



9. Approve a Standard Services Agreement with Cedar Corporation to complete a Needs Assessment for Police, Fire, and Park Impact Fee Study, not to exceed \$25,000.
10. Approve an agreement with Superior Technology Group LLC regarding the iCrimeFighter Enterprise subscription
11. Authorization to proceed with TiPSS conversion costs for the Joint Municipal Court software and funding
12. Renewal of Cities and Villages Mutual insurance Company (CVMIC) option 1 regarding the City of Onalaska Self Insurance Retention for 2021 and 2022

## **PERSONNEL**

13. Monthly department presentation by Park & Recreation Department
14. Review and consideration of 2019-2020 School Liaison Officer Agreement of Onalaska and Onalaska School District
15. Review and consideration of reorganization of the IT Department
16. Review and consideration of new job descriptions and authorization to fill internally.
  - a. Computer Support Specialist
  - b. IT Support Specialist
  - c. IT Network Specialist (won't be filled until 2020)
17. Review and consideration of changes to Part-Time Firefighter/EMT wages scales
18. Review and consideration of changes to existing job descriptions and new job descriptions:
  - a. Part-Time Firefighter/EMT
  - b. Part-Time Firefighter (New Job Description)
  - c. Part-Time EMT (New Job Description)
19. **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
  - OPPA, Onalaska Professional Police Association
  - SORD, Supervisory Officers Relation Division

And under Section 19.85 (1)(g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:

- Oak Forest Drive manhole claim

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

Adjournment



City of Onalaska

Account	Name	Balance
<b>Fund: 640 - OMNI CENTER</b>		
<b>Assets</b>		
640-11100	CASH	-135,943.90
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	14,412.70
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
	<b>Total Assets:</b>	<b>12.50</b>
		<b>12.50</b>
<b>Liability</b>		
640-21100	ACCOUNTS PAYABLE	0.00
640-21110	AP PENDING (DUE TO POOL)	520.47
640-21111	PAYROLL CORRECTIONS	0.00
640-21112	SALES TAX PAYABLE	-2,750.70
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 07/12/2019

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	14,727.34
640-22403	INTEREST ACCRUED - RESTRICTED ASSETS	0.00
640-22408	INTEREST ACCRUED - G.O.	0.00
640-22409	INTEREST ACCRUED - CITY	0.00
640-22901	CURRENT PORTION REDEV.	0.00
640-22903	CURRENT PORTION G.O. ISSUE	0.00
640-22905	CURRENT PORTION CITY LOAN	0.00
640-22906	CURRENT PORT.-CITY LOAN RLC	0.00
640-22907	CURRENT PORTION OF LEASE PAYABLE	0.00
640-23415	SECURITY DEPOSITS	3,355.00
640-23421	SEC DEP - SPRING	5,450.00
640-23422	SEC DEP - FALL	10,305.00
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	0.00
640-29001	LOAN PAYABLE TO CITY	0.00
640-29002	LEASE PAYABLE	0.00
640-29204	BONDS PAYABLE 1993	0.00
640-29207	BONDS PAYABLE 1994	0.00
640-29210	BONDS PAYABLE 1995	0.00
640-29213	BONDS PAYABLE 1996	0.00
640-29216	BONDS PAYABLE 1997	0.00
640-29219	BONDS PAYABLE 1998	0.00
640-29221	DEF. LOSS ON EARLY RET.	0.00
640-29222	1998 REFUNDING L.R.B.I.	0.00
640-29224	BONDS PAYABLE - 2002	0.00
640-29225	BONDS PAYABLE - 2006	0.00
640-29226	S.T.F.L. LOAN - 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
	<b>Total Liability:</b>	<b>135,248.89</b>

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
	<b>Total Beginning Equity:</b>	<b>-117,486.90</b>
Total Revenue		301,762.13
Total Expense		319,511.62
Revenues Over/Under Expenses		-17,749.49
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>-135,236.39</b>

*May OMNI Share  
8698.75 = 9,050.74*

**Total Liabilities, Equity and Current Surplus (Deficit): 12.50**



# Budget Report Account Summary

For Fiscal: 2019 Period Ending: 07/31/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 640 - OMNI CENTER</b>						
<b>Revenue</b>						
640-00000-41110	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00 %
640-00000-41210	ROOM TAX REVENUE	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	225.00	-1,975.00 89.77 %
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE)	162,379.00	162,379.00	0.00	80,158.58	-82,220.42 50.63 %
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	27,100.00	27,100.00	0.00	11,176.14	-15,923.86 58.76 %
640-00000-46744	CONCESSION REV. (TAXABLE)	48,000.00	48,000.00	0.00	41,494.57	-6,505.43 13.55 %
640-00000-46745	CATERING REVENUE -(TAXABLE)	6,000.00	6,000.00	0.00	1,179.23	-4,820.77 80.35 %
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	1,176.08	-573.92 32.80 %
640-00000-46751	PRO SHOP REVENUE	6,000.00	6,000.00	0.00	3,223.00	-2,777.00 46.28 %
640-00000-46752	RENTALS INC. (ARENA) TAXAB	12,000.00	12,000.00	0.00	15,010.83	3,010.83 125.09 %
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	10,000.00	10,000.00	0.00	7,525.00	-2,475.00 24.75 %
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	1,500.00	1,500.00	0.00	1,383.05	-116.95 7.80 %
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	0.00	22,316.11	-12,683.89 36.24 %
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	5,600.00	5,600.00	0.00	3,176.30	-2,423.70 43.28 %
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T	2,500.00	2,500.00	0.00	2,055.00	-445.00 17.80 %
640-00000-46760	RENTAL INC. (SHELTER NON-TAXAB	1,000.00	1,000.00	0.00	0.00	-1,000.00 100.00 %
640-00000-46761	ADVERTISING INCOME	0.00	0.00	0.00	0.00	0.00 0.00 %
640-00000-46763	ADMISSION SALES - TAXABLE	5,000.00	5,000.00	0.00	3,758.00	-1,242.00 24.84 %
640-00000-46765	ADMISSION SALES - NONTAXABLE	6,000.00	6,000.00	-232.50	2,711.30	-3,288.70 54.81 %
640-00000-46766	RENTAL INC. (MTG. ROOM - TAX)	5,500.00	5,500.00	0.00	4,307.47	-1,192.53 21.68 %
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	1,200.00	1,200.00	0.00	1,803.00	603.00 150.25 %
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	7,500.00	7,500.00	0.00	5,490.85	-2,009.15 26.79 %
640-00000-46769	CATERING REVENUE-(NON TAX.)	3,500.00	3,500.00	0.00	2,302.00	-1,198.00 34.23 %
640-00000-48001	MISC. INCOME (NONTAXABLE)	7,000.00	7,000.00	0.00	534.90	-6,465.10 92.36 %
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	0.00	22,412.88	-22,587.12 50.19 %
640-00000-48401	INS. RE-IMBURSEMENT CLAIMS - O	0.00	0.00	0.00	0.00	0.00 0.00 %
640-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00 0.00 %
640-00000-48513	DONATIONS (O.E.C. LIQ.AGR)	11,000.00	11,000.00	0.00	0.00	-11,000.00 100.00 %
640-00000-48515	DONATIONS (SPONSORSHIPS)	5,000.00	5,000.00	0.00	307.00	-4,693.00 93.86 %
640-00000-49201	OPERATING TRANSFER IN	183,174.00	183,174.00	0.00	65,700.56	-117,473.44 64.13 %
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	110.00	110.00 0.00 %
640-00000-49900	DEPRECIATION/CHARGEBACK	0.00	0.00	0.00	0.00	0.00 0.00 %
	<b>Revenue Total:</b>	<b>607,903.00</b>	<b>607,903.00</b>	<b>-232.50</b>	<b>301,762.13</b>	<b>-306,140.87 50.36 %</b>
<b>Expense</b>						
640-55450-110	SALARIES - REGULAR	146,503.00	146,503.00	5,752.23	72,455.05	74,047.95 50.54 %
640-55450-120	WAGES - REGULAR	13,653.00	13,653.00	529.02	6,722.93	6,930.07 50.76 %
640-55450-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00 0.00 %
640-55450-124	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00 0.00 %
640-55450-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00 0.00 %
640-55450-126	WAGES - TEMP/SEAS	61,598.00	61,598.00	2,872.57	38,232.53	23,365.47 37.93 %

		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	0.00	0.00	0.00	0.00 %
640-55450-150	FICA	16,964.00	16,964.00	665.79	8,546.75	8,417.25	49.62 %
640-55450-151	RETIREMENT (WRS)	10,490.00	10,490.00	347.22	5,121.86	5,368.14	51.17 %
640-55450-152	HEALTH INSURANCE	36,988.00	36,988.00	3,082.38	21,576.66	15,411.34	41.67 %
640-55450-153	DENTAL INSURANCE	3,428.00	3,428.00	275.15	1,650.90	1,777.10	51.84 %
640-55450-154	LIFE INSURANCE	39.00	39.00	2.80	21.50	17.50	44.87 %
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	1,603.47	5,896.53	78.62 %
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	2,478.69	7,121.40	771.60	9.78 %
640-55450-221	ELECTRIC & GAS	173,286.00	173,286.00	1,215.74	69,069.20	104,216.80	60.14 %
640-55450-225	PHONE/INTERNET/CABLE	9,062.00	9,062.00	728.53	5,513.65	3,548.35	39.16 %
640-55450-240	SOFTWARE MAINTENANCE CONTR	3,320.00	3,320.00	0.00	4,122.00	-802.00	-24.16 %
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	855.42	8,547.63	7,677.37	47.32 %
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	16.88	91.47	308.53	77.13 %
640-55450-311	POSTAGE	25.00	25.00	0.50	4.42	20.58	82.32 %
640-55450-312	COPY USAGE & PAPER	2,350.00	2,350.00	0.00	359.35	1,990.65	84.71 %
640-55450-320	SUBSCRIPTIONS & DUES	500.00	500.00	0.00	550.00	-50.00	-10.00 %
640-55450-323	GENERAL ADVERTISING	15,000.00	15,000.00	675.00	9,823.84	5,176.16	34.51 %
640-55450-324	RECRUITMENT	100.00	100.00	0.00	123.00	-23.00	-23.00 %
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	554.01	10,192.93	2,807.07	21.59 %
640-55450-341	PRINTING & FORMS	0.00	0.00	109.45	328.35	-328.35	0.00 %
640-55450-342	CLEANING & SANITARY SUPPLIES	5,500.00	5,500.00	-297.63	2,603.09	2,896.91	52.67 %
640-55450-343	CONCESSIONS SUPPLIES	23,000.00	23,000.00	1,381.42	17,572.73	5,427.27	23.60 %
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	989.23	5,368.21	4,381.79	44.94 %
640-55450-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	11.65	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	0.00	50.00	100.00 %
640-55450-363	EQUIPMENT MAINT & REPAIRS	5,500.00	5,500.00	89.78	1,884.23	3,615.77	65.74 %
640-55450-510	INS - WORKERS COMP	7,000.00	7,000.00	0.00	4,913.50	2,086.50	29.81 %
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: 07/31/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>640-55450-692</u>	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-693</u>	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-720</u>	0.00	0.00	0.00	250.00	-250.00	0.00 %
<u>640-57600-699</u>	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Expense Total:</b>	<b>607,837.00</b>	<b>607,837.00</b>	<b>22,335.83</b>	<b>319,511.62</b>	<b>288,325.38</b>	<b>47.43 %</b>
<b>Fund: 640 - OMNI CENTER Surplus (Deficit):</b>	<b>66.00</b>	<b>66.00</b>	<b>-22,568.33</b>	<b>-17,749.49</b>	<b>-17,815.49</b>	<b>6,993.17 %</b>
<b>Report Surplus (Deficit):</b>	<b>66.00</b>	<b>66.00</b>	<b>-22,568.33</b>	<b>-17,749.49</b>	<b>-17,815.49</b>	<b>6,993.17 %</b>

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 640 - OMNI CENTER</b>						
Revenue	607,903.00	607,903.00	-232.50	301,762.13	-306,140.87	50.36 %
Expense	607,837.00	607,837.00	22,335.83	319,511.62	288,325.38	47.43 %
<b>Fund: 640 - OMNI CENTER Surplus (Deficit):</b>	<b>66.00</b>	<b>66.00</b>	<b>-22,568.33</b>	<b>-17,749.49</b>	<b>-17,815.49</b>	<b>6,993.17 %</b>
<b>Report Surplus (Deficit):</b>	<b>66.00</b>	<b>66.00</b>	<b>-22,568.33</b>	<b>-17,749.49</b>	<b>-17,815.49</b>	<b>6,993.17 %</b>



City of Onalaska

#F-5

Balance Sheet  
Account Summary  
As Of 07/12/2019

Account	Name	Balance
<b>Fund: 100 - GENERAL FUND</b>		
<b>Assets</b>		
100-11100	CASH	-1,081,924.04
100-11103	CASH-CAFE PLAN	19,820.15
100-11305	TEMPORARY INVESTMENTS	12,265,984.03
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00
100-11510	DONATIONS SAVINGS ACCT	4,666.67
100-11511	NON-CITY INVESTMENTS	141.78
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	842.90
100-12118	DELQ. S/A FROM CO. 2016	1,181.65
100-12119	DELQ. S/A FROM CO. - 2017	2,596.37
100-12120	DELQ. S/A FROM CO. 2018	0.00
100-12332	2017-18 Delq. / PP TAXES	-8,360.57
100-12333	2018-19 DELQ. P/P TAXES	11,726.24
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	123,056.62
100-12613	S/A CURB & GUTTER	65,631.19
100-12626	S/A SIDEWALK	57,697.53
100-12632	S/A ALLEY PAVING	10,713.25
100-13100	OTHER ACCOUNTS RECEIVABLE	14,223.70
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	348.13
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 07/12/2019

Account	Name	Balance
100-16200	PRE-PAID INSURANCE	45,893.14
<b>Total Assets:</b>		<b>11,521,273.93</b>
<b>Liability</b>		
100-21100	ACCOUNTS PAYABLE	53,971.42
100-21110	AP PENDING (DUE TO POOL)	18,575.48
100-21111	CORRECTIONS PAYABLE	-530.39
100-21112	G.F. SALES TAX PAYABLE	158.68
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	18.37
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	19,238.71
100-21581	SUPPORT PAYMENTS	0.00
100-21700	ACCRUED WAGES	0.00
100-21901	PAYABLE TO SHARED RIDE	100.00
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	115.50
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	123,056.62
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
<b>Total Liability:</b>		<b>350,030.37</b>
<b>Equity</b>		
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 07/12/2019

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
	<b>Total Beginning Equity:</b>	<b>8,615,228.12</b>
Total Revenue		7,243,089.56
Total Expense		4,687,074.12
Revenues Over/Under Expenses		2,556,015.44
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>11,171,243.56</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>11,521,273.93</u></b>



		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<b>Fund: 100 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 00000 - NON DEPARTMENTAL</b>							
100-00000-41110	GENERAL PROPERTY TAXES	5,921,779.00	5,921,779.00	0.00	5,921,779.00	0.00	0.00 %
100-00000-41111	OMITTED TAXES (R/E & P/P)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-41140	MOBILE HOME TAXES	58,000.00	58,000.00	0.00	37,811.98	-20,188.02	34.81 %
100-00000-41141	P/P CHARGEBACK TAXES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-41210	ROOM TAX REVENUE	40,037.00	40,037.00	1,446.66	13,562.19	-26,474.81	66.13 %
100-00000-41300	PAYMENTS IN LIEU OF TAXES	135,000.00	135,000.00	0.00	102,131.53	-32,868.47	24.35 %
100-00000-41320	TAXES ON MUNICIPAL OWNED UTI	440,000.00	440,000.00	0.00	0.00	-440,000.00	100.00 %
100-00000-41800	INTEREST ON TAXES	1,000.00	1,000.00	1.52	621.81	-378.19	37.82 %
100-00000-42010	S/A STREET	7,581.00	7,581.00	0.00	7,581.17	0.17	100.00 %
100-00000-42020	S/A CURB & GUTTER	1,412.00	1,412.00	0.00	2,419.65	1,007.65	171.36 %
100-00000-42030	S/A SIDEWALK	5,301.00	5,301.00	0.00	5,677.48	376.48	107.10 %
100-00000-42050	S/A ALLEY	1,449.00	1,449.00	0.00	1,332.75	-116.25	8.02 %
100-00000-42060	S/A STORM SEWER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43211	FEDERAL LAW ENFORCEMENT GRA	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43221	FEDERAL GRANT - HIGHWAY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43300	FED GOV'T REVENUE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43307	FEMA MONEY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43309	SHARED REVENUE FROM STATE	604,767.00	604,767.00	0.00	0.00	-604,767.00	100.00 %
100-00000-43401	STATE AID COMPUTERS	55,000.00	55,000.00	0.00	0.00	-55,000.00	100.00 %
100-00000-43420	FIRE INSURANCE FOR STATE	78,800.00	78,800.00	0.00	0.00	-78,800.00	100.00 %
100-00000-43521	LAW ENFORCEMENT TRAINING AID	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00 %
100-00000-43530	STATE AID ROAD ALLOTMENT	749,324.00	749,324.00	0.00	374,490.20	-374,833.80	50.02 %
100-00000-43541	STATE AID FOR CONNECTING STRE	48,292.00	48,292.00	0.00	24,146.14	-24,145.86	50.00 %
100-00000-43610	PAYMENT FOR MUNICIPAL SERVICE	3,000.00	3,000.00	0.00	3,573.66	573.66	119.12 %
100-00000-43620	STATE AID IN LIEU OF TAXES	100.00	100.00	0.00	111.01	11.01	111.01 %
100-00000-43625	STATE AID - PERSONNAL PROPERTY	54,537.00	54,537.00	0.00	54,537.01	0.01	100.00 %
100-00000-43690	STATE AID OTHER PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	22,800.00	22,800.00	0.00	21,610.00	-1,190.00	5.22 %
100-00000-44120	OPERATOR LICENSE	5,400.00	5,400.00	264.00	3,494.00	-1,906.00	35.30 %
100-00000-44160	CIGARETTE LICENSE	1,200.00	1,200.00	0.00	1,200.00	0.00	0.00 %
100-00000-44170	CABLE TV LICENSE	150,000.00	150,000.00	0.00	35,687.67	-114,312.33	76.21 %
100-00000-44171	CELL TOWER FEES	13,900.00	13,900.00	1,210.07	7,260.42	-6,639.58	47.77 %
100-00000-44175	MOBILE HOME LICENSE	990.00	990.00	0.00	990.00	0.00	0.00 %
100-00000-44185	TAXIE CAB LICENSE	600.00	600.00	0.00	625.00	25.00	104.17 %
100-00000-44190	SOLICITERS LICENSE	100.00	100.00	0.00	260.00	160.00	260.00 %
100-00000-44193	ELECTRICAL LICENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44194	HTG/GAS PIPING LICENSES	1,000.00	1,000.00	0.00	2,890.00	1,890.00	289.00 %
100-00000-44195	OTHER LICENSES	12,000.00	12,000.00	0.00	13,373.00	1,373.00	111.44 %
100-00000-44196	MOTEL/HOTEL PERMITS	0.00	0.00	0.00	210.00	210.00	0.00 %
100-00000-44210	BICYCLE LICENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44215	DOG LICENSE	0.00	0.00	18.00	7,260.00	7,260.00	0.00 %
100-00000-44220	CAT LICENSE	0.00	0.00	1,056.00	27,367.29	27,367.29	0.00 %
100-00000-44300	INSPECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44310	BUILDING PERMITS	120,000.00	120,000.00	1,660.00	77,300.40	-42,699.60	35.58 %
100-00000-44311	PLAN REVIEW	500.00	500.00	0.00	330.00	-170.00	34.00 %
100-00000-44315	ELECTRICAL PERMITS	30,000.00	30,000.00	611.60	36,190.75	6,190.75	120.64 %
100-00000-44320	HEATING & A/C PERMITS	17,000.00	17,000.00	110.00	14,136.25	-2,863.75	16.85 %
100-00000-44323	PLUMBING PERMIT FEES	16,000.00	16,000.00	45.00	15,904.00	-96.00	0.60 %
100-00000-44325	STREET OPENING PERMITS	750.00	750.00	0.00	550.00	-200.00	26.67 %

