



**Bryant City Council  
Regular Meeting**  
February 26th, 2019  
Boswell Municipal Complex - City Hall Courtroom

**AGENDA**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**COMMITTEE And COMMISSION REPORTS**

**ANNOUNCEMENTS And PRESENTATIONS**

**DEPARTMENT REPORTS**

- *Department Reports are given on a quarterly basis unless otherwise requested*

**PUBLIC COMMENTS**

- *Public Comments should be limited the three (3) minutes per speaker*

**OLD BUSINESS**

**Nominations And Confirmations Of Appointees**

1. Recommendation to appoint Council Member Carlton Billingsley to the Bryant Advertising and Promotion Commission. This will replace the position formerly held by (Mayor) Allen Scott.

- Re-appointment of Ash Patel

**NEW BUSINESS**

**Finance**

Presenter Joy Black - Finance Director

2. Presentation and Approval of the 2019 January Year to Date City Financial Report (see attachment)

Documents:

[MTDJANREP.pdf](#)

### **Animal Control**

*Animal Control Director Tricia Power Presenting*

3. A Resolution Abolishing the Off-Leash Area within Alcoa 40 Park, and for Other Purposes

Documents:

[Resolution - Abolishing Barkway Off-Leash Area .pdf](#)  
[CostsBW Project.pdf](#)

### **Human Resources**

Presenter - Charlotte Rue

4. Resolution - Resolution regarding an updated position description and income range for Public Works Administrative Assistant

5. Resolution - Resolution regarding an updated position description and income range for Stormwater Coordinator

6. Resolution - Resolution regarding an updated position description and income range for Stormwater Inspector

7. Resolution - Resolution regarding an updated position description and income range for Stormwater Manager

8. Resolution - Resolution regarding an updated position description and income range for Senior Office Assistant

9. Resolution - Resolution regarding an updated position description and income range for Chief Plant Operator

10. Resolution - Resolution regarding an updated position description and income range for Public Works Equipment Operator

11. Resolution - Resolution regarding an updated position description and income range for Public Works Utility Worker 1

12. Resolution - Resolution regarding an updated position description and income range for Public Works Utility Worker II

13. Resolution - Resolution regarding an updated position description and income range for Records Information Clerk/Permits Secretary

14. Resolution - Resolution regarding an updated position description for the Human Resources Assistant/Receptionist

15. Resolution - Resolution regarding an updated position description and income range for Wastewater Operator

Documents:

Resolution - Public Works Admin Assistant.pdf  
Public Works Admin Asst - Proposed 2019.pdf  
Resolution -Stormwater Coordinator.pdf  
Stormwater Coordinator - Proposed 2019.pdf  
Resolution - stormwater inspector.pdf  
Stormwater Inspector - Proposed - 2019.pdf  
Resolution - stormwater manager.pdf  
Stormwater Manager - Proposed 2019.pdf  
Resolution - senior office assistant.pdf  
Senior Office Assistant - Proposed 2019.pdf  
Resolution - Chief Plant Operator.pdf  
Chief Plant Operator WW - Proposed 2019.pdf  
Resolution - Public Works Equipment Operator.pdf  
Public Works Equipment Operator - Proposed 2019.pdf  
Resolution - Public Works Utility Worker 1.pdf  
Public Works Utility Worker 1 - Proposed 2019.pdf  
Resolution - Public Works Utility Worker II.pdf  
Public Works Utility Worker II - Proposed 2019.pdf  
Resolution - Records Information Clerk.pdf  
Records-Information Clerk-Permits Secretary - Proposed 2019.pdf  
Resolution - HR Assistant.pdf  
HR Assistant-Receptionist - Proposed 2019.pdf  
Resolution - Wastewater Operator.pdf  
Wastewater Operator - Proposed 2019.pdf

**Legal Department**

*Presenter Josh Farmer, Bryant City Attorney*

16. Council Code of Conduct - Needs to be signed

17. Service Line Warranty for Discussion

Documents:

City of Bryant - Code of Conduct 2.pdf

**Police Dept.**

*Presenter Captain JW Plouch*

18. .Permission to Sell Items on GOV Deals:

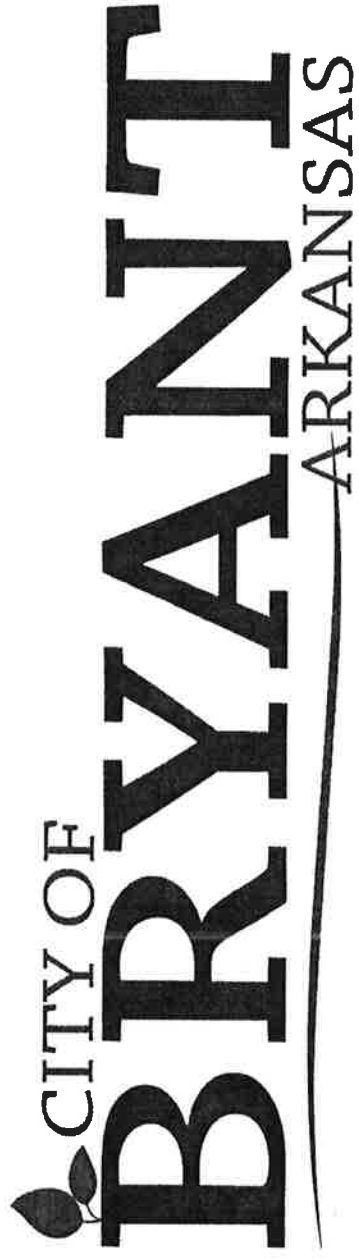
- 2007 Chevy Impala 2G1WS55R479370823 07C21
- 2008 Dodge Durango 1D4HB38N88F156734 08D01
- 2 Generators
- 2 Box full of old cell phones
- Box of Old Cameras

**MAYOR COMMENTS**

**COUNCIL COMMENTS**

**ADJOURNMENT**

210 SW 3rd St.  
Bryant, AR 72022  
[\(501\)943-0999](tel:(501)943-0999)



Financial Report

January 2019



### General - Executive Summary Revenue & Expenditures

January 2019

	Annual Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	Actual YTD Total	Favorable (Unfavorable) Variance	Annual Budget Remaining
<b>Revenues:</b>																	
General	13,609,090	1,134,091	1,224,516	-	-	-	-	-	-	-	-	-	-	-	1,224,516	90,425	12,384,574
Administration	5,452,200	454,350	495,068	-	-	-	-	-	-	-	-	-	-	-	495,068	40,718	4,957,132
PCD	7,000	583	25	-	-	-	-	-	-	-	-	-	-	-	25	(658)	6,375
Animal Control	484,500	40,375	38,708	-	-	-	-	-	-	-	-	-	-	-	38,708	(1,667)	445,792
Court	743,420	61,952	54,613	-	-	-	-	-	-	-	-	-	-	-	54,613	(7,339)	688,807
Parks	2,061,485	171,791	193,816	-	-	-	-	-	-	-	-	-	-	-	193,816	22,024	1,867,679
Fire	2,880,450	240,038	278,252	-	-	-	-	-	-	-	-	-	-	-	278,252	38,215	2,602,198
Police	1,570,980	130,915	97,552	-	-	-	-	-	-	-	-	-	-	-	97,552	(83,363)	1,473,428
Code	409,045	34,087	66,482	-	-	-	-	-	-	-	-	-	-	-	66,482	32,395	342,963
<b>Total Revenues</b>	<b>13,609,090</b>	<b>1,134,091</b>	<b>1,224,516</b>												<b>1,224,516</b>	<b>90,425</b>	<b>12,384,574</b>
<b>Expenditures:</b>																	
General	13,844,357	1,153,696	1,165,163	-	-	-	-	-	-	-	-	-	-	-	1,165,163	(11,467)	12,679,194
Administration	934,405	77,867	82,923	-	-	-	-	-	-	-	-	-	-	-	82,923	(5,056)	851,482
PCD	413,787	34,481	24,380	-	-	-	-	-	-	-	-	-	-	-	24,380	10,100	389,387
Animal Control	446,711	37,393	27,822	-	-	-	-	-	-	-	-	-	-	-	27,822	9,571	420,889
Court	460,748	38,396	32,263	-	-	-	-	-	-	-	-	-	-	-	32,263	6,132	428,485
Parks	2,517,195	205,766	182,869	-	-	-	-	-	-	-	-	-	-	-	182,869	26,886	2,334,326
Fire	4,096,213	341,518	370,555	-	-	-	-	-	-	-	-	-	-	-	370,555	(28,037)	3,727,658
Police	4,587,375	382,281	414,853	-	-	-	-	-	-	-	-	-	-	-	414,853	(32,572)	4,172,522
Code	393,943	31,995	29,499	-	-	-	-	-	-	-	-	-	-	-	29,499	2,497	354,444
<b>Total Expenditures</b>	<b>13,844,357</b>	<b>1,153,696</b>	<b>1,165,163</b>												<b>1,165,163</b>	<b>(11,467)</b>	<b>12,679,194</b>
<b>Excess (Deficit) of Revenues over Expenditures</b>	<b>(235,267)</b>	<b>(19,606)</b>	<b>59,353</b>												<b>59,353</b>		

### Street - Executive Summary Revenue & Expenditures

	Annual Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	Actual YTD Total	Favorable (Unfavorable) Variance	Annual Budget Remaining
<b>Revenues:</b>																	
Street	3,031,568	252,631	270,011	-	-	-	-	-	-	-	-	-	-	-	270,011	17,380	2,761,557
<b>Total Revenues</b>	<b>3,031,568</b>	<b>252,631</b>	<b>270,011</b>												<b>270,011</b>	<b>17,380</b>	<b>2,761,557</b>
<b>Expenditures:</b>																	
Street	4,041,755	338,813	295,045	-	-	-	-	-	-	-	-	-	-	-	295,045	101,766	3,800,710
<b>Total Expenditures</b>	<b>4,041,755</b>	<b>338,813</b>	<b>295,045</b>												<b>295,045</b>	<b>101,766</b>	<b>3,800,710</b>
<b>Excess (Deficit) of Revenues over Expenditures</b>	<b>(1,010,187)</b>	<b>(86,182)</b>	<b>34,966</b>												<b>34,966</b>		









**Cash Reserves**

Reviewed 2/20/19

120 days cash = \$4.8M			
<b>Funds:</b>		<b>Days</b>	
001	Gen Operating Acct	144	Administration 459
002	Sales Tax Fund	39	Animal Control 185,185
005	Designated Tax	22	Parks 69,205
		206	Fire 106,131
			Police 535,729
	Springhill Fire Department (see details below)	-4	GF Totals 896,709
	Emergency Telephone Service (See details below)	-3	
	Parks FEMA Money Reserved for Flooding (added June of 2018)	-1	
	\$5K used for Pier Flood Damage	197	

Designated Divided into Depts

**Springhill Fire Department Summary**

Beginning Balance (as of January 1, 2019)	\$ 172,993
2018 Revenue (Act 001-0510-4152)	\$ -
2018 Expenses (Act 001-0510-5XXX all)	\$ -
Current Balance as of this report ending date	\$ 172,993

**Emergency Telephone Service**

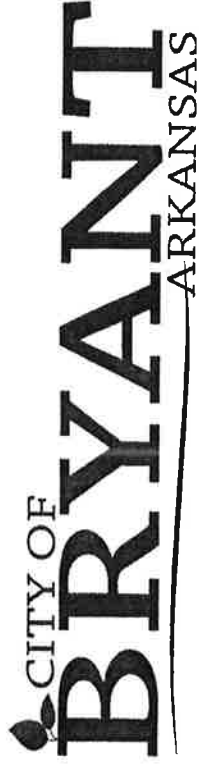
Beginning Balance (as of January 1, 2019)	\$ 136,637
2018 Revenue (Act 001-0610-4650)	\$ -
2018 Expenses (Act 001-0610-5650)	\$ -
Current Balance as of this report ending date	\$ 136,637

New Position amount deducted manually, start March 19th

**Street Funds:**

120 days cash = \$922k			
080	Operating Acct	116,000	Alcoa
005	Designated Tax	792,000	Bryant Pkw Hilldale/Hilltop
	Capital	131,000	Jump Start
		10,000	Northlake Fire Signal and Trail
		15,000	Stormwater in Street ROW
		24,500	Elm Street
		<u>1,088,500</u>	<b>Originally Approved Budget</b>

Watch Cash Flows Carefully	
\$46,000 Vehicles	
\$270,000 Equipment	
\$455,000 Infrastructure	
\$893,000.00 Projects (Multi Year)	
\$200,000.00 Overlays	
<u>\$1,864,000</u>	<u>Total Capital</u>



**Water .Wastewater Cash Reserves**

January 2019

Reviewed 2/20/19  
 120 days cash = \$4.9M

**Funds:**

	Revenue Fund	
500	3,062,322	
510	419,811	
	<b>3,482,133</b>	<b>85</b>

Water Infrastructure	
142 hwy 5 related	
500 Indian Springs Main Repla	42,500
642 Original Budget	641,677
<b>Wastewater Infrastructure</b>	
108 hwy 5 related	15,000
12 SCADA System Upgrades	100,000
830 5 year plan for CAO-SSES	-
1000 CAO for SSO's	15,000
1842 Original Budget	1,727,298
	75,000
	<b>2,616,474</b>
	<b>137</b>

Difference		-51
		<b>(114,702) Diff to discuss wi</b>

Reserved - Fixed Assets Vehicles	510-0900-5808
Reserved - Fixed Assets Infrastructure	510-0900-5816
Reserved - Fixed Assets Equipment	510-0900-5821
Reserved - Fixed Assets DeGray Agree	510-0900-5822
Reserved - Fixed Assets Vehicles	510-0950-5808
Reserved - Fixed Assets Equipment	510-0950-5810
Reserved - Fixed Assets Infrastructure	510-0950-5816
Reserved - Dewatering Facility	510-0950-5819

General Fund	001	002	003	005	010	020	030	031	045	050	051	055	061	062	066	068
		Sales Tax Fund	Franchise Fees	Designated Tax Fund	Electronic Fund	Animal Control Donation	Act 1256 of 1995	Act 1809 of 2001	Park 1/8 Sales Tax O&M	Fire Donation	Act 833 of 1991	Fire 3/8 Sales Tax	Act 918 of 1983	Act 988 of 1991	Federal Drug Control	State Drug Control
Taxes - Sales	3,574	387,394	0	387,394	0	0	0	0	48,424	0	0	145,273	0	0	0	0
Taxes - Property	109,246	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licenses Permits & Fees	60,827	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Memberships Fees	77,217	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental Fees	10,478	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park Program Fees	6,697	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fines & Forfeitures	50,637	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales of Services	11,286	0	109,216	0	0	0	34,338	3,603	0	0	0	0	1,343	908	0	300
Miscellaneous Rev	8,972	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intergovernmental	846,658	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reimbursement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sale of Equipment	30,469	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Donation Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grant Revenue	4,570	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bond Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sponsorships	3,667	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest Revenue	217	57	60	45	0	1	0	4	5	0	2	3	1	1	0	1
<b>Total Revenue</b>	<b>1,224,516</b>	<b>387,460</b>	<b>109,276</b>	<b>387,439</b>	<b>0</b>	<b>1</b>	<b>34,338</b>	<b>3,607</b>	<b>48,429</b>	<b>0</b>	<b>2</b>	<b>145,276</b>	<b>1,343</b>	<b>909</b>	<b>0</b>	<b>301</b>
<b>Expense</b>																
Personnel Cost	899,563	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Building & Ground Exp	65,555	0	0	0	0	0	395	0	0	0	0	0	0	0	0	0
Vehicle Expense	60,731	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supply Expense	7,002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operations Expense	21,469	0	0	0	0	0	33,943	0	0	0	0	0	0	0	0	0
Professional Services	19,899	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	33,768	0	0	0	0	0	0	2,011	0	0	0	0	0	0	0	0
Intergovernmental	0	371,000	68,411	386,908	0	0	0	0	46,375	0	0	139,125	0	0	0	0
Contract/Don Expense	8,750	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grant Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bond Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fixed Assets	45,271	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest Expense	3,156	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Construction Projects	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Expense</b>	<b>1,165,163</b>	<b>371,000</b>	<b>68,411</b>	<b>386,908</b>	<b>0</b>	<b>0</b>	<b>34,338</b>	<b>2,011</b>	<b>46,375</b>	<b>0</b>	<b>0</b>	<b>139,125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Change in Fund</b>																
Balance/Net Position	59,353	16,460	40,865	531	0	1	0	1,596	2,054	0	2	6,151	1,343	909	0	301
<b>Beginning Fund</b>	<b>5,715,227</b>	<b>1,561,031</b>	<b>1,420,566</b>	<b>1,055,038</b>	<b>67</b>	<b>(4,043)</b>	<b>2</b>	<b>81,610</b>	<b>119,907</b>	<b>2,589</b>	<b>46,460</b>	<b>74,434</b>	<b>13,337</b>	<b>28,142</b>	<b>2,346</b>	<b>14,408</b>
<b>Ending Fund</b>	<b>5,774,580</b>	<b>1,577,492</b>	<b>1,461,431</b>	<b>1,055,569</b>	<b>67</b>	<b>(4,042)</b>	<b>2</b>	<b>83,206</b>	<b>121,962</b>	<b>2,589</b>	<b>46,462</b>	<b>80,584</b>	<b>14,680</b>	<b>29,051</b>	<b>2,346</b>	<b>14,709</b>
End Bank Bal	5,499,792	1,577,491	1,461,430	1,055,569	267,940	23,137	1	84,191	121,962	2,589	46,460	80,585	14,680	29,051	2,345	14,709
Outstand Checks	152,267	0	0	0	309,071	0	0	986	0	0	0	0	0	0	0	0
Dep in Transit	(5,194)	0	0	0	(41,132)	23,137	1	83,205	121,962	2,589	46,460	80,585	14,680	29,051	2,345	14,709
GL on Bank Recon	5,292,719	1,577,491	1,461,430	1,055,569	(41,132)	23,137	1	83,205	121,962	2,589	46,460	80,585	14,680	29,051	2,345	14,709
Other Bal Sheet Items	(481,861)	(1)	(1)	0	(41,199)	27,179	(1)	(0)	0	(1)	(2)	0	(0)	(0)	(0)	0

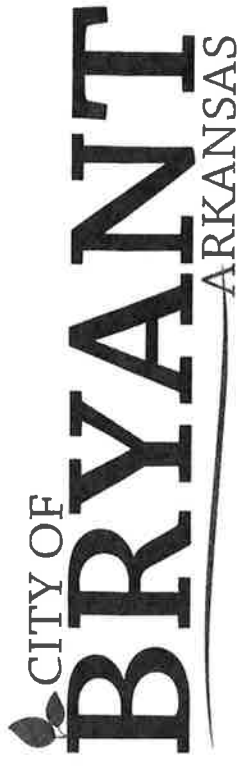
	080	110	113	114	147	157	165	185	186	187	500	510	515	525	535
	Street Fund	Special Redemp Fund	Debt Service Reserve	Bond Fund	Park&Rec Const Fund	Fire Const Fund	Police Fleet (reused as Fire/Pks Lease	Street Bond 2016 DS	Street Bond 2016 DSR	Stre Const Fund	Revenue Water	Water Operating	Stormwater Utility	Depreciation WW	Sub-Div Impact
REVENUE															
Taxes - Sales	34,025	0	0	193,697	0	0	0	0	0	0	0	0	0	0	0
Taxes - Property	124,593	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licenses Permits & Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Membership Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park Program Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fines & Forfeitures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales of Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Rev	0	0	0	0	0	0	0	0	0	0	640,061	0	0	0	0
Intergovernmental	111,333	1,379	0	0	0	0	0	53,827	0	0	9,428	500,000	23,286	18,622	0
Reimbursement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sale of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Donation Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grant Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bond Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sponsorships	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest Revenue	60	26	1,379	460	2,287	760	0	751	622	21,109	0	0	10	0	1
<b>Total Revenue</b>	<b>270,011</b>	<b>1,405</b>	<b>1,379</b>	<b>194,157</b>	<b>2,287</b>	<b>760</b>	<b>0</b>	<b>54,579</b>	<b>622</b>	<b>21,109</b>	<b>649,489</b>	<b>500,061</b>	<b>23,296</b>	<b>18,622</b>	<b>1</b>
Expense															
Personnel Cost	72,683	0	0	0	0	0	0	0	0	0	0	136,736	0	0	0
Building & Ground Exp	4,332	0	0	0	0	0	0	0	0	0	0	30,461	0	0	0
Vehicle Expense	16,888	0	0	0	0	0	0	0	0	0	0	21,885	0	0	0
Supply Expense	7,738	0	0	0	0	0	0	0	0	0	0	229,974	0	0	0
Operations Expense	7,894	0	0	0	0	0	0	0	0	0	5,153	26,459	0	0	0
Professional Services	82	0	0	0	0	0	0	0	0	0	0	103	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intergovernmental	0	0	1,379	0	0	0	0	0	0	0	532,032	18,622	0	0	0
Contract/Don Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grant Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bond Expense	0	0	0	0	0	0	0	83	0	0	0	91,889	0	0	0
Fixed Assets	125,428	0	0	0	0	0	0	0	0	0	0	0	960	0	0
Interest Expense	0	0	0	0	0	0	0	0	0	0	0	41,356	0	0	0
Construction Projects	0	0	0	0	20,583	0	0	0	0	435,268	0	0	0	0	0
<b>Total Expense</b>	<b>235,045</b>	<b>0</b>	<b>1,379</b>	<b>0</b>	<b>20,583</b>	<b>0</b>	<b>0</b>	<b>83</b>	<b>0</b>	<b>435,268</b>	<b>537,186</b>	<b>597,483</b>	<b>960</b>	<b>0</b>	<b>0</b>
<b>Change in Fund Balance/Net Position</b>	<b>34,966</b>	<b>1,405</b>	<b>0</b>	<b>194,157</b>	<b>(18,296)</b>	<b>760</b>	<b>0</b>	<b>54,495</b>	<b>622</b>	<b>(414,158)</b>	<b>112,304</b>	<b>(97,423)</b>	<b>22,336</b>	<b>18,622</b>	<b>1</b>
<b>Beginning Fund Balance/Net Position</b>	<b>1,575,249</b>	<b>14,130</b>	<b>742,409</b>	<b>254,938</b>	<b>1,021,316</b>	<b>389,286</b>	<b>0</b>	<b>449,317</b>	<b>324,795</b>	<b>11,217,446</b>	<b>2,950,018</b>	<b>517,233</b>	<b>219,816</b>	<b>1,487,492</b>	<b>20,725</b>
<b>Ending Fund Balance/Net Position</b>	<b>1,610,215</b>	<b>15,535</b>	<b>742,409</b>	<b>449,094</b>	<b>1,003,019</b>	<b>390,046</b>	<b>0</b>	<b>503,813</b>	<b>325,417</b>	<b>10,803,288</b>	<b>3,062,322</b>	<b>419,811</b>	<b>242,152</b>	<b>1,506,113</b>	<b>20,726</b>
<b>End Bank Bal</b>	<b>1,672,808</b>	<b>15,535</b>	<b>742,409</b>	<b>449,094</b>	<b>1,003,019</b>	<b>390,046</b>	<b>0</b>	<b>503,813</b>	<b>325,417</b>	<b>10,803,287</b>	<b>2,926,438</b>	<b>520,701</b>	<b>242,152</b>	<b>1,506,113</b>	<b>20,726</b>
<b>OutStand Checks</b>	<b>165,413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,809</b>	<b>125,261</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dep in Transit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GL on Bank Recon</b>	<b>1,507,396</b>	<b>15,535</b>	<b>742,409</b>	<b>449,094</b>	<b>1,003,019</b>	<b>390,046</b>	<b>0</b>	<b>503,813</b>	<b>325,417</b>	<b>10,803,287</b>	<b>2,914,629</b>	<b>395,440</b>	<b>242,152</b>	<b>1,506,113</b>	<b>20,726</b>
<b>Other Bal Sheet Items</b>	<b>(102,819)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>(147,693)</b>	<b>(24,371)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>

	550	555	560	604	606	
	Water Impact	Impact WW	Salem Royalty	W/WW Ref	W/WW Ref	
			Bd Fd	Rev Bds 2017	Rev Bds 2017	
				DSR	Totals	
<b>REVENUE</b>						
Taxes - Sales	0	0	0	0	0	1,199,780
Taxes - Property	0	0	0	0	0	233,840
Licenses Permits & Fees	0	0	0	0	0	60,827
Membership Fees	0	0	0	0	0	77,217
Rental Fees	0	0	0	0	0	10,478
Park Program Fees	0	0	0	0	0	6,697
Fines & Forfeitures	0	0	0	0	0	91,128
Sales of Services	0	0	0	0	0	760,563
Miscellaneous Rev	0	0	0	0	0	18,461
Intergovernmental	4,200	4,500	46	0	0	1,563,852
Reimbursement	0	0	0	0	0	0
Sale of Equipment	0	0	0	0	0	30,469
Donation Revenue	0	0	0	0	0	0
Grant Revenue	0	0	0	0	0	4,570
Bond Revenue	0	0	0	0	0	0
Sponsorships	0	0	0	0	0	3,667
Interest Revenue	2	2	2	50,427	502	78,807
<b>Total Revenue</b>	<b>4,202</b>	<b>4,502</b>	<b>48</b>	<b>50,427</b>	<b>502</b>	<b>4,140,355</b>
<b>Expense</b>						
Personnel Cost	0	0	0	0	0	1,109,376
Building & Ground Exp	0	0	0	0	0	100,348
Vehicle Expense	0	0	0	0	0	99,504
Supply Expense	0	0	0	0	0	244,714
Operations Expense	0	0	0	0	0	94,918
Professional Services	0	0	0	0	0	20,084
Miscellaneous	0	0	0	0	0	35,779
Intergovernmental	0	0	0	0	0	1,563,852
Contract/Don Expense	0	0	0	0	0	8,750
Grant Expense	0	0	0	0	0	0
Bond Expense	0	0	0	167	0	92,139
Fixed Assets	0	0	0	0	0	171,659
Interest Expense	0	0	0	0	0	44,511
Construction Projects	0	0	0	0	0	455,851
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>167</b>	<b>0</b>	<b>4,041,484</b>
<b>Change in Fund</b>	<b>4,202</b>	<b>4,502</b>	<b>48</b>	<b>50,260</b>	<b>502</b>	<b>98,870</b>
<b>Balance/Net Position</b>						
Beginning Fund	41,610	32,522	42,806	8,073	262,253	31,702,555
<b>Ending Fund</b>	<b>45,812</b>	<b>37,024</b>	<b>42,854</b>	<b>58,333</b>	<b>262,755</b>	<b>31,801,424</b>
<b>End Bank Bal</b>	<b>45,812</b>	<b>37,024</b>	<b>42,892</b>	<b>58,333</b>	<b>262,755</b>	<b>31,790,305</b>
<b>OutStand Checks</b>			<b>37</b>			<b>764,843</b>
<b>Dep in Transit</b>						<b>(5,194)</b>
<b>Gl on Bank Recon</b>	<b>45,812</b>	<b>37,024</b>	<b>42,855</b>	<b>58,333</b>	<b>262,755</b>	<b>31,030,655</b>
<b>Other Bal Sheet Items</b>	<b>0</b>	<b>(0)</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>(770,769)</b>

# General Ledger

## Budget Status

User: jblack  
 Printed: 2/20/2019 - 4:21 PM  
 Period: 1, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 001	General Fund							
Dept 001-0000	Intergovernmental Tsfrs							
R62	Xfer from Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4626								
R62 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R66	Sale of Equipment							
001-0000-4900	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R66 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R68	Donation Revenue							
001-0000-4680	Donation Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R68 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
E80	Fixed Assets							
001-0000-5824	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-5898	Fix Asset Contra Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E80 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 001-0100	Dept 0000 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R15	Administration							
001-0100-4150	Taxes - Property	248,000.00	35,781.40	35,781.40	212,218.60	0.00	212,218.60	85.57
001-0100-4151	State Turnback	500,000.00	73,465.03	73,465.03	426,534.97	0.00	426,534.97	85.31
R15 Sub Totals:	Saline County Treas - Turnback	748,000.00	109,246.43	109,246.43	638,753.57	0.00	638,753.57	85.39
R60	Miscellaneous Revenue							
001-0100-4600	Miscellaneous Revenue	1,000.00	20.55	20.55	979.45	0.00	979.45	97.95
001-0100-4602	A&P Admin Fees	7,200.00	0.00	0.00	7,200.00	0.00	7,200.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
R62	R62 Sub Totals:	8,200.00	20.55	20.55	8,179.45	0.00	8,179.45	99.75
	Intergovernmental Tsfrs							
001-0100-4627	Xfer from Sales Tax	4,520,000.00	371,000.00	371,000.00	4,149,000.00	0.00	4,149,000.00	91.79
001-0100-4628	Xfer Franchise Tax Fd 21	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0100-4629	Xfer Franchise Tax Fd21	175,000.00	14,583.33	14,583.33	160,416.67	0.00	160,416.67	91.67
R85	R62 Sub Totals:	4,695,000.00	385,583.33	385,583.33	4,309,416.67	0.00	4,309,416.67	91.79
	Interest Revenue							
001-0100-4850	Interest Revenue	1,000.00	217.26	217.26	782.74	0.00	782.74	78.27
R85	R85 Sub Totals:	1,000.00	217.26	217.26	782.74	0.00	782.74	78.27
	Revenue Sub Totals:	5,452,200.00	495,067.57	495,067.57	4,957,132.43	0.00	4,957,132.43	90.92
E01	Personnel Expense							
001-0100-5000	Salary Expense	583,261.19	39,229.12	39,229.12	544,032.07	0.00	544,032.07	93.27
001-0100-5001	Elected Off: 2009-24,2011-27	219,176.64	13,702.49	13,702.49	205,474.15	0.00	205,474.15	93.75
001-0100-5005	SWB Reimbursement	-545,000.00	-18,166.66	-18,166.66	-526,833.34	0.00	-526,833.34	0.00
001-0100-5010	Overtime Expense	8,800.00	418.99	418.99	8,381.01	0.00	8,381.01	95.24
001-0100-5020	FICA Expense	60,545.03	3,985.36	3,985.36	56,559.67	0.00	56,559.67	93.42
001-0100-5022	Unemployment Expense	660.00	23.03	23.03	636.97	0.00	636.97	96.51
001-0100-5025	Worker's Comp Expense	2,000.00	768.50	768.50	1,231.50	0.00	1,231.50	61.58
001-0100-5030	APERS Expense	112,815.08	14,659.72	14,659.72	98,155.36	0.00	98,155.36	87.01
001-0100-5038	Pension Expense	180.00	179.37	179.37	0.63	0.00	0.63	0.35
001-0100-5040	Health Insurance Expense	85,690.20	5,473.15	5,473.15	80,217.05	0.00	80,217.05	93.61
001-0100-5042	Employee Assistance Program	4,500.00	985.88	985.88	3,514.12	0.00	3,514.12	78.09
001-0100-5050	Physical & Drug Screen Exp	600.00	0.00	0.00	600.00	0.00	600.00	100.00
001-0100-5054	BYOD - Admin	1,175.00	50.00	50.00	1,125.00	0.00	1,125.00	95.74
001-0100-5055	Uniform Expense	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-0100-5057	Vehicle Allowance	6,000.00	230.76	230.76	5,769.24	0.00	5,769.24	96.15
001-0100-5060	Travel & Training Expense	18,000.00	875.00	875.00	17,125.00	0.00	17,125.00	95.14
001-0100-5061	Training Aids	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0100-5062	Travel & Training - Mayor	6,500.00	0.00	0.00	6,500.00	0.00	6,500.00	100.00
001-0100-5063	Travel & Training - City Clerk	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-0100-5065	First Aid Expense	900.00	0.00	0.00	900.00	0.00	900.00	100.00
E01	E01 Sub Totals:	568,703.14	62,414.71	62,414.71	506,288.43	0.00	506,288.43	89.03
	Building & Grounds Exp							
001-0100-5102	Repairs & Maint - Building	6,687.40	0.00	0.00	6,687.40	53.26	6,634.14	99.20
001-0100-5104	Repairs & Maint - Grounds	5,500.00	0.00	0.00	5,500.00	10.90	5,489.10	99.80
001-0100-5110	Utilities - Electric	8,400.00	274.95	274.95	8,125.05	0.00	8,125.05	96.73
001-0100-5111	Utilities - Gas	1,000.00	232.19	232.19	767.81	0.00	767.81	76.78

