



City of Onalaska Meeting Notice

COMMITTEE/BOARD: Finance & Personnel Committee
DATE OF MEETING: February 5, 2020 (Wednesday)
PLACE OF MEETING: City Hall – 415 Main Street (Common Council Chambers)
TIME OF MEETING: 7:15 P.M. (no earlier than 7:15 p.m. or immediately following the Utilities Committee Meeting)

PURPOSE OF MEETING

1. Call to Order and Roll Call
2. Approval of minutes from previous meeting
3. Public input: (limited to 3 minutes / individual)
4. Swearing in of Onalaska Police Officer Haley Vaagen

Consideration And Possible Action On The Following Items:

FINANCE

5. Authorization to approve the 2020 City of Onalaska financing plan/timeline
6. City of Onalaska 2020 Capital Projects -General Obligation Corporate Purpose Bonds and State Trust Fund Loan:
 - a. **Resolution 3-2020** – Initial Resolution Authorizing \$50,000 General Obligation Bonds for Sanitary Sewer Projects
 - b. **Resolution 4-2020** – Initial Resolution Authorizing \$25,000 General Obligation Bonds for Storm Sewer Projects
 - c. **Resolution 5-2020** – Initial Resolution Authorizing \$320,000 General Obligation Bonds for Parks and Public Grounds Projects

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

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

Notices Mailed To:

Mayor Kim Smith	_____
*Ald. Jim Olson	_____
Ald. Steven Nott	_____
*Ald. Dan Stevens - Chair	_____
Ald. Tom Smith	_____
Vacant	_____
*Ald. Diane Wulf – Vice Chair	_____
City Administrator City Attorney	WPPA Steward IAFF Steward
Dept Heads La Crosse Tribune	_____
Coulee Courier	Onalaska Omni Center
FOX WKTY WLXR WLAX WKTW WXOW	Onalaska Public Library
*Committee Members	Date Notices Mailed and Posted: 1-30-20

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

- d. **Resolution 6-2020** – Initial Resolution Authorizing \$2,985,000 General Obligation Bonds for Street Improvement Projects
 - e. **Resolution 7-2020** – Initial Resolution Authorizing \$1,220,000 General Obligation Bonds for Fire Department Equipment
 - f. **Resolution 8-2020** – Initial Resolution Authorizing \$80,000 General Obligation Bonds for Water System Projects
 - g. **Resolution 9-2020** - Resolution Directing Publication of Notice to Electors Relating to Bond Issues
 - h. **Resolution 10-2020** -Resolution Providing the Sale of \$4,680,000 General Obligation Corporate Purpose Bonds
 - i. **Resolution 16-2020** -Resolution Requesting State Trust Fund 5-year Loan of \$542,000 to purchase 3 police cars, police portable radios, city hall roof and HVAC, municipal code recodification, and wage study
7. City of Onalaska Financials:
 - a. General Fund - 2019
 - b. Authorization to approve transfer of funds within each department to comply with Government Accounting Standards Board (GASB)/Generally Accepted Accounting Principles (GAAP) standards GASB/GAAP standards - 2019
 - c. Authorization to setup an Accounts Payable for \$1,948 from 2019 Elections General Operating Supplies to purchase voting booths
 8. **Resolution 13-2020** - To transfer funds to/from various departments 2019 General Fund Budget
 9. Designated Fund Balance (DSFB) General Fund and/or Special Revenue Funds 2019:
 - a. Adjust Existing DSFB - 2019
 - b. Establish new DSFB - 2019
 10. **Resolution 14-2020** – Authorization to transfer from General Fund to Special Project Fund Drug Abuse Resistance Education (D.A.R.E.) account in the amount of \$3,500
 11. **Resolution 15-2020** – Authorization to transfer from the 2019 General Fund Budget to the Special Projects Fund – Equipment Replacement Fund \$275,000
 12. 2019 Omni Center Financials
 13. Joint Municipal Court:
 - a. Financials for 2019
 - b. Review Joint Municipal Court Allocation - 2019
 - c. Review the 2014-2019 outstanding citations for the City of Onalaska
 - d. Purge the 2013 outstanding balance for the City of Onalaska
 14. Gundersen Health Systems Parking Ramp:
 - a. 4th Quarter and annual for 2019

PERSONNEL

15. Approval of out-of-state travel for Assistant Chief Miller to attend the 20/20 Central Square conference in Las Vegas, NV from March 17 to March 20, 2020 at a cost of \$399.00 plus salary. (Central Square is the software vendor for the majority of the Law Enforcement software in use by the Police Department and we will be seeing some major software updates in the next two years that will affect all departments county-wide.)
16. Review and consideration of authorization to replace Administrative Assistant / Paralegal position

17. Review and consideration of changes to job descriptions:
 - a. Administrative Assistant / Paralegal
18. Review and consideration of compensation study proposals by:
 - a. Baker Tilly Virchow Krause, LLP
 - b. Carlson Dettmann Consulting
 - c. Public Administration Associates
19. **Closed Session:** To consider a motion to convene in Closed Session under Section 19.85(1)(g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:
 - IAFF, International Association of Firefighters, Local 127: Grievance 2019-3 – RE: Part Time Emergency Medical Technicians (EMT's)
 - IAFF, International Association of Firefighters, Local 127: Prohibited Practice Complaint – RE: Part Time Emergency Medical Technicians (EMT's)

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.

20. **Adjournment**



City of Onalaska
Financing Timetable
 Bonds
 As of December 16, 2019

January 2020							February 2020							March 2020							April 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6	7				1	2	3	4	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
26	27	28	29	30	31	23	24	25	26	27	28	29	29	30	31	26	27	28	29	30							

- Tuesday, January 7, 2020 POS OS Disclosure Questionnaire ("OSDQ") request letter sent to the City.
- Tuesday, January 21, 2020 OSDQ request letter due from City. POS numbers due.
- Thursday, January 30, 2020 POS Draft to Disclosure Counsel and Bond Counsel for review.
- Wednesday, February 5, 2020 Finance Committee considers plan of finance.
- Thursday, February 6, 2020 POS comments due from Disclosure Counsel and Bond Counsel. POS Draft sent to Moody's Investors Service ("Moody's").
- Friday, February 7, 2020 Draft POSs sent to the City, Brad Viegut and the Support Banker for review.
- Tuesday, February 11, 2020 Council considers initial resolution.
- Friday, February 14, 2020 POS comments due from the City, Brad Viegut and the Support Banker. Updated POS draft sent to Moody's.
- Week of February 17, 2020 Due diligence call with Disclosure Counsel and Baird.
- Tuesday, February 18, 2020 through Wednesday, February 19, 2020 Moody's conference call scheduled.
- Friday, February 21, 2020 Final POS comments due from Disclosure Counsel. Updated POS Draft sent to the City for final review.
- Wednesday, February 26, 2020 Final POS comments due from the City.
- Monday, March 2, 2020 Moody's rating received. POS printed and distributed.
- Tuesday, March 10, 2020 Council considers award resolution.
- TBD Settlement Date.



City of Onalaska

Finance Committee – 2020 Financing Plan
February 5, 2020

Bradley D. Viegut, Managing Director

bviegut@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827
rwbaird.com/publicfinance

City of Onalaska

SUMMARY OF FINANCING



Issue:	State Trust Fund Loan	General Obligation Corporate Purpose Bonds
Estimated Size:	\$542,000	\$4,680,000
Purpose:	2020 CIP Projects that are ineligible for bonding: 38 Squad cars 39 Squad car - unmarked 40 Portable radio replacement 54 Roof replacement over entire building 55 City Hall maintenance upgrades 56 HVAC controls 68 Municipal Code/Ordinance recodification 69 Compensation study	2020 Capital Improvement Projects to be funded in 2020 but not funded with the State Trust Fund Loan
Structure:	Matures Annually 3/15/21-3/15/25	Matures Annually 10/1/21-10/1/39
First Interest:	March 15, 2021	October 1, 2020
Callable:	1/1 – 8/31 each year	2029 and thereafter callable 10/1/28
Estimated Interest Rate:	3.25%	2.20%

City of Onalaska

TIMELINE

- Finance Committee considers Initial Borrowing Resolutions.....February 5, 2020
- Council considers Initial Borrowing Resolutions.....February 11, 2020
 - Preparations are made for issuance
 - ✓ Official Statement
 - ✓ Bond Rating
 - ✓ Marketing
- Council considers Award Resolution (finalizes term and interest rates).....March 10, 2020
- Closing (funds available).....April 2, 2020

DETAILED ANALYSIS

- Attached – Page 4



City of Onalaska

2020 FINANCING ILLUSTRATION

YEAR DUE	NET EXISTING DEBT SERVICE (A)	EXISTING MILL RATE (B)	\$542,000 STATE TRUST FUND LOAN Dated March 15, 2020 (First interest 3/15/21)			\$4,680,000 G.O. CORPORATE PURPOSE BONDS - POS Dated April 2, 2020 (First interest 10/1/20)				OFFSETTING REVENUES (C)	NET DEBT SERVICE	NET MILL RATE (B)	COMBINED DEBT SERVICE	COMBINED MILL RATE (B)	YEAR DUE
			PRINCIPAL (3/15)	INTEREST (3/15) AVG= 3.25%	TOTAL	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1) TK= 2.20%	LESS: HYPOTHETICAL BID PREMIUM	TOTAL						
2020	\$3,954,809	\$1.90								\$0	\$0.00		\$3,954,809	\$1.90	2020
2021	\$3,641,064	\$1.75	\$101,583	\$17,815	\$119,198	\$100,000	\$106,705	(\$53,056)	\$204,232	(\$3,548)	\$319,882	\$0.15	\$3,960,947	\$1.91	2021
2022	\$3,644,952	\$1.76	\$104,885	\$14,314	\$119,198	\$100,000	\$104,705	(\$2,473)	\$204,705	(\$3,548)	\$320,356	\$0.15	\$3,965,308	\$1.91	2022
2023	\$3,621,402	\$1.74	\$108,293	\$10,905	\$119,198	\$125,000	\$102,705		\$227,705	(\$3,548)	\$343,356	\$0.17	\$3,984,758	\$1.91	2023
2024	\$3,446,710	\$1.66	\$111,793	\$7,405	\$119,198	\$225,000	\$100,205		\$325,205	(\$8,548)	\$435,856	\$0.21	\$3,882,565	\$1.87	2024
2025	\$3,314,842	\$1.60	\$115,446	\$3,752	\$119,198	\$230,000	\$95,705		\$325,705	(\$8,448)	\$436,456	\$0.21	\$3,751,298	\$1.81	2025
2026	\$3,171,937	\$1.53				\$235,000	\$91,105		\$326,105	(\$8,348)	\$317,758	\$0.15	\$3,469,694	\$1.68	2026
2027	\$2,809,790	\$1.35				\$240,000	\$86,405		\$326,405	(\$8,248)	\$318,158	\$0.15	\$3,127,947	\$1.51	2027
2028	\$1,806,784	\$0.87				\$245,000	\$80,405		\$325,405	(\$8,123)	\$317,283	\$0.15	\$2,124,067	\$1.02	2028
2029	\$1,624,574	\$0.78				\$255,000	\$73,055		\$328,055	(\$7,973)	\$320,083	\$0.15	\$1,944,757	\$0.94	2029
2030	\$1,630,504	\$0.79				\$265,000	\$65,405		\$330,405	(\$12,823)	\$317,583	\$0.15	\$1,948,087	\$0.94	2030
2031	\$1,535,994	\$0.74				\$270,000	\$60,105		\$330,105	(\$12,623)	\$317,483	\$0.15	\$1,853,476	\$0.89	2031
2032	\$1,425,023	\$0.69				\$275,000	\$54,705		\$329,705	(\$12,423)	\$317,283	\$0.15	\$1,742,305	\$0.84	2032
2033	\$1,303,572	\$0.63				\$280,000	\$49,205		\$329,205	(\$12,223)	\$316,983	\$0.15	\$1,620,555	\$0.78	2033
2034	\$1,138,960	\$0.55				\$285,000	\$43,325		\$328,325	(\$12,013)	\$316,313	\$0.15	\$1,455,273	\$0.70	2034
2035	\$978,240	\$0.47				\$295,000	\$37,269		\$332,269	(\$16,800)	\$315,469	\$0.15	\$1,293,709	\$0.62	2035
2036	\$769,555	\$0.37				\$305,000	\$30,631		\$335,631	(\$16,463)	\$319,169	\$0.15	\$1,088,724	\$0.52	2036
2037	\$570,960	\$0.27				\$310,000	\$23,769		\$333,769	(\$16,125)	\$317,644	\$0.15	\$888,604	\$0.43	2037
2038	\$293,550	\$0.14				\$315,000	\$16,406		\$331,406	(\$15,769)	\$315,638	\$0.15	\$609,188	\$0.29	2038
2039						\$325,000	\$8,531		\$333,531	(\$15,394)	\$318,138	\$0.15	\$318,138	\$0.15	2039
	\$40,683,323		\$542,000	\$53,991	\$595,991	\$4,680,000	\$1,283,402	(\$55,529)	\$5,907,873	(\$202,980)	\$6,300,884		\$46,984,207		

(A) Net of Water, Sewer, Storm Water, Tourism, TIF #4, and Room Tax projected revenues.
 (B) Mill rate based on 2019 Assessed Valuation of \$2,076,557,700 with annual growth of 0.00%.
 (C) Assumes amounts borrowed for Sewer Utility, Water Utility and Storm Water Utility are self supporting.

Sewer Utility Portion.....	\$50,000
Water Utility Portion.....	\$80,000
Storm Water Utility Portion.....	\$25,000

Resolution No. 3-2020

INITIAL RESOLUTION AUTHORIZING
\$50,000 GENERAL OBLIGATION BONDS
FOR SANITARY SEWER PROJECTS

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$50,000 for the public purpose of financing sewerage projects, consisting of sanitary sewer improvements.

Adopted, approved and recorded February 11, 2020.

Kim Smith
Mayor

Caroline L. Burmaster
City Clerk

(SEAL)

#F-6-b

Resolution No. 4-2020

INITIAL RESOLUTION AUTHORIZING
\$25,000 GENERAL OBLIGATION BONDS
FOR STORM SEWER PROJECTS

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$25,000 for the public purpose of financing sewerage projects, consisting of storm sewer improvements.

Adopted, approved and recorded February 11, 2020.

Kim Smith
Mayor

Caroline L. Burmaster
City Clerk

(SEAL)

Resolution No. 5-2020

INITIAL RESOLUTION AUTHORIZING
\$320,000 GENERAL OBLIGATION BONDS
FOR PARKS AND PUBLIC GROUNDS PROJECTS

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$320,000 for the public purpose financing parks and public grounds projects.

Adopted, approved and recorded February 11, 2020.

Kim Smith
Mayor

Caroline L. Burmaster
City Clerk

(SEAL)

#F-6-d

Resolution No. 6-2020

INITIAL RESOLUTION AUTHORIZING
\$2,985,000 GENERAL OBLIGATION BONDS
FOR STREET IMPROVEMENT PROJECTS

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$2,985,000 for the public purpose of financing street improvement projects.

Adopted, approved and recorded February 11, 2020.

Kim Smith
Mayor

Caroline L. Burmaster
City Clerk

(SEAL)

#F-6-e

Resolution No. 7-2020

INITIAL RESOLUTION AUTHORIZING
\$1,220,000 GENERAL OBLIGATION BONDS
FOR FIRE DEPARTMENT EQUIPMENT

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,220,000 for the public purpose of financing the acquisition of equipment for the fire department.

Adopted, approved and recorded February 11, 2020.

Kim Smith
Mayor

Caroline L. Burmaster
City Clerk

(SEAL)

#F-6-f

Resolution No. 8-2020

INITIAL RESOLUTION AUTHORIZING
\$80,000 GENERAL OBLIGATION BONDS
FOR WATER SYSTEM PROJECTS

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$80,000 for the public purpose of financing water system projects.

Adopted, approved and recorded February 11, 2020.

Kim Smith
Mayor

Caroline L. Burmaster
City Clerk

(SEAL)

Resolution No. 9-2020

RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS
RELATING TO BOND ISSUES

WHEREAS, initial resolutions authorizing general obligation bonds have been adopted by the Common Council of the City of Onalaska, La Crosse County, Wisconsin (the "City") and it is now necessary that said initial resolutions be published to afford notice to the residents of the City of their adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Adopted, approved and recorded February 11, 2020.

Kim Smith
Mayor

Caroline L. Burmaster
City Clerk

(SEAL)

RESOLUTION PROVIDING FOR THE SALE OF
\$4,680,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS

WHEREAS, the City of Onalaska, La Crosse County, Wisconsin (the "City") has adopted initial resolutions (the "Initial Resolutions") authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

- (a) \$50,000 for sewerage projects, consisting of sanitary sewer improvements;
- (b) \$25,000 for sewerage projects, consisting of storm sewer improvements;
- (c) \$320,000 for parks and public grounds projects;
- (d) \$2,985,000 for street improvement projects;
- (e) \$1,220,000 for the acquisition of equipment for the fire department; and
- (f) \$80,000 for water system projects.

WHEREAS, the Common Council hereby finds and determines that the projects described in the Initial Resolutions are within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Combination of Issues. The issues referred to above are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds" (the "Bonds") in an amount not to exceed \$4,680,000 for the purposes above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with Robert W. Baird & Co. Incorporated ("Baird")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Baird) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted, approved and recorded February 11, 2020.

Kim Smith
Mayor

Caroline L. Burmaster
City Clerk

(SEAL)

CITY OF ONALASKA

NOTICE TO ELECTORS RELATING TO BOND ISSUES

NOTICE IS HEREBY GIVEN, that on February 11, 2020, at a meeting of the Common Council of the City of Onalaska, the following resolutions were adopted and recorded pursuant to Section 67.05(1), Wisconsin Statutes:

INITIAL RESOLUTION AUTHORIZING
\$50,000 GENERAL OBLIGATION BONDS
FOR SANITARY SEWER PROJECTS

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$50,000 for the public purpose of financing sewerage projects, consisting of sanitary sewer improvements.

INITIAL RESOLUTION AUTHORIZING
\$25,000 GENERAL OBLIGATION BONDS
FOR STORM SEWER PROJECTS

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$25,000 for the public purpose of financing sewerage projects, consisting of storm sewer improvements.

INITIAL RESOLUTION AUTHORIZING
\$320,000 GENERAL OBLIGATION BONDS
FOR PARKS AND PUBLIC GROUNDS
PROJECTS

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$320,000 for the public purpose of financing parks and public grounds projects.

INITIAL RESOLUTION AUTHORIZING
\$2,985,000 GENERAL OBLIGATION BONDS
FOR STREET IMPROVEMENT PROJECTS

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$2,985,000 for the public purpose of financing street improvement projects.

INITIAL RESOLUTION AUTHORIZING
\$1,220,000 GENERAL OBLIGATION BONDS
FOR FIRE DEPARTMENT EQUIPMENT

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,220,000 for the public purpose of financing the acquisition of equipment for the fire department.

INITIAL RESOLUTION AUTHORIZING
\$80,000 GENERAL OBLIGATION BONDS
FOR WATER SYSTEM PROJECTS

BE IT RESOLVED by the Common Council of the City of Onalaska, La Crosse County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$80,000 for the public purpose of financing water system projects.

The Wisconsin Statutes (s. 67.05(7)(b)) provide that initial resolutions need not be submitted to the electors unless within 30 days after adoption of the initial resolutions a petition is filed in the City Clerk's office requesting a referendum. This petition must be signed by electors numbering at least 10% of the votes cast for governor in the City at the last general election. A petition may be filed with respect to any one or more of the initial resolutions.

City of Onalaska

Caroline L. Burmaster
City Clerk

#16-2020

#F-6-i

Rev. 04/2012

STATE OF WISCONSIN
BOARD OF COMMISSIONERS OF PUBLIC LANDS
101 EAST WILSON STREET, 2ND FLOOR
POST OFFICE BOX 8943
MADISON, WISCONSIN 53708-8943
APPLICATION FOR STATE TRUST FUND LOAN
CITY - 20 YEAR MAXIMUM

Chapter 24 Wisconsin Statutes

CITY OF ONALASKA

Date sent: January 24, 2020

Received and filed in Madison, Wisconsin:

ID # 05605244

RAS

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned Mayor and clerk of the City of Onalaska, in the County(ies) of La Crosse, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Five Hundred Forty Two Thousand And 00/100 Dollars (\$542,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing the purchase of squad cars, portable police radios, city hall roof and HVAC repairs, municipal code recodification, and wage study.**

The loan is to be continued for a term of 5 years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of 3.25 percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of Onalaska, in the County(ies) of La Crosse, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the _____ day of _____, 20_____.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Five Hundred Forty Two Thousand And 00/100 Dollars (\$542,000.00)** from the Trust Funds of the State of Wisconsin to the City of Onalaska in the County(ies) of La Crosse, Wisconsin, for the purpose of **financing the purchase of squad cars, portable police radios, city hall roof and HVAC repairs, municipal code recodification, and wage study.** That at the same time and place, the common council of the City of Onalaska by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of Onalaska, certified to by the Mayor and clerk, accompanies this application.

Given under our hands in the City of Onalaska in the County(ies) of La Crosse, Wisconsin, this _____ day of _____, 20_____.

Mayor, City of Onalaska

Clerk, City of Onalaska

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

FORM OF RECORD

The following preamble and resolutions were presented by Alderman _____ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of Onalaska, in the County(ies) of La Crosse, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Five Hundred Forty Two Thousand And 00/100 Dollars (\$542,000.00)** for the purpose of **financing the purchase of squad cars, portable police radios, city hall roof and HVAC repairs, municipal code recodification, and wage study** and for no other purpose.

The loan is to be payable within 5 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 3.25 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of Onalaska, in the County(ies) of La Crosse, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of Onalaska by such loan from the state be applied or paid out for any purpose except **financing the purchase of squad cars, portable police radios, city hall roof and HVAC repairs, municipal code recodification, and wage study** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the Mayor and clerk of the City of Onalaska, in the County(ies) of La Crosse, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The Mayor and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

Alderman _____ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- | | | | |
|-----|----------------|-------|-------|
| 1. | Alderman _____ | voted | _____ |
| 2. | Alderman _____ | voted | _____ |
| 3. | Alderman _____ | voted | _____ |
| 4. | Alderman _____ | voted | _____ |
| 5. | Alderman _____ | voted | _____ |
| 6. | Alderman _____ | voted | _____ |
| 7. | Alderman _____ | voted | _____ |
| 8. | Alderman _____ | voted | _____ |
| 9. | Alderman _____ | voted | _____ |
| 10. | Alderman _____ | voted | _____ |
| 11. | Alderman _____ | voted | _____ |
| 12. | Alderman _____ | voted | _____ |

A majority of the members of the common council of the City of Onalaska, in the County(ies) of La Crosse, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

STATE OF WISCONSIN

County(ies) of La Crosse

I, _____, Clerk of the City of **Onalaska**, in the County(ies) of **La Crosse**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of **Onalaska** at a meeting held on the ____ day of _____, _____, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of **Onalaska**, County(ies) of **La Crosse**, is constituted by law to have _____ members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of _____ ayes to _____ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of **Onalaska** this _____ day of _____, 20____.

Clerk (Signature)

Clerk (Print or Type Name)

City of **Onalaska**

County(ies) of **La Crosse**

State of Wisconsin

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

STATE OF WISCONSIN
COUNTY(IES) OF LA CROSSE

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, _____, Clerk of the City of **Onalaska**, County(ies) of **La Crosse**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of **Onalaska** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20_____* \$ _____

* Latest year available

I further certify that the whole existing indebtedness of the City of **Onalaska**, County(ies) of **La Crosse**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ _____

Clerk (Signature)

Clerk (Print or Type Name)

City of **Onalaska**

County(ies) of **La Crosse**,

State of Wisconsin

_____, 20_____
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

January 24, 2020

Ms. Caroline Burmaster
City of Onalaska
415 Main St
Onalaska, WI 54650-2953

ID# 05605244

Dear Ms. Burmaster:

Thank you for requesting a loan application from the BCPL State Trust Fund Loan Program. Your application is attached, along with associated forms and directions. Please look through these documents and call us with any questions.

Please check your application to confirm the correct amount, rate, term, and purpose of the loan. The application interest rate should correspond to the current interest rates for BCPL General Obligation Trust Fund loans:

General Obligation Loan Rates:

2 Years	3.25%
3 – 5 Years	3.25%
6 – 10 Years	3.25%
11 – 20 Years	3.75%

Your interest rate is now locked at the above level for 60 days. To maintain that interest rate lock and prevent the possibility of needing to re-start the loan process from the beginning, BCPL needs to receive a properly completed loan application within 60 days from the date of this letter.

Following approval of the Application and Borrowing Resolution by your Board, the application must be completed and returned to BCPL along with the meeting minutes and the Anticipated Schedule of Disbursements. To provide enough time for internal reviews, loan processing, and assembling of our Board agenda materials, completed documents must be received a minimum of eight (8) calendar days before the next BCPL board meeting. The BCPL Board meets the first and third Tuesdays of each month.

BCPL requests that all Borrowers provide digital photographs of the projects that we finance (if applicable). We use these photos for promotional materials regarding the BCPL State Trust Fund Loan Program. Please remember to email a few high-resolution digital photographs, and be sure to include photographer credit information. We thank you in advance.

If you have questions regarding any of the documentation required by BCPL, the application process or the status of your application, please call me at 608-266-0034 or email me at richard.sneider@wisconsin.gov.

Sincerely,

Richard Sneider, CFA, CIPM
Chief Investment Officer

Enclosures: 1) Application Form – City 20 Year Maximum
2) Checklist for Application Review
3) Anticipated Schedule of Disbursements

122.doc

**City of Onalaska
Outstanding Debt 12/31/2019**

Attachment to Page _____ of BCPL State Trust Fund Loan Application ID# 05604617

Bonds & Notes

2008 GO Bonds	205,000
2009 GO Bonds	315,000
2011 GO Bonds	504,999
2012 GO Bonds	1,634,999
2012 GO Bonds Refunding	665,000
2012 GO Bonds Refunding	3,980,000
2012 GO Bonds Refunding	3,630,003
2013 GO Bonds Refunding	1,960,000
2014 GO Bonds Refunding	2,410,000
2015 GO Bonds	2,475,000
2016 GO Bonds	5,310,000
2016 GO Bonds Refunding	3,770,000
2017 GO Bonds	3,065,000
2017 GO Bonds Refunding	2,740,000
2018 GO Bonds	3,625,000
2019 GO Bonds Refunding	1,535,000
209 GO Bonds Refunding	3,875,000

\$ 41,700,001

OK

STFL

2015 108.01	208,516
2016 136.01	55,174
2017 156.01	147,772

\$ 411,462

OK

TOTAL

\$ 42,111,463

OK

*Fixed
1-29-2020*



City of Onalaska

#F-7-a Balance Sheet Account Summary

As Of 12/31/2019

*Final
1-28-2020*

Account	Name	Balance
Fund: 100 - GENERAL FUND		
Assets		
100-11100	CASH	-4,723,574.64
100-11103	CASH-CAFE PLAN	24,696.90
100-11305	TEMPORARY INVESTMENTS	14,017,473.09
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00
100-11510	DONATIONS SAVINGS ACCT	5,114.00
100-11511	NON-CITY INVESTMENTS	142.24
100-11800	PETTY CASH	8,544.00
100-12101	R/E & P/P TAXES REC.	6,587,164.00
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	393.37
100-12118	DELQ. S/A FROM CO. 2016	1,181.65
100-12119	DELQ. S/A FROM CO. - 2017	1,789.14
100-12120	DELQ. S/A FROM CO. 2018	4,584.37
100-12332	2017-18 Delq. / PP TAXES	0.00
100-12333	2018-19 DELQ. P/P TAXES	8,930.38
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	0.00
100-12344	2016-17 DELQ. P/P TAXES	0.00
100-12609	S/A STORM SEWER	0.00
100-12611	S/A STREET CONSTRUCTION	128,210.82
100-12613	S/A CURB & GUTTER	67,354.00
100-12626	S/A SIDEWALK	78,121.79
100-12632	S/A ALLEY PAVING	9,889.21
100-13100	OTHER ACCOUNTS RECEIVABLE	23,145.89
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	855.88
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 AGENGY 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 12/31/2019

Account	Name	Balance	
100-16200	PRE-PAID INSURANCE	47,863.12	
	Total Assets:	16,294,848.58	16,294,848.58
Liability			
100-21100	ACCOUNTS PAYABLE	53,971.44	
100-21110	AP PENDING (DUE TO POOL)	151,520.36	
100-21111	CORRECTIONS PAYABLE	0.00	
100-21112	G.F. SALES TAX PAYABLE	310.21	
100-21405	DOT-PARKING TICKETS	-2,916.00	
100-21511	FICA W/H	16,939.24	
100-21512	FEDERAL W/H	14,833.34	
100-21513	STATE W/H - WI	8,212.74	
100-21515	FICA W/H - MEDICARE	5,039.82	
100-21520	RETIREMENT W/H	31,353.28	
100-21528	BC/BS HEALTH INS	0.00	
100-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00	
100-21530	HEALTH INS	11,566.00	
100-21531	CANCER INS	2,109.13	
100-21532	LIFE INSURANCE W/H	1,325.01	
100-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00	
100-21534	MEDICAL & DEP CARE - SECT. 125	962.69	
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	2,326.08	
100-21571	LOCAL 150 UNION DUES W/H	0.00	
100-21572	1ST FINANCIAL SVGS.	0.00	
100-21573	DEFERRED COMPENSATION	6,528.29	
100-21574	DUE TO EMPLOYEES CAFE PLAN	24,115.46	
100-21581	SUPPORT PAYMENTS	570.13	
100-21700	ACCRUED WAGES	44,284.88	
100-21901	PAYABLE TO SHARED RIDE	0.00	
100-23420	ANTI-ANNEXATION FEES	1,854.58	
100-24220	BAIL BOND DEPOSITS	0.00	
100-24230	PARTIAL PMT. - POLICE CITATIONS	0.00	
100-24330	DOG LICENSES DUE CO	0.00	
100-24600	MOBILE HOME TAX DUE - OSD	0.00	
100-25600	DUE TO WATER	0.00	
100-26000	DEFERRED REVENUE	6,587,164.00	
100-26151	DEFERRED REVENUE- C.D.A. MGMT.	0.00	
100-26209	POSTPONED S/A -STORM SEWER	0.00	
100-26210	POSTPONED S/A-STREET	128,210.82	
100-26220	POSTPONED S/A-CURB & GUTTER	67,354.00	
100-26230	POSTPONED S/A-SIDEWALK	78,121.79	
100-26260	POSTPONED S/A-ALLEY PAVING	9,889.21	
100-28000	NON-CITY FUNDS	142.24	
	Total Liability:	7,245,788.74	
Equity			
100-32000	INVESTMENT IN CAPITAL ASSETS	0.00	
100-34100	FUND BALANCE	8,156,732.12	
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 12/31/2019

Account	Name	Balance
100-34216	HEA./DENTAL/VAC. FORMER EMPLOYEE	4,000.00
100-34217	ILLEGAL ASSESSMENTS	0.00
100-34218	TREE BRUSH	4,500.00
100-34219	ENGINEERING EQUIPMENT	0.00
100-34220	PROP/COLLISION	0.00
100-34221	DIRECT PAYROLL SOFTWARE	0.00
100-34222	CARIN IRIS EQUIP	0.00
100-34223	CITY LIBRARY REPAIRS	0.00
100-34224	STREET SEALING	0.00
100-34225	STREET (MAINT. SHOP)	29,000.00
100-34226	STREET SNOW & ICE	142,000.00
100-34227	STREET LIGHTS	10,000.00
100-34228	RECR./PARKS/C.CTR./POOL	9,000.00
100-34229	CITY STUDY	45,270.00
100-34230	CITY ATTORNEY	0.00
100-34231	CITY HALL EQUIPMENT	0.00
100-34232	FIRE DEPT REPAIRS	0.00
100-34233	CITY HALL VEHICLE	3,000.00
100-34234	FIRE DEPT TRAINING EQUIP	0.00
100-34235	FIRE DEPT ATV	0.00
	Total Beginning Equity:	8,620,228.12
Total Revenue		9,647,644.03
Total Expense		9,218,812.31
Revenues Over/Under Expenses		<u>428,831.72</u>
	Total Equity and Current Surplus (Deficit):	9,049,059.84
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>16,294,848.58</u>

0 * *

428,831.72 +
 Fund 207 275,000.00 -
 Gen'l Fund 153,831.72 *



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUND							
Revenue							
Department: 00000 - NON DEPARTMENTAL							
100-00000-41110	GENERAL PROPERTY TAXES	5,921,779.00	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	6,734.12	61,197.30	3,197.30	105.51 %
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	3,852.24	35,414.37	-4,622.63	11.55 %
100-00000-41300	PAYMENTS IN LIEU OF TAXES	135,000.00	135,000.00	0.00	136,037.74	1,037.74	100.77 %
100-00000-41320	TAXES ON MUNICIPAL OWNED UTI	440,000.00	440,000.00	438,207.43	438,207.43	-1,792.57	0.41 %
100-00000-41800	INTEREST ON TAXES	1,000.00	1,000.00	76.79	1,328.78	328.78	132.88 %
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	2,840.74	5,260.39	3,848.39	372.55 %
100-00000-42030	S/A SIDEWALK	5,301.00	5,301.00	34,225.71	39,903.19	34,602.19	752.75 %
100-00000-42050	S/A ALLEY	1,449.00	1,449.00	5,800.14	7,132.89	5,683.89	492.26 %
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	605,188.25	421.25	100.07 %
100-00000-43401	STATE AID COMPUTERS	55,000.00	55,000.00	0.00	57,334.92	2,334.92	104.25 %
100-00000-43420	FIRE INSURANCE FOR STATE	78,800.00	78,800.00	0.00	86,577.07	7,777.07	109.87 %
100-00000-43521	LAW ENFORCEMENT TRAINING AID	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00 %
100-00000-43530	STATE AID ROAD ALLOTMENT	749,324.00	749,324.00	0.00	748,980.42	-343.58	0.05 %
100-00000-43541	STATE AID FOR CONNECTING STRE	48,292.00	48,292.00	0.00	48,292.28	0.28	100.00 %
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 - PERSONAL 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	3,368.32	3,368.32	0.00 %
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	22,800.00	22,800.00	10.00	22,145.00	-655.00	2.87 %
100-00000-44120	OPERATOR LICENSE	5,400.00	5,400.00	206.00	4,807.50	-592.50	10.97 %
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	3,086.57	107,773.41	-42,226.59	28.15 %
100-00000-44171	CELL TOWER FEES	13,900.00	13,900.00	2,492.74	14,674.51	774.51	105.57 %
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	2,030.00	4,920.00	3,920.00	492.00 %
100-00000-44195	OTHER LICENSES	12,000.00	12,000.00	0.00	14,788.00	2,788.00	123.23 %
100-00000-44196	MOTEL/HOTEL PERMITS	0.00	0.00	0.00	270.00	270.00	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	966.00	8,430.00	8,430.00	0.00 %
100-00000-44220	CAT LICENSE	0.00	0.00	2,711.00	32,404.79	32,404.79	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	5,597.40	179,661.75	59,661.75	149.72 %
100-00000-44311	PLAN REVIEW	500.00	500.00	0.00	830.00	330.00	166.00 %
100-00000-44315	ELECTRICAL PERMITS	30,000.00	30,000.00	12,329.62	75,188.59	45,188.59	250.63 %
100-00000-44320	HEATING & A/C PERMITS	17,000.00	17,000.00	2,485.00	27,319.21	10,319.21	160.70 %
100-00000-44323	PLUMBING PERMIT FEES	16,000.00	16,000.00	2,991.00	36,770.50	20,770.50	229.82 %
100-00000-44325	STREET OPENING PERMITS	750.00	750.00	100.00	1,600.00	850.00	213.33 %

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
100-0000-44330	SIDEWALK PERMIT	750.00	750.00	0.00	760.00	10.00	101.33 %
100-00000-44335	RAILROAD PERMIT	0.00	0.00	0.00	144.61	144.61	0.00 %
100-00000-44336	RECREATIONAL BURNING PERMIT	11,000.00	11,000.00	280.00	11,720.00	720.00	106.55 %
100-00000-44340	OTHER PERMITS	200.00	200.00	0.00	675.00	475.00	337.50 %
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	75.00	4,825.00	3,325.00	321.67 %
100-00000-44410	ZONING	6,000.00	6,000.00	525.25	7,827.70	1,827.70	130.46 %
100-00000-45110	COURT PENALTIES	95,000.00	95,000.00	3,301.46	99,184.27	4,184.27	104.40 %
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	7,000.75	52,448.67	-9,635.33	15.52 %
100-00000-46100	GEN'L GOV'T REVENUE (SHARED-RI	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46105	GENERAL GOVERNMENT FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46110	PLAT FILING FEES	0.00	0.00	0.00	340.00	340.00	0.00 %
100-00000-46115	LICENSE PUBLICATION FEES	480.00	480.00	0.00	460.00	-20.00	4.17 %
100-00000-46120	SALES MATERIAL & SUPLS	9,500.00	9,500.00	465.03	10,939.45	1,439.45	115.15 %
100-00000-46121	TOPO FEES	0.00	0.00	0.00	47.00	47.00	0.00 %
100-00000-46210	FIRE PROTECTION SERVICE	40,000.00	40,000.00	-4,212.49	20,947.51	-19,052.49	47.63 %
100-00000-46220	POLICE REPORTS	1,000.00	1,000.00	119.28	1,564.51	564.51	156.45 %
100-00000-46221	FALSE ALARMS	2,500.00	2,500.00	585.00	5,388.82	2,888.82	215.55 %
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	-1,900.07	-480.87	-980.87	196.17 %
100-00000-46427	DEVELOPER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46440	WEED CUTTING/MOWING REVENU	0.00	0.00	0.00	225.00	225.00	0.00 %
100-00000-46490	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46710	NON-PROFIT SHELTER/VENDING RE	1,200.00	1,200.00	25.00	1,694.62	494.62	141.22 %
100-00000-46711	PARK FACILITY RENTAL	12,000.00	12,000.00	1,137.90	20,076.24	8,076.24	167.30 %
100-00000-46715	RECREATION FEES	70,000.00	70,000.00	538.17	71,865.33	1,865.33	102.66 %
100-00000-46716	RECR. FEES > AGE 18	7,000.00	7,000.00	0.00	9,420.00	2,420.00	134.57 %
100-00000-46725	SWIMMING POOL REVENUE	68,060.00	68,060.00	0.00	66,138.88	-1,921.12	2.82 %
100-00000-46726	SWIMMING POOL LESSONS	6,720.00	6,720.00	0.00	7,267.60	547.60	108.15 %
100-00000-46727	SWIMMING POOL MISC	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46728	SWIMMING POOL CONCESSIONS	28,970.00	28,970.00	0.00	28,699.16	-270.84	0.93 %
100-00000-46729	SWIMMING POOL ADVERT. INCOM	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46840	URBAN DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47310	INTERGOV'T - GEN'L GOV'T	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47320	OTHER LOCAL GOV'T/LAW ENFORC	34,800.00	34,800.00	0.00	35,119.29	319.29	100.92 %
100-00000-47330	INTERGOV'T CHGS. FOR STR SERV.	0.00	0.00	5,623.88	5,623.88	5,623.88	0.00 %
100-00000-48000	MISCELLANEOUS INCOME	0.00	0.00	6,019.37	-1,020.93	-1,020.93	0.00 %
100-00000-48100	INTEREST INCOME	105,000.00	105,000.00	22,631.41	313,969.00	208,969.00	299.02 %
100-00000-48130	INTEREST DONATION ACCT.	0.00	0.00	7.97	38.72	38.72	0.00 %
100-00000-48131	INTEREST - NON CITY	0.00	0.00	-0.27	0.00	0.00	0.00 %
100-00000-48150	INTEREST - STREET ASSMT.	2,394.00	2,394.00	0.00	2,394.08	0.08	100.00 %
100-00000-48155	INTEREST - CURB & GUTTER ASSMT	571.00	571.00	0.00	597.26	26.26	104.60 %
100-00000-48160	INTEREST - SIDEWALK ASSMT.	1,876.00	1,876.00	254.84	2,137.79	261.79	113.95 %
100-00000-48170	INTEREST - ALLEY ASSMT.	575.00	575.00	0.00	556.12	-18.88	3.28 %
100-00000-48180	INTEREST - STORM SEWER ASSMT.	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48190	INVESTMENT INCOME (CVMIC)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48200	RENTAL INCOME & CDA SUBLEASE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48210	RENT- FINLEY PROP (JAYCEES)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48211	RENT LIBRARY FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48302	SALE OF FIRE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48403	INSURANCE REIMB - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48404	INSURANCE REIMB - HWY	0.00	0.00	8,345.79	14,120.50	14,120.50	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	29,292.00	29,292.00	20,715.00	341.52 %
100-00000-48408	INSURANCE WAIVER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48510	CONTRIBUTION FROM SCHOOL DIS	21,500.00	21,500.00	5,223.59	22,174.36	674.36	103.14 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-0000-48530	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-49000	GAIN ON SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-49201	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-49224	TRANSIT IN/5% SALES/COMP. PLAN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-49402	SALE OF CITY PROPERTY - OTHER E	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-49403	SALE OF CITY PROPERTY - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-0000-49997	SURPLUS FUNDS APPLIED	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 00000 - NON DEPARTMENTAL Total:		9,201,376.00	9,201,376.00	612,081.36	9,647,644.03	446,268.03	4.85 %
Revenue Total:		9,201,376.00	9,201,376.00	612,081.36	9,647,644.03	446,268.03	4.85 %

Expense

Department: 51100 - COMMON COUNCIL							
100-51100-110	SALARIES - REGULAR	29,600.00	29,600.00	2,263.18	29,863.18	-263.18	-0.89 %
100-51100-150	FICA	2,264.00	2,264.00	169.78	2,281.18	-17.18	-0.76 %
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	711.97	3,729.57	3,470.43	48.20 %
100-51100-310	OFFICE SUPPLIES	700.00	700.00	158.19	1,478.96	-778.96	-111.28 %
100-51100-311	POSTAGE	200.00	200.00	0.00	1.00	199.00	99.50 %
100-51100-312	COPY USAGE & PAPER	1,000.00	1,000.00	247.60	1,585.55	-585.55	-58.56 %
100-51100-320	SUBSCRIPTIONS & DUES	5,959.00	5,959.00	0.00	6,519.21	-560.21	-9.40 %
100-51100-322	LEGAL NOTICES	12,140.00	12,140.00	1,038.30	5,098.93	7,041.07	58.00 %
100-51100-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51100 - COMMON COUNCIL Total:		62,313.00	62,313.00	4,589.02	53,807.58	8,505.42	13.65 %
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	30.68	135.53	-135.53	0.00 %
100-51110-310	OFFICE SUPPLIES	0.00	0.00	50.00	150.98	-150.98	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 %
Department: 51110 - POLICE & FIRE COMMISSION Total:		275.00	275.00	80.68	302.01	-27.01	-9.82 %
Department: 51200 - MUNICIPAL COURT							
100-51200-290	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51200-340	OPERATING SUPPLIES	212.00	212.00	0.00	12.22	199.78	94.24 %
Department: 51200 - MUNICIPAL COURT Total:		312.00	312.00	0.00	12.22	299.78	96.08 %
Department: 51300 - LEGAL							
100-51300-110	SALARIES REGULAR	32,853.00	32,853.00	8,571.78	27,164.54	5,688.46	17.31 %
100-51300-120	WAGES - REGULAR	0.00	0.00	4,503.94	14,690.55	-14,690.55	0.00 %
100-51300-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
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	912.30	3,024.21	142.79	4.51 %
100-51300-151	RETIREMENT (WRS)	2,152.00	2,152.00	866.06	2,751.11	-599.11	-27.84 %
100-51300-152	HEALTH INSURANCE	4,798.00	4,798.00	0.00	3,036.80	1,761.20	36.71 %
100-51300-153	DENTAL INSURANCE	298.00	298.00	170.67	624.72	-326.72	-109.64 %
100-51300-154	LIFE INSURANCE	4.00	4.00	1.20	6.00	-2.00	-50.00 %
100-51300-225	PHONE/INTERNET/CABLE	1,100.00	1,100.00	39.65	221.23	878.77	79.89 %
100-51300-240	HDWR/SOFTWR MAINT	0.00	0.00	0.00	310.00	-310.00	0.00 %
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	4,390.00	79,950.49	-1,200.49	-1.52 %
100-51300-310	OFFICE SUPPLIES	1,000.00	1,000.00	14.79	924.43	75.57	7.56 %
100-51300-311	POSTAGE	270.00	270.00	1.00	8.50	261.50	96.85 %
100-51300-312	COPY USAGE & PAPER	400.00	400.00	0.00	39.00	361.00	90.25 %
100-51300-320	SUBSCRIPTIONS & DUES	600.00	600.00	316.37	2,978.46	-2,378.46	-396.41 %
100-51300-321	CERTIFICATIONS & LICENSES	600.00	600.00	0.00	487.00	113.00	18.83 %
100-51300-330	SEMINARS,CONF.& TRAVEL	600.00	600.00	-85.00	592.12	7.88	1.31 %
100-51300-340	OPERATING SUPPLIES	3,000.00	3,000.00	273.50	2,430.80	569.20	18.97 %
100-51300-341	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
Department: 51300 - LEGAL Total:		138,792.00	138,792.00	19,976.26	139,239.96	-447.96	-0.32 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 51408 - CITY ADMINISTRATOR							
100-51408-110	SALARIES REGULAR	95,575.00	95,575.00	11,884.77	102,619.37	-7,044.37	-7.37 %
100-51408-150	FICA	7,312.00	7,312.00	892.57	7,711.84	-399.84	-5.47 %
100-51408-151	RETIREMENT (WRS)	6,260.00	6,260.00	787.38	6,730.56	-470.56	-7.52 %
100-51408-152	HEALTH INSURANCE	5,407.00	5,407.00	3,683.89	8,640.16	-3,233.16	-59.80 %
100-51408-153	DENTAL INSURANCE	826.00	826.00	69.61	798.80	27.20	3.29 %
100-51408-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51408-225	PHONE/INTERNET/CABLE	1,100.00	1,100.00	36.47	863.30	236.70	21.52 %
100-51408-241	EQUIPMENT MAINT. CONTRACTUA	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51408-290	OTHER CONTRACTUAL SERVICES	750.00	750.00	0.00	0.00	750.00	100.00 %
100-51408-310	OFFICE SUPPLIES	1,000.00	1,000.00	14.79	1,302.10	-302.10	-30.21 %
100-51408-311	POSTAGE	270.00	270.00	9.60	67.25	202.75	75.09 %
100-51408-312	COPY USAGE/PAPER	400.00	400.00	0.00	51.38	348.62	87.16 %
100-51408-320	SUBSCRIPTIONS & DUES	600.00	600.00	0.00	195.00	405.00	67.50 %
100-51408-321	CERTIFICATIONS & LICENSES	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51408-330	SEMINARS, CONF. & TRAVEL	1,000.00	1,000.00	0.00	1,139.93	-139.93	-13.99 %
100-51408-340	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	2,166.27	833.73	27.79 %
100-51408-341	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
Department: 51408 - CITY ADMINISTRATOR Total:		124,350.00	124,350.00	17,379.08	132,285.96	-7,935.96	-6.38 %
Department: 51410 - MAYOR							
100-51410-110	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-124	WAGES - PERM PT	12,390.00	12,390.00	1,524.91	12,437.46	-47.46	-0.38 %
100-51410-150	FICA	948.00	948.00	116.66	951.59	-3.59	-0.38 %
100-51410-151	RETIREMENT (WRS)	696.00	696.00	65.45	678.03	17.97	2.58 %
100-51410-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-225	PHONE/INTERNET/CABLE	492.00	492.00	47.33	450.60	41.40	8.41 %
100-51410-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-310	OFFICE SUPPLIES	340.00	340.00	0.00	81.35	258.65	76.07 %
100-51410-311	POSTAGE	60.00	60.00	0.00	0.00	60.00	100.00 %
100-51410-312	COPY USAGE & PAPER	100.00	100.00	0.00	13.85	86.15	86.15 %
100-51410-320	SUBSCRIPTIONS & DUES	596.00	596.00	0.00	770.95	-174.95	-29.35 %
100-51410-330	SEMINARS, CONF & TRAVEL	400.00	400.00	0.00	826.29	-426.29	-106.57 %
100-51410-340	OPERATING SUPPLIES	50.00	50.00	0.00	0.00	50.00	100.00 %
100-51410-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51410 - MAYOR Total:		16,072.00	16,072.00	1,754.35	16,210.12	-138.12	-0.86 %
Department: 51411 - FINANCE							
100-51411-110	SALARIES - REGULAR	70,938.00	70,938.00	3,331.93	71,273.35	-335.35	-0.47 %
100-51411-120	WAGES - REGULAR	43,561.00	43,561.00	5,438.94	40,995.61	2,565.39	5.89 %
100-51411-121	WAGES - OVERTIME	0.00	0.00	0.00	15.78	-15.78	0.00 %
100-51411-124	WAGES - PERM PT	8,790.00	8,790.00	3,595.38	13,819.90	-5,029.90	-57.22 %
100-51411-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-126	WAGES - TEMP./SEAS.	6,150.00	6,150.00	0.00	0.00	6,150.00	100.00 %
100-51411-150	FICA	9,902.00	9,902.00	886.60	9,206.01	695.99	7.03 %
100-51411-151	RETIREMENT (WRS)	7,500.00	7,500.00	618.71	7,399.17	100.83	1.34 %
100-51411-152	HEALTH INSURANCE	20,222.00	20,222.00	1,144.70	15,069.90	5,152.10	25.48 %
100-51411-153	DENTAL INSURANCE	1,922.00	1,922.00	119.32	1,515.76	406.24	21.14 %
100-51411-154	LIFE INSURANCE	74.00	74.00	7.27	85.35	-11.35	-15.34 %
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	81.84	479.16	90.84	15.94 %
100-51411-241	EQUIPMENT MAINTENANCE CONT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51411-290	OTHER CONTRACTUAL SERVICES	4,500.00	4,500.00	-876.05	8,332.48	-3,832.48	-85.17 %
100-51411-310	OFFICE SUPPLIES	1,200.00	1,200.00	575.35	2,295.63	-1,095.63	-91.30 %
100-51411-311	POSTAGE	1,500.00	1,500.00	248.15	1,729.19	-229.19	-15.28 %
100-51411-312	COPY USAGE & PAPER	1,000.00	1,000.00	468.59	2,881.92	-1,881.92	-188.19 %
100-51411-320	SUBSCRIPTIONS & DUES	150.00	150.00	0.00	165.00	-15.00	-10.00 %
100-51411-322	LEGAL NOTICES	0.00	0.00	0.00	80.00	-80.00	0.00 %
100-51411-330	SEMINARS, CONF & TRAVEL	1,325.00	1,325.00	1,318.76	3,979.18	-2,654.18	-200.32 %

