

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Finance & Personnel Committee  
**DATE OF MEETING:** April 6, 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. Discussion and possible action regarding the usage of enterprise improvement funds in the Cemetery to hire Paragon Associates regarding the design of cemetery pillars for the 2016 Cemetery Project not to exceed \$2,645
7. Consideration and possible action regarding a 2016 General Obligation refunding bonds and timeline.

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

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

#### **Notices Mailed To:**

Mayor Joe Chilsen

\*Ald. Jim Olson

\*Ald. Jim Bialecki – Vice Chair

Ald. Harvey Bertrand

Ald. Jim Binash

Ald. Barry Blomquist

\*Ald. Bob Muth - Chair

City Attorney Dept Heads Charter Com.

La Crosse Tribune WLSU WKBT WXOW

Onalaska Holmen Courier Life

WIZM WKTY WLXR WKBH

\*Committee Members

WPPA Steward IAFF Steward

Tourism

Omni

Onalaska Public Library

**Date Notices Mailed and Posted: 4/1/16**

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.

## PERSONNEL

1. 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.
2. Review and consideration of authorization to replace and post and advertise a Patrol Officer position.
3. Review and consideration of authorization to replace and post and advertise a Sergeant position, and if promoted within the department, a Patrol Officer Position.
4. Review and consideration of Police Policy Animal Control Policy/Procedure.
5. Review and consideration of Park & Recreation department reorganization.
6. Review and consideration of changes to the following job descriptions due to the Park & Recreation reorganization.
  - a. Buildings Coordinator job description
  - b. Recreation Coordinator job description
  - c. Aquatic Center Specialist job description
  - d. Concession Specialist job description
  - e. Administrative Assistant job description
  - f. Administrative Assistant – Omni job description
  - g. Aquatic Center Attendant job description
  - h. Aquatic Center Lead Attendant job description
  - i. Lifeguard job description
  - j. Head Lifeguard job description
  - k. Concession Worker job description
  - l. Concession Lead Worker job description
7. Review and consideration of authorization to replace and post and advertise:
  - a. Recreation Coordinator (FT)
  - b. Concession Specialist (PT)
  - c. Administrative Assistant – Omni (PT)
8. **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
  - Consultant for New Zoning District

And under Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

- Municipal Court Supervisor job description

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

- Claim arising from irrigation system damage at 1565 West Young Drive
- Vehicle Damage at 902 8<sup>th</sup> Avenue North
- Travel and Meal Reimbursement Policy 1.12

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

F-4

# Balance Sheet Report

## Account Summary

As Of 02/29/2016



City of Onalaska

*Free*  
*3/11/16*

Account Name Balance  
Fund: 640 - OMNI CENTER  
Assets

Account	Name	Balance
640-11100	CASH	111,131.52
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	7,040.00
640-12100	TAXES RECEIVABLE	0.00
640-13000	ACCOUNTS RECEIVABLE	12,029.85
640-16202	PREPAID INSURANCE	7,794.82
640-16500	INVENTORY	3,947.88
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
<b>Total Assets:</b>		<b>-50,353.97</b>
		<b><u>-50,353.97</u></b>

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	1,682.80
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 HEALTH INS PRO)	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.F.F.)	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 02/29/2016

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	3,536.02
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 R/C	0.00
640-22907	CURRENT PORTION OF LEASE PAYABLE	0.00
640-23415	SECURITY DEPOSITS	2,887.38
640-23421	SECURITY DEPOSITS - SPRING	5,197.50
640-23422	SECURITY DEPOSITS - FALL	4,735.00
640-23423	SECURITY DEPOSIT - SPORTS & ADVENT.	0.00
640-23424	SECURITY DEPOSIT - WEDDING EXPO	0.00
640-23425	SECURITY DEPOSITS - SERV./EQUIP./PROI	1,805.00
640-26100	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
<b>Total Liability:</b>		<b>29,844.88</b>
<b>Equity</b>		
640-31200	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	109,926.13
640-34141	SURPLUS/DEFICIT	0.00
640-34148	RESERVED/RETAINED EARNINGS	0.00
<b>Total Beginning Equity:</b>		<b>-105,926.13</b>
Total Revenue		117,027.30
Total Expense		91,300.02
Revenues Over/Under Expenses		25,727.28
<b>Total Equity and Current Surplus (Deficit):</b>		<b>-80,198.85</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>-50,353.97</u></b>



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 640 - OMNI CENTER</b>							
<b>Revenue</b>							
640-00000-41110	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-41210	ROOM TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0.00%
640-00000-46716	REGR.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	32,275.87	70,484.78	-58,379.22	45.30%
640-00000-46742	ICE RENTAL INCOME (TAXABLE)	98,906.00	98,906.00	3,921.63	8,004.63	-90,901.37	91.91%
640-00000-46744	CONCESSION REV. (TAXABLE)	50,000.00	50,000.00	9,496.97	17,809.53	-32,190.47	64.38%
640-00000-46745	CATERING REVENUE (TAXABLE)	8,000.00	8,000.00	80.00	371.27	-7,628.73	95.36%
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 (NON-TAXABLE)	0.00	0.00	3.00	128.06	-128.06	0.00%
640-00000-46751	PRO SHOP REVENUE	6,500.00	6,500.00	2,529.70	4,659.23	-1,840.77	28.32%
640-00000-46752	RENTAL INC. (ARENA) TAXABLE	8,000.00	8,000.00	0.00	180.00	-7,820.00	97.75%
640-00000-46754	RENTAL INC. (ARENA NON-TAX.)	13,000.00	13,000.00	144.50	144.50	-12,855.50	98.89%
640-00000-46755	RENTAL INC. (SHELTER) TAXABLE	800.00	800.00	100.00	100.00	-700.00	87.50%
640-00000-46756	RENTAL INC. (MEETING NON-TAX.)	4,500.00	4,500.00	1,500.07	1,595.07	-2,904.93	64.55%
640-00000-46757	RENTAL INC. (SPACE/ST-TAX)	35,000.00	35,000.00	100.00	100.00	-34,900.00	99.71%
640-00000-46758	RENTAL INC. (SUPPLIES - TAXABLE)	2,000.00	2,000.00	134.14	134.14	-1,865.86	93.29%
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	890.00	1,520.80	-2,479.20	61.98%
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	420.00	420.00	-3,080.00	88.00%
640-00000-48001	MISC. INCOME (NONTAXABLE)	5,000.00	5,000.00	81.25	90.75	-4,909.25	98.19%
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	INTERESTING (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	4,494.98	10,084.54	-26,915.46	72.74%
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.F.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	0.00	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 (TOURI)	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%
<b>Revenue Total:</b>		<b>634,844.00</b>	<b>634,844.00</b>	<b>56,172.11</b>	<b>117,027.30</b>	<b>-517,816.70</b>	<b>81.57%</b>
<b>Expense</b>							
640-55450-110	SALARIES - REGULAR	133,794.00	133,794.00	10,093.38	15,644.73	-118,149.27	88.31%
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	1,733.38	2,701.13	8,323.87	75.50%
64-450-125	OVERTIME - PERM PT	0.00	0.00	0.00	55.13	-55.13	0.00%
64-450-126	WAGES - TEMP/SEAS	63,450.00	63,450.00	7,824.67	12,659.24	50,790.76	80.05%

Budget Report

For Fiscal: 2016 Period Ending: 02/29/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
6	450-127		0.00	0.00	0.00	0.00	0.00 %
	640-55450-150	15,933.00	15,933.00	1,410.09	2,236.22	13,696.78	85.96 %
	640-55450-151	8,830.00	8,830.00	666.14	1,032.50	7,797.50	88.31 %
	640-55450-152	46,950.00	46,950.00	3,892.21	7,784.42	39,165.58	83.42 %
	640-55450-153	2,521.00	2,521.00	210.08	420.16	2,100.84	83.33 %
	640-55450-154	16.00	16.00	0.00	1.18	14.82	92.63 %
	640-55450-211	750.00	750.00	0.00	0.00	750.00	100.00 %
	640-55450-213	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
	640-55450-214	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
	640-55450-220	6,641.00	6,641.00	0.00	1,746.56	4,894.44	73.70 %
	640-55450-221	175,000.00	175,000.00	19,921.63	19,921.63	155,078.37	88.62 %
	640-55450-225	8,800.00	8,800.00	773.35	1,464.03	7,335.97	83.36 %
	640-55450-240	3,240.00	3,240.00	450.00	450.00	2,790.00	86.11 %
	640-55450-241	250.00	250.00	0.00	0.00	250.00	100.00 %
	640-55450-242	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-243	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-244	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-290	16,600.00	16,600.00	1,582.77	1,582.77	15,017.23	90.47 %
	640-55450-291	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-292	250.00	250.00	0.00	0.00	250.00	100.00 %
	640-55450-293	250.00	250.00	0.00	0.00	250.00	100.00 %
	640-55450-301	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-310	500.00	500.00	186.03	186.03	313.97	62.79 %
	640-55450-311	25.00	25.00	2.91	2.91	22.09	88.36 %
	640-55450-312	1,440.00	1,440.00	142.81	142.81	1,297.19	90.08 %
	640-55450-320	250.00	250.00	0.00	0.00	250.00	100.00 %
	640-55450-323	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00 %
	640-55450-324	100.00	100.00	0.00	0.00	100.00	100.00 %
6	450-330		1,000.00	92.25	478.24	521.76	52.18 %
	640-55450-340	17,725.00	17,725.00	600.87	936.87	16,788.13	94.71 %
	640-55450-341	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-342	4,500.00	4,500.00	1,415.90	1,415.90	3,084.10	68.54 %
	640-55450-343	34,000.00	34,000.00	4,538.08	4,538.08	29,461.92	86.65 %
	640-55450-344	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
	640-55450-345	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-346	5,000.00	5,000.00	443.64	443.64	4,556.36	91.13 %
	640-55450-347	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00 %
	640-55450-350	17,100.00	17,100.00	118.35	118.35	16,981.65	99.31 %
	640-55450-360	125.00	125.00	0.00	0.00	125.00	100.00 %
	640-55450-361	1,275.00	1,275.00	70.14	70.14	1,204.86	94.50 %
	640-55450-362	75.00	75.00	0.00	0.00	75.00	100.00 %
	640-55450-363	6,500.00	6,500.00	772.35	772.35	5,727.65	88.12 %
	640-55450-510	6,610.00	6,610.00	0.00	1,652.00	4,958.00	75.01 %
	640-55450-511	10,337.00	10,337.00	0.00	10,582.60	-245.60	-2.38 %
	640-55450-512	84.00	84.00	0.00	25.54	58.46	69.60 %
	640-55450-513	2,553.00	2,553.00	0.00	2,046.00	507.00	19.85 %
	640-55450-514	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-515	225.00	225.00	0.00	188.86	36.14	16.06 %
	640-55450-516	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-517	250.00	250.00	0.00	0.00	250.00	100.00 %
	640-55450-540	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-541	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-542	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-543	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-544	0.00	0.00	0.00	0.00	0.00	0.00 %
	640-55450-620	0.00	0.00	0.00	0.00	0.00	0.00 %
6	450-690		120.00	0.00	0.00	120.00	100.00 %
6	450-692		0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2016 Period Ending: 02/29/2016

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Percent Remaining
<del>E 450-693</del>	<del>BOND ISSUANCE COSTS</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00 %</del>
<del>640-5450-720</del>	<del>DONATIONS</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00 %</del>
	Expense Total:	634,844.00	634,844.00	56,941.03	91,300.02	543,543.98	85.62 %
	Fund: 640 - OMNI CENTER Surplus (Deficit):	0.00	0.00	-768.92	25,727.28	25,727.28	0.00 %
	Report Surplus (Deficit):	0.00	0.00	-768.92	25,727.28	25,727.28	0.00 %



City of Onalaska

# Balance Sheet Report

## Account Summary

As Of 02/29/2016

*Fixed*  
*3-30-16*

Account	Name	Balance
<b>Fund: 100 - GENERAL FUND</b>		
<b>Assets</b>		
100-11100	CASH	4,993,916.90
100-11103	CASH-CAFE PLAN	10,747.84
100-11305	TEMPORARY INVESTMENTS	11,892,426.47
100-11400	ONAL FIRE DEPT. (CARINS IRIS)	0.00
100-11510	DONATIONS SAVINGS ACCT	4,620.31
100-11511	NON-CITY INVESTMENTS	141.55
100-11800	PETTY CASH	2,457.16
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	2015-16 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	60,525.92
100-12632	S/A ALLEY PAVING	16,102.54
100-13100	OTHER ACCOUNTS RECEIVABLE	21,993.49
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	181.76
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	49,925.53
	<b>Total Assets:</b>	<b>12,916,617.39</b>
		<b><u>12,916,617.39</u></b>
<b>Liability</b>		
100-21100	ACCOUNTS PAYABLE	200,543.19
100-21110	AP PENDING (DUE TO POOL)	1,617.94

Balance Sheet Report

As Of 02/29/2016

Account	Name	Balance
100-21111	CORRECTIONS PAYABLE	0.00
100-21112	G.F. SALES TAX PAYABLE	1,144.21
100-21405	DOT-PARKING TICKETS	-5,405.00
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	10,166.40
100-21581	SUPPORT PAYMENTS	0.00
100-21700	ACCRUED WAGES	0.00
100-21901	PAYABLE TO SHARED RIDE	100.00
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	2,300.00
100-24600	MOBILE HOME TAX DUE - OSD	2,201.76
100-25600	DUE TO WATER	0.00
100-26000	DEFERRED REVENUE	5,618,357.00
100-26151	DEFERRED REVENUE- C.D.A. MGMT.	0.00
100-26209	POSTPONED S/A -STORM-SEWER	0.00
100-26210	POSTPONED S/A-STREET	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
	<b>Total Liability:</b>	<b>6,123,591.66</b>

Equity

100-32000	INVESTMENT IN CAPITAL ASSETS	0.00
100-34100	FUND BALANCE	7,005,125.01
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 02/29/2016

Account	Name	Balance
<del>100-34222</del>	CARIN IRIS EQUIP	0.00
<del>100-34223</del>	CITY LIBRARY REPAIRS	0.00
<del>100-34224</del>	STREET SEALING	0.00
<del>100-34225</del>	STREET (MAINT. SHOP)	29,000.00
<del>100-34226</del>	STREET SNOW & ICE	142,000.00
<del>100-34227</del>	STREET LIGHTS	10,000.00
<del>100-34228</del>	REGR./PARKS/C.CTR./POOL	9,000.00
<del>100-34229</del>	CITY STUDY	45,270.00
<del>100-34230</del>	CITY ATTORNEY	0.00
<del>100-34231</del>	CITY HALL EQUIPMENT	0.00
<del>100-34232</del>	FIRE DEPT REPAIRS	0.00
<del>100-34233</del>	CITY HALL VEHICLE	3,000.00
<del>100-34234</del>	FIRE DEPT TRAINING EQUIP	0.00
<del>100-34235</del>	FIRE DEPT ATV	0.00
	<b>Total Beginning Equity:</b>	<b>7,468,621.01</b>
Total Revenue		418,694.61
Total Expense		1,094,289.89
Revenues Over/Under Expenses		-675,595.28
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>6,793,025.73</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>12,916,617.39</u></b>



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 00000 - NON DEPARTMENTAL</b>							
100-00000-41110	GENERAL PROPERTY TAXES	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	3,475.67	3,475.67	-62,524.33	94.73%
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	2,356.15	2,356.15	-36,253.85	93.90%
100-00000-41300	PAYMENTS IN LIEU OF TAXES	117,000.00	117,000.00	7,691.61	106,472.19	-10,527.81	9.00%
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	0.00	166,521.80	-497,478.20	74.92%
100-00000-43541	STATE AID FOR CONNECTING STRE	39,717.00	39,717.00	0.00	9,329.38	-29,887.62	75.25%
100-00000-43610	PAYMENT FOR MUNICIPAL SERVICE	3,800.00	3,800.00	3,432.30	3,432.30	-367.70	9.68%
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	297.50	495.00	-21,505.00	97.75%
100-00000-44120	OPERATOR LICENSE	4,500.00	4,500.00	181.00	392.00	-4,108.00	91.29%
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	2,214.78	2,214.78	-10,085.22	81.99%
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 LICENSES	1,300.00	1,300.00	550.00	3,620.00	2,320.00	278.46%
100-00000-44195	OTHER LICENSES	12,000.00	12,000.00	0.00	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	642.00	1,689.00	-30,311.00	94.72%
100-00000-44220	CAT LICENSE	20,000.00	20,000.00	1,607.00	3,830.00	-16,170.00	80.85%
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	10,896.30	15,032.85	-84,967.15	84.97%
100-00000-44311	PLAN REVIEW	1,000.00	1,000.00	0.00	160.00	-840.00	84.00%
100-00000-44315	ELECTRICAL PERMITS	18,000.00	18,000.00	936.00	3,271.00	-14,729.00	81.83%
100-00000-44320	HEATING & A/C PERMITS	15,000.00	15,000.00	712.50	3,805.00	-11,195.00	74.63%
100-00000-44323	PLUMBING PERMIT FEES	15,000.00	15,000.00	540.00	765.00	-14,235.00	94.90%
100-00000-44325	STREET OPENING PERMITS	1,000.00	1,000.00	25.00	75.00	-925.00	92.50%
100-00000-44330	SIDEWALK PERMIT	1,000.00	1,000.00	40.00	105.00	-895.00	89.50%

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-00000-44335	150.00	150.00	0.00	0.00	-150.00	100.00 %
100-00000-44336	9,000.00	9,000.00	280.00	1,000.00	-8,000.00	88.89 %
100-00000-44340	200.00	200.00	0.00	0.00	-200.00	100.00 %
100-00000-44345	0.00	0.00	700.00	700.00	700.00	0.00 %
100-00000-44347	1,000.00	1,000.00	0.00	200.00	-800.00	80.00 %
100-00000-44410	6,000.00	6,000.00	1,402.01	1,789.91	-4,210.09	70.17 %
100-00000-45110	90,000.00	90,000.00	7,712.14	7,712.14	-82,287.86	91.43 %
100-00000-45112	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-45115	32,000.00	32,000.00	5,800.00	11,285.00	-20,715.00	64.73 %
100-00000-46100	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46105	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46110	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46115	470.00	470.00	10.00	20.00	-450.00	95.74 %
100-00000-46120	9,500.00	9,500.00	836.50	1,636.25	-7,863.75	82.78 %
100-00000-46121	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46210	10,000.00	10,000.00	11,154.00	19,679.00	9,679.00	196.79 %
100-00000-46220	1,000.00	1,000.00	154.00	321.25	-678.75	67.88 %
100-00000-46221	3,000.00	3,000.00	245.00	555.00	-2,445.00	81.50 %
100-00000-46222	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46300	700.00	700.00	880.23	880.23	180.23	125.75 %
100-00000-46427	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46440	500.00	500.00	0.00	0.00	-500.00	100.00 %
100-00000-46490	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46710	1,200.00	1,200.00	0.00	77.47	-1,122.53	93.54 %
100-00000-46711	11,000.00	11,000.00	1,144.18	3,269.01	-7,730.99	70.28 %
100-00000-46715	61,378.00	61,378.00	3,761.95	4,067.14	-57,310.86	93.37 %
100-00000-46716	13,395.00	13,395.00	18.89	18.89	-13,376.11	99.86 %
100-00000-46725	63,495.00	63,495.00	30.00	230.00	-63,265.00	99.64 %
100-00000-46726	7,680.00	7,680.00	0.00	0.00	-7,680.00	100.00 %
100-00000-46727	2,500.00	2,500.00	0.00	15.00	-2,485.00	99.40 %
100-00000-46728	28,000.00	28,000.00	77.00	604.50	-27,395.50	97.84 %
100-00000-46729	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46840	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47310	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47320	33,500.00	33,500.00	0.00	18,226.29	-15,273.71	45.59 %
100-00000-47330	8,337.00	8,337.00	0.00	0.00	-8,337.00	100.00 %
100-00000-48000	12,000.00	12,000.00	-1,013.36	6,679.68	-5,320.32	44.34 %
100-00000-48100	50,000.00	50,000.00	5,575.98	11,238.42	-38,761.58	77.52 %
100-00000-48130	0.00	0.00	0.37	0.76	0.76	0.00 %
100-00000-48131	0.00	0.00	0.01	0.01	0.01	0.00 %
100-00000-48150	3,725.00	3,725.00	0.00	0.00	-3,725.00	100.00 %
100-00000-48155	1,077.00	1,077.00	0.00	0.00	-1,077.00	100.00 %
100-00000-48160	1,305.00	1,305.00	0.00	0.00	-1,305.00	100.00 %
100-00000-48170	898.00	898.00	0.00	0.00	-898.00	100.00 %
100-00000-48180	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48190	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48200	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48210	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48211	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48302	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48403	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48404	0.00	0.00	446.54	446.54	446.54	0.00 %
100-00000-48405	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48406	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00 %
100-00000-48408	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48500	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48510	21,000.00	21,000.00	0.00	0.00	-21,000.00	100.00 %
100-00000-48530	0.00	0.00	0.00	0.00	0.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-00000-49000	GAIN ON SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49201	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49224	TRANSIT IN/5% SALES/COMP. PLAN	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49402	SALE OF CITY PROPERTY - OTHER E	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49403	SALE OF CITY PROPERTY - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-49997	SURPLUS FUNDS APPLIED	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<b>Department: 00000 - NON DEPARTMENTAL Total:</b>		<b>8,713,116.00</b>	<b>8,713,116.00</b>	<b>74,813.25</b>	<b>418,694.61</b>	<b>-8,294,421.39</b>	<b>95.19 %</b>
<b>Revenue Total:</b>		<b>8,713,116.00</b>	<b>8,713,116.00</b>	<b>74,813.25</b>	<b>418,694.61</b>	<b>-8,294,421.39</b>	<b>95.19 %</b>

