



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

May 1, 2015

FINANCE COMMITTEE MEETING

**Fred Horne
Jim Zajkowski
Jane Hansen**

This is to inform you that there will be a Finance Committee Meeting on Monday, May 4, 2015 at 5:00 p.m. in the Administrator's Conference Room of the Civic Center, 156 East First Street, New Richmond.

AGENDA:

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of the minutes of the previous meeting, April 6, 2015**
- 4. First Quarter Budget Report**
- 5. P-Card Policy**
- 6. SEH Contract**
- 7. Soil Boring Contract**
- 8. Closed Session per State Statute 19.85 (1)(c) – Staffing Update and Recommendation**
- 9. Open Session – Action on Closed Session Agenda**
- 10. Communications and Miscellaneous**
- 11. Adjournment**

**Mike Darrow,
City Administrator/Utility Manager**

cc:

**The News
Northwest Community Communications
City of New Richmond Web Site**

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

Come Grow With Us!

FINANCE COMMITTEE MEETING
APRIL 6, 2015 – 5:00 P.M.

The Finance Committee was called to order by Fred Horne at 5:00 p.m. on April 6, 2015.

Roll call was taken.

Members Present: Fred Horne and Jane Hansen

Members Absent: Jim Zajkowski

Others Present: Mike Darrow, Bev Langenback, Kari Kraft and Clark Schroeder.

Jane Hansen moved to adopt the agenda, seconded by Fred Horne and carried.

Jane Hansen moved to approve the minutes of the March 2, 2015 meeting, seconded by Fred Horne and carried.

Madison Avenue Lighting Project

The City did not install street lighting along Madison Avenue when it was constructed due to cost and lack of traffic. In the past few years the businesses and traffic on this street has increased and the need has increased. Tom Rickard, Electric Superintendent, proposed installation of street lights as follows:

Material	\$31,267.00
Labor & Equipment	\$ 8,333.00
Contingency	<u>\$ 4,000.00</u>
Total	\$43,600.00

Jane Hansen moved to approve the Madison Avenue Lighting Project with a cost of approximately \$43,600 to come from TIF #6, seconded by Fred Horne and carried.

Amend Escrow Fee Schedule for City Applications

There was discussion regarding the escrow amounts on City applications. A suggestion was made to have the titles of the applications above the City of New Richmond information or to make the title of the application larger than the City information. Jane Hansen moved to approve the escrow fee schedule for City applications, seconded by Fred Horne and carried.

Policy for Hiring Seasonal Employees

Kari Kraft presented the policy for hiring seasonal employees. There was discussion regarding a nepotism policy. A nepotism policy will be included in the employee handbook. There was also discussion regarding the term seasonal when referring to part-time employees. The consensus was to change seasonal to limited term. Jane Hansen moved to approve the policy for hiring limited term employees, seconded by Fred Horne and carried.

Policy for City P-Cards

Mike presented the P-Card policy. Jane Hansen moved to approve the policy for City P-Cards, seconded by Fred Horne and carried.

Closed Session per Statute 19.85 (1)(c) – Staffing Updates

Jane Hansen moved to go into Closed Session per State Statute 19.85 (1)(c) to discuss the Staffing Update, seconded by Fred Horne, and carried.

Open Session - Action on Closed Session

No Action was taken.

Communications and Miscellaneous

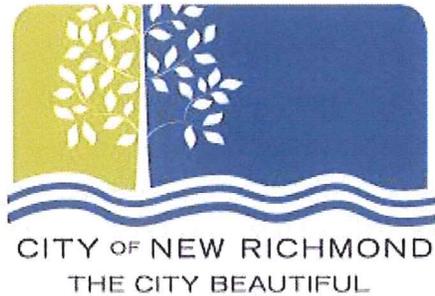
Fred Horne mentioned that the Fire Department Chili Feed will be on April 11, 2015 and the street will be closed.

Adjournment

Jane Hansen moved to adjourn the meeting, seconded by Fred Horne and carried.

Meeting adjourned at 5:54 p.m.

Tanya Reigel,
City Clerk



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New Richmond, WI 54017
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TO: Finance Committee Members

FROM: Bev Langenback, City Treasurer / Mike Darrow, City Administrator

DATE: April 29, 2015

RE: First Quarter Budget Report

Attached is the first quarter budget report for the City of New Richmond. Revenue for the first quarter is at 33.95% compared to 33.39% in 2014 and 31.80% in 2013. The majority of this is due to the receipt of funds for the Housing Authority payment in lieu of taxes and the County / Cross County Library funding. Overall expenditures for the first quarter are at 23.39%, compared to 23.70% in 2014 and 24.46% in 2013. Below are the highlights per budget category:

General Government – General Government is at 25.11% for the first quarter. Funds paid in the first quarter for annual Court judicial education, computer software maintenance fees, as well as the annual state manufacturing assessment fee contribute to the overall percentage.

Police – Police Department is at 20.86% for the first quarter.

Fire – Fire Department is at 19.62% for the first quarter.

Other Public Safety – Other Public Safety is at 76.16% for the first quarter. The annual contribution for ambulance service was paid out in the first quarter.

Streets – Street Department is at 21.68% for the first quarter.

Airport – Airport is at 16.22% for the first quarter.

Other Public Works – Other Public Works is at 23.32% for the first quarter. The Shared Ride Taxi state and federal grants are not appropriated into the budget figure until the end of the year.

Health & Human Services - Health & Human Services is at 17.42% for the first quarter.

Library – Library is at 21.99% for the first quarter.

Parks –Parks Department is at 22.29% for the first quarter.

Other Culture/Rec/Education – Other Culture/Rec/Education is at 60.03% for the first quarter. This is due to paying the annual contributions to various organizations.

EDC/Planning – EDC/Planning is at 17.36% for the first quarter.

Capital Outlay – Capital Outlay is at 21.87% for the first quarter. During the first quarter, the Fire Department purchased E-cutters for a cost (City share) of \$5,322.66.

Account Number		2015 March	2015 Actual 03/31/2015	2015 Budget	Budget Status	% of Budget
100-00-41110-000-000	PROPERTY TAXES - CITY	0.00	1,369,933.95	2,923,900.90	-1,553,966.95	46.85
C - TAXES		0.00	1,369,933.95	2,923,900.90	-1,553,966.95	46.85
100-00-41115-000-000	PROPERTY TAX REFUNDS - TIF	0.00	0.00	0.00	0.00	0.00
100-00-41125-000-000	OMITTED PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
100-00-41140-000-000	MOBILE HOME FEES	2,160.47	1,981.98	4,000.00	-2,018.02	49.55
100-00-41220-000-000	SALES TAX	0.41	1.37	10.00	-8.63	13.70
100-00-41230-000-000	ROOM TAX	0.00	1,005.08	50,000.00	-48,994.92	2.01
100-00-41310-000-000	TAXES FROM UTILITIES	0.00	0.00	540,000.00	-540,000.00	0.00
100-00-41320-000-000	TAXES IN LIEU-HOUSING AUTH.	11,357.82	11,357.82	10,500.00	857.82	108.17
100-00-41325-000-000	TAXES IN LIEU - AIRPORT	0.00	0.00	0.00	0.00	0.00
100-00-41326-000-000	TAXES IN LIEU-PRESBYTERIAN CH	2,962.27	8,886.81	35,547.24	-26,660.43	25.00
100-00-41327-000-000	TAXES IN LIEU-BOARDMAN MEADOWS	970.37	2,911.11	11,644.40	-8,733.29	25.00
100-00-41330-000-000	TAXES IN LIEU-1ST LUTHERAN	0.00	0.00	0.00	0.00	0.00
100-00-41800-000-000	INTEREST - MISC	186.94	202.72	500.00	-297.28	40.54
C - TAXES-OTHER THAN PROPERTY		17,638.28	26,346.89	652,201.64	-625,854.75	4.04
100-00-43210-000-000	FEDERAL GRANT - POLICE	0.00	0.00	0.00	0.00	0.00
100-00-43211-000-000	FEDERAL GRANT - FIRE DEPT	0.00	0.00	0.00	0.00	0.00
100-00-43212-000-000	FEDERAL GRANT - ARRA (TAXI)	0.00	0.00	0.00	0.00	0.00
100-00-43300-000-000	INTERGOV - RURAL COST SHARE	6,077.09	6,077.09	24,000.00	-17,922.91	25.32
100-00-43400-000-000	STATE SHARED TAXES	0.00	0.00	466,138.00	-466,138.00	0.00
100-00-43410-000-000	EXPENDITURE RESTRAINT PROGRAM	0.00	0.00	136,654.00	-136,654.00	0.00
100-00-43411-000-000	EXEMPT COMPUTER AID PAYMENT	0.00	0.00	5,542.00	-5,542.00	0.00
100-00-43420-000-000	FIRE INSURANCE TAX	0.00	0.00	20,000.00	-20,000.00	0.00
100-00-43500-000-000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
100-00-43510-000-000	STATE GRANT - RECYCLING	0.00	0.00	0.00	0.00	0.00
100-00-43511-000-000	STATE GRANT - CLEANSWEEP	0.00	0.00	0.00	0.00	0.00
100-00-43513-000-000	STATE GRANT-ENERGY EFFICIENCY	0.00	0.00	0.00	0.00	0.00
100-00-43514-000-000	STATE GRANT - PARKS	0.00	0.00	0.00	0.00	0.00
100-00-43515-000-000	STATE/FEDERAL GRANTS - TAXI	0.00	0.00	0.00	0.00	0.00
100-00-43516-000-000	STATE/FED GRANTS-TAXI PRIOR YR	0.00	0.00	0.00	0.00	0.00
100-00-43519-000-000	STATE GRANT - MISC POLICE	0.00	0.00	0.00	0.00	0.00
100-00-43520-000-000	STATE AID-POLICE TRAINING	2,560.00	2,560.00	0.00	2,560.00	0.00
100-00-43521-000-000	STATE AID - FIRE TRAINING	0.00	0.00	0.00	0.00	0.00
100-00-43522-000-000	STATE AID/GRANTS-EMS/AMBULANCE	0.00	0.00	0.00	0.00	0.00
100-00-43525-000-000	STATE AID-JUDGE'S SCHOOL	0.00	0.00	0.00	0.00	0.00
100-00-43530-000-000	STATE AID-ROAD ALLOT-GENERAL	0.00	109,716.35	439,716.21	-329,999.86	24.95
100-00-43535-000-000	STATE AID-CONNECTING STREETS	0.00	12,325.92	49,303.71	-36,977.79	25.00
100-00-43536-000-000	STATE AID-LOCAL ST IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
100-00-43537-000-000	STATE AID-DISASTER FUNDS(FEMA)	0.00	0.00	0.00	0.00	0.00
100-00-43540-000-000	STATE-ENV. REPAIR-OLD LANDFILL	0.00	0.00	0.00	0.00	0.00
100-00-43560-000-000	STATE-UNDERGROUND TANK INSP.	0.00	80.00	0.00	80.00	0.00
100-00-43570-000-000	STATE AID-LIBRARY	0.00	0.00	0.00	0.00	0.00
100-00-43575-000-000	USFWS GRANT- NATURE PARK	0.00	0.00	0.00	0.00	0.00
100-00-43580-000-000	HISTORIC PRESERVATION GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43610-000-000	PAYMENTS FOR MUN. SERVICES	0.00	0.00	0.00	0.00	0.00
100-00-43620-000-000	STATE AID-SERV.ST.OWNED FAC.	0.00	9,943.45	9,970.00	-26.55	99.73
100-00-43700-000-000	COUNTY GRANTS	0.00	0.00	0.00	0.00	0.00
100-00-43730-000-000	COUNTY FUNDING - LIBRARY	0.00	309,249.00	309,249.18	-0.18	100.00