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0100-5112	Utilities - Water	750.00	56.11	56.11	693.89	0.00	693.89	92.52
001-0100-5115	Communication Exp - Telephone	14,010.00	1,396.33	1,396.33	12,613.67	0.00	12,613.67	90.03
001-0100-5116	Communication Exp - Cellular	4,800.00	0.00	0.00	4,800.00	379.67	4,420.33	92.09
001-0100-5120	Insurance - Property	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-0100-5130	Sanitation	1,080.00	86.25	86.25	993.75	0.00	993.75	92.01
001-0100-5142	Janitorial Supplies and Main	4,000.00	103.42	103.42	3,896.58	1,467.05	2,429.53	60.74
001-0100-5145	Tools	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	<b>E10 Sub Totals:</b>	<b>48,727.40</b>	<b>2,149.25</b>	<b>2,149.25</b>	<b>46,578.15</b>	<b>1,910.88</b>	<b>44,667.27</b>	<b>91.67</b>
E20	Vehicle Expense							
001-0100-5200	Fuel Expense	1,500.00	71.54	71.54	1,428.46	0.00	1,428.46	95.23
001-0100-5212	Service & Repair - Equipment	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-0100-5225	Insurance Expense - Vehicle	925.00	509.00	509.00	416.00	0.00	416.00	44.97
	<b>E20 Sub Totals:</b>	<b>3,425.00</b>	<b>580.54</b>	<b>580.54</b>	<b>2,844.46</b>	<b>0.00</b>	<b>2,844.46</b>	<b>83.05</b>
E30	Supply Expense							
001-0100-5300	Supplies - Office	4,500.00	178.35	178.35	4,321.65	933.75	3,387.90	75.29
001-0100-5334	Supplies - Volunteer	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-0100-5350	Postage Expense	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
	<b>E30 Sub Totals:</b>	<b>9,500.00</b>	<b>178.35</b>	<b>178.35</b>	<b>9,321.65</b>	<b>933.75</b>	<b>8,387.90</b>	<b>88.29</b>
E40	Operations Expense							
001-0100-5480	Dues & Subscriptions	22,500.00	0.00	0.00	22,500.00	189.00	22,311.00	99.16
001-0100-5505	Mayor's Expense	3,000.00	99.40	99.40	2,900.60	761.00	2,139.60	71.32
001-0100-5506	City Clerk Expense	10,100.00	0.00	0.00	10,100.00	7,050.00	3,050.00	30.20
001-0100-5510	Meeting Expense	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0100-5515	Special Elec or Permit Fee Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E40 Sub Totals:</b>	<b>36,100.00</b>	<b>99.40</b>	<b>99.40</b>	<b>36,000.60</b>	<b>8,000.00</b>	<b>28,000.60</b>	<b>77.56</b>
E55	Professional Services							
001-0100-5553	Prof Services - Advertising	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00	100.00
001-0100-5583	Prof Services - Legal	25,000.00	3,750.00	3,750.00	21,250.00	5,204.79	16,045.21	64.18
001-0100-5586	Prof Services - Other	19,999.80	0.00	0.00	19,999.80	0.00	19,999.80	100.00
001-0100-5588	Prof Services - Legal Notices	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
001-0100-5589	Prof Services - Printing	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	<b>E55 Sub Totals:</b>	<b>55,099.80</b>	<b>3,750.00</b>	<b>3,750.00</b>	<b>51,349.80</b>	<b>5,204.79</b>	<b>46,145.01</b>	<b>83.75</b>
E60	Miscellaneous Expense							
001-0100-5600	Miscellaneous Expense	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-0100-5604	Hardware - New & Renewals	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-0100-5608	Software - New & Renewals	8,520.00	0.00	0.00	8,520.00	0.00	8,520.00	100.00



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E68	E60 Sub Totals:	10,620.00	0.00	0.00	10,620.00	0.00	10,620.00	100.00
	Donation Expense							
001-0100-5680	Boys and Girls Club Contract	35,000.00	8,750.00	8,750.00	26,250.00	0.00	26,250.00	75.00
001-0100-5681	Sr. Adults Contract	20,000.00	0.00	0.00	20,000.00	5,000.00	15,000.00	75.00
001-0100-5682	Historic Society Contract	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00
E68	E68 Sub Totals:	65,000.00	8,750.00	8,750.00	56,250.00	15,000.00	41,250.00	63.46
E80	Fixed Assets							
001-0100-5800	Fixed Assets - Land	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E80	E80 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	797,175.34	77,922.25	77,922.25	719,253.09	31,049.42	688,203.67	86.33
Dept 001-0110	Dept 0100 Sub Totals:	-4,655,024.66	-417,145.32	-417,145.32	-4,237,879.34	31,049.42		
E60	Information Technology							
	Miscellaneous Expense							
001-0110-5604	Hardware - New & Renewals	42,000.00	0.00	0.00	42,000.00	0.00	42,000.00	100.00
001-0110-5606	IT Projects & Labor	31,880.00	5,000.94	5,000.94	26,879.06	0.00	26,879.06	84.31
001-0110-5608	Software - New & Renewals	44,950.00	0.00	0.00	44,950.00	2,528.63	42,421.37	94.37
001-0110-5610	Website	6,600.00	0.00	0.00	6,600.00	0.00	6,600.00	100.00
001-0110-5612	IT Tools & Supplies	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-0110-5614	Copiers & Maintenance	10,800.00	0.00	0.00	10,800.00	0.00	10,800.00	100.00
E60	E60 Sub Totals:	137,230.00	5,000.94	5,000.94	132,229.06	2,528.63	129,700.43	94.51
	Expense Sub Totals:	137,230.00	5,000.94	5,000.94	132,229.06	2,528.63	129,700.43	94.51
Dept 001-0120	Dept 0110 Sub Totals:	137,230.00	5,000.94	5,000.94	132,229.06	2,528.63		
R20	Planning & Development							
	Licenses Permits & Fees							
001-0120-4206	Annex/Rezoning Fees	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
001-0120-4250	Subdivision Plat & Filing Fees	4,500.00	25.00	25.00	4,475.00	0.00	4,475.00	99.44
R20	R20 Sub Totals:	7,000.00	25.00	25.00	6,975.00	0.00	6,975.00	99.64
	Revenue Sub Totals:	7,000.00	25.00	25.00	6,975.00	0.00	6,975.00	99.64
E01	Personnel Expense							
	Salary Expense							
001-0120-5000	Salary Expense	117,998.08	5,701.00	5,701.00	112,297.08	0.00	112,297.08	95.17
001-0120-5010	Overtime Expense	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0120-5020	FICA Expense	9,099.52	433.55	433.55	8,665.97	0.00	8,665.97	95.24

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0120-5022	Unemployment Expense	120.00	0.00	0.00	120.00	0.00	120.00	100.00
001-0120-5025	Worker's Comp Expense	1,200.00	70.53	70.53	1,129.47	0.00	1,129.47	94.12
001-0120-5030	APERS Expense	16,177.61	716.37	716.37	15,461.24	0.00	15,461.24	95.57
001-0120-5040	Health Insurance Expense	14,987.16	411.08	411.08	14,576.08	0.00	14,576.08	97.26
001-0120-5050	Physical & Drug Screen Exp	150.00	0.00	0.00	150.00	0.00	150.00	100.00
001-0120-5060	Travel & Training Expense	6,400.00	0.00	0.00	6,400.00	0.00	6,400.00	100.00
	<b>E01 Sub Totals:</b>	<b>166,632.37</b>	<b>7,332.53</b>	<b>7,332.53</b>	<b>159,299.84</b>	<b>0.00</b>	<b>159,299.84</b>	<b>95.60</b>
E10	Building & Grounds Exp							
001-0120-5110	Utilities - Electric	1,320.00	68.74	68.74	1,251.26	0.00	1,251.26	94.79
001-0120-5111	Utilities - Gas	240.00	29.77	29.77	210.23	0.01	210.22	87.59
001-0120-5112	Utilities - Water	150.00	14.03	14.03	135.97	0.00	135.97	90.65
001-0120-5115	Communication Exp - Telephone	1,300.00	105.87	105.87	1,194.13	0.00	1,194.13	91.86
001-0120-5116	Communication Exp - Cellular	840.00	0.00	0.00	840.00	51.43	788.57	93.88
001-0120-5130	Sanitation	300.00	21.56	21.56	278.44	0.00	278.44	92.81
	<b>E10 Sub Totals:</b>	<b>4,150.00</b>	<b>239.97</b>	<b>239.97</b>	<b>3,910.03</b>	<b>51.44</b>	<b>3,858.59</b>	<b>92.98</b>
E30	Supply Expense							
001-0120-5300	Supplies - Office	700.00	0.00	0.00	700.00	0.00	700.00	100.00
001-0120-5350	Postage Expense	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	<b>E30 Sub Totals:</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>100.00</b>
E40	Operations Expense							
001-0120-5480	Dues & Subscriptions	20,000.00	16,807.66	16,807.66	3,192.34	0.00	3,192.34	15.96
001-0120-5510	Meeting Expense	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	<b>E40 Sub Totals:</b>	<b>20,100.00</b>	<b>16,807.66</b>	<b>16,807.66</b>	<b>3,292.34</b>	<b>0.00</b>	<b>3,292.34</b>	<b>16.38</b>
E55	Professional Services							
001-0120-5553	Prof Services - Advertising	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-0120-5571	Prof Services - Engineering	13,300.00	0.00	0.00	13,300.00	0.00	13,300.00	100.00
001-0120-5574	Prof Services - GIS	0.00	0.00	0.00	0.00	815.40	-815.40	0.00
001-0120-5589	Prof Services - Printing	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	<b>E55 Sub Totals:</b>	<b>15,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,600.00</b>	<b>815.40</b>	<b>14,784.60</b>	<b>94.77</b>
E60	Miscellaneous Expense							
001-0120-5600	Miscellaneous Expense	192,035.00	0.00	0.00	192,035.00	92,035.00	100,000.00	52.07
001-0120-5606	IT Projects & Labor	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-0120-5608	Software - New & Renewals	12,550.00	0.00	0.00	12,550.00	0.00	12,550.00	100.00
	<b>E60 Sub Totals:</b>	<b>206,085.00</b>	<b>0.00</b>	<b>0.00</b>	<b>206,085.00</b>	<b>92,035.00</b>	<b>114,050.00</b>	<b>55.34</b>
	<b>Expense Sub Totals:</b>	<b>413,767.37</b>	<b>24,380.16</b>	<b>24,380.16</b>	<b>389,387.21</b>	<b>92,901.84</b>	<b>296,485.37</b>	<b>71.66</b>

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 001-0200	Dept 0120 Sub Totals:							
R20	Animal Control	406,767.37	24,355.16	24,355.16	382,412.21	92,901.84		
	Licenses Permits & Fees							
001-0200-4202	Adoption Revenue	4,000.00	195.00	195.00	3,805.00	0.00	3,805.00	95.13
001-0200-4222	Misc Revenue - Animal Control	8,000.00	525.00	525.00	7,475.00	0.00	7,475.00	93.44
001-0200-4224	Dog License Fee	2,000.00	90.00	90.00	1,910.00	0.00	1,910.00	95.50
001-0200-4246	Spay & Neuter Revenue	12,500.00	525.00	525.00	11,975.00	0.00	11,975.00	95.80
	<b>R20 Sub Totals:</b>	<b>26,500.00</b>	<b>1,335.00</b>	<b>1,335.00</b>	<b>25,165.00</b>	<b>0.00</b>	<b>25,165.00</b>	<b>94.96</b>
R40	Fines & Forfeitures							
001-0200-4420	Animal Control Fines	6,000.00	290.00	290.00	5,710.00	0.00	5,710.00	95.17
	<b>R40 Sub Totals:</b>	<b>6,000.00</b>	<b>290.00</b>	<b>290.00</b>	<b>5,710.00</b>	<b>0.00</b>	<b>5,710.00</b>	<b>95.17</b>
R62	Intergovernmental Tsfrs							
001-0200-4627	Xfer Designated Tax	452,000.00	37,083.33	37,083.33	414,916.67	0.00	414,916.67	91.80
	<b>R62 Sub Totals:</b>	<b>452,000.00</b>	<b>37,083.33</b>	<b>37,083.33</b>	<b>414,916.67</b>	<b>0.00</b>	<b>414,916.67</b>	<b>91.80</b>
	<b>Revenue Sub Totals:</b>	<b>484,500.00</b>	<b>38,708.33</b>	<b>38,708.33</b>	<b>445,791.67</b>	<b>0.00</b>	<b>445,791.67</b>	<b>92.01</b>
E01	Personnel Expense							
001-0200-5000	Salary Expense	164,609.50	12,658.96	12,658.96	151,950.54	0.00	151,950.54	92.31
001-0200-5005	SWB Reimbursement	43,600.00	3,633.33	3,633.33	39,966.67	0.00	39,966.67	91.67
001-0200-5010	Overtime Expense	11,000.00	459.86	459.86	10,540.14	0.00	10,540.14	95.82
001-0200-5020	FICA Expense	14,692.82	970.41	970.41	13,722.41	0.00	13,722.41	93.40
001-0200-5022	Unemployment Expense	374.72	92.54	92.54	282.18	0.00	282.18	75.30
001-0200-5025	Worker's Comp Expense	1,468.00	1,033.56	1,033.56	434.44	0.00	434.44	29.59
001-0200-5030	APERS Expense	27,056.57	2,009.81	2,009.81	25,046.76	0.00	25,046.76	92.57
001-0200-5040	Health Insurance Expense	29,974.32	2,497.88	2,497.88	27,476.44	0.00	27,476.44	91.67
001-0200-5050	Physical & Drug Screen Exp	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0200-5055	Uniform Expense	2,000.00	0.00	0.00	2,000.00	131.13	1,868.87	93.44
001-0200-5060	Travel & Training Expense	4,000.00	815.00	815.00	3,185.00	166.62	3,018.38	75.46
001-0200-5065	First Aid Expense	100.00	0.00	0.00	100.00	61.41	38.59	38.59
	<b>E01 Sub Totals:</b>	<b>299,375.93</b>	<b>24,171.35</b>	<b>24,171.35</b>	<b>275,204.58</b>	<b>359.16</b>	<b>274,845.42</b>	<b>91.81</b>
E10	Building & Grounds Exp							
001-0200-5102	Repairs & Maint - Building	2,000.00	0.00	0.00	2,000.00	172.90	1,827.10	91.36
001-0200-5104	Repairs & Maint - Grounds	2,000.00	0.00	0.00	2,000.00	68.70	1,931.30	96.57
001-0200-5110	Utilities - Electric	8,900.00	439.47	439.47	8,460.53	0.00	8,460.53	95.06
001-0200-5111	Utilities - Gas	350.00	47.79	47.79	302.21	0.00	302.21	86.35
001-0200-5112	Utilities - Water	840.00	86.20	86.20	753.80	0.00	753.80	89.74
001-0200-5115	Communication Exp - Telephone	7,400.00	1,146.30	1,146.30	6,253.70	0.00	6,253.70	84.51

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0200-5116	Communication Exp - Cellular	3,180.00	0.00	0.00	3,180.00	205.72	2,974.28	93.53
001-0200-5120	Insurance - Property	700.00	0.00	0.00	700.00	0.00	700.00	100.00
001-0200-5130	Sanitation	1,500.00	125.41	125.41	1,374.59	0.00	1,374.59	91.64
001-0200-5140	Supplies - B&G	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0200-5141	Pest/Chem/Seed/Fert	1,020.00	82.13	82.13	937.87	0.00	937.87	91.95
001-0200-5142	Janitorial Supplies and Main	3,000.00	0.00	0.00	3,000.00	124.22	2,875.78	95.86
001-0200-5145	Tools	1,500.00	0.00	0.00	1,500.00	38.19	1,461.81	97.45
E10 Sub Totals:		32,890.00	1,927.30	1,927.30	30,962.70	609.73	30,352.97	92.29
E20	Vehicle Expense							
001-0200-5200	Fuel Expense	6,000.00	280.59	280.59	5,719.41	84.57	5,634.84	93.91
001-0200-5210	Service & Repair - Vehicle	2,000.00	0.00	0.00	2,000.00	246.06	1,753.94	87.70
001-0200-5212	Service & Repair - Equipment	1,100.00	0.00	0.00	1,100.00	229.95	870.05	79.10
001-0200-5225	Insurance Expense - Vehicle	1,100.00	683.80	683.80	416.20	0.00	416.20	37.84
E20 Sub Totals:		10,200.00	964.39	964.39	9,235.61	560.58	8,675.03	85.05
E30	Supply Expense							
001-0200-5300	Supplies - Office	1,200.00	0.00	0.00	1,200.00	226.66	973.34	81.11
001-0200-5302	Supplies - Kitchen	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-0200-5306	Supplies - Food Allowance	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-0200-5322	Supplies - Operating	2,200.00	0.00	0.00	2,200.00	0.00	2,200.00	100.00
001-0200-5350	Postage Expense	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-0200-5370	Medicine Expense	4,000.00	0.00	0.00	4,000.00	64.09	3,935.91	98.40
001-0200-5371	Spay & Neuter Vouchers	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
E30 Sub Totals:		10,400.00	0.00	0.00	10,400.00	290.75	10,109.25	97.20
E40	Operations Expense							
001-0200-5475	Credit Card Fees	3,120.00	93.79	93.79	3,026.21	0.00	3,026.21	96.99
001-0200-5480	Dues & Subscriptions	70,700.00	0.00	0.00	70,700.00	0.00	70,700.00	100.00
E40 Sub Totals:		73,820.00	93.79	93.79	73,726.21	0.00	73,726.21	99.87
E55	Professional Services							
001-0200-5577	Prof Services - Incineration & Disp	3,000.00	0.00	0.00	3,000.00	240.00	2,760.00	92.00
001-0200-5589	Prof Services - Printing	25.00	0.00	0.00	25.00	0.00	25.00	100.00
001-0200-5592	Prof Services - Veterinarian	13,500.00	0.00	0.00	13,500.00	135.00	13,365.00	99.00
001-0200-5593	Animal Care Charges	2,000.00	0.00	0.00	2,000.00	27.95	1,972.05	98.60
E55 Sub Totals:		18,525.00	0.00	0.00	18,525.00	402.95	18,122.05	97.82
E60	Miscellaneous Expense							
001-0200-5600	Miscellaneous Expense	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0200-5606	IT Projects & Labor	1,500.00	665.00	665.00	835.00	0.00	835.00	55.67
001-0200-5608	Software - New & Renewals	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E60 Sub Totals:		3,500.00	665.00	665.00	2,835.00	0.00	2,835.00	81.00
Expense Sub Totals:		448,710.93	27,821.83	27,821.83	420,889.10	2,223.17	418,665.93	93.30
Dept 0200 Sub Totals:		-35,789.07	-10,886.50	-10,886.50	-24,902.57	2,223.17		
Dept 001-0300	Court							
R40	Fines & Forfeitures							
001-0300-4400	Act 316 of 1991 Revenue	200.00	18.12	18.12	181.88	0.00	181.88	90.94
001-0300-4412	City Attorney Reim	26,000.00	2,190.68	2,190.68	23,809.32	0.00	23,809.32	91.57
001-0300-4414	Court Fines	400,000.00	37,599.30	37,599.30	362,400.70	0.00	362,400.70	90.60
001-0300-4416	District Court Reim	14,000.00	1,181.04	1,181.04	12,818.96	0.00	12,818.96	91.56
001-0300-4424	Judge Retirement Reim	4,700.00	394.84	394.84	4,305.16	0.00	4,305.16	91.60
001-0300-4426	Ordinance 89-15 Revenue	23,000.00	1,966.60	1,966.60	21,033.40	0.00	21,033.40	91.45
001-0300-4428	Warrant Fees	65,000.00	6,929.50	6,929.50	58,070.50	0.00	58,070.50	89.34
R40 Sub Totals:		532,900.00	50,280.08	50,280.08	482,619.92	0.00	482,619.92	90.56
R60	Miscellaneous Revenue							
001-0300-4600	Miscellaneous Revenue	50,520.00	4,332.70	4,332.70	46,187.30	0.00	46,187.30	91.42
R60 Sub Totals:		50,520.00	4,332.70	4,332.70	46,187.30	0.00	46,187.30	91.42
R64	Reimbursement							
001-0300-4640	Saline County	160,000.00	0.00	0.00	160,000.00	0.00	160,000.00	100.00
R64 Sub Totals:		160,000.00	0.00	0.00	160,000.00	0.00	160,000.00	100.00
Revenue Sub Totals:		743,420.00	54,612.78	54,612.78	688,807.22	0.00	688,807.22	92.65
E01	Personnel Expense							
001-0300-5000	Salary Expense	251,819.40	17,554.14	17,554.14	234,265.26	0.00	234,265.26	93.03
001-0300-5010	Overtime Expense	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0300-5020	FICA Expense	19,302.43	1,314.67	1,314.67	17,987.76	0.00	17,987.76	93.19
001-0300-5022	Unemployment Expense	420.00	39.19	39.19	380.81	0.00	380.81	90.67
001-0300-5025	Worker's Comp Expense	800.00	489.13	489.13	310.87	0.00	310.87	38.86
001-0300-5030	APERS Expense	44,458.01	2,689.31	2,689.31	41,768.70	0.00	41,768.70	93.95
001-0300-5038	Pension Expense-Judge Rtmnt	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
001-0300-5040	Health Insurance Expncsc	44,748.24	3,320.04	3,320.04	41,428.20	0.00	41,428.20	92.58
001-0300-5050	Physical & Drug Screen Exp	750.00	0.00	0.00	750.00	0.00	750.00	100.00
001-0300-5055	Uniform Expense	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0300-5060	Travel & Training Expense	10,500.00	0.00	0.00	10,500.00	0.00	10,500.00	100.00
001-0300-5070	Judge - Share to State	30,000.00	2,405.18	2,405.18	27,594.82	0.00	27,594.82	91.98
E01 Sub Totals:		409,798.08	27,811.66	27,811.66	381,986.42	0.00	381,986.42	93.21

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E10	Building & Grounds Exp							
001-0300-5102	Repairs & Maint - Building	10,000.00	0.00	0.00	10,000.00	347.04	9,652.96	96.53
001-0300-5103	Repairs and Maint	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-0300-5110	Utilities - Electric	6,000.00	274.95	274.95	5,725.05	0.00	5,725.05	95.42
001-0300-5111	Utilities - Gas	1,200.00	119.11	119.11	1,080.89	0.00	1,080.89	90.07
001-0300-5112	Utilities - Water	650.00	56.11	56.11	593.89	0.00	593.89	91.37
001-0300-5115	Communication Exp - Telephone	6,700.00	549.80	549.80	6,150.20	0.00	6,150.20	91.79
001-0300-5130	Sanitation	1,080.00	86.25	86.25	993.75	0.00	993.75	92.01
001-0300-5142	Janitorial Supplies and Main	860.00	0.00	0.00	860.00	0.00	860.00	100.00
	<b>E10 Sub Totals:</b>	<b>27,490.00</b>	<b>1,086.22</b>	<b>1,086.22</b>	<b>26,403.78</b>	<b>347.04</b>	<b>26,056.74</b>	<b>94.79</b>
E30	Supply Expense							
001-0300-5300	Supplies - Office	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
001-0300-5350	Postage Expense	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	<b>E30 Sub Totals:</b>	<b>9,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>100.00</b>
E40	Operations Expense							
001-0300-5480	Dues & Subscriptions	3,000.00	825.00	825.00	2,175.00	0.00	2,175.00	72.50
	<b>E40 Sub Totals:</b>	<b>3,000.00</b>	<b>825.00</b>	<b>825.00</b>	<b>2,175.00</b>	<b>0.00</b>	<b>2,175.00</b>	<b>72.50</b>
E55	Professional Services							
001-0300-5553	Prof Services - Advertising	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0300-5589	Prof Services - Printing	6,000.00	2,540.40	2,540.40	3,459.60	0.00	3,459.60	57.66
	<b>E55 Sub Totals:</b>	<b>6,500.00</b>	<b>2,540.40</b>	<b>2,540.40</b>	<b>3,959.60</b>	<b>0.00</b>	<b>3,959.60</b>	<b>60.92</b>
E60	Miscellaneous Expense							
001-0300-5608	Software - New & Renewals	1,959.90	0.00	0.00	1,959.90	0.00	1,959.90	100.00
001-0300-5614	Copiers & Maintenance	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
	<b>E60 Sub Totals:</b>	<b>4,959.90</b>	<b>0.00</b>	<b>0.00</b>	<b>4,959.90</b>	<b>0.00</b>	<b>4,959.90</b>	<b>100.00</b>
	<b>Expense Sub Totals:</b>	<b>460,747.98</b>	<b>32,263.28</b>	<b>32,263.28</b>	<b>428,484.70</b>	<b>347.04</b>	<b>428,137.66</b>	<b>92.92</b>
	<b>Dept 0300 Sub Totals:</b>	<b>-282,672.02</b>	<b>-22,349.50</b>	<b>-22,349.50</b>	<b>-260,322.52</b>	<b>347.04</b>		
Dept 001-0400	Parks							
R62	Intergovernmental Tsfrs							
001-0400-4627	Xfcr Designated Tax	452,000.00	37,083.33	37,083.33	414,916.67	0.00	414,916.67	91.80
001-0400-4629	Xfcr Park 1/8 O & M	565,500.00	46,375.00	46,375.00	519,125.00	0.00	519,125.00	91.80
	<b>R62 Sub Totals:</b>	<b>1,017,500.00</b>	<b>83,458.33</b>	<b>83,458.33</b>	<b>934,041.67</b>	<b>0.00</b>	<b>934,041.67</b>	<b>91.80</b>
	<b>Revenue Sub Totals:</b>	<b>1,017,500.00</b>	<b>83,458.33</b>	<b>83,458.33</b>	<b>934,041.67</b>	<b>0.00</b>	<b>934,041.67</b>	<b>91.80</b>

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E01	Personnel Expense							
001-0400-5000	Salary Expense	337,020.31	20,121.60	20,121.60	316,898.71	0.00	316,898.71	94.03
001-0400-5001	Part Time Labor	20,000.00	996.58	996.58	19,003.42	0.00	19,003.42	95.02
001-0400-5005	SWB Reimbursement	174,400.00	14,533.33	14,533.33	159,866.67	0.00	159,866.67	91.67
001-0400-5010	Overtime Expense	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
001-0400-5020	FICA Expense	24,822.64	1,603.14	1,603.14	23,219.50	0.00	23,219.50	93.54
001-0400-5022	Unemployment Expense	771.24	64.41	64.41	706.83	0.00	706.83	91.65
001-0400-5025	Worker's Comp Expense	6,131.00	6,900.85	6,900.85	-769.85	0.00	-769.85	0.00
001-0400-5030	APERS Expense	45,771.64	3,082.64	3,082.64	42,689.00	0.00	42,689.00	93.27
001-0400-5040	Health Insurance Expense	80,898.54	5,030.09	5,030.09	75,868.45	0.00	75,868.45	93.78
001-0400-5050	Physical & Drug Screen Exp	1,050.00	0.00	0.00	1,050.00	25.00	1,025.00	97.62
001-0400-5055	Uniform Expense	3,000.00	0.00	0.00	3,000.00	997.89	2,002.11	66.74
001-0400-5057	Vehicle Allowance	6,000.00	461.54	461.54	5,538.46	0.00	5,538.46	92.31
001-0400-5060	Travel & Training Expense	5,200.00	0.00	0.00	5,200.00	316.75	4,883.25	93.91
	<b>E01 Sub Totals:</b>	<b>712,065.37</b>	<b>52,794.18</b>	<b>52,794.18</b>	<b>659,271.19</b>	<b>1,339.64</b>	<b>657,931.55</b>	<b>92.40</b>
E10	Building & Grounds Exp							
001-0400-5110	Utilities - Electric	0.00	22.18	22.18	-22.18	0.00	-22.18	0.00
001-0400-5120	Insurance - Property	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-0400-5145	Tools	2,000.00	0.00	0.00	2,000.00	677.43	1,322.57	66.13
	<b>E10 Sub Totals:</b>	<b>3,500.00</b>	<b>22.18</b>	<b>22.18</b>	<b>3,477.82</b>	<b>677.43</b>	<b>2,800.39</b>	<b>80.01</b>
E20	Vehicle Expense							
001-0400-5200	Fuel Expense	15,000.00	456.91	456.91	14,543.09	0.00	14,543.09	96.95
001-0400-5225	Insurance Expense - Vehicle	3,000.00	5,092.06	5,092.06	-2,092.06	104.18	-2,196.24	0.00
	<b>E20 Sub Totals:</b>	<b>18,000.00</b>	<b>5,548.97</b>	<b>5,548.97</b>	<b>12,451.03</b>	<b>104.18</b>	<b>12,346.85</b>	<b>68.59</b>
E30	Supply Expense							
001-0400-5350	Postage Expense	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	<b>E30 Sub Totals:</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>
E40	Operations Expense							
001-0400-5535	Salcs Tax Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E40 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
E55	Professional Services							
001-0400-5550	Prof Services - Acctg & Audit	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
001-0400-5586	Prof Services - Other	15,000.00	0.00	0.00	15,000.00	12,870.00	2,130.00	14.20
	<b>E55 Sub Totals:</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>12,870.00</b>	<b>7,130.00</b>	<b>35.65</b>
E60	Miscellaneous Expense							
001-0400-5604	Hardware - New & Renewals	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0400-5606	IT Projects & Labor	7,440.00	0.00	0.00	7,440.00	0.00	7,440.00	100.00
001-0400-5608	Software - New & Renewals	3,180.00	0.00	0.00	3,180.00	0.00	3,180.00	100.00
E60 Sub Totals:		15,620.00	0.00	0.00	15,620.00	0.00	15,620.00	100.00
E80	Fixed Assets							
001-0400-5810	Fixed Assets - Equipment	7,000.00	0.00	0.00	7,000.00	7,000.00	0.00	0.00
001-0400-5840	Principal Loan - Vehicles	61,740.99	5,095.02	5,095.02	56,645.97	0.00	56,645.97	91.75
E80 Sub Totals:		68,740.99	5,095.02	5,095.02	63,645.97	7,000.00	56,645.97	82.40
E85	Interest Expense							
001-0400-5850	Interest Expense	5,268.56	490.97	490.97	4,777.59	0.00	4,777.59	90.68
E85 Sub Totals:		5,268.56	490.97	490.97	4,777.59	0.00	4,777.59	90.68
Expense Sub Totals:		843,294.92	63,951.32	63,951.32	779,343.60	21,991.25	757,352.35	89.81
Dept 0400 Sub Totals:		-174,205.08	-19,507.01	-19,507.01	-154,698.07	21,991.25		
R50	Parks - Mills Park & Pool							
001-0410-4500	Sale of Services	54,000.00	375.00	375.00	53,625.00	0.00	53,625.00	99.31
001-0410-4532	Mills Pool-Admin/Concessions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0410-4534	Admissions	5,000.00	160.00	160.00	4,840.00	0.00	4,840.00	96.80
R50 Sub Totals:		59,000.00	535.00	535.00	58,465.00	0.00	58,465.00	99.09
Revenue Sub Totals:		59,000.00	535.00	535.00	58,465.00	0.00	58,465.00	99.09
E01	Personnel Expense							
001-0410-5001	Part Time Labor	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	100.00
001-0410-5020	FICA Expense	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-0410-5025	Worker's Comp Expense	6,131.00	0.00	0.00	6,131.00	0.00	6,131.00	100.00
001-0410-5050	Physical & Drug Screen Exp	2,700.00	0.00	0.00	2,700.00	0.00	2,700.00	100.00
E01 Sub Totals:		21,331.00	0.00	0.00	21,331.00	0.00	21,331.00	100.00
E10	Building & Grounds Exp							
001-0410-5102	Repairs & Maint - Building	2,000.00	0.00	0.00	2,000.00	16.36	1,983.64	99.18
001-0410-5104	Repairs & Maint - Grounds	2,000.00	0.00	0.00	2,000.00	20.75	1,979.25	98.96
001-0410-5105	Repairs & Maint - Pool	6,500.00	0.00	0.00	6,500.00	0.00	6,500.00	100.00
001-0410-5110	Utilities - Electric	7,000.00	376.07	376.07	6,623.93	0.00	6,623.93	94.63
001-0410-5111	Utilities - Gas	150.00	14.83	14.83	135.17	0.00	135.17	90.11
001-0410-5112	Utilities - Water	1,000.00	34.65	34.65	965.35	0.00	965.35	96.54
001-0410-5120	Insurance - Property	500.00	0.00	0.00	500.00	0.00	500.00	100.00



