



# City of Onalaska Meeting Notice

**COMMITTEE/BOARD:** Finance & Personnel Committee  
**DATE OF MEETING:** July 8th, 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)

**This meeting is being conducted via remote conferencing software due to a State of Emergency. Members of the public may call to listen in and provide public input at:**

**Meeting Link:** <https://zoom.us/j/94657809228?pwd=d2FDY0hDRFMvQW8wcnVTRDAwbHBEdz09>

- **Phone Number: 1-312-626-6799**
- **Meeting ID: 946 5780 9228**
- **Password: 54650**

## PURPOSE OF MEETING

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

## **Consideration And Possible Action On The Following Items:**

### FINANCE

4. 2020 Omni Center Financials
5. 2020 General Fund Financials

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 - <b>Chair</b>	_____
Ald. Tom Smith	_____
Vacant	_____
*Ald. Diane Wulf – <b>Vice Chair</b>	_____
City Administrator    City Attorney	_____
Dept Heads    La Crosse Tribune	_____
Coulee Courier	_____
FOX WKTY WLXR WLAX WKTW WXOW	_____
*Committee Members	_____
Date Notices Mailed and Posted: 7-1-2020	_____
	WPPA Steward    IAFF Steward
	_____
	Onalaska Omni Center
	_____
	Onalaska Public Library

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.

6. **Resolution 30-2020** - Onalaska is Essential - Support of Fair, Direct Federal Emergency Support to Reopen and Rebuild Local American Economies
7. **Resolution 31-2020** - For the Authorization of Expense Reimbursement Submittal for Routes to Recovery Grant
8. School / Police Liaison Officer Agreement between City of Onalaska and Onalaska School District for the 2020 / 2021 school year
9. Authorization to approve a non-budgeted City department expenditure in the Equipment Replacement Fund to purchase 3 refurbished DS-200 voting machines not to exceed \$12,420 with potential reimbursement through the CARES grant for COVID related expense
10. Authorization to approve a non-budgeted City department expenditure in the Equipment Replacement Fund to purchase 18 single station voting booths not to exceed \$3,128.35 with potential reimbursement through the CARES grant for COVID related expenses
11. Review and consideration of partially non-budgeted telephone system replacement at City Hall, Omni Center and Public Works Facility with potential partial reimbursement through the CARES grant for COVID related expense
12. Review and consideration of contractual services for Information Technology computer support
13. Review and consideration of non-budgeted automatic flush valves and faucets at City owned facilities with potential reimbursement through the CARES grant for COVID related expense

## **PERSONNEL**

14. Review options from Human Resources on staff vacancies
15. Review and consideration of Human Resources 2019 Annual Report
16. Review and consideration of 2020-2022 International Association of Firefighters Local 127 Contract and Memorandum of Understanding
17. Review and consideration of filling budgeted Police Officer position effective October 1, 2020 or later

## **CLOSED SESSION**

18. 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:

- Slip and fall on sidewalk on the 500 block of 2<sup>nd</sup> Ave S., Onalaska, WI

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.

19. **Adjournment**



City of Onalaska

#F-4  
Balance Sheet  
Account Summary  
As Of 06/17/2020

*Find*  
*6-17-20*

Account	Name	Balance
<b>Fund: 640 - OMNI CENTER</b>		
<b>Assets</b>		
640-11100	CASH	-211,939.42
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	237.38
640-16202	PREPAID INSURANCE	7,794.82
640-16500	INVENTORY	3,912.88
640-18100	LAND	0.00
640-18104	LAND IMPROVEMENT	0.00
640-18150	CONSTRUCTION WORK IN PROGRESS	0.00
640-18152	C.W.I.P. - CAMPAIGN FUNDING	0.00
640-18153	C.W.I.P. CAMP FUND CDA	0.00
640-18201	BUILDING #1	0.00
640-18202	BUILDING #2	0.00
640-18203	BUILDING #3	0.00
640-18500	EQUIPMENT	0.00
640-18502	OFFICE EQUIPMENT	0.00
640-18504	C.D.A. - TRANSPORTATION EQUIP	0.00
640-18595	LEASE EQUIPMENT	0.00
640-18931	PROVISION FOR DEPRECIATION	0.00
640-18980	UNAMORTIZED BOND COSTS	0.00
640-19000	WRS NET PENSION ASSET	0.00
640-19001	WRS LIFE ASSET	0.00
640-19200	DEF. OUTFLOW-WRS PENSION-CONTRIBL	132,784.00
640-19201	DEFERRED OUTFLOW WRS LRLIF	907.00
	<b>Total Assets:</b>	<b>-57,273.34</b>
		<b>-57,273.34</b>
<b>Liability</b>		
640-21100	ACCOUNTS PAYABLE	0.00
640-21110	AP PENDING (DUE TO POOL)	625.40
640-21111	PAYROLL CORRECTIONS	0.00
640-21112	SALES TAX PAYABLE	-4,494.70
640-21511	FICA W/H	0.00
640-21512	FEDERAL W/H	0.00
640-21513	STATE W/H - WI	0.00
640-21515	FICA W/H - MEDICARE	0.00
640-21520	RETIREMENT W/H	0.00
640-21528	BC/BS HEALTH INS	0.00
640-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00
640-21530	HEALTH INS	0.00
640-21531	CANCER INS	0.00
640-21532	LIFE INSURANCE W/H	0.00
640-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00
640-21534	MEDICAL & DEP CARE - SECT. 125	0.00
640-21535	WI-RETIREMENT SYSTEM (P.T.EE)	0.00
640-21540	UNITED WAY	0.00
640-21560	COMMUNITY CREDIT UNION W/H	0.00

Balance Sheet

As Of 06/17/2020

Account	Name	Balance
640-21570	UNION DUES	0.00
640-21571	LOCAL 150 UNION DUES W/H	0.00
640-21572	1ST FINANCIAL SVGS.	0.00
640-21573	DEFERRED COMPENSATION	0.00
640-21581	SUPPORT PAYMENTS	0.00
640-21700	ACCRUED WAGES	0.00
640-21800	ACCUMULATED EMPLOYEE BENEFIT (VAC	4,176.87
640-21820	ACCUMULATED EMPLOYEE BENEFIT (SICK	14,748.46
640-21900	LIQUOR SALES	2,742.58
640-22403	INTEREST ACCRUED - RESTRICTED ASSETS	0.00
640-22408	INTEREST ACCRUED - G.O.	0.00
640-22409	INTEREST ACCRUED - CITY	0.00
640-22901	CURRENT PORTION REDEV.	0.00
640-22903	CURRENT PORTION G.O. ISSUE	0.00
640-22905	CURRENT PORTION CITY LOAN	0.00
640-22906	CURRENT PORT.-CITY LOAN RLC	0.00
640-22907	CURRENT PORTION OF LEASE PAYABLE	0.00
640-23415	SECURITY DEPOSITS	3,025.00
640-23421	SEC DEP - SPRING	9,090.00
640-23422	SEC DEP - FALL	9,300.00
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.	31,293.00
640-23901	WRS LRLIF LIABILITY	4,751.00
640-25100	DUE TO GENERAL FUND	0.00
640-25200	DEFERRED INFLOW-WRS PENSION	91,941.00
640-26101	DEFERRED REVENUE	0.00
640-29000	LOAN PAYABLE TO TOURISM	0.00
640-29001	LOAN PAYABLE TO CITY	0.00
640-29002	LEASE PAYABLE	0.00
640-29204	BONDS PAYABLE 1993	0.00
640-29207	BONDS PAYABLE 1994	0.00
640-29210	BONDS PAYABLE 1995	0.00
640-29213	BONDS PAYABLE 1996	0.00
640-29216	BONDS PAYABLE 1997	0.00
640-29219	BONDS PAYABLE 1998	0.00
640-29221	DEF. LOSS ON EARLY RET.	0.00
640-29222	1998 REFUNDING L.R.B.I.	0.00
640-29224	BONDS PAYABLE - 2002	0.00
640-29225	BONDS PAYABLE - 2006	0.00
640-29226	S.T.F.L. LOAN - 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
<b>Total Liability:</b>		<b>167,198.61</b>
<b>Equity</b>		
640-31202	CONTRIBUTIONS FROM OTHERS	0.00
640-31203	DEPR./CHARGEBACK	0.00
640-31204	CONTRIBUTIONS FROM MUNIC.	0.00
640-32000	INVESTMENT IN CAPITAL ASSETS	0.00
640-34100	FUND BALANCE	-107,458.88
640-34141	SURPLUS/DEFICIT	0.00
640-34148	RESERVED RETAINED EARNINGS	0.00
640-34300	RESTRICTED FOR WRS PENSION	-22,967.00
<b>Total Beginning Equity:</b>		<b>-130,425.88</b>
Total Revenue		174,918.99
Total Expense		268,965.06
Revenues Over/Under Expenses		-94,046.07
<b>Total Equity and Current Surplus (Deficit):</b>		<b>-224,471.95</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b>-57,273.34</b>

*April Room Tax = 1,683.67*





		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 640 - OMNI CENTER</b>							
<b>Revenue</b>							
640-00000-41110	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-41210	ROOM TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46716	RECR FEES >AGE 18	2,200.00	2,200.00	0.00	395.85	-1,804.15	82.01 %
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE)	175,314.00	175,314.00	0.00	83,349.30	-91,964.70	52.46 %
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	27,100.00	27,100.00	0.00	5,159.53	-21,940.47	80.96 %
640-00000-46744	CONCESSION REV. (TAXABLE)	60,000.00	60,000.00	0.00	16,523.14	-43,476.86	72.46 %
640-00000-46745	CATERING REVENUE - (TAXABLE)	2,500.00	2,500.00	0.00	481.00	-2,019.00	80.76 %
640-00000-46746	CONCESSION REVENUE (VENDING)	1,000.00	1,000.00	0.00	5,446.84	4,446.84	544.68 %
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)	2,000.00	2,000.00	0.00	819.49	-1,180.51	59.03 %
640-00000-46751	PRO SHOP REVENUE	6,000.00	6,000.00	0.00	1,815.17	-4,184.83	69.75 %
640-00000-46752	RENTALS INC. (ARENA) TAXAB	15,000.00	15,000.00	0.00	422.01	-14,577.99	97.19 %
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	10,000.00	10,000.00	0.00	7,516.00	-2,484.00	24.84 %
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	4,500.00	4,500.00	-325.00	0.00	-4,500.00	100.00 %
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	6,000.00	6,000.00	0.00	199.50	-5,800.50	96.68 %
640-00000-46757	RENTAL INC. (SPACE/ST-TAX.)	47,000.00	47,000.00	0.00	0.00	-47,000.00	100.00 %
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	5,600.00	5,600.00	-70.00	42.00	-5,558.00	99.25 %
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T	2,500.00	2,500.00	0.00	450.00	-2,050.00	82.00 %
640-00000-46760	RENTAL INC. (SHELTER NON-TAXB	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
640-00000-46761	ADVERTISING INCOME	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46763	ADMISSION SALES - TAXABLE	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
640-00000-46765	ADMISSION SALES - NONTAXABLE	7,500.00	7,500.00	0.00	1,322.80	-6,177.20	82.36 %
640-00000-46766	RENTAL INC. (MTG. ROOM - TAX)	5,500.00	5,500.00	0.00	2,120.03	-3,379.97	61.45 %
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	2,500.00	2,500.00	0.00	42.00	-2,458.00	98.32 %
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	9,723.00	9,723.00	0.00	0.00	-9,723.00	100.00 %
640-00000-46769	CATERING REVENUE-(NON TAX.)	3,500.00	3,500.00	0.00	728.00	-2,772.00	79.20 %
640-00000-48001	MISC. INCOME (NONTAXABLE)	3,500.00	3,500.00	0.00	685.00	-2,815.00	80.43 %
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	0.00	0.00	0.00 %
640-00000-48103	GAIN ON REFUNDING	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48203	RENTAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48205	RENTAL INCOME (CITY)	42,500.00	42,500.00	0.00	9,755.41	-32,744.59	77.05 %
640-00000-48401	INS. RE-IMBURSEMENT CLAIMS - O	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48513	DONATIONS (O.E.C. LIQ.AGR)	18,000.00	18,000.00	0.00	0.00	-18,000.00	100.00 %
640-00000-48515	DONATIONS (SPONSORSHIPS)	9,000.00	9,000.00	0.00	1,950.00	-7,050.00	78.33 %
640-00000-49201	OPERATING TRANSFER IN	179,324.00	179,324.00	0.00	35,695.92	-143,628.08	80.09 %
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	0.00	0.00	0.00 %
640-00000-49900	DEPRECIATION/CHARGEBACK	0.00	0.00	0.00	0.00	0.00	0.00 %
	<b>Revenue Total:</b>	<b>652,261.00</b>	<b>652,261.00</b>	<b>-395.00</b>	<b>174,918.99</b>	<b>-477,342.01</b>	<b>73.18 %</b>
<b>Expense</b>							
640-55450-110	SALARIES - REGULAR	148,535.00	148,535.00	5,718.26	61,162.53	87,372.47	58.82 %
640-55450-120	WAGES - REGULAR	17,357.00	17,357.00	561.14	5,940.01	11,416.99	65.78 %
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	79.20	-79.20	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	72,310.00	72,310.00	0.00	19,986.67	52,323.33	72.36 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
640-450-127	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-150	18,223.00	18,223.00	432.24	6,188.64	12,034.36	66.04 %
640-55450-151	11,198.00	11,198.00	423.85	4,504.91	6,693.09	59.77 %
640-55450-152	61,081.00	61,081.00	4,008.88	24,053.29	37,027.71	60.62 %
640-55450-153	3,467.00	3,467.00	0.00	1,000.70	2,466.30	71.14 %
640-55450-154	46.00	46.00	3.37	19.87	26.13	56.80 %
640-55450-211	750.00	750.00	0.00	0.00	750.00	100.00 %
640-55450-213	5,000.00	5,000.00	0.00	2,202.22	2,797.78	55.96 %
640-55450-214	1,560.00	1,560.00	380.00	2,297.60	-737.60	-47.28 %
640-55450-220	8,073.00	8,073.00	0.00	4,824.00	3,249.00	40.25 %
640-55450-221	173,286.00	173,286.00	6,073.83	63,449.43	109,836.57	63.38 %
640-55450-225	9,676.00	9,676.00	465.32	3,032.98	6,643.02	68.65 %
640-55450-240	3,320.00	3,320.00	0.00	600.00	2,720.00	81.93 %
640-55450-241	0.00	0.00	0.00	60.00	-60.00	0.00 %
640-55450-242	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-243	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-244	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-290	14,475.00	14,475.00	69.45	9,844.56	4,630.44	31.99 %
640-55450-291	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-292	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-293	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-301	0.00	0.00	0.00	98.64	-98.64	0.00 %
640-55450-310	400.00	400.00	0.00	0.00	400.00	100.00 %
640-55450-311	25.00	25.00	0.00	26.15	-1.15	-4.60 %
640-55450-312	2,350.00	2,350.00	109.45	547.25	1,802.75	76.71 %
640-55450-320	500.00	500.00	0.00	400.00	100.00	20.00 %
640-55450-323	15,000.00	15,000.00	1,020.00	2,075.00	12,925.00	86.17 %
640-55450-324	100.00	100.00	0.00	7.00	93.00	93.00 %
640-55450-330	2,000.00	2,000.00	0.00	632.60	1,367.40	68.37 %
640-55450-340	12,537.00	12,537.00	2,581.08	14,220.47	-1,683.47	-13.43 %
640-55450-341	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-342	5,500.00	5,500.00	259.23	2,228.52	3,271.48	59.48 %
640-55450-343	28,000.00	28,000.00	1,020.00	13,000.83	14,999.17	53.57 %
640-55450-344	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-345	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-346	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-347	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-350	9,750.00	9,750.00	1,687.46	5,168.54	4,581.46	46.99 %
640-55450-360	500.00	500.00	0.00	0.00	500.00	100.00 %
640-55450-361	375.00	375.00	0.00	0.00	375.00	100.00 %
640-55450-362	50.00	50.00	0.00	2.17	47.83	95.66 %
640-55450-363	5,500.00	5,500.00	44.99	1,821.28	3,678.72	66.89 %
640-55450-510	5,737.00	5,737.00	1,433.00	4,299.00	1,438.00	25.07 %
640-55450-511	13,247.00	13,247.00	0.00	12,761.00	486.00	3.67 %
640-55450-512	144.00	144.00	0.00	40.00	104.00	72.22 %
640-55450-513	2,078.00	2,078.00	0.00	2,078.00	0.00	0.00 %
640-55450-514	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-515	50.00	50.00	0.00	62.00	-12.00	-24.00 %
640-55450-516	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-517	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-540	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-541	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-542	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-543	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-544	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-620	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-686	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-690	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
640-55450-692	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-693	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-720	0.00	0.00	0.00	250.00	-250.00	0.00 %
640-57600-699	0.00	0.00	0.00	0.00	0.00	0.00 %
AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
DONATIONS	0.00	0.00	0.00	250.00	-250.00	0.00 %
PRIOR PERIOD ADJUSTMENT LRLIF	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Expense Total:</b>	<b>652,200.00</b>	<b>652,200.00</b>	<b>26,291.55</b>	<b>268,965.06</b>	<b>383,234.94</b>	<b>58.76 %</b>
<b>Fund: 640 - OMNI CENTER Surplus (Deficit):</b>	<b>61.00</b>	<b>61.00</b>	<b>-26,686.55</b>	<b>-94,046.07</b>	<b>-94,107.07</b>	<b>4,273.89 %</b>
<b>Report Surplus (Deficit):</b>	<b>61.00</b>	<b>61.00</b>	<b>-26,686.55</b>	<b>-94,046.07</b>	<b>-94,107.07</b>	<b>4,273.89 %</b>



City of Onalaska

#F-5  
Balance Sheet  
Account Summary  
As Of 06/17/2020

*Red*  
6-17-2020

Account	Name	Balance
<b>Fund: 100 - GENERAL FUND</b>		
<b>Assets</b>		
100-11100	CASH	935,214.52
100-11103	CASH-CAFE PLAN	12,602.08
100-11305	TEMPORARY INVESTMENTS	13,378,395.41
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00
100-11510	DONATIONS SAVINGS ACCT	5,132.98
100-11511	NON-CITY INVESTMENTS	142.76
100-11800	PETTY CASH	6,544.00
100-12101	R/E & P/P TAXES REC.	0.00
100-12110	DELQ. S/A FROM COUNTRY-2008	0.00
100-12111	DELQ. S/A FROM COUNTY-2009	0.00
100-12112	DELQ S/A FROM CO.-2010	0.00
100-12113	DELQ. S/A FROM CO.-2011	1,043.82
100-12114	DELQ.S/A FROM CO.-2012	883.16
100-12115	DELQ,S/A FROM CO.-2013	407.07
100-12116	DELQ. S/A FROM CO. - 2014	635.32
100-12117	DELQ.S/A FROM CO. - 2015	393.37
100-12118	DELQ. S/A FROM CO. 2016	1,181.65
100-12119	DELQ. S/A FROM CO. - 2017	1,322.76
100-12120	DELQ. S/A FROM CO. 2018	4,219.57
100-12332	2017-18 Delq. / PP TAXES	0.00
100-12333	2018-19 DELQ. P/P TAXES	3,432.04
100-12334	2019-20 DELQ. P/P TAXES	8,547.43
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	120,629.65
100-12613	S/A CURB & GUTTER	64,852.64
100-12626	S/A SIDEWALK	70,979.25
100-12632	S/A ALLEY PAVING	7,916.00
100-13100	OTHER ACCOUNTS RECEIVABLE	15,543.54
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	56.12
100-13300	INTEREST RECEIVABLE	0.00
100-14000	DUE FROM OTHER GOVERNMENTS	0.00
100-14207	DUE FROM SEWER	0.00
100-14209	DUE FROM CEMETERY	0.00
100-14210	DUE FROM OMNI CENTER	0.00
100-14213	DUE FROM TAX AGENCY FUND	0.00
100-14215	DUE FROM S/R-O.S.R.	0.00
100-14216	DUE FROM DEBT SERVICE	0.00

Balance Sheet

As Of 06/17/2020

Account	Name	Balance	
100-16200	PRE-PAID INSURANCE	49,766.15	
	<b>Total Assets:</b>	<b>12,819,412.25</b>	<b>12,819,412.25</b>
<b>Liability</b>			
100-21100	ACCOUNTS PAYABLE	1,948.44	
100-21110	AP PENDING (DUE TO POOL)	10,004.91	
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	0.00	
100-21512	FEDERAL W/H	0.00	
100-21513	STATE W/H - WI	0.00	
100-21515	FICA W/H - MEDICARE	0.00	
100-21520	RETIREMENT W/H	0.00	
100-21528	BC/BS HEALTH INS	0.00	
100-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00	
100-21530	HEALTH INS	0.00	
100-21531	CANCER INS	0.00	
100-21532	LIFE INSURANCE W/H	20.13	
100-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00	
100-21534	MEDICAL & DEP CARE - SECT. 125	0.00	
100-21535	WI-RETIREMENT SYSTEM (P.T.EE)	0.00	
100-21540	UNITED WAY	0.00	
100-21560	COMMUNITY CREDIT UNION W/H	0.00	
100-21570	UNION DUES	0.00	
100-21571	LOCAL 150 UNION DUES W/H	0.00	
100-21572	1ST FINANCIAL SVGS.	0.00	
100-21573	DEFERRED COMPENSATION	0.00	
100-21574	DUE TO EMPLOYEES CAFE PLAN	12,020.64	
100-21581	SUPPORT PAYMENTS	0.00	
100-21700	ACCRUED WAGES	0.00	
100-21901	PAYABLE TO SHARED RIDE	0.00	
100-23420	ANTI-ANNEXATION FEES	1,008.53	
100-24220	BAIL BOND DEPOSITS	0.00	
100-24230	PARTIAL PMT. - POLICE CITATIONS	0.00	
100-24330	DOG LICENSES DUE CO	154.00	
100-24600	MOBILE HOME TAX DUE - OSD	315.98	
100-25600	DUE TO WATER	0.00	
100-26000	DEFERRED REVENUE	0.00	
100-26151	DEFERRED REVENUE- C.D.A. MGMT.	0.00	
100-26209	POSTPONED S/A -STORM SEWER	0.00	
100-26210	POSTPONED S/A-STREET	120,629.65	
100-26220	POSTPONED S/A-CURB & GUTTER	64,852.64	
100-26230	POSTPONED S/A-SIDEWALK	71,051.73	
100-26260	POSTPONED S/A-ALLEY PAVING	8,775.60	
100-28000	NON-CITY FUNDS	142.24	
	<b>Total Liability:</b>	<b>288,318.70</b>	
<b>Equity</b>			
100-32000	INVESTMENT IN CAPITAL ASSETS	0.00	
100-34100	FUND BALANCE	8,416,252.99	
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 06/17/2020

Account	Name	Balance
<u>100-34216</u>	HEA./DENTAL/VAC. FORMER EMPLOYEE	4,000.00
<u>100-34217</u>	ILLEGAL ASSESSMENTS	0.00
<u>100-34218</u>	TREE BRUSH	4,500.00
<u>100-34219</u>	ENGINEERING EQUIPMENT	0.00
<u>100-34220</u>	PROP/COLLISION	0.00
<u>100-34221</u>	DIRECT PAYROLL SOFTWARE	0.00
<u>100-34222</u>	CARIN IRIS EQUIP	0.00
<u>100-34223</u>	CITY LIBRARY REPAIRS	0.00
<u>100-34224</u>	STREET SEALING	0.00
<u>100-34225</u>	STREET (MAINT. SHOP)	29,000.00
<u>100-34226</u>	STREET SNOW & ICE	142,000.00
<u>100-34227</u>	STREET LIGHTS	10,000.00
<u>100-34228</u>	RECR./PARKS/C.CTR./POOL	9,000.00
<u>100-34229</u>	CITY STUDY	45,270.00
<u>100-34230</u>	CITY ATTORNEY	0.00
<u>100-34231</u>	CITY HALL EQUIPMENT	0.00
<u>100-34232</u>	FIRE DEPT REPAIRS	0.00
<u>100-34233</u>	CITY HALL VEHICLE	3,000.00
<u>100-34234</u>	FIRE DEPT TRAINING EQUIP	0.00
<u>100-34235</u>	FIRE DEPT ATV	0.00
	<b>Total Beginning Equity:</b>	<b>8,879,748.99</b>
Total Revenue		7,689,969.49
Total Expense		4,038,624.93
<b>Revenues Over/Under Expenses</b>		<b>3,651,344.56</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>12,531,093.55</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>12,819,412.25</u></b>



