

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Finance & Personnel Committee
DATE OF MEETING: March 2, 2016 (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 2016
5. City General Fund Financials for 2016
6. Update regarding the closing of the Safe Drinking Water Loan on April 13, 2016.
7. Authorization to approve a sponsorship/donation from the Tourism Fund to the following:
 - a. Onalaska Community Days \$5,000
 - b. Celebrate Onalaska \$6,893
 - c. 3 Rivers Roleo \$3,000
 - d. Centering Onalaska \$5,000
8. Authorization for the Onalaska Fire Department to purchase safety equipment (non-budgeted items), using the sale of old fire equipment sold in 2015, funds currently in the undesignated fund balance of the Equipment Replacement Fund.

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

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

Notices Mailed To:

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

Date Notices Mailed and Posted: 2-25-16

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.

9. Authorization to accept the grant in the amount of \$4,000 from the Wisconsin Department of Transportation for squad video system, a 75/25 match.
10. Authorization to accept the grant in the amount of \$10,000 from the Wisconsin Department of Transportation for seat belt enforcement, a 75/25 match.
11. Vehicle purchases through the State Procurement:
 - a. ¾ ton pickup with plow (street/cemetery)
 - b. ½ ton pickup (utility)
 - c. Light truck/SUV (utility)
12. Authorization to proceed with a request for proposals for replacement of City Hall Common Council Chambers Audio/Video Equipment
13. Consideration and possible action regarding the termination of the Collection Services Agreement on or before July 31, 2016 with Credit Bureau Data

PERSONNEL

1. Review and consideration to apply for funding from the Southwest Wisconsin Building Inspectors Association (SWWBIA) in the amount of \$500 to hire a temporary seasonal employee within the Inspection Department.
2. Review and consideration of out of state travel for Tony Hilton, Corey Yonkovich and Cory Taylor to attend Crude By Rail Emergency Response Training in Pueblo, Colorado on April 4 through April 6, 2016.
3. Review and consideration of out of state travel for Brian Everson to attend Challenges for Local Training Officers in Emmitsburg, Maryland on May 29 through June 3, 2016.
4. Review and consideration of new policy 4.12 Emergency Closing Policy.
5. Review and consideration of changes to the following job descriptions:
 - a. Patrol Officer job description.
 - b. DARE/GREAT Officer job description.
 - c. Police Liaison job description.
 - d. K-9 Patrol Officer job description.
 - e. Investigator job description.
 - f. Sergeant job description.
 - g. Professional Standards Sergeant job description.
 - h. Assistant Police Chief job description.
6. Review and consideration of Human Resource 2015 Annual Report.
7. **Closed Session:** To consider a motion to convene in Closed Session under Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:
 - IAFF, International Association of Firefighters, Local 4169

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

Adjournment



City of Onalaska

Balance Sheet Report

Account Summary

As Of 01/31/2016

F-4

Account	Name	Balance
Fund: 640 - OMNI CENTER		
Assets		
640-11100	CASH	-135,338.08
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	63,699.42
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:	-51,890.96
		<u>-51,890.96</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	1,616.27
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 01/31/2016

Account	Name	Balance
640-21581	SUPPORT PAYMENTS	0.00
640-21700	ACCRUED WAGES	0.00
640-21800	ACCUMULATED EMPLOYEE BENEFIT (VAC	6,519.55
640-21820	ACCUMULATED EMPLOYEE BENEFIT (SICK	3,481.63
640-21900	LIQUOR SALES	3,089.02
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	2,550.00 <i>OK</i>
640-23421	SECURITY DEPOSITS - SPRING	4,182.50 <i>OK</i>
640-23422	SECURITY DEPOSITS - FALL	4,510.00 <i>OK</i>
640-23423	SECURITY DEPOSIT - SPORTS & ADVENT.	0.00
640-23424	SECURITY DEPOSIT - WEDDING EXPO	0.00
640-23425	SECURITY DEPOSITS - SERV./EQUIP./PROI	1,590.00 <i>OK</i>
640-25100	DUE TO GENERAL FUND	0.00
640-26101	DEFERRED REVENUE	0.00
640-29000	LOAN PAYABLE TO TOURISM	0.00
640-29001	LOAN PAYABLE TO CITY	0.00
640-29002	LEASE PAYABLE	0.00
640-29204	BONDS PAYABLE 1993	0.00
640-29207	BONDS PAYABLE 1994	0.00
640-29210	BONDS PAYABLE 1995	0.00
640-29213	BONDS PAYABLE 1996	0.00
640-29216	BONDS PAYABLE 1997	0.00
640-29219	BONDS PAYABLE 1998	0.00
640-29221	DEF. LOSS ON EARLY RET.	0.00
640-29222	1998 REFUNDING L.R.B.I.	0.00
640-29224	BONDS PAYABLE - 2002	0.00
640-29225	BONDS PAYABLE - 2006	0.00
640-29226	S.T.F.L. LOAN - 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
	Total Liability:	27,538.97

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	-105,926.13
640-34141	SURPLUS/DEFICIT	0.00
640-34148	RESERVED RETAINED EARNINGS	0.00
	Total Beginning Equity:	-105,926.13
Total Revenue		60,855.19
Total Expense		34,358.99
Revenues Over/Under Expenses		26,496.20
	Total Equity and Current Surplus (Deficit):	-79,429.93
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>-51,890.96</u>



Budget Report

Account Summary

For Fiscal: 2016 Period Ending: 01/31/2016

		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	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46716	RECR FEES >AGE 18	2,600.00	2,600.00	0.00	0.00	-2,600.00	100.00 %
640-00000-46741	ICE RENTAL INCOME (NONTAXABLE)	128,864.00	128,864.00	38,208.91	38,208.91	-90,655.09	70.35 %
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	98,906.00	98,906.00	4,083.00	4,083.00	-94,823.00	95.87 %
640-00000-46744	CONCESSION REV. (TAXABLE)	50,000.00	50,000.00	8,312.56	8,312.56	-41,687.44	83.37 %
640-00000-46745	CATERING REVENUE -(TAXABLE)	8,000.00	8,000.00	291.27	291.27	-7,708.73	96.36 %
640-00000-46746	CONCESSION REVENUE (VENDING)	3,500.00	3,500.00	0.00	0.00	-3,500.00	100.00 %
640-00000-46747	CONCESSION REVENUE (EVENTS)	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46748	CONCESSION REVENUE - NON-ALC	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
640-00000-46749	VENDING INCOME (NONTAXABLE)	0.00	0.00	125.06	125.06	125.06	0.00 %
640-00000-46751	PRO SHOP REVENUE	6,500.00	6,500.00	2,129.53	2,129.53	-4,370.47	67.24 %
640-00000-46752	RENTALS INC. (ARENA) TAXAB	8,000.00	8,000.00	180.00	180.00	-7,820.00	97.75 %
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	13,000.00	13,000.00	0.00	0.00	-13,000.00	100.00 %
640-00000-46755	RENTAL INC. (SHELTER - TAXABLE)	800.00	800.00	0.00	0.00	-800.00	100.00 %
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	4,500.00	4,500.00	95.00	95.00	-4,405.00	97.89 %
640-00000-46757	RENTAL INC. (SPACE/ST-TAX.)	35,000.00	35,000.00	0.00	0.00	-35,000.00	100.00 %
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	2,000.00	2,000.00	0.00	0.00	-2,000.00	100.00 %
640-00000-46759	LABOR INC. (HOUSEPERSON NON-T	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
640-00000-46760	RENTAL INC. (SHELTER NON-TAXAB	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
640-00000-46761	ADVERTISING INCOME	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46763	ADMISSION SALES - TAXABLE	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
640-00000-46765	ADMISSION SALES - NONTAXABLE	4,000.00	4,000.00	630.80	630.80	-3,369.20	84.23 %
640-00000-46766	RENTAL INC. (MTG. ROOM - TAX)	3,000.00	3,000.00	0.00	0.00	-3,000.00	100.00 %
640-00000-46767	RENTAL INC. SUPPLIES - NONTAX	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
640-00000-46768	LABOR INC. - HOUSEPERSON TAX	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
640-00000-46769	CATERING REVENUE-(NON TAX.)	3,500.00	3,500.00	0.00	0.00	-3,500.00	100.00 %
640-00000-48001	MISC. INCOME (NONTAXABLE)	5,000.00	5,000.00	9.50	9.50	-4,990.50	99.81 %
640-00000-48002	MISC INCOME TAXABLE	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
640-00000-48100	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48102	INTEREST INC/RECEIVABLE	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48103	GAIN ON REFUNDING	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48203	RENTAL LEASE	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00 %
640-00000-48205	RENTAL INCOME (CITY)	37,000.00	37,000.00	5,589.56	5,589.56	-31,410.44	84.89 %
640-00000-48401	INS. RE-IMBURSEMENT CLAIMS - O	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48513	DONATIONS (O.E.C. LIQ.AGR)	11,000.00	11,000.00	0.00	0.00	-11,000.00	100.00 %
640-00000-48515	DONATIONS (SPONSORSHIPS)	5,000.00	5,000.00	1,200.00	1,200.00	-3,800.00	76.00 %
640-00000-49201	OPERATING TRANSFER IN	63,174.00	63,174.00	0.00	0.00	-63,174.00	100.00 %
640-00000-49221	TRANSFER FROM CITY (TOURIST)	117,000.00	117,000.00	0.00	0.00	-117,000.00	100.00 %
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:	634,844.00	634,844.00	60,855.19	60,855.19	-573,988.81	90.41 %
Expense							
640-55450-110	SALARIES - REGULAR	133,794.00	133,794.00	5,551.35	5,551.35	128,242.65	95.85 %
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	11,025.00	11,025.00	967.75	967.75	10,057.25	91.22 %
640-55450-125	OVERTIME - PERM PT	0.00	0.00	55.13	55.13	-55.13	0.00 %
640-55450-126	WAGES - TEMP/SEAS	63,450.00	63,450.00	4,834.57	4,834.57	58,615.43	92.38 %

Budget Report

For Fiscal: 2016 Period Ending: 01/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
640-55450-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-150	FICA	15,933.00	15,933.00	826.13	826.13	15,106.87	94.81 %
640-55450-151	RETIREMENT (WRS)	8,830.00	8,830.00	366.36	366.36	8,463.64	95.85 %
640-55450-152	HEALTH INSURANCE	46,950.00	46,950.00	3,892.21	3,892.21	43,057.79	91.71 %
640-55450-153	DENTAL INSURANCE	2,521.00	2,521.00	210.08	210.08	2,310.92	91.67 %
640-55450-154	LIFE INSURANCE	16.00	16.00	1.18	1.18	14.82	92.63 %
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	0.00	10,000.00	100.00 %
640-55450-214	FIRE CONTRACTUAL	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
640-55450-220	WATER/SEWER/STORM WATER	6,641.00	6,641.00	1,746.56	1,746.56	4,894.44	73.70 %
640-55450-221	ELECTRIC & GAS	175,000.00	175,000.00	0.00	0.00	175,000.00	100.00 %
640-55450-225	PHONE/INTERNET/CABLE	8,800.00	8,800.00	690.68	690.68	8,109.32	92.15 %
640-55450-240	SOFTWARE MAINTENANCE CONTR	3,240.00	3,240.00	0.00	0.00	3,240.00	100.00 %
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	16,600.00	16,600.00	0.00	0.00	16,600.00	100.00 %
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	0.00	500.00	100.00 %
640-55450-311	POSTAGE	25.00	25.00	0.00	0.00	25.00	100.00 %
640-55450-312	COPY USAGE & PAPER	1,440.00	1,440.00	0.00	0.00	1,440.00	100.00 %
640-55450-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	0.00	250.00	100.00 %
640-55450-323	GENERAL ADVERTISING	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00 %
640-55450-324	RECRUITMENT	100.00	100.00	0.00	0.00	100.00	100.00 %
640-55450-330	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	385.99	385.99	614.01	61.40 %
640-55450-340	OPERATING SUPPLIES	17,725.00	17,725.00	336.00	336.00	17,389.00	98.10 %
640-55450-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-342	CLEANING & SANITARY SUPPLIES	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
640-55450-343	CONCESSIONS SUPPLIES	34,000.00	34,000.00	0.00	0.00	34,000.00	100.00 %
640-55450-344	VENDING SUPPLIES	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
640-55450-345	BAR SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-346	CATERING SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
640-55450-347	PRO SHOP	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00 %
640-55450-350	BLDG & GRDS MAINT & REPAIRS	17,100.00	17,100.00	0.00	0.00	17,100.00	100.00 %
640-55450-360	VEHICLE MAINT. & REPAIRS	125.00	125.00	0.00	0.00	125.00	100.00 %
640-55450-361	REGULAR FUEL	1,275.00	1,275.00	0.00	0.00	1,275.00	100.00 %
640-55450-362	OFF ROAD FUEL	75.00	75.00	0.00	0.00	75.00	100.00 %
640-55450-363	EQUIPMENT MAINT & REPAIRS	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00 %
640-55450-510	INS - WORKERS COMP	6,610.00	6,610.00	1,652.00	1,652.00	4,958.00	75.01 %
640-55450-511	INS - FIRE, COMP/COLL, BOILER	10,337.00	10,337.00	10,582.60	10,582.60	-245.60	-2.38 %
640-55450-512	INS - VEHICLES	84.00	84.00	25.54	25.54	58.46	69.60 %
640-55450-513	INS - CVMIC, LIABILITY, PROF	2,553.00	2,553.00	2,046.00	2,046.00	507.00	19.86 %
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	188.86	188.86	36.14	16.06 %
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 %
640-55450-690	OTHER DEBT SERVICES	120.00	120.00	0.00	0.00	120.00	100.00 %
640-55450-692	AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2016 Period Ending: 01/31/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
(450-693 BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
640-5450-720 DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:	634,844.00	634,844.00	34,358.99	34,358.99	600,485.01	94.59 %
Fund: 640 - OMNI CENTER Surplus (Deficit):	0.00	0.00	26,496.20	26,496.20	26,496.20	0.00 %
Report Surplus (Deficit):	0.00	0.00	26,496.20	26,496.20	26,496.20	0.00 %



City of Onalaska

Balance Sheet Report

Account Summary

As Of 01/31/2016

F-5

Account	Name	Balance
Fund: 100 - GENERAL FUND		
Assets		
100-11100	CASH	-4,562,673.68
100-11103	CASH-CAFE PLAN	11,824.29
100-11305	TEMPORARY INVESTMENTS	11,911,852.09
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00
100-11510	DONATIONS SAVINGS ACCT	4,619.94
100-11511	NON-CITY INVESTMENTS	141.54
100-11800	PETTY CASH	2,490.00
100-12101	R/E & P/P TAXES REC.	5,618,357.00
100-12110	DELQ. S/A FROM COUNTRY-2008	0.00
100-12111	DELQ. S/A FROM COUNTY-2009	0.00
100-12112	DELQ S/A FROM CO.-2010	1,162.74
100-12113	DELQ. S/A FROM CO.-2011	1,196.52
100-12114	DELQ.S/A FROM CO.-2012	1,320.25
100-12115	DELQ,S/A FROM CO.-2013	2,404.83
100-12116	DELQ. S/A FROM CO. - 2014	2,299.49
100-12332	2010 DELQ.OMITTED PP TAXES	0.00
100-12333	2005 DELQ. P/P TAXES	0.00
100-12334	2006/07 DELQ. P/P TAXES	0.00
100-12335	2007/08 DELQ. P/P TAXES	0.00
100-12336	2008/09 DELQ P/P TAXES	0.00
100-12337	2009-10 DELQ. P/P TAXES	0.00
100-12338	2010-11 DELQ P/P TAXES	0.00
100-12339	2011-12 DELQ. P/P TAXES	0.00
100-12340	2012-13 DELQ. P/P TAXES	8,159.34
100-12341	2013-14 DELQ. P/P TAXES	1,215.89
100-12342	2014-15 DELQ. P/P TAXES	2,572.24
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	156,236.50
100-12613	S/A CURB & GUTTER	56,486.92
100-12626	S/A SIDEWALK	60,847.67
100-12632	S/A ALLEY PAVING	16,329.88
100-13100	OTHER ACCOUNTS RECEIVABLE	99,744.92
100-13102	A/REC. - CDA/OMNI NOTE	0.00
100-13113	A/ REC. - OMNI	0.00
100-13115	ACCOUNTS RECEIVABLE - G. LUTH	0.00
100-13122	ALLOWANCE FOR UNCOLLECTIBLE ACCOL	0.00
100-13125	ACCOUNTS RECEIVABLE - C.D.A. MGMT	9,978.15
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	49,874.93
	Total Assets:	13,456,441.45
		<u>13,456,441.45</u>
Liability		
100-21100	ACCOUNTS PAYABLE	200,543.19
100-21110	AP PENDING (DUE TO POOL)	0.00

Balance Sheet Report

As Of 01/31/2016

Account	Name	Balance
100-21111	CORRECTIONS PAYABLE	0.00
100-21112	G.F. SALES TAX PAYABLE	1,144.21
100-21405	DOT-PARKING TICKETS	-5,415.00
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	3.20
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	11,242.85
100-21581	SUPPORT PAYMENTS	0.00
100-21700	ACCRUED WAGES	0.00
100-21901	PAYABLE TO SHARED RIDE	820.00
100-23420	ANTI-ANNEXATION FEES	2,341.70
100-24220	BAIL BOND DEPOSITS	0.00
100-24230	PARTIAL PMT. - POLICE CITATIONS	0.00
100-24330	DOG LICENSES DUE CO	3,740.00
100-24600	MOBILE HOME TAX DUE - OSD	0.00
100-25600	DUE TO WATER	0.00
100-26000	DEFERRED REVENUE	5,618,357.00
100-26151	DEFERRED REVENUE- C.D.A. MGMT.	34,799.75
100-26209	POSTPONED S/A -STORM SEWER	0.00
100-26210	POSTPONED S/A-STREET	156,236.50
100-26220	POSTPONED S/A-CURB & GUTTER	56,486.92
100-26230	POSTPONED S/A-SIDEWALK	61,026.42
100-26260	POSTPONED S/A-ALLEY PAVING	16,329.88
100-28000	NON-CITY FUNDS	141.54
	Total Liability:	6,157,798.16

Equity

100-32000	INVESTMENT IN CAPITAL ASSETS	0.00
100-34100	FUND BALANCE	6,975,834.35
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

Balance Sheet Report

As Of 01/31/2016

Account	Name	Balance
<u>100-34222</u>	CARIN IRIS EQUIP	0.00
<u>100-34223</u>	CITY LIBRARY REPAIRS	0.00
<u>100-34224</u>	STREET SEALING	0.00
<u>100-34225</u>	STREET (MAINT. SHOP)	29,000.00
<u>100-34226</u>	STREET SNOW & ICE	142,000.00
<u>100-34227</u>	STREET LIGHTS	10,000.00
<u>100-34228</u>	RECR./PARKS/C.CTR./POOL	9,000.00
<u>100-34229</u>	CITY STUDY	45,270.00
<u>100-34230</u>	CITY ATTORNEY	0.00
<u>100-34231</u>	CITY HALL EQUIPMENT	0.00
<u>100-34232</u>	FIRE DEPT REPAIRS	0.00
<u>100-34233</u>	CITY HALL VEHICLE	3,000.00
<u>100-34234</u>	FIRE DEPT TRAINING EQUIP	0.00
<u>100-34235</u>	FIRE DEPT ATV	0.00
	Total Beginning Equity:	7,439,330.35
Total Revenue		343,881.36
Total Expense		484,568.42
Revenues Over/Under Expenses		-140,687.06
	Total Equity and Current Surplus (Deficit):	7,298,643.29
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>13,456,441.45</u>



