CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: **Finance & Personnel Committee**

DATE OF MEETING: July 8, 2015 (Wednesday)

PLACE OF MEETING: City Hall – 415 Main Street (Common Council Chambers)

TIME OF MEETING: 7:30 p.m. (no earlier than 7:30 p.m. or immediately following the Utilities Committee Meeting)

PURPOSE OF MEETING

1. Call to order and roll call.
2. Approval of minutes from the previous meeting.
3. Public Input (limited to 3 minutes/individual)

Consideration and possible action on the following items:

FINANCE

4. Omni Center financials for 2015
5. City General Fund Financials for 2015
6. Authorization to accept a grant from Robert and Eleanor Franke Foundation for 2 head start MRX monitor/defibrillator a 50/50 match
7. Authorization to renew Adoni Networks, Inc. for 2016 with same hours/cost per month (4 hrs. per week/$1,200 per month)
8. Authorization to approve LaCrosse County Fire Department Mutual Aid Agreement

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

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

Notices Mailed To:

Mayor Joe Chilsen	
*Ald. Jim Olson	
*Ald. Jim Bialecki – Vice Chair	
Ald. Harvey Bertrand	
Ald. Jim Binash	
Ald. Barry Blomquist	
*Ald. Bob Muth - Chair	
City Attorney Dept Heads Charter Com.	WPPA Steward IAFF Steward
La Crosse Tribune WLSU WKBT WXOW	Tourism
Onalaska Holmen Courier Life	Omni
WIZM WKTY WLXR WKBH	Onalaska Public Library

*Committee Members

Date Notices Mailed and Posted: 07/02/15

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

PERSONNEL

1. Review and consideration to replace Police Officer position due to a police officer retirement.
2. Review and consideration of new Police Department Policy 25 - Open Records.
3. Review and consideration of changes and separation of Policy 6.03 Information Technology Systems Usage Policy into Policy 6.03a Electronic Communication Policy and Policy 6.03b Email System Policy.
4. Review and consideration of new Policy 6.11 Mobile Phone Usage Policy.
5. Review and consideration of new Policy 6.12 Social Media Policy.
6. Review and consideration of changes to job descriptions:
    a. City Clerk
    b. Deputy City Clerk
    c. Office Clerical Support
7. Review and consideration of stipend for Marketing/Sales Coordinator for handling Interim Tourism Director duties.
8. Review and consideration of replacement of Tourism Director position.
9. Review and consideration of Tourism Director job description.

10. Closed Session

To consider a motion to convene in closed session under Section 19.85(l)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and under Section 19 .85(1)(g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which is or is likely to become involved:

- Consideration and action on options regarding City Assessor Contract for 2016

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

- Police car damage to other vehicle
- Cell phone damage
- Damage to bike lock

And under Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:

- Discussion and Possible Negotiation of Tourism Collaboration

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

Adjournment

City of Onalaska

Balance Sheet Report

Account Summary

As Of 05/31/2015

(5) 6-4

Fwd 6-4-15

F4

Account	Name	Balance	
Fund: 640 - OMNI CENTER			
Assets			
640-11100	CASH	-81,842.58	
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	8,040.00	
640-12100	TAXES RECEIVABLE	0.00	
640-13000	ACCOUNTS RECEIVABLE	19,685.96	ok
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	
	Total Assets:	**-42,408.92**	**-42,408.92**
Liability			
640-21100	ACCOUNTS PAYABLE	0.00	
640-21110	AP PENDING (DUE TO POOL)	0.00	
640-21111	PAYROLL CORRECTIONS	0.00	
640-21112	SALES TAX PAYABLE	16,204.20	
640-21511	FICA W/H	0.00	
640-21512	FEDERAL W/H	0.00	
640-21513	STATE W/H - WI	0.00	
640-21515	FICA W/H - MEDICARE	0.00	
640-21520	RETIREMENT W/H	0.00	
640-21528	BC/BS HEALTH INS	0.00	
640-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00	
640-21530	HEALTH INS	0.00	
640-21531	CANCER INS	0.00	
640-21532	LIFE INSURANCE W/H	0.00	
640-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00	
640-21534	MEDICAL & DEP CARE - SECT. 125	0.00	
640-21535	WI-RETIREMENT SYSTEM (P.T.EE)	0.00	
640-21540	UNITED WAY	0.00	
640-21560	COMMUNITY CREDIT UNION W/H	0.00	
640-21570	UNION DUES	0.00	
640-21571	LOCAL 150 UNION DUES W/H	0.00	
640-21572	1ST FINANCIAL SVGS.	0.00	
640-21573	DEFERRED COMPENSATION	0.00	

Balance Sheet Report **As Of 05/31/2015**

Account	Name	Balance
640-21581	SUPPORT PAYMENTS	0.00
640-21700	ACCRUED WAGES	0.00
640-21800	ACCUMULATED EMPLOYEE BENEFIT (VAC	5,393.63
640-21820	ACCUMULATED EMPLOYEE BENEFIT (SICK	2,092.24
640-21900	LIQUOR SALES	1,831.66
640-22403	INTEREST ACCRUED - RESTRITED ASSETS	0.00
640-22408	INTEREST ACCRUED - G.O.	0.00
640-22409	INTEREST ACCRUED - CITY	0.00
640-22901	CURRENT PORTION REDEV.	0.00
640-22903	CURRENT PORTION G.O. ISSUE	0.00
640-22905	CURRENT PORTION CITY LOAN	0.00
640-22906	CURRENT PORT. CITY LOAN RLC	0.00
640-22907	CURRENT PORTION OF LEASE PAYABLE	0.00
640-23415	SECURITY DEPOSITS	5,040.00
640-23421	SECURITY DEPOSITS - SPRING	2,700.00
640-23422	SECURITY DEPOSITS - FALL	5,690.00
640-23423	SECURITY DEPOSIT - FISHING	0.00
640-23424	SECURITY DEPOSIT - WEDDING EXPO	0.00
640-25100	DUE TO GENERAL FUND	0.00
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
	Total Liability:	**38,951.73**

ok

Equity

640-31202	CONTRIBUTIONS FROM OTHERS	0.00
640-31203	DEPR./CHARGEBACK	0.00
640-31204	CONTRIBUTIONS FROM MUNIC.	0.00
640-32000	INVESTMENT IN CAPITAL ASSETS	0.00
640-34100	FUND BALANCE	-101,726.11
640-34141	SURPLUS/DEFICIT	0.00
640-34148	RESERVED RETAINED EARNINGS	0.00
	Total Beginning Equity:	**-101,726.11**
Total Revenue		267,233.00
Total Expense		246,867.54
Revenues Over/Under Expenses		**20,365.46**
	Total Equity and Current Surplus (Deficit):	**-81,360.65**

Total Liabilities, Equity and Current Surplus (Deficit): **-42,408.92**

City of Onalaska

Budget Report
Account Summary
For Fiscal: 2015 Period Ending: 05/31/2015

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 640 - OMNI CENTER							
Revenue							
640-00000-41110	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-41210	ROOM TAX REVENUE	106,250.00	106,250.00	13,701.06	33,808.02	-72,441.98	68.18%
640-00000-46716	RECR FEES >AGE 18	0.00	0.00	545.13	809.60	809.60	0.00%
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE	114,346.00	114,346.00	187.50	72,424.95	-41,921.05	36.66%
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	119,180.00	119,180.00	2,646.25	38,287.02	-80,892.98	67.87%
640-00000-46744	CONCESSION REV. (TAXABLE)	60,000.00	60,000.00	636.02	29,881.45	-30,118.55	50.20%
640-00000-46745	CATERING REVENUE (TAXABLE)	8,000.00	8,000.00	1,867.12	6,123.45	-1,876.55	23.46%
640-00000-46746	CONCESSION REVENUE (VENDING)	3,500.00	3,500.00	136.50	1,294.81	-2,205.19	63.01%
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	1,500.00	1,500.00	0.00	15.16	-1,484.84	98.99%
640-00000-46749	VENDING INCOME (NONTAXABLE)	0.00	0.00	0.00	190.70	190.70	0.00%
640-00000-46751	PRO SHOP REVENUE	6,500.00	6,500.00	23.70	-1,265.44	-7,765.44	119.47%
640-00000-46752	RENTALS INC. (ARENA) TAXAB	6,000.00	6,000.00	814.05	1,914.05	-4,085.95	68.10%
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	13,000.00	13,000.00	0.00	10,668.00	-2,332.00	17.94%
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	800.00	800.00	175.00	275.00	-525.00	65.63%
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	4,500.00	4,500.00	30.00	780.00	-3,720.00	82.67%
640-00000-46757	RENTAL INC. (SPACE/ST-TAX.)	30,000.00	30,000.00	0.00	15,370.00	-14,630.00	48.77%
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	1,500.00	1,500.00	1,027.38	1,027.38	-472.62	31.51%
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T	2,500.00	2,500.00	0.00	1,642.50	-857.50	34.30%
640-00000-46760	RENTAL INC. (SHELTER NON-TAXAB	750.00	750.00	0.00	855.00	105.00	114.00%
0000-46761	ADVERTISING INCOME	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
640-00000-46763	ADMISSION SALES - TAXABLE	10,000.00	10,000.00	131.40	131.40	-9,868.60	98.69%
640-00000-46765	ADMISSION SALES - NONTAXABLE	2,000.00	2,000.00	0.00	5,789.40	3,789.40	289.47%
640-00000-46766	RENTAL INC. (MTG. ROOM - TAX)	2,500.00	2,500.00	725.00	2,607.71	107.71	104.31%
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	4,000.00	4,000.00	0.00	529.70	-3,470.30	86.76%
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	2,500.00	2,500.00	285.00	630.00	-1,870.00	74.80%
640-00000-46769	CATERING REVENUE (NON TAX.)	3,500.00	3,500.00	0.00	1,408.00	-2,092.00	59.77%
640-00000-48001	MISC. INCOME (NONTAXABLE)	5,000.00	5,000.00	161.00	1,730.33	-3,269.67	65.39%
640-00000-48002	MISC INCOME TAXABLE	5,000.00	5,000.00	150.38	1,306.28	-3,693.72	73.87%
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	25,000.00	25,000.00	1,685.20	8,426.00	16,574.00	66.30%
640-00000-48205	RENTAL INCOME (CITY)	24,000.00	24,000.00	1,710.36	20,122.53	-3,877.47	16.16%
640-00000-48401	INS. RE-IMBURSEMENT CLAIMS - O	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-48513	DONATIONS (O.E.C. LIQ.AGR)	11,000.00	11,000.00	0.00	0.00	-11,000.00	100.00%
640-00000-48515	DONATIONS (SPONSORSHIPS)	10,000.00	10,000.00	0.00	700.00	-9,300.00	93.00%
640-00000-49201	OPERATING TRANSFER IN	35,000.00	35,000.00	0.00	8,750.00	-26,250.00	75.00%
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%
	Revenue Total:	**617,826.00**	**617,826.00**	**26,638.05**	**267,233.00**	**-350,593.00**	**56.75 %**
Expense							
640-55450-110	SALARIES - REGULAR	118,564.00	118,564.00	13,774.20	46,041.59	72,522.41	61.17%
640-55450-120	WAGES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-124	WAGES - PERM PT	14,700.00	14,700.00	0.00	0.00	14,700.00	100.00%
5450-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-126	WAGES - TEMP/SEAS	63,450.00	63,450.00	3,102.26	29,830.13	33,619.87	52.99%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
5450-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-150	FICA	15,048.00	15,048.00	1,195.58	5,405.59	9,642.41	64.08%
640-55450-151	RETIREMENT (WRS)	8,062.00	8,062.00	936.66	3,130.82	4,931.18	61.17%
640-55450-152	HEALTH INSURANCE	43,214.00	43,214.00	3,601.18	18,005.90	25,208.10	58.33%
640-55450-153	DENTAL INSURANCE	2,377.00	2,377.00	198.10	990.50	1,386.50	58.33%
640-55450-154	LIFE INSURANCE	14.00	14.00	1.14	5.70	8.30	59.29%
640-55450-211	BOILER CONTRACTUAL	750.00	750.00	0.00	0.00	750.00	100.00%
640-55450-213	HVAC CONTRACTUAL	10,000.00	10,000.00	0.00	4,308.81	5,691.19	56.91%
640-55450-214	FIRE CONTRACTUAL	1,200.00	1,200.00	0.00	456.42	743.58	61.97%
640-55450-220	WATER/SEWER/STORM WATER	6,200.00	6,200.00	-35.00	3,551.47	2,648.53	42.72%
640-55450-221	ELECTRIC & GAS	175,000.00	175,000.00	9,639.30	64,037.31	110,962.69	63.41%
640-55450-225	PHONE/INTERNET/CABLE	8,800.00	8,800.00	690.16	3,632.05	5,167.95	58.73%
640-55450-240	SOFTWARE MAINTENANCE CONTR	2,000.00	2,000.00	268.98	1,125.48	874.52	43.73%
640-55450-241	EQUIPMENT MAINTENANCE CONT	250.00	250.00	0.00	0.00	250.00	100.00%
640-55450-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-243	LEASES	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-244	WEBSITE	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-290	OTHER CONTRACTUAL SERVICES	19,726.00	19,726.00	860.17	4,242.75	15,483.25	78.49%
640-55450-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-292	ELECTRICAL CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00%
640-55450-293	PLUMBING CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00%
640-55450-301	SALES TAX	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-310	OFFICE SUPPLIES	500.00	500.00	0.00	46.14	453.86	90.77%
640-55450-311	POSTAGE	25.00	25.00	4.53	21.48	3.52	14.08%
640-55450-312	COPY USAGE & PAPER	1,440.00	1,440.00	0.00	366.33	1,073.67	74.56%
640-55450-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	505.00	-255.00	-102.00%
640-55450-323	GENERAL ADVERTISING	16,000.00	16,000.00	4,820.39	6,156.66	9,843.34	61.52%
640-55450-324	RECRUITMENT	100.00	100.00	0.00	14.00	86.00	86.00%
5450-330	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	0.00	533.73	466.27	46.63%
640-55450-340	OPERATING SUPPLIES	17,225.00	17,225.00	3,478.88	9,087.36	8,137.64	47.24%
640-55450-341	PRINTING & FORMS	0.00	0.00	0.00	97.85	-97.85	0.00%
640-55450-342	CLEANING & SANITARY SUPPLIES	4,500.00	4,500.00	186.81	3,352.21	1,147.79	25.51%
640-55450-343	CONCESSIONS SUPPLIES	40,000.00	40,000.00	1,015.81	16,439.75	23,560.25	58.90%
640-55450-344	VENDING SUPPLIES	3,800.00	3,800.00	-101.48	1,814.09	1,985.91	52.26%
640-55450-345	BAR SUPPLIES	0.00	0.00	8.85	28.65	-28.65	0.00%
640-55450-346	CATERING SUPPLIES	5,000.00	5,000.00	1,118.33	3,647.39	1,352.61	27.05%
640-55450-347	PRO SHOP	1,500.00	1,500.00	0.00	544.87	955.13	63.68%
640-55450-350	BLDG & GRDS MAINT & REPAIRS	16,600.00	16,600.00	1,415.50	4,180.19	12,419.81	74.82%
640-55450-360	VEHICLE MAINT. & REPAIRS	125.00	125.00	0.00	324.91	-199.91	-159.93%
640-55450-361	REGULAR FUEL	1,275.00	1,275.00	56.49	150.50	1,124.50	88.20%
640-55450-362	OFF ROAD FUEL	75.00	75.00	42.74	42.74	32.26	43.01%
640-55450-363	EQUIPMENT MAINT & REPAIRS	7,250.00	7,250.00	115.50	758.17	6,491.83	89.54%
640-55450-510	INS - WORKERS COMP	6,500.00	6,500.00	0.00	3,305.00	3,195.00	49.15%
640-55450-511	INS - FIRE, COMP/COLL, BOILER	8,682.00	8,682.00	0.00	7,384.00	1,298.00	14.95%
640-55450-512	INS - VEHICLES	84.00	84.00	0.00	83.00	1.00	1.19%
640-55450-513	INS - CVMIC, LIABILITY, PROF	5,840.00	5,840.00	0.00	2,114.00	3,726.00	63.80%
640-55450-514	SIR	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-515	INS - MONIES & SECURITIES	225.00	225.00	0.00	0.00	225.00	100.00%
640-55450-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-517	UNEMPLOYMENT	250.00	250.00	0.00	0.00	250.00	100.00%
640-55450-540	DEPR - GENERAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-541	DEPR - VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-542	DEPR - OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-543	DEPR - BLDG, STRUCTURE, BLDG I	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-544	DEPR - IMPROV OTHER THAN LAND	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-620	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00%
5450-690	OTHER DEBT SERVICES	120.00	120.00	0.00	0.00	120.00	100.00%
5450-692	AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
5450-693	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00%
640-55450-720	DONATIONS	0.00	0.00	0.00	1,105.00	-1,105.00	0.00%
	Expense Total:	**628,221.00**	**628,221.00**	**46,395.08**	**246,867.54**	**381,353.46**	**60.70 %**
	Fund: 640 - OMNI CENTER Surplus (Deficit):	**-10,395.00**	**-10,395.00**	**-19,757.03**	**20,365.46**	**30,760.46**	**295.92 %**
	Report Surplus (Deficit):	**-10,395.00**	**-10,395.00**	**-19,757.03**	**20,365.46**	**30,760.46**	**295.92 %**

City of Onalaska

Balance Sheet Report

Account Summary

As Of 06/15/2015

6-15-15

F.5

Account	Name	Balance	
Fund: 100 - GENERAL FUND			
Assets			
100-11100	CASH	870,351.24	
100-11103	CASH-CAFE PLAN	9,651.35	
100-11305	TEMPORARY INVESTMENTS	9,245,186.56	
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00	
100-11510	DONATIONS SAVINGS ACCT	4,616.46	
100-11511	NON-CITY INVESTMENTS	141.49	
100-11800	PETTY CASH	2,490.00	
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	1,326.48	
100-12113	DELQ. S/A FROM CO.-2011	1,309.66	
100-12114	DELQ.S/A FROM CO.-2012	2,115.96	
100-12115	DELQ.S/A FROM CO.-2013	4,808.78	
100-12332	2010 DELINQ.OMITTED PP TAXES	0.00	
100-12333	2005 DELQ. P/P TAXES	0.00	
100-12334	2006/07 DELQ. P/P TAXES	0.00	
100-12335	2007/08 DELQ. P/P TAXES	0.00	
100-12336	2008/09 DELQ P/P TAXES	0.00	
100-12337	2009-10 DELQ. P/P TAXES	0.00	
100-12338	2010-11 DELQ P/P TAXES	0.00	
100-12339	2011-12 DELQ. P/P TAXES	2,868.15	
100-12340	2012-13 DELQ. P/P TAXES	8,159.34	
100-12341	2013-14 DELQ. P/P TAXES	1,719.89	
100-12342	2014-15 DELQ. P/P TAXES	3,906.46	
100-12343	2002 DELQ P/P TAXES	0.00	
100-12344	2003 DELQ P/P TAXES	0.00	
100-12609	S/A STORM SEWER	0.00	
100-12611	S/A STREET CONSTRUCTION	177,001.00	
100-12613	S/A CURB & GUTTER	59,225.28	
100-12626	S/A SIDEWALK	49,175.97	
100-12632	S/A ALLEY PAVING	18,237.75	
100-13100	OTHER ACCOUNTS RECEIVABLE	8,025.90	
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 ACCOU	0.00	
100-13125	ACCOUNTS RECEIVABLE - C.D.A. MGMT	43,682.32	
100-13300	INTEREST RECEIVABLE	0.00	
100-14000	DUE FROM OTHER GOVERNMENTS	0.00	
100-14207	DUE FROM SEWER	0.00	
100-14209	DUE FROM CEMETERY	0.00	
100-14210	DUE FROM OMNI CENTER	0.00	
100-14213	DUE FROM TAX AGENGY FUND	0.00	
100-14215	DUE FROM S/R-O.S.R.	0.00	
100-14216	DUE FROM DEBT SERVICE	0.00	
100-16200	PRE-PAID INSURANCE	46,491.99	
	Total Assets:	**10,560,492.03**	**10,560,492.03**
Liability			
100-21100	ACCOUNTS PAYABLE	172,475.00	
100-21110	AP PENDING (DUE TO POOL)	14,058.89	
100-21111	CORRECTIONS PAYABLE	0.00	

Account	Name	Balance
100-21112	G.F. SALES TAX PAYABLE	1,769.40
100-21405	DOT-PARKING TICKETS	5,365.00
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	2.21
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	9,069.91
100-21581	SUPPORT PAYMENTS	0.00
100-21700	ACCRUED WAGES	0.00
100-21901	PAYABLE TO SHARED RIDE	-180.00
100-23420	ANTI-ANNEXATION FEES	2,406.93
100-24220	BAIL BOND DEPOSITS	0.00
100-24230	PARTIAL PMT. - POLICE CITATIONS	0.00
100-24330	DOG LICENSES DUE CO	138.00
100-24600	MOBILE HOME TAX DUE - OSD	1,149.85
100-25600	DUE TO WATER	0.00
100-26000	DEFERRED REVENUE	0.00
100-26151	DEFERRED REVENUE- C.D.A. MGMT.	17,883.22
100-26209	POSTPONED S/A -STORM SEWER	0.00
100-26210	POSTPONED S/A-STREET	177,001.00
100-26220	POSTPONED S/A-CURB & GUTTER	59,225.28
100-26230	POSTPONED S/A-SIDEWALK	52,786.46
100-26260	POSTPONED S/A-ALLEY PAVING	18,821.05
100-28000	NON-CITY FUNDS	141.47
	Total Liability:	**521,383.67**

Equity

100-32000	INVESTMENT IN CAPITAL ASSETS	0.00
100-34100	FUND BALANCE	6,586,617.78
100-34142	RESERVED FUND BALANCE	0.00
100-34207	STREET DEPT-STREET DEPT EQUIPMENT	36,236.00
100-34208	STORM SWR EQUIPMENTS	0.00
100-34209	LIBRARY CONTRACTUAL	0.00
100-34210	ENG. STATION WAGON	0.00
100-34211	LACROSSE CO. HWY. STR. MAINT.	0.00
100-34212	F. DEPT. TURN-OUT GEAR/VEH. EQUIP.	0.00
100-34213	S.I.R INS. DEDUCTIBLE	146,990.00
100-34214	DOWNTOWN REDEVELOPMENT	18,500.00
100-34215	COMPUTER HDWR./SOFTWARE UPDATE	15,000.00
100-34216	HEA./DENTAL/VAC. FORMER EMPLOYEE	4,000.00
100-34217	ILLEGAL ASSESSMENTS	0.00
100-34218	TREE BRUSH	4,500.00
100-34219	ENGINEERING EQUIPMENT	0.00
100-34220	PROP/COLLISION	0.00
100-34221	DIRECT PAYROLL SOFTWARE	0.00
100-34222	CARIN IRIS EQUIP	0.00

Account	Name	Balance
100-34223	CITY LIBRARY REPAIRS	0.00
100-34224	STREET SEALING	0.00
100-34225	STREET (MAINT. SHOP)	29,000.00
100-34226	STREET SNOW & ICE	142,000.00
100-34227	STREET LIGHTS	10,000.00
100-34228	RECR./PARKS/C.CTR./POOL	9,000.00
100-34229	CITY STUDY	45,270.00
100-34230	CITY ATTORNEY	0.00
100-34231	CITY HALL EQUIPMENT	0.00
100-34232	FIRE DEPT REPAIRS	0.00
100-34233	CITY HALL VEHICLE	3,000.00
100-34234	FIRE DEPT TRAINING EQUIP	0.00
100-34235	FIRE DEPT ATV	0.00
	Total Beginning Equity:	**7,050,113.78**
Total Revenue		6,563,512.21
Total Expense		3,574,517.63
Revenues Over/Under Expenses		**2,988,994.58**
	Total Equity and Current Surplus (Deficit):	**10,039,108.36**

