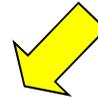




AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE



Date and Time:

Tuesday, April 9, 2019 **6:00 P.M.**

Location:

City Hall, Committee Room #205, 101 South Blvd. Baraboo

Members Noticed:

Joel Petty, Scott Sloan, Dennis Thurow

Others Noticed:

Department Heads (*agenda only*), E. Geick, B. Zeman, C. Haggard, M. Palm, P. Wedekind, John Alt, Post at Library, & Media, Fire Chief Kevin Stieve

1. Call Meeting to Order

- a. Roll Call of Membership
- b. Note compliance with Open Meeting Law.
- c. Approve March 26, 2019 minutes.
- d. Approve agenda.

MEMBERS not attending must notify the Chairperson at least 24 hours before the meeting.

2. Action Items

- a. **Accounts Payable** –Review and recommendation to Common Council on paying **\$609,013.38** *
- b. Review and recommendation to Common Council to approve the Purchasing Policy. *
- c. Review and recommendation to Common Council to approve the 1st Quarter 2019 Financial Reports. *
- d. Review and recommendation to Common Council to approve the 2019 1st Quarter Budget Amendments.*
- e. Review and recommendation to Common Council to approve the Sauk County MIS Memorandum of Understanding for the Provision of Intergovernmental Services to the City of Baraboo for Computer Network and Technical Services. *
- f. Review and recommendation to Common Council to approve the Technology Use Policy with the Sauk County MIS Department for the City’s computer network and security systems. *
- g. Review and recommendation to Common Council to amend Section 3.15, Procedure for Competitive Bidding, of the Baraboo Municipal Code to account for the Common Council’s adoption of the City’s Purchasing Policy. *

3. Information Items

- City Attorney’s report on insurance claims
-

4. Adjournment

Joel Petty, Chairperson

* Item on next regularly scheduled Common Council Meeting Agenda

Agenda prepared by D. Munz & posted on 04/05/2019

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 South Blvd., Baraboo, WI or phone (608) 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Members Present: Petty, Thurow, Sloan

Absent: none

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, John Bare, Joe Colossa

Call to Order –Ald. Petty called the meeting to order at 6:30 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of March 12, 2019. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

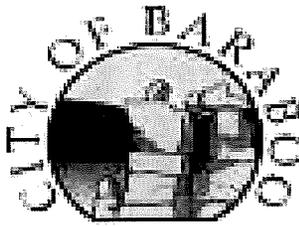
Action Items

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council approval of the accounts payable for **\$962,974.32**. Motion carried unanimously.
- b) **Approve the 2018 4th Qtr. Budget Amendments** The Committee reviewed the amendments 2018 4th Qtr. Budget amendments. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.
- c) **Approve a Budget Amendment of \$2,770 for a proposal from United Systems Associates, LLC to monitor the Delta Controls, provide preventative maintenance and offsite support for the Baraboo Municipal Building** C. Haggard explained that was initially estimated at \$1,500 because we were unsure of what the needs would be. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.
- d) **Authorize the City Administrator to submit a grant application to WEDC, Wisconsin Economic Development Corporation, on behalf of the Al Ringling Brewery project.** Adm. Geick introduced John Bare and Joe Colossa from the Al Ringling Brewery to the Committee and explained that we are applying to WEDC for some grant funds to help them out with their project; they are principally self-funded for their project. This business fits into the downtown very well, it is supportive of the downtown business community and it's also helping to preserve the mansion. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

Informational Items

- a) City Attorney's report on insurance claims – We have received another claim for a pothole but Atty. Truman has not yet reviewed this claim. She will provide an update at the next meeting.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:40pm.
Brenda Zeman, City Clerk



City of Baraboo, Wisconsin

Finance Department

101 South Boulevard

Baraboo, WI 53913

April 9, 2019

The Council lists attached are check registers described in summary below:

Category	Total	Accounts Payable Run Date
General	\$ 257,853.41	April 5, 2019
Utility	\$ 19,408.62	March 29, 2019
ACH	\$ 992.68	March 29, 2019
Payroll Remittance Checks	\$ 330,758.67	March 1, 2019
Department Purchasing Cards	\$ -	
Total expenditures	\$ 609,013.38	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
187273							
04/05/2019	187273	ACTION ELECTRIC OF S	3761	03/13/2019	PW-LED BULB	100-31-53420-350-000	50.00
04/05/2019	187273	ACTION ELECTRIC OF S	3823	04/01/2019	FD - ELECTRICAL WORK FOR D	100-21-51610-822-000	1,345.00
Total 187273:							1,395.00
187274							
04/05/2019	187274	ALLIANT ENERGY	0158030-032	03/28/2019	PW-MAR '19 TRAFFIC LIGHTS	100-31-53300-222-000	203.56
04/05/2019	187274	ALLIANT ENERGY	256545-0319	03/19/2019	PK-CITY VIEW ELECTRIC	100-52-55200-222-000	47.87
04/05/2019	187274	ALLIANT ENERGY	26926188-D	12/13/2018	CITY-ELECTRICITY DEC 2018 A	100-11-51640-222-000	2,350.55
04/05/2019	187274	ALLIANT ENERGY	678504-0311	03/11/2019	PW-303672 TRL-08-2018	100-31-53300-222-000	20.93
04/05/2019	187274	ALLIANT ENERGY	678504-0311	03/11/2019	FD-JULY 2018 207822	100-21-52500-222-000	2.59
04/05/2019	187274	ALLIANT ENERGY	678504-0311	03/11/2019	PK-678504 JULY 2018 CORREC	100-52-55200-222-000	.24
04/05/2019	187274	ALLIANT ENERGY	908384-0328	03/28/2019	PW-MAR '19 STORAGE BLDG E	100-31-51630-222-000	125.64
04/05/2019	187274	ALLIANT ENERGY	908384-0328	03/28/2019	PW-MAR '19 STORAGE BLDG G	100-31-51630-223-000	380.97
Total 187274:							3,132.35
187275							
04/05/2019	187275	BARABOO SCHOOL DIST	2019MH	03/25/2019	TRE-MOBILE HOME 2018 LOTT	100-10-41140-631	12,460.32
Total 187275:							12,460.32
187276							
04/05/2019	187276	BAYCOM, INC.	EQUIPINV_0	03/26/2019	PD- (3) BODY WORN CAMERAS	100-20-52110-814-000	3,147.00
04/05/2019	187276	BAYCOM, INC.	EQUIPINV_0	03/28/2019	PD-(10) VEST CAMERA MOUNT	100-20-52110-392-000	480.00
Total 187276:							3,627.00
187277							
04/05/2019	187277	BELCO VEHICLE SOLUTI	4122	03/06/2019	PD- SQUAD CHANGEOVER NE	100-20-52110-250-000	2,875.00
04/05/2019	187277	BELCO VEHICLE SOLUTI	4122	03/06/2019	PD- SQUAD CHANGEOVER #42	100-20-52110-392-000	3,400.43
04/05/2019	187277	BELCO VEHICLE SOLUTI	4150	03/14/2019	PD- SEAT COVER	100-20-52110-240-000	161.00
Total 187277:							6,436.43
187278							
04/05/2019	187278	BENSON, ILSE	9823	03/16/2019	REC-TENNIS PROGRAM REFUN	100-53-46751-100	45.00
Total 187278:							45.00
187279							
04/05/2019	187279	BIG OS TRAILERS INC	16189	03/18/2019	PK-SKIDSTEER TRAILER \$7,184	100-52-55200-814-000	5,000.00
04/05/2019	187279	BIG OS TRAILERS INC	16189	03/18/2019	PK-SKIDSTEER TRAILER \$7,184	430-52-55200-814-000	2,184.00
Total 187279:							7,184.00
187280							
04/05/2019	187280	BURROUGHS LOCK SER	7892	03/08/2019	PW-LOCK REPINNING; CODE C	100-31-53270-260-000	115.00
04/05/2019	187280	BURROUGHS LOCK SER	7892	03/08/2019	PW-LOCK REPINNING; CODE C	100-31-51630-260-000	114.45
Total 187280:							229.45
187281							
04/05/2019	187281	CANNON, PATRICK	2019-3B	03/31/2019	CITY-CDA MAR 2019 PROPERT	100-67-56710-290-000	3,030.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
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04/05/2019	187282	CCC Technologies, INC.	223118	03/22/2019	ATTY-4/11-12/31/19 E911 PHONE	100-13-51300-220-000	26.81
04/05/2019	187282	CCC Technologies, INC.	223118	03/22/2019	ADMIN-4/11-12/31/19 E911 PHO	100-14-51400-220-000	40.22
04/05/2019	187282	CCC Technologies, INC.	223118A	03/22/2019	FIN-4/11-12/31/2019 E911 PHON	100-11-51500-220-000	67.04
04/05/2019	187282	CCC Technologies, INC.	223118A	03/22/2019	PS/ADMIN BLDG-4/11-12/31/201	100-11-51640-220-000	26.81
04/05/2019	187282	CCC Technologies, INC.	223118A	03/22/2019	CDA-4/11-12/31/2019 E911 PHO	100-00-15980-000	67.03
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04/05/2019	187282	CCC Technologies, INC.	223118A	03/22/2019	ASSESSOR-4/11-12/31/2019 E91	100-11-51530-220-000	26.81
04/05/2019	187282	CCC Technologies, INC.	223118A	03/22/2019	TREAS-4/11-12/31/2019 E911 PH	100-11-51520-220-000	40.22
04/05/2019	187282	CCC Technologies, INC.	223118B	03/22/2019	PD-4/11-12/31/19-E911 PHONE S	100-20-52110-220-000	522.85
04/05/2019	187282	CCC Technologies, INC.	223118C	03/22/2019	FD-4/11-12/31/2019-E911 PHON	100-21-52200-220-000	80.44
04/05/2019	187282	CCC Technologies, INC.	223118D	03/22/2019	BLDG INSP-4/11-12/31/19 -E911	100-22-52400-220-000	26.81
04/05/2019	187282	CCC Technologies, INC.	223118D	03/22/2019	ENG-4/11-12/31/19 -E911 PHON	100-30-53100-220-000	67.03
04/05/2019	187282	CCC Technologies, INC.	223118E	03/22/2019	PW-4/11-12/31/19-E911 PHONE	100-31-53230-220-000	107.26
04/05/2019	187282	CCC Technologies, INC.	223118F	03/22/2019	PK-4/11-12/31/19 -E911 PHONE	100-52-55200-220-000	80.44
04/05/2019	187282	CCC Technologies, INC.	223118F	03/22/2019	REC-4/11-12/31/19 -E911 PHONE	100-53-55300-220-000	40.22
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187283							
04/05/2019	187283	CENTURYLINK	1463387033	02/28/2019	AIR-FEB 2019 PHONE	630-35-53510-220-000	.07
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04/05/2019	187283	CENTURYLINK	1463387033	02/28/2019	MAYOR FEB 2019 PHONE	100-10-51410-220-000	1.20
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04/05/2019	187283	CENTURYLINK	1463387033	02/28/2019	TREAS- FEB 2019 PHONE	100-11-51520-220-000	6.60
04/05/2019	187283	CENTURYLINK	1463387033	02/28/2019	ATTY- FEB 2019 PHONE	100-13-51300-220-000	3.00
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04/05/2019	187283	CENTURYLINK	301217856-0	03/17/2019	FD-MAR 2019 PHONE	100-21-52200-220-000	10.55
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04/05/2019	187283	CENTURYLINK	301217856-0	03/17/2019	UTILITIES-MAR 2019 PHONE	100-00-15640-000	52.55
04/05/2019	187283	CENTURYLINK	301217856-0	03/17/2019	ASSESSOR-MAR 2019 PHONE	100-11-51530-220-000	15.01
04/05/2019	187283	CENTURYLINK	301217856-0	03/17/2019	TREAS-MAR 2019 PHONE	100-11-51520-220-000	22.52
04/05/2019	187283	CENTURYLINK	301217856-0	03/17/2019	PD-MAR 2019 PHONE	100-20-52110-220-000	292.77
04/05/2019	187283	CENTURYLINK	301217856-0	03/17/2019	FD-MAR 2019 PHONE	100-21-52200-220-000	45.04
04/05/2019	187283	CENTURYLINK	301217856-0	03/17/2019	BLDG INSP-MAR 2019 PHONE	100-22-52400-220-000	15.01

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
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04/05/2019	187283	CENTURYLINK	301217856-0	03/17/2019	PK-MAR 2019 PHONE	100-52-55200-220-000	45.04
04/05/2019	187283	CENTURYLINK	301217856-0	03/17/2019	REC-MAR 2019 PHONE	100-53-55300-220-000	22.52
04/05/2019	187283	CENTURYLINK	301217859-3	03/17/2019	CC-PHONE	100-52-55130-220-000	64.77
04/05/2019	187283	CENTURYLINK	301217859-3	03/17/2019	ZOO-PHONE	100-52-55410-220-000	10.55
04/05/2019	187283	CENTURYLINK	301217859-3	03/17/2019	POOL-PHONE	100-53-55420-220-000	45.88
04/05/2019	187283	CENTURYLINK	301217859-3	03/17/2019	PARKS-PHONE	100-52-55200-220-000	22.12
04/05/2019	187283	CENTURYLINK	301217859-3	03/17/2019	REC-PHONE	100-53-55300-220-000	22.12
04/05/2019	187283	CENTURYLINK	301300963-0	03/17/2019	AIR-MAR 2019 PHONE	630-35-53510-220-000	60.27
Total 187283:							1,140.08
187284							
04/05/2019	187284	CINTAS CORPORATION #	4018558025	03/19/2019	CITY-MATS	100-11-51640-260-000	37.18
04/05/2019	187284	CINTAS CORPORATION #	4018558065	03/19/2019	PW-TOWELS; MOP FRAME; MA	100-31-53270-340-000	117.30
04/05/2019	187284	CINTAS CORPORATION #	4018921548	03/27/2019	CITY-MATS	100-11-51640-260-000	37.18
04/05/2019	187284	CINTAS CORPORATION #	401921550	03/26/2019	PW-GRAY MATS; UNIFORMS	100-31-53270-340-000	47.25
04/05/2019	187284	CINTAS CORPORATION #	4019341465	04/03/2019	CITY-MATS	100-11-51640-260-000	37.18
Total 187284:							276.09
187285							
04/05/2019	187285	CITY TREASURER - WAT	033119-CITY	03/31/2019	101 S. BLVD-2019 1ST QTR WAT	100-11-51640-221-000	398.25
04/05/2019	187285	CITY TREASURER - WAT	033119-CITY	03/31/2019	101 S. BLVD-2019 1ST QTR STO	100-11-51640-226-000	369.30
04/05/2019	187285	CITY TREASURER - WAT	033119-CITY	03/31/2019	CITY LAND FOR SALE-2019 1ST	460-10-56800-226-000	12.31
04/05/2019	187285	CITY TREASURER - WAT	033119-CITY	03/31/2019	TIF #8-2019 1ST QTR STORMW	380-10-56600-226-000	551.66
04/05/2019	187285	CITY TREASURER - WAT	51-0010-033	03/31/2019	135 4TH-2019 1ST QTR WATER	100-21-52200-221-000	73.02
04/05/2019	187285	CITY TREASURER - WAT	51-0010-033	03/31/2019	135 4TH/PS-2019 1ST QTR WAT	100-21-51610-221-000	142.92
04/05/2019	187285	CITY TREASURER - WAT	51-0010-033	03/31/2019	135 4TH/PS-2019 1ST QTR STO	100-21-51610-226-000	211.73
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	CC-2019 1ST QTR WATER/SEW	100-52-55130-221-000	406.59
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	CC-2019 1ST QTR STORM WAT	100-52-55130-226-000	421.00
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	PK LAND-2019 1ST QTR STORM	100-52-55200-226-000	1,430.44
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	ZOO LAND-OCHNER--2019 1ST	100-52-55410-221-000	430.98
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	903 PARK-OCHSNER PK-1ST Q	100-52-55410-221-000	227.73
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	SWIM POOL-2019 1ST QTR WAT	100-53-55420-221-000	317.76
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	SWIM POOL-2019 1ST QTR STO	100-53-55420-226-000	664.74
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	731 RIDGE-2019 1ST QTR WATE	100-52-55200-221-000	63.52
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	MRE-2019 1ST QTR WATER & S	100-52-55200-221-000	173.94
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	MRE-2019 1ST QTR STORM WA	100-52-55200-226-000	51.70
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	217 1ST AVE-2019 1ST QTR WA	100-52-55200-221-000	54.02
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	LANGER-2019 1ST QTR WATER	100-52-55200-221-000	56.49
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	MILL RACE SHELTER--2019 1ST	100-52-55200-221-000	79.83
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	MILL RACE SHELTER--2019 1ST	100-52-55200-226-000	140.00
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	STEINHORST PK-2019 1ST QTR	100-52-55200-221-000	187.86
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	STEINHORST PK-2019 1ST QTR	100-52-55200-226-000	125.56
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	STEINHORST SOCCER-2019 1S	100-52-55200-221-000	151.45
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	COM GARDEN-2019 1ST QTR W	100-52-55200-221-000	29.01
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	1100 WALNUT ST-PIERCE-2019	100-52-55200-221-000	317.76
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	PIERCE PK #4-2019 1ST QTR W	100-52-55200-221-000	151.45
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	1100 WALNUT PIERCE-2019 1ST	100-52-55200-226-000	777.99
04/05/2019	187285	CITY TREASURER - WAT	51-0670-3/31	03/31/2019	ZOO LANE-2019 1ST QTR STOR	100-52-55410-226-000	236.35
04/05/2019	187285	CITY TREASURER - WAT	64-0940-033	03/31/2019	PARKING LOTS- 1ST QTR STOR	100-31-53450-226-000	494.14
04/05/2019	187285	CITY TREASURER - WAT	64-0940-033	03/31/2019	CSC-1ST QTR WATER & SEWE	100-31-53270-221-000	1,218.55
04/05/2019	187285	CITY TREASURER - WAT	64-0940-033	03/31/2019	CSC- 1ST QTR STORMWATER	100-31-53270-226-000	1,543.67
04/05/2019	187285	CITY TREASURER - WAT	64-0940-033	03/31/2019	BRIAR ST-2019 1ST QTR STOR	100-31-51630-226-000	1,829.27

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04/05/2019	187285	CITY TREASURER - WAT	64-0940-033	03/31/2019	BRIAR ST-2019 1ST QTR WATE	100-31-51630-221-000	17.63
Total 187285:							13,358.62
187286							
04/05/2019	187286	CLANCY SYSTEMS	BW1902	03/18/2019	PD- CLANCY SERVICES FEB 20	100-20-52110-270-000	820.37
Total 187286:							820.37
187287							
04/05/2019	187287	COMMUNITY DEVELOPM	SDC-03/19	04/01/2019	CDA-SDC-J. SCHMUDLACH CS1	100-00-25980-000	2,472.00
04/05/2019	187287	COMMUNITY DEVELOPM	SDC-03/19	04/01/2019	CDA-SDC -THERON HILL CS#11	100-00-25980-000	667.90
Total 187287:							3,139.90
187288							
04/05/2019	187288	COMPLETE OFFICE OF	68949	03/20/2019	CLK-LAM POUCHES 5 MIL	100-11-51420-310-000	17.61
04/05/2019	187288	COMPLETE OFFICE OF	68949	03/20/2019	FIN-WIPE OFF MARKER KIT	100-11-51500-310-000	10.63
Total 187288:							28.24
187289							
04/05/2019	187289	COMPLIANCE SERVICES	35160	03/25/2019	PD- DRUG TEST IAN CARROLL	100-20-52110-215-000	69.00
Total 187289:							69.00
187290							
04/05/2019	187290	D.L. GASSER CONSTRU	5000020422	03/20/2019	PW-COLD MIX 17.9 TON	100-31-53300-379-000	1,074.00
04/05/2019	187290	D.L. GASSER CONSTRU	5000020443	03/20/2019	PW-18.9 TON COLD MIX	100-31-53300-379-000	1,134.00
Total 187290:							2,208.00
187291							
04/05/2019	187291	DECKER SUPPLY COMPA	904685	03/20/2019	PW-STREET NAME SIGN S. PAR	100-31-53300-364-000	209.03
Total 187291:							209.03
187292							
04/05/2019	187292	DELLS-MAID CLEANING	1153	03/22/2019	FD - CLEANING SERVIES	100-21-51610-260-000	87.50
04/05/2019	187292	DELLS-MAID CLEANING	1164	04/02/2019	FD - CLEANING SERVIES	100-21-51610-260-000	175.00
Total 187292:							262.50
187293							
04/05/2019	187293	DOG WASTE DEPOT	269548	03/22/2019	PK-DOG WASTE BAGS	100-52-55200-340-000	385.96
Total 187293:							385.96
187294							
04/05/2019	187294	FARRELL EQUIPMENT &	1007996	03/15/2019	PW-60 LB. BAG PERMA-PATCH	100-31-53300-379-000	2,098.50
Total 187294:							2,098.50
187295							
04/05/2019	187295	FASTENAL COMPANY	WIBAR20909	03/21/2019	PW-CHECK VALVE	100-31-53240-350-000	22.53