Budget Report

For Fiscal: 2019 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-411-340	OPERATING SUPPLIES	3,015.00	3,015.00	1,851.09	2,272.03	742.97	24.64 %
100-51411-341	PRINTING & FORMS	500.00	500.00	0.00	196.03	303.97	60.79 %
Department: 51411 - FINANCE Total:		183,319.00	183,319.00	18,810.58	181,791.45	1,527.55	0.83 %
Department: 51420 - CITY CLERK							
100-51420-110	SALARIES - REGULAR	75,749.00	75,749.00	9,446.88	76,118.43	-369.43	-0.49 %
100-51420-120	WAGES - REGULAR	54,169.00	54,169.00	6,785.76	54,435.46	266.46	-0.49 %
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	1,145.57	9,233.73	727.27	7.30 %
100-51420-151	RETIREMENT (WRS)	8,528.00	8,528.00	1,075.47	8,563.67	-35.67	-0.42 %
100-51420-152	HEALTH INSURANCE	22,776.00	22,776.00	2,099.88	22,977.88	-201.88	-0.89 %
100-51420-153	DENTAL INSURANCE	2,545.00	2,545.00	214.54	2,462.06	82.94	3.26 %
100-51420-154	LIFE INSURANCE	95.00	95.00	8.64	100.23	-5.23	-5.51 %
100-51420-225	PHONE/INTERNET/CABLE	1,200.00	1,200.00	163.70	958.29	241.71	20.14 %
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	0.00	195.90	1,034.10	84.07 %
100-51420-311	POSTAGE	2,200.00	2,200.00	114.45	1,700.68	499.32	22.70 %
100-51420-312	COPY USAGE & PAPER	1,200.00	1,200.00	46.13	913.69	286.31	23.86 %
100-51420-320	SUBSCRIPTIONS & DUES	340.00	340.00	0.00	420.00	-80.00	-23.53 %
100-51420-321	CERTIFICATIONS & LICENSES	100.00	100.00	0.00	70.00	30.00	30.00 %
100-51420-322	LEGAL NOTICES	210.00	210.00	0.00	120.60	89.40	42.57 %
100-51420-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-330	SEMINARS, CONF & TRAVEL	2,050.00	2,050.00	0.00	2,224.95	-174.95	-8.53 %
100-51420-340	OPERATING SUPPLIES	555.00	555.00	8.00	352.45	202.55	36.50 %
100-51420-341	PRINTING & FORMS	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51420-381	EMPLOYMENT TESTING	80.00	80.00	0.00	49.00	31.00	38.75 %
Department: 51420 - CITY CLERK Total:		184,159.00	184,159.00	21,109.02	180,897.02	3,261.98	1.77 %
Department: 51440 - ELECTIONS							
100-51440-126	WAGES - TEMP/SEAS	6,177.00	6,177.00	22.80	2,496.57	3,680.43	59.58 %
100-51440-150	FICA	0.00	0.00	1.46	24.74	-24.74	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	79.26	238.43	461.57	65.94 %
100-51440-311	POSTAGE	600.00	600.00	0.00	628.12	-28.12	-4.69 %
100-51440-312	COPY USAGE & PAPER	1,000.00	1,000.00	15.99	103.48	896.52	89.65 %
100-51440-322	LEGAL NOTICES	2,200.00	2,200.00	26.49	303.94	1,896.06	86.18 %
100-51440-324	RECRUITMENT	0.00	0.00	7.00	7.00	-7.00	0.00 %
100-51440-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	100.00	0.00	0.00 %
100-51440-340	OPERATING SUPPLIES	1,780.00	1,780.00	0.00	-168.05	1,948.05	109.44 %
100-51440-341	PRINTING & FORMS	1,600.00	1,600.00	0.00	762.27	837.73	52.36 %
Department: 51440 - ELECTIONS Total:		15,557.00	15,557.00	153.00	5,780.06	9,776.94	62.85 %
Department: 51500 - AUDIT							
100-51500-290	OTHER CONTRACTUAL SERVICES	19,152.00	19,152.00	0.00	21,642.00	-2,490.00	-13.00 %
Department: 51500 - AUDIT Total:		19,152.00	19,152.00	0.00	21,642.00	-2,490.00	-13.00 %
Department: 51510 - HUMAN RESOURCES							
100-51510-110	SALARIES - REGULAR	42,172.00	42,172.00	5,303.14	42,385.87	-213.87	-0.51 %
100-51510-120	WAGES- REGULAR	18,755.00	18,755.00	2,358.72	18,851.43	-96.43	-0.51 %
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	514.92	4,143.41	517.59	11.10 %
100-51510-151	RETIREMENT (WRS)	3,991.00	3,991.00	507.61	4,663.21	-672.21	-16.84 %
100-51510-152	HEALTH INSURANCE	20,043.00	20,043.00	2,099.88	20,472.52	-429.52	-2.14 %
100-51510-153	DENTAL INSURANCE	1,188.00	1,188.00	119.19	1,168.04	19.96	1.68 %
100-51510-154	LIFE INSURANCE	14.00	14.00	1.41	15.82	-1.82	-13.00 %
100-51510-225	PHONE/INTERNET/CABLE	150.00	150.00	20.46	119.80	30.20	20.13 %

Budget Report

For Fiscal: 2019 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-510-241</u>	EQUIPMENT MAINTENANCE CONT	190.00	190.00	0.00	0.00	190.00	100.00 %
<u>100-51510-290</u>	OTHER CONTRACTUAL SERVICES	6,267.00	6,267.00	135.00	2,985.25	3,281.75	52.37 %
<u>100-51510-310</u>	OFFICE SUPPLIES	400.00	400.00	140.83	526.33	-126.33	-31.58 %
<u>100-51510-311</u>	POSTAGE	150.00	150.00	14.15	97.28	52.72	35.15 %
<u>100-51510-312</u>	COPY USAGE & PAPER	295.00	295.00	102.04	678.96	-383.96	-130.16 %
<u>100-51510-320</u>	SUBSCRIPTIONS & DUES	545.00	545.00	149.00	658.00	-113.00	-20.73 %
<u>100-51510-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51510-330</u>	SEMINARS, CONF & TRAVEL	775.00	775.00	0.00	1,882.40	-1,107.40	-142.89 %
<u>100-51510-340</u>	OPERATING SUPPLIES	630.00	630.00	133.95	675.55	-45.55	-7.23 %
<u>100-51510-341</u>	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
Department: 51510 - HUMAN RESOURCES Total:		100,526.00	100,526.00	11,600.30	99,323.87	1,202.13	1.20 %
Department: 51530 - ASSESSOR							
<u>100-51530-120</u>	WAGES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-128</u>	WAGES - BOR	300.00	300.00	0.00	300.00	0.00	0.00 %
<u>100-51530-150</u>	FICA	23.00	23.00	0.00	22.95	0.05	0.22 %
<u>100-51530-151</u>	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-152</u>	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-153</u>	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-154</u>	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-225</u>	PHONE/INTERNET/CABLE	450.00	450.00	61.28	358.83	91.17	20.26 %
<u>100-51530-240</u>	SOFTWARE MAINTENANCE-CONTR	3,900.00	3,900.00	0.00	4,051.50	-151.50	-3.88 %
<u>100-51530-290</u>	OTHER CONTRACTUAL SERVICES	275,610.00	275,610.00	22,724.15	277,430.00	-1,820.00	-0.66 %
<u>100-51530-291</u>	TRANSCRIPTION CONTRACTUAL	250.00	250.00	0.00	64.74	185.26	74.10 %
<u>100-51530-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	10.85	-10.85	0.00 %
<u>100-51530-311</u>	POSTAGE	3,825.00	3,825.00	348.95	5,664.54	-1,839.54	-48.09 %
<u>100-51530-312</u>	COPY USAGE & PAPER	250.00	250.00	0.03	62.75	187.25	74.90 %
<u>100-51530-340</u>	OPERATING SUPPLIES	250.00	250.00	165.98	165.98	84.02	33.61 %
<u>100-51530-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51530 - ASSESSOR Total:		284,858.00	284,858.00	23,300.39	288,132.14	-3,274.14	-1.15 %
Department: 51540 - IT							
<u>100-51540-110</u>	SALARIES - REGULAR	36,983.00	36,983.00	2,013.76	27,697.24	9,285.76	25.11 %
<u>100-51540-120</u>	WAGES-REGULAR	6,252.00	6,252.00	2,488.47	11,599.15	-5,347.15	-85.53 %
<u>100-51540-124</u>	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-126</u>	WAGES TEMP./SEAS.	1,494.00	1,494.00	0.00	1,229.20	264.80	17.72 %
<u>100-51540-150</u>	FICA	3,421.00	3,421.00	315.18	2,841.38	579.62	16.94 %
<u>100-51540-151</u>	RETIREMENT (WRS)	2,832.00	2,832.00	298.34	2,569.19	262.81	9.28 %
<u>100-51540-152</u>	HEALTH INSURANCE	13,848.00	13,848.00	708.77	9,141.77	4,706.23	33.98 %
<u>100-51540-153</u>	DENTAL INSURANCE	860.00	860.00	38.64	540.00	320.00	37.21 %
<u>100-51540-154</u>	LIFE INSURANCE	8.00	8.00	0.32	4.48	3.52	44.00 %
<u>100-51540-225</u>	PHONE/INTERNET/CABLE	1,540.00	1,540.00	264.28	3,063.66	-1,523.66	-98.94 %
<u>100-51540-240</u>	SOFTWARE MAINTENANCE CONTR	23,911.00	23,911.00	128,410.65	151,413.77	-127,502.77	-533.24 %
<u>100-51540-241</u>	EQUIPMENT MAINTENANCE CONT	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<u>100-51540-244</u>	WEBSITE	1,250.00	1,250.00	0.00	1,280.00	-30.00	-2.40 %
<u>100-51540-290</u>	OTHER CONTRACTUAL SERVICES	15,624.00	15,624.00	6,491.95	24,265.45	-8,641.45	-55.31 %
<u>100-51540-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	120.95	-120.95	0.00 %
<u>100-51540-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-312</u>	COPY USAGE & PAPER	0.00	0.00	1.60	6.54	-6.54	0.00 %
<u>100-51540-320</u>	SUBSCRIPTIONS & DUES	1,000.00	1,000.00	0.00	519.40	480.60	48.06 %
<u>100-51540-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-330</u>	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	40.00	1,238.00	-238.00	-23.80 %
<u>100-51540-340</u>	OPERATING SUPPLIES	2,660.00	2,660.00	-29.98	505.32	2,154.68	81.00 %
<u>100-51540-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-363</u>	EQUIPMENT MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-399</u>	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51540 - IT Total:		115,183.00	115,183.00	141,041.98	238,035.50	-122,852.50	-106.66 %

Budget Report

For Fiscal: 2019 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 51600 - CITY HALL							
100-51600-110	SALARIES - REGULAR	51,739.00	51,739.00	5,610.94	45,895.36	5,843.64	11.29 %
100-51600-124	WAGES - PERM PT	8,931.00	8,931.00	977.21	8,525.49	405.51	4.54 %
100-51600-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-126	WAGES - TEMP/SEAS	3,191.00	3,191.00	0.00	3,363.00	-172.00	-5.39 %
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	475.01	4,137.56	747.44	15.30 %
100-51600-151	RETIREMENT (WRS)	3,389.00	3,389.00	375.53	3,014.15	374.85	11.06 %
100-51600-152	HEALTH INSURANCE	9,255.00	9,255.00	436.78	4,779.36	4,475.64	48.36 %
100-51600-153	DENTAL INSURANCE	536.00	536.00	82.95	951.95	-415.95	-77.60 %
100-51600-154	LIFE INSURANCE	32.00	32.00	1.68	18.26	13.74	42.94 %
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	6,044.48	-296.48	-5.16 %
100-51600-213	HVAC CONTRACTUAL	6,330.00	6,330.00	912.34	5,671.63	658.37	10.40 %
100-51600-214	FIRE CONTRACTUAL	2,910.00	2,910.00	2,136.32	4,304.28	-1,394.28	-47.91 %
100-51600-220	WATER/SEWER/STORM WATER	7,718.00	7,718.00	0.00	5,665.40	2,052.60	26.59 %
100-51600-221	ELECTRIC & GAS	39,000.00	39,000.00	4,840.12	41,349.03	-2,349.03	-6.02 %
100-51600-225	PHONE/INTERNET/CABLE	5,868.00	5,868.00	986.34	7,436.75	-1,568.75	-26.73 %
100-51600-240	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	0.00	600.00	0.00	0.00 %
100-51600-241	EQUIPMENT MAINTENANCE CONT	1,350.00	1,350.00	0.00	1,593.00	-243.00	-18.00 %
100-51600-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-243	LEASES	750.00	750.00	0.00	882.00	-132.00	-17.60 %
100-51600-290	OTHER CONTRACTUAL SERVICES	1,748.00	1,748.00	60.19	767.56	980.44	56.09 %
100-51600-292	ELECTRICAL CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51600-293	PLUMBING CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51600-310	OFFICE SUPPLIES	275.00	275.00	0.00	0.00	275.00	100.00 %
100-51600-311	POSTAGE	500.00	500.00	0.00	235.00	265.00	53.00 %
100-51600-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
100-51600-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51600-340	OPERATING SUPPLIES	7,000.00	7,000.00	929.68	4,121.88	2,878.12	41.12 %
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	100.07	2,926.48	73.52	2.45 %
100-51600-350	BLDG & GRDS MAINT & REPAIRS	7,000.00	7,000.00	1,590.76	10,005.02	-3,005.02	-42.93 %
100-51600-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	437.66	872.50	-372.50	-74.50 %
100-51600-361	REGULAR FUEL	775.00	775.00	0.00	334.26	440.74	56.87 %
100-51600-362	OFF ROAD FUEL	300.00	300.00	16.48	16.48	283.52	94.51 %
100-51600-363	EQUIPMENT MAINT & REPAIRS	1,000.00	1,000.00	310.38	1,557.93	-557.93	-55.79 %
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	0.00	18.00	32.00	64.00 %
Department: 51600 - CITY HALL Total:		175,800.00	175,800.00	20,280.44	165,086.81	10,713.19	6.09 %
Department: 51900 - OTHER GOVERNMENT							
100-51900-290	Other General Contractual	8,800.00	8,800.00	0.00	8,800.00	0.00	0.00 %
100-51900-339	LOSS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51900-397	MISCELLANEOUS EXPENSE	0.00	0.00	-448.71	42.52	-42.52	0.00 %
Department: 51900 - OTHER GOVERNMENT Total:		8,800.00	8,800.00	-448.71	8,842.52	-42.52	-0.48 %
Department: 51938 - SICK LEAVE PAYOUT							
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51938 - SICK LEAVE PAYOUT Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51939 - WORKER'S COMPENSATION							
100-51939-510	INS - WORKERS COMP	81,698.00	81,698.00	0.00	89,319.00	-7,621.00	-9.33 %
Department: 51939 - WORKER'S COMPENSATION Total:		81,698.00	81,698.00	0.00	89,319.00	-7,621.00	-9.33 %
Department: 51940 - UNEMPLOYMENT COMPENSATION							
100-51940-517	UNEMPLOYMENT	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
Department: 51940 - UNEMPLOYMENT COMPENSATION Total:		9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 51941 - SALES TAX							
100-51941-301	SALES TAX	9,700.00	9,700.00	268.66	6,822.01	2,877.99	29.67 %
Department: 51941 - SALES TAX Total:		9,700.00	9,700.00	268.66	6,822.01	2,877.99	29.67 %
Department: 51942 - ILLEGAL ASSESSMENTS							
100-51942-397	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	324.77	-324.77	0.00 %
Department: 51942 - ILLEGAL ASSESSMENTS Total:		0.00	0.00	0.00	324.77	-324.77	0.00 %
Department: 51943 - INS - FIRE, COMP / COLL, BOILER							
100-51943-511	INS - FIRE, COMP/COLL, BOILER	40,800.00	40,800.00	0.00	42,846.00	-2,046.00	-5.01 %
Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:		40,800.00	40,800.00	0.00	42,846.00	-2,046.00	-5.01 %
Department: 51944 - INS - VEHICLES							
100-51944-512	INS - VEHICLES	20,965.00	20,965.00	0.00	20,824.00	141.00	0.67 %
Department: 51944 - INS - VEHICLES Total:		20,965.00	20,965.00	0.00	20,824.00	141.00	0.67 %
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE							
100-51945-513	INS - CVMIC, LIABILITY, PROF	34,926.00	34,926.00	0.00	32,604.00	2,322.00	6.65 %
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE		34,926.00	34,926.00	0.00	32,604.00	2,322.00	6.65 %
Department: 51946 - SIR							
100-51946-514	SIR	2,000.00	2,000.00	0.00	3,071.17	-1,071.17	-53.56 %
Department: 51946 - SIR Total:		2,000.00	2,000.00	0.00	3,071.17	-1,071.17	-53.56 %
Department: 51947 - MONIES & SECURITIES INSURANCE MISC							
100-51947-515	INS - MONIES & SECURITIES	1,600.00	1,600.00	0.00	1,260.00	340.00	21.25 %
Department: 51947 - MONIES & SECURITIES INSURANCE MISC Tot		1,600.00	1,600.00	0.00	1,260.00	340.00	21.25 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS							
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 52100 - POLICE							
100-52100-110	SALARIES - REGULAR	214,102.00	214,102.00	28,299.90	196,542.60	17,559.40	8.20 %
100-52100-120	WAGES - REGULAR	1,641,979.00	1,641,979.00	191,665.68	1,523,839.02	118,139.98	7.19 %
100-52100-121	OVERTIME - REGULAR	70,120.00	70,120.00	10,984.76	113,786.91	-43,666.91	-62.27 %
100-52100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	1,082.00	5,920.72	-5,920.72	0.00 %
100-52100-124	WAGES - PERM PT	10,585.00	10,585.00	1,227.10	9,590.66	994.34	9.39 %
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	2,006.82	17,687.62	6,556.38	27.04 %
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	663.50	5,911.45	-5,911.45	0.00 %
100-52100-141	ON CALL	9,200.00	9,200.00	642.86	5,242.86	3,957.14	43.01 %
100-52100-150	FICA	150,723.00	150,723.00	16,931.02	134,735.55	15,987.45	10.61 %
100-52100-151	RETIREMENT (WRS)	270,409.00	270,409.00	33,111.91	256,198.25	14,210.75	5.26 %
100-52100-152	HEALTH INSURANCE	494,234.00	494,234.00	37,920.09	415,718.54	78,515.46	15.89 %
100-52100-153	DENTAL INSURANCE	29,868.00	29,868.00	2,203.11	23,996.38	5,871.62	19.66 %
100-52100-154	LIFE INSURANCE	544.00	544.00	42.75	503.99	40.01	7.35 %
100-52100-221	ELECTRIC & GAS	16,000.00	16,000.00	1,760.05	15,036.01	963.99	6.02 %
100-52100-225	PHONE/INTERNET/CABLE	6,984.00	6,984.00	1,357.08	9,709.12	-2,725.12	-39.02 %
100-52100-226	MOBILE DATA AIR CARDS	10,000.00	10,000.00	542.64	9,085.52	914.48	9.14 %
100-52100-240	SOFTWARE MAINTENANCE CONTR	23,340.00	23,340.00	0.00	23,304.08	35.92	0.15 %
100-52100-241	EQUIPMENT MAINTENANCE CONT	3,020.00	3,020.00	0.00	3,019.20	0.80	0.03 %
100-52100-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-290	OTHER CONTRACTUAL SERVICES	2,644.00	2,644.00	33.86	2,071.13	572.87	21.67 %
100-52100-310	OFFICE SUPPLIES	1,300.00	1,300.00	134.57	617.55	682.45	52.50 %
100-52100-311	POSTAGE	2,000.00	2,000.00	403.55	2,563.32	-563.32	-28.17 %
100-52100-312	COPY USAGE & PAPER	1,550.00	1,550.00	322.27	1,871.28	-321.28	-20.73 %
100-52100-320	SUBSCRIPTIONS & DUES	2,960.00	2,960.00	0.00	2,445.00	515.00	17.40 %
100-52100-321	CERTIFICATIONS & LICENSES	714.00	714.00	0.00	909.00	-195.00	-27.31 %
100-52100-324	RECRUITMENT	500.00	500.00	0.00	393.07	106.93	21.39 %
100-52100-330	SEMINARS, CONF & TRAVEL	14,000.00	14,000.00	182.00	15,218.11	-1,218.11	-8.70 %
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	3,513.73	11,105.92	894.08	7.45 %
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	230.05	1,547.21	252.79	14.04 %

Budget Report

For Fiscal: 2019 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1	100-342						
	CLEANING & SANITARY SUPPLIES	150.00	150.00	9.99	33.96	116.04	77.36 %
	100-52100-350						
	BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	97.26	239.50	1,060.50	81.58 %
	100-52100-360						
	VEHICLE MAINT. & REPAIRS	11,049.00	11,049.00	3,068.91	14,101.71	-3,052.71	-27.63 %
	100-52100-361						
	REGULAR FUEL	41,423.00	41,423.00	5,638.06	37,445.82	3,977.18	9.60 %
	100-52100-363						
	EQUIPMENT MAINT & REPAIRS	1,500.00	1,500.00	0.00	904.17	595.83	39.72 %
	100-52100-380						
	PUBLIC EDUCATION	500.00	500.00	774.90	774.90	-274.90	-54.98 %
	100-52100-381						
	EMPLOYMENT TESTING	2,000.00	2,000.00	527.48	8,839.70	-6,839.70	-341.99 %
	100-52100-382						
	UNIFORMS & SAFETY ATTIRE	12,000.00	12,000.00	1,868.09	13,680.12	-1,680.12	-14.00 %
	100-52100-390						
	AMMUNITION	6,000.00	6,000.00	2,686.91	7,393.10	-1,393.10	-23.22 %
	100-52100-391						
	ERT SUPPLIES	1,500.00	1,500.00	0.00	1,651.00	-151.00	-10.07 %
	100-52100-397						
	NON LETHAL SUPPLIES	2,000.00	2,000.00	780.80	2,218.24	-218.24	-10.91 %
	100-52100-399						
	ADD'L SOFTWARE & UPGRADES	1,000.00	1,000.00	0.00	338.96	661.04	66.10 %
	Department: 52100 - POLICE Total:	3,095,242.00	3,095,242.00	350,713.70	2,896,191.25	199,050.75	6.43 %
	Department: 52200 - FIRE						
	100-52200-110						
	SALARIES - REGULAR	178,709.00	178,709.00	22,597.94	183,844.19	-5,135.19	-2.87 %
	100-52200-120						
	WAGES - REGULAR	677,590.00	677,590.00	79,513.76	648,509.49	29,080.51	4.29 %
	100-52200-121						
	OVERTIME - REGULAR	46,000.00	46,000.00	16,317.56	95,254.44	-49,254.44	-107.07 %
	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	12,740.50	56,650.00	-5,460.00	-10.67 %
	100-52200-125						
	OVERTIME - PERM PT	0.00	0.00	314.00	314.00	-314.00	0.00 %
	100-52200-141						
	ON CALL	0.00	0.00	264.64	1,254.64	-1,254.64	0.00 %
	100-52200-150						
	FICA	19,344.00	19,344.00	2,537.45	18,015.52	1,328.48	6.87 %
	100-52200-151						
	RETIREMENT (WRS)	169,426.00	169,426.00	22,405.59	174,897.16	-5,471.16	-3.23 %
	100-52200-152						
	HEALTH INSURANCE	248,646.00	248,646.00	17,940.24	219,261.80	29,384.20	11.82 %
	100-52200-153						
	DENTAL INSURANCE	14,577.00	14,577.00	1,087.34	13,272.01	1,304.99	8.95 %
	100-52200-154						
	LIFE INSURANCE	201.00	201.00	12.74	174.96	26.04	12.96 %
	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	2,200.05	18,795.01	-2,539.01	-15.62 %
2	200-225						
	PHONE/INTERNET/CABLE	3,000.00	3,000.00	388.00	3,872.52	-872.52	-29.08 %
	100-52200-226						
	MOBILE DATA AIR CARDS	2,400.00	2,400.00	302.57	3,480.28	-1,080.28	-45.01 %
	100-52200-240						
	SOFTWARE MAINTENANCE CONTR	8,008.00	8,008.00	0.00	6,509.73	1,498.27	18.71 %
	100-52200-241						
	EQUIPMENT MAINTENANCE CONT	3,488.00	3,488.00	0.00	2,863.00	625.00	17.92 %
	100-52200-242						
	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-52200-290						
	OTHER CONTRACTUAL SERVICES	7,604.00	7,604.00	5,232.56	7,716.97	-112.97	-1.49 %
	100-52200-310						
	OFFICE SUPPLIES	500.00	500.00	55.25	374.94	125.06	25.01 %
	100-52200-311						
	POSTAGE	200.00	200.00	52.10	106.23	93.77	46.89 %
	100-52200-312						
	COPY USAGE & PAPER	0.00	0.00	70.48	530.58	-530.58	0.00 %
	100-52200-320						
	SUBSCRIPTIONS & DUES	1,100.00	1,100.00	0.00	1,235.80	-135.80	-12.35 %
	100-52200-321						
	CERTIFICATIONS & LICENSES	1,000.00	1,000.00	0.00	180.00	820.00	82.00 %
	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	400.00	1,632.78	2,667.22	62.03 %
	100-52200-340						
	OPERATING SUPPLIES	7,041.00	7,041.00	1,688.55	9,729.36	-2,688.36	-38.18 %
	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	141.19	517.64	1,482.36	74.12 %
	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	2,844.22	9,604.62	-3,604.62	-60.08 %
	100-52200-361						
	REGULAR FUEL	7,000.00	7,000.00	1,649.61	8,214.45	-1,214.45	-17.35 %
	100-52200-362						
	OFF ROAD FUEL	200.00	200.00	0.00	60.70	139.30	69.65 %
	100-52200-363						
	EQUIPMENT MAINT & REPAIRS	1,057.00	1,057.00	979.42	2,233.12	-1,176.12	-111.27 %
	100-52200-380						
	PUBLIC EDUCATION	1,000.00	1,000.00	0.00	1,024.15	-24.15	-2.42 %
	100-52200-381						
	EMPLOYMENT TESTING	2,000.00	2,000.00	746.00	8,086.39	-6,086.39	-304.32 %
	100-52200-382						
	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	1,207.00	4,146.54	-1,146.54	-38.22 %
	100-52200-394						
	EMS - SUPPLIES	3,500.00	3,500.00	1,166.51	4,443.39	-943.39	-26.95 %
	100-52200-399						
	ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	187.56	-37.56	-25.04 %
	Department: 52200 - FIRE Total:	1,487,937.00	1,487,937.00	194,855.27	1,507,026.93	-19,089.93	-1.28 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 52210 - HYDRANTS							
100-52210-290	OTHER CONTRACTUAL SERVICES	403,078.00	403,078.00	415,170.00	415,170.00	-12,092.00	-3.00 %
Department: 52210 - HYDRANTS Total:		403,078.00	403,078.00	415,170.00	415,170.00	-12,092.00	-3.00 %
Department: 52400 - INSPECTIONS							
100-52400-110	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-120	WAGES - REGULAR	269,985.00	269,985.00	30,201.94	254,771.09	15,213.91	5.64 %
100-52400-121	OVERTIME - REGULAR	0.00	0.00	0.00	2.43	-2.43	0.00 %
100-52400-124	WAGES - PERM. P.T.	2,385.00	2,385.00	0.00	677.25	1,707.75	71.60 %
100-52400-126	WAGES - TEMP./SEAS.	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52400-150	FICA	20,875.00	20,875.00	2,162.62	18,381.20	2,493.80	11.95 %
100-52400-151	RETIREMENT (WRS)	17,684.00	17,684.00	1,999.68	16,709.21	974.79	5.51 %
100-52400-152	HEALTH INSURANCE	68,991.00	68,991.00	5,083.74	54,269.06	14,721.94	21.34 %
100-52400-153	DENTAL INSURANCE	4,173.00	4,173.00	281.71	3,131.47	1,041.53	24.96 %
100-52400-154	LIFE INSURANCE	182.00	182.00	16.98	199.24	-17.24	-9.47 %
100-52400-225	PHONE/INTERNET/CABLE	1,900.00	1,900.00	379.29	3,641.39	-1,741.39	-91.65 %
100-52400-240	Hdwr/softwr. Maint.	4,500.00	4,500.00	0.00	4,500.00	0.00	0.00 %
100-52400-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	2,970.66	6,443.78	-6,443.78	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	71.33	378.41	121.59	24.32 %
100-52400-311	POSTAGE	500.00	500.00	80.15	483.36	16.64	3.33 %
100-52400-312	COPY USAGE & PAPER	600.00	600.00	68.98	504.68	95.32	15.89 %
100-52400-320	SUBSCRIPTIONS & DUES	470.00	470.00	0.00	900.00	-430.00	-91.49 %
100-52400-321	CERTIFICATIONS & LICENSES	715.00	715.00	0.00	377.26	337.74	47.24 %
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	1,058.46	5,382.55	-2,482.55	-85.61 %
100-52400-340	OPERATING SUPPLIES	410.00	410.00	0.00	656.28	-246.28	-60.07 %
100-52400-341	PRINTING & FORMS	1,125.00	1,125.00	0.00	0.00	1,125.00	100.00 %
100-52400-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	709.80	-409.80	-136.60 %
100-52400-361	REGULAR FUEL	1,765.00	1,765.00	317.59	2,251.28	-486.28	-27.55 %
100-52400-381	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 52400 - INSPECTIONS Total:		400,460.00	400,460.00	44,693.13	374,369.74	26,090.26	6.52 %
Department: 52601 - EMERGENCY GOVERNMENT							
100-52601-290	OTHER CONTRACTUAL SERVICES	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00 %
100-52601-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
Department: 52601 - EMERGENCY GOVERNMENT Total:		11,000.00	11,000.00	0.00	10,000.00	1,000.00	9.09 %
Department: 52700 - JAIL							
100-52700-290	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00	100.00 %
Department: 52700 - JAIL Total:		200.00	200.00	0.00	0.00	200.00	100.00 %
Department: 53100 - ENGINEERING							
100-53100-110	SALARIES - REGULAR	73,005.00	73,005.00	9,269.34	73,872.27	-867.27	-1.19 %
100-53100-120	WAGES - REGULAR	2,301.00	2,301.00	287.62	2,328.97	-27.97	-1.22 %
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	692.12	5,493.58	267.42	4.64 %
100-53100-151	RETIREMENT (WRS)	4,932.00	4,932.00	633.18	4,998.48	-66.48	-1.35 %
100-53100-152	HEALTH INSURANCE	17,310.00	17,310.00	1,834.14	17,701.42	-391.42	-2.26 %
100-53100-153	DENTAL INSURANCE	1,075.00	1,075.00	102.50	1,051.47	23.53	2.19 %
100-53100-154	LIFE INSURANCE	18.00	18.00	1.58	19.16	-1.16	-6.44 %
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	276.36	2,425.27	-99.27	-4.27 %
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	37.99	559.82	740.18	56.94 %
100-53100-311	POSTAGE	500.00	500.00	44.25	758.47	-258.47	-51.69 %
100-53100-312	COPY USAGE & PAPER	650.00	650.00	12.15	1,232.53	-582.53	-89.62 %
100-53100-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	244.50	5.50	2.20 %
100-53100-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53100-322	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1	100-323						
	GENERAL ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-53100-330						
	SEMINARS, CONF & TRAVEL	700.00	700.00	0.00	361.36	338.64	48.38 %
	100-53100-340						
	OPERATING SUPPLIES	1,000.00	1,000.00	94.67	836.82	163.18	16.32 %
	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 %
	100-53100-361						
	REGULAR FUEL	700.00	700.00	176.00	1,378.30	-678.30	-96.90 %
	100-53100-399						
	ADD'L SOFTWARE & UPGRADES	550.00	550.00	0.00	400.00	150.00	27.27 %
	Department: 53100 - ENGINEERING Total:	113,803.00	113,803.00	13,461.90	114,037.03	-234.03	-0.21 %
	Department: 53310 - BOARD OF PUBLIC WORKS						
	100-53310-291						
	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	228.41	1,336.27	-136.27	-11.36 %
	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	14.79	76.79	523.21	87.20 %
	100-53310-322						
	LEGAL NOTICES	400.00	400.00	25.33	25.33	374.67	93.67 %
	Department: 53310 - BOARD OF PUBLIC WORKS Total:	2,250.00	2,250.00	268.53	1,438.39	811.61	36.07 %
	Department: 53311 - STREET						
	100-53311-110						
	SALARIES - REGULAR	35,412.00	35,412.00	5,681.54	45,700.90	-10,288.90	-29.05 %
	100-53311-120						
	WAGES - REGULAR	305,095.00	305,095.00	27,772.16	310,320.62	-5,225.62	-1.71 %
	100-53311-121						
	OVERTIME - REGULAR	14,000.00	14,000.00	806.77	13,550.91	449.09	3.21 %
	100-53311-124						
	WAGES - PERM PT	4,981.00	4,981.00	121.34	2,120.20	2,860.80	57.43 %
	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	-3,260.00	8,330.00	164.30 %
	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	2,505.06	26,464.72	1,424.28	5.11 %
	100-53311-151						
	RETIREMENT (WRS)	23,220.00	23,220.00	2,279.54	24,242.46	-1,022.46	-4.40 %
	100-53311-152						
	HEALTH INSURANCE	107,670.00	107,670.00	6,558.13	109,688.08	-2,018.08	-1.87 %
	100-53311-153						
	DENTAL INSURANCE	7,686.00	7,686.00	433.28	7,386.60	299.40	3.90 %
	100-53311-154						
	LIFE INSURANCE	196.00	196.00	13.69	177.08	18.92	9.65 %
	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	126.84	673.16	84.15 %
	100-53311-214						
	FIRE CONTRACTUAL	650.00	650.00	0.00	421.03	228.97	35.23 %
	100-53311-220						
	WATER/SEWER/STORM WATER	2,100.00	2,100.00	0.00	2,882.78	-782.78	-37.28 %
	100-53311-221						
	ELECTRIC & GAS	8,662.00	8,662.00	1,002.70	8,248.39	413.61	4.77 %
	100-53311-225						
	PHONE/INTERNET/CABLE	2,694.00	2,694.00	436.07	3,713.98	-1,019.98	-37.86 %
	100-53311-230						
	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	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	40.00	60.00	60.00 %
	100-53311-242						
	EQUIPMENT RENTAL	11,500.00	11,500.00	2,810.00	10,296.77	1,203.23	10.46 %
	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	438.18	19,327.74	-3,327.74	-20.80 %
	100-53311-310						
	OFFICE SUPPLIES	200.00	200.00	44.06	277.91	-77.91	-38.96 %
	100-53311-311						
	POSTAGE	300.00	300.00	1.00	15.87	284.13	94.71 %
	100-53311-312						
	COPY USAGE & PAPER	50.00	50.00	31.28	175.31	-125.31	-250.62 %
	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	1,912.10	7,014.35	-2,164.35	-44.63 %
	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	82.67	317.98	282.02	47.00 %
	100-53311-350						
	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	0.00	281.08	1,218.92	81.26 %
	100-53311-360						
	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	408.66	12,741.25	-7,241.25	-131.66 %
	100-53311-361						
	REGULAR FUEL	20,800.00	20,800.00	1,154.15	5,537.77	15,262.23	73.38 %
	100-53311-362						
	OFF ROAD FUEL	5,000.00	5,000.00	585.88	10,275.02	-5,275.02	-105.50 %
	100-53311-363						
	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	266.03	4,326.22	7,673.78	63.95 %
	100-53311-370						
	SALT & SAND	77,105.00	77,105.00	8,904.17	108,540.73	-31,435.73	-40.77 %
	100-53311-371						
	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	840.00	1,127.80	1,372.20	54.89 %
	100-53311-375						
	STREET MAINT & REPAIRS	5,000.00	5,000.00	0.00	8,051.56	-3,051.56	-61.03 %
	100-53311-381						
	EMPLOYMENT TESTING	500.00	500.00	0.00	392.00	108.00	21.60 %

Budget Report

For Fiscal: 2019 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1	311-382						
	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	66.97	1,183.33	-183.33	-18.33 %
100-53311-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 53311 - STREET Total:	712,440.00	712,440.00	65,155.43	743,221.03	-30,781.03	-4.32 %
	Department: 53312 - STREET SIGNS & SIGNALS						
100-53312-221	ELECTRIC & GAS	7,800.00	7,800.00	917.24	4,738.19	3,061.81	39.25 %
100-53312-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	1,000.00	-1,000.00	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	4,484.94	9,044.72	-44.72	-0.50 %
100-53312-373	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	0.00	1,977.50	-477.50	-31.83 %
	Department: 53312 - STREET SIGNS & SIGNALS Total:	19,100.00	19,100.00	5,402.18	16,760.41	2,339.59	12.25 %
	Department: 53315 - STREET LIGHTS						
100-53315-221	ELECTRIC & GAS	225,955.00	225,955.00	33,568.28	198,602.77	27,352.23	12.11 %
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	5,409.38	12,472.38	-472.38	-3.94 %
100-53315-374	STREET LIGHT MAINT & REPAIRS	2,000.00	2,000.00	0.00	719.18	1,280.82	64.04 %
	Department: 53315 - STREET LIGHTS Total:	239,955.00	239,955.00	38,977.66	211,794.33	28,160.67	11.74 %
	Department: 53440 - STORM WATER						
100-53440-200	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 53440 - STORM WATER Total:	0.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 54110 - ANIMAL CONTROL						
100-54110-290	OTHER CONTRACTUAL SERVICES	70,182.00	70,182.00	11,697.00	70,182.00	0.00	0.00 %
	Department: 54110 - ANIMAL CONTROL Total:	70,182.00	70,182.00	11,697.00	70,182.00	0.00	0.00 %
	Department: 55110 - LIBRARY						
100-55110-110	SALARIES - REGULAR	30,436.00	30,436.00	3,312.32	27,096.80	3,339.20	10.97 %
100-55110-124	WAGES - PERM PT	11,908.00	11,908.00	1,236.40	10,416.60	1,491.40	12.52 %
100-55110-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
J 5110-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
5 5110-127	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	330.89	2,703.02	535.98	16.55 %
100-55110-151	RETIREMENT (WRS)	1,994.00	1,994.00	224.18	1,782.05	211.95	10.63 %
100-55110-152	HEALTH INSURANCE	5,508.00	5,508.00	268.78	2,941.12	2,566.88	46.60 %
100-55110-153	DENTAL INSURANCE	320.00	320.00	48.63	558.04	-238.04	-74.39 %
100-55110-154	LIFE INSURANCE	19.00	19.00	1.02	11.14	7.86	41.37 %
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	213.65	3,591.64	404.36	10.12 %
100-55110-214	FIRE CONTRACTUAL	1,249.00	1,249.00	0.00	1,313.54	-64.54	-5.17 %
100-55110-220	WATER/SEWER/STORM WATER	2,858.00	2,858.00	0.00	1,731.77	1,126.23	39.41 %
100-55110-221	ELECTRIC & GAS	24,421.00	24,421.00	3,983.00	24,561.18	-140.18	-0.57 %
100-55110-225	PHONE/INTERNET/CABLE	750.00	750.00	131.20	838.99	-88.99	-11.87 %
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	284.92	1,460.26	1,764.74	54.72 %
100-55110-342	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	119.44	2,098.12	1.88	0.09 %
100-55110-350	BLDG & GRDS MAINT & REPAIRS	1,750.00	1,750.00	857.46	1,398.84	351.16	20.07 %
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	68.19	231.81	77.27 %
	Department: 55110 - LIBRARY Total:	96,778.00	96,778.00	11,011.89	83,389.65	13,388.35	13.83 %
	Department: 55200 - PARKS						
5200-110	SALARIES - REGULAR	64,719.00	64,719.00	8,117.92	65,037.69	-318.69	-0.49 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1	200-120	WAGES - REGULAR	80,210.00	80,210.00	10,569.33	81,150.70	-940.70 -1.17 %
	100-55200-121	OVERTIME - REGULAR	1,000.00	1,000.00	0.00	883.65	116.35 11.64 %
	100-55200-124	WAGES - PERM PT	6,900.00	6,900.00	0.00	0.00	6,900.00 100.00 %
	100-55200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00 0.00 %
	100-55200-126	WAGES - TEMP/SEAS	21,951.00	21,951.00	46.25	30,601.35	-8,650.35 -39.41 %
	100-55200-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	83.26	-83.26 0.00 %
	100-55200-150	FICA	13,371.00	13,371.00	1,342.62	12,896.39	474.61 3.55 %
	100-55200-151	RETIREMENT (WRS)	10,010.00	10,010.00	1,237.55	10,092.32	-82.32 -0.82 %
	100-55200-152	HEALTH INSURANCE	36,560.00	36,560.00	3,370.52	36,883.78	-323.78 -0.89 %
	100-55200-153	DENTAL INSURANCE	2,207.00	2,207.00	186.02	2,134.89	72.11 3.27 %
	100-55200-154	LIFE INSURANCE	65.00	65.00	5.61	66.32	-1.32 -2.03 %
	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	0.00	17,061.43	-838.43 -5.17 %
	100-55200-221	ELECTRIC & GAS	20,750.00	20,750.00	3,933.78	21,933.95	-1,183.95 -5.71 %
	100-55200-225	PHONE/INTERNET/CABLE	3,840.00	3,840.00	649.32	4,210.41	-370.41 -9.65 %
	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	364.37	65.63 15.26 %
	100-55200-291	TRANSCRIPTION CONTRACTUAL	600.00	600.00	19.89	804.57	-204.57 -34.10 %
	100-55200-292	ELECTRICAL CONTRACTUAL	0.00	0.00	477.55	477.55	-477.55 0.00 %
	100-55200-293	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00 0.00 %
	100-55200-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00 0.00 %
	100-55200-311	POSTAGE	0.00	0.00	0.00	0.00	0.00 0.00 %
	100-55200-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00 0.00 %
	100-55200-320	SUBSCRIPTIONS & DUES	400.00	400.00	0.00	290.00	110.00 27.50 %
	100-55200-321	CERTIFICATIONS & LICENSES	150.00	150.00	0.00	0.00	150.00 100.00 %
	100-55200-330	SEMINARS, CONF & TRAVEL	600.00	600.00	0.00	750.00	-150.00 -25.00 %
	100-55200-340	OPERATING SUPPLIES	11,570.00	11,570.00	594.09	12,614.41	-1,044.41 -9.03 %
	100-55200-342	CLEANING & SANITARY SUPPLIES	4,000.00	4,000.00	120.84	2,193.85	1,806.15 45.15 %
	100-55200-350	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	668.14	6,405.20	5,594.80 46.62 %
	100-55200-360	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	0.00	4,300.63	-1,300.63 -43.35 %
	100-55200-361	REGULAR FUEL	6,500.00	6,500.00	656.57	5,497.62	1,002.38 15.42 %
	100-55200-362	OFF ROAD FUEL	4,000.00	4,000.00	639.77	3,882.80	117.20 2.93 %
	100-55200-363	EQUIPMENT MAINT & REPAIRS	6,500.00	6,500.00	38.96	10,801.64	-4,301.64 -66.18 %
	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	36.00	-36.00 0.00 %
		Department: 55200 - PARKS Total:	329,481.00	329,481.00	32,674.73	332,201.73	-2,720.73 -0.83 %
		Department: 55300 - RECREATION					
	100-55300-110	SALARIES - REGULAR	184,453.00	184,453.00	23,064.47	185,353.61	-900.61 -0.49 %
	100-55300-120	WAGES - REGULAR	26,995.00	26,995.00	3,355.58	27,552.30	-557.30 -2.06 %
	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	535.56	3,954.82	-3,954.82 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	1,605.02	40,560.75	25,747.25 38.83 %
	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	2,039.75	18,549.29	2,699.71 12.71 %
	100-55300-151	RETIREMENT (WRS)	13,850.00	13,850.00	1,758.53	13,973.31	-123.31 -0.89 %
	100-55300-152	HEALTH INSURANCE	54,781.00	54,781.00	5,050.43	55,266.09	-485.09 -0.89 %
	100-55300-153	DENTAL INSURANCE	3,338.00	3,338.00	281.37	3,229.15	108.85 3.26 %
	100-55300-154	LIFE INSURANCE	48.00	48.00	4.25	49.90	-1.90 -3.96 %
	100-55300-225	PHONE/INTERNET/CABLE	4,250.00	4,250.00	316.90	3,191.93	1,058.07 24.90 %
	100-55300-240	SOFTWARE MAINTENANCE CONTR	250.00	250.00	0.00	0.00	250.00 100.00 %
	100-55300-241	EQUIPMENT MAINTENANCE CONTR	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	149.80	1,298.29	-198.29 -18.03 %
	100-55300-311	POSTAGE	3,650.00	3,650.00	57.20	664.88	2,985.12 81.78 %
	100-55300-312	COPY USAGE & PAPER	3,300.00	3,300.00	232.01	3,188.41	111.59 3.38 %

Budget Report

For Fiscal: 2019 Period Ending: 12/31/2019

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
1	300-320						
	SUBSCRIPTIONS & DUES	775.00	775.00	0.00	680.00	95.00	12.26 %
100-55300-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	60.00	-60.00	0.00 %
100-55300-330	SEMINARS, CONF & TRAVEL	2,100.00	2,100.00	836.61	2,445.60	-345.60	-16.46 %
100-55300-340	OPERATING SUPPLIES	31,000.00	31,000.00	4,968.19	26,668.02	4,331.98	13.97 %
100-55300-341	PRINTING & FORMS	6,325.00	6,325.00	0.00	4,896.00	1,429.00	22.59 %
100-55300-381	EMPLOYMENT TESTING	75.00	75.00	0.00	0.00	75.00	100.00 %
Department: 55300 - RECREATION Total:		423,847.00	423,847.00	44,255.67	391,582.35	32,264.65	7.61 %
Department: 55420 - AQUATIC CENTER							
100-55420-120	WAGES - REGULAR	21,449.00	21,449.00	3,061.15	21,946.62	-497.62	-2.32 %
100-55420-121	OVERTIME - REGULAR	0.00	0.00	0.00	554.70	-554.70	0.00 %
100-55420-126	WAGES - TEMP/SEAS	76,477.00	76,477.00	0.00	86,786.24	-10,309.24	-13.48 %
100-55420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55420-150	FICA	7,491.00	7,491.00	216.15	8,220.60	-729.60	-9.74 %
100-55420-151	RETIREMENT (WRS)	1,405.00	1,405.00	202.51	1,475.89	-70.89	-5.05 %
100-55420-152	HEALTH INSURANCE	7,288.00	7,288.00	671.96	7,352.92	-64.92	-0.89 %
100-55420-153	DENTAL INSURANCE	452.00	452.00	38.14	437.66	14.34	3.17 %
100-55420-154	LIFE INSURANCE	6.00	6.00	0.52	6.09	-0.09	-1.50 %
100-55420-220	WATER/SEWER/STORM WATER	7,727.00	7,727.00	0.00	8,306.67	-579.67	-7.50 %
100-55420-221	ELECTRIC & GAS	17,500.00	17,500.00	1,094.06	16,940.96	559.04	3.19 %
100-55420-225	PHONE/INTERNET/CABLE	700.00	700.00	244.84	1,849.03	-1,149.03	-164.15 %
100-55420-290	OTHER CONTRACTUAL SERVICES	11,825.00	11,825.00	0.00	10,922.04	902.96	7.64 %
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	325.00	325.00	-75.00	-30.00 %
100-55420-340	OPERATING SUPPLIES	4,600.00	4,600.00	40.80	3,656.03	943.97	20.52 %
100-55420-347	CLEANING & SANITARY SUPPLIES	0.00	0.00	0.00	239.10	-239.10	0.00 %
100-55420-343	CONCESSIONS SUPPLIES	15,580.00	15,580.00	0.00	17,466.32	-1,886.32	-12.11 %
100-55420-350	BLDG & GRDS MAINT & REPAIRS	4,500.00	4,500.00	0.00	4,342.51	157.49	3.50 %
100-55420-363	EQUIPMENT MAINT & REPAIRS	1,200.00	1,200.00	0.00	307.96	892.04	74.34 %
Department: 55420 - AQUATIC CENTER Total:		179,185.00	179,185.00	5,895.13	192,171.34	-12,986.34	-7.25 %
Department: 56600 - URBAN PLANNING							
100-56600-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56600 - URBAN PLANNING Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56610 - CITY STUDY							
100-56610-295	CITY STUDY	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56610 - CITY STUDY Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56700 - ECONOMIC DEVELOPMENT							
100-56700-290	OTHER CONTRACTUAL SERVICES	13,467.00	13,467.00	0.00	13,466.99	0.01	0.00 %
Department: 56700 - ECONOMIC DEVELOPMENT Total:		13,467.00	13,467.00	0.00	13,466.99	0.01	0.00 %
Department: 56900 - PLANNING & ZONING							
100-56900-110	SALARIES - REGULAR	62,391.00	62,391.00	5,422.95	53,490.21	8,900.79	14.27 %
100-56900-120	WAGES - REGULAR	4,601.00	4,601.00	3,046.34	15,489.57	-10,888.57	-236.66 %
100-56900-121	OVERTIME - REGULAR	0.00	0.00	0.00	6.49	-6.49	0.00 %
100-56900-124	WAGES - PERM. P.T.	6,360.00	6,360.00	0.00	1,805.98	4,554.02	71.60 %
100-56900-126	WAGES - TEMP/SEAS.	500.00	500.00	0.00	0.00	500.00	100.00 %
100-56900-150	FICA	5,650.00	5,650.00	565.06	4,764.57	885.43	15.67 %
100-56900-151	RETIREMENT (WRS)	4,388.00	4,388.00	560.54	4,524.44	-136.44	-3.11 %
100-56900-152	HEALTH INSURANCE	20,043.00	20,043.00	2,121.50	20,494.14	-451.14	-2.25 %
100-56900-153	DENTAL INSURANCE	1,244.00	1,244.00	120.65	1,270.44	-26.44	-2.13 %
100-56900-154	LIFE INSURANCE	12.00	12.00	1.30	12.32	-0.32	-2.67 %
100-56900-225	PHONE/INTERNET/CABLE	1,700.00	1,700.00	170.06	1,169.32	530.68	31.22 %
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	250.00	-250.00	0.00 %
100-56900-291	TRANSCRIPTION CONTRACTUAL	3,000.00	3,000.00	263.38	2,391.00	609.00	20.30 %
300-310	OFFICE SUPPLIES	820.00	820.00	23.25	404.31	415.69	50.69 %
100-56900-311	POSTAGE	920.00	920.00	128.80	1,354.77	-434.77	-47.26 %

Budget Report

For Fiscal: 2019 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-5900-312	COPY USAGE & PAPER	2,745.00	2,745.00	711.23	3,607.82	-862.82	-31.43 %
100-56900-320	SUBSCRIPTIONS & DUES	620.00	620.00	0.00	507.00	113.00	18.23 %
100-56900-322	LEGAL NOTICES	3,600.00	3,600.00	0.00	2,798.88	801.12	22.25 %
100-56900-324	RECRUITMENT	0.00	0.00	0.00	25.00	-25.00	0.00 %
100-56900-330	SEMINARS, CONF & TRAVEL	2,300.00	2,300.00	0.00	968.08	1,331.92	57.91 %
100-56900-340	OPERATING SUPPLIES	700.00	700.00	71.28	1,227.90	-527.90	-75.41 %
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	30.54	386.73	213.27	35.55 %
Department: 56900 - PLANNING & ZONING Total:		122,814.00	122,814.00	13,236.88	117,348.97	5,465.03	4.45 %
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	1,527,364.15	9,218,812.31	132,563.69	1.42 %
Fund: 100 - GENERAL FUND Surplus (Deficit):		-150,000.00	-150,000.00	-915,282.79	428,831.72	578,831.72	385.89 %
Report Surplus (Deficit):		-150,000.00	-150,000.00	-915,282.79	428,831.72	578,831.72	385.89 %



1287-020

City of Oneaska - 2019

#F-7-b

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
Department: 51100 - COMMON COUNCIL									
100-51100-110	SALARIES - REGULAR	29600.00	29600.00	2263.18	29863.18	-263.18			
100-51100-150	FICA	2264.00	2264.00	169.78	2281.18	-17.18			
100-51100-240	Software Contractual	3250.00	3250.00	0.00	3250.00	0.00			
100-51100-291	TRANSCRIPTION CONTRACTUAL	7200.00	7200.00	711.97	3729.57	3470.43	-1840.00		
100-51100-310	OFFICE SUPPLIES	700.00	700.00	158.19	1478.96	-778.96	700.00		
100-51100-311	POSTAGE	200.00	200.00	0.00	1.00	199.00			
100-51100-312	COPY USAGE & PAPER	1000.00	1000.00	247.60	1585.55	-585.55	580.00		
100-51100-320	SUBSCRIPTIONS & DUES	5959.00	5959.00	0.00	6519.21	-560.21	560.00		
100-51100-322	LEGAL NOTICES	12140.00	12140.00	1038.30	5098.93	7041.07		7000.00	
100-51100-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00			
Department: 51100 - COMMON COUNCIL Total:		62313.00	62313.00	4589.02	53807.58	8505.42	0.00		
Department: 51110 - POLICE & FIRE COMMISSION									
100-51110-290	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	0.00	100.00			
100-51110-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	30.68	135.53	-135.53			
100-51110-310	OFFICE SUPPLIES	0.00	0.00	50.00	150.98	-150.98			
100-51110-311	POSTAGE	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			
Department: 51110 - POLICE & FIRE COMMISSION Total:		275.00	275.00	80.68	302.01	-27.01			
Department: 51200 - MUNICIPAL COURT									
100-51200-290	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	0.00	100.00			
100-51200-340	OPERATING SUPPLIES	212.00	212.00	0.00	12.22	199.78			
Department: 51200 - MUNICIPAL COURT Total:		312.00	312.00	0.00	12.22	299.78			
Department: 51300 - LEGAL									
100-51300-110	SALARIES REGULAR	32853.00	32853.00	8571.78	27164.54	5688.46	-5600.00		
100-51300-120	WAGES - REGULAR	0.00	0.00	4503.94	14690.55	-14690.55	2000.00		13000.00
100-51300-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00			
100-51300-124	WAGES PERM. PT	8550.00	8550.00	0.00	0.00	8550.00			
100-51300-150	FICA	3167.00	3167.00	912.30	3024.21	142.79	-100.00		
100-51300-151	RETIREMENT (WRS)	2152.00	2152.00	866.06	2751.11	-599.11	100.00		
100-51300-152	HEALTH INSURANCE	4798.00	4798.00	0.00	3036.80	1761.20			
100-51300-153	DENTAL INSURANCE	298.00	298.00	170.67	624.72	-326.72			
100-51300-154	LIFE INSURANCE	4.00	4.00	1.20	6.00	-2.00			
100-51300-225	PHONE/INTERNET/CABLE	1100.00	1100.00	39.65	221.23	878.77			
100-51300-240	HDWR/SOFTWR MAINT	0.00	0.00	0.00	310.00	-310.00			
100-51300-241	EQUIPMENT MAINTENANCE CONTRACTUR	250.00	250.00	0.00	0.00	250.00			
100-51300-290	OTHER CONTRACTUAL SERVICES	78750.00	78750.00	4390.00	79950.49	-1200.49	1200.00		
100-51300-310	OFFICE SUPPLIES	1000.00	1000.00	14.79	924.43	75.57			
100-51300-311	POSTAGE	270.00	270.00	1.00	8.50	261.50			
100-51300-312	COPY USAGE & PAPER	400.00	400.00	0.00	39.00	361.00			
100-51300-320	SUBSCRIPTIONS & DUES	600.00	600.00	316.37	2978.46	-2378.46	2400.00		
100-51300-321	CERTIFICATIONS & LICENSES	600.00	600.00	0.00	487.00	113.00			
100-51300-330	SEMINARS,CONF.& TRAVEL	600.00	600.00	-85.00	592.12	7.88			
100-51300-340	OPERATING SUPPLIES	3000.00	3000.00	273.50	2430.80	569.20			
100-51300-341	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00			
Department: 51300 - LEGAL Total:		138792.00	138792.00	19976.26	139239.96	-447.96	0.00		
Department: 51408 - CITY ADMINISTRATOR									
100-51408-110	SALARIES REGULAR	95575.00	95575.00	11884.77	102619.37	-7044.37			7000.00
100-51408-150	FICA	7312.00	7312.00	892.57	7711.84	-399.84			
100-51408-151	RETIREMENT (WRS)	6260.00	6260.00	787.38	6730.56	-470.56			
100-51408-152	HEALTH INSURANCE	5407.00	5407.00	3683.89	8640.16	-3233.16	1200.00		2000.00
100-51408-153	DENTAL INSURANCE	826.00	826.00	69.61	798.80	27.20			
100-51408-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00			
100-51408-225	PHONE/INTERNET/CABLE	1100.00	1100.00	36.47	863.30	236.70			
100-51408-241	EQUIPMENT MAINT. CONTRACTUAL	250.00	250.00	0.00	0.00	250.00			
100-51408-290	OTHER CONTRACTUAL SERVICES	750.00	750.00	0.00	0.00	750.00			
100-51408-310	OFFICE SUPPLIES	1000.00	1000.00	14.79	1302.10	-302.10			
100-51408-311	POSTAGE	270.00	270.00	9.60	67.25	202.75			
100-51408-312	COPY USAGE/PAPER	400.00	400.00	0.00	51.38	348.62	-300.00		