Expense

Department: 51100 - COMMON COUNCIL

100-51100-110	SALARIES - REGULAR	29,600.00	29,600.00	2,400.00	4,800.00	24,800.00	83.78 %
100-51100-150	FICA	2,264.00	2,264.00	183.60	367.20	1,896.80	83.78 %
100-51100-291	TRANSCRIPTION CONTRACTUAL	7,400.00	7,400.00	248.56	248.56	7,151.44	96.64 %
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	82.31	82.31	717.69	89.71 %
100-51100-320	SUBSCRIPTIONS & DUES	5,374.00	5,374.00	0.00	5,374.14	-0.14	0.00 %
100-51100-322	LEGAL NOTICES	12,154.00	12,154.00	354.24	354.24	11,799.76	97.09 %
100-51100-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51100 - COMMON COUNCIL Total:</b>		<b>58,692.00</b>	<b>58,692.00</b>	<b>3,268.71</b>	<b>11,226.45</b>	<b>47,465.55</b>	<b>80.87 %</b>

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 %
<b>Department: 51110 - POLICE &amp; FIRE COMMISSION Total:</b>		<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00 %</b>

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 %
<b>Department: 51200 - MUNICIPAL COURT Total:</b>		<b>325.00</b>	<b>325.00</b>	<b>0.00</b>	<b>0.00</b>	<b>325.00</b>	<b>100.00 %</b>

Department: 51300 - LEGAL

100-51300-290	OTHER CONTRACTUAL SERVICES	115,000.00	115,000.00	9,499.25	9,499.25	105,500.75	91.74 %
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 %
<b>Department: 51300 - LEGAL Total:</b>		<b>115,000.00</b>	<b>115,000.00</b>	<b>9,499.25</b>	<b>9,499.25</b>	<b>105,500.75</b>	<b>91.74 %</b>

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	249.00	249.00	251.00	50.20 %
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 %
<b>Department: 51408 - CITY ADMINISTRATOR Total:</b>		<b>60,745.00</b>	<b>60,745.00</b>	<b>249.00</b>	<b>249.00</b>	<b>60,496.00</b>	<b>99.59 %</b>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 51410 - MAYOR</b>							
<u>100-51410-110</u>	SALARIES - REGULAR	25,073.00	25,073.00	2,769.22	4,292.29	20,780.71	82.88 %
<u>100-51410-150</u>	FICA	1,916.00	1,916.00	211.86	328.39	1,587.61	82.86 %
<u>100-51410-151</u>	RETIREMENT (WRS)	1,655.00	1,655.00	182.78	283.31	1,371.69	82.88 %
<u>100-51410-152</u>	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51410-153</u>	DENTAL INSURANCE	224.00	224.00	55.92	111.84	112.16	50.07 %
<u>100-51410-154</u>	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51410-225</u>	PHONE/INTERNET/CABLE	828.00	828.00	68.62	77.89	750.11	90.59 %
<u>100-51410-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51410-310</u>	OFFICE SUPPLIES	343.00	343.00	0.00	47.99	295.01	86.01 %
<u>100-51410-311</u>	POSTAGE	62.00	62.00	5.52	5.52	56.48	91.10 %
<u>100-51410-312</u>	COPY USAGE & PAPER	100.00	100.00	1.25	1.25	98.75	98.75 %
<u>100-51410-320</u>	SUBSCRIPTIONS & DUES	175.00	175.00	0.00	0.00	175.00	100.00 %
<u>100-51410-330</u>	SEMINARS, CONF & TRAVEL	400.00	400.00	72.91	72.91	327.09	81.77 %
<u>100-51410-340</u>	OPERATING SUPPLIES	4,000.00	4,000.00	223.20	223.20	3,776.80	94.42 %
<u>100-51410-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51410 - MAYOR Total:</b>		<b>34,776.00</b>	<b>34,776.00</b>	<b>3,591.28</b>	<b>5,444.59</b>	<b>29,331.41</b>	<b>84.34 %</b>
<b>Department: 51411 - FINANCE</b>							
<u>100-51411-110</u>	SALARIES - REGULAR	76,109.00	76,109.00	6,351.16	9,844.30	66,264.70	87.07 %
<u>100-51411-124</u>	WAGES - PERM PT	17,580.00	17,580.00	2,175.53	3,347.53	14,232.47	80.96 %
<u>100-51411-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51411-150</u>	FICA	7,167.00	7,167.00	615.85	954.51	6,212.49	86.68 %
<u>100-51411-151</u>	RETIREMENT (WRS)	6,184.00	6,184.00	562.77	870.67	5,313.33	85.92 %
<u>100-51411-152</u>	HEALTH INSURANCE	14,692.00	14,692.00	1,301.77	2,603.54	12,088.46	82.28 %
<u>100-51411-153</u>	DENTAL INSURANCE	1,110.00	1,110.00	96.34	192.68	917.32	82.64 %
<u>100-51411-154</u>	LIFE INSURANCE	65.00	65.00	0.00	5.46	59.54	91.60 %
<u>100-51411-225</u>	PHONE/INTERNET/CABLE	570.00	570.00	43.45	80.52	489.48	85.87 %
<u>100-51411-241</u>	EQUIPMENT MAINTENANCE CONT	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-51411-290</u>	OTHER CONTRACTUAL SERVICES	4,000.00	4,000.00	1,241.59	2,180.74	1,819.26	45.48 %
<u>100-51411-310</u>	OFFICE SUPPLIES	1,200.00	1,200.00	50.31	50.31	1,149.69	95.81 %
<u>100-51411-311</u>	POSTAGE	1,500.00	1,500.00	302.41	302.41	1,197.59	79.84 %
<u>100-51411-312</u>	COPY USAGE & PAPER	1,000.00	1,000.00	91.09	91.09	908.91	90.89 %
<u>100-51411-320</u>	SUBSCRIPTIONS & DUES	285.00	285.00	110.00	120.00	165.00	57.89 %
<u>100-51411-322</u>	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51411-330</u>	SEMINARS, CONF & TRAVEL	1,325.00	1,325.00	599.00	599.00	726.00	54.79 %
<u>100-51411-340</u>	OPERATING SUPPLIES	3,015.00	3,015.00	4.95	4.95	3,010.05	99.84 %
<u>100-51411-341</u>	PRINTING & FORMS	500.00	500.00	0.00	0.00	500.00	100.00 %
<b>Department: 51411 - FINANCE Total:</b>		<b>136,802.00</b>	<b>136,802.00</b>	<b>13,546.22</b>	<b>21,247.71</b>	<b>115,554.29</b>	<b>84.47 %</b>
<b>Department: 51420 - CITY CLERK</b>							
<u>100-51420-110</u>	SALARIES - REGULAR	113,058.00	113,058.00	8,551.76	13,255.22	99,802.78	88.28 %
<u>100-51420-120</u>	WAGES - REGULAR	25,687.00	25,687.00	1,949.54	3,021.78	22,665.22	88.24 %
<u>100-51420-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-124</u>	WAGES - PERM PT	8,790.00	8,790.00	1,190.32	1,424.72	7,365.28	83.79 %
<u>100-51420-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-126</u>	WAGES - TEMP/SEAS	6,390.00	6,390.00	1,063.81	1,221.41	5,168.59	80.89 %
<u>100-51420-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-150</u>	FICA	11,775.00	11,775.00	882.39	1,307.53	10,467.47	88.90 %
<u>100-51420-151</u>	RETIREMENT (WRS)	9,157.00	9,157.00	693.10	1,074.31	8,082.69	88.27 %
<u>100-51420-152</u>	HEALTH INSURANCE	44,492.00	44,492.00	3,707.67	7,415.34	37,076.66	83.33 %
<u>100-51420-153</u>	DENTAL INSURANCE	2,540.00	2,540.00	211.68	423.36	2,116.64	83.33 %
<u>100-51420-154</u>	LIFE INSURANCE	72.00	72.00	0.00	6.02	65.98	91.64 %
<u>100-51420-225</u>	PHONE/INTERNET/CABLE	1,200.00	1,200.00	80.60	154.72	1,045.28	87.11 %
<u>100-51420-241</u>	EQUIPMENT MAINTENANCE CONT	435.00	435.00	0.00	0.00	435.00	100.00 %
<u>100-51420-291</u>	TRANSCRIPTION CONTRATUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>100-51420-310</u>	OFFICE SUPPLIES	1,230.00	1,230.00	10.58	10.58	1,219.42	99.14 %
<u>100-51420-311</u>	POSTAGE	2,200.00	2,200.00	42.90	42.90	2,157.10	98.05 %
<u>100-51420-312</u>	COPY USAGE & PAPER	1,000.00	1,000.00	4.57	6.61	993.39	99.34 %
<u>100-51420-320</u>	SUBSCRIPTIONS & DUES	383.00	383.00	0.00	130.00	253.00	66.06 %

Budget Report

For Fiscal: 2016 Period Ending: 02/29/2016

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	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 %
<b>Department: 51420 - CITY CLERK Total:</b>		<b>232,574.00</b>	<b>232,574.00</b>	<b>18,388.92</b>	<b>29,494.50</b>	<b>203,079.50</b>	<b>87.32 %</b>
<b>Department: 51440 - ELECTIONS</b>							
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	5.53	5.53	694.47	99.21 %
100-51440-311	POSTAGE	600.00	600.00	175.12	175.12	424.88	70.81 %
100-51440-312	COPY USAGE & PAPER	600.00	600.00	2.92	2.92	597.08	99.51 %
100-51440-322	LEGAL NOTICES	2,200.00	2,200.00	48.74	48.74	2,151.26	97.78 %
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 %
<b>Department: 51440 - ELECTIONS Total:</b>		<b>25,198.00</b>	<b>25,198.00</b>	<b>232.31</b>	<b>232.31</b>	<b>24,965.69</b>	<b>99.08 %</b>
<b>Department: 51500 - AUDIT</b>							
100-51500-290	OTHER CONTRACTUAL SERVICES	17,177.00	17,177.00	0.00	0.00	17,177.00	100.00 %
<b>Department: 51500 - AUDIT Total:</b>		<b>17,177.00</b>	<b>17,177.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,177.00</b>	<b>100.00 %</b>
<b>Department: 51510 - HUMAN RESOURCES</b>							
100-51510-110	SALARIES - REGULAR	38,317.00	38,317.00	2,929.70	4,541.04	33,775.96	88.15 %
100-51510-150	FICA	2,931.00	2,931.00	197.50	307.46	2,623.54	89.51 %
100-51510-151	RETIREMENT (WRS)	2,529.00	2,529.00	193.36	299.71	2,229.29	88.15 %
100-51510-152	HEALTH INSURANCE	13,260.00	13,260.00	1,105.05	2,210.10	11,049.90	83.33 %
100-51510-153	DENTAL INSURANCE	661.00	661.00	55.12	110.24	550.76	83.32 %
100-51510-154	LIFE INSURANCE	6.00	6.00	0.00	0.60	5.40	90.00 %
100-51510-225	PHONE/INTERNET/CABLE	150.00	150.00	10.86	20.13	129.87	86.58 %
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	1,479.50	1,479.50	4,433.50	74.98 %
100-51510-310	OFFICE SUPPLIES	445.00	445.00	77.67	77.67	367.33	82.55 %
100-51510-311	POSTAGE	200.00	200.00	11.16	11.16	188.84	94.42 %
100-51510-312	COPY USAGE & PAPER	295.00	295.00	18.82	18.82	276.18	93.62 %
100-51510-320	SUBSCRIPTIONS & DUES	515.00	515.00	515.00	515.00	0.00	0.00 %
100-51510-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51510-330	SEMINARS, CONF & TRAVEL	739.00	739.00	84.00	84.00	655.00	88.63 %
100-51510-340	OPERATING SUPPLIES	650.00	650.00	50.00	50.00	600.00	92.31 %
100-51510-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
<b>Department: 51510 - HUMAN RESOURCES Total:</b>		<b>67,096.00</b>	<b>67,096.00</b>	<b>6,727.74</b>	<b>9,725.43</b>	<b>57,370.57</b>	<b>85.51 %</b>
<b>Department: 51530 - ASSESSOR</b>							
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	31.14	58.95	391.05	86.90 %
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	18,343.84	36,687.42	188,838.58	83.73 %
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: 02/29/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-51530-311</u>	POSTAGE	3,776.00	3,776.00	631.12	631.12	3,144.88	83.29 %
<u>100-51530-312</u>	COPY USAGE & PAPER	250.00	250.00	0.00	4.04	245.96	98.38 %
<u>100-51530-340</u>	OPERATING SUPPLIES	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-51530-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51530 - ASSESSOR Total:</b>		<b>234,280.00</b>	<b>234,280.00</b>	<b>19,006.10</b>	<b>37,381.53</b>	<b>196,898.47</b>	<b>84.04 %</b>
<b>Department: 51540 - IT</b>							
<u>100-51540-110</u>	SALARIES - REGULAR	34,955.00	34,955.00	2,654.82	4,114.97	30,840.03	88.23 %
<u>100-51540-126</u>	WAGES TEMP./SEAS.	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-150</u>	FICA	2,674.00	2,674.00	193.40	300.26	2,373.74	88.77 %
<u>100-51540-151</u>	RETIREMENT (WRS)	2,307.00	2,307.00	175.22	271.59	2,035.41	88.23 %
<u>100-51540-152</u>	HEALTH INSURANCE	5,096.00	5,096.00	424.67	849.34	4,246.66	83.33 %
<u>100-51540-153</u>	DENTAL INSURANCE	632.00	632.00	52.72	105.44	526.56	83.32 %
<u>100-51540-154</u>	LIFE INSURANCE	4.00	4.00	0.00	0.36	3.64	91.00 %
<u>100-51540-225</u>	PHONE/INTERNET/CABLE	1,504.00	1,504.00	97.61	97.61	1,406.39	93.51 %
<u>100-51540-240</u>	SOFTWARE MAINTENANCE CONTR	24,784.00	24,784.00	1,337.00	7,987.00	16,797.00	67.77 %
<u>100-51540-241</u>	EQUIPMENT MAINTENANCE CONT	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
<u>100-51540-244</u>	WEBSITE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-290</u>	OTHER CONTRACTUAL SERVICES	12,703.00	12,703.00	1,800.00	3,600.00	9,103.00	71.66 %
<u>100-51540-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-320</u>	SUBSCRIPTIONS & DUES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>100-51540-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-330</u>	SEMINARS, CONF & TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-340</u>	OPERATING SUPPLIES	2,936.00	2,936.00	14.99	14.99	2,921.01	99.49 %
<u>100-51540-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-363</u>	EQUIPMENT MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51540-399</u>	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51540 - IT Total:</b>		<b>90,995.00</b>	<b>90,995.00</b>	<b>6,750.43</b>	<b>17,341.56</b>	<b>73,653.44</b>	<b>80.94 %</b>
<b>Department: 51600 - CITY HALL</b>							
<u>100-51600-110</u>	SALARIES - REGULAR	45,459.00	45,459.00	3,423.92	5,307.08	40,151.92	88.33 %
<u>100-51600-124</u>	WAGES - PERM PT	8,985.00	8,985.00	855.00	1,260.00	7,725.00	85.98 %
<u>100-51600-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51600-126</u>	WAGES - TEMP/SEAS	4,248.00	4,248.00	0.00	0.00	4,248.00	100.00 %
<u>100-51600-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51600-150</u>	FICA	4,490.00	4,490.00	310.43	477.02	4,012.98	89.38 %
<u>100-51600-151</u>	RETIREMENT (WRS)	3,000.00	3,000.00	225.98	350.27	2,649.73	88.32 %
<u>100-51600-152</u>	HEALTH INSURANCE	9,075.00	9,075.00	756.27	1,512.54	7,562.46	83.33 %
<u>100-51600-153</u>	DENTAL INSURANCE	454.00	454.00	37.87	75.74	378.26	83.32 %
<u>100-51600-154</u>	LIFE INSURANCE	16.00	16.00	0.00	1.30	14.70	91.88 %
<u>100-51600-211</u>	BOILER CONTRACTUAL	670.00	670.00	0.00	0.00	670.00	100.00 %
<u>100-51600-212</u>	ELEVATORS	5,048.00	5,048.00	100.00	469.24	4,578.76	90.70 %
<u>100-51600-213</u>	HVAC CONTRACTUAL	6,096.00	6,096.00	0.00	0.00	6,096.00	100.00 %
<u>100-51600-214</u>	FIRE CONTRACTUAL	2,944.00	2,944.00	0.00	1,525.00	1,419.00	48.20 %
<u>100-51600-220</u>	WATER/SEWER/STORM WATER	7,712.00	7,712.00	0.00	1,266.80	6,445.20	83.57 %
<u>100-51600-221</u>	ELECTRIC & GAS	42,000.00	42,000.00	3,566.37	3,566.37	38,433.63	91.51 %
<u>100-51600-225</u>	PHONE/INTERNET/CABLE	2,535.00	2,535.00	501.16	649.29	1,885.71	74.39 %
<u>100-51600-240</u>	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	600.00	600.00	0.00	0.00 %
<u>100-51600-241</u>	EQUIPMENT MAINTENANCE CONT	800.00	800.00	0.00	299.00	501.00	62.63 %
<u>100-51600-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51600-243</u>	LEASES	540.00	540.00	0.00	148.50	391.50	72.50 %
<u>100-51600-290</u>	OTHER CONTRACTUAL SERVICES	4,323.00	4,323.00	80.85	80.85	4,242.15	98.13 %
<u>100-51600-292</u>	ELECTRICAL CONTRACTUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>100-51600-293</u>	PLUMBING CONTRACTUAL	400.00	400.00	0.00	0.00	400.00	100.00 %
<u>100-51600-310</u>	OFFICE SUPPLIES	283.00	283.00	0.00	0.00	283.00	100.00 %
<u>100-51600-311</u>	POSTAGE	190.00	190.00	0.00	225.00	-35.00	-18.42 %
<u>100-51600-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51600-320</u>	SUBSCRIPTIONS & DUES	60.00	60.00	0.00	0.00	60.00	100.00 %

Budget Report

For Fiscal: 2016 Period Ending: 02/29/2016

		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	411.57	411.57	6,893.43	94.37 %
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	632.44	838.15	2,661.85	76.05 %
100-51600-350	BLDG & GRDS MAINT & REPAIRS	4,225.00	4,225.00	95.91	95.91	4,129.09	97.73 %
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	39.66	39.66	1,310.34	97.06 %
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	70.95	70.95	957.05	93.10 %
100-51600-381	EMPLOYMENT TESTING	50.00	50.00	7.00	7.00	43.00	86.00 %
<b>Department: 51600 - CITY HALL Total:</b>		<b>168,586.00</b>	<b>168,586.00</b>	<b>11,715.38</b>	<b>19,277.24</b>	<b>149,308.76</b>	<b>88.57 %</b>
<b>Department: 51900 - OTHER GOVERNMENT</b>							
100-51900-397	MISCELLANEOUS EXPENSE	0.00	0.00	1,219.89	-427.77	427.77	0.00 %
<b>Department: 51900 - OTHER GOVERNMENT Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>1,219.89</b>	<b>-427.77</b>	<b>427.77</b>	<b>0.00 %</b>
<b>Department: 51938 - SICK LEAVE PAYOUT</b>							
100-51938-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51938 - SICK LEAVE PAYOUT Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 51939 - WORKER'S COMPENSATION</b>							
100-51939-510	INS - WORKERS COMP	94,745.00	94,745.00	0.00	23,818.00	70,927.00	74.86 %
<b>Department: 51939 - WORKER'S COMPENSATION Total:</b>		<b>94,745.00</b>	<b>94,745.00</b>	<b>0.00</b>	<b>23,818.00</b>	<b>70,927.00</b>	<b>74.86 %</b>
<b>Department: 51940 - UNEMPLOYMENT COMPENSATION</b>							
100-51940-517	UNEMPLOYMENT	21,879.00	21,879.00	891.63	891.63	20,987.37	95.92 %
<b>Department: 51940 - UNEMPLOYMENT COMPENSATION Total:</b>		<b>21,879.00</b>	<b>21,879.00</b>	<b>891.63</b>	<b>891.63</b>	<b>20,987.37</b>	<b>95.92 %</b>
<b>Department: 51941 - SALES TAX</b>							
100-51941-301	SALES TAX	9,700.00	9,700.00	157.70	157.70	9,542.30	98.37 %
<b>Department: 51941 - SALES TAX Total:</b>		<b>9,700.00</b>	<b>9,700.00</b>	<b>157.70</b>	<b>157.70</b>	<b>9,542.30</b>	<b>98.37 %</b>
<b>Department: 51942 - ILLEGAL ASSESSMENTS</b>							
100-51942-397	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51942 - ILLEGAL ASSESSMENTS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 51943 - INS - FIRE, COMP / COLL, BOILER</b>							
100-51943-511	INS - FIRE, COMP/COLL, BOILER	35,728.00	35,728.00	0.00	35,966.40	-238.40	-0.67 %
<b>Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:</b>		<b>35,728.00</b>	<b>35,728.00</b>	<b>0.00</b>	<b>35,966.40</b>	<b>-238.40</b>	<b>-0.67 %</b>
<b>Department: 51944 - INS - VEHICLES</b>							
100-51944-512	INS - VEHICLES	19,777.00	19,777.00	0.00	18,128.25	1,648.75	8.34 %
<b>Department: 51944 - INS - VEHICLES Total:</b>		<b>19,777.00</b>	<b>19,777.00</b>	<b>0.00</b>	<b>18,128.25</b>	<b>1,648.75</b>	<b>8.34 %</b>
<b>Department: 51945 - PROPERTY &amp; LIABILITY VEHICLE INSURANCE</b>							
100-51945-513	INS - CVMIC LIABILITY, PROF	33,065.00	33,065.00	0.00	30,347.00	2,718.00	8.22 %
<b>Department: 51945 - PROPERTY &amp; LIABILITY VEHICLE INSURANCE</b>		<b>33,065.00</b>	<b>33,065.00</b>	<b>0.00</b>	<b>30,347.00</b>	<b>2,718.00</b>	<b>8.22 %</b>
<b>Department: 51946 - SIR</b>							
100-51946-514	SIR	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<b>Department: 51946 - SIR Total:</b>		<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>100.00 %</b>
<b>Department: 51947 - MONIES &amp; SECURITIES INSURANCE MISC</b>							
100-51947-515	INS - MONIES & SECURITIES	1,562.00	1,562.00	0.00	2,929.14	-1,367.14	-87.52 %
<b>Department: 51947 - MONIES &amp; SECURITIES INSURANCE MISC Tot</b>		<b>1,562.00</b>	<b>1,562.00</b>	<b>0.00</b>	<b>2,929.14</b>	<b>-1,367.14</b>	<b>-87.52 %</b>
<b>Department: 51980 - UNCOLLECTABLE ACCOUNTS</b>							
100-51980-398	UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 52100 - POLICE</b>							
100-52100-110	SALARIES - REGULAR	209,841.00	209,841.00	15,794.16	24,480.95	185,360.05	88.33 %
100-52100-120	WAGES - REGULAR	1,437,113.00	1,437,113.00	106,222.03	165,647.86	1,271,465.14	88.47 %
100-52100-121	OVERTIME - REGULAR	70,120.00	70,120.00	3,798.49	6,993.85	63,126.15	90.03 %
100-52100-122	OVERTIME - SPECIAL PROJECTS	0.00	0.00	353.84	704.06	-704.06	0.00 %
100-52100-124	WAGES - PERM PT	8,176.00	8,176.00	580.13	887.26	7,288.74	89.15 %