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Total 187295:							22.53
187296							
04/05/2019	187296	FIRE ENGINEERING	274104-2019	04/04/2019	FD - FIRE ENGINEERING CHIEF'	100-21-52200-320-000	39.00
04/05/2019	187296	FIRE ENGINEERING	280497-2019	04/02/2019	FD - DEPT SUBSCRIPTION	100-21-52200-320-000	39.00
Total 187296:							78.00
187297							
04/05/2019	187297	FREDRICKSON, JEREMIA	9875	03/26/2019	REC-TENNIS PROGRAM REFUN	100-53-46751-100	35.00
Total 187297:							35.00
187298							
04/05/2019	187298	GABRISH, PATRICIA	0008157	03/27/2019	PK-SHELTER REFUND	100-52-46720-000	75.00
Total 187298:							75.00
187299							
04/05/2019	187299	GALLS QUARTERMASTE	012200503	03/13/2019	PD- PEPPER SPRAY	100-20-52110-340-000	315.00
04/05/2019	187299	GALLS QUARTERMASTE	012296775	03/25/2019	PD- TLR-1 HL GUN MOUNT	100-20-52110-392-000	1,445.00
04/05/2019	187299	GALLS QUARTERMASTE	012298369	03/25/2019	PD- LUND KNIFE, BOOTS, RAD	100-20-52110-346-000	235.26
Total 187299:							1,995.26
187300							
04/05/2019	187300	GENERAL COMMUNICATI	267676	03/29/2019	PW-ANTENNA; ROOF MOUNT M	100-31-53240-250-000	363.94
Total 187300:							363.94
187301							
04/05/2019	187301	GERBER LEISURE PROD	6003	02/18/2019	PK-KINNAMON BENCH	870-52-55200-821-000	1,243.00
Total 187301:							1,243.00
187302							
04/05/2019	187302	GROSS STABIL CORPOR	163716-A	01/17/2019	PW - CSC MEETING ROOM CHA	100-31-53270-350-000	110.50
Total 187302:							110.50
187303							
04/05/2019	187303	HARTJE TIRE & SERVICE	40-62339	03/15/2019	PW-#25 TIRES; O-RING	100-31-53240-341-000	346.50
Total 187303:							346.50
187304							
04/05/2019	187304	HASHEIDER, RYAN	9654	03/28/2019	REC-TENNIS PROGRAM REFUN	100-53-46751-100	35.00
Total 187304:							35.00
187305							
04/05/2019	187305	INSIGHT FS	50006522	03/18/2019	PK-ATHLETIC FIELD MARKING	100-52-55200-340-000	1,093.60
Total 187305:							1,093.60

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187306							
04/05/2019	187306	ISTATE TRUCK CENTER	C271004582:	03/25/2019	PW-#81 SPRING BRAKE	100-31-53635-350-000	31.61
04/05/2019	187306	ISTATE TRUCK CENTER	C271005220:	04/01/2019	PW-55 AL DRUM DEF	100-31-53240-348-000	160.00
Total 187306:							191.61
187307							
04/05/2019	187307	JEFFERSON FIRE & SAF	IN104218	03/26/2019	FD - ROAD FLARES	100-21-52200-340-000	85.00
04/05/2019	187307	JEFFERSON FIRE & SAF	IN104219	03/26/2019	FD - 1 PAIR OF BUNKER BOOTS	100-21-52200-346-000	290.00
Total 187307:							375.00
187308							
04/05/2019	187308	JOHN DEERE FINANCIAL	14808-03251	03/25/2019	AIR-FUEL MAR 2019	630-35-53510-348-000	315.78
04/05/2019	187308	JOHN DEERE FINANCIAL	70107-27469	03/20/2019	PK-SKIDLOADER BROOM HAR	100-52-55200-250-000	233.39
04/05/2019	187308	JOHN DEERE FINANCIAL	70107-27469	03/20/2019	PK-SNOWBLOWER DRIVESHAFT	100-52-55200-250-000	684.47
Total 187308:							1,233.64
187309							
04/05/2019	187309	KLEENMARK	180160	03/20/2019	CC-TRASH BAGS	100-52-55130-340-000	112.74
04/05/2019	187309	KLEENMARK	180163	03/20/2019	CC-FLOOR STRIPPER & PADS	100-52-55130-350-000	221.45
Total 187309:							334.19
187310							
04/05/2019	187310	LAFORCE INC	1094061	03/28/2019	PK-CUT MASTER KEYS	100-52-55200-340-000	64.00
Total 187310:							64.00
187311							
04/05/2019	187311	LANDS END BUSINESS O	SIN7253921	03/15/2019	PD- HELMS UNIFORM SHIRT &	100-20-52130-346-000	216.80
Total 187311:							216.80
187312							
04/05/2019	187312	MATC FIRE SERVICE ED	05152019FIP	04/02/2019	FD - (3) PRACTICAL EXAM FEE	100-21-52200-320-000	240.00
Total 187312:							240.00
187313							
04/05/2019	187313	MCFARLANES INC	IV22124	04/02/2019	PW-AIR FILTER (STIHL)	100-31-53240-350-000	59.96
04/05/2019	187313	MCFARLANES INC	TO72221	03/22/2019	FD - TIRES FOR UTV TRAILER	100-21-52200-341-000	198.00
Total 187313:							257.96
187314							
04/05/2019	187314	MID-STATE EQUIPMENT I	K53877	03/19/2019	PW-BULB; #26	100-31-53240-350-000	51.00
Total 187314:							51.00
187315							
04/05/2019	187315	MINUTEMAN PRESS-BAR	40340	03/20/2019	PD- CARROLL BUSINESS CARD	100-20-52130-310-000	38.88
Total 187315:							38.88

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187316							
04/05/2019	187316	MORRIS, JOHN	03272019	03/27/2019	PW-TAPCO-SIGNAL TRAINING-	100-31-53230-330-000	128.18
Total 187316:							128.18
187317							
04/05/2019	187317	MSA PROFESSIONAL SE	350330-41	03/22/2019	ENG-LANDFILL MONITORING	100-31-53630-215-000	2,114.81
04/05/2019	187317	MSA PROFESSIONAL SE	350820-18	03/19/2019	ENG-PECFA 325 LYNN STREET	380-10-56600-270-000	1,445.01
Total 187317:							3,559.82
187318							
04/05/2019	187318	MUELLER COMMUNICATI	558-2019-01	01/14/2019	ADMIN-DEC 2018 MONITORING	100-14-51400-215-000	2,073.44
04/05/2019	187318	MUELLER COMMUNICATI	558-2019-03	03/22/2019	CITY-FEB 2019-MEDIA MONITO	100-14-51400-215-000	212.10
Total 187318:							2,285.54
187319							
04/05/2019	187319	MWM CONSULTING GRO	270307	03/20/2019	FIN-PREP GASB #75 2018	100-11-51510-215-000	3,000.00
Total 187319:							3,000.00
187320							
04/05/2019	187320	NAPA AUTO PARTS	342468	02/23/2019	AIR-HOSE FITTINGS-WAUSAU	630-35-53510-350-000	71.10
04/05/2019	187320	NAPA AUTO PARTS	343229	03/05/2019	FD - TAILPIPE PARTS	100-21-52200-240-000	69.29
04/05/2019	187320	NAPA AUTO PARTS	344055	03/14/2019	PW-NAPAGOLD OIL FILTER	100-31-53240-350-000	14.33
04/05/2019	187320	NAPA AUTO PARTS	344096	03/15/2019	PW-CAP-BREATHER OIL	100-31-53240-350-000	17.73
04/05/2019	187320	NAPA AUTO PARTS	344547	03/20/2019	FD - BATTERY FOR BRUSH 2	100-21-52200-240-000	124.19
04/05/2019	187320	NAPA AUTO PARTS	344771	03/21/2019	PW-#40 AIR FILTER	100-31-53240-350-000	26.64
04/05/2019	187320	NAPA AUTO PARTS	345115	03/26/2019	PW-#14 OIL & AIR FILTERS	100-31-53240-350-000	53.39
04/05/2019	187320	NAPA AUTO PARTS	345182	03/26/2019	PW-FILTERS (STOCK)	100-31-53240-350-000	106.05
04/05/2019	187320	NAPA AUTO PARTS	345442	03/28/2019	PW-OIL FILTER; AIR FILTER; (ST	100-31-53240-350-000	60.02
Total 187320:							542.74
187321							
04/05/2019	187321	OFFICE DEPOT INC	2886138380	03/15/2019	ADMIN-MESSAGE BOOK; LEGA	100-14-51400-310-000	41.37
04/05/2019	187321	OFFICE DEPOT INC	2886141500	03/15/2019	ADMIN-NOTE PADS	100-14-51400-310-000	16.19
Total 187321:							57.56
187322							
04/05/2019	187322	PALM, MICHAEL	03262019	03/26/2019	MYR-CAPITAL COMMITTEE MIL	100-10-51410-330-000	59.32
04/05/2019	187322	PALM, MICHAEL	03262019	03/26/2019	MYR-CAMPUS GALA	100-10-51410-320-000	130.00
Total 187322:							189.32
187323							
04/05/2019	187323	PETERSON AUTO PARTS	5586-222020	03/11/2019	PW-DUST FILTER, PAPER	100-31-53240-350-000	208.96
04/05/2019	187323	PETERSON AUTO PARTS	5586-222390	03/18/2019	PW-THERMOCOOLHD ELC; MO	100-31-53240-348-000	558.53
Total 187323:							767.49
187324							
04/05/2019	187324	PILLSBURY, DIANE	04022019	04/02/2019	REC - WALK WITH EASE INSTR	100-53-55300-215-171	40.00

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Total 187324:							40.00
187325							
04/05/2019	187325	POINTON HEATING & AIR	0013012800	03/20/2019	CC-FURNACE IGNITION	100-52-55130-350-000	170.38
Total 187325:							170.38
187326							
04/05/2019	187326	PRIMARY PRODUCTS CO	65982	01/09/2019	PD- GLOVES FOR EVIDENCE	100-20-52120-340-000	287.50
Total 187326:							287.50
187327							
04/05/2019	187327	Putz, Pamela	A68999	04/03/2019	TRE-PARKING TICKET REFUND	100-20-45120-000	25.00
Total 187327:							25.00
187328							
04/05/2019	187328	REEDSBURG UTILITY CO	26578-03201	03/20/2019	CITY-APR 2019-INTERNET	100-10-51450-250-000	289.95
Total 187328:							289.95
187329							
04/05/2019	187329	REINDERS INC.	2268324-00	03/26/2019	PK-ANNUAL FERTILIZER PURC	100-52-55200-345-000	2,320.00
04/05/2019	187329	REINDERS INC.	2268324-00	03/26/2019	PK-BALLFIELD TURFACE	100-52-55200-340-000	1,158.00
Total 187329:							3,478.00
187330							
04/05/2019	187330	RELX INC. DBA LEXISNE	3091945730	03/31/2019	ATTY-MAR 2019 SUBSCRIPTION	100-13-51300-320-000	221.45
Total 187330:							221.45
187331							
04/05/2019	187331	RENNERTS FIRE EQUIP	40514	03/27/2019	FD - E-1 FORCED PARK REGEN	100-21-52200-240-000	161.20
04/05/2019	187331	RENNERTS FIRE EQUIP	40515	03/27/2019	FD - REPAIR E-1 CHECK VALVE	100-21-52200-240-000	218.40
Total 187331:							379.60
187332							
04/05/2019	187332	RIVERSIDE RENTALS	66244	03/28/2019	PW-ACMC ACETHAYNE	100-31-53240-348-000	28.00
04/05/2019	187332	RIVERSIDE RENTALS	66258	04/02/2019	PW-OXYGEN; ACETLLYNE; ARO	100-31-53240-348-000	175.00
Total 187332:							203.00
187333							
04/05/2019	187333	ROUTE 961 TRAINING &	1041	03/28/2019	PD- VOLTZ ONE DAY TRAINING	100-20-52110-320-000	100.00
Total 187333:							100.00
187334							
04/05/2019	187334	RUNNING INC	20610	04/03/2019	TAXI-MARCH SHARED RIDE	230-11-53500-290-000	46,818.09
04/05/2019	187334	RUNNING INC	20610	04/03/2019	TAXI-MARCH SHARED RIDE	230-11-46399-000	30,682.00

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Total 187334:							16,136.09
187335							
04/05/2019	187335	SCHULTZ SMALL ENGINE	10760	02/05/2019	PK-MOWER REPAIRS	100-52-55200-250-000	199.07
Total 187335:							199.07
187336							
04/05/2019	187336	SCHWAAB INC.	C037765	03/14/2019	CLK-STAMP INK REFILLS	100-11-51520-310-000	21.00
Total 187336:							21.00
187337							
04/05/2019	187337	SEAMLESS DOCS	2747	03/28/2019	SEAMLESS DOCS, 04/2019-04/2	100-10-51450-250-000	3,675.00
Total 187337:							3,675.00
187338							
04/05/2019	187338	SHRED-IT USA	8126917962	03/22/2019	CITY-3 TOTES-SHREDDER	100-11-51640-260-000	77.04
04/05/2019	187338	SHRED-IT USA	8126917962	03/22/2019	PD-2 TOTES-SHREDDER	100-20-52110-270-000	51.36
Total 187338:							128.40
187339							
04/05/2019	187339	STEPP EQUIPMENT CO.	I20-805361	03/24/2019	PW - 2018 LABRIE EXPERT 200	490-31-53240-810-000	136,952.00
04/05/2019	187339	STEPP EQUIPMENT CO.	I20-805361	03/24/2019	PW - ADDED SPILL SHIELD GAR	490-31-53240-810-000	449.00
Total 187339:							137,401.00
187340							
04/05/2019	187340	STYLE N STITCHES	6852	03/22/2019	PD- PICHLER, GILBERT, OAKES	100-20-52110-346-000	265.00
Total 187340:							265.00
187341							
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEES	100-00-15610-000	11.06
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEES	100-00-15640-000	3.10
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEE	100-11-51420-136-000	5.31
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEE	100-11-51500-136-000	5.31
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEE	100-14-51400-136-000	10.62
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEE	100-20-52110-136-000	31.86
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEE	100-31-53230-136-000	26.55
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEE	100-51-55110-136-000	26.55
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEE	100-52-55200-136-000	21.24
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEE	950-36-85000-136-000	1.77
04/05/2019	187341	TASC	IN1479430	03/17/2019	ADMINISTRATION FEES	100-20-52130-136-000	5.31
Total 187341:							148.68
187342							
04/05/2019	187342	THE SHOE BOX	73066	03/26/2019	PK-SPINOSO SAFETY BOOTS	100-52-55200-319-000	122.40
Total 187342:							122.40

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187343							
04/05/2019	187343	TOP PACK DEFENSE	2092	03/27/2019	PD- MEYER HOLSTER	100-20-52110-346-000	26.99
04/05/2019	187343	TOP PACK DEFENSE	2093	03/27/2019	PD- (11) FORE GRIPS FOR SQU	100-20-52110-392-000	316.80
Total 187343:							343.79
187344							
04/05/2019	187344	UNITED SYSTEMS ASSO	1261	04/05/2019	CITY-BUILDING CONTROLS MAI	100-11-51640-260-000	3,200.00
Total 187344:							3,200.00
187345							
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	MAYOR-FEB 2019 CELL	100-10-51410-220-000	42.50
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	ADMIN-FEB 2019 CELL	100-14-51400-220-000	38.50
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	CLK-FEB 2019 CELL PHONE	100-11-51640-220-000	7.54
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	WA-FEB 2019 WADE CELL PHO	100-00-15640-000	39.00
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	CDA-FEB 2019 CELL PHONE	100-00-15980-000	38.50
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	FD-FEB 2019 CELL PHONE	100-21-52200-220-000	236.47
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	FD-FEB 2019 HOT SPOT DOOR	100-21-51610-220-000	66.55
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	ENG-FEB 2019 CELL PHONE	100-30-53100-220-000	38.50
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	PD-FEB 2019 CELL PHONE	100-20-52110-220-000	235.09
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	CC-FEB 2019 CELL PHONE	100-52-55130-220-000	3.46
04/05/2019	187345	US CELLULAR	0298639617	03/08/2019	ZOO-FEB 2019 CELL PHONE	100-52-55410-220-000	.54
Total 187345:							746.65
187346							
04/05/2019	187346	VERIZON WIRELESS	9826790062	03/23/2019	FORESTRY - TABLET INTERNET	100-52-56110-250-000	40.01
04/05/2019	187346	VERIZON WIRELESS	9826817117	03/23/2019	PD- SQUAD MODEMS (12)	100-20-52110-270-000	440.13
04/05/2019	187346	VERIZON WIRELESS	9826817117	03/23/2019	PD- SQUAD PHONE SERVICE	100-20-52110-220-000	426.51
Total 187346:							906.65
187347							
04/05/2019	187347	WEAVER AUTO PARTS-B	10IN046273	03/25/2019	PW-#16 FUEL FILTER CAP	100-31-53240-350-000	40.44
04/05/2019	187347	WEAVER AUTO PARTS-B	10IN046400	03/28/2019	PW-REAR DISC BRAKE PAD & H	100-31-53240-350-000	52.78
Total 187347:							93.22
187348							
04/05/2019	187348	WRPQ RADIO	19030063	03/31/2019	CITY- MAR 2019 CABLE CHANN	100-10-55370-215-000	2,666.67
Total 187348:							2,666.67
7001940							
04/05/2019	7001940	CAPITAL NEWSPAPERS	1623997	03/21/2019	ENG-RE-ZONING SPIRIT LAKE	100-22-56400-210-000	44.68
04/05/2019	7001940	CAPITAL NEWSPAPERS	1624195	03/21/2019	CLK-2/26/19 COUNCIL MINUTES	100-10-51100-210-000	31.16
04/05/2019	7001940	CAPITAL NEWSPAPERS	1624199	03/21/2019	CLK-ORD 2511-2515 PUBLISHIN	100-10-51100-210-000	16.08
04/05/2019	7001940	CAPITAL NEWSPAPERS	1625733	03/27/2019	CITY-NOXIOUS WEEDS ORD PU	100-31-53640-210-000	65.63
04/05/2019	7001940	CAPITAL NEWSPAPERS	1625763	03/27/2019	CLK-ELECTION EQUIP TESTIN	100-11-51440-210-000	12.02
Total 7001940:							169.57
7001941							
04/05/2019	7001941	GLACIER VALLEY FORD I	92005	03/01/2019	PD- #45 NEW RADIATOR	100-20-52110-240-000	975.11
04/05/2019	7001941	GLACIER VALLEY FORD I	92064	03/06/2019	PD- SQUAD 41 OIL CHANGE & F	100-20-52110-240-000	40.23

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
04/05/2019	7001941	GLACIER VALLEY FORD I	92277	03/18/2019	PD- WHITE FUSION OIL CHANG	100-20-52110-240-000	39.11
04/05/2019	7001941	GLACIER VALLEY FORD I	92315	03/21/2019	PK-DUMP TRUCK REPAIRS	100-52-55200-240-000	1,342.27
04/05/2019	7001941	GLACIER VALLEY FORD I	92326	03/19/2019	PD- SQUAD 47 OIL CHANGE	100-20-52110-240-000	24.98
Total 7001941:							2,421.70
7001942							
04/05/2019	7001942	LARK UNIFORM INC.	285941	03/20/2019	PD- DORNER DRESS UNIFORM	100-20-52110-346-000	51.95
04/05/2019	7001942	LARK UNIFORM INC.	285947	03/20/2019	PD- VRCHOTA UNIF PANTS & S	100-20-52110-346-000	106.90
Total 7001942:							158.85
7001943							
04/05/2019	7001943	LAWSON PRODUCTS INC	9306566883	03/15/2019	PW - MACHINERY AND EQUIP.	100-31-53240-350-000	954.20
Total 7001943:							954.20
7001944							
04/05/2019	7001944	LEAGUE OF WISCONSIN	060519-LAU	04/04/2019	TRE-CLERK,TREASURER,FINA	100-11-51520-320-000	125.00
Total 7001944:							125.00
7001945							
04/05/2019	7001945	League of Wisconsin Muni	060519-ZEM	04/04/2019	ZEMAN-2019 CLERKS INSTITUT	100-11-51420-320-000	125.00
Total 7001945:							125.00
7001946							
04/05/2019	7001946	MENARDS - BARABOO	5120-319002	03/15/2019	CITY-TB/DP/PP	100-11-51640-350-000	4.92
04/05/2019	7001946	MENARDS - BARABOO	5596-319005	03/21/2019	FD - SUPPLIES FOR WALL OPE	100-21-51610-822-000	84.48
04/05/2019	7001946	MENARDS - BARABOO	5610-319002	03/21/2019	FD - CLEANING SUPPLIES	100-21-52200-340-000	104.08
04/05/2019	7001946	MENARDS - BARABOO	5646-319005	03/22/2019	FD - SUPPLIES FOR HOLE IN W	100-21-51610-822-000	157.12
04/05/2019	7001946	MENARDS - BARABOO	5775-319002	03/23/2019	ZOO-SUPPLIES	100-52-55410-340-000	51.15
04/05/2019	7001946	MENARDS - BARABOO	5910-319005	03/25/2019	PW-CONCRETE BONDING ADDI	950-36-83100-340-000	42.85
04/05/2019	7001946	MENARDS - BARABOO	5916-319005	03/25/2019	AIR-14" LED ROUND 2100 L	630-35-53510-350-000	34.98
04/05/2019	7001946	MENARDS - BARABOO	5965-319005	03/26/2019	AIR-INDUSTRIAL FAN	630-35-53510-350-000	49.99
04/05/2019	7001946	MENARDS - BARABOO	6102-319002	03/27/2019	CITY-SHELF KIT, FINISH	100-11-51640-350-000	19.95
04/05/2019	7001946	MENARDS - BARABOO	6103-319005	03/27/2019	PW-TYPE S MORTAR MIX	950-36-83100-340-000	292.53
Total 7001946:							842.05
Grand Totals:							257,853.41

