience in team building, planning, organizing, and directing the work of others.
- E. Comprehensive skill in managing and coordinating diverse municipal operations.
- F. Ability to communicate and listen effectively with people at various levels both within and outside the City.
- G. Knowledge and proficiency in the fields of building construction, plumbing, heating, and electrical installation and the related State codes.
- H. Possess strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming and budget development and control.
- I. Considerable ability to conduct sound research and to develop effective recommendations for policies, program analysis, and implementation procedures.
- J. Ability to maintain effective working relationships with fellow employees and deal courteously and tactfully with other governmental agencies and the general public. Ability to maintain confidentiality.
- K. Ability to make oral presentations to groups of various sizes and compositions.
- L. Excellent computer skills, specifically in Microsoft Word and Excel.
- M. Ability to operate a variety of office machines, including phone/mobile phone, computer, calculator, fax machine, and copier.
- N. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

## **TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. Bachelor's degree in Public Administration preferred, with preference with Master's degree in related field.
- B. A minimum of five or more years' experience in Public Administration involving supervisory and administrative responsibilities.
- C. Knowledge and/or experience of land use, zoning, and/or professional planning experience required. Experience in a public agency preferred.
- D. A minimum of five years progressively responsible experience in budgeting/financial management, human resource management and/or economic development desired.
- E. Experience in intergovernmental relations.
- F. Experience in mediation-arbitration and general labor relations, possessing a reputation for dealing openly and fairly with individual employees and employee groups.
- G. Experience involving risk management/insurance issues, economic development, land use planning and zoning, and utility management.
- H. Valid driver's license.

# CITY OF ONALASKA

**Position:** City Administrator  
**Location:** City Hall  
**Page:** 5 of 5

**Department:** Administration  
**Supervisor:** Common Council  
**Classification:** Salaried Exempt

Approved by F & P Committee: 12/2/15  
 Approved by Council: 12/8/15, 11/21/16

**PHYSICAL REQUIREMENTS:**

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

Percent of 8 Hour Day:

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

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 Signature of Employee

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 Date

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 Signature of Employer

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 Date

CITY OF ONALASKA

Grade 16

Position: Building Inspector I
Location: City Hall
Page: 1 of 3

Department: Inspection
Supervisor: Lead Building Inspector
Classification: Hourly Non-Exempt

Approved by F & P Committee:
Approved by Council:

Under general supervision of the Lead Building Inspector and/or Planning Manager, an employee in this position ensures that all residential construction, remodeling, and repair work within the City complies with building codes and City ordinances, and all existing structures meet applicable fire and health standards. An employee in this position also reviews residential site/plot plans and issues building permits; provides information to the public and contractors, and handles paperwork related inspections. Work is performed according to established guidelines and verbal and/or written instructions. Work is performed outside of the office on many occasions as on-site inspections are required.

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. Interprets and enforces building codes and other applicable regulations; confers with builders, architects, contractors, and the public concerning proposed projects; and answers questions and provides advice related to state and municipal codes.
B. Reviews plans for proposed projects including, but not limited to: checking plans and blueprints in relation to building codes; noting areas of discrepancy, making recommendations, and ensuring corrections are made; checking one and two family site plans for general zoning conformance and coordinating areas of discrepancy with the Planning/Zoning Department.
C. Reviews and approves permit applications by ensuring compliance with applicable codes and ordinances, computes fees, and arranges for issuance of permits.
D. Sets up inspection schedules coordinating with other inspectors if necessary; determines the type and timing of required inspections; works with contractors to arrange appointments, and follows-up as necessary.
E. Performs inspection work and interprets and enforces City Ordinances and applicable State and Federal Building Codes and inspection of all aspects of construction.
F. Documents and records all inspections, field notes and corrections timely and accurately in file logs and in the City's computer data storage program.
G. Makes inspections in response to specific complaints which may involve building problems, potential health or safety hazards, condemning hazardous buildings, and property maintenance violations on issues related to structures and parcels, including compliance with local zoning regulations.
H. Communicates effectively both verbally and in writing with individuals, contractors, and other governmental officials.
I. Maintains a current knowledge of all matters related to the duties of the various UDC inspector certifications for the Inspection Department and the City of Onalaska. Attends meetings and seminars as required or requested to ensure current knowledge of code standards.
J. Operates various office machines including, but limited to: copy machines, printers, fax machines, multi-line telephone, mobile phone, calculator, camera, tablets, and PC.
K. Provides assistance as needed to other inspectors for code interpretation, field evaluation, and document preparation.
L. Reviews and inspects one and two family erosion control conformance with local regulations.

RELATED JOB FUNCTIONS:

- A. Assists other inspectors and departments on matters that may need the expertise of the Building Inspector II, III, Lead Building Inspector or Planning Manager, including property maintenance issues, municipal projects and fire investigation as requested.
B. Attends meetings and/or seminars as required and/or requested.