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
100-51408-320	SUBSCRIPTIONS & DUES	600.00	600.00	0.00	195.00	405.00			
100-51408-321	CERTIFICATIONS & LICENSES	200.00	200.00	0.00	0.00	200.00			
100-51408-330	SEMINARS,CONF. & TRAVEL	1000.00	1000.00	0.00	1139.93	-139.93			
100-51408-340	OPERATING SUPPLIES	3000.00	3000.00	0.00	2166.27	833.73	-800.00		
100-51408-341	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	-100.00		
Department: 51408 - CITY ADMINISTRATOR Total:		124350.00	124350.00	17379.08	132285.96	-7935.96	0.00		
Department: 51410 - MAYOR									
100-51410-110	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00			
100-51410-124	WAGES - PERM PT	12390.00	12390.00	1524.91	12437.46	-47.46			
100-51410-150	FICA	948.00	948.00	116.66	951.59	-3.59			
100-51410-151	RETIREMENT (WRS)	696.00	696.00	65.45	678.03	17.97			
100-51410-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00			
100-51410-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00			
100-51410-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00			
100-51410-225	PHONE/INTERNET/CABLE	492.00	492.00	47.33	450.60	41.40			
100-51410-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00			
100-51410-310	OFFICE SUPPLIES	340.00	340.00	0.00	81.35	258.65			
100-51410-311	POSTAGE	60.00	60.00	0.00	0.00	60.00			
100-51410-312	COPY USAGE & PAPER	100.00	100.00	0.00	13.85	86.15			
100-51410-320	SUBSCRIPTIONS & DUES	596.00	596.00	0.00	770.95	-174.95			
100-51410-330	SEMINARS, CONF & TRAVEL	400.00	400.00	0.00	826.29	-426.29			
100-51410-340	OPERATING SUPPLIES	50.00	50.00	0.00	0.00	50.00			
100-51410-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00			
Department: 51410 - MAYOR Total:		16072.00	16072.00	1754.35	16210.12	-138.12			
Department: 51411 - FINANCE									
100-51411-110	SALARIES - REGULAR	70938.00	70938.00	3331.93	71273.35	-335.35			
100-51411-120	WAGES -REGULAR	43561.00	43561.00	5438.94	40995.61	2565.39	-2500.00		
100-51411-121	WAGES - OVERTIME	0.00	0.00	0.00	15.78	-15.78			
100-51411-124	WAGES - PERM PT	8790.00	8790.00	3595.38	13819.90	-5029.90	5000.00		
100-51411-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00			
100-51411-126	WAGES - TEMP./SEAS.	6150.00	6150.00	0.00	0.00	6150.00	-4350.00		
100-51411-150	FICA	9902.00	9902.00	886.60	9206.01	695.99			
100-51411-151	RETIREMENT (WRS)	7500.00	7500.00	618.71	7399.17	100.83			
100-51411-152	HEALTH INSURANCE	20222.00	20222.00	1144.70	15069.90	5152.10	-5100.00		
100-51411-153	DENTAL INSURANCE	1922.00	1922.00	119.32	1515.76	406.24	-400.00		
100-51411-154	LIFE INSURANCE	74.00	74.00	7.27	85.35	-11.35			
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	81.84	479.16	90.84			
100-51411-241	EQUIPMENT MAINTENANCE CONTRACTUA	500.00	500.00	0.00	0.00	500.00			
100-51411-290	OTHER CONTRACTUAL SERVICES	4500.00	4500.00	-876.05	8332.48	-3832.48	3500.00		
100-51411-310	OFFICE SUPPLIES	1200.00	1200.00	575.35	2295.63	-1095.63	650.00		
100-51411-311	POSTAGE	1500.00	1500.00	248.15	1729.19	-229.19			
100-51411-312	COPY USAGE & PAPER	1000.00	1000.00	468.59	2881.92	-1881.92	1400.00		
100-51411-320	SUBSCRIPTIONS & DUES	150.00	150.00	0.00	165.00	-15.00			
100-51411-322	LEGAL NOTICES	0.00	0.00	0.00	80.00	-80.00			
100-51411-330	SEMINARS, CONF & TRAVEL	1325.00	1325.00	1318.76	3979.18	-2654.18	2500.00		
100-51411-340	OPERATING SUPPLIES	3015.00	3015.00	1851.09	2272.03	742.97	-700.00		
100-51411-341	PRINTING & FORMS	500.00	500.00	0.00	196.03	303.97			
Department: 51411 - FINANCE Total:		183319.00	183319.00	18810.58	181791.45	1527.55	0.00		
Department: 51420 - CITY CLERK									
100-51420-110	SALARIES - REGULAR	75749.00	75749.00	9446.88	76118.43	-369.43			
100-51420-120	WAGES - REGULAR	54169.00	54169.00	6785.76	54435.46	-266.46			
100-51420-121	OVERTIME - REGULAR	286.00	286.00	0.00	0.00	286.00			
100-51420-124	WAGES - PERM PT	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			
100-51420-126	WAGES - TEMP/SEAS	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			
100-51420-150	FICA	9961.00	9961.00	1145.57	9233.73	727.27			
100-51420-151	RETIREMENT (WRS)	8528.00	8528.00	1075.47	8563.67	-35.67			
100-51420-152	HEALTH INSURANCE	22776.00	22776.00	2099.88	22977.88	-201.88			
100-51420-153	DENTAL INSURANCE	2545.00	2545.00	214.54	2462.06	82.94			

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
100-51420-154	LIFE INSURANCE	95.00	95.00	8.64	100.23	-5.23			
100-51420-225	PHONE/INTERNET/CABLE	1200.00	1200.00	163.70	958.29	241.71			
100-51420-241	EQUIPMENT MAINTENANCE CONTRACTUAL	435.00	435.00	0.00	0.00	435.00			
100-51420-291	TRANSCRIPTION CONTRATUAL	200.00	200.00	0.00	0.00	200.00			
100-51420-310	OFFICE SUPPLIES	1230.00	1230.00	0.00	195.90	1034.10			
100-51420-311	POSTAGE	2200.00	2200.00	114.45	1700.68	499.32			
100-51420-312	COPY USAGE & PAPER	1200.00	1200.00	46.13	913.69	286.31			
100-51420-320	SUBSCRIPTIONS & DUES	340.00	340.00	0.00	420.00	-80.00			
100-51420-321	CERTIFICATIONS & LICENSES	100.00	100.00	0.00	70.00	30.00			
100-51420-322	LEGAL NOTICES	210.00	210.00	0.00	120.60	89.40			
100-51420-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00			
100-51420-330	SEMINARS, CONF & TRAVEL	2050.00	2050.00	0.00	2224.95	-174.95			
100-51420-340	OPERATING SUPPLIES	555.00	555.00	8.00	352.45	202.55			
100-51420-341	PRINTING & FORMS	250.00	250.00	0.00	0.00	250.00			
100-51420-381	EMPLOYMENT TESTING	80.00	80.00	0.00	49.00	31.00			
Department: 51420 - CITY CLERK Total:		184159.00	184159.00	21109.02	180897.02	3261.98			
Department: 51440 - ELECTIONS									
100-51440-126	WAGES - TEMP/SEAS	6177.00	6177.00	22.80	2496.57	3680.43			
100-51440-150	FICA	0.00	0.00	1.46	24.74	-24.74			
100-51440-241	EQUIPMENT MAINTENANCE CONTRACTUAL	1400.00	1400.00	0.00	1283.56	116.44			
100-51440-310	OFFICE SUPPLIES	700.00	700.00	79.26	238.43	461.57			
100-51440-311	POSTAGE	600.00	600.00	0.00	628.12	-28.12			
100-51440-312	COPY USAGE & PAPER	1000.00	1000.00	15.99	103.48	896.52			
100-51440-322	LEGAL NOTICES	2200.00	2200.00	26.49	303.94	1896.06			
100-51440-324	RECRUITMENT	0.00	0.00	7.00	7.00	-7.00			
100-51440-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	100.00	0.00			
100-51440-340	OPERATING SUPPLIES	1780.00	1780.00	0.00	-168.05	1948.05			
100-51440-341	PRINTING & FORMS	1600.00	1600.00	0.00	762.27	837.73			
Department: 51440 - ELECTIONS Total:		15557.00	15557.00	153.00	5780.06	9776.94			
Department: 51500 - AUDIT									
100-51500-290	OTHER CONTRACTUAL SERVICES	19152.00	19152.00	0.00	21642.00	-2490.00			2500.00
Department: 51500 - AUDIT Total:		19152.00	19152.00	0.00	21642.00	-2490.00			
Department: 51510 - HUMAN RESOURCES									
100-51510-110	SALARIES - REGULAR	42172.00	42172.00	5303.14	42385.87	-213.87			
100-51510-120	WAGES - REGULAR	18755.00	18755.00	2358.72	18851.43	-96.43			
100-51510-124	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00			
100-51510-150	FICA	4661.00	4661.00	514.92	4143.41	517.59			
100-51510-151	RETIREMENT (WRS)	3991.00	3991.00	507.61	4663.21	-672.21	700.00		
100-51510-152	HEALTH INSURANCE	20043.00	20043.00	2099.88	20472.52	-429.52			
100-51510-153	DENTAL INSURANCE	1188.00	1188.00	119.19	1168.04	19.96			
100-51510-154	LIFE INSURANCE	14.00	14.00	1.41	15.82	-1.82			
100-51510-225	PHONE/INTERNET/CABLE	150.00	150.00	20.46	119.80	30.20			
100-51510-241	EQUIPMENT MAINTENANCE CONTRACTUAL	190.00	190.00	0.00	0.00	190.00			
100-51510-290	OTHER CONTRACTUAL SERVICES	6267.00	6267.00	135.00	2985.25	3281.75	-1600.00		
100-51510-310	OFFICE SUPPLIES	400.00	400.00	140.83	526.33	-126.33			
100-51510-311	POSTAGE	150.00	150.00	14.15	97.28	52.72			
100-51510-312	COPY USAGE & PAPER	295.00	295.00	102.04	678.96	-383.96			
100-51510-320	SUBSCRIPTIONS & DUES	545.00	545.00	149.00	658.00	-113.00			
100-51510-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00			
100-51510-330	SEMINARS, CONF & TRAVEL	775.00	775.00	0.00	1882.40	-1107.40	900.00		
100-51510-340	OPERATING SUPPLIES	630.00	630.00	133.95	675.55	-45.55			
100-51510-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00			
Department: 51510 - HUMAN RESOURCES Total:		100526.00	100526.00	11600.30	99323.87	1202.13	0.00		
Department: 51530 - ASSESSOR									
100-51530-120	WAGES - REGULAR	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			
100-51530-128	WAGES - BOR	300.00	300.00	0.00	300.00	0.00			
100-51530-150	FICA	23.00	23.00	0.00	22.95	0.05			
100-51530-151	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00			

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
100-51530-152	HEALTH INSURANCE	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			
100-51530-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00			
100-51530-225	PHONE/INTERNET/CABLE	450.00	450.00	61.28	358.83	91.17			
100-51530-240	SOFTWARE MAINTENANCE-CONTRACTUAL	3900.00	3900.00	0.00	4051.50	-151.50			
100-51530-290	OTHER CONTRACTUAL SERVICES	275610.00	275610.00	22724.15	277430.00	-1820.00			1800.00
100-51530-291	TRANSCRIPTION CONTRACTUAL	250.00	250.00	0.00	64.74	185.26			
100-51530-310	OFFICE SUPPLIES	0.00	0.00	0.00	10.85	-10.85			
100-51530-311	POSTAGE	3825.00	3825.00	348.95	5664.54	-1839.54			1800.00
100-51530-312	COPY USAGE & PAPER	250.00	250.00	0.03	62.75	187.25			
100-51530-340	OPERATING SUPPLIES	250.00	250.00	165.98	165.98	84.02			
100-51530-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00			
Department: 51530 - ASSESSOR Total:		284858.00	284858.00	23300.39	288132.14	-3274.14			
Department: 51540 - IT									
100-51540-110	SALARIES - REGULAR	36983.00	36983.00	2013.76	27697.24	9285.76	-9000.00		
100-51540-120	WAGES-REGULAR	6252.00	6252.00	2488.47	11599.15	-5347.15	5000.00		
100-51540-124	WAGES - PERM. PT	0.00	0.00	0.00	0.00	0.00			
100-51540-126	WAGES TEMP./SEAS.	1494.00	1494.00	0.00	1229.20	264.80			
100-51540-150	FICA	3421.00	3421.00	315.18	2841.38	579.62			
100-51540-151	RETIREMENT (WRS)	2832.00	2832.00	298.34	2569.19	262.81			
100-51540-152	HEALTH INSURANCE	13848.00	13848.00	708.77	9141.77	4706.23	-4700.00		
100-51540-153	DENTAL INSURANCE	860.00	860.00	38.64	540.00	320.00			
100-51540-154	LIFE INSURANCE	8.00	8.00	0.32	4.48	3.52			
100-51540-225	PHONE/INTERNET/CABLE	1540.00	1540.00	264.28	3063.66	-1523.66	1500.00		
100-51540-240	SOFTWARE MAINTENANCE CONTRACTUAL	23911.00	23911.00	128410.65	151413.77	-127502.77	3100.00		124400.00
100-51540-241	EQUIPMENT MAINTENANCE CONTRACTUAL	2500.00	2500.00	0.00	0.00	2500.00	-2500.00		
100-51540-244	WEBSITE	1250.00	1250.00	0.00	1280.00	-30.00			
100-51540-290	OTHER CONTRACTUAL SERVICES	15624.00	15624.00	6491.95	24265.45	-8641.45	8600.00		
100-51540-310	OFFICE SUPPLIES	0.00	0.00	0.00	120.95	-120.95			
100-51540-311	POSTAGE	0.00	0.00	0.00	0.00	0.00			
100-51540-312	COPY USAGE & PAPER	0.00	0.00	1.60	6.54	-6.54			
100-51540-320	SUBSCRIPTIONS & DUES	1000.00	1000.00	0.00	519.40	480.60			
100-51540-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00			
100-51540-330	SEMINARS, CONF & TRAVEL	1000.00	1000.00	40.00	1238.00	-238.00			
100-51540-340	OPERATING SUPPLIES	2660.00	2660.00	-29.98	505.32	2154.68	-2000.00		
100-51540-341	PRINTING & FORMS	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			
100-51540-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00			
Department: 51540 - IT Total:		115183.00	115183.00	141041.98	238035.50	-122852.50	0.00		
Department: 51600 - CITY HALL									
100-51600-110	SALARIES - REGULAR	51739.00	51739.00	5610.94	45895.36	5843.64			
100-51600-124	WAGES - PERM PT	8931.00	8931.00	977.21	8525.49	405.51			
100-51600-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00			
100-51600-126	WAGES - TEMP/SEAS	3191.00	3191.00	0.00	3363.00	-172.00			
100-51600-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00			
100-51600-150	FICA	4885.00	4885.00	475.01	4137.56	747.44			
100-51600-151	RETIREMENT (WRS)	3389.00	3389.00	375.53	3014.15	374.85			
100-51600-152	HEALTH INSURANCE	9255.00	9255.00	436.78	4779.36	4475.64	-4100.00		
100-51600-153	DENTAL INSURANCE	536.00	536.00	82.95	951.95	-415.95			
100-51600-154	LIFE INSURANCE	32.00	32.00	1.68	18.26	13.74			
100-51600-211	BOILER CONTRACTUAL	670.00	670.00	0.00	0.00	670.00			
100-51600-212	ELEVATORS	5748.00	5748.00	0.00	6044.48	-296.48			
100-51600-213	HVAC CONTRACTUAL	6330.00	6330.00	912.34	5671.63	658.37			
100-51600-214	FIRE CONTRACTUAL	2910.00	2910.00	2136.32	4304.28	-1394.28	1300.00		
100-51600-220	WATER/SEWER/STORM WATER	7718.00	7718.00	0.00	5665.40	2052.60	-2000.00		
100-51600-221	ELECTRIC & GAS	39000.00	39000.00	4840.12	41349.03	-2349.03	2300.00		
100-51600-225	PHONE/INTERNET/CABLE	5868.00	5868.00	986.34	7436.75	-1568.75	1500.00		
100-51600-240	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	0.00	600.00	0.00			
100-51600-241	EQUIPMENT MAINTENANCE CONTRACTUAL	1350.00	1350.00	0.00	1593.00	-243.00			
100-51600-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00			
100-51600-243	LEASES	750.00	750.00	0.00	882.00	-132.00			

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
100-51600-290	OTHER CONTRACTUAL SERVICES	1748.00	1748.00	60.19	767.56	980.44			
100-51600-292	ELECTRICAL CONTRACTUAL	300.00	300.00	0.00	0.00	300.00			
100-51600-293	PLUMBING CONTRACTUAL	300.00	300.00	0.00	0.00	300.00			
100-51600-310	OFFICE SUPPLIES	275.00	275.00	0.00	0.00	275.00			
100-51600-311	POSTAGE	500.00	500.00	0.00	235.00	265.00			
100-51600-312	COPY USAGE & PAPER	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			
100-51600-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00			
100-51600-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00			
100-51600-340	OPERATING SUPPLIES	7000.00	7000.00	929.68	4121.88	2878.12	-2500.00		
100-51600-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00			
100-51600-342	CLEANING & SANITARY SUPPLIES	3000.00	3000.00	100.07	2926.48	73.52			
100-51600-350	BLDG & GRDS MAINT & REPAIRS	7000.00	7000.00	1590.76	10005.02	-3005.02	3000.00		
100-51600-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	437.66	872.50	-372.50			
100-51600-361	REGULAR FUEL	775.00	775.00	0.00	334.26	440.74			
100-51600-362	OFF ROAD FUEL	300.00	300.00	16.48	16.48	283.52			
100-51600-363	EQUIPMENT MAINT & REPAIRS	1000.00	1000.00	310.38	1557.93	-557.93	500.00		
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	0.00	18.00	32.00			
Department: 51600 - CITY HALL Total:		175800.00	175800.00	20280.44	165086.81	10713.19	0.00		
Department: 51900 - OTHER GOVERNMENT									
100-51900-290	Other General Contractual	8800.00	8800.00	0.00	8800.00	0.00			
100-51900-339	LOSS	0.00	0.00	0.00	0.00	0.00			
100-51900-397	MISCELLANEOUS EXPENSE	0.00	0.00	-448.71	42.52	-42.52			
GOVERNMENT Total:		8800.00	8800.00	-448.71	8842.52	-42.52			
Department: 51938 - SICK LEAVE PAYOUT									
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00			
Department: 51938 - SICK LEAVE PAYOUT Total:		0.00	0.00	0.00	0.00	0.00			
Department: 51939 - WORKER'S COMPENSATION									
100-51939-510	INS - WORKERS COMP	81698.00	81698.00	0.00	89319.00	-7621.00			7600.00
Department: 51939 - WORKER'S COMPENSATION Total:		81698.00	81698.00	0.00	89319.00	-7621.00			
Department: 51940 - UNEMPLOYMENT COMPENSATION									
100-51940-517	UNEMPLOYMENT	9000.00	9000.00	0.00	0.00	9000.00		9000.00	
Department: 51940 - UNEMPLOYMENT COMPENSATION Total:		9000.00	9000.00	0.00	0.00	9000.00			
Department: 51941 - SALES TAX									
100-51941-301	SALES TAX	9700.00	9700.00	268.66	6822.01	2877.99			
Department: 51941 - SALES TAX Total:		9700.00	9700.00	268.66	6822.01	2877.99			
Department: 51942 - ILLEGAL ASSESSMENTS									
100-51942-397	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	324.77	-324.77			
Department: 51942 - ILLEGAL ASSESSMENTS Total:		0.00	0.00	0.00	324.77	-324.77			
Department: 51943 - INS - FIRE, COMP / COLL, BOILER									
100-51943-511	INS - FIRE, COMP/COLL, BOILER	40800.00	40800.00	0.00	42846.00	-2046.00			2000.00
Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:		40800.00	40800.00	0.00	42846.00	-2046.00			
Department: 51944 - INS - VEHICLES									
100-51944-512	INS - VEHICLES	20965.00	20965.00	0.00	20824.00	141.00			
Department: 51944 - INS - VEHICLES Total:		20965.00	20965.00	0.00	20824.00	141.00			
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE									
100-51945-513	INS - CVMIC, LIABILITY, PROF	34926.00	34926.00	0.00	32604.00	2322.00			
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE Total:		34926.00	34926.00	0.00	32604.00	2322.00			
Department: 51946 - SIR									
100-51946-514	SIR	2000.00	2000.00	0.00	3071.17	-1071.17			1000.00
Department: 51946 - SIR Total:		2000.00	2000.00	0.00	3071.17	-1071.17			
Department: 51947 - MONIES & SECURITIES INSURANCE MISC									

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
100-51947-515	INS - MONIES & SECURITIES	1600.00	1600.00	0.00	1260.00	340.00			
Department: 51947 - MONIES & SECURITIES INSURANCE MISC T		1600.00	1600.00	0.00	1260.00	340.00			
Department: 51980 - UNCOLLECTABLE ACCOUNTS									
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00			
Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:		0.00	0.00	0.00	0.00	0.00			
Department: 52100 - POLICE									
100-52100-110	SALARIES - REGULAR	214102.00	214102.00	28299.90	196542.60	17559.40	-17000.00		
100-52100-120	WAGES - REGULAR	1641979.00	1641979.00	191665.68	1523839.02	118139.98		118000.00	
100-52100-121	OVERTIME - REGULAR	70120.00	70120.00	10984.76	113786.91	-43666.91	44000.00		
100-52100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	1082.00	5920.72	-5920.72	6000.00		
100-52100-124	WAGES - PERM PT	10585.00	10585.00	1227.10	9590.66	994.34			
100-52100-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00			
100-52100-126	WAGES - TEMP/SEAS	24244.00	24244.00	2006.82	17687.62	6556.38	-6000.00		
100-52100-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00			
100-52100-140	SHIFT DIFFERENTIAL	0.00	0.00	663.50	5911.45	-5911.45	6000.00		
100-52100-141	ON CALL	9200.00	9200.00	642.86	5242.86	3957.14			
100-52100-150	FICA	150723.00	150723.00	16931.02	134735.55	15987.45	-15000.00		
100-52100-151	RETIREMENT (WRS)	270409.00	270409.00	33111.91	256198.25	14210.75	-14000.00		
100-52100-152	HEALTH INSURANCE	494234.00	494234.00	37920.09	415718.54	78515.46	-9200.00	38100.00	
100-52100-153	DENTAL INSURANCE	29868.00	29868.00	2203.11	23996.38	5871.62	-5700.00		
100-52100-154	LIFE INSURANCE	544.00	544.00	42.75	503.99	40.01			
100-52100-221	ELECTRIC & GAS	16000.00	16000.00	1760.05	15036.01	963.99			
100-52100-225	PHONE/INTERNET/CABLE	6984.00	6984.00	1357.08	9709.12	-2725.12	2600.00		
100-52100-226	MOBILE DATA AIR CARDS	10000.00	10000.00	542.64	9085.52	914.48	-700.00		
100-52100-240	SOFTWARE MAINTENANCE CONTRACTUAL	23340.00	23340.00	0.00	23304.08	35.92			
100-52100-241	EQUIPMENT MAINTENANCE CONTRACTUAL	3020.00	3020.00	0.00	3019.20	0.80			
100-52100-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00			
100-52100-290	OTHER CONTRACTUAL SERVICES	2644.00	2644.00	33.86	2071.13	572.87			
100-52100-310	OFFICE SUPPLIES	1300.00	1300.00	134.57	617.55	682.45	-300.00		
100-52100-311	POSTAGE	2000.00	2000.00	403.55	2563.32	-563.32	300.00		
100-52100-312	COPY USAGE & PAPER	1550.00	1550.00	322.27	1871.28	-321.28			
100-52100-320	SUBSCRIPTIONS & DUES	2960.00	2960.00	0.00	2445.00	515.00			
100-52100-321	CERTIFICATIONS & LICENSES	714.00	714.00	0.00	909.00	-195.00			
100-52100-324	RECRUITMENT	500.00	500.00	0.00	393.07	106.93			
100-52100-330	SEMINARS, CONF & TRAVEL	14000.00	14000.00	182.00	15218.11	-1218.11	1000.00		
100-52100-340	OPERATING SUPPLIES	12000.00	12000.00	3513.73	11105.92	894.08			
100-52100-341	PRINTING & FORMS	1800.00	1800.00	230.05	1547.21	252.79			
100-52100-342	CLEANING & SANITARY SUPPLIES	150.00	150.00	9.99	33.96	116.04			
100-52100-350	BLDG & GRDS MAINT & REPAIRS	1300.00	1300.00	97.26	239.50	1060.50	-1000.00		
100-52100-360	VEHICLE MAINT. & REPAIRS	11049.00	11049.00	3068.91	14101.71	-3052.71	3000.00		
100-52100-361	REGULAR FUEL	41423.00	41423.00	5638.06	37445.82	3977.18	-3800.00		
100-52100-363	EQUIPMENT MAINT & REPAIRS	1500.00	1500.00	0.00	904.17	595.83			
100-52100-380	PUBLIC EDUCATION	500.00	500.00	774.90	774.90	-274.90			
100-52100-381	EMPLOYMENT TESTING	2000.00	2000.00	527.48	8839.70	-6839.70	6800.00		
100-52100-382	UNIFORMS & SAFETY ATTIRE	12000.00	12000.00	1868.09	13680.12	-1680.12	1600.00		
100-52100-390	AMMUNITION	6000.00	6000.00	2686.91	7393.10	-1393.10	1400.00		
100-52100-391	ERT SUPPLIES	1500.00	1500.00	0.00	1651.00	-151.00			
100-52100-392	NON LETHAL SUPPLIES	2000.00	2000.00	780.80	2218.24	-218.24			
100-52100-399	ADD'L SOFTWARE & UPGRADES	1000.00	1000.00	0.00	338.96	661.04			
Department: 52100 - POLICE Total:		3095242.00	3095242.00	350713.70	2896191.25	199050.75	0.00		
Department: 52200 - FIRE									
100-52200-110	SALARIES - REGULAR	178709.00	178709.00	22597.94	183844.19	-5135.19	5000.00		
100-52200-120	WAGES - REGULAR	677590.00	677590.00	79513.76	648509.49	29080.51	-28500.00		
100-52200-121	OVERTIME - REGULAR	46000.00	46000.00	16317.56	95254.44	-49254.44	27700.00		21500.00
100-52200-123	OVERTIME - DOUBLE TIME	0.00	0.00	0.00	0.00	0.00			
100-52200-124	WAGES - PERM PT	51190.00	51190.00	12740.50	56650.00	-5460.00	5000.00		
100-52200-125	OVERTIME - PERM PT	0.00	0.00	314.00	314.00	-314.00			
100-52200-141	ON CALL	0.00	0.00	264.64	1254.64	-1254.64	1000.00		
100-52200-150	FICA	19344.00	19344.00	2537.45	18015.52	1328.48	-1000.00		
100-52200-151	RETIREMENT (WRS)	169426.00	169426.00	22405.59	174897.16	-5471.16	5200.00		

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
100-52200-152	HEALTH INSURANCE	248646.00	248646.00	17940.24	219261.80	29384.20	-29000.00		
100-52200-153	DENTAL INSURANCE	14577.00	14577.00	1087.34	13272.01	1304.99	-1000.00		
100-52200-154	LIFE INSURANCE	201.00	201.00	12.74	174.96	26.04			
100-52200-212	ELEVATORS	0.00	0.00	0.00	0.00	0.00			
100-52200-221	ELECTRIC & GAS	16256.00	16256.00	2200.05	18795.01	-2539.01	2500.00		
100-52200-225	PHONE/INTERNET/CABLE	3000.00	3000.00	388.00	3872.52	-872.52	800.00		
100-52200-226	MOBILE DATA AIR CARDS	2400.00	2400.00	302.57	3480.28	-1080.28	1000.00		
100-52200-240	SOFTWARE MAINTENANCE CONTRACTUAL	8008.00	8008.00	0.00	6509.73	1498.27	-1000.00		
100-52200-241	EQUIPMENT MAINTENANCE CONTRACTUAL	3488.00	3488.00	0.00	2863.00	625.00			
100-52200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00			
100-52200-290	OTHER CONTRACTUAL SERVICES	7604.00	7604.00	5232.56	7716.97	-112.97			
100-52200-310	OFFICE SUPPLIES	500.00	500.00	55.25	374.94	125.06			
100-52200-311	POSTAGE	200.00	200.00	52.10	106.23	93.77			
100-52200-312	COPY USAGE & PAPER	0.00	0.00	70.48	530.58	-530.58	500.00		
100-52200-320	SUBSCRIPTIONS & DUES	1100.00	1100.00	0.00	1235.80	-135.80			
100-52200-321	CERTIFICATIONS & LICENSES	1000.00	1000.00	0.00	180.00	820.00			
100-52200-324	RECRUITMENT	250.00	250.00	0.00	0.00	250.00			
100-52200-330	SEMINARS, CONF & TRAVEL	4300.00	4300.00	400.00	1632.78	2667.22	-2500.00		
100-52200-340	OPERATING SUPPLIES	7041.00	7041.00	1688.55	9729.36	-2688.36	2500.00		
100-52200-341	PRINTING & FORMS	200.00	200.00	0.00	0.00	200.00			
100-52200-342	CLEANING & SANITARY SUPPLIES	2000.00	2000.00	141.19	517.64	1482.36	-1000.00		
100-52200-350	BLDG & GRDS MAINT & REPAIRS	1000.00	1000.00	0.00	32.96	967.04			
100-52200-360	VEHICLE MAINT. & REPAIRS	6000.00	6000.00	2844.22	9604.62	-3604.62	3500.00		
100-52200-361	REGULAR FUEL	7000.00	7000.00	1649.61	8214.45	-1214.45	1000.00		
100-52200-362	OFF ROAD FUEL	200.00	200.00	0.00	60.70	139.30			
100-52200-363	EQUIPMENT MAINT & REPAIRS	1057.00	1057.00	979.42	2233.12	-1176.12	1000.00		
100-52200-380	PUBLIC EDUCATION	1000.00	1000.00	0.00	1024.15	-24.15			
100-52200-381	EMPLOYMENT TESTING	2000.00	2000.00	746.00	8086.39	-6086.39	6000.00		
100-52200-382	UNIFORMS & SAFETY ATTIRE	3000.00	3000.00	1207.00	4146.54	-1146.54	800.00		
100-52200-394	EMS - SUPPLIES	3500.00	3500.00	1166.51	4443.39	-943.39	500.00		
100-52200-399	ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	187.56	-37.56			
Department: 52200 - FIRE Total:		1487937.00	1487937.00	194855.27	1507026.93	-19089.93	0.00		
Department: 52210 - HYDRANTS									
100-52210-290	OTHER CONTRACTUAL SERVICES	403078.00	403078.00	415170.00	415170.00	-12092.00			12000.00
Department: 52210 - HYDRANTS Total:		403078.00	403078.00	415170.00	415170.00	-12092.00			
Department: 52400 - INSPECTIONS									
100-52400-110	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00			
100-52400-120	WAGES - REGULAR	269985.00	269985.00	30201.94	254771.09	15213.91		15000.00	
100-52400-121	OVERTIME - REGULAR	0.00	0.00	0.00	2.43	-2.43			
100-52400-124	WAGES - PERM. P.T.	2385.00	2385.00	0.00	677.25	1707.75			
100-52400-126	WAGES - TEMP./SEAS.	500.00	500.00	0.00	0.00	500.00			
100-52400-150	FICA	20875.00	20875.00	2162.62	18381.20	2493.80			
100-52400-151	RETIREMENT (WRS)	17684.00	17684.00	1999.68	16709.21	974.79			
100-52400-152	HEALTH INSURANCE	68991.00	68991.00	5083.74	54269.06	14721.94	-10700.00		
100-52400-153	DENTAL INSURANCE	4173.00	4173.00	281.71	3131.47	1041.53	-1000.00		
100-52400-154	LIFE INSURANCE	182.00	182.00	16.98	199.24	-17.24			
100-52400-225	PHONE/INTERNET/CABLE	1900.00	1900.00	379.29	3641.39	-1741.39	1700.00		
100-52400-240	Hdwr/software, Maint.	4500.00	4500.00	0.00	4500.00	0.00			
100-52400-241	EQUIPMENT MAINTENANCE CONTRACTUAL	0.00	0.00	0.00	0.00	0.00			
100-52400-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	2970.66	6443.78	-6443.78	8500.00		
100-52400-294	WEIGHTS & MEASURES	0.00	0.00	0.00	0.00	0.00			
100-52400-310	OFFICE SUPPLIES	500.00	500.00	71.33	378.41	121.59			
100-52400-311	POSTAGE	500.00	500.00	80.15	483.36	16.64			
100-52400-312	COPY USAGE & PAPER	600.00	600.00	68.98	504.68	95.32			
100-52400-320	SUBSCRIPTIONS & DUES	470.00	470.00	0.00	900.00	-430.00			
100-52400-321	CERTIFICATIONS & LICENSES	715.00	715.00	0.00	377.26	337.74			
100-52400-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00			
100-52400-330	SEMINARS, CONF & TRAVEL	2900.00	2900.00	1058.46	5382.55	-2482.55	2500.00		
100-52400-340	OPERATING SUPPLIES	410.00	410.00	0.00	656.28	-246.28			
100-52400-341	PRINTING & FORMS	1125.00	1125.00	0.00	0.00	1125.00	-1000.00		
100-52400-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	709.80	-409.80			

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
100-52400-361	REGULAR FUEL	1765.00	1765.00	317.59	2251.28	-486.28			
100-52400-381	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00			
Department: 52400 - INSPECTIONS Total:		400460.00	400460.00	44693.13	374369.74	26090.26	0.00		
Department: 52601 - EMERGENCY GOVERNMENT									
100-52601-290	OTHER CONTRACTUAL SERVICES	10000.00	10000.00	0.00	10000.00	0.00			
100-52601-340	OPERATING SUPPLIES	1000.00	1000.00	0.00	0.00	1000.00			
Department: 52601 - EMERGENCY GOVERNMENT Total:		11000.00	11000.00	0.00	10000.00	1000.00			
Department: 52700 - JAIL									
100-52700-290	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00			
Department: 52700 - JAIL Total:		200.00	200.00	0.00	0.00	200.00			
Department: 53100 - ENGINEERING									
100-53100-110	SALARIES - REGULAR	73005.00	73005.00	9269.34	73872.27	-867.27	300.00		
100-53100-120	WAGES - REGULAR	2301.00	2301.00	287.62	2328.97	-27.97			
100-53100-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00			
100-53100-150	FICA	5761.00	5761.00	692.12	5493.58	267.42			
100-53100-151	RETIREMENT (WRS)	4932.00	4932.00	633.18	4998.48	-66.48			
100-53100-152	HEALTH INSURANCE	17310.00	17310.00	1834.14	17701.42	-391.42			
100-53100-153	DENTAL INSURANCE	1075.00	1075.00	102.50	1051.47	23.53			
100-53100-154	LIFE INSURANCE	18.00	18.00	1.58	19.16	-1.16			
100-53100-225	PHONE/INTERNET/CABLE	2326.00	2326.00	276.36	2425.27	-99.27			
100-53100-240	SOFTWARE MAINTENANCE CONTRACTUAL	400.00	400.00	0.00	0.00	400.00	-300.00		
100-53100-241	EQUIPMENT MAINTENANCE CONTRACTUAL	400.00	400.00	0.00	190.00	210.00			
100-53100-310	OFFICE SUPPLIES	1300.00	1300.00	37.99	559.82	740.18	-300.00		
100-53100-311	POSTAGE	500.00	500.00	44.25	758.47	-258.47			
100-53100-312	COPY USAGE & PAPER	650.00	650.00	12.15	1232.53	-582.53	300.00		
100-53100-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	244.50	5.50			
100-53100-321	CERTIFICATIONS & LICENSES	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			
100-53100-323	GENERAL ADVERTISING	0.00	0.00	0.00	0.00	0.00			
100-53100-330	SEMINARS, CONF & TRAVEL	700.00	700.00	0.00	361.36	338.64	-300.00		
100-53100-340	OPERATING SUPPLIES	1000.00	1000.00	94.67	836.82	163.18			
100-53100-341	PRINTING & FORMS	125.00	125.00	0.00	0.00	125.00			
100-53100-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	184.61	315.39			
100-53100-361	REGULAR FUEL	700.00	700.00	176.00	1378.30	-678.30	300.00		
100-53100-399	ADD'L SOFTWARE & UPGRADES	550.00	550.00	0.00	400.00	150.00			
- ENGINEERING Total:		113803.00	113803.00	13461.90	114037.03	-234.03	0.00		
Department: 53310 - BOARD OF PUBLIC WORKS									
100-53310-291	TRANSCRIPTION CONTRACTUAL	1200.00	1200.00	228.41	1336.27	-136.27			
100-53310-311	POSTAGE	50.00	50.00	0.00	0.00	50.00			
100-53310-312	COPY USAGE & PAPER	600.00	600.00	14.79	76.79	523.21			
100-53310-322	LEGAL NOTICES	400.00	400.00	25.33	25.33	374.67			
Department: 53310 - BOARD OF PUBLIC WORKS Total:		2250.00	2250.00	268.53	1438.39	811.61			
Department: 53311 - STREET									
100-53311-110	SALARIES - REGULAR	35412.00	35412.00	5681.54	45700.90	-10288.90	10000.00		
100-53311-120	WAGES - REGULAR	305095.00	305095.00	27772.16	310320.62	-5225.62	5000.00		
100-53311-121	OVERTIME - REGULAR	14000.00	14000.00	806.77	13550.91	449.09			
100-53311-124	WAGES - PERM PT	4981.00	4981.00	121.34	2120.20	2860.80	-2800.00		
100-53311-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00			
100-53311-126	WAGES - TEMP/SEAS	5070.00	5070.00	0.00	-3260.00	8330.00	-8000.00		
100-53311-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	138.75	-138.75			
100-53311-150	FICA	27889.00	27889.00	2505.06	26464.72	1424.28	-1200.00		
100-53311-151	RETIREMENT (WRS)	23220.00	23220.00	2279.54	24242.46	-1022.46	600.00		
100-53311-152	HEALTH INSURANCE	107670.00	107670.00	6558.13	109688.08	-2018.08	1900.00		
100-53311-153	DENTAL INSURANCE	7686.00	7686.00	433.28	7386.60	299.40			
100-53311-154	LIFE INSURANCE	196.00	196.00	13.69	177.08	18.92			
100-53311-211	BOILER CONTRACTUAL	100.00	100.00	0.00	0.00	100.00			
100-53311-213	HVAC CONTRACTUAL	800.00	800.00	0.00	126.84	673.16	-400.00		
100-53311-214	FIRE CONTRACTUAL	650.00	650.00	0.00	421.03	228.97			

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
100-53311-220	WATER/SEWER/STORM WATER	2100.00	2100.00	0.00	2882.78	-782.78	300.00		
100-53311-221	ELECTRIC & GAS	8662.00	8662.00	1002.70	8248.39	413.61			
100-53311-225	PHONE/INTERNET/CABLE	2694.00	2694.00	436.07	3713.98	-1019.98	700.00		
100-53311-230	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	17.50	232.50			
100-53311-240	SOFTWARE MAINTENANCE CONTRACTUAL	710.00	710.00	0.00	1170.00	-460.00			
100-53311-241	EQUIPMENT MAINTENANCE CONTRACTUAL	100.00	100.00	0.00	40.00	60.00			
100-53311-242	EQUIPMENT RENTAL	11500.00	11500.00	2810.00	10296.77	1203.23	-1000.00		
100-53311-243	LEASES	0.00	0.00	0.00	0.00	0.00			
100-53311-290	OTHER CONTRACTUAL SERVICES	16000.00	16000.00	438.18	19327.74	-3327.74	3000.00		
100-53311-310	OFFICE SUPPLIES	200.00	200.00	44.06	277.91	-77.91			
100-53311-311	POSTAGE	300.00	300.00	1.00	15.87	284.13			
100-53311-312	COPY USAGE & PAPER	50.00	50.00	31.28	175.31	-125.31			
100-53311-320	SUBSCRIPTIONS & DUES	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			
100-53311-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00			
100-53311-330	SEMINARS, CONF & TRAVEL	500.00	500.00	0.00	187.50	312.50			
100-53311-340	OPERATING SUPPLIES	4850.00	4850.00	1912.10	7014.35	-2164.35	2000.00		
100-53311-341	PRINTING & FORMS	100.00	100.00	0.00	0.00	100.00			
100-53311-342	CLEANING & SANITARY SUPPLIES	600.00	600.00	82.67	317.98	282.02			
100-53311-350	BLDG & GRDS MAINT & REPAIRS	1500.00	1500.00	0.00	281.08	1218.92	-1000.00		
100-53311-360	VEHICLE MAINT. & REPAIRS	5500.00	5500.00	408.66	12741.25	-7241.25	7000.00		
100-53311-361	REGULAR FUEL	20800.00	20800.00	1154.15	5537.77	15262.23	-15000.00		
100-53311-362	OFF ROAD FUEL	5000.00	5000.00	585.88	10275.02	-5275.02	5000.00		
100-53311-363	EQUIPMENT MAINT & REPAIRS	12000.00	12000.00	266.03	4326.22	7673.78	-7500.00		
100-53311-370	SALT & SAND	77105.00	77105.00	8904.17	108540.73	-31435.73			31500.00
100-53311-371	TREE & BRUSH MAINTENANCE	2500.00	2500.00	840.00	1127.80	1372.20	-1200.00		
100-53311-375	STREET MAINT & REPAIRS	5000.00	5000.00	0.00	8051.56	-3051.56	2600.00		
100-53311-381	EMPLOYMENT TESTING	500.00	500.00	0.00	392.00	108.00			
100-53311-382	UNIFORMS & SAFETY ATTIRE	1000.00	1000.00	66.97	1183.33	-183.33			
100-53311-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00			
Department: 53311 - STREET Total:		712440.00	712440.00	65155.43	743221.03	-30781.03	0.00		
Department: 53312 - STREET SIGNS & SIGNALS									
100-53312-221	ELECTRIC & GAS	7800.00	7800.00	917.24	4738.19	3061.81	-1000.00		
100-53312-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	1000.00	-1000.00	1000.00		
100-53312-292	ELECTRICAL CONTRACTUAL	800.00	800.00	0.00	0.00	800.00			
100-53312-372	STREET SIGN MAINT & REPAIRS	9000.00	9000.00	4484.94	9044.72	-44.72			
100-53312-373	STREET SIGNAL MAINT & REPAIRS	1500.00	1500.00	0.00	1977.50	-477.50			
Department: 53312 - STREET SIGNS & SIGNALS Total:		19100.00	19100.00	5402.18	16760.41	2339.59	0.00		
Department: 53315 - STREET LIGHTS									
100-53315-221	ELECTRIC & GAS	225955.00	225955.00	33568.28	198602.77	27352.23		27000.00	
100-53315-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00			
100-53315-292	ELECTRICAL CONTRACTUAL	12000.00	12000.00	5409.38	12472.38	-472.38			
100-53315-374	STREET LIGHT MAINT & REPAIRS	2000.00	2000.00	0.00	719.18	1280.82			
Department: 53315 - STREET LIGHTS Total:		239955.00	239955.00	38977.66	211794.33	28160.67			
Department: 53440 - STORM WATER									
100-53440-200	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00			
Department: 53440 - STORM WATER Total:		0.00	0.00	0.00	0.00	0.00			
Department: 54110 - ANIMAL CONTROL									
100-54110-290	OTHER CONTRACTUAL SERVICES	70182.00	70182.00	11697.00	70182.00	0.00			
Department: 54110 - ANIMAL CONTROL Total:		70182.00	70182.00	11697.00	70182.00	0.00			
Department: 55110 - LIBRARY									
100-55110-110	SALARIES - REGULAR	30436.00	30436.00	3312.32	27096.80	3339.20			
100-55110-124	WAGES - PERM PT	11908.00	11908.00	1236.40	10416.60	1491.40			
100-55110-125	OVERTIME - PERM PT	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			
100-55110-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00			
100-55110-150	FICA	3239.00	3239.00	330.89	2703.02	535.98			
100-55110-151	RETIREMENT (WRS)	1994.00	1994.00	224.18	1782.05	211.95			

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
100-55110-152	HEALTH INSURANCE	5508.00	5508.00	268.78	2941.12	2566.88			
100-55110-153	DENTAL INSURANCE	320.00	320.00	48.63	558.04	-238.04			
100-55110-154	LIFE INSURANCE	19.00	19.00	1.02	11.14	7.86			
100-55110-211	BOILER CONTRACTUAL	635.00	635.00	0.00	0.00	635.00			
100-55110-213	HVAC CONTRACTUAL	3996.00	3996.00	213.65	3591.64	404.36			
100-55110-214	FIRE CONTRACTUAL	1249.00	1249.00	0.00	1313.54	-64.54			
100-55110-220	WATER/SEWER/STORM WATER	2858.00	2858.00	0.00	1731.77	1126.23			
100-55110-221	ELECTRIC & GAS	24421.00	24421.00	3983.00	24561.18	-140.18			
100-55110-225	PHONE/INTERNET/CABLE	750.00	750.00	131.20	838.99	-88.99			
100-55110-240	SOFTWARE MAINTENANCE CONTRACTUAL	750.00	750.00	0.00	600.00	150.00			
100-55110-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00			
100-55110-290	OTHER CONTRACTUAL SERVICES	1320.00	1320.00	0.00	218.35	1101.65			
100-55110-291	TRANSCRIPTION CONTRACTUAL	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			
100-55110-293	PLUMBING CONTRACTUAL	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			
100-55110-311	POSTAGE	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			
100-55110-340	OPERATING SUPPLIES	3225.00	3225.00	284.92	1460.26	1764.74			
100-55110-342	CLEANING & SANITARY SUPPLIES	2100.00	2100.00	119.44	2098.12	1.88			
100-55110-350	BLDG & GRDS MAINT & REPAIRS	1750.00	1750.00	857.46	1398.84	351.16			
100-55110-360	VEHICLE MAINT. & REPAIRS	0.00	0.00	0.00	0.00	0.00			
100-55110-363	EQUIPMENT MAINT. & REPAIRS	300.00	300.00	0.00	68.19	231.81			
Department: 55110 - LIBRARY Total:		96778.00	96778.00	11011.89	83389.65	13388.35			
Department: 55200 - PARKS									
100-55200-110	SALARIES - REGULAR	64719.00	64719.00	8117.92	65037.69	-318.69			
100-55200-120	WAGES - REGULAR	80210.00	80210.00	10569.33	81150.70	-940.70	600.00		
100-55200-121	OVERTIME - REGULAR	1000.00	1000.00	0.00	883.65	116.35			
100-55200-124	WAGES - PERM PT	6900.00	6900.00	0.00	0.00	6900.00	-6900.00		
100-55200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00			
100-55200-126	WAGES - TEMP/SEAS	21951.00	21951.00	46.25	30601.35	-8650.35	8300.00		
100-55200-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	83.26	-83.26			
100-55200-150	FICA	13371.00	13371.00	1342.62	12896.39	474.61	-400.00		
100-55200-151	RETIREMENT (WRS)	10010.00	10010.00	1237.55	10092.32	-82.32			
100-55200-152	HEALTH INSURANCE	36560.00	36560.00	3370.52	36883.78	-323.78			
100-55200-153	DENTAL INSURANCE	2207.00	2207.00	186.02	2134.89	72.11			
100-55200-154	LIFE INSURANCE	65.00	65.00	5.61	66.32	-1.32			
100-55200-214	FIRE CONTRACTUAL	250.00	250.00	0.00	71.95	178.05			
100-55200-220	WATER/SEWER/STORM WATER	16223.00	16223.00	0.00	17061.43	-838.43	600.00		
100-55200-221	ELECTRIC & GAS	20750.00	20750.00	3933.78	21933.95	-1183.95	1000.00		
100-55200-225	PHONE/INTERNET/CABLE	3840.00	3840.00	649.32	4210.41	-370.41			
100-55200-240	SOFTWARE MAINTENANCE CONTRACTUAL	600.00	600.00	0.00	600.00	0.00			
100-55200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00			
100-55200-290	OTHER CONTRACTUAL SERVICES	430.00	430.00	0.00	364.37	65.63			
100-55200-291	TRANSCRIPTION CONTRACTUAL	600.00	600.00	19.89	804.57	-204.57			
100-55200-292	ELECTRICAL CONTRACTUAL	0.00	0.00	477.55	477.55	-477.55			
100-55200-293	PLUMBING CONTRACTUAL	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			
100-55200-311	POSTAGE	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			
100-55200-320	SUBSCRIPTIONS & DUES	400.00	400.00	0.00	290.00	110.00			
100-55200-321	CERTIFICATIONS & LICENSES	150.00	150.00	0.00	0.00	150.00			
100-55200-330	SEMINARS, CONF & TRAVEL	600.00	600.00	0.00	750.00	-150.00			
100-55200-340	OPERATING SUPPLIES	11570.00	11570.00	594.09	12614.41	-1044.41	600.00		
100-55200-342	CLEANING & SANITARY SUPPLIES	4000.00	4000.00	120.84	2193.85	1806.15	-1800.00		
100-55200-350	BLDG & GRDS MAINT & REPAIRS	12000.00	12000.00	668.14	6405.20	5594.80	-5000.00		
100-55200-360	VEHICLE MAINT. & REPAIRS	3000.00	3000.00	0.00	4300.63	-1300.63	1000.00		
100-55200-361	REGULAR FUEL	6500.00	6500.00	656.57	5497.62	1002.38	-1000.00		
100-55200-362	OFF ROAD FUEL	4000.00	4000.00	639.77	3882.80	117.20			
100-55200-363	EQUIPMENT MAINT & REPAIRS	6500.00	6500.00	38.96	10801.64	-4301.64	4000.00		
100-55200-371	TREE & BRUSH MAINTENANCE	1000.00	1000.00	0.00	0.00	1000.00	-1000.00		
100-55200-381	EMPLOYMENT TESTING	75.00	75.00	0.00	75.00	0.00			

