

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Finance & Personnel Committee
DATE OF MEETING: May 4, 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 costs associated with the change in color for the masonry pillars on the 2016 Main Street Cemetery Project.
7. Gundersen Health Systems Parking Ramp 1st Quarter for 2016.
8. Discussion and possible action regarding the Vendor awarded the Common Council Audio/Video System from selection committee and IT Committee to Vendor #3 – Tierney, not to exceed \$77,500
9. Discussion and possible action regarding City of Onalaska cash management options:
 - a. Cash Management Policy for the City of Onalaska
 - b. Vendor selection to review/analyze the departmental practices on collection of funds
 - c. Other options regarding the practices in the collections of funds
10. Discussion and possible action regarding the award of the transcription contract to Kirk Bey in the 2017–2018 budget years.

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

Date Notices Mailed and Posted: 5-2-16

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 the first floor suite reorganization plan.
2. Review and consideration of the following job description changes due to the first floor suite reorganization:
 - a. Deputy City Clerk/Administrative Assistant job description.
 - b. Deputy Finance Director job description.
 - c. Finance Support Clerk job description.
 - d. Office Clerical Support job description.
 - e. Payroll/Finance Assistant job description.
 - f. HR Assistant/Finance Support job description.
 - g. Financial Services Director job description.
 - h. Human Resource Director job description.
 - i. Law Enforcement Record Specialist job description.
 - j. IT Specialist job description.
3. Review and consideration of timeline and authorization to replace and post and advertise:
 - a. Deputy City Clerk/Administrative Assistant
 - b. Finance Support Clerk
 - c. Payroll/Finance Assistant
 - d. HR Assistant/Finance Support
4. Review and consideration of change to department head job descriptions, changing the supervisor from Mayor to City Administrator with the exception of the Police Chief and Fire Chief which will both change the supervisor from Mayor to Mayor/City Administrator.
5. Review and consideration of River Valley Newspaper Group 2016-2017 contract.
6. **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

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 sand in water system at 926 11th Avenue South
- Property damage at 748 Elizabeth Lane
- Travel and Meal Reimbursement Policy 1.12

And to consider a motion to convene in Closed Session under Section 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility 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:

- City Cash Management Procedures

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

Adjournment



City of Onalaska

F-4
Balance Sheet Report
Account Summary
 As Of 03/31/2016

Handwritten:
 709
 4-28-16

Account	Name	Balance
Fund: 640 - OMNI CENTER		
Assets		
640-11100	CASH	81,595.00
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	26,641.80
640-16202	PREPAID INSURANCE	7,794.82
640-16500	INVENTORY	3,912.88
640-18100	LAND	0.00
640-18104	LAND IMPROVEMENT	0.00
640-18150	CONSTRUCTION WORK IN PROGRESS	0.00
640-18152	C.W.I.P. - CAMPAIGN FUNDING	0.00
640-18153	C.W.I.P. CAMP FUND CDA	0.00
640-18201	BUILDING #1	0.00
640-18202	BUILDING #2	0.00
640-18203	BUILDING #3	0.00
640-18500	EQUIPMENT	0.00
640-18502	OFFICE EQUIPMENT	0.00
640-18504	C.D.A. - TRANSPORTATION EQUIP	0.00
640-18595	LEASE EQUIPMENT	0.00
640-18931	PROVISION FOR DEPRECIATION	0.00
640-18980	UNAMORTIZED BOND COSTS	0.00
	Total Assets:	-36,205.50
		<u>-36,205.50</u>
Liability		
640-21100	ACCOUNTS PAYABLE	0.00
640-21110	AP PENDING (DUE TO POOL)	0.00
640-21111	PAYROLL CORRECTIONS	0.00
640-21112	SALES TAX PAYABLE	1,206.99
640-21511	FICA W/H	0.00
640-21512	FEDERAL W/H	0.00
640-21513	STATE W/H - WI	0.00
640-21515	FICA W/H - MEDICARE	0.00
640-21520	RETIREMENT W/H	0.00
640-21528	BC/BS HEALTH INS	0.00
640-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00
640-21530	HEALTH INS	0.00
640-21531	CANCER INS	0.00
640-21532	LIFE INSURANCE W/H	0.00
640-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00
640-21534	MEDICAL & DEP CARE - SECT. 125	0.00
640-21535	WI-RETIREMENT SYSTEM (P.T. EE)	0.00
640-21540	UNITED WAY	0.00
640-21560	COMMUNITY CREDIT UNION W/H	0.00
640-21570	UNION DUES	0.00
640-21571	LOCAL 150 UNION DUES W/H	0.00
640-21572	1ST FINANCIAL SVGS.	0.00
640-21573	DEFERRED COMPENSATION	0.00

Balance Sheet Report

As Of 03/31/2016

Account	Name	Balance
640-21581	SUPPORT PAYMENTS	0.00
640-21700	ACCRUED WAGES	0.00
640-21800	ACCUMULATED EMPLOYEE BENEFIT (VAC	6,519.55
640-21820	ACCUMULATED EMPLOYEE BENEFIT (SICK	3,481.63
640-21900	LIQUOR SALES	2,781.24
640-22403	INTEREST ACCRUED - RESTRICTED ASSETS	0.00
640-22408	INTEREST ACCRUED - G.O.	0.00
640-22409	INTEREST ACCRUED - CITY	0.00
640-22901	CURRENT PORTION REDEV.	0.00
640-22903	CURRENT PORTION G.O. ISSUE	0.00
640-22905	CURRENT PORTION CITY LOAN	0.00
640-22906	CURRENT PORT - CITY LOAN RLC	0.00
640-22907	CURRENT PORTION OF LEASE PAYABLE	0.00
640-23415	SECURITY DEPOSITS	3,112.38
640-23421	SECURITY DEPOSITS - SPRING	8,575.00
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	3,800.00
640-25100	DUE TO GENERAL FUND	0.00
640-26101	DEFERRED REVENUE	0.00
640-29000	LOAN PAYABLE TO TOURISM	0.00
640-29001	LOAN PAYABLE TO CITY	0.00
640-29002	LEASE PAYABLE	0.00
640-29204	BONDS PAYABLE 1993	0.00
640-29207	BONDS PAYABLE 1994	0.00
640-29210	BONDS PAYABLE 1995	0.00
640-29213	BONDS PAYABLE 1996	0.00
640-29216	BONDS PAYABLE 1997	0.00
640-29219	BONDS PAYABLE 1998	0.00
640-29221	DEF. LOSS ON EARLY RET.	0.00
640-29222	1998 REFUNDING L.R.B.I.	0.00
640-29224	BONDS PAYABLE - 2002	0.00
640-29225	BONDS PAYABLE - 2006	0.00
640-29226	S.T.F.L. LOAN - 2007	0.00
640-29227	C.D.A. G.O. BONDS PAYABLE-2010	0.00
Total Liability:		34,211.79

W/B OK

Equity		
640-31202	CONTRIBUTIONS FROM OTHERS	0.00
640-31203	DEPR./CHARGEBACK	0.00
640-31204	CONTRIBUTIONS FROM MUNIC.	0.00
640-32000	INVESTMENT IN CAPITAL ASSETS	0.00
640-34100	FUND BALANCE	105,926.13
640-34141	SURPLUS/DEFICIT	0.00
640-34148	RESERVED RETAINED EARNINGS	0.00
Total Beginning Equity:		-105,926.13

Total Revenue	182,359.89
Total Expense	146,851.05
Revenues Over/Under Expenses	35,508.84
Total Equity and Current Surplus (Deficit):	-70,417.29

Total Liabilities, Equity and Current Surplus (Deficit): -36,205.50



	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 640 - OMNI CENTER						
Revenue						
640-00000-41110	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-41210	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46716	2,600.00	2,600.00	139.34	139.34	-2,460.66	94.64 %
640-00000-46741	128,864.00	128,864.00	5,938.92	76,423.70	-52,440.30	40.69 %
640-00000-46742	98,906.00	98,906.00	1,475.00	9,479.63	-89,426.37	90.42 %
640-00000-46744	50,000.00	50,000.00	1,755.68	19,565.21	-30,434.79	60.87 %
640-00000-46745	8,000.00	8,000.00	512.50	883.77	-7,116.23	88.95 %
640-00000-46746	3,500.00	3,500.00	0.00	0.00	-3,500.00	100.00 %
640-00000-46747	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46748	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
640-00000-46749	0.00	0.00	0.00	128.06	128.06	0.00 %
640-00000-46751	6,500.00	6,500.00	177.02	4,836.25	-1,663.75	25.60 %
640-00000-46752	8,000.00	8,000.00	125.00	305.00	-7,695.00	96.19 %
640-00000-46754	13,000.00	13,000.00	5,120.00	5,264.50	-7,735.50	59.50 %
640-00000-46755	800.00	800.00	0.00	100.00	-700.00	87.50 %
640-00000-46756	4,500.00	4,500.00	1,625.97	3,221.04	-1,278.96	28.42 %
640-00000-46757	35,000.00	35,000.00	1,890.00	1,990.00	-33,010.00	94.31 %
640-00000-46758	2,000.00	2,000.00	380.00	514.14	-1,485.86	74.29 %
640-00000-46759	2,500.00	2,500.00	3,505.00	-3,505.00	1,005.00	140.20 %
640-00000-46760	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
640-00000-46761	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-46763	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
640-00000-46765	4,000.00	4,000.00	649.00	2,169.80	-1,830.20	45.76 %
640-00000-46766	3,000.00	3,000.00	884.09	884.09	-2,115.91	70.53 %
640-00000-46767	2,500.00	2,500.00	642.00	642.00	-1,858.00	74.32 %
640-00000-46768	2,500.00	2,500.00	496.57	496.57	-2,003.43	80.14 %
640-00000-46769	3,500.00	3,500.00	540.00	960.00	-2,540.00	72.57 %
640-00000-48001	5,000.00	5,000.00	0.00	90.75	-4,909.25	98.19 %
640-00000-48002	5,000.00	5,000.00	411.33	411.33	-4,588.67	91.77 %
640-00000-48100	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48102	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48103	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48203	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00 %
640-00000-48205	37,000.00	37,000.00	7,545.50	17,630.04	-19,369.96	52.35 %
640-00000-48401	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48500	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-48513	11,000.00	11,000.00	0.00	0.00	-11,000.00	100.00 %
640-00000-48515	5,000.00	5,000.00	0.00	1,200.00	-3,800.00	76.00 %
640-00000-49201	63,174.00	63,174.00	15,793.50	15,793.50	-47,380.50	75.00 %
640-00000-49221	117,000.00	117,000.00	15,726.17	15,726.17	-101,273.83	86.56 %
640-00000-49406	0.00	0.00	0.00	0.00	0.00	0.00 %
640-00000-49900	0.00	0.00	0.00	0.00	0.00	0.00 %
Revenue Total:	634,844.00	634,844.00	65,332.59	182,359.89	-452,484.11	71.27 %
Expense						
640-55450-110	133,794.00	133,794.00	10,093.38	25,738.11	108,055.89	80.76 %
640-55450-120	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-121	0.00	0.00	0.00	0.00	0.00	0.00 %
640-55450-124	11,025.00	11,025.00	1,825.26	4,526.39	6,498.61	58.94 %
640-55450-125	0.00	0.00	91.88	147.01	-147.01	0.00 %
640-55450-126	63,450.00	63,450.00	5,955.04	18,614.28	44,835.72	70.66 %

Budget Report

For Fiscal: 2016 Period Ending: 03/31/2016

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
<u>640-55450-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-150</u>	FICA	15,933.00	15,933.00	1,281.13	3,517.35	12,415.65	77.92 %
<u>640-55450-151</u>	RETIREMENT (WRS)	8,830.00	8,830.00	666.14	1,698.64	7,131.36	80.76 %
<u>640-55450-152</u>	HEALTH INSURANCE	46,950.00	46,950.00	3,892.21	11,676.63	35,273.37	75.13 %
<u>640-55450-153</u>	DENTAL INSURANCE	2,521.00	2,521.00	210.08	630.24	1,890.75	75.00 %
<u>640-55450-154</u>	LIFE INSURANCE	16.00	16.00	0.00	1.18	14.82	92.63 %
<u>640-55450-211</u>	BOILER CONTRACTUAL	750.00	750.00	0.00	0.00	750.00	100.00 %
<u>640-55450-213</u>	HVAC CONTRACTUAL	10,000.00	10,000.00	974.31	974.31	9,025.69	90.26 %
<u>640-55450-214</u>	FIRE CONTRACTUAL	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
<u>640-55450-220</u>	WATER/SEWER/STORM WATER	6,641.00	6,641.00	0.00	1,746.56	4,894.44	73.70 %
<u>640-55450-221</u>	ELECTRIC & GAS	175,000.00	175,000.00	18,234.49	38,156.12	136,843.88	78.20 %
<u>640-55450-225</u>	PHONE/INTERNET/CABLE	8,800.00	8,800.00	753.64	2,217.67	6,582.33	74.80 %
<u>640-55450-240</u>	SOFTWARE MAINTENANCE CONTR	3,240.00	3,240.00	0.00	450.00	2,790.00	86.11 %
<u>640-55450-241</u>	EQUIPMENT MAINTENANCE CONT	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>640-55450-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-243</u>	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-244</u>	WEBSITE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-290</u>	OTHER CONTRACTUAL SERVICES	16,600.00	16,600.00	782.89	2,365.66	14,234.34	85.75 %
<u>640-55450-291</u>	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-292</u>	ELECTRICAL CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>640-55450-293</u>	PLUMBING CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>640-55450-301</u>	SALES TAX	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-310</u>	OFFICE SUPPLIES	500.00	500.00	47.96	233.99	266.01	53.20 %
<u>640-55450-311</u>	POSTAGE	25.00	25.00	3.62	6.53	18.47	73.88 %
<u>640-55450-312</u>	COPY USAGE & PAPER	1,440.00	1,440.00	165.29	308.10	1,131.90	78.60 %
<u>640-55450-320</u>	SUBSCRIPTIONS & DUES	250.00	250.00	100.00	100.00	150.00	60.00 %
<u>640-55450-323</u>	GENERAL ADVERTISING	16,000.00	16,000.00	250.00	250.00	15,750.00	98.44 %
<u>640-55450-324</u>	RECRUITMENT	100.00	100.00	6.75	6.75	93.25	93.25 %
<u>640-55450-330</u>	SEMINARS, CONF & TRAVEL	1,000.00	1,000.00	400.68	878.92	121.08	12.11 %
<u>640-55450-340</u>	OPERATING SUPPLIES	17,725.00	17,725.00	1,367.49	2,304.36	15,420.64	87.00 %
<u>640-55450-341</u>	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-342</u>	CLEANING & SANITARY SUPPLIES	4,500.00	4,500.00	275.82	1,691.72	2,808.28	62.41 %
<u>640-55450-343</u>	CONCESSIONS SUPPLIES	34,000.00	34,000.00	4,621.59	9,159.67	24,840.33	73.06 %
<u>640-55450-344</u>	VENDING SUPPLIES	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<u>640-55450-345</u>	BAR SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-346</u>	CATERING SUPPLIES	5,000.00	5,000.00	420.29	863.93	4,136.07	82.72 %
<u>640-55450-347</u>	PRO SHOP	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00 %
<u>640-55450-350</u>	BLDG & GRDS MAINT & REPAIRS	17,100.00	17,100.00	1,241.49	1,359.84	15,740.16	92.05 %
<u>640-55450-360</u>	VEHICLE MAINT. & REPAIRS	125.00	125.00	154.00	154.00	-29.00	-23.20 %
<u>640-55450-361</u>	REGULAR FUEL	1,275.00	1,275.00	83.60	153.74	1,121.26	87.94 %
<u>640-55450-362</u>	OFF ROAD FUEL	75.00	75.00	0.00	0.00	75.00	100.00 %
<u>640-55450-363</u>	EQUIPMENT MAINT & REPAIRS	6,500.00	6,500.00	0.00	772.35	5,727.65	88.12 %
<u>640-55450-510</u>	INS - WORKERS COMP	6,610.00	6,610.00	1,652.00	3,304.00	3,306.00	50.02 %
<u>640-55450-511</u>	INS - FIRE, COMP/COLL, BOILER	10,337.00	10,337.00	0.00	10,582.60	-245.60	-2.38 %
<u>640-55450-512</u>	INS - VEHICLES	84.00	84.00	0.00	25.54	58.46	69.60 %
<u>640-55450-513</u>	INS - CVMIC, LIABILITY, PROF	2,553.00	2,553.00	0.00	2,046.00	507.00	19.86 %
<u>640-55450-514</u>	SIR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-515</u>	INS - MONIES & SECURITIES	225.00	225.00	0.00	188.86	36.14	16.06 %
<u>640-55450-516</u>	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-517</u>	UNEMPLOYMENT	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>640-55450-540</u>	DEPR - GENERAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-541</u>	DEPR - VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-542</u>	DEPR - OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-543</u>	DEPR - BLDG, STRUCTURE, BLDG I	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-544</u>	DEPR - IMPROV OTHER THAN LAND	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-620</u>	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-690</u>	OTHER DEBT SERVICES	120.00	120.00	0.00	0.00	120.00	100.00 %
<u>640-55450-692</u>	AMORTIZED BOND COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2016 Period Ending: 03/31/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>640-55450-693</u> BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>640-55450-720</u> DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:	634,844.00	634,844.00	55,551.03	146,851.05	487,992.95	76.87 %
Fund: 640 - OMNI CENTER Surplus (Deficit):	0.00	0.00	9,781.56	35,508.84	35,508.84	0.00 %
Report Surplus (Deficit):	0.00	0.00	9,781.56	35,508.84	35,508.84	0.00 %



City of Onalaska

Balance Sheet Report

Account Summary

As Of 03/31/2016

F-5

709
4-30-16

Account	Name	Balance
Fund: 100 - GENERAL FUND		
Assets		
100-11100	CASH	4,460,767.58
100-11103	CASH-CAFE PLAN	11,175.22
100-11305	TEMPORARY INVESTMENTS	10,901,405.63
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	2,290.00
100-12101	R/E & P/P TAXES REC.	5,618,357.00
100-12110	DELQ. S/A FROM COUNTRY-2008	0.00
100-12111	DELQ. S/A FROM COUNTY-2009	0.00
100-12112	DELQ. S/A FROM CO.-2010	1,162.74
100-12113	DELQ. S/A FROM CO.-2011	1,196.52
100-12114	DELQ. S/A FROM CO.-2012	1,281.01
100-12115	DELQ. S/A FROM CO.-2013	1,534.86
100-12116	DELQ. S/A FROM CO.-2014	2,192.61
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	16,512.19
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	21,548.05
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	208.92
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	49,704.13
Total Assets:		12,473,862.51
		12,473,862.51
Liability		
100-21100	ACCOUNTS PAYABLE	200,543.19
100-21110	AP PENDING (DUE TO POOL)	89.22