## CITY OF ONALASKA

**Position:** Building Inspector I  
**Location:** City Hall  
**Page:** 2 of 3

**Department:** Inspection  
**Supervisor:** Lead Building Inspector  
**Classification:** Hourly Non-Exempt

Approved by F & P Committee:  
Approved by Council:

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

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

- A. Knowledge of current practices and methods employed in building, electrical, plumbing, HVAC and other related construction trades.
- B. Knowledge of City and State laws, laws, regulations, codes and ordinances governing building standards, housing, and certification of contractors.
- C. Ability to read, understand, and interpret building and site plans, parcel maps/ plats, drawings, blueprints, specifications and related construction documents, and identify them to construction in progress. Ability to use basic math skills.
- D. Good management skills including the principles and techniques of planning, organizing, and implementing the duties of the position.
- E. Excellent oral and written communication skills with the ability to communicate effectively with co-workers, contractors, and residents.
- F. Ability to prepare reports and present them in a manner which may be clearly understood by the public, government officials, and employees.
- G. Working knowledge of equipment used in the construction industry, including but not limited to, meters, testers, and hand tools and electrical power tools (saws, drills, etc.).
- H. Ability to learn and interpret the residential zoning code and make zoning decisions based on setbacks and allowable building areas.
- I. Ability to carry out field inspection of building sites.
- J. Ability to prepare accurate correspondence, reports, and field inspections documentation.
- K. Ability to maintain involved records and files, and prepare reports from such information.
- L. Ability to operate various office machines including, but not limited to: copier, fax machine, telephone, mobile phone, calculator, and PC required.
- M. Experience using Microsoft Office Suite, email, websites and the internet required.
- N. Ability to work on multiple tasks establishing priorities for work and procedures to follow.
- O. Knowledge of environmental, workplace, and job site safety practices and techniques in compliance with state and federal standards and regulations.
- P. Ability to maintain a professional demeanor and establish effective working relationships with public, associates, and staff; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

### **TRAINING, EXPERIENCE & OTHER REQUIREMENTS**

- A. High School diploma or equivalent.
- B. Minimum of three (3) to five (5) years' experience in the construction trade.
- C. State of Wisconsin Certifications in Building Inspection, HVAC, Electrical and Plumbing under the Wisconsin Uniform Dwelling Code. Must have Building Inspection certification at time of hire, must be able to obtain the remaining certifications with one (1) year of hire.
- D. Valid drivers' license and good driving record required.

## CITY OF ONALASKA

**Position:** Building Inspector I  
**Location:** City Hall  
**Page:** 3 of 3

**Department:** Inspection  
**Supervisor:** Lead Building Inspector  
**Classification:** Hourly Non-Exempt

Approved by F & P Committee:  
 Approved by Council:

**PHYSICAL REQUIREMENTS:**

- A. Frequently sits at keyboard.
- B. Reads and writes.
- C. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- D. Frequent or occasional bending, twisting, climbing, crawling, and kneeling and climbing up and down stairs or on ladders.
- E. Occasionally lifts and carries less than forty (40) pounds.
- F. Pushes and pulls equipment up to forty (40) pounds within the office or construction area.
- G. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- H. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- I. Ability to perform manual work under varying weather and working conditions.
- J. Thirty (30%) of workday spent sitting.
- K. Forty (40%) of work day spent walking.
- L. Thirty (30%) of workday spent standing.
- M. Percentages of time sitting, standing, driving, 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
<b>Sedentary</b> 0 – 10# max		•		
<b>Light</b> Freq. to 10# -20#max		•		
<b>Medium</b> Freq. to 25#-50# max			•	
<b>Heavy</b> Freq. to 50#-100# max				•
<b>Very Heavy</b> Freq. over 50+# - 100+#				•

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 Signature of Employee

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 Date

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 Signature of Employer

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 Date

## CITY OF ONALASKA

Grade 17

**Position:** Building Inspector II  
**Location:** City Hall  
**Page:** 1 of 3

**Department:** Inspection  
**Supervisor:** Lead Building Inspector  
**Classification:** Hourly Non-Exempt

Approved by F & P Committee:  
 Approved by Council:

Under general supervision of the Lead Building Inspector and/or Planning Manager, an employee in this position ensures that all residential and commercial construction, remodeling, and repair work within the City complies with building codes and City ordinances, and all existing structures meet applicable fire and health standards. An employee in this position also reviews commercial and residential site/plot plans and issues building permits; provides information to the public and contractors and handles paperwork related inspections. Work is performed according to established guidelines and verbal and/or written instructions. Work is performed outside of the office on many occasions as on-site inspections are required.