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E10	E10 Sub Totals:	19,150.00	425.55	425.55	18,724.45	37.11	18,687.34	97.58
	Supply Expense							
001-0410-5308	Supplies - Concession	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
001-0410-5328	Supplies - Pools	9,500.00	0.00	0.00	9,500.00	0.00	9,500.00	100.00
E30	E30 Sub Totals:	13,000.00	0.00	0.00	13,000.00	0.00	13,000.00	100.00
	Expense Sub Totals:	53,481.00	425.55	425.55	53,055.45	37.11	53,018.34	99.13
Dept 001-0420	Dept 0410 Sub Totals:	-5,519.00	-109.45	-109.45	-5,409.55	37.11		
R60	Parks - Midland							
001-0420-4600	Miscellaneous Revenue	0.00	45.00	45.00	-45.00	0.00	-45.00	0.00
	Miscellaneous Revenue							
R60	R60 Sub Totals:	0.00	45.00	45.00	-45.00	0.00	-45.00	0.00
R74	Sponsorships							
001-0420-4740	Sponsorship/Rebates	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
	R74 Sub Totals:	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
E10	Revenue Sub Totals:	24,000.00	45.00	45.00	23,955.00	0.00	23,955.00	99.81
	Building & Grounds Exp							
001-0420-5104	Repairs & Maint - Grounds	28,000.00	6,054.15	6,054.15	21,945.85	2,890.49	19,055.36	68.05
001-0420-5110	Utilities - Electric	0.00	450.19	450.19	-450.19	0.00	-450.19	0.00
	E10 Sub Totals:	28,000.00	6,504.34	6,504.34	21,495.66	2,890.49	18,605.17	66.45
	Expense Sub Totals:	28,000.00	6,504.34	6,504.34	21,495.66	2,890.49	18,605.17	66.45
Dept 001-0430	Dept 0420 Sub Totals:	4,000.00	6,459.34	6,459.34	-2,459.34	2,890.49		
R30	Parks - Bishop							
001-0430-4300	Membership Fees	345,000.00	76,292.80	76,292.80	268,707.20	0.00	268,707.20	77.89
001-0430-4302	Membership Family	0.00	-25.00	-25.00	25.00	0.00	25.00	0.00
001-0430-4303	Membership Adults	0.00	10.00	10.00	-10.00	0.00	-10.00	0.00
001-0430-4304	Membership Youth	0.00	939.50	939.50	-939.50	0.00	-939.50	0.00
	Membership Silver Sneakers							
R33	R30 Sub Totals:	345,000.00	77,217.30	77,217.30	267,782.70	0.00	267,782.70	77.62
	Rental Fees							
001-0430-4332	Equipment Rental	82,545.00	3,602.00	3,602.00	78,943.00	0.00	78,943.00	95.64
001-0430-4334	After Hours Charge Bishop	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0430-4340	Room Rental Party Room	15,000.00	1,776.00	1,776.00	13,224.00	0.00	13,224.00	88.16
001-0430-4350	Use Agreement Fees	26,450.00	0.00	0.00	26,450.00	0.00	26,450.00	100.00
001-0430-4354	Tournaments	50,000.00	5,100.00	5,100.00	44,900.00	0.00	44,900.00	89.80
<b>R33 Sub Totals:</b>		<b>173,995.00</b>	<b>10,478.00</b>	<b>10,478.00</b>	<b>163,517.00</b>	<b>0.00</b>	<b>163,517.00</b>	<b>93.98</b>
<b>R36</b>	<b>Park Program Fcgs</b>							
001-0430-4259	Uncorking Fee - Spirits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0430-4364	Basketball	63,000.00	425.00	425.00	62,575.00	0.00	62,575.00	99.33
001-0430-4366	BASS Swim Program	42,000.00	3,107.60	3,107.60	38,892.40	0.00	38,892.40	92.60
001-0430-4382	Pool Swim Lessons	55,000.00	3,164.25	3,164.25	51,835.75	0.00	51,835.75	94.25
<b>R36 Sub Totals:</b>		<b>160,000.00</b>	<b>6,696.85</b>	<b>6,696.85</b>	<b>153,303.15</b>	<b>0.00</b>	<b>153,303.15</b>	<b>95.81</b>
<b>R50</b>	<b>Sale of Services</b>							
001-0430-4500	Concessions - Bishop	60,000.00	3,599.90	3,599.90	56,400.10	0.00	56,400.10	94.00
001-0430-4514	Daily Admissions Adults	58,000.00	5,614.81	5,614.81	52,385.19	0.00	52,385.19	90.32
001-0430-4516	Daily Admissions Senior	0.00	10.00	10.00	-10.00	0.00	-10.00	0.00
001-0430-4530	Merchandise Sales	10,000.00	1,226.00	1,226.00	8,774.00	0.00	8,774.00	87.74
001-0430-4534	Red Cross Programs	8,000.00	300.00	300.00	7,700.00	0.00	7,700.00	96.25
<b>R50 Sub Totals:</b>		<b>136,000.00</b>	<b>10,750.71</b>	<b>10,750.71</b>	<b>125,249.29</b>	<b>0.00</b>	<b>125,249.29</b>	<b>92.10</b>
<b>R60</b>	<b>Miscellaneous Revenue</b>							
001-0430-4600	Miscellaneous Revenue	55,000.00	967.45	967.45	54,032.55	0.00	54,032.55	98.24
<b>R60 Sub Totals:</b>		<b>55,000.00</b>	<b>967.45</b>	<b>967.45</b>	<b>54,032.55</b>	<b>0.00</b>	<b>54,032.55</b>	<b>98.24</b>
<b>R74</b>	<b>Sponsorships</b>							
001-0430-4740	Sponsorship/Rebates	83,500.00	3,667.00	3,667.00	79,833.00	0.00	79,833.00	95.61
<b>R74 Sub Totals:</b>		<b>83,500.00</b>	<b>3,667.00</b>	<b>3,667.00</b>	<b>79,833.00</b>	<b>0.00</b>	<b>79,833.00</b>	<b>95.61</b>
<b>Revenue Sub Totals:</b>		<b>953,495.00</b>	<b>109,777.31</b>	<b>109,777.31</b>	<b>843,717.69</b>	<b>0.00</b>	<b>843,717.69</b>	<b>88.49</b>
<b>E01</b>	<b>Personnel Expense</b>							
001-0430-5000	Salary Expense	352,687.38	29,014.28	29,014.28	323,673.10	0.00	323,673.10	91.77
001-0430-5001	Part Time Labor	169,000.00	13,768.34	13,768.34	155,231.66	0.00	155,231.66	91.85
001-0430-5010	Overtime Expense	5,000.00	15.08	15.08	4,984.92	0.00	4,984.92	99.70
001-0430-5020	FICA Expense	67,478.79	3,298.31	3,298.31	64,180.48	0.00	64,180.48	95.11
001-0430-5022	Unemployment Expense	3,492.50	254.49	254.49	3,238.01	0.00	3,238.01	92.71
001-0430-5025	Worker's Comp Expense	11,000.00	3,450.42	3,450.42	7,549.58	0.00	7,549.58	68.63
001-0430-5030	APERS Expense	62,240.14	4,442.84	4,442.84	57,797.30	0.00	57,797.30	92.86
001-0430-5040	Health Insurance Expense	65,534.88	4,937.76	4,937.76	60,597.12	0.00	60,597.12	92.47
001-0430-5050	Physical & Drug Screen Exp	1,200.00	0.00	0.00	1,200.00	95.00	1,105.00	92.08
001-0430-5055	Uniform Expense	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E10	E01 Sub Totals:	739,633.69	59,181.52	59,181.52	680,452.17	95.00	680,357.17	91.99
	Building & Grounds Exp							
	Repairs & Maint - Building	45,000.00	216.00	216.00	44,784.00	12,614.63	32,169.37	71.49
	Repairs & Maint - Grounds	52,000.00	1,148.47	1,148.47	50,851.53	12,604.60	38,246.93	73.55
	Repairs & Maint - Pool	55,000.00	0.00	0.00	55,000.00	4,009.79	50,990.21	92.71
	Repairs & Maint - Splash Pad	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	Utilities - Electric	261,876.00	14,627.16	14,627.16	247,248.84	0.00	247,248.84	94.41
	Utilities - Gas	38,000.00	12,356.37	12,356.37	25,643.63	0.00	25,643.63	67.48
	Utilities - Water	10,000.00	382.12	382.12	9,617.88	0.00	9,617.88	96.18
	Communication Exp - Telephone	20,000.00	2,211.56	2,211.56	17,788.44	0.00	17,788.44	88.94
	Communication Exp - Cellular	5,364.00	0.00	0.00	5,364.00	388.56	4,975.44	92.76
	Insurance - Property	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00	100.00
	Sanitation	34,500.00	2,062.44	2,062.44	32,437.56	0.00	32,437.56	94.02
	Supplies - B&G	2,000.00	0.00	0.00	2,000.00	33.97	1,966.03	98.30
	Janitorial Supplies and Main	25,000.00	1,082.82	1,082.82	23,917.18	1,427.58	22,489.60	89.96
E10	E10 Sub Totals:	570,740.00	34,086.94	34,086.94	536,653.06	31,079.13	505,573.93	88.58
E20	Vehicle Expense							
	Service & Repair - Equipment	11,000.00	0.00	0.00	11,000.00	5,112.16	5,887.84	53.53
	Service & Repair - Heavy Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E20	E20 Sub Totals:	11,000.00	0.00	0.00	11,000.00	5,112.16	5,887.84	53.53
E30	Supply Expense							
	Supplies - Office	1,000.00	98.00	98.00	902.00	685.33	216.67	21.67
	Supplies - Concession	41,000.00	1,797.86	1,797.86	39,202.14	873.98	38,328.16	93.48
	Supplies - Park Programs	14,000.00	0.00	0.00	14,000.00	414.10	13,585.90	97.04
	Supplies - Resale Merchandise	6,000.00	2,668.92	2,668.92	3,331.08	175.00	3,156.08	52.60
E30	E30 Sub Totals:	62,000.00	4,564.78	4,564.78	57,435.22	2,148.41	55,286.81	89.17
E40	Operations Expense							
	BASS Program Expense	15,000.00	957.50	957.50	14,042.50	1,423.54	12,618.96	84.13
	Aquatic Program Expense	4,000.00	185.64	185.64	3,814.36	0.00	3,814.36	95.36
	Credit Card Fees	12,780.00	477.77	477.77	12,302.23	61.97	12,240.26	95.78
	Dues & Subscriptions	500.00	0.00	0.00	500.00	342.00	158.00	31.60
E40	E40 Sub Totals:	32,280.00	1,620.91	1,620.91	30,659.09	1,827.51	28,831.58	89.32
E55	Professional Services							
	Prof Services - Advertising	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
	Prof Service - Basketball	43,305.00	8,439.15	8,439.15	34,865.85	225.00	34,640.85	79.99
	Prof Services - Other	41,040.00	1,834.36	1,834.36	39,205.64	0.00	39,205.64	95.53
	Prof Services - Aerobic Instr	57,720.00	1,645.00	1,645.00	56,075.00	0.00	56,075.00	97.15

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0430-5589	Prof Services - Printing	5,000.00	0.00	0.00	5,000.00	342.71	4,657.29	93.15
E55 Sub Totals:		149,565.00	11,918.51	11,918.51	137,646.49	567.71	137,078.78	91.65
E60	Miscellaneous Expense							
001-0430-5485	Inspections & Monitoring	3,900.00	0.00	0.00	3,900.00	2,922.00	978.00	25.08
E60 Sub Totals:		3,900.00	0.00	0.00	3,900.00	2,922.00	978.00	25.08
Expense Sub Totals:		1,569,118.69	111,372.66	111,372.66	1,457,746.03	43,751.92	1,413,994.11	90.11
Dept 0430 Sub Totals:		615,623.69	1,595.35	1,595.35	614,028.34	43,751.92		
Dept 001-0440	Parks - Alcoa							
R36	Park Program Fccs							
001-0440-4260	Parks Rental	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
R36 Sub Totals:		5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
R74	Sponsorships							
001-0440-4740	Sponsorship/Rebates	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
R74 Sub Totals:		2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
Revenue Sub Totals:		7,500.00	0.00	0.00	7,500.00	0.00	7,500.00	100.00
E10	Building & Grounds Exp							
001-0440-5104	Repairs & Maint - Grounds	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
001-0440-5110	Utilities - Electric	7,800.00	369.00	369.00	7,431.00	0.00	7,431.00	95.27
001-0440-5112	Utilities - Water	3,000.00	70.66	70.66	2,929.34	0.00	2,929.34	97.64
E10 Sub Totals:		15,800.00	439.66	439.66	15,360.34	0.00	15,360.34	97.22
Expense Sub Totals:		15,800.00	439.66	439.66	15,360.34	0.00	15,360.34	97.22
Dept 0440 Sub Totals:		8,300.00	439.66	439.66	7,860.34	0.00		
Dept 001-0450	Parks - Ashley							
E10	Building & Grounds Exp							
001-0450-5104	Repairs & Maint - Grounds	3,500.00	0.00	0.00	3,500.00	51.19	3,448.81	98.54
001-0450-5110	Utilities - Electric	4,000.00	175.08	175.08	3,824.92	0.00	3,824.92	95.62
E10 Sub Totals:		7,500.00	175.08	175.08	7,324.92	51.19	7,273.73	96.98
Expense Sub Totals:		7,500.00	175.08	175.08	7,324.92	51.19	7,273.73	96.98
Dept 0450 Sub Totals:		7,500.00	175.08	175.08	7,324.92	51.19		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 001-0500	Fire							
R15	Taxes - Property							
001-0500-4156	Fire Rescue Funds	700.00	0.00	0.00	700.00	0.00	700.00	100.00
R15 Sub Totals:		700.00	0.00	0.00	700.00	0.00	700.00	100.00
R60	Miscellaneous Revenue							
001-0500-4600	Miscellaneous Revenue	250.00	0.00	0.00	250.00	0.00	250.00	100.00
R60 Sub Totals:		250.00	0.00	0.00	250.00	0.00	250.00	100.00
R62	Intergovernmental Tsfrs							
001-0500-4627	Xfr Designated Tax	1,130,000.00	108,658.41	108,658.41	1,021,341.59	0.00	1,021,341.59	90.38
001-0500-4629	Xfr Fire Special Tax	1,669,500.00	139,125.00	139,125.00	1,530,375.00	0.00	1,530,375.00	91.67
R62 Sub Totals:		2,799,500.00	247,783.41	247,783.41	2,551,716.59	0.00	2,551,716.59	91.15
R66	Sale of Equipment							
001-0500-4900	Sale of Fixed Assets	15,000.00	30,469.01	30,469.01	-15,469.01	0.00	-15,469.01	0.00
R66 Sub Totals:		15,000.00	30,469.01	30,469.01	-15,469.01	0.00	-15,469.01	0.00
Revenue Sub Totals:		2,815,450.00	278,252.42	278,252.42	2,537,197.58	0.00	2,537,197.58	90.12
E01	Personnel Expense							
001-0500-5000	Salary Expense	2,187,385.05	170,565.82	170,565.82	2,016,819.23	0.00	2,016,819.23	92.20
001-0500-5010	Overtime Expense	194,584.06	15,915.24	15,915.24	178,668.82	0.00	178,668.82	91.82
001-0500-5020	FICA Expense	37,887.17	2,798.68	2,798.68	35,088.49	0.00	35,088.49	92.61
001-0500-5022	Unemployment Expense	3,060.00	110.11	110.11	2,949.89	0.00	2,949.89	96.40
001-0500-5025	Worker's Comp Expense	77,309.00	47,740.74	47,740.74	29,568.26	0.00	29,568.26	38.25
001-0500-5030	APERS Expense	5,501.64	416.99	416.99	5,084.65	0.00	5,084.65	92.42
001-0500-5035	LOPFI Expense	563,506.34	43,841.45	43,841.45	519,664.89	0.00	519,664.89	92.22
001-0500-5036	LOPFI Perm Advance	-150,000.00	0.00	0.00	-150,000.00	0.00	-150,000.00	0.00
001-0500-5040	Health Insurance Expense	445,954.68	34,653.44	34,653.44	411,301.24	0.00	411,301.24	92.23
001-0500-5050	Physical & Drug Screen Exp	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
001-0500-5055	Uniform Expense	16,000.00	348.31	348.31	15,651.69	685.07	14,966.62	93.54
001-0500-5060	Travel & Training Expense	18,150.00	3,500.00	3,500.00	14,650.00	892.00	13,758.00	75.80
001-0500-5061	Training Aids	10,500.00	1,119.04	1,119.04	9,380.96	0.00	9,380.96	89.34
E01 Sub Totals:		3,419,837.94	321,009.82	321,009.82	3,098,828.12	1,577.07	3,097,251.05	90.57
E10	Building & Grounds Exp							
001-0500-5102	Repairs & Maint - Building	40,000.00	1,586.99	1,586.99	38,413.01	1,718.17	36,694.84	91.74
001-0500-5110	Utilities - Electric	39,900.00	2,764.49	2,764.49	37,135.51	0.00	37,135.51	93.07
001-0500-5111	Utilities - Gas	4,500.00	1,654.76	1,654.76	2,845.24	0.00	2,845.24	63.23
001-0500-5112	Utilities - Water	7,500.00	607.57	607.57	6,892.43	0.00	6,892.43	91.90
001-0500-5115	Communication Exp - Telephone	19,900.00	2,981.94	2,981.94	16,918.06	0.00	16,918.06	85.02

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0500-5116	Communication Exp - Cellular	9,300.00	0.00	0.00	9,300.00	413.02	8,886.98	95.56
001-0500-5120	Insurance - Property	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00	100.00
001-0500-5130	Sanitation	2,500.00	345.64	345.64	2,154.36	0.00	2,154.36	86.17
001-0500-5141	Pest/Chem/Seed/Fert	2,000.00	241.97	241.97	1,758.03	0.00	1,758.03	87.90
001-0500-5142	Janitorial Supplies and Main	13,500.00	3,036.97	3,036.97	10,463.03	28.59	10,434.44	77.29
001-0500-5145	Tools	1,200.00	0.00	0.00	1,200.00	67.09	1,132.91	94.41
E10 Sub Totals:		147,800.00	13,220.33	13,220.33	134,579.67	2,226.87	132,352.80	89.55
E20	Vehicle Expense							
001-0500-5200	Fuel Expense	33,000.00	2,004.85	2,004.85	30,995.15	56.79	30,938.36	93.75
001-0500-5210	Service & Repair - Vehicle	2,500.00	0.00	0.00	2,500.00	65.11	2,434.89	97.40
001-0500-5212	Service & Repair - Equipment	3,000.00	0.00	0.00	3,000.00	887.50	2,112.50	70.42
001-0500-5216	Service & Repair - Apparatus	42,000.00	224.98	224.98	41,775.02	1,103.02	40,672.00	96.84
001-0500-5218	Tire Expense	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
001-0500-5225	Insurance Expense - Vehicle	22,000.00	18,735.71	18,735.71	3,264.29	-729.19	3,993.48	18.15
001-0500-5230	Radios	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	100.00
E20 Sub Totals:		116,000.00	20,965.54	20,965.54	95,034.46	1,383.23	93,651.23	80.73
E30	Supply Expense							
001-0500-5300	Supplies - Office	3,250.00	754.50	754.50	2,495.50	93.34	2,402.16	73.91
001-0500-5302	Supplies - Kitchen	1,200.00	0.00	0.00	1,200.00	4.79	1,195.21	99.60
001-0500-5306	Supplies - Food Allowance	43,800.00	0.00	0.00	43,800.00	1,769.24	42,030.76	95.96
001-0500-5318	Supplies - Foam	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-0500-5320	Supplies - Hazardous Mat'l	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-0500-5323	Material and Maint	1,800.00	0.00	0.00	1,800.00	3.29	1,796.71	99.82
001-0500-5350	Postage Expense	300.00	144.37	144.37	155.63	0.00	155.63	51.88
E30 Sub Totals:		53,850.00	898.87	898.87	52,951.13	1,870.66	51,080.47	94.86
E40	Operations Expense							
001-0500-5480	Dues & Subscriptions	1,350.00	96.00	96.00	1,254.00	100.00	1,154.00	85.48
001-0500-5530	Safety Program	12,200.00	0.00	0.00	12,200.00	0.00	12,200.00	100.00
E40 Sub Totals:		13,550.00	96.00	96.00	13,454.00	100.00	13,354.00	98.55
E55	Professional Services							
001-0500-5553	Prof Services - Advertising	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-0500-5574	Prof Services - GIS	0.00	0.00	0.00	0.00	543.60	-543.60	0.00
001-0500-5586	Prof Services - Other	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-0500-5589	Prof Services - Printing	500.00	0.00	0.00	500.00	0.00	500.00	100.00
E55 Sub Totals:		3,000.00	0.00	0.00	3,000.00	543.60	2,456.40	81.88
E60	Miscellaneous Expense							
001-0500-5604	Hardware - New & Renewals	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0500-5606	IT Projects & Labor	7,440.00	0.00	0.00	7,440.00	0.00	7,440.00	100.00
001-0500-5608	Software - New & Renewals	600.00	0.00	0.00	600.00	0.00	600.00	100.00
E60 Sub Totals:		13,040.00	0.00	0.00	13,040.00	0.00	13,040.00	100.00
E80	Fixed Assets							
001-0500-5811	Other Assets-Fire	41,928.80	0.00	0.00	41,928.80	41,928.80	0.00	0.00
001-0500-5840	Principal Loan - Vehicles	158,782.56	13,101.49	13,101.49	145,681.07	0.00	145,681.07	91.75
E80 Sub Totals:		200,711.36	13,101.49	13,101.49	187,609.87	41,928.80	145,681.07	72.58
E85	Interest Expense							
001-0500-5850	Interest Expense	13,547.75	1,262.51	1,262.51	12,285.24	0.00	12,285.24	90.68
E85 Sub Totals:		13,547.75	1,262.51	1,262.51	12,285.24	0.00	12,285.24	90.68
	Expense Sub Totals:	3,981,337.05	370,554.56	370,554.56	3,610,782.49	49,630.23	3,561,152.26	89.45
Dept 001-0510	Dept 0500 Sub Totals:	1,165,887.05	92,302.14	92,302.14	1,073,584.91	49,630.23	65,000.00	100.00
R15	Fire - Springhill Vol							
001-0510-4152	Taxes - Property	65,000.00	0.00	0.00	65,000.00	0.00	65,000.00	100.00
	Springhill VFD Assessment	65,000.00	0.00	0.00	65,000.00	0.00	65,000.00	100.00
R15 Sub Totals:		65,000.00	0.00	0.00	65,000.00	0.00	65,000.00	100.00
E30	Revenue Sub Totals:	65,000.00	0.00	0.00	65,000.00	0.00	65,000.00	100.00
001-0510-5323	Supply Expense	116,875.62	0.00	0.00	116,875.62	54,054.67	62,820.95	53.75
	Material and Maint	116,875.62	0.00	0.00	116,875.62	54,054.67	62,820.95	53.75
E30 Sub Totals:		116,875.62	0.00	0.00	116,875.62	54,054.67	62,820.95	53.75
	Expense Sub Totals:	51,875.62	0.00	0.00	51,875.62	54,054.67	62,820.95	53.75
Dept 001-0600	Dept 0510 Sub Totals:	780.00	67.14	67.14	712.86	0.00	712.86	91.39
R40	Police							
001-0600-4422	Fines & Forfeitures	780.00	67.14	67.14	712.86	0.00	712.86	91.39
	Intoximeter Revenue	780.00	67.14	67.14	712.86	0.00	712.86	91.39
R40 Sub Totals:		780.00	67.14	67.14	712.86	0.00	712.86	91.39
R60	Miscellaneous Revenue							
001-0600-4600	Miscellaneous Revenue	70,000.00	165.00	165.00	69,835.00	0.00	69,835.00	99.76
R60 Sub Totals:		70,000.00	165.00	165.00	69,835.00	0.00	69,835.00	99.76
R62	Intergovernmental Tsfrs							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0600-4627	Xfer Designated Tax	1,130,000.00	92,750.00	92,750.00	1,037,250.00	0.00	1,037,250.00	91.79
R62	R62 Sub Totals:	1,130,000.00	92,750.00	92,750.00	1,037,250.00	0.00	1,037,250.00	91.79
	Sale of Equipment							
001-0600-4900	Sale of Fixed Assets	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
R66	R66 Sub Totals:	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
R70	Grant Revenue							
001-0600-4700	Grant - Police DUI/Step	26,700.00	4,569.91	4,569.91	22,130.09	0.00	22,130.09	82.88
001-0600-4702	Grant - Body Armor	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-0600-4704	Grant - JAG Equip	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
R70	R70 Sub Totals:	31,200.00	4,569.91	4,569.91	26,630.09	0.00	26,630.09	85.35
	Revenue Sub Totals:	1,256,980.00	97,552.05	97,552.05	1,159,427.95	0.00	1,159,427.95	92.24
E01	Personnel Expense							
001-0600-5000	Salary Expense	1,674,479.75	139,948.57	139,948.57	1,534,531.18	0.00	1,534,531.18	91.64
001-0600-5010	Overtime Expense	65,000.00	2,936.47	2,936.47	62,063.53	0.00	62,063.53	95.48
001-0600-5020	FICA Expense	133,070.20	10,838.10	10,838.10	122,232.10	0.00	122,232.10	91.86
001-0600-5022	Unemployment Expense	2,280.00	184.13	184.13	2,095.87	0.00	2,095.87	91.92
001-0600-5025	Worker's Comp Expense	36,341.00	16,760.96	16,760.96	19,580.04	0.00	19,580.04	53.88
001-0600-5030	APERS Expense	4,103.49	315.72	315.72	3,787.77	0.00	3,787.77	92.31
001-0600-5035	LOPFI Expense	387,207.32	33,689.41	33,689.41	353,517.91	0.00	353,517.91	91.30
001-0600-5036	LOPFI Prem Advance	-135,000.00	0.00	0.00	-135,000.00	0.00	-135,000.00	0.00
001-0600-5040	Health Insurance Expense	320,604.72	25,025.90	25,025.90	295,578.82	0.00	295,578.82	92.19
001-0600-5050	Physical & Drug Screen Exp	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-0600-5055	Uniform Expense	14,000.00	-264.26	-264.26	14,264.26	597.57	13,666.69	97.62
001-0600-5056	Uniform Expenses - PR Benefit	15,120.00	1,080.00	1,080.00	14,040.00	0.00	14,040.00	92.86
001-0600-5057	Uniform Expense - New Officer	15,000.00	974.51	974.51	14,025.49	1,043.67	12,981.82	86.55
001-0600-5060	Travel & Training Expense	27,500.00	2,707.00	2,707.00	24,793.00	3,824.41	20,968.59	76.25
001-0600-5061	Training Aids	3,000.00	61.47	61.47	2,938.53	10.95	2,927.58	97.59
001-0600-5065	First Aid Expense	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0600-5705	Grant Expense - DUI/Step	26,700.00	1,112.26	1,112.26	25,587.74	0.00	25,587.74	95.83
E01	E01 Sub Totals:	2,592,906.48	235,370.24	235,370.24	2,357,536.24	5,476.60	2,352,059.64	90.71
	Building & Grounds Exp							
001-0600-5102	Repairs & Maint - Building	15,000.00	44.89	44.89	14,955.11	1,060.82	13,894.29	92.63
001-0600-5110	Utilities - Electric	13,992.00	838.21	838.21	13,153.79	0.00	13,153.79	94.01
001-0600-5111	Utilities - Gas	1,100.00	213.22	213.22	886.78	0.00	886.78	80.62
001-0600-5112	Utilities - Water	1,600.00	90.61	90.61	1,509.39	0.00	1,509.39	94.34
001-0600-5115	Communication Exp - Telephone	30,741.96	2,743.94	2,743.94	27,998.02	0.00	27,998.02	91.07
001-0600-5116	Communication Exp - Cellular	45,600.00	1,032.04	1,032.04	44,567.96	2,141.93	42,426.03	93.04