City of Onalaska

# Budget Report Account Summary

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 00000 - NON DEPARTMENTAL</b>							
100-00000-41110	GENERAL PROPERTY TAXES	6,587,164.00	6,587,164.00	0.00	6,587,164.00	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	57,000.00	57,000.00	538.88	37,088.76	-19,911.24	34.93 %
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	38,576.00	38,576.00	460.49	6,706.53	-31,869.47	82.61 %
100-00000-41300	PAYMENTS IN LIEU OF TAXES	127,000.00	127,000.00	0.00	103,698.02	-23,301.98	18.35 %
100-00000-41320	TAXES ON MUNICIPAL OWNED UTIL	420,000.00	420,000.00	0.00	0.00	-420,000.00	100.00 %
100-00000-41800	INTEREST ON TAXES	1,000.00	1,000.00	19.38	666.21	-333.79	33.38 %
100-00000-42010	S/A STREET	7,000.00	7,000.00	0.00	7,581.17	581.17	108.30 %
100-00000-42020	S/A CURB & GUTTER	1,500.00	1,500.00	0.00	2,501.36	1,001.36	166.76 %
100-00000-42030	S/A SIDEWALK	7,000.00	7,000.00	0.00	7,070.06	70.06	101.00 %
100-00000-42050	S/A ALLEY	1,200.00	1,200.00	0.00	1,113.61	-86.39	7.20 %
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	594,451.00	594,451.00	0.00	0.00	-594,451.00	100.00 %
100-00000-43401	STATE AID COMPUTERS	56,000.00	56,000.00	0.00	0.00	-56,000.00	100.00 %
100-00000-43420	FIRE INSURANCE FOR STATE	82,000.00	82,000.00	0.00	0.00	-82,000.00	100.00 %
100-00000-43521	LAW ENFORCEMENT TRAINING AID	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00 %
100-00000-43530	STATE AID ROAD ALLOTMENT	860,000.00	860,000.00	0.00	430,663.74	-429,336.26	49.92 %
100-00000-43541	STATE AID FOR CONNECTING STREE	48,000.00	48,000.00	0.00	24,085.98	-23,914.02	49.82 %
100-00000-43610	PAYMENT FOR MUNICIPAL SERVICE	3,000.00	3,000.00	185.84	3,424.02	424.02	114.13 %
100-00000-43620	STATE AID IN LIEU OF TAXES	100.00	100.00	0.00	111.01	11.01	111.01 %
100-00000-43625	STATE AID - PERSONNAL PROPERTY	54,537.00	54,537.00	0.00	54,537.01	0.01	100.00 %
100-00000-43690	STATE AID OTHER PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	22,800.00	22,800.00	0.00	8,185.00	-14,615.00	64.10 %
100-00000-44120	OPERATOR LICENSE	4,200.00	4,200.00	106.00	1,426.00	-2,774.00	66.05 %
100-00000-44160	CIGARETTE LICENSE	1,200.00	1,200.00	0.00	1,200.00	0.00	0.00 %
100-00000-44170	CABLE TV LICENSE	150,000.00	150,000.00	0.00	28,569.38	-121,430.62	80.95 %
100-00000-44171	CELL TOWER FEES	14,000.00	14,000.00	1,246.37	6,231.85	-7,768.15	55.49 %
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	125.00	625.00	25.00	104.17 %
100-00000-44190	SOLICITERS LICENSE	100.00	100.00	40.00	80.00	-20.00	20.00 %
100-00000-44193	ELECTRICAL LICENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44194	HTG/GAS PIPING LICENCES	1,000.00	1,000.00	0.00	1,510.00	510.00	151.00 %
100-00000-44195	OTHER LICENCES	12,000.00	12,000.00	797.00	10,235.00	-1,765.00	14.71 %
100-00000-44196	MOTEL/HOTEL PERMITS	0.00	0.00	55.00	85.00	85.00	0.00 %
100-00000-44210	BICYCLE LICENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44215	DOG LICENSE	44,000.00	44,000.00	33.00	6,761.50	-37,238.50	84.63 %
100-00000-44220	CAT LICENSE	31,000.00	31,000.00	541.00	20,456.65	-10,543.35	34.01 %
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	522.00	42,928.49	-77,071.51	64.23 %
100-00000-44311	PLAN REVIEW	500.00	500.00	0.00	80.00	-420.00	84.00 %
100-00000-44315	ELECTRICAL PERMITS	45,000.00	45,000.00	450.00	12,958.89	-32,041.11	71.20 %
100-00000-44320	HEATING & A/C PERMITS	20,000.00	20,000.00	1,507.50	8,667.50	-11,332.50	56.66 %
100-00000-44323	PLUMBING PERMIT FEES	20,000.00	20,000.00	360.00	11,070.50	-8,929.50	44.65 %
100-00000-44325	STREET OPENING PERMITS	750.00	750.00	0.00	500.00	-250.00	33.33 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
1	0000-44330		750.00		135.00	-615.00	82.00 %
	100-00000-44335		0.00	0.00	0.00	0.00	0.00 %
	100-00000-44336	11,000.00	11,000.00	760.00	9,240.00	-1,760.00	16.00 %
	100-00000-44340	200.00	200.00	0.00	45.00	-155.00	77.50 %
	100-00000-44345	0.00	0.00	0.00	2,250.00	2,250.00	0.00 %
	100-00000-44347	2,000.00	2,000.00	0.00	1,875.00	-125.00	6.25 %
	100-00000-44410	6,000.00	6,000.00	250.00	3,811.94	-2,188.06	36.47 %
	100-00000-45110	105,000.00	105,000.00	0.00	36,117.65	-68,882.35	65.60 %
	100-00000-45112	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-45115	62,000.00	62,000.00	0.00	36,634.90	-25,365.10	40.91 %
	100-00000-46100	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-46105	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-46110	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-46115	450.00	450.00	0.00	420.00	-30.00	6.67 %
	100-00000-46120	9,500.00	9,500.00	0.00	5,124.61	-4,375.39	46.06 %
	100-00000-46121	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-46210	20,000.00	20,000.00	0.00	12,210.00	-7,790.00	38.95 %
	100-00000-46220	400.00	400.00	9.00	315.00	-85.00	21.25 %
	100-00000-46221	2,500.00	2,500.00	0.00	1,240.00	-1,260.00	50.40 %
	100-00000-46222	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-46300	500.00	500.00	0.00	8,496.37	7,996.37	1,699.27 %
	100-00000-46427	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-46440	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-46490	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-46710	1,800.00	1,800.00	0.00	551.82	-1,248.18	69.34 %
	100-00000-46711	14,000.00	14,000.00	0.00	5,412.55	-8,587.45	61.34 %
	100-00000-46715	70,000.00	70,000.00	-305.00	5,533.47	-64,466.53	92.10 %
	100-00000-46716	7,000.00	7,000.00	0.00	490.00	-6,510.00	93.00 %
1	0000-46725		78,190.00		223.54	-77,966.46	99.71 %
	100-00000-46726	6,720.00	6,720.00	0.00	0.00	-6,720.00	100.00 %
	100-00000-46727	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-46728	28,570.00	28,570.00	0.00	0.00	-28,570.00	100.00 %
	100-00000-46729	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-46840	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-47310	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-47320	35,000.00	35,000.00	0.00	19,800.60	-15,199.40	43.43 %
	100-00000-47330	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-48000	0.00	0.00	-827.83	5,014.29	5,014.29	0.00 %
	100-00000-48100	250,000.00	250,000.00	0.00	86,832.35	-163,167.65	65.27 %
	100-00000-48130	0.00	0.00	0.00	18.98	18.98	0.00 %
	100-00000-48131	0.00	0.00	0.00	0.52	0.52	0.00 %
	100-00000-48150	2,000.00	2,000.00	0.00	2,038.68	38.68	101.93 %
	100-00000-48155	500.00	500.00	0.00	1,245.37	745.37	249.07 %
	100-00000-48160	1,500.00	1,500.00	0.00	1,760.75	260.75	117.38 %
	100-00000-48170	500.00	500.00	0.00	436.03	-63.97	12.79 %
	100-00000-48180	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-48190	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-48200	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-48210	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-48211	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-48302	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-48403	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-48404	0.00	0.00	1,218.10	8,379.10	8,379.10	0.00 %
	100-00000-48405	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-48406	8,600.00	8,600.00	0.00	0.00	-8,600.00	100.00 %
	100-00000-48408	0.00	0.00	0.00	0.00	0.00	0.00 %
1	0000-48500		0.00		0.00	0.00	0.00 %
1	0000-48510		21,600.00		5,343.73	-16,256.27	75.26 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1	J000-48530						
	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-49000						
	GAIN ON SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-49201						
	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-49224						
	TRANSIT IN/5% SALES/COMP. PLAN	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-49402						
	SALE OF CITY PROPERTY - OTHER E	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-49403						
	SALE OF CITY PROPERTY - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-00000-49997						
	SURPLUS FUNDS APPLIED	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 00000 - NON DEPARTMENTAL Total:</b>		<b>10,183,948.00</b>	<b>10,183,948.00</b>	<b>8,091.73</b>	<b>7,689,969.49</b>	<b>-2,493,978.51</b>	<b>24.49 %</b>
<b>Revenue Total:</b>		<b>10,183,948.00</b>	<b>10,183,948.00</b>	<b>8,091.73</b>	<b>7,689,969.49</b>	<b>-2,493,978.51</b>	<b>24.49 %</b>
<b>Expense</b>							
<b>Department: 51100 - COMMON COUNCIL</b>							
	100-51100-110						
	SALARIES - REGULAR	37,000.00	37,000.00	0.00	9,856.14	27,143.86	73.36 %
	100-51100-150						
	FICA	2,831.00	2,831.00	0.00	757.35	2,073.65	73.25 %
	100-51100-240						
	Software Contractual	3,250.00	3,250.00	0.00	138.00	3,112.00	95.75 %
	100-51100-291						
	TRANSCRIPTION CONTRACTUAL	7,200.00	7,200.00	226.72	1,301.69	5,898.31	81.92 %
	100-51100-310						
	OFFICE SUPPLIES	700.00	700.00	0.00	285.79	414.21	59.17 %
	100-51100-311						
	POSTAGE	200.00	200.00	0.00	0.00	200.00	100.00 %
	100-51100-312						
	COPY USAGE & PAPER	1,000.00	1,000.00	107.00	423.48	576.52	57.65 %
	100-51100-320						
	SUBSCRIPTIONS & DUES	6,368.00	6,368.00	0.00	6,377.99	-9.99	-0.16 %
	100-51100-322						
	LEGAL NOTICES	12,140.00	12,140.00	508.22	2,253.29	9,886.71	81.44 %
	100-51100-341						
	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51100 - COMMON COUNCIL Total:</b>		<b>70,689.00</b>	<b>70,689.00</b>	<b>841.94</b>	<b>21,393.73</b>	<b>49,295.27</b>	<b>69.74 %</b>
<b>Department: 51110 - POLICE &amp; FIRE COMMISSION</b>							
	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	0.00	31.84	-31.84	0.00 %
	100-51110-310						
	OFFICE SUPPLIES	0.00	0.00	68.87	168.87	-168.87	0.00 %
	100-51110-311						
	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
	110-312						
	COPY USAGE & PAPER	175.00	175.00	0.00	0.00	175.00	100.00 %
<b>Department: 51110 - POLICE &amp; FIRE COMMISSION Total:</b>		<b>275.00</b>	<b>275.00</b>	<b>68.87</b>	<b>200.71</b>	<b>74.29</b>	<b>27.01 %</b>
<b>Department: 51200 - MUNICIPAL COURT</b>							
	100-51200-290						
	OTHER CONTRACTUAL SERVICES	100.00	100.00	0.00	50.00	50.00	50.00 %
	100-51200-340						
	OPERATING SUPPLIES	212.00	212.00	0.00	99.00	113.00	53.30 %
<b>Department: 51200 - MUNICIPAL COURT Total:</b>		<b>312.00</b>	<b>312.00</b>	<b>0.00</b>	<b>149.00</b>	<b>163.00</b>	<b>52.24 %</b>
<b>Department: 51300 - LEGAL</b>							
	100-51300-110						
	SALARIES REGULAR	70,051.00	70,051.00	2,658.17	28,731.94	41,319.06	58.98 %
	100-51300-120						
	WAGES - REGULAR	40,376.00	40,376.00	0.00	1,508.28	38,867.72	96.26 %
	100-51300-121						
	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-51300-124						
	WAGES PERM. PT	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-51300-150						
	FICA	8,448.00	8,448.00	179.46	2,050.86	6,397.14	75.72 %
	100-51300-151						
	RETIREMENT (WRS)	7,454.00	7,454.00	179.42	2,041.15	5,412.85	72.62 %
	100-51300-152						
	HEALTH INSURANCE	36,084.00	36,084.00	0.00	0.00	36,084.00	100.00 %
	100-51300-153						
	DENTAL INSURANCE	2,048.00	2,048.00	0.00	376.60	1,671.40	81.61 %
	100-51300-154						
	LIFE INSURANCE	21.00	21.00	0.95	6.95	14.05	66.90 %
	100-51300-225						
	PHONE/INTERNET/CABLE	1,100.00	1,100.00	0.00	207.32	892.68	81.15 %
	100-51300-240						
	HDWR/SOFTWR MAINT	1,254.00	1,254.00	0.00	0.00	1,254.00	100.00 %
	100-51300-241						
	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
	100-51300-290						
	OTHER CONTRACTUAL SERVICES	20,000.00	20,000.00	775.00	8,691.48	11,308.52	56.54 %
	100-51300-310						
	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	176.77	823.23	82.32 %
	100-51300-311						
	POSTAGE	270.00	270.00	1.95	8.85	261.15	96.72 %
	100-51300-312						
	COPY USAGE & PAPER	500.00	500.00	26.75	37.04	462.96	92.59 %
	100-51300-320						
	SUBSCRIPTIONS & DUES	650.00	650.00	0.00	440.00	210.00	32.31 %
	100-51300-321						
	CERTIFICATIONS & LICENSES	600.00	600.00	0.00	0.00	600.00	100.00 %
	100-51300-330						
	SEMINARS,CONF.& TRAVEL	3,000.00	3,000.00	0.00	789.61	2,210.39	73.68 %
	100-51300-340						
	OPERATING SUPPLIES	3,000.00	3,000.00	119.40	888.25	2,111.75	70.39 %
	100-51300-341						
	PRINTING & FORMS	400.00	400.00	0.00	0.00	400.00	100.00 %
<b>Department: 51300 - LEGAL Total:</b>		<b>196,256.00</b>	<b>196,256.00</b>	<b>3,941.10</b>	<b>45,955.10</b>	<b>150,300.90</b>	<b>76.58 %</b>

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 51408 - CITY ADMINISTRATOR</b>							
100-51408-110	SALARIES REGULAR	100,530.00	100,530.00	3,903.05	41,224.55	59,305.45	58.99 %
100-51408-150	FICA	7,691.00	7,691.00	292.75	3,094.21	4,596.79	59.77 %
100-51408-151	RETIREMENT (WRS)	6,786.00	6,786.00	263.46	2,782.63	4,003.37	58.99 %
100-51408-152	HEALTH INSURANCE	5,980.00	5,980.00	498.36	2,990.16	2,989.84	50.00 %
100-51408-153	DENTAL INSURANCE	835.00	835.00	0.00	348.05	486.95	58.32 %
100-51408-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51408-225	PHONE/INTERNET/CABLE	1,100.00	1,100.00	0.00	181.37	918.63	83.51 %
100-51408-241	EQUIPMENT MAINT. CONTRACTUA	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51408-290	OTHER CONTRACTUAL SERVICES	750.00	750.00	0.00	0.00	750.00	100.00 %
100-51408-310	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	344.49	655.51	65.55 %
100-51408-311	POSTAGE	270.00	270.00	2.10	30.80	239.20	88.59 %
100-51408-312	COPY USAGE/PAPER	400.00	400.00	26.75	29.76	370.24	92.56 %
100-51408-320	SUBSCRIPTIONS & DUES	600.00	600.00	0.00	175.00	425.00	70.83 %
100-51408-321	CERTIFICATIONS & LICENSES	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51408-330	SEMINARS, CONF. & TRAVEL	4,000.00	4,000.00	0.00	615.54	3,384.46	84.61 %
100-51408-340	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	693.89	2,306.11	76.87 %
100-51408-341	PRINTING & FORMS	400.00	400.00	0.00	10.29	389.71	97.43 %
<b>Department: 51408 - CITY ADMINISTRATOR Total:</b>		<b>133,792.00</b>	<b>133,792.00</b>	<b>4,986.47</b>	<b>52,520.74</b>	<b>81,271.26</b>	<b>60.74 %</b>
<b>Department: 51410 - MAYOR</b>							
100-51410-110	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-124	WAGES - PERM PT	12,980.00	12,980.00	504.30	5,229.83	7,750.17	59.71 %
100-51410-150	FICA	993.00	993.00	38.57	400.10	592.90	59.71 %
100-51410-151	RETIREMENT (WRS)	757.00	757.00	0.00	-6.43	763.43	100.85 %
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	0.00	264.63	227.37	46.21 %
100-51410-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-310	OFFICE SUPPLIES	340.00	340.00	0.00	90.48	249.52	73.39 %
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	0.00	100.00	100.00 %
100-51410-320	SUBSCRIPTIONS & DUES	800.00	800.00	0.00	175.00	625.00	78.13 %
100-51410-330	SEMINARS, CONF & TRAVEL	400.00	400.00	0.00	0.00	400.00	100.00 %
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 %
<b>Department: 51410 - MAYOR Total:</b>		<b>16,972.00</b>	<b>16,972.00</b>	<b>542.87</b>	<b>6,153.61</b>	<b>10,818.39</b>	<b>63.74 %</b>
<b>Department: 51411 - FINANCE</b>							
100-51411-110	SALARIES - REGULAR	73,404.00	73,404.00	3,062.69	33,077.06	40,326.94	54.94 %
100-51411-120	WAGES - REGULAR	45,673.00	45,673.00	910.29	17,130.47	28,542.53	62.49 %
100-51411-121	WAGES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-124	WAGES - PERM PT	16,500.00	16,500.00	165.75	9,435.60	7,064.40	42.81 %
100-51411-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-126	WAGES - TEMP./SEAS.	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-150	FICA	10,371.00	10,371.00	296.21	4,355.38	6,015.62	58.00 %
100-51411-151	RETIREMENT (WRS)	8,038.00	8,038.00	268.18	3,356.14	4,681.86	58.25 %
100-51411-152	HEALTH INSURANCE	16,885.00	16,885.00	3,016.48	10,530.02	6,354.98	37.64 %
100-51411-153	DENTAL INSURANCE	1,640.00	1,640.00	0.00	754.24	885.76	54.01 %
100-51411-154	LIFE INSURANCE	87.00	87.00	7.24	43.59	43.41	49.90 %
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	0.00	324.97	245.03	42.99 %
100-51411-241	EQUIPMENT MAINTENANCE CONT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51411-290	OTHER CONTRACTUAL SERVICES	4,500.00	4,500.00	0.00	1,581.04	2,918.96	64.87 %
100-51411-310	OFFICE SUPPLIES	1,200.00	1,200.00	227.22	1,421.97	-221.97	-18.50 %
100-51411-311	POSTAGE	1,500.00	1,500.00	108.70	900.73	599.27	39.95 %
100-51411-312	COPY USAGE & PAPER	1,000.00	1,000.00	289.97	1,428.57	-428.57	-42.86 %
100-51411-320	SUBSCRIPTIONS & DUES	275.00	275.00	0.00	55.00	220.00	80.00 %
100-51411-322	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-330	SEMINARS, CONF & TRAVEL	2,325.00	2,325.00	0.00	591.11	1,733.89	74.58 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>1</u> <u>411-340</u>	OPERATING SUPPLIES	2,015.00	2,015.00	73.42	582.03	1,432.97	71.12 %
<u>100-51411-341</u>	PRINTING & FORMS	500.00	500.00	0.00	0.00	500.00	100.00 %
<b>Department: 51411 - FINANCE Total:</b>		<b>186,983.00</b>	<b>186,983.00</b>	<b>8,426.15</b>	<b>85,567.92</b>	<b>101,415.08</b>	<b>54.24 %</b>
<b>Department: 51420 - CITY CLERK</b>							
<u>100-51420-110</u>	SALARIES - REGULAR	79,238.00	79,238.00	3,018.57	32,600.56	46,637.44	58.86 %
<u>100-51420-120</u>	WAGES - REGULAR	56,882.00	56,882.00	2,159.03	23,312.70	33,569.30	59.02 %
<u>100-51420-121</u>	OVERTIME - REGULAR	286.00	286.00	0.00	1,621.87	-1,335.87	-467.09 %
<u>100-51420-124</u>	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-126</u>	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-150</u>	FICA	10,435.00	10,435.00	363.76	4,073.63	6,361.37	60.96 %
<u>100-51420-151</u>	RETIREMENT (WRS)	9,207.00	9,207.00	349.48	3,883.56	5,323.44	57.82 %
<u>100-51420-152</u>	HEALTH INSURANCE	25,199.00	25,199.00	2,099.88	12,599.28	12,599.72	50.00 %
<u>100-51420-153</u>	DENTAL INSURANCE	2,574.00	2,574.00	0.00	1,072.70	1,501.30	58.33 %
<u>100-51420-154</u>	LIFE INSURANCE	104.00	104.00	9.00	52.20	51.80	49.81 %
<u>100-51420-225</u>	PHONE/INTERNET/CABLE	1,200.00	1,200.00	0.00	81.28	1,118.72	93.23 %
<u>100-51420-241</u>	EQUIPMENT MAINTENANCE CONT	435.00	435.00	0.00	0.00	435.00	100.00 %
<u>100-51420-291</u>	TRANSCRIPTION CONTRATUAL	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-51420-310</u>	OFFICE SUPPLIES	1,230.00	1,230.00	0.00	30.80	1,199.20	97.50 %
<u>100-51420-311</u>	POSTAGE	2,800.00	2,800.00	207.80	1,716.35	1,083.65	38.70 %
<u>100-51420-312</u>	COPY USAGE & PAPER	1,400.00	1,400.00	137.23	379.09	1,020.91	72.92 %
<u>100-51420-320</u>	SUBSCRIPTIONS & DUES	380.00	380.00	0.00	150.00	230.00	60.53 %
<u>100-51420-321</u>	CERTIFICATIONS & LICENSES	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-51420-322</u>	LEGAL NOTICES	420.00	420.00	0.00	0.00	420.00	100.00 %
<u>100-51420-324</u>	RECRUITMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>100-51420-330</u>	SEMINARS, CONF & TRAVEL	2,360.00	2,360.00	0.00	82.00	2,278.00	96.53 %
<u>100-51420-340</u>	OPERATING SUPPLIES	805.00	805.00	0.00	11.56	793.44	98.56 %
<u>1</u> <u>420-341</u>	PRINTING & FORMS	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-51420-381</u>	EMPLOYMENT TESTING	80.00	80.00	7.00	7.00	73.00	91.25 %
<b>Department: 51420 - CITY CLERK Total:</b>		<b>196,935.00</b>	<b>196,935.00</b>	<b>8,351.75</b>	<b>81,674.58</b>	<b>115,260.42</b>	<b>58.53 %</b>
<b>Department: 51440 - ELECTIONS</b>							
<u>100-51440-126</u>	WAGES - TEMP/SEAS	30,502.00	30,502.00	0.00	8,903.98	21,598.02	70.81 %
<u>100-51440-150</u>	FICA	964.00	964.00	0.00	460.62	503.38	52.22 %
<u>100-51440-241</u>	EQUIPMENT MAINTENANCE CONT	1,400.00	1,400.00	0.00	1,283.56	116.44	8.32 %
<u>100-51440-310</u>	OFFICE SUPPLIES	700.00	700.00	0.00	862.83	-162.83	-23.26 %
<u>100-51440-311</u>	POSTAGE	1,500.00	1,500.00	0.00	8,030.83	-6,530.83	-435.39 %
<u>100-51440-312</u>	COPY USAGE & PAPER	1,000.00	1,000.00	1.16	473.15	526.85	52.69 %
<u>100-51440-322</u>	LEGAL NOTICES	2,200.00	2,200.00	0.00	856.10	1,343.90	61.09 %
<u>100-51440-324</u>	RECRUITMENT	0.00	0.00	0.00	91.00	-91.00	0.00 %
<u>100-51440-330</u>	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-51440-340</u>	OPERATING SUPPLIES	9,040.00	9,040.00	2,643.11	8,600.91	439.09	4.86 %
<u>100-51440-341</u>	PRINTING & FORMS	1,600.00	1,600.00	0.00	0.00	1,600.00	100.00 %
<b>Department: 51440 - ELECTIONS Total:</b>		<b>49,006.00</b>	<b>49,006.00</b>	<b>2,644.27</b>	<b>29,562.98</b>	<b>19,443.02</b>	<b>39.67 %</b>
<b>Department: 51500 - AUDIT</b>							
<u>100-51500-290</u>	OTHER CONTRACTUAL SERVICES	19,660.00	19,660.00	0.00	9,860.00	9,800.00	49.85 %
<b>Department: 51500 - AUDIT Total:</b>		<b>19,660.00</b>	<b>19,660.00</b>	<b>0.00</b>	<b>9,860.00</b>	<b>9,800.00</b>	<b>49.85 %</b>
<b>Department: 51510 - HUMAN RESOURCES</b>							
<u>100-51510-110</u>	SALARIES - REGULAR	44,280.00	44,280.00	1,694.52	18,300.81	25,979.19	58.67 %
<u>100-51510-120</u>	WAGES- REGULAR	27,791.00	27,791.00	1,061.69	11,158.26	16,632.74	59.85 %
<u>100-51510-124</u>	WAGES - PERM. PT	0.00	0.00	0.00	1,029.60	-1,029.60	0.00 %
<u>100-51510-150</u>	FICA	5,514.00	5,514.00	181.28	1,968.91	3,545.09	64.29 %
<u>100-51510-151</u>	RETIREMENT (WRS)	4,866.00	4,866.00	186.04	2,157.52	2,708.48	55.66 %
<u>100-51510-152</u>	HEALTH INSURANCE	25,199.00	25,199.00	2,099.88	12,599.28	12,599.72	50.00 %
<u>100-51510-153</u>	DENTAL INSURANCE	1,430.00	1,430.00	0.00	595.95	834.05	58.33 %
<u>1</u> <u>510-154</u>	LIFE INSURANCE	19.00	19.00	1.62	8.67	10.33	54.37 %
<u>100-51510-225</u>	PHONE/INTERNET/CABLE	150.00	150.00	0.00	10.16	139.84	93.23 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

	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	5,304.00	5,304.00	135.00	2,207.50	3,096.50 58.38 %
<u>100-51510-310</u>	OFFICE SUPPLIES	450.00	450.00	0.00	133.70	316.30 70.29 %
<u>100-51510-311</u>	POSTAGE	150.00	150.00	8.30	28.75	121.25 80.83 %
<u>100-51510-312</u>	COPY USAGE & PAPER	600.00	600.00	110.17	191.40	408.60 68.10 %
<u>100-51510-320</u>	SUBSCRIPTIONS & DUES	550.00	550.00	0.00	667.00	-117.00 -21.27 %
<u>100-51510-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	169.00	-169.00 0.00 %
<u>100-51510-330</u>	SEMINARS, CONF & TRAVEL	2,000.00	2,000.00	0.00	399.00	1,601.00 80.05 %
<u>100-51510-340</u>	OPERATING SUPPLIES	2,200.00	2,200.00	54.19	264.09	1,935.91 88.00 %
<u>100-51510-341</u>	PRINTING & FORMS	300.00	300.00	0.00	30.85	269.15 89.72 %
<b>Department: 51510 - HUMAN RESOURCES Total:</b>		<b>120,993.00</b>	<b>120,993.00</b>	<b>5,532.69</b>	<b>51,920.45</b>	<b>69,072.55 57.09 %</b>
<b>Department: 51530 - ASSESSOR</b>						
<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	1,500.00	1,500.00	0.00	30.45	1,469.55 97.97 %
<u>100-51530-240</u>	SOFTWARE MAINTENANCE-CONTR	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-51530-290</u>	OTHER CONTRACTUAL SERVICES	134,500.00	134,500.00	0.00	56,041.66	78,458.34 58.33 %
<u>100-51530-291</u>	TRANSCRIPTION CONTRACTUAL	250.00	250.00	0.00	0.00	250.00 100.00 %
<u>100-51530-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-51530-311</u>	POSTAGE	0.00	0.00	0.00	6.30	-6.30 0.00 %
<u>100-51530-312</u>	COPY USAGE & PAPER	250.00	250.00	0.00	6.06	243.94 97.58 %
<u>100-51530-340</u>	OPERATING SUPPLIES	2,500.00	2,500.00	0.00	37.87	2,462.13 98.49 %
<u>100-51530-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00 0.00 %
<b>Department: 51530 - ASSESSOR Total:</b>		<b>139,323.00</b>	<b>139,323.00</b>	<b>0.00</b>	<b>56,445.29</b>	<b>82,877.71 59.49 %</b>
<b>Department: 51540 - IT</b>						
<u>100-51540-110</u>	SALARIES - REGULAR	51,918.00	51,918.00	643.46	6,949.36	44,968.64 86.61 %
<u>100-51540-120</u>	WAGES-REGULAR	13,943.00	13,943.00	530.85	6,154.26	7,788.74 55.86 %
<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.	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-51540-150</u>	FICA	5,038.00	5,038.00	83.07	933.80	4,104.20 81.46 %
<u>100-51540-151</u>	RETIREMENT (WRS)	4,446.00	4,446.00	79.26	884.45	3,561.55 80.11 %
<u>100-51540-152</u>	HEALTH INSURANCE	20,802.00	20,802.00	503.97	4,047.82	16,754.18 80.54 %
<u>100-51540-153</u>	DENTAL INSURANCE	1,384.00	1,384.00	0.00	193.20	1,190.80 86.04 %
<u>100-51540-154</u>	LIFE INSURANCE	13.00	13.00	0.18	1.78	11.22 86.31 %
<u>100-51540-225</u>	PHONE/INTERNET/CABLE	1,540.00	1,540.00	188.97	1,596.11	-56.11 -3.64 %
<u>100-51540-240</u>	SOFTWARE MAINTENANCE CONTR	61,305.00	61,305.00	18.75	19,927.46	41,377.54 67.49 %
<u>100-51540-241</u>	EQUIPMENT MAINTENANCE CONT	2,500.00	2,500.00	0.00	3,250.00	-750.00 -30.00 %
<u>100-51540-244</u>	WEBSITE	1,250.00	1,250.00	0.00	0.00	1,250.00 100.00 %
<u>100-51540-290</u>	OTHER CONTRACTUAL SERVICES	11,808.00	11,808.00	1,025.88	54,593.21	-42,785.21 -362.34 %
<u>100-51540-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-51540-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-51540-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-51540-320</u>	SUBSCRIPTIONS & DUES	1,000.00	1,000.00	0.00	400.00	600.00 60.00 %
<u>100-51540-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>100-51540-330</u>	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	495.00	505.00 50.50 %
<u>100-51540-340</u>	OPERATING SUPPLIES	2,660.00	2,660.00	145.00	1,862.22	797.78 29.99 %
<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 %
<b>Department: 51540 - IT Total:</b>		<b>180,607.00</b>	<b>180,607.00</b>	<b>3,219.39</b>	<b>101,288.67</b>	<b>79,318.33 43.92 %</b>

