



**AGENDA
COMMON COUNCIL**

Tuesday, December 18, 2018

**To immediately follow the 6:30 p.m. Committee of the Whole meeting
Common Council Chambers, 224 East Jefferson Street**

Mayor Jeannie Hefty
Susan Kott, Alderman, 1st District
Theresa Meyer, Alderman, 1st District
Bob Grandi, Alderman, 2nd District
Ryan Heft, Alderman, 2nd District
Steve Rauch, Alderman, 3rd District
Jon Schultz, Council President, Alderman, 3rd District
Thomas Preusker, Alderman, 4th District
Todd Bauman, Alderman, 4th District

Student Representatives:
Jack Schoepke, Burlington High School
Morgan Tracy, Burlington High School

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Citizen Comments**
4. **Chamber of Commerce Representative and Rescue Squad Representative**
5. **Approval of Minutes** (*J. Schultz*)
 - A. To approve the Common Council Minutes for December 4, 2018.
6. **Letters and Communications** (*T. Bauman*)

Alderman Thomas Preusker corresponded via email on 12/14/2018 stating he would not be in attendance at the December 18, 2018 Committee of the Whole and Common Council meetings.
7. **Reports by Aldermanic Representatives and Department Heads**
8. **Reports** (*S. Kott*)
 - A. To approve Reports 1-2 as submitted.
9. **Payment of Prepaids and Vouchers** (*T. Meyer*)

A. To approve the Prepaid and Voucher list for bills accrued through December 18, 2018.

Total Prepaid:	\$ 148,526.29
Total Vouchers:	\$ 101,410.68
Grand Total:	\$ 249,936.97

10. **Licenses** (B. Grandi)

A. To approve Operator's Licenses as presented and approve a "Class A" Retail Liquor License to Casey's Marketing Company dba Casey's General Store, #3748, located at 100 S. Dodge Street.

11. **Special Events** (R. Heft)

A. To approve a Special Event Application from the Chamber of Commerce for the 2019 Hot Chocolate Festival to be held January 18-20, 2019.

12. **Appointments and Nominations** - There are none.

13. **PUBLIC HEARINGS:** There are none.

14. **RESOLUTIONS:**

A. **Resolution 4927(29)** - To consider accepting a Letter of Engagement from Sitzberger for 2018 Audit Services. (S. Rauch)

15. **ORDINANCES:** There are none.

16. **MOTIONS:**

A. **Motion 18-914** - To consider approving a Certificate of Appropriateness for property located at 492 N. Pine Street. (J. Schultz)

B. **Motion 18-918** - To approve revisions to the City of Burlington Employee Handbook. (T. Bauman)

17. **ADJOURNMENT** (S. Rauch)

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.



COMMON COUNCIL REGULAR

ITEM NUMBER 5A

DATE: December 18, 2018

SUBJECT: MEETING MINUTES - To approve the Common Council Minutes for December 4, 2018.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the December 4, 2018 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the December 4, 2018 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the December 18, 2018 Common Council meeting.

Attachments

CC Min



City Clerk
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 - (262) 763-3474 fax
www.burlington-wi.gov

**CITY OF BURLINGTON
Common Council Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, December 4, 2018**

1. **Call to Order / Roll Call**

Mayor Hefty called the Common Council meeting to order at 7:01 p.m. Roll Call - Present: Mayor Hefty, Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Todd Bauman. Excused: Alderman Tom Preusker.

Student Representatives - Present: Jack Schoepke (BHS), Morgan Tracy (BHS). Excused: None.

Staff present: Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson, Library Director Joe Davies and Intern Nick Faust.

2. **Pledge of Allegiance**

3. **Citizen Comments** - There were none.

4. **Chamber of Commerce Representative and Rescue Squad Representative** - There were none.

5. **Approval of the November 20, 2018 Common Council Minutes**

Motion: Alderman Grandi. Second: Alderman Kott. With all in favor the motion carried.

6. **Letters and Communications** - There were none.

7. **Reports by Aldermanic Representatives and Department Heads**

8. **Approval of Reports 1-5**

Motion: Alderman Heft. Second: Alderman Bauman. With all in favor the motion carried.

9. **Approval of Payment of Prepaids and Vouchers**

Motion: Alderman Rauch. Second Alderman Heft. Roll Call Vote: Aye - 7. Nay - 0. With all in favor the motion carried.

10. **Licenses**

A. To approve Operator's Licenses as submitted.

Motion: Alderman Schultz. Second: Alderman Rauch. With all in favor the motion carried.

- B. To approve the Denial of an Operator's License.
Motion: Alderman Schultz. Second: Alderman Meyer. Roll Call Vote: Aye - 7. Nay - 0.
11. **Appointments and Nominations** - There were none.
12. **PUBLIC HEARINGS:** There were none.
13. **RESOLUTIONS:**
- A. **Resolution 4926(28)** - To consider approving the purchase of ten sets of new turn out gear in Fiscal Year 2018 and ten sets of new turn out gear in Fiscal Year 2019 totaling of \$20,080.

Motion: Alderman Bauman. Second: Alderman Grandi. Roll Call Vote: Aye - 7. Nay - 0. With all in favor the motion carried.
14. **ORDINANCES:** There were none.
15. **MOTIONS:**
- A. **Motion 18-917** - To approve the Environmental Remediation Tax Incremental District No. 1 (ER-TID 1) and Tax Incremental District No. 3 (TID 3) Audit Reports completed by Sitzberger.
Motion: Alderman Kott. Second: Alderman Meyer. Roll Call Vote: Aye - 7. Nay - 0.
16. **ADJOURN INTO CLOSED SESSION**
Motion: Alderman Meyer. Second: Alderman Grandi. Roll Call Vote: Aye - 7. Nay - 0. With all in favor, the motion carried and the meeting adjourned into Closed Session at 7:13 p.m.
- Wis. Stats 19.85(1)(e)** Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- To discuss the Burlington Senior Center's 2019 Budget and Lease Agreement.
- Wis. Stats 19.85(1)(c)** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- To discuss the Burlington Rescue Squad Agreement.
17. **RECONVENE INTO OPEN SESSION**
Motion: Alderman Grandi. Second: Alderman Schultz. With all in favor, the meeting reconvened into open session at 8:49 p.m.
18. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**
- A. A motion to adopt the Burlington Senior Center Lease Agreement as drafted.**
Motion: Alderman Bauman. Second: Alderman Rauch.
- A motion to amend the Burlington Senior Center Lease Agreement with no rent for 2019.
Motion: Alderman Heft. Second: Alderman Kott. Roll Call: Aye - 6. Nay - 1 (Alderman Schultz). The motion carried.
- Roll Call Vote to adopt the Burlington Senior Center Lease Agreement with no rent for 2019.
Aye - 6. Nay - 1 (Alderman Schultz). The motion carried.

B. A motion to approve the Agreement for Burlington Rescue Squad Services as presented.

Roll Call Vote: Aye - 7. Nay - 0. The motion carried.

19. **ADJOURNMENT**

Motion: Alderman Heft. Second: Alderman Kott. With all in favor the meeting adjourned at 8:54 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



COMMON COUNCIL REGULAR

ITEM NUMBER 8A

DATE: December 18, 2018

SUBJECT: REPORTS - To approve Reports 1-2 as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Attached please find the following reports:

1. Plan Commission Minutes, 11/13/2018
2. Committee of the Whole Minutes, 12/04/2018

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approve the submitted reports.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the December 18, 2018 Common Council meeting.

Attachments

Plan Minutes



Minutes
City of Burlington Plan Commission
November 13, 2018, 6:30 p.m.

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. Roll call: Commissioners Chad Redman; Andy Tully; John Ekes; and Art Gardner were present. Aldermen Tom Preusker and Bob Grandi were excused. Student Representative Thomas Martin was present. Student Representative Ryan Stankus was absent.

APPROVAL OF MINUTES

Commissioner Redman moved, and Commissioner Ekes seconded to approve the minutes of October 9, 2018. All were in favor and the motion carried.

Commissioner Gardner commented on the minutes, that at the last meeting he questioned how long it would take from start to finish for a comprehensive plan to go into effect. Carina Walters, City Administrator, responded Council had a discussion to allocate funds for a comprehensive plan. Commissioner Gardner stated he wanted to make sure that it was still on the radar.

LETTERS & COMMUNICATIONS

None

CITIZEN COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

A. Public Hearing to hear public comments regarding a Conditional Use application from Chantelle Archambeau and Daniel Wilburth for property located at 541 N. Pine Street, to allow for a short-term rental/bed and breakfast in a one bedroom apartment.

- Mayor Hefty opened the Public Hearing at 6:33 p.m.
- There were no comments.

Commissioner Ekes moved, and Commissioner Tully seconded to close the Public Hearing at 6:35 p.m.

All were in favor and the motion carried.

B. Consideration to approve a Conditional Use application from Chantelle Archambeau and Daniel Wilburth for property located at 541 N. Pine Street to allow for a short-term rental/bed and breakfast in a one bedroom apartment, subject to Graef's and the Burlington Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Tanya Fonesca, Graef, stated the applicant is proposing for a one bedroom unit upstairs, which would require fire suppression, since it is a change of use. Chantelle Archambeau, owner, explained she looked at the fire codes and could not find anywhere that it mandates to have it, unless it is over 6,000 square feet. This is a 700 square foot short-term rental. There are already fire alarms, carbon monoxide detectors, and fire ladders. Megan Watkins, Assistant City Administrator/Zoning Administrator, stated Wes Miner, Fire Inspector, had an email regarding this change, which was rejected and did not hear back from the applicant. Commissioner Tully asked what constitutes a short-term rental verses a long-term rental. Daniel Wilburth, owner, replied they were targeting the wedding venues in the area. Ms. Archambeau stated the City staff said it was required to get the Conditional Use, but the State says a license is required for the R-1, Transit, (which is a stay for less than 30 days), which Ms. Archambeau stated they will get.
- Mayor Hefty asked if they own the whole building and what is downstairs. Ms. Archambeau answered there will be hand-made goods and an antique store downstairs, plus a kitchen, bathroom, and living room upstairs for the one bedroom apartment.
- Tom Stelling, Stelling & Associates, explained when you have a single bedroom apartment and the building is considered commercial under the State Uniform Dwelling Code (because it is less than 3 units), and turn it into a commercial venture it turns it uses the hotel code. This is the change of use that Mr. Miner is most likely referring to.

Alderman Tom Preusker arrived at 6:45 pm.

- Carina Walters, City Administrator, commented that this is similar to what 164 E. Washington Street, Jivilee, wanted to do, and also needed the fire suppression. Ms. Walters recommended one option would be to table this item and have the applicant discuss with the Mr. Miner the fire codes. Ms. Archambeau questioned if they could sublet to one renter. Ms. Walters responded the decision should not be made quickly.
- There were no further comments.

Commissioner Ekes moved, and Commissioner Gardner seconded to table the Conditional Use to allow the applicant to have a meeting with the fire department.

All were in favor and the motion carried.

C. Consideration to approve a Site Plan application from Matt Daniels for property located at 625 S. Browns Lake Drive, to construct a garage, subject to Graef's, Kapur & Associates', and the Burlington Fire Departments' memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained the 1,600 square foot garage has no impact on any buffer or landscaping area.

- Tom Stelling, Stelling & Associates, stated the parking lot is well lit, so there are no plans for lighting. Mr. Stelling further stated the setbacks and landscaping fell within the requirements.
- There were no further comments.

Alderman Preusker moved, and Commissioner Ekes seconded to approve the Site Plan for the garage.

All were in favor and the motion carried.

D. Consideration to approve a Site Plan application from Brian Sippel of Lynch & Associates for property located at 400 McCanna Parkway, to construct a greenhouse, subject to Graef's memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained the greenhouse will be a separate facility built on school property for academic learning. There will be an asphalt path connecting to any existing asphalt.
- Daniel Bocoock, representative, explained a fund raiser was started, but the school wanted something larger in the sport complex that would have courses available.
- Commissioner Redman asked if the path was ADA accessible. Carina Walters, City Administrator, asked if there was approval from the State. Mr. Bocoock replied yes, the path is ADA accessible and they have State approval. Commissioner Tully questioned if there was enough space to add on in the future. Mr. Bocoock answered yes, but wanted to see how well students liked it first. Commissioner Redman stated there will be water and electric, but asked if there will be gas running to it. Mr. Bocoock replied no, there will be electric heaters.
- There were no further comments.

Commissioner Ekes moved, and Alderman Preusker seconded to approve the Site Plan for the greenhouse.

All were in favor and the motion carried.

ADJOURNMENT

Commissioner Tully moved, and Commissioner Ekes seconded to adjourn the meeting at 6:57 p.m.

All were in favor and the motion carried.

Recording Secretary
Kristine Anderson
Administrative Assistant



DATE: December 18, 2018

SUBJECT: **PREPAID AND VOUCHERS** - To approve the Prepaid and Voucher list for bills accrued through December 18, 2018.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

Attached please find the Prepaid and Voucher list for bills accrued through December 18, 2018:

Total Prepaid:	\$ 148,526.29
Total Vouchers:	\$ 101,410.68
Grand Total:	\$ 249,936.97

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$39,296.24 John's Disposal Service - Contracted Monthly Billing for Garbage/Recycle
2. \$25,877.81 Kapur & Associates, Inc. - 2018 Burlington Plan Review-CN Railroad Project - September 2018
3. \$24,289.82 Kapur & Associates, Inc. - 2018 Burlington Plan Review-CN Railroad Project - October 2018
4. \$15,737.58 WE Energies - Sewer Treatment - Monthly Electric and Gas
5. \$15,000.00 DigiCorp- Block Dollar Contract

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$ 249,936.97.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the December 18, 2018 Common Council meeting.

Attachments

- Prepaid 11.30.18
- Prepaid 12.07.18
- Vouchers 12.18.18

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100434310000						
100-434310-000 BUSINESS,OCCUPATIONAL	WIECHERT, JASON M	Overcharged-Wrong Permit Cost	1.062372	11/26/2018	20.00	11/30/2018
Total 100434310000:					20.00	
100434312000						
100-434312-000 OPERATOR LICENSES	BONNER, SCOTT R	Refund Operators License Payment	1.062361	11/27/2018	18.00	11/30/2018
Total 100434312000:					18.00	
100444412000						
100-444412-000 PARKING VIOLATIONS	BENITEZ, ANA BERTHA	Refund Parking Citation 86034	86034	11/26/2018	25.00	11/30/2018
Total 100444412000:					25.00	
100454521001						
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Memmer, Larry Leroy Warrant: 18CT1074	18CT1074	11/29/2018	235.00	11/30/2018
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Strosina, Rita: Warrant 18CT926	18CT926	11/26/2018	785.00	11/30/2018
100-454521-001 BOND FEES	Town of Burlington Clerk of Court	Jesse, Kaitlin Jane Warrant E1296794-E1296816-E1	E1296794-816-805	11/29/2018	337.80	11/30/2018
Total 100454521001:					1,357.80	
100484847000						
100-484847-000 Developer Reimbursement	SUDROK PROPERTIES	Refund-Deposit Plan & Engineering Review	1.061428	11/26/2018	574.00	11/30/2018
Total 100484847000:					574.00	
100515111265						
100-515111-265 Festival/Fireworks/Block Party	DEQUAKER, STEVE	Ice Festival Payments	11282018	11/28/2018	2,110.00	11/30/2018
Total 100515111265:					2,110.00	
100515121294						
100-515121-294 MUNI COURT - JAIL COSTS	RACINE CO SHERIFF DEPT.	Ra Co Sheriff's board & lodging 3rd qtr	1698	09/30/2018	40.00	11/30/2018
Total 100515121294:					40.00	
100515132220						
100-515132-220 ADMIN - UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004NOV18	11/26/2018	474.07	11/30/2018
Total 100515132220:					474.07	
100515132324						
100-515132-324 ADMIN - MEMBERSHIP DUE	WI CITY/CO MANAGEMENT AS	WCMA DUES MEGAN WATKINS	2019DUES	11/29/2018	50.00	11/30/2018
Total 100515132324:					50.00	
100515141220						
100-515141-220 FINANCE - UTILITY SERVIC	WE ENERGIES	5843-033-004 (split)	5843033004NOV18	11/26/2018	287.83	11/30/2018
Total 100515141220:					287.83	
100515141330						
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	Mileage Reimbursement	NOV 2018	11/30/2018	53.41	11/30/2018
Total 100515141330:					53.41	
100515181298						
100-515181-298 HR-Contract Services	EMPLOYEE BENEFITS CORPO	2018 Benefit Fair	2375551	11/29/2018	165.00	11/30/2018

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100515181298:					165.00	
100515181399						
100-515181-399 HR-Sundries	CORBIN, JASON	Reimburse-Benefits Fair	11282018	11/28/2018	79.53	11/30/2018
Total 100515181399:					79.53	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	MINER, WES	Reimbursement - Fire Inspectors Conference	102218	11/22/2018	681.00	11/30/2018
Total 100525220157:					681.00	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8403-026-057	8403026057NOV18	11/18/2018	1,329.67	11/30/2018
Total 100525220220:					1,329.67	
100525220330						
100-525220-330 FIRE - TRAVEL	MINER, WES	Reimbursement - mileage	102218	11/22/2018	173.32	11/30/2018
Total 100525220330:					173.32	
100525231220						
100-525231-220 BLDG INSP UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004NOV18	11/26/2018	84.66	11/30/2018
Total 100525231220:					84.66	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0455-414-409	0455414409NOV18	11/15/2018	193.06	11/30/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0838-352-542	0838352542NOV18	11/20/2018	35.82	11/30/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0850-628-152	0850628152NOV18	11/20/2018	250.63	11/30/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4404-149-064	4404149064NOV18	11/15/2018	42.87	11/30/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5043-084-318	5043084318OCT18	11/19/2018	45.21	11/30/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5406-087-899	5406087899NOV18	11/15/2018	113.34	11/30/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5465-979-181	5465979181OCT18	11/19/2018	57.13	11/30/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	7255-756-558	7255756558OCT18	11/18/2018	19.65	11/30/2018
Total 100535321261:					757.71	
10055551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0435-566-939	0435566939OCT18	11/15/2018	34.58	11/30/2018
Total 10055551220:					34.58	
10055551244						
100-555551-244 PARKS - REPAIR MAINT EQ	GROVE OUTDOOR POWER LLC	Electric Starter Kit	13598A	10/23/2018	144.88	11/30/2018
Total 10055551244:					144.88	
251555511345						
251-555511-345 PROGRAMS	SCHMIDT, JANE	Reimbursement - Library Crafts	111218A	11/12/2018	57.34	11/30/2018
251-555511-345 PROGRAMS	MELCHI, JENNIFER	reimbursement - supplies	11102018	11/10/2018	21.55	11/30/2018
Total 251555511345:					78.89	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	3602-583-285	3602583285OCT18	11/15/2018	30.02	11/30/2018
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4847-248-215	4847248215NOV18	11/20/2018	196.25	11/30/2018

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 621575740220:					226.27	
621575740225						
621-575740-225 TELEPHONE	VERIZON WIRELESS	SCADA WWTP Acct # 242013605-00001	9818080421	11/10/2018	35.48	11/30/2018
Total 621575740225:					35.48	
622509210000						
622-509210-000 OFFICE SUPPLY	AT & T	414 r24-8901 367 9	414R24890111 18	11/10/2018	68.95	11/30/2018
Total 622509210000:					68.95	
Grand Totals:					8,870.05	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100160000						
100-160000 PREPAID EXPENDITURES	DIGICORP	Block Dollar Contract	326093	11/30/2018	15,000.00	12/07/2018
Total 100160000:					15,000.00	
100444411000						
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Jail Assessment	2018NOV	12/03/2018	1,247.67	12/07/2018
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Surcharge	2018NOV	12/03/2018	588.40	12/07/2018
100-444411-000 COURT FINES & COSTS	ST OF WISC CONTROLLER'S O	ST OF WI CONTROLLER OFFICE NOV	2018DEC	12/03/2018	5,320.45	12/07/2018
Total 100444411000:					7,156.52	
100454521001						
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Garret, David C Report: S18-12640 947.01(1)/968.07	18-12640 947.01	12/07/2018	150.00	12/07/2018
100-454521-001 BOND FEES	KENOSHA CIRCUIT COURT	White, Brent B Warrant #18TR6416	18TR6416	12/03/2018	200.50	12/07/2018
100-454521-001 BOND FEES	GREENFIELD POLICE DEPT	Jaramillo-Jaimes, Vicente Docket# 18-2263	18-2263	12/03/2018	124.00	12/07/2018
Total 100454521001:					474.50	
10051511265						
100-515111-265 Festival/Fireworks/Block Party	DINERS CLUB COMMERCIAL	Amazon-Downtown Christmas	5799 11/18	11/28/2018	346.14	12/07/2018
100-515111-265 Festival/Fireworks/Block Party	DINERS CLUB COMMERCIAL	Amazon-Downtown Christmas	5799 11/18	11/28/2018	54.36-	12/07/2018
100-515111-265 Festival/Fireworks/Block Party	DINERS CLUB COMMERCIAL	Amazon-Downtown Christmas	5799 11/18	11/28/2018	64.95-	12/07/2018
100-515111-265 Festival/Fireworks/Block Party	DINERS CLUB COMMERCIAL	Amazon-Downtown Christmas	5799 11/18	11/28/2018	90.93-	12/07/2018
100-515111-265 Festival/Fireworks/Block Party	DINERS CLUB COMMERCIAL	Amazon-Downtown Christmas	5799 11/18	11/28/2018	135.90-	12/07/2018
Total 10051511265:					.00	
100515121225						
100-515121-225 MUNI COURT - TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.59	12/07/2018
100-515121-225 MUNI COURT - TELEPHONE	AT & T	171-798-6300 001 (split)	5323634403	11/19/2018	120.00	12/07/2018
Total 100515121225:					213.59	
100515131225						
100-515131-225 MAYOR-TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.59	12/07/2018
Total 100515131225:					93.59	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.60	12/07/2018
100-515132-225 ADMIN - TELEPHONE	AT & T	057 736 7870 001	262767138911	11/21/2018	49.69	12/07/2018
100-515132-225 ADMIN - TELEPHONE	AT & T	262 767-1389 327 6	262767138911 18	11/28/2018	263.74	12/07/2018
100-515132-225 ADMIN - TELEPHONE	AT & T	171-798-6300 001 (split)	5323634403	11/19/2018	304.19	12/07/2018
100-515132-225 ADMIN - TELEPHONE	VERIZON WIRELESS	VERIZON ADMIN 286396851-00001	9818958306	11/23/2018	46.48	12/07/2018
Total 100515132225:					757.70	
100515132241						
100-515132-241 ADMIN - REP & MAINT IT	DINERS CLUB COMMERCIAL	Acrobat Pro Subs Subscription	5799 11/18	11/28/2018	189.05	12/07/2018
100-515132-241 ADMIN - REP & MAINT IT	DINERS CLUB COMMERCIAL	Acrobat Pro Subs Subscription	5799 11/18	11/28/2018	189.05	12/07/2018
Total 100515132241:					378.10	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	EIG* Constant Contract (ongoing)	5799 11/18	11/28/2018	5.00	12/07/2018
Total 100515132310:					5.00	

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100515132324						
100-515132-324 ADMIN - MEMBERSHIP DUE	DINERS CLUB COMMERCIAL	SHRM Membership	5799 11/18	11/28/2018	189.00	12/07/2018
Total 100515132324:					189.00	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	DINERS CLUB COMMERCIAL	Walmart	5815 11/18	11/28/2018	40.07	12/07/2018
Total 100515132399:					40.07	
100515140310						
100-515140-310 CLERK - OFFICE SUPPLIES	DINERS CLUB COMMERCIAL	Jimmy Johns	6992 11/18	11/28/2018	36.57	12/07/2018
Total 100515140310:					36.57	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.59	12/07/2018
100-515141-225 FINANCE - TELEPHONE	AT & T	171-798-6300 001 (split)	5323634403	11/19/2018	182.51	12/07/2018
100-515141-225 FINANCE - TELEPHONE	VERIZON WIRELESS	VERIZON FINANCE 286396851-00001	9818958306	11/23/2018	46.53	12/07/2018
Total 100515141225:					322.63	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	DINERS CLUB COMMERCIAL	Walmart	5815 11/18	11/28/2018	22.92	12/07/2018
Total 100515141310:					22.92	
100515142310						
100-515142-310 ELECTIONS - OPERATION S	DINERS CLUB COMMERCIAL	Dominos-Election Lunch	5914 11/18	11/28/2018	20.46	12/07/2018
100-515142-310 ELECTIONS - OPERATION S	DINERS CLUB COMMERCIAL	Subway-Election Lunch	5914 11/18	11/28/2018	127.72	12/07/2018
Total 100515142310:					148.18	
100515154225						
100-515154-225 ASSESSOR - TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.59	12/07/2018
Total 100515154225:					93.59	
100515181310						
100-515181-310 HR-Office Supplies/Postage	DINERS CLUB COMMERCIAL	HR Office Supplies	5799 11/18	11/28/2018	7.99	12/07/2018
Total 100515181310:					7.99	
100525211220						
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073NOV18	11/25/2018	573.50	12/07/2018
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877NOV18	11/26/2018	1,569.29	12/07/2018
Total 100525211220:					2,142.79	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.60	12/07/2018
100-525211-225 POLICE - TELEPHONE	AT & T	171-798-6300 001 (split)	5323634403	11/19/2018	486.70	12/07/2018
100-525211-225 POLICE - TELEPHONE	VERIZON WIRELESS	VERIZON POLICE 286396851-00001	9818958306	11/23/2018	689.14	12/07/2018
Total 100525211225:					1,269.44	
100525211240						
100-525211-240 POLICE - FUEL, OIL	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Police Dept	869297630848	12/01/2018	2,484.63	12/07/2018

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Total 100525211240:					2,484.63	
100525211242						
100-525211-242 POLICE - REPAIR/MTCE EQ	DINERS CLUB COMMERCIAL	Walmart	5815 11/18A	11/28/2018	24.40	12/07/2018
Total 100525211242:					24.40	
100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Walgreens	2208 11/18	11/28/2018	116.62	12/07/2018
Total 100525211310:					116.62	
100525211324						
100-525211-324 POLICE - PUBL,SUBSCRIPT	DINERS CLUB COMMERCIAL	Inter Assoc. of Chiefs of Police-Dues	5781 11.18	11/14/2018	150.00	12/07/2018
100-525211-324 POLICE - PUBL,SUBSCRIPT	BURLINGTON ROTARY CLUB	BURLINGTON ROTARY CLUB ANDERSON	62290	06/30/2018	195.00	12/07/2018
Total 100525211324:					345.00	
100525211330						
100-525211-330 POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Holiday Inn-K	2208 11/18A	11/28/2018	82.00	12/07/2018
100-525211-330 POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Hilton Hotel	2208 11/18A	11/28/2018	200.00	12/07/2018
100-525211-330 POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Comfort Inn	2208 11/18A	11/28/2018	102.00	12/07/2018
100-525211-330 POLICE - TRAVEL	FBI - LEEDA	SLI-Matthew Barrows	20016012	03/03/2018	650.00	12/07/2018
Total 100525211330:					1,034.00	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	DINERS CLUB COMMERCIAL	AED-Training Manual	8038 11/18	11/28/2018	47.70	12/07/2018
100-525220-157 FIRE - INSERVICE TRAININ	DINERS CLUB COMMERCIAL	Lucky Star	8038 11/18	11/28/2018	27.17	12/07/2018
Total 100525220157:					74.87	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8419-416-558	8419416558NOV18	11/26/2018	13.17	12/07/2018
Total 100525220220:					13.17	
100525220225						
100-525220-225 FIRE - TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.59	12/07/2018
100-525220-225 FIRE - TELEPHONE	VERIZON WIRELESS	VERIZON FIRE 286396851-00001	9818958306	11/23/2018	95.14	12/07/2018
Total 100525220225:					188.73	
100525220240						
100-525220-240 FIRE - FUEL, OIL, LUBRICA	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Fire Dept	869297630848	12/01/2018	476.56	12/07/2018
Total 100525220240:					476.56	
100525220244						
100-525220-244 FIRE - REPAIR MAINT EQUI	DINERS CLUB COMMERCIAL	Flight for Life-V925 Landing Zone Kit	8038 11/18	11/28/2018	135.00	12/07/2018
Total 100525220244:					135.00	
100525220246						
100-525220-246 FIRE - REPAIR MAINT OFFI	DINERS CLUB COMMERCIAL	Buddy CPU Holder	8038 11/18	11/28/2018	83.03	12/07/2018
Total 100525220246:					83.03	

