



City of Onalaska Meeting Notice

COMMITTEE/BOARD: Finance & Personnel Committee
DATE OF MEETING: November 6, 2019 (Wednesday)
PLACE OF MEETING: City Hall – 415 Main Street (Common Council Chambers)
TIME OF MEETING: 7:15 P.M. (no earlier than 7:15 p.m. or immediately following the Utilities Committee Meeting)

PURPOSE OF MEETING

1. Call to Order and roll call
2. Approval of minutes from previous meeting
3. Public input: (limited to 3 minutes / individual)

Consideration And Possible Action On The Following Items:

FINANCE

4. 2020 Proposed Executive Budget, including Budgets for General Fund, Special Revenue Funds, Debt Service Funds, Enterprise Funds, Capital Project Funds, Community Development Authority, and the Gundersen Lutheran Parking Ramp Fund
5. 2019 Omni Center Financials
6. 2019 General Fund Financials
7. Approval and authorization for City Clerk to submit Memorandum of Understanding between the Wisconsin Elections Commission and the City of Onalaska regarding election security subgrant program
8. Gundersen Lutheran Parking Ramp Financials for 3rd Quarter 2019
9. Approval of Emergency Medical Services (EMS) Medical Director Agreement with Gundersen Lutheran Administrative Services

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

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

Notices Mailed To:

Mayor Joe Chilsen	_____
*Ald. Jim Olson	_____
*Ald. Kim Smith – Chair	_____
*Ald. Dan Stevens - Vice Chair	_____
Ald. Tom Smith	_____
Ald. Boondi Iyer	_____
Ald. Diane Wulf	_____
City Administrator City Attorney	WPPA Steward IAFF Steward
Dept Heads La Crosse Tribune	_____
Coulee Courier	Onalaska Omni Center
FOX WKTY WLXR WLAX WKTW WXOW	Onalaska Public Library

*Committee Members Date Notices Mailed and Posted: 10-31-19

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

PERSONNEL

10. Monthly department presentation: City Clerk Department
11. Update from Human Resources on any Police and Fire staff vacancies – (For Information Only)
12. Review and considerations of changes to the following job description:
 - A. DARE/GREAT Officer
 - B. School Resource Officer (SRO)
13. Review and consideration of VelocityEHS/MSDSonline contract for January 31, 2020 through January 31, 2023
14. Review and consideration of out of state travel for Kim Isensee to attend Federal Transit Administration (FTA) Triennial Review Conference in Chicago, IL from December 18-20, 2019
15. Discussion regarding communication with and role of Council in Personnel issues
16. **Closed Session:** To consider a motion to convene in Closed Session under Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:
 - IAFF, International Association of Firefighters, Local 127
 - SORD, Supervisory Officers Relation Division
 - IAFF, International Association of Firefighters Grievance, 2019-3

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.

17. **Adjournment**

2020 Budget Changes Made at F&P MEETING (10/21/19)

Handwritten: Fred
11-19

DEPARTMENT	PLUS	MINUS	DESCRIPTION
CHANGE 1			
MOTION TO ACCEPT			
DEPARTMENT	PLUS	MINUS	DESCRIPTION
640-55450-126	\$ 68,985.00		Transfer wages from OT to wages Temp/Seasonal
640-55450-126	\$ 3,325.00		Add funds for Budget Submittal Error
640-55450-127		\$ 68,985.00	Transfer wages from OT to wages Temp/Seasonal
640-55450-150	\$ 254.00		Increase fica due to Budget submittal Error
TOTAL	\$ 72,564.00	\$ 68,985.00	
Net	\$ 3,579.00		

2020 Potential Adjustments to Enterprise/Special Revenue Funds: due to HR Wage Distribution and Roll-ups

Department	Plus	Minues	Description
Ommi Center			
Wages	\$ 382.00		
Fica	\$ 29.00		
Wrs	\$ 26.00		
Total	\$ 437.00		
Water			
Wages	\$ 1,041.00		
Fica	\$ 79.00		
Wrs	\$ 71.00		
Total	\$ 1,191.00		
Sewer			
Wages	\$ 1,041.00		
Fica	\$ 79.00		
Wrs	\$ 71.00		
Total	\$ 1,191.00		
Joint Municipal Court			
Wages	\$ 330.00		
Fica	\$ 25.00		
Wrs	\$ 22.00		
Total	\$ 377.00		
Net	\$ 3,196.00		

**CITY OF ONALASKA, WISCONSIN
DEPARTMENTAL BUDGET**

Department:

Omni Center

Budget Year 2020

PERSONNEL JUSTIFICATION

I. FULL-TIME PERSONNEL

Current Position (X)	Proposed New (X)	Percent Allocated to Dept	Job Title	Employee Name <small>(write "vacant" if currently vacant, write "new" if newly proposed)</small>	2019 Gross Salary/Wages <small>(excluding O.T. etc)</small>	2020 Proposed Salary/Wages
X			Event Coordinator	Lander, Sarah	\$46,114	\$46,475
X		48%	Buildings Manager	Babiash, Brian	\$ 72,661.77	\$34,878
X			Building Supervisor	McCaffrey, Michael	\$52,527	\$55,063
X		10%	Park & Rec Director	Wick, Dan	\$ 87,130.41	\$8,713
X		5%	HR Director	Burchell, Hope	\$ 73,257.05	\$3,244
X		5%	Network Specialist	Vacant	\$ 57,406.37	\$3,031
X		5%	Payroll/HR Assistant	Hewitt, Amy	\$ 46,319.12	\$2,084
X		30%	Administrative Assistant	Keane, Louann	\$ 40,569.21	\$11,569
Sub-Totals					\$160,156	\$166,148
Overtime (Approx. Hours: _____)						
Other Compensation (On Call/Nite Pay)						
Total Salaries for Full-time Personnel					\$160,156	\$166,148

II. PART-TIME PERSONNEL

Current Position	Proposed New	Percent Allocated to Dept	Job Title	Employee Name	Budgeted # of 2019 Hrs	Budgeted 2019 Gross Salary	2020 Proposed Hrs	2020 Proposed Gross Salary
X			Concession Workers	Various positions	1550	\$11,548	1550	\$12,400
X			Lead Concession Workers	Various positions	1500	\$15,675	1500	\$15,675
X			Zamboni/Maintenance	Various positions	1600	\$15,120	1600	\$18,000
X			Lead Zamboni/Maintenance	Various positions	1600	\$16,720	1600	\$19,600
X			Bartenders	Various positions	300	\$2,535	300	\$2,535
			Maintenance				400	\$4,100
Sub-Totals					6550	\$61,598	6950	\$72,310
Overtime								
Total Salaries for Part-Time Personnel						\$61,598		\$72,310

III. TOTAL SALARIES & WAGES

<u>2019</u>	<u>2020 Proposed</u>
\$221,754	\$238,458

IV. FRINGE BENEFIT CALCULATION FOR 2020:

	FULL-TIME	PART-TIME
A. FICA	7.65% \$12,710	\$5,532
B. Retirement - Full	13.5%	n/a
Retirement - Partial	6.75% \$11,215	n/a
C. Insurance-Health	\$61,081	n/a
D. Insurance-Dental	\$3,467	n/a
E. Insurance-Life	\$46	n/a

Comments / Notes:

Buildings Manager: Omni Center 48% - City Hall 26% - Library 16% - Water 5% - Sewer 5%
 Park & Rec Director: 90% Recreation - 10% Omni
 HR Wages 13% Water, 13% Sewer, 5%, Omni, 4% JMC
 Payroll/HR Assistant Wages: 60% HR, 15% Water, 15% Sewer, 5% Omni, 5% JMC
 Administrative Assistant: 70% Recreation - 30% Omni
 IT Network Specialist: IT 61% - Water 15% - Sewer 15% - JMC 4% - Omni 5%

3325
251
3579
437
4016

REVISED
10/31/2019

**CITY OF ONALASKA, WISCONSIN
DEPARTMENTAL BUDGET**

Department:

Water

Budget Year 2020

PERSONNEL JUSTIFICATION

I. FULL-TIME PERSONNEL

Current Position (X)	Proposed New (X)	Percent Allocated to Dept	Job Title	Employee Name <small>(write "vacant" if currently vacant, write "new" if newly proposed)</small>	2019 Gross Salary/Wages <small>(excluding O.T. etc)</small>	2020 Proposed Salary/Wages
X		15%	City Engineer	Holter, Jarrod	\$ 95,670.90	\$13,721
X		15%	Asst. City Engineer	Schubert, Kevin	\$ 71,347.92	\$10,226
X		15%	Finance Dir./Treasurer	Buehler, Fred	\$ 88,652.18	\$13,005
X		14%	Deputy Fin. Dir./Treas.	Isensee, Kim	\$ 65,922.70	\$8,802
X		36.25%	PW Manager	Prindle, Jim	\$ 83,034.60	\$28,729
X		5%	Buildings Manager	Babiash, Brian	\$ 72,661.77	\$3,465
X		35%	PW Asst. Manager	Stoner, Shane	\$ 66,820.21	\$22,262
X		42.5%	Utility Billing Admin.	Wolfert, Sherry	\$ 56,832.00	\$23,060
	X	32.5%	GIS Analyst	Hagar, Caitlin	\$ 60,263.61	\$28,702
X		15%	Office Clerical Support	Wilk, Stacy	\$ 46,083.46	\$6,593
X		2%	Building Supervisor	Johnson, Lee	\$ 46,267.08	\$1,106
X		15%	Network Specialist	Vacant	\$ 57,406.37	\$9,094
X		13%	HR Director	Burchell, Hope	\$ 73,257.05	\$8,434
	X	35%	Mechanic	Sallander, Mike	\$ 54,777.74	\$7,910
X		15%	Office Clerical Support	Bosworth, Vicky	\$ 48,184.14	\$6,902
X		10%	Finance Support Clerk	Peters, Jackie	\$ 41,225.66	\$3,921
X		15%	Payroll/HR Assistant	Hewitt, Amy	\$ 46,319.12	\$6,252
X		7%	City Administrator	Rindfleisch, Eric	\$ 137,712.05	\$9,165
X		50%	PW Lead Operator	Radke, Collin	\$ 59,054.33	\$28,483
X			Lab Technician	Kramer, Ashlee		\$55,336
X		37%	PW Crew Leader	Wiatt, John	\$ 64,012.08	\$22,933
X			PW Operator	Hilton, Jason		\$54,254
X			PW Operator	Fenske, Mitch		\$49,230
	X	30%	Lead Mechanic	Hansen, Jim	\$ 58,017.37	\$27,996
	X	30%	IT Specialist	Housker, Nils	\$ 56,333.94	\$22,828
X		10%	Cemetery/PW Operator	Olson, Chris	\$ 55,977.95	\$2,681
X		7%	City Attorney	Amanda Jackson	\$ 88,671.59	\$2,911
X		15%	Office Clerical Support	Schmidt, Lisa	\$ 39,606.39	\$5,675
	X	35%	Computer Support Specialist	Bury, Ben	\$ 46,475.25	
	X	42.5%	Utility Billing Assistant	Beatse, Amber	\$ 41,127.19	
	X	50%	PW Operator	New	\$ 48,086.95	
	X	15%	HR Generalist	Nes	\$ 53,326.36	
Sub-Totals					\$483,676	\$548,496
Overtime (Approx. Hours:)					\$10,000	\$10,000
Other Compensation (On Call/Nite Pay)					\$5,364	\$5,601
Total Salaries for Full-time Personnel					\$499,040	\$564,097

II. PART-TIME PERSONNEL

Current Position	Proposed New	Allocated to Dept	Job Title	Employee Name	Budgeted # of 2019 Hrs	Budgeted 2019 Gross Salary	2020 Proposed Hrs	2020 Proposed Gross Salary
X			Seasonal Maintenance	3rd year scale @ \$8.65	10	\$5,190	600	\$6,000
X		25%	Custodian I	Storandt, John	12	\$298	26	\$312
X			Water Quality Testing	Miller, Glenn	15.25	\$7,800	520	\$7,930
X		48%	PW Laborer	Hertzfeldt, Tim	12	\$2,936	252	\$3,024
X		7%	Mayor	Chilsen, Joe	19000	\$1,260		\$1,330
X		7%	Mayor Expenses	@\$250.00/month		\$210		\$210
	X	50%	Utility Billing Assistant	Beatse, Amber	16	\$10,803	780	
Sub-Totals						\$28,497		\$18,806
Overtime								
Total Salaries for Part-Time Personnel						\$28,497		\$18,806

III. TOTAL SALARIES & WAGES

<u>2019</u>	<u>2020 Proposed</u>
\$527,537	\$582,903

IV. FRINGE BENEFIT CALCULATION FOR 2020:

	FULL-TIME	PART-TIME
A. FICA	7.65%	
B. Retirement - Full	13.5%	
Retirement - Partial	6.75%	
C. Insurance-Health		
D. Insurance-Dental		
E. Insurance-Life		
	\$43,153	\$1,439
	\$38,077	\$90
	\$173,013	n/a
	\$10,506	n/a
	\$167	n/a

1-Jul

Comments / Notes	2019	2020 Proposed
City Engineer/PWD: Eng 50% - Street 10% - Water 15% - Sewer 15% - SW 10%		
Finance Director: Finance 60.6% - Water 15% - Sewer 15% - Tourism 9.4%		
PW Mgr.: Water 36.25% - Sewer 36.25% - SW 10% - Street 12.5% - Cemetery 5%		
Utility Billing Admin. - Water 42.5% - Sewer 42.5% - SW 10% - Street 5%		
GIS Analyst: Eng. 12.5% - Plan 12.5% - Water 32.5% - Sewer 32.5% - SW 10%		
Office Clerical Support Clerk 25% - Finance 25% - Water 15% - Sewer 15% - Storm Water 5% - Cemetery 5% - JMC 10%		
Buildings Manager: Omni Center 48% - City Hall 26% - Library 16% - Water 5% - Sewer 5%		
Administrator: Administrator 73% - Water 7% - Sewer 7% - Storm Water 7% - Tourism 5% - JMC 1%		
Computer Support Specialist: IT 30% - Water 35% - Sewer 35%		
Finance Support Clerk: Finance 30% - R&R 2% - Water 10% - Sewer 10% - SW 3% - JMC 45%		
Utility Bill Asst. - Water 42.5% - Sewer 42.5% - SW 10% - Street 5%		
Office Clerical Support: Finance 55%, Water 15%, Sewer 15%, SW 5%, JMC 10%		
Payroll/HR Assistant Wages: 60% HR, 15% Water, 15% Sewer, 5% Omni, 5% JMC		
Mechanic: Street 30% - SW 0% - Water 35% - Sewer 35%		
Deputy Finance Director: Finance 53% - Water 14% - Sewer 14% - SW 9% - JMC 10%		
Asst. City Eng: Engineering 40% - Street 10% - Water 15% - Sewer 15% - SW 20%		
IT Network Specialist: IT 61% - Water 15% - Sewer 15% - JMC 4% - Omni 5%		
PW Asst. Mgr: Water 35% - Sewer 35% - SW 15% - Street 15%		
Building Supervisor: City Hall 61% - Library 35% - Water 2% - Sewer 2%		
HR Wages 13% Water, 13% Sewer, 5% Omni, 4% JMC / Custodian: PWF (104 hours)		
Finance Spt: Finance 30%, RR 2%, Water 10%, Sewer 10%, SW 3%, JMC 45%		
Lead Mechanic: Street 25% - Water 30% - Sewer 30% - SW 15%		
Attorney: Attorney 79% - Water 7% - Sewer 7% - SW 7%		
PW Crew Leader: Water 37% - Sewer 37% - Street 16% - SW 10%		
Cemetery/PW Operator: Cemetery 50% - Street 40% - Water 10%		
IT Specialist: IT 30% - Water 30% - Sewer 30% - SW 10%		
Mayor: Mayor 59%, Tourism 20%, Water 7%, Sewer 7%, SW 7%		

1,191



**CITY OF ONALASKA, WISCONSIN
DEPARTMENTAL BUDGET**

Department:

Sewer

Budget Year 2020

PERSONNEL JUSTIFICATION

I. FULL-TIME PERSONNEL

Current Position (X)	Proposed New (X)	Percent Allocated to Dept	Job Title	Employee Name <small>(write "vacant" if currently vacant, write "new" if newly proposed)</small>	2019 Gross Salary/Wages <small>(excluding O.T. etc)</small>	2020 Proposed Salary/Wages
X		15%	City Engineer	Holter, Jarrod	\$ 95,670.90	\$13,721
X		15%	Asst. City Engineer	Schubert, Kevin	\$ 71,347.92	\$10,226
X		15%	Finance Dir./Treasurer	Buehler, Fred	\$ 88,652.18	\$13,005
X		14%	Deputy Fin. Dir./Treas.	Isensee, Kim	\$ 65,922.70	\$8,802
X		36.25%	Public Works Manager	Prindle, Jim	\$ 83,034.60	\$28,729
X		35%	Public Works Asst. Mgr	Stoner, Shane	\$ 66,820.21	\$22,262
X		42.5%	Utility Billing Admin.	Wolfert, Sherry	\$ 56,832.00	\$23,060
X	X	32.5%	GIS Analyst	Hagar, Caitlin	\$ 60,263.61	\$28,702
X		15%	Office Clerical Support	Wilk, Stacy	\$ 46,083.46	\$6,593
X		5%	Buildings Manager	Babiash, Brian	\$ 72,661.77	\$3,465
X		2%	Building Supervisor	Johnson, Lee	\$ 46,267.08	\$1,106
X		15%	Network Specialist	Vacant	\$ 57,406.37	\$9,094
X		13%	HR Director	Hope Burchell	\$ 73,257.05	\$8,434
X	X	35%	Mechanic	Sallander, Mike	\$ 54,777.74	\$7,910
X		15%	Office Clerical Support	Bosworth, Vicky	\$ 48,184.14	\$6,902
X		10%	Finance Support Clerk	Peters, Jackie	\$ 41,225.66	\$3,921
X		15%	Payroll/HR Assistant	Hewitt, Amy	\$ 46,319.12	\$6,252
X		7%	City Administrator	Rindfleisch, Eric	\$ 137,712.05	\$9,165
X		37%	PW Crew Leader	Wiatt, John	\$ 64,012.08	\$22,933
X		50%	PW Lead Operator	Radke, Collin	\$ 59,054.33	\$28,483
X			PW Operator	Jostad, Tom		\$54,837
X			PW Operator	Fischer, Frank		\$54,631
X			PW Operator	Hentges, Tony		\$55,625
X	X	30%	IT Specialist	Housker, Nils	\$ 56,333.94	\$22,828
X	X	30%	Lead Mechanic	Hansen, Jim	\$ 58,017.37	\$27,996
X		7%	City Attorney	Amanda Jackson	\$ 88,671.59	\$2,911
X		15%	Office Clerical Support	Schmidt, Lisa	\$ 39,606.39	\$5,675
X		15%	Planning Technician	Peterson, Zach	\$ 46,735.47	\$7,146
X	X	35%	Computer Support Specialist	Bury, Ben	\$ 48,475.25	\$16,266
X	X	50%	PW Operator	New	\$ 48,086.95	\$24,043
X	X	42.5%	Utility Billing Asst.	Beatse, Amber	\$ 41,127.19	\$17,479
X	X	15%	HR Generalist	New	\$ 53,326.36	\$7,999
Sub-Totals					\$487,268	\$566,535
Overtime (Approx. Hours:)					\$10,000	\$10,000
Other Compensation (On Call/Nite Pay)					\$5,364	\$5,601
Total Salaries for Full-time Personnel					\$502,632	\$582,136

II. PART-TIME PERSONNEL

Current Position	Proposed New	Percent Allocated to Dept	Job Title	Employee Name	Budgeted # of 2019 Hrs	Budgeted 2019 Gross Salary	2020 Proposed Hrs	2020 Proposed Gross Salary
X		28%	PW Laborer 1040	DeMorest, Jeff	11.75	252	450	\$5,288
X		25%	Custodian	Storandt, John	12	26	52	\$624
X		7%	Mayor	Chilsen, Joe	19000			\$1,330
X		7%	Mayor Expenses	@\$250.00/month				\$210
X		15%	Planning Tech	Vacant		4200		\$2,385
X		50%	Utility Billing Assistant	Beatse, Amber (4th year scale)	16	780		\$10,803
Sub-Totals						\$17,897		\$7,452
Overtime								
Total Salaries for Part-Time Personnel						\$17,897		\$7,452

III. TOTAL SALARIES & WAGES

2019	2020 Proposed
\$520,529	\$589,587

IV. FRINGE BENEFIT CALCULATION FOR 2020:

	FULL-TIME	PART-TIME
A. FICA	7.65% \$44,533	\$570
B. Retirement - Full	13.5%	n/a
Retirement - Partial	6.75% \$39,294	\$90
C. Insurance-Health	\$164,272	n/a
D. Insurance-Dental	\$9,709	n/a
E. Insurance-Life	\$215	n/a

1-Jul

Comments / Notes: City Engineer/PWD: Eng 50% - Street 10% - Water 15% - Sewer 15% - SW 10%
 Finance Director: Finance 60.6% - Water 15% - Sewer 15% - Tourism 9.4%
 PW Mgr.: Water 36.25% - Sewer 36.25% - SW 10% - Street 12.5% - Cemetery 5%
 Utility Billing Admin. - Water 42.5% - Sewer 42.5% - SW 10% - Street 5%
 GIS Analyst: Eng 12.5% - Plan 12.5% - Water 32.5% - Sewer 32.5% - SW 10%
 Office Clerical Support: Clerk 25% - Finance 25% - Water 15% - Sewer 15% - Storm Water 5% - Cemetery 5% - JMC 10%
 Lead Operator: Water 50% - Sewer 50%
 Buildings Manager: Omni Center 48% - City Hall 26% - Library 16% - Water 5% - Sewer 5%
 Administrator: Administrator 73% - Water 7% - Sewer 7% - Storm Water 7%, Tourism 5%, JMC 1%
 Attorney: Attorney 79% - Water 7% - Sewer 7% - SW 7%
 Office Clerical Support: 15% - Water 15% - Sewer 10% - SW - 35% R/R - 5% Eng - 10% Insp - 10% Plan
 Planning Tech: Inspection 15%, Planning 40%, Sewer 15%, Storm Water 30%
 Office Clerical Support: Finance 55%, Water 15%, Sewer 15%, SW 5%, JMC 10%
 Payroll/HR Assistant Wages: 60% HR, 15% Water, 15% Sewer, 5% Omni, 5% JMC
 Mechanic 60% Street, 15% Water, 15% Sewer, 10% SW
 Deputy Finance Director: Finance 53% - Water 14% - Sewer 14% - SW 9% - JMC 10%
 Asst. City Eng: Engineering 40% - Street 10% - Water 15% - Sewer 15% - SW 20%
 IT Systems Admin: IT 61% - Water 15% - Sewer 15% - JMC 4% - Omni 5%
 PW Asst. Mgr: Water 35% - Sewer 35% - SW 15% - Street 15%
 Building Supervisor: City Hall 61% - Library 35% - Water 2% - Sewer 2%
 HR Wages 13% Water, 13% Sewer, 5% Omni, 4% JMC / Custodian: PWF (104 hours)
 Finance Spt: Finance 30%, RR 2%, Water 10%, Sewer 10%, SW 3%, JMC 45%
 Lead Mechanic: Street 25% - Water 30% - Sewer 30% - SW 15%
 Utility Billing Asst: 50% Water, 50% Sewer
 PW Crew Leader: Water 37% - Sewer 37% - Street 16% - SW 10%
 IT Specialist: IT 30% - Water 30% - Sewer 30% - SW 10%
 Mayor: Mayor 59%, Tourism 20%, Water 7%, Sewer 7%, SW 7%

REVISED
10/31/2019

**CITY OF ONALASKA, WISCONSIN
DEPARTMENTAL BUDGET**

Department:

Joint Municipal Court

Budget Year 2020

PERSONNEL JUSTIFICATION

I. FULL-TIME PERSONNEL

Current Position (X)	Proposed New (X)	Percent Allocated to Dept	Job Title	Employee Name <small>(write "vacant" if currently vacant, write "new" if newly proposed)</small>	2019 Gross Salary/Wages <small>(excluding O.T. etc)</small>	2020 Proposed Salary/Wages
X			Municipal Court Supervisor	McIntyre, Hildie	\$46,643	\$48,973
X		45%	Finance Support Clerk	Peters, Jackie	\$ 41,225.66	\$17,643
X		10%	Financial Services Director	Buehler, Fred	\$ 88,652.18	\$8,670
X		4%	Network Specialist	Vacant	\$ 57,406.37	\$2,425
X		4%	HR Director	Burchell, Hope	\$ 73,257.05	\$2,595
X		10%	Deputy Finance Director	Isensee, Kim	\$ 65,922.70	\$6,287
X		5%	Payroll/HR Clerk	Hewitt, Amy	\$ 46,319.12	\$2,084
X		1%	City Administrator	Rindfleisch, Eric	\$ 137,712.05	\$1,309
X		10%	Office Clerical Support	Wilk, Stacy	\$ 46,083.46	\$4,396
X		10%	Office Clerical Support	Schmidt, Lisa	\$ 39,606.39	\$3,784
Sub-Totals					\$95,836	\$100,471
Overtime (Approx. Hours: _____)						
Other Compensation (On Call/Nite Pay)						
Total Salaries for Full-time Personnel					\$95,836	\$100,471

II. PART-TIME PERSONNEL

Current Position	Proposed New	Percent Allocated to Dept	Job Title	Employee Name	Budgeted # of 2019 Hrs	Budgeted 2019 Gross Salary	2020 Proposed Hrs	2020 Proposed Gross Salary
X			Municipal Court Judge	Brinckman, John		\$24,000		\$24,000
X			Asst. Municipal Court Clerk	Wysocki, Linda	16	\$18,509	1356	\$21,696
Sub-Totals						\$42,509		\$45,696
Overtime								
Total Salaries for Part-Time Personnel						\$42,509		\$45,696