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
16074						
03/29/2019	ACTION ELECTRIC OF SAUK	U3762	03/13/2019	UTIL-JET VAC: CONDUIT-CUST CIT04	950-36-83100-340-000	10.10
03/29/2019	ACTION ELECTRIC OF SAUK	U3762	03/13/2019	UTIL-JET VAC: CONDUIT-CUST CIT04	960-36-83100-340-000	10.10
Total 16074:						20.20
16075						
03/29/2019	ALLIANT ENERGY	S193345MA	03/11/2019	SEWER-MANCHESTER SLUDGE	960-36-82710-222-000	267.47
03/29/2019	ALLIANT ENERGY	S212453MA	03/11/2019	SEWER-POTTER ST LIFTSTATION	960-36-83200-222-000	28.65
03/29/2019	ALLIANT ENERGY	S295931MA	03/11/2019	SEWER-8TH ST GRINDER PUMP	960-36-83200-222-000	16.71
03/29/2019	ALLIANT ENERGY	S608212MA	03/12/2019	SEWER-MANCHESTER CONTROL	960-36-82100-222-000	6,087.45
03/29/2019	ALLIANT ENERGY	S608212MA	03/12/2019	SEWER-MANCHESTER CONTROL	960-36-82710-222-000	740.15
03/29/2019	ALLIANT ENERGY	S871720MA	03/12/2019	SEWER-HEADWORKS BLDG	960-36-82200-222-000	313.96
03/29/2019	ALLIANT ENERGY	S906253MA	03/11/2019	SEWER-ST RD 33 LIFT STATION	960-36-83200-222-000	69.94
03/29/2019	ALLIANT ENERGY	W938679485	03/19/2019	WA-GAS MAIN DAMAGE-HYDT @ WAT	970-37-67700-241-000	1,741.40
Total 16075:						9,265.73
16076						
03/29/2019	AQUACHEM OF AMERICA INC	S4111AQ	03/11/2019	SE-POLYMER-(1) 2,300 LB TOTE	960-36-82500-345-000	2,975.62
Total 16076:						2,975.62
16077						
03/29/2019	CARDMEMBER SERVICE	U03142019	03/14/2019	WATER-DNR SAMPLE MAILING	970-37-64300-343-000	92.10
03/29/2019	CARDMEMBER SERVICE	U03142019	03/14/2019	WATER-12' LADDER (HOME DEPOT)	970-37-66500-340-000	203.65
Total 16077:						295.75
16078						
03/29/2019	CARLSON, DIRK	W3282019	03/28/2019	WA-WRWA PARKING @ LACROSSE	970-37-92600-320-000	8.00
Total 16078:						8.00
16079						
03/29/2019	CENTURY SPRINGS	S4878382	03/19/2019	SE-LAB DISTILLED WATER #13998	960-36-82700-340-000	28.50
Total 16079:						28.50
16080						
03/29/2019	CENTURYLINK	S301299619	03/17/2019	SE-PHONE/INTERNET #301299619	960-36-85100-220-000	40.56
03/29/2019	CENTURYLINK	S301299619	03/17/2019	SE-PHONE/INTERNET #301299619	960-36-85100-250-000	63.94
03/29/2019	CENTURYLINK	W301217861	03/17/2019	WATER-PHONE-ACCT 301217861	970-37-66500-220-000	6.76
03/29/2019	CENTURYLINK	W301217861	03/17/2019	WATER-PHONE-ACCT 301217861	970-37-92100-220-000	6.76
Total 16080:						118.02
16081						
03/29/2019	CINTAS CORPORATION #015K	S401770978	03/05/2019	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
03/29/2019	CINTAS CORPORATION #015K	S401855788	03/19/2019	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
03/29/2019	CINTAS CORPORATION #015K	W401770982	03/05/2019	WATER-TOWELS-WATER UTLY	970-37-66500-340-000	10.76
03/29/2019	CINTAS CORPORATION #015K	W401855801	03/19/2019	WATER-TOWELS-WATER UTLY	970-37-66500-340-000	10.76
Total 16081:						41.22

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
16082						
03/29/2019	CITY OF BARABOO-STORMWA	STMAR2019	03/29/2019	STORMWATER-MARCH 2019 RECEIP	999-00-10005-000	646.34
03/29/2019	CITY OF BARABOO-STORMWA	STMAR2019	03/29/2019	STORMWATER-MARCH 2019 RECEIP	970-37-40419-001	.01
Total 16082:						646.35
16083						
03/29/2019	CMRS-POC	UBQTR#1-20	03/29/2019	UTIL-BILLING-QTR #1, 2019	950-36-84000-343-000	731.61
03/29/2019	CMRS-POC	UBQTR#1-20	03/29/2019	UTIL-BILLING-QTR #1, 2019	950-36-84000-343-000	731.61- V
03/29/2019	CMRS-POC	UBQTR#1-20	03/29/2019	UTIL-BILLING-QTR #1, 2019	960-36-85100-343-000	497.12
03/29/2019	CMRS-POC	UBQTR#1-20	03/29/2019	UTIL-BILLING-QTR #1, 2019	960-36-85100-343-000	497.12- V
03/29/2019	CMRS-POC	UBQTR#1-20	03/29/2019	UTIL-BILLING-QTR #1, 2019	970-37-90300-343-000	497.12
03/29/2019	CMRS-POC	UBQTR#1-20	03/29/2019	UTIL-BILLING-QTR #1, 2019	970-37-90300-343-000	497.12- V
Total 16083:						.00
16084						
03/29/2019	CORE & MAIN LP	W-K204938	02/28/2019	WA-MXU TRANSMITTERS-SINGLEPO	970-96-10346-201	1,896.28
03/29/2019	CORE & MAIN LP	W-K248891	03/12/2019	WA-CHAMBER: METER TESTER	970-37-66300-340-000	48.92
Total 16084:						1,945.20
16085						
03/29/2019	FASTENAL COMPANY	W-WIBAR20	03/05/2019	WA-CHAINS: MINI EXCAVATOR	970-37-93200-250-000	76.39
Total 16085:						76.39
16086						
03/29/2019	HOHLS PROPANE INC	W244072	03/19/2019	WA-WELL #2 LP (170 GALS@\$1.549)	970-37-62300-223-000	131.66
03/29/2019	HOHLS PROPANE INC	W244072	03/19/2019	WA-WELL #2 LP (170 GALS@\$1.549)	970-37-66500-223-000	131.67
Total 16086:						263.33
16087						
03/29/2019	MAILBOXES PACK N SHIP LLC	S58359	03/18/2019	SE-ACUTE/CHRONIC TESTS-CUST 14	960-36-82700-217-000	104.76
03/29/2019	MAILBOXES PACK N SHIP LLC	S58387	03/19/2019	SEWER-MERCURY TEST SAMPLE	960-36-82700-217-000	12.09
03/29/2019	MAILBOXES PACK N SHIP LLC	S58416	03/20/2019	SE-ACUTE/CHRONIC TESTS-CUST 14	960-36-82700-217-000	37.33
03/29/2019	MAILBOXES PACK N SHIP LLC	S58453	03/22/2019	SE-ACUTE/CHRONIC TESTS-CUST 14	960-36-82700-217-000	163.68
03/29/2019	MAILBOXES PACK N SHIP LLC	W58073	02/27/2019	WA-WELL #2 METER TO MIDAMERICA	970-37-66300-343-000	32.60
03/29/2019	MAILBOXES PACK N SHIP LLC	W58180	03/05/2019	WA-WELL #7 METER TO MIDAMERICA	970-37-66300-343-000	38.08
03/29/2019	MAILBOXES PACK N SHIP LLC	W58346	03/15/2019	WA-TESTING METER TO MIDAMERIC	970-37-66300-343-000	54.56
03/29/2019	MAILBOXES PACK N SHIP LLC	W58512	03/26/2019	WA-TESTING METER TO MIDAMERIC	970-37-66300-343-000	54.56
Total 16087:						497.66
16088						
03/29/2019	MENARDS - BARABOO	S5511	03/20/2019	SE-SS WALL PLATE-ACCT 31900288	960-36-83400-260-000	2.20
03/29/2019	MENARDS - BARABOO	S5511	03/20/2019	SE-RATCHETING WRENCHES	960-36-83300-250-000	19.44
03/29/2019	MENARDS - BARABOO	S5511	03/20/2019	SE-CUTOFF WHEEL/TAPING KNIFE	960-36-83400-250-000	17.50
03/29/2019	MENARDS - BARABOO	S5511	03/20/2019	SE-TIMERS/HOSE ADAPTERS	960-36-83300-260-000	33.72
03/29/2019	MENARDS - BARABOO	W4988	03/14/2019	WA-250" PEX HOSE-1120 HILL ST	970-37-67500-238-000	81.92
03/29/2019	MENARDS - BARABOO	W5575	03/21/2019	WA-PARTS-MAIN REPAIR@WELL 8	970-37-67300-236-000	28.10
03/29/2019	MENARDS - BARABOO	W5652	03/22/2019	WA-4" TEE-MAIN REPAIR@WELL 8	970-37-67300-236-000	3.89
Total 16088:						186.77

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
16089						
03/29/2019	NCL OF WISCONSIN INC	S419955	03/05/2019	SE-LAB SUPPLIES-ACCT 3595	960-36-82700-340-000	367.23
Total 16089:						367.23
16090						
03/29/2019	PERKINS OIL CO INC	S43095-IN	03/20/2019	SEWER-GREASE-CUST 2685	960-36-83300-250-000	82.70
03/29/2019	PERKINS OIL CO INC	S43095-IN	03/20/2019	SE-AERATOR/CLARIFIER OIL+GREAS	960-36-83400-250-000	308.10
Total 16090:						390.80
16091						
03/29/2019	PETERSON, WADE D	U03/2019MI	03/26/2019	UTIL-MARCH 2019 MILEAGE	970-37-93000-330-000	140.07
03/29/2019	PETERSON, WADE D	U03/2019MI	03/26/2019	UTIL-MARCH 2019 MILEAGE	960-36-85100-330-000	140.07
Total 16091:						280.14
16092						
03/29/2019	US CELLULAR	U299114510	03/10/2019	UTIL-MAR SCADA SERVICE@WELLS	970-37-63300-250-000	110.34
03/29/2019	US CELLULAR	U299114510	03/10/2019	UTIL-MAR SCADA SERVICE@TOWER	970-37-67200-250-000	110.34
03/29/2019	US CELLULAR	U299114510	03/10/2019	UTIL-MAR SCADA SERVICE@BOOSTE	970-37-67800-250-000	55.18
Total 16092:						275.86
16093						
03/29/2019	US POSTAL SERVICE	UBQTR#1-20	03/29/2019	UTIL-BILLING-QTR #1, 2019	950-36-84000-343-000	731.61
03/29/2019	US POSTAL SERVICE	UBQTR#1-20	03/29/2019	UTIL-BILLING-QTR #1, 2019	960-36-85100-343-000	497.12
03/29/2019	US POSTAL SERVICE	UBQTR#1-20	03/29/2019	UTIL-BILLING-QTR #1, 2019	970-37-90300-343-000	497.12
Total 16093:						1,725.85
Grand Totals:						19,408.62

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
1219							
03/29/2019	1219	PACE PAYMENT SYSTE	FEB2019	02/28/2019	REC-ONLINE PAYMENTS FEB	100-53-55300-270-000	50.16
Total 1219:							50.16
1220							
03/29/2019	1220	PAYMENT SERVICE NET	189926	03/04/2019	TRE-FEB PSN ONLINE PAYMEN	100-11-51520-290-000	125.45
03/29/2019	1220	PAYMENT SERVICE NET	189926	03/04/2019	TRE-FEB PSN ONLINE TAX PAY	100-11-51520-290-000	7.45
03/29/2019	1220	PAYMENT SERVICE NET	189926	03/04/2019	TRE-FEB PSN NSF FEE	970-37-40474-001	10.00
Total 1220:							142.90
1221							
03/29/2019	1221	WIS DEPT OF REVENUE	FEB 2019	03/18/2019	SALES & USE TAX - FEB. 2019	100-00-24213-000	189.82
03/29/2019	1221	WIS DEPT OF REVENUE	FEB 2019	03/18/2019	SALES & USE TAX - FEB. 2019	940-00-24213-000	9.80
03/29/2019	1221	WIS DEPT OF REVENUE	TIF2019	03/05/2019	2019TIF-ADMIN FEE	309-11-51510-215-000	150.00
03/29/2019	1221	WIS DEPT OF REVENUE	TIF2019	03/05/2019	2019TIF-ADMIN FEE	360-11-51510-215-000	150.00
03/29/2019	1221	WIS DEPT OF REVENUE	TIF2019	03/05/2019	2019TIF-ADMIN FEE	370-11-51510-215-000	150.00
03/29/2019	1221	WIS DEPT OF REVENUE	TIF2019	03/05/2019	2019TIF-ADMIN FEE	380-11-51510-215-000	150.00
Total 1221:							799.62
Grand Totals:							992.68

FINANCE COMMITTEE APPROVAL:

 (Chairman)

 (Date)

Check Register - Payroll Remittance Checks

March 2019

Check Date	Payee	Description	Amount	
3/6/2019	30877	EFTPS	SOCIAL SECURITY Pay	14,232.08
3/6/2019	30877	EFTPS	SOCIAL SECURITY Pay	14,232.08
3/6/2019	30877	EFTPS	MEDICARE Pay Period:	3,328.43
3/6/2019	30877	EFTPS	MEDICARE Pay Period:	3,328.43
3/6/2019	30877	EFTPS	FEDERAL WITHHOLDING	19,503.39
			EFTPS Total	54,624.41
3/20/2019	31053	EFTPS	SOCIAL SECURITY Pay	14,950.86
3/20/2019	31053	EFTPS	SOCIAL SECURITY Pay	14,950.86
3/20/2019	31053	EFTPS	MEDICARE Pay Period:	3,496.62
3/20/2019	31053	EFTPS	MEDICARE Pay Period:	3,496.62
3/20/2019	31053	EFTPS	FEDERAL WITHHOLDING	20,429.30
			EFTPS Total	57,324.26
3/15/2019	30878	WI DEPT OF REVENUE	STATE TAXES WITHHELD	10,806.77
3/29/2019	31054	WI DEPT OF REVENUE	STATE TAXES WITHHELD	11,290.32
3/29/2019	31052	WISCONSIN RETIREMENT	RETIREMENT	66,323.61
3/22/2019	31216	WI DEPT OF EMPLOYEE TRUST	HEALTH INSURANCE	130,389.30

FINANCE COMMITTEE APPROVAL:

_____ (Chairman)

_____ (Date)

CITY OF BARABOO	TITLE: PURCHASING POLICY	
TARGET AUDIENCE: City Departments; City Employees; Utilities and other component units funded by City taxpayers or ratepayers, either in whole or in part; Community Development Authority; Vendors	POLICY SOURCE: Finance Department	PAGE NUMBERS: 16
DATE APPROVED BY COUNCIL: March 22, 2017	DATE AMENDED BY COUNCIL: April XX, 2019	ATTORNEY REVIEW: February 19, 2019

SECTION 1
POLICY OBJECTIVES

- 1.1 Objectives. The objectives of the City's Purchasing Policy are:
1. To ensure that materials, equipment and services are purchased at the lowest prices consistent with quality and performance,
 2. To provide adequate controls over City expenditures and financial commitments with proper documentation,
 3. To obtain quality goods required by City departments and to ensure that these goods are at the place needed at the time needed, and;
 4. To provide a standardized system of purchasing for use by all City departments.

SECTION II
COMPETITIVE BIDDING

- 2.1 Policy. It is the policy of the City of Baraboo to procure needed materials, equipment and services at the lowest cost consistent with quality and performance. Therefore, City purchases will be made only after price quotations have been obtained or attempted to have been obtained from different suppliers through either formal or informal means, if required pursuant to this Policy.
- 2.2 Obtaining Bids. Unless required by State Statute, it shall be the Department Heads discretion on the method of obtaining bids and proposals. Options include invitations to bid and proposals by US mail, e-mail, and publication in the official newspaper, telephone contacts or verbal requests. Purchases shall attempt to obtain bids or proposals from at least three (3) vendors to ensure that comparison pricing is demonstrated.
- 2.3 Exceptions. The only exceptions to this Policy are:
1. Sole-source purchases (i.e., when only one known supplier is available): includes diagnostic vehicle repairs and warranty work that needs to be done by service providers equipped and trained for repairs on the make and model of equipment being repaired.
 2. Emergency purchases and repairs covered by insurance proceeds.
 3. Items purchased by State contract.
 4. Purchases paid with grant funds which require specific purchasing procedures;
 5. Professional services where the City Administrator has waived bidding requirements.
 6. Other justifications as identified by a Department Head and approved by the City Administrator.
 7. For purchases below \$1,000, the bidding/proposal process is waived although the purchaser is expected to compare prices for routine purchases and supplies. The intent is to look for quality and price over convenience, wherever practical.

- 2.4 Prohibited Conduct. The intentional staggering of purchases as well as dividing purchases and/or contracts to consciously evade this policy is strictly prohibited.
- 2.5 Competitive Bidding Process. To assist Department Heads in the bidding process, templates are available from the City Attorney and Finance Director for soliciting bids. Templates are also available for RFIs, RFPs and RFQs:
- *Request for Bid (RFB)*: Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor.
 - *Request for Information (RFI)*: Commonly used to develop lists of qualified sellers and gain more input for resource availability.
 - *Request for Proposal (RFP)*: Commonly used when deliverables are not well-defined or when other selection criteria will be used in addition to price.
 - *Request for Quotation (RFQ)*: Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor. Unlike an RFB, this solicited price quote is used for comparison purposes and is not a formal bid for work.
- 2.5.1 Tie Bids. If two or more bids are in the same amount or unit price, quality, service and other factors deemed relevant being equal, the contract shall be awarded to a bidder whose principal place of business is located within the City limits, if any. If there is not a City of Baraboo bidder, the Department Head should award the contract to one of the tie bidders by cutting a deck of playing cards, with the highest card being awarded the bid.
- 2.5.2 Rejection of Bids. Department Heads have the authority to reject bids or parts of bids, or all bids, where the public interest will be served. In all cases, the Department Head has the authority to re-advertise and re-bid any proposed purchase or to reject all bids and to negotiate a purchase directly with any supplier if this procedure is deemed most advantageous to the City.
- 2.5.3 Bidders in Default to the City. A Department Head should not accept the bid of any supplier who is in default or delinquent in the payment of taxes, licenses, forfeitures, or any other moneys whatsoever due the City.
- 2.5.4 Selecting Bid. In addition to price, Department Heads may consider the following factors in selecting the acceptable bid:
1. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
 2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 4. The quality of performance of previous contracts or services by the bidder.
 5. The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service.
 6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
 7. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
 8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
 9. The number and scope of conditions attached to the bid.

SECTION III
CENTRAL PURCHASING

- 3.1 Policy. Many of the items purchased by the City are commonly used by all or several departments. By consolidating the needs of all departments, the City can take advantage of price discounts for large quantity orders of these items. Annual orders are encouraged. Department Heads and all purchasers are strongly encouraged to work together to coordinate purchases of common items between departments.

SECTION IV
PURCHASE RELATED CHARGES AND ALLOWANCES

- 4.1 Shipping and Freight. It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Purchasers, when obtaining price quotations, should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder and noted on the purchase requisition. Unless otherwise stated in the RFP/RFQ, all formal bids and proposals shall include freight and delivery charges, if any.
- 4.2 Sales Tax Exemption. The City is exempt from paying city, county and state sales tax. Purchasers have the responsibility to inform vendors of tax exempt status. Tax exempt forms are available in the City Finance Director's office. Invoices received by the City that include sales tax will be amended by reducing the amount of sales tax prior to payment.
- 4.3 Vendor Discounts. It is the policy of the City to take advantage of all available vendor discounts. The following considerations should be kept in mind:
1. Cash discounts are offered for prompt payment, usually within ten days of the date of the invoice. Department Heads can aid the City by ensuring that their copy of the purchase order is signed and forwarding invoices to the Finance Director's office promptly for inclusion in accounts payable batches. The Finance Director will notate, "Redeemed Prior to Council" for items released prior to Council.
 2. Trade discounts are sometimes offered to municipalities for the purpose of attracting business. In most cases, the City will not be offered a trade discount unless the purchaser asks if one is available. Therefore, it is essential that Purchasers ask if trade discounts are available when obtaining price quotations.

SECTION V
COOPERATIVE PURCHASING

- 5.1 Policy. Cooperative purchasing between the City and the State of Wisconsin or between the City and other local governments can result in significant savings on the purchase price of many items. The Finance Director shall have the authority to analyze the desirability of cooperative purchasing arrangements and to make recommendations to the City Administrator. The City Council encourages cooperative purchasing but maintains the right to reject any or all such agreements. It is the policy of the City to enter into cooperative purchasing agreements when:
1. Substantial savings will result;
 2. Quality, availability, or service will not be sacrificed;

3. The City will be separately billed for its purchases;
4. Ordered items will be delivered directly to the City (unless otherwise agreed to).

SECTION VI

CHARGE CARDS

- 6.1 **Policy.** During the course of everyday business, situations arise that call for the use of a charge card. Some examples of these situations might be making flight reservations, booking a hotel in connection with a conference, purchasing government publications on-line, etc. A charge card is not meant to interfere with any of the other policies and/or procedures currently in place in terms of purchasing needed items and/or services for the City. Its use is meant to enhance or augment the City's ability to make purchases in the most efficient manner possible. Purchase orders and competitive pricing practices are still required for items purchased on a charge card if above \$1,000 dollars.
- 6.2 **Use of Card.** The charge card shall be used where necessary purchases: (1) cannot be billed or invoiced to the City and (2) can only be made by a charge card by policy of the vendor. For example: on-line booking of air travel or seminar registration. It is suggested to routinely ask if the company would bill the City as this would be the preferred method of payment.
- 6.2.1 **Examples of when the charge card **MAY** be used:**
1. Lodging (*registering in advance and paying upon departure*).
 2. Some transportation: Flights, car rentals, trains, inter-city buses (*see below for exceptions when card cannot be used in this category*).
 3. Registration fees for conferences and seminars.
 4. Costs associated with business-related training.
 5. Online purchases for items such as government or business-related literature.
 6. Meal costs (*including the standard 15% tip*) as follows:
 - a. Costs must follow the standards established in the City's Travel Guidelines/ Expense Reimbursement Policy.
 - b. Group meetings where the City is paying (must receive prior approval of the City Administrator whose approval means that it is appropriate for the City to pay the expense).
 - c. The City will allow tips up to 15% of the bill to be applied to the charge card. If a tip is made that is in excess of 15%, the overage should be left by the employee in cash and will not be recoverable from the City as a valid expense.
 - d. Employees do not need to obtain tax exemption for individual meals or groups up to three (3) people. Groups over three should try to obtain the tax exempt status. (See Tax Exemption section of this policy below.)
- 6.2.2 **Examples of when the charge card **MAY NOT** be used:**
1. Taxi fares, intra-city bus lines.
 2. Tips, except when it is part of an approved meal cost.
 3. Personal purchases of any kind.
 4. Cash advances.
- 6.3 **Employee Access to Credit Card.** Department Heads are responsible for determining the individual(s) in their organization who will have a charge card. **Employees may not make purchases without the prior knowledge of the Department Head.** Approved employees will be required to sign an agreement that:
1. Acknowledges that they understand the purpose of the use of credit cards,

2. Certifies that they have read and understand the City's Purchasing Policy,
 3. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
 4. Guarantees return of the card to the Department Head for reasons such as, but not limited to:
 - a. Change in duties,
 - b. Retirement,
 - c. Termination of employment,
 - d. Improper use, or
 - e. Any other sound reason determined by the Department Head or City Administrator.
- 6.4 Tax Exemption. Purchases made on credit cards are still eligible for tax exemption. The City, as a government office, is exempt from paying tax on purchases. Those who will be issued cards will be given the tax exemption number. Certificates are available by contacting the Finance Department. The Purchaser is responsible to provide the vendor proof of the City's tax exempt status at the time the charge is incurred.
- 6.5 Automatic Payroll Deduction. If a meal (plus tip) purchase exceeds that which is allowed by the City's Travel Guidelines/Expense Reimbursement Policy, located in the Employee Handbook,, or if an unauthorized charge occurs, or if a good faith attempt to receive a tax exemption is not made, the employee must immediately reimburse the difference between what is allowed and the dollar amount being charged to the Finance Department. If the employee does not submit the difference to the Finance Department, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.
- 6.6 Documentation. As with any purchases made for the City, paperwork is required. To ensure that our Finance Department can make payment of the charge card debt in a timely manner, it will be necessary for the following rules to be followed:
1. Employees who use a City charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:
 - a. The vendor's detailed sales receipt;
 - b. Itineraries;
 - c. Rental agreements;
 - d. Completed registration flyers,
 - e. Renewal notification letters,
 - f. Order confirmations.
 2. Documentation must include the name of the vendor providing the goods or services, the date (and time for meal reimbursements), the employee(s) involved, the goods and services received, the amount, and the business purpose.
 3. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
 4. Department Heads will approve the purchase that was made by placing an account code and signing the submitted documentation as they would with any other request for payment. Include the purchase order number on the invoice.
 5. Department Heads or designee must enter the documentation information into the City's financial software.
 7. The charge card statement will be mailed directly to the Finance Department. All sales slips should be in the Accounts Payable Department by the time the statement gets here. Accounts Payable will match up the slips to the statement. Statements will only be distributed when information is missing.

