



City of Farmington  
354 W. Main Street  
P.O. Box 150  
Farmington, AR 72730  
479-267-3865  
479-267-3805 (fax)

**CITY COUNCIL AGENDA**  
**November 10, 2014**

A regular meeting of the Farmington City Council will be held on  
Monday, November 10, 2014 at 6:00 p.m.  
City Hall  
354 W. Main Street, Farmington, Arkansas.

1. Call to Order – Mayor Ernie Penn
2. Roll Call – City Clerk Kelly Penn
3. Pledge of Allegiance
4. Comments from Citizens – the Council will hear brief comments at this time from citizens. No action will be taken. All comments will be taken under advisement.
5. Approval of the minutes - October 13, 2014 City Council Minutes  
October 27, 2014 Special City Council Minutes
6. Financial Reports
7. Entertain a motion to read all ordinances and resolutions by title only.
8. Proclamations, special announcements, committee/commission appointments.
  - a. Ozark Regional Transit report
9. Committee Reports
  - a. Street Committee
  - b. City Beautification Committee
  - c. Economic Development Committee
  - d. Park & Recreation Committee
  - e. Finance Committee
  - f. Historic Preservation Committee

## **UNFINISHED BUSINESS**

10. Request approval for updates to rental agreement for Sport Complex.

## **NEW BUSINESS**

11. Resolution No. 2014-08 - Providing for the adoption of a budget for the City of Farmington, Arkansas, for the twelve months beginning January 1, 2015 and ending December 31, 2015, appropriating for each item of expenditure therein provided for; and for other purposes.

12. Ordinance No. 2014-15 – Adopt a revised personnel policy for the City of Farmington.

13. Ordinance No. 2014-16 – Amending ordinance no. 2010-13 which establishes the salary for mayor of the City of Farmington.

14. Resolution No. 2014-09 – Approving the salary of the office of the Farmington City Mayor commencing January 1, 2015.

15. Ordinance No. 2014-17 – Increase the salary for the position of Farmington City Clerk.

16. Ordinance No. 2014-18 - Provide for compensation for the office of City Attorney of the City of Farmington.

## **INFORMATIONAL ITEMS:**

- A. City Business Manager Report
- B. Fire Department Report
- C. Police Department Report
- D. Building/Public Works Report
- E. Library Report
- F. Planning Commission Minutes

## **Minutes of the Regular Farmington City Council Meeting October 13, 2014**

The regular meeting of the Farmington City Council scheduled for Monday October 13, 2014 was called to order at 6:00pm by Mayor Ernie Penn. City Clerk Kelly Penn called the roll and the following Aldermen answered to their names: Patsy Pike, Sherry Mathews, Janie Steele, Brenda Cunningham, Bobby Morgan, Terry Yopp and Shelly Parsley. Alderman Lipford was absent. Also present were City Attorney Tennant, City Business Manager McCarville and Financial Officer Jimmy Story.

**Approval of the minutes for the September 8, 2014 Regular meeting** – On the motion of Alderman Morgan and seconded by Alderman Yopp and by the consent of all members present, the minutes were approved as presented.

**Financial Reports** – City Clerk Penn advised the council that city sales tax was up \$6,1533.30, County sales tax was up \$3623.18 for a total increase of \$9,776.48.

**Entertain a motion to read all Ordinances and Resolutions by title only** - On the motion of Alderman Yopp and seconded by Alderman Steele and by the consent of all members present, the motion was approved.

**Proclamations, Special Announcements, Committee/Commission Appointments** – Mayor Penn advised the Chamber of Commerce was hosting a Candidates Forum October 28<sup>th</sup> at 6:30 at the High School. Fire Chief Cunningham advised that the city now has a Class 3 ISO rating.

**Committee Reports - None.**

### **New Business**

**Ordinance 2014-13 An Ordinance levying a tax of the real and personal property within the City of Farmington, Arkansas, for the year 2015 fixing the rate thereof at 5.0 mils and certifying the same to the County Clerk of Washington County, Arkansas –**

A motion was made by Alderman Steele and seconded by Alderman Yopp to suspend the rule requiring the reading of Ordinance 2014-10 in full 3 different dates and to be read one time by title only. It was approved by all members present. City Attorney Tennant read the Ordinance by title only. Mayor Penn asked shall the Ordinance pass, it was approved by all members present. A motion was made by Alderman Yopp and seconded by Alderman Morgan to pass Ordinance 2014-10 with an emergency clause. It was approved by all members present

**Ordinance 2014-14 An Ordinance to vacate a portion of an easement on lot 42, Southwinds sub division, Phase IV ; to the City of Farmington, Arkansas and for other purposes.**

A public hearing on this matter was opened at 7:15, there were no speakers from the audience. Alderman Steele asked for some clarification on the location. The Public Hearing was closed at 7:17.

A motion was made by Alderman Mathews and seconded by Alderman Morgan to suspend the rule requiring the reading of Ordinance 2014-10 in full 3 different dates and to be read one time by title only. It was approved by all members present. City Attorney Tennant read the Ordinance by title only. Mayor Penn asked shall the Ordinance pass, it was approved by all members present.

**Request approval to add a volunteer firefighter.**

A motion was made by Alderman Steele and seconded by Alderman Mathews to add volunteer firefighter Hunter Carnahan and remove Chris Layman. It was approved by all members present

**Request approval for updates to rental agreement for the Farmington Sports Complex.**

A motion was made by Alderman Morgan and seconded by Alderman Yopp to table this item until the November meeting. It was approved by all members present.

**Request approval to remove and take bids on Buyers salt spreader (tag # 819, Serial Number 2714) and walk behind edger (tag # 345, Serial number D048534) from Public Works inventory.**

A motion was made by Alderman Steele and seconded by Alderman Morgan to remove and take bids on Buyers salt spreader (tag # 819, Serial Number 2714) and walk behind edger (tag # 345, Serial number D048534) from Public Works inventory. It was approved by all members present.

**Discussion of Rental/Purchase of Backhoe (New Holland – B95C)**

A motion was made by Alderman Yopp and seconded by Alderman Pike to approve the purchase of a New Holland B95C Backhoe. It was approved by all members present.

**Request approval to remove 2004 Ford Crown Vic (VIN # 2FAFP71W04X126986) from Police Department Inventory.**

A motion was made by Alderman Yopp and seconded by Alderman Cunningham to remove 2004 Ford Crown Vic (VIN # 2FAFP71W04X126986) from Police Department Inventory. It was approved by all members present.

**Request approval to remove 6 Taser X26's and 2 Taser camera and purchase 11 new Tasers.**

A motion was made by Alderman Yopp and seconded by Alderman Cunningham to remove 6 Taser X26's and 2 Taser camera and purchase 11 new Tasers. It was approved by all members present.

**Request approval of Rheas Mill Road erosion prevention improvements.**

A motion was made by Alderman Yopp and seconded by Alderman Cunningham to accept the bid from Sweetser Construction, Inc. in the amount of \$83,505.00. It was approved by all members present.

**Discussion of date for budget work sessions.**

The work session will be held Tuesday October 21<sup>st</sup> at 5:30 at City Hall.

There being no further business to come before the council and on the motion of Alderman Yopp and seconded by Alderman Morgan and by the consent of all members present, the meeting adjourned at 6:59 pm until the next regularly scheduled meeting to be held Monday November 10, 2014 at 6:00 pm, in the City Council Chambers in City Hall, located at 354 West Main Street, Farmington, Arkansas.

Approved;

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Mayor Ernie Penn

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City Clerk Kelly Penn

## Minutes of the Special Farmington City Council Meeting October 27, 2014

The special meeting of the Farmington City Council scheduled for Monday October 27, 2014 was called to order at 5:30pm by Mayor Ernie Penn. City Clerk Kelly Penn called the roll and the following Aldermen answered to their names: Patsy Pike, Sherry Mathews, Brenda Cunningham, Bobby Morgan, Terry Yopp and Shelly Parsley. Aldermen Lipford & Steele were absent. Also present were City Attorney Tennant, City Business Manager McCarville. .

### **Request approval to accept bid on Jimmy Devault Overlay.**

A motion was made by Alderman Pike and seconded by Alderman Mathews to accept the bid from Tomlinson in the amount of \$37,388.12. It was approved by all members present.

### **Request approval to accept bid to replace batting cages at Sports Complex**

A motion was made by Alderman Morgan and seconded by Alderman Yopp to replace the batting cages at the sports complex using Chad Barber & American Sports Facilities in the amount of \$13,868.03, it was approved by all members present.

There being no further business to come before the council and on the motion of Alderman and seconded by Alderman and by the consent of all members present, the meeting adjourned at 5:40 pm until the next regularly scheduled meeting to be held Monday November 10, 2014 at 6:00 pm, in the City Council Chambers in City Hall, located at 354 West Main Street, Farmington, Arkansas.

Approved;

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Mayor Ernie Penn

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City Clerk Kelly Penn

**GENERAL FUND**  
**SALES TAX REPORT**  
**10/01/14 to 10/31/14**

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	Oct 2014	Oct 2013
	Oct 2014	Oct 2013
	Actual	Actual
<b>Revenue</b>		
ALCOHOL SALES TAX	561.40	393.60
CITY SALES TAX REVENUES	37,229.84	29,066.61
SALES TAX - OTHER	88,292.95	82,956.37
STREET CITY SALES TAX	12,409.94	9,688.86
<b>Total Revenue</b>	<b>\$138,494.13</b>	<b>\$122,105.44</b>
<b>Total Gross Profit</b>	<b>\$138,494.13</b>	<b>\$122,105.44</b>
<b>Total Net Income (Loss) From Operations</b>	<b>\$138,494.13</b>	<b>\$122,105.44</b>
<b>Total Net Income (Loss)</b>	<b>\$138,494.13</b>	<b>\$122,105.44</b>

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**GENERAL FUND**  
**Balance Sheet**  
**10/31/14**

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	<b>Book Value</b>
	<b>Oct 2014</b>
	<b>Actual</b>

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**Assets**

**Current Assets**

**Cash**

CATASTROPHIC MONEY MARKET	136,192.90
GENERAL FUND CHECKING ACCT	668,997.02
GENERAL FUND MONEY MARKET	2,107,492.27
<b>Total Current Assets</b>	<b><u>\$2,912,682.19</u></b>
<b>Total Assets</b>	<b><u>\$2,912,682.19</u></b>

**Fund Balance**

**Suplus Carryover**

CY SURPLUS (DEFICIT)	993,295.85
FUND BALANCE	1,919,386.34
<b>Total Fund Balance</b>	<b><u>\$2,912,682.19</u></b>
<b>Total Liabilities and Equity</b>	<b><u>\$2,912,682.19</u></b>



GENERAL FUND

Statement of Revenue and Expenditures

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>Revenue &amp; Expenditures</b>					
<b>GENERAL REVENUES</b>					
<b>Revenue</b>					
ACCIDENT REPORT REVENUES	780.00	500.00	280.00	600.00	180.00
ACT 833	19,922.18	14,166.66	5,755.52	17,000.00	2,922.18
ALCOHOL SALES TAX	1,951.85	500.00	1,451.85	600.00	1,351.85
ANIMAL CONTROL REVENUES	3,395.00	2,083.30	1,311.70	2,500.00	895.00
BUILDING INSPECTION FEES	96,261.53	20,833.34	75,428.19	25,000.00	71,261.53
BUSINESS LICENSES	4,950.00	4,166.70	783.30	5,000.00	(50.00)
CITY COURT FINES	45,936.57	58,333.34	(12,396.77)	70,000.00	(24,063.43)
CITY SALES TAX REVENUES	340,800.45	286,666.70	54,133.75	344,000.00	(3,199.55)
COUNTY TURNBACK	297,534.69	310,833.30	(13,298.61)	373,000.00	(75,465.31)
DEVELOPMENT FEES	17,671.00	833.30	16,837.70	1,000.00	16,671.00
FRANCHISE FEES	324,626.29	262,948.30	61,677.99	315,538.00	9,088.29
GARAGE SALE PERMITS	3,060.00	2,916.70	143.30	3,500.00	(440.00)
GRANTS	32,000.00	0.00	32,000.00	0.00	32,000.00
INTEREST REVENUES	1,665.04	1,666.70	(1.66)	2,000.00	(334.96)
MISCELLANEOUS REVENUES	178,946.31	1,000.00	177,946.31	1,200.00	177,746.31
PARK RENTAL	1,140.00	1,000.00	140.00	1,200.00	(60.00)
SALES TAX - OTHER	815,127.65	793,333.30	21,794.35	952,000.00	(136,872.35)
SPORTS COMPLEX FEES	48,612.22	46,666.70	1,945.52	56,000.00	(7,387.78)
SRO REIMBURSEMENT REVENUES	23,903.28	25,833.34	(1,930.06)	31,000.00	(7,096.72)
STATE TURNBACK	84,936.40	79,166.70	5,769.70	95,000.00	(10,063.60)
<b>Revenue</b>	<b>\$2,343,220.46</b>	<b>\$1,913,448.38</b>	<b>\$429,772.08</b>	<b>\$2,296,138.00</b>	<b>\$47,082.46</b>
<b>Revenue Less Expenditures</b>	<b>\$2,343,220.46</b>	<b>\$1,913,448.38</b>	<b>\$0.00</b>	<b>\$2,296,138.00</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>\$2,343,220.46</b>	<b>\$1,913,448.38</b>	<b>\$0.00</b>	<b>\$2,296,138.00</b>	<b>\$0.00</b>

GENERAL FUND

Statement of Revenue and Expenditures

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>ADMINISTRATIVE DEPT</b>					
<b>Expenses</b>					
ADDITIONAL SERVICES EXPENSE	90,328.91	95,833.30	(5,504.39)	115,000.00	(24,671.09)
ADVERTISING EXPENSE	375.78	2,083.30	(1,707.52)	2,500.00	(2,124.22)
BUILDING MAINT & CLEANING	35,075.52	41,666.70	(6,591.18)	50,000.00	(14,924.48)
INSURANCES EXPENSE	6,214.20	18,333.30	(12,119.10)	22,000.00	(15,785.80)
LEGAL FEES	0.00	8,333.30	(8,333.30)	10,000.00	(10,000.00)
MATERIALS & SUPPLIES EXPENSE	6,866.07	18,333.30	(11,467.23)	22,000.00	(15,133.93)
MISCELLANEOUS EXPENSE	1,071.61	1,666.70	(595.09)	2,000.00	(928.39)
NEW EQUIPMENT PURCHASE	20,668.00	13,333.30	7,334.70	16,000.00	4,668.00
PAYROLL EXP - CITY ATTRNY	19,279.60	23,500.00	(4,220.40)	28,200.00	(8,920.40)
PAYROLL EXP - ELECTED OFFICIA	47,910.54	53,333.30	(5,422.76)	64,000.00	(16,089.46)
PAYROLL EXP - REGULAR	161,822.15	171,666.70	(9,844.55)	206,000.00	(44,177.85)
PLANNING COMMISSION	11,195.93	16,166.70	(4,970.77)	19,400.00	(8,204.07)
POSTAGE EXPENSE	1,601.06	3,333.30	(1,732.24)	4,000.00	(2,398.94)
PROFESSIONAL SERVICES	48,994.85	34,523.34	14,471.51	41,428.00	7,566.85
REPAIR & MAINT - OFFICE EQUIP	1,402.28	5,000.00	(3,597.72)	6,000.00	(4,597.72)
TECHNICAL SUPPORT	631.77	5,000.00	(4,368.23)	6,000.00	(5,368.23)
TRAVEL, TRAINING & MEETINGS	4,483.06	12,500.00	(8,016.94)	15,000.00	(10,516.94)
UTILITIES EXPENSES	34,769.43	35,000.00	(230.57)	42,000.00	(7,230.57)
<b>Expenses</b>	<b>\$492,690.76</b>	<b>\$559,606.54</b>	<b>(\$66,915.78)</b>	<b>\$671,528.00</b>	<b>(\$178,837.24)</b>
<b>Revenue Less Expenditures</b>	<b>(\$492,690.76)</b>	<b>(\$559,606.54)</b>	<b>\$0.00</b>	<b>(\$671,528.00)</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>(\$492,690.76)</b>	<b>(\$559,606.54)</b>	<b>\$0.00</b>	<b>(\$671,528.00)</b>	<b>\$0.00</b>

GENERAL FUND

Statement of Revenue and Expenditures

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>ANIMAL CONTROL DEPT</b>					
<b>Expenses</b>					
FUEL EXPENSES	1,548.82	2,025.00	(476.18)	2,430.00	(881.18)
MATERIALS & SUPPLIES EXPENSE	175.90	500.00	(324.10)	600.00	(424.10)
NEW EQUIPMENT PURCHASE	0.00	666.70	(666.70)	800.00	(800.00)
PAYROLL EXP - REGULAR	38,810.61	41,666.70	(2,856.09)	50,000.00	(11,189.39)
PROFESSIONAL SERVICES	9,673.00	13,416.70	(3,743.70)	16,100.00	(6,427.00)
REPAIR & MAINT - EQUIPMENT	753.82	416.70	337.12	500.00	253.82
TELECOMMUNICATION EXPENSES	197.41	1,333.30	(1,135.89)	1,600.00	(1,402.59)
TRAVEL, TRAINING & MEETINGS	920.65	416.70	503.95	500.00	420.65
UNIFORMS/GEAR EXPENSE	653.68	606.70	46.98	728.00	(74.32)
<b>Expenses</b>	<b>\$52,733.89</b>	<b>\$61,048.50</b>	<b>(\$8,314.61)</b>	<b>\$73,258.00</b>	<b>(\$20,524.11)</b>
<b>Revenue Less Expenditures</b>	<b>(\$52,733.89)</b>	<b>(\$61,048.50)</b>	<b>\$0.00</b>	<b>(\$73,258.00)</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>(\$52,733.89)</b>	<b>(\$61,048.50)</b>	<b>\$0.00</b>	<b>(\$73,258.00)</b>	<b>\$0.00</b>

GENERAL FUND

Statement of Revenue and Expenditures

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>BUILDING PERMIT DEPT</b>					
<b>Expenses</b>					
FUEL EXPENSES	2,223.51	2,500.00	(276.49)	3,000.00	(776.49)
MATERIALS & SUPPLIES EXPENSE	532.90	833.30	(300.40)	1,000.00	(467.10)
PAYROLL EXP - REGULAR	54,725.37	70,500.00	(15,774.63)	84,600.00	(29,874.63)
REPAIR & MAINT - EQUIPMENT	1,071.32	833.30	238.02	1,000.00	71.32
TELECOMMUNICATION EXPENSES	197.42	1,333.30	(1,135.88)	1,600.00	(1,402.58)
TRAVEL, TRAINING & MEETINGS	1,319.66	2,083.30	(763.64)	2,500.00	(1,180.34)
UNIFORMS/GEAR EXPENSE	559.44	833.30	(273.86)	1,000.00	(440.56)
<b>Expenses</b>	<b>\$60,629.62</b>	<b>\$78,916.50</b>	<b>(\$18,286.88)</b>	<b>\$94,700.00</b>	<b>(\$34,070.38)</b>
<b>Revenue Less Expenditures</b>	<b>(\$60,629.62)</b>	<b>(\$78,916.50)</b>	<b>\$0.00</b>	<b>(\$94,700.00)</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>(\$60,629.62)</b>	<b>(\$78,916.50)</b>	<b>\$0.00</b>	<b>(\$94,700.00)</b>	<b>\$0.00</b>

Statement of Revenue and Expenditures

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>FIRE DEPT</b>					
<b>Expenses</b>					
FUEL EXPENSES	5,637.57	6,250.00	(612.43)	7,500.00	(1,862.43)
GRANT EXPENSE	30,126.51	0.00	30,126.51	0.00	30,126.51
HAZMAT EXPENSES	2,270.12	2,000.00	270.12	2,400.00	(129.88)
MATERIALS & SUPPLIES EXPENSE	7,582.21	5,833.30	1,748.91	7,000.00	582.21
MISCELLANEOUS EXPENSE	0.00	416.70	(416.70)	500.00	(500.00)
NEW EQUIPMENT PURCHASE	30,000.00	25,000.00	5,000.00	30,000.00	0.00
PAYROLL EXP - REGULAR	158,985.76	170,833.30	(11,847.54)	205,000.00	(46,014.24)
REPAIR & MAINT - EQUIPMENT	2,043.85	2,500.00	(456.15)	3,000.00	(956.15)
REPAIR & MAINT - TRUCK	2,465.11	4,166.70	(1,701.59)	5,000.00	(2,534.89)
TELECOMMUNICATION EXPENSES	425.93	2,083.30	(1,657.37)	2,500.00	(2,074.07)
TRAVEL, TRAINING & MEETINGS	2,487.19	3,333.30	(846.11)	4,000.00	(1,512.81)
UNIFORMS/GEAR EXPENSE	969.22	9,301.70	(8,332.48)	11,162.00	(10,192.78)
<b>Expenses</b>	<b>\$242,993.47</b>	<b>\$231,718.30</b>	<b>\$11,275.17</b>	<b>\$278,062.00</b>	<b>(\$35,068.53)</b>
<b>Revenue Less Expenditures</b>	<b>(\$242,993.47)</b>	<b>(\$231,718.30)</b>	<b>\$0.00</b>	<b>(\$278,062.00)</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>(\$242,993.47)</b>	<b>(\$231,718.30)</b>	<b>\$0.00</b>	<b>(\$278,062.00)</b>	<b>\$0.00</b>

Statement of Revenue and Expenditures

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>LAW ENFORCE - COURT</b>					
<b>Expenses</b>					
MATERIALS & SUPPLIES EXPENSE	610.03	1,750.00	(1,139.97)	2,100.00	(1,489.97)
MISCELLANEOUS EXPENSE	0.00	333.30	(333.30)	400.00	(400.00)
NEW EQUIPMENT PURCHASE	797.39	2,500.00	(1,702.61)	3,000.00	(2,202.61)
PAYROLL EXP - REGULAR	84,981.26	75,416.70	9,564.56	90,500.00	(5,518.74)
SPECIAL COURT COSTS	2,658.00	5,000.00	(2,342.00)	6,000.00	(3,342.00)
TRAVEL, TRAINING & MEETINGS	0.00	1,625.00	(1,625.00)	1,950.00	(1,950.00)
<b>Expenses</b>	<b>\$89,046.68</b>	<b>\$86,625.00</b>	<b>\$2,421.68</b>	<b>\$103,950.00</b>	<b>(\$14,903.32)</b>
<b>Revenue Less Expenditures</b>	<b>(\$89,046.68)</b>	<b>(\$86,625.00)</b>	<b>\$0.00</b>	<b>(\$103,950.00)</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>(\$89,046.68)</b>	<b>(\$86,625.00)</b>	<b>\$0.00</b>	<b>(\$103,950.00)</b>	<b>\$0.00</b>