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100-00-43731-000-000	CROSS COUNTY FUNDING-LIBRARY	402.00	28,291.91	28,268.47	23.44	100.08
100-00-43733-000-000	DISASTER FUNDS	0.00	0.00	0.00	0.00	0.00
100-00-43734-000-000	EMERGENCY GOV'T GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43735-000-000	RECYCLING GRANT-COUNTY	0.00	0.00	0.00	0.00	0.00
C - INTERGOVERNMENTAL		9,039.09	478,243.72	1,488,841.57	-1,010,597.85	32.12
100-00-44110-000-000	LIQUOR & MALT BEV. LICENSES	10.00	110.00	15,000.00	-14,890.00	0.73
100-00-44120-000-000	OPERATOR'S LICENSES	120.00	180.00	2,100.00	-1,920.00	8.57
100-00-44130-000-000	CIGARETTE LICENSES	0.00	0.00	1,800.00	-1,800.00	0.00
100-00-44140-000-000	MOBILE HOME LICENSES	0.00	0.00	200.00	-200.00	0.00
100-00-44150-000-000	SUNDRY (MISC) LICENSES	35.00	205.00	3,300.00	-3,095.00	6.21
100-00-44155-000-000	ALARM SYSTEM PERMITS	60.00	790.00	1,000.00	-210.00	79.00
100-00-44160-000-000	PRIVATE WELL PERMITS	0.00	0.00	0.00	0.00	0.00
100-00-44165-000-000	TRUCK PARKING PERMITS	0.00	0.00	0.00	0.00	0.00
100-00-44200-000-000	BICYCLE LICENSES	0.00	0.00	0.00	0.00	0.00
100-00-44210-000-000	DOG LICENSES	0.00	518.50	2,500.00	-1,981.50	20.74
100-00-44211-000-000	DOG FINES (LATE FEES)	0.00	0.00	0.00	0.00	0.00
100-00-44300-000-000	BDLG PERMITS & INSP FEES	7,819.50	17,516.50	145,000.00	-127,483.50	12.08
100-00-44301-000-000	REALTY SIGNS - TAG PERMITS	0.00	0.00	0.00	0.00	0.00
100-00-44310-000-000	INSPECTIONS-UNDERGROUND TANKS	0.00	0.00	0.00	0.00	0.00
100-00-44800-000-000	CABLE TV FRANCHISE	0.00	0.00	42,000.00	-42,000.00	0.00
100-00-44900-000-000	DIRECT SELLERS PERMITS	0.00	0.00	0.00	0.00	0.00
100-00-44910-000-000	GARBAGE HAULER'S LICENSES	0.00	0.00	600.00	-600.00	0.00
100-00-45110-000-000	COURT PENALTIES & COSTS	79.29	79.29	0.00	79.29	0.00
100-00-45114-000-000	TEEN COURT	0.00	0.00	0.00	0.00	0.00
100-00-45115-000-000	MUNICIPAL COURT PENALTIES	7,494.26	23,279.52	75,000.00	-51,720.48	31.04
100-00-45116-000-000	COURT - JAIL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
100-00-45130-000-000	PARKING VIOLATIONS	1,840.00	5,310.00	14,000.00	-8,690.00	37.93
100-00-45220-000-000	JUDGMENT & DAMAGES	0.00	0.00	0.00	0.00	0.00
100-00-45250-000-000	USE-VALUE PENALTIES	0.00	0.00	0.00	0.00	0.00
100-00-45300-000-000	ANIMAL POUND	30.00	270.00	1,000.00	-730.00	27.00
100-00-45310-000-000	ANIMAL POUND - TWSP RENTAL	0.00	0.00	0.00	0.00	0.00
C - REGULATION & COMPLIANCE		17,488.05	48,258.81	303,500.00	-255,241.19	15.90
100-00-46110-000-000	CLERK'S FEES	1,304.48	2,953.27	14,000.00	-11,046.73	21.09
100-00-46120-000-000	LICENSE PUBLICATION FEES	0.00	100.00	1,500.00	-1,400.00	6.67
100-00-46130-000-000	BOARD OF APPEALS FEES	0.00	0.00	500.00	-500.00	0.00
100-00-46140-000-000	PLANNING COMMISSION FEES	450.00	450.00	2,000.00	-1,550.00	22.50
100-00-46160-000-000	P/E/G - CABLE FEES	0.00	0.00	0.00	0.00	0.00
100-00-46210-000-000	POLICE DEPT FEES	705.25	3,038.10	8,000.00	-4,961.90	37.98
100-00-46211-000-000	POLICE - COMMUNITY PROGRAMS	0.00	0.00	0.00	0.00	0.00
100-00-46212-000-000	POLICE - PROJECT LIFE SAVER	0.00	0.00	0.00	0.00	0.00
100-00-46220-000-000	FIRE DEPT FEES	10.00	659.74	12,500.00	-11,840.26	5.28
100-00-46220-388-000	FIRE - RESCUE DONATIONS	0.00	0.00	0.00	0.00	0.00
100-00-46220-389-000	FIRE - FUNDRAISER PROCEEDS	0.00	80.00	0.00	80.00	0.00
100-00-46225-000-000	RURAL FIRE DEPT FEES	0.00	0.00	0.00	0.00	0.00
100-00-46425-000-000	RECYCLING COLLECTION FEES	7,634.09	8,681.99	91,000.00	-82,318.01	9.54
100-00-46426-000-000	TIRE RECYCLING PROGRAM	0.00	0.00	0.00	0.00	0.00
100-00-46430-000-000	SANITARY LANDFILL	0.00	0.00	0.00	0.00	0.00
100-00-46440-000-000	WEED CONTROL	0.00	1,500.00	5,000.00	-3,500.00	30.00

Account Number		2015 March	2015 Actual 03/31/2015	2015 Budget	Budget Status	% of Budget
100-00-46710-000-000	LIBRARY EARNINGS	916.51	2,605.73	9,500.00	-6,894.27	27.43
100-00-46711-000-000	LIBRARY - WISCAT/WISCOM	0.00	0.00	0.00	0.00	0.00
100-00-46720-000-000	PARK REVENUE	0.00	0.00	0.00	0.00	0.00
100-00-46720-420-000	PARK - SHELTER FEES	99.53	99.53	2,000.00	-1,900.47	4.98
100-00-46721-000-000	SCHOOL LEASE - CITIZENS FIELD	0.00	0.00	0.00	0.00	0.00
100-00-46721-407-000	SUMMER REC - FIELD PREP	0.00	0.00	0.00	0.00	0.00
100-00-46722-000-000	HATFIELD - LEASE REVENUE	0.00	1.00	1.00	0.00	100.00
100-00-46723-000-000	GIRLS SOFTBALL	0.00	0.00	0.00	0.00	0.00
100-00-46724-000-000	9TH GRADE BASEBALL	0.00	0.00	0.00	0.00	0.00
100-00-46732-000-000	GOLF COURSE - LEASE REVENUE	0.00	10.00	10.00	0.00	100.00
100-00-46733-000-000	GOLF COURSE REVENUE	0.00	0.00	0.00	0.00	0.00
100-00-46735-000-000	SPORTS CENTER	0.00	0.00	0.00	0.00	0.00
100-00-46736-000-000	RENT - ATHLETIC FIELD	0.00	0.00	0.00	0.00	0.00
100-00-46739-000-000	RENT - POST OFFICE BLDG	0.00	0.00	0.00	0.00	0.00
100-00-46740-000-000	RENT - COMMUNITY CENTER	0.00	0.00	0.00	0.00	0.00
100-00-46741-000-000	RENT - ARMORY	0.00	0.00	0.00	0.00	0.00
100-00-46742-000-000	RENT - SPORTS CENTER	0.00	0.00	0.00	0.00	0.00
100-00-46743-000-000	RENT - CIVIC CENTER	2,700.00	19,780.00	56,000.00	-36,220.00	35.32
100-00-46744-000-000	RENT-LAND, BUSINESS/TECH PARK	0.00	0.00	15,000.00	-15,000.00	0.00
100-00-46745-000-000	RENT - PARK LAND	0.00	0.00	0.00	0.00	0.00
100-00-46800-000-000	STREET DEPT EARNINGS	100.00	100.00	3,000.00	-2,900.00	3.33
100-00-46805-000-000	STREET EXCAVATION FEES	0.00	0.00	1,600.00	-1,600.00	0.00
100-00-46810-000-000	FORESTRY	0.00	0.00	0.00	0.00	0.00
100-00-46840-000-000	EDC - MISC EARNINGS	0.00	0.00	17,667.00	-17,667.00	0.00
100-00-46841-000-000	EDC - 3RD ST BLDG	0.00	0.00	0.00	0.00	0.00
100-00-46850-000-000	AIRPORT - HANGAR LEASES	0.00	0.00	65,996.00	-65,996.00	0.00
100-00-46851-000-000	AIRPORT - FARM LAND LEASES	0.00	0.00	11,900.00	-11,900.00	0.00
100-00-46852-000-000	AIRPORT - FUEL FLOWAGE FEES	0.00	0.00	2,500.00	-2,500.00	0.00
100-00-46853-000-000	AIRPORT - PARKING/MISC FEES	0.00	200.00	1,000.00	-800.00	20.00
100-00-46854-000-000	AIRPORT - AIRSHOW PROCEEDS	0.00	0.00	0.00	0.00	0.00
C - PUBLIC CHARGES FOR SERVICE		13,919.86	40,259.36	320,674.00	-280,414.64	12.55
100-00-42100-000-000	ASSESSMENTS-WATER	0.00	0.00	0.00	0.00	0.00
100-00-42115-000-000	ASSESSMENTS-SEWER & WATER	0.00	0.00	0.00	0.00	0.00
100-00-42200-000-000	ASSESSMENTS-SEWER	0.00	831.62	831.62	0.00	100.00
100-00-42300-000-000	ASSESSMENTS-BLACKTOP	0.00	2,364.31	2,364.31	0.00	100.00
100-00-42400-000-000	ASSESSMENTS-CURB & GUTTER	0.00	0.00	0.00	0.00	0.00
100-00-42450-000-000	ASSESSMENTS-SIDEWALKS	0.00	0.00	0.00	0.00	0.00
100-00-42500-000-000	ASSESSMENTS-STORM SEWER	0.00	0.00	0.00	0.00	0.00
100-00-42555-000-000	ASSESSMENTS-IND. DEV.	0.00	0.00	0.00	0.00	0.00
100-00-42600-000-000	ASSESSMENTS-ENGINEERING	0.00	0.00	0.00	0.00	0.00
100-00-42650-000-000	ASSESSMENTS-ASSESSOR'S PLAT	0.00	0.00	0.00	0.00	0.00
100-00-42700-000-000	ASSESSMENTS-STREETSCAPE	0.00	0.00	0.00	0.00	0.00
100-00-48120-000-000	INTEREST ON S/A	12.66	718.37	1,000.00	-281.63	71.84
C - PUBLIC IMP-ASSESSMENTS		12.66	3,914.30	4,195.93	-281.63	93.29
100-00-48010-000-000	MISC REVENUE	1,429.25	1,854.25	1,200.00	654.25	154.52
100-00-48100-000-000	INTEREST	12,422.48	13,501.97	53,875.00	-40,373.03	25.06
100-00-48101-000-000	NR FOUNDATION-STREETSCAPE PRIN	0.00	0.00	0.00	0.00	0.00
100-00-48102-000-000	INTEREST ON ADVANCE TO TIFS	0.00	0.00	2,900.00	-2,900.00	0.00