Total Liabilities, Equity and Current Surplus (Deficit): 10,560,492.03

City of Onalaska

Budget Report
Account Summary
For Fiscal: 2015 Period Ending: 06/30/2015

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUND							
Revenue							
Department: 00000 - NON DEPARTMENTAL							
100-00000-41110	GENERAL PROPERTY TAXES	5,486,838.00	5,486,838.00	0.00	5,486,838.00	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	66,000.00	66,000.00	1,855.60	34,002.07	-31,997.93	48.48%
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	35,064.00	35,064.00	496.55	11,653.19	-23,410.81	66.77%
100-00000-41300	PAYMENTS IN LIEU OF TAXES	108,000.00	108,000.00	0.00	101,937.24	-6,062.76	5.61%
100-00000-41320	TAXES ON MUNICIPAL OWNED UTI	408,000.00	408,000.00	0.00	0.00	-408,000.00	100.00%
100-00000-41800	INTEREST ON TAXES	1,800.00	1,800.00	0.00	3,190.92	1,390.92	177.27%
100-00000-42010	S/A STREET	8,066.00	8,066.00	0.00	8,066.07	0.07	100.00%
100-00000-42020	S/A CURB & GUTTER	1,576.00	1,576.00	0.00	2,594.36	1,018.36	164.62%
100-00000-42030	S/A SIDEWALK	4,100.00	4,100.00	0.00	3,426.93	-673.07	16.42%
100-00000-42050	S/A ALLEY	1,458.00	1,458.00	0.00	1,734.33	276.33	118.95%
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	670,000.00	670,000.00	0.00	0.00	-670,000.00	100.00%
100-00000-43401	STATE AID COMPUTERS	46,000.00	46,000.00	0.00	0.00	-46,000.00	100.00%
1)000-43420	FIRE INSURANCE FOR STATE	65,000.00	65,000.00	0.00	0.00	-65,000.00	100.00%
1)000-43521	LAW ENFORCEMENT TRAINING AID	4,200.00	4,200.00	0.00	4,160.00	-40.00	0.95%
100-00000-43530	STATE AID ROAD ALLOTMENT	630,400.00	630,400.00	0.00	314,615.94	-315,784.06	50.09%
100-00000-43541	STATE AID FOR CONNECTING STRE	39,400.00	39,400.00	0.00	19,716.00	-19,684.00	49.96%
100-00000-43610	PAYMENT FOR MUNICIPAL SERVICE	3,850.00	3,850.00	0.00	3,778.17	-71.83	1.87%
100-00000-43620	STATE AID IN LIEU OF TAXES	137.00	137.00	0.00	136.31	-0.69	0.50%
100-00000-43690	STATE AID OTHER PAYMENTS	0.00	0.00	0.00	2,913.70	2,913.70	0.00%
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	21,900.00	21,900.00	565.00	23,200.00	1,300.00	105.94%
100-00000-44120	OPERATOR LICENSE	5,400.00	5,400.00	615.00	2,678.00	-2,722.00	50.41%
100-00000-44160	CIGARETTE LICENSE	1,100.00	1,100.00	0.00	1,100.00	0.00	0.00%
100-00000-44170	CABLE TV LICENSE	170,000.00	170,000.00	0.00	43,462.65	-126,537.35	74.43%
100-00000-44171	CELL TOWER FEES	12,300.00	12,300.00	1,075.13	4,300.52	-7,999.48	65.04%
100-00000-44175	MOBILE HOME LICENSE	375.00	375.00	0.00	375.00	0.00	0.00%
100-00000-44185	TAXIE CAB LICENSE	750.00	750.00	0.00	740.00	-10.00	1.33%
100-00000-44190	SOLICITERS LICENSE	150.00	150.00	0.00	180.00	30.00	120.00%
100-00000-44193	ELECTRICAL LICENSE	2,000.00	2,000.00	480.00	930.00	1,070.00	53.50%
100-00000-44194	HTG/GAS PIPING LICENSES	1,300.00	1,300.00	0.00	750.00	-550.00	42.31%
100-00000-44195	OTHER LICENSES	12,000.00	12,000.00	130.00	12,611.13	611.13	105.09%
100-00000-44196	MOTEL/HOTEL PERMITS	150.00	150.00	0.00	210.00	60.00	140.00%
100-00000-44210	BICYCLE LICENSE	65.00	65.00	0.00	18.00	-47.00	72.31%
100-00000-44215	DOG LICENSE	32,000.00	32,000.00	27.00	4,253.00	-27,747.00	86.71%
100-00000-44220	CAT LICENSE	20,000.00	20,000.00	946.00	18,971.00	-1,029.00	5.15%
100-00000-44300	INSPECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-44310	BUILDING PERMITS	85,000.00	85,000.00	15,116.20	130,395.35	45,395.35	153.41%
100-00000-44311	PLAN REVIEW	1,000.00	1,000.00	0.00	760.00	-240.00	24.00%
100-00000-44315	ELECTRICAL PERMITS	15,500.00	15,500.00	2,380.00	15,121.00	-379.00	2.45%
100-00000-44320	HEATING & A/C PERMITS	15,000.00	15,000.00	665.00	9,192.50	-5,807.50	38.72%
100-00000-44323	PLUMBING PERMIT FEES	15,000.00	15,000.00	3,578.00	14,892.50	-107.50	0.72%
1)0000-44325	STREET OPENING PERMITS	1,000.00	1,000.00	25.00	400.00	-600.00	60.00%
1)000-44330	SIDEWALK PERMIT	1,000.00	1,000.00	145.00	1,545.00	545.00	154.50%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
)000-44335	RAILROAD PERMIT	150.00	150.00	159.81	159.81	9.81	106.54%
100-00000-44336	RECREATIONAL BURNING PERMIT	9,000.00	9,000.00	640.00	8,640.00	-360.00	4.00%
100-00000-44340	OTHER PERMITS	200.00	200.00	25.00	75.00	-125.00	62.50%
100-00000-44345	P.U.D. PERMIT	0.00	0.00	0.00	1,400.00	1,400.00	0.00%
100-00000-44347	SITE PLANS	1,000.00	1,000.00	0.00	900.00	-100.00	10.00%
100-00000-44410	ZONING	6,000.00	6,000.00	150.00	5,850.34	-149.66	2.49%
100-00000-45110	COURT PENALTIES	90,000.00	90,000.00	0.00	36,523.96	-53,476.04	59.42%
100-00000-45112	1/2 COURT COSTS DUE CITY	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-45115	PARKING VIOLATIONS	34,000.00	34,000.00	0.00	23,040.00	-10,960.00	32.24%
100-00000-46100	GEN'L GOV'T REVENUE (SHARED-RI	2,600.00	2,600.00	0.00	0.00	-2,600.00	100.00%
100-00000-46105	GENERAL GOVERNMENT FEES	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-46110	PLAT FILING FEES	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-46115	LICENSE PUBLICATION FEES	460.00	460.00	10.00	500.00	40.00	108.70%
100-00000-46120	SALES MATERIAL & SUPLS	9,500.00	9,500.00	723.50	6,332.75	-3,167.25	33.34%
100-00000-46121	TOPO FEES	0.00	0.00	0.00	-40.00	-40.00	0.00%
100-00000-46210	FIRE PROTECTION SERVICE	68,000.00	68,000.00	1,468.02	30,722.05	-37,277.95	54.82%
100-00000-46220	POLICE REPORTS	1,700.00	1,700.00	18.25	531.60	-1,168.40	68.73%
100-00000-46221	FALSE POLICE ALARMS	2,300.00	2,300.00	320.00	1,960.00	-340.00	14.78%
100-00000-46222	POLICE SECURITY FEES	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-46300	HIGHWAY MAINT. & SNOWPLOWI	1,000.00	1,000.00	0.00	395.85	-604.15	60.42%
100-00000-46427	DEVELOPER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-46440	WEED CUTTING/MOWING REVENU	500.00	500.00	0.00	475.96	-24.04	4.81%
100-00000-46490	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-46710	NON-PROFIT SHELTER/VENDING RE	1,200.00	1,200.00	0.00	480.94	-719.06	59.92%
100-00000-46711	PARK FACILITY RENTAL	11,000.00	11,000.00	0.00	6,981.92	-4,018.08	36.53%
100-00000-46715	RECREATION FEES	61,378.00	61,378.00	0.00	45,735.18	-15,642.82	25.49%
100-00000-46716	RECR. FEES > AGE 18	13,395.00	13,395.00	0.00	5,536.00	-7,859.00	58.67%
100-00000-46725	SWIMMING POOL REVENUE	62,345.00	62,345.00	8,675.30	13,476.38	-48,868.62	78.38%
)000-46726	SWIMMING POOL LESSONS	7,680.00	7,680.00	0.00	4,738.10	-2,941.90	38.31%
)0000-46727	SWIMMING POOL MISC	2,500.00	2,500.00	0.00	3,960.50	1,460.50	158.42%
100-00000-46728	SWIMMING POOL CONCESSIONS	26,920.00	26,920.00	3,752.61	4,150.77	-22,769.23	84.58%
100-00000-46729	SWIMMING POOL ADVERT. INCOM	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-46840	URBAN DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-47310	INTERGOV'T - GEN'L GOV'T	10,500.00	10,500.00	0.00	6,434.05	-4,065.95	38.72%
100-00000-47320	OTHER LOCAL GOV'T/LAW ENFORC	33,000.00	33,000.00	0.00	17,948.69	-15,051.31	45.61%
100-00000-47330	INTERGOV'T CHARGES FOR STREET	6,000.00	6,000.00	0.00	0.00	-6,000.00	100.00%
100-00000-48000	MISCELLANEOUS INCOME	9,000.00	9,000.00	245.75	3,101.14	-5,898.86	65.54%
100-00000-48100	INTEREST INCOME	50,000.00	50,000.00	0.00	18,863.14	-31,136.86	62.27%
100-00000-48130	INTEREST DONATION ACCT.	0.00	0.00	0.00	1.51	1.51	0.00%
100-00000-48131	INTEREST - NON CITY	0.00	0.00	0.00	0.02	0.02	0.00%
100-00000-48150	INTEREST - STREET ASSMT.	4,100.00	4,100.00	0.00	4,145.97	45.97	101.12%
100-00000-48155	INTEREST - CURB & GUTTER ASSMT	570.00	570.00	0.00	1,200.77	630.77	210.66%
100-00000-48160	INTEREST - SIDEWALK ASSMT.	1,000.00	1,000.00	7.41	706.70	-293.30	29.33%
100-00000-48170	INTEREST - ALLEY ASSMT.	430.00	430.00	0.00	829.89	399.89	193.00%
100-00000-48180	INTEREST - STORM SEWER ASSMT.	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-48190	INVESTMENT INCOME (CVMIC)	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-48200	RENTAL INCOME & CDA SUBLEASE	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-48210	RENT- FINLEY PROP (JAYCEES)	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-48211	RENT LIBRARY FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-48302	SALE OF FIRE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-48403	INSURANCE REIMB - POLICE	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-48404	INSURANCE REIMB - HWY	0.00	0.00	0.00	1,014.15	1,014.15	0.00%
100-00000-48405	INSURANCE REIMB - GENERAL	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-48406	INSURANCE DIVIDENDS	10,000.00	10,000.00	0.00	16,764.00	6,764.00	167.64%
100-00000-48408	INSURANCE WAIVER	0.00	0.00	0.00	0.00	0.00	0.00%
100-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%
)000-48510	CONTRIBUTION FROM SCHOOL DIS	21,000.00	21,000.00	0.00	5,126.19	-15,873.81	75.59%
)000-48530	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 000-49000	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	50,000.00	50,000.00	0.00	0.00	-50,000.00	100.00%
	Department: 00000 - NON DEPARTMENTAL Total:	**8,601,307.00**	**8,601,307.00**	**44,295.13**	**6,563,512.21**	**-2,037,794.79**	**23.69 %**
	Revenue Total:	**8,601,307.00**	**8,601,307.00**	**44,295.13**	**6,563,512.21**	**-2,037,794.79**	**23.69 %**
Expense							
Department: 51100 - COMMON COUNCIL							
100-51100-110	SALARIES - REGULAR	29,600.00	29,600.00	0.00	12,800.00	16,800.00	56.76%
100-51100-150	FICA	2,264.00	2,264.00	0.00	979.20	1,284.80	56.75%
100-51100-291	TRANSCRIPTION CONTRACTUAL	8,000.00	8,000.00	189.90	856.90	7,143.10	89.29%
100-51100-310	OFFICE SUPPLIES	250.00	250.00	0.00	348.16	-98.16	-39.26%
100-51100-311	POSTAGE	250.00	250.00	0.00	32.64	217.36	86.94%
100-51100-312	COPY USAGE & PAPER	800.00	800.00	44.52	355.63	444.37	55.55%
100-51100-320	SUBSCRIPTIONS & DUES	5,392.00	5,392.00	0.00	5,304.94	87.06	1.61%
100-51100-322	LEGAL NOTICES	12,154.00	12,154.00	463.88	2,278.42	9,875.58	81.25%
100-51100-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 51100 - COMMON COUNCIL Total:	**58,710.00**	**58,710.00**	**698.30**	**22,955.89**	**35,754.11**	**60.90 %**
Department: 51110 - POLICE & FIRE COMMISSION							
100-51110-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
100-51110-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	15.00	-15.00	0.00%
100-51110-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%
100-51110-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00%
100-51110-312	COPY USAGE & PAPER	100.00	100.00	0.00	0.00	100.00	100.00%
	Department: 51110 - POLICE & FIRE COMMISSION Total:	**100.00**	**100.00**	**0.00**	**15.00**	**85.00**	**85.00 %**
partment: 51200 - MUNICIPAL COURT							
100-51200-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
100-51200-340	OPERATING SUPPLIES	325.00	325.00	0.00	0.00	325.00	100.00%
	Department: 51200 - MUNICIPAL COURT Total:	**325.00**	**325.00**	**0.00**	**0.00**	**325.00**	**100.00 %**
Department: 51300 - LEGAL							
100-51300-290	OTHER CONTRACTUAL SERVICES	117,000.00	117,000.00	15,048.55	42,139.53	74,860.47	63.98%
100-51300-310	OFFICE SUPPLIES	5.00	5.00	0.00	0.00	5.00	100.00%
100-51300-320	SUBSCRIPTIONS & DUES	495.00	495.00	0.00	0.00	495.00	100.00%
	Department: 51300 - LEGAL Total:	**117,500.00**	**117,500.00**	**15,048.55**	**42,139.53**	**75,360.47**	**64.14 %**
Department: 51410 - MAYOR							
100-51410-110	SALARIES - REGULAR	60,000.00	60,000.00	2,307.69	25,846.13	34,153.87	56.92%
100-51410-150	FICA	4,590.00	4,590.00	176.54	1,977.25	2,612.75	56.92%
100-51410-151	RETIREMENT (WRS)	4,620.00	4,620.00	177.69	1,990.13	2,629.87	56.92%
100-51410-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%
100-51410-153	DENTAL INSURANCE	959.00	959.00	79.88	479.28	479.72	50.02%
100-51410-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%
100-51410-225	PHONE/INTERNET/CABLE	150.00	150.00	9.21	350.97	-200.97	-133.98%
100-51410-290	OTHER CONTRACTUAL SERVICES	500.00	500.00	0.00	0.00	500.00	100.00%
100-51410-310	OFFICE SUPPLIES	468.00	468.00	0.00	81.99	386.01	82.48%
100-51410-311	POSTAGE	40.00	40.00	0.00	27.84	12.16	30.40%
100-51410-312	COPY USAGE & PAPER	100.00	100.00	0.00	28.75	71.25	71.25%
100-51410-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	175.00	75.00	30.00%
100-51410-330	SEMINARS, CONF & TRAVEL	400.00	400.00	171.08	435.32	-35.32	-8.83%
100-51410-340	OPERATING SUPPLIES	4,000.00	4,000.00	321.86	1,523.26	2,476.74	61.92%
100-51410-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 51410 - MAYOR Total:	**76,077.00**	**76,077.00**	**3,243.95**	**32,915.92**	**43,161.08**	**56.73 %**
Department: 51411 - FINANCE							
1 '411-110	SALARIES - REGULAR	80,601.00	80,601.00	3,339.23	37,399.37	43,201.63	53.60%
1 411-124	WAGES - PERM PT	17,340.00	17,340.00	390.15	6,195.44	11,144.56	64.27%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
411-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00%
100-51411-150	FICA	7,495.00	7,495.00	271.81	3,195.64	4,299.36	57.36%
100-51411-151	RETIREMENT (WRS)	6,662.00	6,662.00	253.59	2,964.35	3,697.65	55.50%
100-51411-152	HEALTH INSURANCE	10,402.00	10,402.00	944.64	5,667.84	4,734.16	45.51%
100-51411-153	DENTAL INSURANCE	1,200.00	1,200.00	103.84	623.04	576.96	48.08%
100-51411-154	LIFE INSURANCE	60.00	60.00	5.46	30.66	29.34	48.90%
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	36.85	248.83	321.17	56.35%
100-51411-241	EQUIPMENT MAINTENANCE CONT	500.00	500.00	0.00	0.00	500.00	100.00%
100-51411-290	OTHER CONTRACTUAL SERVICES	4,000.00	4,000.00	0.00	3,627.63	372.37	9.31%
100-51411-310	OFFICE SUPPLIES	1,200.00	1,200.00	179.40	719.82	480.18	40.02%
100-51411-311	POSTAGE	1,500.00	1,500.00	0.00	913.10	586.90	39.13%
100-51411-312	COPY USAGE & PAPER	1,000.00	1,000.00	39.85	517.57	482.43	48.24%
100-51411-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	0.00	250.00	100.00%
100-51411-322	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00%
100-51411-330	SEMINARS, CONF & TRAVEL	1,325.00	1,325.00	0.00	477.00	848.00	64.00%
100-51411-340	OPERATING SUPPLIES	3,050.00	3,050.00	0.00	78.07	2,971.93	97.44%
100-51411-341	PRINTING & FORMS	500.00	500.00	0.00	133.81	366.19	73.24%
	Department: 51411 - FINANCE Total:	**137,655.00**	**137,655.00**	**5,564.82**	**62,792.17**	**74,862.83**	**54.38 %**
Department: 51420 - CITY CLERK							
100-51420-110	SALARIES - REGULAR	108,591.00	108,591.00	4,150.09	46,481.01	62,109.99	57.20%
100-51420-120	WAGES - REGULAR	24,632.00	24,632.00	934.41	10,465.39	14,166.61	57.51%
100-51420-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00%
100-51420-124	WAGES - PERM PT	8,670.00	8,670.00	57.80	1,983.27	6,686.73	77.12%
100-51420-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00%
100-51420-126	WAGES - TEMP/SEAS	6,270.00	6,270.00	0.00	1,753.91	4,516.09	72.03%
100-51420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
100-51420-150	FICA	11,335.00	11,335.00	357.53	4,274.87	7,060.13	62.29%
100-51420-151	RETIREMENT (WRS)	9,059.00	9,059.00	345.75	3,872.40	5,186.60	57.25%
420-152	HEALTH INSURANCE	33,707.00	33,707.00	3,166.49	19,356.55	14,350.45	42.57%
100-51420-153	DENTAL INSURANCE	2,540.00	2,540.00	211.68	1,270.08	1,269.92	50.00%
100-51420-154	LIFE INSURANCE	69.00	69.00	6.02	34.62	34.38	49.83%
100-51420-225	PHONE/INTERNET/CABLE	1,200.00	1,200.00	73.68	471.40	728.60	60.72%
100-51420-241	EQUIPMENT MAINTENANCE CONT	435.00	435.00	0.00	0.00	435.00	100.00%
100-51420-291	TRANSCRIPTION CONTRATUAL	300.00	300.00	0.00	0.00	300.00	100.00%
100-51420-310	OFFICE SUPPLIES	1,230.00	1,230.00	0.00	289.98	940.02	76.42%
100-51420-311	POSTAGE	2,200.00	2,200.00	0.00	692.29	1,507.71	68.53%
100-51420-312	COPY USAGE & PAPER	1,000.00	1,000.00	14.61	317.78	682.22	68.22%
100-51420-320	SUBSCRIPTIONS & DUES	383.00	383.00	0.00	178.00	205.00	53.52%
100-51420-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00%
100-51420-322	LEGAL NOTICES	210.00	210.00	108.17	194.68	15.32	7.30%
100-51420-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00%
100-51420-330	SEMINARS, CONF & TRAVEL	2,370.00	2,370.00	946.00	978.00	1,392.00	58.73%
100-51420-340	OPERATING SUPPLIES	505.00	505.00	0.00	49.02	455.98	90.29%
100-51420-341	PRINTING & FORMS	700.00	700.00	0.00	0.00	700.00	100.00%
100-51420-381	EMPLOYMENT TESTING	80.00	80.00	0.00	21.00	59.00	73.75%
	Department: 51420 - CITY CLERK Total:	**215,486.00**	**215,486.00**	**10,372.23**	**92,684.25**	**122,801.75**	**56.99 %**
Department: 51440 - ELECTIONS							
100-51440-126	WAGES - TEMP/SEAS	5,626.00	5,626.00	0.00	4,209.83	1,416.17	25.17%
100-51440-150	FICA	0.00	0.00	0.00	0.00	0.00	0.00%
100-51440-241	EQUIPMENT MAINTENANCE CONT	1,400.00	1,400.00	0.00	600.00	800.00	57.14%
100-51440-310	OFFICE SUPPLIES	700.00	700.00	0.00	81.89	618.11	88.30%
100-51440-311	POSTAGE	450.00	450.00	0.00	547.53	-97.53	-21.67%
100-51440-312	COPY USAGE & PAPER	350.00	350.00	39.40	99.04	250.96	71.70%
100-51440-322	LEGAL NOTICES	1,100.00	1,100.00	0.00	345.89	754.11	68.56%
100-51440-324	RECRUITMENT	100.00	100.00	0.00	7.00	93.00	93.00%
100-51440-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00%
440-340	OPERATING SUPPLIES	480.00	480.00	0.00	149.85	330.15	68.78%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 440-341	PRINTING & FORMS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%
	Department: 51440 - ELECTIONS Total:	**11,306.00**	**11,306.00**	**39.40**	**6,041.03**	**5,264.97**	**46.57 %**
Department: 51500 - AUDIT							
100-51500-290	OTHER CONTRACTUAL SERVICES	16,870.00	16,870.00	0.00	17,030.00	-160.00	-0.95%
	Department: 51500 - AUDIT Total:	**16,870.00**	**16,870.00**	**0.00**	**17,030.00**	**-160.00**	**-0.95 %**
Department: 51510 - HUMAN RESOURCES							
100-51510-110	SALARIES - REGULAR	39,429.00	39,429.00	1,507.05	16,878.96	22,550.04	57.19%
100-51510-150	FICA	3,016.00	3,016.00	102.19	1,157.31	1,858.69	61.63%
100-51510-151	RETIREMENT (WRS)	2,681.00	2,681.00	102.48	1,147.78	1,533.22	57.19%
100-51510-152	HEALTH INSURANCE	14,293.00	14,293.00	1,190.96	7,145.76	7,147.24	50.01%
100-51510-153	DENTAL INSURANCE	710.00	710.00	59.12	354.71	355.29	50.04%
100-51510-154	LIFE INSURANCE	7.00	7.00	0.60	4.50	2.50	35.71%
100-51510-225	PHONE/INTERNET/CABLE	150.00	150.00	9.21	62.21	87.79	58.53%
100-51510-241	EQUIPMENT MAINTENANCE CONT	185.00	185.00	0.00	0.00	185.00	100.00%
100-51510-290	OTHER CONTRACTUAL SERVICES	3,655.00	3,655.00	283.50	2,020.80	1,634.20	44.71%
100-51510-310	OFFICE SUPPLIES	445.00	445.00	0.00	118.69	326.31	73.33%
100-51510-311	POSTAGE	200.00	200.00	0.00	45.74	154.26	77.13%
100-51510-312	COPY USAGE & PAPER	300.00	300.00	9.53	58.37	241.63	80.54%
100-51510-320	SUBSCRIPTIONS & DUES	510.00	510.00	0.00	515.00	-5.00	-0.98%
100-51510-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00%
100-51510-330	SEMINARS, CONF & TRAVEL	729.00	729.00	0.00	435.96	293.04	40.20%
100-51510-340	OPERATING SUPPLIES	650.00	650.00	0.47	81.57	568.43	87.45%
100-51510-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00%
	Department: 51510 - HUMAN RESOURCES Total:	**67,260.00**	**67,260.00**	**3,265.11**	**30,027.36**	**37,232.64**	**55.36 %**
Department: 51530 - ASSESSOR							
100-51530-120	WAGES - REGULAR	0.00	0.00	151.74	455.22	-455.22	0.00%
100-51530-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00%
1 530-128	WAGES - BOR	300.00	300.00	0.00	0.00	300.00	100.00%
1 530-150	FICA	23.00	23.00	10.03	31.46	-8.46	36.78%
100-51530-151	RETIREMENT (WRS)	0.00	0.00	10.32	30.96	-30.96	0.00%
100-51530-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%
100-51530-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%
100-51530-154	LIFE INSURANCE	0.00	0.00	0.00	0.45	-0.45	0.00%
100-51530-225	PHONE/INTERNET/CABLE	450.00	450.00	27.63	176.25	273.75	60.83%
100-51530-290	OTHER CONTRACTUAL SERVICES	225,446.00	225,446.00	18,502.74	88,490.54	136,955.46	60.75%
100-51530-291	TRANSCRIPTION CONTRACTUAL	200.00	200.00	0.00	0.00	200.00	100.00%
100-51530-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%
100-51530-311	POSTAGE	1,000.00	1,000.00	0.00	1,105.14	-105.14	-10.51%
100-51530-312	COPY USAGE & PAPER	250.00	250.00	21.82	67.73	182.27	72.91%
100-51530-340	OPERATING SUPPLIES	250.00	250.00	56.73	76.10	173.90	69.56%
100-51530-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 51530 - ASSESSOR Total:	**227,919.00**	**227,919.00**	**18,781.01**	**90,433.85**	**137,485.15**	**60.32 %**
Department: 51540 - IT							
100-51540-110	SALARIES - REGULAR	31,464.00	31,464.00	1,194.41	13,377.39	18,086.61	57.48%
100-51540-126	WAGES TEMP./SEAS.	4,185.00	4,185.00	0.00	0.00	4,185.00	100.00%
100-51540-150	FICA	2,727.00	2,727.00	87.22	981.44	1,745.56	64.01%
100-51540-151	RETIREMENT (WRS)	2,140.00	2,140.00	81.22	909.66	1,230.34	57.49%
100-51540-152	HEALTH INSURANCE	4,703.00	4,703.00	391.94	2,351.64	2,351.36	50.00%
100-51540-153	DENTAL INSURANCE	594.00	594.00	49.52	297.12	296.88	49.98%
100-51540-154	LIFE INSURANCE	4.00	4.00	0.36	1.96	2.04	51.00%
100-51540-225	PHONE/INTERNET/CABLE	1,504.00	1,504.00	0.00	879.36	624.64	41.53%
100-51540-240	SOFTWARE MAINTENANCE CONTR	24,037.00	24,037.00	1,289.00	11,772.19	12,264.81	51.02%
100-51540-241	EQUIPMENT MAINTENANCE CONT	4,800.00	4,800.00	0.00	0.00	4,800.00	100.00%
100-51540-244	WEBSITE	0.00	0.00	0.00	0.00	0.00	0.00%
100-51540-290	OTHER CONTRACTUAL SERVICES	8,208.00	8,208.00	0.00	2,106.47	6,101.53	74.34%
1 540-310	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00%
1 540-311	POSTAGE	36.00	36.00	0.00	0.00	36.00	100.00%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
540-312	COPY USAGE & PAPER	100.00	100.00	0.00	0.00	100.00	100.00%
1 51540-320	SUBSCRIPTIONS & DUES	100.00	100.00	0.00	0.00	100.00	100.00%
100-51540-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00%
100-51540-330	SEMINARS, CONF & TRAVEL	800.00	800.00	0.00	0.00	800.00	100.00%
100-51540-340	OPERATING SUPPLIES	2,000.00	2,000.00	0.00	358.38	1,641.62	82.08%
100-51540-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00%
100-51540-363	EQUIPMENT MAINT & REPAIRS	400.00	400.00	0.00	0.00	400.00	100.00%
100-51540-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 51540 - IT Total:	**88,302.00**	**88,302.00**	**3,093.67**	**33,035.61**	**55,266.39**	**62.59 %**
Department: 51600 - CITY HALL							
100-51600-110	SALARIES - REGULAR	43,611.00	43,611.00	1,686.66	18,639.01	24,971.99	57.26%
100-51600-124	WAGES - PERM PT	8,829.00	8,829.00	337.50	3,746.25	5,082.75	57.57%
100-51600-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00%
100-51600-126	WAGES - TEMP/SEAS	4,152.00	4,152.00	484.40	553.60	3,598.40	86.67%
100-51600-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
100-51600-150	FICA	4,329.00	4,329.00	183.59	1,670.49	2,658.51	61.41%
100-51600-151	RETIREMENT (WRS)	2,966.00	2,966.00	114.69	1,267.41	1,698.59	57.27%
100-51600-152	HEALTH INSURANCE	8,900.00	8,900.00	741.67	4,450.02	4,449.98	50.00%
100-51600-153	DENTAL INSURANCE	454.00	454.00	37.87	227.22	226.78	49.95%
100-51600-154	LIFE INSURANCE	15.00	15.00	1.30	7.60	7.40	49.33%
100-51600-211	BOILER CONTRACTUAL	670.00	670.00	100.50	100.50	569.50	85.00%
100-51600-212	ELEVATORS	5,048.00	5,048.00	-587.50	4,817.19	230.81	4.57%
100-51600-213	HVAC CONTRACTUAL	6,032.00	6,032.00	100.50	313.00	5,719.00	94.81%
100-51600-214	FIRE CONTRACTUAL	2,944.00	2,944.00	0.00	315.66	2,628.34	89.28%
100-51600-220	WATER/SEWER/STORM WATER	7,025.00	7,025.00	0.00	2,111.29	4,913.71	69.95%
100-51600-221	ELECTRIC & GAS	42,000.00	42,000.00	0.00	15,464.02	26,535.98	63.18%
100-51600-225	PHONE/INTERNET/CABLE	3,763.00	3,763.00	133.80	976.95	2,786.05	74.04%
100-51600-240	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	0.00	600.00	0.00	0.00%
1 600-241	EQUIPMENT MAINTENANCE CONT	800.00	800.00	0.00	299.00	501.00	62.63%
1 1600-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00%
100-51600-243	LEASES	540.00	540.00	0.00	825.00	-285.00	-52.78%
100-51600-290	OTHER CONTRACTUAL SERVICES	4,323.00	4,323.00	100.50	864.61	3,458.39	80.00%
100-51600-292	ELECTRICAL CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00%
100-51600-293	PLUMBING CONTRACTUAL	400.00	400.00	0.00	0.00	400.00	100.00%
100-51600-310	OFFICE SUPPLIES	283.00	283.00	0.00	0.00	283.00	100.00%
100-51600-311	POSTAGE	190.00	190.00	0.00	0.00	190.00	100.00%
100-51600-312	COPY USAGE & PAPER	0.00	0.00	0.00	337.80	-337.80	0.00%
100-51600-320	SUBSCRIPTIONS & DUES	60.00	60.00	0.00	0.00	60.00	100.00%
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	99.00	1.00	1.00%
100-51600-340	OPERATING SUPPLIES	6,995.00	6,995.00	497.30	2,720.05	4,274.95	61.11%
100-51600-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00%
100-51600-342	CLEANING & SANITARY SUPPLIES	3,500.00	3,500.00	0.00	1,408.76	2,091.24	59.75%
100-51600-350	BLDG & GRDS MAINT & REPAIRS	4,075.00	4,075.00	107.53	3,360.81	714.19	17.53%
100-51600-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	153.85	346.15	69.23%
100-51600-361	REGULAR FUEL	1,350.00	1,350.00	11.92	252.51	1,097.49	81.30%
100-51600-362	OFF ROAD FUEL	250.00	250.00	32.03	50.89	199.11	79.64%
100-51600-363	EQUIPMENT MAINT & REPAIRS	1,028.00	1,028.00	0.00	329.12	698.88	67.98%
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	0.00	0.00	50.00	100.00%
	Department: 51600 - CITY HALL Total:	**166,132.00**	**166,132.00**	**4,084.26**	**65,961.61**	**100,170.39**	**60.30 %**
Department: 51900 - OTHER GOVERNMENT							
100-51900-397	MISCELLANEOUS EXPENSE	0.00	0.00	-402.80	-809.58	809.58	0.00%
	Department: 51900 - OTHER GOVERNMENT Total:	**0.00**	**0.00**	**-402.80**	**-809.58**	**809.58**	**0.00 %**
Department: 51938 - SICK LEAVE PAYOUT							
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	1,345.96	9,537.48	-9,537.48	0.00%
	Department: 51938 - SICK LEAVE PAYOUT Total:	**0.00**	**0.00**	**1,345.96**	**9,537.48**	**-9,537.48**	**0.00 %**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
:partment: 51939 - WORKER'S COMPENSATION							
100-51939-510	INS - WORKERS COMP	93,832.00	93,832.00	0.00	49,027.50	44,804.50	47.75%
	Department: 51939 - WORKER'S COMPENSATION Total:	**93,832.00**	**93,832.00**	**0.00**	**49,027.50**	**44,804.50**	**47.75 %**
Department: 51940 - UNEMPLOYMENT COMPENSATION							
100-51940-517	UNEMPLOYMENT	4,126.00	4,126.00	376.69	962.04	3,163.96	76.68%
	Department: 51940 - UNEMPLOYMENT COMPENSATION Total:	**4,126.00**	**4,126.00**	**376.69**	**962.04**	**3,163.96**	**76.68 %**
Department: 51941 - SALES TAX							
100-51941-301	SALES TAX	9,700.00	9,700.00	117.41	1,218.45	8,481.55	87.44%
	Department: 51941 - SALES TAX Total:	**9,700.00**	**9,700.00**	**117.41**	**1,218.45**	**8,481.55**	**87.44 %**
Department: 51942 - ILLEGAL ASSESSMENTS							
100-51942-397	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 51942 - ILLEGAL ASSESSMENTS Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 51943 - INS - FIRE, COMP / COLL, BOILER							
100-51943-511	INS - FIRE, COMP/COLL, BOILER	41,204.00	41,204.00	0.00	36,425.00	4,779.00	11.60%
	Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:	**41,204.00**	**41,204.00**	**0.00**	**36,425.00**	**4,779.00**	**11.60 %**
Department: 51944 - INS - VEHICLES							
100-51944-512	INS - VEHICLES	19,000.00	19,000.00	0.00	19,749.00	-749.00	-3.94%
	Department: 51944 - INS - VEHICLES Total:	**19,000.00**	**19,000.00**	**0.00**	**19,749.00**	**-749.00**	**-3.94 %**
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE							
100-51945-513	INS - CVMIC, LIABILITY, PROP	30,064.00	30,064.00	0.00	29,664.00	400.00	1.33%
	Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE	**30,064.00**	**30,064.00**	**0.00**	**29,664.00**	**400.00**	**1.33 %**
Department: 51946 - SIR							
100-51946-514	SIR	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%
	Department: 51946 - SIR Total:	**2,000.00**	**2,000.00**	**0.00**	**0.00**	**2,000.00**	**100.00 %**
Department: 51947 - MONIES & SECURITIES INSURANCE MISC							
1[illegible]1947-515	INS - MONIES & SECURITIES	2,600.00	2,600.00	0.00	2,775.00	-175.00	-6.73%
artment: 51947 - MONIES & SECURITIES INSURANCE MISC Tot		**2,600.00**	**2,600.00**	**0.00**	**2,775.00**	**-175.00**	**-6.73 %**
Department: 51980 - UNCOLLECTABLE ACCOUNTS							
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 52100 - POLICE							
100-52100-110	SALARIES - REGULAR	201,465.00	201,465.00	7,624.97	84,962.75	116,502.25	57.83%
100-52100-120	WAGES - REGULAR	1,424,878.00	1,424,878.00	54,481.37	609,919.20	814,958.80	57.19%
100-52100-121	OVERTIME - REGULAR	70,120.00	70,120.00	3,100.94	26,824.68	43,295.32	61.74%
100-52100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	1,117.48	4,857.00	-4,857.00	0.00%
100-52100-124	WAGES - PERM PT	8,057.00	8,057.00	295.90	3,395.49	4,661.51	57.86%
100-52100-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00%
100-52100-126	WAGES - TEMP/SEAS	27,186.00	27,186.00	1,073.08	11,678.74	15,507.26	57.04%
100-52100-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
100-52100-140	SHIFT DIFFERENTIAL	4,000.00	4,000.00	200.52	2,430.68	1,569.32	39.23%
100-52100-141	ON CALL	5,200.00	5,200.00	100.00	1,400.00	3,800.00	73.08%
100-52100-150	FICA	133,179.00	133,179.00	4,790.41	52,864.40	80,314.60	60.31%
100-52100-151	RETIREMENT (WRS)	233,358.00	233,358.00	9,146.22	99,762.51	133,595.49	57.25%
100-52100-152	HEALTH INSURANCE	530,608.00	530,608.00	41,788.67	250,742.02	279,865.98	52.74%
100-52100-153	DENTAL INSURANCE	25,817.00	25,817.00	1,864.10	12,014.22	13,802.78	53.46%
100-52100-154	LIFE INSURANCE	465.00	465.00	40.65	226.24	238.76	51.35%