GENERAL FUND

Statement of Revenue and Expenditures

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>LAW ENFORCE - POLICE</b>					
<b>Expenses</b>					
BREATHALYZER EXPENSES	508.29	666.70	(158.41)	800.00	(291.71)
DRUG TASK FORCE	1,500.00	1,666.70	(166.70)	2,000.00	(500.00)
FUEL EXPENSES	28,073.31	31,250.00	(3,176.69)	37,500.00	(9,426.69)
MATERIALS & SUPPLIES EXPENSE	23,192.55	20,928.34	2,264.21	25,114.00	(1,921.45)
MISCELLANEOUS EXPENSE	12.25	833.30	(821.05)	1,000.00	(987.75)
NEW EQUIPMENT PURCHASE	49,319.77	53,333.30	(4,013.53)	64,000.00	(14,680.23)
PAYROLL EXP - REGULAR	476,302.68	504,166.66	(27,863.98)	605,000.00	(128,697.32)
PAYROLL EXP - SRO	47,689.92	53,333.30	(5,643.38)	64,000.00	(16,310.08)
REPAIR & MAINT - AUTOMOBILES	13,378.27	12,500.00	878.27	15,000.00	(1,621.73)
REPAIR & MAINT - EQUIPMENT	2,170.21	1,250.00	920.21	1,500.00	670.21
TELECOMMUNICATION EXPENSES	402.69	2,083.30	(1,680.61)	2,500.00	(2,097.31)
TRAVEL, TRAINING & MEETINGS	2,356.92	7,250.00	(4,893.08)	8,700.00	(6,343.08)
UNIFORMS/GEAR EXPENSE	6,147.06	6,666.70	(519.64)	8,000.00	(1,852.94)
<b>Expenses</b>	<b>\$651,053.92</b>	<b>\$695,928.30</b>	<b>(\$44,874.38)</b>	<b>\$835,114.00</b>	<b>(\$184,060.08)</b>
<b>Revenue Less Expenditures</b>	<b>(\$651,053.92)</b>	<b>(\$695,928.30)</b>	<b>\$0.00</b>	<b>(\$835,114.00)</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>(\$651,053.92)</b>	<b>(\$695,928.30)</b>	<b>\$0.00</b>	<b>(\$835,114.00)</b>	<b>\$0.00</b>

**GENERAL FUND**

**Statement of Revenue and Expenditures**

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>LIBRARY</b>					
<b>Expenses</b>					
LIBRARY TRANSFER	23,519.00	19,599.20	3,919.80	23,519.00	0.00
<b>Expenses</b>	<b>\$23,519.00</b>	<b>\$19,599.20</b>	<b>\$3,919.80</b>	<b>\$23,519.00</b>	<b>\$0.00</b>
<b>Revenue Less Expenditures</b>	<b>(\$23,519.00)</b>	<b>(\$19,599.20)</b>	<b>\$0.00</b>	<b>(\$23,519.00)</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>(\$23,519.00)</b>	<b>(\$19,599.20)</b>	<b>\$0.00</b>	<b>(\$23,519.00)</b>	<b>\$0.00</b>



Statement of Revenue and Expenditures

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>PARKS DEPT</b>					
<b>Expenses</b>					
FUEL EXPENSES	2,845.43	1,833.30	1,012.13	2,200.00	645.43
MATERIALS & SUPPLIES EXPENSE	2,544.82	4,166.66	(1,621.84)	5,000.00	(2,455.18)
MISCELLANEOUS EXPENSE	0.00	1,250.00	(1,250.00)	1,500.00	(1,500.00)
NEW EQUIPMENT PURCHASE	8,094.00	10,000.00	(1,906.00)	12,000.00	(3,906.00)
PAYROLL EXP - REGULAR	33,460.96	38,675.00	(5,214.04)	46,410.00	(12,949.04)
PAYROLL EXP - SPORTS COMPLEX	43,471.75	45,833.34	(2,361.59)	55,000.00	(11,528.25)
PROFESSIONAL SERVICES	920.00	833.30	86.70	1,000.00	(80.00)
REPAIR & MAINT - EQUIPMENT	690.44	1,666.70	(976.26)	2,000.00	(1,309.56)
SPORTS PARK FUEL	1,894.33	1,666.70	227.63	2,000.00	(105.67)
SPORTS PARK MATERIALS	8,161.14	10,000.00	(1,838.86)	12,000.00	(3,838.86)
SPORTS PARK NEW EQUIP	18,541.63	4,166.70	14,374.93	5,000.00	13,541.63
SPORTS PARK PROF SERV	29,054.31	26,666.70	2,387.61	32,000.00	(2,945.69)
SPORTS PARK REPAIR/MAINT	1,384.83	997.50	387.33	1,197.00	187.83
SPORTS PARK UNIFORMS	653.68	625.00	28.68	750.00	(96.32)
SPORTS PARK UTILITIES	13,003.73	29,166.70	(16,162.97)	35,000.00	(21,996.27)
UNIFORMS/GEAR EXPENSE	653.68	625.00	28.68	750.00	(96.32)
UTILITIES EXPENSES	2,151.30	1,833.30	318.00	2,200.00	(48.70)
<b>Expenses</b>	<b>\$167,526.03</b>	<b>\$180,005.90</b>	<b>(\$12,479.87)</b>	<b>\$216,007.00</b>	<b>(\$48,480.97)</b>
<b>Revenue Less Expenditures</b>	<b>(\$167,526.03)</b>	<b>(\$180,005.90)</b>	<b>\$0.00</b>	<b>(\$216,007.00)</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>(\$167,526.03)</b>	<b>(\$180,005.90)</b>	<b>\$0.00</b>	<b>(\$216,007.00)</b>	<b>\$0.00</b>

**GENERAL FUND**

**Statement of Revenue and Expenditures**

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>TRANSFERS BETWEEN FUNDS</b>					
<b>Revenue</b>					
STREET CITY SALES TAX	113,600.12	0.00	113,600.12	0.00	113,600.12
STREET COUNTY TURNBACK	32,593.59	0.00	32,593.59	0.00	32,593.59
<b>Revenue</b>	<b>\$146,193.71</b>	<b>\$0.00</b>	<b>\$146,193.71</b>	<b>\$0.00</b>	<b>\$146,193.71</b>
<b>Expenses</b>					
STREET CITY SALE TAX	113,600.12	0.00	113,600.12	0.00	113,600.12
STREET COUNTY TURNBACK	32,593.59	0.00	32,593.59	0.00	32,593.59
<b>Expenses</b>	<b>\$146,193.71</b>	<b>\$0.00</b>	<b>\$146,193.71</b>	<b>\$0.00</b>	<b>\$146,193.71</b>

**STREET FUND**  
**Balance Sheet**  
**10/31/14**

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Book Value  
Oct 2014  
Actual

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**Assets**

**Current Assets**

**Cash**

STREET FUND CHECKING ACCT	490,628.93
<b>Total Current Assets</b>	<b>\$490,628.93</b>
<b>Total Assets</b>	<b>\$490,628.93</b>

**Fund Balance**

**Suplus Carryover**

CY SURPLUS (DEFICIT)	(196,021.61)
FUND BALANCE	686,650.54
<b>Total Fund Balance</b>	<b>\$490,628.93</b>
<b>Total Liabilities and Equity</b>	<b>\$490,628.93</b>

**STREET FUND**  
**Statement of Revenue and Expenditures**

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
INTEREST REVENUES	99.75	83.30	16.45	100.00	(0.25)
MISCELLANEOUS REVENUES	123.60	83.30	40.30	100.00	23.60
STREET CITY SALES TAX	113,600.12	94,250.00	19,350.12	113,100.00	500.12
STREET COUNTY TURNBACK	32,593.59	34,161.66	(1,568.07)	40,994.00	(8,400.41)
STREET STATE TURNBACK	330,981.08	305,416.70	25,564.38	366,500.00	(35,518.92)
<b>Revenue</b>	<b>\$477,398.14</b>	<b>\$433,994.96</b>	<b>\$43,403.18</b>	<b>\$520,794.00</b>	<b>(\$43,395.86)</b>
<b>Expenses</b>					
FUEL EXPENSES	6,965.37	7,083.30	(117.93)	8,500.00	(1,534.63)
INSURANCES EXPENSE	420.00	1,916.70	(1,496.70)	2,300.00	(1,880.00)
MATERIALS & SUPPLIES EXPENSE	7,663.59	10,833.30	(3,169.71)	13,000.00	(5,336.41)
MISCELLANEOUS EXPENSE	5,944.00	411.70	5,532.30	494.00	5,450.00
NEW EQUIPMENT PURCHASE	5,385.21	4,166.70	1,218.51	5,000.00	385.21
PAYROLL EXP - REGULAR	121,038.26	136,666.66	(15,628.40)	164,000.00	(42,961.74)
PROFESSIONAL SERVICES	8,429.97	8,333.30	96.67	10,000.00	(1,570.03)
REPAIR & MAINT - EQUIPMENT	4,537.72	8,333.30	(3,795.58)	10,000.00	(5,462.28)
STREET LIGHTS	40,167.63	39,166.70	1,000.93	47,000.00	(6,832.37)
STREET/ROAD REPAIRS	140,057.81	208,750.00	(68,692.19)	250,500.00	(110,442.19)
TELECOMMUNICATION EXPENSES	384.98	1,666.70	(1,281.72)	2,000.00	(1,615.02)
TRAVEL, TRAINING & MEETINGS	136.25	833.30	(697.05)	1,000.00	(863.75)
UNIFORMS/GEAR EXPENSE	1,776.80	1,666.70	110.10	2,000.00	(223.20)
UTILITIES EXPENSES	3,573.11	4,166.70	(593.59)	5,000.00	(1,426.89)
<b>Expenses</b>	<b>\$346,480.70</b>	<b>\$433,995.06</b>	<b>(\$87,514.36)</b>	<b>\$520,794.00</b>	<b>(\$174,313.30)</b>
<b>Revenue Less Expenditures</b>	<b>\$130,917.44</b>	<b>(\$0.10)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>\$130,917.44</b>	<b>(\$0.10)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fund Balances</b>					
Beginning Fund Balance	359,711.49	0.00	0.00	0.00	0.00
Net Change in Fund Balance	130,917.44	(0.10)	0.00	0.00	0.00
Ending Fund Balance	490,628.93	0.00	0.00	0.00	0.00

**LIBRARY FUND**  
**Balance Sheet**  
**10/31/14**

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Book Value  
Oct 2014  
Actual

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**Assets**

**Current Assets**

**Cash**

LIBRARY CHECKING ACCT	68,645.01
<b>Total Current Assets</b>	<b>\$68,645.01</b>
<b>Total Assets</b>	<b>\$68,645.01</b>

**Fund Balance**

**Suplus Carryover**

CY SURPLUS (DEFICIT)	24,084.29
FUND BALANCE	44,560.72
<b>Total Fund Balance</b>	<b>\$68,645.01</b>
<b>Total Liabilities and Equity</b>	<b>\$68,645.01</b>

**LIBRARY FUND**  
**Statement of Revenue and Expenditures**

	Year-To-Date Jan 2014 Oct 2014 Actual	Year-To-Date Jan 2014 Oct 2014 Budget	Year-To-Date Jan 2014 Oct 2014 Variance	Annual Budget Jan 2014 Dec 2014	Annual Budget Jan 2014 Dec 2014 Variance
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
FINES/LOST ITEMS	2,972.98	2,500.00	472.98	3,000.00	(27.02)
GRANTS	61,000.00	0.00	61,000.00	0.00	61,000.00
INTEREST REVENUES	22.28	0.00	22.28	0.00	22.28
MISCELLANEOUS REVENUES	1,369.72	0.00	1,369.72	0.00	1,369.72
TRANS FROM GENERAL FUND	23,519.00	19,599.20	3,919.80	23,519.00	0.00
WASHINGTON CO LIBRARY REVE	116,125.80	116,125.80	0.00	139,351.00	(23,225.20)
<b>Revenue</b>	<b>\$205,009.78</b>	<b>\$138,225.00</b>	<b>\$66,784.78</b>	<b>\$165,870.00</b>	<b>\$39,139.78</b>
<b>Expenses</b>					
BOOKS AND MEDIA	18,636.84	26,666.70	(8,029.86)	32,000.00	(13,363.16)
GRANT EXPENSE	60,806.45	0.00	60,806.45	0.00	60,806.45
INSURANCES EXPENSE	1,092.00	1,583.30	(491.30)	1,900.00	(808.00)
MATERIALS & SUPPLIES EXPENSE	5,786.26	3,725.00	2,061.26	4,470.00	1,316.26
MISCELLANEOUS EXPENSE	144.48	250.00	(105.52)	300.00	(155.52)
NEW EQUIPMENT PURCHASE	0.00	1,250.00	(1,250.00)	1,500.00	(1,500.00)
PAYROLL EXP - REGULAR	73,453.87	94,166.70	(20,712.83)	113,000.00	(39,546.13)
POSTAGE EXPENSE	377.00	333.30	43.70	400.00	(23.00)
PROGRAMS EXPENSE	259.29	208.30	50.99	250.00	9.29
REPAIR & MAINT - BUILDING	3,599.44	3,750.00	(150.56)	4,500.00	(900.56)
TECHNICAL SUPPORT	0.00	625.00	(625.00)	750.00	(750.00)
TRAVEL, TRAINING & MEETINGS	0.00	250.00	(250.00)	300.00	(300.00)
UTILITIES EXPENSES	8,172.40	5,416.70	2,755.70	6,500.00	1,672.40
<b>Expenses</b>	<b>\$172,328.03</b>	<b>\$138,225.00</b>	<b>\$34,103.03</b>	<b>\$165,870.00</b>	<b>\$6,458.03</b>
<b>Revenue Less Expenditures</b>	<b>\$32,681.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>\$32,681.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fund Balances</b>					
Beginning Fund Balance	35,963.26	0.00	0.00	0.00	0.00
Net Change in Fund Balance	32,681.75	0.00	0.00	0.00	0.00
Ending Fund Balance	68,645.01	0.00	0.00	0.00	0.00



354 W. Main Street  
P.O. Box 150  
Farmington, AR 72730  
479-267-3865  
479-267-3805 (fax)

## **Memo**

To: Farmington City Council  
Ernie Penn, Mayor  
Kelly Penn, City Clerk  
From: Jenna Swain  
Re: Requesting approval to update Rental Agreement for sports complex  
Date: November 4th, 2014,

### **Recommendation**

Requesting approval to update Rental Agreement for sports complex

### **Background**

Updating the Rental Agreement for the sports complex so we can re-coop some of our costs for tournaments and field use.

### **Discussion**

We have made a few changes to our rental agreement from past years so that we can try to re-coop some of our costs, such as part time employees working, lighting, water, and field prep materials.

### **Budget Impact**

This will increase our income from tournaments.



354 W. Main Street  
P.O. Box 150  
Farmington, AR 72730  
479-267-3865  
479-267-3805 (fax)

## **Farmington Sports Complex Rental Information/Agreement**

The City of Farmington has established fees to defray maintenance and operational costs. The Facility Manager/Program Coordinator, with the approval of the City Business Manager, is responsible for executing these guidelines for usage of the Farmington Sports Complex.

### **All City Ordinances Apply To All Park Facilities**

#### **Rental Polices:**

Reservations are made by contacting Farmington Parks and Recreation Department. Reservations must be made no less than two (2) weeks or no more than eight (8) months in advance, unless the Facility Manager/Program Coordinator grants prior approval. Reservations are made on a First Come, First Serve basis.

Reservations will not be taken over telephone.

A security deposit along with completed paperwork will be required.

Farmington Parks and Recreation only accepts the following forms of payment:

- Check
- Money Order

The renter will receive his/her security deposit back in approximately two weeks after event date. The security deposit will be refunded provided the facility was left clean (trash picked up off ground around/under bleachers, in dugouts and parking lot) and there were no damages. The security deposit will be refunded to the name on the check, or money order.

In the event of cancellation, Farmington Parks and Recreation requires at least 48 hours' notice in order to receive refund of security deposit. If cancelation is made less than 48 hours security deposit will not be refunded.

Office hours for reservation are 8:00-5:00, Monday-Friday

Concessions: The City contracts out their concessions. Staff will be on site for each event.



The City of Farmington (**CITY**) shall approve and may oversee all tournaments/events conducted on park grounds.

- A. The **CITY** may approve the final tournament schedule.
- B. The **CITY** will make sure all financial matters are completed.
- C. The **CITY** will provide 1-2 personnel on site throughout the scheduled tournament/event date to help chalk and water. *Dragging of the fields will be done at the end of each night.*
- D. The **Hosting Group** is responsible for all facets of running the tournament/event including, but not limited to:
  1. Scheduling teams, umpires, scorekeepers and gate workers, awards and all financial responsibilities.
  2. Clean-up of usage area: Trash clean-up is defined as ground trash around playing fields, dugouts, and general areas adjacent to usage areas. The **CITY** will be responsible for taking out the trash bags in the cans provided.
  3. Field maintenance, such as raking, and chalking in between games will be left up to the **Hosting Group**.
  4. The **CITY** will provide 4 bags of chalk per tournament/event. Additional bags can be added at the prices listed on page 3.
  5. A tournament/event director and/or appointed representative must be on site **AT ALL TIMES** while games are being played/event is happening, including at least one-hour prior to start time for day.

The **CITY** reserves the right to cancel parts or all of a tournament/event for any of the following reasons

- Weather Conditions
- Scheduling Conflicts
- Field Conditions

Both main front gates (playground gate, gate at front entrance) must be left opened and manned while tournament/event is going on.

The **CITY** will prep fields for a Friday night tournament or a Saturday tournament on Friday morning. Gates will be locked each night prior to tournament play in order to keep people off prepped fields. The **CITY** will drag and prep fields at night for play the next day. (i.e. Saturday night for Sunday games)

The **CITY'S** on-site staff will take care of trash removal from the cans provided, and make sure bathrooms are kept up. It is the **HOSTING GROUP'S** responsibility to pick up group trash, in and around bleachers and in the dugouts. If facility is left with a large amount of trash on the ground, including dugouts and bleachers, then the deposit will not be returned.

Payment will be required three (3) business days after tournament/event is held unless prior arrangements have been made. No payment will result in loss of security deposit and possible legal action. Checks can be made payable to City of Farmington.

**Hold Harmless Clause:**

The City of Farmington shall not be liable to users, employees, agents, invitees, licensee, visitors, or to any other person for injury to person or damage to property on premises caused by the negligence or misconduct of user, its agents, servant or employees, or of any other person entering upon the premises under express or implied invitation by user. The event producer agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time.

**Fields Available for Rental:**

Fields Available for Rental					
Field #	Infield	Pitching Distance	Base Distance	Fence Distance	Lights
F1	Grass	60'	90'	350'	Yes
F2	Skinned	46', 43', 40', 35'	60', 65', 70'	300'	Yes
F3	Grass	50', 46'	60', 65', 70'	250'	Yes
F4	Skinned	43', 40', 35'	60', 65', 70'	250'	Yes
F5	Grass	46'	60', 65', 70'	250'	Yes
F6	Skinned	43', 40', 35'	60', 65', 70'	250'	Yes

**2 portable mounds are available to use on skinned infields**

**Field Rental Fees Tournaments:**

Field Rental Fees: Tournaments		
Field #	Lighted Cost	
F1	\$100/perday	
F2	\$100/perday	
F3	\$100/perday	
F4	\$100/perday	
F5	\$100/perday	
F6	\$100/perday	
Chalk	\$6.00	extra bags over 4
Quickdry	\$9.00	extra bags over 4

*\*\*There will be a \$200.00 refundable security deposit due at the time paperwork is turned in. Reservation will not be made unless security deposit is paid. Deposit will be refunded two (2) weeks after scheduled tournament/event. NOTE: Failure to clean up fields, bleachers, and dugouts or any damages to any equipment, including but not limited to hoses, scoreboxes, chalkers, rakes, spray nozzles, will result in not being refunded the security deposit. \*\**

**Field Rental Fees Hourly: (Max 6 hours/day)**

Field Rental Fees: Hourly (6 hours Max)		
Field #	Lined	Not-Lined
F1	\$50.00	\$30.00
F2	\$50.00	\$30.00
F3	\$50.00	\$30.00
F4	\$50.00	\$30.00



F5	\$50.00	\$30.00
F6	\$50.00	\$30.00

354 W. Main Street  
 P.O. Box 150  
 Farmington, AR 72730  
 479-267-3865  
 479-267-3805 (fax)

**Field Rental Agreement/Fee Calculations**

I have read and understood the Rental Policies and Rental Costs for the Farmington Sports Complex as presented above and agree to abide by the written guidelines.

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature)

Organization's Name: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Number of Fields Requested: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
(City Representative)

\_\_\_\_\_  
(Date)

**Rental Agreement Calculations Page**

**Tournaments:**

Skinned: 2,4,&6 (Lights): \$100.00 per field per day. \$100.00 x #of fields \_\_\_\_\_ x #of days \_\_\_\_\_ = \_\_\_\_\_

Grass: 1,3,&5 (Lights): \$100.00 per field per day. \$100.00 x #of fields \_\_\_\_\_ x #of days \_\_\_\_\_ = \_\_\_\_\_

**Total:** \_\_\_\_\_

**Hourly:**

Skinned: 2,4,&6 (Lined): \$50.00 per field. \$50.00 x # of fields \_\_\_\_\_ = \_\_\_\_\_

Skinned: 2,4,&6 (Not Lined): \$30.00 per field. \$30.00 x # of fields \_\_\_\_\_ = \_\_\_\_\_

Grass: 1,3,&5 (Lined): \$50.00 per field. \$50.00 x # of fields \_\_\_\_\_ = \_\_\_\_\_

Grass: 1,3,&5 (Not Lined): \$30.00 per field. \$30.00 x # of fields \_\_\_\_\_ = \_\_\_\_\_

**Total:** \_\_\_\_\_

**RESOLUTION NO. 2014-08**

**A RESOLUTION PROVIDING FOR THE ADOPTION OF A BUDGET FOR THE CITY OF FARMINGTON, ARKANSAS, FOR THE TWELVE (12) MONTHS BEGINNING JANUARY 1, 2015 AND ENDING DECEMBER 31, 2015, APPROPRIATING MONEY FOR EACH ITEM OF EXPENDITURE THEREIN PROVIDED FOR; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City Council has made a comprehensive study and review of the proposed budget submitted by the mayor, and;

**WHEREAS**, it is the finding and conclusion of the City Council that the schedules and exhibits of anticipated revenues and expenditures for the calendar year appear to be as accurate as possible for budgetary purposes.

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

Section 1: This resolution shall be known as the budget resolution for the City of Farmington, Arkansas, for the twelve (12) month period beginning January 1, 2015 and ending December 31, 2015. The attached budget, incorporated herein as if set out word for word and figure for figure, reflects estimated revenues and expenditures as set forth on the succeeding pages.

Section 2: The respective funds for each item of expenditure proposed in the budget for 2015 are hereby approved and adopted for the operation of the City of Farmington, Arkansas, by the City Council on this date and constitute an appropriation of funds which are lawfully applicable to the items contained within the budget. This budget may be altered or revised by action of this governing body and unpledged funds may be subsequently appropriated to another purpose except as prohibited by law. A.C.A. § 14-58-203(a).

Section 3: The Mayor or his duly-authorized representative may approve for payment, out of funds appropriated by this budget or otherwise approved by the city council for those purposes, or may disapprove any bills, debts, or liabilities asserted as claims against the City up to a maximum amount allowed by Arkansas law and the payment or disapproval of any bills, debts or liabilities exceeding that amount shall require the confirmation of this governing body. A.C.A. § 14-58-305 Provided, however, that the

execution of all contracts and conveyances and lease contracts shall be performed by the mayor and city clerk when authorized by a resolution in writing and approved by a majority vote of the city council present and participating.

Section 4: If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.

