

1. 6:30 P.M. Agenda

Documents: [FIN_20150512_AG.PDF](#)

2. Complete Finance Packet

Documents: [COMPLETE FINANCE PACKET.PDF](#)



Administrative Offices
5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4200
Fax: (608) 270-4212
www.fitchburgwi.gov

**AMENDED AGENDA
FINANCE COMMITTEE
MAY 12, 2015
6:30 P.M.
CITY HALL**

NOTICE IS HEREBY GIVEN that the Fitchburg Finance Committee will meet at 6:30 p.m. on Tuesday, MAY 12, 2015 in the **MEETING ROOM** of the Fitchburg City Hall, 5520 Lacy Road, Fitchburg, WI 53711 for the purpose of:

(Note: Full coverage of this meeting is available through FACTv and Streaming Video, accessible on the city web site at <http://www.fitchburgwi.gov/677/Government-Channel>.)

1. **Call to Order**
2. **Approval of Minutes of:**
April 28, 2015 Regular Meeting
3. **Public Appearances – Non Agenda Items**
4. **Review of Bills Under \$25,000 or Previously Pre-Approved**
 - a. **Checks** 110710 – 110870 4/29/15 – 5/6/15 Total \$ 226,292.99
5. **Review of Bills between \$10,000 and \$25,000** Total \$ 71,712.47
6. **Approval of Bills for \$25,000 or more** Total \$ 474,680.81
 - a. Batch Dated May 7, 2015
7. **Resolution R-46-15** - Authorizing Acceptance of a State/Municipal Agreement for the Reconstruction of Lacy Road from the Community Center to S. Syene Road
8. **Resolution R-49-15** - Public Works Street Equipment Replacement – Street Sweeper
9. **Resolution R-54-15** – Resolution Adopting Partnership Agreement with Fitchburg Chamber Visitor and Business Bureau to Host “Concerts at McKee”
10. **Resolution R-53-15** – Resolution Adopting Purchasing Card Procedure Manual
11. **Discussion and Possible Action Convening the TIF Advisory Committee**
12. **Finance Director Report**
13. **Announcements**
 - a. Next Regular Meeting is May 26, 2015
14. **Adjourn**

Note: It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in the notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Fitchburg City Hall, 5520 Lacy Road, Fitchburg WI 53711, (608)270-4200



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Finance Committee DRAFT Minutes
April 14, 2015

Present: Patrick Stern Dan Carpenter Julia Arata-Fratta

Also Present: Tony Roach, City Administrator
Misty Dodge, Finance Director

1. **Call to Order Regular Meeting of Finance** – 5:32 p.m. by Stern

2. **Approval of Minutes of:**

- a. April 14, 2014 Regular Meeting
 - 1. Moved by Dan Carpenter to approve
 - 2. Motion carried (Julia abstained)

Moved by Stern to move by unanimous consent discussion of meeting format – no objection. Stern explained format. Roach reaffirmed questions ahead of time. Stern explained what the committee does. 2nds only required at Council, not committee.

3. **Public Appearances – Non Agenda Items** – None

4. **Review of Bills Under \$25,000 or Previously Pre-Approved**

- a. **Checks** 110570 – 110709 4/16/15 – 4/22/15 Total: \$ 202,495.19
 - 1. Committee reviewed and had no questions

5. **Review of Bills between \$10,000 and \$25,000** Total: \$ 56,542.25

- 1. Committee reviewed and had questions

6. **Approval of Bills for \$25,000 or more** – batch dated April 23, 2015

- a. Moved by Carpenter to approve Total: \$ 32,838.00
- b. Committee reviewed and asked questions
- c. Motion carried

7. **Resolution R-37-15** – Accepting Public Improvements for Techlands Plat

- a. Moved by Carpenter to approve
- b. Committee reviewed and asked questions
- c. Motion carried

8. **Finance Director Report**

- a. Dodge Reported on:
 - 1. March Treasurer's Report
 - 2. Audit requirements
 - 3. Staffing status

9. **Announcements**

- a. Next Regular Meeting is May 12, 2015

10. **Adjourn** - Moved by Carpenter to adjourn. Motion carried. Meeting adjourned at 5:56 p.m.

ABBREVIATION	FULL NAME OR DESCRIPTION
AECOM	Architectural and Engineering Company
AIIM INC	Association for Information and Image Management, Inc
AMS	Auto Marketing Services
APWA	American Public Works Association
ASPE	American Society of Professional Education
BTCI	BioPharmaceutical Technology Center Institute
CGC, INC	Construction-Geotechnical Consulting Engineering/Testing
CWAG	Coalition of Wisconsin Aging Groups
DATCP - DAH	Department of Agriculture, Trade and Consumer Protection/Division of Animal Health
DCARI	Dane County Arson Response Initiative
DCCVA	Dane County Cities and Villages Association
DWD-UI	Division of Workforce Development - Division of Unemployment Insurance
ECCS, INC	Environmental Chemistry Consulting Services
ESRI	Environmental Systems Research Institute
FDIC 2011/PENNWELL	Fire Department Instructors Conference
FHETS	Firehouse Education & Training Seminar
GFOA	Government Finance Officers Association
GIPAW	Government Information Processing Association of Wisconsin
GMASHRM	Greater Madison Area Society for Human Resource Management, Inc
GWAAR, INC	Greater Wisconsin Agency on Aging Resources, Inc
IAAI	International Association of Arson Investigators, Inc
IAAO	International Association of Assessing Officers
IAAP	International Association of Administrative Professionals
IABPFF	International Association of Black Professional Fire Fighters
IACP	International Association of Chiefs of Police
IAEI	International Association of Electrical Inspectors
IAFC	International Association of Fire Chiefs
ICC	International Code Council
ICLEI USA MEMBERSHIP	International Council for Local Environmental Initiatives-Local Governments for Sustainability
ICMA	International City/County Management Association
IEDC	International Economic Development Council
IFSI	Illinois Fire Service Institute
IIMC	International Institute of Municipal Clerks
INR	Institute for Natural Resources
IPMBA	International Police Mountain Bike Association
LEAP	Law Enforcement Administrative Professionals
MABAS Wisconsin	Mutual Aid Box Alarm System
MCD MEDIA SERVICES	Matthew C. Darling Media Services
MSA PROFESSIONAL SERVICES INC	Mid-State Associates Professional Services, Inc
MTAW	Municipal Treasurers of Wisconsin, Inc

MWITE	Midwest Institute of Transportation Engineers
MXU	* Description: radio unit for water meter
NAPWDA	North American Police Work Dog Association
NASECA	North American Stormwater & Erosion Control Association of Wisconsin
NASW WI	National Association of Social Workers
NEIS	National Elevator Inspection Services, Inc
NFPA	National Fire Protection Association
NPELRA	National Public Employer Labor Relations Association
NRC Restorations	Natural Resources Consulting Restorations
NUCPS ALUMNI ASSOCIATION	Northwestern University Center for Public Safety
OCPA	Oak Creek Professional Police Officers Association
P-Card	Purchasing card; procurement card
PVP Communications	Could not find information
REGI	Raptor Education Group Inc
SCAN NATOA	States of California & Nevada Chapter/National Assoc of Telecommunications Officers and Advisors
SWNI	Southern Wisconsin & Northern Illinois Fire/Rescue Association
SWWBIA	Southwest Wisconsin Building Inspectors Association
SWWEIA	Southwest Wisconsin Electrical Inspectors Association
TAPCO	Traffic & Parking Control Co, Inc
UPS	United Parcel Service
URISA	Urban and Regional Information Systems Association
UWHC	University of Wisconsin Health Center
VFIS	Volunteer Firemen's Insurance Services
WAAO	Wisconsin Association of Assessing Officers
WACOP	Wisconsin Association of Community Oriented Police Association
WAPC	Wisconsin Association of Peg Access Channels
WAPL	Wisconsin Association of Public Libraries
WASC	Wisconsin Association of Senior Centers, Inc
WAWP	Wisconsin Association of Women Police
WCPA	Wisconsin Chiefs of Police Association
WDATCP	Wisconsin Department of Agriculture, Trade and Consumer Protection
WDM INC	Western Data Memories, Inc
WEDA	Wisconsin Economic Development Association
WFCA FIRE SERVICE BOOKSTORE	Western Fire Chiefs Association Fire Service Bookstore
WGFOA	Wisconsin Government Finance Officers Association
WI IAAI CHAPTER 25	Wisconsin Chapter of the International Association of Arson Investigators
WISCONSIN CHAPTER IAEI	Wisconsin Chapter International Association of Electrical Inspectors
WISCONSIN STATE SHRM COUNCIL	Wisconsin State Society for Human Resources Management
WMC FOUNDATION	Wisconsin Manufacturers & Commerce Foundation

<u>FUND</u>	<u>DESCRIPTION</u>	<u>GENERAL FUND ACCOUNT GROUPS</u>	
100	GENERAL FUND	100-4XXX-XXX	REVENUES
202	PARK DEDICATION		
207	CABLE	100-5XXX-XXX	EXPENDITURES
213	RECYCLING	-51	GENERAL GOVERNMENT
221	POLICE TRAINING	-511	MAYOR & COUNCIL
222	DRUG ENFORCEMENT	-512	MUNICIPAL COURT
225	CEDA	-513	LEGAL & PROFESSIONAL SERVICES
250	LIBRARY	-5141	ADMINISTRATION & HUMAN RESOURCES
		-5142	CLERKS OFFICE
300	DEBT SERVICE	-5145	INFORMATION SYSTEMS
		-5146	MPSISC - POLICE INFO SYSTEMS
400	CAPITAL PROJECTS	-5152	FINANCE
404	TID #4 - PROMEGA/KELLY	-5153	ASSESSING
406	TID #6 - ORCHARD POINTE	-5154	INSURANCE
407	TID #7 - NO. FISH HATCHERY ROAD	-516	BUILDINGS & GROUNDS
408	TID #8 - BROWN DEVELOPMENT	-519	INTERDEPARTMENTAL
600	WATER & SEWER UTILITY	-52	PUBLIC SAFETY
601	STORMWATER UTILITY	-521	POLICE
		-522	FIRE
		-524	BUILDING INSPECTION
		-529	OTHER PUBLIC SAFETY
		-53	PUBLIC WORKS
		-530	PUBLIC WORKS
		-535	MASS TRANSIT
		-54	HEALTH & HUMAN SERVICES
		-546	SENIOR CITIZENS PROGRAMS
		-55	CULTURE, RECREATION & EDUCATION
		-551	COMMUNITY CENTER
		-552	PARKS
		-553	RECREATION & LEISURE
		-56	CONSERVATION & DEVELOPMENT
		-563	PLANNING & ZONING
		-567	ECONOMIC DEVELOPMENT
		-59	OTHER FINANCING SOURCES
		-592	TRANSFERS TO OTHER FUNDS

Sue Entered

Report Criteria:
Invoice Detail Input Date = 04/28/2015

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
04/28/2015							
52 SPRINT PRINT							
3260829778	1	YELLOW CARD STOCK	03/24/2015	10.75	04/15	100-5240-340	0
3260829778	2	POSTIT FLAGS & DIVIDERS	03/24/2015	41.38	04/15	100-5190-310	0
41044	1	ENVELOPES	04/16/2015	122.36	04/15	600-5905-100	0
41044	2	ENVELOPES	04/16/2015	122.35	04/15	600-5851-200	0
41044	3	ENVELOPES	04/16/2015	122.35	04/15	601-5921-300	0
41045	1	ENVELOPES	04/16/2015	174.57	04/15	600-5905-100	0
41045	2	ENVELOPES	04/16/2015	174.57	04/15	600-5851-200	0
41045	3	ENVELOPES	04/16/2015	174.56	04/15	601-5921-300	0
Total SPRINT PRINT:				<u>942.89</u>			
04/28/2015							
4004 SRF CONSULTING GROUP INC							
08679.00-5	1	TRANSIT STUDY FINAL PAYMENT	04/23/2015	23.70	04/15	400-5711-019	0
Total SRF CONSULTING GROUP INC:				<u>23.70</u>			
04/28/2015							
1826 STAPLES ADVANTAGE							
3260791904	1	OFFICE SUPPLIES	03/22/2015	5.29	04/15	100-5210-310	0
3260829775	1	Q5950A TONER 3RD FL	03/24/2015	130.39	04/15	100-5190-310	0
3260829775	2	Q49A TONER - SR CTR	03/24/2015	60.39	04/15	100-5460-310	0
3260829775	3	OFFICE SUPPLIES	03/24/2015	42.06	04/15	100-5190-310	0
3260829775	4	FLOOR MATS	03/24/2015	353.92	04/15	100-5165-360	0
3260829776	1	TYVEK ENVELOPES	03/24/2015	66.17	04/15	100-5300-310	0
3261066614	1	OFFICE SUPPLIES	03/27/2015	119.68	04/15	100-5210-310	0
3261224550	1	OFFICE SUPPLIES	03/28/2015	135.25	04/15	100-5210-310	0
3261224550	2	TONER CARTRIDGES	03/28/2015	60.39	04/15	100-5210-340	0
3262593024	1	OFFICE SUPPLIES	04/07/2015	67.63	04/15	250-5511-310	0
Total STAPLES ADVANTAGE:				<u>1,041.17</u>			
04/28/2015							
6999 STATE EMPLOYMENT RELATIONS							
067072	1	SERGEANT PROMOTIONAL EXAM	04/21/2015	175.00	04/15	100-5141-251	0
067092	1	POLICE OFFICER EXAM	04/21/2015	2,053.00	04/15	100-5141-253	0
Total STATE EMPLOYMENT RELATIONS:				<u>2,228.00</u>			
04/28/2015							
32 STRAND ASSOCIATES							
111192	1	VERONA ROAD - UTILITY RELOCATIONS DESIG	04/10/2015	16,056.31	04/15	600-10727	0
Total STRAND ASSOCIATES:				<u>16,056.31</u>			
04/28/2015							
238 STREICHERS PROFESSIONAL							
11145395	1	POEHNELT - UNIFORM	04/02/2015	27.99	04/15	100-5210-323	0
Total STREICHERS PROFESSIONAL:				<u>27.99</u>			

check voided entry & re-issued 4/30 > wrong vendor

CR# 110777

A2

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
04/28/2015							
4130 SUPERIOR LAMP INC							
S2871638-01	1	10 YEAR LIGHT TUBES FOR SHOP	04/09/2015	198.26	04/15	100-5164-360	0
S2871638-01	2	TAX EXEMPT	04/09/2015	10.34	04/15	100-5164-360	0
Total SUPERIOR LAMP INC:				187.92			
04/28/2015							
2368 TDS							
6082704200 APR 2015	1	CITY HALL	04/19/2015	311.57	04/15	100-5145-365	0
6082704200 APR 2015	2	POLICE DEPT	04/19/2015	469.28	04/15	100-5210-365	0
6082704200 APR 2015	3	UTILITY	04/19/2015	55.98	04/15	600-5921-100	0
6082704200 APR 2015	4	UTILITY - SEWER	04/19/2015	31.59	04/15	600-5851-200	0
6082704200 APR 2015	5	COMMUNITY CENTER	04/19/2015	14.84	04/15	100-5530-365	0
6082704200 APR 2015	6	SENIOR CENTER	04/19/2015	29.72	04/15	100-5460-365	0
6082704200 APR 2015	7	FACT	04/19/2015	22.26	04/15	207-5570-365	0
6082704200 APR 2015	8	PUBLIC WORKS	04/19/2015	51.93	04/15	100-5300-365	0
6082704200 APR 2015	9	BUILDING INSPECTION	04/19/2015	23.97	04/15	100-5165-365	0
6082704200 APR 2015	10	FIRE	04/19/2015	450.45	04/15	100-5220-365	0
6082704200 APR 2015	11	COMMUNITY CENTER	04/19/2015	56.56	04/15	100-5514-365	0
6082704200 APR 2015	12	MAINTENANCE FACILITY	04/19/2015	62.82	04/15	100-5164-365	0
6082704200 APR 2015	13	ELECTION	04/19/2015	11.50	04/15	100-5142-390	0
6082704200 APR 2015	14	LIBRARY	04/19/2015	190.46	04/15	250-5511-365	0
6082704200 APR 2015	15	BUILDINGS & GROUNDS	04/19/2015	27.92	04/15	100-5161-365	0
Total TDS:				1,810.85			
04/28/2015							
4129 TORREY, AMY							
041515	1	LIBRARY REFUND	04/28/2015	21.99	04/15	250-5511-390	0
Total TORREY, AMY:				21.99			
04/28/2015							
1829 UWEX CENTER FOR LAND USE EDUCATION							
3261224554	1	OFFICE SUPPLIES	03/28/2015	198.91	04/15	100-5210-340	0
Total UWEX CENTER FOR LAND USE EDUCATION:				198.91			
04/28/2015							
889 VERONA, TOWN OF							
1-07/3/2015	1	TOWN OF VERONA R/W PERMIT FOR FITCHRO	04/03/2015	25.00	04/15	600-10729	0
Total VERONA, TOWN OF:				25.00			
04/28/2015							
3020 VISA - 4821							
041515	1	TARGET - TEEN PROGRAMMING	04/15/2015	41.38	04/15	250-5511-340	0
041515	2	GLASS NICKEL - TEEN PROGRAM	04/15/2015	33.81	04/15	250-5511-240	0
041515	3	NETFLIX - SUBSCRIPTION	04/15/2015	11.99	04/15	250-5511-387	0
041515	4	IDVILLE - BADGE REELS	04/15/2015	167.50	04/15	250-5511-340	0
041515	5	TOPPERS - TEEN PROGRAMMING	04/15/2015	87.00	04/15	250-5511-340	0
041515	6	TARGET - KIDS PROGRAMMING	04/15/2015	20.09	04/15	250-5511-340	0
041515	7	TARGET - KIDS PROGRAMMING	04/15/2015	17.47	04/15	250-5511-340	0
Total VISA - 4821:				379.24			

Voided Ck + Entry Wrong Vendor

CK# 110786

Kim Enterol

Report Criteria:

Invoice Detail.Input Date = 04/29/2015

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
04/29/2015							
1735 A T & T							
2222647206	1	APR15 MO SERV CHG FOR IP VIDEO CIRCUIT	04/11/2015	532.00	04/15	100-5220-365	0
Total A T & T:				532.00			
04/29/2015							
3589 A.M. LEONARD INC							
C115037440	1	FORESTRY SUPPLIES	04/01/2015	71.97	04/15	100-5520-340	0
C115045128	1	FORESTRY SUPPLIES	04/10/2015	139.95	04/15	100-5520-340	0
Total A.M. LEONARD INC:				211.92			
04/29/2015							
50 ALLIANT ENERGY/WPL							
530845-001_APR15	1	FS#2 ELECTRIC BILL	04/16/2015	1,202.38	04/15	100-5163-365	0
715006-00_APR15	1	CTH MM TOWER ELECTRIC BILL	04/16/2015	374.60	04/15	100-5290-269	0
Total ALLIANT ENERGY/WPL:				1,576.98			
04/29/2015							
1982 AMAZON							
000865745822	1	IPAD CABLES	04/06/2015	59.97	04/15	250-5511-245	0
003430255084	1	1000 BOOKS - FOLDERS	04/04/2015	66.88	04/15	250-5511-340	0
003439561932	1	1000 BOOKS - FOLDERS	04/04/2015	60.90	04/15	250-5511-340	0
022847337243	1	E-BOOK	04/07/2015	13.28	04/15	250-5511-387	0
037408522951	1	E-BOOK	04/07/2015	11.59	04/15	250-5511-387	0
058113629914	1	E-BOOK	04/07/2015	14.75	04/15	250-5511-387	0
075973123380	1	E-BOOK	04/07/2015	11.59	04/15	250-5511-387	0
097859000761	1	E-BOOK	04/07/2015	8.37	04/15	250-5511-387	0
135105632859	1	E-BOOK	04/07/2015	11.59	04/15	250-5511-387	0
137716598503	1	E-BOOK	04/07/2015	11.47	04/15	250-5511-387	0
139381218131	1	YS-BOOKSTART SUPPLIES	04/01/2015	21.77	04/15	250-5511-340	0
139381907168	1	YS-BOOKSTART SUPPLIES	04/01/2015	21.77	04/15	250-5511-340	0
139382550460	1	YS-BOOKSTART SUPPLIES	04/01/2015	21.77	04/15	250-5511-340	0
139383099926	1	YS-BOOKSTART SUPPLIES	04/01/2015	21.77	04/15	250-5511-340	0
139384001099	1	YS SUPPLIES	04/06/2015	28.55	04/15	250-5511-340	0
139386963153	1	YS-BOOKSTART SUPPLIES	04/01/2015	21.77	04/15	250-5511-340	0
139388267986	1	YS-BOOKSTART SUPPLIES	04/01/2015	21.77	04/15	250-5511-340	0
155862827206	1	E-BOOK	04/07/2015	11.59	04/15	250-5511-387	0
172024890662	1	E-BOOK	04/07/2015	15.81	04/15	250-5511-387	0
210799972485	1	E-BOOK	04/07/2015	9.99	04/15	250-5511-387	0
226324314208	1	E-BOOK	04/07/2015	7.37	04/15	250-5511-387	0
245016758005	1	E-BOOK	04/07/2015	8.58	04/15	250-5511-387	0
249532157252	1	E-BOOK	04/07/2015	12.63	04/15	250-5511-387	0
253865066005	1	E-BOOK	04/07/2015	13.70	04/15	250-5511-387	0
256315063838	1	E-BOOK	04/07/2015	10.32	04/15	250-5511-387	0
258916462703	1	PAPER-YS	04/01/2015	27.80	04/15	250-5511-340	0
283573537004	1	E-BOOK	04/07/2015	14.34	04/15	250-5511-387	0
286181304400	1	E-BOOK	04/07/2015	15.81	04/15	250-5511-387	0
287464886301	1	E-BOOK	04/07/2015	12.65	04/15	250-5511-387	0
290272577831	1	IPAD CABLES	03/10/2015	35.00	04/15	250-5511-245	0
290943636661	1	E-BOOK	04/07/2015	10.54	04/15	250-5511-387	0
291538498649	1	E-BOOK	04/07/2015	14.16	04/15	250-5511-387	0

A4

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
04/28/2015							
8540 WERNER ELECTRIC SUPPLY							
S4462981.001	1	COUNCIL/MAYOR NAME PLATES	04/17/2015	51.16	04/15	100-5110-310	0
Total WERNER ELECTRIC SUPPLY:				51.16			
04/28/2015							
1110 WI DEPT OF AG TRADE &							
04202015	1	WEIGHTS & MEASURES INSP 7/1/14 - 6/30/15	04/20/2015	3,600.00	04/15	100-5290-265	0
Total WI DEPT OF AG TRADE & :				3,600.00			
04/28/2015							
15150 WI STATE LABORATORY OF HYGIENE							
411746	1	WATER TESTING	04/10/2015	40.00	04/15	600-5642-100	0
Total WI STATE LABORATORY OF HYGIENE:				40.00			
04/28/2015							
1796 WI VET DIAGNOSTIC LAB							
102096	1	VET DIAGNOSTIC FOR CASE 15-2910	04/01/2015	103.00	04/15	100-5210-384	0
Total WI VET DIAGNOSTIC LAB:				103.00			
04/28/2015							
552 WISCONSIN TECHNOLOGY COUNCIL							
WTC-2307	1	WIN MEMBERSHIP	02/04/2015	2,500.00	04/15	225-5610-320	0
Total WISCONSIN TECHNOLOGY COUNCIL:				2,500.00			
Grand Totals:				29,238.13			

