

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Finance & Personnel Committee
DATE OF MEETING: August 5, 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
 - a. General Fund
 - b. Water-Sewer-Storm Water
6. Approval of a contract for professional consultant services with Heritage Research, Ltd. in an amount not to exceed \$5,802.84 to complete reconnaissance survey of historic properties with the City of Onalaska.
7. Gundersen Health Systems Parking Ramp 2nd Quarter 2015
8. Options regarding the Cemetery fence project with donations, foundation funds, and Aikin funds currently at \$137,137.
9. Update regarding credit card usage/cost and e-box usage thru 2nd quarter 2015.

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.

La Crosse Tribune WLSU WKBT WXOW

Onalaska Holmen Courier Life

WIZM WKTY WLXR WKBH

*Committee Members

WPPA Steward IAFF Steward

Tourism

Omni

Onalaska Public Library

Date Notices Mailed and Posted: 07/30/15

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 of authorization to post, advertise, and replace a Police Officer position.
2. Joint Municipal Court Quarterly Report on Accounts Receivable – FIO.
3. Review and consideration for out of state travel request of the Fire Chief to attend the Executive Fire Officer Program Symposium in Emmitsburg, Maryland on September 9-12, 2015.
4. Review and consideration of changes to Policy 3.02 Fair Labor Standards Policy (FLSA).
5. Review and consideration of changes to job descriptions:
 - a. Park & Recreation Director
 - b. City Engineer
 - c. Human Resource Specialist
 - d. Financial Services Director
 - e. Municipal Court Supervisor
 - f. Tourism Director
 - g. Fire Chief
 - h. Police Chief
6. Review and consideration of hiring a full-time City Administrator.

7. Closed Session

To consider a motion to convene in closed session under 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:

- Water damage at 9534 East Highway 16 Frontage Road

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

REVISED
7-20-15

Balance Sheet Report

Account Summary

As Of 06/30/2015

Fred Buehler

F-4

Account	Name	Balance
Fund: 640 - OMNI CENTER		
Assets		
640-11100	CASH	69,912.80
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	14,774.93
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:		-35,390.17
		<u>-35,390.17</u>

Liability		
640-21100	ACCOUNTS PAYABLE	0.00
640-21110	AP PENDING (DUE TO POOL)	0.00
640-21111	PAYROLL CORRECTIONS	0.00
640-21112	SALES TAX PAYABLE	16,071.45
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 06/30/2015

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	1,868.63
640-22403	INTEREST ACCRUED - RESTRICTED ASSETS	0.00
640-22408	INTEREST ACCRUED - G.O.	0.00
640-22409	INTEREST ACCRUED - CITY	0.00
640-22901	CURRENT PORTION REDEV.	0.00
640-22903	CURRENT PORTION G.O. ISSUE	0.00
640-22905	CURRENT PORTION CITY LOAN	0.00
640-22906	CURRENT PORT. CITY LOAN RLC	0.00
640-22907	CURRENT PORTION OF LEASE PAYABLE	0.00
640-23415	SECURITY DEPOSITS	4,615.00
640-23421	SECURITY DEPOSITS - SPRING	2,700.00
640-23422	SECURITY DEPOSITS - FALL	6,240.00
640-23423	SECURITY DEPOSIT - FISHING	0.00
640-23424	SECURITY DEPOSIT - WEDDING EXPO	0.00
640-25100	DUE TO GENERAL FUND	0.00
640-26401	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	STIFF LOAN 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
Total Liability:		38,980.95

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	308,974.57
Total Expense	281,619.58
Revenues Over/Under Expenses	27,354.99
Total Equity and Current Surplus (Deficit):	-74,371.12

Total Liabilities, Equity and Current Surplus (Deficit): -35,390.17



		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	10,327.82	44,135.84	-62,114.16	58.46%
640-00000-46716	RECR FEES - AGE 18	0.00	0.00	581.39	1,390.99	1,390.99	0.00%
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE)	114,346.00	114,346.00	2,979.15	75,404.10	-38,941.90	34.06%
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	119,180.00	119,180.00	3,037.50	41,324.52	-77,855.48	65.33%
640-00000-46744	CONCESSION REV. (TAXABLE)	60,000.00	60,000.00	2,063.33	31,944.78	-28,055.22	46.76%
640-00000-46745	CATERING REVENUE (TAXABLE)	8,000.00	8,000.00	199.91	6,323.36	1,676.64	20.96%
640-00000-46746	CONCESSION REVENUE (VENDING)	3,500.00	3,500.00	0.00	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	36.00	-1,229.44	-7,729.44	118.91%
640-00000-46752	RENTALS INC. (ARENA) TAXAB	6,000.00	6,000.00	2,002.54	3,916.59	-2,083.41	34.72%
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	210.00	485.00	315.00	39.38%
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	4,500.00	4,500.00	430.00	1,210.00	-3,290.00	73.11%
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	0.00	1,027.38	-472.62	31.51%
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T)	2,500.00	2,500.00	120.00	1,762.50	737.50	29.50%
640-00000-46760	RENTAL INC. (SHELTER NON-TAXAB	750.00	750.00	0.00	855.00	105.00	114.00%
640-00000-46761	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	51.30	182.70	-9,817.30	98.17%
640-00000-46765	ADMISSION SALES - NONTAXABLE	2,000.00	2,000.00	1,342.00	7,131.40	5,131.40	356.57%
640-00000-46766	RENTAL INC. (MTG. ROOM - TAX)	2,500.00	2,500.00	111.09	2,718.80	218.80	108.75%
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	0.00	630.00	-1,870.00	74.80%
640-00000-46769	CATERING REVENUE (NON-TAX)	3,500.00	3,500.00	550.00	1,958.00	-1,542.00	44.06%
640-00000-48001	MISC. INCOME (NONTAXABLE)	5,000.00	5,000.00	451.69	2,182.02	-2,817.98	56.36%
640-00000-48002	MISC INCOME TAXABLE	5,000.00	5,000.00	73.10	1,379.38	-3,620.62	72.41%
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	10,111.20	-14,888.80	59.56%
640-00000-48205	RENTAL INCOME (CITY)	24,000.00	24,000.00	6,739.55	26,862.08	2,862.08	111.93%
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	8,750.00	17,500.00	-17,500.00	50.00%
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	41,741.57	308,974.57	-308,851.43	49.99 %
Expense							
640-55450-110	SALARIES - REGULAR	118,564.00	118,564.00	9,182.80	55,224.39	63,339.61	53.42%
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%
640-55450-125	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	4,617.08	34,447.21	29,002.79	45.71%

Budget Report

For Fiscal: 2015 Period Ending: 06/30/2015

			Original	Current	Period	Fiscal	Variance	
			Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Percent
								Remaining
6	450-127	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	969.03	6,374.62	8,673.38	57.64%
640-55450-151		RETIREMENT (WRS)	8,062.00	8,062.00	624.44	3,755.26	4,306.74	53.42%
640-55450-152		HEALTH INSURANCE	43,214.00	43,214.00	3,601.18	21,607.08	21,606.92	50.00%
640-55450-153		DENTAL INSURANCE	2,377.00	2,377.00	198.10	1,188.60	1,188.40	50.00%
640-55450-154		LIFE INSURANCE	14.00	14.00	1.18	6.88	7.12	50.86%
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	388.76	845.18	354.82	29.57%
640-55450-220		WATER/SEWER/STORM WATER	6,200.00	6,200.00	-35.00	3,516.47	2,683.53	43.28%
640-55450-221		ELECTRIC & GAS	175,000.00	175,000.00	12,174.98	76,212.29	98,787.71	56.45%
640-55450-225		PHONE/INTERNET/CABLE	8,800.00	8,800.00	668.65	4,300.70	4,499.30	51.13%
640-55450-240		SOFTWARE MAINTENANCE CONTR	2,000.00	2,000.00	0.00	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	258.32	4,501.07	15,224.93	77.18%
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	0.00	21.48	3.52	14.08%
640-55450-312		COPY USAGE & PAPER	1,440.00	1,440.00	236.89	603.22	836.78	58.11%
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	26.11	6,182.77	9,817.23	61.36%
640-55450-324		RECRUITMENT	100.00	100.00	0.00	14.00	86.00	86.00%
6	450-330	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	1,057.88	10,145.24	7,079.76	41.10%
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	14.83	3,367.04	1,132.96	25.18%
640-55450-343		CONCESSIONS SUPPLIES	40,000.00	40,000.00	0.00	16,439.75	23,560.25	58.90%
640-55450-344		VENDING SUPPLIES	3,800.00	3,800.00	0.00	1,814.09	1,985.91	52.26%
640-55450-345		BAR SUPPLIES	0.00	0.00	63.76	92.41	92.41	0.00%
640-55450-346		CATERING SUPPLIES	5,000.00	5,000.00	442.80	4,090.19	909.81	18.20%
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	182.23	4,362.42	12,237.58	73.72%
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	78.02	228.52	1,046.48	82.08%
640-55450-362		OFF ROAD FUEL	75.00	75.00	0.00	42.74	32.26	43.01%
640-55450-363		EQUIPMENT MAINT & REPAIRS	7,250.00	7,250.00	0.00	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%
6	450-690	OTHER DEBT SERVICES	120.00	120.00	0.00	0.00	120.00	100.00%
6	450-692	AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00%

Budget Report

For Fiscal: 2015 Period Ending: 06/30/2015

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
64 150-693 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	34,752.04	281,619.58	346,601.42	55.17 %
Fund: 640 - OMNI CENTER Surplus (Deficit):	-10,395.00	-10,395.00	6,989.53	27,354.99	37,749.99	363.16 %
Report Surplus (Deficit):	-10,395.00	-10,395.00	6,989.53	27,354.99	37,749.99	363.16 %



City of Onalaska

Balance Sheet Report

Account Summary

As Of 07/17/2015

f-5a

Account	Name	Balance
Fund: 100 - GENERAL FUND		
Assets		
100-11100	CASH	1,190,181.71
100-11103	CASH-CAFE PLAN	10,476.46
100-11305	TEMPORARY INVESTMENTS	8,558,352.53
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	PEITY CASH	2,490.00
100-12101	R/E & P/P TAXES REC.	0.00
100-12110	DELO. S/A FROM COUNTY-2008	0.00
100-12111	DELO. S/A FROM COUNTY-2009	0.00
100-12112	DELO. S/A FROM CO.-2010	1,326.48
100-12113	DELO. S/A FROM CO.-2011	1,309.66
100-12114	DELO. S/A FROM CO.-2012	2,099.55
100-12115	DELO. S/A FROM CO.-2013	3,732.70
100-12332	2010 DELQ. OMITTED P/P 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	8,148.46
100-12341	2013-14 DELQ. P/P TAXES	1,536.47
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	16,541.03
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 ACCOC	0.00
100-13125	ACCOUNTS RECEIVABLE - C.D.A. MGMT	43,901.12
100-13300	INTEREST RECEIVABLE	0.00
100-14000	DUE FROM OTHER GOVERNMENTS	0.00
100-14207	DUE FROM SEWER	0.00
100-14209	DUE FROM CEMETERY	0.00
100-14210	DUE FROM OMNI CENTER	0.00
100-14213	DUE FROM TAX AGENCY FUND	0.00
100-14215	DUE FROM S/R-O S.R.	0.00
100-14216	DUE FROM DEBT SERVICE	0.00
100-16200	PRE-PAID INSURANCE	46,396.35
	Total Assets:	10,201,665.08

10,201,665.08

Liability		
100-21100	ACCOUNTS PAYABLE	172,475.00
100-21110	AP PENDING (DUE TO POOL)	14,185.46
100-21111	CORRECTIONS PAYABLE	0.00

Balance Sheet Report

As Of 07/17/2015

Account	Name	Balance
100-21112	G.F. SALES TAX PAYABLE	305.68
100-21405	DOT-PARKING TICKETS	5,345.00
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	2523
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	9,895.07
100-21581	SUPPORT PAYMENTS	0.00
100-21700	ACCRUED WAGES	0.00
100-21901	PAYABLE TO SHARED RIDE	-30.00
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	48.00
100-24600	MOBILE HOME TAX DUE - OSD	1,520.13
100-25600	DUE TO WATER	0.00
100-26000	DEFERRED REVENUE	0.00
100-26151	DEFERRED REVENUE - C.D.A. MGMT.	22,233.19
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:		525,671.90

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

Balance Sheet Report

As Of 07/17/2015

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	REGR//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		6,911,623.97
Total Expense		4,285,744.57
Revenues Over/Under Expenses		2,625,879.40
	Total Equity and Current Surplus (Deficit):	9,675,993.18
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>10,201,665.08</u>



City of Onalaska

Budget Report Account Summary

For Fiscal: 2015 Period Ending: 07/31/2015

		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	2,453.14	88,142.99	27,857.02	42.21%
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	709.24	15,274.06	19,789.94	56.44%
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	3,370.83	1,570.83	187.27%
100-00000-42010	S/A STREET	3,066.00	3,066.00	0.00	3,066.07	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 STORMSEWER	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	REMA 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%
100-00000-43420	FIRE INSURANCE FOR STATE	65,000.00	65,000.00	0.00	67,250.67	2,250.67	103.46%
100-00000-43521	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	136.91	-0.09	0.50%
100-00000-43690	STATE AID OTHER PAYMENTS	0.00	0.00	645.66	3,559.36	3,559.36	0.00%
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	21,900.00	21,900.00	10.00	23,220.00	1,320.00	106.03%
100-00000-44120	OPERATOR LICENSE	5,400.00	5,400.00	363.00	3,739.00	-1,661.00	30.76%
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	0.00	5,375.65	-6,924.35	56.30%
100-00000-44175	MOBILE HOME LICENSE	375.00	375.00	0.00	375.00	0.00	0.00%
100-00000-44185	TAXI 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	200.00	50.00	133.33%
100-00000-44193	ELECTRICAL LICENSE	2,000.00	2,000.00	190.00	2,360.00	360.00	118.00%
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	0.00	12,701.13	701.13	105.84%
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	32.00	-33.00	50.77%
100-00000-44215	DOG LICENSE	32,000.00	32,000.00	20.00	4,304.00	-27,696.00	86.55%
100-00000-44220	CAT LICENSE	20,000.00	20,000.00	60.00	20,007.00	7.00	100.04%
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	4,194.00	142,746.05	57,746.05	167.94%
100-00000-44311	PLAN REVIEW	1,000.00	1,000.00	120.00	1,040.00	40.00	104.00%
100-00000-44315	ELECTRICAL PERMITS	15,500.00	15,500.00	2,041.00	18,777.00	3,277.00	121.14%
100-00000-44320	HEATING & A/C PERMITS	15,000.00	15,000.00	1,125.00	13,522.50	-1,477.50	9.85%
100-00000-44323	PLUMBING PERMIT FEES	15,000.00	15,000.00	1,335.00	17,522.50	2,522.50	116.82%
100-00000-44325	STREET OPENING PERMITS	1,000.00	1,000.00	0.00	450.00	-550.00	55.00%
100-00000-44330	SIDEWALK PERMIT	1,000.00	1,000.00	70.00	1,660.00	660.00	166.00%

Budget Report

For Fiscal: 2015 Period Ending: 07/31/2015

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
2000-44335	RAILROAD PERMIT	150.00	150.00	0.00	159.81	9.81	106.54%
100-00000-44336	RECREATIONAL BURNING PERMIT	9,000.00	9,000.00	480.00	9,760.00	760.00	108.44%
100-00000-44340	OTHER PERMITS	200.00	200.00	0.00	100.00	-100.00	50.00%
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	211.45	6,754.11	754.11	112.57%
100-00000-45110	COURT PENALTIES	90,000.00	90,000.00	0.00	45,894.31	-44,105.69	49.01%
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	24,264.00	-9,736.00	28.64%
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	0.00	500.00	40.00	108.70%
100-00000-46120	SALES MATERIAL & SUPLS	9,500.00	9,500.00	443.25	8,027.00	-1,473.00	15.51%
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	5,245.43	35,967.48	-32,032.52	47.11%
100-00000-46220	POLICE REPORTS	1,700.00	1,700.00	6.00	625.10	-1,074.90	63.23%
100-00000-46221	FALSE POLICE ALARMS	2,300.00	2,300.00	560.00	2,775.00	475.00	120.65%
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	579.31	-620.69	51.72%
100-00000-46711	PARK FACILITY RENTAL	11,000.00	11,000.00	0.00	7,891.53	-3,108.47	28.26%
100-00000-46715	RECREATION FEES	61,378.00	61,378.00	30.00	51,007.58	-10,370.42	16.90%
100-00000-46716	RECR. FEES > AGE 18	13,395.00	13,395.00	0.00	5,552.00	-7,843.00	58.55%
100-00000-46725	SWIMMING POOL REVENUE	62,345.00	62,345.00	3,374.70	39,353.17	-22,991.83	36.88%
2000-46726	SWIMMING POOL LESSONS	7,680.00	7,680.00	0.00	5,995.50	-1,684.50	21.93%
100-00000-46727	SWIMMING POOL MISC	2,500.00	2,500.00	54.88	4,913.91	2,413.91	196.56%
100-00000-46728	SWIMMING POOL CONCESSIONS	26,920.00	26,920.00	4,754.34	15,415.00	-11,505.00	42.74%
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	7,219.67	-3,280.33	31.24%
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%
100-00000-47320	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	3,309.38	7,742.51	-1,257.49	13.97%
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	0.00	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%
100-00000-48510	CONTRIBUTION FROM SCHOOL DIS	21,000.00	21,000.00	0.00	5,126.19	-15,873.81	75.59%
0000-48530	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00%