**PASSED AND APPROVED this 10th day of November, 2014.**

**APPROVED:**

**By: \_\_\_\_\_  
Ernie Penn, Mayor**

**ATTEST:**

**\_\_\_\_\_  
Kelly Penn, City Clerk**

**GENERAL REVENUES  
GENERAL FUND**

	PROPOSED		Calculated Total
	Budget	Budget	
	01/01/14 12/31/14	01/01/15 12/31/15	
<b>Revenue</b>			
<b>  Court Fines and Fees</b>			
CITY COURT FINES	70,000.00	55,200.00	55,200.00
<b>Court Fines and Fees Total</b>	<b>70,000.00</b>	<b>55,200.00</b>	<b>55,200.00</b>
<b>  State Turnback</b>			
STATE TURNBACK	95,000.00	100,000.00	100,000.00
<b>State Turnback Total</b>	<b>95,000.00</b>	<b>100,000.00</b>	<b>100,000.00</b>
<b>  Other Permits and Charges</b>			
ACCIDENT REPORT REVENUES	600.00	600.00	600.00
ACT 833	17,000.00	17,000.00	17,000.00
ANIMAL CONTROL REVENUES	2,500.00	3,000.00	3,000.00
BUILDING INSPECTION FEES	25,000.00	40,000.00	40,000.00
BUSINESS LICENSES	5,000.00	5,000.00	5,000.00
DEVELOPMENT FEES	1,000.00	1,000.00	1,000.00
GARAGE SALE PERMITS	3,500.00	3,000.00	3,000.00
INTEREST REVENUES	2,000.00	2,000.00	2,000.00
MISCELLANEOUS REVENUES	1,200.00	1,200.00	1,200.00
PARK RENTAL	1,200.00	1,200.00	1,200.00
SPORTS COMPLEX FEES	56,000.00	56,000.00	56,000.00
SRO REIMBURSEMENT REVENUES	31,000.00	32,500.00	32,500.00
<b>Other Permits and Charges Total</b>	<b>146,000.00</b>	<b>162,500.00</b>	<b>162,500.00</b>
<b>  Franchise Tax</b>			
FRANCHISE FEES	315,538.00	330,000.00	330,000.00
<b>Franchise Tax Total</b>	<b>315,538.00</b>	<b>330,000.00</b>	<b>330,000.00</b>
<b>  Local Sales Taxes</b>			
ALCOHOL SALES TAX	600.00	1,800.00	1,800.00
CITY SALES TAX REVENUES	344,000.00	396,393.00	396,393.00
SALES TAX - OTHER	952,000.00	961,100.00	961,100.00
<b>Local Sales Taxes Total</b>	<b>1,296,600.00</b>	<b>1,359,293.00</b>	<b>1,359,293.00</b>
<b>  5-Mill Tax</b>			
COUNTY TURNBACK	373,000.00	378,500.00	378,500.00
<b>5-Mill Tax Total</b>	<b>373,000.00</b>	<b>378,500.00</b>	<b>378,500.00</b>
Revenue Total	2,296,138.00	2,385,493.00	2,385,493.00
<b>Assets</b>			
<b>  Cash</b>			
GENERAL FUND CHECKING ACCT	2,296,138.00	2,385,493.00	2,385,493.00
<b>Cash Total</b>	<b>2,296,138.00</b>	<b>2,385,493.00</b>	<b>2,385,493.00</b>
Assets Total	2,296,138.00	2,385,493.00	2,385,493.00



**ADMINISTRATIVE DEPT  
GENERAL FUND**

	Budget	PROPOSED		Calculated Total
		01/01/14	01/01/15	
		12/31/14	12/31/15	
<input type="checkbox"/> Expenses				
<input type="checkbox"/> Salaries Expense				
PAYROLL EXP - CITY ATTRNY	28,200.00	31,000.00	31,000.00	
PAYROLL EXP - ELECTED OFFICIAL	64,000.00	83,500.00	83,500.00	
PAYROLL EXP - REGULAR	206,000.00	216,500.00	216,500.00	
Salaries Expense Total	<u>298,200.00</u>	<u>331,000.00</u>	<u>331,000.00</u>	
<input type="checkbox"/> Administrative Expense				
ADDITIONAL SERVICES EXPENSE	115,000.00	165,000.00	165,000.00	
Administrative Expense Total	<u>115,000.00</u>	<u>165,000.00</u>	<u>165,000.00</u>	
<input type="checkbox"/> Fixed Asset Expense				
NEW EQUIPMENT PURCHASE	16,000.00	16,000.00	16,000.00	
Fixed Asset Expense Total	<u>16,000.00</u>	<u>16,000.00</u>	<u>16,000.00</u>	
<input type="checkbox"/> Supplies Expense				
BUILDING MAINT & CLEANING	50,000.00	40,000.00	40,000.00	
MATERIALS & SUPPLIES EXPENSE	22,000.00	22,000.00	22,000.00	
Supplies Expense Total	<u>72,000.00</u>	<u>62,000.00</u>	<u>62,000.00</u>	
<input type="checkbox"/> Utilities Expense				
UTILITIES EXPENSES	42,000.00	50,000.00	50,000.00	
Utilities Expense Total	<u>42,000.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	
<input type="checkbox"/> Other Expense				
ADVERTISING EXPENSE	2,500.00	5,000.00	5,000.00	
INSURANCES EXPENSE	22,000.00	26,000.00	26,000.00	
LEGAL FEES	10,000.00	10,000.00	10,000.00	
MISCELLANEOUS EXPENSE	2,000.00	2,000.00	2,000.00	
PLANNING COMMISSION	19,400.00	19,400.00	19,400.00	
POSTAGE EXPENSE	4,000.00	4,000.00	4,000.00	
PROFESSIONAL SERVICES	41,428.00	41,500.00	41,500.00	
REPAIR & MAINT - OFFICE EQUIP	6,000.00	5,000.00	5,000.00	
TECHNICAL SUPPORT	6,000.00	11,000.00	11,000.00	
TRAVEL, TRAINING & MEETINGS	15,000.00	15,000.00	15,000.00	
Other Expense Total	<u>128,328.00</u>	<u>138,900.00</u>	<u>138,900.00</u>	
Expenses Total	<u>671,528.00</u>	<u>762,900.00</u>	<u>762,900.00</u>	

**BUILDING PERMIT DEPT  
GENERAL FUND**

	PROPOSED		Calculated Total
	Budget	Budget	
	01/01/14 12/31/14	01/01/15 12/31/15	
<input type="checkbox"/> Expenses			
<input type="checkbox"/> Salaries Expense			
PAYROLL EXP - REGULAR	84,600.00	74,600.00	74,600.00
Salaries Expense Total	84,600.00	74,600.00	74,600.00
<input type="checkbox"/> Supplies Expense			
MATERIALS & SUPPLIES EXPENSE	1,000.00	1,000.00	1,000.00
UNIFORMS/GEAR EXPENSE	1,000.00	750.00	750.00
Supplies Expense Total	2,000.00	1,750.00	1,750.00
<input type="checkbox"/> Other Expense			
FUEL EXPENSES	3,000.00	3,000.00	3,000.00
REPAIR & MAINT - EQUIPMENT	1,000.00	1,000.00	1,000.00
TELECOMMUNICATION EXPENSES	1,600.00	0.00	0.00
TRAVEL, TRAINING & MEETINGS	2,500.00	3,175.00	3,175.00
Other Expense Total	8,100.00	7,175.00	7,175.00
Expenses Total	94,700.00	83,525.00	83,525.00

**FIRE DEPT  
GENERAL FUND**

	PROPOSED		Calculated Total
	Budget	Budget	
	01/01/14 12/31/14	01/01/15 12/31/15	
<input type="checkbox"/> Expenses			
<input type="checkbox"/> Salaries Expense			
PAYROLL EXP - REGULAR	205,000.00	215,250.00	215,250.00
Salaries Expense Total	205,000.00	215,250.00	215,250.00
<input type="checkbox"/> Fixed Asset Expense			
NEW EQUIPMENT PURCHASE	30,000.00	5,228.00	5,228.00
Fixed Asset Expense Total	30,000.00	5,228.00	5,228.00
<input type="checkbox"/> Supplies Expense			
MATERIALS & SUPPLIES EXPENSE	7,000.00	7,500.00	7,500.00
UNIFORMS/GEAR EXPENSE	11,162.00	11,162.00	11,162.00
Supplies Expense Total	18,162.00	18,662.00	18,662.00
<input type="checkbox"/> Other Expense			
FUEL EXPENSES	7,500.00	8,000.00	8,000.00
HAZMAT EXPENSES	2,400.00	2,400.00	2,400.00
MISCELLANEOUS EXPENSE	500.00	500.00	500.00
REPAIR & MAINT - EQUIPMENT	3,000.00	3,000.00	3,000.00
REPAIR & MAINT - TRUCK	5,000.00	5,000.00	5,000.00
TELECOMMUNICATION EXPENSES	2,500.00	0.00	0.00
TRAVEL, TRAINING & MEETINGS	4,000.00	4,000.00	4,000.00
Other Expense Total	24,900.00	22,900.00	22,900.00
Expenses Total	278,062.00	262,040.00	262,040.00

**LAW ENFORCE - COURT  
GENERAL FUND**

	BUDGET		PROPOSED	Calculated Total
	Budget	Budget	Budget	
	01/01/14 12/31/14	01/01/15 12/31/15		
<input type="checkbox"/> Expenses				
<input type="checkbox"/> Salaries Expense				
PAYROLL EXP - REGULAR	90,500.00	95,500.00	95,500.00	95,500.00
Salaries Expense Total	90,500.00	95,500.00	95,500.00	95,500.00
<input type="checkbox"/> Fixed Asset Expense				
NEW EQUIPMENT PURCHASE	3,000.00	3,000.00	3,000.00	3,000.00
Fixed Asset Expense Total	3,000.00	3,000.00	3,000.00	3,000.00
<input type="checkbox"/> Supplies Expense				
MATERIALS & SUPPLIES EXPENSE	2,100.00	2,100.00	2,100.00	2,100.00
Supplies Expense Total	2,100.00	2,100.00	2,100.00	2,100.00
<input type="checkbox"/> Other Expense				
MISCELLANEOUS EXPENSE	400.00	400.00	400.00	400.00
SPECIAL COURT COSTS	6,000.00	6,672.00	6,672.00	6,672.00
TRAVEL, TRAINING & MEETINGS	1,950.00	1,950.00	1,950.00	1,950.00
Other Expense Total	8,350.00	9,022.00	9,022.00	9,022.00
Expenses Total	103,950.00	109,622.00	109,622.00	109,622.00

**LAW ENFORCE - POLICE  
GENERAL FUND**

	BUDGET		PROPOSED	Calculated Total
	Budget	Budget	Budget	
	01/01/14 12/31/14	01/01/15 12/31/15		
<input type="checkbox"/> Expenses				
<input type="checkbox"/> Salaries Expense				
PAYROLL EXP - REGULAR	605,000.00	635,250.00	635,250.00	635,250.00
PAYROLL EXP - SRO	64,000.00	67,200.00	67,200.00	67,200.00
Salaries Expense Total	<u>669,000.00</u>	<u>702,450.00</u>	<u>702,450.00</u>	
<input type="checkbox"/> Fixed Asset Expense				
NEW EQUIPMENT PURCHASE	64,000.00	27,000.00	27,000.00	27,000.00
Fixed Asset Expense Total	<u>64,000.00</u>	<u>27,000.00</u>	<u>27,000.00</u>	
<input type="checkbox"/> Supplies Expense				
BREATHALYZER EXPENSES	800.00	800.00	800.00	800.00
MATERIALS & SUPPLIES EXPENSE	25,114.00	31,894.00	31,894.00	31,894.00
UNIFORMS/GEAR EXPENSE	8,000.00	9,500.00	9,500.00	9,500.00
Supplies Expense Total	<u>33,914.00</u>	<u>42,194.00</u>	<u>42,194.00</u>	
<input type="checkbox"/> Other Expense				
DRUG TASK FORCE	2,000.00	2,000.00	2,000.00	2,000.00
FUEL EXPENSES	37,500.00	37,500.00	37,500.00	37,500.00
MISCELLANEOUS EXPENSE	1,000.00	1,000.00	1,000.00	1,000.00
REPAIR & MAINT - AUTOMOBILES	15,000.00	16,000.00	16,000.00	16,000.00
REPAIR & MAINT - EQUIPMENT	1,500.00	3,000.00	3,000.00	3,000.00
TELECOMMUNICATION EXPENSES	2,500.00	0.00	0.00	0.00
TRAVEL, TRAINING & MEETINGS	8,700.00	9,500.00	9,500.00	9,500.00
Other Expense Total	<u>68,200.00</u>	<u>69,000.00</u>	<u>69,000.00</u>	
Expenses Total	<u>835,114.00</u>	<u>840,644.00</u>	<u>840,644.00</u>	

LIBRARY DEPT  
GENERAL FUND

		PROPOSED		
		Budget	Budget	Calculated
		01/01/14	01/01/15	12/31/14
		12/31/14	12/31/15	Total
Expenses				
Other Expense				
	LIBRARY TRANSFER	23,519.00	24,695.00	24,695.00
	Other Expense Total	23,519.00	24,695.00	24,695.00
	Expenses Total	23,519.00	24,695.00	24,695.00
Assets				
Cash				
	GENERAL FUND CHECKING ACCT	(23,519.00)	(24,695.00)	(24,695.00)
	Cash Total	(23,519.00)	(24,695.00)	(24,695.00)

**PARKS DEPT  
GENERAL FUND**

	PROPOSED		Calculated Total
	Budget	Budget	
	01/01/14 12/31/14	01/01/15 12/31/15	
<input type="checkbox"/> Expenses			
<input type="checkbox"/> Salaries Expense			
PAYROLL EXP - REGULAR	46,410.00	48,750.00	48,750.00
PAYROLL EXP - SPORTS COMPLEX	55,000.00	57,750.00	57,750.00
Salaries Expense Total	101,410.00	106,500.00	106,500.00
<input type="checkbox"/> Fixed Asset Expense			
NEW EQUIPMENT PURCHASE	12,000.00	12,000.00	12,000.00
Fixed Asset Expense Total	12,000.00	12,000.00	12,000.00
<input type="checkbox"/> Supplies Expense			
MATERIALS & SUPPLIES EXPENSE	5,000.00	5,000.00	5,000.00
UNIFORMS/GEAR EXPENSE	750.00	750.00	750.00
Supplies Expense Total	5,750.00	5,750.00	5,750.00
<input type="checkbox"/> Utilities Expense			
UTILITIES EXPENSES	2,200.00	2,200.00	2,200.00
Utilities Expense Total	2,200.00	2,200.00	2,200.00
<input type="checkbox"/> Other Expense			
FUEL EXPENSES	2,200.00	2,200.00	2,200.00
MISCELLANEOUS EXPENSE	1,500.00	1,500.00	1,500.00
PROFESSIONAL SERVICES	1,000.00	1,000.00	1,000.00
REPAIR & MAINT - EQUIPMENT	2,000.00	2,000.00	2,000.00
SPORTS PARK FUEL	2,000.00	2,000.00	2,000.00
SPORTS PARK MATERIALS	12,000.00	12,000.00	12,000.00
SPORTS PARK NEW EQUIP	5,000.00	15,729.00	15,729.00
SPORTS PARK PROF SERV	32,000.00	32,000.00	32,000.00
SPORTS PARK REPAIR/MAINT	1,197.00	1,197.00	1,197.00
SPORTS PARK UNIFORMS	750.00	750.00	750.00
SPORTS PARK UTILITIES	35,000.00	30,000.00	30,000.00
Other Expense Total	94,647.00	100,376.00	100,376.00
Expenses Total	216,007.00	226,826.00	226,826.00

**STREET FUND BUDGET  
STREET FUND**

	PROPOSED		
	Budget	Budget	Calculated
	01/01/14 12/31/14	01/01/15 12/31/15	
<input type="checkbox"/> Revenue			
<input type="checkbox"/> State Turnback			
STREET STATE TURNBACK	366,500.00	386,633.00	386,633.00
State Turnback Total	366,500.00	386,633.00	386,633.00
<input type="checkbox"/> Other Permits and Charges			
INTEREST REVENUES	100.00	100.00	100.00
MISCELLANEOUS REVENUES	100.00	100.00	100.00
Other Permits and Charges Total	200.00	200.00	200.00
<input type="checkbox"/> Local Sales Taxes			
STREET CITY SALES TAX	113,100.00	120,000.00	120,000.00
Local Sales Taxes Total	113,100.00	120,000.00	120,000.00
<input type="checkbox"/> 5-Mill Tax			
STREET COUNTY TURNBACK	40,994.00	40,000.00	40,000.00
5-Mill Tax Total	40,994.00	40,000.00	40,000.00
Revenue Total	520,794.00	546,833.00	546,833.00
<input type="checkbox"/> Expenses			
<input type="checkbox"/> Salaries Expense			
PAYROLL EXP - REGULAR	164,000.00	172,200.00	172,200.00
Salaries Expense Total	164,000.00	172,200.00	172,200.00
<input type="checkbox"/> Fixed Asset Expense			
NEW EQUIPMENT PURCHASE	5,000.00	50,000.00	50,000.00
Fixed Asset Expense Total	5,000.00	50,000.00	50,000.00
<input type="checkbox"/> Supplies Expense			
MATERIALS & SUPPLIES EXPENSE	13,000.00	13,000.00	13,000.00
UNIFORMS/GEAR EXPENSE	2,000.00	2,000.00	2,000.00
Supplies Expense Total	15,000.00	15,000.00	15,000.00
<input type="checkbox"/> Utilities Expense			
UTILITIES EXPENSES	5,000.00	5,000.00	5,000.00
Utilities Expense Total	5,000.00	5,000.00	5,000.00
<input type="checkbox"/> Other Expense			
FUEL EXPENSES	8,500.00	9,000.00	9,000.00
INSURANCES EXPENSE	2,300.00	2,300.00	2,300.00
MISCELLANEOUS EXPENSE	494.00	500.00	500.00
PROFESSIONAL SERVICES	10,000.00	12,000.00	12,000.00
REPAIR & MAINT - EQUIPMENT	10,000.00	10,000.00	10,000.00
STREET LIGHTS	47,000.00	48,000.00	48,000.00
STREET/ROAD REPAIRS	250,500.00	221,833.00	221,833.00
TELECOMMUNICATION EXPENSES	2,000.00	0.00	0.00
TRAVEL, TRAINING & MEETINGS	1,000.00	1,000.00	1,000.00
Other Expense Total	331,794.00	304,633.00	304,633.00
Expenses Total	520,794.00	546,833.00	546,833.00



**LIBRARY BUDGET  
LIBRARY FUND**

	PROPOSED		Calculated Total
	Budget	Budget	
	01/01/14 12/31/14	01/01/15 12/31/15	
<input type="checkbox"/> Revenue			
<input type="checkbox"/> Other Permits and Charges			
FINES/LOST ITEMS	3,000.00	3,000.00	3,000.00
TRANS FROM GENERAL FUND	23,519.00	24,695.00	24,695.00
WASHINGTON CO LIBRARY REVENUES	139,351.00	141,568.00	141,568.00
Other Permits and Charges Total	<u>165,870.00</u>	<u>169,263.00</u>	<u>169,263.00</u>
Revenue Total	<u>165,870.00</u>	<u>169,263.00</u>	<u>169,263.00</u>
<input type="checkbox"/> Expenses			
<input type="checkbox"/> Salaries Expense			
PAYROLL EXP - REGULAR	113,000.00	113,000.00	113,000.00
Salaries Expense Total	<u>113,000.00</u>	<u>113,000.00</u>	<u>113,000.00</u>
<input type="checkbox"/> Fixed Asset Expense			
NEW EQUIPMENT PURCHASE	1,500.00	1,500.00	1,500.00
Fixed Asset Expense Total	<u>1,500.00</u>	<u>1,500.00</u>	<u>1,500.00</u>
<input type="checkbox"/> Supplies Expense			
BOOKS AND MEDIA	32,000.00	32,000.00	32,000.00
MATERIALS & SUPPLIES EXPENSE	4,470.00	6,000.00	6,000.00
PROGRAMS EXPENSE	250.00	500.00	500.00
Supplies Expense Total	<u>36,720.00</u>	<u>38,500.00</u>	<u>38,500.00</u>
<input type="checkbox"/> Utilities Expense			
UTILITIES EXPENSES	6,500.00	7,500.00	7,500.00
Utilities Expense Total	<u>6,500.00</u>	<u>7,500.00</u>	<u>7,500.00</u>
<input type="checkbox"/> Other Expense			
INSURANCES EXPENSE	1,900.00	1,500.00	1,500.00
MISCELLANEOUS EXPENSE	300.00	300.00	300.00
POSTAGE EXPENSE	400.00	400.00	400.00
REPAIR & MAINT - BUILDING	4,500.00	6,000.00	6,000.00
TECHNICAL SUPPORT	750.00	263.00	263.00
TRAVEL, TRAINING & MEETINGS	300.00	300.00	300.00
Other Expense Total	<u>8,150.00</u>	<u>8,763.00</u>	<u>8,763.00</u>
Expenses Total	<u>165,870.00</u>	<u>169,263.00</u>	<u>169,263.00</u>