III. TOTAL SALARIES & WAGES

<u>2019</u>	<u>2020 Proposed</u>
\$138,345	\$146,167

IV. FRINGE BENEFIT CALCULATION FOR 2020:

		<u>FULL-TIME</u>		<u>PART-TIME</u>
A. FICA	7.65%	\$7,686		\$3,496
B. Retirement - Full	13.5%			
Retirement - Partial	6.75%	\$6,782	6.75%	\$1,464
C. Insurance-Health		\$27,198		\$0
D. Insurance-Dental		\$2,122		n/a
E. Insurance-Life		\$76		\$0

Comments / Notes: Finance Support Clerk: Finance 30% - R&R 2% - Water 10% - Sewer 10% - SW 3% - JMC 45%
 Finance Director: Finance 50.6% - Water 15% - Sewer 15% - Tourism 9.4%, JMC 10%
 Deputy Finance Director: Finance 53% - Water 14% - Sewer 14% - Storm Water 9% - JMC 10%
 IT System Admin: IT 61% - Water 15% - Sewer 15% - JMC 4% - Omni 5%
 HR Wages 13% Water, 13% Sewer, 4%, JMC 5% Omni
 Administrator: Administrator 73% - Water 7% - Sewer 7% - Storm Water 7%, Tourism 5%, JMC 1%
 Office Clerical Support - Finance 25% - Clerk 25% - Water 15% - Sewer 15% - SW 5% - Cemetery 5% - JMC 10%
 Payroll/HR Assistant Wages: 60% HR, 15% Water, 15% Sewer, 5% Omni, 5% JMC

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REVISED
10/31/2019



City of Onalaska

#F-5
Balance Sheet
 Account Summary
 As Of 09/30/2019

Handwritten: Fed 10-10-19

Account	Name	Balance
Fund: 640 - OMNI CENTER		
Assets		
640-11100	CASH	-127,877.29
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	9,040.00
640-12100	TAXES RECEIVABLE	0.00
640-13000	ACCOUNTS RECEIVABLE	22,533.23
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	25,502.00
640-19001	WRS LIFE ASSET	0.00
640-19200	DEF. OUTFLOW-WRS PENSION-CONTRIBL	74,518.00
640-19201	DEFERRED OUTFLOW WRS LRLIF	776.00
	Total Assets:	16,199.64
		<u>16,199.64</u>
Liability		
640-21100	ACCOUNTS PAYABLE	0.00
640-21110	AP PENDING (DUE TO POOL)	0.00
640-21111	PAYROLL CORRECTIONS	0.00
640-21112	SALES TAX PAYABLE	-2,458.09
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

Balance Sheet

As Of 09/30/2019

Account	Name	Balance
640-21570	UNION DUES	0.00
640-21571	LOCAL 150 UNION DUES-W/H	0.00
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	8,758.00
640-21820	ACCUMULATED EMPLOYEE BENEFIT (SICK	8,374.78
640-21900	LIQUOR SALES	17,115.86
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	5,525.00
640-23421	SEC DEP - SPRING	5,450.00
640-23422	SEC DEP - FALL	12,915.00
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.	0.00
640-23901	WRS LRLIF LIABILITY	5,370.00
640-25100	DUE TO GENERAL FUND	0.00
640-25200	DEFERRED INFLOW-WRS PENSION	81,139.00
640-26101	DEFERRED REVENUE	0.00
640-29000	LOAN PAYABLE TO TOURISM	433.00
640-29001	LOAN PAYABLE TO CITY	0.00
640-29002	LEASE PAYABLE	0.00
640-29204	BONDS PAYABLE 1993	0.00
640-29207	BONDS PAYABLE 1994	0.00
640-29210	BONDS PAYABLE 1995	0.00
640-29213	BONDS PAYABLE 1996	0.00
640-29216	BONDS PAYABLE 1997	0.00
640-29219	BONDS PAYABLE 1998	0.00
640-29221	DEF. LOSS ON EARLY RET.	0.00
640-29222	1998 REFUNDING L.R.B.I.	0.00
640-29224	BONDS PAYABLE - 2002	0.00
640-29225	BONDS PAYABLE - 2006	0.00
640-29226	S.T.F.L. LOAN - 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
	Total Liability:	142,622.55
Equity		
640-31202	CONTRIBUTIONS FROM OTHERS	0.00
640-31203	DEPR./CHARGEBACK	0.00
640-31204	CONTRIBUTIONS FROM MUNIC.	0.00
640-32000	INVESTMENT IN CAPITAL ASSETS	0.00
640-34100	FUND BALANCE	-142,988.90
640-34141	SURPLUS/DEFICIT	0.00
640-34148	RESERVED RETAINED EARNINGS	0.00
640-34300	RESTRICTED FOR WRS PENSION	25,502.00
	Total Beginning Equity:	-117,486.90
Total Revenue		447,029.22
Total Expense		455,965.23
Revenues Over/Under Expenses		-8,936.01
	Total Equity and Current Surplus (Deficit):	-126,422.91
	Total Liabilities, Equity and Current Surplus (Deficit):	16,199.64



City of Onalaska

Budget Report

Account Summary

For Fiscal: 2019 Period Ending: 09/30/2019

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Fund: 640 - OMNI CENTER							
Revenue							
640-00000-41110	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-41210	ROOM TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-46716	RECR FEES >AGE 18	2,200.00	2,200.00	0.00	517.90	-1,682.10	76.46%
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE)	162,379.00	162,379.00	5,645.82	98,843.99	-63,535.01	39.13%
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	27,100.00	27,100.00	388.16	21,554.38	-5,545.62	20.46%
640-00000-46744	CONCESSION REV. (TAXABLE)	48,000.00	48,000.00	1,974.05	47,247.19	-752.81	1.57%
640-00000-46745	CATERING REVENUE -(TAXABLE)	6,000.00	6,000.00	1,126.00	2,058.29	-3,941.71	65.70%
640-00000-46746	CONCESSION REVENUE (VENDING)	0.00	0.00	0.00	205.00	205.00	0.00%
640-00000-46747	CONCESSION REVENUE (EVENTS)	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-46748	CONCESSION REVENUE - NON-ALC	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-46749	VENDING INCOME (NONTAXABLE)	1,750.00	1,750.00	0.00	1,656.37	-93.63	5.35%
640-00000-46751	PRO SHOP REVENUE	6,000.00	6,000.00	0.00	3,476.26	-2,523.74	42.06%
640-00000-46752	RENTALS INC. (ARENA) TAXAB	12,000.00	12,000.00	7,089.34	25,043.17	13,043.17	208.69%
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	10,000.00	10,000.00	1,000.00	10,695.00	695.00	106.95%
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	1,500.00	1,500.00	125.00	2,133.05	633.05	142.20%
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	6,000.00	6,000.00	0.00	1,993.60	-4,006.40	66.77%
640-00000-46757	RENTAL INC. (SPACE/ST-TAX.)	35,000.00	35,000.00	1,125.00	23,441.11	-11,558.89	33.03%
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	5,600.00	5,600.00	545.00	4,166.83	-1,433.17	25.59%
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T	2,500.00	2,500.00	775.00	3,405.00	905.00	136.20%
640-00000-46760	RENTAL INC. (SHELTER NON-TAXAB	1,000.00	1,000.00	100.00	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	3,758.00	-1,242.00	24.84%
640-00000-46765	ADMISSION SALES - NONTAXABLE	6,000.00	6,000.00	561.00	3,428.60	-2,571.40	42.86%
640-00000-46766	RENTAL INC. (MTG. ROOM - TAX)	5,500.00	5,500.00	0.00	6,392.47	892.47	116.23%
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	1,200.00	1,200.00	352.00	2,255.00	1,055.00	187.92%
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	7,500.00	7,500.00	1,375.00	8,675.85	1,175.85	115.68%
640-00000-46769	CATERING REVENUE-(NON TAX.)	3,500.00	3,500.00	100.00	2,552.00	-948.00	27.09%
640-00000-48001	MISC. INCOME (NONTAXABLE)	7,000.00	7,000.00	0.00	503.38	-6,496.62	92.81%
640-00000-48002	MISC INCOME TAXABLE	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00%
640-00000-48100	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-48102	INTEREST INC/RECEIVABLE	0.00	0.00	0.00	26.68	26.68	0.00%
640-00000-48103	GAIN ON REFUNDING	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-48203	RENTAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-48205	RENTAL INCOME (CITY)	45,000.00	45,000.00	2,210.08	34,560.67	-10,439.33	23.20%
640-00000-48401	INS. RE-IMBURSEMENT CLAIMS - O	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-48513	DONATIONS (O.E.C. LIQ.AGR)	11,000.00	11,000.00	0.00	10,000.00	-1,000.00	9.09%
640-00000-48515	DONATIONS (SPONSORSHIPS)	5,000.00	5,000.00	0.00	307.00	-4,693.00	93.86%
640-00000-49201	OPERATING TRANSFER IN	183,174.00	183,174.00	29,460.74	124,200.08	-58,973.92	32.20%
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	3,832.35	3,832.35	0.00%
640-00000-49900	DEPRECIATION/CHARGEBACK	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:		607,903.00	607,903.00	53,952.19	447,029.22	-160,873.78	26.46%
Expense							
640-55450-110	SALARIES - REGULAR	146,503.00	146,503.00	10,996.40	99,660.05	46,842.95	31.97%
640-55450-120	WAGES - REGULAR	13,653.00	13,653.00	1,058.04	9,897.05	3,755.95	27.51%
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	61,598.00	61,598.00	4,049.58	53,177.16	8,420.84	13.67%

Budget Report

For Fiscal: 2019 Period Ending: 09/30/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
640-55450-127	OVERTIME - TEMP/SEAS	0.00	0.00	123.00	123.00	-123.00	0.00 %
640-55450-150	FICA	16,964.00	16,964.00	1,171.39	11,844.70	5,119.30	30.18 %
640-55450-151	RETIREMENT (WRS)	10,490.00	10,490.00	789.52	7,110.87	3,379.13	32.21 %
640-55450-152	HEALTH INSURANCE	36,988.00	36,988.00	3,006.46	27,513.66	9,474.34	25.61 %
640-55450-153	DENTAL INSURANCE	3,428.00	3,428.00	179.80	2,099.49	1,328.51	38.75 %
640-55450-154	LIFE INSURANCE	39.00	39.00	2.76	26.98	12.02	30.82 %
640-55450-211	BOILER CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00 %
640-55450-213	HVAC CONTRACTUAL	7,500.00	7,500.00	0.00	2,069.67	5,430.33	72.40 %
640-55450-214	FIRE CONTRACTUAL	1,560.00	1,560.00	0.00	380.00	1,180.00	75.64 %
640-55450-220	WATER/SEWER/STORM WATER	7,893.00	7,893.00	0.00	7,121.40	771.60	9.78 %
640-55450-221	ELECTRIC & GAS	173,286.00	173,286.00	17,833.97	121,602.41	51,683.59	29.83 %
640-55450-225	PHONE/INTERNET/CABLE	9,062.00	9,062.00	850.85	7,495.09	1,566.91	17.29 %
640-55450-240	SOFTWARE MAINTENANCE CONTR	3,320.00	3,320.00	807.00	4,929.00	-1,609.00	-48.46 %
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	957.95	10,742.84	5,482.16	33.79 %
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	91.47	308.53	77.13 %
640-55450-311	POSTAGE	25.00	25.00	0.00	7.13	17.87	71.48 %
640-55450-312	COPY USAGE & PAPER	2,350.00	2,350.00	217.71	686.51	1,663.49	70.79 %
640-55450-320	SUBSCRIPTIONS & DUES	500.00	500.00	0.00	630.00	-130.00	-26.00 %
640-55450-323	GENERAL ADVERTISING	15,000.00	15,000.00	1,811.00	12,116.84	2,883.16	19.22 %
640-55450-324	RECRUITMENT	100.00	100.00	273.42	463.96	-363.96	-363.96 %
640-55450-330	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	85.72	914.28	91.43 %
640-55450-340	OPERATING SUPPLIES	13,000.00	13,000.00	5,680.55	16,853.56	-3,853.56	-29.64 %
640-55450-341	PRINTING & FORMS	0.00	0.00	0.00	328.35	-328.35	0.00 %
640-55450-342	CLEANING & SANITARY SUPPLIES	5,500.00	5,500.00	982.46	3,975.21	1,524.79	27.72 %
640-55450-343	CONCESSIONS SUPPLIES	23,000.00	23,000.00	2,215.60	22,815.35	184.65	0.80 %
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	9,750.00	9,750.00	404.19	8,354.30	1,395.70	14.31 %
640-55450-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	54.28	445.72	89.14 %
640-55450-361	REGULAR FUEL	375.00	375.00	0.00	0.00	375.00	100.00 %
640-55450-362	OFF ROAD FUEL	50.00	50.00	0.00	17.61	32.39	64.78 %
640-55450-363	EQUIPMENT MAINT & REPAIRS	5,500.00	5,500.00	305.96	2,414.60	3,085.40	56.10 %
640-55450-510	INS - WORKERS COMP	7,000.00	7,000.00	1,492.50	6,406.00	594.00	8.49 %
640-55450-511	INS - FIRE, COMP/COLL, BOILER	12,282.00	12,282.00	0.00	12,291.00	-9.00	-0.07 %
640-55450-512	INS - VEHICLES	134.00	134.00	0.00	134.00	0.00	0.00 %
640-55450-513	INS - CVMIC, LIABILITY, PROF	2,037.00	2,037.00	0.00	2,037.00	0.00	0.00 %
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	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-540	DEPR - GENERAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-541	DEPR - VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-542	DEPR - OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-543	DEPR - BLDG, STRUCTURE, BLDG I	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-544	DEPR - IMPROV OTHER THAN LAND	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-620	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-686	ALLOCATED - WRS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-690	OTHER DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: **2019** Period Ending: 09/30/

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Pe Rema
5450-692	0.00	0.00	0.00	0.00	0.00	0.
640-55450-693	0.00	0.00	0.00	0.00	0.00	0.
640-55450-720	0.00	0.00	0.00	250.00	0.00	0.
640-57600-699	0.00	0.00	0.00	0.00	-250.00	0.
Expense Total:	607,837.00	607,837.00	55,210.11	455,965.23	0.00	0.
Fund: 640 - OMNI CENTER Surplus (Deficit):	66.00	66.00	-1,257.92	-8,936.01	151,871.77	24.
Report Surplus (Deficit):	66.00	66.00	-1,257.92	-8,936.01	-9,002.01	3,639.4
					-9,002.01	3,639.4



City of Onalaska

#F-6
Balance Sheet
Account Summary
 As Of 10/15/2019

Account	Name	Balance
Fund: 100 - GENERAL FUND		
Assets		
100-11100	CASH	-2,390,655.46
100-11103	CASH-CAFE PLAN	20,882.48
100-11305	TEMPORARY INVESTMENTS	12,581,789.40
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00
100-11510	DONATIONS SAVINGS ACCT	4,676.69
100-11511	NON-CITY INVESTMENTS	141.80
100-11800	PETTY CASH	5,140.00
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	678.79
100-12118	DELQ. S/A FROM CO. 2016	1,181.65
100-12119	DELQ. S/A FROM CO. - 2017	1,789.14
100-12120	DELQ. S/A FROM CO. 2018	5,910.40
100-12332	2017-18 Delq. / PP TAXES	-8,360.57
100-12333	2018-19 DELQ. P/P TAXES	9,021.43
100-12334	2006/07 DELQ. P/P TAXES	0.00
100-12335	2007/08 DELQ. P/P TAXES	0.00
100-12336	2008/09 DELQ P/P TAXES	0.00
100-12337	2009-10 DELQ. P/P TAXES	0.00
100-12338	2010-11 DELQ P/P TAXES	0.00
100-12339	2011-12 DELQ. P/P TAXES	0.00
100-12340	2012-13 DELQ. P/P TAXES	0.00
100-12341	2013-14 DELQ. P/P TAXES	0.00
100-12342	2014-15 DELQ. P/P TAXES	0.00
100-12343	2015-16 DELQ. P/P TAXES	-21,074.18
100-12344	2016-17 DELQ. P/P TAXES	0.00
100-12609	S/A STORM SEWER	0.00
100-12611	S/A STREET CONSTRUCTION	128,210.82
100-12613	S/A CURB & GUTTER	64,364.27
100-12626	S/A SIDEWALK	58,681.88
100-12632	S/A ALLEY PAVING	9,889.21
100-13100	OTHER ACCOUNTS RECEIVABLE	25,886.33
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	516.30
100-13300	INTEREST RECEIVABLE	0.00
100-14000	DUE FROM OTHER GOVERNMENTS	0.00
100-14207	DUE FROM SEWER	0.00
100-14209	DUE FROM CEMETERY	0.00
100-14210	DUE FROM OMNI CENTER	0.00
100-14213	DUE FROM TAX AGENCY FUND	0.00
100-14215	DUE FROM S/R-O.S.R.	0.00
100-14216	DUE FROM DEBT SERVICE	0.00

Balance Sheet

As Of 10/15/2019

Account	Name	Balance
100-16200	PRE-PAID INSURANCE	45,591.55
Total Assets:		10,547,231.30
Liability		
100-21100	ACCOUNTS PAYABLE	53,971.42
100-21110	AP PENDING (DUE TO POOL)	18,218.53
100-21111	CORRECTIONS PAYABLE	-530.39
100-21112	G.F. SALES TAX PAYABLE	310.21
100-21405	DOT-PARKING TICKETS	-2,926.00
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	18.62
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	20,301.04
100-21581	SUPPORT PAYMENTS	0.00
100-21700	ACCRUED WAGES	0.00
100-21901	PAYABLE TO SHARED RIDE	0.00
100-23420	ANTI-ANNEXATION FEES	1,854.58
100-24220	BAIL BOND DEPOSITS	0.00
100-24230	PARTIAL PMT. - POLICE CITATIONS	0.00
100-24330	DOG LICENSES DUE CO	0.00
100-24600	MOBILE HOME TAX DUE - OSD	0.00
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	128,210.82
100-26220	POSTPONED S/A-CURB & GUTTER	65,631.19
100-26230	POSTPONED S/A-SIDEWALK	59,911.21
100-26260	POSTPONED S/A-ALLEY PAVING	10,713.25
100-28000	NON-CITY FUNDS	141.75
Total Liability:		355,826.23
Equity		
100-32000	INVESTMENT IN CAPITAL ASSETS	0.00
100-34100	FUND BALANCE	8,151,732.12
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

Balance Sheet

As Of 10/15/2019

Account	Name	Balance
100-34216	HEA./DENTAL/VAC. FORMER EMPLOYEE	4,000.00
100-34217	ILLEGAL ASSESSMENTS	0.00
100-34218	TREE BRUSH	4,500.00
100-34219	ENGINEERING EQUIPMENT	0.00
100-34220	PROP/COLLISION	0.00
100-34221	DIRECT PAYROLL SOFTWARE	0.00
100-34222	CARIN IRIS EQUIP	0.00
100-34223	CITY LIBRARY REPAIRS	0.00
100-34224	STREET SEALING	0.00
100-34225	STREET (MAINT. SHOP)	29,000.00
100-34226	STREET SNOW & ICE	142,000.00
100-34227	STREET LIGHTS	10,000.00
100-34228	RECR./PARKS/C.CTR./POOL	9,000.00
100-34229	CITY STUDY	45,270.00
100-34230	CITY ATTORNEY	0.00
100-34231	CITY HALL EQUIPMENT	0.00
100-34232	FIRE DEPT REPAIRS	0.00
100-34233	CITY HALL VEHICLE	3,000.00
100-34234	FIRE DEPT TRAINING EQUIP	0.00
100-34235	FIRE DEPT ATV	0.00
	Total Beginning Equity:	8,615,228.12
Total Revenue		8,384,968.50
Total Expense		6,808,791.55
Revenues Over/Under Expenses		1,576,176.95
	Total Equity and Current Surplus (Deficit):	10,191,405.07
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>10,547,231.30</u>



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUND							
Revenue							
Department: 00000 - NON DEPARTMENTAL							
<u>100-00000-41110</u>	GENERAL PROPERTY TAXES	5,921,779.00	5,921,779.00	0.00	5,921,779.00	0.00	0.00%
<u>100-00000-41111</u>	OMITTED TAXES (R/E & P/P)	0.00	0.00	0.00	0.00	0.00	0.00%
<u>100-00000-41140</u>	MOBILE HOME TAXES	58,000.00	58,000.00	0.00	47,721.09	-10,278.91	17.72%
<u>100-00000-41141</u>	P/P CHARGEBACK TAXES	0.00	0.00	0.00	0.00	0.00	0.00%
<u>100-00000-41210</u>	ROOM TAX REVENUE	40,037.00	40,037.00	0.00	25,012.00	-15,025.00	37.53%
<u>100-00000-41300</u>	PAYMENTS IN LIEU OF TAXES	135,000.00	135,000.00	0.00	131,015.33	-3,984.67	2.95%
<u>100-00000-41320</u>	TAXES ON MUNICIPAL OWNED UTI	440,000.00	440,000.00	0.00	0.00	-440,000.00	100.00%
<u>100-00000-41800</u>	INTEREST ON TAXES	1,000.00	1,000.00	0.00	1,073.43	73.43	107.34%
<u>100-00000-42010</u>	S/A STREET	7,581.00	7,581.00	0.00	7,581.17	0.17	100.00%
<u>100-00000-42020</u>	S/A CURB & GUTTER	1,412.00	1,412.00	0.00	2,419.65	1,007.65	171.36%
<u>100-00000-42030</u>	S/A SIDEWALK	5,301.00	5,301.00	0.00	5,677.48	376.48	107.10%
<u>100-00000-42050</u>	S/A ALLEY	1,449.00	1,449.00	0.00	1,332.75	-116.25	8.02%
<u>100-00000-42060</u>	S/A STORM SEWER	0.00	0.00	0.00	0.00	0.00	0.00%
<u>100-00000-43211</u>	FEDERAL LAW ENFORCEMENT GRA	0.00	0.00	0.00	0.00	0.00	0.00%
<u>100-00000-43221</u>	FEDERAL GRANT - HIGHWAY	0.00	0.00	0.00	0.00	0.00	0.00%
<u>100-00000-43300</u>	FED GOV'T REVENUE	0.00	0.00	0.00	0.00	0.00	0.00%
<u>100-00000-43307</u>	FEMA MONEY	0.00	0.00	0.00	0.00	0.00	0.00%
<u>100-00000-43309</u>	SHARED REVENUE FROM STATE	604,767.00	604,767.00	0.00	160,423.50	-444,343.50	73.47%
<u>100-00000-43401</u>	STATE AID COMPUTERS	55,000.00	55,000.00	0.00	57,334.92	2,334.92	104.25%
<u>100-00000-43420</u>	FIRE INSURANCE FOR STATE	78,800.00	78,800.00	0.00	86,577.07	7,777.07	109.87%
<u>100-00000-43521</u>	LAW ENFORCEMENT TRAINING AID	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00%
<u>100-00000-43530</u>	STATE AID ROAD ALLOTMENT	749,324.00	749,324.00	187,245.12	748,980.42	-343.58	0.05%
<u>100-00000-43541</u>	STATE AID FOR CONNECTING STRE	48,292.00	48,292.00	12,073.07	48,292.28	0.28	100.00%
<u>100-00000-43610</u>	PAYMENT FOR MUNICIPAL SERVICE	3,000.00	3,000.00	0.00	3,573.66	573.66	119.12%
<u>100-00000-43620</u>	STATE AID IN LIEU OF TAXES	100.00	100.00	0.00	111.01	11.01	111.01%
<u>100-00000-43625</u>	STATE AID - PERSONNAL PROPERTY	54,537.00	54,537.00	0.00	54,537.01	0.01	100.00%
<u>100-00000-43690</u>	STATE AID OTHER PAYMENTS	0.00	0.00	0.00	7,195.34	7,195.34	0.00%
<u>100-00000-44110</u>	LIQUOR & MALT BEVERAGE LICENS	22,800.00	22,800.00	0.00	22,135.00	-665.00	2.92%
<u>100-00000-44120</u>	OPERATOR LICENSE	5,400.00	5,400.00	0.00	4,464.50	-935.50	17.32%
<u>100-00000-44160</u>	CIGARETTE LICENSE	1,200.00	1,200.00	0.00	1,200.00	0.00	0.00%
<u>100-00000-44170</u>	CABLE TV LICENSE	150,000.00	150,000.00	0.00	70,538.79	-79,461.21	52.97%
<u>100-00000-44171</u>	CELL TOWER FEES	13,900.00	13,900.00	0.00	10,935.40	-2,964.60	21.33%
<u>100-00000-44175</u>	MOBILE HOME LICENSE	990.00	990.00	0.00	990.00	0.00	0.00%
<u>100-00000-44185</u>	TAXIE CAB LICENSE	600.00	600.00	0.00	625.00	25.00	104.17%
<u>100-00000-44190</u>	SOLICITERS LICENSE	100.00	100.00	0.00	260.00	160.00	260.00%
<u>100-00000-44193</u>	ELECTRICAL LICENSE	0.00	0.00	0.00	0.00	0.00	0.00%
<u>100-00000-44194</u>	HTG/GAS PIPING LICENSES	1,000.00	1,000.00	0.00	2,890.00	1,890.00	289.00%
<u>100-00000-44195</u>	OTHER LICENSES	12,000.00	12,000.00	0.00	13,873.00	1,873.00	115.61%
<u>100-00000-44196</u>	MOTEL/HOTEL PERMITS	0.00	0.00	0.00	270.00	270.00	0.00%
<u>100-00000-44210</u>	BICYCLE LICENSE	0.00	0.00	0.00	0.00	0.00	0.00%
<u>100-00000-44215</u>	DOG LICENSE	0.00	0.00	0.00	7,393.50	7,393.50	0.00%
<u>100-00000-44220</u>	CAT LICENSE	0.00	0.00	14.00	29,141.29	29,141.29	0.00%
<u>100-00000-44300</u>	INSPECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00%
<u>100-00000-44310</u>	BUILDING PERMITS	120,000.00	120,000.00	2,470.00	149,103.35	29,103.35	124.25%
<u>100-00000-44311</u>	PLAN REVIEW	500.00	500.00	0.00	830.00	330.00	166.00%
<u>100-00000-44315</u>	ELECTRICAL PERMITS	30,000.00	30,000.00	2,476.38	48,304.31	18,304.31	161.01%
<u>100-00000-44320</u>	HEATING & A/C PERMITS	17,000.00	17,000.00	0.00	20,323.96	3,323.96	119.55%
<u>100-00000-44323</u>	PLUMBING PERMIT FEES	16,000.00	16,000.00	0.00	22,820.50	6,820.50	142.63%
<u>100-00000-44325</u>	STREET OPENING PERMITS	750.00	750.00	0.00	1,075.00	325.00	143.33%