Budget Report

For Fiscal: 2015 Period Ending: 07/31/2015

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1000-49000	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	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	36,745.47	6,739,125.56	-1,862,181.44	21.65 %
Revenue Total:		8,601,307.00	8,601,307.00	36,745.47	6,739,125.56	-1,862,181.44	21.65 %
Expense							
Department: 51100 - COMMON COUNCIL							
100-51100-110	SALARIES - REGULAR	29,600.00	29,600.00	0.00	15,200.00	14,400.00	48.65%
100-51100-150	FICA	2,264.00	2,264.00	0.00	1,162.80	1,101.20	48.64%
100-51100-291	TRANSCRIPTION CONTRACTUAL	8,000.00	8,000.00	243.67	1,100.57	6,899.43	86.24%
100-51100-310	OFFICE SUPPLIES	250.00	250.00	73.39	421.55	171.55	68.62%
100-51100-311	POSTAGE	250.00	250.00	17.39	50.03	199.97	79.99%
100-51100-312	COPY USAGE & PAPER	800.00	800.00	44.52	429.48	370.52	46.32%
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	437.73	2,716.15	9,437.85	77.65%
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	816.70	26,385.52	32,324.48	55.06 %
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 %
Department: 51200 - MUNICIPAL COURT							
100-51200-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
100-51200-310	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	0.00	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	0.00	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	30,461.51	29,538.49	49.23%
100-51410-150	FICA	4,590.00	4,590.00	176.54	2,330.33	2,259.67	49.23%
100-51410-151	RETIREMENT (WRS)	4,620.00	4,620.00	177.68	2,345.51	2,274.49	49.23%
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	559.16	399.84	41.69%
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	18.42	427.11	277.11	184.74%
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	50.37	132.36	335.64	71.72%
100-51410-311	POSTAGE	40.00	40.00	4.89	32.73	7.27	18.18%
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	0.00	435.32	35.32	8.83%
100-51410-340	OPERATING SUPPLIES	4,000.00	4,000.00	325.00	1,848.26	2,151.74	53.79%
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	3,140.48	38,776.04	37,300.96	49.03 %
Department: 51411 - FINANCE							
1411-110	SALARIES - REGULAR	80,601.00	80,601.00	3,339.23	44,077.83	36,523.17	45.31%
1411-124	WAGES - PERM PT	17,340.00	17,340.00	440.73	7,206.95	10,133.05	58.44%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
1411-125	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	275.68	3,756.95	3,738.05	49.87%
100-51411-151	RETIREMENT (WRS)	6,662.00	6,662.00	257.03	3,487.25	3,174.75	47.65%
100-51411-152	HEALTH INSURANCE	10,402.00	10,402.00	944.64	6,612.48	3,789.52	36.43%
100-51411-153	DENTAL INSURANCE	1,200.00	1,200.00	103.84	726.88	473.12	39.43%
100-51411-154	LIFE INSURANCE	60.00	60.00	5.46	36.12	23.88	39.80%
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	36.85	291.99	278.01	48.77%
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	186.30	906.12	293.88	24.49%
100-51411-311	POSTAGE	1,500.00	1,500.00	129.47	1,042.57	457.43	30.50%
100-51411-312	COPY USAGE & PAPER	1,000.00	1,000.00	39.85	583.71	416.29	41.63%
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	50.00	128.07	2,921.93	95.80%
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	5,809.08	73,095.36	64,559.64	46.90 %
Department: 51420 - CITY CLERK							
100-51420-110	SALARIES - REGULAR	108,591.00	108,591.00	4,150.09	54,781.19	53,809.81	49.55%
100-51420-120	WAGES - REGULAR	24,632.00	24,632.00	960.36	12,360.16	12,271.84	49.82%
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	0.00	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	355.08	4,983.06	6,351.94	56.04%
100-51420-151	RETIREMENT (WRS)	9,059.00	9,059.00	347.52	4,565.67	4,493.33	49.60%
1420-152	HEALTH INSURANCE	33,707.00	33,707.00	3,166.49	22,523.04	11,183.96	33.18%
100-51420-153	DENTAL INSURANCE	2,540.00	2,540.00	211.68	1,481.76	1,058.24	41.66%
100-51420-154	LIFE INSURANCE	69.00	69.00	6.02	40.64	28.36	41.10%
100-51420-225	PHONE/INTERNET/CABLE	1,200.00	1,200.00	73.68	550.13	649.87	54.16%
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	16.35	306.33	923.67	75.10%
100-51420-311	POSTAGE	2,200.00	2,200.00	235.86	928.15	1,271.85	57.81%
100-51420-312	COPY USAGE & PAPER	1,000.00	1,000.00	14.54	359.06	640.94	64.09%
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	20.37	215.05	5.05	2.40%
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	0.00	978.00	1,392.00	58.73%
100-51420-340	OPERATING SUPPLIES	505.00	505.00	50.00	99.02	405.98	80.39%
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	7.00	28.00	52.00	65.00%
Department: 51420 - CITY CLERK Total:		215,486.00	215,486.00	9,615.04	108,114.44	107,371.56	49.83 %
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	1.94	549.47	99.47	22.10%
100-51440-312	COPY USAGE & PAPER	350.00	350.00	39.40	139.34	210.66	60.19%
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%
1440-340	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
1440-341	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	41.34	6,083.27	5,222.73	46.19 %
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	19,893.06	19,535.94	49.55%
100-51510-150	FICA	3,016.00	3,016.00	102.19	1,361.69	1,654.31	54.85%
100-51510-151	RETIREMENT (WRS)	2,681.00	2,681.00	102.48	1,352.74	1,328.26	49.54%
100-51510-152	HEALTH INSURANCE	14,293.00	14,293.00	1,190.96	8,336.72	5,956.28	41.67%
100-51510-153	DENTAL INSURANCE	710.00	710.00	59.12	413.83	296.17	41.71%
100-51510-154	LIFE INSURANCE	7.00	7.00	0.60	5.10	1.90	27.14%
100-51510-225	PHONE/INTERNET/CABLE	150.00	150.00	0.00	63.47	86.53	57.69%
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	0.00	2,020.80	1,634.20	44.71%
100-51510-310	OFFICE SUPPLIES	445.00	445.00	130.44	249.13	195.87	44.02%
100-51510-311	POSTAGE	200.00	200.00	11.82	57.56	142.44	71.22%
100-51510-312	COPY USAGE & PAPER	300.00	300.00	9.53	74.01	225.99	75.33%
100-51510-320	SUBSCRIPTIONS & DUES	510.00	510.00	0.00	510.00	0.00	0.00%
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	249.00	684.96	44.04	6.04%
100-51510-340	OPERATING SUPPLIES	650.00	650.00	146.08	227.65	422.35	64.98%
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	3,509.27	35,255.72	32,004.28	47.58 %
Department: 51530 - ASSESSOR							
100-51530-120	WAGES - REGULAR	0.00	0.00	151.74	758.70	-758.70	0.00%
100-51530-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00%
1530-128	WAGES - BOR	300.00	300.00	0.00	0.00	300.00	100.00%
1530-150	FICA	23.00	23.00	10.03	51.52	28.52	124.00%
100-51530-151	RETIREMENT (WRS)	0.00	0.00	10.32	51.60	-51.60	0.00%
100-51530-152	HEALTH INSURANCE	0.00	0.00	741.67	741.67	741.67	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	206.50	243.50	54.11%
100-51530-290	OTHER CONTRACTUAL SERVICES	225,446.00	225,446.00	12,482.44	100,972.98	124,473.02	55.21%
100-51530-291	TRANSCRIPTION CONTRACTUAL	200.00	200.00	23.92	23.92	176.08	88.04%
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	4.35	1,109.49	-109.49	-10.95%
100-51530-312	COPY USAGE & PAPER	250.00	250.00	1.21	75.34	176.66	70.66%
100-51530-340	OPERATING SUPPLIES	250.00	250.00	3,406.20	3,482.30	-3,232.30	-1,292.92%
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	16,859.51	107,472.47	120,446.53	52.85 %
Department: 51540 - IT							
100-51540-110	SALARIES - REGULAR	31,464.00	31,464.00	1,194.41	15,766.21	15,697.79	49.89%
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	1,155.88	1,571.12	57.61%
100-51540-151	RETIREMENT (WRS)	2,140.00	2,140.00	81.22	1,072.10	1,067.90	49.90%
100-51540-152	HEALTH INSURANCE	4,703.00	4,703.00	391.94	2,743.58	1,959.42	41.66%
100-51540-153	DENTAL INSURANCE	594.00	594.00	49.52	346.64	247.36	41.64%
100-51540-154	LIFE INSURANCE	4.00	4.00	0.36	2.32	1.68	42.00%
100-51540-225	PHONE/INTERNET/CABLE	1,504.00	1,504.00	0.00	957.80	546.20	36.32%
100-51540-240	SOFTWARE MAINTENANCE CONTR	24,037.00	24,037.00	0.00	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	675.00	675.00	-675.00	0.00%
100-51540-290	OTHER CONTRACTUAL SERVICES	8,208.00	8,208.00	54.34	2,160.81	6,047.19	73.67%
1540-310	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00%
1540-311	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
1540-312	COPY USAGE & PAPER	100.00	100.00	0.00	0.00	100.00	100.00%
100-51540-320	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	139.85	533.23	1,466.77	73.34%
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	2,673.86	37,185.76	51,116.24	57.89 %
Department: 51600 - CITY HALL							
100-51600-110	SALARIES - REGULAR	43,611.00	43,611.00	1,686.66	22,012.33	21,598.67	49.53%
100-51600-124	WAGES - PERM PT	8,829.00	8,829.00	337.50	4,421.25	4,407.75	49.92%
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	441.15	1,608.90	2,543.10	61.25%
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	180.29	2,044.31	2,284.69	52.78%
100-51600-151	RETIREMENT (WRS)	2,966.00	2,966.00	114.69	1,496.79	1,469.21	49.54%
100-51600-152	HEALTH INSURANCE	8,900.00	8,900.00	0.00	4,450.02	4,449.98	50.00%
100-51600-153	DENTAL INSURANCE	454.00	454.00	37.87	265.09	188.91	41.61%
100-51600-154	LIFE INSURANCE	15.00	15.00	1.30	8.90	6.10	40.67%
100-51600-211	BOILER CONTRACTUAL	670.00	670.00	0.00	100.50	569.50	85.00%
100-51600-212	ELEVATORS	5,048.00	5,048.00	0.00	4,317.19	730.81	15.77%
100-51600-213	HVAC CONTRACTUAL	6,032.00	6,032.00	0.00	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	1,216.77	3,328.06	3,696.94	52.63%
100-51600-221	ELECTRIC & GAS	42,000.00	42,000.00	0.00	19,284.49	22,715.51	56.47%
100-51600-225	PHONE/INTERNET/CABLE	3,763.00	3,763.00	135.65	1,167.83	2,595.17	68.97%
100-51600-240	SOFTWARE MAINT CONTRACTUAL	600.00	600.00	110.00	710.00	110.00	18.33%
100-51600-241	EQUIPMENT MAINTENANCE CONT	800.00	800.00	0.00	299.00	501.00	62.63%
100-51600-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00%
100-51600-243	LEASES	540.00	540.00	148.50	973.50	-433.50	-80.28%
100-51600-290	OTHER CONTRACTUAL SERVICES	4,323.00	4,323.00	78.92	1,041.65	3,281.35	75.90%
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	225.00	225.00	35.00	18.42%
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	128.85	2,848.90	4,146.10	59.27%
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	1,500.30	1,999.70	57.13%
100-51600-350	BLDG & GRDS MAINT & REPAIRS	4,075.00	4,075.00	582.13	3,942.94	132.06	3.24%
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	0.00	252.51	1,097.49	81.30%
100-51600-362	OFF ROAD FUEL	250.00	250.00	0.00	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	5,425.28	77,398.78	88,733.22	53.41 %
Department: 51900 - OTHER GOVERNMENT							
100-51900-397	MISCELLANEOUS EXPENSE	0.00	0.00	6,554.37	422.18	422.18	0.00%
Department: 51900 - OTHER GOVERNMENT Total:		0.00	0.00	6,554.37	-422.18	422.18	0.00 %
Department: 51938 - SICK LEAVE PAYOUT							
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	9,537.48	-9,537.48	0.00%
Department: 51938 - SICK LEAVE PAYOUT Total:		0.00	0.00	0.00	9,537.48	-9,537.48	0.00 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 51939 - WORKER'S COMPENSATION						
100-51939-510	93,832.00	93,832.00	23,708.25	72,735.75	21,096.25	22.48%
Department: 51939 - WORKER'S COMPENSATION Total:						
	93,832.00	93,832.00	23,708.25	72,735.75	21,096.25	22.48%
Department: 51940 - UNEMPLOYMENT COMPENSATION						
100-51940-517	4,126.00	4,126.00	0.00	962.04	3,163.96	76.68%
Department: 51940 - UNEMPLOYMENT COMPENSATION Total:						
	4,126.00	4,126.00	0.00	962.04	3,163.96	76.68%
Department: 51941 - SALES TAX						
100-51941-301	9,700.00	9,700.00	0.00	1,218.45	8,481.55	87.44%
Department: 51941 - SALES TAX Total:						
	9,700.00	9,700.00	0.00	1,218.45	8,481.55	87.44%
Department: 51942 - ILLEGAL ASSESSMENTS						
100-51942-397	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	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	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	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	2,000.00	2,000.00	528.45	528.45	1,471.55	73.58%
Department: 51946 - SIR Total:						
	2,000.00	2,000.00	528.45	528.45	1,471.55	73.58%
Department: 51947 - MONIES & SECURITIES INSURANCE MISC						
100-51947-515	2,600.00	2,600.00	0.00	2,775.00	-175.00	-6.73%
Department: 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	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	201,465.00	201,465.00	7,695.13	100,353.01	101,111.99	50.19%
100-52100-120	1,424,878.00	1,424,878.00	54,396.22	718,684.56	706,193.44	49.56%
100-52100-121	70,120.00	70,120.00	3,774.26	3,352.70	36,767.30	52.43%
100-52100-122	0.00	0.00	2,183.86	7,808.36	-7,808.36	0.00%
100-52100-124	8,057.00	8,057.00	292.54	3,970.48	4,086.52	50.72%
100-52100-125	0.00	0.00	0.00	0.00	0.00	0.00%
100-52100-126	27,186.00	27,186.00	112.50	11,903.74	15,282.26	56.24%
100-52100-127	0.00	0.00	0.00	0.00	0.00	0.00%
100-52100-140	4,000.00	4,000.00	214.78	2,844.34	1,155.66	28.83%
100-52100-141	5,200.00	5,200.00	200.00	1,800.00	3,400.00	65.38%
100-52100-150	133,179.00	133,179.00	4,857.31	62,388.56	70,790.44	53.15%
100-52100-151	233,358.00	233,358.00	9,395.04	118,229.87	115,128.13	49.34%
100-52100-152	530,608.00	530,608.00	41,778.67	292,520.69	238,087.31	44.87%
100-52100-153	25,817.00	25,817.00	1,967.80	13,982.02	11,834.98	45.84%
100-52100-154	465.00	465.00	40.65	266.89	198.11	42.60%
100-52100-221	16,000.00	16,000.00	0.00	6,648.92	9,351.08	58.44%
100-52100-225	5,940.00	5,940.00	362.55	3,550.38	2,389.62	40.23%
100-52100-226	6,000.00	6,000.00	0.00	1,939.60	4,060.40	67.67%
100-52100-240	11,133.00	11,133.00	0.00	13,487.94	-2,354.94	21.15%
100-52100-241	4,352.00	4,352.00	138.61	3,595.55	756.45	17.38%
100-52100-242	0.00	0.00	0.00	0.00	0.00	0.00%
100-52100-290	3,602.00	3,602.00	44.40	1,126.80	2,475.20	68.72%
100-52100-310	2,183.00	2,183.00	15.00	452.76	1,730.24	79.26%
100-52100-311	2,000.00	2,000.00	181.94	971.01	1,028.99	51.45%

Budget Report

For Fiscal: 2015 Period Ending: 07/31/2015

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
100-312	COPY USAGE & PAPER	1,600.00	1,600.00	2.27	251.06	1,348.94	84.31%
100-52100-320	SUBSCRIPTIONS & DUES	1,517.00	1,517.00	0.00	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	445.00	9,602.29	5,097.71	34.68%
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	1,092.81	7,200.85	4,799.15	39.99%
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	401.23	1,174.70	625.30	34.74%
100-52100-342	CLEANING & SANITARY SUPPLIES	150.00	150.00	0.00	96.92	53.08	35.39%
100-52100-350	BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	0.00	694.24	605.76	46.60%
100-52100-360	VEHICLE MAINT. & REPAIRS	12,000.00	12,000.00	1,349.95	4,641.40	7,358.60	61.32%
100-52100-361	REGULAR FUEL	61,657.00	61,657.00	0.00	13,565.16	48,091.84	78.00%
100-52100-363	EQUIPMENT MAINT & REPAIRS	3,500.00	3,500.00	126.00	310.94	3,189.06	91.12%
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	352.80	903.55	1,096.45	54.82%
100-52100-382	UNIFORMS & SAFETY ATTIRE	9,000.00	9,000.00	2,868.37	8,298.93	701.07	7.79%
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	285.99	285.99	214.01	42.80%
100-52100-392	NON LETHAL SUPPLIES	1,000.00	1,000.00	379.86	893.32	106.68	10.67%
100-52100-399	ADDL 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	134,955.54	1,451,038.96	1,392,528.04	48.97%

Department: 52200 - FIRE

100-52200-110	SALARIES - REGULAR	153,951.00	153,951.00	5,945.29	77,973.84	75,977.16	49.35%
100-52200-120	WAGES - REGULAR	539,056.00	539,056.00	20,810.77	273,714.30	265,341.70	49.22%
100-52200-121	OVERTIME - REGULAR	46,000.00	46,000.00	2,303.07	25,874.54	20,125.46	43.75%
100-52200-123	OVERTIME - DOUBLE TIME	0.00	0.00	0.00	0.00	0.00	0.00%
100-52200-124	WAGES - PERM PT	68,925.00	68,925.00	4,486.38	25,410.91	43,514.09	63.13%
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	728.38	6,990.93	8,998.07	56.28%
100-52200-151	RETIREMENT (WRS)	139,487.00	139,487.00	5,442.36	70,818.69	68,668.31	49.23%
100-52200-152	HEALTH INSURANCE	220,389.00	220,389.00	19,308.00	133,271.52	87,117.48	39.53%
100-52200-153	DENTAL INSURANCE	11,217.00	11,217.00	934.74	6,543.18	4,673.82	41.67%
100-52200-154	LIFE INSURANCE	201.00	201.00	16.14	110.73	90.27	44.91%
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	8,311.13	8,944.87	51.84%
100-52200-225	PHONE/INTERNET/CABLE	2,000.00	2,000.00	182.15	1,635.76	364.24	18.21%
100-52200-226	MOBILE DATA AIR CARDS	1,272.00	1,272.00	1,183.00	1,271.62	0.38	0.03%
100-52200-240	SOFTWARE MAINTENANCE CONTR	4,122.50	4,122.50	4,410.00	4,410.00	-287.50	-6.97%
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	51.27	524.79	-24.79	-4.96%
100-52200-311	POSTAGE	200.00	200.00	1.68	38.41	161.59	80.80%
100-52200-312	COPY USAGE & PAPER	180.00	180.00	3.89	16.25	163.75	90.97%
100-52200-320	SUBSCRIPTIONS & DUES	2,226.00	2,226.00	890.00	1,630.00	596.00	26.77%
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	73.80	6,050.35	2,316.15	27.68%
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	422.09	656.59	343.41	34.34%
100-52200-360	VEHICLE MAINT. & REPAIRS	6,000.00	6,000.00	139.12	3,231.04	2,768.96	46.15%
100-52200-361	REGULAR FUEL	7,000.00	7,000.00	0.00	2,756.27	4,243.73	60.62%
100-52200-362	OFF ROAD FUEL	500.00	500.00	0.00	57.49	442.51	88.50%
100-52200-363	EQUIPMENT MAINT & REPAIRS	2,000.00	2,000.00	29.94	849.49	1,150.51	57.53%
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	468.00	1,750.95	1,749.05	49.97%
100-52200-382	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	459.00	2,201.15	798.85	26.63%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-394	EMS SUPPLIES	3,000.00	3,000.00	0.00	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	68,289.07	663,512.31	615,897.69	48.14 %
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	1,342.09	17,393.86	17,176.14	49.69%
100-52400-120	WAGES - REGULAR	244,820.00	244,820.00	9,476.77	123,386.13	121,433.87	49.60%
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	764.08	10,005.47	11,367.53	53.19%
100-52400-151	RETIREMENT (WRS)	18,999.00	18,999.00	735.70	9,580.25	9,418.75	49.57%
100-52400-152	HEALTH INSURANCE	74,619.00	74,619.00	6,218.26	45,686.51	28,932.49	38.77%
100-52400-153	DENTAL INSURANCE	3,846.00	3,846.00	320.51	2,243.56	1,602.44	41.67%
100-52400-154	LIFE INSURANCE	140.00	140.00	13.42	82.05	57.95	41.39%
100-52400-225	PHONE/INTERNET/CABLE	2,000.00	2,000.00	84.23	988.70	1,011.30	50.57%
100-52400-241	EQUIPMENT MAINTENANCE CONTR	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	0.00	179.25	680.75	79.16%
100-52400-311	POSTAGE	900.00	900.00	96.74	309.45	590.55	65.62%
100-52400-312	COPY USAGE & PAPER	1,500.00	1,500.00	0.03	-69.23	1,569.23	104.62%
100-52400-320	SUBSCRIPTIONS & DUES	545.00	545.00	0.00	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	455.50	-305.50	203.67%
100-52400-341	PRINTING & FORMS	1,130.00	1,130.00	0.00	1,060.25	69.75	6.17%
100-52400-360	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	0.00	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	19,101.83	222,768.41	199,023.59	47.19 %
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	2,679.51	34,700.71	34,304.29	49.71%
100-53100-120	WAGES - REGULAR	11,644.00	11,644.00	455.23	5,910.72	5,733.28	49.24%
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	219.37	2,860.01	3,309.99	53.65%
100-53100-151	RETIREMENT (WRS)	5,484.00	5,484.00	213.16	2,761.67	2,722.33	49.64%
100-53100-152	HEALTH INSURANCE	18,347.00	18,347.00	2,158.69	13,581.90	4,765.10	25.97%
100-53100-153	DENTAL INSURANCE	1,107.00	1,107.00	92.27	645.89	461.11	41.65%
100-53100-154	LIFE INSURANCE	21.00	21.00	2.09	13.08	7.92	37.71%
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	64.48	1,046.63	1,279.37	55.00%
100-53100-240	SOFTWARE MAINTENANCE CONTR	400.00	400.00	0.00	400.00	0.00	0.00%
100-53100-241	EQUIPMENT MAINTENANCE CONTR	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	6.64	82.36	417.64	83.53%
100-53100-312	COPY USAGE & PAPER	1,200.00	1,200.00	95.17	603.27	596.73	49.73%
100-53100-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	194.00	56.00	22.40%
3100-321	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
100-323	GENERAL ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00%
100-53100-330	SEMINARS, CONF & TRAVEL	700.00	700.00	0.00	527.07	172.93	24.70%
100-53100-340	OPERATING SUPPLIES	1,000.00	1,000.00	4.00	668.29	331.71	33.17%
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	0.00	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	5,990.61	65,179.45	55,999.55	46.21 %
Department: 53310 - BOARD OF PUBLIC WORKS							
100-53310-291	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	70.59	345.67	854.33	71.19%
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	70.59	425.33	1,974.67	82.28 %
Department: 53311 - STREET							
100-53311-110	SALARIES - REGULAR	56,819.00	56,819.00	2,190.32	28,780.38	28,038.62	49.35%
100-53311-120	WAGES - REGULAR	271,812.00	271,812.00	10,836.08	142,060.34	129,751.66	47.74%
100-53311-121	OVERTIME - REGULAR	14,000.00	14,000.00	0.00	1,410.90	12,589.10	89.92%
100-53311-124	WAGES - PERM PT	294.00	294.00	7.31	131.21	162.79	55.37%
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	501.45	3,266.78	1,803.22	35.57%
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	933.19	12,283.60	14,337.40	53.86%
100-53311-151	RETIREMENT (WRS)	23,299.00	23,299.00	885.80	11,650.40	11,648.60	50.00%
100-53311-152	HEALTH INSURANCE	121,885.00	121,885.00	10,582.78	74,236.90	47,648.10	39.09%
100-53311-153	DENTAL INSURANCE	6,109.00	6,109.00	522.42	3,656.94	2,452.06	40.14%
100-53311-154	LIFE INSURANCE	185.00	185.00	17.51	106.67	78.33	42.34%
100-53311-211	BOILER CONTRACTUAL	100.00	100.00	0.00	21.25	78.75	78.75%
100-53311-213	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	541.99	-917.80	2,582.80	155.12%
100-53311-221	ELECTRIC & GAS	9,400.00	9,400.00	0.00	6,411.34	2,988.66	31.79%
100-53311-225	PHONE/INTERNET/CABLE	2,304.00	2,304.00	221.71	1,564.10	739.90	32.11%
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 CONTR	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	9,983.96	10,492.95	6,507.05	38.28%
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	129.36	1,801.98	3,048.02	62.85%
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	355.80	244.20	40.70%
100-53311-350	BLDG & GROS MAINT & REPAIRS	1,500.00	1,500.00	891.13	1,468.48	31.52	2.10%
100-53311-360	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	113.90	3,997.12	1,502.88	27.33%
100-53311-361	REGULAR FUEL	20,800.00	20,800.00	0.00	5,517.51	15,282.49	73.47%
100-53311-362	OFF ROAD FUEL	5,000.00	5,000.00	0.00	1,541.45	3,458.55	69.17%
100-53311-363	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	147.84	1,888.86	10,111.14	84.26%
100-53311-370	SALT & SAND	77,200.00	77,200.00	0.00	51,825.58	25,374.42	32.87%
100-53311-371	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	347.73	1,564.18	935.82	37.43%
100-53311-375	STREET MAINT & REPAIRS	5,000.00	5,000.00	621.50	1,964.99	3,035.01	60.70%
100-53311-381	EMPLOYMENT TESTING	500.00	500.00	31.15	69.65	430.35	86.07%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
3311-382	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	0.00	142.56	857.44	85.74%
3311-399	ADDL SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00%
Department: 53311 - STREET Total:		706,473.00	706,473.00	39,507.13	377,315.38	329,157.62	46.59 %
Department: 53312 - STREET SIGNS & SIGNALS							
100-53312-221	ELECTRIC & GAS	7,800.00	7,800.00	118.95	3,671.43	4,128.57	52.93%
100-53312-280	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%
100-53312-377	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	0.00	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	118.95	5,537.43	13,762.57	71.31 %
Department: 53315 - STREET LIGHTS							
100-53315-271	ELECTRIC & GAS	231,430.00	231,430.00	14,646.18	109,699.41	121,730.59	52.60%
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	4,015.00	4,015.00	985.00	19.70%
100-53315-374	STREET LIGHT MAINT & REPAIRS	1,500.00	1,500.00	113.92	128.26	1,371.74	91.45%
Department: 53315 - STREET LIGHTS Total:		237,930.00	237,930.00	18,775.10	113,842.67	124,087.33	52.15 %
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	4,313.70	24,857.20	25,907.80	51.03%
Department: 54110 - ANIMAL CONTROL Total:		50,765.00	50,765.00	4,313.70	24,857.20	25,907.80	51.03 %
Department: 55110 - LIBRARY							
100-55110-110	SALARIES - REGULAR	25,652.00	25,652.00	992.14	12,947.70	12,704.30	49.53%
100-55110-124	WAGES - PERM PT	10,122.00	10,122.00	248.63	4,460.92	5,661.08	55.93%
100-55110-126	OVERTIME - PERM/PT	0.00	0.00	0.00	0.00	0.00	0.00%
100-55110-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
100-55110-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00%
100-55110-150	FICA	2,736.00	2,736.00	89.98	1,271.91	1,464.09	53.51%
100-55110-151	RETIREMENT (WRS)	1,744.00	1,744.00	67.47	880.52	863.48	49.51%
100-55110-152	HEALTH INSURANCE	5,284.00	5,284.00	440.37	3,082.59	2,201.41	41.66%
100-55110-153	DENTAL INSURANCE	271.00	271.00	22.59	158.13	112.87	41.65%
100-55110-154	LIFE INSURANCE	9.00	9.00	0.77	5.29	3.71	41.22%
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	509.92	1,323.05	1,587.95	54.55%
100-55110-221	ELECTRIC & GAS	24,376.00	24,376.00	0.00	10,541.26	13,834.74	56.76%
100-55110-225	PHONE/INTERNET/CABLE	750.00	750.00	49.58	473.59	276.41	36.85%
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	51.87	128.57	-128.57	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	0.49	0.49	24.51	98.04%
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	145.41	1,503.90	971.10	39.24%
100-55110-342	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	0.00	857.41	1,242.59	59.17%
100-55110-350	BLDG & GRDS MAINT & REPAIRS	1,775.00	1,775.00	338.44	573.64	1,201.36	67.68%
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	2,957.66	39,777.53	51,116.47	56.24 %
Department: 55200 - PARKS							
200-110	SALARIES - REGULAR	51,924.00	51,924.00	1,987.01	26,228.53	25,695.47	49.49%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
5200-120	WAGES - REGULAR	73,547.00	73,547.00	2,827.52	36,337.80	37,209.20	50.59%
100-55200-121	OVERTIME - REGULAR	1,000.00	1,000.00	40.66	120.54	879.46	87.95%
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	3,430.63	15,840.21	18,471.79	53.83%
100-55200-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	49.50	49.50	0.00%
100-55200-150	FICA	12,300.00	12,300.00	621.46	5,861.31	6,438.69	52.35%
100-55200-151	RETIREMENT (WRS)	9,325.00	9,325.00	382.94	4,724.93	4,600.07	49.33%
100-55200-152	HEALTH INSURANCE	17,718.00	17,718.00	1,476.47	10,335.29	7,382.71	41.67%
100-55200-153	DENTAL INSURANCE	1,853.00	1,853.00	154.44	1,081.08	771.92	41.66%
100-55200-154	LIFE INSURANCE	30.00	30.00	2.68	18.06	11.94	39.80%
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	2,902.87	8,150.28	6,876.72	45.76%
100-55200-221	ELECTRIC & GAS	22,500.00	22,500.00	0.00	8,441.17	14,058.83	62.48%
100-55200-225	PHONE/INTERNET/CABLE	2,700.00	2,700.00	219.40	1,524.33	1,175.67	43.54%
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	75.66	302.38	297.62	49.60%
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	667.43	9,897.88	727.12	6.84%
100-55200-342	CLEANING & SANITARY SUPPLIES	2,500.00	2,500.00	682.12	2,029.85	470.15	18.81%
100-55200-350	BLDG & GRDS MAINT & REPAIRS	10,550.00	10,550.00	2,283.41	4,893.85	5,656.15	53.61%
100-55200-360	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	182.56	4,395.24	-1,395.24	-46.51%
100-55200-361	REGULAR FUEL	8,250.00	8,250.00	0.00	1,757.53	6,492.47	78.70%
100-55200-362	OFF ROAD FUEL	3,500.00	3,500.00	78.75	1,825.49	1,674.51	47.84%
100-55200-363	EQUIPMENT MAINT & REPAIRS	4,500.00	4,500.00	715.20	4,418.77	81.23	1.81%
100-55200-371	TREE & BRUSH MAINTENANCE	3,500.00	3,500.00	0.00	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	18,731.21	151,466.96	140,462.04	48.12 %