CITY OF FARMINGTON SALARY SCHEDULE 2015 (Annual) 2% COLA

	A	B	C	D	E	F	G	H	I	J	K	L	M
Grade 1	\$19,800.42	\$20,394.43	\$21,006.27	\$21,636.45	\$22,285.55	\$22,954.11	\$23,642.74	\$24,352.02	\$25,082.58	\$25,835.06	\$26,610.11	\$27,408.41	\$28,230.66
Grade 2	\$20,790.44	\$21,414.15	\$22,056.58	\$22,718.28	\$23,399.82	\$24,101.82	\$24,824.87	\$25,569.62	\$26,336.71	\$27,126.81	\$27,940.61	\$28,780.66	\$29,647.58
Grade 3	\$21,829.96	\$22,484.86	\$23,159.41	\$23,854.19	\$24,569.82	\$25,306.91	\$26,066.12	\$26,848.10	\$27,653.54	\$28,483.15	\$29,337.64	\$30,217.77	\$31,124.31
Grade 4	\$22,921.46	\$23,609.11	\$24,317.38	\$25,046.90	\$25,798.31	\$26,572.28	\$27,369.42	\$28,190.51	\$29,036.22	\$29,907.31	\$30,804.53	\$31,728.66	\$32,680.52
Grade 5	\$24,067.53	\$24,789.56	\$25,533.25	\$26,299.24	\$27,088.22	\$27,900.87	\$28,737.89	\$29,600.03	\$30,488.03	\$31,402.67	\$32,344.75	\$33,315.10	\$34,314.55
Grade 6	\$25,270.91	\$26,029.04	\$26,809.91	\$27,614.21	\$28,442.63	\$29,295.91	\$30,174.79	\$31,080.03	\$32,012.43	\$32,972.81	\$33,961.99	\$34,980.85	\$36,030.28
Grade 7	\$26,534.46	\$27,330.49	\$28,150.40	\$28,994.92	\$29,864.76	\$30,760.71	\$31,683.53	\$32,634.03	\$33,613.06	\$34,621.45	\$35,660.09	\$36,729.89	\$37,831.79
Grade 8	\$27,861.18	\$28,697.01	\$29,557.93	\$30,444.66	\$31,358.00	\$32,298.74	\$33,267.71	\$34,265.74	\$35,293.71	\$36,352.52	\$37,443.10	\$38,566.39	\$39,723.38
Grade 9	\$29,254.24	\$30,131.87	\$31,035.82	\$31,966.90	\$32,926.90	\$33,913.68	\$34,931.09	\$35,979.02	\$37,056.39	\$38,170.15	\$39,315.25	\$40,494.71	\$41,709.55
Grade 10	\$30,716.95	\$31,638.46	\$32,587.61	\$33,565.24	\$34,572.20	\$35,609.36	\$36,677.64	\$37,777.97	\$38,911.31	\$40,078.65	\$41,281.01	\$42,519.44	\$43,795.03
Grade 11	\$32,252.80	\$33,220.38	\$34,216.99	\$35,243.50	\$36,300.81	\$37,389.83	\$38,511.53	\$39,666.87	\$40,856.88	\$42,082.59	\$43,345.06	\$44,645.42	\$45,984.78
Grade 12	\$33,866.44	\$34,881.40	\$35,927.84	\$37,005.68	\$38,115.85	\$39,259.32	\$40,437.10	\$41,650.22	\$42,899.72	\$44,186.71	\$45,512.32	\$46,877.69	\$48,284.02
Grade 13	\$35,556.71	\$36,625.47	\$37,724.23	\$38,855.96	\$40,021.64	\$41,222.29	\$42,458.96	\$43,732.73	\$45,044.71	\$46,396.05	\$47,787.93	\$49,221.57	\$50,698.22
Grade 14	\$37,336.64	\$38,456.74	\$39,610.45	\$40,798.76	\$42,022.72	\$43,283.40	\$44,581.91	\$45,919.36	\$47,296.94	\$48,715.85	\$50,177.33	\$51,622.65	\$53,233.13
Grade 15	\$39,203.48	\$40,379.58	\$41,590.97	\$42,838.70	\$44,123.86	\$45,447.57	\$46,811.00	\$48,215.53	\$49,661.79	\$51,151.65	\$52,686.20	\$54,266.78	\$55,894.78
Grade 16	\$41,163.65	\$42,398.56	\$43,670.52	\$44,980.63	\$46,330.05	\$47,719.95	\$49,151.55	\$50,626.10	\$52,144.88	\$53,709.23	\$55,320.50	\$56,980.12	\$58,689.52
Grade 17	\$43,221.83	\$44,518.49	\$45,854.04	\$47,229.66	\$48,646.55	\$50,105.95	\$51,609.13	\$53,157.40	\$54,752.13	\$56,394.69	\$58,086.53	\$59,829.13	\$61,624.00
Grade 18	\$45,382.93	\$46,744.41	\$48,146.75	\$49,591.15	\$51,078.88	\$52,611.25	\$54,189.59	\$55,815.27	\$57,489.73	\$59,214.42	\$60,990.86	\$62,820.58	\$64,705.20
Grade 19	\$47,652.07	\$49,081.63	\$50,554.08	\$52,070.71	\$53,632.83	\$55,241.81	\$56,899.07	\$58,606.04	\$60,364.22	\$62,175.15	\$64,040.40	\$65,961.61	\$67,940.46
Grade 20	\$50,034.68	\$51,535.72	\$53,081.79	\$54,674.24	\$56,314.47	\$58,003.90	\$59,744.02	\$61,536.34	\$63,382.43	\$65,283.90	\$67,242.42	\$69,259.69	\$71,337.48
Grade 21	\$52,536.41	\$54,112.50	\$55,735.88	\$57,407.95	\$59,130.19	\$60,904.10	\$62,731.22	\$64,613.16	\$66,551.55	\$68,548.10	\$70,604.54	\$72,722.68	\$74,904.36
Grade 22	\$55,163.23	\$56,818.13	\$58,522.67	\$60,278.35	\$62,086.70	\$63,949.30	\$65,867.78	\$67,843.81	\$69,879.13	\$71,975.50	\$74,134.77	\$76,358.81	\$78,649.57
Grade 23	\$57,921.39	\$59,659.03	\$61,448.80	\$63,292.27	\$65,191.04	\$67,146.77	\$69,161.17	\$71,236.00	\$73,373.09	\$75,574.28	\$77,841.51	\$80,176.75	\$82,582.05
Grade 24	\$60,817.46	\$62,641.98	\$64,521.24	\$66,456.88	\$68,450.59	\$70,504.11	\$72,619.23	\$74,797.81	\$77,041.74	\$79,352.99	\$81,733.58	\$84,185.59	\$86,711.16
Grade 25	\$63,856.33	\$65,774.08	\$67,747.31	\$69,779.73	\$71,873.12	\$74,029.31	\$76,250.19	\$78,537.70	\$80,893.83	\$83,320.64	\$85,820.26	\$88,394.87	\$91,046.71
Grade 26	\$67,051.25	\$69,062.79	\$71,134.67	\$73,268.71	\$75,466.77	\$77,730.78	\$80,062.70	\$82,464.58	\$84,938.52	\$87,486.67	\$90,111.27	\$92,814.61	\$95,599.05
Grade 27	\$70,403.81	\$72,515.93	\$74,691.40	\$76,932.15	\$79,240.11	\$81,617.31	\$84,065.83	\$86,587.81	\$89,185.44	\$91,861.01	\$94,616.84	\$97,455.34	\$100,379.00
Grade 28	\$73,924.00	\$76,141.72	\$78,425.98	\$80,778.75	\$83,202.12	\$85,698.18	\$88,262.13	\$90,917.20	\$93,664.72	\$96,484.06	\$99,347.68	\$102,248.11	\$105,192.95
Grade 29	\$77,620.20	\$79,948.81	\$82,347.27	\$84,817.69	\$87,362.22	\$89,983.09	\$92,682.58	\$95,463.06	\$98,326.95	\$101,276.76	\$104,314.06	\$107,342.51	\$110,367.85
Grade 30	\$81,501.21	\$83,946.25	\$86,464.64	\$89,058.58	\$91,730.33	\$94,482.24	\$97,316.71	\$100,226.21	\$103,214.30	\$106,340.60	\$109,530.82	\$112,816.74	\$116,201.24
Grade 31	\$85,576.27	\$88,143.56	\$90,787.87	\$93,511.51	\$96,316.85	\$99,206.36	\$102,182.55	\$105,248.02	\$108,405.46	\$111,657.63	\$115,007.36	\$118,457.58	\$122,011.30
Grade 32	\$89,856.09	\$92,550.74	\$95,327.26	\$98,187.08	\$101,132.69	\$104,166.67	\$107,291.67	\$110,510.42	\$113,825.74	\$117,240.51	\$120,757.72	\$124,380.46	\$128,111.87
Grade 33	\$94,347.84	\$97,178.28	\$100,093.63	\$103,096.43	\$106,189.33	\$109,375.01	\$112,656.26	\$116,035.95	\$119,517.02	\$123,102.53	\$126,795.61	\$130,599.48	\$134,517.46
Grade 34	\$99,065.23	\$102,037.19	\$105,099.31	\$108,251.26	\$111,498.79	\$114,843.76	\$118,289.07	\$121,837.74	\$125,492.88	\$129,257.66	\$133,135.99	\$137,129.45	\$141,243.34
Grade 35	\$104,018.50	\$107,138.05	\$110,353.22	\$113,663.82	\$117,073.73	\$120,585.95	\$124,203.52	\$127,929.63	\$131,767.52	\$135,720.54	\$139,792.16	\$143,985.93	\$148,305.50

ORDINANCE NO. 2014-15

AN ORDINANCE TO ADOPT A REVISED PERSONNEL POLICY FOR THE CITY OF FARMINGTON, ARKANSAS.

WHEREAS, the Farmington City Council has the exclusive right to change, alter, delete, add or modify any provision of the personnel policy at any time; and

WHEREAS, revisions to the present personnel policy as presented should be and are hereby approved.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FARMINGTON, ARKANSAS THAT:

Section 1: The city council hereby authorizes revisions to the personnel policy for the employees of the City of Farmington. A copy of the revised personnel policy is attached hereto as Exhibit "A" and incorporated in its entirety as if set forth herein word for word in this section.

Section 2: The adoption of the revised personnel policy, which shall become effective January 1, 2015, supersedes the personnel policy adopted by the City of Farmington on May 12, 2011 and all amendments prior to and after that date.

Section 3: Repealing Clause. All other ordinances and parts of ordinances in conflict herewith are hereby repealed, and more specifically, ordinances 2005-2.1(a), 2005-2.11.5, 2006-04, 200605, 2006-18, 2008-12, 2008-28, 2010-15 and 2011-03.

Section 4: Severability Clause. In the event any part of this ordinance is declared inoperative or invalid as a result of a statute or judicial decision, then only that portion expressly so declared to be inoperative or invalid shall be affected thereby and all other provisions hereof shall remain in full force and effect.

Passed and approved this 10<sup>th</sup> day of November, 2014

Approved:

\_\_\_\_\_  
Ernie Penn, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Penn, City Clerk



PERSONNEL POLICIES  
CITY OF FARMINGTON, ARKANSAS

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# PERSONNEL POLICY

## *For All Employees of the City of Farmington, AR*

### Chapter 1 -- General Policies

#### **Purpose**

This Personnel Handbook contains policies, practices and procedures that are necessary to implement and administer the City of Farmington's personnel system. By adopting the Handbook, the City endeavors to achieve consistent treatment for all employees through the establishment of uniform guidelines and systematic procedures.

#### **Scope**

All employees of the City of Farmington are subject to the application of the personnel policies and procedures described in this Handbook.

#### **DEFINITIONS:**

**EMPLOYEE**—An individual who is compensated by and provides a service to the City regardless of the number of hours of work performed during an given time period or the length of the term of employment. The term "employee" shall not include any elected official, any voluntary, appointed member of any board, commission or authority, or any person performing services for the City on the basis of a service contract, retainer, or prescribed fee.

**EXEMPT EMPLOYEE**—Employee who is not eligible for overtime as defined by the Fair Labor Standards Act.

**FULL-TIME EMPLOYEE**—Employee who is regularly scheduled to work in a position which has daily, weekly and monthly hours as established by the City Council for full-time work.

**NON-EXEMPT EMPLOYEE**--Employee who is eligible for overtime compensation as defined by the Fair Labor Standards Act.

**OVERTIME**—Hours worked in excess of 8 hours during a regular work day.

**PART-TIME EMPLOYEE**--Employee who is regularly scheduled to work in a position whose daily, weekly, or monthly hours are less than the hours established for full-time employees.

**SUPERVISOR**--Person who has been designated to oversee other employees in a department.

**TEMPORARY EMPLOYEE**--an employee hired for an intermittent or specified period of time, for a season, for a job of limited duration or for a non-recurring work project.

**GENDER STATEMENT**--The specific use of any gender reference (pronouns) has been avoided where possible. In most instances where this would have created awkward statements, the masculine pronoun has been used. This reference should be considered to refer to both genders (male and female) alike.

**CHAIN OF COMMAND**--All employees are always expected to follow the established chain of command in all matters. Should an employee fail to follow this established procedure, disciplinary action may be taken. The proper chain of command will be established as follows. Each employee will be responsible and accountable to their department supervisor. The department supervisor will in turn be responsible and accountable to the City Business Manager who will be responsible and accountable to the Mayor and City Council. In the case of police and fire departments the department manager reports directly to the Mayor. The librarian reports to the chair of the library board.

#### **AMENDMENTS AND REVISIONS**

This manual may be amended and revised periodically as necessary at the direction of the City Council.

Since personnel practices and procedures are in a constant state of change, the City will continuously review this Handbook for amendments or revisions which might better serve the needs of the City. As such, this Handbook has been designed to be routinely updated and amended as the need arises.

The City of shall have the exclusive right to change, alter, delete, add or modify any provision of these personnel policies at any time, with or without notice. Final approval of all changes to the personnel policies shall be approved by resolution of the City Council. Changes made to these policies shall be communicated through standard communication channels and/or through revisions to this manual, however advance notice may not always be possible.

This policy manual supersedes all previous manuals, letters, memoranda, resolutions, and understandings unless otherwise noted.

#### DISTRIBUTION LIST

A copy of this manual and all subsequent revisions or amendments shall be distributed to all employees and elected or appointed City officials.

### **Chapter 2 – Equal Employment Opportunity**

The City of Farmington is committed to providing equal employment opportunity without regard to race, color, religion, national origin, sex, age, handicap, disability or veteran status as required by all federal and state laws. The city's commitment extends to all employment-related decisions, terms and conditions of employment, including job opportunities, promotions, pay and benefits.

#### AMERICAN WITH DISABILITES ACT

The City of Farmington abides by the requirements of The Americans with Disabilities Act and state laws governing the employment of individuals with disabilities. Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability who requires reasonable accommodation in the employment process and/or in the work place shall notify the City Business Manager. It shall be the responsibility of a qualified individual with a disability to request reasonable accommodation in the hiring process or in the workplace.

#### UNLAWFUL HARASSMENT AND DISCRIMINATION

The City of Farmington expressly prohibits its officials or employees from engaging in any form of unlawful harassment or discrimination whether due to race, religion, creed, color, national origin, sex, marital status, age, genetics, status as veteran or special disabled veteran or the presence of any physical, mental or sensory handicap. Harassment of any employee is a serious violation of City Policy and will not be tolerated.

Prohibited conduct defined:

Discrimination is any annoying, persistent act or actions that single out an employee, to that employee's objection to his or her detriment, because of a person's protected status, i.e. race, religion, color, sex, marital status, national origin, age, genetics, status as veteran or special disabled veteran or the presence of any physical, mental or sensory handicap.

Discrimination or harassment can take many forms and can include slurs, comments, jokes, innuendo, unwelcome compliments, pictures, cartoons, pranks or other verbal or physical conduct including, but is not limited to the following actions:

1. Verbal abuse, ridicule or derogatory comments, i.e., jokes, threats, whistling;
2. Interference with an employee's work
3. Displaying or distributing sexually offensive, racist or other derogatory materials;
4. Discriminating against any employee in work assignment or job related training because of one of the above referenced basis;
5. Intentional physical contact with either gender specific portions of a person's body or that person's private parts, i.e., pinching, gestures, unwelcomed touching;
6. Making offensive sexual, racial or other derogatory innuendoes
7. Requesting favors (sexual or otherwise), explicitly, as a condition of employment, promotion, transfer or any other term or condition of employment;
8. Overtly using one's title or position to sexually or otherwise harass employees.

Discrimination or harassment based upon a person's protected status is prohibited by federal and state anti-discrimination laws and violates City policy where it:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's performance; or
3. Otherwise unreasonably affects an individual's employment opportunity.

Sexual harassment occurs when the verbal and physical conduct described above is sexual in nature or is gender based, that is directed at a person because of their gender. Sexual harassment does not refer to casual conversation or occasional compliments of a socially acceptable nature.

Sexual harassment is prohibited by federal and state law and violates City policy when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting such individual;
3. The conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile or offensive.

Sexual harassment includes but not limited to:

- Unwelcome verbal behavior such as comments, suggestions, jokes, or derogatory remarks based on sex
- Physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement
- Posting of sexually suggestive or derogatory pictures, cartoons, or drawings, even at one's work station;
- Unwanted sexual advances, requests or pressure for sexual favors and/or basing employment decisions (such as an employee's performance evaluation, work assignments, advancement) upon the employee's acquiescence to sexually harassing behavior in the workplace.

### COMPLAINT REPORTING AND INVESTIGATION

The City is committed to diligently enforcing its harassment policy by promptly and impartially investigating all complaints. When harassment is discovered, the City shall take appropriate disciplinary action, up to and including termination. The complaint procedure is designed to deal with complaints in a fair, discreet and timely manner to:

- Determine if the conduct alleged in the complaint took place and constitutes harassment which violates federal and/or state law and City policy or constitutes harassment in the form of inappropriate or offensive behavior which violates City policy.
- Stop the offending behavior.
- Restore the complainant's working environment.
- Take steps to prevent retaliation and repetition of the harassment.



- Educate, sanction, or discipline the harasser consistent with the seriousness of the offense.

It is every employee's and official's responsibility to ensure that his/her conduct does not include or imply harassment in any form. If, however, harassment or suspected harassment has or is taking place:

1. An employee must immediately report the harassment or suspected harassment, in writing, to their supervisor immediately. If the supervisor is the source of the alleged harassment, or is so closely associated with the source of the harassment that the employee does not feel comfortable reporting to that person, the employee may report the complaint to the City Business Manager. Employees should not wait to report the harassment or discrimination until the acts become so pervasive or offensive that they create a hostile working environment.
2. Any supervisor or department manager who learns of or receives a complaint of harassment is obligated to report it to the City Business Manager.
3. Each complaint shall be fully investigated and a determination of facts and an appropriate response will be made on a case-by-case basis.

If it is determined that harassment has occurred, the City shall take appropriate corrective disciplinary action, which may include but not limited to, verbal and/or written warnings, probation, suspension, demotion and/or termination.

No employee shall be subject to any form of retaliation or discipline for pursuing a harassment complaint, and no witnesses shall suffer retaliation as a result of their involvement in the investigation. The City of Farmington will not tolerate harassment or any form of retaliation against an employee who has either instigated or cooperated in the investigation of alleged harassment. Disciplinary action will be taken against those who are found to have violated the City's policy against such retaliation.

If the investigation does not find that harassment occurred or that the alleged incident(s) did not constitute harassment, the matter shall be referred back to the supervisor for further appropriate action. For example, if workplace misconduct may have occurred but not harassment, the supervisor of appropriate individual shall determine the manner in which to act upon the findings set forth in the investigation report.

An employee found to have reported harassment in bad faith or intentionally or willfully falsely reported harassment shall be subject to disciplinary action.

## **Chapter 3 -- General Employment Policies**

### **AT-WILL EMPLOYER**

The City of Farmington is an at-will employer. This means that the City of Farmington or any city employee may terminate the employment relationship at any time for any reason with the understanding that neither has an obligation to base that decision on anything but his or her intent not to continue the employment relationship. No policies, comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

*All City employees should understand that this policy is not intended to create any contractual or other legal rights. It does not alter the city's at-will employment policy and does not create an employment contract for any period of time.*

## VACANCIES/JOB ADVERTISING

It is the intent of the City of Farmington to hire and promote the most qualified applicants for all vacant positions. The City of Farmington shall publicize vacancies to be filled in order to encourage qualified persons to apply for employment. In the event of a job opening, the position or positions open will be announced and posted in the business office on the city's web site at least ten (10) days prior to the deadline for receiving applications. Copies of the job announcement will be distributed to city departments and as appropriate, to public and private employment agencies, local newspapers and other sources which might recruit applicants. Recruitment resources will be notified at least ten (10) days prior to the predetermined cut-off date for receiving applications.

Applications for employment will be accepted from anyone legally entitled to work in the United States who wishes to apply for employment on forms provided by the city. Application forms are available in the business office at City Hall.

All information provided on the application must be true and correct with the provision of false information being grounds for elimination of consideration for hiring and/or dismissal from City employment.

Applications for full-time city employment will not be accepted from anyone under eighteen (18) years of age. Except as otherwise provided by Arkansas law, the City Business Manager, Police Chief and Fire Chief are authorized to make the final decision with respect to hiring new employees and promoting existing employees.

### Hiring Procedure:

1. The affected department shall formulate a job announcement. The City Business Manager shall approve the announcement.
2. The job announcement will be distributed to all City departments for a posting of a minimum of 10 days.
3. Simultaneously, an ad will be published in the paper and posted on the city web site at least 10 days prior to the application cut off date. The City may also use other means believed necessary to advertise for positions in order to attract qualified candidates.
4. Based on the job description a pool of candidates is selected.
5. The department manager of the department in which the vacancy exists shall be responsible for arranging the interviews and the process to follow.
6. After the interview, if an offer of employment will be extended, the prospective employee will be asked to sign an "authority to release information form" and complete the required information for criminal record check and references will be checked.
7. If the first offer of employment is rejected the department manager will decide to hire another candidate or reopen the position.
8. If the same position is open within a year of advertising, the department manager may opt to select a candidate from the pool that had previously applied without re-advertising for the position.

Once a candidate accepts the employment offer all other candidates are notified that they were not selected.

### Employment Application and Resumes

The City of Farmington relies on the accuracy of the information contained in the employment application and resumes submitted by the prospective employee, as well as other information provided throughout the hiring process and employment. Any misrepresentation, falsifications or material omissions in any of this information

may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, in termination or other disciplinary measures.

#### **POST OFFER, PRE-EMPLOYMENT PHYSICALS**

Post offer, pre-employment physicals will be required for every applicant for the City in a permanent employment position. Such examinations shall be paid for by the City. The examinations shall be performed by licensed physicians selected by the City Business Manager. A summary report of the examining physician shall be provided to the department head as to whether the applicant can perform the job sought and what, if any, restrictions are necessary to determine any restructuring or accommodations. Although the physician may make the medical determinations, their determinations are only recommendations; final authority to hire rests with the City. Only in cases of emergency may the applicant begin work prior to the post employment job offer medical examination, but employment is subject to the applicant's passing such examination.

Reports and records of all physical, psychological and mental exams shall be kept in the offices of the physician or mental health practitioner with only a summary report provided to the City Business Manager to be kept in a confidential file apart from the individual's personnel file. The City may share such information only in limited circumstances with supervisors, managers, first-aid and safety personnel, government agencies investigating compliance with ADA, state workers' compensation offices, state second injury funds, workers' compensation insurance carriers, and health care professionals when seeking advice in making reasonable accommodation determinations and for insurance purposes. Should there be a dispute concerning the exam, or should a supervisor be informed as to the need of reasonable accommodation including job restructuring, the report shall be made available to the necessary legal and supervisory or administrative personnel within the City Government.

#### **FITNESS FOR DUTY EXAM**

Employees who, due to mental or physical disabilities, are rendered unable to perform their essential job functions with or without reasonable accommodations who pose a direct safety threat to themselves or others shall be subject to a fitness for duty examination. Based on the finding of the exam and other job restructuring factors, the department head shall take such action that is necessary to ensure that the requirements of the individual's position are satisfied.

#### **THE OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991**

It is the City of 's intent to comply with all regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991. City employees required to have a Commercial Driver's License (CDL) must comply with all regulations in the 1991 Omnibus Transportation Act. The Act requires alcohol and drug testing for all city employees whose jobs require a CDL. These tests include pre-employment, post-accident, random, reasonable suspicion, and return-to-duty and follow-up testing. The City of will not permit an employee who refuses to submit to requisite testing to perform or continue to perform any activity that requires a CDL. All CDL drivers must obtain from the City the City's written substance abuse policy. CDL drivers are required to read this material and sign a statement acknowledging that they have received a copy of the city's Substance Abuse Policy.

#### **DRUG AND ALCOHOL TESTING**

The City of Farmington has a responsibility to ensure safe-working conditions for its employees and a productive City workforce unimpaired by chemical substance abuse. To satisfy these responsibilities, City is committed to maintaining a work place that is free from the effects of drugs, alcohol, or other performance-impairing substances. All employees are expected to obey all laws regarding the use of illegal drugs or alcohol. The City prohibits the possession, unlawful manufacturing, distribution of illegal drugs or the abuse of alcohol or

prescription drugs while on City premises during work hours. Any employee violating this policy will be subject to appropriate discipline, including termination. Any City employee who violates this substance abuse policy, or who is convicted of an alcohol or drug violation, will be subject to disciplinary action, up to, and including dismissal.

All those seeking employment with the City of Farmington will be subject to a pre-employment drug test.

Employees will be tested when an accident occurs on company premises or time and results in an injury to anyone that requires outside medical attention, or when the employee is determined to have caused or contributed to that accident.

Employees will be tested if involved in an accident resulting in physical damage to any business property, product, equipment or machinery and/or any property on the business premises.

Employees will be tested anytime there is an accident by a driver of a motorized vehicle including personal vehicles used while conducting business; with the exception of accidents caused by deer or other animals.

Testing will be conducted when there is information about an employee's appearance, conduct or behavior that would cause a reasonable person to believe that the employee has used or may be impaired by drugs or alcohol.

All employees will be subject to random testing. Random testing will be conducted on a neutral selection basis with all employees having an equal chance of being selected. Employees upon notification will be required to arrive at the testing facility within 30 minutes. Failure to report in specified time will result in a refusal to test and will be treated as a positive drug test.