100-52100-221	ELECTRIC & GAS	16,000.00	16,000.00	0.00	5,623.29	10,376.71	64.85%
100-52100-225	PHONE/INTERNET/CABLE	5,940.00	5,940.00	360.68	2,997.73	2,942.27	49.53%
100-52100-226	MOBILE DATA AIR CARDS	6,000.00	6,000.00	0.00	1,615.12	4,384.88	73.08%
100-52100-240	SOFTWARE MAINTENANCE CONTR	11,133.00	11,133.00	0.00	13,487.94	-2,354.94	-21.15%
100-52100-241	EQUIPMENT MAINTENANCE CONT	4,352.00	4,352.00	0.00	3,456.94	895.06	20.57%
100-52100-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00%
100-52100-290	OTHER CONTRACTUAL SERVICES	3,602.00	3,602.00	0.00	1,060.86	2,541.14	70.55%
1[illegible]100-310	OFFICE SUPPLIES	2,183.00	2,183.00	123.78	395.02	1,787.98	81.90%
1[illegible]2100-311	POSTAGE	2,000.00	2,000.00	0.00	778.80	1,221.20	61.06%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-52100-312	COPY USAGE & PAPER	1,600.00	1,600.00	2.27	202.66	1,397.34	87.33%
100-52100-320	SUBSCRIPTIONS & DUES	1,517.00	1,517.00	50.00	2,087.50	-570.50	-37.61%
100-52100-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00%
100-52100-324	RECRUITMENT	500.00	500.00	0.00	0.00	500.00	100.00%
100-52100-330	SEMINARS, CONF & TRAVEL	14,700.00	14,700.00	1,298.00	9,157.29	5,542.71	37.71%
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	274.51	5,932.33	6,067.67	50.56%
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	22.50	773.47	1,026.53	57.03%
100-52100-342	CLEANING & SANITARY SUPPLIES	150.00	150.00	0.00	89.44	60.56	40.37%
100-52100-350	BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	648.94	694.24	605.76	46.60%
100-52100-360	VEHICLE MAINT. & REPAIRS	12,000.00	12,000.00	25.57	3,291.45	8,708.55	72.57%
100-52100-361	REGULAR FUEL	61,657.00	61,657.00	3,091.90	13,565.16	48,091.84	78.00%
100-52100-363	EQUIPMENT MAINT & REPAIRS	3,500.00	3,500.00	0.00	184.94	3,315.06	94.72%
100-52100-380	PUBLIC EDUCATION	500.00	500.00	0.00	0.00	500.00	100.00%
100-52100-381	EMPLOYMENT TESTING	2,000.00	2,000.00	0.00	550.75	1,449.25	72.46%
100-52100-382	UNIFORMS & SAFETY ATTIRE	9,000.00	9,000.00	435.32	5,430.56	3,569.44	39.66%
100-52100-390	AMMUNITION	2,800.00	2,800.00	0.00	1,153.93	1,646.07	58.79%
100-52100-391	ERT SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00%
100-52100-392	NON LETHAL SUPPLIES	1,000.00	1,000.00	0.00	513.46	486.54	48.65%
100-52100-399	ADD'L SOFTWARE & UPGRADES	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%
	Department: 52100 - POLICE Total:	**2,843,567.00**	**2,843,567.00**	**131,957.78**	**1,234,120.81**	**1,609,446.19**	**56.60 %**
Department: 52200 - FIRE							
100-52200-110	SALARIES - REGULAR	153,951.00	153,951.00	5,945.29	66,083.26	87,867.74	57.08%
100-52200-120	WAGES - REGULAR	539,056.00	539,056.00	20,810.77	232,114.35	306,941.65	56.94%
100-52200-121	OVERTIME - REGULAR	46,000.00	46,000.00	1,875.21	21,241.97	24,758.03	53.82%
100-52200-123	OVERTIME - DOUBLE TIME	0.00	0.00	0.00	0.00	0.00	0.00%
100-52200-124	WAGES - PERM PT	68,925.00	68,925.00	3,834.13	20,315.03	48,609.97	70.53%
100-52200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00%
100-52200-150	FICA	15,989.00	15,989.00	672.27	5,830.70	10,158.30	63.53%
100-52200-151	RETIREMENT (WRS)	139,487.00	139,487.00	5,379.46	59,945.12	79,541.88	57.02%
100-52200-152	HEALTH INSURANCE	220,389.00	220,389.00	19,308.00	113,963.52	106,425.48	48.29%
100-52200-153	DENTAL INSURANCE	11,217.00	11,217.00	934.74	5,608.44	5,608.56	50.00%
100-52200-154	LIFE INSURANCE	201.00	201.00	16.14	94.59	106.41	52.94%
100-52200-212	ELEVATORS	0.00	0.00	0.00	0.00	0.00	0.00%
100-52200-221	ELECTRIC & GAS	17,256.00	17,256.00	0.00	7,029.10	10,226.90	59.27%
100-52200-225	PHONE/INTERNET/CABLE	2,000.00	2,000.00	180.30	1,388.00	612.00	30.60%
100-52200-226	MOBILE DATA AIR CARDS	1,272.00	1,272.00	0.00	88.62	1,183.38	93.03%
100-52200-240	SOFTWARE MAINTENANCE CONTR	4,122.50	4,122.50	0.00	0.00	4,122.50	100.00%
100-52200-241	EQUIPMENT MAINTENANCE CONT	3,538.00	3,538.00	0.00	2,698.44	839.56	23.73%
100-52200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00%
100-52200-290	OTHER CONTRACTUAL SERVICES	7,784.00	7,784.00	0.00	2,275.69	5,508.31	70.76%
100-52200-310	OFFICE SUPPLIES	500.00	500.00	0.00	473.52	26.48	5.30%
100-52200-311	POSTAGE	200.00	200.00	0.00	36.73	163.27	81.64%
100-52200-312	COPY USAGE & PAPER	180.00	180.00	3.89	12.36	167.64	93.13%
100-52200-320	SUBSCRIPTIONS & DUES	2,226.00	2,226.00	0.00	740.00	1,486.00	66.76%
100-52200-321	CERTIFICATIONS & LICENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%
100-52200-324	RECRUITMENT	250.00	250.00	0.00	0.00	250.00	100.00%
100-52200-330	SEMINARS, CONF & TRAVEL	6,300.00	6,300.00	0.00	187.60	6,112.40	97.02%
100-52200-340	OPERATING SUPPLIES	8,366.50	8,366.50	120.88	5,826.57	2,539.93	30.36%
100-52200-341	PRINTING & FORMS	200.00	200.00	0.00	149.78	50.22	25.11%
100-52200-342	CLEANING & SANITARY SUPPLIES	2,000.00	2,000.00	0.00	672.14	1,327.86	66.39%
100-52200-350	BLDG & GRDS MAINT & REPAIRS	1,000.00	1,000.00	234.50	234.50	765.50	76.55%
100-52200-360	VEHICLE MAINT. & REPAIRS	6,000.00	6,000.00	0.00	3,091.92	2,908.08	48.47%
100-52200-361	REGULAR FUEL	7,000.00	7,000.00	532.78	2,756.27	4,243.73	60.62%
100-52200-362	OFF ROAD FUEL	500.00	500.00	9.38	57.49	442.51	88.50%
100-52200-363	EQUIPMENT MAINT & REPAIRS	2,000.00	2,000.00	49.28	819.55	1,180.45	59.02%
100-52200-380	PUBLIC EDUCATION	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%
100-52200-381	EMPLOYMENT TESTING	3,500.00	3,500.00	0.00	1,282.95	2,217.05	63.34%
100-52200-382	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	0.00	1,742.15	1,257.85	41.93%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 200-394	EMS - SUPPLIES	3,000.00	3,000.00	253.10	1,278.73	1,721.27	57.38%
100-52200-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	150.00	-150.00	0.00%
	Department: 52200 - FIRE Total:	**1,279,410.00**	**1,279,410.00**	**60,160.12**	**558,189.09**	**721,220.91**	**56.37 %**
Department: 52210 - HYDRANTS							
100-52210-290	OTHER CONTRACTUAL SERVICES	380,901.00	380,901.00	0.00	0.00	380,901.00	100.00%
	Department: 52210 - HYDRANTS Total:	**380,901.00**	**380,901.00**	**0.00**	**0.00**	**380,901.00**	**100.00 %**
Department: 52400 - INSPECTIONS							
100-52400-110	SALARIES - REGULAR	34,570.00	34,570.00	1,332.59	14,709.68	19,860.32	57.45%
100-52400-120	WAGES - REGULAR	244,820.00	244,820.00	9,476.77	104,432.59	140,387.41	57.34%
100-52400-121	OVERTIME - REGULAR	0.00	0.00	0.00	105.17	-105.17	0.00%
100-52400-150	FICA	21,373.00	21,373.00	763.36	8,477.31	12,895.69	60.34%
100-52400-151	RETIREMENT (WRS)	18,999.00	18,999.00	735.05	8,108.85	10,890.15	57.32%
100-52400-152	HEALTH INSURANCE	74,619.00	74,619.00	6,218.26	39,468.25	35,150.75	47.11%
100-52400-153	DENTAL INSURANCE	3,846.00	3,846.00	320.51	1,923.05	1,922.95	50.00%
100-52400-154	LIFE INSURANCE	140.00	140.00	13.42	68.63	71.37	50.98%
100-52400-225	PHONE/INTERNET/CABLE	2,000.00	2,000.00	84.23	812.97	1,187.03	59.35%
100-52400-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00%
100-52400-290	OTHER CONTRACTUAL SERVICES	500.00	500.00	0.00	0.00	500.00	100.00%
100-52400-294	WEIGHTS & MEASURES	8,800.00	8,800.00	0.00	8,800.00	0.00	0.00%
100-52400-310	OFFICE SUPPLIES	860.00	860.00	120.12	179.25	680.75	79.16%
100-52400-311	POSTAGE	900.00	900.00	0.00	212.71	687.29	76.37%
100-52400-312	COPY USAGE & PAPER	1,500.00	1,500.00	0.21	-72.03	1,572.03	104.80%
100-52400-320	SUBSCRIPTIONS & DUES	545.00	545.00	25.00	325.00	220.00	40.37%
100-52400-321	CERTIFICATIONS & LICENSES	40.00	40.00	0.00	0.00	40.00	100.00%
100-52400-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00%
100-52400-330	SEMINARS, CONF & TRAVEL	3,600.00	3,600.00	0.00	1,332.81	2,267.19	62.98%
100-52400-340	OPERATING SUPPLIES	150.00	150.00	0.00	405.50	-255.50	170.33%
10[illegible]2400-341	PRINTING & FORMS	1,130.00	1,130.00	293.25	1,060.25	69.75	6.17%
1 [illegible]400-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	46.03	253.97	84.66%
100-52400-361	REGULAR FUEL	3,100.00	3,100.00	208.23	857.65	2,242.35	72.33%
100-52400-381	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 52400 - INSPECTIONS Total:	**421,792.00**	**421,792.00**	**19,591.00**	**191,253.67**	**230,538.33**	**54.66 %**
Department: 52601 - EMERGENCY GOVERNMENT							
100-52601-290	OTHER CONTRACTUAL SERVICES	7,000.00	7,000.00	0.00	7,000.00	0.00	0.00%
100-52601-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%
	Department: 52601 - EMERGENCY GOVERNMENT Total:	**8,000.00**	**8,000.00**	**0.00**	**7,000.00**	**1,000.00**	**12.50 %**
Department: 52700 - JAIL							
100-52700-290	OTHER CONTRACTUAL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00%
	Department: 52700 - JAIL Total:	**3,000.00**	**3,000.00**	**0.00**	**0.00**	**3,000.00**	**100.00 %**
Department: 53100 - ENGINEERING							
100-53100-110	SALARIES - REGULAR	69,005.00	69,005.00	2,649.37	29,364.71	39,640.29	57.45%
100-53100-120	WAGES - REGULAR	11,644.00	11,644.00	455.23	5,000.26	6,643.74	57.06%
100-53100-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00%
100-53100-150	FICA	6,170.00	6,170.00	217.05	2,423.04	3,746.96	60.73%
100-53100-151	RETIREMENT (WRS)	5,484.00	5,484.00	211.12	2,336.91	3,147.09	57.39%
100-53100-152	HEALTH INSURANCE	18,347.00	18,347.00	2,158.69	11,423.21	6,923.79	37.74%
100-53100-153	DENTAL INSURANCE	1,107.00	1,107.00	92.27	553.62	553.38	49.99%
100-53100-154	LIFE INSURANCE	21.00	21.00	2.09	10.99	10.01	47.67%
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	64.47	880.64	1,445.36	62.14%
100-53100-240	SOFTWARE MAINTENANCE CONTR	400.00	400.00	0.00	400.00	0.00	0.00%
100-53100-241	EQUIPMENT MAINTENANCE CONT	400.00	400.00	0.00	329.25	70.75	17.69%
100-53100-310	OFFICE SUPPLIES	1,300.00	1,300.00	0.00	206.93	1,093.07	84.08%
100-53100-311	POSTAGE	500.00	500.00	0.00	75.72	424.28	84.86%
100-53100-312	COPY USAGE & PAPER	1,200.00	1,200.00	13.62	464.71	735.29	61.27%
100-53100-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	194.00	56.00	22.40%
1 100-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00%
100-53100-322	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 100-323	GENERAL ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00%
100-53100-330	SEMINARS, CONF & TRAVEL	700.00	700.00	114.83	527.07	172.93	24.70%
100-53100-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	653.63	346.37	34.64%
100-53100-341	PRINTING & FORMS	125.00	125.00	0.00	0.00	125.00	100.00%
100-53100-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	384.13	115.87	23.17%
100-53100-361	REGULAR FUEL	700.00	700.00	115.74	263.54	436.46	62.35%
100-53100-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 53100 - ENGINEERING Total:	**121,179.00**	**121,179.00**	**6,094.48**	**55,492.36**	**65,686.64**	**54.21 %**
Department: 53310 - BOARD OF PUBLIC WORKS							
100-53310-291	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	34.84	275.08	924.92	77.08%
100-53310-311	POSTAGE	50.00	50.00	0.00	0.00	50.00	100.00%
100-53310-312	COPY USAGE & PAPER	750.00	750.00	0.00	79.66	670.34	89.38%
100-53310-322	LEGAL NOTICES	400.00	400.00	0.00	0.00	400.00	100.00%
	Department: 53310 - BOARD OF PUBLIC WORKS Total:	**2,400.00**	**2,400.00**	**34.84**	**354.74**	**2,045.26**	**85.22 %**
Department: 53311 - STREET							
100-53311-110	SALARIES - REGULAR	56,819.00	56,819.00	2,184.56	24,405.50	32,413.50	57.05%
100-53311-120	WAGES - REGULAR	271,812.00	271,812.00	10,836.08	120,407.89	151,404.11	55.70%
100-53311-121	OVERTIME - REGULAR	14,000.00	14,000.00	0.00	1,381.33	12,618.67	90.13%
100-53311-124	WAGES - PERM PT	294.00	294.00	9.56	113.49	180.51	61.40%
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	570.25	2,173.85	2,896.15	57.12%
100-53311-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
100-53311-150	FICA	26,621.00	26,621.00	938.19	10,409.62	16,211.38	60.90%
100-53311-151	RETIREMENT (WRS)	23,299.00	23,299.00	885.40	9,878.53	13,420.47	57.60%
100-53311-152	HEALTH INSURANCE	121,885.00	121,885.00	10,582.78	63,654.12	58,230.88	47.78%
100-53311-153	DENTAL INSURANCE	6,109.00	6,109.00	522.42	3,134.52	2,974.48	48.69%
100-53311-154	LIFE INSURANCE	185.00	185.00	17.51	89.16	95.84	51.81%
1 3311-211	BOILER CONTRACTUAL	100.00	100.00	0.00	21.25	78.75	78.75%
1 311-213	HVAC CONTRACTUAL	450.00	450.00	0.00	103.86	346.14	76.92%
100-53311-214	FIRE CONTRACTUAL	650.00	650.00	0.00	99.41	550.59	84.71%
100-53311-220	WATER/SEWER/STORM WATER	1,665.00	1,665.00	0.00	-1,459.79	3,124.79	187.68%
100-53311-221	ELECTRIC & GAS	9,400.00	9,400.00	-830.79	5,712.94	3,687.06	39.22%
100-53311-225	PHONE/INTERNET/CABLE	2,304.00	2,304.00	221.71	1,337.42	966.58	41.95%
100-53311-230	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	0.00	250.00	100.00%
100-53311-240	SOFTWARE MAINTENANCE CONTR	710.00	710.00	0.00	720.00	-10.00	-1.41%
100-53311-241	EQUIPMENT MAINTENANCE CONT	100.00	100.00	0.00	76.25	23.75	23.75%
100-53311-242	EQUIPMENT RENTAL	10,000.00	10,000.00	0.00	8,400.00	1,600.00	16.00%
100-53311-243	LEASES	0.00	0.00	0.00	0.00	0.00	0.00%
100-53311-290	OTHER CONTRACTUAL SERVICES	17,000.00	17,000.00	0.00	452.07	16,547.93	97.34%
100-53311-310	OFFICE SUPPLIES	200.00	200.00	0.00	0.00	200.00	100.00%
100-53311-311	POSTAGE	300.00	300.00	0.00	4.66	295.34	98.45%
100-53311-312	COPY USAGE & PAPER	50.00	50.00	0.00	1.62	48.38	96.76%
100-53311-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	474.31	-474.31	0.00%
100-53311-322	LEGAL NOTICES	100.00	100.00	0.00	11.15	88.85	88.85%
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	130.00	370.00	74.00%
100-53311-340	OPERATING SUPPLIES	4,850.00	4,850.00	198.83	1,672.62	3,177.38	65.51%
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	0.00	351.74	248.26	41.38%
100-53311-350	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	12.12	577.35	922.65	61.51%
100-53311-360	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	382.09	3,883.22	1,616.78	29.40%
100-53311-361	REGULAR FUEL	20,800.00	20,800.00	721.11	5,517.51	15,282.49	73.47%
100-53311-362	OFF ROAD FUEL	5,000.00	5,000.00	346.69	1,541.45	3,458.55	69.17%
100-53311-363	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	516.23	1,741.02	10,258.98	85.49%
100-53311-370	SALT & SAND	77,200.00	77,200.00	5,118.68	51,825.58	25,374.42	32.87%
100-53311-371	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	161.10	713.62	1,786.38	71.46%
2 311-375	STREET MAINT & REPAIRS	5,000.00	5,000.00	810.05	1,343.49	3,656.51	73.13%
100-53311-381	EMPLOYMENT TESTING	500.00	500.00	0.00	38.50	461.50	92.30%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 311-382	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	0.00	142.56	857.44	85.74%
100-53311-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 53311 - STREET Total:	**706,473.00**	**706,473.00**	**34,204.57**	**321,081.82**	**385,391.18**	**54.55 %**
Department: 53312 - STREET SIGNS & SIGNALS							
100-53312-221	ELECTRIC & GAS	7,800.00	7,800.00	124.82	3,061.97	4,738.03	60.74%
100-53312-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
100-53312-292	ELECTRICAL CONTRACTUAL	1,000.00	1,000.00	0.00	1.00	999.00	99.90%
100-53312-372	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	64.93	1,865.00	7,135.00	79.28%
100-53312-373	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%
	Department: 53312 - STREET SIGNS & SIGNALS Total:	**19,300.00**	**19,300.00**	**189.75**	**4,927.97**	**14,372.03**	**74.47 %**
Department: 53315 - STREET LIGHTS							
100-53315-221	ELECTRIC & GAS	231,430.00	231,430.00	14,623.09	90,950.34	140,479.66	60.70%
100-53315-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
100-53315-292	ELECTRICAL CONTRACTUAL	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%
100-53315-374	STREET LIGHT MAINT & REPAIRS	1,500.00	1,500.00	0.00	14.34	1,485.66	99.04%
	Department: 53315 - STREET LIGHTS Total:	**237,930.00**	**237,930.00**	**14,623.09**	**90,964.68**	**146,965.32**	**61.77 %**
Department: 53440 - STORM WATER							
100-53440-200	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 53440 - STORM WATER Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 54110 - ANIMAL CONTROL							
100-54110-290	OTHER CONTRACTUAL SERVICES	50,765.00	50,765.00	4,031.70	20,543.50	30,221.50	59.53%
	Department: 54110 - ANIMAL CONTROL Total:	**50,765.00**	**50,765.00**	**4,031.70**	**20,543.50**	**30,221.50**	**59.53 %**
Department: 55110 - LIBRARY							
100-55110-110	SALARIES - REGULAR	25,652.00	25,652.00	992.14	10,963.42	14,688.58	57.26%
100-55110-124	WAGES - PERM PT	10,122.00	10,122.00	325.13	3,858.48	6,263.52	61.88%
100-55110-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00%
10 5110-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
1 110-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
100-55110-150	FICA	2,736.00	2,736.00	95.84	1,083.90	1,652.10	60.38%
100-55110-151	RETIREMENT (WRS)	1,744.00	1,744.00	67.47	745.58	998.42	57.25%
100-55110-152	HEALTH INSURANCE	5,284.00	5,284.00	440.37	2,642.22	2,641.78	50.00%
100-55110-153	DENTAL INSURANCE	271.00	271.00	22.59	135.54	135.46	49.99%
100-55110-154	LIFE INSURANCE	9.00	9.00	0.77	4.52	4.48	49.78%
100-55110-211	BOILER CONTRACTUAL	635.00	635.00	0.00	0.00	635.00	100.00%
100-55110-213	HVAC CONTRACTUAL	4,132.00	4,132.00	0.00	133.50	3,998.50	96.77%
100-55110-214	FIRE CONTRACTUAL	1,534.00	1,534.00	0.00	29.98	1,504.02	98.05%
100-55110-220	WATER/SEWER/STORM WATER	2,911.00	2,911.00	0.00	813.13	2,097.87	72.07%
100-55110-221	ELECTRIC & GAS	24,376.00	24,376.00	0.00	8,897.26	15,478.74	63.50%
100-55110-225	PHONE/INTERNET/CABLE	750.00	750.00	49.58	386.39	363.61	48.48%
100-55110-240	SOFTWARE MAINTENANCE CONTR	750.00	750.00	0.00	600.00	150.00	20.00%
100-55110-242	EQUIPMENT RENTAL	250.00	250.00	0.00	0.00	250.00	100.00%
100-55110-290	OTHER CONTRACTUAL SERVICES	2,230.00	2,230.00	0.00	380.00	1,850.00	82.96%
100-55110-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	76.70	-76.70	0.00%
100-55110-292	ELECTRICAL CONTRACTUAL	333.00	333.00	0.00	0.00	333.00	100.00%
100-55110-293	PLUMBING CONTRACTUAL	300.00	300.00	0.00	210.68	89.32	29.77%
100-55110-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%
100-55110-311	POSTAGE	25.00	25.00	0.00	0.00	25.00	100.00%
100-55110-312	COPY USAGE & PAPER	0.00	0.00	0.00	214.40	-214.40	0.00%
100-55110-340	OPERATING SUPPLIES	2,475.00	2,475.00	161.32	1,279.52	1,195.48	48.30%
100-55110-342	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	0.00	835.73	1,264.27	60.20%
100-55110-350	BLDG & GRDS MAINT & REPAIRS	1,775.00	1,775.00	26.50	235.20	1,539.80	86.75%
100-55110-360	VEHICLE MAINT. & REPAIRS	150.00	150.00	0.00	0.00	150.00	100.00%
100-55110-363	EQUIPMENT MAINT. & REPAIRS	350.00	350.00	0.00	0.00	350.00	100.00%
	Department: 55110 - LIBRARY Total:	**90,894.00**	**90,894.00**	**2,181.71**	**33,526.15**	**57,367.85**	**63.12 %**
Department: 55200 - PARKS							
1 200-110	SALARIES - REGULAR	51,924.00	51,924.00	1,987.01	22,254.51	29,669.49	57.14%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 200-120	WAGES - REGULAR	73,547.00	73,547.00	2,827.52	30,682.76	42,864.24	58.28%
100-55200-121	OVERTIME - REGULAR	1,000.00	1,000.00	0.00	79.88	920.12	92.01%
100-55200-124	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00%
100-55200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00%
100-55200-126	WAGES - TEMP/SEAS	34,312.00	34,312.00	3,035.59	8,866.99	25,445.01	74.16%
100-55200-127	OVERTIME - TEMP/SEAS	0.00	0.00	24.75	24.75	-24.75	0.00%
100-55200-150	FICA	12,300.00	12,300.00	590.02	4,611.06	7,688.94	62.51%
100-55200-151	RETIREMENT (WRS)	9,325.00	9,325.00	383.80	3,958.60	5,366.40	57.55%
100-55200-152	HEALTH INSURANCE	17,718.00	17,718.00	1,476.47	8,858.82	8,859.18	50.00%
100-55200-153	DENTAL INSURANCE	1,853.00	1,853.00	154.44	926.64	926.36	49.99%
100-55200-154	LIFE INSURANCE	30.00	30.00	2.68	15.38	14.62	48.73%
100-55200-214	FIRE CONTRACTUAL	0.00	0.00	0.00	159.63	-159.63	0.00%
100-55200-220	WATER/SEWER/STORM WATER	15,027.00	15,027.00	0.00	5,247.41	9,779.59	65.08%
100-55200-221	ELECTRIC & GAS	22,500.00	22,500.00	0.00	7,100.15	15,399.85	68.44%
100-55200-225	PHONE/INTERNET/CABLE	2,700.00	2,700.00	218.55	1,304.93	1,395.07	51.67%
100-55200-240	SOFTWARE MAINTENANCE CONTR	600.00	600.00	0.00	600.00	0.00	0.00%
100-55200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00%
100-55200-290	OTHER CONTRACTUAL SERVICES	378.00	378.00	0.00	0.00	378.00	100.00%
100-55200-291	TRANSCRIPTION CONTRACTUAL	600.00	600.00	18.07	226.72	373.28	62.21%
100-55200-292	ELECTRICAL CONTRACTUAL	450.00	450.00	0.00	0.00	450.00	100.00%
100-55200-293	PLUMBING CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00%
100-55200-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%
100-55200-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00%
100-55200-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00%
100-55200-320	SUBSCRIPTIONS & DUES	100.00	100.00	0.00	0.00	100.00	100.00%
100-55200-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00%
100-55200-330	SEMINARS, CONF & TRAVEL	550.00	550.00	0.00	295.02	254.98	46.36%
100-55200-340	OPERATING SUPPLIES	10,625.00	10,625.00	844.02	8,432.21	2,192.79	20.64%
1 200-342	CLEANING & SANITARY SUPPLIES	2,500.00	2,500.00	871.81	1,347.73	1,152.27	46.09%
1 5200-350	BLDG & GRDS MAINT & REPAIRS	10,550.00	10,550.00	523.40	2,610.44	7,939.56	75.26%
100-55200-360	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	155.95	4,212.68	-1,212.68	-40.42%
100-55200-361	REGULAR FUEL	8,250.00	8,250.00	376.76	1,757.53	6,492.47	78.70%
100-55200-362	OFF ROAD FUEL	3,500.00	3,500.00	538.34	1,746.74	1,753.26	50.09%
100-55200-363	EQUIPMENT MAINT & REPAIRS	4,500.00	4,500.00	638.02	3,703.57	796.43	17.70%
100-55200-371	TREE & BRUSH MAINTENANCE	3,500.00	3,500.00	650.00	1,379.34	2,120.66	60.59%
100-55200-381	EMPLOYMENT TESTING	90.00	90.00	0.00	0.00	90.00	100.00%
100-55200-382	UNIFORMS & SAFETY ATTIRE	250.00	250.00	0.00	798.95	-548.95	-219.58%
	Department: 55200 - PARKS Total:	**291,929.00**	**291,929.00**	**15,317.20**	**121,202.44**	**170,726.56**	**58.48 %**
Department: 55300 - RECREATION							
100-55300-110	SALARIES - REGULAR	168,737.00	168,737.00	6,439.20	72,119.44	96,617.56	57.26%
100-55300-120	WAGES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00%
100-55300-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00%
100-55300-124	WAGES - PERM PT	34,063.00	34,063.00	768.49	8,331.29	25,731.71	75.54%
100-55300-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00%
100-55300-126	WAGES - TEMP/SEAS	57,507.00	57,507.00	2,055.67	17,211.61	40,295.39	70.07%
100-55300-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
100-55300-150	FICA	19,913.00	19,913.00	668.86	7,066.92	12,846.08	64.51%
100-55300-151	RETIREMENT (WRS)	12,764.00	12,764.00	490.12	5,470.58	7,293.42	57.14%
100-55300-152	HEALTH INSURANCE	46,212.00	46,212.00	3,850.96	23,105.76	23,106.24	50.00%
100-55300-153	DENTAL INSURANCE	2,253.00	2,253.00	187.79	1,126.74	1,126.26	49.99%
100-55300-154	LIFE INSURANCE	49.00	49.00	4.01	24.26	24.74	50.49%
100-55300-225	PHONE/INTERNET/CABLE	2,640.00	2,640.00	128.92	1,656.46	983.54	37.26%
100-55300-240	SOFTWARE MAINTENANCE CONTR	250.00	250.00	0.00	0.00	250.00	100.00%
100-55300-241	EQUIPMENT MAINTENANCE CONT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%
100-55300-290	OTHER CONTRACTUAL SERVICES	1,000.00	1,000.00	0.00	500.00	500.00	50.00%
100-55300-310	OFFICE SUPPLIES	1,350.00	1,350.00	0.00	221.98	1,128.02	83.56%
1 5300-311	POSTAGE	4,500.00	4,500.00	0.00	2,594.23	1,905.77	42.35%
1 5300-312	COPY USAGE & PAPER	3,000.00	3,000.00	846.69	1,633.89	1,366.11	45.54%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-55300-320	SUBSCRIPTIONS & DUES	775.00	775.00	0.00	750.00	25.00	3.23%
100-55300-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	70.00	-70.00	0.00%
100-55300-330	SEMINARS, CONF & TRAVEL	1,800.00	1,800.00	0.00	283.00	1,517.00	84.28%
100-55300-340	OPERATING SUPPLIES	26,900.00	26,900.00	3,741.03	13,426.92	13,473.08	50.09%
100-55300-341	PRINTING & FORMS	5,000.00	5,000.00	0.00	2,951.37	2,048.63	40.97%
100-55300-381	EMPLOYMENT TESTING	450.00	450.00	0.00	0.00	450.00	100.00%
	Department: 55300 - RECREATION Total:	**390,163.00**	**390,163.00**	**19,181.74**	**158,544.45**	**231,618.55**	**59.36 %**
Department: 55420 - AQUATIC CENTER							
100-55420-120	WAGES - REGULAR	18,683.00	18,683.00	722.88	7,991.30	10,691.70	57.23%
100-55420-121	OVERTIME - REGULAR	0.00	0.00	0.00	53.26	-53.26	0.00%
100-55420-126	WAGES - TEMP/SEAS	80,326.00	80,326.00	1,867.42	2,026.92	78,299.08	97.48%
100-55420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
100-55420-150	FICA	7,574.00	7,574.00	193.47	723.38	6,850.62	90.45%
100-55420-151	RETIREMENT (WRS)	1,270.00	1,270.00	49.16	547.00	723.00	56.93%
100-55420-152	HEALTH INSURANCE	6,741.00	6,741.00	561.78	3,370.68	3,370.32	50.00%
100-55420-153	DENTAL INSURANCE	383.00	383.00	31.95	191.70	191.30	49.95%
100-55420-154	LIFE INSURANCE	4.00	4.00	0.31	1.76	2.24	56.00%
100-55420-220	WATER/SEWER/STORM WATER	6,759.00	6,759.00	0.00	2,675.31	4,083.69	60.42%
100-55420-221	ELECTRIC & GAS	13,779.00	13,779.00	0.00	2,791.80	10,987.20	79.74%
100-55420-225	PHONE/INTERNET/CABLE	400.00	400.00	27.63	166.98	233.02	58.26%
100-55420-290	OTHER CONTRACTUAL SERVICES	11,359.00	11,359.00	2,563.00	7,939.00	3,420.00	30.11%
100-55420-321	CERTIFICATIONS & LICENSES	250.00	250.00	0.00	0.00	250.00	100.00%
100-55420-330	SEMINARS, CONF & TRAVEL	250.00	250.00	0.00	183.99	66.01	26.40%
100-55420-340	OPERATING SUPPLIES	4,650.00	4,650.00	1,579.45	3,737.87	912.13	19.62%
100-55420-342	CLEANING & SANITARY SUPPLIES	450.00	450.00	0.00	126.11	323.89	71.98%
100-55420-343	CONCESSIONS SUPPLIES	17,800.00	17,800.00	1,477.05	1,559.97	16,240.03	91.24%
100-55420-350	BLDG & GRDS MAINT & REPAIRS	4,600.00	4,600.00	3,045.75	3,295.75	1,304.25	28.35%
100-55420-363	EQUIPMENT MAINT & REPAIRS	500.00	500.00	0.00	275.64	224.36	44.87%
	Department: 55420 - AQUATIC CENTER Total:	**175,778.00**	**175,778.00**	**12,119.85**	**37,658.42**	**138,119.58**	**78.58 %**
Department: 56600 - URBAN PLANNING							
100-56600-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
100-56600-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 56600 - URBAN PLANNING Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 56610 - CITY STUDY							
100-56610-295	CITY STUDY	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 56610 - CITY STUDY Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
Department: 56700 - ECONOMIC DEVELOPMENT							
100-56700-290	OTHER CONTRACTUAL SERVICES	14,387.00	14,387.00	0.00	0.00	14,387.00	100.00%
	Department: 56700 - ECONOMIC DEVELOPMENT Total:	**14,387.00**	**14,387.00**	**0.00**	**0.00**	**14,387.00**	**100.00 %**
Department: 56900 - PLANNING & ZONING							
100-56900-110	SALARIES - REGULAR	112,439.00	112,439.00	4,349.11	47,919.47	64,519.53	57.38%
100-56900-120	WAGES - REGULAR	17,466.00	17,466.00	682.84	7,500.46	9,965.54	57.06%
100-56900-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00%
100-56900-150	FICA	9,938.00	9,938.00	338.92	3,758.09	6,179.91	62.18%
100-56900-151	RETIREMENT (WRS)	8,834.00	8,834.00	342.16	3,768.48	5,065.52	57.34%
100-56900-152	HEALTH INSURANCE	32,288.00	32,288.00	2,690.63	16,143.78	16,144.22	50.00%
100-56900-153	DENTAL INSURANCE	1,470.00	1,470.00	122.49	734.94	735.06	50.00%
100-56900-154	LIFE INSURANCE	31.00	31.00	2.99	15.74	15.26	49.23%
100-56900-225	PHONE/INTERNET/CABLE	1,800.00	1,800.00	64.47	729.20	1,070.80	59.49%
100-56900-240	SOFTWARE MAINTENANCE CONTR	320.00	320.00	0.00	0.00	320.00	100.00%
100-56900-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00%
100-56900-290	OTHER CONTRACTUAL SERVICES	-23,200.00	-23,200.00	0.00	500.00	-23,700.00	102.16%
100-56900-291	TRANSCRIPTION CONTRACTUAL	2,900.00	2,900.00	362.05	1,496.82	1,403.18	48.39%
100-56900-310	OFFICE SUPPLIES	760.00	760.00	0.00	227.71	532.29	70.04%
100-56900-311	POSTAGE	880.00	880.00	0.00	631.36	248.64	28.25%
100-56900-312	COPY USAGE & PAPER	2,745.00	2,745.00	81.52	850.51	1,894.49	69.02%
100-56900-320	SUBSCRIPTIONS & DUES	900.00	900.00	0.00	7,500.00	-6,600.00	-733.33%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1 900-322	LEGAL NOTICES	3,300.00	3,300.00	740.39	1,241.11	2,058.89	62.39%
100-56900-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00%
100-56900-330	SEMINARS, CONF & TRAVEL	2,100.00	2,100.00	0.00	1,502.00	598.00	28.48%
100-56900-340	OPERATING SUPPLIES	700.00	700.00	0.00	314.12	385.88	55.13%
100-56900-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	0.00	300.00	100.00%
100-56900-361	REGULAR FUEL	1,300.00	1,300.00	46.03	242.63	1,057.37	81.34%
	Department: 56900 - PLANNING & ZONING Total:	**177,271.00**	**177,271.00**	**9,823.60**	**95,076.42**	**82,194.58**	**46.37 %**
Department: 59200 - TRANSFERS							
100-59200-590	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00%
	Department: 59200 - TRANSFERS Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00 %**
	Expense Total:	**8,601,307.00**	**8,601,307.00**	**395,139.99**	**3,574,517.63**	**5,026,789.37**	**58.44 %**
	Fund: 100 - GENERAL FUND Surplus (Deficit):	**0.00**	**0.00**	**-350,844.86**	**2,988,994.58**	**2,988,994.58**	**0.00 %**
	Report Surplus (Deficit):	**0.00**	**0.00**	**-350,844.86**	**2,988,994.58**	**2,988,994.58**	**0.00 %**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	-350,844.86	2,988,994.58	2,988,994.58
Report Surplus (Deficit):	**0.00**	**0.00**	**-350,844.86**	**2,988,994.58**	**2,988,994.58**