Account	Name	Balance
100-21111	CORRECTIONS PAYABLE	0.00
100-21112	G.F. SALES TAX PAYABLE	1,144.21
100-21405	DOT-PARKING TICKETS	5,395.00
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	10,593.78
100-21581	SUPPORT PAYMENTS	0.00
100-21700	ACCRUED WAGES	0.00
100-21901	PAYABLE TO SHARED RIDE	150.00
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	16,820.00
100-24600	MOBILE HOME TAX DUE - OSD	13,437.79
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
	Total Liability:	6,148,306.35

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 03/31/2016

Account	Name	Balance
100-34222	CARIN IRIS EQUIP	0.00
100-34223	CITY LIBRARY REPAIRS	0.00
100-34224	STREET SEALING	0.00
100-34225	STREET (MAINT. SHOP)	29,000.00
100-34226	STREET SNOW & ICE	142,000.00
100-34227	STREET LIGHTS	10,000.00
100-34228	RECR./PARKS/C.CTR./POOL	9,000.00
100-34229	CITY STUDY	45,270.00
100-34230	CITY ATTORNEY	0.00
100-34231	CITY HALL EQUIPMENT	0.00
100-34232	FIRE DEPT REPAIRS	0.00
100-34233	CITY HALL VEHICLE	3,000.00
100-34234	FIRE DEPT TRAINING EQUIP	0.00
100-34235	FIRE DEPT ATV	0.00
	Total Beginning Equity:	7,468,621.01
Total Revenue		543,467.79
Total Expense		1,686,532.64
Revenues Over/Under Expenses		-1,143,064.85
	Total Equity and Current Surplus (Deficit):	6,325,556.16
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>12,473,862.51</u>



City of Onalaska

Budget Report Account Summary

For Fiscal: 2016 Period Ending: 03/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUND							
Revenue							
Department: 00000 - NON DEPARTMENTAL							
100-00000-41110	GENERAL PROPERTY TAXES	5,618,357.00	5,618,357.00	0.00	0.00	5,618,357.00	100.00%
100-00000-41111	OMITTED TAXES (R/E & P/P)	1,688.00	1,688.00	0.00	0.00	-1,688.00	100.00%
100-00000-41140	MOBILE HOME TAXES	66,000.00	66,000.00	21,212.68	24,688.35	-41,311.65	62.59%
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	3,205.45	5,561.60	-33,048.40	85.60%
100-00000-41300	PAYMENTS IN LIEU OF TAXES	117,000.00	117,000.00	0.00	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	247.01	247.01	-1,752.99	87.65%
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	9,829.38	-29,887.62	75.25%
100-00000-43610	PAYMENT FOR MUNICIPAL SERVICE	3,800.00	3,800.00	0.00	3,432.30	-367.70	9.68%
100-00000-43620	STATE AID IN LIEU OF TAXES	135.00	135.00	79.88	79.88	-55.12	40.83%
100-00000-43690	STATE AID OTHER PAYMENTS	0.00	0.00	1,205.20	1,205.20	1,205.20	0.00%
100-00000-44110	LIQUOR & MALT BEVERAGE LICENS	22,000.00	22,000.00	10.00	505.00	-21,495.00	97.70%
100-00000-44120	OPERATOR LICENSE	4,500.00	4,500.00	259.00	651.00	-3,849.00	85.53%
100-00000-44160	CIGARETTE LICENSE	1,100.00	1,100.00	0.00	0.00	-1,100.00	100.00%
100-00000-44170	CABLE TV LICENSE	170,000.00	170,000.00	0.00	0.00	-170,000.00	100.00%
100-00000-44171	CELL TOWER FEES	12,300.00	12,300.00	0.00	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	10.00	3,630.00	2,330.00	279.23%
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	8.00	8.00	-57.00	87.69%
100-00000-44215	DOG LICENSE	32,000.00	32,000.00	4,496.00	6,185.00	-25,815.00	80.67%
100-00000-44220	CAT LICENSE	20,000.00	20,000.00	12,372.00	16,202.00	-3,798.00	18.99%
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	6,209.45	21,242.30	-78,757.70	78.76%
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	5,096.00	8,367.00	-9,633.00	53.52%
100-00000-44320	HEATING & A/C PERMITS	15,000.00	15,000.00	1,490.00	5,295.00	-9,705.00	64.70%
100-00000-44323	PLUMBING PERMIT FEES	15,000.00	15,000.00	2,441.00	3,206.00	-11,794.00	78.63%
100-00000-44325	STREET OPENING PERMITS	1,000.00	1,000.00	25.00	100.00	-900.00	90.00%
100-00000-44330	SIDEWALK PERMIT	1,000.00	1,000.00	50.00	155.00	-845.00	84.50%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-00000-44335	RAILROAD PERMIT	150.00	150.00	0.00	0.00	-150.00	100.00 %
100-00000-44336	RECREATIONAL BURNING PERMIT	9,000.00	9,000.00	2,680.00	3,680.00	-5,320.00	59.11 %
100-00000-44340	OTHER PERMITS	200.00	200.00	25.00	25.00	-175.00	87.50 %
100-00000-44345	P.U.D. PERMIT	0.00	0.00	0.00	700.00	700.00	0.00 %
100-00000-44347	SITE PLANS	1,000.00	1,000.00	150.00	350.00	-650.00	65.00 %
100-00000-44410	ZONING	6,000.00	6,000.00	1,034.04	2,823.95	-3,176.05	52.93 %
100-00000-45110	COURT PENALTIES	90,000.00	90,000.00	7,970.05	15,682.19	-74,317.81	82.58 %
100-00000-45112	1/2 COURT COSTS DUE CITY	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-45115	PARKING VIOLATIONS	32,000.00	32,000.00	8,665.00	19,950.00	-12,050.00	37.66 %
100-00000-46100	GEN'L GOV'T REVENUE (SHARED-RI	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46105	GENERAL GOVERNMENT FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46110	PLAT FILING FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46115	LICENSE PUBLICATION FEES	470.00	470.00	0.00	20.00	-450.00	95.74 %
100-00000-46120	SALES MATERIAL & SUPLS	9,500.00	9,500.00	843.75	2,480.00	-7,020.00	73.89 %
100-00000-46121	TOPO FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46210	FIRE PROTECTION SERVICE	10,000.00	10,000.00	14,500.00	34,179.00	24,179.00	341.79 %
100-00000-46220	POLICE REPORTS	1,000.00	1,000.00	135.25	456.50	-543.50	54.35 %
100-00000-46221	FALSE POLICE ALARMS	3,000.00	3,000.00	245.00	800.00	-2,200.00	73.33 %
100-00000-46222	POLICE SECURITY FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46300	HIGHWAY MAINT. & SNOWPLOWI	700.00	700.00	0.00	880.23	180.23	125.75 %
100-00000-46427	DEVELOPER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46440	WEED CUTTING/MOWING REVENU	500.00	500.00	0.00	0.00	-500.00	100.00 %
100-00000-46490	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46710	NON-PROFIT SHELTER/VENDING RE	1,200.00	1,200.00	125.00	202.47	-997.53	83.13 %
100-00000-46711	PARK FACILITY RENTAL	11,000.00	11,000.00	1,196.35	4,465.36	-6,534.64	59.41 %
100-00000-46715	RECREATION FEES	61,378.00	61,378.00	13,549.50	17,616.64	-43,761.36	71.30 %
100-00000-46716	RECR. FEES > AGE 18	13,395.00	13,395.00	850.00	868.89	-12,526.11	93.51 %
100-00000-46725	SWIMMING POOL REVENUE	63,495.00	63,495.00	0.00	230.00	-63,265.00	99.64 %
100-00000-46726	SWIMMING POOL LESSONS	7,680.00	7,680.00	1,380.00	1,380.00	-6,300.00	82.03 %
100-00000-46727	SWIMMING POOL MISC	2,500.00	2,500.00	0.00	15.00	-2,485.00	99.40 %
100-00000-46728	SWIMMING POOL CONCESSIONS	28,000.00	28,000.00	0.00	604.50	-27,395.50	97.84 %
100-00000-46729	SWIMMING POOL ADVERT. INCOM	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-46840	URBAN DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47310	INTERGOV'T- GEN'L GOV'T	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-47320	OTHER LOCAL GOV'T/LAW ENFORC	33,500.00	33,500.00	0.00	18,226.29	-15,273.71	45.59 %
100-00000-47330	INTERGOV'T CHARGES FOR STREET	8,337.00	8,337.00	0.00	0.00	-8,337.00	100.00 %
100-00000-48000	MISCELLANEOUS INCOME	12,000.00	12,000.00	673.57	7,353.25	-4,646.75	38.72 %
100-00000-48100	INTEREST INCOME	50,000.00	50,000.00	0.00	11,238.42	-38,761.58	77.52 %
100-00000-48130	INTEREST DONATION ACCT.	0.00	0.00	0.00	0.76	0.76	0.00 %
100-00000-48131	INTEREST - NON CITY	0.00	0.00	0.00	0.01	0.01	0.00 %
100-00000-48150	INTEREST - STREET ASSMT.	3,725.00	3,725.00	0.00	0.00	-3,725.00	100.00 %
100-00000-48155	INTEREST - CURB & GUTTER ASSMT	1,077.00	1,077.00	0.00	0.00	-1,077.00	100.00 %
100-00000-48160	INTEREST - SIDEWALK ASSMT.	1,305.00	1,305.00	0.00	0.00	-1,305.00	100.00 %
100-00000-48170	INTEREST - ALLEY ASSMT.	898.00	898.00	0.00	0.00	-898.00	100.00 %
100-00000-48180	INTEREST - STORM SEWER ASSMT.	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48190	INVESTMENT INCOME (CYMIC)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48200	RENTAL INCOME & CDA SUBLEASE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48210	RENT- FINLEY PROP (JAYCEES)	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48211	RENT LIBRARY FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48302	SALE OF FIRE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48403	INSURANCE REIMB - POLICE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48404	INSURANCE REIMB - HWY	0.00	0.00	0.00	446.54	446.54	0.00 %
100-00000-48405	INSURANCE REIMB - GENERAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48406	INSURANCE DIVIDENDS	10,000.00	10,000.00	12,334.00	12,334.00	2,334.00	123.34 %
100-00000-48408	INSURANCE WAIVER	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-00000-48510	CONTRIBUTION FROM SCHOOL DIS	21,000.00	21,000.00	0.00	0.00	-21,000.00	100.00 %
100-00000-48530	CAPITAL CONTRIBUTIONS PARK	0.00	0.00	0.00	0.00	0.00	0.00 %

		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 %
Department: 00000 - NON DEPARTMENTAL Total:		8,713,116.00	8,713,116.00	124,773.18	543,467.79	-8,169,648.21	93.76 %
Revenue Total:		8,713,116.00	8,713,116.00	124,773.18	543,467.79	-8,169,648.21	93.76 %
Expense							
Department: 51100 - COMMON COUNCIL							
100-51100-110	SALARIES - REGULAR	29,600.00	29,600.00	2,400.00	7,200.00	22,400.00	75.68 %
100-51100-150	FICA	2,264.00	2,264.00	183.60	550.80	1,713.20	75.67 %
100-51100-291	TRANSCRIPTION CONTRACTUAL	7,400.00	7,400.00	200.07	448.63	6,951.37	93.94 %
100-51100-310	OFFICE SUPPLIES	850.00	850.00	74.10	74.10	775.90	91.28 %
100-51100-311	POSTAGE	250.00	250.00	0.49	0.49	249.51	99.80 %
100-51100-312	COPY USAGE & PAPER	800.00	800.00	102.58	184.89	615.11	76.89 %
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	753.82	1,108.06	11,045.94	90.88 %
100-51100-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51100 - COMMON COUNCIL Total:		58,692.00	58,692.00	3,714.66	14,941.11	43,750.89	74.54 %
Department: 51110 - POLICE & FIRE COMMISSION							
100-51110-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-311	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51110-312	COPY USAGE & PAPER	100.00	100.00	0.00	0.00	100.00	100.00 %
Department: 51110 - POLICE & FIRE COMMISSION Total:		100.00	100.00	0.00	0.00	100.00	100.00 %
Department: 51200 - MUNICIPAL COURT							
100-51200-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51200-340	OPERATING SUPPLIES	325.00	325.00	9.76	9.76	315.24	97.00 %
Department: 51200 - MUNICIPAL COURT Total:		325.00	325.00	9.76	9.76	315.24	97.00 %
Department: 51300 - LEGAL							
100-51300-290	OTHER CONTRACTUAL SERVICES	115,000.00	115,000.00	7,640.00	17,139.25	97,860.75	85.10 %
100-51300-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51300-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51300 - LEGAL Total:		115,000.00	115,000.00	7,640.00	17,139.25	97,860.75	85.10 %
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	942.00	1,191.00	-691.00	-138.20 %
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	OPRATING SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-51408-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
Department: 51408 - CITY ADMINISTRATOR Total:		60,745.00	60,745.00	942.00	1,191.00	59,554.00	98.04 %