		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	5,618,357.00	5,618,357.00	0.00	0.00	-5,618,357.00	100.00 %
100-00000-41111	OMITTED TAXES (R/E & P/P)	1,688.00	1,688.00	0.00	0.00	-1,688.00	100.00 %
100-00000-41140	MOBILE HOME TAXES	66,000.00	66,000.00	0.00	0.00	-66,000.00	100.00 %
100-00000-41141	P/P CHARGEBACK TAXES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-41210	ROOM TAX REVENUE	38,610.00	38,610.00	0.00	0.00	-38,610.00	100.00 %
100-00000-41300	PAYMENTS IN LIEU OF TAXES	117,000.00	117,000.00	98,780.58	98,780.58	-18,219.42	15.57 %
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	2,000.00	2,000.00	0.00	0.00	-2,000.00	100.00 %
100-00000-42010	S/A STREET	10,015.00	10,015.00	0.00	0.00	-10,015.00	100.00 %
100-00000-42020	S/A CURB & GUTTER	2,502.00	2,502.00	0.00	0.00	-2,502.00	100.00 %
100-00000-42030	S/A SIDEWALK	2,981.00	2,981.00	0.00	0.00	-2,981.00	100.00 %
100-00000-42050	S/A ALLEY	1,642.00	1,642.00	0.00	0.00	-1,642.00	100.00 %
100-00000-42060	S/A STORM SEWER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43211	FEDERAL LAW ENFORCEMENT GRA	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43221	FEDERAL GRANT - HIGHWAY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43300	FED GOV'T REVENUE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43307	FEMA MONEY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-43309	SHARED REVENUE FROM STATE	661,779.00	661,779.00	0.00	0.00	-661,779.00	100.00 %
100-00000-43401	STATE AID COMPUTERS	32,000.00	32,000.00	0.00	0.00	-32,000.00	100.00 %
100-00000-43420	FIRE INSURANCE FOR STATE	67,000.00	67,000.00	0.00	0.00	-67,000.00	100.00 %
100-00000-43521	LAW ENFORCEMENT TRAINING AID	4,200.00	4,200.00	0.00	0.00	-4,200.00	100.00 %
100-00000-43530	STATE AID ROAD ALLOTMENT	664,000.00	664,000.00	166,521.80	166,521.80	-497,478.20	74.92 %
100-00000-43541	STATE AID FOR CONNECTING STRE	39,717.00	39,717.00	9,829.38	9,829.38	-29,887.62	75.25 %
100-00000-43610	PAYMENT FOR MUNICIPAL SERVICE	3,800.00	3,800.00	0.00	0.00	-3,800.00	100.00 %
100-00000-43620	STATE AID IN LIEU OF TAXES	135.00	135.00	0.00	0.00	-135.00	100.00 %
100-00000-43690	STATE AID OTHER PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	22,000.00	22,000.00	197.50	197.50	-21,802.50	99.10 %
100-00000-44120	OPERATOR LICENSE	4,500.00	4,500.00	211.00	211.00	-4,289.00	95.31 %
100-00000-44160	CIGARETTE LICENSE	1,100.00	1,100.00	0.00	0.00	-1,100.00	100.00 %
100-00000-44170	CABLE TV LICENSE	170,000.00	170,000.00	0.00	0.00	-170,000.00	100.00 %
100-00000-44171	CELL TOWER FEES	12,300.00	12,300.00	0.00	0.00	-12,300.00	100.00 %
100-00000-44175	MOBILE HOME LICENSE	375.00	375.00	0.00	0.00	-375.00	100.00 %
100-00000-44185	TAXI CAB LICENSE	740.00	740.00	0.00	0.00	-740.00	100.00 %
100-00000-44190	SOLICITERS LICENSE	150.00	150.00	0.00	0.00	-150.00	100.00 %
100-00000-44193	ELECTRICAL LICENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44194	HTG/GAS PIPING LICENCES	1,300.00	1,300.00	3,070.00	3,070.00	1,770.00	236.15 %
100-00000-44195	OTHER LICENCES	12,000.00	12,000.00	500.00	500.00	-11,500.00	95.83 %
100-00000-44196	MOTEL/HOTEL PERMITS	150.00	150.00	0.00	0.00	-150.00	100.00 %
100-00000-44210	BICYCLE LICENSE	65.00	65.00	0.00	0.00	-65.00	100.00 %
100-00000-44215	DOG LICENSE	32,000.00	32,000.00	1,047.00	1,047.00	-30,953.00	96.73 %
100-00000-44220	CAT LICENSE	20,000.00	20,000.00	2,223.00	2,223.00	-17,777.00	88.89 %
100-00000-44300	INSPECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44310	BUILDING PERMITS	100,000.00	100,000.00	4,136.55	4,136.55	-95,863.45	95.86 %
100-00000-44311	PLAN REVIEW	1,000.00	1,000.00	160.00	160.00	-840.00	84.00 %
100-00000-44315	ELECTRICAL PERMITS	18,000.00	18,000.00	2,335.00	2,335.00	-15,665.00	87.03 %
100-00000-44320	HEATING & A/C PERMITS	15,000.00	15,000.00	3,092.50	3,092.50	-11,907.50	79.38 %
100-00000-44323	PLUMBING PERMIT FEES	15,000.00	15,000.00	225.00	225.00	-14,775.00	98.50 %
100-00000-44325	STREET OPENING PERMITS	1,000.00	1,000.00	50.00	50.00	-950.00	95.00 %
100-00000-44330	SIDEWALK PERMIT	1,000.00	1,000.00	65.00	65.00	-935.00	93.50 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-44335	RAILROAD PERMIT	150.00	150.00	0.00	0.00	-150.00	100.00 %
100-00000-44336	RECREATIONAL BURNING PERMIT	9,000.00	9,000.00	720.00	720.00	-8,280.00	92.00 %
100-00000-44340	OTHER PERMITS	200.00	200.00	0.00	0.00	-200.00	100.00 %
100-00000-44345	P.U.D. PERMIT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-44347	SITE PLANS	1,000.00	1,000.00	200.00	200.00	-800.00	80.00 %
100-00000-44410	ZONING	6,000.00	6,000.00	387.90	387.90	-5,612.10	93.54 %
100-00000-45110	COURT PENALTIES	90,000.00	90,000.00	0.00	0.00	-90,000.00	100.00 %
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	32,000.00	32,000.00	5,485.00	5,485.00	-26,515.00	82.86 %
100-00000-46100	GEN'L GOV'T REVENUE (SHARED-RI	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46105	GENERAL GOVERNMENT FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46110	PLAT FILING FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46115	LICENSE PUBLICATION FEES	470.00	470.00	10.00	10.00	-460.00	97.87 %
100-00000-46120	SALES MATERIAL & SUPLS	9,500.00	9,500.00	799.75	799.75	-8,700.25	91.58 %
100-00000-46121	TOPO FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46210	FIRE PROTECTION SERVICE	10,000.00	10,000.00	8,525.00	8,525.00	-1,475.00	14.75 %
100-00000-46220	POLICE REPORTS	1,000.00	1,000.00	167.25	167.25	-832.75	83.28 %
100-00000-46221	FALSE POLICE ALARMS	3,000.00	3,000.00	310.00	310.00	-2,690.00	89.67 %
100-00000-46222	POLICE SECURITY FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46300	HIGHWAY MAINT. & SNOWPLOWI	700.00	700.00	0.00	0.00	-700.00	100.00 %
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	0.00	-500.00	100.00 %
100-00000-46490	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46710	NON-PROFIT SHELTER/VENDING RE	1,200.00	1,200.00	77.47	77.47	-1,122.53	93.54 %
100-00000-46711	PARK FACILITY RENTAL	11,000.00	11,000.00	2,124.83	2,124.83	-8,875.17	80.68 %
100-00000-46715	RECREATION FEES	61,378.00	61,378.00	305.19	305.19	-61,072.81	99.50 %
100-00000-46716	RECR. FEES > AGE 18	13,395.00	13,395.00	0.00	0.00	-13,395.00	100.00 %
100-00000-46725	SWIMMING POOL REVENUE	63,495.00	63,495.00	200.00	200.00	-63,295.00	99.69 %
100-00000-46726	SWIMMING POOL LESSONS	7,680.00	7,680.00	0.00	0.00	-7,680.00	100.00 %
100-00000-46727	SWIMMING POOL MISC	2,500.00	2,500.00	15.00	15.00	-2,485.00	99.40 %
100-00000-46728	SWIMMING POOL CONCESSIONS	28,000.00	28,000.00	527.50	527.50	-27,472.50	98.12 %
100-00000-46729	SWIMMING POOL ADVERT. INCOM	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46840	URBAN DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47310	INTERGOV'T - GEN'L GOV'T	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47320	OTHER LOCAL GOV'T/LAW ENFORC	33,500.00	33,500.00	18,226.29	18,226.29	-15,273.71	45.59 %
100-00000-47330	INTERGOV'T CHARGES FOR STREET	8,337.00	8,337.00	0.00	0.00	-8,337.00	100.00 %
100-00000-48000	MISCELLANEOUS INCOME	12,000.00	12,000.00	7,693.04	7,693.04	-4,306.96	35.89 %
100-00000-48100	INTEREST INCOME	50,000.00	50,000.00	5,662.44	5,662.44	-44,337.56	88.68 %
100-00000-48130	INTEREST DONATION ACCT.	0.00	0.00	0.39	0.39	0.39	0.00 %
100-00000-48131	INTEREST - NON CITY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48150	INTEREST - STREET ASSMT.	3,725.00	3,725.00	0.00	0.00	-3,725.00	100.00 %
100-00000-48155	INTEREST - CURB & GUTTER ASSMT	1,077.00	1,077.00	0.00	0.00	-1,077.00	100.00 %
100-00000-48160	INTEREST - SIDEWALK ASSMT.	1,305.00	1,305.00	0.00	0.00	-1,305.00	100.00 %
100-00000-48170	INTEREST - ALLEY ASSMT.	898.00	898.00	0.00	0.00	-898.00	100.00 %
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	0.00	0.00	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	0.00	-10,000.00	100.00 %
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	0.00	-21,000.00	100.00 %
100-00000-48530	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2016 Period Ending: 01/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-49000	GAIN ON SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49201	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49224	TRANSIT IN/5% SALES/COMP. PLAN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49402	SALE OF CITY PROPERTY - OTHER E	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49403	SALE OF CITY PROPERTY - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49997	SURPLUS FUNDS APPLIED	50,000.00	50,000.00	0.00	0.00	-50,000.00	100.00 %
Department: 00000 - NON DEPARTMENTAL Total:		8,713,116.00	8,713,116.00	343,881.36	343,881.36	-8,369,234.64	96.05 %
Revenue Total:		8,713,116.00	8,713,116.00	343,881.36	343,881.36	-8,369,234.64	96.05 %
Expense							
Department: 51100 - COMMON COUNCIL							
100-51100-110	SALARIES - REGULAR	29,600.00	29,600.00	2,400.00	2,400.00	27,200.00	91.89 %
100-51100-150	FICA	2,264.00	2,264.00	183.60	183.60	2,080.40	91.89 %
100-51100-291	TRANSCRIPTION CONTRACTUAL	7,400.00	7,400.00	0.00	0.00	7,400.00	100.00 %
100-51100-310	OFFICE SUPPLIES	850.00	850.00	0.00	0.00	850.00	100.00 %
100-51100-311	POSTAGE	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51100-312	COPY USAGE & PAPER	800.00	800.00	0.00	0.00	800.00	100.00 %
100-51100-320	SUBSCRIPTIONS & DUES	5,374.00	5,374.00	5,374.14	5,374.14	-0.14	0.00 %
100-51100-322	LEGAL NOTICES	12,154.00	12,154.00	0.00	0.00	12,154.00	100.00 %
100-51100-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51100 - COMMON COUNCIL Total:		58,692.00	58,692.00	7,957.74	7,957.74	50,734.26	86.44 %
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	0.00	0.00	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	0.00	100.00	100.00 %
Department: 51200 - MUNICIPAL COURT							
100-51200-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51200-340	OPERATING SUPPLIES	325.00	325.00	0.00	0.00	325.00	100.00 %
Department: 51200 - MUNICIPAL COURT Total:		325.00	325.00	0.00	0.00	325.00	100.00 %
Department: 51300 - LEGAL							
100-51300-290	OTHER CONTRACTUAL SERVICES	115,000.00	115,000.00	0.00	0.00	115,000.00	100.00 %
100-51300-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51300 - LEGAL Total:		115,000.00	115,000.00	0.00	0.00	115,000.00	100.00 %
Department: 51408 - CITY ADMINISTRATOR							
100-51408-110	SALARIES REGULAR	37,385.00	37,385.00	0.00	0.00	37,385.00	100.00 %
100-51408-150	FICA	2,860.00	2,860.00	0.00	0.00	2,860.00	100.00 %
100-51408-151	RETIREMENT (WRS)	2,467.00	2,467.00	0.00	0.00	2,467.00	100.00 %
100-51408-152	HEALTH INSURANCE	7,687.00	7,687.00	0.00	0.00	7,687.00	100.00 %
100-51408-153	DENTAL INSURANCE	383.00	383.00	0.00	0.00	383.00	100.00 %
100-51408-154	LIFE INSURANCE	5.00	5.00	0.00	0.00	5.00	100.00 %
100-51408-225	PHONE/INTERNET/CABLE	828.00	828.00	0.00	0.00	828.00	100.00 %
100-51408-241	EQUIPMENT MAINT. CONTRACTUA	185.00	185.00	0.00	0.00	185.00	100.00 %
100-51408-290	OTHER CONTRACTUAL SERVICES	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51408-310	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51408-311	POSTAGE	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51408-312	COPY USAGE/PAPER	295.00	295.00	0.00	0.00	295.00	100.00 %
100-51408-320	SUBSCRIPTIONS & DUES	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51408-321	CERTIFICATIONS & LICENSES	150.00	150.00	0.00	0.00	150.00	100.00 %
100-51408-330	SEMINARS, CONF. & TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51408-340	OPERATING SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-51408-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
Department: 51408 - CITY ADMINISTRATOR Total:		60,745.00	60,745.00	0.00	0.00	60,745.00	100.00 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 51410 - MAYOR						
100-51410-110	25,073.00	25,073.00	1,523.07	1,523.07	23,549.93	93.93 %
100-51410-150	1,916.00	1,916.00	116.53	116.53	1,799.47	93.92 %
100-51410-151	1,655.00	1,655.00	100.53	100.53	1,554.47	93.93 %
100-51410-152	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-153	224.00	224.00	55.92	55.92	168.08	75.04 %
100-51410-154	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-225	828.00	828.00	9.27	9.27	818.73	98.88 %
100-51410-290	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-310	343.00	343.00	47.99	47.99	295.01	86.01 %
100-51410-311	62.00	62.00	0.00	0.00	62.00	100.00 %
100-51410-312	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51410-320	175.00	175.00	0.00	0.00	175.00	100.00 %
100-51410-330	400.00	400.00	0.00	0.00	400.00	100.00 %
100-51410-340	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
100-51410-341	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51410 - MAYOR Total:	34,776.00	34,776.00	1,853.31	1,853.31	32,922.69	94.67 %
Department: 51411 - FINANCE						
100-51411-110	76,109.00	76,109.00	3,493.14	3,493.14	72,615.86	95.41 %
100-51411-124	17,580.00	17,580.00	1,172.00	1,172.00	16,408.00	93.33 %
100-51411-125	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-150	7,167.00	7,167.00	338.66	338.66	6,828.34	95.27 %
100-51411-151	6,184.00	6,184.00	307.90	307.90	5,876.10	95.02 %
100-51411-152	14,692.00	14,692.00	1,301.77	1,301.77	13,390.23	91.14 %
100-51411-153	1,110.00	1,110.00	96.34	96.34	1,013.66	91.32 %
100-51411-154	65.00	65.00	5.46	5.46	59.54	91.60 %
100-51411-225	570.00	570.00	37.07	37.07	532.93	93.50 %
100-51411-241	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51411-290	4,000.00	4,000.00	939.15	939.15	3,060.85	76.52 %
100-51411-310	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
100-51411-311	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-51411-312	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-51411-320	285.00	285.00	10.00	10.00	275.00	96.49 %
100-51411-322	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-330	1,325.00	1,325.00	0.00	0.00	1,325.00	100.00 %
100-51411-340	3,015.00	3,015.00	0.00	0.00	3,015.00	100.00 %
100-51411-341	500.00	500.00	0.00	0.00	500.00	100.00 %
Department: 51411 - FINANCE Total:	136,802.00	136,802.00	7,701.49	7,701.49	129,100.51	94.37 %
Department: 51420 - CITY CLERK						
100-51420-110	113,058.00	113,058.00	4,703.46	4,703.46	108,354.54	95.84 %
100-51420-120	25,687.00	25,687.00	1,072.24	1,072.24	24,614.76	95.83 %
100-51420-121	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-124	8,790.00	8,790.00	234.40	234.40	8,555.60	97.33 %
100-51420-125	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-126	6,390.00	6,390.00	157.60	157.60	6,232.40	97.53 %
100-51420-127	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-150	11,775.00	11,775.00	425.14	425.14	11,349.86	96.39 %
100-51420-151	9,157.00	9,157.00	381.21	381.21	8,775.79	95.84 %
100-51420-152	44,492.00	44,492.00	3,707.67	3,707.67	40,784.33	91.67 %
100-51420-153	2,540.00	2,540.00	211.68	211.68	2,328.32	91.67 %
100-51420-154	72.00	72.00	6.02	6.02	65.98	91.64 %
100-51420-225	1,200.00	1,200.00	74.12	74.12	1,125.88	93.82 %
100-51420-241	435.00	435.00	0.00	0.00	435.00	100.00 %
100-51420-291	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51420-310	1,230.00	1,230.00	0.00	0.00	1,230.00	100.00 %
100-51420-311	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00 %
100-51420-312	1,000.00	1,000.00	2.04	2.04	997.96	99.80 %
100-51420-320	383.00	383.00	130.00	130.00	253.00	66.06 %

Budget Report

For Fiscal: 2016 Period Ending: 01/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
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	0.00	0.00	210.00	100.00 %
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	0.00	2,370.00	100.00 %
100-51420-340	OPERATING SUPPLIES	505.00	505.00	0.00	0.00	505.00	100.00 %
100-51420-341	PRINTING & FORMS	700.00	700.00	0.00	0.00	700.00	100.00 %
100-51420-381	EMPLOYMENT TESTING	80.00	80.00	0.00	0.00	80.00	100.00 %
Department: 51420 - CITY CLERK Total:		232,574.00	232,574.00	11,105.58	11,105.58	221,468.42	95.22 %
Department: 51440 - ELECTIONS							
100-51440-126	WAGES - TEMP/SEAS	17,248.00	17,248.00	0.00	0.00	17,248.00	100.00 %
100-51440-150	FICA	470.00	470.00	0.00	0.00	470.00	100.00 %
100-51440-241	EQUIPMENT MAINTENANCE CONT	800.00	800.00	0.00	0.00	800.00	100.00 %
100-51440-310	OFFICE SUPPLIES	700.00	700.00	0.00	0.00	700.00	100.00 %
100-51440-311	POSTAGE	600.00	600.00	0.00	0.00	600.00	100.00 %
100-51440-312	COPY USAGE & PAPER	600.00	600.00	0.00	0.00	600.00	100.00 %
100-51440-322	LEGAL NOTICES	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00 %
100-51440-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51440-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51440-340	OPERATING SUPPLIES	480.00	480.00	0.00	0.00	480.00	100.00 %
100-51440-341	PRINTING & FORMS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
Department: 51440 - ELECTIONS Total:		25,198.00	25,198.00	0.00	0.00	25,198.00	100.00 %
Department: 51500 - AUDIT							
100-51500-290	OTHER CONTRACTUAL SERVICES	17,177.00	17,177.00	0.00	0.00	17,177.00	100.00 %
Department: 51500 - AUDIT Total:		17,177.00	17,177.00	0.00	0.00	17,177.00	100.00 %
Department: 51510 - HUMAN RESOURCES							
100-51510-110	SALARIES - REGULAR	38,317.00	38,317.00	1,611.34	1,611.34	36,705.66	95.79 %
100-51510-150	FICA	2,931.00	2,931.00	109.96	109.96	2,821.04	96.25 %
100-51510-151	RETIREMENT (WRS)	2,529.00	2,529.00	106.35	106.35	2,422.65	95.79 %
100-51510-152	HEALTH INSURANCE	13,260.00	13,260.00	1,105.05	1,105.05	12,154.95	91.67 %
100-51510-153	DENTAL INSURANCE	661.00	661.00	55.12	55.12	605.88	91.66 %
100-51510-154	LIFE INSURANCE	6.00	6.00	0.60	0.60	5.40	90.00 %
100-51510-225	PHONE/INTERNET/CABLE	150.00	150.00	9.27	9.27	140.73	93.82 %
100-51510-241	EQUIPMENT MAINTENANCE CONT	185.00	185.00	0.00	0.00	185.00	100.00 %
100-51510-290	OTHER CONTRACTUAL SERVICES	5,913.00	5,913.00	0.00	0.00	5,913.00	100.00 %
100-51510-310	OFFICE SUPPLIES	445.00	445.00	0.00	0.00	445.00	100.00 %
100-51510-311	POSTAGE	200.00	200.00	0.00	0.00	200.00	100.00 %
100-51510-312	COPY USAGE & PAPER	295.00	295.00	0.00	0.00	295.00	100.00 %
100-51510-320	SUBSCRIPTIONS & DUES	515.00	515.00	0.00	0.00	515.00	100.00 %
100-51510-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51510-330	SEMINARS, CONF & TRAVEL	739.00	739.00	0.00	0.00	739.00	100.00 %
100-51510-340	OPERATING SUPPLIES	650.00	650.00	0.00	0.00	650.00	100.00 %
100-51510-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
Department: 51510 - HUMAN RESOURCES Total:		67,096.00	67,096.00	2,997.69	2,997.69	64,098.31	95.53 %
Department: 51530 - ASSESSOR							
100-51530-120	WAGES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-128	WAGES - BOR	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51530-150	FICA	23.00	23.00	0.00	0.00	23.00	100.00 %
100-51530-151	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-153	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51530-225	PHONE/INTERNET/CABLE	450.00	450.00	27.81	27.81	422.19	93.82 %
100-51530-240	SOFTWARE MAINTENANCE-CONTR	3,455.00	3,455.00	0.00	0.00	3,455.00	100.00 %
100-51530-290	OTHER CONTRACTUAL SERVICES	225,526.00	225,526.00	18,343.58	18,343.58	207,182.42	91.87 %
100-51530-291	TRANSCRIPTION CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51530-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2016 Period Ending: 01/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-51530-311	POSTAGE	3,776.00	3,776.00	0.00	0.00	3,776.00	100.00 %
100-51530-312	COPY USAGE & PAPER	250.00	250.00	4.04	4.04	245.96	98.38 %
100-51530-340	OPERATING SUPPLIES	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51530-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51530 - ASSESSOR Total:		234,280.00	234,280.00	18,375.43	18,375.43	215,904.57	92.16 %
Department: 51540 - IT							
100-51540-110	SALARIES - REGULAR	34,955.00	34,955.00	1,460.15	1,460.15	33,494.85	95.82 %
100-51540-126	WAGES TEMP./SEAS.	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-150	FICA	2,674.00	2,674.00	106.86	106.86	2,567.14	96.00 %
100-51540-151	RETIREMENT (WRS)	2,307.00	2,307.00	96.37	96.37	2,210.63	95.82 %
100-51540-152	HEALTH INSURANCE	5,096.00	5,096.00	424.67	424.67	4,671.33	91.67 %
100-51540-153	DENTAL INSURANCE	632.00	632.00	52.72	52.72	579.28	91.66 %
100-51540-154	LIFE INSURANCE	4.00	4.00	0.36	0.36	3.64	91.00 %
100-51540-225	PHONE/INTERNET/CABLE	1,504.00	1,504.00	0.00	0.00	1,504.00	100.00 %
100-51540-240	SOFTWARE MAINTENANCE CONTR	24,784.00	24,784.00	6,650.00	6,650.00	18,134.00	73.17 %
100-51540-241	EQUIPMENT MAINTENANCE CONT	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
100-51540-244	WEBSITE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-290	OTHER CONTRACTUAL SERVICES	12,703.00	12,703.00	1,800.00	1,800.00	10,903.00	85.83 %
100-51540-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-320	SUBSCRIPTIONS & DUES	1,000.00	1,000.00	0.00	0.00	1,000.00	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	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-340	OPERATING SUPPLIES	2,936.00	2,936.00	0.00	0.00	2,936.00	100.00 %
100-51540-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-363	EQUIPMENT MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51540-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51540 - IT Total:		90,995.00	90,995.00	10,591.13	10,591.13	80,403.87	88.36 %
Department: 51600 - CITY HALL							
100-51600-110	SALARIES - REGULAR	45,459.00	45,459.00	1,883.16	1,883.16	43,575.84	95.86 %
100-51600-124	WAGES - PERM PT	8,985.00	8,985.00	405.00	405.00	8,580.00	95.49 %
100-51600-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-126	WAGES - TEMP/SEAS	4,248.00	4,248.00	0.00	0.00	4,248.00	100.00 %
100-51600-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-150	FICA	4,490.00	4,490.00	166.59	166.59	4,323.41	96.29 %
100-51600-151	RETIREMENT (WRS)	3,000.00	3,000.00	124.29	124.29	2,875.71	95.86 %
100-51600-152	HEALTH INSURANCE	9,075.00	9,075.00	756.27	756.27	8,318.73	91.67 %
100-51600-153	DENTAL INSURANCE	454.00	454.00	37.87	37.87	416.13	91.66 %
100-51600-154	LIFE INSURANCE	16.00	16.00	1.30	1.30	14.70	91.88 %
100-51600-211	BOILER CONTRACTUAL	670.00	670.00	0.00	0.00	670.00	100.00 %
100-51600-212	ELEVATORS	5,048.00	5,048.00	369.24	369.24	4,678.76	92.69 %
100-51600-213	HVAC CONTRACTUAL	6,096.00	6,096.00	0.00	0.00	6,096.00	100.00 %
100-51600-214	FIRE CONTRACTUAL	2,944.00	2,944.00	1,525.00	1,525.00	1,419.00	48.20 %
100-51600-220	WATER/SEWER/STORM WATER	7,712.00	7,712.00	1,266.80	1,266.80	6,445.20	83.57 %
100-51600-221	ELECTRIC & GAS	42,000.00	42,000.00	0.00	0.00	42,000.00	100.00 %
100-51600-225	PHONE/INTERNET/CABLE	2,535.00	2,535.00	148.13	148.13	2,386.87	94.16 %
100-51600-240	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	0.00	0.00	600.00	100.00 %
100-51600-241	EQUIPMENT MAINTENANCE CONT	800.00	800.00	299.00	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	148.50	391.50	72.50 %
100-51600-290	OTHER CONTRACTUAL SERVICES	4,323.00	4,323.00	0.00	0.00	4,323.00	100.00 %
100-51600-292	ELECTRICAL CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51600-293	PLUMBING CONTRACTUAL	400.00	400.00	0.00	0.00	400.00	100.00 %
100-51600-310	OFFICE SUPPLIES	283.00	283.00	0.00	0.00	283.00	100.00 %
100-51600-311	POSTAGE	190.00	190.00	225.00	225.00	-35.00	-18.42 %
100-51600-312	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-320	SUBSCRIPTIONS & DUES	60.00	60.00	0.00	0.00	60.00	100.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-51600-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
100-51600-330	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51600-340	OPERATING SUPPLIES	7,305.00	7,305.00	0.00	0.00	7,305.00	100.00 %
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	205.71	205.71	3,294.29	94.12 %
100-51600-350	BLDG & GRDS MAINT & REPAIRS	4,225.00	4,225.00	0.00	0.00	4,225.00	100.00 %
100-51600-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51600-361	REGULAR FUEL	1,350.00	1,350.00	0.00	0.00	1,350.00	100.00 %
100-51600-362	OFF ROAD FUEL	250.00	250.00	0.00	0.00	250.00	100.00 %
100-51600-363	EQUIPMENT MAINT & REPAIRS	1,028.00	1,028.00	0.00	0.00	1,028.00	100.00 %
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	0.00	0.00	50.00	100.00 %
Department: 51600 - CITY HALL Total:		168,586.00	168,586.00	7,561.86	7,561.86	161,024.14	95.51 %
Department: 51900 - OTHER GOVERNMENT							
100-51900-397	MISCELLANEOUS EXPENSE	0.00	0.00	-1,647.66	-1,647.66	1,647.66	0.00 %
Department: 51900 - OTHER GOVERNMENT Total:		0.00	0.00	-1,647.66	-1,647.66	1,647.66	0.00 %
Department: 51938 - SICK LEAVE PAYOUT							
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51938 - SICK LEAVE PAYOUT Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51939 - WORKER'S COMPENSATION							
100-51939-510	INS - WORKERS COMP	94,745.00	94,745.00	23,818.00	23,818.00	70,927.00	74.86 %
Department: 51939 - WORKER'S COMPENSATION Total:		94,745.00	94,745.00	23,818.00	23,818.00	70,927.00	74.86 %
Department: 51940 - UNEMPLOYMENT COMPENSATION							
100-51940-517	UNEMPLOYMENT	21,879.00	21,879.00	0.00	0.00	21,879.00	100.00 %
Department: 51940 - UNEMPLOYMENT COMPENSATION Total:		21,879.00	21,879.00	0.00	0.00	21,879.00	100.00 %
Department: 51941 - SALES TAX							
100-51941-301	SALES TAX	9,700.00	9,700.00	0.00	0.00	9,700.00	100.00 %
Department: 51941 - SALES TAX Total:		9,700.00	9,700.00	0.00	0.00	9,700.00	100.00 %
Department: 51942 - ILLEGAL ASSESSMENTS							
100-51942-397	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51942 - ILLEGAL ASSESSMENTS Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51943 - INS - FIRE, COMP / COLL, BOILER							
100-51943-511	INS - FIRE, COMP/COLL, BOILER	35,728.00	35,728.00	35,966.40	35,966.40	-238.40	-0.67 %
Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:		35,728.00	35,728.00	35,966.40	35,966.40	-238.40	-0.67 %
Department: 51944 - INS - VEHICLES							
100-51944-512	INS - VEHICLES	19,777.00	19,777.00	18,128.25	18,128.25	1,648.75	8.34 %
Department: 51944 - INS - VEHICLES Total:		19,777.00	19,777.00	18,128.25	18,128.25	1,648.75	8.34 %
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE							
100-51945-513	INS - CVMIC, LIABILITY, PROF	33,065.00	33,065.00	30,347.00	30,347.00	2,718.00	8.22 %
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE		33,065.00	33,065.00	30,347.00	30,347.00	2,718.00	8.22 %
Department: 51946 - SIR							
100-51946-514	SIR	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
Department: 51946 - SIR Total:		2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
Department: 51947 - MONIES & SECURITIES INSURANCE MISC							
100-51947-515	INS - MONIES & SECURITIES	1,562.00	1,562.00	2,929.14	2,929.14	-1,367.14	-87.52 %
Department: 51947 - MONIES & SECURITIES INSURANCE MISC Tot		1,562.00	1,562.00	2,929.14	2,929.14	-1,367.14	-87.52 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS							
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 52100 - POLICE							
100-52100-110	SALARIES - REGULAR	209,841.00	209,841.00	8,686.79	8,686.79	201,154.21	95.86 %
100-52100-120	WAGES - REGULAR	1,437,113.00	1,437,113.00	59,425.83	59,425.83	1,377,687.17	95.86 %
100-52100-121	OVERTIME - REGULAR	70,120.00	70,120.00	3,195.36	3,195.36	66,924.64	95.44 %
2100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	350.22	350.22	-350.22	0.00 %
2100-124	WAGES - PERM PT	8,176.00	8,176.00	307.13	307.13	7,868.87	96.24 %