Budget Report

For Fiscal: 2019 Period Ending: 07/31/2019

		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	345.00	-405.00	54.00 %
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	240.00	10,000.00	-1,000.00	9.09 %
100-00000-44340	OTHER PERMITS	200.00	200.00	0.00	325.00	125.00	162.50 %
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	3,300.00	1,800.00	220.00 %
100-00000-44410	ZONING	6,000.00	6,000.00	51.36	5,056.93	-943.07	15.72 %
100-00000-45110	COURT PENALTIES	95,000.00	95,000.00	0.00	57,590.04	-37,409.96	39.38 %
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	39,377.42	-22,706.58	36.57 %
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	450.00	-30.00	6.25 %
100-00000-46120	SALES MATERIAL & SUPLS	9,500.00	9,500.00	0.00	5,291.31	-4,208.69	44.30 %
100-00000-46121	TOPO FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46210	FIRE PROTECTION SERVICE	40,000.00	40,000.00	0.00	13,160.00	-26,840.00	67.10 %
100-00000-46220	POLICE REPORTS	1,000.00	1,000.00	28.54	832.32	-167.68	16.77 %
100-00000-46221	FALSE ALARMS	2,500.00	2,500.00	0.00	1,348.82	-1,151.18	46.05 %
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	0.00	0.00	0.00 %
100-00000-46490	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46710	NON-PROFIT SHELTER/VENDING RE	1,200.00	1,200.00	0.00	759.54	-440.46	36.71 %
100-00000-46711	PARK FACILITY RENTAL	12,000.00	12,000.00	0.00	10,719.37	-1,280.63	10.67 %
100-00000-46715	RECREATION FEES	70,000.00	70,000.00	0.00	54,366.78	-15,633.22	22.33 %
100-00000-46716	RECR. FEES > AGE 18	7,000.00	7,000.00	0.00	3,780.00	-3,220.00	46.00 %
1000-46725	SWIMMING POOL REVENUE	68,060.00	68,060.00	0.00	31,195.83	-36,864.17	54.16 %
1000-46726	SWIMMING POOL LESSONS	6,720.00	6,720.00	0.00	5,832.01	-887.99	13.21 %
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	11,277.45	-17,692.55	61.07 %
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	213.74	-1,916.30	-1,916.30	0.00 %
100-00000-48100	INTEREST INCOME	105,000.00	105,000.00	0.00	137,154.92	32,154.92	130.62 %
100-00000-48130	INTEREST DONATION ACCT.	0.00	0.00	0.00	12.68	12.68	0.00 %
100-00000-48131	INTEREST - NON CITY	0.00	0.00	0.00	0.03	0.03	0.00 %
100-00000-48150	INTEREST - STREET ASSMT.	2,394.00	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	571.01	0.01	100.00 %
100-00000-48160	INTEREST - SIDEWALK ASSMT.	1,876.00	1,876.00	2.80	1,875.54	-0.46	0.02 %
100-00000-48170	INTEREST - ALLEY ASSMT.	575.00	575.00	0.00	527.15	-47.85	8.32 %
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	4,148.67	4,148.67	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	5,223.59	-16,276.41	75.70 %

Budget Report

For Fiscal: 2019 Period Ending: 07/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-48530	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49000	GAIN ON SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49201	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49224	TRANSIT IN/5% SALES/COMP. PLAN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49402	SALE OF CITY PROPERTY - OTHER E	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49403	SALE OF CITY PROPERTY - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49997	SURPLUS FUNDS APPLIED	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 00000 - NON DEPARTMENTAL Total:</b>		<b>9,201,376.00</b>	<b>9,201,376.00</b>	<b>6,959.29</b>	<b>7,243,089.56</b>	<b>-1,958,286.44</b>	<b>21.28 %</b>
<b>Revenue Total:</b>		<b>9,201,376.00</b>	<b>9,201,376.00</b>	<b>6,959.29</b>	<b>7,243,089.56</b>	<b>-1,958,286.44</b>	<b>21.28 %</b>

Expense

Department: 51100 - COMMON COUNCIL

100-51100-110	SALARIES - REGULAR	29,600.00	29,600.00	0.00	15,600.00	14,000.00	47.30 %
100-51100-150	FICA	2,264.00	2,264.00	0.00	1,193.40	1,070.60	47.29 %
100-51100-240	Software Contractual	3,250.00	3,250.00	0.00	3,250.00	0.00	0.00 %
100-51100-291	TRANSCRIPTION CONTRACTUAL	7,200.00	7,200.00	198.90	1,623.03	5,576.97	77.46 %
100-51100-310	OFFICE SUPPLIES	700.00	700.00	0.00	470.06	229.94	32.85 %
100-51100-311	POSTAGE	200.00	200.00	0.00	0.65	199.35	99.68 %
100-51100-312	COPY USAGE & PAPER	1,000.00	1,000.00	93.74	756.00	244.00	24.40 %
100-51100-320	SUBSCRIPTIONS & DUES	5,959.00	5,959.00	0.00	6,319.48	-360.48	-6.05 %
100-51100-322	LEGAL NOTICES	12,140.00	12,140.00	436.20	2,692.64	9,447.36	77.82 %
100-51100-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51100 - COMMON COUNCIL Total:</b>		<b>62,313.00</b>	<b>62,313.00</b>	<b>728.84</b>	<b>31,905.26</b>	<b>30,407.74</b>	<b>48.80 %</b>

Department: 51110 - POLICE & FIRE COMMISSION

100-51110-290	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51110-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	11.44	63.67	-63.67	0.00 %
100-51110-310	OFFICE SUPPLIES	0.00	0.00	0.00	100.98	-100.98	0.00 %
100-51110-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-312	COPY USAGE & PAPER	175.00	175.00	0.00	15.50	159.50	91.14 %
<b>Department: 51110 - POLICE &amp; FIRE COMMISSION Total:</b>		<b>275.00</b>	<b>275.00</b>	<b>11.44</b>	<b>180.15</b>	<b>94.85</b>	<b>34.49 %</b>

Department: 51200 - MUNICIPAL COURT

100-51200-290	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51200-340	OPERATING SUPPLIES	212.00	212.00	114.63	514.46	-302.46	-142.67 %
<b>Department: 51200 - MUNICIPAL COURT Total:</b>		<b>312.00</b>	<b>312.00</b>	<b>114.63</b>	<b>514.46</b>	<b>-202.46</b>	<b>-64.89 %</b>

Department: 51300 - LEGAL

100-51300-110	SALARIES REGULAR	32,853.00	32,853.00	0.00	0.00	32,853.00	100.00 %
100-51300-124	WAGES PERM. PT	8,550.00	8,550.00	0.00	0.00	8,550.00	100.00 %
100-51300-150	FICA	3,167.00	3,167.00	0.00	0.00	3,167.00	100.00 %
100-51300-151	RETIREMENT (WRS)	2,152.00	2,152.00	0.00	0.00	2,152.00	100.00 %
100-51300-152	HEALTH INSURANCE	4,798.00	4,798.00	0.00	0.00	4,798.00	100.00 %
100-51300-153	DENTAL INSURANCE	298.00	298.00	0.00	0.00	298.00	100.00 %
100-51300-154	LIFE INSURANCE	4.00	4.00	0.00	0.00	4.00	100.00 %
100-51300-225	PHONE/INTERNET/CABLE	1,100.00	1,100.00	0.00	0.00	1,100.00	100.00 %
100-51300-241	EQUIPMENT MAINTENANCE CONT	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51300-290	OTHER CONTRACTUAL SERVICES	78,750.00	78,750.00	15,640.37	57,966.19	20,783.81	26.39 %
100-51300-310	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51300-311	POSTAGE	270.00	270.00	0.00	0.00	270.00	100.00 %
100-51300-312	COPY USAGE & PAPER	400.00	400.00	0.00	0.00	400.00	100.00 %
100-51300-320	SUBSCRIPTIONS & DUES	600.00	600.00	0.00	1,265.48	-665.48	-110.91 %
100-51300-321	CERTIFICATIONS & LICENSES	600.00	600.00	0.00	0.00	600.00	100.00 %
100-51300-330	SEMINARS,CONF.& TRAVEL	600.00	600.00	0.00	0.00	600.00	100.00 %
100-51300-340	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-51300-341	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
<b>Department: 51300 - LEGAL Total:</b>		<b>138,792.00</b>	<b>138,792.00</b>	<b>15,640.37</b>	<b>59,231.67</b>	<b>79,560.33</b>	<b>57.32 %</b>

Department: 51408 - CITY ADMINISTRATOR

1408-110	SALARIES REGULAR	95,575.00	95,575.00	3,713.99	47,095.50	48,479.50	50.72 %
1408-150	FICA	7,312.00	7,312.00	278.74	3,537.11	3,774.89	51.63 %

Budget Report

For Fiscal: 2019 Period Ending: 07/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>1</u>	<u>408-151</u>						
	RETIREMENT (WRS)	6,260.00	6,260.00	243.27	3,084.78	3,175.22	50.72 %
	<u>100-51408-152</u>						
	HEALTH INSURANCE	5,407.00	5,407.00	450.57	3,153.99	2,253.01	41.67 %
	<u>100-51408-153</u>						
	DENTAL INSURANCE	826.00	826.00	66.29	397.74	428.26	51.85 %
	<u>100-51408-154</u>						
	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-51408-225</u>						
	PHONE/INTERNET/CABLE	1,100.00	1,100.00	0.00	165.93	934.07	84.92 %
	<u>100-51408-241</u>						
	EQUIPMENT MAINT. CONTRACTUA	250.00	250.00	0.00	0.00	250.00	100.00 %
	<u>100-51408-290</u>						
	OTHER CONTRACTUAL SERVICES	750.00	750.00	0.00	0.00	750.00	100.00 %
	<u>100-51408-310</u>						
	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	1,217.02	-217.02	-21.70 %
	<u>100-51408-311</u>						
	POSTAGE	270.00	270.00	1.40	37.86	232.14	85.98 %
	<u>100-51408-312</u>						
	COPY USAGE/PAPER	400.00	400.00	4.42	11.47	388.53	97.13 %
	<u>100-51408-320</u>						
	SUBSCRIPTIONS & DUES	600.00	600.00	0.00	195.00	405.00	67.50 %
	<u>100-51408-321</u>						
	CERTIFICATIONS & LICENSES	200.00	200.00	0.00	0.00	200.00	100.00 %
	<u>100-51408-330</u>						
	SEMINARS,CONF. & TRAVEL	1,000.00	1,000.00	0.00	959.93	40.07	4.01 %
	<u>100-51408-340</u>						
	OPERATING SUPPLIES	3,000.00	3,000.00	1,197.05	1,197.05	1,802.95	60.10 %
	<u>100-51408-341</u>						
	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
<b>Department: 51408 - CITY ADMINISTRATOR Total:</b>		<b>124,350.00</b>	<b>124,350.00</b>	<b>5,955.73</b>	<b>61,053.38</b>	<b>63,296.62</b>	<b>50.90 %</b>
<b>Department: 51410 - MAYOR</b>							
	<u>100-51410-110</u>						
	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-51410-124</u>						
	WAGES - PERM PT	12,390.00	12,390.00	476.53	6,147.25	6,242.75	50.39 %
	<u>100-51410-150</u>						
	FICA	948.00	948.00	36.46	470.33	477.67	50.39 %
	<u>100-51410-151</u>						
	RETIREMENT (WRS)	696.00	696.00	26.75	345.08	350.92	50.42 %
	<u>100-51410-152</u>						
	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-51410-153</u>						
	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-51410-154</u>						
	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-51410-225</u>						
	PHONE/INTERNET/CABLE	492.00	492.00	10.16	224.49	267.51	54.37 %
	<u>100-51410-290</u>						
	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-51410-310</u>						
	OFFICE SUPPLIES	340.00	340.00	0.00	81.35	258.65	76.07 %
	<u>100-51410-311</u>						
	POSTAGE	60.00	60.00	0.00	0.00	60.00	100.00 %
	<u>100-51410-312</u>						
	COPY USAGE & PAPER	100.00	100.00	0.13	12.66	87.34	87.34 %
	<u>100-51410-320</u>						
	SUBSCRIPTIONS & DUES	596.00	596.00	0.00	770.95	-174.95	-29.35 %
	<u>100-51410-330</u>						
	SEMINARS, CONF & TRAVEL	400.00	400.00	0.00	172.49	227.51	56.88 %
	<u>100-51410-340</u>						
	OPERATING SUPPLIES	50.00	50.00	0.00	0.00	50.00	100.00 %
	<u>100-51410-341</u>						
	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51410 - MAYOR Total:</b>		<b>16,072.00</b>	<b>16,072.00</b>	<b>550.03</b>	<b>8,224.60</b>	<b>7,847.40</b>	<b>48.83 %</b>
<b>Department: 51411 - FINANCE</b>							
	<u>100-51411-110</u>						
	SALARIES - REGULAR	70,938.00	70,938.00	2,962.59	38,217.42	32,720.58	46.13 %
	<u>100-51411-120</u>						
	WAGES -REGULAR	43,561.00	43,561.00	1,667.10	18,716.07	24,844.93	57.03 %
	<u>100-51411-121</u>						
	WAGES - OVERTIME	0.00	0.00	15.78	15.78	-15.78	0.00 %
	<u>100-51411-124</u>						
	WAGES - PERM PT	8,790.00	8,790.00	109.25	9,007.14	-217.14	-2.47 %
	<u>100-51411-125</u>						
	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-51411-126</u>						
	WAGES - TEMP./SEAS.	6,150.00	6,150.00	0.00	0.00	6,150.00	100.00 %
	<u>100-51411-150</u>						
	FICA	9,902.00	9,902.00	344.18	4,829.23	5,072.77	51.23 %
	<u>100-51411-151</u>						
	RETIREMENT (WRS)	7,500.00	7,500.00	304.29	3,730.34	3,769.66	50.26 %
	<u>100-51411-152</u>						
	HEALTH INSURANCE	20,222.00	20,222.00	1,358.51	8,491.16	11,730.84	58.01 %
	<u>100-51411-153</u>						
	DENTAL INSURANCE	1,922.00	1,922.00	131.73	737.79	1,184.21	61.61 %
	<u>100-51411-154</u>						
	LIFE INSURANCE	74.00	74.00	7.27	49.00	25.00	33.78 %
	<u>100-51411-225</u>						
	PHONE/INTERNET/CABLE	570.00	570.00	40.62	233.97	336.03	58.95 %
	<u>100-51411-241</u>						
	EQUIPMENT MAINTENANCE CONT	500.00	500.00	0.00	0.00	500.00	100.00 %
	<u>100-51411-290</u>						
	OTHER CONTRACTUAL SERVICES	4,500.00	4,500.00	0.00	3,721.46	778.54	17.30 %
	<u>100-51411-310</u>						
	OFFICE SUPPLIES	1,200.00	1,200.00	107.54	950.06	249.94	20.83 %
	<u>100-51411-311</u>						
	POSTAGE	1,500.00	1,500.00	121.40	944.34	555.66	37.04 %
	<u>100-51411-312</u>						
	COPY USAGE & PAPER	1,000.00	1,000.00	145.29	1,412.97	-412.97	-41.30 %
	<u>100-51411-320</u>						
	SUBSCRIPTIONS & DUES	150.00	150.00	0.00	165.00	-15.00	-10.00 %
	<u>100-51411-322</u>						
	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-51411-330</u>						
	SEMINARS, CONF & TRAVEL	1,325.00	1,325.00	637.86	1,828.42	-503.42	-37.99 %
	<u>100-51411-340</u>						
	OPERATING SUPPLIES	3,015.00	3,015.00	10.51	143.44	2,871.56	95.24 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1411-341	PRINTING & FORMS	500.00	500.00	0.00	196.03	303.97	60.79 %
Department: 51411 - FINANCE Total:		183,319.00	183,319.00	7,963.92	93,389.62	89,929.38	49.06 %
<b>Department: 51420 - CITY CLERK</b>							
100-51420-110	SALARIES - REGULAR	75,749.00	75,749.00	2,885.05	37,217.15	38,531.85	50.87 %
100-51420-120	WAGES - REGULAR	54,169.00	54,169.00	2,055.32	26,534.50	27,634.50	51.02 %
100-51420-121	OVERTIME - REGULAR	286.00	286.00	0.00	0.00	286.00	100.00 %
100-51420-124	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-150	FICA	9,961.00	9,961.00	346.02	4,487.45	5,473.55	54.95 %
100-51420-151	RETIREMENT (WRS)	8,528.00	8,528.00	323.60	4,175.80	4,352.20	51.03 %
100-51420-152	HEALTH INSURANCE	22,776.00	22,776.00	1,898.00	13,286.00	9,490.00	41.67 %
100-51420-153	DENTAL INSURANCE	2,545.00	2,545.00	204.32	1,225.92	1,319.08	51.83 %
100-51420-154	LIFE INSURANCE	95.00	95.00	8.64	57.03	37.97	39.97 %
100-51420-225	PHONE/INTERNET/CABLE	1,200.00	1,200.00	81.24	467.95	732.05	61.00 %
100-51420-241	EQUIPMENT MAINTENANCE CONT	435.00	435.00	0.00	0.00	435.00	100.00 %
100-51420-291	TRANSCRIPTION CONTRATUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51420-310	OFFICE SUPPLIES	1,230.00	1,230.00	6.26	83.82	1,146.18	93.19 %
100-51420-311	POSTAGE	2,200.00	2,200.00	181.25	1,292.40	907.60	41.25 %
100-51420-312	COPY USAGE & PAPER	1,200.00	1,200.00	47.76	566.65	633.35	52.78 %
100-51420-320	SUBSCRIPTIONS & DUES	340.00	340.00	170.00	300.00	40.00	11.76 %
100-51420-321	CERTIFICATIONS & LICENSES	100.00	100.00	0.00	20.00	80.00	80.00 %
100-51420-322	LEGAL NOTICES	210.00	210.00	12.01	110.91	99.09	47.19 %
100-51420-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-330	SEMINARS, CONF & TRAVEL	2,050.00	2,050.00	350.72	995.72	1,054.28	51.43 %
100-51420-340	OPERATING SUPPLIES	555.00	555.00	0.00	0.00	555.00	100.00 %
100-51420-341	PRINTING & FORMS	250.00	250.00	0.00	0.00	250.00	100.00 %
1420-381	EMPLOYMENT TESTING	80.00	80.00	0.00	21.00	59.00	73.75 %
Department: 51420 - CITY CLERK Total:		184,159.00	184,159.00	8,570.19	90,842.30	93,316.70	50.67 %
<b>Department: 51440 - ELECTIONS</b>							
100-51440-126	WAGES - TEMP/SEAS	6,177.00	6,177.00	0.00	2,459.52	3,717.48	60.18 %
100-51440-150	FICA	0.00	0.00	0.00	23.28	-23.28	0.00 %
100-51440-241	EQUIPMENT MAINTENANCE CONT	1,400.00	1,400.00	0.00	1,283.56	116.44	8.32 %
100-51440-310	OFFICE SUPPLIES	700.00	700.00	0.00	159.17	540.83	77.26 %
100-51440-311	POSTAGE	600.00	600.00	0.00	598.78	1.22	0.20 %
100-51440-312	COPY USAGE & PAPER	1,000.00	1,000.00	1.24	83.17	916.83	91.68 %
100-51440-322	LEGAL NOTICES	2,200.00	2,200.00	0.00	277.45	1,922.55	87.39 %
100-51440-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51440-330	SEMINARS, CONF & TRAVEL	100.00	100.00	100.00	100.00	0.00	0.00 %
100-51440-340	OPERATING SUPPLIES	1,780.00	1,780.00	0.00	-219.01	1,999.01	112.30 %
100-51440-341	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	101.24	4,837.51	10,719.49	68.90 %
<b>Department: 51500 - AUDIT</b>							
100-51500-290	OTHER CONTRACTUAL SERVICES	19,152.00	19,152.00	7,862.00	21,642.00	-2,490.00	-13.00 %
Department: 51500 - AUDIT Total:		19,152.00	19,152.00	7,862.00	21,642.00	-2,490.00	-13.00 %
<b>Department: 51510 - HUMAN RESOURCES</b>							
100-51510-110	SALARIES - REGULAR	42,172.00	42,172.00	1,613.62	20,815.70	21,356.30	50.64 %
100-51510-120	WAGES - REGULAR	18,755.00	18,755.00	716.63	9,244.53	9,510.47	50.71 %
100-51510-124	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51510-150	FICA	4,661.00	4,661.00	155.67	2,025.55	2,635.45	56.54 %
100-51510-151	RETIREMENT (WRS)	3,991.00	3,991.00	152.63	1,968.93	2,022.07	50.67 %
100-51510-152	HEALTH INSURANCE	20,043.00	20,043.00	1,670.24	11,691.68	8,351.32	41.67 %
100-51510-153	DENTAL INSURANCE	1,188.00	1,188.00	95.35	572.10	615.90	51.84 %
100-51510-154	LIFE INSURANCE	14.00	14.00	1.41	8.77	5.23	37.36 %
1510-225	PHONE/INTERNET/CABLE	150.00	150.00	10.16	58.50	91.50	61.00 %
1510-241	EQUIPMENT MAINTENANCE CONT	190.00	190.00	0.00	0.00	190.00	100.00 %