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100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	DINERS CLUB COMMERCIAL	Pay Pal-Light Christmas Sign	8038 11/18	11/28/2018	66.51	12/07/2018
Total 100525220248:					66.51	
100525220310						
100-525220-310 FIRE - OFFICE SUPPLIES	DINERS CLUB COMMERCIAL	Minute Man	8038 11/18	11/28/2018	24.00	12/07/2018
100-525220-310 FIRE - OFFICE SUPPLIES	DINERS CLUB COMMERCIAL	Minute Man	8038 11/18	11/28/2018	9.00	12/07/2018
Total 100525220310:					33.00	
100525231225						
100-525231-225 BLDG INSP - TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.59	12/07/2018
100-525231-225 BLDG INSP - TELEPHONE	VERIZON WIRELESS	VERIZON BLDG DEPARTMENT	9818958306	11/23/2018	15.00	12/07/2018
Total 100525231225:					108.59	
100525231372						
100-525231-372 BLDG INSP - AUTO EXPENS	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Bldg Insp	869297630848	12/01/2018	25.95	12/07/2018
Total 100525231372:					25.95	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345NOV18	11/21/2018	649.19	12/07/2018
100-535321-220 STREETS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671NOV18	11/20/2018	219.06	12/07/2018
Total 100535321220:					868.25	
100535321225						
100-535321-225 STREETS - TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.60	12/07/2018
100-535321-225 STREETS - TELEPHONE	VERIZON WIRELESS	VERIZON STREET 286396851-00001	9818958306	11/23/2018	81.12	12/07/2018
Total 100535321225:					174.72	
100535321240						
100-535321-240 STREETS - FUEL, OIL & LU	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Street Dept	869297630848	12/01/2018	5,092.33	12/07/2018
Total 100535321240:					5,092.33	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0818-594-802	0818594802NOV18	11/21/2018	15.71	12/07/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0819-473-268	0819473268NOV18	11/25/2018	120.11	12/07/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	2023-503-060	2023503060NOV18	11/21/2018	128.20	12/07/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5644-617-733	5644617733NOV18	11/21/2018	137.22	12/07/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5695-147-539	5695147539NOV18	11/25/2018	506.74	12/07/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6893-002-943	6893002943NOV18	11/19/2018	15.71	12/07/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	9418-285-345	9418285345NOV18	11/26/2018	107.56	12/07/2018
Total 100535321261:					1,031.25	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345NOV18	11/21/2018	324.59	12/07/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6211-699-899	6211699899NOV18	11/25/2018	65.37	12/07/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671NOV18	11/20/2018	109.52	12/07/2018
Total 100555551220:					499.48	
100555551225						
100-555551-225 PARKS - TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.59	12/07/2018

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Total 10055551225:					93.59	
10055551240						
100-55551-240 PARKS - FUEL, OIL, LUBRIC	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Parks Dept	869297630848	12/01/2018	554.16	12/07/2018
Total 10055551240:					554.16	
100575710297						
100-575710-297 GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/RECYCLE	235609	11/26/2018	8,587.92	12/07/2018
Total 100575710297:					8,587.92	
100575710298						
100-575710-298 GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/GARBAGE	235609	11/26/2018	30,708.32	12/07/2018
Total 100575710298:					30,708.32	
251555511220						
251-555511-220 UTILITIES	WE ENERGIES	0810-148-657	0810148657NOV18	11/26/2018	961.41	12/07/2018
251-555511-220 UTILITIES	WE ENERGIES	5852-857-487	5852857487NOV18	11/25/2018	523.45	12/07/2018
Total 251555511220:					1,484.86	
251555511225						
251-555511-225 TELEPHONE	DINERS CLUB COMMERCIAL	Google (ongoing)	3031 11/18	11/28/2018	62.50	12/07/2018
251-555511-225 TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.59	12/07/2018
251-555511-225 TELEPHONE	AT & T	171-798-6300 001 (split)	5323634403	11/19/2018	243.35	12/07/2018
Total 251555511225:					399.44	
251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	Dura Ready Labels	6861 11/18	11/28/2018	44.35	12/07/2018
251-555511-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	Wis Policy Forum	6861 11/18	11/28/2018	17.55	12/07/2018
Total 251555511310:					61.90	
251555511324						
251-555511-324 MEMBERHSIP DUES	AMERICAN LIBRARY ASSOCIAT	LIBRARY MEMBERSHIP RENEWAL	1218ALA	12/06/2018	406.00	12/07/2018
Total 251555511324:					406.00	
251555511327						
251-555511-327 MATERIALS	CHICAGOLAND GARDENING	Chicagoland Gardening subscription renewal	2011CG	12/06/2018	35.95	12/07/2018
251-555511-327 MATERIALS	PUCCINI, JENNIFER	Reimbursement - Program Supplies	11302018	11/30/2018	25.95	12/07/2018
Total 251555511327:					61.90	
251555511345						
251-555511-345 PROGRAMS	PUCCINI, JENNIFER	Reimbursement - Program Supplies	11302018	11/30/2018	51.99	12/07/2018
251-555511-345 PROGRAMS	MELCHI, JENNIFER	reimbursement - supplies	11292018	11/29/2018	27.21	12/07/2018
Total 251555511345:					79.20	
453565616830						
453-565616-830 Disaster Expenditure	AT & T	262 767-1904 046 8	262767190411	11/28/2018	662.91	12/07/2018
Total 453565616830:					662.91	

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467535320500						
467-535320-500 CONSERVATION AND DEVE	COMMERCIAL INVESTMENT PR	HPC Facade Grant Reimbursement-525 Milw.	11292018	11/29/2018	5,000.00	12/07/2018
467-535320-500 CONSERVATION AND DEVE	SCHMALFELDT, DAVID	HPC Facade Grant Reimb-420 N Pine St.	420 N PINE	11/29/2018	6,825.39	12/07/2018
Total 467535320500:					11,825.39	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0225-428-357 (split)	0225428357NOV18	11/28/2018	172.95	12/07/2018
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	1887-026-576	1887026576NOV18	11/22/2018	15,737.58	12/07/2018
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4897-650-087	4897650087NOV18	11/20/2018	62.13	12/07/2018
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6212-377-525	6212377525NOV18	11/21/2018	3,442.41	12/07/2018
Total 621575740220:					19,415.07	
621575740222						
621-575740-222 GAS	WE ENERGIES	0225-428-357 (split)	0225428357NOV18	11/28/2018	12.04	12/07/2018
621-575740-222 GAS	WE ENERGIES	0862-239-067	0862239067NOV18	11/20/2018	2,833.11	12/07/2018
621-575740-222 GAS	WE ENERGIES	2663-378-614	2663378614NOV18	11/20/2018	247.80	12/07/2018
621-575740-222 GAS	WE ENERGIES	3646-902-199	3646902199NOV18	11/20/2018	93.03	12/07/2018
Total 621575740222:					3,185.98	
621575740225						
621-575740-225 TELEPHONE	VERIZON WIRELESS	VERIZON WATER DEPT	9818958306	11/23/2018	27.65	12/07/2018
Total 621575740225:					27.65	
621575740240						
621-575740-240 FUEL, OIL AND LUBRICANT	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 WWTP	869297630848	12/01/2018	655.43	12/07/2018
Total 621575740240:					655.43	
621575740249						
621-575740-249 LABORATORY	AMAZON.COM/GE MONEY	60457 8781 045088 8	045088 11/18	11/01/2018	149.60	12/07/2018
Total 621575740249:					149.60	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	PETTY CASH WWTP	PETTY CASH WWTP POST OFFICE	11012018	12/01/2018	57.45	12/07/2018
621-575740-310 OFFICE SUPPLIES, POSTA	PETTY CASH WWTP	PETTY CASH WWTP RICHTER'S	11012018	12/01/2018	13.98	12/07/2018
Total 621575740310:					71.43	
622506220000						
622-506220-000 POWER	WE ENERGIES	0882-547-355 (split)	0882547355NOV18	11/21/2018	2,725.77	12/07/2018
622-506220-000 POWER	WE ENERGIES	3076-628-864	3076628864NOV18	11/26/2018	1,980.50	12/07/2018
622-506220-000 POWER	WE ENERGIES	3267-293-366	3267293366NOV18	11/20/2018	624.27	12/07/2018
622-506220-000 POWER	WE ENERGIES	3457-108-505	3457108505NOV18	11/26/2018	3,148.78	12/07/2018
622-506220-000 POWER	WE ENERGIES	6271-254-861 (split)	6271254861NOV18	11/21/2018	1,615.74	12/07/2018
622-506220-000 POWER	WE ENERGIES	7255-465-187	7255465187NOV18	11/20/2018	156.58	12/07/2018
622-506220-000 POWER	WE ENERGIES	8682-353-384 (split)	8682353384NOV18	11/26/2018	3,119.25	12/07/2018
Total 622506220000:					13,370.89	
622506230000						
622-506230-000 SUPPLIES	DINERS CLUB COMMERCIAL	Bait N Bobber	5831 11/18	11/28/2018	261.50	12/07/2018
622-506230-000 SUPPLIES	DINERS CLUB COMMERCIAL	Bait N Bobber	5831 11/18	11/28/2018	175.00	12/07/2018
622-506230-000 SUPPLIES	WE ENERGIES	0882-547-355 (split)	0882547355NOV18	11/21/2018	83.02	12/07/2018
622-506230-000 SUPPLIES	WE ENERGIES	1438-804-919	1438804919NOV18	11/26/2018	28.63	12/07/2018

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622-506230-000 SUPPLIES	WE ENERGIES	1473-005-365	1473005365NOV18	11/28/2018	119.37	12/07/2018
622-506230-000 SUPPLIES	WE ENERGIES	6271-254-861 (split)	6271254861NOV18	11/21/2018	54.64	12/07/2018
622-506230-000 SUPPLIES	WE ENERGIES	6499-874-589	6499874589NOV18	11/20/2018	56.31	12/07/2018
622-506230-000 SUPPLIES	WE ENERGIES	8682-353-384 (split)	8682353384NOV18	11/26/2018	58.00	12/07/2018
622-506230-000 SUPPLIES	WE ENERGIES	9259-879-303	9259879303NOV18	11/25/2018	18.27	12/07/2018
622-506230-000 SUPPLIES	CTW CORPORATION	Repair: Chlorination Equipment	27377	05/18/2018	2,670.55	12/07/2018
Total 622506230000:					3,525.29	
622506410000						
622-506410-000 SUPPLIES	AMAZON.COM/GE MONEY	60457 8781 046912 8 (split)	046912 11/18	11/01/2018	44.49	12/07/2018
Total 622506410000:					44.49	
622509210000						
622-509210-000 OFFICE SUPPLY	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.59	12/07/2018
Total 622509210000:					93.59	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Water Dept	869297630848	12/01/2018	391.64	12/07/2018
622-509330-000 TRANSPORTATION-SUPPLI	AMAZON.COM/GE MONEY	60457 8781 046912 8 (split)	046912 11/18	11/01/2018	330.53	12/07/2018
Total 622509330000:					722.17	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	1638-891-345 (split)	1638891345NOV18	11/21/2018	649.19	12/07/2018
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	8430-081-671 (split)	8430081671NOV18	11/20/2018	219.06	12/07/2018
622-509350-000 GENERAL PLANT-SUPPLIE	AMAZON.COM/GE MONEY	60457 8781 046912 8 (split)	046912 11/18	11/01/2018	196.23	12/07/2018
Total 622509350000:					1,064.48	
623575740225						
623-575740-225 TELEPHONE	AT & T	831-000-7991 401 (split)	0488935407	11/11/2018	93.59	12/07/2018
623-575740-225 TELEPHONE	AT & T	262 757 0907 307 4	2627570907011	11/25/2018	148.77	12/07/2018
Total 623575740225:					242.36	
623575740298						
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	TIME WARNER	2018DEC	12/01/2018	257.01	12/07/2018
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Pat's Sanitary Service	2018DEC	12/01/2018	35.97	12/07/2018
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Outside Service - Cleaning	2018DEC	12/01/2018	144.44	12/07/2018
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	pest control services	2018DEC	12/01/2018	55.00	12/07/2018
Total 623575740298:					492.42	
623575740310						
623-575740-310 OPERATING SUPPLIES	BURLINGTON DEVELOPMENT	kitchen/hangar supplies	2018DEC	12/01/2018	119.40	12/07/2018
Total 623575740310:					119.40	
802484840000						
802-484840-000 K-NINE UNIT	DINERS CLUB COMMERCIAL	Holiday Inn-K-9 Unit	2208 11/18A	11/28/2018	82.00	12/07/2018
802-484840-000 K-NINE UNIT	DINERS CLUB COMMERCIAL	Holiday Inn-K-9 Unit	2208 11/18A	11/28/2018	164.00	12/07/2018
802-484840-000 K-NINE UNIT	DINERS CLUB COMMERCIAL	Holiday Inn-K-9 Unit	2208 11/18A	11/28/2018	186.14	12/07/2018
802-484840-000 K-NINE UNIT	DINERS CLUB COMMERCIAL	Holiday Inn-K-9 Unit	2208 11/18A	11/28/2018	93.07	12/07/2018
Total 802484840000:					33.21-	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
864121100						
864-121100 TAXES RECEIVABLE	CITY OF BURLINGTON	206031932401450 - Reimb. Assessment Error	206031932401450	12/03/2018	355.34	12/07/2018
Total 864121100:					<u>355.34</u>	
Grand Totals:					<u><u>139,656.24</u></u>	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
10051511265						
100-515111-265 Festival/Fireworks/Block Party	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR71823	11/30/2018	3.50	
100-515111-265 Festival/Fireworks/Block Party	CAVANAUGH CARRIAGES	Ice Festival - two reindeer	11292018	11/29/2018	900.00	
Total 10051511265:					903.50	
10051511399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Ordinance-Snow Removal/Mobile Food Vendor	332139	11/16/2018	53.31	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Legal - Liquor License App	334152	12/06/2018	13.79	
Total 10051511399:					67.10	
100515121248						
100-515121-248 MUNI COURT - REP & MAIN	VORPAGEL SERVICE INC.	Vorpapel Services Muni	42600	10/31/2018	55.93	
100-515121-248 MUNI COURT - REP & MAIN	VORPAGEL SERVICE INC.	A/C leak/Rpr Dampner-City Hall	43452	11/27/2018	126.77	
Total 100515121248:					182.70	
100515121310						
100-515121-310 MUNI COURT - OFFICE SUP	BURLINGTON AREA SCHOOL D	BASD MUNI PAPER	113018	11/30/2018	22.60	
100-515121-310 MUNI COURT - OFFICE SUP	PITNEY BOWES	MUNI SUPPLIES	3307625983	12/01/2018	69.57	
Total 100515121310:					92.17	
100515121344						
100-515121-344 MUNI COURT - JANITOR SU	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	605980	11/28/2018	12.09	
Total 100515121344:					12.09	
100515132248						
100-515132-248 REPAIRS & MAINT BUILDIN	VORPAGEL SERVICE INC.	Vorpapel Services Admin	42600	10/31/2018	659.97	
100-515132-248 REPAIRS & MAINT BUILDIN	VORPAGEL SERVICE INC.	A/C leak/Rpr Dampner-City Hall	43452	11/27/2018	1,495.92	
Total 100515132248:					2,155.89	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	NORTHERN ILLINOIS UNIVERSI	Intern-Sponsored Programs	DB-G5B70336-3	11/15/2018	1,200.00	
100-515132-298 ADMIN - CONTRACT SERVI	NORTHERN ILLINOIS UNIVERSI	Intern-Sponsored Programs	DB-G5B70336-4	12/15/2018	1,200.00	
Total 100515132298:					2,400.00	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1390550	11/28/2018	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1392928	12/05/2018	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD CITY HALL ADMIN PAPER	113018	11/30/2018	113.00	
100-515132-310 ADMIN - OFF SUPP-POSTA	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR71823	11/30/2018	267.24	
100-515132-310 ADMIN - OFF SUPP-POSTA	PITNEY BOWES	ADMIN SUPPLIES	3307625983	12/01/2018	77.30	
100-515132-310 ADMIN - OFF SUPP-POSTA	PITNEY BOWES	BLDG INSPECTION	3307625983	12/01/2018	69.61	
Total 100515132310:					533.09	
100515132344						
100-515132-344 ADMIN - JANITOR SUPPLIE	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	605980	11/28/2018	137.79	
Total 100515132344:					137.79	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	RICHTER'S MARKETPLACE	Richter's Marketplace - #1083 City Hall	112818CH	11/28/2018	5.85	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100515132399:					5.85	
100515140248						
100-515140-248 CLERK-REPAIRS & MAINT B	VORPAGEL SERVICE INC.	Vorpapel Services Clerk	42600	10/31/2018	55.93	
100-515140-248 CLERK-REPAIRS & MAINT B	VORPAGEL SERVICE INC.	A/C leak/Rpr Dampner-City Hall	43452	11/27/2018	126.77	
Total 100515140248:					182.70	
100515140310						
100-515140-310 CLERK - OFFICE SUPPLIES	PITNEY BOWES	CLERK	3307625983	12/01/2018	69.57	
Total 100515140310:					69.57	
100515140344						
100-515140-344 CLERK - JANITOR SUPPLIE	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	605980	11/28/2018	12.09	
Total 100515140344:					12.09	
100515141248						
100-515141-248 FINANCE - REP AND MAINT	VORPAGEL SERVICE INC.	Vorpapel Services Finance	42600	10/31/2018	346.77	
100-515141-248 FINANCE - REP AND MAINT	VORPAGEL SERVICE INC.	A/C leak/Rpr Dampner-City Hall	43452	11/27/2018	785.99	
Total 100515141248:					1,132.76	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	TRANSCENDENT TECHNOLOGI	Annual Software Maintenance 2018	M2717	12/06/2018	204.00	
Total 100515141298:					204.00	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	BURLINGTON AREA SCHOOL D	BASD FINANCE DEPT PAPER	113018	11/30/2018	45.20	
100-515141-310 FINANCE - OFFICE SUPP/P	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	AR71823	11/30/2018	91.30	
100-515141-310 FINANCE - OFFICE SUPP/P	PITNEY BOWES	FIN SUPPLIES	3307625983	12/01/2018	69.57	
Total 100515141310:					206.07	
100515141344						
100-515141-344 FINANCE - JANITOR SUPPLI	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	605980	11/28/2018	74.94	
Total 100515141344:					74.94	
100515142310						
100-515142-310 ELECTIONS - OPERATION S	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR71823	11/30/2018	10.00	
100-515142-310 ELECTIONS - OPERATION S	PITNEY BOWES	ELECTIONS	3307625983	12/01/2018	69.57	
Total 100515142310:					79.57	
100515142321						
100-515142-321 ELECTIONS - BALLOTS & A	RACINE CO CLERK	2018 November Election	120318	12/03/2018	806.00	
Total 100515142321:					806.00	
100515161220						
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Senior Center	17100-081D 15	11/30/2018	195.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	General File - 2018	18100-000D 11	11/30/2018	1,425.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Liar's Club Balcony	18100-080D 3	11/30/2018	540.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	US Cellular Tower	18100-090D 2	11/30/2018	450.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Sample Stormwater Maint. Agreements	18100-104D 1	11/30/2018	60.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Church Wall Sign	18100-105D 1	11/30/2018	150.00	
Total 100515161220:					2,820.00	
100515161272						
100-515161-272 ATTORNEY - MUNICIPAL C	BJELAJAC, JOHN M	Municipal Court General File - 2018	18100-099H 11	11/30/2018	4,725.00	
Total 100515161272:					4,725.00	
100515181310						
100-515181-310 HR-Office Supplies/Postage	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	AR71823	11/30/2018	91.29	
Total 100515181310:					91.29	
100515181344						
100-515181-344 HR-JANITOR SUPPLIES	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	605980	11/28/2018	4.82	
Total 100515181344:					4.82	
100525211242						
100-525211-242 POLICE - REPAIR/MTCE EQ	LOIS TIRE SHOP,INC.	2018 Co Co-Tires	432318	12/04/2018	161.02	
100-525211-242 POLICE - REPAIR/MTCE EQ	PRV UPFITTERS	#905 Light Bar/Installation	2	11/24/2018	2,552.10	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #902 MAINTENANCE SUPPLIES	799	11/28/2018	95.73	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #906 MAINTENANCE SUPPLIES	829	11/30/2018	95.73	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #903 MAINTENANCE SUPPLIES	833	12/01/2018	37.20	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #908 MAINTENANCE SUPPLIES	862	12/06/2018	739.79	
Total 100525211242:					3,681.57	
100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD POLICE PAPER	113018	11/30/2018	113.00	
100-525211-310 POLICE - OFF SUPP-POSTA	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR71823	11/30/2018	15.90	
100-525211-310 POLICE - OFF SUPP-POSTA	MENARDS	Supplies-Police Dept	79330	11/27/2018	15.97	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - #1012 Police Dept	112818PD	11/28/2018	18.83	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - #1012 Police Dept	120318PD	12/03/2018	5.85	
100-525211-310 POLICE - OFF SUPP-POSTA	PITNEY BOWES	POLICE SUPPLIES	3307625983	12/01/2018	69.57	
100-525211-310 POLICE - OFF SUPP-POSTA	AMAZON CAPITAL SERVICES, I	Toaster	1M49-61YH-Y4V	12/05/2018	24.99	
Total 100525211310:					264.11	
100525211330						
100-525211-330 POLICE - TRAVEL	WI CHIEFS OF POLICE ASSOC	WPLF CONFERENCE	1040	11/30/2018	700.00	
Total 100525211330:					700.00	
100525211344						
100-525211-344 POLICE - JANITOR SUPPLIE	ELKHORN CHEMICAL & PACKA	Police Supplies	605979	11/28/2018	354.63	
Total 100525211344:					354.63	
100525211347						
100-525211-347 POLICE - FIREARM SUPP/R	STREICHER'S	Practice Ammo	I1333809A	10/04/2018	24.99	
Total 100525211347:					24.99	
100525211381						
100-525211-381 POLICE - INVESTIGATIONS	DASH MEDICAL GLOVES, INC	DASH MEDICAL GLOVES POLICE	INV1131375	11/27/2018	76.90	
100-525211-381 POLICE - INVESTIGATIONS	TransUnion Risk & Alternative Dat	Account ID: 777966 Nov Billing	2018NOV	12/01/2018	25.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211381:					101.90	
100525220159						
100-525220-159	FIRE - CLOTHING ALLOWA LARK UNIFORM OUTFITTERS	Lark Uniform - Fire Dept.	279555	11/28/2018	145.85	
100-525220-159	FIRE - CLOTHING ALLOWA CONWAY SHIELDS	6" Shield	0431299-IN	11/15/2018	255.96	
100-525220-159	FIRE - CLOTHING ALLOWA CONWAY SHIELDS	Decal	0431535-IN	11/23/2018	48.00	
Total 100525220159:					449.81	
100525220211						
100-525220-211	FIRE - PHYSICALS AURORA HEALTH CARE	Acct #600003825 Benko, Justin	167896960	10/23/2018	113.00	
Total 100525220211:					113.00	
100525220242						
100-525220-242	FIRE - REPAIR & MAINT VE REINEMANS, INC.	supplies-Fire Dept	155475	12/03/2018	.89	
100-525220-242	FIRE - REPAIR & MAINT VE GROVE OUTDOOR POWER LLC	Chainsaw Parts	14008	12/04/2018	6.08	
Total 100525220242:					6.97	
100525220248						
100-525220-248	FIRE - REPAIR MAINT BLDG MENARDS	Supplies-Fire Dept	78997	11/23/2018	34.28	
100-525220-248	FIRE - REPAIR MAINT BLDG MENARDS	Supplies-Fire Dept	79555	11/29/2018	40.77	
100-525220-248	FIRE - REPAIR MAINT BLDG MENARDS	Supplies-Fire Dept	79784	12/02/2018	32.54	
100-525220-248	FIRE - REPAIR MAINT BLDG MENARDS	Supplies-Fire Dept	79821	12/02/2018	14.97-	
100-525220-248	FIRE - REPAIR MAINT BLDG MENARDS	Supplies-Fire Dept	79902	12/03/2018	17.80	
100-525220-248	FIRE - REPAIR MAINT BLDG MENARDS	Christmas Deco-Fire Dept	80121	12/05/2018	195.59	
Total 100525220248:					306.01	
100525220310						
100-525220-310	FIRE - OFFICE SUPPLIES PITNEY BOWES	FIRE	3307625983	12/01/2018	69.57	
Total 100525220310:					69.57	
100525231298						
100-525231-298	BLDG INSP - CONTRACT SAFE BUILT, LLC	Code Enforcement - Site Visits	0054157-IN	11/30/2018	1,265.00	
Total 100525231298:					1,265.00	
100525231310						
100-525231-310	BLDG INSP - OPERATING S Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR71823	11/30/2018	10.00	
Total 100525231310:					10.00	
100535321159						
100-535321-159	STREETS - CLOTHING ALL ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1390550	11/28/2018	36.98	
100-535321-159	STREETS - CLOTHING ALL ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1392928	12/05/2018	34.69	
Total 100535321159:					71.67	
100535321242						
100-535321-242	STREETS - REP MAINT VE MIKE'S REPAIR SERVICE	MIKES REPAIR DPW	49301	11/16/2018	6.25	
100-535321-242	STREETS - REP MAINT VE MIKE'S REPAIR SERVICE	MIKES REPAIR DPW	49302	11/15/2018	13.25	
100-535321-242	STREETS - REP MAINT VE BUMPER TO BUMPER BURLING	BriteLite Capsule	I-352186	11/28/2018	19.45	
Total 100535321242:					38.95	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100535321244						
100-535321-244 STREETS - REP MAINT EQ	BUMPER TO BUMPER BURLING	Drain Plugs	I-352289	11/30/2018	1.50	
Total 100535321244:					1.50	
100535321248						
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1390550	11/28/2018	31.66	
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1390551	11/28/2018	13.61	
Total 100535321248:					45.27	
100535321298						
100-535321-298 STREETS - CONTRACT SER	WELDERS SUPPLY COMPANY	1 YEAR PRE-PAID RENTAL	10036634	11/15/2018	130.00	
100-535321-298 STREETS - CONTRACT SER	KAPUR & ASSOCIATES, INC.	18.0348.01 2018 Burlington Utility Permits	95646	10/10/2018	220.00	
100-535321-298 STREETS - CONTRACT SER	KAPUR & ASSOCIATES, INC.	18.0019.01 2018 Burlington Plan Review	95873	10/23/2018	25,877.81	
100-535321-298 STREETS - CONTRACT SER	KAPUR & ASSOCIATES, INC.	18.0019.01 2018 Burlington Plan Review	96020	11/09/2018	24,289.82	
100-535321-298 STREETS - CONTRACT SER	KAPUR & ASSOCIATES, INC.	18.0348.01 2018 Burlington Utility Permits	96027	11/09/2018	165.00	
Total 100535321298:					50,682.63	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	BURLINGTON AREA SCHOOL D	BASD DPW PAPER	113018	11/30/2018	22.60	
100-535321-310 STREETS - OFF SUPP/POS	RICHTER'S MARKETPLACE	Richter's Marketplace - DPW(split)	110618DPW	11/06/2018	5.00	
Total 100535321310:					27.60	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	CULLIGAN OF BURLINGTON	500-19385673-8 (split)	210447	11/20/2018	22.40	
100-535321-350 STREETS - REP MAINT SUP	KIMBALL MIDWEST	KIMBALL MIDWEST DPW ACCT #4249	6770279	11/29/2018	223.53	
100-535321-350 STREETS - REP MAINT SUP	MENARDS	Supplies-Shop	79326	11/27/2018	25.98	
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	Supplies-DPW	155219	11/29/2018	20.24	
Total 100535321350:					292.15	
100535321352						
100-535321-352 STREETS - REP MAINT STO	WANASEK CORPORATION	Alley Inlet Replacement-456 Milw. Ave	9118	11/19/2018	7,898.01	
Total 100535321352:					7,898.01	
100545430298						
100-545430-298 ANIMAL SHELTER	WISCONSIN HUMANE SOCIETY	ANIMAL SHELTER CONTRACT NOV.	1285	12/01/2018	720.38	
Total 100545430298:					720.38	
100555551159						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1390550	11/28/2018	36.98	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1392928	12/05/2018	34.69	
Total 100555551159:					71.67	
100555551220						
100-555551-220 PARKS - UTILITIES	RACINE CO PUBLIC WORKS	Electric usage at Bushnell softball diamonds	2454	11/27/2018	1,533.08	
Total 100555551220:					1,533.08	
100555551242						
100-555551-242 PARKS - REPAIR MAINT VE	MIKE'S REPAIR SERVICE	MIKES REPAIR DPW	49301	11/16/2018	6.25	
100-555551-242 PARKS - REPAIR MAINT VE	MIKE'S REPAIR SERVICE	MIKES REPAIR DPW	49302	11/15/2018	13.25	
100-555551-242 PARKS - REPAIR MAINT VE	BUMPER TO BUMPER BURLING	BriteLite Capsule	I-352186	11/28/2018	19.44	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100555551242:					38.94	
100555551244						
100-555551-244	PARKS - REPAIR MAINT EQ	BUMPER TO BUMPER BURLING	Drain Plugs	I-352289	11/30/2018	1.49
Total 100555551244:					1.49	
100555551248						
100-555551-248	PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1390550	11/28/2018	31.66
100-555551-248	PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1390551	11/28/2018	6.80
Total 100555551248:					38.46	
100555551265						
100-555551-265	PARKS - FESTIVAL EXPENS	MENARDS	Lights-Downtown	79604	11/30/2018	100.88
100-555551-265	PARKS - FESTIVAL EXPENS	REINEMANS, INC.	Decoration-Downtown	154042	11/07/2018	6.56
100-555551-265	PARKS - FESTIVAL EXPENS	REINEMANS, INC.	Decoration-Downtown	155283	11/30/2018	20.61
100-555551-265	PARKS - FESTIVAL EXPENS	REINEMANS, INC.	Decoration-Downtown	155424	12/03/2018	24.71
Total 100555551265:					152.76	
100555551298						
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL RIVERSIDE PARK	A-170409	11/20/2018	180.00
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY COMPOST SITE 7153	A-170966	11/29/2018	70.00
100-555551-298	PARKS - OUTSIDE SERVICE	WELDERS SUPPLY COMPANY	1 YEAR PRE-PAID RENTAL	10036634	11/15/2018	130.00
Total 100555551298:					380.00	
100555551310						
100-555551-310	PARKS - OFFICE SUPP, PO	RICHTER'S MARKETPLACE	Richter's Marketplace - DPW(split)	110618DPW	11/06/2018	4.98
Total 100555551310:					4.98	
100555551350						
100-555551-350	PARKS - REPAIR/MTCE SUP	CULLIGAN OF BURLINGTON	500-19385673-8 (split)	210447	11/20/2018	11.20
100-555551-350	PARKS - REPAIR/MTCE SUP	KIMBALL MIDWEST	KIMBALL MIDWEST DPW ACCT #4249	6770279	11/29/2018	223.53
100-555551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Supplies-Shop	79326	11/27/2018	25.97
100-555551-350	PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies-DPW	155219	11/29/2018	20.24
Total 100555551350:					280.94	
100565641310						
100-565641-310	PLAN COMM - SUPPLIES, P	PITNEY BOWES	PLANNING	3307625983	12/01/2018	69.57
Total 100565641310:					69.57	
251555511310						
251-555511-310	OFFICE SUPPLIES, POSTA	BURLINGTON AREA SCHOOL D	BASD LIBRARY PAPER	113018	11/30/2018	113.00
251-555511-310	OFFICE SUPPLIES, POSTA	PITNEY BOWES	LIBRARY SUPPLIES	3307625983	12/01/2018	69.57
Total 251555511310:					182.57	
453565616826						
453-565616-826	2017 Lewis Street Project	KAPUR & ASSOCIATES, INC.	17.0165.01 Lewis Street Wall	96016	11/09/2018	360.00
Total 453565616826:					360.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
453565616830						
453-565616-830 Disaster Expenditure	ELKHORN CHEMICAL & PACKA	Extractor Self Cont	605806	11/30/2018	2,695.00	
453-565616-830 Disaster Expenditure	MENARDS	Flood Replacement Items	79891A	12/03/2018	59.45	
453-565616-830 Disaster Expenditure	REINEMANS, INC.	Flood Expenses	155568	12/05/2018	21.59	
Total 453565616830:					2,776.04	
46555551804						
465-555551-804 PARKS CAPITAL OUTLAY P	TCF EQUIPMENT FINANCE, INC	Mower Financing- Contrat # 008-0658807-300	5776017	11/15/2018	343.28	
Total 46555551804:					343.28	
501514900000						
501-514900-000 ADMINISTRATIVE EXPENSE	DIRECTPATH	Monthly fee for Advocacy Serv	AT41227	12/01/2018	156.00	
Total 501514900000:					156.00	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1390553	11/28/2018	83.10	
Total 621575740159:					83.10	
621575740242						
621-575740-242 REPAIR,MAINTENANCE VE	LYNCH TRUCK CENTER	#77-Airbag Service	2029363	11/20/2018	919.34	
621-575740-242 REPAIR,MAINTENANCE VE	LYNCH TRUCK CENTER	credit	2029454	11/20/2018	162.00-	
Total 621575740242:					757.34	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1390553	11/28/2018	13.44	
621-575740-244 REPAIRS,MAINT EQUIPMEN	MENARDS	Plant Maint-WWTP	77714	11/08/2018	32.97	
621-575740-244 REPAIRS,MAINT EQUIPMEN	TRACTOR SUPPLY CREDIT PLA	TRACTOR SUPPLY 6035301200098372	100459093	10/25/2018	39.99	
621-575740-244 REPAIRS,MAINT EQUIPMEN	WESTECH	Pivot-Skimmer	70028	11/28/2018	194.98	
Total 621575740244:					281.38	
621575740245						
621-575740-245 GROUND IMPROVEMENTS	MENARDS	Shovel/Pusher-WWTP	78381	11/16/2018	49.85	
Total 621575740245:					49.85	
621575740298						
621-575740-298 CONTRACT SERVICE	BAXTER & WOODMAN, INC.	170146.31 Phosphous Compliance Alternatives	0202441	10/30/2018	2,630.00	
621-575740-298 CONTRACT SERVICE	BAXTER & WOODMAN, INC.	170146.31 Phosphous Compliance Alternatives	0202915	11/16/2018	3,040.00	
Total 621575740298:					5,670.00	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	BEAR GRAPHICS, INC.	Utility Bill	0810278	11/15/2018	216.06	
621-575740-310 OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - DPW(split)	110618DPW	11/06/2018	5.00	
Total 621575740310:					221.06	
622506230000						
622-506230-000 SUPPLIES	GRAINGER	DPW Supplies	9010911270	11/20/2018	58.50	
Total 622506230000:					58.50	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622506310000						
622-506310-000 CHEMICALS	HAWKINS, INC	Tonkazorb 3% & LPC-4	4399711	11/16/2018	2,037.70	
622-506310-000 CHEMICALS	USABlueBook	USA BLUEBOOK WATER DEPT #85786	739283	11/15/2018	659.23	
Total 622506310000:					2,696.93	
622506500000						
622-506500-000 RESERVOIRS & SUPPLES	MENARDS	Supplies-Water	76899	10/29/2018	67.94	
622-506500-000 RESERVOIRS & SUPPLES	MENARDS	Supplies-Water	77216	11/02/2018	79.98	
622-506500-000 RESERVOIRS & SUPPLES	MENARDS	Supplies-Water	78249	11/14/2018	30.17	
Total 622506500000:					178.09	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1390552	11/28/2018	33.71	
Total 622509030000:					33.71	
622509210000						
622-509210-000 OFFICE SUPPLY	BEAR GRAPHICS, INC.	Utility Bill	0810278	11/15/2018	216.07	
622-509210-000 OFFICE SUPPLY	RICHTER'S MARKETPLACE	Richter's Marketplace - DPW(split)	110618DPW	11/06/2018	5.00	
622-509210-000 OFFICE SUPPLY	PITNEY BOWES	WATER SUPPLIES	3307625983	12/01/2018	69.57	
Total 622509210000:					290.64	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	K&M WELDING AND FABRICATI	#24 Battery Harness	1697	11/19/2018	258.00	
Total 622509330000:					258.00	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1390551	11/28/2018	13.61	
622-509350-000 GENERAL PLANT-SUPPLIE	CULLIGAN OF BURLINGTON	500-19385673-8 (split)	210447	11/20/2018	22.40	
622-509350-000 GENERAL PLANT-SUPPLIE	MENARDS	Supplies-Water	77216	11/02/2018	9.95	
Total 622509350000:					45.96	
623575740298						
623-575740-298 CONTRACT SERVICES	MEISNER, GARY	MEISNER AIRPORT MANAGER DEC BILLING	DEC 2018	12/10/2018	319.30	
Total 623575740298:					319.30	
822555551800						
822-555551-800 DeRozier Fund Expenses	MENARDS	Senior Center	80100	12/05/2018	40.95	
822-555551-800 DeRozier Fund Expenses	REINEMANS, INC.	Senior Center	154694	11/20/2018	1.89	
822-555551-800 DeRozier Fund Expenses	REINEMANS, INC.	Senior Center	155567	12/05/2018	9.49	
Total 822555551800:					52.33	
Grand Totals:					101,410.68	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
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Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