We are required by the charge card vendor to make an electronic payment within 14 days of the statement date so we do not have time to search for information.

8. Charge card purchases will have to be paid before Council can approve them. We will include the vouchers in the Council batch following the end of the month when we process our batch of all electronic payments made for the month. Based on the vendor's statement date of the 25th, it will miss the cycle at the end of the current month and would have to wait another month. These vouchers would then be 7 to 11 days past the purchase date by the time the Council sees them.
 9. Upon leaving employment, or when an employee no longer needs to have the charge card, the Department Head will be responsible for retrieving it. The Finance Director or his/her designee will maintain a list of employees to whom cards have been issued. Department Heads therefore must inform the Finance office when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a City charge card.
- 6.7. Loss of Privilege. If an employee exhibits non-compliance with these procedures, discipline for non-compliance may occur, up to and including the loss of privilege to use the charge card or termination. A Department Head has the right to establish additional restrictions on City charge card use within his/her respective department

SECTION VII

FLEET FUEL CHARGE CARDS

- 7.1. Department Use of Card. All fuel for City owned vehicles and equipment will be purchased using a fleet charge card. The following department's vehicles have been issued a fleet card for each City owned vehicle or equipment:
- Fire Department
 - Police Department
 - Engineering Department
 - Building Inspector
 - Administration
 - Water Department
 - Sewer Department

The following departments have employees that have been selected to receive fleet charge cards in their name on behalf of the City:

- Department of Public Works
 - Parks Department
- 7.2. Department Head Responsibilities. The respective Department Head will be responsible for reporting and managing authorized users for their department to the Finance Director.
- 7.3. Employee's Use of Fleet Charge Card. The Department Heads are responsible for determining the individual(s) in their organization who will have a fleet charge card. All users will be issued a Personal Pin # and will be required to enter the pin at the pump (or at the cashier) to authorize the fuel purchase. All purchases can and will be tracked by the department, vehicle and user. The Department Head has the right to establish additional restrictions on City fleet charge card use within his/her respective department. Those individuals will be required to sign an agreement that:
1. Acknowledges that they understand the purpose of the program;
 2. Certifies that they have read and understand this Fleet Charge Card Policy Section of the City's Purchasing Policy.
 3. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
 4. Guarantees return of the card to the Finance Director for reasons such as, but not limited to:

- a. Change in duties,
- b. Retirement,
- c. Termination of employment,
- d. Improper use, or
- e. Any other sound reason determined by the Department Head or City Administrator.

7.4 Automatic Payroll Deduction. If an unauthorized charge occurs, the employee must immediately reimburse the dollar amount being charged to the Finance Department. If the employee does not submit payment to the Finance Department, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.

7.5 Documentation - As with any purchases made for the City, paperwork is required. To ensure that our Finance Department can make payment of the charge card debt in a timely manner, it will be necessary for the following rules to be followed:

1. Employees who use a City fleet charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:
 - a. The vendor's detailed sales receipt.
 - b. Documentation must include the name of the vendor providing the goods, the employee(s) involved, vehicle or equipment the fuel is for, the amount, and the date.
2. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
3. Department Heads will receive the fleet card statement at the end of each billing cycle, and approve the purchases made by writing the proper account code and signing the statement. The Department Head will be required to attach the supporting documentation to each statement.
4. Department Heads or designee must enter the documentation information into the City's financial software.
4. Department Heads or designee will promptly place the approved charges in the Accounts Payable basket in the Finance Department.
5. Upon leaving employment or there is no longer a need for an individual to have a fleet charge card, the Department Head will be responsible for retrieving the card. The Finance Director or designee will maintain a list of employees to whom cards have been issued. Department Heads therefore must inform the Finance Department when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a fleet charge card.

7.6 Loss of Privilege. If an employee exhibits non-compliance with these procedures, discipline for non-compliance may occur, up to an including the loss of privilege to use the charge card or termination. A Department Head has the right to establish additional restrictions on City charge card use within his/her respective department.

SECTION VIII

SALE OF SURPLUS PROPERTY

8.1. Tangible Property. City property is declared "surplus" when it is no longer necessary, practical or economical to be retained by the City. Department Heads are responsible for identifying surplus furniture, equipment, supplies, etc., in their departments. The City Administrator or designee is responsible for the sale or disposal of all surplus property. The City Administrator or designee shall determine the best

method for sale or disposal of the surplus property. Such methods shall include internet postings on well-known sites such as eBay or Craigslist, public bid, public auction or private sale.

- 8.2 Police Unclaimed Property. In accordance with Wisconsin State Law, the Baraboo Police Department sells at public auction all lost, abandoned, unclaimed, forfeited or stolen property remaining in the possession of the Police Department for a period of six months without a lawful claimant, except that unclaimed bicycles may be auctioned after a three-month waiting period. The Police use the services of a public internet auction site.
- 8.3 Real Estate. Whenever City owned property is proposed for sale, there should be an internal review conducted by the City Administrator and Department Head to determine whether the City may need the parcel in the future and for what purpose. The City Administrator will then prepare a report for Plan Commission for review. The Plan Commission will consider the land sale request, along with the Administrator's Report on the property, and then prepare a recommendation based on zoning or land use of the property. The Plan Commission recommendation will then be submitted to the Finance Committee who shall consider whether an appraisal is necessary, how the property may be disposed of, and then forwards a recommendation on to the City Council for final action. The City Administrator is responsible for carrying out the Council's actions for disposition of the property. Property may be disposed of by public auction, sealed bids, or by a mutual sales agreement.

SECTION IX

PURCHASING PARAMETERS

- 9.1 Routine Budgeted Purchases. Routine budgeted purchases made by the City of Baraboo may be grouped under the following categories:
1. Purchases under \$1,000 are authorized by a Department Head without further authorization except that purchases shall meet the competitive bidding requirements, as outlined in this Policy, and the item is included in the current budget.
 2. Purchases from \$1,000 to \$10,000 dollars shall be approved prior to ordering by the Finance Director but only after the Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the Finance Director, and the item is included in the current budget.
 3. Purchases from \$10,001 to \$50,000 shall be approved prior to ordering by the City Administrator, but only after the Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the Finance Director, and the item is included in the current budget.
 4. Purchases over \$50,000 shall be approved prior to ordering by the City Finance/Personnel Committee, but only after the Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the City Finance Director, and the item is included in the current budget.
- 9.2 Construction and Public Works Contracts. Construction and public works contracts must be advertised and bid according to state law.
- 9.3 Department Head Responsibilities. Except for labor, Department Heads shall request transfers of budgeted funds in the General Fund within each function code as part of their purchase order requisition in the "Notes" section. Department Heads are required to monitor total spending for each of their function budgets and not exceed the total budgeted amount for each function. The total budget for each

function will be considered the spending parameter for legal notice purposes. These transfers are approved or denied as part of the purchase order processing according to the thresholds set in this policy for the Finance Director and/or the City Administrator.

9.4 Unbudgeted or Under-Budgeted Purchases. The Common Council, by way of a recommendation from the City's Finance/Personnel Committee, must approve all non-budgeted purchases prior to purchasing. The Department Head must still comply with competitive bidding requirements and forward a completed purchase order with copies of bids or quotes received to the City Finance Director.

9.5 Purchase Orders.

1. A Purchase Order is required before a purchase is made to obtain goods and services for the following:
 - a. Operating supplies
 - b. Office supplies
 - c. Clothing acquisitions
 - d. Small tools and minor equipment
 - e. Maintenance and repair supplies
 - f. Equipment Rentals (requests shall state approximate hours and rental cost per hour)
 - g. Printing
 - h. Office furniture or equipment
 - i. Capital Outlay Items
 - j. Services not covered by a contract
2. A Purchase Order is not required for the following purchases:
 - a. Professional contracted service such as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts, if the contract has been approved by the Council.
 - b. Utility expenditures such as electricity, natural gas, cable TV and telephone service.
 - c. Payroll and related expenses such as employee hospitalization, insurance payments, pension payments and mandatory state and federal employee withholding.
 - d. Routine expenditures such as insurance premiums, and bond payments that have received prior Council approval and authorization.
 - e. Reimbursement to citizens for a canceled recreation program.
 - f. Employee reimbursement for miscellaneous out-of-pocket expenses.

9.6 Purchasing Procedure. The following is the standard procedure to be used for all purchasing categories after proper authorization is secured. Also see Appendix C – General Purchasing Workflow for Departments.

1. The Department Head or designee shall follow procedures listed in this policy and the Baraboo Municipal Code for all purchases.
2. The Department Head or designee will complete a requisition using the Purchase Order module associated with the City's accounting software.
3. Request must include required competitive bidding obtained, including quotes or bids received, and budget amendments or transfer requests to ensure that the purchase will not exceed the approved budget.
4. The Finance Director will return a response to the Department of purchase who shall include the PO number on the invoice and packing slip.
5. When the material or service has been received and accepted, the Department Head will

write the PO on applicable invoices and packing slips to the Finance department for processing. Invoices shall indicate approval for payment by the Department Head whose budget accounts will be affected by the payment. If partial shipments are received, the Department will submit applicable invoices marked in the same manner previously described to the Finance Department in order to make timely payments.

6. The Finance Department will review the invoices awaiting payment for accuracy, discounts available, erroneous sales tax charges and may make changes if errors are found.
7. All financial obligations, after administrative review, shall be submitted to the Council for approval at the regular meetings of the Council. The City Administrator is authorized to deviate from this point when it is in the best interests of the City to take advantage of discounts offered by suppliers or contractors, which if not pursued, would result in additional costs to the municipality. Said payments shall be listed for Council approval also, but the checks may be released early if the in the best interest of the City.

SECTION X

PROCEDURES FOR CONTRACTED SERVICES AND OTHER CONTRACTED PURCHASES

- 10.1 Contracts Defined. For purposes of this policy, “contracts” are defined as any document:
 1. Requiring signature of statutory officers of the City.
 2. Expressly waiving liability of the vendor.
 3. Expressing a scope of service to be performed by the vendor.
 4. Placing conditions (other than payment) upon the City.
 5. Contracts also include lease agreements and memorandum of understandings (MOU’s).
- 10.2 Competitive Bidding. Department Heads must follow all competitive bidding requirements for procuring contracted services or purchases. However, a purchase order is not needed in these instances.
- 10.3 Signatories. The signatories for the City are the City Clerk, Mayor and the City Administrator, each of whom are authorized to execute the contracts without additional Council action; two of the three persons must sign each contract. Department Heads do not have legal standing to enter into contracts on behalf of the City unless expressly authorized to do so by the City Council.

The City Administrator shall have authority to sign contracts to purchase vehicles or equipment without an additional signatory provided they are included in the annual budget and meet the guidelines of the purchasing policy.

- 10.4 Contract Review. All contracts must be reviewed by the City Attorney as to form prior to the execution of the contract. Department Heads should submit contracts to the City Attorney as soon as possible for timely review – ideally at least one business week prior to the execution date. All questions about whether a document is a contract should be directed to the City Attorney prior to execution of the document.

SECTION XI

EMERGENCY PURCHASES

- 11.1 Policy. Emergency purchasing procedures should only be used when normal purchasing channels are not feasible. Emergency purchases may be made:

1. When there is a need for immediate delivery of items.
 2. To prevent delays in work or construction schedules.
 3. When there is an immediate threat to employees, public health or safety, or
 4. To meet emergencies rising from unforeseen causes.
 5. When there is an emergency declaration.
- 11.2 Emergency Purchases over \$1,000. For emergency purchases over \$1,000, the Department Head shall take the following steps:
1. Notify the City Administrator of the emergency and receive a waiver of the provisions of the purchasing policy.
 2. Complete a purchase requisition after the fact and document emergency status in the “Notes” section.

SECTION XII
GRANTS AS A REVENUE SOURCE

- 12.1 Policy. Prior approval from the Finance/Personnel Committee is required when the grant requires a City matching contribution. Approval must be granted prior to the submission of the grant application. City matching contributions are defined to include any monetary contribution, change in service or staffing.

SECTION XIII
DONATION POLICY

- 13.1 Policy. The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City and to ensure compliance with applicable laws and accounting procedures. This policy supersedes other departmental policies regarding these issues. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts and fundraising activities during the performance of City business.
- 13.2 Types of Donations. Donations may be offered in the form of cash, real or personal property. Designated donations are those donations that the donor specifies for a City department, location, or purpose. Undesignated donations are those donations that are given to the City for an unspecified use. Designated donations may only be accepted when they have a purpose consistent with the City’s goals and objectives and are in the best interest of the City of Baraboo.
- 13.3 Acceptance of Donations. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.
1. Offers of donations of cash or items valued at \$5,000 or below shall be considered for acceptance the Department Head.
 2. Offers of donations of cash or items valued more than \$5,000 and up to \$50,000 shall be considered for acceptance the City Administrator. All donations over \$10,000 shall be reported to the City Council as informational.
 3. Offers of donations of cash or items valued more than \$50,000 shall be considered for

acceptance by the City Council. Conations valued at more than \$50,000 require acceptance through a written agreement consistent with these guidelines and approved by the City Council.

- 13.4 Acceptance of Designated Donations. Prior to acceptance of designated donations, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:
1. Consideration of an immediate or initial expenditure required in order to accept the donation;
 2. The potential and extent of the City's obligation to maintain, match, or supplement the donation; and
 3. The need for the property, including where and what type of property it is.
- 13.5 Fundraising. Solicitation of voluntary contributions shall not violate the Code of Ethics for local officials under Wisconsin Statutes and City of Baraboo Code of Ordinances. In addition, no solicitation shall state or imply that a donation will influence or affect how the party is treated by City officer and employees.
1. All fundraising and solicitation efforts shall be consistent with the missions, goals, and mandates of the City. Solicitation for business, commercial, or personal reasons by City employees not directly related to City operations is prohibited. All donated funds or property become public property upon acceptance and shall be used or expended for public purposes.
 2. All significant fundraising and solicitation efforts, as reasonably defined by the City Administrator, which support City programs and projects shall be authorized by the City Council after prior review and recommendation by the appropriate oversight Committee, Commission or Board. Council authorization may include continuing authorization or authorization for a one-time only project.
- 13.6 Accounting. Following donation acceptance, the Department shall obtain written approval of Finance Director or delegate regarding procedures to account for the donation. Said approval shall include proper accounting protocols for fundraising revenues and expenditures to be coordinated through the office of the Finance Director. No Department shall be allowed to maintain a checking or savings account for fundraising activities that is separate from the City accounting system. The Finance Director shall also be responsible for ensuring donated property is properly insured upon acceptance of said property.
- 13.7 Status of Donated Property. All donated property given to the City of Baraboo becomes the property of the City to oversee, maintain, and manage and may be used in the complete discretion of the City, unless the parameters of the donation specifically require otherwise. The City will decide when changes shall be made to any facility or materials, with no guarantee of donated items being retained. If personal property becomes obsolete, the City will attempt, if possible, to find another use for the property. The City is not required to maintain the property beyond its useful life. The City does not guarantee future funding for repair, maintenance, use or replacement of donated items.
- 13.8 Library Donations. All donations to the library are governed by its Gift Policy adopted November 19, 2013, and as amended.

SECTION XIV
MISCELLANEOUS CONSIDERATIONS

- 14.1 Encumbrances and Financial Recordkeeping. Encumbrances are commitments related to purchase orders or contracts that have been issued, but for which no goods or services have yet been received. Encumbrances are recorded as they occur for budgetary control purposes.

The issuance of a purchase order or the signing of a contract creates an encumbrance of the amount required to be paid during the current year. This amount is no longer available for obligation or expenditure, unless the purchase order or contract is canceled. Encumbrance records shall be maintained by the City Finance Director.

- 14.2 Non-Budgeted Items. Purchases that have not been provided for in the current budget will require Council approval through budget transfers or amendments. The Department Head shall notify the City Finance Director and provide written documentation regarding the expenditure. This information will be provided to the Finance Committee for a recommendation to Council concerning purchase approval and necessary budgetary transfers or amendments.

- 14.3 Insurance Claim and Settlement Proceeds. Purchases resulting from an accident or loss covered by the City's insurance policy or legal settlement will be treated as non-budgeted items. Although money will be received from the claim or settlement, this is deposited into an "Insurance Proceeds" revenue account. Purchases will be expended from the appropriate capital outlay or maintenance account, hence necessitating a budget amendment.

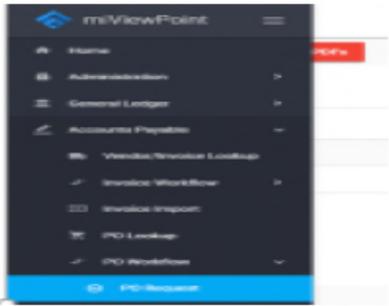
- 14.4 Property Room Surplus. Police Department property room surplus items shall be disposed of at the discretion of the Police Chief or designee and pursuant to State Statute. Any proceeds from the sale of said items shall be entered into the Police Property Surplus budget.

- 14.5 Local Merchants. The City will give utmost consideration to local merchants taking price and service into account.

- 14.6 Conflict Of Interest. Employees of the municipality are regulated by §946.13, Wis. Stat., and §1.77, City Code, concerning conflicts of interest. The statutory amount that an employee can earn directly or indirectly per 12-month period from the City for doing contracted work for the City is \$15,000.00. For lesser amounts, it shall be unethical for any City employee to participate directly or indirectly in a purchase or contract when the City employee or any member of the employee's immediate family has a financial interest pertaining to the contract or purchase unless the contract has been competitively bid or the service is highly specialized and only one supplier is available, and the employee has followed the procedure set forth in §1.77, City Code,.

- 14.7 New Vendors. New vendors must be approved and created by the Finance Department prior to the purchase being initiated to satisfy internal control procedures. The Purchase Order Software will not complete the requisition process until the vendor has been created. To facilitate approval, complete the New Vendor Request Form and submit it to the Finance Department.

Utilizing miViewPoint



Here is where you attach back up.

PO Number automatically generated

If you are using a single vendor for multiple purchases, use blanket PO

This amount must agree with the Extended Price below.

This should populate when you select a vendor.

Blanket PO

Total Amount

Department

Blanket PO: Select a blanket PO number

Total Amount: 0.00

Department: Select a department

Vendor Name: Select a vendor

PO Number: 2019

PO Type: Regular

Blanket PO: Select a blanket PO number

Total Amount: 0.00

Department: Select a department

Search To Address: Select an address

PO Date: 02/05/2019

Issue Date: 02/05/2019

Shipping: Select a shipping location

Default OL Period: 02/19/2019 - 02/26/2019

Notes: Enter any notes

Show Notes on PO Form

Description	Quantity	Unit Price	Extended Price	Unit Price	Quantity	Shipping	PO	Budget

Input the purchase description here.

Make sure the Extended Price agrees with the total above

The Extended Price should not exceed budget. If it does, a budget amendment is needed.

Description	Quantity	Unit Price	Extended Price	Unit Price	Quantity	Shipping	PO	Budget
1	1.00	\$1.00	\$1.00				06.00	00.00

PURCHASING WORKFLOW FOR CITY DEPARTMENTS

City departments may use this as a general guide for purchases, but this is intended to be a summary only and does not supersede the material contained in the Purchasing Policy.

PURCHASE UNDER \$1,000

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department should competitively bid, but not required.
3. Department determines if purchase will require a contract.
 - If YES:
 - a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
 - b. Contract is signed by City Clerk, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
 - c. Original copy of contract goes to City Clerk for filing in the Vault.
 - If NO:
 - a. Department places order.
 - b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.

PURCHASE BETWEEN \$1,000 - \$10,000

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.
4. Department determines if purchase will require a contract.
 - If YES:
 - a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
 - b. Contract is signed by City Clerk, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
 - c. Original copy of contract goes to City Clerk for filing in the Vault.
 - If NO:
 - a. Department places order.
 - b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.

PURCHASE BETWEEN \$10,001 - \$50,000

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.

5. City Administrator approves purchase order requisition.
- 6.. Department determines if purchase will require a contract.
 - If YES:
 - a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
 - b. Contract is signed by City Clerk, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
 - c. Original copy of contract goes to City Clerk for filing in the Vault.
 - If NO:
 - a. Department places order.
 - b. When Department receives bill/invoice, this must entered into *MiViewPoint*

PURCHASE \$50,001+

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.
5. City Administrator approves purchase order requisition.
6. Purchase Order requisition requires approval from Common Council ONLY IF the item was not previously approved by Council.
7. Department determines if purchase will require a contract.
 - If YES:
 - a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
 - b. Contract is signed by City Clerk, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
 - c. Original copy of contract goes to City Clerk for filing in the Vault.
 - If NO:
 - a. Department places order.
 - b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.