Budget Report

For Fiscal: 2019 Period Ending: 07/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1510-290	OTHER CONTRACTUAL SERVICES	6,267.00	6,267.00	123.25	2,202.25	4,064.75	64.86 %
100-51510-310	OFFICE SUPPLIES	400.00	400.00	17.08	162.99	237.01	59.25 %
100-51510-311	POSTAGE	150.00	150.00	4.40	54.36	95.64	63.76 %
100-51510-312	COPY USAGE & PAPER	295.00	295.00	57.70	370.96	-75.96	-25.75 %
100-51510-320	SUBSCRIPTIONS & DUES	545.00	545.00	0.00	509.00	36.00	6.61 %
100-51510-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51510-330	SEMINARS, CONF & TRAVEL	775.00	775.00	825.81	1,782.40	-1,007.40	-129.99 %
100-51510-340	OPERATING SUPPLIES	630.00	630.00	0.00	87.48	542.52	86.11 %
100-51510-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
<b>Department: 51510 - HUMAN RESOURCES Total:</b>		<b>100,526.00</b>	<b>100,526.00</b>	<b>5,448.95</b>	<b>51,555.20</b>	<b>48,970.80</b>	<b>48.71 %</b>
<b>Department: 51530 - ASSESSOR</b>							
100-51530-120	WAGES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-128	WAGES - BOR	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51530-150	FICA	23.00	23.00	0.00	0.00	23.00	100.00 %
100-51530-151	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-225	PHONE/INTERNET/CABLE	450.00	450.00	30.42	175.21	274.79	61.06 %
100-51530-240	SOFTWARE MAINTENANCE-CONTR	3,900.00	3,900.00	4,051.50	4,051.50	-151.50	-3.88 %
100-51530-290	OTHER CONTRACTUAL SERVICES	275,610.00	275,610.00	22,884.17	160,189.19	115,420.81	41.88 %
100-51530-291	TRANSCRIPTION CONTRACTUAL	250.00	250.00	0.00	37.44	212.56	85.02 %
100-51530-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-311	POSTAGE	3,825.00	3,825.00	3,380.00	5,186.12	-1,361.12	-35.58 %
100-51530-312	COPY USAGE & PAPER	250.00	250.00	1.34	19.52	230.48	92.19 %
100-51530-340	OPERATING SUPPLIES	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51530-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51530 - ASSESSOR Total:</b>		<b>284,858.00</b>	<b>284,858.00</b>	<b>30,347.43</b>	<b>169,658.98</b>	<b>115,199.02</b>	<b>40.44 %</b>
<b>Department: 51540 - IT</b>							
100-51540-110	SALARIES - REGULAR	36,983.00	36,983.00	1,391.54	17,950.86	19,032.14	51.46 %
100-51540-120	WAGES-REGULAR	6,252.00	6,252.00	238.88	3,081.55	3,170.45	50.71 %
100-51540-124	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-126	WAGES TEMP./SEAS.	1,494.00	1,494.00	165.20	779.80	714.20	47.80 %
100-51540-150	FICA	3,421.00	3,421.00	125.18	1,522.09	1,898.91	55.51 %
100-51540-151	RETIREMENT (WRS)	2,832.00	2,832.00	106.80	1,377.71	1,454.29	51.35 %
100-51540-152	HEALTH INSURANCE	13,848.00	13,848.00	1,153.98	8,077.86	5,770.14	41.67 %
100-51540-153	DENTAL INSURANCE	860.00	860.00	69.02	414.12	445.88	51.85 %
100-51540-154	LIFE INSURANCE	8.00	8.00	0.58	3.46	4.54	56.75 %
100-51540-225	PHONE/INTERNET/CABLE	1,540.00	1,540.00	158.74	1,716.36	-176.36	-11.45 %
100-51540-240	SOFTWARE MAINTENANCE CONTR	23,911.00	23,911.00	0.00	7,106.94	16,804.06	70.28 %
100-51540-241	EQUIPMENT MAINTENANCE CONT	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-51540-244	WEBSITE	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00 %
100-51540-290	OTHER CONTRACTUAL SERVICES	15,624.00	15,624.00	1,777.35	12,441.45	3,182.55	20.37 %
100-51540-310	OFFICE SUPPLIES	0.00	0.00	0.00	120.95	-120.95	0.00 %
100-51540-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-312	COPY USAGE & PAPER	0.00	0.00	0.00	4.94	-4.94	0.00 %
100-51540-320	SUBSCRIPTIONS & DUES	1,000.00	1,000.00	119.40	519.40	480.60	48.06 %
100-51540-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-330	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51540-340	OPERATING SUPPLIES	2,660.00	2,660.00	61.92	358.30	2,301.70	86.53 %
100-51540-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-363	EQUIPMENT MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51540 - IT Total:</b>		<b>115,183.00</b>	<b>115,183.00</b>	<b>5,368.59</b>	<b>55,475.79</b>	<b>59,707.21</b>	<b>51.84 %</b>
<b>Department: 51600 - CITY HALL</b>							
1600-110	SALARIES - REGULAR	51,739.00	51,739.00	1,753.42	22,516.22	29,222.78	56.48 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1	600-124	WAGES - PERM PT	8,931.00	8,931.00	297.42	4,111.20	4,819.80 53.97 %
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	413.25	1,059.25	2,131.75 66.81 %
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	176.93	1,973.71	2,911.29 59.60 %
100-51600-151		RETIREMENT (WRS)	3,389.00	3,389.00	114.85	1,474.79	1,914.21 56.48 %
100-51600-152		HEALTH INSURANCE	9,255.00	9,255.00	394.78	2,763.46	6,491.54 70.14 %
100-51600-153		DENTAL INSURANCE	536.00	536.00	79.00	474.00	62.00 11.57 %
100-51600-154		LIFE INSURANCE	32.00	32.00	1.68	9.86	22.14 69.19 %
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	391.96	5,938.04 93.81 %
100-51600-214		FIRE CONTRACTUAL	2,910.00	2,910.00	0.00	1,787.96	1,122.04 38.56 %
100-51600-220		WATER/SEWER/STORM WATER	7,718.00	7,718.00	1,197.57	3,807.64	3,910.36 50.67 %
100-51600-221		ELECTRIC & GAS	39,000.00	39,000.00	4,399.89	16,662.05	22,337.95 57.28 %
100-51600-225		PHONE/INTERNET/CABLE	5,868.00	5,868.00	581.13	3,871.16	1,996.84 34.03 %
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	184.00	1,193.00	157.00 11.63 %
100-51600-242		EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00 0.00 %
100-51600-243		LEASES	750.00	750.00	0.00	657.00	93.00 12.40 %
100-51600-290		OTHER CONTRACTUAL SERVICES	1,748.00	1,748.00	40.13	526.79	1,221.21 69.86 %
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 %
600-330		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	218.42	2,255.36	4,744.64 67.78 %
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	235.71	1,577.35	1,422.65 47.42 %
100-51600-350		BLDG & GRDS MAINT & REPAIRS	7,000.00	7,000.00	377.54	6,695.66	304.34 4.35 %
100-51600-360		VEHICLE MAINT. & REPAIRS	500.00	500.00	46.94	233.80	266.20 53.24 %
100-51600-361		REGULAR FUEL	775.00	775.00	0.00	158.64	616.36 79.53 %
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	14.59	742.72	257.28 25.73 %
100-51600-381		EMPLOYMENT TESTING	50.00	50.00	0.00	18.00	32.00 64.00 %
<b>Department: 51600 - CITY HALL Total:</b>		<b>175,800.00</b>	<b>175,800.00</b>	<b>10,527.25</b>	<b>81,761.06</b>	<b>94,038.94</b>	<b>53.49 %</b>
<b>Department: 51900 - OTHER GOVERNMENT</b>							
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	246,443.15	252,028.41	-252,028.41 -2,863.96 %
<b>Department: 51900 - OTHER GOVERNMENT Total:</b>		<b>8,800.00</b>	<b>8,800.00</b>	<b>246,443.15</b>	<b>260,828.41</b>	<b>-252,028.41</b>	<b>-2,863.96 %</b>
<b>Department: 51938 - SICK LEAVE PAYOUT</b>							
100-51938-516		EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00 0.00 %
<b>Department: 51938 - SICK LEAVE PAYOUT Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 51939 - WORKER'S COMPENSATION</b>							
100-51939-510		INS - WORKERS COMP	81,698.00	81,698.00	0.00	68,894.75	12,803.25 15.67 %
<b>Department: 51939 - WORKER'S COMPENSATION Total:</b>		<b>81,698.00</b>	<b>81,698.00</b>	<b>0.00</b>	<b>68,894.75</b>	<b>12,803.25</b>	<b>15.67 %</b>
<b>Department: 51940 - UNEMPLOYMENT COMPENSATION</b>							
100-51940-517		UNEMPLOYMENT	9,000.00	9,000.00	0.00	0.00	9,000.00 100.00 %
<b>Department: 51940 - UNEMPLOYMENT COMPENSATION Total:</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>100.00 %</b>
<b>Department: 51941 - SALES TAX</b>							
100-51941-301		SALES TAX	9,700.00	9,700.00	1,966.37	3,118.51	6,581.49 67.85 %
<b>Department: 51941 - SALES TAX Total:</b>		<b>9,700.00</b>	<b>9,700.00</b>	<b>1,966.37</b>	<b>3,118.51</b>	<b>6,581.49</b>	<b>67.85 %</b>

Budget Report

For Fiscal: 2019 Period Ending: 07/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 51942 - ILLEGAL ASSESSMENTS</b>							
100-51942-397	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51942 - ILLEGAL ASSESSMENTS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 51943 - INS - FIRE, COMP / COLL, BOILER</b>							
100-51943-511	INS - FIRE, COMP/COLL, BOILER	40,800.00	40,800.00	0.00	42,846.00	-2,046.00	-5.01 %
<b>Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:</b>		<b>40,800.00</b>	<b>40,800.00</b>	<b>0.00</b>	<b>42,846.00</b>	<b>-2,046.00</b>	<b>-5.01 %</b>
<b>Department: 51944 - INS - VEHICLES</b>							
100-51944-512	INS - VEHICLES	20,965.00	20,965.00	0.00	20,824.00	141.00	0.67 %
<b>Department: 51944 - INS - VEHICLES Total:</b>		<b>20,965.00</b>	<b>20,965.00</b>	<b>0.00</b>	<b>20,824.00</b>	<b>141.00</b>	<b>0.67 %</b>
<b>Department: 51945 - PROPERTY &amp; LIABILITY VEHICLE INSURANCE</b>							
100-51945-513	INS - CVMIC, LIABILITY, PROF	34,926.00	34,926.00	0.00	32,604.00	2,322.00	6.65 %
<b>Department: 51945 - PROPERTY &amp; LIABILITY VEHICLE INSURANCE</b>		<b>34,926.00</b>	<b>34,926.00</b>	<b>0.00</b>	<b>32,604.00</b>	<b>2,322.00</b>	<b>6.65 %</b>
<b>Department: 51946 - SIR</b>							
100-51946-514	SIR	2,000.00	2,000.00	0.00	3,071.17	-1,071.17	-53.56 %
<b>Department: 51946 - SIR Total:</b>		<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>3,071.17</b>	<b>-1,071.17</b>	<b>-53.56 %</b>
<b>Department: 51947 - MONIES &amp; SECURITIES INSURANCE MISC</b>							
100-51947-515	INS - MONIES & SECURITIES	1,600.00	1,600.00	0.00	1,260.00	340.00	21.25 %
<b>Department: 51947 - MONIES &amp; SECURITIES INSURANCE MISC Tot</b>		<b>1,600.00</b>	<b>1,600.00</b>	<b>0.00</b>	<b>1,260.00</b>	<b>340.00</b>	<b>21.25 %</b>
<b>Department: 51980 - UNCOLLECTABLE ACCOUNTS</b>							
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 52100 - POLICE</b>							
100-52100-110	SALARIES - REGULAR	214,102.00	214,102.00	5,240.29	94,455.08	119,646.92	55.88 %
100-52100-120	WAGES - REGULAR	1,641,979.00	1,641,979.00	58,183.61	749,367.59	892,611.41	54.36 %
100-52100-121	OVERTIME - REGULAR	70,120.00	70,120.00	5,661.00	50,269.65	19,850.35	28.31 %
100-52100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	0.00	-721.24	721.24	0.00 %
100-52100-124	WAGES - PERM PT	10,585.00	10,585.00	411.52	4,664.66	5,920.34	55.93 %
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	0.00	10,608.30	13,635.70	56.24 %
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	223.46	2,943.49	-2,943.49	0.00 %
100-52100-141	ON CALL	9,200.00	9,200.00	200.00	2,600.00	6,600.00	71.74 %
100-52100-150	FICA	150,723.00	150,723.00	4,986.09	65,261.47	85,461.53	56.70 %
100-52100-151	RETIREMENT (WRS)	270,409.00	270,409.00	9,691.55	124,901.11	145,507.89	53.81 %
100-52100-152	HEALTH INSURANCE	494,234.00	494,234.00	34,246.30	250,896.29	243,337.71	49.24 %
100-52100-153	DENTAL INSURANCE	29,868.00	29,868.00	1,884.74	12,028.60	17,839.40	59.73 %
100-52100-154	LIFE INSURANCE	544.00	544.00	43.52	292.99	251.01	46.14 %
100-52100-221	ELECTRIC & GAS	16,000.00	16,000.00	1,599.96	6,058.92	9,941.08	62.13 %
100-52100-225	PHONE/INTERNET/CABLE	6,984.00	6,984.00	399.89	4,225.52	2,758.48	39.50 %
100-52100-226	MOBILE DATA AIR CARDS	10,000.00	10,000.00	0.00	4,965.34	5,034.66	50.35 %
100-52100-240	SOFTWARE MAINTENANCE CONTR	23,340.00	23,340.00	2,148.00	17,867.15	5,472.85	23.45 %
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	1,035.70	1,608.30	60.83 %
100-52100-310	OFFICE SUPPLIES	1,300.00	1,300.00	0.00	261.95	1,038.05	79.85 %
100-52100-311	POSTAGE	2,000.00	2,000.00	92.34	1,503.03	496.97	24.85 %
100-52100-312	COPY USAGE & PAPER	1,550.00	1,550.00	117.92	880.67	669.33	43.18 %
100-52100-320	SUBSCRIPTIONS & DUES	2,960.00	2,960.00	0.00	2,215.00	745.00	25.17 %
100-52100-321	CERTIFICATIONS & LICENSES	714.00	714.00	0.00	55.00	659.00	92.30 %
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	542.86	12,907.99	1,092.01	7.80 %
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	835.75	4,373.37	7,626.63	63.56 %
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	0.00	1,100.52	699.48	38.86 %
100-52100-342	CLEANING & SANITARY SUPPLIES	150.00	150.00	0.00	10.64	139.36	92.91 %
100-350	BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	0.00	95.93	1,204.07	92.62 %
100-52100-360	VEHICLE MAINT. & REPAIRS	11,049.00	11,049.00	2,812.04	6,859.96	4,189.04	37.91 %