F-6

MEMO FOR RECORD **June 30, 2015**

TO: Finance Director

REFERENCE: Robert and Eleanor Franke Foundation Grant

Fred,

The purpose of this grant is to equip our EMTs with the most advanced cardiac monitors our residents deserve and to increase our level of care during cardiac emergencies. The new MRx Cardiac Monitor/Defibrillator will allow us to acquire a 12-lead Electrocardiogram (EKG) before paramedics arrive on scene. Within 10 seconds the EKG will give a complete diagnosis of the heart; saving valuable seconds and providing data to help identify the best treatment for our patients. Currently our EMTs are carrying an AED and a monitor that only measures pulse and blood pressure. The new MRx are what is currently used today in hospitals and compatible with Tri-State Ambulance monitors. The MRx features: defibrillator, blood pressure, pulse, 12-lead EKG, SpO2 (measures concentration of oxygen in the blood), and a printer so data can be printed and handed off to Paramedics and the cardiac team at the hospital.

The Onalaska Fire Department (OFD) recently received a local grant to purchase two Heart Start MRx Cardiac Monitor/Defibrillator units. The grant is $14,906 with the conditions that OFD raise a match of $14,906 for a total of $29,811.

OFD will start a community fund raising campaign and deposit dollars collected into a special donations account setup by the City of Onalaska per our conversation on June 24th We currently have $3,000.00 in our 2015 new equipment account for a blood pressure/pulse monitor which would not be needed because of the grant. We also have funds in our donation account.

Thank you and please let me know if you need any additional information

DONALD DOMINCK
Fire Chief

LA CROSSE COMMUNITY FOUNDATION

401 Main Street, Ste. 205
La Crosse, Wisconsin 54601

For Good. Forever.
Serving the donors' interests and the community's needs since 1930.

May 26, 2015

Onalaska Fire Department
Fire Chief
415 Main Street
Onalaska, WI 54650

Dear Chief,

I am writing on behalf of the La Crosse Community Foundation Board of Directors which has approved the Robert & Eleanor Franke Charitable Foundation Board of Directors' advice for a conditional grant from the La Crosse Community Foundation's R&E Franke Charitable Foundation Fund.

Grant Amount: $14,906
From: R&E Franke Charitable Foundation Fund
For: A dollar for dollar match to total $29,811

Conditions: OFD to raise an additional $14,906.

This grant was recommended by the Robert & Eleanor Franke Charitable Foundation Inc. Board of Directors and was made from the R&E Franke Charitable Foundation Fund at the La Crosse Community Foundation.

For publications, correspondence, and tax filing please report this award as a grant from the La Crosse Community Foundation's R&E Franke Charitable Foundation Fund.

Mel Hoffman, the Executive Director of the Robert & Eleanor Franke Charitable Foundation Inc. will be in contact with you regarding this matching challenge grant.

Sincerely,

LA CROSSE COMMUNITY FOUNDATION

Sheila Garrity
Executive Director

By accepting this grant, your organization certifies to La Crosse Community Foundation that no will receive any goods, services or other private benefit, such as benefit tickets, school tuition, membership fees or goods purchased at an auction. Also, the grant may not be used to fulfull a pre-existing pledge.

SOS TECHNOLOGIES

Purchase Order/ Remit-to Instructions:
SOS Technologies
5080 N. Elston Avenue
Chicago, Illinois 60630-2427
Fax 773.685.2424
Customer Service -888.705.6100

PHILIPS HEARTSTART MRX DEFIBRILLATOR
SALES ORDER WORKSHEET
Delivery Schedule Subject to Product Availability

Please fax to: SOS Technologies 773.685.2424
Please sign and, if necessary, include a Purchase Order

Quote valid 60 days from:

Customer: Onalaska Fire Department *Address 1: 415 Main Street* *Address 2:* *City/State/Zip: Onalaska, WI 54650*	***Contact Name:*** **Jeremy Southworth** *Title/Dept:* *Phone:* *Email:* jsouthworth@cityofonalaska.com
Medical Director: **Not Applicable** *Address:* *City/State/Zip:* *Phone:* **Complete medical info required to process order**	***Sales Rep:*** ***Scott Carter*** *Phone/Fax:* 262-945-6327 *Email:* scarter@SOS4Safety.com

	Quantity	Item Description	Item	List Price (USD)	Quote (USD)	Extended Price (USD)
1	2	HeartStart MRx Monitor/Defibrillator	M3536A	$10,700.00	$7,490.00	**$14,980.00**
2	2	SpO2, NBP, and 75mm printer	A22	$5,165.00	$3,615.50	**$7,231.00**
3	2	12 Lead Acquisition	B02	$4,000.00	$2,800.00	**$5,600.00**
4	2	AC Power Module	C06	$425.00	$297.50	**$595.00**
5	2	Black Soft Carry Case W/Detachable Pouches	C22	$345.00	$241.50	**$483.00**
6	2	Multifunction Electrode Pads Adult 10 sets	M3713A	$290.00	$203.00	**$406.00**
7	2	Reusable NBP Cuff Kit, 5 sizes	40401B	$269.00	$188.30	**$376.60**
8	2	Adult Long NBP Cuff	M4556B	$40.00	$28.00	**$56.00**
9	2	75mm Thermal Paper, 10 rolls	138171	$60.00	$42.00	**$84.00**
10	2	Two Year Bench with loaner warranty for MRx	W22	Included	$0.00	**$0.00**
11						
12						
13						
14						
15						
16						
17						
18						
19						

GRAND TOTAL	**$29,811.60**

Name/Title: _____ **Date:** _____

Returned Goods Policy -

Quote Prepared: 6/24/15

FR2version3.xls
Last Revised: 3/7/00

Price List: 3/1/00

F-8

LA CROSSE COUNTY FIRE DEPARTMENT MUTUAL AID AGREEMENT

This agreement is entered into on_____between the undersigned La Crosse County Fire Departments to secure for each the benefits of mutual aid in fire prevention, the protection of life and property from fire and firefighting.

