



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- [www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

## FINANCE, LICENSING & REGULATION COMMITTEE

TUESDAY, NOVEMBER 19, 2019 – 6:00 PM

CITY HALL, CONFERENCE ROOM 2A

**Committee Members:** Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

### AGENDA

1. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes
4. Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of November 5, 2019, as prepared and distributed
5. **Licenses & Permits**
  - a. 2019-2021 Original & Renewal Operator License applications filed by various applicants as listed in packet
  - b. Discussion/Recommendation regarding an Application for a Temporary Premises Extension Application filed by Harborshores Hotel- Gino's East to be used on Saturday, February 1, 2020 for a Winterfest Food & Beverage Tent to be located off the sidewalk in the parking lot located at 300 Wrigley Drive
6. Discussion/Recommendation regarding a Public Assembly Permit application filed by Knockerball Southern Lake LLC to reserve Flat Iron Park for every Saturday and Sunday from May 30, 2020 through September 1, 2020 to conduct Knockerball in the Park
7. Discussion/Recommendation approving the City of Lake Geneva Engagement Letter with Clifton Larson Allen to provide 2019-year end auditing services
8. Discussion/Recommendation regarding **Resolution 19-R73** adopting a 2019 budget amendment authorizing the transfer of funds from the General Fund to the Equipment Replacement Fund and approving the use of existing Equipment Replacement Funds for the replacement of a fire vehicle
9. Discussion/Recommendation regarding Contract Change Order #1 for Payne and Dolan for the 2019 Street Improvement Project in the amount of \$10,391.03
10. Discussion/Recommendation regarding amending the City of Lake Geneva Employee Handbook related to Personal Time Off (PTO) pay off rates
11. Discussion/Recommendation regarding approval of the Riviera Event and Wedding Cancellation Policies

**12. Discussion regarding October Treasurer's Report and Budget versus Actual Report**

**13. Presentation of Accounts**

- a. Prepaid Bills in the amount of \$173,359.24
- b. Regular Bills in the amount of \$141,397.63

**14. Adjournment**

*Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.*

cc: Committee Members, Mayor, Council, Administrator, Attorney

## **FINANCE, LICENSING & REGULATION COMMITTEE MINUTES**

**TUESDAY, NOVEMBER 5, 2019 – 6:00 PM**

**CITY HALL, CONFERENCE ROOM 2A**

**Committee Members:** Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

Chairperson Howell called the meeting to order at 6:00 p.m.

### **Roll Call**

Present: Howell, Proksa, Halverson, Skates, and Hedlund

Absent: None

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes

Mary Jo Fesenmaier; 1085 S Lake Shore Dr; Spoke in opposition to Resolution 19-R72.

Motion by Proksa to move the items: Discussion/Recommendation regarding City of Lake Geneva Health Insurance Options Discussion/Recommendation regarding City of Lake Geneva Non-Medical Benefits Options, second by Skates. Motion carried 5-0.

### Discussion/Recommendation regarding City of Lake Geneva Health Insurance Options

Matt Chadwick from Cottingham and Butler addressed the committee regarding the City's health insurance. He noted that the city's current health insurance carrier proposed renewal with a 17% cost increase. He added that Anthem offered a bid at a 3.25% increase and WPS offered a bid at a 1.61% increase. Chadwick reviewed the plan changes to copays and prescription drug tiers. He noted that the WPS plan is very similar to the City's current health insurance plan as far as providers are concerned. Chadwick noted that WPS is a Wisconsin based firm and that they want the City's business. Proksa noted that the Personnel Committee voted unanimously to go with WPS.

Motion by Proksa to accept WPS for the City's Health Insurance Carrier effective January 1, 2020, second by Skates. Motion carried 5-0.

### Discussion/Recommendation regarding City of Lake Geneva Non-Medical Benefits Options

Chadwick explained the various non-medical benefits including short-term disability, long-term disability, and vision with the City paying 50% of the premium; and an accident policy. These options all being voluntary for the employees.

Motion by Proksa that the accident and short term disability to be voluntary, second by Skates. Motion carried 5-0.

Motion by Proksa to approve the vision insurance with 50% cost share by the City, second by Skates. Motion carried 5-0.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of October 15, 2019, as prepared and distributed

Motion by Skates to approve, second by Hedlund. No discussion. Motion carried 5-0.

### **Licenses & Permits**

2019-2021 Original & Renewal Operator License applications filed by various applicants as listed in packet

Motion by Skates to approve, second by Proksa. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Application for a Temporary Class “B”/ “Class B” Retailer’s License filed by JAMM Family Support Inc for the event of JAMM for Families 4<sup>th</sup> Annual Fundraising Celebration to be held December 1, 2019 at the Riviera Ballroom

Motion by Hedlund to approve, second by Proksa. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Operator License Application filed by Robert Growe II for the event of JAMM for Families 4<sup>th</sup> Annual Fundraising Celebration to be held December 1, 2019

Motion by Hedlund to approve, second by Skates. No discussion. Motion carried 5-0.

Discussion/Evaluation/Possible Recommendation regarding an Original “Class B” Reserve Intoxicating Liquor & Class “B” Fermented Malt Beverage License Application filed by Beachside Hospitality Inc d/b/a Barriquee Bistro & Wine Bar, agent, Nancy Trilla, located at 835 Wrigley Drive, Lake Geneva, WI

This item was discussed with the next item.

Discussion/Evaluation/Possible Recommendation regarding an Original “Class B” Reserve Intoxicating Liquor & Class “B” Fermented Malt Beverage License Application filed by D&D Restaurant Group, Inc d/b/a The Flat Iron Tap, agent, John Sherman Lindsey, located at 150 Center St, Lake Geneva, WI

Motion by Halverson to approve issuing the license to the Flat Iron Tap, second by Proksa. Halverson felt that Flat Iron Tap should be awarded the license based on the policy in place. Skates noted that he would like to see this license held and that it doesn’t have to be issued. Proksa added that the policy was thoroughly vetted for this very reason.

Motion carried 3-2, with Hedlund and Skates voting no.

Discussion/Recommendation regarding a Public Assembly Permit application filed by Knockerball Southern Lake LLC to reserve Flat Iron Park for every Saturday and Sunday from May 30, 2020 through September 1, 2020 to conduct Knockerball in the Park

Motion by Proksa to approve, second by Halverson. Howell and Hedlund expressed concerns with using Flat Iron Park due to its high use.

Motion by Proksa to allow the owner of Knockerball to speak, second by Skates. Motion carried 5-0.

Olaf Borchert addressed the committee about his request. He noted that they did enjoy being in Seminary Park last season, but would like to be in an area with more foot traffic. Skates noted that he doesn’t feel Flat Iron park would be viable and suggested Sam Donian. Borchert noted that he would definitely look at it and possibly amend his application.

Motion by Proksa to continue to the next meeting, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 19-R70** approving the Pay Scale Grades and Pay Scales for Full-Time Non-Represented Employees for the 2020 Budget Year effective January 1, 2020

Finance Director Hall noted that

Motion by Hedlund to approve, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 19-R71** approving the Pay Scale Grades and Pay Scales for Part-Time Non-Represented Employees for the 2020 Budget Year effective January 1, 2020

Motion by Hedlund to approve, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 19-R72** authorizing the amendment of the 2019 General Fund Operating Budget for the use of Contingency funds for additional Comprehensive Plan – Hillmoor Property Concept Plan

Motion by Skates to approve, second by Halverson. Clerk Kropf noted that this is a budget amendment resolution to compile with the City’s auditing procedures. Motion carried 5-0.

### **Presentation of Accounts**

Prepaid Bills in the amount of \$ 23,964.85

Motion by Hedlund to approve, second by Skates. Motion carried 5-0.

Regular Bills in the amount of \$567,948.09

Motion by Hedlund to approve, second by Skates. Motion carried 5-0.

**Adjournment**

Motion by Hedlund to adjourn the meeting, second by Proksa. Motion carried 5-0. The meeting adjourned at 6:52 p.m.

**Provisional License:**

Wendy Johnson  
Kirsten Janikowski  
David Wingate  
Alisa Lilly  
Rebecca Gritzuk  
Taylor Cramer  
Rachel Martin  
Vitalina Lindsey

**Original License:**

Wendy Johnson  
Kirsten Janikowski  
Michaela Meyer  
Rebecca Gritzuk  
Jacob Haan  
Kara Sussek  
Reed Stanek  
Vitalina Lindsey  
Brianna Nelson  
Taylor Cramer  
Rachel Martin  
Jimmy Ihde  
Wesley Dickman-Aranda

**Renewal Operator (one year only):**

David Wingate



# CITY OF LAKE GENEVA

## ALCOHOL LICENSE PREMISES EXTENSION APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.

**Please Check:**

- Request for premises extension to sidewalk café
- Request for temporary (special event) premises extension
- Request for premises extension to permanent outdoor area
- Other request for premises extension

**Application Checklist:**

- Applicant must currently hold a valid alcohol license
- Applicant obtained a Temporary Use Permit or Conditional Use Permit from the Building and Zoning Department (for special events and permanent outdoor areas)
- Scaled diagram which accurately depicts the location of the premises extension. Such drawing shall include the access points, fencing (if applicable) and the location of where alcohol will be stored and/or served.
- Application Fee of \$25.00 to amend an already approved licensed premises. This fee is charged to defray the cost of review and re-issuance of the license. This fee does NOT apply to premises extensions requested at the time of annual renewal of the license.

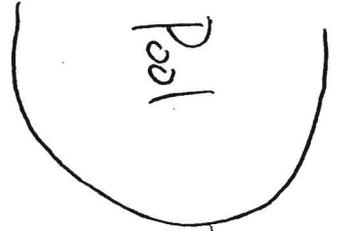
**APPLICANT INFORMATION**

Applicant Name: Tessa August - Chase Brugger  
Establishment Name: Harbor Shores - Gino's East  
Address: 300 Wrigley Dr.  
Alcohol License No.: BHotel Ex 3 Phone: 262-248-9181

Describe area of premises extension:

30x30 tent set 50ft off of sidewalk in Gino's parking lot to include temporary fence along sidewalk. Will include installed propane heaters and natural wood firepit.

Center St



O-Fire Pit

25

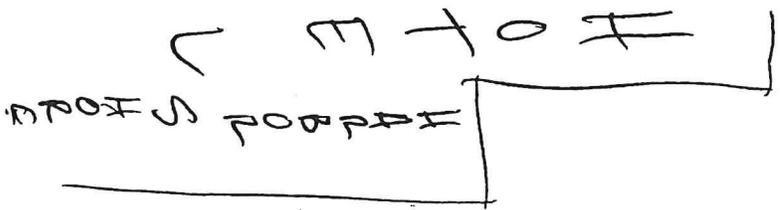
Temp Fence

WX-PT-26 FENCE

TENT

Alcohol Service  
Food Service

Garbage  
Dumpster



The Cove

City of Lake Geneva  
526 Geneva St  
Lake Geneva WI 53147 262-248-3673

Receipt No: 12.001231 Nov 5, 2019

300 Wrigley Drive-Harbor Shores Hotel

LICENSE AND FEES  
ZONING PERMITS & FEES 60.00  
LICENSE AND FEES  
LIQUOR & MALT BEVERAGE 25.00  
LICENSE

Total: 85.00  
=====

City Checks  
Check No: 22089 85.00  
Payor:  
300 Wrigley Drive-Harbor Shores Hotel  
Total Applied: 85.00

Change Tendered: .00  
=====

Duplicate Copy  
11/05/2019 10:37 AM

**SPECIAL EVENT INFORMATION (For Temporary Premises Extension Only)**

Event Title: Winterfest Food & Beverage Tent

Date and Time of Event: Saturday, Feb. 1st 9am-9pm

Have you obtained a Temporary Use Permit (or Conditional Use Permit) from the Building and Zoning Department?  Yes  No

Event Description:

To enhance the Winterfest experience to Lake Geneva residents and visitors



SIGNATURE OF APPLICANT

11/1/19

DATE

**For Office Use Only**

Date Filed with Clerk: 11/5/19  
Total Amount: \$ 25.00 Receipt No.: 12.001231

Date Forwarded to Police Chief: \_\_\_\_\_  
Police Chief Signature: \_\_\_\_\_ Approved Denied

Date Forwarded to Zoning Administrator: \_\_\_\_\_ (for non-sidewalk café applications)  
Zoning Administrator Signature: \_\_\_\_\_ Approved Denied

Date of FLR/Council Approval: \_\_\_\_\_

Copies Provided to: \_\_\_\_\_ Police Chief

**CITY OF LAKE GENEVA - EVENT PERMIT APPLICATION**

Please fill in all blanks completely, as incomplete applications will be rejected.

Applications must be submitted **AT LEAST 4 WEEKS** prior to the proposed event date(s).

**Section I. APPLICANT INFORMATION**

NAME OF APPLICANT: Olaf and Melanie Borchert

NAME OF EVENT ORGANIZER/PRODUCER: \_\_\_\_\_

PRODUCTION COMPANY/ORGANIZATION:  
Knockerball Southern Lakes LLC

FEDERAL TAX ID: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

APT. UNIT OR SUITE #: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

k. ....@gmail.com

DAYTIME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

4

Are you a  **For Profit** or  **Non-profit Organization 501(c) \_\_\_**?

EIN # (Tax Exempt Number): \_\_\_\_\_

\*ALL non-profits must present a copy of their current Tax ID - EIN #.

**Section II. EVENT INFORMATION**

**Public Assembly Permit** - \* **Non-profit (No Charge), Otherwise FEE \$60 per day**

(Meet one or more criteria) Single day event use of City of Lake Geneva facilities with NO street, parking or intersection closures, attendance under 500, NO serving of alcohol in public space.

**Block Parties or use of Gazebo for 1 Hour Photo Ops**: \* **Non-profit (No Charge), Otherwise FEE \$75.00**

Small event limited to one street with 4 barricades in a neighborhood or gazebo in Flat Iron Park.

**Tier 1 Events**: \* **Non-profit (No Charge), Otherwise FEE \$250** for an event up to seven days, additional \$50 per day thereafter

(Meet one or more criteria) Rolling closure of streets, public walkway, limited parking stalls or intersection closures that do not impact public use, attendance of 501 to 3,000, four (4) hours or less of alcohol sales or serving, majority use of a city park(s), or other municipal facility.

**Tier 2 Events**: \* **Non-profit (No Charge), Otherwise FEE \$500** for an event up to seven days, additional \$100 per day thereafter

(Meets one or more criteria) Non-profit or not-for-profit organization offering multiple-day events, attendance of more than 3,000+, more than four (4) hours of alcohol sales or serving, and/or exclusive use of City park(s), street(s), limited parking stalls, or other municipal facility.

*Note: Seminary (includes the use of the Shelter) and Flat Iron Park (includes the use of Brunk Pavilion) have 3 available picnic tables and 10 benches which you can select as part of your event permit. Any additional picnic tables, benches, or barricades needed should be directed to a rental company.*

1. Title of Event: Knockerball in the park

2. Date(s) of Event: 5/30/20 - 9/1/20 (Saturday and Sundays only)

3. Location(s) of Event: Flat Iron Park

4. Hours: 12:00 p.m - 7:00 p.m

Note: Start Time & End Time

5. Event Chair/Contact Person: Olaf Borchert Phone: \_\_\_\_\_

6. Day of Event Contact Name: Olaf Borchert Phone: \_\_\_\_\_

7. Is the event open to the public?  Yes  No

8. Will you charge an admission fee?  Yes  No

9. Estimated Attendance Number: 100 people

10. Basis for estimate: \_\_\_\_\_

11. Will you be setting up a tent?  Yes  No

*If yes, list the location, size, Rental Company, and proof of completion of locates.*

12. Will there be any animals?  Yes  No

*If yes, what type and how many:* \_\_\_\_\_

13. Attach a detailed description of proposed event with map of the exact location of the event and/or route.

14. Description of plan for handling refuse collection and after-event clean-up:  
We will provide a garbage can by our trailer and take the garbage with us for disposal when we leave each day.

15. Description of plan for providing event security (if applicable):  
not needed

16. Will there be fireworks or pyrotechnics at your event?  Yes  No  
*If yes, please attach a fireworks display permit or application.*

17. Will your event include the sale of beer and/or wine?  Yes  No  
*If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.*

18. Will you or any other vendors be selling food or merchandise?  Yes  No  
*If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.*

19. Do you intend to use the available picnic tables and benches in the location?  Yes  No

### Section III. STREET USE

Check if this section does not apply.

Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:

Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.

Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.

1. Description of the portion(s) of road(s) to be used:  
*Road closures must include rental of barricades, please work with our Street Dept.*
2. Will any parking stalls be used or blocked during the event?  Yes  No

Date(s) of use: \_\_\_\_\_  
 Total Number of Parking Stalls Request: \_\_\_\_\_  
 Parking Stall Number(s) and Location: \_\_\_\_\_  
 \_\_\_\_\_

3. Description of signage to be used during event:

*If requesting City banner poles, please include a Street Banner Display Application.*

**Anticipated Services**

*Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s).*

- Electricity Explain: To be used to power our trailer and for blowing up and deflating the knockerballs \_\_\_\_\_
- Water Explain: \_\_\_\_\_
- Traffic Control Explain: \_\_\_\_\_
- Police Services Explain: \_\_\_\_\_
- Fire/EMS Services Explain: \_\_\_\_\_
- Other Explain: \_\_\_\_\_

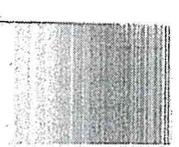
**\*Please note:** The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

**ALL PARKS & PUBLIC SPACES:** *must be left the way they were originally found. A credit card is required to be held should the park/public space incur damage or not be picked up.*

Credit Card # (Required): \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ CVV #: \_\_\_\_\_  
 Name on Credit Card: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

*The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the CITY OF LAKE GENEVA, a Wisconsin Municipal Corporation located in the Walworth County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF LAKE GENEVA, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.*

Applicant's Signature: *[Handwritten Signature]* Date: 10/19/2019



Faxed 10/22

For Office Use Only

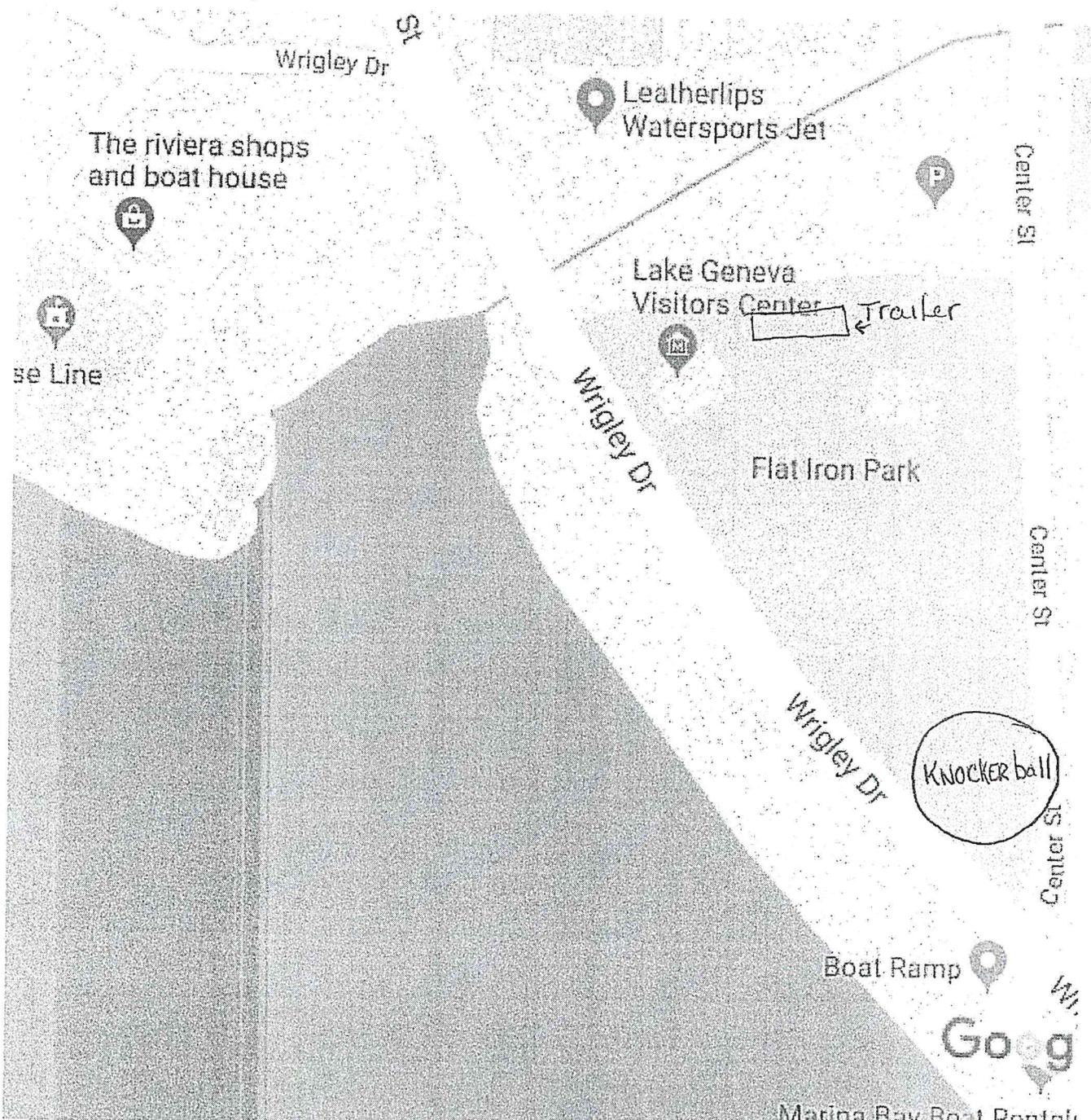
Date Filed with Clerk: \_\_\_\_\_ Payment with Application: \$ ? Receipt: \_\_\_\_\_

\*Circulation required to the following Departments:

Department:	Date:	Circulated:
City Clerk/Administrator Notes: _____		<input type="checkbox"/>
Police Chief Notes: _____		<input type="checkbox"/>
Fire Chief Notes: _____		<input type="checkbox"/>
Street Dept Notes: _____		<input type="checkbox"/>
Parking Dept Notes: _____		<input type="checkbox"/>
Piers, Harbors & Lakefront Notes: _____		<input type="checkbox"/>
FL&R: Meeting Date: _____		<input type="checkbox"/>
Council: Meeting Date: _____		<input type="checkbox"/>



# Google Maps



We would like our trailer parked over by the visitors center and would like to utilize the area at the point for playing knockerball. We feel this area in the park is the least used and knockerball would be a good use of the space.



**City of Lake Geneva  
POLICE DEPARTMENT**

*Chief Michael S. Rasmussen*

626 Geneva Street

Lake Geneva, Wisconsin 53147

Phone: (262) 248-4455 Fax: (262) 248-9053

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October 29, 2019

City Administrator Nord  
626 Geneva Street  
Lake Geneva, WI 53147

Administrator Nord:

I recently received an event permit application from Knockerball Southern Lakes, LLC. As you recall, Knockerball rented Seminary Park last summer; however the current application is asking that the event be relocated to Flat Iron Park from May 30, 2020 to September 1, 2020, every Saturday and Sunday from 12:00 p.m. to 7:00 p.m. This request also conflicts with citywide scheduled events such as Art in the Park and Venetian Fest, which are also held in Flat Iron Park.

While I have no objection to Knockerball Southern Lakes, LLC holding an event within the city, I do not believe the location change to one of the busiest parks in the city should be granted without approval by the Finance Committee and City council rather than just the Department Heads per current policy.

Please let me know your thoughts on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. S. Rasmussen', written over a horizontal line.

Michael S. Rasmussen  
Chief of Police  
City of Lake Geneva Police Dept.

Cc: Mayor Tom Hartz  
FLR President Howell

<b>RESOLUTION OF THE COMMON COUNCIL</b>			
Resolution adopting a 2019 budget amendment authorizing the transfer of funds from the General Fund to the Equipment Replacement Fund and approving the use of existing Equipment Replacement Funds for the replacement of a fire vehicle			
Committee:	Finance considered on November 19, 2019		
Fiscal Impact:	Use of Equipment Replacement Funds in the Amount of \$13,258.42		
<b>File Number:</b>	<b>19-R73</b>	<b>Date:</b>	November 25, 2019

**Whereas**, the Lake Geneva Common Council approved the 2019 Operating Budget for the General Fund, and

**Whereas**, the Police and Fire Commission approved the funding of the purchase of a 2020 Ford Interceptor fire vehicle in the amount of \$52,187 through a transfer of funds between the General Fund and Equipment Replacement Fund and use of current Equipment Replacement Funds as follows:

Insurance Claim Proceeds Received	\$16,908.58
2% Fire Dues	\$12,020.00
EMS ACT 102 Funds	\$10,000.00
Equipment Replacement Fund (balance)	\$13,258.42

**Whereas**, the Finance, Licensing and Regulation Committee approved the request for the transfer of funds between the General Fund and the Equipment Replacement Fund, and

**Therefore be it Resolved**, that the Lake Geneva Common Council adopt a budget amendment allowing for the transfer in the 2019 Operating Budget as follows:

Increase Acct #11-10-00-59600, Transfer to Equip Replacement	\$38,928.58
Increase Acct #50-00-00-49400, Transfer from General Fund	\$38,928.58

**Now Therefore be it Further Resolved**, that the Lake Geneva Common Council approve the use of existing 2019 Equipment Replacement Funds in the amount of \$13,258.42 for the balance due for the new fire vehicle.

Granted by action of the Common Council of the City of Lake Geneva this 25<sup>h</sup> day of November, 2019.

**Council Action:**     **Adopted**         **Failed**        **Vote** \_\_\_\_\_

**Mayoral Action:**     **Accept**         **Veto**

\_\_\_\_\_  
Thomas Hartz, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Lana Kropf, City Clerk

\_\_\_\_\_  
Date

# Memo

**To:** Chief John Peters  
**From:** Captain Detkowski  
**Date:** November 4, 2019  
**Re:** Car 2 Replacement

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I am recommending replacement of damaged fleet vehicle Car 2 (2871-09).

Replacement would be with a 2020 Ford Interceptor purchased under state bid pricing. Total project would total \$52,187.00. Which would include;

- Vehicle- \$37,246.00
- Radios, lighting, technology, and graphics- \$14,941.00

This project would be funded through the following sources and transfers into the Equipment Replacement Fund

- Insurance check Car 2 claim- \$16,908.58
- 2% fire dues line item- \$12,020.00
- EMS Act 102 fund- \$10,000.00

The balance of \$13,258.42 would be funded through the Equipment Replacement Fund.

This plan is understood by the City Administrator and Finance Director.

The City Clerk and Finance Director will prepare the budget resolutions for FLR and the Council upon PFC approval..

CONTRACT CHANGE ORDER

Change Order: #1 Date: October 10, 2019

Name of Project: 2019 Street Improvement Program
OWNER: City of Lake Geneva
CONTRACTOR: Payne & Dolan, Inc.
ENGINEER: Kapur & Associates, Inc.

The following changes are hereby made to the Contract Documents: See attached documentation.

Justification: (See attached)

Change to CONTRACT PRICE- \$ 10,391.03
Original CONTRACT PRICE - \$ 684,528.66
Current CONTRACT PRICE adjusted by previous CHANGE ORDER - \$ 684,528.66
The CONTRACT PRICE due to this CHANGE ORDER will be (increased) (decreased) by - \$ 10,391.03
The new CONTRACT PRICE including this CHANGE ORDER will be - \$ 694,919.69

Change to CONTRACT TIME:

The CONTRACT TIME will be (increased) (decreased) by zero calendar days.
The date for completion of work will be Substantial (Date) Final (Date)

The CONTRACTOR and OWNER hereby agree that the compensation to the CONTRACTOR effected hereby constitutes full settlement of the claims of the CONTRACTOR under this contract arising out of or incident to the changes effected hereby.

This document will become a supplement to the contract and all provisions will apply hereto.

Recommended by the ENGINEER: Wyatt Ploetz Date 10/31/19
Name: Wyatt Ploetz

Accepted by the CONTRACTOR: Raymond A. Postotnik Date 10/31/19
Title: Construction Manager
Name: Raymond A. Postotnik
Title: Agent

Approved by the OWNER: Tom Earle Date
Name: Tom Earle
Title: Director of Public Works

**CONTRACT CHANGE ORDER # 1**

CCO #1					
Item No.	Description	Unit	Qty	Unit Price	Total Price
1.01	Double Yellow Center Line - Dodge Street	LF	3400	\$ 1.45	\$ 4,930.00
1.02	Radial Detectable Warning Fields	SF	26.4	\$ 110.00	\$ 2,904.00
1.03	Extra Radial Detectable Warning Fields	EA	2	\$ 121.00	\$ 242.00
1.04	Asphalt Driveway Removal	SF	841.83	\$ 2.75	\$ 2,315.03
<b>TOTAL - Contract Change Order #1</b>					<b>\$ 10,391.03</b>

## **2019 Street Improvement Program, City of Lake Geneva**

### **Justification of Price for Contract Change Order #1**

#### **Item #1.01, Double Yellow Center Line – Dodge Street:**

- A. Description: This work shall consist of painting a double yellow epoxy center line on Dodge St. from Jefferson Ave. to Pond View Ln. This work shall be in accordance with the project specifications (including all state specifications that apply), project plans, and as hereinafter provided.
- B. Measurement: The work shall be measured as a linear foot (LF) item completed and accepted in accordance with the contract.
- C. Payment: The work under this item, measured as provided above, will be paid for at the contract unit price as stated in the below attached table, which price shall be full compensation for all work herein specified and for all labor, materials, and equipment; and for cleanup & incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

#### **Item #1.02, Radial Detectable Warning Fields:**

- A. Description: This work shall consist of providing and installing radial detectable warning fields at one ramp location on Center St. This work shall be in accordance with the project specifications (including all state specifications that apply), project plans, and as hereinafter provided.
- B. Measurement: The work shall be measured as a square foot (SF) item completed and accepted in accordance with the contract.
- C. Payment: The work under this item, measured as provided above, will be paid for at the contract unit price as stated in the below attached table, which price shall be full compensation for all work herein specified and for all labor, materials, and equipment; and for cleanup & incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

#### **Item #1.03, Extra Radial Detectable Warning Fields:**

- A. Description: This work shall consist of providing any extra radial detectable warning fields that were ordered to complete work on Center St. to the City for possible use at a later date.
- B. Measurement: The work shall be measured as EACH item completed and accepted in accordance with the contract.
- C. Payment: The work under this item, measured as provided above, will be paid for at the contract unit price as stated in the below attached table, which price shall be full compensation for all work herein specified and for all labor, materials, and equipment; and for cleanup & incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

#### **Item #1.04, Asphalt Driveway Removal:**

- A. Description: This work shall consist of removing existing asphalt within driveways & alleys behind concrete curb & gutter that is to be removed and replaced as part of the Base Bid. This work shall be in accordance with the project specifications (including all state specifications that apply), project plans, and as hereinafter provided.
- B. Measurement: The work shall be measured as a square foot (SF) item completed and accepted in accordance with the contract.
- C. Payment: The work under this item, measured as provided above, will be paid for at the contract unit price as stated in the below attached table, which price shall be full compensation for all work herein specified and for all labor, materials, and equipment; and for cleanup & incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

**CONTRACT CHANGE ORDER # 1**

CCO #1					
Item No.	Description	Unit	Qty	Unit Price	Total Price
1.01	Double Yellow Center Line - Dodge Street	LF	3400	\$ 1.45	\$ 4,930.00
1.02	Radial Detectable Warning Fields	SF	26.4	\$ 110.00	\$ 2,904.00
1.03	Extra Radial Detectable Warning Fields	EA	2	\$ 121.00	\$ 242.00
1.04	Asphalt Driveway Removal	SF	841.83	\$ 2.75	\$ 2,315.03
<b>TOTAL - Contract Change Order #1</b>					<b>\$ 10,391.03</b>

# **CITY OF LAKE GENEVA**



## **EMPLOYEE HANDBOOK**

**Adopted December 23, 2013**

**Updated May 14, 2018**



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# INTRODUCTION

## ***101. Introductory Statement***

This handbook sets forth employment policy guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct which employees of the City of Lake Geneva are expected to follow. This document is designed to inform employees about what the employer may generally expect from its employees, so as to guide employees in their professional duties and in fulfilling their responsibilities as public servants. None of the statements or policies outlined in this handbook are meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any personnel or changing the at-will employment relationship in any manner. This document is not nor is it intended to be construed as an employment contract or to guarantee any rights to employees. The policies included in this handbook shall apply to all City of Lake Geneva employees, except for those utility, public safety and library employees whose employment shall be guided by their own departmental personnel policies; to the extent those policies differ from this handbook.

To the extent this handbook conflicts with specific language in any 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. Additionally, any wages, hours and working conditions referenced in this document that are subject to the mandatory duty to bargain are not binding on those parties unless permitted by the collective bargaining agreement or upon fulfillment of the duty to bargain between the union and employer, or upon waiver.

Final interpretation and implementation of any of the policies or rules contained in this handbook are vested solely with the City of Lake Geneva through the City Administrator. The City reserves the right to revise, supplement, or rescind any policies from time to time as it deems appropriate, in its sole and absolute discretion, with or without notice.



The contents of this handbook are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling.

## **102. Organization Description**

### **I. Goals**

It is the policy of the City of Lake Geneva to provide quality services to its citizens and visitors. City personnel will work to provide these services in the most professional, ethical, courteous, cost-efficient and effective manner.

### **II. Mission Statement**

The City of Lake Geneva seeks to preserve its small City atmosphere, reasonable cost of living, and high quality of life by carefully controlling land use and development, and delivering quality programs and services in a fiscally responsible manner.

### **III. Description of the City**

The City of Lake Geneva is incorporated under the general statutes of the State of Wisconsin. The citizens of the City elect a mayor and eight Council members, who together comprise the governing body of the City. The mayor and four Council members are elected in even-numbered years and the remaining Council members in odd-numbered years. The governing body establishes policies, approves ordinances, sets the operating budget and establishes wages and salaries and conditions of employment.

The administrative operation of the City is under the direction of the City Administrator, who is hired by the mayor and Common Council. The Administrator is responsible for the overall daily operation of the City, supervision of all employees, the administration of the budget as adopted by the Common Council, and the coordination of the activities of all City departments. City personnel are responsible to the City Administrator, who is responsible to the mayor and Common Council.

## **103. Organizational Chain of Command**

As with any government agency, the operation of the City relies upon an effective chain of command structure. The ultimate authority for decisions concerning policy in the City resides by law with the



Common Council, under the leadership of the Mayor and the City Administrator. The City Administrator, as the chief administrative officer of the City, is the primary professional advisor to the Common Council, and heads the City's management team. The management team is comprised of the various City Department Heads, who report to the City Administrator, and supervisors subordinate to those Department Heads. This management team concept is the process by which recommendations for Council actions are developed and decisions implemented. The system represents a means of establishing orderly lines of organization and communication as management personnel unite with the elected officials to promote effective services for the City.

The City Administrator is responsible for the development, supervision, and operation of the City and its personnel and facilities. The City Administrator is given the latitude to determine the best method of implementing the policy decisions of the Common Council.

All staff members and supervisors shall be responsible to the Mayor and Common Council through the City Administrator. Each employee shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the City Administrator to the Personnel Committee. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this handbook or about any other aspect of his or her job, those questions, opinions or suggestions should be directed through the chain of command structure.

The City Administrator and those Department Heads, supervisors and employees so directed by the City Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation — as distinct from the deliberation, debate, and voting of the members of the Common Council.

Any employee who receives directives or requests from any individual citizen, business representative, or elected or appointed official is to immediately report such directive or request to the employee's supervisor. No specific directives or requests from such persons are to be fulfilled unless permission to do so is given by the employee's supervisor.



Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, the employee should address the problem through the employee's immediate supervisor and onward through the chain of command. In some instances, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the City Administrator. If an employee feels harassed by another person based on one's protected status, the employee is directed to follow the harassment reporting policy contained in this handbook.

#### **104. *Organizational Chart***

The Common Council has adopted an organizational chart to delineate the reporting relationships among the various employees of the City. The most current organizational chart is included as a supplement to this handbook, as depicted on "Appendix A".



**105. Employee Acknowledgement Form**

By signing below, I hereby acknowledge that I have received a copy of the City of Lake Geneva Employee Handbook, and further acknowledge that I have read and understand its contents. I acknowledge that it is my responsibility to ask questions about anything contained in this document that I do not understand.

I understand that it is my responsibility to comply with all City policies, rules and expectations as set forth in this handbook, as well as any policies, rules and expectations that the City may otherwise establish or change from time to time. I further understand and acknowledge that this handbook provides guidelines and information, but it is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Common Council at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this handbook or by following any of the provisions of this handbook. I understand that the City may, at any time, change the contents of this handbook and/or my compensation and benefits, with or without notice to the extent permitted by law.

*I understand that my employment can be terminated at the option of either the Employer or me, at any time, for any reason. I understand that this handbook and the Acknowledgement Form do not vary or modify the at-will employment relationship between the City and me.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



[After reading and signing this page, please detach from the handbook and return to your supervisor, who will submit the signed form to the City Administrator for placement in your personnel file.]



## **GENERAL EMPLOYMENT**

### **201. *Employment Classification***

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
- Contractors

A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty (40) or more hours per workweek. 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 paid for overtime hours worked and a non-exempt employee is paid for all overtime hours worked. Only regular full-time employees are eligible to receive benefits from the City, unless otherwise specifically identified in the City's policies or as required by law.

A regular part-time employee is an employee who works a regular schedule and is expected to normally work less than forty (40) hours per workweek. Regular part-time employees may be exempt or non-exempt. A regular part-time employee is not eligible to receive benefits from the City, unless otherwise specifically identified in the City's policies or as required by law.

A temporary or seasonal employee is hired for a specified project or time period, and may work a regular or irregular schedule. Temporary or seasonal employees may be exempt or non-exempt, and do not receive any additional compensation or benefits provided by the City unless required by law.

A contractor is retained by the City on a per project basis, with a defined scope at the project outset. A contractor may perform services on a regular or irregular schedule, and does not receive any additional compensation or benefits provided by the City.

### **202. *Employment at Will***

Unless expressly prescribed by statute or contract, employees of the City of Lake Geneva 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. Any employment



relationship other than employment "at will" must be set forth in writing and executed by the Mayor and attested by the City Clerk.

### **203. Residency**

The City Administrator is expected to become a resident of the City of Lake Geneva within six months following the date of appointment, unless this requirement is specifically waived or varied by ordinance or by contract authorized by the Common Council.

All other regular full-time and regular part-time Department of Public Works employees of the City shall reside within an area which includes the City of Lake Geneva. Although the City does not require residency within the City limits, it is required that all regular full-time and regular part-time Department of Public Works employees reside within a one-hour response time from the Department of Public Works in the event of a snow fall or call out.

### **204. Access to Personnel Records**

(Lexipol policy 1026)

#### **204.1 PURPOSE AND SCOPE**

This policy governs the maintenance, retention and access to personnel files.

#### **204.2 POLICY**

It is the policy of the City to maintain consistent employment records and preserve the confidentiality of personnel information contained in personnel files pursuant to state law (Wis. Stat. § 19.36(10)).