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 51600 - CITY HALL</b>							
100-51600-110	SALARIES - REGULAR	47,115.00	47,115.00	1,810.71	19,452.22	27,662.78	58.71 %
100-51600-124	WAGES - PERM PT	9,489.00	9,489.00	372.65	4,284.33	5,204.67	54.85 %
100-51600-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-126	WAGES - TEMP/SEAS	3,450.00	3,450.00	0.00	0.00	3,450.00	100.00 %
100-51600-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-150	FICA	4,594.00	4,594.00	155.86	1,699.43	2,894.57	63.01 %
100-51600-151	RETIREMENT (WRS)	3,180.00	3,180.00	122.22	1,309.21	1,870.79	58.83 %
100-51600-152	HEALTH INSURANCE	5,241.00	5,241.00	436.77	2,620.63	2,620.37	50.00 %
100-51600-153	DENTAL INSURANCE	995.00	995.00	0.00	414.75	580.25	58.32 %
100-51600-154	LIFE INSURANCE	20.00	20.00	2.10	10.50	9.50	47.50 %
100-51600-211	BOILER CONTRACTUAL	670.00	670.00	0.00	0.00	670.00	100.00 %
100-51600-212	ELEVATORS	5,748.00	5,748.00	0.00	5,874.48	-126.48	-2.20 %
100-51600-213	HVAC CONTRACTUAL	6,400.00	6,400.00	5.48	1,338.22	5,061.78	79.09 %
100-51600-214	FIRE CONTRACTUAL	2,910.00	2,910.00	0.00	441.79	2,468.21	84.82 %
100-51600-220	WATER/SEWER/STORM WATER	7,754.00	7,754.00	0.00	2,670.53	5,083.47	65.56 %
100-51600-221	ELECTRIC & GAS	39,000.00	39,000.00	0.00	13,325.18	25,674.82	65.83 %
100-51600-225	PHONE/INTERNET/CABLE	5,868.00	5,868.00	237.26	2,142.99	3,725.01	63.48 %
100-51600-240	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	0.00	600.00	0.00	0.00 %
100-51600-241	EQUIPMENT MAINTENANCE CONT	1,350.00	1,350.00	0.00	179.00	1,171.00	86.74 %
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	450.00	300.00	40.00 %
100-51600-290	OTHER CONTRACTUAL SERVICES	1,748.00	1,748.00	0.00	689.59	1,058.41	60.55 %
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	240.00	240.00	260.00	52.00 %
100-51600-312	COPY USAGE & PAPER	0.00	0.00	0.00	82.12	-82.12	0.00 %
100-51600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	42.75	-42.75	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	853.26	2,978.90	4,021.10	57.44 %
100-51600-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-342	CLEANING & SANITARY SUPPLIES	3,800.00	3,800.00	807.79	4,071.78	-271.78	-7.15 %
100-51600-350	BLDG & GRDS MAINT & REPAIRS	7,000.00	7,000.00	0.00	525.54	6,474.46	92.49 %
100-51600-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	26.11	473.89	94.78 %
100-51600-361	REGULAR FUEL	775.00	775.00	0.00	130.26	644.74	83.19 %
100-51600-362	OFF ROAD FUEL	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51600-363	EQUIPMENT MAINT & REPAIRS	1,400.00	1,400.00	0.00	100.00	1,300.00	92.86 %
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	0.00	0.00	50.00	100.00 %
<b>Department: 51600 - CITY HALL Total:</b>		<b>169,232.00</b>	<b>169,232.00</b>	<b>5,044.10</b>	<b>65,700.31</b>	<b>103,531.69</b>	<b>61.18 %</b>
<b>Department: 51900 - OTHER GOVERNMENT</b>							
100-51900-290	Other General Contractual	8,800.00	8,800.00	8,800.00	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	30.30	-1,632.01	1,632.01	0.00 %
<b>Department: 51900 - OTHER GOVERNMENT Total:</b>		<b>8,800.00</b>	<b>8,800.00</b>	<b>8,830.30</b>	<b>7,167.99</b>	<b>1,632.01</b>	<b>18.55 %</b>
<b>Department: 51938 - SICK LEAVE PAYOUT</b>							
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51938 - SICK LEAVE PAYOUT Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 51939 - WORKER'S COMPENSATION</b>							
100-51939-510	INS - WORKERS COMP	80,502.00	80,502.00	19,483.00	58,449.00	22,053.00	27.39 %
<b>Department: 51939 - WORKER'S COMPENSATION Total:</b>		<b>80,502.00</b>	<b>80,502.00</b>	<b>19,483.00</b>	<b>58,449.00</b>	<b>22,053.00</b>	<b>27.39 %</b>
<b>Department: 51940 - UNEMPLOYMENT COMPENSATION</b>							
100-51940-517	UNEMPLOYMENT	3,000.00	3,000.00	3,859.43	5,661.63	-2,661.63	-88.72 %
<b>Department: 51940 - UNEMPLOYMENT COMPENSATION Total:</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>3,859.43</b>	<b>5,661.63</b>	<b>-2,661.63</b>	<b>-88.72 %</b>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 51941 - SALES TAX</b>							
100-51941-301	SALES TAX	9,700.00	9,700.00	3.03	336.94	9,363.06	96.53 %
<b>Department: 51941 - SALES TAX Total:</b>		<b>9,700.00</b>	<b>9,700.00</b>	<b>3.03</b>	<b>336.94</b>	<b>9,363.06</b>	<b>96.53 %</b>
<b>Department: 51942 - ILLEGAL ASSESSMENTS</b>							
100-51942-397	MISCELLANEOUS EXPENSE	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
<b>Department: 51942 - ILLEGAL ASSESSMENTS Total:</b>		<b>1,200.00</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>100.00 %</b>
<b>Department: 51943 - INS - FIRE, COMP / COLL, BOILER</b>							
100-51943-511	INS - FIRE, COMP/COLL, BOILER	49,122.00	49,122.00	0.00	47,942.00	1,180.00	2.40 %
<b>Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:</b>		<b>49,122.00</b>	<b>49,122.00</b>	<b>0.00</b>	<b>47,942.00</b>	<b>1,180.00</b>	<b>2.40 %</b>
<b>Department: 51944 - INS - VEHICLES</b>							
100-51944-512	INS - VEHICLES	22,560.00	22,560.00	0.00	21,927.00	633.00	2.81 %
<b>Department: 51944 - INS - VEHICLES Total:</b>		<b>22,560.00</b>	<b>22,560.00</b>	<b>0.00</b>	<b>21,927.00</b>	<b>633.00</b>	<b>2.81 %</b>
<b>Department: 51945 - PROPERTY &amp; LIABILITY VEHICLE INSURANCE</b>							
100-51945-513	INS - CVMIC, LIABILITY, PROF	35,768.00	35,768.00	0.00	33,237.00	2,531.00	7.08 %
<b>Department: 51945 - PROPERTY &amp; LIABILITY VEHICLE INSURANCE</b>		<b>35,768.00</b>	<b>35,768.00</b>	<b>0.00</b>	<b>33,237.00</b>	<b>2,531.00</b>	<b>7.08 %</b>
<b>Department: 51946 - SIR</b>							
100-51946-514	SIR	2,000.00	2,000.00	0.00	4,720.00	-2,720.00	-136.00 %
<b>Department: 51946 - SIR Total:</b>		<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>4,720.00</b>	<b>-2,720.00</b>	<b>-136.00 %</b>
<b>Department: 51947 - MONIES &amp; SECURITIES INSURANCE MISC</b>							
100-51947-515	INS - MONIES & SECURITIES	1,300.00	1,300.00	0.00	971.00	329.00	25.31 %
<b>Department: 51947 - MONIES &amp; SECURITIES INSURANCE MISC Tot</b>		<b>1,300.00</b>	<b>1,300.00</b>	<b>0.00</b>	<b>971.00</b>	<b>329.00</b>	<b>25.31 %</b>
<b>Department: 51980 - UNCOLLECTABLE ACCOUNTS</b>							
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 52100 - POLICE</b>							
100-52100-110	SALARIES - REGULAR	235,594.00	235,594.00	9,054.55	97,153.36	138,440.64	58.76 %
100-52100-120	WAGES - REGULAR	1,879,800.00	1,879,800.00	66,612.62	829,436.86	1,050,363.14	55.88 %
100-52100-121	OVERTIME - REGULAR	70,120.00	70,120.00	3,613.11	23,967.62	46,152.38	65.82 %
100-52100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-124	WAGES - PERM PT	12,747.00	12,747.00	316.21	3,558.61	9,188.39	72.08 %
100-52100-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-126	WAGES - TEMP/SEAS	24,244.00	24,244.00	0.00	4,522.68	19,721.32	81.35 %
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	254.86	2,844.36	-2,844.36	0.00 %
100-52100-141	ON CALL	9,200.00	9,200.00	200.00	2,157.14	7,042.86	76.55 %
100-52100-150	FICA	170,725.00	170,725.00	5,693.28	69,432.99	101,292.01	59.33 %
100-52100-151	RETIREMENT (WRS)	295,148.00	295,148.00	11,349.77	118,639.23	176,508.77	59.80 %
100-52100-152	HEALTH INSURANCE	577,675.00	577,675.00	38,602.72	229,568.33	348,106.67	60.26 %
100-52100-153	DENTAL INSURANCE	31,015.00	31,015.00	0.00	11,082.47	19,932.53	64.27 %
100-52100-154	LIFE INSURANCE	586.00	586.00	45.87	261.30	324.70	55.41 %
100-52100-221	ELECTRIC & GAS	16,000.00	16,000.00	0.00	4,845.51	11,154.49	69.72 %
100-52100-225	PHONE/INTERNET/CABLE	6,984.00	6,984.00	124.46	4,825.70	2,158.30	30.90 %
100-52100-226	MOBILE DATA AIR CARDS	10,000.00	10,000.00	0.00	3,010.68	6,989.32	69.89 %
100-52100-240	SOFTWARE MAINTENANCE CONTR	44,689.00	44,689.00	3,712.00	34,253.50	10,435.50	23.35 %
100-52100-241	EQUIPMENT MAINTENANCE CONT	3,020.00	3,020.00	0.00	2,836.80	183.20	6.07 %
100-52100-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-290	OTHER CONTRACTUAL SERVICES	2,744.00	2,744.00	0.00	1,025.57	1,718.43	62.63 %
100-52100-310	OFFICE SUPPLIES	1,300.00	1,300.00	79.65	805.60	494.40	38.03 %
100-52100-311	POSTAGE	3,200.00	3,200.00	59.70	920.60	2,279.40	71.23 %
100-52100-312	COPY USAGE & PAPER	1,550.00	1,550.00	55.79	620.13	929.87	59.99 %
100-52100-320	SUBSCRIPTIONS & DUES	2,960.00	2,960.00	0.00	2,700.00	260.00	8.78 %
100-52100-321	CERTIFICATIONS & LICENSES	714.00	714.00	0.00	0.00	714.00	100.00 %
100-52100-324	RECRUITMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-52100-330	SEMINARS, CONF & TRAVEL	15,400.00	15,400.00	-399.00	2,609.15	12,790.85	83.06 %
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	1,216.62	8,641.10	3,358.90	27.99 %
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	0.00	161.39	1,638.61	91.03 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>1</u>	<u>100-342</u>						
	CLEANING & SANITARY SUPPLIES	150.00	150.00	29.99	129.38	20.62	13.75 %
	<u>100-52100-350</u>						
	BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
	<u>100-52100-360</u>						
	VEHICLE MAINT. & REPAIRS	11,049.00	11,049.00	583.27	3,394.27	7,654.73	69.28 %
	<u>100-52100-361</u>						
	REGULAR FUEL	41,423.00	41,423.00	2,038.17	12,790.21	28,632.79	69.12 %
	<u>100-52100-363</u>						
	EQUIPMENT MAINT & REPAIRS	1,400.00	1,400.00	0.00	370.96	1,029.04	73.50 %
	<u>100-52100-380</u>						
	PUBLIC EDUCATION	500.00	500.00	0.00	0.00	500.00	100.00 %
	<u>100-52100-381</u>						
	EMPLOYMENT TESTING	4,000.00	4,000.00	0.00	420.51	3,579.49	89.49 %
	<u>100-52100-382</u>						
	UNIFORMS & SAFETY ATTIRE	14,000.00	14,000.00	621.50	4,873.94	9,126.06	65.19 %
	<u>100-52100-390</u>						
	AMMUNITION	6,000.00	6,000.00	0.00	567.97	5,432.03	90.53 %
	<u>100-52100-391</u>						
	ERT SUPPLIES	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
	<u>100-52100-392</u>						
	NON LETHAL SUPPLIES	2,000.00	2,000.00	0.00	298.49	1,701.51	85.08 %
	<u>100-52100-399</u>						
	ADD'L SOFTWARE & UPGRADES	1,000.00	1,000.00	0.00	748.80	251.20	25.12 %
	<b>Department: 52100 - POLICE Total:</b>	<b>3,514,537.00</b>	<b>3,514,537.00</b>	<b>143,865.14</b>	<b>1,483,475.21</b>	<b>2,031,061.79</b>	<b>57.79 %</b>
	<b>Department: 52200 - FIRE</b>						
	<u>100-52200-110</u>						
	SALARIES - REGULAR	187,087.00	187,087.00	4,011.45	76,796.24	110,290.76	58.95 %
	<u>100-52200-120</u>						
	WAGES - REGULAR	790,161.00	790,161.00	21,929.90	252,637.73	537,523.27	68.03 %
	<u>100-52200-121</u>						
	OVERTIME - REGULAR	46,000.00	46,000.00	3,073.49	37,749.82	8,250.18	17.94 %
	<u>100-52200-123</u>						
	OVERTIME - DOUBLE TIME	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-52200-124</u>						
	WAGES - PERM PT	71,380.00	71,380.00	0.00	15,300.00	56,080.00	78.57 %
	<u>100-52200-125</u>						
	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-52200-141</u>						
	ON CALL	0.00	0.00	0.00	650.36	-650.36	0.00 %
	<u>100-52200-150</u>						
	FICA	21,826.00	21,826.00	469.95	6,804.70	15,021.30	68.82 %
	<u>100-52200-151</u>						
	RETIREMENT (WRS)	189,012.00	189,012.00	5,813.68	70,135.87	118,876.13	62.89 %
	<u>100-52200-152</u>						
	HEALTH INSURANCE	292,061.00	292,061.00	16,799.00	107,118.92	184,942.08	63.32 %
	<u>100-52200-153</u>						
	DENTAL INSURANCE	17,420.00	17,420.00	0.00	5,421.61	11,998.39	68.88 %
	<u>100-52200-154</u>						
	LIFE INSURANCE	219.00	219.00	11.75	74.63	144.37	65.92 %
	<u>100-52200-212</u>						
	ELEVATORS	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-52200-221</u>						
	ELECTRIC & GAS	16,000.00	16,000.00	0.00	6,056.90	9,943.10	62.14 %
	<u>100-52200-225</u>						
	PHONE/INTERNET/CABLE	3,250.00	3,250.00	55.78	1,370.85	1,879.15	57.82 %
	<u>100-52200-226</u>						
	MOBILE DATA AIR CARDS	2,400.00	2,400.00	7.24	1,477.99	922.01	38.42 %
	<u>100-52200-240</u>						
	SOFTWARE MAINTENANCE CONTR	12,091.00	12,091.00	0.00	6,421.82	5,669.18	46.89 %
	<u>100-52200-241</u>						
	EQUIPMENT MAINTENANCE CONT	3,339.00	3,339.00	0.00	2,339.80	999.20	29.93 %
	<u>100-52200-242</u>						
	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
	<u>100-52200-290</u>						
	OTHER CONTRACTUAL SERVICES	8,609.00	8,609.00	0.00	3,801.18	4,807.82	55.85 %
	<u>100-52200-310</u>						
	OFFICE SUPPLIES	500.00	500.00	94.68	297.32	202.68	40.54 %
	<u>100-52200-311</u>						
	POSTAGE	200.00	200.00	34.30	64.90	135.10	67.55 %
	<u>100-52200-312</u>						
	COPY USAGE & PAPER	300.00	300.00	190.10	402.93	-102.93	-34.31 %
	<u>100-52200-320</u>						
	SUBSCRIPTIONS & DUES	1,150.00	1,150.00	0.00	365.00	785.00	68.26 %
	<u>100-52200-321</u>						
	CERTIFICATIONS & LICENSES	3,000.00	3,000.00	0.00	680.00	2,320.00	77.33 %
	<u>100-52200-324</u>						
	RECRUITMENT	250.00	250.00	649.00	649.00	-399.00	-159.60 %
	<u>100-52200-330</u>						
	SEMINARS, CONF & TRAVEL	5,000.00	5,000.00	282.00	1,067.64	3,932.36	78.65 %
	<u>100-52200-340</u>						
	OPERATING SUPPLIES	7,041.00	7,041.00	353.51	5,391.32	1,649.68	23.43 %
	<u>100-52200-341</u>						
	PRINTING & FORMS	200.00	200.00	0.00	0.00	200.00	100.00 %
	<u>100-52200-342</u>						
	CLEANING & SANITARY SUPPLIES	2,000.00	2,000.00	0.00	200.35	1,799.65	89.98 %
	<u>100-52200-350</u>						
	BLDG & GRDS MAINT & REPAIRS	1,000.00	1,000.00	0.00	1,419.18	-419.18	-41.92 %
	<u>100-52200-360</u>						
	VEHICLE MAINT. & REPAIRS	7,000.00	7,000.00	0.00	3,283.09	3,716.91	53.10 %
	<u>100-52200-361</u>						
	REGULAR FUEL	7,000.00	7,000.00	369.12	2,417.87	4,582.13	65.46 %
	<u>100-52200-362</u>						
	OFF ROAD FUEL	200.00	200.00	0.00	0.00	200.00	100.00 %
	<u>100-52200-363</u>						
	EQUIPMENT MAINT & REPAIRS	1,100.00	1,100.00	0.00	0.00	1,100.00	100.00 %
	<u>100-52200-380</u>						
	PUBLIC EDUCATION	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
	<u>100-52200-381</u>						
	EMPLOYMENT TESTING	2,000.00	2,000.00	30.00	1,462.00	538.00	26.90 %
	<u>100-52200-382</u>						
	UNIFORMS & SAFETY ATTIRE	4,500.00	4,500.00	467.04	1,901.03	2,598.97	57.75 %
	<u>100-52200-394</u>						
	EMS - SUPPLIES	4,000.00	4,000.00	0.00	2,464.88	1,535.12	38.38 %
	<u>100-52200-399</u>						
	ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	247.50	-97.50	-65.00 %
	<b>Department: 52200 - FIRE Total:</b>	<b>1,709,446.00</b>	<b>1,709,446.00</b>	<b>54,641.99</b>	<b>616,472.43</b>	<b>1,092,973.57</b>	<b>63.94 %</b>

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 52210 - HYDRANTS</b>							
<u>100-52210-290</u>	OTHER CONTRACTUAL SERVICES	366,651.00	366,651.00	0.00	0.00	366,651.00	100.00 %
<b>Department: 52210 - HYDRANTS Total:</b>		<b>366,651.00</b>	<b>366,651.00</b>	<b>0.00</b>	<b>0.00</b>	<b>366,651.00</b>	<b>100.00 %</b>
<b>Department: 52400 - INSPECTIONS</b>							
<u>100-52400-110</u>	SALARIES - REGULAR	6,615.00	6,615.00	256.91	2,760.66	3,854.34	58.27 %
<u>100-52400-120</u>	WAGES - REGULAR	259,620.00	259,620.00	11,514.92	111,442.69	148,177.31	57.07 %
<u>100-52400-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52400-124</u>	WAGES - PERM. P.T.	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52400-126</u>	WAGES - TEMP./SEAS.	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-52400-150</u>	FICA	20,405.00	20,405.00	835.25	8,172.76	12,232.24	59.95 %
<u>100-52400-151</u>	RETIREMENT (WRS)	17,971.00	17,971.00	794.59	7,708.67	10,262.33	57.10 %
<u>100-52400-152</u>	HEALTH INSURANCE	62,234.00	62,234.00	5,199.70	30,850.32	31,383.68	50.43 %
<u>100-52400-153</u>	DENTAL INSURANCE	3,381.00	3,381.00	0.00	1,408.55	1,972.45	58.34 %
<u>100-52400-154</u>	LIFE INSURANCE	206.00	206.00	19.21	104.11	101.89	49.46 %
<u>100-52400-225</u>	PHONE/INTERNET/CABLE	3,000.00	3,000.00	0.47	1,070.67	1,929.33	64.31 %
<u>100-52400-240</u>	Hdwr/softwr. Maint.	4,500.00	4,500.00	4,500.00	4,500.00	0.00	0.00 %
<u>100-52400-241</u>	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52400-290</u>	OTHER CONTRACTUAL SERVICES	19,420.00	19,420.00	4,823.84	11,661.25	7,758.75	39.95 %
<u>100-52400-294</u>	WEIGHTS & MEASURES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52400-310</u>	OFFICE SUPPLIES	500.00	500.00	98.85	192.12	307.88	61.58 %
<u>100-52400-311</u>	POSTAGE	500.00	500.00	46.20	141.95	358.05	71.61 %
<u>100-52400-312</u>	COPY USAGE & PAPER	600.00	600.00	73.51	141.49	458.51	76.42 %
<u>100-52400-320</u>	SUBSCRIPTIONS & DUES	585.00	585.00	0.00	642.06	-57.06	-9.75 %
<u>100-52400-321</u>	CERTIFICATIONS & LICENSES	844.00	844.00	0.00	75.50	768.50	91.05 %
<u>100-52400-324</u>	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52400-330</u>	SEMINARS, CONF & TRAVEL	2,500.00	2,500.00	0.00	160.07	2,339.93	93.60 %
<u>100-52400-340</u>	OPERATING SUPPLIES	700.00	700.00	33.98	181.86	518.14	74.02 %
<u>100-52400-341</u>	PRINTING & FORMS	1,125.00	1,125.00	0.00	0.00	1,125.00	100.00 %
<u>100-52400-360</u>	VEHICLE MAINT. & REPAIRS	300.00	300.00	119.97	599.69	-299.69	-99.90 %
<u>100-52400-361</u>	REGULAR FUEL	1,500.00	1,500.00	73.03	431.89	1,068.11	71.21 %
<u>100-52400-381</u>	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 52400 - INSPECTIONS Total:</b>		<b>407,006.00</b>	<b>407,006.00</b>	<b>28,390.43</b>	<b>182,246.31</b>	<b>224,759.69</b>	<b>55.22 %</b>
<b>Department: 52601 - EMERGENCY GOVERNMENT</b>							
<u>100-52601-290</u>	OTHER CONTRACTUAL SERVICES	10,000.00	10,000.00	0.00	600.00	9,400.00	94.00 %
<u>100-52601-340</u>	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<b>Department: 52601 - EMERGENCY GOVERNMENT Total:</b>		<b>11,000.00</b>	<b>11,000.00</b>	<b>0.00</b>	<b>600.00</b>	<b>10,400.00</b>	<b>94.55 %</b>
<b>Department: 52700 - JAIL</b>							
<u>100-52700-290</u>	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00	100.00 %
<b>Department: 52700 - JAIL Total:</b>		<b>200.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>100.00 %</b>
<b>Department: 53100 - ENGINEERING</b>							
<u>100-53100-110</u>	SALARIES - REGULAR	83,908.00	83,908.00	3,225.67	34,590.68	49,317.32	58.78 %
<u>100-53100-120</u>	WAGES - REGULAR	2,409.00	2,409.00	94.09	999.09	1,409.91	58.53 %
<u>100-53100-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53100-150</u>	FICA	6,603.00	6,603.00	235.19	2,534.10	4,068.90	61.62 %
<u>100-53100-151</u>	RETIREMENT (WRS)	5,826.00	5,826.00	224.08	2,402.26	3,423.74	58.77 %
<u>100-53100-152</u>	HEALTH INSURANCE	19,151.00	19,151.00	3,339.77	20,038.62	-887.62	-4.63 %
<u>100-53100-153</u>	DENTAL INSURANCE	1,137.00	1,137.00	0.00	512.50	624.50	54.93 %
<u>100-53100-154</u>	LIFE INSURANCE	19.00	19.00	3.50	11.40	7.60	40.00 %
<u>100-53100-225</u>	PHONE/INTERNET/CABLE	2,326.00	2,326.00	0.00	782.66	1,543.34	66.35 %
<u>100-53100-240</u>	SOFTWARE MAINTENANCE CONTR	400.00	400.00	0.00	400.00	0.00	0.00 %
<u>100-53100-241</u>	EQUIPMENT MAINTENANCE CONT	400.00	400.00	0.00	0.00	400.00	100.00 %
<u>100-53100-310</u>	OFFICE SUPPLIES	1,300.00	1,300.00	19.99	412.09	887.91	68.30 %
<u>100-53100-311</u>	POSTAGE	500.00	500.00	14.15	116.37	383.63	76.73 %
<u>100-53100-312</u>	COPY USAGE & PAPER	650.00	650.00	55.16	486.06	163.94	25.22 %
<u>100-53100-320</u>	SUBSCRIPTIONS & DUES	250.00	250.00	55.00	278.00	-28.00	-11.20 %
<u>100-53100-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53100-322</u>	LEGAL NOTICES	0.00	0.00	0.00	169.56	-169.56	0.00 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
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	175.00	474.00	226.00	32.29 %
100-53100-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	1,381.38	-381.38	-38.14 %
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	47.40	47.40	452.60	90.52 %
100-53100-361	REGULAR FUEL	700.00	700.00	76.90	231.76	468.24	66.89 %
100-53100-399	ADD'L SOFTWARE & UPGRADES	550.00	550.00	0.00	0.00	550.00	100.00 %
<b>Department: 53100 - ENGINEERING Total:</b>		<b>128,454.00</b>	<b>128,454.00</b>	<b>7,565.90</b>	<b>65,867.93</b>	<b>62,586.07</b>	<b>48.72 %</b>
<b>Department: 53310 - BOARD OF PUBLIC WORKS</b>							
100-53310-291	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	61.62	267.41	932.59	77.72 %
100-53310-311	POSTAGE	50.00	50.00	0.00	46.58	3.42	6.84 %
100-53310-312	COPY USAGE & PAPER	600.00	600.00	0.00	7.87	592.13	98.69 %
100-53310-322	LEGAL NOTICES	400.00	400.00	0.00	152.71	247.29	61.82 %
<b>Department: 53310 - BOARD OF PUBLIC WORKS Total:</b>		<b>2,250.00</b>	<b>2,250.00</b>	<b>61.62</b>	<b>474.57</b>	<b>1,775.43</b>	<b>78.91 %</b>
<b>Department: 53311 - STREET</b>							
100-53311-110	SALARIES - REGULAR	37,104.00	37,104.00	1,830.11	19,554.75	17,549.25	47.30 %
100-53311-120	WAGES - REGULAR	318,568.00	318,568.00	12,742.02	140,397.81	178,170.19	55.93 %
100-53311-121	OVERTIME - REGULAR	19,500.00	19,500.00	40.42	5,214.96	14,285.04	73.26 %
100-53311-124	WAGES - PERM PT	4,056.00	4,056.00	44.25	477.88	3,578.12	88.22 %
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	693.95	2,281.79	2,788.21	54.99 %
100-53311-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-150	FICA	29,399.00	29,399.00	1,088.37	12,047.78	17,351.22	59.02 %
100-53311-151	RETIREMENT (WRS)	25,324.00	25,324.00	986.35	11,148.44	14,175.56	55.98 %
100-53311-152	HEALTH INSURANCE	117,576.00	117,576.00	9,595.11	57,570.68	60,005.32	51.04 %
100-53311-153	DENTAL INSURANCE	7,287.00	7,287.00	0.00	3,111.40	4,175.60	57.30 %
100-53311-154	LIFE INSURANCE	194.00	194.00	20.15	88.60	105.40	54.33 %
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	0.00	800.00	100.00 %
100-53311-214	FIRE CONTRACTUAL	650.00	650.00	95.00	297.86	352.14	54.18 %
100-53311-220	WATER/SEWER/STORM WATER	2,100.00	2,100.00	0.00	1,180.45	919.55	43.79 %
100-53311-221	ELECTRIC & GAS	8,662.00	8,662.00	413.15	3,491.61	5,170.39	59.69 %
100-53311-225	PHONE/INTERNET/CABLE	2,694.00	2,694.00	79.78	874.03	1,819.97	67.56 %
100-53311-230	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	83.63	166.37	66.55 %
100-53311-240	SOFTWARE MAINTENANCE CONTR	710.00	710.00	0.00	1,197.42	-487.42	-68.65 %
100-53311-241	EQUIPMENT MAINTENANCE CONT	100.00	100.00	33.00	33.00	67.00	67.00 %
100-53311-242	EQUIPMENT RENTAL	11,500.00	11,500.00	0.00	11,190.00	310.00	2.70 %
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	291.60	4,219.97	11,780.03	73.63 %
100-53311-310	OFFICE SUPPLIES	200.00	200.00	0.00	19.99	180.01	90.01 %
100-53311-311	POSTAGE	300.00	300.00	1.50	1.50	298.50	99.50 %
100-53311-312	COPY USAGE & PAPER	50.00	50.00	10.49	69.88	-19.88	-39.76 %
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	612.23	-112.23	-22.45 %
100-53311-340	OPERATING SUPPLIES	4,850.00	4,850.00	325.47	3,646.36	1,203.64	24.82 %
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	66.69	379.79	220.21	36.70 %
100-53311-350	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	49.90	119.25	1,380.75	92.05 %
100-53311-360	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	362.93	2,062.11	3,437.89	62.51 %
100-53311-361	REGULAR FUEL	20,800.00	20,800.00	479.83	3,822.55	16,977.45	81.62 %
100-53311-362	OFF ROAD FUEL	5,000.00	5,000.00	115.07	1,203.19	3,796.81	75.94 %
100-53311-363	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	32.27	740.21	11,259.79	93.83 %
100-53311-370	SALT & SAND	86,105.00	86,105.00	6,387.60	62,147.26	23,957.74	27.82 %
100-53311-371	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	0.00	343.76	2,156.24	86.25 %
100-53311-375	STREET MAINT & REPAIRS	5,000.00	5,000.00	301.25	301.25	4,698.75	93.98 %
100-53311-381	EMPLOYMENT TESTING	500.00	500.00	0.00	100.80	399.20	79.84 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-311-382	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	104.83	635.43	364.57	36.46 %
100-53311-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 53311 - STREET Total:</b>		<b>754,299.00</b>	<b>754,299.00</b>	<b>36,191.09</b>	<b>350,667.62</b>	<b>403,631.38</b>	<b>53.51 %</b>
<b>Department: 53312 - STREET SIGNS &amp; SIGNALS</b>							
100-53312-221	ELECTRIC & GAS	5,800.00	5,800.00	0.00	1,522.43	4,277.57	73.75 %
100-53312-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53312-292	ELECTRICAL CONTRACTUAL	800.00	800.00	0.00	0.00	800.00	100.00 %
100-53312-372	STREET SIGN MAINT & REPAIRS	11,000.00	11,000.00	0.00	741.16	10,258.84	93.26 %
100-53312-373	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	0.00	6,787.40	-5,287.40	-352.49 %
<b>Department: 53312 - STREET SIGNS &amp; SIGNALS Total:</b>		<b>19,100.00</b>	<b>19,100.00</b>	<b>0.00</b>	<b>9,050.99</b>	<b>10,049.01</b>	<b>52.61 %</b>
<b>Department: 53315 - STREET LIGHTS</b>							
100-53315-221	ELECTRIC & GAS	210,928.00	210,928.00	16,380.26	83,053.30	127,874.70	60.62 %
100-53315-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53315-292	ELECTRICAL CONTRACTUAL	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
100-53315-374	STREET LIGHT MAINT & REPAIRS	2,000.00	2,000.00	0.00	2,662.54	-662.54	-33.13 %
<b>Department: 53315 - STREET LIGHTS Total:</b>		<b>224,928.00</b>	<b>224,928.00</b>	<b>16,380.26</b>	<b>85,715.84</b>	<b>139,212.16</b>	<b>61.89 %</b>
<b>Department: 53440 - STORM WATER</b>							
100-53440-200	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 53440 - STORM WATER Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 54110 - ANIMAL CONTROL</b>							
100-54110-290	OTHER CONTRACTUAL SERVICES	73,691.00	73,691.00	6,140.93	30,704.65	42,986.35	58.33 %
<b>Department: 54110 - ANIMAL CONTROL Total:</b>		<b>73,691.00</b>	<b>73,691.00</b>	<b>6,140.93</b>	<b>30,704.65</b>	<b>42,986.35</b>	<b>58.33 %</b>
<b>Department: 55110 - LIBRARY</b>							
100-55110-110	SALARIES - REGULAR	27,819.00	27,819.00	1,069.36	11,485.46	16,333.54	58.71 %
100-55110-124	WAGES - PERM PT	12,480.00	12,480.00	0.00	2,835.10	9,644.90	77.28 %
100-55110-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-150	FICA	3,083.00	3,083.00	75.20	1,026.70	2,056.30	66.70 %
100-55110-151	RETIREMENT (WRS)	1,878.00	1,878.00	72.18	770.52	1,107.48	58.97 %
100-55110-152	HEALTH INSURANCE	3,225.00	3,225.00	268.78	1,612.68	1,612.32	49.99 %
100-55110-153	DENTAL INSURANCE	584.00	584.00	0.00	243.15	340.85	58.36 %
100-55110-154	LIFE INSURANCE	12.00	12.00	1.26	6.36	5.64	47.00 %
100-55110-211	BOILER CONTRACTUAL	635.00	635.00	0.00	0.00	635.00	100.00 %
100-55110-213	HVAC CONTRACTUAL	4,060.00	4,060.00	0.00	62.00	3,998.00	98.47 %
100-55110-214	FIRE CONTRACTUAL	1,249.00	1,249.00	380.00	692.41	556.59	44.56 %
100-55110-220	WATER/SEWER/STORM WATER	2,858.00	2,858.00	0.00	1,420.31	1,437.69	50.30 %
100-55110-221	ELECTRIC & GAS	24,421.00	24,421.00	0.00	6,302.24	18,118.76	74.19 %
100-55110-225	PHONE/INTERNET/CABLE	750.00	750.00	83.44	288.12	461.88	61.58 %
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	227.07	1,092.93	82.80 %
100-55110-291	TRANSCRIPTION CONTRACTUAL	75.00	75.00	0.00	0.00	75.00	100.00 %
100-55110-292	ELECTRICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-293	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-340	OPERATING SUPPLIES	3,150.00	3,150.00	453.92	843.45	2,306.55	73.22 %
100-55110-342	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	119.86	970.43	1,129.57	53.79 %
100-55110-350	BLDG & GRDS MAINT & REPAIRS	1,750.00	1,750.00	92.68	900.79	849.21	48.53 %
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	195.65	104.35	34.78 %
<b>Department: 55110 - LIBRARY Total:</b>		<b>92,499.00</b>	<b>92,499.00</b>	<b>2,616.68</b>	<b>30,482.44</b>	<b>62,016.56</b>	<b>67.05 %</b>
<b>Department: 55200 - PARKS</b>							
100-55200-110	SALARIES - REGULAR	67,744.00	67,744.00	2,593.93	28,014.44	39,729.56	58.65 %

## Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-200-120</u>	WAGES - REGULAR	83,445.00	83,445.00	3,202.72	34,407.50	49,037.50	58.77 %
<u>100-55200-121</u>	OVERTIME - REGULAR	1,000.00	1,000.00	0.00	17.89	982.11	98.21 %
<u>100-55200-124</u>	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-126</u>	WAGES - TEMP/SEAS	31,206.00	31,206.00	1,676.56	3,117.74	28,088.26	90.01 %
<u>100-55200-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-150</u>	FICA	14,029.00	14,029.00	539.48	4,692.76	9,336.24	66.55 %
<u>100-55200-151</u>	RETIREMENT (WRS)	10,778.00	10,778.00	434.48	4,310.40	6,467.60	60.01 %
<u>100-55200-152</u>	HEALTH INSURANCE	40,446.00	40,446.00	3,370.52	20,223.12	20,222.88	50.00 %
<u>100-55200-153</u>	DENTAL INSURANCE	2,232.00	2,232.00	0.00	930.10	1,301.90	58.33 %
<u>100-55200-154</u>	LIFE INSURANCE	67.00	67.00	5.88	33.93	33.07	49.36 %
<u>100-55200-214</u>	FIRE CONTRACTUAL	200.00	200.00	0.00	184.82	15.18	7.59 %
<u>100-55200-220</u>	WATER/SEWER/STORM WATER	18,364.00	18,364.00	0.00	6,863.61	11,500.39	62.62 %
<u>100-55200-221</u>	ELECTRIC & GAS	18,750.00	18,750.00	316.55	6,619.42	12,130.58	64.70 %
<u>100-55200-225</u>	PHONE/INTERNET/CABLE	4,200.00	4,200.00	291.25	1,197.31	3,002.69	71.49 %
<u>100-55200-240</u>	SOFTWARE MAINTENANCE CONTR	600.00	600.00	0.00	600.00	0.00	0.00 %
<u>100-55200-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-290</u>	OTHER CONTRACTUAL SERVICES	640.00	640.00	0.00	139.75	500.25	78.16 %
<u>100-55200-291</u>	TRANSCRIPTION CONTRACTUAL	750.00	750.00	167.31	286.52	463.48	61.80 %
<u>100-55200-292</u>	ELECTRICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-293</u>	PLUMBING CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	67.92	-67.92	0.00 %
<u>100-55200-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-320</u>	SUBSCRIPTIONS & DUES	400.00	400.00	0.00	100.00	300.00	75.00 %
<u>100-55200-321</u>	CERTIFICATIONS & LICENSES	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>100-55200-330</u>	SEMINARS, CONF & TRAVEL	600.00	600.00	0.00	0.00	600.00	100.00 %
<u>100-55200-340</u>	OPERATING SUPPLIES	11,570.00	11,570.00	1,449.46	5,215.50	6,354.50	54.92 %
<u>100-200-342</u>	CLEANING & SANITARY SUPPLIES	5,000.00	5,000.00	279.28	1,800.06	3,199.94	64.00 %
<u>100-55200-350</u>	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	808.25	2,882.40	9,117.60	75.98 %
<u>100-55200-360</u>	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	35.00	466.38	2,533.62	84.45 %
<u>100-55200-361</u>	REGULAR FUEL	6,500.00	6,500.00	271.33	1,576.69	4,923.31	75.74 %
<u>100-55200-362</u>	OFF ROAD FUEL	4,000.00	4,000.00	238.92	1,456.12	2,543.88	63.60 %
<u>100-55200-363</u>	EQUIPMENT MAINT & REPAIRS	7,500.00	7,500.00	858.15	4,269.01	3,230.99	43.08 %
<u>100-55200-371</u>	TREE & BRUSH MAINTENANCE	1,000.00	1,000.00	0.00	530.96	469.04	46.90 %
<u>100-55200-381</u>	EMPLOYMENT TESTING	75.00	75.00	0.00	7.00	68.00	90.67 %
<u>100-55200-382</u>	UNIFORMS & SAFETY ATTIRE	0.00	0.00	0.00	0.00	0.00	0.00 %
	<b>Department: 55200 - PARKS Total:</b>	<b>346,246.00</b>	<b>346,246.00</b>	<b>16,539.07</b>	<b>130,011.35</b>	<b>216,234.65</b>	<b>62.45 %</b>
	<b>Department: 55300 - RECREATION</b>						
<u>100-55300-110</u>	SALARIES - REGULAR	193,317.00	193,317.00	7,402.35	79,935.19	113,381.81	58.65 %
<u>100-55300-120</u>	WAGES - REGULAR	28,398.00	28,398.00	1,102.85	11,641.24	16,756.76	59.01 %
<u>100-55300-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-124</u>	WAGES - PERM PT	0.00	0.00	0.00	84.65	-84.65	0.00 %
<u>100-55300-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-126</u>	WAGES - TEMP/SEAS	68,483.00	68,483.00	0.00	4,769.59	63,713.41	93.04 %
<u>100-55300-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-150</u>	FICA	22,200.00	22,200.00	599.89	6,868.17	15,331.83	69.06 %
<u>100-55300-151</u>	RETIREMENT (WRS)	14,966.00	14,966.00	574.11	6,173.25	8,792.75	58.75 %
<u>100-55300-152</u>	HEALTH INSURANCE	60,605.00	60,605.00	5,050.42	30,302.53	30,302.47	50.00 %
<u>100-55300-153</u>	DENTAL INSURANCE	3,376.00	3,376.00	0.00	1,406.85	1,969.15	58.33 %
<u>100-55300-154</u>	LIFE INSURANCE	51.00	51.00	4.42	25.67	25.33	49.67 %
<u>100-55300-225</u>	PHONE/INTERNET/CABLE	3,900.00	3,900.00	48.29	1,199.56	2,700.44	69.24 %
<u>100-55300-240</u>	SOFTWARE MAINTENANCE CONTR	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-55300-241</u>	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-310</u>	OFFICE SUPPLIES	1,100.00	1,100.00	0.00	210.73	889.27	80.84 %
<u>100-55300-311</u>	POSTAGE	3,650.00	3,650.00	19.00	293.05	3,356.95	91.97 %
<u>100-55300-312</u>	COPY USAGE & PAPER	3,600.00	3,600.00	172.57	1,277.77	2,322.23	64.51 %

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<u>100-300-320</u>	SUBSCRIPTIONS & DUES	1,000.00	1,000.00	0.00	1,025.00	-25.00	-2.50 %
<u>100-55300-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55300-330</u>	SEMINARS, CONF & TRAVEL	3,000.00	3,000.00	0.00	243.41	2,756.59	91.89 %
<u>100-55300-340</u>	OPERATING SUPPLIES	31,000.00	31,000.00	793.97	10,270.04	20,729.96	66.87 %
<u>100-55300-341</u>	PRINTING & FORMS	6,325.00	6,325.00	0.00	5,029.05	1,295.95	20.49 %
<u>100-55300-381</u>	EMPLOYMENT TESTING	75.00	75.00	0.00	0.00	75.00	100.00 %
<b>Department: 55300 - RECREATION Total:</b>		<b>445,546.00</b>	<b>445,546.00</b>	<b>15,767.87</b>	<b>160,755.75</b>	<b>284,790.25</b>	<b>63.92 %</b>
<b>Department: 55420 - AQUATIC CENTER</b>							
<u>100-55420-120</u>	WAGES - REGULAR	22,289.00	22,289.00	862.08	9,173.30	13,115.70	58.84 %
<u>100-55420-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	11.92	-11.92	0.00 %
<u>100-55420-126</u>	WAGES - TEMP/SEAS	86,889.00	86,889.00	0.00	0.00	86,889.00	100.00 %
<u>100-55420-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55420-150</u>	FICA	8,352.00	8,352.00	59.52	638.46	7,713.54	92.36 %
<u>100-55420-151</u>	RETIREMENT (WRS)	1,505.00	1,505.00	58.19	620.00	885.00	58.80 %
<u>100-55420-152</u>	HEALTH INSURANCE	8,064.00	8,064.00	671.96	4,031.76	4,032.24	50.00 %
<u>100-55420-153</u>	DENTAL INSURANCE	458.00	458.00	0.00	190.70	267.30	58.36 %
<u>100-55420-154</u>	LIFE INSURANCE	6.00	6.00	0.54	3.14	2.86	47.67 %
<u>100-55420-220</u>	WATER/SEWER/STORM WATER	8,130.00	8,130.00	0.00	3,327.38	4,802.62	59.07 %
<u>100-55420-221</u>	ELECTRIC & GAS	16,750.00	16,750.00	227.68	2,272.67	14,477.33	86.43 %
<u>100-55420-225</u>	PHONE/INTERNET/CABLE	700.00	700.00	94.94	636.45	63.55	9.08 %
<u>100-55420-290</u>	OTHER CONTRACTUAL SERVICES	13,020.00	13,020.00	0.00	4,286.96	8,733.04	67.07 %
<u>100-55420-321</u>	CERTIFICATIONS & LICENSES	735.00	735.00	0.00	0.00	735.00	100.00 %
<u>100-55420-330</u>	SEMINARS, CONF & TRAVEL	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-55420-340</u>	OPERATING SUPPLIES	4,600.00	4,600.00	576.37	1,964.54	2,635.46	57.29 %
<u>100-55420-342</u>	CLEANING & SANITARY SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55420-343</u>	CONCESSIONS SUPPLIES	15,580.00	15,580.00	0.00	0.00	15,580.00	100.00 %
<u>100-55420-350</u>	BLDG & GRDS MAINT & REPAIRS	4,500.00	4,500.00	0.00	36.24	4,463.76	99.19 %
<u>100-55420-363</u>	EQUIPMENT MAINT & REPAIRS	1,200.00	1,200.00	0.00	60.00	1,140.00	95.00 %
<b>Department: 55420 - AQUATIC CENTER Total:</b>		<b>193,028.00</b>	<b>193,028.00</b>	<b>2,551.28</b>	<b>27,253.52</b>	<b>165,774.48</b>	<b>85.88 %</b>
<b>Department: 56600 - URBAN PLANNING</b>							
<u>100-56600-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-56600-320</u>	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 56600 - URBAN PLANNING Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 56610 - CITY STUDY</b>							
<u>100-56610-295</u>	CITY STUDY	37,286.00	37,286.00	0.00	0.00	37,286.00	100.00 %
<b>Department: 56610 - CITY STUDY Total:</b>		<b>37,286.00</b>	<b>37,286.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,286.00</b>	<b>100.00 %</b>
<b>Department: 56700 - ECONOMIC DEVELOPMENT</b>							
<u>100-56700-290</u>	OTHER CONTRACTUAL SERVICES	13,517.00	13,517.00	0.00	13,516.50	0.50	0.00 %
<b>Department: 56700 - ECONOMIC DEVELOPMENT Total:</b>		<b>13,517.00</b>	<b>13,517.00</b>	<b>0.00</b>	<b>13,516.50</b>	<b>0.50</b>	<b>0.00 %</b>
<b>Department: 56900 - PLANNING &amp; ZONING</b>							
<u>100-56900-110</u>	SALARIES - REGULAR	67,072.00	67,072.00	2,598.73	27,703.75	39,368.25	58.70 %
<u>100-56900-120</u>	WAGES - REGULAR	23,512.00	23,512.00	895.99	9,666.52	13,845.48	58.89 %
<u>100-56900-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-56900-124</u>	WAGES - PERM. P.T.	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-56900-126</u>	WAGES - TEMP/SEAS.	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-56900-150</u>	FICA	6,968.00	6,968.00	234.23	2,541.03	4,426.97	63.53 %
<u>100-56900-151</u>	RETIREMENT (WRS)	6,114.00	6,114.00	235.89	2,522.52	3,591.48	58.74 %
<u>100-56900-152</u>	HEALTH INSURANCE	26,296.00	26,296.00	2,430.72	13,656.66	12,639.34	48.07 %
<u>100-56900-153</u>	DENTAL INSURANCE	1,355.00	1,355.00	0.00	603.25	751.75	55.48 %
<u>100-56900-154</u>	LIFE INSURANCE	18.00	18.00	1.47	7.97	10.03	55.72 %
<u>100-56900-225</u>	PHONE/INTERNET/CABLE	600.00	600.00	0.00	313.46	286.54	47.76 %
<u>100-56900-240</u>	SOFTWARE MAINTENANCE CONTR	400.00	400.00	0.00	400.00	0.00	0.00 %
<u>100-56900-241</u>	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-56900-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-56900-291</u>	TRANSCRIPTION CONTRACTUAL	3,000.00	3,000.00	146.51	364.91	2,635.09	87.84 %
<u>100-5900-310</u>	OFFICE SUPPLIES	850.00	850.00	0.00	117.99	732.01	86.12 %
<u>100-56900-311</u>	POSTAGE	1,000.00	1,000.00	118.40	368.75	631.25	63.13 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1L 900-312 COPY USAGE & PAPER	2,745.00	2,745.00	193.46	1,239.86	1,505.14	54.83 %
100-56900-320 SUBSCRIPTIONS & DUES	847.00	847.00	0.00	524.00	323.00	38.13 %
100-56900-322 LEGAL NOTICES	3,600.00	3,600.00	500.13	1,103.03	2,496.97	69.36 %
100-56900-324 RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-330 SEMINARS, CONF & TRAVEL	2,800.00	2,800.00	125.00	739.00	2,061.00	73.61 %
100-56900-340 OPERATING SUPPLIES	700.00	700.00	33.98	579.47	120.53	17.22 %
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	18.68	72.00	528.00	88.00 %
<b>Department: 56900 - PLANNING &amp; ZONING Total:</b>	<b>149,277.00</b>	<b>149,277.00</b>	<b>7,533.19</b>	<b>62,524.17</b>	<b>86,752.83</b>	<b>58.12 %</b>
<b>Department: 59200 - TRANSFERS</b>						
100-59200-590 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 59200 - TRANSFERS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>	<b>10,183,948.00</b>	<b>10,183,948.00</b>	<b>414,020.81</b>	<b>4,038,624.93</b>	<b>6,145,323.07</b>	<b>60.34 %</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-405,929.08</b>	<b>3,651,344.56</b>	<b>3,651,344.56</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-405,929.08</b>	<b>3,651,344.56</b>	<b>3,651,344.56</b>	<b>0.00 %</b>



#F-6

**RESOLUTION NO. 30-2020**

**ONALASKA IS ESSENTIAL  
SUPPORT OF FAIR, DIRECT FEDERAL EMERGENCY SUPPORT TO REOPEN AND REBUILD  
LOCAL AMERICAN ECONOMIES**

**WHEREAS**, America's cities, towns, and villages face unprecedented threats due to the ongoing COVID-19 pandemic emergency; and

**WHEREAS**, municipalities are essential to America's economic recovery and without funding support for local governments, municipalities may go from being a critical part of the economic solution, to becoming a major obstacle to long-term stabilization and recovery; and

**WHEREAS**, America's cities, towns, and villages will experience budgetary shortfalls of up to \$134 billion in fiscal year 2020 alone, and the negative effects of the pandemic emergency on local communities will continue long after this year; and

**WHEREAS**, three million critical municipal worker jobs are at risk, threatening cuts to basic community services, including 9-1-1 response, sanitation, and maintenance; and

**WHEREAS**, communities have taken extraordinary measures to protect health, safety, and the continuation of essential services throughout the emergency; and

**WHEREAS**, the City of Onalaska has expended unanticipated and unbudgeted funds for health and safety-related emergency procurement of provisions, unbudgeted unemployment compensation payments, and has incurred extraordinary, unbudgeted election-related and postage costs;

**WHEREAS**, the City of Onalaska has suffered significant budget revenue shortfalls due to cancellation of programs, closure of our Omni Center, reduced municipal citations and forfeitures, and reduced room tax tourism revenue;

**WHEREAS**, America's rural communities, small cities and small towns are struggling just as much as big cities and risk being left behind or wiped out entirely.

**WHEREAS**, the City of Onalaska Finance Department in connection with the City Administrator and Department Heads are tracking these expenses for reimbursement from the Routes to Recovery grant program.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Onalaska calls on Congress to allocate fair and direct federal support to all of America's communities, regardless of population size; and



**BE IT FURTHER RESOLVED** that this funding must be flexible and address not only the additional expenses incurred by communities to respond to the pandemic emergency, but also the dramatic budgetary shortfalls resulting from pauses in commerce, tourism, other economic engines; and

**BE IT FURTHER RESOLVED** that local governments will ensure federal funds are immediately used to rebuild and reopen the national economy; and

**BE IT FURTHER RESOLVED** that funding will keep middle class workers employed and critical services operating; and

**BE IT FURTHER RESOLVED** that the City of Onalaska has been part of the emergency response and now calls on Congress to build a united national partnership for a safe, healthy, prosperous life; and

**BE IT FURTHER RESOLVED** that the Common Council directs that this Resolution be forwarded to United States Senator Tammy Baldwin and United States Senator Ron Johnson, Congressman Ron Kind, State Legislators and the League.

**CITY OF ONALASKA**

**BY:** \_\_\_\_\_  
Kim Smith, Mayor

\_\_\_\_\_  
Joann Marcon, City Clerk

Passed:  
Approved:  
Published:



#F-7

## RESOLUTION NO. 31-2020

### A RESOLUTION FOR THE AUTHORIZATION OF EXPENSE REIMBURSEMENT SUBMITTAL FOR ROUTES TO RECOVERY GRANT

**WHEREAS**, a novel strain of the coronavirus, named COVID-19 has spread throughout numerous countries including the United States; and

**WHEREAS**, the World Health Organization, United States Department of Health and Human Services, State of Wisconsin and City of Onalaska has declared a Public Health Emergency; and

**WHEREAS**, in an effort to combat the pandemic known as COVID-19 government is experiencing significant and unbudgeted expenditures; and

**WHEREAS**, the State of Wisconsin launched the "Routes to Recovery: Local Government Aid Grants" program, a Two Hundred Million Dollar (\$200,000,000.00) effort funded by the federal CARES Act's Coronavirus Relief Fund aimed at helping local government address these unbudgeted expenditures and support local effort to combat COVID-19; and

**WHEREAS**, the City of Onalaska was allocated Three Hundred and Eight Thousand Dollars (\$308,698.00) in Routes to Recovery Grants for the purposes of:

1. Emergency operations activities, including those related to public health, emergency services and public safety responses;
2. Purchases of personal protective equipment;
3. Cleaning/sanitizing supplies and services, including those related to elections administration;
4. Temporary isolation housing for infected or at-risk individuals;
5. Testing and contact tracing costs above those covered by existing State programs;
6. FMLA and sick leave for public health and safety employees to take COVID-19 precautions;
7. Meeting local math requirements for expenses submitted for reimbursement by FEMA;

**WHEREAS**, these funds may only be used to cover costs that are a) necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019; b) where not accounted for in the budget most recently approved as of March 27, 2020; and c) were incurred during the period that begins March 1, 2020 and ends on December 30, 2020; and

**WHEREAS**, the City of Onalaska has incurred and continues to incur a significant number of expenses related to the combat of COVID 19 including but not limited to sanitizing equipment, MRSA lights, enhancing telework, remote and lower touch opportunities through the purchase of additional equipment including but not limited to laptops and personal electronic devices, conferencing hardware and software; upgrades to the phone system, personal protective equipment and other similar types of purchases; and



**WHEREAS**, the City of Onalaska finds these purchases reasonably necessary to continue to safeguard the health and wellbeing of City of Onalaska employees and residents and combat COVID 10 in the City of Onalaska; and

**WHEREAS**, the City of Onalaska Finance Department in connection with the City Administrator and Department Heads are tracking these expenses for reimbursement from the Routes to Recovery grant program.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Onalaska hereby determines that these expenses are reasonably necessary to continue to safeguard the health and wellbeing of City of Onalaska employees and residents and combat COVID 10 in the City of Onalaska and hereby authorizes the Finance Director to work with the City Administrator and Department Heads in the expenditure, tracking and submittal of these funds on or before the program deadlines.

**BE IT FURTHER RESOLVED** that the City Administrator in consultation with the Finance Director shall provide an update on the expenditure and reimbursement of these funds as part of the Administrator's report at the Common Council meetings during the program reimbursement period.

**CITY OF ONALASKA**

**BY:** \_\_\_\_\_  
Kim Smith, Mayor

\_\_\_\_\_  
Joann Marcon, City Clerk

Passed:  
Approved:  
Published:

**School/Police Liaison Officer Agreement  
City of Onalaska and School District of Onalaska  
2020/2021**

By virtue of this agreement, City of Onalaska agrees to provide one (1) Police Officer to the School District of Onalaska for use as the Police Liaison Officer for the 2020-2021 school year. The Officer shall serve for one hundred and eighty (180) days during the school fiscal year (July 1 to June 30).

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

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

**I. Supervision**

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

**II. Reporting Time**

This assignment may be modified by mutual consent by both the School District and the City. The Officer shall work an eight (8) hour shift generally aligned with the school day. The Officer shall work 180 days as the SRO at the School District of Onalaska to include scheduled days of student attendance and additional hours as mutually agreed upon. The Officer shall be allowed to attend any training required by the Onalaska Police Department.

**III. Overtime**

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

#### IV. Term

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

#### V. Notification

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

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

With a copy to:  
Onalaska Police Chief  
415 Main St.  
Onalaska, WI 54650

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

#### VI. Costs

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

Wages

FICA

Wisconsin Retirement

Health Insurance

Dental Insurance

Income Continuation Insurance

Workers Compensation

All appropriate, non-personal Monthly Cellular Phone Charges during School Year

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

## VII. Reimbursement

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

## VIII. Equipment

The City of Onalaska shall furnish necessary police equipment to the Police Liaison Officer including, but not limited to, vehicle, communications equipment and any other required equipment.

## IX. Indemnification

Each party shall be solely responsible and liable for the act(s) and omission(s) of its own entity, officers, employees, officials, agents, representatives and members. Each party shall and hereby does hold harmless, defend and indemnify each other including its officers, agents and employees against all claims, demands, actions and suits (including all attorneys' fees and cost) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.

The School District of Onalaska and the City of Onalaska and Onalaska Police Department mutually covenant and agree that neither party will insure the actions of the other, and each party will assume its own responsibility in connection with any claims made by a third party against the City of Onalaska and Onalaska Police Department and/or the School District of Onalaska subject to the provisions of paragraph one above.

## X. Insurance

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

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

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

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

\_\_\_\_\_  
Mayor

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

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

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

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

**SCHOOL DISTRICT OF ONALASKA**

**ONALASKA, WI 54650**

**ROLE DESCRIPTION**

**TITLE:** School/Police Liaison Officer

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

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

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

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

**TERMS OF EMPLOYMENT:** This assignment may be modified by mutual consent by both the School District and the City. The Officer shall work an eight (8) hour shift generally aligned with the school day. The Officer shall work 180 days as the SRO at the School District of Onalaska to include scheduled days of student attendance and additional hours as mutually agreed upon. The Officer shall be allowed to attend any training required by the Onalaska Police Department.

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

APPENDIX I

**POLICE/SCHOOL RESOURCE OFFICER PROGRAM COSTS  
2020/2021 SCHOOL YEAR**

**Fall 2020 (4 months)**

**Spring 2021 (5 months)**

**Hourly rate:**

Wage	\$28.44
Longevity 0%	\$0.00
Retirement 11.82%	\$3.36
FICA 7.65%	\$2.18
Health/Dental/Life	\$9.73
Workers Comp 2.85%	\$0.86

**Hourly rate:**

Wage **	\$29.95
Longevity 0%	\$0.00
Retirement 11.82%	\$3.54
FICA 7.65%	\$2.29
Health/Dental/Life *	\$10.22
Workers Comp 2.85%	\$0.85

**Total hourly rate:**

\$44.57

**Total hourly rate:**

\$46.86

**# of Hours**

649.20

**# of Hours**

811.50

**Total Cost**

\$28,934.84

**Total Cost**

\$38,026.89

**School Share (50%)**

\$14,467.42

**School Share (50%)**

\$19,013.45

School Share -- Fall 2020

\$14,467.42

Act# 100-00000-47320

School Share -- Spring 2021

\$19,013.45

**Total School District Cost for 2020/2021 School Year:**

**\$33,480.87**

\*1/1/21 estimated 5% increase

\*\* 1/1/20 2.25% wage increase

New Officer in 2019



11208 JOHN GALT BLVD  
 OMAHA, NE 68137-2364  
 (402) 593-0101

# Sales Order Agreement

Customer P.O. #: \_\_\_\_\_

1st Election Date: August 11, 2020

Estimated Delivery Date: Equipment is On-Site

Phone Number: (608) 781-9530

Fax Number: (608) 781-9534

Customer Contact, Title: Carl Burmaster - City Clerk

Customer Name: City of Onalaska, Wisconsin

Type of Sale:  NEW  
 Type of Equip:  NEW  REFURBISHED

**Bill To:**  
 \_\_\_\_\_  
City of Onalaska, Wisconsin  
 \_\_\_\_\_  
Carl Burmaster - City Clerk  
 \_\_\_\_\_  
415 Main Street  
 \_\_\_\_\_  
Onalaska, WI 54650

**Ship To:**  
 \_\_\_\_\_  
City of Onalaska, Wisconsin  
 \_\_\_\_\_  
Carl Burmaster - City Clerk  
 \_\_\_\_\_  
415 Main Street  
 \_\_\_\_\_  
Onalaska, WI 54650

Item	Description	Qty	Price	Total
1	DS200 (Refurbished) Model DS200 Scanner with Internal Backup Battery, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll, and One (1) Standard 4GB Memory Device	3	\$5,750.00	\$17,250.00
2	Rental Credit Credit from previous rental fees paid	1	(\$4,830.00)	(\$4,830.00)
3	Shipping Shipping & Handling	1		Equipment is On-Site
<b>Order Total</b>				<b>\$ 12,420.00</b>

Freight Billable: yes  no

\_\_\_\_\_  
 Mike Hoverstan  
 Regional Sales Manager

\_\_\_\_\_  
 Customer Signature Date

\_\_\_\_\_  
 V.P. of Finance Date

\_\_\_\_\_  
 Title

<b>Payment Terms</b>	100% of Order Total due Thirty (30) Calendar Days after the later of (a) Equipment Delivery, or (b) Receipt of Corresponding ES&S Invoice.  Invoices are due net 30 from invoice date.  Note 1: Any applicable state and local taxes are not included, and are the responsibility of the Customer.  Note 2: In no event shall Customer's payment obligations hereunder, or the due dates for such payments, be contingent or conditional upon Customer's receipt of federal and/or state funds.
<b>Warranty Period (Years):</b>	One (1) Year From Equipment Delivery
<b>Hardware Maintenance and Software License, Maintenance and Support Services (Post-Warranty Period)</b> The terms, conditions, and pricing for the Hardware Maintenance and Software License, Maintenance and Support Services (Post-Warranty Period) are set forth in Exhibit A attached hereto.	