It is agreed that:

1. On request by an authorized representative of a member fire department to one or more member departments, firefighting equipment and personnel will be dispatched when available to any point within the area the requesting department normally provides fire protection.

2. Mutual aid is not to be a substitute for the undersigned departments to provide adequate staffing and equipment to meet the normal day-to-day service demands of their respective response areas.

3. The rendering of assistance under the terms of this agreement shall not be mandatory, but the party receiving the request for assistance should immediately inform the requesting department if, for any reason, assistance cannot be rendered.

4. This agreement shall not cover specialized hazardous materials responses for the participating departments of this agreement.

5. Any dispatch of equipment and personnel pursuant to this agreement is subject to the following conditions:

   A. Any request for aid under this agreement will specify the location to which the equipment and personnel are to be dispatched; however, amount and type of equipment and number of personnel to be furnished will be determined by a representative of the responding organization.
   B. The responding organization will report to the officer in charge of the requesting organization at the location to which the equipment is dispatched, and will be subject to the orders of the officer. It will be

agreed upon that both agencies must utilize the National Incident Management System (NIMS) for the management of all emergencies.

C. A responding organization will be released by the requesting organization when the services of the responding organization are no longer required, or when a responding organization is needed within the area for which it normally provides fire protection.

D. In the event that an emergency occurs in the response territory that requires the aiding department to recall their mutual aid units, said units will be released from providing mutual aid as soon as safely possible by the incident commander.

6. Each party to this agreement hereby waives all claims against the other party for compensation for any loss, damage, injury or death arising from or related to a party's performance of its obligations pursuant to this agreement.

7. The chief fire officers and personnel of the fire departments of all parties to this agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's facilities for guided familiarization tours consistent with local security requirements and, as feasible, to jointly conduct pre-fire planning inspections and drills.

8. The technical heads of the member fire departments of this agreement are authorized and directed to meet and draft any detailed plans and procedures of operation necessary to effectively implement this agreement. Such plans and procedures of operations shall become effective upon ratification by the member departments.

9. All equipment used by the requesting department in carrying out this agreement will be owned by that department; and all personnel acting for the requesting department under this agreement will be employees of the requesting department.

10. All equipment used by the responding department in carrying out this agreement will be owned by that department; and all personnel acting for the responding department will be employees of the responding department.

11. This agreement shall become effective on the date signed and remain in full force and effect until cancelled by mutual agreement of the parties or by written notice by one party to the others, giving thirty (30) days notice of said cancellation.

BANGOR

LA CROSSE

CAMPBELL

ONALASKA

FARMINGTON

SHELBY

HOLMEN

WEST SALEM

CITY OF ONALASKA POLICE DEPARTMENT

Policy: Open Records
Policy Number: 25
Pages: 4
Approved by F & P Committee:
Approved by Common Council:

I. PURPOSE

The Onalaska Police Department ("OPD") Open Records Policy outlines the proper procedures to be followed with respect to the handling of any and all public request requests made under the Wisconsin Public Record Law. *Wis. Stats. §§19.31-39.*

II. RECORDS OPEN TO THE PUBLIC

There is a strong statutory presumption in favor of the right of the public to inspect records in the custody of a public authority. *Wis. Stats. §19.35(1)(a).*

III. DEFINITIONS

A. Record

The definition of what constitutes a public "record" is extremely broad, encompassing almost any memorialization of information created or kept by the OPD. Wis. Stat. §19.32(2)

B. Electronic Record

An electronic record is subject to public records law, the same as a "hard copy" of a record would be, Electronic Records would include but are not limited to:

1. All records stored on OPD databases and computers;
2. Records stored for the OPD by a private contractor;
3. All OPD email;
4. Any OPD records generated or stored on members personal computers, personal smart phones, personal storage media or any other personal equipment used for OPD business.
5. OPD records generated or stored on any 'social media' account e.g. Twitter, Facebook, instant messaging, text message or other electronic media;
6. Any audio or video recorded by the Department using the Mobile Video Recording systems.

C. Records Custodian

The Police Chief is the overall custodian of all Records and may designate subordinates to perform Records related functions within the scope of their employment.

D. Requester

Any person, identified or anonymous, who requests ODP records or copies.

IV. PROCEDURES FOR REQUESTING RECORDS

All requests for OPD records must be made at/through the Onalaska Police Department either verbally or on the Open Records Request form. The public may submit requests for copies of, or access to, records during regular office hours between 9:00 and 5:00 p.m. Monday through Friday, holidays excluded, at the OPD counter Onalaska Police Department 415 Main Street. Requests may also be submitted by mail to Onalaska Police Department 415 Main Street, Onalaska, WI 54650.

V. PROCEDURES FOR HANDLING REQUESTS FOR RECORDS.

A. Record requests can be made verbally or in writing. Requests will be handled as soon as practicable and without delay in the order in which they are received. Basic requests taken over the counter will be handled immediately, if possible. If the requested information cannot be coordinated or assembled within 10 working days, OPD will inform the Requester that the OPD

will comply with the law as soon as practicable (verbally if a verbal request---in writing if a written request).

1. All public record requests will be logged by OPD. Time to complete requests will be tracked for charging purposes.
2. Requests involving "sensitive" issues as defined in Section VII require notification to the Chief of Police and City Attorney.
3. Requests involving disciplinary or personnel records will be routed to the Human Resources Department with a copy to the City Attorney's office.
4. Records will be reviewed and appropriate redactions made before giving any document to the Requester. If the request was made in writing and redactions are necessary OPD shall provide a written explanation that must include statutory, common law or public policy reasons for redactions. The written response must also inform the Requester of his or her right to court review of the denial under mandamus action. OPD will contact the City Attorney for advice as necessary. OPD is not required by law to give an explanation for redactions to the Requester if the request was made verbally. Actions to approve or deny release will be noted on the Open Records Request form with a copy being given to the Requester and a copy maintained within the Record.
5. When inspecting records, the person doing such may be restricted from personally copying by means, other than making hand written notes of the documents, when the integrity of the document is at risk or the copying would provide information that is not open to inspection. Personal copying must be pre-approved by the records custodian. No fees will be assessed to a person who makes their own copies of documents, unless directed or allowed by state statute.
6. If a request is made verbally, it can be denied without a verbal explanation at the time of the request. A request for the reasons denying the verbal request must be in writing, by the Requester, within 5 business days of the oral denial.
7. OPD will reproduce any Electronic Record that is accessible.
8. Reproduced video or audio for requests will consist of the entire relevant video of an incident. Any required redactions will be made by means readily apparent to the viewer or listener.

VI. GENERAL RELEASE OF INFORMATION

A. The media has no more rights to information than does the general public other than which is granted specifically by law such as the right to see juvenile information but the media is not to otherwise use or release the juvenile's identity. Release of information is restricted as follows:

1. WI §§19.35 Limitation on Release. Some records must remain confidential if they harm the public interest, hinder or compromise police goals or activities, contain personally identifiable information that if disclosed could endanger a person, identify a confidential informant, endanger population or staff at a secure facility or infringe on victim or suspect rights.
    a. Information on confidential or anonymous complaints;
    b. Open Investigations that may lead to enforcement action, administrative or arbitration or court proceedings, evidence in pending cases as defined in Wis. Stat. §19.35(1)
    c. Expunged Records.
    d. Contractor records, where the OPD assisted another agency while acting as a contractor or under mutual aid or other agreement as defined in Wis. Stat. §19.36(3).
    e. Medical or psychological records, Chapter 51 records or any record covered under the HIPAA Privacy Rule.
    f. Employment Information (except when a written release is received from the subject of the request).
    g. Computer programs, security information, search warrants in pending cases, informants, investigative training or techniques.
    h. Any record specifically restricted by state, federal or case law.

2. Information that can be released without prior authorization includes traffic citation information, property damage or theft reports without a named suspect to insurance providers and accident crash reports with the following exceptions:
    a. Accident fatality until the next of kin is notified.
    b. Witness statements or other documents if there are pending investigations or charges.
    c. Identifying information of a person under age 17 if charged with a crime or alcohol offense unless redacted.
    d. Children if under age 16 and referred, charged or issued a citation or any other law enforcement action.
    e. The name or identifying information of a suspect in the commission of a crime.
    f. Such exceptions do not apply if the subject of the "exception" provides a signed release of records authorizing the OPD to release any and all accident related records pertaining the person signing the form.
3. Information can be partially released if:
    a. Non-releasable parts are redacted before copying.
    b. Records acquired via subpoena or court action need not be redacted.
    c. A record is not available at the time of the request but may be available at a later date; the Requester may receive portions that are releasable and complete and be notified that it is up to the Requester to make a later and subsequent request.

C. Requests by Criminal Justice Agencies. Pursuant to a written request, the following records may be released to a criminal justice agency such as law enforcement, probation and parole, victim or witness coordinators, corrections, health and human services, juvenile resources, city or district attorneys or the corporation counsel:
    1. Incident Reports, including pending reports;
    2. Arrest records, reports and photos;
    3. Fingerprint cards;
    4. Medical Records.

VII. SENSITIVE REQUESTS

A. Record requests that are considered "sensitive" include but are not limited to:
    1. Sexual Assault;
    2. Child Abuse;
    3. Child Neglect;
    4. Suicide;
    5. Domestic Assault audio or video where a Child is present;
    6. Photos/Videos depicting images that would be considered graphic, horrific and/or could "shock the senses"
    7. An ongoing criminal investigation

B. Decisions on release of "sensitive" records must be made on a case-by-case basis, subject to statutory, common law and public policy considerations. The OPD will be responsible for conducting the required balancing test. Release of records that are considered "sensitive" may require a "Waiver and Release of Claims" form to be signed by the victim or next of kin. The form must be witnessed and signed by a Notary Public prior to release of the record. OPD will contact the City Attorney for legal advice as necessary.

C. All information related to the disposition of the record release will be documented by the OPD on the Open Record Request Form and a copy will be kept with the Record.

VIII. CRIMINAL INVESTIGATIONS

A. Records involving criminal investigations will require approval by the Chief of Police or his/her designee. Information related to the decision and disposition of the record release will be documented by the OPD on the Record Request Form and a copy will be kept with the Record.

IX. JUVENILE RECORDS

A. Juvenile records are handled according to Wisconsin Statute Section Chapters 48 and 938. Juvenile record dissemination *is prohibited* unless approved by the Police Chief or Assistant Police Chief or as provided for in related statutes. *Juvenile Records are not open to release except for*:

1. News media representatives as long as all other release criteria is met;
2. Criminal Justice agencies including victim or witness and fire investigator;
3. Victims of Juveniles acts resulting in close injury or loss or damage;
4. Victim's insurers ONLY when court restitution was ordered and has not been paid and after one year of the date of the incident.
5. Parent, legal guardian or legal custodian with proof thereof per Wis. Statute 938.396(1)(c). The district attorney shall be consulted if information requested pertains to a subject involved in CHIPS, delinquency or some other court proceeding.
6. To a holder of a notarized permission statement from the parent, legal guardian or legal custodian.
7. School administrator of the school the child attends when:
   a. Records related to alcohol, drugs, weapons, or
   b. Records relating to an act he or she was adjudicated delinquent, or
   c. Records relating to a Juvenile apprehended. Wis. Stat. §§938.34(4h)(a).
8. Information can be released as authorized except in cases where there is more than one juvenile involved. Parents, legal custodians and guardians may only receive reports pertaining to their child. Identifying information on other juveniles must be redacted.

X. REDACTION REQUIREMENTS

A. All redactions shall be in accordance with statutory, common law and public policy reasons under the balancing test. The balancing test must be conducted by the Record Custodian or his/her designee. Contact the City Attorney for legal advice as necessary.

B. Redaction, Location and Copy Costs. Fees imposed for copies and labor shall be actual costs except where a specific fee is established:

1. 25 cents per copied page
2. Mailing/shipping charges
3. Compact Disc charges
4. Photographic Copies
5. Transcription of Records
6. Certification of records when requested
7. Computer programming costs
8. Other actual and direct costs allowed by statute and case law

C. Redaction Fee: A fee may be imposed for the actual cost, including staff time, to redact portions of records not disclosable under Wisconsin's public records law, i.e. social security numbers, home addresses, health care information. The OPD must document staff time and costs incurred in case of a legal challenge.

D. Location Fee: A separate fee may be imposed for staff time used to locate and/or assemble records or to create a computer program/query if the cost is $50 or more. To determine the fee when reimbursement for staff time is allowed, multiply the hourly cost of the affected staff member by the time used to locate and assemble the records. The OPD must document staff time in case of a legal challenge. The location fee shall be determined separately from other fees listed herein.

E. The OPD may require prepayment if the total costs are more than $5.00. For large public record requests, OPD shall establish a reasonable estimate of the total compliance costs and require prepayment. Contact the City Attorney for legal advice as necessary.

CITY OF ONALASKA

Policy: Electronic Communication Policy Policy Number: 6.03a
Page: 1 of 7
Approved by Technology Committee: 11/16/2006, 7/24/08, 12/10/09, 2/25/10
Approved by F & P Committee: 12/6/2006, 12/3/08, 1/6/10, 4/7/10
Approved by Council: 12/12/2006, 12/9/08, 1/12/10, 4/13/10

A. PURPOSE

To better serve our citizens and give our workforce the best tools to do their jobs, the City of Onalaska continues to adopt and make use of new means of communication and information exchange. This means that many of our employees, officers, committee members, volunteers, interns and contracted and consulting resources (hereinafter "System Users") have access to one or more forms of electronic media and services, including, but not limited to, computers, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, copiers, web based sites, and the World Wide Web.

The City of Onalaska encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all System Users should remember that electronic media and services provided by the City are City property and their purpose is to facilitate and support City of Onalaska business. System Users should not have any expectation of privacy with respect to their use of the City of Onalaska's electronic communication systems and in any respect related to accessing, transmitting, sorting or communicating information via the system.

This policy cannot lay down rules to cover every possible situation. The purpose of this policy is to express the City of Onalaska's philosophy and set forth general guidelines governing the use of electronic media and services. By adopting this policy, it is the City's intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others, or contrary to the best interest of the City.

1. The following procedures apply to all electronic media and services that are:
   a. Accessed on or from City of Onalaska premises;
   b. Accessed using City of Onalaska computer equipment or via City's paid access methods; or
   c. Used in a manner that identifies the individual as acting for or on behalf of the City; or in any way identifies the City.

2. Organizations affected:
   This policy applies to all of the City of Onalaska including its departments, offices, boards, Council, commissions, committees, City of Onalaska employees, volunteers, interns and contracted and consulting resources who in the course of normal business has access to the information system.

B. POLICY

It is the policy of the City of Onalaska to follow this set of procedures for the use of electronic communication media and services.

1. References:
   Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510 - 2711); Wis. Stats. §947.0125.

C. PROCEDURES

1. Access and Authority

a. Each Department Head, City Mayor or City Officer or designee shall determine which System Users shall have access to the various media and services, based on business practices and necessity, and which shall have authority to communicate on behalf of the City of Onalaska.
b. The provisions of this Policy shall apply to the use of City of Onalaska-owned/provided equipment and/or services from home or other locations off City premises. City of Onalaska-owned equipment (e.g. lap tops, PDAs, and cell phones) may be removed from City premises solely for City work related purposes pursuant to prior authorization from the Department Head, City Mayor, City Office or City designee.
c. Logging into, updating information and other participation in social networking sites must be limited to business/marketing use only. Review the City's Social Media policy for further information on social media policies.

2. Prohibited Communications/Equipment
   a. Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:
      i. Personal business on City of Onalaska time (e.g. sports pools, games, shopping, correspondence or other non-business-related items/documents), except as otherwise allowed under personal use below;
      ii. Discriminatory or harassing toward another individual or group;
      iii. Derogatory to any individual or group;
      iv. Obscene as defined in Wis. Stats. § 944.21;
      v. Defamatory or threatening; or
      vi. Engaged in for any purpose that is illegal or contrary to the City's policy or business interests.
   b. For the protection, integrity, and security of the City's System, electronic media shall not be used to download or transfer software. Requests to download or transfer software must be made to the System User's Department Head, if the System User is not an employee of the City of Onalaska, such request shall be made to the City Mayor or appropriate City designee(s). All approved requests will be conducted by the Information Technology (IT) Department or the City's designee(s).
   c. For the protection, integrity, and security of the City's System, electronic media shall not be used to instant message. Instant messaging is considered public record.
   d. Third party equipment such as USB drives or other removable storage devices may be used on City equipment/systems, provided the files only contain object files and no executable files. The department head or designee shall ensure any third party equipment will be properly scanned by the IT department prior to use.
   e. Third party equipment is prohibited from being used, including without limitation: removable digital storage media and wireless devices such as access points. Switches may not be installed on the City's System without authorization of the System User's Department Head and the Information Technology (IT) Department. All installation of equipment must be conducted or supervised by the IT Department or the City's designee.

3. Personal Use
   a. Except as otherwise provided, electronic media and services are provided by the City of Onalaska for the System User's business use during City of Onalaska time. Limited, occasional, or incidental use of electronic media for personal non-business purposes is permitted as set forth below:
      i. Personal use is limited to breaks, lunch, or immediately before/after work;
      ii. Personal use must not interfere with the productivity of the System User or other system users;
      iii. Personal use does not involve any prohibited activity (as governed by this policy);
      iv. Personal use does not consume system resources or storage capacity on an ongoing basis;
      v. Personal use does not involve large file transfers or otherwise deplete system resources available for business purposes.

vi. Personal use is a privilege which can be revoked by the System User's Department Head if a System User does not follow these policies.

b. City of Onalaska telephones and cellular phones and other wireless devices are to be used for City business. However, brief, limited personal use is permitted during the workday. Personal long distance calls are only permitted with the use of a personal 1-800 calling card, or with the understanding that such calls must be reimbursed to the City.

c. System Users should not have any expectation of privacy with respect to personal use of the City's electronic media or services.

d. It is the opinion of the City of Onalaska that the use of personal cell phones or other wireless devices for business purposes while on duty is an individual's choice, but there should be no expectation of reimbursement, and any such use must first be approved by the System User's Department Head or appropriate City Designee.

4. Passwords

a. System User's must respect the confidentiality of other individuals' electronic communications and passwords. A user name and confidential password shall control network access. The password shall be changed no less frequently than every six months to protect the integrity of the information system. The network will remind users when their password needs to be changed.

b. To protect the City network when System Users step away from their desks, all System Users shall set up their screen savers to: "On resume, display logon screen."

c. To protect the City network, all System Users shall log out of the network when they leave for the day. The System User will be held accountable for any other person using their computer under their user name and password if it is due to their failure to follow proper procedures.

d. Any suspected breach of password security must be reported immediately to Human Resources who will report it to the necessary parties.

5. Access to System User Communications

a. Electronic information created and/or communicated by a System User using e-mail, word processing, utility programs, spreadsheets, voice mail, telephones, Internet and web logs, desktop faxes, and all similar electronic media may be accessed and monitored by the City. The City of Onalaska respects the System User's desire to work without surveillance. However, the City of Onalaska reserves and intends to exercise the right, at its discretion, to review, monitor, intercept, access and disclose all messages created, received or sent over the electronic communication systems for any purpose including, but not limited to: cost analysis; resource allocation; optimum technical management of information resources; and detecting use which is in violation of City of Onalaska policies or may constitute illegal activity. Disclosure will not be made except when necessary to enforce the policy, as permitted or required under the law, or for business purposes.

6. Security/Appropriate Use

a. System User's must respect the confidentiality of other individuals' electronic communications, except in cases in which explicit authorization has been granted by the System User's Department Head, City Mayor or other appropriate City designee. System Users are prohibited from engaging in, or attempting to engage in:

i. Monitoring or intercepting the files or electronic communications of other System Users or third parties;

ii. Hacking or obtaining access to systems or accounts they are not authorized to use;

iii. Using other people's log-ins or passwords; and

iv. Breaching, testing, or monitoring computer or network security measures.

b. No e-mail or other electronic communications may be sent that attempt to hide the identity of the sender or represent the sender as someone else.

c. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
d. Anyone obtaining electronic access to other organizations', businesses', companies', municipalities' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner. System Users must understand that the unauthorized use or independent installation of non-standard software or data may cause computers and networks to function erratically, improperly, or cause data loss. All new software or data must be installed by the IT Department or the City's designee(s), after approval by the System User's Department Head or appropriate City designee. Unauthorized installation of software or data shall be deemed a violation of this policy. System Users must never install downloaded software to networked storage devices without this approval.
e. Upon approval by the City's Finance Director or his designee, the City's IT Department will review, image, test, and verify that any and all equipment to be used by the City or for conducting City business meets current specifications and requirements.

All computers must be protected from malware and viruses. On computers where virus scanning takes place automatically, the virus scanning software must not be disabled, modified, uninstalled, or otherwise inactivated. If you are uncertain as to whether the workstation you are using is properly protected, or you are unsure whether the data has been adequately checked for viruses, you should contact the IT Department.

Anyone receiving an electronic communication in error shall notify the sender immediately. The communication may be privileged, confidential, and/or exempt from disclosure under applicable law. Such privilege and confidentiality shall be respected.

7. Encryption
   a. No unauthorized encryption of data is deemed necessary and is prohibited.

8. Participation in on-line forums
   a. System Users should remember that any messages or information sent on City-provided facilities to one or more individuals via an electronic network (for example: Internet mailing lists, bulletin boards, web logs, and on-line services) are statements identifiable and attributable to the City of Onalaska.
   b. The City of Onalaska recognizes that participation in some forums might be important to the performance of an employee's job or to the performance of a System Users business with the City. For instance, an employee or System User might find the answer to a technical problem by consulting members of a newsgroup devoted to the technical area.
   c. System Users shall include the following disclaimer in all of their postings to public forums:

"The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the City of Onalaska."

   d. System Users should note that even with a disclaimer, a connection with the City of Onalaska exists and a statement could be imputed legally to the City. Therefore, System Users should not rely on disclaimers as a way of insulating the City of Onalaska from the comments and opinions they contribute to forums. Instead, System Users must limit their discussion to matters of fact and avoid expressing opinions while using the City's systems or provided account. Communications must not reveal confidential information and must not otherwise violate this or other City policies.
   e. System Users must receive authorization from their Department Head, City Mayor or appropriate City designee prior to participating in an on-line forum. The System User shall be required to review the provisions of this section before they receive such authorization.

9. Policy Violations
System Users who abuse the privilege of City of Onalaska-facilitated access to electronic media or services risk having the privilege removed for themselves and possibly other System Users, and are subject to discipline, up to and including termination or removal from their subsequent committee or council and may be subject to civil liability and criminal prosecution. Any System User found violating the City's electronic communication policy shall immediately lose their privilege to access and use the City of Onalaska electronic media and services, including use of the City email system until an investigation can be done by the either the System User's Department Head, City Mayor, or City Officer and the IT Department to determine whether a violation of this Policy has occurred.

D. SERVER / NETWORK SECURITY

The purpose of this section is to establish access limitations to internal network/server equipment that is owned and or operated by the City of Onalaska. Effective implementation of this policy will minimize unauthorized access to the City's technology equipment and data, enhancing the security and integrity of same.

1. Physical access to any networking cabinet, server room, or any other network/infrastructure equipment is prohibited without proper authorization from the IT Department or the City's designee(s).

2. Remote access is prohibited unless authorized by the System User's Department Head, City Mayor or other appropriate City designee and the IT Department, using the City's approved methods and security measures.

3. Violation - System Users violating this policy risk having their use and access to the City of Onalaska electronic media and services, including use of the City email system removed for themselves and possibly other System Users and are subject to discipline up to and including dismissal. In addition, violations of this policy may be referred for civil and/or criminal prosecution, where appropriate. Any System User found violating the City's server/network security policy shall immediately lose their privilege to access and use the City of Onalaska electronic media and services, including use of the City email system until an investigation can be done by either the System User's Department Head, City Mayor, or City Officer and the IT Department to determine whether a violation of this Policy has occurred.

E. WEBSITE USAGE

The purpose of this section is to provide general guidelines for effective communication and efficient use of the City of Onalaska's Web site as well as for creating positive representation of the City.

