



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

**PERSONNEL COMMITTEE AGENDA
TUESDAY, SEPTEMBER 2, 2025 - 5:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

Chairperson - Joel Hoiland; Members - JaNelle Powers, Mary Jo Fesenmaier, Brian Smith and Cindy Yager.

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from August 4, 2025
5. City Administrator's Report
 - a. Staffing & Service Delivery Assessment – Current strengths and gaps
6. Discussion/Recommendation regarding City of Lake Geneva Organizational Chart
7. Discussion/Possible Recommendation regarding 2026 Staffing Budget Recommendations
 - a. New staff and function recommendations
8. Discussion/Review Municipal Government Policy Manual: Chapter 4 – Equipment
9. Adjournment

This is a meeting of the Personnel Committee. No official Council action will be taken; however, a quorum of the Council may be present.

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.

**CITY OF LAKE GENEVA PERSONNEL COMMITTEE MINUTES
MONDAY, AUGUST 4, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members: Chairperson - Joel Hoiland; Members - JaNelle Powers, Mary Jo Fesenmaier, Brian Smith and Cindy Yager.

Call to Order

Alderman Hoiland called the meeting to order at 4:00 pm.

Roll Call

Present: Hoiland, Fesenmaier, Powers, Smith

Absent: Yager

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the minutes from June 2, 2025

Motion by Powers to approve, second by Smith.

No discussion. Motion carried 4-0 on a voice vote.

City Administrator's Report

City Administrator De Angelis reported on recent hirings and proposed job descriptions.

Discussion/Recommendation regarding Proposed Job Descriptions

Benefits/Payroll Specialist

Finance Director Pisarcik introduced the position.

Questions and discussion followed between Committee members, Finance Director Pisarcik, and City Administrator DeAngelis regarding salary grade and specific job duties.

Motion by Smith to approve, second by Powers.

Motion carried 4-0 on a voice vote.

Administrative Specialist - Finance

Finance Director Pisarcik introduced the position and highlighted changes from the prior job description.

Discussion followed between Committee members, DeAngelis, and Pisarcik regarding salary grade differences, training requirements, and interactions with parking.

Motion by Smith to approve, second by Powers.

Motion carried 4-0 on a voice vote.

Election Inspector

City Administrator De Angelis introduced the election inspector job descriptions.

Questions and discussion followed between Committee members, De Angelis, and Pisarcik regarding the wage scale for all election inspector job descriptions.

Motion by Fesenmaier to approve, second by Smith.

Motion carried 4-0 on a voice vote.

Chief Election Inspector

Motion by Smith to approve, second by Powers.

Discussion followed between Committee members, De Angelis, Pisarcik, and Deputy Clerk Jahns on salary scale and the number of inspectors who are chiefs.

Hoiland noted this position will be on salary scale 50.

Motion carried 4-0 on a voice vote.

High School Election Inspector

Motion by Fesenmaier to approve, second by Smith
No discussion. Motion carried 4-0 on a voice vote.

Discussion/Recommendation regarding City of Lake Geneva Organizational Chart

City Administrator De Angelis introduced proposed changes to the city's organizational chart. Questions followed between Committee members and Administrator De Angelis regarding the Harbormaster reporting to the Park Director, the possibility of a Harbor Commission, and the Public Works Administrative Assistant.

Motion by Fesenmaier to amend the presented chart to have the Lakefront Harbormaster report to the City Administrator as the position currently does. Motion fails for lack of a second

Discussion followed on if contractors and consultants should appear on the organizational chart.

De Angelis stated the DPW admin assistant and Hillmoor consultant will be added.

This item is continued to the September meeting.

Discussion/Review Municipal Government Policy Manual: Chapter 3 – Facilities

The Committee reviewed chapter 3 of the city's policy manual.

Committee members discussed the various policies covering topics such as key card entry, facility use, holiday displays, memorials on city property, and flag display and maintenance.

Motion by Fesenmaier to recommend approval of Chapter 3: Facilities in the policy manual, second by Smith.

Motion carried 4-0 on a voice vote.

Future Agenda Items

Government Policy Manual - section reviews

Chapter 4 in September

Staffing & Service Delivery Assessment - Current strengths and gaps

Performance Review Templates

Administrator De Angelis stated he plans for this to come to the Committee in October or November.

2026 Staffing Budget Recommendations and additional roles needed next fiscal year

September

Municipal Code Sec. 2-49(3) – Personnel Committee Ordinance Changes

September or October

Job Description Reviews & Updates – Department Heads

Committee members would like to receive all of the Department Head job descriptions and review this item for September

Next Meeting Date and Time: September 2, 2025 at 4:00 pm

The Committee will possibly meet at 5:00 pm.

Adjournment

Motion by Powers to adjourn, second by Smith.

No discussion. Motion carried 4-0 on a voice vote.

The meeting adjourned at 5:29 pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns
Deputy City Clerk



Memo

To: Personnel Committee

From: David De Angelis, Administrator

Date: August 27th, 2025

RE: Job Descriptions/Organizational Chart

In your packet you will find the draft job descriptions for the following positions:

- Assistant City Administrator
- Harbormaster
- Short term rental and code enforcement

The assistant city administrator position is a position I would like to create to allow for some delegation of responsibilities from the administrator position but more importantly put them in charge of specific operations that we currently either lack specific personnel assigned to the role or are currently not doing consistently. I believe the most important and impactful of these would be managing and maintaining our communications for consistency and being responsible for updates of information. Some of the others would be coordinating staff training, grant writing and assistance with grants, IT coordination and volunteer coordination. This position would be mostly funded by the salary saved by not replacing the financial specialist.