DATE: December 18, 2018

SUBJECT: LICENSES - To approve Operator's Licenses as presented and approve a "Class A" Retail Liquor License to Casey's Marketing Company dba Casey's General Store, #3748, located at 100 S. Dodge Street.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Operator's License Applications Operator's licenses (aka Bartender's License) shall be issued to individuals 18 years of age or over who do not have an arrest or conviction record subject to secs. 111.321, 111.322, and 111.335 and will be responsible for supervising activities and pouring of Class "A" beer, Class "B" beer, "Class B" intoxicating liquor, and "Class A" intoxicating liquor and "Class C" wine on premises during required hours in absence of the licensee or approved agent of licensed businesses.

The following applicants have applied for an Operator's License and has been approved by the Burlington Police Department:

Brittany Keller, John Kelly, Rachel Martin, Daniel McLean, William Palzell, Charlene Szczybor

"Class A" Combo Retail Liquor License - Casey's General Store

"Class A" Retail Liquor licenses are unlimited and are sold to retail businesses for consumption off the licensed premise. The issuance of this license does not affect the number of "Class B" licenses, as the City still holds one "Class B" Reserve Liquor License in the amount of \$12,500. The "Class A" license costs \$600 annually.

Casey's Marketing Company is in the process of building a new convenience station located at 100 S. Dodge Street and has applied for a "Class A" Retail Liquor License, which would allow alcoholic beverages to be sold for off-premise consumption. It is their intention to open on March 8, 2019. Notice of the application was published in the December 6, 2018 edition of the Standard Press.

COMBINATION "CLASS A" LIQUOR LICENSE

Name: Casey's Marketing Company
Trade Name: Casey's General Stores
Address: 100 S. Dodge Street, Burlington, WI
Agent: Susan Dean
Address: 622 Military Ridge Drive, Verona, WI 53593

BUDGET/FISCAL IMPACT:

Applicants are charged an administrative fee of which a portion of the funds are applied towards background checks performed by the police department. Liquor license fees for businesses are calculated on a case by case basis depending on the type of license applied for.

RECOMMENDATION:

Staff recommends that Council approve the submitted applications.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the December 18, 2018 Common Council meeting.



DATE: December 18, 2018

SUBJECT: SPECIAL EVENTS - To approve a Special Event Application from the Chamber of Commerce for the 2019 Hot Chocolate Festival to be held January 18-20, 2019.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

A Special Event Permit is required for any planned extraordinary occurrence on the public right-of-way or public premises, including but not limited to parades, processions, bicycle or foot races, and festivals. Prior to Council approval, applications must be approved by the Police Department, Fire Department, Department of Public Works, Building Inspection, and Health Department if food is being served.

The following application has been submitted for approval of a Special Event Permit and has been approved by the Department of Public Works, Police Department, Fire Department, and Building Inspection Department:

Organization: Chamber of Commerce

Event: Hot Chocolate Fest and 5k Run/Walk

Date: January 18-20, 2019

Location: Echo Park

Time: Begins at 5 p.m. on 1/18 and ends at 10 p.m. each day

Notes: Pond Hockey Tournament, 5k Run/Walk, Chili contest, food and beverages served in Echo Park pavilion

BUDGET/FISCAL IMPACT:

There is no fee to apply for a Special Event Permit, however, the applicant shall pay a fee based on a rate as set by the Common Council per man-hour for City services as determined in the application review and approval process. These costs will be assessed on an individual basis and billed directly to the applicant by the corresponding department.

RECOMMENDATION:

Staff recommends that Council approve the Special Event applications as submitted.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the December 18, 2018 Common Council meeting.

Attachments

Hot Chocolate Fest Application



Special Event Permit Application

Date of Application: 11/29/2018

Permit Number: _____

SUMMARY OF EVENT

Event Title: HOT ChocolateFest Date of Event: January 18, 19, 20, 2019

Event Location: Echo Lake and Echo Lake Park, City of Burlington

Nature of Event: Festival Parade Bike Race/Ride Foot Race/Run March/Processional
 Rally Circus Demonstration Other: Pond hockey tournament, etc.

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

Certificate of Insurance must be attached before permit can be issued.

Description of Event: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Pond hockey tournament at Echo Lake and Echo Lake Park; 5k run route TBA (will probably follow the Turkey Trot route), Hot Chocolate contest in businesses, Chili contest in restaurants, with food / beverages served in pavilion at Echo Park by Brulsers/Jim Jante.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 1000

Is this a multi-day event? Yes No If so, how many days? 3

Start Date: 1/18/19 End Date: 1/20/19

EVENT ORGANIZER INFORMATION

Applicant Name: Burlington Area Chamber of Commerce/Jan Ludtke

Group Represented: BACC

Address: 113 E. Chestnut Street, Suite B - Burlington, WI 53105

Phone: 262-763-6044 Email: jludtke@burlingtonchamber.org

Person In Charge of Event: Dave Kmetz / Jeff Vanhysal

On-Site Contact: Dave Kmetz On-Site Phone: 262-206-7379 / 262-903-1406

Billing Address: 113 E. Chestnut St. Suite B, Burlington, WI 53105

DETAILED EVENT INFORMATION

Event Set Up Date: 1/12/2019 Time: 8 am. *(Dependent on weather)*

Start Time For Event: 5 pm a.m./p.m. End Time For Event: 10 pm a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: Jim Jante/Rice's Liquor
**An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.*

Barricades Needed*? Yes No Amount Needed & Locations: Not sure
**This may result in a fee*

Will A Temporary Structure or Tent Be On-Site? Yes No Does the Tent have Sidewalls? Yes No

Police Services Requested*? Yes No

Hours & Dates Police Services Needed: Possibly needed for 5K on Sunday, January 20, 2019.
**This may result in a fee*

Trash Receptacles Needed*? Yes No Amount Needed & Locations: In Echo Lake Park area
**This may result in a fee*

Person(s) Responsible for Clean Up After the Event: BACC

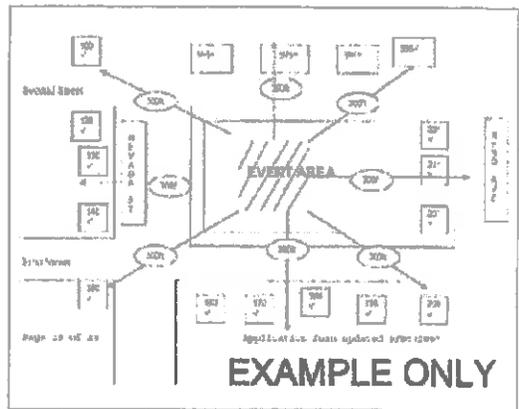
Picnic Tables Needed*? Yes No Amount Needed & Locations: Not sure
**This may result in a fee*

Will Your Event involve Live Performances, Loud Speakers or a DJ*? Yes No
**Per Section 219-2A(7) of the Municipal Code, loudspeaker or sound-amplifying devices shall not be used between the hours of 10 PM to 8 AM and privileges may be revoked if the volume becomes a nuisance.*

IMPACTED NEIGHBOR NOTIFICATION

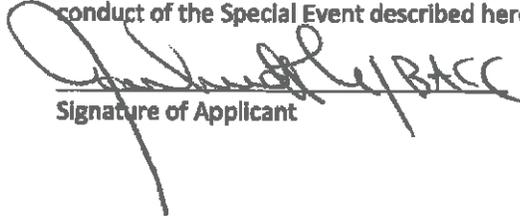
The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event. Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking



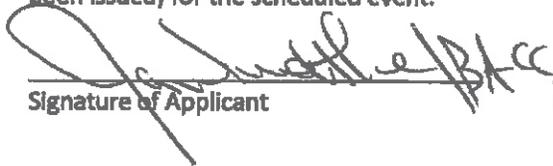
AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the City of Burlington in the conduct of the Special Event described herein.


Signature of Applicant

11-20-2018
Date of Signature

I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.


Signature of Applicant

11-20-2018
Date of Signature



DATE: December 18, 2018

SUBJECT: RESOLUTION 4927(29) - To consider accepting a Letter of Engagement from Sitzberger for 2018 Audit Services.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

Sitzberger performed the 2017 Audit and 2018 TIF audits for the City of Burlington. Sitzberger came highly recommended by the City's prior auditor Pat Romenesko, who had performed the City audit for over 30 years.

The 2017 Audits were performed acceptably by Sitzberger and staff would like to use Sitzberger for the 2018 Audit. Staff will go out to Request for Proposal (RFP) in 2019 for the 2019 Audit Service.

The fee being asked for is a not to exceed amount of \$36,000 which is \$1,000 more than the 2017 Audit of \$35,000 or 2.9%. The increase is in-line with what as being charged as an annual increase by Pat Romenesko's firm.

BUDGET/FISCAL IMPACT:

Audit services include yearly Form C and Public Service Commission (PSC) filings with the Wisconsin Department of Revenue and PSC.

RECOMMENDATION:

Staff recommends accepting the letter of engagement with Sitzberger for 2018 Audit services.

TIMING/IMPLEMENTATION:

If Council should decide not to accept the Letter of Engagement a Request for Proposal to area audit firms would need to be created. The Audit typically starts in January. This item was discussed at the December 4, 2018 Committee of the Whole meeting and is scheduled for final consideration at the December 18, 2018 Common Council Meeting.

Attachments

Res 4927(29) 2018 Letter of Engagement
Letter of Engagement

**A RESOLUTION APPROVING AN ENGAGEMENT LETTER WITH
SITZBERGER CPAs AND BUSINESS ADVISORS FOR THE 2018 AUDIT
IN THE NOT-TO-EXCEED AMOUNT OF \$36,000**

WHEREAS, the City of Burlington is required by law to participate in an annual audit of its accounts; and,

WHEREAS, Sitzberger CPAs and Business Advisors is a licensed and fully qualified Certified Public Accountant in the State of Wisconsin; and,

WHEREAS, Sitzberger, CPAs have previously performed auditing services for the City of Burlington with the 2017 Audit; and,

WHEREAS, Sitzberger, CPAs has quoted the City of Burlington not-to -exceed \$36,000 for the 2018 Audit; and,

WHEREAS, Statutes of the State of Wisconsin and Generally Accepted Account Practices now require additional pension liability information to be included as part of the annual audit,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County and Walworth County, State of Wisconsin approves acceptance of auditing services from Sitzberger, CPAs and Advisors for the audit of the City's fiscal year 2018 accounts as outlined in the attached October 26, 2018 Letter of Engagement.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute this agreement on behalf of the City.

Introduced: December 4, 2018
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

SITZBERGER

CPAs and Business Advisors

www.sitzbergercpas.com

October 26, 2018

The City Council and Administration
City of Burlington
300 N. Pine Street
Burlington, Wisconsin 53105

The City Council and Administration:

We are pleased to confirm our understanding of the services we are to provide the City of Burlington for the year ended December 31, 2018. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Burlington as of and for the year ended December 31, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Burlington's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Burlington's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Schedule of Proportionate Share of the Net Pension Liability (Asset) - Wisconsin Retirement System
2. Schedule of Contributions - Wisconsin Retirement System
3. Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund

We have also been engaged to report on supplementary information other than RSI that accompanies the financial statements consisting of combining fund statements and detailed budget to actual statements. We will subject this supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Burlington's financial statements. Our report will be addressed to the City Council of the City of Burlington. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the city or to acts by management or employees acting on behalf of the city.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to my attention.

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditor's is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the city and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Burlington's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

As part of our engagement, we will also prepare the annual financial reports for the Wisconsin Department of Revenue and the Public Service Commission. We will also prepare the financial statements of the City of Burlington in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent, and detect fraud, and for informing us about all known or suspected fraud affecting the city involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the city received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the city complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management with suitable skill, knowledge or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

City of Burlington
October 26, 2018
Page 5

In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Brian Snyder, CPA is the engagement principal and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report production, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$36,000.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes sixty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Burlington and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. We look forward to the opportunity to serve you.

Very truly yours,

Sitzberger & Company, S.C.

Sitzberger & Company, S.C.
Lake Geneva, Wisconsin

ACKNOWLEDGMENT:

This letter correctly sets forth the understanding of the City of Burlington.

By: _____

Title: _____ Date: _____



DATE: December 18, 2018

SUBJECT: MOTION 18-914 - To consider approving a Certificate of Appropriateness for property located at 492 N. Pine Street.

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

According to Ch. 315-42E(1), the Common Council must approve any alteration including architectural appearance. Alterations include any exterior change (including painting), addition to, or demolition of any part or all of the exterior of a structure within the HPO District. In determining such approval, the Common Council shall take into consideration the recommendation of the Historic Preservation Committee.

- The installation of a balcony and lighting for the Liar’s Club. The applicant proposes to renovate the eastern façade of the building, including the addition of a balcony, dumpster screening, and lighting elements. This façade overlooks the alley connecting Chestnut Street to Washington Street. Historically, views of this eastern façade had been obstructed by other buildings. Overtime, those buildings were torn down, unlocking views of the existing façade. Historic photos submitted with this application indicate that the backs of many of the surrounding buildings used to contain balconies and fire escapes. This application indicates that a sign will also be added to the eastern façade, and that this will be submitted for a separate review process.
- The proposed renovations will provide screening for the existing dumpsters. The proposed lanterns exhibit a traditional style, and the spot lights will be well-integrated into the balcony design. The Plan Commission approved the Site Plan application for the balcony at the October 9, 2018 meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their October 25, 2018 meeting.

TIMING/IMPLEMENTATION:

This item is for discussion at the December 18, 2018 Committee of the Whole meeting and per common practice is scheduled for final consideration at the Common Council meeting the same evening.

Attachments

COA 492 N. Pine St.



Sto ARCHITECTURE, LLC
 4417 N. MURRAY AVENUE
 SHOREWOOD, WI 53211

PROJECT:
**LIAR'S CLUB BALCONY
 ADDITION**
 BURLINGTON, WI

OWNER:
492 PINE STREET LLC
 492 N. PIN STREET
 BURLINGTON, WI 53105

CONTRACTOR:

**448 FALCON RIDGE DRIVE
 SUITE B**
 BURLINGTON, WI 53105



REAR (EAST) ELEVATION

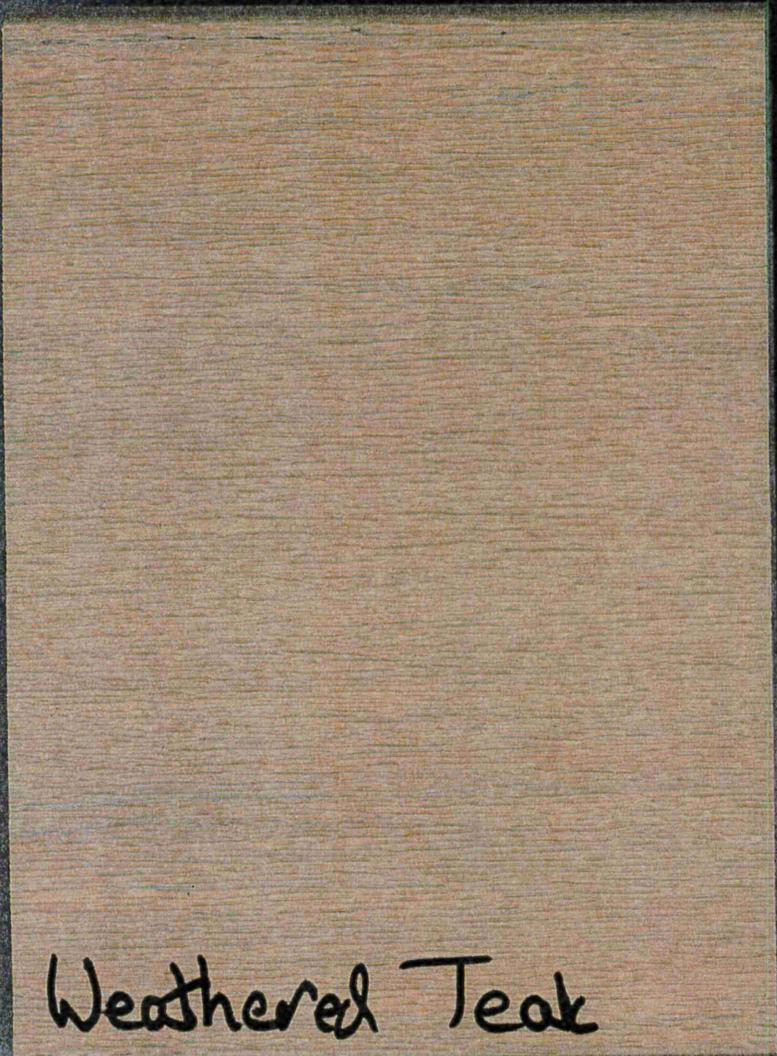
SCALE: 1/8" = 1'-0"

- 1 TENANT SIGN - SUBMITTED UNDER SEPARATE REVIEW
- 2 DECORATIVE LIGHT FIXTURE
- 3 PAINTED STEEL COLUMN
- 4 METAL GUARD RAIL w/ METAL MESH RAILING SYSTEM
- 5 WOOD LOOK COMPOSITE DECKING
- 6 PRECAST CAP
- 7 STAMPED AND PAINTED CONCRETE BASE
- 8 COMPOSITE WOOD DUMPSTER FENCE AND SLIDING GATE
- 9 NEW FULL LITE DOOR
- 10 DECORATIVE METAL MESH PANEL

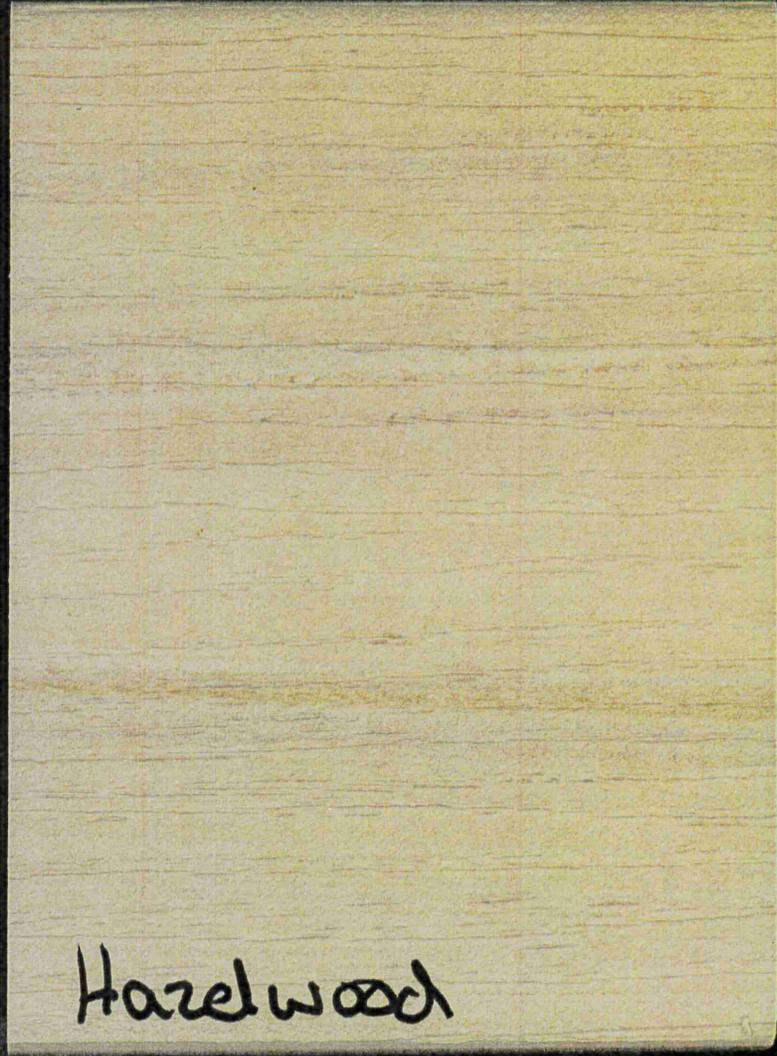
NOTES:
 1. ELEVATIONS PRELIMINARY, SUBJECT TO MUNICIPAL APPROVALS. NOT FOR CONSTRUCTION.