Department: 55300 - RECREATION

100-55300-110	SALARIES - REGULAR	168,737.00	168,737.00	6,489.21	85,047.85	83,689.15	49.60%
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	755.84	9,982.12	24,080.88	70.70%
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	5,861.53	28,969.12	28,537.88	49.63%
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	962.88	9,002.10	10,910.90	54.79%
100-55300-151	RETIREMENT (WRS)	12,764.00	12,764.00	492.66	6,461.96	6,302.04	49.37%
100-55300-152	HEALTH INSURANCE	46,212.00	46,212.00	3,850.96	26,956.72	19,255.28	41.67%
100-55300-153	DENTAL INSURANCE	2,253.00	2,253.00	187.79	1,314.53	938.47	41.65%
100-55300-154	LIFE INSURANCE	49.00	49.00	4.01	28.27	20.73	42.31%
100-55300-225	PHONE/INTERNET/CABLE	2,640.00	2,640.00	130.77	1,937.29	702.71	26.62%
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	344.29	1,005.71	74.50%
100-55300-311	POSTAGE	4,500.00	4,500.00	21.61	2,615.84	1,884.16	41.87%
100-55300-312	COPY USAGE & PAPER	3,000.00	3,000.00	243.10	1,879.78	1,120.22	37.34%

Budget Report

For Fiscal: 2015 Period Ending: 07/31/2015

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
5300-320	SUBSCRIPTIONS & DUES	775.00	775.00	0.00	750.00	25.00	3.23%
100-5300-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	70.00	-70.00	0.00%
100-5300-330	SEMINARS, CONF & TRAVEL	1,800.00	1,800.00	0.00	283.00	1,517.00	84.28%
100-5300-340	OPERATING SUPPLIES	26,900.00	26,900.00	1,580.04	15,233.84	11,666.16	43.37%
100-5300-341	PRINTING & FORMS	5,000.00	5,000.00	0.00	2,951.37	2,048.63	40.97%
100-5300-381	EMPLOYMENT TESTING	450.00	450.00	0.00	0.00	450.00	100.00%
Department: 55300 - RECREATION Total:		390,163.00	390,163.00	20,580.40	194,328.08	195,834.92	50.19 %
Department: 55420 - AQUATIC CENTER							
100-55420-120	WAGES - REGULAR	18,683.00	18,683.00	722.88	9,437.06	9,245.94	49.49%
100-55420-121	OVERTIME - REGULAR	0.00	0.00	27.11	80.37	-80.37	0.00%
100-55420-126	WAGES - TEMP/SEAS	80,326.00	80,326.00	13,323.22	27,221.62	53,104.38	66.11%
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	1,071.88	2,754.08	4,819.92	63.64%
100-55420-151	RETIREMENT (WRS)	1,270.00	1,270.00	51.00	647.16	622.84	49.04%
100-55420-152	HEALTH INSURANCE	6,741.00	6,741.00	561.78	3,932.46	2,808.54	41.66%
100-55420-153	DENTAL INSURANCE	383.00	383.00	31.95	223.65	159.35	41.61%
100-55420-154	LIFE INSURANCE	4.00	4.00	0.31	2.07	1.93	48.25%
100-55420-220	WATER/SEWER/STORM WATER	6,759.00	6,759.00	1,908.43	4,583.74	2,175.26	32.18%
100-55420-221	ELECTRIC & GAS	13,779.00	13,779.00	0.00	4,242.21	9,536.79	69.21%
100-55420-225	PHONE/INTERNET/CABLE	400.00	400.00	27.63	194.61	205.39	51.35%
100-55420-290	OTHER CONTRACTUAL SERVICES	11,359.00	11,359.00	2,607.60	10,633.12	725.88	6.39%
100-55420-321	CERTIFICATIONS & LICENSES	250.00	250.00	0.00	475.00	-225.00	90.00%
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	1,860.56	5,844.81	-1,194.81	-25.69%
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	5,422.04	7,340.17	10,459.83	58.76%
100-55420-350	BLDG & GRDS MAINT & REPAIRS	4,600.00	4,600.00	2,686.64	5,982.39	-1,382.39	-30.05%
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	30,303.03	84,180.26	91,597.74	52.11 %
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	4,358.61	56,636.69	55,802.31	49.63%
100-56900-120	WAGES - REGULAR	17,466.00	17,466.00	682.84	8,866.14	8,599.86	49.24%
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	339.64	4,437.37	5,500.63	55.35%
100-56900-151	RETIREMENT (WRS)	8,834.00	8,834.00	342.81	4,454.10	4,379.90	49.58%
100-56900-152	HEALTH INSURANCE	32,288.00	32,288.00	2,690.63	18,834.41	13,453.59	41.67%
100-56900-153	DENTAL INSURANCE	1,470.00	1,470.00	122.49	857.43	612.57	41.67%
100-56900-154	LIFE INSURANCE	31.00	31.00	2.99	18.73	12.27	39.58%
100-56900-225	PHONE/INTERNET/CABLE	1,800.00	1,800.00	64.48	862.71	937.29	52.07%
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	306.80	1,803.62	1,096.38	37.81%
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	242.48	873.84	6.16	0.70%
5900-312	COPY USAGE & PAPER	2,745.00	2,745.00	123.19	1,147.66	1,597.34	58.13%
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
100-56900-322	3,300.00	3,300.00	235.94	1,477.05	1,822.95	55.92%
100-56900-324	0.00	0.00	0.00	0.00	0.00	0.00%
100-56900-330	2,100.00	2,100.00	100.00	1,602.00	498.00	23.71%
100-56900-340	700.00	700.00	7.00	321.12	378.88	54.13%
100-56900-360	300.00	300.00	0.00	0.00	300.00	100.00%
100-56900-361	1,300.00	1,300.00	0.00	242.63	1,057.37	81.34%
Department: 56900 - PLANNING & ZONING Total:	177,271.00	177,271.00	9,619.90	110,663.21	66,607.79	37.57 %
Department: 59200 - TRANSFERS						
100-59200-590	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	451,996.35	4,254,018.06	4,347,288.94	50.54 %
Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-415,250.88	2,485,107.50	2,485,107.50	0.00 %
Report Surplus (Deficit):	0.00	0.00	-415,250.88	2,485,107.50	2,485,107.50	0.00 %



F-561

Account	Name	Balance
Fund: 610 - WATER UTILITY		
Assets		
610-11100	CASH	72,621.70
610-11300	INVESTMENTS	606,922.62
610-11504	SPECIAL DEPREIATION FUND	475,000.00
610-11508	SPECIAL REDEMPT. FUND 2005-2006	31,500.00
610-11514	RESERVE FUND 2005-2006	52,409.37
610-12601	A/R S/A 1983 & PRIOR	13,024.03
610-12614	A/R S/A 1983 (PINES)	0.00
610-12615	A/R S/A 1992 (DEFERRED)	30,616.77
610-12616	A/R S/A 1993	0.00
610-12617	A/R S/A 1995	0.00
610-12618	A/R S/A 1998	18,922.18
610-12619	A/R S/A 1999 - WATER	0.00
610-12620	A/R S/A 2001 - WATER	1,061.28
610-12621	A/R S/A 2004 WATER	1,929.60
610-12622	A/R S/A 2005	27,610.23
610-12623	A/R S/A 2007	4,621.92
610-12624	A/R S/A 2009 WATER	23,626.61
610-12627	A/R S/A 1989 & (DEFERRED)	65,101.92
610-12629	A/R S/A 1990 (DEFERRED)	11,210.94
610-12630	A/R S/A 1988 (DEFERRED)	8,825.85
610-12633	A/R S/A 1991	28,688.20
610-13100	OTHER ACCOUNTS RECEIVABLE	2,301.88
610-13101	CUSTOMER ACCOUNTS RECEIVABLE	180,139.80
610-13108	PRIVATE FIRE PROTECTION	3,230.49
610-13123	RECEIVABLE FROM DEPT OF COMMERCE	0.00
610-13300	INTEREST RECEIVABLE	0.00
610-14207	DUE FROM SEWER	550,686.00
610-14208	DUE FROM GENERAL FUND	0.00
610-14211	DUE FROM CAPITAL PROJECTS	4,024,766.21
610-14216	DUE FROM DEBT SERVICE	791.38
610-18012	MATERIAL & SUPPLIES	20,085.83
610-18102	SOURCE OF SUPPLY PLANT -LAND	791.00
610-18103	TRANS/DIST PLANT -LAND	72,085.55
610-18150	CONSTRUCTION WORK IN PROGRESS	189,043.00
610-18501	TOOLS, SHOP & GARAGE EQUIP	182,791.66
610-18520	COMPUTER EQUIPMENT	268,362.45
610-18521	LAND-PUMPING EQUIPMENT	35,000.00
610-18522	OTHER POWER PRODUCTION EQUIPMEN	45,529.00
610-18523	ELECTRIC PUMPING EQUIPMENT	977,248.68
610-18524	WELLS & SPRINGS	1,674,975.61
610-18525	DISTRIBUTION RESERVOIR & STANDPIPE	1,488,698.69
610-18526	TRANSMISSION & DISTRIBUTION - MAI	3,126,080.31
610-18527	MAINS-CONTRIBUTED	7,674,681.36
610-18528	HYDRANTS	334,642.25
610-18529	OTHER TRANS/DIST FOUNTAINS & C	9,979.77
610-18530	POWER EQUIPMENT	50,481.53
610-18532	COMMUNICATION EQUIPMENT	10,981.36
610-18533	COMMUNCATION EQUIP - SCADA SYSTEM	342,537.27
610-18534	ELECTRIC PUMPING EQUIPMENT	90,781.00
610-18535	OTHER PUMPING EQUIPMENT	3,438.90
610-18536	WATER TREATMENT EQUIP	111,143.61
610-18537	METERS	2,670,394.05
610-18538	TRANSPORTATION EQUIPMENT	286,915.46

Balance Sheet Report

As Of 07/17/2015

Account	Name	Balance
610-21581	SUPPORT PAYMENTS	0.00
610-21700	ACCRUED WAGES	0.00
610-21800	ACCUMULATED EMPLOYEE BENEFIT (VAC	19,696.73
610-21820	ACCUMULATED EMPLOYEE BENEFIT (SICK	28,679.20
610-22402	INTEREST ACCRUED - M.R.B.	8,104.70
610-22405	INTEREST ACCRUED - CURRENT ASSETS	0.00
610-22406	INTEREST ACCRUED - REVENUE BONDS	0.00
610-22408	INTEREST ACCRUED - G.O.	16,937.33
610-22900	CURRENT PORTION OF LONG-TERM DEBT	53,917.85
610-22908	CURRENT PORTION OF MORTGAGE REVENUE	187,297.50
610-25300	FOWLER/HAMMER RESERVOIR DEPOSIT	0.00
610-26000	DEFERRED REVENUE	0.00
610-27100	ADVANCE FROM MUNICIPALITY G.O. DEB	5,586,485.52
610-29202	MORTGAGE REVENUE BOND 1990	1,672,500.00
610-29205	MORTGAGE REVENUE BOND 1993	0.00
610-29208	MORTGAGE REVENUE BOND 1996	0.00
610-29211	MORTGAGE REVENUE BOND 2001	0.00
610-29214	MORTGAGE REVENUE BOND 2005	0.00
610-29217	MORTGAGE REVENUE BOND 2006	134,830.00
	Total Liability:	7,709,810.27
Equity		
610-31100	CAPITAL PAID IN BY MUNICIPALITY	2,708,821.08
610-31201	CONTRIBUTION IN AID OF CONSTRUCTION	8,084,335.92
610-32000	INVESTMENT IN CAPITAL ASSETS	0.00
610-34100	FUND BALANCE	3,829,740.43
610-34103	FUND BALANCE (SURPLUS/DEF)	164,674.00
610-34120	RETAINED EARNINGS - CONTRIBUTED	0.00
610-34130	FUND BALANCE - RESERVED	830,709.00
610-34140	FUND BALANCE - RESERVED - OTHER	0.00
	Total Beginning Equity:	15,618,280.43
Total Revenue		638,998.30
Total Expense		624,332.94
Revenues Over/Under Expenses		14,665.36
	Total Equity and Current Surplus (Deficit):	15,632,945.79
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>23,342,756.06</u>



F.5 b2

Account	Name	Balance
Fund: 620 - SEWER UTILITY		
Assets		
620-11100	CASH	360,585.98
620-11300	INVESTMENTS	2,362,942.39
620-11506	SPEC DEPR FUND	400,000.00
620-11509	SPECIAL REDEMP FUND 2005-2006	16,841.00
620-11515	RESERVE FUND 2005-2006	98,209.13
620-12601	A/R S/A 1983 & PRIOR	1,205.40
620-12603	A/R S/A 1988 (PINES)	0.00
620-12604	A/R S/A 1989 (DEFERRED)	33,129.84
620-12605	A/R S/A 1990 (DEFERRED)	1,841.72
620-12606	A/R S/A 1991	20,422.96
620-12607	A/R S/A 19923 (DEFERRED)	32,364.77
620-12608	A/R S/A 1993	0.00
620-12610	A/R S/A 1996	0.00
620-12612	A/R S/A 1998	21,992.83
620-12625	A/R S/A 1998 SEWER	0.00
620-12628	A/R S/A 2004 SEWER	1,428.57
620-12630	A/R S/A 1988 (DEFERRED)	3,752.74
620-12631	A/R S/A 2005	26,924.70
620-12634	A/R S/A 2009/2011/2013 SEWER	29,721.25
620-13100	OTHER ACCOUNTS RECEIVABLE	0.00
620-13101	CUSTOMER ACCOUNTS RECEIVABLE	1,273,869.95
620-13300	INTEREST RECEIVABLE	0.00
620-14000	DUE FROM OTHER GOVERNMENTS	0.00
620-14211	DUE FROM CAPITAL PROJECTS	475,623.27
620-14216	DUE FROM DEBT SERVICE	1,173.25
620-14217	TRANSFER B/T FUNDS	0.00
620-18101	LAND & LAND RIGHTS	2,001.82
620-18105	CITY OF LACROSSE UTILITY PROPERTY	1,099,301.37
620-18150	CONSTRUCTION WORK IN PROGRESS	0.00
620-18204	SEWAGE DISPOSAL PLANT	927.46
620-18205	BLDG & LIFT STATIONS	473,432.15
620-18206	UTILITY BLDG	757,414.78
620-18509	TRANSPORTATION EQUIP	589,099.19
620-18510	EQUIPMENT - LIFT STATIONS	519,055.46
620-18511	SERV CONNECTIONS TRAPS & ACCESS	1,760,866.47
620-18512	EQUIPMENT FLOW METERS	18,186.01
620-18513	SEWAGE SYSTEM	11,378,300.62
620-18514	OFFICE FURNITURE	21,022.03
620-18516	OTHER PLANT EQUIP	33,896.37
620-18517	EQUIPMENT - MISC	164,167.80
620-18518	EQUIPMENT REMOVED SERVICES	3,400.09
620-18519	INTERCEPTORS	524,936.12
620-18520	COMPUTER EQUIPMENT	468,746.46
620-18916	PLANT PLANS	925.00
620-18917	RES. DEPR. LIFT STATIONS	373,768.11
620-18918	ACCUM DEPR-SERVICE CONN	-409,092.06
620-18919	RES. DEPR. INTERCEPTORS	-268,643.49
620-18920	RES. DEPR-FLOW METERS	-6,360.77
620-18921	RES. DEPR. SEWAGE SYSTEM	-4,355,004.36
620-18922	RES. DEPR.-OFFICE FURNITURE	-380,424.61
620-18923	RES. DEPR-TRANSPORTATION EQUIP	-416,893.46
620-18924	RES. DEPR-OTHER PLANT	-34,739.40
620-18925	RES. DEPR. EQUIP MISC	-80,874.68

Balance Sheet Report

As Of 07/17/2015

Account	Name	Balance
<u>620-34156</u>	SAN SWR. HOOK-UP FEE-USH16	<u>29,370.75</u>
	Total Beginning Equity:	11,970,573.46
Total Revenue		905,164.39
Total Expense		<u>882,414.40</u>
Revenues Over/Under Expenses		22,749.99
	Total Equity and Current Surplus (Deficit):	11,993,323.45
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>14,471,165.58</u>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining	
E	200-127		0.00	0.00	0.00	0.00	0.00%	
	620-58200-150		12,996.00	12,996.00	292.22	4,029.35	8,966.65	69.00%
	620-58200-151		11,171.00	11,171.00	286.59	3,913.24	7,257.76	64.97%
	620-58200-481		15,000.00	15,000.00	2,970.00	13,880.11	1,119.89	7.47%
	620-58250-110		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58250-120		34,879.00	34,879.00	500.95	10,237.95	24,641.05	70.65%
	620-58250-121		1,000.00	1,000.00	0.00	779.18	220.82	22.08%
	620-58250-126		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58250-127		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58250-150		2,745.00	2,745.00	35.59	774.97	1,970.03	71.77%
	620-58250-151		2,440.00	2,440.00	34.06	749.14	1,690.86	69.30%
	620-58250-482		20,000.00	20,000.00	1,300.00	1,393.10	18,606.90	93.03%
	620-58300-110		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58300-120		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58300-121		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58300-126		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58300-127		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58300-150		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58300-151		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58350-110		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58350-120		26,797.00	26,797.00	812.03	10,718.80	16,078.20	60.00%
	620-58350-121		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58350-126		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58350-127		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58350-150		2,050.00	2,050.00	55.15	735.54	1,314.46	64.12%
	620-58350-151		1,822.00	1,822.00	55.22	728.90	1,093.10	59.99%
	620-58350-495		2,000.00	2,000.00	2,107.70	4,105.91	-2,105.91	105.30%
	620-58400-110		64,391.00	64,391.00	2,367.88	30,986.64	33,404.36	51.88%
F	400-120		0.00	0.00	221.62	2,852.31	2,852.31	0.00%
	620-58400-121		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58400-126		1,013.00	1,013.00	0.00	0.00	1,013.00	100.00%
	620-58400-127		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58400-150		5,004.00	5,004.00	183.65	2,412.90	2,591.10	51.78%
	620-58400-151		4,379.00	4,379.00	176.11	2,301.28	2,077.72	47.45%
	620-58400-152		110,612.00	110,612.00	8,731.63	61,440.09	49,171.91	44.45%
	620-58400-153		7,202.00	7,202.00	600.13	4,200.91	3,001.09	41.67%
	620-58400-154		117.00	117.00	10.93	68.06	48.94	41.83%
	620-58400-240		7,000.00	7,000.00	0.00	3,535.00	3,465.00	49.50%
	620-58400-241		1,000.00	1,000.00	0.00	605.50	394.50	39.45%
	620-58400-290		29,292.00	29,292.00	2,433.19	67,036.50	-37,744.50	-128.86%
	620-58400-302		25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%
	620-58400-310		5,000.00	5,000.00	40.72	2,036.69	2,963.31	59.27%
	620-58400-340		12,000.00	12,000.00	932.51	10,352.93	1,647.07	13.73%
	620-58400-398		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58400-510		9,500.00	9,500.00	3,568.75	10,706.25	-1,206.25	-12.70%
	620-58400-511		13,200.00	13,200.00	0.00	10,375.00	2,825.00	21.40%
	620-58400-512		1,600.00	1,600.00	0.00	3,197.00	-1,597.00	-99.81%
	620-58400-514		1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%
	620-58400-516		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58400-517		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58400-540		460,000.00	460,000.00	0.00	0.00	460,000.00	100.00%
	620-58400-541		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58400-542		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58400-543		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58400-544		0.00	0.00	0.00	0.00	0.00	0.00%
	620-58400-545		0.00	0.00	0.00	0.00	0.00	0.00%
F	8400-610		0.00	0.00	0.00	0.00	0.00	0.00%
L	3400-620		28,148.00	28,148.00	0.00	14,563.10	13,584.90	48.26%