#### **FITNESS FOR DUTY**

Current abuse of drugs or alcohol is not a protected disability under the Americans with Disabilities Act (ADA). The City will not hire anyone who is known to currently abuse drugs or alcohol. Furthermore, all employees are expected to report to work in a fit condition to perform their duties. Employees on official business or representing the City on or off of the work place are prohibited from purchasing, transferring, using or possessing illegal drugs or from abusing alcohol or prescription drugs in any way that is illegal. An employee reporting or returning to work whose behavior reflects the abuse of alcoholic beverages or drugs may be referred for a medical evaluation to determine fitness for work. Failure to report for an evaluation or follow the recommendations of the City will result in appropriate disciplinary action, including termination.

#### **NOTIFICATION**

As a condition of employment with the City, employees must abide by the terms of this drug and alcohol policy and report any conviction under a criminal drug or alcohol statute including DWI convictions for violations occurring on or off City premises while conducting city business. A report of a conviction shall be made within five (5) days after the conviction. Failure to report a conviction within the five (5) day period may result in disciplinary action, including immediate termination.

#### **GENETIC INFORMATION**

The City shall not request or require genetic information from an individual or family member, except as specifically allowed by the Genetic Information Nondiscrimination Act of 2008 (GINA). In making requests for medical information, the city shall include the following language to the medical provider:

“The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information from an individual or family member of an individual except as specifically allowed by this law. To comply with this law we are asking that you not provide any genetic information when responding to this request for medical information. “Genetic Information” as defined by GINA, includes an individual or individual’s family members medical history, the results of an individual or family members genetic tests, the fact that the individual or family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.”

#### EMPLOYEE ORIENTATION

All new employees of the City will be scheduled to meet with the department manager on their first day of work for general orientation. The department manager shall provide the following information to the new employee:

- a. Work standards and regulations.
- b. Hours of work, time sheets and any other reports required.
- c. Employee compensation shall be stated in monthly and hourly terms.
- d. Personnel Policy Manual (opportunity to read the manual, ask questions and sign acknowledgement of receipt.)
- e. Duties of the position
- f. Safety rules and procedures; location of safety and protective equipment.
- g. Tour of work area, location of equipment and supplies.
- h. Introduction to co-workers and other city staff.
- i. General schedule for the day, including lunch and breaks.
- j. When and whom to report an absence from work.
- k. Who is responsible for performance planning and review?
- l. Appointment with the Financial Officer to discuss and complete paperwork for:
  1. Insurance benefits (fulltime employees only)
  2. Retirement benefits
  3. Vacation and sick leave accrual and benefits (fulltime employees only)
  4. Catastrophic leave bank (fulltime employees only)
  5. Direct deposit

#### PROBATIONARY PERIOD

The first 3 months of employment are considered a probationary period. This time is set aside to determine whether the position is right for the employee. It gives time for the employee to adjust to responsibilities and time for the supervisor to assess the employee’s work. During this time it is important for the employee to discuss any questions about the position with their supervisor. Successful completion of the probation period does not create a contractual commitment to continued employment.

## Chapter 4 – Compensation and Matters Affecting Employment

### ATTENDANCE

Employees shall be in attendance at their work stations in accordance with the rules and regulations established by their supervisor.

### WORK HOURS

Except for police officers and firefighters, the standard workweek shall consist of forty (40) hours per week within a seven day period, unless otherwise arranged by the department manager to meet specific departmental needs. Work hours for police and fire employees shall be in accordance with state statutes and departmental regulations.

The standard workday shall begin at 8:00 a.m. and end at 5:00 p.m. unless otherwise arranged by the department manager to meet specific job needs. Departments may vary from this schedule based upon departmental necessity. The standard workweek is Monday through Friday. Flexible work arrangements are dependent on departmental requirements and are left to the discretion of the department manager. Flexible work arrangements allow the department manager to schedule the workweek of forty (40) hours to meet specific departmental situations.

The City reserves the right to adjust and change hours of work, days of work and schedules to fulfill its responsibility to the citizens of the City of Farmington. In an emergency, previously-scheduled hours of work, days of work and work arrangements may be altered at the discretion of the department manager. Changes in work schedules will be announced as far in advance as practicable.

Whenever possible, full-time employee work schedules shall provide a rest period (break) during each four-hour work shift. Reasonable time off for a meal will be provided.

### UNAUTHORIZED WORK TIME

Because of FLSA regulations, non-exempt employees are not to commence work prior to the scheduled starting time, work during their meal break, or work past the scheduled end of their shift without prior approval of their immediate supervisor.

FLSA non-exempt employees who work unauthorized overtime hours will be subject to disciplinary action including but not limited to suspension without pay.

### COMPENSATION

#### Reporting and Verifying Hours Worked

Compensation for employment with the City of Farmington may be subject to the Fair Labor Standards Act. It is each employee's responsibility to monitor and record an accurate status of the hours they work per payroll period to ensure that they are properly paid for time worked.

All employees shall report their hours worked on the forms provided by the city administrative assistant. It is the employee's responsibility to complete the time sheet recording the time spent working during every payroll period and to sign each time sheet. By signing the time sheet, each employee is verifying its accuracy. Signed and completed time sheets must be turned in no later than 5:00 p.m. on Monday every other week to their supervisor for signatures. The supervisor should forward them to the finance director by 8:30 the next morning to ensure that proper records are kept as to vacation, sick leave, hours worked and overtime accrued and taken.

## Payroll Records

The Finance Officer shall keep and maintain a record of work attendance, vacation and sick leave earned, used and accrued; and any other leave, whether with or without pay. These records shall be available to the department heads and the individual employees shall be able to inspect their own records during normal business hours.

## PAYROLL PROCEDURES AND PAYDAY

Employees are paid by direct deposit on the Friday following the close of the pay period (See section on work hours for definition of pay period). In the event Friday is a holiday, pay will be issued the last workday before Friday.

Each employee is responsible for monitoring the accuracy of each paycheck received. Any employee who believes that his/her paycheck does not properly compensate him/her for all hours worked in a given payroll period should immediately report their concern to their supervisor who will pass on the concern if needed to the Finance Officer.

All pay will be direct deposited. Arrangements can be made to have amounts deposited into more than one account. All documentation for this process should be made through the financial officer at the time of employee orientation.

Various payroll deductions are made each pay period to comply with federal and state laws pertaining to taxes and insurance. Each employee is required to complete an Internal Revenue W-4 Employee's withholding certificate to identify the number of state and federal income tax withholding allowances to be computed for payroll purposes. It is the responsibility of the employee to notify the business office, complete a new W-4 form, and sign and date the form if a change in payroll withholding is desired.

In addition to state and federal income tax withholding, employers are required by law to deduct from payroll, social security (FICA). At the end of each calendar year, employees will be supplied with a Wage and Tax Statement (W-2) form. This statement summarized employee income and deduction for the year. If there are any questions regarding these deductions, employees should immediately discuss them with the finance officer.

Additional withholdings may include, but are not limited to, dependent insurance coverage costs, garnishments, and charitable contributions. Upon written request signed by a full-time employee who is represented by a union or professional association, the City will withhold membership dues of the union or professional association from the salary of the employee. The withholding request shall be on a form provided to the employee by the City. The City will transmit all dues that are withheld under this section to the union or professional association representing the employee within five (5) days of the end of the pay period.

## Salary Basis Policy

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees

generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

#### Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

#### City Policy

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all supervisors from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the City does not allow deductions that violate the FLSA.

#### DEDUCTIONS FROM PAY

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for disciplinary actions. Also, the City is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave. In these circumstances, either partial day or full day deductions may be made.

#### What to Do If an Improper Deduction Occurs?

If you believe that an improper deduction has been made to your salary, you should immediately report this information to their supervisor or the city business manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

#### OVERTIME PAY

Overtime will be paid for hours worked in excess of 8 hours per day or shift. The rate of pay for overtime shall be one and one-half (1 ½) the employees normal hourly rate. All overtime worked by an employee must be authorized/approved by the supervisor. Overtime hours not authorized by the supervisor may not be compensable. Overtime pay policies are regulated by the Fair Labor Standard Act (FLSA). The FLSA does not



require extra pay for Saturday, Sunday, or holidays. If employees work on the holidays, they need not be paid at time and one-half. Under the Act, holiday and Sundays are treated as other days.

Upon the recommendation of the department supervisor and with the approval of the City Business Manager, compensation for overtime may be made in the form of compensatory leave to the employee. The overtime record of the Finance Officer shall be final with respect to the number of compensatory leave days earned for each employee. Compensatory time will be accrued at the rate of one and one-half hours for each hour of overtime actually worked in an 8 hour day. In no instances, can employees accrue more than eighty (80) hours of compensatory time. Compensatory leave must be taken within the calendar year earned and should be scheduled in the same manner required for vacation. Upon termination of employment, accrued compensatory time will be paid to the employee.

#### EMERGENCY /INCLEMNET WEATHER SITUATIONS

It is the policy of the City to maintain hours of operation, which make the best use of employees and resources in serving the needs of the public. Emergency situations may from time to time necessitate the closure of City offices. Such situations shall be determined by the City Business Manager and/or Mayor after consideration of all facts. Employees are expected to work regardless of weather conditions unless the Mayor or City Business Manager declares the city offices officially closed. Any employee unable to work due to inclement weather will be charged one day of vacation or sick leave for each day he or she does not report for work unless, by arrangement with the Mayor or City Business Manager, it may be considered compensatory time off.

#### CALL PAY

"Call pay" is defined as a predetermined amount of compensation paid to an hourly employee when the employee is scheduled for stand-by duty. The "call pay" will be \$25 per day, it will be paid biweekly. This is nonrestrictive call in that the employee must be accessible by telephone. "On-site" presence of the employee must be paid as regular hours worked or overtime. If an employee is called in, a minimum of 3 hours, in addition to the on-call pay will be paid. It is the policy of the City of Farmington to compensate employees who are required, in addition to their normal work schedule, to be available for duty on weekends and holidays on a call basis.

#### TRAINING

The City of Farmington is committed to continuing an on-going training program for all employees. However, in addition to formal training provided by the city for various jobs, each employee has a responsibility of ascertaining for himself that he is possessed with sufficient training to enable him/her to perform his/her job. If the employee feels that additional training is needed, he/she should notify his/her supervisor who will forward the request to the City Business Manager for approval. Expenses incurred for approved on-the-job training may be assumed by the City unless such training or certification is a pre-requisite to employment.

The attendance of employees at seminars and training programs is considered part of continual professional development and of great benefit to the city and the employee. Attendance for these meetings must be pre-approved by the employee's immediate supervisor and the City Business Manager.

The expenses incurred through on-the-job training and through formal training courses arranged by the city shall be assumed by the city. If employees are required to attend meetings at a location requiring an overnight stay which will require travel time in excess of the employee's normal work day, overtime will be paid on the time over the employee's normal base work period (in excess of forty (40) hours). A copy of the training session's agenda will be required to verify hours worked. Training which is not required by the city will not be compensated as work time.

### Travel and Lodging

Employees who use their personal vehicles to attend training programs will be reimbursed for expenses at the same rate per mile paid to employees of the United States Government at the time of the scheduled trip. If transportation is provided by the City of Farmington, the employee will be reimbursed for actual costs incurred to operate the motor vehicle. The cost of airline transportation will be paid by the City of Farmington if approved by the employee's supervisor and the City Business Manager. The City of Farmington will reimburse employees for the cost of overnight lodging or pay the cost in advance provided a Travel Advance Form is completed and approved by the employee's supervisor and submitted to the City Business Manager at least ten (10) days prior to the scheduled trip.

### Meals

Employees will be reimbursed for meals and incidental expenses at a per diem rate in accordance with the most current guidelines of the Internal Revenue Service for the area in which the employee is traveling. The per diem rate will be reduced for meals that are provided as part of the registration fee for the program. Employees will not be reimbursed for entertainment expenses, alcoholic beverages, or costs incurred for activities unrelated to the employee's job or the training program.

### EMPLOYMENT OF RELATIVES

The employment of relatives in the same division of a department is prohibited and in no case shall an employee supervise another member of his immediate family. Immediate family is defined a spouse, children, mother, father, sister, brother, guardian, grandparents, grandchildren, aunt, uncle, nephew, niece, plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

### UNEXPLAINED ABSENCE

An employee is expected to promptly notify his or her supervisor in the event of an absence. Employees who are absent without approved leave and who do not notify their supervisor within a period of two (2) consecutive work days, shall be terminated unless a reasonable explanation of the facts and circumstances of the unauthorized absence are provided to the supervisor and the City Business Manager.

### PERFORMANCE EVALUATIONS

The purpose of the performance appraisal is to provide a process by which the job performance of each employee is appraised for purposes of development, merit review, and possible wage/salary growth. Performance evaluations may be done at any time at the discretion of the department manager. The objective of the performance appraisal process is:

1. To enhance individual employee job performance and ensure agency operations
2. To summarize both formal and informal performance discussions held with the employee, job performance, and ensure city operations
3. To document performance areas in which employees do well and those areas which require improvement and to establish performance goals and plans to correct performance shortcomings.
4. To identify and enhance employee career goals and potential job advancement
5. To link employee performance with wage/salary consideration

To ensure that employees perform their jobs to the best of their ability, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvement when necessary.

Consistent with this goal, an employee's performance should be evaluated by the employee's supervisor on an "on-going basis". Each employee will receive an annual evaluation before December 15th.

Employees are eligible for consideration for job performance salary increases. Wage and salary increases are granted on an individual basis. **Increases are not automatic or related to tenure.** Employees are evaluated on performance, productivity, quality of work, attendance, attitude and other job related factors. Job performance salary increase shall be granted only to those employees who have demonstrated, at a minimum, a satisfactory or above standard level of job performance. Employees shall normally be eligible for consideration for a job performance salary increase after their first three months of employment and at the time of their annual performance review. The salary increase effective date is subject to the discretion of the department head and/or mayor. This method of performance evaluations and determining eligibility for salary increases in no way alters the City of Farmington's at-will employment status as described on page 2 of this Personnel Policy and Procedures Manual.

### JOB SAFETY

The City of Farmington strives to provide a healthy and safe working environment. Safety is largely the use of good judgment and careful work habits. If an employee is unsure of how to perform a task safely, he should ask his supervisor or department manager for the correct method.

Unsafe conduct constitutes misconduct. The following safety rules should always be observed:

- Follow all departmental safety rules.
- Use all mechanical safeguards on or for employee equipment.
- Immediately cease using and report any faulty or potentially faulty equipment to the supervisor or department manager.
- Immediately report any unsafe or potentially unsafe working condition or equipment.
- Immediately report any and every accident to the supervisor or department manager.
- Violence or threats of violence are strictly prohibited and, if confirmed, may be grounds for immediate termination.
- Examples of such conduct include harassing or threatening phone calls, email or written communication directed towards an employee or his or her friends/family members; stalking; and the destruction of personal and/or City property.
- Dangerous items of any nature such as weapons, explosives, or firearms will not be permitted on City property, or in an employee's possession while conducting City business offsite. (With the exception of the police department employees.) Of course, theft of any kind will not be tolerated.

### REFUSAL TO WORK

A city employee's commitment is to public service. Any work stoppage, slowdown, strike or other intentional interruption of the operations of the city shall cause the employee to forfeit his or her employment and result in the termination of the employee from the City of Farmington.

### RESIGNATION/TERMINATION

Employees desiring to terminate their employment relationship with the City of Farmington are urged (but not required) to notify the city at least two (2) weeks in advance of their intended termination. Such notice should preferably be given in writing to the employee's supervisor who will notify the City Business Manager. Proper notice generally allows the city sufficient time to calculate all final accrued moneys due the employee for his or her final paycheck. Without adequate notice however, the employee may have to wait until after the end of the next normal pay period to receive such payments.

Employees who plan to retire are urged to provide the city with a minimum of two (2) months' notice. This will allow ample time for the processing of appropriate pension forms to ensure that retirement benefits to which an employee may be entitled to, commence in a timely manner.

As mentioned elsewhere in this manual, all employment relationship with the City of Farmington is on an at-will basis. Thus, although the city hopes that the relationship with employees are rewarding, the city reserves the right to terminate the employment relationship of any employee at any time, with or without cause.

#### EXIT INTERVIEWS

Employees whose employment has terminated may be requested to participate in an exit interview and sign an exit interview form at the time of termination. During the interview, matters of final pay and benefits will be discussed, and the employee will be required to return any City property in his/her possession or which was entrusted to him/her.

#### JOB DESCRIPTIONS

Employee job descriptions are prepared according to duties and qualifications required for successful job performance. Job descriptions include the following: a job summary, including supervision exercised by the employee; supervision received by the employee; prequalification requirements for employment in the position; specific job duties and responsibilities; necessary special knowledge, skills and abilities required by the position; tools and equipment used; physical demands; and work environment. Job descriptions are reviewed periodically and may be revised when the duties of the position are changed and a new description shall be prepared for each new position.

### Chapter 5 – BENEFITS

#### SALARY

The City of Farmington assigns each regular full-time position a pay grade. The current salary schedule is attached as Appendix B. The employee's pay is determined by the pay grade, as well as the step in the salary plan. The Mayor in conjunction with the City Business manager will be responsible for administration of the salary plan. A review of the plan will be conducted each year as a part of the budget preparation process. Recommendations for change will be made to the City Council during consideration of the annual budget. Salary for part-time positions is recommended by the appropriate department manager and approved by the Mayor or City Business Manager.

Pay increases are to be awarded on the basis of performance as determined by the department manager. In no case shall the pay increase be considered automatic.

Increases will be considered each year for all personnel going from A to B, B to C thru G. Upon reaching Step G, increases to H, I, J, K, L, and M will be considered every two years. In alternate years were a merit increase would not be applicable a one-time bonus could be initiated by the City Council. All increases are based on job performance. Any increase will be effective on January 1<sup>st</sup>. Each department manager is responsible for determining levels of performance for his or her personnel which are worthy of increases. It is expected that the department managers will design performance standards for any given grade in a manner that will ensure that standards increase as tenure increases.

All increases set out in this policy are contingent upon sufficient funds being available to meet all the City's obligations. Using this plan the department managers should be able to determine salary needs at the beginning of the budget process.

The department manager, upon approval of the Mayor, is authorized to move an employee to one greater step without the authorization of the City Council, provided sufficient monies have been budgeted. The Mayor is authorized to move an employee's position up one grade or down one grade without approval of the City Council.

The City Council may, if funds are available, choose to grant cost of living increases to City employees. When those increases are granted they will be granted to all employees without restriction. Usually cost of living increases are considered by the City Council during the budget process.

### VACATION

The City of Farmington encourages and requires each regular, full-time employee to take an annual vacation entitlement as paid time away from work. This provides a restful break in the year-round routine and supports the city's goal to promote the health and wellbeing of its employees.

Vacation must be earned before it is taken and no one may take vacation leave unless one (1) year of full-time service has been completed. (Should an employee need to take vacation time prior to their first anniversary, recommendation from the department supervisor and approval from the City Business Manager must be obtained). All full-time city employees who have been employed by the city for one (1) year shall be entitled to five (5) days of vacation leave with pay. The City Council, based upon an individual's work position/job, may grant additional vacation leave. The schedule below outlines the accrual basis for vacation leave for all non-sworn employees:

<u>Years of Service</u>	<u>Accrual Rate</u>
Less than 1 year	5 days per year
1 year to 5 years	10 days per year
6 years to 10 years	15 days per year
After 10 years	20 days per year
After 20 years	25 days per year

The amount of personnel off at any time will be governed by the department supervisor and/or City Business Manager. Employees should notify their department supervisor at least two weeks in advance of being absent for vacation time. Vacation time may be taken in increments no less than 4 hours. An employee shall not take more than two (2) consecutive weeks of his or her vacation at any one time except with recommendation of the department supervisor and/or approval of the City Business Manager.

Pursuant to Ark. Code Ann. §14-52-106, each sworn employee of the police department shall be granted an annual vacation of not less than fifteen (15) working days with full pay. For the Fire Department, Pursuant to Ark. Code Ann. §14-53-107, each employee shall be granted an annual vacation of not less than fifteen (15) days with full pay.

For sworn employees of the police department and fulltime employee of the fire department vacation will be accrued as follows:

From hire date forward: 1.25 days per month (as designated by Arkansas State Law)  
After 10 years of service: 1.66 days per month

Employees who choose not to use all earned vacation time in a calendar year may choose to carry forward into the next calendar year a maximum of thirty (30) earned vacation days or the employee may choose to receive pay for a maximum of five (5) days and carry forward twenty-five days (25) days at the end of the calendar year. Pay will be at the employee's regular hourly rate of pay. If an employee fails to use their remaining vacation time, as per the above schedule, the employee will forfeit the vacation time and will not be allowed to carry forward or receive pay for any days in excess of the above described.

If a city holiday occurs during the calendar week in which a vacation period is scheduled for an employee, the employee's vacation will be extended for one (1) additional working day.

Upon termination of employment with the city, an employee will be paid for the number of accrued vacation days should any exist. Accrued vacation time is determined by the number of full months worked in the calendar year of termination.

### HOLIDAYS

All full-time employees shall be entitled to the following holidays for which they will be paid at regular rate of pay.

- New Year's Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- Additional Christmas Holiday (determined by Mayor/City Business Mgr.)
- Personal Day

If a scheduled holiday falls on a Saturday or Sunday, the holiday will be observed on the preceding Friday or the following Monday to conform to national observance. If a company paid holiday falls during an employee's scheduled vacation, the holiday will not be counted as vacation time and the employee's vacation may be extended by one (1) additional day. If an employee takes holidays not observed by the city, these holidays will be charged against personal leave or vacation pay at the designation of the employee.

### SICK LEAVE

The City of Farmington recognizes that inability to work because of illness or injury may cause economic hardships. For this reason, the city provides paid sick leave to full-time employees. All eligible employees accrue sick leave at the rate of 1 2/3 working days per month. (*Pursuant to Ark. Code Ann. §14-52-107, Ark. Code. Ann 14-53-108 relating to police and fire employees.*)

Employees shall be eligible to utilize accrued sick leave for personal illness or physical incapacity, with or without the necessity of medical, dental or optical appointments. Employees shall also be eligible for sick leave upon the illness or injury of an immediate family member which requires the employee to provide care that is otherwise unavailable for the family member.

Any sick leave days accumulated which are not used in any calendar year may be carried over as accumulated sick leave days for the succeeding calendar year up to a maximum of sixty (60) days. Employees are encouraged to accumulate sick leave so it is available in the event of a longer illness.

An employee may be eligible for sick leave days for the following reasons:

1. Personal illness or physical incapacity
2. Illness in the immediate family which would require the employee to take care of the family member(s)
3. Medical, dental, and optical visits

Sick leave may be taken increments of not less than (1) hour per occasion: During sick leave, an employee must maintain direct daily contact with the immediate supervisor. The supervisor must be contacted a minimum of two (2) hours before the scheduled shift. Sick leave benefits are contingent upon the employee following this policy. Failure to do so may result in the loss of paid sick time.

If an employee must be off work for three (3) or more consecutive days, the employee must supply the supervisor/City Business Manager with a written physician's verification of the reason for the employee's absence. Failure to provide this documentation will result in the sick leave days being unpaid and possible termination. Should an employee use all of their available sick leave for an illness, the employee may use unused (not accrued) vacation time.

For all employees, upon retirement (according to the Arkansas Attorney General, "retirement" means that he/she will be eligible to begin receiving a pension from a retirement system. Ark. Op. Atty. Gen. No. 2002-218) or death of an employee, the employee or the employee's estate, whichever the case may be, shall be paid the accrued sick leave at the rate of pay the employee was receiving at the time of retirement or death. The maximum amount of accrued sick leave paid upon retirement or death of an employee shall not exceed sixty (60) days.

### CATASTROPHIC LEAVE BANK PROGRAM

#### **Purpose:**

The Catastrophic Leave Bank Program allows eligible employees to donate annual leave, compensatory time, and sick leave to assist eligible City employees through medical emergencies, injuries, and illnesses after they exhaust all of their earned sick leave, annual leave, holiday, and compensatory time due to a catastrophic illness or injury incurred by the employee. Subject to policies developed by the City, the specifics of the program are:

**Definition of Catastrophic Illness:** A medical condition of an employee, as certified by a physician which requires an employee's absence from duty for more than 20 work days and which results in a substantial loss of income for the employee because of the exhaustion of all earned sick, annual holidays, and compensatory leave time. The City defines a medical condition as a personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and severe accident cases which cause the employee to be incapacitated, require prolonged period of recuperation and require the employee's absence from duty as documented by a physician.

#### **Policy:**

**Eligibility Requirements:** To be considered for benefits under the program, the employee must:

- Be a full time employee
- Have at least one year of service with the City.
- Have exhausted all available accrued sick, annual holiday, and compensatory time.
- Have not been disciplined for any misuse of leave during the previous year.
- Have a current “Physician’s Certification” of a medical condition which prevents the employee from performing the employee’s job duties for a prolonged period of time resulting in a substantial loss of income.
- Must have contributed to the catastrophic leave bank.

**Conditions not covered:** Common illness or injury, normal childbirth and the associated recovery period, elective surgery or other elective medical procedures are not intended to be covered by this policy.

Leave will not be granted in cases where an applicant is fully covered by an income protection insurance policy, or other similar coverage.

**Donations to Catastrophic Bank:** Employees may not seek donations individually. Donations are voluntary, confidential and nonrefundable. An employee may not donate to the bank if such a donation will reduce their combined accrued sick and annual leave balances to less than forty hours. Employees may donate to the bank in hour increments. Once the donated hours have been transferred, the donor forfeits any future claims to these hours.

**Use of Catastrophic Leave and Limits of Donated Time:** While an employee is using donated leave, they shall be entitled to continue all benefits. An employee may be eligible for up to a maximum of 6 months of leave under this program. Eligibility to utilize donated leave ends on the date the employee has satisfied the waiting period for long term disability benefits or has been approved for a disability retirement benefit, whichever occurs earlier. If the employee’s medical condition is covered by Workers’ Compensation, eligibility to remain on catastrophic leave ends when the attending physician concludes that the employee has reached maximum medical improvement.

**Catastrophic Leave Bank Committee:** The committee shall consist of the Mayor, City Business Manager, Police Chief, Fire Chief and one hourly employee. The Committee shall elect a chairperson from its members.

The Committee shall be responsible for the proper administration of the CAT Bank. All decision made by the Committee will be reported to the City Council in writing at the next City Council Meeting.

**Procedure:**

**Application Process:** An employee that is eligible for catastrophic leave under this policy must apply by completing a Catastrophic Leave Request Form. This form can be acquired from the City Business Manager. If the employee is physically unable to complete this form, a family member/designee may submit the form on the employee’s behalf. This form includes a section for medical certification which must be completed by the employee’s physician. Incomplete applications will not be accepted.

Once the application is complete, it should be submitted to his/her supervisor, who will verify the eligibility status of the requesting employee and will forward eligible requests to the Business Manager. The Committee’s decision to approve or deny a request for leave may be appealed to the City Council.



NOTICE: This is a discretionary program and may be revoked or altered at any time. Participation in this program is voluntary. Payment for CAT Leave is dependent upon the City employees' contributions into the bank. Payment for leave cannot exceed the total number of hours donated by employees to the program.

### BEREAVEMENT LEAVE

In the event of a death in the employee's immediate family, the employee will be given time off, with pay, to make arrangement and/or attend the funeral. Bereavement leave with pay, up to a maximum of three (3) calendar days, will be granted to all city employees in cases of death or in the circumstances of death in the immediate family. The employee will discuss with their supervisor the amount of time needed to resolve this personal situation.

Immediate family is defined as: spouse, children, step-children, son/daughter-in-law, siblings, spouse's immediate family, employee's grandparents and family members who live in the employee's household.

Absences for funerals other than immediate family may be charged to vacation time or sick leave.

### MATERNITY LEAVE

Employees affected by pregnancy, childbirth or related medical conditions will be treated the same for all employment-related purposes as persons with non-pregnancy-related health impairments, illnesses or injuries. An employee's accrued sick leave and vacation leave will be granted for maternity use, after which leave without pay must be used, in accordance with the City's Family Medical Leave Policy, if applicable.

In the event the Family Medical Leave Act is inapplicable, the employee may use accrued sick leave and/or accrued annual leave as required to the extent of exhaustion of sick leave and annual leave benefits.

### COURT DUTY LEAVE

Employees will be granted leave with pay for witness (only where subpoenaed) or jury duty. Employees are also permitted to retain the allowance for services from the court for such service. To qualify for jury or witness (only where subpoenaed) duty leave, the employee must submit to the City Business Manager a copy of the summons or other relevant court related paperwork as early as possible upon the receipt thereof. In addition, proof of service must be submitted to the City Business Manager when the employee's period of jury or witness duty is complete.

Any employee who initiates court action, volunteers to appear as a witness, or is a defendant in a non-city related case will be excused from work for necessary court appearances. The employee shall not be entitled to pay from the city. However, leave without pay or vacation leave with pay may be granted for this purpose.

### UNIFORMED SERVICES

Certain rights to re-employment after service in the uniformed services, as well as provisions relating to pension and health benefits are established in the Uniformed Services Employment and Re-employment Rights Act of 1994, 38 USC 4301 et seq., and in Ark. Code Ann. § 21-4-102. It is the City's policy to honor and comply with the provisions of those statutes.

The Uniformed Services Employment and Reemployment Rights Act (USERRA), prohibits discrimination against persons because of their service in the military. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. USERRA also protects the right of veterans, reservists, National

Guard members, and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service or training.

A summary of rights afforded by the Uniformed Services Employment and Reemployment Rights Act (USERRA) is contained in a poster developed by the U.S. Department of Labor and re-printed in Appendix A of this Handbook.

As an employer, the city shall provide to persons entitled to rights and benefits under USERRA a notice of the rights, benefits, and obligations of such persons and such employers under USERRA.

In addition, under Ark. Code Ann. § 21-4-102, employees who are members of a military service organization or National Guard unit shall be entitled to a military leave of fifteen (15) days with pay plus necessary travel time. As mentioned below, the FLSA provides further rights to family members of military personnel. After 15 days the employee shall be placed on extended military leave without pay, and shall not accrue vacation or sick leave hours during military leave.

### FMLA

The Family Medical Leave Act (FMLA) of 1993 requires cities with fifty (50) or more employees to offer up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. The FMLA also allows an employee who is the spouse, son, daughter, or parent, or nearest blood relative of an injured Armed Services member to take the 12 weeks of unpaid leave plus an additional 14 weeks, for a total of 26 weeks. Eligible city employees may take unpaid leave for the following reasons:

- The birth and care of the employee's child;
- The placement of a child into an employee's family by adoption or by foster-care arrangement and to care for the newly placed child;
- for spouse, son, daughter, or next of kin of an eligible service member to care for an injured service member that is seriously injured or ill in the line of active duty, up to 26 weeks during a "single 12-month period;"
- The care of an immediate family member (spouse, child or parent, but not a parent "in-law") who has a serious health condition;
- The inability of a city employee to work because of a serious health condition which renders the employee unable to perform the essential functions of his or her job;
- And for any qualifying exigency when the employee's spouse, son, daughter, or parent is a covered military member (on active duty or is notified of an impending call to active duty) in support of a contingency operation.

You must conclude leave for the birth of a child or for adoption or foster care within twelve (12) months after the event. However, leave may begin prior to birth or placement, as circumstances dictate.

Leave entitlements for medical reasons are predicated upon the existence of a serious health condition suffered by you or an immediate family member. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: Inpatient care in a hospital, hospice, or residential medical care facility; or continuing

treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care.

Generally, a condition will be considered a serious health condition if the condition or its treatment causes an employee to be absent from work on a recurring basis or for more than three calendar days.

The Family Medical Leave Act (FMLA) requires that the City maintain the health coverage of an employee eligible for FMLA under any group plan during the time the employee is on FMLA leave.

#### FMLA ELIGIBILITY

To be eligible for the FMLA benefits employees must: 1) be employed by the City for at least one year; and 2) have worked 1250 hours over the previous twelve (12) months preceding the date of the leave is requested to begin. An employee returning from fulfilling his or her National Guard or Reserve military obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service.

Employees are required to use all sick leave which they have accrued, prior to going on leave without pay. The City shall not require the use of annual leave as part of family medical leave. The employee, at the employee's option, may use annual leave as part of family medical leave. Such paid leave status shall be included in the total of the 12 work weeks.

#### CALCULATION OF LEAVE

Employees eligible for FMLA may use up to 12 weeks of leave during a 12-month period measured forward from the date the employee's first FMLA leave begins. Therefore, the 12-month period will begin on the first date FMLA leave is taken. The next 12-month period will begin on the first day FMLA leave is taken after completion of any previous 12-month period.

#### USE OF PAID TIME OFF BENEFITS

When leave is taken under the Family Medical Leave Act, you will be required to first use your available annual and accrued sick and vacation leave during the twelve (12) week family leave before becoming eligible for unpaid leave. That portion of family leave of absence which is taken using annual and accrued leave days will be with pay, according to the City's annual leave policy. Using paid time off benefits does not add to the total length of the maximum 12-week leave permitted. For example, Employee A has two (2) weeks of accrued vacation leave and two (2) weeks of accrued sick leave. Employee A requests and is granted 4 weeks of FMLA leave. This leaves Employee A with eight (8) remaining weeks of available FMLA leave.

**An employee using leave for the birth of a child is required to use annual and accrued leave for leave taken for physical recovery after childbirth.**

#### INTERMITTENT OR REDUCED LEAVE

In circumstances where FMLA leave is sought for your own serious health condition or that of a family member, you may take leave intermittently or be placed on a reduced work schedule, if medically necessary. In addition, when you chose to use FMLA for the birth or adoption of a child, you may also take leave intermittently or be placed on a reduced work schedule. However, this may only be done with prior permission and approval of your supervisor. If you request intermittent or reduced leave status, the City may in its sole discretion temporarily transfer you to another job, with equivalent pay and benefits, if another position would better accommodate the intermittent or reduced schedule. Furthermore, if the need to use leave is foreseeable and based on pre-

planned and pre-scheduled medical treatment, you should schedule the treatment in a manner that does not unduly disrupt the City's operations.

#### NOTIFICATION

You must provide your supervisor with thirty (30) days' written notice of your need to be absent for FMLA purposes when the need is foreseeable or predictable. The City will provide appropriate forms on which to make known your need to be absent. However, if emergency circumstances prevent 30 days' written notification, you must notify your supervisor as soon as possible.

#### LEAVE PROVISIONS FOR SPOUSES BOTH WORKING FOR THE CITY

In the event a husband and wife both work for the City, the maximum combined leave for both spouses is 12 weeks, if FMLA leave is taken for the adoption or birth of a healthy child, or to take care of a sick parent.

If FMLA leave is taken to care for an ill child, spouse, or for the employee's own serious illness, then each spouse is entitled to 12 total weeks of leave.

#### JOB RESTORATION

Employees granted FMLA leave will be returned to the same position held prior to the leave or one that is equivalent in pay, benefits and other terms and conditions of employment. However, certain highly-compensated, salaried employees, although eligible for FMLA leave, are not guaranteed restoration to their positions if they choose to take leave. Such employees will be informed of this status when they request leave. If the City deems it necessary to deny job restoration for such employees while they are on FMLA leave, the City will inform the employee of its intention and will offer the employee the opportunity to return to work immediately.

#### EMPLOYEE BENEFITS

During an employee's FMLA leave of absence, his/her health care benefits will continue. Both the City and the employee will be required to pay the customary portions of the monthly health premium. The employee's failure to pay his or her share of the premium may result in loss of coverage. The Finance Officer will advise the employee of the payment due dates. If the employee's payment is more than 30 days overdue, the health care coverage will be dropped by the City. Prior to dropping an employee from coverage for non-payment, the Finance Officer will provide the employee with at least 15 days' written notice before the date coverage is to cease.

If the employee unequivocally informs the City that he/she does not intend to work at the end of the leave period, the City's obligation to provide health benefits ends. If the employee chooses not to return to work for reasons other than a continued serious health condition which would otherwise entitle the employee to FMLA leave or other circumstances beyond the employee's control, the employee is required to reimburse the City the amount which it contributed toward the employee's health coverage during the leave period.

For purposes of this section, an employee who returns to work, from FMLA leave, for at least 30 calendar days is deemed to have returned to work. In addition, an employee who transfers directly from FMLA leave to retirement or who retires within the first 30 days after returning from FMLA leave is deemed to have returned to work.

An employee on FMLA leave will not be allowed to accrue employment benefits, such as vacation pay, sick leave, pension, etc. However, employment benefits which accrued up to the day on which the FMLA leave began will not be lost. The use of FMLA leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.

Employees who fail to return to work on the first working day following the end of their FMLA leave will be deemed to have terminated their employment with the City, unless the employee otherwise notifies their supervisor prior to the end of the FMLA leave.

#### CERTIFICATION

Medical certification, by a qualified health care provider, of the need for FMLA leave for medical reasons is required. A certification form may be obtained from the City Business Manager. This form should be filled out and returned to the employee's supervisor

When the leave is foreseeable and at least 30-day notice has been provided, the employee must provide the certification before the leave begins. When prior notice of the leave is not possible, the employee must provide the requested certification within 15 calendar days of the employee's departure, unless it is not practicable under the circumstances to do so, despite the employee's diligent good faith efforts. Employees who do not provide certification within these 15 calendar days must provide a reasonable explanation for the delay along with the certification.

Qualified health care providers include: doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-midwives, clinical social workers and physician assistants authorized to practice under State law and performing within the practice under State law. Qualified health care providers also include Christian Science practitioners listed with the First Church of Christ, Scientist, in Boston, Massachusetts.

#### RELEASE TO RETURN TO WORK

A medical doctor's release is required for all City employees who return to work from a medical leave of five (5) working days or longer, which is taken for the employee's own serious health condition. Such release shall be provided to employee's supervisor prior to returning to work.

#### DISPUTE RESOLUTION

If a disagreement occurs over the medical opinion provided by your physician, the City may require a second medical opinion, from a qualified health care provider chosen by the City. The City will pay for a second or, if necessary, a third medical opinion. In the event a third opinion is deemed necessary, the City and the employee will jointly select the third qualified health care provider. The third opinion will be considered final. Additional information and forms may be obtained from the City Business Manager.

As stated elsewhere in this manual, all city employees are employed on an at-will basis. Therefore, even if *FMLA* is granted, should the city be hindered by the employee's absence, it may terminate the employee during the medical leave if conditions demand replacement of an employee to fill the position. Conversely, the employee may also terminate employment at any time during the leave of absence.

## HEALTH BENEFITS

The City of Farmington provides a group health plan for all of its full-time employees. The plan provides major medical coverage including, health, dental, vision, and life insurance. The city pays the premium for the employee, while dependent (family) coverage is available through a payroll deduction with the employee paying the full cost of the dependent coverage. Enrollment information and further details may be obtained in the City Business Manager's office.

A retired employee or official age fifty-five(55) or over who has completed twenty (20) years of service to the city and their families are eligible for retiree coverage under the city's health plan if they are otherwise qualified under Act 1279.

Pursuant to Act 1279 of 2009 (Ark. Code Ann. §24-12-132), a retired employee or official age fifty-five (55) or over who has completed twenty (20) years of service to the municipality may participate in the municipal health care plan if he or she:

1. Is eligible to receive retirement benefits from the Arkansas Local Police and Fire Retirement System, Arkansas Public Employees Retirement System or a local pension fund;
2. Pays both the employer and the employee contributions to the health care plan;
3. Is not covered at any time during retirement by another health care plan; and
4. Notifies the city within thirty (30) days after the official date of retirement of his or her intent to participate in the city's health care plan.

## COBRA BENEFITS

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides that employees who are covered by the city's insurance benefits and terminates employment (either voluntarily or involuntarily) have a right to continue their coverage.

If you are the covered spouse of an employee, you have the right to choose continuation coverage for yourself if you lose group health coverage under the city's plan for any of the following reasons:

1. Death of your spouse
2. A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment.
3. Divorce or legal separation from your spouse
4. Your spouse becomes eligible for Medicare

In the case of a covered dependent child of an employee, he or she has the right to continuation coverage if group health coverage under the city's plan is lost for any of the following reasons:

1. The death of a parent
2. The termination of a parent's employment (for reasons other than gross misconduct) or reduction in parent's hours of employment.
3. Parent's divorce or legal separation
4. A parent first becomes eligible for Medicare.

Under the law, the employee or family member has the responsibility to inform the city of a divorce, legal separation, or of a child losing dependent status under the plan. This notification must be made within sixty (60) days of the date of the qualifying event which would cause a loss of coverage. This notice must be in writing and should be sent to the City Business Manager.

When the City of Farmington is notified that one of these events has happened, it will in turn notify you that you have the right to choose continuation coverage. Under the law, you have at least 60 days from the date you would lose coverage because of one of the events described above to elect continuation coverage would otherwise be terminated. If you do not chose coverage, your group health insurance coverage will terminate in accordance with the provision outlined in the policy's manual.

If you choose continuation coverage, your coverage will be identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for three years unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage is 18 months (an extension to 29 months is available under certain circumstances to disable persons). However, the law also provides that your coverage may be terminated for any of the following reasons:

1. The City of Farmington no longer provides group health coverage to any of its employees.
2. The premium on your continuation coverage is not paid in a timely manner.
3. You become an employee covered under another group health plan (as an employee or otherwise) that does not contain a pre-existing condition limitation.
4. You first become eligible for Medicare.

You do not have to show that you are insurable to choose continuation coverage. However, you have to pay the entire premium plus 2% administrative fee for your continuation coverage. The law also says that, at the end of the 18 or 36 month continuation coverage period, you must be allowed to enroll in an individual conversion health plan provided under the current group health plan, if the plan provides a conversion privilege.

### OCCUPATIONAL INJURIES

All employees of the city are covered under the Arkansas State Workers' Compensation Law. Any employee incurring a work related injury should immediately notify his/her supervisor who will arrange for appropriate medical treatment and prepare, if the employee is incapable, the necessary reports required for the employee to be compensated.

All work related injuries should be reported to the employee's supervisor immediately. The supervisor will then contact the worker's compensation contact for the City (police desk sergeant). The contact will assist in completing the appropriate forms in the time required including an injury report. For the purposes of this policy, an injury shall not be considered reported unless the supervisor has been notified and an injury report has been completed.

Each employee shall be paid an amount, which together with the weekly Worker's Compensation benefits to which he/she may be entitled, which shall equal his/her regular base salary rate at the time of the injury. This pay rate shall continue from the date of injury for up to but not exceeding 3 months. At this time, should the employee still be unable to return to work, the employee would receive only the amount paid through Worker's Compensation.

According to the Arkansas Worker Compensation Laws and Rules of the Commission, worker compensation benefits to the injured employee shall not be allowed for the first (7) calendar days of the disability resulting from the injury, excluding the day of the injury, unless a disability extends beyond that period. If the disability does extend beyond the seventh day, compensation shall commence on the eighth (8<sup>th</sup>) day from the date of

the disability. If a disability extends for a period of two (2) weeks, (14 calendar days), worker's compensation benefits shall be retroactively allowed beginning the first day of disability, excluding the day of injury.

In no case will any of the benefits contained herein be allowed or granted to an employee until an "Employee's Report of Injury" form has been completed and submitted to the Business Office. It shall be the employee's responsibility, or in case he/she is unable to report, the immediate supervisor's responsibility to complete this report. The report must be filled out immediately after an accident. A copy of the "Employee's Report of Injury" form is contained in the attachment section of this manual.

#### ACCIDENTAL INJURY

If any full-time employee is involved in an accident (not job related) and the injury sustained in such accident necessitates that the employee be absent from work, the employee shall be entitled to receive pay at a regular salary for the number of days accumulated sick leave available.

#### RETIREMENT

The City of Farmington provides retirement coverage through the Arkansas Public Employee Retirement System (APERS). The city provides a contribution for each employee based upon the individual employee's gross annual wages/salary. Any employee hired after 7/1/2005 must personally contribute 5% of their gross annual wages/salary. An employee is fully vested in the program upon completion of five years services with the city. Vesting means you are able to collect retirement at the age of 60. Police and fire department employees are covered under the LOPFI retirement plan.

For further information on the city retirement program and enrollment forms, please consult the Finance Officer.

#### MISCELLANEOUS LEAVE

The attendance of employees at seminars and training programs is considered part of continual professional development. Attendance of such seminars and programs must be preapproved by the employee's supervisor. If employees are required to attend these meetings at a location requiring an overnight stay or travel time in excess of the employee's normal work day, overtime will not be paid.

The City will pay all reasonable out-of-pocket expenses for lodging, travel costs, meals, etc., pursuant to its regular expense policy. However, no such expenses will be reimbursed without receipts documenting payments of such expenses.

The misrepresentation or altering of claims for reimbursement may result in the filing of criminal complaints, as well as disciplinary action.

## Chapter 6 – STANDARDS OF CONDUCT

#### ATTITUDE AND RESPONSIBILITY

Each employee is expected to assist in any area of the operation of the city when called upon to the best of their capability and training. An employee should not assume the attitude of "it's not my job" or "I don't work there". Additionally a positive attitude and courtesy are vitally important to relationships between employees. A pleasant attitude, a conscientious approach to work, and courtesy toward associates will benefit the individual, the work environment, and the city as a whole.



This effort – each employee taking pride in their contribution, striving to enhance the operations of the city, and utilizing their special skills and talents in a unified manner – is called TEAMWORK. Every employee who works for the City of Farmington plays an important role in the overall success of the city.

### CONDUCT TOWARD THE PUBLIC

Employees of the City of Farmington shall at all times be civil, orderly, and courteous in their conduct and demeanor. Each employee should treat members of the public with respect and efficiently provide responses to their inquiries or requests. This attitude or approach to public service cannot be overemphasized. When an employee is uncertain of the correct response to an inquiry or request from the public, he/she should refer the inquiry to the individual or the department which can provide the most satisfactory response to the inquiry. It is better to admit lack of knowledge than to provide erroneous information. In no instance should an employee comment on current or pending litigation(s).

In each contact with the public, an employee must be aware that his appearance, actions, and statements are in essence those of the city.

In dealing with the public, each employee must attempt to make his conduct one which inspires respect for both himself and the city and further, one which generates the cooperation and approval of the public.

Not everyone an employee may meet in the course of his or her duties will be courteous. However, an employee should treat the public as he would like to be treated...with courtesy, patience, respect, and understanding.

### GUIDELINES FOR APPROPRIATE CONDUCT

An employee of the City of Farmington is expected to adhere to acceptable principles in matters of personal conduct and exhibit a high degree of personal integrity at all times. This not only involves a sincere respect for the rights and feelings of others, but also demands that both while at work and in their personal lives, employees refrain from behavior that might be harmful to the employees, co-workers, the citizens and/or the city.

Whether an employee is on duty or off-duty, his or her conduct reflects on the city. An employee should observe the highest standards of professionalism at all times.

Types of behavior and conduct that the city considers inappropriate include, but are not limited to the following:

1. Falsifying employment or other city records.
2. Violating any city nondiscrimination and/or harassment policy
3. Soliciting or accepting gratuities from citizens
4. Excessive absenteeism or tardiness
5. Excessive, unnecessary or unauthorized use of city property
6. Reporting to work intoxicated or under the influence of non-prescribed drugs or participating in the illegal manufacture, possession, use, sale, distribution, or transportation of drugs
7. Buying or using alcoholic beverages while on city property or using alcoholic beverages while engaged in city business on city premises or in any city owned vehicle, except where authorized.
8. Fighting or using obscene, abusive or threatening language or gestures
9. Theft of property from co-workers, citizens, or the City of Farmington

10. Possession of firearms or knives with blades over three (3) inches in length while on duty. (Except in the case of police department personnel.)
11. Disregarding safety or security regulations
12. Insubordination
13. Neglect or carelessness resulting in damage to city property or equipment
14. Conviction of a felony
15. Fraud in securing employment
16. Misuse of city funds
17. Failure to follow chain command unless special conditions or emergency conditions dictate otherwise
18. Sexual harassment
19. Illegal gambling

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory and in violation of either of the above referenced items or any other city policies, rules or regulations, an employee will be subject to disciplinary action up to and including dismissal.

#### UNIFORMS AND DRESS CODE

Uniforms or uniform allowance will be provided to personnel of certain departments as authorized by the Mayor or City Business Manager. Personnel who are provided uniforms or uniform allowance shall wear uniforms at all times while on duty. Uniforms shall be kept as neat and presentable as working conditions permit.

Employees not required to wear uniforms should dress in appropriate professional departmental attire. If an employee is not sure what appropriate attire is, then the employee should check with this supervisor or the City Business Manager.

#### ABSENTEEISM AND TARDINESS

Regular attendance is essential to the effective business operations, and the City of Farmington expects all of its employees to report to work on time and on a regular basis. Unnecessary absences and tardiness are expensive, disruptive and place an unnecessary burden on fellow employees, supervisors, city government as a whole and the taxpayers who receive City services. Should an employee be unable to report to work on time because of illness or personal emergency, he/she should give proper notice to his or her supervisor.

Excessive absences or tardiness, unexcused absences and tardiness, falsification of reasons for any absence or tardiness, absences/tardiness which form unacceptable patterns (i.e., regularly reporting late on Monday mornings or calling in absent on Fridays), or failing to provide proper medical documentation to support absences/tardiness may result in disciplinary action. "Proper notice" is defined by the City as notice in advance of the time an employee should report for work or no later than one (1) hour thereafter if advance notice is impossible. An absence of an employee from duty, including any absence of one (1) day or part thereof, (other than an absence authorized by this personnel handbook or by law) that is not authorized in advance by the Department manager or the employee's supervisor will be deemed absence without leave. Such absence shall be without pay.

#### INCLEMENT WEATHER

Employees are expected to work regardless of weather conditions unless the Mayor or City Business Manager declares the city offices officially closed. In exceptional circumstances beyond the employee's control an employee unable to work due to inclement weather will be charged one day of vacation or sick leave for each

day he or she does not report for work unless, by arrangement with the Mayor or City Business Manager, it may be considered compensatory time off. The employee is required to contact his or her supervisor for instructions regarding job assignments for that particular work day. Regardless of the situation, an employee is required to give his or her supervisor proper notice if he or she is unable to report for work.

#### OUTSIDE EMPLOYMENT

If an employee is considering additional employment, he or she should discuss the additional employment with his or her department manager for approval. If, as an employee of the city, an employee participates in additional employment, it must not interfere with the proper and effective performance of his or her job with the city. An employee's outside employment must not be of a nature that adversely affects the image of the city, resulting in embarrassment, legitimate and reasonable criticism or of a type that may be construed by the public to be an official act of the city in any way violate these policies. City uniforms shall not be worn during outside employment unless approved in advance by the Mayor or City Business Manager.

#### OUTSIDE COMPENSATION

No reward, gift or other form of remuneration in addition to regular compensation shall be received from any source by employees of the city for performance of their duties as employees of the city. If a reward, gift or other form of remuneration is made available to any employee; it shall be credited to an appropriate city fund.

#### VOTING

City employees are encouraged to exercise their legal right to vote and, if necessary and requested in advance, reasonable time will be granted for the purpose.

#### USE OF NARCOTICS, ALCOHOL AND TOBACCO

Employees of the city shall not use habit-forming drugs, narcotics or controlled substances unless such drugs are properly prescribed by a physician. The consumption of alcohol or other intoxicants is prohibited while an employee is on duty. Employees are not to consume intoxicants while off duty to such a degree that it interferes with or impairs the performance of their duties. Employees involved in any unauthorized use, possession, transfer, sale, manufacture, distribution, purchase or presence of drugs, alcohol or drug paraphernalia on city property or reporting to work with detectable levels of illegal drugs or alcohol will be subject to disciplinary action including termination.

The City of Farmington is dedicated to providing a healthful, comfortable, and protective environment for its employees and for persons conducting business with the city. Therefore, it has been ordained by the city council that the city will maintain a tobacco free environment.

Tobacco free means that the use of any and all tobacco products, including but not limited to cigarettes and chewing tobacco, is prohibited within all municipal buildings.

#### DRUG-FREE WORKPLACE

It is the policy of the city of to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988 and its amendments. The use of controlled substances is inconsistent with the conduct expected of employees, subjects all employees and visitors to city facilities to unacceptable safety risks and undermines the city's ability to operate effectively and efficiently. Therefore, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in city business for the city of or on the city's premises is strictly prohibited. Such conduct is also prohibited during non-working hours to the extent that, in the opinion of the city, it impairs an employee's ability to perform on the job or threatens the reputation and integrity of the city.

To educate employees on the danger of drug abuse, the city has established a drug-free awareness program. Periodically, employees will be required to attend training sessions at which the dangers of drug abuse, the city's policy regarding drugs, the availability of counseling, and the city's employee assistance program will be discussed. Employees convicted of controlled substances related violations in the workplace must inform the city within five (5) days of such conviction or plea. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the city may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

### USE OF CITY ASSETS AND RESOURCES

Telephones, Computers and Other Technological Resources, Internet Access, Electronic Mail and Confidentiality

To help maximize its employees' efficiency in carrying out their respective job duties, the City of Farmington provides various information and technology resources such as e-mail, computers, software/computer applications, networks, the internet, the intranet, facsimile machines, cell phones, pagers, and other wireless communication devices and voice mail systems.

Please remember that these tools are City property and must be used in a manner that reflects positively on the City and all who work here. Occasional, limited personal use of these resources is permitted, but should not interfere with your work performance, or the work performance of your colleagues. Employees will be held accountable for all usage of their systems and shall keep their keywords and passwords confidential to protect their assigned equipment and their files from misuse.

Employees shall not access or copy software or data belonging to others or to the City. Reading another employee's files is prohibited unless authorized by the department manager. Employees shall not transport software or data provided by the City to another computer site without prior authorization from the department responsible for the data.

The City will not tolerate inappropriate or illegal use of these assets and reserves the right to take appropriate disciplinary actions, as needed, up to and including termination of employment. Such inappropriate use of these resources can include, but is not limited to, the following:

- Hacking;
- Pirating software or audio/video files;
- Soliciting
- Distributing literature for outside entities;
- Sending inappropriate e-mails;
- Accessing, viewing, or downloading inappropriate Web sites, i.e., sites advocating hate, violence, sexually explicit material, or promoting illegal activities;
- Distributing confidential information to persons/entities that are not entitled to such information;
- Storing or placing unlawful information on a computer or the network;
- Copying system files without proper authorization;
- Copying copyrighted materials without proper authorization;
- Use of abusive or otherwise objectionable language in either public or private messages;
- Sending messages that are likely to result in the loss of the recipient's work or systems use;
- Sending "chain-letters," jokes or lists or any other types of use that would cause congestion or disrupt the operation of the networks or otherwise interfere with the work of others;
- Decryption of system or user passwords.

Only software which has been purchased or approved by the City of Farmington may be loaded or used on any of its computers. All software, programs, applications, templates, data and data files stored in, residing on, or developed with City computers, networks, or storage media are property of the City and shall not be removed from the workplace without proper authorization. The City's software and software manuals should not be duplicated or reproduced in any manner which would violate the license agreements which pertain to usage of the software. Computer equipment, including software, should not be removed from City premises without prior written approval from the City Business Manager.

The City reserves the right to monitor and inspect, without notice, the use of its information and technology resources.

#### Internet Access

Internet access is provided to employees to conduct City business, limited personal use is permitted. The City reserves the right to monitor Internet use to assure that Internet use is not abused by any one employee.

Downloading files without the express consent of the department manager is prohibited. Files downloaded from the Internet, or any other outside service, may contain a computer virus and must be scanned by a virus checking software prior to being used on a City computer. Uploading to the Internet is prohibited unless authorized by the department head to avoid interception and unauthorized access to information.

#### Wi-Fi Acceptable Use Policy

Wi-Fi is available in city hall. It is to be used by city employees and elected officials only. Your supervisor is responsible for relaying the password to those under their jurisdiction.

Do not use the City Wi-Fi in a way that violates state or federal law. Your Wi-Fi connection is for your use only; do not use it for any commercial purpose. Do not use your Wi-Fi connection to threaten, intimidate or harass other individuals. Network capacity is limited, if you use excess bandwidth, send disruptive signals or violate any of the above policies it will be subject to disconnection.

#### Electronic Mail and Confidentiality

The City of Farmington provides electronic mail for business purposes. The City maintains the ability to access any messages left on or transmitted over the system. Employees should not assume that such messages are confidential or that access by the City or its designated representative will not occur. Therefore, any personal use of the City's electronic mail system shall be kept to a minimum. The electronic mail system shall not be used: to solicit or proselytize for commercial venture, religious or political causes, outside organizations, or other non-job-related solicitation; to create any unwelcome, offensive, or otherwise disruptive messages including sexual innuendo, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability; or to send or receive copyrighted materials, trade secrets, proprietary or financial information, or similar materials without prior written authorization from the owner of the material. Employees are not authorized to retrieve or read e-mail messages that are not sent to them.

#### REMOVAL OF CITY PROPERTY

No City owned, leased, or licensed equipment or documents may be removed from City premises without prior written approval from the City Business Manager.

### USE OF CITY OWNED VEHICLES

City owned vehicles are sometime provided to City employees to help such employees better perform their job. City vehicles shall be legally operated and or parked at all times. Violations issued to the driver will be the responsibility of the driver, not the City. Seat belts will be used at all times when the vehicle is in motion.

City Owned vehicles shall only be used for authorized City business. However, if approved by the department manager or the City Business Manager in the event the employee is the department manager, family members may be transported in City owned vehicles to drop family members off or pick them up at destinations in the City of Farmington. (This policy does not apply to sworn employees in the police department; they have their own internal policy governing vehicle use.)

### USE OF CITY OWNED CELL PHONES

According to Internal Revenue Service Code, any *personal use* of an employer issued phone by the employee may be considered taxable income and subject to withholding taxes. Minutes used for personal calls/minutes shall be reimbursed to the City at a cost of \$.10 per minute, unless the number of minutes is under the plan limit.

Use of City owned cell phones may be provided to employees to improve customer service, enhance efficiency, and provide safety and/or security. The phones are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct City business.

City employees may carry personal cellular phones with them while on City time or while operating City equipment, but excessive use of personal cellular phones for personal business during duty hours is not allowed.

Employees are responsible for operating City-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees should refrain from using cellular phones while operating such vehicles.

Any Internet usage or text messaging must be for work purposes only. Any other Internet usage (game downloads, ring tone downloads, personal email, other multimedia applications, etc.) is prohibited. Employees are also prohibited from calling for directory assistance. The cost incurred for such usage will be paid for by the individual employee. Calls home or to family by City staff when required to work extended hours or while on out of town assignment or at conferences or trainings, shall be considered business use. Personal use of an emergency nature is permitted.

### DISCIPLINARY ACTION

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory including, but not limited to, violations listed in this Handbook, or any other City policy, rule or regulation, directive or ideal, the employee may be subject to disciplinary action up to and including dismissal.

Disciplinary action may include, but is not limited to:

**WARNING OR REPRIMAND.** A warning or reprimand is action used to alert the employee that his or her performance is not satisfactory or to call attention to the employee's violation of employment rules and/or regulations. City employees may be officially reprimanded orally or in writing.

**SUSPENSION.** Suspension involves the removal of an employee from his or her job. An employee may be suspended with or without pay.

DEMOTION. A demotion is an action that places the employee in a position of less responsibility and less pay.

TERMINATION. This type of disciplinary action is a removal of an employee from city employment.

## **Chapter 7 – Miscellaneous Information**

### **POLICY STATEMENT**

The City of Farmington possesses the sole right to operate and manage the affairs of the city.

### **CONFLICTS**

The policies in this Handbook will be followed unless they are found to conflict with federal, state, or local laws, which shall take precedence.

### **SEVERABILITY**

Should any of the provisions contained in this Handbook be found contrary to federal, state, or local law, the remaining provisions of this Handbook shall remain in full force and effect. To the extent that any law provides additional or different benefits or rights to employees, the provisions of this Handbook shall be deemed to include those statements of law.

### **POLICY CHANGES**

The City of reserves the right to suspend, revoke, or revise any of the policies contained this Handbook at any time.

### **CHANGE OF ADDRESS**

Employees changing their home address or telephone number must notify his or her department head of this change so that personnel files can be kept current. This is important in case the city must mail the employee any information or documents, such as tax statements. Also, if there is any change in the employee's marital status, the employee should report it to his or her department head.

FORMS

Attachment A

RECEIPT OF CITY OF PERSONNEL HANDBOOK

(To be placed in employee's personnel file)

I \_\_\_\_\_, acknowledge receipt of the City of Personnel Handbook. I understand that this Handbook is not a contract. I understand that reading this Handbook constitutes one of my job duties and that I am required to perform my job duties in accordance with the policies contained in this Handbook and any additional rules, regulations, policies or procedures which may be imposed by the City of Farmington in the department in which I work whether or not I read this Handbook. I understand that my failure to read this Handbook, as required, does not excuse me from being covered by or complying with its provisions. I understand that if I have any questions about the provisions contained in this Handbook, I should direct them to the City Business Manager.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Jimmy Story, Financial Director, provided a copy of the City of Personnel Handbook to on this \_\_\_\_ day of \_\_\_\_\_, 2014

Signed \_\_\_\_\_

Date \_\_\_\_\_



FORMS

Attachment A

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Signed \_\_\_\_\_

Date \_\_\_\_\_

Jimmy Story, Financial Director, provided a copy of the City of Personnel Handbook to on this \_\_\_\_ day of \_\_\_\_\_, 2014

Signed \_\_\_\_\_

Date \_\_\_\_\_

CITY OF FARMINGTON SALARY SCHEDULE 2015 (Annual) 2% COLA (attachment B)

	A	B	C	D	E	F	G	H	I	J	K	L	M
Grade 1	\$19,800.42	\$20,394.43	\$21,006.27	\$21,636.45	\$22,285.55	\$22,954.11	\$23,642.74	\$24,352.02	\$25,082.58	\$25,835.06	\$26,610.11	\$27,408.41	\$28,230.66
Grade 2	\$20,790.44	\$21,414.15	\$22,056.58	\$22,718.28	\$23,399.82	\$24,101.82	\$24,824.87	\$25,569.62	\$26,336.71	\$27,126.81	\$27,940.61	\$28,780.66	\$29,647.58
Grade 3	\$21,829.96	\$22,484.86	\$23,159.41	\$23,854.19	\$24,569.82	\$25,306.91	\$26,066.12	\$26,848.10	\$27,653.54	\$28,483.15	\$29,337.64	\$30,217.77	\$31,124.31
Grade 4	\$22,921.46	\$23,609.11	\$24,317.38	\$25,046.90	\$25,798.31	\$26,572.26	\$27,369.42	\$28,190.51	\$29,036.22	\$29,907.31	\$30,804.53	\$31,728.66	\$32,680.52
Grade 5	\$24,067.53	\$24,789.56	\$25,533.25	\$26,299.24	\$27,088.22	\$27,900.87	\$28,737.89	\$29,600.03	\$30,488.03	\$31,402.67	\$32,344.75	\$33,315.10	\$34,314.55
Grade 6	\$25,270.91	\$26,029.04	\$26,809.91	\$27,614.21	\$28,442.63	\$29,295.91	\$30,174.79	\$31,080.03	\$32,012.43	\$32,972.81	\$33,961.99	\$34,980.85	\$36,030.28
Grade 7	\$26,534.46	\$27,330.49	\$28,150.40	\$28,994.92	\$29,864.76	\$30,760.71	\$31,683.53	\$32,634.03	\$33,613.06	\$34,621.45	\$35,660.09	\$36,729.89	\$37,831.79
Grade 8	\$27,861.18	\$28,697.01	\$29,557.93	\$30,444.66	\$31,358.00	\$32,298.74	\$33,267.71	\$34,265.74	\$35,293.71	\$36,352.52	\$37,443.10	\$38,566.39	\$39,723.38
Grade 9	\$29,254.24	\$30,131.87	\$31,035.82	\$31,966.90	\$32,925.90	\$33,913.68	\$34,931.09	\$35,979.02	\$37,056.39	\$38,170.15	\$39,315.25	\$40,494.71	\$41,709.55
Grade 10	\$30,716.95	\$31,638.46	\$32,587.61	\$33,565.24	\$34,572.20	\$35,609.36	\$36,677.64	\$37,777.97	\$38,911.31	\$40,078.65	\$41,281.01	\$42,519.44	\$43,795.03
Grade 11	\$32,252.80	\$33,220.38	\$34,216.99	\$35,243.50	\$36,300.81	\$37,389.83	\$38,511.53	\$39,666.87	\$40,856.88	\$42,082.59	\$43,345.06	\$44,645.42	\$45,984.78
Grade 12	\$33,865.44	\$34,881.40	\$35,927.84	\$37,005.68	\$38,115.85	\$39,259.32	\$40,437.10	\$41,650.22	\$42,899.72	\$44,186.71	\$45,512.32	\$46,877.69	\$48,284.02
Grade 13	\$35,558.71	\$36,625.47	\$37,724.23	\$38,855.96	\$40,021.64	\$41,222.29	\$42,458.96	\$43,732.73	\$45,044.71	\$46,396.05	\$47,787.93	\$49,221.57	\$50,698.22
Grade 14	\$37,336.64	\$38,456.74	\$39,610.45	\$40,798.76	\$42,022.72	\$43,233.40	\$44,481.91	\$45,769.36	\$47,096.94	\$48,471.85	\$50,177.33	\$51,662.65	\$53,233.13
Grade 15	\$39,203.48	\$40,379.58	\$41,590.97	\$42,838.70	\$44,120.86	\$45,447.57	\$46,811.00	\$48,215.33	\$49,661.79	\$51,151.65	\$52,686.20	\$54,266.78	\$55,894.78
Grade 16	\$41,163.65	\$42,398.56	\$43,670.52	\$44,980.63	\$46,330.05	\$47,719.95	\$49,151.55	\$50,626.10	\$52,144.88	\$53,709.23	\$55,320.50	\$56,980.12	\$58,689.52
Grade 17	\$43,221.83	\$44,518.49	\$45,854.04	\$47,229.66	\$48,646.55	\$50,105.95	\$51,609.13	\$53,157.40	\$54,752.13	\$56,394.69	\$58,086.53	\$59,829.13	\$61,624.00
Grade 18	\$45,382.93	\$46,744.41	\$48,146.75	\$49,591.15	\$51,078.88	\$52,611.25	\$54,189.59	\$55,815.27	\$57,489.73	\$59,214.42	\$60,990.86	\$62,820.58	\$64,705.20
Grade 19	\$47,652.07	\$49,081.63	\$50,554.08	\$52,070.71	\$53,593.83	\$55,164.81	\$56,789.07	\$58,460.04	\$60,186.22	\$62,175.15	\$64,040.40	\$65,961.61	\$67,940.46
Grade 20	\$50,034.68	\$51,535.72	\$53,081.79	\$54,674.24	\$56,314.47	\$58,003.90	\$59,744.02	\$61,536.34	\$63,382.43	\$65,283.90	\$67,242.42	\$69,259.69	\$71,337.48
Grade 21	\$52,536.41	\$54,112.50	\$55,735.88	\$57,407.95	\$59,130.19	\$60,904.10	\$62,731.22	\$64,613.16	\$66,551.55	\$68,548.10	\$70,604.54	\$72,722.68	\$74,904.36
Grade 22	\$55,163.23	\$56,818.13	\$58,522.67	\$60,278.35	\$62,086.70	\$63,949.30	\$65,867.78	\$67,843.81	\$69,879.13	\$71,975.50	\$74,134.77	\$76,358.81	\$78,649.57
Grade 23	\$57,921.39	\$59,669.03	\$61,448.80	\$63,262.27	\$65,119.04	\$67,146.77	\$69,161.17	\$71,236.00	\$73,373.09	\$75,574.28	\$77,841.51	\$80,176.75	\$82,582.05
Grade 24	\$60,817.46	\$62,641.98	\$64,521.24	\$66,456.88	\$68,450.59	\$70,504.11	\$72,619.23	\$74,797.81	\$77,041.74	\$79,352.99	\$81,733.58	\$84,185.59	\$86,711.16
Grade 25	\$63,858.33	\$65,774.08	\$67,747.31	\$69,779.73	\$71,873.12	\$74,029.31	\$76,250.19	\$78,537.70	\$80,893.83	\$83,320.64	\$85,820.26	\$88,394.87	\$91,046.71
Grade 26	\$67,051.25	\$69,062.79	\$71,134.67	\$73,268.71	\$75,466.77	\$77,730.78	\$80,062.70	\$82,464.58	\$84,938.52	\$87,486.67	\$90,111.27	\$92,814.61	\$95,599.05
Grade 27	\$70,403.81	\$72,515.93	\$74,691.40	\$76,932.15	\$79,240.11	\$81,617.31	\$84,065.83	\$86,587.81	\$89,185.44	\$91,861.01	\$94,616.84	\$97,455.34	\$100,379.00
Grade 28	\$73,924.00	\$76,141.72	\$78,425.98	\$80,778.75	\$83,202.12	\$85,698.18	\$88,269.13	\$90,917.20	\$93,644.72	\$96,454.06	\$99,347.68	\$102,328.11	\$105,397.95
Grade 29	\$77,620.20	\$79,948.81	\$82,347.27	\$84,817.69	\$87,362.22	\$89,983.09	\$92,682.58	\$95,463.06	\$98,328.95	\$101,276.76	\$104,315.06	\$107,444.51	\$110,667.85
Grade 30	\$81,501.21	\$83,946.25	\$86,464.64	\$89,058.58	\$91,730.33	\$94,482.24	\$97,316.71	\$100,236.21	\$103,243.30	\$106,340.60	\$109,530.82	\$112,816.74	\$116,201.24
Grade 31	\$85,576.27	\$88,143.56	\$90,787.87	\$93,511.51	\$96,316.85	\$99,206.36	\$102,182.55	\$105,248.02	\$108,405.46	\$111,657.63	\$115,007.36	\$118,457.58	\$122,011.30
Grade 32	\$89,855.09	\$92,550.74	\$95,327.26	\$98,187.08	\$101,132.69	\$104,166.67	\$107,291.67	\$110,510.42	\$113,825.74	\$117,240.51	\$120,757.72	\$124,380.46	\$128,111.87
Grade 33	\$94,347.84	\$97,178.28	\$100,093.63	\$103,096.43	\$106,189.33	\$109,375.01	\$112,656.26	\$116,035.95	\$119,517.02	\$123,102.53	\$126,795.61	\$130,599.48	\$134,517.46
Grade 34	\$99,065.23	\$102,037.19	\$105,099.31	\$108,261.26	\$111,498.79	\$114,843.76	\$118,289.07	\$121,837.74	\$125,492.88	\$129,257.66	\$133,136.59	\$137,129.45	\$141,243.34
Grade 35	\$104,018.50	\$107,139.05	\$110,353.22	\$113,663.82	\$117,073.73	\$120,585.95	\$124,203.52	\$127,929.63	\$131,767.52	\$135,720.54	\$139,792.16	\$143,985.93	\$148,305.50

ORDINANCE NO. 2014-16

AN ORDINANCE AMENDING ORDINANCE 2010-13 WHICH  
ESTABLISHES THE SALARY FOR MAYOR OF THE CITY OF  
FARMINGTON

WHEREAS, the City Council of the City of Farmington pursuant TO Arkansas Code Annotated Section 14-43-409, may specify compensation for City officials; and

WHEREAS, it is necessary and proper by this ordinance to provide fair and reasonable compensation;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FARMINGTON, ARKANSAS:

Section 1: Base Salary. The Farmington Mayor shall receive compensation of not less than \$3,000 per month and not more than \$6,000 per month as set by resolution of the City Council of the City of Farmington.

Section 2: Repealing Clause. All other ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 3: Severability Clause. In the event any part of this Ordinance is declared inoperative or invalid as a result of a statute or judicial decision, then only that portion expressly so declared to be inoperative or invalid shall be affected thereby and all other provisions hereof shall remain in full force and effect.

Section 4: Effective Date. That the City Council of the City of Farmington, Arkansas further determines that this Ordinance is necessary to provide for fair and reasonable compensation for the Mayor in the City of Farmington; therefore, it shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this 10th day of November, 2014.

APPROVED:

By: \_\_\_\_\_  
Ernie Penn, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Penn, City Clerk

RESOLUTION NO. 2014-09

A RESOLUTION APPROVING THE SALARY OF THE OFFICE OF  
THE FARMINGTON CITY MAYOR COMMENCING JANUARY 1, 2015

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
FARMINGTON, ARKANSAS:

Section 1: That the City Council of the City of Farmington, Arkansas adopted Ordinance No. 2014-16 on November 10, 2014 to establish the salary of the office of the Farmington City Mayor. The salary of the mayor shall not be less than \$3,000 per month and shall not exceed \$6,000 per month, with said amount to be determined by the Farmington City Council and adopted by resolution.

Section 2: That the City Council of the City of Farmington, Arkansas hereby authorizes a salary of \$3,000 per month for the office of the Farmington City Mayor, commencing January 1, 2015.

PASSED AND APPROVED this 10th day of November, 2014.

APPROVED:

By: \_\_\_\_\_  
Ernie Penn, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Penn, City Clerk

ORDINANCE NO. 2014-17

AN ORDINANCE TO INCREASE THE SALARY FOR THE  
POSITION OF FARMINGTON CITY CLERK

WHEREAS, in recognition of the duties and responsibilities of Farmington City Clerk, the Farmington City Council has determined that the salary for the position of city clerk should be increased.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FARMINGTON:

SECTION 1: As compensation for the duties and responsibilities performed by the city clerk of the City of Farmington, the monthly salary for the elected position of city clerk shall be \$800 until amended hereinafter by ordinance.

SECTION 2: Repealing Clause: All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: Severability Clause: In the event any part of this ordinance is declared inoperative or invalid as a result of a statute or judicial decision, then only that portion expressly so declared inoperative or invalid shall be affected thereby and all other provisions hereof shall remain in full force and effect.

SECTION 4: Emergency Clause: That the City Council of the City of Farmington, Arkansas further determines that the passage of this ordinance is necessary in order to commence the increase in salary at the beginning January of 2015; therefore, an emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this 10th day of November, 2014.

APPROVED:

BY: \_\_\_\_\_  
Ernie Penn, Mayor

ATTEST:

BY: \_\_\_\_\_  
Kelly Penn, City Clerk

**ORDINANCE NO. 2014-18**

**AN ORDINANCE TO PROVIDE FOR COMPENSATION FOR THE  
OFFICE OF CITY ATTORNEY OF THE CITY OF FARMINGTON**

WHEREAS, the city council of the City of Farmington may specify pay for the city attorney as the council may desire in accordance with Arkansas Code Annotated §14-43-410. The pay may include salary, hourly fees, costs, fees, or other like compensation, in combination or singularly, as the council may deem appropriate; and

WHEREAS, the duties of the city attorney include, but are not limited to, research and preparation of memorandums, ordinances and resolutions, attendance at the city council and planning commission meetings, both regular and special meetings; the prosecution and defense on behalf of the city in state and federal courts, representation before all administrative and regulatory agencies; arbitration and mediation, representation and negotiations in contractual matters, preparation of contracts and all instruments necessary for the operations of the municipality; and the prosecution of violations of city ordinances and misdemeanor offenses in the Farmington City Court and cases appealed to the Washington County Circuit Court; and

WHEREAS, it is necessary and proper by this ordinance to provide fair and reasonable compensation and expenses.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE  
CITY OF FARMINGTON, ARKANSAS:**

Section 1: Base Salary. The Office of the City Attorney shall receive a salary of \$50,000 per year commencing January 1, 2015 for all expenses, duties and services performed, except those services and expenses described in Section 2.

Section 2: Additional Compensation and Expenses. Compensation shall be at a rate of \$180 per hour for prosecution and defense on behalf of the city in state and federal courts, representation before administrative and regulatory agencies; arbitration and mediation, and jury trials in cases appealed to the Washington County Circuit Court from the Farmington City Court. The city attorney shall also be reimbursed for long distance phone expenses, photocopy expense, postage and travel expenses associated with the services described in this section.

Section 3: Repealing Clause. All other ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 4: Severability Clause. In the event any part of this ordinance is declared inoperative or invalid as a result of a statute or judicial decision, then only that portion expressly so declared to be inoperative or invalid shall be affected thereby and all other provisions hereof shall remain in full force and effect.

Section 5: Effective Date. That the City Council of the City of Farmington, Arkansas further determines that this ordinance is necessary to provide for fair and reasonable compensation and expenses for the Office of the City Attorney in the City of Farmington commencing January 1, 2015; therefore, an emergency is declared and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this 10th day of November, 2014.

APPROVED:

By: \_\_\_\_\_  
Ernie Penn, Mayor

ATTEST:

By: \_\_\_\_\_  
Kelly Penn, City Clerk





354 W. Main Street  
P.O. Box 150  
Farmington, AR 72730  
479-267-3865  
479-267-3805 (fax)

City Business Manager Report  
November 2014  
City Council Meeting

- As you can see; Kum & Go is underway.
- Our STP-A application has been approved. This is 2015 money so funds would not be available until mid-year 2015.
- The sport's complex project should begin Monday the 10th.
- Please take a look at the trail plan from the links at: - <http://www.nwabikepedplan.com/>. If you have comments or questions let me know. This plan will be presented to the planning commission and then to you for adoption by resolution.
- The Rheas Mill project should begin soon; pre-construction meeting will be next week.
- City Hall will be closed Tuesday November 11, 2014 for Veteran's Day.

*"If your actions create a legacy that inspires others to dream more, learn more, do more and become more, then, you are an excellent leader."*

*~Dolly Parton*



**City of Farmington**  
372 W. Main st.  
P.O. Box 150  
Farmington, AR 72730

**Fire Department**  
Chief Mark Cunningham

**Phone 479-267-3338**  
**Fax 479-267-3302**

### **October 2014 Monthly Report for Mayor and City Council**

October was a busy month for us because October is fire prevention month and everyone wants to come by the station for a tour or us to come by their daycare or school to do a presentation on fire prevention. We have a very aggressive fire prevention program here and I think that it pays off in the community when kids learn what not to do and what to do when they encounter different situations such as a fire or someone playing with matches or when someone has an accident or heart attack and needs an ambulance or a fire truck. Bret Cunningham is my fire prevention officer and him and Pete preforms fire prevention exercises in all of our elementary schools and in most all daycares in the city this time of year. They do an excellent job and are invaluable to the department.

We have had 75 calls for service this month which makes for a busy month on its own without anything else adding to it, but we also preformed our yearly maintenances on all of our fire trucks and their pumps also.

We are spending a lot of time training new firefighters now because a lot of our older firefighters are retiring now, just in the near future we are going to lose 4 firefighters and each of them have over 25 years of experience in the fire service, and that will change the imprint of our department. These men have been here a long time and will be missed.

Thank you for your continued support of the fire department;

Mark Cunningham  
Fire Chief

**FARMINGTON FIRE DEPT.  
OCTOBER 2014 CALL REPORT**

MEDICAL RESPONSE – 61

MVC/ RESCUE – 1

FIRE RESPONSE – 4

SERVICE CALL – 2

FALSE ALARMS – 3

CANCELED ENROUTE -4

**TOTAL RESPONSES – 75**

**MEETING /TRAINING**

10/07/2014

2 hour Airpack and Rescue training.

10/14/2014

1.5 hour training on New Spinal Restriction Protocols and EBOLA Precautions.

10/21/2014

3 hours training on Hose Advancement and Pump Operations.

10/27/2014

Cub Scout Tour of Station and Apparatus – 50 children and 25 adults present.

10/28/2014

1 hour training on Ladder raising and placement.

1 hour training on Air Cascade Operation.

# Farmington Police Dept.

Offenses for Month 10/2013 and 10/2014

11/5/2014 8:00:22 AM

	<u>2013</u>	<u>2014</u>
ACV (DWI (UNLAWFUL ACT))		
5-65-103	0	1
AGENCY ASSIST		
AA	0	1
ASSAULT ON FAMILY OR HOUSEHOLD MEMBER - 3RD DEGREE / APPREHENSION OF IMMINE		
5-26-309	1	0
Breaking or Entering/Vehicle		
5-39-202	1	1
BURGLARY, COMMERCIAL		
5-39-201B(1)	0	2
BURGLARY, RESIDENTIAL		
5-39-201A(1)	0	1
CHILD RESTRAINT		
17-34-103	1	0
CRIMINAL MISCHIEF - 1ST DEGREE / PROPERTY OF ANOTHER VALUE \$500 OR MORE		
5-38-203C	0	1
CRIMINAL MISCHIEF - 2ND DEGREE / PURPOSELY TAMPERS		
5-38-204(a)(2)	0	1
CRIMINAL MISCHIEF - 2ND DEGREE / RECKLESSLY DESTROYS		
5-38-204(a)(1)	0	1
DOMESTIC BATTERING - 3RD DEGREE / PURPOSE OF CAUSING INJURY, CAUSES INJURY		
5-26-305A(2)	0	1
Drivers License Required		
27-16-602	1	0
DRIVING ON SUSPENDED LICENSE		
27-16-303	0	2
DWI (UNLAWFUL ACT)		
5-65-103A	0	1
DWI - DRUGS (UNLAWFUL ACT)		
5-65-103B	1	0
DWI - OPERATION OF VEHICLE DURING DWI LICENSE SUSPENSION OR REVOCATION		
5-65-105	1	0
ENDANGERING THE WELFARE OF MINOR - 3RD DEGREE		
5-27-207	0	1
Excess Speed		
27-51-201	2	0
FAILURE TO APPEAR		
5-54-120	6	2
Failure to Maintain Control		

	<u>2013</u>	<u>2014</u>
27-51-201(A)	0	1
<b>FAILURE TO PAY FINES &amp; COSTS</b>		
5-4-203	9	11
<b>Fictitious Tags</b>		
27-14-306	0	1
<b>FRAUD - FALSE OR FRAUDULENT MATERIAL ON APPLICATIONS, RECORDS</b>		
5-64-403A(3)	0	1
<b>FRAUD - FINANCIAL IDENTITY</b>		
5-37-227	1	0
<b>HARASSING COMMUNICATIONS / TELEPHONE, TELEGRAPH, MAIL, OR ANY WRITTEN FORM</b>		
5-71-209A(1)	0	1
<b>Headlamp Out</b>		
27-36-207	0	1
<b>Interference with Emergency Communications/2nd degree/interrupts</b>		
5-60-125	0	1
<b>Leaving Scene of Accident/Property Damage</b>		
27-53-102	0	1
<b>Left of Center</b>		
27-51-301	0	1
<b>No Proof Insurance</b>		
27-22-104	1	2
<b>No Tail Lights/Reflectors</b>		
27-36-215	0	1
<b>POSSESSING INSTRUMENTS OF CRIME</b>		
5-73-102	1	0
<b>POSSESSING INSTRUMENTS OF CRIME</b>		
5-73-102	0	2
<b>POSSESSION OF A CONTROLLED SUBSTANCE - MARIJUANA</b>		
5-64-401	1	0
<b>POSSESSION OF DRUG PARAPHERNALIA</b>		
5-64-443	0	1
<b>POSSESSION OF SCH I OR II GT 2GM BUT LT 10GM</b>		
5-64-419B(2)B	0	1
<b>PUBLIC INTOXICATION - DRINKING IN PUBLIC</b>		
5-71-212	1	0
<b>REFUSAL TO SUBMIT</b>		
5-65-205	0	1
<b>Run Stop(red) Light</b>		
27-51-107	1	0
<b>SEXUAL ASSAULT 4TH DEGREE / DEVIANT SEXUAL ACTIVITY</b>		
5-14-127A A.C.C.	1	0
<b>TERRORISTIC THREATENING/2nd Degree</b>		
5-13-301(2)A	3	0
<b>THEFT \$1,000 OR LESS - ALL OTHERS</b>		
5-36-103(b)(4)(A)	1	3

	<u>2013</u>	<u>2014</u>
<b>THEFT \$1,000 OR LESS - FROM BUILDING</b>		
5-36-103(b)(4)(A)	1	1
<b>THEFT \$1,000 OR LESS - FROM VEHICLE</b>		
5-36-103(b)(4)(A)	1	0
<b>THEFT \$5,000 OR LESS BUT GREATER THAN \$1000 - FROM BUILDING</b>		
5-36-103(b)(3)(A)	1	0
<b>THEFT BY RECEIVING</b>		
5-36-106	0	1
<b>THEFT LESS THAN \$1,000 (BREAKING OR ENTERING / BUILDING OR STRUCTURE)</b>		
5-36-103(b)(4)(A)	0	1
<b>THEFT OF PROPERTY - LOST, MISLAID, DELIVERED BY MISTAKE</b>		
5-36-105	0	1
<b>THEFT OF PROPERTY / ALL OTHER</b>		
5-36-103A(1)	0	1
<b>VIOLATION OF A PROTECTION ORDER</b>		
5-53-134	2	0
<b>Totals:</b>	<b>39</b>	<b>51</b>

# Farmington Police Dept.

Tickets Issued by Officer and Month for 2014

11/5/2014 8:02:54 AM

Officer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Bertorello, James	41	20	30	29	29	38	33	48	31	28	5	0	332
Brotherton, James	0	22	51	47	35	26	27	27	24	28	6	0	293
Catron, Joshua	16	5	15	17	31	11	39	27	23	20	7	0	211
Coker, Ira	9	22	16	14	20	30	22	34	19	14	0	0	200
Hubbard, Brian	1	4	0	0	0	0	1	0	1	0	0	0	7
Kimball, Geoffrey	45	35	27	70	44	51	54	56	27	46	8	0	463
Parrish, Chad	1	0	0	0	2	3	3	1	0	0	0	0	10
Thompson, Michael	1	3	0	5	1	3	2	1	0	1	0	0	17
Wilbanks, Johnie	5	13	27	28	24	2	3	3	1	2	0	0	108
<b>Totals:</b>	<b>119</b>	<b>124</b>	<b>166</b>	<b>210</b>	<b>186</b>	<b>164</b>	<b>184</b>	<b>197</b>	<b>126</b>	<b>139</b>	<b>26</b>	<b>0</b>	<b>1641</b>

Library  
October 2014 Statistics

Daily patron visits:

3236

New library cards issued:

29

Total checkouts (including renewals):

5302

Online catalog logins:

978

Holds Satisfied:

995

Number of customers using public computers:

433

Program Attendance:

14—Book Club

3—Test Proctor

169—Children's Story Time

3—Grades 5 and Up Book Club

3—Coupon Club

8—Technology Instruction



Library  
Circulation and Patron Services

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>2014</b>												
Total Circulation	1,642	3,610	4,428	4,518	4,757	5,663	5,854	5,670	5,564	5,302	4,468	4,031
YTD Circulation	1,642	5,252	9,680	14,198	18,955	24,618	30,472	36,142	41,706	47,008	55,957	59,988
Hold Satisfied	212	765	814	844	866	974	954	1,044	1,034	995	802	670
YTD Hold Satisfied	212	977	1,791	2,635	3,501	4,475	5,429	6,473	7,507	8,502	10,586	11,256
PAC Logins	777	748	1,048	848	979	959	1,022	1,030	993	978	836	766
YTD PAC Logins	777	1,525	2,573	3,421	4,400	5,359	6,381	7,411	8,404	9,382	10,586	11,256
New Cardholders	13	40	51	35	42	60	61	57	43	29	14	13
YTD Cardholders	13	53	104	139	181	241	302	359	402	431	285	298
<b>2013</b>												
Total Circulation	5,419	4,973	5,147	5,170	4,452	5,268	6,031	5,423	4,828	4,778	4,468	4,031
YTD Circulation	5,419	10,392	15,539	20,709	25,161	30,429	36,460	41,883	46,711	51,489	55,957	59,988
Hold Satisfied	1,031	943	1,004	1,050	827	1,083	1,076	953	848	969	802	670
YTD Hold Satisfied	1,031	1974	2,978	4,028	4,855	5,938	7,014	7,967	8,815	9,784	10,586	11,256
PAC Logins	731	697	767	663	570	656	755	708	683	816	836	766
YTD PAC Logins	731	1,428	2,195	2,858	3,428	4,084	4,839	5,547	6,230	7,046	7,882	8,648
New Cardholders	33	20	35	15	2	46	36	35	16	33	14	13
YTD Cardholders	33	53	88	103	105	151	187	222	238	271	285	298

Library  
Monthly Patron Visits

	2014 JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Traffic Counts	n/a	n/a	n/a	2916	2772	3236	3366	3085	2579	3236		
YTD Traffic Counts	n/a	n/a	n/a	2916	5688	8924	12290	15375	17954	21190		

# Permit Report

10/1/2014 - 10/31/2014

Permit #	Permit Date	Site Address	Permit Type	Description of Work	Contractor	Material & Labor	Total Fees
841	10/30/2014	443 Wildcrest	Building	New House	Riverwood Homes	341,000	\$1,183.00
840	10/28/2014	409 Eagle Ridge Dr	Electric	Electric for new home	Fast Electric	7,100	\$45.00
839	10/28/2014	90 E Main	Building	New Kum and Go	Henning Construction	437,000	\$2,425.00
838	10/28/2014	458 Claybrook Dr, Lot 50	Mechanical	Mechanical for new house	Sturdivants	6,650	\$45.00
837	10/27/2014	469 Claybrook	Building	New House	Baumann & Crosno Construction	413,000	\$1,399.00
836	10/27/2014	470 Hydrangea	Electric	Electric for new nose	Denco	8,000	\$50.00
835	10/27/2014	10824 Blue Sky	Electric	Adding bedrooms and bathroms to an existing house	Homeowner	5,000	\$35.00
834	10/27/2014	311 Kelli	Plumbing/Gas	New water line	Master Plumbing	1,000	\$20.00
833	10/24/2014	380 Waterfalls Dr	Electric	Electric for new house	Trademark Homes	7,500	\$50.00
832	10/24/2014	443 Claybrook	Electric	Electric for new house	Trdaemark Custom Homes	7,500	\$50.00
831	10/24/2014	399 Driftwood	Electric	Electric for new house	Lonestar Electric	7,500	\$50.00

830	10/24/2014	450 Kay St.	Electric	Moving panel to accommodate bricks	Powerhouse Electric	0	\$20.00
829	10/23/2014	443 Claybrook	Building	New House	Trdaemark Custom Homes	400,000	\$1,360.00
828	10/23/2014	345 Claybrook Dr	Electric	Electric for new house	Kimbel Mechanical	9,000	\$55.00
827	10/23/2014	685 Cactus Wren	Plumbing/Gas	RPZ installation	Edge Plumbing	2,000	\$20.00
826	10/20/2014	287 E Main	Building	Replace 40 ft of building	CMI Construction	155,000	\$702.50
825	10/17/2014	455 Willcrest	Electric	Electric for new house	Riverwood Homes	6,950	\$45.00
824	10/16/2014	11687 East Creek	Electric	Electrical for new enclosed patio	Back yard designs	2,000	\$20.00
823	10/16/2014	399 Driftwood	Building	New House	Trademark Custom Homes	381,000	\$1,303.00
822	10/16/2014	669 Rheas Mill Rd	Plumbing/Gas	Adding plumbing for new bathroom	Britts boiler, mechanical, plumbing	2,000	\$20.00
821	10/15/2014	467 Orchard Creek	Mechanical	HVAC system for new house	Comfort Heat and Air	4,985	\$35.00
820	10/15/2014	12297 Richardson	Electric	Electric for new house	Champion Electric	3,000	\$25.00
819	10/15/2014	11526 Giles	Electric	Electric for new house	Champion Electric	3,000	\$25.00
818	10/15/2014	11885 Club House	Electric	Electric for new house	Champion Electric	3,000	\$25.00

817	10/14/2014	219 W Main	Sign	Temporary sign for martial arts studio		0	\$18.00
816	10/14/2014	458 Claybrook Dr, Lot 50	Electric	Electric for new house	Metro Lighting	4,000	\$30.00
815	10/13/2014	12026 Delaney Ct	Mechanical	HVAC System for new house	Kimbel Mechanical	4,000	\$30.00
814	10/13/2014	11885 Club House	Mechanical	Mechanical System for new house	Kimbel Mechanical	4,000	\$30.00
813	10/13/2014	11650 East Creek	Mechanical	HVAC for new house	Kimbel Mechanical	4,000	\$30.00
812	10/13/2014	11684 East Creek Ln	Mechanical	HVAC for new house	Kimbel Mechanical	6,500	\$45.00
811	10/13/2014	11663 East Creek	Mechanical	HVAC system for new house	Kimbel Mechanical	4,000	\$30.00
810	10/13/2014	133 Neal	Electric	Upgrade panel	Homeowner	1,000	\$20.00
809	10/10/2014	10824 Blue Sky	Mechanical	Adding bedrooms and bathrms to an existing house	Edwards HVAC	5,000	\$35.00
808	10/9/2014	409 Eagle Ridge Dr	Mechanical	Mechanical for new house	Air Control	6,870	\$45.00
807	10/8/2014	29 Post Oak	Electric	Electric for new house	Hill Electric	13,500	\$80.00
806	10/7/2014	455 Wildcrest	Building	New House	Riverwood Homes	354,000	\$1,222.00

805	10/7/2014	12026 Delaney Ct	Electric	Electric for new house	Rausch Coleman Homes	3,000	\$25.00
804	10/7/2014	11650 East Creek	Electric	Electric for new house	Champion Electric	3,000	\$25.00
803	10/7/2014	11684 East Creek Ln	Electric	Electric for new house	Champion Electric	3,000	\$25.00
802	10/6/2014	11270 Kendal Ct	Building	Add to back of house	Coye Enterprises	22,000	\$120.00
801	10/6/2014	345 Claybrook Dr	Building	New House	Coye Enterprises	517,000	\$1,634.00
800	10/6/2014	10782 Appleby	Building	New House	Chad Bramlett	301,000	\$1,063.00
799	10/6/2014	29 Post Oak	Plumbing/Gas	plumbing for new house	Jamerson Plumbing	13,100	\$75.00
798	10/3/2014	330 E Main	Building	Building storage shed behind building	Marx Construction	9,000	\$55.00
							<b>\$13,644.50</b>

Total Records: 44

**10/31/2014**