1. Web Oversight And Management
   a. To ensure that the City of Onalaska's Web site provides clear and consistent information to the outside world, a committee representing a majority of City departments has been developed (the "Web Committee").
   b. The Web Committee is responsible for determining the organizational structure and appearance of the City's main home page and first level - or index - pages directly linked from the main page. The City's approved website has established a template that must be used by all departments when creating additional pages or index levels.
   c. All City of Onalaska pages created are by definition, "official" in that they must have the approval of the Mayor or City designee, or Department Head before being posted to the Web.
   d. Each Department Head shall determine which employee in their department shall have access to make changes, additions, or deletions to the specific department web pages.
2. Content Considerations
   a. Writing for the Web is equivalent to creating a publication potentially available for the world to see. It is important that the material be accurate, up-to-date, grammatically correct, and free of spelling errors. Visitors seldom return to Web sites that contain out-of-date or inaccurate information. Web page authors need to familiarize themselves with legal issues that relate to the Web, and avoid unlawful or inappropriate activities, such as:
      1. Copyright and licensing violations

2. Vandalism and mischief that incapacitates, compromises, or destroys City resources and/or violates federal or state laws
3. Posting of private or confidential information
4. Use of a Web site for personal business or gain, including advertisements for commercial services or products
5. Dissemination of obscene, harassing, threatening, or unwelcome communications

b. Advertising
   1. The City of Onalaska Web pages may not contain advertising for, or link to, commercial sites without advance written approval by the Mayor or designee. Approval will be considered only if:
      1. the purpose of the advertising or link is consistent with the City of Onalaska mission,
      2. the advertising or link is essential to the purpose of the site, and
      3. the advertising or link does not imply City endorsement of the product or service.
   2. Any approved advertisement or link:
      1. will be removed within 30 days after any sponsored event or program,
      2. will be verified quarterly to ensure the business, organization, product is still in existence,
      3. will be reviewed annually to determine if the advertisement or link is still essential to the purpose of the site.

c. Violation

   System Users violating this policy risk having their use and access to the City of Onalaska electronic media and services, including use of the City email system removed for themselves and possibly other System Users and are subject to discipline up to and including dismissal. In addition, violations of this policy may be referred for civil and/or criminal prosecution, where appropriate. Any System User found violating the City's website policy shall immediately lose their privilege to access and use the City of Onalaska electronic media and services, including use of the City email system until an investigation can be done by either the System User's Department Head, City Mayor, or City Officer and the IT Department to determine whether a violation of this Policy has occurred.

F. REINSTATEMENT

The purpose of this section is to provide steps for which a System User who has violated one of the aforementioned policies and as a result lost their use and access to the City of Onalaska electronic media and services may obtain their rights to access the City of Onalaska electronic media and services back again. System Users who violate the City of Onalaska polices related to Information Technology Systems Usage and lose their right to access and use the City of Onalaska electronic media and services for a limited period of time may reinstate their rights to access and use the City of Onalaska electronic media and services after such period of time by reviewing these policies verbally, with specific attention to the purpose and need for the policies which the System User violated, with the System User's Department Head, if applicable, or the City Mayor and a representative of the Human Resources Department and by re-signing the Email and Electronics Communication Notice stating that the System User understands the City's policies with respect to Information Technology Systems Usage.

E-MAIL AND ELECTRONIC COMMUNICATIONS POLICIES

NOTICE

As a System User of the City of Onalaska, I recognize and understand that the City's electronic communication systems are provided for conducting the City's business. However, the City of Onalaska policy does permit some limited, occasional, or incidental personal use of the equipment and services under certain circumstances. I understand that all equipment, software, messages, and files are the exclusive property of the City of Onalaska. I agree not to use the electronic communication systems in a way that is disruptive, offensive, or harmful to others or to the City of Onalaska. I agree not to use pass codes, access a file, or retrieve any stored communication other than where authorized. I agree not to copy, send, or receive confidential information without prior authorization from my Department Head, the City of Onalaska Mayor or other appropriate designee.

I am aware that the City of Onalaska reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the City's electronic communications systems at any time. I am aware that the City of Onalaska may exercise these rights with or without notice to System Users, and that such access may occur during or after working hours. I am aware that use of a login name and password do not guarantee confidentiality, privacy, or restrict the City's right to access electronic communications. I am aware that violations of this policy may result in loss of use of the City's electronic media and services and may subject me to disciplinary action, up to and including discharge from employment, as well as civil and/or criminal liability.

I acknowledge that I have read and that I understand the City of Onalaska's policies regarding e-mail and electronic communications, and have been afforded an opportunity to ask questions regarding the policy. I also acknowledge that I have read and that I understand this notice.

_____ _____
Signature of System User Date

_____
Printed Name of System User

_____ _____
Signature of Human Resources Director Date

CITY OF ONALASKA

Policy: Email System Policy
Policy Number: 6.03b
Page: 1 of 7
Approved by Technology Committee: 11/16/2006, 7/24/08, 12/10/09, 2/25/10
Approved by F & P Committee: 12/6/2006, 12/3/08, 1/6/10, 4/7/10
Approved by Council: 12/12/2006, 12/9/08, 1/12/10, 4/13/10

PURPOSE

The City of Onalaska provides certain System Users with systems to send and receive electronic mail (e-mail) so they can work more productively. E-mail gives System Users a useful way to exchange ideas, share files, and keep in touch with colleagues, whether they are located in the next room, another City of Onalaska building, or thousands of miles away.

The City's e-mail system is a valuable business asset. The messages sent and received on the e-mail system, like memos, purchase orders, letters, or other documents created by System Users in the course of their workday, are the property of the City of Onalaska and may constitute public records. This policy explains rules governing the appropriate use of e-mail and sets out the City's rights to access messages on the e-mail system. System Users should not have any expectation of privacy in any respect related to accessing, transmitting, sorting or communicating information via the system.

Organizations affected: This policy applies to all City of Onalaska departments, divisions, offices, boards, Council, commissions, committees, City of Onalaska employees, volunteers, interns, and contracted and consulting resources who in the course of normal business has access to the information systems.

POLICY

It is the policy of the City of Onalaska to follow this set of procedures for the use of the City's e-mail system and for e-mail record retention.

1. References:
   a. Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510 - 2711); Wis. Stats. §19.21; Wis. Stats. §947.0125.
   b. Wis. Stats. §§16.612, 19.21 et. seq., 19.32 and 19.33.

PROCEDURES

1. Access to System Users e-mail
   a. System Users should not have any expectation of privacy with respect to messages or files sent, received, or stored on the City's e-mail system. E-mail messages and files, like other types of correspondence and City of Onalaska documents, can be accessed and read by authorized System Users or authorized individuals outside the City. The City of Onalaska reserves the right to monitor, review, audit, intercept, access, and disclose all messages created, received, or sent over the e-mail system. Information contained in the e-mail system will only be disclosed to the extent permitted by law, for business purposes, or as needed to enforce the policy. Authorized access to System User's e-mail by other system users or outside individuals includes, but is not limited to, the following:
      i. Access by the IT Department during the course of system maintenance or administration;

ii. Access approved by the System User, the System Users Department Head or where there is no Department Head by the City Mayor, appropriate City designee, or an officer of the City of Onalaska when there is an urgent business reason to access the System User's mailbox - for example, if an employee is absent from the office and the Department Head has reason to believe that information relevant to the day's business is located in the employee's mailbox;

iii. Access approved by the System User's Department Head or where there is no Department Head by the City Mayor, appropriate City designee, or an officer of the City of Onalaska when there is reason to believe the System User is using e-mail in violation of the City's policies;

iv. Access approved by the Mayor or the City of Onalaska Attorney in response to the City's receipt of a court order or request from law enforcement officials for disclosure of a System User's e-mail messages.

b. Except as otherwise noted herein, internal or external e-mail should not be used to communicate sensitive or confidential information. System Users should anticipate that an e-mail message might be disclosed to or read by individuals other than the intended recipient(s), since messages can be easily forwarded to other individuals. In addition, while the City of Onalaska endeavors to maintain the reliability of its e-mail system, System Users should be aware that a variety of human and system errors have the potential to cause inadvertent or accidental disclosures of e-mail messages.

c. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.

d. System Users should understand that electronic mail is a written form of communication, just like a paper letter. Though electronic mail is relatively spontaneous compared with regular mail, System Users should take care to use the same level of discretion and forethought before executing electronic messages.

2. Passwords

a. Passwords are intended to keep unauthorized individuals from accessing messages stored on the system. From a systems perspective and from the perspective of an e-mail recipient, passwords also establish the identity of the person sending an e-mail message. The failure to keep passwords confidential can allow unauthorized individuals to read, modify, or delete e-mail messages; circulate e-mail forgeries; and download or manipulate files on other systems.

b. The practice of using passwords should not lead System Users to expect privacy with respect to messages sent or received.

c. Passwords should never be given out over the phone, included in e-mail messages, posted, or kept within public view.

d. System Users are prohibited from disclosing their password, or those of any other System User, to anyone who is not an employee, officer or designee of the City. System Users also should not disclose their password to other System Users, except when required by an urgent business matter (see Section II C. (1) (a) (ii) of this policy).

3. Personal Use

a. The City of Onalaska allows limited, occasional, or incidental personal use of its e-mail system during lunch, breaks or immediately before or after work, subject to the following conditions and restrictions:

b. Personal use must not:

i. Involve any prohibited activity (see prohibited activities as listed below);

ii. Interfere with the productivity of the employee or his or her co-workers;
iii. Consume system resources or storage capacity on an ongoing basis; or
iv. Involve large file transfers or otherwise deplete system resources available for business purposes.

c. System Users should not have any expectations of privacy with respect to personal e-mail sent or received on the City's e-mail system. System Users should delete personal messages as soon as they are read or replied to. System Users should not store copies of the personal messages they have sent. Because e-mail is not private, System Users should avoid sending personal messages that are sensitive or confidential.

d. The use of non city owned electronic devices on the city's network or computing systems is prohibited and not supported.

4. Prohibited Activities

a. System Users are strictly prohibited from sending e-mail or otherwise using the e-mail system in connection with any of the following activities:

i. Engaging in personal business or entertainment on City of Onalaska time;
ii. Engaging in illegal, fraudulent, or malicious activities;
iii. Engaging in the unlawful use of the e-mail system as set forth in Section 947.0125 of the Wisconsin Statutes (Unlawful use of computerized communication systems);
iv. Sending or storing offensive, disruptive, obscene, or defamatory material. Materials which are considered offensive include, but are not limited to: any materials which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, race, creed, color, sex, ancestry, religious or political beliefs, marital status, national origin or disability;
v. Sending emails for the purposes of harassing other individuals; For the purpose of this policy harassment shall be defined as a course of conduct directed at a specific person or persons that causes substantial emotional distress in such a person or persons and serves no legitimate purpose.
vi. Using another individual's account or identity without explicit authorization;
vii. Attempting to test, circumvent, or defeat security or auditing systems;
viii. Accessing, or retrieving any e-mail messages sent to other individuals, without prior authorization from the recipient individual's Department Head, City Mayor or appropriate City designee;
ix. Reading any email messages sent to other individuals without the prior approval from the recipient individual.
x. Permitting any unauthorized individual to access the City's e-mail system.
xi. Sending broadcast emails that are not related to City business. Broadcast emails are those emails sent to everyone in a group such as all City employees, all System Users, everyone within a department, committee, commission, unit or other group of System Users. Broadcast e-mail messages should be used judiciously to communicate within a City department, committee, council or division or to all members of an interdepartmental work group and then only in support of City business. Examples of broadcast communications that would be inappropriate are: offers to sell or give away personal property; expressions of personal views on political, religious or controversial issues; comments which are derogatory towards individuals, organizations or City policies.

b. System Users that are members of a public committee are prohibited from sending email communications to a quorum of the committee members, where such communications would

result in a violation of Wisconsin Open Records Law or Wisconsin Open Meetings Law under Wis. Stats. Chapter 19 as may from time to time be amended.

5. Confidential Information
   a. All System Users are expected and required to protect the City's confidential information. System Users shall not transmit or forward confidential information to outside individuals or companies without the permission of their Department Head, City Mayor or appropriate City designee, or an officer of the City of Onalaska.
   b. The City of Onalaska also requires its System Users to use e-mail in a way that respects the confidential and proprietary information of others. System Users are prohibited from copying or distributing copyrighted material - for example, software, database files, documentation, or articles using the e-mail system.

6. Record Retention
   a. The same rules, which apply to record retention for other City of Onalaska documents, apply to e-mail. As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record.
   b. The specific procedures to be followed with respect to the retention of e-mail records are contained in Section: E-Mail Record Retention Policy.
   c. In order to provide notice to recipients of City of Onalaska emails that such emails are subject to the City's record retention policy and open records, **all emails sent from a City email account shall include the following disclaimer**:

      "This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error, please respond to the sender and delete the material from any computer and/or server. The City of Onalaska is subject to Wisconsin Statutes relating to public records. Emails sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City email should presume that the emails are subject to release upon request, and to state record retention requirements."

7. Encryption
   Encrypting e-mail messages or attached files sent, stored, or received on the City's e-mail system is prohibited except where explicitly authorized. System Users are prohibited from using or installing any encryption software without prior permission from the Department Head or City Mayor and only with IT department review. System Users with a business need to encrypt messages should submit a written request to their Department Head or the City Mayor. When authorized to use encryption by their Department Head or they City Mayor and the IT Department, System Users shall use encryption software supplied to them by the IT Department. System Users who use encryption on e-mail stored on a City of Onalaska computer must provide all of the passwords and/or encryption keys necessary to access the e-mail, which will be retained in IT system documentation in a secure location. System Users must provide all passwords and/or encryption keys necessary to access the email or electronic data to Human Resources to be held in a secure location.

8. E-mail Policy Violations
   System Users violating the City's e-mail policy risk having the use of the City of Onalaska electronic media and services, including use of the email system, removed for themselves and

possibly other System Users and are subject to discipline, up to and including termination. System Users using the e-mail system for defamatory, illegal, or fraudulent purposes and System Users who break into unauthorized areas of the City's computer system also are subject to civil liability and criminal prosecution. Any System User found violating the City's email policy shall immediately lose their privilege to access and use the City of Onalaska electronic media and services, including use of the City email system until an investigation can be done by the either the System User's Department Head, City Mayor, or City Officer and the IT Department to determine whether a violation of this Policy has occurred.

E-MAIL RECORD RETENTION

It is important to emphasize that certain types of e-mail as defined in Wis. Stats. §19.32(2) are public records. The same rules, which apply to record retention and disclosure for other City of Onalaska documents, apply to such records. This applies to all of the City of Onalaska including its departments, divisions, offices, boards, Council, commissions, committees, City of Onalaska employees, volunteers, interns and contracted and consulting resources who in the course of normal business has access to the City information systems.

E-MAIL RETENTION PROCEDURES

1. Nature of e-mail records
   As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. See Wis. Stats. §19.32(2) for definition of a record.
2. Components of an e-mail record
   The e-mail record is defined to include the message, the identities of the sender and all recipients, the date, and any attachments to the e-mail message. Any return receipt indicating the sender received the message is also considered to be part of the record.
3. Responsibilities for e-mail records management
   a. All sent or received email is archived electronically by the City's IT Systems.
   b. Legal Custodian. The City Clerk, pursuant to City of Onalaska policy, shall ensure proper retention of the City of Onalaska records.
   c. Information Services . E-mail is maintained in an on-line database, and it is the responsibility of the IT Department to provide technical support for the City Clerk as needed. When equipment is updated, the IT Department shall ensure that the ability to reproduce e-mail in a readable form is maintained. The IT Department shall assure that e-mail programs are properly set up and maintained to archive e-mail.
4. Public access to e-mail records
   If a Department receives a request for release of an e-mail public record, the City Clerk shall determine if it is appropriate for public release, in whole or in part, pursuant to law, consulting the City of Onalaska Attorney, if necessary. As with other records, access to or electronic copies of disclosable records shall be provided within ten (10) business days.
5. Violation
   System Users violating this policy risk having their use and access to the City of Onalaska electronic media and services, including use of the City email system removed for themselves and possibly other System Users and are subject to discipline up to and including dismissal. In addition, violations of this policy may be referred for civil and/or criminal prosecution, where appropriate. Any System User found violating the City's record retention policy shall immediately lose their privilege to access and use the City of Onalaska electronic media and services, including use of the City email system until an investigation can be done by either the System User's Department Head, City Mayor, or City Officer

and Human Resources and the IT Department to determine whether a violation of this Policy has occurred.

REINSTATEMENT POLICY

1. Purpose
   The purpose of this policy is to provide steps for which a System User who has violated one of the aforementioned policies and as a result lost their use and access to the City of Onalaska electronic media and services may obtain their rights to access the City of Onalaska electronic media and services back again.
2. Procedures
   System Users who violate the City of Onalaska polices related to Information Technology Systems Usage and lose their right to access and use the City of Onalaska electronic media and services for a limited period of time may reinstate their rights to access and use the City of Onalaska electronic media and services after such period of time by reviewing these policies verbally, with specific attention to the purpose and need for the policies which the System User violated, with the System User's Department Head, if applicable, or the City Mayor and a representative of the Human Resources Department and by re-signing the Email and Electronics Communication Notice stating that the System User understands the City's policies with respect to Information Technology Systems Usage.

E-MAIL COMMUNICATIONS POLICIES

NOTICE

As a System User of the City of Onalaska, I recognize and understand that the City's e-mail communication systems are provided for conducting the City's business. However, the City of Onalaska policy does permit some limited, occasional, or incidental personal use of the equipment and services under certain circumstances. I understand that all equipment, software, messages, and files are the exclusive property of the City of Onalaska. I agree not to use the e-mail communication systems in a way that is disruptive, offensive, or harmful to others or to the City of Onalaska. I agree not to use pass codes, access a file, or retrieve any stored communication other than where authorized. I agree not to copy, send, or receive confidential information without prior authorization from my Department Head, the City of Onalaska Mayor or other appropriate designee.

I am aware that the City of Onalaska reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the City's e-mail communications systems at any time. I am aware that the City of Onalaska may exercise these rights with or without notice to System Users, and that such access may occur during or after working hours. I am aware that use of a login name and password do not guarantee confidentiality, privacy, or restrict the City's right to access e-mail communications. I am aware that violations of this policy may result in loss of use of the City's e-mail services and may subject me to disciplinary action, up to and including discharge from employment, as well as civil and/or criminal liability.

I acknowledge that I have read and that I understand the City of Onalaska's policies regarding e-mail communications, and have been afforded an opportunity to ask questions regarding the policy. I also acknowledge that I have read and that I understand this notice.

_____ _____

Signature of System User Date

_____

Printed Name of System User

_____ _____

Signature of Human Resources Director Date

CITY OF ONALASKA

Policy: Mobile Phone Usage Policy
Page: 1 of 4
Approved by Technology Committee:
Approved by F & P Committee:
Approved by Council:

Policy Number: 6.11

PURPOSE

This policy outlines the use of personal mobile phones at work, the personal use of business and/or personal mobile phones and the policy regarding the safe use of mobile phones by employees. This policy applies to all of the City of Onalaska including its departments, offices, boards, Council, commissions, committees, City of Onalaska employees, volunteers, interns and contracted and consulting resources who in the course of normal business has access to mobile phones.

DEFINITION

Mobile Phone - The term Mobile Phone is defined as any wireless telephone devise not physically connected to a landline telephone system with the ability to receive and/or transmit voice, text, or data without a cable connection including, but not limited to, mobile phones, Smartphone devices (e.g. PDA, tablets, iPhone, Blackberry enabled devices etc.) mobile data cards, digital wireless phones, radio-phones/walkie-talkies, telephone pagers, Research in Motion (RIM) wireless devices, or other similar wireless devices.

USE OF MOBILE PHONES OR SIMILAR DEVICES

A. General Use at Work – While at work, employees are expected to exercise the same discretion in using personal mobile phones as they use with City phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to other employees. Employees should restrict personal calls during work time, and should use personal mobile phones only during scheduled break or lunch periods. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy.

   The City of Onalaska is not liable for the loss of personal mobile phones brought into the workplace. Mobile phones may not be used to defame, harass, intimidate, or threaten any other person.

   Employees defined as non-exempt under State or Federal law are not permitted to perform work related activities on any device, outside of normal work hours that would create an overtime liability for the City of Onalaska without prior authorization from their immediate supervisor. All authorized work must be reported as required by the FLSA Policy.

   The City of Onalaska allows mobile phone users to email through smart phones as long as the City's email account is being used and the user is following the City's email policies. The City of Onalaska is subject to records retention laws referenced in Wis. Stats. §16.612, 19.21 et. seq., 19.32 and 19.33; as such users should be aware that emails sent via their smart phone on their personal email account will be subject to the records retention policies listed in the Email System Policy.

1. Unsafe Work Situation – The City prohibits employee use of a mobile phone or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harms way at such work environments.

2. Use While Driving – Employees whose job responsibilities include driving or equipment operation should refrain from using their phone/communication device while driving a City vehicle or driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting City business.

   Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including mobile phones. Incoming or outgoing mobile phone calls are not allowed while driving. Sending or reading text messages, emails, dialing mobile phones, viewing television, videos, social media or DVD's and inputting data into laptop computers, PDAs or navigation systems are prohibited while driving. The mobile phone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked.

   In situations where job responsibilities include regular driving and acceptance of business calls, hands free equipment may be provided to facilitate the provisions of this policy. Under no circumstances are employees required to place themselves at risk to fulfill business needs.

3. City Issued Mobile Phones - This City may issue phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

   Mobile phones issued by the City are City property. Employees must comply with City requests to make their City-issued mobile phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the City for any reason must return their City-issued mobile phones.

   Employees will reimburse the City for any overage charges related to personal calls or data usage.

4. Prohibition of Camera Phones – Employees may not use any cameras, video and audio recording devices, or video or recording features of mobile phones, or other digital devices that contain such capability for personal use. Employees may use such features for work purposes subject to the City's privacy and confidentiality policy and any images or video or audio recordings that are created shall be subject to the City's record retention policies.
5. Personal Mobile Phones at Work – The City allows employees to bring their personal mobile phones to work. We expect employees to keep personal conversations to a minimum. While occasional, brief personal calls are acceptable, Employees must turn off the ringers on their mobile phones while away from their mobile phones. Employees must turn off the ringers on their mobile phones or leave elsewhere while in meetings or training.

B. Security of City Issued Mobile Phones – Employees are responsible for the security of City-issued mobile phones and the information stored on them. As such, employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of services, and shall include the following:

a. Keep all electronic devices in a locked and secured environment when not in use;
b. Do not leave any electronic device in a vehicle for prolonged periods of time, especially in extreme temperatures;
c. Do not leave devices or equipment unattended at any time in an unsecured location; and
d. Keep all devices and equipment in sight at all time while in public places
e. Should an employee's mobile /smart phone be lost or stolen, the employee **MUST** immediately report the incident to their immediate supervisor, the Finance Director or Human Resources and the IT Department, obtain an official police report documenting the theft or loss, and provide a copy of the police report to the Finance Director or Human Resources department.
f. Damaged or unserviceable equipment shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authorization.
g. Devices should be protected by a PIN, password, biometrics, or other appropriate digital security measure to prevent unauthorized access.
h. Mobile devices owned by the City will be enrolled in a mobile device management program that will allow remote management, access, and tracking by the IT department and may be remotely wiped at any time if the device is missing, lost, or otherwise compromised.

1. Review of Monthly Charges – A review of calling activity and data usage may be conducted on a monthly basis by the Finance Department.

2. Special Responsibilities of Managerial Staff – It is important for management to provide a good example of mobile phone use and to guard against excessive or inappropriate use of mobile phones by their employees.

POLICY VIOLATIONS

Non-compliance with any policies or procedures regarding electronic communications, social media, mobile phone usage, appropriate use or prohibited communications will result in disciplinary action, up to and including termination and immediate return of the equipment to the City.

MOBILE PHONE POLICY NOTICE

As a System User of the City of Onalaska, I recognize and understand that the City's electronic communication systems are provided for conducting the City's business. However, the City of Onalaska policy does permit some limited, occasional, or incidental personal use of the equipment and services under certain circumstances. I understand that all equipment, software, messages, and files are the exclusive property of the City of Onalaska. I agree not to use the electronic communication systems in a way that is disruptive, offensive, or harmful to others or to the City of Onalaska. I agree not to use pass codes, access a file, or retrieve any stored communication other than where authorized. I agree not to copy, send, or receive confidential information without prior authorization from my Department Head, the City of Onalaska Mayor or other appropriate designee.

I am aware that the City of Onalaska reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the City's electronic communications systems at any time. I am aware that the City of Onalaska may exercise these rights with or without notice to System Users, and that such access may occur during or after working hours. I am aware that use of a login name and password do not guarantee confidentiality, privacy, or restrict the City's right to access electronic communications. I am aware that violations of this policy may result in loss of use of the City's electronic media and services and may subject me to disciplinary action, up to and including discharge from employment, as well as civil and/or criminal liability.

I acknowledge that I have read and that I understand the City of Onalaska's policies regarding e-mail and electronic communications, and have been afforded an opportunity to ask questions regarding the policy. I also acknowledge that I have read and that I understand this notice.

_____ _____

Signature of System User Date

_____

Printed Name of System User

_____ _____

Signature of Human Resources Director Date

CITY OF ONALASKA

Policy: Social Media Policy
Page: 1 of 7
Approved by Technology Committee:
Approved by F & P Committee:
Approved by Council:

Policy Number: 6.12

POLICY

The role of technology in the 21st century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook©, Twitter©, MySpace™, YouTube©, Flickr®, Blogger, and LinkedIn®, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. However, government social networks and personal social networks, must be kept separate at all times.

PURPOSE

The purpose of this policy is to establish guidelines concerning conduct for government and personal use of social media sites.

DEFINITIONS

1. **System User** – Employees, officers, committee members, volunteers, interns and contracted and consulting resources who have access to one or more forms of electronic media and services with the City of Onalaska.
2. **Key Employees** – Defined as department heads, elected officials, human resources supervisor and municipal court supervisor.
3. **Blog** – A blog (short for web-log) is a personal outline journal that is frequently updated and intended for general public consumption. Blogs are defined by their format; a series of entries posted to a single page in reverse-chronological order. Blogs generally represent the personality of the author or reflect the purpose of the website that hosts the blogs. Topics sometimes include brief philosophical musings, commentary on Internet and other social issues, and links to other sites the author favors, especially those that support or reject a point being made on a post.
4. **Chat Room** - A way of communicating by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.
5. **Forum** - An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.
6. **Personal Website** - Website created or configured by an individual for business, social, or entertainment purposes.
7. **Social Networking Site** - A website or service that enables users to create public profiles within that website and form relationships with other users of the same website who access their profile. Social networking sites can be used to describe community-based websites, online discussions forums, chat rooms and other social spaces online or by cell phone.