NOTES

PROJECT NO. 1825
 DATE 09-12-18
 SHEET **DE-1**



Weathered Teak



Hazelwood

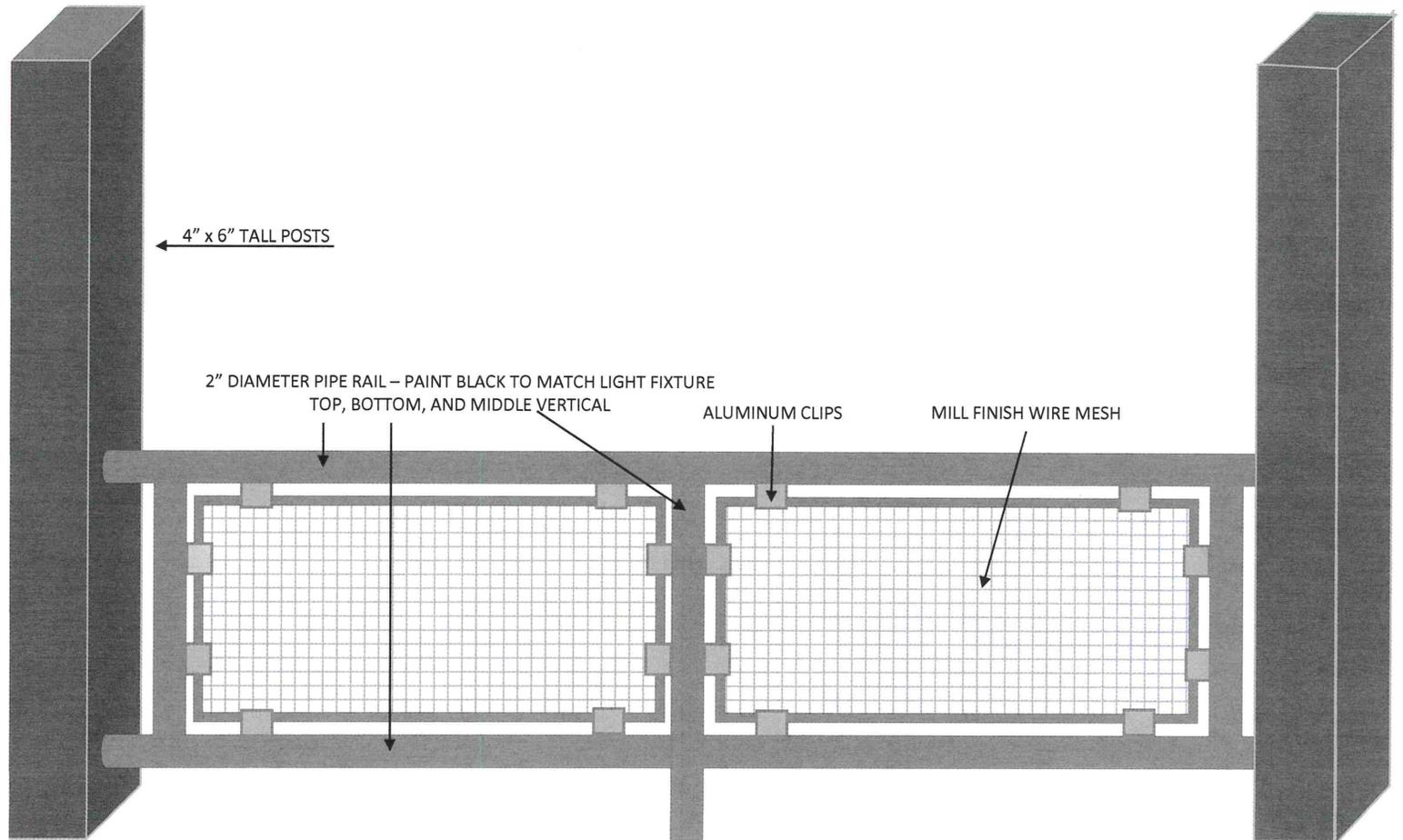
Deck & dumpster fence will be
one of these colors.

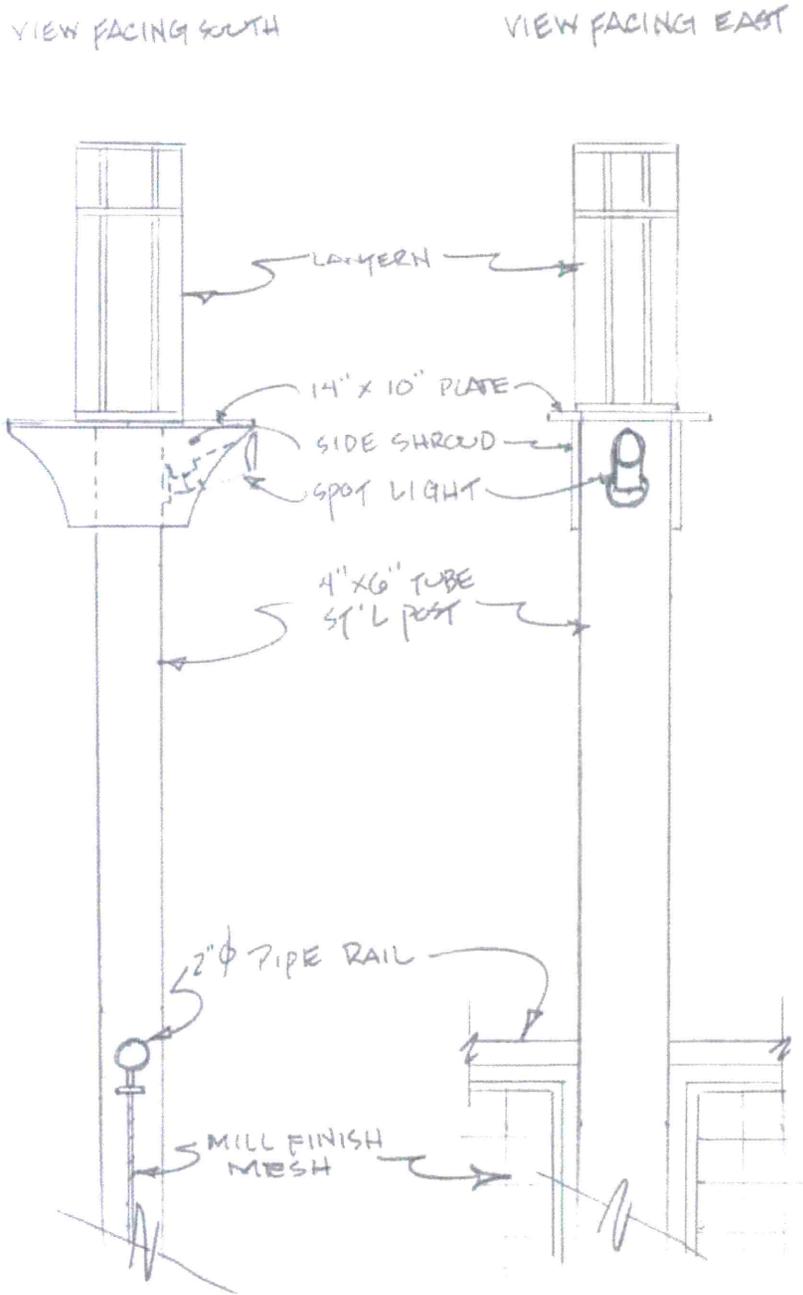
Certificate of Appropriateness
492 Pine Street
October 1, 2018
Current Photos
Page 1 of 2



Certificate of Appropriateness
492 Pine Street
October 1, 2018
Current Photos
Page 2 of 2







LIARS CLUB DECK
TALL POST / LIGHT
09.27.18

Certificate of Appropriateness
492 Pine Street
October 1, 2018
Decorative and Spot Lighting Detail
Page 2 of 3

FEISS

EST. 1955

info@feiss.com

1.800.969.3347

FEISS

EST. 1955

THE OAKFIELD COLLECTION



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© of Generation Brands
Company

1 - LIGHT OUTDOOR POST LANTERN Dark Weathered Zinc

STYLE NO.: OL12507DWZ-LED

[BUY LOCAL](#) [BUY ONLINE](#)

DESCRIPTION

The transitional Oakfield outdoor lighting collection by Feiss features a cylindrical silhouette inspired by a classic lantern room. The cast construction is made of our StoneSi material for added strength, durability and longevity and is protected by a 5-year warranty. The field-replaceable LED source, featuring advance warm-on-dim technology going f 2700K to 2200K, shines down through the White Opal Etch which creates a beautiful contrast to the Dark Weathered Z finish. The Oakfield collection offers a small, medium and li light outdoor wall lantern, a 1-light outdoor post lantern and outdoor pendant. The LED light source is California Title 24 compliant.

Dimensions: D: 7 1/2" H: 19 3/8"
Dimming Range: 10 - 100%
Glass: Glass in White Opal Etched finish
Lamping: (1) 14w 1000 Lumen 2700K 90 CRI Min. Integrat Modules

Advanced LED technology that warms in color when dimmer - 2200K).

Meets Title 24 energy efficiency standards

DETAILS

Supplied with 12" of wire
Post: H: 2 1/2" Diameter: 3"

DOWNLOADS

- Instructions (Trilingual (English, Spanish, and French))
- Parts Diagram (Trilingual (English, Spanish, and French))
- Specification Sheet
- PDF Specification Sheet
- Hi-Res Images

SHARE THIS [Like 0](#) [Save](#) [Tweet](#) [Save](#)

[EMAIL THIS](#) [PRINT THIS](#) [+ WISH L](#)

[GET A SPECIFICATION QUOTE](#) ✓

FCF1105

Certificate of Appropriateness
492 Pine Street LLC
October 1, 2018
Decorative and Spot Lighting Detail
Page 3 of 3

FCF1105 Shown with visor
of optional accessory



Date:
Type:
Fixture:
Project:

Approved:

FCF1105 in the FC 1100 Flood Light Series is a round, high-powered luminaire that provides the widest range of mounting options in the industry. The **FCF1105** is available with 5 CCT options and an integral universal voltage driver which allows for easy installation. Our wide range of optical accessories provides the tools to design every project with an ideal lighting solution.

PHYSICAL

beam spread	10° 15° 25° 40° 60° 120°
lengths/dimensions [LxDxH]	5.15"W x 4.9"D x 8.5"H
weight	4.9 lbs
housing	marine grade, corrosion resistant, low copper, solid die-cast aluminum; captive stainless steel fasteners
lens	anti-reflective-clear, tempered glass w/silicone gasketing - IK07 Impact Rating
mounting	standard mounting is ½" - 14 NPS and includes adjustments for 145° vertical rotation and 360° horizontal rotation
ingress protection	dry, damp or wet locations IP66 rated
vibration resistance	compliant with 3G ANSI C136.31
finish	UV stable polyester powder coat

PERFORMANCE

color temperature	2700K	3000K	3500K	4000K	5000K
lumen output	1425 lm	1500 lm	1580 lm	1665 lm	1750 lm
lifetime	> 70,000 hours / L90 or better				
color consistency	Step 2 McAdams Ellipse / CRI ≥ 90				
temperature	operating: -13°F to 104°F (-25°C to 40°C) start up: -13°F to 104°F (-25°C to 40°C) storage: -40°F to 176°F (-40°C to 80°C)				
junction temperature	73°C @ T ^a 25°C				
warranty	5 year limited warranty (refer to website for details)				

ELECTRICAL

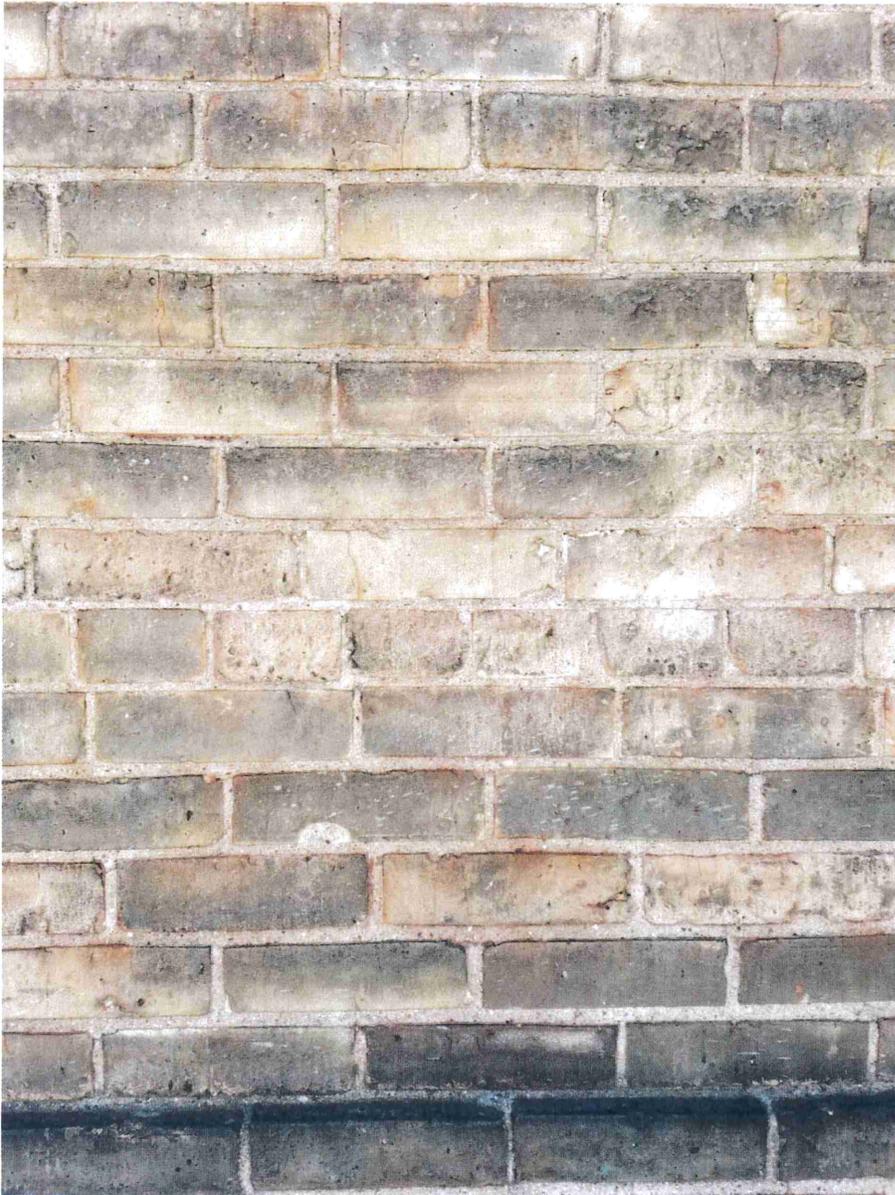
input voltage	Universal 120-277V AC
power supply	integral Class II, electronic high-power factor > 94% @120V
certification	CEC Title 24 - JA8 Compliant
standards	ETL / cETL or CE, tested to UL 1598 and UL 8750 standards / UL-Class I / IES LM-79 / LM-80
power consumption	16W @ 120V
interface	0-10V Dimming



Expanded Disclaimer: Due to continuous development and improvements, specifications are subject to change without notice. FC Lighting and Solid State Luminaires reserves the right to change lab test details or specifications without notice. Product use certifies agreement to Solid State Luminaires terms and conditions. FCF1100 Series Flood Lights are engineered and produced in our Illinois manufacturing facility.

HPC Application for Certificate of Appropriateness
492 Pine Street
October 1, 2018

Stamped concrete columns to be painted to match the color and tone of the building masonry.
See photo below.



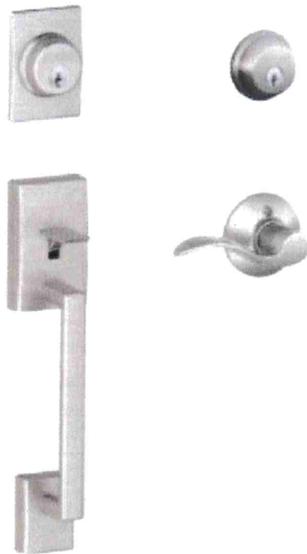
[BACK TO PRODUCT LIST](#)

Century Double Cylinder Handleset and Accent Lever

F62 CEN 619 ACC RH

Certificate of Appropriateness
492 Pine Street
October 1, 2018
Hardware of full light painted door

Save



TAP TO ENLARGE

Finish: Satin Nickel



Handing Options: Right hand



UNDERSTANDING HANDING X

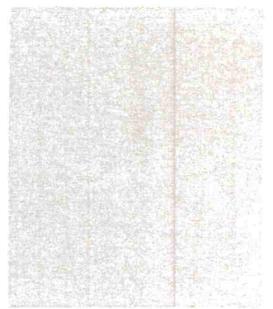
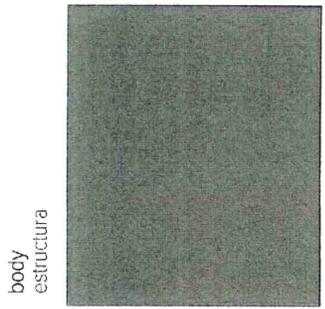
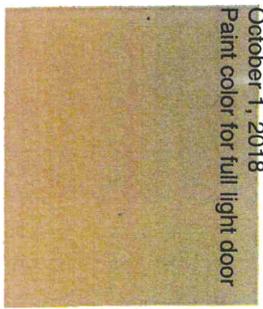
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October 1, 2018

Paint color for full light door



sussex green HC-109
verde de sussex

shaker beige HC-45
beige de los shakers

maryville brown HC-75
marrón de maryville

pittsfield buff HC-24
ante de pittsfield

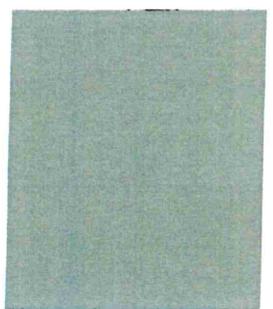
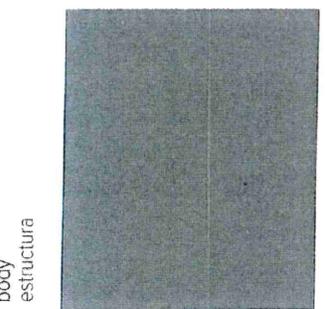
quincy tan HC-25
bronceado de quincy

manchester tan HC-81
bronceado de manchester

branchport brown HC-72
marrón de branchport

wethersfield moss HC-110
musgo de wethersfield

duxbury gray HC-163
gris de duxbury



kingsport gray HC-86
gris de kingsport

kennebunkport green HC-123
verde de kennebunkport

weston flax HC-5
lino de weston

revere pewter HC-172
peltre reverenciado

cushing green HC-125
verde de cushing

van courtland blue HC-145
azul de van courtland

philipsburg blue HC-159
azul de philipsburg

georgian brick HC-50
ladrillo georgiano

yorktowne green HC-133
verde de yorktowne



DATE: December 18, 2018

SUBJECT: MOTION 18-918 - To approve revisions to the City of Burlington Employee Handbook.

SUBMITTED BY: Jason Corbin, Human Resources Manager

BACKGROUND/HISTORY:

The Common Council approved a revision to the City of Burlington Employee Handbook on September 18, 2018. As part of best practices and being proactive, the Common Council will approve policies and directives for the City of Burlington Employees to adhere to. There are several proposed amendments the Common Council is asked to approve, which include the following:

- Amended Table of Contents (page 3)
- Probationary period re-named “Introductory Period” (page 8)
- No wage increase eligibility during introductory period (page 8)
- Longevity Pay correction (page 10)
- Revision of Overtime for Non-Exempt Employees (anti-pyramiding/policy improvement) (page 10)
- Two pay period report limitation for payroll discrepancy (page 14)
- Injury reporting policy improvement (with addition of EMC reporting) (page 24)
- Electronic Device Policy (cell phone and tablet issuance, usage) (page 59)

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approve the revised City of Burlington Employee Handbook.

TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the December 18, 2018 Committee of the Whole meeting and due to timing is scheduled for final consideration at the same evening Common Council meeting.

Attachments

Memo

Employee Handbook



MEMORANDUM

December 10, 2018

To: Mayor and Members of the Common Council

From: Jason Corbin, HR Manager *JC*

Re: Request for Approval of Amended City Employee Handbook

I respectfully submit for your review, and request approval of, the amended City of Burlington Employee Handbook (attached) with an effective date of January 1, 2019.

Amendments in this request include:

- Amended Table of Contents (page 3)
- Probationary period re-named "Introductory Period" (page 8)
- No wage increase eligibility during introductory period (page 8)
- Longevity Pay correction (page 10)
- Revision of Overtime for Non-Exempt Employees (anti-pyramiding/policy improvement) (page 10)
- Two pay period report limitation for payroll discrepancy (page 14)
- Injury reporting policy improvement (with addition of EMC reporting) (page 24)
- Electronic Device Policy (cell phone and tablet issuance, usage) (page 59)



January 1, 2019

City of Burlington

EMPLOYEE HANDBOOK



The employees of the City of Burlington strive to build and enhance our community by safely, respectfully, proudly and effectively executing our daily work activities.

As an organization we are committed to continuous improvement.

NOTES:

The terms of collective bargaining agreements, if present, are intended to control where a direct conflict exists with this Employee Handbook.

This Employee Handbook does not address the employer/employee relationship between the City of Burlington and its elected officials, or officials appointed to its various boards, authorities, committees, commissions, corporations, and advisory groups.

This Employee Handbook does not control the employer/employee relationship where authorities have been specifically granted to Library Boards under Chapter 43 of Wisconsin Statutes.

This Employee Handbook does not control the employer/employee relationship where authorities have been specifically granted to Police and Fire Commissions under Chapter 62 of Wisconsin Statutes.

This Employee Handbook does not control the employer/employee relationship where authorities have been specifically granted to Judges under Chapter 755 of Wisconsin Statutes.

Employees on leave are still considered employees and able to accrue benefits except as noted in this handbook.

INTRODUCTION

The employees of the City of Burlington are its most valuable resource. This Employee Handbook serves as a guide to the employer-employee relationship. It is not intended to address all possible applications of, or exceptions to, the general policies and procedures described. Questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to an individual employee, should be addressed to the appropriate department head or the Office of the City Administrator and final decisions regarding eligibility for benefits, benefits provided, or the applicability of a policy or practice are reserved to the City or the appropriate plan administrator as required by law. Neither this Employee Handbook nor any other City document confers any contractual right, either express or implied, including the right to remain in the City's employ. Nor does it guarantee any fixed terms and conditions of employment. Employment is not provided for any specific time and may be terminated "at will", with or without reason and with or without prior notice, by the employee or by the City. Employees may resign for any reason at any time. Only the Common Council, the Mayor, and the City Administrator have the authority to enter into agreements for employment for a specified period of time, or to create an agreement between an employee and the City, and such an agreement must be approved through a duly-noticed meeting of the Common Council, executed by the Mayor and attested by the Clerk in order for it to be effective. The procedures, practices, policies, and benefits described herein may be modified or discontinued from time to time by the City. To the extent this employee handbook conflicts with specific language in applicable collective bargaining agreements covering certain personnel, the specific language of the collective bargaining agreement shall control over the language of this handbook when required. Any wages, hours and working conditions referenced in this handbook that are subject to the mandatory duty to bargain are not binding on the City and those represented employees or the union, although the represented employees are expected to follow the rules and

expectations of conduct found in this manual. This Employee Handbook supersedes, replaces, and terminates any prior employee manuals, department policies or practices, council resolutions, ordinances or motions, or to the extent permitted by law.

This is a copy of the receipt you will sign for this book from Appendix H. The original with signature will be in your employee file.

RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the City of Burlington Employee Handbook. I will read it thoroughly, including the statements in the introduction describing the purpose and effect of the Handbook. If there is any policy or provision in the Handbook that I do not understand, then I understand it is my responsibility to seek clarification from the Administrator or Department Head. No supervisor or other representative of the City (except the City Administrator) has the authority to enter into any agreement for employment, or to make any agreement as to my employment, benefits or compensation, and I understand that such an agreement must be in writing, intended to be a contract, and approved by the Common Council at a duly-noticed meeting and executed by the Mayor and attested by the Clerk. In addition, I understand that this Handbook contains City of Burlington policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the City of Burlington for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time by the City. I understand my employment is at will and I may terminate my employment at any time or the City may terminate my employment for any lawful reason or no reason and with or without notice.

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GENERAL INFORMATION

For further information on the following topics, please refer to the appendix at the back of this handbook:

Appendix A: Non-Discrimination and Anti-Harassment Policy

Appendix B: Health Insurance Privacy Policy

Appendix C: Americans with Disabilities Act (ADA)

Appendix D: Grievance Policy and Procedure

Appendix E: Flextime Policy for Exempt Employees

Appendix F: Electronic Tablet Usage

Appendix G: Social Media and Networking

Appendix H: Receipt of Handbook

This handbook is subject to change at the discretion of the City of Burlington and is meant as a general employee guide. Your department head may have additional practices, procedures or guidelines specific to your job duties, or specific to the department in which you work. See your supervisor for this information. Your Department Head cannot provide for any additional pay or benefits without authorization of the Common Council. For answers to questions regarding this handbook or the information it contains, see your Supervisor, Department Head, City Human Resources or the City Administrator.

Equal Employment Opportunity Policy Statement

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the City of Burlington, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, genetic information or testing, or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The City is committed to making reasonable accommodation in job duties, the work environment, and the application process to enable a qualified individual with a disability to enjoy equal employment opportunities, as long as such accommodations do not constitute an undue hardship on the City. Employees or applicants needing accommodation should contact the City Administrator or Department Head.

The City will not refuse to hire or to keep employed an individual because of an arrest or conviction record unless it is determined that there is a substantial relationship to the position with the City and the circumstances of the conviction or pending charges, or if employment depends on the ability of the individual to be bonded and the individual is not bondable due to an arrest or conviction record. An employee's failure to maintain a necessary qualification for a job that may emanate from an arrest or conviction, such as suspension of a license, may also be considered by the City and may result in termination or other change in employment status. The City reserves all rights to conduct its own investigations and make decisions from its own investigations regarding any matter germane to an arrest or conviction related situation. The City may refuse to hire an applicant or may suspend from employment an employee who is subject to a pending criminal charge, if the circumstances of the charge substantially relate to the responsibilities of the job applied for or held.

The City Administrator has overall responsibility for this policy. Employees' questions or concerns should be referred to the City Administrator.

The City treats its equal employment opportunity obligations with the utmost seriousness and appropriate remedial action may be taken to remedy any violation and substantial disciplinary action may be taken against any employee who violates this policy.

Conflict of Interest and Outside Employment Statement

The City of Burlington expects employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the City of Burlington. Business dealings that appear to create a conflict between the interests of the City and an employee are unacceptable. The City recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to the City's business and the public's interests. However, the employee must disclose any possible conflicts so that the City may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever addressed by law, including when an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member as a result of the City's business dealings. Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, then the employee should immediately contact the Administration Department to obtain advice on the issue. The purpose of this policy is to help employees avoid a conflict of interest that might arise. A violation of this policy will result in appropriate discipline, up to and including immediate termination.

Outside Employment: Employees are required to obtain written approval from their supervisor before participating in outside work activities. Approval will be granted unless the activity conflicts with the City's interest. In general, outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he or she is employed at the City, including overtime assignments; Involve individuals or organizations that are doing or seek to do business with the City, including vendors or customers;
- Impugn the reputation of the employee or the City and the City's interests;
- Inherently are inconsistent with the interests of the City and public service; or
- Violate provisions of law or the City's policies or rules.

From time to time, City employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the City must be given priority. Employees are hired and continue in City's employ with the understanding that the City of Burlington is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of the City of Burlington is strictly prohibited. Employees who fail to fulfill responsibilities to the City may be subject to disciplinary action up to and including discharge.

Financial Interest in Other Business: An employee and his or her immediate family may not own or hold any significant interest in a potential or actual supplier, service provider, or

customer of the City, except where such ownership or interest consists of securities in a publicly owned company and that securities are regularly traded on the open market.

Acceptance of Gifts: No employee may solicit or accept gifts of substantial value, lavish entertainment or other benefits from others, including potential and actual customers, suppliers or service providers. Special care must be taken to avoid even the impression of a conflict of interest. An employee may entertain others if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the City, but the employee should not accept anything of substantial value. Any questions regarding this policy should be addressed to the Administration Department.

Reporting Potential Conflicts: An employee must promptly disclose actual or potential conflicts of interest, in writing, to his or her supervisor. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the City's relationship.

PERFORMANCE AND PAY

Personnel Records

To keep necessary City records up to date, it is extremely important that you notify City Human Resources of any changes in the following information:

- Name and/or marital status
- Address and/or telephone number
- Number of eligible dependents
- W-4 withholdings
- Driver's License Changes
- Person to contact in case of emergency

Personnel Files

Access to employment records is generally limited to the employee, supervisor, manager and City Administrator and as permitted by law. Requests for information may be honored when a written release of information is obtained from the employee or when release is required by law.

City Human Resources will maintain personnel records for all employees. Personnel records include, but may not be limited to: applications, wage rates, attendance records, classification materials, performance appraisals, change of status forms, and all disciplinary documents. Employees should report all changes in personnel status immediately in order to keep personnel files current.