City of Baraboo
1st Quarter Financial Report
March 31, 2019

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	03/31/2019 Actual	% of Budget Should be 25	Comment
<u>General Government</u>							
General Fund	Council	40,819.00	-	40,819.00	9,020.27	22.10	
General Fund	Mayor	13,773.00	-	13,773.00	2,970.69	21.57	
General Fund	Data Processing	77,875.00	6,688.00	84,563.00	35,912.32	42.47	Mostly service renewals that are paid in lump sum during the 1st quarter.
General Fund	Ambulance	288,408.00	-	288,408.00	144,204.00	50.00	The City makes 2 installments. 50% is reasonable.
General Fund	Airport	39,342.00	-	39,342.00	39,342.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Cemetery	29,000.00	-	29,000.00	29,000.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Cultural Expense	-	-	-	-	-	
General Fund	Celebrations & Entertainment	1,370.00	-	1,370.00	-	-	
General Fund	Cable TV	32,000.00	-	32,000.00	5,333.34	16.67	
General Fund	UW Campus	102,500.00	-	102,500.00	102,500.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Sauk County Development	10,000.00	-	10,000.00	10,000.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Pink Lady Rail Commission	500.00	-	500.00	500.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Contingency	38,810.00	-	38,810.00	-	-	
General Fund	Transfer to Debt Service	-	-	-	-	-	
General Fund	Transfer to TIF	-	-	-	-	-	
General Fund	Transfer to Capital Projects	-	-	-	-	-	
Capital Projects	Principal on Notes	-	-	-	-	-	
Capital Projects	Debt Issuance Costs	-	-	-	-	-	
Capital Projects	Transfer to Debt Service	-	-	-	-	-	
Special Assessment Projects	General Government	-	-	-	-	-	
Special Assessment Projects	General Government	-	-	-	-	-	
General Government Total		674,397.00	6,688.00	681,085.00	378,782.62	55.61	

City of Baraboo
1st Quarter Financial Report
March 31, 2019

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	03/31/2019 Actual	% of Budget Should be 25	Comment
<i>Finance Department</i>							
General Fund	City Clerk	116,759.00	-	116,759.00	24,340.80	20.85	
General Fund	Elections	33,873.00	-	33,873.00	3,180.04	9.39	
General Fund	Finance	300,784.00	-	300,784.00	91,912.71	30.56	CIVIC Systems software final payment was paid in January. 31% is reasonable.
General Fund	Independent Auditing	45,450.00	-	45,450.00	-	-	
General Fund	City Treasurer	97,786.00	-	97,786.00	22,172.47	22.67	
General Fund	Assessment	42,648.00	-	42,648.00	322.35	0.76	
General Fund	Municipal Building	-	-	-	4,534.17	-	
General Fund	PS/Admin Building	164,720.00	-	164,720.00	40,552.67	24.62	
General Fund	Other General Government	2,940.00	-	2,940.00	2,937.11	99.90	League of Wisconsin membership dues paid in lump sum during the 1st quarter. 100% is reasonable.
General Fund	Illegal Taxes, Tax Refund	863.00	-	863.00	(0.45)	(0.05)	
General Fund	Property Insurance	96,195.00	-	96,195.00	95,865.00	99.66	Auto physical damage, boiler and property insurance all paid in lump sum during 1st quarter. 100% is reasonable.
General Fund	Liability Insurance	14,634.00	-	14,634.00	-	-	
General Fund	Worker's Compensation	189,789.00	-	189,789.00	174,362.00	91.87	Worker's Compensation insurance is paid in lump sum during 1st quarter. Roughly 100% is reasonable.
General Fund	Sealer of Weights & Measures	4,400.00	-	4,400.00	-	-	
General Fund	Taxi Transportation	5,000.00	-	5,000.00	-	-	
Capital Projects	PS/Admin Building	503,119.00	-	503,119.00	342,425.00	68.06	USDA payments to CDA during 1st quarter. Roughly 70% is reasonable.
Finance Department Total		1,363,345.00	-	1,363,345.00	802,603.87	58.87	
<i>City Attorney</i>							
General Fund	City Attorney	132,963.00	-	132,963.00	24,809.72	18.66	
City Attorney Total		132,963.00	-	132,963.00	24,809.72	18.66	

City of Baraboo
1st Quarter Financial Report
March 31, 2019

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	03/31/2019 Actual	% of Budget Should be 25	Comment
<u>City Administrator</u>							
General Fund	Administration	210,927.00	2,220.00	213,147.00	45,851.43	21.51	
General Fund	Personnel/Safety	6,350.00	-	6,350.00	1,472.00	23.18	
General Fund	Planning	5,707.00	-	5,707.00	17.82	0.31	
City Administrator Total		222,984.00	2,220.00	225,204.00	47,341.25	21.02	
<u>Economic Development</u>							
General Fund	Economic Development	61,357.00	-	61,357.00	4,625.34	7.54	
Economic Development Total		61,357.00	-	61,357.00	4,625.34	7.54	
<u>Police Department</u>							
General Fund	Police Department	2,838,833.00	-	2,838,833.00	587,785.52	20.71	
General Fund	Departmental Services	609,558.00	-	609,558.00	80,537.00	13.21	
General Fund	Records & Support	381,574.00	-	381,574.00	119,426.07	31.30	\$23K ITI contract for 2019 paid in one lump sum. 31% is reasonable.
General Fund	Canine Unit	13,165.00	-	13,165.00	150.00	1.14	
General Fund	Animal Control	2,250.00	-	2,250.00	127.75	5.68	
Capital Projects	Police Department	-	-	-	-	-	
Police Department Total		3,845,380.00	-	3,845,380.00	788,026.34	20.49	
<u>Fire Department</u>							
General Fund	Municipal Building - Fire Dept	44,202.00	-	44,202.00	9,662.85	21.86	Alliant Energy (electric and heat) for January and February. Utilities are projected to come in over budget by \$6K. Will need to address Ambulance occupancy expense.
General Fund	Alma Waite Annex	1,400.00	-	1,400.00	988.70	70.62	
General Fund	Fire Protection	674,245.00	1,542.00	675,787.00	111,950.41	16.57	
General Fund	Hydrant Rental	289,307.00	-	289,307.00	-	-	
General Fund	Emergency Government	8,634.00	-	8,634.00	13.87	0.16	
General Fund	Transfer to Capital Fund	200,000.00	-	200,000.00	-	-	
Capital Projects	Fire Protection	-	-	-	-	-	
Fire Department Total		1,217,788.00	1,542.00	1,219,330.00	122,615.83	10.06	

City of Baraboo
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Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	03/31/2019 Actual	% of Budget Should be 25	Comment
<u>Inspection & Zoning</u>							
General Fund	Building Inspection	112,104.00	-	112,104.00	6,835.09	6.10	
General Fund	Zoning	752.00	-	752.00	126.73	16.85	
	Inspection & Zoning Total	112,856.00	-	112,856.00	6,961.82	6.17	
<u>Engineering</u>							
General Fund	Mapping & Engineering Support	192,156.00	-	192,156.00	48,913.75	25.46	Pass Sauk County Highway Department January bridge inspection is the only activity in this account, thus far. 83% is reasonable.
General Fund	Bridges	1,500.00	-	1,500.00	1,251.39	83.43	
General Fund	Sidewalk Repair	56,764.00	-	56,764.00	(64.44)	(0.11)	
General Fund	Railroad Repairs	-	-	-	-	-	
General Fund	New Streets - Aidable	11,788.00	-	11,788.00	-	-	
General Fund	New Sidewalks	16,667.00	-	16,667.00	122.65	0.74	
Capital Projects	Bridges	-	-	-	-	-	
Capital Projects	Railroad Repairs	-	-	-	-	-	
Capital Projects	New Streets - Aidable	1,364,041.00	-	1,364,041.00	-	-	
Capital Projects	New Sidewalk	14,300.00	-	14,300.00	-	-	
Capital Projects	Transfer to Capital Projects	12,000.00	-	12,000.00	-	-	
Special Assessment Projects	Sidewalk Repair	-	-	-	-	-	
Special Assessment Projects	New Streets - Aidable	-	-	-	-	-	
Special Assessment Projects	New Curb & Gutter	74,432.00	-	74,432.00	-	-	
Special Assessment Projects	New Sidewalk	171,257.00	-	171,257.00	-	-	
	Engineering Total	1,914,905.00	-	1,914,905.00	50,223.35	2.62	

City of Baraboo
1st Quarter Financial Report
March 31, 2019

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	03/31/2019 Actual	% of Budget Should be 25	Comment
<u>Public Works</u>							
General Fund	Storage Buildings	28,738.00	24,752.00	53,490.00	26,999.14	50.48	Purchased truss for cold storage building. 50% is reasonable.
General Fund	PW Operations	410,767.00	-	410,767.00	70,288.59	17.11	
General Fund	Machinery & Equipment	328,891.00	(4,000.00)	324,891.00	74,013.52	22.78	
General Fund	City Services Facility	131,144.00	-	131,144.00	23,114.48	17.63	
General Fund	Street Maintenance	306,818.00	(1,875.00)	304,943.00	24,372.79	7.99	
General Fund	Alleys	74,111.00	-	74,111.00	-	-	
General Fund	Snow & Ice	294,737.00	88,118.00	382,855.00	329,570.33	86.08	\$77K Plow truck purchased. 86% is reasonable.
General Fund	Trees and Brush	69,887.00	-	69,887.00	2,814.32	4.03	
General Fund	Street Lighting	153,545.00	-	153,545.00	23,728.53	15.45	
General Fund	Parking Lots	30,753.00	-	30,753.00	-	-	
General Fund	Garbage & Refuse	108,350.00	-	108,350.00	20,712.17	19.12	
General Fund	Solid Waste Disposal	213,000.00	-	213,000.00	27,670.80	12.99	
General Fund	Recycling	123,108.00	-	123,108.00	13,998.82	11.37	
General Fund	Weeds	10,143.00	-	10,143.00	-	-	
General Fund	Compost	40,285.00	-	40,285.00	-	-	
Capital Projects	PW-Machinery & Equipment	92,900.00	-	92,900.00	92,900.00	100.00	Skid steers purchased. 100% is reasonable.
Capital Projects	City Services Center	-	-	-	-	-	
Capital Projects	Street Maintenance	-	-	-	-	-	
Capital Projects	Street Maintenance	-	-	-	-	-	
Capital Projects	Parking Lots	-	-	-	-	-	
General Fund	Transfer to Capital Funds	100,000.00	-	100,000.00	-	-	
Public Works Total		2,517,177.00	106,995.00	2,624,172.00	730,183.49	27.83	
<u>Library</u>							
General Fund	Library	936,800.00	-	936,800.00	240,841.28	25.71	Pass
Library Total		936,800.00	-	936,800.00	240,841.28	25.71	

City of Baraboo
1st Quarter Financial Report
March 31, 2019

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	03/31/2019 Actual	% of Budget Should be 25	Comment
<u>Parks</u>							
General Fund	ROW - Trees	102,502.00	-	102,502.00	26,334.00	25.69	Pass
General Fund	Civic Center	287,537.00	16,413.00	303,950.00	67,294.98	22.14	
General Fund	Parks	611,833.00	(7,000.00)	604,833.00	65,354.41	10.81	
General Fund	Zoo	258,307.00	9,800.00	268,107.00	51,089.76	19.06	
General Fund	Forestry	102,613.00	-	102,613.00	18,073.57	17.61	
Capital Projects	Civic Center	-	-	-	-	-	
Capital Projects	Parks	198,000.00	19,463.00	217,463.00	72,779.10	33.47	\$65K skid steer purchase. 33% is reasonable.
Capital Projects	Zoo	-	-	-	-	-	
	Parks Total	1,560,792.00	38,676.00	1,599,468.00	300,925.82	18.81	
<u>Recreation</u>							
General Fund	Recreation	172,330.00	-	172,330.00	28,625.71	16.61	
General Fund	Pool	112,105.00	6,648.00	118,753.00	559.32	0.47	
General Fund	Winter Recreation	987.00	-	987.00	863.49	87.49	Skating rink payroll January - March. If activity occurs for December this year, this budget may go over by roughly \$200.
Capital Projects	Pool	20,000.00	-	20,000.00	-	-	
	Recreation Total	305,422.00	6,648.00	312,070.00	30,048.52	9.63	
<u>Community Development Authority</u>							
General Fund	Community Development	662.00	-	662.00	75.36	11.38	
General Fund	BEDC	41,436.00	-	41,436.00	16,060.00	38.76	City webpage update \$4K; Chamber of Commerce (branding) \$10K. Roughly 40% is reasonable.
General Fund	CDA Accts Receivable	-	-	-	-	-	
	Community Development Authority	42,098.00	-	42,098.00	16,135.36	38.33	
	Total All	14,908,264.00	162,769.00	15,071,033.00	3,544,124.61	23.52	

The City of Baraboo, Wisconsin

Background:

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper."

Therefore, the City is required to notify the citizenry through publication in the City's official newspaper about the supplemental budget amendments. The State Statute requires publication to happen within ten (10) days upon Council approval of said amendments.

The City's publication process is to identify budget amendments in the fiscal commentary section of resolutions when spending authorizations are granted. Therefore, the City Council could approve budget transfers as often as every meeting. The City satisfies the legal requirement of publication, by publishing budget amendments after the Finance Committee and Common Council approves the listing.

Fiscal Note: (check one) [] Not Required [X] Budgeted Expenditure [X] Not Budgeted

Comments: Budget amendments, that are budgetary transfers, are budgeted expenditures. Budget amendments, that are supplemental, are not budgeted. The 2019 City Budget provides for publishing amendments.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the following budget amendments are authorized:

- 1st Quarter, 2019 City-Wide Budget Amendments for \$346,336

See attached memorandum and amendment schedules.

Offered by: Finance/Personnel Committee **Approved by:** _____
Mayor

Motion: _____

Second: _____ **Certified by:** _____
City Clerk



Finance Department Memorandum

To: Finance Committee

From: Cynthia Haggard, Director of Finance, 

Date: April 9, 2019

Re: Budget Amendments

Background:

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper."

Current:

Budget amendments are typically presented to the Finance/personnel Committee which are then forwarded to the Common Council for approval the same night. This process is a quarterly process.

Recommendation:

The Finance Director will continue to closely work with Department Heads and communicate budget amendments to the City's Finance/Personnel Committee and Common Council on a quarterly basis. The practice for the Library, Business Improvement District, Community Development, Baraboo-Dells Airport, Parks and Recreation, and UW-Baraboo/Sauk County is that their respective budget amendments will need to be presented to their Boards and/or Commissions before the amendments are presented to the City Council as part of the overall city-wide budget amendment process.

In order to make changes to the budget, a Notice and Resolution to Amend Budget must be adopted. The resolution must summarize the appropriation changes for each spending classification and identify from where the sources of funds are coming.

Two categories of budget amendments are identified:

1. Budgetary Transfers
2. Supplemental Budgets

Budgetary Transfers

The budgetary transfer will have a source of funds of either 1) Reduction in Other Appropriation within Same Fund, or 2) Transfer from Other Fund.

Reduction in Other Appropriation within Same Fund - Essentially transferring budgeted and appropriated monies between spending category within same fund.

Transfer from Other Fund - A transfer consists of moving budgeted and appropriated monies from one or more spending categories in one fund to one or more spending categories in another fund.

Supplemental Budgets

A supplemental budget shall be adopted to account for revenues in excess of the budget and to authorize expenditures of additional funds. Whenever the City receives unanticipated revenues, or revenues not assured at the time of the adoption of the budget, a supplemental budget and appropriation shall be enacted to authorize the expenditure of these unanticipated funds. The supplemental budget will have a source of funds of either 1) Fund Balance Applied, or 2) New Revenue.

Fund Balance Applied – In this case, the City is utilizing available fund balance to cover actual net expenses exceeding revenues. This situation is caused by expenses coming in higher than budget, or revenues coming in lower than budget.

New Revenue – In this case, the City has received funds that were not planned and wishes to apply those funds to expenses in the current year - not in the original budget.

Attached:

1. 1st Quarter, 2019 City-Wide Amendments

City of Baraboo
2019 1st Quarter Budget Amendments

Common Council approved the following 2019 Budget Amendments at their April 9, 2019 meeting:

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Fire	100-21-49310-000	Fund Balance Applied_Donations	-	1,542	1,542
				\$ 1,542	
Fire Protection	100-21-52200-346-400	Uniforms - Designated	-	1,542	1,542
<i>To create budget for Fire Helmets & Liners</i>				\$ 1,542	
Parks	430-52-48300-000	Sale of Assets	28,000	9,500	37,500
				\$ 9,500	
Parks	430-52-55200-814-000	Equipment Purchases	61,000	9,500	70,500
<i>To create budget for trade-in value skidsteer</i>				\$ 9,500	
General Government	100-10-49300-000	Fund Balance Applied	683,294	139,544	822,838
Finance	230-11-43531-610	Taxi Capital Grant	29,600	28,941	58,541
Finance	230-11-49300-000	Fund Balance Applied	-	7,235	7,235
General Government	430-10-49300-000	Fund Balance Applied	1,813,860	9,963	1,823,823
General Government	490-10-49300-000	Fund Balance Applied	-	136,952	136,952
Parks	870-52-49300-000	Fund Balance Applied	57,200	5,439	62,639
				\$ 328,074	
Data Processing	100-10-51450-814-000	Equipment Purchases	16,810	6,688	23,498
Storage Buildings	100-31-51630-822-000	Building Improvements	10,000	24,752	34,752
Street Maintenance	100-31-53300-364-000	Signs & Materials	27,500	1,125	28,625
Snow & Ice	100-31-53350-361-000	Blades & Plow Materials	12,000	3,545	15,545
Snow & Ice	100-31-53350-814-000	Equipment Purchases	-	77,573	77,573
Civic Center	100-52-55130-822-000	Building Improvements	30,700	16,413	47,113
Zoo	100-52-55410-260-000	Repair & Maint Serv-Buildings	4,900	2,800	7,700
Pool	100-53-55420-822-000	Building Improvements	-	6,648	6,648
Taxi Transportation	230-11-53500-810-000	Vehicle Purchase	37,000	36,176	73,176
Parks	430-52-55200-821-000	Land or Land Improvements	137,000	9,963	146,963
Public Works	490-31-53240-810-000	Vehicle Purchase	101,500	136,952	238,452
Zoo	870-52-55410-861-000	Facilities Improvements	20,700	5,439	26,139
<i>To create budget for 2018 Open POs</i>				\$ 328,074	
BID	390-69-49300-000	Fund Balance Applied	-	5,000	5,000
				\$ 5,000	
Community Development	390-69-56700-300-972	Promotions	20,500	5,000	25,500
<i>To utilize reserves for branding initiative</i>				\$ 5,000	
City Administrator	100-14--49300-000	Fund Balance Applied	-	2,220	2,220
				\$ 2,220	
Administration	100-14-51400-215-000	Professional Services	500	2,220	2,720
<i>To utilize fund balance for Mueller Communications_High School incident</i>				\$ 2,220	
Net impact on all city-wide funds' budgets				\$ 346,336	
Net impact on City's General Fund Only				\$ 162,769	

Published by the authority of the City of Baraboo.
Cynthia Haggard, Finance Director

City of Baraboo
2019 1st Quarter Budget Amendments
Supplemental Budget

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
Fire	100-21-49310-000	Fund Balance Applied_Donations	-	(1,542)	(1,542)
				<u>\$ (1,542)</u>	
Use of Funds					
Fire Protection	100-21-52200-346-400	Uniforms - Designated	-	1,542	1,542
				<u>\$ 1,542</u>	

To create budget for Fire Helmets & Liners

Capital Projects

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Parks	430-52-48300-000	Sale of Assets	(28,000)	(9,500)	(37,500)
				<u>\$ (9,500)</u>	
Use of Funds					
Parks	430-52-55200-814-000	Equipment Purchases	61,000	9,500	70,500
				<u>\$ 9,500</u>	

To create budget for trade-in value skidsteer

BID

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
BID	390-69-49300-000	Fund Balance Applied	-	(5,000)	(5,000)
				<u>\$ (5,000)</u>	
Use of Funds					
Community Development	390-69-56700-300-972	Promotions	20,500	5,000	25,500
				<u>\$ 5,000</u>	

To utilize reserves for branding initiative

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
City Administrator	100-14--49300-000	Fund Balance Applied	-	(2,220)	(2,220)
				<u>\$ (2,220)</u>	
Use of Funds					
Administration	100-14-51400-215-000	Professional Services	500	2,220	2,720
				<u>\$ 2,220</u>	

To utilize fund balance for Mueller Communications_High School incident

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
General Government	100-10-49300-000	Fund Balance Applied	(683,294)	(139,544)	(822,838)
Source of Funds:		New Revenue			
Finance	230-11-43531-610	Taxi Capital Grant	(29,600)	(28,941)	(58,541)
Source of Funds:		Fund Balance Applied			
Finance	230-11-49300-000	Fund Balance Applied	-	(7,235.00)	(7,235.00)
General Government	430-10-49300-000	Fund Balance Applied	(1,813,860)	(9,963)	(1,823,823)
General Government	490-10-49300-000	Fund Balance Applied	-	(136,952)	(136,952)
Parks	870-52-49300-000	Fund Balance Applied	(57,200)	(5,439)	(62,639)
			<u>\$ (328,074)</u>		
Use of Funds					
Data Processing	100-10-51450-814-000	Equipment Purchases	16,810	6,688	23,498
Storage Buildings	100-31-51630-822-000	Building Improvements	10,000	24,752	34,752
Street Maintenance	100-31-53300-364-000	Signs & Materials	27,500	1,125	28,625
Snow & Ice	100-31-53350-361-000	Blades & Plow Materials	12,000	3,545	15,545
Snow & Ice	100-31-53350-814-000	Equipment Purchases	-	77,573	77,573
Civic Center	100-52-55130-822-000	Building Improvements	30,700	16,413	47,113
Zoo	100-52-55410-260-000	Repair & Maint Serv-Buildings	4,900	2,800	7,700
Pool	100-53-55420-822-000	Building Improvements	-	6,648	6,648
Taxi Transportation	230-11-53500-810-000	Vehicle Purchase	37,000	36,176	73,176
Parks	430-52-55200-821-000	Land or Land Improvements	137,000	9,963	146,963
Public Works	490-31-53240-810-000	Vehicle Purchase	101,500	136,952	238,452
Zoo	870-52-55410-861-000	Facilities Improvements	20,700	5,439	26,139
			<u>\$ 328,074</u>		