#### **204.3 PERSONNEL FILES DEFINED**

Definitions related to this policy include:

Personnel file - Any file, including a City, department, training, separately maintained medical file, containing information about an employee and maintained because of the employer - employee relationship, including a file relating to the performance of an employee.



#### 204.4 SECURITY AND MAINTENANCE OF PERSONNEL FILES

Access to personnel files shall be restricted as follows:

- (a) Only the City Administrator or the authorized designee may access personnel files.
- (b) Personnel files shall be maintained in a secured location, locked either in a cabinet or access-controlled room.
- (c) If personnel files are maintained in an electronic format, adequate password protection shall be employed.

##### 204.4.1 MEDICAL FILE

A confidential medical file shall be maintained separately from all other files and shall contain all documents relating to the employee's medical condition and history. No medical information shall be kept outside the medical file. Medical file contents should include, but are not limited to:

- (a) Materials relating to the Family and Medical Leave Act (FMLA) or other medical leaves of absence.
- (b) Documents relating to workers' compensation claims or receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal an employee's medical condition.
- (e) Any other documents or material that reveal the employee's medical history or medical condition, including past, present or anticipated mental, psychological or physical limitations.

#### 204.5 CONFIDENTIALITY OF ALL PERSONNEL FILES

Personnel files are private and confidential and may be exempt from disclosure. A request to release, inspect or copy a personnel record shall be forwarded to legal counsel for review and a decision regarding the action to be taken (Wis. Stat. § 19.36(10)).



## 204.6 REQUESTS FOR DISCLOSURE

Only written requests for the disclosure of any data contained in any personnel record will be considered. Any employee receiving a request for disclosure of personnel files shall promptly notify the City Administrator (Wis. Stat. § 19.31 et seq.).

The custodian of records will ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this will require the assistance of approved and available legal counsel.

All requests for disclosure that result in access to an employee's personnel data, shall be logged in the corresponding file and the affected employee will be notified in writing prior to access and within three days after making the decision to permit access (Wis. Stat. § 19.356(2)(a)).

### 204.6.1 RELEASE OF CONFIDENTIAL INFORMATION

No employee of the City may disclose private or confidential data without the written consent of the affected employee or written authorization of the City Administrator or the authorized designee except as provided by this policy, pursuant to lawful process and pursuant to state law or court order.

## 204.7 EMPLOYEE ACCESS TO HIS/HER OWN FILE

Upon request, an employee may review his/her personnel file up to two times each calendar year, unless otherwise provided in the collective bargaining agreement (Wis. Stat. § 103.13(2)). Employees may be restricted from accessing files containing any information that includes (Wis. Stat. § 103.13(6)):

- (a) Criminal investigations involving the employee.
- (b) Letters of reference concerning employment, licensing or issuance of permits regarding the employee.
- (c) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (d) Materials used by the employer for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for the employer's planning purposes.



- (e) Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (f) Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.

#### 204.8 PURGING OF FILES

Data in personnel files not related to pending claims or other ongoing legal proceedings may be purged from respective City files once the required records retention period has been met.

- (a) Each supervisor responsible for completing the employee's performance evaluation shall also determine whether any prior sustained disciplinary file should be retained beyond the statutory period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the applicable statutory period, approval for such retention shall be obtained through the chain of command from the City Administrator.
- (c) During the preparation of each employee's performance evaluation, all complaints and discipline should be reviewed to determine the relevancy, if any, to progressive discipline or training and career development. If, in the opinion of the Department Head or the authorized designee, a complaint or disciplinary action beyond the statutory retention period is no longer relevant, all records of such matter may be destroyed pursuant to the current records retention schedule.

#### **205. *Personnel Data Changes***

It is the responsibility of each employee to ensure that his or her personal information and any decisions regarding benefit selection are accurate at all times, and to promptly notify the City of any changes to the employee's personnel file, personal contact information, or family information used for insurance or tax purposes. Changes to personal information must be provided in writing to the City Comptroller as soon as possible to avoid potential issues regarding benefit eligibility, returned W-2s, and other issues related to compensation or benefits. This information may include, but not necessarily be limited to, the following: name; address; telephone number; marital status (for benefits and withholding purposes);



spouse and dependent names, addresses, and telephone numbers (for benefits purposes); beneficiary designations; and emergency contact information.

### **206. *Hiring, Promotions, Transfers & Assignments***

The City of Lake Geneva seeks to hire the best quality and qualified candidates who will fit the needs and culture of the organization. The City may use hiring, interview and screening processes designed to fulfill that objective.

When in the interests of the employer, the City may attempt to fill any job vacancy by promotion from within the organization. Internal and external applicants may be considered for vacant positions with the City.

From time to time and in the interests of the employer, the City may transfer employees from assignment to assignment, position to position, or department to department. An employee may request to be transferred from one position of a department to another, provided that such requests will only be considered when a suitable opportunity exists and can be fulfilled in the interests of the City. Transfer requests initiated by an employee must be in writing, must include a resume of qualifications from the employee and the reasons for the requested transfer, and must be directed to the head of the Department to which he or she wishes to transfer. Notice of the request must also be provided by the employee to his or her current Department Head.

Appointment of personnel to a higher classification on a temporary basis in order to fill a vacancy shall be considered an "acting appointment". An employee holding an acting appointment may receive a temporary pay increase, if authorized by the Common Council.

### **207. *Reference & Background Checks***

Depending on the nature of the position and the applicants applying for the position, the City may conduct varying levels of background screening as needed to determine whether candidates for employment, promotion, assignment or transfer are suitable for the position they seek to obtain. Information that may be obtained or requested as part of the screening process includes information relating to references, previous employment, work habits, education, judgments, liens, criminal background and offenses, character, general reputation and driving records. The City may also obtain



information from a consumer reporting agency. Before denying an extension, assignment, promotion or other benefit of employment, based in whole or in part on information obtained in the credit report from a consumer reporting agency, the City will provide a copy of the report and a description in writing of the applicant's rights under the Fair Credit Reporting Act.

Any employee or applicant seeking employment, transfer, promotion, or assignment will be required to sign a document that constitutes his or her full waiver, release and indemnification of any liability related to the background investigation. Employees or applicants who refuse to sign the waiver, release and indemnification form will not be considered for employment, transfer, promotion or assignment.

### ***208. Performance Evaluations***

The City of Lake Geneva expects all employees to perform their job duties at a high quality level that exceeds the expectations of our citizens. Apathy, an inability to work as a member of a team, attitudinal issues and marginal or unacceptable work performance are inconsistent with the interests and expectations of the public and the City.

Supervisors and employees are strongly encouraged to informally discuss job performance and goals at any time, and additional formal performance evaluations may be conducted by the employer on an annual basis. Periodic evaluations are an important tool used to ensure that the City is employing the right individuals to work for our citizens. These evaluations provide an opportunity for supervisors to advise each employee of his or her quality of performance, how performance may be improved, and to receive feedback from the employee concerning training, supervision or any job difficulties that may be occurring. Some of the job factors reviewed may include: accuracy, quality of work, quantity of work, dependability, adaptability, job knowledge, organization, judgment, initiative, cooperation, ability to get along with others, public service mindset, attitude and attendance. The evaluation practices for departments or positions may vary.



## **209. Outside Employment**

(Lexipol policy 1040)

### 209.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for City employees engaging in outside employment, all employees shall initially obtain written approval from the City Administrator prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the City Administrator in accordance with the provisions of this policy.

#### 209.1.1 DEFINITIONS

Definitions related to this policy include:

**Outside employment** - The employment of any member of the City who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with the City of Lake Geneva for services, products or benefits rendered. It also includes those employees who are self-employed.

### 209.2 OBTAINING APPROVAL

No member of the organization may engage in any outside employment without first obtaining prior approval of the City Administrator. Failure to obtain prior approval for outside employment or engaging in outside employment prohibited by this policy is grounds for disciplinary action.

To obtain approval for outside employment, the employee must make a written request and submit it to the City Administrator. Any employee seeking approval of outside employment whose request has been denied shall be notified by the City Administrator.

#### 209.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's application is denied or rescinded by the City, the employee may file a written notice of appeal to the City Administrator within 10 days of the date of denial. If the employee's appeal is denied, the employee may file a grievance pursuant to the Grievances Policy, located in Appendix A of this handbook.



### 209.2.2 REVOCATION/SUSPENSION OF AN APPROVED OUTSIDE EMPLOYMENT APPLICATION

Any approved outside employment application may be revoked or suspended after the employee has received written notification of the reasons for revocation or suspension. Additionally, revocation or suspension will only be implemented after the employee has exhausted the appeal process.

The outside employment may be revoked:

- (a) If an employee's performance declines to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of minimum acceptable competency, and the outside employment may be related to the employee's performance. The City Administrator may, at his/her discretion, notify the employee of the intent to revoke any previously approved outside employment application. After the appeal process has concluded, the revocation will remain in force until the employee's performance directly related to the outside employment has been re-established to the minimum level of acceptable competency.
- (b) If, at any time during the term of an approved outside employment application, an employee's conduct or outside employment conflicts with the provisions of City policy, or any law.
- (c) The outside employment creates an actual or apparent conflict of interest with the Department or City.

### 209.3 PROHIBITED OUTSIDE EMPLOYMENT

The City expressly reserves the right to deny any application submitted by an employee seeking to engage in any activity that:

- (a) Involves the employee's use of department time, facilities, equipment or supplies, the use of the City uniform, prestige or influence for private gain or advantage.
- (b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than the City for the performance of an act that the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this City.



- (c) Involves the performance of an act in other than the employee's capacity as a member of the City that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.
- (d) Involves time demands that would render performance of the employee's duties for the City below minimum standards or would render the employee unavailable for reasonably anticipated overtime assignments and other job - related demands that occur outside regular working hours.

#### 209.4 CITY RESOURCES

Employees are prohibited from using any City equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of the City through the use of the employee's position with the City.

##### 209.4.1 REVIEW OF FINANCIAL RECORDS

Employees approved for outside employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflict of interest. Prior to providing written approval for an outside employment position, the City may request that an employee provide his/her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the City becomes concerned that a conflict of interest exists based on a financial reason, the City may request that the employee provide his/her personal financial records for review/audit. If the employee elects not to provide the requested records, his/her off-duty work permit may be revoked pursuant to this policy.

##### *209.5 Changes In Outside Employment Status*

If an employee terminates his/her outside employment during the period of an approved application, the employee shall promptly submit written notification of such termination to the City Administrator through the appropriate chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy. Employees shall also promptly submit in writing to the City Administrator any material changes in



outside employment including any change in the number of hours, type of duties or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material shall report the change.

*209.6 Outside Employment While On Disability or Administrative Leave*

City employees who are engaged in outside employment and are placed on disability or administrative leave or modified/light-duty shall inform their Department Head in writing within five days whether they intend to continue to engage in outside employment while on such leave or light-duty status. The Department Head shall review the duties of the outside employment along with any work-related doctor's orders and make a recommendation to the City Administrator whether such outside employment should continue or the approved application be suspended or revoked.

In the event the City Administrator determines that the outside employment should be discontinued or if the employee fails to promptly notify the Department Head of his/her intentions regarding the employment application, a notice of intent to revoke the employee's application will be forwarded to the involved employee and a copy attached to the original employment application. The revocation process outlined in this policy shall be followed.

Criteria for revoking or suspending an approved outside employment application while on disability status or administrative leave includes, but is not limited to, the following:

- (a) The outside employment is medically detrimental to the total recovery of the disabled employee, as indicated by the City's professional medical advice.
- (b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty employee.
- (c) The outside employment is not compatible with the reason the employee is on administrative leave.
- (d) The employee failed to make timely notice of his/her intentions to his/her Department Head.

When the disabled employee returns to full duty with the City of Lake Geneva, a request (in writing) may be made to the City Administrator to restore the permit.



### **210. Training**

The City encourages the professional development of employees that supports the employee and the employer and serves to enrich the professional development of other employees. Prior approval of the City Administrator or appropriate Department Head must be obtained in writing before an employee attends meetings, conferences, training sessions, institutions, workshops, seminars, or special classes. The City may cover the reasonable expenses for registration, tuition, publications and materials, transportation and lodging incurred by the employee in relation to approved training. Employees may earn a maximum of one regular day of pay for each day of training, unless prior approval is obtained from the Department Head.

Employees are responsible for maintaining any required and necessary certification statuses and seeking appropriate recertification when necessary. All requests for reimbursement for certification and recertification, and any applicable training and coursework, must be presented to the City Administrator or appropriate Department Head for approval prior to registering for the required certification or recertification program.

### **211. Layoffs & Furloughs**

Reductions in the workforce may occur through layoffs or furloughs, in addition to attrition or position elimination or modification. The City will determine the departments, number of positions and persons impacted by any reduction in workforce.

In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed based on skills, abilities, qualifications and the interests and needs of the City. If the skills and abilities of two qualified employees subject to layoff are equal and the needs of the City do not necessitate retaining one employee rather than another, then seniority will be the determining factor in the layoff decision. The City may choose to solicit volunteers for the reduction in workforce.

### **212. Termination, Resignation & Discharge**

There are many reasons an employee may be terminated or choose to terminate his or her employment with the City.



**Resignation:** If an employee decides to leave the City, he or she is expected to advise the City Administrator in writing at least two (2) weeks prior to his or her date of departure so that an orderly transition may be made. The employee must return all City property and records and complete required forms. An exit interview may be conducted by the Personnel Committee. The City reserves the right to terminate the employee before that date.

**Termination:** If the City decides to terminate an employee for reasons other than for violating policies or rules, the employee will be notified of the employer's decision. The employee must return all City property and records, and complete required forms. An exit interview may be conducted by the Personnel Committee.

**Termination for a Policy or Rule Violation:** In the event an employee is terminated for a violation of policy or rules, the employee will not be paid for any accrued but unused time off benefits. The employee must return all City property and records, and complete required forms.

**Reduction in Force:** Any time a selection is to be made among employees for a reduction in force, consideration will be given to an employee's performance, knowledge, skill, ability, efficiency, reliability, attendance, overall record and length of service with the City.

An employee who resigns or who is terminated will receive his or her final paycheck on his or her next regularly scheduled payday as well as information regarding insurance continuation and other benefit plans.



## **ANTI-DISCRIMINATION & HARASSMENT**

### **301. Prohibition of Harassment & Discrimination**

The City of Lake Geneva is committed to providing a work environment in which employees are treated with courtesy, respect, and dignity. As part of this ongoing commitment, the City will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, sex, national origin, or any other characteristics protected by law. All employees are encouraged to bring any concerns or complaints in this regard to the attention of management through the City's chain of command structure or through the reporting procedures in specific policies. All complaints of sexual harassment, or of harassment of any nature, will be investigated promptly and, where determined necessary, immediate and appropriate action will be taken to stop and remedy such conduct.

All employees share in the responsibility for ensuring that these policies are effective and are uniformly applied to everyone. As such, employees shall be responsible for:

- Behaving in a courteous and professional manner toward fellow employees and the public;
- Reading this policy and fully understanding its requirements;
- Refraining from engaging in any conduct forbidden by this policy;
- Promptly reporting any incidents of sexual or other harassment, discrimination or retaliation, or other inappropriate behavior; and
- Cooperating in any investigation that may be conducted in accordance with the terms of this policy by providing accurate and complete information about any incidents with which the employee is familiar.

Any employee, including management personnel, determined to be involved in discriminatory practices will be subject to corrective actions up to and including termination.

### **302. Prohibited Behavior**

A fundamental policy of the City of Lake Geneva is that the workplace is for performing high quality work and to serve the interests of the City and the public. To that end, employees must provide a workplace environment free from tensions involving matters that do not relate to the City's business and where employees are at all times courteous and professional in their behavior. The City recognizes



that any atmosphere of tension created by conduct unrelated to work — including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar discriminatory conduct — does not belong in the workplace and will not be tolerated.

Harassment of employees or applicants for employment with the City is prohibited. For the purposes of this policy, "harassment" is defined as persistently bothering, disturbing, or tormenting another person based on a variety of protected statuses, such as race, color, religion, sex, national origin, disability, marital status, genetic information, or sexual orientation. The City prohibits all forms of harassment, discrimination or retaliation based on protected status, which shall include, but not be limited to:

- Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
- Visual harassment, such as displaying offensive posters, cartoons, or drawings; and
- Physical harassment, such as threatening, assaulting, or physically interfering with another person or making inappropriate or unwelcome physical contact.

### **Sexual Harassment**

"Sexual harassment" is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment;
- Submission or refusal to submit to such conduct is used as the basis for a tangible employment action; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or work environment.

An employee cannot be forced to submit to sexual harassment as a basis for any employment decision. In addition, the City will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for its employees.



### **Examples of Prohibited Behavior**

The following conduct will be considered to be sexual harassment or another form of unlawful harassment or inappropriate behavior in the workplace or in connection with work-related activities:

- Sexually suggestive or off-color remarks or jokes;
- Sexual flirtation, innuendo, advances, propositions, or other sexual activities;
- Unprofessional touching, such as massaging, embracing, or inappropriately putting an arm around another employee;
- Repeated and unwelcome invitations for social interactions outside of the workplace;
- Sexual or racial slurs, derogatory remarks, or offensive gestures;
- Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages; and
- Including or excluding any individual from workplace activities, assignments, or responsibilities based on his or her refusal to participate in or tolerate sexual or other forms of harassment, or based on other factors not related to job performance or legitimate business reasons.

This list is not intended to be, nor should it be construed as, an exhaustive listing of prohibited behaviors. Any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during work hours or at work-related functions. Such conduct may constitute sexual harassment regardless of whether the conduct occurs between members of management, between management and subordinate staff employees, between staff employees, or directed at employees by non-employees conducting business with the City. Any questions about whether particular conduct is prohibited under this policy should be discussed with the employee's supervisor or the City Administrator.

### **303. Harassment by Non-Employees**

The City of Lake Geneva will endeavor to protect its employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, citizens, and suppliers conducting business with the City.



### **304. Complaint Procedure & Investigation**

If any employee believes that any sort of sexual or other unlawful harassment, discrimination, retaliation, or other inappropriate conduct is interfering with his or her work or the work of others or is creating an intimidating, hostile, or offensive work environment, the City requires that employee to notify his or her supervisor or the City Administrator. If an employee feels uncomfortable bringing the matter to his or her supervisor or if the employee believes his or her supervisor or a member of a governmental body is participating in conduct that violates this policy, the employee should notify the City Administrator or the City Attorney. The employee may be asked to sign a written complaint or other summary of the information reported.

Complaints of harassment, discrimination or retaliation will be promptly and thoroughly investigated, and the complainant employee will generally be advised of the results of the investigation when completed. The City understands that these matters are sensitive and will, therefore, make every attempt to maintain confidentiality for all employee complaints and communications, such as interviews and witness statements, to the extent practicable.

The employer will take appropriate disciplinary action, up to and including discharge, against any employee who is found to have engaged in sexual or other unlawful harassment, discrimination or retaliation, or who has otherwise violated this policy. Further, the City will correct any adverse employment action the employee or another employee experienced due to conduct forbidden by this policy and other corrective action designed to end the harassment, discrimination or retaliation.

If an individual involved in harassing or inappropriate conduct is not employed by the City, the individual will be informed of this policy and appropriate action will be taken by the employer.

In all cases, the employer will make follow-up inquiries to ensure that the harassment, discrimination or retaliation has ceased. If the employee is not satisfied with the results of the investigation or follow-up actions, or if further harassment, discrimination or retaliation or other unacceptable conduct occurs, the employee should contact the City Administrator or City Attorney immediately.



### **305. Retaliation**

The City of Lake Geneva will not tolerate retaliation against any employee who complains of sexual or other unlawful harassment, discrimination or retaliation, or who provides information in connection with any such complaints. Any employee who believes that he or she had been retaliated against for bringing a complaint or providing information in connection with a complaint is required to use the reporting procedure specified in this policy.

### **306. Equal Employment Opportunity**

The City of Lake Geneva is an equal employment opportunity employer, and all employment decisions are based on merit and business needs and made through a careful selection process. The City employs individuals who are concerned with the success of the City; those who care first about offering the highest quality public service and the interests of the public, those who can carry out their work with skill and ability, and those who can work well within our team.

It is the City's policy to seek and employ the best quality and qualified personnel in all staff positions, to provide equal opportunity for advancement to all its employees — including upgrading, promotions, and training — and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected under state or federal law.

Equal employment opportunity notices are posted near employee gathering places, as required by law. These notices summarize the rights of employees to equal opportunity in employment and further list the names and addresses of various government agencies that may be contacted in the event any person believes that he or she has been the subject of discrimination.

### **307. Disability Accommodation**

It is the policy of the City of Lake Geneva to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The City will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and that any accommodations made would not impose an undue hardship on the City.



**308. *Immigration Law Compliance***

The City of Lake Geneva is committed to employing only United States citizens and aliens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. The City requires each employee, as a condition of employment, to provide documentation establishing identity and authorization to work in the United States.



## CONFLICTS OF INTEREST & CONFIDENTIALITY

### **401. Conflicts of Interest and Nepotism**

(Lexipol policy 1050)

#### 401.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between employees of the City. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

**Business Relationship** - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction where the employee's annual interest, compensation, investment or obligation is greater than \$250.

**Conflict of Interest** - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

**Nepotism** - The practice of showing favoritism to relatives in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

**Personal Relationship** - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

**Public Official** - A supervisor or employee who is vested with authority by law, rule or regulation, or to whom authority has been delegated.



**Relative** - An employee's parent, stepparent, spouse, domestic partner, significant other, child (biological, adopted or step), sibling or grandparent.

**Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

**Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

#### 401.2 RESTRICTED DUTIES AND ASSIGNMENTS

The City will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
  - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
  - 2. When personnel and circumstances permit, the City will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The City reserves the right to transfer or reassign any employee to another position within the same classification as it may deem necessary in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.



#### 401.2.1 EMPLOYEE RESPONSIBILITIES

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninformed, next highest level of supervisor.

#### *401.2.2 Supervisor Responsibilities*

Upon being notified of or becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to mitigate or avoid such violations whenever reasonably possible. Supervisors shall also promptly notify the City Administrator or the authorized designee of such actual or potential violations through the chain of command.

### **402. Confidentiality**

No information concerning the internal operations of the City, including but not limited to the release of records of the City, may occur except through, and with the permission of, the City Administrator or individual Department Head, if designated by the City Administrator. If requests for information are received by an employee, whether on or off duty, the employee is required to politely decline to provide such information and to direct the requestor to the City Administrator or appropriate Department Head for a response to the inquiry.

As part of an employee's responsibilities with the City, he or she may have access to confidential City, resident, personnel or other sensitive information. This may include, but not necessarily be limited to: information concerning a resident's financial status, the business, purchasing or negotiating practices of the City, ongoing or potential litigation involving the City, and employee personnel records. This information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons not employed by the City without the determination of the City Administrator or Department Head designated by the City Administrator. Furthermore, no employee shall disclose or use confidential information of the City to advance the financial or other private interest of the employee or others. All City employees share in the responsibility for protecting the confidentiality of this information.



## **EMPLOYEE BENEFITS PROGRAMS**

### **501. *Employee Benefits***

Benefits may accrue to all regular full-time employees and limited benefits to statutorily required positions (including the City Attorney and Municipal Judge); however, part-time, seasonal or temporary employees will not be eligible for benefits unless specifically identified in City policies or as prescribed by law.

A number of benefit programs (e.g., Social Security, workers compensation, state disability and unemployment insurance) cover all employees. Eligibility for most other benefits depends on a variety of factors, including employment classification. Each employee should consult with his or her supervisor to determine the programs in which the employee is eligible to participate.

Some benefit programs require contributions from the employee; however, many are fully paid by the City. The City expressly reserves the right to add, amend, modify or terminate any employee benefit plans or programs.

### **502. *Paid Time Off***

#### **502.1 POLICY**

Paid Time Off (PTO) is an all-inclusive "paid time off" program that will provide income protection for "no fault" time away from work, including illness-related absences. Another portion of the PTO program is the Medical Leave Bank.

#### **502.2 SCOPE**

Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.

#### **502.3 PAID TIME OFF**

PTO is intended to be used for a variety of traditional types of time away from work, including vacation, personal illness, personal business, doctor appointments, family time, and personal voluntary community service; however, an employee does not have to designate the reasons for the scheduled absences being requested.



The PTO program is intended to assist the City in managing staffing needs in order to meet the operational needs of the City.

#### 502.4 PTO BANK SCHEDULE

PTO will be banked as of January 1st and prorated in the first and last year of employment from the employee's hire date.

**Table 5.1 – FULL TIME EMPLOYEES**

YEARS OR SERVICE	ANNUAL PTO ELIGIBILITY	MAXIMUM BANK LIMIT
< 1 year	64 hours (8 days*)	64 hours (8 days*)
1-5 years	152 hours (19 days*)	176 hours (22 days*)
6-10 years	192 hours (24 days*)	216 hours (27 days*)
11-15 years	232 hours (29 days*)	256 hours (32 days*)
16 or more years	248 hours (31 days*)	272 hours (34 days*)

\*=for illustrative purposes only; for the purpose of this table, "day" is defined as an eight-hour shift.

A maximum of 24 PTO hours may be carried forward from one year to the next. ~~PTO hours that have been carried forward will be paid at the employee's wage from the prior year.~~

During the first ninety (90) days of employment, an eligible employee will bank PTO but shall not be eligible to use it.



**Table 5.2 – PART TIME EMPLOYEES**

Regular year-round part-time employees who work 23 hours or more per week will receive a pro-rated portion of PTO based on the expected number of hours worked per week or the number of hours worked in the prior year. To calculate their PTO bank, the annual hours worked from the prior year are divided by 52; times the multiplier for their years of continuous service. There is no PTO carryover provision for part-time employees.

<b>Years of Service</b>	<b>Annual PTO Eligibility</b>	<b>Maximum Bank Limit</b>
< 1 year	average hours x 1	average hours x 1
1-5 years	average hours x 2	(average hours x 2)
6-10 years	average hours x 3	(average hours x 3)
11 or more years	average hours x 4	(average hours x 4)

**502.5 REQUESTS FOR AND USAGE OF PTO**

1. PTO is a benefit to be used by every regular full-time and eligible part-time employee. However, the scheduling of time off is dependent upon the judgment and discretion of the employee's Department Head or his/her designee. This includes surgery or other treatment for medical conditions covered by the FMLA policy that can be scheduled in advance, vacations, personal days, etc.
2. Employees are strongly encouraged to take forty (40) consecutive hours annually, but in any event must use a minimum of forty (40) nonconsecutive hours during the course of the year. New employees having worked for the City for less than a year will not be subject to this requirement.
3. PTO can be requested to be taken in fifteen (15) minute increments, half-hour increments, hourly increments, or daily increments as deemed necessary and desirable by the employee with the agreement of the Department Head or designee. All PTO will be paid at the employee's regular rate of pay.
4. An employee will continue to bank PTO during a leave of absence as long as the leave is with pay. An employee in an unpaid leave status shall not bank PTO.
5. If an employee's banked PTO days have been exhausted, additional time off, if granted, will be unpaid. Negative balances are not permitted.



6. Employees shall submit a request for use of PTO to their immediate supervisor no less than forty-eight (48) hours (2 working days) in advance of the desired date of time off. Employees are not required to provide the reason for the use of scheduled PTO.

#### **502.6 UNSCHEDULED LEAVE**

1. Unscheduled leave/absences are defined as unscheduled time off that has not been approved in advance by the Department Head or designee.
2. When absences due to sudden illness are necessary, the employee should notify their respective Department Head or designee of their illness or their immediate family member's illness prior to the beginning of his/her scheduled reporting time within the time period designated by the Department Head. Failure to do so without a bona fide reason may result in the employee being considered absent without leave and subject to disciplinary action, up to and including termination.
3. A Department Head or designee may grant approval of a PTO request less than two (2) day notice, if the employee's absence does not negatively affect departmental workload, project completion, and sufficient staffing levels exists except for leaves covered by FMLA.

#### **502.7 ACCUMULATION**

PTO Bank Maximums are capped annually at the numbers set forth in Table 5.1. If the cap is exceeded, the excess PTO hours automatically will be transferred into the employee's Medical Leave Bank; a minimum of forty (40) PTO hours must be taken as time off annually and cannot be transferred to the Medical Leave Bank.

#### **502.8 REIMBURSEMENT OF ACCUMULATED PTO LEAVE**

1. Upon retirement or resignation in good standing from City service, employees who have worked at least one (1) year shall be paid for all banked but unused PTO leave (excluding Medical Leave Bank hours) upon separation with the City.



2. Employees may not utilize PTO to extend an employee's last date of employment, nor may it apply towards the notice period which is intended as a working notice period.
3. Employees who are discharged for cause or who quit without a minimum of two (2) weeks' notice shall forfeit their banked PTO pay out.

#### 502.9 MEDICAL LEAVE BANK (MLB)

The other portion of the PTO program for employees is the Medical Leave Bank (MLB). The purpose of the MLB is to address the longer medical needs for an employee's personal illness or the personal illness of an eligible family member. Using the MLB requires an FMLA-eligible event or other extended illness, injury, disability, or hospitalization with more than 3 days absence with appropriate documentation provided. The first 3 days of a qualifying absence shall be taken from the employee's PTO bank with the 4th and following days being used from their MLB.

1. USES.
  - a. In the event the MLB is exhausted for qualifying events, the employee can use PTO. Negative balances are not permitted.
  - b. Employees who have a covered event that will require the employee to be absent for longer than 3 working days, are should inform their Department Head or Designee.
  - c. Using the MLB for intermittent leave may be allowed upon approval by the City Administrator or designee under certain circumstances such as prolonged therapies necessitating multiple appointments, travel requirements or symptomatic absences due to treatments.
  - d. The MLB may be used for the three (3) day waiting period to cover time loss in the event of a Worker's Compensation time loss.
  - e. The employer reserves the right to require satisfactory proof of illness, which may include a physician's statement or other evidence. Unauthorized use of the MLB may result in loss of pay for the duration of the absence and may be considered grounds for disciplinary action.



- f. The employer may require the employee to provide a certificate of recovery before the employee returns to work from a registered physician as named either by the employee or the employer.
  - g. Employees may accumulate up to a maximum of 480 hours in their MLB. Once an employee's MLB reaches a maximum of 480 hours, no more hours can be credited to their MLB until the accumulated hours fall below the 480 hour maximum.
  - h. Employees (hired prior to January 1, 2014) are eligible to convert any or all accumulated sick leave hours up to a maximum of 800 hours into the MLB. Any use of hours above 480 hours cannot be replenished with unused PTO hours until the MLB complies with the above paragraph.
  - i. Upon an employee's separation from City service, for whatever reason, any remaining MLB balance shall be extinguished. Under no circumstance will the unused balance in an employee's MLB be payable in any form.
2. INCREASING MEDICAL LEAVE BANK ACCOUNT HOURS.
- a. Employees may build hours in their account by rolling hours from their unused PTO into their MLB at year-end. There are two ways to accomplish this:
    - i. To the extent that the PTO balance exceeds the Bank Maximum, those hours will be transferred to the MLB.
    - ii. Prior to December 15 of each year, employees can elect to transfer PTO hours to their MLB; although a minimum of forty (40) PTO hours must be taken as time off annually and cannot be transferred to the Medical Leave Bank.
  - b. The City will match up to 24 hours of PTO transferred to the MLB per year up to the maximum allowable MLB balance.

### **503. Holidays**

The City of Lake Geneva will grant holiday time off to all eligible employees on the holidays listed below:

New Year's Day (January 1)

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) the Friday-after Thanksgiving Day  
Christmas Eve (December 24)  
Christmas (December 25)  
New Year's Eve (December 31)

The City will grant paid holiday time off on the above days to all eligible full-time employees who have worked at least 30 days at the City and who have worked the last scheduled day immediately preceding the holiday and the first scheduled day immediately following the holiday, unless the employee has been previously authorized to use vacation, compensatory or personal leave for those days. Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday, multiplied by eight hours.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday, and a recognized holiday that falls on a Sunday will be observed on the following Monday.

Due to business needs, some employees may be required to work on holidays observed by the City. If an eligible non-exempt employee works on a recognized holiday, he or she will receive holiday pay plus straight-time wages for the hours worked on the holiday (double pay).

#### ***504. Compensatory Time***

The Employer and non-exempt employees may agree to take compensatory time off in lieu of overtime payment, limited to eighty (80) hours banked at any one time. Compensatory time will accrue at the rate for which it is earned, and must be used during the calendar year in which it was earned. Compensatory time not scheduled off by December 1 in any year will be paid on the employee's final paycheck for that year at the employee's current rate of pay. Any planned use of compensatory time off must be scheduled with the employee's supervisor no less than two (2) days in advance.

Exempt employees are not eligible to receive compensatory time per se; however, the City recognizes that the nature of the work performed by these employees often requires additional work hours above and beyond normal business hours. As such, exempt employees will be permitted to take time off as authorized by the City Administrator.



**505. Retirement**

All regular full-time, statutorily required, and eligible part-time employees shall be covered under the Wisconsin Retirement System (WRS), and shall have the required employee share of contributions deducted from their biweekly payroll in accordance with state law.

The City of Lake Geneva also provides an opportunity to contribute to two 457(b) retirement savings plans and two Roth plans for full-time employees who have completed any mandatory introductory period and otherwise qualify to participate. The plan includes a provision for employee tax deferred compensation contributions. Interested employees can request a full copy of the plan summary description from the Department of Employee Trust Funds, Wisconsin Deferred Compensation Program, P.O. Box 7931, Madison, WI 53707-7931 or Security Benefit, P.O. Box 750560, Topeka, KS 66675-0560. If a regular full-time employee hired before January 1, 2014 has been employed for twenty (20) years or more with the City and retires under the provisions of the Wisconsin Retirement System at age fifty-five (55) through age sixty-four (64), the City will pay fifty percent (50%) of the health insurance premium until the retiree reaches age 65.

**506. Health, Vision, Dental & Life Plans**

The City of Lake Geneva offers medical, vision, dental, and life insurance plans for eligible employees, and the City bears a substantial portion of the costs for these plans for each employee. The City expressly reserves the right to add, amend, modify or terminate any employee benefit plans or programs. The employee should refer to information from the insurance provider for any details on eligibility or coverage, or may contact the City Comptroller.

**507. Disability Insurance**

The City provides and pays the full premiums for long-term disability insurance for full-time employees. The long-term disability payments commence after 180 days of absence from work because of a covered accident or sickness and will, if necessary, be paid to the employee until the employee reaches age sixty-five (65). The Long Term Disability policy shall guarantee a payment to employees of sixty-six percent (66%) of their salary up to a maximum of \$6,000/month. Employees who are eligible for and utilizing the long-term disability insurance shall not be eligible for payment of medical leave bank benefits.



Employees should refer to the specific plan documents for further explanation of this benefit and any tax implications, or contact the City Comptroller.

### **508. *Workers Compensation***

The City provides insurance to compensate for any illness or injury an employee might suffer while working on City premises, traveling on official City business or attending an activity officially sponsored by the City. Employees who become ill or injured while working on City premises or during the conduct of City business should seek medical attention immediately. Every injury — regardless of seriousness — must be reported by the employee to their supervisor as soon as practicable to keep the coverage in force and to receive any benefits or other compensation to which the employee may be entitled. When an employee receives Worker's Compensation wage pay, he/she will only receive the insurance benefit pay which is tax-free per IRS regulations. The Medical Leave Bank may be used for the three (3) day waiting period to cover time loss in the event of a Worker's Compensation time loss.

### **509. *Benefit Continuation (COBRA)***

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) extends, to employees and their qualified beneficiaries, the opportunity to continue health insurance coverage under the City's group insurance plan when a "qualifying event" would normally result in the loss of eligibility. If an employee is terminated for any reason, other than gross misconduct, or otherwise leaves employment with the City, the employee and his or her dependents may have the right to continue or convert coverage as set forth in the rules of the plan. The employee will receive written notification of his or her right to continue coverage within two (2) weeks of their termination date. Questions about continued coverage under COBRA should be directed to the City Administrator.

### **510. *Education and Training***

The City of Lake Geneva recognizes that the skills and knowledge of its employees are critical to the success of the organization. Employees are encouraged to actively seek and pursue opportunities to improve their knowledge, skills and abilities to grow and develop in their careers.

#### **510.1 EMPLOYEE TRAINING**

Employees may desire to attend or be asked to attend job-related conferences, workshops, seminars or credit courses offered by various educational institutions or by other organizations. Registration fees will



be paid for employees who attend seminars, classes, meetings, conferences, training sessions and other such functions with the prior approval of the supervisor and the availability of budgeted funds for this purpose.

#### 510.2 TUITION REIMBURSEMENT PROGRAM

The City offers a tuition reimbursement program for associate and bachelor degree coursework relating to the employee's position with the City. The coursework must maintain or improve skills required by the employee's present position with the City, or be expressly required as a condition of retaining the employee's present position. For the purposes of this policy, an employee shall be eligible when he or she is a regular full-time employee that has been employed with the City for a minimum of one year.

A written request to participate in the tuition reimbursement program must be submitted to and approved by the City Administrator prior to approval of the budget for the year in which the coursework is to be taken.

Tuition reimbursement shall not exceed the rate established by the University of Wisconsin-Whitewater (in-state rate) per semester hour (credit) and two hundred dollars (\$200.00) is the maximum allowable materials costs per class.

Upon satisfactory completion of an approved course, the employee must submit a receipt indicating proof of payment, a grade report, and a Check Request Form to the City Administrator, who will process the payment request.

The rate of reimbursement will be based on the following schedule:

Grade "A" - 100%

Grade "B" - 75%

Grade "C" - 50%

Employees who participate in the tuition/materials reimbursement program and leave the City's employment within three (3) years after receiving reimbursement shall reimburse the City on the following schedule:

0 - 12 months - 100%



13 - 24 months - 75%

25 - 36 months - 50%

Reimbursement will be made in three equal, annual, installments; the first installment due one (1) year after the date the employee resigned.

### ***511. Business & Travel Expenses***

Employees will be reimbursed for all reasonable and necessary expenses incurred while traveling on City business. For the purposes of this policy, "reasonable and necessary expenses" may include meals, lodging, and mileage; however, any expenses related to the purchase of alcohol or personal entertainment shall not be reimbursed by the City. Travel reimbursement for City-related business shall be provided at the IRS rate for mileage in effect at the time the travel occurred. Meal reimbursements for City-related business shall be limited by the per diem meal rate provided by the U.S. General Services Administration (GSA) in effect at the time and location of the meal. Employees are advised to use discretion and keep any costs related to travel and/or lodging as minimal as possible.

Employees should contact their supervisor to make any necessary travel arrangements. All travel and business activities must be recorded on the City's Expense Report Form and submitted to the City Comptroller. Requests must include receipts for all payments for which the employee is seeking reimbursement. The City reserves the right to deny any request for reimbursement if adequate information is not provided.

### ***512. Employee Assistance Program (EAP)***

The City of Lake Geneva offers an Employee Assistance Program, which offers an opportunity for every employee to seek assistance, anonymously for matters such as alcohol or other chemical dependency, family and marital problems, personal and work-related stress situations, anxiety disorders, and financial and legal consultations. Additional information is available by contacting the City Administrator.