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100-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-126	WAGES - TEMP/SEAS	27,240.00	27,240.00	1,076.24	1,076.24	26,163.76	96.05 %
100-52100-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-140	SHIFT DIFFERENTIAL	4,000.00	4,000.00	227.64	227.64	3,772.36	94.31 %
100-52100-141	ON CALL	5,200.00	5,200.00	300.00	300.00	4,900.00	94.23 %
100-52100-150	FICA	134,769.00	134,769.00	5,170.66	5,170.66	129,598.34	96.16 %
100-52100-151	RETIREMENT (WRS)	225,545.00	225,545.00	9,798.74	9,798.74	215,746.26	95.66 %
100-52100-152	HEALTH INSURANCE	539,936.00	539,936.00	41,741.54	41,741.54	498,194.46	92.27 %
100-52100-153	DENTAL INSURANCE	25,194.00	25,194.00	1,939.76	1,939.76	23,254.24	92.30 %
100-52100-154	LIFE INSURANCE	443.00	443.00	34.79	34.79	408.21	92.15 %
100-52100-221	ELECTRIC & GAS	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00 %
100-52100-225	PHONE/INTERNET/CABLE	5,940.00	5,940.00	369.95	369.95	5,570.05	93.77 %
100-52100-226	MOBILE DATA AIR CARDS	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
100-52100-240	SOFTWARE MAINTENANCE CONTR	11,416.00	11,416.00	10,922.24	10,922.24	493.76	4.33 %
100-52100-241	EQUIPMENT MAINTENANCE CONT	4,352.00	4,352.00	3,019.20	3,019.20	1,332.80	30.63 %
100-52100-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-290	OTHER CONTRACTUAL SERVICES	3,602.00	3,602.00	0.00	0.00	3,602.00	100.00 %
100-52100-310	OFFICE SUPPLIES	1,100.00	1,100.00	0.00	0.00	1,100.00	100.00 %
100-52100-311	POSTAGE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-52100-312	COPY USAGE & PAPER	1,600.00	1,600.00	0.00	0.00	1,600.00	100.00 %
100-52100-320	SUBSCRIPTIONS & DUES	2,317.00	2,317.00	1,300.00	1,300.00	1,017.00	43.89 %
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	2,174.00	2,174.00	12,526.00	85.21 %
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	107.90	107.90	11,892.10	99.10 %
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
100-52100-342	CLEANING & SANITARY SUPPLIES	150.00	150.00	11.34	11.34	138.66	92.44 %
100-52100-350	BLDG & GRDS MAINT & REPAIRS	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
100-360	VEHICLE MAINT. & REPAIRS	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
100-52100-361	REGULAR FUEL	61,657.00	61,657.00	0.00	0.00	61,657.00	100.00 %
100-52100-363	EQUIPMENT MAINT & REPAIRS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-52100-380	PUBLIC EDUCATION	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52100-381	EMPLOYMENT TESTING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-52100-382	UNIFORMS & SAFETY ATTIRE	9,000.00	9,000.00	102.52	102.52	8,897.48	98.86 %
100-52100-390	AMMUNITION	2,800.00	2,800.00	0.00	0.00	2,800.00	100.00 %
100-52100-391	ERT SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52100-392	NON LETHAL SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-52100-399	ADD'L SOFTWARE & UPGRADES	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
Department: 52100 - POLICE Total:		2,866,811.00	2,866,811.00	150,261.85	150,261.85	2,716,549.15	94.76 %
Department: 52200 - FIRE							
100-52200-110	SALARIES - REGULAR	160,296.00	160,296.00	6,724.45	6,724.45	153,571.55	95.80 %
100-52200-120	WAGES - REGULAR	582,233.00	582,233.00	24,061.78	24,061.78	558,171.22	95.87 %
100-52200-121	OVERTIME - REGULAR	46,000.00	46,000.00	2,802.67	2,802.67	43,197.33	93.91 %
100-52200-123	OVERTIME - DOUBLE TIME	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-124	WAGES - PERM PT	72,193.00	72,193.00	632.15	632.15	71,560.85	99.12 %
100-52200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-150	FICA	17,071.00	17,071.00	495.31	495.31	16,575.69	97.10 %
100-52200-151	RETIREMENT (WRS)	146,701.00	146,701.00	6,227.43	6,227.43	140,473.57	95.76 %
100-52200-152	HEALTH INSURANCE	241,346.00	241,346.00	19,578.32	19,578.32	221,767.68	91.89 %
100-52200-153	DENTAL INSURANCE	12,159.00	12,159.00	934.74	934.74	11,224.26	92.31 %
100-52200-154	LIFE INSURANCE	197.00	197.00	16.14	16.14	180.86	91.81 %
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	0.00	17,256.00	100.00 %
100-52200-225	PHONE/INTERNET/CABLE	2,000.00	2,000.00	175.93	175.93	1,824.07	91.20 %
100-52200-226	MOBILE DATA AIR CARDS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-240	SOFTWARE MAINTENANCE CONTR	7,275.00	7,275.00	0.00	0.00	7,275.00	100.00 %
2200-241	EQUIPMENT MAINTENANCE CONT	3,538.00	3,538.00	0.00	0.00	3,538.00	100.00 %
100-52200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %

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100-200-290	OTHER CONTRACTUAL SERVICES	6,915.00	6,915.00	0.00	0.00	6,915.00	100.00 %
100-52200-310	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52200-311	POSTAGE	200.00	200.00	0.00	0.00	200.00	100.00 %
100-52200-312	COPY USAGE & PAPER	180.00	180.00	0.00	0.00	180.00	100.00 %
100-52200-320	SUBSCRIPTIONS & DUES	1,896.00	1,896.00	0.00	0.00	1,896.00	100.00 %
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	0.00	6,300.00	100.00 %
100-52200-340	OPERATING SUPPLIES	8,611.00	8,611.00	0.00	0.00	8,611.00	100.00 %
100-52200-341	PRINTING & FORMS	200.00	200.00	0.00	0.00	200.00	100.00 %
100-52200-342	CLEANING & SANITARY SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-52200-350	BLDG & GRDS MAINT & REPAIRS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-52200-360	VEHICLE MAINT. & REPAIRS	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
100-52200-361	REGULAR FUEL	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
100-52200-362	OFF ROAD FUEL	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52200-363	EQUIPMENT MAINT & REPAIRS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
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	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-52200-382	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-52200-394	EMS - SUPPLIES	3,424.00	3,424.00	0.00	0.00	3,424.00	100.00 %
100-52200-399	ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	0.00	150.00	100.00 %
Department: 52200 - FIRE Total:		1,362,391.00	1,362,391.00	61,648.92	61,648.92	1,300,742.08	95.47 %
Department: 52210 - HYDRANTS							
100-52210-290	OTHER CONTRACTUAL SERVICES	390,168.00	390,168.00	0.00	0.00	390,168.00	100.00 %
Department: 52210 - HYDRANTS Total:		390,168.00	390,168.00	0.00	0.00	390,168.00	100.00 %
Department: 52400 - INSPECTIONS							
100-52400-110	SALARIES - REGULAR	36,228.00	36,228.00	2,012.43	2,012.43	34,215.57	94.45 %
100-52400-120	WAGES - REGULAR	246,725.00	246,725.00	10,249.80	10,249.80	236,475.20	95.85 %
100-52400-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-150	FICA	21,646.00	21,646.00	869.48	869.48	20,776.52	95.98 %
100-52400-151	RETIREMENT (WRS)	18,675.00	18,675.00	809.32	809.32	17,865.68	95.67 %
100-52400-152	HEALTH INSURANCE	90,080.00	90,080.00	6,145.35	6,145.35	83,934.65	93.18 %
100-52400-153	DENTAL INSURANCE	4,075.00	4,075.00	271.74	271.74	3,803.26	93.33 %
100-52400-154	LIFE INSURANCE	172.00	172.00	13.42	13.42	158.58	92.20 %
100-52400-225	PHONE/INTERNET/CABLE	2,340.00	2,340.00	84.67	84.67	2,255.33	96.38 %
100-52400-241	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52400-290	OTHER CONTRACTUAL SERVICES	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52400-294	WEIGHTS & MEASURES	8,800.00	8,800.00	0.00	0.00	8,800.00	100.00 %
100-52400-310	OFFICE SUPPLIES	800.00	800.00	0.00	0.00	800.00	100.00 %
100-52400-311	POSTAGE	700.00	700.00	0.00	0.00	700.00	100.00 %
100-52400-312	COPY USAGE & PAPER	1,500.00	1,500.00	315.70	315.70	1,184.30	78.95 %
100-52400-320	SUBSCRIPTIONS & DUES	390.00	390.00	140.00	140.00	250.00	64.10 %
100-52400-321	CERTIFICATIONS & LICENSES	115.00	115.00	0.00	0.00	115.00	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	100.00	100.00	3,500.00	97.22 %
100-52400-340	OPERATING SUPPLIES	150.00	150.00	0.00	0.00	150.00	100.00 %
100-52400-341	PRINTING & FORMS	1,130.00	1,130.00	0.00	0.00	1,130.00	100.00 %
100-52400-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	0.00	300.00	100.00 %
100-52400-361	REGULAR FUEL	3,100.00	3,100.00	0.00	0.00	3,100.00	100.00 %
100-52400-381	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 52400 - INSPECTIONS Total:		441,026.00	441,026.00	21,011.91	21,011.91	420,014.09	95.24 %
Department: 52601 - EMERGENCY GOVERNMENT							
100-52601-290	OTHER CONTRACTUAL SERVICES	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
100-52601-340	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 52601 - EMERGENCY GOVERNMENT Total:		7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %

Budget Report

For Fiscal: 2016 Period Ending: 01/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 52700 - JAIL							
<u>100-52700-290</u>	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00	100.00 %
Department: 52700 - JAIL Total:		200.00	200.00	0.00	0.00	200.00	100.00 %
Department: 53100 - ENGINEERING							
<u>100-53100-110</u>	SALARIES - REGULAR	71,974.00	71,974.00	3,002.17	3,002.17	68,971.83	95.83 %
<u>100-53100-120</u>	WAGES - REGULAR	2,022.00	2,022.00	84.71	84.71	1,937.29	95.81 %
<u>100-53100-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53100-150</u>	FICA	5,661.00	5,661.00	217.54	217.54	5,443.46	96.16 %
<u>100-53100-151</u>	RETIREMENT (WRS)	4,884.00	4,884.00	203.74	203.74	4,680.26	95.83 %
<u>100-53100-152</u>	HEALTH INSURANCE	21,140.00	21,140.00	1,761.67	1,761.67	19,378.33	91.67 %
<u>100-53100-153</u>	DENTAL INSURANCE	1,023.00	1,023.00	85.28	85.28	937.72	91.66 %
<u>100-53100-154</u>	LIFE INSURANCE	20.00	20.00	2.09	2.09	17.91	89.55 %
<u>100-53100-225</u>	PHONE/INTERNET/CABLE	2,326.00	2,326.00	64.86	64.86	2,261.14	97.21 %
<u>100-53100-240</u>	SOFTWARE MAINTENANCE CONTR	400.00	400.00	0.00	0.00	400.00	100.00 %
<u>100-53100-241</u>	EQUIPMENT MAINTENANCE CONT	400.00	400.00	0.00	0.00	400.00	100.00 %
<u>100-53100-310</u>	OFFICE SUPPLIES	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
<u>100-53100-311</u>	POSTAGE	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-53100-312</u>	COPY USAGE & PAPER	1,200.00	1,200.00	32.88	32.88	1,167.12	97.26 %
<u>100-53100-320</u>	SUBSCRIPTIONS & DUES	250.00	250.00	199.00	199.00	51.00	20.40 %
<u>100-53100-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53100-322</u>	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53100-323</u>	GENERAL ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53100-330</u>	SEMINARS, CONF & TRAVEL	700.00	700.00	335.50	335.50	364.50	52.07 %
<u>100-53100-340</u>	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>100-53100-341</u>	PRINTING & FORMS	125.00	125.00	0.00	0.00	125.00	100.00 %
<u>100-53100-360</u>	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-53100-361</u>	REGULAR FUEL	700.00	700.00	0.00	0.00	700.00	100.00 %
<u>100-53100-399</u>	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 53100 - ENGINEERING Total:		116,125.00	116,125.00	6,622.94	6,622.94	109,502.06	94.30 %
Department: 53310 - BOARD OF PUBLIC WORKS							
<u>100-53310-291</u>	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
<u>100-53310-311</u>	POSTAGE	50.00	50.00	0.00	0.00	50.00	100.00 %
<u>100-53310-312</u>	COPY USAGE & PAPER	750.00	750.00	0.00	0.00	750.00	100.00 %
<u>100-53310-322</u>	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	0.00	0.00	2,400.00	100.00 %
Department: 53311 - STREET							
<u>100-53311-110</u>	SALARIES - REGULAR	59,178.00	59,178.00	2,494.42	2,494.42	56,683.58	95.78 %
<u>100-53311-120</u>	WAGES - REGULAR	268,330.00	268,330.00	11,690.63	11,690.63	256,639.37	95.64 %
<u>100-53311-121</u>	OVERTIME - REGULAR	14,000.00	14,000.00	374.35	374.35	13,625.65	97.33 %
<u>100-53311-124</u>	WAGES - PERM PT	300.00	300.00	11.45	11.45	288.55	96.18 %
<u>100-53311-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-126</u>	WAGES - TEMP/SEAS	5,070.00	5,070.00	311.40	311.40	4,758.60	93.86 %
<u>100-53311-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-150</u>	FICA	26,536.00	26,536.00	1,030.26	1,030.26	25,505.74	96.12 %
<u>100-53311-151</u>	RETIREMENT (WRS)	22,540.00	22,540.00	960.94	960.94	21,579.06	95.74 %
<u>100-53311-152</u>	HEALTH INSURANCE	135,488.00	135,488.00	11,557.62	11,557.62	123,930.38	91.47 %
<u>100-53311-153</u>	DENTAL INSURANCE	7,212.00	7,212.00	614.27	614.27	6,597.73	91.48 %
<u>100-53311-154</u>	LIFE INSURANCE	243.00	243.00	17.51	17.51	225.49	92.79 %
<u>100-53311-211</u>	BOILER CONTRACTUAL	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-53311-213</u>	HVAC CONTRACTUAL	450.00	450.00	0.00	0.00	450.00	100.00 %
<u>100-53311-214</u>	FIRE CONTRACTUAL	650.00	650.00	0.00	0.00	650.00	100.00 %
<u>100-53311-220</u>	WATER/SEWER/STORM WATER	1,975.00	1,975.00	489.20	489.20	1,485.80	75.23 %
<u>100-53311-221</u>	ELECTRIC & GAS	9,400.00	9,400.00	0.00	0.00	9,400.00	100.00 %
<u>100-53311-225</u>	PHONE/INTERNET/CABLE	2,304.00	2,304.00	221.97	221.97	2,082.03	90.37 %
<u>100-53311-230</u>	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-53311-240</u>	SOFTWARE MAINTENANCE CONTR	710.00	710.00	0.00	0.00	710.00	100.00 %
<u>100-53311-241</u>	EQUIPMENT MAINTENANCE CONT	100.00	100.00	0.00	0.00	100.00	100.00 %

Budget Report

For Fiscal: 2016 Period Ending: 01/31/2016

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
100-53311-242	EQUIPMENT RENTAL	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00 %
100-53311-243	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-290	OTHER CONTRACTUAL SERVICES	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00 %
100-53311-310	OFFICE SUPPLIES	200.00	200.00	8.72	8.72	191.28	95.64 %
100-53311-311	POSTAGE	300.00	300.00	0.00	0.00	300.00	100.00 %
100-53311-312	COPY USAGE & PAPER	50.00	50.00	0.00	0.00	50.00	100.00 %
100-53311-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-322	LEGAL NOTICES	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
100-53311-330	SEMINARS, CONF & TRAVEL	500.00	500.00	0.00	0.00	500.00	100.00 %
100-53311-340	OPERATING SUPPLIES	4,850.00	4,850.00	0.00	0.00	4,850.00	100.00 %
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	0.00	600.00	100.00 %
100-53311-350	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-53311-360	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00 %
100-53311-361	REGULAR FUEL	20,800.00	20,800.00	0.00	0.00	20,800.00	100.00 %
100-53311-362	OFF ROAD FUEL	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-53311-363	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
100-53311-370	SALT & SAND	77,107.00	77,107.00	0.00	0.00	77,107.00	100.00 %
100-53311-371	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-53311-375	STREET MAINT & REPAIRS	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-53311-381	EMPLOYMENT TESTING	500.00	500.00	0.00	0.00	500.00	100.00 %
100-53311-382	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-53311-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 53311 - STREET Total:		719,493.00	719,493.00	29,782.74	29,782.74	689,710.26	95.86 %
Department: 53312 - STREET SIGNS & SIGNALS							
100-53312-221	ELECTRIC & GAS	7,800.00	7,800.00	0.00	0.00	7,800.00	100.00 %
100-53312-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53312-292	ELECTRICAL CONTRACTUAL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-53312-372	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
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	0.00	0.00	19,300.00	100.00 %
Department: 53315 - STREET LIGHTS							
100-53315-221	ELECTRIC & GAS	233,605.00	233,605.00	0.00	0.00	233,605.00	100.00 %
100-53315-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53315-292	ELECTRICAL CONTRACTUAL	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-53315-374	STREET LIGHT MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
Department: 53315 - STREET LIGHTS Total:		240,105.00	240,105.00	0.00	0.00	240,105.00	100.00 %
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	56,000.00	56,000.00	0.00	0.00	56,000.00	100.00 %
Department: 54110 - ANIMAL CONTROL Total:		56,000.00	56,000.00	0.00	0.00	56,000.00	100.00 %
Department: 55110 - LIBRARY							
100-55110-110	SALARIES - REGULAR	26,740.00	26,740.00	1,107.73	1,107.73	25,632.27	95.86 %
100-55110-124	WAGES - PERM PT	10,904.00	10,904.00	412.20	412.20	10,491.80	96.22 %
100-55110-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-150	FICA	2,880.00	2,880.00	111.27	111.27	2,768.73	96.14 %
100-55110-151	RETIREMENT (WRS)	1,765.00	1,765.00	73.11	73.11	1,691.89	95.86 %
100-55110-152	HEALTH INSURANCE	5,389.00	5,389.00	449.06	449.06	4,939.94	91.67 %
100-55110-153	DENTAL INSURANCE	271.00	271.00	22.59	22.59	248.41	91.66 %
100-55110-154	LIFE INSURANCE	9.00	9.00	0.77	0.77	8.23	91.44 %
100-55110-211	BOILER CONTRACTUAL	635.00	635.00	0.00	0.00	635.00	100.00 %
100-55110-213	HVAC CONTRACTUAL	4,196.00	4,196.00	0.00	0.00	4,196.00	100.00 %

Budget Report

For Fiscal: 2016 Period Ending: 01/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-55110-214</u>	FIRE CONTRACTUAL	1,534.00	1,534.00	0.00	0.00	1,534.00	100.00 %
<u>100-55110-220</u>	WATER/SEWER/STORM WATER	3,179.00	3,179.00	764.92	764.92	2,414.08	75.94 %
<u>100-55110-221</u>	ELECTRIC & GAS	24,376.00	24,376.00	0.00	0.00	24,376.00	100.00 %
<u>100-55110-225</u>	PHONE/INTERNET/CABLE	650.00	650.00	49.46	49.46	600.54	92.39 %
<u>100-55110-240</u>	SOFTWARE MAINTENANCE CONTR	750.00	750.00	0.00	0.00	750.00	100.00 %
<u>100-55110-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-290</u>	OTHER CONTRACTUAL SERVICES	1,320.00	1,320.00	0.00	0.00	1,320.00	100.00 %
<u>100-55110-291</u>	TRANSCRIPTION CONTRACTUAL	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>100-55110-292</u>	ELECTRICAL CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-55110-293</u>	PLUMBING CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>100-55110-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-311</u>	POSTAGE	25.00	25.00	0.00	0.00	25.00	100.00 %
<u>100-55110-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-340</u>	OPERATING SUPPLIES	2,475.00	2,475.00	0.00	0.00	2,475.00	100.00 %
<u>100-55110-342</u>	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00 %
<u>100-55110-350</u>	BLDG & GRDS MAINT & REPAIRS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<u>100-55110-360</u>	VEHICLE MAINT. & REPAIRS	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>100-55110-363</u>	EQUIPMENT MAINT. & REPAIRS	200.00	200.00	0.00	0.00	200.00	100.00 %
Department: 55110 - LIBRARY Total:		92,248.00	92,248.00	2,991.11	2,991.11	89,256.89	96.76 %
Department: 55200 - PARKS							
<u>100-55200-110</u>	SALARIES - REGULAR	56,929.00	56,929.00	2,396.72	2,396.72	54,532.28	95.79 %
<u>100-55200-120</u>	WAGES - REGULAR	76,002.00	76,002.00	3,192.46	3,192.46	72,809.54	95.80 %
<u>100-55200-121</u>	OVERTIME - REGULAR	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>100-55200-124</u>	WAGES - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-126</u>	WAGES - TEMP/SEAS	34,447.00	34,447.00	0.00	0.00	34,447.00	100.00 %
<u>100-55200-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-150</u>	FICA	12,881.00	12,881.00	413.39	413.39	12,467.61	96.79 %
<u>100-55200-151</u>	RETIREMENT (WRS)	9,552.00	9,552.00	368.89	368.89	9,183.11	96.14 %
<u>100-55200-152</u>	HEALTH INSURANCE	17,795.00	17,795.00	1,482.91	1,482.91	16,312.09	91.67 %
<u>100-55200-153</u>	DENTAL INSURANCE	1,870.00	1,870.00	155.84	155.84	1,714.16	91.67 %
<u>100-55200-154</u>	LIFE INSURANCE	33.00	33.00	2.68	2.68	30.32	91.88 %
<u>100-55200-214</u>	FIRE CONTRACTUAL	50.00	50.00	0.00	0.00	50.00	100.00 %
<u>100-55200-220</u>	WATER/SEWER/STORM WATER	16,130.00	16,130.00	2,696.34	2,696.34	13,433.66	83.28 %
<u>100-55200-221</u>	ELECTRIC & GAS	22,500.00	22,500.00	0.00	0.00	22,500.00	100.00 %
<u>100-55200-225</u>	PHONE/INTERNET/CABLE	2,700.00	2,700.00	223.84	223.84	2,476.16	91.71 %
<u>100-55200-240</u>	SOFTWARE MAINTENANCE CONTR	600.00	600.00	0.00	0.00	600.00	100.00 %
<u>100-55200-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-290</u>	OTHER CONTRACTUAL SERVICES	384.00	384.00	0.00	0.00	384.00	100.00 %
<u>100-55200-291</u>	TRANSCRIPTION CONTRACTUAL	600.00	600.00	0.00	0.00	600.00	100.00 %
<u>100-55200-292</u>	ELECTRICAL CONTRACTUAL	450.00	450.00	0.00	0.00	450.00	100.00 %
<u>100-55200-293</u>	PLUMBING CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-55200-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-320</u>	SUBSCRIPTIONS & DUES	400.00	400.00	0.00	0.00	400.00	100.00 %
<u>100-55200-321</u>	CERTIFICATIONS & LICENSES	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>100-55200-330</u>	SEMINARS, CONF & TRAVEL	590.00	590.00	0.00	0.00	590.00	100.00 %
<u>100-55200-340</u>	OPERATING SUPPLIES	10,625.00	10,625.00	90.55	90.55	10,534.45	99.15 %
<u>100-55200-342</u>	CLEANING & SANITARY SUPPLIES	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<u>100-55200-350</u>	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	216.82	216.82	11,783.18	98.19 %
<u>100-55200-360</u>	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<u>100-55200-361</u>	REGULAR FUEL	7,600.00	7,600.00	0.00	0.00	7,600.00	100.00 %
<u>100-55200-362</u>	OFF ROAD FUEL	2,600.00	2,600.00	0.00	0.00	2,600.00	100.00 %
<u>100-55200-363</u>	EQUIPMENT MAINT & REPAIRS	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
<u>100-55200-371</u>	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<u>100-55200-381</u>	EMPLOYMENT TESTING	90.00	90.00	0.00	0.00	90.00	100.00 %

Budget Report

For Fiscal: 2016 Period Ending: 01/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-382	UNIFORMS & SAFETY ATTIRE	250.00	250.00	0.00	0.00	250.00	100.00 %
	Department: 55200 - PARKS Total:	300,978.00	300,978.00	11,240.44	11,240.44	289,737.56	96.27 %
Department: 55300 - RECREATION							
100-55300-110	SALARIES - REGULAR	168,516.00	168,516.00	7,073.84	7,073.84	161,442.16	95.80 %
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	36,167.00	36,167.00	896.53	896.53	35,270.47	97.52 %
100-55300-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-126	WAGES - TEMP/SEAS	55,567.00	55,567.00	1,328.93	1,328.93	54,238.07	97.61 %
100-55300-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-150	FICA	19,909.00	19,909.00	635.78	635.78	19,273.22	96.81 %
100-55300-151	RETIREMENT (WRS)	12,516.00	12,516.00	519.56	519.56	11,996.44	95.85 %
100-55300-152	HEALTH INSURANCE	51,572.00	51,572.00	4,297.65	4,297.65	47,274.35	91.67 %
100-55300-153	DENTAL INSURANCE	2,157.00	2,157.00	179.80	179.80	1,977.20	91.66 %
100-55300-154	LIFE INSURANCE	47.00	47.00	4.01	4.01	42.99	91.47 %
100-55300-225	PHONE/INTERNET/CABLE	3,000.00	3,000.00	126.44	126.44	2,873.56	95.79 %
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	500.00	500.00	0.00	0.00	500.00	100.00 %
100-55300-310	OFFICE SUPPLIES	1,190.00	1,190.00	0.00	0.00	1,190.00	100.00 %
100-55300-311	POSTAGE	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
100-55300-312	COPY USAGE & PAPER	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-55300-320	SUBSCRIPTIONS & DUES	775.00	775.00	0.00	0.00	775.00	100.00 %
100-55300-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55300-330	SEMINARS, CONF & TRAVEL	2,100.00	2,100.00	386.00	386.00	1,714.00	81.62 %
100-55300-340	OPERATING SUPPLIES	26,900.00	26,900.00	0.00	0.00	26,900.00	100.00 %
100-55300-341	PRINTING & FORMS	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-55300-381	EMPLOYMENT TESTING	450.00	450.00	0.00	0.00	450.00	100.00 %
	Department: 55300 - RECREATION Total:	395,116.00	395,116.00	15,448.54	15,448.54	379,667.46	96.09 %
Department: 55420 - AQUATIC CENTER							
100-55420-120	WAGES - REGULAR	19,418.00	19,418.00	807.14	807.14	18,610.86	95.84 %
100-55420-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55420-126	WAGES - TEMP/SEAS	80,322.00	80,322.00	318.52	318.52	80,003.48	99.60 %
100-55420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55420-150	FICA	7,630.00	7,630.00	80.76	80.76	7,549.24	98.94 %
100-55420-151	RETIREMENT (WRS)	1,282.00	1,282.00	53.27	53.27	1,228.73	95.84 %
100-55420-152	HEALTH INSURANCE	6,716.00	6,716.00	559.65	559.65	6,156.35	91.67 %
100-55420-153	DENTAL INSURANCE	383.00	383.00	31.95	31.95	351.05	91.66 %
100-55420-154	LIFE INSURANCE	4.00	4.00	0.31	0.31	3.69	92.25 %
100-55420-220	WATER/SEWER/STORM WATER	7,151.00	7,151.00	1,367.34	1,367.34	5,783.66	80.88 %
100-55420-221	ELECTRIC & GAS	13,779.00	13,779.00	0.00	0.00	13,779.00	100.00 %
100-55420-225	PHONE/INTERNET/CABLE	360.00	360.00	27.80	27.80	332.20	92.28 %
100-55420-290	OTHER CONTRACTUAL SERVICES	10,987.00	10,987.00	0.00	0.00	10,987.00	100.00 %
100-55420-321	CERTIFICATIONS & LICENSES	250.00	250.00	0.00	0.00	250.00	100.00 %
100-55420-330	SEMINARS, CONF & TRAVEL	250.00	250.00	56.01	56.01	193.99	77.60 %
100-55420-340	OPERATING SUPPLIES	4,650.00	4,650.00	336.00	336.00	4,314.00	92.77 %
100-55420-342	CLEANING & SANITARY SUPPLIES	450.00	450.00	0.00	0.00	450.00	100.00 %
100-55420-343	CONCESSIONS SUPPLIES	17,800.00	17,800.00	0.00	0.00	17,800.00	100.00 %
100-55420-350	BLDG & GRDS MAINT & REPAIRS	4,600.00	4,600.00	0.00	0.00	4,600.00	100.00 %
100-55420-363	EQUIPMENT MAINT & REPAIRS	500.00	500.00	0.00	0.00	500.00	100.00 %
	Department: 55420 - AQUATIC CENTER Total:	176,532.00	176,532.00	3,638.75	3,638.75	172,893.25	97.94 %
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 %