Budget Report

For Fiscal: 2019 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
0000-44330	SIDEWALK PERMIT	750.00	750.00	0.00	635.00	-115.00	15.33 %
100-00000-44335	RAILROAD PERMIT	0.00	0.00	0.00	144.61	144.61	0.00 %
100-00000-44336	RECREATIONAL BURNING PERMIT	11,000.00	11,000.00	0.00	11,240.00	240.00	102.18 %
100-00000-44340	OTHER PERMITS	200.00	200.00	0.00	575.00	375.00	287.50 %
100-00000-44345	P.U.D. PERMIT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44347	SITE PLANS	1,500.00	1,500.00	0.00	4,250.00	2,750.00	283.33 %
100-00000-44410	ZONING	6,000.00	6,000.00	0.00	6,606.95	606.95	110.12 %
100-00000-45110	COURT PENALTIES	95,000.00	95,000.00	0.00	80,821.86	-14,178.14	14.92 %
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	62,084.00	62,084.00	0.00	43,150.92	-18,933.08	30.50 %
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	340.00	340.00	0.00 %
100-00000-46115	LICENSE PUBLICATION FEES	480.00	480.00	0.00	460.00	-20.00	4.17 %
100-00000-46120	SALES MATERIAL & SUPLS	9,500.00	9,500.00	2.00	8,872.93	-627.07	6.60 %
100-00000-46121	TOPO FEES	0.00	0.00	0.00	28.40	28.40	0.00 %
100-00000-46210	FIRE PROTECTION SERVICE	40,000.00	40,000.00	0.00	25,160.00	-14,840.00	37.10 %
100-00000-46220	POLICE REPORTS	1,000.00	1,000.00	13.00	1,247.48	247.48	124.75 %
100-00000-46221	FALSE ALARMS	2,500.00	2,500.00	0.00	3,543.82	1,043.82	141.75 %
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	1,419.20	919.20	283.84 %
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	225.00	225.00	0.00 %
100-00000-46490	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46710	NON-PROFIT SHELTER/VENDING RE	1,200.00	1,200.00	0.00	1,454.70	254.70	121.23 %
100-00000-46711	PARK FACILITY RENTAL	12,000.00	12,000.00	0.00	17,249.90	5,249.90	143.75 %
100-00000-46715	RECREATION FEES	70,000.00	70,000.00	0.00	65,690.84	-4,309.16	6.16 %
100-00000-46716	RECR. FEES > AGE 18	7,000.00	7,000.00	0.00	6,475.00	-525.00	7.50 %
0000-46725	SWIMMING POOL REVENUE	68,060.00	68,060.00	0.00	63,328.88	-4,731.12	6.95 %
100-00000-46726	SWIMMING POOL LESSONS	6,720.00	6,720.00	0.00	7,267.60	547.60	108.15 %
100-00000-46727	SWIMMING POOL MISC	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46728	SWIMMING POOL CONCESSIONS	28,970.00	28,970.00	0.00	28,699.16	-270.84	0.93 %
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	34,800.00	34,800.00	0.00	19,772.20	-15,027.80	43.18 %
100-00000-47330	INTERGOV'T CHGS. FOR STR SERV.	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48000	MISCELLANEOUS INCOME	0.00	0.00	0.00	-5,355.87	-5,355.87	0.00 %
100-00000-48100	INTEREST INCOME	105,000.00	105,000.00	0.00	253,164.04	148,164.04	241.11 %
100-00000-48130	INTEREST DONATION ACCT.	0.00	0.00	0.00	22.70	22.70	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.	2,394.00	2,394.00	0.00	2,394.08	0.08	100.00 %
100-00000-48155	INTEREST - CURB & GUTTER ASSMT	571.00	571.00	0.00	597.26	26.26	104.60 %
100-00000-48160	INTEREST - SIDEWALK ASSMT.	1,876.00	1,876.00	0.00	1,882.95	6.95	100.37 %
100-00000-48170	INTEREST - ALLEY ASSMT.	575.00	575.00	0.00	556.12	-18.88	3.28 %
100-00000-48180	INTEREST - STORM SEWER ASSMT.	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48190	INVESTMENT INCOME (CVMIC)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48200	RENTAL INCOME & CDA SUBLEASE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48210	RENT- FINLEY PROP (JAYCEES)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48211	RENT LIBRARY FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48302	SALE OF FIRE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48403	INSURANCE REIMB - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48404	INSURANCE REIMB - HWY	0.00	0.00	0.00	4,789.83	4,789.83	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	8,577.00	8,577.00	0.00	0.00	-8,577.00	100.00 %
100-00000-48408	INSURANCE WAIVER	0.00	0.00	0.00	0.00	0.00	0.00 %
0000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
0000-48510	CONTRIBUTION FROM SCHOOL DIS	21,500.00	21,500.00	0.00	10,447.18	-11,052.82	51.41 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-0000-48530</u>	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-00000-49000</u>	GAIN ON SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-00000-49201</u>	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-00000-49224</u>	TRANSIT IN/5% SALES/COMP. PLAN	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-00000-49402</u>	SALE OF CITY PROPERTY - OTHER E	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-00000-49403</u>	SALE OF CITY PROPERTY - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-00000-49997</u>	SURPLUS FUNDS APPLIED	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 00000 - NON DEPARTMENTAL Total:		9,201,376.00	9,201,376.00	204,293.57	8,384,968.50	-816,407.50	8.87 %
Revenue Total:		9,201,376.00	9,201,376.00	204,293.57	8,384,968.50	-816,407.50	8.87 %
Expense							
Department: 51100 - COMMON COUNCIL							
<u>100-51100-110</u>	SALARIES - REGULAR	29,600.00	29,600.00	0.00	22,800.00	6,800.00	22.97 %
<u>100-51100-150</u>	FICA	2,264.00	2,264.00	0.00	1,744.20	519.80	22.96 %
<u>100-51100-240</u>	Software Contractual	3,250.00	3,250.00	0.00	3,250.00	0.00	0.00 %
<u>100-51100-291</u>	TRANSCRIPTION CONTRACTUAL	7,200.00	7,200.00	278.32	2,617.59	4,582.41	63.64 %
<u>100-51100-310</u>	OFFICE SUPPLIES	700.00	700.00	11.39	1,176.47	476.47	-68.07 %
<u>100-51100-311</u>	POSTAGE	200.00	200.00	0.00	1.00	199.00	99.50 %
<u>100-51100-312</u>	COPY USAGE & PAPER	1,000.00	1,000.00	131.56	981.68	18.32	1.83 %
<u>100-51100-320</u>	SUBSCRIPTIONS & DUES	5,959.00	5,959.00	0.00	6,519.21	-560.21	-9.40 %
<u>100-51100-322</u>	LEGAL NOTICES	12,140.00	12,140.00	267.16	3,058.01	9,081.99	74.81 %
<u>100-51100-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51100 - COMMON COUNCIL Total:		62,313.00	62,313.00	688.43	42,148.16	20,164.84	32.36 %
Department: 51110 - POLICE & FIRE COMMISSION							
<u>100-51110-290</u>	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-51110-291</u>	TRANSCRIPTION CONTRACTUAL	0.00	0.00	10.00	104.85	-104.85	0.00 %
<u>100-51110-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	100.98	-100.98	0.00 %
<u>100-51110-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>1110-312</u>	COPY USAGE & PAPER	175.00	175.00	0.00	15.50	159.50	91.14 %
Department: 51110 - POLICE & FIRE COMMISSION Total:		275.00	275.00	10.00	221.33	53.67	19.52 %
Department: 51200 - MUNICIPAL COURT							
<u>100-51200-290</u>	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-51200-340</u>	OPERATING SUPPLIES	212.00	212.00	6.76	12.22	199.78	94.24 %
Department: 51200 - MUNICIPAL COURT Total:		312.00	312.00	6.76	12.22	299.78	96.08 %
Department: 51300 - LEGAL							
<u>100-51300-110</u>	SALARIES REGULAR	32,853.00	32,853.00	2,678.68	10,556.72	22,296.28	67.87 %
<u>100-51300-120</u>	WAGES - REGULAR	0.00	0.00	1,455.23	5,820.92	-5,820.92	0.00 %
<u>100-51300-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51300-124</u>	WAGES PERM. PT	8,550.00	8,550.00	0.00	0.00	8,550.00	100.00 %
<u>100-51300-150</u>	FICA	3,167.00	3,167.00	306.74	1,220.71	1,946.29	61.46 %
<u>100-51300-151</u>	RETIREMENT (WRS)	2,152.00	2,152.00	270.77	1,072.74	1,079.26	50.15 %
<u>100-51300-152</u>	HEALTH INSURANCE	4,798.00	4,798.00	1,518.40	1,518.40	3,279.60	68.35 %
<u>100-51300-153</u>	DENTAL INSURANCE	298.00	298.00	0.00	90.81	207.19	69.53 %
<u>100-51300-154</u>	LIFE INSURANCE	4.00	4.00	1.20	3.60	0.40	10.00 %
<u>100-51300-225</u>	PHONE/INTERNET/CABLE	1,100.00	1,100.00	0.00	101.37	998.63	90.78 %
<u>100-51300-240</u>	HDWR/SOFTWR MAINT	0.00	0.00	0.00	310.00	-310.00	0.00 %
<u>100-51300-241</u>	EQUIPMENT MAINTENANCE CONT	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-51300-290</u>	OTHER CONTRACTUAL SERVICES	78,750.00	78,750.00	0.00	66,461.36	12,288.64	15.60 %
<u>100-51300-310</u>	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	795.08	204.92	20.49 %
<u>100-51300-311</u>	POSTAGE	270.00	270.00	5.00	5.00	265.00	98.15 %
<u>100-51300-312</u>	COPY USAGE & PAPER	400.00	400.00	0.00	10.00	390.00	97.50 %
<u>100-51300-320</u>	SUBSCRIPTIONS & DUES	600.00	600.00	110.00	1,964.35	-1,364.35	-227.39 %
<u>100-51300-321</u>	CERTIFICATIONS & LICENSES	600.00	600.00	0.00	487.00	113.00	18.83 %
<u>100-51300-330</u>	SEMINARS,CONF.& TRAVEL	600.00	600.00	0.00	0.00	600.00	100.00 %
<u>100-51300-340</u>	OPERATING SUPPLIES	3,000.00	3,000.00	2.00	2,067.31	932.69	31.09 %
<u>100-51300-341</u>	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
Department: 51300 - LEGAL Total:		138,792.00	138,792.00	6,348.02	92,485.37	46,306.63	33.36 %

Budget Report

For Fiscal: 2019 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 51408 - CITY ADMINISTRATOR							
100-51408-110	SALARIES REGULAR	95,575.00	95,575.00	3,713.99	79,592.63	15,982.37	16.72 %
100-51408-150	FICA	7,312.00	7,312.00	278.74	5,983.05	1,328.95	18.17 %
100-51408-151	RETIREMENT (WRS)	6,260.00	6,260.00	243.27	5,213.37	1,046.63	16.72 %
100-51408-152	HEALTH INSURANCE	5,407.00	5,407.00	450.57	4,505.70	901.30	16.67 %
100-51408-153	DENTAL INSURANCE	826.00	826.00	0.00	596.61	229.39	27.77 %
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	249.27	850.73	77.34 %
100-51408-241	EQUIPMENT MAINT. CONTRACTUA	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51408-290	OTHER CONTRACTUAL SERVICES	750.00	750.00	0.00	0.00	750.00	100.00 %
100-51408-310	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	1,237.32	-237.32	-23.73 %
100-51408-311	POSTAGE	270.00	270.00	5.25	54.85	215.15	79.69 %
100-51408-312	COPY USAGE/PAPER	400.00	400.00	0.00	22.33	377.67	94.42 %
100-51408-320	SUBSCRIPTIONS & DUES	600.00	600.00	0.00	195.00	405.00	67.50 %
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	78.00	1,139.93	-139.93	-13.99 %
100-51408-340	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	2,166.27	833.73	27.79 %
100-51408-341	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
Department: 51408 - CITY ADMINISTRATOR Total:		124,350.00	124,350.00	4,769.82	100,956.33	23,393.67	18.81 %
Department: 51410 - MAYOR							
100-51410-110	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-124	WAGES - PERM PT	12,390.00	12,390.00	476.53	9,482.96	2,907.04	23.46 %
100-51410-150	FICA	948.00	948.00	36.46	725.55	222.45	23.47 %
100-51410-151	RETIREMENT (WRS)	696.00	696.00	26.75	532.33	163.67	23.52 %
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	492.00	492.00	10.22	338.44	153.56	31.21 %
100-51410-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-310	OFFICE SUPPLIES	340.00	340.00	0.00	81.35	258.65	76.07 %
100-51410-311	POSTAGE	60.00	60.00	0.00	0.00	60.00	100.00 %
100-51410-312	COPY USAGE & PAPER	100.00	100.00	0.00	13.37	86.63	86.63 %
100-51410-320	SUBSCRIPTIONS & DUES	596.00	596.00	0.00	770.95	-174.95	-29.35 %
100-51410-330	SEMINARS, CONF & TRAVEL	400.00	400.00	0.00	172.49	227.51	56.88 %
100-51410-340	OPERATING SUPPLIES	50.00	50.00	0.00	0.00	50.00	100.00 %
100-51410-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51410 - MAYOR Total:		16,072.00	16,072.00	549.96	12,117.44	3,954.56	24.61 %
Department: 51411 - FINANCE							
100-51411-110	SALARIES - REGULAR	70,938.00	70,938.00	2,962.59	58,955.55	11,982.45	16.89 %
100-51411-120	WAGES -REGULAR	43,561.00	43,561.00	1,690.64	30,484.75	13,076.25	30.02 %
100-51411-121	WAGES - OVERTIME	0.00	0.00	0.00	15.78	-15.78	0.00 %
100-51411-124	WAGES - PERM PT	8,790.00	8,790.00	87.00	9,995.02	-1,205.02	-13.71 %
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	9,902.00	9,902.00	343.11	7,269.70	2,632.30	26.58 %
100-51411-151	RETIREMENT (WRS)	7,500.00	7,500.00	304.80	5,859.64	1,640.36	21.87 %
100-51411-152	HEALTH INSURANCE	20,222.00	20,222.00	1,358.51	12,566.69	7,655.31	37.86 %
100-51411-153	DENTAL INSURANCE	1,922.00	1,922.00	0.00	1,132.98	789.02	41.05 %
100-51411-154	LIFE INSURANCE	74.00	74.00	7.27	70.81	3.19	4.31 %
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	40.88	356.40	213.60	37.47 %
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	1,168.00	7,723.71	-3,223.71	-71.64 %
100-51411-310	OFFICE SUPPLIES	1,200.00	1,200.00	74.05	1,360.54	-160.54	-13.38 %
100-51411-311	POSTAGE	1,500.00	1,500.00	47.45	1,325.99	174.01	11.60 %
100-51411-312	COPY USAGE & PAPER	1,000.00	1,000.00	110.66	1,899.93	-899.93	-89.99 %
100-51411-320	SUBSCRIPTIONS & DUES	150.00	150.00	0.00	165.00	-15.00	-10.00 %
100-51411-322	LEGAL NOTICES	0.00	0.00	0.00	80.00	-80.00	0.00 %
100-51411-330	SEMINARS, CONF & TRAVEL	1,325.00	1,325.00	0.00	2,394.21	-1,069.21	-80.70 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-51411-340</u>	OPERATING SUPPLIES	3,015.00	3,015.00	0.00	396.24	2,618.76	86.86 %
<u>100-51411-341</u>	PRINTING & FORMS	500.00	500.00	0.00	196.03	303.97	60.79 %
Department: 51411 - FINANCE Total:		183,319.00	183,319.00	8,194.96	142,248.97	41,070.03	22.40 %
Department: 51420 - CITY CLERK							
<u>100-51420-110</u>	SALARIES - REGULAR	75,749.00	75,749.00	2,952.15	57,815.10	17,933.90	23.68 %
<u>100-51420-120</u>	WAGES - REGULAR	54,169.00	54,169.00	2,111.52	41,315.14	12,853.86	23.73 %
<u>100-51420-121</u>	OVERTIME - REGULAR	286.00	286.00	0.00	0.00	286.00	100.00 %
<u>100-51420-124</u>	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-126</u>	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-150</u>	FICA	9,961.00	9,961.00	355.42	6,996.09	2,964.91	29.77 %
<u>100-51420-151</u>	RETIREMENT (WRS)	8,528.00	8,528.00	331.68	6,493.16	2,034.84	23.86 %
<u>100-51420-152</u>	HEALTH INSURANCE	22,776.00	22,776.00	1,898.00	18,980.00	3,796.00	16.67 %
<u>100-51420-153</u>	DENTAL INSURANCE	2,545.00	2,545.00	0.00	1,838.88	706.12	27.75 %
<u>100-51420-154</u>	LIFE INSURANCE	95.00	95.00	8.64	82.95	12.05	12.68 %
<u>100-51420-225</u>	PHONE/INTERNET/CABLE	1,200.00	1,200.00	81.70	712.74	487.26	40.61 %
<u>100-51420-241</u>	EQUIPMENT MAINTENANCE CONT	435.00	435.00	0.00	0.00	435.00	100.00 %
<u>100-51420-291</u>	TRANSCRIPTION CONTRATUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-51420-310</u>	OFFICE SUPPLIES	1,230.00	1,230.00	24.03	181.11	1,048.89	85.28 %
<u>100-51420-311</u>	POSTAGE	2,200.00	2,200.00	41.15	1,541.98	658.02	29.91 %
<u>100-51420-312</u>	COPY USAGE & PAPER	1,200.00	1,200.00	2.93	625.77	574.23	47.85 %
<u>100-51420-320</u>	SUBSCRIPTIONS & DUES	340.00	340.00	0.00	420.00	-80.00	-23.53 %
<u>100-51420-321</u>	CERTIFICATIONS & LICENSES	100.00	100.00	50.00	70.00	30.00	30.00 %
<u>100-51420-322</u>	LEGAL NOTICES	210.00	210.00	0.00	110.91	99.09	47.19 %
<u>100-51420-324</u>	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-330</u>	SEMINARS, CONF & TRAVEL	2,050.00	2,050.00	85.18	2,224.95	-174.95	-8.53 %
<u>100-51420-340</u>	OPERATING SUPPLIES	555.00	555.00	0.00	344.45	210.55	37.94 %
<u>100-51420-341</u>	PRINTING & FORMS	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-51420-381</u>	EMPLOYMENT TESTING	80.00	80.00	0.00	49.00	31.00	38.75 %
Department: 51420 - CITY CLERK Total:		184,159.00	184,159.00	7,942.40	139,802.23	44,356.77	24.09 %
Department: 51440 - ELECTIONS							
<u>100-51440-126</u>	WAGES - TEMP/SEAS	6,177.00	6,177.00	0.00	2,459.52	3,717.48	60.18 %
<u>100-51440-150</u>	FICA	0.00	0.00	0.00	23.28	-23.28	0.00 %
<u>100-51440-241</u>	EQUIPMENT MAINTENANCE CONT	1,400.00	1,400.00	0.00	1,283.56	116.44	8.32 %
<u>100-51440-310</u>	OFFICE SUPPLIES	700.00	700.00	0.00	159.17	540.83	77.26 %
<u>100-51440-311</u>	POSTAGE	600.00	600.00	0.00	598.78	1.22	0.20 %
<u>100-51440-312</u>	COPY USAGE & PAPER	1,000.00	1,000.00	0.98	85.82	914.18	91.42 %
<u>100-51440-322</u>	LEGAL NOTICES	2,200.00	2,200.00	0.00	277.45	1,922.55	87.39 %
<u>100-51440-324</u>	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51440-330</u>	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	100.00	0.00	0.00 %
<u>100-51440-340</u>	OPERATING SUPPLIES	1,780.00	1,780.00	0.00	-219.01	1,999.01	112.30 %
<u>100-51440-341</u>	PRINTING & FORMS	1,600.00	1,600.00	0.00	71.59	1,528.41	95.53 %
Department: 51440 - ELECTIONS Total:		15,557.00	15,557.00	0.98	4,840.16	10,716.84	68.89 %
Department: 51500 - AUDIT							
<u>100-51500-290</u>	OTHER CONTRACTUAL SERVICES	19,152.00	19,152.00	0.00	21,642.00	-2,490.00	-13.00 %
Department: 51500 - AUDIT Total:		19,152.00	19,152.00	0.00	21,642.00	-2,490.00	-13.00 %
Department: 51510 - HUMAN RESOURCES							
<u>100-51510-110</u>	SALARIES - REGULAR	42,172.00	42,172.00	1,613.62	32,111.04	10,060.96	23.86 %
<u>100-51510-120</u>	WAGES - REGULAR	18,755.00	18,755.00	737.10	14,281.41	4,473.59	23.85 %
<u>100-51510-124</u>	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51510-150</u>	FICA	4,661.00	4,661.00	157.23	3,136.48	1,524.52	32.71 %
<u>100-51510-151</u>	RETIREMENT (WRS)	3,991.00	3,991.00	153.97	3,038.68	952.32	23.86 %
<u>100-51510-152</u>	HEALTH INSURANCE	20,043.00	20,043.00	1,670.24	16,702.40	3,340.60	16.67 %
<u>100-51510-153</u>	DENTAL INSURANCE	1,188.00	1,188.00	0.00	858.15	329.85	27.77 %
<u>100-51510-154</u>	LIFE INSURANCE	14.00	14.00	1.41	13.00	1.00	7.14 %
<u>100-51510-225</u>	PHONE/INTERNET/CABLE	150.00	150.00	10.22	89.11	60.89	40.59 %

Budget Report

For Fiscal: 2019 Period Ending: 10/31/2019

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
<u>1</u>	<u>510-241</u>	EQUIPMENT MAINTENANCE CONT	190.00	190.00	0.00	0.00	190.00 100.00 %
	<u>100-51510-290</u>	OTHER CONTRACTUAL SERVICES	6,267.00	6,267.00	0.00	2,587.00	3,680.00 58.72 %
	<u>100-51510-310</u>	OFFICE SUPPLIES	400.00	400.00	26.59	385.50	14.50 3.63 %
	<u>100-51510-311</u>	POSTAGE	150.00	150.00	1.71	72.68	77.32 51.55 %
	<u>100-51510-312</u>	COPY USAGE & PAPER	295.00	295.00	5.22	478.44	-183.44 -62.18 %
	<u>100-51510-320</u>	SUBSCRIPTIONS & DUES	545.00	545.00	0.00	509.00	36.00 6.61 %
	<u>100-51510-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51510-330</u>	SEMINARS, CONF & TRAVEL	775.00	775.00	0.00	1,882.40	-1,107.40 -142.89 %
	<u>100-51510-340</u>	OPERATING SUPPLIES	630.00	630.00	0.00	380.61	249.39 39.59 %
	<u>100-51510-341</u>	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00 100.00 %
Department: 51510 - HUMAN RESOURCES Total:		100,526.00	100,526.00	4,377.31	76,525.90	24,000.10	23.87 %
Department: 51530 - ASSESSOR							
	<u>100-51530-120</u>	WAGES - REGULAR	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51530-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51530-128</u>	WAGES - BOR	300.00	300.00	0.00	300.00	0.00 0.00 %
	<u>100-51530-150</u>	FICA	23.00	23.00	0.00	22.95	0.05 0.22 %
	<u>100-51530-151</u>	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51530-152</u>	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51530-153</u>	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51530-154</u>	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51530-225</u>	PHONE/INTERNET/CABLE	450.00	450.00	30.62	266.91	183.09 40.69 %
	<u>100-51530-240</u>	SOFTWARE MAINTENANCE-CONTR	3,900.00	3,900.00	0.00	4,051.50	-151.50 -3.88 %
	<u>100-51530-290</u>	OTHER CONTRACTUAL SERVICES	275,610.00	275,610.00	22,724.16	228,681.69	46,928.31 17.03 %
	<u>100-51530-291</u>	TRANSCRIPTION CONTRACTUAL	250.00	250.00	0.00	64.74	185.26 74.10 %
	<u>100-51530-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	10.85	-10.85 0.00 %
	<u>100-51530-311</u>	POSTAGE	3,825.00	3,825.00	4.15	5,313.79	-1,488.79 -38.92 %
	<u>100-51530-312</u>	COPY USAGE & PAPER	250.00	250.00	0.00	56.77	193.23 77.29 %
	<u>100-51530-340</u>	OPERATING SUPPLIES	250.00	250.00	0.00	0.00	250.00 100.00 %
	<u>100-51530-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00 0.00 %
Department: 51530 - ASSESSOR Total:		284,858.00	284,858.00	22,758.93	238,769.20	46,088.80	16.18 %
Department: 51540 - IT							
	<u>100-51540-110</u>	SALARIES - REGULAR	36,983.00	36,983.00	629.30	23,795.58	13,187.42 35.66 %
	<u>100-51540-120</u>	WAGES-REGULAR	6,252.00	6,252.00	764.87	6,752.80	-500.80 -8.01 %
	<u>100-51540-124</u>	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51540-126</u>	WAGES TEMP./SEAS.	1,494.00	1,494.00	0.00	1,229.20	264.80 17.72 %
	<u>100-51540-150</u>	FICA	3,421.00	3,421.00	98.98	2,224.53	1,196.47 34.97 %
	<u>100-51540-151</u>	RETIREMENT (WRS)	2,832.00	2,832.00	91.32	1,992.74	839.26 29.63 %
	<u>100-51540-152</u>	HEALTH INSURANCE	13,848.00	13,848.00	412.92	8,020.08	5,827.92 42.08 %
	<u>100-51540-153</u>	DENTAL INSURANCE	860.00	860.00	0.00	454.98	405.02 47.10 %
	<u>100-51540-154</u>	LIFE INSURANCE	8.00	8.00	0.48	3.84	4.16 52.00 %
	<u>100-51540-225</u>	PHONE/INTERNET/CABLE	1,540.00	1,540.00	161.00	2,456.07	-916.07 -59.49 %
	<u>100-51540-240</u>	SOFTWARE MAINTENANCE CONTR	23,911.00	23,911.00	0.00	18,793.94	5,117.06 21.40 %
	<u>100-51540-241</u>	EQUIPMENT MAINTENANCE CONT	2,500.00	2,500.00	0.00	0.00	2,500.00 100.00 %
	<u>100-51540-244</u>	WEBSITE	1,250.00	1,250.00	0.00	1,280.00	-30.00 -2.40 %
	<u>100-51540-290</u>	OTHER CONTRACTUAL SERVICES	15,624.00	15,624.00	1,777.35	17,773.50	-2,149.50 -13.76 %
	<u>100-51540-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	120.95	-120.95 0.00 %
	<u>100-51540-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51540-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	4.94	-4.94 0.00 %
	<u>100-51540-320</u>	SUBSCRIPTIONS & DUES	1,000.00	1,000.00	0.00	519.40	480.60 48.06 %
	<u>100-51540-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51540-330</u>	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
	<u>100-51540-340</u>	OPERATING SUPPLIES	2,660.00	2,660.00	61.60	488.72	2,171.28 81.63 %
	<u>100-51540-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51540-363</u>	EQUIPMENT MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00 0.00 %
	<u>100-51540-399</u>	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00 0.00 %
Department: 51540 - IT Total:		115,183.00	115,183.00	3,997.82	85,911.27	29,271.73	25.41 %

Budget Report

For Fiscal: 2019 Period Ending: 10/31/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 51600 - CITY HALL						
100-51600-110	SALARIES - REGULAR	51,739.00	51,739.00	1,753.42	34,790.16	16,948.84 32.76 %
100-51600-124	WAGES - PERM PT	8,931.00	8,931.00	362.25	6,498.18	2,432.82 27.24 %
100-51600-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00 0.00 %
100-51600-126	WAGES - TEMP/SEAS	3,191.00	3,191.00	0.00	3,244.25	-53.25 -1.67 %
100-51600-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00 0.00 %
100-51600-150	FICA	4,885.00	4,885.00	150.28	3,187.50	1,697.50 34.75 %
100-51600-151	RETIREMENT (WRS)	3,389.00	3,389.00	114.85	2,278.74	1,110.26 32.76 %
100-51600-152	HEALTH INSURANCE	9,255.00	9,255.00	394.78	3,947.80	5,307.20 57.34 %
100-51600-153	DENTAL INSURANCE	536.00	536.00	0.00	711.00	-175.00 -32.65 %
100-51600-154	LIFE INSURANCE	32.00	32.00	1.68	14.90	17.10 53.44 %
100-51600-211	BOILER CONTRACTUAL	670.00	670.00	0.00	0.00	670.00 100.00 %
100-51600-212	ELEVATORS	5,748.00	5,748.00	0.00	5,964.48	-216.48 -3.77 %
100-51600-213	HVAC CONTRACTUAL	6,330.00	6,330.00	0.00	1,815.48	4,514.52 71.32 %
100-51600-214	FIRE CONTRACTUAL	2,910.00	2,910.00	0.00	2,167.96	742.04 25.50 %
100-51600-220	WATER/SEWER/STORM WATER	7,718.00	7,718.00	1,857.76	5,665.40	2,052.60 26.59 %
100-51600-221	ELECTRIC & GAS	39,000.00	39,000.00	0.00	29,534.55	9,465.45 24.27 %
100-51600-225	PHONE/INTERNET/CABLE	5,868.00	5,868.00	584.25	5,780.97	87.03 1.48 %
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	1,593.00	-243.00 -18.00 %
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	225.00	882.00	-132.00 -17.60 %
100-51600-290	OTHER CONTRACTUAL SERVICES	1,748.00	1,748.00	40.13	667.24	1,080.76 61.83 %
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	275.00	275.00	0.00	0.00	275.00 100.00 %
100-51600-311	POSTAGE	500.00	500.00	0.00	235.00	265.00 53.00 %
100-51600-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00 0.00 %
100-51600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00 0.00 %
100-51600-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00 100.00 %
100-51600-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00 100.00 %
100-51600-340	OPERATING SUPPLIES	7,000.00	7,000.00	11.65	2,480.59	4,519.41 64.56 %
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	294.62	2,463.20	536.80 17.89 %
100-51600-350	BLDG & GRDS MAINT & REPAIRS	7,000.00	7,000.00	170.89	8,480.24	-1,480.24 -21.15 %
100-51600-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	97.99	331.79	168.21 33.64 %
100-51600-361	REGULAR FUEL	775.00	775.00	111.81	334.26	440.74 56.87 %
100-51600-362	OFF ROAD FUEL	300.00	300.00	0.00	0.00	300.00 100.00 %
100-51600-363	EQUIPMENT MAINT & REPAIRS	1,000.00	1,000.00	0.00	1,228.61	-228.61 -22.86 %
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	0.00	18.00	32.00 64.00 %
Department: 51600 - CITY HALL Total:		175,800.00	175,800.00	6,171.36	124,915.30	50,884.70 28.94 %
Department: 51900 - OTHER GOVERNMENT						
100-51900-290	Other General Contractual	8,800.00	8,800.00	0.00	8,800.00	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	1,068.62	4,914.11	-4,914.11 0.00 %
Department: 51900 - OTHER GOVERNMENT Total:		8,800.00	8,800.00	1,068.62	13,714.11	-4,914.11 -55.84 %
Department: 51938 - SICK LEAVE PAYOUT						
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00 0.00 %
Department: 51938 - SICK LEAVE PAYOUT Total:		0.00	0.00	0.00	0.00	0.00 0.00 %
Department: 51939 - WORKER'S COMPENSATION						
100-51939-510	INS - WORKERS COMP	81,698.00	81,698.00	0.00	89,319.00	-7,621.00 -9.33 %
Department: 51939 - WORKER'S COMPENSATION Total:		81,698.00	81,698.00	0.00	89,319.00	-7,621.00 -9.33 %
Department: 51940 - UNEMPLOYMENT COMPENSATION						
100-51940-517	UNEMPLOYMENT	9,000.00	9,000.00	0.00	0.00	9,000.00 100.00 %
Department: 51940 - UNEMPLOYMENT COMPENSATION Total:		9,000.00	9,000.00	0.00	0.00	9,000.00 100.00 %

Budget Report

For Fiscal: 2019 Period Ending: 10/31/2019

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Percent Remaining
Department: 51941 - SALES TAX							
100-51941-301	SALES TAX	9,700.00	9,700.00	0.00	6,223.93	3,476.07	35.84 %
Department: 51941 - SALES TAX Total:		9,700.00	9,700.00	0.00	6,223.93	3,476.07	35.84 %
Department: 51942 - ILLEGAL ASSESSMENTS							
100-51942-397	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	1,167.83	-1,167.83	0.00 %
Department: 51942 - ILLEGAL ASSESSMENTS Total:		0.00	0.00	0.00	1,167.83	-1,167.83	0.00 %
Department: 51943 - INS - FIRE, COMP / COLL, BOILER							
100-51943-511	INS - FIRE, COMP/COLL, BOILER	40,800.00	40,800.00	0.00	42,846.00	-2,046.00	-5.01 %
Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:		40,800.00	40,800.00	0.00	42,846.00	-2,046.00	-5.01 %
Department: 51944 - INS - VEHICLES							
100-51944-512	INS - VEHICLES	20,965.00	20,965.00	0.00	20,824.00	141.00	0.67 %
Department: 51944 - INS - VEHICLES Total:		20,965.00	20,965.00	0.00	20,824.00	141.00	0.67 %
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE							
100-51945-513	INS - CVMIC, LIABILITY, PROF	34,926.00	34,926.00	0.00	32,604.00	2,322.00	6.65 %
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE		34,926.00	34,926.00	0.00	32,604.00	2,322.00	6.65 %
Department: 51946 - SIR							
100-51946-514	SIR	2,000.00	2,000.00	0.00	3,071.17	-1,071.17	-53.56 %
Department: 51946 - SIR Total:		2,000.00	2,000.00	0.00	3,071.17	-1,071.17	-53.56 %
Department: 51947 - MONIES & SECURITIES INSURANCE MISC							
100-51947-515	INS - MONIES & SECURITIES	1,600.00	1,600.00	0.00	1,260.00	340.00	21.25 %
Department: 51947 - MONIES & SECURITIES INSURANCE MISC Tot		1,600.00	1,600.00	0.00	1,260.00	340.00	21.25 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS							
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 52100 - POLICE							
100-52100-110	SALARIES - REGULAR	214,102.00	214,102.00	8,804.41	141,829.47	72,272.53	33.76 %
100-52100-120	WAGES - REGULAR	1,641,979.00	1,641,979.00	57,664.71	1,158,338.44	483,640.56	29.45 %
100-52100-121	OVERTIME - REGULAR	70,120.00	70,120.00	6,033.30	85,629.69	-15,509.69	-22.12 %
100-52100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	771.43	4,838.72	-4,838.72	0.00 %
100-52100-124	WAGES - PERM PT	10,585.00	10,585.00	417.19	7,274.01	3,310.99	31.28 %
100-52100-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-126	WAGES - TEMP/SEAS	24,244.00	24,244.00	880.50	12,846.30	11,397.70	47.01 %
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	240.79	4,525.75	-4,525.75	0.00 %
100-52100-141	ON CALL	9,200.00	9,200.00	200.00	4,000.00	5,200.00	56.52 %
100-52100-150	FICA	150,723.00	150,723.00	5,369.80	101,744.14	48,978.86	32.50 %
100-52100-151	RETIREMENT (WRS)	270,409.00	270,409.00	10,053.64	193,382.04	77,026.96	28.49 %
100-52100-152	HEALTH INSURANCE	494,234.00	494,234.00	30,758.18	347,040.27	147,193.73	29.78 %
100-52100-153	DENTAL INSURANCE	29,868.00	29,868.00	0.00	17,778.43	12,089.57	40.48 %
100-52100-154	LIFE INSURANCE	544.00	544.00	44.46	417.45	126.55	23.26 %
100-52100-221	ELECTRIC & GAS	16,000.00	16,000.00	0.00	10,739.82	5,260.18	32.88 %
100-52100-225	PHONE/INTERNET/CABLE	6,984.00	6,984.00	405.85	6,435.50	548.50	7.85 %
100-52100-226	MOBILE DATA AIR CARDS	10,000.00	10,000.00	0.00	7,436.28	2,563.72	25.64 %
100-52100-240	SOFTWARE MAINTENANCE CONTR	23,340.00	23,340.00	0.00	23,304.08	35.92	0.15 %
100-52100-241	EQUIPMENT MAINTENANCE CONT	3,020.00	3,020.00	0.00	3,019.20	0.80	0.03 %
100-52100-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-290	OTHER CONTRACTUAL SERVICES	2,644.00	2,644.00	22.57	1,564.70	1,079.30	40.82 %
100-52100-310	OFFICE SUPPLIES	1,300.00	1,300.00	0.00	340.84	959.16	73.78 %
100-52100-311	POSTAGE	2,000.00	2,000.00	137.99	2,065.26	-65.26	-3.26 %
100-52100-312	COPY USAGE & PAPER	1,550.00	1,550.00	101.06	1,363.88	186.12	12.01 %
100-52100-320	SUBSCRIPTIONS & DUES	2,960.00	2,960.00	0.00	2,370.00	590.00	19.93 %
100-52100-321	CERTIFICATIONS & LICENSES	714.00	714.00	0.00	769.00	-55.00	-7.70 %
100-52100-324	RECRUITMENT	500.00	500.00	0.00	340.21	159.79	31.96 %
100-52100-330	SEMINARS, CONF & TRAVEL	14,000.00	14,000.00	9.50	14,924.13	-924.13	-6.60 %
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	707.04	5,974.54	6,025.46	50.21 %
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	0.00	1,285.54	514.46	28.58 %

Budget Report

For Fiscal: 2019 Period Ending: 10/31/2019

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
2100-342	CLEANING & SANITARY SUPPLIES	150.00	150.00	0.00	13.28	136.72	91.15 %
100-52100-350	BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	0.00	142.24	1,157.76	89.06 %
100-52100-360	VEHICLE MAINT. & REPAIRS	11,049.00	11,049.00	703.68	10,131.57	917.43	8.30 %
100-52100-361	REGULAR FUEL	41,423.00	41,423.00	3,138.26	28,803.60	12,619.40	30.46 %
100-52100-363	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	0.00	884.61	615.39	41.03 %
100-52100-380	PUBLIC EDUCATION	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52100-381	EMPLOYMENT TESTING	2,000.00	2,000.00	395.33	8,357.22	-6,357.22	-317.86 %
100-52100-382	UNIFORMS & SAFETY ATTIRE	12,000.00	12,000.00	2,321.17	11,223.60	776.40	6.47 %
100-52100-390	AMMUNITION	6,000.00	6,000.00	0.00	4,706.19	1,293.81	21.56 %
100-52100-391	ERT SUPPLIES	1,500.00	1,500.00	1,651.00	1,651.00	-151.00	-10.07 %
100-52100-392	NON LETHAL SUPPLIES	2,000.00	2,000.00	0.00	1,437.44	562.56	28.13 %
100-52100-399	ADD'L SOFTWARE & UPGRADES	1,000.00	1,000.00	0.00	338.96	661.04	66.10 %
Department: 52100 - POLICE Total:		3,095,242.00	3,095,242.00	130,831.86	2,229,267.40	865,974.60	27.98 %
Department: 52200 - FIRE							
100-52200-110	SALARIES - REGULAR	178,709.00	178,709.00	7,030.47	140,154.84	38,554.16	21.57 %
100-52200-120	WAGES - REGULAR	677,590.00	677,590.00	23,884.33	499,072.02	178,517.98	26.35 %
100-52200-121	OVERTIME - REGULAR	46,000.00	46,000.00	2,096.03	65,798.98	-19,798.98	-43.04 %
100-52200-123	OVERTIME - DOUBLE TIME	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-124	WAGES - PERM PT	51,190.00	51,190.00	5,518.00	37,586.00	13,604.00	26.58 %
100-52200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-141	ON CALL	0.00	0.00	45.00	780.00	-780.00	0.00 %
100-52200-150	FICA	19,344.00	19,344.00	833.72	13,441.35	5,902.65	30.51 %
100-52200-151	RETIREMENT (WRS)	169,426.00	169,426.00	6,378.35	133,255.87	36,170.13	21.35 %
100-52200-152	HEALTH INSURANCE	248,646.00	248,646.00	20,905.10	183,453.26	65,192.74	26.22 %
100-52200-153	DENTAL INSURANCE	14,577.00	14,577.00	0.00	10,177.25	4,399.75	30.18 %
100-52200-154	LIFE INSURANCE	201.00	201.00	14.25	150.99	50.01	24.88 %
100-52200-212	ELEVATORS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-221	ELECTRIC & GAS	16,256.00	16,256.00	0.00	13,424.80	2,831.20	17.42 %
2200-225	PHONE/INTERNET/CABLE	3,000.00	3,000.00	186.43	3,077.93	-77.93	-2.60 %
100-52200-226	MOBILE DATA AIR CARDS	2,400.00	2,400.00	0.00	2,594.18	-194.18	-8.09 %
100-52200-240	SOFTWARE MAINTENANCE CONTR	8,008.00	8,008.00	940.00	6,509.73	1,498.27	18.71 %
100-52200-241	EQUIPMENT MAINTENANCE CONT	3,488.00	3,488.00	0.00	2,863.00	625.00	17.92 %
100-52200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-290	OTHER CONTRACTUAL SERVICES	7,604.00	7,604.00	0.00	2,084.41	5,519.59	72.59 %
100-52200-310	OFFICE SUPPLIES	500.00	500.00	0.00	319.69	180.31	36.06 %
100-52200-311	POSTAGE	200.00	200.00	1.00	48.13	151.87	75.94 %
100-52200-312	COPY USAGE & PAPER	0.00	0.00	34.99	400.26	-400.26	0.00 %
100-52200-320	SUBSCRIPTIONS & DUES	1,100.00	1,100.00	0.00	1,235.80	-135.80	-12.35 %
100-52200-321	CERTIFICATIONS & LICENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-52200-324	RECRUITMENT	250.00	250.00	0.00	0.00	250.00	100.00 %
100-52200-330	SEMINARS, CONF & TRAVEL	4,300.00	4,300.00	0.00	1,232.78	3,067.22	71.33 %
100-52200-340	OPERATING SUPPLIES	7,041.00	7,041.00	296.57	6,982.81	58.19	0.83 %
100-52200-341	PRINTING & FORMS	200.00	200.00	0.00	0.00	200.00	100.00 %
100-52200-342	CLEANING & SANITARY SUPPLIES	2,000.00	2,000.00	0.00	303.01	1,696.99	84.85 %
100-52200-350	BLDG & GRDS MAINT & REPAIRS	1,000.00	1,000.00	0.00	32.96	967.04	96.70 %
100-52200-360	VEHICLE MAINT. & REPAIRS	6,000.00	6,000.00	217.98	6,518.02	-518.02	-8.63 %
100-52200-361	REGULAR FUEL	7,000.00	7,000.00	552.97	5,799.67	1,200.33	17.15 %
100-52200-362	OFF ROAD FUEL	200.00	200.00	0.00	60.70	139.30	69.65 %
100-52200-363	EQUIPMENT MAINT & REPAIRS	1,057.00	1,057.00	0.00	1,250.21	-193.21	-18.28 %
100-52200-380	PUBLIC EDUCATION	1,000.00	1,000.00	59.85	239.40	760.60	76.06 %
100-52200-381	EMPLOYMENT TESTING	2,000.00	2,000.00	2,142.00	6,752.39	-4,752.39	-237.62 %
100-52200-382	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	2,085.20	2,847.86	152.14	5.07 %
100-52200-394	EMS - SUPPLIES	3,500.00	3,500.00	0.00	3,208.48	291.52	8.33 %
100-52200-399	ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	187.56	-37.56	-25.04 %
Department: 52200 - FIRE Total:		1,487,937.00	1,487,937.00	73,222.24	1,151,844.34	336,092.66	22.59 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 52210 - HYDRANTS							
100-52210-290	OTHER CONTRACTUAL SERVICES	403,078.00	403,078.00	0.00	0.00	403,078.00	100.00 %
Department: 52210 - HYDRANTS Total:		403,078.00	403,078.00	0.00	0.00	403,078.00	100.00 %
Department: 52400 - INSPECTIONS							
100-52400-110	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-120	WAGES - REGULAR	269,985.00	269,985.00	9,683.57	195,341.47	74,643.53	27.65 %
100-52400-121	OVERTIME - REGULAR	0.00	0.00	0.00	2.43	-2.43	0.00 %
100-52400-124	WAGES - PERM. P.T.	2,385.00	2,385.00	0.00	677.25	1,707.75	71.60 %
100-52400-126	WAGES - TEMP./SEAS.	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52400-150	FICA	20,875.00	20,875.00	692.81	14,078.40	6,796.60	32.56 %
100-52400-151	RETIREMENT (WRS)	17,684.00	17,684.00	634.28	12,795.08	4,888.92	27.65 %
100-52400-152	HEALTH INSURANCE	68,991.00	68,991.00	4,195.32	44,990.00	24,001.00	34.79 %
100-52400-153	DENTAL INSURANCE	4,173.00	4,173.00	0.00	2,358.56	1,814.44	43.48 %
100-52400-154	LIFE INSURANCE	182.00	182.00	16.98	165.28	16.72	9.19 %
100-52400-225	PHONE/INTERNET/CABLE	1,900.00	1,900.00	92.31	2,776.00	-876.00	-46.11 %
100-52400-240	Hdwr/softwr. Maint.	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
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	2,148.35	-2,148.35	0.00 %
100-52400-294	WEIGHTS & MEASURES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-310	OFFICE SUPPLIES	500.00	500.00	0.00	307.08	192.92	38.58 %
100-52400-311	POSTAGE	500.00	500.00	51.20	362.26	137.74	27.55 %
100-52400-312	COPY USAGE & PAPER	600.00	600.00	14.98	294.53	305.47	50.91 %
100-52400-320	SUBSCRIPTIONS & DUES	470.00	470.00	0.00	640.00	-170.00	-36.17 %
100-52400-321	CERTIFICATIONS & LICENSES	715.00	715.00	0.00	343.16	371.84	52.01 %
100-52400-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-330	SEMINARS, CONF & TRAVEL	2,900.00	2,900.00	0.00	2,672.14	227.86	7.86 %
100-52400-340	OPERATING SUPPLIES	410.00	410.00	6.73	656.28	-246.28	-60.07 %
100-52400-341	PRINTING & FORMS	1,125.00	1,125.00	0.00	0.00	1,125.00	100.00 %
100-52400-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	126.91	685.81	-385.81	-128.60 %
100-52400-361	REGULAR FUEL	1,765.00	1,765.00	205.50	1,667.29	97.71	5.54 %
100-52400-381	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 52400 - INSPECTIONS Total:		400,460.00	400,460.00	15,720.59	282,961.37	117,498.63	29.34 %
Department: 52601 - EMERGENCY GOVERNMENT							
100-52601-290	OTHER CONTRACTUAL SERVICES	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00 %
100-52601-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
Department: 52601 - EMERGENCY GOVERNMENT Total:		11,000.00	11,000.00	0.00	10,000.00	1,000.00	9.09 %
Department: 52700 - JAIL							
100-52700-290	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00	100.00 %
Department: 52700 - JAIL Total:		200.00	200.00	0.00	0.00	200.00	100.00 %
Department: 53100 - ENGINEERING							
100-53100-110	SALARIES - REGULAR	73,005.00	73,005.00	2,896.67	55,912.92	17,092.08	23.41 %
100-53100-120	WAGES - REGULAR	2,301.00	2,301.00	89.88	1,771.71	529.29	23.00 %
100-53100-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53100-150	FICA	5,761.00	5,761.00	214.11	4,153.39	1,607.61	27.91 %
100-53100-151	RETIREMENT (WRS)	4,932.00	4,932.00	195.63	3,778.41	1,153.59	23.39 %
100-53100-152	HEALTH INSURANCE	17,310.00	17,310.00	1,442.48	14,424.80	2,885.20	16.67 %
100-53100-153	DENTAL INSURANCE	1,075.00	1,075.00	0.00	776.43	298.57	27.77 %
100-53100-154	LIFE INSURANCE	18.00	18.00	1.58	16.00	2.00	11.11 %
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	71.55	1,797.21	528.79	22.73 %
100-53100-240	SOFTWARE MAINTENANCE CONTR	400.00	400.00	0.00	0.00	400.00	100.00 %
100-53100-241	EQUIPMENT MAINTENANCE CONT	400.00	400.00	0.00	190.00	210.00	52.50 %
100-53100-310	OFFICE SUPPLIES	1,300.00	1,300.00	66.95	521.83	778.17	59.86 %
100-53100-311	POSTAGE	500.00	500.00	0.00	704.82	-204.82	-40.96 %
100-53100-312	COPY USAGE & PAPER	650.00	650.00	0.00	1,104.07	-454.07	-69.86 %
100-53100-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	244.50	5.50	2.20 %
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 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>3100-323</u>	GENERAL ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53100-330</u>	SEMINARS, CONF & TRAVEL	700.00	700.00	0.00	361.36	338.64	48.38 %
<u>100-53100-340</u>	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	742.15	257.85	25.79 %
<u>100-53100-341</u>	PRINTING & FORMS	125.00	125.00	0.00	0.00	125.00	100.00 %
<u>100-53100-360</u>	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	184.61	315.39	63.08 %
<u>100-53100-361</u>	REGULAR FUEL	700.00	700.00	102.82	1,063.08	-363.08	-51.87 %
<u>100-53100-399</u>	ADD'L SOFTWARE & UPGRADES	550.00	550.00	0.00	400.00	150.00	27.27 %
Department: 53100 - ENGINEERING Total:		113,803.00	113,803.00	5,081.67	88,147.29	25,655.71	22.54 %
Department: 53310 - BOARD OF PUBLIC WORKS							
<u>100-53310-291</u>	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	136.11	956.15	243.85	20.32 %
<u>100-53310-311</u>	POSTAGE	50.00	50.00	0.00	0.00	50.00	100.00 %
<u>100-53310-312</u>	COPY USAGE & PAPER	600.00	600.00	0.00	62.00	538.00	89.67 %
<u>100-53310-322</u>	LEGAL NOTICES	400.00	400.00	0.00	0.00	400.00	100.00 %
Department: 53310 - BOARD OF PUBLIC WORKS Total:		2,250.00	2,250.00	136.11	1,018.15	1,231.85	54.75 %
Department: 53311 - STREET							
<u>100-53311-110</u>	SALARIES - REGULAR	35,412.00	35,412.00	1,775.48	34,692.92	719.08	2.03 %
<u>100-53311-120</u>	WAGES - REGULAR	305,095.00	305,095.00	12,493.65	245,367.81	59,727.19	19.58 %
<u>100-53311-121</u>	OVERTIME - REGULAR	14,000.00	14,000.00	0.00	12,401.43	1,598.57	11.42 %
<u>100-53311-124</u>	WAGES - PERM PT	4,981.00	4,981.00	142.98	1,601.20	3,379.80	67.85 %
<u>100-53311-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-126</u>	WAGES - TEMP/SEAS	5,070.00	5,070.00	0.00	740.00	4,330.00	85.40 %
<u>100-53311-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	138.75	-138.75	0.00 %
<u>100-53311-150</u>	FICA	27,889.00	27,889.00	1,027.29	21,185.50	6,703.50	24.04 %
<u>100-53311-151</u>	RETIREMENT (WRS)	23,220.00	23,220.00	934.63	19,156.25	4,063.75	17.50 %
<u>100-53311-152</u>	HEALTH INSURANCE	107,670.00	107,670.00	9,375.45	93,754.50	13,915.50	12.92 %
<u>100-53311-153</u>	DENTAL INSURANCE	7,686.00	7,686.00	0.00	5,689.08	1,996.92	25.98 %
<u>100-53311-154</u>	LIFE INSURANCE	196.00	196.00	13.69	149.70	46.30	23.62 %
<u>3311-211</u>	BOILER CONTRACTUAL	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>3311-213</u>	HVAC CONTRACTUAL	800.00	800.00	0.00	94.42	705.58	88.20 %
<u>100-53311-214</u>	FIRE CONTRACTUAL	650.00	650.00	111.91	421.03	228.97	35.23 %
<u>100-53311-220</u>	WATER/SEWER/STORM WATER	2,100.00	2,100.00	532.64	2,882.78	-782.78	-37.28 %
<u>100-53311-221</u>	ELECTRIC & GAS	8,662.00	8,662.00	0.00	5,157.69	3,504.31	40.46 %
<u>100-53311-225</u>	PHONE/INTERNET/CABLE	2,694.00	2,694.00	225.53	2,892.17	-198.17	-7.36 %
<u>100-53311-230</u>	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	17.50	232.50	93.00 %
<u>100-53311-240</u>	SOFTWARE MAINTENANCE CONTR	710.00	710.00	0.00	1,170.00	-460.00	-64.79 %
<u>100-53311-241</u>	EQUIPMENT MAINTENANCE CONT	100.00	100.00	40.00	40.00	60.00	60.00 %
<u>100-53311-242</u>	EQUIPMENT RENTAL	11,500.00	11,500.00	0.00	7,486.77	4,013.23	34.90 %
<u>100-53311-243</u>	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-290</u>	OTHER CONTRACTUAL SERVICES	16,000.00	16,000.00	197.88	18,097.76	-2,097.76	-13.11 %
<u>100-53311-310</u>	OFFICE SUPPLIES	200.00	200.00	0.00	169.50	30.50	15.25 %
<u>100-53311-311</u>	POSTAGE	300.00	300.00	7.80	13.87	286.13	95.38 %
<u>100-53311-312</u>	COPY USAGE & PAPER	50.00	50.00	14.57	130.49	-80.49	-160.98 %
<u>100-53311-320</u>	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-322</u>	LEGAL NOTICES	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-53311-324</u>	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
<u>100-53311-330</u>	SEMINARS, CONF & TRAVEL	500.00	500.00	0.00	187.50	312.50	62.50 %
<u>100-53311-340</u>	OPERATING SUPPLIES	4,850.00	4,850.00	109.26	4,971.15	-121.15	-2.50 %
<u>100-53311-341</u>	PRINTING & FORMS	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-53311-342</u>	CLEANING & SANITARY SUPPLIES	600.00	600.00	11.11	184.21	415.79	69.30 %
<u>100-53311-350</u>	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	0.00	206.54	1,293.46	86.23 %
<u>100-53311-360</u>	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	715.46	11,195.36	-5,695.36	-103.55 %
<u>100-53311-361</u>	REGULAR FUEL	20,800.00	20,800.00	266.39	4,044.81	16,755.19	80.55 %
<u>100-53311-362</u>	OFF ROAD FUEL	5,000.00	5,000.00	209.46	9,125.95	-4,125.95	-82.52 %
<u>100-53311-363</u>	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	628.27	3,760.87	8,239.13	68.66 %
<u>100-53311-370</u>	SALT & SAND	77,105.00	77,105.00	0.00	99,636.56	-22,531.56	-29.22 %
<u>100-53311-371</u>	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	0.00	287.80	2,212.20	88.49 %
<u>3311-375</u>	STREET MAINT & REPAIRS	5,000.00	5,000.00	670.57	7,197.12	-2,197.12	-43.94 %
<u>100-53311-381</u>	EMPLOYMENT TESTING	500.00	500.00	0.00	392.00	108.00	21.60 %

Budget Report

For Fiscal: 2019 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>1</u>	<u>5311-382</u>						
	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	116.36	1,116.36	-116.36	-11.64 %
<u>100-53311-399</u>	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 53311 - STREET Total:		712,440.00	712,440.00	29,620.38	615,757.35	96,682.65	13.57 %
Department: 53312 - STREET SIGNS & SIGNALS							
<u>100-53312-221</u>	ELECTRIC & GAS	7,800.00	7,800.00	0.00	3,099.99	4,700.01	60.26 %
<u>100-53312-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	1,000.00	-1,000.00	0.00 %
<u>100-53312-292</u>	ELECTRICAL CONTRACTUAL	800.00	800.00	0.00	0.00	800.00	100.00 %
<u>100-53312-372</u>	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	1,443.74	4,559.78	4,440.22	49.34 %
<u>100-53312-373</u>	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	837.50	1,977.50	-477.50	-31.83 %
Department: 53312 - STREET SIGNS & SIGNALS Total:		19,100.00	19,100.00	2,281.24	10,637.27	8,462.73	44.31 %
Department: 53315 - STREET LIGHTS							
<u>100-53315-221</u>	ELECTRIC & GAS	225,955.00	225,955.00	0.00	131,983.27	93,971.73	41.59 %
<u>100-53315-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53315-292</u>	ELECTRICAL CONTRACTUAL	12,000.00	12,000.00	0.00	7,063.00	4,937.00	41.14 %
<u>100-53315-374</u>	STREET LIGHT MAINT & REPAIRS	2,000.00	2,000.00	0.00	343.76	1,656.24	82.81 %
Department: 53315 - STREET LIGHTS Total:		239,955.00	239,955.00	0.00	139,390.03	100,564.97	41.91 %
Department: 53440 - STORM WATER							
<u>100-53440-200</u>	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 53440 - STORM WATER Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 54110 - ANIMAL CONTROL							
<u>100-54110-290</u>	OTHER CONTRACTUAL SERVICES	70,182.00	70,182.00	5,848.50	52,636.50	17,545.50	25.00 %
Department: 54110 - ANIMAL CONTROL Total:		70,182.00	70,182.00	5,848.50	52,636.50	17,545.50	25.00 %
Department: 55110 - LIBRARY							
<u>100-55110-110</u>	SALARIES - REGULAR	30,436.00	30,436.00	1,035.10	20,535.18	9,900.82	32.53 %
<u>100-55110-124</u>	WAGES - PERM PT	11,908.00	11,908.00	440.00	7,860.20	4,047.80	33.99 %
<u>100-55110-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-126</u>	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-150</u>	FICA	3,239.00	3,239.00	106.02	2,043.06	1,195.94	36.92 %
<u>100-55110-151</u>	RETIREMENT (WRS)	1,994.00	1,994.00	67.80	1,345.04	648.96	32.55 %
<u>100-55110-152</u>	HEALTH INSURANCE	5,508.00	5,508.00	242.94	2,429.40	3,078.60	55.89 %
<u>100-55110-153</u>	DENTAL INSURANCE	320.00	320.00	0.00	416.79	-96.79	-30.25 %
<u>100-55110-154</u>	LIFE INSURANCE	19.00	19.00	1.02	9.10	9.90	52.11 %
<u>100-55110-211</u>	BOILER CONTRACTUAL	635.00	635.00	0.00	0.00	635.00	100.00 %
<u>100-55110-213</u>	HVAC CONTRACTUAL	3,996.00	3,996.00	0.00	161.46	3,834.54	95.96 %
<u>100-55110-214</u>	FIRE CONTRACTUAL	1,249.00	1,249.00	861.59	1,313.54	-64.54	-5.17 %
<u>100-55110-220</u>	WATER/SEWER/STORM WATER	2,858.00	2,858.00	1,264.29	1,731.77	1,126.23	39.41 %
<u>100-55110-221</u>	ELECTRIC & GAS	24,421.00	24,421.00	0.00	16,656.82	7,764.18	31.79 %
<u>100-55110-225</u>	PHONE/INTERNET/CABLE	750.00	750.00	63.49	640.91	109.09	14.55 %
<u>100-55110-240</u>	SOFTWARE MAINTENANCE CONTR	750.00	750.00	0.00	600.00	150.00	20.00 %
<u>100-55110-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-290</u>	OTHER CONTRACTUAL SERVICES	1,320.00	1,320.00	0.00	218.35	1,101.65	83.46 %
<u>100-55110-291</u>	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-292</u>	ELECTRICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-293</u>	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-340</u>	OPERATING SUPPLIES	3,225.00	3,225.00	11.38	1,288.38	1,936.62	60.05 %
<u>100-55110-342</u>	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	164.27	1,818.30	281.70	13.41 %
<u>100-55110-350</u>	BLDG & GRDS MAINT & REPAIRS	1,750.00	1,750.00	0.00	541.38	1,208.62	69.06 %
<u>100-55110-360</u>	VEHICLE MAINT. & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-363</u>	EQUIPMENT MAINT. & REPAIRS	300.00	300.00	0.00	53.75	246.25	82.08 %
Department: 55110 - LIBRARY Total:		96,778.00	96,778.00	4,257.90	59,663.43	37,114.57	38.35 %
Department: 55200 - PARKS							
<u>100-55200-110</u>	SALARIES - REGULAR	64,719.00	64,719.00	2,477.85	49,309.22	15,409.78	23.81 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-5200-120	WAGES - REGULAR	80,210.00	80,210.00	3,112.16	61,244.89	18,965.11	23.64 %
100-55200-121	OVERTIME - REGULAR	1,000.00	1,000.00	0.00	860.32	139.68	13.97 %
100-55200-124	WAGES - PERM PT	6,900.00	6,900.00	0.00	0.00	6,900.00	100.00 %
100-55200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-126	WAGES - TEMP/SEAS	21,951.00	21,951.00	253.00	30,397.60	-8,446.60	-38.48 %
100-55200-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	83.26	-83.26	0.00 %
100-55200-150	FICA	13,371.00	13,371.00	417.87	10,330.88	3,040.12	22.74 %
100-55200-151	RETIREMENT (WRS)	10,010.00	10,010.00	366.14	7,743.24	2,266.76	22.64 %
100-55200-152	HEALTH INSURANCE	36,560.00	36,560.00	3,046.66	30,466.60	6,093.40	16.67 %
100-55200-153	DENTAL INSURANCE	2,207.00	2,207.00	0.00	1,594.53	612.47	27.75 %
100-55200-154	LIFE INSURANCE	65.00	65.00	5.61	55.10	9.90	15.23 %
100-55200-214	FIRE CONTRACTUAL	250.00	250.00	0.00	71.95	178.05	71.22 %
100-55200-220	WATER/SEWER/STORM WATER	16,223.00	16,223.00	7,379.44	17,061.43	-838.43	-5.17 %
100-55200-221	ELECTRIC & GAS	20,750.00	20,750.00	0.00	14,934.76	5,815.24	28.03 %
100-55200-225	PHONE/INTERNET/CABLE	3,840.00	3,840.00	324.39	3,236.43	603.57	15.72 %
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	430.00	430.00	0.00	134.37	295.63	68.75 %
100-55200-291	TRANSCRIPTION CONTRACTUAL	600.00	600.00	62.14	702.26	-102.26	-17.04 %
100-55200-292	ELECTRICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-293	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55200-320	SUBSCRIPTIONS & DUES	400.00	400.00	0.00	290.00	110.00	27.50 %
100-55200-321	CERTIFICATIONS & LICENSES	150.00	150.00	0.00	0.00	150.00	100.00 %
100-55200-330	SEMINARS, CONF & TRAVEL	600.00	600.00	0.00	400.00	200.00	33.33 %
100-55200-340	OPERATING SUPPLIES	11,570.00	11,570.00	219.59	11,280.46	289.54	2.50 %
100-55200-342	CLEANING & SANITARY SUPPLIES	4,000.00	4,000.00	566.43	2,073.01	1,926.99	48.17 %
100-55200-350	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	0.00	5,277.01	6,722.99	56.02 %
100-55200-360	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	12.26	4,286.00	-1,286.00	-42.87 %
100-55200-361	REGULAR FUEL	6,500.00	6,500.00	276.70	4,549.22	1,950.78	30.01 %
100-55200-362	OFF ROAD FUEL	4,000.00	4,000.00	299.32	10,616.85	-6,616.85	-165.42 %
100-55200-363	EQUIPMENT MAINT & REPAIRS	6,500.00	6,500.00	21.24	10,492.56	-3,992.56	-61.42 %
100-55200-371	TREE & BRUSH MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-55200-381	EMPLOYMENT TESTING	75.00	75.00	0.00	75.00	0.00	0.00 %
100-55200-382	UNIFORMS & SAFETY ATTIRE	0.00	0.00	36.00	36.00	-36.00	0.00 %
Department: 55200 - PARKS Total:		329,481.00	329,481.00	18,876.80	278,202.95	51,278.05	15.56 %
Department: 55300 - RECREATION							
100-55300-110	SALARIES - REGULAR	184,453.00	184,453.00	7,118.45	140,965.72	43,487.28	23.58 %
100-55300-120	WAGES - REGULAR	26,995.00	26,995.00	1,048.62	20,630.86	6,364.14	23.58 %
100-55300-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-124	WAGES - PERM PT	0.00	0.00	59.50	3,264.13	-3,264.13	0.00 %
100-55300-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-126	WAGES - TEMP/SEAS	66,308.00	66,308.00	422.75	37,046.04	29,261.96	44.13 %
100-55300-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-150	FICA	21,249.00	21,249.00	612.12	14,544.53	6,704.47	31.55 %
100-55300-151	RETIREMENT (WRS)	13,850.00	13,850.00	534.94	10,584.54	3,265.46	23.58 %
100-55300-152	HEALTH INSURANCE	54,781.00	54,781.00	4,565.06	45,650.60	9,130.40	16.67 %
100-55300-153	DENTAL INSURANCE	3,338.00	3,338.00	0.00	2,411.82	926.18	27.75 %
100-55300-154	LIFE INSURANCE	48.00	48.00	4.25	41.40	6.60	13.75 %
100-55300-225	PHONE/INTERNET/CABLE	4,250.00	4,250.00	135.03	2,515.64	1,734.36	40.81 %
100-55300-240	SOFTWARE MAINTENANCE CONTR	250.00	250.00	0.00	0.00	250.00	100.00 %
100-55300-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-310	OFFICE SUPPLIES	1,100.00	1,100.00	0.00	1,057.41	42.59	3.87 %
100-55300-311	POSTAGE	3,650.00	3,650.00	14.50	601.68	3,048.32	83.52 %
100-55300-312	COPY USAGE & PAPER	3,300.00	3,300.00	205.13	2,515.51	784.49	23.77 %

Budget Report

For Fiscal: 2019 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-5300-320	SUBSCRIPTIONS & DUES	775.00	775.00	0.00	680.00	95.00	12.26 %
100-55300-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	60.00	-60.00	0.00 %
100-55300-330	SEMINARS, CONF & TRAVEL	2,100.00	2,100.00	0.00	1,272.08	827.92	39.42 %
100-55300-340	OPERATING SUPPLIES	31,000.00	31,000.00	847.14	19,209.09	11,790.91	38.04 %
100-55300-341	PRINTING & FORMS	6,325.00	6,325.00	0.00	4,896.00	1,429.00	22.59 %
100-55300-381	EMPLOYMENT TESTING	75.00	75.00	0.00	0.00	75.00	100.00 %
Department: 55300 - RECREATION Total:		423,847.00	423,847.00	15,567.49	307,947.05	115,899.95	27.34 %
Department: 55420 - AQUATIC CENTER							
100-55420-120	WAGES - REGULAR	21,449.00	21,449.00	829.44	16,397.15	5,051.85	23.55 %
100-55420-121	OVERTIME - REGULAR	0.00	0.00	0.00	539.15	-539.15	0.00 %
100-55420-126	WAGES - TEMP/SEAS	76,477.00	76,477.00	0.00	86,786.24	-10,309.24	-13.48 %
100-55420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55420-150	FICA	7,491.00	7,491.00	57.65	7,830.31	-339.31	-4.53 %
100-55420-151	RETIREMENT (WRS)	1,405.00	1,405.00	54.33	1,109.37	295.63	21.04 %
100-55420-152	HEALTH INSURANCE	7,288.00	7,288.00	607.36	6,073.60	1,214.40	16.66 %
100-55420-153	DENTAL INSURANCE	452.00	452.00	0.00	326.88	125.12	27.68 %
100-55420-154	LIFE INSURANCE	6.00	6.00	0.52	5.05	0.95	15.83 %
100-55420-220	WATER/SEWER/STORM WATER	7,727.00	7,727.00	2,840.22	8,306.67	-579.67	-7.50 %
100-55420-221	ELECTRIC & GAS	17,500.00	17,500.00	0.00	14,635.07	2,864.93	16.37 %
100-55420-225	PHONE/INTERNET/CABLE	700.00	700.00	167.21	1,436.94	-736.94	-105.28 %
100-55420-290	OTHER CONTRACTUAL SERVICES	11,825.00	11,825.00	0.00	10,707.04	1,117.96	9.45 %
100-55420-321	CERTIFICATIONS & LICENSES	735.00	735.00	0.00	1,035.00	-300.00	-40.82 %
100-55420-330	SEMINARS, CONF & TRAVEL	250.00	250.00	0.00	0.00	250.00	100.00 %
100-55420-340	OPERATING SUPPLIES	4,600.00	4,600.00	0.00	3,615.23	984.77	21.41 %
100-55420-342	CLEANING & SANITARY SUPPLIES	0.00	0.00	0.00	239.10	-239.10	0.00 %
100-55420-343	CONCESSIONS SUPPLIES	15,580.00	15,580.00	0.00	17,466.32	-1,886.32	-12.11 %
100-55420-350	BLDG & GRDS MAINT & REPAIRS	4,500.00	4,500.00	0.00	4,319.53	180.47	4.01 %
100-55420-363	EQUIPMENT MAINT & REPAIRS	1,200.00	1,200.00	0.00	307.96	892.04	74.34 %
Department: 55420 - AQUATIC CENTER Total:		179,185.00	179,185.00	4,556.73	181,136.61	-1,951.61	-1.09 %
Department: 56600 - URBAN PLANNING							
100-56600-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56600 - URBAN PLANNING Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56610 - CITY STUDY							
100-56610-295	CITY STUDY	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56610 - CITY STUDY Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56700 - ECONOMIC DEVELOPMENT							
100-56700-290	OTHER CONTRACTUAL SERVICES	13,467.00	13,467.00	0.00	13,466.99	0.01	0.00 %
Department: 56700 - ECONOMIC DEVELOPMENT Total:		13,467.00	13,467.00	0.00	13,466.99	0.01	0.00 %
Department: 56900 - PLANNING & ZONING							
100-56900-110	SALARIES - REGULAR	62,391.00	62,391.00	0.00	44,158.83	18,232.17	29.22 %
100-56900-120	WAGES - REGULAR	4,601.00	4,601.00	951.98	9,587.29	-4,986.29	-108.37 %
100-56900-121	OVERTIME - REGULAR	0.00	0.00	0.00	6.49	-6.49	0.00 %
100-56900-124	WAGES - PERM. P.T.	6,360.00	6,360.00	0.00	1,805.98	4,554.02	71.60 %
100-56900-126	WAGES - TEMP/SEAS.	500.00	500.00	0.00	0.00	500.00	100.00 %
100-56900-150	FICA	5,650.00	5,650.00	71.16	3,783.78	1,866.22	33.03 %
100-56900-151	RETIREMENT (WRS)	4,388.00	4,388.00	62.36	3,520.82	867.18	19.76 %
100-56900-152	HEALTH INSURANCE	20,043.00	20,043.00	1,670.24	16,702.40	3,340.60	16.67 %
100-56900-153	DENTAL INSURANCE	1,244.00	1,244.00	0.00	924.51	319.49	25.68 %
100-56900-154	LIFE INSURANCE	12.00	12.00	1.30	9.72	2.28	19.00 %
100-56900-225	PHONE/INTERNET/CABLE	1,700.00	1,700.00	71.55	873.04	826.96	48.64 %
100-56900-240	SOFTWARE MAINTENANCE CONTR	320.00	320.00	0.00	400.00	-80.00	-25.00 %
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	185.90	2,089.79	910.21	30.34 %
6900-310	OFFICE SUPPLIES	820.00	820.00	0.00	381.06	438.94	53.53 %
100-56900-311	POSTAGE	920.00	920.00	121.70	925.87	-5.87	-0.64 %

Budget Report

For Fiscal: 2019 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-56900-312</u>	COPY USAGE & PAPER	2,745.00	2,745.00	0.00	2,583.59	161.41	5.88 %
<u>100-56900-320</u>	SUBSCRIPTIONS & DUES	620.00	620.00	0.00	507.00	113.00	18.23 %
<u>100-56900-322</u>	LEGAL NOTICES	3,600.00	3,600.00	369.71	2,798.88	801.12	22.25 %
<u>100-56900-324</u>	RECRUITMENT	0.00	0.00	0.00	25.00	-25.00	0.00 %
<u>100-56900-330</u>	SEMINARS, CONF & TRAVEL	2,300.00	2,300.00	164.00	644.08	1,655.92	72.00 %
<u>100-56900-340</u>	OPERATING SUPPLIES	700.00	700.00	0.00	1,034.67	-334.67	-47.81 %
<u>100-56900-360</u>	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>100-56900-361</u>	REGULAR FUEL	600.00	600.00	55.07	326.10	273.90	45.65 %
Department: 56900 - PLANNING & ZONING Total:		122,814.00	122,814.00	3,724.97	93,088.90	29,725.10	24.20 %
Department: 59200 - TRANSFERS							
<u>100-59200-590</u>	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 59200 - TRANSFERS Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:		9,351,376.00	9,351,376.00	376,611.85	6,808,791.55	2,542,584.45	27.19 %
Fund: 100 - GENERAL FUND Surplus (Deficit):		-150,000.00	-150,000.00	-172,318.28	1,576,176.95	1,726,176.95	1,150.78 %
Report Surplus (Deficit):		-150,000.00	-150,000.00	-172,318.28	1,576,176.95	1,726,176.95	1,150.78 %



#F-7

Wisconsin Elections Commission

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ELECTION SECURITY SUBGRANT PROGRAM

MEMORANDUM OF UNDERSTANDING BETWEEN

THE WISCONSIN ELECTIONS COMMISSION

AND

City of Onalaska
(NAME OF JURISDICTION)

I. PARTIES

The parties to this Memorandum of Understanding (hereinafter referred to as “MOU” or “agreement”) are the Wisconsin Elections Commission (hereinafter referred to as the “WEC” or the “Commission”) and the (County) of City / (City) (Village) (Town) of Onalaska in La Crosse County, Wisconsin. The Commission is the state agency providing an election security subgrant to the county, city, village, or township. The County, City, Village or Town identified above is the entity receiving a local election security subgrant from the Commission and is referred to herein as the “receiving jurisdiction.” By signing and dating this agreement, the participating County, City, Village, or Town agrees to the terms of this agreement with the Commission.

II. PURPOSE

The purpose of this MOU is to set forth the requirements that counties, cities, villages and towns must meet in order to be eligible to receive an election security subgrant from the Commission and the requirements for the use of the funds. The subgrant program is funded by an election security grant the Commission received from the federal government.

The purpose of the local election security subgrant is to help improve overall election security statewide by providing counties, cities, villages, and towns across the State of Wisconsin with federal election security funds to implement baseline security measures based on specific needs of the jurisdiction.

Wisconsin Elections Commissioners
Dean Knudson, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Mark L. Thomsen

Administrator
Meagan Wolfe

III. SUBGRANT PROGRAM REQUIREMENTS

A. Introduction

The Commission's Election Security Subgrant Program ("subgrant") is intended to fund jurisdictions with the greatest election security needs, meaning jurisdictions that need funds to meet certain baseline security measures as defined below and in the relevant Appendices.

B. Establish and Maintain Baseline Security Requirements

No subgrant funds shall be provided to the receiving jurisdiction unless it certifies that the funds received will be used so that all baseline security measures described below will be met by the program deadline. A description of each of the requirements, and options for how to comply with each of the requirements is listed below, and in some instances in an attached Appendix.

The Baseline Security Requirements are as follows:

1) Possess Computer Hardware and Software That Meets or Exceeds Baseline Security Standards

The computer hardware and software used by the receiving jurisdiction for election business shall comply with the baseline security standards set by the Commission (see Appendix B).

The receiving jurisdiction has two options to achieve compliance with this baseline requirement:

Option 1: Purchase a Compliant Hardware Device. If a jurisdiction does not have compliant hardware or software, \$600 of the subgrant funds may be used to purchase a compliant hardware device from authorized providers on the state contract or to locate and purchase compliant hardware and software on their own from other vendors not on the state contract. (See Appendix C for information how to purchase compliant hardware and software.)

Option 2: Update Operating System to Windows 10. If a jurisdiction is currently using the Windows 7 operating system on a jurisdiction-owned computer used to conduct election related business, and the computer and software are otherwise compliant, \$200 of subgrant funds may be requested to upgrade the operating system. Note that this option requires ongoing IT support to ensure systems stay current (see Appendices C-6 and C-3 for information about operating system updates and obtaining IT support).

2) Possess Information Technology (IT) Support Capable of Maintaining Minimum Security Standards

The receiving jurisdiction shall certify that it is able to maintain the computer hardware and software in accordance with the security policy set by the Commission, which means it must have competent in-house or contracted IT support.

A jurisdiction may request \$500 of subgrant funds to achieve compliance with this baseline requirement in one of the following ways:

Option 1: Contract with a Managed Service Provider. A jurisdiction may use its subgrant funds to contract with a managed IT support provider to maintain minimum standards. After entering into a managed service provider agreement, the local election jurisdiction will certify that it has compliant IT support and provide documentation detailing its support with its Election Security Grant Compliance Form. (See Appendix C-3 on choosing an IT support provider).

Option 2: Possess in-house, shared, or contracted IT staff that maintains minimum standards. The local election jurisdiction will certify that it has compliant IT support and provide the documentation detailing its support on its Election Security Grant Compliance Form. The documentation or description submitted should clearly outline the support provided and term of the service provided.

3) Complete WEC Election Security Training Requirements (In-Person and On-Demand)

In-Person. The receiving jurisdiction shall certify that an individual from the jurisdiction (usually the clerk) has previously attended an Election Security Tabletop Exercise (TTX), Roundtable Exercise, other in-person WEC-sponsored security training OR shall certify that an individual from the jurisdiction will attend one of those events prior to the applicable deadline. The jurisdiction may request \$100 of subgrant funds to offset costs of travel and staff time for attending one future in-person training event.

Online. The receiving jurisdiction shall also certify that each employee of the jurisdiction that performs elections work has either completed or will complete six online-based cyber security training modules (Securing WisVote Series) developed by the Commission. The online cyber security training modules are currently accessed through the Commission's Learning Center (online) and are free to complete.

4) Draft and Submit an Elections Security Contingency Plan

The receiving jurisdiction shall certify that it has a contingency plan currently in place OR it will create a contingency plan to address election security emergencies in the jurisdiction. The jurisdiction shall submit a copy of the contingency plan to the Commission by the subgrant program deadline. Sample contingency plans can be obtained from the Commission to assist in complying with this baseline security requirement.

IV. SECURITY NEEDS SELF-ASSESSMENT AND CERTIFICATION

This section of the agreement will be used to assess the election security needs of the receiving jurisdiction and will allow the jurisdiction to certify that it will meet the baseline security requirements outlined in Section III., B. of the agreement.

A. Baseline Security Requirements (Maximum of \$1,200 Available)

Instructions: The receiving jurisdiction shall complete the information requested below.

1. The computer used in the receiving jurisdiction for election-related business is owned by the jurisdiction and meets or exceeds the Baseline Hardware and Software Standards for Election Officials as described in Appendix B.

Yes _____

No (If No, please check one option below to request grant funds.)

I need a new computer: \$600 available

_____ I only need to upgrade my operating system: \$200 available

2. The receiving jurisdiction has competent in-house or contracted Information Technology (IT) support capable of maintaining minimum security standards as described in Appendix C-3.

Yes

No _____ (If No, please check below to request grant funds.)

_____ I need IT support: \$500 available

3. **A. WEC Election Security Training (In-Person).** An individual in the receiving jurisdiction has participated in an election security tabletop exercise, roundtable exercise, or other WEC sponsored election security training event.

Yes

No _____ (If No, please check below to request grant funds.)

_____ I need to attend training: \$100 available for future training

- B. WEC Election Security Training (On-Demand).** All individuals in the receiving jurisdiction that perform election-related work have completed the Commission's Securing WisVote Cyber Security Training modules on the WEC Learning Center website (regardless of whether the jurisdiction accesses WisVote).

Yes

No (If No, please report to the Commission when complete.)
(Subgrant Amount Available: None)

4. The receiving jurisdiction has a contingency plan related to election security emergencies.

Yes (Please provide the Commission with a copy of the plan)

No (If No, please provide to the Commission when complete.)
(Subgrant Amount Available: None)

CERTIFICATION OF BASELINE SECURITY REQUIREMENTS

I certify, under penalty of law, that the statements and information contained in this section of the MOU are true, accurate, and complete. I further certify, that for any statement above for which a "No" response was provided, the receiving jurisdiction will use the subgrant funds provided to purchase the item described, attend the required training described and to submit a contingency plan to the Commission, to the best of its ability, by the applicable deadlines.

Signature of Authorized Jurisdiction Official:

Date:

V. FUNDING

- A. Commission staff will award subgrants based on the receiving jurisdiction's self-assessment of needs and certification that subgrant funds will be expended in accordance with the terms of this agreement. Jurisdictions assessed to need funds to satisfy baseline security standards shall be provided a subgrant of up to \$1,200.
- B. Subgrant funding decisions based on a jurisdiction's need, including the amount allocated, is within the sole discretion of the Commission staff administering the subgrant program.
- C. Check processing. To assist the Commission staff with the processing and distribution of subgrant checks, please complete the information below:

County/Municipal Clerk Name: Caroline L. Burmaster
Jurisdiction Name on Check: City of Onalaska
Jurisdiction Mailing Address: 415 Main Street
Onalaska, WI 54650
Jurisdiction Contact Phone Number: 608-781-9530, x202
Jurisdiction Contact E-mail Address: cburmaster@onalaskawi.gov

Subgrant funds may be received through electronic transfer to a jurisdiction's shared revenues account (if available) or a physical check may be sent to a jurisdiction's shared revenues location. For questions related to the processing of subgrant checks, please contact the Commission's financial team. WEC Help Desk: (608) 261-2028 elections@wi.gov

VI. SUBGRANT PROGRAM DEADLINES

To help increase overall election security across the State, the election subgrant program has established the following deadlines that must be adhered to by a receiving jurisdiction:

September 27, 2019: Grant program announced and MOU available for review by county and municipal clerks and governing bodies.

November 15, 2019: Deadline for jurisdictions to return the executed MOU to the WEC which includes the self-assessment of security needs and certification that the jurisdiction will expend subgrant funds to meet the terms of the subgrant program.

WEC begins issuing subgrant checks to receiving jurisdictions.

January 28, 2020: Deadline for receiving jurisdictions to comply with the terms of the subgrant and to submit a completed "Subgrant Compliance Form" to the WEC. Deadline to request extension of time to comply with terms of the subgrant.

January 31, 2020: WEC Reviews Subgrant Compliance Forms and conducts necessary follow-up if needed.

September 30, 2020: Deadline to submit a final "Subgrant Compliance Form" to the WEC if an extension of time was granted. All unexpended subgrant funds as of September 30, 2020 must be returned to the WEC.

VII. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

A. Subgrant Compliance Form.

The receiving jurisdiction shall report its efforts to comply with the terms of the subgrant by completing a "Subgrant Compliance Form" provided by the Commission. See Appendix A. The jurisdiction is required to sign and complete the form and submit it to the Commission by January 28, 2020. If an extension of time has been granted by the Commission staff, the jurisdiction shall submit the form as soon as compliance with all the terms of the subgrant have been met, but in no case later than September 30, 2020.

B. Certification.

The receiving jurisdiction shall certify (by completing a "Subgrant Compliance Form") that information provided is true and correct; it has complied with all terms of the subgrant; the election security subgrant funds were used to meet baseline security requirements; all required documentation as requested on the Grant Compliance Form has been submitted; any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

C. Documentation.

The receiving jurisdiction shall maintain all documentation of purchases made using subgrant funds provided by the Commission for a minimum of three years from the date of the expenditure. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes destruction of said records. Submission of copies of some purchasing documentation may be required (See Appendix A).

D. Audit.

All subgrant funds received by a receiving jurisdiction are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws. Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a county or municipality under the subgrant, the county or municipality shall repay the amount of the subgrant to the Commission.

VIII. SIGNATURES

By signing and dating this agreement the receiving jurisdiction and the Commission agree to the terms of this MOU and certify that the information provided in this MOU are true and correct.

Receiving Jurisdiction

Signature _____
(Authorized Representative of Jurisdiction)

Date: _____

Printed Name _____
(Authorized Representative of Jurisdiction)

Wisconsin Elections Commission

Signature _____
(Authorized Representative of WEC)

Date: _____

Printed Name _____
(Authorized Representative of WEC)

Please submit the completed form to:

Wisconsin Elections Commission
212 East Washington Avenue, Third Floor
P.O. Box 7984
Madison, WI 53707
elections@wi.gov

Fax: 608-267-0500

2019 Parking Ramp Operating Costs Through 3rd Quarter

	<u>1st Quarter</u>		<u>2nd Quarter</u>		<u>3rd Quarter</u>		<u>4th Quarter</u>		<u>Annual</u>		
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	
Electricity & Gas	\$ 1,666.61	\$ 5,202.04	\$ 3,862.96	\$ 4,078.53	\$ 3,765.61	\$ 1,929.44	\$	4,038.00	\$ 9,295.18	\$ 15,248.01	
Water	343.39	661.76	302.62	296.09	539.78	305.85		971.75	1,185.79	2,235.45	
Insurance	2,298.27	2,254.92	2,298.27	2,254.92	1,818.27	2,254.92		2,269.37	6,414.81	9,034.13	
Contracted Cleaning Service		594.00		774.00	210.00	1,035.00		731.00	210.00	3,134.00	
Snow Removal Services	7,642.50	6,001.50	485.00	1,610.00	-			1,167.50	8,127.50	8,779.00	
Lawn Mowing / landscaping / Pest Control	2,084.62	311.38	2,289.24	1,383.22	4,200.82	2,983.25		71.25	8,574.68	4,749.10	
Elevator Inspection & Permit (Fabco)									-	-	
Ice Melt									-	-	
Generator Service Contract				618.00	618.00				618.00	618.00	
Repair to Ramp/Minor Supplies			40.00	341.22		200.00		393.91	40.00	935.13	
Door closure repair									-	-	
Security Services:											
Smoke detector testing (annual cost \$160)	40.00	40.00	40.00	40.00	40.00	40.00		40.00	120.00	160.00	
Monitoring CCTV 24/7 (\$125/mo)	375.00	375.00	375.00	375.00	375.00	375.00		375.00	1,125.00	1,500.00	
Monitoring Smoke/Fire alarm (\$25/mo)	75.00	75.00	75.00	75.00	75.00	75.00		75.00	225.00	300.00	
Patrolling ramp 5-6 times per weekday & monthly inspects of fire extinguishers (1 hr per day @ \$23.00/hr and \$10.00 Auto x 60 days)	1,980.00	1,980.00	1,980.00	1,980.00	1,980.00	1,980.00		1,980.00	5,940.00	7,920.00	
Elevator Service Contract	1,139.22	854.40	3,149.32	854.40	-	854.42		569.61	4,288.54	3,132.83	
Total	\$ 17,644.61	\$ 18,350.00	\$ 14,897.41	\$ 14,680.38	\$ 13,622.48	\$ 12,032.88	\$ -	\$ 12,682.39	\$ 46,164.50	\$ 57,745.65	
Revenue											
City of Onalaska	15-1428755-45300	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$	1,250.00	\$ 3,750.00	\$ 5,000.00
Stoney Creek	15-1428755-45300	1,764.46	1,835.00	1,489.74	1,468.04	1,362.25	1,203.29	-	1,268.24	4,616.45	5,774.57
Total		\$ 3,014.46	\$ 3,085.00	\$ 2,739.74	\$ 2,718.04	\$ 2,612.25	\$ 2,453.29	\$ -	\$ 2,518.24	\$ 8,366.45	\$ 10,774.57

Note: Monthly average number of cars

January	322	384	April	330	369	July	305	387	Oct	317
February	336	374	May	302	381	August	296	344	Nov	339
March	316	366	June	305	359	Sept	338	340	Dec	312

High daily count during quarter

Jan 22nd	370		Jun 26th	378		Sep 19th	390		Nov 1st	
Jan 15th		452	May 8th		444	July 17th		422	Nov 1st	431

EMS MEDICAL DIRECTOR AGREEMENT

This Emergency Medical Services (EMS) Medical Director Agreement (“Agreement”) is entered into effective October 4, 2019 by and between Gundersen Lutheran Administrative Services, Inc. (“Gundersen”) and the City of Onalaska. (“the “City”).

RECITALS

WHEREAS, Gundersen is a Wisconsin non-profit corporation one of the purposes of which is to advance healthcare in the region that it serves; and

WHEREAS, City, through its Fire Department (the “Organization), is engaged in the provision of healthcare services and other healthcare-related activities including providing medical director services to EMS providers (“EMS Program”); and

WHEREAS, Organization wishes to obtain and Gundersen is willing to provide the services of a physician to serve as medical director of the EMS Program under the terms set forth in this Agreement;

AGREEMENT

1. **EMS Medical Director and Services.** Gundersen will make available to Organization the services of a physician to serve as medical director of the EMS and Naloxone Program (the “Medical Director”) and perform the services described in Exhibit A (the “Services”). The Medical Director shall be that individual designated in Exhibit B, or such other individual as may be mutually agreed upon by the parties.
2. **EMS Medical Director Qualifications.** At all times during the term of this Agreement the Medical Director must:
 - a. have a current and unrestricted license to practice medicine in the state in which the EMS Program is operated;
 - b. be a participating provider in the Medicare and Medicaid programs;
 - c. be board-certified in Emergency Medicine, including a subspecialty certification in Emergency Medicine, if possible;
 - d. maintain current knowledge and experience in EMS care and services; and
 - e. if necessary to provide the Services, maintain membership in good standing, with appropriate privileges, of the medical staffs of such facilities as reasonably requested by Organization.
3. **Standard of Care.** The EMS Medical Director reserves the right to rescind his/her endorsement of license authority at any time if he/she reasonably believes that one or more Organization personnel do not meet the applicable qualifications or competencies for that individual's respective position.

4. **Peer Review.** The parties agree that the pre-hospital care provided by the Organization's EMS staff will be subject to the Gundersen EMS Education Office Peer Review process pursuant to Wis. Stat. 146.37 and 146.38 (or Minn. Stat. 145.61 through 145.67, as applicable), as reasonably determined by the EMS Medical Director. The purpose of such review shall be to improve the quality of health care, to avoid improper utilization of the services of health care providers or facilities, or to determine the reasonable charges for such services. All review or evaluation activities shall be conducted in accordance with all applicable privileges of confidentiality and immunity under state and federal law, and these activities are not intended to waive, jeopardize or eliminate these privileges.
5. **Schedule.** The parties anticipate that the EMS Medical Director, with assistance from the Gundersen EMS Education Department, will spend approximately 2 hours per month in the performance of Services, however, the scheduling of such time shall be mutually agreed upon by Organization and Gundersen from time to time. If the parties are unable to agree on the scheduling of the Services, either party may terminate this agreement as set forth in this Agreement.
6. **Space, Supplies and Support Staff.** Gundersen shall provide the space, supplies, and equipment reasonably required for the EMS Medical Director to provide the Services.
7. **Responsibilities of Organization.** During the term of this agreement Organization shall:
 - a. Designate an EMS Director who shall be responsible for the day to day operation of the EMS Program and Naloxone and provide immediate update to Gundersen and the EMS Medical Director upon any change to the designated EMS Director;
 - b. Be responsible for training all Organization personnel on the service protocols provided, reviewed, and approved by the EMS Medical Director pursuant to this Agreement; Track all such trainings and provide documentation of such, including verification of skill competency, at the request of Gundersen;
 - c. At the request of Gundersen, provide patient care documentation and information, provide access to Organization's WARDS or MNSTAR account, to Gundersen and the EMS Medical Director, for quality assurance/quality improvement or peer review purposes and, to the extent deemed reasonably necessary by Gundersen, participate in discussion sessions for the same purpose;
 - d. On an annual basis, all personnel of Organization will review recorded PACE Meetings via remote access;
 - e. Maintain all licenses and certifications required by law to operate and staff the EMS Program; and
 - f. Forward any patient care-related complaints received by the Organization immediately to the EMS Medical Director and Gundersen for quality assurance/quality improvement purposes and, to the extent deemed reasonably necessary by Gundersen, participate in discussion sessions for the same purpose.
 - g. Provide/assist with annual Naloxone in-service/updated and training for both EMS and Onalaska Police Department ("OPD"). Annually review EMS and OPD protocol and procedures. Review all calls in which Naloxone was administered and any other calls as necessary through the Onalaska Fire Department/EMS call system. Provide necessary medical leadership and act as a resources for continuing education for the EMS and OPD Naloxone programs and complete any required paperwork necessary for that role.

8. **Payment.** In an effort to encourage standardization among the emergency medical service providers in its community and thereby improve outcomes and reduce healthcare costs for patients, Gundersen will make the Services available to Organization free of charge.
9. **Term.** This Agreement shall have a term of one (1) year (the "Initial Term"), commencing on October 4, 2019. Following the Initial Term, this Agreement will automatically renew for additional, consecutive one (1) year terms, (each a "renewal term"), unless the Agreement is terminated as provided for under this Agreement.
10. **Termination.** Either party may terminate this Agreement by providing ninety (90) days advanced written notice to the other party. In addition, either party may immediately terminate this Agreement if as a result of the any non-compliance with federal, state and local laws which makes this Agreement void, voidable, or unconscionable.
11. **Insurance.** City shall, at its expense, carry liability and professional liability insurance or provide self-insurance covering its acts and omissions under this agreement, with limits of at least \$1 million per claim and \$2 million aggregate. Gundersen or its affiliate shall provide professional liability coverage for the EMS Medical Director's provision of Services under this Agreement. In the event either party's insurance is of the "claims made" type, such party shall obtain tail insurance covering all acts and omissions with respect to the performance of its obligations hereunder. Each party shall, upon request, provide the other with proof of coverage. Each party shall notify the other of any termination, cancellation, or material amendment of its insurance coverage.
12. **Compliance with Laws.** The parties will comply with all applicable federal, state and local laws and regulations in the performance of their duties and obligations under this Agreement. Gundersen shall comply with all reasonable institutional policies and procedures adopted by Organization relating to the provision of the Services of which Gundersen and the Medical Director are informed.
13. **No Referrals Required.** Consistent with applicable federal and state law, it is expressly understood, intended, and agreed that: (a) nothing herein shall be construed to require Gundersen to refer any patients to Organization, nor shall the Organization be obligated to refer any patients to Gundersen or its affiliates; (b) Gundersen and Organization each reserve the right to refer patients to other health care providers and facilities based solely upon sound medical principles such as the medical needs of patients; the availability of necessary physicians, specialists, facilities, and equipment to diagnose and treat such patients; and, patients' preferences; (d) the amounts payable by Organization to Gundersen hereunder have been negotiated at arm's length and represent what the parties believe is the fair market value for such services; and (e) the amounts payable by Organization hereunder shall be payable without regard to the volume or value of referrals or other business between the parties.
14. **Confidentiality.** The parties acknowledge and agree that during the term of this Agreement, each party may become aware of proprietary or confidential information of the other party, including, but not limited to, patient information and pricing information. The parties will maintain such information in strict confidence, will not use such information for any purpose other than those relating to this Agreement, and will not disclose such

information to third parties, except with the other party's prior written consent or to the extent required by law. The parties agree to return confidential information upon the termination of this Agreement. To the extent that it is not feasible to return such confidential information, then the terms of this Agreement shall survive such termination with respect to the information as long as such information is held. Notwithstanding the foregoing, the parties may disclose pricing and other terms of this Agreement to attorneys, accountants, group purchasing organization and other third parties retained by each Party (collectively "Consultants") provided any such Consultants agree to the same level of confidentiality set forth in this Agreement. Irrespective of the foregoing the City may disclose information as required by law in compliance with Wisconsin's Public Records Law (§§19.21-19.39, Wis. Stats.) and Wisconsin Open Meetings Law (§§19.81-19.98, Wis. Stats.). Notwithstanding the foregoing, the parties agree that those records of Organization or Gundersen which are directly or indirectly related to health care services review conducted pursuant to Wis. Stat. 146.38 are confidential and shall be exempt from Wisconsin's Public Records Law and Wisconsin Open Meetings Law.

15. **Business Associate Agreement**. In addition to any other obligations imposed upon the parties by this Agreement, the parties agree to comply with the terms of the Business Associate Agreement attached to this Agreement as Exhibit C and incorporated in this Agreement by reference.

16. **Notice**. Any notice required or permitted under this Agreement shall be deemed to be given when personally delivered or when mailed by certified mail, properly addressed to the party to be notified at the address provided in this Agreement.

17.

Gundersen: Gundersen Health System
Attention: EMS Education Office
1900 South Avenue, Mail Stop: C01-005
La Crosse, WI 54601

With a copy to: Gundersen Health System
Attention: Legal Department
1900 South Avenue, BELL-04
La Crosse, WI 54601

Organization: City of Onalaska
Attn: Fire Chief
415 Main Street
Onalaska, WI, 54650

With a copy to: City of Onalaska
Attention: City Attorney
415 Main Street
Onalaska, WI 54650

18. **Assignment**. Organization may not assign this Agreement or its rights or responsibilities under this Agreement without the prior written consent of Gundersen.
19. **Amendment**. This Agreement, including the Exhibits attached hereto, may not be altered, modified, or amended except pursuant to a writing which is signed by all parties.
20. **Counterparts**. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same Agreement. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.
21. **No Waiver**. The waiver by either party of a breach of any provision of this Agreement will not be deemed a waiver of any subsequent breach of the same or a different provision.
22. **Severability**. If any provision of this Agreement is determined to be invalid, illegal, or otherwise unenforceable, the remaining terms of this Agreement shall remain in full force and effect to govern the relationship between and the conduct of the parties.
23. **Governing Law and Venue**. This Agreement will be governed by and construed in accordance with the laws of the State of Wisconsin, without giving effect to the conflict of laws principles thereof. Any judicial or other proceedings arising from or relating to the interpretation or enforcement of this Agreement shall be brought and venued in La Crosse County Circuit Court in La Crosse, Wisconsin. The parties hereby consent to personal jurisdiction in La Crosse County Circuit Court, and waive any jurisdictional, venue or other defenses relating thereto.
24. **Entire Agreement**. This Agreement constitutes the entire understanding and agreement of the parties concerning the subject matter set forth herein, and supersedes any and all oral promises, discussions, and negotiations between the parties.
25. **Headings**. Section headings are provided solely for the convenience of the parties and shall not affect the interpretation of this Agreement.

Gundersen Lutheran Administrative Services, Inc.

By: _____

Name: _____

Title: _____

Date: _____

Organization

By: _____

Name: Joe Chilsen

Title: Mayor

Date: _____

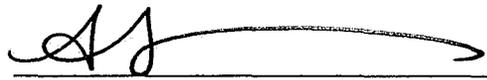
By: _____

Name: Caroline Burmaster

Title: City Clerk

Date: _____

Approved as to content, form and execution, this 30 day of October, 2019.



Amanda Jackson, Onalaska City Attorney

EXHIBIT A: SERVICES

The Medical Director shall be responsible for the overall medical direction and coordination of medical care as stated in state and federal regulations at Organization including, without limitation:

- (a) Provide off-line medical direction services to include specification, review upon request of EMS Medical Director, and approval of the service protocols, operations plan, quality improvement reviews, advice to Organization regarding EMS and medical direction, and other mutually agreed upon duties.
- (b) Provide quality-of-care oversight for the EMS system.
- (c) Develop and implement a focused quality improvement program for continuous system and patient care improvement.
- (d) Develop and/or review standard treatment, triage, and operating protocols.
- (e) Facilitate establishment of more structured and standardized procedures for providing pre-hospital care.
- (f) Train the EMS Director or their designee on necessary competencies for EMS personnel. Validate EMS Director has ensured proficiency of all EMS personnel consistent with such competencies;
- (g) Review reports and run sheets for incidents.
- (h) Assist in the development of EMS response for disaster preparedness.
- (i) Assist the EMS Director in setting up and evaluating a continuous quality improvement program in accordance with the state and federal regulations.
- (j) Provide liaison between the State EMS Office and the medical community.
- (k) Make quarterly education meetings available via remote access. Provide additional education programs upon request by Organization.
- (l) Advise the EMS Director and the City Council (or appropriate supervising authority, as applicable) on issues relating to the provision of quality emergency medical care by the agency's personnel.
- (m) Assist in the planning and implementation of new/expanded programs that promote the public welfare and the welfare of the agency's personnel.
- (n) Provide other medical advisory services related to the first responder/EMS program and other programs of the Organization as necessary.

EXHIBIT B: IDENTIFICATION OF MEDICAL DIRECTOR & FEES

- The individual who will provide the Medical Director Services described herein is Chris Eberlein, M.D..

EXHIBIT C: BUSINESS ASSOCIATE AGREEMENT

This BUSINESS ASSOCIATE AGREEMENT ("Agreement") is entered into effective October 4, 2019 ("Effective Date"), by and between the City of Onalaska ("Covered Entity"), and Gundersen Lutheran Administrative Services, Inc. ("Business Associate").

RECITALS

- A. Covered Entity and Business Associate entered into an agreement (the "Underlying Agreement") pursuant to which Business Associate agrees to perform certain services on behalf of Covered Entity (the "Services").
- B. In performing the Services, Business Associate may create, access, receive, maintain or transmit Covered Entity's Protected Health Information (defined below).
- C. The parties wish to enter into this Agreement to set forth their understanding with regard to Business Associate's Use and Disclosure of Protected Health Information (defined below) in accordance with the business associate agreement requirements of the Health Insurance Portability and Accountability Act of 1996, as amended by the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009 ("HITECH"), and all applicable implementing regulations, including, without limitation, the Privacy Rule, the Security Rule and the Breach Notification Rule (as those terms are defined below) (all such laws and regulations shall be collectively referred to herein as "HIPAA").

AGREEMENTS

In consideration of the Recitals and the mutual agreements which follow, Covered Entity and Business Associate agree as follows:

1. Definitions. Capitalized terms not otherwise defined in this Agreement shall have the meanings given to them in HIPAA.

(a) "Breach Notification Rule" means the regulations for Breach Notification for Unsecured Protected Health Information published in the Federal Register on January 25, 2013.

(b) "Electronic Protected Health Information" or "EPHI" shall have the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103, limited to information that Business Associate creates, accesses, receives, maintains or transmits on behalf of Covered Entity.

(c) "Event" shall mean any Use or Disclosure of PHI (defined below) not provided for within this Agreement or otherwise not permitted under HIPAA or other applicable federal or state laws, including, without limitation, a Breach of Unsecured PHI or a Security Incident.

(d) "Privacy Rule" means the Standards for Privacy of Individually Identifiable Health Information, codified at 45 C.F.R. parts 160 and 164, Subparts A and E, as currently in effect.

(e) "Protected Health Information" or "PHI" shall have the meaning set forth in the Privacy Rule, limited to the PHI that Business Associate creates, accesses, receives, maintains or transmits on behalf of Covered Entity. PHI includes EPHI.

(f) "Security Rule" means the Standards for Security for the Protection of Electronic Protected Health Information, codified at 45 C.F.R. parts 160 and 164, Subpart C, as currently in effect.

2. Business Associate's Obligations.

(a) Acknowledgement of HIPAA Obligations. Business Associate acknowledges and agrees that it (i) is a "Business Associate" as defined by HIPAA and, (ii) as a Business Associate, has direct obligations under HIPAA with respect to its Use and Disclosure of PHI, in addition to those contractual obligations set forth in this Agreement.

(b) Privacy Rule Safeguards. Business Associate shall develop, implement, maintain and use administrative, technical and physical safeguards that are appropriate and sufficient to prevent Use or Disclosure of PHI other than as permitted or required by this Agreement. Business Associate shall train members of its workforce regarding their obligations to protect and safeguard PHI and promptly report Events.

(c) Security Rule Compliance. Business Associate represents and warrants that it is, and for purposes of this Agreement, shall be at all times, fully compliant with all aspects of the Security Rule and has fully implemented Administrative Safeguards, Technical Safeguards and Physical Safeguards that reasonably and appropriately preserve the confidentiality, integrity and availability of EPHI, including, without limitation, maintaining documentation of a current and completed security risk assessment and written security policies and procedures. Business Associate also shall comply with any and all applicable state data security laws.

(d) Use and Disclosure of PHI. Business Associate shall not use or disclose PHI other than: as permitted or required by this Agreement; as required to perform the Services; or as Required by Law. Business Associate shall not use or disclose PHI in any fashion that would constitute a violation of HIPAA if Covered Entity were to use or disclose the PHI in the same fashion. In using and disclosing PHI, Business Associate also shall comply with all federal and state laws that apply to the Use and Disclosure of PHI, including, without limitation, any applicable federal or state laws that are more restrictive than HIPAA.

(i) Minimum Necessary. In requesting, using, and disclosing PHI to perform the Services or when doing so in accordance with the Privacy Rule for Business Associate's proper management and administration or to carry out its legal obligations, Business Associate shall comply with the minimum necessary requirements of the Privacy Rule

(ii) Use or Disclosure of PHI for Business Associate's Proper Management and Administration. As permitted by the Privacy Rule, Business Associate may

use or disclose PHI to the extent necessary for Business Associate's proper management and administration or to carry out Business Associate's legal responsibilities only if the Disclosure is Required by Law and made in accordance with the procedures set forth in section 5 for Disclosures of PHI Required by Law or, if Business Associate obtains reasonable assurance evidenced by written contract from the third party to whom Business Associate will disclose PHI that the third party shall: [a] hold the PHI in confidence and use or further disclose it only for the purposes for which Business Associate disclosed it to such third party or as Required by Law; and [b] notify Business Associate of any instance of which it becomes aware in which the confidentiality of such PHI was breached in a time frame that permits Business Associate to comply with its reporting obligations set forth in section 2(e) below.

(iii) Data Aggregation Services. If authorized by the Underlying Agreement, Business Associate may perform Data Aggregation on behalf of Covered Entity.

(iv) De-Identification Services. If authorized by the Underlying Agreement, Business Associate may de-identify PHI in accordance with the de-identification safe harbor of the Privacy Rule set forth in 45 C.F.R. § 164.514(b)(2). Business Associate may not de-identify PHI using the statistical method of the Privacy Rule set forth in 45 C.F.R. § 164.514(b)(1) without Covered Entity's prior written consent. Business Associate acknowledges and agrees that Covered Entity owns all data created from its PHI in accordance with section 10 of this Agreement. Business Associate shall not de-identify Covered Entity's PHI for its own use or retain any de-identified PHI created to perform the Services.

(v) Limited Data Set. Business Associate may create a Limited Data Set to perform the Services, provided that Business Associate:

[a] Does not further use or disclose PHI contained in the Limited Data Set, except as necessary to perform the Services;

[b] Use appropriate safeguards to prevent the Use or Disclosure of PHI contained in the Limited Data Set other than as provided for by this Agreement;

[c] Reports to Covered Entity any Use or Disclosure of PHI contained in the Limited Data Set of which Business Associate becomes aware that is not provided for by this Agreement;

[d] Ensures that any agents or Subcontractors to whom it provides access to the Limited Data Set agree, in writing, to the same restrictions and conditions that apply to Business Associate under this Agreement; and

[e] Does not re-identify PHI or contact the Individuals whose information is contained within the Limited Data Set.

(vi) Sale of PHI. Business Associate shall not receive direct or indirect payment in exchange for any PHI.

(vii) Marketing. Unless authorized by the Underlying Agreement in order to perform Services on behalf of Covered Entity, Business Associate shall not use or

disclose PHI for any marketing purpose.

(viii) Use and Disclosure of PHI for Covered Entity's Privacy Rule Obligations. To the extent this Agreement or the Underlying Agreement requires Business Associate to carry out any of Covered Entity's obligations under the Privacy Rule (including, without limitation, those obligations set forth in section 2(g) below), Business Associate agrees to comply with the requirements of the Privacy Rule that apply to Covered Entity in the performance of such obligations.

(e) Event Reporting.

(i) Unpermitted Use or Disclosure of PHI; Breach of Unsecured PHI. Except as provided in section 2(e)(ii) below, Business Associate agrees to notify Covered Entity of any Event of which it has reasonable suspicion of, or discovers, including any Breach of Unsecured PHI as required by 45 C.F.R. § 164.410. Business Associate shall furnish initial written notice to Covered Entity within five (5) business days from when the Business Associate has a reasonable suspicion of, or discovers, that an Event has occurred. This initial notice shall identify one contact person of Business Associate with whom Covered Entity may correspond regarding the Event. Within five (5) business days from the date of the aforementioned initial notice, Business Associate shall provide Covered Entity a written report containing a summary of the Event, which report shall include: a complete description of the Event, the date of the Event and the date of discovery; the names of the Individuals affected and any identifying account number, medical record number or date of birth; a description of the types of PHI involved in the Event; and a description of Business Associate's investigation and efforts to mitigate harm and protect against further Events.

(ii) Special Reporting Requirements for Security Incidents. Business Associate agrees to provide notice to Covered Entity in the manner and within the timeframes set forth in section 2(e)(i) above of all Security Incidents that: [a] result in unauthorized access, Use, Disclosure, modification or destruction of EPHI or interference with system operations; or [b] do not result in unauthorized access, Use, Disclosure, modification or destruction of EPHI or interference with system operations ("Unsuccessful Security Incidents") but which Business Associate reasonably determines are of a type or pattern that warrant further action. Notwithstanding the foregoing, the parties acknowledge and agree that this section (2)(e)(ii) of the Agreement constitutes notice by Business Associate to Covered Entity of the ongoing existence and occurrence of Unsuccessful Security Incidents which are not of a type or pattern that warrant further action.

(f) Event Mitigation. Business Associate shall mitigate promptly, to the extent practicable, any harmful effect that is known to Business Associate of an Event. Business Associate shall document all mitigation efforts undertaken pursuant to this section 2(f).

(g) Individual Rights.

(i) Individual Right to Access. Within ten (10) business days of receipt of Covered Entity's notice to Business Associate of a request from an Individual to access his or her PHI, Business Associate shall make such PHI available directly to that Individual and provide to Covered Entity a written report detailing its handling of such request. If Business Associate receives an access request from an Individual, Business Associate shall,

within five (5) business days, notify Covered Entity of the details of such request. Following receipt of such notice, Covered Entity shall handle the request, unless Business Associate maintains a designated record set, in which case, at the option and request of Covered Entity, Business Associate shall, within five (5) business days of Covered Entity's request, make such PHI available directly to that Individual and provide to Covered Entity a written report detailing its handling of such request.

(ii) Individual Right to Amend. Within ten (10) business days of receipt of Covered Entity's notice to Business Associate of a request from an Individual to amend his or her PHI, Business Associate shall amend such PHI as directed by Covered Entity and provide to Covered Entity a written report detailing its handling of such request. If Business Associate receives an amendment request from an Individual, Business Associate shall, within five (5) business days, notify Covered Entity of the details of such request. Following receipt of such notice, Covered Entity shall handle such request, unless Business Associate maintains a designated record set, in which case, at the option and request of Covered Entity, Business Associate shall, within ten (10) business days of Covered Entity's request, amend such PHI as directed by Covered Entity and provide to Covered Entity a written report detailing its handling of such request.

(iii) Individual Right to Request Accounting. Within ten (10) business days of Covered Entity's notice to Business Associate of a request from an Individual for an accounting of Disclosures of his or her PHI, Business Associate shall make available to Covered Entity such information as is in Business Associate's possession and is required for Covered Entity to make the accounting required by 45 C.F.R. § 164.528, which includes, at a minimum, the following information:

- [a] The date of the Disclosure;
- [b] The name of the entity or person who received the PHI, and, if known, the address of such entity or person;
- [c] A brief description of the PHI disclosed; and
- [d] A brief statement of the purpose of such Disclosure that includes an explanation of the basis for such Disclosure.

If Business Associate receives a request for an accounting from an Individual, Business Associate shall, within five (5) business days, notify Covered Entity of the details of such request. Following receipt of such notice, Covered Entity shall handle such request, except that, at the option and request of Covered Entity, Business Associate shall, within ten (10) business days of Covered Entity's request, respond directly to the Individual for purposes of providing the accounting, as directed by Covered Entity, and provide to Covered Entity a written report of the details of its handling of such requests. To the extent that Business Associate maintains or operates an electronic health record system on behalf of Covered Entity, Business Associate also shall maintain information for the preceding three (3) year period (but no earlier than the applicable Effective Date) sufficient to enable Covered Entity to make an accounting of Disclosures for treatment, payment and health care operations.

(h) Agents and Subcontractors. Business Associate shall ensure that any

and all of its agents and Subcontractors to whom it provides PHI in connection with the Services, or that create, access, receive, maintain or transmit PHI on behalf of Business Associate, agree, in writing, prior to the receipt of PHI, to the same restrictions and conditions that apply to Business Associate under this Agreement and any additional restrictions or conditions necessary to permit Business Associate to comply with its obligations under this Agreement, including, without limitation, its Event reporting obligations set forth in section 2(e) above. Business Associate also shall ensure that all of its agents and Subcontractors to whom it provides PHI in connection with the Services, or that create, access, receive, maintain or transmit PHI on behalf of Business Associate, agree to comply with the terms of the audit and record keeping provisions set forth in sections 2(i) and 2(j) of this Agreement. Business Associate shall maintain, and provide to Covered Entity upon request, a list of all agents or Subcontractors that access, create, receive, maintain or transmit PHI and a description of the PHI being accessed, created, received, maintained or transmitted by each such agent or Subcontractor.

(i) Audit. For purposes of determining Business Associate's or Covered Entity's compliance with HIPAA, upon request of Covered Entity or the Secretary of Health and Human Services, Business Associate shall: (i) make its HIPAA policies and procedures, related documentation, records maintained in accordance with section 2(j) below, and any other relevant internal practices, books and records relating to the Use and Disclosure of PHI, available to the Secretary of Health and Human Services or to Covered Entity and (ii) provide reasonable access to Business Associate's facilities, equipment, hardware and software used for the maintenance or processing of PHI.

(j) Record Keeping. Business Associate agrees to implement appropriate record keeping processes to enable it to comply, and to adequately evidence such compliance, with the requirements of this section 2, including, without limitation, the documentation required regarding agents and Subcontractors, records of Business Associate's workforce training and education, documentation related to any Event, the written assurance of third parties with whom Business Associate discloses PHI for Business Associate's proper management and administration or as Required by Law.

3. Covered Entity's Obligations.

(a) Notice of Privacy Practices. Covered Entity shall notify Business Associate of any limitation in its Notice of Privacy Practices, to the extent such limitation affects Business Associate's permitted Uses or Disclosures.

(b) Individual Permission. Covered Entity shall notify Business Associate of changes in, or revocation of, permission by an Individual to use or disclose PHI, to the extent such changes affect Business Associate's permitted Uses or Disclosures.

(c) Restrictions. Covered Entity shall notify Business Associate of any restriction in the Use or Disclosure of PHI to which Covered Entity has agreed, to the extent such restriction affects Business Associate's permitted Uses or Disclosures.

(d) Requests. Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if used or disclosed by the Covered Entity.

(e) Data Use Agreement. Covered Entity acknowledges and agrees that the provisions of section 2(d)(v) of this Agreement shall constitute a Data Use Agreement between the parties.

4. Term and Termination.

(a) Term. This Agreement shall be effective as of the Effective Date and shall remain in effect until such time that Business Associate no longer creates, accesses, receives, maintains or transmits PHI on behalf of Covered Entity, subject to section 4(b) below.

(b) Termination for Cause. If Covered Entity becomes aware that Business Associate has breached a material term of this Agreement, then Covered Entity may, in its sole discretion:

(i) Provide Business Associate an opportunity to cure the breach within a specified period of time and terminate this Agreement if Business Associate does not cure such breach within the time period specified; or

(ii) Immediately terminate this Agreement.

(c) Effect of Termination.

(i) Except as provided in section 4(c)(ii), and subject to any record retention provisions of the Underlying Agreement, upon termination, cancellation or expiration of this Agreement or the Underlying Agreement, Business Associate shall return to Covered Entity or destroy all PHI or de-identified PHI in its possession or in the possession of its Subcontractors or agents. Within thirty (30) days of the date this Agreement is terminated, Business Associate shall provide to Covered Entity a written certification, signed by an authorized officer of Business Associate, verifying that Business Associate has fully complied with the requirements of this section 4(c)(i).

(ii) In the event the parties mutually determine that returning or destroying the PHI or de-identified PHI is infeasible, Business Associate shall retain such PHI or de-identified PHI and extend the protections of this Agreement to such PHI or de-identified PHI until such time that Business Associate returns or destroys it.

(iii) Business Associate's obligations under this section 4(c) shall survive termination of this Agreement and the Underlying Agreement.

5. Required Disclosure. If Business Associate is confronted with legal action to disclose any PHI, Business Associate shall promptly notify Covered Entity and assist Covered Entity, as reasonably requested, in obtaining a protective order or other similar order, and shall thereafter disclose only the minimum amount of PHI that is required to be disclosed to comply with the legal action, whether or not a protective order or other similar order has been obtained.

6. Injunctive Relief. Business Associate acknowledges that its Use or Disclosure of PHI in violation of this Agreement would cause Covered Entity continuing, substantial and irreparable injury and that Covered Entity's remedies at law for such action will not be adequate. Accordingly, in such circumstances, Business Associate agrees that Covered Entity shall be

entitled to immediate injunctive relief, and that such rights shall be in addition to, and not in limitation of, any other rights or remedies to which Covered Entity may be entitled at law or in equity.

7. Independent Contractor Status. The parties agree that in performing the Services and satisfying the obligations of this Agreement, Business Associate shall at all times be an independent contractor for Covered Entity and nothing in this Agreement shall be construed as creating an agency, employment, joint venture, partnership or other relationship. Covered Entity shall neither have nor exercise any control or direction over Business Associate. Business Associate shall avoid taking any action or making any representation or warranty whatsoever with respect to its relationship with Covered Entity which is inconsistent with its independent contractor status.

8. Ownership. Covered Entity shall be and remain the sole and exclusive owner of the PHI or any data created therefrom using any means of de-identification.

9. Automatic Amendment. Upon the effective date of any amendment to HIPAA, including, without limitation, the Privacy Rule, Security Rule or Breach Notification Rule, this Agreement shall automatically be deemed to be amended to incorporate such amendment to HIPAA so that Covered Entity and Business Associate remain in compliance with HIPAA.

10. Conflicts. Any provision of the Underlying Agreement that is directly contradictory to one or more terms of this Agreement ("Contradictory Term") shall be superseded by the terms of this Agreement only to the extent of the contradiction, as necessary for the parties' compliance with HIPAA and to the extent that it is reasonably impossible to comply with both the Contradictory Term and the terms of this Agreement.

11. Notices. Any notices or other communications required or permitted to be given under this Agreement shall be in writing and delivered by personal delivery, overnight courier service, or registered or certified mail (return receipt requested, postage prepaid). Notices are deemed to have been given on the later of: (a) the date when personally delivered; (b) the date which immediately follows the date of delivery to an overnight courier service; or (c) the date which is three (3) days from the date of deposit in the United States Postal Service in the manner described in this section 13. Notices shall be addressed as indicated below, and either Party may change its address in accordance with this section 13.

Business Associate: Gundersen Lutheran Administrative Services, Inc.
Attention: Privacy Officer
1900 South Avenue, Mail Stop: AVS-001
La Crosse, WI 54601

Covered Entity: City of Onalaska
Attention: City Attorney
415 Main Street
Onalaska, WI 54650

Onalaska Fire Department
Attention: Chief (Billy D. Hayes)
415 Main Street
Onalaska, WI, 54650

12. Counterparts. This Agreement may be executed by facsimile and/or in two (2) or more counterparts, each of which shall be an original, but all of which taken together shall constitute one and the same agreement.

13. No Waiver. No failure by either party to insist upon the strict performance of any term, covenant or condition of this Agreement or to exercise any right or remedy herein shall constitute waiver thereof. No waiver of any breach of this Agreement shall affect or alter this Agreement, but each and every term, covenant and condition of this Agreement shall continue in full force and effect with respect to any other existing or subsequent breach of this Agreement.

14. No Assignment. Neither party shall assign the whole or any part of this Agreement without the other party's prior written consent.

15. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, except to the extent those laws are pre-empted or superseded by HIPAA. Any judicial or other proceedings arising from or relating to the interpretation or enforcement of this Agreement shall be brought and venued in La Crosse County Circuit Court in La Crosse, Wisconsin. The parties hereby consent to personal jurisdiction in La Crosse County Circuit Court, and waive any jurisdictional, venue or other defenses relating thereto.

#P-10

City Clerk

Departmental Presentation

City Clerk Mission Statement

- ▶ Maintain and provide public records, quality services and assistance to the citizens of the City of Onalaska, elected officials and City Departments relative to the functions of government in a courteous, timely and cost effective manner.
- 

City Clerk Staff

- ▶ Cari Burmaster, City Clerk
 - ▶ JoAnn Marcon, Deputy City Clerk
 - ▶ Stacy Wilk, Office Clerical Support
(allotted 25% of staff time)
 - ▶ Chief Inspectors
 - ▶ Election Inspectors
- 

Areas of Focus in City Clerk's Office

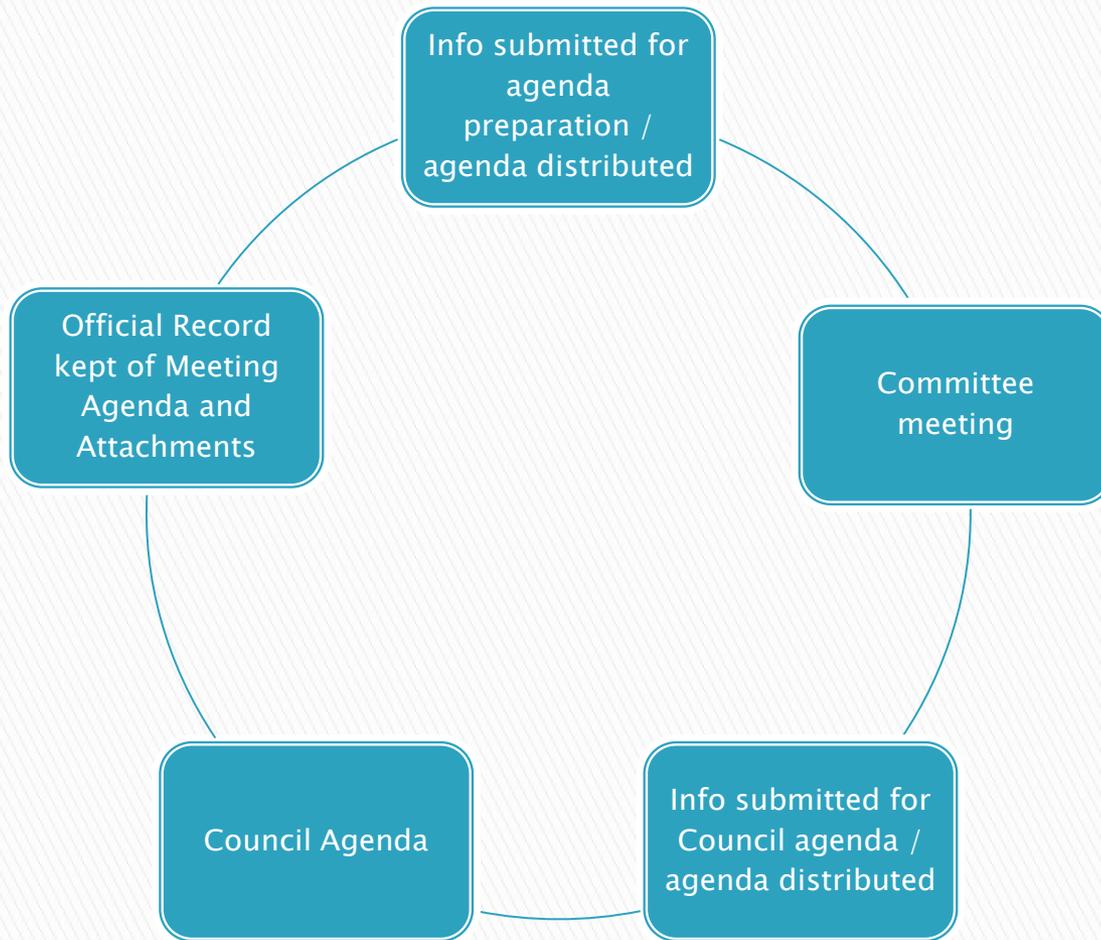




Ordinances & Resolutions

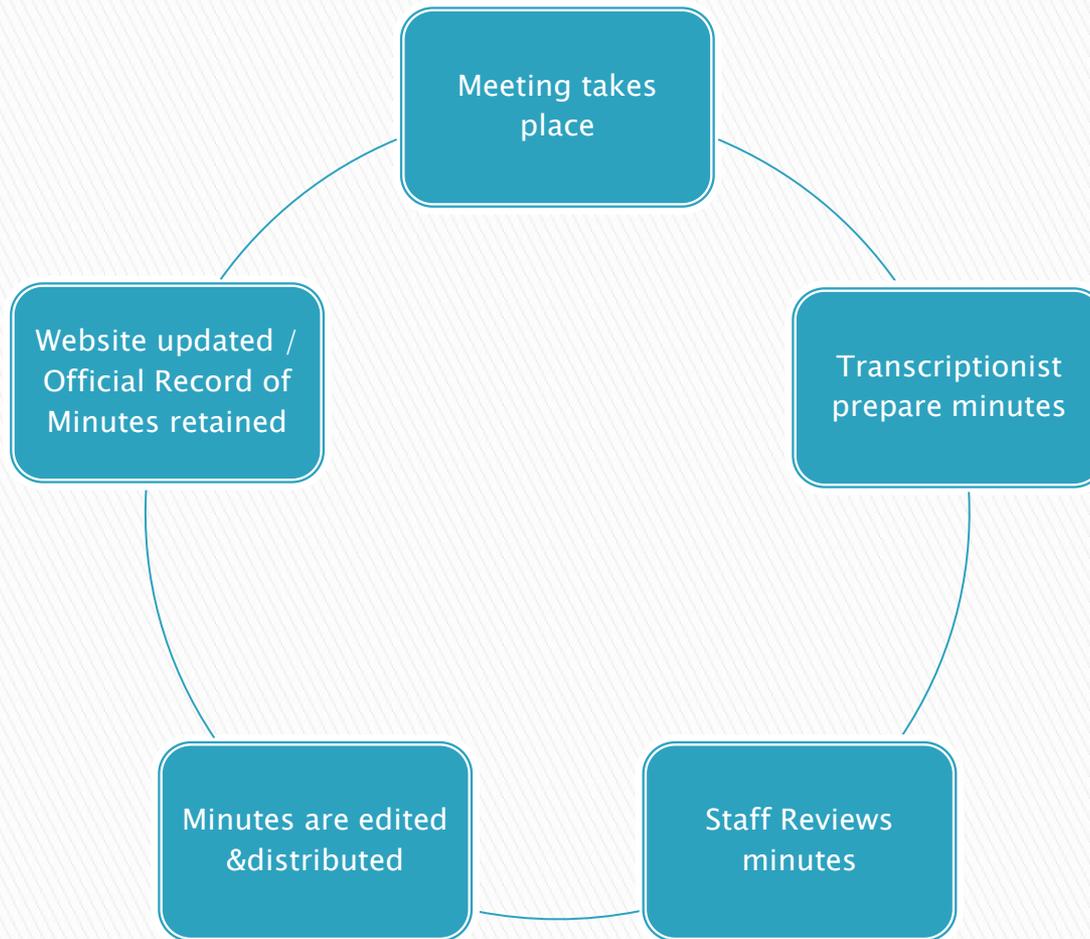
The ordinances are collected into what is known as the Code of Ordinances. These are the rules of the City of Onalaska. The Code of Ordinances is preserved by the City Clerk's Office.

A resolution is a statement or course of action adopted by the City Council. A resolution is less formal than an ordinance. Resolutions deal with matters of a special or temporary character.



Agendas

Agendas must be prepared for each and every meeting that the City of Onalaska holds. Each agenda is posted to the City of Onalaska website.



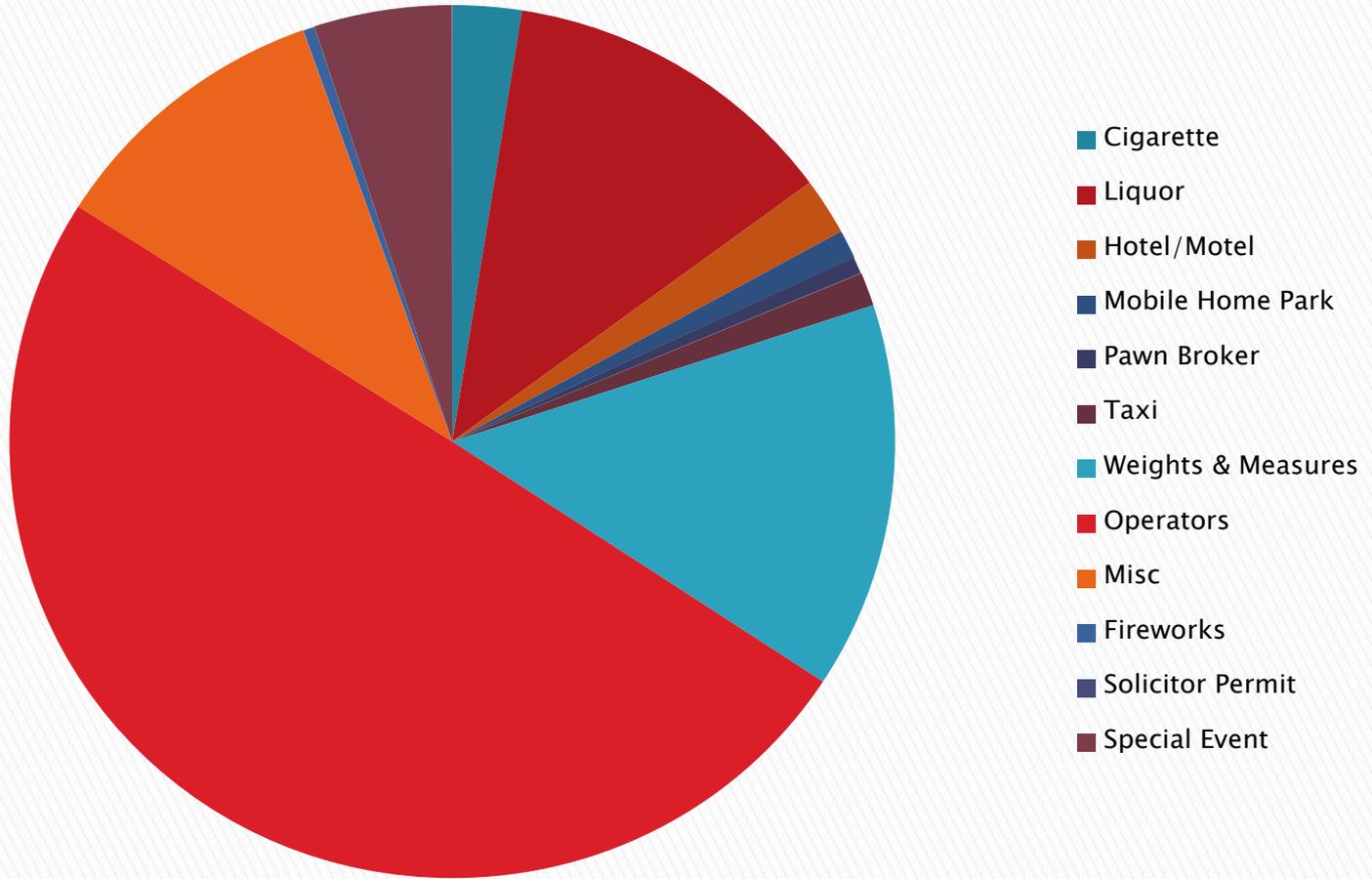
Minutes

Minutes are an accurate reflection of the activity that takes place at an open meeting for the City of Onalaska.



Elections

Elections are typically an eight week cycle from beginning to end. In the odd years there are two elections, spring primary and spring election. In the even years there are four elections, spring primary, spring election, partisan primary and general election.



Licensing

The City of Onalaska issues various permits and licenses for different activities in the City. Licensing is a year round activity for the City of Onalaska.

CITY OF ONALASKA

#P-12-A

Position: DARE/GREAT Officer

Location: Police Department

Page: 1 of 4

Department: Police Department

Supervisor: Professional Standards Sergeant

Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02

Approved by Finance & Personnel Committee: 12/2/09, 4/6/16, 3/7/18

Approved by Council: 2/12/02, 12/8/09, 4/12/16, 3/13/18

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

ESSENTIAL JOB FUNCTIONS:

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

- A. Attends, participates, and passes Drug Abuse Resistance Education (DARE) and Gang Resistance Education and Training programs (GREAT) **based upon availability of training**; develops, implements and presents education relevant to the DARE /GREAT programs by preparing lesson plans, teaching materials and scheduling of classroom activities; coordinates necessary supplies and equipment for activities.
- B. Teaches DARE and GREAT curriculum, spends time with students during recess, lunch and school activities; and serves as a liaison between the department, school and key personnel.
- C. Develops a rapport with students, parents, staff, school administration and the public to serve as a role model in developing relationships with the same.
- D. Provides long range planning for out-of-school field trips and summer programs.
- E. Works as a patrol officer when school is not in session. This position will normally have a Mon-Fri work schedule when school is in session. During summer break, this position will revert back to a 5-2/5-3 schedule with shift assignment being designated by **the Chief of Police based on seniority between D.A.R.E. and SRO positions. This will under normal circumstances be one assigned to day shift and one assigned to PM shift, but may change based on departmental needs.** ~~annual shift bidding process.~~ For extended holiday breaks (ex. Christmas), the schedule may be changed to a 5-2/ 5-3 schedule at the discretion of the Chief of Police to fill regular patrol vacancies. **Days owed for any time working a 5-2/5-2 schedule will be scheduled by administration to fall on days during the school year when school is not in session (ie. Holidays/ Breaks/ Staff Days but excluding weekends).**
- F. Maintains contact with all age groups, concentrating on grades 5 through 8 and visiting with lower level classes as time permits.
- G. Investigates crimes where juveniles are either victims, or witnesses, or defendants; issues necessary citations/warnings, completes reports in a timely manner. Provides assistance and support to department investigations as directed; conducts follow-up investigations on assigned cases involving students.
- H. Assists child protective services with investigations into child abuse, neglect, delinquency etc. as needed or assigned.
- I. Maintains complete and accurate records of daily activities including contacts, reports taken and tasks completed.
- J. Prepares and presents information for school faculty, parents and other interested community groups.
- K. Fosters community-wide cooperation through liaison activities in the areas of crime control, prevention, and reporting as necessary.
- L. May assist in the supervision of the school grounds, co-curricular school activities and surrounding neighborhoods to deter and/or control criminal/juvenile activities.

CITY OF ONALASKA

Position: DARE/GREAT Officer

Location: Police Department

Page: 2 of 4

Department: Police Department

Supervisor: Professional Standards Sergeant

Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02

Approved by Finance & Personnel Committee: 12/2/09, 4/6/16, 3/7/18

Approved by Council: 2/12/02, 12/8/09, 4/12/16, 3/13/18

- M. Attempts to dispose of issues and matters or refers students to the appropriate person; and, if necessary, arranges for conferences and/or appointments with the appropriate staff/parents or agency.
- N. Plans, organizes, coordinates and supports community relations, media relations, and crime prevention relations such as: Neighborhood Watch, Citizen's Police Academy, National Night Out, Santa's List etc.

RELATED JOB FUNCTIONS:

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

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

- A. Knowledge of federal, state and local laws and ordinances; departmental rules, regulations and policies.
- B. Knowledge of current characteristics of elementary, middle school and high school youth.
- C. Highly motivated and able to demonstrate a proactive attitude toward youth.
- B. Ability to deal effectively and compassionately with children and adults.
- C. Knowledge and ability to conduct investigations (simple – complex) using modern investigative techniques and procedures in an effective and efficient manner.
- D. Knowledge and ability to use physical restraint and defensive tactics.
- E. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements.
- F. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- G. Excellent problem solving and resolution abilities.
- H. Ability to count, differentiate, measure, assemble, copy and record data and information. Ability to classify, compute and tabulate data. Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.
- I. Excellent communication skills; both oral and written.
- J. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
- K. Ability to understand and execute complex oral and written instructions; ability to communicate orally and in writing in an effective and efficient manner, and the ability to effectively use interpersonal communication.
- L. Ability to maintain confidentiality.
- M. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.
- N. Ability to exhibit good judgment in resolving conflicts among disparate individuals and groups.
- O. Ability to demonstrate and exemplify personal characteristics of professionalism.
- P. Skill in the care, use and handling of firearms and other weapons; skill in defensive driving techniques, both in routine and high-speed driving situations; skill in the techniques of physical restraint of violators and in defensive tactics.
- Q. Ability to speak to large groups in public; excellent public speaking skills.

CITY OF ONALASKA

Position: DARE/GREAT Officer

Location: Police Department

Page: 3 of 4

Department: Police Department

Supervisor: Professional Standards Sergeant

Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02

Approved by Finance & Personnel Committee: 12/2/09, 4/6/16, 3/7/18

Approved by Council: 2/12/02, 12/8/09, 4/12/16, 3/13/18

- R. Ability to operate a variety of equipment, including but not limited to: copy & fax machine, camera equipment, phones, first aid kits, radios, mobile data terminals (MDT), radar units, computers, calculator, etc.
- S. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Minimum three (3) years' experience as a patrol officer with the department.
- B. Completion of the DARE/GREAT instructor training within 6 months of appointment or as soon as practical **based upon instructor class availability and budgetary restraints.**
- C. Certified by the State of Wisconsin Law Enforcement Standards Board.
- D. Valid driver's license required.

PHYSICAL REQUIREMENTS:

- A. **Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing skilled and semi-skilled movements such as operation of a gun, Taser, radio, MDT, police equipment, computer keyboard, telephone, and office equipment.
 - B. **Physical Effort:** The employee is frequently required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, walking, running, stooping, kneeling or crouching. The employee must occasionally lift and/or move 25 to 50 pounds. Specific vision abilities required include close and distant vision and the ability to adjust focus.
 - C. **Working Conditions:** The noise level in the work environment is moderately quiet to moderately loud. The work environment is normally in a vehicle and may consist of varied climate conditions. Frequently the employee is required to be outdoors for periods of time and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of the job.
- ~~A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.~~
 - ~~B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.~~
 - ~~C. Reaches to shoulder height and above and below shoulder height frequently.~~
 - ~~D. Occasional bending, stooping, climbing up and down stairs.~~
 - ~~E. Ability to sustain prolonged visual concentration.~~
 - ~~F. Seventy five (75%) percent of workday spent sitting.~~
 - ~~G. Fifteen (15%) percent of work day spent walking.~~
 - ~~H. Ten (10%) percent of workday is spent standing.~~
 - ~~I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.~~
 - ~~J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.~~
 - ~~K. All percentages above could vary, depending upon duties performed that day.~~

Percent of 8 Hour Day

CITY OF ONALASKA

Position: DARE/GREAT Officer
Location: Police Department
Page: 4 of 4

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

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 Approved by Council: 2/12/02, 12/8/09, 4/12/16, 3/13/18

	67 —100 Consistent	34 —66 Frequent	6 —33 Occasionally	0 —5 Rarely
Sedentary 0—10# max	<input checked="" type="checkbox"/>			
Light Freq. to 10# 20# max		<input checked="" type="checkbox"/>		
Medium Freq. to 25\$ 50# max			<input checked="" type="checkbox"/>	
Heavy Freq. to 50# 100# max				<input checked="" type="checkbox"/>
Very Heavy Freq. over 50+ # 100+ #				<input checked="" type="checkbox"/>

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

#P-12-B

Position: ~~School Resource Officer (SRO)~~

~~Police/School Liaison Officer/GREAT Instructor~~

Location: Police Department

Department: Police Department

Supervisor: Professional Standards Sergeant

Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:

Approved by Finance & Personnel Committee: 12/2/09, 4/6/16, 3/7/18, 7/3/19

Approved by Council: 1/9/01, 12/8/09, 4/12/16, 3/13/18, 7/9/19

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

ESSENTIAL JOB FUNCTIONS:

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

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

CITY OF ONALASKA

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Approved by Police & Fire Commission:

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Approved by Council: 1/9/01, 12/8/09, 4/12/16, 3/13/18, 7/9/19

RELATED JOB FUNCTIONS:

- A. Attends cyber-bullying task force meetings, quarterly county SRO meetings, weekly TAPS (team approach to problem solving) meetings, IEP/manifestation meetings with students and parents, and MDT meetings, as necessary.
- B. Oversees a mentorship program for high school students looking to go into law enforcement.
- C. Provides support to patrol officers as needed or requested.
- D. Works as a patrol officer when school is not in session. This position will normally have a Mon-Fri work schedule when school is in session. During summer break, this position will revert back to a 5-2/5-3 schedule with shift assignment being designated by **the Chief of Police based on seniority between D.A.R.E. and SRO positions. This will under normal circumstances be one assigned to day shift and one assigned to PM shift but may change based on departmental needs.** ~~annual shift bidding process.~~ For extended holiday breaks (ex. Christmas), the schedule may be changed to a 5-2/ 5-3 schedule at the discretion of the Chief of Police to fill regular patrol vacancies. **Days owed for any time working a 5-2/5-2 schedule will be scheduled by administration to fall on days during the school year when school is not in session (ie. Holidays/ Breaks/ Staff Days but excluding weekends).**
- 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.
- F. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE SKILLS AND ABILITIES):

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

CITY OF ONALASKA

Position: ~~School Resource Officer (SRO)~~

~~Police/School Liaison Officer~~/GREAT Instructor

Location: Police Department

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Approved by Police & Fire Commission:

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Approved by Council: 1/9/01, 12/8/09, 4/12/16, 3/13/18, 7/9/19

machine phones, radio, mobile data terminals (MDT), calculator .

- R. Knowledge of how to operate law enforcement weapons: handgun, rifle/shotgun, baton, etc.
- S. Ability to attend and successfully complete the training for Juvenile Delinquency and other training requirements or requests.
- T. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

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

PHYSICAL REQUIREMENTS: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. **Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing skilled and semi-skilled movements such as operation of a gun, Taser, radio, MDT, police equipment, computer keyboard, telephone, and office equipment.
- B. **Physical Effort:** The employee is frequently required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, walking, running, stooping, kneeling or crouching. The employee must occasionally lift and/or move 25 to 50 pounds. Specific vision abilities required include close and distant vision and the ability to adjust focus.
- C. **Working Conditions:** The noise level in the work environment is moderately quiet to moderately loud. The work environment is normally in a vehicle and may consist of varied climate conditions. Frequently the employee is required to be outdoors for periods of time and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of the job.

Signature of Employee

Date

Signature of Employer

Date

222 Merchandise Mart Plaza, Suite 1750
 Chicago, IL 60654
 Ph: 312.881.2000
 Fax: 866.590.4961
 Tax ID #: 04-3626476

Contract Number: RS-084724
Contract Date: 10/22/2019
Sales Rep: Alex Hansen
Offer Valid Through: 11/24/2019

#P-13

Customer Information

Bill to:
Customer: City of Onalaska
Attn: Hope Burchell
Address: 415 Main St
 Onalaska, WI 54650

Ship to:
Customer: City of Onalaska
Attn: Hope Burchell
Address: 415 Main St
 Onalaska, WI 54650

Terms and Conditions

Related Contract: Not Applicable
Contract Start Date: 1/31/2020
Contract End Date: 1/30/2023
Term: 3 Years
Coverage: 1 Location(s)

PO Number:
Payment Terms: Net 30
Billing Frequency: Annually
Initial Invoice Due: 1/31/2020

Chemical Management				
Licensing				
Product	Qty	Year 1	Year 2	Year 3
HQ Account	1	\$2,475.00	\$2,475.00	\$2,475.00
Additional Management Licenses - HQ	1	\$0.00	\$0.00	\$0.00
Total		\$2,475.00	\$2,475.00	\$2,475.00

This Customer Order Form, including all Exhibits, and the Services provided hereunder are governed by the terms and conditions of the VelocityEHS Master Subscription and Services Agreement, as posted on <https://www.ehs.com/mssa>, which is hereby incorporated into this Customer Order Form (the "Agreement"). By signing below, Customer agrees to be bound by such terms and conditions. VelocityEHS may deem this Customer Order Form null and void if the executed agreement is not received by VelocityEHS by the "Offer Valid Through" date listed above, or if the document is returned with handwritten changes.

City of Onalaska

Signature: _____

Name: _____

Title: _____

Date: _____

VelocityEHS

Signature: _____

Name: _____

Title: _____

Date: _____

(M)SDS Management Base subscription pricing includes:

- 1 annual HQ subscription(s) for the Customer and its employees included within the Coverage of this agreement.
- A Primary Account Administrator and 1 Additional Administrator(s). Additional Administrators may be purchased for 250.00 USD per Administrator.
- Unlimited MSDS database searches, views and additions to the eBinder.
- Access to eBinder and MSDSonline database search from the SDS/Chemical Management mobile application.
- Access to the MSDSonline Desktop Application, which allows administrator(s) to print SDSs, and download an electronic backup of their SDSs and basic information.
- Annual allotment of 50 MSDS Requests and 100 MSDS Uploads. Additional MSDS Requests may be purchased in bundles of fifty (50) for 200 USD; additional MSDS Uploads may be purchased in bundles of (100) for 200 USD.
- Technical & Customer Support.
- Supplemental Terms and Conditions apply. To learn more, click [here](#).

All Year One (1) fees are in USD and unless otherwise noted, become due on the Contract Start Date, as noted on page one (1) of this agreement. The Contract Start Date reflects the subscription “anniversary date”; subsequent yearly fees will be invoiced between 45 and 60 days before each anniversary date, with payments due prior to each anniversary date. Customer may at its discretion pre-pay the full term of the agreement. Sales tax associated to this Order will appear on the invoice, where applicable.

**CITY OF ONALASKA - Seminar and Travel Request Form
FOR EMPLOYEES ONLY**

#P-14

Please direct questions about this form to kisensee@cityofonalaska.com

EMPLOYEE INFORMATION	
Employee Name	<u>Kim Isensee</u>
Department	<u>Finance</u>
Position	<u>Deputy Finance Director</u>
Business Purpose	<u>01</u> 01 - Training 02 - Conference Attendance 03 - Speech or Presentation 04 - Site Visit 05 - Other _____
Name of Seminar	<u>FTA Triennial review</u>
Date(s) of Seminar	_____
Departure Date	<u>12/18/19</u> Return Date <u>12/20/19</u>
Destination	<u>Chicago, IL</u> (city, state)

TRAVEL REQUEST	
<input type="checkbox"/> Travel within WI	<input checked="" type="checkbox"/> Out of State Travel
<input type="checkbox"/> Travel to MN	<input type="checkbox"/> Travel at No Expense

AUTHORIZED ESTIMATED COSTS	
Registration	<u>free</u>
Lodging (total)	<u>\$300.00</u>
Airfare	_____ <i>cost per night</i>
City Vehicle	Yes <input type="checkbox"/> No <input type="checkbox"/>
Personal Vehicle	<u>\$0.00</u> <i>miles</i>
Other	_____ <i>rate per mile</i>
Meals (total)	<u>\$186.00</u>
	<u>\$76.00</u> <i>per diem</i>
TOTAL Estimated Cost	<u>\$486.00</u>

REQUESTS FOR PAYMENTS	
Registration Expenses	<input type="checkbox"/> Prepay
Pay To	_____
Address	_____
City	_____ State / ZIP _____
Amount	_____
Issue Check	Paid with Visa Will Bill
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Lodging Expenses	<input type="checkbox"/> Prepay
Pay To	<u>Unknown</u>
Address	_____
City	_____ State / ZIP _____
Amount	<u>\$300.00</u> Conf. # _____
Issue Check	Paid with Visa Will Bill
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Airfare Expenses	<input type="checkbox"/> Prepay
Pay To	_____
Address	_____
City	_____ State / ZIP _____
Amount	_____
Issue Check	Paid with Visa Will Bill
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Other Expenses (meals, parking, etc.)	<input type="checkbox"/> Prepay
Pay To	_____
Address	_____
City	_____ State / ZIP _____
Amount	_____
Issue Check	Paid with Visa Will Bill
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

SOURCE OF FUNDS		
Please list account numbers in the order you want them to be charged. Approval from Department Head required.		
<u>Account</u>	<u>Authorized Signature</u>	<u>Remarks</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

REQUEST FOR ADVANCE	
<input type="checkbox"/> Travel Advance	
Pay To	_____
Amount	_____

TRAVELER'S SIGNATURE	
If any unpaid balances are owed by me to the City as a result of this trip for more than 30 days after completion of trip, I authorize the City to withhold the balance due from funds owed to me.	
<u>Kim Isensee</u>	<u>10/31/19</u>
Traveler's Signature	Date

SUPERVISOR/DEPARTMENT HEAD'S SIGNATURE	
I have examined this authorization and certify that it is just and reasonable.	
Are these expenses within your budget?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<u>Fred Buckler</u>	<u>10-31-19</u>
Supervisor's Signature	Date

DOCUMENTATION / COPIES	
<input type="checkbox"/> Original to Deputy Finance	DATE _____
<input type="checkbox"/> Agenda Attached*	_____
<input type="checkbox"/> Copy to HR (Out of State)	_____
<input type="checkbox"/> Other _____	_____
*If an agenda is not available, submit a one paragraph description of the seminar, or travel request, including benefit to you and the City.	

APPROVAL ROUTING	
Routed for approval to:	DATE _____
<input type="checkbox"/> Supervisor	_____
<input type="checkbox"/> F&P	_____
<input type="checkbox"/> Common Council	_____
<input type="checkbox"/> Other _____	_____

Buehler, Fred

From: TRO5Mailstop (FTA) <TRO5Mailstop@dot.gov>
Sent: Tuesday, October 22, 2019 12:20 PM
Subject: TR Workshop - Save the Date

Save the Date: FTA Triennial Review Workshops

- **Columbus, OH – December 17-18, 2019**
- **Chicago, IL – December 19-20, 2019**

The Federal Transit Administration (FTA) will host two Triennial Review (TR) workshops in Region 5! The purpose is to help attendees broaden their understanding of the federal rules and regulations, as well as how to comply with FTA program requirements. The TR is one of the FTA's management tools for examining recipient performance and adherence to current FTA requirements and policies.

The TR workshops are designed to assist recipients in preparing for their Triennial Review by reviewing all statutory and program requirements; and providing training materials, procedural guides, and other supporting materials. Attendees will include Regional Office staff members, FTA TR contractors, and public transit agency staff. Mandated by Congress in 1982, the Triennial Review examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements. The review currently examines 21 areas. In addition to helping evaluate recipients, the review gives FTA an opportunity to provide technical assistance on FTA requirements.

Continuing this commitment, the Region 5 workshops will be held in Columbus, OH (December 17-18) and in Chicago, IL (December 19-20). **Additional details on registration and lodging will be sent to you very soon.**

Thank you,

Federal Transit Administration
Region 5 Office
200 W. Adams. Suite 320
Chicago, IL 60606
(312) 353-2789



City of Onalaska

Eric C. Rindfleisch, City Administrator • E-mail: erindfleisch@onalaskawi.gov
415 Main Street • Onalaska, WI 54650 • Website: www.cityofonalaska.com
Phone: (608) 781-9530 Ext. 212 • Cell Phone: (608) 780-0104 • Fax: (608) 781-9534

Memo:

To: Onalaska City Council

From: Eric Rindfleisch

Date: November 6, 2019

Re: Communication with and role of Council in personnel issues

Council Powers

Cities are governed by a common council consisting of alderpersons and the Mayor. The common council serves as the legislative arm of city government. Alderpersons are the individual members of the City Council. Individual alderpersons are not empowered to act on behalf of the city, and can only exercise power when a quorum of the council is present. Although the mayor is a member of the council and presides over its meetings, the mayor is not counted in determining whether a quorum is present.

In contrast to other city offices, the Wisconsin State Statutes do not provide a list of duties for alderpersons, although the City Council has full legislative (or policy-making) authority. In addition, the Common Council appoints the City Administrator and confirms appointments made by the Mayor. It has authority for the management and control of City property; management and control of city finances and highways; the power to act for the government and good order of the City, for its commercial benefit, and for the health, safety, and welfare of the public. The phrase "management and control" as used in Wis. Stat. 62.11(5) above, refers to its general role as the governing body of the City rather than to any daily management or supervision of City affairs.

To exercise management and control, the Council enacts ordinances, resolutions and motions; creates committees, boards and commissions; approves and amends the annual budget; levies taxes, approves the paying of claims made against the city; grants licenses issued by the city; and enters into contracts on behalf of the city. It may carry out its powers by license, regulation, suppression, borrowing of money, taxation, special assessment, appropriation, fine, imprisonment, confiscation, and other necessary and convenient and legal means.

The City Council does not enjoy executive or administrative powers of city government, which are carried out by the City Administrator, who serves at the pleasure of the Council.

Personnel Issues

To carry out its policy-making authority, the Common Council by its very nature needs to be a deliberative and public body. Therefore, by definition the Council is not the appropriate venue for discussions and decisions regarding individual personnel issues:

- Authority – The Council is empowered by Statute to make broad personnel policies for the City through its legislative role, but is not statutorily empowered to exert executive authority over police or fire department personnel, which is vested by statute to the Mayor, or administrative authority over all other employees, which is delegated to the Administrator by ordinance.
- Confidentiality – Employees have an expectation of privacy in dealings with their employer, and in many cases have a right to confidentiality in regards to information obtained by their employer (HIPAA laws, harassment claims, performance reviews, investigations, etc.). Because individual Alderpersons cannot exercise authority individually, they must deliberate with other members of the Council; and because this deliberation must include the sharing of information, confidential personnel issues must remain in the executive and administrative domains.
- Liability and legal issues – Any disclosure of confidential personnel information, intentional or accidental, can lead to legal and financial implications to both the City and the individual causing the disclosure. These can run to the hundreds of thousands to millions of dollars.
- Grievance Procedure – State Statutes require the Common Council to be the final arbiter for non-union employee grievances. In order to appropriately provide a non-biased decision should a personnel grievance come before it, the Council needs to not have information which could taint its impartiality.

City staff will continue to communicate personnel issues to the Common Council as appropriate. However, in general these communications will be employee non-specific, or will be seeking a policy-making decision such as creating or changing a policy, budgeting for personnel issues, creating or changing position descriptions, and filling vacancies.