### ***513. Clothing Allowance***

Full-time non-exempt Street Department employees who have successfully completed their probationary period will receive an annual allotment set by resolution of the Common Council for the purchase of prescription safety glasses, work clothes and reinforced safety-toed shoes.



Dispatch employees will receive an annual allotment set by resolution of the Common Council for the purchase of uniforms.

Clothing allowances will be provided in the first pay period of the year. Employees who separate from the City will have a prorated amount of the annual clothing allowance deducted from their final paycheck.



## **WORK SCHEDULES & COMMUNICATIONS**

### **601. *Work Hours & Schedules***

The City of Lake Geneva follows a work schedule of forty (40) hours per week. The City's normal working hours are Monday through Friday, from 8:30 a.m. to 5:00 p.m.; however, work schedules for individual employees may vary throughout the organization depending upon staffing needs and operational demands. Supervisors will be responsible for advising their employees of individual work schedules.

A Street Department employee who is called out to return to work outside of their scheduled shift will be compensated for a minimum of two hours at the regular pay rate (unless the employee exceeds 40 hours worked in that week).

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.

### **602. *Attendance & Punctuality***

The City places great emphasis on its employees maintaining a record of good attendance. Absences or tardiness places an extra burden upon coworkers and undermines the efficient operations of the organization. Regular attendance is therefore expected of every City employee. Each employee has a responsibility to be on the job, on time each workday, and fully able and prepared to work. Employees are expected to arrive at work on time, and return from scheduled rest breaks and meal breaks on time. An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before his or her shift begins. Two or more unexcused tardiness incidents shall constitute habitual tardiness or a pattern of tardiness, and will be considered excessive. Absenteeism or tardiness may lead to discipline, including discharge and may also be taken into consideration when the employer reviews each employee for wage changes or promotion.

The City of Lake Geneva is always open for business, regardless of weather conditions, unless otherwise determined by the Mayor, the City Administrator, or any designee thereof. Inclement weather conditions may prevent employees from getting to work or cause them to arrive late; however, employees are expected to make every reasonable effort to report to work. When severe weather conditions exist, it will be the responsibility of the employee to contact his or her supervisor before the scheduled start of the employee's shift if he or she is unable to report to work on time. Work time



missed due to inclement weather is without regular pay for non-salaried employees. Employees may request to use paid time off or compensatory time, but in the event of severe weather or other extreme circumstance as determined by the employer, the City's need for the employee's attendance to perform his or her duties will prevail.

### **603. Overtime**

Because of the nature of work, employees may occasionally be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests. Overtime compensation is paid to all non-exempt employees at one and one-half times the employee's regular rate for all hours worked in excess of forty (40) hours per week. Non-exempt City employees must receive authorization from their supervisors before working any overtime. After an employee has worked approved overtime, it must be recorded on a timesheet for the period it was worked.

Overtime pay is based on actual hours worked and holidays; therefore, any time taken for unpaid breaks or meals will not be included as time worked for the purposes of calculating overtime hours. Time off due to PTO, Medical Leave Bank, compensatory time or any leave of absence will not be factored into hours worked when calculating overtime. Work required to be performed on an actual Holiday (as provided in Section 503) will be paid as overtime (one and one-half times the employee's regular pay). Full time, non-exempt, non-represented employees of the Public Works Department will be paid at a rate of one and one half times the employee's regular rate of pay for required work performed on Saturdays and Sundays. This provision will be paid regardless of employee's use of PTO, Vacation, or Sick time during that week for which the required weekend work was performed.

### **604. Pay Schedule**

Employees will be paid on a biweekly basis, with each pay-week's timesheet reflecting all work performed from Monday through Sunday. Compensation for employee salary and wages shall be administered through direct deposit of funds to the banking account(s) specified by each employee; no individual paychecks will be issued by the City. Each employee is responsible, upon hire, for providing the City Comptroller with the banking information required to establish this direct deposit arrangement. During the course of employment with the City, each employee shall be responsible for notifying the City Comptroller of any changes to this information as soon as possible.



**605. *Timekeeping***

Each non-exempt employee is responsible for and required to accurately record his or her work times and break times for each workday, including any use of paid time off. Each employee will be held accountable for any failure to completely and accurately record his or her time. Each employee will be required to verify the completeness and accuracy of hours documented on his or her time card by signing it, and must immediately report any errors. Tampering with, falsifying or altering time cards, or punching or altering another employee's time card will result in disciplinary action, up to and including discharge. Failure to record time worked may also result in disciplinary action. All timesheets must be signed by the employee's supervisor.

**606. *Bulletin Boards***

Bulletin boards are provided as a means of informing employees of important developments from the employer that will affect the employee or his or her job and to post notices as required by law. Because work-related notices of interest and importance will be posted on the bulletin boards, the City requests that its employees check the bulletin boards at regular intervals. Employees must secure prior authorization before posting any notices on the bulletin boards. Posting of unauthorized notices, photographs, or other printed or written materials is prohibited.

**607. *Solicitation***

The solicitation of employees or distribution of materials to employees can often interfere with normal operation of the City, reduce employee efficiency, and pose threats to security. For these reasons, the City limits solicitation and distribution on the premises.

Individuals who are not employees of the City are prohibited from soliciting employees or distributing materials to employees on the premises. This prohibition shall include, but not necessarily be limited to: soliciting funds or signatures; conducting membership drives; distributing literature or gifts; offering to sell merchandise or services (except by representatives of vendors or potential vendors as authorized by the City); or any other similar activity. All visitors are strictly prohibited from entering non-public areas of City facilities unless granted permission by a supervisor.

Employees may engage in limited solicitation and distribution of materials to other employees, on the premises; provided, however, that solicitation or distribution of materials is prohibited during the



working time of either employee making or receiving the solicitation or distribution. For the purposes of this policy, "working time" does not include any authorized meal or rest period of the employee.

### **608. Association Activities**

The City of Lake Geneva recognizes that employees shall be free to join or refrain from joining employee associations or unions. Employees shall conduct association or union business off duty, unless otherwise granted permission by the City Administrator.

### **609. Lactation Breaks**

(Lexipol policy 1035)

#### **609.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child.

#### **609.2 POLICY**

It is the policy of this City to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her infant nursing child for up to one year after the child's birth (29 USC § 207).

#### **609.3 LACTATION BREAK TIME**

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Lactation breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled break time will be considered unpaid. Employees desiring to take a lactation break shall notify a supervisor prior to taking a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.



#### 609.4 PRIVATE LOCATION

The City will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be a location other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207). Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance. Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

#### 609.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the City shall clearly label it as such and shall remove it when the employee ends her shift.

#### **610. *FLSA SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES***

The City has created this Safe Harbor Policy for employees who are classified as exempt under the FLSA.

This Policy's purpose is to:

- 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 Fair Labor Standards Act. If you have questions about this Policy or the regulations defining this Policy, please see the Administrator. The City will work with you to help you understand how the regulations affect you.



### 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 employer 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 or personal time off 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 Long Term Disability, and the employee has no vacation or personal time off 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;
- To offset any amounts received as payment for jury fees, 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, sexual harassment, workplace violence, or any other violations as stated in this Manual;
- Unpaid leave taken under the Family and Medical Leave Act; and
- As otherwise permitted by law.

### Actual Practice

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;
- The number and geographic location of both the employees whose salaries were improperly reduced and the managers responsible; or
- Whether the employer has a clearly communicated policy permitting or prohibiting improper deductions.

#### Filing a Complaint

Improper deductions are a serious violation of this Safe Harbor Policy. If you feel improper deductions have been made from your paycheck, please contact the Clerk 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.



## **LEAVE**

### ***701. Family Medical Leave (FMLA)***

#### **Federal FMLA**

##### Eligibility for Leave

Employees are eligible for family and medical leave under federal law if they have worked for the City of Lake Geneva for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period before the leave is to begin.

An eligible employee is entitled to take up to twelve (12) work weeks of unpaid leave for any of the following reasons:

- To attend to the birth, adoption, or foster care placement of the employee's child
- To attend to the serious health condition of the employee's child, spouse or parent
- To receive care for the employee's own serious health condition  
A serious health condition means an illness, injury, impairment, or physical or mental condition during which the employee (or family member) is incapable of working that involves either:
  - Treatment requiring inpatient care in a hospital, hospice or residential care facility; or
  - Continuing treatment by or under the supervision of a health care provider.
    - "Continuing Treatment by a healthcare provider includes:
      - a period of incapacity of more than three (3) consecutive full days,
      - a period of incapacity for pregnancy or prenatal care,
      - A period of incapacity for a chronic health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional



episodes of incapacity, such as serious asthma or diabetes.

- a period of incapacity that is permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer, or
- a period of absences due to multiple treatments for restorative surgery or for a condition which would likely make the employee incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member or veteran who is recovering from a serious illness or injury sustained or aggravated in the line of duty on active duty is entitled to up to 26 weeks of leave in a single twelve (12)-month period to care for the service member. This military caregiver leave is available during a single twelve (12)-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

An eligible employee who is the spouse, son, daughter or parent of an individual being on or called up for active overseas duty in the Armed Forces shall be entitled to up to 12 weeks per rolling 12-month period of "qualifying exigency" leave. "Qualifying exigency" is defined as short-notice deployment, military events and related activities, childcare and school activities, parental care, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities where the employer and employee agree to the leave.

The City will determine the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

#### Substitution of Paid Leave

An employee may use Medical Leave Bank in the event of an FMLA-qualifying event. The first 3 days of a qualifying absence covered only by the federal FMLA shall be taken from the employee's PTO bank with



the 4th and following days being used from their Medical Leave Bank. If the request for FMLA leave is due to the employee's own serious health condition, the employee should first exhaust all accrued Medical Leave Bank before any PTO or compensatory time is to be used. Total FMLA leave time, may not exceed twelve (12) weeks. Paid leaves, including workers compensation leave, runs concurrently with FMLA leave.

#### Intermittent Leave

Leave due to the birth or placement of a child in the employee's home for adoption or foster care must be taken in one continuous 12-week segment, and must be taken within twelve (12) months of the birth or placement of the child. Leave taken for an employee's own or an employee family member's serious health condition may be taken: in one continuous 12-week segment; in an intermittent schedule, such as one day off each week; or in a reduced schedule, such as beginning two hours late twice a week. If the employee is taking intermittent leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City as to the schedule for leave before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the intermittent leave is medically necessary. The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

#### Procedure for Requesting Leave

If the need for leave is foreseeable, the employee needs to give thirty (30) days prior notice, if possible. Failure to provide such notice may result in the leave being delayed for up to thirty (30) days. If the need for leave is due to a planned medical treatment, the employee should make every attempt to schedule treatments so as not to unduly disrupt the work of his or her department. If the need for leave is not foreseeable, the employee must request it as soon as practicable, but no later than two (2) business days after the need for leave arises.

While on leave, employees may be required to report periodically to the City regarding the status of the medical condition, and their intent to return to work.



### Medical Certification

If leave is requested due to the employee's own or an employee family member's serious health condition, the employee must provide medical certification from an appropriate health care provider. Said medical certification must include the date on which the condition began and its probable duration. Failure to provide satisfactory certification may result in denial of the requested leave, which may lead to disciplinary action for unexcused absence. The City may also require a second opinion or third opinion regarding certification of a serious health condition, at the expense of the City.

### Return to Work

If an employee's leave is due to his or her own medical condition, the employee is required to provide medical certification that he or she is able to resume work before returning to the job. Both the employee and his or her health care provider must complete a Return to Work Medical Certification. Upon returning to work, the employee will ordinarily be entitled to be restored to his or her former position or to an equivalent position with the same employment benefits and pay, if possible. Failure to return to work at the end of the leave or to notify the City of the employee's status may result in termination.

### Benefits

Taking FMLA leave will not cause the forfeiture of any employment benefits accrued prior to the first day of the leave period. The leave period will be treated as continued service for the purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, employees on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue.

The City will maintain the employee's insurance benefits while he or she is on leave. In the event the employee does not return to work after the leave, the employee may be asked to reimburse the City for the cost of maintaining insurance coverage during the period of leave. This provision will not apply in cases where the employee's inability to return is through no fault of his or her own (e.g., at the end of the leave, the employee remains physically unable to return to work due to his or her own serious health condition).



If an employee intentionally misrepresents the reasons for requesting FMLA leave, he or she may be terminated.

### **Wisconsin FMLA Leave (“WFMLA”)**

An employee may be entitled to leave under both the federal FMLA and WFMLA, depending on the circumstances. When both acts apply, the employee will be entitled to leave under the more generous act. Under most circumstances, FMLA leave and WFMLA leave will run concurrently, and the FMLA will provide the more generous benefits. There may be circumstances, however, where only the WFMLA applies or where the WFMLA provides the more generous benefits. This policy summarizes key distinctions in the provisions of the WFMLA.

### **Eligibility**

To qualify to take WFMLA leave, an employee must meet all of the following conditions:

- The employee must have worked for the City at least 52 consecutive weeks. For eligibility purposes, an employee will be considered to have been employed during a week as long as the employee has actually been treated by the City as an employee, in accordance with normal personnel recordkeeping practices, regardless of the number of hours worked that week.
- The employee must have worked or have been on accrued paid leave provided by the City for at least 1,000 hours during the 52-week period immediately preceding the date when the leave would begin.
- The employee must work for an employer in Wisconsin employing at least 50 individuals on a permanent basis.

### **Types of Leave Covered**

The amount of leave an employee may take under the WFMLA varies depending on the reasons for the leave. The different types of leave, and the length of leave available per calendar year for each different type, are described below:

- An employee may take up to 6 weeks of family leave for the birth of the employee’s child or the placement of a child with the employee for adoption. This leave must begin after 16 weeks prior to the expected date of birth or placement, or before 16 weeks after the actual date of birth or placement.



- An employee may take up to 2 weeks of family leave to care for the employee's child, spouse, qualifying domestic partner or parent with a serious health condition.
- An employee may take up to 2 weeks of medical leave for the employee's own serious health condition if the employee is unable to perform his or her employment duties.

A "serious health condition" is defined substantially the same as under the FMLA described above. Employees with questions about what conditions are covered under this policy or under the City's sick leave policy are encouraged to consult with the City Administrator.

#### Substitution of Paid Leave

While an employee is using WFMLA leave, the employee may use accrued PTO, Medical Leave Bank, or any other accrued paid leave.

#### **702. Military Leave**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the City of Lake Geneva prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

At the time this handbook was drafted, USERRA rights included the right of any individual who is absent from employment because of a uniformed service obligation (in the Armed Forces, Military Reserves, or National Guard) to reemployment and all concomitant benefits, as long as the following prerequisites are met:

- If the individual was discharged, the discharge was honorable.
- The individual provided without delay advance notice for the leave, except when advance notice is not possible due to military necessity.
- The leave did not exceed the maximum total absence of five years from the City.
- The individual has timely applied for reemployment. What is timely depends on the length of the service, as follows:



- Service less than 31 days: The individual must notify the City of his or her return at the start of the next regularly scheduled work period, after having been home eight hours.
- Service 31 to 180 days: The individual must submit an application for reemployment not later than 14 days after completion of the uniformed service.
- Service more than 180 days: The individual must submit an application for reemployment not later than 90 days after completion of the uniformed service.
- If you receive notice that you will be taking military leave, please contact the City Administrator as soon as possible to discuss that leave.

### **703. Bereavement Leave**

Regular full-time employees of the City are eligible for bereavement leave, constituting up to three (3) consecutive days of paid time off to attend the funeral of an immediate family member. For the purposes of this policy, "immediate family member" shall include a spouse, parents, spouse's parents, grandparents, children, grandchildren, brothers, sisters, spouse's brothers, or spouse's sisters.

An employee must receive approval of his or her supervisor for the use of any bereavement time. The supervisor may request verification of the facts surrounding the leave and grant or deny the request as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

### **704. Jury Duty**

The City of Lake Geneva supports its employees in fulfilling their civic responsibilities by serving jury duty when required, and fully compensates them for time served. The employee will receive his or her regular wages from the City; however, he or she must sign over any payment received from the County for juror service. An employee must inform his or her supervisor of any jury summons as soon as possible so that arrangements can be made to accommodate the employee's absence. Employees will be expected to report for work during jury service whenever the court schedule permits. If an employee is summoned for jury duty but is not selected to serve as a juror, the employee is required to return to work and complete the balance of all scheduled shifts. Insurance benefits will remain in effect and unchanged for the full term of an employee's absence for jury duty.



**705. *Time Off in Connection with Court Cases***

The City recognizes that an employee may be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. An employee called to testify will be paid for the time away from work if the case involves an offense against the City of Lake Geneva or an incident that occurred during employment. If called for other types of legal proceedings, an employee may use available PTO or compensatory time to cover any time away from work. An employee will not be terminated due to absence from work as a result of participating in a court case; however, the employee is responsible for notifying his or her supervisor as soon as possible.



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## **SAFETY & SECURITY**

### **801. Safety**

The City of Lake Geneva is committed to maintaining a safe and healthy environment for all employees. It is incumbent upon employees to act in a safe manner and practice good safety procedures at all times. Likewise, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept clean and in good repair.

Any accidents, hazards or potentially unsafe conditions of equipment are to be reported by the employee to his or her supervisor immediately. If an unsafe condition can be corrected immediately so as to avoid any additional hazard, the employee should implement the corrective action.

The City complies with the federal Occupational Safety and Health Act (OSHA), which requires maintaining records of all illnesses and accidents that occur on the job. The Act also provides for an employee's right to know about any health hazards which might be present at his or her job.

### **802. Security**

The City of Lake Geneva is committed to ensuring the security of its employees. To that end, all premises are equipped with fire alarm systems and security alarms that are active outside working hours.

Employees may be issued identification cards to be displayed by the employee while conducting City businesses, either on or off premises. Upon separation from employment with the City, an employee will be required to surrender his or her identification card, as well as any City keys or fobs that have been issued to him or her. Employees should direct any questions or concerns about security to their supervisor or to the City Administrator.



## **STANDARDS OF CONDUCT & DISCIPLINE**

### **901. *Employee Conduct & Work Rules***

Public service as an employee of the City of Lake Geneva is a privilege and not a right. The City desires to employ individuals who serve the public, who protect and further the trust and confidence the public has placed in its servants, who serve their fellow servants as a team member, and who strive for professional growth and effective service.

High quality performance, honesty, respect, reliability, professionalism and good judgment are fundamentally required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants.

The primary objectives for each employee are to protect and further the public's trust and confidence and to perform at a high quality level so that our citizens, businesses, representatives of other entities, coworkers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives or in violation of policy or general expectations of professional conduct is forbidden, and will subject any offending employee to discipline up to and including discharge.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee; however, the City believes that certain acts of misconduct, standing alone, warrant serious discipline up to and including discharge, such as the following:

- Dishonest, misleading, or deceptive conduct
- Circumventing the chain of command
- Undermining the authority of a supervisor
- Refusing or failing to follow an order or directive
- Theft or misappropriation of City property or the property of others, including theft of work time, excessive time at break periods, misuse of PTO, Medical Leave Bank or other designated leave, misrepresenting work time or falsifying time sheets
- Soliciting gifts, tips or bribes
- Failing to completely and accurately document relevant information



- Leaving the job without permission
- Causing or working unauthorized overtime
- Failing to cooperate with others
- Engaging in conduct that creates an unsafe work environment
- Fighting, threats, intimidation or harassment of others
- Damaging or defacing City property or the property of others
- Misuse or unauthorized use of City property
- Possession, use or being under the influence of drugs or alcohol while on duty
- Engaging in illegal or immoral conduct
- Unauthorized possession of weapons or firearms during work time or on City premises or property
- Absence of two (2) work days without notice
- Excessive absenteeism or tardiness
- Failing to promptly report absence or tardiness
- Working another job while absent
- Disclosing confidential information to unauthorized sources
- Loafing or sleeping on the job
- Misuse of licenses, patents or copyrights while on work time or using work resources
- Unauthorized solicitations or distributions
- Failure to promptly report defective equipment or safety hazards
- Failure to report work-related injury or accidents immediately
- Violations of safety rules
- Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury
- Substandard quality or quantity of work, including deliberate reduction of output command
- Failure to complete assignments promptly and accurately
- Smoking in unauthorized areas or during work time
- Unprofessional appearance
- Discourteous treatment of others
- Profane or disrespectful conduct



- Conducting personal business on City time or property, including promoting or selling any item or soliciting
- Failing to fully comply with City policies
- Failing to comply with expectations of conduct communicated to the employee
- Failing to report a possible violation of the rules or policy through the chain of command
- 

The City reserves the right to modify this list at any time or determine whether any other conduct is contrary to the interests of the City and warranting of disciplinary action up to and including discharge.

## **902. Public Communication**

(Lexipol policy 1058)

### 902.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balance of employee speech and expression with the needs of the City.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

#### 902.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, wikis, video and other file sharing sites.



## 902.2 POLICY

Public employees occupy a trusted position in the community, and thus their statements have the potential to contravene the policies and performance of the City. Due to the nature of the work and influence associated with the profession, it is necessary that employees of the City be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the City of Lake Geneva will carefully balance the individual employee's rights against the organization's needs and interests when exercising a reasonable degree of control over employee speech and expression.

## 902.3 SAFETY

Employees should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of City of Lake Geneva employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, employee's family or associates.

## 902.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the City's safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the City of Lake Geneva or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked, to or related to, the City of Lake Geneva and tends to compromise or damage the mission, function, reputation or professionalism of the City of Lake Geneva or its employees.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.



- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the City.
- (e) Use or disclosure through whatever means of any information, photograph, video or other recording obtained or accessible as a result of employment with the City for financial or personal gain, or any disclosure of such materials without the express authorization of the City Administrator or the authorized designee.
- (f) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of City logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the City of Lake Geneva on any personal or social networking or other website or web page without the express authorization of the City Administrator.
- (g) Accessing websites for unauthorized purposes, or use of any personal communication device, game device or media device, whether personally or City-owned, for personal purposes while on-duty, except in the following circumstances:
  - 1. When brief personal communication may be warranted by the circumstances (e.g., informing family of extended hours)
  - 2. During authorized breaks; such usage should be limited as much as practicable to areas out of the sight and sound of the public and shall not be disruptive to the work environment
- (h) Conduct or speech that otherwise violates a City rule or policy, including harassment and confidentiality policies.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

#### 902.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, employees may not represent the City of Lake



Geneva or identify themselves in any way that could be reasonably perceived as representing the City of Lake Geneva in order to do any of the following, unless specifically authorized by the City Administrator:

- (a) Endorse, support, oppose or contradict any political campaign or initiative
- (b) Endorse, support, oppose or contradict any social issue, cause or religion
- (c) Endorse, support, or oppose any product, service, company or other commercial entity
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or any website

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with the City, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the City of Lake Geneva.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

#### 904.5 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, Twitter) that is accessed, transmitted, received or reviewed on any department technology system.

The City reserves the right to access, audit and disclose for whatever reason any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the City, including the City e-mail system, computer network or any information placed into storage on any City system or device. This includes records of all key strokes or web-browsing history made at any City computer or over any City network. The fact that access to a



database, service or website requires a user name or password does not create an expectation of privacy if it is accessed through City computers or networks.

### **903. City-Owned Property and Vehicles**

(Lexipol policy 700)

#### 903.1 PURPOSE AND SCOPE

City employees are expected to properly care for City property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or City property while performing their assigned duties. Certain procedures are required depending on the loss and ownership of the item.

#### 903.2 DOCUMENTATION OF ISSUED PROPERTY

All property issued shall be documented in the appropriate property sheet or equipment log and receipt acknowledged by signature. Upon an employee's separation from the City, all issued equipment shall be returned and documentation of the return signed by a supervisor.

##### 903.2.1 CARE OF CITY PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of City property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of City property may lead to discipline including, but not limited to, the cost of repair or replacement.

- (a) Employees shall promptly report to the Department Head, any loss, damage to or unserviceable condition of any City-issued property or equipment assigned for their use.
  1. A Department Head receiving such a report shall conduct an appropriate investigation and direct a memo to the City Administrator that shall include the result of his/her investigation and whether the employee followed proper procedures. The Department Head's report shall address whether reasonable care was taken to prevent the loss, damage or unserviceable condition.
  2. A review by the Department Head to determine whether misconduct or negligence was involved should be completed.



- (b) The use of damaged or unserviceable City property should be discontinued as soon as practicable and, if appropriate and approved by the staff, replaced with comparable-City property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by extreme circumstances, City property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) City property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority and notifying the Comptroller. Proper authority may include Council approval.
- (e) In the event that any City property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

### 903.3 USE OF PERSONAL PROPERTY

The carrying of personal equipment requires prior written approval by the Department Head. The employee should submit for approval the description of personal property that the employee has requested to carry, the reason for its use, the period of its use and the terms of its use. Personal property of the type routinely carried by persons is excluded from this requirement. The Employer does not assume liability for the loss, theft or damage of personal property brought to the work place.

#### 903.3.1 DEFINITIONS

Definitions related to this policy include:

**Personal Property** - Items or equipment owned by, provided by or purchased totally at the expense of the employee.

#### 903.3.2 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the Department Head. The Department Head may require a separate written report of the loss or damage.



The Department Head receiving such a report shall make an appropriate investigation and direct a memo to the City Administrator that shall include the result of his/her investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition. Upon review by the staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the City Administrator, who will then forward the claim to the City Clerk. The City will not replace or repair costly items (e.g., jewelry, exotic equipment) that are not reasonably required as a part of work.

#### 903.3.3 REPORTING REQUIREMENT

A verbal report shall be made to the employee's Department Head as soon as circumstances permit. A written report shall be submitted before the employee goes off-duty or within the time frame directed by the Department Head to whom the verbal report is made.

#### 903.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes damage to any real or personal property of another shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as reasonably soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.
- (c) Intentional damage may result in termination.

### **904. Technology Use**

(Lexipol policy 342)

#### 904.1 PURPOSE AND SCOPE

This policy describes the use of City computers, software and systems.

##### 904.1.1 PRIVACY POLICY



Any employee utilizing any computer, electronic storage device or media, Internet service, telephone service, information conduit, system or other wireless service provided by or funded by the City expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy that the employee, sender and recipient of any communications utilizing such service might otherwise have, including the content of any such communications. The City also expressly reserves the right to access and audit any and all communications, including content that is sent, received and/or stored through the use of such service.

#### 904.2 DEFINITIONS

Definitions related to this policy include:

**Computer System** - Includes all computers (on-site and portable), hardware, software and resources owned, leased, rented or licensed by the City of Lake Geneva that are provided for official use by employees. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers that is provided by or through the City or City funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, emerging technology (tablets, telemetry, GPS), printers/scanners, network equipment, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs and applications, including shareware. This does not include files created by the individual user.

**File** - Includes any electronic document, information or data residing or located, in whole or in part, on the system, including but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports or messages.

#### 904.3 SYSTEM INSPECTION OR REVIEW

There is no expectation of privacy regarding files contained in or on City computers or systems. A Department Head or the authorized designee has the express authority to inspect or review the system, any and all temporary or permanent files and related electronic systems or device sand any contents



thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

When requested by a Department Head, or during the course of regular duties requiring such information, the City's IT specialist may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the system.

Reasons for inspection or review may include, but are not limited to, system malfunctions, problems or general system failure, a lawsuit against the agency involving the employee or related to the employee's duties, an alleged or suspected violation of any City policy, request for disclosure of data or a need to perform or provide a City service.

#### 904.4 CITY PROPERTY

All information, data, documents, communications, and other entries initiated on, sent to or from, or accessed on any City computer, or through the City computer system on any other computer, whether downloaded or transferred from the original City computer, shall remain the exclusive property of the City and shall not be available for personal or non-City use without the express written authorization of an employee's supervisor.

#### 904.5 UNAUTHORIZED DUPLICATION OF SOFTWARE

Employees shall not copy or duplicate any copyrighted and/or licensed software except for a single copy for backup purposes. To reduce the risk of a computer virus, employees are not permitted to install personal copies of any software onto the computers owned or operated by the City. If an employee must copy data onto a removable storage media and download it on a non-City computer, the employee shall scan the removable storage media for viruses before loading the data on a City computer system.

No employee shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the City while on City premises or on a City computer system. The City and individuals are subject to civil damages per title copied, along with criminal penalties, including fines and imprisonment.



#### 904.6 PROHIBITED AND INAPPROPRIATE USE

Access to City technology resources, including Internet access provided by, or through, the City, shall be strictly limited to City-related business activities.

An Internet site containing information that is not appropriate or applicable to City use and that shall not be intentionally accessed includes, but is not limited to, adult forums, pornography, chat rooms and similar or related websites.

Downloaded information shall be limited to messages, mail and data files, which shall be subject to audit and review by the City without notice. No copyrighted and/or unlicensed software program files may be downloaded. Employees shall report any unauthorized access to the system or suspected intrusion from outside sources (including the Internet) to a supervisor.

#### 904.7 PROTECTION OF CITY SYSTEMS AND FILES

All employees have a duty to protect the system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the system. It is expressly prohibited for an employee to allow an unauthorized user to access the system at any time or for any reason.

#### 904.8 ELECTRIC COMMUNICATIONS TOOLS

The City provides some of its employees with electronic communication tools such as email, voicemail, cellular phones, text messaging, pagers, computers, radios and other communication tools and devices so they may better perform their job-related duties. The City's electronic communications system includes all messages sent through the City's computer network either externally via the internet or internally and through City-issued communications devices and networks. Electronic communications should be sent only to those individuals who have a legitimate reason to receive them.

Electronic communications should be courteous, concise, focused and written or spoken in good business English. The same care should be used in drafting electronic communications as used for drafting any other written form of communication. All electronic communications are unavoidably attributed to the City; therefore, when composing these communications, employees must bear in mind that personal comments may be perceived as comments made on behalf of the City.



Electronic communications may reside on the system in different recoverable forms (system backup, sent mail folders, spool queues, etc.); therefore, employees should never assume that deleting a personal electronic communication will remove all incidents of its existence. If there is a review of the information or an investigation, litigation or other proceeding that requires or makes desirable the review or production of City records, it is likely that electronic communications will be requested and possibly disclosed. Moreover, employees should not delete any communications that are considered records under Wisconsin's Public Records Law.

If an internal communication is confidential, it should be distributed personally or by a confidential routing envelope, and not via email. Employees should not presume that an electronic communication sent via the internet is confidential unless it has been encrypted by the City. Participating in listservs should be limited to those used for business purposes, and employees must understand and comply with the guidelines and protocols of each listserv to which they subscribe.

Electronic signatures should be used on all external messages, and should clearly identify the originator of the message, including full name, title, employer name, email address, and phone number.

If an employee has any question about whether a particular use or electronic communication is appropriate, he or she should first consult with the employee's supervisor or the City Administrator before making such communication.

### **905. *Personal Appearance***

Employees of the City of Lake Geneva are expected to dress in a professional manner befitting their jobs with due consideration to the needs of the City, the perceptions of the public, vendors and fellow employees and leaders. All employees must be well-groomed, as an unkempt appearance can offset many other fine qualities and negatively reflect on the City's image. Department supervisors may establish specific dress code requirements for each department that are designed to reflect the professionalism of the workplace. All protective clothing must be worn during activities when required and removed when leaving the designated work area.

Employees who fail to dress in a professional manner will be expected to immediately change their appearance, which may include returning home to change clothing or groom and which shall be without compensation.



## **906. Smoking**

(Lexipol policy 1018)

### **906.1 PURPOSE AND SCOPE**

This policy establishes limitations on the use of tobacco products by employees and others while on-duty or while in City of Lake Geneva facilities or vehicles.

### **906.2 POLICY**

The City of Lake Geneva recognizes that tobacco use is a health risk and can be offensive to other employees and to the public. It is the policy of the City of Lake Geneva to prohibit the use of tobacco by employees while on-duty or at any time the employee is acting in an official capacity for the City.

### **906.3 EMPLOYEE USE**

Tobacco use by employees is prohibited anytime employees are in public view representing the City. Smoking and the use of other tobacco products is not permitted inside any City facility, office or vehicle. It shall be the responsibility of each employee to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

### **906.4 ADDITIONAL PROHIBITIONS**

Department Heads or the authorized designees shall make reasonable efforts to prohibit smoking in City locations where smoking is prohibited, including, but not limited to (Wis. Stat. § 101.123(2)(a)8r; Wis. Stat. § 101.123(2)(e)3; Wis. Stat. § 101.123(2m)(c); Wis. Stat. § 101.123(2m)(e)):

- (a) Posting signs that prohibit smoking (Wis. Stat. § 101.123(2m)(c)1)
- (b) Asking a person who is smoking to refrain or to leave if the person refuses (Wis. Stat. § 101.123(2m)(c)3)
- (c) Enforcing the Wisconsin Clean Indoor Air Act (Wis. Stat. § 101.123(2m)(d))
- (d) Taking other actions as reasonably necessary to prevent persons from being exposed to others who are smoking (Wis. Stat. § 101.123(2m)(e))



**907. Drug & Alcohol Use and Testing**  
(Lexipol policy 1012)

**907.1 PURPOSE AND SCOPE**

The intent of this policy is to deter the misuse or abuse of legal or illegal substances that create a threat to the safety and health of any employee or member of the public. The City of Lake Geneva discourages alcohol and drug abuse and strives to achieve a workforce free from the influence of drugs and alcohol.

**907.2 GENERAL GUIDELINES**

The consumption of illegal drugs and alcohol is strictly prohibited at work. Employees who have consumed an amount of an alcoholic beverage or taken any medication that would tend to adversely affect their mental or physical abilities shall not report for work. The affected employee shall notify the supervisor as soon as the employee is aware that he/she will not be able to report to work. If the employee is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner.

**907.2.1 PURCHASE OR POSSESSION OF DRUGS OR ALCOHOL ON-DUTY**

City employees shall not purchase or possess alcohol or other controlled substances on City property, at work. City employees shall not illegally manufacture any alcohol or drugs while on-duty, on City property or at any other time.

**907.2.2 USE OF PRESCRIBED MEDICATIONS**

City employees who are medically required to take prescription medication during work hours shall not allow such medication to impair his/her ability to perform his/her work. Any employee who is required to take any medication with side effects which might impair his/her ability to fully and safely perform all requirements of the position shall report the need for such medication to his/her immediate supervisor.

No employee shall be permitted to work on or drive a vehicle owned or leased by the City while taking such potentially impairing medication without a written release from his/her physician.

**907.3 EMPLOYEE ASSISTANCE PROGRAM**

There may be available a voluntary Employee Assistance Program (EAP) to assist employees who wish to seek help for alcohol and drug problems. There may also be available a variety of insurance coverages



which provide treatment for drug and alcohol abuse. Employees may contact the City Administrator, his/her insurance provider, or an EAP for additional information. Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through an EAP or his/her insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

#### 907.4 WORK RESTRICTIONS

If an employee informs a supervisor that he/she has consumed any alcohol, drug or medication which could interfere with the safe and efficient performance of his/her duties, the employee may be required to obtain clearance from his/her physician before he/she continues to work. If a supervisor reasonably believes, based upon objective facts, that an employee's ability to perform his/her duties safely and efficiently may be impaired by the consumption of alcohol or other drugs, the supervisor may ask the employee whether he/she has consumed any alcohol or other drugs and, if so the amount and type of alcohol or other drugs consumed and the time of consumption, and the name of the person who prescribed the controlled substance.

If the supervisor reasonably believes, based upon objective facts, that an employee is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the employee from continuing work and shall transport him/her or cause him/her to be transported safely away from the City and shall take any other appropriate action.

#### 907.5 REQUESTING SCREENING TESTS

The City may request an employee to submit to a screening test if the City:

- (a) Reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs which are impairing his/her ability to perform duties safely and efficiently.
- (b) Informs the employee of the specific facts supporting its belief and prepares a written record of those facts, and:
  - 1. Informs the employee in writing whether the test will be for alcohol or drugs, or both.



2. Informs the employee that the result of the test is not admissible in any criminal proceeding against him/her.
3. Informs the employee that he/she may refuse the test, but that his/her refusal may result in dismissal or other disciplinary action.

#### 907.5.2 SCREENING TEST REFUSAL

An employee is subject to disciplinary action if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested by his/her appointing authority, that he/she took the controlled substance as directed pursuant to a current and lawful prescription issued in his/her name.

#### 907.6 CONFIDENTIALITY

The City recognizes the confidentiality and privacy due employees. Disclosure of any information relating to chemical abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the employee involved or pursuant to lawful process. The written results of any screening test may be provided to the employee but will remain confidential and separate from the employee's other personnel files.

#### 907.7 NON-DISCRIMINATION

The City maintains that it will provide a drug free, alcohol free and safe environment for all of its employees. However, in doing so, it will not discriminate against any employee or applicant for employment as prohibited under Federal, State, or local laws. The City will not discriminate against any employee or applicant for employment because of their condition as an alcoholic, because of their use of lawful products off duty and off the premises, because the individual was arrested for a drug or alcohol charge prior to becoming an employee at the City (which arrest did not lead to a conviction), or because the individual was convicted of a drug or alcohol-related crime that is not substantially related to their job duties at the City.

Anyone having questions about this policy should contact his or her supervisor or the City Administrator



### **908. Zero Tolerance for Workplace Violence**

The City of Lake Geneva prohibits workplace threats or violence. Acts or threats of physical violence, including intimidation, harassment or coercion, which involve or affect personnel or property or which occur on City property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or multiple employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on City premises, regardless of the relationship between the City and the parties involved
- All threats or acts of violence occurring off City premises involving someone who is acting in the capacity of a representative of the City

Examples of conduct that may be considered threats or acts of violence in violation of this policy include, but are not limited to, the following:

- Hitting, touching, or physically harming an individual
- Threatening an individual or his or her family, friends, associates, or property with harm
- Damaging or threatening to harm City property or the property of others
- Making harassing or threatening communications
- Harassing surveillance or stalking
- Unauthorized possession or inappropriate use of firearms or weapons

Prohibition against threats and acts of violence applies to all persons, including individuals not employed by the City. Every employee is required to report any incident of workplace threat or acts of physical violence or damage of property to his or her supervisor or another member of City management immediately.

#### Weapons & Firearms

The City of Lake Geneva prohibits all employees from bringing weapons of any kind onto City premises or to City functions. 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. The only exception to this policy is for sworn law enforcement officers, security guards, or other persons acting in the interest of the City who have the legal authority to carry a weapon.

Weapons for which the employee is licensed or permitted per Wis. Stat. 175.60 may be 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 stored in the employee's personal vehicle while the employee is traveling and performing duties in the course of his or her employment.

### ***909. Progressive Discipline***

The City of Lake Geneva treats all violations of policy, rules of conduct and general expectations of professional conduct very seriously. Violations of these policies, rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

The City's system of progressive discipline is designed to encourage individuals to be high quality employees and to remove employees from service who cannot or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee an opportunity to rehabilitate his or her conduct. Employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, termination or other action. In some cases, dismissal of an employee is appropriate because of the seriousness or continuing nature of unacceptable conduct. The appropriate level of discipline is determined by management on a case-by-case basis, and the City reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process. The City's use of any form of progressive discipline does not change any employee's status as an at-will employee, or create any additional contractual rights.