Budget Report

For Fiscal: 2016 Period Ending: 02/29/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-52100-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52100-126	WAGES - TEMP/SEAS	27,240.00	27,240.00	1,919.06	2,995.30	24,244.70	89.00 %
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	402.60	630.24	3,369.76	84.24 %
100-52100-141	ON CALL	5,200.00	5,200.00	400.00	700.00	4,500.00	86.54 %
100-52100-150	FICA	134,769.00	134,769.00	9,024.09	14,194.75	120,574.25	89.47 %
100-52100-151	RETIREMENT (WRS)	225,545.00	225,545.00	17,185.75	26,984.49	198,560.51	88.04 %
100-52100-152	HEALTH INSURANCE	539,936.00	539,936.00	41,741.54	83,483.08	456,452.92	84.54 %
100-52100-153	DENTAL INSURANCE	25,194.00	25,194.00	1,939.76	3,879.52	21,314.48	84.60 %
100-52100-154	LIFE INSURANCE	443.00	443.00	0.00	34.79	408.21	92.15 %
100-52100-221	ELECTRIC & GAS	16,000.00	16,000.00	1,296.86	1,296.86	14,703.14	91.89 %
100-52100-225	PHONE/INTERNET/CABLE	5,940.00	5,940.00	524.48	894.43	5,045.57	84.94 %
100-52100-226	MOBILE DATA AIR CARDS	6,000.00	6,000.00	555.78	555.78	5,444.22	90.74 %
100-52100-240	SOFTWARE MAINTENANCE CONTR	11,416.00	11,416.00	0.00	10,922.24	493.76	4.33 %
100-52100-241	EQUIPMENT MAINTENANCE CONT	4,352.00	4,352.00	0.00	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	457.98	457.98	3,144.02	87.29 %
100-52100-310	OFFICE SUPPLIES	1,100.00	1,100.00	93.91	93.91	1,006.09	91.46 %
100-52100-311	POSTAGE	2,000.00	2,000.00	64.41	64.41	1,935.59	96.78 %
100-52100-312	COPY USAGE & PAPER	1,600.00	1,600.00	7.12	7.12	1,592.88	99.56 %
100-52100-320	SUBSCRIPTIONS & DUES	2,317.00	2,317.00	544.99	1,844.99	472.01	20.37 %
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	864.00	3,038.00	11,662.00	79.33 %
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	1,239.03	1,346.93	10,653.07	88.78 %
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	115.29	115.29	1,684.71	93.60 %
100-52100-342	CLEANING & SANITARY SUPPLIES	150.00	150.00	9.68	21.02	128.98	85.99 %
100-52100-350	BLDG & GRDS:MAINT & REPAIRS	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
100-52100-360	VEHICLE MAINT. & REPAIRS	12,000.00	12,000.00	1,200.87	1,200.87	10,799.13	89.99 %
100-52100-361	REGULAR FUEL	61,657.00	61,657.00	1,963.09	1,963.09	59,693.91	96.82 %
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	1,755.27	1,857.79	7,142.21	79.36 %
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	41.06	41.06	958.94	95.89 %
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	210,095.27	360,357.12	2,506,453.88	87.43 %

Department: 52200 - FIRE

100-52200-110	SALARIES - REGULAR	160,296.00	160,296.00	12,242.02	18,966.47	141,329.53	88.17 %
100-52200-120	WAGES - REGULAR	582,233.00	582,233.00	42,048.16	66,109.94	516,123.06	88.65 %
100-52200-121	OVERTIME - REGULAR	46,000.00	46,000.00	4,474.59	7,277.26	38,722.74	84.18 %
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	4,723.05	5,355.20	66,837.80	92.58 %
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	1,133.25	1,628.56	15,442.44	90.46 %
100-52200-151	RETIREMENT (WRS)	146,701.00	146,701.00	10,963.00	17,190.43	129,510.57	88.28 %
100-52200-152	HEALTH INSURANCE	241,346.00	241,346.00	19,578.32	39,156.64	202,189.36	83.78 %
100-52200-153	DENTAL INSURANCE	12,159.00	12,159.00	934.74	1,869.48	10,289.52	84.62 %
100-52200-154	LIFE INSURANCE	197.00	197.00	0.00	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	1,621.08	1,621.08	15,634.92	90.61 %
100-52200-225	PHONE/INTERNET/CABLE	2,000.00	2,000.00	247.05	422.98	1,577.02	78.85 %
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	5,250.00	5,250.00	2,025.00	27.84 %
100-52200-241	EQUIPMENT MAINTENANCE CONT	3,538.00	3,538.00	2,629.94	2,629.94	908.06	25.67 %
100-52200-242	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2016 Period Ending: 02/29/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-52200-290</u>	OTHER CONTRACTUAL SERVICES	6,915.00	6,915.00	0.00	0.00	6,915.00	100.00 %
<u>100-52200-310</u>	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-52200-311</u>	POSTAGE	200.00	200.00	26.95	26.95	173.05	86.53 %
<u>100-52200-312</u>	COPY USAGE & PAPER	180.00	180.00	0.17	0.17	179.83	99.91 %
<u>100-52200-320</u>	SUBSCRIPTIONS & DUES	1,896.00	1,896.00	245.00	245.00	1,651.00	87.08 %
<u>100-52200-321</u>	CERTIFICATIONS & LICENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>100-52200-324</u>	RECRUITMENT	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-52200-330</u>	SEMINARS, CONF & TRAVEL	6,300.00	6,300.00	216.00	216.00	6,084.00	96.57 %
<u>100-52200-340</u>	OPERATING SUPPLIES	8,611.00	8,611.00	728.51	728.51	7,882.49	91.54 %
<u>100-52200-341</u>	PRINTING & FORMS	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-52200-342</u>	CLEANING & SANITARY SUPPLIES	2,000.00	2,000.00	255.16	255.16	1,744.84	87.24 %
<u>100-52200-350</u>	BLDG & GRDS MAINT & REPAIRS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>100-52200-360</u>	VEHICLE MAINT. & REPAIRS	6,000.00	6,000.00	9.11	9.11	5,990.89	99.85 %
<u>100-52200-361</u>	REGULAR FUEL	7,000.00	7,000.00	344.06	344.06	6,655.94	95.08 %
<u>100-52200-362</u>	OFF ROAD FUEL	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>100-52200-363</u>	EQUIPMENT MAINT & REPAIRS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<u>100-52200-380</u>	PUBLIC EDUCATION	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>100-52200-381</u>	EMPLOYMENT TESTING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<u>100-52200-382</u>	UNIFORMS & SAFETY ATTIRE	3,000.00	3,000.00	2,360.87	2,360.87	639.13	21.30 %
<u>100-52200-394</u>	EMS- SUPPLIES	3,424.00	3,424.00	607.56	607.56	2,816.44	82.26 %
<u>100-52200-399</u>	ADD'L SOFTWARE & UPGRADES	150.00	150.00	150.00	150.00	0.00	0.00 %
<b>Department: 52200 - FIRE Total:</b>		<b>1,362,391.00</b>	<b>1,362,391.00</b>	<b>110,788.59</b>	<b>172,437.51</b>	<b>1,189,953.49</b>	<b>87.34 %</b>
<b>Department: 52210 - HYDRANTS</b>							
<u>100-52210-290</u>	OTHER CONTRACTUAL SERVICES	390,168.00	390,168.00	0.00	0.00	390,168.00	100.00 %
<b>Department: 52210 - HYDRANTS Total:</b>		<b>390,168.00</b>	<b>390,168.00</b>	<b>0.00</b>	<b>0.00</b>	<b>390,168.00</b>	<b>100.00 %</b>
<b>Department: 52400 - INSPECTIONS</b>							
<u>100-52400-110</u>	SALARIES - REGULAR	36,228.00	36,228.00	3,249.86	5,262.29	30,965.71	85.47 %
<u>100-52400-120</u>	WAGES - REGULAR	246,725.00	246,725.00	18,635.98	28,885.78	217,839.22	88.29 %
<u>100-52400-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52400-150</u>	FICA	21,646.00	21,646.00	1,537.10	2,406.58	19,239.42	88.88 %
<u>100-52400-151</u>	RETIREMENT (WRS)	18,675.00	18,675.00	1,444.48	2,253.80	16,421.20	87.93 %
<u>100-52400-152</u>	HEALTH INSURANCE	90,080.00	90,080.00	7,506.64	13,651.99	76,428.01	84.84 %
<u>100-52400-153</u>	DENTAL INSURANCE	4,075.00	4,075.00	339.64	611.38	3,463.62	85.00 %
<u>100-52400-154</u>	LIFE INSURANCE	172.00	172.00	0.00	13.42	158.58	92.20 %
<u>100-52400-225</u>	PHONE/INTERNET/CABLE	2,340.00	2,340.00	209.16	293.83	2,046.17	87.44 %
<u>100-52400-241</u>	EQUIPMENT MAINTENANCE CONT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52400-290</u>	OTHER CONTRACTUAL SERVICES	500.00	500.00	1,202.50	1,202.50	-702.50	-140.50 %
<u>100-52400-294</u>	WEIGHTS & MEASURES	8,800.00	8,800.00	0.00	0.00	8,800.00	100.00 %
<u>100-52400-310</u>	OFFICE SUPPLIES	800.00	800.00	19.51	19.51	780.49	97.56 %
<u>100-52400-311</u>	POSTAGE	700.00	700.00	62.36	62.36	637.64	91.09 %
<u>100-52400-312</u>	COPY USAGE & PAPER	1,500.00	1,500.00	0.00	315.70	1,184.30	78.95 %
<u>100-52400-320</u>	SUBSCRIPTIONS & DUES	390.00	390.00	40.00	180.00	210.00	53.85 %
<u>100-52400-321</u>	CERTIFICATIONS & LICENSES	115.00	115.00	82.00	82.00	33.00	28.70 %
<u>100-52400-324</u>	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-52400-330</u>	SEMINARS, CONF & TRAVEL	3,600.00	3,600.00	579.00	679.00	2,921.00	81.14 %
<u>100-52400-340</u>	OPERATING SUPPLIES	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>100-52400-341</u>	PRINTING & FORMS	1,130.00	1,130.00	106.47	106.47	1,023.53	90.58 %
<u>100-52400-360</u>	VEHICLE MAINT. & REPAIRS	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>100-52400-361</u>	REGULAR FUEL	3,100.00	3,100.00	140.87	140.87	2,959.13	95.46 %
<u>100-52400-381</u>	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 52400 - INSPECTIONS Total:</b>		<b>441,026.00</b>	<b>441,026.00</b>	<b>35,155.57</b>	<b>56,167.48</b>	<b>384,858.52</b>	<b>87.26 %</b>
<b>Department: 52601 - EMERGENCY GOVERNMENT</b>							
<u>100-52601-290</u>	OTHER CONTRACTUAL SERVICES	7,000.00	7,000.00	7,000.00	7,000.00	0.00	0.00 %
<u>100-52601-340</u>	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 52601 - EMERGENCY GOVERNMENT Total:</b>		<b>7,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0.00 %</b>

Budget Report

For Fiscal: 2016 Period Ending: 02/29/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 52700 - JAIL</b>						
100-52700-290	OTHER CONTRACTUAL SERVICES	200.00	200.00	0.00	0.00	200.00 100.00 %
	Department: 52700 - JAIL Total:	200.00	200.00	0.00	0.00	200.00 100.00 %
<b>Department: 53100 - ENGINEERING</b>						
100-53100-110	SALARIES - REGULAR	71,974.00	71,974.00	5,458.48	8,460.65	63,513.35 88.24 %
100-53100-120	WAGES - REGULAR	2,022.00	2,022.00	154.02	238.73	1,783.27 88.19 %
100-53100-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00 0.00 %
100-53100-150	FICA	5,661.00	5,661.00	392.12	609.66	5,051.34 89.23 %
100-53100-151	RETIREMENT (WRS)	4,884.00	4,884.00	370.42	574.16	4,309.84 88.24 %
100-53100-152	HEALTH INSURANCE	21,140.00	21,140.00	1,761.67	3,523.34	17,616.66 83.33 %
100-53100-153	DENTAL INSURANCE	1,023.00	1,023.00	85.28	170.56	852.44 83.33 %
100-53100-154	LIFE INSURANCE	20.00	20.00	0.00	2.09	17.91 89.55 %
100-53100-225	PHONE/INTERNET/CABLE	2,326.00	2,326.00	193.67	258.53	2,067.47 88.89 %
100-53100-240	SOFTWARE MAINTENANCE CONTR	400.00	400.00	0.00	633.50	-233.50 -58.38 %
100-53100-241	EQUIPMENT MAINTENANCE CONT	400.00	400.00	0.00	0.00	400.00 100.00 %
100-53100-310	OFFICE SUPPLIES	1,300.00	1,300.00	19.51	19.51	1,280.49 98.50 %
100-53100-311	POSTAGE	500.00	500.00	2.39	2.39	497.61 99.52 %
100-53100-312	COPY USAGE & PAPER	1,200.00	1,200.00	0.29	33.17	1,166.83 97.24 %
100-53100-320	SUBSCRIPTIONS & DUES	250.00	250.00	0.00	199.00	51.00 20.40 %
100-53100-321	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00 0.00 %
100-53100-322	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00 0.00 %
100-53100-323	GENERAL ADVERTISING	0.00	0.00	0.00	0.00	0.00 0.00 %
100-53100-330	SEMINARS, CONF & TRAVEL	700.00	700.00	128.00	463.50	236.50 33.79 %
100-53100-340	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
100-53100-341	PRINTING & FORMS	125.00	125.00	0.00	0.00	125.00 100.00 %
100-53100-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	0.00	500.00 100.00 %
100-53100-361	REGULAR FUEL	700.00	700.00	22.91	22.91	677.09 96.73 %
100-53100-399	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	8,588.76	15,211.70	100,913.30 86.90 %
<b>Department: 53310 - BOARD OF PUBLIC WORKS</b>						
100-53310-291	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	86.24	86.24	1,113.76 92.81 %
100-53310-311	POSTAGE	50.00	50.00	0.00	0.00	50.00 100.00 %
100-53310-312	COPY USAGE & PAPER	750.00	750.00	0.00	0.00	750.00 100.00 %
100-53310-322	LEGAL NOTICES	400.00	400.00	0.00	0.00	400.00 100.00 %
	Department: 53310 - BOARD OF PUBLIC WORKS Total:	2,400.00	2,400.00	86.24	86.24	2,313.76 96.41 %
<b>Department: 53311 - STREET</b>						
100-53311-110	SALARIES - REGULAR	59,178.00	59,178.00	4,535.30	7,029.72	52,148.28 88.12 %
100-53311-120	WAGES - REGULAR	268,330.00	268,330.00	23,411.87	35,102.50	233,227.50 86.92 %
100-53311-121	OVERTIME - REGULAR	14,000.00	14,000.00	546.02	920.37	13,079.63 93.43 %
100-53311-124	WAGES - PERM PT	300.00	300.00	21.76	33.21	266.79 88.93 %
100-53311-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00 0.00 %
100-53311-126	WAGES - TEMP/SEAS	5,070.00	5,070.00	0.00	311.40	4,758.60 93.86 %
100-53311-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00 0.00 %
100-53311-150	FICA	26,536.00	26,536.00	1,964.96	2,995.22	23,540.78 88.71 %
100-53311-151	RETIREMENT (WRS)	22,540.00	22,540.00	1,631.55	2,592.49	19,947.51 88.50 %
100-53311-152	HEALTH INSURANCE	135,488.00	135,488.00	10,158.50	21,716.12	113,771.88 83.97 %
100-53311-153	DENTAL INSURANCE	7,212.00	7,212.00	534.39	1,148.66	6,063.34 84.07 %
100-53311-154	LIFE INSURANCE	243.00	243.00	0.00	17.51	225.49 92.79 %
100-53311-211	BOILER CONTRACTUAL	100.00	100.00	0.00	0.00	100.00 100.00 %
100-53311-213	HVAC CONTRACTUAL	450.00	450.00	0.00	0.00	450.00 100.00 %
100-53311-214	FIRE CONTRACTUAL	650.00	650.00	0.00	0.00	650.00 100.00 %
100-53311-220	WATER/SEWER/STORM WATER	1,975.00	1,975.00	0.00	489.20	1,485.80 75.23 %
100-53311-221	ELECTRIC & GAS	9,400.00	9,400.00	484.84	484.84	8,915.16 94.84 %
100-53311-225	PHONE/INTERNET/CABLE	2,304.00	2,304.00	227.13	449.10	1,854.90 80.51 %
100-53311-230	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	0.00	250.00 100.00 %
100-53311-240	SOFTWARE MAINTENANCE CONTR	710.00	710.00	150.00	150.00	560.00 78.87 %
100-53311-241	EQUIPMENT MAINTENANCE CONT	100.00	100.00	0.00	0.00	100.00 100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-53311-242</u>	EQUIPMENT RENTAL	11,000.00	11,000.00	2,800.00	2,800.00	8,200.00	74.55 %
<u>100-53311-243</u>	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-290</u>	OTHER CONTRACTUAL SERVICES	16,000.00	16,000.00	1,359.18	1,359.18	14,640.82	91.51 %
<u>100-53311-310</u>	OFFICE SUPPLIES	200.00	200.00	0.00	8.72	191.28	95.64 %
<u>100-53311-311</u>	POSTAGE	300.00	300.00	359.59	359.59	-59.59	-19.86 %
<u>100-53311-312</u>	COPY USAGE & PAPER	50.00	50.00	0.00	0.00	50.00	100.00 %
<u>100-53311-320</u>	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53311-322</u>	LEGAL NOTICES	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-53311-324</u>	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
<u>100-53311-330</u>	SEMINARS, CONF & TRAVEL	500.00	500.00	150.00	150.00	350.00	70.00 %
<u>100-53311-340</u>	OPERATING SUPPLIES	4,850.00	4,850.00	673.14	673.14	4,176.86	86.12 %
<u>100-53311-341</u>	PRINTING & FORMS	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-53311-342</u>	CLEANING & SANITARY SUPPLIES	600.00	600.00	70.22	70.22	529.78	88.30 %
<u>100-53311-350</u>	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	138.43	138.43	1,361.57	90.77 %
<u>100-53311-360</u>	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	236.64	236.64	5,263.36	95.70 %
<u>100-53311-361</u>	REGULAR FUEL	20,800.00	20,800.00	1,185.58	1,185.58	19,614.42	94.30 %
<u>100-53311-362</u>	OFF ROAD FUEL	5,000.00	5,000.00	134.98	134.98	4,865.02	97.30 %
<u>100-53311-363</u>	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	1,863.83	1,863.83	10,136.17	84.47 %
<u>100-53311-370</u>	SALT & SAND	77,107.00	77,107.00	0.00	0.00	77,107.00	100.00 %
<u>100-53311-371</u>	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<u>100-53311-375</u>	STREET MAINT & REPAIRS	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<u>100-53311-381</u>	EMPLOYMENT TESTING	500.00	500.00	36.99	36.99	463.01	92.60 %
<u>100-53311-382</u>	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>100-53311-399</u>	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 53311 - STREET Total:</b>		<b>719,493.00</b>	<b>719,493.00</b>	<b>52,674.90</b>	<b>82,457.64</b>	<b>637,035.36</b>	<b>88.54 %</b>
<b>Department: 53312 - STREET SIGNS &amp; SIGNALS</b>							
<u>100-53312-221</u>	ELECTRIC & GAS	7,800.00	7,800.00	867.57	867.57	6,932.43	88.88 %
<u>100-53312-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53312-292</u>	ELECTRICAL CONTRACTUAL	1,000.00	1,000.00	1.00	1.00	999.00	99.90 %
<u>100-53312-372</u>	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
<u>100-53312-373</u>	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<b>Department: 53312 - STREET SIGNS &amp; SIGNALS Total:</b>		<b>19,300.00</b>	<b>19,300.00</b>	<b>868.57</b>	<b>868.57</b>	<b>18,431.43</b>	<b>95.50 %</b>
<b>Department: 53315 - STREET LIGHTS</b>							
<u>100-53315-221</u>	ELECTRIC & GAS	233,605.00	233,605.00	18,526.66	18,526.66	215,078.34	92.07 %
<u>100-53315-290</u>	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-53315-292</u>	ELECTRICAL CONTRACTUAL	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<u>100-53315-374</u>	STREET LIGHT MAINT & REPAIRS	1,500.00	1,500.00	188.80	188.80	1,311.20	87.41 %
<b>Department: 53315 - STREET LIGHTS Total:</b>		<b>240,105.00</b>	<b>240,105.00</b>	<b>18,715.46</b>	<b>18,715.46</b>	<b>221,389.54</b>	<b>92.21 %</b>
<b>Department: 53440 - STORM WATER</b>							
<u>100-53440-200</u>	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 53440 - STORM WATER Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 54110 - ANIMAL CONTROL</b>							
<u>100-54110-290</u>	OTHER CONTRACTUAL SERVICES	56,000.00	56,000.00	3,240.55	3,240.55	52,759.45	94.21 %
<b>Department: 54110 - ANIMAL CONTROL Total:</b>		<b>56,000.00</b>	<b>56,000.00</b>	<b>3,240.55</b>	<b>3,240.55</b>	<b>52,759.45</b>	<b>94.21 %</b>
<b>Department: 55110 - LIBRARY</b>							
<u>100-55110-110</u>	SALARIES - REGULAR	26,740.00	26,740.00	2,014.04	3,121.77	23,618.23	88.33 %
<u>100-55110-124</u>	WAGES - PERM PT	10,904.00	10,904.00	783.18	1,195.38	9,708.62	89.04 %
<u>100-55110-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-126</u>	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55110-150</u>	FICA	2,880.00	2,880.00	203.96	315.23	2,564.77	89.05 %
<u>100-55110-151</u>	RETIREMENT (WRS)	1,765.00	1,765.00	132.92	206.03	1,558.97	88.33 %
<u>100-55110-152</u>	HEALTH INSURANCE	5,389.00	5,389.00	449.06	898.12	4,490.88	83.33 %
<u>100-55110-153</u>	DENTAL INSURANCE	271.00	271.00	22.59	45.18	225.82	83.33 %
<u>100-55110-154</u>	LIFE INSURANCE	9.00	9.00	0.00	0.77	8.23	91.44 %
<u>100-55110-211</u>	BOILER CONTRACTUAL	635.00	635.00	0.00	0.00	635.00	100.00 %
<u>100-55110-213</u>	HVAC CONTRACTUAL	4,196.00	4,196.00	0.00	0.00	4,196.00	100.00 %