All employees hired after November 6, 1986 are subject to employment verification using the U.S. Immigration and Naturalization Service I-9 Form. All I-9 Forms and copies of

supporting documentation will be kept in a separate file. Medical records pertaining to work will also be kept in a separate file.

Employees are able to inspect their personnel records and should refer to Wisconsin State Statute 103.13. The City reserves its right to charge a reasonable fee for reproduction of records.

Introductory Period

The first six (6) months of employment are considered to be a trial or training period for new employees hired into a regular position. The City utilizes a longer and formal introductory period for certain positions as follows:

Fire department - 1 year

Dispatchers – 1 year

Library Aides – 1 year

During the introductory period, the employee's supervisor and co-workers will help the employee to achieve satisfactory job performance. Employees are encouraged and expected to ask any questions concerning the job and its responsibilities. This is a time for the employee to also determine if she/he is satisfied with the position. If the employee's job performance is found to be inconsistent with acceptable standards at any time during the trial period, then employment may be terminated. The City reserves the right to extend the training period at its discretion. Completion of the introductory period does not guarantee continued employment for any specified period, guarantee a salary increase, or modify or change the employee's "at will" status or require an employee be discharged only for just cause, except as required by Wis. Stat. 62.13(5) for sworn police officers and firefighters who become subordinates. During the introductory period, employees are not eligible for an increase in wages, or to utilize the grievance procedure for employment discipline or termination matters.

Exempt Salaried Employees

Exempt salaried employees by the nature of their professional position may regularly be required to work more than 40 hours per week. Exempt employees are not eligible for compensatory time off, but may be allowed to work a flexible schedule in lieu of compensatory time. Any flex hours taken off may only be taken with the approval of the City Administrator or Department Heads. Salaried employees shall have their annual salary divided by fifty-two to create a weekly salary and then multiplied by two to create twenty-six bi-weekly amounts to compute their bi-weekly pay. For additional information on the Flextime Policy reference Appendix E.

Job Classifications

Based on the needs of the City, employees are classified within the following categories:

- Regular Full-Time Employees
- Regular Part-Time Employees

- Seasonal or Temporary Employees

A regular full-time employee is an employee who is designated by the City as a regular full-time employee and who works a regular schedule and is expected to normally work thirty-seven (37) or more hours per work week. Regular full-time employees may be classified as exempt or non-exempt based on the requirements of the Fair Labor Standards Act. An exempt employee is not compensated for overtime hours worked and a non-exempt employee is compensated for all overtime hours worked. Regular full-time employees are eligible to receive benefits from the City. In order to receive benefits as a full-time employee, an employee must be designated by the City as a regular full-time employee.

A regular part-time employee with benefits is an employee who is designated by the City as a regular part-time employee with benefits and who works a regular schedule and the expectation is for that employee to work thirty (30) hours per week or 130 hours per month.

A regular part-time employee without benefits is an employee who is designated by the City as a regular part-time employee without benefits and who works a regular schedule and the expectation is for that employee to work less than thirty (30) hours per week. In order to receive benefits, a regular part-time employee must be designated by the City as a regular part-time employee with benefits.

A seasonal or temporary employee is hired for a specified project or time frame, and may work a regular or irregular schedule. Seasonal or temporary employees in a non-exempt position are paid by the hour while a seasonal or temporary employee in an exempt position is paid according to the terms of hire for that individual. Seasonal and temporary employees do not receive any additional compensation or benefits provided by the City unless required by law.

A volunteer is an individual who chooses to act in recognition of a need, with an attitude of social responsibility and without concern for monetary profit, going beyond one's basic obligations. A volunteer must abide by all policy expectations and nondiscrimination, anti-harassment and anti-retaliation policies and rules.

Unless expressly prescribed by statute or contract, all employees of the City of Burlington are employed "at will," which means that their employment may be terminated at any time and for any reason, with or without advance notice, at the option of either the employee or the employer.

Hours of Work

The work week for the City of Burlington is normally Sunday through Saturday unless a different work week is assigned. The City may prescribe a longer work period for police officers and firefighters up to 28 days. A regular work week for full-time employees consists of at least 37 hours.

Work schedules for employees vary throughout the organization and may be individualized. Scheduled hours of work are set by Department Heads who will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

Some operations that need to be staffed continuously may not run Sunday through Saturday. Employees are expected to follow the schedule assigned to them by the department for which they are working. This schedule will include start times and end times.

Flextime scheduling may be available in some cases to allow employees to vary their starting and ending times each day within established limits, with prior supervisor approval.

Performance Reviews

Employees shall receive informal guidance and performance evaluation as well as a formal performance review on an annual basis. Through the performance review process, employees will receive constructive work reviews designed to address performance and skill developmental needs and interests.

Promotions or Transfers

The City will consider promoting or transferring internal candidates into vacant positions provided that these candidates have required skills and qualifications to fill the positions. The City reserves its right to consider and select external candidates.

Applications for vacant positions will be made available upon request. Applicants may be evaluated based upon a formal written performance appraisal that will assess demonstrated skills and abilities to perform the essential functions of the vacant position.

Employees promoted or transferred will begin a new introductory period. An employee who is unsuccessful within the introductory period of being promoted or transferred may be given the opportunity to return to his/her former position or a comparable one, if such a position is available, and if it is in the best interest of the City to do so.

Longevity Pay

Longevity Pay is a way for the City of Burlington to reward Full-Time employees' additional pay for their length of service as follows:

- 5 years of service: You will receive an additional \$.05 per hour worked added to your regular hourly rate
- 10 years of service: You will receive an additional \$.10 per hour worked added to your regular hourly rate
- 15 years of service: You will receive an additional \$.30 per hour worked added to your regular hourly rate

Exempt employees will be paid based on the rates above times their per pay check hours as a separate pay code.

Overtime for Non-Exempt Employees

The City will compensate non-exempt employees at the overtime rate of time and one-half for all paid time in excess of 40 hours per work week either as pay or accrued

compensatory time. When calculating overtime, paid time includes time worked, vacation, sick leave, holidays and compensatory time used. Police Officers and Firefighters are only eligible for overtime compensation for hours paid above the statutory required amount for the designated work period up to 28 days. Overtime will not be paid nor compensatory time accrued simply because an employee has worked more than 8 hours in a day or worked on a particular day. Thus an employee must actually be paid more than 40 hours in a work week to be eligible for overtime. All overtime must be pre-approved by the employee's supervisor.

Compensatory Time

Non-exempt non-represented employees who are compensated on an hourly basis are eligible to earn compensatory time in lieu of payment for hours worked in excess of 40 hours per week at the rate of time and one half for overtime up to a maximum of 120 hours annually. Requests to use compensatory time off by any employee must be made at least 7 days in advance and may only be used with advance approval by the supervisor. No employee may accrue more than 120 hours of compensatory time each calendar year. (For example, if an employee has accrued 120 hours of compensatory time and takes 8 hours of compensatory time off, that employee may not accrue additional compensatory time during the year). If accrued compensatory time is unutilized before the last pay period at year end, then the employee shall be compensated for the accrued time on the last paycheck of the year. If an employee desires to accrue compensatory time in lieu of payment for hours worked, the request must be identified by the employee on the time sheet for the pay period in which it was earned. If an employee changes paygrade during the year, all Comp Time hours will be paid out to the employee at the old rate of pay. If the employee has not earned the maximum of 120 hours in the old paygrade they can still earn the difference under the new paygrade until they reach the maximum. Because staffing levels and the services provided to the community throughout the year vary, the City reserves its right to pay out compensatory time off during the year among other legitimate reasons.

Department of Public Works

The Department of Public Works requires employees to be scheduled on call for a period of one week, for example: Monday at 7:00 a.m. to the following Monday at 7:00 a.m. The weekly on call shift will rotate among the employees as specified by the Director of Public Works. While on-call duty and outside of scheduled hours, if an employee is called in and then reports to the worksite as a result of the call in, then the employee will be paid a minimum of two (2) hours call in pay or the hours worked, whichever is greater. Employee's that are not scheduled on call and need to come into work, would also receive the minimum two (2) hours call in pay or the hours worked, whichever is greater. On call is defined as the time an employee spends away from work but required to be ready and available for work, should the need arise. Ready for work means the employee is free to use his or her time for personal uses but is also physically and mentally able and ready for work, has not been consuming alcohol or other mind altering substances, does not have any limitation preventing work, and has the availability of being contacted and responding within 20 minutes. Employees who are scheduled on-call and do not fulfill their on call responsibilities, including reporting within the mandatory response time and working

efficiently and productively, may be subject to disciplinary consequence up to and including discharge.

The Official Pay Plan

The salary ranges and position titles as maintained by the Administration shall constitute the Official Pay Plan for all employees of The City of Burlington except the City Manager and Represented Employees.

The City Administrator, as chief administrative officer of the City, shall be responsible to the Common Council for the administration and interpretation of the Official Pay Plan and shall set salaries for all employees within the limits of the salary ranges established herein. The City Administrator shall apprise the Common Council from time to time regarding the appropriateness of municipal salary levels, taking into consideration cost of living, area employment conditions, level of employee performance and other appropriate factors. All salary adjustments shall be authorized by the City Administrator following consideration of recommendations by department heads, who shall certify each employee's eligibility and qualifications for such salary adjustment. The City Administrator shall apprise the Common Council of compensation adjustments for the Executive Staff during the annual budget review process or at the time of original appointment. The City Administrator is further authorized to establish and administer an employee evaluation and development program to be used to determine employee job effectiveness, performance, and individual employee development. Such a program serves as an important factor in consideration of employee salary adjustments. Additionally, the City Administrator shall have the authority to establish personnel review boards to administratively review and recommend employees for probation and salary adjustments.

Establishment of Salary Ranges and Position Titles

Establishment of Salary Ranges and Position Titles The Official Pay Plan for City service consists of the established annual pay ranges and the titles of regular, fulltime positions which are to be compensated within each pay range. The City Administrator recommends adjustments to the salary plan from time to time, which become effective when approved by the City Council. The Official Pay Plan establishes salary ranges which recognize that individual ability and exhibited job performance are the basic considerations in salary administration. The Plan also recognizes that it is desirable to provide the opportunity for employees to attain, within a reasonable period following employment, a salary level appropriate to their position and skills exhibited based on their performance. The various ranges are available upon request from the City Administrator.

Pay Range: For each Grade correlating to a job title, there are eleven steps within each range, with Step 1 being the lowest and Step 11 the highest. Progression through each step is based solely on exhibited performance.

Original Appointment

Employees shall normally be appointed at the minimum level of the range authorized for the position, or Step 1. However, employees may be hired at a level higher than the minimum with the expressed approval of the City Administrator, who shall have authority

to establish initial employment compensation at any salary level within the range authorized by the Common Council for the position. In no case will a new employee be appointed to a step higher than Pay Step 3 unless special approval is granted by the City Administrator. No employee shall be considered for regular appointment or salary increase if he/she is determined to not satisfactorily perform the assigned duties of the position. The City Administrator may authorize increases larger than one step, subject to budgetary constraints, if the performance and skills exhibited during the introductory period warrant additional compensation

Salary and Wages

A statement of earnings is given each pay period to employees indicating:

- Gross Pay
- Payroll Deductions
- Voluntary Deductions (deferred comp, life ins, health, vision ins etc.)

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee wants to claim a different number of exemptions for State withholding they will need to complete the em

Administration of Plan

After the initial pay step increase, each subsequent increase will be based on the employee's annual January 1 performance evaluation and will take into consideration demonstrated satisfactory job performance. The increment salary increase shall generally follow the pay steps established by the Common Council. Smaller incremental salary increases may also be granted if job performance does not warrant a full step increase. In those instances, a **performance improvement plan (PIP)** may be developed to assist the employee in improving performance.

Pay Plan Adjustments

Based on economic conditions and other factors, the pay plan may be periodically adjusted by the City Council. At the time of such adjustments, all regular, fulltime employees will be eligible for salary increase consideration at the newly assigned salary rate or any portion thereof, depending on their evaluation applicable to their respective salary classification. A department head, upon a formal evaluation of any employee and following consultation with said employee, can recommend that no increase be granted based on a failure to perform assigned duties in a satisfactory manner. If an adjustment is withheld, a performance improvement plan may be established with the employee, and the employee may be reevaluated at an established time set by the department head and the City Administrator. An adjustment may be granted by the City Administrator when said employee's performance has improved to a satisfactory extent, however, any missed steps or back pay increases will not be made up in order to have the employee "catch up" to where their pay would have been with satisfactory performance.

Pay Periods/Time Sheet

The pay period for employees is bi-weekly and by way of direct deposit only. Payroll is normally prepared and distributed on the Friday following the two-week pay period. If that Friday is a paid holiday, the pay date will normally be the last work day immediately preceding the holiday. Salary or wage advances are prohibited. The attendance of all employees is recorded by each employee and issued to his or her department and is then submitted to the Payroll and Benefits Department bi-weekly. Our attendance records are City records, and care must be exercised in ensuring accuracy in recording the hours worked, overtime hours, and absences. Employees are not to clock or sign in or out for other employees. Each employee is responsible only for his or her own recordkeeping. Every employee is required to complete a weekly time sheet in accordance with approved format and record the hours worked, vacation time, sick leave, personal holidays, family leave, compensatory time, and other leave. It is the employee's responsibility to adhere to the hours of work noted in the employee classifications and to ensure the accuracy of his or her time records. Each time sheet shall be signed by the employee, submitted to the Department Head for verification, signature and forwarded to the Payroll Department by 10:00 a.m. every Monday of the bi-weekly payroll period. The Department Head is responsible for ensuring their employees comply with submitting time records. It is the Department Head's responsibility to fill out and sign the time sheet in the case an employee is sick, on vacation, or on other approved leave for an extended period of time. If there is any discrepancy on an employee's pay stub or direct deposit, the employee has two (2) pay periods to communicate the discrepancy; errors reported after two (2) pay periods will not be considered for correction. Violations of this policy may result in disciplinary action, up to and including termination.

WORKPLACE POLICIES

FLSA Safe Harbor Policy

The City has created this Safe Harbor Policy for employees who are classified as exempt under the Fair Labor Standards Act (FLSA). This policy's purpose is to:

- Identify principles of public accountability and authority for salary deductions in full or partial day increments;
- Announce our "good faith" commitment to comply with the regulations and our commitment to reimburse employees for any improper deductions;
- Clearly state and inform our employees of the procedures and exceptions surrounding permissible salary deductions;
- Define "actual practice" in relation to improper salary deductions; and
- Inform our employees of a complaint mechanism if the employee believes that their pay has been improperly deducted.

Our Good Faith Commitment

The City is committed to complying with the pay practices governed by the FLSA

Principles of Public Accountability

The foundation of the City's administrative practices is derived from the public's desires that their government be resourceful and accountable to the public for expenditures from the public treasuries. The public's trust includes the notion that the use of public funds should always be in the public interest and not for private gain, including the view that public employees should not be paid for time they do not work that is not otherwise guaranteed to them under a pertinent civil service employment agreement or policy, such as a policy providing for paid time off. The public's trust also does not tolerate wasteful or abusive expenses such as padded payrolls, "phantom" employees, or misuse of resources, nor shall the City employ such payroll practices. The public expects government workers to be resourceful and available during normal business operating hours and when necessary to perform services and duties, and the City's scheduling and payroll practices shall meet that expectation.

Permissible Salary Deductions

Being an exempt employee means you are not entitled to receive overtime pay regardless of how many hours you work each week. Exempt status also means you are guaranteed a salary of a "predetermined amount" and the amount cannot be reduced because of variations in the quality or quantity of work that you perform.

There are certain instances when the City is allowed to deduct wages from an exempt employee's salary. These permissible deductions are as follows:

When an employee is absent from work for one or more full days for personal reasons, other than sickness or disability and the employee has no vacation, personal business days or floating holiday remaining for the year;

When an employee is absent from work for one or more full days due to sickness or disability, if the deductions are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences, such as Income Continuations Insurance, LTDI, and or when the employee has no vacation, sick leave, personal business days or floating holiday remaining for the year;

Proportionate part of an employee's full salary may be paid for time actually worked in the first and last weeks of employment if less than regular-full time.

To offset any amounts received as payment for witness fees or military pay.

Penalties imposed in good faith for violating safety rules of "major significance";

Unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules such as insubordination, harassment/sexual harassment, workplace violence, or other policies as covered under the Employee Handbook.

Unpaid leave taken under the Family and Medical Leave Act, including partial day deductions when intermittent leave is used; and

Pursuant to principles of public accountability, under which the employees accrues paid time off and which requires the employee's pay to be reduced or such employee to be placed

on leave without pay for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by an employee because: (1) permission for leave has not been sought or has been sought and denied; (2) accrued leave has been exhausted; or (3) the employee chooses to use leave without pay.

Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough.

As otherwise permitted by law.

Actual Practice of Improper Deductions

Isolated or inadvertent improper deductions will not result in the loss of an employee's exempt status if the employer reimburses the employee. However, an "actual practice" of making improper deductions from salary will result in the loss of the exemption:

During the time period in which improper deductions were made

For employees in the same job classifications working for the same managers responsible for the actual improper deductions.

Factors that may suggest an actual practice of improper salary deductions include:

The number of improper deductions, particularly as compared to the number of employee infractions warranting discipline;

The time period during which the employer made improper deductions;

Whether the employer has a clearly communicated policy permitting or prohibiting improper deductions.

Filing a Complaint

Improper deductions are a serious violation of this Policy. If you feel improper deductions have been made from your paycheck, please contact the City Administrator immediately. Once notified, the City will work with you to resolve the issue and reimburse you if an improper deduction had in fact been made.

If you feel the resolution offered by the City is unsatisfactory or unlawful, then you may file a complaint with the U.S. Department of Labor, Wage and Hour Division either by mail or in person.

Residency

Residency within a specific radius of the City limits may be required pursuant to applicable state law. Employees subject to a residency requirement will receive notice of the requirement.

On the Job Attendance, Punctuality and Dependability

Employees shall report promptly to their designated place of work at the designated starting time and shall devote their entire efforts during working hours to assigned duties. Dependability, attendance, punctuality, and a commitment to do the job right are essential

at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. An employee must notify his or her supervisor as far in advance as possible, but not later than one hour before his or her scheduled starting time if he or she expects to be late or absent. This policy applies for each day of his or her absence unless the employee is relieved of this directive. A careful record of absenteeism and lateness is kept by the employee's supervisor and is part of the personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in discipline up to and including termination. Non-represented employees are expected to work a regular work schedule. Adjustment to the schedule may be permitted with the express approval of the City Administrator, Supervisor or Department Head. Exempt employees who work more than 40 hours in a week may be allowed time off as Flex hours with the approval of their Supervisor.

Internal Complaint Procedures

To foster sound employee-employer relations through communication and reconciliation of work related problems, the City of Burlington encourages employees to speak with their supervisor, manager or administration about employment related concerns. If the situation does not get resolved and the employee feels a complaint is in order, then please refer to appendix D: Grievance Procedure.

Appearance and Conduct

An employee's appearance reflects the City's image to the public. All employees are expected to be clean and to be concerned with good personal hygiene. Discretion, regard for professionalism, and good judgment are expected in dress and grooming during working hours or when representing the City. Unkempt appearance can offset many other fine qualities and can negatively reflect the City's image, therefore management reserves the right to counsel and discipline employees regarding dress or appearance deemed to be inappropriate.

In departments where uniforms are required, those employees are expected to follow the uniform requirements of their department. Where there are clothing or personal protective equipment requirements that are necessary for a safety or other job performance reason, employees must comply with those requirements.

Solicitations, Distributions and Use of Bulletin Boards

Employees may not solicit anyone during working time, nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time. Persons not employed by the City of Burlington may not solicit City employees for any purposes on City of Burlington premises. Bulletin boards maintained by the City of Burlington are to be used only for posting or distributing material of the City of such as announcements and notices containing matters directly concerning City business. All posted material must have authorization from a department head. All employees are expected to check these bulletin

boards periodically for new or updated information and to follow the rules set forth in all posted notices.

Anti-Nepotism Policy-Employment of Relatives

Members of an employee's immediate family will be considered for employment on the basis of their qualifications, however, immediate family may not be hired if employment would:

- Create a supervisor to subordinate relationship with an immediate family member;
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, and members of household. This policy also applies to romantic relationships wherein the affected persons will be treated, for purposes of this policy, as immediate family members.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above issues. If one of the issues outlined should occur, then attempts may be made to find a suitable position within the City to which one of the employees will transfer or the City may make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the City will decide in its sole discretion who will remain employed unless either or both employees voluntarily resign.

Romantic or Sexual Relationships

Consenting romantic or sexual relationships between a supervisor and an employee are contrary to the best interests of the City. Accordingly, the City prohibits such relationships and any conduct (such as dating between a supervisor and an employee) that is designed or may reasonably be expected to lead to the formation of a romantic or sexual relationship.

If a romantic or sexual relationship between a supervisor and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor to promptly disclose the existence of the relationship to the Administration Department. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor. Upon being informed or learning of the existence of such a relationship, the City may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor will not thereafter be permitted to work together and the supervisor must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor has or has had such a relationship. If accommodations of this nature are not feasible, the City will decide in its sole discretion whether to reassign or terminate the supervisor.

Use of City Property

Employer Information and Property

The protection of the City's property, including City business information and all other assets are vital to the interests and success of the City. No City related information or property, including without limitation, documents, files, records, computer files, equipment, tools, office supplies or similar materials except in the ordinary course of performing duties with department head approval on behalf of the City may, therefore, be removed from City premises. Employees should take precautionary steps to safe guard the property and City business information. City employees are not authorized to use city property or City business information for any personal reason, including such things as repairing personal vehicles or storing personal items or for use in private enterprise activities unless such information is lawfully obtained as a private citizen. In addition, when an employee leaves City employment, the employee must return all City related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action up to and including termination.

Privacy, Security and Right to Inspect

Normal business operations often require other employees to have access to your work area, desk, files, voice-mail or computer. Employees must have no expectation of privacy in their work areas, desks, files, voice-mails, and computers. Every personal access code or password is City property. Even if you use a personal access code or password for your voice-mail or e-mail, others at the City may have access and may have business needs to retrieve that information and may record or monitor phone calls or the computer system and may intercept, copy, review, download and disseminate any communication or files you create or maintain in these systems for lawful reasons and in the interests of the City. All passwords or access codes must be provided to your immediate supervisor. All property and processes here are for City business purposes, and management has the right to access and inspect all property and processes. You are encouraged not to keep anything in your work area, or your phone or computer system, or have mail sent to you which violates the city's policy or which you do not want other employees or the public to see.

There may be times when security concerns give reason for inspection of the packages, purses, backpacks or other personal parcels that employees have on City premises or city owned/furnished lockers, vehicles, desks or other equipment. Please do not bring anything onto the premises that is in violation of City policies or expectations of professional behavior, or that you would otherwise not want inspected in the event of such an inspection. Consent to searches and cooperation with the City may be required of an employee and the failure to follow directives may result in discipline up to and including discharge

Telephone Use

Because a large percentage of our business is conducted over the phone, it is essential to project a professional telephone manner at all times. Although the City realizes that there

are times when an employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls.

Electronic Communications, Email, Voice Mail and Internet Use Policy

Every City employee is responsible for using the City's electronic communications systems, such as E-mail, Voicemail, computers, software, document production systems, photocopiers, internet, social media, chat mechanisms, and other communications methods, properly and in accordance with this policy.

The systems and all content are the property of the City. The systems have been provided by the City for use in conducting City business. All communications and information transmitted by, received from, or stored in the systems are City records and property of the City and the systems must be used for City purposes only. Use of the systems for personal purposes is prohibited. Employees have no right or expectation of personal privacy in any matter stored in, created, received, or sent over the City's electronic communications systems.

The City, in its discretion as owner of the systems, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the systems, for any reason without the permission of any employee and without notice. Use of passwords or other security measures does not in any way diminish the City's rights to access materials on its systems, or create any privacy rights of employees in the messages and files on the systems. Any passwords used by employees are the property of the City and must be revealed to the City as electronic communications may need to be accessed by the City for any lawful reasons. Employees should be aware that deletion of any electronic communications messages or files will not truly eliminate the messages from the system.

All communications may be stored on a central back-up system in the normal course of data management. Even though the City reserves the right to retrieve and read any Voice Mail messages, those messages should still be treated as confidential for the City's interests and accessed only by the intended recipient or by those designated within the City and for legitimate purposes. Employees are not authorized to retrieve or listen to any Voice Mail messages that are not sent to them. Any exception to this policy must receive the prior approval of City management. The City's policies regarding standards of acceptable conduct, and particularly anti-discrimination, harassment, and retaliation, apply fully to use of the systems, and any violation of those policies is grounds for discipline. The systems may not be used to solicit for non-City purposes such as for religious or political causes, commercial enterprises, outside organizations, or other non-work related solicitations.

Employees are reminded to be courteous to others and always to conduct themselves in a professional manner. Electronic communications are sometimes misdirected or forwarded and may be reviewed by persons other than the intended recipient. Users should create electronic communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on City letterhead. Employees should also use professional and courteous greetings in their electronic communications so as to properly represent the City to contacts. Because electronic communications records may be public records and may be subject to discovery in litigation, City employees are expected to avoid

making communications that would not reflect favorably on the employee or the City if disclosed in litigation or otherwise.

The electronic communications systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from City management. Employees may not use the systems to download or play games or other entertainment software. Employees are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material the employee may want to download or copy. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the Administration Department.

Although the City recognizes that the Internet may have useful applications to City business, employees may not engage in Internet use unless a specific business purpose requires such use. "Surfing the Net" is not a legitimate business activity. The City has the right to monitor any and all of the aspects of its systems, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Any employee who discovers misuse of the electronic communications systems should immediately contact the Administration Department. Violations of this policy may result in disciplinary action up to and including discharge.

Personal Cell Phones at Work

Employees should make every effort to assure that their personal cell phone is not disruptive to coworkers during work hours or interferes with the employee completing their own work. Cell phones and smartphones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow. Unless prohibited by department policy, employees may use a personal cell phone or smartphone while at work on a sporadic basis. If an employee's use of a personal cell phone or smartphone causes disruptions or loss in productivity, the employee may become subject to disciplinary action.

Cameras and Photography

Unauthorized photography of persons, places, equipment is prohibited and subject to disciplinary and legal action.

Use of City Vehicles

Only employees with an unrestricted, current driver's license may operate City vehicles or use a vehicle to conduct City business. City vehicles may only be used for authorized City business. Any employee operating a City vehicle must do so in a safe manner. Certain positions will require that employees maintain a valid Commercial Driver's License (CDL) also. Any employee operating a City vehicle under the influence of any impairing drug,

controlled substance, or alcohol, regardless of amount, will be prohibited from further use and will be immediately terminated. The City has the right to search any City vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to City vehicles. Electronic communications, except for cell phone calls, while operating a City vehicle, such as cell phone texting or cell phone emailing are prohibited.

Smoking Policy

Wisconsin Statutes provides for all public buildings to be non-smoking. The Common Council recognizes the health concerns to the public and its employees caused by smoking, including secondhand smoke. The Common Council also recognizes and strongly supports the need to provide for and ensure a healthy work environment. Use of tobacco or nicotine-based products, including smoking, using e-cigarettes, vaping, or chewing tobacco, while on duty or while on City property or in City vehicles or facilities is prohibited.

Off-Site Property: Use of tobacco products is prohibited in any buildings, whether publicly or privately owned, and City employees shall strictly observe tobacco use directives of the owner or manager of any property and as required by law.

Smoking is allowed in designated areas during breaks or during an employee lunch break.

Alcohol and Drug Use

Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on City premises, during work time, or when otherwise prohibited by law is strictly forbidden and constitute serious violations of City rules, jeopardize the City's interests and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action and likely discharge. The City reserves the right to require an employee to undergo testing and a medical evaluation under appropriate circumstances.

Drugs and alcohol tests will be administered under the following conditions:

- During the hiring process, all new hires will be required to pass a pre-employment screening test.
- When reasonable suspicion exists, employees may be subject to a drug and alcohol screening test.
- The City reserves its right to test an employee after an accident to the extent permitted by law.

Under the City's program, the following actions are prohibited, and will result in discipline, up to and including discharge or refusal to consider for employment:

Being under the influence of, or use, possession, or sale of illegal drugs or drug paraphernalia, controlled substances, or alcohol while on City premises, at any City work activity, or at any time while working;

Use of alcohol off City premises or possession, use, manufacture, distribution, dispensation, or sale of illegal drugs or controlled substances off City premises where that conduct

adversely affects the employee's attendance, work performance, the employee's or other's safety at work, or the City's reputation in the community;

Testing positive for alcohol, controlled substances, or illegal drugs when tested; and

Refusing to submit to a test under the current testing policy or refusing to consent to a search of property.