SEE GENERAL TERMS AND CONDITIONS

# ElectionSource

4615 Danvers Drive S.E. Grand Rapids, MI 49512 Phone: (616) 464-2283 Fax:		Quote #:
<b>City of Onalaska</b> 415 Main St Onalaska, WI 54650	Phone: Fax: Email:   cburmaster@onalaskawi.gov <b>PO #</b>	Date: 6/26/2020 Rep.: James McIntosh jmcintosh@electionsource.com

Qty	Item #	Name	Price	Total
18	VB-B100	Boolee Single Station Voting Booth	\$165.00	\$2,970.00
			Sub Total	\$2,970.00
			Shipping & Handling	\$158.35
			Taxes           0.000%	\$ .00
			<b>TOTAL</b>	<b>\$3,128.35</b>

Comments:	Office Use Only:
-----------	------------------

*Thank you for your business.*

By signing you accept the terms of this quote

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

This quote is valid for 90 days. Shipping & Handling prices are estimated are subject to change. Unless otherwise quoted freight is FOB Grand Rapids, MI. Taxes may also be additional dependent upon your state laws.



# Free Voting Booths

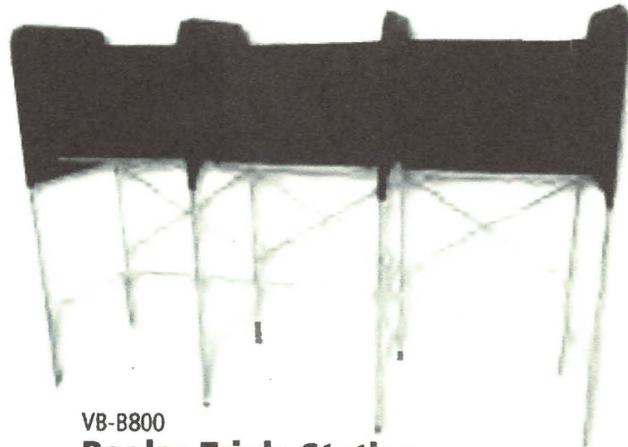
## Boolee Voting Booths



### VB-B200 Boolee Double Station Side by Side Voting Booth

60"H x 24"D x 55"W. Each of the two tables is 18" x 25½". Each table is 39½" high. Folded width is 5½". Weight is 20 lbs.

**\$290.00**



### VB-B800 Boolee Triple Station Voting Booth

Boolee Triple Station Side by Side Twin Voting Booth. 60"H x 24"D x 82"W. Each of the three tables is 18" x 25½". Each table is 39½" high. Folded width is 7½". Weight is 30 lbs.

**\$410.00**

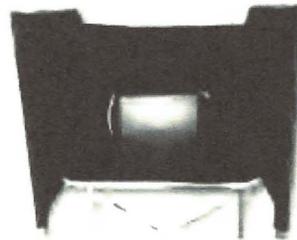
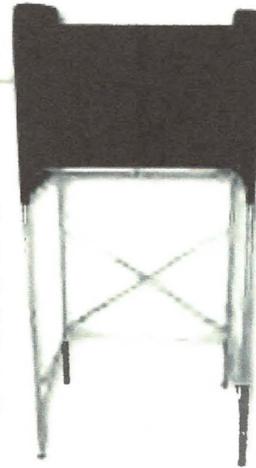


VB-B100

### Boolee Single Station Voting Booth

60"H x 24"W x 28"D. Table size is 18"D x 25½"W. Each table is 39½" high. Folded width is 3". Weight: 11 lbs.

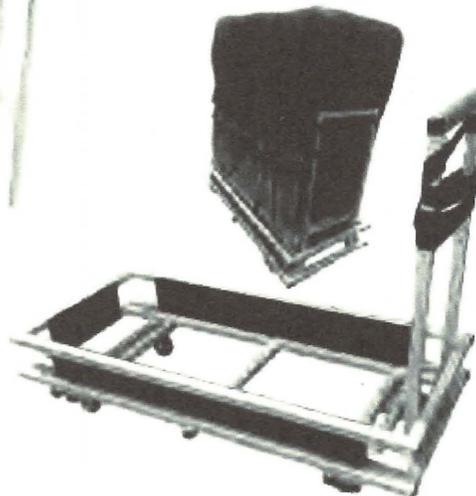
**\$165.00**



### VB-BOOLEELIGHT Boolee Light Includes LED light bulb. **\$27.50**



### VB-B300-ADA Boolee ADA Voting Station 60"H x 24"W x 32"D. Table size is 18"D x 29"W x 32½"H. **\$175.00**



### VB-Boolee Cart Boolee Storage Cart

This heavy duty aluminum storage cart has 4" locking casters and ratchet strap to hold the booths in place. Holds up to 20 Single stations (15 Double or 10 Triple Booths) 28" W x 61" L x 48" H  
**\$550.00**



MEMORANDUM

PUBLIC WORKS DEPARTMENT

TO: Finance and Personnel Committee

FROM: Jarrod Holter, City Engineer/Director of Public Works *JH*

DATE: June 29, 2020

CC:

RE: Phone system replacement

During the 2020 budgeting process a hosted off-site phone system was included to replace the existing phone system, installed with the original City Hall building construction. At the time of preparing the 2020 budget, the City servers were not capable of running a new phone system. With the recent upgrades and modifications to the City computer server's installation of a new phone system on the City servers has become an option.

City staff and the City IT consultant have reviewed both options and have recommended the purchase of a new phone system that will be installed on a City server. The phone system will have higher front-end costs but the yearly maintenance costs will be less. The attached budget detail sheet shows a non-budgeted amount of \$39,877.05 needed for the 2020 purchase but the majority of this can be funded through savings in the 2020 equipment replacement budget.

The newer phone system will have the following additional features / abilities:

- Direct extension receive & dial calls
- Easy access to VoiceMail system
- Full call-tree directory on your computer
- Make calls from system while off-site but calls appear that you're at the office.
- Easy Multi-person tele-conferencing.

These additional features will make the phone system more efficient for staff use both at City facilities and remotely. A quote for the phone system replacement is attached, it is anticipated a second quote for the phone system and paging equipment will be secured prior to the meeting. If you have any questions please contact me.

# 2020 phone system replacement

6/29/2020

## Project Costs

phone system equipment	\$79,125.05
paging system equipment	\$4,500.00
installation/configuration - MCS Networks	\$13,500.00
<b>Total</b>	<b>\$97,125.05</b>

## Funding Sources

2020 Operating budget - hosted yearly cost	\$37,248.00
2020 Equipment replacement budget - phone hardware	\$20,000.00
	<b>\$57,248.00</b>

Project cost \$97,125.05  
Less 2020 budgete \$57,248.00

**Non budgeted**  
**funding needed** **\$39,877.05**

— Potential COVID-19 reimbursable expense

Note: Propose using \$37,075 currently available in equipment replacement buget (Fund #207)  
Propose using \$2,802 from 2020 IT general operating budget - software maintenance contractual

## ***Mitel Phone System Replacement Project***

**Prepared for: City of Onalaska  
6/23/2020**

CONFIDENTIAL

# Proposal: replace current Mitel 3300 system with Mitel CONNECT System

## Details:

- Quote is for 170 - Mitel MiVoice 6920 IP Phones



- Switches to provide telephony services at:
  - City Hall (All departments)
  - Public Works Facility
  - Omni Center

## Costs: **\$97,125.05 (Total)**

- **Phone System Equipment = ~\$79,125.05**
- **Paging System Equipment = ~\$4,500.00**
- **Installation / Configuration = \$13,500.00**

## Purchase Notes:

- The phone system core equipment charge can be put into a lease to own so the expense appears as a capital operating expense vs. capital purchase.
- The phone system core equipment estimate is a top-end estimate. Our original estimate was for 150 phones not 170. Any phones not used will either be spares or returned which will lower the overall cost.
- Paging system equipment costs are for wiring, paging amps, speakers, etc.
- Pricing on phone equipment could change slightly if certain users what a different phone revision or if the need arises for cordless headsets etc.
- System does account for us possibly building new muni-fiber optic network to incorporate additional sites at Rowe Park, Library, Aquatic Center etc. These sites can easily be added to that system without additional large expenses.

## Installation / Configuration Notes:

- MCS Networks Inc. would work with on-site IT Department group to coordinate installation of hardware and software throughout each site.
- Building configuration and prepping system for installation will take approximately 3 weeks.
- Installation of phone system will take place on a weekend starting on a Friday evening.

## Holter, Jarrod

---

**From:** Michael Howe - MCS Networks Inc. <mike@mcsnetworks.com>  
**Sent:** Tuesday, June 30, 2020 3:35 PM  
**To:** Holter, Jarrod; IT Dept  
**Subject:** Re[2]: Mitel CONNECT Quote

Jarrold,

I received my 2nd quote back for the Mitel System.

The first quote came from CPI Telecom out of DesMoines IA.  
The second quote came from AGC Networks out of Maple Grove MN

CPI == ~\$79,125.05  
AGC == ~\$83,791.83

Comparing apples to apples for the major pieces of the quote, AGC is around 6% higher than CPI.

-Mike-

**Michael Howe**  
Owner & Network Engineer

**MCS Networks Inc.**

306 N Holmen Drive  
Holmen, WI 54636  
608.526.2379 ext. 201  
<http://www.mcsnetworks.com>

---

From: Holter, Jarrod ([jholter@onalaskawi.gov](mailto:jholter@onalaskawi.gov))  
Date: 06/25/20 10:12 am  
To: Michael Howe - MCS Networks Inc. ([mike@mcsnetworks.com](mailto:mike@mcsnetworks.com)), IT Dept ([ITDept@onalaskawi.gov](mailto:ITDept@onalaskawi.gov))  
Subject: RE: Mitel CONNECT Quote

Mike,

It looks like this will move forward with taking this to the July 8, 2020 Finance and Personnel meeting for possible approval. Can you work on securing a second quote for the phone system equipment and paging system equipment? The agenda will go out on Wednesday July 1, 2020, if I do not have the second quote for these items the agenda will go out and I will have to forward the second quote to the committee members prior to the meeting and hand out at the meeting.

Let me know what you think of a timeline on securing the second quote once you have started work on it.

As always appreciate the assistance,

Thank You,

C. Jarrod Holter, P.E.

City Engineer, Director of Public Works

City of Onalaska

(608)781-9537

[jholter@onalaskawi.gov](mailto:jholter@onalaskawi.gov)

**From:** Michael Howe - MCS Networks Inc. <[mike@mcsnetworks.com](mailto:mike@mcsnetworks.com)>

**Sent:** Tuesday, June 23, 2020 4:56 PM

**To:** IT Dept <[ITDept@onalaskawi.gov](mailto:ITDept@onalaskawi.gov)>

**Subject:** Mitel CONNECT Quote

Guys,

Finally got all of our pricing and ducts in a row so that I can present to you the final quote for replacing that Mitel 3300 system within City of Onalaska. Have a look at the attached document, feel free to hit me up with questions.

Thanks,

-Mike-

**Michael Howe**

Owner & Network Engineer

**MCS Networks Inc.**

306 N Holmen Drive  
Holmen, WI 54636  
608.526.2379 ext. 201

<http://www.mcsnetworks.com>

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MEMORANDUM

PUBLIC WORKS DEPARTMENT

TO: Finance and Personnel Committee

FROM: Jarrod Holter, City Engineer/Director of Public Works *JH*

DATE: June 25, 2020

CC:

RE: IT contractual services

With the recent departure of the IT Computer Support Specialist I am proposing the use of MCS Networks, Inc. to perform a higher-level of technical support for the approximately 160 computers used throughout the City. This would upgrade the current City contract with MCS Networks from Silver level support to the Gold level support; including support as needed and unlimited 24/7/365. I am proposing to have this support level until the end of 2020, with Information Technology contractual services for 2021 brought forward for review in the fall of 2020. The budgeted funds for the Computer Support Specialist will be used to fund these contractual services. I have attached a quote from MCS Networks for these services and I will be available for questions.



***Silver to Gold Support Proposal***

**Prepared for: City of Onalaska  
6/23/2020**

## Proposal: Upgrade from Silver to Gold Support

### Details:

- Approximately 160 Computers covered.
- Service Desk tickets for employees would still originate within FMX but the true technical support tickets would be pushed upstream by MCS personnel on a case by case basis.

### Costs:

- **June 1<sup>st</sup> 2020 to Dec 31<sup>st</sup> 2020 = \$11,143.41**

### Added benefits of Gold Support:

- Unlimited Support provided 24/7/365, time is not invoiced based on hourly usage.
- Non-urgent technical support requests are handled after hours as to not interrupt the user in the case of a software update, application changes, program debugging etc.
- Technical support requests can be sent in via FMX, MCS Service Desk, emailing [techteam@mcsnetworks.com](mailto:techteam@mcsnetworks.com) or by calling our office.

### Include / Excluded:

- Included:
  - Generic technical support requests for issues such as Windows, Outlook, Excel, Zoom etc.
  - Software deployments such as updates to applications, new applications such as Zoom, City Law etc.
  - Remote Access issues & setups
  - Telephone system software questions & changes.
- Excluded:
  - Approvals for all equipment and software purchases remain with internal I.T. Dept. group.
  - Granting access to COO resources such as:
    - DVR's
    - TimeClock Plus
    - Door Fob / Key access
    - Group Calendars
    - Specific above and beyond normal file / folder permissions
  - User Training for applications.
  - Initial User setup/creation (MCS may assist if needed, per Nils' request).
  - Cellphone deployment or configurations (exception being email support).

City of Onalaska Parks and Recreation  
Automatic Flush valves and Faucets  
June 30th 2020

Toilet Flush Valves

Vendor	0.5 GPF		1.0 GPF		1.28 GPF		1.6 GPF		Flush Valve Grand Total
	Flush Valve	(10) Flush Valves	Flush Valve	(14) Flush Valves	Flush Valve	(20) Flush Valves	Flush Valve	(35) Flush Valves	
Ferguson	\$202.52	\$2,025.20	\$202.52	\$2,835.28	\$202.52	\$4,050.40	\$202.52	\$7,088.20	\$15,999.08
Grainger	\$236.07	\$2,360.70	\$236.07	\$3,304.98	\$236.07	\$4,721.40	\$236.07	\$8,262.45	\$18,649.53

Automatic Faucets

Vendor	Per Faucet	(54) Faucets
Ferguson	\$332.47	\$17,953.38
Ferguson	\$288.43	\$15,575.22
Grainger	\$353.62	\$19,095.48

Total Cost	
Ferguson	\$33,952.46

The .5 and 1.0 are urinal valves, 1.28 and 1.6 are stool valves.

Ferguson also added a less expensive faucet also the top and bottom faucets are the same American Standard faucet.



## CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650 • (608) 781-9530 • fax (608) 781-9504 • www.cityofonalaska.com

To: Common Council

From: Hope Burchell, PHR, SHRM-CP  
HR Director

Date: June 30, 2020

RE: Update on Recruitment and Open Positions within the City of Onalaska

**Assistant Fire Chief** – With the promotion of the Assistant Fire Chief Troy Gudie to Fire Chief we are now in the process of recruiting for a new Assistant Fire Chief. The Police and Fire Commission (PFC) will be meeting on July 13 to discuss the timeline for the position. Advertising will be completed through various methods such as: International and Regional Chief’s Association’s, League of Municipalities, and other various online advertising.

**City Clerk** – This position was filled with by the Deputy City Clerk JoAnn Marcon who will take over the position on July 6th. Cari’s last day of work with the City will be July 10<sup>th</sup>. I would like to thank Cari for her 19 years of dedication as a department head to the City. Please join us for a small celebratory luncheon to thank our retirees for all they’ve done for the City on July 10<sup>th</sup> from 11-1. Thank you for your contributions to the City.

**Deputy City Clerk** - The Deputy City Clerk position was posted both internally and externally. Interviews were held on June 25<sup>th</sup> and the Deputy City Clerk position was awarded to internal candidate Stacy Wilk who will take over the position on July 13th.

**Police Department Openings** – Currently a contingent offer has been made to a recruit police candidate pending passing the background, physical and psychological exam. We are hoping they will be able to start in August. This does not include the three additional positions that were approved to fill in 2020.

**Fire Department Openings** – Currently we are down two firefighters. The PFC completed interviews last week and in coordination with Acting Chief Gudie made selections for the candidates. We have made conditional offers to the top two applicants and the remaining seven (7) have been placed on an eligibility list. This does not include the three additional positions that were approved to fill in 2020.

**Administrative Assistant/Paralegal** – This position has been held until budgets can be reviewed.

**Office Clerical Support – Finance** – This position has been filled and the Amanda Robbert will be starting on July 6<sup>th</sup>. With Stacy Wilk getting the Deputy City Clerk this leaves another opening for Office Clerical Support Finance. This position has been held until budgets can be reviewed.

**Building Inspector** – Calvin’s last day working in the office will be July 10th. I would like to thank him for his 28 years of service with the City of Onalaska. We will be celebrating Calvin and Cindy’s retirement from the City on July 10<sup>th</sup> in the fire department bay from 11-1. Thank you again for all your contributions to the City.

**Computer Support Specialist** – MCS will be handling the additional workload until the budgets can be reviewed.

#P-15

# CITY OF ONALASKA

Human Resources Annual Report - 2019



# Table of Contents

<b>Introduction.....</b>	<b>3</b>
<b>Recruitment.....</b>	<b>5</b>
<b>Compensation.....</b>	<b>7</b>
<b>Benefits.....</b>	<b>8</b>
<b>Workers Compensation.....</b>	<b>9</b>
<b>Employee/Labor Relations.....</b>	<b>10</b>

**HUMAN RESOURCES ANNUAL REPORT 2019**

# INTRODUCTION

The City of Onalaska Human Resource department would like to introduce it's seventh Annual Report. This will give an overview of the Human Resource activities for the year 2019.

The Human Resources department is responsible for: recruitment, compensation administration, benefits, safety, training and development, workers compensation, orientation, employee and labor relations.

It was a very busy year for the Human Resource Department. Our biggest project was the research, vetting and continued implementation of a new electronic time keeping system for payroll. Time Clock Plus will be assisting in improving the efficiencies and accuracy of our payroll process as well as integrating directly into our existing Tyler payroll system.

We continued the year with the hiring of an in-house City Attorney and Administrative Assistant/Paralegal and the recruitment and hiring of the Police Chief and getting the Fire Department up to full staffing.

The Omni Center did some reorganizing to break up the Building Coordinator position into two positions: the Sales Manager and Event Coordinator with recruiting and hiring for those positions. The IT Department was also reorganized and we were able to fill two of the three positions with two of our existing qualified employees.

# INTRODUCTION CONTINUED

Several policy updates were done including Electronic Communication, Email System, and Mobile Phone Usage policies as well as the Ethical Standards, FLSA and Lexipol policies. Job descriptions were updated and created for Part-Time Fire Fighter/EMT, and individual descriptions for Part-Time Fire Fighter and Part-Time EMT. We were then able to hire several individuals to fill those part time positions.

2019 brought on expiring contracts for SORD, OPPA and IAFF. Negotiations were able to settled both OPPA and SORD contracts. IAFF contract negotiations continue to go on into 2020.

While reviewing the Human Resources Annual Report, please feel free to call me at (608) 781-9530, email me at [hburchell@onalaskawi.gov](mailto:hburchell@onalaskawi.gov) or visit me at City Hall.

## HUMAN RESOURCES MISSION STATEMENT

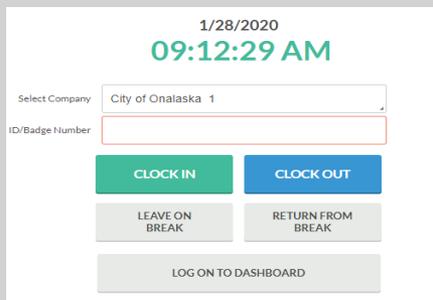
To provide quality service in all personnel operations with integrity, responsiveness, and sensitivity to the employees of the City of Onalaska.

# ELECTRONIC TIME KEEPING

In 2018 we started the process of finding an electronic time keeping system to make our payroll process more efficient. Late September, early October, several Department Heads and Supervisors participated in six webinars to see what companies had to offer. We had presentations from Aladtec, Executime (Tyler Technologies Product), Timeclock Plus, Kronos, Acumen Data Services and When I Work. All involved were in agreement to have Executime and Timeclock Plus provided in-depth presentations for our departments.

The first part of December, we had both companies come on-site for full day presentations of their product and answer a variety of questions. In the end we decided to continue with Timeclock Plus.

Since March of 2019 we have had numerous web meetings with Timeclock Plus to load our employee data, agency and contractual rules and policy information, accruals and user setup. We are still in the testing phases of this product, but plan on going live very soon.



1/28/2020  
09:12:29 AM

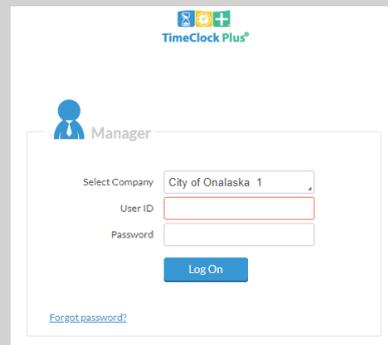
Select Company: City of Onalaska 1

ID/Badge Number:

**CLOCK IN** **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD



TimeClock Plus

Manager

Select Company: City of Onalaska 1

User ID:

Password:

Log On

[Forgot password?](#)



# RECRUITMENT

As part of the recruitment process, the Human Resources department assists applicants, employees and supervisors with the different phases of the recruitment process. HR administers the recruitment process (NEOGOV), and oversees interviewing, testing, background checks, and the selection and evaluation of candidates.

**Total Number of Employees 2019**

Employee Type	# of Employees
Full Time	101
Permanent Part-Time	16
Part-Time Firefighters	16
Seasonal Employees	253
<b>Total</b>	<b>386</b>

**Employees by Years of Service 2019**

Years of Service	Total
30+	5
25-29	6
20-24	16
15-19	12
10-14	9
5-9	17
<5	36

**Total City of Onalaska Turnover by Employee Type for 2019**

Employee Type	Per Year %	Employees Termed
Full Time*	12.9%	13
Permanent Part-Time	75%	12
Part-Time Firefighters	43.8%	7
<b>Total</b>	<b>24.1%</b>	<b>32</b>
Seasonal	45.9%	177

2019 national turnover average is 3.9%.

Based on Bureau of Labor Statistics reports.

\*Note 2019 Turnover includes: Retirements, Asked to Resign & a clean up of the Tyler Payroll system with non returning Seasonal employees.

# RECRUITMENT CONTINUED

The Human Resources department recruitment process involves many factors: application review, interviews, background checks, contingent offers, employment paperwork, orientation, benefits, payroll, state new hire reporting, and creating the employment file.

In 2019:

- Human Resources received and processed **514** employment applications
- **31** employment positions were posted
- **115** candidates were hired
  - **14** Full Time Hires
  - **5** Permanent Part Time Hires
  - **11** Part-Time Firefighters/EMTs
  - **3** New Council Members
  - **82** Seasonal Hires
- The average cost of recruitment for a permanent employee search was **\$ 1,125.08**.

# COMPENSATION

The City of Onalaska department heads and supervisors conducted annual performance appraisals to all full time and permanent part time staff members. Those employees were eligible for step increases for 2019.

- 97 Employee evaluations were received and reviewed
- 57 Non-represented employees received step increases based on positive performance
- 5 Represented employees received step increases based on union contracts
- 3 Represented employees received a longevity increase based on union contracts
- 2 Employees were placed on a performance work plan(s)

# BENEFITS

Human Resources attended seminars and webinars to keep informed of the current trends in benefits and compliance. Human Resources regularly receives phone calls, emails, and walk ins from employees requesting assistance with benefits-related issues. Here are some examples of 2019 activity:

- Processed 63 health insurance additions, changes, and deletions
- Processed 55 dental insurance additions, changes, and deletions
- Processed 22 Family Medical Leave Act requests
- Processed 15 insurance additions, changes, and deletions to Accident, Cancer and Critical Illness plans from Allstate for all employees working 30 hours or more per week
- Processed 17 insurance additions, changes, and deletions to Short & Long Term Disability Plans from Kansas City Life for employees working 30 hours or more per week
- Processed 63 Section 125 additions, changes, and deletions for employees working over 20 hours per week
- Hosted 3 one-on-one retirement/investment counseling information sessions
  - 2 - Nationwide Deferred Compensation Program
  - 1 - Northshore Deferred Compensation Program

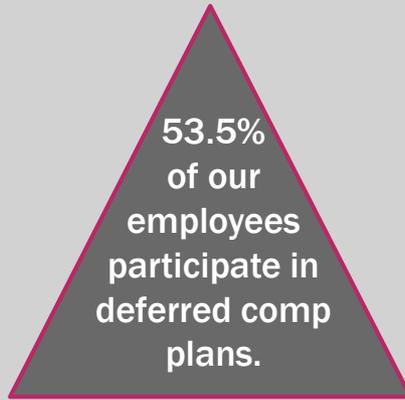
Did you know...



96.0% of our employees have health insurance through the City.



96.0% of our employees have dental insurance through the City.



53.5% of our employees participate in deferred comp plans.

# WORKERS COMPENSATION

Human Resources is the Safety Coordinator for the City of Onalaska and processes all workers compensation claims and assists with investigations. Human Resources keeps records of all employee related property damage reports and evaluates them for any trends. The Finance Department processes all property damage reports for the City. Human Resources is tasked with the responsibility to hold regular safety meetings and ensure employees are receiving the safety related training they need. CVMIC provides a majority of the on-site training for our employees, but not all.

- 38 Worker's compensation claims filed in 2019
  - 15 Injuries were compensable for 2019
  - 2 Injuries were lost time injuries for 2019
- 9 Non-Employee/City Property Damage claims filed in 2019
- MSDS Online system
  - 68 Auto Updated Documents in 2019

## Experience Modification Review

	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Onalaska	.65	.64	.63	.73	.69	.72	.72	.74	.77	.73	.77
CVMIC Average	.98	.92	.92	.89	.86	.89	.90	.938	.97	1.02	1.01

# EMPLOYEE/LABOR RELATIONS

Human Resources is responsible for reviewing all job descriptions, policies, employment related contracts, and union contracts and union negotiations. Human Resources regularly receives phone calls, emails, and walk ins from employees requesting assistance with personnel and union related issues. In 2019, Human Resources was responsible for the:

- Review and modification of 31 job descriptions
- Review, update, and/or creation of 7 policies
- Assisted with several employee related issues

## Employee Assistance Program Impact Report 2019

	# Individuals	# of Contacts	# of Hours
Initial Contact	2	5	.35
EAP In Person Cases	7	26	96.97
EAP Telephonic Cases	0	0	0

# EMPLOYEE/LABOR RELATIONS CONTINUED

- Potluck Gatherings
- Employee Summer Picnic
- Halloween Costume Contest
  - Many employees participated in a fun costume contest for Halloween for 2019
- Secret Santa Gift Exchange
  - This was a the sixth year in coordinating a Secret Santa event and those who participated seemed to enjoy this immensely.



Interdepartmental cooperation and communication is the goal of each gathering!



# EMPLOYEE/LABOR RELATIONS CONTINUED



Employees have really started to get into the Holiday Spirit. We had our Third Annual Decorating contest, judged by a representative from Kwik Trip Corporate Office. Winners were selected based on Retro 80's Christmas, Current Culture, and Classic Décor. We also continued our Ugly Sweater contest and enjoyed great networking with an employee potluck!



Fun Fact  
Santa's sleigh travels 650 miles/sec carrying 321,300 tons. He visits 822 homes per second. Ho Ho Ho!