To create budget for 2018 Open POs

City of Baraboo
2019 1st Quarter Budget Amendments
Budgetary Transfers

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Parks	100-52-55200-822-000	Building Improvements	4,500	(4,500)	-
Parks	100-52-55200-814-000	Equipment Purchases	7,500	(2,500)	5,000
				<u>\$ (7,000)</u>	
Use of Funds					
Zoo	100-52-55410-814-000	Equipment Purchases	4,500	7,000	11,500
				<u>\$ 7,000</u>	

To transfer Tommy Gate and shed \$ for freezer

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
PS/Admin Building	100-11-51640-260-000	Repair & Maint Serv-Buildings	17,492	(4,000)	13,492
				<u>\$ (4,000)</u>	
Use of Funds					
PS/Admin Building	100-11-51640-220-000	Telephone	1,300	4,000	5,300
				<u>\$ 4,000</u>	

To transfer funds for CCC Technologies Phone

Corson Square

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
CDA Ordinary Maint	980-67-44000-350-000	Repair & Maint Materials	24,500	(3,000)	21,500
CDA Ordinary Maint	981-67-44000-350-000	Repair & Maint Materials	17,500	(3,000)	14,500
				<u>\$ (6,000)</u>	
Use of Funds					
CDA Ordinary Maint	980-67-44000-281-000	Snow Removal & Mowing	3,000	3,000	6,000
CDA Ordinary Maint	981-67-44000-281-000	Snow Removal & Mowing	3,000	3,000	6,000
				<u>\$ 6,000</u>	

To transfer funds for snow plowing services

Donahue Terrace

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:			Reduction in Other Appropriation within Same Fund		
CDA Ordinary Maint	980-67-44000-260-000	Repair & Maint Serv-Buildings	30,000	(16,000)	14,000
				<u>\$ (16,000)</u>	
Use of Funds					
CDA Ordinary Maint	980-67-44000-390-000	Other Supplies & Expense	(15,000)	16,000	1,000
				<u>\$ 16,000</u>	

*To transfer funds for bed bug infestation***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:			Reduction in Other Appropriation within Same Fund		
PS/Admin Building	100-11-51640-222-000	Electricity	41,000	(5,000)	36,000
				<u>\$ (5,000)</u>	
Use of Funds					
PS/Admin Building	100-11-51640-223-000	Heat	6,000	5,000	11,000
				<u>\$ 5,000</u>	

*To transfer funds for heat being underbudgeted***Donahue Terrace**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:			Reduction in Other Appropriation within Same Fund		
CDA Ordinary Maint	980-67-44000-350-000	Repair & Maint Materials	27,000	(5,500)	21,500
				<u>\$ (5,500)</u>	
Use of Funds					
CDA Ordinary Maint	980-67-44000-392-000	Small Equipment Purchase	1,500	5,500	7,000
				<u>\$ 5,500</u>	

*To trsfr funds for refrigerator & other equipt***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:			Reduction in Other Appropriation within Same Fund		
Machinery & Equipment	100-31-53240-348-000	Gas. Diesel. Oil. Grease	15,000	(4,000)	11,000
Street Maintenance	100-31-53300-348-000	Gas. Diesel. Oil. Grease	12,000	(3,000)	9,000
				<u>\$ (7,000)</u>	
Use of Funds					
Snow & Ice	100-31-53350-348-000	Gas. Diesel. Oil. Grease	16,000	7,000	23,000
				<u>\$ 7,000</u>	

To transfer funds for snow&ice over budget

The City of Baraboo, Wisconsin

Background Sauk County and the City have updated the existing agreement that allows the City to purchase technical services from Sauk MIS department for the City's computer network and security systems. As part of this update the City is also submitting to the City Council a new Technology Policy for adoption. This policy lays out the rules for properly operating the City's computer systems and the way employees use those systems.

Note: (✓one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:

Resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin: To authorize the City Administrator to sign the agreement with Sauk County MIS.

Offered by: Finance/Personnel Comt.

Motion:

Second:

Approved: _____

Attest: _____

Sauk County MIS Memorandum of Understanding for the Provision of Intergovernmental Services to the City of Baraboo for Computer Network and Technical Services

- 1) **Purpose.** This Memorandum of Understanding (MOU) establishes an inter-governmental agreement between Sauk County, by and through the Management Information Systems Department (MIS), and other local units of government within Sauk County (the client). This agreement is effective when signed by MIS and the client. Per Wisconsin Statute 66.0301 it is the intention of this agreement to make available the computer support resources of Sauk County to other units of local government, within Sauk County, at a minimal cost to those agencies.

- 2) **Scope.** Under this MOU, Sauk County will provide network facilities and computer configuration and support services to the client for the client's computing systems. The client will have access to support personnel during regular MIS business hours; currently 8:00 am. to 4:30 pm. Monday through Friday, excluding holidays. Additional considerations for the exchange of network facilities are included in Addendum 2 of this document.

- 3) **Costs.** The client will reimburse MIS for any costs incurred in the provision of agreed upon services. Upon request by the client, MIS will provide a written quotation of any costs prior to the provision of services. Costs that will be passed on to the client are:
 - a) MIS Staff Labor for support and configuration services at the rates set forth in Addendum 1;
 - b) Any consulting or contract labor required to meet client specifications;
 - c) Any licensing or software costs incurred in order to meet client specifications;
 - d) Any hardware or software upgrades needed to meet client specifications;
 - e) Any travel expenses incurred by MIS staff in supporting the client's equipment

- 4) **MIS Responsibilities.** MIS will assign the necessary personnel to provide the services requested by the client. In order to fulfill the responsibility, MIS will:
 - a) Provide written quotation, if requested by the client, for services required by the client, including an estimated completion date;
 - b) Provide computer configuration and testing;
 - c) Provide computer problem diagnosis and repair;
 - d) Provide phone support through the MIS helpdesk;
 - e) Provide on-site support when necessary;
 - f) Maintain records on services provided to the client, to include:
 - i) date and time of service
 - ii) a description of work performed
 - iii) any configuration changes or software updates installed;
 - g) Provide recommendations to the client for hardware and software necessary to meet client's specifications;
 - h) Provide tracking of client service contracts and software agreements.
 - i) Comply with any additional terms set forth in addendums to this agreement;

- 5) **Client Responsibilities.** The client shall:
 - a) Ensure that this MOU is signed by an official who is authorized to sign such agreements;
 - b) Comply fully with client agency's policies regarding purchasing and computer usage;

Sauk County MIS Memorandum of Understanding for the Provision of Intergovernmental Services to the City of Baraboo for Computer Network and Technical Services

- c) Comply fully with all applicable Sauk County policies regarding the use of any Sauk County owned systems;
 - d) Assist MIS staff in developing system specifications;
 - e) Provide full funding for costs incurred by MIS in order to meet client specifications, ensuring that the funding is authorized by an official who is authorized to obligate funds;
 - f) Provide necessary access to client systems and facilities for the purpose of providing support services;
 - g) Indemnify, hold harmless and defend Sauk County, its employees, agents, representatives and co-producers from any and all claims, damages, liabilities and expenses arising from client's use of MIS services.
 - h) Comply with any additional terms set forth in addendums to this agreement.
- 6) **Cancellation.** Either party may cancel this agreement for any reason upon 120 days written notice. If this agreement, or any order under this agreement, is canceled, the client assumes responsibility for all costs resulting from the cancellation. MIS will not be liable for any incomplete responsibility from paragraph 4 upon notice of cancellation of this agreement.
- 7) **Authorization.** The signatory for the Client represents and warrants that she/he is authorized to execute this agreement on behalf of the Client Agency.
- 8) **Term.** This agreement shall be in effect for one year from the date signed and shall automatically renew unless cancelled or replaced with a successor agreement

Client Representative: _____ Date: _____

Title: _____

Agency: _____

MIS Representative: _____ Date: _____

Title: _____

Sauk County MIS Memorandum of Understanding for the Provision of Intergovernmental Services to the City of Baraboo for Computer Network and Technical Services

ADDENDUM 1 – SERVICE RATES AND ADDITIONAL PROVISIONS

The City of Baraboo (City) and Sauk County Management Information Systems (MIS) agree to the following additional terms and conditions to the MOU for the Provision of Services for the term of this agreement:

Rates

An hourly rate will be charged for all services provided between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Rates are as follows:

- Helpdesk Staff Support \$55.00 / Hour
- Tier 2 (Admin Level) Support \$70.00 / Hour

Any call-in services will be billed at \$85.00 per hour rounded up to the nearest hour with a one hour minimum.

Invoicing and Payment Terms

MIS will invoice the City for services quarterly based on the calendar quarter. Payment for services will be due 60 days from date of invoice. MIS will report labor hours to the City on a monthly basis.

Workstation Permissions

Under this agreement, the City agrees to create policy limiting end user permissions on computer workstations utilized in City Government and work with MIS to implement this policy.

Data Security and Privacy Compliance

The City agrees to develop, maintain and enforce any user or system policies required to ensure compliance with applicable privacy and security regulations and make MIS aware of any such requirements to be enforced through system policy configuration.

The City agrees to implement best practices with regard to privacy and security compliance.

MIS agrees to comply with all data security and privacy policies established by the City and to enforce related system policy through appropriate system settings, at the direction of the City.

Both parties agree to comply with all applicable policies, laws and regulations related to information privacy and security.

Software and System License Agreements

The City is responsible to obtain necessary software licensing and to manage, maintain and comply with all license agreements related to City Systems.

Sauk County MIS Memorandum of Understanding for the Provision of Intergovernmental Services to the City of Baraboo for Computer Network and Technical Services

Work Flow

Both parties acknowledge that communication is key to the success of this relationship. The City and MIS will work together to establish the appropriate contact persons for the various City systems and user groups.

City computer end users will be instructed to call the MIS helpdesk for assistance. The helpdesk will be responsible for logging the call and attempting to provide problem resolution. In the event the issue cannot be resolved by the MIS Helpdesk, the call will be passed on to second level support. Second level support will make the appropriate contact with City staff and provide problem status and estimated resolution time frame.

Activities internal to the City of Baraboo, which may impact computer systems, will be communicated to the MIS Helpdesk by the appropriate City staff.

Any troubleshooting or repair that will require more than 4hrs of MIS time will be referred to the appropriate City contact person for review

The City agrees to use the MIS department's workflow applications for new user access and system access changes.

ADDENDUM 2 – EXCHANGE OF FIBER OPTIC FACILITIES

This addendum addresses the exchange of fiber optic network facilities between Sauk County and the City of Baraboo.

Section 1

Commencement Date and Basic addendum: This addendum shall commence on August 1st, 2012, and the parties hereby agree to exchange conduit space, dark fiber, and building space.

Section 2

Obligations of the Parties and Description of Property to Be Exchanged:

2.1. Obligations of the County and Property:

- 2.1.1. Provide 560 feet of conduit space for one fiber cable from the Vault #37 of Leg A of the County Fiber Loop on the northeast corner of 5th Avenue & Broadway to the Sauk County Courthouse.
- 2.1.2. Provide 832 feet of Conduit space for one fiber cable from the Sauk County Courthouse to Vault #7 on Leg K of the County Fiber Loop (Exit to the Civic Center)
- 2.1.3. Provide 270 feet of Conduit space for two fiber cables from Vault # 7 to Vault #6 on Leg K of the County fiber. (Exit to the CDA and back to Civic Center)
- 2.1.4. Provide 770 feet of Conduit space for one fiber cable from Vault # 6 to Vault #5A on Leg K of the County fiber Loop. (Exit to the Public works Garage)
- 2.1.5. Provide up to 10 rack unit space in the basement of the Courthouse, room C-17 in the City of Baraboo.

Sauk County MIS Memorandum of Understanding for the Provision of Intergovernmental Services to the City of Baraboo for Computer Network and Technical Services

- 2.1.6. Provide building occupancy which includes interior space for connectivity needs in the basement of the Courthouse, 167 feet of building entry piping, and termination space in one (1) -19" rack. The County will allow for 24/7 access to this site. Occupancy shall include electrical and HVAC facilities.
- 2.1.7. Locating service for County owned conduit/duct space.
- 2.1.8. Maintenance and restoration of County owned Conduit.

2.2. Obligations of the City and Property:

- 2.2.1. Provide conduit space in the City of Baraboo from Vault #37 of Leg A of the County Fiber Loop on the northeast corner of 5th Avenue & Broadway to the City of Baraboo, City Hall Facility.
- 2.2.2. Provide fiber cable from City Hall to the Courthouse.
- 2.2.3. Provide conduit space in the City of Baraboo from Vault #7 on Leg K of the County Fiber Loop to the Civic Center Facility.
- 2.2.4. Provide conduit space in the City of Baraboo from Vault #6 on Leg K of the County fiber to the CDA.
- 2.2.5. Provide conduit space in the City of Baraboo from Vault #5A on Leg K of the County Fiber Loop to the Public Works Facility.
- 2.2.6. Provide Fiber cable from the Courthouse to the Civic Center, CDA & Public Works Facility.
- 2.2.7. Designate 2 strands of dark fiber from the Courthouse to the City Hall and from the Courthouse to the Civic Center, Community Development and Public Works Facility for county use.
- 2.2.8. Provide building occupancy which includes interior space for connectivity needs in all City Facilities, building entry piping, and termination space in one (1)-19" racks. The City will allow for 24/7 access to this site. Occupancy shall include electrical and HVAC facilities.
- 2.2.9. Locating service for City owned conduit/duct space.
- 2.2.10. Maintenance and restoration of City owned fiber optic cable and cable.

- 2.3. Both parties shall provide each other reasonable access to the shared facilities for the purpose of effectuating this addendum. Both parties shall provide reasonable advance notice to the other, or make mutually agreeable arrangements for access to shared facilities, and such access shall not be unreasonably withheld.

Section 3

Property in Exchange: Both the County and the City agree that the facility values as denoted in section 2 are of equal value and that no exchange of money is required as part of this addendum.

Section 4

Additional Construction and Maintenance:

- 4.1. Additional Construction: In the case that any additional construction between the County Courthouse and the City Hall is required the cost shall be divided divide based on a formula of fifty (50%) percent cost to the County and fifty (50%) percent cost to the City.

Sauk County MIS Memorandum of Understanding for the Provision of Intergovernmental Services to the City of Baraboo for Computer Network and Technical Services

- 4.2. Maintenance and Relocation of Shared Facilities: The costs for any damage, relocation or other costs incurred because of circumstances that result in the relocation/repair of joint facilities, shall be covered by the owner of that facility. The County shall pay for costs related to relocation/repairs to its fiber and its conduit and the City shall pay for costs related to relocation/repairs to its fiber and its conduit

Section 5

General Provisions:

- 5.1. Payment: There will be no exchange of money as a part of this initial addendum. Payment for the exchange of any future facilities shall be evaluated at the time that addition services or facilities are request by either party.
- 5.2. Insurance: Each Party shall maintain general liability, workers compensation and umbrella insurance coverage in amounts sufficient to protect both parties from any and all claims, demands, suits or other actions of a private or civil authority with regard to the actions of the other party. Both parties agree that it shall defend, indemnify and hold harmless the other party from the actions of its employees or agents that may give rise to any claim or cause of action that may result from the use of the other party's facilities as provided herein.
- 5.3. Diggers Hotline: Both Parties shall have all buried plant registered with Digger's Hotline.
- 5.4. Assignment: Neither party shall be allowed to assign or transfer its rights under this addendum except to a public entity successor that assumes the public service responsibilities of the party. No transfer to a commercial private entity of any property hereunder shall be made without the express consent of the other party. Notwithstanding, nothing contained herein shall prevent one party from leasing or authorizing the use of its facilities, or incidental commercial use of the shared facilities, to a private commercial entity who enters into a contract with one of the parties.
- 5.5. Notices: All notices required or permitted under this addendum shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed to the parties at the address indicated in Section 1.
- 5.6. Amendment: This addendum may be modified or amended if the addendum is made in writing, approved by the respective governing bodies of the parties to this addendum and is signed by both the City and the County.
- 5.7. Severability: If any provision of this addendum shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this addendum is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- 5.8. Waiver of Contractual Right: The failure of either party to enforce any provision of this addendum shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this addendum.

Sauk County MIS Memorandum of Understanding for the Provision of Intergovernmental Services to the City of Baraboo for Computer Network and Technical Services

City Representative:

Date:

Edward Geick, City Administrator
City of Baraboo

County Representative:

Date:

Ian Crammond, Facilities Director
Sauk County Building Services

The City of Baraboo, Wisconsin

Background The policy has been reviewed by Information Tech Committee, the Department Heads and the City Attorney. This new policy will consolidate numerous individual policies and those which related to technology that are contained in the City's Employee Handbook.

Sauk County and the City have updated the existing technical services agreement that allows the City to purchase services from Sauk MIS department for the City's computer network and security systems. As part of this update the City is also submitting to the City Council a new Technology Use Policy for adoption. This policy lays out the rules for properly operating the City's computer systems and the way employees use those systems.

Note: (✓one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:

Resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

To adopt the City of Baraboo Information Technology Use Policy.

Offered by: Finance/Personnel Comt.

Approved: _____

Motion:

Second:

Attest: _____

Draft - City of Baraboo TECHNOLOGY USE POLICY

City of Baraboo - Information Technology Committee

This document serves as a reference guide to the policies of City of Baraboo Government regarding the use of City information technology resources

	Review Date	Revisions
Information Technology Committee Review		??/??/18
Attorney Review	March 4, 2019	
Administrative Committee Review		
Council Review and Approval		

DRAFT 2019-1 – Subject to Revision 01-16-19

- 1) **INTRODUCTION.** In order to maximize the benefits of the information technology resources of City of Baraboo, the IT Committee has developed this Technology Use Policy to serve as a guide for City employees and elected officials who utilize the City’s technology resources. The IT Committee’s guiding principles are:
 - a) To support City operations and facilitate the continuous improvement of business processes, through the provision of knowledge, tools and support services to the information technology users of the City.
 - b) Provide quality services and solutions.
 - c) Be professional and customer focused – to our citizens, City employees, and business partners.
 - d) Maximize our information technology investment by leveraging our solutions and services to the fullest extent possible.
 - e) Promote the standardization of technology solutions, whenever feasible.
 - f) Revise business processes to achieve maximum benefit from available application packages.

- 2) **POLICY GOALS.**
 - a) Provide the capability to improve the processes of City government, through the provision of secure and effective technology solutions to City departments, other agencies and the public.
 - b) Ensure the availability and security of our networks and information.
 - c) Enable the ease of obtaining and sharing of data.
 - d) Achieve IT standardization, where feasible.
 - e) Expedite the recovery of critical systems.
 - f) Minimize the disruption to user access for system maintenance.
 - g) Provide quality, professional services.

- 3) **UPDATES TO THIS POLICY.** The IT Committee will make minor updates to this policy as needed and will communicate updates to all Department Heads and IT contacts, as appropriate. Substantial policy changes require the approval of the Common Council by way of the Finance/Personnel Committee. The IT Committee will also provide access to this Policy on the City website.

- 4) **DEFINITIONS.** As used in this Policy, the following words and terms shall have the following meanings:
 - a) **Attachments** – Files created in other applications (such as a word processor or spreadsheet) that are incorporated into an e-mail message.
 - b) **Blog** – Publically accessible web forum that contains an online personal journal with reflections, comments, and opinions; which often solicits commentary from readers or provides hyperlinks to other online resources.
 - c) **Blogging** – The act of updating or contributing to a blog.
 - d) **City** – The City of Baraboo.
 - e) **Designated network storage location** – A network folder, database, file share, inbox, mapped drive, cloud storage or other network storage provided for the purpose of storing electronic information on a secure computer network. Such locations are secured and regularly backed up to protect against data loss Local device storage is not a Designated Network Storage Location
 - f) **E-mail** – An electronically transmitted message, along with any attachments and any information appended by the e-mail system.
 - g) **E-mail system** – Computer hardware and software system that allows personal computer users to send, receive and store messages, documents and files with other individuals or groups of people over an internal network or the Internet.

- h) **Encryption** – A means of coding messages so they appear to be random characters. Encryption has two benefits. First, it prevents disclosure of sensitive information to unauthorized third parties. Second, encryption allows for authentication of the information sent.
- i) **Flash drive** – Removable storage media which plugs into a USB interface on a PC.
- j) **Freeware** – Programming that is offered at no cost.
- k) **Instant message** – An electronic form of instant communication whereby users communicate using text messages displayed on their computer monitors.
- l) **Information system** – All computer hardware (computer, servers, printers, etc.) software and connecting devices interconnected for the purpose of storage, retrieval and sharing of electronic information.
- m) **Internet** – The World Wide Web, which is a worldwide computer network.
- n) **Internet browser** – An application which displays Web Pages and other information found on the Internet. Internet Explorer, Mozilla Firefox and Google Chrome are commonly used internet browsers.
- o) **Internet Service Provider (ISP)** – An entity that provides internet access, typically for a fee.
- p) **IT** – Information Technology.
- q) **IT Committee** – Label referring to the employees of the City who serve on the Information Technology Committee. The Committee members are appointed by the City Administrator. The Committee may also include employees of the Sauk Co. MIS.
- r) **Malware** – Malicious program or code intended to do damage to any part of the Information System
- s) **MDM (Mobile Device Management)** – Software systems used to secure mobile devices and enforce policy through remotely managed device control.
- t) **Mobile device** – Any device used to access City's information resources from outside of the City's secure facilities or via any network connection other than City's private, secure network facilities.
- u) **Network file system** – A managed file system, on file servers for the storage of data, usually designated drive letter, typically H: or S:
- v) **Personal device** or **personal mobile device** – Any device not owned or provided to the employee or contractor by City.
- w) **Protected Information** - Any information that is considered private, confidential, proprietary or sensitive for which access or release is restricted by policy, rule, regulation or law.
- x) **Public Resource** – Includes not only City equipment, hardware, software or tangible articles, but also the employee's time expended while on duty with the City.
- y) **Removable Storage Media** – Any storage device that is portable and can be used to transfer information from one computer to another (flash drives, SD cards, USB disk drives, etc.).
- z) **Risk** – Those factors that could affect confidentiality, availability, and integrity of City of Baraboo's key information assets and systems
- aa) **Sauk Co. MIS** – Stands for Sauk County Management Information Systems Department.
- bb) **Shared folder** – A network storage location shared by a group of users on the network. Typically designated by the drive letter "S."
- cc) **Shareware** – Software that is distributed free on a "trial basis" with the understanding that the user may need to pay for it later. Some software developers offer a shareware version of their program with a built-in expiration date (e.g., after 30 days, the user can no longer get access to the program). Other shareware (sometimes called "liteware," which provides the same visual interface, icons and components of its full software counterpart) is offered with certain capabilities disabled as an enticement to buy the complete version of the program.