Budget Report

For Fiscal: 2016 Period Ending: 02/29/2016

		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	0.00	764.92	2,414.08	75.94 %
<u>100-55110-221</u>	ELECTRIC & GAS	24,376.00	24,376.00	2,194.66	2,194.66	22,181.34	91.00 %
<u>100-55110-225</u>	PHONE/INTERNET/CABLE	650.00	650.00	51.44	100.90	549.10	84.48 %
<u>100-55110-240</u>	SOFTWARE MAINTENANCE CONTR	750.00	750.00	750.00	750.00	0.00	0.00 %
<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	113.03	113.03	2,361.97	95.43 %
<u>100-55110-342</u>	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	453.16	453.16	1,646.84	78.42 %
<u>100-55110-350</u>	BLDG & GRDS MAINT & REPAIRS	2,000.00	2,000.00	41.94	41.94	1,958.06	97.90 %
<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 %
<b>Department: 55110 - LIBRARY Total:</b>		<b>92,248.00</b>	<b>92,248.00</b>	<b>7,209.98</b>	<b>10,201.09</b>	<b>82,046.91</b>	<b>88.94 %</b>
<b>Department: 55200 - PARKS</b>							
<u>100-55200-110</u>	SALARIES - REGULAR	56,929.00	56,929.00	4,357.68	6,754.40	50,174.60	88.14 %
<u>100-55200-120</u>	WAGES - REGULAR	76,002.00	76,002.00	5,804.48	8,996.94	67,005.06	88.16 %
<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	66.00	66.00	34,381.00	99.81 %
<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	754.09	1,167.48	11,713.52	90.94 %
<u>100-55200-151</u>	RETIREMENT (WRS)	9,552.00	9,552.00	670.70	1,039.59	8,512.41	89.12 %
<u>100-55200-152</u>	HEALTH INSURANCE	17,795.00	17,795.00	1,482.91	2,965.82	14,829.18	83.33 %
<u>100-55200-153</u>	DENTAL INSURANCE	1,870.00	1,870.00	155.84	311.68	1,558.32	83.33 %
<u>100-55200-154</u>	LIFE INSURANCE	33.00	33.00	0.00	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	0.00	2,696.34	13,433.66	83.28 %
<u>100-55200-221</u>	ELECTRIC & GAS	22,500.00	22,500.00	1,902.46	1,902.46	20,597.54	91.54 %
<u>100-55200-225</u>	PHONE/INTERNET/CABLE	2,700.00	2,700.00	224.37	448.21	2,251.79	83.40 %
<u>100-55200-240</u>	SOFTWARE MAINTENANCE CONTR	600.00	600.00	600.00	600.00	0.00	0.00 %
<u>100-55200-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-290</u>	OTHER CONTRACTUAL SERVICES	384.00	384.00	0.00	0.00	384.00	100.00 %
<u>100-55200-291</u>	TRANSCRIPTION CONTRACTUAL	600.00	600.00	43.03	43.03	556.97	92.83 %
<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	215.00	215.00	375.00	63.56 %
<u>100-55200-340</u>	OPERATING SUPPLIES	10,625.00	10,625.00	1,181.08	1,271.63	9,353.37	88.03 %
<u>100-55200-342</u>	CLEANING & SANITARY SUPPLIES	2,500.00	2,500.00	468.90	468.90	2,031.10	81.24 %
<u>100-55200-350</u>	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	0.00	216.82	11,783.18	98.19 %
<u>100-55200-360</u>	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	495.96	495.96	2,504.04	83.47 %
<u>100-55200-361</u>	REGULAR FUEL	7,600.00	7,600.00	260.17	260.17	7,339.83	96.58 %
<u>100-55200-362</u>	OFF ROAD FUEL	2,600.00	2,600.00	141.96	141.96	2,458.04	94.54 %
<u>100-55200-363</u>	EQUIPMENT MAINT & REPAIRS	4,500.00	4,500.00	568.99	568.99	3,931.01	87.36 %
<u>100-55200-371</u>	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	159.55	159.55	2,340.45	93.62 %
<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: 02/29/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-55200-382	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	19,553.17	30,793.61	270,184.39	89.77 %
<b>Department: 55300 - RECREATION</b>							
100-55300-110	SALARIES - REGULAR	168,516.00	168,516.00	12,861.52	19,935.36	148,580.64	88.17 %
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	2,328.99	3,225.52	32,941.48	91.08 %
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	3,921.72	5,250.65	50,316.35	90.55 %
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	1,310.80	1,946.58	17,962.42	90.22 %
100-55300-151	RETIREMENT (WRS)	12,516.00	12,516.00	954.25	1,473.81	11,042.19	88.22 %
100-55300-152	HEALTH INSURANCE	51,572.00	51,572.00	4,297.65	8,595.30	42,976.70	83.33 %
100-55300-153	DENTAL INSURANCE	2,157.00	2,157.00	179.80	359.60	1,797.40	83.33 %
100-55300-154	LIFE INSURANCE	47.00	47.00	0.00	4.01	42.99	91.47 %
100-55300-225	PHONE/INTERNET/CABLE	3,000.00	3,000.00	269.70	396.14	2,603.86	86.80 %
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	61.70	61.70	1,128.30	94.82 %
100-55300-311	POSTAGE	4,500.00	4,500.00	215.38	215.38	4,284.62	95.21 %
100-55300-312	COPY USAGE & PAPER	3,000.00	3,000.00	178.95	178.95	2,821.05	94.04 %
100-55300-320	SUBSCRIPTIONS & DUES	775.00	775.00	750.00	750.00	25.00	3.23 %
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	326.13	712.13	1,387.87	66.09 %
100-55300-340	OPERATING SUPPLIES	26,900.00	26,900.00	1,818.60	1,818.60	25,081.40	93.24 %
100-55300-341	PRINTING & FORMS	5,000.00	5,000.00	1,617.94	1,617.94	3,382.06	67.64 %
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	31,093.13	46,541.67	348,574.33	88.22 %
<b>Department: 55420 - AQUATIC CENTER</b>							
100-55420-120	WAGES - REGULAR	19,418.00	19,418.00	1,467.52	2,274.66	17,143.34	88.29 %
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	391.51	710.03	79,611.97	99.12 %
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	131.52	212.28	7,417.72	97.22 %
100-55420-151	RETIREMENT (WRS)	1,282.00	1,282.00	96.86	150.13	1,131.87	88.29 %
100-55420-152	HEALTH INSURANCE	6,716.00	6,716.00	559.65	1,119.30	5,596.70	83.33 %
100-55420-153	DENTAL INSURANCE	383.00	383.00	31.95	63.90	319.10	83.32 %
100-55420-154	LIFE INSURANCE	4.00	4.00	0.00	0.31	3.69	92.25 %
100-55420-220	WATER/SEWER/STORM WATER	7,151.00	7,151.00	0.00	1,367.34	5,783.66	80.88 %
100-55420-221	ELECTRIC & GAS	13,779.00	13,779.00	873.97	873.97	12,905.03	93.66 %
100-55420-225	PHONE/INTERNET/CABLE	360.00	360.00	27.88	55.68	304.32	84.53 %
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	0.00	56.01	193.99	77.60 %
100-55420-340	OPERATING SUPPLIES	4,650.00	4,650.00	279.63	615.63	4,034.37	86.76 %
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	47.57	47.57	17,752.43	99.73 %
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	3,908.06	7,546.81	168,985.19	95.72 %
<b>Department: 56600 - URBAN PLANNING</b>							
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: 02/29/2016

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
<b>Department: 56610 - CITY STUDY</b>							
100-56610-295	CITY STUDY	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 56610 - CITY STUDY Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Department: 56700 - ECONOMIC DEVELOPMENT</b>							
100-56700-290	OTHER CONTRACTUAL SERVICES	14,498.00	14,498.00	0.00	0.00	14,498.00	100.00 %
<b>Department: 56700 - ECONOMIC DEVELOPMENT Total:</b>		<b>14,498.00</b>	<b>14,498.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,498.00</b>	<b>100.00 %</b>
<b>Department: 56900 - PLANNING &amp; ZONING</b>							
100-56900-110	SALARIES - REGULAR	38,202.00	38,202.00	3,055.52	4,961.05	33,240.95	87.01 %
100-56900-120	WAGES - REGULAR	4,045.00	4,045.00	308.04	477.46	3,567.54	88.20 %
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	239.92	389.95	2,842.05	87.93 %
100-56900-151	RETIREMENT (WRS)	2,789.00	2,789.00	222.00	358.95	2,430.05	87.13 %
100-56900-152	HEALTH INSURANCE	8,179.00	8,179.00	681.62	1,363.24	6,815.76	83.33 %
100-56900-153	DENTAL INSURANCE	657.00	657.00	54.73	109.46	547.54	83.34 %
100-56900-154	LIFE INSURANCE	14.00	14.00	0.00	1.94	12.06	86.14 %
100-56900-225	PHONE/INTERNET/CABLE	2,100.00	2,100.00	134.56	199.42	1,900.58	90.50 %
100-56900-240	SOFTWARE MAINTENANCE CONTR	320.00	320.00	0.00	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	232.70	232.70	2,667.30	91.98 %
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	86.78	86.78	793.22	90.14 %
100-56900-312	COPY USAGE & PAPER	2,745.00	2,745.00	52.68	69.96	2,675.04	97.45 %
100-56900-320	SUBSCRIPTIONS & DUES	930.00	930.00	0.00	398.00	532.00	57.20 %
100-56900-322	LEGAL NOTICES	3,300.00	3,300.00	408.65	408.65	2,891.35	87.62 %
100-56900-324	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-56900-330	SEMINARS, CONF & TRAVEL	2,100.00	2,100.00	0.00	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	21.46	21.46	978.54	97.85 %
<b>Department: 56900 - PLANNING &amp; ZONING Total:</b>		<b>51,923.00</b>	<b>51,923.00</b>	<b>5,498.66</b>	<b>9,734.52</b>	<b>42,188.48</b>	<b>81.25 %</b>
<b>Department: 59200 - TRANSFERS</b>							
100-59200-590	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 59200 - TRANSFERS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>8,713,116.00</b>	<b>8,713,116.00</b>	<b>609,721.47</b>	<b>1,094,289.89</b>	<b>7,618,826.11</b>	<b>87.44 %</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-534,908.22</b>	<b>-675,595.28</b>	<b>-675,595.28</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-534,908.22</b>	<b>-675,595.28</b>	<b>-675,595.28</b>	<b>0.00 %</b>

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**Holter, Jarrod**

**From:** Jeffrey Moorhouse <jeffm@paragon-assoc.biz>  
**Sent:** Monday, February 22, 2016 11:26 AM  
**To:** Holter, Jarrod  
**Subject:** RE: Onalaska Cemetery Plan Set - FINAL

Jarrod,  
I am looking over the billing for the Cemetery and I see that the redrawing and specification changes came to \$ 2,645. Can we get paid for the \$920 over the February 2 proposal of \$1,725?  
Thanks,  
Jeff Moorhouse

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**From:** Holter, Jarrod [<mailto:jholter@cityofonalaska.com>]  
**Sent:** Tuesday, February 09, 2016 9:06 AM  
**To:** Catherine  
**Cc:** Jeff M  
**Subject:** RE: Onalaska Cemetery Plan Set - FINAL Part 3

Cathy,

Very much appreciated and you have done an admirable job on this project.

I will let you know but I hope this should be it.

Thank you,

**C. Jarrod Holter, P.E.**  
City Engineer

City of Onalaska  
(608)781-9537  
[jholter@cityofonalaska.com](mailto:jholter@cityofonalaska.com)

F.6



February 2, 2016

Jarrold Holter, PE  
City Engineer  
City of Onalaska  
415 Main Street  
Onalaska, Wisconsin 54650

RE: Onalaska Cemetery Fence Project-masonry changes

Thank you for this opportunity to propose professional services on this project. We propose to provide the site design services as requested for the Lump Sum fee of \$1,725.

Scope of Service

This includes modifying current plans to allow for a non-standard masonry unit to be used for this project. Our services will include all necessary detail drawings, pattern layout, and coordination for this modification.

If you see that we have missed something that you feel should be specifically included in the language of this proposal, please let us know and we will make the necessary adjustments. We look forward to working with you on this project.

Sincerely,

Jeffrey S. Moorhouse, ASLA PLA  
President

Authorization to Proceed:

Signature: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_

CIVIL ENGINEERING LANDSCAPE ARCHITECTURE SURVEYING

632 Copeland Avenue La Crosse, WI 54603 Tel. 608.781.3110 Fax 608.781.3197 www.paragon-assoc.biz

**BAIRD**

# City of Onalaska

2016 General Obligation Refunding Bonds

April 6, 2016

**Bradley D. Viegut, Managing Director**

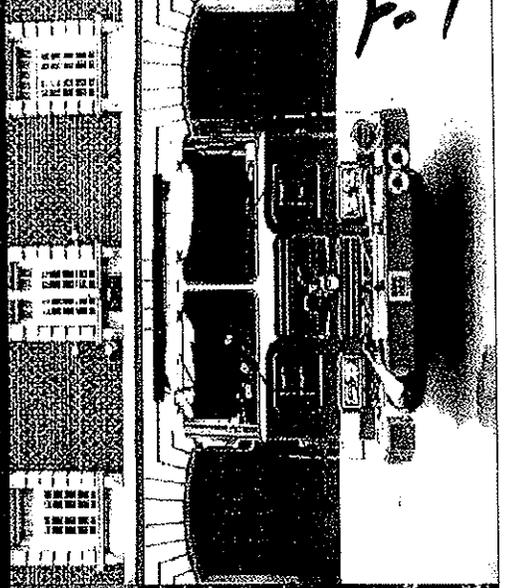
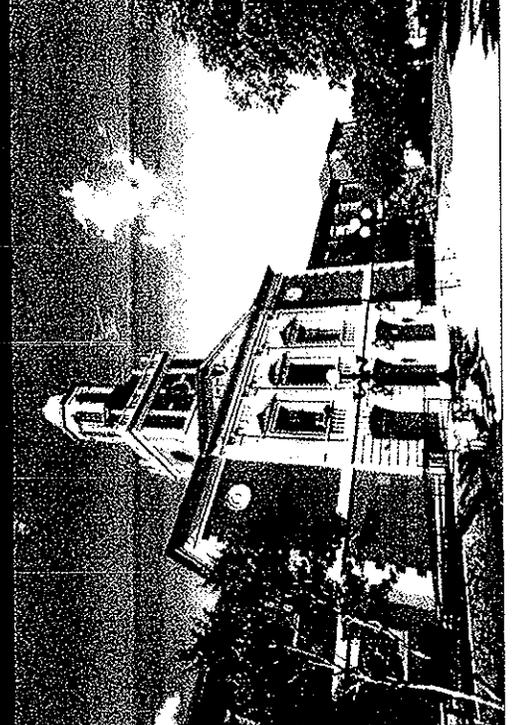
[bviegut@rwbaird.com](mailto:bviegut@rwbaird.com)

777 East Wisconsin Avenue

Milwaukee, WI 53202

Phone 414.765.3827

Fax 414.298.7354



# City of Onalaska

## 2016 General Obligation Refunding Bonds

April 6, 2016

- The City has the opportunity to refund \$3,935,000 of its outstanding general obligation bonds
  - Estimated Savings = \$327,537 <sup>1 2</sup>
- Issues to be Refunded

Issues to be Refunded	Dated	Callable
General Obligation Refunding Bonds	January 5, 2007	October 1, 2016
General Obligation Corporate Purpose Bonds	April 2, 2007	October 1, 2017
General Obligation Refunding Bonds	April 2, 2008	October 1, 2018

<sup>1</sup> Savings estimate is net of issuance costs.

<sup>2</sup> Savings calculated using the All Inclusive Cost (AIC) of 2.17% as the discount rate.



# City of Onalaska

## 2016 General Obligation Refunding Bonds

April 6, 2016

**BAIRD**

### Issue Summary – General Obligation Issue

#### \$4,055,000 General Obligation Refunding Bonds

**Maturity Dates:**

Annually 10/1/2018 – 10/01/2027

**Call Provision:**

2025 and thereafter callable 10/1/24

**Purpose:**

Refunds Portion of 3 Outstanding Issues

**Savings:**

Approximately \$327,500 (Present Value – After Fees); Detailed Analysis: Pages 4 and 5

### Timeline

- Finance Committee considers refunding and Set Sale Resolution.....April 6, 2016
- Council considers Set Sale Resolution..... April 12, 2016
  - Preparations are made for the Bond issuance
- Council adopts the Award Resolution (finalizes all terms of the refunding bonds) for the G.O. Refunding Bonds ..... June 14, 2016
- Settlement Date.....July 12, 2016
- 2019 – 2021 Maturities of the 1/5/07 Issue Paid off .....October 1, 2016
- First Payment of 2016 General Obligation Refunding Bonds.....April 1, 2017

Savings calculated using the All Inclusive Cost (AIC) of 2.17% as the discount rate.

# City of Onalaska

## 2016 General Obligation Refunding Bonds

April 6, 2016



Refund all maturities with at least 3.5% savings per maturity

### BEFORE REFINANCING

Calendar Year	G.O. Refunding Bonds (AR) Dated January 5, 2007		G.O. Corp. Purp. Bonds Dated April 2, 2007		G.O. Corp Purp. Bonds Dated April 2, 2008		TOTAL PRIOR DEBT SERVICE
	PRINCIPAL (10/1)	RATE	INTEREST (4/1 & 10/1)	PRINCIPAL (10/1)	RATE	INTEREST (4/1 & 10/1)	
2016	\$360,000	4.000%	\$81,570	\$180,000	4.000%	\$102,738	\$995,390
2017	\$480,000	4.000%	\$67,170	\$185,000	4.000%	\$95,538	\$1,097,245
2018	\$375,000	4.000%	\$47,970	\$195,000	4.000%	\$88,138	\$978,908
2019	\$390,000	4.200%	\$32,970	\$205,000	4.000%	\$80,338	\$983,985
2020	\$280,000	4.200%	\$16,590	\$215,000	4.000%	\$72,138	\$861,898
2021	\$115,000	4.200%	\$4,830	\$220,000	4.250%	\$63,538	\$678,645
2022				\$230,000	4.250%	\$54,188	\$561,380
2023				\$245,000	4.250%	\$44,413	\$563,135
2024				\$255,000	4.250%	\$34,000	\$564,060
2025				\$265,000	4.250%	\$23,163	\$558,823
2026				\$280,000	4.250%	\$11,900	\$567,960
2027							\$275,733
	\$2,000,000		\$251,100	\$2,475,000		\$670,088	\$8,687,160

Maturities callable 10/1/2016 or any date thereafter.