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0600-5120	Insurance - Property	2,800.00	0.00	0.00	2,800.00	0.00	2,800.00	100.00
001-0600-5130	Sanitation	780.00	64.32	64.32	715.68	0.00	715.68	91.75
001-0600-5141		0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0600-5142	Janitorial Supplies and Main	5,000.00	0.00	0.00	5,000.00	456.29	4,543.71	90.87
	<b>E10 Sub Totals:</b>	<b>116,613.96</b>	<b>5,027.23</b>	<b>5,027.23</b>	<b>111,586.73</b>	<b>3,659.04</b>	<b>107,927.69</b>	<b>92.55</b>
E20	Vehicle Expense							
001-0600-5200	Fuel Expense	120,000.00	8,065.77	8,065.77	111,934.23	45.00	111,889.23	93.24
001-0600-5210	Service & Repair - Vehicle	47,000.00	2,590.45	2,590.45	44,409.55	3,560.40	40,849.15	86.91
001-0600-5212	Service & Repair - Equipment	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-0600-5213	Equipment Repairs	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-0600-5214	Service & Repair - Heavy Equip	750.00	0.00	0.00	750.00	0.00	750.00	100.00
001-0600-5218	Tire Expense	18,000.00	867.14	867.14	17,132.86	3,078.40	14,054.46	78.08
001-0600-5225	Insurance Expense - Vehicle	30,000.00	19,765.01	19,765.01	10,234.99	0.00	10,234.99	34.12
001-0600-5230	Radios	10,500.00	0.00	0.00	10,500.00	0.00	10,500.00	100.00
001-0600-5245	Narcotics Rental	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	<b>E20 Sub Totals:</b>	<b>231,250.00</b>	<b>31,288.37</b>	<b>31,288.37</b>	<b>199,961.63</b>	<b>6,683.80</b>	<b>193,277.83</b>	<b>83.58</b>
E30	Supply Expense							
001-0600-5300	Supplies - Office	5,000.00	1,144.23	1,144.23	3,855.77	404.76	3,451.01	69.02
001-0600-5310	Supplies - Weapons	3,000.00	0.00	0.00	3,000.00	949.99	2,050.01	68.33
001-0600-5312	Supplies - Ammunition	19,600.00	0.00	0.00	19,600.00	0.00	19,600.00	100.00
001-0600-5314	Supplies - Raid Vests	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
001-0600-5322	Supplies - Operating - CID	2,900.00	84.79	84.79	2,815.21	0.00	2,815.21	97.08
001-0600-5350	Postage Expense	800.00	0.00	0.00	800.00	8.64	791.36	98.92
001-0600-5380	Prisoner Care Expense	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	<b>E30 Sub Totals:</b>	<b>41,800.00</b>	<b>1,229.02</b>	<b>1,229.02</b>	<b>40,570.98</b>	<b>1,363.39</b>	<b>39,207.59</b>	<b>93.80</b>
E40	Operations Expense							
001-0600-5480	Dues & Subscriptions	2,000.00	109.00	109.00	1,891.00	0.00	1,891.00	94.55
001-0600-5525	Comm Crime Prevention Outreach	5,900.00	0.00	0.00	5,900.00	51.86	5,848.14	99.12
001-0600-5530	Safety Program	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-0600-5531	Radios - Police	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
	<b>E40 Sub Totals:</b>	<b>11,100.00</b>	<b>109.00</b>	<b>109.00</b>	<b>10,991.00</b>	<b>51.86</b>	<b>10,939.14</b>	<b>98.55</b>
E55	Professional Services							
001-0600-5553	Prof Services - Advertising	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-0600-5586	Prof Services - Other	6,000.00	0.00	0.00	6,000.00	75.00	5,925.00	98.75
001-0600-5589	Prof Services - Printing	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	<b>E55 Sub Totals:</b>	<b>7,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>75.00</b>	<b>7,425.00</b>	<b>99.00</b>
E60	Miscellaneous Expense							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0600-5604	Hardware - New & Renewals	19,800.00	0.00	0.00	19,800.00	19,082.60	717.40	3.62
001-0600-5606	IT Projects & Labor	7,440.00	0.00	0.00	7,440.00	0.00	7,440.00	100.00
001-0600-5608	Software - New & Renewals	41,900.00	27,602.48	27,602.48	14,297.52	5,964.00	8,333.52	19.89
001-0600-5616	Interpreter-Police	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0600-5617	Misc/Equipment Police	800.00	0.00	0.00	800.00	0.00	800.00	100.00
E60	E60 Sub Totals:	70,440.00	27,602.48	27,602.48	42,837.52	25,046.60	17,790.92	25.26
	Grant Expense							
001-0600-5700	Grant Expense	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
E70	E70 Sub Totals:	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
	Fixed Assets							
001-0600-5840	Principal Loan - Vehicles	330,000.00	27,074.60	27,074.60	302,925.40	27,186.63	275,738.77	83.56
E80	E80 Sub Totals:	330,000.00	27,074.60	27,074.60	302,925.40	27,186.63	275,738.77	83.56
	Interest Expense							
001-0600-5850	Interest Expense	13,500.00	1,402.23	1,402.23	12,097.77	0.00	12,097.77	89.61
E85	E85 Sub Totals:	13,500.00	1,402.23	1,402.23	12,097.77	0.00	12,097.77	89.61
	Expense Sub Totals:	3,419,610.44	329,103.17	329,103.17	3,090,507.27	69,542.92	3,020,964.35	88.34
Dept 001-0610	Dept 0600 Sub Totals:	2,162,630.44	231,551.12	231,551.12	1,931,079.32	69,542.92		
R60	Police - Dispatch							
001-0610-4650	Miscellaneous Revenue	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
	Emerg Telephone Service Rev							
R60	R60 Sub Totals:	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
	Revenue Sub Totals:	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
E01	Personnel Expense							
001-0610-5000	Salary Expense	297,215.81	23,383.40	23,383.40	273,832.41	0.00	273,832.41	92.13
001-0610-5010	Overtime Expense	40,000.00	5,994.45	5,994.45	34,005.55	0.00	34,005.55	85.01
001-0610-5020	FICA Expense	26,087.00	2,183.87	2,183.87	23,903.13	0.00	23,903.13	91.63
001-0610-5022	Unemployment Expense	720.00	90.37	90.37	629.63	0.00	629.63	87.45
001-0610-5025	Worker's Comp Expense	7,250.00	4,693.07	4,693.07	2,556.93	0.00	2,556.93	35.27
001-0610-5030	APERS Expense	46,459.45	4,256.50	4,256.50	42,202.95	0.00	42,202.95	90.84
001-0610-5040	Health Insurance Expense	70,002.84	4,995.76	4,995.76	65,007.08	0.00	65,007.08	92.86
E01	E01 Sub Totals:	487,735.10	45,597.42	45,597.42	442,137.68	0.00	442,137.68	90.65
	Professional Services							
001-0610-5565	Prof Services - Dispatch	1,950.00	0.00	0.00	1,950.00	0.00	1,950.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E60	E55 Sub Totals:	1,950.00	0.00	0.00	1,950.00	0.00	1,950.00	100.00
001-0610-5606	Miscellaneous Expense							
001-0610-5650	IT Projects & Labor	2,500.00	500.00	500.00	2,000.00	0.00	2,000.00	80.00
	Emerg Telephone Service Exp	88,980.00	0.00	0.00	88,980.00	0.00	88,980.00	100.00
	E60 Sub Totals:	91,480.00	500.00	500.00	90,980.00	0.00	90,980.00	99.45
	Expense Sub Totals:	581,165.10	46,097.42	46,097.42	535,067.68	0.00	535,067.68	92.07
Dept 001-0620	Dept 0610 Sub Totals:	506,165.10	46,097.42	46,097.42	460,067.68	0.00		
R64	Police - SRO							
001-0620-4640	Reimbursement	239,000.00	0.00	0.00	239,000.00	0.00	239,000.00	100.00
	Bryant School - SRO Reim							
	R64 Sub Totals:	239,000.00	0.00	0.00	239,000.00	0.00	239,000.00	100.00
	Revenue Sub Totals:	239,000.00	0.00	0.00	239,000.00	0.00	239,000.00	100.00
E01	Personnel Expense							
001-0620-5000	Salary Expense	372,992.82	23,908.92	23,908.92	349,083.90	0.00	349,083.90	93.59
001-0620-5010	Overtime Expense	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-0620-5020	FICA Expense	28,292.19	1,746.48	1,746.48	26,545.71	0.00	26,545.71	93.83
001-0620-5022	Unemployment Expense	540.00	0.00	0.00	540.00	0.00	540.00	100.00
001-0620-5025	Worker's Comp Expense	5,100.00	3,128.71	3,128.71	1,971.29	0.00	1,971.29	38.65
001-0620-5035	LOPFI Expense	86,675.67	5,660.90	5,660.90	81,014.77	0.00	81,014.77	93.47
001-0620-5036	LOPFI Prem Advance	-22,000.00	0.00	0.00	-22,000.00	0.00	-22,000.00	0.00
001-0620-5040	Health Insurance Expense	71,198.64	5,027.16	5,027.16	66,171.48	0.00	66,171.48	92.94
001-0620-5050	Physical & Drug Screen Exp	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-0620-5056	Uniform Expenses	8,400.00	180.00	180.00	8,220.00	2,596.07	5,623.93	66.95
001-0620-5060	Travel & Training Expense	12,000.00	0.00	0.00	12,000.00	8,070.68	3,929.32	32.74
	E01 Sub Totals:	564,699.32	39,652.17	39,652.17	525,047.15	10,666.75	514,380.40	91.09
E10	Building & Grounds Exp							
001-0620-5116	Communication Exp - Cellular	9,600.00	0.00	0.00	9,600.00	640.10	8,959.90	93.33
	E10 Sub Totals:	9,600.00	0.00	0.00	9,600.00	640.10	8,959.90	93.33
E60	Miscellaneous Expense							
001-0620-5608	Software - New & Renewals	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
	E60 Sub Totals:	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
	Expense Sub Totals:	576,799.32	39,652.17	39,652.17	537,147.15	11,306.85	525,840.30	91.17

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 001-0630	Dept 0620 Sub Totals:	337,799.32	39,652.17	39,652.17	298,147.15			
E30	Police - K9					11,306.85		
001-0630-5306	Supply Expense							
	Supplies - Food Allowance	1,800.00	0.00	0.00	1,800.00	0.00	1,800.00	100.00
E40	E30 Sub Totals:	1,800.00	0.00	0.00	1,800.00			
001-0630-5500	Operations Expense	5,500.00	0.00	0.00	5,500.00	269.99	5,230.01	95.09
	K9 Training							
E55	E40 Sub Totals:	5,500.00	0.00	0.00	5,500.00	269.99	5,230.01	95.09
001-0630-5592	Professional Services	2,500.00	0.00	0.00	2,500.00	253.75	2,246.25	89.85
	Prof Services - Veterinarian							
E55 Sub Totals:		2,500.00	0.00	0.00	2,500.00	253.75	2,246.25	89.85
Expense Sub Totals:		9,800.00	0.00	0.00	9,800.00	523.74	9,276.26	94.66
Dept 001-0700	Dept 0630 Sub Totals:	9,800.00	0.00	0.00	9,800.00	523.74		
R10	Code Enforcement	40,000.00	3,574.30	3,574.30	36,425.70	0.00	36,425.70	91.06
001-0700-4656	Taxes - Sales							
	Alcohol Sales Tax Collected	40,000.00	3,574.30	3,574.30	36,425.70	0.00	36,425.70	91.06
R20	R10 Sub Totals:	40,000.00	3,574.30	3,574.30	36,425.70	0.00	36,425.70	91.06
001-0700-4200	Licenses Permits & Fees	3,500.00	1,100.95	1,100.95	2,399.05	0.00	2,399.05	68.54
001-0700-4204	Act 474 Commercial Surcharge	120.00	0.00	0.00	120.00	0.00	120.00	100.00
001-0700-4208	Amusement Game Fees	90,250.00	17,550.00	17,550.00	72,700.00	0.00	72,700.00	80.55
001-0700-4210	Business License	2,500.00	326.72	326.72	2,173.28	0.00	2,173.28	86.93
001-0700-4212	Commercial Remodel Permits	3,000.00	405.00	405.00	2,595.00	0.00	2,595.00	86.50
001-0700-4214	Drainage Fees	60,000.00	14,242.92	14,242.92	45,757.08	0.00	45,757.08	76.26
001-0700-4216	Electrical Permits	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-0700-4218	Electrical Reinspection	300.00	100.00	100.00	200.00	0.00	200.00	66.67
001-0700-4220	Fence Permits	35,000.00	1,448.17	1,448.17	33,551.83	0.00	33,551.83	95.86
001-0700-4226	HVACR Permits	2,000.00	40.00	40.00	1,960.00	0.00	1,960.00	98.00
001-0700-4228	Mobile Home Permits	40,000.00	16,965.50	16,965.50	23,034.50	0.00	23,034.50	57.59
001-0700-4230	New Commercial Permits	2,500.00	931.72	931.72	1,568.28	0.00	1,568.28	62.73
001-0700-4232	Permits - Other	35,000.00	2,643.18	2,643.18	32,356.82	0.00	32,356.82	92.45
001-0700-4234	Plumbing/Gas Inspections	1,000.00	120.00	120.00	880.00	0.00	880.00	88.00
001-0700-4236	Re-Inspection Fees	30,000.00	3,367.40	3,367.40	26,632.60	0.00	26,632.60	88.78
001-0700-4238	Residential Building Permits	1,000.00	35.00	35.00	965.00	0.00	965.00	96.50
001-0700-4240	Residential Remodel Permits	175.00	0.00	0.00	175.00	0.00	175.00	100.00
001-0700-4242	Sanitation License	7,000.00	135.00	135.00	6,865.00	0.00	6,865.00	98.07
	Sign Permits							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-0700-4244	Solicitation Permits	500.00	15.00	15.00	485.00	0.00	485.00	97.00
001-0700-4248	Storage Building Permits	800.00	40.00	40.00	760.00	0.00	760.00	95.00
001-0700-4252	Swimming Pool Permits	900.00	0.00	0.00	900.00	0.00	900.00	100.00
001-0700-4258	Alcohol Permits - Revenue	28,000.00	0.00	0.00	28,000.00	0.00	28,000.00	100.00
R20 Sub Totals:		344,545.00	59,466.56	59,466.56	285,078.44	0.00	285,078.44	82.74
R60	Miscellaneous Revenue							
001-0700-4602	A&P Admin Fees	24,000.00	3,441.34	3,441.34	20,558.66	0.00	20,558.66	85.66
R60 Sub Totals:		24,000.00	3,441.34	3,441.34	20,558.66	0.00	20,558.66	85.66
R64	Reimbursement							
001-0700-4560	Vacant Home Cleanup - Revenue	500.00	0.00	0.00	500.00	0.00	500.00	100.00
R64 Sub Totals:		500.00	0.00	0.00	500.00	0.00	500.00	100.00
Revenue Sub Totals:		409,045.00	66,482.20	66,482.20	342,562.80	0.00	342,562.80	83.75
E01	Personnel Expense							
001-0700-5000	Salary Expense	223,591.62	14,962.90	14,962.90	208,628.72	0.00	208,628.72	93.31
001-0700-5010	Overtime Expense	2,000.00	26.78	26.78	1,973.22	0.00	1,973.22	98.66
001-0700-5020	FICA Expense	17,257.75	1,126.89	1,126.89	16,130.86	0.00	16,130.86	93.47
001-0700-5022	Unemployment Expense	300.00	20.17	20.17	279.83	0.00	279.83	93.28
001-0700-5025	Worker's Comp Expense	2,750.00	2,458.27	2,458.27	291.73	0.00	291.73	10.61
001-0700-5030	APERS Expense	34,563.63	2,296.42	2,296.42	32,267.21	0.00	32,267.21	93.36
001-0700-5040	Health Insurance Expense	45,149.76	3,335.74	3,335.74	41,814.02	0.00	41,814.02	92.61
001-0700-5050	Physical & Drug Screen Exp	150.00	0.00	0.00	150.00	0.00	150.00	100.00
001-0700-5055	Uniform Expense	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-0700-5060	Travel & Training Expense	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
E01 Sub Totals:		332,262.76	24,227.17	24,227.17	308,035.59	0.00	308,035.59	92.71
E10	Building & Grounds Exp							
001-0700-5102	Repairs & Maint - Building	100.00	3.09	3.09	96.91	0.00	96.91	96.91
001-0700-5110	Utilities - Electric	1,140.00	53.94	53.94	1,086.06	0.00	1,086.06	95.27
001-0700-5111	Utilities - Gas	60.00	14.71	14.71	45.29	0.00	45.29	75.48
001-0700-5112	Utilities - Water	120.00	6.25	6.25	113.75	0.00	113.75	94.79
001-0700-5115	Communication Exp - Telephone	2,100.00	172.84	172.84	1,927.16	0.00	1,927.16	91.77
001-0700-5116	Communication Exp - Cellular	2,460.00	0.00	0.00	2,460.00	642.49	1,817.51	73.88
E10 Sub Totals:		5,980.00	250.83	250.83	5,729.17	642.49	5,086.68	85.06
E20	Vehicle Expense							
001-0700-5200	Fuel Expense	5,000.00	390.00	390.00	4,610.00	0.00	4,610.00	92.20
001-0700-5210	Service & Repair - Vehicle	3,000.00	32.84	32.84	2,967.16	884.21	2,082.95	69.43
001-0700-5225	Insurance Expense - Vehicle	500.00	960.22	960.22	-460.22	0.00	-460.22	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E30	E20 Sub Totals:	8,500.00	1,383.06	1,383.06	7,116.94	884.21	6,232.73	73.33
	Supply Expense							
001-0700-5300	Supplies - Office	800.00	130.63	130.63	669.37	180.54	488.83	61.10
001-0700-5350	Postage Expense	100.00	0.00	0.00	100.00	0.00	100.00	100.00
E30 Sub Totals:		900.00	130.63	130.63	769.37	180.54	588.83	65.43
E40	Operations Expense							
001-0700-5405	Act 474 Surcharge	4,000.00	950.95	950.95	3,049.05	0.00	3,049.05	76.23
001-0700-5475	Credit Card Fees	2,500.00	725.98	725.98	1,774.02	0.00	1,774.02	70.96
001-0700-5480	Dues & Subscriptions	500.00	140.00	140.00	360.00	0.00	360.00	72.00
E40 Sub Totals:		7,000.00	1,816.93	1,816.93	5,183.07	0.00	5,183.07	74.04
E55	Professional Services							
001-0700-5560	Vacant Home Cleanup	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
001-0700-5568	Prof Services - Elec Insp	15,000.00	1,690.00	1,690.00	13,310.00	0.00	13,310.00	88.73
001-0700-5589	Prof Services - Printing	300.00	0.00	0.00	300.00	0.00	300.00	100.00
E55 Sub Totals:		20,300.00	1,690.00	1,690.00	18,610.00	0.00	18,610.00	91.67
E60	Miscellaneous Expense							
001-0700-5604	Hardware - New & Renewals	6,500.00	0.00	0.00	6,500.00	0.00	6,500.00	100.00
001-0700-5606	IT Projects & Labor	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-0700-5608	Software - New & Renewals	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
E60 Sub Totals:		9,000.00	0.00	0.00	9,000.00	0.00	9,000.00	100.00
	Expense Sub Totals:	383,942.76	29,498.62	29,498.62	354,444.14	1,707.24	352,736.90	91.87
	Dept 0700 Sub Totals:	-25,102.24	-36,983.58	-36,983.58	11,881.34	1,707.24		
	Fund Revenue Sub Totals:	13,609,090.00	1,224,515.99	1,224,515.99	12,384,574.01	0.00	12,384,574.01	91.00
	Fund Expense Sub Totals:	13,844,356.52	1,165,163.01	1,165,163.01	12,679,193.51	384,537.71	12,294,655.80	88.81
	Fund 001 Sub Totals:	235,266.52	-59,352.98	-59,352.98	294,619.50	384,537.71		
Fund 002	Sales Tax Fund							
Dept 002-0100	Administration							
R10	Taxes - Sales							
002-0100-4105	One Cent Sales Tax	4,520,000.00	387,393.59	387,393.59	4,132,606.41	0.00	4,132,606.41	91.43
R10 Sub Totals:		4,520,000.00	387,393.59	387,393.59	4,132,606.41	0.00	4,132,606.41	91.43
R85	Interest Revenue							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
002-0100-4850	Interest Revenue	250.00	66.89	66.89	183.11	0.00	183.11	73.24
	R85 Sub Totals:	250.00	66.89	66.89	183.11	0.00	183.11	73.24
	Revenue Sub Totals:	4,520,250.00	387,460.48	387,460.48	4,132,789.52	0.00	4,132,789.52	91.43
E62	Intergovernmental Tsfr							
002-0100-5620	Xfer to General	4,520,000.00	371,000.00	371,000.00	4,149,000.00	0.00	4,149,000.00	91.79
	E62 Sub Totals:	4,520,000.00	371,000.00	371,000.00	4,149,000.00	0.00	4,149,000.00	91.79
	Expense Sub Totals:							
	Dept 0100 Sub Totals:	-250.00	-16,460.48	-16,460.48	16,210.48	0.00		
	Fund Revenue Sub Totals:	4,520,250.00	387,460.48	387,460.48	4,132,789.52	0.00	4,132,789.52	91.43
	Fund Expense Sub Totals:	4,520,000.00	371,000.00	371,000.00	4,149,000.00	0.00	4,149,000.00	91.79
	Fund 002 Sub Totals:	-250.00	-16,460.48	-16,460.48	16,210.48	0.00		
Fund 003	Franchise Fees Fund							
Dept 003-0100	Administration							
R50	Sale of Services							
003-0100-4502	AT&T / SW Bell Franchise Fee	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00	100.00
003-0100-4506	Centerpoint Energy Franchise Fee	200,000.00	25,136.34	25,136.34	174,863.66	0.00	174,863.66	87.43
003-0100-4508	Fidelity Franchise Fee	15,000.00	17,055.48	17,055.48	-2,055.48	0.00	-2,055.48	0.00
003-0100-4510	Comcast Cable Franchise Fee	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
003-0100-4526	Entergy Franchise Fee	600,000.00	36,884.33	36,884.33	563,115.67	0.00	563,115.67	93.85
003-0100-4528	First Electric Franchise Fee	275,000.00	24,934.15	24,934.15	250,065.85	0.00	250,065.85	90.93
003-0100-4564	Windstream Franchise Fee	15,000.00	5,205.21	5,205.21	9,794.79	0.00	9,794.79	65.30
	R50 Sub Totals:	1,330,000.00	109,215.51	109,215.51	1,220,784.49	0.00	1,220,784.49	91.79
R85	Interest Revenue							
003-0100-4850	Interest Revenue	300.00	60.02	60.02	239.98	0.00	239.98	79.99
	R85 Sub Totals:	300.00	60.02	60.02	239.98	0.00	239.98	79.99
	Revenue Sub Totals:	1,330,300.00	109,275.53	109,275.53	1,221,024.47	0.00	1,221,024.47	91.79
E62	Intergovernmental Tsfr							
003-0100-5620	Xfer to General	175,000.00	14,583.33	14,583.33	160,416.67	0.00	160,416.67	91.67
	E62 Sub Totals:	175,000.00	14,583.33	14,583.33	160,416.67	0.00	160,416.67	91.67

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	175,000.00	14,583.33	14,583.33	160,416.67	0.00	160,416.67	91.67
Dept 003-0800	Dept 0100 Sub Totals:	-1,155,300.00	-94,692.20	-94,692.20	-1,060,607.80	0.00		
E62	Street							
003-0800-5622	Intergovernmental Tsfr							
	Xfer to Fund 185	649,000.20	53,827.33	53,827.33	595,172.87	0.00	595,172.87	91.71
	E62 Sub Totals:	649,000.20	53,827.33	53,827.33	595,172.87	0.00	595,172.87	91.71
	Expense Sub Totals:	649,000.20	53,827.33	53,827.33	595,172.87	0.00	595,172.87	91.71
	Dept 0800 Sub Totals:	649,000.20	53,827.33	53,827.33	595,172.87	0.00	595,172.87	91.71
	Fund Revenue Sub Totals:	1,330,300.00	109,275.53	109,275.53	1,221,024.47	0.00	1,221,024.47	91.79
	Fund Expense Sub Totals:	824,000.20	68,410.66	68,410.66	755,589.54	0.00	755,589.54	91.70
	Fund 003 Sub Totals:	-506,299.80	-40,864.87	-40,864.87	-465,434.93	0.00		
Fund 005	Designated Tax Fund							
Dept 005-0100	Administration	700.00	45.34	45.34	654.66	0.00	654.66	93.52
R85	Interest Revenue							
005-0100-4850	Interest Revenue	700.00	45.34	45.34	654.66	0.00	654.66	93.52
	R85 Sub Totals:	700.00	45.34	45.34	654.66	0.00	654.66	93.52
	Revenue Sub Totals:	700.00	45.34	45.34	654.66	0.00	654.66	93.52
	Dept 0100 Sub Totals:	-700.00	-45.34	-45.34	-654.66	0.00		
Dept 005-0200	Animal Control							
R10	Taxes - Sales							
005-0200-4100	Designated Tax - AC	452,000.00	38,739.36	38,739.36	413,260.64	0.00	413,260.64	91.43
	R10 Sub Totals:	452,000.00	38,739.36	38,739.36	413,260.64	0.00	413,260.64	91.43
	Revenue Sub Totals:	452,000.00	38,739.36	38,739.36	413,260.64	0.00	413,260.64	91.43
	Intergovernmental Tsfr							
E62	Xfer to General - AC	452,000.00	37,083.33	37,083.33	414,916.67	0.00	414,916.67	91.80
005-0200-5620	E62 Sub Totals:	452,000.00	37,083.33	37,083.33	414,916.67	0.00	414,916.67	91.80
	Expense Sub Totals:	452,000.00	37,083.33	37,083.33	414,916.67	0.00	414,916.67	91.80



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 005-0400	Dept 0200 Sub Totals:	0.00	-1,656.03	-1,656.03	1,656.03			
R10	Parks						0.00	
005-0400-4100	Taxes - Sales							
	Designated Tax - Park	452,000.00	38,739.36	38,739.36	413,260.64		413,260.64	91.43
	R10 Sub Totals:	452,000.00	38,739.36	38,739.36	413,260.64		413,260.64	91.43
E62	Revenue Sub Totals:	452,000.00	38,739.36	38,739.36	413,260.64		413,260.64	91.43
005-0400-5620	Intergovernmental Tsfr							
	Xfer to General - Park	452,000.00	37,083.33	37,083.33	414,916.67		414,916.67	91.80
	E62 Sub Totals:	452,000.00	37,083.33	37,083.33	414,916.67		414,916.67	91.80
	Expense Sub Totals:	452,000.00	37,083.33	37,083.33	414,916.67		414,916.67	91.80
Dept 005-0500	Dept 0400 Sub Totals:	0.00	-1,656.03	-1,656.03	1,656.03			
R10	Fire							
005-0500-4100	Taxes - Sales							
	Designated Tax - Fire	1,130,000.00	96,848.40	96,848.40	1,033,151.60		1,033,151.60	91.43
	R10 Sub Totals:	1,130,000.00	96,848.40	96,848.40	1,033,151.60		1,033,151.60	91.43
E62	Revenue Sub Totals:	1,130,000.00	96,848.40	96,848.40	1,033,151.60		1,033,151.60	91.43
005-0500-5620	Intergovernmental Tsfr							
	Xfer to General - Fire	1,130,000.00	108,658.41	108,658.41	1,021,341.59		1,021,341.59	90.38
	E62 Sub Totals:	1,130,000.00	108,658.41	108,658.41	1,021,341.59		1,021,341.59	90.38
	Expense Sub Totals:	1,130,000.00	108,658.41	108,658.41	1,021,341.59		1,021,341.59	90.38
Dept 005-0600	Dept 0500 Sub Totals:	0.00	11,810.01	11,810.01	-11,810.01			
R10	Police							
005-0600-4100	Taxes - Sales							
	Designated Tax - Police	1,130,000.00	96,848.40	96,848.40	1,033,151.60		1,033,151.60	91.43
	R10 Sub Totals:	1,130,000.00	96,848.40	96,848.40	1,033,151.60		1,033,151.60	91.43
E62	Revenue Sub Totals:	1,130,000.00	96,848.40	96,848.40	1,033,151.60		1,033,151.60	91.43
005-0600-5620	Intergovernmental Tsfr							
	Xfer to General - Police	1,130,000.00	92,750.00	92,750.00	1,037,250.00		1,037,250.00	91.79

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E62 Sub Totals:	1,130,000.00	92,750.00	92,750.00	1,037,250.00	0.00	1,037,250.00	91.79
	Expense Sub Totals:	1,130,000.00	92,750.00	92,750.00	1,037,250.00	0.00	1,037,250.00	91.79
Dept 005-0800	Dept 0600 Sub Totals:	0.00	-4,098.40	-4,098.40	4,098.40	0.00		
R10	Street							
005-0800-4100	Taxes - Sales							
	Designated Tax - Street	1,356,000.00	116,218.07	116,218.07	1,239,781.93	0.00	1,239,781.93	91.43
	R10 Sub Totals:	1,356,000.00	116,218.07	116,218.07	1,239,781.93	0.00	1,239,781.93	91.43
	Revenue Sub Totals:	1,356,000.00	116,218.07	116,218.07	1,239,781.93	0.00	1,239,781.93	91.43
E62	Intergovernmental Tsfr							
005-0800-5622	Xfer to Street	1,356,000.00	111,333.33	111,333.33	1,244,666.67	0.00	1,244,666.67	91.79
	E62 Sub Totals:	1,356,000.00	111,333.33	111,333.33	1,244,666.67	0.00	1,244,666.67	91.79
	Expense Sub Totals:	1,356,000.00	111,333.33	111,333.33	1,244,666.67	0.00	1,244,666.67	91.79
	Dept 0800 Sub Totals:	0.00	-4,884.74	-4,884.74	4,884.74	0.00		
	Fund Revenue Sub Totals:	4,520,700.00	387,438.93	387,438.93	4,133,261.07	0.00	4,133,261.07	91.43
	Fund Expense Sub Totals:	4,520,000.00	386,908.40	386,908.40	4,133,091.60	0.00	4,133,091.60	91.44
	Fund 005 Sub Totals:	-700.00	-530.53	-530.53	-169.47	0.00		
Fund 010	Electronic Tax							
Dept 010-0000	Personnel Expense							
E01	Taxable Clothing Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010-0000-5058	E01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 0000 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 020	Fund 010 Sub Totals:	0.00	0.00	0.00	0.00			
Dept 020-0200	Animal Control Donation					0.00		
R68	Animal Control							
020-0200-4680	Donation Revenue	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
020-0200-4682	Donation Revenue Ord 2011-24	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Donation Dog Park -Ord 2011-24							
R68 Sub Totals:		3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
R85	Interest Revenue	5.00	0.92	0.92	4.08	0.00	4.08	81.60
020-0200-4850	Interest Revenue	5.00	0.92	0.92	4.08	0.00	4.08	81.60
R85 Sub Totals:		5.00	0.92	0.92	4.08	0.00	4.08	81.60
E68	Revenue Sub Totals:	3,505.00	0.92	0.92	3,504.08	0.00	3,504.08	99.97
020-0200-5580	Donation Expense	3,505.00	0.00	0.00	3,505.00	0.00	3,505.00	100.00
	AC Donation Expense							
E68 Sub Totals:		3,505.00	0.00	0.00	3,505.00	0.00	3,505.00	100.00
	Expense Sub Totals:	3,505.00	0.00	0.00	3,505.00	0.00	3,505.00	100.00
Dept 0200 Sub Totals:		0.00	-0.92	-0.92	0.92	0.00		
Fund Revenue Sub Totals:		3,505.00	0.92	0.92	3,504.08	0.00	3,504.08	99.97
Fund Expense Sub Totals:		3,505.00	0.00	0.00	3,505.00	0.00	3,505.00	100.00
Fund 030	Fund 020 Sub Totals:	0.00	-0.92	-0.92	0.92	0.00		
Dept 030-0300	Act 1256 of 1995 Court							
R40	Court							
030-0300-4404	Fines & Forfeitures	71,250.00	6,135.00	6,135.00	65,115.00	0.00	65,115.00	91.39
030-0300-4406	Act 1256 Civil Division	360,000.00	28,202.70	28,202.70	331,797.30	0.00	331,797.30	92.17
	Act 1256 District Court Rev							
R40 Sub Totals:		431,250.00	34,337.70	34,337.70	396,912.30	0.00	396,912.30	92.04
E01	Revenue Sub Totals:	431,250.00	34,337.70	34,337.70	396,912.30	0.00	396,912.30	92.04
030-0300-5072	Personnel Expense	5,200.00	394.84	394.84	4,805.16	0.00	4,805.16	92.41
	Act 1256 Judge Retirement							
E01 Sub Totals:		5,200.00	394.84	394.84	4,805.16	0.00	4,805.16	92.41