While employees or applicants may be held accountable for the consequences of their decisions, an employee or applicant will not be subject to discipline because the employee or applicant pursues treatment for any condition involving the use of controlled substances, alcohol, or illegal drugs. The City encourages employees and applicants to seek treatment. An employee or applicant may still be disciplined up to and including discharge for engaging in the underlying conduct in violation of this policy.

The City may use a system of random testing for certain employees in safety sensitive positions or who must possess and maintain a commercial driver's license. Individual Departments may adopt policies regarding testing, including random testing when permitted by law.

Violence in the Workplace

The City strongly believes that all employees should be treated with dignity and respect. Threats or acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor. All complaints will be fully investigated by the Administration Department and may be referred to the Police Department for criminal charges.

The City will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

Weapons & Firearms

The City of Burlington prohibits all employees from bringing weapons of any kind onto City premises or to City functions unless possession of a weapon is a necessary function of the employee's position with the City. Any employee suspected of possessing a weapon will be subject to search at the City's discretion, and such search may include, but not necessarily be limited to, the employee's personal effects, desk and workspace.

Weapons for which the employee is licensed or permitted per Wis. Stat. 175.60 may be securely stored in the employee's own motor vehicle, but only if the vehicle remains locked while the vehicle is parked on City property and while the vehicle is otherwise unattended and unoccupied, and may be securely stored in the employee's personal vehicle while the employee is traveling and performing duties in the course of his or her employment.

Accidents and Emergencies

Maintaining a safe work environment requires the continuous cooperation of all employees. We expect our employees to conduct themselves carefully at all times. It is the City's policy to provide a safe work environment for employees and visitors and to require safe work practices of all employees. The City strongly encourages employees to

communicate with fellow employees and their supervisor regarding safety issues. All work areas are to be kept clean and free from debris and all tools and equipment are to be kept clean and in good repair. You are protecting yourself, your job and your co-workers when you develop and practice safe work habits. Most accidents are caused by carelessness and not paying attention. If an employee is ever in doubt about how to safely perform a job, it is their responsibility to ask their supervisor for assistance.

If an employee is injured on the job, then the first priority is to obtain medical treatment if needed. Each injury and incident must be reported in order to initiate corrective actions, to ensure prompt reporting for workers compensation purposes, and to prevent future occurrences in the workplace. An employee should immediately contact the On Call Nurse at (844) 322-4668. Even if no medical care is sought, all work-related injuries or near injuries should be immediately reported. A specially trained nurse will assess the incident and recommend course of action.

If an employee is injured, they must complete an Employee Injury Report (available from your department head or manager) and submit the report to their immediate supervisor. This form must be completed prior to the end of their shift. If employee is not able to complete the Employee Injury Report the supervisor will complete the report with the information available. The form shall be completed even if no medical care is sought. If medical care is sought at a later date, the employee must notify their supervisor. The supervisor must notify the department head who will notify City Human Resources.

All accidents involving a city owned vehicle will be required to contact the Police and their Department Heads. If an employee has an incident which results in property damage or a non-employee injury, the employee must complete a Property Damage/Non-Employee Incident Report (available from your department head or manager) and submit the report to their supervisor. This form must be completed prior to the end of their shift.

Once the proper reports are completed, the supervisor must investigate the occurrence, including talking to witnesses (if available), and complete the Supervisor's Report of Workplace Incident or Injury. This includes determination of the corrective action plan, which may include procedural changes and/or additional training. The supervisor must document what corrective action was completed and the date it was completed.

Upon completion of all reports, the supervisor must send the information to the department head who will forward to the City of Burlington Human Resources. Human Resources will:

- Review the information provided.
- Determine if there was lost time or medical expenses and notify the treasurer/budget officer to decide whether to submit to the insurance carrier.
- Submit the information to the insurance carrier - when appropriate.
- Send FMLA paperwork to the employee - when appropriate.
- Notify department head regarding restrictions and return to work status.
- If employee is absent from work more than two weeks - submit information to the Insurance Company to assist in returning the employee to full duty.

DISCIPLINE

Work Rules

Whenever and wherever people work together, certain standards of reasonable conduct need to be established in order to maintain an orderly and efficient work atmosphere. Corrective discipline is not intended to inflict punishment. The City of Burlington wants to take measures that are designed to correct whatever problem the employee has and to make the employee aware of the importance of adhering to our operating policies and procedures. In some cases, it may be necessary to dismiss an employee because of the seriousness or continuation of unacceptable conduct.

The City will attempt to administer discipline on a fair basis to all employees. The following types of conduct are unacceptable in our workplace and may result in discipline up to and including termination. Because it is impossible to list every conceivable infraction, these guidelines can be amended by the City at any time, within its total discretion:

- Theft, misuse, destruction, defacing or misappropriation of City or employee property.
- Any form of dishonesty.
- Falsifying employment application or other City records or information, including time record the employee's own or that of a co-worker.
- Giving false or incomplete information.
- Refusal to follow the direct order of a supervisor or management.
- Fighting, immoral conduct, threats, intimidation or harassment.
- Use or possession of non-prescribed controlled substances, illegal drugs or alcohol in violation of policy.
- Reporting for work under the influence of non-prescribed controlled substances, illegal drugs or alcohol.
- Possession of weapons or firearms on City premises in violation of policy.
- Absent three consecutive days without notice.
- Excessive absenteeism.
- Failure to report an absence.
- Tardiness, including habitual tardiness such as the repeated failure to report promptly at the start of scheduled work hours, or to return from break time promptly.
- Working another job while absent from work for the City.
- Leaving the job without permission or leaving work early without authorization.
- Excessive time at break periods.
- Engaging in conduct or activities that serve to lengthen the healing period for a work-related injury.
- Disclosing of confidential City information.
- Gambling on City premises or during work time.
- Unauthorized solicitations or distributions, including the distribution of literature or written or printed material of any description on City property.
- Failure to promptly report defective equipment or safety hazard.
- Failure to report an injury or accident immediately.

- Violation of any safety rules.
- Substandard quality and quantity of work, including deliberate reduction of output.
- Smoking in unauthorized areas.
- Engaging in conduct that creates an unsafe work environment.
- Disregard of one's appearance, uniform, dress or personal hygiene.
- Discourteous treatment of others, or use of profanity or threatening language.
- Conducting personal business on City property, work time, or while using City resources, including promoting or selling of any kind or soliciting contributions.
- Using foul, obscene, disrespectful, threatening or abusive language in the presence of others, or directing such language toward a supervisor or co-worker.
- Unauthorized posting or removal of bulletins, notices or signs.
- Unauthorized use of city vehicles or equipment including video or recording devices.
- Leaving one's work area without authorization or interfering with the work of other employees.
- Poor attitude or disrespect to management, your supervisor, coworkers or others.
- Demonstrated inability to perform assigned duties at an expected level of expertise.
- Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- Loafing, loitering, sleeping, or engaging in unauthorized personal business during working hours.
- Unauthorized entry to City property, including entry to restricted areas by unauthorized personnel.
- Excessive or inappropriate personal use of electronic communications or telephones for personal calls.
- Non-reimbursed personal long distance calls made on City telephones.
- Willful violation or disregard of safety, health, fire, security or employment regulations, signs and notices.
- Unauthorized purchase, use of credit card or use of purchase order.
- Accepting anything that might be reasonably inferred to be for the purpose of influencing the employee in the normal exercise of his or her duties. Gifts of nominal value that fall within the range of normal business practice are not included in this prohibition.
- Any act of misconduct, incompetence, or any violation of this Employee Handbook which may, in management's sole discretion, be grounds for disciplinary action or termination of employment.

This list is intended to be representative of the types of activities that may result in disciplinary action up to and including termination. It is not exhaustive, and is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and the City.

All employees are expected to meet the City's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the City's policies and procedures. If an employee does not meet these standards, the City may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to

formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the City's policies and procedures and/or other disciplinary problems.

Travel and Other Reimbursements

The City may reimburse employees for reasonable, authorized business expenses incurred as part of the employee's job duties or while on assignment away from the workplaces. In order to be eligible for reimbursement, all expenses and requests for reimbursement must be approved in advance by the Department Head, City Administrator or Mayor if the request is of the City Administrator. This requires that the employee receive written approval before the expense is incurred.

Employees should contact a Department Head for guidance and assistance related to ordering items, travel arrangements, expense reporting, reimbursement, and other issues. Employees are expected to limit expenses to reasonable amounts, and the Employer will only reimburse employees for up to the actual amount of expenses incurred and to the extent such expense is reasonable and authorized. Expense reports and receipts must be accurate and submitted to the Department Head within thirty days of the date of the expense. Employees must not engage in abuse of this expense policy or falsify or materially omit information in expense reports.

Transportation Expenses: Reasonable transportation expenses incurred on necessary, authorized trips away from the City may be reimbursable.

Use of Privately Owned Vehicles

For authorized travel for City business, the allowable mileage will be calculated on the lesser of home to destination and return, or City office to destination and return. This mileage reimbursement rate shall be the currently approved Internal Revenue Service allowed rate.

An employee authorized to use a personal vehicle for business shall maintain insurance coverage based on the State minimum coverage Limits.

Charges for repairs, tow service, lubrication, traffic citations, parking tickets, and other expenses for privately owned vehicles are not reimbursable items on the travel voucher and are the employee's responsibility.

In addition to mileage, an employee shall be reimbursed for necessary overnight parking charges at hotels and road tolls. When available, the employee should obtain free parking. Original receipts must be attached to the Reimbursement form.

Air Travel

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs when balanced against other costs incurred by the City. Flight insurance coverage for employees is not allowable as a reimbursable expense.

Meal Allowance

Generally, a “per diem” allowance will be paid to the employee in advance. Amounts are subject to eligibility, and are the maximum allowed for all costs of meal, tip and tax. When an employee is entitled to two or more consecutive meals in a day, the cost may be divided between meals as desired, as long as the maximum is not exceeded. The cost of alcoholic beverages or food for others shall not be covered by a meal allowance.

Meal Eligibility Requirements

An allowance for meals may be allowed on trips that require overnight lodging expenses as well as non-overnight trips when the employee is away from the office, in accordance with the following time requirements:

- Breakfast, provided the employee leaves the City office before 6:30 a.m. and returns after 8:30 a.m. they would receive up to \$6.00.
- Lunch, provided the employee leaves the City office before 11:30 a.m. and returns after 2:00 p.m. they would receive up to \$10.00.
- Dinner, provided the employee leaves the City office before 5:30 p.m. and returns home after 7:00 p.m. they would receive up to \$20.00.

Even if the time requirements are satisfied, the meal allowance will not be provided when a free meal is served, included in a conference registration fee, built in to the standard, single hotel room rate or replaced by a legitimate business meal. Employees are required to attach a copy of the training or conference brochure to the reimbursement form.

Lodging Expenses

Lodging will be available for training sessions extending over two or more days and located at least 50 miles (one-way) from your normal work site. Overnight lodging may be approved for one-day training sessions subject to the following considerations:

- Training session location is at least 75 miles from normal work site, or travel time is at least 2 hours
- Training session begins before 9:00 a.m.

Lodging should be chosen primarily on cost, with location for conducting business also considered. Employees should get a definite understanding, in advance, of the rate to be charged. When registering in hotels, employees should use the City of Burlington address, and ask for government discounts if conference rates are not specified and use a Tax Exempt Certificate prior to traveling from Accounts Payable and give it to the Hotel when you check-in.

Cost of the lodging can be prepaid by the City of Burlington directly, rather than charged or paid by the employee and reimbursed.

Lodging paid by the City is limited to a single room rate. Should an employee choose to travel with their spouse, any charge in excess of the single room rate is the employee’s responsibility.

If travel plans change, be sure to cancel any reservations in time to prevent a charge. If this isn’t done, the expense will be allowed only after reasonable justification is provided.

Employees shall observe posted hotel checkout hours in order to avoid a charge for the day of departure.

Travel Advances

Cash advances are authorized for specific situations that might cause undue financial hardship for business travelers. Expenses associated with the travel must be reconciled and substantiated within two (2) weeks of the return date. The traveler must repay the City of Burlington for any advances in excess of the approved reimbursable expenses. The department initiating the travel is responsible for notifying Accounts Payable to deposit any excess funds into the appropriate departmental account.

EMPLOYEE BENEFITS

Time Off: Vacation Days

All non-represented full-time employees are eligible for paid vacation annually on the anniversary of their date of hire. The City will give the employee their unearned vacation hours January 1 of each year but if the employee terminates employment before the hours are earned on their anniversary date the City will have the right to take back all hours of vacation used but not earned on the employee's last paycheck. All full-time new hires will receive pro-rated vacation hours based on 40 hours from the date of hire to the first of the year in which they were hired.

Years Employed	Vacation Earned
1 year completed	5 days
2 years completed	10 days
5 years completed	15 days
10 years completed	20 days

Beginning in year 20, employees will earn one additional day for each year completed to a maximum of 25 days.

Because vacation time is to promote rest and relaxation, employees must use vacation during the calendar year. Unused vacation has no cash value and will not be paid out. While employees shall make every effort to use their vacation, in the event an employee is unable to use their vacation during the calendar year, they shall be allowed to carry over a maximum of five (5) days which must be used in the first quarter of the following year.

Employees should make their vacation requests at least one week in advance. The City will attempt to grant an employee the vacation dates he/she requests, the supervisor will consider such things as needs of the department, employee preferences, past vacation schedules and length of service. When a City holiday falls during a scheduled vacation, it is not counted as a vacation day. Any employee that becomes ill during a scheduled vacation cannot change a vacation day to a sick day; scheduled vacation days count as vacation even if an employee would ordinarily take a sick day.

Vacation pay is based on the rate of pay in effect when the vacation is used, and does not include bonuses or other special forms of compensation. All employees are paid for vacation time on their regular payday. No advance payments will be made. Also, payment in lieu of vacation time will not be granted.

Regular part-time employees with benefits may earn prorated vacation hours using the schedule above for full-time employees based of the number of days, years of service and based on the previous year paid hours.

Sick Leave

All non-represented regular full-time employees who have completed thirty (30) calendar days of employment will earn on the first paycheck of each month following, sick leave credit at the rate of eight (8) hours per month with a maximum accumulation of one hundred fifty (150) days.

Sick leave credits must be accumulated before they can be used. A day of sick leave credit may be used for absences occasioned by a bona fide illness or injury (excluding job related injuries covered under worker's compensation), funeral travel leave for family members as described under bereavement leave, situations where medical/dental appointments cannot be scheduled outside of work hours, to attend to the medical needs of a member of the employee's immediate family and when required by law. When sick leave is taken for unexpected illnesses, the employee must notify their supervisor. Employees using sick leave time may be required to provide a doctor's excuse as verification of sick leave and employees using three (3) or more consecutive sick leave days will be required to submit a doctor's excuse as verification of sick leave. The City of Burlington defines Excessive Absenteeism as more than six (6) sick days in a calendar year not including FMLA, WFMLA, worker's compensation, or ADA or WFEA qualifying use.

In the event an employee dies or retires while in the employment of the Employer and has accumulated sick leave credits at that time, the Employer shall pay to the employee or the employee's estate, a sum equal to the credits earned times fifty dollars (\$50.00) per credit. If an employee retires from the City, begins collecting his or her full WRS retirement benefits, is under the age of Medicare eligibility and chooses to continue coverage under the Health, Dental and/or Vision insurance plans, then the retiree can decide to have their accrued unused sick leave credits be paid for at the rate of seventy-five dollars (\$75.00) per credit toward payment of continuing insurance at the current rates to the extent permitted by the insurance plans. If the retiree cancels the insurance plans or fails to participate before the payout amount is used up, then there will be no payment of the balance. When an employee retires they need to decide which way they would want their sick leave credits paid out to them or whether they want the credits directed toward insurance payments. It needs to be one or the other, the retiree cannot be paid out both ways. The retiree and his or her estate are responsible for all income tax consequences associated with his or her selection and should consult with a tax advisor.

All Regular Part-time employees with benefits shall be given eight (8) hours of sick time each year to be used in the same manner as full-time employees.

Donated Time Policy

It is the policy of the City of Burlington to allow its employees who have exhausted their accumulated paid leave time, due to illness or medical condition, to receive donations of paid leave time from fellow employees for medical emergencies. It is the intent of this policy to provide a mechanism for voluntary financial assistance to employees as well as to protect the interest of the City by placing limits on the amount of time an employee may receive through donations from other employees. These donations are a conditional benefit, highly dependent on individual circumstances and timing, and not a right of employment.

Eligibility

All employees who have worked for the City of Burlington for a minimum of 6 months, and who qualify for sick time benefits, shall be eligible to receive a donation of paid leave time from any other City employees, whether that receiving or donating employee is a represented or non-represented employee, when the employee has an insufficient amount of accumulated sick days or other paid leave to provide for continued pay during a medical emergency such as an illness or other medical condition of the employee.

The final decision to approve or deny the donation of time will be determined by the City Administrator. In making the decision, the Administrator will consider the following items:

- Number of hours currently in the employee's leave time bank.
- Employee's existing schedule and employment status.
- Nature and duration of the event.
- Whether absences will be intermittent.
- Employee's ability to perform the essential functions of the job, with or without accommodation.
- Employee's ability to return to duty in a reasonable amount of time and foreseeable future.

Limitations

No City employee shall be permitted to use donated paid leave time until the employee has exhausted his/her entire sick leave, vacation time, compensatory time, personal day, and any other applicable paid leave time.

Employees will be permitted to receive donation of leave time only one time during any rolling twelve (12) month period.

The maximum amount of total leave any one employee will be permitted to donate to another employee is twenty-four (24) hours during any twelve (12) month calendar period.

The maximum amount of paid leave any one employee may receive through donations of paid leave from other employees would be equivalent to twelve (12) average work weeks for that employee, per rolling twelve (12) month rolling period of time.

A donating employee must complete the authorization for donation of leave form from the City. An employee may only donate their available unused vacation, personal leave time or sick leave. Compensatory time cannot be donated. Leave credits must be donated in whole-hour increments and on an hour-for-hour basis irrespective of the base hourly rates of

the donor and recipient. The donating employee's decision to donate the leave is irrevocable by that employee. Time offered for donation may not be used by the donating employee unless the donation is rejected or withdrawn by the City.

The City shall establish a donated leave time schedule for the employee receiving the donated time and the donated time will be drawn on as needed basis by the receiving employee. Offers to donate the hours will be organized in chronological order according to the time the donation is offered. If hours are unused or unneeded, then the donated hours will not be withdrawn from the donator's leave time.

In any biweekly pay period a recipient may only use the lesser of the following: up to 80 hours of leave; up to the number of hours needed to offset the number of hours worked that pay period from the hours regularly scheduled; or the number of hours consistent with the recipient's regularly scheduled hours per pay period at the time the recipient's unpaid leave began, unless the employee is working a reduced schedule due solely to the catastrophic need. "Regularly schedule hours" does not include overtime hours, call-in time, or hours worked in excess of the employee's budgeted regular schedule.

A recipient is eligible to be paid for any legal holiday which falls during a pay period if the employee is receiving full pay and if work time or donated leave is used for either the last scheduled work day immediately preceding or the first schedule work day immediately following the holiday.

Leave credits donated to recipients are not subject to limitations on end-of-year carryover of leave credits. A recipient will not accrue leave time while receiving donated time unless required under FMLA. Donated hours of leave are paid at the recipient's rate of pay.

Procedure to request and considerations for donated time off:

A written request to receive donated time off must be completed by the employee or his or her designee within two weeks of the employee's accrued time off benefits expiring. A leave requesting employee must complete the authorization for requesting donation of leave form. By completing the form, the employee chooses to self-disclose and authorize the dissemination of that self-disclosed information by the City for purposes of soliciting leave donations.

The City Administrator shall grant or deny the request. The City Council will consider appeals.

The City Administrator shall notify the employee and Department Head of the decision. If approved, the Payroll & Benefits Coordinator shall be responsible for disseminating the necessary information to the appropriate employees.

The provision of all non-wage benefits shall be administered in accordance with state and federal law, insurance policy contract provisions and any applicable City policies, procedures and agreements. The employee receiving the leave donation may continue to be eligible for paid health insurance benefits and other insurance benefits, subject to deduction for the employee's share of the premiums, if permitted by the plans.

Subject to the limitations of state and federal law and any applicable City policies, procedures and agreements, the employee remains subject to termination regardless of whether he or she still has any accrued or donated time remaining, for example if a

physician certifies that an employee is unable to perform an essential function of the job and no reasonable accommodation exists.

The employee requesting leave should check with his or her plan providers of short-term disability, long-term disability or other payments regarding the impact of receiving of donated leave on the employee's eligibility for or receipt of such benefits or payments.

The City reserves the right to terminate the Donation Program at the sole discretion of the City Council. Upon termination of the Donation Program, any donated time that has already been approved shall remain in effect.

It is the intent of the City to comply with state and federal tax law and to treat the donated leave used by the recipient as includable in the recipient employee's gross income and as wages, and to treat the recipient as the sole individual subject to withholding and income tax liability. The donor understands that he or she may be subject to tax liability.

Bereavement Leave

In the unfortunate event of a death in the immediate family, the non-represented eligible employee will be granted paid time off up to a maximum of three (3) work days for the express purpose of preparation for and attendance at the funeral to be taken within a reasonable time of the day of the death or day of the funeral. The immediate family shall be defined as Spouse, Parent, Child, Sibling, Step-parents, Step-children, Step-siblings, Parents of spouse, All Grandparents, Grandchild and Spouse's Grandparents, a Son-in-law and Daughter-in-law. Notice and prior approval must be obtained from the supervisor as soon as the employee determines that he/she will be absent. The name and relationship of the deceased relative must be submitted in writing to the employee's supervisor before payment will be made. With the approval of the department supervisor an employee may take an additional two (2) days of sick pay if the employee has the time in their sick day bank.

Casual Day

All non-represented regular full-time employees shall be entitled to one (1) casual day, up to 8 hours, per calendar year. If an employee does not take the Casual Day, then these hours will be paid out to the employee the last payroll of the calendar year.

Holidays

The City of Burlington provides the following days as paid holidays for non-represented full-time employees who have completed 30 days of employment, unless changed by the City Administrator:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day
- Spring Holiday (Friday before Easter)
- Memorial Day (Last Monday of May)
- Independence Day (July 4)
- Labor Day (First Monday of September)

- Thanksgiving Day (Fourth Thursday of November)
- Friday-after Thanksgiving Day
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Eve (December 31)

Holiday Falling on Weekend, Working Days

When any of the above holidays falls on a Sunday, the following Monday is considered the holiday; if any falls on Saturday, the preceding Friday is celebrated as the holiday. Whenever Christmas Eve and/or Christmas Day falls on a Saturday or Sunday, the preceding Friday and following Monday will be observed as the Christmas Eve and Christmas Day holidays unless otherwise designated by the City Administrator.

To be eligible for Holiday pay, an employee must work the first scheduled day before and the first scheduled day after the Holiday, unless prior leave or time off approval has been received. Full-time police department officers and command staff shall receive 74.25 hours of pay or holiday time off. Full-time police department dispatchers and clerical staff shall receive 72 hours of pay or holiday time off. Proration applies to newly hired employees, employees on unpaid leave of absence during the year and employees who leave full-time employment with the city during the year. The year for determining the number of days the employee was employed shall be based from the date the prior year's payment was made to employees. Any unused holiday time will be paid on the first paycheck in December.

Employee Assistance Program ("EAP")

The City offers a voluntary and professional service that provides information, counseling, and referral services to all full-time and part-time employees and their dependents that may be experiencing personal stress in their lives. The EAP provides the following services without cost to employees:

- Adult Stresses such as relationship issues, workplace concerns, anxiety and depression
- Marital conflict
- Parent/child problems
- Childhood stresses such as difficulty with school or peers
- Alcohol or drug abuse: yours or a family member's
- Divorce
- Financial pressures
- Caring for aging parents
- Balancing work and family
- Adoption
- Legal issues

Other Services may also be available. Check with the Payroll & Benefits department.

Gym Membership Incentive

The City of Burlington will pay eligible full-time employees \$20.00 per month toward a qualifying local gym membership provided the employee goes to the gym four (4) or more time per month.

Return to Work Program

The City of Burlington is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to The City of Burlington. This program applies to all employees with work-related injuries and/or illnesses.

Family and Medical Leave

Section 1 Policy

The City's policy regarding family and medical leave for its Employees is to provide the leave required by state and federal laws. In accordance with the guidelines set forth in this Policy, the City will grant eligible Employees up to a combined total of twelve (12) workweeks of unpaid federal FMLA leave during a calendar year for the following reasons:

For the birth, adoption or foster care placement of a child with an eligible Employee

To care for the spouse, son, daughter, or parent of the employee if such spouse, son, daughter, or parent has a serious health condition

Because of the employee's own serious health condition that renders the employee unable to perform the essential functions of his or her job

Because of any qualifying exigency arising out of the fact that a parent, spouse, or child is under a call or order to active duty as defined in the Federal Regulations and explained in the section on Exigency Leave below

In addition, if you are eligible for federal FMLA leave as defined in this policy, you may be entitled to take a total of up to twenty-six (26) workweeks of unpaid federal FMLA leave in a single twelve-month period, to care for a covered service member who has incurred a serious injury or illness in the line of duty. ("Military Caregiver Leave") During that twelve-month period, you will be entitled only to a combined total of 26 work weeks of FMLA leave for service member care and for any other FMLA purpose. Federal FMLA leave will run concurrently, when applicable, with the total of ten (10) workweeks of Wisconsin FMLA leave which is specifically allocated as follows:

Two (2) workweeks for an employee's own serious health condition;

Six (6) workweeks related to the birth or adoption of a child; and

Two (2) workweeks to allow an employee to care for a parent (ex. natural parent, foster parent, adoptive parent, stepparent, or legal guardian of an employee or of an employee's spouse or domestic partner), spouse, domestic partner or child due to the family member's incapacity caused by a serious health condition.

Section 2 Leave Eligibility

To be eligible for any type of leave under the federal FMLA, an Employee must have been employed by the City at least twelve (12) months, have been actually working for at least 1,250 hours during the twelve (12)-month period immediately prior to the commencement of leave. FMLA leave may be paid, unpaid, or a combination of paid and unpaid, depending upon the circumstances as specified in this Policy.

To qualify for leave under the Wisconsin FMLA, an employee must be employed by the City for fifty-two (52) consecutive weeks, and have been paid for 1,000 hours in the fifty-two (52) week period immediately prior to the time leave commences.

Section 3 Leave Entitlement

If your leave is designated as family, medical or military exigency FMLA leave, the City will use a "calendar year" formula for determining your twelve (12) month leave year and how much leave you have available. Generally, an employee may take up to a combined total of 12 workweeks of federal family, medical and exigency leave in a calendar year. Wisconsin FMLA leave restricts the amount of leave an employee may take for each event.

Each time you take leave, the City will compute the amount of leave you have taken under this Policy and subtract it from the leave available. Generally, the entitlement you have at the beginning of an FMLA leave would be any balance of the allotted workweeks not already used during that calendar year. The balance remaining is the amount you will be entitled to take at the time of a new leave request. Any FMLA leave used will count towards the leave to which you may be entitled under both federal and state laws where applicable.

If an Employee suffers a work-related injury that qualifies as a serious health condition, federal FMLA leave provided under this Policy will be considered as taken along with the leave required under the worker's compensation laws. The taking of leave under this Policy will not be used against an Employee in any employment decision, including the determination of raises or discipline. If an Employee fails to meet the requirements of this policy to obtain family or medical leave, the Employee's request for FMLA leave may be delayed or denied until the requirements have been met.

Section 4 Designation of Leave

Once an employee requests a leave of absence that may qualify under the FMLA, the City will require the appropriate information to make a determination. After you provide the City the required information, the City will evaluate it and make a decision as to whether the absence qualifies as FMLA leave. The City will notify you of its decision. If you fail to provide the City with the required information within the time specified, your absence will be unexcused. If the leave is FMLA qualifying, the leave will be designated as such and you will receive notice of the designation, along with information on the specifics of the leave, consistent with this policy.

If it is determined that the leave does not qualify, then any absence shall be subject to the terms of the City's attendance policy. The City has the right to designate qualifying leave as FMLA whether or not the employee specifically requests it.

The following information concerns your FMLA rights and obligations under federal and state leave law(s). Please read the information carefully, and if you have any questions, please contact Human Resources.

Section 5 Definitions

What is a serious health condition?

