

City of New Berlin General Financial Policy	TITLE 4th OF JULY CONTRACT POLICY
AUTHORIZATION DATE: 6/13/17	LAST UPDATE:
POLICY SOURCE: Mayor's Office Finance Committee	SCOPE: City-wide
Reviewed by City Attorney Yes – 3/9/17	Board/Commission Approval: Finance Committee: 06/08/17 Common Council: 06/13/17

GENERAL

The purpose of this policy is to establish and make clear the authority for commitment of the City of New Berlin to contracts related to the 4th of July Festival and to further clarify the required reviews and approvals for City contracts to provide for an open, transparent process.

The City does have a General Contracting Policy; however, given the unique nature of the 4th of July Festival and its organization, it has been determined that a separate Policy dealing with the 4th of July Festival is appropriate. To the extent that this Policy conflicts with the City's General Contract Policy, the terms and conditions of this Policy shall apply with respect to any 4th of July Festival contracts.

POLICY

- A. The 4th of July Commission shall be required to review and approve all contracts. Upon approval by the 4th of July Commission, the contract shall be referred to the City Attorney for review and approval as to form of the contract, as well as verification of the insurance documentation for vendors of the 4th of July Festival in accordance with the City's required insurance limits.
- B. All contracts must be submitted for review to the Recreation Supervisor and the City Attorney Office's *not less* than two (2) weeks before the Festival.
 - i. The Common Council shall be required to review and approve any contract relating to the 4th of July Festival with a face value or value in the aggregate of \$10,000.00 or more.
 - ii. For those contracts that are less than \$10,000.00, the Recreation Supervisor is hereby authorized to approve such contracts provided that there are funds in the 4th of July Budget to cover the costs of said contract.

- iii. In order to facilitate appropriate fiscal management, the 4th of July Commission is authorized to move money from one line item to another within their approved Budget upon notice to the Director of Finance and confirmation that the funds to be transferred are not otherwise encumbered by another pending approved project.

- C. The 4th of July Coordinator and/or the 4th of July Council Representative are authorized to make necessary purchases *during the course of the 4th of July Festival* up to \$500.00, but not to exceed \$1,000.00 in the aggregate.

- D. The annual Budget for the 4th of July Festival will be prepared and approved by the 4th of July Commission no later than 9/30th of each year. Upon approval of the proposed Budget by the Commission, said Budget shall be forwarded to the Common Council for final review and approval.

- E. City Staff is directed to establish a contract routing system, under which a contract recommended for approval by the 4th of July Commission would go to the City Attorney's Office for review and approval to the form of the contract, as well as the insurance documentation.

- F. Any contract approved which is not within the approved Budget and/or the spending of any contingency funds within said Budget must be approved by action of the Common Council.

This policy was reviewed and approved by the Finance Committee and Common Council and signed by Mayor David Ament on the 21st day of June, 2017 as evidenced by his signature hereon. Three signed originals of this policy have been generated. One original is maintained in the City Clerk's office, the second original is maintained in the Finance Department, and the third original is maintained in the Mayor's Office. This policy may only be modified by the Finance Committee with Common Council approval.



David A. Ament, Mayor

4th of July Contract Routing Form

Name of Contractor: _____

Contract Date: _____

Contract Amount: _____

Date contract was approved by 4th of July Commission: _____

City Attorney has reviewed & approved this contract with the following comments if any:

City Attorney

Date

Date Contract was approved by Council: _____

Routing for contract signatures:

City Attorney

Finance Director

Recreation Supervisor

Mayor

Other

Contract Information entered into database by Clerk's Office:

**Completed copy of this form should be returned to Recreation Supervisor.
This Contract Routing Form will be retained by the City Clerk along with the
original executed contract.**