City of Onalaska

Balance Sheet Report

Account Summary

As Of 07/17/2015

F-563

Account	Name	Balance
Fund: 660 - STORM WATER UTILITY		
Assets		
660-11100	CASH	383,810.75
660-11300	INVESTMENTS	130,947.45
660-13100	OTHER ACCOUNTS RECEIVABLE	0.00
660-13104	STORM WATER CUST ACCTS REC	104,959.93
660-14212	STORM WATER DUE FROM CIP	486,426.66
660-18100	LAND	959,974.93
660-18150	CONSTRUCTION WORK IN PROGRESS	4,869.25
660-18545	STORM WATER MACHINERY/EQUIP	232,497.51
660-18575	STORM WATER INFRASTRUCTURE	20,690,897.26
660-18576	STORM WATER BLDG STRT/BLDG IM	3,220,788.32
660-18598	VEHICLES	178,496.50
660-18945	STORM WATER MACH./EQUIP ACC DEPR	-140,001.44
660-18975	STORM WATER ACCUM DEPR	7,565,297.49
660-18976	STORM WATER BLDG STRT/ ACC DEPR	-226,171.66
660-18983	UNAMORTIZED BOND COSTS	0.00
	Total Assets:	18,462,137.97
		<u>18,462,137.97</u>
Liability		
660-21100	ACCOUNTS PAYABLE	0.00
660-21110	AP PENDING (DUE TO POOL)	437.29
660-21511	FICA W/H	0.00
660-21512	FEDERAL W/H	0.00
660-21513	STATE W/H - WI	0.00
660-21515	FICA W/H - MEDICARE	0.00
660-21520	RETIREMENT W/H	0.00
660-21528	BC/BS HEALTH INS	0.00
660-21529	HEALTH INS W/H (EMPL HEAL INS CO)	0.00
660-21530	HEALTH INS	0.00
660-21531	CANCER INS	0.00
660-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00
660-21534	MEDICAL & DEP CARE SECT 125	0.00
660-21535	WI-RETIREMENT SYSTEM (P.T.EE)	0.00
660-21540	UNITED WAY	0.00
660-21560	COMMUNITY CREDIT UNION W/H	0.00
660-21570	UNION DUES	0.00
660-21571	LOCAL 150 UNION DUES W/H	0.00
660-21572	1ST FINANCIAL SVGS	0.00
660-21573	DEFERRED COMPENSATION	0.00
660-21581	SUPPORT PAYMENTS	0.00
660-21700	ACCRUED WAGES	0.00
660-21800	ACCUMULATED EMPLOYEE BENEIT (VAC)	9,620.71
660-21810	STORM WATER ACCUM EMPLOYEE BENEI	0.00
660-21820	ACCUMULATED EMPLOYEE BENEIT (SIC)	59,947.32
660-22400	ACCRUED INTEREST	38,299.83
660-22900	CURRENT PORTION OF LONG TERM DEBT	173,928.00
660-27110	STORM WATER ADVANCE FROM MUNI	3,467,837.00
	Total Liability:	3,750,070.15
Equity		
660-32000	INVESTMENT IN CAPITAL ASSETS	0.00
660-34100	FUND BALANCE	14,579,036.71
	Total Beginning Equity:	14,579,036.71



City of Onalaska

Budget Report Account Summary

For Fiscal: 2015 Period Ending: 07/31/2015

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 660 - STORM WATER UTILITY						
Revenue						
660-00000-43299	31,177.00	31,177.00	0.00	15,638.45	15,638.55	50.16%
660-00000-43306	0.00	0.00	0.00	0.00	0.00	0.00%
660-00000-43335	0.00	0.00	0.00	0.00	0.00	0.00%
660-00000-43790	0.00	0.00	0.00	0.00	0.00	0.00%
660-00000-44902	0.00	0.00	200.00	1,400.00	1,400.00	0.00%
660-00000-46419	0.00	0.00	0.00	20.00	20.00	0.00%
660-00000-46426	0.00	0.00	0.00	0.00	0.00	0.00%
660-00000-46451	330,050.00	330,050.00	213.18	174,890.42	-155,159.58	47.01%
660-00000-46452	358,570.00	358,570.00	31.87	169,530.86	-189,039.14	52.72%
660-00000-46453	3,000.00	3,000.00	0.00	1,603.86	-1,396.14	46.54%
660-00000-46456	49,000.00	49,000.00	0.00	26,843.60	-22,156.40	45.22%
660-00000-46457	0.00	0.00	0.00	0.00	0.00	0.00%
660-00000-46458	4,000.00	4,000.00	0.00	1,519.96	-2,480.04	62.00%
660-00000-48100	650.00	650.00	0.00	64.18	-585.82	90.13%
660-00000-48105	0.00	0.00	0.00	0.00	0.00	0.00%
660-00000-49201	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	776,447.00	776,447.00	445.05	391,411.33	-385,035.67	49.59 %
Expense						
660-53440-110	52,631.00	52,631.00	2,035.17	26,556.01	26,074.99	49.54%
660-53440-120	73,629.00	73,629.00	2,862.31	38,144.69	35,484.31	48.19%
660-53440-121	0.00	0.00	0.00	242.14	242.14	0.00%
660-53440-124	294.00	294.00	7.31	131.17	162.83	55.38%
660-53440-125	0.00	0.00	0.00	0.00	0.00	0.00%
660-53440-126	4,950.00	4,950.00	319.95	1,152.41	3,797.59	76.72%
660-53440-127	0.00	0.00	0.00	0.00	0.00	0.00%
660-53440-150	10,060.00	10,060.00	364.51	4,559.41	5,500.59	54.68%
660-53440-151	8,586.00	8,586.00	354.74	4,556.90	4,029.10	46.93%
660-53440-152	38,958.00	38,958.00	3,588.89	25,464.62	13,493.38	34.64%
660-53440-153	2,749.00	2,749.00	229.06	1,603.42	1,145.58	41.67%
660-53440-154	87.00	87.00	7.78	51.66	35.34	40.62%
660-53440-211	150.00	150.00	0.00	21.25	128.75	85.83%
660-53440-213	450.00	450.00	0.00	103.84	346.16	76.92%
660-53440-214	600.00	600.00	0.00	99.41	500.59	33.43%
660-53440-220	1,150.00	1,150.00	311.70	5,418.18	-4,268.18	-371.15%
660-53440-221	22,582.00	22,582.00	237.54	11,910.65	10,671.35	47.26%
660-53440-225	2,098.00	2,098.00	135.13	955.96	1,142.04	54.43%
660-53440-240	3,970.00	3,970.00	0.00	2,255.00	1,715.00	43.20%
660-53440-241	0.00	0.00	0.00	405.50	-405.50	0.00%
660-53440-242	0.00	0.00	0.00	0.00	0.00	0.00%
660-53440-243	1,600.00	1,600.00	1,450.12	1,610.90	-10.90	-0.68%
660-53440-285	32,511.00	32,511.00	0.00	0.00	32,511.00	100.00%
660-53440-286	22,500.00	22,500.00	984.16	8,384.20	14,115.80	62.74%
660-53440-290	43,360.00	43,360.00	8,748.11	17,063.07	26,296.93	60.65%
660-53440-292	500.00	500.00	0.00	0.00	500.00	100.00%
660-53440-310	300.00	300.00	0.00	340.00	-40.00	-13.33%
660-53440-311	250.00	250.00	0.00	0.00	250.00	100.00%
660-53440-312	250.00	250.00	0.00	43.12	206.88	82.75%
660-53440-320	0.00	0.00	0.00	194.00	-194.00	0.00%
660-53440-322	100.00	100.00	0.00	11.15	88.85	88.85%
660-53440-323	0.00	0.00	0.00	0.00	0.00	0.00%



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CITY OF ONALASKA

PLANNING/ZONING DEPARTMENT

PH: (608) 781-9590

FAX (608) 781-9506

<http://www.cityofonalaska.com>

415 MAIN STREET
ONALASKA, WI 54650-

F-6

MEMO

Date: July 1, 2015

To: Finance Committee

From: Planning Department

Re: Wisconsin Historical Society – Grant-in-Aid Award

The City received a \$6,600 from the Wisconsin Historical Society to fund a reconnaissance survey of historic properties in the City of Onalaska. The project will be completed by August 15, 2016.

Enclosed is the Request for Proposal received from Heritage Research, LTD which was approved by the Historic Preservation Commission on June 18, 2015. The proposal is in the amount not to exceed \$5,802.84 dollars to complete the survey and related activities. The remaining \$797.16 dollars is to cover a portion of staff time for grant administrative purposes.



HERITAGE RESEARCH, LTD.

15 May 2015

Ms. Katie Meyer, AICP
Planner-Zoning Inspector
City of Onalaska
415 Main Street
Onalaska, WI 54650

RE: PROPOSAL FOR THE COMPLETION OF A RECONNAISSANCE SURVEY FOR
THE CITY OF ONALASKA

Dear Ms. Meyer,

Attached herewith is our proposal. It is a pleasure submitting this proposal to you. If you have any specific questions regarding the proposal, please do not hesitate to call or email (tschnell@hrltd.org).

Yours truly,

Traci E. Schnell, M.A.
Senior Architectural Historian

HISTORICAL/ENVIRONMENTAL CONSULTANTS

The previous paragraph (gathered from three different publications/papers) and with significantly more material, is an example of what constitutes the Historical Overview chapter of a standard Architectural & Historical Resource Survey for the State of Wisconsin. The Onalaska survey, which will include a brief historical overview, will result in an inventory of all structures in the City of Onalaska that are at least 40 years of age, which retain a required degree of integrity and that present some degree of architectural or historical significance in the community.

Previous survey work in Onalaska consists of a total of 30 surveyed properties recorded in the Wisconsin Historic Preservation Database (WHPD). Following a cursory review of those 30 properties, it is apparent that--as can be expected--some of them are no longer extant. As well, some have changed in outward appearance--either positively or negatively.

In September 2014, Heritage Research, Ltd., with mapping and other information provided by Onalaska city staff, performed a brief windshield survey of the City of Onalaska. This was done in order to determine the approximate number of surveyable resources in the community, so that the City could appropriately apply for a survey grant from the National Park Service, which is administered by the Wisconsin Historical Society. Following the review, it was readily observed that the majority of the community's built resources are from the recent past, i.e., the 1950s-1960s and forward.



The home (above left) at 222 4th Avenue North, dates to 1952 and appears to retain a good degree of integrity. Built in 1974, the Dickinson Funeral Home (above right) at 401 Main Street is among the later-period structures that would be surveyed for this effort.

Based on that September 2014 field review, we believe that despite the somewhat significant number of commercial and residential structures with a construction date prior to 1964—a total of 943 buildings—the number of those that retain enough integrity for survey and inclusion in the Wisconsin Historic Preservation Database (WHPD) is significantly smaller. As a result, we discussed the situation with Joe DeRose, WHS Survey and Registration Historian, who oversees the grant survey projects. As a result of those conversations, it was determined that what is generally considered a “standard survey effort”—one that includes thematic chapters for each type of resource identified—may not, in this case, be the most appropriate approach. Instead, the Onalaska survey effort will be largely architecturally driven; however, basic research (date of construction and historic name, if possible) will be completed on those properties identified as architecturally notable. In addition to the architectural survey, the Onalaska Historical Preservation Commission will assist in a review of historic photographs in their possession, in

Reconnaissance Survey: City of Onalaska, La Crosse County

HRL PROJECT TEAM:

Heritage Research, Ltd., strongly believes that it brings to this project a staff of exceptionally well-qualified and talented individuals. Traci E. Schnell, M.A., Senior Architectural Historian, will serve as project manager and principal investigator for the project. She will be responsible for completing the fieldwork and preparing the report. Brian J. Faltinson, M.A., Project Historian, may assist with database entry into the Wisconsin Historical Preservation Database.

Background/work experience for the two primary staff persons for this project:

Traci E. Schnell, M.A., Senior Architectural Historian

- M.A. in Art History & Criticism (Architectural History emphasis) from the University of Wisconsin-Milwaukee
- Over twenty years of full-time experience in Cultural Resource Management, all of which have been at HRL
- Led Historic Resource Planning Surveys (or resurveys) for the Wisconsin communities of Ashland (2000-2001), Mukwonago (2001), Thiensville (2003), Neenah (2005), West Allis (2007), Menasha (2008), Fond du Lac (2011), New Holstein (2013) and Waukesha (2014). She also directed the fieldwork and property-specific research for the survey of Historic Resorts of Vilas County, Wisconsin (2004)
- Research chair, co-chair and/or member of the (Volunteer) Research Committee of Historic Milwaukee, Inc., from 2000 to 2014; former HMI Board of Directors president
- Architectural/research advisor and/or researcher (volunteer) for the Wauwatosa Historical Society's annual Tour of Homes from 2001 to present; former Wauwatosa Historical Society president
- Instructor for the biennial House History program held at the Milwaukee Public (Central) Library since 2003

Brian J. Faltinson, M.A., Project Historian

- M.A. in American History from Marquette University
- Over seventeen years of full-time experience in Cultural Resource Management, all of which have been with HRL
- Completed a National Historic Landmark nomination for the Split Rock Light Station in Lake County, Minnesota (Listed in 2011)
- Former Member and Chair of the Wauwatosa Historic Preservation Commission
- Command Historian of the Wisconsin Army National Guard since 2007



SURVEY BUDGET: ONALASKA

1.	Direct Labor Costs (Fieldwork, research and writing, first public meeting)	
	Senior Architectural Historian 60 hours x \$29.25/hr	1,755.00
	Project Historian I 24 hours x \$24.75/hr	<u>594.00</u>
		2,349.00
2.	Direct, General and Administrative Overhead 2,349.00 x .98	<u>2,302.02</u>
	Subtotal (lines 1 & 2)	4,651.02
3.	Fixed Fee (Profit) @ 7%	325.57
4.	Direct Charges (Reimbursables)	
	Photocopies	10.00
	Mileage (estimate 550 miles @ .575/mile) 1 round-trip to Onalaska is approximately 400 miles. An additional 150 miles is included for survey and miscellaneous driving.	316.25
	Food & Lodging (5 nights @\$100 night)*	<u>500.00</u>
4.	Total Compensation Proposed	<u>\$5,802.84</u>

*It remains possible that I could secure free lodgings while in the area. If that is the case, the money allotted for lodgings would be applied toward additional hours of labor.



Evolving from the First Norwegian Evangelical Lutheran Church, the First Lutheran Church at 410 Main Street is among the mid-twentieth century resources to be reviewed for the city survey effort.

**2015 Parking Ramp Operating Costs
Through 2nd Quarter**

	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Annual	
	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014
Electricity & Gas	\$ 9,776.40	\$ 10,806.08	\$ 7,408.37	\$ 8,113.22	\$ 6,821.66	\$ 7,270.95	\$ 7,270.95	\$ 17,184.77	\$ 32,311.91	
Water	259.50	464.38	267.50	259.40	296.22	700.49	700.49	527.00	1,720.49	
Insurance	1,737.30		1,737.30	3,474.60	1,737.30			3,474.60	5,211.90	
Contracted Cleaning Service	272.00	306.00	1,054.00	346.50	1,692.00			1,325.00	2,801.50	
Snow Removal Services	2,875.00	3,345.00	242.50					3,117.50	5,205.00	
Lawn Mowing / Landscaping / Pest Control	679.00	127.50	2,098.42		4,012.25			927.50	5,067.25	
Elevator Inspection & Permit (Fabco)			647.89		318.00			647.89	318.00	
Ice Melt										
Generator Service Contract				318.00						318.00
Repair to Ramp/Minor Supplies		164.21	174.87	844.20	25.29			174.87	1,033.70	
Photo Sensor & Lamps										
Security Services..										
Smoke detector testing (annual cost \$160)	40.00	40.00	40.00	40.00	40.00	40.00	40.00	80.00	160.00	
Monitoring CCTV 24/7 (\$125/mo)	375.00	375.00	375.00	375.00	375.00	375.00	375.00	750.00	1,500.00	
Monitoring Smoke/Fire alarm (\$25/mo)	75.00	75.00	75.00	75.00	75.00	75.00	75.00	150.00	300.00	
Patrolling ramp 5-6 times per weekday & monthly inspects of fire extinguishers (1 hr per day @ \$23.00/hr and \$10.00 Auto x 60 days)	1,980.00	1,980.00	1,980.00	1,980.00	1,980.00	1,980.00	1,980.00	3,960.00	7,920.00	
Elevator Service Contract	841.74	841.74	841.74	771.74	631.16			1,122.32	3,366.96	
Total	\$ 18,910.94	\$ 18,324.91	\$ 16,942.59	\$ 16,597.66	\$ 17,503.88	\$ 14,808.26	\$ 35,953.53	\$ 67,234.71		

Revenue

City of Onalaska	15-1428755-45300	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 2,500.00	\$ 5,000.00
Stoney Creek	15-1428755-45300	1,891.09	1,832.49	1,694.26	1,659.77	1,750.39	1,480.83	3,385.35	6,723.47
Total		\$ 3,141.09	\$ 3,082.49	\$ 2,944.26	\$ 2,909.77	\$ 3,000.39	\$ 2,730.83	\$ 6,085.35	\$ 11,723.47

Note: Monthly average number of cars

January	377	381	385	427	382	388
February	374	394	384	417	379	381
March	368	413	378	405	359	366

High daily count during quarter

March 16th	415	488	428	496	497	423
February 20th						
Sept 11th						
Sept 11th						
Oct 2nd						
Oct 2nd						

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CITY OF ONALASKA CHARGE CARD USAGE

CAT	Jan-15			Feb-15			Mar-15			NET (INCOME)/ LOSS										
	Visa	MC	Discover Total Cnt	Sales	ETS Charges	Visa	MC	Discover Total Cnt	Sales		ETS Charges	Visa	MC	Discover Total Cnt	Sales	ETS Charges				
Misc (4461)	37.00	17.00	3.00	57.00	50,898.54	1,061.51	29.00	24.00	1.00	54.00	23,772.47	498.76	142.00	65.00	4.00	211.00	5,379.67	140.97		
Court (4460)	30.00	13.00	0.00	43.00	2,236.79	51.88	29.00	21.00	0.00	50.00	3,024.92	61.98	41.00	14.00	1.00	56.00	2,982.41	65.60		
Utility (4412)	33.00	10.00	1.00	24.00	2,389.96	42.86	7.00	9.00	0.00	16.00	1,711.42	29.84	19.00	15.00	0.00	34.00	1,628.33	41.75		
Total	80.00	40.00	4.00	124.00	55,525.29	1,156.25	65.00	54.00	1.00	120.00	28,508.81	590.58	202.00	94.00	5.00	301.00	9,990.41	248.32		
	**2% FEE Collected from Customer Inhouse			(1048.21)	**2% FEE Collected from Customer Inhouse			(112.51)	**2% FEE Collected from Customer Inhouse			(221.09)	NET (INCOME)/ LOSS			478.07	NET (INCOME)/ LOSS			27.23

CAT	Apr-15			May-15			Jun-15			NET (INCOME)/ LOSS										
	Visa	MC	Discover Total Cnt	Sales	ETS Charges	Visa	MC	Discover Total Cnt	Sales		ETS Charges	Visa	MC	Discover Total Cnt	Sales	ETS Charges				
Misc (4461)				0.00	8.17															
Court (4460)				0.00	8.22															
Utility (4412)	164.00	105.00	5.00	272.00	11,368.74	246.31	110.00	56.00	3.00	169.00	7,637.96	158.99	80.00	44.00	0.00	124.00	7,848.18	141.35		
Total					262.70	(189.17)	110.00	56.00	3.00	169.00	7,637.96	158.99	80.00	44.00	0.00	124.00	7,848.18	141.35		
	**2% FEE Collected from Customer Inhouse			(189.17)	**2% FEE Collected from Customer Inhouse			(159.61)	**2% FEE Collected from Customer Inhouse			(21.14)	NET (INCOME)/ LOSS			0.62	NET (INCOME)/ LOSS			120.21

F.9

2015

2015 Recap	Visa	MC	Discover	Total Gnt	Sales	ETS Charges
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

Utility	150
Court	150
Misc	150


 Annual \$450 fee charged against each dept---not used in income calc.