Budget Report

For Fiscal: 2019 Period Ending: 07/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-2100-361	REGULAR FUEL	41,423.00	41,423.00	0.00	16,413.48	25,009.52	60.38 %
100-52100-363	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	57.95	839.40	660.60	44.04 %
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	934.00	3,540.50	-1,540.50	-77.03 %
100-52100-382	UNIFORMS & SAFETY ATTIRE	12,000.00	12,000.00	1,757.12	6,684.92	5,315.08	44.29 %
100-52100-390	AMMUNITION	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
100-52100-391	ERT SUPPLIES	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
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	79.98	920.02	92.00 %
<b>Department: 52100 - POLICE Total:</b>		<b>3,095,242.00</b>	<b>3,095,242.00</b>	<b>132,092.48</b>	<b>1,464,339.81</b>	<b>1,630,902.19</b>	<b>52.69 %</b>
<b>Department: 52200 - FIRE</b>							
100-52200-110	SALARIES - REGULAR	178,709.00	178,709.00	6,864.08	91,590.72	87,118.28	48.75 %
100-52200-120	WAGES - REGULAR	677,590.00	677,590.00	24,295.66	328,041.02	349,548.98	51.59 %
100-52200-121	OVERTIME - REGULAR	46,000.00	46,000.00	2,605.02	36,453.07	9,546.93	20.75 %
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	0.00	19,009.00	32,181.00	62.87 %
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	15.00	435.00	-435.00	0.00 %
100-52200-150	FICA	19,344.00	19,344.00	532.01	8,510.63	10,833.37	56.00 %
100-52200-151	RETIREMENT (WRS)	169,426.00	169,426.00	6,357.59	85,987.94	83,438.06	49.25 %
100-52200-152	HEALTH INSURANCE	248,646.00	248,646.00	17,936.84	126,743.02	121,902.98	49.03 %
100-52200-153	DENTAL INSURANCE	14,577.00	14,577.00	1,153.46	6,957.43	7,619.57	52.27 %
100-52200-154	LIFE INSURANCE	201.00	201.00	15.37	110.24	90.76	45.15 %
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	1,999.95	7,573.66	8,682.34	53.41 %
100-52200-225	PHONE/INTERNET/CABLE	3,000.00	3,000.00	185.45	1,890.68	1,109.32	36.98 %
100-52200-226	MOBILE DATA AIR CARDS	2,400.00	2,400.00	0.00	1,700.19	699.81	29.16 %
100-52200-240	SOFTWARE MAINTENANCE CONTR	8,008.00	8,008.00	0.00	5,569.73	2,438.27	30.45 %
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	1,395.20	6,208.80	81.65 %
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	3.50	37.46	162.54	81.27 %
100-52200-312	COPY USAGE & PAPER	0.00	0.00	23.25	240.11	-240.11	0.00 %
100-52200-320	SUBSCRIPTIONS & DUES	1,100.00	1,100.00	0.00	405.80	694.20	63.11 %
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	365.50	1,430.78	2,869.22	66.73 %
100-52200-340	OPERATING SUPPLIES	7,041.00	7,041.00	611.40	3,755.62	3,285.38	46.66 %
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	24.82	31.86	1,968.14	98.41 %
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	53.04	5,659.80	340.20	5.67 %
100-52200-361	REGULAR FUEL	7,000.00	7,000.00	0.00	3,296.54	3,703.46	52.91 %
100-52200-362	OFF ROAD FUEL	200.00	200.00	0.00	49.50	150.50	75.25 %
100-52200-363	EQUIPMENT MAINT & REPAIRS	1,057.00	1,057.00	0.00	7.15	1,049.85	99.32 %
100-52200-380	PUBLIC EDUCATION	1,000.00	1,000.00	0.00	179.55	820.45	82.05 %
100-52200-381	EMPLOYMENT TESTING	2,000.00	2,000.00	1,661.39	3,817.39	-1,817.39	-90.87 %
100-52200-382	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	0.00	161.00	2,839.00	94.63 %
100-52200-394	EMS - SUPPLIES	3,500.00	3,500.00	334.52	1,830.15	1,669.85	47.71 %
100-52200-399	ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	187.56	-37.56	-25.04 %
<b>Department: 52200 - FIRE Total:</b>		<b>1,487,937.00</b>	<b>1,487,937.00</b>	<b>65,037.85</b>	<b>746,273.45</b>	<b>741,663.55</b>	<b>49.85 %</b>
<b>Department: 52210 - HYDRANTS</b>							
100-52210-290	OTHER CONTRACTUAL SERVICES	403,078.00	403,078.00	0.00	0.00	403,078.00	100.00 %
<b>Department: 52210 - HYDRANTS Total:</b>		<b>403,078.00</b>	<b>403,078.00</b>	<b>0.00</b>	<b>0.00</b>	<b>403,078.00</b>	<b>100.00 %</b>
<b>Department: 52400 - INSPECTIONS</b>							
100-52400-110	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2019 Period Ending: 07/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-52400-120	WAGES - REGULAR	269,985.00	269,985.00	9,653.57	127,706.48	142,278.52	52.70 %
100-52400-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	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	690.51	9,180.55	11,694.45	56.02 %
100-52400-151	RETIREMENT (WRS)	17,684.00	17,684.00	632.31	8,364.81	9,319.19	52.70 %
100-52400-152	HEALTH INSURANCE	68,991.00	68,991.00	4,195.32	32,404.04	36,586.96	53.03 %
100-52400-153	DENTAL INSURANCE	4,173.00	4,173.00	240.82	1,626.54	2,546.46	61.02 %
100-52400-154	LIFE INSURANCE	182.00	182.00	16.91	114.27	67.73	37.21 %
100-52400-225	PHONE/INTERNET/CABLE	1,900.00	1,900.00	91.79	1,916.35	-16.35	-0.86 %
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	0.00	0.00	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	44.45	188.63	311.37	62.27 %
100-52400-312	COPY USAGE & PAPER	600.00	600.00	28.85	194.92	405.08	67.51 %
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	183.16	531.84	74.38 %
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	0.00	599.55	-189.55	-46.23 %
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	8.82	311.45	-11.45	-3.82 %
100-52400-361	REGULAR FUEL	1,765.00	1,765.00	0.00	883.39	881.61	49.95 %
100-52400-381	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 52400 - INSPECTIONS Total:</b>		<b>400,460.00</b>	<b>400,460.00</b>	<b>15,603.35</b>	<b>187,970.61</b>	<b>212,489.39</b>	<b>53.06 %</b>
<b>Department: 52601 - EMERGENCY GOVERNMENT</b>							
100-52601-290	OTHER CONTRACTUAL SERVICES	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00 %
100-52601-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<b>Department: 52601 - EMERGENCY GOVERNMENT Total:</b>		<b>11,000.00</b>	<b>11,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>1,000.00</b>	<b>9.09 %</b>
<b>Department: 52700 - JAIL</b>							
100-52700-290	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00	100.00 %
<b>Department: 52700 - JAIL Total:</b>		<b>200.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>100.00 %</b>
<b>Department: 53100 - ENGINEERING</b>							
100-53100-110	SALARIES - REGULAR	73,005.00	73,005.00	2,834.17	35,948.73	37,056.27	50.76 %
100-53100-120	WAGES - REGULAR	2,301.00	2,301.00	89.88	1,142.55	1,158.45	50.35 %
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	209.32	2,664.66	3,096.34	53.75 %
100-53100-151	RETIREMENT (WRS)	4,932.00	4,932.00	191.53	2,429.50	2,502.50	50.74 %
100-53100-152	HEALTH INSURANCE	17,310.00	17,310.00	1,442.48	10,097.36	7,212.64	41.67 %
100-53100-153	DENTAL INSURANCE	1,075.00	1,075.00	86.27	517.62	557.38	51.85 %
100-53100-154	LIFE INSURANCE	18.00	18.00	1.58	11.26	6.74	37.44 %
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	71.09	1,048.89	1,277.11	54.91 %
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	0.00	231.39	1,068.61	82.20 %
100-53100-311	POSTAGE	500.00	500.00	94.50	398.94	101.06	20.21 %
100-53100-312	COPY USAGE & PAPER	650.00	650.00	63.00	1,083.34	-433.34	-66.67 %
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 %
100-53100-323	GENERAL ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53100-330	SEMINARS, CONF & TRAVEL	700.00	700.00	379.36	361.36	338.64	48.38 %
100-53100-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	742.15	257.85	25.79 %
100-53100-341	PRINTING & FORMS	125.00	125.00	0.00	0.00	125.00	100.00 %
100-53100-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	184.61	315.39	63.08 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
3100-361	REGULAR FUEL	700.00	700.00	0.00	395.32	304.68	43.53 %
100-53100-399	ADD'L SOFTWARE & UPGRADES	550.00	550.00	0.00	400.00	150.00	27.27 %
<b>Department: 53100 - ENGINEERING Total:</b>		<b>113,803.00</b>	<b>113,803.00</b>	<b>5,463.18</b>	<b>58,092.18</b>	<b>55,710.82</b>	<b>48.95 %</b>
<b>Department: 53310 - BOARD OF PUBLIC WORKS</b>							
100-53310-291	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	105.95	634.79	565.21	47.10 %
100-53310-311	POSTAGE	50.00	50.00	0.00	0.00	50.00	100.00 %
100-53310-312	COPY USAGE & PAPER	600.00	600.00	0.00	62.00	538.00	89.67 %
100-53310-322	LEGAL NOTICES	400.00	400.00	0.00	0.00	400.00	100.00 %
<b>Department: 53310 - BOARD OF PUBLIC WORKS Total:</b>		<b>2,250.00</b>	<b>2,250.00</b>	<b>105.95</b>	<b>696.79</b>	<b>1,553.21</b>	<b>69.03 %</b>
<b>Department: 53311 - STREET</b>							
100-53311-110	SALARIES - REGULAR	35,412.00	35,412.00	1,752.92	22,327.06	13,084.94	36.95 %
100-53311-120	WAGES - REGULAR	305,095.00	305,095.00	12,295.13	158,518.33	146,576.67	48.04 %
100-53311-121	OVERTIME - REGULAR	14,000.00	14,000.00	0.00	12,092.60	1,907.40	13.62 %
100-53311-124	WAGES - PERM PT	4,981.00	4,981.00	138.74	845.50	4,135.50	83.03 %
100-53311-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-126	WAGES - TEMP/SEAS	5,070.00	5,070.00	0.00	740.00	4,330.00	85.40 %
100-53311-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	138.75	-138.75	0.00 %
100-53311-150	FICA	27,889.00	27,889.00	1,010.82	13,970.98	13,918.02	49.91 %
100-53311-151	RETIREMENT (WRS)	23,220.00	23,220.00	920.15	12,637.42	10,582.58	45.58 %
100-53311-152	HEALTH INSURANCE	107,670.00	107,670.00	9,375.45	65,628.15	42,041.85	39.05 %
100-53311-153	DENTAL INSURANCE	7,686.00	7,686.00	632.12	3,792.72	3,893.28	50.65 %
100-53311-154	LIFE INSURANCE	196.00	196.00	13.69	108.63	87.37	44.58 %
100-53311-211	BOILER CONTRACTUAL	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-213	HVAC CONTRACTUAL	800.00	800.00	0.00	94.42	705.58	88.20 %
100-53311-214	FIRE CONTRACTUAL	650.00	650.00	0.00	309.12	340.88	52.44 %
100-53311-220	WATER/SEWER/STORM WATER	2,100.00	2,100.00	694.50	2,549.68	-449.68	-21.41 %
100-53311-221	ELECTRIC & GAS	8,662.00	8,662.00	302.13	3,871.45	4,790.55	55.31 %
3311-225	PHONE/INTERNET/CABLE	2,694.00	2,694.00	222.33	1,938.42	755.58	28.05 %
3311-230	COUNTY HWY DEPT SERVICES	250.00	250.00	17.50	17.50	232.50	93.00 %
100-53311-240	SOFTWARE MAINTENANCE CONTR	710.00	710.00	0.00	1,170.00	-460.00	-64.79 %
100-53311-241	EQUIPMENT MAINTENANCE CONT	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-242	EQUIPMENT RENTAL	11,500.00	11,500.00	0.00	7,486.77	4,013.23	34.90 %
100-53311-243	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-290	OTHER CONTRACTUAL SERVICES	16,000.00	16,000.00	197.05	1,342.87	14,657.13	91.61 %
100-53311-310	OFFICE SUPPLIES	200.00	200.00	12.65	169.50	30.50	15.25 %
100-53311-311	POSTAGE	300.00	300.00	0.50	2.50	297.50	99.17 %
100-53311-312	COPY USAGE & PAPER	50.00	50.00	10.17	84.98	-34.98	-69.96 %
100-53311-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-322	LEGAL NOTICES	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
100-53311-330	SEMINARS, CONF & TRAVEL	500.00	500.00	0.00	187.50	312.50	62.50 %
100-53311-340	OPERATING SUPPLIES	4,850.00	4,850.00	194.97	3,400.25	1,449.75	29.89 %
100-53311-341	PRINTING & FORMS	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-342	CLEANING & SANITARY SUPPLIES	600.00	600.00	11.10	81.13	518.87	86.48 %
100-53311-350	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	82.70	110.40	1,389.60	92.64 %
100-53311-360	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	364.63	6,366.21	-866.21	-15.75 %
100-53311-361	REGULAR FUEL	20,800.00	20,800.00	0.00	2,311.22	18,488.78	88.89 %
100-53311-362	OFF ROAD FUEL	5,000.00	5,000.00	843.97	6,898.70	-1,898.70	-37.97 %
100-53311-363	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	211.31	1,949.44	10,050.56	83.75 %
100-53311-370	SALT & SAND	77,105.00	77,105.00	0.00	7,106.12	69,998.88	90.78 %
100-53311-371	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	225.00	225.00	2,275.00	91.00 %
100-53311-375	STREET MAINT & REPAIRS	5,000.00	5,000.00	1,002.46	2,627.33	2,372.67	47.45 %
100-53311-381	EMPLOYMENT TESTING	500.00	500.00	21.00	352.10	147.90	29.58 %
100-53311-382	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	0.00	619.81	380.19	38.02 %
100-53311-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 53311 - STREET Total:</b>		<b>712,440.00</b>	<b>712,440.00</b>	<b>30,552.99</b>	<b>342,072.56</b>	<b>370,367.44</b>	<b>51.99 %</b>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 53312 - STREET SIGNS &amp; SIGNALS</b>							
100-53312-221	ELECTRIC & GAS	7,800.00	7,800.00	385.00	2,095.19	5,704.81	73.14 %
100-53312-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53312-292	ELECTRICAL CONTRACTUAL	800.00	800.00	0.00	0.00	800.00	100.00 %
100-53312-372	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	83.97	1,947.38	7,052.62	78.36 %
100-53312-373	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<b>Department: 53312 - STREET SIGNS &amp; SIGNALS Total:</b>		<b>19,100.00</b>	<b>19,100.00</b>	<b>468.97</b>	<b>4,042.57</b>	<b>15,057.43</b>	<b>78.83 %</b>
<b>Department: 53315 - STREET LIGHTS</b>							
100-53315-221	ELECTRIC & GAS	225,955.00	225,955.00	13,042.78	95,458.86	130,496.14	57.75 %
100-53315-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53315-292	ELECTRICAL CONTRACTUAL	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
100-53315-374	STREET LIGHT MAINT & REPAIRS	2,000.00	2,000.00	0.00	343.76	1,656.24	82.81 %
<b>Department: 53315 - STREET LIGHTS Total:</b>		<b>239,955.00</b>	<b>239,955.00</b>	<b>13,042.78</b>	<b>95,802.62</b>	<b>144,152.38</b>	<b>60.07 %</b>
<b>Department: 53440 - STORM WATER</b>							
100-53440-200	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 53440 - STORM WATER Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 54110 - ANIMAL CONTROL</b>							
100-54110-290	OTHER CONTRACTUAL SERVICES	70,182.00	70,182.00	5,848.50	35,091.00	35,091.00	50.00 %
<b>Department: 54110 - ANIMAL CONTROL Total:</b>		<b>70,182.00</b>	<b>70,182.00</b>	<b>5,848.50</b>	<b>35,091.00</b>	<b>35,091.00</b>	<b>50.00 %</b>
<b>Department: 55110 - LIBRARY</b>							
100-55110-110	SALARIES - REGULAR	30,436.00	30,436.00	1,035.10	13,289.48	17,146.52	56.34 %
100-55110-124	WAGES - PERM PT	11,908.00	11,908.00	0.00	4,956.20	6,951.80	58.38 %
100-55110-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-150	FICA	3,239.00	3,239.00	72.36	1,310.74	1,928.26	59.53 %
100-55110-151	RETIREMENT (WRS)	1,994.00	1,994.00	67.80	870.44	1,123.56	56.35 %
100-55110-152	HEALTH INSURANCE	5,508.00	5,508.00	242.94	1,700.58	3,807.42	69.13 %
100-55110-153	DENTAL INSURANCE	320.00	320.00	46.31	277.86	42.14	13.17 %
100-55110-154	LIFE INSURANCE	19.00	19.00	1.02	6.04	12.96	68.21 %
100-55110-211	BOILER CONTRACTUAL	635.00	635.00	0.00	0.00	635.00	100.00 %
100-55110-213	HVAC CONTRACTUAL	3,996.00	3,996.00	0.00	161.46	3,834.54	95.96 %
100-55110-214	FIRE CONTRACTUAL	1,249.00	1,249.00	0.00	451.95	797.05	63.82 %
100-55110-220	WATER/SEWER/STORM WATER	2,858.00	2,858.00	83.43	467.48	2,390.52	83.64 %
100-55110-221	ELECTRIC & GAS	24,421.00	24,421.00	1,831.11	9,762.77	14,658.23	60.02 %
100-55110-225	PHONE/INTERNET/CABLE	750.00	750.00	63.89	444.45	305.55	40.74 %
100-55110-240	SOFTWARE MAINTENANCE CONTR	750.00	750.00	0.00	600.00	150.00	20.00 %
100-55110-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-290	OTHER CONTRACTUAL SERVICES	1,320.00	1,320.00	0.00	218.35	1,101.65	83.46 %
100-55110-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-292	ELECTRICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-293	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-340	OPERATING SUPPLIES	3,225.00	3,225.00	22.76	1,115.26	2,109.74	65.42 %
100-55110-342	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	182.33	1,002.61	1,097.39	52.26 %
100-55110-350	BLDG & GRDS MAINT & REPAIRS	1,750.00	1,750.00	27.31	517.16	1,232.84	70.45 %
100-55110-360	VEHICLE MAINT. & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-363	EQUIPMENT MAINT. & REPAIRS	300.00	300.00	0.00	0.00	300.00	100.00 %
<b>Department: 55110 - LIBRARY Total:</b>		<b>96,778.00</b>	<b>96,778.00</b>	<b>3,676.36</b>	<b>37,152.83</b>	<b>59,625.17</b>	<b>61.61 %</b>
<b>Department: 55200 - PARKS</b>							
100-55200-110	SALARIES - REGULAR	64,719.00	64,719.00	2,477.85	31,964.27	32,754.73	50.61 %
100-55200-120	WAGES - REGULAR	80,210.00	80,210.00	3,077.76	39,562.97	40,647.03	50.68 %
100-55200-121	OVERTIME - REGULAR	1,000.00	1,000.00	0.00	650.36	349.64	34.96 %
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 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
5200-126	WAGES - TEMP/SEAS	21,951.00	21,951.00	3,091.38	16,142.59	5,808.41	26.46 %
100-55200-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	69.38	-69.38	0.00 %
100-55200-150	FICA	13,371.00	13,371.00	632.39	6,412.34	6,958.66	52.04 %
100-55200-151	RETIREMENT (WRS)	10,010.00	10,010.00	412.62	5,016.46	4,993.54	49.89 %
100-55200-152	HEALTH INSURANCE	36,560.00	36,560.00	3,046.66	21,326.62	15,233.38	41.67 %
100-55200-153	DENTAL INSURANCE	2,207.00	2,207.00	177.17	1,063.02	1,143.98	51.83 %
100-55200-154	LIFE INSURANCE	65.00	65.00	5.61	38.27	26.73	41.12 %
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	3,235.51	9,681.99	6,541.01	40.32 %
100-55200-221	ELECTRIC & GAS	20,750.00	20,750.00	1,074.99	9,064.50	11,685.50	56.32 %
100-55200-225	PHONE/INTERNET/CABLE	3,840.00	3,840.00	322.17	2,263.08	1,576.92	41.07 %
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	48.10	424.45	175.55	29.26 %
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	250.00	150.00	37.50 %
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	1,292.98	9,483.99	2,086.01	18.03 %
100-55200-342	CLEANING & SANITARY SUPPLIES	4,000.00	4,000.00	0.00	1,070.52	2,929.48	73.24 %
100-55200-350	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	722.00	3,991.79	8,008.21	66.74 %
100-55200-360	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	63.06	4,232.08	-1,232.08	-41.07 %
100-55200-361	REGULAR FUEL	6,500.00	6,500.00	0.00	2,495.47	4,004.53	61.61 %
5200-362	OFF ROAD FUEL	4,000.00	4,000.00	843.97	7,481.08	-3,481.08	-87.03 %
100-55200-363	EQUIPMENT MAINT & REPAIRS	6,500.00	6,500.00	592.91	9,616.09	-3,116.09	-47.94 %
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	0.00	0.00	0.00	0.00 %
<b>Department: 55200 - PARKS Total:</b>		<b>329,481.00</b>	<b>329,481.00</b>	<b>21,117.13</b>	<b>183,582.64</b>	<b>145,898.36</b>	<b>44.28 %</b>
<b>Department: 55300 - RECREATION</b>							
100-55300-110	SALARIES - REGULAR	184,453.00	184,453.00	7,064.85	91,136.57	93,316.43	50.59 %
100-55300-120	WAGES - REGULAR	26,995.00	26,995.00	1,048.62	13,290.52	13,704.48	50.77 %
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	461.13	1,470.61	-1,470.61	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	4,909.27	21,100.25	45,207.75	68.18 %
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	981.97	9,116.09	12,132.91	57.10 %
100-55300-151	RETIREMENT (WRS)	13,850.00	13,850.00	531.43	6,839.96	7,010.04	50.61 %
100-55300-152	HEALTH INSURANCE	54,781.00	54,781.00	4,565.06	31,955.42	22,825.58	41.67 %
100-55300-153	DENTAL INSURANCE	3,338.00	3,338.00	267.98	1,607.88	1,730.12	51.83 %
100-55300-154	LIFE INSURANCE	48.00	48.00	4.25	28.65	19.35	40.31 %
100-55300-225	PHONE/INTERNET/CABLE	4,250.00	4,250.00	134.18	1,769.45	2,480.55	58.37 %
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	722.98	377.02	34.27 %
100-55300-311	POSTAGE	3,650.00	3,650.00	47.75	459.68	3,190.32	87.41 %
100-55300-312	COPY USAGE & PAPER	3,300.00	3,300.00	222.54	1,676.90	1,623.10	49.18 %
100-55300-320	SUBSCRIPTIONS & DUES	775.00	775.00	0.00	500.00	275.00	35.48 %
100-55300-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	60.00	-60.00	0.00 %
5300-330	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	2,795.85	16,673.77	14,326.23	46.21 %

Budget Report

For Fiscal: 2019 Period Ending: 07/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-300-341	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 %
<b>Department: 55300 - RECREATION Total:</b>		<b>423,847.00</b>	<b>423,847.00</b>	<b>23,034.88</b>	<b>204,576.81</b>	<b>219,270.19</b>	<b>51.73 %</b>
<b>Department: 55420 - AQUATIC CENTER</b>							
100-55420-120	WAGES - REGULAR	21,449.00	21,449.00	829.44	10,591.07	10,857.93	50.62 %
100-55420-121	OVERTIME - REGULAR	0.00	0.00	0.00	399.19	-399.19	0.00 %
100-55420-126	WAGES - TEMP/SEAS	76,477.00	76,477.00	13,701.82	28,501.82	47,975.18	62.73 %
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	1,105.82	2,951.46	4,539.54	60.60 %
100-55420-151	RETIREMENT (WRS)	1,405.00	1,405.00	54.33	719.89	685.11	48.76 %
100-55420-152	HEALTH INSURANCE	7,288.00	7,288.00	607.36	4,251.52	3,036.48	41.66 %
100-55420-153	DENTAL INSURANCE	452.00	452.00	36.32	217.92	234.08	51.79 %
100-55420-154	LIFE INSURANCE	6.00	6.00	0.52	3.49	2.51	41.83 %
100-55420-220	WATER/SEWER/STORM WATER	7,727.00	7,727.00	2,429.43	5,466.45	2,260.55	29.26 %
100-55420-221	ELECTRIC & GAS	17,500.00	17,500.00	1,234.52	5,255.67	12,244.33	69.97 %
100-55420-225	PHONE/INTERNET/CABLE	700.00	700.00	167.44	925.51	-225.51	-32.22 %
100-55420-290	OTHER CONTRACTUAL SERVICES	11,825.00	11,825.00	0.00	8,092.78	3,732.22	31.56 %
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	1,143.00	3,324.71	1,275.29	27.72 %
100-55420-342	CLEANING & SANITARY SUPPLIES	0.00	0.00	239.10	239.10	-239.10	0.00 %
100-55420-343	CONCESSIONS SUPPLIES	15,580.00	15,580.00	2,092.60	3,987.12	11,592.88	74.41 %
100-55420-350	BLDG & GRDS MAINT & REPAIRS	4,500.00	4,500.00	34.00	3,163.38	1,336.62	29.70 %
100-55420-363	EQUIPMENT MAINT & REPAIRS	1,200.00	1,200.00	0.00	307.96	892.04	74.34 %
<b>Department: 55420 - AQUATIC CENTER Total:</b>		<b>179,185.00</b>	<b>179,185.00</b>	<b>23,675.70</b>	<b>79,434.04</b>	<b>99,750.96</b>	<b>55.67 %</b>
<b>Department: 56600 - URBAN PLANNING</b>							
100-56600-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
5600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 56600 - URBAN PLANNING Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 56610 - CITY STUDY</b>							
100-56610-295	CITY STUDY	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 56610 - CITY STUDY Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 56700 - ECONOMIC DEVELOPMENT</b>							
100-56700-290	OTHER CONTRACTUAL SERVICES	13,467.00	13,467.00	0.00	13,466.99	0.01	0.00 %
<b>Department: 56700 - ECONOMIC DEVELOPMENT Total:</b>		<b>13,467.00</b>	<b>13,467.00</b>	<b>0.00</b>	<b>13,466.99</b>	<b>0.01</b>	<b>0.00 %</b>
<b>Department: 56900 - PLANNING &amp; ZONING</b>							
100-56900-110	SALARIES - REGULAR	62,391.00	62,391.00	2,442.77	30,960.39	31,430.61	50.38 %
100-56900-120	WAGES - REGULAR	4,601.00	4,601.00	871.98	3,323.43	1,277.57	27.77 %
100-56900-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	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	227.16	2,435.97	3,214.03	56.89 %
100-56900-151	RETIREMENT (WRS)	4,388.00	4,388.00	217.12	2,245.59	2,142.41	48.82 %
100-56900-152	HEALTH INSURANCE	20,043.00	20,043.00	1,670.24	11,691.68	8,351.32	41.67 %
100-56900-153	DENTAL INSURANCE	1,244.00	1,244.00	99.89	599.34	644.66	51.82 %
100-56900-154	LIFE INSURANCE	12.00	12.00	1.12	5.64	6.36	53.00 %
100-56900-225	PHONE/INTERNET/CABLE	1,700.00	1,700.00	71.09	575.44	1,124.56	66.15 %
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	231.40	1,150.89	1,849.11	61.64 %
100-56900-310	OFFICE SUPPLIES	820.00	820.00	0.00	169.30	650.70	79.35 %
100-56900-311	POSTAGE	920.00	920.00	116.31	516.66	403.34	43.84 %
100-56900-312	COPY USAGE & PAPER	2,745.00	2,745.00	676.77	1,600.99	1,144.01	41.68 %
100-56900-320	SUBSCRIPTIONS & DUES	620.00	620.00	0.00	507.00	113.00	18.23 %
6900-322	LEGAL NOTICES	3,600.00	3,600.00	324.84	2,041.59	1,558.41	43.29 %
100-56900-324	RECRUITMENT	0.00	0.00	0.00	25.00	-25.00	0.00 %

Budget Report

For Fiscal: 2019 Period Ending: 07/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
5900-330	SEMINARS, CONF & TRAVEL	2,300.00	2,300.00	102.86	301.08	1,998.92	86.91 %
100-56900-340	OPERATING SUPPLIES	700.00	700.00	153.90	263.90	436.10	62.30 %
100-56900-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	0.00	300.00	100.00 %
100-56900-361	REGULAR FUEL	600.00	600.00	0.00	140.53	459.47	76.58 %
Department: 56900 - PLANNING & ZONING Total:		122,814.00	122,814.00	7,207.45	60,760.40	62,053.60	50.53 %
Department: 59200 - TRANSFERS							
100-59200-590	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 59200 - TRANSFERS Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:		9,351,376.00	9,351,376.00	694,527.70	4,687,074.12	4,664,301.88	49.88 %
Fund: 100 - GENERAL FUND Surplus (Deficit):		-150,000.00	-150,000.00	-687,568.41	2,556,015.44	2,706,015.44	1,804.01 %
Report Surplus (Deficit):		-150,000.00	-150,000.00	-687,568.41	2,556,015.44	2,706,015.44	1,804.01 %

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BAIRD

100  
YEARS

# City of Onalaska

Finance Committee – 2019 Refinancing  
August 7, 2019

Bradley D. Viegut, Managing Director

[bviegut@rwbaird.com](mailto:bviegut@rwbaird.com)  
777 East Wisconsin Avenue  
Milwaukee, WI 53202  
Phone 414.765.3827  
[rwbaird.com/publicfinance](http://rwbaird.com/publicfinance)



# City of Onalaska

## SUMMARY OF FINANCING

Issue:	General Obligation Refunding Bonds
Issue Size:	\$1,510,000
Dated & Settlement Date:	October 15, 2019
Purpose:	<ul style="list-style-type: none"><li>Refund 2020-2029 callable maturities of the City's 2010 Taxable G.O. Corporate Purpose Bonds (Build America Bonds)</li></ul>
Structure:	Matures annually 10/1/20-10/1/29
First Interest:	April 1, 2020
Callable:	TBD
Est. Interest Rate:	2.02%
Est. Present Value Savings (\$) <sup>(1)</sup> :	\$99,268
Est. Present Value Savings (%):	6.128%

(1) Present value calculated using the All Inclusive Cost (AIC) of 2.44% as the discount rate.



# City of Onalaska

## TIMELINE

- Finance Committee considers refinancing and Set Sale Resolution.....August 7, 2019
- Council considers Set Sale Resolution.....August 13, 2019
  - Preparations are made for issuance
    - ✓ Official Statement
    - ✓ Bond Rating
    - ✓ Marketing
- Council considers Award Resolution for G.O. Refunding Bonds (finalizes term and interest rates).....September 12, 2019
  - *Send call notice for 2010 Taxable G.O. Corporate Purpose Bonds (Build America Bonds)*
- Last regularly scheduled payment on the 2010 Taxable GOCPB (BABs) issue.....October 1, 2019
- Closing / Payoff of 2010 Taxable GOCPB (BABs).....October 15, 2019
- First Payment on 2019 G.O. Refunding Bonds.....April 1, 2020



# City of Onalaska

## REFINANCING ILLUSTRATION

Calendar Year	BEFORE REFINANCING				AFTER REFINANCING											
	\$2,730,000				\$2,730,000			\$1,510,000			TOTAL	LEVY	STORM WATER	TIF #4		
	Taxable G.O. Corporate Purpose Bonds (BABs) Dated April 1, 2010				Taxable G.O. Corporate Purpose Bonds (BABs) Dated April 1, 2010			G.O. Refunding Bonds (CR) Dated October 15, 2019			TOTAL NEW DEBT SERVICE	POTENTIAL DEBT SERVICE SAVINGS				
	PRINCIPAL (10/1)	RATE (4/1 & 10/1)	INTEREST	BABS SUBSIDY	TOTAL DEBT SERVICE	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1)	BABS SUBSIDY (2)	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1)	TOTAL TIC= 2.02%					
2019	\$140,000	4.400%	\$91,233	(\$29,952)	\$201,281	\$140,000	\$91,233	(\$29,952)	\$130,000	\$54,322	\$184,322	\$201,281	\$0	\$0	\$0	\$0
2020	\$140,000	4.600%	\$85,073	(\$28,019)	\$197,054	***	***	***	\$130,000	\$52,620	\$182,620	\$182,620	\$12,732	\$1,446	\$8,061	\$3,225
2021	\$145,000	4.750%	\$78,633	(\$25,898)	\$197,735	***	***	***	\$130,000	\$52,620	\$182,620	\$182,620	\$15,115	\$1,424	\$10,213	\$3,478
2022	\$150,000	4.850%	\$71,745	(\$23,629)	\$198,116	***	***	***	\$145,000	\$48,720	\$193,720	\$193,720	\$4,396	(\$3,572)	\$9,991	(\$1,024)
2023	\$155,000	5.000%	\$64,470	(\$21,233)	\$198,237	***	***	***	\$145,000	\$44,370	\$189,370	\$189,370	\$8,867	(\$3,421)	\$12,695	(\$408)
2024	\$155,000	5.100%	\$56,720	(\$18,681)	\$193,039	***	***	***	\$145,000	\$38,570	\$183,570	\$183,570	\$9,469	\$1,722	\$8,021	(\$274)
2025	\$165,000	5.250%	\$48,815	(\$16,077)	\$197,738	***	***	***	\$155,000	\$36,770	\$187,770	\$187,770	\$9,968	(\$3,236)	\$12,066	\$1,128
2026	\$170,000	5.400%	\$40,153	(\$14,053)	\$196,099	***	***	***	\$160,000	\$26,570	\$186,570	\$186,570	\$9,529	(\$3,044)	\$10,855	\$1,718
2027	\$175,000	5.600%	\$30,973	(\$10,840)	\$195,132	***	***	***	\$160,000	\$20,170	\$180,170	\$180,170	\$14,962	\$2,145	\$10,423	\$2,394
2028	\$180,000	5.750%	\$21,173	(\$7,410)	\$193,762	***	***	***	\$165,000	\$13,770	\$178,770	\$178,770	\$14,992	\$2,130	\$9,844	\$3,018
2029	\$185,000	5.850%	\$10,823	(\$3,788)	\$192,035	***	***	***	\$175,000	\$7,088	\$182,088	\$182,088	\$9,947	\$2,081	\$9,245	(\$1,379)
	\$1,760,000		\$599,808	(\$199,580)	\$2,160,227	\$140,000	\$91,233	(\$29,952)	\$1,510,000	\$338,970	\$1,848,970	\$2,050,250	\$109,977	(\$2,314)	\$100,415	\$11,876

Maturities callable 10/1/19 or any date thereafter.

CALLABLE MATURITIES  
Assumes 6.2% subsidy reduction in 2019 and 5.9% reduction 2020-2025 (Sequestration).

\*\*\* REFINANCED WITH 2019 ISSUE.

(1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates for municipal bonds as of 7/18/19. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.

(2) Present value calculated using the All Inclusive Cost (AIC) of 2.44% as the discount rate.  
(3) Assumes subsidy is received through the 10/1/19 interest payment. Does not include any potential subsidy on accrued interest from the 10/1/19 interest payment through the 10/15/19 call date.

ROUNDING AMOUNT.....	\$2,995	\$3,627	(\$2,724)	\$2,091
POTENTIAL GROSS SAVINGS.....	\$112,922	\$1,313	\$97,691	\$13,967
(2) POTENTIAL PRESENT VALUE SAVINGS \$.....	\$99,268	\$1,246	\$85,386	\$12,734
POTENTIAL PRESENT VALUE SAVINGS %.....	6.128%	7.005%	6.116%	6.131%

Interest Rate Sensitivity		
Change in Rates	Est. PV % Savings	Est. PV \$ Savings
-0.30%	7.820%	\$126,690
-0.20%	7.247%	\$117,597
-0.10%	6.684%	\$108,275
+0.10%	5.576%	\$90,324
+0.20%	5.021%	\$81,335
+0.30%	4.489%	\$72,726

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2019 Parking Ramp Operating Costs  
Through 1st Quarter

	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Annual	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Electricity & Gas	\$ 1,666.61	\$ 5,202.04	\$ 3,862.96	\$ 4,078.53	\$ 1,929.44		\$ 4,038.00	\$ 5,529.57	\$ 15,248.01	
Water	343.39	661.76	302.62	296.09	305.85		971.75	646.01	2,235.45	
Insurance	2,298.27	2,254.92	2,298.27	2,254.92	2,254.92		2,269.37	4,596.54	9,034.13	
Contracted Cleaning Service		594.00		774.00	1,035.00		731.00	-	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	2,983.25		71.25	4,373.86	4,749.10	
Elevator Inspection & Permit (Fabco)								-	-	
Ice Melt								-	-	
Generator Service Contract				618.00				-	618.00	
Repair to Ramp/Minor Supplies			40.00	341.22		200.00	393.91	40.00	935.13	
Door closure repair								-	-	
<b>Security Services :</b>										
Smoke detector testing (annual cost \$160)	40.00	40.00	40.00	40.00	40.00		40.00	80.00	160.00	
Monitoring CCTV 24/7 (\$125/mo)	375.00	375.00	375.00	375.00	375.00		375.00	750.00	1,500.00	
Monitoring Smoke/Fire alarm (\$25/mo)	75.00	75.00	75.00	75.00	75.00		75.00	150.00	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	3,960.00	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	
<b>Total</b>	<b>\$ 17,644.61</b>	<b>\$ 18,350.00</b>	<b>\$ 14,897.41</b>	<b>\$ 14,680.38</b>	<b>\$ -</b>	<b>\$12,032.88</b>	<b>\$ -</b>	<b>\$12,682.39</b>	<b>\$ 32,542.02</b>	<b>\$ 57,745.65</b>

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	\$ 2,500.00	\$ 5,000.00
Stoney Creek	15-1428755-45300	1,764.46	1,835.00	1,489.74	1,468.04	-	1,203.29	-	5,774.57
<b>Total</b>		<b>\$ 3,014.46</b>	<b>\$ 3,085.00</b>	<b>\$ 2,739.74</b>	<b>\$ 2,718.04</b>	<b>\$ -</b>	<b>\$ 2,453.29</b>	<b>\$ -</b>	<b>\$ 10,774.57</b>

Note: Monthly average number of cars

January	322	384	April	330	369	July	387	Oct	317
February	336	374	May	302	381	August	344	Nov	339
March	316	366	June	305	359	Sept	340	Dec	312
High daily count during quarter	Jan 22nd	370	Jun 26th	378	July 17th	Nov 1st	Nov 1st	431	
	Jan 15th	452	May 8th	444	July 17th	422			



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SEAN O'FLAHERTY  
[soflaherty@lacrosselaw.com](mailto:soflaherty@lacrosselaw.com)  
(608) 785-3255

July 18, 2019

**Via Email: [erindfleisch@onalaskawi.gov](mailto:erindfleisch@onalaskawi.gov)**

Mr. Eric Rindfleisch

**Re: *Contract for Legal Services – Notice of Cancellation***

Dear Mr. Rindfleisch:

Pursuant to the most recent Amendment of the Contract for Legal Services between the City of Onalaska and our law firm, this shall serve as the 120-day notice of cancellation of that Contract.

Thank you for your attention to this matter.

Sincerely,

O'FLAHERTY HEIM BIRNBAUM  
KIRCHNER & CURTIS, LTD.

Sean O'Flaherty

SOF/pjc

cc: Mayor Joe Chilsen (via email)  
Mr. Fred Buehler (via email)  
Attorney Amanda Jackson (via email)

{01874420.DOCX}

**CITY OF ONALASKA  
STANDARD SERVICES AGREEMENT**

This Agreement (with Exhibits, the “Contract”) is entered into this \_\_\_ day of August, 2019 by and between the City of Onalaska (hereinafter “City”), and Cedar Corporation, (hereinafter “Service Provider”), with an address of 604 Wilson Avenue, Menomonie, Wisconsin.

**WHEREAS**, the City sought proposals for a needs assessment (the “Services”); and

**WHEREAS**, Service Provider responded pursuant to the proposal attached hereto as Exhibit A and incorporated herewith (the “Proposal”); and

**WHEREAS**, the City wishes to move forward with Service Provider to provide the Services as set forth in the Proposal.

**NOW, THEREFORE**, in consideration of the mutual agreements herein contained, the parties agree as follows:

1. The City agrees to retain Service Provider to provide the Services to the City pursuant to the terms set forth in the Proposal. The Services described in the Proposal and in this Contract are collectively (the “Service Provider Obligations”).
2. Service Provider shall perform the Service Provider Obligations in a commercially reasonable and timely manner.
3. Service Provider shall deliver all reports required by the Service Provider Obligations in a commercially reasonable timeframe.
4. Service Provider shall provide any reasonable additional services to the City at Service Provider’s customary rate for services.
5. The City agrees to pay Service Provider on the basis set forth in the Proposal. No reimbursement or payments for travel and lodging shall be in excess of the allowable IRS regulations for travel and lodging in La Crosse County, Wisconsin or shall be made without prior written authorization from the City.
6. Service Provider agrees that all plans, designs, electronic and computer data and imagery relating to the Services are the property of the City and shall be presented to the City at no additional cost upon written request. Service Provider shall reasonably cooperate with the City in responding to any Wisconsin Public Records requests. Reuse of any documents or other deliverables including electronic media, pertaining to the Services, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by Service Provider for the specific purpose intended shall be at the City’s risk. Further all title blocks shall be removed if and when the City provides

deliverables in electronic media to another entity. The City agrees to furnish Service Provider with all reports, studies, and similar information in its possession relating to the Services. Service Provider may rely upon City furnished information without independent verification in performing the Service.

7. Service Provider shall, at its sole expense, maintain in effect at all times during the term of this Contract, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.
  - I. Commercial General Liability – REA shall provide and maintain a commercial general liability with the following limits:
    - a. General Liability – One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage.
    - b. Umbrella Liability – Two million dollars (\$2,000,000) following form excess of the primary General Liability and Automobile Liability. Coverage is to duplicate the requirements as set forth herein.
  - II. Required Provisions – The general liability umbrella liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
    - a. The City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status as respects liability arising out of activities performed by or on behalf of Service Provider. The coverage shall contain no special limitations on the scope of protection afforded to the City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
    - b. For any claims related to this project, Service Provider's insurance shall be primary insurance as respects to the city of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained employees, or authorized representatives or volunteers shall not contribute to it.
    - c. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
    - d. Service Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

- e. Each insurance policy required by this Contract shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or Service Provider, except after thirty (30) day (10 days for non-payment of premium) prior written notice by U.S. mail has been given to the City of Onalaska, or upon termination of this Contract for inspection services.
- f. Such liability insurance shall indemnify the City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers against loss from liability imposed by law upon, or assumed under contract by Service Provider for damages on account of such bodily injury (including death), property damage and personal injury.
- g. All of the insurance shall be provided on policy forms and through companies satisfactory to the City of Onalaska, and shall have a minimum A.M. Best's rating of B.

III. Evidences of Insurance – Prior to execution of this Contract, Service Provider shall file with the City of Onalaska a certificate of insurance (accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this Contract. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions as detailed herein.

- 8. To the fullest extent permitted by law, the Service Provider, and its agents, employer, and employees shall defend, indemnify and hold the City of Onalaska harmless for the cost of the defense of any claim, demand, suit or cause of action made or brought against the City of Onalaska arising from the negligent actions of Service Provider, including, but not limited to, court costs, attorneys' fees, and other expenses of any kind whatsoever arising in connection with the defense of the City of Onalaska. The City may require Service Provider to assume and take over the defense of the City of Onalaska for any such claim, demand, suit or cause of action, upon timely notice and demand for same by the City. Service Provider, its agents, employer and employees shall defend, indemnify and hold the City of Onalaska and harmless against all judgments resulting from any legal actions, suits, claims or demands against the City of Onalaska related to the acts of Service Provider.
- 9. The parties intend that any dispute or controversy arising out of or relating to the Contract, be resolved informally, if possible, through good faith negotiation. Therefore, in the event of a dispute or controversy, the parties shall promptly notify each other, in writing, of the specifics of such dispute or controversy and arrange to meet in an attempt to reach a resolution of the dispute or controversy.

10. The terms of this Contract shall run from the date of this Contract through completion of the Service Provider Obligations.
11. Service Provider acknowledges that Service Provider is an independent contractor and not an employee of the City
12. Service Provider shall not assign this Contract to any other person, firm or business, without the prior written approval of the City, it being the express intention of the parties that all services to be performed shall only be performed by Service Provider.
13. This Contract may not be modified except in writing signed by both parties.
14. The parties signing this Contract represent that they do so with full authority.

**IN WITNESS WHEREOF**, Service Provider has caused this Contract to be executed by its President and the City by its Mayor and City Clerk the day and year first above written.

**CITY OF ONALASKA**

**SERVICES PROVIDER**

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

By:   
 Name: Wendy Sander, AICP  
 Title: Director of Municipal Services - Menomonie

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

Approved as to content, form and execution, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
 \_\_\_\_\_, City Attorney



# Superior Technology Group LLC.

**iCrimeFighter Quotation  
Onalaska Police Department  
6/7/2019 (quote good for 30 days)**

---

**Annual** Onalaska Police Department subscription to iCrimeFighter:

Users

- 28 Subscriptions of iCrimeFighter Enterprise and iCrimeFighter.com
  - \$240 per year per user\*
  - Includes Technical Support, storage and all software updates
  - The yearly fee is for mobile users only. Admin staff will have login access for no yearly fee.

Total  
\$6,720/yr.

Authorized signer:

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Agreement  
forthcoming  
(under review)*

TYLER TECHNOLOGIES SOFTWARE DEFICIENCIES

1. CT NUMBER WILL NEVER BE FIXED-ALWAYS WILL REQUIRE MANUAL ENTRY
2. DOCKET NUMBER WILL NEVER BE AUTO LOADED-ALWAYS WILL REQUIRE MANUAL ENTRY ; CANT BE FIXED-WILL EFFECT ALL OTHER MUNICIPALITIES
3. NEVER WILL AUTO ATTACH DOCUMENTS/CITATION TO INCODE FILE
4. UNABLE TO ARCHIVE/PURGE OLD FILES
5. HISTORY CANT BE TRACKED
6. UNABLE TO SEARCH FOR CERTAIN THINGS (EG: STATUTES) REQUESTES HAVE COME IN BY ATTORNEYS AND CANT BE ACCOMODATED
7. SCHEDULER ISSUES—CANT BE TRACKED –NO RELIABILITY OR DEPENDIBILITY IN PRODUCT
8. UNABLE TO MASS SUSPEND DL'S AND REGISTRATIONS
9. UNABLE TO MASS POST SDC PAYMENT (JACKIE TIME) HAS TO BE MANUALLY ENTERED
10. UNABLE TO DISPO PAIDS IN MASS
11. HAVE TO MANNUALLY MAKE CHANGES TO STATUS CODES WHEN PAYMENTS ARE MADE—RATHER THAN AUTO UPDATE
12. DO NOT KNOW IF CITATIONS ARE PAID UNLESS FILES ARE POSTED; WHICH LEADS TO COMMUNICATION ISSUES WITH COURT AND MISSED REMOVALS OF SUSPENSIONS
13. CUSTOMER SERVICE IS NOT GOOD EVEN WITH A DEDICATED PERSON (EG: AMANDAS COMPUTER)
14. PAYMENTS MADE AT MIDNIGHT DO NOT MISS THE 4:00 AM FEES; THIS IS A MANUAL PROCESS FOR JACKIE. SHE HAS TO MANUALLY LOOK AT EACH TICKET TO MAKE SURE ANY PAYMENT MADE AT GPS IS A VALID PAYMENT AND DOESN'T REQUIRE THE FEE.

JOINT MUNICIPAL COURT COST ANALYSIS W/PARKING

	Tyler			TiPSS			POTENTIAL
	<u>Monthly</u>	<u>Yearly</u>		<u>NEW</u>	<u>NEW</u>	<u>New Yearly</u>	<u>COST</u>
	<u>Hrs</u>	<u>Annual Hrs</u>	<u>Expenditure</u>	<u>Monthly</u>	<u>Annual</u>	<u>Expenditure</u>	<u>SAVINGS</u>
				<u>Hrs</u>	<u>Hrs</u>		
<b>HILDIE</b>							
Suspensions	25.00	300.00	10,833.00	1.50	18.00	649.98	10,183.02
Rec/History Requests	5.00	60.00	2,166.60	0.50	6.00	216.66	1,949.94
Vacating Suspension	10.00	72.00	2,599.92	5.00	60.00	2,166.60	433.32
SDC Workups	25.00	270.00	9,749.70	15.00	180.00	6,499.80	3,249.90
Dispositions of Paid Cit.	10.00	120.00	4,333.20	0.50	6.00	216.66	4,116.54
Parking Suspensions	15.00	180.00	6,499.80	5.00	60.00	2,166.60	4,333.20
Parking Tracs Imports	40.00	480.00	17,332.80	15.00	180.00	6,499.80	10,833.00
<b>Kim</b>							
SDC	1.50	16.20	638.93	0.25	3.00	118.32	520.61
Citation ADJ / Corrections	10.00	120.00	4,732.80	1.00	12.00	473.28	4,259.52
<b>Jackie</b>							
Trip / SDC Monthly State Pmt	4.00	43.20	996.62	1.00	12.00	276.84	719.78
Tracs Citation Correction	60.00	720.00	16,610.40	10.00	120.00	2,768.40	13,842.00
	<b>205.50</b>	<b>2,381.40</b>	<b>76,493.77</b>	<b>54.75</b>	<b>657.00</b>	<b>22,052.94</b>	<b>\$ 54,440.83</b>

23

TiPSSCourts Conversion Costs

A) Product / Service	Number of Licenses		Addt Juris.	License & Service Fees	Annual System Support	Proposal Totals
	Full Access	View Only				
<b>TiPSSCourts and Interfaces</b>						
TiPSSCourts	3	3	5	\$37,000	\$10,165	\$47,165
Additional License	1			\$3,165	\$800	\$3,965
<b>TiPSS Parking Interface</b>						
TiPSS Parking	3			\$12,650	\$3,080	\$15,730
Additional License	1			\$1,080	\$270	\$1,350
<b>TiPSS Cash Register</b>						
TiPSS Cash Register	1			\$5,000	\$1,235	\$6,235
<b>TiPSS Web Payment</b>						
TiPSS Web Payment	1			\$1,200	\$0	\$1,200

\$60,095 \$15,550 \$75,645

JMC 47% \$21,791.55 \$5,734.00 \$27,525.55  
 BAL CITY W PARKING \$38,303.45 \$9,816.00 \$48,119.45

B) Conversion		
Import Citations, append Disposition Data, and Notes	Import Citations and append Disposition Data, Histories and Notes from the Legacy System into TiPSSCourts using files created by the City IT Department. Note: No payments, Documents and Enforcements (Tax intercept, State Debt Colledctions, Warrants/commitments, Revocations/Suspensions, etc). will be converted. If a payment is included as a note, the payment will be accepted.	\$12,000
SDC Conversion	Convert existing SDC debts to TiPSSSDC enforcements lionking to Department of Revenue (DOR)	\$7,500

\$19,500

JMC 47% \$9,165  
 CITY BAL \$10,335

**C) Summary W/OUT PARKING**

Licensing and Fees	\$60,095
Conversion	\$19,500
<b>Total</b>	<b>\$65,865</b>

**SUMMARY WITH PARKING**

LICENSING AND FEES	\$75,645
CONVERSION	\$19,500
<b>TOTAL</b>	<b>\$95,145</b>

JMC (LESS CITY PRN)	\$30,957
City	\$34,908

JMC W/OUT PARKING	\$30,957
CITY	\$64,188

SOURCE OF FUNDS (CITY FUND BALANCE) \$191,390

\*Note Tyler Mnt cost = \$9,388



July 1, 2019

Mr. Eric Rindfleisch  
City of Onalaska  
415 Main Street  
Onalaska, WI 54650

RE: Two-Year Liability Renewal Package  
2021-2022

Dear Eric:

Cities and Villages Mutual Insurance Company (CVMIC) is pleased to provide your community with its two (2) year liability renewal package. CVMIC continues to provide your community with the best possible public entity, general liability and auto liability protection available in Wisconsin. This re-pricing continues CVMIC's approach of providing a long-term solution to your liability insurance needs.

Bickmore Actuarial has completed an actuarial review of CVMIC losses from 1988 to present. Their analysis has indicated that we continue to have very stable losses. The Board of Directors requested that Bickmore Actuarial review 2021-2022 premiums for both the current and next higher self-insured retention (SIR). Premium calculations were developed utilizing current loss data and the underwriting information members provided last fall for the reinsurance renewal.

The proposed pricing limits the experience modification to premium increases no greater than 15% and reductions no greater than 10% for 2020. Increases for 2020 will be as quoted in 2017.

Your premium options for the 2021 and 2022 policy years are set forth in Attachment One. These premiums are guaranteed for the two-year period, assuming that we achieve an adequate level of commitment for the renewal. In order to lock in these rates, we are asking that each member make their renewal commitment **by September 15, 2019**. Our general counsel, Mark Kircher of

Quarles & Brady, has provided instructions for making this two-year commitment to CVMIC (Attachment Two).

The Board implemented the two-year pricing cycle to ensure members will always know their liability insurance cost before beginning the budget process.

To confirm your community's commitment to CVMIC for the 2021-2022 policy years as outlined in Attachment One, it will be necessary to complete and sign the acceptance form on page two and return the signed copy to Michelle Voskuil at [mjv@cvmic.com](mailto:mjv@cvmic.com).

We look forward to continuing working with you. If you have any questions regarding re-pricing, please contact either Michelle Voskuil or myself.

Yours very cordially,

**CITIES AND VILLAGES MUTUAL INSURANCE CO.**

Kenneth Horner  
Chief Executive Officer

Michelle Voskuil  
Finance Director/CFO

KAH:mjv  
Enc.



City of Onalaska  
**ANNUAL PREMIUMS**  
 Policy Years 2020, 2021, 2022

**ATTACHMENT ONE**

- **Coverage includes:**
  - General Liability
  - Auto Liability
  - Excess Liability
  - Public Officials Liability
  - Law Enforcement Liability
- **Self-Insured Retention ("SIR")** is available at several levels.
- **Limits of Liability:**
  - \$5,000,000 per occurrence excess of SIR.
- **Defense Costs are included in the SIR.**

**ANNUAL PREMIUMS:**

**(SIR) Occurrence/Aggregate**

	<u>Current SIR</u> \$17,500	<u>Optional SIR</u> \$25,000
<u>Policy Year</u>	<u>Option 1</u>	<u>Option 2</u>
2020	\$44,881	\$41,739
2021	\$45,698	\$42,500
2022	\$46,612	\$43,350

**NOTE:** The premiums stated herein are based on an expected number of renewals and are subject to review, depending on the actual number of renewals. With that qualification, they are guaranteed for the three-year policy period 2020, 2021 and 2022.

**School/Police Liaison Officer Agreement City  
of Onalaska and Onalaska School District  
2019/2020**

By virtue of this agreement, City of Onalaska agrees to provide one (1) Police Officer to the Onalaska School District for use as the Police Liaison Officer for the 2019-2020 school year. The Officer shall serve for one hundred and eighty (180) days during the school fiscal year (July 1 to June 30).

The Officer shall remain as an employee of the City of Onalaska and therefore, shall continue to be governed by State Statutes, Onalaska Ordinances, as well as all applicable Rules, Regulations and Policies of the Onalaska Police Department and City of Onalaska. City of Onalaska shall be responsible for the issuance of all payroll checks and benefit payments on behalf of the Police Officer.

City of Onalaska shall provide one (1) Officer to fill this position. It is anticipated that the officer filling the position will continue for a five-year period unless otherwise determined by mutual agreement between the Chief of Police and the District Administrator. Nothing in this contract precludes an existing school liaison officer from being re-hired after the initial 5-year time period.

I. Supervision

The Officer shall be under the direct supervision of the Chief of Police or the Chief of Police's designee.

II. Reporting Time

This assignment may be modified as needed by both the School District and the City. The Officer shall work an eight (8) hour shift. The Officer shall work at the Onalaska School District 178 days when students are present, plus an additional 16 hours designated to nonstudent days. The Officer shall be allowed to attend any training required by the Onalaska Police Department.

III. Overtime

If the Onalaska School District requests the Police Liaison Officer to work hours outside of the normal work day (i.e. football game security, dances, etc.), the Onalaska School District will be billed for any overtime compensation due to the Officer's presence outside the normal work day and payment for such services shall be due as set forth in Section VI Costs.

IV. Term

Either party may terminate this contract upon thirty (30) days written notice prior to the start of the school year.

V. Notification

All written notices and correspondence under this Agreement shall be delivered in person or by first class mail as follows:

To the City of Onalaska:  
City of Onalaska Administrator  
415 Main St.  
Onalaska, WI 54650

With a copy to:

Onalaska Police Chief  
415 Main St.  
Onalaska, WI 54650

To the School District of  
Onalaska: District Administrator  
Onalaska School District  
237 2nd Avenue S.  
Onalaska, WI 54650

VI. Costs

The School District agrees to reimburse the City according to Appendix 1, attached hereto. This includes but is not limited to:

Wages  
FICA  
Wisconsin Retirement  
Health Insurance  
Dental Insurance  
Income Continuation Insurance  
Workers Compensation  
All appropriate, non-personal Monthly Cellular Phone Charges during School Year

The School District also agrees to provide a suitable work area, including a computer and telephone in the school, for use by the Police Liaison Officer.

VII. Reimbursement

The Onalaska School District shall reimburse the City of Onalaska on the basis of a each semester invoice detailing the charges for that semester. The School District shall make payment to the City within forty-five (45) days of receipt of the invoice.

VIII. Equipment

The City of Onalaska shall furnish necessary police equipment to the Police Liaison Officer

including, but not limited to, vehicle, communications equipment and any other required equipment.

IX. Indemnification

The Onalaska School District having determined that the use of a Police Liaison Officer on their campuses is essential to the operation of the district, agrees to fully indemnify and hold harmless the City of Onalaska, Onalaska Police Department and the Police Liaison Officer acting within in the Police Liaison Officer's official capacities, or individually, because of acts committed while carrying out the duties of Police Liaison Officer within the Onalaska School District and hold harmless for the cost of the defense of any claim, demand, suit or cause of action brought against the City of Onalaska, Onalaska Police Department and School Liaison Officer arising from the actions of the Police Liaison Officer, including but not limited to court costs, attorneys' fees, and other expenses of any kind whatsoever arising in connection with the defense of the City of Onalaska, Onalaska Police Department or Police Liaison Officer. The Onalaska School District therefore agrees to pay judgments taken against the Police Liaison Officer under the provisions of Section §895.46 Wis. Stats. as may be amended.

X. Insurance

The City of Onalaska shall provide the following insurance and it shall remain in force during the contract:

1. **Liability:** A general liability policy with a minimum policy of \$ 1,000,000.
2. **Automobile/Collision:** The City of Onalaska shall provide full auto coverage for any vehicle provided by the City of Onalaska and operated by the Police Liaison Officer in the course of the duties under this Agreement.
3. **Workers Compensation:** The City of Onalaska shall provide coverage as required by State Statutes. The premium for the Police Liaison Officer shall be reimbursed as outlined in Section VI.

Agreement Approved On: \_\_\_\_\_

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
City Clerk

Approved as to content, form and execution,  
this 25 day of July, 2019.

  
\_\_\_\_\_  
City Attorney

**ONALASKA SCHOOL DISTRICT**  
**ONALASKA, WI 54650**

ROLE DESCRIPTION

**TITLE:** School/Police Liaison Officer Onalaska High School and Middle School

**QUALIFICATIONS:** The School/Police Liaison Officer shall meet the qualifications as set forth by the Onalaska Police Department. This position also requires a person who can and shall effectively communicate and build positive relationships with adults and students.

**REPORTS TO:** The Police Chief of the Onalaska Police Department or designee.

**JOB GOALS:** The School/Police Liaison Officer shall:

1. Develop and support a positive working partnership between the Onalaska Police Department and the Onalaska School District.
2. Develop and maintain a positive relationship with students.
3. Promote and maintain a positive partnership with other community agencies concerned with child welfare.
4. Provide instruction and support related to youth problems and community services.
5. Develop proactive programs to identify and assist juveniles whose behavior may indicate they are at risk.
6. Ensure that the constitutional rights of all students/citizens are upheld.
7. Impartially enforce the laws of the State of Wisconsin, the ordinances of the City of Onalaska, and investigate any acts that are contrary to them.
8. Observe District policies and procedures not in conflict with applicable department policies or local, state and federal statutes.
9. Function as a positive role model to students.

**TERMS OF EMPLOYMENT:** 178 days when students are present, plus an additional 16 hours designated to non-student days. The officer can voluntarily trade the 16 hours, in 8 hour increments, for other days designated the District Administrator or designee at the officer's discretion.

**EVALUATION:** The School/Police Liaison Officer shall be evaluated by the Police Chief of the Onalaska Police Department (or his/her designee) after consultation, with Onalaska School District Administrator or designee.

APPENDIX I

**POLICE/SCHOOL RESOURCE OFFICER PROGRAM COSTS  
2019/2020 SCHOOL YEAR - Currently Vacant**

**Fall 2019 (4 months)**

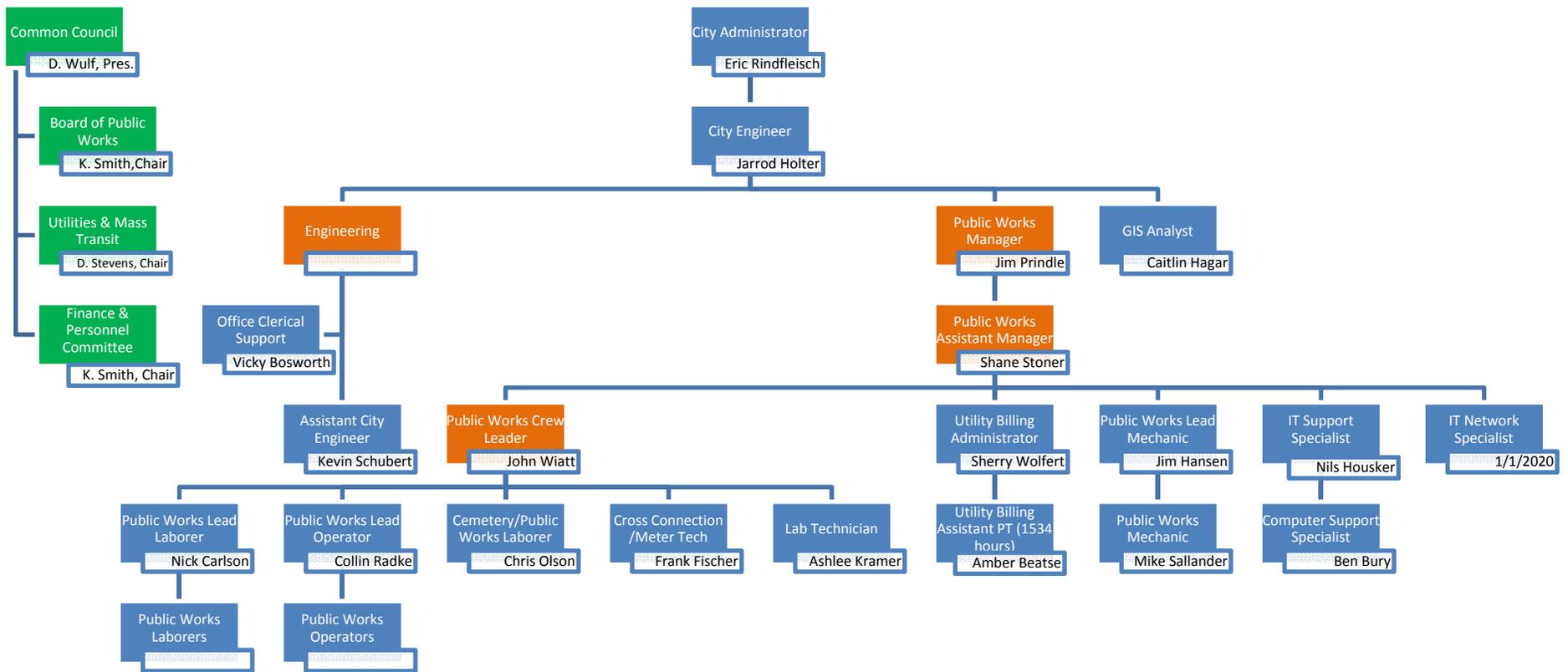
**Spring 2020 (5 months)**

<b>Hourly rate:</b>		<b>Hourly rate:</b>	
Wage	\$29.50	Wage **	\$30.09
Longevity 0%	\$0.00	Longevity 0%	\$0.00
Retirement 15.89%	\$4.69	Retirement 16.82%	\$5.06
FICA 7.65%	\$2.26	FICA 7.65%	\$2.30
Health/Dental/Life	\$9.94	Health/Dental/Life *	\$10.43
Workers Comp 3.02%	\$0.89	Workers Comp 3.02%	\$0.91
<b>Total hourly rate:</b>	<b>\$47.28</b>	<b>Total hourly rate:</b>	<b>\$48.80</b>
<b># of Hours</b>	<b>649.20</b>	<b># of Hours</b>	<b>811.50</b>
<b>Total Cost</b>	<b>\$30,694.18</b>	<b>Total Cost</b>	<b>\$39,601.20</b>
<b>School Share (50%)</b>	<b>\$15,347.09</b>	<b>School Share (50%)</b>	<b>\$19,800.60</b>
		School Share -- Fall 2019	\$15,347.09
Act# 100-00000-47320		School Share -- Spring 2020	<u>\$19,800.60</u>
<b>Total School District Cost for 2019/2020 School Year:</b>			<b>\$35,147.69</b>

\*1/1/20 estimated 5% increase

\*\* 1/1/20 estimated 2% wage increase

# Public Works



**CITY OF ONALASKA**

Grade 15

**Position:** Computer Support Specialist  
**Location:** City Hall  
**Page:** 1 of 3

**Department:** Public Works  
**Supervisor:** IT Support Specialist  
**Classification:** Hourly, Non- Exempt

Approved by F & P Committee:

Approved by Council:

Under supervision of the IT Support Specialist, the Computer Support Specialist maintains all aspects of computer technology. Responsible for providing application, PC hardware, operating system, help desk support, performing technology needs analysis, managing projects according to approved and authorized budgets and schedules. Maintains, logs, and updates information in the IT ticketing system along with corrective actions taken.

**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 this position.

- A. Receives and reviews help desk calls/tickets from computer users regarding software and hardware problems; assesses user's needs and utilizes their computer skills and established documentation to resolve the problem; when unable to solve IT problems, directs the problem to next level support using appropriate intake procedures; communicates with end users on ticket status. .
- B. Diagnoses, defines, and resolves problems or coordinates the implementation of solutions.
- C. Assists other IT staff with networking and server administration.
- D. Provides high level customer service skills, technical skills, with the ability to work autonomously; provides a customer focused work style with the ability to work with all City staff to accomplish goals and keep IT systems operating.
- E. Maintains inventory database to ensure equipment and software accountability; documents all upgrades and deployments of inventory in appropriate software system; documents all configurations and installation processes for future use.
- F. Provides end-user technical support through hands on, telephone, email and remote desktop control; including, but not limited to: configuring applications and hardware, supporting daily operation of various support databases and systems, troubleshooting and correcting hardware and software problems, developing custom reports, training system users, providing daily support to the client/customer, and activating/inactivating end users as needed.
- G. Assists with ensuring secure access to network resources through Active Directory and Group Policy, including creating and provisioning network accounts.
- H. Collaborates with any outside IT vendor/consultant to assist in resolving issues or concerns regarding equipment or software.
- I. Tracks, monitors and document all problems and resolutions in a thorough and precise manner through IT system ticketing and ticket resolutions.
- J. Gathers information for the IT Systems budget including, but not limited to: evaluating, selecting and recommending City-wide technology purchases.
- K. Assists with coordinating and maintaining telephone and cellular telephone system and usage including, but not limited to: implementation, installation, security, administration, upgrades, troubleshooting, replacement, and training.
- L. Provides daily communication and participation in weekly meetings with other IT staff members and supervisor to manage IT work load and communicate on interdependent projects.
- M. Maintains confidentiality of work-related matters.
- N. Assists with implementing and ensuring compliance with security best practices

**RELATED JOB FUNCTIONS:**

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the 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.
- B. May serve as a backup member of the City's Emergency Operations Team as required or assigned.
- C. Other duties as required or assigned.

## CITY OF ONALASKA

**Position:** Computer Support Specialist

**Location:** City Hall

**Page:** 2 of 3

**Department:** Public Works

**Supervisor:** IT Support Specialist

**Classification:** Hourly, Non- Exempt

Approved by F & P Committee:

Approved by Council:

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

- A. Basic understanding of project management skills.
- B. Excellent interpersonal and communication skills; ability to effectively communicate with colleagues on all levels in a multicultural environment.
- C. Basic analysis skills; the ability to elicit user requirements, create technical specifications and liaise between the various departments, supervisor and vendors.
- D. Good working knowledge of desktop equipment such as PCs, servers, printers, modems, scanners and related networked devices.
- E. Working knowledge of computers and modern electronic data processing principles and practices and working knowledge of modern office practices and procedures.
- F. Technical knowledge of operation and maintenance of computer hardware and peripherals.
- G. Ability to work independently and meet deadlines in a fast-paced, detail-oriented environment.
- H. Flexible work attitude; adaptability to disparate tasks and technologies and the willingness to meet unexpected demands.
- I. Knowledge of the Microsoft Office Suite, particularly Access.
- J. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

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

- A. Requires Associate's Computer Science or related field, or three years equivalent work experience.
- B. Minimum 1 year of related technical support experience.
- C. Valid driver's license is 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.

1. **Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and office equipment.
2. **Physical Effort:** The employee is frequently required to exert light to heavy physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling or crouching. The employee must frequently lift and/or move 25 – 50 pounds. Specific vision abilities required include close and distant vision and the ability to adjust focus.
3. **Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

## CITY OF ONALASKA

**Position:** Computer Support Specialist  
**Location:** City Hall  
**Page:** 3 of 3

**Department:** Public Works  
**Supervisor:** IT Support Specialist  
**Classification:** Hourly, Non- Exempt

Approved by F & P Committee:  
 Approved by Council:

### Percent of 8 Hour Day

Percent of 8-Hour Day	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
<b>Sedentary</b> 0–10# max		◆		
<b>Light</b> Freq. to 10# -20#max		◆		
<b>Medium</b> Freq. to 25#-50# max		◆		
<b>Heavy</b> Freq. to 50#-100# max			◆	
<b>Very Heavy</b> Freq. over 50+# - 100+# max				◆

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

## Job Evaluation Factors Questionnaire

New Position  
Name

Computer Support Specialist  
Position Title

7/30/19  
Date

**Education Required** – Weight 12 out of 100 Weight  $3 \times 12 = 36$

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

**Experience Required** – Weight 15 out of 100 Weight  $1 \times 15 = 15$

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

**Scope of Responsibility** - Weight 15 out of 100 Weight  $3 \times 15 = 45$

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

**Budget Responsibility** - Weight 8 out of 100 Weight  $1 \times 8 = 8$

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

**Nature of Supervision Received** - Weight 10 out of 100 Weight  $3 \times 10 = 30$

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

**Nature of Supervision Exercised** - Weight 10 out of 100 Weight  $2 \times 10 = 20$

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

**Mental/Psychological Demands** - Weight 7 out of 100 Weight  $2 \times 7 = 14$

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

**Physical Demands** - Weight 7 out of 100 Weight  $3 \times 7 = 21$

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

**Social Demands** - Weight 8 out of 100 Weight  $3 \times 8 = 24$

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

**Working Conditions** - Weight 8 out of 100 Weight  $2 \times 8 = 16$

*(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)*

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight **229**

Grade **15**

HR Signature \_\_\_\_\_

Date \_\_\_\_\_

## PERSONNEL REQUISITION FORM

Position Title: Computer Support Specialist		Department: Public Works	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time Seasonal <input type="checkbox"/> Part-time Seasonal <input type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time Temporary	Duration:	
<input type="checkbox"/> Vacant position (replacement)		<input checked="" type="checkbox"/> New position (budgeted)	
<input type="checkbox"/> New position (non-budgeted)			
Work Schedule: 7 am to 3 pm			
Union Position: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, which Bargaining Unit: _____      Is this position already covered in bargaining unit? <input type="checkbox"/> No <input type="checkbox"/> Yes If no, has a Job Evaluation Factors Questionnaire been completed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>If yes, attach to form.</i>			
Estimated starting pay: \$44,494   per <input type="checkbox"/> hour <input type="checkbox"/> week <input type="checkbox"/> month <input checked="" type="checkbox"/> year			
Recruitment Plans: <span style="float: right;"><input checked="" type="checkbox"/> <i>Internal recruitment only</i></span> We currently have a part-time employee with the IT department that would be a great fit for this position and would eliminate an external search and training as they are currently already trained.			

\*\*\* ATTACH current (or revised) job description! \*\*\*

for Posting/Advertising *(please be brief)*:

Essential job functions: Take help desk calls/tickets from computer users regarding software and hardware problems. assesses the user's needs and uses their computer skills and established documentation to resolve the problem. Assists with network and server issues. Inventory equipment and document upgrades and deployments.

Essential qualifications (education, experience, skills): Technical knowledge of operation and maintenance of computer hardware and software.

Desired qualifications (education, experience, skills): Associates Degree or three years experience, minimum one year technical support experience.

Explain the impact of not filling this position(s): Service levels will suffer, equipment will not get changed out to newer equipment, effecting employee performance due to IT needs.

What alternatives have been considered? Contracting position has been looked at. Currently needs require more immediate attention that on site staff can deliver.

Can the work be performed by other City employees? no Why or why not? outside job knowledge of current staff

Additional information to be considered:

Anticipated cost of position (wages 45,000+ benefits )::

Wages:

Hourly Wage or

Annual Salary

FICA (.062)

Medicare (.0145) \_\_\_\_\_

0

Benefits:

Health Ins. ER

Dental Ins. ER

WRS \_\_\_\_\_

0

Portion supported by tax dollars: Partially

Signatures

Supervisor:

Date:

Department Head:

Date:

Human Resources:

Date:

CITY OF ONALASKA

Grade 19

Position: IT Support Specialist  
Location: City Hall  
Page: 1 of 3

Department: Public Works  
Supervisor: Public Works Manager  
Classification: Salaried Exempt

Approved by F & P Committee:  
Approved by Council:

Under supervision of the Public Works Manager, the IT Support Specialist directs and maintains all aspects of computer technology. Responsible for providing application, PC hardware, operating system, help desk support, support telephone and cellular telephone service, performs technology needs analysis, manage projects according to approved and authorized budgets and schedules. Administer IT support ticketing and ticket resolution for IT related questions and difficulties.

**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 this position.

- A. Provides assistance to end-users on software applications ultimately becoming the in-house expert on applications currently in use; provides daily support to the client/customer, and activates/inactivates end users as needed
- B. Diagnoses, defines, and resolves problems or coordinates the implementation of IT solutions.
- C. Assists other IT staff with networking and server administration, including assisting with resolving network issues.
- D. Performs high level customer service skills, technical skills, and the ability to work autonomously; provides customer focused work style with ability to work with all City staff to accomplish goals and keep IT systems operating.
- E. Works with supervisors to implement policies and procedures regarding how problems are identified, received, documented, distributed, and corrected.
- F. Provides end-user technical support through heavy contact with staff via hands on, telephone, e-mail and remote desktop control; including, but not limited to: configuring applications and hardware, supporting daily operation of various support databases and systems, installing, maintaining, troubleshooting and correcting hardware and software problems, developing custom reports providing technical assistance to end user desktop hardware and software, printers, wireless and mobile devices; providing daily support to the client/customer, and activate/inactivate end users as needed.
- G. Ensures secure access to network resources through Active Directory and Group Policy including creating and provisioning network accounts.
- H. Collaborates with any outside IT vendor/consultant to assist in resolving issues or concerns regarding equipment or software.
- I. Assists with administering the City email system (account creation, monitoring, records requests, and archival).
- J. Manages, tracks, monitors and documents all problems and resolutions in a thorough and precise manner through IT system ticketing and ticket resolutions.
- K. Assists with IT Systems budget, including but not limited to: evaluating, selecting, and recommending City-wide technology purchases; manages projects according to approved and authorized budgets and schedules.
- L. Supervises and evaluates Computer Support Specialist, part-time, and temporary/seasonal IT staff; establishes work schedule and assigns tasks to be performed with assistance and coordination from Public Works Manager.
- M. Maintains operations and management level information regarding City infrastructure; utilizing City GIS system and InfraMap software; performs GIS activities in coordination and within direction of GIS Analyst; performs tracking and reporting of City infrastructure to assist in identifying operation and maintenance needs.
- N. Serves as lead operator of Unmanned Ariel Device (drone) for the Public Works Department; ensures proper safety procedures and policies are adhered to for use of Unmanned Aerial Systems (UAS) according to the program coordinators requirements.

## CITY OF ONALASKA

**Position:** IT Support Specialist

**Location:** City Hall

**Page:** 2 of 3

**Department:** Public Works

**Supervisor:** Public Works Manager

**Classification:** Salaried Exempt

Approved by F & P Committee:

Approved by Council:

- O. Manages, coordinates and maintains the telephone and cellular telephone system and usage, including: evaluation, selection, implementation, installation, security, administration, upgrades, troubleshooting, replacement, training, and monitoring usage trends and billing to be able to select service plans beneficial to the City.
- P. Provides daily communication and participation in weekly meetings with other IT staff members and supervisor to manage IT work load and communicate on interdependent projects
- Q. Maintains confidentiality of work-related matters.

### **RELATED JOB FUNCTIONS:**

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- B. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the functional areas of assignment; researches emerging products and enhancements and their applicability to City needs.
- C. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- D. Assists with implementing and ensuring compliance with security best practices.
- E. Other duties as required or assigned.

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

- A. Basic understanding of project management skills.
- B. Excellent interpersonal and communication skills; ability to effectively communicate with colleagues on all levels in a multicultural environment; must have a good customer focused attitude and be a problem owner and solver.
- C. Basic analysis skills; the ability to elicit user requirements, create technical specifications and liaise between the various departments, supervisor and vendors.
- D. Good working knowledge of desktop equipment such as PCs, servers, printers, modems, scanners and related networked devices.
- E. Technical knowledge of operation and maintenance of computer hardware and peripherals.
- F. Ability to apply common-sense understanding to carry out instructions furnished in written, oral and diagram form.
- G. Working knowledge of computers and modern electronic data processing principles and practices and working knowledge of modern office practices and procedures.
- H. Ability to work independently and meet deadlines in a fast-paced, detail-oriented environment.
- I. Flexible work attitude; adaptability to disparate tasks and technologies and the willingness to meet unexpected demands.
- J. Knowledge of the Microsoft Office Suite, particularly Access.
- K. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

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

- A. Requires Associate's or Bachelor's degree in Computer Science or related field, or three years equivalent work experience.
- B. Minimum 3 years of related technical support experience.
- C. Valid driver's license is required.

## CITY OF ONALASKA

**Position:** IT Support Specialist  
**Location:** City Hall  
**Page:** 3 of 3

**Department:** Public Works  
**Supervisor:** Public Works Manager  
**Classification:** Salaried Exempt

Approved by F & P Committee:  
 Approved by Council:

**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.

1. **Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and office equipment.
2. **Physical Effort:** The employee is frequently required to exert light to heavy physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling or crouching. The employee must frequently lift and/or move 25 – 50 pounds. Specific vision abilities required include close and distant vision and the ability to adjust focus.
3. **Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

Percent of 8 Hour Day

Percent of 8-Hour Day	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
<b>Sedentary</b> 0–10# max		♦		
<b>Light</b> Freq. to 10# -20#max		♦		
<b>Medium</b> Freq. to 25#-50# max		♦		
<b>Heavy</b> Freq. to 50#-100# max			♦	
<b>Very Heavy</b> Freq. over 50+# - 100+# max				♦

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

## Job Evaluation Factors Questionnaire

New Position  
Name

IT Support Specialist  
Position Title

7/30/19  
Date

**Education Required** – *Weight 12 out of 100*    Weight 3X 12 =36

- 1    High school diploma or equivalent
- 2    High school diploma or equivalent; some additional training or certification
- 3    Associate degree or equivalent work experience
- 4    Bachelor's degree or equivalent work experience
- 5    Master's degree or equivalent work experience

**Experience Required** – *Weight 15 out of 100*    Weight 2X 15 =30

- 0    0-1 years applicable work experience
- 1    1-3 years applicable work experience
- 2    3-5 years applicable work experience
- 3    5-7 years applicable work experience
- 4    7-10 years applicable work experience
- 5    10+ years applicable work experience

**Scope of Responsibility** - *Weight 15 out of 100*    Weight 4X 15 =60

- 1    Minimal autonomy and independent judgment are exercised
- 2    Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3    Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4    High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5    Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

**Budget Responsibility** - *Weight 8 out of 100*    Weight 3X 8 =24

- 1    No fiscal responsibility
- 2    Approves expenses within limited spending authority
- 3    Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4    Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5    Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

**Nature of Supervision Received** - *Weight 10 out of 100*    Weight 3X 10 =30

- 1    Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2    Close supervision; performs routine duties according to established procedures
- 3    General supervision; performs varied assignments following established procedures
- 4    General direction; performs varied assignments within an area according to broadly stated program objectives
- 5    General direction; performs assignments in various functional areas with little or no guidance

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

**Nature of Supervision Exercised** - Weight 10 out of 100 Weight  $4 \times 10 = 40$

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

**Mental/Psychological Demands** - Weight 7 out of 100 Weight  $3 \times 7 = 21$

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

**Physical Demands** - Weight 7 out of 100 Weight  $3 \times 7 = 21$

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

**Social Demands** - Weight 8 out of 100 Weight  $3 \times 8 = 24$

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

**Working Conditions** - Weight 8 out of 100 Weight  $1 \times 8 = 8$

*(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)*

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight **294**

Grade **19**

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date

CITY OF ONALASKA

Grade 19

Position: IT Network Specialist
Location: City Hall/Public Works Facility
Page: 1 of 3

Department: Public Works
Supervisor: Public Works Manager
Classification: Salaried Exempt

Approved by F & P Committee:
Approved by Council:

Under supervision of the Public Works Manager, the IT Network Specialist directs the network administration for the City of Onalaska. Responsible for providing the design, implementation, support and maintenance of local and wide area networks within the City; support telephone and cellular telephone service; providing technical assistance and support to City network users for the various departments within the City of Onalaska; assisting with maintenance of computer hardware and software; supporting network software as required with assistance from outside contractors. Overall responsibility for the network operations.

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 this position.

- A. Analyzes, evaluates, and assists in the selection of computer systems, servers, routers, printers, hubs, software, etc. for use on City computers and network, including hardware and software selection and implementation, networking, voice and data telecommunications; performs routine maintenance as required.
B. Diagnoses, defines, and resolves problems and/or coordinates the implementation of technology solutions; maintains best practices regarding all functions of the network.
C. Installs and maintains servers and related system components, performs backups (both on and off site) & monitors system components to ensure the availability of client/server applications (i.e. patching servers, upgrading firmware to switches and firewalls.); monitors network for security alerts and breaches.
D. Administers the City email system (account creation, monitoring, and archival); administers the City website and establishes the set up for social media pages.
E. Provides Local Area Network Support installing, configuring, maintaining, and optimizing all network hardware, software, and communication links. Analyzes and resolves end-user hardware and software computer network problems.
F. Ensures secure access to network resources through Active Directory and Group Policy including, creating and provisioning network accounts.
G. Works with supervisors to implement policies and procedures regarding how problems are identified, received, documented, distributed, and corrected.
H. Provides end-user technical support including, but not limited to: configuring applications and hardware, supporting daily operation of various support databases and systems, troubleshooting and correcting hardware and software problems, training system users, providing daily support to the client/customer, and activate/inactivate end users as needed.
I. Plans, implements, and supports network to quickly and cost effectively resolve hardware/software issues.
J. Tracks, monitors and documents all information technology systems problems and resolutions in a thorough and precise manner.
K. Assists with IT Systems budget including: evaluating, selecting and recommending City-wide technology purchases; manages projects according to approved and authorized budgets and schedules.
L. Manages, coordinates and maintains the telephone and cellular telephone system and usage, including: evaluation, selection, implementation, installation, security, administration, upgrades, troubleshooting, replacement, training, and monitoring usage trends and billing to be able to select service plans beneficial to the City.
M. Develops long-term information systems strategies to plan for and control network upgrades and growth, including recommending new technologies; may perform technology needs analysis for departments as requested.

## CITY OF ONALASKA

**Position:** IT Network Specialist  
**Location:** City Hall/Public Works Facility  
**Page:** 2 of 3

**Department:** Public Works  
**Supervisor:** Public Works Manager  
**Classification:** Salaried Exempt

Approved by F & P Committee:

Approved by Council:

- N. Provides daily communication and participation in weekly meetings with other IT staff members and supervisor to manage IT work load and communicates on interdependent projects
- O. Assist with ticketing system work requests based upon work load or staffing needs; IT projects outside Network area may be assigned by supervisor.
- P. Ensures confidentiality of all work-related matters.
- Q. Deploys and supports workstations, mobile devices, and software packages.

### **RELATED JOB FUNCTIONS:**

- A. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- B. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. .
- C. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the functional areas of assignment; researches emerging products and enhancements and their applicability to City needs.
- D. Assists with implementing and ensuring compliance with security best practices.
- E. Other duties as required or assigned.