CALLABLE MATURITIES

Maturities callable 10/1/2017 or any date thereafter.

Maturities callable 10/1/2018 or any date thereafter.

Partially Supported by Water/Sewer Revenues

(1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates +30bps for municipal bonds as of 3/10/16. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.

(2) Present value calculated using the All Inclusive Cost (AIC) of 2.17% as the discount rate.

# City of Onalaska

## 2016 General Obligation Refunding Bonds

April 6, 2016

Refund all maturities with at least 3.5% savings per maturity

### AFTER REFINANCING

Calendar Year	\$3,195,000 G.O. Refunding Bonds (AR) Dated January 5, 2007		\$3,545,000 G.O. Corp. Purp. Bonds Dated April 2, 2007		\$3,280,000 G.O. Corp Purp. Bonds Dated April 2, 2008		\$4,055,000 G.O. Refunding Bonds (CR/AR) Dated July 12, 2016 <sup>(1)</sup>		TOTAL NEW DEBT SERVICE	POTENTIAL DEBT SERVICE SAVINGS
	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1)	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1)	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1)	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1)		
2016	\$350,000	\$81,570	\$180,000	\$102,738	\$170,000	\$101,083	\$108,256	\$995,390	\$0	
2017	\$480,000	\$34,200	\$185,000	\$23,400	\$175,000	\$37,345	\$118,775	\$1,043,201	\$54,044	
2018	\$375,000	\$15,000	\$195,000	\$16,000	\$185,000	\$30,608	\$508,175	\$935,383	\$43,525	
2019	*****	*****	*****	\$8,200	*****	\$23,485	\$599,775	\$939,860	\$44,125	
2020	*****	*****	*****	\$0	\$195,000	\$15,978	\$424,375	\$820,753	\$41,145	
2021	*****	*****	*****	*****	\$210,000	\$8,085	\$537,275	\$642,460	\$36,185	
2022	*****	*****	*****	*****	*****	*****	\$52,775	\$537,275	\$24,105	
2023	*****	*****	*****	*****	*****	*****	\$537,775	\$537,775	\$25,360	
2024	*****	*****	*****	*****	*****	*****	\$538,075	\$538,075	\$30,985	
2025	*****	*****	*****	*****	*****	*****	\$528,175	\$528,175	\$30,648	
2026	*****	*****	*****	*****	*****	*****	\$540,800	\$540,800	\$27,160	
2027	*****	*****	*****	*****	*****	*****	\$7,800	\$267,800	\$7,933	
	\$1,215,000	\$130,770	\$765,000	\$150,338	\$1,140,000	\$216,583	\$654,256	\$4,709,256	\$8,326,946	\$360,214

\*\*\*\*\* REFINANCED WITH 2016 ISSUE.

ROUNDING AMOUNT ..... \$2,488  
 POTENTIAL GROSS SAVINGS..... \$362,702

(2) POTENTIAL PRESENT VALUE SAVINGS..... \$327,537  
 POTENTIAL PV SAVINGS %..... 8.324%

Interest Rate Sensitivity		
Change in Rates	Est. PV % Savings	Est. PV \$ Savings
-0.30%	10.511%	\$413,594
-0.20%	9.780%	\$384,854
-0.10%	9.054%	\$356,265
+0.10%	7.603%	\$299,165
+0.20%	6.895%	\$271,330
+0.30%	6.191%	\$243,601

**City of Onalaska**

**Financing Timetable**  
**General Obligation Refunding Bonds**  
**As of February 12, 2016**

Month	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016																		
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
April								1	2						1	2						1	2					
	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
May								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	29	30	31																		
June								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	29	30	31																		
July								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	29	30	31																		
August								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	29	30	31																		
September								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	29	30	31																		
October								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	29	30	31																		

Wednesday, April 6, 2016 ..... Finance Committee considers set sale resolution.

Tuesday, April 12, 2016 ..... Council considers set sale resolution.

Wednesday, April 13, 2016 ..... POS update request letter information sent to the City.

Monday, April 25, 2016 ..... Request letter information due from City.

Wednesday, May 4, 2016 ..... POS Draft to Disclosure Counsel and Bond Counsel for review.

Wednesday, May 11, 2016 ..... POS comments due from Disclosure Counsel and Bond Counsel. POS Draft sent to Moody's Investors Service ("Moody's").

Thursday, May 12, 2016 ..... Draft POS sent to the City, Brad Viegut and the Support Banker for review.

Thursday, May 19, 2016 ..... POS comments due from the City, Brad Viegut and the Support Banker.

Friday, May 20, 2016 ..... Updated POS draft sent Moody's.

Tuesday, May 24, 2016 through Thursday, May 26, 2016 ..... Moody's conference call scheduled.

Tuesday, May 31, 2016 ..... Due diligence call with Disclosure Counsel and Baird.

Wednesday, June 1, 2016 ..... Final POS comments due from Disclosure Counsel. Updated POS Draft sent to the City for final review.

Friday, June 3, 2016 ..... Final POS comments due from the City.

Tuesday, June 7, 2016 ..... Moody's rating received. POS printed and distributed.

Tuesday, June 14, 2016 ..... Council considers award resolution.

Tuesday, July 12, 2016 ..... Settlement Date.

Thursday, September 1, 2016 ..... Call notice distributed for the 2006 & 2007 Bonds.

Monday, October 3, 2016 ..... 2006 & 2007 Bonds are paid off.

# City of Onalaska

## Working Group

**Issuer:**

Mr. Fred Buehler, Finance Director  
CITY OF ONALASKA  
415 Main Street  
Onalaska, WI 54650  
Phone: (608) 781-9530; E-mail: [fbuehler@cityofonalaska.com](mailto:fbuehler@cityofonalaska.com)

**Bond Counsel:**

Mr. Brian Lanser  
QUARLES & BRADY LLP  
411 E. Wisconsin Avenue  
Milwaukee, WI 53202  
Phone: (414) 277-5775; E-mail: [brian.lanser@quarles.com](mailto:brian.lanser@quarles.com)

Ms. Bridgette Keating  
Phone: (414) 277-5790; E-mail: [Bridgette.keating@quarles.com](mailto:Bridgette.keating@quarles.com)

**Disclosure Counsel:**

Mr. Jeff Peelen  
QUARLES & BRADY LLP  
Phone: (414) 277-5773; E-mail: [jeff.peelen@quarles.com](mailto:jeff.peelen@quarles.com)  
Mr. Alex Gore  
Phone: (414) 277-5719; E-mail: [alexander.gore@quarles.com](mailto:alexander.gore@quarles.com)

**Underwriter:**

Mr. Brad Viegut, Managing Director  
ROBERT W. BAIRD & CO.  
777 East Wisconsin Avenue  
Milwaukee, WI 53202  
Phone: (414) 298-7540 or (800) 792-2473, ext. 7540  
E-mail: [bviiegut@rwbaird.com](mailto:bviiegut@rwbaird.com)

OS Analyst: Ms. Lori Jackson  
Phone: (414) 298-7513 or (800) 792-2473 ext. 7513  
E-mail: [ljackson@rwbaird.com](mailto:ljackson@rwbaird.com)

Coordinator: Ms. Jessica Lueneburg  
Phone: (414) 765-3877 or (800) 792-2473 ext. 3877  
E-mail: [jlueneburg@rwbaird.com](mailto:jlueneburg@rwbaird.com)

**Paying/Escrow Agent:**

Associated Trust Company  
Ms. Charity Olson  
200 N. Adams Street  
Green Bay, WI 54907-9006  
Phone: (920) 433-3169; Fax: (920) 433-3191  
E-mail: [charity.olson@associatedbank.com](mailto:charity.olson@associatedbank.com)

**Rating Agency:**

Moody's Investors Service, Inc.  
Mr. Kevin Archer  
100 N. Riverside Plaza, Suite 2220  
Chicago, IL 60606  
Phone: (312) 706-9975; E-mail: [kevin.archer@moody.com](mailto:kevin.archer@moody.com)

**Verification Agent:**

Grant Thornton LLP  
200 South Sixth Street  
Suite 1400  
Minneapolis, MN 55402

Mr. David LaFlamme  
Phone: (612) 677-5464; E-mail: [David.LaFlamme@us.gt.com](mailto:David.LaFlamme@us.gt.com)

Mr. Spencer Peka  
Phone: (612) 677-5208; E-mail: [Spencer.Peka@us.gt.com](mailto:Spencer.Peka@us.gt.com)

# CITY OF ONALASKA

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

**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

Deleted: Page: 1 of 49

Under the general supervision of the Shift 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; 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.

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## 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.
- C. Investigates criminal and illegal activities, unusual or suspicious activities and conditions, traffic accidents, etc. enforcing applicable federal, state and local laws and ordinances.
- 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.
- 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 any calls for assistance.
- G. Investigates traffic crashes, completing necessary documents and provides the necessary services as a result of the crash (e.g. First Aid, traffic control, call towing service, etc.).
- H. Observes traffic flow for violations identifying areas of traffic concern; issues warnings/citations to violators consistent with department policy.
- 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.
- J. Provides necessary medical, physical or protective services to ensure the safety of crime victims, citizens or property.
- 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.
- L. 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.

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## RELATED JOB FUNCTIONS:

Deleted: <#>Complete all special assignments, projects and investigations as assigned.

# CITY OF ONALASKA

Position: Patrol Officer  
Location: Police Department  
Page: 2 of 3  
Exempt

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

Deleted: Page: 1 of 49

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

- 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.

## 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.
- 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.
- 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.
- 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. ✓
- R. ✓
- S. Skill in public speaking techniques.
- T. 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, , 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

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**CITY OF ONALASKA**

**Position:** Patrol Officer  
**Location:** Police Department  
**Page:** 3 of 3  
**Exempt**

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

Deleted: Page: 1 of 4

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

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.
- 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; a
- 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.

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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

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

# CITY OF ONALASKA

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

**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

Deleted: Page: 1 of 4

Under the general supervision of the Shift 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; 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.

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## 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.
- C. Investigates criminal and illegal activities, unusual or suspicious activities and conditions, traffic accidents, etc. enforcing applicable federal, state and local laws and ordinances.
- 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.
- 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 any calls for assistance.
- G. Investigates traffic crashes, completing necessary documents and provides the necessary services as a result of the crash, (e.g. First Aid, traffic control, call towing service, etc.).
- H. Observes traffic flow for violations identifying areas of traffic concern; issues warnings/citations to violators consistent with department policy.
- 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.
- J. Provides necessary medical, physical or protective services to ensure the safety of crime victims, citizens or property.
- 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.
- L. 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.

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## RELATED JOB FUNCTIONS:

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CITY OF ONALASKA

Position: Patrol Officer  
Location: Police Department  
Page: 2 of 3  
Exempt

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

Deleted: Page: 1 of 41

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

- 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.

**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.
- 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.
- 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.
- 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. ....
- R. ....
- S. Skill in public speaking techniques.
- T. 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, 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

Deleted: Skill in defensive driving techniques, both in routine and high-speed driving situations

Deleted: Skill in the techniques of physical restraint of violators and in defensive tactics

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**CITY OF ONALASKA**

**Position:** Patrol Officer  
**Location:** Police Department  
**Page:** 3 of 3  
**Exempt**

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

Deleted: Page: 1 of 4

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

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.
- 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, a
- 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.

Deleted: s well as reaches above and below shoulder height

Percent of 8 Hour Day

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

\_\_\_\_\_  
 Signature of Employee

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 Signature of Employer

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 Date

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 Date

## CITY OF ONALASKA

Position: Police/School Liaison Officer/GREAT Instructor  
Location: Police Department  
Page: 1 of 3

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. Deleted: D
- 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. Deleted:
- E. Provides resource information to students related to the judicial system.
- F. Investigates crimes where juveniles are either 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. Deleted: the
- 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. Deleted: A
- N. Develops, implements and presents education on crime prevention programs.
- O. Works with neighbors and businesses in the immediate area of schools who are experiencing school/youth related problems. Deleted: <#>Attend, participate and pass GREAT training programs.†
- P. Works with school administration, guidance and social workers in a team approach to provide best services to students.

# CITY OF ONALASKA

Position: Police/School Liaison Officer/GREAT Instructor  
Location: Police Department  
Page: 2 of 3

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

## 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.
- E. Other duties as required or assigned.

Deleted: <#>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.¶

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

- 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.
- M. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements.
- 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.
- Q. Ability to operate a variety of equipment including but not limited to: computers, copy & fax machine, phones, radio, mobile data terminals (MDT), calculator,
- R. Knowledge of how to operate law enforcement weapons: handgun, rifle/shotgun, baton, etc.
- S. Knowledge of how to operate law enforcement weapons: handgun, rifle/shotgun, baton, etc.

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Deleted: <#>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.¶

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

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## CITY OF ONALASKA

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

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

- 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.

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**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.
- 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, 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.

Deleted: as well as reaches above and below shoulder height.

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Percent of 8 Hour Day

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

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Signature of Employee

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Date

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Signature of Employer

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Date

# CITY OF ONALASKA

Position: DARE/GREAT Officer  
Location: Police Department  
Page: 1 of 3

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

Deleted: 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

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.
- C. Develops rapport with students, parents, staff, school administration and the public to serve as a role model in developing relationships with the same.
- D. Provides long range planning for out-of-school field trips and summer programs.
- 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.
- H. Prepares and presents information for school faculty, parents and other interested community groups.
- 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.

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Deleted: <#>Attend, participate and pass DARE Training Programs.¶

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Deleted: <#>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. 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.
- C. Other duties as required or assigned.

# CITY OF ONALASKA

Position: DARE/GREAT Officer  
Location: Police Department  
Page: 2 of 3

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

Deleted: 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

## REQUIREMENT OF WORK (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.
- 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.
- J. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
- 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.
- 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. .....
- R. .....
- S. Ability to speak to large groups in public; excellent public speaking skills.
- T. Ability to operate a variety of equipment, including but not limited to: copy & fax machine, camera equipment, phones, first aid kits, radios, mobile data terminals (MDT), radar units, computers, calculator, 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.

Deleted: <#>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: ¶

Deleted: <#>Knowledge of modern methods and practices of criminal investigation and identification, patrol, intelligence, traffic control, police training, public relations, etc. ¶

Deleted: <#>Knowledge of departmental administrative and management programs. ¶  
<#>Ability to deal with the public in an effective and professional manner, protecting individual's rights and human dignity. ¶  
<#>Ability to think clearly and decisively in the application of law enforcement duties and to take appropriate action as the situation dictates. ¶  
<#>Ability to handle dangerous and/or stressful situations in an effective and efficient manner. ¶  
<#>Ability to work independently of direct supervision in an effective and efficient manner. ¶  
<#>Ability to remember and recall details; must have good observational powers. ¶  
<#>Ability to prepare clear and comprehensive reports on investigations, offenses, arrests and other activities. ¶  
<#>Ability to demonstrate sensitivity to the emotional state of victims and relatives of deceased, seriously injured ... [1]

Deleted: Skill in defensive driving techniques, both in routine and high-speed driving situations.

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## 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.

## CITY OF ONALASKA

Position: DARE/GREAT Officer  
 Location: Police Department  
 Page: 3 of 3

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

Deleted: 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

C. Valid driver's license required.

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**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,
- 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.

Deleted: as well as reaches above and below shoulder height

Percent of 8 Hour Day

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

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Signature of Employee

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Date

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Signature of Employer

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Date

Knowledge of departmental administrative and management programs.

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

Ability to think clearly and decisively in the application of law enforcement duties and to take appropriate action as the situation dictates.

Ability to handle dangerous and/or stressful situations in an effective and efficient manner.

Ability to work independently of direct supervision in an effective and efficient manner.

Ability to remember and recall details; must have good observational powers.

Ability to prepare clear and comprehensive reports on investigations, offenses, arrests and other activities.

Ability to demonstrate sensitivity to the emotional state of victims and relatives of deceased, seriously injured or seriously ill persons.

# CITY OF ONALASKA

Position: K-9 Patrol Officer  
Location: Police Department  
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:

Deleted: Page: 1 of 4

Under the general supervision of the Shift 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.

Deleted: Patrol

## 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 crashes, completing necessary documents and provides the necessary services as a result of the 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. Maintains any and all special equipment issued, including a motor vehicle and any canine related equipment.
- M. Responsible to see that the canine is kept healthy, safe and is well cared for. Negligent care will not be tolerated.

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Deleted: <#>Complete all special assignments, projects, and investigations as assigned.

## CITY OF ONALASKA

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

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

Deleted: Page: 1 of 4

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

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A. Completes all canine training and keeping the 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):

- 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.
- 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; ability to ensure the dogs medical health is kept current (e.g., annual visits, rabies shots, etc.).
- 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.
- 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.

Deleted: 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: ¶

# CITY OF ONALASKA

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

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

Deleted: Page: 1 of 49

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

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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.

Deleted: Skill in defensive driving techniques, both in routine and high-speed driving situations.

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V. Skill in public speaking techniques.

Deleted: Skill in the techniques of physical restraint of violators and in defensive tactics.

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, etc.  
 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.

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### 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.
- 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.
- 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.

Deleted: as well as reaches above and below shoulder height

Percent of 8 Hour Day

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

CITY OF ONALASKA

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

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

Deleted: Page: 1 of 4

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

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

## CITY OF ONALASKA

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

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

Deleted: Page: 1 of 4

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. 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 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.

Deleted: by a Patrol Officer in the City of Onalaska

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### 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 work.
- 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

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# CITY OF ONALASKA

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

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

Deleted: Page: 1 of 4

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

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.

## 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.
- C. Other duties as required or assigned.

Deleted: <#>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. §

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

- A. Demonstrated ability to conduct complex investigations and interrogations/interviews.
- B. State of Wisconsin Law Enforcement Board Certification as a Police Officer.
- C. Knowledge and skill in current investigative and interrogation/interview techniques.
- D. Ability to establish and maintain effective working relationships with the public, law enforcement officers, outside agency representatives, informants, etc.
- E. Ability to work independent of direct supervision in an effective and efficient manner, adhering to department policies and federal and state laws.
- 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.
- I. Ability to understand and execute complex oral and written instructions; ability to communicate orally, and in 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.
- L. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
- 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.
- Q. Ability to perform all functions required for the classification of Police Officer.

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

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# CITY OF ONALASKA

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

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

Deleted: Page: 1 of 4

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

- 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.
- 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 three (3) years' experience as a sworn 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.
- D. Valid State of Wisconsin Driver's License required.

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### 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.
- 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.

Deleted: as well as reaches above and below shoulder height

Percent of 8-Hour Day

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

**CITY OF ONALASKA**

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

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

Deleted: Page: 1 of 4

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

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Signature of Employee

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Date

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Signature of Employer

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Date

# CITY OF ONALASKA

Position: Sergeant  
Location: Police Department

Department: Police Department  
Supervisor: Assistant Police Chief  
Classification: Union Hourly

Deleted: Operations Captain

Deleted: 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 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.

Deleted: Captain

## 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 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. Performs all duties of a sworn police officer.
- 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, media, employees and act as a resource to patrol officers and co-workers.
- E. Prepare and maintain all required records and reports including statistical data and interdepartmental correspondence.
- F. Develop, implement and administer training programs for patrol officers. Design programs to remedy deficiencies.
- 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.
- I. Respond to citizen complaints; conduct internal and general investigations as directed by the Chief of Police.
- J. Investigate incidents involving personal injury to employees or damage to City property.

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## 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. Assistance is given to others and special projects completed as scheduled or requested.
- E. Other duties as required or assigned.

Deleted: <#>Conduct performance evaluations of subordinate officers providing feedback to enhance the skill of the officer.¶  
<#>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.¶

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

# CITY OF ONALASKA

Position: Sergeant  
Location: Police Department

Department: Police Department  
Supervisor: Assistant Police Chief  
Classification: Union Hourly

Deleted: Operations Captain

Deleted: 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

- 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 in an effective, efficient, and professional manner, protecting individual's rights and human dignity.
- D. Ability to supervise and direct staff members tactfully and impartially.
- E. Ability to understand and execute, 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 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, 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.

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## TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. The position of Sergeant requires permanent department status, at least 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.
- E. Valid driver's license required.

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## 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.
- 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.

Deleted: as well as reaches above and below shoulder height.

## CITY OF ONALASKA

Position: Sergeant  
 Location: Police Department

Department: Police Department  
 Supervisor: Assistant Police Chief  
 Classification: Union Hourly

Deleted: Operations Captain  
 Deleted: 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

- 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"/>

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 Signature of Employee

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 Signature of Employer

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 Date

# CITY OF ONALASKA

Position: Professional Standards Sergeant  
Location: Police Department

Department: Police Department  
Supervisor: Assistant Police Chief  
Classification: Union Hourly Non-

Exempl.  
Page: 1 of 3

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 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 patrol officers. This includes but is not limited to reviewing paperwork, monitoring field performance, scheduling and conducting line up. Performs all duties of a sworn police officer.
- 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, employees; act as a resource to 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 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, to remedy deficiencies.
- H. Assist with walk-ins complaints in the department.
- I. Conduct staff/shift meetings to establish and monitor goals and to receive and/or provide input on current activities.
- J. 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 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 swom staff; perform train-the-trainer sessions ensuring presentations are accurate, effective and allow for participant questions; assist inexperienced instructors with coaching and mentoring.
- O. Assist in fulfilling open records requests involving evidentiary audio, video, photos, squad video, etc.