Budget Report

For Fiscal: 2016 Period Ending: 01/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
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	14,498.00	14,498.00	0.00	0.00	14,498.00	100.00 %
Department: 56700 - ECONOMIC DEVELOPMENT Total:		14,498.00	14,498.00	0.00	0.00	14,498.00	100.00 %
Department: 56900 - PLANNING & ZONING							
100-56900-110	SALARIES - REGULAR	38,202.00	38,202.00	1,905.53	1,905.53	36,296.47	95.01 %
100-56900-120	WAGES - REGULAR	4,045.00	4,045.00	169.42	169.42	3,875.58	95.81 %
100-56900-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-150	FICA	3,232.00	3,232.00	150.03	150.03	3,081.97	95.36 %
100-56900-151	RETIREMENT (WRS)	2,789.00	2,789.00	136.95	136.95	2,652.05	95.09 %
100-56900-152	HEALTH INSURANCE	8,179.00	8,179.00	681.62	681.62	7,497.38	91.67 %
100-56900-153	DENTAL INSURANCE	657.00	657.00	54.73	54.73	602.27	91.67 %
100-56900-154	LIFE INSURANCE	14.00	14.00	1.94	1.94	12.06	86.14 %
100-56900-225	PHONE/INTERNET/CABLE	2,100.00	2,100.00	64.86	64.86	2,035.14	96.91 %
100-56900-240	SOFTWARE MAINTENANCE CONTR	320.00	320.00	320.00	320.00	0.00	0.00 %
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	0.00	-23,200.00	100.00 %
100-56900-291	TRANSCRIPTION CONTRACTUAL	2,900.00	2,900.00	0.00	0.00	2,900.00	100.00 %
100-56900-310	OFFICE SUPPLIES	760.00	760.00	0.00	0.00	760.00	100.00 %
100-56900-311	POSTAGE	880.00	880.00	0.00	0.00	880.00	100.00 %
100-56900-312	COPY USAGE & PAPER	2,745.00	2,745.00	17.28	17.28	2,727.72	99.37 %
100-56900-320	SUBSCRIPTIONS & DUES	930.00	930.00	398.00	398.00	532.00	57.20 %
100-56900-322	LEGAL NOTICES	3,300.00	3,300.00	0.00	0.00	3,300.00	100.00 %
100-56900-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-330	SEMINARS, CONF & TRAVEL	2,100.00	2,100.00	335.50	335.50	1,764.50	84.02 %
100-56900-340	OPERATING SUPPLIES	670.00	670.00	0.00	0.00	670.00	100.00 %
100-56900-360	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	0.00	300.00	100.00 %
100-56900-361	REGULAR FUEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
Department: 56900 - PLANNING & ZONING Total:		51,923.00	51,923.00	4,235.86	4,235.86	47,687.14	91.84 %
Department: 59200 - TRANSFERS							
100-59200-590	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 59200 - TRANSFERS Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:		8,713,116.00	8,713,116.00	484,568.42	484,568.42	8,228,547.58	94.44 %
Fund: 100 - GENERAL FUND Surplus (Deficit):		0.00	0.00	-140,687.06	-140,687.06	-140,687.06	0.00 %
Report Surplus (Deficit):		0.00	0.00	-140,687.06	-140,687.06	-140,687.06	0.00 %

Struck - Klandrud Post No. 336

American Legion

P.O. Box 326

Onalaska, Wisconsin

54650



F-7

Dear Potential 2016 Event Partners

Onalaska Community Days is in its 11th year and we're looking forward to a great 2016. Our continued success is due to our partners who make it possible year after year. Even though it may be a little cool outside, event planning has already started. We are looking forward to bringing the Dweebs band for the Onalaska Firefighter dance being held Friday evening along with local entertainment throughout the event.

Onalaska Community Days will be held Friday, June 17th and Saturday June 18th at the Legion Grounds, 731 Sand Lake Road. There are no buttons to buy, no entrance fees and most of all - games, great food, beverages and Craft show at a reasonable prices for all ages.

Your partnership contribution allows the Onalaska American Legion Family to host the Community Days and also give back to the community in various ways. In past years, surplus revenue generated by this event was distributed to those in need. (Onalaska/Holmen Food Pantry; Children's Miracle Network; Medical Supplies for Veterans in need, Santa's lists for needy children, along with numerous other local organizations).

Please consider being a partner with the Onalaska American Legion, Legion Auxiliary, Sons of the American Legion and Baseball by filling out the attached commitment form.

All payments should be made out to Onalaska Community Days, P.O. Box 326, Onalaska, WI 54650; Or forms and payments can be dropped off at the Onalaska American Legion, 731 sand Lake Road, Onalaska.

Our Sincere "Thank You" for your past support and all you do for our

community and region to make it a great place to live ,work and play.

If you have any questions feel free to contact Chris Carlson at 608-783-0507.

We look forward to a great 2016, partnerships, and friendships.

Sincerely,

Chris J Carlson

5000
=

ONALASKA COMMUNITY DAYS PARTNERSHIP 2016

Business/Company _____

Contact Individual _____

Address _____

Telephone _____

PARTNER LEVEL

- Commander.....\$1000 +**
- 1st Vice-Commander.....\$500 to \$999**
- 2nd Vice-Commander.....\$200 to \$499**
- 3rd Vice-Commander.....\$50 to \$199**

I pledge/enclose _____ as a Partner in the 2016 Onalaska Community Days.
(please forward pledge amount by March 15 for brochure and advertising)

Mail to or drop off at Onalaska American Legion Post 336.

**Mailing Address: Onalaska Community Days
P.O. Box 326
Onalaska, Wisconsin 54650**

Onalaska Community Days Partners

- | | |
|--------------------------------------|-------------------------------------|
| Active Chiropractic
Clinic, LLC | The Insurance Center
JRM & Assoc |
| Altra Federal Credit
Union | Kwik Trip |
| BMO Harris Bank | La Crosse Beverage |
| Coulee Golf Bowl | La Crosse Radio Group |
| Coulee Region
Cremation | La Crosse Sign Co. |
| Curtis Printing Co., Inc. | Malita Raymond |
| Diveley Electric | Mathy Construction Co. |
| Every Plumbing | Merchants Bank |
| Fleis Insurance | Modern Crane |
| FMB Trailer Sales | Onalaska Fire Dept. |
| Government Employees
Credit Union | Onalaska Tourism |
| Harter's Trash and
Recycle | Pepsi |
| Hilltopper Rotary | S&S Distributing |
| | Schumacher Kish |
| | Stansfield Vending |
| | Wharf Lounge |
| | XCEL Energy |

11th Annual Onalaska Community Days

hosted by
American Legion Family
June 17-18, 2016



**A Community and Family
Summer Celebration**
featuring ...

*Food,
Music and
Family
Fun*



**731 SAND LAKE ROAD
ONALASKA LEGION GROUNDS**
www.onalaskapost336.org

**FUN
FOR THE
WHOLE FAMILY**

**SAFE
RIDE
AVAILABLE**

Lodging & Tourism Information
available through:

La Crosse County Visitor's Bureau
608.782.2366

Friday, June 17th

- * 16-under Wood Bat Legion Baseball Tournament Games, at 3:00 pm
- * Refreshment Tent opens at 5:00 pm
- * Mob Stop, Big Boar Catering and Ole's Donuts on the grounds Friday, starting at 5:00 pm
- * Craig Olson Project starting at 5:00 pm to 8:00 pm on Main Stage
- * Bingo in Dining Hall, at 6:00 - 10:00 pm sponsored by the Auxiliary
- * Onalaska Fire Department Annual Firefighters Dance featuring "The Dweebs" on Main Stage at 8:30 - 11:30 pm



Safe Ride Available



sponsored by ...



LA CROSSE SIGN CO.
COMMERCIAL SIGNAGE • GRAPHIC DESIGN • PRINTING

Saturday, June 18th

- * American Legion Clubrooms Open All Day, at 8:00 am
- * Pancake Breakfast at 8:00 to 11:00 am, Cost \$5.00
- * Craft Fair in the Activity Center at 9:00 am
- * 16-under Wood Bat Legion Baseball Tournament Saturday at 10:00 am
- * Euchre Tournament at 11:30 am - 1:30 pm, in Dining Hall
- * Refreshment Tent Opens at Noon
- * Texas Hold'Em in the Dining Hall at 2:00-5:00 pm
- * Bingo at 5:30 pm - 10:00 pm, in Dining Hall
- * Mob Stop, Big Boar Catering, and Ole's Donuts on the grounds Friday and Saturday
- * Music by "Buck Hollow Band" on Main Stage at 2:30 - 6:30 pm
- * Music by "Entourage" on Main Stage at 7:30 - 11:30 pm

*Food,
Music and
Fun*

**SAFE
RIDE
AVAILABLE**

**FUN
FOR THE
WHOLE FAMILY**

F-8



CITY OF ONALASKA

Fire Department

415 Main Street • Onalaska, WI 54650 • (608) 781-9546 • fax (608) 781-9514 • www.cityofonalaska.com

To: Fred Buehler
From: Troy Gudie
Date: February 12, 2016

RE: Revenue from sale old fire equipment on WI. Surplus Auction

The Onalaska Fire Department sold old sections of fire hose, emergency medical equipment, and a portable fire pump totaling \$2,032.00. Per your request we would like the Finance and Personnel Committee to consider allocating the money for the following required safety equipment from the undesignated fund balance:

Qty	Part #	Description	Price	Amount
15	SHE5282G	Shelby Glove Elk/Gore Gauntlet Style Sizes SMALL-EXTRA-LARGE	60.00	900.00
				0.00
7	BT1500	Morning Pride Rubber Pull-on Bunker Boot Insulated, Kelvar Lining, Lug Sole NFPA Certified (took the place of the Ranger Boot)	155.00	1,085.00
				0.00
		PLUS SHIPPING		0.00
				0.00
				0.00
				0.00
			Subtotal	1,985.00
			Tax	\$0.00
			Total	1,985.00

The gloves and boots we felt were the most critical items for the safety of our firefighters to replace. Please let me know if you have any questions.

Respectfully,

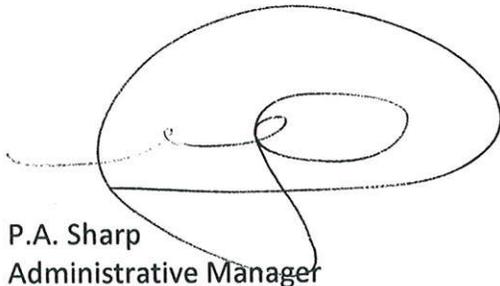
TROY GUDIE
Assistant Fire Chief

23 February 2016

F-9

MEMORANDUM FOR FINANCE

The Onalaska Police Department has been awarded a \$4,000.00 Equipment Grant from the Wisconsin Department of Transportation. The Equipment that was approved for purchase with this grant is an in squad video camera system. The grant stipulates a 25% match. As the camera approved for purchase costs in excess of \$5,000.00 the difference will be used as match. The funds for the difference between the purchase price and the grant amount were drawn from funds remaining in Account 207 and funds from the sale of Police Department vehicles in 2015. (Use of these funds as match for the grant purchase was approved by F&P and Common Council in February).

A handwritten signature in black ink, consisting of a large, stylized loop that starts on the left, goes up and around, then down and around, ending with a horizontal stroke.

P.A. Sharp
Administrative Manager

23 February 2016

F-10

MEMORANDUM FOR FINANCE

The Onalaska Police Department has been awarded a \$10,000 grant for increased Seat Belt enforcement from the Wisconsin Department of Transportation. The grant runs from March through the month of September 2016 and pays for wages and fringe. The grant stipulates a 25% match which will be achieved using the cost of mileage expended during the grant and partial fringe.



P.A. Sharp
Administrative Manager



MEMORANDUM

PUBLIC WORKS DEPARTMENT

F-11

TO: Finance and Personnel Committee
FROM: Jarrod Holter, City Engineer *JH*
DATE: February 24, 2016
CC:
RE: Vehicle purchases

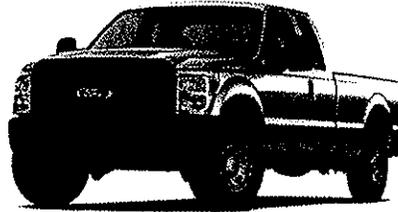
Included within the 2016 budget is the purchase of three pick-up trucks for Public Works Department. Staff is proposing the purchase of two trucks and one SUV. The following are the proposed purchases:

- A* • ¾ ton pick-up with plow to be shared between Cemetery and Street Department. This vehicle will replace 1999 GMC sent to auction.
- B* • ½ ton pick-up for Water & Sanitary Sewer Utility to replace existing 2005 Chevy Colorado truck
- C* • Small SUV for Water & Sanitary Sewer Utility to replace existing 2005 Chevy Colorado. Initial budget called for a crew cab pick-up but upon further staff review it was found another vehicle that had a hatch back would be better for water sampling and still be able to carry up to four employees if needed.

I have attached quotes for the vehicles requested and all are being purchased using the State of Wisconsin Vehicle bid through Ewald. If you have any further questions please contact me. Thank you.

Prepared For:
 JARROD HOLTER
 CITY OF ONALASKA
 415 MAIN ST
 ONALASKA, WI 54650
 Phone: (608) 781-9537
 Email: jholter@cityofonala
 ka.com

"A"



Prepared By:
 SCOTT KUSSOW
 EWALD AUTOMOTIVE GROUP, LL
 36833 E. WISCONSIN AVE.
 OCONOMOWOC, WI 53066
 Phone: (262) 567-5555
 Fax: (262) 560-1303
 Email: skfleet@ewaldauto.com

2016 Fleet/Non-Retail Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL

QUOTE WORKSHEET

QUOTE WORKSHEET - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

MSRP	\$35,180.00
Destination Charge	\$1,195.00
Optional Equipment	\$5,562.00
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$12,753.00)
Total Pre-Tax Adjustments	(\$12,753.00)
Taxable Price	\$29,184.00
TOTAL	\$29,184.00

Customer Signature / Date

Dealer Signature / Date

2016 FORD F250 REG CAB 4WD TO YOUR SPECS AS DETAILED. REGISTRATION FEES ARE EXTRA. DELIVERY CAN BE ANTICIPATED 90-120 DAYS FROM RECEIPT OF YOUR ORDER. PAYMENT TERMS ARE NET TEN DAYS.

→ OPTIONAL 8 1/2' WESTERN PRO-PLUS PLOW ADD \$75

FINAL ORDER DATE 3/31/16.

DELIVERY + 200
 LINEX BEDLINER + 500
 RUNNING BOARDS/NECK BAR + 400
 STRAKE LIGHT BAR + 640

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

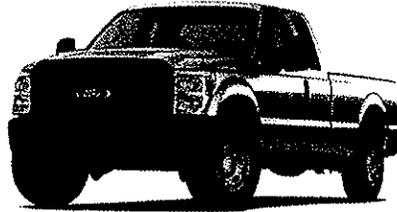
GM AutoBook, Data Version: 426.0, Data updated 2/16/2016
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Customer File:

February 20, 2016 2:16:59 PM

TOTAL = \$31,040 Page 1

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Email: jholter@cityofonalaska.com



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2016 Fleet/Non-Retail Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

ENTERTAINMENT

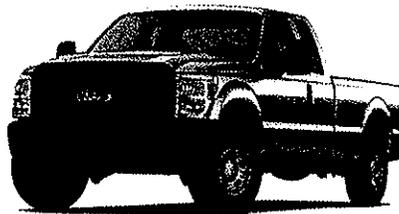
- Radio: AM/FM Stereo w/Digital Clock -inc: 2-speakers
- Fixed Antenna

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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2016 Fleet/Non-Retail Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

EXTERIOR

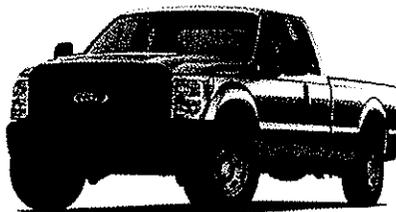
- Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments
- Tires: LT245/75R17E BSW A/S -inc: Spare is LT245/75R17E A/T BSW plus
- Regular Box Style
- Steel Spare Wheel
- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Black Front Bumper w/2 Tow Hooks
- Black Rear Step Bumper
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Manual Side Mirrors w/Manual Folding
- Manual Extendable Trailer Style Mirrors
- Fixed Rear Window
- Light Tinted Glass
- Variable Intermittent Wipers
- Fully Galvanized Steel Panels
- Black Grille
- Front License Plate Bracket
- Tailgate Rear Cargo Access
- Manual Tailgate/Rear Door Lock
- Aero-Composite Halogen Headlamps
- Cargo Lamp Integrated w/High Mount Stop Light

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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2016 Fleet/Non-Retail Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

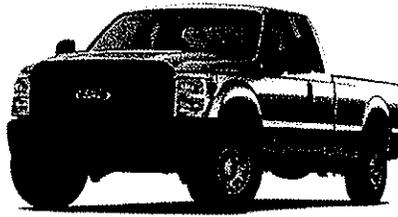
INTERIOR

- Front Seats w/Manual Driver Lumbar
- 4-Way Driver Seat -inc: Manual Recline, Fore/Aft Movement and Manual Lumbar Support
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter and Trip Odometer
- 3 Person Seating Capacity
- Front Cupholder
- Manual Air Conditioning
- Glove Box
- Interior Trim -inc: Chrome Interior Accents
- Full Cloth Headliner
- Urethane Gear Shift Knob
- Heavy Duty Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder and storage
- Day-Night Rearview Mirror
- Passenger Visor Vanity Mirror
- 2 12V DC Power Outlets
- Front Map Lights
- Fade-To-Off Interior Lighting
- Full Vinyl/Rubber Floor Covering
- Underhood And Pickup Cargo Box Lights
- Instrument Panel Bin and Dashboard Storage
- Manual 1st Row Windows
- Systems Monitor

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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2016 Fleet/Non-Retail Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

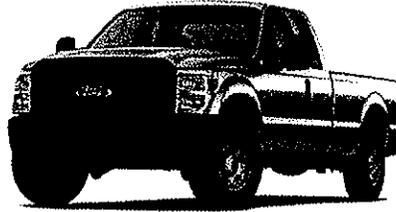
- Outside Temp Gauge
- Analog Display
- Manual Adjustable Front Head Restraints
- Securilock Anti-Theft Ignition (pats) Engine Immobilizer

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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2016 Fleet/Non-Retail Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

MECHANICAL

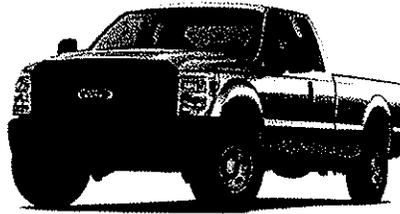
- Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel
- Transmission: TorqShift 6-Speed Automatic -inc: SelectShift
- 3.73 Axle Ratio
- GVWR: 10,000 lb Payload Package
- Transmission w/Oil Cooler
- Manual Transfer Case
- Part-Time Four-Wheel Drive
- 72-Amp/Hr 650CCA Maintenance-Free Battery w/Run Down Protection
- 157 Amp Alternator
- Class V Towing w/Harness, Hitch and Trailer Sway Control
- 3580# Maximum Payload
- HD Shock Absorbers
- Front Anti-Roll Bar
- Firm Suspension
- Hydraulic Power-Assist Steering
- 35 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Manual Locking Hubs
- Front Suspension w/Coil Springs
- Leaf Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

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2016 Fleet/Non-Retail Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

SAFETY

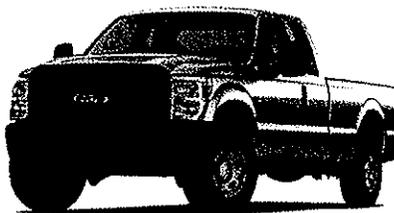
- Advancetrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
- Curtain 1st Row Airbags
- Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
- Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters

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2016 Fleet/Non-Retail Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
F2B	2016 Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL	\$35,180.00

SELECTED VEHICLE COLORS - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

<u>Code</u>	<u>Description</u>
-	Interior: Steel
-	Exterior 1: Green Gem Metallic
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

CATEGORY

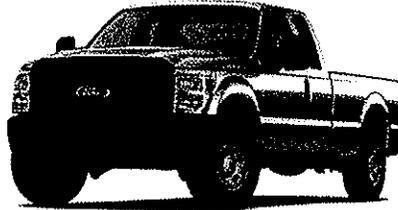
<u>Code</u>	<u>Description</u>	<u>MSRP</u>
ENGINE		
996	ENGINE: 6.2L 2-VALVE SOHC EFI NA V8 FLEX-FUEL (STD)	\$0.00
TRANSMISSION		
44P	TRANSMISSION: TORQSHIFT 6-SPEED AUTOMATIC -inc: SelectShift (STD)	\$0.00
OPTION PACKAGE		
600A	ORDER CODE 600A	\$0.00
AXLE RATIO		
X3E	ELECTRONIC LOCKING W/3.73 AXLE RATIO	\$390.00
WHEELS		
64A	WHEELS: 17" ARGENT PAINTED STEEL -inc: painted hub covers/center ornaments (STD)	\$0.00
TIRES		
TBK	TIRES: LT245/75R17E BSW A/S -inc: Spare is LT245/75R17E A/T BSW plus (STD)	\$0.00

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2016 Fleet/Non-Retail Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

CATEGORY

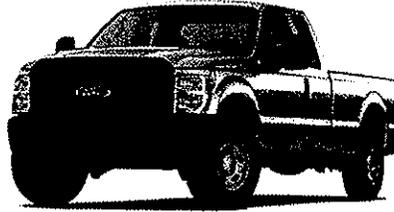
<u>Code</u>	<u>Description</u>	<u>MSRP</u>
PRIMARY PAINT		
W6	GREEN GEM METALLIC	\$0.00
PAINT SCHEME		
—	STANDARD PAINT	\$0.00
SEAT TYPE		
1S	STEEL, CLOTH 40/20/40 SPLIT BENCH SEAT -inc: center armrest, cupholder and storage	\$100.00
ADDITIONAL EQUIPMENT		
473	SNOW PLOW PREP PACKAGE -inc: NOTE: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details w/996-inc: computer selected springs for snowplow application and heavy-duty alternator w/99T-inc: computer selected springs for snowplow application	\$85.00
52B	TRAILER BRAKE CONTROLLER -inc: Compatible w/select electric over hydraulic brakes	\$270.00
41P	TRANSFER CASE & FUEL TANK SKID PLATES	\$100.00
DEALER INSTALLED / PROCESSING OPTIONS		
<u>.DI-1</u>	WESTERN 8' PRO-PLUS PLOW	\$4,617.00
OPTIONS TOTAL		\$5,562.00

An underlined code indicates that the options have been applied by the dealer. All sales prices established solely by dealer.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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 Customer File:

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2016 Fleet/Non-Retail Ford Super Duty F-250 SRW 4WD Reg Cab 137" XL

PRICING SUMMARY

PRICING SUMMARY - 2016 Fleet/Non-Retail F2B 4WD Reg Cab 137" XL

	<u>MSRP</u>
Base Price	\$35,180.00
Total Options:	\$5,562.00
Vehicle Subtotal	\$40,742.00
Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
GRAND TOTAL	\$41,937.00

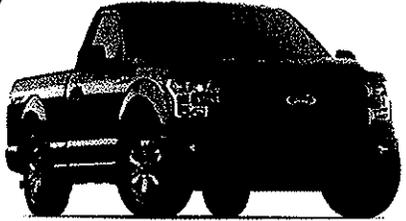
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" B "



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2016 Fleet/Non-Retail Ford F-150 4WD Reg Cab 141" XL F1E

QUOTE WORKSHEET

QUOTE WORKSHEET - 2016 Fleet/Non-Retail F1E 4WD Reg Cab 141" XL

MSRP	\$31,375.00
Destination Charge	\$1,195.00
Optional Equipment	\$1,595.00
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$11,247.00)
Total Pre-Tax Adjustments	(\$11,247.00)
Taxable Price	\$22,918.00
TOTAL	\$22,918.00

DELIVERY + 200.-

Customer Signature / Date

Dealer Signature / Date

2016 FORD F150 REG CAB 4WD TO YOUR SPECS AS DETAILED. REGISTRATION FEES ARE EXTRA.
 DELIVERY CAN BE ANTICIPATED 90-120 DAYS FROM RECEIPT OF YOUR ORDER. PAYMENT TERMS ARE
 NET TEN DAYS.