Account Number		2015 March	2015 Actual 03/31/2015	2015 Budget	Budget Status	% of Budget
100-00-48116-000-000	INTEREST - KIDZ PLAZA	0.00	98.54	378.09	-279.55	26.06
100-00-48117-000-000	PRINCIPAL - KIDZ PLAZA	0.00	265.06	1,076.31	-811.25	24.63
100-00-48200-000-000	RENT-IND. DEV. BLDG-BOSCH	0.00	0.00	0.00	0.00	0.00
100-00-48205-000-000	SBA LEASE - WATER TOWER	0.00	0.00	0.00	0.00	0.00
100-00-48210-000-000	HOCKEY PMT-LONG TERM LEASE	0.00	0.00	8,000.00	-8,000.00	0.00
100-00-48211-000-000	LIBRARY PMT-LONG TERM LEASE	0.00	0.00	0.00	0.00	0.00
100-00-48300-000-000	PROPERTY SALES	0.00	0.00	0.00	0.00	0.00
100-00-48310-000-000	PROPERTY SALES-BUS. TECH. PARK	0.00	0.00	0.00	0.00	0.00
100-00-48350-000-000	MISC SALES - SQUAD CAR	0.00	0.00	0.00	0.00	0.00
100-00-48351-000-000	MISC SALES - STREETS	0.00	0.00	0.00	0.00	0.00
100-00-48352-000-000	MISC SALES - PARKS	0.00	0.00	0.00	0.00	0.00
100-00-48353-000-000	MISC SALES - FIRE DEPT	0.00	0.00	5,853.00	-5,853.00	0.00
100-00-48400-000-000	INSURANCE RECOVERIES	0.00	0.00	0.00	0.00	0.00
100-00-48450-000-000	INSURANCE DIVIDENDS	0.00	0.00	0.00	0.00	0.00
100-00-48451-000-000	CASH AWARD - LOSS CONTROL PRGM	0.00	0.00	0.00	0.00	0.00
100-00-48452-000-000	CASH AWARD - WORK COMP	0.00	0.00	0.00	0.00	0.00
100-00-48500-000-000	DONATIONS-ORG. & INDIVIDUALS	2,048.75	10,228.75	3,000.00	7,228.75	340.96
100-00-48501-000-000	DONATIONS - FLOWER BASKETS	0.00	0.00	0.00	0.00	0.00
100-00-48502-000-000	DONATIONS - DOG PARK	0.00	0.00	0.00	0.00	0.00
100-00-48521-000-000	AQUATIC CENTER - DONATIONS	0.00	0.00	0.00	0.00	0.00
100-00-48560-000-000	DONATIONS - NR STOCK SALES	0.00	0.00	0.00	0.00	0.00
C - MISCELLANEOUS		15,900.48	25,948.57	76,282.40	-50,333.83	34.02
100-00-49100-000-000	PROCEEDS FROM LONG TERM DEBT	0.00	0.00	0.00	0.00	0.00
100-00-49101-000-000	PROCEEDS - 1991 GO NOTES	0.00	0.00	0.00	0.00	0.00
100-00-49102-000-000	PROCEEDS - LAND PURCHASE/CASEY	0.00	0.00	0.00	0.00	0.00
100-00-49103-000-000	PROCEEDS - 1992 GO BONDS	0.00	0.00	0.00	0.00	0.00
100-00-49104-000-000	PROCEEDS - 1995 PROM NOTES	0.00	0.00	0.00	0.00	0.00
100-00-49105-000-000	PROCEEDS - SHORT TERM LOAN	0.00	0.00	0.00	0.00	0.00
100-00-49106-000-000	PROCEEDS - 1996 GO BONDS	0.00	0.00	0.00	0.00	0.00
100-00-49107-000-000	PROCEEDS - 1997 GO PROM NOTES	0.00	0.00	0.00	0.00	0.00
100-00-49210-000-000	FUND TRANSFER-RESIDUAL EQUITY	0.00	0.00	0.00	0.00	0.00
100-00-49220-000-000	FUND TRANSFER-OPERATING	0.00	0.00	0.00	0.00	0.00
100-00-49225-000-000	TRSFN FROM WDF FUND	0.00	0.00	0.00	0.00	0.00
100-00-49240-000-000	TRSFN FROM CAPITAL PROJECTS	0.00	0.00	100,000.00	-100,000.00	0.00
100-00-49250-000-000	TRSFN FROM S/A B BOND FUNDS	0.00	0.00	0.00	0.00	0.00
100-00-49279-000-000	TRSFN FROM AQUATIC CTR FUND	0.00	0.00	0.00	0.00	0.00
100-00-49281-000-000	TRSFN FROM LIBRARY TRUST	0.00	0.00	0.00	0.00	0.00
100-00-49300-000-000	F/B APPLIED TAX ROLL	0.00	0.00	0.00	0.00	0.00
C - OTHER FINANCING SOURCES		0.00	0.00	100,000.00	-100,000.00	0.00
Total Revenues		73,998.42	1,992,905.60	5,869,596.44	-3,876,690.84	33.95

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100-00-51100-000-000	COUNCIL	4,303.19	11,303.39	45,213.00	33,909.61	25.00
100-00-51100-320-000	COUNCIL - PUB/SUB/DUES & MISC	968.67	4,323.93	19,000.00	14,676.07	22.76
100-00-51105-000-000	BOARD OF APPEALS	0.00	0.00	100.00	100.00	0.00
100-00-51106-000-000	PLANNING COMMISSION	0.00	0.00	350.00	350.00	0.00
100-00-51110-000-000	MAYOR	1,229.50	3,229.50	12,918.00	9,688.50	25.00
100-00-51110-390-000	MAYOR - MISC	0.00	55.00	1,500.00	1,445.00	3.67
100-00-51200-000-000	MUNICIPAL COURT	5,094.32	10,817.77	54,582.47	43,764.70	19.82
100-00-51200-152-000	COURT - HEALTH INS	3,591.96	3,591.96	15,657.84	12,065.88	22.94
100-00-51200-210-000	COURT - TRAINING/TRAVEL/MEALS	1,057.85	1,097.85	2,000.00	902.15	54.89
100-00-51200-390-000	COURT - MISC	40.83	4,103.43	6,000.00	1,896.57	68.39
100-00-51210-000-000	COURT FINES	1,929.83	3,862.69	20,000.00	16,137.31	19.31
100-00-51211-000-000	COURT ATTORNEY	810.27	1,800.75	16,000.00	14,199.25	11.25
100-00-51212-000-000	TEEN COURT	0.00	0.00	0.00	0.00	0.00
100-00-51310-000-000	CITY ATTORNEY	1,946.44	7,728.94	18,000.00	10,271.06	42.94
100-00-51310-390-000	CITY ATTORNEY - MISC	0.00	0.00	0.00	0.00	0.00
100-00-51311-000-000	NEGOTIATIONS/LABOR ISSUES	38.00	38.00	3,000.00	2,962.00	1.27
100-00-51312-000-000	OTHER LEGAL/CONSULTING	0.00	0.00	10,000.00	10,000.00	0.00
100-00-51410-000-000	ADMINISTRATOR	6,118.25	12,520.96	62,657.17	50,136.21	19.98
100-00-51410-152-000	ADMIN - HEALTH INS	1,812.66	1,812.66	10,416.96	8,604.30	17.40
100-00-51410-210-000	ADMIN - TRAINING/TRAVEL/MEALS	101.11	707.15	5,000.00	4,292.85	14.14
100-00-51410-390-000	ADMIN - MISC	262.39	600.20	2,000.00	1,399.80	30.01
100-00-51420-000-000	CITY CLERK	9,675.13	19,833.20	99,370.46	79,537.26	19.96
100-00-51420-152-000	CLERK/TREAS - HEALTH INS	10,662.05	10,662.05	53,815.48	43,153.43	19.81
100-00-51420-210-000	CLERK/TREAS - TRAINING/TRAVEL/	376.00	441.00	2,000.00	1,559.00	22.05
100-00-51420-321-000	CITY CLERK - PUBLICATION	0.00	0.00	400.00	400.00	0.00
100-00-51420-390-000	CLERK/TREAS - MISC	-101.68	5,337.46	24,000.00	18,662.54	22.24
100-00-51430-000-000	ADMIN ASST - SALARIES/FRINGE	2,646.24	5,259.58	25,071.50	19,811.92	20.98
100-00-51430-112-000	ADMIN ASST - RECEPTIONIST	2,567.22	5,244.47	26,202.82	20,958.35	20.01
100-00-51430-152-000	ADMIN ASST - HEALTH INS	2,538.23	3,578.73	18,245.88	14,667.15	19.61
100-00-51430-210-000	ADMIN ASST - TRAINING/TRAVEL/M	0.00	677.50	200.00	-477.50	338.75
100-00-51430-220-000	ADMIN ASST - UTIL/TELE	6.27	12.54	250.00	237.46	5.02
100-00-51430-390-000	ADMIN ASST - MISC	42.41	57.90	800.00	742.10	7.24
100-00-51435-000-000	NETWORKING / COMPUTERS	7.49	900.64	5,000.00	4,099.36	18.01
100-00-51440-000-000	ELECTIONS	108.63	1,066.15	5,500.00	4,433.85	19.38
100-00-51440-110-000	ELECTIONS - SALARIES / FRINGE	0.00	0.00	0.00	0.00	0.00
100-00-51510-000-000	GENERAL ACCOUNTING	3,970.90	7,768.11	52,174.36	44,406.25	14.89
100-00-51515-000-000	AUDITING	820.00	3,629.00	24,500.00	20,871.00	14.81
100-00-51520-000-000	TREASURY / FINANCE	9,586.95	21,763.56	119,202.16	97,438.60	18.26
100-00-51530-000-000	BUILDING INSPECTOR	6,759.32	14,165.75	68,259.01	54,093.26	20.75
100-00-51530-112-000	BLDG INSP - CLERICAL	5,387.04	11,049.38	55,436.42	44,387.04	19.93
100-00-51530-152-000	BLDG INSP - HEALTH INS	4,147.07	4,284.42	17,536.78	13,252.36	24.43
100-00-51530-210-000	BLDG INSP - TRAINING/TRAVEL/	0.00	525.00	1,500.00	975.00	35.00
100-00-51530-390-000	BLDG INSP - MISC	796.65	4,144.00	8,500.00	4,356.00	48.75
100-00-51530-391-000	BLDG INSP - MFG CHARGE	2,181.16	2,181.16	2,300.00	118.84	94.83
100-00-51531-000-000	ASSESSING CONTRACTS	0.00	6,250.00	25,000.00	18,750.00	25.00
100-00-51535-000-000	BOARD OF REVIEW	0.00	0.00	500.00	500.00	0.00
100-00-51554-000-000	MAPPING/IT - SALARIES/FRINGE	3,032.69	6,203.19	31,028.60	24,825.41	19.99
100-00-51554-152-000	MAPPING/IT - HEALTH INS	884.70	884.70	3,861.18	2,976.48	22.91
100-00-51554-210-000	MAPPING/IT - TRAINING/TRAVEL/M	0.00	0.00	100.00	100.00	0.00
100-00-51555-000-000	MAPS	0.00	0.00	1,900.00	1,900.00	0.00
100-00-51575-000-000	CITY VEHICLE - MISC	112.73	139.18	1,000.00	860.82	13.92

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100-00-51600-000-000	CIVIC CENTER	3,924.45	8,905.72	26,000.00	17,094.28	34.25
100-00-51600-110-000	CIVIC CENTER - SALARIES/FRINGE	5,585.85	11,491.87	60,185.27	48,693.40	19.09
100-00-51600-152-000	CIVIC CENTER - HEALTH INS	4,207.29	4,207.29	19,259.14	15,051.85	21.85
100-00-51600-220-000	CIVIC CENTER - UTIL/TELE	3,978.17	6,214.44	37,000.00	30,785.56	16.80
100-00-51616-000-000	CITY FOUNTAIN	0.00	0.00	0.00	0.00	0.00
100-00-51617-000-000	CITY BEAUTIFICATION - DOWNTOWN	0.00	0.00	0.00	0.00	0.00
100-00-51900-000-000	OTHER GENERAL GOVERNMENT	0.00	0.00	29,022.86	29,022.86	0.00
100-00-51910-000-000	ILLEGAL TAX	0.00	0.00	0.00	0.00	0.00
100-00-51911-000-000	ANNEXATION - TAX PMTS	0.00	0.00	0.00	0.00	0.00
100-00-51930-000-000	PROP/LIAB INS	26,645.00	65,542.00	85,000.00	19,458.00	77.11
100-00-51940-000-000	EMPLOYEE BONDS	2,643.00	2,643.00	1,000.00	-1,643.00	264.30
100-00-51950-000-000	WORK COMP INS	20,455.00	20,455.00	50,000.00	29,545.00	40.91
100-00-51970-000-000	UNEMPLOYMENT COMP	207.56	207.56	2,000.00	1,792.44	10.38
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C - GENERAL GOV'T		163,158.79	323,319.73	1,287,517.36	964,197.63	25.11
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100-00-52100-110-000	POLICE - FT SALARIES	78,981.82	196,725.98	1,055,600.70	858,874.72	18.64
100-00-52100-111-000	POLICE - FT / ADDTL WAGES	2,103.16	8,955.61	65,000.00	56,044.39	13.78
100-00-52100-112-000	POLICE - SPECIAL EVENTS	0.00	0.00	5,000.00	5,000.00	0.00
100-00-52100-117-000	POLICE - MAINT SALARIES	308.88	710.86	4,495.87	3,785.01	15.81
100-00-52100-150-000	POLICE - SS/MEDICARE	19,264.16	19,264.16	92,534.16	73,270.00	20.82
100-00-52100-151-000	POLICE - RF	26,164.12	26,164.12	120,491.06	94,326.94	21.71
100-00-52100-152-000	POLICE - HEALTH INS	62,021.69	63,126.00	265,310.07	202,184.07	23.79
100-00-52100-152-100	POLICE - RETIREE/SICK PAYOUT	0.00	0.00	0.00	0.00	0.00
100-00-52100-153-000	POLICE - LIFE INS	0.00	0.00	400.00	400.00	0.00
100-00-52100-155-000	POLICE - UNIFORMS	0.00	9,935.56	9,930.00	-5.56	100.06
100-00-52100-155-100	POLICE - FT STARTING ALLOW	220.95	458.41	2,000.00	1,541.59	22.92
100-00-52100-157-000	POLICE - DISABILITY INS	1,242.09	1,242.09	5,058.42	3,816.33	24.55
100-00-52100-160-000	POLICE - FLEX BENEFIT COSTS	0.00	0.00	175.00	175.00	0.00
100-00-52100-210-000	POLICE - TRAINING/EDUCATION	357.93	801.27	7,000.00	6,198.73	11.45
100-00-52100-220-000	POLICE - UTIL/TELE	2,160.81	4,418.89	24,000.00	19,581.11	18.41
100-00-52100-290-000	POLICE - STATE COLLECTION FEE	80.00	150.00	300.00	150.00	50.00
100-00-52100-291-000	POLICE - LEGAL SERVICES	528.00	5,216.33	8,500.00	3,283.67	61.37
100-00-52100-293-000	POLICE - STATE INVEST/FEES	7.00	14.00	700.00	686.00	2.00
100-00-52100-294-000	POLICE - SPECIAL INVESTIGATION	2.00	172.50	3,000.00	2,827.50	5.75
100-00-52100-310-000	POLICE - OFFICE SUPPLIES	790.53	1,105.36	10,000.00	8,894.64	11.05
100-00-52100-320-000	POLICE - PUB/SUB/DUES	0.00	550.00	1,200.00	650.00	45.83
100-00-52100-330-000	POLICE - PHYSICALS	0.00	0.00	600.00	600.00	0.00
100-00-52100-340-000	POLICE - OPERATING SUPPLIES	1,147.44	1,609.44	5,000.00	3,390.56	32.19
100-00-52100-343-000	POLICE - GAS/OIL MISC	2,290.71	4,701.94	30,000.00	25,298.06	15.67
100-00-52100-345-000	POLICE - BICYCLE LICENSES	0.00	0.00	0.00	0.00	0.00
100-00-52100-350-000	POLICE - VEHICLE MAINT	3,833.07	5,367.86	14,000.00	8,632.14	38.34
100-00-52100-351-000	POLICE - EQUIP REMOVAL/INSTALL	0.00	3,349.10	1,900.00	-1,449.10	176.27
100-00-52100-360-000	POLICE - RADIOS	0.00	935.00	5,000.00	4,065.00	18.70
100-00-52100-370-000	POLICE - FIREARM SUPPLIES	7,928.74	10,039.57	8,000.00	-2,039.57	125.49
100-00-52100-373-000	POLICE - BLDG REPAIR / MAINT	82.75	656.26	8,000.00	7,343.74	8.20
100-00-52100-389-000	POLICE - ALCOHOL BLOOD DRAWS	61.00	-79.50	2,000.00	2,079.50	-3.98
100-00-52100-390-000	POLICE - MISC	656.41	771.20	4,500.00	3,728.80	17.14
100-00-52100-391-000	POLICE - RESERVE FUND	0.00	0.00	0.00	0.00	0.00
100-00-52100-392-000	POLICE - CHILD SAFETY	0.00	0.00	0.00	0.00	0.00
100-00-52100-393-000	POLICE - COMMUNITY PROGRAMS	0.00	0.00	0.00	0.00	0.00
100-00-52100-394-000	POLICE - SAFETY FAIR	0.00	0.00	0.00	0.00	0.00