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E40	Operations Expense							
030-0300-5400	Act 316 of 1991 Expense	250.00	18.12	18.12	231.88	0.00	231.88	92.75
030-0300-5415	Act 918 of 1983 Expense	17,500.00	1,342.64	1,342.64	16,157.36	0.00	16,157.36	92.33
030-0300-5425	Act 1256 Co Admin of Justice	140,500.00	10,741.60	10,741.60	129,758.40	0.00	129,758.40	92.35
030-0300-5430	Act 1256 Court Costs	15,250.00	1,181.04	1,181.04	14,068.96	0.00	14,068.96	92.26
030-0300-5435	Act 1256 City Attorney	28,500.00	2,190.68	2,190.68	26,309.32	0.00	26,309.32	92.31
030-0300-5440	Act 1256 DFA (State)	197,250.00	16,435.04	16,435.04	180,814.96	0.00	180,814.96	91.67
030-0300-5445	Act 1256 Ordinance 89-15	26,000.00	1,966.60	1,966.60	24,033.40	0.00	24,033.40	92.44
030-0300-5495	Act 1256 Intoximeter Expense	900.00	67.14	67.14	832.86	0.00	832.86	92.54
	<b>E40 Sub Totals:</b>	<b>426,150.00</b>	<b>33,942.86</b>	<b>33,942.86</b>	<b>392,207.14</b>	<b>0.00</b>	<b>392,207.14</b>	<b>92.03</b>
	<b>Expense Sub Totals:</b>	<b>431,350.00</b>	<b>34,337.70</b>	<b>34,337.70</b>	<b>397,012.30</b>	<b>0.00</b>	<b>397,012.30</b>	<b>92.04</b>
	<b>Dept 0300 Sub Totals:</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Fund Revenue Sub Totals:</b>	<b>431,250.00</b>	<b>34,337.70</b>	<b>34,337.70</b>	<b>396,912.30</b>	<b>0.00</b>	<b>396,912.30</b>	<b>92.04</b>
	<b>Fund Expense Sub Totals:</b>	<b>431,350.00</b>	<b>34,337.70</b>	<b>34,337.70</b>	<b>397,012.30</b>	<b>0.00</b>	<b>397,012.30</b>	<b>92.04</b>
	<b>Fund 030 Sub Totals:</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	
Fund 031	Act 1809 of 2001 Court Auto							
Dept 031-0300	Court							
R40	Fines & Forfeitures							
031-0300-4408	Act 1809 of 2001 Revenue	29,426.00	3,603.00	3,603.00	25,823.00	0.00	25,823.00	87.76
	<b>R40 Sub Totals:</b>	<b>29,426.00</b>	<b>3,603.00</b>	<b>3,603.00</b>	<b>25,823.00</b>	<b>0.00</b>	<b>25,823.00</b>	<b>87.76</b>
	<b>Interest Revenue</b>	<b>20.00</b>	<b>3.54</b>	<b>3.54</b>	<b>16.46</b>	<b>0.00</b>	<b>16.46</b>	<b>82.30</b>
R85	Interest Revenue							
031-0300-4850		20.00	3.54	3.54	16.46	0.00	16.46	82.30
	<b>R85 Sub Totals:</b>	<b>20.00</b>	<b>3.54</b>	<b>3.54</b>	<b>16.46</b>	<b>0.00</b>	<b>16.46</b>	<b>82.30</b>
	<b>Revenue Sub Totals:</b>	<b>29,446.00</b>	<b>3,606.54</b>	<b>3,606.54</b>	<b>25,839.46</b>	<b>0.00</b>	<b>25,839.46</b>	<b>87.75</b>
	<b>Miscellaneous Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
E60	Miscellaneous Expense							
031-0300-5600	Software - New & Renewals	61,676.00	2,010.50	2,010.50	59,665.50	4,152.24	55,513.26	90.01
031-0300-5608								
	<b>E60 Sub Totals:</b>	<b>61,676.00</b>	<b>2,010.50</b>	<b>2,010.50</b>	<b>59,665.50</b>	<b>4,152.24</b>	<b>55,513.26</b>	<b>90.01</b>
	<b>Expense Sub Totals:</b>	<b>61,676.00</b>	<b>2,010.50</b>	<b>2,010.50</b>	<b>59,665.50</b>	<b>4,152.24</b>	<b>55,513.26</b>	<b>90.01</b>
	<b>Dept 0300 Sub Totals:</b>	<b>32,230.00</b>	<b>-1,596.04</b>	<b>-1,596.04</b>	<b>33,826.04</b>	<b>4,152.24</b>	<b>4,152.24</b>	

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	29,446.00	3,606.54	3,606.54	25,839.46	0.00	25,839.46	87.75
	Fund Expense Sub Totals:	61,676.00	2,010.50	2,010.50	59,665.50	4,152.24	55,513.26	90.01
Fund 045	Fund 031 Sub Totals:	32,230.00	-1,596.04	-1,596.04	33,826.04	4,152.24		
Dept 045-0400	Park 1/8 Sales Tax O & M							
R10	Parks							
045-0400-4110	Taxes - Sales							
	Park 1/8 Sales Tax	556,500.00	48,424.20	48,424.20	508,075.80	0.00	508,075.80	91.30
	R10 Sub Totals:	556,500.00	48,424.20	48,424.20	508,075.80	0.00	508,075.80	91.30
	Interest Revenue							
R85	Interest Revenue	30.00	5.17	5.17	24.83	0.00	24.83	82.77
045-0400-4850	R85 Sub Totals:	30.00	5.17	5.17	24.83	0.00	24.83	82.77
	Revenue Sub Totals:	556,530.00	48,429.37	48,429.37	508,100.63	0.00	508,100.63	91.30
E62	Intergovernmental Tsfr							
045-0400-5620	Xfer to General	556,500.00	46,375.00	46,375.00	510,125.00	0.00	510,125.00	91.67
	E62 Sub Totals:	556,500.00	46,375.00	46,375.00	510,125.00	0.00	510,125.00	91.67
	Expense Sub Totals:	556,500.00	46,375.00	46,375.00	510,125.00	0.00	510,125.00	91.67
	Dept 0400 Sub Totals:	-30.00	-2,054.37	-2,054.37	2,024.37	0.00		
	Fund Revenue Sub Totals:	556,530.00	48,429.37	48,429.37	508,100.63	0.00	508,100.63	91.30
	Fund Expense Sub Totals:	556,500.00	46,375.00	46,375.00	510,125.00	0.00	510,125.00	91.67
	Fund 045 Sub Totals:	-30.00	-2,054.37	-2,054.37	2,024.37	0.00		
Fund 050	Fire Donation							
Dept 050-0500	Fire							
R68	Donation Revenue	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
050-0500-4680	Donation Revenue	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	R68 Sub Totals:	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Interest Revenue							
R85	Interest Revenue	0.00	0.12	0.12	-0.12	0.00	-0.12	0.00
050-0500-4850	Interest Revenue	0.00	0.12	0.12	-0.12	0.00	-0.12	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R85 Sub Totals:	0.00	0.12	0.12	-0.12	0.00	-0.12	0.00
	Revenue Sub Totals:							
	Donation Expense	1,000.00	0.12	0.12	999.88	0.00	999.88	99.99
	Donations Expense Fire	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	E68 Sub Totals:							
	Expense Sub Totals:	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Dept 0500 Sub Totals:	0.00	-0.12	-0.12	0.12	0.00		
	Fund Revenue Sub Totals:	1,000.00	0.12	0.12	999.88	0.00	999.88	99.99
	Fund Expense Sub Totals:	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Fund 050 Sub Totals:	0.00	-0.12	-0.12	0.12	0.00		
Fund 051	Act 833 of 1991 Fire							
Dept 051-0500	Fire							
R15	Taxes - Property							
051-0500-4150	State Turnback	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
	R15 Sub Totals:	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
	Interest Revenue							
	Interest Revencue	15.00	2.03	2.03	12.97	0.00	12.97	86.47
	R85 Sub Totals:	15.00	2.03	2.03	12.97	0.00	12.97	86.47
	Revenue Sub Totals:	15,015.00	2.03	2.03	15,012.97	0.00	15,012.97	99.99
	Operations Expense							
	Act 833 Expense	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
	E40 Sub Totals:	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
	Expense Sub Totals:	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
	Dept 0500 Sub Totals:	-15.00	-2.03	-2.03	-12.97	0.00		
	Fund Revenue Sub Totals:	15,015.00	2.03	2.03	15,012.97	0.00	15,012.97	99.99

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 055	Fund Expense Sub Totals:	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
Dept 055-0500	Fund 051 Sub Totals:							
R10	Fire 3/8 Sales Tax	-15.00	-2.03	-2.03	-12.97	0.00		
055-0500-4120	Fire							
	Taxes - Sales							
	Fire 3/8 Sales Tax	1,669,500.00	145,272.59	145,272.59	1,524,227.41	0.00	1,524,227.41	91.30
R85	R10 Sub Totals:	1,669,500.00	145,272.59	145,272.59	1,524,227.41	0.00	1,524,227.41	91.30
055-0500-4850	Interest Revenue	100.00	3.39	3.39	96.61	0.00	96.61	96.61
	Interest Revenue	100.00	3.39	3.39	96.61	0.00	96.61	96.61
	R85 Sub Totals:	100.00	3.39	3.39	96.61	0.00	96.61	96.61
E62	Revenue Sub Totals:	1,669,600.00	145,275.98	145,275.98	1,524,324.02	0.00	1,524,324.02	91.30
055-0500-5620	Intergovernmental Tsfr	1,669,500.00	139,125.00	139,125.00	1,530,375.00	0.00	1,530,375.00	91.67
	Xfcr to General	1,669,500.00	139,125.00	139,125.00	1,530,375.00	0.00	1,530,375.00	91.67
	E62 Sub Totals:	1,669,500.00	139,125.00	139,125.00	1,530,375.00	0.00	1,530,375.00	91.67
	Expense Sub Totals:	-100.00	-6,150.98	-6,150.98	6,050.98	0.00		
	Dept 0500 Sub Totals:	-100.00	-6,150.98	-6,150.98	6,050.98	0.00		
	Fund Revenue Sub Totals:	1,669,600.00	145,275.98	145,275.98	1,524,324.02	0.00	1,524,324.02	91.30
	Fund Expense Sub Totals:	1,669,500.00	139,125.00	139,125.00	1,530,375.00	0.00	1,530,375.00	91.67
Fund 061	Fund 055 Sub Totals:	-100.00	-6,150.98	-6,150.98	6,050.98	0.00		
Dept 061-0600	Act 918 of 1983 Police							
R40	Police							
061-0600-4410	Fines & Forfeitures	15,000.00	1,342.64	1,342.64	13,657.36	0.00	13,657.36	91.05
	Admin of Justice Revenue	15,000.00	1,342.64	1,342.64	13,657.36	0.00	13,657.36	91.05
R85	R40 Sub Totals:	15,000.00	1,342.64	1,342.64	13,657.36	0.00	13,657.36	91.05
061-0600-4850	Interest Revenue	10.00	0.58	0.58	9.42	0.00	9.42	94.20
	Interest Revenue	10.00	0.58	0.58	9.42	0.00	9.42	94.20
	R85 Sub Totals:	10.00	0.58	0.58	9.42	0.00	9.42	94.20

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E60	Revenue Sub Totals:							
061-0600-5600	Miscellaneous Expense	15,010.00	1,343.22	1,343.22	13,666.78	0.00	13,666.78	91.05
	Misc Expense	15,010.00	0.00	0.00	15,010.00	0.00	15,010.00	100.00
	E60 Sub Totals:	15,010.00	0.00	0.00	15,010.00	0.00	15,010.00	100.00
	Expense Sub Totals:	15,010.00	0.00	0.00	15,010.00	0.00	15,010.00	100.00
	Dept 0600 Sub Totals:	0.00	-1,343.22	-1,343.22	1,343.22	0.00		
	Fund Revenue Sub Totals:	15,010.00	1,343.22	1,343.22	13,666.78	0.00	13,666.78	91.05
	Fund Expense Sub Totals:	15,010.00	0.00	0.00	15,010.00	0.00	15,010.00	100.00
	Fund 061 Sub Totals:	0.00	-1,343.22	-1,343.22	1,343.22	0.00		
Fund 062	Act 988 of 1991 Emerg Veh							
Dept 062-0600	Police							
R40	Fines & Forfeitures							
062-0600-4402	Act 988 of 1991 Revenue	12,000.00	907.50	907.50	11,092.50	0.00	11,092.50	92.44
	R40 Sub Totals:	12,000.00	907.50	907.50	11,092.50	0.00	11,092.50	92.44
	Interest Revenue							
R85	Interest Revenue	10.00	1.21	1.21	8.79	0.00	8.79	87.90
062-0600-4850	R85 Sub Totals:	10.00	1.21	1.21	8.79	0.00	8.79	87.90
	Revenue Sub Totals:	12,010.00	908.71	908.71	11,101.29	0.00	11,101.29	92.43
E40	Operations Expense							
062-0600-5420	Act 988 Expense	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
	E40 Sub Totals:	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
	Expense Sub Totals:	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
	Dept 0600 Sub Totals:	-10.00	-908.71	-908.71	898.71	0.00		
	Fund Revenue Sub Totals:	12,010.00	908.71	908.71	11,101.29	0.00	11,101.29	92.43
	Fund Expense Sub Totals:	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 066	Fund 062 Sub Totals:	-10.00	-908.71	-908.71	898.71	0.00		
Dept 066-0600	Federal Drug Control							
R40	Police							
066-0600-4418	Fines & Forfeitures							
	Drug Seizure Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R85	Interest Revenue	0.00	0.10	0.10	-0.10	0.00	-0.10	0.00
066-0600-4850	Interest Revenue							
	R85 Sub Totals:	0.00	0.10	0.10	-0.10	0.00	-0.10	0.00
	Revenue Sub Totals:	0.00	0.10	0.10	-0.10	0.00	-0.10	0.00
E60	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
066-0600-5600	Miscellaneous Expense							
	E60 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 0600 Sub Totals:	0.00	-0.10	-0.10	0.10	0.00		
	Fund Revenue Sub Totals:	0.00	0.10	0.10	-0.10	0.00	-0.10	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 066 Sub Totals:	0.00	-0.10	-0.10	0.10	0.00		
Fund 068	State Drug Control							
Dept 068-0600	Police							
R40	Fines & Forfeitures							
068-0600-4418	Drug Seizure Revenue	2,500.00	300.00	300.00	2,200.00	0.00	2,200.00	88.00
	R40 Sub Totals:	2,500.00	300.00	300.00	2,200.00	0.00	2,200.00	88.00
R85	Interest Revenue	5.00	0.61	0.61	4.39	0.00	4.39	87.80
068-0600-4850	Interest Revenue							
	R85 Sub Totals:	5.00	0.61	0.61	4.39	0.00	4.39	87.80
	Revenue Sub Totals:	2,505.00	300.61	300.61	2,204.39	0.00	2,204.39	88.00
E60	Miscellaneous Expense	2,505.00	0.00	0.00	2,505.00	0.00	2,505.00	100.00
068-0600-5600	Miscellaneous Expense							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E60 Sub Totals:		2,505.00	0.00	0.00	2,505.00	0.00	2,505.00	100.00
Expense Sub Totals:		2,505.00	0.00	0.00	2,505.00	0.00	2,505.00	100.00
Dept 0600 Sub Totals:		0.00	-300.61	-300.61	300.61	0.00		
Fund Revenue Sub Totals:		2,505.00	300.61	300.61	2,204.39	0.00	2,204.39	88.00
Fund Expense Sub Totals:		2,505.00	0.00	0.00	2,505.00	0.00	2,505.00	100.00
Fund 068 Sub Totals:		0.00	-300.61	-300.61	300.61	0.00		
Street Fund								
Fixed Assets								
Depreciation Expense		0.00	0.00	0.00	0.00	0.00	0.00	0.00
E80 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 0000 Sub Totals:		0.00	0.00	0.00	0.00	0.00		
Stormwater								
Personnel Expense								
Salary Expense		110,888.90	6,872.18	6,872.18	104,016.72	0.00	104,016.72	93.80
Overtime Expense		1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
FICA Expense		8,591.63	512.06	512.06	8,079.57	0.00	8,079.57	94.04
Unemployment Expense		180.00	0.00	0.00	180.00	0.00	180.00	100.00
Worker's Comp Expense		500.00	1,989.49	1,989.49	-1,489.49	0.00	-1,489.49	0.00
APERS Expense		17,205.73	1,052.84	1,052.84	16,152.89	0.00	16,152.89	93.88
Health Insurance Expense		28,788.12	1,660.02	1,660.02	27,128.10	0.00	27,128.10	94.23
Physical & Drug Screen Exp		200.00	0.00	0.00	200.00	0.00	200.00	100.00
Uniform Expense		2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
Travel & Training Expense		4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
E01 Sub Totals:		173,854.38	12,086.59	12,086.59	161,767.79	0.00	161,767.79	93.05
Building & Grounds Exp								
Communication Exp - Telephone		700.00	106.00	106.00	594.00	0.00	594.00	84.86
Communication Exp - Cellular		3,000.00	0.00	0.00	3,000.00	163.21	2,836.79	94.56
E10 Sub Totals:		3,700.00	106.00	106.00	3,594.00	163.21	3,430.79	92.72
Vehicle Expense								

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
080-0140-5200	Fuel Expense	6,000.00	236.19	236.19	5,763.81	0.00	5,763.81	96.06
080-0140-5210	Service & Repair - Vehicle	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
080-0140-5218	Tire Expense	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
080-0140-5225	Insurance Expense - Vehicle	1,000.00	678.90	678.90	321.10	0.00	321.10	32.11
<b>E20 Sub Totals:</b>		<b>11,000.00</b>	<b>915.09</b>	<b>915.09</b>	<b>10,084.91</b>	<b>0.00</b>	<b>10,084.91</b>	<b>91.68</b>
<b>E30</b>	<b>Supply Expense</b>							
080-0140-5300	Supplies - Office	500.00	0.00	0.00	500.00	0.00	500.00	100.00
080-0140-5322	Supplies - Operating	12,000.00	0.00	0.00	12,000.00	1,350.00	10,650.00	88.75
080-0140-5380	Prisoner Care Expense	3,250.00	0.00	0.00	3,250.00	0.00	3,250.00	100.00
<b>E30 Sub Totals:</b>		<b>15,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,750.00</b>	<b>1,350.00</b>	<b>14,400.00</b>	<b>91.43</b>
<b>E40</b>	<b>Operations Expense</b>							
080-0140-5515	Special Elec or Permit Fee Exp	250.00	0.00	0.00	250.00	0.00	250.00	100.00
080-0140-5520	Public Education Expense	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
<b>E40 Sub Totals:</b>		<b>3,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,250.00</b>	<b>0.00</b>	<b>3,250.00</b>	<b>100.00</b>
<b>E55</b>	<b>Professional Services</b>							
080-0140-5571	Prof Services - Engineering	76,321.96	0.00	0.00	76,321.96	0.00	76,321.96	100.00
080-0140-5574	Prof Services - GIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
080-0140-5589	Prof Services - Printing	250.00	0.00	0.00	250.00	0.00	250.00	100.00
<b>E55 Sub Totals:</b>		<b>76,571.96</b>	<b>0.00</b>	<b>0.00</b>	<b>76,571.96</b>	<b>0.00</b>	<b>76,571.96</b>	<b>100.00</b>
<b>E80</b>	<b>Fixed Assets</b>							
080-0140-5808	Fixed Assets - Vehicles	4,000.00	0.00	0.00	4,000.00	3,499.00	501.00	12.53
080-0140-5816	Fixed Assets - Infrastructure	0.00	0.00	0.00	0.00	436.00	-436.00	0.00
<b>E80 Sub Totals:</b>		<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>3,935.00</b>	<b>65.00</b>	<b>1.63</b>
<b>Expense Sub Totals:</b>		<b>288,126.34</b>	<b>13,107.68</b>	<b>13,107.68</b>	<b>275,018.66</b>	<b>5,448.21</b>	<b>269,570.45</b>	<b>93.56</b>
<b>Dept 0140 Sub Totals:</b>		<b>288,126.34</b>	<b>13,107.68</b>	<b>13,107.68</b>	<b>275,018.66</b>	<b>5,448.21</b>		
Dept 080-0800	Street							
R10	Taxes - Sales							
080-0800-4152	1/2 Cent Sales Tax Expires 7/2023	381,954.00	34,024.66	34,024.66	347,929.34	0.00	347,929.34	91.09
<b>R10 Sub Totals:</b>		<b>381,954.00</b>	<b>34,024.66</b>	<b>34,024.66</b>	<b>347,929.34</b>	<b>0.00</b>	<b>347,929.34</b>	<b>91.09</b>
<b>R15</b>	<b>Taxes - Property</b>							
080-0800-4150	State Turnback	779,825.00	66,598.59	66,598.59	713,226.41	0.00	713,226.41	91.46
080-0800-4151	Saline County Treasurer	512,039.00	57,994.77	57,994.77	454,044.23	0.00	454,044.23	88.67
<b>R15 Sub Totals:</b>		<b>1,291,864.00</b>	<b>124,593.36</b>	<b>124,593.36</b>	<b>1,167,270.64</b>	<b>0.00</b>	<b>1,167,270.64</b>	<b>90.36</b>

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
R60	Miscellaneous Revenue	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
080-0800-4600	Miscellaneous Revenue	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
R62	R60 Sub Totals:	1,356,000.00	111,333.33	111,333.33	1,244,666.67	0.00	1,244,666.67	91.79
080-0800-4627	Intergovernmental Tsfrs	1,356,000.00	111,333.33	111,333.33	1,244,666.67	0.00	1,244,666.67	91.79
R64	R62 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
080-0800-4640	Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R64	Reimbursement Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R85	R64 Sub Totals:	750.00	59.81	59.81	690.19	0.00	690.19	92.03
080-0800-4850	Interest Revenue	750.00	59.81	59.81	690.19	0.00	690.19	92.03
R85	Interest Revenue	750.00	59.81	59.81	690.19	0.00	690.19	92.03
R85	R85 Sub Totals:	3,031,568.00	270,011.16	270,011.16	2,761,556.84	0.00	2,761,556.84	91.09
E01	Revenue Sub Totals:	524,539.05	36,235.05	36,235.05	488,304.00	0.00	488,304.00	93.09
080-0800-5000	Personnel Expense	109,000.00	0.00	0.00	109,000.00	0.00	109,000.00	100.00
080-0800-5005	Salary Expense	10,000.00	184.34	184.34	9,815.66	0.00	9,815.66	98.16
080-0800-5010	SWB Reimbursement	41,140.08	2,738.48	2,738.48	38,401.60	0.00	38,401.60	93.34
080-0800-5020	Overtime Expense	1,140.00	60.15	60.15	1,079.85	0.00	1,079.85	94.72
080-0800-5022	FICA Expense	17,809.00	9,282.57	9,282.57	8,526.43	0.00	8,526.43	47.88
080-0800-5025	Unemployment Expense	82,387.74	4,978.75	4,978.75	77,408.99	0.00	77,408.99	93.96
080-0800-5030	Worker's Comp Expense	98,351.64	7,066.95	7,066.95	91,284.69	0.00	91,284.69	92.81
080-0800-5040	APERS Expense	1,750.00	50.00	50.00	1,700.00	95.00	1,605.00	91.71
080-0800-5040	Health Insurance Expense	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	100.00
080-0800-5050	Physical & Drug Screen Exp	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
080-0800-5055	Uniform Expense	902,117.51	60,596.29	60,596.29	841,521.22	95.00	841,426.22	93.27
080-0800-5060	Travel & Training Expense	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
E10	E01 Sub Totals:	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
080-0800-5102	Building & Grounds Exp	20,000.00	1,461.82	1,461.82	18,538.18	0.00	18,538.18	92.69
080-0800-5110	Repairs & Maint - Building	2,500.00	382.63	382.63	2,117.37	0.00	2,117.37	84.69
080-0800-5111	Utilities - Electric	5,000.00	101.94	101.94	4,898.06	0.00	4,898.06	97.96
080-0800-5112	Utilities - Gas	5,460.00	2,279.89	2,279.89	3,180.11	0.00	3,180.11	58.24
080-0800-5115	Utilities - Water	6,060.00	0.00	0.00	6,060.00	350.83	5,709.17	94.21
080-0800-5116	Communication Exp - Telephone	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
080-0800-5120	Communication Exp - Cellular	3,500.00	0.00	0.00	3,500.00	1,711.80	1,788.20	51.09
080-0800-5130	Insurance - Property	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
080-0800-5140	Sanitation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
080-0800-5140	Supplies - B&G	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
080-0800-5142	Janitorial Supplies and Main	2,000.00	0.00	0.00	2,000.00	0.00	1,900.00	5.00
080-0800-5145	Tools	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
<b>E10 Sub Totals:</b>		<b>64,020.00</b>	<b>4,226.28</b>	<b>4,226.28</b>	<b>59,793.72</b>		<b>55,831.09</b>	<b>87.21</b>
E20	Vehicle Expense							
080-0800-5200	Fuel Expense	50,000.00	570.40	570.40	49,429.60	0.00	49,429.60	98.86
080-0800-5210	Service & Repair - Vehicle	60,000.00	0.00	0.00	60,000.00	351.43	59,648.57	99.41
080-0800-5218	Tire Expense	8,500.00	0.00	0.00	8,500.00	0.00	8,500.00	100.00
080-0800-5225	Insurance Expense - Vehicle	22,850.00	15,402.18	15,402.18	7,447.82	793.22	6,654.60	29.12
080-0800-5230	Radios	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
080-0800-5240	Equipment Rental	37,000.00	0.00	0.00	37,000.00	0.00	37,000.00	100.00
<b>E20 Sub Totals:</b>		<b>179,850.00</b>	<b>15,972.58</b>	<b>15,972.58</b>	<b>163,877.42</b>		<b>162,732.77</b>	<b>90.48</b>
E30	Supply Expense							
080-0800-5300	Supplies - Office	4,000.00	0.00	0.00	4,000.00	728.54	3,271.46	81.79
080-0800-5316	Supplies - Signs	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
080-0800-5322	Supplies - Operating	140,000.00	4,243.24	4,243.24	135,756.76	4,833.89	130,922.87	93.52
080-0800-5323	Material and Maint	56,000.00	3,495.24	3,495.24	52,504.76	4,118.04	48,386.72	86.40
080-0800-5350	Postage Expense	300.00	0.00	0.00	300.00	0.00	300.00	100.00
080-0800-5380	Prisoner Care Expense	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
<b>E30 Sub Totals:</b>		<b>216,700.00</b>	<b>7,738.48</b>	<b>7,738.48</b>	<b>208,961.52</b>		<b>199,281.05</b>	<b>91.96</b>
E40	Operations Expense							
080-0800-5480	Dues & Subscriptions	3,200.00	0.00	0.00	3,200.00	0.00	3,200.00	100.00
080-0800-5530	Safety Program	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
080-0800-5545	Street Paving Expense	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
080-0800-5546	Street Lights Installed	112,000.00	7,893.79	7,893.79	104,106.21	0.00	104,106.21	92.95
080-0800-5547	Traffic Signal Maintenance	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
<b>E40 Sub Totals:</b>		<b>222,700.00</b>	<b>7,893.79</b>	<b>7,893.79</b>	<b>214,806.21</b>		<b>214,806.21</b>	<b>96.46</b>
E55	Professional Services							
080-0800-5515		0.00	0.00	0.00	0.00	0.00	0.00	0.00
080-0800-5550	Prof Services - Acctg & Audit	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
080-0800-5553	Prof Services - Advertising	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
080-0800-5562	Prof Services - Bridge Inspection	750.00	0.00	0.00	750.00	0.00	750.00	100.00
080-0800-5571	Prof Services - Engineering	68,936.51	0.00	0.00	68,936.51	16,000.00	52,936.51	76.79
080-0800-5586	Prof Services - Other	170,000.00	82.13	82.13	169,917.87	5,036.07	164,881.80	96.99
080-0800-5589	Prof Services - Printing	500.00	0.00	0.00	500.00	0.00	500.00	100.00
<b>E55 Sub Totals:</b>		<b>255,686.51</b>	<b>82.13</b>	<b>82.13</b>	<b>255,604.38</b>		<b>234,568.31</b>	<b>91.74</b>
E60	Miscellaneous Expense							
080-0800-5604	Hardware - New & Renewals	23,900.00	0.00	0.00	23,900.00	0.00	23,900.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
080-0800-5606	IT Project & Labor	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
080-0800-5608	Software - New & Renewals	18,515.00	0.00	0.00	18,515.00	2,528.63	15,986.37	86.34
080-0800-5614	Copiers & Maintenance	840.00	0.00	0.00	840.00	0.00	840.00	100.00
E60 Sub Totals:		53,255.00	0.00	0.00	53,255.00	2,528.63	50,726.37	95.25
E80	Fixed Assets							
080-0800-5808	Fixed Assets - Vehicles/Other	42,000.00	0.00	0.00	42,000.00	41,602.00	398.00	0.95
080-0800-5810	Fixed Assets - Equipment	270,000.00	0.00	0.00	270,000.00	0.00	270,000.00	100.00
080-0800-5816	Fixed Assets - Infrastructure	454,519.49	7,799.25	7,799.25	446,720.24	21,720.24	425,000.00	93.51
080-0800-5828	Projects	892,780.43	117,628.83	117,628.83	775,151.60	589,184.72	185,966.88	20.83
080-0800-5898	Fix Asset Contra Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E80 Sub Totals:		1,659,299.92	125,428.08	125,428.08	1,533,871.84	652,506.96	881,364.88	53.12
E90	Construction Projects							
080-0800-5910	Projects - Overlays	200,000.00	0.00	0.00	200,000.00	0.00	200,000.00	100.00
E90 Sub Totals:		200,000.00	0.00	0.00	200,000.00	0.00	200,000.00	100.00
Expense Sub Totals:		3,753,628.94	221,937.63	221,937.63	3,531,691.31	690,954.41	2,840,736.90	75.68
Dept 0800 Sub Totals:		722,060.94	-48,073.53	-48,073.53	770,134.47	690,954.41		
Fund Revenue Sub Totals:		3,031,568.00	270,011.16	270,011.16	2,761,556.84	0.00	2,761,556.84	91.09
Fund Expense Sub Totals:		4,041,755.28	235,045.31	235,045.31	3,806,709.97	696,402.62	3,110,307.35	76.95
Fund 080 Sub Totals:		1,010,187.28	-34,965.85	-34,965.85	1,045,153.13	696,402.62		
Special Redemp - 2016 Bond								
Administration								
Intergovernmental Tsfrs								
Xfer from Other Fund		0.00	1,379.09	1,379.09	-1,379.09	0.00	-1,379.09	0.00
R62 Sub Totals:		0.00	1,379.09	1,379.09	-1,379.09	0.00	-1,379.09	0.00
Interest Revenue								
Gain on Investment		0.00	25.87	25.87	-25.87	0.00	-25.87	0.00
R85 Sub Totals:		0.00	25.87	25.87	-25.87	0.00	-25.87	0.00
Revenue Sub Totals:		0.00	1,404.96	1,404.96	-1,404.96	0.00	-1,404.96	0.00
Dept 0100 Sub Totals:		0.00	-1,404.96	-1,404.96	1,404.96	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	0.00	1,404.96	1,404.96	-1,404.96	0.00	-1,404.96	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 113	Fund 110 Sub Totals:	0.00	-1,404.96	-1,404.96	1,404.96	0.00		
Dept 113-0100	Debt Service Reserve Fund							
R85	Administration							
	Interest Revenue							
113-0100-4850	Interest Revenue	0.00	1,379.09	1,379.09	-1,379.09	0.00	-1,379.09	0.00
113-0100-4855	Gain on Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R85 Sub Totals:	0.00	1,379.09	1,379.09	-1,379.09	0.00	-1,379.09	0.00
	Revenue Sub Totals:	0.00	1,379.09	1,379.09	-1,379.09	0.00	-1,379.09	0.00
E62	Intergovernmental Trsf							
113-0100-5626	Xfer to other fund	0.00	1,379.09	1,379.09	-1,379.09	0.00	-1,379.09	0.00
	E62 Sub Totals:	0.00	1,379.09	1,379.09	-1,379.09	0.00	-1,379.09	0.00
	Interest Expense							
E85	Loss on Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
113-0100-5755								
	E85 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	1,379.09	1,379.09	-1,379.09	0.00	-1,379.09	0.00
	Dept 0100 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	0.00	1,379.09	1,379.09	-1,379.09	0.00	-1,379.09	0.00
	Fund Expense Sub Totals:	0.00	1,379.09	1,379.09	-1,379.09	0.00	-1,379.09	0.00
	Fund 113 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Fund 114	2016 Bond Fund							
Dept 114-0000								
E72	Bond Expense							
114-0000-5722	Bond Principle Pmt	1,480,338.00	0.00	0.00	1,480,338.00	0.00	1,480,338.00	100.00
114-0000-5724	Bond Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E72 Sub Totals:	1,480,338.00	0.00	0.00	1,480,338.00	0.00	1,480,338.00	100.00
	Interest Expense							
E85	Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
114-0000-5850								