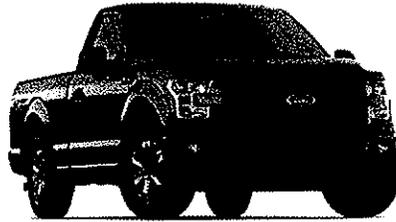
TOTAL = \$23,118.00

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2016 Fleet/Non-Retail Ford F-150 4WD Reg Cab 141" XL F1E

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F1E 4WD Reg Cab 141" XL

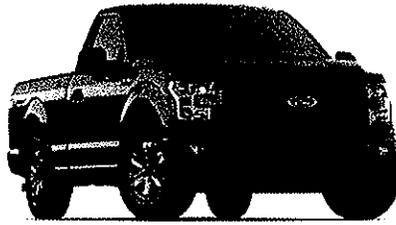
ENTERTAINMENT

- Radio: AM/FM Stereo w/4 Speakers -inc: auxiliary audio input jack (not available w/SYNC)
- Radio w/Aux Audio Input Jack
- Fixed Antenna
- 2 LCD Monitors In The Front

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2016 Fleet/Non-Retail Ford F-150 4WD Reg Cab 141" XL F1E

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F1E 4WD Reg Cab 141" XL

EXTERIOR

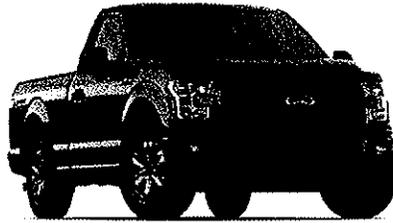
- Wheels: 17" Silver Steel
- Tires: P265/70R17 OWL A/T
- Regular Box Style
- Steel Spare Wheel
- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Black Rear Step Bumper
- Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Manual Side Mirrors w/Convex Spotter and Manual Folding
- Fixed Rear Window
- Light Tinted Glass
- Variable Intermittent Wipers
- Aluminum Panels
- Black Grille
- Tailgate Rear Cargo Access
- Manual Tailgate/Rear Door Lock
- Fully Automatic Aero-Composite Halogen Daytime Running Headlamps w/Delay-Off
- Cargo Lamp Integrated w/High Mount Stop Light

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2016 Fleet/Non-Retail Ford F-150 4WD Reg Cab 141" XL F1E

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F1E 4WD Reg Cab 141" XL

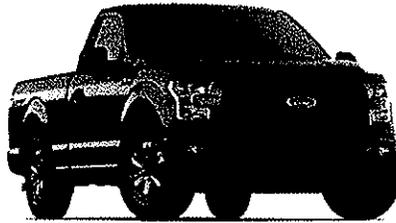
INTERIOR

- Cloth 40/20/40 Front Seat -inc: 2-way manual driver/passenger adjustment and armrest
- 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp and Trip Odometer
- 3 Person Seating Capacity
- Front Cupholder
- Manual Air Conditioning
- Glove Box
- Interior Trim -inc: Cabback Insulator and Chrome Interior Accents
- Full Cloth Headliner
- Urethane Gear Shift Knob
- Day-Night Rearview Mirror
- Passenger Visor Vanity Mirror
- 2 12V DC Power Outlets
- Fade-To-Off Interior Lighting
- Full Vinyl/Rubber Floor Covering
- Pickup Cargo Box Lights
- Instrument Panel Bin, Dashboard Storage, Driver And Passenger Door Bins
- Manual 1st Row Windows
- Outside Temp Gauge
- Analog Display
- Manual Adjustable Front Head Restraints

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2016 Fleet/Non-Retail Ford F-150 4WD Reg Cab 141" XL F1E

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F1E 4WD Reg Cab 141" XL

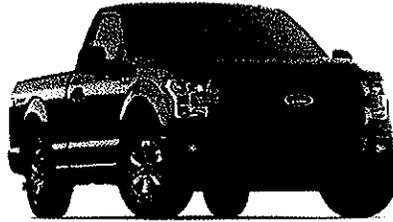
- Front Center Armrest
 - Securilock Anti-Theft Ignition (pats) Engine Immobilizer
- MECHANICAL*
- Engine: 3.5L V6 Ti-VCT FFV
 - Transmission: Electronic 6-Speed Automatic -inc: tow/haul mode
 - 3.73 Axle Ratio
 - GVWR: 6,100 lbs Payload Package
 - Electronic Transfer Case
 - Part-Time Four-Wheel Drive
 - 70-Amp/Hr 610CCA Maintenance-Free Battery w/Run Down Protection
 - 200 Amp Alternator
 - Towing w/Harness and Trailer Sway Control
 - 1660# Maximum Payload
 - Gas-Pressurized Shock Absorbers
 - Front Anti-Roll Bar
 - Electric Power-Assist Speed-Sensing Steering
 - 23 Gal. Fuel Tank
 - Single Stainless Steel Exhaust
 - Auto Locking Hubs
 - Double Wishbone Front Suspension w/Coil Springs
 - Leaf Rear Suspension w/Leaf Springs
 - 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Hill Hold Control and Electric Parking Brake

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 426.0, Data updated 2/16/2016
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Customer File:

Prepared For:
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2016 Fleet/Non-Retail Ford F-150 4WD Reg Cab 141" XL F1E

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail F1E 4WD Reg Cab 141" XL

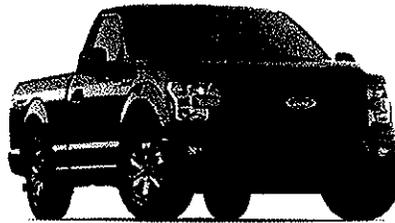
SAFETY

- Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Safety Canopy System Curtain 1st Row Airbags
- Airbag Occupancy Sensor
- Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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2016 Fleet/Non-Retail Ford F-150 4WD Reg Cab 141" XL F1E

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Fleet/Non-Retail F1E 4WD Reg Cab 141" XL

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
F1E	2016 Ford F-150 4WD Reg Cab 141" XL	\$31,375.00

SELECTED VEHICLE COLORS - 2016 Fleet/Non-Retail F1E 4WD Reg Cab 141" XL

<u>Code</u>	<u>Description</u>
-	Interior: Dark Earth Gray
-	Exterior 1: Green Gem Metallic
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Fleet/Non-Retail F1E 4WD Reg Cab 141" XL

CATEGORY

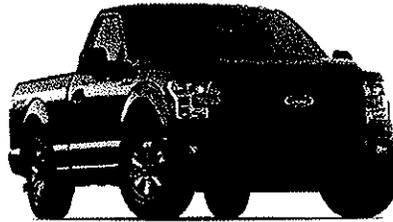
<u>Code</u>	<u>Description</u>	<u>MSRP</u>
ENGINE		
99F	ENGINE: 5.0L V8 FFV -inc: 3.31 Axle Ratio, GVWR: 6,950 lbs Payload Package	\$1,595.00
TRANSMISSION		
446	TRANSMISSION: ELECTRONIC 6-SPEED AUTOMATIC -inc: tow/haul mode (STD)	\$0.00
OPTION PACKAGE		
100A	EQUIPMENT GROUP 100A BASE	\$0.00
AXLE RATIO		
X27	3.31 AXLE RATIO	\$0.00
WHEELS		
64C	WHEELS: 17" SILVER STEEL (STD)	\$0.00
TIRES		
---	TIRES: P265/70R17 OWL AT (STD)	\$0.00
PRIMARY PAINT		
W6	GREEN GEM METALLIC	\$0.00

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2016 Fleet/Non-Retail Ford F-150 4WD Reg Cab 141" XL F1E

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail F1E 4WD Reg Cab 141" XL

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
PAINT SCHEME		
—	STANDARD PAINT	\$0.00
SEAT TYPE		
CG	DARK EARTH GRAY, CLOTH 40/20/40 FRONT SEAT -inc: 2-way manual driver/passenger adjustment and armrest	\$0.00
ADDITIONAL EQUIPMENT		
—	GVWR: 6,950 LBS PAYLOAD PACKAGE (Requires 99F)	INC
OPTIONS TOTAL		\$1,595.00

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 Customer File:

Holter, Jarrod

From: Scott Kussow <skussow@ewaldauto.com>
Sent: Thursday, February 18, 2016 4:51 PM
To: Holter, Jarrod
Subject: RE: 2016 State bid truck purchases

“ C ”

Jarrold;

I will get you the quotes on the first two items for Chevrolet and Ford, you can decide what is going to work best for you.

Here is our State pricing for both the Jeep Patriot and the Dodge Journey, let me know which one makes the most sense for you.

Make	Model	Bid Item	Body Style	Drive			Engine			
				FWD	RWD	4x4	4 BASE	E85 (Y/N)	4 UPGRADE	E85 (Y/N)
Jeep	Patriot	J1	Cross	X			\$18,984	N	\$19,463	N
Jeep	Patriot	J2	Cross			X	\$21,390	N		

Make	Model	Bid Item	Body Style	Drive		Engine		
				FWD	AWD	4 BASE	E85 (Y/N)	6 BASE
Dodge	Grand Caravan	D6	Minivan	X				\$22,124.00
Dodge	Journey	D7	SUV	X		\$17,583.00	N	\$21,716.00
Dodge	Journey	D8	SUV		X			\$21,606.00

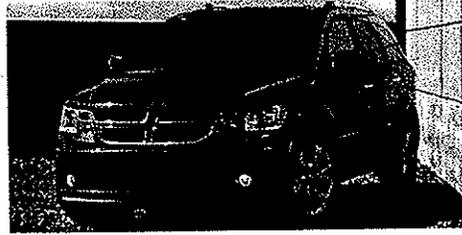
+ EXTRA KEY
+ DELIVERY

TOTAL = \$ 22,098.-

Scott Kussow
Director of Commercial and Fleet Sales
Ewald Automotive Group
36833 E. Wisconsin Ave.
Oconomowoc, WI. 53066
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Fax: (262) 560-1303

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2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

QUOTE WORKSHEET

QUOTE WORKSHEET - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

MSRP	\$24,895.00
Destination Charge	\$995.00
Optional Equipment	\$1,855.00
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$5,847.00)
Total Pre-Tax Adjustments	(\$5,847.00)
Taxable Price	\$21,898.00
TOTAL	\$21,898.00

DELIVERY + \$200

Customer Signature / Date

Dealer Signature / Date

2016 DODGE JOURNEY SXT FWD TO YOUR SPECS AS DETAILED. REGISTRATION FEES ARE EXTRA. DELIVERY CAN BE ANTICIPATED 90-120 DAYS FROM RECEIPT OF YOUR ORDER. PAYMENT TERMS ARE NET TEN DAYS.

FINAL ORDER DATE 5/5/16.

\$22,098.-

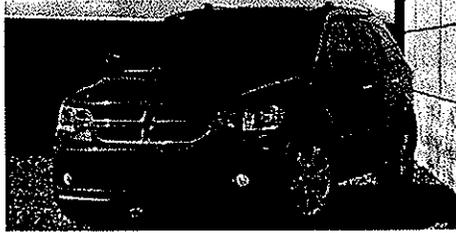
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2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

ENTERTAINMENT

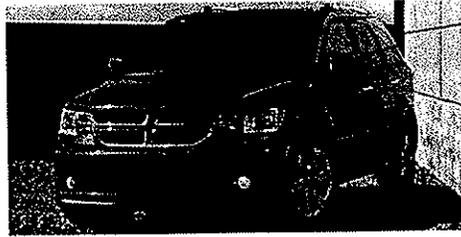
- Radio: 4.3
- Radio w/Seek-Scan, In-Dash Mounted Single CD, MP3 Player, Clock, Speed Compensated Volume Control, Steering Wheel Controls and Radio Data System
- 6 Speakers
- Graphic Equalizer
- Integrated Roof Antenna
- Audio Jack Input for Mobile Devices
- Remote USB Port

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2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

EXTERIOR

- Wheels: 17" x 6.5" Aluminum
- Tires: P225/65R17 BSW A/S Touring
- Steel Spare Wheel
- Compact Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Body-Colored Front Bumper w/Metal-Look Bumper Insert
- Body-Colored Rear Bumper
- Black Side Windows Trim
- Body-Colored Door Handles
- Body-Colored Power Heated Side Mirrors w/Manual Folding
- Fixed Rear Window w/Fixed Interval Wiper and Defroster
- Deep Tinted Glass
- Speed Sensitive Variable Intermittent Wipers
- Galvanized Steel/Aluminum/Composite Panels
- Chrome Grille
- Dodge Performance Body Color Fascias
- Liftgate Rear Cargo Access
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Roof Rack Rails Only
- Auto Off Aero-Composite Halogen Daytime Running Headlamps w/Delay-Off
- Perimeter/Approach Lights
- Front Fog Lamps
- LED Brakelights
- Auto/StickTM

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2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

- Tip Start

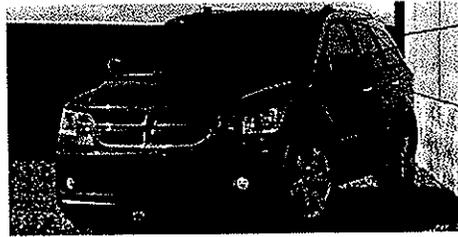
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2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

INTERIOR

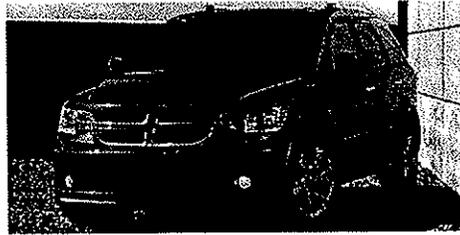
- 6-Way Driver Seat -inc: Manual Recline, Height Adjustment and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- 40-60 Folding Split-Bench Front Facing Manual Reclining Tilt ft.n Slide(tm) Fold Forward Seatback Rear Seat w/Manual Fore/Aft
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
- Power Rear Windows and Fixed 3rd Row Windows
- 7 Person Seating Capacity
- Fixed 50-50 Bench Premium Cloth 3rd Row Seat Front, Manual Recline, Manual Fold Into Floor and 2 Fixed Head Restraints
- Front Cupholder
- Rear Cupholder
- Compass
- Proximity Key For Doors And Push Button Start
- Valet Function
- Remote Keyless Entry w/Integrated Key Transmitter, 2 Door Curb/Courtesy, Illuminated Entry and Panic Button
- Cruise Control w/Steering Wheel Controls
- Dual Zone Front Manual Air Conditioning
- HVAC -inc: Underseat Ducts, Auxiliary Rear Heater and Headliner/Pillar Ducts
- Rear HVAC w/Separate Controls
- Illuminated Locking Glove Box
- Driver Foot Rest
- Interior Trim -inc: Metal-Look Instrument Panel Insert, Metal-Look Door Panel Insert, Chrome And Metal-Look Interior Accents
- Full Cloth Headliner

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2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

- Vinyl Door Trim Insert
- Urethane Gear Shift Knob
- Premium Cloth Low-Back Bucket Seats
- Day-Night Rearview Mirror
- Driver Visor Vanity Mirror
- Full Floor Console w/Covered Storage and 4 12V DC Power Outlets
- Front And Rear Map Lights
- Fade-To-Off Interior Lighting
- Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats
- Carpet Floor Trim
- Cargo Area Concealed Storage
- Cargo Space Lights
- 4.3" Touch Screen Display
- Instrument Panel Bin, Interior Concealed Storage, Driver / Passenger And Rear Door Bins and 2nd Row Underseat Storage
- Power 1st Row Windows w/Driver 1-Touch Down
- Delayed Accessory Power
- Power Door Locks w/Autolock Feature
- Systems Monitor
- Redundant Digital Speedometer
- Outside Temp Gauge
- Digital/Analog Display
- Trip Computer
- Manual Anti-Whiplash w/Tilt Front Head Restraints and Manual Adjustable Rear Head Restraints
- Front Center Armrest and Rear Center Armrest w/Storage

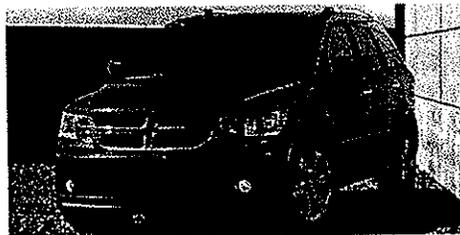
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2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

- 1 Seatback Storage Pocket
- Sentry Key Engine Immobilizer
- 4 12V DC Power Outlets
- Air Filtration

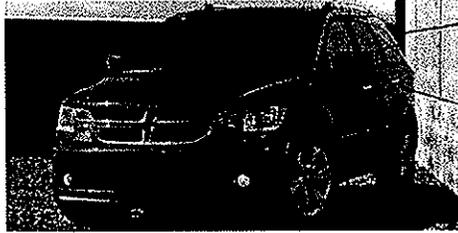
MECHANICAL

- Engine: 2.4L I4 DOHC 16V Dual VVT
- Transmission: 4-Speed Automatic VLP
- 4.28 Axle Ratio
- Normal Duty Suspension
- GVW/Payload Rating
- 50 State Emissions
- Transmission w/AUTOSTICK Sequential Shift Control and Oil Cooler
- Front-Wheel Drive
- 525CCA Maintenance-Free Battery w/Run Down Protection
- 160 Amp Alternator
- Towing w/Trailer Sway Control
- 1165# Maximum Payload
- Gas-Pressurized Shock Absorbers
- Front And Rear Anti-Roll Bars
- Hydraulic Power-Assist Speed-Sensing Steering
- 20.5 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Strut Front Suspension w/Coil Springs
- Multi-Link Rear Suspension w/Coil Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs and Brake Assist

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2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

SAFETY

- Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Airbag Occupancy Sensor
- Driver Knee Airbag
- Rear Child Safety Locks
- Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
- Curtain 1st, 2nd And 3rd Row Airbags

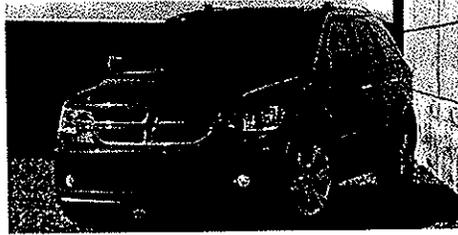
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2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
JCDE49	2016 Dodge Journey FWD 4dr SXT	\$24,895.00

SELECTED VEHICLE COLORS - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

<u>Code</u>	<u>Description</u>
-	Interior: Black
-	Exterior 1: Verde Oliva (Olive Green)
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

<u>CATEGORY</u>		<u>MSRP</u>
<u>Code</u>	<u>Description</u>	
SUSPENSION PKG		
SDD	TOURING SUSPENSION	INC
ENGINE		
ERB	ENGINE: 3.6L V6 24V VVT -inc: Engine Oil Cooler, Flex Fuel Vehicle, Touring Suspension, Dual Bright Exhaust Tips, 3.16 Axle Ratio (Requires DG2)	\$1,700.00
TRANSMISSION		
DG2	TRANSMISSION: 6-SPEED AUTOMATIC 62TE (Requires ERB)	\$0.00
CPOS PKG		
28E	QUICK ORDER PACKAGE 28E -inc: Engine: 3.6L V6 24V VVT, Transmission: 6-Speed Automatic 62TE *Upon selection of this pkg, the cost of powertrain components will be added* (Requires DG2 and ERB)	\$0.00
AXLE RATIO		
---	3.16 AXLE RATIO (Requires ERB)	INC
WHEELS		
WFE	WHEELS: 17" X 6.5" ALUMINUM (STD)	\$0.00

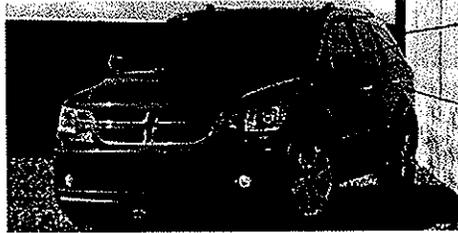
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2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
TIRES		
TVK	TIRES: P225/65R17 BSW A/S TOURING (STD)	\$0.00
PRIMARY PAINT		
PFP	VERDE OLIVA (OLIVE GREEN)	\$0.00
PAINT SCHEME		
—	STANDARD PAINT	\$0.00
SEAT TYPE		
E5X9	BLACK, PREMIUM CLOTH LOW-BACK BUCKET SEATS	\$0.00
DEALER INSTALLED / PROCESSING OPTIONS		
<u>DI-1</u>	THIRD KEY	\$155.00
OPTIONS TOTAL		\$1,855.00

An underlined code indicates that the options have been applied by the dealer. All sales prices established solely by dealer.

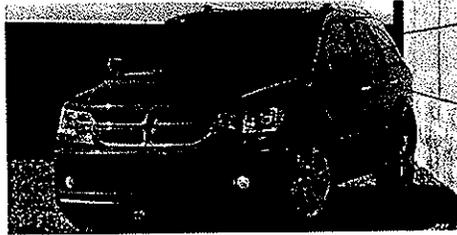
Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 426.0, Data updated 2/16/2016
 © Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

Prepared For:
JARROD HOLTER
CITY OF ONALASKA
415 MAIN ST
ONALASKA, WI 54650
Phone: (608) 781-9537
Email: jholter@cityofonalaska.com

Prepared By:
SCOTT KUSSOW
EWALD AUTOMOTIVE GROUP, LL
36833 E. WISCONSIN AVE.
OCONOMOWOC, WI 53066
Phone: (262) 567-5555
Fax: (262) 560-1303
Email: skfleet@ewaldauto.com



2016 Fleet/Non-Retail Dodge Journey FWD 4dr SXT JCDE49

PRICING SUMMARY

PRICING SUMMARY - 2016 Fleet/Non-Retail JCDE49 FWD 4dr SXT

	<u>MSRP</u>
Base Price	\$24,895.00
Total Options:	\$1,855.00
Vehicle Subtotal	\$26,750.00
Advert/Adjustments	\$0.00
Destination Charge	\$995.00
GRAND TOTAL	\$27,745.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 426.0, Data updated 2/16/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.
Customer File:



CITY OF ONALASKA

PLANNING/ZONING DEPARTMENT
P/E: (608) 781-9590
FAX: (608) 781-9506

415 MAIN STREET
ONALASKA, WI 54650-2953
<http://www.cityofonalaska.com>

MEMO

Date: February 22, 2016
To: Finance & Personnel Committee
From: Katie Aspenson, Interim Land Use & Development Director
Re: Consideration to apply for funding from the Southwest Wisconsin Building Inspectors Association (SWWBIA) in the amount of \$500 dollars to hire a temporary seasonal employee within the Inspection Department.

Dear Finance & Personnel Committee:

The Southwest Wisconsin Building Inspectors Association (SWWBIA) intends to begin an Apprenticeship Program in an effort to attract younger interest in the Building Inspections field. A total of \$1,500 dollars is available in \$500 dollar increments to "members in good standing" (City of Onalaska Inspection Department). Currently, the Inspection Department has \$500 dollars budgeted towards an intern for 2016, which would act as a match to the SWWBIA funding.

The Inspection Department would work with Western Technical College (WTC) to identify potential students within the Engineering and Technology, Architecture, Graphics, and Design, and Mechanical Programs. The program would begin approximately June 1, 2016 with 100 hours of work during the construction season. SWWBIA has a criterion that the student would need to obtain a Uniform Dwelling Code Inspector Credential either prior to beginning the program or within the first few weeks of the program.

Following is list of tasks to be completed by the Building Inspection Seasonal Employee:

- Assist in updating City Ordinances pertaining to the Building Code and complete research as necessary.
- Assist in permit reviews.
- Assist in building permit file recordkeeping.
- Shadow Onalaska Building Inspectors to understand their role in the construction of buildings.
- Upon obtaining the UDC Credential, the intern would assist with field inspections that include, but not limited to, Roofs, Decks, Erosion Control, Accessory Structures (non-structural inspections). The inspections would be non-structural in nature and would not cause liability issues.
- Other duties as assigned.

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 Anthony Hilton

Department Fire Department

Position Firefighter/EMT

Business Purpose 1 01 - Training
 02 - Conference Attendance
 03 - Speech or Presentation
 04 - Site Visit
 05 - Other _____

Name of Seminar Crude By Rail Emergency Response

Date(s) of Seminar April 4-6

Departure Date 4/3/16 Return Date 4/7/16

Destination Pueblo, Colorado
(city, state)

TRAVEL REQUEST

Travel within WI Out of State Travel

Travel to MN Travel at No Expense

REQUESTS FOR PAYMENTS

Registration Expenses Prepay

Pay To _____

Address _____

City _____ State / ZIP _____

Amount _____

Issue Check Paid with Visa Will Bill

Lodging Expenses Prepay

Pay To _____

Address _____

City _____ State / ZIP _____

Amount _____ Conf. # _____

Issue Check Paid with Visa Will Bill

Airfare Expenses Prepay

Pay To _____

Address _____

City _____ State / ZIP _____

Amount _____

Issue Check Paid with Visa Will Bill

Other Expenses (meals, parking, etc.) Prepay

Pay To _____

Address _____

City _____ State / ZIP _____

Amount _____

Issue Check Paid with Visa Will Bill

AUTHORIZED ESTIMATED COSTS

Registration _____

Lodging (total) _____
cost per night _____

Airfare _____

City Vehicle Yes No

Personal Vehicle _____ miles **\$0.00**
rate per mile _____

Other _____

Meals (total) _____
per diem _____

TOTAL Estimated Cost \$0.00

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

Anthony Hilton 02/15/16
 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 No

[Signature] 2/1/16
 Supervisor's Signature Date

DOCUMENTATION / COPIES

Original to Deputy Finance _____ DATE _____

Agenda Attached* _____

Copy to HR (Out of State) _____

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:

Supervisor _____ DATE _____

F&P _____

Common Council _____

Other _____

updated 7/28/15



Security and Emergency Response Training Center
55500 DOT Rd., Pueblo, CO 81001 USA | (719) 584-0584 | www.sertc.org
Train Today For a Safe Tomorrow

Dear Anthony Hilton:

Please read carefully, and keep this email for future reference:

Congratulations, you are registered for **CBR-04-04-16-BNSF Apr 4 - 6 2016**. The course material will be on a USB Flash Drive, which is yours to keep. SERTC will supply you with a laptop for classroom use only. It is recommended that you bring your own laptop for after-hours studying; however, this is not a requirement.

- [Click here](#) — please download/print this PDF— with **important** instructions; especially travel arrangements and what PPE is required to bring with you.
- [Click here](#) — for Pueblo Venue | restaurants | weather
- [Click here](#) — After arriving, the graduation photo will be posted on the SERTC website

Feel free to contact us with any questions. Safe travels,



POC: Emily Spears - BNSF Hazmat
411 Bolliger Blvd. | Fort Worth, TX 76106 | (817) 740-7343 |
emily.spears@bnsf.com



SERTC Administration | (719) 584-0584 | www.sertc.org | sertc@aar.com | <http://www.youtube.com/watch?v=CwT6pBehOXY&feature=youtu.be>

**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>Corey Yankovich</u>
Department	<u>Fire Department</u>
Position	<u>Firefighter/EMT</u>
Business Purpose	<u>1</u> 01 - Training 02 - Conference Attendance 03 - Speech or Presentation 04 - Site Visit 05 - Other _____
Name of Seminar	<u>Crude By Rail Emergency Response</u>
Date(s) of Seminar	<u>April 4-6</u>
Departure Date	<u>4/3/16</u> Return Date <u>4/7/16</u>
Destination	<u>Pueblo, Colorado</u> (city, state)

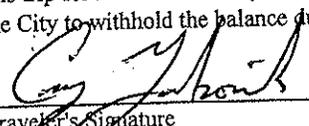
TRAVEL REQUEST	
<input type="checkbox"/> Travel within WI	<input checked="" type="checkbox"/> Out of State Travel
<input type="checkbox"/> Travel to MN	<input checked="" type="checkbox"/> Travel at No Expense

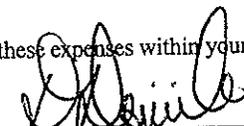
REQUESTS FOR PAYMENTS		
Registration Expenses		<input type="checkbox"/> Prepay
Pay To	_____	
Address	_____	
City	State / ZIP	_____
Amount	_____	
Issue Check	Paid with Visa	Will Bill
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lodging Expenses		<input type="checkbox"/> Prepay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

AUTHORIZED ESTIMATED COSTS	
Registration	_____
Lodging (total)	_____ <i>cost per night</i>
Airfare	_____
City Vehicle	Yes <input 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

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

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
	<u>2-12-2016</u>

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 type="checkbox"/> No <input type="checkbox"/>
Supervisor's Signature	Date
	<u>2/11/16</u>

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 _____	_____



Security and Emergency Response Training Center
55500 DOT Rd., Pueblo, CO 81001 USA | (719) 584-0584 | www.sertc.org
Train Today For a Safe Tomorrow

Dear Corey Yonkovich:

Please read carefully, and keep this email for future reference:

Congratulations, you are registered for **CBR-04-04-16-BNSF Apr 4 - 6 2016**. The course material will be on a USB Flash Drive, which is yours to keep. SERTC will supply you with a laptop for classroom use only. It is recommended that you bring your own laptop for after-hours studying; however, this is not a requirement.