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100-00-52100-395-000	POLICE - COMPUTER SUPPORT	611.49	4,527.58	14,000.00	9,472.42	32.34
100-00-52100-396-000	POLICE - TIME SYSTEM FEES	0.00	318.00	1,230.00	912.00	25.85
100-00-52100-397-000	POLICE - PROJECT LIFE SAVER	0.00	0.00	0.00	0.00	0.00
100-00-52110-000-000	POLICE-SECRETARY	3,676.80	9,339.80	47,796.94	38,457.14	19.54
100-00-52110-112-000	POLICE-SECRETARY/PT SALARIES	2,520.21	6,261.18	31,703.40	25,442.22	19.75
C - POLICE		217,041.76	386,808.57	1,854,425.62	1,467,617.05	20.86
100-00-52200-100-000	FIRE CHIEF	-1,377.72	6,389.82	32,705.08	26,315.26	19.54
100-00-52200-110-000	FIRE - SALARIES	-3,471.56	10,063.96	53,964.18	43,900.22	18.65
100-00-52200-111-000	FIRE - SALARIES / CITY CALLS	1,198.92	3,902.67	28,790.70	24,888.03	13.56
100-00-52200-150-000	FIRE - SS/MEDICARE	1,491.61	1,491.61	6,630.20	5,138.59	22.50
100-00-52200-151-000	FIRE - RF	-4,971.15	6,483.01	18,527.21	12,044.20	34.99
100-00-52200-152-000	FIRE - HEALTH INS	1,631.68	3,470.57	10,859.56	7,388.99	31.96
100-00-52200-152-100	FIRE - RETIREE / SICK PAYOUT	0.00	0.00	0.00	0.00	0.00
100-00-52200-153-000	FIRE - LIFE INSURANCE	0.00	0.00	1.56	1.56	0.00
100-00-52200-157-000	FIRE - DISABILITY INS	40.05	40.05	160.18	120.13	25.00
100-00-52200-160-000	FIRE - FLEX BENEFIT COSTS	0.00	0.00	1.05	1.05	0.00
100-00-52200-210-000	FIRE - TRAINING/EDUCATION	-150.09	1,659.77	5,764.60	4,104.83	28.79
100-00-52200-220-000	FIRE - UTIL/TELE	383.66	1,234.06	6,195.52	4,961.46	19.92
100-00-52200-310-000	FIRE - OFFICE SUPPLIES	-83.93	312.79	2,392.02	2,079.23	13.08
100-00-52200-355-000	FIRE - SUPPLIES/EQUIP	-3,432.88	3,977.53	15,760.63	11,783.10	25.24
100-00-52200-360-000	FIRE - RADIOS	0.00	0.00	1,806.49	1,806.49	0.00
100-00-52200-373-000	FIRE - BLDG MAINT	51.39	80.20	2,319.21	2,239.01	3.46
100-00-52200-389-000	FIRE - EQUIP DONATIONS MISC	0.00	0.00	0.00	0.00	0.00
100-00-52200-390-000	FIRE - MISC	42.40	71.96	15,208.01	15,136.05	0.47
100-00-52212-000-000	FIRE PREVENTION	0.00	0.00	1,209.48	1,209.48	0.00
100-00-52212-110-000	FIRE PREVENTION - SALARIES	0.00	0.00	1,425.56	1,425.56	0.00
100-00-52235-000-000	FIRE VEHICLE MAINT	-143.06	1,530.20	7,331.68	5,801.48	20.87
100-00-52235-110-000	FIRE VEHICLE MAINT - SALARIES	-496.45	816.80	1,872.50	1,055.70	43.62
100-00-52236-110-000	FIRE UNIT TRAINING - SALARIES	-435.38	1,109.62	4,438.51	3,328.89	25.00
100-00-52239-000-000	RESCUE EQUIPMENT - SUPPLIES	95.01	95.01	473.82	378.81	20.05
C - FIRE		-9,627.50	42,729.63	217,837.75	175,108.12	19.62
100-00-52300-000-000	AMBULANCE	0.00	82,691.29	82,691.29	0.00	100.00
100-00-52300-373-000	AMBULANCE - BLDG MAINT	0.00	0.00	0.00	0.00	0.00
100-00-52400-000-000	WEIGHTS & MEASURES INSPECTIONS	0.00	0.00	4,800.00	4,800.00	0.00
100-00-52500-000-000	DAM	1,251.71	2,086.37	10,000.00	7,913.63	20.86
100-00-52500-110-000	DAM - SALARIES / FRINGE	0.00	0.00	600.00	600.00	0.00
100-00-52501-000-000	EMERGENCY GOV'T	0.00	181.77	4,000.00	3,818.23	4.54
100-00-52501-220-000	EMERGENCY GOV'T - UTIL/TELE	37.68	75.55	450.00	374.45	16.79
100-00-52501-355-000	EMERGENCY GOV'T-SUPPLIES/EQUIP	215.18	226.79	4,500.00	4,273.21	5.04
100-00-52503-000-000	DISASTER REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
100-00-52700-000-000	INFECTION CONTROL	0.00	0.00	0.00	0.00	0.00
100-00-52710-000-000	SAFETY SUPPLIES	0.00	0.00	375.00	375.00	0.00
100-00-52711-000-000	SAFETY POLICIES	0.00	0.00	2,925.00	2,925.00	0.00
100-00-52712-000-000	SAFETY TRAINING/TESTING	297.00	297.00	1,500.00	1,203.00	19.80
100-00-52720-000-000	JAIL CHARGES - ROOM & BOARD	0.00	0.00	500.00	500.00	0.00
C - OTHER PUBLIC SAFETY		1,801.57	85,558.77	112,341.29	26,782.52	76.16
100-00-53100-000-000	DIRECTOR OF PUBLIC WORKS	-1,720.10	4,499.45	27,652.03	23,152.58	16.27

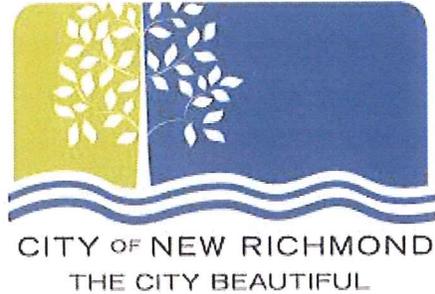
Account Number		2015 March	2015 Actual 03/31/2015	2015 Budget	Budget Status	% of Budget
100-00-53230-000-000	STREET SHOP	2,033.39	3,326.69	12,720.00	9,393.31	26.15
100-00-53231-000-000	STREETS SALT SHED	0.00	0.00	0.00	0.00	0.00
100-00-53240-000-000	STREET MACHY/EQUIP	2,300.80	15,623.43	26,000.00	10,376.57	60.09
100-00-53241-000-000	STREET MACHY - GAS/OIL	2,172.25	5,297.43	45,000.00	39,702.57	11.77
100-00-53300-000-000	STREETS	247.45	614.41	73,302.00	72,687.59	0.84
100-00-53300-110-000	STREETS - SALARIES	23,390.82	67,048.18	284,306.36	217,258.18	23.58
100-00-53300-150-000	STREETS - SS/MEDICARE	6,046.73	6,046.73	25,727.43	19,680.70	23.50
100-00-53300-151-000	STREETS - RF	6,294.60	6,294.60	24,704.35	18,409.75	25.48
100-00-53300-152-000	STREETS - HEALTH INS	23,993.33	25,868.01	80,372.48	54,504.47	32.19
100-00-53300-152-100	STREETS - RETIREE/SICK PAYOUT	0.00	0.00	0.00	0.00	0.00
100-00-53300-153-000	STREETS - LIFE INSURANCE	0.00	0.00	258.40	258.40	0.00
100-00-53300-157-000	STREETS - DISABILITY INS	368.18	368.18	1,351.91	983.73	27.23
100-00-53300-158-000	STREETS - SAFETY WEAR/EQUIP	0.00	334.98	1,500.00	1,165.02	22.33
100-00-53300-159-000	STREETS - MISC EXAMS/TESTING	25.00	69.40	500.00	430.60	13.88
100-00-53300-160-000	STREETS - FLEX BENEFIT COSTS	0.00	0.00	148.75	148.75	0.00
100-00-53300-210-000	STREETS - TRAINING/EDUCATION	42.76	466.26	0.00	-466.26	0.00
100-00-53300-352-000	STREETS - EQUIP/MACHY LEASES	0.00	0.00	4,500.00	4,500.00	0.00
100-00-53320-000-000	SNOW & ICE	0.00	8,286.57	46,515.00	38,228.43	17.81
100-00-53420-000-000	ST LIGHTING	17,661.65	36,320.66	188,000.00	151,679.34	19.32
100-00-53420-110-000	ST LIGHTING - SALARIES/FRINGE	0.00	0.00	0.00	0.00	0.00
100-00-53420-374-000	ST LIGHTING - MAINT	0.00	0.00	0.00	0.00	0.00
100-00-53430-000-000	SIDEWALKS	0.00	0.00	20,000.00	20,000.00	0.00
100-00-53430-110-000	SIDEWALKS - SALARIES /FRINGE	0.00	0.00	0.00	0.00	0.00
100-00-53447-000-000	TRAFFIC CONTROL (SIGNS)	14,566.01	15,070.83	18,000.00	2,929.17	83.73
100-00-53610-000-000	LANDFILL EXPENSES	8.24	16.48	500.00	483.52	3.30
100-00-53610-390-000	LANDFILL - MISC	0.00	0.00	0.00	0.00	0.00
100-00-53611-000-000	LANDFILL - MONITORING	983.83	983.83	13,500.00	12,516.17	7.29
100-00-53640-000-000	WEED CONTROL	0.00	0.00	12,000.00	12,000.00	0.00
100-00-53640-110-000	WEEDS/CITY - SALARIES/FRINGE	0.00	0.00	0.00	0.00	0.00
C - STREETS		98,414.94	196,536.12	906,558.71	710,022.59	21.68
100-00-53510-000-000	AIRPORT	3,050.65	5,628.42	51,000.00	45,371.58	11.04
100-00-53510-110-000	AIRPORT - SALARIES /FRINGE	7,515.11	15,504.89	82,801.00	67,296.11	18.73
100-00-53510-152-000	AIRPORT - HEALTH INS	1,769.34	1,769.34	7,722.36	5,953.02	22.91
100-00-53510-210-000	AIRPORT - TRAINING/EDUCATION	0.00	0.00	0.00	0.00	0.00
100-00-53510-375-000	AIRPORT - SNOW	0.00	949.81	4,500.00	3,550.19	21.11
100-00-53510-376-000	AIRPORT - WEEDS	0.00	0.00	1,000.00	1,000.00	0.00
C - AIRPORT		12,335.10	23,852.46	147,023.36	123,170.90	16.22
100-00-53515-000-000	SHARED RIDE TAXI	5,340.13	12,140.09	19,000.00	6,859.91	63.90
100-00-53634-000-000	RECYCLING-YARD WASTE CLEAN UP	0.00	0.00	20,000.00	20,000.00	0.00
100-00-53635-000-000	RECYCLING	4,798.87	9,785.16	55,000.00	45,214.84	17.79
100-00-53637-000-000	RECYCLING GRANT-EXPENSES	0.00	0.00	0.00	0.00	0.00
100-00-53638-000-000	TIRE RECYCLING PROGRAM	0.00	0.00	0.00	0.00	0.00
C - OTHER PUBLIC WORKS		10,139.00	21,925.25	94,000.00	72,074.75	23.32
100-00-54100-000-000	HEALTH OFFICER	200.00	200.00	200.00	0.00	100.00
100-00-54120-000-000	ANIMAL CONTROL	900.00	1,800.00	10,800.00	9,000.00	16.67
100-00-54120-390-000	ANIMAL CONTROL - MISC	45.85	133.76	1,250.00	1,116.24	10.70