Report GL Period Summary

Vendor number hash: 72897
 Vendor number hash - split: 135863
 Total number of invoices: 25
 Total number of transactions: 55

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	29,238.13	29,238.13
Grand Totals:	29,238.13	29,238.13

Report Criteria:

Invoice Detail.Input Date = 04/28/2015

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
Total AMAZON:				649.85			
04/29/2015							
4126 ARATA-FRATTA, JULIA							
04202015-4126	1	REIMBURSEMENT FOR 2015 LOCAL GVMNT RE	04/20/2015	65.00	04/15	100-5110-325	0
Total ARATA-FRATTA, JULIA:				65.00			
04/29/2015							
4127 AT&T SERVICE							
202377215001	1	OLD MAINT BUILDING	05/27/2014	128.41	04/15	100-5145-365	0
Total AT&T SERVICE:				128.41			
04/29/2015							
3290 BAKER AND TAYLOR							
2030493056	1	ADULT PRINT	04/03/2015	330.43	04/15	250-5511-387	0
2030493057	1	ADULT PRINT	04/03/2015	16.09	04/15	250-5511-387	0
2030493058	1	ADULT PRINT	04/03/2015	35.86	04/15	250-5511-387	0
2030497840	1	ADULT PRINT	04/06/2015	51.64	04/15	250-5511-387	0
2030497841	1	ADULT PRINT	04/06/2015	276.87	04/15	250-5511-387	0
2030497842	1	ADULT PRINT	04/06/2015	49.59	04/15	250-5511-387	0
2030497843	1	ADULT PRINT	04/06/2015	15.56	04/15	250-5511-387	0
2030497844	1	ADULT PRINT	04/06/2015	13.57	04/15	250-5511-387	0
2030497845	1	ADULT PRINT	04/06/2015	79.75	04/15	250-5511-387	0
2030497846	1	ADULT PRINT	04/06/2015	13.59	04/15	250-5511-387	0
2030497847	1	ADULT PRINT	04/06/2015	70.38	04/15	250-5511-387	0
Total BAKER AND TAYLOR:				953.33			
04/29/2015							
4125 BAMLETT, ANDREW							
041215_MEALS	1	4-12-15 MEAL & TRANSPORT REIMBURSEMENT	04/27/2015	47.00	04/15	207-5570-325	0
041215-HOTEL	1	HOTEL REIMBURSEMENT	04/27/2015	89.60	04/15	207-5570-325	0
41315_MEALS	1	4/13/15 MEAL REIMBURSEMENT	04/27/2015	66.00	04/15	207-5570-325	0
41415_MEALS	1	4-14-15 MEAL & TRANS REIMBURSEMENT	04/27/2015	71.00	04/15	207-5570-325	0
41515_MEAL	1	4-15-15 MEAL REIMBURSEMENT DURING TRAV	04/27/2015	9.00	04/15	207-5570-325	0
Total BAMLETT, ANDREW:				282.60			
04/29/2015							
5968 BAYCOM INC							
94988	1	MOBILE VIDEO CAMERA CABLE & SPEAKER	04/15/2015	43.50	04/15	100-5210-350	0
Total BAYCOM INC:				43.50			
04/29/2015							
2293 BOND TRUST SERVICES CORP							
25031	1	PAYING AGENT FEE FOR 2011A GO BOND	04/15/2015	350.00	04/15	300-5832-000	0
Total BOND TRUST SERVICES CORP:				350.00			
04/29/2015							
3292 BRODART							
B3859656	1	YOUTH PRINT	04/03/2015	79.29	04/15	250-5511-387	0
B3859657	1	YOUTH PRINT	04/03/2015	24.93	04/15	250-5511-387	0

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CITY OF FITCHBURG

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Input Dates: 4/29/2015 - 4/29/2015Page: 3
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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
B3859658	1	YOUTH PRINT	04/03/2015	25.19	04/15	250-5511-387	0
B3859659	1	YOUTH PRINT	04/03/2015	25.73	04/15	250-5511-387	0
B3859660	1	YOUTH PRINT	04/03/2015	96.46	04/15	250-5511-387	0
B3862326	1	YOUTH PRINT	04/06/2015	28.22	04/15	250-5511-387	0
B3862327	1	YOUTH PRINT	04/06/2015	109.35	04/15	250-5511-387	0
B3862328	1	YOUTH PRINT	04/06/2015	20.69	04/15	250-5511-387	0
B3862329	1	YOUTH PRINT	04/06/2015	11.44	04/15	250-5511-387	0
B3862330	1	YOUTH PRINT	04/06/2015	82.02	04/15	250-5511-387	0
B3863468	1	YOUTH PRINT	04/07/2015	60.38	04/15	250-5511-387	0
B3863469	1	YOUTH PRINT	04/07/2015	19.03	04/15	250-5511-387	0
B3863470	1	YOUTH PRINT	04/07/2015	222.17	04/15	250-5511-387	0
B3863471	1	YOUTH PRINT	04/07/2015	125.76	04/15	250-5511-387	0
B3863472	1	YOUTH PRINT	04/07/2015	26.33	04/15	250-5511-387	0
Total BRODART:				956.99			
04/29/2015							
6391 CAPITAL NEWSPAPERS							
1250631	1	WSJ AD RFP - LACY RD	04/06/2015	30.29	04/15	100-5300-250	0
1252256	1	ANTON DR PROPOSAL - NOTICE REQ	04/13/2015	32.31	04/15	100-5630-250	0
Total CAPITAL NEWSPAPERS:				62.60			
04/29/2015							
5125 CDW GOVERNMENT INC							
TP01254	1	SCANJET 5590 - RECORDS	04/02/2015	239.76	04/15	400-5722-105	0
Total CDW GOVERNMENT INC:				239.76			
04/29/2015							
5813 CHALLENGER TEAMWEAR							
0593676	1	SOCCER JERSEYS	04/10/2015	1,586.50	04/15	100-5530-387	0
Total CHALLENGER TEAMWEAR:				1,586.50			
04/29/2015							
2319 CHARTER COMMUNICATIONS							
0072028_APR15	1	FS#2 CABLE SERV - ACCT#8245-11-765-0072028	04/17/2015	84.42	04/15	100-5220-365	0
0087299-APR15	1	FS#1-CABLE SERV-ACCT#8245-11-765-0087299	04/18/2015	90.73	04/15	100-5220-365	0
Total CHARTER COMMUNICATIONS:				175.15			
04/29/2015							
3538 CIVICPLUS							
153805	1	CITY HALL	04/01/2015	1,828.03	04/15	100-5145-245	0
153805	2	WATER UTILITY	04/01/2015	60.93	04/15	600-5921-100	0
153805	3	SEWER UTILITY	04/01/2015	60.93	04/15	600-5851-201	0
153805	4	STORMWATER	04/01/2015	60.93	04/15	601-5930-301	0
153805	5	STREETS	04/01/2015	335.14	04/15	100-5145-245	0
153805	6	RECYCLING	04/01/2015	30.47	04/15	213-5362-245	0
153805	7	FACTTV	04/01/2015	152.34	04/15	207-5570-340	0
153805	8	CEDA(PLUS HEADER PKG)	04/01/2015	966.00	04/15	225-5610-391	0
153805	9	LIBRARY(PLUS HDR PKG)	04/01/2015	2,001.88	04/15	250-5511-245	0
153970	1	SEN CENTER (PLUS HDR PKG)	04/01/2015	161.00	04/15	100-5460-290	0
153970	2	REC(PLUS HDR PKG)	04/01/2015	161.00	04/15	100-5520-340	0
153970	3	PARKS (PLUS HDR PKG)	04/01/2015	161.00	04/15	100-5530-340	0
153970	4	POLICE (PLUS HDR PKG)	04/01/2015	2,252.33	04/15	100-5210-245	0

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
153970	5	FIRE (PLUS HDR PKG)	04/01/2015	2,617.93	04/15	100-5220-245	0
Total CIVICPLUS:				10,849.91			
04/29/2015							
1213 COACHS LOCKER, THE							
925206	1	SOCCER PINNIES	04/17/2015	70.00	04/15	100-5530-387	0
Total COACHS LOCKER, THE:				70.00			
04/29/2015							
207 CONNEY SAFETY PRODUCTS							
04911724	1	FLOOR ABSORBANT	04/16/2015	30.18	04/15	100-5166-350	0
Total CONNEY SAFETY PRODUCTS:				30.18			
04/29/2015							
15036 CTW CORPORATION							
22463	1	WELL 10 PULL & EVALUATE PUMP & COLUMN C	04/17/2015	4,600.00	04/15	600-5614-100	0
Total CTW CORPORATION:				4,600.00			
04/29/2015							
3332 DAN POWERS COMPANY LLC							
363	1	EXT 251 CHANGES/FAX AT MAINT FIX/CLEAR A	04/14/2015	321.25	04/15	100-5145-365	0
Total DAN POWERS COMPANY LLC:				321.25			
04/29/2015							
1022 DANE COUNTY CIRCUIT COURT							
15HH04122	1	COPIES OF CASE 15-5982	04/09/2015	3.75	04/15	100-5210-384	0
Total DANE COUNTY CIRCUIT COURT:				3.75			
04/29/2015							
1833 DANE COUNTY CLERK							
2015-3	1	APRIL ELECTION COSTS - BALLOTS & CODING	04/16/2015	1,695.33	04/15	100-5142-390	0
Total DANE COUNTY CLERK:				1,695.33			
04/29/2015							
5390 DANE COUNTY TREASURER							
26348	1	IN-SERVICE FIREARMS RANGE USE	04/17/2015	390.00	04/15	100-5210-383	0
Total DANE COUNTY TREASURER:				390.00			
04/29/2015							
8292 DCCVA							
MAY62015	1	DCCVA ANNUAL MEETING - MAYOR	04/27/2015	40.00	04/15	100-5120-325	0
MAY62015	2	DCCVA ANNUAL DINNER MEETING/ROACH	04/27/2015	40.00	04/15	100-5141-325	0
Total DCCVA:				80.00			
04/29/2015							
73 DECKER SUPPLY CO INC							
886341	1	RR CROSSING BEACON BATTERIES	04/21/2015	50.40	04/15	100-5300-370	0

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
Total DECKER SUPPLY CO INC:				50.40			
04/29/2015							
5020 DELGADO, VICTOR							
530572	1	INTERPRET FOR COURT	04/23/2015	30.00	04/15	100-5120-290	0
Total DELGADO, VICTOR:				30.00			
04/29/2015							
6105 DELTA DENTAL							
789868	1	DENTAL INS PREM - MAY 2015	04/16/2015	12,962.35	04/15	100-21740	0
792928	1	VISION INS PREM - MAY 2015	04/16/2015	909.72	04/15	100-21780	0
Total DELTA DENTAL:				13,872.07			
04/29/2015							
3939 DODGE, MISTY							
042315-3939	1	WGFOA CONF - DINNER REIMBURSE	04/23/2015	29.00	04/15	100-5152-325	0
Total DODGE, MISTY:				29.00			
04/29/2015							
444 DORN TRUE VALUE							
0619178/1	1	BATTERIES FOR LOCATOR	04/21/2015	29.98	04/15	100-5300-350	0
069260/1	1	SHOP SUPPLIES	04/24/2015	7.44	04/15	100-5300-350	0
Total DORN TRUE VALUE:				37.42			
04/29/2015							
3534 DOUBLE D SERVICES							
61553	1	PARTS TO SERVICE SKIDLOADER TRAILER	04/22/2015	77.07	04/15	100-5300-350	0
Total DOUBLE D SERVICES:				77.07			
04/29/2015							
2682 DUCK SOUP SIGNS & DESIGN LLC							
12952	1	LIBRARY SIGNS	04/14/2015	309.00	04/15	250-5511-350	0
Total DUCK SOUP SIGNS & DESIGN LLC:				309.00			
04/29/2015							
3361 ECOLOGICAL TONER & SERVICE							
27835	1	HPLJ DRAWER THREE FIX	04/20/2015	85.00	04/15	100-5145-210	0
Total ECOLOGICAL TONER & SERVICE:				85.00			
04/29/2015							
4006 FINLEY, JACKIE							
ZUMBA_FEB&APR	1	ZUMBA INSTRUCTION	04/21/2015	700.00	04/15	100-5460-387	0
Total FINLEY, JACKIE:				700.00			
04/29/2015							
5461 FIRST SUPPLY MADISON							
6417433-00	1	WELL 10 MAINTENANCE	04/13/2015	47.56	04/15	600-5614-100	0

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
Total FIRST SUPPLY MADISON:				47.56			
04/29/2015							
4655 FOREMOST PROMOTIONS							
293260	1	CRIME PREVENTION SUPPLIES	04/07/2015	1,069.20	04/15	100-5210-345	0
Total FOREMOST PROMOTIONS:				1,069.20			
04/29/2015							
4131 FOUNDATION BUSINESS SYSTEMS LLC							
150120	1	PERMITRACK QTRLY USAGE FEE	04/01/2015	267.00	04/15	601-5930-301	0
Total FOUNDATION BUSINESS SYSTEMS LLC:				267.00			
04/29/2015							
1025 FUN PLAY INFLATABLES							
1348	1	2014 HOLIDAY PARTY	12/07/2014	350.00	04/15	400-5700-345	0
Total FUN PLAY INFLATABLES:				350.00			
04/29/2015							
1320 G & K SERVICES							
1019325493	1	TOWEL AND MAT	04/23/2015	108.98	04/15	100-5164-350	0
1019325494	1	UNIFORMS RENTAL - UTILITY	04/23/2015	13.49	04/15	600-5926-100	0
1019325494	2	UNIFORMS RENTAL - UTILITY	04/23/2015	13.50	04/15	600-5854-200	0
1019325494	3	UNIFORM RENTAL - PARKS	04/23/2015	42.63	04/15	100-5520-323	0
1019325494	4	UNIFORMS RENTAL - STREETS	04/23/2015	61.43	04/15	100-5300-323	0
Total G & K SERVICES:				240.03			
04/29/2015							
2829 GFC LEASING							
100221446	1	COPIER LEASE PYMT #48 OF 60	04/20/2015	1,190.00	04/15	250-5511-355	0
Total GFC LEASING:				1,190.00			
04/29/2015							
115 GORDON FLESCH							
IN11127397	1	COPIER METER CHARGES	04/06/2015	70.43	04/15	100-5210-355	0
Total GORDON FLESCH:				70.43			
04/29/2015							
22 HARDER CORP							
M131455	1	CLEANING & MAINT ITEMS FOR FS#1	04/15/2015	229.91	04/15	100-5162-350	0
M131455	2	CLEANING & MAINT ITEMS FOR FS#2	04/15/2015	229.91	04/15	100-5163-350	0
M131462	1	CUSTODIAL SUPPLIES	04/15/2015	1,156.26	04/15	100-5165-360	0
Total HARDER CORP:				1,616.08			
04/29/2015							
15063 HAWKINS INC							
3712696	1	CHEMICALS	04/06/2015	2,136.08	04/15	600-5641-100	0
Total HAWKINS INC:				2,136.08			

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
04/29/2015							
1411 HD SUPPLY WATERWORKS LTD							
D747051	1	160 - 3/4" IPERL MTRS & 2 MXU'S	04/06/2015	16,998.00	04/15	600-10722	0
Total HD SUPPLY WATERWORKS LTD:				16,998.00			
04/29/2015							
498 INTERNATIONAL ECONOMIC DEV COUNCIL							
JUNE7-9 CONF	1	IEDC CONFERENCE - ZIMMERMAN/FREY	04/23/2015	1,250.00	04/15	100-5670-325	0
Total INTERNATIONAL ECONOMIC DEV COUNCIL:				1,250.00			
04/29/2015							
139 INTERSTATE BILLING SERVICE							
458323	1	\$67 - BRAKE REPAIR	04/20/2015	225.42	04/15	100-5210-335	0
Total INTERSTATE BILLING SERVICE:				225.42			
04/29/2015							
4128 JACKSON, AMANDA							
042015-4128	1	REFUND OF FOUND-LOST-PD ITEM	04/20/2015	10.00	04/15	250-5511-390	0
Total JACKSON, AMANDA:				10.00			
04/29/2015							
39 JEFFERSON FIRE & SAFETY							
215463	1	LABOR SCBA AIR BOTTLE HYDROSTATIC TEST	04/17/2015	45.00	04/15	100-5220-240	0
Total JEFFERSON FIRE & SAFETY:				45.00			
04/29/2015							
4120 JIMENEZ, JESSICA							
042315-4120	1	REIMBURSE TAX INTERCEPT OVERPYMT	04/23/2015	120.00	04/15	100-4510-000	0
Total JIMENEZ, JESSICA:				120.00			
04/29/2015							
3385 JOHN DEERE LANDSCAPES							
71271138	1	EAB TREATING SUPPLIES	04/10/2015	5,448.90	04/15	400-5766-221	0
Total JOHN DEERE LANDSCAPES:				5,448.90			
04/29/2015							
1570 JSD PROFESSIONAL SERVICES INC							
7	1	NOVATION CAMPUS RD IMPROVEMENTS	03/27/2015	309.50	04/15	400-5733-370	0
Total JSD PROFESSIONAL SERVICES INC:				309.50			
04/29/2015							
1038 MADISON COLLEGE							
38335	1	BASIC DRUG ID - WALKER	04/13/2015	29.67	04/15	221-5210-325	0
38349	1	USE OF FORCE - LAHA	04/14/2015	29.67	04/15	221-5210-325	0
5/9/2015_EXAM	1	DRIVER OPERATOR PUMPER STATE PRACTICA	04/24/2015	320.00	04/15	100-5220-325	0
Total MADISON COLLEGE:				379.34			

All

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
04/29/2015							
47 MADISON RECHARGING SERVICE							
15041011	1	FIRE EXTINGUISHER INSPECT STREETS	04/10/2015	272.07	04/15	100-5164-240	0
15041011	2	FIRE EXTINGUISHER INSPECT - PARKS	04/10/2015	121.60	04/15	100-5520-360	0
15041011	3	FIRE EXTINGUISHER INSPECT - UTILITY	04/10/2015	59.68	04/15	600-5828-200	0
15041011	4	FIRE EXTINGUISHER INSPECT - UTILITY	04/10/2015	59.68	04/15	600-5932-100	0
Total MADISON RECHARGING SERVICE:				513.03			
04/29/2015							
935 MADISON TOP CO							
32670	1	EARTH DAY/BIRD DAY ACTIVITIES	04/16/2015	567.00	04/15	100-5520-340	0
Total MADISON TOP CO:				567.00			
04/29/2015							
626 MADISON TREASURER , CITY OF							
442	1	2ND QTR FIRE PROTECTION	04/06/2015	285.00	04/15	600-5602-100	0
Total MADISON TREASURER , CITY OF:				285.00			
04/29/2015							
6849 MENARDS							
96786	1	8PK LITHIUM BATTERIES FOR DECK GUNS ON	04/18/2015	16.84	04/15	100-5220-340	0
Total MENARDS:				16.84			
04/29/2015							
151 MENARDS CASHWAY LUMBER -MONONA							
70932	1	MAINTENANCE SUPPLIES	04/14/2015	35.33	04/15	100-5514-360	0
70932	2	BULLETIN BD MATERIAL	04/14/2015	75.65	04/15	250-5511-350	0
70968	1	SUPPLIES FOR COTTON WOOD REPAIR	04/15/2015	145.56	04/15	400-5733-463	0
71309	1	SUPPLIES TO INSTALL NEW BUS SHELTER	04/20/2015	102.83	04/15	100-5300-350	0
71322	1	SUPPLIES TO INSTALL NEW BUS SHELTER	04/20/2015	6.99	04/15	100-5300-350	0
Total MENARDS CASHWAY LUMBER -MONONA:				366.36			
04/29/2015							
55 MERITER HOSPITAL							
1060226300	1	OWI BLOOD DRAW - FP15-5026	03/22/2015	32.00	04/15	100-5210-384	0
Total MERITER HOSPITAL:				32.00			
04/29/2015							
3526 MIDWEST TAPE							
92749478	1	CD-DVD	04/15/2015	44.48	04/15	250-5511-387	0
Total MIDWEST TAPE:				44.48			
04/29/2015							
1380 MSA PROFESSIONAL SERVICES INC							
R07729022.0 #8	1	FITCHBURG ARROWHEAD SPOKE/SPROCKET	04/03/2015	356.10	04/15	406-5730-010	0
Total MSA PROFESSIONAL SERVICES INC:				356.10			
04/29/2015							

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
252 POLK DIESEL & MACHINE							
132450	1	ENGINE 11B - P&L REPAIR COOLANT LEAK	04/16/2015	1,793.21	04/15	100-5220-335	0
Total POLK DIESEL & MACHINE:				1,793.21			
04/29/2015							
4124 QUAMS							
6532	1	FH#1 WASHER REPLACEMENT	04/16/2015	749.00	04/15	100-5162-355	0
Total QUAMS:				749.00			
04/29/2015							
2242 QUICKFUEL							
814395	1	851.7 GAL DIESEL @ 2.94AVG	12/18/2014	2,506.38	04/15	100-5300-335	0
889228	1	360.1 GAL DIESEL @ 2.33AVG	04/18/2015	842.53	04/15	100-5300-335	0
889228	2	1696.7 GAL DIESEL @ 2.29AVG	04/18/2015	3,886.88	04/15	100-5300-335	0
Total QUICKFUEL:				7,235.79			
04/29/2015							
2650 R.N.O.W. INC							
2015-47649	1	INTAKE TUBE FOR SWEEPER	04/20/2015	1,419.28	04/15	601-5601-305	0
Total R.N.O.W. INC:				1,419.28			
04/29/2015							
6880 RED THE UNIFORM TAILOR							
00W59824	1	MARTHE - UNIFORM	03/31/2015	128.51	04/15	100-5210-323	0
OW59130A	1	SCHMIT - UNIFORM	03/31/2015	70.96	04/15	100-5210-323	0
OW59131B	1	BURI - UNIFORM	03/31/2015	36.98	04/15	100-5210-323	0
Total RED THE UNIFORM TAILOR:				236.45			
04/29/2015							
2238 RICOH USA INC							
5035616871	1	QTRLY B&W AND COLOR COPIES	04/19/2015	1,767.33	04/15	100-5300-355	0
Total RICOH USA INC:				1,767.33			
04/29/2015							
206 SAFETY-KLEEN SYSTEMS INC							
66475081	1	USED OIL FILTER REMOVAL	04/15/2015	80.00	04/15	213-5362-290	0
Total SAFETY-KLEEN SYSTEMS INC:				80.00			
04/29/2015							
1603 SCHOLASTIC INC							
SCHOLASTIC	1	BOOKS FOR 1000 BOOKS BEFORE KINDERGAR	04/11/2015	760.00	04/15	250-5511-340	0
Total SCHOLASTIC INC:				760.00			
04/29/2015							
52 SPRINT PRINT							
3260829778	3	YELLOW CARD STOCK	03/24/2015	10.75	04/15	100-5240-340	0
3260829778	4	POSTIT FLAGS & DIVIDERS	03/24/2015	41.38	04/15	100-5190-310	0
41044	4	ENVELOPES	04/16/2015	122.36	04/15	600-5905-100	0
41044	5	ENVELOPES	04/16/2015	122.35	04/15	600-5851-200	0