Agreement between the

**City of Onalaska**

and the

**La Crosse Area Professional Firefighters Association International**

**Association of Firefighters**

**Local 127**



2020-2022

## Table of Contents

INTRODUCTION .....	4
ARTICLE I – RECOGNITION .....	4
ARTICLE II – ADMINISTRATION .....	4
ARTICLE III – ASSOCIATION ACTIVITIES .....	4
ARTICLE IV – TENURE AND PROBATIONARY PERIOD .....	5
ARTICLE V – FILLING VACANCIES .....	5
ARTICLE VI – LAYOFFS.....	5
ARTICLE VII – HOLIDAYS.....	6
ARTICLE VIII – VACATION.....	6
ARTICLE IX – SICK LEAVE/BEREAVEMENT LEAVE .....	8
ARTICLE X – ACCIDENTS AND INJURIES .....	10
ARTICLE XI – GRIEVANCE PROCEDURE AND ARBITRATION.....	13
ARTICLE XII – INSURANCE .....	14
ARTICLE XIII – RETIREMENT .....	14
ARTICLE XIV – SEVERANCE.....	15
ARTICLE XV – WORK WEEK.....	15
ARTICLE XVI – UNIFORMS.....	15
ARTICLE XVII – TAX DEFERRED SAVINGS PROGRAM .....	17
ARTICLE XVIII – JURY DUTY .....	17
ARTICLE XIX – EQUIPMENT .....	17
ARTICLE XX – COMPENSATION PLAN .....	17
ARTICLE XXI – CALL BACK PAY .....	18
ARTICLE XXII – EMPLOYEE ASSISTANCE PROGRAM.....	18
ARTICLE XXIII – DRUG & ALCOHOL TESTING.....	18
ARTICLE XXIV – DURATION.....	21
ARTICLE XXV – RESIDENCY REQUIREMENT.....	18
ARTICLE XXVI – DISCIPLINE.....	19
ARTICLE XXVII – SAFETY COMMITTEE .....	19
ARTICLE XXVIII – MILITARY LEAVE .....	19
ARTICLE XXIV – RESTRICTED/MODIFIED DUTY .....	10
ARTICLE XXIX – EDUCATION .....	19
ARTICLE XXX – COURT APPEARANCES .....	19
ARTICLE XXXI – FAIR SHARE .....	20
ARTICLE XXXII – SUPERVISORY POSITIONS .....	17
APPENDIX I - SENIORITY .....	23
APPENDIX II - DRUG & ALCOHOL TESTING.....	24

## Table of Contents by Subject

ACCIDENTS AND INJURIES .....	10
ADMINISTRATION .....	4
ASSOCIATION ACTIVITIES .....	4
CALL BACK PAY .....	18
COMPENSATION PLAN .....	17
COURT APPEARANCES .....	19
DISCIPLINE .....	19
DRUG & ALCOHOL TESTING .....	18
DRUG & ALCOHOL TESTING -APPENDIX II .....	24
DURATION .....	21
EDUCATION .....	19
EMPLOYEE ASSISTANCE PROGRAM .....	18
EQUIPMENT .....	17
FAIR SHARE .....	20
FILLING VACANCIES .....	5
GRIEVANCE PROCEDURE AND ARBITRATION .....	13
HOLIDAYS .....	6
INSURANCE .....	14
INTRODUCTION .....	4
JURY DUTY .....	17
LAYOFFS .....	5
MILITARY LEAVE .....	19
RECOGNITION .....	4
RESIDENCY REQUIREMENT .....	18
RESTRICTED/MODIFIED DUTY .....	10
RETIREMENT .....	14
SAFETY COMMITTEE .....	19
SENIORITY -APPENDIX I .....	23
SEVERANCE .....	15
SICK LEAVE/BEREAVEMENT LEAVE .....	8
SUPERVISORY POSITIONS .....	17
TAX DEFERRED SAVINGS PROGRAM .....	17
TENURE AND PROBATIONARY PERIOD .....	5
UNIFORMS .....	15
VACATION .....	6
WORK WEEK .....	15

## INTRODUCTION

It is the purpose of this Agreement to promote the mutual interests of the City of Onalaska and its employees, and to provide for the operation of the Association of Onalaska firefighters covered by this Agreement under methods which will further, to the extent possible, the safety of the employees, economy and efficiency of operation, elimination of waste and avoidance of interruptions to public service.

In the spirit of harmonious relations, the parties to this Agreement will cooperate fully to secure the advancement and achievement of these purposes.

## ARTICLE I – RECOGNITION

1.1 - This Agreement is made and entered into by and between the City of Onalaska, Wisconsin, hereinafter referred to as the “City” or “Employer”, and La Crosse Area Professional Fire Fighters Local 127, hereinafter referred to as the “Association”.

1.2 - The City recognizes the Association as the exclusive collective bargaining representative of all regular full-time firefighters employed in the Fire Department of the City of Onalaska, but excluding supervisory, managerial, confidential and all other employees for the purposes of collective bargaining on the questions of wages, hours and conditions of employment.

## ARTICLE II – ADMINISTRATION

2.1 - Except as otherwise provided in this Agreement, the City retains the normal rights and functions of management and those that it has by law. Without limiting the generality of the foregoing, this includes the right to hire, promote, demote or suspend or otherwise discharge or discipline for proper cause; the right to decide the work to be done and location of work; to determine the construction, maintenance or services to be rendered, the materials and equipment to be used, the size of the work force, and the allocation and assignment of work or workers; to schedule when work shall be performed, to contract for work, services or materials; to schedule overtime work; to establish or abolish a job classification; to establish qualifications for the various job classifications; and to adopt and enforce reasonable rules and regulations.

## ARTICLE III – ASSOCIATION ACTIVITIES

3.1 - Agreement. While working on shift, union officials agree not to transact union business that interferes with Department functions or normal routine. The Association agrees to conduct its routine Association business off the job, but this shall not prevent the proper conduct of grievances. Reasonable amounts of time spent in grievances with the employer during working hours on or off the premises will not be deducted from wages of the authorized employee Association representatives involved, however, all grievance meetings outside the third (3<sup>rd</sup>) step in the grievance procedure shall be handled outside of the regular working hours. It is further agreed that any such time spent in grievance resolution shall not result in overtime wages.

3.2 - Association Officers. It shall be the Association’s responsibility to immediately notify the City in writing of all present officers and change of officers, which may occur during the life of this Agreement.

3.3 - Association Bargaining Committee. Not more than one (1) on duty employee shall be allowed to participate in contract negotiations without loss of pay or benefits. It is expressly understood and agreed that such employee remains on duty and subject to call.

#### ARTICLE IV – TENURE AND PROBATIONARY PERIOD

4.1 - Seniority. Tenure shall begin with the original date of full-time employment following satisfactory completion of the one year working probationary period. Thereafter, said employee shall have tenure as a permanent employee, unless notified otherwise, in writing, prior to the completion of the one-year working probationary period.

4.2 – Termination. During Probationary Period/Extension of Probationary Period. Employees failing to qualify within this one-year period shall be subject to termination without recourse to any grievance procedure. By mutual agreement of Employee and City, the working probationary period may be extended for a period not to exceed six (6) more months. Any such extension must be in writing and a copy shall be provided to the Association.

4.3 - A list of tenured employees shall be provided by the City to the Association whenever there are any changes in the number of employees in the bargaining unit. The list of all members of the Association of Onalaska Firefighters is attached to this Agreement as Appendix I. This list is arranged by seniority and includes anniversary dates.

#### ARTICLE V – FILLING VACANCIES

5.1 - Posting of Vacancies. Vacancies in the Onalaska Fire Department shall be filled by qualified personnel. It is further provided that any vacancies for promotion shall be posted for seven (7) calendar days in the Department where the vacancy exists.

5.2 - Trial Period for Promotions. Those employees receiving a promotion under this Article shall serve a trial period of twelve (12) months before attaining tenure in said position. In the event the employee fails the trial period, he/she shall revert to his/her previous position with all attendant rights as if there had been no interruption. If within or up to completion of the trial period the employee wishes to return to the bargaining group he/she shall be allowed to do so if an opening exists, without loss of benefits or seniority. After completion of the trial period if the employee wishes to return to the bargaining group he/she shall be allowed to do so if an opening exists, without a loss of benefits excluding seniority within the bargaining unit for layoffs, vacation picks and other seniority related benefits. He/she shall re-enter the unit at the bottom of the seniority list.

#### ARTICLE VI – LAYOFFS

6.1 - Layoff and Recall. Reduction in the tenured employees shall commence with the last employee on the tenure list being laid off first and recalls shall be by first recalling the last person laid off so far as the same can be done without impairing the efficiency of the department. This section shall not in any way interfere with the right of the department to recall its force during an emergency. It is further provided that any recalled employee upon notification by certified letter must report to work within fourteen (14) calendar days after the date of receipt of the certified letter, except for reason acceptable to the Chief.

6.2 - If requested, voluntary layoff or voluntary furlough may be granted in accordance with seniority.

6.3 - Temporary Reduction in Hours. In the event that management determines to reduce work hours, it may, at its option, reduce the weekly scheduled hours of some or all employees by class who are assigned to the work unit(s) who normally perform the work involved not to exceed sixteen (16) hours per pay period nor thirty-two (32) hours in a four (4) week period nor sixty-four (64) hours in a twelve (12) month period, unless mutually agreed otherwise. If the City determines, at its option, to reduce weekly hours of some of the employees within the same class within an employing unit, the employee(s) who will work the reduced hours will be determined on the basis of seniority, with the least senior employee(s) working reduced hours. The City agrees that the employees who experience a reduction in hours shall continue to earn vacation and sick leave credits during the reduction in hours conducted by the City during the term of the Agreement. Further the City agrees to continue its payment of health insurance, pursuant to Article XII for employees on reduced hours.

## ARTICLE VII – HOLIDAYS

7.1 - Paid Holidays. Holiday compensation as provided herein shall be allowed for the following holidays if the employee is working on said holiday:

New Year's Day	Good Friday (1/2 day or 12hrs)
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve Day
Christmas Day	New Year's Eve Day (1/2 day or 12hrs)

In order to receive holiday pay, the employee must be employed the day before and the day after the holiday. An employee will not receive holiday pay for any holiday(s) occurring after cessation of employment.

7.2 - Work on a Holiday. Employees working on any of these holidays shall receive 2 times their regular salary for hours worked. In the event a Firefighter is called back outside his or her regular shift and after having logged out, he or she shall be paid according to Section 21.1.

## ARTICLE VIII – VACATION

8.1 - Vacation. Regular full-time employees of the City, who have been continuously employed by the City for a period of one (1) year or more, shall be granted a vacation with pay. A “shift” of vacation is defined as twenty-four (24) hours or one (1) day. After the accruing year for vacations, e.g., 1<sup>st</sup>, 2<sup>nd</sup>, 8<sup>th</sup>, 15<sup>th</sup>, and 21<sup>st</sup> year, the-employee must work through his/her anniversary date in order to be fully entitled to the-additional shifts off. The employee shall be entitled to schedule and utilize the additional shifts of vacation within the anniversary year but prior to his/her actual anniversary date. However, in the event that the employee leaves the employment of the City prior to his/her anniversary date and has already taken the additional shifts of vacation he/she shall be obligated to reimburse the City on a pro-rated basis for the number of days of vacation to which he/she was not entitled by virtue of his/her leaving prior to the anniversary date. Similarly, in the event the employee leaves the employment of the City prior to his/her anniversary date and has not taken the additional shifts of vacation to which he/she would be entitled as of his/her anniversary date, he/she shall be compensated monetarily on a pro-rata basis for that portion of the additional shifts of vacation to which he/she is entitled at the time of leaving employment. Vacation bidding shall be done on a seniority basis according to Appendix I. The length of vacation shall be granted as follows:

8.1.1 - A full-time employee who has been continuously employed by the City for a period of at least one (1) year, but less than two (2) years shall be granted a vacation of three (3) days = 72 hours.

8.1.2 - A full-time employee who has been continuously employed by the City for a period of at least two (2) years, but less than eight (8) shall be granted a vacation of six (6) days = 144 hours.

8.1.3 - A full-time employee who has been continuously employed by the City for a period of at least eight (8) years but less than fifteen (15) years shall be granted a vacation of nine (9) days = 216 hours.

8.1.4 - A full-time employee who has been continuously employed by the City for a period of at least fifteen (15) years but less than twenty-one (21) years shall be granted a vacation of twelve (12) days = 288 hours.

8.1.5 - A full-time employee who has been continuously employed by the City for a period of twenty-one (21) years or more shall be granted a vacation of fifteen (15) days = 360 hours.

**8.2 – Personal Days.** Each full-time employee will receive two (2) twenty-four (24) hour paid personal days per year. The accruals of the Personal Days are as follows:

Day 1           Accrued January 1 of each calendar year; may be used at employee’s discretion.

Day 2           Accrued July 1 of each calendar year; may be used at employee’s discretion

Personal Days cannot be carried over from year to year. These days must be used or they will be lost. The supervising authority and/or department head must approve use of any Personal Days.

In order to receive a personal day, the employee must be employed the day before and the day after on which the personal day is allocated.

8.3 - Sick leave cannot be claimed for any illness that occurs during any employee's vacation time.

8.4 - **Continuous Service Defined.** Continuous service shall not be deemed interrupted if the employee is on military leave; receiving weekly temporary disability benefits pursuant to the Worker's Compensation laws for an injury which occurred while in the employ of the city; receiving weekly indemnity benefits from the Group Insurance coverage; on personal unpaid leave, not exceeding six (6) months, or; layoff, not exceeding one (1) year.

8.5 - Provided, however, that for any employee who has not been in the full-time employ of the City for at least one (1) full calendar year, unpaid leave in excess of forty (40) hours will be denied and the employer/employee relationship will be terminated if unpaid leave exceeds forty (40) hours during the first full calendar year of full-time employment.

8.6 - Vacation time may be used in one (1) hour increments and approved by the department head and at the discretion of the department head.

8.7 - The vacation period shall be on a calendar year basis from January 1 to December 31. All vacation benefits must be used on a calendar year basis in order not to lose any vacation. However, an employee who is unable to use his/her earned vacation due to serious illness or accident, which is verified by a physician or an employee who has his/her vacation canceled by a Department Head, shall be permitted to carry his/her unused vacation over into the next calendar year.

8.8 - Work shift trades shall be permitted if trades occur within 1 year from initiated date of trade. Trades will only be allowed with prior department head approval. The hours worked as a result of work shift trades shall be excluded from any overtime calculations as per Fair Labor Standards Act (FLSA) 553.31 Subsection 7(p)(3) in effect as of August 1, 2008. If Section 7(p)(3) of the FLSA is repealed or amended, trades resulting from overtime shall be prohibited. Responsibility for arrangement for the repayment of such time rests with the employees involved. No obligation shall be placed upon the City for repayment of time voluntarily traded or repaid between employees. The employee assuming the work duty shall be responsible for any liability incurred by the City caused by the assuming employee's unauthorized failure to work as scheduled.

## ARTICLE IX – SICK LEAVE/BEREAVEMENT LEAVE

9.1 - Accrual. Employees shall be entitled to sick leave with pay after employment for six (6) months or more. Accumulated sick leave of three (3) consecutive calendar days may be used for illness of the employee or illness of spouse or children. Sick leave hours may be used for doctor/dental appointments and/or care of the employee, spouse, children, parents, father-in-law, mother-in-law or grandchildren. Sick leave with pay shall accumulate at the rate of eighteen (18) hours per full calendar month of work, and credited after the month in which it was earned, until a total of 1,440 hours have been accumulated. Sick leave earned and unused in excess of 1,440

hours may be accumulated in a secondary sick leave bank with no maximum limit. These banked sick leave hours may be used for extended illness only and shall not apply to retirement payout or have any other value upon separation. Extended illness shall be defined as the portion of any absence due to illness which extends beyond ten (10) consecutive calendar days. All sick leave shall be subject to administration by the Fire Chief.

9.2 - Doctor's Certification. When claiming compensation for sick leave, the employee may establish to the satisfaction of their Department Head the authenticity of illness of the employee, death of an immediate family member or illness of an immediate member of the family. The authentication may be by certificate from a licensed physician, licensed chiropractor or other licensed professional, or such means as may otherwise be determined by the City.

9.3 - Sick leave notification. An employee shall make every effort to notify a supervisor at least one (1) hour prior to his/her scheduled work shift when ill.

9.4 - Sick leave benefit policy. Employees who are eligible to receive retirement, disability retirement or death benefits under the Wisconsin Department of Employee Trust Fund-Wisconsin Retirement System, shall be paid fifty (50) percent of the employee's accumulated sick leave as severance pay. The value of the accumulated sick leave shall be computed at the regular hourly rate in effect at the date of retirement or death, excluding shift differential or any other wage augmentations. In case of the death of the employee, the payment shall be made to the surviving spouse or if no surviving spouse, payment shall be made to the employee's estate. The remaining fifty (50) percent of the employee's accumulated sick shall be credited to pay monthly premiums for continued coverage for the employee, under the City of Onalaska's group health and dental insurance plan. Accrued credits will apply monthly until exhausted. If the retiree dies or death of the employee occurs prior to expending the accumulated sick leave credits, the amount shall be applied to the monthly contribution for the city's group health insurance plan continuance for a surviving spouse, until all credits are exhausted. The City incurs no liability at anytime nor does the City incur any liability to maintain any particular benefit level. All deductibles set out in any City group health insurance covering an employee shall be the responsibility of the retiring employee or surviving spouse.

9.5 - Misuse of Sick Leave. Sick leave is a benefit protecting our employees against the financial burden of illness. Any proven misuse or abuse of sick leave will subject the employee to disciplinary action including discharge.

9.6 - Employees shall not be eligible to use paid sick leave for absences resulting from injury or illness incurred while working for another employer for pay when such absence is compensable under Worker's Compensation through the other employer.

9.7 – **Funeral Leave for Immediate Family.** In the event of a death in the family, time off will be granted from the date of death to the next scheduled work shift after the funeral, provided that the leave taken does not exceed three (3) consecutive work shifts. Such leave will be provided for: spouse, children, parents, parents-in-law, brothers, sisters, son-in-law, daughter-in-law, brothers-in-law, sisters-in-law, grandchildren, grandparents or grandparents-in-law.

9.8 – **Funeral Leave for Non-Immediate Family.** An employee may use one (1) day of sick leave as funeral leave per year for a person other than an immediate family member as defined above. Such time will be deducted from the employee’s sick leave balance.

## ARTICLE X – ACCIDENTS AND INJURIES

10.1 - **Workers Compensation.** In case of personal injury on the job, or any accident involving City cars or equipment, regardless of how small, the employee involved shall cause a written report to be made as soon as possible to the Chief or immediate supervisor. Supervisors will report such injuries on the Employee Injury Report Form as supplied by the City and the original thereof to be submitted to the City, who shall make the necessary report to The Department of Safety and Professional Services the insurance carrier. In the event of a vehicular accident, verbal notice must be given immediately to the Chief or immediate supervisor followed by the written property damage or non-employee injury report required by this section.

10.2 - It shall be the responsibility of the employee in making accident reports to file complete details including all possible witnesses along with names and addresses thereof to assure proper reporting by the City.

10.3 - Any employee incurring a bona fide work-related injury will suffer no loss in pay during the first three (3) calendar days of disability and lost time will not be deducted from accumulated sick leave. The City of Onalaska will reimburse the employee, after the first three (3) days, for monies equaling their weekly pay with a deduction of sick or other accrued leave.

10.4 - **Restricted/Modified Duty Hours.** Firefighters that are physically unable to perform the essential functions of the firefighter job description, and therefore unable to work the platoon system, shall be accommodated as follows:

- a. **Work Related Injury.** If the injury or disability is deemed to be work-related then the firefighter will be reasonably accommodated by being provided light duty within their work restrictions in the Fire Department for 40 hours per week. If they work such light duty, they will be paid at their weekly rate as if they were not disabled and they had worked a regular platoon shift of 56 hours per week.
- b. **Non-Work Related Injury.** A firefighter who cannot work or who is otherwise not eligible for the platoon system due to an injury or condition that was not caused by work shall have the following options if the firefighter requests to work light duty and the City grants such request as light duty is available:
  1. be paid at the firefighter’s normal rate times the number of hours worked per week; or
  2. be paid at firefighter’s normal rate times fifty-six (56) hours per week provided the firefighter shall utilize benefit time equal to the time difference between fifty-six (56) hours and the actual hours worked by the firefighter per week.
- c. The firefighter shall indicate option 1 or 2 in writing when requesting to work light duty.
- d. **Restricted/Modified Duty City Policy 4.05** - The purpose of this policy is to

establish a uniform policy and procedure for the administration of a City-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the duties of their regularly assigned positions due to an injury or illness. This program is intended to provide temporary reassignment due to an injury or illness of an employee only when such assignments are available and only until such time as:

1. the employee is medically released to perform the full range of duties of his/her position,
2. the restricted/modified duty assignment is discontinued at the request of the attending physician,
3. the employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement, or
4. the restricted/modified duty assignment is discontinued at the option of the City.

Restricted/modified duty assignment is a special short temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. In all cases, a restricted/modified duty assignment is temporary, and will have a defined beginning and ending date. This program shall be administered by Human Resources. All employees and departments are required to cooperate fully with Human Resources in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of their work restrictions and the probable duration of their restrictions. The employee is also required to submit updated work restrictions to their supervisor and Human Resources after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case-by-case basis. It is at the discretion of the Department Head or his/her designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the City. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including Family and Medical Leave Act (FMLA), Wisconsin Fair Employment Act (WFEA), the Americans with Disabilities Act (ADA), and Wisconsin Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by Human Resources or his/her designee to ensure all requirements are being met.

#### Definitions

1. Restricted/modified duty assignment: a temporary assignment which shall have a defined beginning and ending date with a maximum duration of 12 weeks. This duration can be extended with the approval of the Department Head and Human Resources as long as restricted/modified duty assignments are

- reasonably available to reasonably accommodate the situation.
2. Transitional job tasks: job assignments that may or may not normally be performed by the employee but fall within the restrictions as outlined by the employee's physician
  3. Work related injury/illness: any injury or illness that occurs in the course of, and arises out of, employment
  4. Non-work related injury/illness: any injury or illness that does not occur in the course of, or arises out of, employment

The following procedure is set forth to assist employees and Department Managers in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communication be established at all times between the employee, his/her supervisor, his/her physician, the City, and the City's Worker's Compensation insurance carrier if applicable.

An employee who has a work-related injury/illness must have his/her treating physician complete the City's "Status Report " form. (This form may be obtained from the employee's supervisor or from Human Resources.) This report provides the City with the physician's diagnosis and the following information:

- a. Can the employee return to work with no limitations? If no:
  - i. Can the employee return to work on restricted/modified duty assignment, and if so, what are his/her limitations?
  - ii. If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?

The completed form is to be returned within 24 hours of the employee's doctor's visit. This form along with all other medical information will be held in confidence in accordance with applicable law.

The Department Head will then make a determination if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. All transitional job tasks assigned to the employee will be within the restrictions as outlined by the employee's treating physician. The restricted/modified duty assignment will be in writing and will specify a starting and ending date. Any extension of the original restricted/modified duty assignment will be approved, in writing, by the Department Head.

The employee is also required to submit updated work restrictions to his/her supervisor and Human Resources after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to the original restricted/modified duty assignment will be done in writing.

At no time will an employee exceed the medical restrictions of his/her physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations.

Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from their treating physician to his/her supervisor and Human Resources before they may return to work.

## ARTICLE XI – GRIEVANCE PROCEDURE AND ARBITRATION

11.1 - Termination of Employee. Any employee being discharged shall be so notified in writing therein which writing shall contain the reasons for such action. A copy shall be submitted to the President of the Association upon the written agreement with the involved firefighter.

11.1.1 – Discipline of Employee. The City will follow the Wisconsin Statute 62.13 (5) Disciplinary actions against subordinates and City Policy 5.03 Unacceptable Job Performance when disciplining employees. The City further agrees to notify the Local Trustee and the President of the Association of such disciplinary action in writing.

11.2 - Grievance Defined. In the event of any disagreement concerning the meaning or application of any provision of this Agreement, such disagreement shall be resolved in the manner hereinafter set forth. A representative selected by the grievant shall be allowed to be present and participate at any stage of the procedure. Representation from the Local Association shall be limited to one (1) representative. Time limits referred to in the procedure may be waived by mutual consent of the parties in writing.

- Step 1. Any eligible employee(s) having a grievance shall, within five (5) business days of alleged violation, present his or her grievance to his or her immediate supervisor to attempt to reach a settlement. This may be presented orally and the supervisor may give his/her response orally within three (3) business days of presentation of the grievance. The supervisor shall be as defined in the Municipal Employment Relations Act 111.70 and 111.71.
- Step 2. If no satisfactory settlement is reached within three (3) business days after commencement of a grievance under step 1 above, the matter shall be reduced to writing and presented to the Chief within ten (10) business days. The Chief shall meet and confer with the grievant within ten (10) business days after receiving the written grievance. The Chief shall respond, in writing, within ten (10) business days after such conference.
- Step 3. If no satisfactory settlement is reached in Step 2, the grievance shall be submitted, in writing, to the Finance and Personnel Committee within ten (10) business days after receipt of the written decision of the Chief in Step 2 above. The Finance and Personnel Committee shall meet and confer with grievant within fifteen (15) business days after receipt of the grievance. The Finance and Personnel Committee shall render a written decision within fifteen (15) business days after such conference.
- Step 4. Arbitration. If no satisfactory settlement is reached in Step 3, the grievant shall notify the Finance and Personnel Committee within ten (10) business days after receipt of the Committee's decision, of intent to submit the grievance to arbitration. A grievance shall be submitted to arbitration as follows:

1. The Association shall request the Wisconsin Employment Relations Commission to provide a panel of five (5) impartial arbitrators from which a selection shall be made. The parties shall alternately strike names from this panel until one (1) remains. The party requesting arbitration shall strike first. The remaining arbitrator shall be notified of his/her selection as sole arbitrator in the matter. Each party shall bear its own expenses for witnesses and representatives, and both parties shall equally bear expenses of the arbitrator.
2. Grievances subject to this arbitration clause shall consist only of disputes about the interpretation or application of particular clauses of this Agreement and about alleged violations of this Agreement. The arbitrator shall have no power to add to, or subtract from, or modify any of the terms of the Agreement, nor shall substitute his/her discretion for that of the City or the Association where such discretion has been retained by the City or the Association, nor shall he/she exercise any responsibility or function of the City or the Association. The wage structure of this Agreement may not be changed through the grievance procedure.
3. It is further agreed that the arbitrator shall render a written decision, which shall be final and binding upon both parties.

## ARTICLE XII – INSURANCE

12.1 - Health Insurance. All eligible employees under this Agreement shall be covered by a group medical, hospital, and major medical plan provided by the City. The premium for such insurance plan shall be paid 80% by the City and 20% by the employee through payroll deduction.

12.2 - Group Life Insurance. All eligible employees wishing to participate in the group life insurance can do so the first of the month that is six (6) months after date of Wisconsin Retirement System participation and it is agreed that the City shall pay the premium for administration costs or the actual administration costs, whichever is less.

12.3 - Dental Insurance. All eligible employees under this Agreement shall be covered by a dental insurance plan whereby the City shall pay one hundred per cent (100%) of the single and family premiums for such coverage.

12.5 - Section 125 Cafeteria Plan. The section 125 Cafeteria Plan allows employees to lower their gross pay BEFORE income tax and social security taxes are calculated. By lowering the taxable income, the employee will lower his/her taxes and take home more money in each paycheck.

12.5.1 - Insurance premiums may be deducted as per IRS Rules and Regulations.

## ARTICLE XIII – RETIREMENT

13.1 - The City agrees to pay in addition to the employer's contribution, the employee contribution to the Wisconsin Retirement Fund. Employees hired after 7/1/11, shall contribute at the same rate as general municipal employees unless exempted from state statute. The City shall

pay the remainder. Should the State statute change to prohibit the City from paying an employee's portion of the Wisconsin Retirement Fund, this Section 13.1 shall be deemed to be amended to be consistent with the State statute at the time of the change.

#### ARTICLE XIV – SEVERANCE

14.1 - All employees shall give a two (2) week written notice to the Chief of their intention to terminate their employment; and full-time employees shall receive a two (2) week written notice if the management intends to terminate their employment, except in disciplinary cases or those on probation in which case, no such notice is required. Regular full-time employees complying with this section shall be entitled to vacation pay upon termination based on the number of days due, computed from their last anniversary date of employment to last full month of employment. The employee may leave sooner than two (2) weeks with no loss of accrued pay/benefits at the sole discretion of the employer, provided however, if the employer elects to have the employee leave sooner than the two (2) weeks, the employer shall continue the employee's pay for the period that the employee leaves early.

#### ARTICLE XV – WORK WEEK

15.1 - The work period for firefighters on a platoon system assignment shall be 204 hours in 27 days. The work period shall be accomplished as follows:

- A. 24 hours on; 24 hours off
- B. 24 hours on; 24 hours off
- C. 24 hours on; 96 hours off

Firefighters not assigned to the platoon system shall work an eight (8) hour day, forty-hour (40) week.