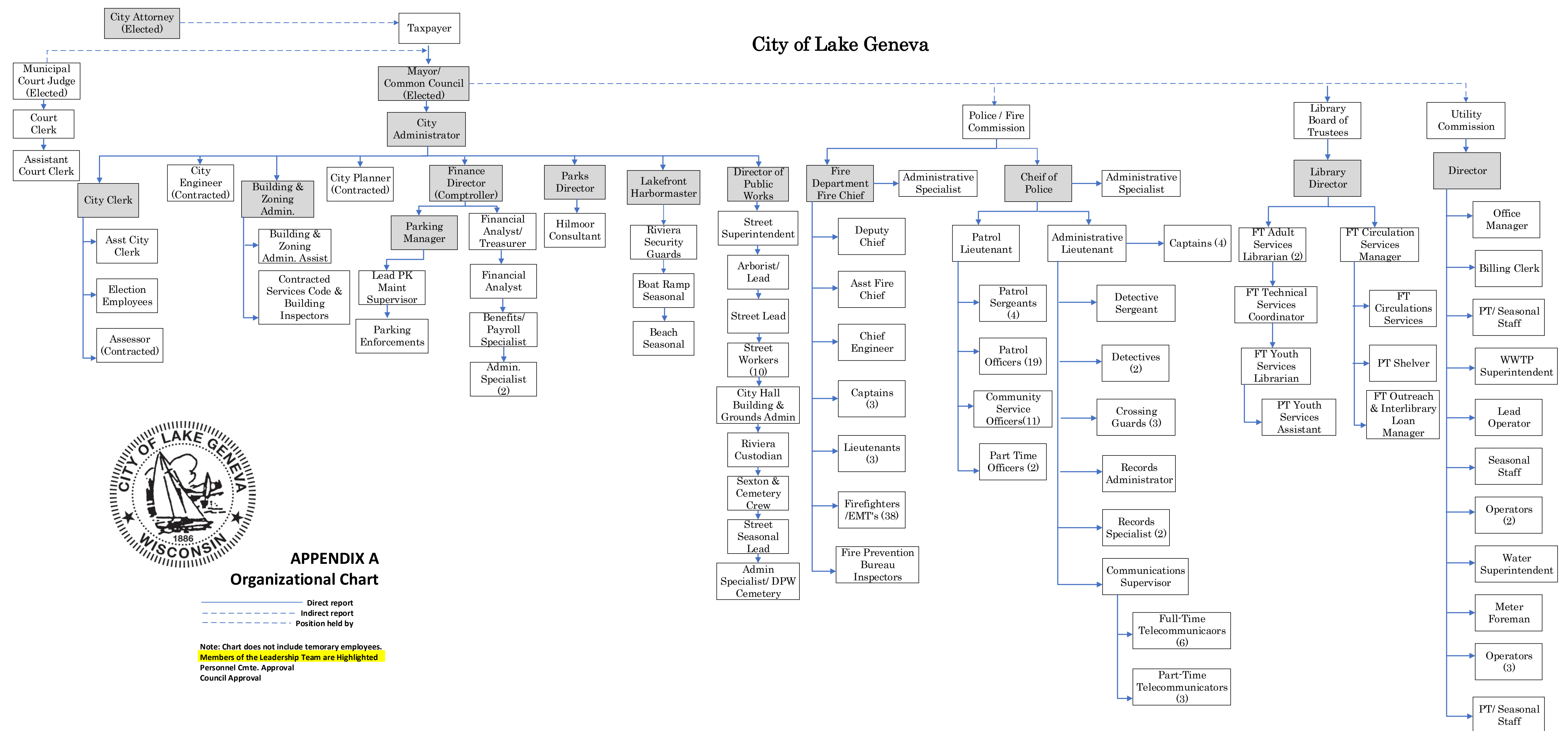
The harbormaster is being proposed to go to a full-time position to accommodate the increased expectations of lakefront management and to assist the parks director on administrative tasks during the slower off-season period. It is expected by having increased supervisor presence and administrative time we will be able to better manage pier, buoy and lakefront activities. I am proposing this position to transition to full time as of June 1st of 2026. This position would become a direct report to the parks director instead of the city administrator or as in the past the public works director. It is anticipated that this position would be allocated at 75% harbormaster and 25% parks work.

Last but certainly not least for job descriptions is the creation of the position of short-term rental and code enforcement position. This position's primary purpose will be to manage and enforce our ordinances for short-term rentals and the licensees. Supplemental to that will be assisting in general code enforcement as needed. This position is intended to be almost entirely funded by short-term rental license fees.

Included in the packet is the updated organizational chart which does not at this time include additions of the new positions above or the reporting structure of the harbormaster. It does however include all of the changed position descriptions of the previous meetings' changes.

Please feel free to contact me if you have any questions.

