



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

**CITY COUNCIL AGENDA
December 9, 2019**

A regular meeting of the Farmington City Council will be held on
Monday, December 9, 2019 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 – November 12, 2019 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.
9. Committee Reports
 - a. Street Committee
 - b. Community Development Committee
 - c. Park & Recreation Committee
10. Items to be removed from City of Farmington Inventory – **SEE MEMOS**

NEW BUSINESS

11. Request approval of lieutenant position for the Fire Department.
12. Request approval for sewer cost share for Goose Creek Subdivision Ph. 1
13. Ordinance 2019-18 – An ordinance to amend Ordinance No. 2014-17 to increase the salary for the position of Farmington City Clerk.
14. Ordinance 2019-19 – An ordinance to amend Ordinance No. 2014-02 to provide for compensation for Alderman of the City of Farmington.
15. Ordinance 2019-20 – An ordinance to amend Ordinance No. 2014-03 to provide for compensation for members of the Farmington Planning Commission.

INFORMATIONAL ITEMS:

- A. City Business Manager Report
- B. Court Clerk Monthly Distribution Report
- C. Fire Department Report
- D. Police Department Report
- E. Building/Public Works Report
- F. Library Report

Minutes

Minutes of the Regular Farmington City Council Meeting November 12th, 2019

The regular meeting of the Farmington City Council, scheduled for Tuesday November 12th, 2019 was called to order at 6:00 pm by Mayor Ernie Penn. City Clerk Kelly Penn called the roll and the following Council Members answered to their names: Sherry Mathews, Keith Lipford, Linda Bell, Brenda Cunningham, Bobby Morgan, Diane Bryant and Shelly Parsley. Council Member Spinks was absent. Also present were City Business Manager Melissa McCarville and City Attorney Tennant. Mayor Penn led the Pledge of Allegiance.

Council Member Spinks arrived at 6:02.

Comments from Citizens – Larry Angela, 329 Claybrook – Does the city pay for streets when subdivisions are built. What does the city provide when building a subdivision? Mayor Penn advised that those were the developer's responsibility. Does the city help with the sewer? Mayor Penn advised that the city did some cost sharing with regards to lift stations if it would serve a greater area, but sewer was the developers issue.

Approval of the minutes for the October 14th, 2019, Regular City Council Meeting. On the motion of Council Member Bryant and a second by Council Member Morgan and by the consent of all Council Members present after a roll call vote, the minutes were approved with spelling/substitution corrections by a vote of 8-0.

Financial Reports – Mayor Penn presented the financial reports. City Clerk Penn advised the council that Legislative Audit for 2018 was completed and approved and they all should have received copies at their home address from Legislative Audit. There were no deficiencies of any kind reported for 2018. On the motion of Council Member Bell and seconded by Council Member Cunningham and by the consent of all Council Members present after a roll call vote, a motion was made to approve and acknowledge the receipt of the 2018 Legislative Audit. Council Member Bryant had a question with regards to why the city was over the estimated expense of Engineering Fees in the Administrative 2019 budget. Mayor Penn and City Business Manager McCarville replied that there was an increase in fees due to issues that came up unexpectedly in the year, i.e. drainage issues, flooding issues, construction issues that were not planned.

Entertain a motion to read all Ordinances and Resolutions by title only. On the motion of Council Member Cunningham and a second by Council Member Bryant and by the consent of all Council Members present after a roll call vote, the motion to read all Ordinances and Resolutions by title only was approved 8-0.

Proclamations, Special Announcements, Committee/Commission Appointments. Committee Reports - Mayor Penn advised the Christmas Parade and Lighting ceremony will be December 7th and acknowledged Employee anniversaries as noted in the city business managers report – Billie Virgin 22 years, Melissa McCarville 14 years, Justin Collins 2 years. Chief Hubbard introduced new officer Justin Bokeno to the City Council.

Committee Reports – All committee reports were included in the council packets.

Items to be removed from City of Farmington Inventory - Police Department

Removal of Xerox copier XL3567426, city tag 0634.

On the motion of Council Member Bryant and a second by Council Member Morgan and by the consent of all Council Members present after a roll call vote, the motion to approve the removal of the Police Department Xerox copier XL3567426, city tag 0634 was approved 8-0.

Old Business – NONE

New Business

Request approval of per capita jail fee agreement between Washington County and the City of Farmington.

Council Member Bryant made a motion and it was given a second by Council Member Cunningham and by the consent of all Council Members present after a roll call vote, the motion to approve the per capita jail fee agreement in the amount of \$18,550.26 between Washington County and the City of Farmington was approved 8-0.

Ordinance 2019-14 An ordinance rezoning 12328 W. Hwy 62 and 12405 Bethel Blacktop from R-1, residential single family, to C-2, highway commercial, as requested by Frances Hawkins.

Council Member Bryant made a motion to suspend the rule requiring the reading of an ordinance in full on 3 different dates and for Ordinance 2019-14 be read 1 time by title only , it was seconded by Council Member Parsley and by the consent of all Council Members present after a roll call vote, the motion was approved 8-0. City Attorney Tennant read Ordinance 2019-14 by title only. Mayor Penn asked shall the ordinance pass? After a roll call vote it was approved 8-0. Council Member Bell made a motion to approve an Emergency Clause for Ordinance 2019-14, it was seconded by Council Member Bryant, after a roll call vote, it was approved by all those present 8-0.

Ordinance No. 2019-15 An Ordinance rezoning 2846 S. Archie Watkins Road from A-1, agriculture district to R-1, residential single family, as requested by Osnes Properties, LLC.

Council Member Bell made a motion to suspend the rule requiring the reading of an ordinance in full on 3 different dates and for Ordinance 2019-15 be read 1 time by title only , it was seconded by Council Member Lipford and by the consent of all Council Members present after a roll call vote, the motion was approved 8-0. City Attorney Tennant read Ordinance 2019-15 by title only. Mayor Penn asked shall the ordinance pass? After a roll call vote it was approved 8-0. Council Member Morgan made a motion to approve an Emergency Clause for Ordinance 2019-15, it was seconded by Council Member Cunningham, after a roll call vote, it was approved by all those present 8-0.

Ordinance No. 2019-16 An ordinance waiving requirements of competitive bidding for the purchase and installation of security cameras and equipment at Creekside Park pursuant to Ark. Code Ann. 14-58-303 (b)(2)(B)

Council Member Lipford made a motion to suspend the rule requiring the reading of an ordinance in full on 3 different dates and for Ordinance 2019-16 be read 1 time by title only , it was seconded by Council Member Morgan and by the consent of all Council Members present after a roll call vote, the motion was approved 8-0. City Attorney Tennant read Ordinance 2019-16 by title only. Mayor Penn asked shall the ordinance pass? After a roll call vote it was approved 8-0. Council Member Bryant made a motion to approve an Emergency Clause for Ordinance 2019-16, it was seconded by Council Member Parsley after a roll call vote, it was approved by all those present 8-0.

Resolution 2019-06 A resolution adopting a Master Transportation Plan for the City of Farmington Arkansas.

Jill Torering, 306 Claybrook spoke. I hope the plan would make sure pavement ratings were upheld and connectivity with regards to existing neighborhoods were taken into consideration with growth and new subdivisions. I want the city to continue to get citizen input with regards to these issues. There are flooding and drainage issue that need to be considered, traffic control will be important and citizens voices need to be heard. There are citizens who are victims of flood and drainage issues. This is a spectacular city, a beautiful place to live, and we want to keep it that way.

On the motion of Council Member Bryant and a second by Council Member Parsley and by the consent of all Council Members present after a roll call vote, the motion to approve Resolution 2019-06 was approved 8-0.

Resolution 2019-05 A Resolution providing for the adoption of a budget for the City of Farmington, Arkansas, for the twelve (12) months beginning January 1, 2020 and ending December 31, 2020, appropriating money for each item of expenditure therein provided for; and other purposes.

On the motion of Council Member Bryant and a second by Council Member Parsley and by the consent of all Council Members present after a roll call vote, the motion to approve Resolution 2019-05 was approved 8-0

There being no further business to come before the council and on the motion of Council Member Morgan and seconded by Council Member Bryant and by the consent of all members present, the meeting adjourned at 7:06 pm until the next regularly scheduled meeting to be held Monday December 9th, 2019 in the City Council Chambers at City Hall, located at 354 West Main Street, Farmington, Arkansas.

Approved;

City Clerk Kelly Penn

Mayor Ernie Penn

Financial

GENERAL FUND

Statement of Revenue and Expenditures

	Year-to-Date	Annual Budget	Jan 2019
	Jan 2019	Jan 2019	Dec 2019
	Nov 2019	Dec 2019	Percent of
	Actual		Budget

Revenue & Expenditures

GENERAL REVENUES

Revenue

ACCIDENT REPORT REVENUES	1,750.00	1,500.00	116.67%
ACT 833	23,522.56	20,000.00	117.61%
ALCOHOL SALES TAX	3,837.54	3,000.00	127.92%
ANIMAL CONTROL REVENUES	3,330.00	2,500.00	133.20%
BUILDING INSPECTION FEES	121,023.00	88,449.74	136.83%
BUSINESS LICENSES	6,575.00	5,000.00	131.50%
CITY COURT FINES	141,600.76	110,000.00	128.73%
CITY SALES TAX REVENUES	1,417,837.66	1,150,000.00	123.29%
COUNTY TURNBACK	485,672.97	415,000.00	117.03%
DEVELOPMENT FEES	17,823.75	10,000.00	178.24%
Donations	5.00	0.00	0.00%
FRANCHISE FEES	379,783.71	375,000.00	101.28%
GARAGE SALE PERMITS	2,040.00	3,000.00	68.00%
GRANTS	2,300.00	0.00	0.00%
INTEREST REVENUES	70,361.96	15,000.00	469.08%
MISCELLANEOUS REVENUES	53,844.61	12,563.96	428.56%
Off Duty Police Reimbursement	2,101.04	0.00	0.00%
PARK RENTAL	2,105.00	1,400.00	150.36%
PAYMENT IN LIEU OF	14,400.00	0.00	0.00%
SALES TAX - OTHER	1,162,730.74	1,100,000.00	105.70%
SPORTS COMPLEX FEES	36,751.50	50,000.00	73.50%
SRO REIMBURSEMENT REVENUES	39,285.27	30,000.00	130.95%
STATE TURNBACK	87,950.76	95,000.00	92.58%
STREET COUNTY TURNBACK	34,627.76	0.00	0.00%
TRANSFER INCOME	0.00	700,000.00	0.00%

Revenue \$4,111,260.59 \$4,187,413.70

GENERAL FUND

10:48 AM

Statement of Revenue and Expenditures

	Year-To-Date	Annual Budget	Jan 2019
	Jan 2019	Jan 2019	Dec 2019
	Nov 2019	Dec 2019	Percent of
	Actual		Budget
ADMINISTRATIVE DEPT			
Expenses			
ADDITIONAL SERVICES EXPENSE	153,431.48	160,000.00	95.89%
ADVERTISING EXPENSE	5,334.51	6,000.00	88.91%
BUILDING MAINT & CLEANING	27,673.34	40,000.00	69.18%
CREDIT CARD FEE EXPENSE	4,166.61	4,000.00	104.17%
ENGINEERING FEES	112,156.68	45,000.00	249.24%
INSURANCES EXPENSE	44,624.55	40,000.00	111.56%
LEGAL FEES	3,000.00	10,000.00	30.00%
MATERIALS & SUPPLIES EXPENSE	15,827.42	17,000.00	93.10%
MISCELLANEOUS EXPENSE	0.00	2,000.00	0.00%
NEW EQUIPMENT PURCHASE	5,028.81	10,000.00	50.29%
PAYROLL EXP - CITY ATTRNY	59,793.80	53,500.00	111.76%
PAYROLL EXP - ELECTED OFFICIAL	111,490.07	121,500.00	91.76%
PAYROLL EXP - REGULAR	208,841.18	223,000.00	93.65%
PLANNING COMMISSION	10,869.66	16,400.00	66.28%
POSTAGE EXPENSE	646.55	2,500.00	25.86%
PROFESSIONAL SERVICES	5,538.52	10,000.00	55.39%
REPAIR & MAINT - BUILDING	1,141.38	0.00	0.00%
REPAIR & MAINT - OFFICE EQUIP	3,230.65	2,000.00	161.53%
RETURNED CHECK	0.00	250.00	0.00%
SERVICE CHARGES	160.00	150.00	106.67%
TECHNICAL SUPPORT	45,132.12	70,000.00	64.47%
TELECOMMUNICATION EXPENSES	3,103.78	1,000.00	310.38%
TRAVEL, TRAINING & MEETINGS	11,515.90	20,000.00	57.58%
UTILITIES EXPENSES	64,170.93	65,000.00	98.72%
Expenses	\$896,877.94	\$919,300.00	