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C - HEALTH & HUMAN SERVICES		1,145.85	2,133.76	12,250.00	10,116.24	17.42
100-00-55110-000-000	LIBRARY - LEASE	0.00	0.00	0.00	0.00	0.00
100-00-55110-110-000	LIBRARY - SALARIES	24,369.71	62,863.92	322,391.68	259,527.76	19.50
100-00-55110-117-000	LIBRARY - MAINT SALARIES	2,072.98	5,341.63	26,053.92	20,712.29	20.50
100-00-55110-150-000	LIBRARY - SS/MEDICARE	5,939.73	5,939.73	26,656.09	20,716.36	22.28
100-00-55110-151-000	LIBRARY - RF	5,476.82	5,476.82	23,005.88	17,529.06	23.81
100-00-55110-152-000	LIBRARY - HEALTH INS	17,009.43	17,154.17	76,322.45	59,168.28	22.48
100-00-55110-152-100	LIBRARY - RETIREE/SICK PAYOUT	0.00	0.00	0.00	0.00	0.00
100-00-55110-153-000	LIBRARY - LIFE INS	0.00	0.00	96.56	96.56	0.00
100-00-55110-157-000	LIBRARY - DISABILITY INS	243.18	243.18	1,044.83	801.65	23.27
100-00-55110-160-000	LIBRARY - FLEX BENEFIT COSTS	0.00	0.00	50.05	50.05	0.00
100-00-55110-220-000	LIBRARY - UTIL/TELE	1,457.83	2,355.34	13,220.00	10,864.66	17.82
100-00-55110-310-000	LIBRARY - OFFICE SUPPLIES	209.97	477.67	8,500.00	8,022.33	5.62
100-00-55110-311-000	LIBRARY - POSTAGE	389.07	540.92	1,606.95	1,066.03	33.66
100-00-55110-312-000	LIBRARY - XEROX	0.00	181.00	3,576.00	3,395.00	5.06
100-00-55110-315-000	LIBRARY - PROGRAMS/MATERIALS	966.34	2,123.20	8,181.00	6,057.80	25.95
100-00-55110-316-000	LIBRARY - AUDIO BOOKS	235.86	357.91	5,500.00	5,142.09	6.51
100-00-55110-317-000	LIBRARY - MUSIC & GAMING	61.74	61.74	4,000.00	3,938.26	1.54
100-00-55110-318-000	LIBRARY - BOOKS	3,603.62	4,006.26	39,140.00	35,133.74	10.24
100-00-55110-319-000	LIBRARY - DVD	307.61	330.55	6,100.00	5,769.45	5.42
100-00-55110-320-000	LIBRARY - PUB/SUB/DUES	0.00	174.99	6,000.00	5,825.01	2.92
100-00-55110-321-000	LIBRARY - E CONTENT	0.00	0.00	4,100.00	4,100.00	0.00
100-00-55110-330-000	LIBRARY - EDUCATION/TRAV/MEALS	74.60	138.45	4,500.00	4,361.55	3.08
100-00-55110-355-000	LIBRARY - SUPPLIES/EQUIP	374.38	2,240.56	7,200.00	4,959.44	31.12
100-00-55110-373-000	LIBRARY - BLDG MAINT	582.94	1,694.02	5,000.00	3,305.98	33.88
100-00-55110-390-000	LIBRARY - MISC	1,095.00	1,179.40	200.00	-979.40	589.70
100-00-55110-391-000	LIBRARY - MISC PUBLICITY	0.00	50.00	2,500.00	2,450.00	2.00
100-00-55110-393-000	LIBRARY - CATALOG SERVICES	0.00	0.00	23,394.00	23,394.00	0.00
100-00-55110-395-000	LIBRARY - COMPUTER SUPPORT	795.00	795.00	1,200.00	405.00	66.25
100-00-55110-396-000	LIBRARY - S.I.S. MAINT	0.00	29,171.00	30,271.00	1,100.00	96.37
C - LIBRARY		65,265.81	142,897.46	649,810.41	506,912.95	21.99
100-00-55200-110-000	PARKS - SALARIES	13,229.24	33,909.99	194,779.28	160,869.29	17.41
100-00-55200-150-000	PARKS - SS/MEDICARE	2,845.97	2,845.97	13,208.31	10,362.34	21.55
100-00-55200-151-000	PARKS - RF	3,079.07	3,079.07	11,771.89	8,692.82	26.16
100-00-55200-152-000	PARKS - HEALTH INS	16,448.27	18,563.27	61,492.46	42,929.19	30.19
100-00-55200-153-000	PARKS - LIFE INS	0.00	0.00	62.00	62.00	0.00
100-00-55200-157-000	PARKS - DISABILITY INS	202.08	202.08	718.54	516.46	28.12
100-00-55200-158-000	PARKS - SAFETY WEAR/EQUIP	0.00	99.99	1,500.00	1,400.01	6.67
100-00-55200-160-000	PARKS - FLEX BENEFIT COSTS	0.00	0.00	70.00	70.00	0.00
100-00-55200-210-000	PARKS - TRAINING/EDUCATION	44.21	533.01	1,000.00	466.99	53.30
100-00-55200-220-000	PARKS - SHOP UTIL/TELE	1,533.37	2,123.16	9,220.00	7,096.84	23.03
100-00-55200-220-100	PARKS - OTHER UTIL/TELE	512.39	1,032.82	6,500.00	5,467.18	15.89
100-00-55200-341-000	PARKS - FLOWERS/SHRUBS/TREES	0.00	0.00	6,000.00	6,000.00	0.00
100-00-55200-343-000	PARKS - GAS/OIL MISC	48.13	753.07	15,000.00	14,246.93	5.02
100-00-55200-346-000	PARKS - REC SUPPLIES/REPAIRS	1,211.85	1,211.85	19,000.00	17,788.15	6.38
100-00-55200-347-000	PARKS - PORTABLE TOILETS	0.00	0.00	1,100.00	1,100.00	0.00
100-00-55200-351-000	PARKS - MACHY/VEHICLE REPAIRS	1,703.17	4,210.77	9,000.00	4,789.23	46.79
100-00-55200-352-000	PARKS - EQUIP/MACHY LEASES	0.00	0.00	500.00	500.00	0.00

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100-00-55200-353-000	PARKS - SHOP SUPPLIES	45.94	339.65	1,500.00	1,160.35	22.64
100-00-55200-373-000	PARKS - BLDG MAINT	0.00	0.00	4,000.00	4,000.00	0.00
100-00-55200-390-000	PARKS - MISC	1,139.11	1,187.95	5,000.00	3,812.05	23.76
100-00-55221-000-000	FREEDOM PARK	0.00	0.00	0.00	0.00	0.00
100-00-55221-220-000	FREEDOM PARK - UTILITIES	0.00	0.00	0.00	0.00	0.00
100-00-55222-000-000	HATFIELD PARK	0.00	0.00	0.00	0.00	0.00
100-00-55222-220-000	HATFIELD - UTIL/TELE	381.89	766.99	3,000.00	2,233.01	25.57
100-00-55222-390-000	HATFIELD - MISC	0.00	0.00	0.00	0.00	0.00
100-00-55223-000-000	HATFIELD LAKE AERATION	0.00	0.00	0.00	0.00	0.00
100-00-55230-220-000	CITIZEN FIELD - UTIL/TELE	203.39	414.97	1,400.00	985.03	29.64
100-00-55230-374-000	CITIZEN FIELD - MAINT/REPAIRS	0.00	0.00	3,000.00	3,000.00	0.00
100-00-55300-000-000	SUMMER REC	0.00	0.00	0.00	0.00	0.00
100-00-55300-110-000	SUMMER REC - SALARIES	0.00	0.00	0.00	0.00	0.00
100-00-55315-000-000	BALLFIELDS (MAINT/LIME)	0.00	0.00	0.00	0.00	0.00
100-00-55315-110-000	BALLFIELDS - SALARIES/FRINGE	0.00	0.00	0.00	0.00	0.00
100-00-55430-000-000	GOLF COURSES	0.00	0.00	0.00	0.00	0.00
100-00-55440-000-000	SKATING & HOCKEY RINKS	1,187.65	2,894.69	3,700.00	805.31	78.23
100-00-55450-000-000	SPORTS CENTER	6,604.85	11,515.99	15,000.00	3,484.01	76.77
100-00-55450-373-000	SPORTS CENTER - BLDG MAINT	697.15	697.15	0.00	-697.15	0.00
C - PARKS		51,117.73	86,382.44	387,522.48	301,140.04	22.29
100-00-55140-000-000	SENIOR CITIZEN CENTER	4,000.00	4,000.00	4,000.00	0.00	100.00
100-00-55145-000-000	CHAMBER OF COMMERCE	10,000.00	10,000.00	10,000.00	0.00	100.00
100-00-55150-000-000	HISTORIC PRESERVATION	0.00	0.00	2,500.00	2,500.00	0.00
100-00-55150-206-000	HISTORIC PRES - CONSULTING	0.00	0.00	0.00	0.00	0.00
100-00-55153-000-000	OUR AVENUE-DOWNTOWN BANNERS	0.00	0.00	2,000.00	2,000.00	0.00
100-00-55154-000-000	COMMUNITY PROGRAMS	0.00	0.00	4,250.00	4,250.00	0.00
100-00-55156-000-000	NR CEMETERY ASSN	3.50	15,007.00	15,042.00	35.00	99.77
100-00-55157-000-000	VFW POST 10818	0.00	0.00	1,500.00	1,500.00	0.00
100-00-55160-000-000	CABLE T V	0.00	0.00	16,000.00	16,000.00	0.00
100-00-55310-000-000	CELEBRATIONS	721.05	1,071.00	2,471.00	1,400.00	43.34
100-00-55311-000-000	FUN FEST CELEBRATION	10,000.00	10,000.00	10,000.00	0.00	100.00
100-00-55312-000-000	WELLNESS COMMITTEE	0.00	1,500.00	1,500.00	0.00	100.00
C - OTHER CULTURE REC/ED		24,724.55	41,578.00	69,263.00	27,685.00	60.03
100-00-56700-110-000	EDC - SALARIES/FRINGE	2,935.69	7,909.91	40,902.39	32,992.48	19.34
100-00-56700-112-000	EDC - CLERICAL	2,567.22	5,244.47	26,202.82	20,958.35	20.01
100-00-56700-150-000	EDC - SS/MEDICARE	0.00	0.00	0.00	0.00	0.00
100-00-56700-151-000	EDC - RF	0.00	0.00	0.00	0.00	0.00
100-00-56700-152-000	EDC - HEALTH INS	4,494.04	4,494.04	26,579.45	22,085.41	16.91
100-00-56700-153-000	EDC - LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
100-00-56700-157-000	EDC - DISABILITY INS	0.00	0.00	0.00	0.00	0.00
100-00-56700-160-000	EDC - FLEX BENEFIT COSTS	0.00	0.00	0.00	0.00	0.00
100-00-56700-205-000	EDC - MARKETING	0.00	0.00	6,000.00	6,000.00	0.00
100-00-56700-206-000	EDC - CONSULTING	0.00	0.00	1,000.00	1,000.00	0.00
100-00-56700-207-000	EDC - PRINTING	0.00	0.00	1,000.00	1,000.00	0.00
100-00-56700-210-000	EDC - TRAINING/EDUCATION	0.00	1,825.00	2,500.00	675.00	73.00
100-00-56700-220-000	EDC - UTIL/TELE	167.25	330.66	1,120.00	789.34	29.52
100-00-56700-310-000	EDC - OFFICE SUPPLIES	323.51	600.34	1,500.00	899.66	40.02
100-00-56700-311-000	EDC - POSTAGE	0.00	3.99	600.00	596.01	0.67

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100-00-56700-330-000	EDC - TRAVEL/MEALS	80.97	171.18	1,300.00	1,128.82	13.17
100-00-56700-390-000	EDC - MISC	0.00	0.00	0.00	0.00	0.00
100-00-56715-000-000	EDC - COUNTY	0.00	2,000.00	2,000.00	0.00	100.00
100-00-56753-000-000	EDC - INTERN	0.00	0.00	0.00	0.00	0.00
100-00-56753-110-000	EDC - INTERN SALARIES/FRINGE	0.00	0.00	3,000.00	3,000.00	0.00
100-00-56754-000-000	EDC - PLANNING	0.00	0.00	0.00	0.00	0.00
100-00-56754-110-000	EDC - PLANNING - SALARIES ETC	0.00	0.00	0.00	0.00	0.00
100-00-56754-152-000	EDC - PLANNING - HEALTH INS	0.00	0.00	0.00	0.00	0.00
100-00-56754-152-100	EDC/PLANNING - SICK PAYOUT	0.00	0.00	0.00	0.00	0.00
100-00-56754-206-000	EDC - PLANNING - CONSULTING	0.00	625.00	20,000.00	19,375.00	3.13
100-00-56754-210-000	EDC - PLANNING - TRAINING	0.00	0.00	0.00	0.00	0.00
100-00-56754-220-000	EDC - PLANNING - UTIL/TELE	0.00	0.00	0.00	0.00	0.00
100-00-56754-310-000	EDC - PLANNING - SUPPLIES	0.00	0.00	0.00	0.00	0.00
100-00-56754-311-000	EDC - PLANNING - POSTAGE	0.00	0.00	0.00	0.00	0.00
100-00-56754-330-000	EDC - PLANNING - TRAVEL/MEALS	0.00	0.00	0.00	0.00	0.00
C - EDC/PLANNING		10,568.68	23,204.59	133,704.66	110,500.07	17.36
100-00-56110-000-000	FORESTRY	0.00	0.00	0.00	0.00	0.00
100-00-56140-000-000	TREE & BRUSH CONTROL	0.00	0.00	0.00	0.00	0.00
100-00-56150-000-000	DUTCH ELM DISEASE CONTROL	0.00	0.00	0.00	0.00	0.00
C - OTHER CONSERV/DEVEL		0.00	0.00	0.00	0.00	0.00
100-00-59215-000-000	TRSFER TO DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
100-00-59220-000-000	TRANSFERS - OUT	0.00	0.00	13,000.00	13,000.00	0.00
100-00-59234-000-000	TRSFER TO HEALTH INS FUND	0.00	0.00	0.00	0.00	0.00
100-00-59235-000-000	TRSFER TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00
100-00-59236-000-000	TRSFER TO LIBRARY FUND	0.00	0.00	0.00	0.00	0.00
100-00-59237-000-000	TRSFER TO AQUATIC CENTER TRUST	0.00	0.00	0.00	0.00	0.00
100-00-59238-000-000	TRSFER TO PARK LAND TRUST	0.00	0.00	0.00	0.00	0.00
100-00-59260-000-000	TRSFER TO UTILITIES	0.00	0.00	0.00	0.00	0.00
C - OTHER USES		0.00	0.00	13,000.00	13,000.00	0.00
100-00-51110-810-000	MAYOR - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-51200-810-000	COURT - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-51410-810-000	ADMIN - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-51420-810-000	CLERK/TREAS - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-51430-810-000	ADMIN ASST - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-51440-810-000	ELECTIONS - CAP EQUIP	0.00	0.00	14,000.00	14,000.00	0.00
100-00-51530-810-000	BLDG INSP - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-51600-810-000	CIVIC CENTER - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-51600-820-000	CIVIC CENTER - CAP IMP	0.00	0.00	0.00	0.00	0.00
100-00-51900-810-000	FUTURE CAPITAL PURCHASES	0.00	0.00	4,356.75	4,356.75	0.00
100-00-52100-810-000	POLICE - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-52100-820-000	POLICE - CAP IMP (BLDG)	0.00	0.00	0.00	0.00	0.00
100-00-52200-810-000	FIRE - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-52200-820-000	FIRE - CAP IMP	0.00	0.00	0.00	0.00	0.00
100-00-52239-810-000	RESCUE EQUIPMENT - CAP EQUIP	-5,349.34	5,322.66	5,985.05	662.39	88.93
100-00-52246-810-000	FIRE - EQUIPMENT	0.00	0.00	0.00	0.00	0.00
100-00-53230-810-000	ST SHOP - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-53230-820-000	ST SHOP - CAP IMP	0.00	0.00	0.00	0.00	0.00

Account Number		2015 March	2015 Actual 03/31/2015	2015 Budget	Budget Status	% of Budget
100-00-53240-810-000	STREET MACHY/EQUIP-CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-53510-810-000	AIRPORT - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-53510-820-000	AIRPORT - CAP IMP	0.00	0.00	0.00	0.00	0.00
100-00-53515-810-000	SHARED RIDE TAXI - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-55110-810-000	LIBRARY - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-55110-820-000	LIBRARY - CAP IMP	0.00	0.00	0.00	0.00	0.00
100-00-55200-810-000	PARKS - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
100-00-55200-820-000	PARKS - CAP IMP	0.00	0.00	0.00	0.00	0.00
100-00-56700-810-000	EDC - CAP EQUIP	0.00	0.00	0.00	0.00	0.00
C - OUTLAY - GF		-5,349.34	5,322.66	24,341.80	19,019.14	21.87
Total Expenses		640,736.94	1,382,249.44	5,909,596.44	4,527,347.00	23.39
Net Totals		-566,738.52	610,656.16	-40,000.00	-650,656.16	-1,526.64



156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

TO: Finance Committee Members

FROM: Bev Langenback, City Treasurer / Mike Darrow, City Administrator

DATE: April 30, 2015

RE: Purchasing Card Program / Policy

Attached is a revised P-Card Policy that the staff is recommending for approval. The original P-Card Policy was presented to the Finance Committee at the April 6th meeting and was approved at that time. However, after considerable discussion among staff it was determined that the P-Card program would be more efficiently utilized if the cards were issued to the Department, allowing any employee in that department to use it. The Department Supervisor would be responsible for the safekeeping of the card(s). An employee would have to obtain supervisor's permission to use P-Card and turn in all receipts to supervisor for coding. Once the P-Card's are issued, all in house charge accounts will be closed.

CITY OF NEW RICHMOND / NEW RICHMOND UTILITIES PURCHASING CARD (P-CARD) POLICY

The City of New Richmond Issued Procurement (Purchasing) Card Program is a central payment system providing a rapid turnaround of requisitions for low dollar value goods, emergency purchases, routine purchases, travel/training and other expenditures. Using procurement cards for in-person, telephone and internet transactions reduces petty cash use, reduces check writing, streamlines procurements, enhances internal controls, offers protection against fraud/misuse and expedites payments to vendors. Expenditures are processed through the City/Utility accounting system and posted to the appropriate budget line items.

Effective May 2015, the following departments shall be issued a P-Card. Finance committee shall review eligible departments periodically.

City Administration (3)
New Richmond Utilities Office (1)
Electric Department (1)
Public Works Dept (4)
-Streets, Parks, Water, Wastewater

Community Development (1)
New Richmond Police Dept (4)
New Richmond Fire Dept (2)
Airport (1)
Library (3)

A. Receiving a Purchasing Card (P-Card)

1. Designated departments approved by the City Administrator and City Treasurer shall receive a purchasing card (known as P-Card).
2. Issuance of a P-Card is a privilege and periodic audits shall be conducted to verify compliance with stated policies and procedures.
3. Department shall
 - a. be issued a copy of this Policy when issued a P-Card.
 - b. receive a unique P-Card with department name embossed on it.
 - c. be responsible for safeguarding P-card and account number to the same degree user safeguards his/her personal credit information.
 - d. if P-Card is lost or stolen, immediately notify U.S. Bank to cancel and reissue P-Card. Employee must also immediately notify his/her Supervisor who shall contact Treasurer or City Administrator.
4. P-Card
 - a. City Administrator and City Treasurer shall determine limits on a per-Department basis.
 - b. number shall not be posted or written in any location accessible to others.
5. City Treasurer shall maintain all records of P-Card requests, limits, and lost/stolen/destroyed P-Card information.

B. Authorized Procurement Card Use

1. Supervisor
 - a. may authorize an employee to make transactions on behalf of their Department.
 - b. is responsible for all use of the department P-Card.
2. P-Card shall be used for all possible transactions instead of in-house/company charge accounts. Examples include hotel rooms while on City/Utility business, tires, office equipment, technical supplies, repairs/maintenance; other operating supplies, contracted services; and other budgeted purchases that do not exceed P-Card limit and budgeted purchases where prior approval is not needed.
3. Each user shall inform vendors that goods/services are not subject to sales tax because City / Utility is exempt in the State of Wisconsin. Each employee will receive a Sales Tax Exemption Certificate card.

C. Unauthorized Procurement Card Use

1. P-Card shall not be used for personal purchases, identification, cash advances or to circumvent City or Utility policies.
2. Any employee making unauthorized purchases or carelessly using P-Card shall be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees associated with the misuse.
3. Improper use of this card may be considered misappropriation of City funds. This may result in disciplinary action, termination of employment and criminal prosecution.

D. Record Keeping

1. Whenever a P-Card purchase is made, Card user shall turn in a signed receipt into Supervisor for coding and approval.
2. Supervisor shall then submit this documentation to City Treasurer's Office or Utility Office on a weekly basis.
3. For all P-Card purchases, Card user shall be responsible to ensure sales tax is not charged, prior to authorizing purchase.

E. Review of Monthly Statement

1. At the end of each billing cycle, City Treasurer, or designee, shall receive monthly transaction statement listing all transactions for that period.
2. Treasurer, or designee, shall review each transaction listed against receipts received by Supervisor to verify monthly statement.
3. If item purchased with P-Card is not satisfactory, received incorrectly, damaged and/or defective, duplicate order, etc., Card user shall make contact with vendor to explain problem and inquire about return policies. If an item has been returned and a credit voucher received, Treasurer or Utility Office shall verify credit is reflected on monthly statement.
4. If purchased items or credits are not listed on monthly statement, Treasurer or Utility's Office shall retain appropriate transaction documentation until next monthly statement.

Your signature below provides verification that you have read this policy, understand the obligations imposed and agree to comply with its terms. Violation of this Policy is a serious matter.

Supervisor Signature

Supervisor Printed Name

Date

Employee Signature

Employee Printed Name

Date



156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

TO: Finance Committee

FROM: Jeremiah Wendt, Public Works Director

DATE: May 1, 2015

RE: SEH Contract – 2015/2016 Street and Utility Improvements

Contracts Structure and Detail

SEH will set up a total of four contracts for design and construction services related to Street and Utility projects in the 2015 and 2016 construction seasons. Three contracts will be with the City of New Richmond and one will be with the Town of Richmond.

- The first contract will include design of all streets for both 2015 and 2016 construction, with the exception of the Township share of the 175th Avenue project. This contract, with a not-to-exceed amount of \$251,350, is attached for your approval. If recommended for approval by the Finance Committee and the Utility Commission at their May meetings, it will be presented to the City Council for final approval on May 11.
- The second contract will include construction services for the streets planned to be constructed in 2015. The estimated amount of this contract is \$22,800, but this amount is subject to change based on any changes that occur during the design process. This contract will be presented to the Finance Committee, Utility Commission, and City Council for approval in July or August of this year.
- The third contract will include construction services for the streets planned to be constructed in 2016. The estimated amount of this contract is \$206,700, but this amount is subject to change based on any changes that occur during the design process. This contract is expected to be presented to the Finance Committee, Utility Commission, and City Council for approval in early 2016 in anticipation of the 2016 construction season.
- The fourth contract will be with the Town of Richmond and will include design and construction services for the Township's share of 175th Avenue. The estimated amount of this contract with the Town is \$10,750. This contract will be presented to the Township at their May 14 meeting for consideration.