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves any of the following:

- (1) Any period of incapacity or treatment connected with inpatient care
- (2) A continuing period of incapacity and/or any subsequent treatment relating to the same condition that also involves continuing treatment by or under the supervision of a health care provider
- (3) Incapacity due to a chronic serious health that also involves periodic treatment by a health care provider.
- (4) Any period of incapacity due to pregnancy or prenatal care
- 5) A period of incapacity due to a permanent or long-term condition for which treatment may not be effective, but for which the employee or family member must be under the continuing supervision of a health care provider.
- 6) Any period of absence to receive multiple treatments by a health care provider for a condition that would likely result in a period of incapacity in the absence of medical intervention or treatment.

In most cases, a short-term condition, such as a cold, flu, earache, upset stomach, or other minor ailment would not qualify as a serious health condition. It also does not include routine treatment, doctor or dental visits. Conditions for which cosmetic treatments are administered are generally not considered to be serious health conditions.

What is a qualifying exigency requiring military family leave?

Leave may be taken for a qualifying exigency related to a foreign deployment by an employee whose spouse, son, daughter, or parent is a member of the Regular Armed Forces for the following reasons: as follows:

- 1) Short-notice deployment – seven days from date of call or order to active duty
- 2) Military events and related activities
- 3) Childcare and school activities
- 4) Financial and legal arrangements
- 5) Counseling
- 6) Rest and recuperation - up to fifteen days of leave in each calendar year

7) Post-deployment activities

8) Certain activities related to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's deployment or impending deployment

8) Additional activities agreed upon by you and your employer

Each of the above potential qualifying exigencies is explained in detail in the regulations. If you have any questions regarding whether your need for time off is qualifying exigency leave, please see Human Resources.

Section 6 Procedure for Requesting Leave

To obtain FMLA leave, you must provide the City with notice of the need for leave unless it is not possible to do so. Your notice should provide the City with enough information to allow the City to determine whether the leave qualifies as FMLA leave. You must also inform the City if the requested leave is for a reason for which FMLA was previously taken or certified. All requests must be submitted on a FMLA request form which can be obtained from Human Resources.

When the need for leave is foreseeable, the City must be notified at least thirty (30) days before the date on which leave is to begin. Thirty (30) days is considered "reasonable notice." Notice of less than thirty (30) days will be considered reasonable only in emergency situations or if thirty (30) days' notice is not practical and possible under the circumstances. When the need for leave is not foreseeable or you cannot give the full 30 days' notice, you must give notice as soon as reasonably possible which generally would be no later than the same or next business day of learning of the need for leave.

If you need Military Family Leave you must provide the City with notice of your need for leave as soon as practicable, generally the same or next business day of learning of the need for leave. Your notice should provide the City with enough information to determine whether the leave qualifies as military exigency leave.

You must also discuss the timing of the leave for planned medical treatment, exigency leave or intermittent or reduced schedule leave in advance with your immediate supervisor to ensure that a planned absence will not unduly disrupt the operations of the City. If you fail to provide reasonable notice or discuss the timing of the leave with your immediate supervisor, it may result in the delay, denial or cancellation of your leave.

Until notification is received from the Human Resources Department in writing that a leave request has been approved, the employee must continue to call in to his/her supervisor notifying him/her of their absence. Any change in the originally approved leave must be submitted and approved using the request and certification procedure explained here.

Section 7 Certification

All leave requests must be supported by a certification. Separate certifications forms for medical or each type of military family leave are available from Human Resources.

If your leave request is based on your serious health condition or the serious health condition of your son, daughter, spouse or parent, you must provide the City with a medical

certification prepared by the treating health care provider. If your health care provider will submit the form directly, it is your responsibility to check with your provider or the City before the deadline to make the sure form has been sent. If you fail to provide the City with a timely medical certification, your leave request, or your continuation of leave, will be denied.

Medical certification forms must be completed or authorized by the health care provider, not the employee. If the City believes that you filled out or altered part or all of the health care provider's portion of the Medical Certification form, and/or the health care provider did not complete and/or authorize the form, you may be asked to resubmit the form and/or the health care provider may be contacted for authentication of the information. Unauthorized alteration or completion of the form may be considered falsification of a City document, may result in the application of discipline up to and including termination of employment and may result in the delay, denial or cancellation of the leave.

To obtain military exigency leave you must provide the City with a complete and sufficient certification of the exigency. Certification will be required each time you request leave for a different qualifying exigency. The City may request a copy of the covered military member's active duty orders or other documentation issued by the military which might support your need for leave. Additionally, you may be required to provide documents supporting the certification including: a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming an appointment with a counselor or school official, or a copy of a bill for services for the handling of legal or financial affairs.

To obtain military caregiver leave you must provide the City with a complete and sufficient certification from an authorized health care provider of the covered service member. Only those health care providers specified on the Certification form are authorized to complete the form. You will be required to also complete information on the certification form.

The completed certification must be returned to Human Resources within 15 days of the date you receive the form. In cases of foreseeable leave, the forms should be returned before the date the leave begins. If you do not return the form by the 15-day deadline, the leave may be delayed, denied or cancelled. If for any reason beyond your control there is a chance you will not be able to return the form by the deadline, you must contact the Human Resources in advance. Once the form is returned to Human Resources, if the certification is incomplete, you will have at least 7 calendar days to cure the deficiencies. If after the additional time, the certification is still incomplete or you have not returned it to Human Resources, the leave may be delayed, denied or cancelled.

If the medical certification form is unclear, or the City wishes to authenticate the information included in the form, the City may contact the health care provider for clarification or authentication of the information provided.

Section 8 Recertification, Second and Third Opinions, and Annual Certification Requirements

You must provide the City with subsequent medical re-certifications on a periodic basis in certain cases. For example, the City may require recertification every 30 days in connection with an absence. For leaves of absence that are more than 30 days in length, the

City may request recertification in connection with an absence when the leave period expires. In all cases an employer may request recertification every six months in connection with an absence. The City may also request recertification in less than 30 days if the circumstances of the condition have changed significantly, if an extension of leave is requested, if the City receives information that casts doubt on the your stated reason for the absence or as otherwise allowed by law. Recertification may be requested for both extended leave and leave taken intermittently or on a reduced schedule. Recertification forms must be returned within fifteen (15) days of the City's recertification request. The failure to return the recertification within the fifteen (15) days may result in the denial, delay or cancellation of the leave.

Upon request by the City, after you have submitted an initial or annual certification, you must submit to another examination, at the City's expense for a second opinion, by a health care provider selected by the City. If the second opinion differs from the initial certification, a third opinion may be obtained. The third opinion is final and binding. The failure to cooperate in this process may result in the denial, delay or cancellation of the leave.

The City also has a right to require a new certification on an annual basis for serious health conditions lasting beyond a single leave year. The same requirements regarding an initial certification also apply to an annual certification (ex. completion of the form, time to return the form etc., second and third opinion).

Section 9 Military Caregiver Leave

An eligible employee is entitled to 26 workweeks of FMLA leave during a single 12-month period to provide necessary and certified care for a covered service member with a serious injury or illness ("Military Caregiver Leave") if the employee is the spouse, child, parent, or next of kin of the service member. The single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12 months after that date. The time period may therefore be separate from the calendar year which defines the taking of all other FMLA leave under this policy. If an eligible employee does not take all of his or her 26 workweeks of Military Caregiver leave entitlement during the 12-month period after the leave has started, any remaining part of the 26 workweeks of leave entitlement is forfeited.

If you have requested leave that qualifies as both Military Caregiver Leave, and leave to care for a family member with a serious health condition during the single 12-month period allotted, the leave will be designated as Military Caregiver Leave during the single 12-month period.

Section 10 Rights and Obligations Pertaining to All FMLA Leaves

A. State Law Concurrence

Federal FMLA leave will run concurrently with state family or medical leave when applicable.

B. Documentation of Family Relationship

The City may require a copy of the birth certificate or adoption document as a condition of granting leave related to the birth or adoption of a child. The City may also require a copy of the foster care placement document to grant that qualifying leave. The City may require confirmation of a family relationship for leave taken to care for a son, daughter, spouse or parent, in loco parentis family member with a “serious health condition”, to take military exigency leave for a covered military member or to confirm status as a qualifying family member or “next of kin” for Military Caregiver FMLA Leave.

C. Intermittent Leave or Reduced Leave Schedule

Under certain circumstances, you may be eligible to take FMLA leave intermittently or on a reduced schedule basis, when the schedule is certified as medically or otherwise required.

Federal FMLA leave for the birth, adoption or foster care placement of a child may be taken intermittently or on a reduced leave schedule only if you receive written approval from the City. An Employee must request the leave and obtain written approval for such leave before the federal FMLA leave begins. Federal leave for birth or placement for adoption or foster care must be used within the first twelve (12) months after the event. Under the Wisconsin FMLA, leave for the birth or adoption of a child must be started during a period that runs from sixteen (16) weeks prior to sixteen (16) after the actual birth or adoption. The City requires medical or other certification of the necessity of any partial work schedule. If you take leave in less than full-day increments, you will receive reduced compensation that is consistent with the hours you actually worked.

D. Spouses

Under the Federal FMLA, if both are eligible, a husband and wife who work for the City may take a total of twelve (12) weeks during the twelve (12) month period for the birth, adoption or placement of a child or to care for a parent with a serious health condition. Additionally, a husband and wife who are both eligible for FMLA leave and are employed by the City are limited to a combined total of 26 workweeks of leave during the single 12-month period of Military Caregiver Leave and which may include no more than 12 weeks of family or medical leave, if that leave is taken for birth or placement of the employees’ child, to care for the employee's parent with a serious health condition, or to care for a covered service member with a serious injury or illness.

E. Status Reports and Return to Work

While you are on leave, you will be required to periodically confirm your status and your intention to return to work. Any employee who decides while on leave that he or she will not be returning to work at the end of the leave should immediately inform the City. When you return from FMLA leave, you will be returned to the position you held immediately prior to the leave if the position is vacant. If the position is not vacant, you will be placed in an equivalent position having the same pay, benefits, and terms and conditions of employment as if you had continued working. However, your right to reinstatement will not apply if your leave continues after your FMLA leave is exhausted or if you indicate you will not return to work from your FMLA leave. “Key Employees”- a salaried employee, whose salary rate is in the top ten percent of the City employees, may be denied restoration to employment on the grounds that such restoration will cause substantial and grievous

economic injury to the City. The City will advise you if you are considered a “Key Employee”.

F. Fitness for Duty Certification

The City may require a statement from the health care provider that you are fit to resume your normal duties prior to your return to work. You must contact Human Resources during business hours at least two business days prior to your return to schedule your return to work date.

G. Pay Status

FMLA leave is generally unpaid. You may, however, request payment of any paid leave you have available under the City’s leave policies for the period during which you are on Wisconsin FMLA leave. During your designated Federal FMLA leave, the City has the ability to require employees to substitute all vacation, personal leave, safety day, or sick leave, during the leave period. When paid leave is substituted for your unpaid leave, this leave will not be available to you later. Under no circumstances will you be entitled to additional family and/or medical leave as a result of the substitution of paid leave. Paid leave runs concurrently with unpaid FMLA leave.

H. Health Insurance Coverage

In order to maintain your group health coverage during your FMLA leave you must continue to pay the same share of the health insurance premiums as you did prior to your leave. If you are on paid leave, your share of premiums may be paid through the City’s normal payroll deduction method. If you are on unpaid leave, you must make advance arrangements with through Human Resources to make timely payments on your own. If you fail to make the required premium contributions your coverage will be terminated after appropriate notice. If you fail to return from FMLA, for reasons other than a continuation of a serious health condition, you will be required to reimburse the City for any insurance premiums paid by the City on your behalf while on leave.

I. Benefits

Benefits (ex. vacation, personal or sick leave) will not accrue during unpaid FMLA leave and benefits will be prorated by the City accordingly. However, as applicable, the City will continue other benefits such as life insurance during your leave under the same conditions as if you were working.

Other City benefits (dental insurance, retirement, income continuation, etc.) may be continued during periods of unpaid FMLA leave, and arrangements should be made for employee’s portion of the payments with the Payroll and Benefits Department.

J. Secondary Employment

During any period of FMLA leave, you may not engage in other gainful employment. The City may require written verification that you have not engaged in other gainful employment while on leave. Failure to comply with this provision may result in discipline up to and including termination. Such discipline shall be solely within the City’s discretion.

The City will follow the provisions of the most liberal of either the Wisconsin Family and Medical Leave or the Family Medical Leave Act of 1993 as amended.

If an employee does not return to work upon the expiration of FMLA, and no extension of leave has been granted in advance, an employee will be considered to have voluntarily quit his or her employment.

Civic Duty Leave – Jury Duty / Court Appearance

The City encourages all employees to be civic minded, and to serve jury duty when selected. An employee that receives notification to serve on a jury must notify their supervisor immediately and provide a copy of the notification. If an employee serves on a jury, they will be paid their regular wage and keep the amount received for jury duty. If Jury duty falls outside of the work hours' employees will not be compensated for this time.

An employee who is subpoenaed to appear before a court, public body or commission in connection with City business, the employee's work duties, and for the interests of the City will be given time off without loss of pay to attend to these matters. An employee who finds it necessary to appear in court on his/her own behalf in litigation involving personal or private matters, or under subpoena for a non-City related issue or matters adverse to the City, will be allowed time off without pay. Under this circumstance, the employee may be able to substitute available vacation pay, with the supervisor's approval.

Military Leave

Employees who are entitled to leave military service shall be granted temporary leaves of absence for required hours of duty to the extent permitted by law. The City agrees to pay the differential between the military pay for such required duty and the benefits eligible non-represented employee's regular straight time earnings, so that no loss of pay shall be suffered as a result of such required duty. Such differential pay shall be limited to 30 calendar days of leave in any one year based on orders issued to the employee. At the conclusion of the leave, upon the satisfaction of certain conditions and as permitted by law, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

Continuation of Health Benefits

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his/her health coverage for the duration permitted by law, but will be required to pay all of the premium for the continuation coverage.

Requests for Leave

Upon receipt of orders for active or reserve duty, an employee should notify his/her supervisor and submit a copy of the military orders as soon as possible.

Natural Disaster/Snow-Day Policy

The determination of whether to close city offices due to inclement weather or a natural disaster shall be the sole responsibility of the City Administrator. In the event offices are

closed, employees will not be required to report to the office or place of employment, with the exception of personnel designated by the Administrator or Department Head. Employees scheduled to work but not required to report will be paid straight time for their normal schedule for the day. The day does not count as time worked. If an employee believes he or she must report to work due to work responsibilities, the work must be approved by the City Administrator. Those who must report to work during an inclement weather day are entitled to one hour off for each hour worked at a later date as determined by the employee and employee's Department Head, not to exceed eight hours with the exception of Police, Fire, and Library Personnel.

Insurance Benefits

The City of Burlington has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of the City. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits or address eligibility for benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents or assert any expectations or promises of benefits, coverage or eligibility. Your rights can be determined only by referring to the full text of the official plan documents and by the plan administrators. All official plan documents are available for your examination in the Payroll/Benefits Department. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Health Insurance

The City provides a self-insured PPO Health Insurance Plans administered by a third-party administrator for all employees who work a regular schedule and the expectation is for that employee to work 30 hours or more per week. Health Insurance will take effect on the 31st day of employment.

Employees who are eligible for health insurance coverage may opt out of the plan or seek reduced coverage after providing the city with proof of alternate coverage through another source. Employees eligible for family coverage who elect to receive single coverage only shall receive a monthly payment of \$200.00. Employees eligible for family coverage who elect to waive all coverage shall receive a monthly payment of \$400.00. Employees eligible for single coverage who waive all coverage shall receive a monthly payment of \$200.00.

Dental Insurance

The City offers a dental insurance plan. Dental insurance will take effect the 1st of the month following 30 days of employment. The City pays one hundred percent (100%) of the premium for single and family coverage for an eligible employee. The total plan description and the payment of costs for major and basic services is described in the benefits plan summary.

Vision Insurance

The City offers a vision insurance plan covering materials only. Vision Insurance will take effect the 1st day of employment. The City pays \$5.00 towards this benefit, and the eligible employee pays the difference of the premium for single and family coverage.

Group Life Insurance

The City provides life insurance through the Department of Employee Trust Funds in the amount of one times an employee's annual salary rounded to the next highest even thousand for a WRS eligible employee. Contact the Payroll & Benefits Department to purchase additional coverage for yourself, spouse and dependents which are available at employee cost.

Retirement Plan

The City participates in the Wisconsin Retirement System. Eligible employees are required to pay a portion of the contribution into the Plan.

Deferred Compensation

Eligible employees of the City may participate in the Deferred Compensation Plan. Deferrals cannot begin until after you execute a Participation Agreement. Employees are to contact the Benefits Department for additional information.

Worker's Compensation and Light Duty

The City is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your department supervisor. In the case of an emergency, you should go to the nearest hospital emergency room for treatment.

Tuition Reimbursement Policy

If an employee is a regular full-time employee and has worked for the City in that capacity for at least one (1) year, then he or she may be eligible to participate in the City's tuition reimbursement program, subject to budgetary restrictions. In the event that the City agrees to support an employee's academic efforts, and believes that the employee's general job performance warrants such belief, the City will partially reimburse the employee for tuition of certain courses that it believes are job-related. Employees could be reimbursed up to \$200 per credit hour with a maximum expense of \$1800 per traditional college or university semester/trimester for a Maximum of \$3,600.00 per calendar year.

Eligible courses must be directly and substantially related to an employee's improving productivity in his or her current job. The amount an employee receives will depend on the City's approval and upon the grade received. To receive tuition reimbursement, an

employee must apply and be approved before the course begins. This is how the program works:

1. Request a Tuition Reimbursement Pre-Approval Form from your Department Manager. Completed form should be return back to your Department Manager for approval. Completed form needs to be returned no later than October 1 for reimbursement in the following budget year. This form includes an agreement and acknowledgement of the employee's reimbursement obligations to the City.
2. Once the Department Manager has approved the Tuition Reimbursement Pre-Approval form, this will need to be sent to the City Administrator for approval. The City Administrator will return the form back to the Manager/Supervisor who will then notify the employee for the approval/denial.
3. The employee pays the initial course fees.
4. Once the employee receives their grades, the employee should complete the Tuition Reimbursement Request Form and give to the Department Manager with a copy of the paid tuition bill and final grades. The Department Manager will turn in the Tuition Reimbursement form and the documentation of what was paid and grades to the payroll department for reimbursement to the employee on the next payroll.
5. For 100 percent reimbursement of up to \$200.00 per credit, the employee must receive a grade of "A". Reimbursement of 75 percent of up to the \$200.00 per credit the employee must receive a grade of "B". No reimbursement is provided for a grade below a "B". If an employee resigns or is terminated before receiving a grade, the employee will not be reimbursed for tuition expenses. If an employee resigns or is terminated within twelve (12) months after receiving the reimbursement payment, then the employee must repay the City in full for the reimbursement amount.

Resignation, Termination or Layoff

When an employee decides to leave for any reason, his/her supervisor and the Administration Department would like the opportunity to discuss the reasons for leaving and any other impressions the employee may have of the City. These insights are helpful. After full consideration, if the employee decides to leave, it is requested that the employee provide the City with a written two-week advance notice period (vacation days or personal days should not be included in the two-week notice period). The City will only compensate employees for unused earned vacation if the employee works throughout the notice period and is not terminated for violations of City policy; otherwise, unused vacation will be considered unearned.

A. Benefits-Medical and dental benefits end as determined by the insurance plans, which at this time are at the last day of the month in which your last day of employment falls. An employee has the option to continue Medical/Dental Benefits in accordance with the COBRA regulations.

B. Any property issued to the employee, such as computer equipment, keys, uniforms, company credit cards, etc. is the property of the City of Burlington and must be returned at the time of termination. Employees are responsible for any lost or damaged items.

C. Layoff and Recall. Many situations arise that can result in the need to lay employees off from their positions with the City. These reasons include, but are not limited to: lack of work; financial reasons; the elimination of a position; changes in duties or responsibilities; organizational changes; and other business related reasons. Layoffs can be temporary or permanent, depending on the situation.

If an employee is laid off, the job duties remaining may be assigned to other employees with required qualifications.

An employee that is laid off will remain on the health insurance through the date as designated by the City. After that, they will have the opportunity to continue on the health insurance, at their own expense, under continuation rights.

Other insurance benefits (life insurance, disability insurance, retirement benefits, etc.) will end the day of layoff. If this is a temporary layoff, benefits will be reinstated effective the first day the employee returns to work. Further questions about benefits during the time of a layoff should be directed to the City Human Resources.

Final Paycheck

Employees leaving the City must return office keys, corporate credit cards, etc., before their final paycheck can be issued. This final paycheck will be mailed during the next normal pay period. If there are unpaid obligations to the City, the final paycheck will reflect the appropriate deductions.

APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT AND ANTI-RETALIATION POLICY

It is the policy of the City of Burlington that all employees have the right to work in an environment free of all forms of unlawful harassment, discrimination and retaliation. The City of Burlington will not tolerate, condone, or allow harassment, discrimination or retaliation by any employee, elected or appointed official, or other non-employees who conduct business with the City. The City of Burlington considers harassment, retaliation and discrimination of others based on one's protected status to be forms of serious employee misconduct. Therefore, the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, discrimination and retaliation. A violation of this City policy can lead to discipline up to and including termination, with repeated violations, even if minor, resulting in greater levels of discipline as appropriate. Individuals covered under this policy include employees and applicants for employment, volunteers, collectively referred to as employees and elected and appointed officials..

This policy prohibits any City employee from harassing another employee. Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance. Prohibited harassment includes, but is not limited to:

- Ridiculing, mocking, deriding, or belittling another person;
- Making offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex (including sexual orientation, transgender status, gender identity, or pregnancy), religion, age, disability, national origin, ancestry, creed, genetic information or history, marital status, participation in the the military reserve and veteran status, arrest and conviction record, use of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other legally protected characteristic. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by the City of Burlington.
- Usage of voicemail, e-mail, the Internet, or other such sources as a means to harass another individual.

This policy prohibits any City employee, regardless of gender, from sexually harassing another employee. Prohibited sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, flirtations, propositions or requests for sexual favors;
- Unwelcome verbal abuse of a sexual nature, including sexually degrading words to describe an individual and graphic or suggestive comments to or about an individual;
- Unwelcome physical contact or gestures; of a sexual nature, which may include touching, hugging, massages, kissing, pinching, and patting or regularly brushing up against the body of another person; Making submission to (or rejection of) such conduct a factor in the employment decisions affecting the employee;
- Permitting such conduct to interfere with an employee's work performance, or to create a hostile, intimidating or offensive work environment;

- The display in the workplace of sexually suggestive objects or pictures, including nude and semi-nude photographs, calendars, comics, or jokes.
- Usage of voicemail, e-mail, the Internet or other such sources as a means to express or obtain sexual materials, comments, etc.

Harassment and sexual harassment can happen regardless of the individuals' gender, gender identity, or sexual orientation, and can, for example, occur between same-sex individuals as well as between opposite-sex individuals, and does not require that the harassing conduct be motivated by sexual desire. Likewise, these same principles hold true for harassment based on other protected statuses where the offending party possesses the same or similar protected status as the target of the harassment.

The excuses of the offending party, while important, are not necessarily forgiving or tolerable. For example, "I was joking" or "I didn't mean it that way" are not defenses to allegations of harassment or inappropriate behavior. Nor is being under the influence of alcohol or other substances an excuse for violating this policy.

This policy also prohibits an employee, officeholder, or third party from discriminating against another employee. Prohibited discrimination includes treatment of a person in an illegal unjust or prejudicial manner based on protected status under the law where no reasonable distinction can be found between those favored and those not favored.

This policy further prohibits an employee, officeholder, or third party from retaliating against another employee. Prohibited retaliation is discrimination, harassment, or tangible employment action taken against an employee, or otherwise punishing an employee because the employee filed a charge of discrimination, because they complained to the City about harassment or discrimination on the job, or because the employee participated in an employment harassment or discrimination proceeding (such as an investigation or lawsuit).

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities, and other matters where the work environment is affected by such behavior. Employees and officeholders are expected to be careful about what they say and do in these circumstances, particularly when interacting with one another.

Each employee, officeholder, and third party is responsible for assisting in the prevention of unlawful harassment, discrimination and retaliation by the following acts:

- Refraining from conduct prohibited by this policy as defined above, including the participation in or encouragement of actions that could be perceived as harassment, discrimination or retaliation based on a protected status;
- Behaving courteously and professionally toward others;
- Reading this policy and fully understanding and complying with its requirements;
- Immediately and thoroughly reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy; and
- Encouraging any person who confides that he or she is being harassed, retaliated or discriminated against to report these acts and reporting these acts if they are observed or not reported.

Employees, officeholders, and third parties are expected to cooperate fully in any investigation, whether or not they are directly involved in the incident. They shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Each supervisor shall be responsible for preventing unlawful harassment, discrimination, and retaliation by complying with the responsibilities referenced herein and by:

- Monitoring the work environment for signs of harassment, discrimination, retaliation and other prohibited conduct;
- Informing employees of the types of prohibited behavior, and the procedures for reporting and resolving complaints of harassment, discrimination and retaliation;
- Stopping any observed behavior that may be prohibited conduct and taking appropriate steps to intervene and report behavior, whether or not the involved employees are within his or her line of supervision; and
- Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor has the responsibility to assist any employee who comes to that supervisor with a complaint of harassment, discrimination or retaliation by documenting and filing a complaint in accordance with this policy. Failure to carry out these responsibilities may be grounds for discipline.

An employee who believes he/she has been the subject of harassment, discrimination or retaliation or who has witnessed such conduct against another person should promptly take the following steps:

- (1) Politely but firmly state to the person who is doing the offending conduct how you feel about his/her actions and request that the person cease such behavior immediately.
- (2) Report the matter as soon as possible to your immediate supervisor. State in writing the specific details, and particularly the facts, of the behavior.

It is the policy of the City to receive all reasonable complaints, seek early corroboration and quickly apply remedial action, including sanctions, when appropriate. Any complaint of harassment, discrimination, or retaliation shall receive the immediate attention of the supervisor to whom it is made. The supervisor shall immediately forward all complaints brought to his/her attention to his/her department head and the City Administrator for investigation. Supervisors shall not discourage employees from making complaints. If a matter involves a supervisor, then the target or observer of harassment, discrimination, or retaliation may approach the City Administrator. . If the matter involves the City Administrator, then the complainant should contact the Mayor or Chief of Police. If the matter involves an officeholder, then the target or observer should contact the City Administrator. An investigation will be undertaken to determine the facts of the complaint. The investigation will include conferring with the parties and witnesses named by the complaining person. If the investigator learns of allegations that rise to the level of criminal activity, such as battery, rape, or threats, the investigator will immediately contact the City Administrator or Chief of Police. Because of its sensitive nature, complaints will be investigated with particular care

and should remain, to the extent possible, confidential. After appropriate investigation, any employee found to have harassed, discriminated against, or retaliated against another person will be subject to appropriate disciplinary action, up to and including discharge, and the City will also take prompt and appropriate remedial action designed to end the harassing, discriminatory, or retaliatory behavior and to make the target of such behavior whole.

Retaliation against any employee for filing a harassment, discrimination or retaliation complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is prohibited by the City of the Burlington and by the law. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment complaints.

The City recognizes that the question of whether a particular action or incident is a purely personal, social matter without a discriminatory affect requires a factual determination based on the facts of the incident. The City also recognizes that false accusations of harassment can have serious adverse effects. The City expects all employees to act honestly, in good faith, and responsibly in complying with and enforcing this policy. It is the City's desire to continue providing a pleasant work environment for all employees, free of harassment, discrimination and retaliation.

The City will provide training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions defined in this policy. Any employee who has questions about this policy should talk with his or her supervisor or the City Administrator.

Employees also have the ability to promptly report any violations of law, including assault, rape, battery or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, discrimination or retaliation claims to both State and Federal Agencies. Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608) 266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203, Telephone: (414) 297-1111.

APPENDIX B: HEALTH INSURANCE PRIVACY POLICY

During the course of performing assigned job duties, certain employees may use or disclose health information of City health plan participants (“Health Information”). As a hybrid covered entity, the use and disclosure of Health Information by employees of the City is governed by the rules and regulations established under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”); the Health Information Technology for Economic and Clinical Health Act (“HITECH”); other applicable federal and state laws governing the privacy and security of Health Information; and related contracts, policies and procedures of the City. You can access the City’s HIPAA and HITECH policies and procedures by contacting the City Administrator.

All workforce members that handle such Health Information must at all times do so in a confidential manner, and commit to the following obligations:

Participate in and attend all HIPAA/HITECH related training and education provided by the City.

Comply with all City policies and procedures regarding Health Information.

Use and disclose Health Information only in accordance with City policies, this Handbook, HIPAA, HITECH, and other applicable federal and state laws governing the privacy and security of health information.

Not disclose or discuss Health Information with anyone outside of the City except as expressly authorized by the City for purposes of fulfilling properly assigned duties.