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
41044	6	ENVELOPES	04/16/2015	122.35-	04/15	601-5921-300	0
41045	4	ENVELOPES	04/16/2015	174.57-	04/15	600-5905-100	0
41045	5	ENVELOPES	04/16/2015	174.57-	04/15	600-5851-200	0
41045	6	ENVELOPES	04/16/2015	174.56-	04/15	601-5921-300	0
41104	1	DEMENTIA FRIENDLY FITCHBURG SAVE THE D	02/16/2015	113.00	04/15	400-5700-303	0
41104	2	DEMENTIA FRIENDLY FITCHBURG SAVE THE D	02/16/2015	113.00-	04/15	400-5700-303	0

Total SPRINT PRINT:

942.89-

04/29/2015
485 VISA - 2659

04/15/15	1	ACRYLIC SIGN HOLDERS (10)	03/16/2015	55.72	04/15	100-5520-350	0
04/15/15	2	TREE SURVEY - SURVEY MONKEY	03/16/2015	26.00	04/15	100-13100	0
04/15/15	3	LODGING FEE/DORN - NFPA SEMINAR PEWAUK	03/16/2015	66.99	04/15	100-5220-325	0
04/15/15	4	GIPAW ANNUAL MEMBERSHIP	03/16/2015	50.00	04/15	100-5145-325	0
04/15/15	5	POLY YARD WASTE BAGS - INV#184963	03/16/2015	378.00	04/15	213-5362-380	0
04/15/15	6	REFUND OF TRIP PROTECTION	03/16/2015	27.79-	04/15	100-13100	0
04/15/15	7	50 UDC SEALS INV#205738	03/16/2015	1,508.50	04/15	100-5240-340	0
04/15/15	8	WALMART BATTERIES & CANDY	03/16/2015	54.39	04/15	400-5700-303	0
04/15/15	9	WALMART SOAPS/DISINFECTANTS	03/16/2015	33.58	04/15	100-5460-386	0
04/15/15	10	WALMART - MIRROR	03/16/2015	26.96	04/15	100-5460-340	0
04/15/15	11	GORDON FOOD SERVICE	03/16/2015	78.85	04/15	400-5700-303	0
04/15/15	12	GORDON FOOD SERVICE - KITCHEN SUPPLIES	03/16/2015	264.40	04/15	100-5460-386	0
04/15/15	13	LAKE LAWN - SEWELL - PENDING CREDIT	03/16/2015	170.43	04/15	100-13100	0
04/15/15	14	HOTEL ROOM CHARGE - NAB	03/16/2015	60.48	04/15	207-5570-325	0
04/15/15	15	SECURITY LATCH	03/16/2015	202.23	04/15	100-5514-360	0
04/15/15	16	SAFETY JACKET - DROSTER	03/16/2015	110.59	04/15	100-5300-323	0
04/15/15	17	NETSPOT PRO WIRELESS ANALYZER-INV#AKD-	03/16/2015	149.00	04/15	400-5711-012	0
04/15/15	18	VISA INTERNATIONAL FEE - CLEVERBRIDGE.NE	03/16/2015	2.38	04/15	400-5711-012	0
04/15/15	19	IWOMEN - FIRE CHIEF POSTING	03/16/2015	125.00	04/15	100-5141-252	0
04/15/15	20	INT'L ASSOC OF FIRE CHIEFS-INV#R16642734	03/16/2015	295.00	04/15	100-5141-252	0
04/15/15	21	FIRE RESCUE MAGAZINE-INV#1554844	03/16/2015	230.00	04/15	100-5141-252	0

Total VISA - 2659:

3,860.71

04/29/2015
57 VISA - 5555

04152015	1	FBI DUES - BRECKLIN	03/16/2015	85.00	04/15	100-5210-320	0
04152015	2	SYENE DEPOT - CAR WASH	03/16/2015	8.00	04/15	100-5210-335	0
04152015	3	COMFORT SUITES - HOTEL EXPENSE - HOMICI	03/16/2015	231.00	04/15	100-5210-384	0
04152015	4	KWIK TRIP - GAS - HOMICIDE CASE 14-12129	03/16/2015	54.75	04/15	100-5210-384	0
04152015	5	HIXTON CLARK - GAS (HOMICIDE CASE 14-1212	03/16/2015	40.37	04/15	100-5210-384	0
04152015	6	STAMP MAKER - CUSTOM STAMPS	03/16/2015	129.90	04/15	100-5210-310	0
04152015	7	BADGER SPORTING GOODS - SPORT BALLS FO	03/16/2015	119.80	04/15	100-5210-345	0
04152015	8	AGENT FEE - FLIGHT BOOKING	03/16/2015	37.00	04/15	221-5210-325	0
04152015	9	SOUTHWEST - AIRFAIRE	03/16/2015	374.01	04/15	221-5210-325	0
04152015-2	1	MOUNDS - K9 SUPPLIES	04/06/2015	344.64	04/15	100-5210-392	0
04152015-2	2	DEPT OF JUSTICE - CONF. FEE- BATES/BLATTE	04/06/2015	150.00	04/15	100-5210-335	0
04152015-2	3	KALAHARI - HOTEL DEP/BLATTER	04/06/2015	70.00	04/15	221-5210-325	0
04152015-2	4	KALAHARI - HOTEL DEP/BATES	04/06/2015	70.00	04/15	221-5210-325	0

Total VISA - 5555:

1,714.47

Grand Totals:

93,671.67

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Vendor number hash: 408011
Vendor number hash - split: 475914
Total number of invoices: 150
Total number of transactions: 209

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	93,671.67	93,671.67
Grand Totals:	93,671.67	93,671.67

Report Criteria:
Invoice Detail.Input Date = 04/29/2015

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Finance Batch & Corrections

CITY OF FITCHBURG

Invoice Register - Jan's Proof
Input Dates: 4/30/2015 - 4/30/2015

Page: 1
May 05, 2015 01:45PM

Kim Entered

Report Criteria:
Invoice Detail Input Date = 04/30/2015

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
04/30/2015							
3921 DUO-GARD							
	7171	1 FISH HATCH TID 7 BUS SHELTER	04/10/2015	38,360.00	04/15	407-5730-007	0
	7171	2 ORCHARD POINTE TID 6 - BUS SHELTER	04/10/2015	38,360.00	04/15	406-5730-007	0
Total DUO-GARD:				<u>76,720.00</u>			
04/30/2015							
1411 HD SUPPLY WATERWORKS LTD							
	C981227	1 162-MXU'S AND 160 - 3/4" METERS	03/03/2015	32,838.00	04/15	600-10722	0
Total HD SUPPLY WATERWORKS LTD:				<u>32,838.00</u>			
04/30/2015							
52 SPRINT PRINT							
	41044-REISSUE	1 ENVELOPES	04/16/2015	122.36	04/15	600-5905-100	0
	41044-REISSUE	2 ENVELOPES	04/16/2015	122.35	04/15	600-5851-200	0
	41044-REISSUE	3 ENVELOPES	04/16/2015	122.35	04/15	601-5921-300	0
	41045-REISSUE	1 ENVELOPES	04/16/2015	174.57	04/15	600-5905-100	0
	41045-REISSUE	2 ENVELOPES	04/16/2015	174.57	04/15	600-5851-200	0
	41045-REISSUE	3 ENVELOPES	04/16/2015	174.56	04/15	601-5921-300	0
	41104-REISSUE	1 DEMENTIA FRIENDLY FITCHBURG SAVE THE D	02/16/2015	113.00	04/15	400-5700-303	0
Total SPRINT PRINT:				<u>1,003.76</u>			
04/30/2015							
1826 STAPLES ADVANTAGE							
	3260829778	1 YELLOW CARD STOCK - BLDG INSP	03/24/2015	10.75	04/15	100-5240-340	0
	3260829778	2 POST-IT FLAGS & DIVIDERS -GENERAL	03/24/2015	41.38	04/15	100-5190-310	0
	3261224554	1 TONER CARTRIDGES	03/28/2015	198.91	04/15	100-5210-340	0
Total STAPLES ADVANTAGE:				<u>251.04</u>			
04/30/2015							
1829 UWEX CENTER FOR LAND USE EDUCATION							
	3261224554	2 OFFICE SUPPLIES	03/28/2015	198.91-	04/15	100-5210-340	0
Total UWEX CENTER FOR LAND USE EDUCATION:				<u>198.91-</u>			
Grand Totals:				<u>110,613.89</u>			

CK# 110798

CK# 110799

Rvsq Entry

Report GL Period Summary

Vendor number hash: 10969
 Vendor number hash - split: 16924
 Total number of invoices: 8
 Total number of transactions: 14

Finance Batch = \$109,558.00
Correction Batch = \$1055.89
110,613.89

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Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	110,613.89	110,613.89
Grand Totals:	110,613.89	110,613.89

Report Criteria:
Invoice Detail Input Date = 04/30/2015

Weekly Batch 4/29 Started by Kim under 4/29
Sue helped entered under 4/28.

CK# 110710-110795 \$123,965.69

Finance Batch 4/30 entered by Kim

CK# 110796-110797 \$109,558.00

Corrections needed due to data entry error.

CK# 110798 \$1003.76 to Sprint Print

CK# 110799 \$251.04 to Staples.

Voided CK # 110786 \$198.91 Wrong Vendor

Voided CK # 110777 \$52.13 of Check belonged to
different Vendor.
Total: \$1055.89

Sue Entry total = 29,238.13

Kim Entry total = 93,671.67

Corr. Entry total = 1055.89

\$123,965.69

Report Criteria:
Invoice Detail.Input Date = 05/06/2015

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
05/06/2015							
1936 ADAPTIVE RESTORATION LLC							
4111523	1	PRAIRIE BURN GORMAN WAYSIDE	04/21/2015	448.59	05/15	100-5520-290	0
4111530	1	PRAIRIE BURNS GORMAN WAYSIDE	04/28/2015	601.50	05/15	100-5520-290	0
Total ADAPTIVE RESTORATION LLC:				1,050.09			
05/06/2015							
4134 AIR TEMPERATURE SERVICES INC							
105398	1	MCKEE SHELTER HEATING SYSTEM	04/25/2015	16,835.00	05/15	400-5766-212	0
Total AIR TEMPERATURE SERVICES INC:				16,835.00			
05/06/2015							
525 AXLEY BRYNELSON							
625301	1	LEGAL SERVICES - SSM	04/15/2015	1,051.55	05/15	100-5130-210	0
Total AXLEY BRYNELSON:				1,051.55			
05/06/2015							
5903 BADGER CONTRACTORS RENTAL & SUPPLY							
300800-0001	1	SPRAY PAINT FOR CONSTRUCTION MARKING	04/30/2015	206.57	05/15	100-5300-340	0
Total BADGER CONTRACTORS RENTAL & SUPPLY:				206.57			
05/06/2015							
18 BADGER WELDING							
3274398	1	CO2 GAS	04/20/2015	16.38	05/15	600-5675-100	0
Total BADGER WELDING:				16.38			
05/06/2015							
3290 BAKER AND TAYLOR							
2030518746	1	AUDIOBOOKS	04/10/2015	68.33	05/15	250-5511-387	0
2030518747	1	AUDIOBOOKS	04/10/2015	27.44	05/15	250-5511-387	0
2030518748	1	AUDIOBOOKS	04/10/2015	18.74	05/15	250-5511-387	0
2030522636	1	ADULT PRINT	04/13/2015	17.23	05/15	250-5511-387	0
2030522637	1	ADULT PRINT	04/13/2015	30.55	05/15	250-5511-387	0
2030522638	1	ADULT PRINT	04/13/2015	27.26	05/15	250-5511-387	0
2030522639	1	ADULT PRINT	04/13/2015	128.15	05/15	250-5511-387	0
2030522640	1	ADULT PRINT	04/13/2015	94.45	05/15	250-5511-387	0
2030522641	1	ADULT PRINT	04/13/2015	48.91	05/15	250-5511-387	0
2030522642	1	ADULT PRINT	04/13/2015	22.21	05/15	250-5511-387	0
2030522643	1	ADULT PRINT	04/13/2015	24.94	05/15	250-5511-387	0
2030522644	1	ADULT PRINT	04/13/2015	69.13	05/15	250-5511-387	0
2030522645	1	ADULT PRINT	04/13/2015	13.59	05/15	250-5511-387	0
2030522646	1	ADULT PRINT	04/13/2015	26.64	05/15	250-5511-387	0
2030522647	1	ADULT PRINT	04/13/2015	57.55	05/15	250-5511-387	0
2030522648	1	ADULT PRINT	04/13/2015	78.45	05/15	250-5511-387	0
2030522649	1	ADULT PRINT	04/13/2015	14.97	05/15	250-5511-387	0
2030522650	1	ADULT PRINT	04/13/2015	32.63	05/15	250-5511-387	0
2030522651	1	ADULT PRINT	04/13/2015	15.46	05/15	250-5511-387	0
2030522652	1	ADULT PRINT	04/13/2015	53.18	05/15	250-5511-387	0
2030522653	1	ADULT PRINT	04/13/2015	19.27	05/15	250-5511-387	0

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
2030522654	1	ADULT PRINT - NAH	04/13/2015	17.23	05/15	250-5511-387	0
2030542897	1	ADULT PRINT	04/17/2015	15.56	05/15	250-5511-387	0
2030542898	1	ADULT PRINT	04/17/2015	26.00	05/15	250-5511-387	0
2030542899	1	ADULT PRINT	04/17/2015	31.64	05/15	250-5511-387	0
2030542900	1	ADULT PRINT	04/17/2015	46.07	05/15	250-5511-387	0
2030542901	1	ADULT PRINT	04/17/2015	89.30	05/15	250-5511-387	0
2030542902	1	ADULT PRINT	04/17/2015	32.78	05/15	250-5511-387	0
2030542903	1	ADULT PRINT	04/17/2015	64.99	05/15	250-5511-387	0
2030542904	1	ADULT PRINT	04/17/2015	13.57	05/15	250-5511-387	0
2030542905	1	ADULT PRINT	04/17/2015	16.74	05/15	250-5511-387	0
2030542906	1	ADULT PRINT	04/17/2015	18.00	05/15	250-5511-387	0
2030542907	1	ADULT PRINT	04/17/2015	95.42	05/15	250-5511-387	0
2030542908	1	ADULT PRINT	04/17/2015	32.24	05/15	250-5511-387	0
2030542909	1	ADULT PRINT	04/17/2015	71.33	05/15	250-5511-387	0
2030542910	1	ADULT PRINT	04/17/2015	197.84	05/15	250-5511-387	0
2030542911	1	ADULT PRINT	04/17/2015	49.19	05/15	250-5511-387	0
2030542912	1	ADULT PRINT - NAH	04/17/2015	18.92	05/15	250-5511-387	0
2030552997	1	ADULT PRINT	04/21/2015	14.97	05/15	250-5511-387	0
2030552998	1	ADULT PRINT	04/21/2015	16.09	05/15	250-5511-387	0
2030552999	1	ADULT PRINT	04/21/2015	16.12	05/15	250-5511-387	0
2030553000	1	ADULT PRINT	04/21/2015	16.09	05/15	250-5511-387	0
2030553001	1	ADULT PRINT	04/21/2015	26.17	05/15	250-5511-387	0
2030553002	1	ADULT PRINT	04/21/2015	14.99	05/15	250-5511-387	0
2030553003	1	ADULT PRINT	04/21/2015	15.00	05/15	250-5511-387	0
2030553004	1	ADULT PRINT	04/21/2015	31.36	05/15	250-5511-387	0
2030553005	1	ADULT PRINT - NAH	04/21/2015	230.21	05/15	250-5511-387	0
M69909600	1	CD-DVD	04/13/2015	220.74	05/15	250-5511-387	0
M70297890	1	CD-DVD	04/17/2015	148.51	05/15	250-5511-387	0
M70404580	1	CD-DVD	04/20/2015	263.16	05/15	250-5511-387	0
Total BAKER AND TAYLOR:				2,739.31			
05/06/2015							
326 BEACON ATHLETICS							
0444004-IN	1	BALL FIELD SUPPLIES	03/24/2015	580.00	05/15	100-5520-340	0
Total BEACON ATHLETICS:				580.00			
05/06/2015							
2687 BRANDED IMAGE							
JK2120	1	MAGNETS FOR 1000 BOOKS	04/22/2015	100.80	05/15	250-5511-340	0
Total BRANDED IMAGE:				100.80			
05/06/2015							
3292 BRODART							
B3866020	1	YOUTH PRINT	04/19/2015	24.91	05/15	250-5511-387	0
B3866021	1	YOUTH PRINT - NAH	04/09/2015	19.66	05/15	250-5511-387	0
B3868497	1	YOUTH PRINT	04/13/2015	14.85	05/15	250-5511-387	0
B3868498	1	YOUTH PRINT	04/13/2015	22.24	05/15	250-5511-387	0
B3873578	1	YOUTH PRINT	04/17/2015	28.82	05/15	250-5511-387	0
B3873579	1	YOUTH PRINT	04/17/2015	38.42	05/15	250-5511-387	0
B3873580	1	YOUTH PRINT	04/17/2015	13.00	05/15	250-5511-387	0
B3873581	1	YOUTH PRINT	04/17/2015	19.03	05/15	250-5511-387	0
B3873582	1	YOUTH PRINT	04/17/2015	35.02	05/15	250-5511-387	0
B3873583	1	YOUTH PRINT	04/17/2015	40.42	05/15	250-5511-387	0
B3873584	1	YOUTH PRINT	04/17/2015	186.70	05/15	250-5511-387	0

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
B3873585	1	YOUTH PRINT	04/17/2015	10.89	05/15	250-5511-387	0
B3873586	1	YOUTH PRINT	04/17/2015	10.89	05/15	250-5511-387	0
B3873587	1	YOUTH PRINT	04/17/2015	21.99	05/15	250-5511-387	0
B3873588	1	YOUTH PRINT	04/17/2015	29.29	05/15	250-5511-387	0
B3873589	1	YOUTH PRINT	04/17/2015	6.78	05/15	250-5511-387	0
B3873590	1	YOUTH PRINT	04/17/2015	10.89	05/15	250-5511-387	0
B3873591	1	YOUTH PRINT	04/17/2015	16.29	05/15	250-5511-387	0
B3873896	1	YOUTH PRINT	04/17/2015	370.23	05/15	250-5511-387	0
B3873897	1	YOUTH PRINT	04/17/2015	156.03	05/15	250-5511-387	0
B3873898	1	YOUTH PRINT	04/17/2015	279.01	05/15	250-5511-387	0
B3873899	1	YOUTH PRINT	04/17/2015	40.21	05/15	250-5511-387	0
Total BRODART:				1,395.57			
05/06/2015							
8672 BRUCE COMPANY, THE							
S100061286	1	INSTALL MCKEE FOUNTAIN	04/23/2015	239.00	05/15	100-5520-340	0
Total BRUCE COMPANY, THE:				239.00			
05/06/2015							
376 BUCKYS PORTABLE TOILETS INC							
48634	1	PORTABLE TOILET FOR WWS	04/15/2015	90.00	05/15	100-5520-340	0
48635	1	PORTABLE TOILET FOR JAMESTOWN	04/15/2015	90.00	05/15	100-5520-340	0
Total BUCKYS PORTABLE TOILETS INC:				180.00			
05/06/2015							
5125 CDW GOVERNMENT INC							
TR49011	1	CITY HALL	04/09/2015	348.17	05/15	100-5145-245	0
TR49011	2	FIRE	04/09/2015	343.41	05/15	100-5220-245	0
TR49011	3	LIBRARY	04/09/2015	83.47	05/15	250-5511-245	0
TR49011	4	FACT	04/09/2015	25.04	05/15	207-5570-245	0
TR49011	5	POLICE	04/09/2015	352.94	05/15	100-5210-245	0
TR49011	6	UTILITY	04/09/2015	39.35	05/15	600-5921-101	0
TW05632	1	ZEBRA RESIN RIBBON	04/16/2015	6.01	05/15	100-5210-310	0
TW15098	1	ZEBRA RESIN RIBBON	04/17/2015	30.05	05/15	100-5210-310	0
TX27337	1	MISC CABLES	04/20/2015	93.36	05/15	400-5711-008	0
TX27337	2	MINI DP CABLE	04/20/2015	11.39	05/15	400-5711-005	0
TZ32021	1	PARALELL CABLE	04/22/2015	8.72	05/15	250-5511-245	0
Total CDW GOVERNMENT INC:				1,341.91			
05/06/2015							
1102 CITY OF MADISON TREASURER							
2011-01784	1	SAMPLE TESTING FOR MCGAW	04/23/2015	54.00	05/15	100-5520-365	0
2012-04454	1	SAMPLE TESTING FOR QUARRY RIDGE	04/23/2015	27.00	05/15	100-5520-365	0
Total CITY OF MADISON TREASURER:				81.00			
05/06/2015							
207 CONNEY SAFETY PRODUCTS							
4909576	1	SAFETY SUPPLIES	04/14/2015	101.70	05/15	100-5520-323	0
4918774	1	SHARPS CONTAINERS	04/28/2015	14.80	05/15	100-5220-341	0
Total CONNEY SAFETY PRODUCTS:				116.50			

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
05/06/2015							
271 CROOK, JOHN							
4.21/4.24	1	MILEAGE REIMBURSEMENT - STATE BI MTG	04/24/2015	121.90	05/15	100-5240-330	0
4.21-4.24.2015	1	MEAL REIMBURSEMENT STATE BI MTG	04/24/2015	111.00	05/15	100-5240-325	0
Total CROOK, JOHN:				<u>232.90</u>			
05/06/2015							
7790 CROWLEY, DAN							
APRIL2015	1	SALES ANALYSIS - CONTRACTUAL	05/01/2015	350.00	05/15	100-5153-290	0
Total CROWLEY, DAN:				<u>350.00</u>			
05/06/2015							
262 DANE COUNTY TREASURER							
APRIL2015	1	MONTHLY ASSESSMENTS	04/30/2015	4,419.04	05/15	100-4510-000	0
Total DANE COUNTY TREASURER:				<u>4,419.04</u>			
05/06/2015							
5892 DEAN CLINIC							
44388991	1	NICHOLAS WATT 4/20/15	04/23/2015	41.00	05/15	100-5139-290	0
45658521	1	EDWARD MCCALIN 4/17/15	04/23/2015	41.00	05/15	100-5139-290	0
45711741	1	CONNOR YARBROUGH 4/15/15	04/23/2015	41.00	05/15	100-5139-290	0
Total DEAN CLINIC:				<u>123.00</u>			
05/06/2015							
73 DECKER SUPPLY CO INC							
886209	1	YIELD FOR QUARRY HILL@MICA & COMMPARK	04/10/2015	315.70	05/15	100-5300-370	0
886340	1	SPLASHPAD/PATH STOP SIGN	04/21/2015	329.50	05/15	100-5520-340	0
Total DECKER SUPPLY CO INC:				<u>645.20</u>			
05/06/2015							
5020 DELGADO, VICTOR							
530574	1	INTERPRET FOR COURT	04/30/2015	30.00	05/15	100-5120-290	0
Total DELGADO, VICTOR:				<u>30.00</u>			
05/06/2015							
2504 DEMCO							
5581449	1	BOOK PROCESSING SUPPLIES	04/22/2015	133.82	05/15	250-5511-340	0
Total DEMCO:				<u>133.82</u>			
05/06/2015							
444 DORN TRUE VALUE							
069246/1	1	PLUMBING PARTS	04/23/2015	9.96	05/15	100-5520-360	0
209267/2	1	SHELTER SUPPLIES	04/17/2015	94.95	05/15	100-5520-360	0
209306/2	1	SHELTER SUPPLIES	04/21/2015	49.57	05/15	100-5520-360	0
Total DORN TRUE VALUE:				<u>154.48</u>			
05/06/2015							
3534 DOUBLE D SERVICES							
61596	1	TRAILER REPAIR PARTS	04/28/2015	100.73	05/15	100-5520-350	0