**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. Interprets and enforces building codes and other applicable regulations; confers with builders, architects, contractors, and the public concerning proposed projects and answers questions and provides advice related to state and municipal codes.
- B. Reviews plans for proposed projects including, but not limited to: checking plans and blueprints in relation to building codes; noting areas of discrepancy, making recommendations, and ensuring corrections are made; checking one and two family site plans for general zoning conformance and, coordinating areas of discrepancy with the Planning/Zoning Department.
- C. Reviews and approves permit applications by ensuring compliance with applicable codes and ordinances, computes fees, and arranges for issuance of permits.
- D. Sets up inspection schedules coordinating with other inspectors if necessary; determines the type and timing of required inspections; works with contractors to arrange appointments, and follows-up as necessary.
- E. Performs inspection work and interprets and enforces City Ordinances and applicable State and Federal Building Codes and inspection of all aspects of construction.
- F. Documents and records all inspections, field notes and corrections timely and accurately in file logs and in the City's computer data storage program.
- G. Makes inspections in response to specific complaints which may involve building problems, potential health or safety hazards, condemning hazardous buildings, and property maintenance violations on issues related to structures and parcels, including compliance with local zoning regulations.
- H. Communicates effectively both verbally and in writing with individuals, contractors, and other governmental officials.
- I. Maintains a current knowledge of all matters related to the duties of the various UDC and commercial inspector certifications for the Inspection Department and the City of Onalaska. Attends meetings and seminars as required or requested to ensure current knowledge of code standards.
- J. Operates various office machines including, but limited to: copy machines, printers, fax machines, multi-line telephone, mobile phone, calculator, camera, tablets, and PC.
- K. Provides assistance as needed to other inspectors for code interpretation, field evaluation, and document preparation.
- L. Reviews and inspects one and two family and commercial erosion control conformance with local regulations.

## CITY OF ONALASKA

**Position:** Building Inspector II

**Location:** City Hall

**Page:** 2 of 3

**Department:** Inspection

**Supervisor:** Lead Building Inspector

**Classification:** Hourly Non-Exempt

Approved by F & P Committee:

Approved by Council:

### **RELATED JOB FUNCTIONS:**

- A. Assists other inspectors and departments on matters that may need the expertise of the Building Inspector III, Lead Building Inspector or Planning Manager, including property maintenance issues, municipal projects and fire investigation as requested.
- B. Attends meetings and/or seminars as required and/or requested.
- C. Assists in clerical tasks as required and/or requested.
- D. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- E. Other duties as required or assigned.

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

- A. Knowledge of current practices and methods employed in building, electrical, plumbing, HVAC and other related construction trades.
- B. Knowledge of City and State laws, laws, regulations, codes and ordinances governing building standards, housing, and certification of contractors.
- C. Ability to read, understand, and interpret building and site plans, parcel maps/ plats, drawings, blueprints, specifications and related construction documents, and identify them to construction in progress. Ability to use basic math skills.
- D. Good management skills including the principles and techniques of planning, organizing, and implementing the duties of the position.
- E. Excellent oral and written communication skills with the ability to communicate effectively with co-workers, contractors, and residents.
- F. Ability to prepare reports and present them in a manner which may be clearly understood by the public, government officials, and employees.
- G. Working knowledge of equipment used in the construction industry, including but not limited to, meters, testers, and hand tools and electrical power tools (saws, drills, etc.).
- H. Ability to learn and interpret the residential zoning code and make zoning decisions based on setbacks and allowable building areas.
- I. Ability to carry out field inspection of building sites.
- J. Ability to prepare accurate correspondence, reports, and field inspections documentation.
- K. Ability to maintain involved records and files, and prepare reports from such information.
- L. Ability to operate various office machines including, but not limited to: copier, fax machine, telephone, mobile phone, calculator, and PC required.
- M. Experience using Microsoft Office Suite, email, websites and the internet required.
- N. Ability to work on multiple tasks establishing priorities for work and procedures to follow.
- O. Knowledge of environmental, workplace, and job site safety practices and techniques in compliance with state and federal standards and regulations.
- P. Ability to maintain a professional demeanor and establish effective working relationships with public, associates, and staff; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

### **TRAINING, EXPERIENCE & OTHER REQUIREMENTS**

- A. High School diploma or equivalent.
- B. Minimum of three (3) to five (5) years' experience in the construction trade.

## CITY OF ONALASKA

**Position:** Building Inspector II  
**Location:** City Hall  
**Page:** 3 of 3

**Department:** Inspection  
**Supervisor:** Lead Building Inspector  
**Classification:** Hourly Non-Exempt

Approved by F & P Committee:  
 Approved by Council:

- C. State of Wisconsin Certifications in Building Inspection, HVAC, Electrical and Plumbing under the Wisconsin Uniform Dwelling Code. Must obtain all four UDC certifications within six (6) months.
- D. State of Wisconsin commercial certifications in building required; ability to obtain commercial plumbing certification within nine (9) months of start date.
- E. Valid drivers' license and good driving record required.

**PHYSICAL REQUIREMENTS:**

- A. Frequently sits at keyboard.
- B. Reads and writes.
- C. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- D. Frequent or occasional bending, twisting, climbing, crawling, and kneeling and climbing up and down stairs or on ladders.
- E. Occasionally lifts and carries less than forty (40) pounds.
- F. Pushes and pulls equipment up to forty (40) pounds within the office or construction area.
- G. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- H. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- I. Ability to perform manual work under varying weather and working conditions.
- J. Thirty (30%) of workday spent sitting.
- K. Forty (40%) of work day spent walking.
- L. Thirty (30%) of workday spent standing.
- M. Percentages of time sitting, standing, driving, 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
<b>Sedentary</b> 0 – 10# max		•		
<b>Light</b> Freq. to 10# -20#max		•		
<b>Medium</b> Freq. to 25#-50# max			•	
<b>Heavy</b> Freq. to 50#-100# max				•
<b>Very Heavy</b> Freq. over 50+# - 100+#				•