Income/Loss Summary	Total Sales	Total Chgs	Net %	Monthly Net (inc)/loss
Jan	55,525.29	1,156.25	0.02082	108.04
Feb	28,508.81	590.58	0.02072	478.07
Mar	9,990.41	248.32	0.02486	27.23
Apr	11,368.74	246.31	0.02167	73.53
May	7,637.96	158.99	0.02082	(0.62)
Jun	7,848.18	141.35	0.01801	120.21
Jul			#DIV/0!	0.00
Aug			#DIV/0!	0.00
Sep			#DIV/0!	0.00
Oct			#DIV/0!	0.00
Nov			#DIV/0!	0.00
Dec			#DIV/0!	0.00
Total	120,879.99	2,541.30	#DIV/0!	806.46

CITY OF ONALASKA E-BOX USAGE - 2015

F-9

MONTH SALES TRANSACTION COUNT

Jan-15	105,638.06	920
Feb-15	4,127.06	51
Mar-15	2,155.66	24
1ST QTR TOTAL	111,920.78	995

Apr-15	107,966.61	898
May-15	4,598.39	48
Jun-15	1,912.43	26
2ND QTR TOTAL	114,477.43	972

Jul-15	109,877.48	902
Aug-15		
Sep-15		
3RD QTR TOTAL	109,877.48	902

Oct-15		
Nov-15		
Dec-15		
4TH QTR TOTAL	0.00	0

2015 Totals 336,275.69 2869

CITY OF ONALASKA E-BOX USAGE - 2014

MONTH SALES TRANSACTION COUNT

Oct-13	123,580.63	794
Nov-13	33,706.09	50
Dec-13	1,240.93	19
4TH QTR TOTAL	158,527.65	863

Jan-14	112,339.46	826
Feb-14	51,474.72	53
Mar-14	29,677.88	21
1ST QTR TOTAL	193,492.06	900

Apr-14	110,467.89	883
May-14	3,208.62	39
Jun-14	1,696.02	29
2ND QTR TOTAL	115,372.53	951

Jul-14	107,356.05	882
Aug-14	34,950.92	49
Sep-14	21,068.81	28
3RD QTR TOTAL	163,375.78	959

Oct-14	125,146.17	879
Nov-14	6,043.13	58
Dec-14	8,978.89	18
4TH QTR TOTAL	140,168.19	955

2014 Totals 612,408.56 3765

2015 2ND QUARTER REPORT

ACCOUNTS RECEIVABLE BY YEAR (ALL MUNICIPALITIES)
 APPLIES TO CITATIONS ISSUED 1/1/09 TO 12/31/14

YEAR	FINES ASSESSED AS OF 12/31/14	FINES COLLECTED AS OF 12/31/14	FINES OUTSTANDING AS OF 12/31/14	FINES OUTSTANDING AS OF 03/31/2015	FINES OUTSTANDING AS OF 7/29/15	PERCENTAGE COLLECTED TO DATE
2009	\$ 536,304.40	\$ 427,717.16	\$ 108,587.24	\$ 105,716.55	\$ 95,645.09	83%
2010	\$ 491,610.94	\$ 384,725.11	\$ 106,885.83	\$ 105,420.43	\$ 101,603.89	80%
2011	\$ 472,798.53	\$ 360,174.31	\$ 112,624.22	\$ 109,649.76	\$ 103,019.05	79%
2012	\$ 520,940.71	\$ 399,570.13	\$ 121,370.58	\$ 118,633.71	\$ 112,079.76	79%
2013	\$ 480,010.67	\$ 355,084.86	\$ 124,925.81	\$ 115,096.14	\$ 105,344.90	78%
2014	\$ 476,557.68	\$ 251,025.78	\$ 225,531.90	\$ 169,986.54	\$ 145,293.11	70%
TOTALS	\$ 2,978,222.93	\$ 2,178,297.35	\$ 799,925.58	\$ 724,503.13	\$ 662,985.80	78%

POTENTIAL BALANCES WITH THE UNPAID JUVENILE
 2009-2014 CITATIONS REMOVED

YEAR	FINE AS OF 7/29/15	UNPD JUVV/MINOR	NEW 7/29/15 BAL.	% TO DATE
2009	\$ 95,645.09	\$ (32,398.18)	\$ 63,246.91	89%
2010	\$ 101,603.89	\$ (18,981.20)	\$ 82,622.69	84%
2011	\$ 103,019.05	\$ (17,294.70)	\$ 85,724.35	82%
2012	\$ 112,079.76	\$ (19,970.70)	\$ 92,109.06	83%
2013	\$ 105,344.90	\$ (11,708.10)	\$ 93,636.80	85%
2014	\$ 145,293.11	\$ (23,537.30)	\$ 121,755.81	75%
TOTALS	\$ 662,985.80	\$ (123,890.18)	\$ 539,095.62	82%

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

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

EMPLOYEE INFORMATION	
Employee Name	<u>Don Dominick</u>
Department	<u>Fire Department</u>
Position	<u>Fire Chief</u>
Business Purpose	<u>02</u> 01 - Training 02 - Conference Attendance 03 - Speech or Presentation 04 - Site Visit 05 - Other _____
Name of Seminar	<u>EFO Symposium</u>
Date(s) of Seminar	<u>9/10/15-9/12/15</u>
Departure Date	<u>9/9/15</u> Return Date <u>9/12/15</u>
Destination	<u>Emmitsburg MD</u> (city, state)

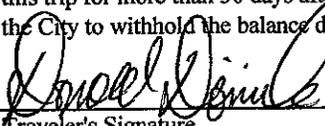
TRAVEL REQUEST	
<input type="checkbox"/> Travel within WI	<input checked="" type="checkbox"/> Out of State Travel
<input type="checkbox"/> Travel to MN	<input type="checkbox"/> Travel at No Expense

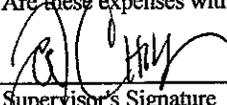
AUTHORIZED ESTIMATED COSTS	
Registration	_____
Lodging (total)	_____ <i>cost per night</i>
Airfare	_____
City Vehicle	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____
Personal Vehicle	_____ <i>miles</i> \$0.00
<small>\$0.565 - city vehicle not available \$0.24 - available, not used</small>	_____ <i>rate per mile</i>
Other	_____
Meals (total)	_____ <i>per diem</i>
TOTAL Estimated Cost	\$0.00

REQUESTS FOR PAYMENTS		
Registration Expenses		<input type="checkbox"/> Prepay
Pay To	_____	
Address	_____	
City	State / ZIP _____	
Amount	_____	
Issue Check <input type="checkbox"/>	Paid with Visa <input checked="" type="checkbox"/>	Will Bill <input type="checkbox"/>
Lodging Expenses		<input type="checkbox"/> Prepay
Pay To	_____	
Address	_____	
City	State / ZIP _____	
Amount	Conf. # _____	
Issue Check <input type="checkbox"/>	Paid with Visa <input checked="" type="checkbox"/>	Will Bill <input type="checkbox"/>
Airfare Expenses		<input type="checkbox"/> Prepay
Pay To	_____	
Address	_____	
City	State / ZIP _____	
Amount	\$339.00	
Issue Check <input type="checkbox"/>	Paid with Visa <input type="checkbox"/>	Will Bill <input checked="" type="checkbox"/>
Other Expenses (meals, parking, etc.)		<input type="checkbox"/> Prepay
Pay To	<u>Guest Services</u>	
Address	_____	
City	State / ZIP _____	
Amount	\$75.85 <u>75.85</u>	
Issue Check <input checked="" type="checkbox"/>	Paid with Visa <input type="checkbox"/>	Will Bill <input type="checkbox"/>

SOURCE OF FUNDS		
Please list account numbers in the order you want them to be charged. Approval from Department Head required.		
Account	Authorized Signature	Remarks
<u>100-52200-330</u>	_____	_____
_____	_____	_____
_____	_____	_____

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

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

SUPERVISOR/DEPARTMENT HEAD'S SIGNATURE	
I have examined this authorization and certify that it is just and reasonable.	
Are these expenses within your budget?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<u>9/30/15</u>
Supervisor's Signature	Date

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

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

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Review your trip

✓ Nice Job! You picked one of our best value flights.
Book now so you don't miss out on this price!

Wed, Sep 9 Departure to Baltimore



Best Value

9:57am → 2:42pm → 3h 45m, 1 stop
LSE BWI ORD

Hide flight details Satisfactory Flight (6.9 out of 10)

9:57am → 11:04am → 1h 7m

From La Crosse (LSE) to Chicago (ORD)
American Airlines 3345 Operated by JENVOY AIR AS AMERICAN EAGLE
Embraer RJ145 | 70 % on time

Economy/Coach (G)
Preview availability

Seats

222 mi

ⓐ 0h 35m stop
in Chicago (ORD)

11:39am → 2:42pm → 2h 3m

Trip Summary

1 Ticket: Roundtrip

Traveler 1: Adult ✕

Expedia Booking Fee

\$339.20

\$0.00

Trip Total: **\$339.20**

Only 2 tickets left at this price!

Rates are quoted in US dollars

✓ Best Price Guarantee ⓘ

ⓘ Important Flight Information

- Tickets are nonrefundable 24 hours after booking and nontransferable. A fee of \$200.00 per ticket is charged for itinerary changes. Name changes are not allowed.
- Estimated fees for baggage and other optional services.

From Chicago (ORD) to Baltimore (BWI)

American Airlines 3258 Operated by /ENVOY AIR AS AMERICAN EAGLE

Embraer RJ145 | Food For Purchase | 80 % on time

Economy/Coach (G)

Seats Preview availability

Total distance 615 mi

Sat, Sep 12 Return to La Crosse



Best Value

5:53pm → 9:39pm 4h 46m, 1 stop
BWI LSE ORD

Hide flight details ↕ Satisfactory Flight (6.9 out of 10)

5:53pm → 7:09pm 2h 16m

From Baltimore (BWI) to Chicago (ORD)

American Airlines 3464 Operated by /ENVOY AIR AS AMERICAN EAGLE

Embraer RJ145 | Food For Purchase | 30 % on time

Economy/Coach (Q)

Seats Preview availability

Total distance 615 mi

Ⓞ 1h 18m stop
in Chicago (ORD)

8:27pm → 9:39pm 1h 12m

From Chicago (ORD) to La Crosse (LSE)

American Airlines 3347 Operated by /ENVOY AIR AS AMERICAN EAGLE

Embraer RJ145 | 60 % on time

Get \$100 off this trip
as a statement credit on your purchase of \$100 or more with the NEW Expedia[®]+ Voyager Card from Citi



Trip price: \$339.20

Statement credit: -\$100.00

Your cost after savings: \$239.20

Learn more and apply

Economy/Coach (Q)	
Seats	Preview availability
Total distance	222 mi

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Economy 2/4Door Car from Hertz
 1 car Kia Rio
 Counter in terminal

Book with flight and save \$140

Book later ~~±\$295~~
 Book with flight + \$95

Add to trip



Compact 2/4Door Car from Hertz
 1 car Ford Focus
 Counter in terminal

Book with flight + \$95

Add to trip



Midsize 2/4Door Car from Hertz
 1 car Hybrid Sedan| Toyota Corolla
 Counter in terminal

Book with flight and save \$151

Book later ~~±\$256~~
 Book with flight + \$105

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DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 GENERAL ADMISSIONS APPLICATION SHORT FORM

See Reverse for
 Privacy Act Statement

O.M.B. No. 1660-0100
 Expires November 30, 2016

SECTION I - GENERAL INFORMATION

1. DATE OF BIRTH (Mo, Day, Yr.) 01/18/1954		2. GENDER <input type="checkbox"/> FEMALE <input checked="" type="checkbox"/> MALE		3. U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PERMANENT RESIDENT		If No, City and Country of Birth:	
4. RACE (Please check all that apply) 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE 2. <input type="checkbox"/> ASIAN 3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN 4. <input checked="" type="checkbox"/> WHITE 5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER					4a. ETHNICITY <input type="checkbox"/> HISPANIC or LATINO <input type="checkbox"/> NOT HISPANIC or LATINO		
5. PLEASE PRINT YOUR NAME (Last, First, Middle, Suffix) DOMINICK DONALD A.					6. STUDENT IDENTIFICATION (SID) NUMBER 0000541053		
7. HOME MAILING ADDRESS (Street, avenue, road no., P.O. box/city or town, and zip code) 1750 PINE RIDGE DRIVE ONALASKA, WI. 54650				8. Work Phone Number: 608-781-9546		9. Home Phone Number: 734-368-3965	
				10. FAX Number: 608-781-9514		11. E-MAIL ADDRESS: DOMINICK@CITYOFONALASKA.COM	
12a. ENTER COURSE CODE AND TITLE R0120 EFOP SYMPOSIUM				12b. COURSE LOCATION NETC EMmitsBURG, MD		12c. DATE SEPT 10-12, 2015	
13. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL CONSIDERATION DURING YOUR ATTENDANCE IN TRAINING? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (If yes, indicate & describe any special considerations required on a separate sheet)							

SECTION II - EMPLOYMENT INFORMATION

14a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED CITY OF ONALASKA FIRE DEPARTMENT 415 MAIN STREET ONALASKA, WI. 54650		14b. NFIRS # (NFA ONLY) 32060	15. CURRENT POSITION AND NUMBER OF YEARS IN POSITION CHIEF OF DEPARTMENT 9 YEARS	
16. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION			16b. ORGANIZATION	16c. CURRENT STATUS
16a. JURISDICTION 1. <input type="checkbox"/> STATEWIDE 2. <input type="checkbox"/> COUNTY GOVERNMENT 3. <input checked="" type="checkbox"/> CITY/TOWN/VILLAGE 4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP 5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS) 6. <input type="checkbox"/> INDUSTRY/BUSINESS 7. <input type="checkbox"/> FOREIGN 8. <input type="checkbox"/> DHS/FEMA 9. <input type="checkbox"/> TRIBAL NATION			1. <input type="checkbox"/> ALL CAREER 2. <input type="checkbox"/> ALL VOLUNTEER 3. <input checked="" type="checkbox"/> COMBINATION	1. <input checked="" type="checkbox"/> PAID FULL TIME 2. <input type="checkbox"/> PAID PART TIME 3. <input type="checkbox"/> VOLUNTEER 4. <input type="checkbox"/> DISASTER RESERVIST

SECTION III - ENDORSEMENT AND CERTIFICATION

17a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (U.S.C. 1001).

17b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief officer or designee.

17c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

17d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC and NTF. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

18a. SIGNATURE OF APPLICANT <i>Donald A. Dominick</i>		18b. DATE 7/10/2015
19. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION (NOT REQUIRED FOR SELF STUDY PROGRAMS)		
By signing this application, I certify that my organization does not discriminate on the basis of age, gender, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees.		
19a. SIGNATURE <i>Donald A. Dominick</i>	19b. PRINTED NAME AND TITLE DONALD DOMINICK, FIRE CHIEF	19c. DATE 7/12/2015
20. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE (NOT REQUIRED FOR SELF STUDY PROGRAMS)		
20a. SIGNATURE AND DATE (State Office)		20b. SIGNATURE AND DATE (FEMA Regional Office)
21. SUBMIT APPLICATION TO APPROPRIATE SPONSOR		

22a. DISPOSITION

ACCEPTED REJECTED

22b. SIGNATURE OF REVIEWER

22c. DATE

EQUAL OPPORTUNITY STATEMENT

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

PRIVACY ACT STATEMENT

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.), Section 552a, for individuals applying for admission to NFA Or EMI.

AUTHORITY - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 *et seq.*; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121, *et seq.*; Title 44 U.S.C. Section 3101; Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

PURPOSES: To determine eligibility for participation in NFA and EMI courses. Information such as age, gender, and ancestral heritage are used for statistical purposes only.

USES: Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Board of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring states, local officials, or state agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

EFFECTS OF NONDISCLOSURE - Personal information is provided on a voluntary basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 6 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0100) NOTE: Do not send your completed form to this address.



U.S. Fire Administration

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Executive Fire Officer Program Symposium agenda: Sept. 10-12, 2015

The Executive Fire Officer Program (EFOP) Graduate Symposium is the official alumni weekend for the EFOP, providing an opportunity for over 3,500 alumni to return home to the National Fire Academy (NFA) in Emmitsburg, Maryland to network, learn, exchange information, and reinforce the knowledge, skills and abilities that are critical to Executive Fire Officers. This year's Symposium will focus on managing innovation and change.

[How to apply for the EFOP Symposium \(/training/nfa/programs/efop_symposium.html\)](#)

Sept. 9

Travel day and check-in for the EFOP Symposium.

Sept. 10

Time (EDT)	Presentation/Event	Presenter
8-8:15 a.m.	Introduction and administrative remarks	Kirby Kiefer, Cortez Lawrence and Trey Mayo
8:15-8:30 a.m.	General welcome and Big Data introduction	Denis Onieal
8:30-9 a.m.	U.S. Fire Administration update	Ernest Mitchell
9-9:20 a.m.	Applied Research Project: "Meeting the Needs of the Community: Exploring Employment Opportunities for People with Developmental/Intellectual Disabilities at South Metro Fire Rescue Authority"	Doug Bloomquist
9:20-10:10 a.m.	Big Data presentation #1	Michael Duyck
10:10-10:30 a.m.	Break	
10:30-11:20 a.m.	Big Data presentation #2: "Well Done Is Better Than Well Said"	Derrick Sawyer
11:20-11:40 a.m.	Applied Research Project: "EMS Under Fire: Developing an Active Shooter Incident Response Plan for the Manchester Fire-Rescue-EMS Department"	David C. Billings
11:40 a.m. - Noon	Chuck Chat #1: "Creating the Thinking Firefighter"	Richard Gasaway
Noon - 1 p.m.	Lunch	
1-1:50 p.m.	Big Data presentation #3	Charles Werner

Time (EDT)	Presentation/Event	Presenter
1:50-2:40 p.m.	Fire Technology Advances with NIST	Dan Madrykowski
2:40-5:05 p.m.	Change Management	Eddie Buchanan
6-9 p.m.	EFOP Graduate Symposium Banquet Emmitsburg Volunteer Ambulance Company Dress is semi-formal: Class A uniform or business attire	

Sept. 11

Sept. 10 (#Sept10) Sept. 12 (#Sept12)

Time (EDT)	Presentation/Event	Presenter
8-8:05 a.m.	Administrative remarks	Cortez Lawrence, Trey Mayo
8:05-8:20 a.m.	Section report	Patrick Kelley
8:20-9:10 a.m.	9/11 memorial service at the National Fallen Firefighters Memorial	
9:10-9:40 a.m.	Albuquerque - Next Chapter	Frank Soto
9:40-10:05 a.m.	Presentation to be announced	
10:05-10:25 a.m.	Chuck Chat #2: "I Can't Save You, But I Will Die Trying"	Burt Clark
10:25-10:45 a.m.	Break	
10:45-11:35 a.m.	Big Data presentation #4	William McDonald
11:35-11:55 a.m.	Applied Research Project: "The 'Plane' Truth: A Map that Identifies Infrastructure, Resources, Assets and Hazards at Dallas Love Field Airport Can Help Incident Commanders During Large-Scale Emergencies"	Lauren Johnson
11:55 a.m. - 1 p.m.	Lunch	
1-1:20 p.m.	Chuck Chat #3: "Quality Staffing without Quality Reduction"	John Clark
1:20-1:40 p.m.	Applied Research Project: "After The Disaster: Toward an Emotional and Spiritual Response for Wolfforth Fire and EMS"	Christopher Addington
1:40-2 p.m.	Chuck Chat #3: "Adaptive Challenges and Sexual Harassment"	Curtis Varone
2-2:30 p.m.	Break	
2:30-5 p.m.	9/11 panel	Michael Boyle, Glenn Joseph, Terry Shaffer, Jim Swartz, Rich Tobin, Chuck Burkell (facilitator)
6-8 p.m.	BBQ at the Log Cabin	

Sept. 12

Sept. 10 (#Sept10) Sept. 11 (#Sept11)

Time (EDT)	Presentation/Event	Presenter
8-8:05 a.m.	Administrative remarks	Cortez Lawrence, Trey Mayo
8:05-8:25 a.m.	Chuck Chat #5: Fire Chief Leadership Styles	John Moschella

Time (EDT)	Presentation/Event	Presenter
8:25-8:45 a.m.	Chuck Chat #6: Liberia, Post War and Ebola	John Butler
8:45-10:15 a.m.	The Station Fire	John Barylick
10:15-10:45 a.m.	Break	
10:45-11:05 a.m.	Chuck Chat #7: Defining Components of Authentic Firefighter Safety	David Matthew
11:05-11:25 a.m.	Chuck Chat #8: Open Records Laws and Terrorism	John Waters
11:25-11:30 a.m.	Closing and administrative remarks	Cortez Lawrence



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27th Executive Fire Officer Symposium: Sept. 10-12, 2015

Symposium registration closes July 15. [How to apply > \(#apply\)](#)

The Executive Fire Officer Program (EFOP) Graduate Symposium is the official alumni weekend for the EFOP, providing an opportunity for over 3,500 alumni to return home to the National Fire Academy (NFA) in Emmitsburg, Maryland to network, learn, exchange information, and reinforce the knowledge, skills and abilities that are critical to Executive Fire Officers.

[Symposium agenda \(/training/nfa/programs/efop_symposium_agenda.html\)](#)

This year's Symposium will focus on managing innovation and change. Presentations will cover:

- Data and data management for the fire service.
- Emergent issues and trends in the fire profession and public administration.
- Fire fatalities in places of assembly.
- Leadership experiences of leading practitioners.
- Lessons from 9-11 presented by leaders that dealt with the immediate and related response.
- Research concerning fire service doctrine.
- Trends and emergent issues in fire protection.

How to apply for the EFOP Symposium

The EFOP Symposium is open to alumni, faculty and fire service leaders and is free to attend. To apply, download the [General Admissions Application Short Form \(FEMA Form 119-25-2\)](#) ([/downloads/pdf/ff_119_25_2_75_5a.pdf](#)) PDF 234 KB and complete the application through block 18b.

Application tips

Block 6: enter your [FEMA Student Identification Number \(SID\)](#) (<https://cdp.dhs.gov/femasid>)

When completing the application to attend the EFOP Symposium, please enter this information in Blocks 12a-c:

- Block 12a: R0120 EFOP Symposium
- Block 12b: NETC Emmitsburg, Maryland
- Block 12c: Sept. 10-12, 2015

Mail your application to:

NETC Admissions Office
Attn: R0120 EFOP Symposium
16825 South Seton Ave., Building I
Emmitsburg, MD 21727

Applications can also be faxed to the Admissions Office at 301-447-1441.

Lodging, airport transportation and meals

- Attendance is limited to "first come, first serve" with priority for free housing going to EFOP alumni who meet the application deadlines.
- You are responsible for transportation costs: please don't book your travel plans until confirmation of your acceptance is received from our Admissions Office.
- We will provide free bus transportation to and from Baltimore Washington International (BWI) airport. Bus transportation information will be included in your welcome packet.
- You will need to cover the cost of your meal ticket at NETC. The cost is \$75.85.

CITY OF ONALASKA

Policy: Fair Labor Standards Act (FLSA) Policy

Policy Number: 3.02

Page: 1 of 4

Approved by Committee: 8/5/99, 3/9/00, 12/3/03, 8/4/04, 6/8/05, 8/8/12, 10/3/12, 1/2/13, 3/6/13

Approved by Council: 8/10/99, 3/14/00, 12/10/03, 8/10/04, 6/14/05, 8/14/12, 10/9/12, 1/8/13, 3/12/13

This policy defines the Fair Labor Standards Act (FLSA) exemptions as applied by the City of Onalaska, and defines the procedures, accrual, and use of overtime compensation and compensatory time, in addition to defining the procedures for payroll deductions pursuant to the Fair Labor Standards Act.

a. Overtime Compensation

Non-Exempt Employees: Employees are covered by the Fair Labor Standards Act (FLSA) and considered non-exempt unless their position meets one of the exempt definitions noted under "Exemption Determination Tests" and the activities directly and closely relate to such work. In order to comply with the FLSA, non-exempt employees will be paid overtime compensation of at least one and one-half (1-1/2) times the regular rate of pay for "*all hours worked*" in excess of forty (40) in a workweek. In order to receive overtime compensation, the employee must be "*suffered or permitted to work*".