City of Lake Geneva



APPENDIX A Organizational Chart

————— Direct report
 - - - - - Indirect report
 - - - - - Position held by

Note: Chart does not include temporary employees.
 Members of the Leadership Team are Highlighted
 Personnel Cmte. Approval
 Council Approval

Assistant City Administrator

Department: Administration

FLSA Status: Exempt

Reports to: City Administrator

Salary Grade: K

General Definition of Work

Under the general administration and a direct report of the City Administrator, performs a variety of complex and specialized administrative functions which include the requirement of independent operation and judgement, confidentiality and a high level of proficiency. This position will be responsible for special projects, general administration and coordination of citywide communication and general support of the Administrator and the Mayor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Represents the City Administrator in interactions with elected and appointed officials, business owners, managers, neighborhood groups, employees and other citizens. Assists in the development and presentation of written and oral reports to the City Council, groups and the media.
- Performs other duties or assumes other responsibilities as apparent or assigned, including the functions of the City Administrator in the absence of the City Administrator.
- Coordinates and implements major projects and provides management, direction and oversight of assigned special projects.
- Is a liaison to all lake organizations and coordinates those activities with the appropriate departments.
- Attends regular, special and work sessions of the City Council as necessary and represents the City Administrator on various boards and commissions in lieu of the City Administrator's absence.
- Assists, gathers, interprets and prepares data for studies and reports, makes recommendations and coordinates activities with other departments and agencies as needed.
- Designs, updates and maintains the City's website, Facebook Page, Twitter account and all related media.
- Designs, writes and distributes any City newsletters or online updates.
- Coordinates volunteer activities
- Coordinates staff training with department heads.
- Coordinates IT management across departments
- Coordinate and assist with grant writing with departments
- Assists other departments as directed.

Strategic & Long-Range Planning

- Responsible for maintaining the Strategic Plan and planning for updates to the plan.
- Develop and maintain employee engagement and retention strategies.

Supervision

- In the absence of the City Administrator shall be responsible for overseeing day-to-day operations.

Budget

- Assist and do research regarding overall budget creation in coordination with the administrator and comptroller.

Knowledge, Skills, and Abilities

- City policies and procedures.
- Knowledge of the principles and methods of public administration; knowledge of economic development practices including experience in tax increment financing and other financial assistance programs.
- Possess an understanding of planning, zoning, land use and economic development.
- Basic knowledge of the organization, functions, and problems of municipal government.
- Considerable knowledge of municipal, county, State and Federal community-related statutes.
- Ability to solve a wide range of intellectual and practical problems. Ability to comprehend non-verbal symbolism and abstract concepts.
- Ability to effectively write or edit reports and articles to communicate ideas. Ability to prepare comprehensive reports and records.
- Excellent interpersonal skills are necessary. Ability to establish and maintain an effective working relationship with the City Council, Mayor, boards, agencies, departments, coworkers, city consultants, contractors, builders, architects, developers, press, and the general public.
- Knowledge of public relation techniques with ability to plan, organize, train and evaluate professional staff.
- Business and personal computers, and spreadsheet software applications.
- Proficiency in managing social media and website.
- Ability to work within time limits efficiently and effectively.
- Maintain confidentiality as required by job functions.
- Conduct mathematical operations and calculate figures and analyze simple financial data.

Education and Experience

- Bachelor's degree in business/public administration, finance, accounting or closely related field with a Master's Degree in Public Administration or equivalent experience strongly preferred.
- Strong oral and written communication skills.
- Strong interpersonal and problem-solving skills for employee relations.
- Proficiency in a variety of computer programs, including Microsoft Office, Adobe and publishing software.

Physical Demands

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas using the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. business office, light traffic).

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

Special Requirements

- Possession of a valid driver's license.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Harbormaster

Department: Parks Department

FLSA Status: Exempt

Reports to: Parks Director

Salary Grade: G

General Definition of Work

The Harbormaster is responsible for the operation and management of the City of Lake Geneva's lakefront facilities, including the boat launch, piers, buoys, Riviera Beach, and related amenities. This position supervises seasonal staff, enforces waterfront ordinances, administers watercraft leases, and provides customer service to residents and visitors. The Harbormaster also assists the Parks & Recreation Director with departmental functions, long-range planning, and special projects.

This is a full-time, year-round position. Responsibilities shift seasonally, with active waterfront operations in the spring and summer, and administrative, environmental, and support duties in the fall and winter.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

General Duties

- Manage daily operations of the boat launch, Riviera Beach, piers, buoys, and waterfront facilities.
- Supervise, train, schedule, and evaluate seasonal lakefront staff.
- Ensure compliance with waterfront ordinances, leases, and permits.
- Work with Police and Community Service Officers to issue citations and address violations.
- Monitor waterfront facilities for safety, cleanliness, and maintenance needs.
- Respond to resident and visitor inquiries in a timely and professional manner.
- Process boat, buoy, and kayak leases; maintain accurate waiting lists and application files.
- Collect, reconcile, and deliver waterfront-related fees to the Finance Department.
- Prepare monthly reports for the Piers, Harbors, and Lakefront Committee.
- Conduct annual comparisons of lease and rental rates with surrounding communities and recommend adjustments.
- Monitor waterfront conditions and identify environmental concerns such as erosion, invasive species, and water quality issues.

Strategic and Long-Range Planning

- Coordinate with environmental groups, DNR, and other agencies on lakefront sustainability and protection efforts.
- Provide public information and education on environmental topics such as clean boating practices and water safety.
- Provide administrative and program support for citywide recreation and parks initiatives.