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
Total DOUBLE D SERVICES:				100.73			
05/06/2015							
3361 ECOLOGICAL TONER & SERVICE							
	27849	1 PRINTER REPAIRS, CLEAN	04/23/2015	90.00	05/15	100-5145-210	0
	27850	1 FUSER REPLACE - SC	04/23/2015	264.00	05/15	100-5145-210	0
Total ECOLOGICAL TONER & SERVICE:				354.00			
05/06/2015							
2732 EMC INSURANCE COMPANIES							
	CLAIM967487	1 CLAIM 967487-LINEBACKER POLICY DEDUCTIB	04/27/2015	5,000.00	05/15	100-5130-210	0
Total EMC INSURANCE COMPANIES:				5,000.00			
05/06/2015							
8774 EMPATHIA INC							
	18580	1 EAP SERVICES - APR 2015	05/01/2015	320.00	05/15	100-5141-290	0
Total EMPATHIA INC:				320.00			
05/06/2015							
2579 EVANCED SOLUTIONS LLC							
	5581012	1 ROOM RESERVATION SOFTWARE	04/22/2015	992.00	05/15	250-5511-245	0
Total EVANCED SOLUTIONS LLC:				992.00			
05/06/2015							
6859 FASTENAL COMPANY							
	WIMA249033	1 PLAYGROUND PARTS	04/07/2015	21.50	05/15	100-5520-350	0
	WIMA249067	1 PLAYGROUND PARTS	04/08/2015	8.94	05/15	100-5520-350	0
Total FASTENAL COMPANY:				30.44			
05/06/2015							
5461 FIRST SUPPLY MADISON							
	6910239-00	1 PLUMBING PARTS	04/15/2015	24.12	05/15	100-5520-360	0
	7004529-00	1 PLUMBING PARTS	04/17/2015	161.74	05/15	100-5520-360	0
	7061095-00	1 PLUMBING PARTS	04/20/2015	1.72	05/15	100-5520-360	0
Total FIRST SUPPLY MADISON:				187.58			
05/06/2015							
210 FULL COMPASS SYSTEMS LTD							
	5541018	1 VGA AMP	04/29/2015	101.87	05/15	207-5570-340	0
Total FULL COMPASS SYSTEMS LTD:				101.87			
05/06/2015							
1320 G & K SERVICES							
	1019328609	1 UNIFORMS RENTAL - UTILITY	04/30/2015	13.49	05/15	600-5926-100	0
	1019328609	2 UNIFORMS RENTAL - UTILITY	04/30/2015	13.50	05/15	600-5854-200	0
	1019328609	3 UNIFORMS RENTAL - PARKS	04/30/2015	45.63	05/15	100-5520-323	0
	1019328609	4 UNIFORMS RENTAL - STREETS	04/30/2015	61.43	05/15	100-5300-323	0

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
Total G & K SERVICES:				134.05			
05/06/2015							
4135 GLACIER CREEK MIDDLE SCHOOL							
0410-2015	1	PATRON REFUND FOR LOST-PD-FOUND ITEM	04/10/2015	16.99	05/15	250-5511-390	0
Total GLACIER CREEK MIDDLE SCHOOL:				16.99			
05/06/2015							
4104 GOOD OAK ECOLOGICAL SERVICES							
15-81	1	PRAIRIE BURNS	04/27/2015	1,048.25	05/15	100-5520-290	0
Total GOOD OAK ECOLOGICAL SERVICES:				1,048.25			
05/06/2015							
4132 GORSUCH, ROBERT							
4/1/2015	1	CREDIT PER MMSD	04/01/2015	66.14	05/15	600-22320	0
Total GORSUCH, ROBERT:				66.14			
05/06/2015							
1405 GRUDZINSKI, MIKE							
APRIL2015MILEAGE	1	MILEAGE REIMBURSEMENT	05/01/2015	206.43	05/15	100-5153-330	0
Total GRUDZINSKI, MIKE:				206.43			
05/06/2015							
1753 H & H ELECTRIC CO INC							
15-0495E	1	P&L - INSTALL HDMI&VGA CABLES FOR PROJE	04/24/2015	227.00	05/15	100-5220-240	0
Total H & H ELECTRIC CO INC:				227.00			
05/06/2015							
3834 HAMM FAM LANDS LLC							
4/1/2015	1	CREDIT PER MMSD	04/01/2015	802.65	05/15	600-22320	0
Total HAMM FAM LANDS LLC:				802.65			
05/06/2015							
22 HARDER CORP							
M131464	1	PAPER TOWELS AND SOAP	04/15/2015	868.60	05/15	250-5511-360	0
M131701	1	HAND SANITIZER	04/22/2015	93.02	05/15	100-5520-360	0
Total HARDER CORP:				961.62			
05/06/2015							
15063 HAWKINS INC							
3718032	1	CHEMICALS	04/21/2015	1,129.98	05/15	600-5641-100	0
Total HAWKINS INC:				1,129.98			
05/06/2015							
6718 HEBERLING, GARY							
042515-6718	1	REIMBURSE/PER DIEM/CONFERENCE	04/25/2015	199.00	05/15	100-5220-325	0
042515-6718	2	REIMBURSE/TOLLS/CONFERENCE	04/25/2015	1.90	05/15	100-5220-325	0

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
Total HEBERLING, GARY:				200.90			
05/06/2015							
3631 HYVEE INC							
GLUTEN FREE	1	PERFORMER FEE	04/29/2015	100.00	05/15	250-5511-291	0
Total HYVEE INC:				100.00			
05/06/2015							
15069 INTERSTATE ALL BATTERY CENTER							
1905101006312	1	PROCELL BATTERIES FOR SCBA AIR PACKS	05/01/2015	153.00	05/15	100-5220-340	0
Total INTERSTATE ALL BATTERY CENTER:				153.00			
05/06/2015							
4133 JENSEN, WINFRED OR JOANNE							
4/1/2015	1	CREDIT PER MMSD	04/01/2015	30.57	05/15	600-22320	0
Total JENSEN, WINFRED OR JOANNE:				30.57			
05/06/2015							
4113 KL ENGINEERING							
20150296	1	EXTENSION - PIKE DR & FISH HATCHERY RD	04/20/2015	10,973.25	05/15	400-5733-103	0
Total KL ENGINEERING:				10,973.25			
05/06/2015							
382 KNOX COMPANY, THE							
719980	1	4 KEY SECURES & BRACKETS FOR FITCHRONA	04/22/2015	2,390.00	05/15	100-5139-290	0
Total KNOX COMPANY, THE:				2,390.00			
05/06/2015							
1014 LEATHERS & ASSOCIATES INC							
8973	1	PLAYGROUND PARTS	04/09/2015	189.45	05/15	100-5520-350	0
Total LEATHERS & ASSOCIATES INC:				189.45			
05/06/2015							
15082 LW ALLEN INC							
98662	1	WELL 4/TOWER C MAINTENANCE	04/29/2015	1,671.22	05/15	600-5633-100	0
Total LW ALLEN INC:				1,671.22			
05/06/2015							
3781 MADISON PUBLIC LIBRARY - MONROE ST BRNCH							
4022015-3781	1	FORWARD PYMT TO OWNING LIBRARY	04/02/2015	10.99	05/15	250-5511-390	0
4022015-3781	2	FORWARD PYMT TO OWNING LIBRARY	04/02/2015	7.99	05/15	250-5511-390	0
4022015-3781	3	FORWARD PYMT TO OWNING LIBRARY	04/02/2015	20.39	05/15	250-5511-390	0
Total MADISON PUBLIC LIBRARY - MONROE ST BRNCH:				39.37			
05/06/2015							
15089 MARTELLE WATER TREATMENT INC							
13191	1	CHEMICALS	04/21/2015	2,495.78	05/15	600-5641-100	0

Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
Total MARTELLE WATER TREATMENT INC:				2,495.78			
05/06/2015							
2171 MEDIA CONTROL SYSTEMS							
00002536	1	MARCHELL MONITOR REPLACEMENT	03/06/2015	715.00	05/15	207-5570-240	0
2565	1	3 BATTERIES REPLACEMENT	04/29/2015	105.00	05/15	207-5570-340	0
Total MEDIA CONTROL SYSTEMS:				820.00			
05/06/2015							
573 MEDICAL ENVIRONMENTAL RECOVERY INC							
2670	1	SHARPS COLLECTION (FROM WALGREENS)	05/01/2015	319.30	05/15	213-5362-290	0
Total MEDICAL ENVIRONMENTAL RECOVERY INC:				319.30			
05/06/2015							
151 MENARDS CASHWAY LUMBER -MONONA							
70981	1	SAND BLASTING SAND	04/15/2015	23.45	05/15	100-5520-350	0
71395	1	ELECTRICAL PARTS FOR WILDWOOD	04/21/2015	102.39	05/15	100-5520-290	0
71534	1	MAINTENANCE SUPPLIES	04/23/2015	88.02	05/15	100-5165-360	0
97232	1	SUPPLIES TO INSTALL BUS SHELTER	04/23/2015	20.91	05/15	100-5300-350	0
Total MENARDS CASHWAY LUMBER -MONONA:				234.77			
05/06/2015							
3526 MIDWEST TAPE							
92744718	1	CD-DVD	04/14/2015	32.24	05/15	250-5511-387	0
92755304	1	CD-DVD	04/16/2015	19.98	05/15	250-5511-387	0
Total MIDWEST TAPE:				52.22			
05/06/2015							
1119 MILLER & ASSOCIATES							
216168	1	PLAYGROUND PARTS	04/22/2015	970.00	05/15	100-5520-350	0
Total MILLER & ASSOCIATES:				970.00			
05/06/2015							
1011 MONROE TRUCK EQUIPMENT							
5296008	1	TRUCK 33 DOOR LATCH	04/17/2015	60.95	05/15	600-5932-100	0
5296008	2	TRUCK 33 DOOR LATCH	04/17/2015	60.94	05/15	600-5828-200	0
Total MONROE TRUCK EQUIPMENT:				121.89			
05/06/2015							
385 RENNERTS FIRE EQUIPMENT SERV							
32683	1	LADDER 93 - P&L FOR REPAIRS	04/21/2015	158.71	05/15	100-5220-335	0
32685	1	ENGINE 11A - P&L FOR REPAIRS	04/21/2015	292.21	05/15	100-5220-335	0
32686	1	ENGINE 11A - P&L REPLACE BROKEN LEAF SP	04/21/2015	3,811.50	05/15	100-5220-335	0
Total RENNERTS FIRE EQUIPMENT SERV:				4,262.42			
05/06/2015							
537 ROTO-ROOTER							
157399	1	TELEWISE MAIN 6000 CONSERVANCY	04/21/2015	390.00	05/15	600-5831-200	0

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
Total ROTO-ROOTER:				390.00			
05/06/2015							
3929 RUEDEBUSCH DEVELOPMENT & CONST							
4/1/2015	1	CREDIT PER MMSD	04/01/2015	1,768.28	05/15	600-22320	0
Total RUEDEBUSCH DEVELOPMENT & CONST:				1,768.28			
05/06/2015							
3382 SKALSKY, ELIJAH J							
04282015	1	CHILD LABOR PERMIT	04/28/2015	10.00	05/15	100-5141-250	0
Total SKALSKY, ELIJAH J:				10.00			
05/06/2015							
52 SPRINT PRINT							
41137	1	BROCHURE FOR 1000 BOOKS	04/22/2015	187.98	05/15	250-5511-345	0
Total SPRINT PRINT:				187.98			
05/06/2015							
3159 STANS INDUSTRIAL WOODWORK INC							
25054	1	MARKING LATH PARKS	04/21/2015	250.00	05/15	100-5520-340	0
25054	2	MARKING LATH STREETS	04/21/2015	536.50	05/15	100-5300-350	0
25054	3	MARKING LATH ENGINEERING	04/21/2015	536.50	05/15	100-5300-340	0
Total STANS INDUSTRIAL WOODWORK INC:				1,323.00			
05/06/2015							
1826 STAPLES ADVANTAGE							
3262640910	1	OFFICE SUPPLIES	04/08/2015	58.64	05/15	100-5190-310	0
3262699624	1	OFFICE SUPPLIES	04/09/2015	146.54	05/15	100-5190-310	0
3262771707	1	FOLDERS - HR	04/10/2015	46.66	05/15	100-5141-310	0
3262771709	1	PENS	04/10/2015	1.89	05/15	100-5190-310	0
Total STAPLES ADVANTAGE:				253.73			
05/06/2015							
2951 STATE OF WI-DSPS							
933282-2951	1	PAUL SCOTT - COMMERCIAL BI CERTIFICATE	04/23/2015	31.67	05/15	100-5240-320	0
Total STATE OF WI-DSPS:				31.67			
05/06/2015							
32 STRAND ASSOCIATES							
111193	1	MCKEE RD CORRIDOR STUDY - PHASE 2	04/10/2015	6,740.94	05/15	406-5730-012	0
Total STRAND ASSOCIATES:				6,740.94			
05/06/2015							
15140 USPS							
MAY2015	1	ON ACCT - PERMIT #2295	01/28/2015	800.00	05/15	600-5905-100	0
MAY2015	2	ON ACCT - PERMIT #2295	01/28/2015	800.00	05/15	600-5840-200	0
MAY2015	3	ON ACCT - PERMIT #2295	01/28/2015	800.00	05/15	601-5903-300	0

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Invoice	Seq	Description	Invoice Date	Total Cost	Period	GL Account	Act#
Total USPS:				2,400.00			
05/06/2015							
1971 WI DEPT OF JUSTICE							
G3345_APR2015	1	BACKGROUND CHECKS - GENERAL	03/31/2015	45.00	05/15	100-5141-250	0
G3345_APR2015	2	BACKGROUND CHECKS - FIRE	03/31/2015	35.00	05/15	100-5141-252	0
G3345_APR2015	3	BACKGROUND CHECKS - PW-STREETS	03/31/2015	7.00	05/15	100-5141-253	0
G3345_APR2015	4	BACKGROUND CHECKS - FACT	03/31/2015	7.00	05/15	207-5570-325	0
Total WI DEPT OF JUSTICE:				94.00			
05/06/2015							
1175 WINGRA REDI-MIX INC							
187262	1	CONCRETE FOR COTTONWOOD REPAIR	04/16/2015	335.50	05/15	400-5733-463	0
187334	1	CONCRETE FOR COTTONWOOD REPAIR	04/16/2015	260.50	05/15	400-5733-463	0
187335	1	CREDIT FOR INVOICE #187262	04/16/2015	335.50-	05/15	400-5733-463	0
Total WINGRA REDI-MIX INC:				260.50			
05/06/2015							
1073 WISCONSIN, STATE OF							
APRIL2015	1	MONTHLY ASSESSMENTS	04/30/2015	9,935.47	05/15	100-4510-000	0
Total WISCONSIN, STATE OF:				9,935.47			
05/06/2015							
2689 WT COX							
207424	1	MAGAZINE RENEWAL	04/15/2015	8,711.50	05/15	250-5511-387	0
Total WT COX:				8,711.50			
05/06/2015							
244 ZEP SALES & SERVICE							
9001588651	1	ZEP 45 PENETRATING OIL	04/16/2015	38.99	05/15	100-5520-350	0
9001588651	2	ZEP 45 PENETRATING OIL	04/16/2015	77.97	05/15	100-5300-335	0
Total ZEP SALES & SERVICE:				116.96			
05/06/2015							
2742 ZWIEG, DELL							
APR15-MILEAGE	1	MILEAGE 3/31/15 TO 4/29/15	04/29/2015	122.48	05/15	100-5153-330	0
Total ZWIEG, DELL:				122.48			
Grand Totals:				101,072.50			

Report GL Period Summary

Vendor number hash: 551368
Vendor number hash - split: 644124
Total number of invoices: 172
Total number of transactions: 193

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	101,072.50	101,072.50
Grand Totals:	101,072.50	101,072.50

Report Criteria:

Invoice Detail.Input Date = 05/06/2015

DATE: MAY 7, 2015

TO: FINANCE COMMITTEE

FROM: FINANCE DEPARTMENT

FOR FINANCE COMMITTEE MONITORING OF PURCHASE ORDERS BETWEEN
\$10,000 AND \$25,000

	BATCH #	ACCOUNT #	AMOUNT
STRAND ASSOCIATES INC			
Verona Rd - Utility relocations design	A-1	600-10727	\$16,056.31
			\$16,056.31
CIVICPLUS			
Annual fee from 4/1/15 to 3/31/16	A-6	multiple	\$9,883.91
Prorated Public Safety Website annual fee 10/1/15 to 3/31/16	A-6	multiple	\$483.00
Prorated Leisure services & Parks Website annual fee 10/1/15 to 3/31/16	A-6	multiple	\$483.00
			\$10,849.91
HD SUPPLY WATERWORKS LTD			
160 - 3/4" Iperl Meters & 2 - MXU's	A-10	600-10722	\$16,998.00
			\$16,998.00
AIR TEMPERATURE SERVICES INC			
McKee Shelter heating system	B-1	400-5766-212	\$16,835.00
			\$16,835.00
KL ENGINEERING			
N. Fish Hatchery Rd - Pike Dr extension	B-7	400-5733-103	\$10,973.25
			\$10,973.25

A1

Purchase Order

CITY OF FITCHBURG
5520 Lacy Road
Fitchburg, WI 53711
608-270-4200
Fax: 608-270-4212

Department: Public Works

Prepared by: Tracy Foss

P.O. Number	P.O. Date	Department Rec'd Date	Date submitted for approval
	4/17/2015	4/16/2015	

Vendor # <u>32</u> <u>Strand Associates, Inc.</u> <u>910 West Wingra Drive</u> <u>Madison, WI 53715</u>	<p align="center">SUBMITTED FOR APPROVAL</p> ADMINISTRATOR Under \$2,500 <input type="checkbox"/> MAYOR \$2,500 \$25,000 <input checked="" type="checkbox"/> FINANCE COMMITTEE Over \$25,000 <input type="checkbox"/>
--	--

Invoice Number	Invoice Date	Description	Fund	Dept	Acct	Job	Amount
111192	4/10/2015	Verona Road - Utility Relocations Design	600	10727			\$16,056.31
<input type="checkbox"/> Above items are within budget						TOTAL	\$16,056.31
						Finance Initial	<i>MED</i>

Signatures Required:

Department Head

Cory Harbor
AR

Date Approved

4/17/15

Comptroller/Administrator

Date Approved

Over \$2,500:

Mayor

Stephanie Lulif

Date Approved

4/27/2015

Comments or special arrangements (if required) Please

Total invoices to date including this invoice:	\$66,187.64
Estimated Total:	\$154,400.00
Estimated Total Remaining:	\$88,212.36

Percent Complete: 43%



Strand Associates, Inc.
 910 West Wingra Drive
 Madison, WI 53715
 (608) 251-4843

Invoice

Tracy Foss
 City of Fitchburg
 5520 Lacy Road
 Fitchburg, WI 53711

April 10, 2015
 Project: No: 1275.015
 Invoice No: 0111192

Project: 1275.015 Verona Road Utility Improvements

Professional Services: March 01, 2015 through March 31, 2015

Professional Personnel

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ENGINEER			
Constant, Andrew	80.00	89.56	7,164.80
Felker, Michael	.75	221.84	166.38
Kopecky, Chad	2.25	186.89	420.50
Polydoris, Diane	1.50	91.56	137.34
Straka, Joshua	48.50	152.49	7,395.77
Straus, Robert	.50	221.84	110.92
TECHNICIAN			
Haftoglou, Dimitrios	9.00	70.90	638.10
SECRETARY			
	.25	89.98	22.50
Totals	142.75		16,056.31
Total Labor			16,056.31

Total this Invoice \$16,056.31

Contract Amount 154,400.00

Total Billings to Date 66,187.64

TMF

AL6

Purchase Order

CITY OF FITCHBURG
5520 Lacy Road
Fitchburg, WI 53711
608-270-4200
Fax: 608-270-4212

Department: IT

Prepared by: Kevin Wunder *Mat Rough*

P.O. Number	P.O. Date	Department Rec'd Date	Date submitted for approval
	4/14/2015		

Vendor # 3538
CivicPlus
note new address

SUBMITTED FOR APPROVAL

ADMINISTRATOR Under \$2,500
 MAYOR \$2,500 < \$25,000
 FINANCE COMMITTEE Over \$25,000

Invoice Number	Invoice Date	Description		Fund	Dept	Acct	Job	Amount
145564	4/1/2015	City Hall	22.99%	100	5145	245		\$ 1,828.03
<u>1538as</u>		Water Utility	0.77%	600	5921	100		\$ 60.93
		Sewer Utility	0.77%	600	5851	201		\$ 60.93
		Stormwater	0.77%	601	5930	301		\$ 60.93
		Streets	4.21%	100	5145	245		\$ 335.14
		Recycling	0.38%	213	5362	245		\$ 30.47
		FACTv	1.92%	207	5570	340		\$ 152.34
		CEDA (plus header package \$966.00)		225	5610	391		\$ 966.00
		Library (plus header package \$966.00)	13.03%	250	5511	245		\$ 2,001.88
153970	10/4/2015	Sen Center (plus header package \$161.00)		100	5460	290		\$ 161.00
	<u>4/1/15</u>	Rec (plus header package \$161.00)		<u>100</u>	5520	340		\$ 161.00
		Parks (plus header package \$161.00)		<u>100</u>	5530	340		\$ 161.00
		Police (plus header package \$241.50)	25.29%	100	5210	245		\$ 2,252.33
		Fire (plus header package \$241.50)	29.89%	100	5220	245		\$ 2,617.93

Above items are within budget

TOTAL \$ 10,849.91

Finance Initial MFD

Signatures Required:

IT Director Matt T. P... Date Approved 4/14/2015

Department Head APR Date Approved _____

Comptroller/Administrator [Signature] Date Approved _____

Over \$2500 Mayor [Signature] Date Approved 4/27/2015

Comments or special arrangements (if required) Annual Maintenance for website



CIVICPLUS

HELPING COMMUNITIES ENGAGE & INTERACT

Remit to:
302 S 4th St. Suite 500
Manhattan, KS 66502
P 888-228-2233 ext 291
F 785-587-8951

Invoice

Invoice # 153805
Date 4/1/2015
Terms Net 30
Due Date 5/1/2015
PO #
Contract Start Date 4/1/2015
Contract End Date 3/31/2016

Bill To
Fitchburg WI
5520 Lacy Road
Madison WI 53711

Qty	Description	Rate	Amount	Start Date	End Date
1	Annual Fee Included	9,883.91	9,883.91	4/1/2015	3/31/2016

Total 9,883.91
Amount Due \$9,883.91

WE ARE MOVING TO OUR NEW LOCATION ON SEP 26, 2014!
PLEASE USE THE NEW ADDRESS AFTER SEP 26, 2014.
CIVICPLUS
302 S 4TH ST STE 500
MANHATTAN, KS 66502
QUESTIONS? EMAIL: ACCOUNTING@CIVICPLUS.COM

A Finance Charge of 2.9% Per Month Will Be Added To Past Due Accounts.