In addition to the 175th Avenue project, 125th Street also lies partially in the Town of Richmond, so it is anticipated that there will be a cost share between the Town of Richmond and the City

of New Richmond for 125th Street. As 125th Street is a 2016 project, we have not had the opportunity yet to discuss the design or contracting options with the Town.

Scope Changes from Original Proposal

The High Street/N. Pierson Avenue project involves a change in scope that was not included in the original proposal. After the engineering proposal was submitted, three alignment alternatives were discussed with the City of New Richmond and Lakeside Foods, Inc. as well as the general traffic volume and flow in and out of the plant entrances. Lakeside Foods and City staff would like to see cost comparisons among the various alternatives in order to decide what design approach to choose. The cost estimate presented as part of the original proposal utilized the current alignment, so both the construction and engineering costs may be subject to change depending on the alignment chosen. The proposed engineering fee would cover the work involved with either of the first two alignments. However, if the third alignment is chosen by Lakeside Foods (along the railroad spur), the engineering design fee will increase by \$2,500 and the engineering construction fee would increase by \$1,200 due to the additional engineering work involved with that particular alignment.

The contract approach is to have the work performed under contract with the City and the City would get reimbursed for 50% of the costs from Lakeside under a separate agreement between the City and Lakeside.

Paperjack Creek currently passes under 125th Street through twin metal culverts and the replacement of these culverts was not in the original proposal. SEH recommends that the City assesses the condition of these culverts for potential consideration of replacing the existing corrugated metal culverts with reinforced concrete culverts, end walls and riprap. If the road is proposed to have curb and gutter on the City (east) side, the culverts may need to be extended even if the City elects not to replace them. Either replacing or lengthening the culverts would result in the need for a wetland delineation, and permits for the culvert installation or extension. A preliminary design for this street that was started in 2009 showed the possible addition of a multi-use path on the City (east) side of the street. Staff is recommending that this multi-use path be included in the design, as well as replacement of the culverts to accommodate it. With the aforementioned permitting, delineation, and trail and culvert design work, this adds \$13,200 to SEH's original amount for design services on this project. This amount is included in the estimated \$251,350 design contract. The extent and cost of additional right-of-way that may be required to construct a multi-use path is not included in the estimates, as it has not been determined at this time. Further design work is needed to determine the cost and feasibility of building this trail.

Funding Status for North 4th Street and North Shore Drive

North 4th Street qualifies for the WisDOT STP Urban funding program. The program applications are due at the end of July, with successful projects being published in November. In order for SEH to be eligible to provide design services on the project, WisDOT rules would require someone other than SEH to prepare and submit the funding application. If the City wished to submit the application itself, the City could scope and develop a cost estimate for the project, and SEH could respond to any questions that the City had regarding the application submittal process. If the application was submitted this year (2015) and approved by the

WisDOT, construction would likely take place in 2017. If the North 4th Street project is delayed to pursue this funding source, the Council might consider moving another project from the 2017 CIP list to 2016. Because North Shore Drive has a similar cost estimate to the North 4th Street Project, staff is recommending that North Shore Drive be moved to 2016, and North 4th Street be pushed back to 2017. The estimated cost to design North Shore Drive is \$6,700 more than the cost to design North 4th Street due to the additional complexities of North Shore Drive, so that additional amount has been included in the proposed design contract.

Recommendation

Staff is recommending approval of the design contract with SEH in an amount not to exceed \$251,350.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of New Richmond (“Client”), and Short Elliott Hendrickson Inc. (Consultant), effective November 1, 2000, this Supplemental Letter Agreement dated May 11, 2015 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **Provide consulting engineering services for preliminary and final design of the streets contained within the 2015/2016 City of New Richmond Street and Utilities improvements projects.**

Client’s Authorized Representative: Fred Horne, Mayor

Address: 156 East First Street
New Richmond, WI 54017

Telephone: 715.246.4268 **e-mail:** mayorfred@frontier.com

Project Manager: David F. Simons, P.E.

Address: 156 High Street, Suite 300
New Richmond, WI 54017

Telephone: 715.861.4870 **e-mail:** dsimons@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein is provided subject to the General Conditions and Exhibits attached to this Agreement. General design tasks for each street include project management, utility locates, topographic survey, soil borings coordination, preliminary and final design, project specifications, quantities, cost estimates, bidding documents, bid advertising and opening, project meetings, permit applications as listed, and preparation of construction plans including: Title Sheet, Detail Sheets, Plan and Profile sheets, and Cross-Section Sheets. Specific scopes of work and assumptions for each street are listed below.

2015 Streets, Design Services

1. **115th Street (5th Street to 175th Avenue):** Proposed design includes approximately 780 lineal feet of street including new curb & gutter (32’ wide F-F), storm sewer and a proposed storm water storage pond. No sidewalk or other utilities are proposed. **Estimated Cost (SEH labor and expenses) - \$17,300**
2. **175th Avenue (112th Street to 115th Street):** Proposed design includes approximately 1,300 lineal feet of rural design street including two 11’ lanes with 2’ gravel shoulders and cross sections with ditch drainage consisting of culverts. No sidewalk, curb & gutter, or utilities are proposed. The cost included in this agreement includes 50% of the estimated total cost, as the Town of Richmond will have a separate contract for the other 50%. **Estimated Cost (SEH labor and expenses) - \$6,150**
3. **High Street/North Pierson Avenue (From Railroad Tracks to Lakeside Foods Entrance):** Proposed design includes approximately 700 lineal feet of street designed to accommodate truck volumes and turning movements in and out of the plant. Three (3) different design alternatives are being considered, and the base engineering cost applies to Options 1 and 2 (see Alternatives section below if Option 3 is chosen). The proposed roadway and shoulder width will be dependent upon the selected design. An existing area drain manhole and associated pipe may be replaced, abandoned, or left in place depending on the selected design alignment. No sidewalk, curb & gutter, or utility replacement is proposed. **Estimated Cost (SEH labor and expenses) - \$12,100**

2016 Streets, Design Services

1. **North Starr Avenue (north of East 1st St) and Hughes Street (between Starr and Green):** Proposed design includes approximately 1,150 lineal feet of street and utility replacement including replacing curb & gutter and utilities (storm sewer, sanitary sewer, and water main). The existing sidewalk on North Starr is proposed to be replaced, and a new sidewalk is proposed to be added on one side of Hughes Street. **Estimated Cost (SEH labor and expenses) - \$34,000**
2. **Paperjack Drive (Charleston Drive to Bridge over Paperjack Creek):** Proposed design includes approximately 3,000 lineal feet of street and utility replacement including new curb & gutter and new storm sewer. The existing water main will stay in place except for the existing hydrants, which will be replaced with new hydrants. The existing sanitary sewer will stay in place except for the segment currently located in the north boulevard between Charleston Drive and 850 feet east of Charleston Drive, which will be replaced with new sewer. A multi-use trail is proposed to be added on one side of the street, as well as replacing the existing street lights with new lights, and adding some landscaping trees along the boulevard for beautification. The multi-use trail will also be extended between Doman Dr. and Hwy 65. **Estimated Cost (SEH labor and expenses) - \$37,300**
3. **East & West River Drive, Fairfield Road, Summit Road:** Proposed design includes approximately 3,400 lineal feet of street and utility replacement including replacing curb & gutter and all utilities (storm sewer, sanitary sewer, and water main). No sidewalk is proposed. **Estimated Cost (SEH labor and expenses) - \$39,700**
4. **125th Street (8th Street West to Chestnut Drive):** Proposed design includes approximately 1,500 lineal feet of street replacement including new curb and gutter on the east side. The new curb and gutter will require new curb inlets and the associated storm sewer piping and storm water features. This project will also include the addition of a multi-use trail to the east side of the street, and full replacement of the existing metal culverts with new concrete culverts. Culvert replacement will include hydrology, hydraulic design of existing and new pipes, drainage and floodplain evaluation and cross-sections. A wetland delineation and report will be required as well as permit applications for wetland and waterways (DNR Chapter 30 Permit and Storm Water Permit). Right-of-way services (i.e., easements, acquisition, etc.) are not included in the estimated costs, because it is not known at this time what additional right-of-way may be necessary with this option, if any. No other utilities are proposed. **Estimated Cost (SEH labor and expenses) - \$25,800**
5. **North Shore Drive (Deere Drive to Brady Lane):** Due to the possibility that the North 4th Street project could obtain partial grant funding under the WisDOT STP Urban Grant Program, it is proposed that the North 4th Street project be delayed until 2017 to allow time to prepare and submit the grant application. As a result, the North Shore Drive project is being proposed to replace the North 4th Street project for the 2016 construction season. The North Shore Drive proposed design includes approximately 4,500 lineal feet of street replacement and new curb & gutter, storm sewer, storm sewer features, and either a sidewalk or multi-use trail on one side of the street. The existing rural section would be converted to an urban section as part of the project. The project also involves wetland delineation and permitting. No sanitary sewer or water main replacement is proposed. **Estimated Cost (SEH labor and expenses) - \$79,000**

Optional Item (not in original RFP)

1. **North Pierson Avenue/High Street – Option 3:** If alignment Option 3 is chosen for North Pierson/High Street, the street would follow the existing railroad spur track right of way. The Option 3 alignment would add additional length to the project, as well as requiring the removal of the old road, relocation of the gate, and other restoration work that was not part of Options 1 and 2. As such, additional design fees

would be incurred that were not included in the original proposal. The construction cost for this option would also be higher than the original proposed project. The additional design fees would include storm water design due to changing drainage conveyance by adding a new road in a new area and abandoning the old entrance location. It would also include additional subgrade design due to unknown subsurface conditions as a result of the road being moved to a new location. Finally, the construction schedule would need to be extended to allow the additional work, which would increase the construction engineering cost associated with this option. **Estimated Cost (SEH labor and expenses) – \$2,500**

Further Assumptions and list of tasks not included:

- Assumes streets are designed and constructed within the times as specified on the project schedule in SEH’s original proposal.
- Does not include permit fees (City to pay permit fees directly)
- Does not include cost of soil borings (does include coordination of the borings)
- Advertising costs not included (City to pay directly)
- No land acquisition or easement preparation included
- No boundary surveys included
- Local utility companies will design and construct modifications to their facilities
- Construction materials testing not included
- Fire flows to be performed by City staff and provided to SEH for design purposes
- Assessment services, if needed, are not part of scope

Schedule: Work will begin immediately upon receipt of a signed contract. Final schedule to be developed jointly with the City, in general conformance with the schedule shown in SEH’s proposal. It is assumed that all engineering and construction work will be completed by the end of 2016.

The estimated fee for the specific scope of work listed herein is subject to a not-to-exceed amount of **\$251,350**, including expenses and equipment. The optional additional design cost of **\$2,500** for Option 3 of North Pierson Avenue would be in addition to this fee, if Option 3 is selected rather than Option 1 or Option 2.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of New Richmond

By: _____
David F. Simons, PE
Title: Office Manager | Principal

By: _____
Title: _____

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156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

TO: Finance Committee

FROM: Jeremiah Wendt, Public Works Director

DATE: May 1, 2015

RE: PSI Subsurface Exploration Contract – 2015/2016 Street & Utility Improvements

Background

In order to complete the design of the proposed 2015/2016 Street and Utility Improvements, a series of soil borings need to be performed to determine the condition of the soils beneath the proposed projects. Staff, with the assistance of SEH, has received proposals from 4 firms for this subsurface exploration work. A breakdown of the proposals is attached for your review.

Recommendation

Based on our review of the proposals, we are recommending that the City contract with PSI to perform this work. While they were \$471 higher than the low bidder, they have prior local experience which the low bidder does not. Staff and SEH are comfortable working with this firm, and recommend approval of the attached proposal (with the only change being that the contract will be with the City rather than with SEH) in the amount of \$11,475.

If this proposal is recommended for approval by the Finance Committee and the Utility Commission, it will be presented to the Council for final approval on May 11, 2015.

April 17, 2015

Mr. Ron Rubenzer
Short Elliott Hendrickson, Inc.
1707 West Knapp Street Suite B
Rice Lake, Wisconsin 54868

SUBJECT: Proposal for Subsurface Exploration and Analysis
2015/2016 Street, Utility, and Stormwater Improvements
City of New Richmond/Town of Richmond, Wisconsin
PSI Proposal No. 150236

Dear Mr. Rubenzer:

In accordance with your request, Professional Service Industries, Inc. (PSI) is pleased to submit this proposal for the performance of a Subsurface Exploration and Foundation Analysis at the subject property. Our present understanding of the site and the services to be provided are included in the following paragraphs.