- a. "All hours worked" does not include, for example, holidays, ~~vacations, personal days,~~ sick leave, or meals. View Policy 7.05 Vacation for review of vacation hours and calculation of overtime.
- b. To "suffer or permit to work" means that if the City requires or allows employees to work, the time spent is generally hours worked. Thus, time spent doing work not requested by the City, but still allowed, is generally hours worked, since the City knows or has reason to believe the employees are continuing to work and the City is benefiting from the work being done. (This is commonly referred to as "working off the clock".)
- c. Employees who are required to work with less than twelve (12) hours of notice to perform work in response to an emergency shall be paid at time and a half for those hours worked irrespective of all hours worked in the week.
 1. An *emergency* shall be defined as: a situation that poses an *immediate risk* to health, life, property or environment namely a situation that is: immediately threatening to life, health, property or environment; has already caused loss of life, health detriments, property damage or environmental damage; or has a high probability of escalating to cause immediate danger to life, health, property or environment.
- d. ~~On Call Pay - Utility employees who are required by the City to be on call and available for duty during non-scheduled working hours shall be paid an additional one hundred twenty-five dollars (\$125) per week for each week of on-call duty. Effective 1/1/16, utility employees will receive one (1) hour of pay for each day that an employee is "on call." Employees may not switch partial days of "on call" duty. All "on call" trades must be approved by the supervisor prior to any trade of "on call" days. View Policy 7.07 Holidays for review of holiday hours for on call employees and overtime.~~
- e. **Call-In** - A minimum of one (1) hour calculated at the rate of time and one-half (1-1/2) is guaranteed an employee who is requested to and actively returns to work at a time when he/she would not otherwise have to be on duty. The aforesaid call in provision does not apply where an employee is requested and actively reports for work any time within two (2) hours immediately preceding his/her regular starting time for work or when he/she is requested and continues to work later than his/her regular quitting time. Any employee called in shall be required to work the full one (1) hour.

Exempt Employees: The City positions that qualify as "exempt" are exempt from the overtime provisions of the FLSA, and overtime compensation is not required for hours worked.

Sworn Police and Fire Employees: Under Section 207(k) of the FLSA, employees engaged in fire protection or law enforcement activities with 28 consecutive day work periods are entitled to one and one-half times their regular rate of pay if they work excess hours. For fire protection employees, overtime

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Policy: Fair Labor Standards Act (FLSA) Policy

Policy Number: 3.02

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Approved by Committee: 8/5/99, 3/9/00, 12/3/03, 8/4/04, 6/8/05, 8/8/12, 10/3/12, 1/2/13, 3/6/13

Approved by Council: 8/10/99, 3/14/00, 12/10/03, 8/10/04, 6/14/05, 8/14/12, 10/9/12, 1/8/13, 3/12/13

must be paid for hours worked beyond 212 during the 28 day work period; for law enforcement employees, working more than 171 hours during the 28 day work period triggers the overtime premium.

Pursuant to the partial overtime exemption of Section 207(k) of the FLSA, a work period must be declared for employees engaged in law enforcement and fire protection. A work period is any established and regularly recurring period of work that is not less than 7 consecutive days and not more than 28 consecutive days. It is required that there be a notation on the payroll records that shows the work period for each employee that indicates the length of that period and the starting time, and should state that "*the schedule is being adopted pursuant to section 207(k) of the act and 29 C.F.R. Part 553*".

a. Overtime Utilization

Overtime hours worked by City employees will be held to a minimum, consistent with the needs of the City and service to all citizens. Each department shall be responsible for utilizing other alternatives prior to assigning overtime to employees. Overtime work should only be authorized in the event of an emergency or when service demands result in no other reasonable alternative. Careful oversight should be exercised by managers who authorize overtime work.

b. Working Time Limitations

All non-exempt employees are required to abide by the following:

- a. Work shall not be engaged preceding or following an employee's scheduled hours of work, unless directed to do so by their supervisor.
- b. Work shall not be taken home or engaged in at home unless directed to do so by a supervisor.
- c. Work shall not be engaged during any lunch period except at the direction of the employee's supervisor.
- d. All hours worked shall be documented on timesheets, and shall be verified with the employee's signature.
- e. All supervisors are responsible for reviewing and signing employee's timesheets to verify accuracy. An employee will be notified of any change on their time card within 5 days.

c. Compensatory Time

As added flexibility for state and local governments, the FLSA authorizes compensatory time (comp time) off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1-1/2) hours of compensatory time for each hour of overtime worked.

Non-Exempt Employees: Each non-exempt employee approved to receive compensatory time may accumulate FLSA overtime credit of not more than 40 hours. Non-exempt employees must be paid for FLSA overtime worked in excess of this limit. All compensatory time not used by December 1st of each year shall be paid to the employee during the final pay period of the year.

Utilization of Compensatory Time

The City encourages the use of compensatory time as soon after it is earned as possible. The use of compensatory time must be scheduled so as not to disrupt the work in the department. Compensatory time accrued in a non-exempt position for FLSA overtime worked must be paid upon termination of employment.

Compensatory time off is not a form of accrued paid leave that may be substituted for unpaid Family and Medical Leave (FMLA), pursuant to 29 CFR 825.207.

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Policy: Fair Labor Standards Act (FLSA) Policy

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Approved by Council: 8/10/99, 3/14/00, 12/10/03, 8/10/04, 6/14/05, 8/14/12, 10/9/12, 1/8/13, 3/12/13

d. Wage Deductions

Prohibited Wage Deductions: Improper wage deductions to exempt employees are prohibited by the City, pursuant to the FLSA. Deductions are *not permitted* for the following:

- a. Absences occasioned by the City or by the operating requirements of the City;
- b. Absences caused by jury duty;
- c. Absences caused by attendance as a witness, where an employee is under a subpoena to be present in court;
- d. Temporary military leave.

The City may offset any amount received by an employee as jury fees, witness fees, or military pay for a particular week against the salary due for that particular week, without loss of the employee's salaried status. Exempt employees will not be deducted wages for jury duty in a week in which the employee performs any work.

Complaint Procedure: Improper wage deductions are prohibited by the City. However, in the event an exempt employee is inappropriately deducted wages or desires to file an internal wage and hour complaint, the employee shall notify their supervisor or department head immediately. The supervisor will work with Payroll or Human Resources to investigate the complaint and/or to resolve the improper deduction and appropriately reimburse employees.

Permitted Wage Deductions: The following deductions from wages are allowed under the FLSA without affecting an exempt employee's salaried status:

- a. Deductions from pay on *any basis* (i.e. by the day or even part of a day):
 - Deductions for infractions of safety rules of major significance (i.e. those relating to the prevention of serious danger in the workplace or to other employees).
- c. Deductions from pay on an *hour-for hour basis*:
 - Absence for any hours taken as intermittent or reduced FMLA leave within a workweek.
- e. Deductions from pay for *partial days*:
 - Absence when accrued leave was not permitted, used or has been exhausted.
 - Absence when the employee chooses to use unpaid leave.
 - Absence for a budget required reason.
- d. Deductions from pay in increments of *one or more full days*:
 - Absence for personal reasons (other than sickness or disability).
 - Absence occasioned by sickness or disability (including work-related accidents) if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary occasioned by such sickness or disability.
 - Deductions for unpaid disciplinary suspensions for infractions of workplace conduct rules [i.e. sexual harassment, workplace violence] imposed pursuant to City written policy applicable to all employees.
- e. Deductions for full-workweek suspensions, regardless of the reason.

e. Recordkeeping Requirements

Non-Exempt Employee Records: The following records are required (per US Dept of Labor 29 CFR 516.2 and DWD 272.11 Wisconsin Administrative Code) to be maintained for non-exempt employees:

- a. Full name (as used to for social security recordkeeping purposes);
- b. Home address, including zip code;
- c. Date of birth and sex;
- d. Occupation;

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Policy: Fair Labor Standards Act (FLSA) Policy

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Approved by Committee: 8/5/99, 3/9/00, 12/3/03, 8/4/04, 6/8/05, 8/8/12, 10/3/12, 1/2/13, 3/6/13

Approved by Council: 8/10/99, 3/14/00, 12/10/03, 8/10/04, 6/14/05, 8/14/12, 10/9/12, 1/8/13, 3/12/13

- e. Date of entering and leaving employment;
- f. Time of day and day of week on which the employee's workweek begins;
- g. Starting time and ending time of each employee's work period;
- h. Hours worked each workday and total hours worked each workweek;
- i. Time of beginning and ending of meal periods if employees' meal periods are required or such meal periods are to be deducted from work time.
- j. Regular hourly rate of pay for any workweek in which overtime compensation is due;
- k. Total daily or weekly straight-time earnings or wages due for hours worked during the workday or workweek;
- l. Total premium pay for overtime hours;
- m. Total additions to, or deductions from, wages paid each pay period and the reason for each addition or deduction;
- n. Total wage paid each pay period;
- o. Date of payment and the pay period covered by payment;
- p. Total compensatory hours earned, and used, each workweek or work period for each employee;
- q. Number of hours of compensatory time paid in cash, including the total amount paid and the date of payment;
- r. Any oral or written agreement regarding the earning and utilization of compensatory time off.

Exempt Employee Records: The same records as indicated above, with the exception of the records relating to payment and hours worked (j. – l.), must be kept for exempt employees. Additionally, records must be kept that detail the basis on which employees are paid.

Record Preservation: The following records shall be preserved by the City for *three years*:

- a. Payroll records;
- b. Certificates, collective bargaining agreements, and individual contracts;
- c. Sales and purchase records.

The following records shall be preserved by the City for *two years*:

- a. Employment and earnings records;
- b. Wage rate tables;
- c. Order, shipping, and billing records;
- d. Records of additions to or deductions from wages paid.

f. Exemption Determination Tests

Exemptions from both the minimum wage and overtime pay requirements of the Fair Labor Standards Act for any employee in a bona fide executive, administrative, learned or creative professional, computer, outside sales, or highly compensated employee position shall be determined by Human Resources. All other employees shall be non-exempt. Each department head shall be advised of those determinations which apply to its employees.

Labor Agreements

Those protective service employees who are subject to comprehensive collective bargaining agreement as negotiated or are regulated by the Police & Fire Commission, shall be exempt from the provisions of these rules that are inconsistent with such agreements or other regulations.

CITY OF ONALASKA

Grade 25

Position: Parks & Recreation Director
Location: City Hall

Department: Parks & Recreation
Supervisor: Mayor
Classification: Salaried Exempt

Page: 1 of 3

Approved by F & P Committee: 3/6/02, 2/2/05
Approved by Council: 3/12/02, 2/8/05, 2/25/13

Under the administrative supervision of the Mayor, an employee in this classification is responsible for planning, organizing, supervising and controlling all Municipal Parks and year-round Recreation programs and operations. Coordinates Park and Recreation Programs and facilities with schools and other community recreation and beautification programs. This position works closely with the Park & Recreation Board and provides regular reports on programming and parks. This includes but is not limited to the maintenance of existing parks and programs but the planning and maintenance of future parks and programs. Work is reviewed for program efficiency and needs.

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. Plans, organizes and directs a diversified recreation program to insure the needs of the public are being met in an efficient and effective manner while allowing, supporting and encouraging new programs.
- B. Responsible for long range and master plan for the acquisition of park property as required. Gathers, interprets, and prepares data for studies, reports and recommendations. Provides input into the design of Parks. Plans, budgets and schedules work to efficiently achieve objectives. Regularly maintains contact with the Park & Recreation Board and the public to identify problems and maintenance needs. Determines priority and assigns work to most effectively utilize employees and equipment. Coordinates department activities with other departments and agencies as needed.
- C. Plans, organizes, attends Park & Recreation Board meetings, attends Common Council meetings, directs departmental public relations, marketing, and promotions; communicates and publicizes availability of facilities and recreation programs.
- D. Develops and maintains an effective organization. Develops plans to meet projected staffing needs, obtains approval for positions as necessary, selects proper training of employees, ensures safety standards are being met and maintained, and ensures effective utilization of all department personnel.
- E. Ensures proper utilization and maintenance of all department equipment. Determines equipment needs and develops recommendations for Board and/or Council action. Supervises the development and implementation of proper preventive maintenance programs and ensures proper use and prompt repair of all equipment. Prepares specifications and bid documents for major equipment purchases.
- F.
- G. Performs required administrative duties including: budget preparation, budget review, assures effective and efficient use of materials, facilities, and time, grant writing and personnel related issues. Performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control, and prepares annual budget requests.
- H. Reviews and recommends the approval of plans and specifications developed for construction projects.
- I. Oversees the operations of the swimming pool, including the maintenance of the pool, hiring and training of seasonal pool staff.
- J. Responsible for maintaining current knowledge of all matters relating to the Department through training and continuing education.
- K. Directs, supervises and coordinates the maintenance of the buildings, facilities and grounds related to the Park & Recreation Department. Coordinates Park maintenance activities with other City operations. Works with other departments to achieve the most effective overall utilization of

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CITY OF ONALASKA

Grade 25

Position: Parks & Recreation Director
Location: City Hall

Department: Parks & Recreation
Supervisor: Mayor
Classification: Salaried Exempt

Page: 2 of 3

Approved by F & P Committee: 3/6/02, 2/2/05
Approved by Council: 3/12/02, 2/8/05, 2/25/13

employees and equipment. Also coordinates with the consulting engineers and outside contractors on Park related projects.

- L. Schedules and runs various physical and cultural activities throughout the year.

RELATED JOB FUNCTIONS:

- A. Acts as the City of Onalaska Website Administrator.
- B. Attends meetings and/or seminars as required and/or requested.
- C. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management tasks as assigned.
- D. Acts as the Park & Recreation representative for Onalaska Enrichment Cooperation (OEC).
- E. Maintains harmony among workers and resolves problems.
- F. 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 to be completed as scheduled or requested.

Deleted: <#>City of Onalaska Website Administrator.¶

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

- A. Excellent interpersonal and communication skills in order to maintain satisfactory relationships with city officials, subordinates and the general public.
- B. Excellent communication skills in order to express ideas clearly and concisely, both orally and in writing.
- C. Excellent organization and time management skills.
- D. Knowledge and experience in aquatic management operations.
- E. Ability to plan, assign and direct the work of a number of subordinates.
- F. Knowledge of recreation concepts and program delivery.
- G. Knowledge of concession and ice arena operations.
- H. Knowledge of State and Local bidding requirements.
- I. Ability to operate a variety of office machines, including typewriter, computer, phone/mobile phone, adding machine, fax machine, and copier.
- J. Excellent computer skills, including Microsoft Word and Excel.
- K. Knowledge and understanding of the budget process.
- L. Ability to understand and read maps, site plans, legal descriptions, blueprints, and basic construction.
- M. Knowledge of how to use basic hand tools (hammers, wrenches, etc)
- N. 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.

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TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor of Science Degree in Parks and Recreation Administration, or related field.
- B. A minimum of three (3) years supervisory and administrative experience required.
- C. AFO or CPO certification preferred or have the ability to obtain certification within twelve (12) months of hire date.
- D. Valid driver's license.
- E. Experience in grant writing.

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and

CITY OF ONALASKA

Grade 25

Position: Parks & Recreation Director
Location: City Hall

Department: Parks & Recreation
Supervisor: Mayor
Classification: Salaried Exempt

Page: 3 of 3

Approved by F & P Committee: 3/6/02, 2/2/05
 Approved by Council: 3/12/02, 2/8/05, 2/25/13

- training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reads and writes.
- D. Reaches shoulder height frequently as well as reaches above and below shoulder height.
- E. Occasional bending.
- F. Ability to sustain prolonged visual concentration
- G. Seventy-five (75%) percent of workday spent sitting.
- H. Fifteen (15%) percent of work day spent walking.
- I. Ten (10%) percent of workday is spent standing.
- J. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- K. Walking, running, jumping, dodging obstacles, crawling, climbing, dragging, pushing/pulling objects.
- L. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- M. All percentages above could vary, depending upon duties performed that day.
- N. Ability to climb ladders and stairs to various heights.
- O. Must be able to work in adverse weather conditions, very hot or cold weather conditions.
- P. An employee in this position is routinely involved in physical labor and is required to lift maintenance equipment, supplies, construction equipment or other items which weigh up to 100 pounds. The employee must traverse uneven ground and bend and stoop repetitively. The employee may be required to operate heavy equipment, motor vehicles or snow removal equipment for long periods of time.
- Q. Percentages of time sitting, standing, walking and driving may vary depending on the task performed and the time of year.

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Percent of 8 Hour Day:

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

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Grade 26

Position: City Engineer/Director of Public Works
Location: City Hall

Department: Engineering
Supervisor: Mayor
Classification: Salaried Exempt

Page: 1 of 4

Approved by F & P Committee: 12/7/05
Approved by Council: 12/13/05

Under the administrative direction of the Mayor, an employee in this position oversees a multi-functional department that includes the Engineering department as well as the Street and Utilities departments while performing civil and environmental engineering duties as needed. Work is performed according to established guidelines and verbal and/or written instructions. Work is performed in an office setting or in the field as required. *Position is subject to 24-hour callout as needed.*

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. Plans and schedules work to efficiently achieve objectives. Regularly inspects streets and maintains contact with department supervisors to identify problems and maintenance needs. Determines priority and assigns work to most effectively utilize employees and equipment.
- B. Provides direction and assistance as necessary and inspects progress to ensure proper completion of projects. Coordinates projects with other City departments, State and County agencies, and elected officials.
- C. Receives and responds to public complaints, concerns and inquiries regarding street maintenance and projects.
- D. Develops plans to meet projected staffing needs, obtains approval for positions as necessary, selects proper training of employees, to insure that safety standards are being met and maintained, and ensures effective utilization of all department personnel.
- E. Ensures proper utilization and maintenance of all department equipment. Determines equipment needs and develops recommendations for Board of Public Works and/or Council action. Supervises the development and implementation of proper preventive maintenance programs and ensures proper use and prompt repair of all equipment.
- F. Prepares bid specifications, cost estimates, assessments and other bid documents for purchase of major equipment and construction projects. Reviews bids and makes recommendations on award of contracts. Coordinates, reviews and administers project progression. Negotiates change orders.
- G. Participates in the planning, design, interpretation and implementation of construction projects and public work projects.
- H. Reviews and provides comments on utility and street plans from developer.
- I. Manages engineering projects within the city including, but not limited sanitary sewer, storm sewer, water mains, street, zoning maps, and house numbers.
- J. Plans and oversees improvements, retrofits and maintains projects to new and existing storm water management facilities. Inspects existing storm water facilities for maintenance, a minimum of once annually; prepares budget requests for storm water facilities. Maintains system of cost recovery for new storm water facilities and determines storm water utility charges.
- K. Completes census bureau information along with conducting traffic studies and traffic counts.
- L. Drafts legal descriptions of easements, right-of-ways, annexations and city boundaries.
- M. Calls out work crews for emergencies for the Street and Utility Departments under adverse weather conditions and/or other emergency situations, as required or necessary.
- N.
- O. Works with adjoining communities and DNR on compliance with requirements for the NR216 regulations.
- P. Reviews and approves erosion control plans and stormwater management plans for proposed developments.

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Deleted: <#>Prepares bid specifications and bidding of construction projects. ¶

Deleted: <#>. Coordinates projects with other City departments, State and County agencies, and elected officials. Prepare bid proposals, cost estimates and assessments. Reviews bids and makes recommendations on award of contract. Coordinates, reviews and administers project progression. Negotiates change orders.¶ Responsible for

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Deleted: Plan and oversee improvements, retrofits, and maintenance projects to existing stormwater facilities.

Deleted: <#>Plan new storm water management facilities.¶ <#>Maintain system of cost recovery for new stormwater facilities and determine storm water utility charges.¶ Inspect existing stormwater facilities for maintenance, a minimum of once annually.

Deleted: Make recommendations on maintenance needed, and prepare budget requests.¶

CITY OF ONALASKA

Grade 26

Position: City Engineer/Director of Public Works
Location: City Hall

Department: Engineering
Supervisor: Mayor
Classification: Salaried Exempt

Page: 2 of 4

Approved by F & P Committee: 12/7/05
Approved by Council: 12/13/05

- Q. Attends Board of Public Works, Plan Commission, Plan-Sub Committee, Stop Sign Evaluation Committee, Common Council and other meetings as required. Attends meetings with other agencies, municipalities and others outside the City as required or necessary.
- R. _____
- S. Oversees the repair and maintenance of all City owned vehicles, street lights, signed lights, cemetery, waysides, and snow removal.
- T. Coordinates Street and Utility department activities with other City operations. Works with other departments to achieve the most effective overall utilization of employees and equipment. Also coordinates with the consulting engineers and outside contractors on Street/Utility related projects.
- U. Develops annual operating budgets for: street, sewer, water, storm water, cemetery, engineering and capital improvements. Controls costs within approved budgets, ensures accurate equipment maintenance and supervises the purchasing of required supplies. Monitors and approves expenditures and ensures that inventories are properly maintained and controlled.
- V. Performs required administrative duties. Ensures accurate employee time records, and prepares and supervises the preparation of required reports. Evaluates sub-ordinate personnel through performance reviews and handles other human resource related items.

Deleted: Prepare for City meetings including agenda preparation and a

Deleted: <#>Review plans and specifications for construction projects.¶ Oversees, plan, and design public works projects within the City.

Deleted: <#>Responsible for maintaining current knowledge of all matters relating to the Department through training and continuing education. ¶

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Deleted: <#>Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work as needed or requested. Assistance is given to others and special projects to be completed as scheduled or requested.¶ <#>Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.¶ <#>Stay current on technology advances relative to engineering. ¶

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. Responsible for maintaining current knowledge of all matters relating to the Department through training and continuing education.
- C. Stays current on technology advances relative to engineering.
- D. 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.
- E. Other duties as required or assigned.

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

- A. Knowledge of the principles and techniques of planning, organizing, and implementing municipal services.
- B. Ability to prepare reports and present them in a manner, which may be clearly understood by the public, government officials, and other employees.
- C. Strong oral and written communication skills.
- D. Excellent organization skills, including the ability to maintain records and files, and prepare reports from such information.
- E. Ability to operate general office equipment (copier, fax, computer, telephone/cell phone, calculator, etc.) required.
- F. Knowledge of, and ability to use, Computer Aided Design (CAD), Geographical Information Systems (GIS) and other environmental or civil engineering software programs..
- G. Knowledge in applied environmental or civil engineering concepts, project design, and preparation of engineering drawings and construction specifications to acceptable standards.
- H. Ability to operate technical equipment used within department.

CITY OF ONALASKA

Grade 26

Position: City Engineer/Director of Public Works
Location: City Hall

Department: Engineering
Supervisor: Mayor
Classification: Salaried Exempt

Page: 3 of 4

Approved by F & P Committee: 12/7/05
 Approved by Council: 12/13/05

- I. Ability to perform manual work which requires exposure to environmental factors such as irate individuals, intimidation, temperature variations or extremes, machinery, electrical currents, traffic hazards, and/or dust. This exposure may cause some discomfort and presents a risk of injury.
- J. Ability to maintain a professional demeanor and establish effective working relationships with public, associates, and staff; to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time, and be flexible.
- K. Ability to work on multiple tasks, establishing priorities for work and procedure to follow.
- L. Good knowledge of environmental safety practices and techniques in compliance with state and federal standards and regulations.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree in Civil Engineering with emphasis on environmental engineering and registration as a licensed professional engineer in Wisconsin required, or ability to obtain such registration within twelve months of employment.
- B. A minimum of four (4) years' experience in municipal government.
- C. A minimum of three (3) years' experience supervising a department or entity.
- D. Valid driver's license with good driving record.