PAYMENT POLICY: Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).



CIVICPLUS

HELPING COMMUNITIES ENGAGE & INTERACT

Remit to:
302 S 4th St. Suite 500
Manhattan, KS 66502
P 888-228-2233 ext 291
F 785-587-8951

Invoice

Invoice # 153970
Date 10/1/2015
Terms Net 30
Due Date 10/31/2015
PO #
Contract Start Date 4/1/2015
Contract End Date 3/31/2016

Bill To

Fitchburg WI
5520 Lacy Road
Madison WI 53711

Qty	Description	Rate	Amount	Start Date	End Date
1	Prorated for October 2015 - March 2016 Fitchburg Public Safety Website Annual Fee Renewal for Website Hosting & Support	483.00	483.00	10/1/2015	3/31/2016
1	Prorated for October 2015 - March 2016 Fitchburg Leisure Services and Parks.Website Annual Fee Renewal for Website Hosting & Support	483.00	483.00	10/1/2015	3/31/2016

Total 966.00
Amount Due \$966.00

WE ARE MOVING TO OUR NEW LOCATION ON SEP 26, 2014!
PLEASE USE THE NEW ADDRESS AFTER SEP 26, 2014.
CIVICPLUS
302 S 4TH ST STE 500
MANHATTAN, KS 66502
QUESTIONS? EMAIL: ACCOUNTING@CIVICPLUS.COM

A Finance Charge of 2.9% Per Month Will Be Added To Past Due Accounts.

PAYMENT POLICY: Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).

AID

Purchase Order

CITY OF FITCHBURG
 5520 Lacy Road
 Fitchburg, WI 53711
 608-270-4200
 Fax: 608-270-4212

Department: Public Works Prepared by: Tracy Foss

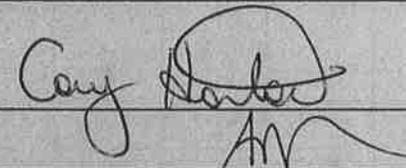
P.O. Number	P.O. Date	Department Rec'd Date	Date submitted for approval
	4/23/2015	4/8/2015	

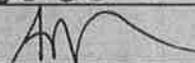
Vendor # <u>1411</u> <u>HD Supply Waterworks, LTD.</u> <u>PO Box 28330</u> <u>St. Louis, MO 63146</u>	SUBMITTED FOR APPROVAL ADMINISTRATOR Under \$2,500 <input type="checkbox"/> MAYOR \$2,500 \$25,000 <input checked="" type="checkbox"/> FINANCE COMMITTEE Over \$25,000 <input type="checkbox"/>
--	---

Invoice Number	Invoice Date	Description	Fund	Dept	Acct	Job	Amount
D747051	4/6/2015	160 - 3/4" Iperl Meters & 2 - MXUs	600		10722		\$16,998.00

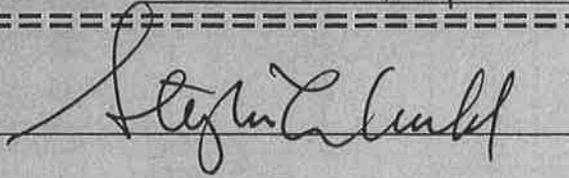
<input type="checkbox"/> Above items are within budget	TOTAL \$16,998.00 ✓ Finance Initial <u>MFD</u>
--	---

Signatures Required:

Department Head  Date Approved 4/24/15

Comptroller/Administrator  Date Approved _____

Over \$2,500:

Mayor  Date Approved 4/28/2015

Comments or special arrangements (if required):

Total invoices date including this invoice:	\$1,067,128.06
Estimated Total:	\$1,453,200.00
Estimated Total Remaining:	\$386,071.94

Percent Complete: 73%

HDSUPPLY®

WATERWORKS

Local Service, Nationwide
 P.O. Box 1419
 Thomasville, GA 31799-1419

INVOICE

BRANCH ADDRESS
 MADISON WI
 Branch - 233
 2804 LaRue Fields Lane
 Sun Prairie WI 53590
 608/834-1311

INVOICE #	D747051
INVOICE DATE	4/06/15
ACCOUNT #	098062
SALESPERSON	TIM WEST
BRANCH #	233

Total Amount Due \$16,998.00

Remit To:

HD SUPPLY WATERWORKS, LTD.
 PO BOX 28330
 ST LOUIS, MO 63146

Backordered from:
 4/01/15 D696542

Shipped to:

2373 FISH HATCHERY RD
 FITCHBURG, WI

293 1 MB 0.435 E0285X I0394 D1298942128 P2524467 0001:0001



FITCHBURG UTILITY DIST 1
 5520 LACY RD
 FITCHBURG WI 53711-5318

CUSTOMER JOB- 2012MP 2012 METER PROJ

Return Top Portion With Payment For Faster Credit

Thank You For The Opportunity To Serve You.
 We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO No.	Job Name	Job No.	Bill of Lading	Shipped Via	Order Number
3/24/15	4/02/15	SEE BELOW	2012 METER PROJ	2012MP		BEST	D747051
Product Code	Description	Quantity Ordered	Quantity Shipped	Back-Ordered	Price	Per	Amount
42SN510MWSPHRLD	CUSTOMER PO#- APRIL 2015 METERS HD SUPPLY WATERWORKS PO#- 6723750 510M S/POINT M2 WIRED SP HR&LD W/HOURLY READ & LEAK DETECT	2	2		99.0000	EA	198.00
4307GPIPERL25173W	3/4S IPERL MTR 1 GAL 25' CBL 3-WIRE, 7.5"LL, 7-WHEEL	160	160		105.0000	EA	16,800.00

This transaction is governed by and subject to HD Supply Waterworks standard terms and conditions, which are incorporated herein by this reference and accepted. To review these terms and conditions, please point your web browser to <http://waterworks.hdsupply.com/TandC/>.

Terms	SubTotal
NET 30	16,998.00

Freight	Delivery	Handling	Restock	Misc.	Tax	INVOICE TOTAL	\$16,998.00
---------	----------	----------	---------	-------	-----	---------------	-------------

MADISON WI
 Branch - 233
 2804 LaRue Fields Lane
 Sun Prairie WI 53590

THANK YOU FOR YOUR ORDER
 VISIT
 WATERWORKS.HDSUPPLY.COM
 FOR OTHER SERVICES OFFERED

INVOICE: D747051

B1

Purchase Order

COPY

CITY OF FITCHBURG
 5520 Lacy Road
 Fitchburg, WI 53711
 608-270-4200
 Fax: 608-270-4212

Department: Parks

Prepared by: Johren Frydenlund

P.O. Number	P.O. Date	Department Rec'd Date	Date submitted for approval
	<u>5/1/15</u> 2/20/2015		

Vendor # <u>4134</u> Air Temperature Services, Inc 5301 Voges Road Madison, WI 53718	SUBMITTED FOR APPROVAL
	ADMINISTRATOR Under \$2,500 <input type="checkbox"/>
	MAYOR \$2,500 < \$25,000 <input checked="" type="checkbox"/>
	FINANCE COMMITTEE Over \$25,000 <input type="checkbox"/>

Invoice Number	Invoice Date	Description	Fund	Dept	Acct	Job	Amount	
105398	4/25/2015	McKee Shelter Heating system	400	5766	212		\$16,835.00	
<input checked="" type="checkbox"/> Above items are within budget						TOTAL		\$16,835.00
						Finance Initial		<u>MFD</u>

Signatures Required:

Department Head

Date Approved

5/2/15

Comptroller/Administrator

Date Approved

Over \$2,500:

Mayor

Date Approved

5/5/2015

Comments or special arrangements (if required)

CUST: CITY OF FITCHBURG
5520 LACY ROAD
FITCHBURG WI 53711

JOB:MCKEE PARK SHELTER
2930 CHAPEL VALLEY RD FITCH

APPLICATION NO: 2 Page: 1
PERIOD ENDING : 04/25/15

FROM: AIR TEMPERATURE SERVICES, INC. ARCHITECT:CITY OF FITCHBURG
5301 VOGES ROAD 5520 LACY ROAD
MADISON, WI 53718

CONTRACT NO:
CONTRACT DATE: 02/18/15

JOB DESCRIPTION:

CHANGE ORDERS				
	ADDITIONS	DEDUCTIONS		
PREVIOUS TOTAL	.00	.00	ORIGINAL CONTRACT AMOUNT.....	\$ 16,835.00
-----CURRENT-----			TOTAL CHANGE ORDER AMOUNT.....	\$.00
Number	Date		TOTAL CONTRACT INCLUDING CHANGE ORDERS.....	\$ 16,835.00
			AMOUNT COMPLETED TO DATE.....	\$ 16,835.00
			RETAINAGE - .00% OF WORK COMPLETED.....	\$.00
			.00% OF STORED MATERIAL	
			COMPLETED TO DATE LESS RETAINAGE.....	\$ 16,835.00
			PREVIOUS AMOUNT BILLED.....	\$ 12,626.00
			CURRENT AMOUNT DUE.....	\$ 4,209.00
			AMOUNT REMAINING.....	\$.00
TOTALS TO DATE	.00	.00		
NET AMOUNT		.00		

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT TO THE BEST OF THE CONTRACTOR'S KNOWLEDGE, INFORMATION AND BELIEF THE WORK COVERED BY THIS APPLICATION FOR PAYMENT HAS BEEN COMPLETED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, THAT ALL AMOUNTS HAVE BEEN PAID BY THE CONTRACTOR FOR WORK WHICH PREVIOUS CERTIFICATES FOR PAYMENT WERE ISSUED AND PAYMENTS RECIEVED FROM THE OWNER, AND THAT CURRENT PAYMENTS SHOWN HEREIN IS NOW DUE.

ARCHITECT'S CERTIFICATE FOR PAYMENT
IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, BASED ON ON-SITE OBSERVATION AND THE DATA COMPRISING THIS APPLICATION, THE ARCHITECT CERTIFIES TO THE OWNER THAT TO THE BEST OF THE ARCHITECT'S KNOWLEDGE, INFORMATION AND BELIEF THE WORK HAS PROGRESSED AS INDICATED, THE QUALITY OF THE WORK IS IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, AND THE CONTRACTOR IS ENTITLED TO PAYMENT OF THE AMOUNT CERTIFIED.

CONTRACTOR: AIR TEMPERATURE SERVICE INC.

AMOUNT CERTIFIED \$ _____
(ATTACH EXPLANATION IF AMOUNT CERTIFIED DIFFERS FROM THE AMOUNT APPLIED FOR. INITIAL ALL FIGURES ON THIS APPLICATION AND ON THE CONTINUATION SHEET THAT ARE CHANGED TO CONFORM TO THE CERTIFIED.)

BY : [Signature] DATE : 4.22.15

ARCHITECT:
BY: _____ DATE: _____

STATE OF : WISCONSIN
COUNTY OF : Dane
SUBSCRIBED AND SWORN TO BEFORE ME THIS 22 DAY OF April 15

THIS CERTIFICATE IS NOT NEGOTIABLE. THE AMOUNT CERTIFIED IS PAYABLE ONLY TO THE CONTRACTOR NAMED HERIN, INSSUANCE, PAYMENT WITHOUT PREJUDICE TO ANY RIGHTS OF THE OWNER OR CONTRACTOR UNDER THIS CONTRACT.

NOTARY PUBLIC : [Signature]
MY COMMISSION EXPIRES : 4/22/19



Final Invoice

Project # :

Invoice Number :105398

Thru: 04/25/15

ITEM NUMBER	DESCRIPTION OF WORK	SCHEDULED VALUE	----WORK COMPLETED----		STORED MATERIALS	COMPLETED AND STORED		BALANCE	
			PREVIOUS APPLICATION	THIS PERIOD		TO DATE	%	TO FINISH	RETAINAGE
1	HVAC LABOR	10,316.00	7,737.00	2,579.00	.00	10,316.00	100	.00	.00
2	HVAC MATERIALS	6,519.00	4,889.00	1,630.00	.00	6,519.00	100	.00	.00
Job Totals		16,835.00	12,626.00	4,209.00	.00	16,835.00	100	.00	.00

Air Temperature Services, Inc.

Mechanical Engineering ■ Contractors ■ Refrigeration ■ Heating ■ Air Conditioning

REVISED #5

HVAC PROPOSAL

February 11, 2015

McKee Park Shelter Fitchburg, WI

We propose the following State approved HVAC installation:

- (1) 95% Efficient, 100,000 btu, gas fired heat only furnace with fresh air kit, & programmable thermostat
- Gas pipe furnace
- Metal insulated ductwork supply air distribution system routed in attic space to serve diffusers in Mechanical room, Kitchen/Concessions, Hall, Vestibule, & both Bathrooms
- Exposed paintable metal spiral supply air distribution system with spiral mounted registers in Multi-Purpose room. (Assume block wall between Kitchen & Multi-Purpose room is not a baring wall)
- Central return at furnace in Mechanical room
- Ceiling to ceiling transfer air from Vestibule to Hall & ceiling to ceiling air transfer from Kitchen/Vestibule to Mechanical room
- Replace existing Bathroom exhaust fan & install new return grilles in both bathrooms

Total Installed: \$12,750.00

Alternate to add air conditioning

- (1) Condensing unit, refrigeration line set, a/c coil in furnace plenum, & condensate piping

Total Installed: \$3,000.00

Alternate to furnish & install a fully ducted insulated return air system

Total Installed: \$3,085.00

Clarifications

- Line voltage wiring, starters, disconnects, by E.C.
- Shift premium or overtime not included
- Air balance included
- Local permit included
- State approved plan included
- Warranty included

Alternate to include electrical work

- Disconnect & reconnect existing power from existing bathroom exhaust fan to new exhaust fan
- Furnish & install electrical to new furnace (No a/c)

Total Installed: \$1,000.00

Approval Signature:



If you have any questions, please feel free to contact Steve Nadolski in our office.

Truly,

Tim Neitzel

Tim Neitzel
President
TN/sn

**TOTAL:
\$16,835-**



#1

THANK YOU
BID TAB

Scott Endl, Director
Parks, Recreation and Forestry
Scott.Endl@city.fitchburgwi.Gov

#2

E. MAN
when/copy/ my

Memo

To: Mayor Shawn Pfaff

Ref: Pre-approval – furnace work at McKee Farms Park

Date: February 12, 2015

Background:

The Capital Improvement Budget includes funding for the renovation of the McKee Parks Shelters (CIP # 6212 - \$60,000 in 2014 and \$60,000 in 2015).

Staff put out for bid this work in partnership with the McGaw Park Shelter renovation. Bids received for this combined project was over budget allocations therefore the bids where rejected.

This combined project (McKee and McGaw Park shelter maintenance and renovations) has since been rebid minus the heating system for McKee.

Park Maintenance Supervisor Johren Frydenlund received 3 bids for this separated furnace work with the following bid results:

- Air Temperature Services Inc. of Madison - \$16,835
- Action Heating and Air Conditioning of Madison - \$23,600
- Harker Heating and Cooling, Inc. of Madison - \$23,719

Staff is recommending the proposal submitted by Air Temperature Services Inc. of Madison for the total price of \$16,835.

Please find attached their proposal for your approval and signature.

Please feel free to contact me with any questions you may have.

Thank you.

ACTION

HEATING & AIR CONDITIONING

6120 Cottonwood Drive • Madison, WI 53719

608-273-1900

PROPOSAL

Page No. 1 of 1 Pages

DESCRIPTION OF JOB

PROPOSAL SUBMITTED TO:

Fitchburg Parks, Recreation & Forestry
Attn: Johren Frydenlund
2373 S. Fish Hatchery Rd.
Fitchburg, WI. 53711-5318

ARCHITECT	DATE OF PLANS	
JOB	McKee Park Shelter	
ADDRESS		
CITY	WI	ZIP
PHONE 608-729-1750	DATE	1/07/2015

- 1 Heil Model N9MSE080 high efficiency natural gas furnace – 80,000BTU input-efficiency of 95%
Furnace is double piped to exterior in PVC pipe
- 1 Heil Model END4XL24A coil – 2 ton unit (*for air conditioning-future*)
- 1 Honeywell setback thermostat & thermostat guard
- 1 April aire high efficiency air cleaner Model 1410
- 1 Fresh air intake to return air in 8"-w/damper

Replace two(2) bathroom heaters & save parts for existing heaters

The above work also includes: furnace venting with all ductwork to include two(2) supplies in kitchen One(1) supply in utility room, one(1) supply in bathroom vestibule, two(2) large supplies in community room, one(1) central return in hallway of community room & all registers

INCLUDES:

GAS PIPING

ELECTRICAL WIRING

ALL LABOR & FABRICATION

INSULATION

STATE APPROVAL PLANS

ALTERNATE: Heil Model N4A324 air conditioner – 2 ton unit w/seer of 13.00 **add: \$2,500.00**

We hereby propose to furnish material and labor, complete in accordance with above specifications, for the

sum of Twenty-three thousand six hundred dollars (\$) 23,600.00

with payment to be made as follows: **Total billed on completion of job (terms: net 30 days)**

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized John Mackesey
Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

HARKER
Heating & Cooling, Inc.
87 W. Beltline Hwy. • Madison, WI 53713
(808) 255-6902 • Fax (808) 255-2001

Option #2: Installation of 96%, 2 stage ECM gas furnace system without cooling.

- Install (1) Comfort Maker 96% AFUE, 2 stage, ECM gas furnace.
 - 60,000 BTU furnace.
 - We will locate this in the mechanical room (see attached example).
- Install gas pipe & tie into the gas meter. Run to the furnace in the mech. Room.
 - Test for leaks.
- Fabricate & install ductwork and run in the attic.
 - Once in the attic convert to spiral pipe where possible.
 - Have the spiral pipe insulated with 3" insulation.
 - Install the following supply/return runs:
 - (2 of) Kitchen.
 - (1) Return.
 - (2 of) Multipurpose room.
 - The supplies in this room will come down through the ceiling and run in duct to below the header (6"x 14" size).
 - (2) Returns.
 - (1 of) Vestibule.
 - (1) Return.
 - (1 of) Men's bathroom.
 - (1 of) Women's bathroom.
- Install new aluminum ceiling registers for the supplies in the ceiling.
- Install aluminum side wall registers in the multipurpose room.
- Install (1) Honeywell Commercial touch screen thermostat with screen lockout capabilities.
 - Install (4) temperature averaging sensors and tie into thermostat.
- Install (1) new exhaust fan for the bathrooms.
- Perform a Harker "Comfort Balance" on the system.
- Startup and verify proper operation of the unit.
- Installation of fresh air louver in peak of attic.
 - Run insulated ductwork from the louver to the return air run.
- Crane Rental
- Installation labor
- Engineering
- Plan review
- HVAC permit fees
- One year parts and labor warranty
- Manufactures warranty

TOTAL COST OF OPTION #2 INSTALATION \$23,719.00 *

Option #3: Installation of Belimo Zip Economizer system.

- Install (1) Belimo Zip economizer control and interlock with furnace.
 - This allows "Free Cooling" based on outdoor temperatures.
- Mixed air temperature.
- Enthalpy sensor.
- Transformer.
- Install damper & actuator.
- One year parts and labor warranty
- Manufactures warranty

TOTAL COST OF OPTION #3 INSTALATION \$2,287.00 *



B1

Purchase Order

CITY OF FITCHBURG
5520 Lacy Road
Fitchburg, WI 53711
608-270-4200
Fax: 608-270-4212

Department: Public Works

Prepared by: Ahna Bizjak

P.O. Number	P.O. Date	Department Rec'd Date	Date submitted for approval

Vendor # <u>KL Engineering</u> <u>4/13</u> 5950 Seminole Centre Ct, Suite 200 Madison, WI 53711	SUBMITTED FOR APPROVAL ADMINISTRATOR Under \$2,500 <input type="checkbox"/> MAYOR \$2,500 < \$25,000 <input checked="" type="checkbox"/> FINANCE COMMITTEE Over \$25,000 <input type="checkbox"/>
---	---

Invoice Number	Invoice Date	Description	Fund	Dept	Acct	Job	Amount
20150296	4/20/15	N. Fish Hatchery Road - Pike Drive extension	400	5733	103		\$10,973.25
		Alignment and intersection alternatives					

<input type="checkbox"/> Above items are within budget	TOTAL	\$10,973.25
	Finance Initial	<i>MFB</i>

Signatures Required

Department Head *Cory D...* Date Approved 5/1/15
Comptroller/Administrator *AT* Date Approved _____

Over \$2,500:
Mayor *Stephen Calabrese* Date Approved 5/5/2015

Comments or special arrangements (if required) _____

Total Invoices processed to date: \$10,973.25
Total Contract Approved: \$24,385.00
Amount of Contract Remaining: \$13,411.75
Percent Complete 45%



5950 Seminole Centre Court, Suite 200
 Madison, WI 53711
 608.663.1218
 Toll Free: 800.810.4012
 Fax: 608.663.1226
 www.klengineering.com

April 20, 2015

Project No: 15010-000

Invoice No: 20150296

Ahnaray Bizjak
 City of Fitchburg
 Department of Public Works
 5520 Lacy Road
 Fitchburg, WI 53711

Project 15010-000 Fish Hatchery Road – New Intersection Design, Eggiman Road/Pike Drive
 Connection – Fish Hatchery Road Intersection

Project: Fish Hatchery Road – New Intersection Design, Eggiman Road/Pike Drive Connection – Fish Hatchery Road
 Intersection

Work completed: Preliminary Design

Professional Services from March 3, 2015 to March 31, 2015

Fee			
Total Fee	24,385.00		
Percent Complete	45.00	Total Earned	10,973.25
		Previous Fee Billing	0.00
		Current Fee Billing	10,973.25
		Total Fee	10,973.25

Billing Limits	Current	Prior	To-Date
Fees	10,973.25	0.00	10,973.25
Limit			24,385.00
Remaining			13,411.75

Total this Invoice \$10,973.25

Billings to Date

	Current	Prior	Total
Fee	10,973.25	0.00	10,973.25
Totals	10,973.25	0.00	10,973.25

DATE: 5/7/2015

TO: FINANCE COMMITTEE

FROM: FINANCE DEPT

FOR FINANCE APPROVAL: OVER \$25,000

	ACCT NO	AMOUNT
MADISON METRO SEWERAGE DISTRICT		
4TH Qtr Service	600-5827-200	\$400,612.58
Citrus Systems - Labs	600-11422	\$620.01
Ecostar - Labs	600-11422	\$647.54
		\$401,880.13
PELLITTERI WASTE SYSTEMS		
May 2015 Refuse Collection	213-5362-290	\$35,342.50
May 2015 Recycling Collection	213-5362-290	\$7,496.18
May 2015 Polystyrene Collection	213-5362-290	\$685.75
May 2015 Hard Plastic Collection	213-5362-290	\$105.50
May 11-15 Brush Collection	213-5362-290	\$7,859.75
May 26-30 Brush Collection	213-5362-290	\$7,859.75
May 11-15 Yardwaste Collection	213-5362-290	\$13,451.25
		\$72,800.68
	TOTAL	\$474,680.81

Purchase Order

CITY OF FITCHBURG
 5520 Lacy Road
 Fitchburg, WI 53711
 608-270-4200
 Fax: 608-270-4212

Department: Utility

Prepared by: Kari P

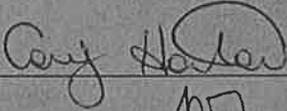
P.O. Number	P.O. Date	Department Rec'd Date	Date submitted for approval
	4/24/2015		

Vendor # <u>15086</u> <u>MADISON METRO SEWERAGE DISTRICT</u>	SUBMITTED FOR APPROVAL
	ADMINISTRATOR Under \$2,500 <input type="checkbox"/>
	MAYOR \$2,500 < \$25,000 <input type="checkbox"/>
	FINANCE COMMITTEE Over \$25,000 <input checked="" type="checkbox"/>

Invoice Number	Invoice Date	Description	Fund	Dept	Acct	Job	Amount
11688	4/16/15	4th Qtr - SERVICE	600	5827	200		\$400,612.58
11723	4/16/15	CITRUS SYSTEMS - LABS	600	11422			\$620.01
11723	4/16/15	ECOSTAR - LABS	600	11422			\$647.54

<input type="checkbox"/> Above items are within budget	TOTAL	\$401,880.13 ✓
	Finance Initial	<u>MFD</u>

Signatures Required:

Department Head 

Comptroller/Administrator 

Date Approved 4/24/15

Date Approved _____

Over \$2,500:

Mayor _____

Date Approved _____

Comments or special arrangements (if required) _____

Madison Metro Sewerage Dist.