Budget Report

For Fiscal: 2016 Period Ending: 03/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 51410 - MAYOR							
100-51410-110	SALARIES - REGULAR	25,073.00	25,073.00	2,769.22	7,061.51	18,011.49	71.84 %
100-51410-150	FICA	1,916.00	1,916.00	211.86	540.25	1,375.75	71.80 %
100-51410-151	RETIREMENT (WRS)	1,655.00	1,655.00	182.78	466.09	1,188.91	71.84 %
100-51410-152	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-153	DENTAL INSURANCE	224.00	224.00	55.92	167.76	56.24	25.11 %
100-51410-154	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-225	PHONE/INTERNET/CABLE	828.00	828.00	69.72	147.61	680.39	82.17 %
100-51410-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51410-310	OFFICE SUPPLIES	343.00	343.00	0.00	47.99	295.01	86.01 %
100-51410-311	POSTAGE	62.00	62.00	3.64	9.16	52.84	85.23 %
100-51410-312	COPY USAGE & PAPER	100.00	100.00	0.00	1.25	98.75	98.75 %
100-51410-320	SUBSCRIPTIONS & DUES	175.00	175.00	0.00	0.00	175.00	100.00 %
100-51410-330	SEMINARS, CONF & TRAVEL	400.00	400.00	0.00	72.91	327.09	81.77 %
100-51410-340	OPERATING SUPPLIES	4,000.00	4,000.00	206.54	429.74	3,570.26	89.26 %
100-51410-341	PRINTING & FORMS	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51410 - MAYOR Total:		34,776.00	34,776.00	3,499.68	8,944.27	25,831.73	74.28 %
Department: 51411 - FINANCE							
100-51411-110	SALARIES - REGULAR	76,109.00	76,109.00	6,351.16	16,195.46	59,913.54	78.72 %
100-51411-124	WAGES - PERM PT	17,580.00	17,580.00	1,996.06	5,343.59	12,236.41	69.60 %
100-51411-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-150	FICA	7,167.00	7,167.00	602.11	1,556.62	5,610.38	78.28 %
100-51411-151	RETIREMENT (WRS)	6,184.00	6,184.00	550.92	1,421.59	4,762.41	77.01 %
100-51411-152	HEALTH INSURANCE	14,692.00	14,692.00	1,301.77	3,905.31	10,786.69	73.42 %
100-51411-153	DENTAL INSURANCE	1,110.00	1,110.00	96.34	289.02	820.98	73.96 %
100-51411-154	LIFE INSURANCE	65.00	65.00	0.00	5.46	59.54	91.60 %
100-51411-225	PHONE/INTERNET/CABLE	570.00	570.00	47.77	128.29	441.71	77.49 %
100-51411-241	EQUIPMENT MAINTENANCE CONT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51411-290	OTHER CONTRACTUAL SERVICES	4,000.00	4,000.00	0.00	2,180.74	1,819.26	45.48 %
100-51411-310	OFFICE SUPPLIES	1,200.00	1,200.00	189.58	239.89	960.11	80.01 %
100-51411-311	POSTAGE	1,500.00	1,500.00	146.84	449.25	1,050.75	70.05 %
100-51411-312	COPY USAGE & PAPER	1,000.00	1,000.00	41.06	132.15	867.85	86.79 %
100-51411-320	SUBSCRIPTIONS & DUES	285.00	285.00	0.00	120.00	165.00	57.89 %
100-51411-322	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51411-330	SEMINARS, CONF & TRAVEL	1,325.00	1,325.00	0.00	599.00	726.00	54.79 %
100-51411-340	OPERATING SUPPLIES	3,015.00	3,015.00	309.23	314.18	2,700.82	89.58 %
100-51411-341	PRINTING & FORMS	500.00	500.00	192.92	192.92	307.08	61.42 %
Department: 51411 - FINANCE Total:		136,802.00	136,802.00	11,825.76	33,073.47	103,728.53	75.82 %
Department: 51420 - CITY CLERK							
100-51420-110	SALARIES - REGULAR	113,058.00	113,058.00	8,551.76	21,806.98	91,251.02	80.71 %
100-51420-120	WAGES - REGULAR	25,687.00	25,687.00	1,949.54	4,971.32	20,715.68	80.65 %
100-51420-121	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-124	WAGES - PERM PT	8,790.00	8,790.00	117.20	1,541.92	7,248.08	82.46 %
100-51420-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-126	WAGES - TEMP/SEAS	6,390.00	6,390.00	226.55	1,447.96	4,942.04	77.34 %
100-51420-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51420-150	FICA	11,775.00	11,775.00	736.26	2,043.79	9,731.21	82.64 %
100-51420-151	RETIREMENT (WRS)	9,157.00	9,157.00	693.10	1,767.41	7,389.59	80.70 %
100-51420-152	HEALTH INSURANCE	44,492.00	44,492.00	3,707.67	11,123.01	33,368.99	75.00 %
100-51420-153	DENTAL INSURANCE	2,540.00	2,540.00	211.68	635.04	1,904.96	75.00 %
100-51420-154	LIFE INSURANCE	72.00	72.00	0.00	6.02	65.98	91.64 %
100-51420-225	PHONE/INTERNET/CABLE	1,200.00	1,200.00	84.98	239.70	960.30	80.03 %
100-51420-241	EQUIPMENT MAINTENANCE CONT	435.00	435.00	0.00	0.00	435.00	100.00 %
100-51420-291	TRANSCRIPTION CONTRATUAL	300.00	300.00	0.00	0.00	300.00	100.00 %
100-51420-310	OFFICE SUPPLIES	1,230.00	1,230.00	26.81	37.39	1,192.61	96.96 %
100-51420-311	POSTAGE	2,200.00	2,200.00	324.14	367.04	1,832.96	83.32 %
100-51420-312	COPY USAGE & PAPER	1,000.00	1,000.00	14.76	21.37	978.63	97.86 %
100-51420-320	SUBSCRIPTIONS & DUES	383.00	383.00	0.00	130.00	253.00	66.06 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-51420-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-322</u>	LEGAL NOTICES	210.00	210.00	8.88	8.88	201.12	95.77 %
<u>100-51420-324</u>	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51420-330</u>	SEMINARS, CONF & TRAVEL	2,370.00	2,370.00	0.00	0.00	2,370.00	100.00 %
<u>100-51420-340</u>	OPERATING SUPPLIES	505.00	505.00	1.13	1.13	503.87	99.78 %
<u>100-51420-341</u>	PRINTING & FORMS	700.00	700.00	0.00	0.00	700.00	100.00 %
<u>100-51420-381</u>	EMPLOYMENT TESTING	80.00	80.00	0.00	0.00	80.00	100.00 %
Department: 51420 - CITY CLERK Total:		232,574.00	232,574.00	16,654.46	46,148.96	186,425.04	80.16 %
Department: 51440 - ELECTIONS							
<u>100-51440-126</u>	WAGES - TEMP/SEAS	17,248.00	17,248.00	2,114.55	2,114.55	15,133.45	87.74 %
<u>100-51440-150</u>	FICA	470.00	470.00	0.00	0.00	470.00	100.00 %
<u>100-51440-241</u>	EQUIPMENT MAINTENANCE CONT	800.00	800.00	0.00	0.00	800.00	100.00 %
<u>100-51440-310</u>	OFFICE SUPPLIES	700.00	700.00	0.00	5.53	694.47	99.21 %
<u>100-51440-311</u>	POSTAGE	600.00	600.00	9.64	184.76	415.24	69.21 %
<u>100-51440-312</u>	COPY USAGE & PAPER	600.00	600.00	61.57	64.49	535.51	89.25 %
<u>100-51440-322</u>	LEGAL NOTICES	2,200.00	2,200.00	167.12	215.86	1,984.14	90.19 %
<u>100-51440-324</u>	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51440-330</u>	SEMINARS, CONF & TRAVEL	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>100-51440-340</u>	OPERATING SUPPLIES	480.00	480.00	4.37	4.37	475.63	99.09 %
<u>100-51440-341</u>	PRINTING & FORMS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
Department: 51440 - ELECTIONS Total:		25,198.00	25,198.00	2,357.25	2,589.56	22,608.44	89.72 %
Department: 51500 - AUDIT							
<u>100-51500-290</u>	OTHER CONTRACTUAL SERVICES	17,177.00	17,177.00	0.00	0.00	17,177.00	100.00 %
Department: 51500 - AUDIT Total:		17,177.00	17,177.00	0.00	0.00	17,177.00	100.00 %
Department: 51510 - HUMAN RESOURCES							
<u>100-51510-110</u>	SALARIES - REGULAR	38,317.00	38,317.00	2,929.70	7,470.74	30,846.26	80.50 %
<u>100-51510-150</u>	FICA	2,931.00	2,931.00	197.50	504.96	2,426.04	82.77 %
<u>100-51510-151</u>	RETIREMENT (WRS)	2,529.00	2,529.00	193.36	493.07	2,035.93	80.50 %
<u>100-51510-152</u>	HEALTH INSURANCE	13,260.00	13,260.00	1,105.05	3,315.15	9,944.85	75.00 %
<u>100-51510-153</u>	DENTAL INSURANCE	661.00	661.00	55.12	165.36	495.64	74.98 %
<u>100-51510-154</u>	LIFE INSURANCE	6.00	6.00	0.00	0.60	5.40	90.00 %
<u>100-51510-225</u>	PHONE/INTERNET/CABLE	150.00	150.00	11.94	32.07	117.93	78.62 %
<u>100-51510-241</u>	EQUIPMENT MAINTENANCE CONT	185.00	185.00	0.00	0.00	185.00	100.00 %
<u>100-51510-290</u>	OTHER CONTRACTUAL SERVICES	5,913.00	5,913.00	141.75	1,621.25	4,291.75	72.58 %
<u>100-51510-310</u>	OFFICE SUPPLIES	445.00	445.00	4.30	81.97	363.03	81.58 %
<u>100-51510-311</u>	POSTAGE	200.00	200.00	1.94	13.10	186.90	93.45 %
<u>100-51510-312</u>	COPY USAGE & PAPER	295.00	295.00	9.16	27.98	267.02	90.52 %
<u>100-51510-320</u>	SUBSCRIPTIONS & DUES	515.00	515.00	0.00	515.00	0.00	0.00 %
<u>100-51510-321</u>	CERTIFICATIONS & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51510-330</u>	SEMINARS, CONF & TRAVEL	739.00	739.00	199.00	283.00	456.00	61.71 %
<u>100-51510-340</u>	OPERATING SUPPLIES	650.00	650.00	22.99	72.99	577.01	88.77 %
<u>100-51510-341</u>	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
Department: 51510 - HUMAN RESOURCES Total:		67,096.00	67,096.00	4,871.81	14,597.24	52,498.76	78.24 %
Department: 51530 - ASSESSOR							
<u>100-51530-120</u>	WAGES - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-121</u>	OVERTIME - REGULAR	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-128</u>	WAGES - BOR	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>100-51530-150</u>	FICA	23.00	23.00	0.00	0.00	23.00	100.00 %
<u>100-51530-151</u>	RETIREMENT (WRS)	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-152</u>	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-153</u>	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-154</u>	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-51530-225</u>	PHONE/INTERNET/CABLE	450.00	450.00	33.96	92.91	357.09	79.35 %
<u>100-51530-240</u>	SOFTWARE MAINTENANCE-CONTR	3,455.00	3,455.00	0.00	0.00	3,455.00	100.00 %
<u>100-51530-290</u>	OTHER CONTRACTUAL SERVICES	225,526.00	225,526.00	18,343.84	55,031.26	170,494.74	75.60 %
<u>100-51530-291</u>	TRANSCRIPTION CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-51530-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2016 Period Ending: 03/31/2016

		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	171.68	802.80	2,973.20	78.74 %
<u>100-51530-312</u>	COPY USAGE & PAPER	250.00	250.00	11.66	15.70	234.30	93.72 %
<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 %
Department: 51530 - ASSESSOR Total:		234,280.00	234,280.00	18,561.14	55,942.67	178,337.33	76.12 %
Department: 51540 - IT							
<u>100-51540-110</u>	SALARIES - REGULAR	34,955.00	34,955.00	2,654.82	6,769.79	28,185.21	80.63 %
<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	493.66	2,180.34	81.54 %
<u>100-51540-151</u>	RETIREMENT (WRS)	2,307.00	2,307.00	175.22	446.81	1,860.19	80.63 %
<u>100-51540-152</u>	HEALTH INSURANCE	5,096.00	5,096.00	424.67	1,274.01	3,821.99	75.00 %
<u>100-51540-153</u>	DENTAL INSURANCE	632.00	632.00	52.72	158.16	473.84	74.97 %
<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	77.85	175.46	1,328.54	88.33 %
<u>100-51540-240</u>	SOFTWARE MAINTENANCE CONTR	24,784.00	24,784.00	1,337.00	9,324.00	15,460.00	62.38 %
<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	5,400.00	7,303.00	57.49 %
<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	83.25	98.24	2,837.76	96.65 %
<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 %
Department: 51540 - IT Total:		90,995.00	90,995.00	6,798.93	24,140.49	66,854.51	73.47 %
Department: 51600 - CITY HALL							
<u>100-51600-110</u>	SALARIES - REGULAR	45,459.00	45,459.00	3,423.92	8,731.00	36,728.00	80.79 %
<u>100-51600-124</u>	WAGES - PERM PT	8,985.00	8,985.00	810.00	2,070.00	6,915.00	76.96 %
<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	306.99	784.01	3,705.99	82.54 %
<u>100-51600-151</u>	RETIREMENT (WRS)	3,000.00	3,000.00	225.98	576.25	2,423.75	80.79 %
<u>100-51600-152</u>	HEALTH INSURANCE	9,075.00	9,075.00	756.27	2,268.81	6,806.19	75.00 %
<u>100-51600-153</u>	DENTAL INSURANCE	454.00	454.00	37.87	113.61	340.39	74.98 %
<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	1,456.45	1,925.69	3,122.31	61.85 %
<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	345.52	1,870.52	1,073.48	36.46 %
<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	3,770.06	7,336.43	34,663.57	82.53 %
<u>100-51600-225</u>	PHONE/INTERNET/CABLE	2,535.00	2,535.00	479.91	1,129.20	1,405.80	55.46 %
<u>100-51600-240</u>	SOFTWARE MAINT. CONTRACTUAL	600.00	600.00	0.00	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	148.50	297.00	243.00	45.00 %
<u>100-51600-290</u>	OTHER CONTRACTUAL SERVICES	4,323.00	4,323.00	82.78	163.63	4,159.37	96.21 %
<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 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-51600-324	50.00	50.00	0.00	0.00	50.00	100.00 %
100-51600-330	100.00	100.00	0.00	0.00	100.00	100.00 %
100-51600-340	7,305.00	7,305.00	440.10	851.67	6,453.33	88.34 %
100-51600-341	0.00	0.00	0.00	0.00	0.00	0.00 %
100-51600-342	3,500.00	3,500.00	89.76	927.91	2,572.09	73.49 %
100-51600-350	4,225.00	4,225.00	443.53	539.44	3,685.56	87.23 %
100-51600-360	500.00	500.00	0.00	0.00	500.00	100.00 %
100-51600-361	1,350.00	1,350.00	28.93	68.59	1,281.41	94.92 %
100-51600-362	250.00	250.00	17.38	17.38	232.62	93.05 %
100-51600-363	1,028.00	1,028.00	0.00	70.95	957.05	93.10 %
100-51600-381	50.00	50.00	0.00	7.00	43.00	86.00 %
Department: 51600 - CITY HALL Total:	168,586.00	168,586.00	12,863.95	32,141.19	136,444.81	80.93 %
Department: 51900 - OTHER GOVERNMENT						
100-51900-397	0.00	0.00	1,121.29	693.52	-693.52	0.00 %
Department: 51900 - OTHER GOVERNMENT Total:	0.00	0.00	1,121.29	693.52	-693.52	0.00 %
Department: 51938 - SICK LEAVE PAYOUT						
100-51938-516	0.00	0.00	1,828.78	1,828.78	-1,828.78	0.00 %
Department: 51938 - SICK LEAVE PAYOUT Total:	0.00	0.00	1,828.78	1,828.78	-1,828.78	0.00 %
Department: 51939 - WORKER'S COMPENSATION						
100-51939-510	94,745.00	94,745.00	23,818.00	47,636.00	47,109.00	49.72 %
Department: 51939 - WORKER'S COMPENSATION Total:	94,745.00	94,745.00	23,818.00	47,636.00	47,109.00	49.72 %
Department: 51940 - UNEMPLOYMENT COMPENSATION						
100-51940-517	21,879.00	21,879.00	1,643.96	2,535.59	19,343.41	88.41 %
Department: 51940 - UNEMPLOYMENT COMPENSATION Total:	21,879.00	21,879.00	1,643.96	2,535.59	19,343.41	88.41 %
Department: 51941 - SALES TAX						
100-51941-301	9,700.00	9,700.00	69.85	227.55	9,472.45	97.65 %
Department: 51941 - SALES TAX Total:	9,700.00	9,700.00	69.85	227.55	9,472.45	97.65 %
Department: 51942 - ILLEGAL ASSESSMENTS						
100-51942-397	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51942 - ILLEGAL ASSESSMENTS Total:	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51943 - INS - FIRE, COMP / COLL, BOILER						
100-51943-511	35,728.00	35,728.00	0.00	35,966.40	-238.40	-0.67 %
Department: 51943 - INS - FIRE, COMP / COLL, BOILER Total:	35,728.00	35,728.00	0.00	35,966.40	-238.40	-0.67 %
Department: 51944 - INS - VEHICLES						
100-51944-512	19,777.00	19,777.00	0.00	18,128.25	1,648.75	8.34 %
Department: 51944 - INS - VEHICLES Total:	19,777.00	19,777.00	0.00	18,128.25	1,648.75	8.34 %
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE						
100-51945-513	33,065.00	33,065.00	0.00	30,347.00	2,718.00	8.22 %
Department: 51945 - PROPERTY & LIABILITY VEHICLE INSURANCE	33,065.00	33,065.00	0.00	30,347.00	2,718.00	8.22 %
Department: 51946 - SIR						
100-51946-514	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
Department: 51946 - SIR Total:	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
Department: 51947 - MONIES & SECURITIES INSURANCE MISC						
100-51947-515	1,562.00	1,562.00	0.00	2,929.14	-1,367.14	-87.52 %
Department: 51947 - MONIES & SECURITIES INSURANCE MISC Tot	1,562.00	1,562.00	0.00	2,929.14	-1,367.14	-87.52 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS						
100-51980-398	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 51980 - UNCOLLECTABLE ACCOUNTS Total:	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 52100 - POLICE						
100-52100-110	209,841.00	209,841.00	15,794.16	40,275.11	169,565.89	80.81 %
100-52100-120	1,437,113.00	1,437,113.00	102,235.63	267,883.49	1,169,229.51	81.36 %
100-52100-121	70,120.00	70,120.00	3,817.85	10,811.70	59,308.30	84.58 %
100-52100-122	0.00	0.00	1,023.07	1,727.13	-1,727.13	0.00 %
100-52100-124	8,176.00	8,176.00	552.83	1,440.09	6,735.91	82.39 %

		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	1,852.63	4,847.93	22,392.07	82.20 %
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	470.61	1,100.85	2,899.15	72.48 %
100-52100-141	ON CALL	5,200.00	5,200.00	400.00	1,100.00	4,100.00	78.85 %
100-52100-150	FICA	134,769.00	134,769.00	8,804.32	22,999.07	111,769.93	82.93 %
100-52100-151	RETIREMENT (WRS)	225,545.00	225,545.00	16,706.23	43,690.72	181,854.28	80.63 %
100-52100-152	HEALTH INSURANCE	539,936.00	539,936.00	41,741.54	125,224.62	414,711.38	76.81 %
100-52100-153	DENTAL INSURANCE	25,194.00	25,194.00	2,019.64	5,899.16	19,294.84	76.59 %
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	1,370.93	2,667.79	13,332.21	83.33 %
100-52100-225	PHONE/INTERNET/CABLE	5,940.00	5,940.00	526.18	1,420.61	4,519.39	76.08 %
100-52100-226	MOBILE DATA AIR CARDS	6,000.00	6,000.00	436.41	992.19	5,007.81	83.46 %
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	95.49	3,114.69	1,237.31	28.43 %
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	46.56	504.54	3,097.46	85.99 %
100-52100-310	OFFICE SUPPLIES	1,100.00	1,100.00	63.68	157.59	942.41	85.67 %
100-52100-311	POSTAGE	2,000.00	2,000.00	127.98	192.39	1,807.61	90.38 %
100-52100-312	COPY USAGE & PAPER	1,600.00	1,600.00	46.97	54.09	1,545.91	96.62 %
100-52100-320	SUBSCRIPTIONS & DUES	2,317.00	2,317.00	9.99	1,854.98	462.02	19.94 %
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	155.32	155.32	344.68	68.94 %
100-52100-330	SEMINARS, CONF & TRAVEL	14,700.00	14,700.00	1,309.35	4,347.35	10,352.65	70.43 %
100-52100-340	OPERATING SUPPLIES	12,000.00	12,000.00	506.78	1,853.71	10,146.29	84.55 %
100-52100-341	PRINTING & FORMS	1,800.00	1,800.00	41.63	156.92	1,643.08	91.28 %
100-52100-342	CLEANING & SANITARY SUPPLIES	150.00	150.00	8.98	30.00	120.00	80.00 %
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	388.92	1,589.79	10,410.21	86.75 %
100-52100-361	REGULAR FUEL	61,657.00	61,657.00	1,771.04	3,734.13	57,922.87	93.94 %
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	302.86	2,160.65	6,839.35	75.99 %
100-52100-390	AMMUNITION	2,800.00	2,800.00	126.60	126.60	2,673.40	95.48 %
100-52100-391	ERT SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
100-52100-392	NON LETHAL SUPPLIES	1,000.00	1,000.00	0.00	41.06	958.94	95.89 %
100-52100-399	ADD'L SOFTWARE & UPGRADES	1,500.00	1,500.00	59.00	59.00	1,441.00	96.07 %
Department: 52100 - POLICE Total:		2,866,811.00	2,866,811.00	202,813.18	563,170.30	2,303,640.70	80.36 %
Department: 52200 - FIRE							
100-52200-110	SALARIES - REGULAR	160,296.00	160,296.00	12,242.02	31,208.49	129,087.51	80.53 %
100-52200-120	WAGES - REGULAR	582,233.00	582,233.00	40,857.27	106,967.21	475,265.79	81.63 %
100-52200-121	OVERTIME - REGULAR	46,000.00	46,000.00	4,351.13	11,628.39	34,371.61	74.72 %
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	5,268.83	10,624.03	61,568.97	85.28 %
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	1,155.93	2,784.49	14,286.51	83.69 %
100-52200-151	RETIREMENT (WRS)	146,701.00	146,701.00	10,673.38	27,863.81	118,837.19	81.01 %
100-52200-152	HEALTH INSURANCE	241,346.00	241,346.00	19,578.32	58,734.96	182,611.04	75.66 %
100-52200-153	DENTAL INSURANCE	12,159.00	12,159.00	934.74	2,804.22	9,354.78	76.94 %
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	1,713.67	3,334.75	13,921.25	80.67 %
100-52200-225	PHONE/INTERNET/CABLE	2,000.00	2,000.00	249.46	672.44	1,327.56	66.38 %
100-52200-226	MOBILE DATA AIR CARDS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-52200-240	SOFTWARE MAINTENANCE CONTR	7,275.00	7,275.00	0.00	5,250.00	2,025.00	27.84 %
100-52200-241	EQUIPMENT MAINTENANCE CONT	3,538.00	3,538.00	0.00	2,629.94	908.06	25.67 %
100-52200-242	EQUIPMENT RENTAL	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
<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	10.19	37.14	162.86	81.43 %
<u>100-52200-312</u>	COPY USAGE & PAPER	180.00	180.00	0.00	0.17	179.83	99.91 %
<u>100-52200-320</u>	SUBSCRIPTIONS & DUES	1,896.00	1,896.00	40.00	285.00	1,611.00	84.97 %
<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	591.60	807.60	5,492.40	87.18 %
<u>100-52200-340</u>	OPERATING SUPPLIES	8,611.00	8,611.00	1,004.92	1,733.43	6,877.57	79.87 %
<u>100-52200-341</u>	PRINTING & FORMS	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>100-52200-342</u>	CLEANING & SANITARY SUPPLIES	2,000.00	2,000.00	0.00	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	1,800.43	1,809.54	4,190.46	69.84 %
<u>100-52200-361</u>	REGULAR FUEL	7,000.00	7,000.00	210.02	554.08	6,445.92	92.08 %
<u>100-52200-362</u>	OFF ROAD FUEL	500.00	500.00	6.51	6.51	493.49	98.70 %
<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	0.00	2,360.87	639.13	21.30 %
<u>100-52200-394</u>	EMS - SUPPLIES	3,424.00	3,424.00	0.00	607.56	2,816.44	82.26 %
<u>100-52200-399</u>	ADD'L SOFTWARE & UPGRADES	150.00	150.00	0.00	150.00	0.00	0.00 %
Department: 52200 - FIRE Total:		1,362,391.00	1,362,391.00	100,688.42	273,125.93	1,089,265.07	79.95 %
Department: 52210 - HYDRANTS							
<u>100-52210-290</u>	OTHER CONTRACTUAL SERVICES	390,168.00	390,168.00	0.00	0.00	390,168.00	100.00 %
Department: 52210 - HYDRANTS Total:		390,168.00	390,168.00	0.00	0.00	390,168.00	100.00 %
Department: 52400 - INSPECTIONS							
<u>100-52400-110</u>	SALARIES - REGULAR	36,228.00	36,228.00	3,249.86	8,512.15	27,715.85	76.50 %
<u>100-52400-120</u>	WAGES - REGULAR	246,725.00	246,725.00	18,659.98	47,545.76	199,179.24	80.73 %
<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	1,512.92	3,919.50	17,726.50	81.89 %
<u>100-52400-151</u>	RETIREMENT (WRS)	18,675.00	18,675.00	1,446.07	3,699.87	14,975.13	80.19 %
<u>100-52400-152</u>	HEALTH INSURANCE	90,080.00	90,080.00	7,506.64	21,158.63	68,921.37	76.51 %
<u>100-52400-153</u>	DENTAL INSURANCE	4,075.00	4,075.00	339.64	951.02	3,123.98	76.66 %
<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	210.68	504.51	1,835.49	78.44 %
<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	1,290.00	2,492.50	-1,992.50	-398.50 %
<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	69.29	88.80	711.20	88.90 %
<u>100-52400-311</u>	POSTAGE	700.00	700.00	24.36	86.72	613.28	87.61 %
<u>100-52400-312</u>	COPY USAGE & PAPER	1,500.00	1,500.00	56.06	371.76	1,128.24	75.22 %
<u>100-52400-320</u>	SUBSCRIPTIONS & DUES	390.00	390.00	0.00	180.00	210.00	53.85 %
<u>100-52400-321</u>	CERTIFICATIONS & LICENSES	115.00	115.00	32.50	114.50	0.50	0.43 %
<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	40.00	719.00	2,881.00	80.03 %
<u>100-52400-340</u>	OPERATING SUPPLIES	150.00	150.00	32.48	32.48	117.52	78.35 %
<u>100-52400-341</u>	PRINTING & FORMS	1,130.00	1,130.00	0.00	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	79.27	220.14	2,879.86	92.90 %
<u>100-52400-381</u>	EMPLOYMENT TESTING	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 52400 - INSPECTIONS Total:		441,026.00	441,026.00	34,549.75	90,717.23	350,308.77	79.43 %
Department: 52601 - EMERGENCY GOVERNMENT							
<u>100-52601-290</u>	OTHER CONTRACTUAL SERVICES	7,000.00	7,000.00	0.00	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 %
Department: 52601 - EMERGENCY GOVERNMENT Total:		7,000.00	7,000.00	0.00	7,000.00	0.00	0.00 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 52700 - JAIL						
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 %
Department: 53100 - ENGINEERING						
100-53100-110	SALARIES - REGULAR	71,974.00	71,974.00	5,458.48	13,919.13	58,054.87 80.66 %
100-53100-120	WAGES - REGULAR	2,022.00	2,022.00	154.02	392.75	1,629.25 80.58 %
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	1,001.78	4,659.22 82.30 %
100-53100-151	RETIREMENT (WRS)	4,884.00	4,884.00	370.42	944.58	3,939.42 80.66 %
100-53100-152	HEALTH INSURANCE	21,140.00	21,140.00	1,761.67	5,285.01	15,854.99 75.00 %
100-53100-153	DENTAL INSURANCE	1,023.00	1,023.00	85.28	255.84	767.16 74.99 %
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	192.99	451.52	1,874.48 80.59 %
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	0.00	19.51	1,280.49 98.50 %
100-53100-311	POSTAGE	500.00	500.00	23.65	26.04	473.96 94.79 %
100-53100-312	COPY USAGE & PAPER	1,200.00	1,200.00	21.68	54.85	1,145.15 95.43 %
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	0.00	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	37.29	60.20	639.80 91.40 %
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	8,497.60	23,709.30	92,415.70 79.58 %
Department: 53310 - BOARD OF PUBLIC WORKS						
100-53310-291	TRANSCRIPTION CONTRACTUAL	1,200.00	1,200.00	0.00	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	0.00	86.24	2,313.76 96.41 %
Department: 53311 - STREET						
100-53311-110	SALARIES - REGULAR	59,178.00	59,178.00	4,535.30	11,565.02	47,612.98 80.46 %
100-53311-120	WAGES - REGULAR	268,330.00	268,330.00	16,684.58	51,787.08	216,542.92 80.70 %
100-53311-121	OVERTIME - REGULAR	14,000.00	14,000.00	170.44	1,090.81	12,909.19 92.21 %
100-53311-124	WAGES - PERM PT	300.00	300.00	22.90	56.11	243.89 81.30 %
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	1,455.19	4,450.41	22,085.59 83.23 %
100-53311-151	RETIREMENT (WRS)	22,540.00	22,540.00	1,411.76	4,004.25	18,535.75 82.23 %
100-53311-152	HEALTH INSURANCE	135,488.00	135,488.00	10,158.50	31,874.62	103,613.38 76.47 %
100-53311-153	DENTAL INSURANCE	7,212.00	7,212.00	534.39	1,683.05	5,528.95 76.66 %
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	156.13	156.13	493.87 75.98 %
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	362.09	846.93	8,553.07 90.99 %
100-53311-225	PHONE/INTERNET/CABLE	2,304.00	2,304.00	225.30	674.40	1,629.60 70.73 %
100-53311-230	COUNTY HWY DEPT SERVICES	250.00	250.00	0.00	0.00	250.00 100.00 %
100-53311-240	SOFTWARE MAINTENANCE CONTR	710.00	710.00	0.00	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
100-53311-242	EQUIPMENT RENTAL	11,000.00	11,000.00	2,800.00	5,600.00	5,400.00	49.09 %
100-53311-243	LEASES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-290	OTHER CONTRACTUAL SERVICES	16,000.00	16,000.00	224.98	1,584.16	14,415.84	90.10 %
100-53311-310	OFFICE SUPPLIES	200.00	200.00	0.00	8.72	191.28	95.64 %
100-53311-311	POSTAGE	300.00	300.00	0.71	360.30	-60.30	-20.10 %
100-53311-312	COPY USAGE & PAPER	50.00	50.00	12.02	12.02	37.98	75.96 %
100-53311-320	SUBSCRIPTIONS & DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53311-322	LEGAL NOTICES	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-324	RECRUITMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
100-53311-330	SEMINARS, CONF & TRAVEL	500.00	500.00	0.00	150.00	350.00	70.00 %
100-53311-340	OPERATING SUPPLIES	4,850.00	4,850.00	208.36	881.50	3,968.50	81.82 %
100-53311-341	PRINTING & FORMS	100.00	100.00	0.00	0.00	100.00	100.00 %
100-53311-342	CLEANING & SANITARY SUPPLIES	600.00	600.00	19.04	89.26	510.74	85.12 %
100-53311-350	BLDG & GRDS MAINT & REPAIRS	1,500.00	1,500.00	532.61	671.04	828.96	55.26 %
100-53311-360	VEHICLE MAINT. & REPAIRS	5,500.00	5,500.00	30.14	266.78	5,233.22	95.15 %
100-53311-361	REGULAR FUEL	20,800.00	20,800.00	1,089.45	2,275.03	18,524.97	89.06 %
100-53311-362	OFF ROAD FUEL	5,000.00	5,000.00	193.59	328.57	4,671.43	93.43 %
100-53311-363	EQUIPMENT MAINT & REPAIRS	12,000.00	12,000.00	1,229.95	3,093.78	8,906.22	74.22 %
100-53311-370	SALT & SAND	77,107.00	77,107.00	0.00	0.00	77,107.00	100.00 %
100-53311-371	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	485.00	485.00	2,015.00	80.60 %
100-53311-375	STREET MAINT & REPAIRS	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-53311-381	EMPLOYMENT TESTING	500.00	500.00	30.80	67.79	432.21	86.44 %
100-53311-382	UNIFORMS & SAFETY ATTIRE	1,000.00	1,000.00	89.22	89.22	910.78	91.08 %
100-53311-399	ADD'L SOFTWARE & UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 53311 - STREET Total:		719,493.00	719,493.00	42,662.45	125,120.09	594,372.91	82.61 %
Department: 53312 - STREET SIGNS & SIGNALS							
100-53312-221	ELECTRIC & GAS	7,800.00	7,800.00	767.17	1,634.74	6,165.26	79.04 %
100-53312-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53312-292	ELECTRICAL CONTRACTUAL	1,000.00	1,000.00	0.00	1.00	999.00	99.90 %
100-53312-372	STREET SIGN MAINT & REPAIRS	9,000.00	9,000.00	1,162.33	1,162.33	7,837.67	87.09 %
100-53312-373	STREET SIGNAL MAINT & REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
Department: 53312 - STREET SIGNS & SIGNALS Total:		19,300.00	19,300.00	1,929.50	2,798.07	16,501.93	85.50 %
Department: 53315 - STREET LIGHTS							
100-53315-221	ELECTRIC & GAS	233,605.00	233,605.00	18,173.31	36,699.97	196,905.03	84.29 %
100-53315-290	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
100-53315-292	ELECTRICAL CONTRACTUAL	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-53315-374	STREET LIGHT MAINT & REPAIRS	1,500.00	1,500.00	0.00	188.80	1,311.20	87.41 %
Department: 53315 - STREET LIGHTS Total:		240,105.00	240,105.00	18,173.31	36,888.77	203,216.23	84.64 %
Department: 53440 - STORM WATER							
100-53440-200	GF STORM WATER ERU	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 53440 - STORM WATER Total:		0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 54110 - ANIMAL CONTROL							
100-54110-290	OTHER CONTRACTUAL SERVICES	56,000.00	56,000.00	3,185.55	6,426.10	49,573.90	88.52 %
Department: 54110 - ANIMAL CONTROL Total:		56,000.00	56,000.00	3,185.55	6,426.10	49,573.90	88.52 %
Department: 55110 - LIBRARY							
100-55110-110	SALARIES - REGULAR	26,740.00	26,740.00	2,014.04	5,135.81	21,604.19	80.79 %
100-55110-124	WAGES - PERM PT	10,904.00	10,904.00	824.40	2,019.78	8,884.22	81.48 %
100-55110-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
100-55110-150	FICA	2,880.00	2,880.00	207.12	522.35	2,357.65	81.86 %
100-55110-151	RETIREMENT (WRS)	1,765.00	1,765.00	132.92	338.95	1,426.05	80.80 %
100-55110-152	HEALTH INSURANCE	5,389.00	5,389.00	449.06	1,347.18	4,041.82	75.00 %
100-55110-153	DENTAL INSURANCE	271.00	271.00	22.59	67.77	203.23	74.99 %
100-55110-154	LIFE INSURANCE	9.00	9.00	0.00	0.77	8.23	91.44 %
100-55110-211	BOILER CONTRACTUAL	635.00	635.00	0.00	0.00	635.00	100.00 %
100-55110-213	HVAC CONTRACTUAL	4,196.00	4,196.00	0.00	0.00	4,196.00	100.00 %

Budget Report

For Fiscal: 2016 Period Ending: 03/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>100-55110-214</u>	FIRE CONTRACTUAL	1,534.00	1,534.00	22.50	22.50	1,511.50	98.53 %
<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	2,143.73	4,338.39	20,037.61	82.20 %
<u>100-55110-225</u>	PHONE/INTERNET/CABLE	650.00	650.00	54.05	154.95	495.05	76.16 %
<u>100-55110-240</u>	SOFTWARE MAINTENANCE CONTR	750.00	750.00	0.00	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	137.52	250.55	2,224.45	89.88 %
<u>100-55110-342</u>	CLEANING & SANITARY SUPPLIES	2,100.00	2,100.00	37.12	490.28	1,609.72	76.65 %
<u>100-55110-350</u>	BLDG & GRDS MAINT & REPAIRS	2,000.00	2,000.00	6.29	48.23	1,951.77	97.59 %
<u>100-55110-360</u>	VEHICLE MAINT. & REPAIRS	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>100-55110-363</u>	EQUIPMENT MAINT. & REPAIRS	200.00	200.00	0.00	0.00	200.00	100.00 %
Department: 55110 - LIBRARY Total:		92,248.00	92,248.00	6,051.34	16,252.43	75,995.57	82.38 %
Department: 55200 - PARKS							
<u>100-55200-110</u>	SALARIES - REGULAR	56,929.00	56,929.00	4,357.68	11,112.08	45,816.92	80.48 %
<u>100-55200-120</u>	WAGES - REGULAR	76,002.00	76,002.00	5,421.64	14,418.58	61,583.42	81.03 %
<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	930.00	996.00	33,451.00	97.11 %
<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	790.89	1,958.37	10,922.63	84.80 %
<u>100-55200-151</u>	RETIREMENT (WRS)	9,552.00	9,552.00	706.81	1,746.40	7,805.60	81.72 %
<u>100-55200-152</u>	HEALTH INSURANCE	17,795.00	17,795.00	1,482.91	4,448.73	13,346.27	75.00 %
<u>100-55200-153</u>	DENTAL INSURANCE	1,870.00	1,870.00	155.84	467.52	1,402.48	75.00 %
<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	238.04	238.04	-188.04	376.08 %
<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	1,859.76	3,762.22	18,737.78	83.28 %
<u>100-55200-225</u>	PHONE/INTERNET/CABLE	2,700.00	2,700.00	225.44	673.65	2,026.35	75.05 %
<u>100-55200-240</u>	SOFTWARE MAINTENANCE CONTR	600.00	600.00	0.00	600.00	0.00	0.00 %
<u>100-55200-242</u>	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-290</u>	OTHER CONTRACTUAL SERVICES	384.00	384.00	0.00	0.00	384.00	100.00 %
<u>100-55200-291</u>	TRANSCRIPTION CONTRACTUAL	600.00	600.00	42.90	85.93	514.07	85.68 %
<u>100-55200-292</u>	ELECTRICAL CONTRACTUAL	450.00	450.00	0.00	0.00	450.00	100.00 %
<u>100-55200-293</u>	PLUMBING CONTRACTUAL	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>100-55200-310</u>	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-311</u>	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-312</u>	COPY USAGE & PAPER	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>100-55200-320</u>	SUBSCRIPTIONS & DUES	400.00	400.00	0.00	0.00	400.00	100.00 %
<u>100-55200-321</u>	CERTIFICATIONS & LICENSES	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>100-55200-330</u>	SEMINARS, CONF & TRAVEL	590.00	590.00	0.00	215.00	375.00	63.56 %
<u>100-55200-340</u>	OPERATING SUPPLIES	10,625.00	10,625.00	2,481.80	3,753.43	6,871.57	64.67 %
<u>100-55200-342</u>	CLEANING & SANITARY SUPPLIES	2,500.00	2,500.00	332.94	801.84	1,698.16	67.93 %
<u>100-55200-350</u>	BLDG & GRDS MAINT & REPAIRS	12,000.00	12,000.00	265.00	481.82	11,518.18	95.98 %
<u>100-55200-360</u>	VEHICLE MAINT. & REPAIRS	3,000.00	3,000.00	1,210.32	1,706.28	1,293.72	43.12 %
<u>100-55200-361</u>	REGULAR FUEL	7,600.00	7,600.00	231.59	491.76	7,108.24	93.53 %
<u>100-55200-362</u>	OFF ROAD FUEL	2,600.00	2,600.00	216.64	358.60	2,241.40	86.21 %
<u>100-55200-363</u>	EQUIPMENT MAINT & REPAIRS	4,500.00	4,500.00	638.73	1,207.72	3,292.28	73.16 %
<u>100-55200-371</u>	TREE & BRUSH MAINTENANCE	2,500.00	2,500.00	0.00	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: 03/31/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-55200-382	250.00	250.00	0.00	0.00	250.00	100.00 %
UNIFORMS & SAFETY ATTIRE						
Department: 55200 - PARKS Total:	300,978.00	300,978.00	21,588.93	52,382.54	248,595.46	82.60 %
Department: 55300 - RECREATION						
100-55300-110	168,516.00	168,516.00	12,861.52	32,796.88	135,719.12	80.54 %
SALARIES - REGULAR						
100-55300-120	0.00	0.00	0.00	0.00	0.00	0.00 %
WAGES - REGULAR						
100-55300-121	0.00	0.00	0.00	0.00	0.00	0.00 %
OVERTIME - REGULAR						
100-55300-124	36,167.00	36,167.00	1,913.01	5,138.53	31,028.47	85.79 %
WAGES - PERM PT						
100-55300-125	0.00	0.00	0.00	0.00	0.00	0.00 %
OVERTIME - PERM PT						
100-55300-126	55,567.00	55,567.00	2,800.13	8,050.78	47,516.22	85.51 %
WAGES - TEMP/SEAS						
100-55300-127	0.00	0.00	0.00	0.00	0.00	0.00 %
OVERTIME - TEMP/SEAS						
100-55300-150	19,909.00	19,909.00	1,193.19	3,139.77	16,769.23	84.23 %
FICA						
100-55300-151	12,516.00	12,516.00	950.64	2,424.45	10,091.55	80.63 %
RETIREMENT (WRS)						
100-55300-152	51,572.00	51,572.00	4,297.65	12,892.95	38,679.05	75.00 %
HEALTH INSURANCE						
100-55300-153	2,157.00	2,157.00	151.77	511.37	1,645.63	76.29 %
DENTAL INSURANCE						
100-55300-154	47.00	47.00	0.00	4.01	42.99	91.47 %
LIFE INSURANCE						
100-55300-225	3,000.00	3,000.00	253.88	650.02	2,349.98	78.33 %
PHONE/INTERNET/CABLE						
100-55300-240	250.00	250.00	0.00	0.00	250.00	100.00 %
SOFTWARE MAINTENANCE CONTR						
100-55300-241	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
EQUIPMENT MAINTENANCE CONTR						
100-55300-290	500.00	500.00	0.00	0.00	500.00	100.00 %
OTHER CONTRACTUAL SERVICES						
100-55300-310	1,190.00	1,190.00	0.00	61.70	1,128.30	94.82 %
OFFICE SUPPLIES						
100-55300-311	4,500.00	4,500.00	257.97	473.35	4,026.65	89.48 %
POSTAGE						
100-55300-312	3,000.00	3,000.00	339.21	518.16	2,481.84	82.73 %
COPY USAGE & PAPER						
100-55300-320	775.00	775.00	0.00	750.00	25.00	3.23 %
SUBSCRIPTIONS & DUES						
100-55300-321	0.00	0.00	0.00	0.00	0.00	0.00 %
CERTIFICATIONS & LICENSES						
100-55300-330	2,100.00	2,100.00	127.31	839.44	1,260.56	60.03 %
SEMINARS, CONF & TRAVEL						
100-55300-340	26,900.00	26,900.00	198.15	2,016.75	24,883.25	92.50 %
OPERATING SUPPLIES						
100-55300-341	5,000.00	5,000.00	0.00	1,617.94	3,382.06	67.64 %
PRINTING & FORMS						
100-55300-381	450.00	450.00	0.00	0.00	450.00	100.00 %
EMPLOYMENT TESTING						
Department: 55300 - RECREATION Total:	395,116.00	395,116.00	25,344.43	71,886.10	323,229.90	81.81 %
Department: 55420 - AQUATIC CENTER						
100-55420-120	19,418.00	19,418.00	1,467.52	3,742.18	15,675.82	80.73 %
WAGES - REGULAR						
100-55420-121	0.00	0.00	0.00	0.00	0.00	0.00 %
OVERTIME - REGULAR						
100-55420-126	80,322.00	80,322.00	21.75	731.78	79,590.22	99.09 %
WAGES - TEMP/SEAS						
100-55420-127	0.00	0.00	0.00	0.00	0.00	0.00 %
OVERTIME - TEMP/SEAS						
100-55420-150	7,630.00	7,630.00	103.23	315.51	7,314.49	95.86 %
FICA						
100-55420-151	1,282.00	1,282.00	96.86	246.99	1,035.01	80.73 %
RETIREMENT (WRS)						
100-55420-152	6,716.00	6,716.00	559.65	1,678.95	5,037.05	75.00 %
HEALTH INSURANCE						
100-55420-153	383.00	383.00	31.95	95.85	287.15	74.97 %
DENTAL INSURANCE						
100-55420-154	4.00	4.00	0.00	0.31	3.69	92.25 %
LIFE INSURANCE						
100-55420-220	7,151.00	7,151.00	0.00	1,367.34	5,783.66	80.88 %
WATER/SEWER/STORM WATER						
100-55420-221	13,779.00	13,779.00	755.57	1,629.54	12,149.46	88.17 %
ELECTRIC & GAS						
100-55420-225	360.00	360.00	27.91	83.59	276.41	76.78 %
PHONE/INTERNET/CABLE						
100-55420-290	10,987.00	10,987.00	0.00	0.00	10,987.00	100.00 %
OTHER CONTRACTUAL SERVICES						
100-55420-321	250.00	250.00	0.00	0.00	250.00	100.00 %
CERTIFICATIONS & LICENSES						
100-55420-330	250.00	250.00	0.00	56.01	193.99	77.60 %
SEMINARS, CONF & TRAVEL						
100-55420-340	4,650.00	4,650.00	67.85	683.48	3,966.52	85.30 %
OPERATING SUPPLIES						
100-55420-342	450.00	450.00	0.00	0.00	450.00	100.00 %
CLEANING & SANITARY SUPPLIES						
100-55420-343	17,800.00	17,800.00	0.00	47.57	17,752.43	99.73 %
CONCESSIONS SUPPLIES						
100-55420-350	4,600.00	4,600.00	0.00	0.00	4,600.00	100.00 %
BLDG & GRDS MAINT & REPAIRS						
100-55420-363	500.00	500.00	0.00	0.00	500.00	100.00 %
EQUIPMENT MAINT & REPAIRS						
Department: 55420 - AQUATIC CENTER Total:	176,532.00	176,532.00	3,132.29	10,679.10	165,852.90	93.95 %
Department: 56600 - URBAN PLANNING						
100-56600-290	0.00	0.00	0.00	0.00	0.00	0.00 %
OTHER CONTRACTUAL SERVICES						
100-56600-320	0.00	0.00	0.00	0.00	0.00	0.00 %
SUBSCRIPTIONS & DUES						
Department: 56600 - URBAN PLANNING Total:	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2016 Period Ending: 03/31/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 56610 - CITY STUDY						
100-56610-295 CITY STUDY	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56610 - CITY STUDY Total:	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 56700 - ECONOMIC DEVELOPMENT						
100-56700-290 OTHER CONTRACTUAL SERVICES	14,498.00	14,498.00	0.00	0.00	14,498.00	100.00 %
Department: 56700 - ECONOMIC DEVELOPMENT Total:	14,498.00	14,498.00	0.00	0.00	14,498.00	100.00 %
Department: 56900 - PLANNING & ZONING						
100-56900-110 SALARIES - REGULAR	38,202.00	38,202.00	3,055.52	8,016.57	30,185.43	79.02 %
100-56900-120 WAGES - REGULAR	4,045.00	4,045.00	308.04	785.50	3,259.50	80.58 %
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	629.87	2,602.13	80.51 %
100-56900-151 RETIREMENT (WRS)	2,789.00	2,789.00	222.00	580.95	2,208.05	79.17 %
100-56900-152 HEALTH INSURANCE	8,179.00	8,179.00	681.62	2,044.86	6,134.14	75.00 %
100-56900-153 DENTAL INSURANCE	657.00	657.00	54.73	164.19	492.81	75.01 %
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	130.85	330.27	1,769.73	84.27 %
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	150.80	383.50	2,516.50	86.78 %
100-56900-310 OFFICE SUPPLIES	760.00	760.00	10.78	10.78	749.22	98.58 %
100-56900-311 POSTAGE	880.00	880.00	86.05	172.83	707.17	80.36 %
100-56900-312 COPY USAGE & PAPER	2,745.00	2,745.00	81.34	151.30	2,593.70	94.49 %
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	325.22	733.87	2,566.13	77.76 %
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	25.00	360.50	1,739.50	82.83 %
100-56900-340 OPERATING SUPPLIES	670.00	670.00	11.45	11.45	658.55	98.29 %
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	21.40	42.86	957.14	95.71 %
Department: 56900 - PLANNING & ZONING Total:	51,923.00	51,923.00	5,404.72	15,139.24	36,783.76	70.84 %
Department: 59200 - TRANSFERS						
100-59200-590 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00 %
Department: 59200 - TRANSFERS Total:	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:	8,713,116.00	8,713,116.00	592,242.75	1,686,532.64	7,026,583.36	80.64 %
Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-467,469.57	-1,143,064.85	-1,143,064.85	0.00 %
Report Surplus (Deficit):	0.00	0.00	-467,469.57	-1,143,064.85	-1,143,064.85	0.00 %

**2016 Parking Ramp Operating Costs
Through 1st Quarter**

	<u>1st Quarter</u>		<u>2nd Quarter</u>		<u>3rd Quarter</u>		<u>4th Quarter</u>		<u>Annual</u>	
	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>
Electricity & Gas	\$ 4,849.92	\$ 9,776.40		\$ 7,408.37		\$ 6,160.38		\$ 3,605.07	\$ 4,849.92	\$ 26,950.22
Water	356.96	259.50		267.50		476.72		1,025.00	356.96	2,028.72
Insurance	1,998.39	1,737.30		1,737.30		1,737.30		1,824.33	1,998.39	7,036.23
Contracted Cleaning Service	399.50	272.00		1,054.00		1,351.50		1,300.00	399.50	3,977.50
Snow Removal Services	4,237.50	2,875.00		242.50				437.50	4,237.50	3,555.00
Lawn Mowing / landscaping / Pest Control	605.62	679.00		2,098.42		2,445.50		1,641.25	605.62	6,864.17
Elevator Inspection & Permit (Fabco)				647.89					-	647.89
Ice Melt									-	-
Generator Service Contract									-	-
Repair to Ramp/Minor Supplies				174.87		220.00			-	394.87
Photo Sensor & Lamps									-	-
Security Services :										
Smoke detector testing (annual cost \$160)	40.00	40.00		40.00		40.00		40.00	40.00	160.00
Monitoring CCTV 24/7 (\$125/mo)	375.00	375.00		375.00		375.00		375.00	375.00	1,500.00
Monitoring Smoke/Fire alarm (\$25/mo)	75.00	75.00		75.00		75.00		75.00	75.00	300.00
Patrolling ramp 5-6 times per weekday & monthly inspects of fire extinguishers (1 hr per day @ \$23.00/hr and \$10.00 Auto x 60 days)	1,980.00	1,980.00		1,980.00		1,980.00		1,980.00	1,980.00	7,920.00
Elevator Service Contract	845.94	841.74		841.74		845.94		845.94	845.94	3,375.36
Total	\$ 15,763.83	\$ 18,910.94	\$ -	\$ 16,942.59	\$ -	\$ 15,707.34	\$ -	\$ 13,149.09	\$ 15,763.83	\$ 64,709.96
				Revenue						
City of Onalaska 15-1428755-45300	\$ 1,250.00	\$ 1,250.00		\$ 1,250.00		\$ 1,250.00		\$ 1,250.00	\$ 1,250.00	\$ 5,000.00
Stoney Creek 15-1428755-45300	1,576.38	1,891.09		1,694.26		1,570.73		1,314.91	1,576.38	6,471.00
Total	\$ 2,826.38	\$ 3,141.09	\$ -	\$ 2,944.26	\$ -	\$ 2,820.73	\$ -	\$ 2,564.91	\$ 2,826.38	\$ 11,471.00

Note: Monthly average number of cars

January	397	377	April	385	July	378	Oct	391
February	396	374	May	384	August	385	Nov	
March	392	388	June	378	Sept	372	Dec	
High daily count during quarter	January 21st	460	May 14th		Aug 11th		Nov 3rd	
	March 19th	415	May 14th	428	Aug 11th	402	Nov 3rd	430

F-17

Cash Management Policy

1.0 INTERNAL CONTROL

Effective cash management requires timely collection of revenues and disbursements of expenses. This policy provides a summary of the major recommended cash management practices and legal requirements for the City of Onalaska.

1.1 Written Process

The Director of Finance shall establish a system of written internal controls, and the segregation of duties is mandatory to ensure proper handling of cash collections and to be in compliance with annual audit procedures reviewed by the independent auditor. These controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions.

1.2 Petty cash

The Finance Department petty cash is housed in a secure and locked location and is limited access to three or four authorized employees. Petty cash are utilized to record the withdraw of funds and signed by the individual requesting withdrawal.

Other departments that maintain separate petty cash funds which can only be reimbursed by submittal of approval by the Finance Department. These funds are periodically audited and reconciled.

1.3 Check fraud protection

The City secures its check stock in a locked location with access limited to only the Finance Department. Two authorized signatures are required on all checks disbursed that being the Mayor and City Clerk. Duties are segregated among staff for initiating, authorizing, preparing, posting, mailing payments and reconciling bank statements.

1.4 DAILY CASH MANAGEMENT PRACTICES AND POLICIES

The City of Onalaska Finance Department requires that all departments collecting cash receipts, whether in cash or other forms of payment, must turn in such receipts to the Finance Department on a daily basis together with records required to verify the accuracy of such collections. No receipts will be held overnight at any location for any reason. All receipts shall be deposited daily by the Finance Department. Any violation of this section of this policy by any employee of the City may result in disciplinary action.

1.5 SEPARATE PROVISIONS OF POLICY AND CONFLICTS WITH WISCONSIN LAW

The above policy shall remain in full force and effect until revoked by the City Council. If, after adoption of this policy, there is any conflict of this policy with Wisconsin laws and/or statutes, current law shall dictate.

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F-96

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www.HawkinsAshCPAs.com

#1

TO: Fred Buehler, Finance Director, City of Onalaska
FROM: Monica Hauser, Partner
DATE: April 25, 2016
SUBJECT: Quote for internal control review of cash handling

We are proposing to do a review of each department of the City's cash handling procedures. We will review the documented procedures provided by each department, look for any opportunities to strengthen internal controls in the department, and issue recommendations on improvements on internal controls.

Our proposed fee is \$130 per hour at an estimated amount of 20 hours. You will be billed on actual hours for the project at this rate. We will provide a written report outlining our findings and recommendations. = 2600

Buehler, Fred

From: Ganschow, Rob <RGanschow@WIPFLI.com>
Sent: Wednesday, April 27, 2016 10:44 AM
To: Buehler, Fred
Subject: RE: CASH MGMT. REVIEW

#2

Fred,

Based on the quick turnaround you are looking for and the staff that I have available during that timeframe, I am going to quote an hourly fee of \$250/hr. (total fee estimate of \$5,000 based on your estimate of 20 hours). This fee takes into account my hourly rate as well as the manager who will perform the majority of the work.

Thank you for reaching out to Wipfli and I will wait to hear back from you.

Sincerely,

Rob Ganschow, CPA, CFE | Partner | Wipfli LLP | Office: 715.858.6642 | Cell: 715.577.5230 | Fax: 715.832.2345
3703 Oakwood Hills Parkway, Eau Claire, WI 54702-0690
www.wipfli.com | rganschow@wipfli.com

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CPAs and Consultants

F-10

Buehler, Fred

From: Burmaster, Cari
Sent: Thursday, April 28, 2016 8:47 AM
To: Buehler, Fred
Subject: FW: Transcription bid for 2017

Kirk's last contract was a two year contract for 2015-2016 with the same pricing from 2014 (\$0.13 / line). He actually reduced his minimum charge for the 2017-2018 contract by \$5.00.

Cari Burmaster, CM@WOMC

City Clerk, City of Onalaska
415 Main Street, Onalaska, WI 54650
Population 18,259
Phone: 608/781-9530, x202
Fax: 608/781-9534
E-mail: cburmaster@cityofonalaska.com

From: Kirk Bey [<mailto:beykirk@yahoo.com>]
Sent: Wednesday, April 27, 2016 1:04 PM
To: Burmaster, Cari
Subject: Transcription bid for 2017

Hi, Cari. Here is my bid for 2017:

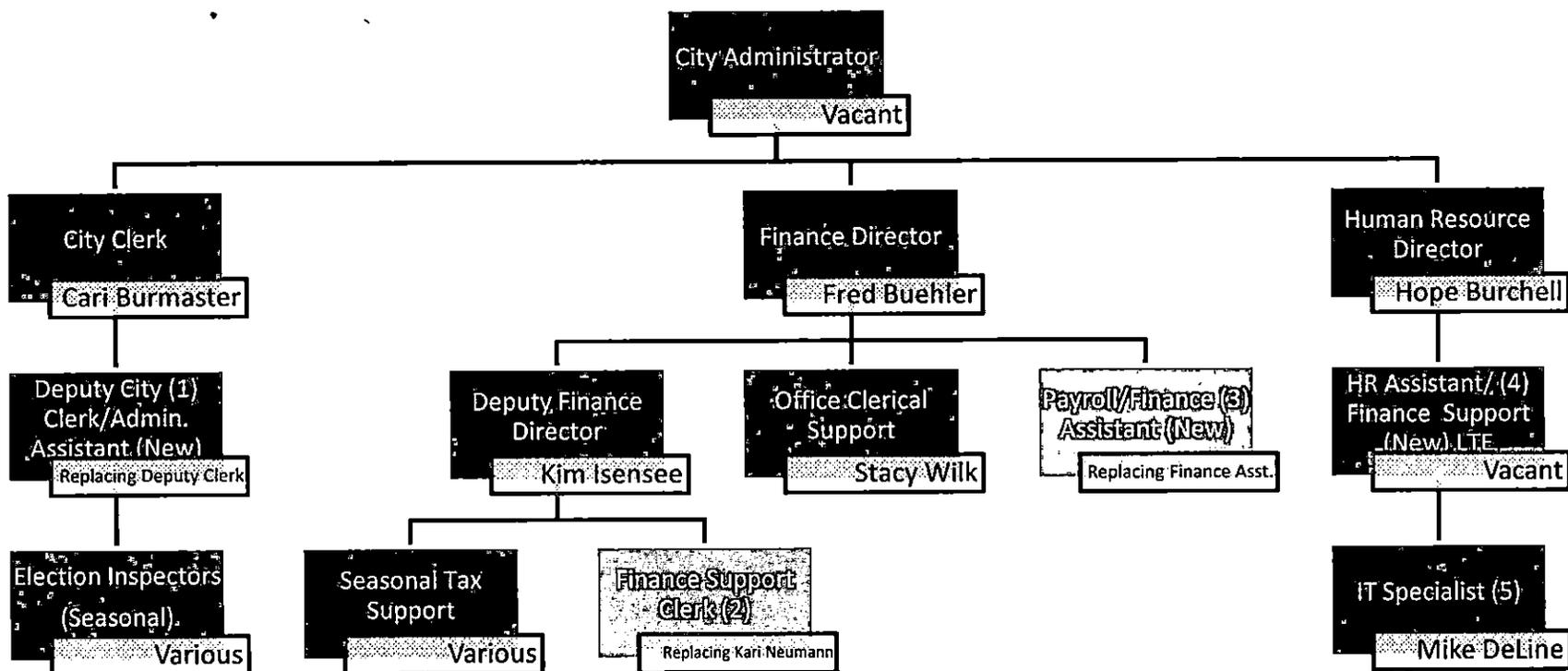
13 cents per line (unchanged from current price)
\$10 minimum (reduction of \$5 from current price)

Would staff, the Finance and Personnel Committee and the Council be open to another two-year contract? If so, my prices for 2018 would be the same as I am bidding for 2017.

Thank you for allowing me to submit a bid, and also for allowing me to serve you. Please let me know if you have any questions.

Kirk

Clerk/Finance/HR Suite



- (1) Deputy City Clerk position changes to Deputy City Clerk/Administrative Assistant. Position is advertised (internally and externally).
- (2) Finance Support Clerk position replaces Law Enforcement Records Specialist and all money handling moves from the Police Dept. to Finance. Position is advertised (internally and externally). Supervision will fall to Deputy Finance Director for this position and seasonal tax support staff.
- (3) Payroll/Finance Assistant position is changing the part-time Finance Assistant to a full-time Payroll/Finance Assistant position. Position is advertised (internally and externally).
- (4) HR Assistant/Finance Support Clerk is a new position. Position is advertised (internally and externally).
- (5) IT department is moved under the HR Director.

CITY OF ONALASKA

Grade 13

Position: Deputy City Clerk/Administrative Assistant
Location: City Hall
Page: 1 of 3

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

Approved by F & P Committee: 12/3/08, 7/8/15
Approved by Council: 12/9/08, 7/14/15

- Deleted: 14
- Deleted:
- Deleted: Salaried
- Deleted:

Under general supervision of the City Clerk and City Administrator, an employee in this classification assists in the maintenance, care and custody of the corporate seal and all the papers and records of the City and performs clerical work of moderate complexity, variety and maintains a high level of confidentiality. Assists with elections, licensing permits, agenda preparation, plan files, memos, letters and correspondence and other duties as assigned by the City Clerk and Administrator. In the absence of the City Clerk, a person in this position must attend the meetings as assigned, in an effort to maintain the official records of their proceedings. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Works frequently with confidential information. Work is reviewed for accuracy and adherence to established procedure by the supervising authority but frequently no check is made of routine work.

- Deleted: and tax collection
- Deleted: ive staff

ESSENTIAL JOB FUNCTIONS:

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

- A. Assists with elections including but not limited to; setting up polling places, preparation of poll books; updating voter registration and voter records; absentee voting; registration of new voters; entering voter history after each election, reports and training of election inspectors.
- B. Prepares cemetery deeds and files for City cemetery; maintains spreadsheet for balancing.
- C.
- D. Prepares all City agendas and packets and updates the City's website with agenda information; attends Plan Commission meetings and attends other City meetings in City Clerk's absence.
- E. Prepares public hearing notices for Plan Commission and Board of Zoning Appeals meetings; assists with Board of Review.
- F. Provides assistance to the City Clerk and City Administrator in the performance of general office work including typing, filing, composing letters, memos or other correspondence, answering incoming calls, processing department mail, customer service and other duties as required.
- G. Provides high level of customer service to both internal and external customers and attempts to dispose of issues and matters or refers customer to the proper department; and, if necessary, arranges for conferences and/or appointments with the appropriate staff in accordance to supervisors guidelines.
- H. Maintains confidentiality in all matters relating to correspondence, meetings, phone calls, and/or general conversation.
- I. Organizes and schedules meetings and appointments for the City Clerk and/or City Administrator as requested.
- J. Operates various office machines not limited to fax machines, copy machines, scanners, typewriter, calculator, dictating equipment, computer, multi-line phone, mobile phone as required of the position.
- K. Assists in the maintenance and retention of: City ordinances, resolutions, and planning, and agreement files.

- Deleted: Assists in issuing licenses, permits, cemetery records and deeds.
- Deleted: Coordinate the mailing of tax bills, both real estate and personal property

- Deleted: Office Clerical Support
- Deleted: collection of payments ,

- Deleted: imaging equipment
- Deleted: PC Word processing equipment

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

CITY OF ONALASKA

Position: Deputy City Clerk/Administrative Assistant **Department:** City Clerk/City Administrator
Location: City Hall **Supervisor:** City Clerk/City Administrator
Page: 2 of 3 **Classification:** Hourly Non-Exempt

Approved by F & P Committee: 12/3/08, 7/8/15
Approved by Council: 12/9/08, 7/14/15

Deleted:
Deleted: Salaried
Deleted:

abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.

- B. Acts as a backup member, for the City Clerk, of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- C. May provide support to the Mayor, Finance or Human Resources departments as needed or requested.
- D. Other duties as required or assigned.

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

- A. Excellent typing and computer skills.
- B. Ability to operate a variety of office machines, multi-line phone system, typewriter, computer, fax, calculator, imaging equipment and copier.
- C. Ability to maintain confidentiality.
- D. Excellent math skills; excellent organizational and time management skills; ability to maintain records and files.
- E. Excellent general office skills, including word processing, spreadsheets, and data entry; ability to pay attention to detail including proofreading documents; ability to multi-task and prioritize work with a minimum of supervision.
- F. Excellent customer service, interpersonal and communication skills; ability to communicate effectively with oral and written communication.
- G. Ability to work in a team and collaborate with a variety of personalities.
- H. 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.
- I. Ability to train seasonal election employees clearly and concisely in a professional manner.
- J. Ability to work on multiple tasks establishing priorities for work and procedure to follow with a minimum of supervision.
- K. Ability to train seasonal election employees clearly and concisely in a professional manner.

Deleted: skills; excellent
Deleted:
Deleted: Ability to communicate effectively with both oral and written communication.
Deleted: Ability to work on multiple tasks establishing priorities for work and procedure to follow with a minimum of supervision

TRAINING, EXPERIENCE & OTHER REQUIREMENTS

- A. High School diploma or equivalent required.
- B. Associates degree in Business, Accounting, or Office Assistant, or related field and two (2) to four (4) years' experience in an office setting, or equivalent combination of education and experience.
- C. One to three years of municipal government experience preferred; experience handling elections preferred.
- D. Previous experience in customer service and cash-handling.
- E. Experience with Microsoft Office products and other related computer programs.
- F. Valid driver's license is required.

Deleted: education (diploma or GED)
Deleted: An
Deleted: D
Deleted:
Deleted: one
Deleted: in an accredited secretarial program preferred, or any combination of experience and training which provides the following knowledge, skills and abilities:

PHYSICAL REQUIREMENTS:

- A. Frequently sits at keyboard.
- B. Frequent twisting.
- C. Reads and writes.
- D. Reaches to should height frequently, and above and below shoulder height occasionally.
- E. Occasional bending and stooping; climbing up and down stairs or on ladders.
- F. Occasionally lifts and carries less than fifty (50) pounds.

Deleted: F
Deleted: reaches shoulder height.
Deleted: <#>Occasionally reaches above and below shoulder height.
Deleted: and
Deleted: six

CITY OF ONALASKA

Position: Deputy City Clerk/Administrative Assistant **Department:** City Clerk/City Administrator
Location: City Hall **Supervisor:** City Clerk/City Administrator
Page: 3 of 3 **Classification:** Hourly Non-Exempt

Deleted:

Deleted: Salaried

Deleted:

Approved by F & P Committee: 12/3/08, 7/8/15
 Approved by Council: 12/9/08, 7/14/15

- G. Pushes and pulls office equipment up to sixty (60) pounds within the office area.
- H. Large percentage of time is spent talking, hearing, speaking and using near and far vision
- I. Forty-five (45) percent of workday spent sitting.
- J. Twenty-five (25) percent of work day spent walking.
- K. Thirty (30) percent of workday is spent standing.
- L. All percentages above could vary, depending upon duties performed that day.

Deleted: 3

Percent of 8 Hour Day

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

Signature of Employee

Date

Signature of Employer

Date

Job Evaluation Factors Questionnaire

Name _____

Deputy City Clerk/Administrative Assistant
Position Title

5/4/16
Date

Education Required – Weight 12 out of 100 Weight 3X 12 =36

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

Experience Required – Weight 15 out of 100 Weight 1X 15 =15

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

Scope of Responsibility - Weight 15 out of 100 Weight 3X 15 =45

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

Budget Responsibility - Weight 8 out of 100 Weight 1X 8 =8

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

Nature of Supervision Received - Weight 10 out of 100 Weight 3X 10 =30

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Nature of Supervision Exercised - Weight 10 out of 100 Weight 2X 10 =20

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

Mental/Psychological Demands - Weight 7 out of 100 Weight 2X 7 =14

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

Physical Demands - Weight 7 out of 100 Weight 1X 7 =7

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

Social Demands - Weight 8 out of 100 Weight 3X 8 =24

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

Working Conditions - Weight 8 out of 100 Weight 1X 8 =8

(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight **207**

Grade **13**

HR Signature _____

Date _____

CITY OF ONALASKA

Grade 19

Position: Deputy Financial Services Director
Location: City Hall
Page: 1 of 3

Department: Finance
Supervisor: Financial Services Director
Classification: Salaried Exempt

Approved by F & P Committee: 12/8/2004, 2/7/2007, 8/7/2013
Approved by Council: 12/14/2004, 2/13/2007, 8/13/2013

Under the administrative direction of the Financial Services Director, an employee in this position assists in the management of City finances. Work is performed according to established guidelines and the verbal and written instructions of the immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the immediate supervisor.

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. Provides financial reports to all departments and public officials on a monthly basis, or as needed or requested.
B. Applies generally accepted accounting principles in all operations; assists auditors as needed.
C. Reconciles various accounts monthly, quarterly, or annually according to procedure including, but not limited to, lottery credits, jail fees, mobile home taxes, reimbursement funds, bank statements, cash and investment funds, insurance premiums, worker's compensation, and donations; monitors and prepares various reports as needed or requested.
D. Assists in the management and investment of all cash flows; reconciliation of the collection of real estate and personal property taxes; and the preparation of the annual City budget.
E.
F. Records journal entries in the accounting system.
G. Assists in the maintenance and operation of the City's accounts receivable/accounts payable software module.
H. Assists in the preparation of information for water and/or sewer rate increases.
I. Prepares and enters accounts payable invoices for the City, including W-9 information.
J. Submits necessary paperwork for funding received through grants.
K. Assists in the review and preparation of reports for bad debt collection and municipal court collections.
L. Reviews City payroll documentation on a bi-weekly basis; reviews City payroll register, processes payroll checks, and prepares and reconciles payroll reports and deductions for the City; may serve as an alternate for payroll processing.
M.
N. Reconciles cash collections, Electronic Transfer System (ETS) and Ebox systems; may assist in preparing bank deposits for all monies received by the City.
O. Approves all purchase requests made by departments and process all purchase orders to be approved by the finance department in accordance to purchasing policy.
P. Implements the billing process and reconciliation for all special assessments and fixed assets; reconciles all special assessments for placement on tax roll; reconciles fixed assets according to GASB standards.
Q. Assists in the administration of the Onalaska/Holmen/West Salem Shared Ride Program for all State and Federal Grant reporting guidelines and compliance; assists in the administration of the Refuse and Recycling Program.

Deleted: y

Deleted: <#>Assist with reconciliation of the collection of real estate and personal property taxes.
<#>Assist in the preparation of the annual City budget.
Monitor and prepare various reports as needed or requested.

Deleted: Enter

Deleted: <#>Annual reconciliation and reporting of worker's compensation statistics.

Deleted: vouchers

Deleted:

Deleted: s

Deleted: Review City payroll register, process payroll checks, and prepare and reconcile payroll reports and deductions for the City.

Deleted: credit cards

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Deleted: iation

Deleted: of

Deleted: and

Deleted: mplementation/reconciliation of fixed assets according to GASB standards.

RELATED JOB FUNCTIONS:

- A. Attends committee meetings in the absence of the Finance Director.
B. Acts as an alternate member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.

CITY OF ONALASKA

Position: Deputy Financial Services Director
Location: City Hall
Page: 2 of 3

Department: Finance
Supervisor: Financial Services Director
Classification: Salaried Exempt

Approved by F & P Committee: 12/8/2004, 2/7/2007, 8/7/2013
Approved by Council: 12/14/2004, 2/13/2007, 8/13/2013

- 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 staff.
- D. Perform other duties as requested or assigned.

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

- A. Excellent math and balancing skills required. Cash-handling experience required.
- B. Excellent computer skills; excellent Microsoft Office Excel and Word skills required; experience with email and internet required. Must have experience with computerized accounting software.
- C. Ability to work independently required. Ability to work on multiple tasks by establishing priorities for work and procedures to follow.
- D. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.
- E. Valid driver's license.
- F. Excellent oral and written communication skills required.
- G. Excellent organization skills, including the ability to maintain accurate records and files, and prepare reports from such information; required.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. High School diploma or equivalent, and Associate's Degree in Accounting or related field required; Bachelor's degree preferred.
- B. Previous experience working in government entity preferred.
- C. Two (2) to five (5) years experience working in accounting, auditing, or related field required.
- D. Proficiency in Microsoft Office, including Excel and Word; experience using accounting software programs.
- E. Experience in cash handling.
- F. Valid driver's license with good driving record.

PHYSICAL REQUIREMENTS:

- A. Frequently coordinates eyes, hands, feet and limbs in performing movements requiring skill and training, such as rapid keyboard use.
- B. Must be able to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, pulling, twisting, bending, stooping, and sitting. Frequently sustains prolonged visual concentration.
- C. Frequent twisting.
- D. Occasional bending and stooping; climbing up and down stairs or on ladders.
- E. Seventy-five (75) percent of workday is sitting for extended periods of time at keyboard.
- F. Frequently lifts and carries items less than fifty (50) pounds.
- G. Occasionally pushes and pulls office equipment up to sixty (60) pounds within the office area.
- H. Ten (10) percent of work day is spent walking.
- I. Fifteen (15) percent of workday is spent standing.
- J.
- K. All percentages above could vary; depending upon duties performed that day.

Deleted: Ability to
Deleted: (approximately 75% of day)
Deleted: <#>Ability to lift and carry objects of different shapes and weights frequently.¶ Ability to lift objects of various shapes and weights above shoulder level frequently
Deleted: <#>Ability to lift up to fifty (50) pounds occasionally.¶ <#>Ability to push and pull office equipment.¶

CITY OF ONALASKA

Position: Deputy Financial Services Director
Location: City Hall
Page: 3 of 3

Department: Finance
Supervisor: Financial Services Director
Classification: Salaried Exempt

Approved by F & P Committee: 12/8/2004, 2/7/2007, 8/7/2013
 Approved by Council: 12/14/2004, 2/13/2007, 8/13/2013

Percent of 8 Hour Day

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

 Signature of Employee

 Date

 Signature of Employer

 Date

CITY OF ONALASKA

Grade 10

Position: Finance Support Clerk
Location: City Hall
Page: 1 of 3

Department: Finance
Supervisor: Deputy Finance Director
Classification: Hourly Non-Exempt

Approved by F & P Committee:
Approved by Council:

Under general supervision of the Deputy Finance Director, an employee in this class performs a variety of administrative, numerical and mathematical work of moderate complexity and variety and customer service. This position supports all financial and administrative staff and frequently works with money and some confidential information. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the immediate supervisor and frequent check is made of routine work.

ESSENTIAL JOB FUNCTIONS:

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

- A. Collects payments for City services including, but not limited to: parking, traffic and municipal citations, municipal court payment plans, tax payments, special assessment payments, application fees, building permits, utility bills, license fees, and records request fees. Completes paperwork associated with the collection of payments, citation notices and suspensions, and issuance of licenses.
- B. Balances accounts receivable transactions daily; accepts payments for tickets and warrants; provides necessary paperwork to dispatch and municipal court regarding payments on tickets and warrants.
- C. Processes payments for accident reports received by the public, insurance companies and outside agencies.
- D. Answers telephones. Refers customers and documents to the proper department and/or person.
- E. Provides customer service to both internal and external customers. Attempts to resolve matters directly, but may refer customers to an administrative staff member when appropriate; facilitates and coordinates communication with Onalaska citizens and the general public.
- F. Operates various office machines including, but not limited to, cash register, fax machine, copier, typewriter, calculator, dictation equipment, and computer with Microsoft Office.
- G. May assist in preparing letters, memos, reports, proposals, agreements, charts, forms, and other documents; which may include typing, filing, copying, sorting, transcription, and other clerical activities.
- H. Assists in managing the database for cat and dog licensing, including tracking rabies information for issuance of citations.

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 duties specific to departments as assigned and under the direction of the department head or supervisory authority.
- C. Performs other duties as needed or assigned.

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

- A. Ability to operate various office machines including, but not limited to: cash register, copier, fax machine, multi-line telephone, calculator, and computer required.
- B. Experience using Microsoft Office, email, websites and the internet required. Must have experience with computerized accounting software.
- C. Excellent math and customer service skills required.

CITY OF ONALASKA

Grade 10

Position: Finance Support Clerk
Location: City Hall
Page: 2 of 3

Department: Finance
Supervisor: Deputy Finance Director
Classification: Hourly Non-Exempt

Approved by F & P Committee:
Approved by Council:

- D. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and flexibility required.
- E. Ability to work successfully on multiple tasks by establishing priorities for work and procedures to follow required.
- F. Excellent data entry skills required; excellent oral and written communication skills required.
- G. Excellent organizational skills, including the ability to maintain organized, complete records and files, and prepare reports from such information.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. High School diploma or equivalent required.
- B. Associates degree in Business, Accounting, or Office Assistant or related program; or equivalent combination of education and experience.
- C. One (1) to three (3) years' experience in an office setting, or equivalent combination of education and experience.
- D. Previous experience in customer service and cash-handling required.

PHYSICAL REQUIREMENTS:

- A. Frequently stands at keyboard.
- B. Reads and writes.
- C. Frequent twisting.
- D. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- E. Occasional bending and stooping.
- F. Occasionally lifts and carries less than forty (40) pounds.
- G. Pushes and pulls office equipment up to forty (40) pounds within the office area.
- H. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- I. Ten (10) percent of workday spent sitting.
- J. Fifteen (15) percent of work day spent walking.
- K. Seventy-five (75) percent of workday is spent standing.
- L. All percentages above could vary depending upon duties performed that day.

Percent of 8 Hour Day

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

Signature of Employee

Date

CITY OF ONALASKA

Grade 10

Position: Finance Support Clerk
Location: City Hall
Page: 3 of 3

Department: Finance
Supervisor: Deputy Finance Director
Classification: Hourly Non-Exempt

Approved by F & P Committee:
Approved by Council:

Signature of Employer

Date

Job Evaluation Factors Questionnaire

Name _____

Finance Support Clerk
Position Title

4/2016
Date

Education Required – Weight 12 out of 100 Weight 3X 12 =36

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

Experience Required – Weight 15 out of 100 Weight 1X 15 =15

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

Scope of Responsibility - Weight 15 out of 100 Weight 1X 15 =15

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

Budget Responsibility - Weight 8 out of 100 Weight 1X 8 =8

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

Nature of Supervision Received - Weight 10 out of 100 Weight 2X 10 =20

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Nature of Supervision Exercised - Weight 10 out of 100 Weight 1X 10 =10

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

Mental/Psychological Demands - Weight 7 out of 100 Weight 2X 7 =14

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

Physical Demands - Weight 7 out of 100 Weight 1X 7 =7

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

Social Demands - Weight 8 out of 100 Weight 3X 8 =24

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

Working Conditions - Weight 8 out of 100 Weight 1X 8 =8

(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight 157

Grade 10

HR Signature

Date

CITY OF ONALASKA

Grade 12

Position: Office Clerical Support
Location: City Hall

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

Page: 1 of 3

Approved by F & P Committee: 12/8/04, 10/5/05, 3/7/07, 3/7/12, 7/8/15
Approved by Council: 12/14/04, 10/11/05, 3/13/07, 3/13/12, 7/14/15

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

ESSENTIAL JOB FUNCTIONS:

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

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

RELATED JOB FUNCTIONS:

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

CITY OF ONALASKA

Grade 12

Position: Office Clerical Support

Location: City Hall

Department: Finance/City Clerk

Supervisor: Finance/City Clerk

Classification: Hourly Non-Exempt

Page: 2 of 3

Approved by F & P Committee: 12/8/04, 10/5/05, 3/7/07, 3/7/12, 7/8/15

Approved by Council: 12/14/04, 10/11/05, 3/13/07, 3/13/12, 7/14/15

G. Performs other duties as needed or assigned.

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

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

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

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

CITY OF ONALASKA

Grade 12

Position: Office Clerical Support
Location: City Hall

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

Page: 3 of 3

Approved by F & P Committee: 12/8/04, 10/5/05, 3/7/07, 3/7/12, 7/8/15

Approved by Council: 12/14/04, 10/11/05, 3/13/07, 3/13/12, 7/14/15

Percent of 8 Hour Day

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

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Grade 13

Position: Payroll/Finance Assistant Department: Finance
Location: City Hall Supervisor: Financial Services Director
Page: 1 of 3 Classification: Hourly Non-Exempt

Deleted: Office
Deleted:
Deleted: Seasonal

Approved by F & P Committee: February 7, 2007
Approved by Council: February 13, 2007

Under general supervision of the Financial Services Director, an employee in this class performs a variety of numerical and mathematical work of moderate complexity. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Works frequently with confidential information. Work is reviewed for accuracy and adherence to established procedure by the supervising authority but frequently no check is made of routine work.

Deleted:

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.

Deleted: 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. This position is a seasonal limited term position.

- A. Applies generally accepted accounting principles in all operations; assists auditors as needed.
B. Reviews all new and re-hire employee information input into the payroll system by Human Resources; reviews time sheets, completes data entry for City payroll and calculates payroll information as necessary. verifies totals, distributes bi-weekly payroll checks/pay stubs, reconciles data and prepares associated reports.
C. Reviews City payroll register, processes payroll checks, and prepares and reconciles payroll reports and deductions for the City.
D. Performs various clerical duties which may include the preparation of draft letters, typing, filing, photocopying of documents; prepares or assists in preparing various financial, budget, or administrative reports.
E. Reconciles various accounts including, but not limited to, tax bills, insurance claims, Ebox and Electronic Transfer System (ETS) systems, and daily deposits; keys journal entries; may assist with entry for invoices for vendor payments; prepares bank deposits for all monies received by the City.
F. Reviews, prepares reports, and reconciles bad debt collection and municipal court collections.
G. Answers inquiries and provides information to City staff, council members and others as requested or required.
H. Operates various office machines not limited to fax machines, computers, copy machines, money sorting machines, typewriters, and calculators.
I.

Deleted:
Deleted: reconciling
Deleted:
Deleted: entering
Deleted: , reconciling insurance claims, and daily deposits

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. Other duties as required or assigned.

Deleted: <#>Performs duties specific to the Finance department as assigned and under the direction of the department head or supervisory authority.
<#>
Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related tasks, as needed or requested. The interdependency of operations is recognized. Assistance is given to others and special projects completed as scheduled or requested

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

- A. Excellent math and balancing skills, organizational skills, and general office skills.
B. Excellent computer skills; excellent Microsoft Excel and Word skills; experience with email and internet required. Must have experience with computerized accounting software.
C. Ability to work independently; ability to work on successfully on multiple tasks by establishing priorities for work and procedures to follow.
D. Excellent typing and data entry skills; excellent ability to pay attention to detail.
E. Excellent communication skills, both oral and written.
F. Ability to maintain involved records and files and prepare reports from such information.

Deleted: <#>Ability to work on multiple tasks establishing priorities for work and procedure to follow.

CITY OF ONALASKA

Grade 13

Position: Payroll/Finance Assistant Department: Finance
 Location: City Hall Supervisor: Financial Services Director
 Page: 2 of 3 Classification: Hourly Non-Exempt

- Deleted: Office
- Deleted:
- Deleted: Seasonal

Approved by F & P Committee: February 7, 2007
 Approved by Council: February 13, 2007

G. Ability to maintain a professional demeanor; 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 ability to be flexible.

H. Deleted: Excellent organizational skills.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. High School diploma or equivalent required; Associate's Degree in Payroll Accounting or related field required.
- B. Two (2) to three (3) years' experience in payroll, accounting, auditing, or related field required.
- C. Proficiency in Microsoft Office, including Excel and Word; experience using accounting software programs.
- D. Previous experience in customer service and cash-handling.
- E. Previous experience working in a government entity preferred.
- F. Valid driver's license with good driving record.

Deleted: education (diploma or GED)

PHYSICAL REQUIREMENTS:

- A. Frequently coordinates eyes, hands, feet and limbs in performing movements requiring skill and training, such as rapid keyboard use.
- B. Frequent prolonged visual concentration.
- C. Frequently sits at keyboard.
- D. Frequent twisting.
- E. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- F. _____
- G. Occasional bending and stooping: climbing up and down stairs or on ladders.
- H. Occasionally lifts and carries items less than fifty (50) pounds.
- I. Occasionally pushes and pulls office equipment up to sixty (60) pounds within the office area.
- J. Seventy-five (75) percent of workday spent sitting.
- K. Ten (10) percent of work day spent walking.
- L. Fifteen (15) percent of workday is spent standing.
- M. All percentages above could vary; depending upon duties performed that day.

- Deleted:
- Deleted: Reaches above and below shoulder height.
- Deleted: L
- Deleted: thirty
- Deleted: 3
- Deleted: P
- Deleted: thirty
- Deleted: 3
- Deleted: Thirty.
- Deleted: 3
- Deleted: Thirty
- Deleted: 3
- Deleted: Thirty-five
- Deleted: 3

Percent of 8 Hour Day

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

Signature of Employee _____

Date _____

CITY OF ONALASKA

Grade 13

Position: Payroll/Finance Assistant

Department: Finance

Location: City Hall

Supervisor: Financial Services Director

Page: 3 of 3

Classification: Hourly Non-Exempt

Approved by F & P Committee: February 7, 2007

Approved by Council: February 13, 2007

Signature of Employer

Date

- Deleted: Office
- Deleted:
- Deleted: Seasonal

Job Evaluation Factors Questionnaire

Name _____

Payroll/Finance Assistant
Position Title

4/2016
Date

Education Required – Weight 12 out of 100 Weight 3X 12 =36

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

Experience Required – Weight 15 out of 100 Weight 1X 15 =15

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

Scope of Responsibility - Weight 15 out of 100 Weight 3X 15 =45

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

Budget Responsibility - Weight 8 out of 100 Weight 2X 8 =16

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

Nature of Supervision Received - Weight 10 out of 100 Weight 3X 10 =30

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Nature of Supervision Exercised - Weight 10 out of 100 Weight $1 \times 10 = 10$

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

Mental/Psychological Demands - Weight 7 out of 100 Weight $2 \times 7 = 14$

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

Physical Demands - Weight 7 out of 100 Weight $1 \times 7 = 7$

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

Social Demands - Weight 8 out of 100 Weight $3 \times 8 = 24$

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

Working Conditions - Weight 8 out of 100 Weight $1 \times 8 = 8$

(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight **205**

Grade **13**

HR Signature

Date

CITY OF ONALASKA

Grade 11

Position: HR Assistant/Finance Support Clerk
Location: City Hall
Page: 1 of 3

Department: Human Resources/Finance
Supervisor: Human Resource Director/Finance Director
Classification: Hourly Non-Exempt (Limited Term)

Approved by F & P Committee:
Approved by Council:

Under general supervision of the Human Resource Director and Finance, an employee in this position performs a variety of administrative, mathematical, and clerical work of moderate complexity and variety. This position supports administrative and financial staff and frequently works with confidential and or sensitive information and will assist in personnel-related matters. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the immediate supervisor and frequent check is made of routine work.

ESSENTIAL JOB FUNCTIONS:

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

- A. Prepares letters, memos, reports, proposals, agreements, charts, forms, and other documents; which may include typing, filing, copying, sorting, transcription, and other clerical activities.
- B. Assists in data entry of seasonal paperwork into the payroll system, creating personnel files, entering information into new hire system and running background checks.
- C. Updates the City's applicant tracking website job descriptions and wage changes.
- D. Assists in completion of paperwork and orientation of seasonal employees.
- E. Assists in ensuring Safety Data Sheets (SDS) are up to date; updates product summary information in the SDS website.
- F. Responsible for scheduling of hearing, tuberculosis, and flu shot clinics for appropriate staff.
- G. Assists the Director in completion of the monthly employee newsletter; assists in preparing, recording and mailing out celebration/sympathy cards.
- H. Assists in obtaining comparable data for bargaining and compensation studies.
- I. Assist in review of timesheets; completes data entry for City payroll and calculates payroll information as necessary, verifies totals, distributes bi-weekly payroll checks/pay stubs, reconciles data and prepares associated reports as a tertiary backup.
- J. Collects payments for City services including, but not limited to: parking, traffic, and municipal citations, municipal court payment plans, tax payments, special assessment payments, application fees, building permits, utility bills, license fees, and records request fees. Completes paperwork associated with the collection of payments and issuance of licenses.
- K. Assists in the review, preparation of reports, and reconciliation of bad debt collection and municipal court collections.
- L. Assists in answering the City's main phone line. Refers customers and documents to the proper department and/or person.
- M. Provides customer service to both internal and external customers. Attempts to resolve matters directly, but may refer customers to an administrative staff member when appropriate; facilitates and coordinates communication with Onalaska employees, citizens and the general public.
- N. Operates various office machines including, but not limited to, fax machine, cash register, copier, typewriter, calculator, multi-line phone, dictation equipment, and computer with Microsoft Office.

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.

CITY OF ONALASKA

Grade 11

Position: HR Assistant/Finance Support Clerk
Location: City Hall
Page: 2 of 3

Department: Human Resources/Finance
Supervisor: Human Resource Director/Finance Director
Classification: Hourly Non-Exempt (Limited Term)

Approved by F & P Committee:
Approved by Council:

B. Performs other duties as needed or assigned.

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

- A. Ability to operate various office machines including, but not limited to, copier, fax machine, multi-line telephone, calculator, and PC required.
- B. Excellent computer skills with Microsoft Word and Excel; experience with cash registers, email, websites and the internet required. Must have experience with computerized accounting software.
- C. Excellent math and balancing skills, organizational skills, and general office skills required.
- D. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and flexibility required.
- E. Ability to work independently; ability to work successfully on multiple tasks by establishing priorities for work and procedures to follow.
- F. Excellent typing and data entry skills; excellent ability to pay attention to detail.
- G. Excellent oral and written communication skills.
- H. Excellent organizational skills required, including the ability to maintain organized, complete records and files, and prepare reports from such information.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. High School diploma or equivalent required.
- B. Associates degree in Human Resources, Business, Accounting, or Office Assistant or related program or equivalent combination of education and experience.
- C. One (1) to three (3) years' experience in an office setting, or equivalent combination of education and experience.
- D. Previous experience in customer service and cash-handling preferred.

PHYSICAL REQUIREMENTS:

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

CITY OF ONALASKA

Grade 11

Position: HR Assistant/Finance Support Clerk
Location: City Hall
Page: 3 of 3

Department: Human Resources/Finance
Supervisor: Human Resource Director/Finance Director
Classification: Hourly Non-Exempt (Limited Term)

Approved by F & P Committee:
Approved by Council:

Percent of 8 Hour Day

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

Signature of Employee

Date

Signature of Employer

Date

Job Evaluation Factors Questionnaire

Name _____

HR Assistant/Finance Support Clerk
Position Title

4/2016
Date

Education Required – Weight 12 out of 100 Weight 3X 12 =36

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

Experience Required – Weight 15 out of 100 Weight 1X 15 =15

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

Scope of Responsibility - Weight 15 out of 100 Weight 2X 15 =30

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

Budget Responsibility - Weight 8 out of 100 Weight 1X 8 =8

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

Nature of Supervision Received - Weight 10 out of 100 Weight 2X 10 =20

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Nature of Supervision Exercised - Weight 10 out of 100 Weight $1 \times 10 = 10$

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

Mental/Psychological Demands - Weight 7 out of 100 Weight $2 \times 7 = 14$

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

Physical Demands - Weight 7 out of 100 Weight $1 \times 7 = 7$

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

Social Demands - Weight 8 out of 100 Weight $3 \times 8 = 24$

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

Working Conditions - Weight 8 out of 100 Weight $1 \times 8 = 8$

(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight **172**

Grade **11**

HR Signature _____

Date _____

CITY OF ONALASKA

Grade 23

Position: Financial Services Director
Location: City Hall
Page: 1 of 3

Department: Finance
Supervisor: ~~City Administrator~~
Classification: Salaried Exempt

Deleted: Mayor

Approved by F & P Committee: 12/8/04, 2/7/07, 8/5/15
Approved by Council: 12/14/04, 2/13/07, 8/11/15

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

Deleted: Mayor

ESSENTIAL JOB FUNCTIONS:

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

Deleted: <#>Oversees the day-to-day operations of the information technology department.¶

CITY OF ONALASKA

Grade 23

Position: Financial Services Director
Location: City Hall
Page: 2 of 3

Department: Finance
Supervisor: City Administrator
Classification: Salaried Exempt

Deleted: Mayor

Approved by F & P Committee: 12/8/04, 2/7/07, 8/5/15
Approved by Council: 12/14/04, 2/13/07, 8/11/15

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

RELATED JOB FUNCTIONS:

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

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

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

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

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

Deleted: Experience in network administration preferred.¶

CITY OF ONALASKA

Grade 23

Position: Financial Services Director
Location: City Hall
Page: 3 of 3

Department: Finance
Supervisor: City Administrator
Classification: Salaried Exempt

Deleted: Mayor

Approved by F & P Committee: 12/8/04, 2/7/07, 8/5/15
 Approved by Council: 12/14/04, 2/13/07, 8/11/15

PHYSICAL REQUIREMENTS:

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

Percent of 8 Hour Day:

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

 Signature of Employee

 Date

 Signature of Employer

 Date

CITY OF ONALASKA

Grade 21

Deleted: 18

Position: Human Resources Director
Location: City Hall

Department: Human Resources
Supervisor: City Administrator
Classification: Salaried Exempt

Deleted: Mayor

Page: 1 of 4

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10, 8/5/15
Approved by Council: 3/11/03, 8/9/05; 11/8/05, 8/14/07, 4/13/10, 8/11/15

Deleted: Mayor

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

ESSENTIAL JOB FUNCTIONS:

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

Deleted: Mayor

CITY OF ONALASKA

Grade 21

Deleted: 18

Position: Human Resources Director
Location: City Hall

Department: Human Resources
Supervisor: City Administrator
Classification: Salaried Exempt

Deleted: Mayor

Page: 2 of 4

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10, 8/5/15
Approved by Council: 3/11/03, 8/9/05, 11/8/05, 8/14/07, 4/13/10, 8/11/15

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

RELATED JOB FUNCTIONS:

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

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

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

CITY OF ONALASKA

Grade 21

Deleted: 18

Position: Human Resources Director
Location: City Hall

Department: Human Resources
Supervisor: City Administrator
Classification: Salaried Exempt

Deleted: Mayor

Page: 3 of 4

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10, 8/5/15
Approved by Council: 3/11/03, 8/9/05; 1/18/05, 8/14/07, 4/13/10, 8/11/15

- J. Ability to operate a variety of office machines, including phone/mobile phone, computer, calculator, fax machine, and copier.
- K. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

- 1. Frequently sits at keyboard.
- 2. Frequent twisting.
- 3. Reads and writes.
- 4. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- 5. Occasional bending and climbing up and down stairs or on ladders.
- 6. Occasionally lifts and carries less than (50) pounds.
- 7. Pushes and pulls office equipment up to (30) pounds within the office area.
- 8. Large percentage of time is spent talking, hearing, speaking and using near and far vision
- 9. Eighty (80) percent of work day spent sitting.
- 10. Ten (10) percent of work day spent walking.
- 11. Ten (10) percent of work day spent standing.
- 12. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day:

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

Signature of Employee

Date

CITY OF ONALASKA

Grade 21

Deleted: 18

Position: Human Resources Director

Department: Human Resources

Location: City Hall

Supervisor: City Administrator

Deleted: Mayor

Page: 4 of 4

Classification: Salaried Exempt

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10, 8/5/15
Approved by Council: 3/11/03, 8/9/05; 11/8/05, 8/14/07, 4/13/10, 8/11/15

Signature of Employer

Date

Job Evaluation Factors Questionnaire

Hope Burchell
Name

HR Director
Position Title

4/2016
Date

Education Required – Weight 12 out of 100 Weight 4X 12 =48

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

Experience Required – Weight 15 out of 100 Weight 2X 15 =30

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

Scope of Responsibility - Weight 15 out of 100 Weight 4X 15 =60

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

Budget Responsibility - Weight 8 out of 100 Weight 4X 8 =32

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

Nature of Supervision Received - Weight 10 out of 100 Weight 4X 10 =40

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Nature of Supervision Exercised - Weight 10 out of 100 Weight 4X 10 =40

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

Mental/Psychological Demands - Weight 7 out of 100 Weight 3X 7 =21

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

Physical Demands - Weight 7 out of 100 Weight 1X 7 =7

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

Social Demands - Weight 8 out of 100 Weight 4X 8 =32

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

Working Conditions - Weight 8 out of 100 Weight 1X 8 =8

(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight 318

Grade 21

HR Signature

Date

CITY OF ONALASKA

Grade 12

Position: Law Enforcement Records Specialist
Location: Police Department
Page: 1 of 3

Department: Police
Supervisor: Administrative Manager
Classification: Hourly Non-Exempt

Approved by F & P Committee: 12/3/03, 8/7/13, 8/6/14
Approved by Council: 2/12/02, 12/9/03, 8/13/13, 8/12/14

Under general supervision of the Administrative Manager, an employee in this class is responsible for records management, including quality control, computer input and filing of reports; and customer service, including answering telephones and assisting citizens who come into the lobby.

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. Performs clerical duties which may include but not limited to the preparation of citations/warnings, letters, background checks, subpoenas, typing, filing, photocopying of documents, sorting and distribution of mail, transcription, and answer telephones.
B. Enters and maintains parking, traffic, and municipal citations and files; prepares reports for tracking parking, traffic, and municipal citations.
C.
D. Creates, processes, and distributes various reports, calls for services, photo lineups, and other reports as requested. Enters data into computer programs, files reports and ensures that necessary copies are distributed to department personnel and outside agencies in a timely manner.
E. Maintains Field Based Reporting (FBR) and Records Management System (RMS) software programs; maintains TraCs software to include: printing, error checking, and transmitting data to the state and RMS.
F. Enters and maintains accident ledger; processes requests for accident reports from the public, insurance companies and outside agencies; generates and distributes billing for accident/incident reports; provides original bill and necessary paperwork to finance for processing and reconciliation.
G. Maintains subpoena calendar for the district attorney's office and Onalaska Municipal Court; forwards reports/subpoenas and notice of cancellations to officers as needed; generates biweekly report(s) of all upcoming defendants for municipal court
H. Distributes parent, court date, and bond change letters and/or defendants copies of citations.
I. Maintains files and reports with court dispositions on department criminal cases; probation/parole information, city license applications information, etc. Screens license applications to insure that applicant has no criminal record or warrant that would render the applicant ineligible to hold the license.
J. Provides customer service to both internal and external customers. Provides information on routine inquiries and directs disputable issues to the appropriate staff member and, if necessary, arranges for conferences and/or appointments with the appropriate staff.
K. Operates various office machines not limited to fax machines, imaging equipment, telephone, typewriter, calculator, dictating equipment, computer equipment as required of the position.
L. Records and maintains complex or involved files; maintains confidentiality of records and personal information.

Deleted: , and collection of fines
Deleted:
Deleted: processes,
Deleted: processes and
Deleted: notices, suspensions, and
Deleted: Balances accounts receivable transactions daily; enters reports for municipal court as required and tracks payments made in the payments system.
Deleted: <#>Accepts payments for tickets and warrants; provides necessary paperwork to dispatch and municipal court regarding payments on tickets and warrants.
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Deleted: processes,
Deleted: PC
Deleted: Word processing

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

CITY OF ONALASKA

Grade 12

Position: Law Enforcement Records Specialist
Location: Police Department
Page: 2 of 3

Department: Police
Supervisor: Administrative Manager
Classification: Hourly Non-Exempt

Approved by F & P Committee: 12/3/03, 8/7/13, 8/6/14
Approved by Council: 2/12/02, 12/9/03, 8/13/13, 8/12/14

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 duties specific to departments as assigned and under the direction of the department head or supervisory authority.
- C. 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 under stressful circumstances; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.
- B. Ability to work on multiple tasks establishing priorities for work and procedure to follow.
- C. Excellent math, typing, and data entry skills.
- D. Excellent communication skills; both oral and written.
- E. Ability to maintain involved records and files and prepare reports from such information; excellent organization skills.
- F. Skill in the gathering and compilation of statistical data and the ability to incorporate that data into detailed, accurate reports.
- G. Knowledge of law enforcement and criminal justice system including the courts, human service agencies, corporation counsels and juvenile intake offices.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS:

- A. High School diploma or equivalent required.
- B. Associate degree in Office Assistant or related program and two (2) to four (4) year's work experience in an office setting; or equivalent combination of education and experience
- C. Previous experience in customer service preferred.

Deleted: and cash-handling

PHYSICAL REQUIREMENTS:

- A. Frequently sits at keyboard.
- B. Frequent twisting.
- C. Reaches shoulder height frequently.
- D. Reaches above and below shoulder height frequently.
- E. Occasional bending.
- F. Lifts and carries less than thirty (30) pounds frequently.
- G. Pushes and pulls office equipment up to thirty (30) pounds within the office area.
- H. Thirty-five (35) percent of workday spent sitting.
- I. Thirty (30) percent of work day spent walking.
- J. Thirty-five (35) percent of workday is spent standing.
- K. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

CITY OF ONALASKA

Grade 12

Position: Law Enforcement Records Specialist
Location: Police Department
Page: 3 of 3

Department: Police
Supervisor: Administrative Manager
Classification: Hourly Non-Exempt

Approved by F & P Committee: 12/3/03, 8/7/13, 8/6/14
 Approved by Council: 2/12/02, 12/9/03, 8/13/13, 8/12/14

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

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Grade 18

Position: IT Specialist
Location: City Hall
Page: 1 of 3

Department: Municipal Building
Supervisor: Human Resource Director
Classification: Salaried Exempt

Deleted: Support

Deleted: Finance

Approved by F & P Committee: 1/2/08, 9/3/08
Approved by Council: 1/8/08, 9/9/08

Under supervision of the Human Resources Director, the IT Specialist directs the general office staff in the aspects of computer technology. Responsible for providing application, PC hardware, operating system, help desk phone support, maintains the network, performs technology needs analysis, manage projects according to approved and authorized budgets and schedules, set up and control user access to the network for the various departments within the City of Onalaska.

Deleted: Finance

Deleted: Support

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 this position.

- A. Provide assistance to end-users on software applications ultimately becoming the in-house expert on applications currently in use.
- B. Able to diagnose, define, and resolve problems or coordinate the implementation of solutions.
- C. Must have strong networking and server administration skills based on Microsoft technologies.
- D. Must have a good customer focused attitude and be a problem owner and solver.
- E. Maintain server systems, backup & monitor system components to ensure the availability of client/server applications. (i.e. patching servers, upgrading firmware to switches and firewalls.)
- F. Work with supervisors to implement policies and procedures regarding how problems are identified, received, documented, distributed, and corrected.
- G. Provide end-user technical support including, but not limited to: configuring applications and hardware, supporting daily operation of various support databases and systems, troubleshooting and correcting hardware and software problems, developing custom reports, training system users, providing daily support to the client/customer, and activate/inactivate end users as needed.
- H. Plan, implement, and support network to quickly and cost effectively resolve hardware/software issues.
- I. Track, monitor, and document all problems and resolutions in a thorough and precise manner.
- J. Prepare and maintain IT Specialist budget. Manage projects according to approved and authorized budgets and schedules.
- K. Support the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- L. May perform technology needs analysis for departments as requested.
- M. Manage and maintain the phone system.
- N. Keep confidentiality of work-related matters.
- O. Deploy and support workstations, mobile devices, and software packages.

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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. 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. ¶

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

- A. Basic understanding of project management skills a plus.
- B. Excellent interpersonal and communication skills; ability to effectively communicate with colleagues on all levels in a multicultural environment.

CITY OF ONALASKA

Position: IT Specialist
 Location: City Hall
 Page: 2 of 3

Department: Municipal Building
 Supervisor: Human Resource Director
 Classification: Salaried Exempt

Deleted: Support
 Deleted: Finance

Approved by F & P Committee: 1/2/08, 9/3/08
 Approved by Council: 1/8/08, 9/9/08

- C. Basic analysis skills; the ability to elicit user requirements, create technical specifications and liaise between the various departments, Director of Human Resources and vendors.
- D. Good working knowledge of desktop equipment such as PCs, servers, printers, modems, scanners and related networked devices.
- E. Working knowledge of computers and modern electronic data processing principles and practices and working knowledge of modern office practices and procedures.
- F. Ability to work independently and meet deadlines in a fast-paced, detail-oriented environment.
- G. Flexible work attitude; adaptability to disparate tasks and technologies and the willingness to meet unexpected demands.
- H. Knowledge of the Microsoft Office Suite, particularly Access.
- I. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

Deleted: Finance

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Requires Associate's or Bachelor's degree in Computer Science or related field, or three years equivalent work experience.
- B. Minimum 3 years of related technical support experience.
- C. Valid driver's license is required.

PHYSICAL REQUIREMENTS:

- A. Frequently coordinates eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Frequently sits at desk, uses hearing, near and far vision and fingers, for keyboarding. Remaining time is spent moving between the departments and buildings using verbal communication with users and department staff.
- C. Sits, stands, bends, reaches, crawls, and moves about the office intermittently throughout the day.
- D. Frequently handles papers and manuals, etc., lifts files, copy paper and other office materials.
- E. Frequently moves, lifts and carries computers and associated equipment, and uses hands, arms and fingers for working on computers.
- F. Occasionally stoops, bends, or kneels, and carries items greater than 50 pounds.
- G. Thirty-five (35) percent of workday spent sitting.
- H. Thirty (30) percent of work day spent walking.
- I. Thirty-five (35) percent of workday is spent standing.
- J. All percentages above could vary depending upon duties performed that day.
- K. Hours are occasionally unpredictable due to installations, configurations, research and updates that might be performed outside normal working hours.

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Deleted: <#>Ability to do very heavy lifting and carrying in excess of 100 (one-hundred pounds) in unusual situations.¶ Approximately 20% of time

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Percent of 8 Hour Day

Percent of 8-Hour Day	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
Sedentary 0–10# max		♦		
Light Freq. to 10# -20#max		♦		
Medium Freq. to 25#-50# max		♦		
Heavy Freq. to 50#-100# max			♦	
Very Heavy Freq. over 50+# - 100+# max				♦

CITY OF ONALASKA

Position: IT Specialist

Location: City Hall

Page: 3 of 3

Department: Municipal Building

Supervisor: Human Resource Director

Classification: Salaried Exempt

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Approved by F & P Committee: 1/2/08, 9/3/08

Approved by Council: 1/8/08, 9/9/08

Signature of Employee

Date

Signature of Employer

Date

Recruitment Timeline

Reorganization of First Floor Suite

Approval of Reorganization May 10, 2016

Post and Advertise:

Finance Support Clerk May 11 – May 27

Deputy Clerk/Admin. Asst. May 11 – May 31

Payroll/Finance Assistant May 11 – June 3

HR Assist./Finance Support May 11 – June 6

Interviews

Finance Support Clerk June 2 - 6

Deputy Clerk/Admin. Asst. June 7 - 8

Payroll/Finance Assistant June 13 - 15

HR Assist./Finance Support June 15 – 17

Possible Hire Dates

Finance Support Clerk June 27

Deputy Clerk/Admin. Asst. June 27

Payroll/Finance Assistant July 11

HR Assist./Finance Support July 11

River Valley

media group
PRINT DIGITAL SOCIAL MOBILE

401 Third St N, La Crosse, WI 54601

ADVERTISING AGREEMENT

Account # 60000560

New Renew

THIS AGREEMENT is made as of _____, 20 16 between Lee Enterprises, Incorporated d/b/a *River Valley Newspapers and Chippewa Valley Newspapers*, the "Publisher", and City of Onalaska, the "Advertiser."

TERM This Agreement will begin on June, 20 16 and end on May, 20 17. This Agreement may not be terminated or cancelled by the Advertiser prior to the end of its term except for the reasons specified in Sections 1 and 14 of the Terms and Conditions listed below.

VOLUME AGREEMENT The Advertiser will purchase at least \$ _____ (indicate contract level) of total advertising before the end of the term.

Publication Name	Rate	Product Details

Additional Details:

Unless stated otherwise on the rate card or special program flyer for specific advertising, all advertising dollars apply towards fulfillment of contract with the exception of commercial printing and subscriptions.

ADDITIONAL TERMS AND CONDITIONS

1. **Rates.** All advertising purchased will be at the rates and on the terms indicated on this Agreement, or on Publisher's current rate cards which are incorporated into this Agreement if no rate is indicated. This Agreement will control if there is a conflict between a rate card and this Agreement. Publisher reserves the right to change the rate or advertising terms listed on any rate card upon prior notice of to Advertiser. Advertiser agrees to be bound by the new rates or terms unless Advertiser notifies Publisher in writing of its intent to cancel the remainder of the term of this Agreement within thirty (30) days after receiving notice of any change. Cancellation under this provision shall be effective as of the effective date of the new rates or terms and shall be without liability for failure to meet the volume advertising requirement.
2. **Contract Fulfillment.** Except as set forth in section 1 above, if, at the end of the term of this Agreement, Advertiser has placed less advertising than stated above or in any Addendum: (a) Advertiser forfeits the right to place any additional advertising under this Agreement; and (b) the Agreement will be re-rated to the best earned rate set forth on the rate cards and Advertiser agrees to pay Publisher for all advertising published or distributed the difference between the best earned rate based on Advertiser's actual volume during the term and the rate granted based on the volume advertising requirement. Any adjustments or credits applied to Advertiser's bill will not reduce the volume advertising requirement. Cancellations, changes of insertion dates, and/or corrections must conform to published deadlines. Advertisements may only relate to Advertiser's business, and neither rights nor obligations hereunder may be assigned to unaffiliated parties.
3. **Payment.** Advertiser will pay the total amount owed to Publisher within the time period indicated on Publisher's statement. All statement disputes with Publisher must be identified by Advertiser to Publisher in writing by the statement's due date, or Advertiser agrees that the statement is correct.
4. **Termination by Publisher.** Publisher may reject any advertising order and/or immediately terminate this Agreement upon notice to Advertiser for any of the following reasons: (a) if Advertiser fails to make payment by the date specified in Publisher's invoice; (b) if Advertiser fails to perform any obligations of this Agreement; (c) if a petition in bankruptcy or for reorganization under the bankruptcy or insolvency laws is filed against Advertiser; (d) if Advertiser ceases doing business or Publisher believes Advertiser is likely to cease doing business; or (e) in the opinion of Publisher, the credit of Advertiser is impaired. If this Agreement is terminated for any of these reasons, Advertiser will remain liable for the lesser of the short rate or volume advertising requirement.

5. **Indemnification.** Advertiser and/or advertising agency signatory to this Agreement agrees to hold Publisher harmless and indemnify Publisher from any and all claims, suits, damages, and expenses of any nature whatsoever, including attorney's fees, for which Publisher may become liable because of Publisher's distribution or publication of Advertiser's advertising, or because of Advertiser's unauthorized publication or distribution of advertising owned by Publisher.
6. **Production Errors.** Advertiser may not claim a breach, terminate or cancel this Agreement if advertising copy is incorrect or contains errors of any kind, or because of a failure to publish, insert, or disseminate any advertising nor is Publisher liable to Advertiser for any loss or damage that results therefrom. Publisher agrees to run corrective advertising for that portion of the first publication, insertion, or dissemination which may have been rendered valueless by error, unless such error arose after the advertisement had been confirmed by Advertiser or Advertiser submitted the advertisement after deadline. Any claim for adjustment due to errors must be made within the time period stated on the applicable rate card or, if none, within 36 hours after dissemination. Credit for errors in advertising will not exceed the cost of the space occupied by such error, and will not exceed the percentage of incorrect preprint or digital advertising delivered or viewed. On multiple insertions, credit for errors will not be given after the first insertion. Publisher shall not be liable for any monetary claim or consequential damages arising from error in advertising.
7. **Advertising Agencies.** Any advertising agency who places advertisements and receives statements for its customer is acting as an agent for Advertiser. Agency agrees to be jointly and severally liable with Advertiser for any amount required to be paid to Publisher under this Agreement. Except as set forth above, advertising agency and Advertiser remain fully responsible for all obligations and liabilities under this Agreement. All disclaimers contained in advertising agency insertion orders or contracts as "agency for" are void and superseded by this Agreement.
8. **Ownership.** Each party owns all advertising copy which represents the creative effort of that party and/or utilization of creativity, illustration, labor, composition or material furnished by it including all copyrights. Neither party may use in any manner, nor allow third parties to use in any manner, advertising copy owned by the other party in any other advertising medium without the owning party's written consent.
9. **Taxes.** Advertiser is responsible for payment of all federal, state and local taxes imposed on the printing, publication or dissemination of advertising material or on the sale of advertising placed by Advertiser.
10. **Brokered Advertising.** Publisher does not accept local brokered advertising.
11. **Assignment.** Advertiser may not assign its advertising space or this Agreement to third parties.
12. **Advertising Content.** Publisher may reject or edit at any time any of Advertiser's advertising. All advertising positions are at the option of Publisher, unless a particular position is purchased by Advertiser. Failure to meet position requests will not constitute cause for adjustment, refund, rerun, termination or cancellation of the Agreement.
13. **Compliance with Fair Housing Act and Other Laws.** The federal Fair Housing Act prohibits advertisements that indicate any preference, limitation, or discrimination because of race, color, religion, sex, disability, familial status, or national origin. Advertiser agrees to comply with the Fair Housing Act, as well as all federal, state, and local laws.
14. **Excusable Delays.** Publisher will not be liable for any damages related to delay or inability to perform due to causes beyond its control. Publisher's performance of its obligations under this Agreement will be suspended during such a delay or inability to perform and will not constitute a breach of this Agreement. Advertiser may terminate this Agreement if Publisher's delay or inability to perform lasts more than thirty (30) days.
15. **No Waiver.** Publisher's failure to insist upon the performance by Advertiser of any term or condition of this Agreement or to exercise any of Publisher's rights under this Agreement will not result in any waiver of Publisher's rights or Advertiser's obligations in the future.
16. **Miscellaneous.** Advertiser agrees to pay Publisher for all expenses incurred by it to collect any amounts payable under this Agreement, including costs of collection, court costs and attorney's fees. This Agreement will be governed by the laws of the state in which Publisher is doing business, and all actions to enforce or interpret this Agreement must be brought in said state. All covenants and agreements of the parties made in this Agreement will survive termination or expiration of this Agreement. This Agreement, any Addendums, and Publisher's current rate cards constitute the entire agreement between the parties and supersede any prior agreements relating to the subject matter of this Agreement. This Agreement may only be amended in writing signed by both parties.

Addendum(s) to this Agreement have been attached and are labeled as follows:

PUBLISHER AND ADVERTISER HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT AND ANY ADDENDUM(S) REFERENCED ABOVE.

ADVERTISER

LEE ENTERPRISES, INCORPORATED

ADVERTISING AGENCY (if applicable)

(Jointly & severally responsible see Sections 5 & 7)

Authorized by:

Ad Manager

Authorized by:

Print Name/Title

Print Name/Title

Print Name/Title

Company:

Division Name

Company:

Billing Address

Advertising Director

Billing Address

415 Main St.
Onalaska, WI 54650

Sales Rep:

Dianne Hauser

Local Address

Publisher :

415 Main St.
Onalaska, WI 54650

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CITY OF ONALASKA	2016				2015						
	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	Jul	Jun
Business Report			101				101				
Desktop (digital)							200				
Employment	3,296			2,486	854	105	1,047		752		
Legals	1,214	3,272	2,329	812	709	1,387	1,588	561	585	472	915
Main		215									884
	4,510	3,488	2,430	3,298	1,562	1,493	2,936	561	1,337	472	1,800

23,886

Contract: \$10,000
 June 2015-May 2016