Request, obtain, use, and disclose only the minimum necessary Health Information as necessary to perform assigned duties.

Take reasonable care to properly secure Health Information and take steps necessary to ensure that unauthorized employees or third parties cannot view or access Health Information.

Not disclose passwords to anyone or allow anyone to access any Health Information without the express permission of the City. Not record or post passwords in an accessible location. Not use any other person’s password to access Health Information.

Immediately notify a supervisor of any vendor who needs access to Health Information in order to provide services to the City health plan but does not have a valid, executed business associate agreement on file.

Immediately report to a supervisor any unauthorized use or disclosure of Health Information of which you become aware.

Safeguard all claims, reference materials, policies, handbooks, papers, equipment, and software containing Health Information.

Failure to comply with any of the obligations set forth in this Policy shall subject the employee to disciplinary action, up to and including suspension or termination of employment, which will be determined based upon several factors, including but not limited to the following:

Severity of the violation

The potential of harm to individuals and the City

Frequency of the violation

Whether the violation was also a violation of HIPAA, HITECH, or other applicable federal or state law governing privacy and security of Health Information:

The employee's intent

Employee work history and performance

Any mitigating or aggravating circumstances

The above factors will be taken into account in varying weights depending upon the specific circumstances of each violation. A single violation of this Policy may result in termination.

The City of Burlington is also required to abide by the terms of this policy, which may be amended from time to time. The City reserves the right to change the terms of this policy and to make the new policy provisions effective for all health information that it maintains. If the City of Burlington changes its policies and procedures, the City will revise the policy and will provide a copy of the revised policy to all plan participants within 60 days of the change. Plan participants have the right to express complaints to the City of Burlington and to the Secretary of the Department of Health and Human Services if it is believed that privacy rights have been violated. Any complaints to the City of Burlington should be made in writing to the City Administrator.

The City of Burlington will not retaliate against any plan participant for filing a complaint. The City of Burlington has designated the City Administrator, as its contact person for all issues regarding patient privacy and plan participant privacy rights.

APPENDIX C: AMERICANS WITH DISABILITIES ACT (ADA) POLICY

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Burlington will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: City of Burlington does not discriminate on the basis of disability in its hiring or employment practices and complies with all ADA regulations.

Effective Communication: City of Burlington will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in City's offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of City should contact the City's Human Resources, 300 North Pine Street, Burlington, WI 53105, (262) 342-1176 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of City of Burlington is not accessible to persons with disabilities should be directed to City Administrator, City of Burlington

The City of Burlington will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services, or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

APPENDIX D: GRIEVANCE PROCEDURE FOR CITY OF BURLINGTON

Discipline and Grievance Procedure

Discipline

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City of Burlington (City). Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Grievances

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, "workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

Step 1 – Written Grievance Filed with City Administrator. The employee must prepare and file a written grievance with the City Administrator within ten (10) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the matter with the employee's supervisor and the employee's signature and the date. The City Administrator or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his or her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves discipline, workplace safety or termination of the City Administrator, the grievance shall be filed with the Mayor and the Mayor or his/her designee shall conduct the Step 1 investigation.

Step 2– Impartial Hearing Officer. If the grievance is not settled at the first step, the employee may request in writing, within ten (10) business days following receipt of the Step 1 decision, a request for written review by an impartial hearing officer. The City shall designate the impartial hearing officer. The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

Step 3 – Review by the Governing Body If the grievance is not resolved after Step 2, the employee or the City Administrator shall request within ten (10) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the City Council. The City Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the City Council’s next regular meeting. The City Council will inform the employee of its findings and decision in writing within ten (10) business days of the City Council meeting. The City Council shall decide the matter by majority vote and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.

APPENDIX E: FLEXTIME POLICY FOR EXEMPT EMPLOYEES

Flexitime is a provision that gives Exempt employees the flexibility to perform their assigned duties outside of conventional business hours. The flexitime option is not an employee benefit; it is a management option that provides an alternative means to fulfill work requirements.

Provisions

The opportunity to engage in flexitime must be approved by both the employee and the employee's supervisor, and must demonstrate mutual benefit. The City of Burlington reserves the right to revoke flexitime privileges at any time for reasons including, but not limited to, scheduling conflicts, concerns regarding the productivity of employees, and a decline in customer service levels.

The normal workweek for all administrative and supervisory staff, per their job description, shall be as necessary to properly perform the duties of their job. They shall be considered to be on duty whenever a need exists for their services. This means that sometimes they are required to work outside of the normal workday of 8 hours or the normal workweek of 40 hours. When this happens they may be allowed to take Flexitime at the discretion of the Department Director. Flexitime is defined as time off granted to Exempt employees for working beyond their normal work schedule.

Proper Use of Flexitime

Flexitime is earned at a 1 to 1 rate; that is, 1 hour of flex time for 1 hour worked beyond the normal schedule.

Flexitime cannot be accumulated and must be used by the end of the next pay period following the accrual pay period, otherwise the time is lost. It is not necessary to complete a Leave Request form when utilizing Flexitime.

Employees wishing to use flexitime must submit their request to their Department Director. The consent of the Department Director must be obtained prior to the use of flex time.

The Department Director will make reasonable efforts to accommodate the employees' preferences. However, no request for a change in work hours shall be approved if the change would diminish the effectiveness of the employees' functions or requirements of the job.

This policy is not meant to permit employees to work during lunch and end their workday earlier than they should.

Employees shall be responsible for attending all mandatory department meetings and training. Employees shall be expected to attend such events even if the meeting or training is scheduled at an "off" time.

Exceptions

The exception to this policy is only for Sergeants from the Police Department. Due to their shift work schedules and the inability to take time off within the same pay period, an exception is warranted to avoid incurring additional costs to the City of Burlington. Sergeants may accumulate flextime and must be used by the end of the calendar year in which it was earned or the time will be lost.

RESPONSIBILITIES: Department Directors

Department Directors may consider, approve, and revise work schedules based on business needs. Approval of alternative work schedules should ensure that:

The level and quality of customer service is maintained or increased.

Schedules coordinate with needs of internal and external customers.

Resources are used efficiently and effectively.

Operational deadlines are met without increased overtime or comp accrual.

RESPONSIBILITIES: Employee

Completing assigned work.

Using work time effectively.

Assuring the same or improved level of customer service.

Maintaining dependable attendance.

Documenting timekeeping accurately, and

Communicating work needs to his/her Director/Manager.

APPENDIX F: ELECTRONIC DEVICE POLICY

Full time employees who must remain accessible due to the nature of their duties and/or who must be available for consultation or emergency response will be issued a duty-appropriate City-owned electronic device (“Device”), such as tablet or cellular phone. Certain responsibilities may require an employee to be readily accessible via Device outside normal working hours, to be away from the regular work station on a regular basis, or that their work station is not traditional (e.g. within a vehicle). A Device will be issued only upon determination of nature of position, need and approval by the Department Head or City Administrator. The City recognizes that not all employees require the use of a Device for business purposes. Use of personal, non-City issued electronic devices is prohibited in the conduct of City business.

Usage of Device: A User must use a Device for the primary purpose of furthering the objectives of, and participating in, City business. A Device must not be used in violation of any current or future policy of the City, including the use of its computer system, e-mail system or internet system. A User is expected to keep a Device turned on and available as directed and authorized by the Department Head or Administration.

As with all City-issued telephonic and networking equipment, limited incidental and occasional personal use of the Device may occur; frequent or lengthy use for personal reasons is a violation of this policy. Personal use shall not substitute for an employee’s personal electronic device. Users shall have no expectation of privacy related to the use of a Devices or any features with said use (e.g. text messaging, email, etc.); the City reserves the right to monitor the use of all Devices. Wireless and cellular transmissions are not considered secure, and employees should use discretion in relaying confidential information.

Electronic business communication such as texting or emailing while operating a vehicle is prohibited, however cellular calls may be placed or received as needed.

City Ownership and Access to Device: Devices are the property of the City. All files stored locally on a Device may be public records subject to disclosure under the Wisconsin Open Records Law, pursuant to Wisconsin Statutes §19.21-19.39, and the Wisconsin Open Meeting Law, pursuant to Wisconsin Statutes §19.81-19.98. An employee must provide the City access to a Device and all files stored locally on a Device promptly upon request by the Mayor or City Administrator.

Care of Device: The User is responsible for the general care of a Device, for assuring that a Device is in good working order and for taking appropriate precautions to prevent theft, damage, and vandalism. In the event that a Device is lost, stolen, quits working or is damaged, the User is responsible for reporting it to the Department Head or City Administrator. Devices must remain free of any writing, drawing, stickers or labels that are not the property of the City. Only a clean, soft cloth should be used to clean a screen.

Devices that have been damaged from misuse, neglect or accident, in the sole and exclusive judgment of the City Administrator, will be repaired by the City, with the cost borne by the User. Damage includes, but is not limited to, broken screens, cracked plastic

pieces, and inoperability. If the cost to repair the device exceeds the cost of purchasing a new device, the User shall pay the full replacement value.

Software on Device: The software and applications installed by the City must remain on a Device in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications for use by the User such that the User may be required to check in their Device for periodic updates and syncing. Users should report any malfunction in software and applications to the Department Head. Any software, e-mail messages or files downloaded via the Internet into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. If technical difficulties occur or illegal software is discovered, the Device will be wiped clean and restored to factory default. The City does not accept responsibility for the loss of any software, electronic content or documents deleted due to a wipe and restore.

Acceptable Use: Upon receipt of this Handbook, a User acknowledges and understands that a Device and all data and applications contained on the Device are not private or confidential. Users have no expectation of privacy with respect to any use of a Device or the applications installed on the Device. Users shall not use the Devices in any way as to violate federal, state, or local laws. Users shall not use a Device to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Return of Device: Users are required to return their Device to the Department Head when leaving employment. Upon return of the Device to the City and following the preparation of any appropriate backup files, the Device will be wiped clean of any and all information.

Non-Exempt Employees: Non-exempt employees are strictly prohibited from performing work via Device during non-work hours or off days, unless authorized by the Department Head. Unauthorized use of electronic devices by a non-exempt employee when off-duty may become subject to disciplinary action.

Compliance with Policy: The City reserves the right to inspect any and all files stored on a Device that are the property of the City in order to ensure compliance with this Policy. Users do not have any personal privacy right in any matter created, received, stored in, or sent from any Device. Violation of this policy may subject an employee to disciplinary action up to and including termination.

APPENDIX G: SOCIAL MEDIA USE POLICY, STANDARDS AND PROCEDURES

Purpose

To address the fast-changing landscape of the Internet and the way residents and businesses communicate and obtain information about the City of Burlington online, the City departments may consider using social media tools to reach a broader audience. The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate.

The City has an overriding interest and expectation in deciding what is “announced” or “spoken” on behalf of the City on social media sites. This policy establishes both internal and external procedures for the use of social media.

Scope

All City Employees are subject to the terms of the Policy.

Definitions

“City Websites” are all websites that are owned, maintained, or controlled by the City on which information is posted for public viewing or use.

“Social Media Pages” are web pages that provide a means for various forms of discussion and information-sharing, and include features such as social networks, blogs, video sharing, podcasts, wikis, message boards, and news media comment sharing/blogging. Social Media Pages are hosted by websites that authorize multiple users to establish, post content on, and operate their own individual Social Media Page. Technologies associated with Social Media Pages often include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of websites that host Social Media Pages include, but are not limited to, Google and Yahoo Groups (reference, social networking); Wikipedia (reference); Facebook (social networking); YouTube (social networking and video sharing); Flickr (photo sharing); and Twitter (social networking and microblogging).

“Social Networking Activities” are the activities undertaken to make and maintain connections and engage with business and/or social contacts, which include making connections through clubs, organizations, phone contacts, written correspondence or through internet-based websites, applications, and services. The City may use a variety of web-based groups, technology, or applications for the purpose of Social Networking Activities.

General

All of the City’s social media sites that are posted by departments and offices will be subject to approval by the City Administrator or designee.

The City's website (<http://www.burlington-wi.gov>) will remain the City's primary and predominant internet presence.

The most appropriate uses of the City's social media tools are as informational channels to increase the City's ability to broadcast its messages to the widest possible audience.

Wherever possible, content posted to the City's social media sites will also be made available on the City's website.

Wherever possible, content posted to the City's social media sites must contain hyperlinks directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct business with the City of Burlington.

As is the case for the City's website, the department's director or designee will be responsible for the content and upkeep (including maintenance and monitoring) of any social media site that department may create.

Wherever possible, the City's social media sites shall comply with all appropriate City of Burlington policies and procedures.

The City's social media sites shall comply with the City's conflict of interest code and applicable ethics rules and policies.

The City's social media sites are subject to the Wisconsin Public Records Law. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication (with certain exceptions), is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media; provided, however, such requests shall be handled in collaboration with the City Attorney's Office. Content related to City business shall be maintained in an accessible format and so that it can be produced in response to a request (see the City's Twitter, Facebook and Video Posting standards). Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting may be or are subject to public disclosure upon request. Users shall be notified that public disclosure requests must be directed to the relevant department's director or designee.

Wisconsin law and relevant City records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible. Appropriate retention formats for specific social media tools are detailed in the City's Twitter, Facebook and Video Posting standards.

Users and visitors to the City's social media sites shall be notified that the intended purpose of the site is to serve as a means of communication between City departments and members of the public. The City has a unique policy pertaining to Facebook (see below); however, for all other social media formats, the City's social media site articles, posts and comments containing any of the following forms of content shall not be allowed and shall be removed as soon as possible:

Sexual content or links to sexual content

Solicitations of commerce

Conduct or encouragement of illegal activity

Information that may compromise the safety or security of the public or public systems

Content that violates a legal ownership interest of any other party

Users shall be informed by posting to the City's social media sites that the City disclaims any and all responsibility and liability for any materials that the City deems inappropriate for posting, which cannot be removed in an expeditious and otherwise timely manner.

These guidelines must be displayed to users or made available by hyperlink on all social media formats that allow the removal of user comments, posts, etc. (e.g., Twitter does not allow for the removal of tweets). Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available (see the City's Facebook and Video Posting standards), in accordance with the City's policy on the retention of such information.

The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

The City will approach the use of social media tools as consistently as possible, enterprise wide.

All new social media tools proposed for City use will be approved by the City Administrator.

PROCEDURES

Administration of the City's Social Media Sites

The City Administrator's Office will maintain a list of social media tools which are approved for use by City departments and staff.

The City Administrator's Office will maintain a list of the City's social media sites, including login and password information. The department's director or designee will inform the City Administrator of any new social media sites or administrative changes to existing sites.

The City must be able to immediately edit or remove content from social media sites.

For each social media tool approved for use by the City the following documentation will be developed and adopted:

Operational and use guidelines

Standards and processes for managing accounts on social media sites

City and departmental branding standards

Enterprise-wide design standards

Standards for the administration of social media sites

Social Media Standards

The following social media tools have been approved by the City and standards have been developed for their use:

Twitter

Facebook

Video - Video Posting

The use of other sites must be approved by the City Administrator or designee.

City Employee Social Media Procedures—Use of City Social Media Pages and City Websites

City Employees representing the City via the City Websites, Social Media Pages, or Social Networking Activities must conduct themselves at all times as representatives of the City and in accordance with all Human Resources Policies, Administrative Directives, other City policies, including without limitation the following.

City Employees posting content must follow these guiding principles:

Maintain transparency by using your real name and job title, and by being clear about your role regarding the subject.

Write and post only about your area of expertise, and if such posting is related to the City and your assignments.

Keep postings factual and accurate.

Post meaningful, respectful entries that are on topic.

Pause and think before posting. If you are about to post something that makes you even slightly uncomfortable, do not post it. Understand that postings are widely accessible, not easily retractable, and will be around for a long time, so consider content carefully.

Ensure your posting does not violate the City's privacy, confidentiality, and applicable legal guidelines for external communication.

Ensure you have the legal right to publish all materials, including photos and articles pulled from other sites. Abide by all brand, trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws. Even when using material from copyright-free sources, always include appropriate attributions.

Remember that your postings are ultimately your responsibility.

City Employees may not post inappropriate content on City Social Media Pages and City Websites when acting in official capacity. Such inappropriate content may include, but is not limited to:

That which directly or indirectly endorses any person or organization not directly associated with the City, unless otherwise approved by the City Administrator.

Commentary or personal opinions.

Photographs, music, video, graphics, or other content unless you have first obtained the written permission of the copyright holder or proof of being royalty-free.

Content in support of or opposition to political campaigns or ballot measures.

Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.

Information that may tend to compromise the safety or security of the public, public systems, or public services.

Content that violates a legal ownership interest of any other party.

Information related to legal matters, litigation, or any parties with whom the City may be in litigation.

Content that violates any applicable law or encourages the violation of any applicable law.

Personal attacks, insults, or threatening language.

Private or personal material published without consent.

Profane language or obscene content.

All City Employees must complete the Social Media and Networking Agreement Form.

City Employees may not post content to City Websites or Social Media Pages, or engage in Social Networking Activities related to the City during personal time, unless otherwise authorized by their Department Head. All posts must be made as part of the City Employees regular work schedule.

City Employee Social Media Procedures—Personal Use of Social Media Pages and Websites

City Employees using their personal Social Media Pages and other website on their personal time should conduct themselves in an appropriate manner and remember that at all times they are a representative of the City.

City Employees posting content must follow these guiding principles:

Pause and think before posting. If you are about to post something that makes you even slightly uncomfortable, do not post it. Understand that postings are widely accessible, not easily retractable, and will be around for a long time, so consider content carefully.

Ensure your posting does not violate the City's privacy, confidentiality, and applicable legal guidelines for external communication.

Ensure you have the legal right to publish all materials, including photos and articles pulled from other sites. Abide by all brand, trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws. Even when using material from copyright-free sources, always include appropriate attributions.

Remember that your postings are ultimately your responsibility.

City Employees may not post inappropriate content on personal Social Media Pages and Websites during their free time. Such inappropriate content may include, but is not limited to:

Photographs, music, video, graphics, or other content unless you have first obtained the written permission of the copyright holder or proof of being royalty-free.

Information that may tend to compromise the safety or security of the public, public systems, or public services.

Content that violates a legal ownership interest of any other party.

Content that violates any applicable law or encourages the violation of any applicable law.

City Employee Discipline

The various Department Directors or their designees, as may be established from time to time, are responsible for the compliance with the provisions of this Policy by City Employees under such Department Director's control and for investigating non-compliance.

Suspension of a City Employee's Internet access may occur when deemed necessary to maintain the operation and integrity of the City's internal network or if a City Employee has violated this Policy.

Internet user account and password access may be withdrawn without notice if a City Employee violates this Policy.

Lack of adherence to this Policy may result in disciplinary action up to and including termination.

If a City Employee violates any applicable Laws, the City may pursue criminal or civil action against the City Employee.

For any website that appears to be operating as a City Website, without receiving the appropriate approvals from the City Administrator, or if the City Administrator determines the public may perceive that any unaffiliated website expresses official views of the City, the City will notify such website that it must conspicuously post the following notice:

This website is not affiliated with The City of Burlington or any of its subsidiary bodies. The views and opinions expressed in this website do not reflect the views or positions of The City of Burlington. The City of Burlington has not and cannot verify the veracity of the content of this website and is not responsible for any injury that results from the reliance on information presented on this website.

Should any such website refuse to comply, the City will send a cease and desist notice and pursue any other legal recourse in the City's interests.

Twitter

Purpose

Twitter is a micro-blogging tool that allows account holders to tweet up to 140 characters of information to followers. By procuring and maintaining Twitter accounts, City departments will communicate information directly to their Twitter followers, alerting them to news and directing them to the City's website for more information. These standards

should be used in conjunction with the City's Social Media Use Policy, Standards and Procedures.

Content

The City Administrator or designee shall hold and maintain that department's Twitter account.

The City will have only one Twitter account, unless otherwise approved by the City Administrator. Account information, including usernames and passwords, shall be registered with the City Administrator.

Twitter accounts shall serve three primary purposes:

Disseminate immediate interesting or important information to residents of which a news item on the City's website is not necessary or possible.

Promote City-sponsored meetings, events, programs and facilities.

Refer followers to a news item or content hosted at the City's website and the department's Facebook page.

Information posted on Twitter shall conform to the existing protocols the City and the department that is posting the information. Tweets shall be relevant, timely and informative.

Twitter content, as much as possible, shall mirror information presented on the City's website and other existing information-dissemination mechanisms. The City Administrator or designee shall ensure that information is posted correctly the first time.

Departments will use proper grammar and standard AP style, and will avoid the use of jargon and abbreviations. Twitter is more casual than most other communication tools, but communications must still best represent the City at all times.

Where appropriate, the City Administrator or designee shall be responsive to those constituents who communicate via Twitter's @reply or direct message functions. Where appropriate, communication with followers will be timely and consistent with existing protocols.

Archive

The City Administrator or designee will maintain an electronic record or printout of any information necessary to retain for the purposes of public records retention in accordance with applicable City policy regarding retention of such information that is not available from the application.

Facebook

Purpose

Facebook is a social networking site that continues to grow in popularity and functionality. Businesses and government agencies have joined individuals in using Facebook to promote activities, programs, projects and events. This standard is designed for City departments looking to drive traffic to department websites and to inform more people

about City activities. These standards should be used in conjunction with the Social Media Use policy and video posting policy. As Facebook changes, these standards may be updated as needed.

Format

For 'type' description, choose “government”.

The main image shall be the Department logo or an appropriate photo. It may also be the City's logo and the City logo must be one of the profile pictures.

Departments will include a mission statement or appropriate text in the introduction box on the Wall Page.

Using the FBML static page application, a boilerplate section should contain a department/program description and the following:

“Thank you for reading this official Facebook page produced and managed by the City of Burlington. For more information about the City of Burlington, please visit www.burlington-wi.gov. The sole purpose of this page is to keep residents and visitors apprised of the City’s current events and matters of public interest from the City.

Comments published on the City’s page, including, but not limited to, comments on posts, shares, and photos may appear on the commenter’s personal page; however, the commenter’s comment will not appear on the City’s official page, as the City has no obligation to publish comments of others for public view. The City does not endorse any comment made by members of the public on its official page, and in no way are these comments representative of the City, City officers or City employees. The City likewise disclaims responsibility for any comments made by members of the public on its official page and any commenter is solely and personally responsible for his or her comments.

If comments are turned on, the FBML page shall also include a Comment Policy Box with the following disclaimer:

“Comments posted to this page will be monitored and inappropriate content will be removed as soon as possible. Under the City of Burlington Social Media Use Policy, Standards and Procedures, the City reserves the right to remove inappropriate content, including, but not limited to, those items that have sexual content, threaten any person or organization, violate the legal ownership interest of another party, promote illegal activity and promote commercial services or products. The City does not endorse any comment made by members of the public on its official page, and in no way are these comments representative of the City, City officers or City employees. The City likewise disclaims responsibility for any comments made by members of the public on its official page and any commenter is solely and personally responsible for his or her comments.”

A link to www.burlington-wi.gov will be included on the Info page.

Page Administrators

A successful page requires consistent attention. The City Administrator will designate one or more staff members as page administrators who will be responsible for monitoring the City’s Facebook page. Only designated department staff members will make posts.

The City Administrator or designee will be responsible for ensuring content is not stale. The department will designate one or more back-up administrators.

Comments and Discussion Boards

Public comments to the Wall, posts, photos, videos, links, etc., will generally not be allowed, as the City has instituted a filter so as to prevent public comments from appearing on the City's official Facebook page. However, should that filter fail, public comments will be allowed, which will require the department to regularly monitor content in accordance with the guidelines set out within this Appendix (see "General"). If the department is unable to do so or for any other lawful reasons, the Facebook page or other forum may be completely disabled. Whenever possible, Discussion Boards shall be turned off unless approved by the City Administrator or designee.

Photos and Video

Page administrators may add photos and videos to the City's Facebook page. The approval of the City Administrator will not be required. If there are postings of photos and/or videos of the public, staff must secure waivers by individuals depicted in the photo and/or video. Photos and/or videos of the City's employees taken during regular office hours may be posted without obtaining waivers. Videos must follow the Video Posting Standard.

Whenever possible, the ability for fans to post photos, videos and links shall be turned off unless approved by the City Administrator or designee.

Style

The City's Facebook page will be based upon a template that includes consistent City branding.

Page Administrators will use proper grammar and standard AP style, and will avoid the use of jargon and abbreviations. Facebook is more casual than most other communication tools, but communications must still best represent the City at all times.

Applications

There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.

An application must not be used unless it serves an appropriate and a valid business purpose, adds to the user experience, comes from a trusted source, and is approved by the City Administrator.

An application may be removed at any time if the City determines that it is causing a security breach or spreading viruses.

Archive

The City Clerk or designee will maintain an electronic record or printout of any information necessary to retain for the purposes of public records retention in accordance

with applicable City policy regarding retention of such information that is not available from the application.

Indemnity

Most online sites require users to agree to terms of service that include such provisions as:

Indemnification and Defense. When a public agency creates an account on a social media site, it typically must agree not to sue the site, nor allow the site to be included in suits against the agency. Many sites also require the account owner to pay the site's legal costs arising from such suits.

Applicable Law and Venue. Most terms of service also assert that a certain state's laws apply to the terms of use and that the state's courts will adjudicate disputes.

The terms of service represent a binding contract; public agencies should assure that they have taken the steps necessary to bind the agency to such an agreement. No employee may execute terms of service or an agreement without authorization from the City Administrator.

Some companies are willing to negotiate on the substantive provisions in the terms of use, but they may be hesitant to negotiate separate agreements with dozens of different agencies. For example, the FAQ on the "Facebook and Government" page indicates that "at this time Facebook does not have any special legal agreements for state and local governments".

Video Posting

Purpose

The City will enable access to online video content, as this is the way many residents communicate and obtain information online. Key objectives for video content shall meet one or more of the follow goals: to further the department's mission, provide information about City services, showcase City and community events and explore City issues. The City encourages the use of video content to further the goals of the City and the missions of its departments, where appropriate. These standards should be used in conjunction with the City's Social Media Use Policy, Standards and Procedures.

Video Posting Guidelines

The City Administrator or designee will be responsible for approving the video content.

Video quality must be comparable to DVD resolution quality.

Low quality video will be considered as long as the audio portion is clear and the content is compelling and informative.

The department must secure a disclaimer from the author or owner or the right to use all of or part of a video if the video was not produced by the department or any other City department. Likewise, the department must secure a waiver from any individuals who are not City employees appearing in the video.

Videos streamed from other sources may not be posted to the City's website. Links to external videos are permitted, but it must only be used when content is relevant and necessary approvals are received.

Submitting Videos to Hosting Sites

Videos may be submitted to hosting sites such as YouTube and Vimeo as well as Facebook on a case-by-case basis under the direction of the City Administrator or designee.

Most of these sites limit the video to the lesser of 10 minutes in length or less than 1 GB of data storage.

Comments posted to these sites must be monitored or the ability to post a comment shall be turned off. Comments must adhere to the guidelines stated in the Social Media Use Policy.

Archive

Any video posted to a third party's video site must also be posted the department's website for purposes of records retention.

Social Media and Networking Acknowledgment

I acknowledge I have received the **Social Media Use Policy, Standards and Procedures** (the "Policy"). I agree to use City Websites, City-approved Social Media Pages, and engage in Social Networking Activities for City business only as appropriate and in compliance with this Policy. I understand that I must have approval from my Department Director and the City Administrator to use City Websites, Social Media Pages, or engage in Social Networking on behalf of the City. I also understand that I am responsible for all postings made by me on City Websites, Social Media Pages, or in Social Networking Activities including those made in the comments sections. I further understand that this Policy also applies to City-related postings made by me via personal (non-City) websites, Social Media Pages, and Social Networking Activities, and I agree to adhere to the guidelines in this Policy when so doing.

I acknowledge that all content on City Websites, City-approved Social Media Pages or in Social Networking Activities are considered to be City property and will be monitored by officials of the City. I understand that employees do not have personal or privacy rights in the use of City Websites, Social Media Pages, and in Social Networking Activities, and the postings, data, access to or distribution of such materials is subject to all applicable laws. I authorize my image, likeness, voice, and work product to be published, used and disclosed by the City on City Websites, City-approved Social Media Pages or in Social Networking Activities and I waive any rights I may have to royalties and compensation, and I understand the City retains sole right and discretion as to use and ownership of the information published, used and disclosed on City Websites, City-approved Social Media Pages or in Social Networking Activities to the extent permitted by law.

I agree to abide by all security procedures as set forth by IT, before accessing or posting publishing content on City Websites, City-approved Social Media Pages, or via Social Networking Activities. I acknowledge that any violation of the rules and guidelines set forth in this Policy or in any current or future modified Human Resources Policy and Procedure, can be grounds for disciplinary action, up to and including termination of my employment.