1610 Moorland Road
Madison, WI 53713-3398

Number:	IN000011688
Page:	1
Date:	4/16/2015

Sold CITY OF FITCHBURG U.D. NO. 1 To: KARI PETERSON 5520 LACY RD FITCHBURG, WI 53711

Reference - P.O. No.	Customer No.	Salesperson	Ship Via	Terms Code
	CFITCH			QTR

	Description/Comments				Amount
	Sewer Service Quarter 1/2015				400,612.58

Remit To:
Madison Met. Sewerage District
1610 Moorland Road
Madison, WI 53713
USA

Total amount	400,612.58
Payment received	0.00
Amount due	400,612.58

1% Interest per month after 30 days

Invoice



Quarter: 1

Days in Quarter: 90

Year: 2015

Monitoring Point	C Value	Flow (GPD)	CBOD5 (lbs/day)	SOLIDS (lbs/day)	TKN (lbs/day)	TOTAL P (lbs/day)
2301 Traceway	1	382	0.765	0.761	0.140	0.019
3101 Fish Hatch Qrtly	1	18,674	357.6	27.74	5.175	3.318
3911 Fish Hatchery	1	659	1.319	1.314	0.242	0.032
5454 Gun Flint Trail	1	509	1.019	1.015	0.187	0.025
6124 McKee Road Quarterly	1	30,272	1,346	1,135	17.11	5.200
McKee Road West	1	15,176	30.38	30.25	5.569	0.742
Q-028	1.15	6,414	11.78	12.25	3.520	0.409
Q-029	1	64,824	224.8	111.3	24.67	3.714
Q-072	-0.947	-22,712	-56.783	-59.198	-12.113	-1.557
Q-083	1	110,690	266.8	184.3	41.73	5.126
Q-105	1	184,202	344.8	265.8	79.00	9.171
Q-106	0.947	123,214	257.7	168.3	51.71	6.068
Q-107	3.1	125,758	303.4	197.6	59.15	6.996
Q-108	1	414,753	745.5	703.4	174.6	23.74
Q-109	7.458	209,607	429.1	231.5	87.40	10.52
Q-110	1	15,154	33.14	29.04	7.436	0.946
Q-112	1	14,978	70.57	25.09	5.471	0.560
Q-113	1	3,714	3.503	5.585	1.567	0.191
Q-114	1	10,668	15.20	15.76	4.885	0.538
Q-118	1	4,909	7.314	5.066	2.134	0.220
Q-120	1	92,400	182.5	195.0	44.40	6.037
Q-123	1	129,194	241.3	223.3	57.42	7.485
Q-126	1	62,412	216.9	153.6	29.23	3.844
Q-132	1	15,095	32.98	15.68	8.001	0.973
Q-135	1	133,774	192.7	174.1	51.80	6.611
Q-136	1.35	16,451	25.74	26.63	6.833	0.852
Q-141	1	42,078	100.5	57.08	18.21	2.046
Res - Fitchburg NSVI	189	34,587	47.06	56.32	12.57	1.512
Town of Verona #1	-1	-19,838	-28.584	-34.573	-8.287	-1.008
Verona Road East	1	1,490	2.982	2.970	0.547	0.073
TOTALS		1,839,488	5,408	3,962	780.3	104.4

PARAMETER	QUARTERLY QUANTITY	RATE	QUARTERLY BILL
VOLUME (MG)	165.5539	616.3400	102,037.51
CBOD5 (lbs)	486,714	0.14193	69,079.37
SS (lbs)	356,590	0.21375	76,221.02
TKN (lbs)	70,226	0.35440	24,888.20
TOTAL P (lbs)	9,396	3.16789	29,766.24
Equivalent Meters	8,189.37	6.5125	53,333.25
Actual Customers	5,966.67	7.59	45,287.00
Total Quarterly Bill			400,612.58

Madison Metropolitan Sewerage District



1610 Moorland Road • Madison, WI 53713-3398 • Telephone (608) 222-1201 • Fax (608) 222-2703 • madsewer.org

April 16, 2015

Ms. Kari Peterson
Fitchburg Utility District No. 1
5520 Lacy Road
Fitchburg, WI 53711

Re: Sewerage Service Charges
All-Juice Midwest & Ecostar
First Quarter-2015

Dear Ms. Peterson:

Enclosed for your information and use are copies of MMSD's sewerage service charge computations for All-Juice Midwest and Ecostar for the first quarter of 2015. The computed amounts include only District related charges. The Fitchburg Utility District may want to add additional charges for billing of these customers.

If you have any questions concerning this matter, please contact me at 222-1201 (Ext 235).

Sincerely,

Todd Gebert
Collection System Engineer

Enclosure

All-Juice Midwest



Quarter: 1

Days in Quarter: 90

Year: 2015

Monitoring Point	C Value	Flow (GPD)	CBOD5 (lbs/day)	SOLIDS (lbs/day)	TKN (lbs/day)	TOTAL P (lbs/day)
3101 Fish Hatch Qrtly	1	18,674	357.6	27.74	5.175	3.318
TOTALS		18,674	357.6	27.74	5.175	3.318

PARAMETER	QUARTERLY QUANTITY	RATE	QUARTERLY BILL
VOLUME (MG)	1.6807	616.3400	1,035.86
CBOD5 (lbs)	32,184	0.14193	4,567.88
SS (lbs)	2,497	0.21375	533.65
TKN (lbs)	466	0.35440	165.06
TOTAL P (lbs)	299	3.16789	946.00
Equivalent Meters	0.00	6.5125	0.00
Actual Customers	0.00	7.59	0.00
Total Quarterly Bill			7,248.44

Ecostar



Quarter: 1

Days in Quarter: 90

Year: 2015

Monitoring Point	C Value	Flow (GPD)	CBOD5 (lbs/day)	SOLIDS (lbs/day)	TKN (lbs/day)	TOTAL P (lbs/day)
6124 McKee Road Quarterly	1	30,272	1,346	1,135	17.11	5.200
TOTALS		30,272	1,346	1,135	17.11	5.200

PARAMETER	QUARTERLY QUANTITY	RATE	QUARTERLY BILL
VOLUME (MG)	2.7245	616.3400	1,679.21
CBOD5 (lbs)	121,140	0.14193	17,193.40
SS (lbs)	102,150	0.21375	21,834.56
TKN (lbs)	1,540	0.35440	545.74
TOTAL P (lbs)	468	3.16789	1,482.57
Equivalent Meters	0.00	6.5125	0.00
Actual Customers	0.00	7.59	0.00
Total Quarterly Bill			42,735.48

Madison Metro Sewerage Dist.

1610 Moorland Road
Madison, WI 53713-3398

Number:	IN000011723
Page:	1
Date:	4/16/2015

Sold CITY OF FITCHBURG
To: KARI PETERSON
5520 LACY RD
FITCHBURG, WI 53711

Reference - P.O. No.	Customer No.	Salesperson	Ship Via	Terms Code
	MCFITC			30

Description/Comments	Amount
Miscellaneous 1st Quarter 2015 Lab Fees - Ecostar	623.30
Miscellaneous Administraive Fees	24.24
Miscellaneous 1st Quarter 2015 Lab Fees - Citrus Systems	595.77
Miscellaneous Administrative Fees	24.24

Handwritten notes:
647.54 (bracketed next to 623.30 and 24.24)
620.01 (bracketed next to 595.77 and 24.24)

Remit To:
Madison Met. Sewerage District
1610 Moorland Road
Madison, WI 53713
USA

Total amount	1,267.55
Payment received	0.00
Amount due	1,267.55

1% Interest per month after 30 days

Invoice

MMSD Laboratory Invoice Report

Madison Metropolitan Sewerage District
1610 Moorland Rd
Madison, WI 53713-3398
Lab Manager: Rhonda Riedner
(608) 222-1201 ext. 218
rhondar@madsewer.org



Printed On: 02-Apr-2015

DNR Lab ID Number 113002230

Bill To:

User Charge
Madison Metropolitan Sewerage District
1610 Moorland Rd
Madison, WI 53713-3398
Phone: (608) 222-1201
Fax: (608) 222-2703

Site Information:

uc eco*

Sampling Period:

1/1/2015 To 3/31/2015

<u>Parameter ID:</u>	<u>Qty:</u>	<u>Unit Cost:</u>	<u>Analytical Cost:</u>
Sampling Labor	1	\$333.32	\$333.32
CBOD5	6	\$19.36	\$116.16
TKN	6	\$9.54	\$57.24
TP	6	\$9.54	\$57.24
TSS	6	\$9.89	\$59.34

Total Cost: \$623.30

MMSD Laboratory Invoice Report

Madison Metropolitan Sewerage District
1610 Moorland Rd
Madison, WI 53713-3398
Lab Manager: Rhonda Riedner
(608) 222-1201 ext. 218
rhondar@madsewer.org
DNR Lab ID Number 113002230



Printed On: 02-Apr-2015

Bill To:

User Charge
Madison Metropolitan Sewerage District
1610 Moorland Rd
Madison, WI 53713-3398
Phone: (608) 222-1201
Fax: (608) 222-2703

Site Information:

uc cit*

Sampling Period:

1/1/2015 To 3/31/2015

<u>Parameter ID:</u>	<u>Qty:</u>	<u>Unit Cost:</u>	<u>Analytical Cost:</u>
Sampling Labor	1	\$354.12	\$354.12
CBOD5	5	\$19.36	\$96.80
TKN	5	\$9.54	\$47.70
TP	5	\$9.54	\$47.70
TSS	5	\$9.89	\$49.45

Total Cost: \$595.77

Purchase Order

CITY OF FITCHBURG
 5520 Lacy Road
 Fitchburg, WI 53711
 608-270-4200
 Fax: 608-270-4212

Department: Public Works

Prepared by: Felipe Avila

P.O. Number	P.O. Date	Department Rec'd Date	Date submitted for approval
	4/30/2015	4/30/2015	

Vendor # <u>1303</u> <u>Pellitteri Waste Systems</u> <u>P.O. Box 259426</u> <u>Madison, WI 53725-9426</u>	SUBMITTED FOR APPROVAL ADMINISTRATOR Under \$2,500 <input type="checkbox"/> MAYOR \$2,500 < \$25,000 <input type="checkbox"/> FINANCE COMMITTEE Over \$25,000 <input checked="" type="checkbox"/>
--	---

Invoice Number	Invoice Date	Description	Fund	Dept	Acct	Job	Amount
May-15	4/30/2015	May 2015 Refuse Collection	213	5362	290		\$35,342.50
		May 2015 Recycling Collection	213	5362	290		\$7,496.18
		May 2015 Polystyrene Collection	213	5362	290		\$685.75
		May 2015 Hard Plastic Collection	213	5362	290		\$105.50
		May 11-15 Brush Collection	213	5362	290		\$7,859.75
		May 26 - May 30 Brush Collection	213	5362	290		\$7,859.75
		May 11-15 Yardwaste Collection	213	5362	290		\$13,451.25
						TOTAL	\$72,800.68
<input type="checkbox"/> Above items are within budget						Finance Initial	<i>MFO</i>

Signatures Required:

Department Head

[Signature]

Date Approved

5/1/15

Comptroller/Administrator

Date Approved

Over \$2,500:

Mayor

Date Approved

Comments or special arrangements (if required)

This invoice is for May 2015 Refuse/Recycling Collection Services



7035 RAYWOOD ROAD
 P O BOX 259426
 MADISON, WI 53725
 P: 608.257.4285 | F: 608.257.1179
 W: PELLITTERI.COM

INVOICE NO.
 INVOICE DATE
 ACCOUNT NO. 04/30/15
 DUE DATE 532421
 05/15/15

Amount you are paying

PLEASE RETURN TOP PORTION WITH REMITTANCE

A Tradition of Service SINCE 1939

CITY OF FITCHBURG
 C/O FELIPE
 5520 LACY RD
 FITCHBURG, WI 53711

SERVICE ADDRESS

5520 LACY RD (FITCHBURG, WI)

DATE	DESCRIPTION			
	LOCATION: 5520 LACY RD		PRIOR BALANCE	72,786.88
04/20/15	53X01813 PAYMENT RECEIVED	110656.		<72,786.88>
04/21/15	5275 RESIDENTIAL SERV TRASH SERVICE		05/01/15-05/31/15	35,342.50
04/21/15	MAY 2015 TRASH - 5275			
04/21/15	5279 RESIDENTIAL SERV RECYCLING SERV		05/01/15-05/31/15	7,496.18
04/21/15	MAY 2015 RC - 5279			
04/21/15	5275 RESIDENTIAL SERV TRASH SERVICE		05/01/15-05/31/15	685.75
04/21/15	STYRENE - 20 YD PICKUPS PER CONTRACT			
04/21/15	5275 RESIDENTIAL SERV TRASH SERVICE		05/01/15-05/31/15	105.50
04/21/15	HARD PLASTICS - 20 YD PICKUPS PER CONTRACT.			
04/21/15	5275 RESIDENTIAL SERV TRASH SERVICE		05/01/15-05/31/15	7,859.75
04/21/15	MAY 2015 BRUSH -			
04/21/15	5/11 - 5/15/15 5275@ 1.49			
04/21/15	5275 RESIDENTIAL SERV TRASH SERVICE		05/01/15-05/31/15	7,859.75
04/21/15	MAY 2015 BRUSH -			
04/21/15	5/26 - 5/30/15 5275@ 1.49			
04/21/15	5275 RESIDENTIAL SERV TRASH SERVICE		05/01/15-05/31/15	13,451.25
04/21/15	MAY 2015 YARDWASTE			
04/21/15	5/11 - 5/15/15 5275@ 2.55			

INV# CURRENT 30 DAY 60 DAY 90 DAY DATE
 ACCT# PAGE

532421

04/30/15



City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **April 14, 2015** Ordinance Number:
Date to Report Back: **May 12, 2015** Resolution Number: **R-46-15**

Sponsored by: Mayor Drafted by:

**TITLE: AUTHORIZING ACCEPTANCE OF A STATE/MUNICIPAL AGREEMENT
FOR THE RECONSTRUCTION OF LACY ROAD FROM THE COMMUNITY
CENTER TO S. SYENE ROAD**

Background: Refer to staff memo

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	May 4, 2015	Approved
2	Finance	Roach	May 12, 2015	
3				
4				

Amendments:



Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Board of Public Works, Common Council
From:	Ahna Bizjak, P.E. – Transportation Project Engineer
Date:	March 26, 2015
Subject:	Resolution R-46-15, Lacy Road Reconstruction

The City submitted an STP-Urban grant application for the reconstruction of Lacy Road from the Community Center to S. Syene Road. This project is 1.3 miles in length and includes the reconstruction of Lacy Road to an urban section. The project description included in the CIP is as follows:

“Reconstruction of Lacy Road to replace deteriorating pavement and provide for bicycle and pedestrian safety. Final design of the improvements to be determined after public input from the neighborhood. The project may include a roundabout at Fahey Glen. The overhead powerlines may be placed underground.”

The approved grant allocates \$2,000,000 in federal funding towards this project. It should be noted that federal funding does require the City to consider the needs of bicyclists and pedestrians when developing the roadway project. In conversations with WisDOT staff, there is some flexibility as to how that is achieved. There is concurrence that a final cross-section would be determined during the design stage and that the public process should help inform decisions on the cross-section. It should also be noted that if we encounter any cultural, environmental, or historical resources during the environmental documentation for the project, that may also have an impact on the cross-section for the roadway.

The WisDOT Facilities Development Manual (FDM) provides flexibility for Complete Streets by offering multiple ways to provide both bicycle and pedestrian accommodations as well as a limited number of exceptions for not including those facilities. But we will be required to accommodate bicyclists and pedestrians with this project in one way or another.

We are required to follow the WisDOT process for right-of-way acquisition, design, and construction. Because of that, the soonest that this project can begin construction is 2017. The goal is to meet a PS&E (plans, specifications, and estimate) date in 2016 to allow for construction to occur in Spring 2017. However, all right-of-way acquisition must be clear before the PS&E can be submitted. It will require an aggressive schedule to keep this project on track for 2017 construction.

City staff’s recommendation is to approve Resolution R-46-15 and to move forward with this much-needed road improvement project.



**STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET URBANIZED
AREA STP-URBAN PROJECT**

Program Name: STP-Urban

Population Group: 200,000+

Sub-program #: 206

Date: March 6, 2015

I.D.: 5849-00-09/11

Road Name: Lacy Road

Limits: Research Park Dr – S. Syene Road

County: Dane County

Roadway Length: 1.30 miles

Functional Classification: Major Collector

Project Sponsor: City of Fitchburg

Urbanized Area: Madison MPO

The signatory, City of Fitchburg, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility - Describe and give reason for request: The existing roadway is a 2 lane collector. It is a 22' wide facility with a rural cross section constructed of asphalt pavement with 3' gravel shoulders. The pavement is in poor condition with transverse and longitudinal cracking. There are no federal-aid eligible structures within the project limits. There is an at-grade railroad crossing near the east end of the project limits. There are no existing sidewalks or bicycle accommodations. Requesting an urban reconstruction project to improve the deteriorating pavement, add turn lanes, and add bicycle/pedestrian accommodations. Storm sewer and lighting systems will be included with the project.

Proposed Improvement - Nature of work: A reconstruction project is proposed. The project will be 1.30 miles in length with an urban cross section constructed of concrete curb and gutter and driving lanes. Turn lanes will be constructed to increase capacity. Bicycle/pedestrian accommodations will be constructed. Storm sewer main, lateral storm sewer and lighting improvements are planned as part of this project.

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable Federal requirements:

None

The Municipality agrees to the following 2013-2018 Urbanized Area STP-Urban project funding conditions:

Project design and design oversight costs are funded with 100% Municipal funds. Project construction costs are funded with 50% federal funding up to a maximum of \$2,000,000 for all federally-funded project phases when the municipality agrees to provide the remaining 50% and all funds in excess of the \$2,000,000 federal funding maximum, in accordance with the STP Urban program guidelines for projects in urbanized areas. Non-participating costs are 100% the responsibility of the municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year 2017. **In accordance with the State’s sunset policy for Urbanized Area STP Urban projects, the subject 2013-2018 Urbanized Area STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2015, or by June 30, 2020.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to WisDOT. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary Funding Table below are federal maximum amounts unless explicitly identified otherwise. The final Municipal share is dependent on the final Federal participation, and actual costs will be used in the final division of cost for billing and reimbursement.

PHASE	SUMMARY OF COSTS				
	Total Est. Cost	Federal Funds	%	Municipal Funds	%
ID 5849-00-09					
Design	\$0	\$0	0%	\$0	100%
State Review	\$60,000	\$0	0%	\$60,000	100%
ID 5849-00-11					
Participating Construction	\$3,625,000	\$1,812,500	50%*	\$1,812,500	50% + BAL
Non-Participating Construction	\$0	\$0	0%	\$0	100%
State Review	\$375,000	\$187,500	50%*	\$187,500	50% + BAL
Total Est. Cost Distribution	\$4,060,000	\$2,000,000	Max	\$2,060,000	N/A

*The percentage of project costs covered by federal funding at approval, 50%, is based on TIP Committee Action. Due to the federal funding cap, which is \$2,000,000 for all federally-funded project phases, this percentage may change over the life of the project.

This request is subject to the terms and conditions that follow (pages 3 – 7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of: **City of Fitchburg** (please sign in blue ink.)

Name	Title	Date
------	-------	------

Signed for and in behalf of: **City of Fitchburg** (please sign in blue ink.)

Name	Title	Date
------	-------	------

Signed for and in behalf of the State:

Name	Title	Date
------	-------	------

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113 and Wis. Stat. 103.50.
 - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - e. Competitive bidding requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06.
 - f. All DBE requirements that the State specifies.
 - g. Federal Statutes that govern the Surface Transportation Program, including but not limited to 23 U.S.C. 133.
 - h. General requirements for administering federal and state aid set forth in Wis. Stat. 84.03.

STATE RESPONSIBILITIES AND REQUIREMENTS:

4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2013-2018 Urbanized Area STP-Urban program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
 - c. Storm sewer mains necessary for the surface water drainage.
 - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).