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
100-55200-382	UNIFORMS & SAFETY ATTIRE	0.00	0.00	0.00	36.00	-36.00			
Department: 55200 - PARKS Total:		329481.00	329481.00	32674.73	332201.73	-2720.73	0.00		
Department: 55300 - RECREATION									
100-55300-110	SALARIES - REGULAR	184453.00	184453.00	23064.47	185353.61	-900.61	500.00		
100-55300-120	WAGES - REGULAR	26995.00	26995.00	3355.58	27552.30	-557.30	300.00		
100-55300-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00			
100-55300-124	WAGES - PERM PT	0.00	0.00	535.56	3954.82	-3954.82	4000.00		
100-55300-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00			
100-55300-126	WAGES - TEMP/SEAS	66308.00	66308.00	1605.02	40560.75	25747.25		25000.00	
100-55300-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00			
100-55300-150	FICA	21249.00	21249.00	2039.75	18549.29	2699.71			
100-55300-151	RETIREMENT (WRS)	13850.00	13850.00	1758.53	13973.31	-123.31			
100-55300-152	HEALTH INSURANCE	54781.00	54781.00	5050.43	55266.09	-485.09			
100-55300-153	DENTAL INSURANCE	3338.00	3338.00	281.37	3229.15	108.85			
100-55300-154	LIFE INSURANCE	48.00	48.00	4.25	49.90	-1.90			
100-55300-225	PHONE/INTERNET/CABLE	4250.00	4250.00	316.90	3191.93	1058.07			
100-55300-240	SOFTWARE MAINTENANCE CONTRACTUAL	250.00	250.00	0.00	0.00	250.00			
100-55300-241	EQUIPMENT MAINTENANCE CONTRACTUAL	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			
100-55300-310	OFFICE SUPPLIES	1100.00	1100.00	149.80	1298.29	-198.29			
100-55300-311	POSTAGE	3650.00	3650.00	57.20	664.88	2985.12	-2100.00		
100-55300-312	COPY USAGE & PAPER	3300.00	3300.00	232.01	3188.41	111.59			
100-55300-320	SUBSCRIPTIONS & DUES	775.00	775.00	0.00	680.00	95.00			
100-55300-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	60.00	-60.00			
100-55300-330	SEMINARS, CONF & TRAVEL	2100.00	2100.00	836.61	2445.60	-345.60			
100-55300-340	OPERATING SUPPLIES	31000.00	31000.00	4968.19	26668.02	4331.98	-1900.00		
100-55300-341	PRINTING & FORMS	6325.00	6325.00	0.00	4896.00	1429.00	-800.00		
100-55300-381	EMPLOYMENT TESTING	75.00	75.00	0.00	0.00	75.00			
Department: 55300 - RECREATION Total:		423847.00	423847.00	44255.67	391582.35	32264.65	0.00		
Department: 55420 - AQUATIC CENTER									
100-55420-120	WAGES - REGULAR	21449.00	21449.00	3061.15	21946.62	-497.62			
100-55420-121	OVERTIME - REGULAR	0.00	0.00	0.00	554.70	-554.70	200.00		
100-55420-126	WAGES - TEMP/SEAS	76477.00	76477.00	0.00	86786.24	-10309.24			10000.00
100-55420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00			
100-55420-150	FICA	7491.00	7491.00	216.15	8220.60	-729.60	500.00		
100-55420-151	RETIREMENT (WRS)	1405.00	1405.00	202.51	1475.89	-70.89			
100-55420-152	HEALTH INSURANCE	7288.00	7288.00	671.96	7352.92	-64.92			
100-55420-153	DENTAL INSURANCE	452.00	452.00	38.14	437.66	14.34			
100-55420-154	LIFE INSURANCE	6.00	6.00	0.52	6.09	-0.09			
100-55420-220	WATER/SEWER/STORM WATER	7727.00	7727.00	0.00	8306.67	-579.67	300.00		
100-55420-221	ELECTRIC & GAS	17500.00	17500.00	1094.06	16940.96	559.04	-300.00		
100-55420-225	PHONE/INTERNET/CABLE	700.00	700.00	244.84	1849.03	-1149.03	100.00		1000.00
100-55420-290	OTHER CONTRACTUAL SERVICES	11825.00	11825.00	0.00	10922.04	902.96			
100-55420-321	CERTIFICATIONS & LICENSES	735.00	735.00	0.00	1035.00	-300.00			
100-55420-330	SEMINARS, CONF & TRAVEL	250.00	250.00	325.00	325.00	-75.00			
100-55420-340	OPERATING SUPPLIES	4600.00	4600.00	40.80	3656.03	943.97			
100-55420-342	CLEANING & SANITARY SUPPLIES	0.00	0.00	0.00	239.10	-239.10			
100-55420-343	CONCESSIONS SUPPLIES	15580.00	15580.00	0.00	17466.32	-1886.32			
100-55420-350	BLDG & GRDS MAINT & REPAIRS	4500.00	4500.00	0.00	4342.51	157.49			
100-55420-363	EQUIPMENT MAINT & REPAIRS	1200.00	1200.00	0.00	307.96	892.04	-800.00		
Department: 55420 - AQUATIC CENTER Total:		179185.00	179185.00	5895.13	192171.34	-12986.34	0.00		
Department: 56600 - URBAN PLANNING									
100-56600-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00			
100-56600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00			
Department: 56600 - URBAN PLANNING Total:		0.00	0.00	0.00	0.00	0.00			
Department: 56610 - CITY STUDY									
100-56610-295	CITY STUDY	0.00	0.00	0.00	0.00	0.00			
Department: 56610 - CITY STUDY Total:		0.00	0.00	0.00	0.00	0.00			

7-4-2020

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	VARIANCE	INTER- DEPT TRF	FUND TRF OUT	FUND TRF IN
Department: 56700 - ECONOMIC DEVELOPMENT									
100-56700-290	OTHER CONTRACTUAL SERVICES	13467.00	13467.00	0.00	13466.99	0.01			
Department: 56700 - ECONOMIC DEVELOPMENT Total:		13467.00	13467.00	0.00	13466.99	0.01			
Department: 56900 - PLANNING & ZONING									
100-56900-110	SALARIES - REGULAR	62391.00	62391.00	5422.95	53490.21	8900.79	-6300.00		
100-56900-120	WAGES - REGULAR	4601.00	4601.00	3046.34	15489.57	-10888.57	10800.00		
100-56900-121	OVERTIME - REGULAR	0.00	0.00	0.00	6.49	-6.49			
100-56900-124	WAGES - PERM. P.T.	6360.00	6360.00	0.00	1805.98	4554.02	-4500.00		
100-56900-126	WAGES - TEMP/SEAS.	500.00	500.00	0.00	0.00	500.00			
100-56900-150	FICA	5650.00	5650.00	565.06	4764.57	885.43	-500.00		
100-56900-151	RETIREMENT (WRS)	4388.00	4388.00	560.54	4524.44	-136.44			
100-56900-152	HEALTH INSURANCE	20043.00	20043.00	2121.50	20494.14	-451.14			
100-56900-153	DENTAL INSURANCE	1244.00	1244.00	120.65	1270.44	-26.44			
100-56900-154	LIFE INSURANCE	12.00	12.00	1.30	12.32	-0.32			
100-56900-225	PHONE/INTERNET/CABLE	1700.00	1700.00	170.06	1169.32	530.68			
100-56900-240	SOFTWARE MAINTENANCE CONTRACTUAL	320.00	320.00	0.00	400.00	-80.00			
100-56900-241	EQUIPMENT MAINTENANCE CONTRACTUAL	0.00	0.00	0.00	0.00	0.00			
100-56900-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	250.00	-250.00			
100-56900-291	TRANSCRIPTION CONTRACTUAL	3000.00	3000.00	263.38	2391.00	609.00			
100-56900-310	OFFICE SUPPLIES	820.00	820.00	23.25	404.31	415.69			
100-56900-311	POSTAGE	920.00	920.00	128.80	1354.77	-434.77			
100-56900-312	COPY USAGE & PAPER	2745.00	2745.00	711.23	3607.82	-862.82	500.00		
100-56900-320	SUBSCRIPTIONS & DUES	620.00	620.00	0.00	507.00	113.00			
100-56900-322	LEGAL NOTICES	3600.00	3600.00	0.00	2798.88	801.12			
100-56900-324	RECRUITMENT	0.00	0.00	0.00	25.00	-25.00			
100-56900-330	SEMINARS, CONF & TRAVEL	2300.00	2300.00	0.00	968.08	1331.92	-300.00		
100-56900-340	OPERATING SUPPLIES	700.00	700.00	71.28	1227.90	-527.90	300.00		
100-56900-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	0.00	300.00			
100-56900-361	REGULAR FUEL	600.00	600.00	30.54	386.73	213.27			
Department: 56900 - PLANNING & ZONING Total:		122814.00	122814.00	13236.88	117348.97	5465.03	0.00		
Department: 59200 - TRANSFERS									
100-59200-590	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00			
Department: 59200 - TRANSFERS Total:		0.00	0.00	0.00	0.00	0.00			
Expense Total:		9351376.00	9351376.00	1527364.15	9218812.31	132563.69	0.00	239100.00	239100.00

OK

Office of City Clerk

Memo

To: Fred Buehler, Financial Services Director / Treasurer
From: Cari Burmaster (CB)
Date: 1/21/2020
Re: Request for carryover of account balance

ALPAY

I would like to request that the balance of account #100-51440-340 in the amount of \$1,948.05 be carried over in to 2020 as a payable. The amount that is remaining in this account is for the purchase of voting booths that have been unavailable for purchase for the entire year due to the vendor losing their manufacturer of the product. I have been promised that they have a new vendor and are working out all the issues and problems to produce a quality item. The process has stretched out longer than anticipated. This particular vendor is the only supplier of this item we would like to purchase and should be available in 2020.

Thank you.

RESOLUTION NO. 13-2020
A RESOLUTION TO TRANSFER TO/FROM VARIOUS DEPARTMENTS IN THE 2019 GENERAL FUND BUDGET

TO: HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF ONALASKA, WISCONSIN

Handwritten red note: Feb 11-29-2020

WHEREAS, The City of Onalaska budgeted in 2019 General Fund Budget for:

Table with 4 columns: Department, Account Name, Account Number, and Amount. Includes items like Common Council, Unemployment, Police, etc., with a TOTAL of \$239,100.

Handwritten red initials 'OK' with a checkmark.

WHEREAS, the above accounts are non-expended balances.

THEREFORE BE IT FURTHER RESOLVED, that the City of Onalaska Common Council hereby authorizes the above amounts to the following accounts:

Table with 4 columns: Department, Account Name, Account Number, and Amount. Includes items like City Attorney, City Administrator, Audit, etc., with a TOTAL of \$239,100.

Handwritten red initials 'OK' with a checkmark.

Date this 11th day of February, 2020

City of Onalaska BY:

Kim Smith, Mayor

Caroline Burmaster, City Clerk

Passed:
Approval:
Published:

CITY OF ONALASKA

TO: Finance and Personnel/Common Council
FROM: Fred Buehler
SUBJECT: Adjust/Create Designated Fund Balances
DATE: February 1, 2018

9a. Motion to adjust existing designated fund balances Equipment Replacement Fund – 2019

<u>Changes to Designated Fund Balances Account #</u>	<u>Balance 12/31/2018</u>	<u>Adjustment 12/31/2019</u>	<u>Balances 12/31/2019</u>
Police Department Equipment	11,555	14,149	25,704

9b. Motion to establish new designated fund balances Equipment Replacement Fund – 2016

<u>Designated Fund Balances</u>	<u>Account #</u>	<u>Balance 12/31/2018</u>	<u>Adjustment 12/31/2019</u>	<u>Balances 12/31/2019</u>
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Onalaska Police Department
415 Main Street
Onalaska, WI 54650
608-781-9550

Memo

To: Director Buehler
From: Chief Charles Ashbeck
Date: 1/24/20
Re: 207-52100-813 Fund Carryover
UPDATE:

I respectfully submit a request to expend the below funds which were carried over from 2019 in fund 207-52100-813. We are purchasing a video camera system for a squad car under PO #20-33744 in the amount of \$7,184.00. The remaining amount above our carryover will come from the same account 207-52100-813.

Thank you,

Chief Ashbeck

12/19/2019

Per our discussion I am requesting a designated fund carryover into the 2020 year of all unused funds for upcoming technology projects. I believe account (207-52100-813) should contain approximately \$6,964.51. We would like the ability to utilize these funds for technology related projects we are planning in 2020.

If you need any further information, please let me know. Thank you for your time and consideration of this matter.

Respectfully submitted,

Chief C. Ashbeck

0 * *

#207-34236

7,184 * +

6,965 * +

14,149 * *

RESOLUTION NO. 14-2020

#F-10

A RESOLUTION TO TRANSFER FROM THE 2019 GENERAL FUND BUDGET TO THE SPECIAL REVENUE FUND – SPECIAL PROJECTS

*729
1-29-2020*

TO: HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF ONALASKA, WISCONSIN

WHEREAS, The City of Onalaska budgeted in 2019 General Fund Budget for:

Fines/Forfeitures	Court Penalties/Deposit	100-45110	\$3,500
<u>TOTAL</u>			<u>\$3,500</u>

WHEREAS, the above account has exceeded projected revenue.

THEREFORE BE IT FURTHER RESOLVED, that the City of Onalaska Common Council hereby authorizes the above amount to the following account:

Donation – Misc. Dare/Great OPD	204-48514	\$3,500
<u>TOTAL</u>		<u>\$3,500</u>

Date this 11th day of February, 2020

City of Onalaska
BY:

Kim Smith, Mayor

Caroline Burmaster, City Clerk

Passed:
Approval:
Published:

#F-11

*Fund
1-29-2020*

RESOLUTION NO. 15-2020

**A RESOLUTION TO TRANSFER FROM THE 2019 GENERAL FUND
BUDGET TO THE SPECIAL REVENUE FUND-EQUIPMENT
REPLACEMENT FUND**

TO: THE HONORABLE MAYOR AND COMMON COUNCIL OF THE
CITY OF ONALASKA, WI

WHEREAS, the City of Onalaska contains surplus funds in the 2019 General Fund Operating Budget of \$275,000,

WHEREAS, these funds are to be transferred to the Special Revenue Equipment Replacement Fund,

NOW THEREFORE BE IT RESOLVED, that the City of Onalaska, Common Council, hereby authorizes the transfer of the 2019 General Fund Budget by \$275,000,

NOW THEREFORE, BE IT FURTHER RESOLVED, the following Special Revenue Equipment Replacement Fund be increased by the following amount:

Transfer from General Fund	207-49210	\$275,000
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Dated this 11th day of February 2020.

CITY OF ONALASKA

BY: _____
Kim Smith, Mayor

Caroline Burmaster, City Clerk

Passed:
Approved:
Published:



City of Onalaska

DRAFT

#F-12 Balance Sheet

Account Summary

As Of 12/31/2019

*Fixed
1-30-2020*

Account	Name	Balance
Fund: 640 - OMNI CENTER		
Assets		
640-11100	CASH	-119,152.86
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	-9,030.00
640-12100	TAXES RECEIVABLE	0.00
640-13000	ACCOUNTS RECEIVABLE	34,485.19
640-16202	PREPAID INSURANCE	7,794.82
640-16500	INVENTORY	3,912.88
640-18100	LAND	0.00
640-18104	LAND IMPROVEMENT	0.00
640-18150	CONSTRUCTION WORK IN PROGRESS	0.00
640-18152	C.W.I.P. - CAMPAIGN FUNDING	0.00
640-18153	C.W.I.P. CAMP FUND CDA	0.00
640-18201	BUILDING #1	0.00
640-18202	BUILDING #2	0.00
640-18203	BUILDING #3	0.00
640-18500	EQUIPMENT	0.00
640-18502	OFFICE EQUIPMENT	0.00
640-18504	C.D.A. - TRANSPORTATION EQUIP	0.00
640-18595	LEASE EQUIPMENT	0.00
640-18931	PROVISION FOR DEPRECIATION	0.00
640-18980	UNAMORTIZED BOND COSTS	0.00
640-19000	WRS NET PENSION ASSET	25,502.00
640-19001	WRS LIFE ASSET	0.00
640-19200	DEF. OUTFLOW-WRS PENSION-CONTRIBL	74,518.00
640-19201	DEFERRED OUTFLOW WRS-LRLIF	776.00
	Total Assets:	36,866.03
		<u>36,866.03</u>

Liability		
640-21100	ACCOUNTS PAYABLE	0.00
640-21110	AP PENDING (DUE TO POOL)	34,021.46
640-21111	PAYROLL CORRECTIONS	0.00
640-21112	SALES TAX PAYABLE	-4,656.71
640-21511	FICA W/H	1,025.38
640-21512	FEDERAL W/H	477.87
640-21513	STATE W/H - WI	275.69
640-21515	FICA W/H - MEDICARE	239.82
640-21520	RETIREMENT W/H	815.46
640-21528	BC/BS HEALTH INS	0.00
640-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00
640-21530	HEALTH INS	415.77
640-21531	CANCER INS	120.46
640-21532	LIFE INSURANCE W/H	0.00
640-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00
640-21534	MEDICAL & DEP CARE - SECT. 125	67.05
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 12/31/2019

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	51.00
640-21581	SUPPORT PAYMENTS	0.00
640-21700	ACCRUED WAGES	2,016.71
640-21800	ACCUMULATED EMPLOYEE BENEFIT (VAC	4,176.87
640-21820	ACCUMULATED EMPLOYEE BENEFIT (SICK	14,748.46
640-21900	LIQUOR SALES	1,542.17
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	6,925.00
640-23421	SEC DEP - SPRING	8,150.00
640-23422	SEC DEP - FALL	7,800.00
640-23423	SEC DEP- SPORTS & ADVENT.	0.00
640-23424	SEC DEP- WEDDING EXPO	0.00
640-23425	SEC DEP - SERV./EQUIP./PRODUCT	0.00
640-23900	WRS NET PENSION LIAB.	0.00
640-23901	WRS LRLIF LIABILITY	5,370.00
640-25100	DUE TO GENERAL FUND	0.00
640-25200	DEFERRED INFLOW-WRS PENSION	81,139.00
640-26101	DEFERRED REVENUE	0.00
640-29000	LOAN PAYABLE TO TOURISM	433.00
640-29001	LOAN PAYABLE TO CITY	0.00
640-29002	LEASE PAYABLE	0.00
640-29204	BONDS PAYABLE 1993	0.00
640-29207	BONDS PAYABLE 1994	0.00
640-29210	BONDS PAYABLE 1995	0.00
640-29213	BONDS PAYABLE 1996	0.00
640-29216	BONDS PAYABLE 1997	0.00
640-29219	BONDS PAYABLE 1998	0.00
640-29221	DEF. LOSS ON EARLY RET.	0.00
640-29222	1998 REFUNDING L.R.B.I.	0.00
640-29224	BONDS PAYABLE - 2002	0.00
640-29225	BONDS PAYABLE - 2006	0.00
640-29226	S.T.F.L. LOAN - 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
	Total Liability:	165,154.46
Equity		
640-31202	CONTRIBUTIONS FROM OTHERS	0.00
640-31203	DEPR./CHARGEBACK	0.00
640-31204	CONTRIBUTIONS FROM MUNIC.	0.00
640-32000	INVESTMENT IN CAPITAL ASSETS	0.00
640-34100	FUND BALANCE	-142,988.90
640-34141	SURPLUS/DEFICIT	0.00
640-34148	RESERVED RETAINED EARNINGS	0.00
640-34300	RESTRICTED FOR WRS PENSION	25,502.00
	Total Beginning Equity:	-117,486.90
Total Revenue		640,942.30
Total Expense		651,743.83
Revenues Over/Under Expenses		-10,801.53
Total Equity and Current Surplus (Deficit):		-128,288.43
Total Liabilities, Equity and Current Surplus (Deficit):		<u>36,866.03</u>



City of Onalaska

Budget Report Account Summary

For Fiscal: 2019 Period Ending: 12/31/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 640 - OMNI CENTER						
Revenue						
640-00000-41110	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00 %
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	251.20	769.10	-1,430.90 65.04 %
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE)	162,379.00	162,379.00	27,881.98	163,706.91	1,327.91 100.82 %
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	27,100.00	27,100.00	2,016.47	27,450.19	350.19 101.29 %
640-00000-46744	CONCESSION REV. (TAXABLE)	48,000.00	48,000.00	3,732.40	56,158.53	8,158.53 117.00 %
640-00000-46745	CATERING REVENUE (TAXABLE)	6,000.00	6,000.00	10.00	3,845.80	-2,154.20 35.90 %
640-00000-46746	CONCESSION REVENUE (VENDING)	0.00	0.00	1,760.61	1,965.61	1,965.61 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	488.45	2,652.08	902.08 151.55 %
640-00000-46751	PRO SHOP REVENUE	6,000.00	6,000.00	2,002.99	5,960.15	-39.85 0.66 %
640-00000-46752	RENTALS INC. (ARENA) TAXAB	12,000.00	12,000.00	904.91	22,438.92	10,438.92 186.99 %
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	10,000.00	10,000.00	850.00	11,845.00	1,845.00 118.45 %
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	1,500.00	1,500.00	125.00	2,458.05	958.05 163.87 %
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	6,000.00	6,000.00	165.00	2,308.60	-3,691.40 61.52 %
640-00000-46757	RENTAL INC. (SPACE/ST-TAX.)	35,000.00	35,000.00	0.00	41,876.11	6,876.11 119.65 %
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	5,600.00	5,600.00	53.20	5,593.03	-6.97 0.12 %
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T	2,500.00	2,500.00	0.00	4,030.00	1,530.00 161.20 %
640-00000-46760	RENTAL INC. (SHELTER NON-TAXAB	1,000.00	1,000.00	0.00	450.00	-550.00 55.00 %
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	366.40	3,925.70	-2,074.30 34.57 %
640-00000-46766	RENTAL INC. (MTG. ROOM - TAX)	5,500.00	5,500.00	300.00	8,817.33	3,317.33 160.32 %
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	1,200.00	1,200.00	0.00	2,850.00	1,650.00 237.50 %
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	7,500.00	7,500.00	0.00	10,345.85	2,845.85 137.94 %
640-00000-46769	CATERING REVENUE (NON TAX.)	3,500.00	3,500.00	207.50	2,784.50	-715.50 20.44 %
640-00000-48001	MISC. INCOME (NONTAXABLE)	7,000.00	7,000.00	4,210.50	8,198.42	1,198.42 117.12 %
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	5,478.35	46,948.60	1,948.60 104.33 %
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	-10.00	-10.00	-10.00 0.00 %
640-00000-48513	DONATIONS (O.E.C. LIQ.AGR)	11,000.00	11,000.00	10,757.31	20,757.31	9,757.31 188.70 %
640-00000-48515	DONATIONS (SPONSORSHIPS)	5,000.00	5,000.00	200.00	4,207.00	-793.00 15.86 %
640-00000-49201	OPERATING TRANSFER IN	183,174.00	183,174.00	25,105.19	170,992.48	-12,181.52 6.65 %
640-00000-49221	TRANSFER FROM CITY (TOURI)	0.00	0.00	0.00	0.00	0.00 0.00 %
640-00000-49406	SALE OF CITY PROPERTY - OMNI	0.00	0.00	0.00	3,832.35	3,832.35 0.00 %
640-00000-49900	DEPRECIATION/CHARGEBACK	0.00	0.00	0.00	0.00	0.00 0.00 %
	Revenue Total:	607,903.00	607,903.00	85,047.64	640,942.30	33,039.30 5.43 %
Expense						
640-55450-110	SALARIES - REGULAR	146,503.00	146,503.00	17,629.86	138,700.27	7,802.73 5.33 %
640-55450-120	WAGES - REGULAR	13,653.00	13,653.00	1,700.22	13,902.55	-249.55 -1.83 %
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	9,596.05	70,485.77	8,887.77 14.43 %

		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	123.00	-123.00	0.00 %
640-55450-150	FICA	16,964.00	16,964.00	2,122.53	16,238.34	725.66	4.28 %
640-55450-151	RETIREMENT (WRS)	10,490.00	10,490.00	1,318.06	9,972.13	517.87	4.94 %
640-55450-152	HEALTH INSURANCE	36,988.00	36,988.00	3,326.21	36,852.79	135.21	0.37 %
640-55450-153	DENTAL INSURANCE	3,428.00	3,428.00	188.79	2,647.88	780.12	22.76 %
640-55450-154	LIFE INSURANCE	39.00	39.00	2.76	36.16	2.84	7.28 %
640-55450-211	BOILER CONTRACTUAL	250.00	250.00	0.00	235.21	14.79	5.92 %
640-55450-213	HVAC CONTRACTUAL	7,500.00	7,500.00	1,041.00	4,548.99	2,951.01	39.35 %
640-55450-214	FIRE CONTRACTUAL	1,560.00	1,560.00	0.00	791.98	768.02	49.23 %
640-55450-220	WATER/SEWER/STORM WATER	7,893.00	7,893.00	0.00	9,596.40	-1,703.40	-21.58 %
640-55450-221	ELECTRIC & GAS	173,286.00	173,286.00	42,179.11	191,461.79	-18,175.79	-10.49 %
640-55450-225	PHONE/INTERNET/CABLE	9,062.00	9,062.00	1,277.70	11,164.06	-2,102.06	-23.20 %
640-55450-240	SOFTWARE MAINTENANCE CONTR	3,320.00	3,320.00	0.00	5,251.63	-1,931.63	-58.18 %
640-55450-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	364.50	423.47	-423.47	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	8,187.35	20,480.63	-4,255.63	-26.23 %
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	12.00	12.00	-12.00	0.00 %
640-55450-310	OFFICE SUPPLIES	400.00	400.00	173.78	331.80	68.20	17.05 %
640-55450-311	POSTAGE	25.00	25.00	0.50	138.24	-113.24	-452.96 %
640-55450-312	COPY USAGE & PAPER	2,350.00	2,350.00	306.20	1,211.61	1,138.39	48.44 %
640-55450-320	SUBSCRIPTIONS & DUES	500.00	500.00	0.00	905.00	-405.00	-81.00 %
640-55450-323	GENERAL ADVERTISING	15,000.00	15,000.00	3,274.00	16,320.84	-1,320.84	-8.81 %
640-55450-324	RECRUITMENT	100.00	100.00	203.92	980.38	-880.38	-880.38 %
640-55450-330	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	593.72	406.28	40.63 %
640-55450-340	OPERATING SUPPLIES	13,000.00	13,000.00	2,776.77	23,429.00	-10,429.00	-80.22 %
640-55450-341	PRINTING & FORMS	0.00	0.00	0.00	328.35	-328.35	0.00 %
640-55450-342	CLEANING & SANITARY SUPPLIES	5,500.00	5,500.00	678.58	4,657.34	842.66	15.32 %
640-55450-343	CONCESSIONS SUPPLIES	23,000.00	23,000.00	3,048.41	29,878.79	-6,878.79	-29.91 %
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	19.98	19.98	-19.98	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	1,533.77	10,635.17	-885.17	-9.08 %
640-55450-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	54.28	445.72	89.14 %
640-55450-361	REGULAR FUEL	375.00	375.00	0.00	0.00	375.00	100.00 %
640-55450-362	OFF ROAD FUEL	50.00	50.00	0.00	17.61	32.39	64.78 %
640-55450-363	EQUIPMENT MAINT & REPAIRS	5,500.00	5,500.00	1,135.97	3,651.12	1,848.88	33.62 %
640-55450-510	INS - WORKERS COMP	7,000.00	7,000.00	0.00	6,406.00	594.00	8.49 %
640-55450-511	INS - FIRE, COMP/COLL, BOILER	12,282.00	12,282.00	0.00	12,291.00	-9.00	-0.07 %
640-55450-512	INS - VEHICLES	134.00	134.00	0.00	134.00	0.00	0.00 %
640-55450-513	INS - CVMIC, LIABILITY, PROF	2,037.00	2,037.00	0.00	2,037.00	0.00	0.00 %
640-55450-514	SIR	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-515	INS - MONIES & SECURITIES	75.00	75.00	0.00	100.00	-25.00	-33.33 %
640-55450-516	EMPLOYEE BENEFITS	0.00	0.00	1,792.55	1,792.55	-1,792.55	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: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
640-55450-692	AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-693	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-720	DONATIONS	0.00	0.00	750.00	2,905.00	-2,905.00	0.00 %
640-57600-699	PRIOR PERIOD ADJUSTMENT LRLIF	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	607,837.00	607,837.00	104,640.57	651,743.83	-43,906.83	-7.22 %
	Fund: 640 - OMNI CENTER Surplus (Deficit):	66.00	66.00	-19,592.93	-10,801.53	-10,867.53	6,465.95 %
	Report Surplus (Deficit):	66.00	66.00	-19,592.93	-10,801.53	-10,867.53	6,465.95 %

Note: Est. Dec Room Tax \$8,000-



City of Onalaska

#F-13-a
Balance Sheet
Account Summary

As Of 12/31/2019

Free
1-30-2020

Account	Name	Balance
Fund: 208 - JOINT MUNICIPAL COURT		
Assets		
208-11100	CASH	160,869.86
208-12100	TAXES RECEIVABLE	78,590.00
208-13100	OTHER ACCOUNTS RECEIVABLE	0.00
208-13103	A/R - ONALASKA	495,362.00
208-13106	A/R - BANGOR	30,770.00
208-13110	A/R - CAMPBELL	67,570.00
208-13112	A/R HOLMEN	159,722.00
208-13114	A/R - ROCKLAND	0.00
208-13116	A/R - SHELBY	11,302.00
208-13117	A/R - WEST SALEM	68,490.00
208-13120	ALLOWANCE FOR UNCOLLECTIBLE COURT	0.00
	Total Assets:	1,072,675.86
		<u>1,072,675.86</u>
Liability		
208-21100	ACCOUNTS PAYABLE	0.00
208-21110	AP PENDING (DUE TO POOL)	10,324.32
208-21405	DOT PARKING TICKETS	-88.00
208-21511	FICA W/H	502.24
208-21512	FEDERAL W/H	249.40
208-21513	STATE W/H - WI	154.55
208-21515	FICA W/H - MEDICARE	117.44
208-21520	RETIREMENT W/H	594.56
208-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00
208-21530	HEALTH INS	276.33
208-21531	CANCER INS	40.05
208-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00
208-21534	MEDICAL & DEP CARE - SECT. 125	52.13
208-21535	WI-RETIREMENT SYSTEM (P.T.EE)	0.00
208-21540	UNITED WAY	0.00
208-21570	UNION DUES	0.00
208-21573	DEFERRED COMPENSATION	81.50
208-21581	SUPPORT PAYMENTS	7.81
208-21700	ACCRUED WAGES	1,007.67
208-22220	BAIL BOND PAYMENTS	0.00
208-22229	PARTIAL PAYMENT-VARIOUS	0.00
208-24340	CITATIONS	0.00
208-24341	CITATIONS DUE ST./CO./CITY	0.00
208-24342	PARKING	0.00
208-24345	MISC. DEDCT.	0.00
208-26000	DEFERRED REVENUE	78,590.00
208-26001	DEFERRED REVENUE - JMC FINES	833,216.00
	Total Liability:	925,126.00
Equity		
208-34100	FUND BALANCE	191,390.45
	Total Beginning Equity:	191,390.45
Total Revenue		356,771.95
Total Expense		400,612.54
Revenues Over/Under Expenses		-43,840.59
	Total Equity and Current Surplus (Deficit):	147,549.86
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>1,072,675.86</u>



	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 208 - JOINT MUNICIPAL COURT						
Revenue						
208-00000-41110	GENERAL PROPERTY TAXES	71,850.00	71,850.00	0.00	71,850.00	0.00%
208-00000-45111	FINES/FORFEITURES	0.00	0.00	11,400.76	193,975.25	0.00%
208-00000-45113	COURT COST - DUE TO JOINT	70,000.00	70,000.00	5,338.77	89,458.61	127.80%
208-00000-46001	DANCE RECIEPTS	0.00	0.00	0.00	0.00	0.00%
208-00000-46120	SALES MATERIALS & SUPLS	0.00	0.00	0.00	0.00	0.00%
208-00000-46424	CONTRIBUTIONS FROM TOWNS/VI	64,465.00	64,465.00	0.00	1,000.00	98.45%
208-00000-48000	MISCELLANEOUS INCOME	0.00	0.00	429.52	488.09	0.00%
208-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00%
208-00000-48700	SALES	0.00	0.00	0.00	0.00	0.00%
	Revenue Total:	206,315.00	206,315.00	17,169.05	356,771.95	72.93%
Expense						
208-51200-110	SALARIES - REGULAR	67,929.00	67,929.00	8,044.57	66,988.88	1.38%
208-51200-120	WAGES - REGULAR	27,907.00	27,907.00	3,505.92	27,974.65	-0.24%
208-51200-124	WAGES - PERM PT	42,509.00	42,509.00	4,987.82	41,184.77	3.12%
208-51200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00%
208-51200-126	WAGES TEMP./SEAS.	0.00	0.00	0.00	0.00	0.00%
208-51200-150	FICA	10,583.00	10,583.00	1,187.98	9,813.77	7.27%
208-51200-151	RETIREMENT (WRS)	7,489.00	7,489.00	962.79	7,355.51	1.78%
208-51200-152	HEALTH INSURANCE	25,485.00	25,485.00	2,210.72	24,370.61	4.37%
208-51200-153	DENTAL INSURANCE	2,216.00	2,216.00	173.55	2,054.00	7.31%
208-51200-154	LIFE INSURANCE	59.00	59.00	6.29	63.07	-6.90%
208-51200-225	PHONE/INTERNET/CABLE	700.00	700.00	102.32	599.01	14.43%
208-51200-240	SOFTWARE MAINTENANCE CONTR	8,022.00	8,022.00	0.00	7,983.47	0.48%
208-51200-241	EQUIPMENT MAINTENANCE CONT	192.00	192.00	0.00	0.00	100.00%
208-51200-290	OTHER CONTRACTUAL SERVICES	4,522.00	4,522.00	-1,165.82	3,638.14	19.55%
208-51200-291	TRANSCRIPTION CONTRACTUAL	200.00	200.00	0.00	113.10	43.45%
208-51200-310	OFFICE SUPPLIES	650.00	650.00	50.70	415.31	36.11%
208-51200-311	POSTAGE	2,000.00	2,000.00	376.30	3,764.76	-88.24%
208-51200-317	COPY USAGE & PAPER	854.00	854.00	132.11	821.29	3.83%
208-51200-320	SUBSCRIPTIONS & DUES	930.00	930.00	0.00	845.00	9.14%
208-51200-323	GENERAL ADVERTISING	0.00	0.00	0.00	0.00	0.00%
208-51200-330	SEMINARS, CONF & TRAVEL	1,465.00	1,465.00	289.63	1,093.07	25.39%
208-51200-340	OPERATING SUPPLIES	2,003.00	2,003.00	160.02	1,763.70	11.95%
208-51200-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	100.00%
208-51200-393	FINES/FORFEITURES (T/C/V)	0.00	0.00	5,559.22	167,706.05	0.00%
208-51200-397	MISC. EXPENSE	0.00	0.00	0.48	3.62	0.00%
208-51200-510	INS - WORKERS COMP	300.00	300.00	0.00	254.00	15.33%
208-51200-810	GENERAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
208-51200-813	TECH. OUTLAY -JMC	0.00	0.00	27,080.14	31,806.76	0.00%
	Expense Total:	206,315.00	206,315.00	55,996.38	400,612.54	-94.18%
	Fund: 208 - JOINT MUNICIPAL COURT Surplus (Deficit):	0.00	0.00	-38,827.33	-43,840.59	0.00%
	Report Surplus (Deficit):	0.00	0.00	-38,827.33	-43,840.59	0.00%

HELD JAN + 16,7706.05
 " DEC + 14,868.44
 " DEC + 11,400.76
193,975.25

Handwritten: Fred 1-30-2020

Joint Municipal Court Cost Allocation - 2019

DRAFT

2019 Not Dismissed Citations

Onalaska	1728	52.3319%
Bangor	110	3.3313%
Campbell	392	11.8716%
Holmen	638	19.3216%
Holland		0.0000%
Rockland		0.0000%
Shelby	57	1.7262%
West Salem	377	11.4173%
Totals	3302	100.0000%

FORFEITURES/MISC. REV.

		Actual Expenditures	Workers Comp. Div.	Court Costs	Jan-19	OnaPark offset	Software	Dec-19	Misc.Rev/Supl.	Tax Levy	Underpayment (Overpayment)
1 Onalaska	52.3319%	\$104,716.03	(\$222.41)	(\$50,631.69)	(\$9,075.67)	\$1,848.75	\$27,902.53	(\$5,779.37)	(\$33.09)	(\$71,850.00)	(\$3,124.92)
2 Bangor	3.3313%	\$6,665.95	(\$14.16)	(\$2,716.80)	(\$193.54)	(\$155.11)	\$272.85	(\$35.00)			\$3,824.19
3 Campbell	11.8716%	\$23,755.03	(\$50.45)	(\$8,541.35)	(\$922.71)	(\$354.41)	\$972.34	(\$1,672.00)			\$13,186.45
4 Holmen	19.3216%	\$38,662.52	(\$82.12)	(\$15,093.54)	(\$2,763.55)	(\$899.23)	\$1,582.53	(\$2,264.17)	(\$30.00)		\$19,112.44
5 Holland	0.0000%	\$0.00	\$0.00		\$0.00			\$0.00			\$0.00
6 Rockland	0.0000%	\$0.00	\$0.00		\$0.00			\$0.00			\$0.00
7 Shelby	1.7262%	\$3,454.17	(\$7.34)	(\$1,631.00)	(\$317.85)	(\$89.84)	\$141.38	(\$410.00)			\$1,139.52
8 West Salem	11.4173%	\$22,846.03	(\$48.52)	(\$10,844.23)	(\$1,595.12)	(\$350.16)	\$935.13	(\$1,240.22)			\$9,702.91
Totals		\$200,099.73	(\$425.00)	(\$89,458.61)	(\$14,868.44)	\$0.00	\$31,806.76	(\$11,400.76)	(\$63.09)	(\$71,850.00)	\$43,840.59

Account # 208-51200-350 (Overpayment)

Information only:

January	\$14,868.44
December	\$11,400.76
Total Withheld	\$26,269.20
Underpayment/(Overpayment)	\$43,840.59
Total	\$70,109.79

Handwritten: OK — OF —

Difference between 208-45111 and 208-51200-393:

\$193,975.25
\$123,865.46
167,706.05 + -43,840.59
\$70,109.79

Handwritten: OK

FYI: City of Onalaska Tax Levy = \$71,850

\$400,612.54	Total Exp./Financial
-\$1,000.00	Less: 208-46424
-\$167,706.05	208-51200-393
-\$31,806.76	Software
\$200,099.73	Actual Exp.

Joint Municipal Court Cost Allocation - 2018

2018 Not Dismissed Citations

Onalaska	1970	57.3341%
Bangor	123	3.5797%
Campbell	281	8.1781%
Holmen	713	20.7509%
Holland		0.0000%
Rockland		0.0000%
Shelby	71	2.0664%
West Salem	278	8.0908%
	<u>3436</u>	<u>100.0000%</u>

		FORFEITURES/MISC. REV.									
		Actual	Workers		Jan-18	OnaPark offset	Dec-18	Misc.Rev/Supl.	Tax Levy	Underpayment	
		Expenditures	Comp. Div.	Court Costs						(Overpayment)	
1	Onalaska	57.3341%	\$100,191.43	(\$438.62)	(\$46,727.01)	(\$6,562.68)	\$758.63	(\$7,783.22)	(\$580.70)	(\$65,972.00)	(\$27,114.17)
2	Bangor	3.5797%	\$6,255.60	(\$27.38)	(\$3,384.00)	(\$185.00)	(\$63.65)	(\$181.46)	(\$7.50)		\$2,406.61
3	Campbell	8.1781%	\$14,291.26	(\$62.56)	(\$6,530.43)	(\$968.49)	(\$145.41)	(\$645.00)	(\$67.50)		\$5,871.87
4	Holmen	20.7509%	\$36,262.18	(\$158.74)	(\$16,923.97)	(\$2,250.16)	(\$368.96)	(\$2,111.30)	(\$7.50)		\$14,441.55
5	Holland	0.0000%	\$0.00		\$0.00	\$0.00		\$0.00			\$0.00
6	Rockland	0.0000%	\$0.00		(\$23.00)	\$0.00		\$0.00			(\$23.00)
7	Shelby	2.0664%	\$3,610.96	(\$15.81)	(\$2,016.06)	(\$525.00)	(\$36.74)	\$107.88	(\$7.50)		\$1,117.73
8	West Salem	8.0908%	\$14,138.69	(\$61.89)	(\$8,736.08)	(\$1,054.62)	(\$143.87)	(\$1,392.00)	(\$37.50)		\$2,712.73
Totals			\$174,750.13	(\$765.00)	(\$84,340.55)	(\$11,545.95)	\$0.00	(\$12,005.10)	(\$708.20)	(\$65,972.00)	(\$586.67)

Information only:	January	\$11,545.95
	December	\$12,005.10
	Total Withheld	\$23,551.05
	Underpayment/(Overpayment)	(\$586.67)
	Total	<u>\$22,964.38</u>

Account # 208-51200-350
(Overpayment)

Difference between 208-45111 and 208-51200-393:

\$208,441.35
\$185,476.97 (184,890.30+586.67)
<u>\$22,964.38</u>

FYI: City of Onalaska Tax Levy = \$65,972

\$360,640.43	Total Exp./Financial (less \$)
-\$1,000.00	Less: 208-46424
-\$184,890.30	208-51200-393
<u>\$174,750.13</u>	

JOINT MUNICIPAL COURT ALLOCATION - 2019
CITATIONS NOT DISMISSED (Info supplied by Finance Dept.)

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	
Onalaska	461	411	420	436	1728	52.3319%
Bangor	17	16	47	30	110	3.3313%
Campbell	100	79	116	97	392	11.8716%
Holland	0	0	0	0	0	0.0000%
Holmen	153	140	207	138	638	19.3216%
Rockland	0	0	0	0	0	0.0000%
Shelby	6	20	12	19	57	1.7262%
West Salem	75	92	131	79	377	11.4173%
GRAND TOTAL	812	758	933	799	3302	100.0000%

JOINT MUNICIPAL COURT ALLOCATION - 2018
CITATIONS NOT DISMISSED (Info supplied by Finance Dept.)

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	
Onalaska	390	494	581	505	1970	57.3341%
Bangor	28	42	30	23	123	3.5797%
Campbell	68	99	62	52	281	8.1781%
Holland	0	0	0	0	0	0.0000%
Holmen	142	276	164	131	713	20.7509%
Rockland	0	0	0	0	0	0.0000%
Shelby	19	19	25	8	71	2.0664%
West Salem	66	50	82	80	278	8.0908%
GRAND TOTAL	713	980	944	799	3436	100.0000%

JOINT MUNICIPAL COURT ALLOCATION - 2017
2017 CITATIONS NOT DISMISSED (Info supplied by Finance Dept.)

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	
Onalaska	403	505	510	414	1832	52.9786%
Bangor	38	44	34	24	140	4.0486%
Campbell	92	87	111	69	359	10.3817%
Holland	0	0	0	0	0	0.0000%
Holmen	142	206	196	120	664	19.2019%
Rockland	0	0	0	0	0	0.0000%
Shelby	7	20	30	14	71	2.0532%
West Salem	104	98	91	99	392	11.3360%
GRAND TOTAL	786	960	972	740	3458	100.0000%

2019 YEAR END REPORT

*Final
1-29-2020*

ACCOUNTS RECEIVABLE BY MUNICIPALITY
 APPLIES TO CITATIONS ISSUED 1/1/14 TO 12/31/19
 Prepared by Finance Dept.

AGENCY	FINES ASSESSED AS OF 12/31/19	FINES COLLECTED AS OF 12/31/19	FINES OUTSTANDING AS OF 12/31/19			PERCENTAGE COLLECTED TO DATE
BANGOR	\$ 136,863.00	\$ 106,093.00	\$ 30,770.00			77.52%
CAMPBELL	\$ 220,852.00	\$ 153,282.00	\$ 67,570.00			69.40%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 537,558.00	\$ 377,836.00	\$ 159,722.00			70.29%
ONALASKA	\$ 1,623,764.00	\$ 1,128,402.00	\$ 495,362.00			69.49%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 81,356.00	\$ 70,054.00	\$ 11,302.00			86.11%
WEST SALEM	\$ 283,397.00	\$ 214,907.00	\$ 68,490.00			75.83%
TOTALS	\$ 2,883,790.00	\$ 2,050,574.00	\$ 833,216.00	\$ -	\$ -	71.11%

REPORT OF JUVENILE/MINOR FINES

AGENCY	FINES ASSESSED AS OF 12/31/19	FINES COLLECTED AS OF 12/31/19	FINES OUTSTANDING AS OF 12/31/19			PERCENTAGE COLLECTED TO DATE
BANGOR	\$ 12,686.90	\$ 5,330.60	\$ 7,356.30			42.02%
CAMPBELL	\$ 8,928.20	\$ 4,700.40	\$ 4,227.80			52.65%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 66,057.17	\$ 40,027.27	\$ 26,029.90			60.59%
ONALASKA	\$ 130,033.96	\$ 66,645.51	\$ 63,388.45			51.25%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 3,189.20	\$ 1,307.00	\$ 1,882.20			40.98%
WEST SALEM	\$ 26,252.83	\$ 18,260.73	\$ 7,992.10			69.56%
TOTALS	\$ 247,148.26	\$ 136,271.51	\$ 110,876.75	\$ -	\$ -	55.14%

REPORT AFTER JUVENILE/MINOR FINES HAVE BEEN REMOVED

AGENCY	FINES 12/31/2019	MINUS UNPAID JUVENILE/MINOR	FINES OUTSTANDING AS OF 12/31/19			PERCENTAGE COLLECTED
BANGOR	\$ 124,176.10	\$ 100,762.40	\$ 23,413.70			81.14%
CAMPBELL	\$ 211,923.80	\$ 148,581.60	\$ 63,342.20			70.11%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 471,500.83	\$ 337,808.73	\$ 133,692.10			71.65%
ONALASKA	\$ 1,493,730.04	\$ 1,061,756.49	\$ 431,973.55			71.08%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 78,166.80	\$ 68,747.00	\$ 9,419.80			87.95%
WEST SALEM	\$ 257,144.17	\$ 196,646.27	\$ 60,497.90			76.47%
TOTALS	\$ 2,636,641.74	\$ 1,914,302.49	\$ 722,339.25	\$ -	\$ -	72.60%

2018 YEAR END REPORT

*Fixed
1-29-2020*

ACCOUNTS RECEIVABLE BY MUNICIPALITY
 APPLIES TO CITATIONS ISSUED 1/1/13 TO 12/31/18
 Prepared by Finance Dept.

AGENCY	FINES ASSESSED AS OF 12/31/18	FINES COLLECTED AS OF 12/31/18	FINES OUTSTANDING AS OF 12/31/18			PERCENTAGE COLLECTED TO DATE
BANGOR	\$ 175,824.05	\$ 141,947.88	\$ 33,876.17			80.73%
CAMPBELL	\$ 210,020.19	\$ 147,484.96	\$ 62,535.23			70.22%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 520,071.53	\$ 359,629.81	\$ 160,441.72			69.15%
ONALASKA	\$ 1,592,405.26	\$ 1,098,002.74	\$ 494,402.52			68.95%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 82,767.30	\$ 70,354.09	\$ 12,413.21			85.00%
WEST SALEM	\$ 278,072.78	\$ 210,529.23	\$ 67,543.55			75.71%
TOTALS	\$ 2,859,161.11	\$ 2,027,948.71	\$ 831,212.40	\$ -	\$ -	70.93%

REPORT OF JUVENILE/MINOR FINES

AGENCY	FINES ASSESSED AS OF 12/31/18	FINES COLLECTED AS OF 12/31/18	FINES OUTSTANDING AS OF 12/31/18			PERCENTAGE COLLECTED TO DATE
BANGOR	\$ 13,110.90	\$ 5,110.60	\$ 8,000.30			38.98%
CAMPBELL	\$ 7,662.00	\$ 5,522.80	\$ 2,139.20			72.08%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 64,353.48	\$ 37,391.12	\$ 26,962.36			58.10%
ONALASKA	\$ 125,984.51	\$ 65,511.71	\$ 60,472.80			52.00%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 1,232.20	\$ 708.20	\$ 524.00			57.47%
WEST SALEM	\$ 23,032.13	\$ 16,951.14	\$ 6,080.99			73.60%
TOTALS	\$ 235,375.22	\$ 131,195.57	\$ 104,179.65	\$ -	\$ -	55.74%

REPORT AFTER JUVENILE/MINOR FINES HAVE BEEN REMOVED

AGENCY	FINES 12/31/2018	MINUS UNPAID JUVENILE/MINOR	FINES OUTSTANDING AS OF 12/31/18			PERCENTAGE COLLECTED
BANGOR	\$ 162,713.15	\$ 136,837.28	\$ 25,875.87			84.10%
CAMPBELL	\$ 202,358.19	\$ 141,962.16	\$ 60,396.03			70.15%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 455,718.05	\$ 322,238.69	\$ 133,479.36			70.71%
ONALASKA	\$ 1,466,420.75	\$ 1,032,491.03	\$ 433,929.72			70.41%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 81,535.10	\$ 69,645.89	\$ 11,889.21			85.42%
WEST SALEM	\$ 255,040.65	\$ 193,578.09	\$ 61,462.56			75.90%
TOTALS	\$ 2,623,785.89	\$ 1,896,753.14	\$ 727,032.75	\$ -	\$ -	72.29%



#F-13-d

Office of Finance Director

City of Onalaska • 415 Main Street • Onalaska, WI 54650

Phone: 608-781-9530 • Fax: 608-781-9534

To: Finance Dept.

From: Judge John Brinkman

Date: 1-24-2020

Subject: Purge off the City Books the unpaid 2013 citations

Please purge the unpaid citations from the JMC jurisdictions for the year 2013.

This however does not remove the individual(s) from owing the unpaid citations.

2019 Parking Ramp Operating Costs Through 4th 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	\$ 3,765.61	\$ 1,929.44	\$ 2,705.74	\$ 4,038.00	\$ 12,000.92	\$ 15,248.01
Water	343.39	661.76	302.62	296.09	539.78	305.85	785.64	971.75	1,971.43	2,235.45
Insurance	2,298.27	2,254.92	2,298.27	2,254.92	1,818.27	2,254.92	2,197.00	2,269.37	8,611.81	9,034.13
Contracted Cleaning Service		594.00		774.00	210.00	1,035.00		731.00	210.00	3,134.00
Snow Removal Services	7,642.50	8,001.50	485.00	1,610.00	-		1,880.00	1,167.50	10,007.50	8,779.00
Lawn Mowing / landscaping / Pest Control	2,084.62	311.38	2,289.24	1,383.22	4,200.82	2,983.25	640.43	71.25	9,215.11	4,749.10
Elevator Inspection & Permit (Fabco)							70.00		70.00	-
Ice Melt										-
Generator Service Contract				618.00	618.00				618.00	618.00
Repair to Ramp/Minor Supplies			40.00	341.22		200.00	1,349.01	393.91	1,389.01	935.13
Door closure repair									-	-
Security Services :										
Smoke detector testing (annual cost \$160)	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	160.00	160.00
Monitoring CCTV 24/7 (\$125/mo)	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	1,500.00	1,500.00
Monitoring Smoke/Fire alarm (\$25/mo)	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	300.00	300.00
Patrolling ramp 5-6 times per weekday & monthly inspects of fire extinguishers (1 hr per day @ \$23.00/hr and \$10.00 Auto x 60 days)	1,980.00	1,980.00	1,980.00	1,980.00	1,980.00	1,980.00	1,980.00	1,980.00	7,920.00	7,920.00
Elevator Service Contract	1,139.22	854.40	3,149.32	854.40	-	854.42	-	569.61	4,288.54	3,132.83
Total	\$ 17,644.61	\$ 18,350.00	\$ 14,897.41	\$ 14,680.38	\$ 13,622.48	\$ 12,032.88	\$ 12,097.82	\$ 12,682.39	\$ 58,262.32	\$ 57,745.65
Revenue										
City of Onalaska	15-1428755-45300	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 5,000.00	\$ 5,000.00
Stoney Creek	15-1428755-45300	1,764.46	1,835.00	1,489.74	1,468.04	1,362.25	1,203.29	1,209.78	1,268.24	5,826.23
Total		\$ 3,014.46	\$ 3,085.00	\$ 2,739.74	\$ 2,718.04	\$ 2,612.25	\$ 2,453.29	\$ 2,459.78	\$ 2,518.24	\$ 10,826.23

Note: Monthly average number of cars

January	322	384	April	330	369	July	305	387	Oct	306	317
February	336	374	May	302	381	August	296	344	Nov	299	339
March	316	366	June	305	359	Sept	338	340	Dec	281	312
High daily count during quarter											
Jan 22nd	370		Jun 26th	378		Sep 19th	390		Dec 11th	411	
Jan 15th		452	May 8th		444	July 17th		422	Nov 1st		431



#P-15

Onalaska Police Department
415 Main Street
Onalaska, WI 54650
608-781-9550

Memo

To: Chief Charles Ashbeck
From: Assistant Chief Troy A. Miller
Date: January 6, 2020
Re: Attendance at CentralSquare Conference in Las Vegas, NV

Chief Ashbeck,

Per our discussion, I am formally requesting permission to attend the 20/20 CentralSquare conference in Las Vegas, NV from March 17th to March 20th. My seminar request form and registration materials are attached to this memo. I have pre-registered as doing so saves us several hundred dollars with the understanding that if this training is not approved, I will cancel prior to February 21st and receive 100% refund on the amount paid (\$399.00).

As you are aware, CentralSquare Technologies is the vendor for our in-squad mobile dispatching software; our field based reporting software, and our records management software. Over the next couple years, Law Enforcement Agencies in La Crosse County will be transitioning to new versions of this software which is a huge investment in both time and money. I have been employed when we first went to these systems and have seen many of the upgrades come over the years. I have also had a chance to participate in product demos and trainings for the software. Because of the many changes coming in the next couple years, I feel it would be beneficial for the Department and the City to allow me to attend this training. While many of these out-of-state trainings normally require additional expenses such as airfare and hotel, I am not looking for the City to cover those expenses, only my attendance at the conference. Total cost for this seminar would be \$399.00 plus my normal working salary for the week. There is a lot coming down the road and I think preparedness will be the key when making our transition to these new systems.

Thank you for your consideration.