Deleted: degree

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PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Reads and writes.
- C. Reaches shoulder height frequently as well as reaches above and below shoulder height.
- D. Occasional bending and stooping.
- E. Ability to sustain prolonged visual concentration.
- F. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- G. All percentages above could vary, depending upon duties performed that day.
- H. Must be able to work in adverse weather conditions, very hot or cold weather conditions.
- I. Frequent twisting.
- J. Lifts 50 lbs or less and carries 20 lbs or less various weights. Fifty (50%) of workday spent sitting.
- K. Thirty (30%) of work day spent walking.
- L. Twenty (20%) of workday spent standing.

Deleted: ¶

Percent of 8 Hour Day:

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

CITY OF ONALASKA

Grade 26

Position: City Engineer/Director of Public Works
Location: City Hall

Department: Engineering
Supervisor: Mayor
Classification: Salaried Exempt

Page: 4 of 4

Approved by F & P Committee: 12/7/05
Approved by Council: 12/13/05

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Grade 18

Position: Human Resources Director
Location: City Hall

Department: Human Resources
Supervisor: Mayor
Classification: Salaried Exempt

Deleted: Specialist

Page: 1 of 4

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10
Approved by Council: 3/11/03, 8/9/05; 11/8/05, 8/14/07, 4/13/10

Under administrative supervision of the Mayor, an employee in this position is primarily responsible for planning, organizing, directing, implementing and evaluating employee relations and human resource policies, programs and practices. This position administers the benefits, labor contracts and compensation for the City. This position also monitors safety policies, worker's compensation, and assists department heads in employee matters. The Human Resources Director is required to attend the meetings of the Finance & Personnel, Common Council, Police & Fire Commission, and other meetings as assigned.

ESSENTIAL JOB FUNCTIONS:

Deleted: Under supervision of the Mayor, the Human Resources Specialist plans, organizes, and directs personnel programs, policies, and administration of benefits, labor contracts, and compensation.

- A. Develops and implements City personnel policies, procedures, and standards. Ensures compliance with applicable ordinances, statutes, and rules and regulations.
- B. Acts as a liaison in labor contract negotiations, administers labor contracts, and represents the City in grievance arbitration. Performs research and compiles information in preparation for negotiations.
- C. Responds to, investigates, and documents employee relations issues including, but not limited to, employee complaints, harassment allegations, and civil rights complaints.
- D. Monitors wages and benefits for comparison purposes to maintain the compensation study for the City of Onalaska to attract and retain talented employees as directed by the Mayor and Common Council.
- E. Develops and administers the City's safety program. Serves as Safety Committee chairperson, creates agenda's, runs meetings, assists supervisors in ensuring employees are working safely and encouraging a safe work environment.
- F. Serves as the City's Affirmative Action Officer, ADA Coordinator, Safety/OSHA Coordinator, COBRA Administrator, Ethical Standards Coordinator, and FMLA Administrator. Prepares and files mandatory reports and letters, and maintains required records and logs.
- G. Prepares and maintains Human Resource budget, approves expenditures. Prepares all wages sheets and insurance spreadsheets for the City budget.
- H. Consults with Department Heads regarding employment policies, discipline, and other employment matters. Plans and conducts training for all personnel on employment-related matters including, but not limited to, personnel policies, hiring, discipline, safety, and employment law.
- I. Maintains personnel, medical, and safety records in compliance with applicable legal requirements. Processes employee paperwork in a timely fashion.
- J. Conducts recruitment effort for all full-time and regular part-time personnel. Assists Department Heads with the recruitment process, including preparation of postings and advertisements; screening applications; administration of employment tests; conducting interviews; negotiating terms of employment, and conducting reference and background checks. Inputs all new hire information into the payroll system.
- K. Conducts new employee orientation for all full-time and regular part-time personnel; includes review of policies, insurance and benefits, and new hire paperwork. Coordinates arrival and set up of new employees with Department Heads.
- L. Assists Police and Fire Commission with interviewing and hiring practices and disciplinary issues for the City police and fire departments.
- M. Develops new job descriptions as required, reviews and revises existing job descriptions as needed.
- N. Maintains Personnel Policy Manual; updates existing and develops new policies as needed or required.
- O. Manages workers' compensation program including filing claims, monitoring losses, maintaining records and evaluating cost of insurance. Communicates regularly with insurance provider regarding claims.

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CITY OF ONALASKA

Grade 18

Position: Human Resources Director
Location: City Hall

Department: Human Resources
Supervisor: Mayor
Classification: Salaried Exempt

Deleted: Specialist

Page: 2 of 4

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10
Approved by Council: 3/11/03, 8/9/05; 11/8/05, 8/14/07, 4/13/10

- P. With the Finance Director, evaluates the cost of the City's insurance policies, including but not limited to, health, dental & workers' compensation. With the Finance Director, makes recommendations for change.
- Q. Keeps records of unemployment claims, and represents the City in unemployment compensation hearings.
- R. Conducts exit interviews, COBRA notification, and manages the separation process. Provides reference information on past employees and verifies of employment on current employees.
- S. Attends and participates as a non-voting member of the Finance and Personnel Committee, Common Council, Police and Fire Commission and other meetings as necessary. Prepares Personnel and Police and Fire Commission agendas.

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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. Plans and executes employee events and celebrations as needed.
- C. Performs payroll functions as necessary. Payroll duties may include reviewing time sheets, data entry, verification of employment, distribution of checks, reconciliation and preparation of reports.
- D. Participates in the local and national SHRM chapters to maintain knowledge of laws and training for position.
- E. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
- F. Performs other duties as required or assigned.

Deleted: <#>Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.¶
<#>Plans and executes employee events and celebrations as needed. ¶
<#>Acts as a backup for the office clerical support in the City Clerk's suite.¶
<#>Performs payroll functions as necessary. Payroll duties may include inputting employee information, reviewing time sheets, data entry, verification, printing and distribution of checks, reconciliation and preparation of reports. ¶
<#>Participates in the local and national SHRM chapters to ensure keeping up on laws and training for position.¶
<#>Performs other duties as needed or assigned.¶

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

- A. Considerable knowledge of Human Resource practices and applicable laws: understanding of OSHA laws and safety practices, workers compensation laws, EEO, ADA, FMLA, and unemployment laws.
- B. Excellent organizational skills.
- C. Ability to maintain applicable records and develop reports. Able to write clearly, concisely and accurately on memos, letters, legal documents.
- D. Understanding of developing strong policies and procedures.
- E. Knowledge of budget practices.
- F. Ability to supervise, train, and direct staff on personnel policies and procedures, and employment laws.
- G. Ability to communicate and listen effectively with people at various levels both within and outside the City.
- H. Ability to maintain effective working relationships with fellow employees and deal courteously and tactfully with other governmental agencies and the general public. Ability to maintain confidentiality.
- I. Excellent computer skills, specifically in Microsoft Word and Excel.
- J. Ability to operate a variety of office machines, including phone/mobile phone, computer, calculator, fax machine, and copier.

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Deleted: <#>Understanding of OSHA laws and safety practices, workers compensation laws, EEO, ADA, FMLA, and unemployment laws.¶

CITY OF ONALASKA

Grade 18

Position: Human Resources Director
Location: City Hall

Department: Human Resources
Supervisor: Mayor
Classification: Salaried Exempt

Deleted: Specialist

Page: 3 of 4

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10
 Approved by Council: 3/11/03, 8/9/05; 11/8/05, 8/14/07, 4/13/10

K. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree in Human Resources, or equivalent knowledge of personnel functions and employment laws.
- B. Three or more years' experience in Human Resources including interviewing, collective bargaining, training, compensation and benefit programs, and workers compensation.
- C. Experience conducting employment interviews and disciplinary conferences.
- D. Experienced in Microsoft Office, email, websites, and the internet. Experience with budgets,
- E. Valid driver's license.
- F. Preference for PHR certification (Professional in Human Resources) or SHRM-CP (Society for Human Resource Certified Professional) certification.

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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.
- 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. Eighty (80) percent of work day spent sitting.
- 10. Ten (10) percent of work day spent walking.
- 11. Ten (10) 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
<u>Sedentary 0 - 10# max</u>	•			
<u>Light Freq. to 10# -20#max</u>		•		
<u>Medium Freq. to 25#-50# max</u>			•	
<u>Heavy Freq. to 50#-100# max</u>				•
<u>Very Heavy Freq. over 50+# - 100+#</u>				•

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Signature of Employee

Date

CITY OF ONALASKA

Grade 18

Position: Human Resources Director
Location: City Hall

Department: Human Resources
Supervisor: Mayor
Classification: Salaried Exempt

Deleted: Specialist

Page: 4 of 4

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10
Approved by Council: 3/11/03, 8/9/05; 11/8/05, 8/14/07, 4/13/10

Signature of Employer

Date

CITY OF ONALASKA

Grade 23

Position: Financial Services Director
Location: City Hall

Department: Finance
Supervisor: Mayor
Classification: Salaried Exempt

Page: 1 of 4

Approved by F & P Committee: December 8, 2004
Approved by Council: December 14, 2004

Revision approved by Committee: February 7, 2007
Revision approved by Council: February 13, 2007

Under general supervision of the Mayor, the Financial Services Director is responsible for the preparation and maintenance of the City budget, investment of City funds, bond issues, related state and federal reports, purchasing, city computer programs, related policies and procedures, claims against the City, and bid specification and process. This position also monitors insurance policies, worker's compensation and liability claims, and assists department heads in writing and administering grant applications. The Financial Services Director performs the responsibilities of the office of City Treasurer as set forth in Wisconsin Statute §62.09 (9).

ESSENTIAL JOB FUNCTIONS:

CITY OF ONALASKA

Grade 23

Position: Financial Services Director
Location: City Hall

Department: Finance
Supervisor: Mayor
Classification: Salaried Exempt

Page: 2 of 4

Approved by F & P Committee: December 8, 2004
Approved by Council: December 14, 2004

Revision approved by Committee: February 7, 2007
Revision approved by Council: February 13, 2007

- A. Responsible for the preparation, planning, and implementation of the annual City budget; coordinates these efforts with all City departments; prepares ordinance/resolutions relating to finances and City budget; prepares City financials for annual audit.
B. Establishes and maintains a central accounting system for city government and departments in a manner consistent with accepted municipal accounting principles and practices; prepares, maintains and retains financial documents for the City.
C. Collects all city, school, county, and state taxes, mobile home taxes and special assessments/charges; reconciles said taxes and assessments/charges.
D. Prepares monthly and year-to-date financial statements for distribution to all city departments and public officials.
E. Oversees the city payroll. Responsible for all state and federal requirements/compliance issues in reporting earnings information for City.
F. Manages and invests city funds (under regulation of state statutes); deposits all funds of the City in the public depositories designated by the City.
G. Prepares, submits, monitors, and maintains all financial reports including, but not limited to, the city's budget, payroll, taxes, assessments, and investments.
H. Administers the City's purchasing process; develops policies and guidelines for departments. Maintains policies for collection and disbursement of City funds.
I. Evaluates and makes recommendations regarding the City water and sewer rates.
J. Prepares bond issues and specifications; monitors and maintains required records related to bond issues.
K. Reconciles all City financial funds including, but not limited to: deposits, payments, collections, taxes, insurance premiums and submits appropriate payments, reports statements of such.
L. Assists other departments in submission of grant applications, grant reporting, and grant closures.
M. Evaluates costs of the City's insurance policies including, but not limited to, health, dental, worker's compensation, liability, automobile, and property. Makes recommendations for change and maintains all related records.
N. Oversees the day-to-day operations of the information technology department.
O. Attends Finance and Personnel, Utilities and Mass Transit, Board of Public Works (voting member), and Common Council meetings monthly. Attends other meetings as required.
P. Evaluates and makes recommendations on claims against the City. Seeks outside counsel when appropriate.
Q. Provides necessary financial data for the collective bargaining process and compensation packages.
R. Oversees the day-to-day operations of the Assessor's office; responsible for completing required financial assessment forms.

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Deleted: Maintains the City's computer systems. Acts as liaison to contracted service firm. Assists department heads in evaluating programs and hardware. Makes recommendations for change

Deleted: Maintains policies for collection and disbursement of City funds.

Deleted: <#>Deposits all funds of the City in the public depositories designated by the City. ¶

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Deleted: <#>Acts as a member of the City's Emergency Operations Team and is responsible for emergency management tasks as assigned. ¶ Submits and reconciles monthly insurance premium payments.

CITY OF ONALASKA

Grade 23

Position: Financial Services Director
Location: City Hall

Department: Finance
Supervisor: Mayor
Classification: Salaried Exempt

Page: 3 of 4

Approved by F & P Committee: December 8, 2004
Approved by Council: December 14, 2004

Revision approved by Committee: February 7, 2007
Revision approved by Council: February 13, 2007

- R. Administers Onalaska/Holmen/West Salem Shared Ride Program for all State and Federal Grant reporting guidelines and compliance; completes Federal Transit Authority (FTA) Triennial review and Wisconsin Department of Transportation (WISDOT) issues as outlined by FTA and WISDOT.
- S. Coordinates the bidding process and prepares and reconciles all grant reporting documents and guidelines for the Refuse/Recycling Program.
- T. Maintains all related financial records, documents, and compliance issues for the Community Development Authority, Onalaska Enhancement Foundation and Gundersen Lutheran Parking Ramp.
- U. Administers discipline and grievance processes within the Finance Department.

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Deleted: <#>Performs other duties as needed or assigned.¶

RELATED JOB FUNCTIONS:

- A. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management 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. Other duties as required or assigned.

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

- A. Ability to analyze financial data, balance accounts, compile reports, and make recommendations required.
- B. Knowledge of GAAP and GASB systems. Excellent math and account balancing skills required
- C. Knowledge of applicable state and federal laws concerning municipal borrowing and investments; knowledge of bonding and arbitrage requirements.
- D. .
- E. 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.
- F. Ability to operate various office machines including, but not limited to, copier, fax machine, computer, calculator, and telephone.
- G. Proficient in Microsoft Excel and Word; knowledge of Microsoft Office, email, internet and computerized accounting software. Prefer experience in network administration.
- H. Ability to establish and maintain effective working relationships with the general public as well as City employees.
- I. Knowledge of grant processes; knowledge of Federal Transit Authority regulations and requirements.
- J. Knowledge of purchasing and capital improvement practices.

Deleted: Financial Director by state statute.

Deleted: <#>Must be bondable according to state statutes and must maintain bondable status.¶ <#> Knowledge of bonding requirements and arbitrage ¶

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TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree in Public Accounting, Accounting, Finance or related program with three years of municipal accounting experience, or Associate degree in Accounting or Public Accounting with five or more years of municipal accounting experience required.
- B. Must be bondable according to state statutes and must maintain bondable status.
- D. C. Experience in customer service. Experience handling cash and conducting business transactions required. Experience in network administration preferred. A valid driver's license.

CITY OF ONALASKA

Grade 23

Position: Financial Services Director
Location: City Hall

Department: Finance
Supervisor: Mayor
Classification: Salaried Exempt

Page: 4 of 4

Approved by F & P Committee: December 8, 2004
 Approved by Council: December 14, 2004

Revision approved by Committee: February 7, 2007
 Revision approved by Council: February 13, 2007

PHYSICAL REQUIREMENTS:

- A. Frequently sits at keyboard.
- B. Frequent twisting and bending.
- C. Reads and writes.
- D. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- E. Occasional bending and climbing up and down stairs or on ladders.
- F. Occasionally lifts and carries less than (50) pounds.
- G. Pushes and pulls office equipment up to (30) pounds within the office area.
- H. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- I. Seventy (70) percent of work day spent sitting.
- J. Fifteen (15) percent of work day spent walking.
- K. Fifteen (15) percent of work day spent standing.
- L. All percentages above could vary, depending upon duties performed that day.

Deleted: <#>Frequent twisting and bending. ¶
 <#>Reaches above and below shoulder height. ¶
 <#>Ability to lift 50+ pounds occasionally. ¶
 <#>Ability to push and pull office equipment. ¶
 <#>Ability to sit at keyboard frequently. Sitting tasks occupy approximately 70% of 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+#				⋮

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Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Grade 17

Position: Municipal Court Supervisor
Location: City Hall

Department: Municipal Court
Supervisor: Mayor/Municipal Judge
Classification: Salaried Exempt

Page: 1 of 3

Approved by F & P Committee: March 2, 2005
Approved by Council: March 8, 2005

Revisions approved: 5/2/07, 5/6/09
Revisions approved: 5/8/07, 5/12/09

Under the administrative direction of the Mayor and Municipal Judge, the Municipal Court Supervisor is responsible for the operations of the Joint Municipal Court to meet goals as set by the Joint Municipal Court Committee.

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. Oversees all Municipal Court processes for the Joint Municipal Court.
- B. Supervises all Municipal Court staff, including but not limited to the evaluation and discipline of staff as necessary. Trains municipal court staff and interns as required.
- C. Maintains and oversees the general administration of the Court, including but not limited to, the preparation of legal documents, court dockets and forms, intake/payment plan agreements, and general correspondence. Ensures all documents and procedures necessary are completed before, during and after court.
- D. Enters and maintains accurate data in the Municipal Court software system and Department of Transportation website, including but not limited to, pleas and dispositions, convictions, payments, citations, warrants, fines, and community service agreements.
- E. Responsible for the Municipal Court budget and expenditures and timely execution of all citations based on the Coulee Region Joint Municipal Court Administrative Policy and Procedure Manual, State Statutes, and local ordinances.
- F. Reconciles monthly all citations and payments through the Municipal Court software system for joint municipal court, reconciles monthly T.R.I.P. (tax intercept program), collection agency, and any other payments; provides reconciliation reports to the Finance Department, Corresponds and relays information to other agencies as required.
- G. Maintains files for joint municipal court accounts receivable and corresponds with Finance Department for debt certification.
- H. Directs and resolves all Joint Municipal Court inquiries and issues from both internal and external parties. Responds to all questions in a professional and prompt manner.
- I. Supervises the operation of all communication systems in the Court office, including but not limited to computers and fax machines.
- J. Manages the flow of all information for the Court, including calendars, schedules, meetings, records, and files in order to ensure an efficient and accurate process; responsible for the recording system in the courtroom.
- K. Attends Joint Municipal Court Committee meetings at a minimum of quarterly and/or as necessary to administrate and operate the Joint Municipal Court. Responsible for reporting all necessary progress and process updates to the Committee monthly or as needed. Participates actively in sub-committees of the Joint Municipal Court Committee as necessary.
- L. ✓
- M. ✓

Deleted: Administers discipline and grievance processes.

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Deleted: Update records when payments are received through collection agency, in house or by Tax Intercept.

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Deleted: Responsible for attending courses and training to stay current on changing rules and regulations in the court system, and to run community programs.

Deleted: Performs other duties as needed or assigned.

RELATED JOB FUNCTIONS:

- A. Responsible for attending courses and training to stay current on changing rules and regulations in the court system, and to run community programs.
- B. Attends the yearly District 7 Municipal Clerks Meeting and other meetings as requested or required.

CITY OF ONALASKA

Grade 17

Position: Municipal Court Supervisor
Location: City Hall

Department: Municipal Court
Supervisor: Mayor/Municipal Judge
Classification: Salaried Exempt

Page: 2 of 3

Approved by F & P Committee: March 2, 2005
Approved by Council: March 8, 2005

Revisions approved: 5/2/07, 5/6/09
Revisions approved: 5/8/07, 5/12/09

- 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. Other duties as required or assigned.

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

- A. Ability to work on multiple tasks establishing priorities for work and procedure to follow.
B. Excellent computer skills required. Experience using Microsoft Office, internet, and email required as well as other office equipment such as a copy machine, computer, calculator, fax machine, and phone.
C. Excellent oral and written communication skills required.
D. Ability to establish and maintain effective working relationships with the City employees and the general public.
E. Ability to maintain detailed and accurate records and files, and the ability to draft and maintain reports from such information; excellent organization skills required.
F. Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions and procedural manuals.
G. Knowledge of local ordinances and state statutes; court processes and procedures.
H. Ability to maintain confidentiality.
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.

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TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. High school diploma or equivalent required.
B. Associate degree in paralegal or legal secretary program, or equivalent combination of education and experience.
C. One (1) to three (3) years experience in an office environment and experience in budgeting and accounting.
D. Experience creating reports from multiple sources and balancing such data at specified intervals required.
E. Valid driver's license required.

Deleted: <#>Bachelor's degree or equivalent in Legal Studies, Political Science, or Business management is preferred.¶

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PHYSICAL REQUIREMENTS:

- A. Frequently sits at keyboard.
B. Frequent twisting.
C. Reads and writes.
D. Occasional bending or stooping and climbing up and down stairs or ladders.
E. Frequently reaches to, above, and below shoulder height.
F. Lifts and carries less than thirty (30) pounds.
G. Pushes and pulls office equipment up to thirty (30) pounds within the office area.
H. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
I. Fifty (50%) percent of workday spent sitting.

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CITY OF ONALASKA

Grade 17

Position: Municipal Court Supervisor
Location: City Hall
Page: 3 of 3

Department: Municipal Court
Supervisor: Mayor/Municipal Judge
Classification: Salaried Exempt

Approved by F & P Committee: March 2, 2005 Revisions approved: 5/2/07, 5/6/09
 Approved by Council: March 8, 2005 Revisions approved: 5/8/07, 5/12/09

- J. Twenty-five (25%) percent of work day spent walking.
- K. Twenty-five (25%) percent of workday is spent standing.
- L. 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	:	v		
Light Freq. to 10# -20#max		•		
Medium Freq. to 25#-50# max			•	
Heavy Freq. to 50#-100# max				•
Very Heavy Freq. over 50+# - 100+#				•

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Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Grade 20

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Position: Tourism Director
Location: City Hall
Page: 1 of 4

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 stimulate economic development and tourism. The director will facilitate an active relationship with hotels/restaurants and attractions in the City of Onalaska. 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.

Deleted: further the objectives of the

Deleted: Tourism Commission.