- Assist with planning, permitting, and coordination of special events.
- Contribute to long- and short-range planning, including environmental and recreation-related projects.
- Assist with grant applications related to waterfront, environmental, and parks initiative.

Supervision

- Hire, train and supervise lakefront staff including Riveria employees, boat launch and beach staff.

Budget

- Responsible for budgeting for lakefront operations and assisting in capital planning for lakefront projects and other projects as assigned.

Knowledge, Skills, and Abilities

- Knowledge of waterfront operations and municipal lease administration.
- Understanding of environmental stewardship practices, including invasive species prevention and water quality monitoring.
- Ability to enforce ordinances and collaborate with law enforcement.
- Strong organizational and supervisory skills with experience managing seasonal staff.
- Ability to provide excellent customer service and resolve conflicts effectively.
- Proficiency in Microsoft Office; ability to learn additional software as needed.

Education and Experience

- Bachelor's degree in Recreation Management, Environmental Science, Public Administration, or a related field preferred.
- Experience in waterfront, recreation, or facility management preferred.
- At least two years of supervisory experience.
- Experience with environmental stewardship and municipal operations strongly preferred.

Physical Demands

The work of the Harbormaster is performed both in an office setting and in the field at lakefront facilities, in all weather conditions. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods of time.

- Must be able to lift and move up to 50 pounds.
- Must have hand-eye coordination to operate equipment, tools, and office devices.
- Must be able to communicate effectively in person, on the telephone, and electronically.
- Must be able to work in waterfront environments that include exposure to water, weather, noise, and hazardous conditions requiring appropriate safety precautions.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

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Short Term Rental and Code Enforcement

Department: Building and Zoning

FLSA Status: Non-Exempt

Reports to: Building and Zoning Director

Salary Grade: G

General Definition of Work

This position will manage the short-term rental process including onsite inspections and code enforcement. This position will also assist in zoning code enforcement as needed. The work is performed under the supervision of the Building and Zoning Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Duties and Responsibilities

General Duties-

- Manage and process all applications for Short Term Rentals (STR)
 - Review STR license applications for completeness and accuracy, inspect properties to determine minimum safety standards are met and assign maximum occupancy, issue licenses, and send notices of license expiration or violation.
 - Monitors for unlicensed Tourist Rooming Houses within the City of Lake Geneva
 - Create and maintain an up-to-date list of different types of Short-term Rental uses within the City of Lake Geneva.
 - Maintain STR software and assist property owners, management companies and the public with inquiries about the short-term rental licensing program.
 - Assists in the collection and reporting of room taxes required for short-term rental stays.
- Assists in maintaining department files and keeping department records accurate and up to date
- Investigate and acts to resolve municipal code compliance complaints received from property owners and the general public in regard to municipal code violations and general public nuisances.
 - Work with the Public Works Department to address municipal code violations as they pertain to the Department

Strategic and Long-Range Planning-

- None

Supervision-

- None

Budget-

- Responsible for making recommendations regarding license fees

Knowledge, Skills and Abilities

- Skilled at establishing and maintaining cooperative relationships with employees and citizens.

- Thorough knowledge of and/or ability to read, interpret and apply provisions of State and Municipal laws, ordinances, and codes in regard to building, zoning and STR's
- Ability to compute rates, ratios, and percentages
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form while making decisions in accordance with City rules, regulations, and policies.
- Excellent oral and written communication skills with both employees and customers.
- Must be able to carry out various administrative and clerical duties with little supervision using time and resources effectively.
- Knowledge of various business computer hardware and software. Ability to learn and become proficient in new software applications.
- Adaptable to a fluid and dynamic work environment.
- Strong attention to detail, prompt, and dependable.

Education and Experience

- Education: High school diploma or equivalent, zoning enforcement certification, associate's degree in business or trades preferred
- A minimum of two years of zoning enforcement experience or related equivalent.
- Experience in or ability to learn GIS software applications.
- Proficiency in a variety of computer programs including: Microsoft Office, META platforms, various social media platforms and other related software.
- Familiarity with City ordinances, State statutes, procedures, guidelines, and correspondence.
- Proven strong oral and written communication. Proven ability to present to large groups.
- Must have a valid driver's license.

Physical Demands

- Ability to work evenings and weekends when necessary and when appropriate
- This work is performed both in an office setting with regular work in a field setting in all types of weather conditions. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods of time.
- Must be able to lift and move up to 35 pounds. Must have simple grasping and hand-eye coordination to handle or operate objects, tools, controls, and office equipment.
- Must be able to communicate effectively with a wide spectrum of society on the telephone, in person, and via electronic platforms. Must be able to communicate well with vendors.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to visit shop environments that include noxious fumes, loud noise levels, and hazardous areas which may require PPE.
- Must be able to work well and interact with various City Departments to provide knowledge and support.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

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Chapter 4 - Equipment

Local Government-Owned and Personal Property

400.1 PURPOSE AND SCOPE

This policy addresses the care of city-owned property and the role of the City when personal property, the property of another person or entity, or city-owned property is damaged or lost.

400.2 POLICY

The City will ensure that employees are issued appropriate property and equipment necessary for the employee's job function. The City will take steps to minimize the cost associated with maintaining city property, including personal property authorized for use in the employee's duties.