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E85 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		1,480,338.00	0.00	0.00	1,480,338.00	0.00	1,480,338.00	100.00
Dept 0000 Sub Totals:		1,480,338.00	0.00	0.00	1,480,338.00	0.00		
Administration								
Taxes - Sales								
Loan Proceeds from Sales Tax		2,260,000.00	193,696.80	193,696.80	2,066,303.20	0.00	2,066,303.20	91.43
R10 Sub Totals:		2,260,000.00	193,696.80	193,696.80	2,066,303.20	0.00	2,066,303.20	91.43
Revenue Sub Totals:		2,260,000.00	193,696.80	193,696.80	2,066,303.20	0.00	2,066,303.20	91.43
Dept 0100 Sub Totals:		-2,260,000.00	-193,696.80	-193,696.80	-2,066,303.20	0.00		
Parks								
Taxes - Sales								
Loan Bond rev from Sales Tax		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R10 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Intergovernmental Tsfrs								
Xfer from other fund		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R62 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Revenue								
Interest Revenue		0.00	459.80	459.80	-459.80	0.00	-459.80	0.00
R85 Sub Totals:		0.00	459.80	459.80	-459.80	0.00	-459.80	0.00
Revenue Sub Totals:		0.00	459.80	459.80	-459.80	0.00	-459.80	0.00
Intergovernmental Tsfr								
Xfer to other fund		0.00	0.00	0.00	0.00	0.00	0.00	0.00
E62 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 0400 Sub Totals:		0.00	-459.80	-459.80	459.80	0.00		
Fund Revenue Sub Totals:		2,260,000.00	194,156.60	194,156.60	2,065,843.40	0.00	2,065,843.40	91.41



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Expense Sub Totals:	1,480,338.00	0.00	0.00	1,480,338.00	0.00	1,480,338.00	100.00
Fund 147	Fund 114 Sub Totals:	-779,662.00	-194,156.60	-194,156.60	-585,505.40	0.00		
Dept 147-0400	2016 Parks/Rec Const Fund							
R85	Parks							
147-0400-4850	Interest Revenue	0.00	2,287.08	2,287.08	-2,287.08	0.00	-2,287.08	0.00
	Interest Revenue	0.00	2,287.08	2,287.08	-2,287.08	0.00	-2,287.08	0.00
	R85 Sub Totals:	0.00	2,287.08	2,287.08	-2,287.08	0.00	-2,287.08	0.00
	Revenue Sub Totals:	0.00	2,287.08	2,287.08	-2,287.08	0.00	-2,287.08	0.00
E90	Construction Projects							
147-0400-5900	Construction Projects	0.00	20,583.17	20,583.17	-20,583.17	0.00	-20,583.17	0.00
	E90 Sub Totals:	0.00	20,583.17	20,583.17	-20,583.17	0.00	-20,583.17	0.00
	Expense Sub Totals:	0.00	20,583.17	20,583.17	-20,583.17	0.00	-20,583.17	0.00
	Dept 0400 Sub Totals:	0.00	18,296.09	18,296.09	-18,296.09	0.00		
	Fund Revenue Sub Totals:	0.00	2,287.08	2,287.08	-2,287.08	0.00	-2,287.08	0.00
	Fund Expense Sub Totals:	0.00	20,583.17	20,583.17	-20,583.17	0.00	-20,583.17	0.00
	Fund 147 Sub Totals:	0.00	18,296.09	18,296.09	-18,296.09	0.00		
Fund 157	Fund 147 Sub Totals:							
Dept 157-0500	2016 Fire Construction Fund							
R85	Fire							
157-0500-4850	Interest Revenue	0.00	760.11	760.11	-760.11	0.00	-760.11	0.00
	Interest Revenue	0.00	760.11	760.11	-760.11	0.00	-760.11	0.00
	R85 Sub Totals:	0.00	760.11	760.11	-760.11	0.00	-760.11	0.00
	Revenue Sub Totals:	0.00	760.11	760.11	-760.11	0.00	-760.11	0.00
E90	Construction Projects							
157-0500-5900	Construction Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 0500 Sub Totals:	0.00	-760.11	-760.11	760.11	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:							
		0.00	760.11	760.11	-760.11	0.00	-760.11	0.00
	Fund Expense Sub Totals:							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 165	Fund 157 Sub Totals:	0.00	-760.11	-760.11	760.11	0.00		
Dept 165-0000	Police Fleet							
E72	Police							
165-0000-5898	Bond Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Bond Contra Account							
	E72 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept.0000 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 185	Fund 165 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 185-0800	Street Bond 2016 DS							
R10	Street							
185-0800-4610	Taxes - Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Loan Bond Revenues							
	R10 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R62	Intergovernmental Tsfrs							
185-0800-4627	Xfer from Other	649,000.20	53,827.33	53,827.33	595,172.87	0.00	595,172.87	91.71
	R62 Sub Totals:	649,000.20	53,827.33	53,827.33	595,172.87	0.00	595,172.87	91.71
R85	Interest Revenue							
185-0800-4850	Interest Revenue	0.00	751.27	751.27	-751.27	0.00	-751.27	0.00
185-0800-4852	Dividend Rev	0.00	0.00	0.00	0.00	0.00	0.00	0.00
185-0800-4855	Gain on Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R85 Sub Totals:	0.00	751.27	751.27	-751.27	0.00	-751.27	0.00
E62	Revenue Sub Totals:	649,000.20	54,578.60	54,578.60	594,421.60	0.00	594,421.60	91.59
185-0800-5626	Intergovernmental Tsfr							
	Xfer to Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E72	E62 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
185-0800-5722	Bond Expense							
185-0800-5724	Bond Principal Pmt	336,000.00	0.00	0.00	336,000.00	0.00	336,000.00	100.00
	Bond Fee	1,000.20	83.33	83.33	916.87	0.00	916.87	91.67
	E72 Sub Totals:	337,000.20	83.33	83.33	336,916.87	0.00	336,916.87	99.98
E85	Interest Expense							
185-0800-5750	Interest Expense	312,000.00	0.00	0.00	312,000.00	0.00	312,000.00	100.00
185-0800-5755	Loss on Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E85 Sub Totals:	312,000.00	0.00	0.00	312,000.00	0.00	312,000.00	100.00
	Expense Sub Totals:	649,000.20	83.33	83.33	648,916.87	0.00	648,916.87	99.99
	Dept 0800 Sub Totals:	0.00	-54,495.27	-54,495.27	54,495.27	0.00		
	Fund Revenue Sub Totals:	649,000.20	54,578.60	54,578.60	594,421.60	0.00	594,421.60	91.59
	Fund Expense Sub Totals:	649,000.20	83.33	83.33	648,916.87	0.00	648,916.87	99.99
	Fund 185 Sub Totals:	0.00	-54,495.27	-54,495.27	54,495.27	0.00		
Fund 186	Street Bond 2016 DSR							
Dept 186-0800	Street							
R10	Taxes - Sales							
186-0800-4610	Loan Bond Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R10 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R62	Intergovernmental Tsfrs							
186-0800-4627	Xfer from Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R62 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R85	Interest Revenue							
186-0800-4850	Interest Revenue	0.00	621.80	621.80	-621.80	0.00	-621.80	0.00
186-0800-4855	Gain on Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R85 Sub Totals:	0.00	621.80	621.80	-621.80	0.00	-621.80	0.00
	Revenue Sub Totals:	0.00	621.80	621.80	-621.80	0.00	-621.80	0.00
E62	Intergovernmental Tsfr							
186-0800-5626	Xfer to Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E85	E62 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
186-0800-5755	Interest Expense							
	Loss on Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E85 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 0800 Sub Totals:	0.00	-621.80	-621.80	621.80	0.00		
	Fund Revenue Sub Totals:	0.00	621.80	621.80	-621.80	0.00	-621.80	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 187	Fund 186 Sub Totals:	0.00	-621.80	-621.80	621.80	0.00		
Dept 187-0800	2016 Street Construction Fund							
R85	Street							
187-0800-4850	Interest Revenue	0.00	21,109.45	21,109.45	-21,109.45	0.00	-21,109.45	0.00
	Interest Revenue	0.00	21,109.45	21,109.45	-21,109.45	0.00	-21,109.45	0.00
	R85 Sub Totals:	0.00	21,109.45	21,109.45	-21,109.45	0.00	-21,109.45	0.00
	Revenue Sub Totals:	0.00	21,109.45	21,109.45	-21,109.45	0.00	-21,109.45	0.00
E90	Construction Projects	2,000,000.00	435,267.63	435,267.63	1,564,732.37	0.00	1,564,732.37	78.24
187-0800-5900	Construction Projects	2,000,000.00	435,267.63	435,267.63	1,564,732.37	0.00	1,564,732.37	78.24
	E90 Sub Totals:	2,000,000.00	435,267.63	435,267.63	1,564,732.37	0.00	1,564,732.37	78.24
	Expense Sub Totals:	2,000,000.00	414,158.18	414,158.18	1,585,841.82	0.00		
	Dept 0800 Sub Totals:	0.00	21,109.45	21,109.45	-21,109.45	0.00	-21,109.45	0.00
	Fund Revenue Sub Totals:	2,000,000.00	435,267.63	435,267.63	1,564,732.37	0.00	1,564,732.37	78.24
	Fund Expense Sub Totals:	2,000,000.00	414,158.18	414,158.18	1,585,841.82	0.00		
Fund 500	Fund 187 Sub Totals:	0.00	414,158.18	414,158.18	1,585,841.82	0.00		
Dept 500-0000	Revenue Fund - Water & WW							
E40	Water and WW	0.00	21,109.45	21,109.45	-21,109.45	0.00	-21,109.45	0.00
500-0000-5501	Operations Expense	2,000,000.00	435,267.63	435,267.63	1,564,732.37	0.00	1,564,732.37	78.24
	Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E40	Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 500-0140	Dept 0000 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
R50	Stormwater							
500-0140-4567	Sale of Services	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
500-0140-4568	Stormwater Rev Fees	246,000.00	20,607.00	20,607.00	225,393.00	0.00	225,393.00	91.62
500-0140-4569	Stormwater Rev - Residential	31,200.00	2,676.00	2,676.00	28,524.00	0.00	28,524.00	91.42
	Stormwater Rev - Business							
R50	Sub Totals:	280,200.00	23,283.00	23,283.00	256,917.00	0.00	256,917.00	91.69
	Revenue Sub Totals:	280,200.00	23,283.00	23,283.00	256,917.00	0.00	256,917.00	91.69
E62	Intergovernmental Tsfr							
500-0140-5622	Xfer to Fund 515	280,200.00	23,286.00	23,286.00	256,914.00	0.00	256,914.00	91.69
	E62 Sub Totals:	280,200.00	23,286.00	23,286.00	256,914.00	0.00	256,914.00	91.69
	Expense Sub Totals:	280,200.00	23,286.00	23,286.00	256,914.00	0.00	256,914.00	91.69
Dept 500-0900	Dept 0140 Sub Totals:	0.00	3.00	3.00	-3.00	0.00		
R50	Water							
500-0900-4504	Sale of Services	47,300.00	3,982.78	3,982.78	43,317.22	0.00	43,317.22	91.58
500-0900-4532	CAW Watershed	34,800.00	3,215.00	3,215.00	31,585.00	0.00	31,585.00	90.76
500-0900-4536	One Time Charge	175,200.00	24,862.39	24,862.39	150,337.61	0.00	150,337.61	85.81
500-0900-4537	Penalties	3,600.00	350.00	350.00	3,250.00	0.00	3,250.00	90.28
500-0900-4540	Insufficient Check Fcc	19,200.00	1,125.25	1,125.25	18,074.75	0.00	18,074.75	94.14
500-0900-4542	Sales - CAW System Devel	29,500.00	2,438.10	2,438.10	27,061.90	0.00	27,061.90	91.74
500-0900-4544	Sales - FSDWA	123,600.00	6,416.00	6,416.00	117,184.00	0.00	117,184.00	94.81
500-0900-4548	Water Misc Income	38,000.00	2,667.70	2,667.70	35,332.30	0.00	35,332.30	92.98
500-0900-4550	Sales - Pump Maintenance	30,000.00	1,680.00	1,680.00	28,320.00	0.00	28,320.00	94.40
500-0900-4554	Sales - Service Charges	2,956,784.00	217,648.00	217,648.00	2,739,136.00	0.00	2,739,136.00	92.64
500-0900-4556	Sales - Water	30,000.00	2,240.00	2,240.00	27,760.00	0.00	27,760.00	92.53
500-0900-4560	Sales - Water Connections	266,500.00	20,962.52	20,962.52	245,537.48	0.00	245,537.48	92.13
500-0900-4566	Sales Tax Revenue	2,500.00	214.20	214.20	2,285.80	0.00	2,285.80	91.43
	Woodland Hills Watershed							
R50	Sub Totals:	3,756,984.00	287,801.94	287,801.94	3,469,182.06	0.00	3,469,182.06	92.34
R60	Miscellaneous Revenue							
500-0900-4629	NXfer to Water Impact	35,000.00	5,548.00	5,548.00	29,452.00	0.00	29,452.00	84.15

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
500-0900-4630	NXfer Salem Royalty	600.00	46.00	46.00	554.00	0.00	554.00	92.33
500-0900-4632	NXfer to Subdiv Impact Wtr	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	<b>R60 Sub Totals:</b>	<b>37,600.00</b>	<b>5,594.00</b>	<b>5,594.00</b>	<b>32,006.00</b>	<b>0.00</b>	<b>32,006.00</b>	<b>85.12</b>
	<b>Revenue Sub Totals:</b>	<b>3,794,584.00</b>	<b>293,395.94</b>	<b>293,395.94</b>	<b>3,501,188.06</b>	<b>0.00</b>	<b>3,501,188.06</b>	<b>92.27</b>
E40	Operations Expense	66,000.00	5,153.20	5,153.20	60,846.80	0.00	60,846.80	92.19
500-0900-5475	Credit Card Fees	66,000.00	5,153.20	5,153.20	60,846.80	0.00	60,846.80	92.19
	<b>E40 Sub Totals:</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>100.00</b>
E60	Miscellaneous Expense	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
500-0900-5600	Miscellaneous Expense	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	<b>E60 Sub Totals:</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>100.00</b>
E62	Intergovernmental Tsfr	2,500,000.00	250,000.00	250,000.00	2,250,000.00	0.00	2,250,000.00	90.00
500-0900-5624	Xfer to Water	35,000.00	4,200.00	4,200.00	30,800.00	0.00	30,800.00	88.00
500-0900-5629	Xfer to Water Impact	600.00	46.40	46.40	553.60	0.00	553.60	92.27
500-0900-5630	Xfer to Salem Royalty	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
500-0900-5632	Xfer to Subdivision Impact Wtr	2,537,600.00	254,246.40	254,246.40	2,283,353.60	0.00	2,283,353.60	89.98
	<b>E62 Sub Totals:</b>	<b>2,604,600.00</b>	<b>259,399.60</b>	<b>259,399.60</b>	<b>2,345,200.40</b>	<b>0.00</b>	<b>2,345,200.40</b>	<b>90.04</b>
	<b>Expense Sub Totals:</b>	<b>-1,189,984.00</b>	<b>-33,996.34</b>	<b>-33,996.34</b>	<b>-1,155,987.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Dept 500-0950	Wastewater	4,324,344.00	327,601.54	327,601.54	3,996,742.46	0.00	3,996,742.46	92.42
R50	Sale of Services	24,000.00	1,375.00	1,375.00	22,625.00	0.00	22,625.00	94.27
500-0950-4552	Sales - Wastewater	4,348,344.00	328,976.54	328,976.54	4,019,367.46	0.00	4,019,367.46	92.43
500-0950-4558	Sales - WW Connections	125.00	8.95	8.95	116.05	0.00	116.05	92.84
	<b>R50 Sub Totals:</b>	<b>35,000.00</b>	<b>3,825.00</b>	<b>3,825.00</b>	<b>31,175.00</b>	<b>0.00</b>	<b>31,175.00</b>	<b>89.07</b>
R60	Miscellaneous Revenue	35,125.00	3,833.95	3,833.95	31,291.05	0.00	31,291.05	89.08
500-0950-4600	Miscellaneous Revenue	4,383,469.00	332,810.49	332,810.49	4,050,658.51	0.00	4,050,658.51	92.41
500-0950-4631	Xfer Wastewater Impact	4,250,000.00	250,000.00	250,000.00	4,000,000.00	0.00	4,000,000.00	94.12
	<b>R60 Sub Totals:</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>100.00</b>
	<b>Revenue Sub Totals:</b>	<b>4,383,469.00</b>	<b>332,810.49</b>	<b>332,810.49</b>	<b>4,050,658.51</b>	<b>0.00</b>	<b>4,050,658.51</b>	<b>92.41</b>
E62	Intergovernmental Tsfr	4,250,000.00	250,000.00	250,000.00	4,000,000.00	0.00	4,000,000.00	94.12
500-0950-5624	Xfer to Water	35,000.00	4,500.00	4,500.00	30,500.00	0.00	30,500.00	87.14
500-0950-5631	Xfer to Wastewater Impact	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
500-0950-5632	Xfer to Subdivision Impact WW	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E62	Sub Totals:	4,287,000.00	254,500.00	254,500.00	4,032,500.00	0.00	4,032,500.00	94.06
	Expense Sub Totals:	4,287,000.00	254,500.00	254,500.00	4,032,500.00	0.00	4,032,500.00	94.06
	Dept 0950 Sub Totals:	-96,469.00	-78,310.49	-78,310.49	-18,158.51	0.00		
	Fund Revenue Sub Totals:	8,458,253.00	649,489.43	649,489.43	7,808,763.57	0.00	7,808,763.57	92.32
	Fund Expense Sub Totals:	7,171,800.00	537,185.60	537,185.60	6,634,614.40	0.00	6,634,614.40	92.51
Fund 510	Fund 500 Sub Totals:	-1,286,453.00	-112,303.83	-112,303.83	-1,174,149.17	0.00		
Dept 510-0000	Water Operating Fund							
E80	Fixcd Asscst							
510-0000-5898	Fix Asset Contra Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E80 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 510-0900	Dept 0000 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R60	Water							
510-0900-4600	Miscellaneous Revenue	1,000.00	60.80	60.80	939.20	0.00	939.20	93.92
	Miscellaneous Revenue							
	R60 Sub Totals:	1,000.00	60.80	60.80	939.20	0.00	939.20	93.92
R62	Intergovernmental Tsfrs							
510-0900-4625	Xfer from Water	2,500,000.00	500,000.00	500,000.00	2,000,000.00	0.00	2,000,000.00	80.00
510-0900-4627	Xfer from Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R62 Sub Totals:	2,500,000.00	500,000.00	500,000.00	2,000,000.00	0.00	2,000,000.00	80.00
R64	Rcimbursment							
510-0900-4640	Reimbursement Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R64 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	2,501,000.00	500,060.80	500,060.80	2,000,939.20	0.00	2,000,939.20	80.01
E01	Personnel Expense							
510-0900-5000	Salary Expense	468,189.80	31,032.70	31,032.70	437,157.10	0.00	437,157.10	93.37
510-0900-5005	SWB Reimbursement	109,000.00	0.00	0.00	109,000.00	0.00	109,000.00	100.00
510-0900-5010	Overtime Expense	22,000.00	3,033.69	3,033.69	18,966.31	0.00	18,966.31	86.21

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
510-0900-5020	FICA Expense	38,587.34	2,560.21	2,560.21	36,027.13	0.00	36,027.13	93.37
510-0900-5022	Unemployment Expense	840.00	115.37	115.37	724.63	0.00	724.63	86.27
510-0900-5025	Worker's Comp Expense	7,241.00	3,476.59	3,476.59	3,764.41	0.00	3,764.41	51.99
510-0900-5030	APERS Expense	75,391.21	5,022.63	5,022.63	70,368.58	0.00	70,368.58	93.34
510-0900-5040	Health Insurance Expense	108,856.20	6,725.64	6,725.64	102,130.56	0.00	102,130.56	93.82
510-0900-5050	Physical & Drug Screen Exp	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
510-0900-5055	Uniform Expense	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
510-0900-5060	Travel & Training Expense	9,000.00	0.00	0.00	9,000.00	0.00	9,000.00	100.00
<b>E01 Sub Totals:</b>		<b>847,105.55</b>	<b>51,966.83</b>	<b>51,966.83</b>	<b>795,138.72</b>	<b>0.00</b>	<b>795,138.72</b>	<b>93.87</b>
<b>E10</b>	<b>Building &amp; Grounds Exp</b>							
510-0900-5102	Repairs & Maint - Building	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
510-0900-5104	Repairs & Maint - Grounds	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
510-0900-5110	Utilities - Electric	50,000.00	2,752.96	2,752.96	47,247.04	0.00	47,247.04	94.49
510-0900-5111	Utilities - Gas	2,500.00	279.29	279.29	2,220.71	0.00	2,220.71	88.83
510-0900-5112	Utilities - Water	300.00	24.48	24.48	275.52	0.00	275.52	91.84
510-0900-5115	Communication Exp - Telephone	3,000.00	1,851.08	1,851.08	1,148.92	0.00	1,148.92	38.30
510-0900-5116	Communication Exp - Cellular	7,800.00	0.00	0.00	7,800.00	720.72	7,079.28	90.76
510-0900-5120	Insurance - Property	9,500.00	0.00	0.00	9,500.00	0.00	9,500.00	100.00
510-0900-5130	Sanitation	7,500.00	10.78	10.78	7,489.22	913.92	6,575.30	87.67
510-0900-5140	Supplies - B&G	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
510-0900-5142	Janitorial Supplies and Main	1,850.00	0.00	0.00	1,850.00	1,900.00	-50.00	0.00
510-0900-5145	Tools	8,250.00	0.00	0.00	8,250.00	0.00	8,250.00	100.00
<b>E10 Sub Totals:</b>		<b>107,700.00</b>	<b>4,918.59</b>	<b>4,918.59</b>	<b>102,781.41</b>	<b>3,534.64</b>	<b>99,246.77</b>	<b>92.15</b>
<b>E20</b>	<b>Vehicle Expense</b>							
510-0900-5200	Fuel Expense	36,000.00	1,783.13	1,783.13	34,216.87	0.00	34,216.87	95.05
510-0900-5210	Service & Repair - Vehicle	8,000.00	0.00	0.00	8,000.00	351.43	7,648.57	95.61
510-0900-5218	Tire Expense	5,650.00	0.00	0.00	5,650.00	0.00	5,650.00	100.00
510-0900-5225	Insurance Expense - Vehicle	5,000.00	5,199.63	5,199.63	-199.63	0.00	-199.63	0.00
510-0900-5240	Equipment Rental	1,000.00	672.52	672.52	327.48	2,017.56	-1,690.08	0.00
<b>E20 Sub Totals:</b>		<b>55,650.00</b>	<b>7,655.28</b>	<b>7,655.28</b>	<b>47,994.72</b>	<b>2,368.99</b>	<b>45,625.73</b>	<b>81.99</b>
<b>E30</b>	<b>Supply Expense</b>							
510-0900-5300	Supplies - Office	4,500.00	25.00	25.00	4,475.00	182.13	4,292.87	95.40
510-0900-5322	Supplies - Operating	180,000.00	4,739.63	4,739.63	175,260.37	15,216.38	160,043.99	88.91
510-0900-5324	Supplies - Chemicals	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
510-0900-5326	Supplies - Lab	100.00	0.00	0.00	100.00	0.00	100.00	100.00
510-0900-5350	Postage Expense	35,000.00	2,708.24	2,708.24	32,291.76	0.00	32,291.76	92.26
510-0900-5360	Cost of Water	1,656,000.00	201,000.08	201,000.08	1,454,999.92	240,000.00	1,214,999.92	73.37
<b>E30 Sub Totals:</b>		<b>1,878,600.00</b>	<b>208,472.95</b>	<b>208,472.95</b>	<b>1,670,127.05</b>	<b>255,398.51</b>	<b>1,414,728.54</b>	<b>75.31</b>



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E40	Operations Expense							
510-0900-5475	Credit Card Fees	21,600.00	1,679.37	1,679.37	19,920.63	7,200.00	12,720.63	58.89
510-0900-5480	Dues & Subscriptions	7,500.00	900.00	900.00	6,600.00	2,152.45	4,447.55	59.30
510-0900-5515	Special Elec or Permit Fee Exp	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	100.00
510-0900-5530	Safety Program	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
510-0900-5535	Sales Tax Expense	288,000.00	22,197.62	22,197.62	265,802.38	0.00	265,802.38	92.29
510-0900-5823	COE Degray O&M	0.00	0.00	0.00	0.00	1,350.00	-1,350.00	0.00
	<b>E40 Sub Totals:</b>	<b>348,600.00</b>	<b>24,776.99</b>	<b>24,776.99</b>	<b>323,823.01</b>	<b>10,702.45</b>	<b>313,120.56</b>	<b>89.82</b>
E55	Professional Services							
510-0900-5550	Prof Services - Acctg & Audit	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
510-0900-5553	Prof Services - Advertising	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
510-0900-5571	Prof Services - Engineering	22,000.00	0.00	0.00	22,000.00	0.00	22,000.00	100.00
510-0900-5574	Prof Services - GIS	0.00	0.00	0.00	0.00	1,359.00	-1,359.00	0.00
510-0900-5586	Prof Services - Other	36,000.00	32.24	32.24	35,967.76	3,409.58	32,558.18	90.44
510-0900-5589	Prof Services - Printing	5,500.00	0.00	0.00	5,500.00	1,600.00	3,900.00	70.91
	<b>E55 Sub Totals:</b>	<b>74,500.00</b>	<b>32.24</b>	<b>32.24</b>	<b>74,467.76</b>	<b>6,368.58</b>	<b>68,099.18</b>	<b>91.41</b>
E60	Miscellaneous Expense							
510-0900-5604	Hardware - New & Renewals	23,900.00	0.00	0.00	23,900.00	0.00	23,900.00	100.00
510-0900-5606	IT Project & Labor	18,880.00	0.00	0.00	18,880.00	0.00	18,880.00	100.00
510-0900-5608	Software - New & Renewals	38,185.00	0.00	0.00	38,185.00	2,528.63	35,656.37	93.38
510-0900-5614	Copiers & Maintenance	7,600.00	0.00	0.00	7,600.00	0.00	7,600.00	100.00
	<b>E60 Sub Totals:</b>	<b>88,565.00</b>	<b>0.00</b>	<b>0.00</b>	<b>88,565.00</b>	<b>2,528.63</b>	<b>86,036.37</b>	<b>97.14</b>
E62	Intergovernmental Tsfr							
510-0900-5626	Xfer Depreciation Fd - Water	90,000.00	8,507.30	8,507.30	81,492.70	0.00	81,492.70	90.55
	<b>E62 Sub Totals:</b>	<b>90,000.00</b>	<b>8,507.30</b>	<b>8,507.30</b>	<b>81,492.70</b>	<b>0.00</b>	<b>81,492.70</b>	<b>90.55</b>
E72	Bond Expense							
510-0900-5722	Bond Principal Pmt	539,664.25	42,556.32	42,556.32	497,107.93	0.00	497,107.93	92.11
510-0900-5724	Bond Fee	0.00	166.67	166.67	-166.67	0.00	-166.67	0.00
	<b>E72 Sub Totals:</b>	<b>539,664.25</b>	<b>42,722.99</b>	<b>42,722.99</b>	<b>496,941.26</b>	<b>0.00</b>	<b>496,941.26</b>	<b>92.08</b>
E80	Fixed Assets							
510-0900-5808	Fixed Assets - Vehicles	42,500.00	0.00	0.00	42,500.00	0.00	42,500.00	100.00
510-0900-5816	Fixed Assets - Infrastructure	641,676.65	0.00	0.00	641,676.65	141,676.65	500,000.00	77.92
510-0900-5821	Other Equipment	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
510-0900-5822	COE Degray Project	100,000.00	0.00	0.00	100,000.00	113,786.00	-13,786.00	0.00
510-0900-5824	Depreciation Expense	800,000.00	0.00	0.00	800,000.00	0.00	800,000.00	100.00
	<b>E80 Sub Totals:</b>	<b>1,599,176.65</b>	<b>0.00</b>	<b>0.00</b>	<b>1,599,176.65</b>	<b>255,462.65</b>	<b>1,343,714.00</b>	<b>84.03</b>

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E85	Interest Expense							
510-0900-5850	Interest Expense	286,330.57	18,457.25	18,457.25	267,873.32	14,395.00	253,478.32	88.53
	E85 Sub Totals:	286,330.57	18,457.25	18,457.25	267,873.32	14,395.00	253,478.32	88.53
	Expense Sub Totals:	5,915,892.02	367,510.42	367,510.42	5,548,381.60	550,759.45	4,997,622.15	84.48
Dept 510-0950	Dept 0900 Sub Totals:	3,414,892.02	-132,550.38	-132,550.38	3,547,442.40	550,759.45		
R62	Wastewater							
510-0950-4625	Intergovernmental Tsifs	4,250,000.00	0.00	0.00	4,250,000.00	0.00	4,250,000.00	100.00
	Xfer from Sewer Sales	4,250,000.00	0.00	0.00	4,250,000.00	0.00	4,250,000.00	100.00
R64	R62 Sub Totals:	4,250,000.00	0.00	0.00	4,250,000.00	0.00	4,250,000.00	100.00
	Reimbursement							
510-0950-4640	Refunds and Reim. WW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R64 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	4,250,000.00	0.00	0.00	4,250,000.00	0.00	4,250,000.00	100.00
E01	Personnel Expense							
510-0950-5000	Salary Expense	783,245.29	49,861.43	49,861.43	733,383.86	0.00	733,383.86	93.63
510-0950-5005	SWB Reimbursement	109,000.00	0.00	0.00	109,000.00	0.00	109,000.00	100.00
510-0950-5010	Overtime Expense	40,000.00	2,996.11	2,996.11	37,003.89	0.00	37,003.89	92.51
510-0950-5020	FICA Expense	63,285.78	3,978.38	3,978.38	59,307.40	0.00	59,307.40	93.71
510-0950-5022	Unemployment Expense	900.00	29.00	29.00	871.00	0.00	871.00	96.78
510-0950-5025	Worker's Comp Expense	7,128.00	9,038.61	9,038.61	-1,910.61	0.00	-1,910.61	0.00
510-0950-5030	APERS Expense	127,656.23	8,062.44	8,062.44	119,593.79	0.00	119,593.79	93.68
510-0950-5040	Health Insurance Expense	158,776.08	10,777.78	10,777.78	147,998.30	0.00	147,998.30	93.21
510-0950-5050	Physical & Drug Screen Exp	1,666.00	0.00	0.00	1,666.00	0.00	1,666.00	100.00
510-0950-5054	BYOD - Wastewater	0.00	25.00	25.00	-25.00	0.00	-25.00	0.00
510-0950-5055	Uniform Expense	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	100.00
510-0950-5060	Travel & Training Expense	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
	E01 Sub Totals:	1,307,657.38	84,768.75	84,768.75	1,222,888.63	0.00	1,222,888.63	93.52
E10	Building & Grounds Exp							
510-0950-5102	Repairs & Maint - Building	15,600.00	0.00	0.00	15,600.00	0.00	15,600.00	100.00
510-0950-5110	Utilities - Electric	288,000.00	23,233.75	23,233.75	264,766.25	0.00	264,766.25	91.93
510-0950-5111	Utilities - Gas	2,700.00	422.04	422.04	2,277.96	0.00	2,277.96	84.37
510-0950-5112	Utilities - Water	300.00	24.47	24.47	275.53	0.00	275.53	91.84
510-0950-5115	Communication Exp - Telephone	3,000.00	1,851.10	1,851.10	1,148.90	0.00	1,148.90	38.30
510-0950-5116	Communication Exp - Cellular	13,332.00	0.00	0.00	13,332.00	556.51	12,775.49	95.83
510-0950-5120	Insurance - Property	10,250.00	0.00	0.00	10,250.00	0.00	10,250.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
510-0950-5130	Sanitation	31,200.00	10.78	10.78	31,189.22	5,113.92	26,075.30	83.57
510-0950-5140	Supplies - B&G	1,560.00	0.00	0.00	1,560.00	0.00	1,560.00	100.00
510-0950-5142	Janitorial Supplies and Main	1,600.00	0.00	0.00	1,600.00	1,900.00	-300.00	0.00
510-0950-5145	Tools	8,400.00	0.00	0.00	8,400.00	0.00	8,400.00	100.00
<b>E10 Sub Totals:</b>		<b>375,942.00</b>	<b>25,542.14</b>	<b>25,542.14</b>	<b>350,399.86</b>	<b>7,570.43</b>	<b>342,829.43</b>	<b>91.19</b>
<b>E20</b>	<b>Vehicle Expense</b>							
510-0950-5200	Fuel Expense	30,000.00	1,783.14	1,783.14	28,216.86	0.00	28,216.86	94.06
510-0950-5210	Service & Repair - Vehicle	33,000.00	2,844.38	2,844.38	30,155.62	2,490.52	27,665.10	83.83
510-0950-5218	Tire Expense	8,400.00	1,253.09	1,253.09	7,146.91	0.00	7,146.91	85.08
510-0950-5225	Insurance Expense - Vehicle	9,000.00	7,676.82	7,676.82	1,323.18	198.44	1,124.74	12.50
510-0950-5240	Equipment Rental	950.00	672.53	672.53	277.47	2,017.59	-1,740.12	0.00
<b>E20 Sub Totals:</b>		<b>81,350.00</b>	<b>14,229.96</b>	<b>14,229.96</b>	<b>67,120.04</b>	<b>4,706.55</b>	<b>62,413.49</b>	<b>76.72</b>
<b>E30</b>	<b>Supply Expense</b>							
510-0950-5300	Supplies - Office	4,800.00	25.00	25.00	4,775.00	182.14	4,592.86	95.68
510-0950-5322	Supplies - Operating	277,804.33	11,707.28	11,707.28	266,097.05	26,711.79	239,385.26	86.17
510-0950-5324	Supplies - Chemicals	160,000.00	7,815.69	7,815.69	152,184.31	14,754.04	137,430.27	85.89
510-0950-5326	Supplies - Lab	32,500.00	244.85	244.85	32,255.15	24,000.00	8,255.15	25.40
510-0950-5350	Postage Expense	24,000.00	1,708.23	1,708.23	22,291.77	0.00	22,291.77	92.88
<b>E30 Sub Totals:</b>		<b>499,104.33</b>	<b>21,501.05</b>	<b>21,501.05</b>	<b>477,603.28</b>	<b>65,647.97</b>	<b>411,955.31</b>	<b>82.54</b>
<b>E40</b>	<b>Operations Expense</b>							
510-0950-5475	Credit Card Fees	21,200.00	1,679.38	1,679.38	19,520.62	19,800.00	-279.38	0.00
510-0950-5480	Dues & Subscriptions	15,600.00	2.85	2.85	15,597.15	9,152.45	6,444.70	41.31
510-0950-5530	Safety Program	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
510-0950-5540	Equip Purchase - I & I	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
510-0950-5541	Outside Contractors- I & I	300,000.00	0.00	0.00	300,000.00	0.00	300,000.00	100.00
510-0950-5542	Service & Repair - I & I	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
<b>E40 Sub Totals:</b>		<b>363,300.00</b>	<b>1,682.23</b>	<b>1,682.23</b>	<b>361,617.77</b>	<b>28,952.45</b>	<b>332,665.32</b>	<b>91.57</b>
<b>E55</b>	<b>Professional Services</b>							
510-0950-5550	Prof Services - Acctg & Audit	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
510-0950-5553	Prof Services - Advertising	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
510-0950-5571	Prof Services - Engineering	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00	100.00
510-0950-5574	Prof Services - GIS	0.00	0.00	0.00	0.00	1,359.00	-1,359.00	0.00
510-0950-5586	Prof Services - Other	25,000.00	70.59	70.59	24,929.41	3,388.57	21,540.84	86.16
510-0950-5589	Prof Services - Printing	5,000.00	0.00	0.00	5,000.00	1,600.00	3,400.00	68.00
<b>E55 Sub Totals:</b>		<b>63,500.00</b>	<b>70.59</b>	<b>70.59</b>	<b>63,429.41</b>	<b>6,347.57</b>	<b>57,081.84</b>	<b>89.89</b>
<b>E60</b>	<b>Miscellaneous Expense</b>							
510-0950-5604	Hardware - New & Renewals	23,900.00	0.00	0.00	23,900.00	0.00	23,900.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
510-0950-5606	IT Project & Labor	16,380.00	0.00	0.00	16,380.00	0.00	16,380.00	100.00
510-0950-5608	Software - New & Renewals	56,230.00	0.00	0.00	56,230.00	2,528.63	53,701.37	95.50
510-0950-5614	Copiers & Maintenance	7,600.00	0.00	0.00	7,600.00	0.00	7,600.00	100.00
<b>E60 Sub Totals:</b>		<b>104,110.00</b>	<b>0.00</b>	<b>0.00</b>	<b>104,110.00</b>	<b>2,528.63</b>	<b>101,581.37</b>	<b>97.57</b>
E62	Intergovernmental Tsfr							
510-0950-5626	Xfer to Other	0.00	10,114.20	10,114.20	-10,114.20	0.00	-10,114.20	0.00
<b>E62 Sub Totals:</b>		<b>0.00</b>	<b>10,114.20</b>	<b>10,114.20</b>	<b>-10,114.20</b>	<b>0.00</b>	<b>-10,114.20</b>	<b>0.00</b>
E72	Bond Expense							
510-0950-5722	Bond Principal Pmt	626,171.66	49,165.73	49,165.73	577,005.93	0.00	577,005.93	92.15
<b>E72 Sub Totals:</b>		<b>626,171.66</b>	<b>49,165.73</b>	<b>49,165.73</b>	<b>577,005.93</b>	<b>0.00</b>	<b>577,005.93</b>	<b>92.15</b>
E80	Fixed Assets							
510-0950-5810	Fixed Assets - Equipment	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
510-0950-5816	Fixed Assets - Infrastructure	1,727,297.62	0.00	0.00	1,727,297.62	498,514.12	1,228,783.50	71.14
510-0950-5819	Project - Dewatering Facility	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
510-0950-5824	Depreciation Expense	1,100,000.00	0.00	0.00	1,100,000.00	0.00	1,100,000.00	100.00
<b>E80 Sub Totals:</b>		<b>2,917,297.62</b>	<b>0.00</b>	<b>0.00</b>	<b>2,917,297.62</b>	<b>498,514.12</b>	<b>2,418,783.50</b>	<b>82.91</b>
E85	Interest Expense							
510-0950-5850	Interest Expense	239,470.63	22,898.31	22,898.31	216,572.32	0.00	216,572.32	90.44
<b>E85 Sub Totals:</b>		<b>239,470.63</b>	<b>22,898.31</b>	<b>22,898.31</b>	<b>216,572.32</b>	<b>0.00</b>	<b>216,572.32</b>	<b>90.44</b>
	Expense Sub Totals:							
		6,577,903.62	229,972.96	229,972.96	6,347,930.66	614,267.72	5,733,662.94	87.17
	Dept 0950 Sub Totals:							
		2,327,903.62	229,972.96	229,972.96	2,097,930.66	614,267.72	1,683,662.94	72.38
	Fund Revenue Sub Totals:							
		6,751,000.00	500,060.80	500,060.80	6,250,939.20	0.00	6,250,939.20	92.59
	Fund Expense Sub Totals:							
		12,493,795.64	597,483.38	597,483.38	11,896,312.26	1,165,027.17	10,731,285.09	85.89
	Fund 510 Sub Totals:							
		5,742,795.64	97,422.58	97,422.58	5,645,373.06	1,165,027.17	4,480,345.89	78.01
Fund 515	Stormwater Utility Fund							
Dept 515-0140	Stormwater							
R60	Miscellaneous Revenue							
515-0140-4600	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>R60 Sub Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
R62	Intergovernmental Tsfrs							
515-0140-4625	Xfer from Water Revenue Fund	280,200.00	23,286.00	23,286.00	256,914.00	0.00	256,914.00	91.69

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
515-0140-4627	Xfer from Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R62	R62 Sub Totals:	280,200.00	23,286.00	23,286.00	256,914.00	0.00	256,914.00	91.69
	Interest Revenue							
515-0140-4850	Interest Revenue	0.00	10.17	10.17	-10.17	0.00	-10.17	0.00
R85	R85 Sub Totals:	0.00	10.17	10.17	-10.17	0.00	-10.17	0.00
	Revenue Sub Totals:	280,200.00	23,296.17	23,296.17	256,903.83	0.00	256,903.83	91.69
E80	Fixed Assets							
515-0140-5816	Fixed Assets - Infrastructure	416,554.59	960.00	960.00	415,594.59	146,582.27	269,012.32	64.58
E80	E80 Sub Totals:	416,554.59	960.00	960.00	415,594.59	146,582.27	269,012.32	64.58
	Expense Sub Totals:	416,554.59	960.00	960.00	415,594.59	146,582.27	269,012.32	64.58
Dept 0140	Dept 0140 Sub Totals:	136,354.59	-22,336.17	-22,336.17	158,690.76	146,582.27		
Fund Revenue	Fund Revenue Sub Totals:	280,200.00	23,296.17	23,296.17	256,903.83	0.00	256,903.83	91.69
Fund Expense	Fund Expense Sub Totals:	416,554.59	960.00	960.00	415,594.59	146,582.27	269,012.32	64.58
Fund 515	Fund 515 Sub Totals:	136,354.59	-22,336.17	-22,336.17	158,690.76	146,582.27		
Dept 525-0950	Depreciation - WW							
R62	Wastewater							
525-0950-4625	Intergovernmental Tsfrs							
	Xfer from Water	0.00	18,621.50	18,621.50	-18,621.50	0.00	-18,621.50	0.00
R62	R62 Sub Totals:	0.00	18,621.50	18,621.50	-18,621.50	0.00	-18,621.50	0.00
	Interest Revenue							
525-0950-4850	Interest Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R85	R85 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	18,621.50	18,621.50	-18,621.50	0.00	-18,621.50	0.00
E62	Intergovernmental Tsfr							
525-0950-5624	Xfer to Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E62	E62 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 0950 Sub Totals:	0.00	-18,621.50	-18,621.50	18,621.50	0.00		
	Fund Revenue Sub Totals:	0.00	18,621.50	18,621.50	-18,621.50	0.00	-18,621.50	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 530	Fund 525 Sub Totals:	0.00	-18,621.50	-18,621.50	18,621.50	0.00		
Dept 530-0900	Sub-Div Impact Water							
R62	Water							
530-0900-4625	Intergovernmental Tsfrs							
	Xfer from Water	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	R62 Sub Totals:	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	Revenue Sub Totals:	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	Dept 0900 Sub Totals:	-2,000.00	0.00	0.00	-2,000.00	0.00		
	Fund Revenue Sub Totals:	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 535	Fund 530 Sub Totals:	-2,000.00	0.00	0.00	-2,000.00	0.00		
Dept 535-0950	Sub-Div Impact WW							
R62	Wastewater							
535-0950-4625	Intergovernmental Tsfrs							
	Xfer from Water Ord 2006-09	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	R62 Sub Totals:	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
R85	Intercst Revcnuc							
535-0950-4850	Interest Revenue	0.00	0.88	0.88	-0.88	0.00	-0.88	0.00
	R85 Sub Totals:	0.00	0.88	0.88	-0.88	0.00	-0.88	0.00
	Revenue Sub Totals:	2,000.00	0.88	0.88	1,999.12	0.00	1,999.12	99.96
E62	Intergovernmental Tsfr							
535-0950-5624	Xfer to Water Ord 2006-09	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E62 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 0950 Sub Totals:	-2,000.00	-0.88	-0.88	-1,999.12	0.00		
	Fund Revenue Sub Totals:	2,000.00	0.88	0.88	1,999.12	0.00	1,999.12	99.96
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 535 Sub Totals:	-2,000.00	-0.88	-0.88	-1,999.12	0.00		
Fund 550	Impact - Water							
Dept 550-0900	Water							
R62	Intergovernmental Tsfrs							
550-0900-4625	Xfer fr WaterOrd1997-3, 2010-18	35,000.00	4,200.00	4,200.00	30,800.00	0.00	30,800.00	88.00
	R62 Sub Totals:	35,000.00	4,200.00	4,200.00	30,800.00	0.00	30,800.00	88.00
R85	Interest Revenue	0.00	1.91	1.91	-1.91	0.00	-1.91	0.00
550-0900-4850	Interest Revenue							
	R85 Sub Totals:	0.00	1.91	1.91	-1.91	0.00	-1.91	0.00
	Revenue Sub Totals:	35,000.00	4,201.91	4,201.91	30,798.09	0.00	30,798.09	87.99
E62	Intergovernmental Tsfr							
550-0900-5624	Xfer to WaterOrd1997-3, 2010-18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E62 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 0900 Sub Totals:	-35,000.00	-4,201.91	-4,201.91	-30,798.09	0.00		
	Fund Revenue Sub Totals:	35,000.00	4,201.91	4,201.91	30,798.09	0.00	30,798.09	87.99
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 550 Sub Totals:	-35,000.00	-4,201.91	-4,201.91	-30,798.09	0.00		
Fund 555	Impact - WW							
Dept 555-0950	Wastewater							
R62	Intergovernmental Tsfrs							
555-0950-4625	Xfer from Water Ord 1997-03	35,000.00	4,500.00	4,500.00	30,500.00	0.00	30,500.00	87.14
	R62 Sub Totals:	35,000.00	4,500.00	4,500.00	30,500.00	0.00	30,500.00	87.14
R85	Interest Revenue	0.00	1.91	1.91	-1.91	0.00	-1.91	0.00
555-0950-4850	Interest Revenue							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E62 555-0950-5624	R85 Sub Totals:	0.00	1.91	1.91	-1.91	0.00	-1.91	0.00
	Revenue Sub Totals:	35,000.00	4,501.91	4,501.91	30,498.09	0.00	30,498.09	87.14
	Intergovernmental Tsfr							
	Xfer to Water Ord 1997-03							
	E62 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 0950 Sub Totals:	-35,000.00	-4,501.91	-4,501.91	-30,498.09	0.00		
	Fund Revenue Sub Totals:	35,000.00	4,501.91	4,501.91	30,498.09	0.00	30,498.09	87.14
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 560 Dept 560-0900 R62 560-0900-4625	Fund 555 Sub Totals:	-35,000.00	-4,501.91	-4,501.91	-30,498.09	0.00		
	Salem Royalty							
	Water							
	Intergovernmental Tsfrs							
	Xfer from Water	600.00	46.40	46.40	553.60	0.00	553.60	92.27
	R62 Sub Totals:	600.00	46.40	46.40	553.60	0.00	553.60	92.27
	Interest Revenue							
	Interest Rcvncu	0.00	1.82	1.82	-1.82	0.00	-1.82	0.00
R85 560-0900-4850	R85 Sub Totals:	0.00	1.82	1.82	-1.82	0.00	-1.82	0.00
	Revenue Sub Totals:	600.00	48.22	48.22	551.78	0.00	551.78	91.96
	Miscellaneous Expense							
	Royalty Payment	600.00	0.00	0.00	600.00	0.00	600.00	100.00
E60 560-0900-5602	E60 Sub Totals:	600.00	0.00	0.00	600.00	0.00	600.00	100.00
	Expense Sub Totals:	600.00	0.00	0.00	600.00	0.00	600.00	100.00
	Dept 0900 Sub Totals:	0.00	-48.22	-48.22	48.22	0.00		
	Fund Revenue Sub Totals:	600.00	48.22	48.22	551.78	0.00	551.78	91.96



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Expense Sub Totals:							
Fund 604		600.00	0.00	0.00	600.00	0.00	600.00	100.00
Dept 604-0000								
R62	Fund 560 Sub Totals:							
604-0000-4623	W/WW Ref Rev 2017 Bd Fr	0.00	-48.22	-48.22	48.22	0.00		
	Water and WW							
	Intergovernmental Tsfris							
	Xfer from Other Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R62 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R85	Interest Revenue							
604-0000-4850	Interest Revenue	0.00	61.58	61.58	-61.58	0.00	-61.58	0.00
604-0000-4855	Gain on Investment	0.00	50,365.17	50,365.17	-50,365.17	0.00	-50,365.17	0.00
R85 Sub Totals:		0.00	50,426.75	50,426.75	-50,426.75	0.00	-50,426.75	0.00
E62	Revenue Sub Totals:							
604-0000-5626	Intergovernmental Tsfr	0.00	50,426.75	50,426.75	-50,426.75	0.00	-50,426.75	0.00
	Xfer to Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E72	E62 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
604-0000-5722	Bond Expense							
604-0000-5724	Bond Principal Pmt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Bond Fees	0.00	166.67	166.67	-166.67	0.00	-166.67	0.00
E85	E72 Sub Totals:	0.00	166.67	166.67	-166.67	0.00	-166.67	0.00
604-0000-5855	Interest Expense							
	Loss on Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E85 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:							
		0.00	166.67	166.67	-166.67	0.00	-166.67	0.00
	Dept 0000 Sub Totals:							
		0.00	-50,260.08	-50,260.08	50,260.08	0.00		
	Fund Revenue Sub Totals:							
		0.00	50,426.75	50,426.75	-50,426.75	0.00	-50,426.75	0.00
	Fund Expense Sub Totals:							
		0.00	166.67	166.67	-166.67	0.00	-166.67	0.00
	Fund 604 Sub Totals:							
Fund 606		0.00	-50,260.08	-50,260.08	50,260.08	0.00		
Dept 606-0000	W/WW Ref Rev Bonds 2017 DSR							
	Water and WW							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
R62 606-0000-4623	Intergovernmental Tsfrs Xfer from Other Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R62 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R85 606-0000-4850	Interest Revenue	0.00	502.08	502.08	-502.08	0.00	-502.08	0.00
606-0000-4855	Gain on Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R85 Sub Totals:		0.00	502.08	502.08	-502.08	0.00	-502.08	0.00
Revenue Sub Totals:		0.00	502.08	502.08	-502.08	0.00	-502.08	0.00
E62 606-0000-5626	Intergovernmental Tsfr Xfer to Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E62 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 0000 Sub Totals:		0.00	-502.08	-502.08	502.08	0.00		
Dept 606-0005 E62 606-0005-0626	Intergovernmental Tsfr Xfer to Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E62 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 0005 Sub Totals:		0.00	0.00	0.00	0.00	0.00		
Fund Revenue Sub Totals:		0.00	502.08	502.08	-502.08	0.00	-502.08	0.00
Fund Expense Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 606 Sub Totals:		0.00	-502.08	-502.08	502.08	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	48,220,832.20	4,140,354.73	4,140,354.73	44,080,477.47	0.00	44,080,477.47	91.41
	Expense Totals:	54,730,246.43	4,041,484.45	4,041,484.45	50,688,761.98	2,396,702.01	48,292,059.97	88.24
	Report Totals:	6,509,414.23	-98,870.28	-98,870.28	6,608,284.51	2,396,702.01		

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION ABOLISHING THE OFF-LEASH AREA WITHIN ALCOA 40 PARK,  
AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Bryant sees the need for a City-wide trail system which allows all of its citizens to engage in and enjoy a variety of activities out-of-doors; and

**WHEREAS**, the City of Bryant has collected input from many of its citizens regarding the Off-Leash area within Alcoa 40 Park; and

**WHEREAS**, the City of Bryant wishes to provide the best possible experience for dog owners while keeping all members of the community safe as they use our public parks.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS:**

**SECTION 1.** The City Council hereby repeals Resolution #2018-10 and abolishes the off-leash area, formerly known as “The Bryant Barkway” within the confines of Alcoa 40 Park located at 1110 Shobe Road, Bryant, Arkansas, effective as of the first day of April 2019.

**SECTION 2.** The Bryant Parks Committee and Bryant Parks Department shall be authorized to determine if the trail once occupied by the Barkway shall remain open and accessible for other uses. Any items that cannot be used for the future Dog Park build will be relinquished to the Parks Department for whatever use the Parks Committee deems fit.

**SECTION 3.** The total amount of funds used to construct, advertise or otherwise prepare the area for the Barkway shall be reimbursed and deposited to Account 020-0200-4682. the Bryant Dog Park Donation Fund from Account 001-0100-5104 Admin Grounds General Fund, of which the total is \$4,136.32.

**SECTION 4.** Any resolution, resolution section, policy or directive in conflict with this Resolution is repealed or amended to reflect and achieve the purposes stated herein.

**PASSED this \_\_\_\_ day of \_\_\_\_\_, 2019.**

**{signatures on following page}**

**APPROVED:**

\_\_\_\_\_  
Mayor Allen Scott

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney

<b>Costs Incurred for Barkway Project</b>		
9/28/2017 Rope for Barkway - 6 x 1200'	\$	1,800.00
9/28/2017 Rope for Barkway - 2 x 1200'	\$	175.00
10/18/2017 Landscape Timbers x 154	\$	676.13
10/18/2017 Screws	\$	16.97
10/18/2017 8' Landscape Timbers	\$	548.90
1/9/2018 Barkway Signs	\$	900.00
5/2/2018 Barkway Sign Posts	\$	19.32
<b>TOTAL: \$</b>		<b>4,136.32</b>

**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR PUBLIC WORKS ADMINISTRATIVE ASSISTANT  
FOR THE CITY OF BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Public Works Administrative Assistant.

**Section 2.** The salary range for the Public Works Administrative Assistant position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$26,566	\$33,208	\$39,850

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney





**City of Bryant - 2019**  
**Public Works Admin Asst - Proposed 2019**  
**Job Description**

**Job Code:** 0000  
**Exempt:** No  
**Department:** Public Works  
**Reports To** Public Works Director  
**Location:** Street Department Building  
**Date Prepared:** October 20, 2008  
**Date Revised:** February 06, 2019

**GENERAL DESCRIPTION OF POSITION**

Assists in field office at Public Works Department performing various clerical functions. Other duties may be assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for writing and maintaining Public Works policies and procedures.
2. Maintains all Public Works file systems.
3. Monitors and maintains Public Works website and Facebook page information on a recurring basis.
4. Maintains the MSDS material and reports changes to administrative office.
5. Regularly communicates with and administratively assists all employees within the Public Works department.
6. Politely takes and delivers telephone calls and messages for all divisions of the Public Works department.
7. Uses a two way radio to communicate messages and information to the department.
8. Prepares financial reports by collecting, formatting, analyzing, and explaining information.
9. Manages incoming and outgoing mail.
10. Collects and distributes any required paperwork for department.
11. Compiles data for meetings and reports as needed.
12. Transcribes letters, reports, statements and other materials assigned.
13. Maintains systems, procedures and methods for record keeping and cost gathering for cost of service by project.
14. Coordinates purchasing and accounts payable activities for Public Works including requisition processing for purchase orders.
15. Ability to work overtime.

16. Booking travel; handling all arrangements; verifying travel and event details.

17. Collects and submits time sheets to payroll.

18. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas driver's license or valid drivers license recognized by the state of Arkansas.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing  
Basic: Payroll Systems

## **INITIATIVE AND INGENUITY SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

### **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

#### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

#### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with

others in taking action for a department and/or total organization.

### **PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

### **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to walk, sit, use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Intermediate knowledge and skills with Microsoft Office Suite, Google Mail, Google Calendar, and Google Docs. Prefer at least three years of applicable experience.



**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR STORMWATER COORDINATOR FOR THE CITY OF  
BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Stormwater Coordinator.

**Section 2.** The salary range for the Stormwater Coordinator position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$25,309	\$31,637	\$37,964

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney



# City of Bryant - 2019

## Stormwater Coordinator - Proposed 2019

### Job Description

**Job Code:** 0000  
**Exempt:** No  
**Department:** Stormwater Department  
**Reports To** Community Development Manager  
**Location:** 1019 SW 2nd Street, Bryant AR 72022  
**Date Prepared:** November 05, 2009  
**Date Revised:** October 08, 2018

#### **GENERAL DESCRIPTION OF POSITION**

Duties include performing activities that help The City of Bryant meet the Six Minimum Requirements of the MS4 Permit issued through the Arkansas Department of Environmental Quality (ADEQ) in compliance with the Federal Clean Water Act. This position will help facilitate documentation generated from departmental needs and State requirements. This position will also help in the routine maintenance of the stormwater system throughout the City.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Perform Construction Site Stormwater Runoff Control inspections. This activity involves doing construction site inspections to ensure construction activities operate using Best Management Practices or guidelines of ADEQ that protect the environment and Waterways of the State. This can involve using enforcement actions for violations of Stormwater Ordinance including issuing violation notices and Stop Work orders. It also involves completion of inspection forms detailing findings from inspections.
2. Perform Post Construction Runoff Control inspections of construction sites and stormwater systems. This activity involves inspecting construction sites after project is complete or near completion to confirm ground stabilization and that stormwater systems are functioning properly. On-going inspections of permanent stormwater systems are also performed on a continuous, routine basis, into the future, on stormwater systems such as detention basins and drains. This involves completing inspection forms detailing findings.
3. Perform Public Education and Outreach activities such as training contractor/building personnel; commercial business operators and personnel; and the public in general about Best Management Practices and Pollution Prevention. Duties performed include talking to construction site personnel, literature distribution or talking to people at special public meetings.
4. Perform Illicit Discharge Detection and Elimination/Dry Weather Screening. Activity involves responding to calls and complaints of illicit discharges and in general trying to regulate and prevent acts of illicit discharge via observation of activities within the city limits. Dry Weather Screening yearly, routine inspections of streams and creek beds during dry weather to detect signs of illicit discharge. This involves completion of inspection forms detailing findings.
5. Perform Pollution Prevention/Good Housekeeping for Municipal Operations. Involves routinely inspecting Municipal, City owned buildings, facilities, grounds and operations to make sure Best Management Practices are in place and being practiced. This involves completion of inspection forms detailing findings and doing training sessions with City personnel.



6. Assists with conducting Public Involvement/Participation. Involves helping facilitate interactive meetings with contractors, builders and the general public.
7. Perform inspection and maintenance of City owned/controlled stormwater systems. These stormwater systems include detention basins (and property on which they are contained), ditches, creeks, streams, drainage easements, storm drains, streets, street inlets, stormwater pipes/culverts and other channels that carry that carry stormwater. Maintenance of these systems involve mowing, raking, silt removal, debris removal and trash (floatables) removal. Maintenance can also involve construction and repair of systems.
8. Operate and maintain equipment used on the job. These include vehicles, mowers, tractors, bush hogs, compaction tools, sod cutters, backhoes, trimmers, chain saws, hand-held power tools and hand tools. Duties also involve the inspection, care and maintenance of tools equipment and supplies.
9. Respond to public complaints and requests. This could be flooding/drainage complaints, illicit discharge, stormwater ordinance violations, debris removal, stormwater drainage system repair and silt removal. The responses involves gathering information in field, writing reports.
10. Perform inspections and/or construction work for projects either contracted or performed by the City. Projects could involve road construction, drainage improvements, and/or general clean up. Activities will involve enforcing construction plan details and Best Management Practices. May also involve other activities that support the project leading to its successful completion.
11. Perform in-field mapping of necessary features on interest. This process involves hand marking up features on interest on a printed grid map. Features of interest could be basins, waterways, drains, streetlights or any other feature that the City will record into the GIS mapping system.
12. Assist in the maintenance/documentation of permits, inspection scheduling, work orders, and other departmental activities as needed, or as directed by Stormwater Manager. Ensure all documentation is complete, accurate, correct, and captured in a real-time manner. Ensure documentation has necessary information such as photographs, violation notices, stop work orders and other supportive elements for purposes of accurate reporting on a City and State level.
13. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

### **CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

CSI MS4 license to be obtained within first year of employment if reasonable by proximity and availability of training site.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Basic: Alphanumeric Data Entry, Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

#### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

### **MENTAL DEMAND**

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

### **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration. The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms; and occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

**ADDITIONAL INFORMATION**

Troy Ellis has demonstrated over the last six months a high level of competency for creating and maintaining records in the Stormwater Department related to our daily operational needs.

per Ben Wilson, Stormwater Manager

**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR STORMWATER INSPECTOR FOR THE CITY OF  
BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Stormwater Inspector.

**Section 2.** The salary range for the Stormwater Inspector position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$26,566	\$33,208	\$39,850

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney



# City of Bryant - 2019

## Stormwater Inspector - Proposed - 2019

### Job Description

**Job Code:** 0000  
**Exempt:** No  
**Department:** Stormwater Department  
**Reports To** Stormwater Manager  
**Location:** 1019 SW 2nd Street, Bryant, AR 72022  
**Date Prepared:** November 05, 2009  
**Date Revised:** October 03, 2018

#### **GENERAL DESCRIPTION OF POSITION**

Duties include performing activities that help the City of Bryant stay in compliance with the six requirements of the MS4 permit issued through the Arkansas Department of Environmental Quality (ADEQ) as mandated by the Environmental Protection Agency's (EPA) Clean Water Act. This position also helps with the maintenance, repair and construction of the stormwater systems throughout the City of Bryant.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Perform Construction Site Stormwater Runoff Control inspections. This activity involves doing construction site inspections to ensure new construction operates using best management practices or guidelines of ADEQ that protect the Waterways of the State. This can involve using enforcement actions for violations of the Stormwater Ordinance including issuing Violation Notices and Stop Work Orders. It also involves completion of inspection forms detailing findings from inspections.
2. Perform Post Construction Runoff Control inspections of construction sites, industrial/commercial sites, and stormwater systems. This activity involves inspecting construction sites after project is at or near completion to confirm ground stabilization, clean up, and that stormwater systems are functioning properly. On-going inspections of permanent stormwater systems such as basins are also performed on a continuous, routine basis.
3. Perform Public Education and Outreach activities such as training contractors/builders; commercial business operators; and the public in general about Best Management Practices (BMPs) and pollution prevention. Duties performed include training construction site people, canvassing neighborhoods or talking to people at public meetings and training sessions.
4. Perform Illicit Discharge Detection and Elimination/Dry Weather Screening. Activity involves responding to calls and complaints of illicit discharges and in general trying to regulate and prevent acts of illicit discharge through observation and interaction with the public. Dry Weather Screening is annual, routine inspections of stream and creek beds during dry weather to detect signs of illicit discharge. This involves completion of inspection forms detailing findings.
5. Perform Pollution Prevention and Good Housekeeping for Municipal Operations. Involves routinely inspecting municipal, city owned buildings, facilities, grounds and operations to make sure Best Management Practices are in place and being followed. This involves completion of inspection forms detailing findings and conducting training sessions for City personnel.
6. Assist with public involvement and participation which involves facilitating interactive meetings with contractors, builders and the general public for the purpose of pollution prevention education.

7. Perform inspection and maintenance of city owned and/or controlled stormwater systems. These stormwater systems may include detention basins, ditches, creeks, streams, drainage easements, storm drains, streets, street inlets, and other stormwater conveyance systems. Maintenance of these systems involve mowing, raking, silt removal, debris removal and trash removal. Maintenance can also involve construction and repair of these systems.

8. Operate and maintain, in good working order, equipment and tools used on the job. These include hand tools, power tools, vehicles, mowers, tractors, bush hogs, compaction tools, sod cutters, backhoes, trimmers and chain saws. Duties also involve the inspection, care, repair and maintenance of tools, equipment and supplies.

9. Respond to Public Complaints and Requests. This could be flooding and drainage issues, illicit discharges, stormwater ordinance violations, debris removal, stormwater systems repair, and silt removal. The response involves gathering information in-field, documenting findings and reporting back to the department manager.

10. Perform inspections and/or construction work for projects either contracted or performed by the City of Bryant. Projects could involve road construction, drainage improvements, and general clean up of an area. Activities will involve reading and enforcing construction plan guidelines and BMPs. May also involve other activities that support the project and leads to its successful completion. These duties performed could be for another City department.

11. Perform in-field mapping and detailing of necessary features related to the City GIS. This process involves locating and hand marking printed maps with features of interest for GIS layer building. Features of interest could be detention basins, waterways, street lights, drains, or any other feature deemed necessary.

12. Document work orders and inspections performed. Documentation must be maintained in an accurate, thorough and real-time manner.

13. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.



## **CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out detailed written or oral instructions.  
Ability to deal with problems involving a few known variables in situations of a routine nature.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

C.S.I. MS4 License - Certified Stormwater Inspector Municipal Separate Storm Sewer System.  
To be obtained within first year of employment if reasonable by proximity and availability of training site.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: Alphanumeric Data Entry, Database, Presentation/PowerPoint, Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

## **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

## **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.g. Hot mix paving in constant sun).

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, risk of electrical shock, vibration. The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

#### **ADDITIONAL INFORMATION**

To meet the requirements of the Clean Water Act of the EPA and the mandates of ADEQ, of which we are held accountable and re-portable annually, the Stormwater Department of the City of Bryant must complete a series of involved and complicated activities that encompass the Six Minimum Requirements to legally operate. It takes the two dedicated personnel positions and department manager working together all year to meet these mandates to keep our State Permit active. These six requirements are reflected in the first six duties listed in this P.A.Q.

**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR STORMWATER MANAGER FOR THE CITY OF  
BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Stormwater Manager.

**Section 2.** The salary range for the Stormwater Manager position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$46,048	\$57,560	\$69,072

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney



# City of Bryant - 2019

## Stormwater Manager - Proposed 2019

### Job Description

**Job Code:** 1001  
**Exempt:** Yes  
**Department:** Public Works  
**Reports To** Director of Public Works  
**Location:** 210 SW 3RD STREET  
**Date Prepared:** March 15, 2011  
**Date Revised:** October 16, 2018

#### **GENERAL DESCRIPTION OF POSITION**

Responsible for Implementation and Management of Stormwater Program: Keeping MS4 (Municipal Separate Storm Sewer System) Permit in compliance with the Arkansas Department of Environmental Quality (ADEQ) and meeting the six requirements of the State; Managing department personnel and required activities; Implementing Stormwater Code Enforcement; Managing Stormwater Improvement Projects and other related Stormwater issues and duties as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Implement, manage and understand all aspects/duties of the Stormwater Program's MS4 Permit ARR040000 as regulated by ADEQ. Elements include Construction Site Runoff Control Inspections, Post Construction Runoff Control Inspections, Public Education and Outreach, Illicit Discharge Detection & Elimination/Dry Weather Screening, Pollution Prevention/Good Housekeeping for Municipal Operations, and Public Involvement/Participation. Duties include ensuring elements are completed; all related activities are properly documented; the Annual Report is completed/submitted successfully; and that State Audits of the MS4 Program are executed to reach compliance. Must also understand all elements of ARR150000 permit covering new construction & development. Position ultimately responsible for City compliance with the State on MS4 requirements.
2. Implement and Manage Stormwater Improvement Projects. Involves identifying problem areas related to flooding and disrepair of existing systems; procuring and working with engineers and contractors in all phases of project; purchase order creation and payment scheduling; inspections and documentation/reporting.
3. Manage the maintenance, repair of City owned stormwater systems including easements, basins and underground transfer systems.
4. Implement & Manage Code Enforcement for Stormwater Related Issues. Involves areas of construction and new development, as well as commercial & residential activities related to Stormwater violations and pollution prevention. Duties involve inspection and enforcement actions to achieve compliance.
5. Manage Department - Personnel, Services, & Equipment. This involves management of Stormwater Employees daily operations; scheduling training needs of staff; evaluation of employee performance; and procurement of departmental equipment & service needs for operations.
6. Writing, Research, Documentation, Meeting and Reporting on: departmental duties and accomplishments; flood event and mitigation tracking; grant and ordinance creation;

informational/promotional pieces for publication; research solutions for issues and conditions unique to Stormwater Operations; and reporting/interacting at formal & informal meetings to address Stormwater Issues with general public, City staff, contractors and the commercial sector.

7. Manage the production of the City Monthly Newsletter including creation, content, and editing to reach final draft. Involves researching community and intradepartmental events to create informative notices to the public.

8. Assisting with special projects as assigned.

9. Department Management of Budget & Spending. Involves: assessing overall needs of department; managing spending to meet budget constraints; planning & inputting data in financial software for execution of purchase orders; providing feedback and assistance in the creation of the annual budget.

10. Maintains storm water program manuals, requirements, reports and notifications and inspections. Coordinate public works activities with other departments. Maintains engineering change request logs, issues Engineering change notifications. Assist with public outreach and public education for MS4 program. Maintain handout materials for the general public for outreach and education.

11. Responsible for submitting annual reports to Arkansas Department of Environmental Quality (ADEQ) with regards to the City's MS4 program; Responsible for coordinating storm water projects with the Street Department; Responsible for developing and implementing a plan of action to address storm water management issues.

12. Develops, implements, and maintains an effective public information program on either a citywide or departmental basis; Develops press releases, columns and other materials for the media of publication; Provides the Mayor with support/information on issues of interest to the media; Develops communication plans for various City campaigns, both internally and external; Maintains City press clippings and communicates news/issues to the employees.

13. Coordinates official City functions for the Mayor/City Council; Works with other departments on media and protocol training/advice; Responds to public records requests made by the news media; Acts as a City's official spokesperson with the media to provide the City's response to issues.

14. Assists director with achieving departmental goals, project completion and overall productivity.

15. Enforces City of Bryant Stormwater Ordinances to include writing citations.

16. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 4 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to write speeches and articles for publication that conform to prescribed style and format; Ability

to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

### **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas Driver's License or valid driver's license recognized by the State of Arkansas. Must have CSI at time of hire.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Certifications pertaining to MS4.

### **SOFTWARE SKILLS REQUIRED**

Advanced: Programming Languages, Spreadsheet

Intermediate: Presentation/PowerPoint

Basic: Accounting, Database, Word Processing/Typing

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.



## **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Stormwater

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

## **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level

positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

### **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, vibration. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Not indicated.

**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR SENIOR OFFICE ASSISTANT FOR THE CITY OF  
BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Senior Office Assistant.

**Section 2.** The salary range for the Senior Office Assistant position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$24,052	\$30,066	\$36,079

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney



# City of Bryant - 2019

## Senior Office Assistant - Proposed 2019

### Job Description

**Job Code:** 8000  
**Exempt:** No  
**Department:** WATER & WASTEWATER  
**Reports To** Accounting Supervisor  
**Location:** 210 SW 3RD STREET  
**Date Prepared:** October 17, 2008  
**Date Revised:** October 26, 2018

#### **GENERAL DESCRIPTION OF POSITION**

Compiles and maintains records of business transactions and office activities of water and wastewater departments.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Copies data and compiles records and reports.
2. Post utility payments as needed.
3. Collect walk-in payments for the Water Department as needed.
4. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks.
5. Operates computer terminal to input and retrieve data.
6. Operates office machines such as typewriter, adding, calculating, and duplicating machines.
7. Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.
8. Greets and assists visitors in water deposits, etc.
9. File correspondence and other departmental records.
10. Assists with importing meter reads monthly.
11. Responsible for adjustments to include leak adjustments, pool fills and returned checks as needed.
12. Attends Water Committee meetings as needed.
13. Responsible for daily close-out procedures to include making deposits to the bank in the absence of the Customer Service Supervisor.
14. Provide back-up to Customer Service Supervisor with meter edits.
15. Ability to work overtime.
16. Ability to interact with team members.

17. Regular and punctual attendance.

18. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas drivers license or valid drivers license recognized by the state of Arkansas.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: 10-Key, Alphanumeric Data Entry, Contact Management, Word Processing/Typing

Basic: Accounting, Database, Spreadsheet

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or

sequence of performance of own work operations.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

### **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

### **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

#### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

#### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

### **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons

contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

### **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Working knowledge of computers and other office equipment.



**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR CHIEF PLANT OPERATOR FOR THE CITY OF  
BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Chief Plant Operator.

**Section 2.** The salary range for the Chief Plant Operator position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$30,337	\$37,921	\$45,506

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney



# City of Bryant - 2019

## Chief Plant Operator WW - Proposed 2019

### Job Description

**Job Code:** 8000  
**Exempt:** No  
**Department:** Chief Plant Operator  
**Reports To** Wastewater Treatment Manager  
**Location:** Wastewater Treatment Facility  
**Date Prepared:** October 20, 2008  
**Date Revised:** October 03, 2018

#### **GENERAL DESCRIPTION OF POSITION**

Works in a variety of conditions and situations, indoor and outdoor, in various types of weather in repair, maintenance, and operation of the wastewater treatment facility. Other duties may be assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitors overall plant performance by conducting inspections to detect problems and breakdowns.
2. Coordinates with Wastewater Treatment Manager on overall plant performance and provides assistance as needed.
3. Provides statistical information and data pertaining to plant performance to Treatment Manager.
4. Manages treatment facility in the absence of the Treatment Manager.
5. Maintains records and performs maintenance on pumps, motors, and other equipment.
6. Assist in collection of wastewater for methods in testing and recording for QA & QC.
7. Prepares and performs various analytical tests.
8. Performs, chemical, physical, and bacteriological analysis.
9. Maintains daily records as required by standards.
10. Works rotating shifts.
11. Works overtime as assigned.
12. Regular and punctual attendance.
13. Performs any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

## **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas driver's license or valid drivers license recognized by the state of Arkansas. Must have a Class 3 Arkansas Wastewater license or obtain one within one year.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: Other

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

## **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and

equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

### **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

#### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

#### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

### **PUBLIC CONTACT**

Occasional contacts with patrons on routine matters.

### **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

### **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock. The noise level in the work environment is usually loud.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to reach with hands and arms, climb or balance; occasionally required to stand, walk, sit, use hands to finger, handle, or feel, stoop, kneel, crouch, or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Not indicated.

**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR PUBLIC WORKS EQUIPMENT OPERATOR FOR THE  
CITY OF BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Public Works Equipment Operator.

**Section 2.** The salary range for the Public Works Equipment Operator position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$34,108	\$42,635	\$51,162

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

ATTEST:

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney





# City of Bryant - 2019

## Public Works Equipment Operator

### Job Description

**Job Code:** 8000  
**Exempt:** No  
**Department:** Public Works  
**Reports To** Superintendent  
**Location:** Water/Wastewater Plant  
**Date Prepared:** January 02, 2009  
**Date Revised:** February 04, 2019

#### **GENERAL DESCRIPTION OF POSITION**

Works in a variety of conditions and situations, indoors and outdoors in various types of weather to maintain the utilities system by performing the following duties. Other duties may be assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists in connecting water lines to mains.
2. Performs operations of equipment such as trackhoe, backhoe equipment, etc.
3. Assists in repairing broken water lines, and replacing worn and damaged parts.
4. Use of basic and specialized hand tools.
5. May act as temporary relief for other departments as needed.
6. Performs daily logs and reports as assigned.
7. Assists in directing the utility crew(s).
8. Assists in installations, repairs, relocation of lines, valves, hydrants, and any other daily construction and maintenance tasks.
9. Operates heavy equipment.
10. Completes work orders as assigned.
11. Ability to work over time.
12. Ability to interact with team members.
13. Regular and punctual attendance.
14. Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas commercial driver's license or a valid commercial drivers license recognized by the State of Arkansas. Minimum of CDL B required.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Grade 3 Water Distribution License and Grade 3 Wastewater collection license. CDL A

## **SOFTWARE SKILLS REQUIRED**

Not indicated.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's

clientele.

### **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations, which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

### **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

#### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

## **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work near moving mechanical parts, work in high, precarious places, toxic or caustic chemicals, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock. The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; and frequently required to stand, walk, climb or balance; occasionally required to stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Not indicated.



**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR PUBLIC WORKS UTILITY WORKER 1 FOR THE  
CITY OF BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Public Works Utility Worker 1.

**Section 2.** The salary range for the Public Works Utility Worker 1 position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$25,309	\$31,637	\$37,964

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney



# **City of Bryant - 2019 Public Works Utility Worker 1 - Proposed 2019 Job Description**

**Job Code:** 8000  
**Exempt:** No  
**Department:** Public Works  
**Reports To** Public Works Superintendents as Assigned  
**Location:** Public Works Department  
**Date Prepared:** November 13, 2013  
**Date Revised:** January 22, 2019

## **GENERAL DESCRIPTION OF POSITION**

Works in a variety of conditions and situations, indoors and outdoors, in various types of weather to maintain the city water/wastewater system. Other duties may be assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. May be required to work in any activity in all the Public Works Departments.
2. Performs operations of equipment such as jackhammers, chop saws, small tractors, etc.
3. Assists in repairing broken water lines, and replacing worn and damaged parts.
4. Assists in repairing breaks in sewer lines, and replacing worn and damaged parts.
5. Uses basic and specialized hand tools.
6. Regular and punctual attendance.
7. Works overtime as assigned.
8. Ability to interact with team members.
10. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

## **MATHEMATICAL SKILLS**



Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

### **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas drivers license or a valid drivers license recognized by the state of Arkansas.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Current Arkansas Water Distribution License Grade 1, Class A CDL Driver's License, and Class 1 Wastewater License

### **SOFTWARE SKILLS REQUIRED**

Basic: 10-Key, Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

#### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

### **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

## **PUBLIC CONTACT**

Occasional contacts with patrons on routine matters.

## **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, vibration; frequently exposed to extreme heat; and occasionally exposed to work in high, precarious places, risk of electrical shock. The noise level in the work environment is usually very loud.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to walk; regularly required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms; and frequently required to talk or hear; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Not indicated.

**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR PUBLIC WORKS UTILITY WORKER II FOR THE  
CITY OF BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Public Works Utility Worker II.

**Section 2.** The salary range for the Public Works Utility Worker II position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$30,337	\$37,921	\$45,506

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney



# City of Bryant - 2019

## Public Works Utility Worker II - Proposed 2019

### Job Description

**Job Code:** 8000  
**Exempt:** No  
**Department:** Water/Wastewater  
**Reports To** Water/Wastewater Superintendent  
**Location:** Water/Wastewater Department  
**Date Prepared:** October 21, 2008  
**Date Revised:** February 04, 2019

#### **GENERAL DESCRIPTION OF POSITION**

Works in a variety of conditions and situations, indoors and outdoors, in various types of weather to maintain the city water/wastewater system. Other duties may be assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. May be required to work in any activity in all the Public Works Departments.
2. Performs operations of equipment such as jackhammers, chop saws, large tractors, etc.
3. Assists and coordinates installing, maintaining and repairing water lines, and replacing worn and damaged parts.
4. Assists and coordinates installing, maintaining and repairing sewer lines, and replacing worn and damaged parts.
5. Use of basic and specialized hand tools.
6. Performs daily logs and reports as assigned.
7. Regular and punctual attendance.
8. Works overtime as assigned.
9. Ability to interact with team members.
10. Assists with data entry.
11. Assists with answering phones.
12. Other duties as assigned.
13. Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 4 years related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas drivers license or a valid drivers license recognized by the state of Arkansas.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Current Arkansas Water Distribution License Grade 2 and Wastewater Operator 2 License, Class A CDL Driver's License

## **SOFTWARE SKILLS REQUIRED**

Not indicated.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

### **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

#### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

#### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

### **PUBLIC CONTACT**

Occasional contacts with patrons on routine matters.

### **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.



## **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, vibration; frequently exposed to extreme heat; and occasionally exposed to work in high, precarious places, risk of electrical shock. The noise level in the work environment is usually very loud.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to sit, climb or balance, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Not indicated.

**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR RECORDS INFORMATION CLERK/PERMITS  
SECRETARY FOR THE CITY OF BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Records Information Clerk/Permits Secretary.

**Section 2.** The salary range for the Records Information Clerk/Permits Secretary position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$32,851	\$41,063	\$49,276

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney



# City of Bryant - 2019

## Records/Information Clerk/Permits Secretary

### Job Description

**Job Code:** 1500  
**Exempt:** No  
**Department:** General Administration/Records and permits clerk  
**Reports To** Code Enforcement Director  
**Location:** Police Department  
**Date Prepared:** November 05, 2009  
**Date Revised:** February 11, 2019

#### **GENERAL DESCRIPTION OF POSITION**

Serves as Administrative Assistant to the Code Enforcement Director, Police Chief and Captain. Performs all clerical duties associated with the Police and Code Departments. Greet the Public for both departments and provide necessary records and permits and all court documents. Collects all money for both departments prepare reports as necessary and make bank deposits. Coordinates with Finance department when necessary. Provide answers to all FOIA requests in a timely manner. Other duties as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Collects fines, payments, and monies for permits.
2. Opens, sorts, and distributes incoming mail; collects, seals, and stamps outgoing mail.
3. Delivers verbal and written messages to appropriate personnel.
4. Collects and distributes paperwork, such as records or timecards, from one department to another.
5. Marks, tabulates, and files articles and records.
6. Operates office equipment such as envelope-sealing machine, letter opener, record shaver, stamping machine, transcribing machine, and typewriter.
7. Transcribes for the CID Department.
8. Writes, types, or enters information into computer to prepare correspondence, statements, receipts, permits, or other documents, copying from one record to another.
9. Furnishes internal offices with clerical supplies.
10. Delivers items to other business establishments as assigned.
11. Regular punctual attendance.
12. Interacts with team members.
13. Performs administrative duties as assigned by Police Chief, Captain, and Code Enforcement Director.

14. Receives calls for inspections.
15. Proofreads forms and/or records.
16. Issues plumbing, building, and electrical permits.
17. Sends out renewals and collects moneys for Business License also issues new license yearly.
18. Prepares reports and information for governmental agencies, contractors, sub-division developers, and the public.
19. Assists in maintaining the City's addressing system.
20. Send out notices and collects A&P Tax.
21. Sends out notices and collects taxes on beer, wine and liquor.
23. Complies with FOIA Requests.
24. Furnishes all police reports to public and other agencies.
25. Scans and records documentation into various computer programs.
26. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine

nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Arkansas State Driver's License or valid Driver's License recognized by the State of Arkansas

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Database, Spreadsheet, Word Processing/Typing

Basic: Contact Management

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

### **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of

error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.

## **WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, vibration. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, stoop, kneel, crouch, or crawl, talk or hear; and frequently required to stand, walk, reach with hands and arms, climb or balance; occasionally required to use hands to finger, handle, or feel, taste or smell. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

**ADDITIONAL INFORMATION**

Not indicated.



**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR HUMAN RESOURCES ASSISTANT/RECEPTIONIST  
FOR THE CITY OF BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Human Resources Assistant/Receptionist.

**Section 2.** The salary range for the Human Resources Assistant/Receptionist position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$32,851	\$41,063	\$49,276

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney



# City of Bryant - 2019

## HR Assistant/Receptionist - Proposed 2019

### Job Description

**Job Code:** 1000  
**Exempt:** No  
**Department:** General Administration  
**Reports To** Human Resource Director  
**Location:** City Hall  
**Date Prepared:** November 12, 2008  
**Date Revised:** February 15, 2019

#### **GENERAL DESCRIPTION OF POSITION**

Provides pleasant customer service for City Hall visitors. Answers and directs calls. Assists the Human Resources department with hiring process details.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides pleasant customer service to visitors of City Hall.
2. Answers and directs calls.
3. Reviews all applications to ensure they are complete. Downloads and forwards applications and resumes to hiring managers in a timely fashion. Ensures hard-copy applications are stocked as needed in the lobby.
4. Schedules interviews and compiles interview books for all departments.
5. Answers questions regarding applications and position updates.
6. Assists with extending conditional offers to pending employees. Checks three references per applicant within three days of conditional offer being made. Refers concerns and questions to HR Director.
7. Schedules pre-employment physicals and drug screens.
8. Develops and maintains effective filing system for all open jobs and applications.
9. Compiles new hire packets for both full and part-time employees.
10. Responsible for effective close-out of open jobs to include notification to interviewees who were not selected.
11. Responsible for notifying supervisors of all employees called for random drug testing, no more than two hours in advance.
12. Compiles new hire folders and files them appropriately in a timely fashion.
13. Responsible for providing thorough second level review of payroll. Folds, stuffs and prepares paystubs for all employees.

14. Receives, sorts and delivers mail throughout City Hall on a daily basis.
15. Responsible for working with the Finance department to complete credit card purchase reporting on a monthly basis.
16. Prepares all purchase orders for the Human Resources department.
17. Assists the HR department with various projects to include, ACA reporting, timesheet collection, document preparation, database management etc.
18. Assists the HR Manger with entering new hires in to the system, notifying supervisors of upcoming evaluations etc.
19. Maintains positive and professional relationships with colleagues throughout the city.
20. Performs other duties as assigned and as needed.
21. Regular and punctual attendance is an essential function of this position.
22. Ability to work overtime.
23. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and

proportions to practical situations.

### **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Arkansas drivers license or a valid drivers license recognized by the State of Arkansas.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Prefer Human Resource Generalist Certification.

### **SOFTWARE SKILLS REQUIRED**

Advanced: Human Resources Systems, Payroll Systems

Intermediate: Accounting, Alphanumeric Data Entry, Contact Management

Basic: 10-Key, Database, Spreadsheet, Word Processing/Typing

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

### **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation

would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

### **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

#### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

#### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

### **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.

### **WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms; and frequently required to stand, walk; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Knowledge of modern personnel management and a background in the fundamental principles and practices of public personnel administration. General knowledge of labor requirements and Equal Opportunity requirements at Municipal, State and Federal levels. Ability to interpret and apply regulations and policies to administrative procedures and to organize and appraise and evaluate the effectiveness of Affirmative Action and ADA personnel procedures and to anticipate and recognize procedural problems. General knowledge of the Family Medical Leave Act. General knowledge of payroll tax reporting. Must be able to attend meetings and training as required.

**RESOLUTION NO. 2019 - \_\_\_\_\_**

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR WASTEWATER OPERATOR FOR THE CITY OF  
BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for the position of Wastewater Operator.

**Section 2.** The salary range for the Wastewater Operator position shall fall within the range suggested by the most recently adopted JESAP study. The 2019 adopted JESAP study suggests the following salary range for the position:

Minimum	Midpoint	Maximum
\$29,080	\$36,350	\$43,620

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, **2019.**

**APPROVED:**

\_\_\_\_\_  
Allen E. Scott, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Josh Farmer, City Attorney





# City of Bryant - 2019 Wastewater Operator Job Description

**Job Code:** 8000  
**Exempt:** No  
**Department:** Water  
**Reports To** Wastewater Superintendent  
**Location:** Water/ Wastewater Department  
**Date Prepared:** October 20, 2008  
**Date Revised:** February 20, 2019

## **GENERAL DESCRIPTION OF POSITION**

Works in a variety of conditions and situations, indoor and outdoor, in various types of weather in repair and maintenance of sewers. Other duties may be assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs maintenance on pumps, motors, and other equipment.
2. Performs chemical, physical, and bacteriological analysis.
3. Assists in efforts to monitor city's pretreatment program.
4. Prepares chemical treatment solutions.
5. Monitors treatment plant to ensure proper operation.
6. Performs operations of various types of test equipment.
7. Prepares and performs various analytical tests.
8. Assist in collection of wastewater for methods in testing and recording for QA & QC.
9. Maintains daily records as required by standards.
10. Performs any other various duties as assigned.
11. Ability to work overtime.
12. Ability to work rotating shifts.
13. Regular and punctual attendance.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 19 to 23 months related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas driver's license or valid drivers license recognized by the state of Arkansas. Must have a Class 1 Arkansas Wastewater license or obtain one within one year.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: Other

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

## **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

**RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

**ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

**ACCOUNTABILITY****FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

**ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

**IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

**PUBLIC CONTACT**

Occasional contacts with patrons on routine matters.

**EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

**WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and

life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock. The noise level in the work environment is usually loud.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to reach with hands and arms, climb or balance; occasionally required to stand, walk, sit, use hands to finger, handle, or feel, stoop, kneel, crouch, or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Not indicated.

# CITY OF BRYANT—CITY COUNCIL AND OFFICE OF MAYOR CODE OF CONDUCT

## **I. Introduction**

A code of conduct is a set of practices that the municipal leadership agrees to follow. This code of conduct has been developed to reinforce the concept that the mayor and council members serve as role models for their constituents and city staff. By adopting this code of conduct, the city council publicly sets a civility standard for others to follow and recognizes the importance of trust invested in them by the public to accomplish city business.

## **II. Overview of Rules and Responsibilities**

### **A. The Mayor**

The mayor presides over meetings of the council.

The mayor presides over the council in a manner designed to promote high standards of democratic governance and chairs meetings with efficiency and fairness, never discriminating against any speaker, whether council member or member of the public, based on the speaker's point of view.

The mayor will not use his or her authority to thwart the democratic process.

- Example 1: The mayor will not cancel or adjourn meetings for the purpose of preventing a matter from coming to a vote.
- Example 2: The mayor will not refuse to allow a matter to be voted upon if it has received the necessary motion and second.

The mayor should sign all ordinances, resolutions, and city council minutes.

The mayor in cities and towns with mayor/council forms of government may veto any ordinance resolution or order adopted by the council.

The mayor has the same speaking rights as any other members of the city council.

The mayor demonstrates honesty and integrity in every action and statement.

### **B. The City Council**

The city council sets the time and place for regular city council meetings.

The city council demonstrates respect, kindness, consideration, and courtesy to others during meetings.

City council members prepare in advance of meetings and are familiar with the issues on the agenda.

The city council serves as a model of leadership and civility to the municipality.

The city council inspires public confidence in The City of Bryant and its city government.

All members of the city council have equal votes. No council member has more power than any other council member, and should be treated with equal respect.

A city council member will remember at all times that as an individual he or she has no legal authority outside the meetings of the city council and that he or she shall conduct relationships with the city staff, the local citizens, and all modes of communication on the basis of this fact.

Council members will inform the mayor and the city clerk of plans to be absent from a council meeting or plans to leave a council meeting before it is adjourned.

A city council member serves as a model of leadership and civility to the city.

A city council member recognizes that all electronic transmittals sent or received in performance of their duties as a city council member are subject to The Arkansas Freedom of Information Act.

### **III. Principles and Guidelines**

The city council shall hold themselves accountable to the following principles and guidelines:

#### **A. City Council Members Conduct with One Another**

This council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each council member has chosen to serve in public office in order to preserve and protect the present and the future of the City of Bryant. This common goal should be acknowledged even as council members may "agree to disagree" on contentious issues.

##### **1. In Public Meetings**

**Practice Civility and Decorum in Discussions and Debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, council members to make belligerent personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Therefore:

Avoid personal comments that could offend other council members.

Honor the role of the mayor in maintaining order.

Be respectful of other members of the city council, boards, commissions, committees, city staff, and the public by refraining from abusive conduct, personal charges, or verbal attacks.

Fully participate in council meetings and other public meetings while demonstrating respect, consideration, and courtesy to others.

City council member will always treat a fellow council member with the respect he or she would expect to receive in return.

City council member will always address citizens, employees of the City, committee members, and fellow council members with respect.

Request the opportunity to speak and address the council through the mayor or other person conducting the meeting.

Recognize fellow council members and guest speakers by their formal names and appropriate titles; after initial acknowledgement, the terms " Mr." or " Ms." may be used.

Be respectful of others' time and be brief and prepared in making remarks.

Be prompt in attending public meetings so that they may begin at the publicly posted time.

## **B. Council Member Conduct with The Public**

### **1. Be Polite and Professional to Speakers and Treat Them with Care and Gentleness.**

Because personal concerns are often the reason citizens come before the council to speak, council members should remember that their behavior will either relax the speaker or push their emotions to a higher level of intensity.

Limit comments to issues and avoid personal attacks.

Remain seated when someone is speaking at the podium.

Give the appearance of active listening.

Ask for clarification, but avoid debate and argument with the public.

Do not engage in personal attacks of any kind, under any circumstances

Make no promises on behalf of the council or staff.

Make no personal comments about other council members.

## **IV. Principles of Proper Conduct**

City of Bryant provides the following examples as a guide to the Principles of Proper Conduct:

### **A. Proper conduct IS...**

Keeping promises

Being dependable

Building a solid reputation

Participating and being available

Demonstrating patience

Showing empathy

Holding onto ethical principles under stress



Listening attentively  
Studying thoroughly  
Keeping integrity intact  
Overcoming discouragement  
Going above and beyond, time and time again  
Modeling a professional manner

**B. Proper conduct IS NOT...**

Showing antagonism  
Deliberately lying or misleading  
Speaking recklessly  
Spreading rumors  
Stirring up bad feelings or divisiveness  
Acting in a self-righteous manner

**V. Glossary of Terms**

Attitude: The manner in which one shows one's dispositions, opinions, and feelings.

Behavior: External appearance or action; manner of behaving; carriage of oneself.

Civility: Politeness, consideration, courtesy.

Conduct: The way one acts; personal behavior.

Courtesy: Politeness connected with kindness.

Decorum: Suitable; proper; good taste in behavior.

Manners: A way of acting; a style, method, or form; the way in which things are done. Point of

Order: An interruption of a meeting to question whether rules or bylaws are being broken ( i.e. if the speaker has strayed from the motion currently under consideration).

Propriety: Conforming to acceptable standards of behavior.

Protocol: The courtesies that are established as proper and correct.

Respect The act of noticing with attention; holding in esteem; courteous regard.

**Statement of Affirmation**

This code of conduct is designed to describe the manner in which the mayor and council members/board of directors should treat one another and others with whom they come in contact in representing the City of Bryant.

I affirm that I have read and understand the City of Bryant's City Council and Office of Mayor Code of Conduct. The principles and guidelines for mayor and aldermen set forth in this document promote civility and set a standard of excellence that engenders trust and promotes the public good. This municipality will not condone activities that are in violation of the principles of appropriate conduct.

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Council Member Lorne Gladden

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Council Member Wade Permenter

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Council Member RJ Hawk

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Council Member Rob Roedel

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Council Member Brenda Miller

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Council Member Carlton Billingsly

---

Council Member Star Henson

---

Council Member Butch Higginbotham

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Mayor Allen E. Scott