- [Click here](#) — please download/print this PDF— with **important** instructions; especially travel arrangements and what PPE is required to bring with you.
- [Click here](#) — for Pueblo Venue | restaurants | weather
- [Click here](#) — After arriving, the graduation photo will be posted on the SERTC website

Feel free to contact us with any questions. Safe travels,



POC: Emily Spears - BNSF Hazmat
411 Bolliger Blvd. | Fort Worth, TX 76106 | (817) 740-7343 |
emily.spears@bnsf.com



SERTC Administration | (719) 584-0584 | www.sertc.org | sertc@aar.com | <http://www.youtube.com/watch?v=CwT8pBehOXY&feature=youtu.be>



Security and Emergency Response Training Center
55500 DOT Rd., Pueblo, CO 81001 USA | (719) 584-0584 | www.sertc.org
Train Today For a Safe Tomorrow

Dear Cory Taylor:

Please read carefully, and keep this email for future reference:

Congratulations, you are registered for **CBR-04-04-16-BNSF Apr 4 - 6 2016**. The course material will be on a USB Flash Drive, which is yours to keep. SERTC will supply you with a laptop for classroom use only. It is recommended that you bring your own laptop for after-hours studying; however, this is not a requirement.

- **Click here** — please download/print this PDF— with **important** instructions; especially travel arrangements and what PPE is required to bring with you.
- **Click here** — for Pueblo Venue | restaurants | weather
- **Click here** — After arriving, the graduation photo will be posted on the SERTC website

Feel free to contact us with any questions. Safe travels,



POC: Emily Spears - BNSF Hazmat
411 Bolliger Blvd. | Fort Worth, TX 76106 | (817) 740-7343 |
emily.spears@bnsf.com



SERTC Administration | (719) 584-0584 | www.sertc.org | sertc@aar.com | <http://www.youtube.com/watch?v=CwT6pBehOXY&feature=youtu.be>

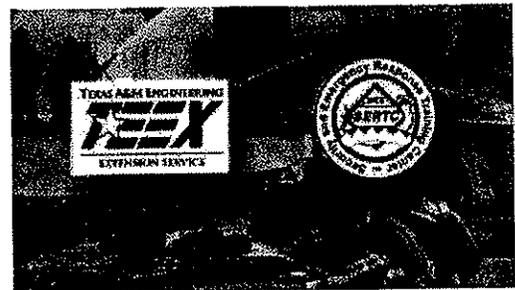
> 2016 Crude By Rail (CBR) and Emergency Response Training

2016 Crude By Rail (CBR) and Emergency Response Training

BNSF Railway will once again offer Crude By Rail and Emergency Response Training to municipal first responders at two locations in 2016. This no cost training program will provide first responder's with the basic knowledge, skill and abilities to respond to incidents involving Crude By Rail (CBR). The program is delivered over 3 days (24 Hours) with over 60% of the time spent on field exercises.

Please let us know if your fire department is interested by completing the request at the bottom of the page. The information will be submitted to the Hazmat Manager in your region and number of attendees will be determined by department size, commodity flow in your area and availability.

- **NO COST** to attendees for tuition
- **NO COST** to attendees for travel expenses – air, rental car and hotel prepaid. For items such as airline baggage fees, evening meals, rental car gasoline and home airport travel mileage expense (if applicable) will be reimbursed through a completed reimbursement expense form.
- **PREREQUISITE**
 - Fire Fighter 1 or Equivalent Level of Training
 - Hazardous Materials Operations



Texas A&M
Brayton Fire Training Field
1595 Nuclear Science Road
College Station, TX

February 8-10, 2016 – FULL
February 10-12, 2016 – FULL
June 6-8, 2016
June 8-10, 2016
September 5-7, 2016
September 7-9, 2016

Security and Emergency
Response Training Center (SERTC)
55500 DOT Road
Pueblo, CO 81001

April 4-6, 2016
April 6-8, 2016
May 9-11, 2016
May 11-13, 2016
June 27-29, 2016
June 29-July 1, 2016

This program covers:

- The Chemical and Physical Properties of the Different Types of Crude Oil Transported
- Basic Site Safety and Damage Assessment
- Tank Car Design and Construction
- Tactical Control Methods
- Application of Firefighting Foam Agents
- Water and Spill Control Procedures
- Planning for Crude Oil Incidents
- Potential Environmental Impacts

The field training evolutions will include a demonstration of crude oil fires, boil overs and application of foam to crude oil incidents, as well as advanced fire fighting techniques. The evaluation will culminate in a full-scale derailment exercise.



Crude By Rail and Emergency Response Training Request

Fields marked with an * are required

Fire Department Name *

Address 1 *

Address 2

City *

State *

Zip / Post Code *

Training Approver or Chief Officer Name *

Training Approver or Chief Officer Email *

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

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

EMPLOYEE INFORMATION	
Employee Name	<u>Brian Everson</u>
Department	<u>Fire Department</u>
Position	<u>Firefighter/EMT</u>
Business Purpose	<u>01/02</u> 01 - Training 02 - Conference Attendance 03 - Speech or Presentation 04 - Site Visit 05 - Other
Name of Seminar	<u>Challenges for Local Training Officers</u>
Date(s) of Seminar	<u>5/29/2016-6/3/2016</u>
Departure Date	<u>5/28/16</u> Return Date <u>6/4/16</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	<u>\$0.00</u>
Lodging (total)	<u>\$0.00</u>
Airfare	<u>\$525.00</u>
City Vehicle	<u>\$0.00</u>
Personal Vehicle	<u>\$0.00</u>
Meals (total)	<u>\$167.32</u>
TOTAL Estimated Cost	<u>\$692.32</u>

REQUESTS FOR PAYMENTS	
Registration Expenses	<input type="checkbox"/> Prepay
Pay To	<u>Guest Services</u>
Address	<u>Building K, 16825 South Seton Ave</u>
City	<u>Emmitsburg</u> State / ZIP <u>MD, 21727</u>
Amount	<u>\$167.32</u>
Issue Check	<input checked="" type="checkbox"/>
Paid with Visa	<input 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 type="checkbox"/>
Will Bill	<input type="checkbox"/>

Airfare Expenses	<input type="checkbox"/> Prepay
Pay To	<u>Expedia</u>
Address	
City	State / ZIP
Amount	<u>\$525.00</u>
Issue Check	<input type="checkbox"/>
Paid with Visa	<input checked="" type="checkbox"/>
Will Bill	<input type="checkbox"/>

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

SOURCE OF FUNDS		
Please list account numbers in the order you want them to be charged. Approval from Department Head required.		
Account	Authorized Signature	Remarks
<u>100-52200-330</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.	
	<u>2/16/16</u>
Traveler's Signature	Date

SUPERVISOR/DEPARTMENT HEAD'S SIGNATURE	
I have examined this authorization and certify that it is just and reasonable.	
Are these expenses within your budget? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<u>2-17-16</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 _____	_____



U.S. Fire Administration

Working for a fire-safe America

[About USFA](#) [Hotel/Motel](#) [Contact Us](#)

Challenges for Local Training Officers R0815

[Training Programs](#) [/nfacourses/catalog/search?courseCurriculum=6](#)

Delivery type	6-Day On-Campus
ACE recommendation	In the lower division baccalaureate/associate or upper division baccalaureate degree category, two semester hours in education, public administration, fire science, Emergency Medical Services (EMS), management, or human resource management.
CEU's	4
Student pre-course materials and course syllabus	http://nfa.usfa.fema.gov/ax/pcm/pcm_r0815.pdf (http://nfa.usfa.fema.gov/ax/pcm/pcm_r0815.pdf) PDF 34 KB, http://nfa.usfa.fema.gov/ax/syll/syllabus_r0815.pdf (http://nfa.usfa.fema.gov/ax/syll/syllabus_r0815.pdf) PDF 138 KB,

Training Specialist

Woody Stratton

woody.stratton@fema.dhs.gov (<mailto:woody.stratton@fema.dhs.gov>)

301-447-1380

Upcoming offerings

May 29, 2016 - June 3, 2016 | May 14 - 19, 2017 | [View more \(#schedule\)](#)

Course description

This six-day course is designed to provide students with the essential tools and skills to coordinate training in a small local fire/EMS organization. The target audience consists of those people who have responsibility for the training in their organization. A training function in a smaller department typically may include conducting training drills and coordinating training with a nearby larger city or state training function. Course content deals with a variety of training challenges facing the local training officer, including dealing with personnel, program planning, delivery, training liability, etc. The course requirements include class activities, homework, two examinations, and a small individual project.

Note: This course is not designed to teach course development or presentation skills. Students who have taken the two-week on-campus course "Training Program Management" (R0342) will not be admitted to this class.

Selection criteria

Students must have current or future responsibility for their organization's training function.

Prerequisites

Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through NFA Online at www.usfa.fema.gov/training/nfa/courses/online.html. Chief's signature attests that the applicant has completed this required training.

Upcoming offerings

Dates	Availability	Location	Contact(s)	CCP
May 29, 2016 - June 3, 2016	Application period closed	Emmitsburg, Maryland		
May 14 - 19, 2017	Apply on 10/15/2016 - 12/15/2016	Emmitsburg, Maryland		

Post-course requirements None

Comments Will help to provide proper training, from firefighters up to chief...This course will help me to implement an effective training program in my department including documentation, legal issues, and motivations...I will be able to make immediate changes in my department based on information presented in the class. I have also been able to develop long-term goals for improvements based on this class.

Hoeft, Stacy

From: Everson, Brian
Sent: Wednesday, February 17, 2016 11:32 AM
To: Dominick, Donald; Gudie, Troy; Hoeft, Stacy
Subject: FW: NFA Course Acceptance: R0815

From: netc-admissnotifications [<mailto:netc-admissnotifications@fema.dhs.gov>]
Sent: Wednesday, February 17, 2016 10:19 AM
To: Everson, Brian
Subject: NFA Course Acceptance: R0815

Brian J Everson

Dear Mr. Everson:

Congratulations, you have been accepted for the National Fire Academy course listed below:

- R0815: Challenges for Local Training Officers (VIP)
- 5/29/2016 To 6/3/2016

You should refer to the NETC Welcome Package at http://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf. This package contains pertinent information about making your travel arrangements, transportation, lodging, reimbursement, food service, and on campus services.

Your travel dates for this course are: May 28, 2016 and June 4, 2016. If you are a FEMA employee, please refer to the NETC Welcome Package for specific information about your travel and travel authorization preparation.

You must contact the NETC Transportation Office at (301) 447-1113 at least 2 weeks prior to your course start date if you plan to use the shuttle to NETC. Failure to reserve a seat on the shuttle may result in your having to provide your own transportation to NETC which will be at your own expense.

Airport pickup times for this course are as follows:

- Baltimore/Washington International (BWI) pickup times: 07:00 PM (EST)
- Ronald Reagan National Airport (DCA) pickup times: 06:00 PM (EST)
- No pickups scheduled for Dulles International Airport (IAD)

Please plan to arrive at least 1 hour before the shuttle pickup time stated above.

Campus departure times for this course are as follows:

- Departing for Baltimore/Washington International (BWI): 08:00 AM (EST)
- Departing for Ronald Reagan National Airport (DCA): 08:00 AM (EST)
- No departures are scheduled for Dulles International Airport (IAD)

On the return, you should make your flight 4 hours from the NETC departure time. This will allow 2 hours for transportation to the airport and another 2 hours for airport security.

Your course may have pre-course work that you must complete prior to your attendance at NFA. For additional acceptance information and to check for pre-course requirements, access the NFA website at: <http://apps.usfa.fema.gov/nfacourses/>. Enter your course code in the search box, select the course name and view the student pre-course materials.

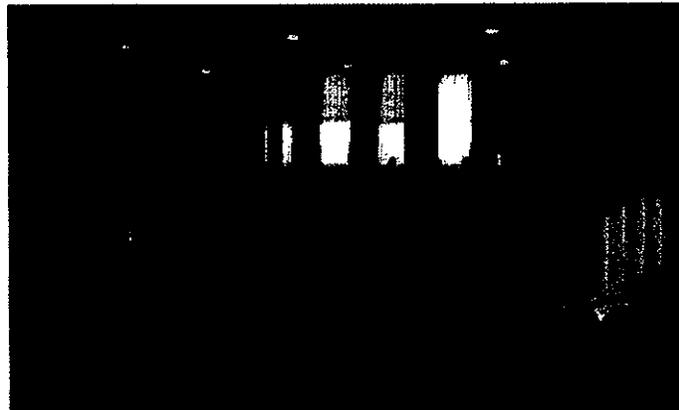
Since you have been accepted into a course at NETC, lodging has been reserved for you for 5/28/2016 to 6/4/2016. Check-in time is any time after 2:00 p.m. on your travel day. If you do not need lodging on the NETC campus, please notify the NETC Housing Office at FEMA-NETC-Housing@fema.dhs.gov upon receipt of this email. For further information regarding lodging, please refer to the NETC Welcome Package.

If you are unable to attend this course, please notify the NETC Admissions Office (in writing) prior to the course start date. If you have questions or need further information after reviewing the NETC Welcome Package, please contact the Admissions Office at 301-447-1035 or at NETCAdmissions@fema.dhs.gov.

Jo Ann Boyd
Admissions Specialist
NETC Management Operations and Support Services

FOOD SERVICE

- ▶ The NETC food service contractor is Guest Services and may be contacted at 301-447-1551. If needed, Guest Services' federal tax ID number is 53-0164700.
- ▶ If you stay on campus, you must purchase a meal ticket. **If you do not purchase a meal ticket, you will be asked to vacate your room on campus. You then will be responsible for your off-campus lodging costs, and your request for stipend reimbursement will be denied.**
- ▶ **Prices effective Aug. 5, 2012:** If you stay off campus, you must purchase a break ticket, currently \$6.00 per day. The cost for the meal ticket is \$25.04 per day — breakfast is \$5.81; lunch is \$7.96; and dinner is \$11.27. There is no tax on the meal ticket. The amounts for five-day, six-day and two-week courses are:
 - Five-day course: \$125.20 (Sunday evening arrival through Friday lunch).
 - Six-day course: \$167.32 (Saturday evening arrival through Saturday morning departure).
 - Two-week course: \$300.48 (Sunday evening arrival through second Friday lunch).
 - NFA consecutive six-day courses: \$342.60 (Saturday evening arrival through second Saturday morning departure).
 - For any other variation of course days, please contact Guest Services at 301-447-1551.
- ▶ **Meal ticket prices are subject to change and will be updated in this package as the changes are provided.**
- ▶ **Meal amounts for focus groups, conferences or any activity other than a resident course are not provided in this package. Please contact the food service contractor for your meal amount. You may call 301-447-1551 for exact meal ticket prices for conferences, symposiums, and any other special groups.**



- ▶ Meals other than those included in your meal ticket are to be paid for with cash.
- ▶ If you are attending back-to-back courses, your meal ticket includes the time between the courses.
- ▶ You may pay for your meals by one of the following payment methods:
 - Cash.
 - Traveler's checks.
 - State or local government checks payable to the food service contractor, Guest Services.
 - Advanced payment by department check. **Please notify your department to include your name, course code and course date on the check** and send it to Guest Services, Building K, 16825 South Seton Ave., Emmitsburg, MD 21727. Guest Services' federal tax ID number is 53-0164700.
 - Purchase order payable to the food service contractor, Guest Services.
 - Credit card (MasterCard or Visa) — minimum charge of \$6. Credit card payment is only accepted in person.
 - The food service contractor DOES NOT accept personal checks.
- ▶ If you will not be on campus for the first and last meal identified as part of your meal ticket, you must notify the food service contractor at least one week prior to your course start date. If you do not, you will be obligated to pay the full amount.
- ▶ If you are on a special diet, please call the food service contractor at 301-447-1551 or fax your request to 301-447-6944 at least two weeks prior to your arrival at NETC. The food service contractor will make arrangements to meet your needs. If you don't make arrangements prior to your arrival, you will be responsible for purchasing the normal meal ticket.
- ▶ If the buses arrive at NETC after the dining hall has closed, the food service contractor will provide you with a boxed dinner, or snack food is available at the Command Post Pub.
- ▶ You may contact the food service contractor at 301-447-1551 if you have any questions.

Dining Hall Hours of Operation

Breakfast

Monday to Friday: 6:30 to 8:30 a.m.

Saturday to Sunday: 6:30 to 9:30 a.m.

Lunch

Daily: 11:30 a.m. to 1 p.m.

Dinner

Monday to Saturday: 5 to 7:30 p.m.

Sunday: 5:30 to 9:30 p.m.

CITY OF ONALASKA

Policy: Emergency Closing Policy
Page: 1 of 1
Approved by Finance & Personnel Committee:
Approved by Common Council:

Policy Number: 4.12

Purpose

The purpose of this policy is to outline the procedures, methods, and guidelines of how emergency closings will occur in the City of Onalaska. City employees performing *non-essential* or *non-emergency-type services* during periods of severe inclement weather or other emergency situations are covered by this policy.

Responsibilities

Department heads that are responsible for essential services shall designate *essential operations positions* and shall stress to staff in those positions the importance of making a strong and sensible effort to report for work in emergency situations.

It should be assumed that all services and offices in the City will continue to function during periods of severe weather conditions and emergency situations. Individuals performing *non-essential services* that must travel some distance to their place of work should use their judgment as to whether or not such travel is advisable.

Essential Operations Defined

Employees in the following areas (excluding clerical/administrative staff) are defined as “essential operations employees” and shall report to work regardless of weather or other emergency conditions: Police Department; Fire Department; Public Works Department; Parks Department and Maintenance Department; and such other employees as may be designated, unless directed otherwise by the City Administrator or Mayor or Council President.

Makeup of Lost time Due to Emergency Closing(s)

Employees who *report to work late* after having made an earnest effort to report on time and were, in the opinion of the department head, unable to do so because of severe weather or emergency conditions may be allowed to work to make up the lost time during the current pay period if the make-up time can be compensated at the regular rate of pay. If make-up work would require payment at an overtime rate, the employee will be required to use vacation time, personal day time, or compensatory time to cover lost time with pay. Make-up time must be scheduled with the department head. The employee may choose to take leave without pay. The same would apply when a department head on his/her own authority allows an employee to *leave work before the end of a work day* because of hazardous driving conditions or other emergency reasons.

Exception

If extremely hazardous conditions exist, the decision to *close offices early* and not have non-essential operations employees report to work shall be made by the City Administrator or Mayor or Council President. In this event, the City will request the local radio and/or TV stations to announce closing of offices as soon as the decision is made. If the decision is made to close offices early, instructions will come from the City Administrator or Mayor or Council President to the department heads who in turn will notify employees. Employees who were at work at the time of closure will receive regular compensation for those hours that the offices were closed early. For example, an employee who was on vacation or sick leave on the day the offices were closed early would be charged with vacation or sick leave hours for the hours closed, but employees who were scheduled to work, or were at work, would receive regular pay with no loss of sick time, vacation or compensatory time. If a non-essential operations employee has a personal need to remain at the work place after the offices have been closed early, the employee may do so only with department head approval.

If the extremely hazardous condition should require the City to close before the start of the day or for multiple days off, then non-essential operations employees shall be required to utilize benefit time for any days the building is closed. This may also require activation of the Emergency Operations Center. If the decision is made to close offices for multiple days, instructions will come from the City Administrator or Mayor or Council President to the department heads who in turn will notify employees.

CITY OF ONALASKA

Position: Patrol Officer
Location: Police Department
Page: 1 of 4
Exempt
Page: 1 of 4

Department: Police Department
Supervisor: Sergeant
Classification: Union Hourly Non-

Approved by P & F Commission: 1/10/02
Approved by Finance & Personnel:
Approved by Council: 2/12/02

Under the general supervision of the Shift Patrol Sergeant or otherwise supervisory authority, an employee in this position is responsible for the protection of life and property through the enforcement of laws and ordinances. Work involves patrolling assigned areas, responding to a variety of situations as directed; investigating activities, gathering information and evidence, securing areas, protecting victims, the public and property, apprehending violators and completing the appropriate documentation in a timely and efficient manner. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the supervising authority.

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. Reviews records and reports; receives briefings on incidents, wanted suspects, stolen vehicles/property, missing persons and other pertinent information.
 - B. Patrols assigned areas concentrating on high frequency crime locations and known trouble areas; identifies crime patterns and modus operandi used in crimes.
 - B.C. Investigates criminal and illegal activities, unusual or suspicious activities and conditions, traffic accidents, etc. enforcing applicable federal, state and local laws and ordinances.
 - C.D. Prepares necessary reports, interviews, narratives and follow-ups for violations and complaints; issues necessary citations or warning notices as appropriate; transports arrestees to the appropriate facility as circumstances and department policy dictates.
 - D.E. Evaluates erratic or impaired driving, conducts field sobriety tests and make Operating Motor Vehicle While Impaired (OMVWI) arrests if probable cause exists for the arrest.
 - F. Responds to ~~miscellaneous~~ any calls for assistances.
 - G. Investigates traffic accidents/crashes, completing necessary documents and provides the necessary services as a result of the ~~accident/crash~~ (e.g. First Aid, traffic control, call towing service, etc.).
 - E.H. Observes traffic flow for violations identifying areas of traffic concern; issues warnings/citations to violators consistent with department policy.
 - F.I. Queries suspects through the Criminal Information Bureau (CIB) and the National Crime Information Center (NCIC) for wants/warrants' probation/patrol status; criminal history, etc. to facilitate investigations. Makes arrests as necessary.
 - G.I. Provides necessary medical, physical or protective services to ensure the safety of crime victims, citizens or property.
 - H.K. Gathers vice and narcotics information and takes enforcement action. Passes along information on organized crime, vice and narcotics activities to the appropriate enforcement agency or bureau.
 - H. Investigates child abuse/neglect complaints, gathers all initial information, performs or ensures that all necessary evidence collection is completed and completes necessary reports. Refers complaint(s) to supervisory authority for follow up when needed.
- Complete all special assignments, projects and investigations as assigned.

CITY OF ONALASKA

Position: Patrol Officer
Location: Police Department
Page: 2 of 4
Exempt
Page: 1 of 4

Department: Police Department
Supervisor: Sergeant
Classification: Union Hourly Non-

Approved by P & F Commission: 1/10/02
Approved by Finance & Personnel:
Approved by Council: 2/12/02

RELATED JOB FUNCTIONS:

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of federal, state and local laws and ordinances, departmental rules, regulations and policies.
- B. Knowledge of modern methods and practices of criminal investigation and identification, patrol, intelligence, traffic control, police training, public relations, etc.
- C. Knowledge of departmental administrative and management programs.
- D. Ability to deal with the public in an effective and professional manner, protecting individual's rights and human dignity.
- E. Ability to think clearly and decisively in the application of law enforcement duties and to take appropriate action as the situation dictates.
- E-F. Ability to understand and execute complex oral and written instructions, ability to communicate orally and in writing in an effective and efficient manner, and the ability to effectively use interpersonal communication.
- F-G. Ability to maintain confidentiality.
- G-H. Ability to handle dangerous and/or stressful situations in an effective and efficient manner.
- H-I. Ability to work independently of direct supervision in an effective and efficient manner.
- I-J. Ability to remember and recall details; must have good observational powers.
- J-K. Ability to prepare clear and comprehensive reports on investigations, offenses, arrests and other activities.
- K-L. Ability to demonstrate sensitivity to the emotional state of victims and relatives of deceased, seriously injured or seriously ill persons.
- L-M. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.
- M-N. Ability to exhibit good judgment in resolving conflicts among disparate individuals and groups.
- N-O. Ability to demonstrate and exemplify personal characteristics of professionalism.
- O-P. Skill in the care, use and handling of firearms and other weapons; skill in defensive driving techniques, both in routine and high-speed driving situations; skill in the techniques of physical restraint of violators and in defensive tactics.
- P-Q. Skill in defensive driving techniques, both in routine and high-speed driving situations.
- Q-R. Skill in the techniques of physical restraint of violators and in defensive tactics.
- R-S. Skill in public speaking techniques.
- T. Skill in the operation of departmental equipment, including but not limited to camera equipment, first

CITY OF ONALASKA

Position: Patrol Officer
Location: Police Department
Page: 3 of 4
 Exempt
Page: 1 of 4

Department: Police Department
Supervisor: Sergeant
Classification: Union Hourly Non-

Approved by P & F Commission: 1/10/02
 Approved by Finance & Personnel:
 Approved by Council: 2/12/02

aid kits, radios, phones, mobile data terminals (MDT), radar units, computers, ~~sound meter~~, etc.
 U. 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. Two (2) year Associates Degree in criminal justice or other related law enforcement programs, or a minimum of 60 college credits required.
- B. Wisconsin certified or certifiable at the time of hire; which is completion of a law enforcement academy in Wisconsin or have law enforcement experience in another qualifying state.
- C. Unites States citizen; at least twenty one (21) years of age.
- A-D. Valid driver's license with no more than 6 points assessed at time of appointment.

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. ~~Reaches to shoulder height and above and below shoulder height frequently, as well as reaches above and below shoulder height.~~
- D. ~~Occasional bending, stooping, climbing up and down stairs.~~
- E. Ability to sustain prolonged visual concentration.
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.
- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- J-K. 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>	x			
<u>Light Freq. to 10# -20#max</u>		x		
<u>Medium Freq. to 25\$-50# max</u>			x	
<u>Heavy Freq. to 50#-100# max</u>				x
<u>Very Heavy Freq. over 50+# - 100+#</u>				x

CITY OF ONALASKA

Position: Patrol Officer
Location: Police Department

Department: Police Department
Supervisor: Sergeant
Classification: Union Hourly Non-

Page: 4 of 4
Exempt

~~**Page:** 1 of 4~~

Approved by P & F Commission: 1/10/02

Approved by Finance & Personnel:

Approved by Council: 2/12/02

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Position: DARE/GREAT Officer

Location: Police Department

Page: 1 of 4

Page: 1 of 3

Department: Police Department

Supervisor: Chief of Police

Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02

Approved by Finance & Personnel Committee: 12/2/09

Approved by Council: 2/12/02, 12/8/09

Under limited supervision, an employee in this class performs drug and gang prevention instruction, primarily to students in the primary and middle school age group. This position is responsible for media relations, community education and crime prevention tasks for the department. Work is usually performed in an office/school setting. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills and abilities of that position. This is a limited term assignment at the discretion of the Chief of Police.