15.2 – New firefighter trainees assigned to a 40-hour workweek will be paid based on a 2080 hour work year prior to being placed on a platoon schedule.

15.3 – All new firefighters assigned to a 40-hour week for training purposes will remain on that schedule for a minimum of 2 weeks to a maximum of eight (8) weeks and be notified of their assigned regular shift by noon Friday prior to the last week of training.

Firefighters working 40 hours a week will be working 8 hours per day Monday through Friday and will be paid the bi-weekly salary as though they were working a 56-hour platoon schedule, but will be paid overtime for any hours worked over 40 in the week. The overtime rate will be the rate listed on the 56-hour pay schedule.

15.4 – **Shift Changes.** Personnel working the platoon system shall be notified 90 days in advance if management deems it necessary to move personnel to a different shift, except in emergency situations (i.e. staffing shortages, budgetary reasons, etc.) at which time a 14-day notice may be utilized. Previously approved vacation picks will be honored with the move to a different shift.

15.5 – **Minimum Staffing** – Minimum staffing for firefighters will be one less firefighter than a full complement of a shift.

#### ARTICLE XVI – UNIFORMS

16.1 - All employees are required to wear a uniform in the performance of their duties as prescribed by the Department. Uniforms will be furnished by the City and shall remain the property of the city. Any uniforms issued pursuant to this provision can only be worn for authorized City of Onalaska employment. No items issued to employees pursuant to this policy can be used for general use as ordinary clothing at any time. Failure to abide by this policy will result in progressive disciplinary action. Please see City of Onalaska Policy 3.07 for further compliance information.

16.2 - Initial uniform issue for new full-time firefighters shall consist of the following:

- Three (3) pair of navy blue NFPA compliant pants
- Three (3) T-shirts with fire department logo on them
- Two (2) Polo shirts with fire department logo on them
- Two (2) duty sweatshirts with fire department logo on them
- Two (2) long sleeve NFPA compliant blue dress uniform shirt
- Two (2) short sleeve NFPA compliant blue dress uniform shirt
- Two (2) fire department badge
- One (1) winter coat with fire department logo on it

Should the IRS make a determination that the above uniform items are ruled a benefit and therefore become taxable, the City shall follow the IRS rules and regulations.

16.3 - All employees are required to wear a uniform in the performance of their duties as prescribed by the Department. No employee is authorized to wear any such uniform for non-related work purposes. Uniforms will be furnished by the City and shall remain the property of the City. Replacement of worn uniform apparel will be made by the City upon return for inspection of worn articles. Maintenance of uniforms in a manner as prescribed by the Department shall be the responsibility of the individual employee.

16.4 - Damage to personal property. Corrective lenses that are damaged or lost as a result of duty related incident shall be replaced, or repaired, by the City for an amount not to exceed one hundred twenty-five (\$125.00) with receipt. Proof of loss must be documented by the firefighter and notification to the employee's immediate supervisor. Payment shall be made in the next period following receipt of documentation of the City.

16.5 - Personal Protective Equipment (PPE) shall be provided by the City, including but not limited to NFPA compliant boots, NFPA compliant bunker suits, NFPA compliant fire helmets, NFPA compliant fire gloves, protective hoods, flashlights, etc.

16.6 – Boot Reimbursement: The City of Onalaska shall provide new hires with a reimbursement of \$150 upon new members purchasing and providing receipt of structural NFPA compliant firefighter boot provided they decline the boots provided by the City. The City shall provide a reimbursement of \$150 upon existing members purchasing and providing receipt of structural NFPA compliant firefighter boot for replacement of existing boots provided they fail inspection as listed above. Structural NFPA compliant boots are to be replaced upon failed

inspection in the manner listed above. Any existing employees who have City issued rubber boots are considered new members until March 1, 2018.

Shall the member leave the fire department the member will be required to pay back the contributions as follows:  
*See Class A Policy in handout.*

#### ARTICLE XVII – TAX DEFERRED SAVINGS PROGRAM

17.1 - The City of Onalaska will offer a tax deferred deduction savings program to all employees. Employees interested in this program should contact the Human Resources department or his/her designee.

#### ARTICLE XVIII – JURY DUTY

18.1 - An employee called for jury duty shall receive his/her salary for such service, provided the employee shall pay any compensation received for said service with the Finance department, excluding any payment received as mileage. An employee shall perform his/her regular duties at any time during which the employee’s service is not required as a juror.

#### ARTICLE XIX – EQUIPMENT

19.1 - Employees shall promptly report any unsafe, defective or lost equipment that may impede the carrying out of assigned duties and responsibilities to supervisory personnel in the regular chain of command. The City shall make every reasonable effort to correct or replace any unsafe, defective or missing equipment that impedes the carrying out of assigned duties and responsibilities of employees covered by this Agreement.

#### ARTICLE XX – COMPENSATION PLAN

##### 20.1 - Longevity Pay

Effective the payroll after the contract is signed, employees receive the following longevity pay:

<u>Percentage</u>	<u>After</u>
1%	five (5) years
3%	ten (10) years
5%	fifteen (15) years
6%	twenty (20) years

Each firefighter shall promptly inform the City’s human resources department of any address change.

20.2 - Longevity pay shall be paid in installments along with the regular scheduled payroll periods.

**Section 20.3 – See Appendix III - Wages**

20.4 - Overtime is defined as all hours worked pursuant to the regular schedule in excess of 204 hours worked in a 27-day pay cycle.

20.5 - In the event that any new staff positions are added to the full-time staff structure, pay compensation will be established accordingly by the City and Association mutually. All additional hours shall also be paid at time-and-one-half.

20.6 – Lieutenant Pay. Starting Lieutenant positions will be paid 3.5% above the top firefighter as listed in section 20.3.

20.7 – Acting Lieutenant Pay. A full-time firefighter filling in for a lieutenant position on a given shift shall be the senior most firefighter, and shall be compensated an additional \$15 per shift. Acting pay shall be issued to any full-time firefighter that fulfills a lieutenant’s position for four (4) consecutive hours or more.

**ARTICLE XXI – CALL BACK PAY**

21.1 - In the event a Fire Fighter is called back outside his or her regular shift and after having logged out, he or she shall be paid a minimum of one (1) hour pay at the time of reporting at the rate of time-and-one-half. Thereafter, firefighters are paid in 15-minutes increments.

21.2 - Any open shifts due to vacations, sick-time, personal days, etc. shall be offered to full-time Union firefighters first according to seniority on a rotating basis.

21.3 – In the event a Fire Fighter is called back for special team functions (Hazardous Materials Team) outside their regular shift and after having logged out, they shall be paid a minimum of one (1) hour pay at the time of reporting at the rate of double time. Thereafter firefighters are paid in 15-minute increments. Hazardous Materials Team members shall receive page pay at a rate of \$45.00 a month. It is understood that the compensation payments described above are subject to funds available pursuant to the contract between the State of Wisconsin and the La Crosse Fire Department. If contracts funds are not available the above described compensation shall not be due to the employees.

**ARTICLE XXII – EMPLOYEE ASSISTANCE PROGRAM**

The City of Onalaska will provide an Employee Assistance Program (EAP) in accordance to City Policy 2.01.

**ARTICLE XXIII – DRUG & ALCOHOL TESTING**

See APPENDIX II.

**ARTICLE XXIV – RESIDENCY REQUIREMENT**

25.1 - Full-time Fire Department employees must comply with City Policy 1.05 (Residency).

#### ARTICLE XXV – DISCIPLINE

Following Wisconsin statutory guidelines.

#### ARTICLE XXVI – SAFETY COMMITTEE

27.1 - Safety Committee. One person on each platoon as approved by the Association (Local 127) shall be a member in full standing on the City Safety Committee.

#### ARTICLE XXVII – MILITARY LEAVE

28.1 - Short Term Leave. Employees of the City of Onalaska who are duly enrolled members of the National Guard, or any other organized reserve component of the Armed Forces of the United States, shall be allowed a military leave of absence which had been ordered, not to exceed thirty (30) days excluding Sunday and legal holidays. Such thirty (30) days shall be in the calendar year in which so ordered. A copy of orders requiring attendance at military training sites shall accompany all requests for a military leave of absence. Military leave shall be in addition to any other authorized leaves.

#### ARTICLE XXVIV – EDUCATION

29.1 - Employees who have completed five (5) years of full-time employment with the Onalaska Fire Department shall be entitled to reimbursement of tuition for pre-approved courses in the pursuit of degrees at accredited institutions of higher learning related to fire prevention or fire science, as determined by the Fire Chief. All courses subject to tuition reimbursement shall be pre-approved by the Fire Chief prior to the course. The decision to approve or disapprove a course for reimbursement eligibility shall not be subject to the grievance procedure. An annual maximum of \$500.00 per calendar year per firefighter, and a lifetime maximum of \$1,500.00 per firefighter shall apply. Reimbursement will be made only after a grade report with proof of an academic grade of “C” or better is submitted to the Fire Chief with a receipt from the educational institution showing payment in full. Reimbursement is limited to tuition, lab or course fees, and books and will be made only when proper documentation is submitted to the Fire Chief within 30 days of course completion or receipt of grade report, whichever is later.

#### ARTICLE XXIX – COURT APPEARANCES

30.1 - A minimum of two (2) hours calculated at the rate of one and one-half (1-1/2) times their regular rate of pay is guaranteed to an employee who is required to and appears in Onalaska Municipal Court on department business when he/she would not otherwise have been on duty. A minimum of two (2) hours calculated at the rate of time and one-half (1-1/2) is guaranteed an employee who is required to appear on department business in La Crosse County Circuit Court or any other Court outside of La Crosse County. For purposes of this provision, appearance in court on departmental business shall be construed to cover only those court appearances when the

employee is not entitled by law to witness fees. Any employee so called in may be required to work the full two (2) hours if the court appearance does not take the full two hours.

### ARTICLE XXX – FAIR SHARE

31.1 - All employees covered by this Agreement who are not now dues paying members shall be excluded from the Fair Share Agreement for the term of their employment with the City, except if they should voluntarily become dues paying members, when they shall have deducted from their paychecks an amount certified by the Association as the uniform dues for Association representation as it would be for new employees.

31.2 - Any employee covered by this Agreement commencing employment with the City after the date of ratification of this Agreement shall have the choice of becoming a member of the Association, but shall be required to have deducted from the first paycheck of each month, following completion of a probationary period, an amount certified by the Association as the uniform dues for Association representation. This shall not include initiation or special assessment fees. Any changes in the uniform dues shall be certified to the City Clerk's office thirty (30) days prior to the effective date of said change.

31.3 - The Association is the exclusive representative of all the employees covered by this Agreement and agrees to represent all such employees fairly and equally. No employee shall be required to join the Association, but membership will be made available to all employees who apply. No member shall be denied membership or representation because of race, color, creed, sex, age, or handicap.

31.4 - The Association will indemnify, defend, and hold the City harmless against any claims made and against any suit instituted against the City on account of said fair share deduction. The Association further agrees to refund to the City any amounts paid in error on account of the Fair Share deduction. It shall be the responsibility of the Association to collect any back fees, such as might occur when an employee has no earnings in the period when deductions are normally made. Remittance will be made to the Association treasurer or designee of the Association within five (5) business days of the deduction. The Association agrees that it must present any claim or error of any remittance to the City Clerk's office at least ten (10) calendar days prior to the next deduction period. It further provides that any error shall not be subject to the grievance procedure.

### ARTICLE XXXI – DURATION

32.1 - Effective Date of Agreement. All articles of this Agreement will be effective January 1, 2020.

32.2 - Term of Agreement. This Agreement shall be binding and in full force and effect from January 1, 2020, to December 31, 2022 at midnight. This Agreement shall remain in effect during any negotiations and shall continue to remain in full force and effect until such time as a new Agreement is reached.

32.3 - It is not the intent of either party hereto to violate any laws, rulings, or regulations of any governmental authority or agency having jurisdiction of the subject matter of this Agreement. Should any provision of this Agreement be found to be in violation of any Federal

or State law or by a court of competent jurisdiction, such particular provision shall be null and void, but all other provisions of this Agreement shall remain in full force and effect until otherwise canceled or amended.

32.4 – Entire Agreement. This agreement constitutes the entire Agreement between the parties. Any outstanding amendment(s) or agreement(s) supplemental hereto shall not be binding upon either party either written or verbal unless executed in writing by the parties hereto as part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF ONALASKA

ONALASKA CITY EMPLOYEES,  
La Crosse Area Professional Fire Fighters Association  
International Association of Fire Fighters  
Local 127

\_\_\_\_\_  
Kim Smith, Mayor

\_\_\_\_\_  
President

\_\_\_\_\_  
Caroline L. Burmaster, Clerk

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Onalaska Representative

APPENDIX I

Seniority List

Name	Hire Date
<b>Nagy, Wayne</b>	<b>8/31/1998</b>
<b>Yonkovich, Corey</b>	<b>9/8/1998</b>
<b>Southworth, Jeremy</b>	<b>3/26/2001</b>
<b>Taylor, Cory</b>	<b>10/21/2007</b>
<b>Netwal, James</b>	<b>11/1/2010</b>
<b>Veldboom, Jason</b>	<b>9/29/2014</b>
<b>Benson, Jarod</b>	<b>1/5/2017</b>
<b>Mitchell Schulte</b>	<b>10/8/18</b>
<b>Ty Edwards</b>	<b>11/25/19</b>
<b>Austin Manglitz</b>	<b>4/14/20</b>

## **APPENDIX II**

### **Drug and Alcohol Testing Policy**

The Association agrees to abide by the City of Onalaska Policy 6.05(b) NON-DOT Drug and Alcohol Free Workplace Policy.

OR

Addition of City Policy 6.05(b) NON-DOT Drug and Alcohol Free Workplace Policy

#### **Purpose**

The purpose of this policy is to assist in the prevention of accidents and injuries resulting from the misuse of alcohol and/or drugs by all City employees; including but not limited to, drivers of commercial motor vehicles. This policy is intended to be consistent with and in compliance with the U.S. Department of Transportation and the Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing rules, regulations and procedures contained in Title 49 C.F.R. and the Drug Free Workplace Act of 1988.

#### **Statement of Policy**

The City of Onalaska is committed to protecting the safety, health and wellbeing of all employees and recognizes that drug and alcohol abuse poses a significant threat to the goals of the City. Employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale. The City has established a drug-free workplace program that balances the respect for individuals with the need to maintain a drug and alcohol free environment.

#### **Reporting of Drug Conviction**

As required by the Drug Free Workplace Act, Public Law 100-690, Title V, Subtitle D, all City employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, alcohol or drug paraphernalia is strictly prohibited in the workplace. Furthermore, this law makes it a condition of employment that all City employees abide by the Drug and Alcohol Free Workplace Policy and notify *in writing* the City Human Resources Department of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Employees who fail to comply with this requirement or any other provision of this regulation will be subject to disciplinary action up to and including discharge. Appropriate action, which may consist of discipline up to and including termination, will be taken within 30 days of notification.

#### **Prevention and Rehabilitation**

The goals of this policy are prevention and rehabilitation whenever possible, rather than discipline or termination. The City encourages employees who have an alcohol or other drug problem to seek help to deal with their problem. Help is available through the City's Employee Assistant Program (EAP). For more details on this program, contact the Human Resources Department or the EAP office at 775-4780 or toll free at (800) 327-9991.

Employees who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation and treatment requirements of parts 40 and 382, provided that:

1. The employee does not self-identify in order to avoid drug or alcohol testing;
2. The employee makes the admission of alcohol misuse or controlled substance use prior to performing work.

#### **Leave of Absence Prior to Testing**

An employee may be permitted to take a leave of absence to participate in an approved treatment program for alcoholism or drug use. The leave of absence must be requested prior to the commission of any act subject to disciplinary action. An employee requesting such a leave of absence must use any paid benefit time prior to using unpaid leave and must comply with any requirements of FMLA.

Employees requesting to return to work from a leave of absence for drug or alcohol treatment may be required to submit to tests without prior notice if the City has reasonable belief based upon objective evidence that testing is necessary to address safety concerns in the workplace during the six months following the employees return to work.

A positive test result or a refusal to submit to testing will subject the employee to discharge.

**Prohibited Conduct for all City Employees**

1. As required by the Drug Free Workplace Act, all City employees are strictly prohibited from using, possessing, manufacturing, distributing, or dispensing controlled substances and/or alcohol while on City property, or operating City equipment or vehicles.
2. City employees are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance.
3. City employees are prohibited from deliberately misusing this policy in regard to subordinates, as well as providing false information in connection with a test, or falsifying test results through tampering, contamination, adulteration or substitution.

**Drug and Alcohol Testing**

Participation in the City's Drug and Alcohol Testing program is a requirement of each employee and therefore, is a condition of employment. Refusal by a City employee to take a required drug and/or alcohol test will result in the removal of that employee from the employee's assignment(s) which, in turn, may result in discipline up to and including discharge.

1. Testing will be conducted in the following situations for all City employees:

**Pre-Employment** – Any individual not currently employed by the City who is applying for any position shall be required to undergo drug and alcohol testing after a conditional offer of employment has been made.

**Reasonable Suspicion Testing** – In cases in which an employee is acting in an abnormal manner or appears unfit to perform his/her duties in a safe manner and a supervisor or department head who has been trained in accordance with this policy and D.O.T. requirements Section 382.603 has reasonable suspicion to believe the employee is under the influence of alcohol or drugs, the employee shall be taken to a properly authorized testing facility for alcohol and drug testing. Reasonable suspicion means suspicion based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of an employee. These observations may include indications of the chronic and withdrawal effects of controlled substances. The supervisor or department head who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the employee.

Alcohol testing is only authorized if observations are made during, just preceding or just after the period of the work day that the employee is required to be in compliance. However, City policy requires that reasonable suspicion alcohol testing shall be performed at any time during an employee's work day.

The employee will not be permitted to perform work until: (1) an alcohol test is administered and the alcohol concentration measures less than 0.02; or (2) 24 hours have elapsed following the determination that there was reasonable suspicion to test the employee. However, City policy requires that an employee will not be returned to work until confirmed test results are obtained.

Once the employee has been removed from the job site, the supervisor is to contact their department head and the Human Resources Department. If contact cannot be made at that time, the supervisor or department head is to proceed through the next step of this procedure and make contact with them as soon as possible.

The supervisor or department head is to then take the employee to the collection site for drug and alcohol testing, and to wait there until the test is completed.

If the alcohol test is conducted more than two (2) hours, but less than eight (8) hours, after the supervisor or department head makes such reasonable suspicion determination, the supervisor or department head must complete a report explaining the reasons for the delay in conducting the alcohol test.

If the alcohol test is not conducted within eight (8) hours after the supervisor or department head makes such reasonable suspicion determination, the supervisor or department head must cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test. In addition, the driver will be out of service for 24 hours.

Once the drug and alcohol testing has been completed, the supervisor or department head is to make arrangements for the employee to be taken home. The employee will not be permitted to drive his/her own vehicle home at that time. The employee may have a family member or a friend take them home; the supervisor or department head may, but is neither required nor encouraged to drive the employee home under this policy. It is suggested that the supervisor or department head stay with employee until transportation arrives. The supervisor or department head shall document whether he/she stayed with the employee, whether the supervisor or department head provided transportation home and if not, the name of the individual providing such transportation, and the time that the supervisor released the employee.

The employee will be advised not to report for work. The City will contact the employee once the test results are known (this normally takes 24 - 48 hours), and a decision has been made as to the employee's status.

The results of the drug or alcohol testing will be sent directly to the Human Resources Department. When the results are obtained, the employee's supervisor and/or department head will meet with the Human Resources Department to determine the appropriate course of action to be taken.

This is a confidential process. Test results will be held strictly confidential and are not to be discussed or shared with anyone without a legitimate need to know. Likewise, a supervisor must not discuss the suspected reason for a referral, discipline action or termination with anyone without a legitimate need to know.

Once the test has been completed and the employee has been taken home, the supervisor or department head must submit a written report to the Human Resources Department outlining, in

detail, what happened and the behavior observed that led the supervisor or department head to believe the employee was under the influence of alcohol and/or drugs. This report must be done within 24 hours of the testing.

**Return-to-Duty/Follow-up Testing** - The City of Onalaska will ensure that before an employee returns to duty the employee shall undergo a return-to-duty alcohol and/or drug test with a result indicating an alcohol concentration of less than 0.02 and a verified negative result for drug use. In any event, an employee will not be allowed to return to duty without first having been evaluated by the City of Onalaska EAP provider in order to determine the employee's fitness-for-duty. Such follow-up actively may be required if an employee has engaged in prohibited by City policy as noted above. The employee shall comply with all recommendations of the EAP. The employee shall provide an authorization for release of information will be needed to verify EAP participation and compliance with recommendations.

### **Test Refusal**

The following behavior constitutes a test refusal for drugs and alcohol (382.107):

1. Failure to appear for the test in the time frame specified by the City of Onalaska, with the exception of pre-employment.
2. Failure to remain at the testing site until the testing process is completed. However, if an employee leaves a pre-employment testing site before the process starts, it is not deemed to be a test refusal.
3. Failure to provide a urine specimen, saliva or breath specimen, as applicable. However, an employee who does not provide a specimen because they have left the testing site before the process starts for a pre-employment test is not deemed to be a test refusal.
4. Failure to provide a sufficient volume of urine or breath without a valid medical explanation for the failure.
5. Failure to undergo a medical examination as part of the verification process. In the case of a pre-employment drug test, the test is deemed to be a refusal only if the pre-employment test is conducted following a contingent offer of employment.
6. Failure to cooperate with any part of the testing process.
7. Failure to permit the observation or monitoring of specimen donation when so required.
8. Failure to take a second test as required by the City of Onalaska or collector.
9. A drug test result that is verified by the MRO as adulterated or substituted (applicable to drug test only).

## **Drug and Alcohol Testing Procedures**

The City of Onalaska will use a drug and alcohol collection site that meets the standards established in 49 CFR Part 40 and a laboratory that is certified by the U.S. Department of Health and Human Services (DHHS). All drug and alcohol testing will be conducted in conformance with the procedures and rules established by the federal Omnibus Transportation Employee Testing Act of 1991 and its implementing regulations.

1. **Alcohol Testing** - Employees will be required to submit to breath testing using a National Highway Traffic Safety Administration (NHTSA) approved evidential breath testing (EBT) or a non-evidential alcohol screen device (ASD) using breath or saliva. A state-certified Breath Alcohol Technician (BAT) will administer an initial screening test. If the employee tests positive for alcohol, then the BAT will conduct a confirmation test. The City will take action based only upon the positive results of the

confirmation test, 0.04 percent or greater. All procedures and steps used in conducting both the initial and confirmation tests will be performed in conformance with the federal law and federal regulations.

- a. **Preparation for breath alcohol testing** – The following procedures summarize the procedures established by the Federal Motor Carrier Safety Administration (FMCSA) regulations implementing drug and alcohol testing under the federal law. These procedures are binding and are subject to change in the event the FMCSA or other government agency changes the regulations on drug and alcohol testing of employees in safety-sensitive positions.
  1. When the employee enters the collection site, the BAT will require him or her to provide positive identification (i.e. photo I.D. or employer identification.)
  2. The BAT will explain the test procedure to the employee.
  3. Employees will be required to complete and sign various forms used to document the testing process. Refusal to sign the test form(s) will be regarded as refusal to take the test, and the City will be notified immediately.
  4. The screening test will be conducted. The BAT will open an individually sealed, disposable mouthpiece in the view of the employee and attach it to the EBT. The BAT will instruct the employee to blow forcefully into the mouthpiece for at least six (6) seconds or until an adequate amount of breath has been obtained. Following the test, the BAT will show the employee the test results.
  5. If a saliva alcohol screen device (ASD) is utilized, a qualified Screen Test Technician (STT) will open the package in the presence of the employee, and instruct the employee to insert it into their mouth until it becomes saturated with saliva. Upon removal of the device from the mouth, the STT will ensure the test was activated and read the results displayed to the employee within 15 minutes of the test. If the test was not completed, one reattempt will be administered. If the reattempt is not successful, the employee will be directed to take a new test immediately, utilizing an EBT. A saliva alcohol screen device may only be utilized as a screening test.
  6. If the screening test is a breath alcohol concentration of less than 0.02, no further testing is required and the BAT will report the test to the employer as a negative.
  7. If the screening test is a breath alcohol concentration greater than 0.02, a confirmation test must be performed. The confirmation test will be conducted 20 minutes after the completion of the screening test, employing the same procedure as using an EBT. . During the period the employee must not eat, drink, belch, or put any object or substance into his/her mouth.
  8. If the initial and confirmatory test results are different, the confirmation test result is deemed to be the final result. The employee will be instructed to sign the certification statement on step 4 of the ATF. It is *not* a test refusal if the employee refuses to sign. The test results will be confidentially transmitted to the City immediately so the employee can be removed from the safety-sensitive function. If the alcohol test is positive, arrangements will be made to transport the employee from the collection site.
  9. In situations where the City has been informed that an employee has not provided a sufficient amount of breath to permit a valid breath test, they will be directed to obtain, within 5 days, an evaluation from a licensed physician acceptable to the City, who has expertise in the medical issues raised by failing to provide enough breath.
  10. If the employee's behavior constitutes a test refusal, the test will be terminated and the City will be notified of the refusal immediately. Test refusal will subject the employee to discipline, up to and including discharge. The following behaviors constitute an alcohol test refusal: failure to appear for the test within the designated time frame, failure to remain at the testing site until the process is complete, failure to attempt to provide a specimen, failure to provide sufficient breath with no valid medical explanation, failure to undergo a

medical examination associated with insufficient volume procedures, failure to sign the certification on step 2 of the ATF, and failure to cooperate with the collection process..

11. Cancelled tests (as defined in Part 40.267) must be reported to the City within 48 hours, and the employee will be treated as if the test never occurred. A retest following a cancelled test is only allowed for a return-to-duty or follow-up test; otherwise a retest is strictly prohibited.

b. Blood Alcohol Testing – Blood alcohol testing is authorized only in the following circumstances:

1. When policy rules require a reasonable suspicion test and an EBT is not readily available for either a screening or confirmation test, or if there is an EBT available only for a screening test.

2. When an employee attempts and fails to provide an adequate amount of breath, blood alcohol testing may be used for both screening and confirmation test purposes.

Upon the conclusive finding of a positive (0.04 percent or greater) blood alcohol test results, the employee has 72 hours in which to request a test of the split specimen. An employee who fails to notify the Medical Review Officer (MRO) within 72 hours of receiving the results of a positive test of the employee's desire to have the split specimen tested, shall be deemed to have waived their right to seek testing of the split specimen.

Pending receipt of the result of the analysis of the split specimen, the employee shall not return to work unless the employee has met conditions set forth in this policy following a test result of 0.04 percent or greater.

All blood alcohol testing will be conducted in conformance with the procedures established by the Federal Regulations.

2. Results of Positive Test – Any employee who tests positive for alcohol concentration of 0.02 or higher is subject to discipline, up to and including termination. If a confirmation alcohol test measures 0.04 or greater, the City of Onalaska is required to:

1. Remove the employee from their position;

2. Before returning the employee to employment:

a. refer the employee to the City of Onalaska's EAP for assessment of an alcohol problem and a determination of whether participation in a treatment program is necessary and;

b. obtain verification from a substance abuse professional that the employee has complied with any required rehabilitation or treatment program and;

c. re-test within three (3) days of returning to work to verify that the employee's alcohol concentration is below 0.02.

d. The employee will enter a Last Chance Agreement with the City outlining the conditions of the Last Chance Agreement and the responsibilities of the employee which may include, but are not limited to: consent for follow up testing, abstaining from all drug/alcohol use during work, refraining from bringing drug/alcohol paraphernalia on City property, and having no further policy violations.

If the confirmation test level is between 0.02 and 0.39 percent, the employee will be removed from their position for a minimum of 24 hours following the administration of the test.

In the event that an employee is required to comply with breath testing as a result of a law enforcement investigation, the employee must submit to the examination. The test will be considered enforceable for purposes of this policy, if the testing officer is a qualified BAT and the EBT that was used for the test has been certified by the State of Wisconsin or a local law enforcement agency.

3. Testing for Controlled Substances – For the purpose of this policy and the Federal Regulations, the City of Onalaska will utilize a seven panel drug screen consisting of the following drugs:

- Tetrahydrocannabinol (Marijuana drug)
  - Cocaine
  - Amphetamines
  - Opiates (including heroin)
  - Phencyclidine (PCP)
  - Barbiturates
  - Benzodiazepines
- } DOT Panel
- } Non-DOT Panel

In instances where there is reason to believe an employee is abusing a substance other than the seven drugs listed above, the City reserves the right to test for additional drugs under the City’s own authority using standard laboratory testing protocol.