Troy

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

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

EMPLOYEE INFORMATION	
Employee Name	<u>Troy Miller</u>
Department	<u>Police</u>
Position	<u>Assistant Chief</u>
Business Purpose	<u>02</u> 01 - Training 02 - Conference Attendance 03 - Speech or Presentation 04 - Site Visit 05 - Other
Name of Seminar	<u>Central Square 20/20</u>
Date(s) of Seminar	<u>March 17-20, 2020</u>
Departure Date	<u>3/16/20</u> Return Date <u>3/20/20</u>
Destination	<u>Las Vegas, NV</u> (city, state)

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

AUTHORIZED ESTIMATED COSTS	
Registration	<u>\$399.00</u>
Lodging (total)	<u>\$0.00</u>
Airfare	<u>\$0.00</u>
City Vehicle Yes <input type="checkbox"/> No <input type="checkbox"/>	
Personal Vehicle <u> </u> miles	<u>\$0.00</u>
<small>\$0.54 - city vehicle not available \$0.19 - available, not used</small> <u> </u> rate per mile	
Other	<u>\$0.00</u>
Meals (total) <u> </u> per diem	<u>\$0.00</u>
TOTAL Estimated Cost	<u>\$399.00</u>

REQUESTS FOR PAYMENTS		
Registration Expenses	<input type="checkbox"/> Prepay	
Pay To	<u>Central Square</u>	
Address	<u>1000 Business Center Drive</u>	
City	<u>Lake Mary</u> State / ZIP <u>FL 32746</u>	
Amount	<u>\$399.00</u>	
Issue Check <input type="checkbox"/>	Paid with Visa <input checked="" type="checkbox"/>	Will Bill <input type="checkbox"/>

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

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

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

SOURCE OF FUNDS		
Please list account numbers in the order you want them to be charged. Approval from Department Head required.		
Account	Authorized Signature	Remarks
<u>100-52100-330</u>	<u>[Signature]</u>	<u>Seminars</u>

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

TRAVELER'S SIGNATURE	
If any unpaid balances are owed by me to the City as a result of this trip for more than 30 days after completion of trip, I authorize the City to withhold the balance due from funds owed to me.	
<u>[Signature]</u>	<u>1-6-20</u>
Traveler's Signature	Date

SUPERVISOR/DEPARTMENT HEAD'S SIGNATURE	
I have examined this authorization and certify that it is just and reasonable.	
Are these expenses within your budget? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<u>[Signature]</u>	<u>1-8-2020</u>
Supervisor's Signature	Date

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

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

Miller, Troy

From: CentralSquare Events <conferences@centralsquare.com>
Sent: Monday, January 06, 2020 7:13 AM
To: Miller, Troy
Subject: CentralSquare 2020: Don't miss \$300 off registration. Last day today.

 **CENTRALSQUARE 20/20**

March 17 - 20, Las Vegas, NV



New Year Special! Save \$300 Off Registration

Register by January 6, 2020 and
use code **NEWYEAR300**



Happy New Year!

Although you may have missed the holiday registration promotion, you can still register for the low rate of \$399 with promo code: **NEWYEAR300**.

That's \$300 off the Early Bird registration rate!

Use promo code: NEWYEAR300

Please note: Offer valid thru 1/6/2020. Starting 1/7/2020, Early Bird registration goes back up to \$699. This offer cannot be combined with other offers and is not valid on existing registrations.

Here's what you need to know:

When – March 17-20, 2020

Where – Caesars Palace Las Vegas

Cost – \$699 early-bird discount and for a limited time, get an additional \$300 for a registration

cost of only \$399 through January 6, 2020!

[REGISTER NOW](#)

1000 Business Center Drive, Lake Mary, FL 32746

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Miller, Troy

From: CentralSquare Events <conferences@centralsquare.com>
Sent: Monday, January 06, 2020 8:48 AM
To: Miller, Troy
Subject: Registration Confirmed - CentralSquare 2020



Dear Troy:

Your registration has been confirmed. Please save this email for future reference.

Event: CentralSquare 2020
Date: Tuesday, March 17, 2020 - Friday, March 20, 2020

Attending: Troy Miller
Title: Assistant Chief
Organization: Onalaska Police Department
Address:
415 Main St
Onalaska, WI 54650
USA
Phone: 608-781-9550
Email: tmiller@onalaskawi.gov

Number in Party: 1
Registration Type: Attendee Full Access
Confirmation Number: VMNVN3DRDFS
Current Registration:

Registration Information:	
Registration Items	
Troy	Event Registration
Miller	
Additional Information	
Troy	What are the main reasons you are attending this event? Select your top 3 reasons.
Miller	Hear about current product roadmap, Hear about future innovation, See product demonstrations
	In which areas of your organization do you work?
	Law Enforcement

Do you use, manage, or support CentralSquare Public Administration or Public Safety & Justice products?

Public Safety & Justice

Which CentralSquare Public Safety products do you use or support?

Enterprise Suite (formerly Inform Suite)

Which CentralSquare products are you interested in learning more about (products that you do not currently use, manage, or support)?

Public Safety-Records/RMS, Public Safety-Mobile Products

Do you plan to attend the Welcome Reception?

Yes

Do you plan to attend the Closing Event?

Yes

Did a CentralSquare employee refer you to attend this event?

No

I wish to receive occasional emails from CentralSquare business partners. *Note: If you answer "No", CentralSquare Technologies will not share your contact information. However, you may already be in a business partner's database if you have provided your contact information to them in the past (or have given permission to share your contact information in the past). If you receive emails from business partners that you do not wish to receive, please contact the partner directly to be removed.

No

MODIFY REGISTRATION

CANCEL REGISTRATION

Payment:

Order Summaries:				
Date	Type	Amt Ordered	Amt Paid	Amt Due
06-Jan-2020 6:48 AM PT	online order	\$399.00	\$399.00	\$0.00

Payment Details:			
Date	Type	Reference #	Amt Paid
06-Jan-2020	Visa	6833	\$399.00

If paying by check or issuing purchase order, make payable to CentralSquare Technologies, LLC (Federal ID #83-1102137) and mail to:

**CentralSquare Technologies
ATTN: Accounts Receivable
1000 Business Center Drive
Lake Mary, FL 32746**

If you require a W-9 form, please request one by emailing billings@centralsquare.com.

Miller, Troy

From: CentralSquare Events <conferences@centralsquare.com>
Sent: Monday, January 06, 2020 8:48 AM
To: Miller, Troy
Subject: Payment Confirmation/Receipt for CentralSquare 2020

Your payment for the CentralSquare 2020 event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
Event Registration		1	\$399.00
	Transaction Total		\$399.00

Registration Confirmation Number: VMNVN3DRDFS

[View your registration](#)

If you have any questions about this transaction or email, please contact CentralSquare Events directly at conferences@centralsquare.com.



Agenda

Breakfast and lunch provided March 18, 19 and 20
Light food and beverages provided at welcome reception
Dinner buffet and beverages provided at closing event

TUESDAY, MARCH 17	WEDNESDAY, MARCH 18	THURSDAY, MARCH 19	FRIDAY, MARCH 20
Registration	Opening General Session	Breakout Sessions	Breakout Sessions
Welcome Reception	Breakout Sessions	Customer Support	Customer Support
	Customer Support	Customer Experience Zone	Customer Experience Zone
	Customer Experience Zone	Innovation	Innovation
	Innovation	Product Demos	Product Demos
	Product Demos	Demo Theater	Demo Theater
	Demo Theater		Closing Event

Breakout session details
coming January 2020.

Pricing

All fees are per person.

SUPER EARLY BIRD RATE	\$499
Register by December 31, 2019	

Early Bird Rates

Register by January 17, 2020

FULL ACCESS	\$699
ONE-DAY ACCESS	\$349

Regular Rate

Register January 18, 2020 – March 3, 2020

FULL ACCESS	\$899
ONE-DAY ACCESS	\$449

CENTRALSQUARE 2020

GENERAL OPTIONS

Name:

Troy Miller

Email:

lmiller@onalaskawi.gov

Title:

Assistant Chief

Organization/Agency:

Onalaska Police Department

Address:

415 Main St

Onalaska, Wisconsin 54650

USA

Number of People Registered:

1

Confirmation Number:

VMNVN3DRDFS (needed to modify your registration)

Event Title:

CentralSquare 2020

Location:

Caesars Palace

3570 S. Las Vegas Blvd.

Las Vegas, Nevada 89109

USA

Phone:

(866) 227-5938

Date:

03/17/2020

CURRENT REGISTRATION DETAILS

TROY MILLER

Agenda Items

Registration Item	Cost
Event Registration	\$399.00

ORDER SUMMARIES

Order

Date	Type	Amt Ordered	Amt Paid	Amt Due
01/06/2020 6:48 AM PT	online order	\$399.00	\$399.00	\$0.00
Total:		\$399.00	\$399.00	\$0.00

PAYMENT DETAILS

Details

Date	Type	Reference #	Amt Paid
01/06/2020	Visa	6833	\$399.00

CITY OF ONALASKA

Grade 12

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

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

Approved by F & P Committee: 3/6/19
Approved by Council: 3/12/19

Under general supervision of the City Attorney, an employee in this classification assists in the maintenance, care and custody of the legal papers and records of the department and performs clerical work of moderate complexity, variety and maintains a high level of confidentiality. The duties of this position are of such a nature that the employee often works on a large volume of projects covering a wide variety of subjects and is under the pressure of completing within a limited time period. The employee frequently works with considerable independence of action in preparing legal documents, management and preparation of a variety of documents and written materials, preparation of real estate and development documents, giving information, receiving complaints and performing other public contact work. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Works frequently with confidential information. Work is reviewed for accuracy and adherence to established procedure by the supervising authority but frequently no check is made of routine work.

ESSENTIAL JOB FUNCTIONS:

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

- A. Prepares or assists in preparing legal documents as required or necessary.
- B. Prepares letters, memos, reports, proposals, agreements, charts, forms, and other documents; which may include typing, filing, copying, sorting, and other clerical activities.
- C. Provides assistance to the City Attorney and ~~City Administrator~~ administrative suite in the performance of general office work including typing, filing, composing letters, memos or other correspondence, answering incoming calls, processing department mail, customer service and other duties as required.
- D. Provides high level of customer service to both internal and external customers and attempts to dispose of issues and matters or refers customer to the proper department; and, if necessary, arranges for conferences and/or appointments with the appropriate staff in accordance to supervisors guidelines.
- E. Maintains confidentiality in all matters relating to correspondence, meetings, phone calls, and/or general conversation.
- F. Assists the City Attorney with the prosecution of Municipal Court matters including scheduling attorneys and witnesses for court, preparing court paperwork, pleadings, subpoenas and disposition forms, locating witnesses; record and track all prosecution files and occasional legal research.
- G. Assists with administration and investigation of claims against the City for review by the City Attorney.
- H. Serves as contact person for the City Attorney regarding legal matters affecting the City; schedules confidential meetings with supervisory personnel, elected officials, other employees and members of the public as required by the City Attorney and/or ~~City Administrator~~ administrative suite staff.
- I. Operates various office machines not limited to fax machines, copy machines, scanners, typewriter, calculator, dictating equipment, computer, multi-line phone, mobile phone as required of the position.

RELATED JOB FUNCTIONS:

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

CITY OF ONALASKA

Position: Administrative Assistant/Paralegal

Location: City Hall

Page: 2 of 3

Department: Administration

Supervisor: City Attorney

Classification: Hourly Non-Exempt

Approved by F & P Committee: 3/6/19

Approved by Council: 3/12/19

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

- B. Maintain City Attorney files and file management system.
- C. May provide support to the City Administrator, or other departments as needed or requested.
- D. Other duties as required or assigned.

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

- A. Ability to write reports, business correspondence, and procedure manuals; ability to conduct detailed research.
- B. Excellent typing and computer skills including thorough knowledge of office methods, practices and equipment, including word processing and strong knowledge of Microsoft Word.
- C. Must possess the ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- D. The ability to effectively communicate with the City Attorney, City department heads, employees, Council members and the general public.
- E. Ability to maintain confidentiality.
- F. Excellent math skills; excellent organizational and time management skills; ability to maintain records and files.
- G. Excellent general office skills, including word processing, spreadsheets, and data entry; ability to pay attention to detail including proofreading documents; ability to multi-task and prioritize work with a minimum of supervision.
- H. Excellent customer service, interpersonal and communication skills; ability to communicate effectively with oral and written communication.
- I. Ability to work in a team and collaborate with a variety of personalities.
- J. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS

- A. High School diploma or equivalent required.
- B. Associates degree in Business, Paralegal, Administrative Professional or related field and minimum of three (3) years' experience in an office setting, or equivalent combination of education and experience. Paralegal certificate preferred but not required.
- C. Previous experience in customer service.
- D. Experience with Proficient in all Microsoft Office products and other related computer programs.
- F. ~~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.

CITY OF ONALASKA

Position: Administrative Assistant/Paralegal
Location: City Hall
Page: 3 of 3

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

Approved by F & P Committee: 3/6/19
 Approved by Council: 3/12/19

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 occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling or crouching. The employee must occasionally lift and/or move 25 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

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

Signature of Employee

Date

Signature of Employer

Date

now joined with
Springsted and Umbaugh

Baker Tilly Virchow Krause, LLP
380 Jackson Street, Suite 300
St. Paul, MN 55101
651.223.3000
651.223.3046

August 12, 2018

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

Re: Proposal to Conduct a Classification and Compensation Study

Dear Mr. Rindfleisch:

Baker Tilly is pleased to submit our work plan to conduct a classification and compensation study for the City of Onalaska.

Our firm has assisted numerous jurisdictions in the Midwest and throughout the United States in addressing their classification, compensation and human resources issues, and in performing specialized management studies. We have created an extensive management consulting services practice that provides in-depth study and analysis on a variety of topics. Baker Tilly has the staff, facilities and expertise in assisting and advising local governments on critical and important human resources issues. Our vast experience in the areas of human resources administration will be an advantage to your organization.

We look forward to working with the City of Onalaska and its employees on this important project.

Respectfully submitted,

Ann S. Antonsen

Ann S. Antonsen
Director

Work Plan

Classification and Compensation Study

Baker Tilly will assist the City in developing a classification and compensation system which meets the goals established by the City and that can be maintained by the City. The system Baker Tilly will develop will:

- Establish fair and equitable compensation relationships between positions within the City
- Reflect relevant market conditions outside the organization
- Apply to all City positions professionally, consistently and objectively
- Include employee input and participation as an integral part of the study process
- Provide a strategic plan for implementation and provide for ongoing maintenance in accordance with best practices

Proposed Services. As described in this proposal and outlined below, Baker Tilly is an ideal candidate for meeting your needs. Choose Baker Tilly and you will be collaborating with a firm able to strategically join forces with clients. We offer the requisite depth of experience, knowledge, and skills to effectively meet the City's needs. The City of Onalaska will receive a solution tailored to your needs and objectives from our coordinated process.

The services to be provided by Baker Tilly include:

- Meetings conducted with administration, department heads and other relevant staff to gain an understanding of the needs and expectations of the City and to collect information on the City and department structure, operations and staffing
- Conduct employee orientation meetings; employees and supervisors complete Position Analysis Questionnaires (PAQs)
- Review job descriptions
- Evaluate positions to determine internal comparability of City positions
- Determine FLSA status of City positions
- Develop and conduct a comprehensive salary and benefits survey of comparable organizations selected in conjunction with the City. Survey information is requested directly from the selected participants. Baker Tilly does not rely on published survey information for public sector participants; this information is used to supplement information collected directly from the selected survey participants. We will use a variety of resources to collect relevant private sector information. Summaries of City positions are included in the survey instrument to ensure comparability of positions.
- Provide recommendations for revisions to the City's current compensation plan, including options for implementation based on the City's financial resources that will enable the City to recruit and retain qualified employees, is competitive in the established market, eliminates compression and ensures fair and equitable internal compensation of City positions
- Provide a manual and training of key City employees on maintaining the classification and job evaluation system and the compensation plan, how to place new positions within the classification, evaluation and compensation system and how to ensure the system remains internally equitable and competitive with the City's established market
- Presentation of study findings and final report to the City.

Baker Tilly has been providing classification, compensation and benefits consulting services for more than 25 years. During that time, we have developed significant and specialized expertise in performing classification and compensation studies consistent with the scope of services requested by the City. Our clients range from those who have as few as three employees to those who have over 3,000 employees. We have completed hundreds of similar classification and compensation studies in the last five year period.

Baker Tilly works specifically for local government entities including villages, cities, counties, towns, libraries, public agencies and some non-profit organizations. The project team for this study has significant experience working on similar projects throughout the United States. The lead consultant and Project Director for this study has been conducting comparable compensation studies for more than twenty-five years. Ann and her colleagues bring practical, realistic and creative solutions to the challenges faced by public entities just like the City of Onalaska.

Baker Tilly bases our studies on the following guiding principles:

- Classification and compensation studies should include employee involvement and promote transparency to ensure that, at the commencement of the project, ambassadors are created who will build confidence in the process at all levels in the organization.
- As the classification and compensation systems are the foundation of all other human resources (HR) programs, they must be strategically structured to achieve City HR and operational goals.
- Position classification should be a defensible process. The assignment of positions into pay grades should be based on a quantifiable system of job evaluation.
- Compensation surveys should include relevant benchmark organizations. Who does the City compete with for talent? Are the demographic characteristics similar? Is there consistency in the services provided? What is the appropriate competitive position?

Project Initiation. The Baker Tilly Project Director will meet with the City's designated project manager and/or team for this project, and other appropriate personnel to establish working relationships and to finalize a comprehensive work plan and timetable. At this meeting, we will request that the project Administrator provide us with the background materials necessary to conduct this study, including current job descriptions, classification and compensation documents, the City's personnel policies and other relevant data. This information will be evaluated to determine the status of existing human resource management programs and to identify apparent issues and opportunities. The purpose of the meeting is to:

- a. Introduce the Project Director and the consulting team
- b. Discuss the background and experience of Baker Tilly and the consulting team
- c. Discuss, in detail, the methodology to be used in conducting the study; the role of the consulting team and management and employees; and the amount and type of employee participation
- d. Ascertain the major issues the City wants the study to address
- e. Review the project schedule and determine significant milestones
- f. Determine the frequency and content of status reports
- g. Discuss methods of communicating the status of the study to employees

In order to assess the existing classification plan, organizational structure and any related compensation issues, Baker Tilly will meet individually with department heads to become familiar with department structure and changes in structure and positions, service provision, department and staffing issues, any concerns with the

assignment of positions in the current compensation plan and any other issues that may need to be addressed during the course of the study.

Data Collection. Success in a classification and compensation review requires meaningful employee involvement and transparency, employees play a major role in providing the data needed for this study. Therefore, it is imperative that employees receive information about the study and why it is being conducted, be given opportunities for employee involvement throughout the process, learn the expected outcomes, as well as have the opportunity to ask questions and express concerns.

Baker Tilly will conduct an employee informational meeting to introduce the study, explain study procedures and answer any questions employees may have about the process. These meetings will be scheduled and conducted to ensure that all employees have the opportunity to attend and so as not to disrupt operations.

Baker Tilly will introduce the Position Analysis Questionnaire (PAQ) at this time. The questionnaire provides an opportunity for each employee to provide input on education, training, certifications, licenses and experience requirements of the position and provide input on the various job factors which apply to their position. Employees will also identify the specific physical requirements and working conditions of their position to assist in the consultant's review for compliance with the Americans with Disabilities Act (ADA). Baker Tilly will spend time at the meeting reviewing the PAQ and responding to employee questions. The information gathered from the PAQs will provide the information to be used during the job evaluation process and to assist in the collection and analysis of wage data from comparable organizations. Baker Tilly will also review each position's designation under the Federal Fair Labor Standards Act (FLSA).

Baker Tilly has developed an innovative and proprietary *online* PAQ. Any employee who is comfortable using a smartphone, tablet or computer will find the online instrument very user-friendly and efficient.

We find most organizations have at least 90% of their workforce positioned to utilize the online PAQ, and its use adds great value and efficiency to our studies. For a small subsection of employees, we can accommodate handwritten hardcopies when necessary.

During the informational meeting(s), we will also explain the supervisors' roles in completing and signing off on the PAQs. The questionnaire is designed to allow supervisors to comment on employee responses without altering employee responses. This allows the consultant to review complete, unedited responses from employees and supervisors. In instances where the employee and supervisor view the position requirements differently, Baker Tilly will conduct job audits (as necessary) to obtain more information. Audits will be scheduled to minimize disruption to City operations. If necessary, meetings can be scheduled at the beginning or end of a shift to facilitate employee attendance.

Market Survey. In order to determine appropriate salary levels of positions in the workforce and to address the issue of comparable compensation, Baker Tilly will conduct an extensive salary and benefits survey to compare City positions with analogous positions in other comparable agencies in the area labor market. By gathering and analyzing information on wages, wage equivalents and benefits, a comparison of the City's total compensation package can be reviewed in comparison to the City's established market area. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth and other relevant factors. The study team will consult with City management, elected officials and designated staff in identifying the appropriate comparables. Baker Tilly will develop the salary survey in conjunction with the City.

It is recommended that potential survey data pertain to organizations comparable to the City of Onalaska, relate to those organizations with which the City is competing for employees and represents the appropriate labor market.

There are different labor markets for positions. Some positions are recruited from the local area, while others are recruited regionally and/or nationally. The consulting team will work closely with the staff in determining the appropriate labor market for positions.

Job Evaluation. While salary and benefits survey data will assist the City in establishing its position in the competitive market, job evaluation is the mechanism that ensures that internal relationships are equitable. Baker Tilly has developed and copyrighted a job evaluation system known as the Systematic Analysis and Factor Evaluation (SAFE®) System. The SAFE® system is a unique job evaluation method designed to measure job factors that apply specifically to local government. This system has been successfully used for many years throughout the Country, is periodically updated to account for changes in technology, etc., and has been reviewed by the United States Circuit Court, in conjunction with an Equal Employment Opportunity (EEO) suit, and found acceptable to the Court. The system has also been accepted by the State of Wisconsin under the Local Government Pay Equity Act.

The system rates and ranks jobs based on various skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating positions to the compensation plan. The system facilitates proper and equitable comparisons between and among classes and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

Each position will be evaluated and placed within the proposed compensation plan based on the job evaluation system and the market rates paid by survey participants.

The elements considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Education and Experience
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

This system can be maintained by the City. Baker Tilly provides training to individuals assigned by the City to this task on utilizing the SAFE System to evaluate newly created positions or re-evaluate revised positions.

Development of the City's Compensation Philosophy and Policy. A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long-term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying

where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and retain skilled employees (in other words, eliminate higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

- A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we emphasize references to performance in the pay philosophy discussion. As part of the study, it is recommended that the City consider these concepts in the adoption of a formal pay philosophy:
- Providing fair and equitable rates of pay to employees
- Defining the City's market area
- Developing a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the City will pay individuals within a position
- Establishing rates of pay that allows the City to compete successfully for new employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing a compensation system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, supervisors, managers, the City officials and the public

Development of Compensation Plan and Implementation Options. Based on the market wage and benefits data analysis and the job evaluation system, Baker Tilly will propose revisions to the City's compensation plan or develop a new plan for the City. The compensation plan will be developed or revised in accordance with information obtained from the City regarding its pay philosophy as well as goals and objectives established for its compensation program, including the option for a performance based component. The proposed plan will incorporate market conditions, recognize the tenure of current employees and coordinate with labor agreements, if applicable, in effect in the City. Baker Tilly will review options with the City to address the spread for pay ranges, the relationship between ranges and adjustments needed to ensure that the City remains competitive with the labor market and that the plan is internally equitable.

Baker Tilly will propose a plan to implement the study recommendations that coincide with the financial and budgetary requirements of the City of Onalaska and the needs of employees. Estimates of the cost of implementation will be provided.

Timeline. Baker Tilly takes pride in meeting its time commitments. The schedule to commence this project coincides with Baker Tilly's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study for the City of Onalaska. Baker Tilly is prepared to initiate

the study within three (3) weeks after receiving the official notice to proceed and will complete the study within six (6) months after project initiation.

There are factors that impact meeting the schedule that are beyond the consulting team's control. The proposed time frame is contingent upon a timely decision, the receipt of the data from the survey participants when requested, the availability of employees to complete position analysis questionnaires and participate in interviews and the timely receipt of feedback and comments on the submitted preliminary data.

Cost. Baker Tilly will perform the tasks as outlined in this work plan for the professional fee of \$24,375, including expenses such as travel, etc. This fee includes 57 full-time and 8 part-time positions (approximately 107 employees), review of job description format, job evaluation (internal equity), comprehensive market survey, compensation plan and implementation options and two (2) on-site meetings.

Baker Tilly is willing to work with the City to modify the work plan to meet the City's needs and budget. If the City decides to modify the proposed work plan, Baker Tilly will adjust the proposed fee appropriately.

**PROFESSIONAL SERVICE AGREEMENT BETWEEN
LA CROSSE COUNTY, WI
AND
CARLSON DETTMANN CONSULTING**

This professional service agreement (hereinafter the "Agreement") is made and entered into by and between La Crosse County, WI (hereinafter "the Client") and Carlson Dettmann Consulting, a division of Cottingham & Butler Insurance Services, Inc., an Iowa corporation (hereinafter "Consultant").

WHEREAS, The Client wishes to enter into an agreement with Consultant to provide professional consulting services for an assessment of the Client's classification and compensation program for up to 134 classification titles, including job analysis and evaluation, a market analysis for wages in comparable jobs in the Client's competitive market, and recommendations on any changes to its salary plan; and

WHEREAS, Consultant has an established history of providing similar services to similar public and private sector employers, and is willing to provide the above-referenced professional consulting services to the Client.

THEREFORE, consistent with Consultant's response to the Client's Request for Proposals, the Client and Consultant agree to the following:

1. Term. The term of this Agreement shall be from the date of the last signature of this Agreement and remain in force until all services are contemplated hereunder are completed.
2. Scope of Services. The Consultant shall provide to the Client consulting services as follows:
 - a) Review and analyze the Client's relevant organizational values and concerns. Determine current organizational needs in regards to a classification and compensation system.
 - b) Utilize the Carlson Dettmann Consulting Job Description Questionnaire (JDQ), supplemented by the Client's job descriptions, to analyze, document and validate the job information for the Client's jobs.
 - c) Quantitatively evaluate the job content of up to 134 job classifications using the Carlson Dettmann Point Factor Job Evaluation System.
 - d) Analyze all existing classifications and recommend additions and deletions to the current classification plan.
 - e) Analyze base salary market data for an appropriate set of benchmark positions.
 - f) Review gross earnings data and overtime pay policies to identify areas, if any, where internal compression is an issue and recommend remedies as appropriate.
 - g) Recommend classification of each position relative to exempt and non-exempt status, in accordance with Federal Fair Labor Standards Act (FLSA).
 - h) At the discretion and request of the Client, provide a high-level cost overview of the Client's insurance programs.
 - i) Develop recommendations for any changes in pay plan structure.
 - j) Present to the Client an overall plan and final presentation that is clear and

understandable, and summarizes the information gathering process, recommended framework for policy and procedure revisions, and findings and recommendations.

- k) Provide onsite services, anticipated to cover four (4) trips, for purposes of
 - a. Employee/Client project orientations (to the extent desired or necessary) and/or initial meeting(s) with the Client's project team;
 - b. Onsite mid-project management interviews, walkthroughs; and/or employee workgroup meetings to determine organizational structure, any unique characteristics of their positions, projected turnover, anticipated organizational changes, and any perceived compensation and classification issues;
 - c. Meeting with the appropriate parties (e.g. leadership, elected body, committee, etc.) to review tentative findings and recommendations; and
 - d. Presentation to the appropriate decision-making body for final action.
 - l) Upon mutual agreement of the parties, periodic status conferences and/or other meetings may be conducted via phone conferences or web-based technology (e.g. Zoom).
 - m) Conduct employee classification appeals after plan adoption in accordance with the appeals process mutually agreed upon and adopted by the Client.
3. Job Documentation. The Client shall provide Consultant with accurate job descriptions or completed JDQ's, and Consultant will use this information for job evaluation and revising job descriptions.
4. Base Project Fee. Unless noted elsewhere, the project fee includes those items identified in the Scope of Services. The County shall pay the Consultant a project price of \$46,900, inclusive travel expenses, to conduct the full study for up to 134 job classifications.
5. Additional/Optional Fees.
- a) Job Evaluations Different Than the Established Number. Consultant's fee shall be adjusted by \$350 per job evaluation over the 134 classification evaluations upon which the project fee was based.
 - b) Work Beyond the Scope of Services. Consultant services agreed upon that are beyond the Scope of Services identified above (e.g. consulting on organizational management matters; onsite meetings in excess of those defined above; locating records or otherwise responding to public records requests made to the Client relating to the project; etc.), shall be at the rate of \$225 per hour, unless agreed upon otherwise by the Client and Consultant. Subject to scheduling and mutual agreement, meetings conducted by telephone and/or web conference are not subject to any additional fee.
 - c) Employee Interviews. Department head interviews are included as part of the project fee, but if the Client requires employee interviews for specific position(s), the Client will be billed at our hourly rate for said interview(s).
 - d) Appeals Process. If the Client desires to incorporate an appeals process, the Client will be invoiced \$175 per appeal/review submitted for our review and recommendation, plus

travel expenses.

6. Payment. Consultant shall submit invoices in four (4) equal installments of the agreed upon project fee: initial payment due upon execution of a professional services agreement, second payment due at the start of the second month of the project, third payment due at the start of the third month of the project, and the final payment due upon delivery of CDC's findings and recommendations to the Client.
7. Performance Requirements of Consultant. The Consultant shall complete the services as stated above. The Consultant shall furnish all labor, materials, administration, services, supplies, equipment, transportation, and quality control necessary to provide professional consulting services. Consultant shall provide progress reports upon request by the Client.
8. Performance Requirements of Client. The Client shall provide and make available to the Consultant access to its human resources and related systems of record as necessary to fulfill said services.
9. Independent Contractor. It is mutually understood and agreed, and it is the intent of the parties hereto, that an independent contractor relationship be and is hereby established under the terms and conditions of this Agreement. The Consultant shall remain an independent contractor under this Agreement. All employees of Consultant or subcontractors shall remain the responsibility of the Consultant and shall not become employees of the Client under this Agreement. No tenure or any rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, withholding taxes or other benefits available to Client employees shall accrue to the Consultant or its employees performing services under this Agreement.
10. Indemnification. The Consultant agrees it shall defend, indemnify, and hold harmless the Client, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Client, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the negligent or intentional acts or omissions of the Consultant, its officers or employees, in the performance of its duties under this Agreement. The Client agrees it shall defend, indemnify, and hold harmless the Consultant, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Consultant, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the: (i) negligent or intentional acts or omissions of the Client, its officers or employees; and (ii) any allegation that Client's compensation program or structure is administered in any way noncompliant with local, state or federal law.
11. Insurance Coverage. Consultant is required to carry professional liability insurance coverage that would cover the nature and type of service that is being provided to the Client.
12. Trade Secrets. The Carlson Dettmann Point Factor Job Evaluation System and methodology, marketplace surveys performed, Total Rewards Method, and job point evaluation data collected and analyzed to perform the Scope of Services is owned by Consultant, is confidential and proprietary, and is a trade secret pursuant to Wis. Stats. s. 134.90. The Client (including its officers, employees, agents and representatives) shall not disclose, disseminate, or otherwise misappropriate these trade secrets without the express consent of Consultant.

13. Confidential Client Information. Consultant agrees to keep confidential information and data provided by Client to Consultant for the purpose of enabling Consultant to complete the Scope of Work detailed above.
14. Assignment. Client may not assign or transfer this Agreement, or any part thereof, without the written consent of the Consultant, which shall not be unreasonably withheld.
15. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement. The remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance.
16. Interpretation of Law. This contract is to be interpreted under the laws of the State of Wisconsin.
17. Entire Agreement. This Agreement sets forth the entire understanding of the parties and supersedes all prior arrangements and/or understandings, whether written or oral, with respect to the subject matter contained in this Agreement.

LA CROSSE COUNTY, WI

By:



Date:

TARA JOHNSON
July 23, 2019

CARLSON DETTMANN CONSULTING

By:



Charles E. Carlson, Principal

Date:

8/12/19

#P-18-c

Proposal for Wage and Compensation Study

City of Onalaska, Wisconsin



Presented by
Public Administration Associates, LLC



February 2, 2020



Public Administration Associates, LLC

Kevin Brunner, PAA President
kevin.brunner1013@gmail.com
Whitewater, WI 262-903-9509

February 2, 2020

City of Onalaska
Attn: Eric Rindfleish, City Administrator
Onalaska City Hall
415 Main Street
Onalaska, WI 54650

Dear Mr. Rindfleish,

Thank-you for requesting a proposal from PAA to review and recommend updates to your current wage and compensation system. Based on our discussions with both you and Hope, and after reviewing your current system and organizational chart, we have some sense of what issues you might be facing.

Without an RFP to guide our proposal it will have to be somewhat general in nature, but we will attempt to share the important steps we've used in many other communities when working on updates to their wage and compensation systems. We will also provide an estimate of costs for our proposed scope of services.

As former city administrators and managers, PAA clearly understands that each community has its own unique personnel issues to deal with and cannot be treated with a cookie-cutter solution. We pride ourselves in our interactive and involved approach with communities and would plan to spend the time necessary with staff and employees to make sure problems are properly understood, and accurate solutions provided.

What follows is information about our company and the assistance that we would bring, if desired. Please feel free to visit our web site at www.public-administration.com.

Public Administration Associates has been dedicated for the last 22 years to fostering and encouraging collaborative municipal problem-solving and the efficient and effective provision of local government services to over 150 communities in Wisconsin and the Midwest. Kevin Brunner, a thirty-year veteran of local government administration in the State of Wisconsin currently serves as President of PAA and will provide project oversight for the Onalaska Wage and Compensation Plan.

We are excited about putting together a talented and experienced team to assist Onalaska on this project. Included on our team will be Dr. Stephen Hintz who will be project advisor for the Wage and Compensation Plan. Dr. Hintz, as a PAA partner for the last 20 years, has completed 12 comparable compensation studies for small Wisconsin communities during that time.

David Tebo, a PAA Associate since 2018, will serve as the project coordinator and lead consultant for Onalaska. Tebo, as Town Administrator in Greenville, Wisconsin (est. 2019 population of 12,147) from 2000-2017, helped create and implement a PAA designed Classification and Compensation Plan in 2006, and administered that personnel system for the next 10 years in Greenville. In 2019, he completed two wage and compensation studies, one for the City of Sturgeon Bay in Door County and the other for the Village/Town of Somers in Kenosha County. We have attached the Sturgeon Bay study for your review.

We can see from the material provided that Onalaska has already invested much time and energy attempting to ensure a fair and equitable wage and compensation system is provided for their employees. We commend Onalaska for their willingness to take a fresh look at their personnel system to make sure wages are up-to-date and processes are functioning as they should.

We would be honored and privileged to work for the City of Onalaska on this important project.

Sincerely,

Kevin M. Brunner

Kevin M. Brunner, President

Cc-Dr. Stephen Hintz, PAA Associate

Dave Tebo, PAA Associate

Proposed Methodology and Scope of Work

PAA is aware that the City of Onalaska is interested in receiving a proposal for the preparation of a Wage and Compensation Study for an estimated 70 positions and 110 employees. PAA uses widely accepted assumptions and methods in its conduct of wage and compensation studies.

The general scope of work for the proposed study would consist of the following steps **and can be fine-tuned and refined after meeting with the City Administrator and Human Resource Director at the initiation of the study:**

1. *Review and analyze relevant organizational values and concerns. Determine current organizational issues with wage and compensation system so that updates can be customized to meet the unique needs of Onalaska.*

PAA takes very seriously the importance of understanding organizational values and concerns. PAA has found in its studies that each organization has a different set of needs that affect the design of the wage and compensation system. Organizational information will be obtained through discussions with the City Administrator and Human Resource Director. Other important

historical background materials will be reviewed that may have a bearing on a new wage/comp study such as budgets, personnel policies, past plans, etc.

2. *Review and, as necessary, revise position descriptions.*

PAA conducts a review of each position description and verifies with each employee that the position description accurately and completely describes the work that is being done and the requirements for the position. It utilizes a job questionnaire form conforming to established human resource information standards to be completed by each employee. **As an attachment to this e-mail we have provided a copy of our job questionnaire used in a 2019 Study in the Village/Town of Somers. All discrepancies suggested by employees are noted and discussed with the appropriate department head. All employees are given an opportunity to talk to us personally after submitting the job questionnaire if they desire. We will recommend job description revisions as necessary.

3. *Review the current job evaluation ranking system utilized by City of Onalaska including factors and point system for job evaluation and also internal equity*

PAA has utilized an internal position evaluation very similar to what Onalaska is currently using for job evaluations. It consists of eight factors that are weighted: knowledge/education (20%), experience (20%), job complexity (20%), supervision exercised (10%), supervision received (10%), consequences of decisions (10%), interaction with other sets of people (5%), and work environment (5%). The current job evaluation system will be reviewed, and recommendations made, based on employee responses to the job questionnaire

4. *Establish an external peer community group from which to obtain salary and benefit information for comparable positions.*

PAA develops the market peer group in conjunction with the City Administrator and Human Resource Director. It considers region, municipality size, complexity and likelihood of comparable job positions. Where appropriate private market data are available, they will be used.

5. *Conduct marketplace research to determine appropriate competitive compensation relationships so Onalaska can successfully recruit/retain highly qualified employees.*

The external position evaluation is based on the collection of salary/wage and benefit data from approx. 12 peer municipalities. One of the challenges confronting consultants in external compensation surveys is dealing with peer municipalities that have salary ranges and those that have single point salaries without ranges. PAA uses a special methodology to capture both kinds of data that enable it to calculate what is termed the **external midpoint**. We then establish a **working range**, consisting, for example, of 80% to 120% of the external midpoint. This is a commonly used range for municipalities. The actual range that is used depends on decisions by the community. PAA will calculate several working ranges using different minimum to maximum spreads.

6. *Obtain and evaluate benefit data from the peer municipalities.*

This activity will include data on health insurance, retirement, vacation, sick leave, educational allowances, and other benefits.

7. *Design pay range options that are consistent with the municipality's pay policy and reflect appropriate pay practices for employees at these levels.*

PAA will provide pay ranges (minimum-midpoint-maximum) for Onalaska to consider as well as data on current practices by comparable municipalities. Our experience is that a community will choose a wage range size and also a step system to progress through a chosen range based on their unique current personnel needs. **To help illustrate the different approaches that might be taken we have attached two studies PAA completed in the last 14 months, City of Sturgeon Bay and City of Clintonville. You will notice how different range sizes and steps have been used to differentiate between upper/mid-management and other staff in the two studies.

8. *Identify various pay plan options. Discuss with community leadership the issue of pay progression with appropriate consideration for both length of service and performance. Make recommendations based on the identified pay philosophy, feasibility, and affordability.*

We believe that performance evaluation of every employee should be conducted by a municipality. However, we recognize that there are different perspectives on the relationship of performance evaluation and salary/wage adjustments. Systems range from what we describe as loosely linked evaluation to salary approaches to tight pay for performance approaches. We will explain different compensation systems, their requirements, and their benefits and weaknesses. There are a variety of approaches that we will consider including mixed experience/performance models, pay for performance, non-base bonuses, and skill-based compensation. We will make a recommendation about what system we believe will best fit Onalaska taking into consideration current 2021 financial predictions.

9. *Design implementation strategy for an updated wage and compensation system with the lowest financial impact and greatest gain to positions that fall outside of a designated range.*

10. *Conduct appeals following adoption of a new plan by the City. Appeals must be submitted within 30 days of plan adoption.*

11. *Review and, if necessary, help revise the City's performance evaluation system for general implementation of an updated wage system to insure sustainable on-going maintenance and quality administration.*

A good performance evaluation system consists of procedures to establish goals and validate individual accomplishments, including both performance characteristics and accomplishments. It must identify in advance the nature of evidence to be utilized in performance evaluation.

Schedule

Public Administration Associates, LLC can begin the project immediately following a decision by the City and can agree to complete the study by August 15, 2020. If an earlier date is required PAA is willing to consider a quicker turnaround.

Employee Involvement

PAA may request copies from Onalaska as we research background materials and historical documents related to the Wage and Compensation Study. We will need employees to prepare a short questionnaire and to participate in information sessions. Department heads may be involved in reviewing position description information. All external data and all analysis of internal and external data will be the responsibility of the PAA consultants.

Meetings and Presentations

PAA will agree to work closely with the City Administrator and Human Resource Director and keep them updated on study progress. We will agree to keep the lines of communication open during the study and work closely with any liaison established by the City. We would reasonably expect 3-4 day-long visits to Onalaska for this study. Including:

1. To determine a final scope of work with the City Administrator and HR Director and collect information;
2. To share job questionnaire and preliminary wage data results with City staff, meet individually with any employees who request a meeting, or with Department Heads to validate employee concerns;
3. To make presentations of Study results to employee teams, City Committees or City Council.

All other communications and decisions should be able to made by e-mail or phone conversation.

**City of Onalaska, Wisconsin Compensation Study
Proposal submitted by Public Administration Associates, LLC**

Project Cost Proposal for General Scope of Services

Total Cost Proposal (For Steps 1-11 Delineated Above) \$19,985.00

Does not include costs for mileage at 2020 IRS rate or costs for copying documents if requested. No other extra expenses are expected.

**Any change in the scope of services or proposal amounts will be made with the joint agreement of PAA and City of Onalaska.

**PAA will request payments as listed: At contract acceptance-25% (\$5,000), and at 50%, 75% and 100% of Project completion.

Approval:

Offered by: Kevin M. Brunner 2/2/2020
Public Administration Associates, LLC Date

Accepted by: _____
City of Onalaska Date

Relevant Experience

Public Administration Associates, LLC, specializes in organizational and administrative studies for smaller municipalities in Wisconsin as well as municipal executive recruitment and strategic planning.

Organization and Management Studies

- Wage and Compensation Study, City of Sturgeon Bay, WI, 2019
- Wage and Compensation Study, Village/Town of Somers, WI 2019
- Fire/EMS Organizational Study, City and Town of Lodi, WI, 2019
- Organizational Audit/Human Resources Study; Village of Merton, WI, 2019
- Organizational Audit/Human Resources Study; Town of Osceola, WI; 2019

- Organizational Audit/Human Resources Study; Village of Port Edwards, WI; 2019
- Streetlighting Fee Study; City of Oak Creek, WI; 2019
- Organizational Audit; City of Mineral Point, WI; 2019
- Organizational Audit, City of Park Falls, WI, 2018

- Community Collaboration Planning Project-Cities of Marinette and Menominee, MI and Marinette and Menominee, MI School Districts, 2018
- Human Resources Study, Village of Williams Bay, WI, 2018
- Organizational Analysis and Classification/Compensation Study, City of Clintonville, 2018
- Sturgeon Bay-South Door County Fire Service Study, 2017
- Oconto Towns EMS and Fire Study, 2016
- Village of Little Chute, Compensation Study, 2015
- Town of Buchanan Organizational Study, 2014
- Village of Bellevue, Compensation Study, 2014
- Town of Buchanan Fire Study, 2013
- Organization and Administrative Study, City of Lodi, 2013
- Organizational Analysis and Compensation Study, Town of Ledgeview WI, 2011

- Organizational Assessment, Village of Pulaski WI, 2009

- Organizational Assessment, Village of Ashwaubenon WI, 2009

- Organization and Administrative Study, Verona WI Fire District, 2008

- Organizational Review, Town of Grand Chute WI Police Department, 2007

- Organization and Administrative Study, Village of Bonduel WI, 2006

- Organization and Administrative Study, Weyauwega WI, 2005

- Personnel Study of Fire/Rescue Department, Somerset WI, 2005

- Organization and Administrative Study, Turtle Lake WI, 2004

- Organization and Administrative Study of Clerks and Treasurers Offices, City of Racine WI, 2004

- Organization and Administrative Study, Chippewa Falls WI, 2004

- Management Study of the Village of Hammond WI, 2002
- Management Study of the Village of Howard WI, 2002
- Analysis of Public Works Department for the City of Antigo WI, 2002
- Management Study of the City of Omro WI, 2001

- Management Study of the City of Chilton WI, 2000
- Management Study of the City of Oconto WI, 2000
- Management Study of the Town of Empire WI, 2000
- Management Study of the Village of Egg Harbor WI, 1999
- Administrative Study of the Village of Ephraim WI, 1999
- Management Study of the Village of Oregon WI, 1998*
- Organization and Management Study of the Police Department, City of Horicon WI, 1998
- Management Study of Public Works Department, City of New London WI, 1998
- Organization and Administration Study of the Village of Denmark WI, 1997**
- Management Study of the City of Fox Lake WI, 1997*
- Management Study of the Engineering, Community Development, and Assessment, City of Mequon WI 1997*
- Organization and Administration Study of the Village of Elkhart Lake WI, 1996**
- Organization and Administration Study of the City of Verona WI, 1995**
- Organization and Administration Study of the City of Kewaunee WI, 1994**
- Organization and Management Study of the Village of Howard WI, 1990**
- Organization and Management Study of the Police Department, Oshkosh WI, 1981**
- * As Frueh Consulting Services, LLC. **As Stephen Hintz, Consultant

(State of Wisconsin unless otherwise noted)

Note: The number beside the municipality name is the number of times PAA has assisted the municipality.

References from Comparable Municipal Consulting Projects

Josh Van Lieshout, City Administrator, City of Sturgeon Bay, 920-746-2900
Wage and Compensation Study, December 2019

Jason Peters, Village/Town Administrator, Village/Town of Somers, 262-859-2822
Wage and Compensation Study, November 2019

James Fenlon, Village Administrator, Village of Little Chute, Phone 920-423-3850
Class/Comp Study and Executive Recruitment

Sharon Eveland, City Administrator, Clintonville, 715-823-7600
Wage and Compensation Study, December 2018

Ron Reinkowski, President, Village of Merton, 262-719-7165
Organizational Audit and Human Resources Study

Michael Bablick, Mayor, City of Park Falls, 715-762-2436
Organizational Study and Executive Recruitment

Steve Genisot, Mayor, City of Marinette, Phone 906-399-8854 (C)
Organizational Study and Executive Recruitment

Qualifications of PAA Consulting Staff for Onalaska Wage and Compensation Study

Project Oversight- Current PAA President Kevin Brunner has over thirty years of experience in serving Wisconsin local governments. He served as manager/administrator in Saukville, Monona, De Pere, and Whitewater and also worked as an assistant administrator for Kenosha County and the City of Appleton. Before joining PAA, he served as Director of Central Services/Public Works for Walworth County. He was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City and County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Board of Directors.

Dr. Stephen Hintz will be the **Project Advisor** for this project. Hintz is a specialist in the field of public administration. He holds MA and PhDs degree in Political Science from Yale University and BA in economics from the University of Oregon. Hintz taught human resources, labor relations, and budgeting in the Master of Public Administration Program at the University of Wisconsin-Oshkosh from 1979-2001. He has been consulting with municipalities since 1983. In addition to his expertise and experience in public administration, Hintz served as a member of the Oshkosh Common Council from 1998-2004 and was Mayor of the City from 2002-2004. He received the Stephen Sweeney award for his contribution to municipal administration from the International City/County Management Association in 2001. Hintz has worked with over 75 local governments in Wisconsin, Minnesota, and Michigan, conducting classification and compensation studies, executive searches, and organizational audits.

Project Coordinator and Lead Consultant- David Tebo has over twenty-five years of experience in serving Wisconsin local governments. He served as administrator in the Village of Poynette and the Town of Greenville and also as assistant to the city administrator of Monona. Tebo has a BS in Urban and Regional Studies from the University of Wisconsin Oshkosh and an MPA from the University of Wisconsin Madison. He has the experience of implementing and administering a compensation system recommended by Public Administration Associates, LLC. for over 10 years in Greenville (est. pop. 12,147).

City/Village/Town/County Clients of Public Administration Associates, LLC (All Services) Since 1998

(State of Wisconsin unless otherwise noted)

Note: The number beside the municipality name is the number of times PAA has assisted the municipality.

Cities

Abbotsford (2)
 Adams (2)
 Algoma
 Antigo (3)
 Ashland (2)
 Baraboo (2)
 Berlin
 Brillion
 Chilton
 Chippewa Falls (2)
 Clintonville (2)
 Columbus (3)
 Crystal River, Florida
 Delavan (2)
 DePere (3)
 Durand (3)
 Eagle River
 El Paso, Illinois
 Elroy (3)
 Evansville (3)
 Fond du Lac
 Fort Atkinson
 Fox Lake (3)
 Geneseo, Illinois
 Hartford
 Hillsboro (2)
 Horicon
 Hudson
 Independence, Iowa
 Jefferson (4)
 Kewaunee
 Lake Geneva (2)
 Lancaster (4)
 Marinette (2)
 Marquette, Iowa
 Marshfield (2)
 Mauston (3)
 Menominee, Michigan
 Mequon
 Menasha
 Merrill
 Milton
 Mineral Point
 Minonk, Illinois (3)
 Monona (3)
 Monroe (2)
 New Lisbon
 New London (3)

Niagara
 Oak Park Heights, MN
 Oconto (2)
 Omro
 Park Falls
 Pine Island, MN
 Platteville (5)
 Port Washington
 Prairie du Chien (2)
 Princeton (2)
 Racine
 Reedsburg (2)
 Rhinelander
 Rice Lake
 Richland Center
 Shawano (4)
 South Haven, MI
 St. Croix Falls
 St. Francis
 Stanley
 Sturgeon Bay (5)
 Thorp
 Tomah (2)
 Verona (3)
 Washburn (2)
 Waukesha
 Waupaca
 Waupun
 Wautoma
 Wauwatosa (2)
 Weyauwega (3)
 Whitewater (3)

Villages

Ashwaubenon
 Bayside (3)
 Bellevue
 Belleville
 Bonduel
 Clinton (2)
 Colfax
 Cross Plains (2)
 Darien
 Denmark (2)
 East Troy
 Edgar
 Egg Harbor (2)
 Elkhart Lake
 Ellsworth

Elm Grove
 Ephraim
 Fox Point (2)
 Germantown
 Grafton (2)
 Greendale (2)
 Hales Corners (2)
 Hammond
 Hartland (3)
 Howard (3)
 Johnson Creek (3)
 Kewaskum
 Little Chute (4)
 Lodi (3)
 Marshall(2)
 Maple Bluff
 McFarland (2)
 Merton
 New Glarus (3)
 North Fond du Lac (3)
 Oregon
 Osceola(3)
 Paddock Lake (2)
 Palmyra
 Pardeeville
 Port Edwards
 Prairie du Sac
 Pulaski
 Rothschild
 Sherwood
 Slinger (2)
 Somerset
 Spring Green
 Suamico (2)
 Sussex
 Thiensville (2)
 Turtle Lake
 Twin Lakes (2)
 Union Grove (2)
 Waterford
 Waunakee
 W. Milwaukee (3)
 Williams Bay
 Wind Point (2)
 Winneconne (4)
 Whitefish Bay (2)
 Wrightstown (3)

Towns

Algoma
Beloit
Buchanan (4)
Cedarburg (2)
Clayton
Empire
Fox Crossing (Menasha) (4)
Gibraltar (2)
Grand Chute (3)
Greenville (2)
La Pointe
Lawrence (2)
Ledgeview
Linn
Oconto
Osceola
Rib Mountain
Richfield (2)
Weston

Counties

Chippewa (3)
Green Lake
Iowa
Monroe
Polk (2)
Price
Shawano
Wabasha, MN (2)
Washburn



Public Administration Associates, LLC

Village and Town of Somers Employee Job Review Questionnaire

Dear Staff Member:

Your position is being reviewed as part of the Compensation and Classification Study that PAA is doing for the non-represented employees of Somers, and we need your help! Please carefully review your current position description attached to this e-mail and then answer the questions below.

Please make copies of your marked-up position description and this questionnaire when you are finished answering all questions, and retain them in case further review is necessary.

If you are comfortable e-mailing, please scan the response documents and send them to dtebo.wi2@gmail.com . If you would rather not e-mail your comments please place a copy in a sealed envelope and mail it to Dave Tebo, N1357 Tuckaway Court, Greenville, WI 54942.

I will be traveling to Somers in the near future to meet with all staff members included in this Compensation/Classification Study and answer any questions you might have about the work we are doing. I will also make time to speak personally with any staff members who feel more discussion is needed in order to understand current job duties and issues.

As time is of the essence, I hope you will be able to get your comments back to me as soon as possible. Thanks for your help.

Dave Tebo
Public Administration Associates

Name _____ Position Title _____

1. I have reviewed my position description AND

_____ It is an accurate and complete description of my position.

_____ The following items and/or tasks should be added (list on back if necessary):

a.

b.

c.

_____ The following items and/or tasks should be deleted (please list):

a.

b.

c.

_____ The following items and/or tasks should be modified as follows (please list):

a.

b.

c.

2. Using the left margin of the position description for your response, please indicate the approximate percentage of time that you spend on each job task.

3. What are your three most significant responsibilities?

- a.
- b.
- c.

4. In terms of overall responsibilities and job complexity, what other position(s) in the Village/Town organization is (are) comparable to your position?