## RELATED JOB FUNCTIONS:

Deleted: Operations Captain

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<#>Be available for "on-call" status when scheduled. §  
Provide support to patrol officers as needed or requested.

CITY OF ONALASKA

Position: Professional Standards Sergeant  
Location: Police Department

Department: Police Department  
Supervisor: Assistant Police Chief  
Classification: Union Hourly Non-

Deleted: Operations Captain

Deleted: WPPA

Exempt:  
Page: 2 of 3

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

- 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.
- 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 in an effective, efficient, and professional manner, protecting individual's rights and human dignity.
- D. Ability to supervise and direct staff members tactfully and impartially.
- E. Ability to understand and execute 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 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, 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.)
- 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.

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**TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. The position of Professional Standards Sergeant requires permanent department status, at least three (3) years' experience in the classification of 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.

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## CITY OF ONALASKA

Position: Professional Standards Sergeant  
 Location: Police Department

Department: Police Department  
 Supervisor: Assistant Police Chief  
 Classification: Union Hourly Non-

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Exempt  
 Page: 3 of 3

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

Deleted: as well as reaches above and below shoulder height

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"/>

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 Signature of Employer

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 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 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.
- O. Oversees and manages the evidence process to ensure chain of custody.

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# 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

- P. Prepares and maintains the patrol schedule 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 order 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 policy review schedule; 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. Assists in the administration of discipline and grievance processes within the Police Department.
- Y. Performs other duties as needed or assigned.

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Deleted: <#>Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. 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. § <#>Acts as a member of the City's Emergency Operations Team and is responsible for emergency management tasks as 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.

## 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 policy department administration.
- E. Ability to direct the work of various operation units to provide effective leadership including; teamwork directing, planning, and assigning.

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

- 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; 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.

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### TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Four (4) year Bachelor's Degree preferred from an accredited College or University; six (6) years' experience as a police officer with a minimum of three (3) years road experience and five (5) years in a supervisory role in a law enforcement agency.
- B. Certified by the State of Wisconsin Law Enforcement Standards Board.
- C. Valid driver's license required.

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### 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.
- 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
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## CITY OF ONALASKA

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

<b>Sedentary 0 – 10# max</b>	x			
<b>Light Freq. to 10# -20#max</b>		x		
<b>Medium Freq. to 25\$-50# max</b>			x	
<b>Heavy Freq. to 50#-100# max</b>				x
<b>Very Heavy Freq. over 50+# - 100+#</b>				x

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## Onalaska Police Department Animal Control Policies

### Calls to the OPD from 0700-2200.

Calls related to animals, domestic or otherwise will be referred to the OPD from 0700 -2200. As can be seen from the information for residents, residents are discouraged from calling the OPD unless it is an emergency. Things that would constitute an emergency may include vicious animal bite, animals suspected of having rabies, animals that threaten human health or safety. These calls should be responded to as soon as possible

Stray Animals: Stray animals are any animals found loose or not under the immediate control of a competent person or owner. Stray animals found by the police department will be checked for identification by a rabies tag, name tag or city pet license. If the animal has any type of identification, reasonable efforts will be made to notify the owner as time allows. No cat or dog will be released to the owner without a proper license if the cat or dog resides in the City of Onalaska. Cat and dog licenses are available M-F at the City Clerk's office beginning at 0800 hours. If an animal is found during the weekend (overnight Friday or Saturday) without a cat or dog license, the animal shall be transported to the Humane Society regardless of whether the cat or dog's owner can be located. If no tag exists the animal will be temporarily impounded at the Police Station until transport can be arranged to the Humane Society. For calls related to animals running at large, each officer will have to make a judgment call on how much effort will be exhausted trying to deal with the call.

In the event that the OPD has to impound a domesticated animal during the hours of our 0700-2200, it will be housed at the OPD in the caged in area. There are cages and feeding bowls in the carport area. Domesticated animals should be provided water at the time they are impounded. OPD can only transport the animals to the humane society between 0900-1100 hours of the following day. In the event that an animal will be held for more than 12 hours, the OPD shall provide food for the animal.

### Injured Animals

Injured domesticated animals should be referred to a veterinarian for injuries or for humane euthanizing. In the event of an injured domesticated animal in which the owner cannot be determined, the OPD shall contact Central Animal Hospital's on-call line and the animal shall be transported to Central Animal Hospital. Injured domesticated animals shall be treated like stray animals upon treatment, and shall be transported to the Humane Society if the owner cannot be ascertained.

Rabies Quarantine: Any cat, dog, or other animal which has bitten any other person, is infected with rabies or is suspected to have been in contact with a rabid animal shall upon demand of the OPD be held in quarantine for ten days. The animal shall be delivered to the Humane Society within twenty-four hours after the order is issued, except that the animal may be quarantined on the owner's premises if the animal is immunized against rabies as evidenced by a valid certificate of rabies vaccination or similar evidence. In the event an animal must be taken into custody under quarantine during the hours of 0700-2200, the animal shall be placed in a cage in the caged in area of the OPD and shall be kept separate from any other animals until the animal can be transported to the Humane Society or a veterinary hospital of the owner's choice.

Wildlife: Neither the City of Onalaska nor the Humane Society are responsible for the treatment or care of wild life in the City of Onalaska. If the OPD receives a call dealing with anything other than

domesticated animals, the officer should make a judgment call based on the availability of officers and the type of assistance in which the OPD is being asked to provide. An example of this is a situation in which the OPD recently dealt with a raccoon that Officer Lund had to kill due to the condition of the animal. In situations where wild life is threatening the safety or well being of humans or interrupting the flow of traffic, the OPD should respond as they are able. Again, in these situations use your best judgment. Injured wild animals may be humanely euthanized as necessary. Dead wild animals may be referred to the public works department for pick up and disposal.

#### Record Keeping and Tracking

Whenever an officer deals with an issue related to the changes in these policies, please forward Chief Trotnic a quick e-mail. It does not need to be lengthy (add assigned CAD # to the e-mail) but tracking such changes will assist the City in determining how animal control will be handled in the future.

As always, if you have any questions or concerns, please ask!

CITY OF ONALASKA

Grade: 14

Position: Buildings Coordinator  
Location: Omni Center  
Page: 1 of 3

Department: Parks & Recreation  
Supervisor: Buildings Manager  
Classification: Salaried Exempt

Approved by F & P Committee:  
Approved by Council: 2/25/13

- Deleted: 16
- Deleted: Recreation Supervisor -
- Deleted: Facilities
- Deleted: Parks & Recreation Director

Under supervision of the Buildings Manager, an employee in this position is responsible for daily operations and management of the building events and programming, event contracts, marketing the facility including cold calling potential vendors/building users, and performs a variety of office and event planning functions. Work is performed according to established guidelines and the verbal and written instructions of the Manager. Work is reviewed by the Manager for accuracy and adherence to established procedures but frequently no check is made of routine work.

- Deleted: Director of Parks and Recreation
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- Deleted: Director
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**ESSENTIAL JOB FUNCTIONS:**

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

- A. Plans, organizes, implements, leads, and directs a diversified series of programs and ensures the needs of the public are being met while allowing, supporting, and encouraging new programs.
- B. Assists in the supervision and monitoring of accounting duties and the maintenance of accounting records, account receivables, timesheets, deposits; and counting of money from daily operations and social events in coordination with the Concession Specialist.
- C. Assists in the hiring, supervising, training, motivating, evaluating, disciplining, scheduling and layout of work for seasonal or part-time employees assigned to the buildings department in coordination with the Concession Specialist.
- D. Performs required administrative duties including; assistance with creation of a marketing plan, completion of grant applications, and daily office functions.
- E. Corresponds with prospective customers, during or after hours, and assesses and meets the rental needs of the customer prior and during the event; processes contracts for events and monitors renewal status; responds to general inquiries regarding event information and the rental of the building through verbal and written correspondence.
- F. Performs public relations to include: meeting with individuals, organizations, and the general public as well as handle customer complaints or issues related to the building or its events in accordance to department guidelines.
- G. Conducts and prepares correspondence to individuals, organizations, general public regarding building uses; negotiates contracts when needed with organizations and individuals for the use of the building in accordance to department guidelines.
- H. Assists in the development of ice and event scheduling policies and procedures; follows policies and procedures when renting ice time and events; responsible for the scheduling of ice time and events in the building and communicating the information to other building staff and Concession Specialist.
- I. Ensures the proper purchasing of supplies and equipment, including seeking competitive pricing when it applies, as well as ensuring the processing of payment for all purchases in coordination with the Concession Specialist.
- J. Performs marketing duties which include the development and implementation of a marketing plan; seeks out new methods of marketing the facility and events; conducts cold calls.

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- Deleted: assistance with budget preparation and review,
- Deleted: and business plan

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**RELATED JOB FUNCTIONS:**

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested
- B. Attends conferences and training sessions to remain current in management procedure of public facility operations.

# CITY OF ONALASKA

Position: ~~Buildings Coordinator~~  
Location: Omni Center  
Page: 2 of 3

Department: Parks & Recreation  
Supervisor: ~~Buildings Manager~~  
Classification: Salaried Exempt

Deleted: Recreation Supervisor -

Deleted: Facilities

Deleted: Parks & Recreation  
Director

Approved by F & P Committee:  
Approved by Council: 2/25/13

- C. Interprets center services to public and participates in community meetings and organizational planning.
- D. ~~May oversee facility in the absence of the Buildings Manager.~~
- E. Other duties as requested or assigned.

Deleted: and supervises the operation of the center's concession/vending sales at activities and sporting events

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

- A. Knowledge of processing of accounts payable and accounts receivable.
- B. ~~Knowledge of marketing and cold calling techniques for recreation programs and building events and theory of recreation services.~~
- C. Ability to express ideas clearly and concisely in verbal and written communication; excellent verbal and written communication skills.
- D. Ability to work with computer programs including: Microsoft Office, ~~accounting software, point of sale software, Internet Explorer, and scheduling software programs.~~
- E. Ability to operate a variety of office equipment including: computers, copier, fax machine, typewriter, multi-line phone, ~~mobile phone,~~ calculator and cash register.
- F. Excellent organizational and supervisor skills; ability to work independently with little supervision; pleasant and professional phone skills.
- G. Excellent interpersonal and communication skills in order to maintain good relationships with city employees and officials, staff, clients, and the general public.
- H. ~~Ability to manage time well and the ability to concentrate for extended periods of time.~~
- I. Ability to maintain a professional demeanor and establish effective working relationships with associates, volunteers, staff and public; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.
- J. Knowledge of State and Federal mandates relating to public facilities.
- K. Experience in marketing and public relations programs preferred.

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## TRAINING, EXPERIENCE & OTHER REQUIREMENTS

- A. Bachelor's Degree in ~~business administration, recreation management, marketing or other related field or combination of education and experience that provides equivalent knowledge, skills, and abilities.~~
- B. ~~One (1) to three (3) years of experience in management of public facilities, staff management and/or multiple programs.~~
- C. Experience in event planning (~~i.e., trade shows, craft fairs, weddings, tournaments~~).
- D. Requires food handling certification or ability to obtain certification within six (6) months; requires bartending licensure.
- E. Experience in the ~~grant writing and administration of grants.~~
- F. Valid driver's license with good driving record.

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## 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, which may involve lifting, carrying, pushing, pulling and occasional bending.
- C. Reaches above and below shoulder height frequently.
- D. Ability to sustain prolonged visual concentration.
- E. Ability to sit, stand and walk for various percentages of a normal workday.

## CITY OF ONALASKA

Position: ~~Buildings Coordinator~~

Location: Omni Center

Page: 3 of 3

Department: Parks & Recreation

Supervisor: ~~Buildings Manager~~

Classification: Salaried Exempt

~~Deleted: Recreation Supervisor -~~

~~Deleted: Facilities~~

~~Deleted: Parks & Recreation Director~~

Approved by F & P Committee:

Approved by Council: 2/25/13

- F. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements, which may involve heavy demands.
- G. Walking, running, jumping, dodging obstacles, climbing, dragging, pushing and pulling objects.
- H. Ability to climb ladders and work at various heights.
- I. Must be able to work in adverse weather conditions, very hot or cold weather and building conditions.
- J. An employee in this position is ~~occasionally~~ involved in physical labor and is required to lift supplies and equipment up to and exceeding 50 pounds. The employee must traverse uneven ground and bend and stoop repetitively.
- K. Appropriate motor skills and the ability to operate all equipment necessary to use in order to perform overall duties.
- L. Percentages of time sitting, walking, standing, and driving may vary depending on the task performed and the time of year.

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Percent of 8 Hour Day

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

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Signature of Employee

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Date

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Signature of Employer

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Date

CITY OF ONALASKA

Grade 14

Position: Recreation Coordinator  
Location: City Hall  
Youth Programs

Department: Parks & Recreation  
Supervisor: Recreation Supervisor – Adult &

Classification: Salaried Exempt

Deleted: Parks & Recreation Director

Page: 1 of 3

Approved by F & P Committee: February 13, 2001; March 5, 2003  
Approved by Council: March 11, 2003

Revision approved: March 2, 2005  
Revision approved by Council: March 8, 2005

Under the general supervision of the Recreation Supervisor – Adult and Youth Programs, this position is responsible for the planning, organizing, promoting, and leadership of a variety of recreation programs and special events. Work is performed according to established guidelines and the verbal and written instructions of the supervisor. Work is reviewed for accuracy and adherence to established procedure by the supervisor.

Deleted: Park & Recreation Director

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ESSENTIAL JOB FUNCTIONS:

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

- A. Recruits, selects, trains, schedules, supervises and evaluates the work of seasonal/part-time employees and volunteer staff.
- B. Plans, organizes, implements, promotes, directs, and leads recreation and senior programs along with special event activities. Plans, organizes, promotes, and directs contests, tournaments, social and special events.
- C. Assesses and evaluates training needs. Develops and implements appropriate levels of training for assigned staff.
- D. Conducts and attends staff meetings.
- E. Promotes programs and special events with marketing, promotions, advertising, and public relation functions including the development of activity guide, announcements, brochures, and schedules.
- F. Prepare and deliver effective oral presentations to civic, social, and business groups; consult with business, school officials, social and service groups, and public regarding programs and facilities.
- G. Research various publications, the internet, social media and any other venues for marketing opportunities and make recommendations to the Recreation Supervisor on those marketing opportunities.
- H. Assists with office procedures including, but not limited to, record keeping, answering phones, answering questions, giving directions, handling complaints, and general clerical duties.
- I. Researches and develops new programs and services for recreation programs and special events. Research and prepare grants and determine other sources of revenue.
- J. Coordinates and conducts program registrations, collects and deposits program fees.
- K. Schedules and supervises use of recreation and senior programs along with special events.
- L. Assists in the development of departmental policies and reports.

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Deleted: Attends Park & Recreation Board and other monthly committee meetings as requested by the Park and Recreation Director

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RELATED JOB FUNCTIONS:

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
- B. Performs other duties as needed or assigned.

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

- A. Knowledge of the principles and techniques of planning, organizing, promoting, conducting, and evaluating municipal recreation programs, special events, and senior programs.

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CITY OF ONALASKA

Grade 14

Position: Recreation Coordinator  
 Location: City Hall  
 Youth Programs

Department: Parks & Recreation  
 Supervisor: Recreation Supervisor -- Adult &

Classification: Salaried Exempt

Deleted: Parks & Recreation Director

Page: 2 of 3

Approved by F & P Committee: February 13, 2001; March 5, 2003  
 Approved by Council: March 11, 2003

Revision approved: March 2, 2005  
 Revision approved by Council: March 8, 2005

- B. Excellent oral and written communications skills. The ability to develop and maintain effective relationships with staff and the public.
- C. Ability to work with computer programs including: Microsoft Office, accounting software, Internet Explorer, point of sale software, and scheduling software programs.
- D. Ability to operate various office machines, including but not limited to: copier, telephone/mobile phone, fax machine, and computer with Microsoft Office.
- E. Excellent organizational and supervisor skills: ability to work independently with little supervision; pleasant and professional phone skills.
- F. Ability to develop and administer recreational programs, senior programs, and special events.
- G. Ability to manage time well and the ability to concentrate for extended periods of time.

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**TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. Bachelor's degree in recreation management, physical education, sports management, or related field or combination of education and experience that provides equivalent knowledge, skills and abilities.
- B. One (1) to three (3) years of related work experience in management of senior programs, event planning and/or management of multiple programs.
- C. Experience in event planning (i.e., run/walks, senior programs, community events).
- D. Valid drivers' license with good driving record.

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Deleted: or any combination of education and experience that provides equivalent knowledge, skills and abilities

**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, which may involve lifting, carrying, pushing, pulling, and occasional bending.
- C. Frequent bending and twisting.
- D. Reaching to shoulder height frequently, and above and below shoulder height occasionally.
- E. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements, which may involve heavy demands.
- F. Frequently carries objects of varying weights and shapes.
- G. Stands and/or walks up to eight (8) hours daily.
- H. Sits at a desk for prolonged periods of time.
- I. Percentages of time sitting, standing, and walking may vary depending on the task performed and the time of year.

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Percent of 8 Hour Day

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

CITY OF ONALASKA

Grade 14

Position: Recreation Coordinator  
Location: City Hall  
Youth Programs

Department: Parks & Recreation  
Supervisor: ~~Recreation Supervisor - Adult &~~  
Classification: Salaried Exempt

Deleted: Parks & Recreation  
Director

Page: 3 of 3

Approved by F & P Committee: February 13, 2001; March 5, 2003  
Approved by Council: March 11, 2003

Revision approved: March 2, 2005  
Revision approved by Council: March 8, 2005

Very Heavy Freq. over 50+# - 100+#				x
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Signature of Employee

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Date

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Signature of Employer

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Date

CITY OF ONALASKA

Grade 6

Position: Aquatic Center Specialist  
Location: Aquatic Center  
Page: 1 of 3

Department: Parks & Recreation  
Supervisor: Parks & Recreation Director  
Classification: Seasonal Hourly Exempt

Deleted: Manager

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

Under the supervision of the Parks and Recreation Director, this position will manage the operations of the Aquatic Center and supervise the Head Lifeguard, Head Attendant, Lifeguards, and coordinate with Concession Specialist on Concessions Attendant positions. Work is done according to established guidelines and the verbal and written instructions of the Director. Work is reviewed for accuracy and adherence to established procedure by the Director.

**ESSENTIAL JOB FUNCTIONS:**

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

- A. Assists in the recruitment and selection of Lifeguards, Aquatic Center Attendants, and Instructors.
- B. Supervises and evaluate performance of Aquatic Center staff.
- C. Supervises the Aquatic Center and its day-to-day operations.
- D. Develops and conducts required training Aquatic Center staff. Adequately prepares for emergency situations.
- E. Enforces Aquatic Center rules and regulations. Responsible for disciplinary actions
- F. Handles citizen requests, questions and complaints. Takes action or forward situations to Director as appropriate.
- G. Ensures the facility is clean and well-maintained at all times.
- H. Establishes work schedule and assigns staff responsibilities; assists in scheduling unfilled shifts; directs day-to-day activities of Aquatic Center staff; ensures facility staff are representing the Aquatic Center and the City positively.
- I. Maintains applicable Aquatic Center records as required by Wisconsin law or City policy.
- J. Supervises, in coordination with the Concession Specialist, the collection, accounting, and deposit of all monies received at the Aquatic Center.
- K. Prepares requisitions for purchasing supplies and equipment.
- L. Assists with public relations responsibilities.
- M. Reports daily or as directed to Director on the status of Aquatic Center operations; inspects the facility daily or as needed to assure safe and sanitary conditions.
- N. Supervises the cleaning and sanitation of the Aquatic Center. Maintains the chemical and filtration equipment.
- O. Plans and coordinates staff training and staff skill checks.
- P.

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**RELATED JOB FUNCTIONS:**

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- B. Performs work as a lifeguard, swim coach, and/or swimming instructor as needed.
- C. Coordinates rental parties and special events at the facility in cooperation with the Concession Specialist.
- D. Other duties as required or assigned.

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

- A. Ability to work with little or no supervision.
- B. Ability to develop and maintain effective relationships with staff and public.

CITY OF ONALASKA

Grade 6

Position: Aquatic Center Specialist  
 Location: Aquatic Center  
 Page: 2 of 3

Department: Parks & Recreation  
 Supervisor: Parks & Recreation Director  
 Classification: Seasonal Hourly Exempt

Deleted: Manager

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

- C. Ability to direct, supervise, and evaluate staff.
- D. Good oral and written communication skills required. Strong organizational skills required.
- E. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

**TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. High school diploma or equivalent required.
- B.
- C. Ability to obtain Lifeguard Certification and Lifeguard Instructor Certification within 6 months of hire.
- D. Previous experience working at an aquatic facility as a manager, supervisor, or head lifeguard required.
- E. Previous coaching/teaching experience and/or knowledge of competitive swimming skills and techniques preferred.
- F. Previous experience teaching, training, or working with children preferred.
- G. Experience in customer service,

Deleted: Current certification in Red Cross first aid and CPR (or CPR for the Professional Rescuer), Lifeguard, and Water Safety Instructor required, or equivalent combination of education and experience.

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**PHYSICAL REQUIREMENTS:**

1. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
2. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing, and pulling.
3. Reaches above, below, and to shoulder height frequently.
4. Occasional bending and stooping.
5. Ability to sustain prolonged visual concentration
6. Fifty (50%) percent of workday spent sitting.
7. Twenty-five (25%) percent of work day spent walking or swimming.
8. Twenty-five (25%) percent of workday is spent standing.
9. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
10. Walking, running, jumping, dodging obstacles, swimming, crawling, climbing, dragging, pushing/pulling objects, or people.
11. Frequent exposure to wet, hot, and/or humid conditions.
12. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

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

Grade 6

Position: Aquatic Center Specialist  
Location: Aquatic Center  
Page: 3 of 3

Department: Parks & Recreation  
Supervisor: Parks & Recreation Director  
Classification: Seasonal Hourly Exempt

Deleted: Manager

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

<b>Sedentary</b> 0 - 10# max		✓		
<b>Light</b> Freq. to 10# -20#max			✓	
<b>Medium</b> Freq. to 25#-50# max			✓	
<b>Heavy</b> Freq. to 50#-100# max			✓	
<b>Very Heavy</b> Freq. 50+# - 100+# max				✓

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Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Grade, 6

Position: Concession Specialist

Location: City Hall

Department: Parks & Recreation

Supervisor: Parks & Recreation Director

Classification: Part-Time, Hourly Non-Exempt

Page: 1 of 3

Approved by F & P Committee:

Approved by Council:

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Deleted: Recreation Coordinator

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Deleted: February 13, 2001; March 5, 2003 . Revision approved: March 2, 2005

Deleted: March 11, 2003 . Revision approved by Council: March 8, 2005

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Under the general supervision of the Park & Recreation Director, this position is responsible for the planning, organizing, promoting, and leadership of of the concession operations of the park and recreation department. Work is performed according to established guidelines and the verbal and written instructions of the supervisor. Work is reviewed for accuracy and adherence to established procedure by the supervisor.

ESSENTIAL JOB FUNCTIONS:

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

- A. Coordinates the recruiting, selecting, training, scheduling, supervising and evaluating the work of seasonal/part-time employees and volunteer staff to support concession operations.
- B. Plans, organizes, implements, and leads concession operations that meet users expectations. May assist in the planing, organizing, promoting, and directing, of contests, tournaments, social and special events as needed or required.
- C. Reviews and purchases all City concession inventory according to departmental guidelines; evaluates concession purchasing trends and determines items to sell or remove from inventory based on those trends; stocks, stores, and maintains inventory levels at appropriate temperatures.
- D. Reviews and tracks sales from concessions including revenues, expenses, and product waste; balances cash drawers and submits funds to finance department daily in coordination with Aquatics Coordinator and Buildings Coordinator.
- E. Responsible for the cleanliness of the concession areas, especially food preparation sites, ensuring compliance with all food regulations.
- F. Assesses and evaluates training needs. Develops and implements appropriate levels of training for assigned staff.
- G.
- H.
- I. Assists with office procedures including, but not limited to, record keeping, answering phones, answering questions, giving directions, handling complaints, and general clerical duties.
- J. Researches and develops new concession product or ways to prepare concession product. Research and prepare grants and determine other sources of revenue.
- K. Coordinates and conducts program registrations, collects and deposits program fees.
- L. Schedules and supervises use of concession facilities.
- M. Assists in the development of departmental policies and reports.

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Deleted: Conducts and attends staff meetings. Attends Park & Recreation Board and other monthly committee meetings as requested by the Park and Recreation Director

Deleted: <#>Promotes programs with marketing, promotions, advertising, and public relation functions including the development of announcements, brochures, and schedules. Prepare and deliver effective oral presentations to civic, social, and business groups; consult with business, school officials, social and service groups, and public regarding programs and facilities

Deleted: programs and services

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

RELATED JOB FUNCTIONS:

- A. May assist with front desk operations as needed or required.
- B. Attends staff meetings.
- C. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
- B. Performs other duties as needed or assigned.

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

**CITY OF ONALASKA**

Grade 6

Position: Concession Specialist  
 Location: City Hall

Department: Parks & Recreation  
 Supervisor: Parks & Recreation Director  
 Classification: Part-Time Hourly Non-Exempt

Page: 2 of 3

Approved by F & P Committee:  
 Approved by Council:

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- Deleted: Recreation Coordinator
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- A. Knowledge of the principles and techniques of planning, organizing, promoting, conducting, and evaluating concession operations.
- B. Excellent oral and written communications skills. The ability to develop and maintain effective relationships with staff and the public.
- C. Ability to work with computer programs including: Microsoft Office, accounting software, Internet Explorer, point of sale software, and scheduling software programs.
- D. Ability to operate various office machines, including but not limited to; copier, telephone/mobile phone, fax machine, and computer with Microsoft Office.
- E. Excellent organizational and supervisor skills; ability to work independently with little supervision; pleasant and professional phone skills.
- F. Ability to develop inventory waste reduction and increase sales in concession operations.
- G. Ability to develop and administer concession operations and special events.
- H. Ability to work evenings, weekends, and holidays to support the concessions operations.
- I. Ability to manage time well and the ability to concentrate for extended periods of time.

- Deleted: February 13, 2001; March 5, 2003 . Revision approved: March 2, 2005
- Deleted: March 11, 2003 . Revision approved by Council: March 8, 2005
- Deleted: municipal recreation programs and special events
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**TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. High School diploma with course work at a four-year college or university in recreation administration, physical education, leisure services or related field; or combination of education and experience that provides equivalent knowledge, skills, and abilities.
- B. One (1) to three (3) years of related work experience in management of concessions, event planning and/or management of multiple programs.
- C. Experience in point of sales and management of concessions; requires food handling certification or ability to obtain certification within six (6) months; requires bartending licensure within 6 months of employment.
- D. Experience in event planning (i.e., run/walks, community events).
- E. Valid drivers' license with good driving record.

- Deleted: Bachelor's degree in recreation management, physical education, sports management, or related field preferred; or course work in recreation management, physical education, sports management and
- Deleted: o
- Deleted: or any combination of education and experience that provides equivalent knowledge, skills and abilities

**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, which may involve lifting, carrying, pushing, pulling, and occasional bending.
- C. Frequent bending and twisting.
- D. Reaching to shoulder height frequently, and above and below shoulder height occasionally.
- E. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements, which may involve heavy demands.
- F. Frequently carries objects of varying weights and shapes.
- G. Stands and/or walks up to eight (8) hours daily.
- H. Sits at a desk for prolonged periods of time.
- I. Percentages of time sitting, standing, and walking may vary depending on the task performed and the time of year.

- Deleted: to do overhead work
- Deleted: <#>Lift, push, and pull objects up to 100 pounds in weight.f
- Deleted: Carrying
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Percent of 8 Hour Day

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

Grade, 6

Position: Concession Specialist  
 Location: City Hall

Department: Parks & Recreation  
 Supervisor: Parks & Recreation Director  
 Classification: Part-Time Hourly Non-Exempt

Page: 3 of 3

Approved by F & P Committee,  
 Approved by Council,

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Deleted: Recreation Coordinator

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Deleted: February 13, 2001; March 5, 2003 . Revision approved: March 2, 2005

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<b>Sedentary</b> 0 - 10# max	x			
<b>Light</b> Freq. to 10# -20#max		x		
<b>Medium</b> Freq. to 25#-50# max			x	
<b>Heavy</b> Freq. to 50#-100# max				x
<b>Very Heavy</b> Freq. over 50+# - 100+#				x

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 Signature of Employee

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 Date

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 Signature of Employer

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 Date

CITY OF ONALASKA

Grade 7

Position: Administrative Assistant  
Location: Parks & Recreation Department

Department: Parks and Recreation  
Supervisor: Parks & Recreation Director  
Classification: Part-time Non-Exempt

Page: 1 of 3

Approved by F & P Committee:  
Approved by Council: 2/25/13

Under the administrative direction of the Parks & Recreation Director, an employee in this class performs a variety of confidential clerical and administrative clerical tasks for the Parks and Recreation Director and/or the Administrative staff. Work requires the exercise of initiative, independent judgment, and discretion in handling various duties. Work is generally performed in an office setting.

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. Provides administrative support to the Parks & Recreation Director requiring a high degree of confidentiality, and knowledge of time sensitive prioritization
- B. Creates, edits, and publishes special reports, including annual reports, quarterly reports, and monthly reports.
- C. Understands and uses parks and recreation software to register patrons (i.e. classes, facility passes); ensures payments are received prior to the date of programs.
- D. Receives payments and balance cash drawers; performs opening/closing procedures, completes data entry and general clerical duties; assists with inputting invoices into the accounting system according to established procedures.
- E. Manages dog park tags; manages urban deer registrations and annual reporting;
- F. Reserves park shelters, and ensures keys are picked up on deposits are made prior to reservation date.
- G. Process and proofreads administrative correspondence and reports for Parks & Recreation Director, and others as necessary, including confidential information and press releases. Maintains records and/or files as necessary or required.
- H. Schedules meetings for Director and monitors calendar for items as requested. Coordinates meetings, creates agendas, minutes, and reports for the Director as necessary.
- I. Documents and tracks all training and certifications completed for the Parks & Recreation Department.
- J. Reviews and prioritizes incoming or outgoing mail and correspondence; prepares responses and makes appropriate notifications.
- K. Answers multi-line telephones, provides information to inquiries, complaints and concerns, takes and relays messages or routes/refers calls to appropriate person or agency; may assist other park & recreation departments with phone inquiries, complaints, and concerns.
- L. Operates various office machines not limited to fax machine, copier, multi-line phone/mobile phone, typewriter, calculator, and computer with Microsoft Office as required of the position. Creates PowerPoint presentations for administrative staff as needed.
- M. Assists Park & Recreation staff with seasonal new hire paperwork and follow-up; enters in hours tracking for all seasonal employees.
- N. Responsible for annual sponsorships to include: creating guide, tracking financials, follow-up with sponsors, sending letters and completing reports.

RELATED JOB FUNCTIONS

- A. Assists with updating the City Park & Recreation website.
- B. May assist with programs and events occurring on the weekend or holidays.
- C. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the

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CITY OF ONALASKA

Grade 7

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Position: Administrative Assistant  
Location: Parks & Recreation Department

Department: Parks and Recreation  
Supervisor: Parks & Recreation Director  
Classification: Part-time Non-Exempt

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Page: 2 of 3

Approved by F & P Committee:  
Approved by Council: 2/25/13

abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.

D. Other duties as required or assigned.

**REQUIREMENTS 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.
- B. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- C. Ability to count, differentiate, measure, assemble, copy and record and transcribe 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 typing and data entry skills.
- E. Excellent oral and written communication skills, using proper English language skills.
- F. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
- G. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements preferred.
- H. Ability to operate a variety of office equipment including, but not limited to: computer, typewriter, multi-line phone/mobile phone, fax machine, calculator/adding machine and photocopier.

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**TRAINING, EXPERIENCE, & OTHER REQUIREMENTS:**

- A. Associate degree in Office Assistant or related program and two (2) to four (4) years' experience in an office setting, or equivalent combination of education and experience.
- B. Experience with computer applications and use of general office equipment.
- C. Valid driver's license required.

**PHYSICAL REQUIREMENTS:**

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as rapid keyboard use.
- 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 shoulder height and above and below shoulder height frequently.
- D. Occasional bending and stooping.
- 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. All percentages above could vary, depending upon duties performed that day.

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**CITY OF ONALASKA**

Grade 7

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**Position:** Administrative Assistant  
**Location:** Parks & Recreation Department

**Department:** Parks and Recreation  
**Supervisor:** Parks & Recreation Director  
**Classification:** Part-time Non-Exempt

Deleted: Secretary

Page: 3 of 3

Approved by F & P Committee:  
 Approved by Council: 2/25/13

Percent of 8 Hour Day

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

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 Signature of Employee

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 Date

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 Signature of Employer

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 Date

CITY OF ONALASKA

Grade 6

Position: Administrative Assistant  
Location: Omni Center

Department: Parks and Recreation  
Supervisor: Buildings Manager  
Classification: Part-time Non-Exempt

Page: 1 of 3

Approved by F & P Committee:  
Approved by Council: 2/25/13

Under the administrative direction of the Buildings Manager, an employee in this class performs a variety of clerical and administrative tasks for the Omni Center and/or the Administrative staff. Work requires the exercise of initiative, independent judgment, and discretion in handling various duties. Work is generally performed in an office setting.

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. Provides administrative support to the Omni Center and/or the Administrative staff.
- B. Creates, edits, and publishes special reports, including annual reports, quarterly reports, and monthly reports.
- C. Understands and uses parks and recreation software to register patrons (i.e. classes, facility passes); ensures payments are received prior to the date of programs.
- D. Receives payments and balance cash drawers; performs opening/closing procedures, completes data entry and general clerical duties; assists with inputting invoices into the accounting system according to established procedures.
- E.
- F. May assist in reserving park shelters, and ensuring keys are picked up and deposits are made prior to reservation date.
- G. Processes and proofreads administrative correspondence and reports for Omni Center and/or the Administrative staff and others as necessary. Maintains records and/or files as necessary or required.
- H. Schedules meetings for Omni Center and/or the Administrative staff and monitors calendar for items as requested. Coordinates meetings, creates agendas, minutes, and reports for the Manager as necessary.
- I. Documents, reviews, and tracks all building licenses and contracts for the Parks & Recreation Department in coordination with the Buildings Manager.
- J. Reviews and prioritizes incoming or outgoing mail and correspondence; prepares responses and makes appropriate notifications.
- K. Answers multi-line telephones, provides information to inquiries, complaints and concerns, takes and relays messages or routes/refers calls to appropriate person or agency; may assist other park & recreation departments with phone inquiries, complaints, and concerns.
- L. Operates various office machines not limited to fax machine, copier, multi-line phone/mobile phone, typewriter, calculator, and computer with Microsoft Office as required of the position. Creates PowerPoint presentations for administrative staff as needed.
- M. Assists Omni Center staff with seasonal new hire paperwork and follow-up; assists in entering in hours tracking for all seasonal employees.
- N. Track use of lodging facilities on all activities hosted at the Omni Center; maintains records on use of lodging facilities and submits reports on the usage regularly for review by the Buildings Manager.

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RELATED JOB FUNCTIONS

- A. Assists with updating the City Omni Center website.
- B. May assist with programs and events occurring on the weekend or holidays.
- C. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the

CITY OF ONALASKA

Grade 6

Position: Administrative Assistant  
Location: Omni Center

Department: Parks and Recreation  
Supervisor: Buildings Manager  
Classification: Part-time Non-Exempt

Page: 2 of 3

Approved by F & P Committee:  
Approved by Council: 2/25/13

Deleted: Secretary

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Department

Deleted: Parks & Recreation  
Director

abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.

D. Other duties as required or assigned.

**REQUIREMENTS 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.
- B. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- C. Ability to count, differentiate, measure, assemble, copy and record and transcribe 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 typing and data entry skills.
- E. Excellent oral and written communication skills, using proper English language skills.
- F. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
- G. Knowledge of municipal government structure; rules of conduct, policies/procedures and bargaining unit agreements preferred.
- H. Ability to operate a variety of office equipment including but not limited to: computer, typewriter, multi-line phone/mobile phone, fax machine, calculator/adding machine and photocopier.

Deleted: terminal

Deleted: tele

**TRAINING, EXPERIENCE, & OTHER REQUIREMENTS:**

- A. Associate degree in Office Assistant or related program and two (2) to four (4) years' experience in an office setting, or equivalent combination of education and experience.
- B. Experience with computer applications and use of general office equipment.
- C. Valid driver's license required.

**PHYSICAL REQUIREMENTS:**

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as rapid keyboard use.
- 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 shoulder height and above and below shoulder height frequently.
- D. Occasional bending and stooping.
- 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. All percentages above could vary, depending upon duties performed that day.

Deleted: frequently as well as reaches

Percent of 8 Hour Day

**CITY OF ONALASKA**

Grade 6

Position: ~~Administrative Assistant~~

Location: ~~Omni Center~~

Department: ~~Parks and Recreation~~

Supervisor: ~~Buildings Manager~~

Classification: ~~Part-time Non-Exempt~~

Page: 3 of 3

Approved by F & P Committee:

Approved by Council: 2/25/13

- ~~Deleted: Secretary~~
- ~~Deleted: Parks & Recreation Department~~
- ~~Deleted: Parks & Recreation Director~~

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

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

## CITY OF ONALASKA

Position: Aquatic Center Attendant  
Location: Aquatic Center  
Specialist/Concession Specialist

Department: Parks & Recreation  
Supervisor: Aquatic Center

Classification: Seasonal Hourly Exempt

Page: 1 of 3

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

Deleted: Manager

Under the supervision of the Aquatic Center Specialist and/or Concession Specialist, this position will perform general customer service duties, monitor access to the facility, and sell food and beverage products. Work is done according to established guidelines and the verbal and written instructions of the Aquatic Center Specialist and/or Concession Specialist. Work is reviewed for accuracy and adherence to established procedure by the Specialist.

Deleted: Manager

Deleted: Manager

Deleted: Manager

### ESSENTIAL JOB FUNCTIONS:

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

- A. Monitors access to the facility and sells daily admissions.
- B. Answers telephone calls and responds to general customer questions about the facility.
- C. Check locker rooms and bathrooms as directed, and performs any necessary cleaning tasks. Follows Wisconsin law and City policies regarding sanitation.
- D. Enforces department policies and follows department procedures regarding admission to the Aquatic Center.
- E. Performs food preparation and operates all concessions equipment.
- F. Reports daily or as directed to Aquatic Center Specialist or Concession Specialist on the status of concessions inventory.
- G. Establish work schedule and assign staff responsibilities. Direct day-to-day activities of Aquatic Center staff.
- H. Follows all Wisconsin laws and City policies regarding sanitation.
- I. Follows City cash handling policies and procedures. Balances cash drawer each shift or as directed following established cash handling policies.

Deleted: Manager

### RELATED JOB FUNCTIONS:

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

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

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

- A. Ability to read, understand, and effectively carry out written and oral instructions, measurements, directions and work orders.
- B. Ability to use equipment safely and act in a safe manner when in the work environment.
- C. Knowledge of general food service.
- D. Ability to handle cash transactions, count money and disperse correct change.
- E. Ability to provide a high level of customer service.
- F. Ability to report to work at the scheduled times.
- G. Ability to work well with other employees.
- H. Ability to work well with the general public.
- I. Ability to develop and maintain effective relationships with staff and public.
- J. Good oral and written communication skills required. Strong organizational skills required.

## CITY OF ONALASKA

Position: Aquatic Center Attendant  
 Location: Aquatic Center  
 Specialist/Concession Specialist

Department: Parks & Recreation  
 Supervisor: Aquatic Center

Classification: Seasonal Hourly Exempt

Deleted: Manager

Page: 2 of 3

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

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

**TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. Proper appearance and good hygiene when on duty.
- B. Valid driver's license with reliable transportation preferred.
- C. Experience in customer service required.
- D. Experience handling cash required.
- E. Previous experience working in food preparation preferred.

**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 above, below, and to shoulder height frequently.
- D. Frequent bending and stooping.
- E. Ability to sustain prolonged visual concentration
- F. Fifty (50%) percent of workday spent standing.
- G. Twenty-five (25%) percent of work day spent walking.
- H. Twenty-five (25%) percent of workday is spent sitting.
- 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, dragging, pushing/pulling objects, or people
- K. All percentages above could vary, depending upon duties performed that day.

Deleted: Occasional

Percent of 8 Hour Day

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

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

**CITY OF ONALASKA**

**Position:** Aquatic Center Attendant

**Department:** Parks & Recreation

**Location:** Aquatic Center

**Supervisor:** Aquatic Center

**Specialist/Concession Specialist**

**Classification:** Seasonal Hourly Exempt

**Page:** 3 of 3

Approved by F & P Committee: February 2, 2005

Approved by Council: February 8, 2005

Deleted: Manager

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

## CITY OF ONALASKA

Position: Aquatic Center Lead Attendant  
Location: Aquatic Center  
Specialist/Concession Specialist

Department: Parks & Recreation  
Supervisor: Aquatic Center  
Classification: Seasonal Hourly Exempt

Page: 1 of 3

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

Deleted: Manager

Under the supervision of the Aquatic Center Specialist and/or Concession Specialist, this position will perform general customer service duties, monitor access to the facility, and sell food and beverage products. Work is done according to established guidelines and the verbal and written instructions of the Aquatic Center Specialist and/or Concession Specialist. Work is reviewed for accuracy and adherence to established procedure by the Specialist.

Deleted: Manager

Deleted: Manager

Deleted: Manager

### ESSENTIAL JOB FUNCTIONS:

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

- A. Monitors access to the facility and sells daily admissions.
- B. Answers telephone calls and responds to general customer questions about the facility.
- C. Check locker rooms and bathrooms as directed, and performs any necessary cleaning tasks. Follows Wisconsin law and City policies regarding sanitation.
- D. Enforces department policies and follows department procedures regarding admission to the Aquatic Center.
- E. Performs food preparation and operates all concessions equipment.
- F. Reports daily or as directed to Aquatic Center Specialist or Concession Specialist on the status of concessions inventory.
- G. Establish work schedule and assign staff responsibilities. Direct day-to-day activities of Aquatic Center staff.
- H. Follows all Wisconsin laws and City policies regarding sanitation.
- I. Follows City cash handling policies and procedures. Balances cash drawer each shift or as directed following established cash handling policies.