- dd) **Social network** – Publically accessible website or application which allows individual to create profiles for the purpose of meeting and interacting with each other.
 - ee) **Social networking** – The practice of using social network applications.
 - ff) **Social media** – An application designed to facilitate social networking (synonymous with Social Network).
 - gg) **Standard applications** – Those applications provided by the IT Committee to all computer users within the City’s information system.
 - hh) **System Access Form or System Access Authorization** – A form available through Seamless Docs that is available to department heads and their designees that must be used to request system access permissions be granted to a user or updated.
 - ii) **URL** – Uniform resource locator, commonly called an “internet address.” It is the textual address of a particular website or internet resource.
 - jj) **Users** – Information system end users including City employees, system vendors, consultants and public users.
 - kk) **Virus** – A malicious computer program designed to execute and replicate itself without the computer user’s knowledge typically by attaching itself to other programs.
- 5) **SYSTEM ACCESS, SECURITY AND USE**. Access to computer resources is provided to users for the purpose of advancing the governmental functions of the City. This access imposes certain responsibilities and obligations on all users. Users are subject to all applicable City policies as well as local, state and federal laws.
- a) **City Property**. All data, e-mail, e-mail attachments, documents and other electronic information within the City’s information system are the property of City.
 - b) **Department Specific Policies**. A Department Head may provide for a stricter policy of electronic communication and information systems use than is set forth in this Policy.
 - c) **Expectation of Privacy**. THERE IS AND SHOULD BE NO EXPECTATION OF PRIVACY OR CONFIDENTIALITY WHEN USING THE CITY’S SYSTEMS. As provided for in this Policy and pursuant to any applicable local, state and federal laws, the City has the capability and the right to view data and e-mail at any time for City purposes or security. This Policy does not supersede any state or federal laws regarding privacy, confidentiality and appropriate use.
 - d) **Investigations**. As a user of the City’s technology resources, you agree to cooperate with any investigation regarding the use of your computer and your activities associated with technology resources.
 - e) **System Access and Permissions**. Access to City systems is granted at the request of a Department Head or their designee. Department Heads or designees wishing to obtain access, or update system access permissions for an employee, must fill out a System Access Form. The Form should be submitted at least two weeks prior to the time at which the access will be required.
 - f) **System User Accounts**. Users are granted access to the City’s network resources through password protected individual user accounts. Revisions to user profiles or account permissions must be approved by the user’s Department Head or designee and must be requested in advance, via a System Access Form.
 - g) **User Account Responsibilities**. The following apply to all user accounts on any City system:
 1. Users are prohibited from using any account name other than those they are assigned or given authorization to use by their Department Head or designee.
 2. Department Heads or designees wishing to access a particular user account must request such access from the City Administrator.

3. Users are responsible for all inquiries, entries, and changes made to any of the City's information systems using their username and password.
4. Users must not:
 - a) Leave usernames and passwords where someone else may see/find them.
 - b) Use their username and password to log other individuals into the system (unless required for training purposes or addressing system issues and they watch them use the system).
 - c) Use the username and password of others, or any information system logged in under another username and password.
 - d) Store passwords electronically unless they are encrypted and password protected, nor written down unless they are locked and accessible only to the owner.
- h) Password Requirements. When supported by the technology, the City's information system configures systems to enforce minimum password requirements based on the security requirements of the particular system. For all other systems, users are encouraged to utilize these minimum requirements:
 1. All passwords must be a minimum of eight characters alphanumeric.
 2. Users are required to change passwords at a minimum of once every 90 days.
 3. User passwords are not to be shared except for problem resolution or troubleshooting with their Department Head or Sauk County MIS staff.
- i) Permissions and Privileges.
 1. The IT Committee will periodically review user permissions and remove permissions no longer in use or required by an individual user.
 2. Department Heads or their designees are responsible to advise the IT Committee and the City Administrator and Sauk County MIS of changes to an employee's job responsibilities that impact the individuals need for system privileges by completing a System Access Form.
- j) System Security. It is the responsibility of every user of the City's information systems to ensure the confidentiality and integrity of the information owned or managed by City. Users must adhere to the following:
 1. All users are responsible for practicing precautions to protect the confidentiality, integrity, and availability of Protected Information at all times.
 2. Users are required to monitor workstations and take measures to prevent unauthorized access and theft.
 3. When approached by an individual that may be able to view Protected Information to which they are not authorized, users are to minimize the system display or otherwise secure it so that the individual is not able to view the Protected Information.
- k) Workstations and Information Systems.
 1. Workstations and information systems are to be used for authorized business purposes, however users may utilize workstations for personal use if it does not interfere with the City's business needs and pursuant to the terms contained in this Policy and the Employee Handbook.
 2. The City maintains security software to block malicious web sites. In addition, users must avoid using sites that are not known to be safe and substantially related to their job responsibilities.
 3. Workstations are to be placed in secure areas away from public view and display screens are positioned to minimize unauthorized viewing and/or access, whenever feasible.
 4. Software programs and applications must be licensed. The IT Committee maintains licensing information for all City standard applications.

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5. Users with access to download data are responsible for managing and protecting it from unauthorized access, disclosure, and theft.
6. Removing the City's workstations from the premises:
 - a) Laptops, notebooks, and smart phones may be taken offsite by employees or contractors, when approved by the City Administrator, as needed to perform their assigned job responsibilities.
 - b) Department Heads must maintain a list of individuals authorized to take equipment offsite.
7. Users Must Not:
 - a) Allow any other individual to use any of the City's workstations or information systems that are not authorized by the City to utilize them.
 - b) Download any software to a workstation without prior approval from their Department Head or designee or the IT Committee. The IT Committee may remove unapproved software without advance notice to the user.
 - c) Download any Protected Information from the City's information systems to store or use it on any other system or device, other than the device authorized for their use by the IT Committee.
 - d) Open any suspicious emails or suspicious website links in emails. If uncertain an email or website is suspicious, don't open it and notify your Department Head or designee.
 - e) Connect any workstation to the City's network or utilize information systems or workstations not owned by City, unless the IT Committee evaluates and approves such use.
 - f) Use tools or techniques to break/exploit or disable security measures.
 - g) Change operating system configurations, upgrade existing operating systems, or install new operating systems on City equipment.
 - h) Connect to unauthorized networks through the City's systems or devices.
- l) Acceptable Use. Acceptable use is defined as that which is lawful, ethical, reflects honesty, and shows restraint in the consumption of shared resources. The primary purpose for using the City's technology resources is to perform the governmental functions of the City. This includes, but is not limited to:
 1. Communication with, and providing service to, members of the public.
 2. Conducting the business of the City department or unit.
 3. Communicating with other employees for work-related purposes.
 4. Gathering information relevant to job duties or to expand expertise.
 5. Content created should be accurate. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Anything created on the computer has the potential to be reviewed by others. User data and documents are considered City assets and should be treated as such. For the purpose of protecting these assets, users should store all data files on the network file systems provided, as these files are backed up daily.
- m) Prohibited Use. Employees are prohibited from engaging in the following activities, with the exception of those activities required in the fulfillment of an individual's job responsibilities for which they have received prior approval by their Department Head or designee and the IT Committee, as applicable:
 1. Monopolizing systems.
 2. Overloading networks with excessive data.
 3. Wasting computer time, connection time, disk space or other resources.

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4. Use which exceeds “Limited Personal Use,” as set forth in Section 5(l) of this policy.
5. Use technology resources for personal gain, political purposes, or to support or advocate for non-City related business.
6. Create, distribute, upload or download any disruptive, abusive, harassing, threatening, or offensive messages including offensive comments or graphics about sex, race, gender, color, disabilities, age, sexual orientation, pornography, religious beliefs, political beliefs, or national origin.
7. Use technology resources for illegal or unlawful purposes or to support or assist such purposes.
8. Use technology resources for wagering, betting or selling chances or to support or assist such purposes.
9. Use technology resources for personal long distance telephone calls.
10. Attempt to circumvent or subvert system or network security measures, provide internal network access to any unauthorized users or use your account to gain unauthorized access to other networks and systems.
11. Mount an attack on the security of any system or attempt to hack or introduce viruses into any system.
12. Use the network in a manner that may disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or malware, and sustained high volume network traffic.
13. Intercept network traffic for any purpose unless engaged in authorized network administrative duties.
14. Install encryption software on any City computers without first obtaining written permission from your department head and the IT Committee. Users may not use encryption keys or encryption technology that is unknown to their department head or the IT Committee.
15. Engage in online fundraising.
16. Engage in mass-mailing, “everyone e-mails,” or send City-wide messages without department head, the IT Committee or City Administrator approval, as applicable.
17. Send or forward mailings about viruses or other warnings about outside computer attacks to users other than their Department Head or designee or the IT Committee (these are almost always a hoax and should not be propagated).
18. Initiate or forward chain letters by e-mail.
19. Spoof (disguise) your identity or send anonymous e-mail or send e-mail under another employee’s name.
20. Forge header information or any use that does not appropriately and accurately identify the sender.
21. Download any non-standard or non-business related files or software, including “freeware” and/or “shareware” programs unless previously approved by the IT Committee.
22. Load personal ISP email accounts on City owned equipment.
23. Disburse or share any City data not authorized by their department head or designee and relevant to the job being performed, or any data considered protected, unless expressly authorized to do so in the performance of one’s job responsibilities.
24. Make or use illegal copies of copyrighted software or other mediums, store such copies on City systems, or transmit them over the City network.
25. Any activity not deemed to be in the best interest of the City.

26. Any activity that compromises the security or integrity of the City's information system.
 27. Any activity that violates any City ordinance, including the City of Baraboo Code of Ethics, Federal, State or local laws.
- n) Informing Employees. It is the responsibility of the Department Head or designee to be aware of how the City's information system is being utilized by his/her employees and ensure that employees are periodically informed and aware of the IT Committee policies. If a Department Head or designee suspects any employee is violating this Policy, they should contact the City Administrator.
- o) Limited Personal Use.
1. Authorized users may use the internet and e-mail for limited personal use. This is defined as any personally initiated computer based activity (email, internet browsing, etc.).
 2. Limited personal use is a privilege, not a right, and may be limited or removed at any time and is subject to the terms and conditions of this Policy.
 3. The City does not accept liability for any loss or damage suffered by an employee as a result of using the City internet connection for personal use.
 4. Improper personal use of the City's information systems could result in disciplinary action.
 5. Occasional, limited, appropriate personal use of the computer system is permitted, provided such use does not:
 - a) Interfere with the user's work performance.
 - b) Interfere with the normal operation of your department or work unit.
 - c) Interfere with any other user's work performance or have a negative impact on overall employee productivity.
 - d) Have an undue impact on the operation of City systems.
 - e) Have a negative impact on the public's perception of work duties.
 - f) Cause any additional expense or load to the City or department.
 - g) Compromise a department or the City in any way.
 - h) Engage in concerted work activities of any kind.
 - i) Violate any other provision of this policy, or any other policy, guideline, law, regulation, or standard.
 - j) Violate departmental policies or standards of an employee's department. In limiting personal use, the City expects employees to exercise the same good judgment that they would use in all work situations regarding personal activities.
- p) System Monitoring. All computer applications, programs, data and information, created or stored on City information systems is the property of City. The City may monitor this information without prior notice. The City reserves the right to access any information stored, created or received on the City's information systems. The reservation of this right is to ensure that public resources are not being wasted, the City's business is carried out and to ensure the City's information systems are operating as efficiently as possible. Monitoring or access may be exercised under any of the following circumstances:
1. Performance testing or problem solving purposes.
 2. As necessary in the course of an investigation for possible violation of City policies.
 3. If there is reasonable suspicion that a user has committed, or is committing a crime against the City or for which the City could be liable.
 4. Random or automated monitoring to ensure that content is in compliance with the business's established policies.
 5. A request for monitoring made by appropriate authority.
 6. When required to do so by law.
 7. To perform a task or project in an employee's absence.

- 6) **ELECTRONIC COMMUNICATION: E-MAIL.** Electronic communications provide a fast and efficient method of communicating. The City's information system provides such capabilities for the purpose of conducting City business. Upon Department Head or designee's request, the City will authorize an e-mail account, which includes an internet e-mail address, to users. In addition, a Department Head or designee may require an instant messaging account for employees with an authorized email account on the City's email system.
- a) Account Creation and Administration.
 - 1. E-mail account creations or removals must be requested by a Department Head or designee two weeks in advance with a System Access Form.
 - 2. Changes to e-mail accounts require two weeks notification and Department Head or City Administrator approval.
 - 3. With the City Administrator's approval, user accounts will be deleted after the termination of employment. However, an employee may request their user account be maintained and e-mail forwarded for up to 60 days, subject to the City Administrator's sole discretion, after which the user account will be deleted.
 - b) Limited Personal Use. While it is the intention of the IT Committee that the e-mail system be used for City business, limited personal use, as defined in Section 5(l), above, is permitted, provided such usage is deemed appropriate by the individual's supervisor and does not impede any individual's ability to perform their job or violate any of the other provisions of this policy.
 - c) Account Use and Security.
 - 1. Inappropriate use of the e-mail system may result in disciplinary action up to and including termination.
 - 2. E-mail accounts may be used only by the intended user. Use by anyone other than the named account's owner is not permitted except as provided by subsection (e), below.
 - 3. It is the account owner's responsibility to maintain proper password protection and take reasonable precautions to prevent unauthorized use when the employee is absent for an unanticipated or extended period of time.
 - 4. Users are cautioned to remember that unencrypted, unsecured email may be intercepted, forwarded and altered.
 - 5. City e-mail addresses are not to be used as contact addresses for solicitations, account bids, chat rooms, social networking, blogs, subscriptions, etc., not related to City business.
 - d) E-mail Records Retention.
 - 1. E-mail and attached documents are the property of the City.
 - 2. Many e-mail messages represent temporary communications that are non-vital and may be discarded routinely. However, depending on the content of the e-mail message, it may be subject to the City's records retention policies and ordinances. E-mail falling under this category must be retained as required pursuant to City's information practices ordinance and shall only be destroyed in accordance with that authority. **E-mail users must adhere to the City's records retention ordinance.** Refer to Section 1.60 of the City of Baraboo Code of Ordinances for more information.
 - 3. Email messages may be automatically archived and users are cautioned to be aware that deleting an e-mail message from a mailbox does not delete all copies of the message. The City reserves the right to establish policy that e-mail messages will be retained on the City's e-mail server for finite period of time and then deleted.
 - e) Monitoring & Access.
 - 1. It is not the practice of the City to routinely monitor email activity or content. As necessary, Department Heads or designees, the City Attorney, the City Administrator, IT

staff (including Sauk Co. MIS) and consultants, and law enforcement may access e-mail accounts for business purposes. Such purposes may include but are not limited to:

- a) System maintenance.
 - b) Troubleshooting.
 - c) Performance monitoring.
 - d) In order to fulfill records request.
 - e) In the course of a legal or internal investigation.
2. Employee's e-mail accounts may not be monitored for disciplinary purposes without first contacting the City Administrator and City Attorney.
 3. To ensure the continuity of operations, managers and supervisors may, with department head approval, request access to an employee's e-mail if the employee is on leave of absence, extended leave or terminated.
- f) Off-Site Account Access (Web Mail).
1. All email accounts are setup to allow the user off-site access through a web browser.
 2. Passwords are synced with the City's network.
 3. Off-site access is for use only while performing work-related tasks.
 4. Access may be terminated during periods of extended leave.
 5. Off-site access to an e-mail account does not constitute approval for compensation for work performed from outside of City premises. For non-exempt employees, prior approval from your department head is required for compensation.

7) INTERNET USE.

- a) Internet Accessibility. The internet is a powerful tool for research, procurement, and communication. The City will provide internet connectivity to users who require it to effectively perform their duties for City. Internet accessibility for individuals may be requested by a Department Head or designee via a System Access Form and should be requested two weeks in advance.
1. Only the individual(s) assigned or authorized to a computer workstation may access the internet from that station. Use by other individuals to access the internet constitutes a violation of this policy, unless approved by the individual's department head or designee.
 2. Individuals who have been granted internet access are responsible for appropriate use. It is the intention of the City that internet access is provided for the purpose of performing City business, although limited personal use, as discussed in Section 5(I), above, will be allowed.
 3. All internet activity on the City's network is logged by URL. The City may use this information in the assessment of system performance, troubleshooting and monitoring of appropriate use.
 4. The City reserves the right to block access to any internet site deemed to be malicious or in conflict with any City policy.
 5. Inappropriate use of the internet, as defined in Section 5, above, may result in loss of internet access and disciplinary action up to and including termination.
- b) Safety and Security. Use of the internet incurs certain risks and it is up to the user to exhibit caution and good judgment when accessing internet content. Some internet websites are infected with viruses and malware, which may be downloaded to the user's workstation without any interaction from the user. The following guidelines should be adhered to when browsing from City computers:
1. Avoid unknown websites.
 2. Do not install or activate any unexpected installations or downloads.

3. Do not respond to messages or click on links from unknown sources
 4. Contact your Department Head and/or the Sauk Co. MIS Helpdesk (see Section 11, below) immediately if you encounter an unexpected or suspicious download or virus warning.
- c) **Objectionable Content.** A wide variety of information is available on the internet. Some individuals may find this information offensive or otherwise objectionable. Users should be aware that although the City may utilize filtering to avoid objectionable material, it does not have complete control over the Internet and can therefore not be responsible for the content of information available.
- d) **Blogging.** The use of blogs on City computers is discouraged unless such use is necessary in the performance of an individual’s job responsibilities. Blogging activities on City computers are subject to all provisions of this Policy and all other policies of the City.
- e) **Instant Messaging and Chat Rooms.** Users may only engage in chat rooms, instant messenger communications or newsgroups if it is required as a part of their job requirements and has been approved by their Department Head or designee. Questions about these services should be referred to the IT Committee.
- f) **Social Networking and Social Media.** Unless specifically required in the performance of an individual’s work activities, social networking and the use of social network sites is prohibited on City systems. These sites often present security risks due to malware and computer viruses. If an employee does access social network sites for authorized purposes, in addition to the terms and conditions set forth elsewhere in this policy, they are subject to the terms and conditions found in the City of Baraboo Social Media Use Policy.
- g) **Use of Fee Sites.** Users who access any internet sites for which a charge or a fee is involved, without the written consent of their Department Head or designee, may be held responsible for any and all payments associated with visiting that site.
- h) **Use during Non-Work Hours.** Access to the internet during a user’s non-work hours via City equipment requires adhere to all provisions of this Policy and cannot conflict with the best interests of the City.
- i) **High Bandwidth Applications.** Accessing entertainment, games and other websites that use significant bandwidth could jeopardize network speed for other business uses and should be avoided. This includes websites that broadcast radio, TV, video, or any streaming technology, and other similar high-bandwidth sites that are not related to City business.
- j) **Suspension of Internet Access Privileges.** User internet access is at the discretion of a Department Head or designee and may be suspended at any time. Use may also be suspended in the event of a continued breach of this or any other policies through the internet usage of a specific user. In addition to the suspension of internet access, improper use may result in disciplinary action up to and including termination.
- 8) **NETWORK COMPUTER USE.** The City’s information network provides connectivity for City departments to centrally managed systems. These systems provide communications, data security, storage and external connectivity via the internet.
- a) **Network Storage.** Network user accounts provide access to designated network storage locations. Each individual account is assigned a “Home” network folder, designated by the drive letter H:, which is not shared with other users; and a “Shared” network folder, designated by the drive letter S:, which is shared with other users within the department or business unit. In addition, other storages locations (drives) may be designated for application specific storage.
 - b) **Data Backup.** The City will provide regular backups of all data stored to the City’s designated network storage locations. These backups provide the capability to restore a system or file share in the event of loss due to device malfunction, file corruption or catastrophic system failure. To

ensure the successful backup of all critical data files must be closed and available to the backup system.

1. All users should close all files and log off at the end of the day.
 2. Files should only be stored to designated network storage locations and not be stored on the desktop workstations local storage devices.
 3. Data stored on laptops for mobile use should be synchronized to system or network storage regularly.
 4. Requests for the restoration of accidentally deleted or corrupted files from backup should be made to the Sauk Co. MIS Helpdesk (see Section 11, below).
 5. Deleted files are temporarily retained in the backup system, as determined by the IT Committee.
 6. Backup copies do not provide permanent retention and are not suitable for proper records retention.
- c) Attachment of Equipment or Other Devices. Prior approval from your department head must be obtained before any equipment is attached to the City network or to a City computer (these provisions do not apply to the City's public Wi-Fi network). When using the City's private network resources, users may not:
1. Connect any networking devices to the City network.
 2. Make connection to individual servers / desktops / workstations for remote access purposes, without prior approval from the user's supervisor and the IT Committee.
 3. Allow non-City agencies or entities to access the City network without prior IT Committee approval.
- d) Removable Storage Media. The use of removable storage media presents a risk for the loss of data or the accidental release of confidential or private information. Removable storage devices also provide a vehicle through which computer viruses may be spread. Users who have a need to use these devices are cautioned to do so in a manner that reduces these risks and adheres to the following guidelines:
1. Use must be approved by the user's Department Head and the IT Committee.
 2. It is recommended that the device be obtained through your Department Head.
 3. Only non-confidential or public information may be stored on such devices, unless the device is encrypted, password protected and the user has obtained authorization from their department head or designee and the IT Committee.
 4. User accepts the responsibility of protecting any information stored on the device.
 5. Devices used to store City information should not be used for any other purpose.
 6. Lost devices should be immediately reported to the user's Department Head and the IT Committee.
- e) Unauthorized Software. Use of unauthorized software may degrade the performance of the City's systems, create security risks, reduce employee productivity and expose the City to copyright liability.
1. Users are prohibited from installing applications, plugins, etc., on their City workstation without receiving approval from the IT Committee prior to installation.
 2. Software installations not approved prior to the installation by the IT Committee may be considered unauthorized and will be subject to removal.
 3. The IT Committee will immediately remove any unauthorized software in use, when encountered, unless the software has a legitimate business purpose for the user, is appropriately licensed and approved by the user's supervisor. The IT Committee will work with the Department Head to address any legitimate business need before removal.

4. It is the responsibility of all users to comply with maintaining City standards and protecting computing resources by not downloading or installing unauthorized software.
5. According to the US Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$150,000 per work copied, and criminal penalties, including fines and imprisonment. Users who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination. The City does not condone the illegal duplication of any copyright protected material.