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. Directs and implements marketing and advertising campaigns by assembling and analyzing sales data; prepare marketing and advertising strategies, plans, and objectives; and plans and organizes promotional presentations; works closely with hotels/motels, restaurants, and other attractions to develop and implement tourism marketing and advertising strategies.
B. Directs and supervises functions of Tourism Commission personnel; this includes but is not limited to preparation of work schedules, performance evaluations, and hiring and interviewing staff.
C. Organizes various media information and makes affordable and effective media buys to promote tourism in the City.
D. Performs 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. Communicates 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.
E. Facilitates an active relationship with hotels, bike shops, restaurants, and other tourism related businesses and organizations.
F. Develops, organizes, and oversees the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs; represents the City in joint planning sessions to establish regional tourism activities; serves on local committees that enhance tourism and foster economic development.
G. Develops, implements and performs sales initiatives and activities required for all designated assets/products.
H. Performs accounting functions, including preparation of the Tourism annual budget, and maintaining tourism budget. Collects, reviews, and submits all bills for payment to City Hall according to established guidelines. Works closely with Finance Department to bill out to business/organizations who owe the Commission. Maintains office petty cash box according to established procedures.
I. Prepares and implements 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.
J. Implements cooperative advertising programs integrating the tourism related segments that exist within the City of Onalaska and La Crosse County.
K. Promotes attractions and community events to visitors; responds to requests for visitor-related and tourism information.

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CITY OF ONALASKA

Grade 20

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Position: Tourism Director
Location: City Hall
Page: 2 of 4

Department: Tourism
Supervisor: Mayor
Classification: Salaried Exempt

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

- L. Prepares and implements 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; analyzes the success of marketing and promotional strategies.
- M. Assists and coordinates with the Parks and Recreation Director to synchronize the sales and marketing of City events in various publications, organizations, and media outlets.
- N. Conducts or causes to be conducted, a survey of local visitor/tourism businesses to evaluate programs and how to improve the promotion of the city/area and increase leisure travel market share once every three years.
- O. Develops relationships with national, international and regional tourism based publications and writers, tours operators and travel agents.
- P. Conducts or causes 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.
- Q. Attends meetings, seminars, conventions, and workshops to further knowledge and stay informed of changes in the tourism industry as well as to network and exchange information with other tourism entities. Responsible for ensuring tourism staff also receives the same opportunities.
- R. _____

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Deleted: 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.

RELATED JOB FUNCTIONS:

- A. Acts 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. Oversees 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 and monitors the flow of new web content. Oversees the coordination with the web maintenance provider to create a bi-monthly report on the effectiveness of the website.
- E. Reviews and promotes event publicity; coordinates special events. Ensures contact is given with event sponsors before, during, and after events by the department.
- F. Attends and actively participates in the Onalaska Area Business Association (OABA); assists OABA with any tourism related functions as necessary.
- G. Ensures advertising history files and archives are kept updated.
- H. 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.
- I. Other duties as requested or assigned.

Deleted: <#>Be proficient in Onalaska and La Crosse County geography, history, lodgin facilities, and existing visitors' information and attractions and the Omni Center facilities.¶

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

- A. Be proficient in Onalaska and La Crosse County geography, history, lodging facilities, existing visitors' information and attractions and the Omni Center facilities.
- B. Ability to write a marketing plan, strategic marketing session outcome report, quantifiable survey questions, and an annual report; knowledge of how to statistically analyze a survey.
- C. Ability to design and compose publications.
- D. Knowledge of the budget process.
- E. Excellent oral and written communication skills; excellent organization and time management skills; excellent team building and teamwork skills.

CITY OF ONALASKA

Grade 20

Deleted: 19

Position: Tourism Director
Location: City Hall
Page: 3 of 4

Department: Tourism
Supervisor: Mayor
Classification: Salaried Exempt

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

- F. Knowledge of the principles and techniques of selling, planning, formulation, developing, implementation of marketing for tourism-related events.
- G. Ability to work on multiple tasks establishing priorities for work and procedures to follow; ability to comprehend maps and provide directions.
- H. Ability to compile and create financial and statistical information and reports.
- I. Excellent computer skills particularly in Microsoft Office products, content management systems, internet, and email; ability to operate office equipment including copier, computer, telephone/mobile phone, calculator, and fax machine.
- J. Ability to maintain records and files, and prepare and present reports from such information.
- K. Ability to attend community events, Ability to maintain a professional demeanor and establish effective working relationships with the public, associates, hoteliers, businesses, 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.

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TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree or equivalent in marketing, public relations/communication, hospitality or other closely related field is required.
- C. Requires a minimum of two (2) to four (4) years of experience in marketing, hospitality sales, travel, or public relations. Previous experience in a Convention and Visitors Bureau is highly desirable.
- D. Previous experience with an advertising agency and/or with media negotiations is helpful.
- E. Requires one (1) to three (3) years of previous supervisory experience.
- F. Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities.
- G. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.
- H. Valid driver's license.

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Deleted: Must have experience working independently and with little supervision.

PHYSICAL REQUIREMENTS:

- A. Frequently sits at keyboard.
- B. Frequent twisting.
- C. Reads and writes.
- D. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- E. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- F. Occasionally lifts and carries up to fifty (50) pounds.
- G. Reaches shoulder height frequently as well as reaches above and below shoulder height occasionally.
- H. Occasional bending and climbing up and down stairs or on ladders.
- I. Pushes and pulls office equipment up to thirty (30) pounds.
- J. Ability to sustain prolonged visual concentration.
- K. Forty (40%) percent of workday spent sitting.
- L. Thirty (30%) percent of work day spent walking.
- M. Thirty (30%) percent of workday is spent standing.
- N. All percentages above could vary, depending upon duties performed that day.

Deleted: Ability to exert variable physical effort. May involve some lifting, carrying, pushing and pulling.

Percent of 8 Hour Day:

	67 - 100	34 - 66	6 - 33	0 - 5
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CITY OF ONALASKA

Grade 20

Deleted: 19

Position: Tourism Director
Location: City Hall
Page: 4 of 4

Department: Tourism
Supervisor: Mayor
Classification: Salaried Exempt

Approved by F & P Committee: January 4, 2006
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	<u>Consistent</u>	<u>Frequent</u>	<u>Occasionally</u>	<u>Rarely</u>
<u>Sedentary 0 - 10# max</u>	⋮			
<u>Light Freq. to 10# - 20# max</u>		⋮		
<u>Medium Freq. to 25# - 50# max</u>			⋮	
<u>Heavy Freq. to 50# - 100# max</u>				⋮
<u>Very Heavy Freq. over 50+# - 100+#</u>				⋮

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Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Grade 30

Position: Fire Chief
Location: Fire Department

Department: Fire
Supervisor: Mayor
Classification: Salaried Exempt

Page: 1 of 4

Approved by Police & Fire Commission: November 7, 2005 Revision approved by Commission: 8/29/06, 2/6/08
Approved by F & P Committee: January 4, 2006 Revision approved by Committee: 9/6/06, 2/6/08
Approved by Council: January 10, 2006 Revision approved by Council: 9/12/06, 2/12/08

Under the direction of the Mayor, this position directs and sets goals and objectives and oversees all department operations. The Chief is responsible for managing the physical facilities and equipment; promoting fire prevention; developing and improving the City firefighting and emergency medical response; improving the City firefighting forces with methods and techniques of firefighting and fire prevention; and making major changes in procedures and organization. The Chief also provides information to the Common Council, business groups, service organizations, special committees, including but not limited to state and national fire service direction and policy through input to the appropriate fire service organization.

This position is appointed by the Police and Fire Commission and supervises all employees hired by the Police and Fire Commission that serve as employees of the Onalaska Fire Department.

ESSENTIAL JOB FUNCTIONS:

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

- A. Plans, reviews, and coordinates departmental activities with the Mayor, Department Heads, the Police and Fire Commission, and other appointed and elected officials.
- B. Supervises the day-to-day activities of fire department officers and staff; evaluates and monitors fire department policies and procedures.
- C. Monitors the planning, organization, and conduct of activities related to the provision of emergency medical services and disaster management, including readiness planning.
- D. Monitors the planning, organization, and conduct of fire suppression activities, including readiness planning for man-made or natural disasters in the City of Onalaska and neighboring municipalities.
- E. Monitors the planning, organization, and conduct of departmental activities related to the inspection of properties for fire hazards and code enforcement, arson prevention and investigation, fire prevention and community education.
- F. Responsible for the recruitment and retention of firefighter personnel; evaluates personnel, administers discipline and grievance processes within the Fire Department.
- G. Monitors the planning, organization, conduct, and evaluation of departmental training activities of personnel.
- H. Represents the fire department at meetings and hearings conducted by other governmental bodies and agencies on matters directly related to the department's operations; provides liaison with other organizations and groups on matters related to the department's operations.
- I. Attends professional conferences; participates in continuing education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.
- J. Maintains appropriate records and prepare reports. Supervises and assures maintenance of equipment.
- K. Prepares, reviews, approves, and submits the fire department's annual operating budget for consideration by the Mayor and Common Council; and supervises expenditures of departmental appropriations.
- L. Develops and annually reviews the department's long-range plan for capital improvements, including the acquisition of capital equipment and fiscal requirements associated with such a plan.
- M. Develops, coordinates, and annually reviews assistance agreements entered into with other jurisdictions.
- N.

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Deleted: Respond to fire alarms and other calls for assistance as needed; direct use of departmental equipment and resources, including personnel

CITY OF ONALASKA

Position: Fire Chief
Location: Fire Department

Department: Fire
Supervisor: Mayor
Classification: Salaried Exempt

Page: 2 of 4

Approved by Police & Fire Commission: November 7, 2005
Approved by F & P Committee: January 4, 2006
Approved by Council: January 10, 2006

Revision approved by Commission: 8/29/06, 2/6/08
Revision approved by Committee: 9/6/06, 2/6/08
Revision approved by Council: 9/12/06, 2/12/08

- O. Serves as Co-City Emergency Management Director.
P. _____

Deleted: <#>¶
Other duties as requested or assigned.

RELATED JOB FUNCTIONS:

- A. Responds to fire alarms and other calls for assistance as needed; directs use of departmental equipment and resources, including personnel.
B. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
C. Other duties as requested or assigned.

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

- A. Knowledge of tactics, techniques, and equipment commonly used to contain and extinguish fires.
B. Knowledge of conditions and events that produce fire and characteristics associated with different kinds of fires.
C. Knowledge of water supply, gas, electrical, mechanical, hydraulic systems, and fire protection systems (hydrants, sprinklers, alarms).
D. Knowledge of national standards, state laws and administrative codes related to the prevention of fires and procedures for inspection and enforcement.
E. Knowledge of fire investigation procedures and techniques including, but not limited to, evidence collection and searches.
F. Knowledge of emergency medical services including their organization and management, accepted procedures and practice, and the training of emergency medical technicians.
G. Knowledge of methods used to deal with hazardous or life threatening situations, including those associated with the storage and transportation of flammable liquids, gases, chemicals, petroleum products, combustible and other hazardous materials; building construction materials; vehicle, railroad and pipeline accidents; medical emergencies; natural and man-made disasters.
H. Knowledge of municipal administration including the structure and functions of city government; principles of management; budget planning and control; purchasing; personnel management and labor relations; performance evaluation; public relations.
I. Ability to evaluate staff subordinates in a fair and equitable manner, recommending commendations and administering discipline as necessary.
J. Ability to offer budgetary documentation to the City's governmental authorities within the guidelines of the city structure; ability to support and defend the recommended operating budget of the department.
K. Ability to delegate authority to appropriate staff subordinates monitoring adherence to established fire policies and departmental procedures.
L. Skill in dealing with the public and department personnel firmly and courteously and to establish effective working relationships with the public, news media, city officials, outside agencies and others.
M. Knowledge of the role and responsibilities of a Police and Fire Commission in Wisconsin.
N. Knowledge of PCs including Microsoft Office, email, and internet, as well as other applications in fire service management.

Deleted: <#>Bachelors degree in Fire Service or a closely related field supplemented by the completion of other college level courses in public or business administration or a related field; or equivalent combination of experience. Masters Degree in Public Administration, Business Administration, or related field is desired, as is related course work at the National Fire Academy. ¶
<#>Ten (10) years of progressively responsible experience in the fire service, including five (5) years of supervisory experience and five (5) years experience in emergency management; or equivalent combination of work experience. ¶
<#>State of Wisconsin (WI) or International Fire Service Accreditation Congress (IFSA) Fire Officer II or III, and State of Wisconsin (WI) or International Fire Service Accreditation Congress (IFSA) Fire Instructor II or III. ¶
<#>Graduate of or currently enrolled in the National Fire Academy's Executive Fire Officer (EFO) program is preferred but not required. ¶

CITY OF ONALASKA

Position: Fire Chief
Location: Fire Department

Department: Fire
Supervisor: Mayor
Classification: Salaried Exempt

Page: 3 of 4

Approved by Police & Fire Commission: November 7, 2005 Revision approved by Commission: 8/29/06, 2/6/08
Approved by F & P Committee: January 4, 2006 Revision approved by Committee: 9/6/06, 2/6/08
Approved by Council: January 10, 2006 Revision approved by Council: 9/12/06, 2/12/08

- O. Skills in the preparation and interpretation of complex oral and written communications, policy development and in all aspects of public speaking.
- P. Ability to perform all functions required for the classification of Assistant Chief.
- Q. Skills in successfully recruiting, testing, selecting, training, and supervising fire fighters and officers.
- R. Skills in the effective use of appropriate disciplinary methods and the fair, impartial enforcement of fire department rules.
- S. Ability to operate a variety of office machines and equipment, including phone/mobile phone, computer, calculator, fax machine, radio, mobile data terminal (MDT), electronic monitoring equipment, pager, medical and fire apparatus/equipment.
- T. 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.

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TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree in Fire Service or a closely related field supplemented by the completion of other college level courses in public or business administration or a related field; or equivalent combination of experience. Master's Degree in Public Administration, Business Administration, or related field is desired, as is related course work at the National Fire Academy is required.
- B. Ten (10) years of progressively responsible experience in the fire service, including five (5) years of supervisory experience and five (5) years' experience in emergency management; or equivalent combination of work experience.
- C. State of Wisconsin (WI) or International Fire Service Accreditation Congress (IFSAC) Fire Officer II or III, and State of Wisconsin (WI) or International Fire Service Accreditation Congress (IFSAC) Fire Instructor II or III.
- D. Graduate of or currently enrolled in the National Fire Academy's Executive Fire Officer (EFO) program is required.
- E. A valid State of Wisconsin driver's license is required.
- F. Residence in City of Onalaska (as required by ordinance).

Deleted: <#>A valid Wisconsin drivers license is required. ¶ Residence in City of Onalaska (as required by ordinance).

PHYSICAL REQUIREMENTS

- A. Frequently sits at keyboard.
- B. Frequent twisting.
- C. Reads and writes.
- D. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- E. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- F. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- G. Reaches shoulder height frequently as well as reaches above and below shoulder height.
- H. Occasional bending and climbing up and down stairs or on ladders.
- I. Ability to sustain prolonged visual concentration:
- J. Moderate, short, to intermittent use of equipment and ability to react with sudden movements, which may involve heavy to very heavy demands:
- K. Ability to sustain prolonged visual concentration
- L. Seventy-five (75%) percent of workday spent sitting.

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CITY OF ONALASKA

Position: Fire Chief
Location: Fire Department

Department: Fire
Supervisor: Mayor
Classification: Salaried Exempt

Page: 4 of 4

Approved by Police & Fire Commission: November 7, 2005 Revision approved by Commission: 8/29/06, 2/6/08
 Approved by F & P Committee: January 4, 2006 Revision approved by Committee: 9/6/06, 2/6/08
 Approved by Council: January 10, 2006 Revision approved by Council: 9/12/06, 2/12/08

- M. Fifteen (15%) percent of work day spent walking.
- N. Ten (10%) percent of workday is spent standing.
- O. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- P. 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. over 50+# - 100+# max				*

 Signature of Employee

 Date

 Signature of Employer

 Date

CITY OF ONALASKA

Grade 30

Position: Chief of Police
Location: Police Department

Department: Police
Supervisor: Mayor
Classification: Salaried Exempt

Page: 1 of 4

Approved by Police & Fire Commission: November 7, 2005
Approved by F & P Committee: January 4, 2006
Approved by Council: January 10, 2006

This position holds the highest-level management position within the Police Department and is ultimately responsible for the complete control, operation, and representation of the City's police department and its employees. Work involves supervising departmental activities; formulating and enforcing department rules of conduct and policies; coordinating departmental activities with outside agencies; preparing and justifying departmental budgets; making recommendations for hiring, promotions, commendations, and discipline; setting individual and departmental goals and objectives; and representing both the City and the department to the general public, governmental agencies, news media, etc. Work is performed under the general direction of the Mayor.

This position is appointed by the Police and Fire Commission and supervises all employees hired by the Police and Fire Commission to serve as employees of the Onalaska Police Department.

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. Oversees all activities of the department for adherence to established policies and work methods.
- B. Performs or directs the performance of tasks related to fiscal, personnel, property, and records management and other administrative tasks.
- C. Counsels, guides, and leads departmental personnel in handling various police functions.
- D. Develops and projects a good public image of the department and its employees with the general public, other law enforcement agencies, governmental officials, and the news media.
- E. Coordinates departmental activities with other governmental agencies in the apprehension of felons, improvement of police services, and the solving of criminal cases.
- F. Assigns subordinate staff members to various positions within the department to utilize their areas of expertise and promote career development.
- G. Prepares, reviews, approves, and submits police department annual operating budget for consideration by the Mayor and Common Council and supervises expenditures of departmental appropriations.
- H. Develops rules of conduct, policies, mission statements, goals and objectives and work procedures to be followed by members of the department based on trends in city government, law enforcement requirements and city growth patterns.
- I. Attends meetings of the City Common Council, as well as meetings of the Police and Fire Commission and other committees of jurisdiction.
- J. Represents the police department to residents, businessmen, social agencies, criminal justice agencies, and other groups.
- K. Actively participates in Community Policing programs.
- L. Develops and annually reviews the department's long-range plan for capital improvements, including the acquisition of capital equipment and fiscal requirements associated with such a plan.
- M. Develops, implements, and periodically reviews programs of instruction designed to equip department personnel with the knowledge and skills needed to perform the tasks they are assigned.
- N. Serves as Co-City Emergency Management Director.

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RELATED JOB FUNCTIONS:

- A. Attends professional conferences; participates in continuing education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.

Deleted: <#>Other duties may be required and assigned.¶
<#>¶

CITY OF ONALASKA

Position: Chief of Police
Location: Police Department

Department: Police
Supervisor: Mayor
Classification: Salaried Exempt

Page: 2 of 4

Approved by Police & Fire Commission: November 7, 2005
Approved by F & P Committee: January 4, 2006
Approved by Council: January 10, 2006

- B. Responds to police calls for assistance as needed; directs use of departmental equipment and resources, including personnel.
- 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.
- D. Other duties as required or assigned.

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

- A. Extensive knowledge of modern and progressive police methods, practices and technologies as related to the present established department and future growth trends.
- B. Extensive knowledge of pertinent federal, state and local laws and ordinances, court decisions and police problems relating to the administration of criminal justice and law enforcement.
- C. Extensive knowledge of the methods and practices of police administration.
- D. Knowledge of municipal administration including the structure and functions of city government; principles of management; budget planning and control; purchasing; personnel management and labor relations; performance evaluation; public relations.
- E. Knowledge of computer systems and other methods of collating and analyzing data.
- F. Knowledge of police investigation procedures and techniques including, but not limited to, evidence collection and searches.
- G. Ability to delegate authority to appropriate staff subordinates monitoring adherence to established police policies and departmental procedures.
- H. Ability to evaluate staff subordinates in a fair and equitable manner, recommending commendations and administering discipline as necessary.
- I. Ability to plan, recommend and support major and minor changes within the department, the city and police science fields to improve police protection and public safety.
- J. Ability to analyze police problems and formulate policies and procedures as appropriate.
- K. Knowledge of the role and responsibilities of a Police and Fire Commission in Wisconsin.
- L. Ability to offer budgetary documentation to the City's governmental authorities within the guidelines of the city structure; ability to support and defend the recommended operating budget of the department.
- M. Ability to perform all functions required for the classification of Assistant Chief.
- N. Skill in dealing with the public and department personnel firmly and courteously and to establish effective working relationships with the public, news media, city officials, outside agencies and others.
- O. Skills in the effective use of appropriate disciplinary methods and the fair, impartial enforcement of police department rules.
- P. Skill in the preparation and interpretation of complex oral and written communications; policy development and skill in all aspects of public speaking.
- Q. Skills in successfully recruiting, testing, selecting, training, and supervising all staff.
- R. Ability to operate a variety of office machines and equipment, including phone/mobile phone, computer, calculator, fax machine, radio, mobile data terminal (MDT), electronic monitoring equipment, pager, and firearms, tactical equipment, etc.

Deleted: Captain

CITY OF ONALASKA

Position: Chief of Police
Location: Police Department

Department: Police
Supervisor: Mayor
Classification: Salaried Exempt

Page: 3 of 4

Approved by Police & Fire Commission: November 7, 2005
 Approved by F & P Committee: January 4, 2006
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S. Ability to maintain a professional demeanor: calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree in Criminal Justice or a closely related field; or equivalent combination of experience from an accredited college or university in addition to extensive law enforcement experience in police supervision, administration or a related field. Master's Degree in Public Administration, Business Administration, or related field is desired; related course work at the FBI National Academy, Senior Management Institute of Police (PERF), Southern Police Institute Administrative Officers Course, Northwestern Staff & Command, or Executive Development Institute Program (State of Wisconsin program) is preferred.
- B. Ten (10) years of progressively responsible experience in the police service, including five (5) years of supervisory experience and five (5) years' experience in emergency management; or equivalent combination of work experience.
- C. Certified or the ability to be certified as a law enforcement officer by the Wisconsin Law Enforcement Training Standards Board within one year of employment.
- D. Valid State of Wisconsin Driver's License required.
- E. Residence in City of Onalaska (as required by ordinance).

Deleted: The position of Police Chief requires a b

PHYSICAL REQUIREMENTS:

- A. Frequently sits at keyboard.
- B. Frequent twisting.
- C. Reads and writes.
- D. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- E. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- F. Ability to exert variable physical effort from sedentary to heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- G. Reaches shoulder height frequently as well as reaches above and below shoulder height.
- H. Occasional bending and climbing up and down stairs or on ladders.
- I. Ability to sustain prolonged visual concentration
- J. Seventy-five (75%) percent of workday spent sitting.
- K. Fifteen (15%) percent of work day spent walking.
- L. Ten (10%) percent of workday is spent standing.
- M. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements, which may involve heavy to very heavy demands.
- N. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, physically controlling another person, pushing/pulling objects or people.
- O. All percentages above could vary, depending upon duties performed that day.

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Percent of 8 Hour Day

	67 – 100%	34 – 66%	6 – 33%	0 – 5%
	Consistently	Frequently	Occasionally	Rarely

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CITY OF ONALASKA

Position: Chief of Police
Location: Police Department

Department: Police
Supervisor: Mayor
Classification: Salaried Exempt

Page: 4 of 4

Approved by Police & Fire Commission: November 7, 2005
Approved by F & P Committee: January 4, 2006
Approved by Council: January 10, 2006

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+# max				*

Deleted: f

Signature of Employee

Date

Signature of Employer

Date