400.3 LOCAL GOVERNMENT-ISSUED PROPERTY

Supervisors should document all property and equipment issued by the City in the appropriate file at the time of issuance. Receipt of issued items shall be acknowledged by the receiving employee's signature. Upon separation from the City, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

400.3.1 EMPLOYEE RESPONSIBILITIES

Employees shall be responsible for the safekeeping, serviceable condition, proper care, proper use, and replacement of city property that has been assigned or entrusted to them.

- (a) Employees shall promptly report, through their supervisors, any loss of, damage to, or unserviceable condition of any city-issued property or equipment.
- (b) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available.
- (c) Except when otherwise directed by a supervisor or when exigent circumstances exist, city-issued 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-issued property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without prior approval.
- (e) Employees should obtain a supervisor's approval before any attempt to repair damaged or unserviceable property, unless the repair is of a minor or temporary nature.

400.4 PERSONAL PROPERTY

Personal property or equipment shall not be carried during work hours or used for work-related purposes without prior approval by the City Administrator or appropriate supervisor. The employee should submit a request that includes a description of the property and the reason and length of time it will be used. Personal property of the type routinely carried (e.g., cell phone, wallet, sunglasses) is excluded from this requirement (see the Personal Communication Devices Policy).

The City will not replace or repair property that is not reasonably required as part of work.

City of Lake Geneva

Government Manual

Government Manual

Local Government-Owned and Personal Property

400.4.1 FILING CLAIMS FOR PERSONAL PROPERTY

An employee requesting reimbursement for damage to, or loss of, personal property must submit the request in writing to the employee's immediate supervisor.

Upon review by the supervisor and a finding that no misconduct or negligence was involved, repair or replacement may be recommended to the City Administrator or the authorized designee, who will then forward the claim to the department responsible for issuing payments.

400.5 SUPERVISOR RESPONSIBILITIES

The supervisor receiving a report that property, including personal property authorized for use, has been damaged should conduct an investigation and direct a memo to the City Administrator or the authorized designee. The memo should include the result of the investigation and whether reasonable care was taken to prevent the loss, damage, or unserviceable condition.

In cases where the supervisor has reason to believe that misconduct or negligence was involved in the loss, damage, or unserviceable condition of property, the supervisor should consider whether disciplinary or other corrective action would be appropriate.

400.6 DAMAGE TO PROPERTY OF ANOTHER PERSON OR ENTITY

Employees who intentionally or unintentionally damage or cause to be damaged the real or personal property of another person or entity while performing any city function shall promptly report the damage to a supervisor.

400.6.1 DAMAGE BY OTHERS

Employees who observe damage to the real or personal property of the City should report the damage as follows:

- (a) A verbal report should be made to the employee's immediate supervisor and to the employee or department responsible for the property as soon as practicable.
- (b) A written report should be submitted before the end of the employee's workday or as otherwise directed by the supervisor.

Personal Communication Devices

401.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and other communication devices, whether issued or funded by the City or personally owned, during work hours or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless-capable tablets, and similar wireless two-way communications and/or portable internet-access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

401.2 POLICY

The City allows employees to utilize city-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used during work hours, or during non-work hours, for business-related purposes, or reasonably associated with work-related misconduct will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either during work hours or non-work hours for business-related purposes, or reasonably associated with work-related misconduct, may subject the employee and the employee's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Employees who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

401.3 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to any communication accessed, transmitted, received, or reviewed on any PCD issued or funded by the City and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through city PCDs or networks (see the Information Technology Use Policy for additional guidance).

Employees have no expectation of privacy regarding any communications while using a personally owned PCD for city-related business or when the use reasonably implicates work-related misconduct.

401.4 LOCAL GOVERNMENT-ISSUED PCD

Depending on an employee's assignment and the needs of the position, the City may, at its discretion, issue or fund a PCD for the employee's use to facilitate work performance. Such devices

City of Lake Geneva

Government Manual

Government Manual

Personal Communication Devices

and the associated telephone number, if any, shall remain the sole property of the City and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause

Unless an employee is expressly authorized by the City Administrator or the authorized designee to use the PCD during non-work hours, the PCD will be either secured in the workplace at the completion of the workday or turned off when leaving the workplace.

401.5 PERSONALLY OWNED PCD

Employees may carry a personally owned PCD during work hours, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The City accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the employee's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of internal communication systems) or as otherwise authorized by city procedures.
 - 1. Use of a personally owned PCD for work-related business constitutes consent for the City to access the PCD to inspect and copy the work-related data (e.g., for litigation purposes, public records retention and release obligations, internal investigations).
 - 2. Use of and data within a personally owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
 - 3. Searches of a personally owned PCD by the City should be limited to those matters reasonably associated with the work-related business or work-related misconduct.
- (e) The device shall not be utilized to record or disclose any city business-related information, including photographs, video, or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the City, without the express authorization of the City Administrator or the authorized designee.
- (f) If the PCD is carried during work hours, employees will provide the City with the telephone number of the device.
- (g) All work-related documents, emails, photographs, recordings, and other public records created or received on an employee's personally owned PCD should be transferred to the City and deleted from the employee's PCD as soon as reasonably practicable but no later than the end of the employee's workday.

Except with prior express authorization from their supervisors, employees are not obligated or required to carry, access, monitor, or respond to electronic communications using a

City of Lake Geneva

Government Manual

Government Manual

Personal Communication Devices

personally owned PCD during non-work hours. If an employee is in an authorized status that allows for appropriate compensation consistent with policy or existing employment agreements, or if the employee has prior express authorization from a supervisor, the employee may engage in city business-related communications. Should employees engage in such approved communications or work during non-work hours, employees entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Employees who independently document city-related business activities conducted during non-work hours in any manner shall promptly provide the City with a copy of such records to ensure accurate recordkeeping.

401.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried during work hours or used to conduct city business:

- (a) All PCDs in the workplace shall be set to silent or vibrate mode.
- (b) A PCD may not be used to conduct personal business during work hours except for brief personal communications (e.g., informing family of extended hours). Employees shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.
- (c) Employees may use a PCD to communicate with other personnel in situations where the use of city-provided communications methods is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular city-provided communications methods.
- (d) Employees are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official city business. Disclosure of any such information to any third party through any means requires the express authorization of the City Administrator or the authorized designee.
- (e) Employees will not access social networking sites for any purpose that is not official city business. This restriction does not apply to a personally owned PCD used during authorized break times.
- (f) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any employee having knowledge of such conduct shall promptly notify a supervisor.

401.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that employees under their supervision are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring to the extent practicable, PCD use in the workplace and taking prompt corrective action if an employee is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances are warranted.

City of Lake Geneva

Government Manual

Government Manual

Personal Communication Devices

2. Before conducting any administrative search of an employee's personally owned device, supervisors should consult with the City Administrator or the authorized designee.

401.8 OFFICIAL USE

Employees are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, employees shall conduct sensitive or private communications on a land-based or other city communications network.

401.9 USE WHILE DRIVING

Employees operating vehicles while conducting City business shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. Hands-free use should be restricted to urgent business-related calls.

Vehicle Maintenance

402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that city vehicles are appropriately maintained.

402.2 POLICY

The City will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

402.3 GENERAL DUTIES

Employees are responsible for assisting in maintaining city vehicles so that they are properly equipped, maintained, and refueled and present a clean appearance.

402.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the employee who becomes aware of the defective condition and forwarded to a supervisor for action.

Documents describing the correction of the safety issue shall be promptly filed by the supervisor with the vehicle history.

402.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

402.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, and severe weather exposure.

402.4.3 REMOVAL OF WEAPONS

Only authorized firearms, weapons, or control devices shall be carried in city vehicles. Any authorized firearms, weapons, and control devices shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service, or repair.

402.5 VEHICLE REFUELING

Generally, vehicles should not be operated with less than one-quarter tank of fuel. Vehicles should not be returned to the pool or the assigned department at the end of the workday with less than one-quarter tank of fuel. Vehicles shall only be refueled at an authorized location.

402.6 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the City.

City of Lake Geneva

Government Manual

Government Manual

Vehicle Maintenance

Employees using a vehicle shall remove any trash or debris at the end of their workday. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

Vehicle Use

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for employees who use vehicles for city business. This policy does not create or imply any contractual obligation by the City to provide assigned vehicles.

Individual department heads may have additional policies for vehicle use to address specific vehicles (e.g., emergency vehicles) and duty assignments (e.g., law enforcement undercover work).

403.2 POLICY

The City authorizes the use of certain vehicles for official city business to enhance operational efficiency and requires that vehicles are operated in a safe and legal manner.

403.3 USE OF VEHICLES

403.3.1 VEHICLE ASSIGNMENTS

City vehicles may be assigned to individual employees at the discretion of the City Administrator or the authorized designee. Vehicles may be assigned for partial or full workday use and/or take-home use. Vehicle assignments may be changed or suspended at any time. Permission to take home a vehicle may be withdrawn at any time.

Vehicle assignments shall be based on the employee's job description, essential functions, and employment status. Vehicles may be reassigned or utilized by other city employees at the discretion of the City Administrator or the authorized designee.

The City Administrator or the authorized designee is responsible for creating a vehicle assignment roster each day and for maintaining the rosters in accordance with the established records retention schedule.

403.3.2 EMPLOYEE RESPONSIBILITIES

Employees operating a vehicle as part of their job with the City shall:

- (a) Possess a valid driver's license.
 1. Employees shall report any suspensions or revocations of their license and any changes to driving privileges as soon as practicable and before any subsequent city vehicle use or personal vehicle use for city business.
 2. Employees must possess a valid commercial driver's license or special class license when applicable.
- (b) Provide the city with a driver's history report upon request.
- (c) Possess appropriate insurance as required for personal vehicles used for city business.

City of Lake Geneva

Government Manual

Government Manual

Vehicle Use

1. Employees shall notify a supervisor if their automobile insurance has been canceled, declined, or not renewed.
 2. The private insurance of employees using their personal vehicles under this policy shall be considered the primary insurance for any accidents or damage.
- (d) Notify a supervisor of any citations or arrests for motor vehicle-related violations or offenses as soon as practicable.
- (e) Obey all traffic laws.
- (f) Maintain any personal vehicles used for city business in safe working order.