### ***910. Grievance Procedure***

The City of Lake Geneva encourages all employees to bring concerns, problems and grievances to the attention of management at any time. To that end, a formal grievance procedure has been adopted by the Common Council which delineates the steps to be taken by employees and supervisors in the



reporting, investigating and resolution of any grievance. See Appendix B for a copy of the grievance procedure.

## **GRIEVANCE PROCEDURE**

Pursuant to Wisconsin Statute 66.0509(1m), the City of Lake Geneva has established this Grievance Procedure for an employee to utilize for matters concerning employee discipline, employee termination, or workplace safety covered by this Grievance Procedure. This Procedure provides an employee with the individual opportunity to address concerns regarding employee discipline, employee termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the

An employee shall use the Grievance Procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues covered by this Procedure. The City Council expects an employee and management to exercise reasonable efforts to resolve any questions, problems or misunderstandings prior to utilizing the Grievance Procedure. An employee subject to a contractual grievance procedure shall follow the contractual dispute or resolution procedures to the extent those procedures cover the matters covered by this Grievance Procedure. An employee subject to statutory dispute or resolution procedures shall be subject to those procedures to the extent those procedures cover the matters covered by this Grievance Procedure. This Grievance Procedure does not create a legally binding contract.

The City reserves all rights and this procedure does not create a contract of employment. Unless provided otherwise by statute, ordinance or contract, employees of the City are employed at-will and may resign with or without reason. The employee or employer may terminate the employment relationship at any time with or without reason and without violation of applicable law.

## **DEFINITIONS AND LIMITATIONS**

“Termination” means a separation from employment by the employer for disciplinary or quality of performance reasons. “Termination” does not include layoff, furlough or reduction in workforce, job transfer, non-disciplinary demotion, reduction or position elimination based on failure to meet qualifications, resignation, abandonment, retirement, nonrenewal of contract, death, separation as a



result of disability, action taken pursuant to an ordinance created under s. 19.59(1m), or the end or completion of temporary employment, seasonal employment, contract employment, or assignment.

“Employee discipline” means an employment action that results in disciplinary suspension, with or without pay, disciplinary termination, or disciplinary demotion. “Employee discipline” does not include counseling, oral reprimands or warnings, written reprimands or warnings, performance improvement plans, performance evaluations or reviews, documentation of employee acts or omissions, administrative leave or suspension with or without pay, non-disciplinary wage, benefit or salary adjustments, changes in assignment, action taken pursuant to an ordinance created under s. 19.59(1m), or other non-material employment actions.

“Employee” means municipal personnel identified in Section 66.0509, Wis. Stats., and shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointing authority, elected officials, and personnel subject to rights under Section 62.13, Wis. Stat., and independent contractors.

“Workplace safety” shall be narrowly construed and not construed to include basic conditions of employment unrelated to physical health and safety. “Workplace Safety” means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk. “Workplace safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family, or medical leave, work schedules, breaks, termination, vacation, performance reviews, and compensation.

Individual claim. Any Grievance filed regarding employee discipline, termination or workplace safety must relate to issues personal to the Grievant filing the Grievance and may not relate to, without limitation by enumeration, safety of property or third parties. A Grievance filed by the Grievant claiming he or she has been personally affected by the alleged violation.



Scope and Alternative Process. The scope of a Grievance that is subject to the jurisdiction of a governmental body or specific procedure by other state or federal laws shall be governed by those statutes or regulations and not this Grievance Procedure. The scope of a Grievance that is subject to a grievance procedure in a collective bargaining agreement or contractual dispute resolution process may not be brought forth under this Grievance Procedure. The scope of a Grievance that is subject to other policy or ordinance for formal or informal investigation or dispute resolution procedures may not be brought forth under this Grievance Procedure.

### **TIMELINES AND GRIEVANCE FORMAT**

Verbal Grievance and Dispute Resolution. Within fifteen (15) calendar days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue and prior to filing a written Grievance, the Grievant must discuss the dispute with the supervisor who made the decision. The supervisor and employee must informally attempt to resolve the dispute. The supervisor shall notify the Administrator of this meeting and the results of the meeting. If the grievance involves a decision by the Council or Administrator, then the Grievant must present the grievance orally to the Administrator and follow this step with the Administrator.

Written Grievance Submission. If the employee wants to challenge his or her termination, employee discipline or workplace safety issue, then the employee must file a written Grievance within five (5) calendar days after meeting with the supervisor to informally resolve the dispute. The Grievance must be in writing and must be filed with the supervisor and with a copy to the Administrator. The Grievance shall contain a clear and concise statement of the pertinent facts, the dates the incidents occurred, the identities of the persons involved, documentation related to the Grievance in possession of the Grievant, the steps taken to informally resolve the dispute and the results of those discussions, all reasons why the actions of the supervisor or decision maker should be overturned, if applicable, and the remedy that should be issued. A Grievance alleging a workplace safety issue shall also identify the workplace rules allegedly violated, if applicable.

Administrative Response. The Administration, composed of management personnel within the discretion of the City, shall meet with the Grievant within fifteen (15) calendar days of receipt of the written Grievance to discuss voluntary resolution of the Grievance. If those discussions do not resolve the Grievance, then the Administration will provide a written response to the Grievance within five (5)



calendar days of the meeting. The written response shall contain a statement of the date the meeting between the Administration and the Grievant occurred, the decision to sustain or deny the Grievance, and the deadline for the Grievant to appeal the Grievance to an Impartial Hearing Officer.

Impartial Hearing. The decision of the Administration shall be final unless the Grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal shall be filed with the Clerk and Administrator and within ten (10) calendar days of the Administrative Response. The Impartial Hearing Officer shall file a written report within fifteen (15) calendar days of the close of the hearing.

### **Appeal for Review**

The Administration or employee may file a written request for review by the City Council within ten (10) calendar days of receipt of the Impartial Hearing Officer's written report.

Decision of the City Council. A decision by the City Council will be made within sixty (60) calendar days of the filing of the appeal unless the City Council extends this timeframe.

Importance of Timelines and Process. A Grievance will be processed pursuant to the established timelines. A Grievant may advance a Grievance to the next step if a response is not provided within the designated timeframes. A Grievant may not file or advance a Grievance outside of the designated timeframes. If the Grievant fails to meet the timelines set forth this Procedure, then the grievance will be considered resolved. The Administration may advance a Grievance to the next step at the written request of either the Grievant or the Administration. The timelines may be modified by mutual agreement of the Grievant and Administration. The failure of the Grievant to follow the timelines and other requirements in this policy shall result in the Impartial Hearing Officer not having jurisdiction over this matter and shall terminate the Grievance Procedure for that Grievance. The Impartial Hearing Officer shall have the authority to determine whether the Impartial Hearing Officer has jurisdiction, which may be subject to review by the City Council.

Scheduling. Grievance meetings and hearings will typically be held during the Grievant's off-duty hours. Time spent in Grievance meetings and hearings while off duty will not be considered as compensable work time for the grievant.



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## **HEARING PROCEDURE**

Selection of Hearing Officer. Following receipt of the appeal requesting a hearing before an Impartial Hearing Officer, the Administration shall provide the name of the person available to serve as an Impartial Hearing Officer. In the event the Administration provides a list of names, then the Administration and Grievant shall select a name from the list. If the parties cannot mutually agree on an Impartial Hearing Officer from the list, then the parties shall strike names from the list with the Grievant striking the first name. The remaining name shall be selected and assigned as the Impartial Hearing Officer if available.

Pre-Hearing Conference and Timelines. The Administration, Grievant and Impartial Hearing Officer shall conduct a pre-hearing conference and select a date for hearing not more than forty-five (45) calendar days from the date of the appeal. The Impartial Hearing Officer shall assign dates for preliminary matters that may arise prior to the hearing.

Conciliation. Prior to the Hearing, the parties and Impartial Hearing Officer may engage in conciliation meetings to resolve the dispute. In cases involving allegations of workplace safety, the conciliation meeting shall be mandatory and shall occur not more than ten calendar days after assignment to the Impartial Hearing Officer. The Impartial Hearing Officer's involvement in any conciliation process shall not disqualify the Impartial Hearing Officer from hearing the merits of any Grievance unless all parties agree to replace the Impartial Hearing Officer.

Representation. The Grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense. The representative must not be a material witness to the dispute.

Record of Proceedings. The Impartial Hearing Officer shall conduct the hearing and make a record of the proceedings. Following the issuance of the written report, the record and report shall be provided to the Clerk for preservation. The Impartial Hearing Officer may request oral or written arguments and replies.

Burdens. The Grievant shall bear the burden of production and burden of proof. The rules of evidence shall not be followed, but no factual conclusions may be based solely on hearsay evidence. Not less than ten days prior to the hearing, the Grievant and the Administration shall exchange lists of witnesses and documentary evidence that they intend to introduce at the proceedings.



Written Response. After receiving the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written report. The report shall contain findings of fact, analysis and a recommendation. The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of the Administration was arbitrary or capricious?

Powers of the Hearing Officer. The Impartial Hearing Officer shall have the power to issue a report regarding the Grievance. The Impartial Hearing Officer shall have no power to issue any remedy, but the Impartial Hearing Officer may recommend a remedy. Remedial authority shall be subject to the determination and authorization of the City Council, and shall be addressed by the City Council in the event a recommendation for a remedy is made by the Impartial Hearing Officer.

#### **APPEAL TO CITY COUNCIL**

Written Appeal. The written notice of appeal shall contain a statement explaining the reasons for the appeal and a copy of the Grievance, the Administration's response to the Grievance, and the Impartial Hearing Officer's report. The written notice may not include information that was not presented at the Hearing. The request shall be filed with the City Council President and with a copy to the other party and to the Clerk.

Record of the Hearing. Upon appeal of the response of the Impartial Hearing Officer, a copy of the record shall be provided to the City Council at its meeting to consider the appeal.

Review. The City Council may decide, in each situation whether it will review the record and make a decision, assign an Impartial Hearing Officer to create a recommendation for the City Council's review, or hold a new hearing and make an independent decision. The manner and process of review is the sole choice of the City Council.

Additional Information. The City Council may offer the Grievant and the Administration the opportunity to provide information to the City Council in a meeting duly noticed for closed session or open session discussion. The City Council may request written or oral arguments from each party.



Decision. All decisions of the City Council involving the Grievance shall be by simple majority vote and in writing and filed with the Clerk within five days of the date of the final decision. A copy of the final decision shall be delivered to the Grievant and the Administration. The City Council's decision is final and is not subject to appeal.



Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

## Riviera Ballroom Lease Agreement

Date of Event:

Hours of the Event:

Name of Group or Individual(s):

Person(s) Responsible:

Address:

Phone Number:

Work Number:

Email:

Event Type:

Estimated number of guests attending (maximum capacity – 380 for Reception style & 320 for Seated):

Admission to be charged? Yes / No    Liquor to be served? Yes / No

Lease, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ between the City of Lake Geneva, a municipal corporation, Lessee, hereinafter referred to as the "City" and \_\_\_\_\_ hereinafter referred to as "Lessee."

- Recitals:
1. The City is the sole owner of the described premises and desires to lease the premises to a suitable lessee.
  2. Lessee desires to lease the below described premises.
  3. The parties desire to enter into a lease agreement defining their rights, duties and liabilities relating to the premises.

1. Lease Premises: The City hereby leases to Lessee the top floor of the Riviera building on Geneva Lake, located at 812 Wrigley Drive in the City of Lake Geneva, also known as the Riviera Ballroom.

2. Term and Rental Fee: Rental fee is for up to a maximum eight (8) hour period and is due four (4) weeks prior to the event. The lease period begins when guests arrive. Any time in excess of eight (8) hours or after 1:00 a.m. will be charged at \$400 per hour and deducted from the security deposit. Lessee shall pay in, addition to the rental fee the hourly rate of \$20 for all necessary set-up and an hourly rate for security personnel. This will be deducted from the security deposit. Any time needed prior to the arrival of guests is considered set-up time.

Rental rates (effective 9/1/15)

**Lake Geneva Resident \$2,500.00** \*See Riviera Resident Rate Request Form for resident requirements

- For a wedding, this rate applies only to the bride, groom, or parents of the bride or groom who live full-time within the city limits of Lake Geneva.
- For other bookings, the Lessee must live full-time within the city limits of Lake Geneva and event must be for immediate family (parent or child) of resident Lessee.

**Non-Resident \$3,000.00**

**Non- Profit Organizations\* \$400.00**

**Week Days: Monday – Thursday (Non-Holiday) \$500.00**

\*Please refer to the Riviera policy concerning non-profit organizations, schools, and civic groups for rules concerning this rate.

The City leases the above described premises for a term of up to eight (8) hours from:

(time) \_\_\_\_\_ (date & year) \_\_\_\_\_

To

(time) \_\_\_\_\_ (date & year) \_\_\_\_\_

\$400.00 per hour will be charged for any occupancy exceeding the above specified time. Lessee hereby requests to lease the premises for an additional \_\_\_\_\_ hours

from \_\_\_\_\_ to \_\_\_\_\_ (indicate time). The parties agree and understand that rent for such term shall be the sum of \$ \_\_\_\_\_dollars. **Rent shall be due and payable in full by 4:00 p.m. no later than four weeks prior to rental.** Payment shall be made to the City of Lake Geneva.

3. Security Deposit: In addition to the rent set forth above the lessee shall pay a security deposit in the amount of **\$1000.00**. The City and Lessee agree that such security deposit shall be held by the City and may be applied to property damage to the premises, if any, resulting during the term of this lease or otherwise caused by the Lessee, his agents, employees or guests. Nothing in this section shall foreclose

the City from, in addition to withholding the security deposit, seeking further action to recover damages or deficiencies from Lessee, his agents, employees or guests for damages to the leased premises.

4. Use: It is understood and agreed that Lessee's use of the premises shall be for the purpose of \_\_\_\_\_. Lessee shall not use nor shall he or she allow the use of the premises, or any part thereof, in any manner which is unlawful, immoral, disreputable, including, but not limited to, the following: gambling, contributing to the delinquency of minors, nude dancing and the use of fireworks.

5. Vendors: The lessee agrees to use caterers from the Riviera Vendors List for their event. An outside vendor fee of \$750 will be charged for the use of a food provider not on the Riviera Vendor List. The beverage company must be licensed in the state of WI. Bartenders will be asked to present valid certification upon arrival on-site. All other services i.e. Florists, DJ's etc. will be up to the Lessee and no fee will be charged.

6. Indemnity: Lessee shall indemnify the City and hold it harmless for all expenses, liability and claims of every kind, including reasonable attorney's fees, by or on behalf of any person or entity or arising out of (1) a failure of Lessee to perform any term or condition of this lease; (2) any injury or damage happening on or about the premises; (3) a failure of Lessee to comply with any law of any governmental authority; (4) any third party agreements or contracts to provide goods or services for the direct or indirect benefit of the Lessee; or (5) any other circumstance or condition not resulting as a result of the negligence or intentional act of the City, its agents and employees.

7. Stolen or Lost Property: Notwithstanding the provisions of Section 5 herein, Lessee agrees to hold the City harmless for any loss, theft or damage of or to personal property. Lessee has the responsibility of inspecting the premises prior to the close of the lease term for personal property which was lost, misplaced or left behind. Any personal property or fixture remaining at the close of the lease term shall be considered abandoned and shall become property of the City.

8. Surrender of Possession: Lessee shall, upon the close of the lease term, or earlier, peaceably and quietly surrender and deliver the premises to the City free of all liens and encumbrances.

9. Assignment: It is understood and agreed that Lessee shall not assign, sub-lease or in any way encumber the premises, nor shall this lease be transferred by operation of law, without prior written consent of the City.

10. Access to the Premises: Lessee shall allow the City, its agents and employees to enter the premises at reasonable times and in a reasonable manner so as not to disrupt Lessee's use of the premises to inspect the premises to determine whether performance is in accord with the lease terms and conditions.

11. Riviera Security Personnel: Lessee shall allow two (2) employees of the City bearing identification tags with the words "Riviera Personnel" to be present and move freely through the premises during the lease term to make certain no terms or conditions of the lease are being violated. Such Riviera personnel shall also ask persons not authorized by Lessee to be present during the Lease term to leave and will call the police if necessary to assist in the control of guests of Lessee. Riviera personnel shall ask the lessee to announce last call and close down the bar one and a half hours and the DJ one hour before the end of the rental time. The Riviera personnel will assist the Lessee in matters of a custodial or maintenance to ensure a clean and safe environment.

Such personnel shall be bonded at the expense of the City. A third security guard is required for parties larger than 250 guests (maximum capacity is 380).

12. Lessee shall pay, in addition to the rental fee, the hourly rate for necessary set-up and security personnel scheduled for the event. The hourly rate can be obtained from the City Clerk's office. Current hourly rate is \$20.00 for set-up and \$12.75 during the event, and is deducted from the security deposit.

13. Remedies of the City and Liquidated Damages: In the event of breach of any of the terms and conditions of this lease by Lessee, the City, at its option, may treat this lease as null and void, accept the security deposit as liquidated damages, accept the security deposit as partial payment of damages and sue for any deficiency or invoke any remedy available to it under law or equity.

14. Cancellation: ~~A cancellation fee of \$100 will be charged for all cancellations 180 days or more prior to the reserved date; the entire deposit will be forfeited if notified less than 180 days prior to the reserved date. Cancellations must be made in writing.~~ A cancellation fee of \$1,000 (deposit) will be charged for all cancellations. Cancellations made within 90 days of the reserved date will be required to pay 50% of the rental fee, minus the \$1,000 deposit. Cancellations made within 14 days of the reserved date will be required to pay the rental fee in full, minus the \$1,000 deposit.

~~-For events with a rental fee less than \$1,000: A fee of \$100 will be charged for cancellations made 180 days or more prior of the reserved date. Cancellations made within 90 days of the reserved date will be required to pay 50% of the rental fee. Cancellations made within 14 days of the reserved date will be required to pay the rental fee in full.~~

All cancellations must be made in writing.

15. Model Release: It is agreed that The Riviera/City of Lake Geneva staff may display and use any photographs taken for advertising and marketing in ways thought proper by the City of Lake Geneva. For client privacy, last names may be obscured if requested.

16. Rules: Lessee hereby acknowledges receipt of the Rules governing the rental of the Riviera. (\*See attached Event Procedures document). Lessee agrees to abide by and follow each and all of said rules regarding the use of the premises. Lessee further agrees that he or she shall be liable for any and all damages incurred as a result of violation of these rules. Failure to abide by the subject rules will be considered a breach of this lease.

I acknowledge that I have received, have read and understand the Riviera Ballroom Procedures & Usage Rules and agree to the provisions therein.

Initial \_\_\_\_\_

16. Please mail the Riviera Ballroom Lease and \$1,000.00 security deposit to:

Riviera Facilities Coordinator  
City of Lake Geneva  
626 Geneva Street  
Lake Geneva, WI 53147

Note: We accept credit cards with ONLINE payments only. If paying by check with this agreement, please make check payable to City of Lake Geneva.

The security deposit refund will be paid to and mailed to the Lessee below:

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

---

For the City of Lake Geneva

---

Date



Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

## Riviera Ballroom Wedding Lease Agreement

Date of Event:

Hours of the Event:

Name of Event:

Person(s) Responsible:

Address:

Phone Number:

Work Number:

Email:

Event Type: Wedding

Bride:

Bride Phone:

Bride Email:

Groom:

Groom Phone:

Groom Email:

Estimated number of guests attending (maximum capacity – 320 seated with no dancefloor):

Admission to be charged? Yes / No    Liquor to be served? Yes / No

Lease, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ between the City of Lake Geneva, a municipal corporation, Lessee, hereinafter referred to as the "City" and \_\_\_\_\_ hereinafter referred to as "Lessee."

- Recitals:
1. The City is the sole owner of the described premises and desires to lease the premises to a suitable lessee.
  2. Lessee desires to lease the below described premises.
  3. The parties desire to enter into a lease agreement defining their rights, duties and liabilities relating to the premises.

1. Lease Premises: The City hereby leases to Lessee the top floor of the Riviera building on Geneva Lake, located at 812 Wrigley Drive in the City of Lake Geneva, also known as the Riviera Ballroom.

2. Term and Rental Fee: Rental fee is for up to a maximum eight (8) hour period and is due four (4) weeks prior to the event. The lease period begins when guests arrive. Any time in excess of eight (8) hours or after 1:00 a.m. will be charged at \$400 per hour and deducted from the security deposit. Lessee shall pay in, addition to the rental fee the hourly rate of \$20 for all necessary set-up and an hourly rate for security personnel. This will be deducted from the security deposit. Any time needed prior to the arrival of guests is considered set-up time.

Rental Rates (effective 7/15/19)

**City of Lake Geneva Resident** \*See Riviera Resident Rate Request Form for resident requirements

Saturday: \$1,950

Friday & Sunday: \$1,700

Week Days: Monday – Thursday (Non-Holiday): \$650 \*Floor length linens are **not** included at this rate

- For a wedding, this rate applies only to the bride, groom, or parents of the bride or groom who live full-time within the city limits of Lake Geneva.
- For other bookings, the Lessee must live full-time within the city limits of Lake Geneva and event must be for immediate family (parent or child) of resident Lessee.

**Non-Resident**

Saturday: \$3,900

Friday & Sunday: \$3,400

Week Days: Monday – Thursday (Non-Holiday): \$1,250

**Seasonal Discount**

A 20% discount will apply for weddings booked after November 15<sup>th</sup> and prior to May 1<sup>st</sup>.

The City leases the above described premises for a term of up to eight (8) hours from:

(estimated time) \_\_\_\_\_ (date & year) \_\_\_\_\_

To

(estimated time) \_\_\_\_\_ (date & year) \_\_\_\_\_

\$400.00 per hour will be charged for any occupancy exceeding the above specified time. Lessee hereby requests to lease the premises for an additional \_\_\_\_\_ hours from \_\_\_\_\_ to \_\_\_\_\_ (indicate time). The parties agree and understand that rent for such term shall be the sum of \$\_\_\_\_dollars. **Rent shall be due and payable in full by 4:00 p.m. no later than four weeks prior to rental.** Payment shall be made to the City of Lake Geneva.

3. Security Deposit: In addition to the rent set forth above the lessee shall pay a security deposit in the amount of \$1000.00. The City and Lessee agree that such security deposit shall be held by the City and may be applied to property damage to the premises, if any, resulting during the term of this lease or otherwise caused by the Lessee, his agents, employees or guests. Nothing in this section shall foreclose the City from, in addition to withholding the security deposit, seeking further action to recover damages or deficiencies from Lessee, his agents, employees or guests for damages to the leased premises.

4. Use: It is understood and agreed that Lessee's use of the premises shall be for the purpose of a wedding. Lessee shall not use nor shall he or she allow the use of the premises, or any part thereof, in any manner which is unlawful, immoral, disreputable, including, but not limited to, the following: gambling, contributing to the delinquency of minors, nude dancing and the use of fireworks.

5. Vendors: **The lessee agrees to use caterers from the Riviera Preferred Vendors List for their event. A vendor fee of \$750 will be charged for use of a food provider not on the Preferred Vendor List.** The lessee is also required to pay an additional outside catering security deposit in the amount of \$1,000 which will be refunded after the event provided no damages are incurred. All other services i.e. Florists, DJ's etc. will be up to the Lessee and no fee will be charged.

6. Indemnity: Lessee shall indemnify the City and hold it harmless for all expenses, liability and claims of every kind, including reasonable attorney's fees, by or on behalf of any person or entity or arising out of (1) a failure of Lessee to perform any term or condition of this lease; (2) any injury or damage happening on or about the premises; (3) a failure of Lessee to comply with any law of any governmental authority; (4) any third party agreements or contracts to provide goods or services for the direct or indirect benefit of the Lessee; or (5) any other circumstance or condition not resulting as a result of the negligence or intentional act of the City, its agents and employees.

7. Stolen or Lost Property: Notwithstanding the provisions of Section 5 herein, Lessee agrees to hold the City harmless for any loss, theft or damage of or to personal property. Lessee has the responsibility of inspecting the premises prior to the close of the lease term for personal property which was lost, misplaced or left behind. Any personal property or fixture remaining at the close of the lease term shall be considered abandoned and shall become property of the City.

8. Surrender of Possession: Lessee shall, upon the close of the lease term, or earlier, peaceably and quietly surrender and deliver the premises to the City free of all liens and encumbrances.

9. Assignment: It is understood and agreed that Lessee shall not assign, sub-lease or in any way encumber the premises, nor shall this lease be transferred by operation of law, without prior written consent of the City.

10. Access to the Premises: Lessee shall allow the City, its agents and employees to enter the premises at reasonable times and in a reasonable manner so as not to disrupt Lessee's use of the premises to inspect the premises to determine whether performance is in accord with the lease terms and conditions.

11. Riviera Security Personnel: Lessee shall allow two (2) employees of the City bearing identification tags with the words "Riviera Personnel" to be present and move freely through the premises during the lease term to make certain no terms or conditions of the lease are being violated.

Lessee shall pay, in addition to the rental fee, the hourly rate for necessary set-up and security personnel scheduled for the event. The hourly rate can be obtained from the City Clerk's office. Current hourly rate is \$20.00 for set-up/tear-down and \$12.75 per security person during the event, and is deducted from the security deposit.

Such Riviera personnel shall also ask persons not authorized by Lessee to be present during the Lease term to leave and will call the police if necessary to assist in the control of guests of Lessee. Riviera personnel shall ask the lessee to announce last call and close down the bar 30 minutes prior to the event end-time, and no less than one and a half hours prior to the 1:00am shut down time.

A third security guard is required for parties larger than 250 guests (maximum capacity is 380 reception-style/no seating).

12. Remedies of the City and Liquidated Damages: In the event of breach of any of the terms and conditions of this lease by Lessee, the City, at its option, may treat this lease as null and void, accept the security deposit as liquidated damages, accept the security deposit as partial payment of damages and sue for any deficiency or invoke any remedy available to it under law or equity.

13. Cancellation: ~~A cancellation fee of \$100 will be charged for all cancellations 180 days or more prior to the reserved date; the entire deposit will be forfeited if notified less than 180 days prior to the reserved date. Cancellations must be made in writing.~~ A cancellation fee of \$1,000 (deposit) will be charged for all cancellations. Cancellations made within 90 days of the reserved date will be required to pay 50% of the rental fee, minus the \$1,000 deposit. Cancellations made within 14 days of the reserved date will be required to pay the rental fee in full, minus the \$1,000 deposit. All cancellations must be made in writing.

15. Model Release: It is agreed that The Riviera/City of Lake Geneva staff may display and use any photographs taken for advertising and marketing in ways thought proper by the City of Lake Geneva. For client privacy, last names may be obscured if requested.

16. Rules: Lessee hereby acknowledges receipt of the Rules governing the rental of the Riviera. (\*See attached procedures checklist & Usage Rules). Lessee agrees to abide by and follow each and all of said rules regarding the use of the premises. Lessee further agrees that he or she shall be liable for any and all damages incurred as a result of violation of these rules. Failure to abide by the subject rules will be considered a breach of this lease.

I acknowledge that I have received, have read and understand the Riviera Ballroom Procedures & Usage Rules and agree to the provisions therein.

Initial \_\_\_\_\_

16. To Confirm Reservation: Please mail the Riviera Ballroom Lease and \$1,000.00 security deposit, payable to “**City of Lake Geneva**” to:

Riviera Facilities Coordinator  
City of Lake Geneva  
626 Geneva Street  
Lake Geneva, WI 53147

Note: We accept credit cards with ONLINE payments only. Online pay is available on the Riviera website [www.lakegenevariviera.com](http://www.lakegenevariviera.com) on the “Forms & Guidelines” page.

The security deposit refund will be paid to and mailed to the Lessee below:

\_\_\_\_\_

Signature of Lessee

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Date

\_\_\_\_\_

For the City of Lake Geneva

---

Date

CITY OF LAKE GENEVA TREASURER'S REPORT - BALANCES BY INSTITUTION 10/31/2019		
Institution	Account Name	Balances 10/31/2019
Cash on Hand	Cash Drawer-Change Bank	200.00
	Municipal Court-Petty Cash	60.00
	Police-Petty Cash	150.00
	Police-Cash Drawer	175.00
	Police-Bond Change Fund	500.00
	Launch Ramp Change Fund	100.00
	Beach Change Fund	-
	Parking-Petty Cash	100.00
	Library-Petty Cash	500.00
		<u>1,785.00</u>
First National Bank	General Fund Checking	565,519.32
	Donations Checking	1,200.97
	Parking Fund Checking	16,793.50
		<u>583,513.79</u>
Local Government Investment Pool	Investment Pool #1-General	8,962,216.51
	Investment Pool #4-Tax	193.35
	Investment Pool #5 - Park Impact Fees	52,163.38
	Investment Pool #6 - Fire Impact Fees	-
	Investment Pool #7 - Parks	22,932.33
	Investment Pool #10 - Library Impact Fees	-
	Investment Pool #8 - Equip Replacement	2,182,986.88
	Investment Pool #9 - Library	92,895.80
	Investment Pool #11 - Capital Projects	535,924.01
		<u>11,849,312.26</u>
US Bank	Tax Checking	369.23
Edward Jones	Cemetery Perpetual Care	664,185.39
BMO Harris	Donations Checking	35,206.70
Voyager Capital Management	Investments-Building Fund	-
	Investments-Swanson Fund	134,306.16
	Investments-Special Projects	286,996.48
	Investments-Voyager Fund	33,015.08
		<u>454,317.72</u>
	Total Cash and Investments	<u>13,588,690.09</u>

CITY OF LAKE GENEVA TREASURER'S REPORT - BALANCES BY FUND 10/31/2019			
Institution	Account Name	Balances 10/31/2019	
General Fund	Cash Drawer-Change Bank	200.00	
	General Checking-shared cash	565,519.32	
	Donations Checking	1,200.97	
	Investment Pool #1 - General	8,962,216.51	
	Investment Pool #4 - Tax	193.35	
	Investment Pool #7 - Parks	22,932.33	
	Municipal Court-Petty Cash	60.00	
	Police-Petty Cash	150.00	
	Police-Cash Drawer	175.00	
	Police-Bond-Change Fund	500.00	
		<u>9,553,147.48</u>	
	Debt Service	Investment Pool #1-shared - General	-
	Lakefront	Launch Ramp Change Fund	100.00
Beach Change Fund		-	
		<u>100.00</u>	
Parking	Parking Fund Checking	16,793.50	
	Parking-Petty Cash	100.00	
		<u>16,893.50</u>	
Capital Projects	Investment Pool #11 - Capital Projects	535,924.01	
Impact Fees	Investment Pool #5 - Park Impact Fees	52,163.38	
	Investment Pool #6 - Fire Impact Fees	-	
	Investment Pool #10 - Library Impact Fees	-	
		<u>52,163.38</u>	
Cemetery	Investment Pool #1-shared - General	-	
Cemetery Perpetual Care	Cemetery Peptual Care-Edward Jones	664,185.39	
Equip Replacement	Investment Pool #8 - Equipment Replacement	2,182,986.88	
Tax Agency Fund	Tax Checking Account	369.23	
Library Operating	Library-Petty Cash	500.00	
Library Investments	Investment Pool #9 - Library	92,895.80	
	Library Donations	35,206.70	
	Investments-Building Fund	-	
	Investments-Swanson Fund	134,306.16	
	Investments-Special Projects	286,996.48	
	Investments-Voyager Fund	33,015.08	
	<u>582,420.22</u>		
	Total Cash and Investments	<u>13,588,690.09</u>	

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>GENERAL FUND</b>						
<b>GENERAL FUND</b>						
<b>GENERAL FUND</b>						
11-00-00-41110	GENERAL PROPERTY TAXES	.00	5,063,206.73	5,063,166.00	40.73-	100.00
11-00-00-41120	TID #4 INCREMENT-CLOSING REV	.00	.00	.00	.00	.00
11-00-00-41130	OMITTED & MISC TAX REVENUE	.00	221.00	.00	221.00-	.00
11-00-00-41140	MOBILE HOME PARK FEES	.00	5,836.81	5,300.00	536.81-	110.13
11-00-00-41150	PERSONAL PROPERTY TAXES	.00	.00	.00	.00	.00
11-00-00-41160	USE VALUE CONVERSION TAX	.00	3,022.05	.00	3,022.05-	.00
11-00-00-41210	ROOM TAX	.00	405,179.98	397,494.00	7,685.98-	101.93
11-00-00-41220	SALES TAX DISCOUNT	45.16	564.17	550.00	14.17-	102.58
11-00-00-41310	TAXES FROM WATER UTILITY	25,834.25	258,342.50	325,000.00	66,657.50	79.49
11-00-00-41800	INT & PENALTY ON TAXES	46.11	2,901.79	1,500.00	1,401.79-	193.45
11-00-00-41810	ROOM TAX LATE FEES	.00	84.16	.00	84.16-	.00
11-00-00-41820	ROOM TAX INTEREST	.00	24.85	.00	24.85-	.00
11-00-00-42620	SPEC ASSMTS-CURB & GUTTER	.00	421.40	720.00	298.60	58.53
11-00-00-43400	MUNICIPAL RECYCLING GRANT	.00	23,804.28	23,700.00	104.28-	100.44
11-00-00-43410	STATE SHARED REVENUE	.00	16,483.61	109,891.00	93,407.39	15.00
11-00-00-43430	EXPENDITURE RESTRAINT PROGRA	.00	.00	.00	.00	.00
11-00-00-43530	STATE AID FOR HIGHWAYS	174,187.94	696,751.67	697,049.00	297.33	99.96
11-00-00-43540	OTHER STATE GRANTS	.00	.00	.00	.00	.00
11-00-00-43600	PYMT MUNI SERVICES-CONSERVATN	.00	3,781.68	3,565.00	216.68-	106.08
11-00-00-43610	STATE COMPUTER AID	.00	19,204.41	18,000.00	1,204.41-	106.69
11-00-00-43612	STATE PERSONAL PROPERTY AID	.00	24,259.81	24,260.00	.19	100.00
11-00-00-43615	VIDEO SERVICE PROVIDER AID	.00	.00	.00	.00	.00
11-00-00-43620	AIDS IN LIEU OF TAXES-PILOT	.00	173.32	10,173.00	9,999.68	1.70
11-00-00-43670	LOTTERY CREDIT	.00	.00	.00	.00	.00
11-00-00-43680	GLLEA ACCOUNTING SERVICES	.00	.00	.00	.00	.00
11-00-00-43690	FEMA DISASTER AID & RELIEF	.00	.00	.00	.00	.00
11-00-00-44100	LIQUOR & MALT BEVERAGE LICENSE	5.00-	33,177.50	32,000.00	1,177.50-	103.68
11-00-00-44110	OPERATOR LICENSES	760.00	17,755.00	17,500.00	255.00-	101.46
11-00-00-44120	BUS LIC-CIG,TAXI,AMUSE,BILLARD	125.00	15,620.00	18,800.00	3,180.00	83.09
11-00-00-44130	PERMITS-SELL,CAFE,ROOM,MASSAG	10.00	6,325.00	7,000.00	675.00	90.36
11-00-00-44140	PERMITS-TOURIST ROOMING HOUSE	1,900.00	20,900.00	6,000.00	14,900.00-	348.33
11-00-00-44150	CABLE TV FRANCHISE FEES	.00	66,166.33	128,000.00	61,833.67	51.69
11-00-00-44200	NONBUS LIC-DOGS/CATS	105.00	548.50	1,000.00	451.50	54.85
11-00-00-44250	OTHER LICENSES \$ FEES-WEIGHTS	.00	7,155.00	8,000.00	845.00	89.44
11-00-00-44900	WORK PERMITS	2.50	297.50	560.00	262.50	53.13
11-00-00-44950	OTHER PERMITS-PARADES,BANNER	.00	1,279.00	1,500.00	221.00	85.27
11-00-00-45100	ANNEXATION FILING FEES	.00	.00	.00	.00	.00
11-00-00-45220	RESTITUTION	.00	.00	.00	.00	.00
11-00-00-46000	CASH DRAWER OVERAGES/UNDERA	.00	1.28	.00	1.28-	.00
11-00-00-46100	GENERAL GOVT MISC REVENUE	73.20	18,337.09	2,000.00	16,337.09-	916.85
11-00-00-46110	SPECIAL ASSMT LETTERS FEES	1,560.00	12,690.00	10,000.00	2,690.00-	126.90
11-00-00-46741	CHG FOR SVCS-CELEBRATIONS	.00	20,121.36	.00	20,121.36-	.00
11-00-00-46900	MISCELLANEOUS SALES	.00	61.53	200.00	138.47	30.77
11-00-00-47300	DONATIONS	.00	.00	.00	.00	.00
11-00-00-47800	INTDEPART CHGS FOR SVC TOURIS	.00	.00	.00	.00	.00
11-00-00-47900	INTDEPART CHGS FOR SVC UTILITY	.00	.00	.00	.00	.00
11-00-00-48110	INTEREST INCOME	8,241.00	117,668.28	60,000.00	57,668.28-	196.11
11-00-00-48120	A/R FINANCE CHARGES	.00	.00	.00	.00	.00
11-00-00-48130	INTEREST ON SPECIAL ASSESSMEN	.00	5.43	200.00	194.57	2.72
11-00-00-48190	DISCOUNTS EARNED	.00	.00	250.00	250.00	.00
11-00-00-48300	SALE OF CITY EQUIPMENT	.00	.00	.00	.00	.00
11-00-00-48320	SALE OF CITY REAL ESTATE	.00	.00	.00	.00	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-00-00-48350	ROOM RENTAL FEES	.00	1.00	.00	1.00-	.00
11-00-00-48370	HILLMOOR LEASE	.00	.00	.00	.00	.00
11-00-00-48400	INSURANCE REIMBURSEMENTS	.00	33,593.29	30,000.00	3,593.29-	111.98
11-00-00-48450	INSURANCE REBATE-LEAGUE	.00	17,329.00	10,000.00	7,329.00-	173.29
11-00-00-48510	OTHER PARK DONATIONS	.00	.00	.00	.00	.00
11-00-00-49000	PROCEEDS FROM BORROWING	.00	.00	.00	.00	.00
11-00-00-49100	APPL.PRIOR YRS APPROPRIATION	.00	.00	300,000.00	300,000.00	.00
11-00-00-49200	DEBT SERVICE REIMBURSEMENT	.00	.00	.00	.00	.00
11-00-00-49220	TID ADMIN REIMBURSEMENT	.00	.00	.00	.00	.00
11-00-00-49300	TRANSFER FROM LAKEFRONT	.00	.00	441,536.00	441,536.00	.00
11-00-00-49400	TRANSFER FROM UTILITY	.00	.00	.00	.00	.00
11-00-00-49500	REVENUE FROM PARKING FUND	.00	.00	870,874.00	870,874.00	.00
11-00-00-49610	TRANSFER FROM LAKEFRONT RES	.00	.00	.00	.00	.00
Total GENERAL FUND:		212,885.16	6,913,296.31	8,625,788.00	1,712,491.69	80.15
Total GENERAL FUND:		212,885.16	6,913,296.31	8,625,788.00	1,712,491.69	80.15

**GENERAL GOVERNMENT**

**GENERAL GOVERNMENT**

11-10-00-51330	LIFE INSURANCE POLICY FEES	150.34	1,674.98	1,850.00	175.02	90.54
11-10-00-51390	STAFF APPRECIATION	.00	.00	.00	.00	.00
11-10-00-51395	CUSTOMER SERVICE TRAINING	.00	.00	.00	.00	.00
11-10-00-51540	UNEMPLOYMENT COMPENSATION	.00	2,242.88	6,000.00	3,757.12	37.38
11-10-00-52140	LABOR NEGOTIATIONS	.00	.00	.00	.00	.00
11-10-00-52160	OFFICIAL MAP	.00	.00	.00	.00	.00
11-10-00-52450	EXPENSES SUBJECT TO INS CLAIM	.00	22,471.85	30,000.00	7,528.15	74.91
11-10-00-53140	OFFICIAL PUBLICATIONS & NOTICE	.00	6,629.57	12,000.00	5,370.43	55.25
11-10-00-53150	PUBLICATION FEES REIMBURSABLE	.00	1,720.92	2,100.00	379.08	81.95
11-10-00-53160	RECORDING FEES	.00	150.00	100.00	50.00-	150.00
11-10-00-53980	BANK CHARGES	2.41-	321.54	1,200.00	878.46	26.80
11-10-00-53990	GENERAL GOVT MISC EXPENSES	.00	95.00	250.00	155.00	38.00
11-10-00-57300	SPECIAL LITIGATIONS	.00	.00	.00	.00	.00
11-10-00-57400	PERSONAL PROPERTY WRITEOFFS	.00	3,389.02	3,000.00	389.02-	112.97
11-10-00-57410	ILLEGAL TAXES & REFUNDS	.00	.00	.00	.00	.00
11-10-00-57420	P.P. WRITE-OFFS REIMBURSED	.00	12.76-	.00	12.76	.00
11-10-00-57800	CONTINGENCY ACCOUNT	.00	.00	93,255.00	93,255.00	.00
11-10-00-59100	PURCHASE OF REAL ESTATE	.00	.00	.00	.00	.00
11-10-00-59200	TRANSFER TO CEMETERY FUND	.00	.00	.00	.00	.00
11-10-00-59250	TRANSFER TO IMPACT FEES FUND	.00	.00	.00	.00	.00
11-10-00-59300	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00
11-10-00-59400	TRANSFER TO CAPITAL FUND	.00	.00	.00	.00	.00
11-10-00-59500	TRANSFER TO LIBRARY FUND	.00	.00	.00	.00	.00
11-10-00-59600	TRANSFER TO EQUIP REPLACEMENT	.00	.00	.00	.00	.00
Total GENERAL GOVERNMENT:		147.93	38,683.00	149,755.00	111,072.00	25.83

**INSURANCE**

11-10-10-55090	INS REIMB-OTHER DEPTS	.00	72,867.21-	91,000.00-	18,132.79-	80.07
11-10-10-55120	GENERAL LIABILITY INSURANCE	49,567.75	186,406.75	182,452.00	3,954.75-	102.17
11-10-10-55130	BOILER & MACHINERY INS	.00	815.76	500.00	315.76-	163.15
11-10-10-55160	WORKERS COMPENSATION	33,185.00	144,882.50	148,930.00	4,047.50	97.28
Total INSURANCE:		82,752.75	259,237.80	240,882.00	18,355.80-	107.62

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>HEALTH INSURANCE</b>						
11-10-20-51110	HEALTH & DENTAL REIMBURSABLE	5,006.03-	67,669.44-	30,714.00-	36,955.44	220.32
11-10-20-51120	HEALTH REIMBURSE-EMPLOYEE	6,554.78-	66,795.23-	83,000.00-	16,204.77-	80.48
11-10-20-51320	HEALTH AND DENTAL ADMIN CHGS	7,102.72	74,958.75	92,000.00	17,041.25	81.48
11-10-20-51330	HEALTH AND DENTAL CLAIMS	4,553.12	111,808.57	372,480.00	260,671.43	30.02
11-10-20-51335	DIFF CARD ADMIN & CLAIMS	19,564.92	133,795.82	191,094.00	57,298.18	70.02
11-10-20-51337	RETIREE HEALTH INS PREMIUMS	.00	.00	.00	.00	.00
11-10-20-51340	DISABILITY PREMIUMS CITY	1,942.52	10,827.32	11,500.00	672.68	94.15
11-10-20-51350	EAP PROGRAM	937.50	3,750.00	3,800.00	50.00	98.68
11-10-20-51520	OPT OUT SOCIAL SECURITY EXP	296.96	3,119.39	3,800.00	680.61	82.09
Total HEALTH INSURANCE:		22,836.93	203,795.18	560,960.00	357,164.82	36.33
Total GENERAL GOVERNMENT:		105,737.61	501,715.98	951,597.00	449,881.02	52.72
<b>COMMON COUNCIL</b>						
<b>COMMON COUNCIL</b>						
11-11-00-51140	COUNCIL SALARIES	2,461.60	27,077.60	32,000.00	4,922.40	84.62
11-11-00-51200	PART TIME WAGES	19.33	792.24	1,650.00	857.76	48.01
11-11-00-51520	COUNCIL SOCIAL SECURITY	189.80	2,132.18	2,575.00	442.82	82.80
11-11-00-52140	VIDEOTAPING EXPENSES	.00	.00	.00	.00	.00
11-11-00-53100	COMPUTER & OFFICE SUPPLIES	.00	.00	.00	.00	.00
11-11-00-53200	COUNCIL WIS LEAGUE MEMBERSHIP	.00	3,823.11	3,823.00	.11-	100.00
11-11-00-53310	COUNCIL MEALS & LODGING	.00	.00	500.00	500.00	.00
11-11-00-53320	COUNCIL CONFERENCES & SCHOOL	.00	270.00	600.00	330.00	45.00
11-11-00-53990	COUNCIL MISCELLANEOUS EXPENSE	.00	869.54	2,000.00	1,130.46	43.48
Total COMMON COUNCIL:		2,670.73	34,964.67	43,148.00	8,183.33	81.03
Total COMMON COUNCIL:		2,670.73	34,964.67	43,148.00	8,183.33	81.03
<b>MUNICIPAL COURT</b>						
<b>MUNICIPAL COURT</b>						
11-12-00-45100	COURT PENALTIES & FINES	9,533.57	117,906.34	150,000.00	32,093.66	78.60
11-12-00-45120	CIRCUIT COURT FORFEITURES	.00	.00	.00	.00	.00
11-12-00-45130	PARKING CITATION COLLECTIONS	960.00	13,274.88	10,000.00	3,274.88-	132.75
11-12-00-45140	COURT CITATION COLLECTN-STARK	13.49	149.91	500.00	350.09	29.98
11-12-00-46400	REIMBURSEMENTS BY DEFENDANTS	50.00	165.00	250.00	85.00	66.00
11-12-00-48110	MUNICIPAL CT INTEREST INCOME	.00	.00	.00	.00	.00
Total MUNICIPAL COURT:		10,557.06	131,496.13	160,750.00	29,253.87	81.80
<b>MUNICIPAL COURT</b>						
11-12-00-51140	MUNICIPAL COURT SALARIES	1,118.42	12,302.62	14,540.00	2,237.38	84.61
11-12-00-51200	MUNICIPAL COURT WAGES-CLERK	4,322.45	48,871.93	60,915.00	12,043.07	80.23
11-12-00-51250	MUNICIPAL CT OVERTIME	.00	.00	.00	.00	.00
11-12-00-51330	INSURANCE DEDUCTIBLE REIMB	.00	.00	.00	.00	.00
11-12-00-51340	MUNICIPAL CT LIFE INSURANCE	18.52	199.04	215.00	15.96	92.58
11-12-00-51345	MUNICIPAL CT HEALTH INSURANCE	2,731.48	27,314.80	32,778.00	5,463.20	83.33
11-12-00-51350	MUNICIPAL CT DENTAL INSURANCE	.00	.00	.00	.00	.00
11-12-00-51355	MUNICIPAL CT VISION INSURANCE	.00	.00	.00	.00	.00
11-12-00-51360	MUNICIPAL CT RETIREMENT FUND	218.22	2,343.44	2,810.00	466.56	83.40
11-12-00-51370	MUNICIPAL CT DISABILITY INS	.00	.00	.00	.00	.00
11-12-00-51520	MUNICIPAL CT SOCIAL SECURITY	400.92	4,519.14	5,772.00	1,252.86	78.29
11-12-00-52140	COLLECTION FEES	.00	15.00	200.00	185.00	7.50
11-12-00-52210	MUNICIPAL CT TELEPHONE	63.41	687.92	700.00	12.08	98.27

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-12-00-52900	CARE OF PRISONERS	45.00	510.00	1,500.00	990.00	34.00
11-12-00-53100	MUNICIPAL CT OFFICE SUPPLIES	233.84	529.95	500.00	29.95-	105.99
11-12-00-53120	POSTAGE-MUNICIPAL COURT	.00	489.89	675.00	185.11	72.58
11-12-00-53300	MUNICIPAL CT TRAVEL-MILEAGE	170.52	489.40	500.00	10.60	97.88
11-12-00-53310	MUN CT-MEALS & LODGING	153.42	1,039.02	1,200.00	160.98	86.59
11-12-00-53320	MUN CT CONFERENCES & SCHOOL	.00	1,510.00	1,490.00	20.00-	101.34
11-12-00-53400	OPERATING SUPPLIES-CITATIONS	.00	.00	.00	.00	.00
11-12-00-53610	EQUIPMENT MAINT SERVICE COSTS	24.00	5,751.00	6,085.00	334.00	94.51
11-12-00-53810	MUNICIPAL COURT OPERATIONS	.00	.00	500.00	500.00	.00
11-12-00-53990	MUNICIPAL CT MISCELLANEOUS EXP	3.00	57.00	100.00	43.00	57.00
Total MUNICIPAL COURT:		9,503.20	106,630.15	130,480.00	23,849.85	81.72
Total MUNICIPAL COURT:		20,060.26	238,126.28	291,230.00	53,103.72	81.77
<b>CITY ATTORNEY</b>						
<b>CITY ATTORNEY</b>						
11-13-00-51130	CITY ATTORNEY SALARY	5,088.00	55,968.00	64,847.00	8,879.00	86.31
11-13-00-51150	LABOR NEGOTIATIONS	.00	.00	.00	.00	.00
11-13-00-51340	CITY ATTORNEY LIFE INSURANCE	35.56	385.28	415.00	29.72	92.84
11-13-00-51345	CITY ATTORNEY HEALTH INSURANCE	.00	.00	.00	.00	.00
11-13-00-51355	CITY ATTORNEY VISION INSURANCE	.00	.00	.00	.00	.00
11-13-00-51360	CITY ATTORNEY RETIREMENT FUND	333.26	3,665.87	4,247.00	581.13	86.32
11-13-00-51520	CITY ATTORNEY SOCIAL SECURITY	389.24	4,281.64	4,961.00	679.36	86.31
11-13-00-52130	CITY ATTORNEY SERVICES	.00	.00	.00	.00	.00
11-13-00-53100	CITY ATTORNEY OFFICE SUPPLIES	.00	.00	.00	.00	.00
11-13-00-53300	CITY ATTORNEY TRAVEL-MILEAGE	.00	.00	.00	.00	.00
11-13-00-53310	CITY ATTORNEY MEALS & LODGING	.00	.00	450.00	450.00	.00
11-13-00-53320	CITY ATTORNEY SCHOOL/CONFER	.00	.00	450.00	450.00	.00
11-13-00-53990	CITY ATTORNEY MISC EXPENSES	.00	.00	300.00	300.00	.00
Total CITY ATTORNEY:		5,846.06	64,300.79	75,670.00	11,369.21	84.98
<b>OUTSIDE ATTORNEYS EXPENDITURES</b>						
11-13-10-52140	OUTSIDE ATTORNEYS FEES	.00	295.55	25,000.00	24,704.45	1.18
Total OUTSIDE ATTORNEYS EXPENDITURES:		.00	295.55	25,000.00	24,704.45	1.18
Total CITY ATTORNEY:		5,846.06	64,596.34	100,670.00	36,073.66	64.17
<b>GENERAL ADMINISTRATION</b>						
<b>MAYOR</b>						
11-14-10-51140	MAYOR SALARY	527.54	5,802.94	6,858.00	1,055.06	84.62
11-14-10-51520	MAYOR SOCIAL SECURITY	40.34	443.74	525.00	81.26	84.52
11-14-10-53100	MAYOR OFFICE SUPPLIES	.00	.00	.00	.00	.00
11-14-10-53310	MAYOR MEALS,LODGING,ETC	.00	.00	200.00	200.00	.00
11-14-10-53990	MAYOR MISC EXPENSE	.00	268.60	700.00	431.40	38.37
Total MAYOR:		567.88	6,515.28	8,283.00	1,767.72	78.66
<b>CITY ADMINISTRATOR</b>						
11-14-20-51100	CITY ADMINISTRATOR SALARY	9,038.46	99,423.06	125,000.00	25,576.94	79.54
11-14-20-51330	REIMB OF INSURANCE DEDUCTIBLE	.00	.00	.00	.00	.00
11-14-20-51340	CITY ADMIN LIFE INSURANCE	47.77	525.47	400.00	125.47-	131.37
11-14-20-51345	CITY ADMIN HEALTH INSURANCE	855.22	8,552.20	10,263.00	1,710.80	83.33
11-14-20-51350	CITY ADMIN DENTAL INSURANCE	.00	.00	.00	.00	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-14-20-51355	CITY ADMIN VISION INSURANCE	.00	.00	.00	.00	.00
11-14-20-51360	CITY ADMIN RETIREMENT	592.02	6,512.22	8,188.00	1,675.78	79.53
11-14-20-51370	CITY ADMIN DISABILITY INS	.00	.00	.00	.00	.00
11-14-20-51520	CITY ADMIN SOCIAL SECURITY	686.94	7,558.59	9,563.00	2,004.41	79.04
11-14-20-53100	CITY ADMIN OFFICE SUPPLIES	.00	401.46	200.00	201.46-	200.73
11-14-20-53240	DUES,BOOKS,PUBLICATIONS	150.00	1,090.00	1,300.00	210.00	83.85
11-14-20-53300	CITY ADMIN TRAVEL-MILEAGE	.00	155.56	1,200.00	1,044.44	12.96
11-14-20-53310	CITY ADMIN MEALS/LODGING	.00	.00	1,300.00	1,300.00	.00
11-14-20-53320	CITY ADMIN CONFR/SCHOOLS	.00	266.25	2,000.00	1,733.75	13.31
11-14-20-53990	CITY ADMIN MISC EXPENSE	104.46	134.44	200.00	65.56	67.22
Total CITY ADMINISTRATOR:		11,474.87	124,619.25	159,614.00	34,994.75	78.08
<b>CITY CLERK</b>						
11-14-30-43520	GRANTS & REIMB-ELECTION	.00	292.15	.00	292.15-	.00
Total CITY CLERK:		.00	292.15	.00	292.15-	.00
<b>CITY CLERK</b>						
11-14-30-51100	CITY CLERK SALARY	5,100.00	56,085.01	66,300.00	10,214.99	84.59
11-14-30-51110	ASSISTANT CLERK WAGES	3,898.98	42,678.38	49,572.00	6,893.62	86.09
11-14-30-51200	CITY CLERK STAFF WAGES	1,462.16	10,128.73	19,162.00	9,033.27	52.86
11-14-30-51260	CITY CLERK SEASONAL WAGES	.00	.00	.00	.00	.00
11-14-30-51330	INS DEDUCTIBLE REIMBURSE	.00	.00	.00	.00	.00
11-14-30-51340	CITY CLERK LIFE INSURANCE	13.40	141.34	150.00	8.66	94.23
11-14-30-51345	CITY CLERK HEALTH INSURANCE	4,485.75	44,857.50	53,829.00	8,971.50	83.33
11-14-30-51350	CITY CLERK DENTAL INSURANCE	.00	.00	.00	.00	.00
11-14-30-51355	CITY CLERK VISION INSURANCE	.00	.00	.00	.00	.00
11-14-30-51360	CITY CLERK RETIREMENT FUND	589.44	6,467.43	7,590.00	1,122.57	85.21
11-14-30-51370	CITY CLERK DISABILITY INS	.00	.00	.00	.00	.00
11-14-30-51520	CITY CLERK SOCIAL SECURITY	769.17	8,284.27	10,330.00	2,045.73	80.20
11-14-30-51900	POLL WORKERS FEES	.00	3,708.25	5,000.00	1,291.75	74.17
11-14-30-52180	MUNICIPAL CODIFICATION	577.58	2,930.06	5,000.00	2,069.94	58.60
11-14-30-53100	CITY CLERK OFFICE SUPPLIES	1.83	473.38	1,300.00	826.62	36.41
11-14-30-53110	BALLOTS/OTHER ELECTION EXPENS	.00	2,883.19	4,000.00	1,116.81	72.08
11-14-30-53120	POSTAGE-CITY CLERK	2,450.00	5,166.07	5,000.00	166.07-	103.32
11-14-30-53140	RECALL ELECTION EXPENDITURES	.00	.00	.00	.00	.00
11-14-30-53300	CITY CLERK TRAVEL-MILEAGE	.00	221.33	800.00	578.67	27.67
11-14-30-53310	CITY CLERK MEALS,LODGING	488.67	488.67	900.00	411.33	54.30
11-14-30-53320	CITY CLRK CONFERENCES & DUES	248.00	928.00	1,100.00	172.00	84.36
11-14-30-53820	LICENSE/SUPPORT EXPENSE	.00	2,207.00	2,000.00	207.00-	110.35
11-14-30-53990	CITY CLERK MISCELLANEOUS EXP	.00	60.00	600.00	540.00	10.00
11-14-30-57350	GRANT PURCHASES	.00	.00	.00	.00	.00
Total CITY CLERK:		20,084.98	187,708.61	232,633.00	44,924.39	80.69
Total GENERAL ADMINISTRATION:		32,127.73	319,135.29	400,530.00	81,394.71	79.68
<b>ACCOUNTING</b>						
<b>ACCOUNTING</b>						
11-15-10-51100	ACCOUNTING SALARY	5,649.22	62,108.19	73,440.00	11,331.81	84.57
11-15-10-51200	ACCOUNTING WAGES	11,134.93	118,703.49	150,138.00	31,434.51	79.06
11-15-10-51260	ACCTG PART TIME WAGES	283.68	2,477.38	3,890.00	1,412.62	63.69
11-15-10-51330	ACCTG INS DEDUCTIBLE REIMB	.00	.00	.00	.00	.00
11-15-10-51340	ACCTG LIFE INSURANCE	86.69	782.53	665.00	117.53-	117.67
11-15-10-51345	ACCTG HEALTH INSURANCE	5,462.96	51,488.41	65,556.00	14,067.59	78.54

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-15-10-51350	ACCTG DENTAL INSURANCE	.00	.00	.00	.00	.00
11-15-10-51355	ACCTG VISION INSURANCE	.00	.00	.00	.00	.00
11-15-10-51360	ACCTG RETIREMENT EXP	1,099.38	11,839.13	14,645.00	2,805.87	80.84
11-15-10-51370	ACCTG DISABILITY INS	.00	.00	.00	.00	.00
11-15-10-51520	ACCTG SOCIAL SECURITY	1,269.88	13,659.12	17,402.00	3,742.88	78.49
11-15-10-52120	ACCTG CONSULTANT FEES	.00	1,800.00	3,200.00	1,400.00	56.25
11-15-10-52130	INDEPENDENT AUDIT FEES	.00	18,000.00	26,000.00	8,000.00	69.23
11-15-10-53100	ACCTG OFFICE SUPPLIES	187.02	2,404.48	3,000.00	595.52	80.15
11-15-10-53200	ACCTG PROFESSIONAL DUES	.00	670.00	700.00	30.00	95.71
11-15-10-53320	ACCTG CONFERENCES/TRAINING	199.98	1,714.56	1,800.00	85.44	95.25
11-15-10-53990	ACCTG MISC EXPENSE	.00	141.00	1,500.00	1,359.00	9.40
11-15-10-54150	TUITION & BOOKS REIMB	.00	.00	.00	.00	.00
11-15-10-54500	COMPUTER IT SVC & EQUIPMENT	3,236.05	30,833.86	40,000.00	9,166.14	77.08
Total ACCOUNTING:		28,209.83	316,622.15	401,936.00	85,313.85	78.77

**ASSESSOR**

11-15-40-51200	ASSESSOR WAGES & SALARIES	.00	.00	.00	.00	.00
11-15-40-51260	ASSESSOR SEASONAL WAGES	.00	.00	.00	.00	.00
11-15-40-51330	INSURANCE DEDUCTIBLE REIMB	.00	.00	.00	.00	.00
11-15-40-51340	ASSESSOR LIFE INSURANCE	.00	.00	.00	.00	.00
11-15-40-51345	ASSESSOR HEALTH INSURANCE	.00	.00	.00	.00	.00
11-15-40-51355	ASSESSOR VISION INSURANCE	.00	.00	.00	.00	.00
11-15-40-51360	ASSESSOR RETIREMENT FUND	.00	.00	.00	.00	.00
11-15-40-51520	ASSESSOR SOCIAL SECURITY	.00	.00	.00	.00	.00
11-15-40-52100	ASSESSOR CONTRACTED SERVICES	.00	41,000.00	41,000.00	.00	100.00
11-15-40-52110	ASSESSOR CONTRACT-COMMERCIA	.00	.00	.00	.00	.00
11-15-40-52130	MANUFACTURING ASSESSMENT	.00	2,256.66	2,000.00	256.66	112.83
11-15-40-52140	OUTSIDE ATTORNEYS FEES	.00	.00	.00	.00	.00
11-15-40-53100	ASSESSOR OFFICE SUPPLIES	.00	.00	.00	.00	.00
11-15-40-53120	ASSESSOR POSTAGE	.00	.00	.00	.00	.00
11-15-40-53200	ASSESSOR PROFESSIONAL DUES	.00	.00	.00	.00	.00
11-15-40-53300	ASSESSOR TRAVEL-MILEAGE	.00	.00	.00	.00	.00
11-15-40-53310	ASSESSOR MEALS & LODGING	.00	.00	.00	.00	.00
11-15-40-53320	ASSESSOR CONFERENCES & SCHO	.00	.00	.00	.00	.00
11-15-40-53980	BOARD OF REVIEW MISC EXPENSES	.00	293.72	50.00	243.72	587.44
11-15-40-53990	ASSESSOR MISCELLANEOUS EXPEN	.00	.00	.00	.00	.00
11-15-40-54100	ASSESSOR CERTIFICATIONS	.00	.00	.00	.00	.00
11-15-40-54500	ASSESSOR PROGRAMMING	.00	.00	.00	.00	.00
Total ASSESSOR:		.00	43,550.38	43,050.00	500.38	101.16
Total ACCOUNTING:		28,209.83	360,172.53	444,986.00	84,813.47	80.94

**CITY HALL BUILDING**

**CITY HALL BUILDING**

11-16-10-51200	CITY HALL MAINT WAGES	3,757.22	40,521.40	48,455.00	7,933.60	83.63
11-16-10-51250	CITY HALL MAINT OVERTIME	.00	678.07	1,155.00	476.93	58.71
11-16-10-51340	CITY HALL MAINT LIFE INS	26.25	285.81	325.00	39.19	87.94
11-16-10-51345	CITY HALL MAINT HEALTH INSUR	1,754.27	17,542.70	21,051.00	3,508.30	83.33
11-16-10-51350	CITY HALL MAINT DENTAL INSUR	.00	.00	.00	.00	.00
11-16-10-51355	CITY HALL MAINT VISION INS	.00	.00	.00	.00	.00
11-16-10-51360	CITY HALL MAINT RETIREMENT	246.10	2,696.94	3,250.00	553.06	82.98
11-16-10-51370	CITY HALL MAINT DISABILITY INS	.00	.00	.00	.00	.00
11-16-10-51520	CITY HALL MAINT SOCIAL SEC	277.74	3,051.74	3,795.00	743.26	80.41
11-16-10-52210	CITY HALL TELEPHONE EXPENSE	933.06	9,077.27	10,000.00	922.73	90.77

Account Number	Account Title	2019-19	2019-19	2019	2019	2019
		Current Month Actual	Current Year Actual	Current Year Budget	Current Year Variance	Current Year % of Budget
11-16-10-52220	CITY HALL ELECTRICITY	.00	34,275.59	45,000.00	10,724.41	76.17
11-16-10-52240	CITY HALL GAS HEAT	280.00	7,665.46	12,000.00	4,334.54	63.88
11-16-10-52260	CITY HALL WATER & SEWER EXP	792.23	1,769.53	2,300.00	530.47	76.94
11-16-10-52400	CITY HALL BUILDING REPAIRS	.00	21,262.78	22,000.00	737.22	96.65
11-16-10-53100	CITY HALL OFFICE SUPPLIES	310.91	2,867.36	3,000.00	132.64	95.58
11-16-10-53500	CITY HALL BLDG MAINT SUPPLIES	842.17	4,517.59	5,500.00	982.41	82.14
11-16-10-53600	CITY HALL MAINT SERVICE COSTS	203.56	12,959.91	16,000.00	3,040.09	81.00
11-16-10-53990	CITY HALL MISC EXP	.00	.00	.00	.00	.00
11-16-10-55310	CH OFFICE EQUIPMENT CONTRACTS	330.82	2,161.73	3,000.00	838.27	72.06
11-16-10-55320	CH POSTAGE METER RENT & EXP	891.60	2,674.80	5,000.00	2,325.20	53.50
Total CITY HALL BUILDING:		10,645.93	164,008.68	201,831.00	37,822.32	81.26
Total CITY HALL BUILDING:		10,645.93	164,008.68	201,831.00	37,822.32	81.26

**POLICE DEPARTMENT****POLICE DEPARTMENT**

11-21-00-43520	LAW ENFORCEMENT TRAINING AIDS	4,160.00	4,160.00	5,760.00	1,600.00	72.22
11-21-00-43530	FEDERAL GRANTS & REIMBURSEME	.00	.00	.00	.00	.00
11-21-00-43540	STATE GRANTS & REIMBURSEMENT	1,316.19	6,534.21	5,000.00	1,534.21	130.68
11-21-00-46200	SEIZURES	.00	.00	3,500.00	3,500.00	.00
11-21-00-46210	MISCELLANEOUS REVENUE	81.50	1,448.63	2,100.00	651.37	68.98
11-21-00-46220	WAGE REIMBURSEMENTS	.00	61,599.28	68,429.00	6,829.72	90.02
11-21-00-46230	MISC TAXABLE REVENUES	.00	.72	250.00	249.28	.29
11-21-00-46240	FINGERPRINTING	.00	435.00	500.00	65.00	87.00
11-21-00-46250	VEHICLE LOCKOUT FEE	308.10	4,525.75	5,200.00	674.25	87.03
11-21-00-46260	BLOOD DRAW REIMBURSEMENT	315.00	1,604.46	1,100.00	504.46	145.86
11-21-00-47300	DONATIONS	.00	125.00	1,500.00	1,375.00	8.33
11-21-00-47350	COMMUNICATIONS REIMB-FIRE DEPT	.00	41,653.00	40,836.00	817.00	102.00
11-21-00-47370	SOFTVEST DONATIONS/GRANTS	.00	3,112.25	6,700.00	3,587.75	46.45
11-21-00-48190	DISCOUNTS EARNED-PD	.00	.00	.00	.00	.00
11-21-00-48300	SALE OF POLICE EQUIPMENT	.00	2,100.00	.00	2,100.00	.00
11-21-00-48310	SALE OF 1033 PROPERTY	.00	.00	.00	.00	.00
Total POLICE DEPARTMENT:		6,180.79	127,298.30	140,875.00	13,576.70	90.36

**POLICE DEPARTMENT**

11-21-00-51100	POLICE FT SALARIES	145,513.96	1,641,831.40	1,994,917.00	353,085.60	82.30
11-21-00-51200	POLICE PT WAGES	8,643.55	71,108.96	104,040.00	32,931.04	68.35
11-21-00-51250	POLICE OVERTIME WAGES	617.55	16,602.36	35,000.00	18,397.64	47.44
11-21-00-51270	PD COMPENSATION PER CONTRACT	3,703.14	66,229.03	110,000.00	43,770.97	60.21
11-21-00-51340	PD LIFE INSURANCE	196.87	2,815.18	3,019.00	203.82	93.25
11-21-00-51345	PD HEALTH INSURANCE	48,169.74	508,940.76	620,196.00	111,255.24	82.06
11-21-00-51347	PD HEALTH INS OPT OUT	.00	.00	.00	.00	.00
11-21-00-51350	PD DENTAL INSURANCE	.00	.00	.00	.00	.00
11-21-00-51355	PD VISION INSURANCE	.00	.00	.00	.00	.00
11-21-00-51360	PD RETIREMENT FUND	21,069.80	241,244.39	295,430.00	54,185.61	81.66
11-21-00-51370	PD DISABILITY INS	.00	.00	.00	.00	.00
11-21-00-51380	PD UNIFORM ALLOWANCE	1,663.87	21,228.87	25,775.00	4,546.13	82.36
11-21-00-51390	PART TIME UNIFORM EXPENSE	357.14	5,097.41	5,900.00	802.59	86.40
11-21-00-51400	PD INTERPRETERS FEES	.00	64.83	1,000.00	935.17	6.48
11-21-00-51410	PD OUTSIDE OFFICERS	.00	.00	.00	.00	.00
11-21-00-51520	PD SOCIAL SECURITY	12,077.73	136,446.85	174,561.00	38,114.15	78.17
11-21-00-51522	PD OPT OUT SOCIAL SECURITY	.00	.00	.00	.00	.00
11-21-00-51900	PFC COMMISSION EXPENSES	130.00	209.69	600.00	390.31	34.95
11-21-00-52140	OUTSIDE LEGAL EXPENSES	1,045.00	2,640.00	1,200.00	1,440.00	220.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-21-00-52210	PD TELEPHONE EXPENSE	2,008.77	19,890.22	26,000.00	6,109.78	76.50
11-21-00-52220	POLICE IMPOUND BLDG ELECTRIC	22.91	253.81	400.00	146.19	63.45
11-21-00-52450	EQUIPMENT REPAIRS-INS CLAIMS	.00	.00	2,000.00	2,000.00	.00
11-21-00-52620	PD COMMUNICATION SYS MAINT FEE	162.50	5,643.49	9,000.00	3,356.51	62.71
11-21-00-52900	CARE OF PRISONERS	.00	545.50	1,000.00	454.50	54.55
11-21-00-52910	CARE OF STRAY ANIMALS	.00	.00	400.00	400.00	.00
11-21-00-53050	DATA PROCESSING	2,803.65	16,098.44	20,000.00	3,901.56	80.49
11-21-00-53100	PD OFFICE SUPPLIES	1,272.89	7,185.51	7,000.00	185.51-	102.65
11-21-00-53120	PD POSTAGE	.00	986.69	1,600.00	613.31	61.67
11-21-00-53160	CRIME PREVENTION PROGRAM	387.34	3,150.09	6,000.00	2,849.91	52.50
11-21-00-53300	PD MILEAGE/TRAVEL	355.82	1,039.27	2,200.00	1,160.73	47.24
11-21-00-53310	PD MEALS & LODGING	1,073.69	4,948.15	6,500.00	1,551.85	76.13
11-21-00-53410	PD FUEL EXPENSE	2,880.92	30,635.65	33,866.00	3,230.35	90.46
11-21-00-53420	PD SPECIAL EQUIPMENT	3,238.39	12,920.44	11,650.00	1,270.44-	110.91
11-21-00-53610	PD EQUIP MAINT SERV COSTS	2,249.52	22,517.68	24,200.00	1,682.32	93.05
11-21-00-53800	PD SPECIAL INVESTIGATIONS	395.07	8,746.09	10,305.00	1,558.91	84.87
11-21-00-53990	PD MISCELLANEOUS EXP	25.18	3,383.80	4,000.00	616.20	84.60
11-21-00-54100	PD TRAINING EXPENSES	4,726.40	29,604.60	49,700.00	20,095.40	59.57
11-21-00-54110	PD APPLICATION PROCESS	51.45	2,242.82	11,000.00	8,757.18	20.39
11-21-00-54120	TRNG & TRAVEL-REIMBURSEABLE	.00	3,759.08-	.00	3,759.08	.00
11-21-00-54150	TUITION & BOOKS PER CONTRACT	.00	3,162.88	11,400.00	8,237.12	27.74
11-21-00-54500	PRO-PHOENIX MAINT CONTRACT	.00	28,796.99	28,762.00	34.99-	100.12
11-21-00-55310	COPY MACHINE & SHREDDING SVC	279.40	2,289.94	4,200.00	1,910.06	54.52
11-21-00-55330	TELETYPE EXPENSE	.00	9,432.00	11,053.00	1,621.00	85.33
11-21-00-57340	GRANT PURCHASES-FEDERAL	.00	.00	.00	.00	.00
11-21-00-57350	GRANT PURCHASES-STATE	.00	3,672.71	.00	3,672.71-	.00
11-21-00-57360	DONOR PURCHASES	.00	.00	.00	.00	.00
11-21-00-57370	BODY ARMOR EXPENDITURES	.00	12,693.38	13,400.00	706.62	94.73
11-21-00-57380	EXPENDITURES-SEIZURE \$	.00	.00	.00	.00	.00
11-21-00-57390	1033 EXPENDITURES	.00	.00	.00	.00	.00
11-21-00-58100	EQUIPMENT OUTLAY	.00	53,614.40	68,765.00	15,150.60	77.97
Total POLICE DEPARTMENT:		265,122.25	2,994,155.20	3,736,039.00	741,883.80	80.14
Total POLICE DEPARTMENT:		271,303.04	3,121,453.50	3,876,914.00	755,460.50	80.51

**FIRE DEPARTMENT****FIRE DEPARTMENT**

11-22-00-43400	EMS PROV SUPP-ACT 102 EQUIP	.00	3,875.58	5,300.00	1,424.42	73.12
11-22-00-43410	EMS PROV SUPP-ACT 102 TRAIN	.00	2,190.72	.00	2,190.72-	.00
11-22-00-43420	FIRE DUES FROM STATE	.00	51,420.53	45,622.00	5,798.53-	112.71
11-22-00-43440	FIRE DUES FROM TOWN OF GENEVA	.00	12,060.62	.00	12,060.62-	.00
11-22-00-43540	STATE GRANTS & REIMBURSEMENT	.00	.00	.00	.00	.00
11-22-00-44710	FIRE DEPT BURNING PERMIT	50.00	1,245.00	1,000.00	245.00-	124.50
11-22-00-46100	MISCELLANEOUS REVENUE	.00	7,482.50	5,000.00	2,482.50-	149.65
11-22-00-46200	FIRE WAGE INCOME	.00	.00	.00	.00	.00
11-22-00-46210	VEHICLE/CHARGES	.00	.00	.00	.00	.00
11-22-00-46220	EMS WAGE INCOME	.00	.00	.00	.00	.00
11-22-00-46230	INSPECTION FEES	17,465.00	62,770.00	81,500.00	18,730.00	77.02
11-22-00-46240	FIRE/EMS BILLING REVENUE	56,472.89	476,036.81	465,600.00	10,436.81-	102.24
11-22-00-46245	ALS INTERCEPT FEE	.00	10,900.00	.00	10,900.00-	.00
11-22-00-46250	PLAN REVIEW/SPRINKLER SYSTEMS	1,770.00	20,315.00	7,500.00	12,815.00-	270.87
11-22-00-47300	TOWNSHIPS FIRE SERVICES	31,317.50	69,379.00	55,000.00	14,379.00-	126.14
11-22-00-47400	EMS TRANSPORT/VEHICLE CHARGE	.00	.00	.00	.00	.00
11-22-00-47500	VIOLATION FEES	.00	.00	.00	.00	.00
11-22-00-48110	INTEREST	4.93	1,376.60	1,000.00	376.60-	137.66

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-22-00-48300	SALE OF FIRE DEPT EQUIPMENT	.00	.00	.00	.00	.00
11-22-00-48510	FIRE DEPT DONATIONS	.00	1,815.00	2,000.00	185.00	90.75
11-22-00-48550	DONATIONS-CPR CLASSES	.00	1,511.00	2,200.00	689.00	68.68
11-22-00-49100	APPROP FROM DESIGNATED FB A/C	.00	.00	5,000.00	5,000.00	.00
Total FIRE DEPARTMENT:		107,080.32	722,378.36	676,722.00	45,656.36-	106.75

**FIRE DEPARTMENT**

11-22-00-51130	FIRE OFFICER SALARIES	3,306.66	36,352.02	42,672.00	6,319.98	85.19
11-22-00-51140	FIRE/EMS STIPEND PAY	1,692.07	20,322.50	25,344.00	5,021.50	80.19
11-22-00-51150	FIRE SAFETY/PUBLIC ED WAGES	1,018.00	5,062.51	4,500.00	562.51-	112.50
11-22-00-51160	FIRE/EMS OTHER PAY	1,020.03	6,256.23	5,202.00	1,054.23-	120.27
11-22-00-51220	PAID ON PREMISE WAGES	37,553.74	407,051.06	526,126.00	119,074.94	77.37
11-22-00-51290	EMS LINN CALL PAY	.00	.00	.00	.00	.00
11-22-00-51300	EMS CITY CALL PAY	1,804.26	15,543.27	20,000.00	4,456.73	77.72
11-22-00-51310	EMS GENEVA TWP CALL PAY	.00	413.41	.00	413.41-	.00
11-22-00-51330	FD LIFE INSURANCE EXP	98.08	920.92	1,000.00	79.08	92.09
11-22-00-51340	FD WORKMEN DISABILITY INS	.00	24,521.00	25,000.00	479.00	98.08
11-22-00-51345	FD HEALTH INSURANCE	.00	.00	.00	.00	.00
11-22-00-51355	FD VISION INSURANCE	.00	.00	.00	.00	.00
11-22-00-51360	FIRE/EMS RETIREMENT EXP	7,718.63	77,584.86	139,279.00	61,694.14	55.70
11-22-00-51380	FIRE DEPT UNIFORMS	4,809.07	11,759.10	10,000.00	1,759.10-	117.59
11-22-00-51400	FIRE CITY CALL PAY	1,267.99	31,757.58	50,000.00	18,242.42	63.52
11-22-00-51410	FIRE GENEVA TWP CALL PAY	.00	2,326.55	7,000.00	4,673.45	33.24
11-22-00-51420	FIRE LINN TWP CALL PAY	.00	.00	.00	.00	.00
11-22-00-51430	FIRE WALWORTH CTY CALL PAY	.00	.00	.00	.00	.00
11-22-00-51440	FD TRAVEL/MEAL EXPENSES	.00	344.00	400.00	56.00	86.00
11-22-00-51520	FD SOCIAL SECURITY EXP	4,317.46	46,497.82	61,696.00	15,198.18	75.37
11-22-00-51900	FIRE COMMISSION MISC EXP	.00	.00	.00	.00	.00
11-22-00-52140	OUTSIDE BILLING SERVICES	11,258.42	36,181.90	35,000.00	1,181.90-	103.38
11-22-00-52150	FIRE INSPECTORS WAGES	3,602.08	29,798.59	40,040.00	10,241.41	74.42
11-22-00-52160	FIRE/EMS DATA ENTRY WAGES	1,766.15	17,365.78	17,663.00	297.22	98.32
11-22-00-52170	FIRE INVESTIGATION PAY	.00	.00	.00	.00	.00
11-22-00-52180	CONTRACTUAL SERVICES-PARATEC	.00	.00	2,000.00	2,000.00	.00
11-22-00-52210	FIRE TELEPHONE EXPENSE	840.71	7,834.27	9,050.00	1,215.73	86.57
11-22-00-52220	FIREHOUSE ELECTRICITY	134.92	12,507.93	13,950.00	1,442.07	89.66
11-22-00-52240	FIREHOUSE GAS HEAT	141.43	4,432.63	7,000.00	2,567.37	63.32
11-22-00-52260	FIREHOUSE WATER/SEWER BILLS	514.18	1,497.60	1,300.00	197.60-	115.20
11-22-00-52400	EQUIPMENT REPAIRS-FIRE DEPT	1,159.97	20,223.86	22,000.00	1,776.14	91.93
11-22-00-52410	FIREHOUSE REPAIRS	66.75	7,667.65	6,000.00	1,667.65-	127.79
11-22-00-52620	FD-COMMUNICATION SYS MAINT FEE	573.00	4,068.60	3,200.00	868.60-	127.14
11-22-00-52650	PD COMMUNICATION SERVICES	.00	41,653.00	41,653.00	.00	100.00
11-22-00-53100	OFFICE SUPPLIES	211.40	1,354.10	1,500.00	145.90	90.27
11-22-00-53120	POSTAGE EXPENSE	.00	588.90	650.00	61.10	90.60
11-22-00-53200	MEMBERSHIP DUES & FEES	.00	1,200.00	2,250.00	1,050.00	53.33
11-22-00-53320	FIRE DEPT CONFERENCES/SCHOOL	.00	.00	1,500.00	1,500.00	.00
11-22-00-53400	OPERATING SUPPLIES	443.13	3,243.79	5,000.00	1,756.21	64.88
11-22-00-53410	FD FUEL EXPENSE	1,252.84	13,689.90	10,000.00	3,689.90-	136.90
11-22-00-53500	BLDG MAINT SUPPLIES-FIREHOUSE	.00	3,596.01	3,000.00	596.01-	119.87
11-22-00-53510	EQUIP MAINT SUPPLIES-FIRE DEPT	85.84	3,045.99	5,500.00	2,454.01	55.38
11-22-00-53600	FIREHOUSE MAINT SERVICE COSTS	833.00	2,220.64	4,540.00	2,319.36	48.91
11-22-00-53610	FD-EQUIP MAINT SERV COST	.00	430.91	.00	430.91-	.00
11-22-00-53970	BAD DEBT EXPENSE/ADJUSTMENTS	.00	.00	.00	.00	.00
11-22-00-53980	FIRE FILM DEVELOPING	.00	.00	.00	.00	.00
11-22-00-53990	FIRE MISCELLANEOUS EXP	132.00	2,777.78	2,000.00	777.78-	138.89
11-22-00-54100	FIRE TRAINING PAY	4,879.04	33,810.67	43,734.00	9,923.33	77.31

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-22-00-54120	TUITION REIMB PER CONTRACT	.00	593.57	4,000.00	3,406.43	14.84
11-22-00-54150	EXPENSE REIMB PER CONTRACT	.00	.00	1,500.00	1,500.00	.00
11-22-00-54500	FIRE IT SERVICES	964.72	3,828.90	7,300.00	3,471.10	52.45
11-22-00-54550	LEXIPOL	.00	5,374.00	5,374.00	.00	100.00
11-22-00-54600	PRO PHOENIX SUPPORT CONTRACT	.00	6,306.10	6,306.00	.10-	100.00
11-22-00-55100	EMS TRAINING PAY	1,841.97	23,620.32	24,198.00	577.68	97.61
11-22-00-55320	FD VOICE MAIL LEASE	.00	.00	.00	.00	.00
11-22-00-56100	CPR CLASS PAY	100.10	3,270.21	2,500.00	770.21-	130.81
11-22-00-57350	GRANT PURCHASES	.00	.00	.00	.00	.00
11-22-00-57360	DONATION PURCHASES	.00	.00	2,000.00	2,000.00	.00
11-22-00-57500	SPRINKLER SYSTEMS EXPENSES	470.00	8,982.50	5,200.00	3,782.50-	172.74
11-22-00-58000	FIRE EQUIPMENT/SUPPLIES	691.57	6,953.84	4,900.00	2,053.84-	141.92
11-22-00-58100	EMS EQUIPMENT/SUPPLIES	1,992.84	19,669.89	18,400.00	1,269.89-	106.90
11-22-00-58200	STATE MANDATED EQUIP TESTING	1,020.20	14,448.35	19,500.00	5,051.65	74.09
11-22-00-58300	ACT 102 EXPENSES	.00	300.00	5,300.00	5,000.00	5.66
11-22-00-58400	PRE-EMPLOYMENT TESTING	.00	1,446.00	2,500.00	1,054.00	57.84
11-22-00-58500	EQUIPMENT OUTLAY	.00	.00	.00	.00	.00
Total FIRE DEPARTMENT:		99,582.25	1,030,697.01	1,305,727.00	275,029.99	78.94
<b>PROGRAM: 10</b>						
11-22-10-52290	FIRE PROTECTION-HYDRANT RENTA	.00	.00	.00	.00	.00
Total PROGRAM: 10:		.00	.00	.00	.00	.00
Total FIRE DEPARTMENT:		206,662.57	1,753,075.37	1,982,449.00	229,373.63	88.43
<b>BUILDING AND ZONING</b>						
<b>BUILDING AND ZONING</b>						
11-24-00-44300	BUILDING PERMITS	11,470.18	151,647.50	180,000.00	28,352.50	84.25
11-24-00-44310	ELECTRICAL PERMITS	3,297.30	57,032.10	67,500.00	10,467.90	84.49
11-24-00-44320	PLUMBING PERMITS	2,130.00	40,185.00	31,500.00	8,685.00-	127.57
11-24-00-44330	OTHER PERMITS	1,669.50	40,471.16	36,000.00	4,471.16-	112.42
11-24-00-44340	UTILITY PERMITS	.00	.00	.00	.00	.00
11-24-00-44360	MISCELLANEOUS FEES	.00	.00	.00	.00	.00
11-24-00-44400	ZONING PERMITS & FEES	2,490.00	35,474.80	45,000.00	9,525.20	78.83
11-24-00-46300	TRASH PICK-UP REVENUE	.00	.00	.00	.00	.00
Total BUILDING AND ZONING:		21,056.98	324,810.56	360,000.00	35,189.44	90.23
<b>BUILDING AND ZONING</b>						
11-24-00-51100	BUILDING INSPECTOR SALARIES	5,684.10	62,505.18	73,895.00	11,389.82	84.59
11-24-00-51200	BUILDING INSPECTION WAGES	5,390.12	54,242.43	69,396.00	15,153.57	78.16
11-24-00-51330	INSURANCE DEDUCTIBLE REIMB	.00	.00	.00	.00	.00
11-24-00-51340	BLDG INSPECTOR LIFE INSURANCE	35.75	380.65	365.00	15.65-	104.29
11-24-00-51345	BLDG INSPECTOR HEALTH INSUR	3,263.36	32,629.07	41,164.00	8,534.93	79.27
11-24-00-51350	BLDG INSPECTOR DENTAL INSUR	.00	.00	.00	.00	.00
11-24-00-51355	BLDG INSPECTOR VISION INS	.00	.00	.00	.00	.00
11-24-00-51360	BLDG INSPECTOR RETIREMENT FUN	607.04	6,619.17	7,605.00	985.83	87.04
11-24-00-51370	BLDG INSPECTOR DISABILITY INS	.00	.00	.00	.00	.00
11-24-00-51520	BLDG INSPECTOR SOCIAL SECURITY	838.50	8,830.10	10,961.00	2,130.90	80.56
11-24-00-52170	CONTRACT-ELEVATOR INSPECTION	.00	100.00	100.00	.00	100.00
11-24-00-52180	CONTRACTS-WEIGHTS & MEASURES	.00	4,800.00	4,800.00	.00	100.00
11-24-00-52190	CONTRACT BUILDING INSPECTOR	1,670.00	9,056.50	7,000.00	2,056.50-	129.38
11-24-00-52620	TELEPHONE EXPENSE	88.41	526.44	600.00	73.56	87.74
11-24-00-53100	BLDG INSPECTOR OFFICE SUPPLIES	266.25	4,582.46	3,500.00	1,082.46-	130.93

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-24-00-53200	MEMBERSHIP DUES & FEES	.00	80.00	600.00	520.00	13.33
11-24-00-53300	BLDG INSPECTOR TRAVEL-MILEAGE	333.34	4,494.19	6,000.00	1,505.81	74.90
11-24-00-53310	BLDG INSP-MEALS & LODGING	.00	1,117.79	1,000.00	117.79-	111.78
11-24-00-53320	CONFERENCES & SCHOOL	.00	900.00	800.00	100.00-	112.50
11-24-00-53350	OTHER PROFESSIONAL FEES	.00	.00	.00	.00	.00
11-24-00-53990	BLDG INSPECTOR MISC EXPENSES	.00	.00	100.00	100.00	.00
11-24-00-54500	COMPUTER IT SVC & EQUIPMENT	.00	4,000.00	.00	4,000.00-	.00
11-24-00-58100	EQUIPMENT OUTLAY	.00	.00	5,000.00	5,000.00	.00
Total BUILDING AND ZONING:		18,176.87	194,863.98	232,886.00	38,022.02	83.67
Total BUILDING AND ZONING:		39,233.85	519,674.54	592,886.00	73,211.46	87.65
<b>EMERGENCY MANAGEMENT</b>						
<b>EMERGENCY MANAGEMENT</b>						
11-29-00-43530	FEDERAL GRANTS	.00	.00	.00	.00	.00
11-29-00-43540	STATE GRANTS	.00	.00	5,000.00	5,000.00	.00
Total EMERGENCY MANAGEMENT:		.00	.00	5,000.00	5,000.00	.00
<b>EMERGENCY MANAGEMENT</b>						
11-29-00-51200	EMER MGMT PART TIME WAGES	.00	.00	4,000.00	4,000.00	.00
11-29-00-51360	EMER MGMT RETIREMENT	.00	.00	690.00	690.00	.00
11-29-00-51520	EMER MGMT SOCIAL SEC	.00	.00	306.00	306.00	.00
11-29-00-52100	SIREN REPAIRS	.00	369.84	4,000.00	3,630.16	9.25
11-29-00-52210	EMER MGMT TELEPHONE EXP	40.01	360.09	700.00	339.91	51.44
11-29-00-52220	SIRENS ELECTRICTY	50.42	764.97	775.00	10.03	98.71
11-29-00-52500	FIRE SIREN REPAIRS	.00	.00	.00	.00	.00
11-29-00-53100	EMER MGMT OFFICE SUPPLIES	.00	.00	500.00	500.00	.00
11-29-00-53310	EMER MGMT MEALS,LODGING,ETC	.00	.00	500.00	500.00	.00
11-29-00-53400	EMER MGMT SUPPLIES	579.96	1,334.80	2,900.00	1,565.20	46.03
11-29-00-53600	ONE CALL NOW PROGRAM	.00	543.38	550.00	6.62	98.80
11-29-00-53610	EMER MGMT VEHICLE MAINT/SVC	30.95	30.95	2,000.00	1,969.05	1.55
11-29-00-53990	EMER MGMT MISC EXP	.00	102.15	500.00	397.85	20.43
11-29-00-54100	EMER MGMT TRAINING EXP	.00	25.00	500.00	475.00	5.00
11-29-00-54130	PUBLIC EDUCATION	.00	357.00	800.00	443.00	44.63
11-29-00-54140	MEDICAL RESERVE CORPS	52.75	1,260.89	700.00	560.89-	180.13
11-29-00-55310	EMER MGMT COPYING COSTS	.00	.00	250.00	250.00	.00
11-29-00-57350	GRANT PURCHASES	.00	.00	.00	.00	.00
11-29-00-58000	FIRE SIRENS	.00	.00	.00	.00	.00
11-29-00-58100	EQUIPMENT OUTLAY	.00	7,268.70	8,400.00	1,131.30	86.53
Total EMERGENCY MANAGEMENT:		754.09	12,417.77	28,071.00	15,653.23	44.24
Total EMERGENCY MANAGEMENT:		754.09	12,417.77	33,071.00	20,653.23	37.55
<b>DPW AND ENGINEERING</b>						
<b>DPW AND ENGINEERING</b>						
11-30-00-52160	CITY ENGINEERING FEES	.00	6,594.25	10,000.00	3,405.75	65.94
11-30-00-52170	SURVEYING	.00	.00	800.00	800.00	.00
Total DPW AND ENGINEERING:		.00	6,594.25	10,800.00	4,205.75	61.06
Total DPW AND ENGINEERING:		.00	6,594.25	10,800.00	4,205.75	61.06

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>STREET DEPARTMENT</b>						
<b>STREET DEPARTMENT</b>						
11-32-10-43550	MISC STREET DEPT GRANTS	.00	.00	.00	.00	.00
11-32-10-44350	PUBLIC WORKS CONST PERMIT	150.00	1,875.00	1,400.00	475.00-	133.93
11-32-10-45220	RESTITUTION-STREET DEPT PROP	.00	.00	.00	.00	.00
11-32-10-46300	MISC STREET DEPT REVENUE	.00	244.27	1,500.00	1,255.73	16.28
11-32-10-46440	WEED CUTTING	.00	750.00	2,000.00	1,250.00	37.50
11-32-10-47300	STREET DEPT DONATIONS	.00	.00	.00	.00	.00
Total STREET DEPARTMENT:		150.00	2,869.27	4,900.00	2,030.73	58.56

<b>STREET DEPARTMENT</b>						
11-32-10-51000	DIRECTOR OF PUBLIC WORKS	6,640.80	73,009.76	86,330.00	13,320.24	84.57
11-32-10-51100	ASST PW DIRECTOR SALARY	.00	.00	.00	.00	.00
11-32-10-51110	REDISTRIBUTABLE ST DEPT LABOR	.00	.00	.00	.00	.00
11-32-10-51200	ST DEPT WAGES	18,740.43	246,124.27	335,983.00	89,858.73	73.25
11-32-10-51250	ST DEPT OVERTIME WAGES	484.51	13,515.17	11,500.00	2,015.17-	117.52
11-32-10-51260	ST DEPT SEASONAL LABOR	.00	25,844.63	29,590.00	3,745.37	87.34
11-32-10-51330	INS DEDUCTIBLE REIMBURSEMENT	.00	.00	.00	.00	.00
11-32-10-51340	ST DEPT LIFE INSURANCE	175.57	1,859.01	2,235.00	375.99	83.18
11-32-10-51345	ST DEPT HEALTH INSURANCE	12,904.33	146,387.15	186,939.00	40,551.85	78.31
11-32-10-51350	ST DEPT DENTAL INSURANCE	.00	.00	.00	.00	.00
11-32-10-51355	ST DEPT VISION INSURANCE	.00	.00	.00	.00	.00
11-32-10-51360	ST DEPT RETIREMENT FUND	1,694.22	23,108.33	28,415.00	5,306.67	81.32
11-32-10-51370	ST DEPT DISABILITY INS	.00	.00	.00	.00	.00
11-32-10-51380	ST DEPT UNIFORM ALLOW	.00	8,400.00	9,000.00	600.00	93.33
11-32-10-51520	ST DEPT SOCIAL SECURITY	1,883.11	27,698.46	35,450.00	7,751.54	78.13
11-32-10-52050	DRUG AND MEDICAL TESTING	150.00	893.00	1,300.00	407.00	68.69
11-32-10-52210	ST DEPT TELEPHONE EXPENSE	371.98	3,671.92	3,800.00	128.08	96.63
11-32-10-52220	ST DEPT BLDG ELECTRICITY	655.38	8,721.33	11,000.00	2,278.67	79.28
11-32-10-52240	ST DEPT BLDG GAS HEAT	57.26	7,821.83	12,000.00	4,178.17	65.18
11-32-10-52260	ST DEPT BLDG-WATER & SEWER	272.55	766.29	1,600.00	833.71	47.89
11-32-10-52400	ST DEPT BUILDING REPAIRS	32.97	1,256.58	2,000.00	743.42	62.83
11-32-10-52500	ST DEPT EQUIPMENT REPAIRS	4,828.59	36,896.58	36,000.00	896.58-	102.49
11-32-10-52620	ST DEPT COMM SYSTEM MAINT FEE	.00	723.90	2,500.00	1,776.10	28.96
11-32-10-52700	SIDEWALK REPAIRS	.00	.00	2,000.00	2,000.00	.00
11-32-10-53300	MILEAGE/TRAVEL	.00	391.01	200.00	191.01-	195.51
11-32-10-53310	MEALS/LODGING	.00	555.86	100.00	455.86-	555.86
11-32-10-53320	CONFERENCES/DUES	.00	200.00	550.00	350.00	36.36
11-32-10-53400	OPERATING SUPPLIES-STREET DEPT	172.99	4,192.84	8,000.00	3,807.16	52.41
11-32-10-53410	VEHICLE-FUEL & OIL	7,687.36	43,398.45	50,000.00	6,601.55	86.80
11-32-10-53420	MOSQUITO CONTROL	.00	4,488.21	3,500.00	988.21-	128.23
11-32-10-53440	WEED CUTTING	.00	750.00	2,500.00	1,750.00	30.00
11-32-10-53450	SAFETY GRANT EXPENDITURES	.00	.00	.00	.00	.00
11-32-10-53500	BLDG MAINT SUPPLIES-STR DEPT	.00	1,734.27	2,300.00	565.73	75.40
11-32-10-53510	VEHICLE/EQUIPMENT MAINTENANCE	657.57	8,155.22	12,000.00	3,844.78	67.96
11-32-10-53600	ST DEPT BLDG MAINT SERV COSTS	.00	4,652.76	3,000.00	1,652.76-	155.09
11-32-10-53700	ROAD MAINTENANCE SUPPLIES	280.48	5,319.29	6,500.00	1,180.71	81.84
11-32-10-53750	STREET CRACK FILLING	.00	.00	.00	.00	.00
11-32-10-53900	FIRST AID AND SAFETY SUPPLIES	56.92	1,056.24	2,500.00	1,443.76	42.25
11-32-10-53990	ST DEPT MISCELLANEOUS EXP	.00	1,275.13	3,000.00	1,724.87	42.50
11-32-10-57360	DONATION PURCHASES	.00	.00	.00	.00	.00
Total STREET DEPARTMENT:		57,747.02	702,867.49	891,792.00	188,924.51	78.82

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>SNOW AND ICE</b>						
11-32-12-46310	SNOW & ICE CONTROL	.00	.00	1,500.00	1,500.00	.00
Total SNOW AND ICE:		.00	.00	1,500.00	1,500.00	.00
<b>SNOW AND ICE</b>						
11-32-12-51200	SNOW & ICE CONTROL WAGES	.00	32,771.44	28,795.00	3,976.44-	113.81
11-32-12-51250	SNOW & ICE CONTROL OVERTIME	.00	19,778.62	31,500.00	11,721.38	62.79
11-32-12-51340	SNOW & ICE LIFE INSURANCE	.00	.00	.00	.00	.00
11-32-12-51345	SNOW & ICE HEALTH INSURANCE	.00	15,242.35	27,543.00	12,300.65	55.34
11-32-12-51350	SNOW & ICE DENTAL INSURANCE	.00	.00	.00	.00	.00
11-32-12-51355	SNOW & ICE VISION INSURANCE	.00	.00	.00	.00	.00
11-32-12-51360	SNOW & ICE RETIREMENT FUND	.00	2,898.96	3,950.00	1,051.04	73.39
11-32-12-51370	SNOW & ICE DISABILITY INS	.00	.00	.00	.00	.00
11-32-12-51520	SNOW & ICE SOCIAL SECURITY	.00	3,276.45	4,615.00	1,338.55	71.00
11-32-12-52200	CONTRACT HAULING SERVICES	.00	12,496.00	8,000.00	4,496.00-	156.20
11-32-12-52500	SNOW & ICE CONTROL-REPAIRS	.00	1,905.21	4,000.00	2,094.79	47.63
11-32-12-53100	SNOW & ICE OFFICE SUPPLIES	.00	.00	.00	.00	.00
11-32-12-53400	OPERATING SUPPLIES-SNOW & ICE	.00	59,226.80	45,000.00	14,226.80-	131.62
11-32-12-53440	SNOW REMOVAL EXPENSES	.00	.00	1,000.00	1,000.00	.00
11-32-12-53510	EQUIP MAINT SUPPL-SNOW & ICE	.00	7,550.18	3,000.00	4,550.18-	251.67
Total SNOW AND ICE:		.00	155,146.01	157,403.00	2,256.99	98.57
<b>TREE AND BRUSH</b>						
11-32-13-46440	BRUSH PICKUP CHARGES	.00	.00	500.00	500.00	.00
11-32-13-46810	SALE OF TREES	.00	.00	.00	.00	.00
11-32-13-48510	DONATIONS TO TREE PROGRAM	210.00	2,090.00	.00	2,090.00-	.00
Total TREE AND BRUSH:		210.00	2,090.00	500.00	1,590.00-	418.00
<b>TREE AND BRUSH</b>						
11-32-13-51200	TREE & BRUSH WAGES	12,437.16	73,712.10	66,612.00	7,100.10-	110.66
11-32-13-51250	TREE & BRUSH OVERTIME	78.54	1,334.21	1,000.00	334.21-	133.42
11-32-13-51340	TREE & BRUSH LIFE INSURANCE	.00	.00	.00	.00	.00
11-32-13-51345	TREE & BRUSH HEALTH INSURANCE	4,985.32	25,674.89	24,060.00	1,614.89-	106.71
11-32-13-51350	TREE & BRUSH DENTAL INSURANCE	.00	.00	.00	.00	.00
11-32-13-51355	TREE & BRUSH VISION INSURANCE	.00	.00	.00	.00	.00
11-32-13-51360	TREE & BRUSH RETIREMENT FUND	819.78	4,913.68	4,430.00	483.68-	110.92
11-32-13-51370	TREE & BRUSH DISABILITY INS	.00	.00	.00	.00	.00
11-32-13-51520	TREE & BRUSH SOC SEC	926.27	5,578.13	5,172.00	406.13-	107.85
11-32-13-52200	FORESTRY SERVICES	.00	2,282.93	3,000.00	717.07	76.10
11-32-13-53440	BRUSH PICKUP EXPENSES	.00	237.90	500.00	262.10	47.58
11-32-13-53460	PURCHASE OF TREES	.00	.00	10,000.00	10,000.00	.00
11-32-13-54100	TRAINING & SEMINARS	.00	1,940.15	1,200.00	740.15-	161.68
11-32-13-54200	TREE & BRUSH-REPAIR	125.06	1,315.07	2,000.00	684.93	65.75
11-32-13-54300	TREE & BRUSH OPERATING SUPPLY	574.98	7,786.03	8,000.00	213.97	97.33
11-32-13-56810	MEMORIAL TREE PURCHASES	.00	.00	.00	.00	.00
Total TREE AND BRUSH:		19,947.11	124,775.09	125,974.00	1,198.91	99.05
<b>COMPOST OPERATIONS</b>						
11-32-14-51200	COMPOSTING ST DEPT WAGES	5,210.15	22,824.28	42,855.00	20,030.72	53.26
11-32-14-51250	COMPOSTING OVERTIME	.00	37.91	500.00	462.09	7.58
11-32-14-51340	COMPOSTING LIFE INS	.00	.00	.00	.00	.00
11-32-14-51345	COMPOSTING HEALTH INSURANCE	567.83	7,559.08	11,605.00	4,045.92	65.14

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-32-14-51350	COMPOSTING DENTAL INSURANCE	.00	.00	.00	.00	.00
11-32-14-51355	COMPOSTING VISION INSURANCE	.00	.00	.00	.00	.00
11-32-14-51360	COMPOSTING RETIREMENT FUND	341.27	1,497.51	2,840.00	1,342.49	52.73
11-32-14-51370	COMPOSTING DISABILITY INS	.00	.00	.00	.00	.00
11-32-14-51520	COMPOSTING SOCIAL SECURITY	376.16	1,679.80	3,320.00	1,640.20	50.60
11-32-14-52200	COMPOSTING SERVICES	.00	6,672.91	7,000.00	327.09	95.33
11-32-14-54300	COMPOSTING OPERATING SUPPLIES	2,667.16	4,653.20	2,300.00	2,353.20-	202.31
Total COMPOST OPERATIONS:		9,162.57	44,924.69	70,420.00	25,495.31	63.80
<b>STORM SEWER</b>						
11-32-15-51200	STORM SEWER WAGES	.00	2,409.61	2,550.00	140.39	94.49
11-32-15-51250	STORM SEWER OVERTIME	.00	.00	.00	.00	.00
11-32-15-51340	STORM SEWER LIFE INS	.00	.00	.00	.00	.00
11-32-15-51345	STORM SEWER HEALTH INSURANCE	.00	1,156.93	2,013.00	856.07	57.47
11-32-15-51350	STORM SEWER DENTAL INSURANCE	.00	.00	.00	.00	.00
11-32-15-51355	STORM SEWER VISION INSURANCE	.00	.00	.00	.00	.00
11-32-15-51360	STORM SEWER RETIREMENT	.00	157.82	170.00	12.18	92.84
11-32-15-51370	STORM SEWER DISABILITY INS	.00	.00	.00	.00	.00
11-32-15-51520	STORM SEWER SOC SEC	.00	173.25	195.00	21.75	88.85
11-32-15-54500	STORM SEWER MAINTENANCE	.00	.00	11,200.00	11,200.00	.00
11-32-15-54600	STORM SEWER DIGGERS HOTLINE	.00	1,321.60	5,500.00	4,178.40	24.03
11-32-15-54700	REPAVING MAINTENANCE COSTS	.00	.00	.00	.00	.00
Total STORM SEWER:		.00	5,219.21	21,628.00	16,408.79	24.13
Total STREET DEPARTMENT:		87,216.70	1,037,891.76	1,274,117.00	236,225.24	81.46
<b>TRAFFIC CONTROL</b>						
<b>TRAFFIC CONTROL</b>						
11-34-10-46390	CAR TOWING REIMBURSEMENTS	.00	865.00	2,000.00	1,135.00	43.25
Total TRAFFIC CONTROL:		.00	865.00	2,000.00	1,135.00	43.25
<b>TRAFFIC CONTROL</b>						
11-34-10-51200	TRAFFIC CONTROL WAGES	616.23	1,555.99	2,270.00	714.01	68.55
11-34-10-51250	TRAFFIC CONTROL OVERTIME	219.54	496.85	250.00	246.85-	198.74
11-34-10-51340	TRAFFIC CONTROL LIFE INS	.00	.00	.00	.00	.00
11-34-10-51345	TRAFFIC CONTROL HEALTH INSUR	291.18	650.00	503.00	147.00-	129.22
11-34-10-51350	TRAFFIC CONTROL DENTAL INSUR	.00	.00	.00	.00	.00
11-34-10-51355	TRAFFIC CONTROL VISION INS	.00	.00	.00	.00	.00
11-34-10-51360	TRAFFIC CONTROL RETIREMENT	54.74	134.48	165.00	30.52	81.50
11-34-10-51370	TRAFFIC CONTROL DISABILITY INS	.00	.00	.00	.00	.00
11-34-10-51520	TRAFFIC CONTROL SOCIAL SEC	61.59	151.33	195.00	43.67	77.61
11-34-10-52220	ELECTRICITY-FLASHERS	244.24	4,378.88	3,500.00	878.88-	125.11
11-34-10-52230	STREET LIGHTS ELECTRICITY	8,336.70	86,675.73	104,000.00	17,324.27	83.34
11-34-10-52600	REPAIRS-TRAFFIC SIGNALS,ETC	.00	2,883.24	5,500.00	2,616.76	52.42
11-34-10-52610	STREET LIGHTS REPAIRS	146.39	1,981.05	5,000.00	3,018.95	39.62
11-34-10-52900	CAR TOWING	.00	1,095.00	3,300.00	2,205.00	33.18
11-34-10-53700	MARKING PAINT	.00	5,800.04	15,000.00	9,199.96	38.67
11-34-10-53740	STREET IDENTIFICATION SIGNS	.00	140.53	2,000.00	1,859.47	7.03
11-34-10-53750	TRAFFIC CONTROL STREET SIGNS	.00	5,065.81	2,000.00	3,065.81-	253.29
11-34-10-53940	STREET DECORATIONS	.00	1,606.43	2,000.00	393.57	80.32
Total TRAFFIC CONTROL:		9,970.61	112,615.36	145,683.00	33,067.64	77.30

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
Total TRAFFIC CONTROL:		9,970.61	113,480.36	147,683.00	34,202.64	76.84
<b>SANITATION AND RECYCLING</b>						
<b>SANITATION AND RECYCLING</b>						
11-36-00-52940	SOLID WASTE-RESIDENTIAL	28,969.05	316,903.85	347,520.00	30,616.15	91.19
11-36-00-52950	SOLID WASTE-CONDOMINIUMS	.00	.00	.00	.00	.00
11-36-00-52960	SOLID WASTE-STREET DEPT	1,718.07	13,250.30	9,800.00	3,450.30-	135.21
11-36-00-52970	SOLID WASTE-RECYCLING	13,124.10	143,569.70	157,440.00	13,870.30	91.19
Total SANITATION AND RECYCLING:		43,811.22	473,723.85	514,760.00	41,036.15	92.03
Total SANITATION AND RECYCLING:		43,811.22	473,723.85	514,760.00	41,036.15	92.03
<b>MUSEUM</b>						
<b>MUSEUM</b>						
11-51-10-52220	MUSEUM-ELECTRICITY	.00	8,225.66	13,000.00	4,774.34	63.27
11-51-10-52240	MUSEUM-GAS HEAT	24.65	3,632.54	4,000.00	367.46	90.81
11-51-10-52260	MUSEUM-WATER & SEWER EXP	517.00	1,512.48	1,450.00	62.48-	104.31
11-51-10-52400	MUSEUM-MAINTENANCE & REPAIRS	648.42	4,228.18	5,000.00	771.82	84.56
11-51-10-57350	MUSEUM-OPERATIONS SUBSIDY	6,500.00	13,000.00	13,000.00	.00	100.00
Total MUSEUM:		7,690.07	30,598.86	36,450.00	5,851.14	83.95
Total MUSEUM:		7,690.07	30,598.86	36,450.00	5,851.14	83.95
<b>PARKS</b>						
<b>PARKS</b>						
11-52-00-46740	PARK APPLICATION FEE	.00	505.00	650.00	145.00	77.69
11-52-00-46750	PARK USE FEES	.00	7,114.00	7,000.00	114.00-	101.63
11-52-00-48500	PARK DONATIONS	2,245.00-	2,411.85-	.00	2,411.85	.00
11-52-00-48910	PARK FUND COLLECTIONS	.00	.00	.00	.00	.00
Total PARKS:		2,245.00-	5,207.15	7,650.00	2,442.85	68.07
<b>PARKS</b>						
11-52-00-51200	PARKS WAGES	5,288.34	58,700.35	81,650.00	22,949.65	71.89
11-52-00-51250	PARKS OVERTIME WAGES	189.78	6,598.41	4,500.00	2,098.41-	146.63
11-52-00-51340	PARKS LIFE INSURANCE	.00	.00	.00	.00	.00
11-52-00-51345	PARKS HEALTH INSURANCE	2,421.15	17,999.42	20,385.00	2,385.58	88.30
11-52-00-51350	PARKS DENTAL INSURANCE	.00	.00	.00	.00	.00
11-52-00-51355	PARKS VISION INSURANCE	.00	.00	.00	.00	.00
11-52-00-51360	PARKS RETIREMENT FUND	358.82	4,151.83	5,645.00	1,493.17	73.55
11-52-00-51370	PARKS DISABILITY INS	.00	.00	.00	.00	.00
11-52-00-51520	PARKS SOCIAL SECURITY	398.18	4,654.60	6,590.00	1,935.40	70.63
11-52-00-52220	PARKS ELECTRICITY	336.14	6,711.60	7,500.00	788.40	89.49
11-52-00-52260	PARKS WATER & SEWER EXP	1,972.16	3,836.60	10,000.00	6,163.40	38.37
11-52-00-52270	FOUNTAINS/STATUES-WATER/SEWE	130.24	337.86	3,000.00	2,662.14	11.26
11-52-00-52410	BLDG MAINT&REPAIR-PARKS	.00	800.05	2,700.00	1,899.95	29.63
11-52-00-52500	EQUIPMENT REPAIR SERVICES	14.07	5,172.63	6,100.00	927.37	84.80
11-52-00-53400	PARKS OPERATING SUPPLIES	321.49	2,834.71	2,000.00	834.71-	141.74
11-52-00-53500	BLDG MAINT SUPPLIES-PARKS	.00	10,976.55	23,000.00	12,023.45	47.72
11-52-00-53520	GROUNDNS MAINT SUPPLIES	517.88	13,504.41	10,000.00	3,504.41-	135.04
11-52-00-53620	GROUNDNS FERTILIZER/WEED CONTR	253.36	3,092.42	7,000.00	3,907.58	44.18
11-52-00-53990	PARKS MISCELLANEOUS EXPENSES	33.68	2,032.50	3,000.00	967.50	67.75
11-52-00-57360	PARK DONATION PURCHASES	.00	.00	.00	.00	.00
11-52-00-58400	4 SEASON NATURE PRESERVE	.00	262.61	500.00	237.39	52.52

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-52-00-59220	DUNN FIELD ELECTRIC	.00	2,183.78	2,100.00	83.78-	103.99
11-52-00-59500	BLDG MAINT SUPPLIES-RECREATION	8.99	16.78	.00	16.78-	.00
11-52-00-59510	EQUIP MAINT SUPPL-RECREATION	.00	.00	500.00	500.00	.00
Total PARKS:		12,244.28	143,867.11	196,170.00	52,302.89	73.34
<b>VETERANS PARK</b>						
11-52-01-51200	VETS PARKS WAGES	3,306.92	31,501.47	37,100.00	5,598.53	84.91
11-52-01-51250	VETS PARKS OVERTIME	140.72	3,438.84	250.00	3,188.84-	1,375.54
11-52-01-51340	VETS PARK LIFE INSURANCE	.00	.00	.00	.00	.00
11-52-01-51345	VETS PARK HEALTH INSURANCE	1,407.45	12,846.04	14,330.00	1,483.96	89.64
11-52-01-51350	VETS PARK DENTAL INSURANCE	.00	.00	.00	.00	.00
11-52-01-51355	VETS PARK VISION INSURANCE	.00	.00	.00	.00	.00
11-52-01-51360	VETS PARKS RETIREMENT FUND	225.82	2,287.63	2,450.00	162.37	93.37
11-52-01-51370	VETS PARKS DISABILITY INS	.00	.00	.00	.00	.00
11-52-01-51520	VETS PARKS SOCIAL SECURITY	252.70	2,574.19	2,860.00	285.81	90.01
11-52-01-52220	VETS PARKS ELECTRICITY	651.49	6,734.83	8,500.00	1,765.17	79.23
11-52-01-52240	VETS PARK GAS HEAT	10.89	621.61	1,000.00	378.39	62.16
11-52-01-52260	VETS PARK WATER & SEWER	650.54	1,648.80	1,300.00	348.80-	126.83
11-52-01-53400	VETS PARK OPERATING SUPPLIES	435.85	962.62	1,500.00	537.38	64.17
11-52-01-53500	BLDG MAINT & REPAIR	.00	1,883.81	1,500.00	383.81-	125.59
11-52-01-59520	GROUNDS MAINTENANCE SUPPLIES	.00	356.68	2,500.00	2,143.32	14.27
Total VETERANS PARK:		7,082.38	64,856.52	73,290.00	8,433.48	88.49
Total PARKS:		17,081.66	213,930.78	277,110.00	63,179.22	77.20
<b>PLAN COMMISSION</b>						
<b>PLAN COMMISSION</b>						
11-69-30-51100	PLAN COMMISSION SALARIES	.00	.00	.00	.00	.00
11-69-30-51900	PLAN COMMISSION MEETINGS	.00	.00	.00	.00	.00
11-69-30-52120	OUTSIDE PROFESSIONAL PLANNING	2,122.00	9,422.50	9,000.00	422.50-	104.69
11-69-30-52150	SMART GROWTH SERVICES	.00	.00	.00	.00	.00
11-69-30-52160	COMPREHENSIVE PLAN	18,103.05	70,115.91	78,020.00	7,904.09	89.87
11-69-30-52170	ECONOMIC DEVELOPMENT	.00	.00	.00	.00	.00
11-69-30-52180	ZONING CODES	.00	.00	13,250.00	13,250.00	.00
11-69-30-53100	PLAN COMMISSION OFFICE SUPPL	.00	.00	.00	.00	.00
11-69-30-53140	OFFICAL PUBLICATION & NOTICES	.00	.00	.00	.00	.00
11-69-30-53320	PLAN COMMISSION CONF & SCHOOL	.00	.00	.00	.00	.00
11-69-30-53990	PLAN COMMISSION MISC EXP	.00	.00	.00	.00	.00
Total PLAN COMMISSION:		20,225.05	79,538.41	100,270.00	20,731.59	79.32
Total PLAN COMMISSION:		20,225.05	79,538.41	100,270.00	20,731.59	79.32
<b>CONSERVATION AND DEVELOPMENT</b>						
<b>CONSERVATION AND DEVELOPMENT</b>						
11-70-00-47210	HISTORIC PRESERVATION DONATIO	.00	79.00	.00	79.00-	.00
11-70-00-47230	HISTORIC PLAQUE REIMBURSEMENT	.00	.00	.00	.00	.00
11-70-00-47300	AVIAN DONATIONS	1,111.74	2,770.99	.00	2,770.99-	.00
Total CONSERVATION AND DEVELOPMENT:		1,111.74	2,849.99	.00	2,849.99-	.00
<b>CONSERVATION AND DEVELOPMENT</b>						
11-70-00-55300	RECREATION PROGRAMS AND EVEN	.00	20,121.36	.00	20,121.36-	.00
11-70-00-57100	HOTEL/MOTEL ASSN-CHAM OF COM	.00	.00	.00	.00	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
11-70-00-57200	HISTORIC PRESERVATION	2,377.45	4,836.90	3,500.00	1,336.90-	138.20
11-70-00-57210	EXP FROM HIST PRES DONATIONS	.00	.00	.00	.00	.00
11-70-00-57230	HISTORIC PLAQUE PURCHASES	.00	.00	1,500.00	1,500.00	.00
11-70-00-57500	CEMETERY-OPERATING CONTRIB	.00	.00	.00	.00	.00
11-70-00-57600	YMCA-YOUTH ATHLETIC PROGRAM	.00	55,080.00	55,080.00	.00	100.00
11-70-00-57700	LAKE GENEVA CVB ASSISTANCE	.00	.00	.00	.00	.00
11-70-00-57800	AVIAN COMMITTEE EXPENSES	350.00	4,948.70	5,000.00	51.30	98.97
11-70-00-57810	AVIAN COMMITTEE DONATION EXP	169.50	169.50	.00	169.50-	.00
Total CONSERVATION AND DEVELOPMENT:		2,896.95	85,156.46	65,080.00	20,076.46-	130.85
Total CONSERVATION AND DEVELOPMENT:		4,008.69	88,006.45	65,080.00	22,926.45-	135.23
GENERAL FUND Revenue Total:		356,987.05	8,233,453.22	9,985,685.00	1,752,231.78	82.45
GENERAL FUND Expenditure Total:		769,153.81	7,812,948.76	9,985,685.00	2,172,736.24	78.24
Net Total GENERAL FUND:		412,166.76-	420,504.46	.00	420,504.46-	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>DEBT SERVICE</b>						
<b>DEBT SERVICE</b>						
<b>DEBT SERVICE</b>						
20-81-00-41110	PROPERTY TAX LEVY	.00	908,859.00	908,859.00	.00	100.00
20-81-00-48110	INTEREST INCOME	.00	.00	.00	.00	.00
20-81-00-49000	BOND PROCEEDS	.00	.00	.00	.00	.00
20-81-00-49100	APPLIED PRIOR YR APPROPRIATION	.00	.00	96,087.00	96,087.00	.00
20-81-00-49400	TRANSFER IN FROM GENERAL FUND	.00	.00	.00	.00	.00
Total DEBT SERVICE:		.00	908,859.00	1,004,946.00	96,087.00	90.44
<b>DEBT SERVICE</b>						
20-81-00-52160	PROFESSIONAL SERVICES	.00	.00	.00	.00	.00
20-81-00-56130	2003 REF GO BONDS-PRINCIPAL	.00	.00	.00	.00	.00
20-81-00-56150	2006 REF GO BONDS-PRINCIPAL	.00	.00	.00	.00	.00
20-81-00-56240	2011 PROM NOTE-PRINCIPAL	.00	555,000.00	555,000.00	.00	100.00
20-81-00-56250	2011 SHARED SAVINGS-PRINCIPAL	.00	.00	.00	.00	.00
20-81-00-56260	2014 BOND-PRINCIPAL	.00	355,000.00	355,000.00	.00	100.00
20-81-00-56270	2017 GO LOAN-PRINCIPAL	.00	.00	.00	.00	.00
20-81-00-56530	2003 REF GO BONDS-INTEREST	.00	.00	.00	.00	.00
20-81-00-56550	2006 REF GO BONDS-INTEREST	.00	.00	.00	.00	.00
20-81-00-56560	2011 PROM NOTE-INTEREST	.00	37,750.00	37,275.00	475.00-	101.27
20-81-00-56570	2014 BOND-INTEREST	.00	38,975.00	38,975.00	.00	100.00
20-81-00-56580	2017 GO LOAN-INTEREST	4,674.00	14,022.00	18,696.00	4,674.00	75.00
20-81-00-56640	2011 SHARED SAVINGS-INTEREST	.00	.00	.00	.00	.00
20-81-00-59500	TRANSFER TO GENERAL FUND	.00	.00	.00	.00	.00
Total DEBT SERVICE:		4,674.00	1,000,747.00	1,004,946.00	4,199.00	99.58
Total DEBT SERVICE:		4,674.00	1,909,606.00	2,009,892.00	100,286.00	95.01
DEBT SERVICE Revenue Total:		.00	908,859.00	1,004,946.00	96,087.00	90.44
DEBT SERVICE Expenditure Total:		4,674.00	1,000,747.00	1,004,946.00	4,199.00	99.58
Net Total DEBT SERVICE:		4,674.00-	91,888.00-	.00	91,888.00	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>LAKEFRONT OPERATIONS</b>						
<b>LAKEFRONT OPERATIONS</b>						
<b>LAKEFRONT OPERATIONS</b>						
40-00-00-48110	INTEREST INCOME	2,663.97	24,809.97	.00	24,809.97-	.00
40-00-00-49100	APPL. PRIOR YR APPROPRIATIONS	.00	.00	50,000.00	50,000.00	.00
Total LAKEFRONT OPERATIONS:		2,663.97	24,809.97	50,000.00	25,190.03	49.62
Total LAKEFRONT OPERATIONS:		2,663.97	24,809.97	50,000.00	25,190.03	49.62
<b>BUOYS AND BOAT STALLS</b>						
<b>BUOYS AND BOAT STALLS</b>						
40-52-10-46750	BUOY/BOAT STALL WAITING LIST	.00	1,175.00	1,200.00	25.00	97.92
40-52-10-46760	BUOY/STALL LATE FEES	.00	575.00	400.00	175.00-	143.75
40-52-10-46770	BUOY & BOAT STALL RENTAL	.00	187,083.55	187,026.00	57.55-	100.03
40-52-10-46780	KAYAK RENTAL	.00	.00	.00	.00	.00
40-52-10-47250	DONATIONS - LAKEFRONT	.00	.00	.00	.00	.00
Total BUOYS AND BOAT STALLS:		.00	188,833.55	188,626.00	207.55-	100.11
<b>BUOYS AND BOAT STALLS</b>						
40-52-10-51100	HARBORMASTER SALARY	2,538.25	15,335.22	12,500.00	2,835.22-	122.68
40-52-10-51105	HARBORMASTER OT	.00	.00	.00	.00	.00
40-52-10-51200	PIERS WAGES	.00	.00	.00	.00	.00
40-52-10-51340	HARBOR LIFE INSURANCE	.00	.00	.00	.00	.00
40-52-10-51345	HARBOR HEALTH INSURANCE	.00	.00	.00	.00	.00
40-52-10-51355	HARBOR VISION INSURANCE	.00	.00	.00	.00	.00
40-52-10-51360	HARBOR RETIREMENT EXP	.00	259.97	820.00	560.03	31.70
40-52-10-51520	HARBOR SOCIAL SECURITY	194.19	1,173.15	956.00	217.15-	122.71
40-52-10-52110	PIER MAINTENANCE CONTRACT	.00	.00	40,000.00	40,000.00	.00
40-52-10-52640	BUOYS & BOAT STALLS-REPAIRS	.00	23,783.90	30,000.00	6,216.10	79.28
40-52-10-53140	LIABILITY & PROPERTY INSURANCE	.00	283.14	1,000.00	716.86	28.31
40-52-10-53510	EQUIP MAINT SUPP-BUOYS,STALLS	.00	19.96	1,000.00	980.04	2.00
40-52-10-53980	WEST PIER REPLACEMENT FUND	.00	.00	25,000.00	25,000.00	.00
40-52-10-53990	BUOY/STALL MISC. EXPENSES	14.06	801.84	500.00	301.84-	160.37
40-52-10-58000	PIER/SLIPS OUTLAY	.00	.00	.00	.00	.00
Total BUOYS AND BOAT STALLS:		2,746.50	41,657.18	111,776.00	70,118.82	37.27
<b>BOAT LAUNCH</b>						
40-52-11-46000	LAUNCH RAMP Overage/SHORTAG	1.00-	4.28	.00	4.28-	.00
40-52-11-46750	LAUNCH PASS FEES	.00	7,507.20	6,000.00	1,507.20-	125.12
40-52-11-46760	BOAT LAUNCH RAMP INCOME	1,220.85	25,979.89	33,500.00	7,520.11	77.55
Total BOAT LAUNCH:		1,219.85	33,491.37	39,500.00	6,008.63	84.79
<b>BOAT LAUNCH</b>						
40-52-11-51200	LAUNCH RAMP WAGES	284.04	13,821.48	14,500.00	678.52	95.32
40-52-11-51520	LAUNCH RAMP SOC SEC	21.73	1,057.29	1,109.00	51.71	95.34
40-52-11-52520	LAUNCH RAMP REPAIRS	.00	.00	750.00	750.00	.00
40-52-11-53520	LAUNCH RAMP MAINT SUPPLIES	.00	884.24	700.00	184.24-	126.32
40-52-11-53620	LAUNCH RAMP MAINT SERVICE COS	.00	.00	.00	.00	.00
40-52-11-53990	LAUNCH RAMP MISCELLANEOUS	.00	345.62	500.00	154.38	69.12
40-52-11-58100	LAUNCH RAMP OUTLAY	.00	.00	.00	.00	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
Total BOAT LAUNCH:		305.77	16,108.63	17,559.00	1,450.37	91.74
Total BUOYS AND BOAT STALLS:		4,272.12	280,090.73	357,461.00	77,370.27	78.36
<b>BEACH</b>						
<b>BEACH</b>						
40-54-10-43660	DNR LAKE PATROL GRANT	.00	21,382.57	25,000.00	3,617.43	85.53
40-54-10-46100	MISC BEACH REVENUE	.00	3.79	400.00	396.21	.95
40-54-10-46730	BEACH REVENUE	.00	352,319.44	360,000.00	7,680.56	97.87
40-54-10-46740	BEACH PASS RESIDENTS	.00	19,999.50	22,500.00	2,500.50	88.89
40-54-10-46750	BEACH PASS - SEASONAL	.00	492.89	500.00	7.11	98.58
Total BEACH:		.00	394,198.19	408,400.00	14,201.81	96.52
<b>BEACH</b>						
40-54-10-51200	BEACH MTCE WAGES	.00	4,954.63	4,985.00	30.37	99.39
40-54-10-51250	BEACH MTCE OVERTIME WAGES	.00	2,864.16	2,500.00	364.16	114.57
40-54-10-51260	BEACH SEASONAL WAGES	.00	48,355.99	50,000.00	1,644.01	96.71
40-54-10-51340	BEACH MTCE LIFE INS	.00	.00	.00	.00	.00
40-54-10-51345	BEACH MTCE HEALTH INSURANCE	.00	1,649.94	1,486.00	163.94	111.03
40-54-10-51350	BEACH MTCE DENTAL INSURANCE	.00	.00	.00	.00	.00
40-54-10-51355	BEACH MTCE VISION INSURANCE	.00	.00	.00	.00	.00
40-54-10-51360	BEACH MTCE RETIREMENT FUND	.00	392.67	490.00	97.33	80.14
40-54-10-51370	BEACH MTCE DISABILITY INS	.00	.00	.00	.00	.00
40-54-10-51520	BEACH SOCIAL SECURITY	.00	4,237.10	4,398.00	160.90	96.34
40-54-10-52210	BEACH TELEPHONE	9.26	107.75	500.00	392.25	21.55
40-54-10-52220	BEACH ELECTRIC	382.21	4,421.63	5,000.00	578.37	88.43
40-54-10-52640	LAKE SPRAYING	.00	4,950.00	5,000.00	50.00	99.00
40-54-10-53100	BEACH OFFICE SUPPLIES	.00	2,103.17	4,500.00	2,396.83	46.74
40-54-10-53130	WORKER'S COMPENSATION INS	.00	3,346.84	6,500.00	3,153.16	51.49
40-54-10-53140	LIABILITY & PROPERTY INSURANCE	.00	6,221.43	4,600.00	1,621.43	135.25
40-54-10-53400	LUKE OPERATING AND CC EXP	45.00	18,724.74	22,000.00	3,275.26	85.11
40-54-10-53520	BEACH MAINTENANCE SUPPLIES	64.75	1,594.06	7,000.00	5,405.94	22.77
40-54-10-53620	BEACH MAINTENANCE SERVICE COS	.00	1,020.00	5,000.00	3,980.00	20.40
40-54-10-53720	BEACH DREDGING	.00	.00	.00	.00	.00
40-54-10-53990	BEACH MISCELLANEOUS	1,253.20	5,313.07	2,400.00	2,913.07	221.38
40-54-10-57200	WATER SAFETY PATROL	.00	35,810.00	35,810.00	.00	100.00
40-54-10-57210	GLAKE LAW ENFORCEMENT AGENCY	.00	45,669.53	46,000.00	330.47	99.28
40-54-10-57250	LAKE PRESERVATION	.00	.00	.00	.00	.00
40-54-10-57300	GLAKE ENVIRONMENTAL AGENCY	.00	20,000.00	20,000.00	.00	100.00
40-54-10-57350	GENEVA LAKE LEVEL CORP	.00	4,320.00	4,320.00	.00	100.00
40-54-10-57400	LAKE USE COMMISSION	.00	.00	.00	.00	.00
40-54-10-57800	VENETIAN FESTIVAL FIREWORKS	.00	10,000.00	10,000.00	.00	100.00
40-54-10-58000	OUTLAY - BEACH EQUIPMENT	.00	1,132.99	1,200.00	67.01	94.42
40-54-10-58100	OUTLAY-BLDG & GROUNDS	.00	.00	.00	.00	.00
Total BEACH:		1,754.42	227,189.70	243,689.00	16,499.30	93.23
Total BEACH:		1,754.42	621,387.89	652,089.00	30,701.11	95.29
<b>UPPER RIVIERA</b>						
<b>UPPER RIVIERA</b>						
40-55-10-46390	ONLINE CONVENIENCE FEES	.00	.00	.00	.00	.00
40-55-10-46740	UPPER RIVIERA REVENUE	21,027.72	89,814.60	125,000.00	35,185.40	71.85
40-55-10-46750	UPPER RIVIERA CATERING REV	3,678.75	12,084.76	15,000.00	2,915.24	80.57

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
40-55-10-46760	UPPER RIVIERA MISC REVENUE	.00	534.00	.00	534.00-	.00
Total UPPER RIVIERA:		24,706.47	102,433.36	140,000.00	37,566.64	73.17
<b>UPPER RIVIERA</b>						
40-55-10-51200	RIVIERA MTCE WAGES	4,028.14	38,947.11	49,430.00	10,482.89	78.79
40-55-10-51250	RIVIERA MTCE OVERTIME	788.59	7,650.46	8,000.00	349.54	95.63
40-55-10-51260	RIVIERA SECURITY WAGES	1,553.32	10,075.35	15,000.00	4,924.65	67.17
40-55-10-51340	RIVIERA MTCE LIFE INSURANCE	4.87	51.41	55.00	3.59	93.47
40-55-10-51345	RIVIERA MTCE HEALTH INSURANCE	2,391.17	17,453.05	20,919.00	3,465.95	83.43
40-55-10-51350	RIVIERA MTCE DENTAL INSURANCE	.00	.00	.00	.00	.00
40-55-10-51355	RIVIERA MTCE VISION INSURANCE	.00	.00	.00	.00	.00
40-55-10-51360	RIVIERA MTCE RETIREMENT FUND	315.48	3,073.34	3,435.00	361.66	89.47
40-55-10-51370	RIVIERA MTCE DISABILITY INS	.00	.00	.00	.00	.00
40-55-10-51520	RIVIERA SOCIAL SECURITY	446.11	3,910.18	5,165.00	1,254.82	75.71
40-55-10-52160	PROF SERVICES - SOFTWARE	.00	.00	.00	.00	.00
40-55-10-52210	TELEPHONE EXPENSE	237.53	955.17	800.00	155.17-	119.40
40-55-10-52240	UPPER RIVIERA GAS HEAT	59.28	4,005.48	4,000.00	5.48-	100.14
40-55-10-52260	UPPER RIV WATER & SEWER BILLS	1,310.18	2,263.20	3,000.00	736.80	75.44
40-55-10-52400	UPPER RIVIERA REPAIRS	105.00	1,724.61	3,000.00	1,275.39	57.49
40-55-10-52410	DAMAGES-UPPER RIVIERA RENTALS	.00	.00	.00	.00	.00
40-55-10-53100	UPPER RIVIERA BROCHURES	.00	.00	.00	.00	.00
40-55-10-53120	POSTAGE EXPENSE	.00	140.55	200.00	59.45	70.28
40-55-10-53160	PUBLICATIONS & PROMOTIONS	.00	2,085.78	1,600.00	485.78-	130.36
40-55-10-53500	BLDG MAINT SUPPLIES-UPPER RIV	30.00	1,447.76	6,000.00	4,552.24	24.13
40-55-10-53600	UPPER RIVIERA MAINTENANCE	6,663.00	7,454.71	6,000.00	1,454.71-	124.25
Total UPPER RIVIERA:		17,932.67	101,238.16	126,604.00	25,365.84	79.96
<b>LOWER RIVIERA CONCOURSE</b>						
40-55-20-46790	RIVIERA CONCOURSE ELECTRIC	.00	4,234.87	10,000.00	5,765.13	42.35
40-55-20-46900	RIVIERA ATM REVENUE	.00	.00	.00	.00	.00
40-55-20-48200	RIVIERA CONCOURSE LEASES	.00	103,785.66	103,736.00	49.66-	100.05
40-55-20-48250	DONATIONS-FOUNTAIN	.00	1,028.24	1,350.00	321.76	76.17
Total LOWER RIVIERA CONCOURSE:		.00	109,048.77	115,086.00	6,037.23	94.75
<b>LOWER RIVIERA CONCOURSE</b>						
40-55-20-51200	LAKEFRONT SECURITY PD WAGES	.00	16,017.68	17,850.00	1,832.32	89.73
40-55-20-51360	LAKEFRONT SECURITY PD RETIREM	.00	.00	.00	.00	.00
40-55-20-51520	LAKEFRONT SECURITY PD FICA	.00	1,225.36	1,366.00	140.64	89.70
40-55-20-52210	RIVIERA ELEVATOR PHONE EXPENS	31.19	266.55	350.00	83.45	76.16
40-55-20-52260	LOWER RIV WATER & SEWER BILLS	4,584.68	5,800.92	5,300.00	500.92-	109.45
40-55-20-52400	LOWER RIVIERA REPAIRS	.00	2,251.78	10,000.00	7,748.22	22.52
40-55-20-52410	DAMAGES-LOWER RIVIERA RENTALS	.00	.00	.00	.00	.00
40-55-20-53140	LIABILITY & PROPERTY INSURANCE	.00	2,633.74	8,000.00	5,366.26	32.92
40-55-20-53500	BLDG MAINT SUPPLIES-LOWER RIV	52.70	4,118.92	10,000.00	5,881.08	41.19
40-55-20-53550	FOUNTAIN MAINT EXP	.00	660.86	2,000.00	1,339.14	33.04
40-55-20-53600	RIV MAINTENANCE SERVICE COSTS	119.00	9,743.36	8,000.00	1,743.36-	121.79
40-55-20-53990	MISCELLANEOUS EXPENSES	.00	250.18	1,000.00	749.82	25.02
40-55-20-58000	OUTLAY - RIVIERA EQUIPMENT	.00	.00	.00	.00	.00
40-55-20-58250	LG BEAUTIFICATION EXPENSES	.00	.00	.00	.00	.00
40-55-20-59300	TRANSFER TO GENERAL FUND	.00	.00	441,536.00	441,536.00	.00
40-55-20-59310	TRANSFER TO TID #4	.00	.00	.00	.00	.00
40-55-20-59350	TRANSFER TO CAPITAL PROJECTS	.00	50,000.00	50,000.00	.00	100.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
Total LOWER RIVIERA CONCOURSE:		4,787.57	92,969.35	555,402.00	462,432.65	16.74
<b>RIVIERA PIERS AND DOCKS</b>						
40-55-30-46780	RIVIERA DOCKS MAINTENANCE	.00	.00	.00	.00	.00
40-55-30-48210	RIVIERA DOCKS LEASES	.00	149,452.15	148,418.00	1,034.15-	100.70
40-55-30-48220	BUOY & SLIP LEASES	.00	84,883.83	84,500.00	383.83-	100.45
Total RIVIERA PIERS AND DOCKS:		.00	234,335.98	232,918.00	1,417.98-	100.61
<b>RIVIERA PIERS AND DOCKS</b>						
40-55-30-52220	PIER ELECTRIC	.00	30,149.23	39,500.00	9,350.77	76.33
40-55-30-52640	PIER REPAIRS	.00	.00	5,000.00	5,000.00	.00
Total RIVIERA PIERS AND DOCKS:		.00	30,149.23	44,500.00	14,350.77	67.75
Total UPPER RIVIERA:		47,426.71	670,174.85	1,214,510.00	544,335.15	55.18
LAKEFRONT OPERATIONS Revenue Total:		28,590.29	1,087,151.19	1,174,530.00	87,378.81	92.56
LAKEFRONT OPERATIONS Expenditure Total:		27,526.93	509,312.25	1,099,530.00	590,217.75	46.32
Net Total LAKEFRONT OPERATIONS:		1,063.36	577,838.94	75,000.00	502,838.94-	770.45

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>PARKING</b>						
<b>PARKING</b>						
<b>PARKING</b>						
42-34-50-46100	PARKING MISC REVENUE	490.62	3,053.12	700.00	2,353.12-	436.16
42-34-50-46320	PARKING TICKET PENALTIES	3,963.00	36,345.50	45,000.00	8,654.50	80.77
42-34-50-46330	PARKING STALL COLLECTIONS	123,562.10	1,242,794.18	1,300,000.00	57,205.82	95.60
42-34-50-46340	PARKING STALL TICKETS	10,873.00	123,069.00	175,000.00	51,931.00	70.33
42-34-50-46350	PARKING TICKETS-COLL AGENCY	1,462.50	39,847.81	25,000.00	14,847.81-	159.39
42-34-50-46360	PARKING STICKERS-WALCO,OVER 4	.00	1,220.40	2,000.00	779.60	61.02
42-34-50-46370	PARKING LOT PERMITS	.00	6,066.38	6,000.00	66.38-	101.11
42-34-50-46380	BUSINESS PARKING PASSES	23.70	715.71	1,000.00	284.29	71.57
42-34-50-46390	ONLINE CONVENIENCE FEES	.00	.00	.00	.00	.00
42-34-50-46400	RESERVED PARKING PERMITS/BAGS	511.84	6,762.07	5,000.00	1,762.07-	135.24
42-34-50-46410	PARKING APP NET COLLECTIONS	9,130.81	63,579.15	40,000.00	23,579.15-	158.95
42-34-50-46900	MISC SALES	.00	853.08	1,000.00	146.92	85.31
42-34-50-48110	INTEREST INCOME	3,217.11	26,421.02	2,000.00	24,421.02-	1,321.05
42-34-50-49100	APPL OF PRIOR YR APPROPRIATION	.00	.00	50,000.00	50,000.00	.00
Total PARKING:		153,234.68	1,550,727.42	1,652,700.00	101,972.58	93.83
<b>PARKING</b>						
42-34-50-51100	PARKING MANAGER SALARY	4,492.84	49,396.97	58,410.00	9,013.03	84.57
42-34-50-51160	PARKING WAGES-CLERK/DISPATCH	6,080.84	68,857.99	89,473.00	20,615.01	76.96
42-34-50-51200	PARKING PT WAGES	6,459.44	76,253.06	120,000.00	43,746.94	63.54
42-34-50-51340	PARKING & OTH LIFE INSURANCE	56.23	563.93	765.00	201.07	73.72
42-34-50-51345	PARKING & OTH HEALTH INSURANCE	8,060.01	67,924.66	75,000.00	7,075.34	90.57
42-34-50-51350	PARKING & OTH DENTAL INSURANCE	.00	.00	.00	.00	.00
42-34-50-51355	PARKING & OTH VISION INSURANCE	.00	.00	.00	.00	.00
42-34-50-51360	PARKING & OTH RETIREMENT FUND	829.33	9,175.15	11,274.00	2,098.85	81.38
42-34-50-51370	PARKING & OTH DISABILITY INS	33.62	184.91	210.00	25.09	88.05
42-34-50-51380	PARKING UNIFORMS	.00	1,075.82	1,000.00	75.82-	107.58
42-34-50-51520	PARKING & OTH SOCIAL SECURITY	1,257.67	14,482.47	20,494.00	6,011.53	70.67
42-34-50-52160	LUKE CC AND COLLECTION FEES	5,992.23	59,599.59	52,000.00	7,599.59-	114.61
42-34-50-52200	PARKING LOT PLANTING/MAINT	29.66	15,475.98	20,000.00	4,524.02	77.38
42-34-50-52210	TELEPHONE EXPENSE	1,106.26	11,277.97	18,000.00	6,722.03	62.66
42-34-50-52500	KIOSK REPAIRS/SUPPLIES	.00	8,686.76	10,000.00	1,313.24	86.87
42-34-50-52650	POLICE DEPT SERVICES	.00	.00	.00	.00	.00
42-34-50-53100	OFFICE SUPPLIES	305.53	1,231.06	1,500.00	268.94	82.07
42-34-50-53120	POSTAGE EXPENSE	11.74	1,391.10	3,200.00	1,808.90	43.47
42-34-50-53130	WORKERS COMPENSATION INSURA	.00	2,534.01	4,500.00	1,965.99	56.31
42-34-50-53140	LIABILITY & PROPERTY INSURANCE	.00	1,616.17	3,800.00	2,183.83	42.53
42-34-50-53320	CONFERENCES/TRAINING	355.60	876.85	1,000.00	123.15	87.69
42-34-50-53400	OPERATING SUPPLIES-ENFORCEME	.00	2,919.40	8,000.00	5,080.60	36.49
42-34-50-53410	VEHICLE SUPPLIES-FUEL	109.96	1,167.87	1,000.00	167.87-	116.79
42-34-50-53510	VEHICLE/EQUIPMENT MAINT	.00	570.81	1,200.00	629.19	47.57
42-34-50-53990	PARKING MISC EXPENSES	.00	8,873.42	7,000.00	1,873.42-	126.76
42-34-50-54500	SUPPORT CONTRACTS	2,944.00	95,551.00	117,000.00	21,449.00	81.67
42-34-50-58500	PARKING LOT REV SHARE	.00	.00	17,000.00	17,000.00	.00
42-34-50-58700	OUTLAY-PARKING	.00	.00	50,000.00	50,000.00	.00
42-34-50-59300	TRANSFER TO TIF	.00	.00	.00	.00	.00
42-34-50-59400	TRANSFER TO CAPITAL PROJECTS	.00	15,000.00	15,000.00	.00	100.00
42-34-50-59500	TRANSFER TO GENERAL FUND	.00	.00	870,874.00	870,874.00	.00
42-34-50-59550	TRANSFER FROM RESERVE TO GF	.00	.00	.00	.00	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
	Total PARKING:	38,124.96	514,686.95	1,577,700.00	1,063,013.05	32.62
	Total PARKING:	191,359.64	2,065,414.37	3,230,400.00	1,164,985.63	63.94
	PARKING Revenue Total:	153,234.68	1,550,727.42	1,652,700.00	101,972.58	93.83
	PARKING Expenditure Total:	38,124.96	514,686.95	1,577,700.00	1,063,013.05	32.62
	Net Total PARKING:	115,109.72	1,036,040.47	75,000.00	961,040.47-	1,381.39

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>CAPITAL PROJECTS</b>						
<b>CAPITAL PROJECTS</b>						
<b>CAPITAL PROJECTS</b>						
43-00-00-43790	STATE AIDS-LRIP GRANTS	.00	.00	.00	.00	.00
43-00-00-48110	INTEREST EARNED	874.69	11,216.60	.00	11,216.60-	.00
43-00-00-48320	SALE OF CITY REAL ESTATE	.00	4,649.99	.00	4,649.99-	.00
43-00-00-49000	PROCEEDS FROM BORROWING	.00	.00	937,500.00	937,500.00	.00
43-00-00-49100	APPL. PRIOR YR APPROPRIATIONS	.00	.00	.00	.00	.00
43-00-00-49500	TRANSFER FROM GENERAL FUND	.00	.00	.00	.00	.00
43-00-00-49510	TRANSFER FROM LAKEFRONT FUND	.00	50,000.00	50,000.00	.00	100.00
43-00-00-49520	TRANSFER FROM PARKING FUND	.00	15,000.00	15,000.00	.00	100.00
43-00-00-49525	TRANSFER FROM TOURISM FUND	.00	.00	.00	.00	.00
43-00-00-49700	TRANSFER FROM GENERAL FUND	.00	.00	.00	.00	.00
Total CAPITAL PROJECTS:		874.69	80,866.59	1,002,500.00	921,633.41	8.07
<b>CAPITAL PROJECTS</b>						
43-00-00-52160	ISSUANCE COSTS	.00	.00	.00	.00	.00
Total CAPITAL PROJECTS:		.00	.00	.00	.00	.00
Total CAPITAL PROJECTS:		874.69	80,866.59	1,002,500.00	921,633.41	8.07
<b>CITY HALL CAPITAL PROJECTS</b>						
<b>CITY HALL CAPITAL PROJECTS</b>						
43-16-10-17010	CITY HALL CAPITAL PROJECTS	.00	.00	20,000.00	20,000.00	.00
Total CITY HALL CAPITAL PROJECTS:		.00	.00	20,000.00	20,000.00	.00
Total CITY HALL CAPITAL PROJECTS:		.00	.00	20,000.00	20,000.00	.00
<b>PD CAPITAL PROJECTS</b>						
<b>PD CAPITAL PROJECTS</b>						
43-21-00-17010	PD CAPITAL PROJECTS	.00	.00	.00	.00	.00
Total PD CAPITAL PROJECTS:		.00	.00	.00	.00	.00
Total PD CAPITAL PROJECTS:		.00	.00	.00	.00	.00
<b>FIRE DEPT CAPITAL PROJECTS</b>						
<b>FIRE DEPT CAPITAL PROJECTS</b>						
43-22-00-17010	FD CAPITAL PROJECTS	.00	9,913.71	82,500.00	72,586.29	12.02
Total FIRE DEPT CAPITAL PROJECTS:		.00	9,913.71	82,500.00	72,586.29	12.02
Total FIRE DEPT CAPITAL PROJECTS:		.00	9,913.71	82,500.00	72,586.29	12.02
<b>STREET IMPROVEMENT PROGRAM</b>						
<b>STREET IMPROVEMENT PROGRAM</b>						
43-32-10-17010	2018/2019 STREET IMP PROGRAM	424,288.82	755,158.68	805,000.00	49,841.32	93.81
43-32-10-17020	DPW CAPITAL PROJECTS	.00	28,057.80	45,000.00	16,942.20	62.35
Total STREET IMPROVEMENT PROGRAM:		424,288.82	783,216.48	850,000.00	66,783.52	92.14

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
Total STREET IMPROVEMENT PROGRAM:		424,288.82	783,216.48	850,000.00	66,783.52	92.14
<b>DEPARTMENT: 40</b>						
<b>PROGRAM: 00</b>						
43-40-00-17010	RIVIERA RENOVATION	.00	2,956.72	50,000.00	47,043.28	5.91
Total PROGRAM: 00:		.00	2,956.72	50,000.00	47,043.28	5.91
Total DEPARTMENT: 40:		.00	2,956.72	50,000.00	47,043.28	5.91
<b>PARKS CAPITAL PROJECTS</b>						
<b>PARKS CAPITAL PROJECTS</b>						
43-52-00-53000	PARKS CAPITAL PROJECTS	684.10	684.10	.00	684.10-	.00
Total PARKS CAPITAL PROJECTS:		684.10	684.10	.00	684.10-	.00
Total PARKS CAPITAL PROJECTS:		684.10	684.10	.00	684.10-	.00
<b>DEPARTMENT: 99</b>						
<b>PROGRAM: 00</b>						
43-99-00-17010	LIBRARY CAPITAL PROJECTS	.00	.00	.00	.00	.00
Total PROGRAM: 00:		.00	.00	.00	.00	.00
Total DEPARTMENT: 99:		.00	.00	.00	.00	.00
CAPITAL PROJECTS Revenue Total:		874.69	80,866.59	1,002,500.00	921,633.41	8.07
CAPITAL PROJECTS Expenditure Total:		424,972.92	796,771.01	1,002,500.00	205,728.99	79.48
Net Total CAPITAL PROJECTS:		424,098.23-	715,904.42-	.00	715,904.42	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>TOURISM</b>						
<b>TOURISM</b>						
<b>TOURISM</b>						
47-00-00-41210	ROOM TAX	95,538.29	249,895.98	270,278.00	20,382.02	92.46
47-00-00-48110	INTEREST INCOME	496.43	4,088.47	.00	4,088.47-	.00
47-00-00-49100	APPL. PRIOR YR APPROPRIATIONS	.00	.00	.00	.00	.00
Total TOURISM:		96,034.72	253,984.45	270,278.00	16,293.55	93.97
<b>TOURISM</b>						
47-00-00-57100	HOTEL/MOTEL ASSN-CHAM OF COM	.00	100,000.00	154,443.00	54,443.00	64.75
47-00-00-57210	EVENTS COORDINATOR	2,666.00	29,326.00	32,000.00	2,674.00	91.64
47-00-00-57212	EVENTS COORDINATOR-RIVIERA	2,666.00	17,974.00	.00	17,974.00-	.00
Total TOURISM:		5,332.00	147,300.00	186,443.00	39,143.00	79.01
Total TOURISM:		101,366.72	401,284.45	456,721.00	55,436.55	87.86
<b>DEPARTMENT: 70</b>						
<b>PROGRAM: 00</b>						
47-70-00-57150	PROMOTIONAL GRANT	12,607.74	22,939.44	83,835.00	60,895.56	27.36
47-70-00-57155	TOURISM MUNICIPAL DEVELOPMENT	79.10	10,871.57	.00	10,871.57-	.00
47-70-00-59400	TRANSFER TO CAPITAL PROJECTS	.00	.00	.00	.00	.00
Total PROGRAM: 00:		12,686.84	33,811.01	83,835.00	50,023.99	40.33
Total DEPARTMENT: 70:		12,686.84	33,811.01	83,835.00	50,023.99	40.33
TOURISM Revenue Total:		96,034.72	253,984.45	270,278.00	16,293.55	93.97
TOURISM Expenditure Total:		18,018.84	181,111.01	270,278.00	89,166.99	67.01
Net Total TOURISM:		78,015.88	72,873.44	.00	72,873.44-	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>CEMETERY OPERATIONS</b>						
<b>CEMETERY OPERATIONS</b>						
<b>CEMETERY OPERATIONS</b>						
48-00-00-41110	PROPERTY TAX LEVY	.00	150,000.00	150,000.00	.00	100.00
48-00-00-46100	MISC REVENUE	.00	3,250.00	1,500.00	1,750.00-	216.67
48-00-00-46540	SALE OF GRAVES/NICHES	1,775.00	12,475.00	12,000.00	475.00-	103.96
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	.00	500.00	700.00	200.00	71.43
48-00-00-46560	BURIAL INTERNMENTS	2,475.00	23,425.00	26,000.00	2,575.00	90.10
48-00-00-48110	INVESTMENT INCOME	255.22	2,166.14	.00	2,166.14-	.00
48-00-00-49100	APPL OF PRIOR YEARS APPROP	.00	.00	15,000.00	15,000.00	.00
48-00-00-49200	TRANSFER FROM GENERAL FUND	.00	.00	.00	.00	.00
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	1,214.96	12,908.46	13,000.00	91.54	99.30
Total CEMETERY OPERATIONS:		5,720.18	204,724.60	218,200.00	13,475.40	93.82
<b>CEMETERY OPERATIONS</b>						
48-00-00-51200	CEM WAGES	7,202.02	77,592.38	106,745.00	29,152.62	72.69
48-00-00-51250	CEM OVERTIME	.00	1,875.86	2,505.00	629.14	74.88
48-00-00-51260	CEM SEASONAL LABOR	1,156.78	9,982.33	9,755.00	227.33-	102.33
48-00-00-51340	CEM LIFE INSURANCE EXP	23.44	249.76	443.00	193.24	56.38
48-00-00-51345	CEM HEALTH INSURANCE	2,470.90	24,296.83	32,022.00	7,725.17	75.88
48-00-00-51350	CEM DENTAL INSURANCE	.00	.00	.00	.00	.00
48-00-00-51355	CEM VISION INSURANCE	.00	.00	.00	.00	.00
48-00-00-51360	CEM RETIREMENT EXPENSE	471.74	5,206.11	7,156.00	1,949.89	72.75
48-00-00-51370	CEM DISABILITY EXP	51.78	265.34	379.00	113.66	70.01
48-00-00-51380	CEM UNIFORM ALLOWANCE	.00	1,200.00	1,200.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	626.09	6,708.80	9,105.00	2,396.20	73.68
48-00-00-52160	CEM PROFESSIONAL SERVICES	.00	.00	.00	.00	.00
48-00-00-52210	CEM TELEPHONE EXP	41.39	531.86	600.00	68.14	88.64
48-00-00-52220	CEM ELECTRICITY EXP	72.88	1,597.98	2,000.00	402.02	79.90
48-00-00-52240	CEM GAS HEAT EXP	12.76	721.02	1,000.00	278.98	72.10
48-00-00-52260	CEM WATER/SEWER EXP	267.05	1,674.35	1,000.00	674.35-	167.44
48-00-00-52400	CEM BUILDING REPAIRS	.00	.00	2,000.00	2,000.00	.00
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	132.03	584.74	3,000.00	2,415.26	19.49
48-00-00-53100	CEM OFFICE SUPPLIES	.00	4.98	150.00	145.02	3.32
48-00-00-53120	CEM POSTAGE EXP	.00	.00	40.00	40.00	.00
48-00-00-53130	CEM WORKERS COMP INS	.00	4,207.62	6,500.00	2,292.38	64.73
48-00-00-53140	CEM LIABILITY/PROPERTY INS	.00	1,526.16	3,000.00	1,473.84	50.87
48-00-00-53400	CEM OPERATING SUPPLIES	236.23	622.38	1,000.00	377.62	62.24
48-00-00-53410	CEM FUEL EXPENSE	439.57	3,286.08	5,000.00	1,713.92	65.72
48-00-00-53500	CEM BLDG MAINT SUPPLIES	24.00	62.47	500.00	437.53	12.49
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	527.41	1,791.10	3,000.00	1,208.90	59.70
48-00-00-53600	CEM MAINT SERVICE EXP	.00	.00	1,700.00	1,700.00	.00
48-00-00-53620	CEM GROUNDS/LANDSCAPING	.00	1,076.00	800.00	276.00-	134.50
48-00-00-53990	CEM MISC EXP	.00	305.17	300.00	5.17-	101.72
48-00-00-54200	CEM GRAVES/FOUNDATIONS	.00	15,219.92	16,400.00	1,180.08	92.80
48-00-00-54300	CEM COLUMBARIUM EXPENSES	.00	.00	900.00	900.00	.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	.00	.00	.00	.00	.00
Total CEMETERY OPERATIONS:		13,756.07	160,589.24	218,200.00	57,610.76	73.60
Total CEMETERY OPERATIONS:		19,476.25	365,313.84	436,400.00	71,086.16	83.71
CEMETERY OPERATIONS Revenue Total:		5,720.18	204,724.60	218,200.00	13,475.40	93.82
CEMETERY OPERATIONS Expenditure Total:		13,756.07	160,589.24	218,200.00	57,610.76	73.60

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
	Net Total CEMETERY OPERATIONS:	8,035.89-	44,135.36	.00	44,135.36-	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>EQUIPMENT REPLACEMENT FUND</b>						
<b>EQUIPMENT REPLACEMENT FUND</b>						
<b>EQUIPMENT REPLACEMENT FUND</b>						
50-00-00-41110	PROPERTY TAX LEVY	.00	677,990.00	677,990.00	.00	100.00
50-00-00-48110	INTEREST EARNED	3,643.39	44,790.21	20,000.00	24,790.21-	223.95
50-00-00-48300	SALE OF MISC EQUIPMENT	.00	.00	.00	.00	.00
50-00-00-49100	APPL. PRIOR YR APPROPRIATIONS	.00	.00	615,742.00	615,742.00	.00
50-00-00-49400	TRANSFER FROM GENERAL FUND	.00	.00	.00	.00	.00
Total EQUIPMENT REPLACEMENT FUND:		3,643.39	722,780.21	1,313,732.00	590,951.79	55.02
<b>EQUIPMENT REPLACEMENT FUND</b>						
50-00-00-58000	MISC/COMP EQUIP PURCHASES	2,648.40	43,084.13	82,766.00	39,681.87	52.06
Total EQUIPMENT REPLACEMENT FUND:		2,648.40	43,084.13	82,766.00	39,681.87	52.06
Total EQUIPMENT REPLACEMENT FUND:		6,291.79	765,864.34	1,396,498.00	630,633.66	54.84
<b>POLICE DEPARTMENT</b>						
<b>POLICE DEPARTMENT</b>						
50-21-00-48300	SALE OF POLICE EQUIPMENT	.00	3,517.06	.00	3,517.06-	.00
Total POLICE DEPARTMENT:		.00	3,517.06	.00	3,517.06-	.00
<b>POLICE DEPARTMENT</b>						
50-21-00-58000	POLICE EQUIPMENT PURCHASES	.00	117,248.18	124,534.00	7,285.82	94.15
Total POLICE DEPARTMENT:		.00	117,248.18	124,534.00	7,285.82	94.15
Total POLICE DEPARTMENT:		.00	120,765.24	124,534.00	3,768.76	96.97
<b>FIRE DEPARTMENT</b>						
<b>FIRE DEPARTMENT</b>						
50-22-00-48300	SALE OF FIRE EQUIPMENT	.00	10,980.10	5,000.00	5,980.10-	219.60
50-22-00-49100	APPL PRIOR YR APPROPRIATIONS	.00	.00	.00	.00	.00
Total FIRE DEPARTMENT:		.00	10,980.10	5,000.00	5,980.10-	219.60
<b>FIRE DEPARTMENT</b>						
50-22-00-58000	FIRE EQUIPMENT PURCHASES	8,602.85	465,721.59	539,376.00	73,654.41	86.34
Total FIRE DEPARTMENT:		8,602.85	465,721.59	539,376.00	73,654.41	86.34
Total FIRE DEPARTMENT:		8,602.85	476,701.69	544,376.00	67,674.31	87.57
<b>EMERGENCY MANAGEMENT</b>						
<b>EMERGENCY MANAGEMENT</b>						
50-29-00-58000	EMERG MGMT EQUIPMENT PURCHA	16,604.04	16,604.04	22,056.00	5,451.96	75.28
Total EMERGENCY MANAGEMENT:		16,604.04	16,604.04	22,056.00	5,451.96	75.28
Total EMERGENCY MANAGEMENT:		16,604.04	16,604.04	22,056.00	5,451.96	75.28

DPW

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>DPW</b>						
50-32-00-48300	SALE OF DPW EQUIPMENT	.00	.00	.00	.00	.00
50-32-00-49100	APPL PRIOR YR APPROPRIATIONS	.00	.00	.00	.00	.00
Total DPW:		.00	.00	.00	.00	.00
<b>DPW</b>						
50-32-00-58000	DPW EQUIPMENT PURCHASES	5.00-	451,717.50	550,000.00	98,282.50	82.13
Total DPW:		5.00-	451,717.50	550,000.00	98,282.50	82.13
Total DPW:		5.00-	451,717.50	550,000.00	98,282.50	82.13
<b>CEMETERY</b>						
<b>CEMETERY</b>						
50-48-00-48300	SALE OF CEMETERY EQUIPMENT	.00	.00	.00	.00	.00
Total CEMETERY:		.00	.00	.00	.00	.00
<b>CEMETERY</b>						
50-48-00-58000	CEMETERY EQUIPMENT REPLACEME	.00	.00	.00	.00	.00
Total CEMETERY:		.00	.00	.00	.00	.00
Total CEMETERY:		.00	.00	.00	.00	.00
EQUIPMENT REPLACEMENT FUND Revenue Total:		3,643.39	737,277.37	1,318,732.00	581,454.63	55.91
EQUIPMENT REPLACEMENT FUND Expenditure Total:		27,850.29	1,094,375.44	1,318,732.00	224,356.56	82.99
Net Total EQUIPMENT REPLACEMENT FUND:		24,206.90-	357,098.07-	.00	357,098.07	.00

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
<b>LIBRARY</b>						
<b>LIBRARY</b>						
<b>LIBRARY</b>						
99-00-00-41110	PROPERTY TAX LEVY	.00	471,656.00	471,656.00	.00	100.00
99-00-00-43540	GRANTS	.00	.00	.00	.00	.00
99-00-00-45120	LIBRARY FINES AND FEES	1,607.86	6,448.12	5,000.00	1,448.12-	128.96
99-00-00-45150	COPIES,PRINTS,FAXES	515.87	4,204.64	3,000.00	1,204.64-	140.15
99-00-00-46000	CASH DRAWER OVERRAGES/UNDERA	.00	.00	.00	.00	.00
99-00-00-46210	LIBRARY MISC REVENUE	.00	400.00	750.00	350.00	53.33
99-00-00-47310	KENOSHA COUNTY REVENUES	.00	5,286.00	5,286.00	.00	100.00
99-00-00-47320	RACINE COUNTY REVENUES	.00	2,644.00	2,644.00	.00	100.00
99-00-00-47330	WALWORTH COUNTY REVENUES	.00	224,786.00	224,786.00	.00	100.00
99-00-00-47340	WAUKESHA COUNTY REVENUES	.00	.00	.00	.00	.00
99-00-00-47350	ROCK COUNTY (ARROWHEAD) REV	.00	.00	.00	.00	.00
99-00-00-47360	JEFFERSON COUNTY REVENUES	.00	95.00	95.00	.00	100.00
99-00-00-48110	INTEREST EARNED	151.62	1,833.63	.00	1,833.63-	.00
99-00-00-48120	DIVIDEND INCOME	.00	.00	.00	.00	.00
99-00-00-48140	PORTFOLIO GAINS/LOSSES	.00	.00	.00	.00	.00
99-00-00-48190	DISCOUNTS EARNED	1.62	1.62	.00	1.62-	.00
99-00-00-48400	INSURANCE REIMBURSEMENTS	.00	.00	.00	.00	.00
99-00-00-48920	DONATIONS	.00	.00	.00	.00	.00
99-00-00-49000	PROCEEDS FROM BORROWING	.00	.00	.00	.00	.00
99-00-00-49100	APPL OF PR YR APPROPRIATIONS	.00	.00	.00	.00	.00
99-00-00-49500	TRANSFER FROM GENERAL FUND	.00	.00	.00	.00	.00
Total LIBRARY:		2,276.97	717,355.01	713,217.00	4,138.01-	100.58
<b>LIBRARY</b>						
99-00-00-51100	LIBRARY FT SALARIES	20,918.28	224,727.47	265,651.00	40,923.53	84.60
99-00-00-51200	LIBRARY PT WAGES	7,567.16	96,380.96	128,502.00	32,121.04	75.00
99-00-00-51340	LIFE INSURANCE	42.96	404.76	445.00	40.24	90.96
99-00-00-51345	LIBRARY HEALTH INSURANCE	4,451.10	46,361.44	52,536.00	6,174.56	88.25
99-00-00-51350	LIBRARY DENTAL INSURANCE	.00	.00	.00	.00	.00
99-00-00-51355	LIBRARY VISION INSURANCE	.00	.00	.00	.00	.00
99-00-00-51360	RETIREMENT FUND	1,370.14	15,903.84	18,838.00	2,934.16	84.42
99-00-00-51370	LIBRARY DISABILITY PREMIUMS	132.68	787.72	880.00	92.28	89.51
99-00-00-51520	LIBRARY SOCIAL SECURITY	2,153.58	24,288.06	30,153.00	5,864.94	80.55
99-00-00-52110	GENERAL ADMIN EXPENSES	126.01	1,929.45	5,000.00	3,070.55	38.59
99-00-00-52160	PROFESSIONAL SERVICES	.00	.00	.00	.00	.00
99-00-00-52210	LIBRARY TELEPHONE EXP	190.20	2,082.18	1,800.00	282.18-	115.68
99-00-00-52220	LIBRARY UTILITIES	1,294.19	11,898.55	20,000.00	8,101.45	59.49
99-00-00-52500	LIBRARY BLDG REPAIR	4,956.14	12,812.84	10,000.00	2,812.84-	128.13
99-00-00-53100	LIBRARY OFFICE SUPPLIES	.00	400.21	1,500.00	1,099.79	26.68
99-00-00-53120	LIBRARY POSTAGE	77.00	560.34	500.00	60.34-	112.07
99-00-00-53130	WORKERS COMP INSURANCE	.00	670.39	1,400.00	729.61	47.89
99-00-00-53140	LIABILITY & PROPERTY INSURANCE	.00	7,766.43	10,330.00	2,563.57	75.18
99-00-00-53320	STAFF CONTINUING EDUCATION	24.36	2,444.30	3,000.00	555.70	81.48
99-00-00-53500	LIBRARY MAINT SUPPLIES	260.20	1,894.35	2,500.00	605.65	75.77
99-00-00-53600	LIBRARY BLDG MAINT SERVICES	1,762.08	31,139.87	25,000.00	6,139.87-	124.56
99-00-00-53990	LIBRARY MISCELLANEOUS	.00	.00	.00	.00	.00
99-00-00-54100	LIBRARY ADULT MATERIALS	4,402.25	30,098.01	35,000.00	4,901.99	85.99
99-00-00-54110	LIBRARY YOUTH MATERIALS	2,893.74	15,193.44	17,000.00	1,806.56	89.37
99-00-00-54120	LIBRARY MAGAZINES & NEWSPAPER	.00	6,887.91	6,000.00	887.91-	114.80
99-00-00-54130	LIBRARY REFERENCE MATERIALS	.00	.00	1,000.00	1,000.00	.00
99-00-00-54140	LIBRARY NONPRINT MATERIALS	3,804.39	17,584.06	20,000.00	2,415.94	87.92

Account Number	Account Title	2019-19 Current Month Actual	2019-19 Current Year Actual	2019 Current Year Budget	2019 Current Year Variance	2019 Current Year % of Budget
99-00-00-54150	LIBRARY PROGRAMS	701.68	6,794.04	10,000.00	3,205.96	67.94
99-00-00-54155	LIBRARY MARKETING	86.00	588.40	1,500.00	911.60	39.23
99-00-00-54160	USE OF DONATED FUNDS	.00	.00	.00	.00	.00
99-00-00-54170	USE OF GRANT FUNDS	.00	.00	.00	.00	.00
99-00-00-55100	LIBRARY SIRSI	62.65	19,934.16	23,000.00	3,065.84	86.67
99-00-00-55110	LIBRARY CIRCULATION SUPPLIES	60.67	2,165.69	3,000.00	834.31	72.19
99-00-00-55120	LIBRARY PROCESSING SUPPLIES	124.94	2,101.28	3,000.00	898.72	70.04
99-00-00-55140	LIBRARY COMPUTER HARDWARE	62.22	3,060.71	3,000.00	60.71-	102.02
99-00-00-55150	LIBRARY COMPUTER SOFTWARE	.00	425.90	500.00	74.10	85.18
99-00-00-55160	LIBRARY IT CONSULTING SERVICES	.00	1,214.92	1,000.00	214.92-	121.49
99-00-00-55320	LIBRARY EQUIP LEASES & MAINT	354.13	4,411.04	8,400.00	3,988.96	52.51
99-00-00-56230	SHARED SAVINGS PRINCIPAL PYMT	.00	.00	.00	.00	.00
99-00-00-56630	SHARED SAVINGS INTEREST PYMT	.00	.00	.00	.00	.00
99-00-00-57800	LIBRARY CONTINGENCY	.00	.00	2,782.00	2,782.00	.00
Total LIBRARY:		57,878.75	592,912.72	713,217.00	120,304.28	83.13
Total LIBRARY:		60,155.72	1,310,267.73	1,426,434.00	116,166.27	91.86
LIBRARY Revenue Total:		2,276.97	717,355.01	713,217.00	4,138.01-	100.58
LIBRARY Expenditure Total:		57,878.75	592,912.72	713,217.00	120,304.28	83.13
Net Total LIBRARY:		55,601.78-	124,442.29	.00	124,442.29-	.00
Net Grand Totals:		734,594.60-	1,110,944.47	150,000.00	960,944.47-	740.63

**City of Lake Geneva  
Finance, License, & Regulation Committee  
November 19, 2019**

**Prepaid Checks  
11/04/19 - 11/15/19**

**Total:  
\$173,359.24**

**Checks over \$5,000:**

\$	125,658.30	WPS Health Insurance - 1st Month Premium/January Health Insur
\$	28,972.34	Alliant Energy - October Bills
\$	5,332.00	Stephanie Lynn Lake Geneva LLC - Riviera Coordinator

*ance*

Report Criteria:

Report type: Summary  
 [Report].Check Issue Date = 11/05/2019,11/06/2019,11/13/2019  
 Check.Type = {<>} "Adjustment"  
 Bank.Bank account = "043230"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
11/05/2019	71894	2046	ALLIANT ENERGY	28,972.34
11/05/2019	71895	2273	CHASE CARD SERVICES	2,457.81
11/05/2019	71896	5387	SHEPPARD, MORGAN	50.37
11/05/2019	71897	5326	STEPHANIE LYNN LAKE GENEVA LLC	5,332.00
11/05/2019	71898	5030	WALWORTH COUNTY CLERK	1,554.50
11/06/2019	71899	5616	WPS HEALTH INSURANCE	125,658.30
11/13/2019	72013	2003	A+ GRAPHICS & PRINTING	50.00
11/13/2019	72014	2108	AT&T LONG DISTANCE	110.08
11/13/2019	72015	2215	BRODART CO	4,573.49
11/13/2019	72016	2379	DEMCO	242.62
11/13/2019	72017	2613	GREAT AMERICA FINANCIAL SERVICES	330.84
11/13/2019	72018	2800	KORNAK, EMILY	143.84
11/13/2019	72019	5619	LIPINSKI, DR TOMAS	100.00
11/13/2019	72020	2977	MIDWEST TAPE	77.22
11/13/2019	72021	3062	NORTHWIND PERENNIAL FARM	703.25
11/13/2019	72022	3143	PHILS ELECTRIC DRAIN SVC LLC	195.00
11/13/2019	72023	3149	PIGGLY WIGGLY	7.50
11/13/2019	72024	3362	STANG, KAY	10.44
11/13/2019	72025	5326	STEPHANIE LYNN LAKE GENEVA LLC	870.16
11/13/2019	72026	3021	SYLVIA MULLALLY	358.28
11/13/2019	72027	4956	UNIQUE MANAGEMENT SERVICES INC	71.60
11/13/2019	72028	5001	VERIZON WIRELESS	508.90
11/13/2019	72029	5071	WE ENERGIES	980.70
Grand Totals:				173,359.24

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-16320	125,658.30	.00	125,658.30
11-00-00-21100	10.00	152,229.77-	152,219.77-
11-00-00-44200	1,554.50	.00	1,554.50
11-12-00-52210	.13	.00	.13
11-15-10-54500	167.88	.00	167.88
11-16-10-52210	.63	.00	.63
11-16-10-52220	6,655.18	.00	6,655.18
11-16-10-52240	47.69	.00	47.69
11-21-00-52210	67.69	.00	67.69
11-21-00-52220	34.84	.00	34.84
11-22-00-52210	518.61	.00	518.61
11-22-00-52220	2,108.27	.00	2,108.27
11-22-00-52240	204.42	.00	204.42
11-22-00-52410	52.72	.00	52.72
11-22-00-53400	330.84	.00	330.84

GL Account	Debit	Credit	Proof
11-22-00-53500	50.78	10.00-	40.78
11-22-00-53990	41.93	.00	41.93
11-24-00-53100	719.02	.00	719.02
11-29-00-52220	91.52	.00	91.52
11-32-10-52210	7.13	.00	7.13
11-32-10-52220	941.97	.00	941.97
11-32-10-52240	127.24	.00	127.24
11-32-13-48510	110.00	.00	110.00
11-32-13-54100	50.37	.00	50.37
11-34-10-52220	416.36	.00	416.36
11-34-10-52230	8,995.45	.00	8,995.45
11-51-10-52220	1,419.42	.00	1,419.42
11-51-10-52240	210.39	.00	210.39
11-52-00-48500	166.85	.00	166.85
11-52-00-52220	638.94	.00	638.94
11-52-00-59220	238.50	.00	238.50
11-52-01-52220	592.96	.00	592.96
11-52-01-52240	9.24	.00	9.24
40-00-00-21100	.00	6,056.91-	6,056.91-
40-52-10-53990	21.10	.00	21.10
40-54-10-52220	413.67	.00	413.67
40-55-30-52220	5,622.14	.00	5,622.14
42-00-00-21100	.00	358.28-	358.28-
42-34-50-53320	358.28	.00	358.28
47-00-00-21100	.00	6,202.16-	6,202.16-
47-00-00-57210	2,666.00	.00	2,666.00
47-00-00-57212	2,666.00	.00	2,666.00
47-70-00-57155	870.16	.00	870.16
48-00-00-21100	.00	181.36-	181.36-
48-00-00-52210	1.11	.00	1.11
48-00-00-52220	92.53	.00	92.53
48-00-00-52240	37.72	.00	37.72
48-00-00-53990	50.00	.00	50.00
61-00-00-21100	.00	4.56-	4.56-
61-00-00-53110	4.56	.00	4.56
62-00-00-21100	.00	15.80-	15.80-
62-00-00-92100	15.80	.00	15.80
99-00-00-21100	.94	8,321.34-	8,320.40-
99-00-00-52110	484.09	.00	484.09
99-00-00-52210	3.32	.00	3.32
99-00-00-52220	1,054.59	.00	1,054.59
99-00-00-53120	6.20	.00	6.20
99-00-00-53320	154.28	.00	154.28
99-00-00-53600	898.25	.00	898.25
99-00-00-54100	2,929.65	.00	2,929.65
99-00-00-54110	1,947.79	.00	1,947.79
99-00-00-54140	200.21	.00	200.21
99-00-00-54150	260.04	.94-	259.10
99-00-00-54155	68.70	.00	68.70
99-00-00-55100	71.60	.00	71.60
99-00-00-55120	242.62	.00	242.62

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GL Account	Debit	Credit	Proof
Grand Totals:	173,381.12	173,381.12-	.00

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Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

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Report Criteria:

Report type: Summary

[Report].Check Issue Date = 11/05/2019,11/06/2019,11/13/2019

Check.Type = {<>} "Adjustment"

Bank.Bank account = "043230"

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**City of Lake Geneva**  
**Finance, License, & Regulation Committee**  
**November 19, 2019**

**Accounts Payable**

	<u>Fund #</u>	
1. General Fund	11	\$ 78,386.26
2. Debt Service	20	\$ -
3. Lakefront	40	\$ 7,783.51
4. Capital Projects	43	\$ 9,673.00
5. Parking	42	\$ 4,568.53
6. Cemetery	48/49	\$ 8,770.86
7. Equipment Replacement	50	\$ -
8. Library Fund	99	\$ -
9. Impact Fees	45	\$ 7,110.00
10. Tourism Commission	47	\$ 25,105.47
11. Use of Building Funds-Library	98	\$ -
<b>Total All Funds</b>		<b><u><u>\$141,397.63</u></u></b>

**CITY OF LAKE GENEVA  
ACCOUNTS PAYABLE UNPAID ITEMS OVER \$5,000**

**FINANCE, LICENSE, & REGULATION COMMITTEE  
11/19/2019**

**TOTAL UNPAID ACCOUNTS PAYABLE** **\$ 141,397.63**

**ITEMS > \$5,000**

Johns Disposal Service - November Service	\$ 42,476.30
Lake Geneva Convention & Visitors Bureau - 4th Quarter Payment	\$ 25,000.00
Kapur & Associates - 2019 Paving/2020 CIP Planning Service	\$ 10,635.50
YMCA - November/December Payment	\$ 9,180.00
Edward Jones - Perpetual Care Deposit May-October	\$ 8,375.00
Lake Geneva Utility Commission - Impact Fees	\$ 7,110.00
Geneva Lake Environmental Association - November Payment	\$ 5,000.00
Balance of Other Items	\$ 33,620.83

## Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Only unpaid invoices included.  
Invoice.Batch = "191118","191119"  
Invoice.Detail.GL account (2 Characters) = {<>} "61"  
Invoice.Detail.GL account (2 Characters) = {<>} "62"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>A+ GRAPHICS &amp; PRINTING</b>				
25964	11/12/2019	TALES OF LAKE GENEVA FLYE	11-70-00-57200 HISTORIC PRESERVATION	190.00
Total A+ GRAPHICS & PRINTING:				190.00
<b>ADVANCE AUTO PARTS</b>				
719393015173	10/28/2019	MIRROR,BRACKET-1 TON TRK	48-00-00-52500 CEM EQUIP MAINT/REPAIRS	25.98
Total ADVANCE AUTO PARTS:				25.98
<b>ADVANCED DISPOSAL SERVICES</b>				
A40000010767	10/31/2019	LANDFILL USE-BULK	11-36-00-52960 SOLID WASTE-STREET DEPT	285.02
Total ADVANCED DISPOSAL SERVICES:				285.02
<b>ARROW PEST CONTROL INC</b>				
79689	10/30/2019	PEST CONTROL-OCT	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	55.00
Total ARROW PEST CONTROL INC:				55.00
<b>ASPHALT CONTRACTORS INC</b>				
82069	10/29/2019	STORM REPAIR-JOSHUA/ANDR	43-32-10-17010 2018/2019 STREET IMP PROGRAM	2,074.00
Total ASPHALT CONTRACTORS INC:				2,074.00
<b>AURORA HEALTH CARE</b>				
49914	11/03/2019	BLOOD TESTS/VACCINES	11-32-10-52050 DRUG AND MEDICAL TESTING	177.00
Total AURORA HEALTH CARE:				177.00
<b>BADGER STATE INDUSTRIES</b>				
306-180756	10/31/2019	PAPER TOWELS,TRASH LINER	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	160.22
306-180756	10/31/2019	TOILET PAPER	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	29.91
Total BADGER STATE INDUSTRIES:				190.13
<b>BATZNER PEST CONTROL</b>				
2781087	10/29/2019	PEST CONTROL-OCT	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	119.00
Total BATZNER PEST CONTROL:				119.00
<b>BREEZY HILL NURSERY</b>				
I-230209	10/31/2019	POND MAINT-OCT	42-34-50-52200 PARKING LOT PLANTING/MAINT	216.00
Total BREEZY HILL NURSERY:				216.00
<b>BUMPER TO BUMPER AUTO PARTS</b>				
662-417225	10/31/2019	FUEL FILTER-TRK #15	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	38.81
662-417472	11/05/2019	EXHAUST CLAMP-TRK #22	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	19.80

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total BUMPER TO BUMPER AUTO PARTS:				58.61
<b>CENTURY FENCE</b>				
194756501	10/29/2019	GUARD RAIL REPAIR-SLSD/N K	11-32-10-53700 ROAD MAINTENANCE SUPPLIES	3,040.00
Total CENTURY FENCE:				3,040.00
<b>CULLIGAN OF BURLINGTON</b>				
235051	10/22/2019	SOLAR SALT	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	58.20
Total CULLIGAN OF BURLINGTON:				58.20
<b>DATA EQUIPMENT SERVICES</b>				
1328	11/13/2019	MODEM SVC-NOV	42-34-50-52210 TELEPHONE EXPENSE	990.00
1328	11/13/2019	MODEM SVC-NOV	40-54-10-53400 LUKE OPERATING AND CC EXP	45.00
Total DATA EQUIPMENT SERVICES:				1,035.00
<b>DUNN LUMBER</b>				
775436	10/30/2019	SIDE BOARDS-TRK #133	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	49.99
775439	10/30/2019	SIDE BOARD PAINT-TRK #133	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	20.79
775868	11/05/2019	BATTERIES	11-52-01-53400 VETS PARK OPERATING SUPPLIES	5.79
775952	11/05/2019	FURNACE REPAIR PARTS	48-00-00-53500 CEM BLDG MAINT SUPPLIES	31.98
775960	11/05/2019	SPRAYER CONNECTOR	11-32-12-52500 SNOW & ICE CONTROL-REPAIRS	3.29
776035	11/06/2019	PAINT-PARKS	11-52-00-53520 GROUNDS MAINT SUPPLIES	6.89
Total DUNN LUMBER:				118.73
<b>EDWARD JONES</b>				
PERP CARE D	11/08/2019	PERPETUAL CARE DEP 5/9-10/	49-00-00-24200 DUE TO INVESTMENT ACCT	8,375.00
Total EDWARD JONES:				8,375.00
<b>ELKHORN CHEMICAL CO INC</b>				
615711	10/23/2019	TOILET PAPER	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	61.62
Total ELKHORN CHEMICAL CO INC:				61.62
<b>ELKHORN NAPA AUTO PARTS</b>				
174556	10/23/2019	EXHAUST ELBOW,MUFFLER-#4	11-32-14-54300 COMPOSTING OPERATING SUPPLIES	74.48
176321	11/07/2019	BATTERY-TRK #50	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	103.95
176321	11/07/2019	BATTERY-TRK #32	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	121.21
Total ELKHORN NAPA AUTO PARTS:				299.64
<b>FORD OF LAKE GENEVA</b>				
70365	10/29/2019	OIL CHANGE-PARKING TRK	42-34-50-53510 VEHICLE/EQUIPMENT MAINT	30.95
Total FORD OF LAKE GENEVA:				30.95
<b>GENEVA LAKE ENVIRONMENTAL AGCY</b>				
NOV 2019	11/01/2019	NOVEMBER PAYMENT	40-54-10-57300 GLAKE ENVIRONMENTAL AGENCY	5,000.00
Total GENEVA LAKE ENVIRONMENTAL AGCY:				5,000.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>GENEVA ONLINE INC</b>				
1089615	11/01/2019	EMAIL SVC-NOV	11-12-00-52210 MUNICIPAL CT TELEPHONE	2.00
Total GENEVA ONLINE INC:				2.00
<b>GIRAFFE ELECTRIC II INC</b>				
S2126	10/21/2019	SIGNAL REPAIRS-HWY 50/4 TR	11-10-00-52450 EXPENSES SUBJECT TO INS CLAIM	360.00
Total GIRAFFE ELECTRIC II INC:				360.00
<b>HE STARK AGENCY INC</b>				
6089PARK-10/	10/31/2019	COLLECTION FEES-OCT	42-34-50-52160 LUKE CC AND COLLECTION FEES	305.25
Total HE STARK AGENCY INC:				305.25
<b>HOTSY CLEANING SYSTEMS INC</b>				
129671-IN	10/18/2019	PRESSURE WASHER REPAIR	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	312.13
Total HOTSY CLEANING SYSTEMS INC:				312.13
<b>ITU ABSORB TECH INC</b>				
7332656	10/04/2019	MATS,MOPS,FRAGRANCE	40-55-10-53600 UPPER RIVIERA MAINTENANCE	92.81
7350478	11/01/2019	MATS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	101.17
Total ITU ABSORB TECH INC:				193.98
<b>JERRY WILLKOMM INC</b>				
268228	10/24/2019	1142.0 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	2,762.50
269381	10/31/2019	541.0 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	1,335.73
Total JERRY WILLKOMM INC:				4,098.23
<b>JOHNS DISPOSAL SERVICE INC</b>				
358523	10/31/2019	ADD'L BULK PICKUP/BILLED TH	11-32-10-53990 ST DEPT MISCELLANEOUS EXP	170.00
359402	11/05/2019	NOV SVC	11-36-00-52940 SOLID WASTE-RESIDENTIAL	28,978.10
359402	11/05/2019	NOV SVC	11-36-00-52970 SOLID WASTE-RECYCLING	13,128.20
Total JOHNS DISPOSAL SERVICE INC:				42,276.30
<b>JUREWICZ, JUDY</b>				
5260	10/28/2019	TIRES-LAWN MOWER	48-00-00-53510 CEM VEHICLE MAINT/REPAIR	117.90
Total JUREWICZ, JUDY:				117.90
<b>KAPUR &amp; ASSOCIATES INC</b>				
99915	10/08/2019	2019 PAVING PROGRAM	43-32-10-17010 2018/2019 STREET IMP PROGRAM	7,599.00
99929	10/08/2019	2020 CIP PLANNING	11-30-00-52160 CITY ENGINEERING FEES	3,036.50
Total KAPUR & ASSOCIATES INC:				10,635.50
<b>LAKE GENEVA CONVENTION</b>				
4TH QTR 2019	11/01/2019	4TH QTR 2019 PAYMENT	47-00-00-57100 HOTEL/MOTEL ASSN-CHAM OF COMM	25,000.00
Total LAKE GENEVA CONVENTION:				25,000.00
<b>LAKE GENEVA UTILITY</b>				
105 CAPPELL	10/22/2019	105 CAPPELLA WAY	45-00-00-24520 WATER IMPACT FEES	1,690.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
105 CAPPELL	10/22/2019	105 CAPPELLA WAY	45-00-00-24530 SEWER IMPACT FEES	1,865.00
201 CAPPELL	10/22/2019	201 CAPPELLA WAY	45-00-00-24520 WATER IMPACT FEES	1,690.00
201 CAPPELL	10/22/2019	201 CAPPELLA WAY	45-00-00-24530 SEWER IMPACT FEES	1,865.00
Total LAKE GENEVA UTILITY:				7,110.00
<b>LANGE ENTERPRISES INC</b>				
70707	10/17/2019	CREDIT-DAMAGED SIGN	11-34-10-53750 TRAFFIC CONTROL STREET SIGNS	10.00-
70780	10/23/2019	"GATE" SIGNS (6)	11-32-13-53440 BRUSH PICKUP EXPENSES	237.90
70780	10/23/2019	BIKE ROUTE SIGNS (7)	11-34-10-53750 TRAFFIC CONTROL STREET SIGNS	191.52
Total LANGE ENTERPRISES INC:				419.42
<b>LASER ELECTRIC SUPPLY</b>				
1473240-00	10/25/2019	BALLASTS,BULBS	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	138.52
Total LASER ELECTRIC SUPPLY:				138.52
<b>MARED MECHANICAL</b>				
115581	10/24/2019	BOILER REPAIR	11-16-10-52400 CITY HALL BUILDING REPAIRS	661.00
115582	10/24/2019	FURNACE REPAIR	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	1,615.00
Total MARED MECHANICAL:				2,276.00
<b>MCMAHAN, REBECCA</b>				
REFD 10/4/19	10/11/2019	MCMAHAN-SEC DEP 10/4/19	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFD 10/4/19	10/11/2019	MCMAHAN-SEC GRD,SETUP-10	40-55-10-46740 UPPER RIVIERA REVENUE	331.25-
Total MCMAHAN, REBECCA:				668.75
<b>MIDSTATE EQUIPMENT</b>				
V16431	11/04/2019	SKID STEER LENS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	16.20
Total MIDSTATE EQUIPMENT:				16.20
<b>MILLER, GENEVIEVE</b>				
OVRPMT #CN	10/29/2019	OVRPMT #CN80GHS2BR	11-12-00-45100 COURT PENALTIES & FINES	6.30
Total MILLER, GENEVIEVE:				6.30
<b>MKCELLULAR INC</b>				
MKCLGIN1377	10/23/2019	CELL PHONE CORD	11-24-00-52620 TELEPHONE EXPENSE	19.99
Total MKCELLULAR INC:				19.99
<b>MONDRANICKAS, MELINDA</b>				
REFD 10/19/19	11/12/2019	MONDRANICKAS-SEC DEP 10/1	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFD 10/19/19	11/12/2019	MONDRANICKAS-SEC GRD,SE	40-55-10-46740 UPPER RIVIERA REVENUE	295.00-
Total MONDRANICKAS, MELINDA:				705.00
<b>MUNICIPAL SERVICES LLC</b>				
201992	10/04/2019	OCT SVCS	11-24-00-52190 CONTRACT BUILDING INSPECTOR	99.75
Total MUNICIPAL SERVICES LLC:				99.75

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>NIEMIEC, LIZ</b>				
REFD 10/18/19	11/12/2019	NIEMIEC-SEC DEP 10/18/19	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFD 10/18/19	11/12/2019	NIEMIEC-SEC GRD,SETUP-10/1	40-55-10-46740 UPPER RIVIERA REVENUE	374.00-
REFD 10/18/19	11/12/2019	NIEMIEC-BREACH OF CONTRA	40-55-10-46740 UPPER RIVIERA REVENUE	250.00-
Total NIEMIEC, LIZ:				376.00
<b>OFFICE DEPOT</b>				
393691272001	10/23/2019	3-HOLE PUNCH	11-14-20-53100 CITY ADMIN OFFICE SUPPLIES	12.59
393691272001	10/23/2019	POLY ENVELOPES	11-16-10-53100 CITY HALL OFFICE SUPPLIES	7.99
393691272001	10/23/2019	TONER	42-34-50-53100 OFFICE SUPPLIES	179.28
396207573001	10/30/2019	DRY ERASE MARKERS,CALEN	42-34-50-53100 OFFICE SUPPLIES	58.05
396207573001	10/30/2019	ADDING MACHINE PAPER	11-16-10-53100 CITY HALL OFFICE SUPPLIES	5.80
Total OFFICE DEPOT:				263.71
<b>PATS SERVICES INC</b>				
A-187632	10/24/2019	PORT A POTTY SVC-OCT	48-00-00-52260 CEM WATER/SEWER EXP	220.00
Total PATS SERVICES INC:				220.00
<b>PLANTAG, INC</b>				
42632	11/12/2019	BLUE PRINT ID TAGS	11-24-00-53100 BLDG INSPECTOR OFFICE SUPPLIES	75.90
Total PLANTAG, INC:				75.90
<b>QUAERNA, BERGEN</b>				
REFD 10/12/19	11/12/2019	QUAERNA-SEC DEP 10/12/19	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFD 10/12/19	11/12/2019	QUAERNA-SEC GRD,SETUP-10/	40-55-10-46740 UPPER RIVIERA REVENUE	311.25-
Total QUAERNA, BERGEN:				688.75
<b>RHYME BUSINESS PRODUCTS</b>				
25838422	11/01/2019	TASKALFA 3011I-OCT	11-24-00-53100 BLDG INSPECTOR OFFICE SUPPLIES	156.19
AR341289	10/29/2019	M3550IDN-NOV	11-12-00-53610 EQUIPMENT MAINT SERVICE COSTS	24.00
AR341290	10/29/2019	SHARP-OCT B&W	11-16-10-55310 CH OFFICE EQUIPMENT CONTRACTS	20.79
AR341290	10/29/2019	SHARP-OCT COLOR	11-16-10-55310 CH OFFICE EQUIPMENT CONTRACTS	194.91
AR341290	10/29/2019	TRICK OR TREAT POSTERS	11-22-00-53100 OFFICE SUPPLIES	58.08
Total RHYME BUSINESS PRODUCTS:				453.97
<b>RNOW INC</b>				
2019-56874	11/05/2019	VACUUM TUBES-LEAF MACHIN	11-32-14-54300 COMPOSTING OPERATING SUPPLIES	1,490.00
Total RNOW INC:				1,490.00
<b>ROTE OIL COMPANY</b>				
1930300002	10/30/2019	175.3 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	439.84
1930300003	10/30/2019	119.8 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	263.44
1930900011	11/05/2019	242.3 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	532.81
1930900012	11/05/2019	494.3 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	1,240.20
Total ROTE OIL COMPANY:				2,476.29
<b>SHERRILL INC</b>				
INV-492934	10/18/2019	HARNESS,SPLICE ROPES	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	717.92

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total SHERRILL INC:				717.92
<b>STAR CRANE &amp; HOIST SERVICE WISCONSIN</b>				
1334-W	10/31/2019	OSHA INSP-CRANE	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	185.00
Total STAR CRANE & HOIST SERVICE WISCONSIN:				185.00
<b>T2 SYSTEMS CANADA INC</b>				
IRIS000006277	10/28/2019	IRIS FEES-NOV	42-34-50-54500 SUPPORT CONTRACTS	2,544.00
Total T2 SYSTEMS CANADA INC:				2,544.00
<b>TAPCO</b>				
I652792	10/23/2019	SIGNAL REPAIR-MAIN/EDWARD	11-10-00-52450 EXPENSES SUBJECT TO INS CLAIM	1,760.95
I652793	10/23/2019	SIGNAL REPAIR-WELLS/MAIN	11-10-00-52450 EXPENSES SUBJECT TO INS CLAIM	1,355.90
Total TAPCO:				3,116.85
<b>TIME WARNER CABLE</b>				
715868021108	11/08/2019	RIV WIRELESS-NOV	47-70-00-57155 TOURISM MUNICIPAL DEVELOPMENT	105.47
Total TIME WARNER CABLE:				105.47
<b>TIM'S TAP LINE CLEANING INC</b>				
19682	10/31/2019	SANITIZE TAP LINE	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	30.00
Total TIM'S TAP LINE CLEANING INC:				30.00
<b>TRANSCEDENT TECHNOLOGIES</b>				
M3556	11/04/2019	TAX PROGRAM SUPPORT	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	681.00
Total TRANSCEDENT TECHNOLOGIES:				681.00
<b>TRUGREEN PROCESSING CTR</b>				
113325682	10/30/2019	FERTILIZER SVC-OCT	11-52-00-53620 GROUNDS FERTILIZER/WEED CONTR	891.03
Total TRUGREEN PROCESSING CTR:				891.03
<b>UNITED PUBLIC SAFETY INC</b>				
OL0210919	11/01/2019	AUTO OWNER LOOKUPS-OCT	42-34-50-54500 SUPPORT CONTRACTS	245.00
Total UNITED PUBLIC SAFETY INC:				245.00
<b>US LEGAL SUPPORT INC</b>				
110321394	10/28/2019	DEPOSITION-EARLE	11-13-10-52140 OUTSIDE ATTORNEYS FEES	465.05
Total US LEGAL SUPPORT INC:				465.05
<b>WALWORTH COUNTY SHERIFF</b>				
OCT-2019	11/07/2019	PRISONER CONFINES-OCT	11-12-00-52900 CARE OF PRISONERS	15.00
Total WALWORTH COUNTY SHERIFF:				15.00
<b>WELDERS SUPPLY CO</b>				
10102043	10/23/2019	FORKLIFT GAS	11-32-10-53410 VEHICLE-FUEL & OIL	97.70

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total WELDERS SUPPLY CO:				97.70
<b>WOLF CONSTRUCTION CO INC</b>				
7853	10/24/2019	COLD PATCH-7.83 TONS	11-32-10-53700 ROAD MAINTENANCE SUPPLIES	907.89
Total WOLF CONSTRUCTION CO INC:				907.89
<b>YMCA</b>				
NOV/DEC PYM	11/01/2019	NOV/DEC PAYMENT	11-70-00-57600 YMCA-YOUTH ATHLETIC PROGRAM	9,180.00
Total YMCA:				9,180.00
Grand Totals:				141,397.63

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

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Invoice Detail.GL account (2 Characters) = {<>} "61"

Invoice Detail.GL account (2 Characters) = {<>} "62"