9) **MOBILE DEVICES**

- a) Use During Working Hours. The use of mobile devices in the workplace can be distracting and disruptive. Employees using approved mobile devices in the work place are required to do so in a manner that is respectful and non-disruptive.
 1. The City discourages the non-work related use of personal mobile devices during working hours.
 2. Employees are asked keep personal devices off or silenced and limit their use to breaks, outside of common work areas, and are to avoid inappropriate discussions and interrupting or distracting others
 3. Each department may have its own policy related to these devices. Employees should consult their Department Head, manager or supervisor for additional guidance.
- b) Approved Use.
 1. Employees wishing to have mobile access to the City's information systems must have a legitimate business need for such access and obtain approval from their manger or supervisor. Mobile access to the City's information systems must also be reviewed and approved by the City Administrator and a Mobile Device Authorization Request Form is to be submitted to the IT Committee describing the work related need and the information to be accessed.
 2. Approval and work related use of an authorized mobile device is subject to the terms and conditions set forth in the City of Baraboo Employee Policy and Procedure Handbook as well as in this Policy.
 3. Generally, access to City information will require a City issued device. However, under some circumstances, when information to be accessed is not considered to be Protected Information, a personal mobile device may be configured for system access. This is provided that such device may be configured to meet all requirements for mobile access set forth by City policies, subject to review and approval by the IT Committee. Any and all mobile access to the City's information resources is subject to these terms and any other related City policies.
- c) Appropriate Use of City Owned Devices. Mobile devices used to conduct the business of the City are subject to same appropriate use guidelines as any other computing device. Additionally, the following shall apply to mobile devices owned by City of Baraboo:
 1. The City Administrator may authorize employees to use a City owned mobile device as a personal mobile device, in addition to a business device, contingent upon the employee signing a waiver and release and agreeing to reimburse the City for the employee's personal use of the mobile device. The waiver and release must be signed by both the employee and the City Administrator prior to the issuance of a cell phone and will be kept in the employee's personnel file.
 2. Employees provided a City owned mobile device but not authorized to use said device for personal use may not use the device for personal use unless all of the following are met:

- a) No additional costs are incurred by the City or, if incurred, the employee promptly reimburses the City for said costs.
 - b) The use is for emergency purposes or is authorized by manager or supervisor.
 - c) The use does not violate the terms set forth in this and other related City policies.
 3. City owned devices must be properly secured at all times to prevent loss, theft and unauthorized access.
 4. The loss or damage of a City owned device may lead to disciplinary action and may also result in the employee being required to reimburse the City for the cost of the device. The decision to take disciplinary action and/or to require reimbursement will be decided on a fact-specific basis as determined by the City Administrator or designee.
 5. Mobile devices should not be used while driving or operating equipment unless they have a “hands free” capability and are being used hands free.
- d) Work Related Use of Employee Owned Devices.
1. The use of personal mobile devices approved under this section is subject to the same terms and conditions as a City owned device when being used for work related purposes.
 2. The use of a personal device for City business may subject the device to Wisconsin’s open records laws. Any information stored on the device is subject to review by the City or other government entities.
 3. The use of a personal device for work related activities is permitted only at the request of the device owner and upon approval by the Department Head or designee. When such use is requested by the device owner, the Department Head must evaluate whether the employee’s use of their personal mobile device for work purposes is routine or essential to the employee’s job performance or if it will be occasional and non-essential. If the use is more than occasional and/or is essential to the performance of the employee’s job, the Department Head should consult with the City Administrator about having the employee be issued a City owned device.
 4. Any risks associated with such use are the owner’s sole responsibility. The City will not be responsible for:
 - a) Damage or malfunction caused by the configuration of the device for work related activities.
 - b) Provider service charges for work related activities.
 - c) Costs incurred by loss or theft of the device.
 - d) The loss of any information stored on the device.
 - e) The support or repair of the device.
 - f) Compensation for time spent accessing City information on the device outside of an employee’s regular work hours unless approved prior by the employees supervisor.
- e) Loss or Theft of a Device.
1. Loss of any device used to access the City’s information resources must be reported immediately to the Sauk Co. MIS Helpdesk (see Section 11, below).
 2. Upon notification of the loss of a device, the IT Committee or designee will:
 - a) Remotely lock out access to the device.
 - b) Attempt to determine the location of the device.
 - c) Work with device owner to locate the device.
 - d) Issue the command to remotely wipe the device if it cannot be located.
 3. Services to lost personal mobile devices, used for work related purposes, are not to be discontinued until the above activities have been completed and the City has authorized such service discontinuation.

- f) **Security.** Mobile devices, authorized by the IT Committee for access to the City’s information resources, are secured based on the classification of the information to be accessed by the device. The user is expected to comply with all policies related to the security of the City’s Protected Information regardless of where or how such information is accessed. It is the user’s responsibility to:
1. Maintain appropriate passwords.
 2. Protect the device from loss or unauthorized access.
 3. Utilize all provided security safeguards.
 4. Notify the IT Committee of any suspected virus or malfunction.
 5. Ensure devices used to access Protected Information have the proper encryption.
 6. Transmit Protected Information via VPN connection.
 7. Avoid any use which may compromise device security.
 8. Refrain from disabling or circumventing installed MDM clients or security measures.

10) **RECORD RETENTION.** The City’s Code of Ordinances, Section 1.60, Information Practices, formally adopts the State of Wisconsin Public Records Board’s General Schedules for City Governments. Elected Officials, Department Heads and managers are responsible to ensure that records subject to this retention schedule are appropriately retained. Records may be retained in hardcopy or electronic format. For the purpose of this policy, records are presumed to be in electronic format. The following guidelines relate to the retention of electronic records created on City of Baraboo’s systems. Refer to §1.60 of the City of Baraboo Code of Ordinances for specific information regarding retention of all City records.

- a) **Records Custodian.** Each department is responsible for the records created during its regular course of business. Unless otherwise prescribed by policy, ordinance or law, the department head is presumed to be the records custodian for a given department.
- b) **Retention.** Retention is the responsibility of the custodian of the record. To retain a record in an electronic format means to store such record to a designated network storage location. Do not store electronic records to a local workstation hard drive or removable storage location as such storage is subject to loss due to device failure, malfunction or theft.
- c) **System Backups and Archives.** System backups and archives are utilized to protect information from accidental loss due to system failure, disaster or accidental deletion. Backups and archives are not intended to be used for records retention. Files deleted from a designated network storage location will also be deleted from backups within a number of days. Likewise, information archives are periodically purged. To ensure the retention of the record in accordance with the prescribe schedule, a records custodian must save a copy in a designated network storage location.
- d) **Email Archive.** The City maintains a dedicated email storage archive to better facilitate records discovery for email record requests. Archives are not configured to fulfill specific records retention requirements and custodians are advised to retain copies of any and all records subject to retention in a designated network storage location.
- e) **Records Requests.** Records requests are to be directed to the custodian of the records requested. The IT Committee will assist custodians in locating records by utilizing available tools to search for records using dates, keywords and metadata, however, it is the custodian’s duty to fulfill the request. All records requests should be reviewed by the City Attorney before any records are released.

11) COMPUTER SUPPORT / TECHNOLOGY REQUESTS.

- a) Helpdesk. The City contracts with Sauk Co. MIS to provide certain network and workstation maintenance and software services through the MIS Helpdesk. There may also be members of your department designated to perform tech services to equipment and personnel. Please consult your department head for advice before calling the Sauk Co. MIS Helpdesk.
 - 1. The Sauk Co. MIS Helpdesk's normal business hours are 7:30am-4:30pm, Monday through Friday, and can be reached at 608-355-3555.
 - 2. For those departments that require 24/7 support, cell phone and/or pager numbers will be provided.
 - 3. You may also enter any non-urgent requests via the Helpdesk e-mail account at Helpdesk@co.sauk.wi.us.
- b) Remote Access. Sauk Co. MIS Helpdesk personnel utilize remote access to aid in computer support and maintenance. Prior to remotely accessing a user's computer, when feasible, Sauk Co. MIS Helpdesk staff will notify the user in advance.
- c) Outside Technical Support. Prior to contacting outside technical support for assistance with dedicated departmental applications, users are encouraged to contact the Sauk Co. MIS Helpdesk to verify the problem and ensure that the issues they are experiencing are not part of a known issue. Contacting the Sauk Co. MIS Helpdesk will:
 - 1. Ensure a timely response by the appropriate resource.
 - 2. Avoid redundancy in support response.
 - 3. Ensure documentation of issue for tracking and future reference.
 - 4. Avoid unnecessary cost to the City.
- d) Purchase Requests. All proposed purchases of computer software, hardware, and peripherals are to be submitted to the City Administrator or his/her designee before purchase. The City Administrator or his/her designee will determine if the purchases need review by the IT Committee. Authorization for purchases will come from the City Administrator or his/her designee. Departments will budget for purchases as per the work plan approved in their respective Departmental budget.

12) SYSTEM ACCESS AUTHORIZATION REQUESTS.

- a) System Access Requests. System access request should be submitted to a Department Head or the City Administrator as they are the only people authorized to submit formal request to the Sauk Co. MIS department for services. The form is available at the City of Baraboo SeamlessGov web site: <https://baraboo-wi-internal.seamlessgov.com/> or the Sauk County MIS web site: <http://scm.co.sauk.wi.us/Internet/Applications/main.nsf/misforms.xsp>
- b) System Access Authorization Request. To initiate, terminate or modify a User's accessibility to City systems must be approved by the City Administrator or other designated City Staff and submitted to Sauk County MIS on their form at: <http://scm.co.sauk.wi.us/Internet/Applications/main.nsf/misforms.xsp>
- c) Other Requests. Other requests, such as a Project Request (to request hardware or software changes or system modifications) and Mobile Device Request (to request mobile access to the City's information resources) must be directed to your department head. Department Heads are granted access to the Sauk Co. MIS forms system and may authorize other staff to submit requests and security access changes for City information systems on their behalf.

13) COMPUTER TRAINING.

- a) Applications Training. Due to the diversity of applications used throughout the City, it is difficult to have a single training solution to meet the needs of all City employees. For this reason, it is

left up to the individual departments to determine the training needs of their employees. The IT Committee will facilitate this process by providing information regarding the training resources available and working with the individual departments in arranging training. Additionally, the IT Committee will periodically make available in-house training on those applications that are considered to be standard applications. This training will be for basic to intermediate level users and focus primarily on new employees.

- b) Security Training. The City provides regular system security training to all employees via a web based training system. These training sessions are mandatory for all employees that access the City's information systems and the systems are configured to provide user tracking to ensure compliance. Users who do not complete the training will be referred to their supervisor or department head for disciplinary action.

14) **WEBSITES AND SOCIAL MEDIA SITES**. Website and social media sites are important tools for the provision of information to the public in a timely and easily accessible manner. The City encourages the responsible use of these tools.

- a) City Website. The official City website at www.cityofbaraboo.com provides a home page for each City department. This is to be every department's primary web presence and home page. Additional websites and authorized social media portals must link from this home page.
- b) Department Website. All internet content related to a department on is to be included on the departmental home page.
 - 1. The accuracy and timeliness of internet content is the responsibility of the department head.
 - 2. The department head may delegate the activity of updating their departmental home page by contacting the City Administrator's Office.
- c) City Social Media Sites. There will be no more than one official City social media site on each social media platform (e.g., one official City Facebook page, one official City YouTube site). Each official social media site shall be run by the City Administrator or his/her designee.
- d) Department Social Media Site.
 - 1. A Department Head may elect to create no more than one official department specific social media site per social media platform (e.g., one department specific Facebook page, one department specific YouTube site), but only if the department's information would not be better shared on the main City sites.
 - 2. If a department makes social media site(s), the department must include a link to this site(s) from their department home page and the City's official social media directory on the City's official website, and the department head must notify the City Administrator and the IT Committee.
 - 3. The department is responsible for maintaining their social media site(s), including making regular postings to the site(s), training the employees authorized to post on the site(s), and ensuring the site(s) are up-to-date.
 - 4. All social media sites must, at minimum, contain a link prominently displayed that directs the user to the Website and Social Media Site Terms and Conditions for the City of Baraboo, which is available from the City Attorney.
 - 5. Employees posting to a social media platform on behalf of the City or department must not post any material that is copyright protected or otherwise in violation of this policy or the Employee Handbook.
 - 6. By creating a social media site, a department creates a limited public forum for purposes of First Amendment protections. This means that the department is not able to indiscriminately monitor comments without potentially violating a person's constitutional

rights. This does not mean the City has to allow all comments. The best way to address comments on a department's social media page is as follows: "The opinions and comments expressed on this social media site may not reflect the opinions and positions of the City government, its officers, or employees. If you have any questions concerning this social media site, please contact the City Administrator's Office."

15) **INTERNET USE – WEB LINKING**. The City's website is used to enhance and promote the City, to make people aware of available community services, and to provide information about the City's operations and activities. THE CITY'S WEBSITE IS NOT A PUBLIC FORUM FOR EXPRESSIVE ACTIVITY. Having a website allows the City to link to other web sites consistent with the above purpose. This is typically done in order to provide related information to someone coming to the City's website. The City exercises no editorial control over any of the information contained in these other organizations' websites. In addition, the City has no control over decisions made by these other organizations as to their website links. As a result, it is possible that someone starting with the City's website could eventually link to information that may not be related to the City, or that the viewer may find offensive, or that may negatively impact the City's website purpose. Such links may interfere with the purpose to which the City's website is dedicated. While this cannot be totally prevented, we can attempt to minimize the probability of it happening by developing some guidelines that can be used in determining whether the City should link to an organization's website. The City is not responsible for the content of any web site to which it provides a link. This policy applies to all departments that have or maintain a website, including the City's primary website.

a) Guidelines for Website Inclusion on the City's Website.

1. Government websites.
2. Tourism websites related to the greater Baraboo area.
3. Websites that contain community information, e.g., civic, recreational, educational, and the like, for the greater Baraboo area.
4. School websites.
5. Library websites.
6. Websites that contain regional cultural information.
7. Benevolent and charitable organizational websites that provide or promote local community services.
8. Websites for organizations that are funded by the City.
9. Websites of non-profit professional organizations of which the City or its agencies are members.
10. Websites that contain information related to the greater Baraboo area deemed to be of use to the City, its citizens, visitors, or businesses.
10. Websites of a similar character to sites listed above that would likewise support the City's website purpose.

b) Guidelines for Website Exclusion.

1. Websites containing information promoting any illegal activities.
2. Websites for which the focus is to market a particular commercial service or product (See Acknowledgments below).
3. Websites containing information that would violate any of the City, state or federal Affirmative Action policies, Equal Opportunity Ordinance, Ethics Ordinance, or that may be in violation of any other City ordinances, or state or federal laws.
4. Websites unrelated to the City of Baraboo and the surrounding community.
5. Websites for a specific political candidate or political party. Rather, the City may link to independent organizations such as the League of Women Voters.
6. Websites containing material that is harmful to minors.

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7. Websites that are not consistent with the purpose of the City's website.
 8. Websites containing material that is obscene, profane, defamatory, libelous, or fraudulent.
 9. Acknowledgments. From time to time, a for-profit commercial company may partner with the City on a particular project and/or they may contribute toward a project. An acknowledgment for that company's contribution can be made on the City's website including the company's logo along with the acknowledgment is also acceptable. In keeping with the above guidelines, no direct link should be made to the company's website.
- c) **Decision Making Authority.** The decision to link to an organization's web site can be made by each individual department or department head or their designee. The City Administrator is available for consultation to assist in the decision. Organizations wishing to appeal the decision of an agency should be instructed to submit their appeal in writing to the City Administrator. The decision of the City Administrator shall be final. Any denial of a request to provide a link should be documented and forwarded to the City Administrator. After consultation with the City Attorney, links will be removed if found to be in violation. The City reserves the right to limit the number of websites to which it links in order to ensure the usefulness and effectiveness of the website for its intended purpose.

16) POLICY INFRACTIONS

- a) City employees who violate this Policy may have their IT access removed and may be subject to disciplinary action up to and including termination. In addition, contractors or other third parties who violate this policy may have their contract revoked. Other legal remedies, including criminal prosecution, may also be pursued if warranted.
- b) It is the policy of City to handle infractions as follows:
 1. Policy violations must be reported to the user's department head.
 2. The user's department head should approach the violator(s) directly with the findings, ensure the user is aware of the policy, and give them the opportunity to cease and desist; or, depending on the severity, follow disciplinary procedures consistent with the guidelines and policies of the City of Baraboo Employee Handbook.

The City of Baraboo, Wisconsin

Background: The Baraboo's Municipal Code contains an ordinance that sets the procedure the City is to use when competitively bidding for goods and services when competitive bidding not required by State statute. §3.15, City Code. Portions of the ordinance are outdated as they conflict with the City's Purchasing Policy, which was adopted by the Common Council several years ago as a way to provide additional guidance to City employees on how and when to bid for goods and services. It is recommended that the ordinance be amended to reflect the creation and adoption of the City's Purchasing Policy.

Fiscal Note: (check one) Not Required Budgeted Expenditure Not Budgeted
Comments:

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 3.15 of the City of Baraboo Municipal Code is amended as follows:

This Ordinance shall take effect upon passage and publication as provided by law.

3.15 PROCEDURE FOR COMPETITIVE BIDDING. (1693 06/28/93)

(1) **INTENT.** This Ordinance is intended to establish a uniform procedure to follow when the City decides in its discretion to invite competitive bidding for the purchase of services or property in those instances where State law does not require competitive bidding. This Ordinance is not intended to require competitive bidding where such bidding is not required by State law.

~~(2) **PURCHASING POLICY.** This Ordinance incorporates the City's Purchasing Policy, approved by the Common Council on April 22, 2019, and as may be amended from time to time by the Common Council, which details the methods for obtaining bids and exceptions thereto, prohibited bidding conduct, handling tie bids, the rejection of bids, bidders in default to the City, and the factors that may be considered when selecting the acceptable bid.~~

~~(2) **NOTICE INVITING BIDS.** Notice inviting bids shall be published once in an approved news media at least five calendar days before the date specified for the receipt of bids. Whenever feasible, the size of the notice shall be 3-x 5. The newspaper notice shall include the following:~~

~~(a) A general description of the property, articles or services to be purchased.~~

~~(b) The City office where bid forms and specifications may be obtained.~~

~~(c) Bid deposit, if any.~~

~~(d) The deadline time and date for submitting bids.~~

~~(e) The City office where bids are to be delivered.~~

~~(f) The time and place for opening bids.~~

~~(3) **BIDDERS LIST.** The committee soliciting bids may, in its discretion, expressly invite sealed bids from certain responsible suppliers. In any case where a supplier is expressly invited to submit a bid, the City shall send to the supplier a copy of the notice to be published at the same time that the notice is sent to the news media for publication.~~

~~(4) **BID DEPOSITS.** Whenever deemed necessary by the City, bid deposits shall be prescribed in the public notice inviting bids. Unsuccessful bidders shall be entitled to return of the deposit where a deposit has been required. A~~

successful bidder shall forfeit any deposit required by the City upon failure on its part to enter into a contract with the City within 30 days after the award.

~~(5) BID OPENING PROCEDURE.~~

- ~~(a) All bids shall be delivered to the office of the City Clerk and shall be retained by the Clerk until the bid opening at which time the sealed bids shall be delivered to the chairperson of the appropriate committee.~~
- ~~(b) Bids shall be submitted in a sealed envelope and shall be identified as a bid on the face of the envelope.~~
- ~~(c) Immediately upon receipt of a bid, the City Clerk's office shall stamp on the face of the sealed envelope the date and the time the bid was received.~~
- ~~(d) Bids shall be opened in public by the City Clerk, or by the appointed designee of the appropriate committee at the time and place stated in the public notice. (1726 04/27/94)~~
- ~~(e) Only bids received in a timely manner as shown by the Clerk's stamp on the envelope shall be opened.~~
- ~~(f) A tabulation of all bids received shall be maintained at the opening and the tabulation shall be available for public inspection.~~

~~(6) REJECTION OF BIDS. The City shall have the authority to reject all bids, parts of all bids, or all bids where the public interest will be served thereby. In all cases, the City shall have the authority to re-advertise and re-bid any proposed purchase or to reject all bids and to negotiate a purchase directly with any supplier if this procedure is deemed most advantageous to the City. Further, whenever competitive bidding is not required by the Wisconsin Statutes, the City reserves the right to select the bid most advantageous to the City.~~

~~(7) BIDDERS IN DEFAULT TO THE CITY. The City shall not accept the bid of any supplier who is in default or delinquent in the payment of taxes, licenses, forfeitures, or any other moneys whatsoever due the City.~~

~~(8) SELECTING ACCEPTABLE BID. In addition to price, the City reserves the right to consider the following factors in selecting the acceptable bid:~~

- ~~(a) The ability, capacity and skill of the bidder to perform the contract or provide the service required.~~
- ~~(b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.~~
- ~~(c) The character, integrity, reputation, judgment, experience and efficiency of the bidder.~~
- ~~(d) The quality of performance of previous contracts or services by the bidder.~~
- ~~(e) The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service.~~
- ~~(f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.~~
- ~~(g) The quality, availability and adaptability of the supplies or contractual services to the particular use required.~~
- ~~(h) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.~~
- ~~(i) The number and scope of conditions attached to the bid.~~

~~Whenever the award is not given to the lowest bidder, a statement of the reasons for granting the award elsewhere shall be prepared and the statement become part of the minutes of the meeting relating to the selection of the acceptable bid.~~

~~(9) TIE BIDS. If two or more bids are in the same amount or unit price, quality, service and other factors deemed relevant to the award, the award shall be given to the bidder whose price is lowest within the City limits, if any. If there is not a City of Baraboo bidder, the City shall award the contract to one of the tie bidders by cutting a deck of playing cards, with the highest card being awarded the bid. In all cases, the City reserves the right to proceed as provided in §6 hereof.~~

~~(104) PERFORMANCE BONDS. The City shall have the authority to require a performance bond before entering into any purchasing contract. The bond shall be in such amount as the City shall find reasonably necessary to protect the best interests of the City.~~

~~(11) CDA EXEMPT. This subsection shall not apply to the Baraboo Community Development Authority.~~

This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____
Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of _____, 20__, and is recorded on page ____ of volume ____.

City Clerk:
