

Milwaukee Water Works

Safe, Abundant Drinking Water.

March 20, 2014

Committee on Finance and Personnel
Milwaukee Common Council
Room 205, City Hall

Attention: Alderman Nik Kovac, Chairman

RE: CC File #131663

Dear Alderman Kovac:

We are requesting approval of private automobile reimbursement in excess of 1,000 miles for Mr. Anthony Berendt, Department of Public Works Inspector, working with the Milwaukee Water Works (MWW) as an inspector for emergency leak repairs conducted by contractors. Mr. Berendt drove his private vehicle 1,388 miles in the month of February 2014.

The MWW experienced the largest number of water main breaks (251) in February 2014, more than any previous recorded in the month February. Mr. Berendt conducted valuable inspection services on 30 such jobs throughout the MWW service area, which includes the cities of St. Francis, Greenfield, and the Village of Hales Corners.

Mr. Berendt's mileage also includes his regular duty assignments with DPW Infrastructure Services.

Attached is the time entry mileage reimbursement report for the month of February 2014 for your review.

Very truly yours,



Carrie M. Lewis
Superintendent

CML:sls
Enclosure

6	BERENDT, ANTHONY		523/63	
P.P. NO	4 DIGIT YEAR	EMPLOYEE NAME	DEPT ID/LOCATION	
	007331	AR		
PP ID	DOCUMENT ID	ALPH ID	JOB CODE	JOB CODE DESCRIPTION

PRIOR PERIOD ADJUSTMENT - AUTO ALLOWANCE/REIMBURSEMENT

EVENT DATE			EARN CODE	AMOUNT	ACCOUNT CODE	
MO	DAY	4 DIGIT YR			PROGRAM	PROJECT/GRANTS
			901		4925	
			921		4925	
TOTAL AMOUNT						

Report mileage from primary auto below. If necessary, report mileage from other autos on reverse side of form.

INSTRUCTIONS: Make required entries each work day. On the first work day of the following month forward the completed form to the department head for signatures.

DAILY AUTOMOBILE ALLOWANCE/REIMBURSEMENT RECORD

LICENSE PLATE NO. AT6044

MONTH OF FEB, 2014

DATE	ODOMETER READING AT START OF DAY	MILEAGE		DATE	ODOMETER READING AT START OF DAY	MILEAGE		DATE	ODOMETER READING AT START OF DAY	MILEAGE	
		CITY	PERSONAL*			CITY	PERSONAL*			CITY	PERSONAL*
1	170,802	102	21	12	171,510	20	25	23	172,375	50	15
2	170,925	27	18	13	171,555	56	25	24	172,440	47	13
3	170,970	0	10	14	171,636	72	7	25	172,500	34	26
4	170,980	52	8	15	171,715	110	10	26	172,560	0	8
5	171,040	37	13	16	171,835	42	28	27	172,568	61	19
6	171,090	55	45	17	171,905	79	32	28	172,648	49	13
7	171,190	22	18	18	172,016	34	15	29	172,710		
8	171,230	60	10	19	172,065	55	27	30			
9	171,300	67	44	20	172,147	45	8	31			
10	171,411	31	9	21	172,200	70	20	Totals This Month		1388	520
11	171,451	40	19	22	172,290	71	14	Totals Last Report		808	394

*INCLUDES DAILY AVERAGE MILES BETWEEN WORK AND HOME (INCLUDE LUNCH) OF VARIES MILES.

I certify that I drove my private auto the mileage indicated and for City business, that my operator's license and vehicle registration were valid during this period and that I am adequately covered by auto insurance. Submit a revised form CBP-139 if insurance coverage has changed and check here ☐

Employee's Signature Anthony Berendt Date 3/3/14

I have reviewed the mileage reimbursement request and believe it conforms to S. 350-183 of the Code of Ordinances and that the mileage shown appears reasonable and is in accordance with his employee's duties.

Department Head's Signature

Date

- Total miles driven-all autos
- Reimbursement per City rates
- Miles on line 1 times Federal rate (enter to earn code 901)
- Line 2 less 3, if negative, use brackets (enter to earn code 921)