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. Attends, participates, and passes Drug Abuse Resistance Education (DARE) and Gang Resistance Education and Training programs (GREAT); ~~Develops, implements and presents~~ education relevant to the DARE /GREAT programs by preparing lesson plans, teaching materials and scheduling of classroom activities; coordinates necessary supplies and equipment for activities.
 - B. Teaches DARE and GREAT curriculum, spends time with students during recess, lunch and school activities; and serves as a liaison between the department, school and key personnel.
 - ~~B.C.~~ Develops a rapport with students, parents, staff, school administration and the public to serve as a role model in developing relationships with the same.
 - ~~C.D.~~ Provides long range planning for out-of-school field trips and summer programs.
 - ~~D.E.~~ Maintains contact with all age groups, concentrating on grades 5 through 8 and visiting with lower level classes as time permits.
 - F. Investigates crimes where juveniles are either victims, or witnesses, or defendants; issues necessary citations/warnings, completes reports in a timely manner. Provides assistance and support to department investigations as directed; conducts follow-up investigations on assigned cases involving students.
 - G. Maintains complete and accurate records of activities.
 - ~~E.H.~~ Prepares and presents information for school faculty, parents and other interested community groups.
 - ~~F.~~ Attend, participate and pass DARE Training Programs.
 - I. Fosters community-wide cooperation through liaison activities in the areas of crime control, prevention, and reporting as necessary.
 - J. May assist in the supervision of the school grounds, co-curricular school activities and surrounding neighborhoods to deter and/or control criminal/juvenile activities.
 - K. Attempts to dispose of issues and matters or refers students to the appropriate person; and, if necessary, arranges for conferences and/or appointments with the appropriate staff/parents or agency.
 - L. Coordinates community relations, media relations, and crime prevention relations such as: Neighborhood Watch, Citizen's Police Academy, National Night Out, Santa's List etc. with Community Policing Specialist.
- ~~— Provide support to patrol officers as needed or requested.~~
- ~~— 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, including uniformed support. 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 Onalaska Police Department.~~

CITY OF ONALASKA

Position: DARE/GREAT Officer

Location: Police Department

Page: 2 of 4

Page: 1 of 3

Department: Police Department

Supervisor: Chief of Police

Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02

Approved by Finance & Personnel Committee: 12/2/09

Approved by Council: 2/12/02, 12/8/09

RELATED JOB FUNCTIONS:

- A. Provides support to patrol officers as needed or requested.
- 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.
- A-C. Other duties as required or assigned.

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

- A. The position of DARE/GREAT Officer requires some experience in law enforcement procedures or technical training in related fields beyond the high school level or any equivalent combination of experience and training which provides the following minimum knowledge, skills and abilities:
- A. Knowledge of federal, state and local laws and ordinances; departmental rules, regulations and policies.
- B. Knowledge of current characteristics of elementary, middle school and high school youth.
- C. Highly motivated and able to demonstrate a proactive attitude toward youth.
- B. Ability to deal effectively and compassionately with children and adults.
- C. Knowledge and ability to conduct investigations (simple – complex) using modern investigative techniques and procedures in an effective and efficient manner.
- D. Knowledge and ability to use physical restraint and defensive tactics.
- E. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements.
- B. Knowledge of modern methods and practices of criminal investigation and identification, patrol, intelligence, traffic control, police training, public relations, etc.
- F. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- G. Excellent problem solving and resolution abilities.
- H. Ability to count, differentiate, measure, assemble, copy and record data and information. Ability to classify, compute and tabulate data. Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.
- I. Excellent communication skills; both oral and written, using proper English language skills.
- B-I. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
- C-K. Ability to understand and execute complex oral and written instructions; ability to communicate orally and in writing in an effective and efficient manner, and the ability to effectively use interpersonal communication.
- L. Ability to maintain confidentiality.
- A. Knowledge of departmental administrative and management programs.
- B. Ability to deal with the public in an effective and professional manner, protecting individual's rights and human dignity.
- C. Ability to think clearly and decisively in the application of law enforcement duties and to take appropriate action as the situation dictates.
- D. Ability to handle dangerous and/or stressful situations in an effective and efficient manner.
- E. Ability to work independently of direct supervision in an effective and efficient manner.

CITY OF ONALASKA

Position: DARE/GREAT Officer

Location: Police Department

Page: 3 of 4

Page: 1 of 3

Department: Police Department

Supervisor: Chief of Police

Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02

Approved by Finance & Personnel Committee: 12/2/09

Approved by Council: 2/12/02, 12/8/09

- ~~F. Ability to remember and recall details; must have good observational powers.~~
- ~~G. Ability to prepare clear and comprehensive reports on investigations, offenses, arrests and other activities.~~
- ~~H. Ability to demonstrate sensitivity to the emotional state of victims and relatives of deceased, seriously injured or seriously ill persons.~~
- M. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.
- N. Ability to exhibit good judgment in resolving conflicts among disparate individuals and groups.
- O. Ability to demonstrate and exemplify personal characteristics of professionalism.
- P. Skill in the care, use and handling of firearms and other weapons; skill in defensive driving techniques, both in routine and high-speed driving situations; skill in the techniques of physical restraint of violators and in defensive tactics.
- ~~Q. Skill in defensive driving techniques, both in routine and high speed driving situations.~~
- ~~R. Skill in the techniques of physical restraint of violators and in defensive tactics.~~
- S. Skill-Ability to speak to large groups in public speaking techniques; excellent public speaking skills.
- T. Skill in the Ability to operation of a variety of departmental equipment, including but not limited to; copy & fax machine, camera equipment, phones, first aid kits, radios, mobile data terminals (MDT), radar units, computers, calculator, sound meter, etc.
- ~~T.U. 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. Minimum three (3) years' experience as a patrol officer with the department.
- B. Completion of the DARE/GREAT instructor training within 6 months of appointment or as soon as practical.
- ~~A.C. Valid State of Wisconsin Driver's License required.~~

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reaches to shoulder height and above and below shoulder height frequently as well as reaches above and below shoulder height.
- D. Occasional bending, stooping, climbing up and down stairs.
- E. Ability to sustain prolonged visual concentration.
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.
- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- K. All percentages above could vary, depending upon duties performed that day.

CITY OF ONALASKA

Position: DARE/GREAT Officer

Department: Police Department

Location: Police Department

Supervisor: Chief of Police

Page: 4 of 4

Classification: Union Hourly Non-Exempt

Page: 1 of 3

Approved by Police & Fire Commission: 1/10/02

Approved by Finance & Personnel Committee: 12/2/09

Approved by Council: 2/12/02, 12/8/09

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	<input checked="" type="checkbox"/>			
Light Freq. to 10# -20#max		<input checked="" type="checkbox"/>		
Medium Freq. to 25\$-50# max			<input checked="" type="checkbox"/>	
Heavy Freq. to 50#-100# max				<input checked="" type="checkbox"/>
Very Heavy Freq. over 50+# - 100+#				<input checked="" type="checkbox"/>

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Position: Police/School Liaison Officer/GREAT Instructor
Location: Police Department
Page: 1 of 4

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:
Approved by Finance & Personnel Committee: 12/2/09
Approved by Council: 1/9/01, 12/8/09

Under the direction of the Chief of Police, an employee in this class works with school personnel to address youth related matters and is guided by Wisconsin Statutes, police department policies and Onalaska School District policies. Duties are performed independently with direction from the appropriate Law Enforcement and School Administrative staff. Work is usually performed in an office/school setting. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills, and abilities of that position. This is a limited term assignment at the discretion of the Chief of Police.

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. Reviews and prioritizes incoming correspondence and concerns; prepares responses and makes appropriate notifications and/or investigations.
- B. Attends, participates in and passes Gang Resistance Education and Training (GREAT) instructor training programs; develops, implements, and presents education relevant to GREAT programs by preparing lesson plans, teaching materials and scheduling of classroom activities; coordinate necessary supplies and equipment for activities.
- C. Teaches GREAT curriculum, spends time with students during recess, lunch and school activities; and serves as a liaison between the department, school and key personnel.
- D. Develops a rapport with students, parents, staff, school administration and the public to serve as a role model in developing relationship with the same.
- E. Provides resource information to students related to the judicial system.
- F. Investigates crimes where juveniles are either the victims, witnesses or defendants; issues necessary citations/warnings, completes reports in a timely manner. Provides assistance and support to department investigations as directed; conducts follow-up investigations on assigned cases involving students.
- G. Assists child protective services with investigations into child abuse, neglect, delinquency etc. as needed or assigned.
- H. Maintains complete records of daily activities including contacts, reports taken and tasks completed.
- I. Attempts to dispose of issues and matters or refers students to the appropriate person; and, if necessary, arranges for conferences and/or appointments with the appropriate staff/parents or agency.
- J. Fosters community-wide cooperation through liaison activities in the areas of crime control, prevention, and reporting.
- K. Assists in the supervision of the school grounds, co-curricular school activities and surrounding neighborhoods to deter and/or control criminal/juvenile activities.
- L. Recommends policy changes relative to juvenile population.
- M. Provides briefings to co-workers on the school liaison program, trends being formed by juvenile activities and crimes against juveniles; assists in the evaluation of the program.
- N. Develops, implements and presents education on crime prevention programs.
- O. Attend, participate and pass GREAT training programs.
- P. Works with neighbors and businesses in the immediate area of schools who are experiencing school/youth related problems.

CITY OF ONALASKA

Position: Police/School Liaison Officer/GREAT Instructor
Location: Police Department
Page: 2 of 4

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:
Approved by Finance & Personnel Committee: 12/2/09
Approved by Council: 1/9/01, 12/8/09

P. Works with school administration, guidance and social workers in a team approach to provide best services to students.

~~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, including uniformed support. 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 Onalaska Police Department.~~

RELATED JOB FUNCTIONS:

A. Attends cyber-bullying task force meetings, quarterly county SRO meetings, weekly TAPS (team approach to problem solving) meetings, IEP/manifestation meetings with students and parents, and MDT meetings, as necessary.

B. Oversees a mentorship program for high school students looking to go into law enforcement.

C. Provides support to patrol officers as needed or requested; works as a patrol officer when school is not in session.

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.

A-E. Other duties as required or assigned.

REQUIREMENT OF WORK (-KNOWLEDGE SKILLS AND ABILITIES):

A. ~~Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.~~

A. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.

B. Excellent problem solving and resolution abilities.

C. Ability to count, differentiate, measure, assemble, copy and record data and information. Ability to classify, compute and tabulate data. Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.

D. Excellent communication skills; both oral and written, using proper English language skills.

E. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.

F. Considerable knowledge of federal, Wisconsin Statutes and local ordinances related to Juvenile Code including but not limited to Chapter 48 and its sub-sections.

G. Considerable knowledge of current court decisions on laws of arrest, search & seizure, and interrogations.

H. Highly motivated and able to demonstrate a proactive attitude toward youth.

I. Knowledge of current characteristics of elementary, middle school and High School youth.

J. Ability to deal effectively and compassionately with children and adults.

K. Knowledge and ability to conduct investigations (simple – complex) using modern investigative techniques and procedures in an effective and efficient manner.

L. Knowledge and ability to use physical restraint and defensive tactics.

CITY OF ONALASKA

Position: Police/School Liaison Officer/GREAT Instructor
Location: Police Department
Page: 3 of 4

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:
 Approved by Finance & Personnel Committee: 12/2/09
 Approved by Council: 1/9/01, 12/8/09

M. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements.

~~N. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements.~~

O. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.

P. Ability to exhibit good judgment in resolving conflicts among disparate individuals and groups.

~~M-Q. Ability to demonstrate and exemplify personal characteristics of professionalism.~~

R. Ability to operate a variety of office equipment including but not limited to: computers terminal, copy & fax machinery, typewriter, telephones, fax machine, radio, mobile data terminals (MDT), calculator/adding machine and photocopier.

S. Knowledge of how to operate law enforcement weapons: handgun, rifle/shotgun, baton, etc.

T. Ability to attend and successfully complete the training for Juvenile Delinquency and other training requirements or requests.

U. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. Minimum three (3) year's experience as a patrol officer with the department.

B. Completion of the GREAT instructor training within 6 months of appointment or as soon as practical.

C. Valid driver's license required.

PHYSICAL REQUIREMENTS:

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

B. Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.

C. Reaches to shoulder height and above and below shoulder height frequently, ~~as well as reaches above and below shoulder height.~~

D. Occasional bending, stooping, climbing up and down stairs.

E. Seventy-five (75%) percent of workday spent sitting.

F. Fifteen (15%) percent of work day spent walking.

G. Ten (10%) percent of workday is spent standing.

H. Walking, running, jumping, dodging obstacles, crawling, climbing, dragging, pushing/pulling objects of people.

I. Moderate, short, to intermittent Use of force ~~in short or moderate duration~~ with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.

J. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

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

Position: Police/School Liaison Officer/GREAT Instructor
Location: Police Department
Page: 4 of 4

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:
 Approved by Finance & Personnel Committee: 12/2/09
 Approved by Council: 1/9/01, 12/8/09

	Consistent	Frequent	Occasionally	Rarely
Sedentary 0 – 10# max	<input checked="" type="checkbox"/>			
Light Freq. to 10# -20#max		<input checked="" type="checkbox"/>		
Medium Freq. to 25\$-50# max			<input checked="" type="checkbox"/>	
Heavy Freq. to 50#-100# max				<input checked="" type="checkbox"/>
Very Heavy Freq. over 50+# - 100+#				<input checked="" type="checkbox"/>

 Signature of Employee

 Date

 Signature of Employer

 Date

CITY OF ONALASKA

Position: K-9 Patrol Officer
Location: Police Department
Page: 1 of 4
Page: 1 of 4

Department: Police Department
Supervisor: Sergeant
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:
Approved by Finance & Personnel Committee:
Approved by Council:

Under the general supervision of the Shift Patrol-Sergeant or other supervisory authority, an employee in this position is responsible for the protection of life and property through the enforcement of laws and ordinances. Work involves patrolling assigned areas, responding to a variety of situations as directed; investigates activities, gathers information and evidence, secures areas, protects victims, the public and property, apprehends violators and completes the appropriate documentation in a timely and efficient manner. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the supervising authority.

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. Other duties may be required and assigned.

- A. Responds to all calls for assistances.
- B. Patrols assigned areas concentrating on high frequency crime locations and known trouble areas; identifies crime patterns and modus operandi used in crimes; utilizes canine training to assist in the detection of the presence of illegal substances, evidence, or individuals who have come into contact with controlled substances, etc.
- C. Provides necessary medical, physical or protective services to ensure the safety of crime victims, citizens or property.
- D. Investigates criminal and illegal activities, unusual or suspicious activities and conditions, etc. enforcing applicable federal, state and local laws and ordinances; pursues and apprehends criminals; and tracks and rescues missing or kidnapped individuals.
- E. Reviews records and reports; receive briefing on incidents, wanted suspects, stolen vehicles/property, missing persons and other pertinent information.
- F. Observes traffic flow for violations identifying areas of traffic concern; issues warnings/citations to violators consistent with department policy. Evaluates erratic or impaired driving, conducts field sobriety tests and makes Operating Motor Vehicle While Impaired (OMVWI) arrests if probable cause exists for the arrest.
- G. Investigates traffic accidents ~~crashes~~, completing necessary documents and provides the necessary services as a result of the ~~accident~~ crash- (e.g. First Aid, traffic control, call towing service, etc.)
- H. Prepares required K-9 and other necessary reports, interviews, narratives and follow-ups for violations and complaints; issues necessary citations or warning notices as appropriate; transports arrestees to the appropriate facility as circumstances and department policy dictates.
- I. Participates in the development of shift goals and actively works towards successful completion of shift and department goals.
- J. Completes Shift Alerts and follows up on Shift Alerts.
- K. ~~Queries~~ suspects through the Criminal Information Bureau (CIB) and the National Crime Information Center (NCIC) for wants/warrants' probation/patrol status; criminal history, etc. to facilitate investigations. Makes arrests as necessary.
- L. ~~Complete all special assignments, projects, and investigations as assigned.~~
Maintains any and all special equipment issued, including a motor vehicle and any canine related equipment.

CITY OF ONALASKA

Position: K-9 Patrol Officer
Location: Police Department
Page: 2 of 4
Page: 1 of 4

Department: Police Department
Supervisor: Sergeant
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:
Approved by Finance & Personnel Committee:
Approved by Council:

- M. Responsible to see that the canine is kept healthy, safe and is well cared for. Negligent care will not be tolerated.
- A. Completes all canine training and keeping the ~~Dog~~ canine at an acceptable level of readiness; maintains functional proficiency of the canine and handling the canine through ongoing training.

RELATED JOB FUNCTIONS:

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

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

~~The position of Patrol Officer requires some experience in law enforcement procedures or technical training in related fields beyond the high school level or any equivalent combination of experience and training which provides the following minimum knowledge, skills and abilities:~~

- A. Knowledge of federal, state and local laws and ordinances, departmental rules, regulations and policies.
- B. Knowledge of modern methods and practices of criminal investigation and identification, patrol, intelligence, traffic control, police training, public relations, etc.
- C. Knowledge of departmental administrative and management programs.
- D. Ability to deal with the public in an effective and professional manner, protecting individual's rights and human dignity.
- E. Ability to think clearly and decisively in the application of law enforcement duties and to take appropriate action as the situation dictates.
- F. Ability to understand and execute complex oral and written instructions, ability to communicate orally and in writing in an effective and efficient manner.
- G. Ability to maintain confidentiality.
- H. Ability to handle dangerous and/or stressful situations in an effective and efficient manner.
- I. Ability to work independently of direct supervision in an effective and efficient manner.
- J. Ability to remember and recall details; must have good observational powers.
- K. Ability to prepare clear and comprehensive reports on investigations, offenses, arrests and other activities.
- L. Ability to demonstrate sensitivity to the emotional state of victims and relatives of deceased, seriously injured or seriously ill persons.
- M. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.
- N. Ability to exhibit good judgment in resolving conflicts among disparate individuals and groups.
- O. Ability to demonstrate and exemplify personal characteristics of professionalism.
- N.P. Ability to take a long haired dog into the home and allow the City to place a kennel for the dog at their residence.

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CITY OF ONALASKA

Position: K-9 Patrol Officer
 Location: Police Department
 Page: 3 of 4
 Page: 1 of 4

Department: Police Department
 Supervisor: Sergeant
 Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:
 Approved by Finance & Personnel Committee:
 Approved by Council:

Q.Q. Ability to accept the hours and days assigned by the administration per the Memorandum of Understanding and understands canine handler is subject to call out at any time.

P.R. Ability and desire to be a public representative of the Onalaska Police Department. Public functions (i.e., presentations for organizations, presentations for kids) are a requirement of this position.

P.S. Skill in the care, use and handling of firearms and other weapons; skill in defensive driving techniques, both in routine and high-speed driving situations; skill in the techniques of physical restraint of violators and in defensive tactics.

Q.I. Skill in defensive driving techniques, both in routine and high-speed driving situations.

R.U. Skill in the techniques of physical restraint of violators and in defensive tactics.

S.V. Skill in public speaking techniques.

W. Skill in the operation of departmental equipment, including but not limited to camera equipment, first aid kits, radios, phones, mobile data terminals (MDT), radar units, computers, sound meter, etc.

T.X. 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. Minimum three (3) years' experience as a patrol officer with the department.
- B. Completion of K-9 training within 6 months of appointment or as soon as practical.
- A.C. Valid driver's license required.

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reaches to shoulder height and above and below shoulder height frequently as well as reaches above and below shoulder height.
- D. Occasional bending, stooping, climbing up and down stairs.
- E. Ability to sustain prolonged visual concentration
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.
- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- K. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

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

CITY OF ONALASKA

Position: K-9 Patrol Officer
Location: Police Department
Page: 4 of 4
~~Page: 1 of 4~~

Department: Police Department
Supervisor: Sergeant
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission:
 Approved by Finance & Personnel Committee:
 Approved by Council:

Sedentary 0 - 10# max	<input type="checkbox"/>			
Light Freq. to 10# -20#max		<input type="checkbox"/>		
Medium Freq. to 25\$-50# max			<input type="checkbox"/>	
Heavy Freq. to 50#-100# max				<input type="checkbox"/>
Very Heavy Freq. over 50+# - 100+#				<input type="checkbox"/>

 Signature of Employee

 Date

 Signature of Employer

 Date

CITY OF ONALASKA

Position: Investigator
Location: Police Department

Page: 1 of 4
~~Page: 1 of 4~~

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02, 5/15/07
Approved by Finance & Personnel Committee: 5/2/07, 12/2/09
Approved by Council: 2/12/02, 5/8/07, 12/8/09

This position is under the general supervision of the Chief of Police. The Investigator is responsible for the investigation and prosecution of felonies, thefts, frauds, burglaries, check cases, aggravated assaults and other such misdemeanors that require further investigation ~~by a Patrol Officer in the City of Onalaska~~. This position works closely with the Patrol Division, other area law enforcement agencies and the general public. This position requires the ability to work on a ~~rotating shift~~ flexible schedule, including weekends and holidays as the case load demands. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills and abilities of that position.

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. Investigates promptly and diligently all crimes utilizing all available resources. Upon receipt of the case, immediately interviews (utilizing modern interrogation and interview techniques), the complainant(s), victim(s), and any witnesses. When any person is interviewed, identify him/her self properly before asking any questions.
- B. Completes reports on all investigations and activities, either pending or completed, in a timely manner and in accordance with department policy.
- C. Provides reports, photos and other crime related data/information to the proper authorities as dictated by the situation and pending charges. Ensures that the same information is available to other members of the investigative unit and department.
- D. Cooperates fully with area law enforcement agencies. Performs investigations for area law enforcement agencies and provides criminal records and other information to them as requested, where such action does not conflict with any investigation being conducted by the Onalaska Police Department. In addition, be prepared to aid them in the apprehension of suspects or offenders, and generally act as a liaison between this department and all similar units in other law enforcement agencies.
- E. Keeps the Chief and the Assistant Chief informed of the progress of investigations and requests additional instructions when further progress appears impossible. Communicates any additional information uncovered, which relates to criminal activity beyond the scope of the present investigation.
- F. Submits a written report of activities regarding cases to the Chief as required by procedure.
- G. Responsible for following-up on all cases until there is a final disposition or the case is declared inactive.
- H. Periodically contacts the complainant(s) or victim(s) to apprise him or her of the state of the investigation.
- I. Responsible for making notes in reports when a Patrol Officer renders exceptional assistance in order that the officer rendering such assistance may receive credit for his/her efforts.
- J. Serves as the evidence custodian for the police department; Responsible for the receipt of processed evidence and maintains such evidence under direct control until such time it is released for presentation to court. The chain of evidence shall be maintained at all times.
- K. Meets periodically with other investigators and other members of the Police Department to coordinate your work.

CITY OF ONALASKA

Position: Investigator
Location: Police Department
Page: 2 of 4
Page: 1 of 4

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02, 5/15/07
Approved by Finance & Personnel Committee: 5/2/07, 12/2/09
Approved by Council: 2/12/02, 5/8/07, 12/8/09

- L. Responsible for periodically purging the evidence records, to maintain accounting of evidence forwarded to other agencies, laboratories for examination; or that is being held in court following trials or while appeals may be pending and ultimately ascertaining that appropriate disposition is made of evidence on court order, returned to legal owner or sold at a public auction.
- M. Tracks and records developing patterns of crimes, suspicious activities, etc. in order to apprehend violators; creates and maintains intelligence files in order to anticipate (when possible) criminal movement. Prepares accurate and timely new releases to alert citizens and the surrounding communities of criminal activities, safeguards, and precautions.
- ~~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, including uniformed support. 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 Onalaska Police Department.~~

RELATED JOB FUNCTIONS:

- A. Provides support to patrol officers as needed or requested.
- 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.
- A.C. Other duties as required or assigned.

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

~~The position of Investigator requires permanent department status, classification of Police Officer, police law enforcement experience;~~

- A. ~~demonstrated ability to conduct complex investigations and interrogations/interviews, technical training in related fields beyond the high school level or any equivalent combination of experience and training which provides the following minimum knowledge skills and abilities:~~
- B. State of Wisconsin Law Enforcement Board Certification as a Police Officer,
- ~~B.C. -and-knowledge and /skill in current investigative and interrogation/interview techniques.~~
- ~~C.D. Ability to establish and maintain effective working relationships with the public, law enforcement officers, outside agency representatives, informants, etc.~~
- ~~D.E. Ability to work independent of direct supervision in an effective and efficient manner, adhering to department policies and federal and state laws.~~
- ~~E.F. Ability to write complete, comprehensive, and accurate reports on complex investigations.~~
- G. Excellent problem solving and resolution abilities.
- H. Ability to accurately and completely process crime scenes according to department and legal guidelines; ability to process evidence and maintain evidence rooms.
- ~~F.I. Ability to understand and execute complex oral and written instructions; ability to communicate effectively both orally, and in written writing in an effective and efficient manner.~~
- J. Ability to count, differentiate, measure, assemble, copy and record data and information. Ability to classify, compute and tabulate data. Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.
- K. Excellent communication skills; both oral and written, using proper English language skills.

CITY OF ONALASKA

Position: Investigator
Location: Police Department
Page: 3 of 4
Page: 1 of 4

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02, 5/15/07
Approved by Finance & Personnel Committee: 5/2/07, 12/2/09
Approved by Council: 2/12/02, 5/8/07, 12/8/09

- L. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
- G.M. Ability to use appropriate discretion, independent of direct supervision, adhering to department policies, and federal and state law.
- N. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.
- O. Ability to exhibit good judgment in resolving conflicts among disparate individuals and groups.
- P. Ability to demonstrate and exemplify personal characteristics of professionalism.
- H.Q. Ability to perform all functions required for the classification of Police Officer.
- H.R. Skill in the operation of general departmental equipment and specialized investigative equipments; including but not limited to: computers and associated hardware and software, office equipment, files, firearms, phones, copy & fax machines, mobile data terminals (MDT), etc.
- S. Skill in the operation of specialized investigative equipment to include but not limited to: surveillance equipment, alarms, etc.
- J.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.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Minimum of five ~~(5)~~three (3)-years' experience as a sSworn Police Officer for the City of Onalaska.
- B. Experience with the current law, case decisions, search and seizure procedures, interrogations/interviews, surrounding the handling of suspects, crime scene control, and presentation of evidence as presented in court.
- C. Completion of investigator training within 6 months of appointment or as soon as practical.
- B.D. Valid State of Wisconsin Driver's License required.