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 Signature of Employee

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 Date

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 Signature of Employer

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 Date

CITY OF ONALASKA

Grade 18

Position: Building Inspector III
Location: City Hall
Page: 1 of 3

Department: Inspection
Supervisor: Lead Building Inspector
Classification: Hourly Non-Exempt

Approved by F & P Committee:
Approved by Council:

Under general supervision of the Lead Building Inspector and/or Planning Manager, an employee in this position ensures that all residential and commercial construction, remodeling, and repair work within the City complies with building codes and City ordinances, and all existing structures meet applicable fire and health standards. An employee in this position also reviews commercial and residential site/plot plans and issues building permits; provides information to the public and contractors and handles paperwork related inspections. Work is performed according to established guidelines and verbal and/or written instructions. Work is performed outside of the office on many occasions as on-site inspections are required.

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. Interprets and enforces building codes and other applicable regulations; confers with builders, architects, contractors, and the public concerning proposed projects and answers questions and provides advice related to state and municipal codes.
B. Reviews plans for proposed projects including, but not limited to: checking plans and blueprints in relation to building codes; noting areas of discrepancy, making recommendations, and ensuring corrections are made; checking one and two family site plans for general zoning conformance and, coordinating areas of discrepancy with the Planning/Zoning Department.
C. Reviews and approves permit applications by ensuring compliance with applicable codes and ordinances, computes fees, and arranges for issuance of permits.
D. Sets up inspection schedules coordinating with other inspectors if necessary; determines the type and timing of required inspections; works with contractors to arrange appointments, and follows-up as necessary.
E. Performs inspection work and interprets and enforces City Ordinances and applicable State and Federal Building Codes and inspection of all aspects of construction.
F. Documents and records all inspections, field notes and corrections timely and accurately in file logs and in the City's computer data storage program.
G. Makes inspections in response to specific complaints which may involve building problems, potential health or safety hazards, condemning hazardous buildings, and property maintenance violations on issues related to structures and parcels, including compliance with local zoning regulations.
H. Communicates effectively both verbally and in writing with individuals, contractors, and other governmental officials.
I. Maintains a current knowledge of all matters related to the duties of the various UDC and commercial inspector certifications for the Inspection Department and the City of Onalaska. Attends meetings and seminars as required or requested to ensure current knowledge of code standards.
J. Operates various office machines including, but limited to: copy machines, printers, fax machines, multi-line telephone, mobile phone, calculator, camera, tablets, and PC.
K. Provides assistance as needed to other inspectors for code interpretation, field evaluation, and document preparation.
L. Reviews and inspects one and two family and commercial erosion control conformance with local regulations.

## CITY OF ONALASKA

**Position:** Building Inspector III  
**Location:** City Hall  
**Page:** 2 of 3

**Department:** Inspection  
**Supervisor:** Lead Building Inspector  
**Classification:** Hourly Non-Exempt

Approved by F & P Committee:  
Approved by Council:

### **RELATED JOB FUNCTIONS:**

- A. Assists other inspectors and departments on matters that may need the expertise of the Lead Building Inspector or Planning Manager, including property maintenance issues, municipal projects and fire investigation as requested.
- B. Attends meetings and/or seminars as required and/or requested.
- C. Assists in clerical tasks as required and/or requested.
- D. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- E. Other duties as required or assigned.

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

- A. Knowledge of current practices and methods employed in building, electrical, plumbing, HVAC and other related construction trades.
- B. Knowledge of City and State laws, laws, regulations, codes and ordinances governing building standards, housing, and certification of contractors.
- C. Ability to read, understand, and interpret building and site plans, parcel maps/ plats, drawings, blueprints, specifications and related construction documents, and identify them to construction in progress. Ability to use basic math skills.
- D. Good management skills including the principles and techniques of planning, organizing, and implementing the duties of the position.
- E. Excellent oral and written communication skills with the ability to communicate effectively with co-workers, contractors, and residents.
- F. Ability to prepare reports and present them in a manner which may be clearly understood by the public, government officials, and employees.
- G. Working knowledge of equipment used in the construction industry, including but not limited to, meters, testers, and hand tools and electrical power tools (saws, drills, etc.).
- H. Ability to learn and interpret the residential zoning code and make zoning decisions based on setbacks and allowable building areas.
- I. Ability to carry out field inspection of building sites.
- J. Ability to prepare accurate correspondence, reports, and field inspections documentation.
- K. Ability to maintain involved records and files, and prepare reports from such information.
- L. Ability to operate various office machines including, but not limited to: copier, fax machine, telephone, mobile phone, calculator, and PC required.
- M. Experience using Microsoft Office Suite, email, websites and the internet required.
- N. Ability to work on multiple tasks establishing priorities for work and procedures to follow.
- O. Knowledge of environmental, workplace, and job site safety practices and techniques in compliance with state and federal standards and regulations.
- P. Ability to maintain a professional demeanor and establish effective working relationships with public, associates, and staff; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

### **TRAINING, EXPERIENCE & OTHER REQUIREMENTS**

- A. High School diploma or equivalent.
- B. Minimum of three (3) to five (5) years' experience in the construction trade.

## CITY OF ONALASKA

**Position:** Building Inspector III  
**Location:** City Hall  
**Page:** 3 of 3

**Department:** Inspection  
**Supervisor:** Lead Building Inspector  
**Classification:** Hourly Non-Exempt

Approved by F & P Committee:  
 Approved by Council:

- C. State of Wisconsin Certification in Building Inspection, HVAC, Electrical and Plumbing under the Wisconsin Uniform Dwelling Code.
- D. State of Wisconsin commercial certifications in building and plumbing required; ability to obtain commercial electrical certification within six (6) months of start date.
- E. Valid drivers' license and good driving record required.

**PHYSICAL REQUIREMENTS:**

- A. Frequently sits at keyboard.
- B. Reads and writes.
- C. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- D. Frequent or occasional bending, twisting, climbing, crawling, and kneeling and climbing up and down stairs or on ladders.
- E. Occasionally lifts and carries less than forty (40) pounds.
- F. Pushes and pulls equipment up to forty (40) pounds within the office or construction area.
- G. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- H. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- I. Ability to perform manual work under varying weather and working conditions.
- J. Thirty (30%) of workday spent sitting.
- K. Forty (40%) of work day spent walking.
- L. Thirty (30%) of workday spent standing.
- M. Percentages of time sitting, standing, driving, 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
<b>Sedentary</b> 0 – 10# max		•		
<b>Light</b> Freq. to 10# -20#max		•		
<b>Medium</b> Freq. to 25#-50# max			•	
<b>Heavy</b> Freq. to 50#-100# max				•
<b>Very Heavy</b> Freq. over 50+# - 100+#				•

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 Signature of Employee

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 Signature of Employer

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 Date

## CITY OF ONALASKA

Grade 19

**Position:** Lead Building Inspector  
**Location:** City Hall  
**Page:** 1 of 3

**Department:** Inspection  
**Supervisor:** Planning Manager  
**Classification:** Salary Exempt

Approved by F & P Committee:  
 Approved by Council:

Under general supervision of the Planning Manager, an employee in this position ensures that all residential and commercial construction, remodeling, and repair work within the City complies with building codes and City ordinances, and all existing structures meet applicable fire and health standards. An employee in this position also reviews commercial and residential site/plot plans and issues building permits; provides information to the public and contractors and handles paperwork related inspections. Work is performed according to established guidelines and verbal and/or written instructions. Work is performed outside of the office on many occasions as on-site inspections are required.

**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. Acts as a Deputy Director of Inspection; responsible for supervision, training, motivation, evaluation, discipline, scheduling, and layout of work of Inspectors in the Inspection Department. Administers all Inspector personnel requests for leave time; reviews, verifies, and approves time sheets.
- B. Assists with budgeting for the Inspection Department with direction from the Planning Manager; approves purchases and billing of such purchases according to City Purchasing Policy.
- C. Interprets and enforces building codes and other applicable regulations; confers with builders, architects, contractors, and the public concerning proposed projects and answers questions and provides advice related to state and municipal codes.
- B. Reviews plans for proposed projects including, but not limited to: checking plans and blueprints in relation to building codes; noting areas of discrepancy, making recommendations, and ensuring corrections are made; checking one and two family site plans for general zoning conformance and, coordinating areas of discrepancy with the Planning/Zoning Department.
- C. Reviews and approves permit applications by ensuring compliance with applicable codes and ordinances, computes fees, and arranges for issuance of permits.
- D. Sets up inspection schedules coordinating with other inspectors if necessary; determines the type and timing of required inspections; works with contractors to arrange appointments, and follows-up as necessary.
- E. Performs inspection work and interprets and enforces City Ordinances and applicable State and Federal Building Codes and inspection of all aspects of construction.
- F. Documents and records all inspections, field notes and corrections timely and accurately in file logs and in the City's computer data storage program.
- G. Makes inspections in response to specific complaints which may involve building problems, potential health or safety hazards, condemning hazardous buildings, and property maintenance violations on issues related to structures and parcels, including compliance with local zoning regulations.
- H. Communicates effectively both verbally and in writing with individuals, contractors, and other governmental officials.
- I. Maintains a current knowledge of all matters related to the duties of the various UDC and commercial inspector certifications for the Inspection Department and the City of Onalaska. Attends meetings and seminars as required or requested to ensure current knowledge of code standards.
- J. Operates various office machines including, but limited to: copy machines, printers, fax machines, multi-line telephone, mobile phone, calculator, camera, tablets, and PC.
- K. Provides assistance as needed to other inspectors for code interpretation, field evaluation, and document preparation.
- L. Reviews and inspects one and two family and commercial erosion control conformance with local regulations.

## CITY OF ONALASKA

**Position:** Lead Building Inspector

**Location:** City Hall

**Page:** 2 of 3

**Department:** Inspection

**Supervisor:** Planning Manager

**Classification:** Salary Exempt

Approved by F & P Committee:

Approved by Council:

### **RELATED JOB FUNCTIONS:**

- A. Assists other inspection disciplines and departments on matters that may need the expertise of the Planning Manager, including property maintenance issues, municipal projects and fire investigation as requested.
- B. Attends meetings and/or seminars as required and/or requested.
- C. Assists in clerical tasks as required and/or requested.
- D. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- E. Other duties as required or assigned.

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

- A. Knowledge of current practices and methods employed in building, electrical, plumbing, HVAC and other related construction trades.
- B. Knowledge of City and State laws, laws, regulations, codes and ordinances governing building standards, housing, and certification of contractors.
- C. Ability to read, understand, and interpret building and site plans, parcel maps/ plats, drawings, blueprints, specifications and related construction documents, and identify them to construction in progress. Ability to use basic math skills.
- D. Good management skills including the principles and techniques of planning, organizing, and implementing the duties of the position.
- E. Excellent oral and written communication skills with the ability to communicate effectively with co-workers, contractors, and residents.
- F. Ability to prepare reports and present them in a manner which may be clearly understood by the public, government officials, and employees.
- G. Working knowledge of equipment used in the construction industry, including but not limited to, meters, testers, and hand tools and electrical power tools (saws, drills, etc.).
- H. Ability to learn and interpret the residential zoning code and make zoning decisions based on setbacks and allowable building areas.
- I. Ability to carry out field inspection of building sites.
- J. Ability to prepare accurate correspondence, reports, and field inspections documentation.
- K. Ability to maintain involved records and files, and prepare reports from such information.
- L. Ability to operate various office machines including, but not limited to: copier, fax machine, telephone, mobile phone, calculator, and PC required.
- M. Experience using Microsoft Office Suite, email, websites and the internet required.
- N. Ability to work on multiple tasks establishing priorities for work and procedures to follow.
- O. Knowledge of environmental, workplace, and job site safety practices and techniques in compliance with state and federal standards and regulations.
- P. Ability to maintain a professional demeanor and establish effective working relationships with public, associates, and staff; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

### **TRAINING, EXPERIENCE & OTHER REQUIREMENTS**

- A. High School diploma or equivalent.
- B. Minimum of three (3) to five (5) years' experience in the construction trade.

## CITY OF ONALASKA

**Position:** Lead Building Inspector  
**Location:** City Hall  
**Page:** 3 of 3

**Department:** Inspection  
**Supervisor:** Planning Manager  
**Classification:** Salary Exempt

Approved by F & P Committee:  
 Approved by Council:

- C. State of Wisconsin Certification in Building Inspection, HVAC, Electrical and Plumbing under the Wisconsin Uniform Dwelling Code.
- D. State of Wisconsin commercial certification in building and plumbing required; ability to obtain commercial electrical certification within six (6) months of start date.
- E. Minimum one (1) to three (3) years' experience in supervision of staff.
- F. Valid drivers' license and good driving record required.

**PHYSICAL REQUIREMENTS:**

- A. Frequently sits at keyboard.
- B. Reads and writes.
- C. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- D. Frequent or occasional bending, twisting, climbing, crawling, and kneeling and climbing up and down stairs or on ladders.
- E. Occasionally lifts and carries less than forty (40) pounds.
- F. Pushes and pulls equipment up to forty (40) pounds within the office or construction area.
- G. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- H. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- I. Ability to perform manual work under varying weather and working conditions.
- J. Thirty (30%) of workday spent sitting.
- K. Forty (40%) of work day spent walking.
- L. Thirty (30%) of workday spent standing.
- M. Percentages of time sitting, standing, driving, 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
<b>Sedentary</b> 0 – 10# max		•		
<b>Light</b> Freq. to 10# -20#max		•		
<b>Medium</b> Freq. to 25#-50# max			•	
<b>Heavy</b> Freq. to 50#-100# max				•
<b>Very Heavy</b> Freq. over 50+# - 100+#				•

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 Signature of Employer

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 Date

## CITY OF ONALASKA

Grade 12

**Position:** Office Clerical Support  
**Location:** City Hall  
**Page:** 1 of 3

**Department:** Planning, Zoning, & Inspection  
**Supervisor:** City Administrator/Planning Manager  
**Classification:** Hourly Non-Exempt

Approved by F & P Committee: 11/7/07, 8/4/04, 8/6/14  
 Approved by Council: 11/13/07, 8/10/04, 8/12/14

Under general supervision of the ~~Land Use & Development Director~~Planning Manager, an employee in this class performs a variety of clerical work of moderate complexity and variety. —Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the supervising authority. —Clerical support is provided to all Planning, Zoning, and Inspection Department Staff.

**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. Performs clerical duties which may include, but not limited to: the preparation of draft letters, typing, filing, sorting, transcription, copying and scanning of documents, sorting and distribution of mail, answering telephones, collecting and processing application fees and fees for permits, and any other clerical activities.
- B. Assists in coordinating requests for inspections, memorandums, minutes, charts, forms and documents necessary for the orderly conveyance of information for the department head, staff and the general public.
- C. Provides customer service to both internal and external customers. Provides information on routine inquiries and directs disputable issues and/or matters of inspection, planning, and zoning to the appropriate staff member or department head; and, if necessary, arranges for conferences and/or appointments with the appropriate staff. Attempts to resolve matters directly, but may refer customers to an administrative staff member when appropriate.
- D. Takes and records inspection related material as appropriate or required; maintains and archives records as requested.
- E. Operates various office machines not limited to copy machines, printers, fax machines, multi-line telephone, typewriter, calculator, ~~dictating equipment~~scanners, personal computers as required of the position.
- F. Assists in calculating and administering fee collection for all permits within the Inspection and Planning ~~Departments~~. Distributes permit data to appropriate City Departments.
- G. Performs duties specific to departments as assigned and under the direction of the department head or supervisory authority.
- H. Coordinates activities and communications between staff and the public.

**RELATED JOB FUNCTIONS:**

- A. Assists in recording and maintaining files and provides computer data entry in the inspection recording system for accurate building permit files.
- 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. —This is a recognized and accepted part of being a member of the office support staff.
- C. Other duties as requested or assigned.

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

- A. Knowledge or ability to learn building permitting process and municipal zoning principles; knowledge or ability to learn municipal building and zoning codes and ordinances.
- B. Excellent typing and computer skills; knowledge of Microsoft Office Suite products.
- ~~B.C.~~ Excellent customer service, interpersonal and communication skills; Ability to communicate effectively with both oral and written communication.
- ~~C.~~ Telephone skills/personal communications experience preferred.
- D. Ability to work in a team and collaborate with a variety of personalities.

- E. Excellent general office skills, including word processing, spreadsheets, and data entry; ability to pay attention to detail including proofreading documents; ability to multi-task and prioritize work with a minimum of supervision.
- F. Excellent organizational skills; ability to maintain records and files and prepare reports from associated information.
- ~~D.G.~~ Ability to maintain confidentiality.
- ~~E.H.~~ Ability to follow directions and work on multiple tasks establishing priorities for work and procedure to follow; ability to work in a fast paced environment; ability to pay attention to detail
- ~~F.I.~~ Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.
- ~~G.J.~~ Ability to understand and read maps, site plans, legal descriptions, blueprints, utility, and basic construction; ability to read and understand legal documents.
- ~~K.~~ Requires eExcellent math, typing, and data entry skills.
- ~~L.~~ Ability to operate a variety of equipment and tools such as computers, multi-line phones, mobile phones, typewriters, printers, copy machines, calculator, fax machine, scanners, and other such equipment.

**TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. High School diploma or equivalent required.
- B. Associates degree in Business, or Office Assistant or related program and two (2) to four (4) years' experience in an office setting, or equivalent combination of education and experience.
- C. Previous experience in customer service ~~and cash handling preferred.~~
- ~~D.A.~~ ~~Requires excellent math, typing, and data entry skills.~~
- ~~E.D.~~ ~~Excellent e~~Experience with Microsoft Office products and other related computer programs.
- ~~F.E.~~ Valid driver's license is required.

**PHYSICAL REQUIREMENTS:**

- A. Frequently sits at keyboard.
- B. Frequent twisting.
- C. Reads and writes.
- ~~C.D.~~ Reaches shoulder height frequently, and above and below shoulder height occasionally.
- ~~D.E.~~ ~~Reaches above and below shoulder height.~~
- ~~E.F.~~ Occasional bending and stooping; climbing up and down stairs or on ladders.
- ~~F.G.~~ Lifts and carries less than ~~fift~~thirty (35) pounds.
- H. Pushes and pulls office equipment up to thirty (30) pounds within the office area.
- ~~G.I.~~ Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- ~~H.J.~~ Thirty-five (35) percent of workday spent sitting.
- ~~I.K.~~ Thirty (30) percent of work day spent walking.
- ~~J.L.~~ Thirty-five (35) percent of workday is spent standing.
- ~~K.M.~~ All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

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

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Signature of Employee

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Date

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Signature of Employer

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Date

**CITY OF ONALASKA**

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

**Department:** Administration  
**Supervisor:** City Administrator  
**Classification:** Salaried Exempt

Approved by F & P Committee:  
Approved by Council:

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

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

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

## CITY OF ONALASKA

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

**Department:** Administration  
**Supervisor:** City Administrator  
**Classification:** Salaried Exempt

Approved by F & P Committee:  
Approved by Council:

### **RELATED JOB FUNCTIONS:**

- A. Completes other projects as directed by the City Administrator or City Council.
- B. Prepares periodic and special reports.
- C. Assures that persons affected by City Council actions are properly notified.
- D. Develops goals and objectives for the performance of the Attorney duties and responsibilities and for the proper administration of legal functions of the City.
- E. May review the official agenda for the City Council meetings to ensure proper legal language is being utilized.
- F. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- G. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- H. Performs other duties as required or assigned.

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

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

### **TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association (ABA).
- B. A minimum of six or more years' experience in a law firm environment involving municipal responsibilities.

# CITY OF ONALASKA

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

**Department:** Administration  
**Supervisor:** City Administrator  
**Classification:** Salaried Exempt

Approved by F & P Committee:  
 Approved by Council:

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

**PHYSICAL REQUIREMENTS:**

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

Percent of 8 Hour Day:

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

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

CITY OF ONALASKA

Grade 12

Position: Part-Time Administrative Assistant/Paralegal
Location: City Hall
Page: 1 of 3

Department: Administration
Supervisor: City Attorney
Classification: Hourly Non-Exempt

Approved by F & P Committee:
Approved by Council:

Under general supervision of the City Attorney, an employee in this classification assists in the maintenance, care and custody of the legal papers and records of the department and performs clerical work of moderate complexity, variety and maintains a high level of confidentiality. Assists in researching law, investigating facts, and preparing documents to assist the City Attorney. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Works frequently with confidential information. Work is reviewed for accuracy and adherence to established procedure by the supervising authority but frequently no check is made of routine work.

ESSENTIAL JOB FUNCTIONS:

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

- A. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes.
B. Prepares or assists in preparing briefs, pleadings, appeals, contracts, and other legal documents as required or necessary.
C. Prepares letters, memos, reports, proposals, agreements, charts, forms, and other documents; which may include typing, filing, copying, sorting, and other clerical activities.
D. Provides assistance to the City Attorney and City Administrator in the performance of general office work including typing, filing, composing letters, memos or other correspondence, answering incoming calls, processing department mail, customer service and other duties as required.
E. Provides high level of customer service to both internal and external customers and attempts to dispose of issues and matters or refers customer to the proper department; and, if necessary, arranges for conferences and/or appointments with the appropriate staff in accordance to supervisors guidelines.
F. Maintains confidentiality in all matters relating to correspondence, meetings, phone calls, and/or general conversation.
G. Organizes and schedules meetings and appointments for the City Attorney and/or City Administrator as requested.
H. Operates various office machines not limited to fax machines, copy machines, scanners, typewriter, calculator, dictating equipment, computer, multi-line phone, mobile phone as required of the position.

RELATED JOB FUNCTIONS:

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
B. May provide support to the City Administrator, or other departments as needed or requested.
C. Other duties as required or assigned.

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

- A. Ability to write reports, business correspondence, and procedure manuals; ability to conduct detailed research.
B. Excellent typing and computer skills.

# CITY OF ONALASKA

**Position:** Part-Time Administrative Assistant/Paralegal  
**Location:** City Hall  
**Page:** 2 of 3

**Department:** Administration  
**Supervisor:** City Attorney  
**Classification:** Hourly Non-Exempt

Approved by F & P Committee:  
 Approved by Council:

- C. Ability to operate a variety of office machines, multi-line phone system, typewriter, computer, fax, calculator, imaging equipment and copier.
- D. Ability to maintain confidentiality.
- E. Excellent math skills; excellent organizational and time management skills; ability to maintain records and files.
- F. Excellent general office skills, including word processing, spreadsheets, and data entry; ability to pay attention to detail including proofreading documents; ability to multi-task and prioritize work with a minimum of supervision.
- G. Excellent customer service, interpersonal and communication skills; ability to communicate effectively with oral and written communication.
- H. Ability to work in a team and collaborate with a variety of personalities.
- I. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.
- J. Ability to train seasonal election employees clearly and concisely in a professional manner.

## TRAINING, EXPERIENCE & OTHER REQUIREMENTS

- A. High School diploma or equivalent required.
- B. Associates degree in Business, Paralegal, or Office Assistant, or related field and two (2) to four (4) years' experience in an office setting, or equivalent combination of education and experience.
- C. Previous experience in customer service.
- D. Experience with Microsoft Office products and other related computer programs.
- F. Valid driver's license is required.

## PHYSICAL REQUIREMENTS:

- A. Frequently sits at keyboard.
- B. Frequent twisting.
- C. Reads and writes.
- D. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- E. Occasional bending and stooping; climbing up and down stairs or on ladders.
- F. Occasionally lifts and carries less than fifty (50) pounds.
- G. Pushes and pulls office equipment up to sixty (60) pounds within the office area.
- H. Large percentage of time is spent talking, hearing, speaking and using near and far vision
- I. Forty-five (45) percent of workday spent sitting.
- J. Twenty-five (25) percent of work day spent walking.
- K. Thirty (30) percent of workday is spent standing.
- L. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

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

# CITY OF ONALASKA

**Position:** Part-Time Administrative Assistant/Paralegal

**Department:** Administration

**Location:** City Hall

**Supervisor:** City Attorney

**Page:** 3 of 3

**Classification:** Hourly Non-Exempt

Approved by F & P Committee:

Approved by Council:

<b>Very Heavy</b> <i>Freq. over 50+# - 100+#</i>					•
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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# City of Onalaska

## COUNCIL ADOPTS AWARD RESOLUTIONS – BANK QUALIFIED

- **December 11, 2018**
- \$4,650,000
- \$3,500,000 *General*
- \$1,150,000 *Water/Sewer*

- April**
- **March 22, 2019**
  - \$3,895,000
  - \$395,000 *Refund General portion of 2018 NAN*
  - \$3,500,000 *Refund General portion of 2018 NAN*

- April**
- **March 12, 2019**
  - \$2,390,000
  - \$230,000 *Refund Storm portion of 2018 NAN*
  - \$1,990,500 *Storm Water projects*

- MARCH 18, 2019**
- **April 9, 2019**
  - \$9,030,000
  - \$45,000 *Refund Water/Sewer portion of 2018 NAN*
  - \$1,150,000 *Refund Water/Sewer portion of 2018 NAN*
  - \$6,409,000 *Water/Sewer projects*