5. With whom do you interact on a regular basis?

	<u>I initiate</u>	<u>They initiate</u>	<u>Both initiate</u>
<input type="checkbox"/> Employees in your department	_____	_____	_____
<input type="checkbox"/> Employees in other departments	_____	_____	_____
<input type="checkbox"/> Employees of other governmental units	_____	_____	_____
<input type="checkbox"/> Board members	_____	_____	_____
<input type="checkbox"/> Village/Town residents	_____	_____	_____
<input type="checkbox"/> Contractors, suppliers	_____	_____	_____
<input type="checkbox"/> Others (please list) _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Do you supervise other employees?

_____ Yes _____ No

If yes, how many employees do you directly supervise (“They report to me.”)? _____

If yes, how many employees do you indirectly supervise (They report to someone who reports to me.)? _____

7. Who supervises you? _____
Job title of supervisor

Generally, what is the nature of this supervision (please check one)?

_____ General direction and performance review

_____ Weekly work assignments

_____ Daily work assignments

8. Please list your educational background.

_____ High school

_____ Post high school, including any degrees, diplomas, certificates, and licenses (list)

9. Please list your work experience.

a. Positions held before your current position and the number of years employed in each position.

b. Years employed in your current position. _____

10. If I made an error on a major aspect of my job,

_____ it could have serious negative consequences (Examples: physical risks, major financial costs, major impact on other employees' jobs, major political fallout).

_____ it might take some time to correct the error, but it would not have consequences as serious as those defined above.

_____ it would not have serious consequences and probably would be noted by someone else.

11. Are there any particular skills or knowledge that you bring to the job that are not recognized in the job description?

12. Is there anything else that we should know about your job?

13. Are you currently using the Village health insurance plan?

_____ **Individual**

_____ **Family**

14. Would you like to schedule a meeting with us?

City of Clintonville, Wisconsin

Compensation Study

Prepared by
Stephen Hintz
David Tebo

October 2018



Public Administration Associates, LLC

P.O. Box 282

Oshkosh WI 54903

262.903.9509

[*kevin.brunner1013@gmail.com*](mailto:kevin.brunner1013@gmail.com)

Preface

Public Administration Associates, LLC is pleased to submit the Clintonville Compensation Study commissioned by the City of Clintonville. There are several observations that we should like to make about the study.

Firstly, the study was far more than a compensation study. In the entirety of the project, it has dealt with reviewing and revising every position description, collecting and analyzing data from peer municipalities, and developing and applying approaches to address long-standing compensation issues. The total project represents a redesign and upgrade of the human resource system.

Secondly, the study has been very much a cooperative venture between the City and Public Administration Associates. The City has provided specific guidance and review throughout the process. All employees participated in reviewing their jobs and providing other information. City Administrator Eveland has actively provided direction and has thoroughly reviewed segments of the study as it has evolved. There has been an active exchange of information and discussion of approaches throughout the process.

Thirdly, Public Administration Associates gathered and analyzed data according to established procedures. It has worked diligently to respond to the requirements and preferences of the City, within the limits of acceptable and prudent practices. However, Public Administration Associates has not attempted to impose any policy prescriptions. This is the responsibility of the City.

Finally, Public Administration Associates appreciated the opportunity to work with the City of Clintonville and its staff. The tasks of the study have been challenging at times, but we firmly believe that Clintonville has made tremendous progress in strengthening its human resource system.

David Tebo

Stephen Hintz

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Overview of the Report

Highly effective and efficient organizations recognize that their employees are their primary assets. These organizations clearly define work expectations and evaluate employee performance. They seek to recruit and retain highly qualified workers because they recognize the heavy cost of employee turnover of recruiting and training. To do this, highly effective and efficient organizations utilize compensation plans that are competitive in the market, internally equitable, and commensurate with the long term work contribution of the employees. Organizations that do not focus on their employees are penny-wise and pound-foolish.

The primary recommendation of this report is that the City of Clintonville should adopt a compensation system for its staff that properly recognizes the added work value that comes with experience, up to the point that individual employees have reached maximum performance levels. Fundamentally, this type of compensation system establishes a career ladder for compensation, in addition to annual adjustments for cost-of-living increases. At the early stages of their careers, employees begin on the lower rungs of the salary ladder. As they gain experience and perform at higher levels, they move step by step up the ladder. At the point when they have reached their maximum performance capabilities, they should be at the top step of the ladder. These salary points constitute the minimum salary, a series of salary steps, and a maximum salary. At this point, compensation increases are limited to cost-of-living adjustments.

The current compensation system in the City, in most cases, makes annual salary adjustments on an across-the-board basis, often adopting the percentage increase granted by contract to represented employees. This approach does not recognize the varying responsibilities of the staff or the value of experience in the job. It assumes that their salary worth is established at one point in time and, subject to annual cost-of-living adjustments, remains the same throughout their careers. Thus, an employee starting a position at age 30 earning \$40,000 per year is at age 65 still earning \$40,000 per year adjusted for inflation.

Highly effective and efficient organizations use compensation systems that recognize the value of greater performance coming from the experience gained by its professional employees.

Second, the report recommends the adoption of a compensation system based upon (1) a survey of salary ranges and actual salaries paid in peer municipalities, (2) an evaluation of position content and internal equity, and (3) recognition of the value of experience.

The third major recommendation consists of three models for determining annual compensation adjustments for non-represented employees. The Board can select the model that it believes best fits the values and culture of the organization. These models are (1) loosely-linked performance adjustments, (2) tightly-linked performance adjustments (pay for performance), and (3) hybrid performance adjustments.

The Study Process

Review of Positions

The study began with a review of forty position descriptions. The foundation of any good compensation system is an accurate and complete description of position content. This step was critical to the study because it enabled us to locate comparable positions in the peer municipalities and to determine the internal content of all Clintonville position for purposes of equity. There were several steps in this review.

First, employees were asked to review their position descriptions and to identify any additions, modifications, or deletions in order to match the work that they were actually doing with the work listed in the position description. A discrepancy did not necessarily mean that the position description should be changed, but rather that the activity should be reviewed by the employee's superior. In cases where a discrepancy simply was the addition of a specific task that was covered by an already listed more general task, no changes were identified for the position description. Several position descriptions were adjusted as a result of this review.

Employees were given the opportunity to meet with us to discuss the content of their job. In the majority of cases, the position description was perceived as an accurate and complete statement of employee job content and few employees spoke with us.

Next, each position description was reviewed according to a "best practices" standard for position descriptions, in other words, how it compare to a well-prepared position description. There were significant issues with a good number of descriptions. Each position description was rewritten to meet a "best practices" standard, without changing the essential content of the description. This review was a major task. Nearly every position description needed to be upgraded and revised and in several cases created from scratch. Of particular concern was the absence of coherent position requirements. We appreciated the assistance of the Administrator and her staff in this phase of the study.

External Compensation Comparisons with Peer Municipalities

Sixteen Wisconsin municipalities were selected as comparison municipalities, based on size, location, and complexity. The population information is from the Wisconsin Department of Administration 2017 municipal population estimates.

Chilton (3,906)	Waupaca (6,050)	Oconto (4,536)
Seymour (3,433)	Mosinee (4,000)	Black River Falls (3,630)
Evansville (5,238)	Peshtigo ((4,105)	Lancaster (3,804)
New London (7,245)	Columbus (5,096)	Medford (4.362)
Shawano (9,143)	Mauston (4,474)	Dodgeville (4,715)
Hortonville (2,711)	Clintonville (4,487)	

The first task was to establish the degree to which positions are comparable to the positions in Clintonville. This was relatively easy to do for positions with single sets of duties, but more complex for positions that combine sets of duties such as assessor/building inspector/Zoning administrator, clerk/treasurer, and finance director/treasurer. For some positions, a standard salary adjustment is used to equalize the positions among municipalities.

Next, data were obtained on the salary range for each position and the current salary of the incumbent in the participating municipalities. Not all of the comparison municipalities have salary ranges, however. In order to smooth out the salary range data, positions that obviously were not comparable were excluded (in italics). The value of a relatively large sample is that variation in municipal size and complexity and job responsibilities can be "averaged."

The first calculation is a determination of an average of range midpoints based upon salary range data provided by several municipalities. The average of midpoints includes the midpoints of the (1) low range, (2) high range, (3) average of ranges, and (4) actual low and high salaries.

The second calculation is the average of the actual salaries from municipalities without ranges and only actual salaries.

The third calculation is the average of the first and second calculations, weighted for the number of municipalities in each category. This yields the external midpoint, also known as the market rate.

The external midpoint is used to calculate the salary minimum and the salary maximum based on a percentage of the external midpoint. Percentage spreads commonly used by Wisconsin municipalities are 30 percent for management and highly skilled positions and 20 percent for non-management and less skilled positions. Clintonville has decided to use these percentage spreads in its calculations. The following examples show how these calculations are used.

Management positions

Non-management positions

External Midpoint (100%) \$60,000
Salary Minimum (85%) \$51,000
Salary Maximum (115%) \$69,000

External Midpoint (100%) \$50,000
Salary Minimum (90%) \$45,000
Salary Maximum (110%) \$55,000

The range between the salary minimum and salary maximum is known as the working range.

Internal Position Evaluation

Internal evaluations of positions are conducted to determine if compensation rates are equitable among positions within the organization. The customary approach is to identify a series of job factors--items that are found to greater or lesser degrees in all positions, to assign weights to these factors, and finally to determine how much of a particular job factor there is in a position. For example, a job factor that might be assigned heavy weighting is knowledge/education. If a particular position required a master's degree, then that position would contain a high degree of the factor knowledge/education. If another position required a high school diploma, then that position would contain a low degree of the factor knowledge/education.

For this study, eight widely used job factors were applied to all of the positions. These factors also were weighted according to standard practices, although the weighting should be reviewed by the organization.

1. Knowledge/education (20 % weighting)
2. Experience (20 % weighting)
3. Job complexity (20 % weighting)
4. Supervision exercised (10 % weighting)
5. Supervision received (10 % weighting)
6. Consequences of decisions (10 % weighting)
7. Interaction with other sets of people (5 % weighting)
8. Work environment (5 % weighting)

Because the analysis is of the job factors in the position and not in the performance of the employee, the position description was the starting point in the internal factor review. Each employee was asked to review his or her position description for accuracy and, if necessary, to recommend modifications in the description.

There were some discrepancies and several employees indicated that they were doing more than was included in the position description. We examined these recommended additions very carefully in light of the job factors. In most cases, they were an elaboration of work tasks that were more generally defined in the position description, although in a few instances they did affect job complexity or supervision exercised. However, just because certain tasks were being performed did not mean that they should be included in the position description without review by the appropriate department head and the administrator.

After the assessment of each position in terms of the job factors, the final steps are to determine the total number of points for each position and to compare them with related positions. Each factor was evaluated on a one to seven point scale and then multiplied by the percentage weight of the particular factor. For example, for work environment a water utility position doing manual work in bad weather would receive seven points (weighted total of 35) whereas a clerical position doing office work in city hall would receive one point (weighted total of five).

In most cases, there was a relatively close correlation between the salary range and the internal evaluation points. There were a few positions with comparable duties and internal points and different salary ranges where internal adjustments were necessary.

Comment on the internal point factor process

Job factor review is not a precise process, but is the most systematic process available for reviewing a set of positions for determining internal equity. Most of the factors are fairly objective, but there are some such as job complexity where a classification judgment has to be made. In this section, we want to address several concerns that employees may have.

First, was there really sufficient information about what employees do to categorize jobs according to the eight compensable factors? We strongly believe that there was. Every employee reviewed their job descriptions and had the opportunity to add, delete and/modify duties. Several employees added substantially to the task list, but in most cases we found that the additional tasks were illustrations of a broader responsibility already contained in the job description or were covered by the expected level of experience and training underlying the primary position. Only in cases where additional expertise was necessary to perform an extra set of duties should there be recognition for compensation purposes.

In cases where there was some question about substantive changes in duties, the consultants conferred with the City Administrator. In a few instances, employees had voluntarily assumed new duties that went beyond the job description. These situations pose interesting questions because from a classification and compensation system perspective, positions cannot be unilaterally redefined by the employees in the positions. They need to be reclassified according to a formal process. With regard to the positions in this study, however, the minor deviations did not materially affect the analysis. Finally, workload is not a compensable factor in position classification. If a person is putting in too many extra hours, it is a sign that the City should hire more personnel or, on a temporary basis, that a bonus should be granted.

Second, how can some disparities in the total number of points assigned to positions be accounted for? The answer in most cases is that there are variations in educational and experience requirements specified in the job descriptions. Some job descriptions specify a college degree and others a high school diploma. Some require several years of progressive experience and others require no experience. The point factor evaluation is based on the requirements contained in the job description. Although the City made several positive and appropriate adjustments in position requirements, the City should continue to re-evaluate the required education and experience standards for all of its positions.

Third, how accurate is the point assignment to individual positions with regard to determining compensation? The number of points assigned to a position is not an absolutely objective determination. In recognition of this fact, the customary practice for salary determination is to group positions within a point range. This study considers positions within a 20-30 point range to be equivalent positions for the purposes of compensation.

Finally, if there are discrepancies in the position rankings between the external and internal evaluations, which approach should be used? This always is a difficult question to answer. Clearly, the external market determines the ability of employers to attract and retain employees, but on the other hand gross disparities in internal rankings can have detrimental effects on employee morale. In the case of Clintonville, there are some disparities between the external and internal rankings; however, they are not excessive and they appear to be due primarily to the education and experience levels required for various positions.

Types of Salary/Wage Adjustments

1. Peer Municipality Compensation Adjustments

Peer municipality compensation data are used to calculate what is termed an external midpoint. As explained earlier, the external midpoint is based on salary ranges and actual salaries for comparable positions in peer municipalities. From this midpoint, the Clintonville ranges are determined. For professional and managerial positions, the minimum salary is calculated at 85 percent of the midpoint and the maximum salary is calculated at 115 percent of the midpoint. For non-managerial and non-professional positions, the minimum salary is calculated at 90 percent of the midpoint and the maximum salary is calculated at 110 percent of the midpoint. Individual positions are calculated by increments or steps. The Clintonville position ranges begin at the external midpoint.

There are two possible adjustments than can be made from the calculated ranges. The primary adjustment occurs if the current position salary is below the position salary minimum. In this case, the current salary is adjusted to the range minimum. The other adjustment occurs when the current position salary is above the position salary maximum. In this case, the salary is held constant until the entire grid is adjusted upward, as a rule by cost-of-living increases.

2. Combination of Duty of Adjustments

In a handful of positions, there may be a combination of duties that require additional experience and training that are not fully reflected in the peer data. These adjustments also are made in the midpoint of Clintonville ranges.

3. Internal Point Comparison Adjustments

Positions are reviewed internally and to the extent that it is possible to determine, positions with similar duties and points should be compensated at similar rates. However, this may not be possible if there are substantial differences in external rates. Two notable exceptions for Clintonville are the electric utility and the police employees with collective bargaining. Any internal point adjustments are made in the midpoint and are combined with any combination of duty adjustments since duties are reflected in internal points.

4. Placement on salary grid

Current salaries, with or without adjustments, need to be placed on the salary grid for each position. Our recommendation is to place the new salary at the next increment closest to the adjusted salary. This is a one-time technical adjustment. In most cases, it does not have much impact on salary.

5. Employment experience

Employment experience uses a different adjustment approach. It is used to determine at what salary increment employees should be placed, taking into account the years of relevant experience that they bring to the job.

To a large degree, this adjustment recognizes that the City over many years has been likely to increase salaries for all employees based on periodic cost-of-living adjustments that do not take into account the increasing years of experience that employees bring to their jobs. The adjustment is a measure to bring some recognition of this fact.

The employment history of each city employee was collected and placed in two categories. The first category was the length of employment with the City in the same or a related position. The second category was other employment in positions related to the position with the City. For example, an employee in public works who had worked as a heavy machinery operator would receive credit. An employee in accounting with experience in retail sales would not receive credit.

We propose the following scale be utilized for such an adjustment:

<u>Years of relevant employment</u>	<u>Salary scale position (85-115)</u>	<u>Salary scale position (90-110)</u>
0-2	Increment 1	Increment 1
3-5	Increment 2	Increment 2
6-10	Increment 4	Increment 4
11-15	Increment 7	Increment 6
16-20	Increment 10	Increment 8
21-25	Increment 13	Increment 10
26+	Increment 16	Increment 12

Experience is noted for part-time employees but on a pro-rated basis. City employment experience is counted at 50% of actual years and relevant non-city employment experience is counted at 33% of actual years.

An adjustment according to this scale is made if the current salary is below the proposed increment. If the current salary is at or above the proposed increment, then no salary adjustment is made.

This scale is relatively conservative for two key reasons. The first reason is that we simply do not know how individual salaries have been determined over the years. It could have been the city practice, entry salary, or a performance factor. We cannot make a different recommendation based on factors that we do not know about.

The second reason is that at a certain point, years of experience may not translate into better employee performance.

Development of the Salary Grid for Individual Positions

A salary grid consisting of 19 increments (90% to 110% range) or 25 increments (85% to 115% range) has been established for nearly all positions. A handful of positions such as custodians and library dusters use 11 increments (90% to 110% range). The first increment is the minimum salary determined for the position and the last increment is the maximum salary determined for the position. The other increments are equally spaced between the minimum and maximum increments. Here are two examples from the 85% to 115% range:

	<u>City Administrator</u>	<u>Police Chief</u>
Increment 1 Minimum Salary	\$ 71,824	\$ 63,045
Increment 2	72,880	63,972
Increment 3	73,936	64,899
Increment 4	74,992	65,826
Increment 5	76,048	66,753
Increment 6	77,104 *	67,680
Increment 7	78,160	68,607
Increment 8	79,216	69,534
Increment 9	80,272	70,461
Increment 10	81,328	71,388
Increment 11	82,384	72,315
Increment 12	83,440	73,242
Increment 13 Midpoint	84,496	74,169
Increment 14	85,552	75,096
Increment 15	86,608	76,023
Increment 16	87,664	76,950
Increment 17	88,720	77,877
Increment 18	89,776	78,804
Increment 19	90,832	79,731*
Increment 20	91,888	80,658
Increment 21	92,944	81,585
Increment 22	94,000	82,512
Increment 23	95,056	83,439
Increment 24	96,112	84,366
Increment 25 Maximum Salary	97,168	85,293

*Salary placement on the position grid

The position grid is derived from the peer municipality salary data and internal adjustments where appropriate. Increment placement on the grid is derived from the technical adjustment from current salary to the increment just above the current salary. It also takes into account the longevity formula explained earlier.

At this point, we believe that the compensation system as represented in the position ranges is externally competitive and internally fair. From this point forward, increment movement will be determined by the performance of each employee, based upon a performance evaluation process which will be described later in this report.

Approaches to Performance Evaluation and Use of the Salary Grid

The salary grid for positions offers a great deal of flexibility to the City in recognizing the performance of its employees. The basic concept is that performance as measured by the evaluation determines increment movement on the position salary grid.

Implementation of a performance-based compensation system will require the City to develop a series of performance standards for each position that are linked to specific movements on the increment grid. For example, in what is termed a loosely-linked compensation system, an employee receiving a “satisfactory performance” evaluation would move one increment on the grid. An employee receiving an “exceeds performance requirements” could move two increments on the grid. A more tightly linked compensation system might allow “satisfactory movement to the midpoint, but then require a higher performance standard for increment movement beyond the midpoint.

Specific approaches to performance and position grid movement will be considered in a separate document focused on performance evaluation.

Employee Salary Adjustments and Position Range Grids

The major parts of this study were the (1) adjustments to salaries based on peer data, internal comparisons, and longevity and (2) the development of position salary range grids with increments. Eight employee groupings are identified in this section. The first page for each group consists of the position adjustments made to achieve salary equity. The second page consists of salary range and increment grids for every position in the group.

** (Adjustment tables and position salary range grids begin on Page 12)

**City of Clintonville- Management Level (City Budget Funding)
PAA Compensation Study-2018**

Last Name	Position Title	Hourly Rate	Internal Points	Peer Minimum	Data Midpoint	Range Maximum	Annual Salary
Eveland	City Administrator	\$36.85	610	\$71,824	\$84,496	\$97,168	\$76,633
Beggs	Police Chief	\$38.27	555	\$63,045	\$74,169	\$85,293	\$79,602
Brown	Public Works Manager	\$33.18	490	\$56,157	\$66,069	\$75,981	\$69,014
Johnson	Clerk/Treasurer	\$24.02	490	\$54,527	\$64,151	\$73,775	\$49,962
Schroeder	Police Captain	\$33.35	485	\$57,454	\$67,594	\$77,734	\$69,368
McAuly	Parks and Rec. Director	\$23.90	465	\$45,107	\$53,063	\$61,019	\$49,712

Adjustments to Position Range					Adjustments for Longevity					Budget Adjustments	
Last Name	Range Min. Adjust.	Adjusted Salary	Grid Placement	Net Grid Adjustment	City Years	Other Years	Total	Increment Placement	Longevity Adjustment	Final Grid Placement	Net Increase
Eveland		\$76,333	\$77,104	\$471	1	4	5	2		\$77,104	\$471
Beggs		\$79,602	\$79,731	\$129	43		43	16		\$79,731	\$129
Brown		\$69,104	\$69,373	\$269	2	20	22	13		\$69,373	\$269
Johnson	\$4,565	\$54,527	\$54,527	\$0	16	12	28	16	\$12,030	\$66,557	\$16,595
Schroeder		\$69,368	\$70,129	\$761	26		26	16		\$70,129	\$761
McAuly		\$49,712	\$49,748	\$36	7	1	8	4		\$49,748	\$36
TOTALS	\$4,565			\$1,666					\$12,030		\$18,261

25-increment Position Structure-City of Clintonville Compensation Study, 2018

Salary Ranges based on Study of 16 Peer Communities + Internal Adjustments(Gross Annual Salary)

	City	Police	Public Works	Clerk-	Police	Parks/Recreation
(.85-1.15)	Administrator	Chief	Manager	Treasurer	Captain	Director
Step 1-Minimum	71824	63045	56157	54527	57454	45107
2	72880	63972	56983	55329	58299	45770
3	73936	64899	57809	56131	59144	46433
4	74992	65826	58635	56933	59989	47096
5	76048	66753	59461	57735	60834	47759
6	77104	67680	60287	58537	61679	48422
7	78160	68607	61113	59339	62524	49085
8	79216	69534	61939	60141	63369	49748
9	80272	70461	62765	60943	64214	50411
10	81328	71388	63591	61745	65059	51074
11	82384	72315	64417	62547	65904	51737
12	83440	73242	65243	63349	66749	52400
Step13-Midpoint	84496	74169	66069	64151	67594	53063
14	85552	75096	66895	64953	68439	53726
15	86608	76023	67721	65755	69284	54389
16	87664	76950	68547	66557	70129	55052
17	88720	77877	69373	67359	70974	55715
18	89776	78804	70199	68161	71819	56378
19	90832	79731	71025	68963	72664	57041
20	91888	80658	71851	69765	73509	57704
21	92944	81585	72677	70567	74354	58367
22	94000	82512	73503	71369	75199	59030
23	95056	83439	74329	72171	76044	59693
24	96112	84366	75155	72973	76889	60356
Step 25-Maximum	97168	85293	75981	73775	77734	61019

25-increment Position Structure-City of Clintonville Compensation Study, 2018						
Salary Ranges based on Study of 16 Peer Communities + Internal Adjustments (Hourly Rate)						
(.85-1.15)	City	Police	Public Works	Clerk-	Police	Parks/Recreation
	Administrator	Chief	Manager	Treasurer	Captain	Director
Step 1-Minimum	\$34.53	\$30.31	\$27.00	\$26.21	\$27.62	\$21.69
2	\$35.04	\$30.76	\$27.40	\$26.60	\$28.03	\$22.00
3	\$35.55	\$31.20	\$27.79	\$26.99	\$28.43	\$22.32
4	\$36.05	\$31.65	\$28.19	\$27.37	\$28.84	\$22.64
5	\$36.56	\$32.09	\$28.59	\$27.76	\$29.25	\$22.96
6	\$37.07	\$32.54	\$28.98	\$28.14	\$29.65	\$23.28
7	\$37.58	\$32.98	\$29.38	\$28.53	\$30.06	\$23.60
8	\$38.08	\$33.43	\$29.78	\$28.91	\$30.47	\$23.92
9	\$38.59	\$33.88	\$30.18	\$29.30	\$30.87	\$24.24
10	\$39.10	\$34.32	\$30.57	\$29.69	\$31.28	\$24.55
11	\$39.61	\$34.77	\$30.97	\$30.07	\$31.68	\$24.87
12	\$40.12	\$35.21	\$31.37	\$30.46	\$32.09	\$25.19
Step13-Midpoint	\$40.62	\$35.66	\$31.76	\$30.84	\$32.50	\$25.51
14	\$41.13	\$36.10	\$32.16	\$31.23	\$32.90	\$25.83
15	\$41.64	\$36.55	\$32.56	\$31.61	\$33.31	\$26.15
16	\$42.15	\$37.00	\$32.96	\$32.00	\$33.72	\$26.47
17	\$42.65	\$37.44	\$33.35	\$32.38	\$34.12	\$26.79
18	\$43.16	\$37.89	\$33.75	\$32.77	\$34.53	\$27.10
19	\$43.67	\$38.33	\$34.15	\$33.16	\$34.93	\$27.42
20	\$44.18	\$38.78	\$34.54	\$33.54	\$35.34	\$27.74
21	\$44.68	\$39.22	\$34.94	\$33.93	\$35.75	\$28.06
22	\$45.19	\$39.67	\$35.34	\$34.31	\$36.15	\$28.38
23	\$45.70	\$40.11	\$35.74	\$34.70	\$36.56	\$28.70
24	\$46.21	\$40.56	\$36.13	\$35.08	\$36.97	\$29.02
Step 25-Maximum	\$46.72	\$41.01	\$36.53	\$35.47	\$37.37	\$29.34

**City of Clintonville- Electric Utility Staff and Budget
PAA Compensation Study 2018**

Last Name	Position Title	Hourly Rate	Internal Points	Peer Minimum	Data Midpoint	Range Maximum	Annual Salary
Ellickson	Utility Manager	\$40.82	505	\$70,418	\$82,850	\$95,282	\$84,906
Zachow	Utility Finance Director	\$24.49	475	\$53,316	\$62,724	\$72,132	\$50,939
Carrick	Journey Lineman	\$34.73	285	\$66,755	\$74,171	\$81,587	\$72,238
Krake	Journey Lineman	\$34.73	285	\$66,755	\$74,171	\$81,587	\$72,238
Mosser	Journey Line.App.	\$20.86	285	App	App	App	\$43,389
Koelbl	Meter Tech. App.	\$23.87	220	\$53,659	\$59,626	\$65,593	\$49,650
Tagliapietra	Billing Specialist	\$18.74	270	\$37,997	\$42,218	\$46,439	\$38,979
Miller	Customer Service Rep.	\$18.74	190	\$35,219	\$39,134	\$43,049	\$38,979
Hoffman	Line Foreman	\$37.38	325	\$68,606	\$76,229	\$83,852	\$77,750

Last Name	Adjustment to Position Range				Adjustments for Longevity					Budget Adjustments	
	Range Min. Adjust.	Adjusted Salary	Grid Placement	Net Grid Adjustment	City Years	Other Years	Total	Increment Placement	Longevity Adjustment	Final Grid Placement	Net Increase
Ellickson		\$84,906	\$84,922	\$16	26	3	29	16	\$676	\$85,598	\$692
Zachow	\$2,377	\$53,316	\$53,316	\$0	4	3	7	4	\$2,352	\$55,668	\$4,729
Carrick		\$72,238	\$72,523	\$285	16		16	8		\$72,523	\$285
Krake		\$72,238	\$72,523	\$285	3	20	23	10	\$1,648	\$74,171	\$1,933
Mosser		\$43,389		\$0	1		1	App		\$43,389	
Koelbl	\$4,009	\$53,659	\$53,659	\$0	5		5	2	\$663	\$54,322	\$4,672
Tagliapietra		\$38,979	\$39,404	\$425	5	9	14	6	\$938	\$40,342	\$1,363
Miller		\$38,979	\$39,134	\$155	25		25	10		\$39,134	\$155
Hoffman		\$77,750	\$77,923	\$173	0					\$77,923	\$173
	\$6,386			\$1,339					\$6,307		\$14,002

25-increment Position Structure-Clintonville 2018 Peer Study + Internal Adjusts(Gross Annual Salary)		
(.85-1.15)	Electric Utility Manager	Electric Utility Financial Director
Step 1-Min.	70418	53316
2	71454	54100
3	72490	54884
4	73526	55668
5	74562	56452
6	75598	57236
7	76634	58020
8	77670	58804
9	78706	59588
10	79742	60372
11	80778	61156
12	81814	61940
Step13-Mid.	82850	62724
14	83886	63508
15	84922	64292
16	85958	65076
17	86994	65860
18	88030	66644
19	89066	67428
20	90102	68212
21	91138	68996
22	92174	69780
23	93210	70564
24	94246	71348
Step 25-Max.	95282	72132

25-increment Position Structure-Clintonville 2018 Peer Study + Internal Adjusts(Hourly Rate)		
(.85-1.15)	Electric Utility Manager	Electric Utility Financial Director
Step 1-Min.	\$33.85	\$25.63
2	\$34.35	\$26.01
3	\$34.85	\$26.39
4	\$35.35	\$26.76
5	\$35.85	\$27.14
6	\$36.35	\$27.52
7	\$36.84	\$27.89
8	\$37.34	\$28.27
9	\$37.84	\$28.65
10	\$38.34	\$29.03
11	\$38.84	\$29.40
12	\$39.33	\$29.78
Step13-Mid.	\$39.83	\$30.16
14	\$40.33	\$30.53
15	\$40.83	\$30.91
16	\$41.33	\$31.29
17	\$41.82	\$31.66
18	\$42.32	\$32.04
19	\$42.82	\$32.42
20	\$43.32	\$32.79
21	\$43.82	\$33.17
22	\$44.31	\$33.55
23	\$44.81	\$33.93
24	\$45.31	\$34.30
Step 25-Max.	\$45.81	\$34.68

19-Increment Position Structure-Clintonville 2018					
Compensation Study of Peer Communities + Internal					
Adjustments (Gross Annual Salary)					
(.90-1.10)	Lineman	Meter	Line	Billing	Customer
	Journey	Technician	Foreman	Specialist	Service Rep.
Step 1-Min.	66755	53659	68606	37997	35219
2	67579	54322	69453	38466	35654
3	68403	54985	70300	38935	36089
4	69227	55648	71147	39404	36524
5	70051	56311	71994	39873	36959
6	70875	56974	72841	40342	37394
7	71699	57637	73688	40811	37829
8	72523	58300	74535	41280	38264
9	73347	58963	75382	41749	38699
Step 10-Mid.	74171	59626	76229	42218	39134
11	74995	60289	77076	42687	39569
12	75819	60952	77923	43156	40004
13	76643	61615	78770	43625	40439
14	77467	62278	79617	44094	40874
15	78291	62941	80464	44563	41309
16	79115	63604	81311	45032	41744
17	79939	64267	82158	45501	42179
18	80763	64930	83005	45970	42614
19	81587	65593	83852	46439	43049

19-Increment Position Structure-Clintonville 2018					
Compensation Study of Peer Communities + Internal Adjustments					
(Hourly Rate)					
(.90-1.10)	Lineman	Meter	Line	Billing	Customer
	Journey	Technician	Foreman	Specialist	Service Rep.
Step 1-Min.	\$32.09	\$25.80	\$32.98	\$18.27	\$16.93
2	\$32.49	\$26.12	\$33.39	\$18.49	\$17.14
3	\$32.89	\$26.44	\$33.80	\$18.72	\$17.35
4	\$33.28	\$26.75	\$34.21	\$18.94	\$17.56
5	\$33.68	\$27.07	\$34.61	\$19.17	\$17.77
6	\$34.07	\$27.39	\$35.02	\$19.40	\$17.98
7	\$34.47	\$27.71	\$35.43	\$19.62	\$18.19
8	\$34.87	\$28.03	\$35.83	\$19.85	\$18.40
9	\$35.26	\$28.35	\$36.24	\$20.07	\$18.61
Step 10-Mid.	\$35.66	\$28.67	\$36.65	\$20.30	\$18.81
11	\$36.06	\$28.99	\$37.06	\$20.52	\$19.02
12	\$36.45	\$29.30	\$37.46	\$20.75	\$19.23
13	\$36.85	\$29.62	\$37.87	\$20.97	\$19.44
14	\$37.24	\$29.94	\$38.28	\$21.20	\$19.65
15	\$37.64	\$30.26	\$38.68	\$21.42	\$19.86
16	\$38.04	\$30.58	\$39.09	\$21.65	\$20.07
17	\$38.43	\$30.90	\$39.50	\$21.88	\$20.28
18	\$38.83	\$31.22	\$39.91	\$22.10	\$20.49
19	\$39.22	\$31.54	\$40.31	\$22.33	\$20.70

City of Clintonville- Public Works Staff-(City Budget)

PAA Compensation Study 2018

Last Name	Position Title	Hourly Rate	Internal Points	Peer Minimum	Data Midpoint	Range Maximum	Annual Salary
Jaeger	PW Foreman	\$22.97	330	\$49,526	\$55,025	\$60,524	\$47,778
Mehlberg	Mechanic I	\$22.30	265	\$42,708	\$47,451	\$52,194	\$46,384
Froh	Shop Foreman	\$22.20	315	\$48,600	\$54,000	\$59,400	\$46,176
Malotky	PW Operator	\$22.19	205	\$42,736	\$47,480	\$52,223	\$46,155
Knaup	PW Operator	\$21.29	205	\$42,736	\$47,480	\$52,223	\$44,283

Last Name	Adjustments to Position Range				Adjustments for Longevity					Budget Adjustments	
	Range Min. Adjust.	Adjusted Salary	Grid Placement	Net Grid Adjustment	City Years	Other Years	Total	Increment Placement	Longevity Adjustment	Final Grid Placement	Net Increase
Jaeger	\$1,478	\$49,256	\$49,256	\$0	8		8	4	\$2,103	\$51,359	\$3,581
Mehlberg		\$46,384	\$46,397	\$13	32		32	12	\$2,408	\$48,805	\$2,421
Froh	\$2,424	\$48,600	\$48,600	\$0	2	16	18	8	\$4,200	\$52,800	\$6,624
Malotky		\$46,155	\$46,426	\$271	28		28	12	\$2,098	\$48,534	\$2,369
Knaup		\$44,283	\$44,318	\$35	5	1	6	4	\$0	\$44,318	\$35
	\$3,902			\$319					\$10,809		\$15,030

19-Increment Position Structure-Clintonville 2018
Compensation Study of 16 Peer Communities + Internal
Adjustments (Gross Annual Salary)

	Street		Shop	Public Works
	Foreman	Mechanic II	Foreman	Operator (3)
(.90-1.10)				
Step 1-Minimum	49526	42708	48600	42736
2	50137	43235	49200	43264
3	50748	43762	49800	43791
4	51359	44289	50400	44318
5	51970	44816	51000	44845
6	52581	45343	51600	45372
7	53192	45870	52200	45899
8	53803	46397	52800	46426
9	54414	46924	53400	46953
Step 10-Midpoint	55025	47451	54000	47480
11	55636	47978	54600	48007
12	56247	48505	55200	48534
13	56858	49032	55800	49061
14	57469	49559	56400	49588
15	58080	50086	57000	50115
16	58691	50613	57600	50642
17	59302	51140	58200	51169
18	59913	51667	58800	51696
19	60524	52194	59400	52223

19-Increment Position Structure-Clintonville 2018
Compensation Study of 16 Peer Communities + Internal
Adjustments (Hourly Rate)

	Street		Shop	Public Works
	Foreman	Mechanic II	Foreman	Operator (3)
(.90-1.10)				
Step 1-Minimum	\$23.81	\$20.53	\$23.37	\$20.55
2	\$24.10	\$20.79	\$23.65	\$20.80
3	\$24.40	\$21.04	\$23.94	\$21.05
4	\$24.69	\$21.29	\$24.23	\$21.31
5	\$24.99	\$21.55	\$24.52	\$21.56
6	\$25.28	\$21.80	\$24.81	\$21.81
7	\$25.57	\$22.05	\$25.10	\$22.07
8	\$25.87	\$22.31	\$25.38	\$22.32
9	\$26.16	\$22.56	\$25.67	\$22.57
Step 10-Midpoint	\$26.45	\$22.81	\$25.96	\$22.83
11	\$26.75	\$23.07	\$26.25	\$23.08
12	\$27.04	\$23.32	\$26.54	\$23.33
13	\$27.34	\$23.57	\$26.83	\$23.59
14	\$27.63	\$23.83	\$27.12	\$23.84
15	\$27.92	\$24.08	\$27.40	\$24.09
16	\$28.22	\$24.33	\$27.69	\$24.35
17	\$28.51	\$24.59	\$27.98	\$24.60
18	\$28.80	\$24.84	\$28.27	\$24.85
19	\$29.10	\$25.09	\$28.56	\$25.11

**City of Clintonville- Library Staff and Library Board Budget
PAA Compensation Study 2018**

Last Name	Position Title	Hourly Rate	Internal Points	Peer Minimum	Data Midpoint	Range Maximum	Annual Salary/ Hourly Wage
Hein	Library Director	\$24.23	485	\$46,550	\$54,770	\$62,990	\$50,398
Freund	Youth Services Librarian	\$17.75	395	\$32,115	\$37,779	\$43,443	\$36,920
Borman	Tech. Services Librarian	\$15.15	395	\$31,035	\$36,507	\$41,979	\$31,512
Bodoh	Library Technician	\$12.43	200	\$13.50	\$15.03	\$16.50	\$12.43
Meyer	Library Technician	\$9.44	200	\$13.50	\$15.03	\$16.50	\$9.44
Rubenzner	Library Technician	\$9.44	200	\$13.50	\$15.03	\$16.50	\$9.44
Sasse	Custodian I	\$13.64	135	\$11.48	\$12.76	\$14.03	\$13.64
Phillips	Custodian II	\$9.93	145	\$12.38	\$13.76	\$15.13	\$9.93
Salzman	Library Page/Duster	\$7.25	100	\$8.51	\$9.45	\$10.40	\$7.25
Krieser	Library Page/Duster	\$7.25	100	\$8.51	\$9.45	\$10.40	\$7.25
Johnson	Library Page/Duster	\$7.25	100	\$8.51	\$9.45	\$10.40	\$7.25

Adjustments to Position Range					Adjustments for Longevity					Budget Adjustments	
Last Name	Range Min. Adjust.	Adjusted Salary	Grid Placement	Net Grid Adjustment	City Years	Other Years	Total	Increment Placement	Longevity Adjustment	Final Grid Placement	Net Increase
Hein		\$50,398	\$50,660	\$202	10		10	4		\$50,660	\$202
Freund		\$36,920	\$37,307	\$387						\$37,307	\$387
Borman		\$31,512	\$31,947	\$435	5	3	8	4		\$31,947	\$435
Bodoh	\$1.07	\$13.50	\$13.50	\$0.00	15	2	17	8	\$1.02	\$14.52	2.09/hr.
Meyer	\$4.06	\$13.50	\$13.50	\$0.00	2		2	1		\$13.50	3.11/hr.
Rubenzner	\$4.06	\$13.50	\$13.50	\$0.00	2		2	1		\$13.50	3.11/hr.
Sasse		\$13.64	\$13.78	\$0.00	27	2	29	11	\$0.25	\$14.03	.39/hr.
Phillips	\$2.45	\$12.38	\$12.38	\$0.00	1		1	1		\$12.38	2.45/hr.
Salzman	\$1.26	\$8.51	\$8.51	\$0.00	6		6	3	\$0.09	\$8.70	1.45/hr.
Krieser	\$1.26	\$8.51	\$8.51	\$0.00	2		2	1		\$8.51	1.26/hr.
Johnson	\$1.26	\$8.51	\$8.51	\$0.00	1		1	1		\$8.51	1.26/hr.
				\$1,024						FT Total Only	\$1,024

19-Increment Position Structure-Clintonville 2018 Compensation Study of 16 Peer Communities + Internal Adjustments (Gross Annual Salary)			
(.85-1.15)	Library Director	Youth Services Librarian	Assistant Librarian Technical Services
Step 1-Minimum	46550	32115	31035
2	47235	32587	31491
3	47920	33059	31947
4	48605	33531	32403
5	49290	34003	32859
6	49975	34475	33315
7	50660	34947	33771
8	51345	35419	34227
9	52030	35891	34683
10	52715	36363	35139
11	53400	36835	35595
12	54085	37307	36051
Step13-Midpoint	54770	37779	36507
14	55455	38251	36963
15	56140	38723	37419
16	56825	39195	37875
17	57510	39667	38331
18	58195	40139	38787
19	58880	40611	39243
20	59565	41083	39699
21	60250	41555	40155
22	60935	42027	40611
23	61620	42499	41067
24	62305	42971	41523
Step 25-Maximum	62990	43443	41979

19-Increment Position Structure-Clintonville 2018 Compensation Study of 16 Peer Communities + Internal Adjustments (Hourly Rate)			
(.85-1.15)	Library Director	Youth Services Librarian	Assistant Librarian Technical Services
Step 1-Minimum	\$22.38	\$15.44	\$14.92
2	\$22.71	\$15.67	\$15.14
3	\$23.04	\$15.89	\$15.36
4	\$23.37	\$16.12	\$15.58
5	\$23.70	\$16.35	\$15.80
6	\$24.03	\$16.57	\$16.02
7	\$24.36	\$16.80	\$16.24
8	\$24.69	\$17.03	\$16.46
9	\$25.01	\$17.26	\$16.67
10	\$25.34	\$17.48	\$16.89
11	\$25.67	\$17.71	\$17.11
12	\$26.00	\$17.94	\$17.33
Step13-Midpoint	\$26.33	\$18.16	\$17.55
14	\$26.66	\$18.39	\$17.77
15	\$26.99	\$18.62	\$17.99
16	\$27.32	\$18.84	\$18.21
17	\$27.65	\$19.07	\$18.43
18	\$27.98	\$19.30	\$18.65
19	\$28.31	\$19.52	\$18.87
20	\$28.64	\$19.75	\$19.09
21	\$28.97	\$19.98	\$19.31
22	\$29.30	\$20.21	\$19.52
23	\$29.63	\$20.43	\$19.74
24	\$29.95	\$20.66	\$19.96
Step 25-Maximum	\$30.28	\$20.89	\$20.18

19-Increment Structure-2018	
Peer Study + Int. Adjust.(Hourly Rate)	
(.90-1.10)	Library Technicians(5)
Step 1-Min.(3)	\$13.50
2	\$13.67
3	\$13.84
4	\$14.01
5	\$14.18
6	\$14.35
7	\$14.52
8	\$14.69
9	\$14.86
Step 10-Mid.	\$15.03
11	\$15.20
12	\$15.37
13	\$15.54
14	\$15.71
15	\$15.88
16	\$16.05
17	\$16.22
18	\$16.39
19	\$16.56

11-Increment Structure-2018			
Peer Study + Int. Adjustments (Hourly Rate)			
(.90-1.10)	Custodian II	Custodian I	Dusters(3)
Step 1-Min.	\$12.38	\$11.48	\$8.51
2	\$12.66	\$11.74	\$8.70
3	\$12.93	\$11.99	\$8.89
4	\$13.21	\$12.25	\$9.08
5	\$13.48	\$12.50	\$9.27
Step 6-Mid.	\$13.76	\$12.76	\$9.46
7	\$14.03	\$13.01	\$9.64
8	\$14.31	\$13.27	\$9.83
9	\$14.58	\$13.52	\$10.02
10	\$14.86	\$13.78	\$10.21
11	\$15.13	\$14.03	\$10.40

**City of Clintonville Water and Wastewater Utility
PAA Compensation Study 2018**

Last Name	Position Title	Hourly Rate	Internal Points	Peer Minimum	Data Midpoint	Range Maximum	Annual Salary
Tichinel	Water/Waste Manager	\$35.00	475	\$57,019	\$67,087	\$77,155	\$46,883
Pagel	Wastewater Foreman	\$27.46	330	\$51,107	\$56,786	\$62,464	P-T
Stanislowski	Water Foreman	\$27.05	320	\$50,833	\$56,485	\$62,137	\$41,517
LeNoble	Wastewater Operator	\$25.02	245	\$45,747	\$50,832	\$55,917	\$38,438
Rades	Wastewater Operator	\$21.84	245	\$45,747	\$50,832	\$55,917	P-T
Gruetzmacher	Water Operator	\$24.77	235	\$45,387	\$50,427	\$55,467	\$51,522

Last Name	Adjustments to Position Range				Adjustments for Longevity					Budget Adjustments	
	Range Min. Adjust.	Adjusted Salary	Grid Placement	Net Grid Adjustment	City Years	Other Years	Total	Increment Placement	Longevity Adjustment	Final Grid Placement	Net Increase
Tichinel		\$72,800	\$72,960	\$160	3	16	19	10		\$72,960	\$160
Pagel		\$57,117	\$57,417	\$300	5	8	13	6		\$57,417	\$300
Stanislowski		\$56,264	\$56,485	\$221	38		38	12	\$1,256	\$57,741	\$1,477
LeNoble		\$52,042	\$52,527	\$485	11	9	20	8		\$52,527	\$485
Rades	\$320	\$45,747	\$45,747	\$0	2	2	4	2	\$565	\$46,312	\$885
Gruetzmacher		\$51,522	\$51,547	\$25	10		10	4		\$51,547	\$25
	\$320			\$1,191					\$1,821		\$3,332

19-Increment Position Structure-Clintonville 2018 Compensation Study of 16 Peer Communities + Internal Adjustments (Gross Annual Salary)				
(.90-1.10)	Wastewater Foreman	Water Super. Foreman	Wastewater Operator(2)	Water Operator
Step 1-Minimum	51107	50833	45747	45387
2	51738	51461	46312	45947
3	52369	52089	46877	46507
4	53000	52717	47442	47067
5	53631	53345	48007	47627
6	54262	53973	48572	48187
7	54893	54601	49137	48747
8	55524	55229	49702	49307
9	56155	55857	50267	49867
Step 10-Midpoint	56786	56485	50832	50427
11	57417	57113	51397	50987
12	58048	57741	51962	51547
13	58679	58369	52527	52107
14	59310	58997	53092	52667
15	59941	59625	53657	53227
16	60572	60253	54222	53787
17	61203	60881	54787	54347
18	61834	61509	55352	54907
19	62465	62137	55917	55467

25-increment structure/Peer + Internal Adjusts(Annual Salary)	
(.85-1.15)	Water + Waste Water Manager
Step 1-Min.	57019
2	57858
3	58697
4	59536
5	60375
6	61214
7	62053
8	62892
9	63731
10	64570
11	65409
12	66248
Step13-Mid.	67087
14	67926
15	68765
16	69604
17	70443
18	71282
19	72121
20	72960
21	73799
22	74638
23	75477
24	76316
Step 25-Max.	77155

19-Increment Position Structure-Clintonville 2018 Compensation Study of 16 Peer Communities + Internal Adjustments (Hourly Rate)				
(.90-1.10)	Wastewater	Water Super.	Wastewater	Water
	Foreman	Foreman	Operator(2)	Operator
Step 1-Minimum	\$24.57	\$24.44	\$21.99	\$21.82
2	\$24.87	\$24.74	\$22.27	\$22.09
3	\$25.18	\$25.04	\$22.54	\$22.36
4	\$25.48	\$25.34	\$22.81	\$22.63
5	\$25.78	\$25.65	\$23.08	\$22.90
6	\$26.09	\$25.95	\$23.35	\$23.17
7	\$26.39	\$26.25	\$23.62	\$23.44
8	\$26.69	\$26.55	\$23.90	\$23.71
9	\$27.00	\$26.85	\$24.17	\$23.97
Step 10-Midpoint	\$27.30	\$27.16	\$24.44	\$24.24
11	\$27.60	\$27.46	\$24.71	\$24.51
12	\$27.91	\$27.76	\$24.98	\$24.78
13	\$28.21	\$28.06	\$25.25	\$25.05
14	\$28.51	\$28.36	\$25.53	\$25.32
15	\$28.82	\$28.67	\$25.80	\$25.59
16	\$29.12	\$28.97	\$26.07	\$25.86
17	\$29.42	\$29.27	\$26.34	\$26.13
18	\$29.73	\$29.57	\$26.61	\$26.40
19	\$30.03	\$29.87	\$26.88	\$26.67

25-increment structure/Peer +Int. Adustments (Hourly Rt.)	
(.85-1.15)	Water + Waste Water Manager
Step 1-Min.	\$27.41
2	\$27.82
3	\$28.22
4	\$28.62
5	\$29.03
6	\$29.43
7	\$29.83
8	\$30.24
9	\$30.64
10	\$31.04
11	\$31.45
12	\$31.85
Step 13-Mid.	\$32.25
14	\$32.66
15	\$33.06
16	\$33.46
17	\$33.87
18	\$34.27
19	\$34.67
20	\$35.08
21	\$35.48
22	\$35.88
23	\$36.29
24	\$36.69
Step 25-Max.	\$37.09

City of Clintonville-Parks and Recreation Staff (City Budget)

PAA Compensation Study 2018

Last Name	Position Title	Hourly Rate	Internal Points	Peer Minimum	Data Midpoint	Range Maximum	Annual Salary
Klotzbuecher	Park Foreman	\$22.54	280	\$42,173	\$46,862	\$51,551	\$46,883
Vacant	Recreation Coordinator		215	\$14.40	\$16.02	\$17.64	P-T
Tremper	Park Maint./Laborer	\$19.96	145	\$40,753	\$45,280	\$49,807	\$41,517
Schertz	Park Maint./Laborer	\$18.48	145	\$40,753	\$45,280	\$49,807	\$38,438
Schertz	Facilities Custodian	\$12.95	125	\$11.48	\$12.76	\$14.03	P-T

Last Name	Adjustments to Position Range				Adjustments for Longevity					Budget Adjustments	
	Range Min. Adjust.	Adjusted Salary	Grid Placement	Net Grid Adjustment	City Years	Other Years	Total	Increment Placement	Longevity Adjustment	Final Grid Placement	Net Increase
Klotzbuecher		\$46,883	\$47,383	\$500	24	13	37	12	\$521	\$47,904	\$1,021
Vacant											
Tremper		\$41,517	\$41,759	\$242	10	2	12	6	\$1,509	\$43,268	\$1,751
Schertz	\$2,315	\$40,753	\$40,753	\$0	3	3	6	4	\$1,509	\$42,262	\$3,824
Schertz		\$12.95	\$13.01	\$0.06	2		2	1		13.21	\$.026/hr
	\$2,315			\$742					\$3,539	FT Totals Only	\$6,596

19-Increment Position Structure-Clintonville 2018 Compensation Study of 16 Peer Communities + Internal Adjustments (Gross Annual Salary)		
(.90-1.10)	Park Foreman	Park Maintenance Laborer(2)
Step 1-Minimum	42173	40753
2	42694	41256
3	43215	41759
4	43736	42262
5	44257	42765
6	44778	43268
7	45299	43771
8	45820	44274
9	46341	44777
Step 10-Midpoint	46862	45280
11	47383	45783
12	47904	46286
13	48425	46789
14	48946	47292
15	49467	47795
16	49988	48298
17	50509	48801
18	51030	49304
19	51551	49807

19-Increment Position Structure-Clintonville 2018 Compensation Study of 16 Peer Communities + Internal Adjustments (Hourly Rate)			
(.90-1.10)	Park Foreman	Park Maintenance Laborer(2)	Recreation Coordinator
Step 1-Minimum	\$20.28	\$19.59	\$14.40
2	\$20.53	\$19.83	\$14.58
3	\$20.78	\$20.08	\$14.76
4	\$21.03	\$20.32	\$14.94
5	\$21.28	\$20.56	\$15.12
6	\$21.53	\$20.80	\$15.30
7	\$21.78	\$21.04	\$15.48
8	\$22.03	\$21.29	\$15.66
9	\$22.28	\$21.53	\$15.84
Step 10-Midpoint	\$22.53	\$21.77	\$16.02
11	\$22.78	\$22.01	\$16.20
12	\$23.03	\$22.25	\$16.38
13	\$23.28	\$22.49	\$16.56
14	\$23.53	\$22.74	\$16.74
15	\$23.78	\$22.98	\$16.92
16	\$24.03	\$23.22	\$17.10
17	\$24.28	\$23.46	\$17.28
18	\$24.53	\$23.70	\$17.46
19	\$24.78	\$23.95	\$17.64

11-Increment Structure-Clintonville 2018 Peer Study + Int. Adjustments(Hourly Rate)		
(.90-1.10)	Custodian II	Custodian I
Step 1-Minimum	\$12.38	\$11.48
2	\$12.66	\$11.74
3	\$12.93	\$11.99
4	\$13.21	\$12.25
5	\$13.48	\$12.50
Step 6-Midpoint	\$13.76	\$12.76
7	\$14.03	\$13.01
8	\$14.31	\$13.27
9	\$14.58	\$13.52
10	\$14.86	\$13.78
11	\$15.13	\$14.03

City of Clintonville- Administrative Support Staff (City Budget)

PAA Compensation Study 2018

Last Name	Position Title	Hourly Rate	Internal Points	Peer Minimum	Data Midpoint	Range Maximum	Annual Salary
Metoxen	Deputy Clk./Treasurer	\$19.21	310	\$40,176	\$44,640	\$49,104	\$39,957
Joren	Administrative Asst.	\$14.36	185	\$32,642	\$36,269	\$39,896	\$29,869