- f. Signing and pavement marking.
 - g. New installations or alteration of street lighting and traffic signals or devices.
 - h. Landscaping.
 - i. Management Consultant and State Review Services: **Construction Project ID 5849-00-11**
5. The work will be administered by the State and may include items not eligible for Federal participation.
 6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to Federal funds. Upon completion of the project, a final audit will be made to determine the final division of costs. If reviews or audits show any of the work to be ineligible for Federal funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

7. Work necessary to complete the 2013-2018 Urbanized Area STP-Urban improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
 - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
 - h. Real estate for the improvement.
 - i. Preliminary engineering and design.
 - j. Management Consultant and State Review Services: **Design Project ID 5849-00-09**
8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by WisDOT prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
9. Work to be performed by the Municipality without Federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.

11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation as defined in s. 111.32 (13m), or national origin.
12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed Federal financing commitments or are ineligible for Federal financing. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
13. **In accordance with the State's sunset policy for Urbanized Area STP-Urban projects, the subject 2013-2018 Urbanized Area STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2015, or by June 30, 2020.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to WisDOT. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
15. The Municipality will at its own cost and expense:
 - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - e. Provide complete plans, specifications, and estimates.
 - f. Provide relocation orders and real estate plats.
 - g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
 - h. Provide maintenance and energy for lighting.
 - i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.
16. It is further agreed by the Municipality that:
 - a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.

- b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse WisDOT if WisDOT incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such "Manual of Uniform Traffic Control Devices" as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under Federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by Federal or State highway regulations will not be permitted within the right-of-way limits of the project. The municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.

LEGAL RELATIONSHIPS:

- 17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
- 18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
- 19. Contract Modification: This State/Municipal Agreement can only modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
- 20. Binding Effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third- party enforcement rights.
- 21. Choice of Law and Forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

22. The Municipality agrees to the following 2013-2018 Urbanized Area STP-Urban project funding conditions:

- a. **ID 5849-00-09:** Design and design oversight is funded with 100% by the Municipality. This phase includes Plan Development, Management Consultant Review, and State Review. The work includes project review, approval of required reports and documents and processing the final PS&E document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 100% by the Municipality.
- b. **ID 5849-00-11:** Construction:
 - i. Costs for participating construction items, and state review activities are funded with 50% federal funding when the municipality agrees to provide the remaining 50%. This portion of the project is subject to the cumulative project federal funding cap (see sub-item c). Any costs over federal maximum capped amount are funded 100% by the Municipality.
 - ii. Non-participating costs are funded 100% by the Municipality. Costs include construction delivery.
- c. **Project Cap:** In accordance with STP-Urban program guidelines for projects in urbanized areas, State action and TIP Committee action, this project has a federal funding cap of **\$2,000,000**. This federal funding cap applies to all federally funded project phases.

[End of Document]

Shawn Pfaff, Mayor
Introduced By

Public Works
Prepared by

Board of Public Works and Finance
Referred to

April 14, 2015
Date

RESOLUTION R-46-15
AUTHORIZING ACCEPTANCE OF A STATE/MUNICIPAL AGREEMENT
FOR THE RECONSTRUCTION OF LACY ROAD FROM
THE COMMUNITY CENTER TO S. SYENE ROAD

WHEREAS, the Wisconsin Department of Transportation (WisDOT) has approved funds in the 2013-2018 STP-Urban program for the reconstruction of Lacy Road from the Community Center to S. Syene Road; and

WHEREAS, the Project includes 100% local funding for design and right-of-way acquisition and 50% federal funding for construction costs up to a maximum of \$2,000,000 with the remaining 50% funded by the City; and

WHEREAS, section 66.0301 Wisconsin Statutes authorizes cities and state agencies to enter into agreements for the receipt of furnishing of services; and

WHEREAS, the Capital Improvement Plan includes funds for this project; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by The Common Council of the City of Fitchburg, Dane County, Wisconsin, that it approves the "State/Municipal Agreement for a State Let Urbanized Area STP-Urban Project" with the Wisconsin Department of Transportation for the project.

BE IT FURTHER RESOLVED, that the Common Council authorizes the Clerk and Mayor to sign the agreements for the Project.

Adopted this ____ day of _____, 2015.

Approved By: _____
Shawn Pfaff, Mayor

Attested By: _____
Patti Anderson, City Clerk

City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by:
 Direct Referral Approved by:

Date Referred: **April 14, 2015** Ordinance Number:
 Date to Report Back: **May 12, 2015** Resolution Number: R-49-15

Sponsored by: Drafted by: Public Works

TITLE: PUBLIC WORKS STREET EQUIPMENT REPLACEMENT – STREET SWEEPER

Background:

The streets equipment replacement schedule calls for the replacement of the street sweeper in 2015. The 2015 CIP includes \$200,000 for the new equipment and allots \$20,000 for the sale of the existing sweeper for a net budget of \$180,000.

The bid was advertised by legal notice in the Wisconsin State Journal and posted on www.demandstar.com. On April 7, 2015, at 11:00 a.m., the bid opening was held and 4 bids were received for the street sweeper. Attached is the bid tabulation for the sweeper. The bid allowed for the submittal of up to two bids, one for a new machine and one for a demonstration unit with less than 500 hours. Staff evaluated the bids and the needs of the department and feel that the demonstration unit from R.N.O.W best suits the City’s needs and budget. The bids from Envirotech and Bruce Company exceeded the City’s budget. The new machine from R.N.O.W when fitted with the desired features also exceeded the City’s budget. The demonstration unit from R.N.O.W. only has 52.3 hours and includes the desired options of the department. Important options include a larger water tank and hopper. These features will reduce the frequency of unloading material and will allow for more time sweeping rather than driving and unloading material and filling the unit with water.

Staff’s recommendation is to award the 2015 Street Sweeper bid to R.N.O.W. for the proposed demonstration unit in the amount of \$236,705.00 and trading in the current sweeper to R.N.O.W. for the amount of \$68,000 for a net cost of \$168,705.00. Staff anticipates that the trade in allowance is more than would be received for selling the unit at auction.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	May 4, 2015	Approved
2	Finance Committee	Roach	May 12, 2014	
4				

Amendments:

Bids Received:

Date: April 7, 2015

Time: 11:00 a.m.

**2015 Proposals for Regenerative Air Street Sweeper
CITY OF FITCHBURG, WISCONSIN**

2015 Regenerative Air Sweeper				R.N.O.W., Inc. 8636R W. National Ave West Allis, WI 53227	R.N.O.W., Inc. 8636R W. National Ave West Allis, WI 53227	EnviroTech Equipment Co. 19750 W. Edgewood Dr Lannon, WI 53046	Bruce Municipal Equipment, Inc. N60 W15835 Kohler Lane Menomonee Falls, WI 53501
Bid Item	Quantity	Units	Extension	Extension	Extension	Extension	
Demo-Schwarze 9 Monson Sweeper on a Peterbilt 220 Right Hand Steer (52.3 Hours)	1	LS	\$236,705.000				
New-Schwarze A7 Tornado Sweeper on Frieghtliner Dual Steer Chassis	1	LS		\$222,064.00			
Demo-JohnstonRT655 Regen Vacuum Sweeper Mounted on M2 Chassis (10 Hours)	1	LS			\$220,000.00		
New - Elgin-2016 Autocar Dual Steer Chassis	1	LS					\$242,156.000
Trade-In Reduction	1	LS	(\$68,000.00)	(\$68,000.00)	(\$20,250.00)	(\$20,000.00)	
Base Bid minus Trade-In			\$168,705.00	\$154,064.00	\$199,750.00	\$222,156.00	
Options:							
1 Dual Steering			NA	Included/\$11,000 for Cabover	Included	Included	
2 Cab-over Chassis			Included	\$7,310.00	NA	NA	\$15,400.00
3 600 Gallon Water Tank			Included	\$2,808.00	NA	NA	\$7,550.00
4 Stainless Steel Fuel Tank			NA	NA	NA	NA	NA
5 9 C.Y. Hopper w/ door opening			Included	\$23,320.00	NA	NA	NA
6 Five Inch Vacuum box			Included	Included	NA	NA	NA
COMPUTED TOTAL WITH ALL OPTIONS			\$168,705.00	\$198,502.00	\$199,750.00	\$245,106.00	

Shawn Pfaff, Mayor
Introduced By

Public Works
Drafted By

Board of Public Works & Finance
Committee

April 14, 2015
Date

Resolution R-49-15
PUBLIC WORKS STREET EQUIPMENT REPLACEMENT – STREET SWEEPER

WHEREAS, the 2015 Capital Equipment Budget includes funding for the purchase of a sweeper; and

WHEREAS, the Department of Public Works has prepared construction specifications and obtained competitive bids; and

WHEREAS, the project was advertised by legal notice in the Wisconsin State Journal and posted on www.demandstar.com; and

WHEREAS, on April 7, 2015 at 11:00 a.m. four sealed bids were received and publicly opened with the results listed on the attached bid tab; and

WHEREAS, R.N.O.W. INC has provided the most responsive bid with a demonstration unit for the price of \$236,705.00; and

WHEREAS, R.N.O.W. INC has provided a trade in reduction in the amount of \$68,000.00.

NOW, THEREFORE, BE IT HEREBY RESOLVED, The Common Council of the City of Fitchburg, Dane County, Wisconsin, hereby approves trade in of the existing equipment and the award of the sweeper bid to R.N.O.W., INC and authorizes payment for the net amount of \$168,705.00 from the street equipment account.

BE IT FURTHER RESOLVED, the Common Council authorizes the Clerk and Mayor to sign the contracts with R.N.O.W., INC for the purchase of this equipment.

Adopted by the Common Council of the City of Fitchburg this 12th day of May, 2015.

Approved By: _____
Steve Arnold, Mayor

Attested By: _____
Patti Anderson, City Clerk

City of Fitchburg

Committee of Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **April 28, 2015**
Date to Report: **May 12, 2015**

Ordinance Number:
Resolution Number: R-54-15

Sponsored by: Mayor Arnold

Drafted by: Roach

TITLE: Resolution Adopting Partnership Agreement with Fitchburg Chamber Visitor and Business Bureau to Host “Concerts at McKee”

Background: Concerts at McKee began as a Senior Center sponsored event in 2001. Over time, it has become a very popular community event, and last year the Chamber of Commerce assisted in making Concerts at McKee the most successful season yet. This year, the Senior Center has expressed an interest in becoming less involved, and the Chamber has agreed to partner with the City in the lead coordination role. The City continues to coordinate with the Chamber and CEDA will continued their funding commitment for sponsorship.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance Committee	Roach	May 12, 1015	
2				
3				
4				

Amendments:



Concerts at McKee Partnership

City of Fitchburg (CITY)

Fitchburg Chamber Visitor and Business Bureau (CHAMBER)

Scope

The CITY and CHAMBER desire to coordinate efforts to present “Concerts at McKee”, three times per year, on the third Monday of June, July and August. This event is a family friendly party in the park, featuring food, beverages and music in an outdoor venue.

CITY Responsibilities

Appoint representative(s) to serve on the working committee.

The Parks Department will reserve the dates at McKee Farms Park and will be responsible for site preparation including providing picnic tables, refuse and recycling bins, and access to adequate power for the bands and sound system.

The CITY will waive all fees for park reservations and sound permits.

The CITY will review and approve all intoxicating beverage license requests in accordance with state law and local procedures including temporary operator license and Special Class B permit.

The CITY will not be required to provide additional Police, Fire or EMS services on the day of the events.

The event will be covered by the CITY’s insurance policy. The City will list the CHAMBER as an additional insured onto the policy which would extend protection for these events only.

The CITY’S Community and Economic Development Authority (CEDA) will support the event, financially, with a contribution of \$1,500 annually.

The CITY will promote the event through their web site, Facebook and Twitter accounts.

CHAMBER Responsibilities

Appoint representative(s) to serve on the working committee.

The CHAMBER will be the coordinator for the “day of event” decisions, including cancellation due to weather and final layout of the venue.

Solicit private donations and manage all accounting for the event.

Negotiate and sign contracts for entertainment, sound system, and food and beverage vendors.

Solicit and select a not-for-profit agency to sell beverages. Negotiate agreement for revenue sharing.

The CHAMBER will be primarily responsible for promotion of the event through various media.



Apply for sound permit, and any other City issued permits required for the event.

Cancellation

Either party can cancel this agreement by giving the other party at least 6 months notice.

This agreement was executed in _____, Fitchburg, Wisconsin this
_____ day of _____, 20_____.

City of Fitchburg

Printed Name: _____

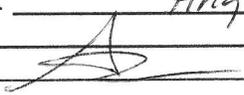
Title: _____

Signature: _____

Fitchburg Chamber

Printed Name: Angela Kinderman

Title: FCVBB Executive Director

Signature: 



Concerts at McKee Partnership

City of Fitchburg (CITY)

Fitchburg Chamber Visitor and Business Bureau (CHAMBER)

Scope

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_____ day of _____, 20_____.

City of Fitchburg

Printed Name: _____

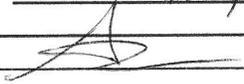
Title: _____

Signature: _____

Fitchburg Chamber

Printed Name: Angela Kinderman

Title: FCVBB Executive Director

Signature: 

City of Fitchburg Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **April 28, 2015**
Date to Report Back: **May 12, 2015**

Ordinance Number:
Resolution Number: **R-53-15**

Sponsored by: Mayor

Drafted by: Misty Dodge

TITLE: Resolution Adopting Purchasing Card Procedure Manual

Background:

The City currently participates in a credit card program through Park Bank. The Library and the Police Department have their own departmental cards and there are others maintained by the Finance Department that are available for check-out to other employees. There are also several store charge cards set-up through the City. There is an opportunity to expand and refine our existing program to realize significant efficiencies and cost savings.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance Committee	Roach/Dodge	May 12, 2015	
2				
3				
4				

Amendments:



City of Fitchburg

Purchasing Card
(P-Card)

Procedure Manual
Drafted April 2015



Welcome to the City of Fitchburg's Purchasing Card (P-Card) Program

The P-Card program is designed to make it easier and more cost effective for City personnel to make small dollar purchases of goods and services from any supplier who accepts MasterCard. Department account clerks or administrative personnel may also use p-cards to process direct buys under \$2,500. Accounts Payable also has a p-card to process direct buys over that amount, as well as to process payments made against a purchase order, or direct buys that exceed \$2,500.

If you have any comments, questions or feedback, please contact your P-Card Administrator (currently Misty Dodge), via email or at x252. In Misty's absence, contact Kari Peterson via email or at x271.

This procedure manual consists of four sections: General Information & Cardholder Use, Additional Information for Cardholder Use Specific to Travel, Supervisor/Department Head Responsibilities, Allocation Personnel Responsibilities/Processes, and Internet Purchasing Policies.

This manual will address most of your questions about the P-Card Program and provide guidelines for using your P-Card.

Listed below you will find definitions used throughout this manual.

JPMC	Abbreviation for JP Morgan Chase; the bank that provides our credit card services
Gen2, SDOL, or SDgen2	Abbreviation for JPMC's online system; Smart Data OnLine; latest generation
P-Card	Purchasing/Credit Card issued by the City to an approved employee
Cardholder	Employee that has been issued a P-card and who is authorized to make purchases in accordance with these procedures.
Coding Personnel	An employee who can allocate the expenses to the correct account(s) for his/her cardholders and add descriptions. Also compiles appropriate documentation for submission to Finance.
Supervisor/Department Head	Employee responsible for verifying and approving all p-card purchases and ensuring that the appropriate documentation is included in the packet submitted to Finance.
P-Card Administrator	Individual responsible for issuing cards, providing training, and responding to questions related to the program (currently Misty Dodge x252)
P-Card Auditor	Individual responsible for auditing the monthly p-card statements and documentation packets to ensure compliance with City policies (currently Susan Jordan x250)
Cardholder Statement/Expense Report	A monthly list of all transactions made by the cardholder. Unless otherwise directed by the department head and/or supervisor, the cardholder is responsible for reconciling the statement against purchases made.
Single Limit	The dollar amount established for a single transaction. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
Credit Limit	A dollar amount limiting the total dollar amount for all purchases made within a billing cycle. Our billing cycle aligns with calendar months. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.

SECTION 1

GENERAL INFORMATION & CARDHOLDER USE

A. General

The unique P-Card the cardholder receives has his/her name embossed on it, as well as the City’s logo and the City’s tax-exempt number. The cardholder is the **ONLY person authorized to use the card**. The cardholder may make transactions on behalf of others in their department/division, however the cardholder is responsible for all use of his/her card.

A number of unique controls have been developed for this program that does not exist in a traditional credit card environment. These controls ensure the card can be used only for specific purposes and within specific dollar limits.

Cardholders that have been authorized to use their cards for travel and/or seminar registration **must** also review Section 2.

B. Security

Cardholders are responsible for maintaining the security of their p-card; including the following:

- o Protect your cards including endorsing any new or reissued cards immediately.
- o Guard your account number; i.e. cardholders should not give card numbers over the telephone unless they have performed reasonable due diligence to assure the company is reputable, look for the “SSL” lock logo when making purchases online.
- o Never keep your account access code or password in the same location as the card.
- o Know your rights; i.e. Cardholders should not give any additional identification such as their driver’s license number, social security number, etc. when paying with credit card.
- o Notify JPMC no later than five days after the date a fraudulent transaction(s) is suspected.
- o **Immediately** notify JPMC of a lost or stolen credit card (800-316-6056). **Within one working day**, call or send the P-Card administrator an email notifying them of the lost/stolen card as well.

C. Cardholder Limits:

All P-Cards have a single and a monthly limit and in some cases a daily limit. The P-Card Administrator, in conjunction with your department head/division manager or their designee, has established these limits. This information was provided to you when you received your training and/or your actual card. If you feel the limits are not sufficient and/or you feel you should be authorized to use your card for travel and/or seminar registration, you must have them issue the Change Form found on the intranet. Note: All changes are subject to approval by P-Card Administrator.

If you have a card that allows you to use it for travel and seminar registration, your single limit may be higher to accommodate this, however, **when used for non-travel purposes, your purchases should remain under \$2,500 amount unless you have prior approval from the P-Card Administrator.**

D. Types of Credit Card Purchases

Examples of purchases that the P-Card may or may not be used for include, but are not necessarily limited to the items listed below. All software/hardware purchases require written IT approval. All written approvals should be retained with your receipts, as they must be submitted with your monthly statement.

Examples of Acceptable Purchases	Examples of Unacceptable Purchases
Office supplies	Capital Equipment/Fixed Assets unless otherwise authorized.
Books, periodicals, subscriptions, etc.	Software/Hardware without IT approval
Small dollar software/hardware with IT approval* *IT approval must be in writing. Current point person for this purpose is Matt Prough	Sales Tax
Items under \$2,500 unless otherwise authorized.	Personal purchases
Internet Purchases \$2,500 or less (see also Section 5)	Purchases shipped to a home address
	Purchases made using a “Reward”, “Member” or other type of card where personal benefits are received as a result of the purchase.

E. Accounts Payable P-Card: The master Accounts Payable (AP) card used by the Finance Department has no limits for processing payments. Additionally, if the master AP card is used to process payments against a purchase order, it may be used for some items listed under Unacceptable Purchases.

F. Account Limits

If you need to review your single and monthly transaction limit, click on the Account Activity Tab when logged into the SDgen2 system, then click on Account Information. Your monthly limit is referred to as your credit limit in the system and your single limit is referred to as the Single Transaction Amount.

G. Purchase Declines

If your p-card is declined, contact the p-card administrator (currently Misty Dodge x252) and he/she can look-up the explanation and assist in correction if needed. The common reasons for declines are insufficient money available, exceeding the single limit, or an "MCC" (Merchant Category Code) exclusion. The MCC identifies what the vendor sells or the services they perform. For limit issues, you may work with your supervisor to have your limits changed by submitting a change form (located on the intranet) to the P-Card Administrator. If it is an MCC restriction, contact the P-Card Administrator for further direction; i.e. the restriction may be lifted, the P-Card Administrator may use her credit card, etc.

H. Purchasing with the P-Card

Making a City related purchase with your p-card is as simple as using any credit card. The process is described below.

You place an order for goods/services with the supplier either by phone, fax* or in person. * If by fax, do not leave the order form where someone can copy your credit card information. Fax should be a last resort, as even though you may be sure it is not left in the machine, you don't know what is happening on the recipient's end. Therefore, if they require a form be faxed in, we recommend that you do so, but insert "Contact Cardholder @ phone number" in the Credit Card # field.
The Supplier processes the transaction requesting purchase authorization from JPMC; i.e. to assure the purchase is not from a supplier type that has been excluded and that the amount is within the cardholder's limits.
If you are at the supplier location, review the sales receipt prior to signing to be sure tax hasn't been charged . After signing, be sure to keep the cardholder copy of the receipt. You can then take your purchase with you.
If you make the purchase by phone or fax, the supplier can deliver your purchase and send the sales receipt to you or you can pick up the goods and the sales receipt in person. Fax or scanned receipts are acceptable.
All receipts should be retained and submitted to Finance as part of the monthly p-card packet. Receipt must show dollar amount charged, items purchased and name of company; <u>submitting just the charge card receipt is not acceptable.</u>

I. Tracking Purchases

Some department heads have assigned one person the responsibility for reconciling their cardholder's statements. In order to assure they can do so properly, it is critical that you retain receipts for every purchase made using the card. It is highly desirable that they be kept in the order the transaction was made to expedite the reconciliation process.

Note: If you are unable to produce a receipt for a purchase, you must complete an Affidavit of P-Card Receipt located on the intranet. Your department head MUST also sign.

Regardless of who will be doing the reconciliation process, **receipts must be retained for every purchase.**

J. Returning Purchases

If an item is not satisfactory, or a wrong item is delivered, damaged and/or defective, etc., the cardholder should make contact with the vendor to explain the problem and follow their return policies. Record the return on the original receipt and staple any credit memos issued to that receipt. **Do not accept a cash refund.**

If the goods are returned in person, the original receipt must accompany the goods. A copy of the credit receipt for the returned goods must be obtained. Record the return on the original receipt and staple any credit memos issued to that receipt. **Do not accept a cash refund.**

K. Reconciling your Statement

Our billing cycle coincides with the calendar months. Once the billing cycle closes, you will receive an email notice reminding you to code your transactions and submit your expense report packet to Finance within one week. **NOTE: Regardless of whether or not you had any activity, please log in to the system to keep your user ID active.**

Transactions can take from 1-3 days to post; if you made a purchase toward the end of the billing cycle, it may not appear until the next month's statement. All transactions are listed in chronological order so this process can be streamlined if you file your receipts in the same manner.

M. Transaction Coding Process

Reminder: Those individuals who have account coding responsibilities must review Section 4, P-Card Allocation Personnel Responsibilities.

N. Reconciliation Deadlines

The entire process of reconciliation (and approval) must be completed and submitted to the Finance Department **within one week of the billing cycle closing**. Once you have accounted for all transactions noted on the monthly statement and completed the proper coding, create the monthly packet for submission to Finance by printing the expense report and attaching all receipts, credit memos, approvals from IT, and training and travel forms as necessary. Sign the expense report and forward the packet of information to your supervisor for review and approval within two working days after the close of the billing cycle. If you do not have reconciliation/account coding responsibility, you should immediately provide them with this information upon receipt of the monthly statement.

Note: Continued failure to submit your statements in a timely manner will result in your card being canceled.