It is understood that the proposed project will consist of the reconstruction of sections of seven (7) streets, the installation of underground utilities, and the construction of two (2) stormwater ponds, that will be located in both the City of New Richmond and the Town of Richmond, Wisconsin. Traffic control will consist of temporary construction signing, and flaggers in heavy traffic areas.

It is understood that twenty-one (21) soil borings to a depth of approximately 5 feet, seventeen (17) soil borings to a depth of approximately 15 feet, and four (4) soil borings to a depth of 20 feet are required for this project. It is also understood that the site is accessible to truck-mounted drilling equipment. The subsurface exploration will be performed with a truck-mounted drill rig, utilizing continuous flight hollow stem auger to advance the test holes. Soil samples will be secured by the Standard Penetration Test method at 2.5-ft. intervals through a depth of 10 feet, and at 5-ft. intervals throughout the remainder of each boring. However, in the four (4) stormwater management area borings, continuous sampling will be performed as per WDNR Standard 1002 "Site Evaluation for Stormwater Infiltration", throughout the depth of the borings.

The results of the subsurface exploration and laboratory testing will be utilized in an engineering evaluation and analysis, and presented in a written report which will include the following:

- Determination of soil and groundwater conditions within the depth range of the borings.
- Construction considerations relating to subgrade preparation, utility construction, structural fill placement, site drainage and groundwater control, and excavations.
- Provide pavement design parameters, including soil support value, regional factor, frost index and design group index.
- Classify soils located within the planned stormwater management area in general accordance with requirements of WDNR Standard 1002 "Site Evaluation for Stormwater Infiltration."
- Provide estimated infiltration rates for use by the pond designer.

PSI proposes to perform the services on a unit charge basis, in accordance with the Estimate Worksheet and pursuant to the General Conditions, both of which are enclosed herein. The fee for this project is estimated to be on the order of \$11,475.00. Final compensation will depend upon the actual number and depth of borings drilled and laboratory tests performed. Any special equipment required for site access, and any delays beyond the control of our personnel, will be considered as additional costs.

PSI will proceed with the work upon verbal authorization from the client. We request, however, that the acceptance block found at the conclusion of this proposal be signed and a fully executed copy of this document be returned for our files. The return of only the signature page will indicate acceptance of the entire proposal document, including the attached fee schedule and general conditions.

We sincerely appreciate this opportunity to offer our services. If you have any questions concerning this proposal or if additional information is needed, please contact us at any time. We are looking forward to working with you on this project.

Sincerely,

PROFESSIONAL SERVICE INDUSTRIES, INC.



Jeffrey A. Manninen
Branch Manager

Enclosures: Estimate Worksheet
General Conditions

Accepted by: **Short Elliott Hendrickson, Inc.**

Name: _____

Signature: _____

Title: _____

Date: _____

PROFESSIONAL SERVICE INDUSTRIES, INC. ESTIMATE WORKSHEET

Client Name: Short Elliott Hendrickson, Inc.
Project Name: 2015/2016 Street, Utility, and Stormwater Improvements
Project Location: New Richmond/Town of Richmond, Wisconsin

Date: 04/17/2015
PSI Proposal No. 150236

		<u>Quantity</u>	<u>Unit Fee</u>	<u>Total</u>	
FIELD EXPLORATION SERVICES					
1.	Mobilization of drilling equipment and personnel	1	Lump Sum	\$400.00	\$400.00
2.	Drill support vehicle	5	Days	\$100.00	\$500.00
3.	Per Diem	4	Nights	\$150.00	\$600.00
4.	Soil drilling with hollow stem auger, including abandonment, from depths of: - 0 to 20 feet	440	Feet	\$15.00	\$6,600.00
5.	Engineering - Includes laboratory testing and report	1	Lump	\$1,750.00	\$1,750.00
6.	Traffic Control	1	Lump	\$1,625.00	<u>\$1,625.00</u>
TOTAL ESTIMATED FEE:					\$11,475.00

GENERAL CONDITIONS

1. **PARTIES AND SCOPE OF WORK:** Professional Service Industries Inc. ("PSI") shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific service to be performed by PSI as set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by PSI. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of PSI's work. PSI shall have no duty or obligation to any third party greater than that set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from PSI, or the reliance on any of PSI's work, shall constitute acceptance of the terms of PSI's proposal and these General Conditions, regardless of the terms of any subsequently issued document.
2. **TESTS AND INSPECTIONS:** Client shall cause all tests and inspections of the site, materials and work performed by PSI or others to be timely and properly performed in accordance with the plans, specifications and contract documents and PSI's recommendations. No claims for loss, damage or injury shall be brought against PSI by Client or any third party unless all tests and inspections have been so performed and unless PSI's recommendations have been followed. Client agrees to indemnify, defend and hold PSI, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or PSI's recommendations are not so followed.
3. **PREVAILING WAGES:** This proposal specifically excludes compliance with any project labor agreement, labor agreement, or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of this proposal, this proposal specifically excludes compliance with any state or federal prevailing wage law or associated requirements, including the Davis Bacon Act. Due to the professional nature of its services PSI is generally exempt from the Davis Bacon Act and other prevailing wage schemes. It is agreed that no applicable prevailing wage classification or wage rate has been provided to PSI, and that all wages and cost estimates contained herein are based solely upon standard, non-prevailing wage rates. Should it later be determined by the Owner or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. These exclusions shall survive the completion of the project and shall be merged into any subsequently executed document between the parties, regardless of the terms of such agreement. Client will reimburse, defend, indemnify and hold harmless PSI from and against any liability resulting from a subsequent determination that prevailing wage regulations cover the Project, including all costs, fines and attorney's fees.
4. **SCHEDULING OF WORK:** The services set forth in PSI's proposal and Client's acceptance will be accomplished by PSI personnel at the prices quoted. If PSI is required to delay commencement of the work or if, upon embarking upon its work, PSI is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of PSI, additional charges will be applicable and payable by Client.
5. **ACCESS TO SITE:** Client will arrange and provide such access to the site and work as is necessary for PSI to perform the work. PSI shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.
6. **CLIENT'S DUTY TO NOTIFY ENGINEER:** Client warrants that it has advised PSI of any known or suspected hazardous materials, utility lines and pollutants at any site at which PSI is to do work, and unless PSI has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save PSI harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to PSI's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to PSI by Client.
7. **RESPONSIBILITY:** PSI's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. PSI shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. PSI's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Client agrees that it shall require subrogation to be waived against PSI and for PSI to be added as an Additional Insured on all policies of insurance, including any policies required of Client's contractors or subcontractors, covering any construction or development activities to be performed on the project site. PSI has no right or duty to stop the contractor's work.
8. **SAMPLE DISPOSAL:** Test specimens will be disposed immediately upon completion of the test. All drilling samples will be disposed sixty (60) days after submission of PSI's report.
9. **PAYMENT:** The quantities and fees provided in this proposal are PSI's estimate based on information provided by Client and PSI's experience on similar projects. The actual total amount due to PSI shall be based on the actual final quantities provided by PSI at the unit rates provided herein. Where Client directs or requests additional work beyond the contract price it will be deemed a change order and PSI will be paid according to the fee schedule. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay PSI's cost of collection of all amounts due and unpaid after thirty (30) days, including court costs and reasonable attorney's fees. PSI shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein PSI waives any rights to a mechanics' lien, or any provision conditioning PSI's right to receive payment for its work upon payment to Client by any third party. These General Conditions are notice, where required, that PSI shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of PSI from any and all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.
10. **ALLOCATION OF RISK: CLIENT AGREES THAT PSI'S SERVICES WILL NOT SUBJECT PSI'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST PSI. STATEMENTS MADE IN PSI REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT. SHOULD PSI OR ANY OF ITS EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON PSI'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF PSI, ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$25,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO PSI FOR ITS WORK PERFORMED ON THE PROJECT, WHICHEVER AMOUNT IS GREATER. IN THE EVENT CLIENT IS UNWILLING OR UNABLE TO LIMIT PSI'S LIABILITY IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THIS PARAGRAPH, CLIENT MAY, UPON WRITTEN REQUEST OF CLIENT RECEIVED WITHIN FIVE DAYS OF CLIENT'S ACCEPTANCE HEREOF, INCREASE THE LIMIT OF PSI'S LIABILITY TO \$250,000.00 OR THE AMOUNT OF PSI'S FEE PAID TO PSI FOR ITS WORK ON THE PROJECT, WHICHEVER IS THE GREATER. BY AGREEING TO PAY PSI A SUM EQUIVALENT TO AN ADDITIONAL AMOUNT OF 5% OF THE TOTAL FEE TO BE CHARGED FOR PSI'S SERVICES, THIS CHARGE IS NOT TO BE CONSTRUED AS BEING A CHARGE FOR INSURANCE OF ANY TYPE, BUT IS INCREASED CONSIDERATION FOR THE GREATER LIABILITY INVOLVED. IN ANY EVENT, ATTORNEY'S FEES EXPENDED BY PSI IN CONNECTION WITH ANY CLAIM SHALL REDUCE THE AMOUNT AVAILABLE, AND ONLY ONE SUCH AMOUNT WILL APPLY TO ANY PROJECT. NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT, OR OTHERWISE, MAY BE BROUGHT AGAINST PSI ARISING FROM OR RELATED TO PSI'S WORK, MORE THAN TWO YEARS AFTER THE CESSATION OF PSI'S WORK HEREUNDER, REGARDLESS OF THE DATE OF DISCOVERY OF SUCH CLAIM.**
11. **INDEMNITY:** Subject to the above limitations, PSI agrees not to defend but to indemnify and hold Client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs to the extent arising out of PSI's negligence as finally determined by a court of law. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against PSI, the Client and the party initiating such action shall pay to PSI the costs and expenses incurred by PSI to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that PSI shall prevail in such suit.
12. **TERMINATION:** This Agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, PSI shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses.
13. **EMPLOYEES/WITNESS FEES:** PSI's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay PSI's legal expenses, administrative costs and fees pursuant to PSI's then current fee schedule for PSI to respond to any subpoena. For a period of one year after the completion of any work performed under this agreement, Client agrees not to solicit, recruit, or hire any PSI employee or person who has been employed by PSI within the previous twelve months. In the event Client desires to hire such an individual, Client agrees that it shall seek the written consent of PSI, and shall pay PSI an amount equal to one-half of the employee's annualized salary, without PSI waiving other remedies it may have.
14. **FIDUCIARY:** PSI is not a financial advisor, does not provide financial advice or analysis of any kind, and nothing in our reports can create a fiduciary relationship between PSI and any other party.
15. **CHOICE OF LAW AND EXCLUSIVE VENUE:** All claims or disputes arising or relating to this agreement shall be governed by, construed, and enforced in accordance with the laws of Illinois. The exclusive venue for all actions or proceedings arising in connection with this agreement shall be either the Circuit Court in DuPage County, Illinois, or the Federal Court for the Northern District of Illinois.
16. **PROVISIONS SEVERABLE:** The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.
17. **ENTIRE AGREEMENT:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

FIRM	PROPOSED FOOTAGE	TRAFFIC CONTROL	LAB TESTS	SCHEDULE	BID AMOUNT	PRIOR EXPERIENCE (LOCAL PROXIMITY)	RANK
PSI (Professional Service Industries Inc)	440	signs, cones, and two days of flaggers provided	gradation and moisture content testing one set per street unless material varies greatly	start within 3 weeks of authorization and complete report within 2-3 weeks of drilling completion	\$11,475	YES	1
CVT (Chosen Valley Testing Inc)	440	signs, cones, and two days of flaggers provided	pocket penetrometer tests for street borings and sieve analysis tests for storm pond evaluation borings	begin within 4 weeks of authorization and final report within two weeks of drilling completion	\$11,004	NO	2
AET (American Engineering Testing, Inc)	440	signs, cones, and two days of flaggers provided	gradation testing, moisture content, and unconfined compressive strength	begin drilling within 2 weeks of authorization, drilling field work 5 days and final report within two weeks of the drilling completion	\$14,940	YES	3
Braun Intertec	440	signs, cones, and two days of flaggers provided	20 moisture (ASTM D2216) and 20 percent passing sieve tests (ASTM D1140)	mobilize within 2 weeks of written authorization, 5 days to complete field work, lab tests within 1 week of field work and report submitted 3-4 weeks following drilling	\$16,955	NO	4