Drug testing is conducted by analyzing an employee’s urine specimen, through a certified testing lab and monitored by the (DHHS). This procedure will include use of a split specimen testing procedure. Each urine specimen is subdivided into two bottles labeled as a “primary” and a “split” specimen. Both bottles will be sent to a certified lab. Only the “primary” specimen bottle is opened and used for the urinalysis. The split specimen bottle will remain sealed and is stored at the lab. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the employee has 72 hours to request the split specimen be retested at the same lab or be sent, at the employee’s expense, to another certified laboratory for analysis. An employee who fails to notify the Medical Review Officer (MRO) within 72 hours of receiving the results of the positive test of the employee’s desire to have the split specimen tested, shall be deemed to have waived their right to seek testing of the split specimen.

a. **Preparation for Drug Testing** – The following procedures summarize the procedures established by the Federal Motor Carrier Safety Administration(FMCSA) regulations implementing drug testing under the federal law. In addition, employees will be asked to remove any hats and/or heavy bulky clothing. The collector also can request that the employee empty their pockets, if any bulky items are noted. These procedures are subject to change in the event the FMCSA or other government agency changes the regulations on drug and alcohol testing of employees in safety-sensitive positions.

1. Employees are to report to the collection site within the designated time frame after receiving notification. Refusal to report for collection within the time frame or non-cooperation with the collection process will be considered a test refusal.
2. When the employee enters the collection site, the employee will be required to provide positive identification (i.e. photo I.D. or employer identification). The collector will explain the basic collection procedures to the employee and show them the written instructions on the back of the Custody and Control Form (CCF).
3. In the event both drug and alcohol tests are required, the alcohol test should be conducted first, if possible.

4. Outer garments must be checked and pocket contents displayed to the collection site personnel. Any unacceptable items will be secured with the employee's other belongings. Employees have the right to retain their wallet and obtain a receipt for their belongings.
5. The employee will be instructed to rinse and dry their hands and obtain (or observe the collector obtaining) a wrapped specimen container and break (or watch the collector break) the seal on the collection container.
6. The employee will be instructed to provide at least 45 ml of urine under the split sample method of collection. This will be done in a specifically designated "donor" bathroom. The toilet is not to be flushed. The specimen should be returned to the collector as soon as possible.
7. If an insufficient amount of urine is provided, the original specimen will be discarded and the employee will be given up to 3 hours and allowed to consume not more than 40 ounces of fluids to provide another specimen. The specimen may not be tampered with or substituted, and will be visually inspected for unusual color and sediment. The temperature of the specimen will be measured and must fall within an acceptable range. The employee will be required to provide another specimen under direct observation if the temperature falls outside the acceptable range, if the drug test result indicates that the employee's specimen was invalid, the collector notices any signs of adulteration, substitution or tampering with the specimen, the original positive, adulterated or substituted result was cancelled because the test of the split specimen could not be performed or the MRO reported the specimen as negative and dilute and directs the City to conduct a recollection. The City may also direct a collection under direct observation if the test is return-to-duty or follow-up test. Any reason requiring a direct observation test will be fully explained to the employee. Refusal to cooperate with the request for a new collection under direct observation will be deemed a test refusal.
8. If the employee is still unable to provide the required specimen, the test will be discontinued and Human Resources will be notified. Human Resources will then notify the Medical Review Officer (MRO) and the employee will be referred to a medical evaluation to determine whether the employee's ability to provide a specimen is genuine or constitutes a refusal to submit to a drug test.
9. Once the sample is collected and given to the collection personnel, the collector will break the seal on the specimen bottles and shall divide the sample into a primary specimen (30ml) and a split specimen (15ml) and seal and label them in front of the employee. The employee will then be instructed to initial the labels to verify the specimen
10. Step 5 of the Custody and Control Form (CCF) must be completed by the employee. At this time the employee may also wish to indicate on the back of their copy of the CCF any medications that are currently being used, in the event the Medical Review Officer (MRO) contacts the employee to discuss the results of the test. Refusal to sign the form does not constitute a refusal to test, but will be noted by the collector in the remarks section of the CCF
11. The collector will complete their portion of the CCF and place the specimen bottles and copy one of the CCF inside a leak-resistant plastic pouch in front of the employee.
12. The test results will be confidentially transmitted from the laboratory to the MRO in a timely manner. The MRO will then contact the employee and/or City representative (if necessary) per Part 40.131.
13. If the test result of the primary specimen is positive, the employee may request within 72 hours of receiving the positive test results, that the MRO direct that the split specimen be tested in the same or a different DHHS-certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen.
14. Once the City is notified by the MRO of a verified positive, positive dilute, adulterated, or substituted test result, the City must immediately remove the employee from the safety-sensitive job duties and cannot return the employee to safety-sensitive duty until they have

- successfully completed the return-to-duty process. The employee will also be removed from the position pending the result of the test of the split specimen.
15. If the result of the test of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test.
  16. The employee will be directed to provide another specimen immediately if the City is notified of a cancelled test result for a pre-employment, return-to-duty or follow-up test.
  17. In situations where an employee does not provide enough specimen they will be directed to obtain, within 5 days, an evaluation from a licensed physician acceptable to the MRO, who has expertise in the medical issues raised by failing to provide enough specimen.
  18. Employees will be required to complete and sign various forms used to document the testing and chain of custody process. Refusal to sign the test form(s) will be regarded as a refusal to take the test.
  19. Refusal by an employee to complete and sign the test and chain of custody forms, to provide an adequate amount of urine (to be decided on a case-by-case basis) or otherwise failure to cooperate with the testing process in a way that prevents the completion of the test will be considered grounds for disciplinary action, up to and including termination.
  20. In the event of conflicting results between the initial test and the confirmation test, the confirmation test results will determine the outcome of the test.
4. Results of a Positive Alcohol or Drug Test - Any employee who tests positive for drugs or for alcohol concentration of 0.02 or higher is subject to discipline, up to and including termination.

As with an alcohol misuse violation, the City of Onalaska is required to act upon a positive drug test result in the following manner:

1. Remove the employee from their position. If the removal is the result of a positive drug test, the removal will only take place after the employee has been allowed to meet or speak with a MRO in order to determine that the positive drug test did not result from the authorized use of a controlled substance;
2. Prior to the employee's return to work:
  - a. The employee will be referred the employee to the City of Onalaska's EAP for assessment of an alcohol problem and a determination of whether participation in a treatment program is necessary OR for assessment and subsequent compliance with a recommended rehabilitation after a determination that a drug problem exists;
  - b. Obtain verification from a substance abuse professional that the employee has complied with any required rehabilitation or treatment program;
  - c. Employee must be evaluated by a substance abuse professional or MRO and determined to be fit to return to work prior to their release of the employee;
  - d. Retest to verify a negative result on a drug test or that the employee's alcohol concentration is below 0.02.
  - e. The employee will enter a Last Chance Agreement with the City outlining the conditions of the Last Chance Agreement and the responsibilities of the employee which may include but are not limited to:  
consent for follow up testing, abstaining from all drug/alcohol use during work, refraining from bringing drug/alcohol paraphernalia on City property, and having no further policy violations
3. Employee must have a negative result on a return-to-duty drug test. Follow-up testing to monitor the employee's continued abstinence from drug use will be required if the employee

is determined as needing rehabilitation as specified by the EAP and/or Outpatient Counselor to whom the employee is referred by the EAP.

4. For purposes of determining drug test results, a diluted test result shall be considered a positive test result.

If the confirmation test level is between 0.02 and 0.039 percent, the employee will be removed from the safety-sensitive position for a minimum of 24 hours following administration of the test.

In the event that an employee is required to comply with breath or saliva testing as a result of a law enforcement investigation, the employee must submit to the examination. The test will be considered enforceable for purposes of this policy, if the testing officer is a qualified BAT and the EBT that was used for the test has been certified by the State of Wisconsin or a local law enforcement agency.

## **Prescription Drugs**

Before performing work-related duties, employees must notify their supervisor if they are taking any legally prescribed medication, therapeutic drug, or any non-prescription drug which contains any measurable amount of alcohol or which carries a warning label that indicated the employee's mental functioning, motor skills, or judgment may be adversely affected by the use of this medication. A written report of this notification is to be filed by the supervisor with Human Resources. It is the responsibility of the employee to inform his/her physician of the type of work that the employee performs in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of the employee's duties or operation of City equipment. However, as required by the Federal Regulations, any employee who uses or possesses medication containing alcohol while on duty or who tests positive for alcohol will be removed from his/her position, and be subject to the alcohol provisions of this policy, even though the reason for the positive alcohol test is the fact that the employee's prescription or non-prescription medication contains alcohol.

A legally prescribed drug is one where the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing City business is prohibited by City policy.

### **Requirements for Agencies Receiving Federal Funds:**

Under the Drug-Free Workplace Act of 1988 as amended, any City agency with a Federal contract of \$25,000 or more, or that receives funds through Federal grants must report to the granting Federal agency the name of any employee who is convicted of a criminal drug offense that takes place in the workplace. The report must be made to the Federal agency issuing the contract or grant within ten (10) calendar days after receiving notice of the conviction. Contractors and grantees who fail to report a conviction may be subject to one or more of the following sanctions:

1. Suspension of payments under the grant;
2. Suspension or termination of the grant; and
3. Suspension or debarment of the grantee from grants for a maximum period of five (5) years.

City agencies that have Federal contracts or grants are encouraged to contact the issuing Federal agency about reporting requirements under the Drug-Free Workplace Act.

### **Confidentiality of Records**

The City respects the confidentiality and privacy right of all of its employees. Accordingly, the results of any test administered under this Policy and the identity of any employee participating in the City's EAP or other assessment or treatment program will not be revealed by the City to anyone except as required by law. The City will release any employee's records as directed by the express written consent of the employee authorizing release to an identified person. In addition, the City will ensure that any lab or agency used to conduct testing under this Policy will maintain the confidentiality of employee test records.

However, the lab or testing agency will disclose information related to a positive drug or alcohol test of any individual to the City of Onalaska's designee. The City may disclose this information to the employee or to the decision maker in a lawsuit, grievance, or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug or alcohol test; or as required by law, including court orders or subpoenas.

The Medical Review Officer (MRO) will not reveal individual test results to anyone except the City of Onalaska's designee, unless the MRO has been presented with a written authorization from the tested employee. The MRO may reveal to the City of Onalaska's designee relevant information as to whether the employee is qualified to perform safety-sensitive functions or whether the employee has tested positive for alcohol or a controlled substance. The City may disclose this information to the employee or to the decision maker in a lawsuit, grievance or other proceeding on behalf of the individual which arises from any action taken in response to a positive drug or alcohol test; or as required by law, including court orders and subpoenas; or upon the tested employee's written authorization and consent.

All records related to drug and alcohol tests of individual employees will be maintained in individual files separate from the employee's personnel file. These records will be stored in a locked cabinet and access will only be allowed to those City employees who have a legitimate need to review the records of a particular employee.

### **Definitions**

1. **Adulterated Specimen:** A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
2. **Alcohol Concentration:** The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under this part.
3. **Alcohol Confirmation Test:** A subsequent test using an EBT, following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.
4. **Alcohol Screening Device (ASD):** A breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.
5. **Alcohol Screening Test:** An analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.
6. **Breath Alcohol Technician (BAT):** An individual who instructs and assists individuals in the alcohol testing process and operates an EBT.
7. **Cancelled Test:** A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

8. **Chain of Custody (CCF):** The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF).
9. **Confirmation (or Confirmatory) Test:** In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test to ensure reliability and accuracy. In alcohol testing, a second test, following a screening test with a result of 0.02 or greater, which provides quantitative data of alcohol concentration.
10. **Confirmation Validity Test:** A second test performed on a urine specimen to further support a validity test result.
11. **Confirmed Drug Test:** A confirmation test result received by an MRO from a laboratory.
12. **Consortium/Third Party Administrator (C/TPA):** A service agent who provides or coordinates the provision of a variety of drug and alcohol testing services to employers. C/TPAs typically perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members. C/TPAs are not "employers" for purposes of this part.
13. **Designated Employer Representative (DER):** An employee authorized by the employer to take immediate action(s) to remove employees from duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Part 40. Service agents cannot act as DERs.
14. **Dilute Specimen:** A specimen with creatinine and specific gravity values that are lower than expected for human urine. A dilute test will be reported as positive or negative. For a positive dilute test the employer treats the result as a positive test and removes the employee from safety-sensitive duty. For a negative dilute test, the employer may require, as a matter of policy, employees to retest without direct observation. The second test is the test of record, even if the second test is also negative dilute.
15. **Drug Metabolite:** The specific substance produced when the human body metabolizes a given prohibited drug as it passes through the body and is excreted in urine.
16. **Drug Test:** The laboratory analysis of a urine specimen collected in accordance with 49 CFR Part 40 and analyzed in a Department of Health and Human Services (DHHS) approved laboratory.
17. **Evidential Breath Testing Device (EBT):** An EBT approved by the National Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's Conforming Products List of Evidential Breath Measurement Devices (CPL).
18. **Invalid Drug Test:** The result of a drug test for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.
19. **Initial Validity Test:** The first test used to determine if a specimen is adulterated, diluted, or substituted.
20. **Medical Review Officer (MRO):** A person who is a licensed physician and is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
21. **Negative Test Result:** Drug test with a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC is a negative test result.
22. **Non-negative Test:** Test result found to be adulterated, substitute, invalid or positive for drug/drug metabolites. Non-negative results are considered a positive test or refusal to test if MRO cannot determine legitimate medical explanation.

23. **Performing (a safety sensitive function):** A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.
24. **Positive Test:** Drug test with a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC, or greater.
25. **Post-Accident Test:** A drug test administered to an employee when an accident (as previously defined) has occurred and the employee performed a safety-sensitive function that either contributed to the accident, or cannot be completely discounted as a contributing factor in the accident.
26. **Primary Specimen:** In drug testing, the urine specimen bottle that is opened and tested by a primary laboratory to determine whether the employee has a drug or drug metabolite in their system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.
27. **Pre-Employment Test:** A drug test given to an applicant or employee who is being considered for a safety-sensitive position. The test is also administered when transferring an employee from a non-safety-sensitive position to a safety-sensitive position. Employers are also required to conduct a pre-employment test when a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the employer's random selection pool during that time. The applicant or employee must be informed of the purpose for the urine collection prior to actual collection.
28. **Random Test:** A drug test administered annually to a predetermined percentage of employees who perform safety-sensitive functions and who are selected on a scientifically defensible random and unannounced basis.
29. **Reasonable Cause Test:** A drug test given to a current employee who performs in a safety-sensitive position, and who is reasonable suspected by one or more trained supervisors or company officials of using a prohibited drug or misusing alcohol.
30. **Refusal to Test:** A covered employee fails to provide a urine sample as required by 49 CFR Part 40, without a valid medical explanation, after they have received notice of the requirement to be tested in accordance with the provisions of this subpart, or engages in conduct that clearly obstructs the testing process. An employee is considered to have refused to test if they fail to do the following: (1) Appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer; (2) Remain at the testing site until the testing process is complete; (3) Provide a urine or breath specimen for any drug test required by this part or DOT agency regulations; (4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen; (5) Provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was not adequate medical explanation for the failure; (6) Declines to take a second test the employer or collector has directed them to take; (7) Undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures; (8) Cooperate with any part of the testing process (i.e. refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process), if the MRO reports that there is verified adulterated, or substituted test result; or (9) Sign "step 2" of the alcohol testing form.
31. **Return-to-duty Test:** An initial drug test prior to return to duty given to employees performing in safety-sensitive functions who previously tested positive to a drug test and are returning to safety-sensitive positions. A return-to-duty test is also required of an individual who has refused another type of test required by the FTA rule.
32. **Safety-sensitive Function:** Any of the following duties are considered safety-sensitive: (1) Operating a revenue service vehicle, including when not in revenue service; (2) Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License; (3) Controlling

- dispatch or movement of a revenue service vehicle; (4) Maintaining a revenue service vehicle or equipment used in revenue service, unless the recipient receives section 18 funding and contracts out such services; and (5) Carrying a firearm for security purposes.
33. **Screening Test (or initial test):** In drug testing, an immunoassay screen to eliminate “negative” urine specimens from further analysis. In alcohol testing, an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.
  34. **Screening Test Technician (STT):** A person who instructs and assists employees in the alcohol testing process and operates an ASD.
  35. **Split-Specimen:** In drug testing, a part of the urine specimen that is sent to a primary laboratory and retained unopened, and is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
  36. **Stand-Down:** The practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.
  37. **Substance Abuse Professional (SAP):** A person who evaluates employee who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.
  38. **Substituted Specimen:** A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
  39. **Validity Testing:** The evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of the validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.
  40. **Verified Negative (drug test result):** A drug test reviewed by an MRO and determined to have no evidence of prohibited drug use.
  41. **Verified Positive (drug test result):** A drug test result reviewed by an MRO and determined to have evidence of prohibited drug use.
  42. **Verified Test:** A drug test result or validity testing result from a Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

## CHECKLIST FOR REASONABLE SUSPICION TESTING

- 1. Upon the employee's removal from the job site, the supervisor or department head should contact the Human Resource Department and when applicable their Department Head. If the contact cannot be made at that time, the supervisor should proceed to the next step of this procedure and make contact with the Human Resource Department and their Department Head as soon thereafter as possible.
- 2. The supervisor or department head is to then take the employee to the collection site for drug and/or alcohol testing, and must remain at the site until the test is completed.
- 3. If the alcohol test is conducted more than two (2) hours, but less than eight (8) hours, after the supervisor or department head makes the reasonable suspicion determination, the supervisor or department head will complete a report explaining the reason for the delay in conducting the test. If the alcohol test is not conducted within eight (8) hours after the supervisor or department head makes such reasonable suspicion determination, or if the drug test is not conducted within twenty-four (24) hours after such determination, the supervisor or department head will complete a report explaining the reasons why the test was not conducted.
- 4. Once the drug and/or alcohol test has been completed the supervisor or department head is to make arrangements for the employee to be taken home. The employee will not be permitted to drive their own car home at that time. The employee may have a family member or a friend pick them up or the supervisor or department head may take the employee home.
- 5. The employee is to be advised not to report to work. The City will contact the employee once the test results are known (this normally takes 24-48 hours) and a decision has been made as to the employee's status.
- 6. The results of the drug and/or alcohol test will be sent directly to the Human Resources Department. When the results are obtained, the employee's supervisor and department head will meet with the Human Resources Department to determine the appropriate course of action to be taken.
- 7. This is a confidential process. Test results will be held strictly confidential and are not to be discussed or shared with anyone who does not need to know. Likewise, a supervisor or department head must not discuss the suspected reason for a referral or termination with anyone who does not need to know.
- 8. Once the test has been completed and the employee has been taken home, the supervisor or department head must submit a written report to the Human Resources Department outlining in detail what happened and what behavior was observed that let the supervisor or department head to believe the employee was under the influence of alcohol and/or drugs. This report is to be done within 24 hours of testing.

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) between the City of Onalaska (“City”) and the La Crosse Area Professional Fire Fighters Local 127 (“Union”) is entered into as of this \_\_\_ day of June 2020.

### RECITALS

- A. City, under the direction of former Fire Chief William Hayes, set forth a program to hire part-time EMTs. EMTs would be both paid on call and work regularly scheduled shifts.
- B. The issue regarding the use of part-time or paid on time EMTs became the subject of IAFF Grievance 2019-3 (the “Grievance”) and City of Onalaska Prohibited Practice Complaint 314.0004 (EMT Pilot program) (the “Prohibited Practice Complaint”).
- C. During the pendency of the Grievance and the Prohibited Practice Complaint, the City and Union were also negotiating a new Collective Bargaining Agreement.
- D. In connection with resolution of issues between the City and the Union in its Collective Bargaining Agreement, the parties also came to a shared understanding regarding the City’s ability to use part-time/paid on call personal.

### AGREEMENTS

1. The City shall have the right to hire part-time and paid on call personnel in connection with the operation of the City of Onalaska Fire Department.
2. The City shall not utilize part-time or paid on call personnel to count towards the minimum number of firefighters who must be on a shift pursuant to the Collective Bargaining Agreement.
3. The City shall not schedule or have part-time or paid on call personnel work on regular shifts except in the following circumstances:
  - A. Training for part-time or paid on call personnel.
  - B. Part-time or paid on call personnel working special events.
  - C. Part-time or paid on call personnel working community outreach, or
  - D. If the Union agrees in writing.

4. This provision is not meant to preclude the ability of qualified, part-time or paid on call personnel to work an open shift created by Union members' sick or vacation use, but only if first refused by all of the Union Members ("i.e. right of refusal").
5. This MOU shall stay in place for no less than five years. Following the fifth anniversary of this Agreement either party may bring an action for declaratory action to determine whether the City's use of part-time EMT's is a mandatory subject of collective bargaining.

CITY OF ONALASKA

ONALASKA CITY EMPLOYEES,  
La Crosse Area Professional Fire Fighters  
Local 127

\_\_\_\_\_  
Kim Smith, Mayor

\_\_\_\_\_  
President

\_\_\_\_\_  
Caroline L. Burmaster, Clerk

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Onalaska Representative

**APPENDIX III  
WAGES LONGEVITY**

**Effective January 1, 2020 (2.1% across-the-board):**

	Hourly	Overtime	Pay Period		1%	1%	3%	3%	5%	5%	6%	6%
			(26)	Annually	After 5 Yrs w/o cert.	After 5 Yrs w/cert	After 10 Yrs w/o cert.	After 10 Yrs w/cert.	After 15 Yrs w/o cert	After 15 Yrs w/cert.	After 20 Yrs w/o cert	After 20 Yrs w/cert.
Starting Rate	\$15.86	\$23.78	\$1,775.89	\$46,173.05								
After (1) years	\$17.15	\$25.73	\$1,921.11	\$49,948.95								
After (2) years	\$18.19	\$27.29	\$2,037.75	\$52,981.57								
After (3) years	\$19.31	\$28.96	\$2,162.40	\$56,222.30	\$56,784.53		\$57,908.97		\$59,033.42		\$59,595.64	
After (4) years*	\$21.24	\$31.86	\$2,378.64	\$61,844.53		\$62,462.98		\$63,699.87		\$64,936.76		\$65,555.21
Lieutenant	\$21.98	\$32.97	\$2,461.89	\$64,009.09		\$64,649.18		\$65,929.37		\$67,209.55		\$67,849.64

\*Must have Fire Officer I and Fire Inspector I to qualify for this step.

**Effective January 1, 2021 (2.1% across-the-board):**

	Hourly	Overtime	Pay Period		1%	1%	3%	3%	5%	5%	6%	6%
			(26)	Annually	After 5 Yrs w/o cert.	After 5 Yrs w/cert	After 10 Yrs w/o cert.	After 10 Yrs w/cert.	After 15 Yrs w/o cert	After 15 Yrs w/cert.	After 20 Yrs w/o cert	After 20 Yrs w/cert.
Starting Rate	\$16.19	\$24.28	\$1,813.18	\$47,142.68								
After (1) years	\$17.51	\$26.27	\$1,961.46	\$50,997.88								
After (2) years	\$18.58	\$27.86	\$2,080.55	\$54,094.18								
After (3) years	\$19.71	\$29.57	\$2,207.81	\$57,402.97	\$57,977.00		\$59,125.06		\$59,125.06		\$60,847.15	
After (4) years*	\$21.68	\$32.53	\$2,428.59	\$63,143.27		\$63,774.70		\$65,037.57		\$66,300.43		\$66,931.87
Lieutenant	\$22.44	\$33.66	\$2,513.59	\$65,353.28		\$66,006.82		\$67,313.88		\$68,620.95		\$69,274.48

\*Must have Fire Officer I and Fire Inspector I to qualify for this step.

**Effective January 1, 2022 (2.1% across-the-board):**

	Hourly	Overtime	Pay Period		1%	1%	3%	3%	5%	5%	6%	6%
			(26)	Annually	After 5 Yrs w/o cert.	After 5 Yrs w/cert	After 10 Yrs w/o cert.	After 10 Yrs w/cert.	After 15 Yrs w/o cert	After 15 Yrs w/cert.	After 20 Yrs w/o cert	After 20 Yrs w/cert.
Starting Rate	\$16.53	\$24.79	\$1,851.26	\$48,132.68								
After (1) years	\$17.88	\$26.82	\$2,002.65	\$52,068.84								
After (2) years	\$18.97	\$28.45	\$2,124.24	\$55,230.16								
After (3) years	\$20.13	\$30.19	\$2,254.17	\$58,608.44	\$59,194.52		\$60,366.69		\$61,538.86		\$62,124.94	
After (4) years*	\$22.14	\$33.21	\$2,479.59	\$64,469.28		\$65,113.97		\$66,403.36		\$67,692.74		\$68,337.44
Lieutenant	\$22.91	\$34.37	\$2,566.37	\$66,725.70		\$67,392.96		\$68,727.47		\$70,061.99		\$70,729.25

\*Must have Fire Officer I and Fire Inspector I to qualify for this step.

Name	Date of Hire	Years of Svc	Current Pay	Annual Salary	Med	WRS	Longevity			Proposed Pay	Med	WRS	Longevity			Difference
							Dollars	Total	Longevity %				Dollars	Total	Longevity %	
Benson, Jarod J	1/5/2017	3	\$ 1,881.66	\$ 48,923.10	\$ 709.38	\$ 8,033.17	0%	\$ -	\$ 57,665.66	\$56,222.30	\$815.22	\$9,231.70	0%	\$0.00	\$66,269.23	\$ (8,603.57)
Edwards, Ty T	11/25/2019	1	\$ 1,739.86	\$ 45,236.34	\$ 655.93	\$ 7,427.81	0%	\$ -	\$ 53,320.07	\$46,173.05	\$669.51	\$7,581.61	0%	\$0.00	\$54,424.17	\$ (1,104.10)
Vacant			\$ 1,739.86	\$ 45,236.34	\$ 655.93	\$ 7,427.81	0%	\$ -	\$ 53,320.07	\$49,948.95	\$724.26	\$8,201.62	0%	\$0.00	\$58,874.83	\$ (5,554.76)
Manglitz, Austin	4/14/2020	0	\$ 1,705.62	\$ 44,346.10	\$ 643.02	\$ 7,281.63	0%	\$ -	\$ 52,270.75	\$46,173.05	\$669.51	\$7,581.61	0%	\$0.00	\$54,424.17	\$ (2,153.43)
Nagy, Wayne A	8/31/1998	22	\$ 2,191.91	\$ 56,989.75	\$ 826.35	\$ 13,204.53	6%	\$ 3,419.39	\$ 74,440.01	\$64,009.09	\$928.13	\$14,830.91	6%	\$3,840.55	\$83,608.68	\$ (9,168.67)
Netwal, James J	11/1/2010	10	\$ 2,117.79	\$ 55,062.57	\$ 798.41	\$ 12,758.00	3%	\$ 1,651.88	\$ 70,270.85	\$56,222.30	\$815.22	\$13,026.71	3%	\$1,686.67	\$71,750.90	\$ (1,480.05)
Schulte, Mitchell F	10/8/2018	2	\$ 1,705.62	\$ 44,346.10	\$ 643.02	\$ 7,281.63	0%	\$ -	\$ 52,270.75	\$52,981.57	\$768.23	\$8,699.57	0%	\$0.00	\$62,449.37	\$ (10,178.63)
Southworth, Jeremy M	3/6/2001	19	\$ 2,117.79	\$ 55,062.57	\$ 798.41	\$ 12,758.00	5%	\$ 2,753.13	\$ 71,372.10	\$61,844.53	\$896.75	\$14,329.38	5%	\$3,092.23	\$80,162.89	\$ (8,790.78)
Taylor, Cory M	10/21/2007	13	\$ 2,117.79	\$ 55,062.57	\$ 798.41	\$ 12,758.00	3%	\$ 1,651.88	\$ 70,270.85	\$61,844.53	\$896.75	\$14,329.38	3%	\$1,855.34	\$78,926.00	\$ (8,655.14)
Vacant			\$ 1,739.86	\$ 45,236.34	\$ 655.93	\$ 7,427.81	0%	\$ -	\$ 53,320.07	\$46,173.05	\$669.51	\$7,581.61	0%	\$0.00	\$54,424.17	\$ (1,104.10)
Veldboom, Jason A	9/29/2014	6	\$ 1,996.21	\$ 51,901.39	\$ 752.57	\$ 8,522.21	1%	\$ 519.01	\$ 61,695.18	\$61,844.53	\$896.75	\$10,154.87	1%	\$618.45	\$73,514.60	\$ (11,819.42)
Yonkovich, Corey S	9/8/1998	22	\$ 2,191.91	\$ 56,989.75	\$ 826.35	\$ 13,204.53	6%	\$ 3,419.39	\$ 74,440.01	\$64,009.09	\$928.13	\$14,830.91	6%	\$3,840.55	\$83,608.68	\$ (9,168.67)
			\$ 604,392.92	\$ 8,763.70	\$ 118,085.10			\$ 13,414.67	\$ 744,656.39	\$667,446.07	\$9,677.97	\$130,379.89		\$14,933.77	\$822,437.70	\$ (77,781.31)

COLA	10056.55	Fire Budget	2020 budget	790161
	3846.61		2020 wage	750336
Budget Increase	13903.16		difference	39825
Med	201.59582			
WRS	2601.72			
	16706.48			
New FF (3)	99680.84			
Med	1445.37			
WRS	16367.59			
	117493.81			
	134200.28			
\$	56,418.97			

56531.48 add budget difference and cola budgeted  
 \$ (21,249.84) difference between 77,781.31 and 56531.48