GENERAL FUND

10:48 AM

Statement of Revenue and Expenditures

	Year-to-Date	Annual Budget	Jan 2019
	Jan 2019	Jan 2019	Dec 2019
	Nov 2019	Dec 2019	Percent of
	Actual		Budget
ANIMAL CONTROL DEPT			
Expenses			
FUEL EXPENSES	1,343.71	2,000.00	67.19%
MATERIALS & SUPPLIES EXPENSE	2,624.09	600.00	437.35%
NEW EQUIPMENT PURCHASE	0.00	500.00	0.00%
PAYROLL EXP - REGULAR	53,896.57	56,000.00	96.24%
PROFESSIONAL SERVICES	11,151.00	15,000.00	74.34%
REPAIR & MAINT - AUTOMOBILES	61.94	1,500.00	4.13%
REPAIR & MAINT - EQUIPMENT	49.23	500.00	9.85%
TRAVEL, TRAINING & MEETINGS	250.00	500.00	50.00%
UNIFORMS/GEAR EXPENSE	0.00	500.00	0.00%
Expenses	\$69,376.54	\$77,100.00	

GENERAL FUND

10:48 AM

Statement of Revenue and Expenditures

	<u>Year-To-Date</u>	<u>Annual Budget</u>	<u>Jan 2019</u>
	Jan 2019	Jan 2019	Dec 2019
	Nov 2019	Dec 2019	Percent of
	Actual		Budget
BUILDING PERMIT DEPT			
Expenses			
FUEL EXPENSES	1,894.87	2,500.00	75.79%
PAYROLL EXP - REGULAR	74,111.95	85,000.00	87.19%
REPAIR & MAINT - AUTOMOBILES	1,326.69	1,500.00	88.45%
TRAVEL, TRAINING & MEETINGS	3,924.71	5,000.00	78.49%
UNIFORMS/GEAR EXPENSE	0.00	1,000.00	0.00%
Expenses	\$81,258.22	\$95,000.00	

GENERAL FUND

10:48 AM

Statement of Revenue and Expenditures

	Year-To-Date	Annual Budget	Jan 2019
	Jan 2019	Jan 2019	Dec 2019
	Nov 2019	Dec 2019	Percent of
	Actual		Budget
FIRE DEPT			
Expenses			
ADVERTISING EXPENSE	609.00	0.00	0.00%
CAPITAL IMPROVEMENT	75,394.04	0.00	0.00%
FUEL EXPENSES	6,655.97	6,000.00	110.93%
HAZMAT EXPENSES	2,270.12	2,400.00	94.59%
MATERIALS & SUPPLIES EXPENSE	7,741.91	8,500.00	91.08%
MISCELLANEOUS EXPENSE	0.00	500.00	0.00%
NEW EQUIPMENT PURCHASE	23,400.00	6,500.00	360.00%
PAYROLL EXP - REGULAR	432,872.26	505,070.09	85.71%
PROFESSIONAL SERVICES	360.00	0.00	0.00%
REPAIR & MAINT - BUILDING	0.00	400.00	0.00%
REPAIR & MAINT - EQUIPMENT	4,076.35	4,000.00	101.91%
REPAIR & MAINT - TRUCK	14,350.26	6,000.00	239.17%
TRAVEL, TRAINING & MEETINGS	1,922.31	2,000.00	96.12%
UNIFORMS/GEAR EXPENSE	11,343.70	12,200.00	92.98%
Expenses	\$580,995.92	\$553,570.09	

GENERAL FUND

10:48 AM

Statement of Revenue and Expenditures

	Year-to-Date	Annual Budget	Jan 2019
	Jan 2019	Jan 2019	Dec 2019
	Nov 2019	Dec 2019	Percent of
	Actual		Budget
LAW ENFORCE - COURT			
Expenses			
LEGAL FEES	16,500.00	18,000.00	91.67%
MATERIALS & SUPPLIES EXPENSE	1,139.35	3,000.00	37.98%
MISCELLANEOUS EXPENSE	0.00	400.00	0.00%
NEW EQUIPMENT PURCHASE	0.00	3,000.00	0.00%
PAYROLL EXP - REGULAR	63,373.80	70,000.00	90.53%
POSTAGE EXPENSE	150.18	0.00	0.00%
SPECIAL COURT COSTS	0.00	6,000.00	0.00%
TRAVEL, TRAINING & MEETINGS	991.76	3,500.00	28.34%
Expenses	\$82,155.09	\$103,900.00	