403.3.3 INSPECTIONS

Employees shall be responsible for inspecting the interior and exterior of any assigned city vehicle. If the vehicle is assigned for the workday, it should be inspected before use and at the conclusion of the workday. If the vehicle is assigned for less than a workday, it should be inspected before use and upon conclusion of use. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

All city vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

403.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times to safeguard any city equipment prior to parking or leaving the vehicle.

403.3.5 VEHICLE LOCATION SYSTEM

City vehicles, at the discretion of the City Administrator, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, employees are not relieved of their responsibility to use any required communication practices to report their location and status.

Employees shall not make any unauthorized modifications to the system. If an employee finds that the system is not functioning properly at any time, the employee should notify a supervisor as soon as reasonably practicable.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require City Administrator approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

City of Lake Geneva

Government Manual

Government Manual

Vehicle Use

403.3.6 KEYS

Employees who are assigned a specific vehicle should be issued keys for that vehicle. Employees shall not duplicate keys or share them with any person except another employee authorized to use that vehicle. The loss of a key shall be promptly reported in writing to the employee's supervisor.

403.3.7 AUTHORIZED PASSENGERS

Employees operating assigned vehicles shall not permit unauthorized persons to ride as passengers in the vehicle.

403.3.8 PARKING

Employees should obey parking regulations at all times.

City vehicles should be parked in assigned spaces. Employees shall not park personal vehicles in spaces assigned to city vehicles or in other parking areas that are not so designated unless authorized by a supervisor.

403.3.9 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions, or removal of any equipment or accessories from city vehicles without written permission from the City Administrator or the authorized designee.

403.4 UNSCHEDULED TAKE-HOME USE

Employees may take home city vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the City.
- (b) Other reasonable transportation options are not available.
- (c) The employee lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the city limits.
- (d) Off street parking will be available at the employee's residence.
- (e) The vehicle will be locked when not attended.
- (f) All portable city equipment will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

When such circumstances occur, the City Administrator or the authorized designee shall document the unscheduled take-home use in the vehicle assignment roster.

403.5 ASSIGNMENT OF TAKE-HOME VEHICLES

Assignment of take-home vehicles should be based on the location of the employee's residence, the nature of the employee's job, whether the employee performs work outside of regular business hours, the employee's employment status, and available resources.

Employees are cautioned that under federal and local tax rules, personal use of a city vehicle may create an income tax liability for the employee. Questions regarding tax rules should be directed to the employee's tax adviser.

City of Lake Geneva

Government Manual

Government Manual

Vehicle Use

Travel to and from the home will not be considered work time unless the employee is responding to and from an emergency as part of the employee's duties.

403.5.1 TAKE-HOME VEHICLE AGREEMENT

Employees shall sign a take-home vehicle agreement that outlines how the vehicle shall be used, where it shall be parked, vehicle maintenance responsibilities, and any other appropriate requirements. The agreement should minimally provide that:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal reasons, unless special circumstances exist and the City Administrator or the authorized designee gives prior authorization.
- (b) Vehicles are to be parked off-street at the employee's residence unless prior arrangements have been made with the City Administrator or the authorized designee. If the vehicle is not secured inside a locked garage, all removeable city equipment shall be removed and properly secured in the residence.
- (c) Vehicles are to be secured at the employee's residence or the appropriate city facility, at the discretion of the employee's supervisor, when an employee will be away (e.g., on vacation) for periods exceeding one week.
 - 1. If the vehicle remains at the employee's residence, the City shall have access to the vehicle.

403.6 DAMAGE, ABUSE, AND MISUSE

When any city vehicle is involved in a traffic accident or otherwise incurs damage, the involved employee shall promptly notify a supervisor. Any traffic accident report shall be filed with the agency having jurisdiction, with a copy provided to the City Administrator or the authorized designee.

Damage to any city vehicle that was not caused by a traffic accident shall be immediately reported during the shift or workday in which the damage was discovered and documented in memorandum format, which shall be forwarded to the City Administrator or the authorized designee. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

403.7 TOLL ROAD USAGE, FUEL, AND MILEAGE

Employees operating vehicles for city business shall pay the appropriate toll charge or utilize the appropriate tollway transponder.

With the exception of take-home vehicles driven to and from the employee's residence, employees may submit for reimbursement from the City for toll fees and fuel expenses incurred in the course of official business. In lieu of fuel expenses, employees may submit for reimbursement for mileage accrued on personal vehicles used for city business.

Vehicle Safety Restraints/Safety Belts

404.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of safety belts and child restraints. This policy will apply to all employees operating or riding in city vehicles.

Individual department policies may provide additional guidance.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213.

404.2 POLICY

It is the policy of the City that employees use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle accident.

404.3 WEARING OF SAFETY RESTRAINTS

All employees shall wear properly adjusted safety restraints at all times when operating or riding in a seat equipped with restraints, in any vehicle owned, leased, or rented by this city, or in any privately owned vehicle when conducting city business. The employee driving such a vehicle shall ensure that all other occupants, including those who are not employees of the City, are properly restrained.

404.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with federal and state law.

404.5 INOPERABLE SAFETY BELTS

City vehicles shall not be operated when the safety belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the safety belt is inoperable.

City vehicle safety belts shall not be modified, removed, deactivated, or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the City Administrator or the authorized designee.

Employees who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

404.6 VEHICLES MANUFACTURED WITHOUT SAFETY BELTS

Vehicles manufactured and certified for use without safety belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

City of Lake Geneva

Government Manual

Government Manual

Vehicle Safety Restraints/Safety Belts

404.7 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Personal Protective Equipment

405.1 PURPOSE AND SCOPE

This policy addresses the use of personal protective equipment (PPE) provided by the City.

405.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

405.2 POLICY

The City endeavors to protect employees by supplying certain PPE as provided in this policy.

405.3 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for identifying and making available PPE appropriate for the work environment.

405.4 EMPLOYEE RESPONSIBILITIES

Employees are required to use PPE pursuant to their training.

Employees are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any employee who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

405.5 EQUIPMENT PROCUREMENT AND USE

PPE shall meet or exceed any applicable requirements. Federal or other nationally recognized standards should be used as a guide for the procurement, use, maintenance, and storage of the following safety-related equipment in the absence of other mandatory requirements:

- (a) Hearing protection (29 CFR 1910.95)
- (b) Eye protection (29 CFR 1910.133)
- (c) Respiratory protection (29 CFR 1910.134)
- (d) Head protection (29 CFR 1910.135)
- (e) Foot protection (29 CFR 1910.136)
 - 1. when there is a requirement that safety steel toe shoes are mandatory.
- (f) Electrical protective equipment (29 CFR 1910.137)
- (g) Hand protection (29 CFR 1910.138)
- (h) Personal fall protection systems (29 CFR 1910.140)

City of Lake Geneva

Government Manual

Government Manual

Personal Protective Equipment

405.6 RECORDS

Supervisors are responsible for maintaining records of all:

- (a) PPE training.
- (b) PPE procurement and distribution.
- (c) Fit tests and medical evaluations related to respiratory protection equipment, when applicable. Medical evaluation questionnaires and any physical examination results related to respirator use shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the city records retention schedule.

405.7 TRAINING

Employees should be trained in the hazards to which they may be potentially exposed during routine and emergency situations.

All employees should be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove, and adjust PPE; how to care for PPE; and the limitations of each device (29 CFR 1910.132).

Employees issued respiratory PPE should attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134).

Physical Asset Management

406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the city's physical assets. This policy does not address management of intangible assets (e.g., intellectual property), fluid assets (e.g., cash, stocks, marketable securities), real property, or natural assets (e.g., water, air quality, minerals).

Individual department heads may have additional policies for department-specific assets.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Physical assets – All tangible items of value, including but not limited to materials, machinery, tools and equipment, vehicles, office supplies, and furniture.

406.2 POLICY

It is the policy of this city to accurately inventory, maintain, and dispose of its physical assets in a manner that controls costs, avoids waste, and promotes the mission of the City.

406.3 RESPONSIBILITIES

The City Administrator should assign a person or persons to be responsible for the inventory, maintenance, and disposal of city physical assets, including:

- (a) Maintaining compliance with federal, state, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all city-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for inter-department transfers of physical assets.
 4. Procedures for each department to inventory assets as according to internal reporting deadlines (e.g., quarterly, annually).
- (c) Developing a physical asset management plan to track the city's physical assets and maintain accurate and complete records related to these assets. The plan should include:
 1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance and use, loss, damage, destruction, and disposal of the city's physical assets.
 3. Routine internal and external audit practices.

City of Lake Geneva

Government Manual

Government Manual

Physical Asset Management

4. Procedures to access physical assets for re-use, transfer, recycle, or disposal.
- (d) Designating custodians within each department, as appropriate, for inter-department communication and to serve as inventory liaisons under the physical asset management plan.
- (e) Annual physical asset acquisition planning.

406.4 IDENTIFICATION AND TAGGING

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- (a) A description of the item, including but not limited to:
 1. Make, model, and serial number
 2. Physical dimensions and weight
 3. Color, material, and other physically distinct qualities
 4. Warranty and/or recall information, if any
- (b) The department and specific location where the item can be found
- (c) The acquisition date of the item, as well as the amount and funding source for the acquisition
- (d) The intended and actual use of the item
- (e) The expiration of an item's lease or loan terms

406.5 SURPLUS OR OBSOLETE ASSETS

A department that no longer utilizes a physical asset should have the asset identified as surplus or obsolete. If the physical asset retains value that may be utilized by another department, the item should be stored as surplus or transferred in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

406.5.1 STORAGE

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the City should pursue disposal of the item in accordance with this policy.

406.5.2 TRANSFERS

When a physical asset is transferred from one department to another, the value of the physical asset should transfer with the asset. Inter-department transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

City of Lake Geneva

Government Manual

Government Manual

Physical Asset Management

406.6 LOSS, DAMAGE, OR DESTRUCTION

Circumstances surrounding loss, damage, or destruction of the city's physical assets shall be promptly reported to and investigated by the City Administrator or the authorized designee for purposes of inventory, valuation, and recordkeeping. Otherwise, loss, damage, or destruction of such assets shall be handled in accordance with the Local Government-Owned and Personal Property Policy.

406.7 USAGE MONITORING

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the city's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

406.8 MAINTENANCE

Routine maintenance of physical assets should be proactive to limit interruption of the city's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The City Administrator or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

406.9 DISPOSAL

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transfer or storage in accordance with this policy.

406.10 INVENTORY AND REPORTS

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

406.11 TRAINING

Employees and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all city physical assets should receive training regarding their responsibilities under the physical asset management plan.