Deleted: Manager

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

### RELATED JOB FUNCTIONS:

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

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

- A. Ability to read, understand, and effectively carry out written and oral instructions, measurements, directions and work orders.
- B. Ability to use equipment safely and act in a safe manner when in the work environment.
- C. Knowledge of general food service.
- D. Ability to handle cash transactions, count money and disperse correct change.
- E. Ability to provide a high level of customer service.
- F. Ability to report to work at the scheduled times.
- G. Ability to work well with other employees.
- H. Ability to work well with the general public.
- I. Ability to develop and maintain effective relationships with staff and public.
- J. Good oral and written communication skills required. Strong organizational skills required.

## CITY OF ONALASKA

Position: Aquatic Center Lead Attendant  
 Location: Aquatic Center  
Specialist/Concession Specialist

Department: Parks & Recreation  
 Supervisor: Aquatic Center

Classification: Seasonal Hourly Exempt

Deleted: Manager

Page: 2 of 3

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

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

**TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. Proper appearance and good hygiene when on duty.
- B. Valid driver's license with reliable transportation preferred.
- C. Experience in customer service required.
- D. Experience handling cash required.
- E. Previous experience working in food preparation preferred.

**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 above, below, and to shoulder height frequently.
- D. Frequent bending and stooping.
- E. Ability to sustain prolonged visual concentration
- F. Fifty (50%) percent of workday spent standing.
- G. Twenty-five (25%) percent of work day spent walking.
- H. Twenty-five (25%) percent of workday is spent sitting.
- 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, dragging, pushing/pulling objects, or people
- K. All percentages above could vary, depending upon duties performed that day.

Deleted: Occasional

Percent of 8 Hour Day

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

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

**CITY OF ONALASKA**

**Position:** Aquatic Center Lead Attendant

**Location:** Aquatic Center

**Specialist/Concession Specialist**

**Department:** Parks & Recreation

**Supervisor:** Aquatic Center

**Classification:** Seasonal Hourly Exempt

Deleted: Manager

**Page:** 3 of 3

Approved by F & P Committee: February 2, 2005

Approved by Council: February 8, 2005

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

# CITY OF ONALASKA

Position: Lifeguard

Department: Parks & Recreation

Supervisor: Aquatic Center Specialist

Classification: Seasonal Hourly Exempt

Location: Aquatic Center

Page: 1 of 3

Approved by F & P Committee: 3/6/02

Approved by Council: 3/12/02

Deleted: Incumbent:

Deleted: Manager

An employee in this position works under the supervision of the Aquatics Center Specialist. Employees working in this classification are responsible for the supervision, health and safety of all persons during the hours that the pool is in use. This position is a limited term, seasonal position that must not exceed 600/1200 hours. Scheduled hours may vary, but will include mornings, afternoons, evenings, week-ends, and holidays.

Deleted: Pool Manager

Deleted: and

## ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, not 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. Enforces pool rules, regulations and policies governing the conduct of persons using the pool.
- B. Monitors assigned areas for potential accidents or situations and is continually alert to developing situations.
- C. Responds in the appropriate manner to assist or rescue person in need, and administers necessary first aid and CPR as situation requires.
- D. Assists with the maintenance and cleaning of the pool, gutters, bathhouse, and grounds; and make minor adjustments on filter and chemical system as directed.
- E. Maintains order in the pool facility and, as far as possible, anticipates potential trouble and takes appropriate steps to prevent it.
- F. Maintains a friendly, helpful and courteous approach in dealing with patrons and fellow employees at all times.
- G. Performs the lesson instruction program or swim team program as directed by pool manager or supervisory staff.
- H. Plans, organizes, and conducts swim lessons through the effective use of program materials; evaluates the progress and performance of student's swimming abilities; maintains records of attendance and level of competency of students; supervises students.
- I. Plans, organizes, and leads practice sessions; supervises participants during practices, meets, and during other specified times; assesses and evaluates swimmer's skills and techniques to enhance swimmer's abilities; develops and implements appropriate levels of training; evaluates and makes recommendations to improve the program.
- J. Reports definite or potential hazards, and unsafe pool or equipment conditions.
- K. Maintains an acceptable appearance of both uniform and personal hygiene at all times.

Deleted: Assists with the

## RELATED JOB FUNCTIONS:

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the Parks & Recreation Department.
- B. Other duties as required or assigned.

Deleted: <#>Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member Parks & Recreation Department.

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

## CITY OF ONALASKA

Position: Lifeguard  
 Location: Aquatic Center  
 Page: 2 of 3

Department: Parks & Recreation  
 Supervisor: Aquatic Center Specialist  
 Classification: Seasonal Hourly Exempt

Deleted: Incumbent:

Deleted: Manager

Approved by F & P Committee: 3/6/02  
 Approved by Council: 3/12/02

- A. Ability to enforce pool rules and regulations.
- B. Ability to work as a member of an integrated team to assure the maximum safety of pool patrons.
- C. Ability to deal professionally and tactfully with other staff members, volunteers and the public; ability to develop and maintain effective relationships with participants, parents, and the public.
- D. Ability to supervise, teach, evaluate and develop participants.
- E. Ability to accept and follow through on assigned responsibilities.
- F. Excellent communication skills, both oral and written.
- G. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.

### TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Current certification in American Red Cross Lifeguard Training, Basic Lifeguarding, or YMCA Lifeguarding, or National Pool and Waterpark Lifeguarding (NPWLT) Program Certificate, or other lifeguard certification approved by the Wisconsin Department of Health and Social Services.
- B. Current certification in American Red Cross First Aid or other approved first aid certification
- C. Current certification in American Red Cross or American Heart Association.
- D. Cardiopulmonary Resuscitation (CPR) for adults, children and infants or other approved certification.
- E. Previous coaching/teaching experience and/or knowledge of competitive swimming skills and techniques preferred.
- F. Previous experience teaching, training, or working with children preferred.

### PHYSICAL REQUIREMENTS:

- 1. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- 2. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- 3. Reaches shoulder height frequently as well as reaches above and below shoulder height.
- 4. Occasional bending and stooping.
- 5. Ability to sustain prolonged visual concentration
- 6. Fifty (50%) percent of workday spent sitting.
- 7. Twenty-five (25%) percent of work day spent walking or swimming.
- 8. Twenty-five (25%) percent of workday is spent standing.
- 9. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- 10. Walking, running, jumping, dodging obstacles, climbing, swimming, dragging, pushing/pulling objects or people.
- 11. Frequent exposure to wet, hot, and/or humid conditions.
- 12. All percentages could vary, depending upon duties performed that day.

Deleted: Seventy-five

Deleted: 7

Deleted: Fifteen

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Deleted: Ten

Deleted: 10

#### Percent of 8 Hour Day

	67 – 100	34 – 66	6 – 33	0 – 5
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**CITY OF ONALASKA**

Position: Lifeguard

Department: Parks & Recreation

Location: Aquatic Center

Supervisor: Aquatic Center Specialist

Page: 3 of 3

Classification: Seasonal Hourly Exempt

Approved by F & P Committee: 3/6/02

Approved by Council: 3/12/02

Deleted: Incumbent

Deleted: Manager

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

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

# CITY OF ONALASKA

Position: Head Lifeguard  
Location: Aquatic Center

Department: Parks & Recreation  
Supervisor: Aquatic Center Specialist  
Classification: Seasonal Hourly Exempt

Deleted: Manager

Page: 1 of 3

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

Under the supervision of the Aquatic Center Specialist, this position is responsible for supervision, management, and operation of the pool in the absence of the Aquatic Center specialist. Work is done according to established guidelines and the verbal and written instructions of the Aquatic Center Specialist. Work is reviewed for accuracy and adherence to established procedure by the Aquatic Center Specialist.

Deleted: Manager

Deleted: pool

Deleted: manager

Deleted: Manager

Deleted: Manager

## ESSENTIAL JOB FUNCTIONS:

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

- A. Supervises the Aquatic Center in the absence of the Aquatic Center Specialist.
- B. Assists Aquatic Center Specialist in completing reports and related paperwork as requested by the Parks and Recreation Director.
- C. Manages staff rotation and breaks.
- D. Supervises Lifeguards and assigns responsibilities.
- E. Reports staff issues to the Aquatic Center Specialist.
- F. Will be aware, and trained on, facility emergency action plans.
- G. Maintains the chemical and filtration equipment under the direction of the Aquatic Center Specialist. Monitor water clarity and report to Aquatic Center Specialist.
- H. Enforces Aquatic Center rules and regulations. Responsible for disciplinary actions.
- I. Reports daily or as directed to Aquatic Center Specialist on the status of Aquatic Center operations, including supplies, equipment, and staff.
- J. Directs the clean up of the Aquatic Center when needed during operational hours.
- K. Handles citizen requests, questions, and complaints. Takes action or forward to Aquatic Center Specialist as appropriate.
- L. Supervises the collection, accounting, and deposit of all monies received at the Aquatic Center.
- M. Develops and conducts weekly in-service training with staff. Plans and leads staff training including CPR, first aid, swimming skills, and emergency action plans.
- N. Plans, organizes, and conducts swim lessons through the effective use of program materials; evaluates the progress and performance of student's swimming abilities; maintains records of attendance and level of competency of students; supervises students.
- O. Plans, organizes, and leads practice sessions; supervises participants during practices, meets, and during other specified times; assesses and evaluates swimmer's skills and techniques to enhance swimmer's abilities; develops and implements appropriate levels of training; evaluates and makes recommendations to improve the program.
- P. Communicates concerns and issues with appropriate parties.

Deleted: Manager

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

## RELATED JOB FUNCTIONS:

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the Parks & Recreation Department.
- B. Other duties as required or assigned.

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

# CITY OF ONALASKA

Position: Head Lifeguard  
Location: Aquatic Center

Department: Parks & Recreation  
Supervisor: Aquatic Center Specialist  
Classification: Seasonal Hourly Exempt

Deleted: Manager

Page: 2 of 3

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

- A. Knowledge of the general operations and maintenance of an aquatic facility; ability to enforce pool rules and regulations.
- B. Ability to work as a member of an integrated team to assure the maximum safety of pool patrons.
- C. Ability to work with little or no supervision.
- A. Ability to deal professionally and tactfully with other staff members, volunteers and the public; ability to develop and maintain effective relationships with participants, parents, and the public.
- D. Excellent communication skills, both oral and written.
- E. Ability to supervise and direct staff.
- F. Ability to maintain accurate and complete records; strong organizational skills.
- G. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

Deleted: develop and maintain effective relationships with staff and public

Deleted: . Good

Deleted: oral

Deleted: .

Deleted: Good written communication skills and

## TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. High school diploma or equivalent required.
- B. Current certification in American Red Cross Lifeguard Training, Basic Lifeguarding, or YMCA Lifeguarding, or National Pool and Waterpark Lifeguarding (NPWLT) Program Certificate, or other lifeguard certification approved by the Wisconsin Department of Health and Social Services.
- C. Current certification in American Red Cross First Aid or other approved first aid certification
- D. Current certification in American Red Cross or American Heart Association.
- E. Cardiopulmonary Resuscitation (CPR) for adults, children and infants or other approved certification.
- F. Previous coaching/teaching experience and/or knowledge of competitive swimming, skills and techniques preferred.
- G. Previous experience teaching, training, or working with children preferred. Previous supervisory experience at an aquatic facility preferred.

Deleted: Current certification in CPR and First Aid and American Red Cross Lifeguard training required.

Deleted: Certification as a Lifeguard Training Instructor and American Red Cross Water Safety Instructor is preferred. ¶

## PHYSICAL REQUIREMENTS:

1. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
2. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
3. Reaches above, below, and to shoulder height frequently.
4. Occasional bending and stooping.
5. Ability to sustain prolonged visual concentration.
6. Fifty (50%) percent of workday spent sitting.
7. Twenty-five (25%) percent of work day spent walking or swimming.
8. Twenty-five (25%) percent of workday is spent standing.
9. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
10. Walking, running, jumping, dodging obstacles, swimming, climbing, dragging, pushing/pulling objects, or people.
11. Frequent exposure to wet, hot, and/or humid conditions.
12. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

## CITY OF ONALASKA

Position: Head Lifeguard  
 Location: Aquatic Center

Department: Parks & Recreation  
 Supervisor: Aquatic Center Specialist  
 Classification: Seasonal Hourly Exempt

Deleted: Manager

Page: 3 of 3

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

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

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Employer

\_\_\_\_\_  
 Date

# CITY OF ONALASKA

Position: Concession Worker  
Location: Omni Center  
Page: 1 of 2

Department: Parks & Recreation  
Supervisor: ~~Concession Specialist~~  
Classification: Hourly Non-Exempt

Approved by F & P Committee:  
Approved by Council: 2/25/13

~~Deleted: Recreation Supervisor -~~

~~Deleted: Facilities~~

Under the supervision of the Concession Specialist this position performs a variety of tasks related to concession operations. Work is performed according to established guidelines and the verbal and written instructions of the Concession Specialist. Work is reviewed by the Concession Specialist for accuracy and adherence to established procedures. In the absence of the Concession Specialist, the Buildings Coordinator may assist in any one of the job functions.

~~Deleted: Recreation Supervisor -  
Facilities~~

~~Deleted: or Lead Concession Worker~~

~~Deleted: Recreation Supervisor -  
Facilities or Lead Concession Worker.~~

~~Deleted: Recreation Supervisor -  
Facilities or Lead Concession Worker~~

## ESSENTIAL JOB FUNCTIONS:

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

- A. Greet~~s~~ customers in a friendly and timely manner and take~~s~~ concession orders from them.
- B. Assis~~t~~ in kitchen process such as preparation, cooking, and serving products.
- C. Process~~e~~s the order on cash register and return~~s~~ correct change; follow~~s~~ City cash handling policies and procedures. Balance~~s~~ cash drawer each shift or as directed following established cash handling policies.
- D. Prepar~~e~~s and provide~~s~~ concession supplies ordered by customers.
- E. Maintai~~n~~s cleanliness in concession area and surrounding eating areas.
- F. Follows all Wisconsin laws and City policies regarding sanitation.
- G. Follow~~s~~ safe food handling procedures at all times.

## RELATED JOB FUNCTIONS:

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

~~Deleted: Contribute to a cooperative working effort by demonstrating a willingness to perform other job-related work as needed or requested. Assistance is given to others and special projects to be completed as scheduled or requested.~~

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

- A. Ability to read, understand, and effectively carry out written and oral instructions, measurements, directions and work orders.
- B. Ability to use equipment safely and act in a safe manner when in the work environment.
- C. Knowledge of general food service.
- D. Ability to handle cash transactions, count money and disperse correct change.
- E. Ability to provide a high level of customer service.
- F. Ability to report to work at the scheduled times.
- G. Ability to work well with other employees.
- H. Ability to work well with the general public.
- I. Ability to develop and maintain effective relationships with staff and public.
- J. Good oral and written communication skills required. Strong organizational skills required.
- K. Ability to maintain a professional demeanor and establish effective working relationships with associates, volunteers, staff and public; 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. Proper appearance and good hygiene when on duty.
- B. Valid driver's license with reliable transportation preferred.
- C. Experience in customer service required.

# CITY OF ONALASKA

Position: Concession Worker  
 Location: Omni Center  
 Page: 2 of 2

Department: Parks & Recreation  
 Supervisor: ~~Concession Specialist~~  
 Classification: Hourly Non-Exempt

~~Deleted: Recreation Supervisor -~~  
~~Deleted: Facilities~~

Approved by F & P Committee:  
 Approved by Council: 2/25/13

- D. Experience handling cash required.
- E. Previous experience working in food preparation preferred.

**PHYSICAL REQUIREMENTS:**

1. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
2. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing, and pulling.
3. Reaches above, below, and to shoulder height frequently.
4. Frequent bending and stooping.
5. Ability to sustain prolonged visual concentration
6. Fifty (50%) percent of workday spent standing.
7. Twenty-five (25%) percent of work day spent walking.
8. Twenty-five (25%) percent of workday is spent sitting.
9. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
10. Walking, running, jumping, dodging obstacles, climbing, dragging, pushing/pulling objects, or people
11. 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
<b>Sedentary</b> 0 – 10# max	<input checked="" type="checkbox"/>			
<b>Light Freq.</b> to 10# -20#max	<input checked="" type="checkbox"/>			
<b>Medium Freq.</b> to 25\$-50# max		<input checked="" type="checkbox"/>		
<b>Heavy Freq.</b> to 50#-100# max			<input checked="" type="checkbox"/>	
<b>Very Heavy Freq.</b> over 50+# - 100+#				<input checked="" type="checkbox"/>

~~Deleted: <#>Standing/walking up to eight (8) hours per day and frequent bending.¶~~  
~~<#>Frequent bending and stooping.¶~~  
~~<#>Ability to lift various weights up to fifty (50) pounds.¶~~  
~~<#>Ability to perform overhead work.¶~~

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Employer

\_\_\_\_\_  
 Date

# CITY OF ONALASKA

Position: Lead Concession Worker  
Location: Omni Center  
Page: 1 of 2

Department: Parks & Recreation  
Supervisor: ~~Concession Specialist~~  
Classification: Hourly Non-Exempt

~~Deleted: Recreation Supervisor~~

Approved by F & P Committee:  
Approved by Council: 2/25/13

Under the supervision of the ~~Concession Specialist~~ this position performs a variety of tasks related to concession operations. Work is performed according to established guidelines and the verbal and written instructions of the ~~Concession Specialist~~. Work is reviewed by the ~~Concession Specialist~~ for accuracy and adherence to established procedures. ~~In the absence of the Concession Specialist, the Buildings Coordinator may assist in any one of the job functions.~~

~~Deleted: Recreation Supervisor -~~

~~Deleted: Facilities~~

~~Deleted: Recreation Supervisor -~~

~~Deleted: Facilities~~

~~Deleted: Event Coordinator or  
Concession Manager~~

## ESSENTIAL JOB FUNCTIONS:

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

- A. Provides supervision when needed nightly and on weekends to assure the smooth operation of the concession area.
- B. Manages the staff scheduling and assure that shifts are filled properly.
- C. Monitors the inventory and ensure inventory is maintained at proper levels; process or recommend orders that need to be placed as well as purchase supplies when needed.
- D. Assists with training employees on the proper ways of operating the concession area.
- E. Reports regularly to the supervisor on results of operations.
- F. Provides and teaches a high level of customer service.
- G. Follows City cash handling policies and procedures. Balances cash drawer each shift or as directed following established cash handling policies.
- H. Follows all Wisconsin laws and City policies regarding sanitation.
- I. Assists in training and development of kitchen process, such as safe food handling and proper preparation, cooking, and serving of products.

## RELATED JOB FUNCTIONS:

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

~~Deleted: Contribute to a cooperative working effort by demonstrating a willingness to perform other job-related work as needed or requested. Assistance is given to others and special projects to be completed as scheduled or requested.~~

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

- A. Ability to read, understand, and effectively carry out written and oral instructions, measurements, directions and work orders.
- B. Ability to use equipment safely and act in a safe manner when in the work environment.
  - C. Knowledge of safe food handling, preparation, cooking, and serving of products.
- D. Ability to deal professionally and tactfully with customers and other staff members.
- E. Ability to monitor and maintain the scheduling for employees on a bi-weekly basis and assure that shifts are filled.
- F. Good communication skills, both oral and written.
- G. Ability to work on own with little or no supervision.
- H. Ability to enforce policies and procedures.
- I. Ability to accept and follow through on assigned responsibilities.
- J. Ability to maintain a professional demeanor and establish effective working relationships with associates, volunteers, staff and public; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

# CITY OF ONALASKA

Position: Lead Concession Worker  
 Location: Omni Center  
 Page: 2 of 2

Department: Parks & Recreation  
 Supervisor: ~~Concession Specialist~~  
 Classification: Hourly Non-Exempt

Deleted: Recreation Supervisor

Approved by F & P Committee:  
 Approved by Council: 2/25/13

- K. Ability to train and supervise new employees in Concessions Operations including but not limited to proper ways of food handling, cash handling, food preparation, and customer service as well as proper concession duties.
- L. Ability to manage inventory and recommend items for purchasing.

**TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. High School diploma or equivalent required; must be 18.
- B. Must possess food service knowledge at an entry level up to quick service knowledge.
- C. Excellent customer service skills; previous cash handling and customer service skills required.
- D. Willingness to attend training classes on food handling procedures.
- E. Valid driver's license with reliable transportation.

**PHYSICAL REQUIREMENTS:**

- 1. ~~Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.~~
- 2. ~~Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing, and pulling.~~
- 3. ~~Reaches above, below, and to shoulder height frequently.~~
- 4. ~~Frequent bending and stooping.~~
- 5. ~~Ability to sustain prolonged visual concentration~~
- 6. ~~Fifty (50%) percent of workday spent standing.~~
- 7. ~~Twenty-five (25%) percent of work day spent walking.~~
- 8. ~~Twenty-five (25%) percent of workday is spent sitting.~~
- 9. ~~Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.~~
- 10. ~~Walking, running, jumping, dodging obstacles, climbing, dragging, pushing/pulling objects, or people~~
- 11. ~~All percentages above could vary, depending upon duties performed that day.~~

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
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Deleted: <#>Standing and/or walking up to eight (8) hours per day. ¶  
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\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Employer

\_\_\_\_\_  
 Date