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reaches to shoulder height and above and below shoulder height frequently ~~as well as reaches above and below shoulder height.~~
- D. Occasional bending, stooping, climbing up and down stairs.
- E. Ability to sustain prolonged visual concentration
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.
- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements, which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- J.K. All percentages above could vary; depending upon duties performed that day.

CITY OF ONALASKA

Position: Investigator
Location: Police Department
Page: 4 of 4
Page: 1 of 4

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02, 5/15/07
 Approved by Finance & Personnel Committee: 5/2/07, 12/2/09
 Approved by Council: 2/12/02, 5/8/07, 12/8/09

Percent of 8-Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	<input checked="" type="checkbox"/>			
Light Freq. to 10# -20#max		<input checked="" type="checkbox"/>		
Medium Freq. to 25\$-50# max			<input checked="" type="checkbox"/>	
Heavy Freq. to 50#-100# max				<input checked="" type="checkbox"/>
Very Heavy Freq. over 50+# - 100+#				<input checked="" type="checkbox"/>

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Position: Sergeant
Location: Police Department
~~Captain~~Assistant Police Chief

Department: Police Department
Supervisor: Operations

Classification: Union Hourly-WPPA

Page: 1 of 3

Approved by P & F Commission: 1/10/02
Approved by Finance & Personnel Committee:
Approved by Common Council: 2/12/02

An employee in this class serves as a first line supervisor responsible for directing the daily field activities of the patrol force. This individual coordinates, directs, schedules, supervises and monitors the activities of an assigned unit (shift) in general law enforcement, investigative or administrative operations, prepares special reports and assignments and assists in creating/meeting department goals and objectives. Work is performed under the general supervision of the ~~Captain~~ Assistant Police Chief and/or Chief of Police. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills and abilities of that position.

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. Provide supervision, coordination and monitoring of ~~subordinate~~ patrol officers. This includes but is not limited to reviewing paperwork, monitoring field performance, scheduling and conducting line up and performing line inspections on employees on a quarterly basis.
- A.B. Inspect and maintain necessary equipment on a regular basis; re-stock supplies/inventory.
- C. Monitor radio traffic for proper responses and dispositions and assist as necessary.
- B.D. Provide clear and effective communications to the public, media, subordinates-employees and act as a resource to ~~subordinate~~ patrol officers and co-workers.
- C.E. Prepare and maintain all required records and reports including statistical data and interdepartmental correspondence.
- F. Develop, implement and administer training programs for ~~sub-ordinate~~ patrol officers. Design programs to remedy deficiencies.
- D.G. Conduct staff/shift meetings to establish and monitor goals and to receive and/or provide input on current activities.
- E.H. Assume the role of 'officer in charge' for major crime scenes.
- F.I. Respond to citizen complaints; conduct internal and general investigations as directed by the Chief of Police.
- G.J. Investigate incidents involving personal injury to employees or damage to City property.
- H. ~~Conduct performance evaluations of subordinate officers providing feedback to enhance the skill of the officer.~~
- I. ~~Be available for "on-call" status when scheduled.~~
 - ~~Provide support to patrol officers as needed or requested.~~
 - ~~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, including uniformed support. 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 Onalaska Police Department.~~

RELATED JOB FUNCTIONS:

- A. Conduct performance evaluations of patrol officers providing feedback to enhance the skill of the officer.
- B. Be available for "on-call" status when scheduled.

CITY OF ONALASKA

Position: Sergeant
Location: Police Department
Captain/Assistant Police Chief

Department: Police Department
Supervisor: Operations

Classification: Union Hourly-WPPA

Page: 2 of 3

Approved by P & F Commission: 1/10/02
Approved by Finance & Personnel Committee:
Approved by Common Council: 2/12/02

- C. Provide support to patrol officers as needed or requested; conduct calls for service and self-initiated activity.
- 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.
- A-E. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS AND ABILITIES):

- A. Considerable knowledge of modern principles, practices and methods of criminal investigation and identification, patrol, intelligence, traffic control, police administration, organization and operation.
- B. Considerable knowledge of federal, state and local laws and ordinances, departmental rules, regulations and policies.
- C. Ability to deal with the public, media and subordinates-employees in an effective, and-efficient, and professional manner, protecting individual's rights and human dignity.
- D. Ability to supervise and direct subordinate-staff members tactfully and impartially.
- E. Ability to understand and execute handle complex oral and written instructions and ability to communicate orally and in writing to create the desired end result.
- F. Ability to work independently to a successful conclusion on special projects assigned.
- G. Ability to take control of situations, dictating subordinate-employee activities in a responsible manner.
- H. Ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as dictated by department policy.
- I. Ability to perform all functions required for the classification of Police Officer.
- J. Skill in the operation of departmental equipment including, but not limited to, word processing, office equipment (e.g. copy machine, calculator, fax machine, etc.), files, computers, phones, radios terminals, firearms, mobile data terminals (MDT), tactical equipment, etc.
- K. Knowledge of how to use medical apparatus/equipment: first aid equipment and Automated External Defibrillators (AED).
- L. 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. The position of Sergeant requires permanent department status, at least ~~two~~-three (3) years' experience in the classification of Police Officer, experience in administrative supervisory procedures or technical training in related fields beyond the high school level, or any equivalent combination of experience and training which provides the following minimum knowledge, abilities and skills.
- B. Completion of a recognized supervisory course within 6 months of appointment or as soon as practical.
- C. Excellent computer and organizational skills.
- D. Excellent interpersonal and training skills.
- A-E. Valid State of Wisconsin Driver's License required.

CITY OF ONALASKA

Position: Sergeant
 Location: Police Department
 Captain Assistant Police Chief

Department: Police Department
 Supervisor: Operations

Classification: Union Hourly-WPPA

Page: 3 of 3

Approved by P & F Commission: 1/10/02
 Approved by Finance & Personnel Committee:
 Approved by Common Council: 2/12/02

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reaches to shoulder height and above and below shoulder height frequently, ~~as well as reaches above and below shoulder height.~~
- D. Occasional bending, stooping, climbing up and down stairs.
- E. Ability to sustain prolonged visual concentration
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.
- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- ~~J-K.~~ All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	<input checked="" type="checkbox"/>			
Light Freq. to 10# -20#max		<input checked="" type="checkbox"/>		
Medium Freq. to 25\$-50# max			<input checked="" type="checkbox"/>	
Heavy Freq. to 50#-100# max				<input checked="" type="checkbox"/>
Very Heavy Freq. over 50+# - 100+#				<input checked="" type="checkbox"/>

 Signature of Employee

 Date

 Signature of Employer

 Date

CITY OF ONALASKA

Position: Professional Standards Sergeant
Location: Police Department
Captain Assistant Police Chief

Department: Police Department
Supervisor: Operations

Classification: Union Hourly Non-

Exempt WPPA

Page: 1 of 4

Approved by P & F Commission: 1/10/02

Approved by Common Council: 2/12/02

An employee in this class serves as a first line supervisor responsible for directing the daily field activities of the patrol force. This individual coordinates, directs, schedules, supervises and monitors the activities of an assigned unit (shift) in general law enforcement, investigative or administrative operations, prepares special reports and assignments and assists in creating/meeting department goals and objectives. Work is performed under the general supervision of the ~~Captain~~ Assistant Police Chief and/or Chief of Police. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills and abilities of that position.

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. Provide supervision, coordination and monitoring of ~~subordinate~~ patrol officers. This includes but is not limited to reviewing paperwork, monitoring field performance, scheduling and conducting line up.
- B. Inspect and maintain necessary equipment on a regular basis; re-stock supplies/inventory.
- C. Monitor radio traffic for proper responses and dispositions and assist as necessary.
- D. Provide clear and effective communications to the public, ~~subordinates~~ employees; and act as a resource to ~~subordinate~~ patrol officers and co-workers.
- E. Serve as a Police Information Officer (PIO) handling media-related calls, emails and inquiries; acts as the contact for tours and other public informational gatherings. Assist, support, participate and cooperate with any community related events (i.e. National Night Out, Citizen's Police Academy, etc.)
- ~~F.~~ Prepare and maintain all required records and reports including statistical data and interdepartmental correspondence; assist in ensuring compliance in accurate report writing and grammar by police officers; maintain knowledge and abilities with computer programs and systems.
- G. Serve as Field Training Officer (FTO) Coordinator by developing, implementing and administering training programs for sub-ordinate officers according to department and legal guidelines; assist and lead FTO Officers in the training and evaluation of new officers; lead by example and ensure appropriate follow through Design programs to remedy deficiencies.
- ~~F.~~ Assist with walk-ins complaints in the department.
- ~~G.~~ Conduct staff/shift meetings to establish and monitor goals and to receive and/or provide input on current activities.
- ~~H.~~ Assume the role of 'officer in charge' for major crime scenes.
- ~~K.~~ Respond to citizen complaints; serves as lead on conducting internal and general investigations as directed by the Chief of Police in collaboration with the Assistant Chief and Chief of Police.
- L. Investigate incidents involving personal injury to employees or damage to City property.
- M. Complete thorough background investigations on all police and firefighter contingent hires according to department and legal guidelines.
- N. Serve as leader in training sworn staff; perform train-the-trainer sessions ensuring presentations are accurate, effective and allow for participant questions; assist inexperienced instructors with coaching and mentoring.
- ~~J.~~ Assist in fulfilling open records requests involving evidentiary audio, video, photos, squad video, etc.

CITY OF ONALASKA

Position: Professional Standards Sergeant
Location: Police Department
Captain Assistant Police Chief

Department: Police Department
Supervisor: Operations

Classification: Union Hourly Non-

Exempt WPPA

Page: 2 of 4

Approved by P & F Commission: 1/10/02

Approved by Common Council: 2/12/02

~~K. Conduct performance evaluations of subordinate officers providing feedback to enhance the skill of the officer.~~

~~L. Be available for "on-call" status when scheduled.~~

~~Provide support to patrol officers as needed or requested.~~

RELATED JOB FUNCTIONS:

A. Conduct performance evaluations of patrol officers providing feedback to enhance the skill of the officer.

B. Be available for "on-call" status when scheduled.

C. Provide support to patrol officers as needed or requested; conduct calls for service and self-initiated activity.

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, including uniformed support. 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 Onalaska Police Department.

~~A-E. Other duties as required or assigned.~~

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS AND ABILITIES):

A. Considerable knowledge of modern principles, practices and methods of criminal investigation and identification, patrol, intelligence, traffic control, police administration, organization and operation.

B. Considerable knowledge of federal, state and local laws and ordinances, departmental rules, regulations and policies.

C. Ability to deal with the public, media, and employees subordinates in an effective, and efficient, and professional manner, protecting individual's rights and human dignity.

D. Ability to supervise and direct subordinate staff members tactfully and impartially.

E. Ability to understand and execute handle complex oral and written instructions to create the desired end result.

F. Ability to work independently to a successful conclusion on special projects assigned.

G. Ability to take control of situations, dictating subordinate-employee activities in a responsible manner.

H. Ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as dictated by department policy.

I. Ability to perform all functions required for the classification of Police Officer.

J. Skill in the operation of departmental equipment including, but not limited to, word processing, office equipment (e.g. copy machine, calculator, fax machine, etc.), files, computers, phones, radios, terminals, firearms, mobile data terminals (MDT), tactical equipment, etc.

K. Knowledge of how to use medical apparatus/equipment: first aid equipment, electronic monitoring equipment, patient transport apparatus (spine board, stretcher, etc.)

~~J-L.~~ 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:

CITY OF ONALASKA

Position: Professional Standards Sergeant
Location: Police Department
Captain Assistant Police Chief

Department: Police Department
Supervisor: Operations

Classification: Union Hourly Non-

Exempt WPPA

Page: 3 of 4

Approved by P & F Commission: 1/10/02

Approved by Common Council: 2/12/02

- A. The position of Professional Standards Sergeant requires permanent department status, at least two three (3) years' experience in the classification of Police Officer Sergeant, experience in administrative supervisory procedures or technical training in related fields beyond the high school level, or any equivalent combination of experience and training which provides the following minimum knowledge, abilities and skills.
- B. Excellent computer and organizational skills.
- C. Excellent interpersonal and training skills.
- D. Valid driver's license required.

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reaches to shoulder height and above and below shoulder height frequently. as well as reaches above and below shoulder height.
- D. Occasional bending, stooping, climbing up and down stairs.
- E. Ability to sustain prolonged visual concentration
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.
- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- K. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	<input checked="" type="checkbox"/>			
Light Freq. to 10# -20#max		<input checked="" type="checkbox"/>		
Medium Freq. to 25\$-50# max			<input checked="" type="checkbox"/>	
Heavy Freq. to 50#-100# max				<input checked="" type="checkbox"/>
Very Heavy Freq. over 50+# - 100+#				<input checked="" type="checkbox"/>

Signature of Employee

Date

CITY OF ONALASKA

Position: Professional Standards Sergeant

Location: Police Department

Captain Assistant Police Chief

Department: Police Department

Supervisor: Operations

Classification: Union Hourly Non-

Exempt WPPA

Page: 4 of 4

Approved by P & F Commission: 1/10/02

Approved by Common Council: 2/12/02

Signature of Employer

Date

CITY OF ONALASKA

Grade 24

Position: Assistant Police Chief
Location: City Hall
Page: 1 of 4

Department: Police
Supervisor: Chief of Police
Classification: Salaried Exempt

Approved by P & F Commission: 1/15/2007, 3/20/2007, 1/7/09
Approved by F & P Committee: 1/3/2007, 1/7/09
Approved by Council: 1/9/2007, 3/21/2007, 1/13/09

The Assistant Chief performs at a highly skilled professional level and is considered an upper level/command position. In this role the Assistant Chief performs such tasks of an administrative or investigative nature as directed by the Chief of Police. The Assistant Chief will be held accountable for the accomplishments of the Onalaska Police Department Mission. This position has significant managerial authority and responsibility to assist in the determination of the organizational response to a variety of law enforcement needs and make modifications as conditions dictate.

ESSENTIAL JOB FUNCTIONS:

The Assistant Chief shall have command and management responsibility, under the general direction and supervision of the Police Chief. 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. Functions as second in command of the police department and is the commanding officer in the absence of the Chief.
- B. Is responsible for all line functions of the police department; including patrol division and criminal investigations.
- C. Assists in the development, administration and monitoring of annual and long-range departmental goals. Develops and supports programs that are consistent with the goals and objectives of the Onalaska Police Department and its strategic plan.
- D. Provides control and standardization of all the operational procedures, including but not limited to: manpower allocation, scheduling, staffing, and organization, methods of patrol, patrol coverage, and special patrol coverage.
- E. Prepares, collects, and reviews timesheets bi-weekly to make-ensure payroll is accurate for the Department and proper hours are recorded, including sick, vacation, and medical leave, etc. appropriately.
- F. Processes and maintains training records, including but not limited to: scheduling, lodging, transportation, contracting with training sites, and ensuring proper completion of City forms. All costs associated herewith must be in compliance with all City of Onalaska and Department policies.
- G. Assists in the planning, development, and implementation of policies and procedures that ensure efficient delivery of police services to the community.
- H. Prepares, coordinates, and activates operational plans and orders, reviews plan orders from subordinates and recommends priorities for allocation critical resources of the department.
- I. Provides input to the Chief in evaluating the performance of tasks related to fiscal management, property, personnel, and records management.
- J. Plans, coordinates, and provides budget preparation information for all operations of the department.
- K. Responsible for processing of internal/citizen complaints of officers under his/her direction and makes recommendations for appropriate action and disposition.
- L. Provides personnel recommendations relative to hiring, promotion, transfer, discipline, commendations, and discharge, to the Chief of Police, Human Resources, and the Police and Fire Commission as appropriate.
- M. Supervises and evaluates first-line supervisors, and conveys instructions and information from the Chief.
- N. In the absence of the Chief, Supervises and evaluates investigative staff, reviews reports and assigns cases to investigators for follow up as needed.

CITY OF ONALASKA

Position: Assistant Police Chief
Location: City Hall
Page: 2 of 4

Department: Police
Supervisor: Chief of Police
Classification: Salaried Exempt

Approved by P & F Commission: 1/15/2007, 3/20/2007, 1/7/09
Approved by F & P Committee: 1/3/2007, 1/7/09
Approved by Council: 1/9/2007, 3/21/2007, 1/13/09

- O. Oversees and manages the evidence process to ensure chain of custody.
- P. Prepares and maintains the Ppatrol Sschedule to ensure sufficient staffing levels to meet the daily and special needs of the City. This includes granting and/or denying vacation and holiday requests, which requires knowledge of relevant employment and /or labor laws, including knowledge of all relevant collective bargaining agreements.} Reviews and approves assignments of personnel by sergeants and orders changes in assignments as necessary. He/She is authorized to transfer officers temporarily from one shift to another to assure a distribution of the workforce in proportion to the work load on each shift and in compliance with the collective bargaining agreement(s).
- Q. Observes procedures affecting the operation of the department and recommends changes designed to increase its effectiveness.
- R. Maintains the pPolicy rReview sSchedule; updates and re-issues policies as directed.
- S. Assures that all members of the department comply with all standard operation procedures giving special attention to those failures that may jeopardize the safety of officers, citizens, and the reputation of the department.
- T. Makes frequent inspections of the City of Onalaska at irregular times, noting all violations of laws and ordinances requiring police attention and takes the steps necessary to correct the irregularities. Makes tours of inspection of on-duty officers at unusual hours to assure duties are properly being performed.
- U. Participates as needed or requested at civic-related meetings, citizen inquiries, speeches and interviews; coordinates ride-a-longs and other public relations duties as assigned by the Chief.
- V. Represents the department at Common Council and/or committee meetings as needed to explain/justify requests and provide information on other topics or situations related to the police department.
- W. Identifies and addresses critical situations/circumstances that may require law enforcement intervention. Responds as needed to critical incidents/accidents so as to assume operational command and/or control. This includes responsibilities as required within the City Of Onalaska Emergency Operations Plan.
- ~~X. 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.~~
- ~~Y. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management tasks as assigned.~~
- ~~Z. X. Assists in the administration of discipline and grievance processes within the Police Department.~~
- Y. 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.
- C. Other duties as required or assigned.

CITY OF ONALASKA

Position: Assistant Police Chief
Location: City Hall
Page: 3 of 4

Department: Police
Supervisor: Chief of Police
Classification: Salaried Exempt

Approved by P & F Commission: 1/15/2007, 3/20/2007, 1/7/09
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Approved by Council: 1/9/2007, 3/21/2007, 1/13/09

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

- A. Knowledge of the techniques, objectives, and technology of modern police procedures and practices.
- B. Knowledge of ordinances, statutes, and laws and their interpretation.
- C. Knowledge of police powers.
- D. Ability to effectively plan and supervise officers and police department administration.
- E. Ability to direct the work of various operation units to provide effective leadership including; teamwork directing, planning, and assigning.-
- F. Ability to prepare requested reports and records necessary for the effective and efficient operation of the Onalaska Police Department.
- G. Ability to express ideas clearly and concisely both orally and in writing; ability to pay attention to detail.
- H. Excellent Computer skills as necessary for the position; advanced knowledge of Microsoft Office products; ability to quickly learn new software and other technology.
- I. Ability to exercise sound judgment and discretion in developing and interpreting department policies and procedures.
- J. Ability to work effectively with other city departments and with private groups.
- K. Knowledge of police department budgets and the budgeting process.
- L. Ability to operate a variety of office machines, including: computer, phone/mobile phone, adding machine, fax machine, and copier.
- M. Ability to maintain a professional demeanor: calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible. Must have patience in dealing with people.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Four (4) year Bachelor's Degree preferred from an accredited College or University; ~~sevenix (76)~~ years' experience as a police officer with a minimum of ~~three~~ (23) years road experience and three (3) years in a supervisory role in a law enforcement agency. ~~On January 1, 2014, this position will require a four (4) year Bachelor's Degree from an accredited College or University.~~
- B. Certified by the State of Wisconsin Law Enforcement Standards Board.
- B-C. Valid Driver's License required.

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reaches shoulder height and above and below shoulder height frequently as well as reaches above and below shoulder height.
- D. Occasional bending, stooping, climbing up and down stairs.
- E. Ability to sustain prolonged visual concentration
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.

CITY OF ONALASKA

Position: Assistant Police Chief
Location: City Hall
Page: 4 of 4

Department: Police
Supervisor: Chief of Police
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Approved by P & F Commission: 1/15/2007, 3/20/2007, 1/7/09
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 Approved by Council: 1/9/2007, 3/21/2007, 1/13/09

- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- K. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

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

Signature of Employee

Date

Signature of Employer

Date



City of Onalaska

Human Resources Annual Report

2015



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Human Resources Annual Report 2015

INTRODUCTION

The City of Onalaska Human Resource department would like to introduce it's third Annual Report. This will give an overview of the Human Resource activities for the year 2015.

The Human Resources department is responsible for: recruitment, compensation administration, benefits, safety, training and development, workers compensation, orientation, employee and labor relations. The department also assists with payroll and timesheet review.

Human Resources utilized an intern for the summer to have a job analysis completed for full-time and part-time job descriptions to get job descriptions re-evaluated and updated into the new ADA format. Human Resources was also tasked to review along with a committee as to whether the City should change to a full-time City Administrator and part-time Mayor. This was completed with the assistance of a sub-committee approved by the Council. This required a significant amount of time spent with the committee on deciding on the changes to make along with reviewing job descriptions, pay ranges, and pros/cons based on information received from other municipalities.

While reviewing the Human Resources Annual Report, please feel free to call me at (608) 781-9530, email me at hburchell@cityofonalaska.com or visit me at City Hall.

HUMAN RESOURCES MISSION STATEMENT

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

RECRUITMENT

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

Total Number of Employees

Employee Type	# of Employees
Full Time	94
Permanent Part-Time	19
Paid On Call Firefighters	17
Seasonal Employees	362
Total	492

Employees by Years of Service

	Total 94
30+	4
25-29	5
20-24	13
15-19	19
10-14	13
5-9	18
<5	22

Total City of Onalaska Turnover by Employee Type for 2015

Employee Type	Per Year %	Employees Termed
Full Time	8.51%	8
Permanent Part-Time	10.53%	2
Paid on Call Firefighters	23.53%	4
Total	42.57%	14
Seasonal	24.03%	87

2015 national turnover average is 3.2%.
Based on Bureau of Labor Statistics reports.



RECRUITMENT CONTINUED

The Human Resources department recruitment process involves many factors: application review, interviews, background checks, contingent offers, employment paperwork, orientation, benefits, payroll, state new hire reporting, and creating the employment file. In 2015:

- Human Resources received and processed 377 employment applications
- 16 employment positions were posted
- 95 candidates were hired
 - 2 Full Time Hires
 - 0 Permanent Part Time Hires
 - 7 Paid on Call Firefighters
 - 2 New Council Members
 - 84 Seasonal Hires
- The average cost of recruitment for a permanent employee search was \$1,715.91.

COMPENSATION

The City of Onalaska supervisors conducted annual performance appraisals to all full time and permanent part time staff members. Those employees were eligible for step increases for 2015.

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

The City of Onalaska participated in the following salary survey(s) :

- LASHRM (La Crosse Area Society for Human Resource Management) Compensation Survey
- Carlson Dettman 2015 Annual Survey on Wage Increases
- EEO-4 (U.S. Equal Employment Opportunity Commission)
- U.S. Census Bureau 2015 Annual Public Employment & Payroll Survey
- La Crosse County Housing Authority

BENEFITS

Human Resources attended seminars and webinars to keep informed of the current trends in benefits and compliance. Human Resources regularly receives phone calls, emails, and walk ins from employees requesting assistance with benefits-related issues. Here are some examples of 2015 activity:

- Processed 32 health insurance additions, changes, and deletions
- Processed 20 dental insurance additions, changes, and deletions
- 15 Family Medical Leave Act requests processed
- Processed 11 insurance additions, changes, and deletions to Accident, Cancer and Critical Illness plans from Allstate for all employees working 20 hours or more per week
- Processed 9 insurance additions, changes, and deletions to Short & Long Term Disability Plans from Unum for employees working 30 hours or more per week
- Processed 101 Section 125 additions, changes, and deletions for employees working over 20 hours per week
- Hosted 4 one-on-one retirement/investment counseling information sessions
 - Nationwide Deferred Compensation Program
 - North Shore Deferred Compensation Program

Did you know...

92.6% of our employees have health insurance through the City.

50% of our employees participate in deferred comp plans.

98.9% of our employees have dental insurance through the City.

WORKERS COMPENSATION

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

- 18 Worker's compensation claims filed
 - 10 Injuries were compensable injuries
 - 3 Injuries were lost time injuries
- 2 Non-Employee /City Property Damage claims filed
- MSDS Online system
 - 43 Documents were uploaded into the MSDS Online System
 - 163 Auto Updated Documents
 - 9 MSDS Documents Viewed

Experience Modification 5 Year Review

	2015	2014	2013	2012	2011	2010
Onalaska	.72	.72	.74	.77	.73	.77
CVMIC Average	.89	.90	.938	.97	1.02	1.01
High	n/a	n/a	n/a	1.25	1.44	1.4
Low	n/a	n/a	n/a	.76	.73	.75

EMPLOYEE/LABOR RELATIONS

Human Resources is responsible for reviewing all job descriptions, policies, employment related contracts, and union contracts and union negotiations. Human Resources regularly receives phone calls, emails, and walk ins from employees requesting assistance with personnel and union related issues. In 2015, Human Resources was responsible for the:

- Review and modification of 18 job descriptions
- Review, update, and/or creation of 10 policies
- Negotiation of 3 union contracts
 - Review comparable contracts from other municipalities
 - Create union proposals for each union group
- Assisted with several employee related issues

Employee Assistance Program Impact Report

	# Individuals	# of Contacts	# of Hours
Initial Contact	0	0	0
EAP In Person Cases	11	50	26.4
EAP Telephonic Cases	0	0	0

EMPLOYEE/LABOR RELATIONS CONTINUED

- Employee Appreciation Week

- Employees were treated to a week long series of fun dress up days, treats and luncheons

- Potluck Gatherings

- Halloween Costume Contest

- Many employees participated in a fun costume contest for Halloween

- Secret Santa Gift Exchange

- This was a the second year in coordinating a Secret Santa event and those who participated seemed to enjoy this immensely.



Employees enjoyed a Halloween costume contest and a potluck.



Employees enjoyed dress up as your favorite super hero day and funky hat day during employee appreciation week.