8. **URL** - Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, http://www.google.com is the URL for Google.com. It is the address where the website Google can be found.
9. **Website** - Any computerized document, file, or menu accessible on the Internet and/or World Wide Web.

ACCEPTABLE USE

All government operated social media sites shall be operated in conformance with, and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes adherence to but may not be limited to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA) First Amendment, Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) Hatch Act of 1939, privacy laws, employment laws, and all City policies.

Employees shall not blur or combine their personal and professional lives when operating a government social media site.

1. CREATION OF SOCIAL MEDIA SITES
   a. Prior written approval of the Department Head is required before any social media account may be created.
   b. All social media sites shall be set up in accordance with these policies including the requirements listed in the IT Checklist as provided by the IT department. Prior to launching any social media site the department head will review the social media site or account to ensure compliance with these policies. Additionally, the department head will periodically monitor the City's social media sites to ensure compliance with this policy and to ensure that each Department is adequately backing up their social media sites for record retention purposes. .
   c. All social media sites for business/marketing use must be set up by the department head or designee and must refer system users back to the City's official website for more information. City social media accounts shall be created using an official City email account. The login and password for any social media account used for City of Onalaska business shall be set up by the department responsible for the social media site and password information shall be restricted to authorized staff within that department. .
   d. The IT department will review the City's social media sites on an annual basis for changes to terms of use agreement and/or new expired offerings and verify compliance with the City's policies.
   e. *Passwords* - Account password information shall be set and maintained by the department that is responsible for the social media site and shall only be shared with authorized staff that has been designated as the Social Media Coordinator to fulfill the role of site account administrator. Passwords shall be reset on at least a semi-annual basis and shall be promptly reset when an employee is removed as Social Media Coordinator.

2. USE OF SOCIAL MEDIA SITES
   a. City Committees/Departments are responsible for establishing and maintaining content posted to their social media site and shall have measures in effect to prevent inappropriate or technically harmful information and links.
   b. City use of social media shall be documented and maintained in an easily accessible format that tracts account information and preserves items that may be considered a record subject to disclosure under the Wisconsin open records laws.

c. Each Committee/Department using a social media site(s) shall designate a "Social Media Coordinator" responsible for overseeing the committee/department's social media activity and policy compliance. The designated Social Media Coordinator shall be provided with a copy of the policies and shall be required to acknowledge their understanding and acceptance via written signature.
d. *Site Monitoring* – Social media sites shall be monitored regularly and prompt corrective action shall be taken when an issue arises that places, or has potential to place, the City at risk. Social Media Coordinators shall review site activity and content daily for exploitation or misuse. Committees/departments shall be responsible for monitoring employee use of social media sites. Perceived or known compromise to the City's internal network shall be promptly reported to the IT department.

3. CONTENT OF SOCIAL MEDIA SITES
   a. All City social media sites shall include the word's "City of Onalaska" with the exception of the Tourism department which may use the phrase "Discover Onalaska"; all social media sites should identify the department/committee for which the social media site is for.
   b. Police and Fire departments should add to the social media sites the following statement: "This site is not monitored. Call 9-1-1 for emergencies."
   c. System Users shall include the following disclaimer in all of their postings to public forums: *"The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the City of Onalaska."*
   System Users should note that even with a disclaimer, a connection with the City of Onalaska exists and a statement could be imputed legally to the City. Therefore, System Users should not rely on disclaimers as a way of insulating the City of Onalaska from the comments and opinions they contribute to forums. Instead, System Users must limit their discussion to matters of fact and avoid expressing opinions while using the City's systems or provided account. Communications must not reveal confidential information and must not otherwise violate this or other City policies.
   d. Sharing or posting content owned by others shall be performed in accordance with copyright, fair use and established laws pertaining to materials owned by others. This included, but is not limited to, quotes, images, documents, links, pictures, videos, etc. It is not intended to use social media sites in a way that guarantees the right to protected free speech.

4. PERSONAL USE OF SOCIAL MEDIA SITES
   a. Employees are allowed to have personal social media sites. These sites must remain personal in nature and be used to share personal opinions or non-work related information. The employee must maintain a distinction between sharing personal and official government views. In addition, employees should never use their government e-mail account or password in conjunction with a personal social media site.
      i. When operating your personal social network sites, use a disclaimer to ensure that your stated views and opinions are understood to be your own and not those of the City. A disclaimer is required when you:
         1. refer to the work done by the City;
         2. comment on any City related issues; or
         3. provide a link to a City website.
   b. Personal use is limited to breaks, lunch, or immediately before/after work.
   c. Personal use must not interfere with the productivity of the System User or other system users.
   d. Personal use does not involve any prohibited activity as governed by this or other City policies.
   e. Personal use does not consume system resources or storage capacity on an ongoing basis.

f. Personal use does not involve large file transfers or otherwise deplete system resources available for business purposes.
g. System Users should not have any expectation of privacy with respect to personal use of the City's electronic media or systems.
h. *Disclaimers for Key Employees Social Media Use* – Certain Key Employees may as a result of their employment with the City of Onalaska in a supervisory role or as an elected official be seen as individuals whose personal posts on their private social media sites could be viewed as the opinions and representations of the City of Onalaska. All Key Employees are required to either include the below disclaimer on their personal social media sites, including, but not limited to Facebook, LinkedIn, Twitter etc. or agree that in the event of a record request to the City of Onalaska related to material posted on their personal social media sites relevant to the City of Onalaska, such Key Employee shall provide the materials necessary and bear the costs to respond to such record request. Key Employees using the below disclaimer shall provide proof of such disclaimer to the City Clerk's office as needed.

   "The views, opinions, and judgment I express and the content I share on here are mine alone and are not necessarily reflective or expressive of the views of the City of Onalaska or Common Council {or Police Department etc...insert appropriate group} and should not be construed as such, the views, opinions or judgment I express here and the content I share has not been reviewed or approved by the City of Onalaska."

5. PROFESSIONAL USE

All government-related communication through social media outlets should remain professional in nature and should always be conducted in accordance with the City's communications policies, practices, and expectations. Employees must not use social media sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for business, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the collection and preservation provisions.

a. Respectful - You are required to:
   i. Be respectful of all individuals and communities with which you interact online;
   ii. Be polite and respectful of others opinions, even in times of heated discussion and debate;
   iii. Adhere to the Terms of Use, and seek to conform to the cultural and behavioral norms, of the social media platform being used; and
   iv. Respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms. Check with your supervisor if you are not certain about what you can reproduce or disclose on social media platforms.
b. Be Clear As To Identity – When creating social media accounts that require individual identification, City employees should use their actual name, not pseudonyms. Any employee using his or her name as part of a City's application of social media should be mindful of the following:
   i. Do Not Assume Privacy – Only post information that you are authorized to disclose.
   ii. Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromised.

TERMS OF SERVICE

Employees should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulate how users interact using that particular form of media. Any employee using a form of social media on behalf of the City should consult the most current TOS in order to avoid violations. If the TOS contradict organization policy, then a decision should be made about whether use of such media is appropriate.

CONTENT OF POSTS AND COMMENTS

Employees using social media to communicate on behalf of the City of Onalaska should be mindful that any statements made are on behalf of the City; therefore, employees should use discretion before posting or commenting. Once these comments or posts are made they can be seen by anyone and may not be able to be "taken back." Consequently, communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared. Employees should always consider whether it is appropriate to post an opinion, commit oneself or the City to a course of action, or discuss areas outside of one's expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the City as improper posting and use of social media tools can result in disciplinary action.

POSTS AND COMMENTS ARE PUBLIC RECORD

Like e-mail, communication via City-related social networking Web sites is a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, will become a part of the public record. Because others might not be aware of the public records law, the City should include the following statement somewhere on the social networking Web site:

"This social media site is part of City of Onalaska public record. The City of Onalaska is subject to Wisconsin Statutes relating to public records. Posts, photos, comments etc. made on City of Onalaska social media sites are considered to be part of the City's public record. As such, these social media sites are subject to release upon request and to state record retention requirements."

SECURITY

From a security standpoint, you should be mindful of how to best prevent fraud or unauthorized access to either the social media site or the network. In almost every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. In order to minimize the possibility of a security breach, each employee must:

1. Ensure that they are aware of which information to share, with whom they can share it, and what not to share;
2. Attend security awareness and training to educate users about the risks of information disclosure when using social media, and make them aware of various attack mechanisms as described in this document; and
3. Ensure that they are aware of Privacy Act requirements and restrictions. Educate users about social media usage policies and privacy controls to help them better control their own privacy in any profile they use for work-related activities and more effectively protect against inadvertent disclosure of sensitive government information.

RECORDS MANAGEMENT AND PRESERVATION

Communication through City of Onalaska related social media is considered a public record:

1. All comments or posts made to City of Onalaska account walls or pages are public, not private.
2. Employees who receive messages through the private message service offered by some social media sites should encourage users to contact them at a public e-mail address maintained by their organization. For private messages that employees do receive, they should be treated as constituent e-mails and therefore, as public records.
3. The City of Onalaska should set all privacy settings to public.

The City of Onalaska assumes responsibility for public records and complies with the retention period set forth in their retention requirements schedule. The City of Onalaska's Chapter 3 Public Records Ordinance outlines the how destruction of records is handled. Social media sites are required to be archived for a minimum of 7 years and the City of Onalaska will permanently retain records with historical value.

BREACH OF POLICY

Failure to comply with this Policy may result in disciplinary action. This disciplinary action may involve a verbal or written warning, or, in serious cases, termination of your employment.

SOCIAL MEDIA POLICY NOTICE

As a System User of the City of Onalaska, I recognize and understand that the City's electronic communication systems are provided for conducting the City's business. However, the City of Onalaska policy does permit some limited, occasional, or incidental personal use of the equipment and services under certain circumstances. I understand that all equipment, software, messages, and files are the exclusive property of the City of Onalaska. I agree not to use the electronic communication systems in a way that is disruptive, offensive, or harmful to others or to the City of Onalaska. I agree not to use pass codes, access a file, or retrieve any stored communication other than where authorized. I agree not to copy, send, or receive confidential information without prior authorization from my Department Head, the City of Onalaska Mayor or other appropriate designee.

I am aware that the City of Onalaska reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the City's electronic communications systems at any time. I am aware that the City of Onalaska may exercise these rights with or without notice to System Users, and that such access may occur during or after working hours. I am aware that use of a login name and password do not guarantee confidentiality, privacy, or restrict the City's right to access electronic communications. I am aware that violations of this policy may result in loss of use of the City's electronic media and services and may subject me to disciplinary action, up to and including discharge from employment, as well as civil and/or criminal liability.

I acknowledge that I have read and that I understand the City of Onalaska's policies regarding social media and electronic communications, and have been afforded an opportunity to ask questions regarding the policy. I also acknowledge that I have read and that I understand this notice.

_____ _____

Signature of System User Date

_____

Printed Name of System User

_____ _____

Signature of Human Resources Director Date

CITY OF ONALASKA
SET UP OF SOCIAL MEDIA SITE
Office Use Only

IT Checklist for All Sites:

☐ Yes ☐ No Does Social Media site include City of Onalaska or Discover Onalaska in the site name or account name?

☐ Yes ☐ No Does Social Media site include the department name in the site?

☐ Yes ☐ No Is the Social Media site set up as a government site (if applicable)?

☐ Yes ☐ No Is archiving the data available? If no, how is archiving going to be achieved for open records purposes? _____

_____

_____

_____

Facebook:

☐ Yes ☐ No Does the Facebook page have the ability to receive messages?

☐ Yes ☐ No Does the Facebook page have the comment replies and private messages turned off?

☐ Yes ☐ No Is the profanity filter set to high?

☐ Yes ☐ No Is a reminder set up to archive all activity monthly for Facebook?

Twitter, Pintrest, LinkedIn, etc.:

☐ Yes ☐ No Is a reminder set up to archive all activity monthly for the site?

Blogs, Forums, Chat Rooms etc.:

☐ Yes ☐ No Does the site clearly indicate it is maintained by the City of Onalaska?

☐ Yes ☐ No Does the site have a notification on the main page that public disclosure requests must be directed to the City Clerk's Office?

☐ Yes ☐ No Is a reminder set up to archive all activity monthly for the site?

P. 6. a.

CITY OF ONALASKA

Grade 21

Position: City Clerk
Location: City Hall

Department: City Clerk
Supervisor: Mayor
Classification: Salaried Exempt

Approved by F & P Committee: 6/2/04, 5/4/05, 10/5/05
Approved by Council: 12/12/00, 6/8/04, 5/10/05, 10/11/05

Under administrative direction of the Mayor, an employee in this position is primarily responsible to carry out the responsibilities and duties set forth by state statutes and city ordinances. This position performs a variety of responsible supervisory and administrative duties in maintaining official records, issuing licenses, conducting and overseeing all city, state and federal elections (primary and general), and assists in directing the overall operation of the City Clerk's office. The City Clerk is required to attend the meetings of the Common Council, Board of Zoning Appeals, Board of Review, Plan Commission, and other meetings as assigned. This position is responsible for the maintenance of official records of proceedings, other official city records, and the City seal.

ESSENTIAL JOB FUNCTIONS:

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

A. Supervises and evaluates department staff; coordinates training for department staff and election workers.
B.
C. Attends meetings as required and maintains official record of the proceedings. Directs and supervises the coordination and distribution of all City agendas and minutes; reviews minutes for the Administrative & Judiciary Committee, Common Council, Board of Review, and other committees as requested; sets up agenda and minutes information on the City of Onalaska website.
D. Reconciles month-end receipts, licenses, and development fees.
E. Records legal documentation with Register of Deeds when necessary.
F. Reviews all new and re-hire employee information input into the payroll system by Human Resources, reviews time sheets, completes data entry for City payroll, verify totals, distributes bi-weekly payroll checks/pay stubs, reconciles data and prepares associated reports.
G.
H. Supervises and monitors the conduct of all elections and certifies election results. Directs the registration of voters within the City of Onalaska. Inputs and updates computer voter registration and maintains listing of permanent absentee voter applications. Maintains the voter registration database system for all City of Onalaska registered voters.
I. Prepares City legal notices for publication.
J. Oversees set-up and maintenance of project files related to development (Conditional Use Permit, General/Zoning, Planned Unit Development) including the timely billings for the approved projects.
K. Prepares and maintains City Ordinances including: updating code book and ensuring proper publications, readings and notices; updates ordinance information on the City of Onalaska website.
L. Prepares cemetery deeds, reconciles accounts, and prepares reports relative to the cemetery.
M. Acts as liaison between the public and government officials.
N. Administers oath of office to the City elected and appointed officials.
O. Serves as Clerk of the Board of Review. Reviews the assessment roll for errors and omissions, preparesmeeting minutes, the statement of assessment, and the statement of taxes; files reports for exempt property, prepares documentation for property tax assessment, and Tax Incremental District reports following adjournment.
P. Receives applications for most licenses issued by the City including mailing the renewal notifications, publishing of notices and preparation of the renewal licenses and keep a record of all such licenses issued.
Q. Prepares and maintains City Clerk and election budget. Approves expenditures.

Deleted: (Deputy City Clerk, Office Clerical, Part-time Office Clerical, Chief Inspectors, Election Inspectors).
Deleted: <#>Coordinate training for staff and election workers¶
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CITY OF ONALASKA

Position: City Clerk
Location: City Hall

Department: City Clerk
Supervisor: Mayor
Classification: Salaried Exempt

Approved by F & P Committee: 6/2/04, 5/4/05, 10/5/05
Approved by Council: 12/12/00, 6/8/04, 5/10/05, 10/11/05

R. Prepares all tasks/duties required by State Statutes and City Code.
S.

Deleted: <#>Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.¶ Performs other duties as assigned and under the direction of the Mayor.

RELATED JOB FUNCTIONS:

A. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
B. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
C. Performs other duties as assigned and under the direction of the Mayor.

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

A. Knowledge of election laws and procedures.
B. Knowledge of state statutes and Municipal Codes, and how they relate to the Clerk's role in City government.
C. Excellent oral and written communication skills.
D. Ability to coordinate and maintain complex records and files; prepare reports from such information; excellent organizational skills.
E. Excellent computer skills, including Microsoft Word and Excel.
F. Ability to operate a variety of office machines, including typewriter, computer, phone/mobile phone, adding machine, fax machine, and copier.
G. Ability to undertake and complete tasks with a minimum of supervision
H. Excellent customer/public service skills; ability to work effectively and communicate with people at various levels, both within and outside the organization.
I. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

Deleted: <#>Supervisory experience or experience directing and coordinating the work of others. ¶
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TRAINING, EXPEREINCE & OTHER REQUIREMENTS

A. High School diploma or equivalent required
B. Associates Degree in Business, Public Administration, Records Management, Accounting, Payroll, or related field; or equivalent experience is required; preference for a Bachelor's degree.
C. Three to five years of municipal government experience required.
D. Supervisory experience or experience directing and coordinating the work of others.
E. Experience working in an office environment.
F. Valid driver's license.

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PHYSICAL REQUIREMENTS:

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reads and writes.
4. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
5. Occasional bending and climbing up and down stairs or on ladders.
6. Occasionally lifts and carries less than (50) pounds.

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CITY OF ONALASKA

Position: City Clerk
Location: City Hall

Department: City Clerk
Supervisor: Mayor
Classification: Salaried Exempt

Approved by F & P Committee: 6/2/04, 5/4/05, 10/5/05
Approved by Council: 12/12/00, 6/8/04, 5/10/05, 10/11/05

7. Pushes and pulls office equipment up to (30) pounds within the office area.
8. Large percentage of time is spent talking, hearing, speaking and using near and far vision
9. Forty-five (45) percent of work day spent sitting.
10. Twenty-five (25) percent of work day spent walking.
11. Thirty (30) percent of work day spent standing.
12. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day:

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

Signature of Employee

Date

Signature of Employer

Date

P.6.B.

CITY OF ONALASKA

Grade 14

Position: Deputy City Clerk
Location: City Hall

Department: City Clerk
Supervisor: City Clerk
Classification: Salaried Exempt

Approved by F & P Committee: 12/3/08
Approved by Council: 12/9/08

Under general supervision of the City Clerk, an employee in this classification assists in the maintenance, care and custody of the corporate seal and all the papers and records of the City. Assists with elections, licensing permits and tax collection and other duties as assigned by the Administrative staff. In the absence of the City Clerk, a person in this position must attend the meetings as assigned, in an effort to maintain the official records of their proceedings. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the supervising authority but frequently no check is made of routine work.

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

A. Assists with elections including but not limited to; setting up polling places, preparation of poll books; updating voter registration and voter records; absentee voting; registration of new voters; entering voter history after each election, reports and training of election inspectors.
B. Assists in issuing licenses, permits, cemetery records and deeds.
C. Coordinate the mailing of tax bills, both real estate and personal property.
D. Prepares all City agendas and packets and updates the City's website with agenda information; attends City meetings in City Clerk's absence.
E. Provides assistance to Office Clerical Support in the performance of general office work including typing, filing, collection of payments, answer incoming calls, processing mail, customer service and other duties as required.
F. Provides customer service to both internal and external customers and attempts to dispose of issues and matters or refers customer to the proper department; and, if necessary, arranges for conferences and/or appointments with the appropriate staff.
G. Operates various office machines not limited to fax machines, imaging equipment, typewriter, calculator, dictating equipment, PC Word processing equipment as required of the position.
H. Assists in the maintenance and retention of City ordinances,resolutions, and planning, and agreement files.

RELATED JOB FUNCTIONS:

A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
B. Acts as a backup member, for the City Clerk, of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
C. Other duties as required or assigned.

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

A. Excellent typing skills; excellent computer skills.

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Deleted: <#>Acts as a backup member, for the City Clerk, of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.¶
<#>Alternate to Emergency Operations Team¶

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

TRAINING, EXPERIENCE & OTHER REQUIREMENTS

A. High School education (diploma or GED) required.
B. An Associate Degree in Accounting or related field and one year in an accredited secretarial program preferred, or any combination of experience and training which provides the following knowledge, skills and abilities:
C. One to three years of municipal government experience preferred; experience handling elections preferred.
D. Previous experience in customer service and cash-handling.
E. Experience with Microsoft Office products and other related computer programs.

Valid driver's license is required.

PHYSICAL REQUIREMENTS:

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

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely

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Deleted: <#>Ability to work effectively and communicate with people at various levels, both within . and outside the organization.¶ <#>Ability to maintain involved records and files and prepare reports from such information; . excellent organization skills.¶
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CITY OF ONALASKA

Position: Deputy City Clerk
Location: City Hall

Department: City Clerk
Supervisor: City Clerk
Classification: Salaried Exempt

Approved by F & P Committee: 12/3/08
Approved by Council: 12/9/08

Sedentary *0 - 10# max*	•			
Light *Freq. to 10# -20#max*		•		
Medium *Freq. to 25#-50# max*				•
Heavy Freq. to 50#-100# max				•
Very Heavy *Freq. over 50+# - 100+#*				•

Signature of Employee _____ Date _____

Signature of Employer _____ Date _____

P. 6. C

CITY OF ONALASKA

Grade 12

Position: Office Clerical Support
Location: City Hall

Department: City Clerk
Supervisor: City Clerk
Classification: Hourly Non-Exempt

Approved by F & P Committee: 12/8/04, 10/5/05, 3/7/07, 3/7/12
Approved by Council: 12/14/04, 10/11/05, 3/13/07, 3/13/12

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

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

A. Prepares letters, memos, reports, proposals, agreements, charts, forms, and other documents; which may include typing, filing, copying, sorting, transcription, and other clerical activities.
B. Collects payments for City services including, but not limited to, tax payments, special assessment payments, application fees, building permits, utility bills, license fees, and records request fees. Completes paperwork associated with the collection of payments and issuance of licenses.
C. Sorts and distributes postal mail received by the City daily. Answers telephones. Refers customers and documents to the proper department and/or person.
D. Provides customer service to both internal and external customers. Attempts to resolve matters directly, but may refer customers to an administrative staff member when appropriate; facilitates and coordinates communication with Onalaska citizens and the general public.
E. Operates various office machines including, but not limited to, fax machine, copier, typewriter, calculator, dictation equipment, and PC with Microsoft Office.
F. Prepares and distributes meeting agendas as directed by the City Clerk. Distributes meeting minutes and posts minutes and agendas to the City website as directed by the City Clerk. Organizes and manages electronic files from all City meetings; provides necessary information to the transcriptionist.
G. Assists City Clerk with voter registration and absentee ballots as needed for elections.
H. Maintains office supply inventory in the administrative suite. Orders supplies as requested.
I. Manages database for cat and dog licensing, including tracking rabies information for issuance of citations.

RELATED JOB FUNCTIONS:

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

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Deleted: <#>Maintains and archives records as requested.¶ <#>Maintains City Hall's public meeting schedule. Facilitates and coordinates communication with Onalaska citizens and the general public.¶
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REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

A. Ability to operate various office machines including, but not limited to, copier, fax machine, multi-line telephone, calculator, and PC required.
B. Experience using Microsoft Office, email, websites and the internet required.
C. Excellent math skills required.
D. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and flexibility required.
E. Ability to work successfully on multiple tasks by establishing priorities for work and procedures to follow required.
F. Excellent typing and dictation skills required.
G. Excellent oral and written communication skills required.
H. Excellent organizational skills required, including the ability to maintain organized, complete records and files, and prepare reports from such information.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

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

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PHYSICAL REQUIREMENTS:

A. Frequently sits at keyboard.
B. Reads and writes.
C. Frequent twisting.
D. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
E. Occasional bending and stooping.
F. Occasionally lifts and carries less than forty (40) pounds.
G. Pushes and pulls office equipment up to forty (40) pounds within the office area.
H. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
I. Thirty-five (35) percent of workday spent sitting.
J. Thirty (30) percent of work day spent walking.
K. Thirty-five (35) percent of workday is spent standing.
L. All percentages above could vary depending upon duties performed that day.

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CITY OF ONALASKA

Grade 12

Position: Office Clerical Support
Location: City Hall

Department: City Clerk
Supervisor: City Clerk
Classification: Hourly Non-Exempt

Approved by F & P Committee: 12/8/04, 10/5/05, 3/7/07, 3/7/12
Approved by Council: 12/14/04, 10/11/05, 3/13/07, 3/13/12

Percent of 8 Hour Day

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

Signature of Employee

Date

Signature of Employer

Date

P.7

CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650 • (608) 781-9530 • *fax* (608) 781-9534 • www.cityofonalaska.com

To: Mayor Chilsen
Common Council
From: Hope Burchell, PHR, SHRM-CP
Date: June 3, 2015
Re: Interim Tourism Director Stipend

After review of the past stipends offered when employees have left the City of Onalaska, I have a recommendation for your review. A summary of tasks are below for the Interim Tourism Director:

Mayor Responsibilities

- Budget responsibilities – Mayor will be responsible for overall preparation of the annual budget
- Review of advertisement and promotional materials for publication and distribution as prepared by Interim Tourism Director
- Survey of local visitor/tourism businesses to evaluate programs etc.

Interim Tourism Director Responsibilities

- Assist Mayor in preparation of Tourism annual budget
- Prepare advertisement and promotional materials for publication and distribution – give them to the Mayor for review before publication and distribution
- Collect and review all bills for tourism office; submit bills for payment after giving them to the Mayor for review and approval
- Review of timesheets and time off requests for staff
- Work with Omni Center Recreation Supervisor to synchronize marketing of events and submit them to the Mayor
- Assist with acting as a member of the Emergency Operation Team (Ashley main member)
- Survey of visitors/tourists in the area for their input of why/what/and how the City can better promote and improve our community as a tourism destination once every three years.
- Act as a liaison between tourists/visitors and the City's motels, restaurants, attractions, other businesses, and industries.