O. Disputed Items

If there is a discrepancy on the monthly statement, contact the supplier to try and resolve the situation. If successful, make a note on the monthly statement and be sure to verify the correction the following month. If the dispute can't be resolved with the supplier, contact JPMC at 800-316-6056. In some cases you may be required to fax a hard copy inclusive of signature to **866-865-2298**. Disputed items must be reported within 60 days from the statement date. Also notify the P-Card Administrator of any disputes that were filed with JPMC.

P. Abuse Policy

All cardholders and card users are expected to follow Purchasing Card Program policies. Listed below are the actions considered to be abuse of the policy as well as the resulting consequences for the abuse. Consequences will be administered by the P-Card Administrator and/or Human Resources as applicable in accordance with the terms provided in the abuse sections below. Consequences are administrative actions taken in response to p-card abuse. These actions include written notifications of abuse, additional training and/or temporary/permanent suspension of card privileges. Such actions are intended to give cardholders the assistance needed to be in compliance with the policy and to provide accountability for the Program.

Administering consequences shall not preclude the possibility of disciplinary action up to and including termination. The determination and administration of any disciplinary actions resulting from p-card abuse shall be the responsibility of the Human Resources Manager.

Q. Individual Cardholder or Department Card User Abuse:

Level 1 Abuse

1. Failure to follow Internet Guidelines when making Internet Purchases (Reference Section 5).
2. Failure to monitor charging of sales tax that result in charges of \$10 or more of sales tax in a single transaction.
3. Failing to use established city-wide contracts for commodities or services.
4. Splitting transactions to bypass established limits.
5. Making unacceptable purchases as defined in the Purchasing Card Procedure Manual.
6. Failing to protect the p-card.
7. Failing to submit monthly packets to the Finance Department within the given timeframe.

Consequences for Level 1 Abuse:

First and Second incident within a six-month period: Written notification (may be e-mail) will be sent to the cardholder of any infraction with supporting documentation. The cardholder's supervisor will receive a copy of the notification.

Third incident within a six-month period: Temporary (2 week) suspension of P-Card privileges with mandatory re-training. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and department head.

Continual abuse may result in extended to permanent suspension of card.

Level 2 Abuse

1. Allowing another individual to use your card
2. Purchasing restricted commodities
3. Failing to obtain receipts

Consequences for Level 2 Abuse:

First incident within a six-month period: Written notification (may be e-mail) will be sent to the cardholder of any infraction with supporting documentation. The cardholder's supervisor will receive a copy of the notification.

Second incident within a six-month period: Temporary (30 day) suspension of P-Card privileges with mandatory re-training. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and department head.

Third incident within a six-month period: Loss of P-Card privileges from extended suspension up to permanent loss of privileges. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and department head.

Level 3 Abuse

1. Fraudulent Use
2. Using the card to purchase personal items or for personal use
3. Having products shipped to a personal address

Consequences for Level 3 Abuse:

Reported fraudulent use will result in immediate revocation of the card. Written notification of reported fraudulent use will be given to the Department Head and to Human Resources.

All Levels of P-Card Abuse

It is the responsibility of the Department Head and Human Resources to investigate and determine the appropriate disciplinary action up to and including termination for fraudulent or other misuse of card privileges.

R. Frequently Asked Questions

Will having a City credit card affect my personal credit?

No, absolutely not. The Bank has no personal information other than your date of birth that is required for security purposes to verify that you are the cardholder. Additionally, as part of the security check they may ask for the last 4 digits of your access code (typically the last 4 digits of your social security number). We have used the last 4 digits of your employee ID for this purpose. You have been given this information in the event you need to contact the bank; however, it should not be kept with the credit card itself.

What do I do if I find an incorrect charge on my statement?

You should always attempt to resolve an incorrect charge with the supplier first. If you aren't successful, follow the disputed items procedure noted above.

What about an unauthorized charge?

Contact JPMC immediately at 1-800-316-6056 to report unauthorized charges.

What if I lose my card or it is stolen?

Contact JPMC immediately, 1-800-316-6056 to report a lost/stolen card. Within one working day, call or send the P-Card administrator an email notifying them of the lost/stolen card as well.

What if I get charged sales tax?

You should always check your sales receipt before signing and if sales tax is included, ask them to void the transaction and re-process it exclusive of the sales tax. The tax-exempt number is noted on your card; however, the official tax exempt certificate is also available on the intranet in the event the vendor requires one. If you are mailed the sales receipt and it includes the sales tax, contact the vendor and ask them to credit the sales tax.

SECTION 2

ADDITIONAL
INFORMATION

For

CARHOLDER USE SPECIFIC TO
TRAVEL AND/OR
SEMINAR REGISTRATION

A. General

In addition to the benefits provided under Section 1, your card may have also been authorized to allow for travel/expenses and seminar registration. This means you may use the card when traveling for City authorized business.

B. Types of Credit Card Purchases

In addition to the purchases noted in Section 1, examples of purchases that may and may not be made include, but are not necessarily limited to the items listed below. Please note that it is acceptable to use the Internet for all travel related purchases with the exception of per diem and non-reimbursable expenses.

Acceptable Purchase	Unacceptable Purchases
*Airfare	Purchases or expenses for non-City employees and/or family members, including up-charges for larger rooms
*Holding a hotel room	Travel insurance
*Pre-paying for 1 night stay in order to receive a discounted rate for a conference	Prepaying for Hotel for more than 1 night without prior approval from AP
Paying for a hotel room upon checkout if you are the cardholder.	Meals that are included in the City's per diem policy and room service
Seminar registration	
Other transportation costs including taxi fare, tolls, and parking as authorized by the City's policies	

*Note: If you are unable to attend a seminar or other related business travel, **remember to cancel any air fare or hotels that have been booked. Failure to do so may result in being personally responsible for any charges assessed.**

C. Reconciling your Statement

In addition to the procedures noted in Section 1, other documents that must be submitted with your monthly statement are as follows:

Copies of:

- ✓ Approved training and travel form
- ✓ The seminar brochure and/or agenda verifying the dates and location of the seminar
- ✓ **ORIGINAL** Receipts for all charges on the P-Card related to travel; i.e. hotel, parking, etc.

SECTION 3

SUPERVISOR/DEPARTMENT HEAD RESPONSIBILITIES

A. General

As a supervisor and/or Department Head, you have the responsibility of reviewing and approving the monthly statements for various cardholders within your department. A **thorough** and prompt review of these statements is critical to assuring that cards are being used in accordance with the procedures and for City business only. Any suspected fraud, misuse, etc. should be immediately dealt with.

B. Reviewing the Statement

Each transaction appearing on the statement must be reviewed. If the cardholder did not make a note that they are disputing a transaction either because it was unauthorized and/or it was for the incorrect amount, the transaction must meet the following conditions **unless prior approval was obtained from the P-Card Administrator**:

The purchase:

- ✓ Was made for approved City business only
- ✓ Was not split into multiple transactions to stay within the single limit
- ✓ Was not split across days to stay within the single limit
- ✓ Was not split amongst cardholders to stay within the single limit
- ✓ Was not split amongst multiple invoices to stay within the single limit; i.e. look for sequential invoice numbers
- ✓ Was not made to avoid or circumvent the purchasing process
- ✓ Receipt of goods/services have been verified
- ✓ Is accompanied by a receipt or credit memo
- ✓ Is accompanied by written IT approval when applicable

In addition, if the card was used for travel and/or seminar registration the following must be attached:

- ✓ Approved training and travel form
- ✓ The seminar brochure and/or agenda verifying the dates and location of the seminar
- ✓ **ORIGINAL** receipts for all charges on the P-Card related to travel; i.e. hotel, parking, etc.

Once you have verified the above, sign the statement as supervisor and forward the documents to the Finance Department (currently Susan Jordan) **no later than one week following the close of the billing cycle.**

C. Unauthorized/Unacceptable Purchases

If during your review you find purchases that aren't authorized or aren't acceptable, contact the cardholder and the P-Card Administrator (currently Misty Dodge). Continuous misuse of cards can result in the card being canceled and disciplinary action taken up to and including termination.

SECTION 4

P-CARD ALLOCATION/ CODING PERSONNEL RESPONSIBILITIES

A. General

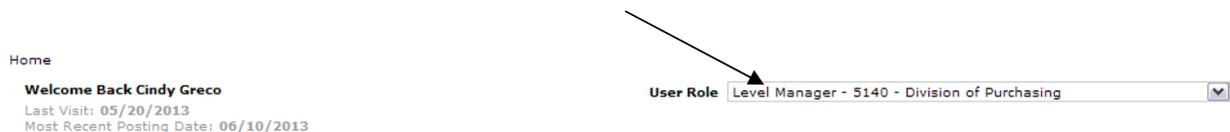
You have been assigned the responsibility of assuring that the p-card expenses for cardholders within your department are coded to the correct account number and have the appropriate description. You are also responsible for compiling the monthly packet submitted to the Finance Department. The online system refers to this role as a level manager.

Some cardholders have been set up with a default account code, normally the account most frequently used. If you are satisfied with the default, simply add a description and move to the next transaction. Otherwise make the changes required to charge the expense to the appropriate account number.

You should receive an email reminder two days after the close of the billing cycle to assure you can complete this process in a timely manner. Completed, approved monthly packets are due to the Finance Department (currently Susan Jordan) within one week of the billing cycle closing.

B. Allocation Process

Use the link available on the intranet to log into SDOL. Once logged in, make sure your User Role is set at Level Manager.



Click on the Financial Tab, then on Account Summary. You should see your department or division name under the Quick Link located in the middle of the screen. If you wish to work on all cardholders at once, click on this link. If you wish to work on a specific cardholder, click on the "Reporting Structure Tree" next to the department/division quick link:



Once you have selected the cardholder(s), you will be at the Transaction Summary screen. Click on the Reporting Cycle, then from the drop down menu select the applicable billing cycle. **Be sure to select the current year.**

Once you've selected your criteria, click on 'Search' and all transactions meeting your criteria will appear. The icons listed in the detail section allow you to do the following:

Once clicked on:

- ✓ The first icon provides transaction detail.
- ✓ The second allows you to allocate expenses across more than one account number (aka splits).
- ✓ The third icon allows you to allocate expenses to a different account string rather than the default (if applicable).

If the right side of the Sales Tax field and below the title "Additional Information" is populated with a small red square, additional detailed transaction information is available. When the icon is clicked, not only will you see the detail but you will also be able to enter additional information in the expense description field. This information is populated when the vendor is what the industry refers to as a Level 3 provider and because there is a cost associated with this, very few vendors have elected to be setup this way. For example, Office Max is a Level 3 vendor and as such provides line item detail for everything within the transaction.

It is recommended that you review the online tutorial for more detailed information. At the home page under the Resource Center, click on "Web Tutorial". Once at the training screen, click on Level Manager; an introduction to the tutorial will play. Once that is complete click on continue; select "Transaction Management" for details on how to edit transactions. If you need additional assistance, you may contact the P-Card Administrator (currently Misty Dodge) for additional training.

When doing your allocations:

- ✓ Once you have made your changes you must click on the Apply button to have them effectuated.
- ✓ You may check the supervisor review box to remind yourself you've completed the process for that transaction, however, once you do so no more changes can be made to the transaction.
- ✓ You only have **one week** after the close of the billing cycle to complete the allocation process, compile the monthly packet, obtain the necessary approvals, and submit the information to the Finance Department.

C, Reports

SDgen2 (aka SDOL) has a number of standard reports that can be viewed online and/or printed. At the home page under the Resource Center, click on "Web Tutorial". Once at the training screen, click on Level Manager; an introduction to the tutorial will play. Once that is complete, click on continue and select "Reporting".

Once all of the online coding is completed, an **expense report** for the cardholder should be printed, signed by the cardholder, and used as the cover page for the monthly documentation packet that is submitted to the Finance Department.

SECTION 5

INTERNET PURCHASING POLICIES

A. Purchasing on the Internet with P-Cards

City p-cards may be used on the Internet if the following criteria are met:

- Method is authorized by the department's internal control procedures
- Purchases cannot exceed \$2,500 for a single transaction unless approved by the P-Card Administrator
- Card must be assigned to a named individual; i.e. "Departmental" cards cannot be used on the Internet
- Cardholder must abide by the same guidelines agreed to on the Cardholder Agreement form
- Cardholder is familiar with guidelines regarding safe purchasing on the Internet as noted below; and
- The Internet site for purchases is secured with safe electronic technology (Secure Sockets Layer or Secure Electronic Transmission protocol).

B. Key Information for Purchasing on the Internet

"Buyer Beware," has long been a principle for commercial transactions. This principle is valid for transactions facilitated through electronic commerce. Although there is no way to completely eliminate all risk from any purchasing activity, the following guidelines are included to increase awareness of Internet purchasing issues:

- Always use a secure Web browser
- Know your merchant
- Ask how information is passed to a merchant and secured on their computer system
- Obtain receipts
- Understand the troubleshooting process
- Protect yourself with current information

C. Always use a secure Web browser

Using any version of Microsoft Internet Explorer as your browser provides you with an added level of security when shopping on the Internet. These browsers use Secure Socket Layer (SSL) technology, a proven and easy-to-use system that lets your browser automatically encrypt or scramble your personal data before sending it to the merchant via the Internet. SSL shows you that a Web site is secure when a lock appears in your browser window (lower right hand corner). You can also look at the URL, or Internet Location, to verify the SSL protocol is in place. Most URL's start with **http://**, but when a site is secure, the URL will start with **https://** ("**s**" stands for secure).

D. Know Your Merchant

When considering an on-line purchase, please consider the following:

First, don't give out your credit card number online unless you have read and understand the company's privacy statement, disclaimer, terms and conditions, warranties **and** you have confirmed that they use safe online shopping technologies like SSL or Secure Electronic Translation (SET). SET is an added layer of protection that is emerging as an industry standard to make online purchasing safer than ever. Merchants who demonstrate they use the best available methods to make your Internet transaction as safe as possible are allowed to display the SET decal on their website. Some sites may claim to be encrypted when they actually are not. If you are not sure, ask for an alternate method of payment. You can check Yahoo! Shopping which lists many of the online merchants who use secure technology for safe electronic transactions (other search engines might have similar lists).

Second, don't judge reliability by how nice or flashy a website may seem. Anyone can create, register and promote a website; it's relatively easy and inexpensive. Most legitimate merchants list their address, phone number and/or contact person. At a minimum, be sure there is a phone number present.

Third, online auction sales remain the number one Internet fraud reported to the National Consumers League's Internet Fraud Watch. Be careful not to be pressured into making an immediate decision. Reputable merchants will be happy to answer all of your questions and give you time to decide.

Last, if you have questions about a merchant, you can check the company's complaint record with the Better Business Bureau (see below for [web address](#)).

E. Ask How Information is Passed to Merchants and Secured

For many Internet purchases, you are asked to use a fill-in form on the merchant's website. Increasingly, merchants allow you to send some information via the fill-in form and to phone in the more sensitive information, in our case, the credit card number. For future purchases, you will usually only need to supply the last four or five digits of the credit card number to verify your identity.

Sometimes a merchant will keep your credit card number on their system in case you want to make additional purchases. How can you be sure the merchant is securing your personal information once it reaches their computer system? Although unlikely, it's possible that information stored in the company's database can be stolen by computer "hackers" or even by dishonest employees. When dealing with an unknown merchant, it might be worth asking the merchant how the information collected about purchasers is maintained in a secured fashion.

F. Obtain Receipts

Every type of p-card transaction must have a receipt. An acceptable receipt for an Internet purchase includes a screen copy of the order form and/or confirmation you receive from the merchant verifying that they received your order. You may receive this confirmation immediately following the submission of the order or it may be sent to your email address at a later date. Receipt must show dollar amount charged, items purchased, and name of company. If there isn't a sufficient description of the purchase noted, please write it in on the receipt.

G. Understand Troubleshooting Process

If you have placed an order online with a merchant and one or more of the following occurs, **call JPMC immediately to cancel your credit card (1-800-316-6056).**

- You don't receive the order within a reasonable amount of time (generally 2 weeks) and you are not receiving returned phone calls from the vendor.
- The phone number on the website is no longer a working number.
- You hear the merchant went out of business.

If it is necessary to cancel your purchasing card as a result of a problem or suspected fraud, call the P-Card Administrator to report the card has been cancelled and to receive help with the dispute process. A replacement purchasing card may be requested.

H. Protect Yourself with Current Information

Because the Internet is changing at such a rapid pace, the risks of Internet purchasing and the techniques you can employ to counteract those risks will be very different in three months, six months, or a year. Following are related links to help you stay informed (not in priority order):

- www.fraud.org - The National Consumers League provides advice about telemarketing and Internet fraud.
- www.BBBOnline.org - The Better Business Bureau (BBB) reliability program for participating online merchant links to central BBB site for reports about businesses and information on how to contact individual BBB across the U.S.

Mayor Steve Arnold
Introduced by

Misty Dodge
Prepared by

Finance Committee
Referred to

April 28, 2015
Date

RESOLUTION R-53-15

RESOLUTION ADOPTING PURCHASING CARD PROCEDURE MANUAL

WHEREAS, the City currently participates in a small credit card program and has several individual store charge accounts set-up through the City; and

WHEREAS, there is an opportunity to expand and refine our existing program to realize significant efficiencies and cost savings; and

WHEREAS, the City can piggy-back on the contract that was bid and negotiated by Waukesha County on behalf of a consortium of Wisconsin municipalities; and

WHEREAS, the only financial cost of the contract is the required annual \$35 fee to become a member of the consortium.

NOW BE IT HEREBY RESOLVED, by the Fitchburg Common Council that it adopts the purchasing card procedure manual.

BE IT FURTHER RESOLVED, by the Fitchburg Common Council that it directs the Finance Director to join the VALUE consortium and enter into an agreement with JPMorgan Chase for participation in their purchasing card program.

Adopted this ____ day of _____, 20__.

Patti Anderson, City Clerk

Steve Arnold, Mayor



To: City Council & Mayor
From: Misty Dodge, Finance Director
Date: April 23, 2015
Subject: Recommended Change in Credit Card Program (aka P-Card Program)

The City currently participates in a credit card program through Park Bank. The Library and the Police Department have their own departmental cards and there are others maintained by the Finance Department that are available for check-out to other employees. There are also several store charge cards set-up through the City. There is an opportunity to expand and refine our existing program to realize significant efficiencies and cost savings.

In 2012, Waukesha County bid and negotiated a five year procurement card (p-card) contract that is available for piggyback by VALUE and WAPP members. VALUE is a consortium of Wisconsin municipalities that work together in the bid process in hopes of achieving better prices and service through bulk purchasing. There is an annual \$35 fee to be a member of VALUE but the savings realized through the consortium will far out-weigh this cost. WAPP stands for Wisconsin Association for Public Procurement and is a professional organization for government purchasing professionals.

When looking at a p-card program, there are five items that I believe are most important:

1. Rebate opportunity and no fees to the municipality
2. An online system where cardholders can code their transactions, Finance can export a report to import into our accounting software, and Finance can administer the card program and make changes as needed
3. Fraud protection
4. Individual cards by employee with specific MCC (Merchant Category Code) and spend limits
5. Ability to set-up declining balance cards and cards specific to a particular vendor

I discussed these items with a representative from our current card program and it was determined that their product does not currently provide the same level of service included in the VALUE contract. On our own the City of Fitchburg will likely spend \$1 million - \$2 million. In the last contract year, the VALUE group spent approximately \$175 million so there is an economy of scale. There are 135 agencies currently on the VALUE contract including the cities of Madison, Verona, Sun Prairie, and Middleton and the Village of Oregon.

There are many benefits to an expanded program including:

- **Reduced costs** – check stock, envelopes, postage, wear and tear on equipment, etc.
- **Staff efficiencies** – employee time (ease of purchase), department admin time (reduced data entry), department head time (reduced number of signatures due to mass approval), finance staff time (focus on audit instead of data entry, filing time, maintenance of generic and store cards, fewer 1099-MISC filings).
- **Rebate potential** – current contract through VALUE is expected to earn a 1.58% base rebate + additional rebate opportunities based on agency spend and payment speed.
- **Fraud protection** – based on industry reports, there is less fraud with purchasing cards than there is with paper checks. In addition, under the VALUE contract, the City is not responsible for any fraudulent purchases as long as certain best practices are maintained. We can also limit spend for employees to certain dollar amounts and certain vendor types/MCC.
- **Emergency use:** The cards are available in case the fuel pumps go down and separate cards will be held in off-site locations for use in an emergency. The dedicated emergency cards will have a temporary \$1 limit to protect the cards from fraud since there will be no other limitations included. In the event of an emergency, the cards can be activated online with a higher spending authority and will be available for purchasing immediately needed goods and services.

Enclosed for your review and approval is the policy and procedure manual and cardholder agreement for the program. With Committee and Council approval, I will move forward with the implementation including the execution of the contract. A pilot group has been selected and they are expected to be trained and ready for implementation by July. The remainder of the City would be implemented shortly thereafter.

City of Fitchburg Cardholder's Agreement

I have received a purchasing card(s), hereinafter P-Card, for City use, as well as a copy of the "Purchasing Card Procedure Manual". **By signing below I certify that I have read and understand the P-Card Procedure Manual, as well as this Agreement.**

1. I understand that I am being entrusted with a valuable tool and will be making financial commitments on behalf of the City of Fitchburg and will strive to obtain the best value whenever possible.
2. I agree to use this card for approved purchases only and agree not to charge personal purchases under any circumstances. I understand that all charges will be billed to and paid directly by the City. I understand that the bank cannot accept any payment from me directly; therefore, any charges made against my card that are personal will be considered unauthorized.
3. I understand that purchases made on the card are limited as to dollar amounts, and that I have been informed of these limits.
4. I understand there is a specific policy related to Internet purchases that I have read and understand.
5. I understand the card is issued in my name and will not allow any other person to use my card. I agree to maintain the card with appropriate security whenever and wherever I may use the card.
6. I understand that since the card is the property of the City, I am required to comply with internal control procedures which may include being asked to produce the card to validate its existence, account number and produce receipts/statements to audit its use.
7. I understand that I will receive a monthly statement that reports any activity during the statement period. I, or my department designee, will attempt to resolve any discrepancies by contacting the merchant. If unsuccessful, I will contact the City's P-Card Administrator.
8. I understand that my supervisor, Department Head, Finance Department, and Administration may audit card transactions.
9. Failure to follow the P-Card Procedures, including unauthorized use of the card, may be considered, among other things, misappropriation of City funds. Unauthorized use could result in a) immediate and irrevocable forfeiture of the card; b) disciplinary action up to and including termination of employment; or c) other appropriate action as warranted.
10. I understand that the card must be returned / destroyed upon termination of employment whether for retirement, voluntary separation, resignation or dismissal.
11. If the card is lost or stolen, I agree to immediately notify JPMC (P-Card issuer) by calling 1-800-316-6056. Within one working day, I will call or send the P-Card Administrator an email notifying them of the lost/stolen card as well.
12. I understand that continued failure to submit my monthly statement in accordance with the procedures may result in my card being cancelled.

Employee Name (printed)

Employee Name (signed)

Employee Department

Date Signed

Copy: P-Card Administrator, Cardholder