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

- A. Excellent organization skills and good project management skills.
- B. Excellent interpersonal and communication skills; ability to effectively communicate with colleagues on all levels in a multicultural environment; must have a good customer focused attitude and be a problem owner and solver.
- C. Must have strong networking and server administration skills based on Microsoft System Software, operating systems and Microsoft Servers
- D. Ability to utilize scripting and batch Languages.
- E. Basic analysis skills; the ability to elicit user requirements, create technical specifications and liaise between the various departments, supervisor and vendors.
- F. Good working knowledge of desktop equipment such as PCs, servers, printers, modems, telephones and cellular telephones, scanners and other related networked devices.
- G. Working knowledge of computers and modern electronic data processing principles and practices and working knowledge of modern office practices and procedures.
- H. Technical knowledge of the operation and maintenance of computer hardware and peripherals.
- I. Ability to work independently and meet deadlines in a fast-paced, detail-oriented environment.
- J. Flexible work attitude; adaptability to disparate tasks and technologies and the willingness to meet unexpected demands.
- K. Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives; ability to compare, count, differentiate, measure and/or sort data and information; ability to classify, compute, tabulate, and categorize data.
- L. Ability to apply common-sense understanding to carry out instructions furnished in written, oral and diagram form.
- M. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

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

- A. Requires Bachelor's or Associate's degree in Computer Science or related field with three (3) to five (5) years computer hardware/software/network support experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

## CITY OF ONALASKA

**Position:** IT Network Specialist  
**Location:** City Hall/Public Works Facility  
**Page:** 3 of 3

**Department:** Public Works  
**Supervisor:** Public Works Manager  
**Classification:** Salaried Exempt

Approved by F & P Committee:  
 Approved by Council:

B. Valid driver's license is 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.

1. **Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and office equipment.
2. **Physical Effort:** The employee is frequently required to exert light to heavy physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling or crouching. The employee must frequently lift and/or move 25 – 50 pounds. Specific vision abilities required include close and distant vision and the ability to adjust focus.
3. **Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

Percent of 8 Hour Day

Percent of 8-Hour Day	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
<b>Sedentary</b> 0–10# max		♦		
<b>Light</b> Freq. to 10# -20#max		♦		
<b>Medium</b> Freq. to 25#-50# max		♦		
<b>Heavy</b> Freq. to 50#-100# max			♦	
<b>Very Heavy</b> Freq. over 50+# - 100+# max				♦

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

## Job Evaluation Factors Questionnaire

New Position  
Name

IT Network Specialist  
Position Title

7/30/19  
Date

**Education Required** – Weight 12 out of 100 Weight 4X 12 =48

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

**Experience Required** – Weight 15 out of 100 Weight 2X 15 =30

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

**Scope of Responsibility** - Weight 15 out of 100 Weight 4X 15 =60

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

**Budget Responsibility** - Weight 8 out of 100 Weight 3X 8 =24

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

**Nature of Supervision Received** - Weight 10 out of 100 Weight 4X 10 =40

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

**Nature of Supervision Exercised** - Weight 10 out of 100 Weight  $2 \times 10 = 20$

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

**Mental/Psychological Demands** - Weight 7 out of 100 Weight  $3 \times 7 = 21$

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

**Physical Demands** - Weight 7 out of 100 Weight  $3 \times 7 = 21$

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

**Social Demands** - Weight 8 out of 100 Weight  $3 \times 8 = 24$

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

**Working Conditions** - Weight 8 out of 100 Weight  $1 \times 8 = 8$

*(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)*

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight **296**

Grade **19**

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date

## Part-Time Firefighter, EMT, Firefighter/EMT Pay Scale Proposal for 2019

		Step 1	Step 2	Step 3	Step 4	Step 5
Grade	<b>1</b>	\$ 7.25	\$ 7.45	\$ 7.65	\$ 7.85	\$ 8.00
Grade	<b>2</b>	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
Grade	<b>3</b>	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00
Grade	<b>4</b>	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Grade	<b>5</b>	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00
Grade	<b>6</b>	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00
Grade	<b>7</b>	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00
Grade	<b>8</b>	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00
Grade	<b>9</b>	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
Grade	<b>10</b>	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00
Grade	<b>11</b>	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00

These grades are reserved for **seasonal** staff

These grades are reserved for **permanent** PT staff

**Grade 1**

**Grade 2**

**Grade 3**

Firefighter/EMT(No Certs), Firefighter(No Certs), EMT (No Certs)

**Grade 4**

**Grade 5**

Firefighter (outside)

**Grade 6**

Firefighter (in), EMT (outside)

**Grade 7**

EMT (in), Firefighter/EMT (outside)

**Grade 8**

Firefighter/EMT(in)

**Grade 9**

Lt./Ofc Firefighter/EMT(Office)

**Grade 10**

Lt./Ofc Firefighter/EMT (In Field)

**Grade 11**

\* Less than 600 hours

\*\* 600-1200 hours

outside = outside fire district

in = inside fire district

in field = out on calls

office = admin duties

**CITY OF ONALASKA**

**Position:** Part-Time Firefighter/Emergency Medical Technician **Department:** Fire Department  
**Incumbent:** Various **Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Location:** Fire Department **Classification:** Part-time Hourly Non-Exempt  
**Page:** 1 of 3

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18  
Approved by Council: 7/8/03, 1/11/05, 9/11/18

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

- A. Responds to Fire Calls and EMS emergencies and provide pre-hospital care in accordance with State, County, and City of Onalaska protocols; demonstrates knowledge and understanding of, and compliance with, all Onalaska Fire Department policies and procedures.
- B. Responds to all other emergency/service calls when on duty (unless specifically ordered not to by an Officer or when on another call) and performs services required of the call.
- C. Performs scheduled periodic maintenance checks and testing according to department guidelines of all Fire and EMT vehicles and equipment (SCBA, personal protective equipment, AEDs, thermal imaging camera (TIC), radios and pagers, small engines, vehicles and fire hoses).
- D. Repairs, photographs, reports and documents maintenance items or safety problem deficiencies to supervisor.
- E. Assists with public education programs and participates in other activities related to promoting fire prevention, fire safety, community risk reduction, and first aid.
- F. Maintains and enhances minimum EMS, Fire, and National Incident Management Systems (NIMS) certifications as directed by supervisor.
- G. Attends meetings, drills and training as required; 70% minimum attendance required.
- H. Attends special drills as needed.
- I. Responds to calls on a 24-hour basis, based on the department's established call-back policy; requires minimum of 20% attendance for call backs when available (not working or out of town).
- J. Maintains assigned equipment as trained.

**RELATED JOB FUNCTIONS:**

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

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

- A. Basic computer knowledge and skills to include Excel and Microsoft Word. Ability to operate a variety of office and communication equipment such as: computers, copy machine, calculator, fax machine, mobile data terminals (MDT), radio, pager, telephone, and mobile phone.

## CITY OF ONALASKA

**Position:** Part-Time Firefighter/Emergency Medical Technician **Department:** Fire Department  
**Incumbent:** Various **Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Location:** Fire Department **Classification:** Part-time Hourly Non-Exempt  
**Page:** 2 of 3

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18  
Approved by Council: 7/8/03, 1/11/05, 9/11/18

- B. Ability to deal with the public in an effective and professional manner, protecting individual's rights and human dignity.
- C. Ability to think clearly and decisively in the application of firefighter and emergency medical technician duties and to take appropriate action as the situation dictates.
- D. Ability to understand and execute complex oral and written instructions, ability to communicate orally and in writing in an effective and efficient manner, and the ability to effectively use interpersonal communication.
- E. Ability to maintain confidentiality and handle all calls for service with confidentiality and respect; maintaining calls for services separately from all social media aspects.
- F. Ability to handle potentially hazardous and/or stressful situations in an effective and efficient manner.
- G. Ability to work independently of direct supervision in an effective and efficient manner.
- H. Ability to demonstrate sensitivity to the emotional state of victims/patients and relatives of deceased, seriously injured or seriously ill persons.
- I. Ability to accept and follow direction, as well as work within the chain of command.
- J. Ability to exhibit good judgment in resolving conflicts among individuals and groups internal and external to the organization.
- K. Ability to demonstrate and exemplify personal characteristics of professionalism; ability to be held to a higher standard than that of the general public.
- L. Knowledge and skill of how to operate safely and effectively vehicles: automobiles, light truck (pick-up), heavy truck (fire truck), and boats.
- M. Knowledge and skill of how to use departmental apparatus/equipment: first aid equipment, oxygen, electronic monitoring equipment, patient transport apparatus (stokes basket, stretcher, etc.), etc.
- N. Excellent communication skills; able to clearly express ideas both orally and in writing.
- O. Compliance with the City of Onalaska and the Onalaska Fire Department policies and procedures as well as related State and Federal regulations and industry standards.
- P. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

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

- A. Must be at least 18 years of age.
- B. High School diploma or equivalent required.
- C. Must establish residency in the Onalaska Fire District or within a minimum driving distance of 15 miles from the City of Onalaska jurisdictional boundaries upon hire of a position.
- D. Must possess and maintain a valid driver's license with good driving record and demonstrate knowledge and compliance with all State laws pertaining to the safe operation of an emergency vehicle.
- E. Must be able to work within the policies and procedures of the Department.
- F. Must successfully complete a department-sponsored Firefighter I course within 1 year, if not already possessed.
- G. Must successfully complete a department-sponsored Emergency Medical Technician (EMT-B) and/or course within 2 years; as a minimum, must maintain EMT-B certification.
- H. Must be able to successfully complete a physical exam including drug screen and background investigation, upon conditional acceptance of job offer. (Physical exam to be paid for by the City.)

# CITY OF ONALASKA

**Position:** Part-Time Firefighter/Emergency Medical Technician    **Department:** Fire Department  
**Incumbent:** Various    **Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Location:** Fire Department    **Classification:** Part-time Hourly Non-Exempt  
**Page:** 3 of 3

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
 Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18  
 Approved by Council: 7/8/03, 1/11/05, 9/11/18

**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 fire and EMT vehicles and equipment, computer keyboard, radio, GPS system, telephone, and office equipment.
- B. Physical Effort: The employee is frequently required to exert light to heavy 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 frequently lift and/or move 25 to 50 pounds and occasionally lift and/or move 50 pounds or greater. Specific vision abilities required include close and distant vision, the ability to adjust focus and the ability to see color.
- C. Working Conditions: The noise level in the work environment is moderately quiet to loud. The work environment is normally in a vehicle or building 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.

Percent of 8 Hour Day:

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**CITY OF ONALASKA**

**Position:** Part-Time Firefighter  
**Incumbent:** Various  
**Location:** Fire Department  
**Page:** 1 of 5

**Department:** Fire Department  
**Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Classification:** Part-time Hourly Non-Exempt

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18  
Approved by Council: 7/8/03, 1/11/05, 9/11/18

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

- A. Responds to fire calls in accordance with State, County, and City of Onalaska protocols; demonstrates knowledge and understanding of, and compliance with, all Onalaska Fire Department policies and procedures.
- B. Responds to all other emergency/service calls when on duty (unless specifically ordered not to by an Officer or when on another call) and performs services required of the call.
- C. Performs scheduled periodic maintenance checks and testing according to department guidelines of all SCBA, personal protective equipment, defibrillator, thermal imaging camera (TIC), radios and pagers, small engines, vehicles and fire hoses.
- D. Repairs, photographs, reports and documents maintenance items or safety problem deficiencies to supervisor.
- E. Assists with public education programs and participates in other activities related to promoting fire prevention, fire safety, and other community risk reduction programs.
- F. Maintains and enhances minimum fire and National Incident Management Systems (NIMS) certifications as directed by supervisor.
- G. Attends meetings, drills and training as required; 70% minimum attendance required.
- H. Attends special drills as needed.
- I. Respond to calls on a 24-hour basis, based on the department's established call-back policy; requires minimum of 20% attendance for call backs when available (not working or out of town).
- J. Maintains assigned equipment as trained.

**RELATED JOB FUNCTIONS:**

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

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

## CITY OF ONALASKA

**Position:** Part-Time Firefighter  
**Incumbent:** Various  
**Location:** Fire Department  
**Page:** 2 of 5

**Department:** Fire Department  
**Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Classification:** Part-time Hourly Non-Exempt

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18  
Approved by Council: 7/8/03, 1/11/05, 9/11/18

- A. Basic computer knowledge and skills to include Excel and Microsoft Word. Ability to operate a variety of office and communication equipment such as: computers, copy machine, calculator, fax machine, mobile data terminals (MDT), radio, pager, telephone, and mobile phone.
- B. Ability to deal with the public in an effective and professional manner, protecting individual's rights and human dignity.
- C. Ability to think clearly and decisively in the application of firefighter and emergency medical technician duties and to take appropriate action as the situation dictates.
- D. Ability to understand and execute complex oral and written instructions, ability to communicate orally and in writing in an effective and efficient manner, and the ability to effectively use interpersonal communication.
- E. Ability to maintain confidentiality and handle all calls for service with confidentiality and respect; maintaining calls for services separately from all social media aspects.
- F. Ability to handle potentially hazardous and/or stressful situations in an effective and efficient manner.
- G. Ability to work independently of direct supervision in an effective and efficient manner.
- H. Ability to demonstrate sensitivity to the emotional state of victims/patients and relatives of deceased, seriously injured or seriously ill persons.
- I. Ability to accept and follow direction, as well as work within the chain of command.
- J. Ability to exhibit good judgment in resolving conflicts among individuals and groups internal and external to the organization.
- K. Ability to demonstrate and exemplify personal characteristics of professionalism; ability to be held to a higher standard than that of the general public.
- L. Knowledge and skill of how to operate safely and effectively vehicles: automobiles, light truck (pick-up), heavy truck (fire truck), and boats.
- M. Knowledge and skill of how to use ~~medical~~-apparatus/equipment: ~~first aid equipment~~, oxygen, electronic monitoring equipment, ~~patient transport apparatus (stokes basket, stretcher, etc.)~~, etc.
- N. Excellent communication skills; ~~—Able~~ to clearly express ideas both orally and in writing.
- O. Compliance with the City of Onalaska and the Onalaska Fire Department policies and procedures as well as related State and Federal regulations and industry standards.
- ~~P. Skill in the operation of departmental equipment, including but not limited to fire equipment & apparatus, first aid, CO / gas monitors, radar units, computers, etc.~~
- Q.P. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

### TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Must be at least 18 years of age.
- B. High School diploma or equivalent required.
- C. Must establish residency in the Onalaska Fire District or within a minimum driving distance of 15 miles from the City of Onalaska jurisdictional boundaries ~~fire station~~ upon hire of a position.
- D. Must possess and maintain a valid driver's license with good driving record and demonstrate knowledge and compliance with all State laws pertaining to the safe operation of an emergency vehicle.
- E. Must be able to work within the policies and procedures of the Department.
- F. Must successfully complete a department-sponsored Firefighter ~~+~~I Certified course within 1 year, if not already possessed.

# CITY OF ONALASKA

**Position:** Part-Time Firefighter  
**Incumbent:** Various  
**Location:** Fire Department  
**Page:** 3 of 5

**Department:** Fire Department  
**Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Classification:** Part-time Hourly Non-Exempt

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
 Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18  
 Approved by Council: 7/8/03, 1/11/05, 9/11/18

- G. While not required, it is encouraged that individuals in this position successfully complete a department-sponsored Emergency Medical Responder (EMR) course within 2 years; and maintain EMR certification.
- H. Must be able to successfully complete a physical exam including drug screen and background investigation, upon conditional acceptance of job offer. (Physical exam to be paid for by the City.)

**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 fire and/or EMT vehicles and equipment, computer keyboard, radio, GPS system, telephone, and office equipment.
- B. Physical Effort: The employee is frequently required to exert light to heavy 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 frequently lift and/or move 25 to 50 pounds and occasionally lift and/or move 50 pounds or greater. Specific vision abilities required include close and distant vision, the ability to adjust focus and the ability to see color.
- C. Working Conditions: The noise level in the work environment is moderately quiet to loud. The work environment is normally in a vehicle or building 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.

Percent of 8 Hour Day:

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

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

# CITY OF ONALASKA

**Position:** Part-Time Firefighter  
**Incumbent:** Various  
**Location:** Fire Department  
**Page:** 4 of 5

**Department:** Fire Department  
**Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Classification:** Part-time Hourly Non-Exempt

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
 Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18  
 Approved by Council: 7/8/03, 1/11/05, 9/11/18

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

**Percent of 8 Hour Day:**

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

# CITY OF ONALASKA

**Position:** Part-Time Firefighter

**Incumbent:** Various

**Location:** Fire Department

**Page:** 5 of 5

**Department:** Fire Department

**Supervisor:** Fire Chief, Asst. Chief, Lieutenant

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

Approved by Police & Fire Commission: 6/10/03, 12/6/04

Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18

Approved by Council: 7/8/03, 1/11/05, 9/11/18

Signature of Employee

Date

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

\_\_\_\_\_  
Date

**CITY OF ONALASKA**

**Position:** Part-time Emergency Medical Technician  
**Incumbent:** Various  
**Location:** Fire Department  
**Page:** 1 of 3

**Department:** Fire Department  
**Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Classification:** Part-time Hourly Non-Exempt

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18  
Approved by Council: 7/8/03, 1/11/05, 9/11/18

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

- A. Respond to EMS emergencies and provide pre-hospital care in accordance with State, County, and City of Onalaska protocols; demonstrates knowledge and understanding of, and compliance with, all Onalaska Fire Department policies and procedures.
- B. Responds to all other emergency/service calls when on duty (unless specifically ordered not to by an Officer or when on another call) and performs services required of the call.
- C. Performs scheduled periodic maintenance checks and testing according to department guidelines of all Emergency Medical Service (EMS) vehicles and equipment (AEDs, monitors, radios, meds, and all other EMS supplies).
- D. Demonstrates the skills and knowledge required to inspect, safely operate, and maintain all equipment and tools relevant to an EMT.
- E. Repairs, photographs, reports and documents maintenance items or safety problem deficiencies to supervisor.
- F. Assists with public education programs and participates in other activities related to promoting fire prevention, fire safety, community risk reduction, and first aid.
- G. Maintains and enhances minimum National Incident Management Systems (NIMS) and EMS certifications as directed by supervisor.
- H. Attends meetings, drills and training as required; 70% minimum attendance required.
- I. Attends special drills as needed.
- J. Responds to calls on a 24-hour basis, according to the department's established call-back policy, and/or assigned work hours as scheduled; requires minimum of 20% attendance for call backs when available (not working or out of town).
- K. Maintains assigned equipment as trained.

**RELATED JOB FUNCTIONS:**

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

## CITY OF ONALASKA

**Position:** Part-time Emergency Medical Technician  
**Incumbent:** Various  
**Location:** Fire Department  
**Page:** 2 of 3

**Department:** Fire Department  
**Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Classification:** Part-time Hourly Non-Exempt

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18  
Approved by Council: 7/8/03, 1/11/05, 9/11/18

D. Other duties as required or assigned.

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

- A. Basic computer knowledge and skills to include Excel and Microsoft Word. Ability to operate a variety of office and communication equipment such as: computers, copy machine, calculator, fax machine, mobile data terminals (MDT), radio, pager, telephone, and mobile phone.
- B. Ability to deal with the public in an effective and professional manner, protecting individual's rights and human dignity.
- C. Ability to think clearly and decisively in the application of emergency medical technician duties and to take appropriate action as the situation dictates.
- D. Ability to understand and execute complex oral and written instructions, ability to communicate orally and in writing in an effective and efficient manner, and the ability to effectively use interpersonal communication.
- E. Ability to maintain confidentiality and handle all calls for service with confidentiality and respect; maintaining calls for services separately from all social media aspects.
- F. Ability to handle potentially hazardous and/or stressful situations in an effective and efficient manner.
- G. Ability to work independently of direct supervision in an effective and efficient manner.
- H. Ability to demonstrate sensitivity to the emotional state of victims/patients and relatives of deceased, seriously injured or seriously ill persons.
- I. Ability to accept and follow direction, as well as work within the chain of command.
- J. Ability to exhibit good judgment in resolving conflicts among individuals and groups internal and external to the organization.
- K. Ability to demonstrate and exemplify personal characteristics of professionalism; ability to be held to a higher standard than that of the general public.
- L. Knowledge and skill of how to operate safely and effectively assigned vehicles.
- M. Knowledge of how to use medical apparatus/equipment: first aid equipment, oxygen, electronic monitoring equipment, patient transport apparatus (stokes basket, stretcher, etc.), etc.
- N. Excellent communication skills. Able to clearly express ideas both orally and in writing.
- O. Compliance with the City of Onalaska and the Onalaska Fire Department policies and procedures as well as related State and Federal regulations and industry standards.
- P. Skill in the operation of departmental equipment, including but not limited to EMS equipment & apparatus, first aid, CO monitor, computers, etc.
- Q. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

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

- A. Must be at least 18 years of age.
- B. High School diploma or equivalent required.
- C. Must establish residency in the Onalaska Fire District or within a minimum driving distance of 15 miles from the City of Onalaska jurisdictional boundaries upon hire of a position.
- D. Must possess and maintain a valid driver's license with good driving record and demonstrate knowledge and compliance with all State laws pertaining to the safe operation of an emergency vehicle.

# CITY OF ONALASKA

**Position:** Part-time Emergency Medical Technician  
**Incumbent:** Various  
**Location:** Fire Department  
**Page:** 3 of 3

**Department:** Fire Department  
**Supervisor:** Fire Chief, Asst. Chief, Lieutenant  
**Classification:** Part-time Hourly Non-Exempt

Approved by Police & Fire Commission: 6/10/03, 12/6/04  
 Approved by Finance & Personnel Committee: 7/2/03, 1/5/05, 9/5/18  
 Approved by Council: 7/8/03, 1/11/05, 9/11/18

- E. Must maintain current certification as a Certified Emergency Vehicle Operator (CEVO), or its equivalent.
- F. Must be able to work within the policies and procedures of the Department.
- G. Must have a current Emergency Medical Technician (EMT-B) license.
- H. Must maintain current and valid CPR (Health Care Provider) certification.
- I. Must be able to successfully complete a physical exam including drug screen and background investigation, upon conditional acceptance of job offer. (Physical exam to be paid for by the City.)

**PHYSICAL REQUIREMENTS:**

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 EMT vehicles and equipment, computer keyboard, radio, GPS system, telephone, and office equipment.
- B. Physical Effort: The employee is frequently required to exert light to heavy 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 frequently lift and/or move 25 to 50 pounds and occasionally lift and/or move 50 pounds or greater. Specific vision abilities required include close and distant vision, the ability to adjust focus and the ability to see color.
- C. Working Conditions: The noise level in the work environment is moderately quiet to loud. The work environment is normally in a vehicle or building 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.

Percent of 8 Hour Day:

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date