Last Name	Adjustments to Position Range				Adjustments for Longevity			Budget Adjustments			
	Range Min. Adjust.	Adjusted Salary	Grid Placement	Net Grid Adjustment	City Years	Other Years	Total	Increment Placement	Longevity Adjustment	Final Grid Placement	Net Increase
Metoxen	\$219	\$40,176	\$40,176	\$0	6	14	20	8	\$2,976	\$43,648	\$3,195
Joren	\$2,773	\$32,642	\$32,642	\$0	3	1	4	2	\$406	\$33,048	\$3,179
	\$2,992								\$3,382		\$6,374

19-Increment Position Structure-Clintonville 2018 Compensation Study of 16 Peer Communitites + Internal Adjustments (Gross Annual Salary)		
(.90-1.10)	Deputy Clerk Treasurer	Administrative Assistant
Step 1-Minimum	40176	32642
2	40672	33045
3	41168	33448
4	41664	33851
5	42160	34254
6	42656	34657
7	43152	35060
8	43648	35463
9	44144	35866
Step 10-Midpoint	44640	36269
11	45136	36672
12	45632	37075
13	46128	37478
14	46624	37881
15	47120	38284
16	47616	38687
17	48112	39090
18	48608	39493
19	49104	39896

19-Increment Position Structure-Clintonville 2018 Compensation Study of 16 Peer Communitites + Internal Adjustments (Hourly Rate)		
(.90-1.10)	Deputy Clerk Treasurer	Administrative Assistant
Step 1-Minimum	\$19.32	\$15.69
2	\$19.55	\$15.89
3	\$19.79	\$16.08
4	\$20.03	\$16.27
5	\$20.27	\$16.47
6	\$20.51	\$16.66
7	\$20.75	\$16.86
8	\$20.98	\$17.05
9	\$21.22	\$17.24
Step 10-Midpoint	\$21.46	\$17.44
11	\$21.70	\$17.63
12	\$21.94	\$17.82
13	\$22.18	\$18.02
14	\$22.42	\$18.21
15	\$22.65	\$18.41
16	\$22.89	\$18.60
17	\$23.13	\$18.79
18	\$23.37	\$18.99
19	\$23.61	\$19.18

City of Clintonville- Police Department + Public Safety (City Budget)
PAA Compensation Study 2018

Last Name	Position Title	Hourly Rate	Internal Points	Peer Minimum	Data Midpoint	Range Maximum	Annual Salary	Range Min. Adjust.	Adjusted Salary	Grid Placement	Net Grid Adjustment	City Years	Other Years	Total	Increment Placement	Longevity Adjustment	Final Grid Placement	Net Increase	
Wendorf	Sgt./K9	\$30.06	370				\$62,525												
Bevernetz	Sergeant	\$29.56	370				\$61,485												
Wright	Sergeant	\$29.56	370				\$61,485												
Finger	PSL Officer	\$29.06	280				\$60,445												
Zachow	Patrolman	\$29.06	280				\$60,444												
Kamke	Patrolman	\$29.06	280				\$60,444												
Bartel	Patrolman	\$28.21	280				\$58,687												
Arrieta	Patrolman	\$28.21	280				\$58,687												
Rollin	Patrolman	\$25.94	280				\$53,955												
Boyer	Patrolman	\$18.73	280	\$20.08	\$22.33	\$24.58	PT												
Decker	Patrolman	\$18.73	280	\$20.08	\$22.33	\$24.58	PT												
Kriegel	Patrolman	\$18.73	280	\$20.08	\$22.33	\$24.58	PT												
Rohan	Lead Clk/Dispatch	\$19.23	220	\$35,093	\$38,990	\$42,887	\$39,998			\$40,289	\$291	26		26	12		\$40,289	\$291	
Monte	Clerk/Dispatch	\$18.73	190	\$34,714	\$38,575	\$42,436	\$38,958			\$39,004	\$46	19		19	8		\$39,004	\$46	
Schoen	Clerk/Dispatch	\$18.73	190	\$34,714	\$38,575	\$42,436	\$38,958			\$39,004	\$46	17		17	8		\$39,004	\$46	
Schwamer	Clerk/Dispatch	\$18.73	190	\$34,714	\$38,575	\$42,436	\$38,958			\$39,004	\$46	5		5	2		\$39,004	\$46	
Spence	Clerk/Dispatch	\$15.58	190	\$14.19	\$15.77	\$17.34	P-T		\$15.58	\$15.59	\$0.01	3		3	2		\$15.59	\$0.01	
Bouchette	Clerk/Dispatch	\$18.73	190	\$14.19	\$15.77	\$17.34	P-T		\$18.73			12		12	6		\$18.73*		
Bouchette	Clerk/Dispatch	\$18.73	190	\$14.19	\$15.77	\$17.34	P-T		\$18.73			11		11	6		\$18.73*		
Bouchette	Clerk/Dispatch	\$15.36	190	\$14.19	\$15.77	\$17.34	P-T		\$15.36	\$15.42	\$0.06	1		1	1		\$15.42	\$0.06	
Flanagan	Crossing Guard	\$11.19	100	\$12.14	\$13.49	\$14.84	P-T	\$0.95	\$12.14	\$12.14	\$0.00	18		18(9)	4	0.71	\$12.95	\$1.66	
Besette	Crossing Guard	\$11.19	100	\$12.14	\$13.49	\$14.84	P-T	\$0.95	\$12.14	\$12.14	\$0.00	1		1	1	0	\$12.14	\$0.95	
Jahnke	Crossing Guard	\$11.19	100	\$12.14	\$13.49	\$14.84	P-T	\$0.95	\$12.14	\$12.14	\$0.00	1		1	1	0	\$12.14	\$0.95	
Sorenson	Pound Keeper	\$10.62	100	\$11.70	\$13.00	\$14.30	P-T	\$1.08	\$11.70	\$11.70	\$0.00	5		5(3)	2	0.27	\$11.97	\$1.35	
											FT Only	\$429							\$429

*Above maximum on grid

19-Increment Position Structure-Clintonville 2018 Compensation Study of 16 Peer Communities +Internal Adjustments (Gross Annual Salary)		
(.90-1.10)	Police Clerk Dispatcher	Police Clerk Lead Dispatcher
Step 1-Minimum(2)	34714	35093
2	35143	35526
3	35572	35959
4	36001	36392
5	36430	36825
6	36859	37258
7	37288	37691
8	37717	38124
9	38146	38557
Step 10-Midpoint	38575	38990
11(3)+(2PT)	39004	39423
12	39433	39856
13	39862	40289
14	40291	40722
15	40720	41155
16	41149	41588
17	41578	42021
18	42007	42454
19	42436	42887

19-Increment Position Structure-Clintonville 2018 Compensation Study of 16 Peer Communities +Internal Adjustments (Hourly Rate)				
(.90-1.10)	Police Clerk Dispatcher	Police Clerk Lead Dispatcher	Part-time Patrolman	Part-time Dispatch
Step 1-Minimum(2)	\$16.69	\$16.87	\$20.08	\$14.19
2	\$16.90	\$17.08	\$20.33	\$14.37
3	\$17.10	\$17.29	\$20.58	\$14.54
4	\$17.31	\$17.50	\$20.83	\$14.72
5	\$17.51	\$17.70	\$21.08	\$14.89
6	\$17.72	\$17.91	\$21.33	\$15.07
7	\$17.93	\$18.12	\$21.58	\$15.24
8	\$18.13	\$18.33	\$21.83	\$15.42
9	\$18.34	\$18.54	\$22.08	\$15.59
Step 10-Midpoint	\$18.55	\$18.75	\$22.33	\$15.77
11(3)+(2PT)	\$18.75	\$18.95	\$22.58	\$15.94
12	\$18.96	\$19.16	\$22.83	\$16.12
13	\$19.16	\$19.37	\$23.08	\$16.29
14	\$19.37	\$19.58	\$23.33	\$16.47
15	\$19.58	\$19.79	\$23.58	\$16.64
16	\$19.78	\$19.99	\$23.83	\$16.82
17	\$19.99	\$20.20	\$24.08	\$16.99
18	\$20.20	\$20.41	\$24.33	\$17.17
19	\$20.40	\$20.62	\$24.58	\$17.34

11-Increment Structure-Clintonville 2018 Study+Internal Adjustments (Hourly Rate)		
(.90-1.10)	Crossing Guard	Pound Keeper
Step 1-Minimum(2)	\$12.14	\$11.70
2	\$12.41	\$11.97
3	\$12.68	\$12.24
4	\$12.95	\$12.51
5	\$13.22	\$12.78
Step 6-Midpoint	\$13.49	\$13.05
7	\$13.76	\$13.32
8	\$14.03	\$13.59
9	\$14.30	\$13.86
10	\$14.57	\$14.13
11	\$14.84	\$14.30

Basic Benefit Spreadsheet for Clintonville Comp Study-2018 (Not including differences from Union contracts)

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Dodgeville	Health ins. through State ETF Plan, 87% contribution towards gross premium of least costly plan in service area. No deductible reported. The low cost provider in Iowa County is Medical Associates with Family-\$1608.62/month and Single-653.74/month for Local Traditional Plan with Dental. Delta Dental premium paid in full by City. Provides access to FSA and AFLAC but does not pay.	City pays \$375.00 per year per family for vision. Unused amount can be carried forward for use in next yr. up to \$650. Offers to pay 50% of Life Ins. premium costs for \$1,000 of coverage per \$1,000 of wages.	One sick day per month. May accumulate to 150 working days. Upon retirement or death the value of up to 75 days (600 hrs) of accumulated sick leave at \$15/hr. shall be deposited in City's HRA retirement plan. Remaining value, if any, of accumulated sick hours will be deposited in City's 457 Deferred Comp. as employer contribution, any remaining in cash to employee.	Basic Policy shown below as Employment Year/Vacation earned for completed calendar year/Vacation entitled in calendar yr: 1st/1 week/ 0 weeks 2nd/2 weeks/ 1 week 3rd-6th/2 weeks/ 2 weeks 7th/ 3 weeks/ 2 weeks 8th-14th/3 weeks/ 3 weeks 15th/ 4 weeks/ 3 weeks 16th-19th/ 4 weeks/ 4 weeks 20th/ 5 weeks/ 4 weeks 21-> 5 weeks/ 5 weeks Vac. Must be used or lost but with approval extended 3 mths.	9 official holidays plus 3 floating holidays. 1 additional after 10 yrs. 2 after 20, 3 after 30. 3 days Bereavement Leave for immediate family. 1 day for extended. Paid
Chilton	Group health offered to employees through (WPS) Wisconsin Physician Service with a health reimbursement account (HRA). Deductible of \$3,000 for a single plan and \$6,000 for family plan. City contributes to deductible: 0-\$500-Deductible paid by single plan employee/\$501 to \$3000 by City; 0-\$1000 paid by family plan employee/\$1001 to \$6000 by City. City pays 88% of health plan premium. Dental offered with Premium contribution; Family-\$1.75/mth., Single--\$1.00/mth.	Vision not mentioned in benefit summary. FT employees eligible for \$10,000 Life Insurance through Sun Life at no cost. Minnesota Life through WRS available but employees pay.	One sick day per month. Unused sick leave may accumulate to 124 days. Employees who retire and are eligible for WRS payments or become permanently disabled or upon death shall be paid value of 50% of accumulated sick days at most recent hourly rate.	1 year/1 week 3 years/2 weeks 5 years/ 3 weeks 10 years/ 4 weeks 18 years/ 5 weeks	9 official holidays plus 1 floating. 3 days Bereavement Leave for immediate family. 1 day for extended. Paid
Evansville	Group Health through State ETF Plan. Local Traditional-No deductible-No Dental. City pays lesser of either 90% of premium of the lowest cost health plan in Rock County or 88% of ave. premium cost of plans offered in any tier of lowest employee prem. Cost. Low cost provider in area is Quartz Community is the low cost provider-Family/\$1750.00/month, Single \$710/month Access to AFLAC and FSA but no City contribution.	Vision not mentioned in benefit summary. Basic Life Insurance through State paid for by City.	One and 1/4 days per month. End of any calendar year an employee with more than 90 days accumulated may receive a payout of 50% of the value in excess of 90 days. Or defer until retirement when all payouts can only be used to pay for health insurance premiums. Then schedule is: non-exempt-100% of excess sick leave towards health premiums, exempt and police officers as per contract, all other employees 50% of excess towards premiums. Upon accepted retirement, resignation or death employees are entitled for pay of 90 days unused sick leave at last wage rate.	2 weeks at hire. Upon completion of five full years of work an employee is entitled to 1 additional day of vacation for each additional year worked up to 25. Flexible use mentioned in policy.	8 official holidays and 4 floating. 3 days Bereavement Leave for immediate family. 1 day for extended. Paid Policy set up for sick leave bank donations.
Hortonville	Offered through Private WPS Arise Health Plan. Employee pays 12% of premium, Village 88% Premiums are determined by formula for age of employee and number and age of dependents. Deductible for Single is \$2,500-Employee pays 1st and last \$500/Village middle \$1,500. Deductible for Family is \$5,200-Employee pays 1st \$1,000 and last \$1,000/Village pays middle \$3,200. Delta Dental-50% of premium paid by employee. Offers specific opt-out language.	Vision discounts offered through WPS and Aetna. Life and Disability through Aetna \$10,000 Life/\$100 per wk. disability provided by Village. Also Minnesota Life Basic policy provided by Village.	12 sick days per year. 60 days may be accrued. Only paid upon retirement, termination of employment or employee death and limited to 50% of accrued sick leave. Death on the job payout will be 100% of accrued amount.	Probation period- 1 week After 2 years-2 weeks After 5 years-12 days After 8 years-3 weeks After 11 years-17 days After 14 years-4 weeks After 17 years- 22 days After 20 years- 5 weeks	9 1/2 official and 1 floating. 3 days Bereavement Leave for immediate family. 1 day for extended. Paid Longevity Pay-Available to FT employees who have 5 years of continuous employment at rate of 2% increasing .2% per year until 5%, then .1% per year.

Lancaster	Offers private Group Health insurance, pays 90% of premium while providing an HRA which includes employee up-front deductible charges \$2000 for single plans and \$4000 for family plans. All up-front deductible charges paid in full by City. Cost of Medical Associates plan is \$1198/Family/mth. And \$471.85/Sgl/mth. City pays full cost of Long-Term disability plan and contributes \$300 per year for 125 flex plan. Dental not mentioned in material provided.	Vision not mentioned in benefits. Provides basic state insurance program at City expense 1 unit.	1 working day per month. Accumulates to max. of 90 days. Upon retirement 50% of accumulated sick days shall be paid out to employee. Has policy which allows with approval the use of one employees accrued sick time to pay for another retirees health insurance premiums following retirement at donors rate of pay.	5 vacation days after 6 months 10 days after 1 year 12 days after 5 years 15 days after 10 years 20 days after 20 years	9 1/2 official 2 personal days 3 days bereavement leave for immediate family but deducted from accrued sick leave or vacation.
Mosinee	Group Health offered through Security Health Insurance. Single plan deductible is \$3000 and Family Plan is \$6000. City makes annual contribution of \$2750 for a single plan and \$5250 for family plan into participating employee's Health Savings Account. Monthly single plan premium (2018) for single plan is \$457.43 and \$1372.28 for family plan. City pays 90% of premium. City provides Delta Dental and pays 100% for premiums-\$42.17 monthly for single and \$132.37 month for family.	City provides vision insurance through National Vision Administrators, Inc. 100% of \$13.46/mth. Prem. City pays 100% of Life Insurance through State of WI Public Employer Group Health Plan.			
Mauston	Offers coverage through State's ETF insurance (P14) program for Wisconsin Public Employers. City may subsidize up to 90% of the premium of lowest qualified cost plan within Juneau County. Low cost provider is Quartz Insurance at 1632.52/mth/family or \$633.30/mth/single. City maintains a Flex Savings Account and permits employees to contribute for dependent care and medical expenses. City contributes \$1000 for family and \$500 for single plans. City offers private group dental plan and may subsidize all or a portion of the monthly premium. Offers specific opt-out language.	City offers group vision plan and may subsidize all or a portion of premium. Life Insurance not mentioned in benefit material.	One 8 hour sick day per month. Max. accumulation may not exceed 960 hours (120 days). Employees with accumulations exceeding 960 hours will be compensated for additional hours after 10 years 1/2 current wage, after 20 years full current pay. No payout for other hours described.	During 1st year accrue up to 40 hrs After first year 80 hours After 6th year 120 hours After 14th year 160 hours	9 official holidays and 1 floating 3 personal days Specific Comp Time Policy General Flex Time Policy Stated 3 days Bereavement Leave for immediate family. 1 day for extended. Paid. Relationship Chart provided. Longevity Pay- Upon reaching 5th year of employment employee will receive payment of \$2.75/mth for each month of service.
Seymour	Group Health Insurance provided through State ETF Plan of WI. City pays 90% of premium with \$1000 deductible paid by employees. Low cost provider for area is Network-\$1892/family/mth \$767.34/single.mth. Local Deductible Plan (P14) without Dental.	City will provide Life Insurance from ETF equal to employee's prior year annual earnings plus \$10,000 for spouse and \$5000 for each child. Vision not mentioned.	Sick leave policy not provided.	After 1 year-1 week 3 years-2 weeks 7 years-3 weeks 12 years- 3 weeks and 2 days 15 years-4 weeks 18 years-4 weeks and 4 days	7 official including 1/2 days 3 personal days Longevity Pay paid once per year After 3 years- \$120 5 years-\$240, 8 years-\$360, 10 years-\$480, 12 years-\$600, 15 years-\$720, 20 years-\$840
Oconto	Group Health Insurance provided through private contract with Network. City pays 90% of premium costs. Three levels of participations-Family only Spouse-\$1425.54, Employee and Children-\$1113.51, Full Family-\$1946.16/mth. Employee pays deductible of \$250 for single plan and \$500 for Family plans.	Basic Life Insurance through State of WI. Vision through Superior Vision. Short-term disability and catastrophic policies are offered through Met Life and Allstate premiums paid by employees.	Sick leave is earned one day per month.	5 vacation days after 1 year 10 days after 2 years 15 days after 8 years 20 days after 12 years 25 days after 20 years	

Omro	Group Health Insurance through United Health Care Choice Plus. \$2,000 Deductible Single and \$4,000 Family paid by City. Premium rates-Family-\$1820.42, Family Limited-\$1320.58 Employee/Child-\$1042.89, Single-\$617.09. Employee pays 12% of premium. Some co-pays apply after deductible met.	Will provide Life Insurance from ETF equal to employees prior year annual earnings. Vision not mentioned.	Sick leave earned at one day per month. To be used only for employee's personal illness or injury. 16 hours per year may be used to attend to family members, otherwise vacation and unpaid time needs to be used. Maximum accumulation 120 days. Paid out at 50% of hours upon retirement or used for health insurance. Upon death 50% pay out of unused sick leave to beneficiary.	1 year or more but less than 8/10 days 8 yrs or more but less than 15/15 days 15 yrs or more but less than 20/20 days 20 yrs or more but less than 25/25 days 25 yrs or more/ 30 days	10 official and 1 floating Bereavement-3 days for immediate family, 1 day extended-Paid. Comp Time and Flex time offered and defined.
New London	High Deductible Private Group Health Insurance Option with WEA Trust and Associated Benefits. Family Premium at \$1,388.50/mth with Single at \$494.06 per month. City contributes 75% of the deductible into a Health Savings Account each January. Employee pays 4% of premium. Dental provided with employee paying half of premium. AFLAC offered at group discount.	Vision offered with employee paying for premiums. City has a \$5,000 term life policy on each employee no cost to employee. City participates in state's life ins. program, employees pay full premium. Safety Eyeglass reimbursement every 2 years.	1 sick day earned per month. Unlimited roll over and unlimited bank. Maximum payout at retirement 960 hours.	2 weeks after 6 months 3 weeks after 6 years 4 weeks after 12 years 5 weeks after 18 years 6 weeks after 25 years Can roll over max of 1 wk into new year	10 paid holidays Comp Time defined and allowed Free and discounted memberships offered to Aquatics and Fitness Ctr. Wellness incentives offered
Shawano	Provides Group Health Coverage for Employees through WEA Trust as part of LWM plan and pays 88% of premium. Family premium is \$2,105/mth and Single is \$855.53/mth. With \$1000 deductible for Family and \$500 for Single paid by employee. Offers Dental insurance and pays 75% of premium FSA provided. Long-term disability insurance provided. (90-dys) Offers Sec. 125 Cafeteria Plan-pre-tax voluntary savings plan for out-of-pocket health and child care expenses.	Pays for basic life insurance coverage equal to previous year's earnings. Reimburses employees for one annual eye exam for employee and family members if not offered by Group plan.	Earned at one day per month, with max. accumulation to 120 days. Upon retirement or death employee will receive 60% of unused accumulated sick leave.	1st yr:1 wk +2 days(56 hrs)-prorated Calendar yr 2:2wks+2 days= 96 hours Calendar yr 7:3wks+2 days=136 hours Calendar yr 15: 4 wks+2 days=176 hrs. Calendar yr 20: 5 wks+2 days- 216 hrs. Unused carry over to March 1st at discretion of Administrator.	10 paid holidays 3 days bereavement leave-5 days for travel outside of WI-Paid Attendance benefit-24 hours pay, less number of sick hours taken during 12 months preceding Dec. 1 of each year. Free use pool and Rec Center at Shawano Rec. Center
Waupaca	Medical plan is through UMR/WCA Group Health Trust. \$2,000/\$4000 in network deduct. and \$4000/\$8000 out of network deductible. Co-insurance is 100% in network and 80% out of network. Out of pocket max. for deductible, coinsurance and non-Rx copys is \$3000/\$6000 in network and \$6000/\$12000 out. City contributes to employees who complete Health Risk Assessment-\$750 for single plan and \$1500 for family plan. City pays 90% of premium. City offers Flexible Spending Account. Dental plan offered with cost borne by employee. Opt out payment for medical insurance possible. Premium rates-Family-\$1920/mth., Employee + 1-\$1370/mth., Single-\$685/mth.	Vision insurance offered paid by employee. City pays for life insurance equal to previous year's wages.	Accrues at 8 hours per month. Pre 2011 employees may accrue to 150 days, post 2011 hires 90 days. Employees accruing over maximums shall continue to accrue one day per month and be paid \$50 for each day accumulated but not used up to 12 days/yr. Cash payout for 100% of accumulated sick leave to employees in good standing at the following rates of pay: Pre-2016 hires: 1-5 yrs.-50% 6-10 yrs.-60% 11-15 yrs-70% 16+years-100% Post-2016 Hires 10 years-50% 15+-75% Retirement-100%	Less than 1 year-Prorated After 1 year-48 hours After 2 years-96 hours After 3 years-104 hours After 4 years-112 hours After 5 years-120 hours After 6 years-128 hours After 7 years-136 hours After 8 years-144 hours After 9 years-152 hours After 10 years-160 hours After 11 years-168 hours After 12 years-176 hour Add 8 hours per year to 20yrs/240 hr	9 and 1/2 official and 2 floating 3 day bereavement for immediate family and 1 day for extended paid. For pre-2011 hires Paid-time off offered for part-timers who work 20 hours or more per week Employee Assistance Program offered.

City of Sturgeon Bay

Wage and Compensation Study

Prepared by

Principal Consultant: Dave Tebo

Associates: Kevin Brunner, President PAA

Dr. Stephen Hintz

December 2019



Public Administration Associates, LLC

Preface

Public Administration Associates, LLC is pleased to submit this Wage and Compensation Study to the City of Sturgeon Bay. There are several observations that we would like to make about the study.

First, the study has been very much a cooperative venture between the City of Sturgeon Bay and Public Administration Associates. PAA worked closely with the City Administration Team of Josh Van Lieshout, (City Administrator), Stephanie Reinhardt (City Clerk/HR Director), and Valerie Clarizio (Finance Director/Treasurer) to establish a focus for the study and prioritize research. The team also provided on-going direction and reviewed segments of the study as it evolved. All employees participated in a job questionnaire to help us further understand job duties so we could make wise comparisons with similar positions in other communities. Information from questionnaires also helped us determine if any issues of internal equity existed.

Second, Public Administration Associates gathered and analyzed data according to established procedures. It has worked diligently to respond to the requirements and preferences of the City within the limits of acceptable and prudent practices.

Finally, Public Administration Associates appreciated the opportunity to work with Sturgeon Bay and its staff. The City clearly recognizes the value of their existing employees and the importance of establishing a fair and equitable compensation system. The City Administration Team expressed its hope that with a compensation and evaluation system in place the SB municipal organization will continue to become a long-term magnet for innovative and talented employees, and not a short-term jumping off point to more lucrative positions in larger communities or the private sector.

David Tebo
Kevin Brunner
Dr. Stephen Hintz

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I. Overview of the Report

Highly effective and efficient organizations recognize that their employees are their primary assets. These organizations clearly define work expectations and evaluate employee performance. They seek to recruit and retain highly qualified workers because they recognize the heavy cost of employee turnover, recruiting and training. To do this, highly effective and efficient organizations utilize compensation plans that are competitive in the market, internally equitable, and commensurate with the long-term work contribution of the employees. The City of Sturgeon Bay, and their City Administration Team, clearly recognize these facts and have commissioned PAA to undertake a wage and compensation study to help ensure valuable employees are treated fairly and equitably. Based on our study we have 3 major recommendations:

- 1. The City of Sturgeon Bay should adopt a compensation system for its staff that properly recognizes the added work value that comes with experience, up to the point that individual employees have reached maximum performance levels. Fundamentally, this type of compensation system establishes a career ladder for compensation, in addition to annual adjustments for cost-of-living increases.*** At the early stages of their careers, employees begin on the lower rungs of the salary ladder. As they gain experience and perform at higher levels, they move step by step up the ladder. At the point when they have reached their maximum performance capabilities, they should be near the top step of the ladder. These salary points constitute the minimum salary, a series of salary steps, and a maximum salary.
- 2. Our report recommends the adoption of a compensation system based upon: (a) a survey of salary ranges and actual salaries paid in peer municipalities, (b) an evaluation of position content and internal equity, and (3) recognition of the value of experience.***
- 3. Due to the fact Sturgeon Bay supervisors will now be responsible for employee evaluations that will determine wage increases we are recommending that the employee evaluation and compensation process focus on simple loosely-linked performance adjustments.*** This approach would allow supervisors to establish general measures and goals that would help them to fairly easily determine the number of steps an employee might move on their compensation ladder each year. This model is recommended instead of the tightly-linked performance adjustment (pay for performance) which tends to demand a great deal of time and energy from staff for performance oversight and evaluation.

I. The Study Process

A. Initial Meeting with City Administration Team

At our first meeting the City Administration Team immediately focused attention on the major goals of the study as defined in their July 2nd Request for Proposal:

1. Research peer communities to determine if Sturgeon Bay administrative employees are being adequately compensated and wages are externally competitive;
2. Provide an analysis of internal wage equity and determine if any issues exist that might need to be addressed;
3. If necessary, provide recommendations for changes to current wage schedules; and,
4. Design an implementation strategy for any proposed changes in the wage and compensation system.

The City Administration Team suggested PAA not spend time revising job descriptions as they were fairly comfortable with the current status and recent revisions that had been made. They also did not raise concerns about the current benefit package offered by the City. As benefits are a key component of overall compensation, we have provided comparisons with selected peer communities in **Exhibit E** on Page 50 for review by the City.

B. External Compensation Comparisons with Peer Municipalities

Sixteen Wisconsin municipalities (see below) were selected, by PAA in consultation with the City Administration Team, as comparison municipalities based on size, location, complexity and likelihood to include similar job position comparables. The population information is from the Wisconsin Department of Administration's most recent municipal population estimates.

Village of Allouez (13,793)	City of Merrill (9,724)
City of Baraboo (12,023)	Village of Suamico (12,735)
Village of Bellevue (15,556)	City of Tomah (9,416)
City of Marinette (10,782)	City of Waupun (11,463)
Village of Hobart (9,599)	City of New London (7,446)
Village of Howard (19,680)	City of Shawano (9,164)
Village of Little Chute (11,729)	City of Waupaca (6,072)
City of Kaukauna (16,278)	City of Two Rivers (11,446)

The first task was to establish the degree to which job positions in peer communities were comparable to the positions in Sturgeon Bay. We thoroughly reviewed all SB job descriptions to gain a clear understanding of total job responsibilities. Our salary survey, when possible, attempted to further define positions if clarity was needed (i.e. Municipal Services Director/Public Works Director) and asked peer communities to share the closest title and salary when a specific requested position wage did not exist in their organization (i.e. City Clerk/HR Director-City Clerk. See **Exhibit A** on Page 20 for an example of a survey response from the Village of Little Chute.

We wanted to make sure that accurate job and wage comparisons were being made. This was relatively easy to do for positions with single sets of duties, but more complex for positions that combine sets of duties such as Clerk/HR Director and Finance Director/Treasurer. Wage data for midpoint computations were only utilized when we were comfortable that an “apples for apples” comparison was being made. If questions existed about a specific job comparison, we called peer communities for clarifications.

The value of a relatively large peer community sample is that variation in municipal size, complexity and job responsibilities can be "averaged." We utilize a formula that allows us to capture the midpoint of wage data by using both salary range and point data for job positions.

The **first calculation** is a determination of an average of range midpoints based upon salary range data provided by several municipalities. The average of midpoints includes the midpoints of the (1) low range, (2) high range, (3) average of ranges, and (4) actual low and high salaries.

The **second calculation** is the average of the actual salaries from municipalities without ranges and only actual salaries.

The **third calculation** is the average of the first and second calculations, weighted for the number of municipalities in each category. This yields the external midpoint, also known as the market rate. (See **Exhibit B** on Page 22 for an example of how data was collected and compiled for each job position).

The external midpoint is used to calculate the salary minimum and the salary maximum based on a percentage of the external midpoint. Percentage spreads commonly used by Wisconsin municipalities are 30-40 percent for management and highly skilled positions. For the sake of this study the City Administration Team, after reviewing options, suggested a 40 per cent spread (.80-1.20 of midpoint) be utilized for all wage range calculations. The following example show how these calculations have been used for administrative employees in Sturgeon Bay:

External Midpoint (100%) \$70,000

Salary Minimum (80%) \$56,000

Salary Maximum (120%) \$84,000

The range between the salary minimum and salary maximum is known as the working range.

C. Internal Position Evaluation

Internal evaluations of positions are conducted to determine if compensation rates are equitable among positions within the organization. The customary approach is to identify a series of job factors--items that are found to greater or lesser degrees in all positions, to assign weights to these factors, and finally to determine how much of a particular job factor there is in a position. For example, a job factor that might be assigned heavy weighting is knowledge/ education. If a particular position required a master's degree, then that position would contain a high degree of the factor knowledge/education. If another position required a high school diploma, then that position would contain a low degree of the factor knowledge/education.

For this study, eight widely used job factors were applied to all of the positions. These factors also were weighted according to standard practices:

1. Knowledge/education (20 % weighting)
2. Experience (20 % weighting)
3. Job complexity (20 % weighting)
4. Supervision exercised (10 % weighting)
5. Supervision received (10 % weighting)
6. Consequences of decisions (10 % weighting)
7. Interaction with other sets of people (5 % weighting)
8. Work environment (5 % weighting)

Because the analysis is of the job factors in the position and not in the performance of the employee, the position description was the starting point in the internal factor review. Each employee was asked to respond to a questionnaire which included questions to help us learn of any concerns they had with the accuracy of their job descriptions and all were given an opportunity to meet with our consultants to discuss any issues. Few indicated any concerns with their current job description and only one employee requested a meeting. It was obvious employees took time to invest in the questionnaire and we received important feedback related to all dimensions of their job.

As mentioned, the job questionnaire poses a series of questions about the job factors listed above to help us gain a deeper understanding about specific job complexity, supervision exercised, consequences of decisions, job interactions and work environment. **Exhibit C** on Page 23 displays a copy of the questionnaire that was filled out by all administrative employees.

After analyzing and assessing all data from job questionnaires and placing it side by side with current salaries we noticed a high correlation between internal position rankings and salary levels with very limited internal equity wage problem areas. Based on feedback and conversations with employees, however, we would like to mention two potential problem areas which can impact a sense of internal equity that Sturgeon Bay should observe carefully moving into the future.

1. **The concept of wage compression**-Discussed most often in public safety and public works departments around the state and country is the problem that officers and workers paid hourly, with lower rank, can sometimes gain overtime hours which will take their annual wage to a higher level than salaried bosses, who carry much more managerial responsibility. By adopting an accurate and expansive working salary range (.8-1.20) and giving incentives for salaried employees to advance to higher salary levels, Sturgeon Bay should help to alleviate some of this issue. Despite high expectations for investment of time outside of regular work hours placed on salaried workers, personnel rules that allow for flexibility of service hours can also create a strong differential from the strict, overtime requirements for non-salaried positions.
2. **The inevitable internal comparison of importance of job duties**-The broad range of responsibilities within any municipality, and tendency to delegate duties for the sake of efficiency to the departmental level, can lead to a kind of silo effect that makes it difficult for employees to see the value of the work being done by their co-workers in other departments. Those involved everyday in the challenging world of police work, may not understand the important role that the Finance Director plays daily protecting public health, safety and welfare by applying quality financial analysis and planning. Those First Responders dealing with emergencies on a daily basis may not be able to comprehend the organization-wide value created by the Clerk/Human Resource Director when she makes important election-related or personnel decisions impacting the City and all employees. Adopting a wage and compensation plan for employees that is fair and equitable is a great first step that Sturgeon Bay can take, and signals to employees, they are valued and will be well-compensated for the quality work they do. Wage comparison across departments is inevitable, but if employees understand they are being paid similar to colleagues around the state, and also see a salary range with opportunities for advancement, then any cross-departmental resentments that exists should decrease. When possible, cross departmental employee engagement activities and learning sessions can also help with understanding more about what employees are doing in other parts of the municipal organization.

D. Development of the Salary Grid for Individual Positions

Options for size of salary range (.80 -1.20, .85-1.15, and .90-1.10 of midpoint) and increment size (25 steps or 15 steps) were presented to the City Administration Team. It was determined that a salary grid consisting of 25 increments (80% to 120% range) should be established for upper and mid-level positions with the same range and 15 increments for support staff positions. For the sake of comparison, we will also present a 25-step option for full-time support staff.

The first increment is the minimum salary determined for the position and the last increment is the maximum salary determined for the position. The other increments are equally spaced between the minimum and maximum increments. **Presented on Page 9 and 10 (below)** are three examples from the 80% to 120% range with 25 steps and two examples of the same range with 15 steps. These grids should be considered 2020 Wage grids and represent a 2% Cost-of-living adjustment from the 2019 wages reported by peer communities. We

recommend that the City make an annual adjustment to these ranges based on a local cost-of-living measure of their choosing. This annual adjustment will ensure that employee wages are keeping up with the cost of inflation.

Upper/Mid-Management 25-step (.80-1.2)	Community		
	Administrator	Fire Chief	Dev. Director
Step1-Minimum	86,305	74,582	65,876
2	88,105	76,136	67,249
3	89,904	77,689	68,622
4	91,703	79,243	69,994
5	93,502	80,796	71,367
6	95,302	82,350	72,740
7	97,101	83,903	74,113
8	98,900	85,457	75,486
9	100,700	87,010	76,859
10	102,499	88,564	78,232
11	104,298	90,117	79,605
12	106,097	91,670	80,978
Step 13-Midpoint	107,897	93,224	82,351
14	109,696	94,777	83,724
15	111,495	96,331	85,097
16	113,294	97,884	86,469
17	115,094	99,438	87,842
18	116,893	100,991	89,215
19	118,692	102,545	90,588
20	120,492	104,098	91,961
21	122,291	105,652	93,334
22	124,090	107,205	94,707
23	125,889	108,759	96,080
24	127,689	110,312	97,453
Step 25-Maximum	129,488	111,865	98,826

Support Staff 15-step (.80-1.2)	PD Office Manager (FT)	Deputy Clk./Treas. (FT)	Deputy Clk./Treas. (Hr.)
Step1-Minimum	42,969	42,969	20.66
2	44,504	44,504	21.40
3	46,039	46,039	22.13
4	47,574	47,574	22.87
5	49,109	49,109	23.61
6	50,644	50,644	24.35
7	52,179	52,179	25.09
Step 8-Midpoint	53,714	53,714	25.82
9	55,249	55,249	26.56
10	56,784	56,784	27.30
11	58,320	58,320	28.04
12	59,855	59,855	28.78
13	61,390	61,390	29.51
14	62,925	62,925	30.25
Step 15-Maximum	64,460	64,460	30.99

E. Making Prudent Employee Wage Adjustments Based on the Data from this Wage and Compensation Study

This Study offers the City of Sturgeon Bay the important information it needs to place its employees in a compensation range that reflects external parity with peer communities and internal equity between employees. **However, only City management and staff have the background information necessary to finally place the employees fairly within the established ranges. Past hiring and employment agreements, combination of duties in one position, years of experience inside and outside the organization, quality of current performance of essential duties, perceived value to the organization, and non-wage benefit comparisons are all factors that will play a role in any initial employee wage adjustments based on this study.** Some further guidance on these factors are discussed in greater detail here:

1. Peer Municipality Compensation Adjustments

Peer municipality compensation data are used to calculate what is termed an external midpoint. As explained earlier, the external midpoint is based on salary ranges and actual salaries for comparable positions in peer municipalities. From this midpoint, the Sturgeon Bay ranges are determined. For all studied positions, the minimum salary is calculated at 80 percent of the midpoint and the maximum salary is calculated at 120 percent of the midpoint.

There are three possible adjustments than can be made from the calculated ranges. The primary adjustment occurs if the current position salary is below the position salary minimum. In this case, the current salary should be adjusted to at least the range minimum. The next adjustment occurs

when the current position salary is above the position salary maximum. Management and staff need to decide how to deal with this type of outlier. One option is to hold the salary constant until the entire grid is adjusted upward, as a rule by cost-of-living increases. Finally, if a position salary is found to be within the range but much lower than midpoint, management and staff must determine if job performance dictates an adjustment upward to ensure external parity with peer communities.

2. Combination of Duties Adjustments

In a couple of positions, there may be a combination of duties that require additional experience and training that are not fully reflected in the peer data. When possible, we have attempted to eliminate this discrepancy by only comparing peer positions with similar duty combinations. If management and staff feel the combination of duties in a certain position still warrant a range or wage adjustment that can certainly be done.

3. Internal Position Comparison Adjustments

Positions are reviewed internally and to the extent that it is possible to determine, jobs with similar training expectations, duties and job complexity should be compensated at fairly similar rates.

4. Initial Placement on Salary Grid

When a current position wage is located within the proposed range, established from peer communities, we recommend it should be initially placed at the next highest salary increment above the current wage. This should be done before any other wage adjustments take place as a one-time technical adjustment to match the new range increment.

5. Employment Experience Adjustments

Employment experience uses a different adjustment approach. It can be used to determine at what salary increment employees should be placed, taking into account the years of relevant experience that they bring to the job. For example, this adjustment could recognize that for many years the municipality has been likely to increase salaries for all employees based on periodic cost-of-living adjustments that do not take into account the increasing years of experience that employees bring to their jobs. The adjustment is a measure to bring some recognition of this fact.

6. Benefit Comparison Adjustments

A study of peer communities may reveal that the benefits offered by the City are not in line with its peers. To remedy this management and staff could decide to pursue a correction in benefit structure or institute a wage adjustment.

F. Specific Wage Range Survey Irregularities and Recommendations for Adjustment

A few more comments are necessary related to our survey work of peer communities. Of course, all municipalities are unique and even same position jobs can offer unique and challenging circumstances across city boundaries, yet for most positions we felt good about the number of quality job comparisons found in the peer communities. Sturgeon Bay has a few positions with

combination of duties like Clerk/HR Director and Finance Director/Treasurer but we made sure these were always compared with similar positions with multiple responsibilities in other communities.

Jobs like Administrator, Police Chief, Fire Chief, PW Crew Supervisor etc. tend to have common and well-defined responsibilities and can be easily compared, but other Sturgeon Bay positions proved a little more difficult to get good comparables and we would like to mention a few of those here:

- 1. City Engineer:** It is unusual for a city of Sturgeon Bay's size to have a designated City Engineer. Many of the peer communities had a Director of Public Works who also served as City Engineer but this did not offer a good job or wage comparison. Also, many communities the size of Sturgeon Bay contract with an outside engineering firm to handle this type of work. **Study Action Taken: To remedy the lack of data we contacted communities with slightly higher population (De Pere and Sheboygan) and also gathered some wage info for civil engineers supplied by the DOT. We are very comfortable with the accuracy of the working range for the City Engineer despite the limited number of data points;**
- 2. Police Office Manager:** While we did get some good comparables for this position and felt comfortable with the wage range established, the peer community positions tended to be defined as Lead, Senior Clerk or Specialist and we may not have gotten position comparisons with the same level of responsibility expected in Sturgeon Bay. **Study Action Recommended: The current established wage range in Sturgeon Bay for Police Manager is much higher than peer communities, and based on the expectations established in the job description we recommend using the same range as that used for Deputy Clerk-Treasurer;**
- 3. Administrative Support Staff:** For the most part it was difficult to get good comparative data for the individual positions in the Administrative Support Staff. Different communities tend to have their own established ways for how administrative assistants and secretaries will do support work and so survey responses often lacked the specificity we desired. Many Administrative Assistants had multiple duties making their wages skew higher. Deputy Clerk/Treasurer, Accounting Assistant and Police Assistant were understandable job titles that were easy to get comparative data on, but often other Administrative Staff titles like Assessing Department Clerk or Community Development Secretary drew no response. **Study Action Recommended: To remedy these discrepancies, we are recommending a common wage for the part-time administrative support staff that we think is line with peer communities;**
- 4. Planner/Zoning Administrator:** We understand that this position may have been recently filled but based on data from other communities the wage is very low. Sturgeon Bay's proposed August 2020 wage is well below the lowest step on our range. **Study Action Recommended: We are not aware of current performance evaluations for this position but if he is performing satisfactorily, we recommend at least getting him to the lowest step on the range not only for external wage parity but also to insure internal wage equity. This is one of the most expensive initial adjustments recommended for 2020;**
- 5. Municipal Services Supervisor:** This position was represented to other communities as equivalent to a Director of Public Works (non-engineer). Our interpretation of the job

description is that this is an accurate assumption. **Study Action Recommended: Again, we know this is a more recent hire so being located lower on the scale is understandable but this position should be closely observed and evaluated in the coming years to ensure that not only external parity is maintained but also internal wage equity with colleagues doing similarly complex work.**

G. Development of Salary Grids for All Administrative Personnel and 2020 Placement on the Grid (Initial)

The next four pages contain 4 Tables as defined below:

1. **Table 1:** Proposed 2020 salary grids for upper and mid-management of 25 steps on the (.8-1.2 of midpoint range) with the following assumptions:
 - A 2% Cost-of-living adjustment is added to the 2019 surveyed data thus all ranges have been shifted up by 2%.
 - Proposed 2020 wages for all employees were obtained from the City and used as the basis for initial step placement on the grid.
 - When placing the proposed 2020 wage on the new range (shown in gray) there was always an upward adjustment to the next step above the wage proposed by Sturgeon Bay.
 - Underneath the spreadsheet is computed the est. total amount of money needed to make the initial placement on the new range. This is the amount for initial adjustment and does not include any proposed adjustments by Sturgeon Bay staff or management.
2. **Table 2:** Proposed 2020 salary grids for full-time support staff of 25 steps (for review as an option) on the (.8-1.2 of midpoint range) with the same assumptions as Table 1.
3. **Table 3:** Proposed 2020 salary grids for full-time support staff of 15 steps on the (.8-1.2 midpoint range) with the same assumptions as Table 1.
4. **Table 4:** Proposed 2020 salary grids for part-time support staff of 15 steps on the (.8-1.2 midpoint range) with the same assumptions as Table 1.

Table 1: Sturgeon Bay Proposed 2020 Pay Ranges for Upper/Mid-Management with 25 Steps and .80-1.20 of Midpoint

Assumptions: Based on 2019 Wage Data from 16 Peer Communities + 2% Increase for COLA +Proposed SB 2020 Salary

+ One-Time Adjustment to New Range (Next Step Up)

Upper/Mid-Management	Community				Municipal			Assistant	Police	Finance Dir.	City Clerk	PW Crew	Engineering	Planner/
25-step (.80-1.2)	Administrator	Fire Chief	Dev. Director	Police Chief	City Engineer	Services Super.	Police Captain	Fire Chief	Lieutenant	Treasurer	HR Director	Supervisor	Tech	Zoning Admin.
Step1-Minimum	86,305	74,582	65,876	73,660	71,569	74,304	66,106	57,994	59,957	72,104	61,494	50,126	51,137	49,256
2	88,105	76,136	67,249	75,195	73,061	75,829	67,483	59,203	61,206	73,606	62,775	51,170	52,204	50,282
3	89,904	77,689	68,622	76,731	74,552	77,354	68,860	60,412	62,456	75,109	64,056	52,215	53,271	51,308
4	91,703	79,243	69,994	78,266	76,043	78,879	70,237	61,620	63,705	76,611	65,337	53,259	54,337	52,334
5	93,502	80,796	71,367	79,801	77,534	80,404	71,614	62,829	64,955	78,114	66,618	54,304	55,404	53,360
6	95,302	82,350	72,740	81,336	79,026	81,928	72,991	64,038	66,204	79,616	67,899	55,348	56,471	54,386
7	97,101	83,903	74,113	82,871	80,517	83,453	74,368	65,246	67,454	81,119	69,180	56,393	57,538	55,413
8	98,900	85,457	75,486	84,406	82,008	84,978	75,745	66,455	68,703	82,621	70,462	57,437	58,605	56,439
9	100,700	87,010	76,859	85,941	83,499	86,503	77,122	67,664	69,953	84,123	71,743	58,482	59,672	57,465
10	102,499	88,564	78,232	87,476	84,990	88,028	78,499	68,872	71,202	85,626	73,024	59,526	60,739	58,491
11	104,298	90,117	79,605	89,011	86,482	89,553	79,876	70,081	72,452	87,128	74,305	60,571	61,806	59,517
12	106,097	91,670	80,978	90,546	87,973	91,078	81,253	71,290	73,701	88,631	75,586	61,615	62,873	60,543
Step 13-Midpoint	107,897	93,224	82,351	92,082	89,464	92,603	82,630	72,499	74,951	90,133	76,867	62,660	63,940	61,569
14	109,696	94,777	83,724	93,617	90,955	94,128	84,007	73,707	76,200	91,636	78,148	63,704	65,007	62,595
15	111,495	96,331	85,097	95,152	92,447	95,653	85,384	74,916	77,450	93,138	79,429	64,749	66,074	63,621
16	113,294	97,884	86,469	96,687	93,938	97,177	86,761	76,125	78,699	94,641	80,711	65,793	67,140	64,648
17	115,094	99,438	87,842	98,222	95,429	98,702	88,138	77,333	79,949	96,143	81,992	66,838	68,207	65,674
18	116,893	100,991	89,215	99,757	96,920	100,227	89,515	78,542	81,198	97,646	83,273	67,882	69,274	66,700
19	118,692	102,545	90,588	101,292	98,412	101,752	90,892	79,751	82,448	99,148	84,554	68,927	70,341	67,726
20	120,492	104,098	91,961	102,827	99,903	103,277	92,269	80,959	83,697	100,651	85,835	69,971	71,408	68,752
21	122,291	105,652	93,334	104,362	101,394	104,802	93,646	82,168	84,947	102,153	87,116	71,015	72,475	69,778
22	124,090	107,205	94,707	105,897	102,885	106,327	95,023	83,377	86,196	103,655	88,397	72,060	73,542	70,804
23	125,889	108,759	96,080	107,433	104,377	107,852	96,400	84,586	87,446	105,158	89,678	73,104	74,609	71,830
24	127,689	110,312	97,453	108,968	105,868	109,377	97,777	85,794	88,695	106,660	90,960	74,149	75,676	72,857
Step 25-Maximum	129,488	111,865	98,826	110,503	107,359	110,902	99,154	87,003	89,945	108,163	92,241	75,193	76,743	73,883

Est.Dollar Increase above Proposed 2020	1,374	258	188	633	282	969	545	251	179	87	1,124	1,007	27	2,606	9,530
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Table 2: Sturgeon Bay Proposed 2020 Pay Ranges for Full-Time Support Staff with 25 Steps and .8-1.20 of Midpoint

Assumptions: Based on 2019 Wage Data from 16 Peer Communities+2% Increase for COLA +Proposed 2020 Salary

+ One-Time Adjustment to New Range (Next Step Up)

Support Staff 25-step (.80-1.2)	PD Office Manager	Deputy Clk./Treas.	Deputy Clk./Treas.(Hr)	Municipal Services Asst.	Municipal Services Asst.(Hr)	Office Accounting Assistant II (FT)	Office Accounting Assistant II (Hr)	(FT) Police Assistant	(Hr.) (FT) Police Assistant
Step1-Minimum	42,969	42,969	20.66	34,804	16.73	39,204	18.85	34,463	16.57
2	43,864	43,864	21.09	35,557	17.09	40,021	19.24	35,181	16.91
3	44,760	44,760	21.52	36,310	17.46	40,838	19.63	35,899	17.26
4	45,655	45,655	21.95	37,063	17.82	41,655	20.03	36,617	17.60
5	46,551	46,551	22.38	37,815	18.18	42,472	20.42	37,335	17.95
6	47,446	47,446	22.81	38,568	18.54	43,289	20.81	38,053	18.29
7	48,342	48,342	23.24	39,321	18.90	44,106	21.20	38,771	18.64
8	49,237	49,237	23.67	40,074	19.27	44,923	21.60	39,489	18.99
9	50,133	50,133	24.10	40,827	19.63	45,740	21.99	40,207	19.33
10	51,029	51,029	24.53	41,579	19.99	46,557	22.38	40,925	19.68
11	51,924	51,924	24.96	42,332	20.35	47,374	22.78	41,644	20.02
12	52,820	52,820	25.39	43,085	20.71	48,191	23.17	42,362	20.37
Step 13-Midpoint	53,715	53,715	25.82	43,838	21.08	49,008	23.56	43,080	20.71
14	54,611	54,611	26.26	44,590	21.44	49,825	23.95	43,798	21.06
15	55,506	55,506	26.69	45,343	21.80	50,642	24.35	44,516	21.40
16	56,402	56,402	27.12	46,096	22.16	51,459	24.74	45,234	21.75
17	57,297	57,297	27.55	46,849	22.52	52,276	25.13	45,952	22.09
18	58,193	58,193	27.98	47,601	22.89	53,093	25.53	46,670	22.44
19	59,089	59,089	28.41	48,354	23.25	53,910	25.92	47,388	22.78
20	59,984	59,984	28.84	49,107	23.61	54,727	26.31	48,106	23.13
21	60,880	60,880	29.27	49,860	23.97	55,544	26.70	48,824	23.47
22	61,775	61,775	29.70	50,612	24.33	56,361	27.10	49,542	23.82
23	62,671	62,671	30.13	51,365	24.69	57,178	27.49	50,261	24.16
24	63,566	63,566	30.56	52,118	25.06	57,995	27.88	50,979	24.51
Step 25-Maximum	64,462	64,462	30.99	52,871	25.42	58,812	28.28	51,697	24.85

Est.Dollar Increase above Proposed 2020	\$171	\$0	\$0	\$361	\$229	\$117	\$878
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Table 3: Sturgeon Bay Proposed 2020 Pay Ranges for Full-Time Support Staff with 15 Steps and .80-1.2 of Midpoint

Assumptions: Based on 2019 Wage Data from 16 Peer Communities+2% Increase for COLA +Proposed SB 2020 Salary
 + One-Time Adjustment to New Range (Next Step Up)

Support Staff 15-step (.80-1.2)	PD Office Manager(FT)	Deputy Clk./Treas.(FT)	Deputy Clk./Treas.(Hr.)	Municipal Services Asst.(FT)	Municipal Services Asst.(Hr.)	Office Accounting Assistant II (FT)	Office Accounting Assistant II (FT)	(FT) Police Assistant	(Hr.) (FT) Police Assistant
Step1-Minimum	42,969	42,969	20.66	34,804	16.73	39,204	18.85	34,463	16.57
2	44,504	44,504	21.40	36,095	17.35	40,604	19.52	35,694	17.16
3	46,039	46,039	22.13	37,385	17.97	42,005	20.19	36,925	17.75
4	47,574	47,574	22.87	38,675	18.59	43,405	20.87	38,156	18.34
5	49,109	49,109	23.61	39,966	19.21	44,806	21.54	39,387	18.94
6	50,644	50,644	24.35	41,256	19.83	46,206	22.21	40,618	19.53
7	52,179	52,179	25.09	42,546	20.45	47,606	22.89	41,850	20.12
Step 8-Midpoint	53,714	53,714	25.82	43,837	21.08	49,007	23.56	43,081	20.71
9	55,249	55,249	26.56	45,127	21.70	50,407	24.23	44,312	21.30
10	56,784	56,784	27.30	46,417	22.32	51,808	24.91	45,543	21.90
11	58,320	58,320	28.04	47,707	22.94	53,208	25.58	46,774	22.49
12	59,855	59,855	28.78	48,998	23.56	54,609	26.25	48,005	23.08
13	61,390	61,390	29.51	50,288	24.18	56,009	26.93	49,236	23.67
14	62,925	62,925	30.25	51,578	24.80	57,410	27.60	50,468	24.26
Step 15-Maximum	64,460	64,460	30.99	52,869	25.42	58,810	28.27	51,699	24.86

Est. Dollar Increase above Proposed 2020 \$298 \$767 \$1,219 \$229 \$832 \$3,345

H.A Comparison of Non-wage Benefits as an Element of External Parity with Peer Communities

Wages are only one element of employee compensation so this study also compares non-wage benefits offered by peer communities. If the benefit package offered by the City is not at the same level as peer communities a wage adjustment could be necessary to compensate. **Exhibit F** can be used by management and staff to determine if adequate benefit parity exists with peer communities.