I would recommend a stipend of $250 per pay period to compensate Amy Gabay for the additional tasks of acting as Interim Tourism Director effective June 21, 2015.

Thank you for your consideration.

CITY OF ONALASKA

Grade 19

Position: Tourism Director
Location: City Hall
Page: 1 of 3

Department: Tourism
Supervisor: Mayor
Classification: Salaried Exempt

Approved by F & P Committee: January 4, 2006
Approved by Council: January 10, 2006

Under general direction of the Mayor, this position is responsible for the marketing, selling, planning, formulation, developing, implementation, and directing of the policies, procedures, and programs which will further the objectives of the Tourism Commission. This person is also responsible to conduct investigative studies and develop information on marketing potential of the geographic areas to assist the Tourism Commission to determine feasibility of market expansion; prepare reports, analyze marketing and sales data, and make recommendations based on the supporting data.

ESSENTIAL JOB FUNCTIONS:

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

A. Direct and implement marking and advertising campaigns by assembling and analyzing sales data; prepare marketing and advertising strategies, plans, and objectives; and plan and organize promotional presentations.
B. Direct and supervise functions of Tourism Commission personnel; this includes but is not limited to preparation of work schedules, performance evaluations, and hiring and interviewing staff.
C. Perform public relations duties by use of all forms of media and communication to build, maintain and manage the reputation of the City. This can range from public bodies or services to businesses and voluntary organizations. Communicate key messages, often using third party endorsements, to defined target audiences in order to establish and maintain goodwill and understanding between the City and public.
D. Supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs; acts as the regional team or organizational representative to promote the City businesses and tourism efforts.
E. Responsible for the development, implementation and performance of all sales initiatives and activities required for all designated assets/products.
F. Perform accounting functions, including preparation of the Tourism annual budget for consideration by the Tourism Commission.
G. Prepare and implement advertisement and promotional materials for publication and distribution to individuals, businesses, and tourist information centers while evaluating the effectiveness of each form of advertising; prepares and reviews annual report of the effectiveness of each form of advertising
H. Respond to walk-in visitors, phones, and mail requests for visitor-related and tourism information.
I. Prepare and implement an annual marketing plan with measurable goals, objectives, and strategies targeted at specific demographic segments according to City goals by analyzing and summarizing sales data.
J. Assist and coordinate with the Parks and Recreation Director to synchronize the sales and marketing of City events in various publications, organizations, and media outlets.
K. Conduct or cause to be conducted, a survey of local visitor/tourism businesses to evaluate programs and how to improve the promotion of the city/area once every three years.
L. Conduct or cause to be conducted, a survey of visitors/tourists in the area for their input of why/what/and how the City can better promote and improve our community as a tourism destination once every three years.
M. Collect, review, and submit all bills for payment to City Hall according to established guidelines. Work closely with Finance Department to bill out to business/organizations who owe the Commission. Maintain office petty cash box according to established procedures.

CITY OF ONALASKA

Grade 19

Position: Tourism Director
Location: City Hall
Page: 2 of 3

Department: Tourism
Supervisor: Mayor
Classification: Salaried Exempt

Approved by F & P Committee: January 4, 2006
Approved by Council: January 10, 2006

RELATED JOB FUNCTIONS:

A. Act as a liaison between tourists/visitors and the City's motels, restaurants, attractions, other businesses, and industries in a positive manner; prepares reports or data as required or necessary for businesses to assist them in marketing their businesses.
B. Oversee that the Tourism building and grounds are properly maintained on an ongoing basis.
C. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management tasks as assigned.
D. Contributes to a cooperative working effort by demonstrating a willingness to assist other departments and to perform other job-related work as needed or requested. Assistance is given to others, and special projects are completed as scheduled or requested.
E. Be proficient in Onalaska and La Crosse County geography, history, lodgin facilities, and existing visitors' information and attractions and the Omni Center facilities.
F. Review and promote event publicity. Ensure contact is given with event sponsors before, during, and after events by the department.
G. Attends and actively participates in the Onalaska Area Business Association (OABA); assists OABA with any tourism related functions as necessary.
H. Other duties as requested or assigned.

Deleted: perform other job-related work as needed or requested. Must recognize the interdependency of city operations and have the ability and skills to carry out the duties of the position. Must be willing to take on other work as needed or requested.

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

A. Excellent oral and written communication skills; excellent organization and time management skills; excellent team building and teamwork skills.
B. Knowledge of the principles and techniques of selling, planning, formulation, developing, implementation of marketing for tourism-related events.
C. Ability to work on multiple tasks establishing priorities for work and procedures to follow; ability to comprehend maps and provide directions.
D. Ability to compile and create financial and statistical information and reports.
E. Excellent computer skills particularly in Microsoft Office products, content management systems, internet, and email; ability to operate office equipment including copier, telephone, calculator, and fax machine.
F. Ability to maintain records and files, and prepare and present reports from such information.
G. Ability to maintain a professional demeanor and establish effective working relationships with the public, associates, volunteers, and staff; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. Associate degree in marketing requires; Bachelor's degree in marketing preferred.
B. Requires a minimum of two (2) to four (4) years of experience in marketing, sales, travel, or business in a tourism related field.
C. Requires one (1) to three (3) years of previous supervisory experience.
D. Must have experience working independently and with little supervision.
E. Valid driver's license.

CITY OF ONALASKA

Grade 19

Position: Tourism Director
Location: City Hall
Page: 3 of 3

Department: Tourism
Supervisor: Mayor
Classification: Salaried Exempt

Approved by F & P Committee: January 4, 2006
Approved by Council: January 10, 2006

PHYSICAL REQUIREMENTS:

A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
B. Ability to exert variable physical effort. May involve some lifting, carrying, pushing and pulling.
C. Reaches shoulder height frequently as well as reaches above and below shoulder height.
D. Occasional bending.
E. Ability to sustain prolonged visual concentration.
F. Forty (40%) percent of workday spent sitting.
G. Thirty (30%) percent of work day spent walking.
H. Thirty (30%) percent of workday is spent standing.
I. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

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

Signature of Employee

Date

Signature of Employer

Date

Regional Tourism Steering Committee 2015

Town of Campbell, Village of Holmen, City of La Crosse, City of Onalaska, Village of West Salem

"White Paper on Regional Tourism Transformation"

A Report from the La Crosse County Steering Committee on Regional Tourism

June 26, 2015

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I. Defining the Situation

Impetus for Regional Tourism Transformation

Tourism management and marketing for "La Crosse County" is currently diffused across several municipalities or entities resulting in the same or similar audiences being targeted; sub-optimizing the regions ability to take advantage of a more unified approach which provides for not only enhanced economies of scale, but unity of message and coordination of resources in order to promote the region as a signature tourism destination in the Upper Midwest and the Nation.

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II. Executive Summary

Background

In late 2013 the Mayors of Onalaska and La Crosse put forth the opportunity for the examination of creating a Regional Tourism organization. This question had a history in La Crosse County, having been discussed several times in the preceding thirty years, with no tangible results. However, the question continued to be raised by all area constituents (e.g. business and community leaders, area tourism organizations, and the community-at-large). At issue was whether or not the model of having multiple tourism organizations within one geographic region, "La Crosse County", was the most efficient and effective approach

to having maximum impact on the areas tourism industry? Specific issues have centered on duplication of effort and resources, marginal operational and strategic marketing budgets, lean staffing, and fragmentation of both effort and the share of the tourism dollars available from area businesses, governmental entities (budgets) and grant programs.

All of the aforementioned issues lead to the central question as to whether or not the current business model delivered the maximum impact to "La Crosse County". Could another business model based on a "collective approach" yield greater impact?

Overview of the Process and Participants

Dialogue

The first step in taking this process forward was the call to convene key stakeholders to hold a facilitated dialogue for the purpose of examining whether or not this opportunity had true potential and whether or not there was common ground to be found.

In January, 2014 tourism stakeholders from "La Crosse County" participated in a half day retreat to discuss the formation of a Regional Tourism organization and the aforementioned issues. Mayor Tim Kabat of La Crosse and Mayor Joe Chilsen of Onalaska served as champions and conveners of this process. In organizing their approach, they created a

voluntary position of facilitator/consultant (Peter Hughes) to insure facilitated dialogue and a structured process would be in place should the process continue to go forward.

Participants (see Appendix _) included representatives from the Town of Campbell, Village of Holmen, City of La Crosse, City of Onalaska, and Village of West Salem. In addition representatives from the respective area tourism agencies (both professional staff and Board of Directors), and the hotel and restaurant industry were invited to participate. In all approximately 30 individuals participated.

Retreat participants discussed the current situation and their thoughts for the future as well as examining the specific vision/missions of the La Crosse Area Convention and Tourism Bureau and the Onalaska Tourism Department which lead to the identification of both issues and opportunities (See appendix __ for a report on the Regional Tourism Retreat Conclusions).

Collaboration: Scope of Partnership

At the conclusion of the retreat, having discussed and reflected on the central question, the participants unanimously agreed that the formation of a Regional Tourism organization should be further explored through the formation of a Steering Committee, sponsored by the two Mayor's, and chaired by Erik Sjolander (at that time a member of the Onalaska City Council) with representation from all key stakeholder groups to oversee a process to further develop this concept.

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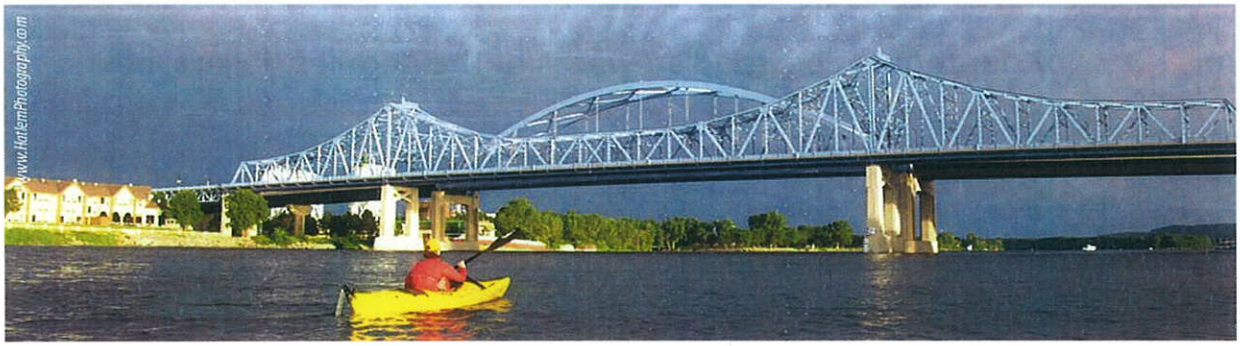

III. The Charge

The Steering Committee was charged with developing a "White Paper" with recommendation's regarding the creation of a Regional Tourism organization, to be delivered to the five municipalities and the sponsoring Mayors of La Crosse and Onalaska.

The Committee was convened in March, 2014 and subsequently met monthly through the remainder of 2014 to present. The first steps taken by the Steering Committee was to formulate it's "Guiding Principles" for conducting its work, confirmation of the deliverables delineated in the Steering Committee charter (see Appendix ___) and the formulation of a "10 Year Future State Vision."

Guiding Principles

- Dispensing of information
    - Single point of contact to be the chairperson
- Transparency of work
- Respect for all ideas
- Have a positive attitude and approach to the work
- Make best decisions for our communities, not personal decisions
- About promoting the region and individual communities:
    - Corollary-Establish our specific communities/boundaries

Who We Are

- Not our money, be good stewards of the peoples dollars, be effective and respectful

Deliverables

- White paper report on a regional tourism organization with Recommendations
    - Governance, structure of organization, facility and location(s) of facility, marketing/ branding, budget, funding mechanisms
    - Leadership, staffing, infrastructure, name of organization, regional geography, functions
    - Timeline
- Communication Plan (Phase I & II)
- Future State Vision

10 Year Future State Vision

- La Crosse County will be in top 5 counties in Wisconsin for tourism economic impact: (#12 in 2014)
- Create significant efficiencies
- More dollars for marketing, less of administration and less duplication
- Substantial job growth
    - Whole greater than sum of parts
- Our brand identity rivals the Dell's and Door County
- Stronger "Whole Community" feeling

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Six key areas of work were identified by the Steering Committee that is essential to successfully forming a regional tourism organization:

a. Governance Structure
b. Budgeting and Funding Mechanisms
c. Staffing
d. Facilities/Location
e. Branding and Marketing
f. Plan to Operationalize (TBD)

Teams were created to develop recommendations for each of these areas. Each work team was chaired by a member of the Steering Committee, with other Steering Committee members distributed across the five teams. Content experts from the community were invited by invitation of the Mayor's to participate on a specific work team. A process and deliverables were developed, with timelines for the delivery of their work to the Steering Committee.

The work team recommendations were completed in the late fall of 2014 and reviewed and discussed by the Steering Committee. Based on these discussions and specific feedback, teams were asked to conclude their

revisions and submit final recommendations to the Steering Committee in January, 2015. A writing team was selected to create a draft of the white paper on Regional Tourism Transformation.

IV. Recommendations

Rationale for a Transformation: "Collective Impact"

After much dialogue and reflection the Regional Tourism Steering Committee believes that in order to have the maxim economic impact for "La Crosse County" that the formation of a regional tourism organization offers the greatest opportunity through "collective impact".

This approach will address several long standing issues facing each of the individual municipality's efforts in tourism:

1. The whole is greater than the sum of the parts.
    a. Collectively, we will have greater impact on the economy of "La Crosse County" through a future unified approach vs. the fragmentation of the past.
    b. Having the needed depth and breadth to not just incrementally improve our efforts, but to create breakthrough impact i.e. "quantum movement of the bar". La Crosse County is currently ranked 12th in the State of Wisconsin in tourism. Our Steering Committee vision is to be a "Top 5" tourism county.

2. Merging resources will provide for greater impact through efficiencies and effectiveness, with respect to budget, staffing, tools, processes, depth of expertise (tacit knowledge) ,
    a. Takes advantage of existing tourism initiatives and gives them a broader platform and depth of resources e.g. Sports Authority

3. Having core mass offers "La Crosse County" the potential to be a multi-state driver of economic impact and to have a more powerful voice and presence where it is needed. We can elevate our impact; nationally, in the Upper Midwest, and in Wisconsin as it relates to regional economic impact through tourism.

4. Aligns with forces in "La Crosse County" to work more collaboratively to have greater Impact on the growth of business and the economy of this region. Specifically, this initiative lines up strongly with the "Synergy" work being done by La Crosse Area Development Corporation (LADCO), La Crosse Area Convention and Visitor Bureau, (LACVB), La Crosse Region Chamber of Commerce, Downtown Mainstreet, Inc. (DMI) and the 7 Rivers Alliance.

5. Take advantage of the natural resources present in "La Crosse County" and the surrounding region, and to leverage this in smart ways to positively drive the economy i.e. the Mississippi River, Bluffs, biking trails, seasonal sports, silent sports, boating and others....

Recommendations

The Town of Campbell, Village of Holmen, City of La Crosse, City of Onalaska, and Village of West Salem seek to develop a Regional Tourism Agency which will provide a coordinated and comprehensive approach to attracting visitors to "La Crosse County".

A. Governance Structure
B. Budgeting and Funding Mechanisms
C. Staffing
D. Facilities/Location
E. Branding and Marketing
F. Plan to Operationalize (TBD)

A. Governance and Structure

The Governance Work Group evaluated several options with regard to the overall governance of a new Regional Tourism organization (see Appendix ___)

Recommendation 1:

Utilize and operate under a 501 (c) (6) in adherence with all State of Wisconsin statutes. This is the model being used by LACVB and other tourism organizations and was strongly recommended as the appropriate not-for-profit structure best suited to meeting the needs of the new regional tourism organization.

Rationale:

The work group recommended starting a brand new organization:

a. A new entity should be formed when changing bylaws, structure, governance, etc.
b. All stakeholders can embrace a new neutral organization as opposed to utilizing an existing one.
c. Easy to set up.
d. Proposed that additional 501 (c) (3) entities be set up as marketing/fundraising arms of the main organization.

Recommendation 2:

The work group recommends that Mayors/Village Presidents utilize an interim Regional Tourism Executive Director to assist with the transition and implementation of the new organization. It is recommended that the interim Executive Directors tenure have a clearly defined period of time and clear expectations of deliverables. The use of an interim executive is a common approach, especially during a period of organizational transition and renewal and when previous leadership positions have been vacated. Most recently this approach was utilized when the former La Crosse Chamber of Commerce Executive Director's position was vacated. We would expect the interim executive director to assist with reviewing the work that has been done, and make recommendations aligned with the White Paper report. As the final white paper revision comes forward, the interim executive could assist in the process of obtaining approvals from the five municipalities. Once approved, the new organization could be legally formed and begin operations. Existing boards (LACVB &

Recommendation 3: Key Operational Steps

a. Onalaska Tourism would need to dissolve themselves and follow established bylaw requirements at time of dissolution.
b. All existing contract/obligations would be settled and dissolved from both existing entities. New contracts can be formed with new entity as needed.
c. Interim, temporary office to be located in current LACVB building in Riverside Park with the understanding this is a temporary, interim location. Only 1 office location to be utilized until a business need identify the need for additional spaces.
d. The Interim Executive, with the assistance of Mayors & Village Presidents, to identify the first executive board & board of directors as described in the new organization's by-laws.
e. Preferably made up of high level executives in the Coulee Region.

f. An interim time line to be established with the Interim Executive. When appropriate a committee made up of the executive board members will initiate the search process for the next CEO/President.

g. Time-line recommended:
   - Mayors/Village Presidents to meet and be advised of this interim leadership and the current organizations steps to take for changes/dissolution, and group recommendations.
   - June 26th- meeting to address white paper draft
     - Group to make recommendations/change
   - Recommendations/changes to large group within 1 week
   - Interim Executive search imitated and lead by Mayors Chilsen & Kabat.
     - Go over white paper. Recommendations with interim executive.
     - Establish talking points for community listening sessions
   - Establish a timeline.
   - Community listening sessions to be held
   - Recommendations for changes to steering committee.
   - Changes agreed on and made designing a final white paper.
   - Council Approvals. Steering committee members to attend in support. Press releases showing support/giving information to public.
   - Pending council approvals, new organization formed and led by interim executive.
   - Staffing considerations for new organization.
   - Existing organizations dissolutions.
   - New leadership groups formed planning & meeting.
   - Existing organizations operationally detailed for interim executive.
   - Interim New organization operation.

- Select group of exec board members conduct search for next CEO/President.

B. Budgeting and Funding Mechanisms

Recommendation 1:

The funding mechanism for the new "La Crosse County" Tourism organization will continue to be based on the La Crosse County room tax methodology currently in place, and the use of membership's fees (e.g. The La Crosse Convention and Tourism Bureau). See Appendix ___

Recommendation 2:

The organization will create one operations budget. This budget will be aligned with and support the strategic goals of the organization.

C. Staffing

The overall staffing plan for the proposed Regional Tourism organization will be determined upon approval of the "White Paper Proposal" by the partner municipalities. One of the key guiding principles in determining staffing is to achieve economies of scale through the consolidation of multiple tourism organizations or departments. In addition, the overall operating budget will be a key consideration in determining the final number of positions that the organization can afford.

The Staffing work group did conduct an audit of current positions at each of the five partner municipalities and has identified what they feel are key positions that will be necessary for the organization to have both the expertise and the depth and breadth to be optimally effective. Specific positions/job descriptions and salary ranges will be included in the staffing plan.

D. Facilities/Location

Recommendation 1:

The facility work group recommends that one location and facility be established as the home of the new Regional Tourism organization.

Recommendation 1a:

An interim plan will need to be put in place until a new location is identified.

Recommendation 2:

The facility should be located at the junction of Rt. 35 and I-90, on the border of the City of La Crosse and City of Onalaska (and as close to the Exit 3 as possible).

Rationale:

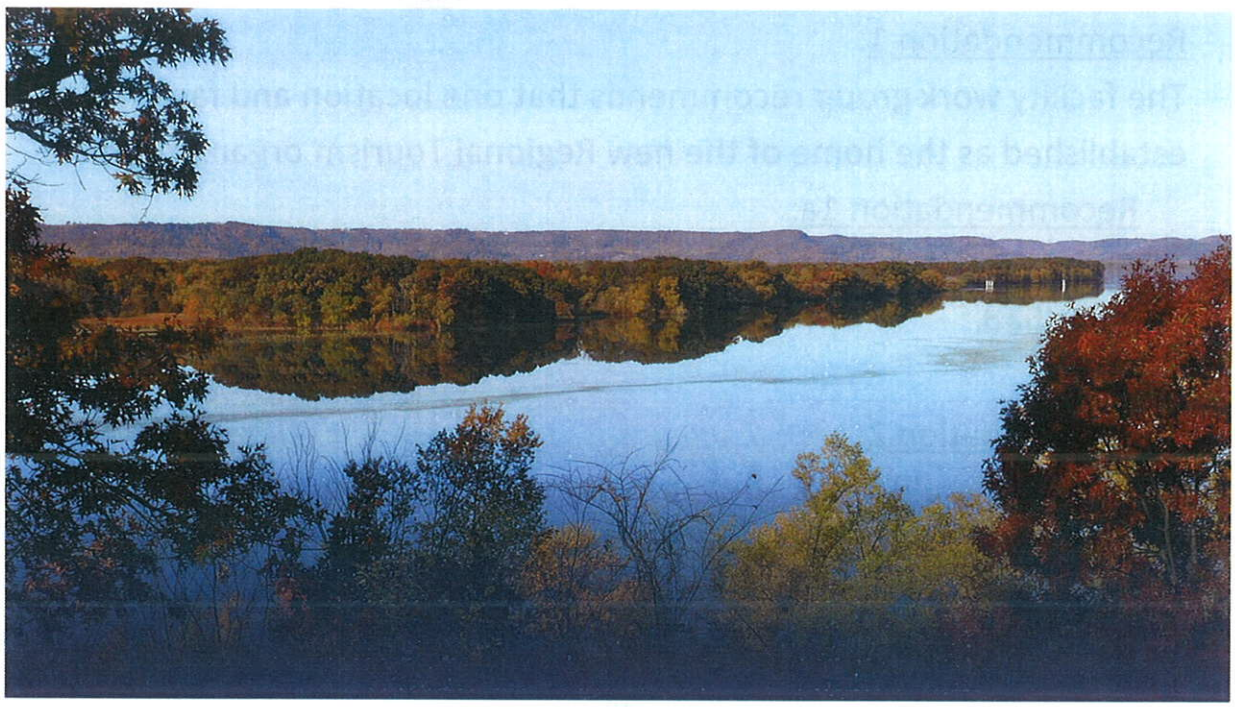
This location is ideal for serving the needs of all 5 communities as it not only well situated between the two largest municipalities; it is ideally located in approximation to the Town of Campbell, Village of Holmen and Village of West Salem.

Recommendation 3:

The new Regional Tourism entity would continue to utilize the State Visitor Center located on I-90 East in the Town of Campbell and near the French Island East exit.

Recommendation 4:

Utilize mobile Tourism Center concept (vans) to provide overall flexibility and presence at major special events within the Seven Rivers Region (e.g. State Track meet, State Ski meet, Bass Fishing tournament, NCAA Division III Track and Field Championships, etc.) and to conduct mobile marketing efforts throughout the Upper Midwest.



E. Branding and Marketing

After a detailed investigation and thorough review of real data and case studies related to these topics the sub-group has three primary recommendations related to each of the above underlined topics. Further explanation, data, and specific supporting case studies have been included in this document to support these recommendations.

Recommendation #1: Unify both tourism agencies' limited resources to promote a single brand and message around the key benefits that are relevant to the entire region. This will allow for broader market exposure, clarity of message, and brand awareness in an increasingly competitive destination tourism industry.

Recommendation #2: The word "La Crosse" must be the primary locator/identifier for all branding and marketing efforts of a unified tourism agency.

Recommendation #3: Ensure maximized operational effectiveness and efficiency by implementing a detailed audit of both organizations' branding and marketing efforts to best coordinate and align staff's skill sets and other non-human capital resources.

Recommendation #4: The use of the "Convention and Visitor Bureau" identifier is not necessary as part of the organizations new name. This is based on national research results on this topic. A key component of naming will include the use of an "action verb" or phrase to create more dynamic impact with audiences and enhanced recall. For example, "Pure Michigan".

The tentative working name for the new organization is, "ExploreLaCrosseCounty."

F. Plan to Operationalize

Once the overall White Paper recommendations on the creation of a Regional Tourism organization receive approval by the respective municipalities a team will put together a detailed plan to operationalize the new Regional Tourism organization.

Of key Importance will be to deploy this plan in coherence with the Town of Campbell, Village of Holmen, City of La Crosse, City of Onalaska, Village of West Salem long range plans and priorities. This work will depend on a high level of communication and coordination amongst the partner communities, the new "ExploreLaCrosseCounty" regional tourism organization and other community partners.

V. Next Steps

Approval Process

1. Community Input sessions: July, 2015
2. Submitted to the governance bodies of the five municipalities for discussion and approval: September, 2015

Implementation

1. Communication Plan to key community stakeholders including the community-at-large
2. Implementation Steps
    a. 5 key areas
3. Monitoring and Evaluation Process
    a. Performance against plan

VI. Appendices

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Appendix 1: Sub-Committee Reports to the Steering Committee

a. Governance Structure
b. Budgeting and Funding Mechanisms
c. Staffing
d. Facilities/Location
e. Branding and Marketing
f. Plan to Operationalize

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Appendix 2: Steering Committee Charter

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Appendix 3: Notes from Planning Retreat January, 2014

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Appendix 4: Steering Committee Membership

Sub-Committee Work Groups members

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Appendix 5:

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Appendix 6:

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