I. Recognizing the Potential On-going Costs of Implementing a Performance Evaluation System

The City Administration Team is very conscious of on-going costs associated with establishing a performance evaluation system similar to what is being proposed. It is important to recognize the system needs to include flexibility and all should be cognizant of budget limitations that might make wage advancement and movement more difficult in a given year.

However, if the City decides to create a new system it is necessary for the integrity and sustainability of the system that any initial agreements with employees are fairly and consistently upheld as decisions are made on an annual basis for how wages will be adjusted.

Here is an example of what future budget impacts might look like beyond the initial wage adjustments needed for the 2020 Budget using ballpark estimates:

Estimated Total Wages for SB Administrative Employees (FT and PT) 2020=	\$1,500,000
Possible 2% COLA (depending on inflation) in 2021=	\$30,000
Money allocated for step increases 2021=	\$30,000
Total potential cost for COLA and wage adjustments= Est. 4%	\$60,000

II. Performance Evaluation and Use of the Salary Grid

Once the salary grids are finalized and initial wage adjustments completed by management and staff the most important human resource work begins. Moving into the future the salary grid for positions offers a great deal of flexibility for the City to fairly and sustainably recognize the performance of its employees. **The basic concept is that: performance as measured by an evaluation determines increment movement on the position salary grid.**

Implementation of a performance-based compensation system will require Sturgeon Bay to develop a series of performance standards for each position that are linked to specific movements on the increment grid. For example, in what is termed a loosely-linked compensation system, an employee receiving a “satisfactory performance” evaluation might move one increment on the grid. An employee receiving an “exceeds performance requirements” could move two increments on the grid. A more tightly linked compensation system might allow “satisfactory movement to the midpoint, but then require a higher performance standard for increment movement beyond the midpoint.

We have developed some recommendations and approaches to performance and position grid movement for Sturgeon Bay to consider in **Exhibit D** of this report. Municipal staff may decide to implement our ideas or incorporate those they are more comfortable with. As former administrators, however, we recognize that four very important practices are always present at the core of any good performance evaluation system:

- 1. There is regular communication between supervisors who are evaluating and employees who are being evaluated.** Regular communication and feedback about performance is always the most important factor in any evaluation system. Choosing a quality ranking approach can definitely help improve the evaluation process, but is no substitute for consistent and regular engagement between supervisors and those they have responsibility to evaluate.
- 2. Performance measures and goals are set for individual positions that meet the SMART standard (Specific, Measurable, Achievable, Realistic, Time-Bound)** in order to get the most out of regular evaluation meetings.
- 3. Clear guidelines are established for the annual administration and decision-making process governing how employees will be rewarded with step increases.** We highly recommend that a salary approval process be formalized ahead of time so that all members of the Council understand and are in agreement with how approvals will move forward. The process that is likely to be successful will include-Department heads responsible for evaluating and ranking their employees and recommending if any step increase is warranted. A City Administrator responsible for collecting all evaluation data from Department heads, along with his own, and preparing a formal recommendation to the Council. A Council that accepts the data-driven and well-documented Administrator’s proposal and formally approves. While obviously the Council may have their own opinions on job performance it is important for the integrity of the created performance evaluation system that they recognize the significance of the evaluation data collected as primary in

their decision-making, and their own opinions as secondary. If the Council does make changes to the Administrator's proposal for employee salary increases it is important that the decision should be backed up with a data-driven argument, documented and reported back to impacted employees. We have seen in smaller communities where the integrity of the performance evaluation system suffers if the Council decides to make last minute changes to staff recommendations and there is not a good feedback communication loop back to employees to help them understand why those decisions were made. In some communities, rather than being directly involved in pay raise decisions, the governing body may decide to budget a certain amount for wage increases and allow the Administrator to make appropriate allocations based on evaluation results.

- 4. Supervisors who are doing the evaluation process are prepared for their role as performance evaluator.** We recommend that all evaluators be involved in the development of the performance evaluation instrument that is to be used and well-versed in how it is to be implemented. If supervisors are helping to develop measures for their employees, they may need some training in thinking in a SMART way or need general guidance in how to develop their capacities as an evaluator.

Exhibit A

City of Sturgeon Bay Salary Survey 2019

<u>Position</u>	<u>Current Salary</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>	<u>Closest Position (other title?)</u> <u>Title and Salary</u>
Administrator (CAO)	\$120,660.80	\$91,102.52	\$123,886.56	ADMISTRATOR
Administrative Assistant (Permanent P/T)	\$18,418.40/\$17,274.40	\$34,554.65	\$41,844.57	ADMIN. ASST./CLERK
Municipal Services Director (Director of Public Works)	\$103,417.60	\$78,482.14	\$106,181.59	DIRECTOR OF PUBLIC WORKS
Municipal Services Assistant (Assists all PW Admin.work)	\$80,204.80	\$63,724.60	\$86,216.21	FOREMAN/PUBLIC WORKS
Municipal Services Secretary (Permanent P/T)	N/A	N/A	N/A	N/A
Public Works Crew		\$46,290.80	\$56,577.88	PUBLIC WORKS/PARK LABORER
Supervisor (Foreman)	\$60,132.80/\$51,022.40	\$49,195.36/\$47,995.47	\$60,127.66/\$58,661.52	STREET SUPER/PARK FOREMAN
City Clerk/ HR Director	\$64,792.00	\$56,781.52	\$76,823.00	VILLAGE CLERK
Deputy Clerk/Treasurer	\$53,476.80	\$43,745.29	\$53,466.46	DEPUTY TREASURE-PROP.
Finance Director/Treasurer	\$90,334.40	\$70,444.75	\$95,308.24	FINANCE DIRECTOR
Office/Accounting Asst. II	\$44,345.60	\$39,960.78	\$48,734.49	ACCOUNTING CLERK

<u>Position</u>	<u>Current Salary</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>	<u>Closest Position (other title?)</u> <u>Title and Salary</u>
Community Development				
Director (<i>Oversight of Planning, Zoning, Economic Dev., Code Enforcement, Bldg. Insp., Eng.</i>)	\$91,561.25	\$67,675.24	\$91,561.25	
Planner/Zoning Administrator	\$65,062.40	\$55,302.44	\$74,819.82	BUILDING INSPECTOR
City Engineer	\$95,097.60	\$78,482.14	\$106,181.59	VILLAGE ENGINEER
Engineering Tech	\$60,798.40	\$56,781.52	\$76,823.00	
Comm.Dev.Secretary/		N/A	N/A	
Building Insp.Secretary		N/A	N/A	
Assessing Dept .Clerk		N/A	N/A	
Police Chief	\$95,905.80	\$81,530.32	\$110,306.93	
Police Captain	\$86,257.60	\$69,174.68	\$93,589.08	
Police Lieutenant	\$75,441.60	\$60,123.37	\$85,664.23	
Police Office Manager	\$47,174.40	\$37,828.98	\$51,181.39	POLICE ADMIN. ASSIST.
Police Assistant (<i>to O.M.</i>)	\$47,067.85	\$38,509.57	\$47,067.85	TELECOMMUNICATOR
Fire Chief				VOLUNTEER-PAID QTRLY
Assistant Fire Chief				VOLUNTEER-PAID

Exhibit B

Data Collection Format Example: Wage and Compensation Study								
City of Sturgeon Bay, WI 2019								
POSITION	Municipal Services			Community (Est.Pop.)	Minimum	Maximum	Actual(2019)	Comments
	Director (DPW)			Sturgeon Bay (9,467)			74,160	
	Range Data	Minimum Salary	Maximum Salary	Allouez (13,793)	83,897	113,507	97,850	Title-Public Works Director
	1. Lowest Base Salary	76,664	114,996	Baraboo (12055)				Title-Dir.Pub.Works/City Engineer/Zoning Admin.
	2. Highest Base Salary	92,201	107,740	Bellevue (15, 056)	76,664	114,996	93,000	Same Title
	3. Average of all	82,846	104,679	Marinette (10,782)				Title-Dir. of Pub.Works/City Engineer
	Peer Base Salaries			Hobart (9,599)			70,279	Title-Public Works and Utilities Coordinator
	4. Lowest-Highest Salary	76,664	114,996	Howard (19, 680)	86,088	110,910	104,940	Title-Director of Public Works
	5. Average of Items 1-4	82,094	110,603	Little Chute (11,729)	78,482	106,182	103,418	Title-Director of Public Works
	(Add 1-4, Divide by 4)			Merrill (9364)				Title-Public Works Director/City Engineer
	6. Range midpoint of Item 5	96,348		Suamico (12,735)		76,875	73,000	Title-Public Works Director
	(Add A + B, Divide by 2)			Tomah (9328)	79,747	102,544	88,858	Same Title
	7. Average of Actual Base Salaries without range data	87,480		Waupun (11463)			83,640	Director of Public Works
				New London (7446)			73,846	Title-Pub.Services Dir. inc.Parks-new in 2018
	8. Weighted Data Midpoint	90,609		Shawano (9164)			91,625	Pub.Works Coordinator-Asst. to Admin.2018+2%
	(Item 6 multiply by # of returns plus Item 7 multiply by # of returns, divide by total no. of returns)			Waupaca(6046)			81,820	Title-Director of Public Works
				Kaukauna (15799)	92,201	107,740		Title-Director of Public Works
				Two Rivers (11,446)				Title-Director of PW/City Engineer
	9. Unweighted Data Midpoint	91,914			497,079	732,754	962,276	
	(Add Item 6 and 7, Divide by 2)							
	10. Item 8 Midpoint	90,609						
	Working range .80-1.20	72,487-108,731						
	Working range .85-1.15							
	Working range.90-1.10	81,481-99,670						
	11. Item 9 Midpoint							
	Working range .80-1.20							
	Working range .85-1.15							
	Working range.90-1.10							

Exhibit C



Public Administration Associates, LLC City of Sturgeon Bay Employee Job Questionnaire

Dear Sturgeon Bay Staff:

As most of you know the City of Sturgeon Bay is investing in a Wage and Compensation Study, performed by Public Administration Associates, for selected administrative employees. Your position is being reviewed as part of this effort. The purpose of the study is to help create a wage and compensation plan that will assure internal equity and external competitiveness for employees.

External competitiveness can be understood by analyzing the wages and compensation for similar positions in peer communities and making sure compensation parity exists. 16 peer communities have been selected for this analysis and data is now being collected. We have received copies of all of your job descriptions so that we can ensure similar positions are being compared in the peer communities.

Internal equity is another goal of this study, and to get a better idea about job equity the following questionnaire has been developed. Our internal position evaluation consists of eight factors that are weighted: knowledge/education, experience, job complexity, supervision exercised, supervision received, consequences of decisions, interaction with other sets of people and work environment.

In order to properly complete our internal position evaluation, we ask that you take a few minutes and complete the job questionnaire below! Please make copies of this document when you are finished answering all questions, and retain it in case further review is necessary.

If you are comfortable e-mailing, please scan the questionnaire and send it to dtebo.wi2@gmail.com . If you would rather not e-mail your comments please place a copy in a sealed envelope and mail it to Dave Tebo, N1357 Tuckaway Court, Greenville, WI 54942. As time is of the essence, we hope you will be able to get your comments back to us as soon as possible. Thanks for your help.

Kevin Brunner
President, PAA

Dave Tebo
Associate, PAA (920-740-8804)

1. What are your three most significant job responsibilities?

a.

b.

c.

2. In terms of overall responsibilities and job complexity, what other position(s) in the City organization is (are) comparable to your position?

3. With whom do you interact on a regular basis?

	<u>I initiate</u>	<u>They initiate</u>	<u>Both initiate</u>
__ Employees in your department	_____	_____	_____
__ Employees in other departments	_____	_____	_____
__ Employees of other govt. units	_____	_____	_____
__ City Council Members	_____	_____	_____
__ City residents	_____	_____	_____
__ Contractors, suppliers	_____	_____	_____
__ Others (please list) _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Do you supervise other employees?

_____ Yes _____ No

If yes, how many employees do you directly supervise (“They report to me.”)? _____

If yes, how many employees do you indirectly supervise (They report to someone who reports to me.)? _____

5. Who supervises you?

_____ **Job title of supervisor**

Generally, what is the nature of this supervision (please check one)?

_____ General direction and performance review

_____ Weekly work assignments

_____ Daily work assignments

6. Please list your educational background.

_____ High school

_____ Post high school, including any degrees, diplomas, certificates, and licenses (list)

7. Please list your work experience.

a. Positions held before your current position and the number of years employed in each position.

b. Years employed in your current position. _____

8. If I made an error on a major aspect of my job,

_____ it could have serious negative consequences (Examples: physical risks, major financial costs, major impact on other employees' jobs, major political fallout).

_____ it might take some time to correct the error, but it would not have consequences as serious as those defined above.

_____ it would not have serious consequences and probably would be noted by someone else.

9. Are there any particular skills or knowledge that you bring to the job that are not recognized in the job description?

10. Is there anything else that we should know about your job?

Exhibit D

I. Performance Evaluation Recommendations for the City of Sturgeon Bay

A primary objective of all municipalities should be to have competent, motivated, and productive employees working together to provide designated services to their residents. This certainly is the objective of Sturgeon Bay.

There are many dimensions to fulfilling this objective.

First, employees need to know what is expected of them in their jobs. These expectations consist of knowledge of how to perform job tasks and knowledge of what behavior is expected of them as they perform their jobs. Conveying these expectations is primarily the responsibility of hiring personnel and supervisors. Hiring personnel are responsible for the initial assessment and orientation of new employees and supervisors are responsible for ongoing direction and review of employees.

Second, the City needs to have a formal process for evaluating the performance of each of its employees. A key tool in directing and reviewing employees is a process known as performance evaluation. As a rule, performance evaluation consists of written criteria used to rate the work of employees during a particular period of time, such as six months or a year. Often, it involves establishing employee goals at the beginning of the period. Good performance evaluation systems have well defined types of evidence that used in the review.

Third, adopting a formal performance evaluation system is going to require all supervising bodies and employees to devote more attention to the tasks of developing appropriate expectations, observing employee performance, gathering performance evidence, and discussing evaluations with each employee. This probably will require supervisor training.

Fourth, there are various approaches to performance evaluation. The most comprehensive approach is what is termed a 360-degree evaluation where all primary contacts are asked to make observations about the performance of the specific employee. This includes, among others, supervisors, peers, subordinates, and residents. The 360-degree approach can be valuable for some positions, especially the City Administrator, but it is complex and time consuming and it can be expensive. There are other less complex approaches to evaluation.

Fifth, formal performance evaluation should not replace informal assessments and conversations about them. Supervisors should be prepared to comment on employee work, positively and negatively, on a regular basis.

The objectives of performance evaluation can vary substantially. Common objectives are as follows:

1. To inform employees how they are doing in their work, including areas of improvement,
2. To provide information relevant to employment status, including termination and promotion,
3. To determine salary adjustments, and
4. To determine other forms of recognition.

We assume that all of these objectives are relevant for performance evaluation in Sturgeon Bay.

With regard to salary adjustments, we are proposing that Sturgeon Bay adopt a system that links performance evaluation with salary adjustments. The new salary system consists of a series of steps, or increments. Employees rated as satisfactorily performing their jobs are likely to receive a one increment adjustment. Employees rated as exceeding expectations might be considered for a two-increment adjustment. In limited cases, employees rated as substantially exceeding expectations will be considered for a three-increment adjustment.

The performance evaluation approaches that we recommend for Sturgeon Bay contains the following elements:

1. Job performance criteria closely related to formal position descriptions.

The foundation for performance evaluation is the position description. It should list the primary task and behavior responsibilities and qualifications for each employee occupying the position. An employee should not be evaluated for duties not referenced in the position description.

2. Criteria that include both task and behavior references.

Employees are responsible for performing specific tasks included in their position description. For example, they could include preparing parts of the budget, responding to calls for assistance, or repairing public facilities. They also need to meet certain behavioral standards, such maintaining good work attendance and working positively with other employees and residents.

3. Evaluation approaches that include mutually considered task and behavioral goals.

Very few positions are completely static or repetitive. New ways of performing tasks can be developed and employees can enhance their ability and skill levels. Annual performance evaluation should include task and behavior goals specific to each employee. It could be developing a new job approach or getting more training. The nature of goals should be largely specific for each employee.

4. Evaluation approaches that are designed for specific types of positions and specific supervisors.

Let us recognize that performance evaluation is a two-way process between the person (s) performing the evaluation and the person whose performance is being reviewed. In Sturgeon Bay, it is important to note that there are several levels of evaluation within the total organization and that each evaluation level requires different approaches. At each

level, the person or persons responsible for conducting the evaluation is different. And the employees being evaluated also are different.

The first level are the three positions that report to elected or appointed citizen governing bodies, the City Administrator, Police Chief and Fire Chief. Evaluating these positions is particularly challenging for part-time citizen bodies for two reasons. First, these positions are highly complex and have many dimensions that need to be defined and evaluated. Second, the members of the City Council and Police and Fire Commission may not observe all aspects of their respective administrators' work. While they are familiar with the communication and interaction between themselves and the administrator, they may have little systematic knowledge of the operational aspects of the administrator's work. As a result, the evaluation of these positions requires a unique and comprehensive approach to be elaborated on more in the next section.

Depending on the perceived ability of the Police and Fire Commission to engage in a robust evaluation perhaps the best way for Police Chief and Fire Chief to be evaluated might be as department heads under the City Administrator, with the support of the Common Council. Such a process would allow for these key administrators to sit down together and hammer out some mutually agreed upon SMART annual goals for the public safety departments. It would also ensure that the City Administrator is familiar and consistently engaged with all the different dimensions of these key City jobs, Police Chief and Fire Chief.

At the next level, the City Administrator reviews the performance of the Clerk/HR Director, Municipal Services Director, Finance Director/Treasurer, and Community Development Director. These positions are somewhat less difficult to evaluate because the areas of responsibility are more focused and because the City Administrator regularly interacts with and observes the employees in these managerial positions.

Finally, the department heads (managers) review the performance of employees in their respective departments. Task assignments for these employees are more specific with less latitude and managers regularly can observe performance. Foremen may provide input, but typically they do not have formal responsibility for performance evaluation.

5. Performance standards for salary adjustment purposes that define what constitutes “does not meet,” “meets,” “exceeds,” and “greatly exceeds” expectations.

The City staff and management obviously have final say in how many increments employees might be able to move within salary ranges on an annual basis. As discussed earlier, performance evaluation and salary adjustments based on performance could be loosely linked according to the following ratings:

- a. “Does not meet expectations”- Does not receive a salary adjustment.
- b. “Meets expectations”- Receives a one increment salary adjustment.
- c. “Exceeds expectations”- Receives a two-increment salary adjustment.
- d. “Greatly exceeds expectations”- Receives a three-increment salary adjustment.

Communities tend to give their own creative stamp to what it will take to move one increment on the salary scale. Some make advancement more difficult and give one increment adjustments only when employees “exceed expectations” and almost never offer a two-increment adjustment. Others have created a system that is generous with range movement before midpoint but becomes much more stringent after an employee passes the midpoint. We hope between these options Sturgeon Bay can find the best approach that suits its budget, staff intention and Council.

With the use of these categories, it is important for employees to understand what each of the performance standards entails. For example, what is the difference between “meets expectations” and “exceeds expectations? Persons with supervisory responsibilities are going to need to develop consistent guidelines and standards across units in order to provide coherent expectations for employees.

As a guideline, “meets expectations” includes coming to work regularly and on time, performing the tasks listed in the job description and as assigned by a supervisor, committing few errors, completing projects on time, working with other employees in a cooperative manner, and, if appropriate, dealing with the public in a positive manner.

“Exceeds expectations” includes all of the elements listed in “meets expectations”. It also includes willingness to take on extra assignments and difficult projects or problems, making solid and detailed recommendations on better ways to perform tasks, initiatives to learn new skills, and examples of leadership among peer and subordinate staff.

“Exceptional performance” is a standard that will not be reached on a regular basis. It includes all of the elements of “exceeds expectations” but with accomplishments of rarely demonstrated magnitude and consistency. For example, completely redesigning the budgeting process and then implementing it might meet this standard.

6. Performance expectation standards conveyed to each employee before the start of the performance evaluation period.

7. Development of appropriate standards of performance evidence

One of the most difficult elements of performance evaluation is determining what kind of evidence should be used. Many times, evaluation simply consists of subjective judgments by the supervisor, partly because it is a relatively easy and inexpensive way to approach the task. At the other extreme, an elaborate approach such as a 360 degree can be complicated, time consuming, and expensive.

Our recommendation consists of evidence of three types:

1. Evidence that is readily available such as attendance records, disciplinary actions, awards;
2. Supervisor observations of employee performance kept at intervals during the course of the evaluation period. These are called critical incidents. They are a written record

of good performance and accomplishment and, conversely, of problem performance. It is documented and dated. Supervisors should keep a notebook of critical incidents for each employee and regularly make timely observations. These should include SMART goals (Specific, Measurable, Achievable, Realistic and Time-Bound) set by the employee and agreed to by the Supervisor and progress towards those goals.

3. Self-evaluations by employees. These comments can be insightful about employee performance. This can be done according to a short form or simply a written paragraph.

II. Evaluation of Department Heads/Managers

All department heads and managers are evaluated by the City Administrator. The evaluation approach for department heads and managers is similar to the approach used for the City Administrator, except that the areas of responsibility are more specific and limited and that the City Administrator is in a position to evaluate the operational aspects of department head/manager performance. The role of the department heads/managers in supervision of their subordinate employees assumes a prominent place. Annual goals also are identified. Performance is recommended to receive a 75 percent weighting and goal achievements are recommended to receive a 25 percent weighting.

A. Performance Criteria Measures for Department Heads/Managers

Work habits: Unexcused work absences

- Does not meet expectations: Averages once a week absence (Rating: 0)
Meets expectations: Averages once a month absence (Ratings: 1, 2)
Exceeds expectations: Averages twice a year absence (Ratings: 3, 4)
Exceptional performance: Never has unexcused absences (Ratings: 5, 6)

Work habits: Work punctuality

- Does not meet expectations: Averages once a week being late (Rating: 0)
Meets expectations: Averages once a month being late (Ratings: 1, 2)
Exceeds expectations: Averages twice a year being late (Ratings: 3, 4)
Exceptional performance: Never is late (Ratings: 5, 6)

Work habits: Meeting attendance

- Does not meet expectations: Averages once a week missing meeting (Rating: 0)
- Meets expectations: Averages once a month missing meetings (Ratings: 1, 2)
- Exceeds expectations: Averages twice a year missing meeting (Ratings: 3, 4)
- Exceptional performance: Never misses meetings (Ratings: 5, 6)

Work habits: Extra work outside of normal work hours

- Does not meet expectations: Never does extra work (Rating: 0)
- Meets expectations: Does extra work when asked by supervisor [2-3 times a year] (Ratings: 1, 2)
- Exceeds expectations: Regularly does extra work when asked by supervisor [2-3 times a month] or volunteers for extra responsibilities (Ratings: 3, 4)
- Exceptional performance: Volunteers to work when needed or as an example and develops additional ways to contribute to unit performance (Ratings: 5, 6)

Performance: Understands duties, instructions and assignments

- Does not meet expectations: Needs continuing guidance on work assignments (Rating: 0)
- Meets expectations: As a rule, understands duties and instructions with few mistakes and with minimum reinforcement (Ratings: 1, 2)
- Exceeds expectations: Rarely makes a mistake, understands virtually all instructions, and does not require clarification (Ratings: 3, 4)
- Exceptional performance: Works error-free and clarifies assignments when it is productive to do so (Ratings: 5, 6)

Performance: Follows job description, instructions and assignments

- Does not meet expectations: Understands instructions but does not regularly follow them (Rating:0)
- Meets expectations: Understands instructions and as a rule follows them (Ratings: 1, 2)
- Exceeds expectations: Understands instructions and rarely deviates from them (Ratings: 3, 4)
- Exceptional performance: Understands instructions and always carries them out and may seek to improve the desired result (Ratings: 5, 6)

Performance: Completes assignments in a timely manner

- Does not meet expectations: Regularly misses deadlines (Rating: 0)
- Meets expectations: Regularly meets deadlines (Ratings: 1, 2)
- Exceeds expectations: Completes assignments in advance of deadline (Ratings: 3, 4)
- Exceptional performance: Assigns priority to assignment completion (Ratings: 5, 6)

Performance: Completes assignments accurately and according to a specified standard

- Does not meet expectations: Work is not accurate or does not meet a specified standard (Rating: 0)
- Meets expectations: Work is generally accurate and meets a specified standard (Ratings: 1, 2)
- Exceeds expectations: Work is accurate and exceeds a specified standard (Ratings: 3, 4)
- Exceptional performance: Work is accurate and greatly exceeds a specified standard in clarity and quantity (Ratings: 5, 6)

Performance: Provides Administrator with appropriate information

- Does not meet expectations: Does not regularly or accurately provide appropriate information to Administrator (Rating: 0)
- Meets expectations: As a general rule, regularly and accurately provides appropriate information to Administrator (Ratings: 1, 2)
- Exceeds expectations: Regularly provides appropriate information to Administrator in clear oral or written form as requested (Ratings: 3, 4)
- Exceptional performance: Regularly provides appropriate information in clear oral and/or written form with additional information on context and implications and with recommendations (Ratings: 5, 6)

Performance: Provides subordinates with understandable and timely assignments

- Does not meet expectations: Does not regularly provide understandable and timely assignments (Rating: 0)
- Meets expectations: Regularly provides understandable and timely assignments (Ratings: 1, 2)
- Exceeds expectations: Provides oral and when necessary written assignments and monitors employee understanding of assignments (Ratings: 3, 4)
- Exceptional performance: Provides oral and when necessary written assignments, monitors employee understanding of assignments, and develops improved instructional approaches (Ratings: 5, 6)

Performance: Regularly monitors employee performance

- Does not meet expectations: Does not regularly or adequately monitor employee performance
- Meets expectations: As a rule, monitors employee performance with oral feedback (Ratings: 1, 2)
- Exceeds expectations: Monitors employee performance with regular written reports (2 times a year) (Ratings: 3, 4)
- Exceptional performance: Monitors employee performance and meets with each employee two times a year to discuss written performance review (Ratings: 5, 6)

Performance: Provides recommendations for individual performance improvement

- Does not meet expectations: Does not provide recommendations (Rating: 0)
- Meets expectations: Provides recommendations on major duties as needed (Ratings: 1, 2)
- Exceeds expectations: Reviews total work product and makes recommendations (Ratings: 3, 4)
- Exceptional performance: Develops systematic improvement plans in conjunction with employee (Ratings: 5, 6)

Performance: Provides recommendations to improve unit performance

- Does not meet expectations: Does not make recommendations (Rating: 0)
- Meets expectations: Periodically makes recommendations as needed (Ratings: 1, 2)
- Exceeds expectations: Regularly reviews unit performance and makes recommendations (Ratings: 3, 4)
- Exceptional performance: Systematically develops new approaches to improvements, including training plans (Ratings: 5, 6)

Performance: Provides residents and clients with appropriate information

- Does not meet expectations: Does not provide information or provides inadequate or incorrect Information (Rating: 0)
- Meets expectations: When necessary or requested, provides information (Ratings: 1, 2)
- Exceeds expectations: Provides clear and complete information without being asked on major items (Ratings: 3, 4)
- Exceptional performance: Develops systematic and accessible sources of information on a broad range of topics and issues (Ratings: 5, 6)

Performance: When appropriate, interacts with Council members in an appropriate and productive manner

- Does not meet expectations: Does not appropriately or productively interact with the Council. (Rating: 0)
- Meets expectations: When asked, answers Council questions and information requests in an appropriate and productive manner (Ratings: 1, 2)
- Exceeds expectations: In conjunction with the Administrator, anticipates and prepares appropriate materials for the Council (Ratings: 3, 4)
- Exceptional performance: In conjunction with the Administrator, systematically develops explanatory materials to comprehensively explain and justify Council decision needs (Ratings: 5, 6)

Works well with other employees

- Does not meet expectations: Does not work well with other employees (Rating: 0)
- Meets expectations: Maintains adequate interpersonal relationships (Ratings: 1, 2)
- Exceeds expectations: Encourages cooperation and shared responsibility (Ratings: 3, 4)
- Exceptional performance: Provides leadership skills in working with others and in setting an example (Ratings: 5, 6)

Conveys a positive image of the City

- Does not meet expectations: Does not convey a positive image (0)
- Meets expectations: Dresses appropriately and exhibits positive work habits (1, 2)
- Exceeds expectations: Consciously works to convey a positive image in describing and presenting municipal services (3, 4)
- Exceptional performance: Develops a strategy to increase the positive image of the City and makes public presentations/prepares materials to enhance the City image (5, 6)

B. Department Head/Manager Overall Performance Evaluation Rating Form

<u>Work/Performance</u>	<u>Rating</u>
Work attendance	_____
Work punctuality	_____
Meeting attendance	_____
Extra work	_____
Understanding instructions and assignments	_____
Following instructions and assignments	_____
Completing assignments in a timely manner	_____
Completing assignments accurately	_____
Providing information to Administrator	_____
Providing subordinates with appropriate assignments	_____
Monitoring employee performance	_____
Providing individual employee recommendations	_____
Providing unit performance recommendations	_____
Providing information to residents and clients	_____
Interacting with City Council	_____
Working with other employees	_____
Conveying a positive image of City	_____
Total Points	_____
Overall Work/Performance Rating	_____
(Divide total points by 17)	

<u>Annual Goals</u>	<u>Rating</u>
Goal 1 _____	_____
Goal 2 _____	_____
Goal 3 _____	_____
Goal 4 _____	_____
Total points	_____
Overall Goal Rating (Divide total points by number of goals)	_____

Comments:

Calculation instructions:

1. As a rule, each of the two overall ratings will be the average of the individual ratings.
2. As a rule, Work/Performance then will receive a weighting of 75% and Goals will receive a weighting of 25%.

Work/Performance Rating x 75% = _____

Goal Rating x 25% = _____

Total Rating Points = _____

Overall Rating _____

III. Evaluation of the City Administrator

The City Administrator has a very complex set of job roles and duties. He is responsible for advising the governing Council on the direction of the City, implementing the decisions of the Council, directing and evaluating the staff, and interacting with a wide variety of individuals and organizations.

The City Council has the responsibility to evaluate the Administrator.

It is fairly common for governing bodies to assign annual goals. It also is fairly common for governing bodies to use a performance rating scheme; however, it may go beyond the ability of the Council to systematically and fairly assess that operational performance of the administrator. Council members often do not have the opportunity to observe this operational role of directing and working with staff members in their outgoing activities. This results in two possible effects: (1) Assuming that the administrator handles operations as well as working with the Council and/or (2) Listening to unsystematic comments of an employee or resident and generalizing. As a rule, we believe that the Council should not evaluate operational and staff performance without first-hand evidence.

A. Recommended Evaluation Elements

Our recommended elements are as follows:

1. ***Mutually established annual goals for the City Administrator.*** This is a mutual activity for at least two reasons. First, the City Administrator may be in a better position to identify goals for the City than is the Council. Second, there may be goals that simply cannot be achieved within a year and the Council needs to know what is possible.

Goals can be City-wide objectives such as establishing a storm water utility, a program to allow residents to conduct business at City hall at times other than 8 AM to 4 PM, or economic development goals. They also can be goals for the Administrator to develop greater skills in performing his job or to deal with staff organizational issues.

The annual goals should be agreed upon in advance of the performance period being evaluated. At the end of the review period, the Administrator submits a report to the Council on the status of each of the goals. The Council also makes an independent assessment of the goals. It would be appropriate to complete the review and determine the next goals within a relatively short time period. We recommend no more than five major goals.

Performance to meet goals should be weighted as 50 percent of the evaluation.

2. *Performance characteristics that can be observed by the Council.* Although the Council cannot observe all aspects of the Administrator’s performance, there are significant areas that the Council can observe. Here are several examples:
 - a. Quality of oral and written presentations;
 - b. Extent to which Council is kept informed about issues and actions;
 - c. Extent to which Council decisions are implemented, including timeliness and accuracy;
 - d. Ability to interact with Council members in an appropriate and productive manner;
 - e. Manner in which Administrator has dealt with staff and/or resident issues that have risen to the level of Council attention.

Throughout the review period, Council members are strongly encouraged to consider these dimensions and note them as critical incidents, that is, positive and negative examples of each dimension. Keep a notebook.

Performance characteristics should be weighted as 50 percent of the evaluation.

3. If the Council wants information on the Administrator’s operational responsibilities, we recommend a supplementary process involving a sample of subordinate reviews annually. This information would not necessarily be used in the salary determination, but would be summarized and given to the Administrator. We have seen the 360-degree performance evaluation approach work well for the City Administrator position and offer an example form, as a supplement to this report, that will give Sturgeon Bay an idea of what this method might look like in practice.

A process that has been productively used is to place the names of all supervisors in a container and annually select three of the names to confidentially prepare a review of Administrator performance. Two short essay questions are asked: “How well do you believe the Administrator has performed during the past year?” and “What areas of improvement should the Administrator work on?” A third party is in charge of the process.

These recommendations for evaluating the City Administrator should also apply to the evaluation process for Police Chief and Fire Chief, with the exception that the review will be of more specific and limited activities.

B. City Administrator Evaluation Form and Performance Characteristics

Oral and written communication

Does not meet expectations:	Shows minimal capability for effective written and oral communication (0)
Meets expectations:	Communicates in a satisfactory manner in oral and written form (1, 2)
Exceeds expectations:	Communicates in a well-organized manner in oral and written form (3, 4)
Exceptional performance:	Conveys information very effectively and matches presentation styles to different audiences (5, 6)

Rating: _____

Comment:

Informing Council about issues and actions

Does not meet expectations:	Provides inadequate information to the Council on issues and actions (0)
Meets expectations: actions as required (1, 2)	Provides adequate information to the Council on issues and actions
Exceeds expectations:	Provides quality information to the Council on issues and actions and the context in which they are occurring (3, 4)
Exceptional performance:	Anticipates issues likely to arise in the future and alerts the Council to these issues and necessary actions (5, 6)

Rating: _____

Comment:

Implementation of Council decisions

- Does not meet expectations: Fails to follow through on Council decisions (0)
- Meets expectations: Follows through on decisions as required (1, 2)
- Exceeds expectations: Develops implementation plans for Council decision in an accurate and timely manner (3, 4)
- Exceptional performance: Develops implementation plans, mobilizes resources, and keeps Council fully informed (5, 6)

Rating: _____

Comment:

Interaction with Council members

- Does not meet expectations: Has minimal or unsatisfactory interaction with Council members (0)
- Meets expectations: Has satisfactory interaction with Council members (1, 2)
- Exceeds expectations: Treats all Council members with respect, listens to Council comments (3, 4)
- Exceptional performance: Anticipates Council needs and works to build a productive governance relationship between Council and staff (5, 6)

Rating: _____

Comment:

Interaction with staff

- Does not meet expectations: Has minimal or negative interaction with staff (0)
- Meets expectations: Is accessible for staff and listens to staff input (1, 2)
- Exceeds expectations: Provides guidance to staff members (3, 4)
- Exceptional performance: Builds a strong team through individual and group activities (5, 6)

Rating: _____

Comment:

Staff Effectiveness: Builds and maintains professional and high-quality staff

Does not meet expectations: Pays little or no attention to staff performance and development (0)

Meets expectations: Provides direction and evaluation for staff members (1, 2)

Exceeds expectations: Demonstrates a commitment to deal with non-performing staff and holds organizations accountable for non-conforming results (3, 4)

Exceptional performance: Develops and implements comprehensive plan to increase staff productivity (5, 6)

Rating _____

Comment:

Service Delivery Interaction and management

Does not meet expectations: Does not respond to citizen requests and comments (0)

Meets expectations: Responds to citizen requests and comments, either directly or through Council requests (1, 2)

Exceeds expectations: Responds in a timely and positive manner to citizens and informs Council (3, 4)

Exceptional performance: Develops approaches to enhance citizen input and response (5, 6)

Rating: _____

Comment:

Strategic leadership in anticipating and positioning the organization to deal with future events and circumstances in accord with strategic plan

Does not meet expectations: Pays little or no attention to strategic planning and implementation (Rating: 0)

Meets expectations: Pays attention to City planning assumptions and strategic plan (1, 2)

Exceeds expectations: Takes initiative to see that staff members are aware of strategic plan and follow it (3, 4)

Exceptional performance: Takes initiative to monitor the strategic plan, inform and involve the Council, and carry out activities to make necessary changes. Takes responsibilities for undesirable results and delays (5, 6)

Rating: _____

Comment:

Policy Facilitation in presenting policy-related information and implementation of Council decisions

Does not meet expectations: Presents no or inadequate policy-related information to Council (0)

Meets expectations: Presents policy-related information as requested or needed by Council (1, 2) and sees that policy decisions are implemented

Exceeds expectations: Presents balanced and complete information including policy recommended as requested; respects role of elected officials in making policy decisions (3, 4)

Exceptional performance: Presents balanced and complete information and references relationship to strategic plan and overall policy goals. (5, 6)

Rating: _____

Comment:

Democratic Responsiveness in community

Does not meet expectations: Does not demonstrate an appreciation of the unique culture of the Community (0)

Meets expectations: Understands and appreciates the unique culture of the community (1, 2)

Exceeds expectations: Appreciates and accepts citizen participation in local government according to guiding principles (3, 4)

Exceptional performance: Plans systematically to build on community characteristics and encourage greater citizen involvement (5, 6)

Rating: _____

Comment:

Organizational Planning and Management: Budgeting and fiscal condition

- Does not meet expectations: Does not provide effective oversight on budgeting and fiscal condition (0)
- Meets expectations: Provides accurate budget document and fiscal condition information to Council and responds to questions (1, 2)
- Exceeds expectations: Makes budget and fiscal condition recommendations in accord with strategic plan (3, 4)
- Exceptional performance: Develops performance measures for budget and fiscal condition to assist Council in making informed decisions (5, 6)

Rating: _____

Comment:

Integrity: ethical behavior in accordance with City guiding principles

- Does not meet expectations: Exhibits poor or questionable ethical behavior (0)
- Meets expectations: Exhibits satisfactory ethical behavior (1, 2)
- Exceeds expectations: Identifies ethical standards and encourages staff and Council to review them (3, 4)
- Exceptional performance: Develops ethical standard and review process and makes difficult ethical decisions (5, 6)

Rating: _____

Comment:

Interpersonal Characteristics and Skills

- Does not meet expectations: Does not relate well to Council, staff, and citizens (0)
- Meets expectations: Works in a satisfactory manner with Council, staff, and citizens (1, 2)
- Exceeds expectations: Demonstrates the ability to work in harmony with others and takes steps to minimize conflict (3, 4)
- Exceptional performance: Builds a stronger working relationship and/or resolves a difficult staff interpersonal issue

Rating: _____

Comment:

Conveys a positive image of the City

- Does not meet expectations: Does not convey a positive image (0)
- Meets expectations: Dresses appropriately and exhibits positive work habits (1, 2)
- Exceeds expectations: Consciously works to convey a positive image in describing and presenting municipal services (3, 4)
- Exceptional performance: Develops a strategy to increase the positive image of the City and makes public presentations/prepares materials to enhance the City image (5, 6)

Rating: _____

Comment:

Professional Development

- Does not meet expectations: Does not participate in professional development activities (0)
- Meets expectations: Attends meetings of professional organizations (1, 2)
- Exceeds expectations: Identifies areas for more professional development (3, 4)
- Exceptional performance: Participates in professional development related to position and strategic plan and assesses the results of the activity (5, 6)

Rating: _____

Comment:

Goals:

Goal 1:

- Did not accomplish (0)
- Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)
- Accomplished most of goal (3, 4)
- Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 2:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 3:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 4:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 5:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Overall Goal Rating (Average): _____

Comment:

Overall administrator rating:

Performance characteristics rating X 50%: _____

Goals rating X 50%: _____

Total: _____

Comment:

**Exhibit E : Basic Benefit Spreadsheet From Selected Peer Communities
Sturgeon Bay Wage and Compensation Study-2019**

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Village of Allouez	High Deductible HSA with United HealthCare No HSA Match Family Premium at \$1734.97 monthly and single \$578.47 Family Dental \$83.03 and Single \$23.53 Village Contributes 93% of the Premium for Health and 95% for dental. Health Deductible is \$1500 single and \$3000 family	Vision offered with employee paying all premiums. Village pays 50% of basic life insurance premium per 1x employee base salary	Employees earn 4 hours per month no payout.	1st yr: 2 weeks and 3 days 5 yr: 3 weeks and 3 days 12 yr: 4 weeks and 3 days 20 yr: 5 weeks and 3 days can roll over max of 3 weeks	8 1/2 paid holidays Comp time earn up to 72 hours per year and use by yearly dec. of is paid out to ee Bereavement pay 3 days for immediate family
City of Baraboo	No Dental is offered at this time. Provides employees eligible under the State of Wisconsin Retirement System (WRS). Option to choose a group health insurance plan from the standard plan and the alternate health insurance plans offered by the Wisconsin Public Employers' Group Health Insurance Program. Employees are required to pay a portion of the cost of the health insurance premium. Level of participation in the premium is determined by the Common Council.	No Vision is offered at this time. All Employees eligible under the State of Wisconsin Retirement System eligible. City contributes the percentage required by State to participate in the plan. City also offers additional life insurance thru a state program at the employee's own expense	1 sick day earned per month. Unused sick leave may be accumulated up to 129 days. Upon reaching 129-day cap, additional sick leave may be accumulated to a max of 150 days Max payout at retirement is 129 days Upon retirement employees can designate up to 150 days for continuation of health insurance	One year - 7 days Two years - 14 days Five years - 21 days Twenty years - 24 days Twenty-five years - 25 days	9 paid holidays 1 Floating holiday 3 days immediate family 1 day other family member Comp time accrues up to 150 hours
Village of Bellevue	Health - Anthem Broker: Associated Benefit & Risk Consulting High Deductible; 100% Coinsurance Only RX costs count towards OOPM after deductible met Village Pays 85% of Premium Deductible: Single: \$3,000 Family: \$6,000 HSA: Single: \$1,475 (49% of Deductible/37% of OOPM) Family: \$2,225 (37% of Deductible/28% of OOPM) Premiums: Employee: \$455.32 Employee + Spouse: \$956.10 Employee + Children: \$865.10 Family: \$1,365.95 Dental - Delta Premium: 85% Village/15% Employee Employee: \$29.02 Employee + Spouse: \$58.04 Employee + Children: \$61.03 Family: \$99.33	Life Insurance \$25,000 Life & AD&D (Village pays 100% of premium) Employees may purchase add'l coverage (pay 100%) Short-term Disability (66% of wage rate) Vision: Employee receives \$200 yearly reimbursement which can carryover year-to-year up to \$400	PTO	PTO - Bi-weekly Accrual Appx. Days/Year (Accrual Rate) Upon Hire: 14 Days (4.31 hours) 2 Years: 18 Days (5.54 hours) 7 Years: 23 Days (7.08 hours) 15 Years: 28 Days (8.62 hours) 25 Years: 33 Days (10.15 hours) Up to 80 hours can be carried over to following year	9 paid holidays Bereavement: Immediate Family: 5 days In-laws or grandparent: 2 days
Village of Hobart	United Healthcare Health Insurance is 88% paid by Village 12% Employee 2-tier deductibles \$2000 single \$4000 family. Employee pays first \$290 then the reimbursement pays the other \$1710 of the deductible. Family pays the \$580 and then the HRS pays the \$3420 total for the deductible. RX copays of 10/35/60 Dental premium paid 50/50 through Delta Dental	Delta Vision Coverage Vision offered and paid by Employee. Life Insurance through WRS Village pays for one Basic and one additional unit through the program. AFLAC offered, employee cost ALLSTATE offered, employee cost	Six sick days per year, non accruing No payout	1st Calendar Year 10 days/80 hrs prorated 2nd Calendar Year 16 days/128 hrs 3rd Calendar Year 17 days/136 hrs 4th Calendar Year 18 days/144 hrs 5th Calendar Year 19 days/152 hrs 6th Calendar Year 20 days/160 hrs 7th Calendar Year 21 days/168 hrs 8th Calendar Year 22 days/176 hrs 9th Calendar Year 23 days/184 hrs 10th Calendar Year 24 days/192 hrs 11th Cal Year & beyond 25 days/200 hrs	7 paid holidays 1- floating paid holiday 3 days bereavement leave family as defined in handbook 5 days bereavement spouse or child Comp time defined and allowed Employee Assistance Program

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Village of Howard	High deductible plan at \$6,500 per person or two deductibles per family. The village participates in an HRA that provides for payment of 80% of the deductible and the employee is responsible for 20%. No other out of pocket costs for employee once deductible is met. Dental coverage: 100% coverage for cleanings, fillings and other related issues. 50% coverage for major dental including crowns, root canals and similar items. Ortho covered 50% with the plan capped at \$1,500.	No vision. State of Wisconsin life insurance plan. The village pays for the basic coverage of life insurance with the employee option up to pay for up to four more times annual employee pay.	None. All converted years ago. Converted each hour of sick time into 1/2 hr of PTO time.	No vacation. All time is PTO (vac. & sick) Based on years of experience. New employees earn vacation with each pay period as follows: 1 - 2 yr exp 4.0 hr/biweekly pay 3 - 4 yr exp 5.5 hrs 5 - 14 yr exp 7.0 hrs 15 - 24 yr exp 8.5 hrs over 25 yr exp 10.25 hrs	9 1/2 holidays Paid bereavement up to 2 or 3 days depending on closeness of relative that passed.
Village of Little Chute	The health insurance plans available in Outagamie, Monthly Premiums: Dean Health Plan-Prevea 360 - Single: \$626.64/Family: \$1535.76 Network Health - Single: \$744.40/Family: \$1830.16 Robin with Health Partners - Single: \$892.52/Family: \$2200.46 Security Health Plan-Valley -Single: \$1052.40/Family: \$2600.16 WEA Trust - East - Single: \$796.66/Family \$1960.80 Employee pays 12% of the monthly health premium Policy Deductible: Single - \$500 Family - \$1000 RX Coverage: through Navitus, rates are level based Dental Cost: Employer pays full premium Policy Deductible: Per Person \$25 up to Family \$75 Maximum Benefit: Per Person \$1200/coverage year Orthodontic: \$1500/person/lifetime for dependent to age 19	Delta Vision: Employee pays full premium: Employee Only: \$5.87/month Employee/Child(ren): \$11.98/month Employee/Spouse: \$11.74/month Family: \$17.85/month Non-Representative Life Ins. Benefit - \$25,000 Police Life Ins. Benefit - based on salary from previous year. Life Ins. Paid by the Village	*Regular Part-time employees accrue sick time on a pro-rated basis *Sick leave cannot be utilized before it is earned *Sick leave will accumulate at a rate of 6 hours per month for a total of 72 hours per year (9 days) *Unused sick pay is accumulated and carried over to the subsequent calendar years for future use but shall not exceed 120 days or 960 hours	Year 1 - 5 days Year 11 - 18 days Year 2 - 10 days Year 12 - 19 days Year 3 - 11 days Year 13 - 19 days Year 4 - 12 days Year 14 - 19 days Year 5 - 13 days Year 15 - 20 days Year 6 - 14 days Year 16 - 21 days Year 7 - 14 days Year 17 - 22 days Year 8 - 15 days Year 18 - 23 days Year 9 - 16 days Year 19 - 24 days Year 10 - 17 days Year 20 - 25 days Regular Part-time employees accrue vacation on a pro-rated basis.	Holidays observed: New Years day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve day, Christmas Day, Holidays falling on weekends are observed Friday or Monday. 2 Personal Holidays per year. Bereavment: Immediate Family - 3 days Extended Family - 1 day
City of Marinette	Health/dental through UMR 90/10 split \$2,000.00 deductible \$1000 HRA family/\$500 single	City provides life insurance	Employees accrue one sick day per month	after 1 year 1 week after 2 years 2 weeks after 11 years one additional day up to maximum 30 days after 25 years	10 paid holidays
City of Tomah	Traditional Plan through ETF State Public Employers Health Insurance - Offers 2 plans - least expensive \$1,973 per month and employees pay 10% premium Single Plan is \$801.74 and employees pay 10% premium No deductible/no co-pay except for prescription drugs Dental is included with the health insurance plan - no additional premium	City pays for 1x annual salary coverage Employee has option to pay for h additional coverage of up to 4 more times annual salary plus spouse and dependent coverage - admin. Through ETF City also offers a vision plan for employee and family with total premium paid by employee Income Continuation Insurance for short term disability - city pays for 180 policy and employee has option to buy down to 30 day effective date.	8 hours per month - unlimited rollover and unlimited bank. Maximum payout at retirement 960 hours.	1 week after 1 year 2 weeks after 2 years 3 weeks after 8 years 4 weeks after 12 years 5 weeks after 20 years police personnel get an additional week after 25 years of service	8.5 holidays 2 floating holidays Up to 3 days bearevment leave for immediate family members Employee Assistance Program available Comp time defined and allowed

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
City of Two Rivers	High Deductible Plan with Anthem Blue Cross/Blue Shield Family premium \$1,767.04 month Single premium \$702.35 month City pays 85% of premium Health Savings Account Contribution \$1,200 for family \$600.00 for single-payable if employee participates in annual Health Risk Assessments and paid each January Dental-Delta Dental Plan \$122.35 Family per month \$43.07 Single Plan per month. Employee pays 100% of premium	Vision is included with health plan Life Insurance through State Life Insurance Program	1 sick day earned per month. Maximum is 120 days. Payout of 1/2 bank in Feb once employee reaches the maximum allowed benefit. If employee doesn't use sick leave, it can be used to pay for post-health insurance premiums at retirement	1-4 years 10 days 5 years 11 days 6 years 12 days 7 years 13 days 8-9 years 15 days 10-12 years 16 days 13-15 years 17 days 16 years 18 days 17 years and over 20 days which is the maximum allowed 1 week can be carried over into the next yr.	9 paid holidays 2 personal days 3 days for funeral
City of Waupun	Local Health Plan-Deductible Plan with/without dental option \$500 single/\$1000 family deductibles. Employer providing 88% of lowest cost premium; employee pays full dental. Long Term Disability insurance provided (6 months) Sec. 125 Cafeteria Plan-pre-tax voluntary savings plan for out-of-pocket health and child care expenses.	Vision: Safety Eye Glass reimbursement- 1 pair up to \$150 per year Life: Basic life insurance coverage equal to previous year's earnings.	FT employees to be used following probation period; accrue 8 hrs/month to a maximum of 480 hrs. Employees hired prior to 1/1/2011: accumulate in excess of 60 days, employee receive 75% cash equivalent to those days in excess of the max as determined on 12/31 of the current year. In the event of death or retirement (receives WI Retirement annuity), may receive 100% of unused sick leave. Upon voluntary termination, employee receive 75% of unused sick leave. Employees hired after 1/1/2011: are not eligible and will not receive any payout for retirement, death, or separation of employment.	After one year employment for FT, After one, but less than 7 years: 80 hrs After 7, but less than 15 yrs: 120 hrs After 15 but less than 20 yrs: 160 21 and over: 200	Holiday: After completion of 6 months, eligible FT employees receive 9 holidays and 2 floating holidays Comp: Public Works FT employees may accumulate up to 24 hrs each calendar year. Any earned, but unused time left as of 12/31 shall be paid out to the employee Funeral Leave: (includes step family) FT employees may be granted up to 5 days for spouse, parent, sibling, child, spouses child; up to 3 days for mother and father in law, or a member of the employees extended family residing in the employees home; up to 1 day for brother
Village of Suamico	Provides all coverage through TEAMCARE, Central States Health Plan. Premium is \$379.90 per wk. Village pay 9-0%, Employee 10%. No single premium offered, all the same. \$200 deductible per individual, \$400 deductible per family \$1,000 Medical out of pocket per individual, annually \$2,000 Medical out of pocket per family, annually \$20 co-payment for in-network office visit Dental premium included with health Short-term disability benefits: \$300 per week for the first 10 weeks, \$350 per week for the next 16 weeks (maximum of 26 weeks) Out of network penalty: For non-emergency medical care cost is 10% greater than in-network provider plus charges above reasonable and customary,	Offered through EyeMed Vision Care Premium included with health Life insurance included with health premium AFLAC offered at employee cost	No sick leave, 5 casual days yearly Lincoln Financial-Short and Long Term Disability Coverage, 100% village paid	1st year, prorated to 5 days 1st full year, 10 days 4th full year, 15 days 10th full year, 20 days Max. vacation-20 days Can roll over 40 hours max.	8 paid holidays Bereavement per policy: Immediate Family: 3 days Other family: 1 day Comp time for hourly employees