GENERAL FUND

10:48 AM

Statement of Revenue and Expenditures

	Year-To-Date	Annual Budget	Jan 2019
	Jan 2019 Nov 2019 Actual	Jan 2019 Dec 2019	Dec 2019 Percent of Budget
LAW ENFORCE - POLICE			
Expenses			
ADVERTISING EXPENSE	180.00	0.00	0.00%
BREATHALYZER EXPENSES	857.60	700.00	122.51%
CAPITAL IMPROVEMENT	0.00	500,000.00	0.00%
DRUG TASK FORCE	1,500.00	2,000.00	75.00%
FUEL EXPENSES	34,015.91	36,000.00	94.49%
GRANT EXPENSE	2,507.96	0.00	0.00%
MATERIALS & SUPPLIES EXPENSE	75,270.46	50,000.00	150.54%
MISCELLANEOUS EXPENSE	0.00	500.00	0.00%
NEW EQUIPMENT PURCHASE	49,203.81	56,000.00	87.86%
Off Duty Police Pay	2,347.50	0.00	0.00%
PAYROLL EXP - REGULAR	879,969.68	1,140,424.99	77.16%
PAYROLL EXP - SRO	97,674.91	69,644.41	140.25%
REPAIR & MAINT - AUTOMOBILES	16,328.33	25,000.00	65.31%
REPAIR & MAINT - EQUIPMENT	2,302.31	3,000.00	76.74%
TRAVEL, TRAINING & MEETINGS	2,403.85	10,000.00	24.04%
UNIFORMS/GEAR EXPENSE	14,281.55	12,000.00	119.01%
Expenses	\$1,178,843.87	\$1,905,269.40	

GENERAL FUND

10:48 AM

Statement of Revenue and Expenditures

	Year-to-Date	Annual Budget	Jan 2019
	Jan 2019	Jan 2019	Dec 2019
	Nov 2019	Dec 2019	Percent of
	Actual		Budget
LIBRARY			
Expenses			
CAPITAL IMPROVEMENT	200,000.00	200,000.00	100.00%
LIBRARY TRANSFER	44,000.00	44,000.00	100.00%
Expenses	\$244,000.00	\$244,000.00	

GENERAL FUND

10:48 AM

Statement of Revenue and Expenditures

	Year-to-Date	Annual Budget	Jan 2019
	Jan 2019	Jan 2019	Dec 2019
	Nov 2019	Dec 2019	Percent of
	Actual		Budget
PARKS DEPT			
Expenses			
ADDITIONAL SERVICES EXPENSE	1,675.00	0.00	0.00%
CAPITAL IMPROVEMENT	199,848.91	0.00	0.00%
FUEL EXPENSES	3,015.60	3,500.00	86.16%
MATERIALS & SUPPLIES EXPENSE	29,799.67	5,000.00	595.99%
MISCELLANEOUS EXPENSE	17,250.00	1,000.00	1,725.00%
NEW EQUIPMENT PURCHASE	14,506.34	10,000.00	145.06%
PAYROLL EXP - REGULAR	175,056.37	162,774.21	107.55%
PAYROLL EXP - SPORTS COMPLEX	500.00	0.00	0.00%
PROFESSIONAL SERVICES	12,398.12	0.00	0.00%
REPAIR & MAINT - EQUIPMENT	3,050.82	3,000.00	101.69%
SPORTS PARK FUEL	1,488.03	1,500.00	99.20%
SPORTS PARK MATERIALS	14,086.27	22,000.00	64.03%
SPORTS PARK NEW EQUIP	3,099.51	10,000.00	31.00%
SPORTS PARK PROF SERV	38,566.54	45,000.00	85.70%
SPORTS PARK REPAIR/MAINT	895.62	5,000.00	17.91%
SPORTS PARK UTILITIES	10,678.82	15,000.00	71.19%
TRAVEL, TRAINING & MEETINGS	300.00	0.00	0.00%
UNIFORMS/GEAR EXPENSE	700.36	1,000.00	70.04%
UTILITIES EXPENSES	11,094.39	3,000.00	369.81%
Expenses	\$538,010.37	\$287,774.21	

STREET FUND
Statement of Revenue and Expenditures

	Year-To-Date Jan 2019 Nov 2019 Actual	Annual Budget Jan 2019 Dec 2019	Jan 2019 Dec 2019 Percent of Budget
Revenue & Expenditures			
Revenue			
GRANTS	560,706.45	0.00	0.00%
INTEREST REVENUES	1,175.32	500.00	235.06%
MISCELLANEOUS REVENUES	50.00	100.00	50.00%
STREET COUNTY TURNBACK	52,474.85	40,000.00	131.19%
STREET STATE TURNBACK	392,801.09	388,000.00	101.24%
TRANSFER INCOME	0.00	300,000.00	0.00%
Revenue	\$1,007,207.71	\$728,600.00	
Expenses			
ADVERTISING EXPENSE	0.00	1,000.00	0.00%
CAPITAL IMPROVEMENT	48,117.50	0.00	0.00%
ENGINEERING FEES	12,129.84	30,000.00	40.43%
FUEL EXPENSES	6,528.19	8,000.00	81.60%
GRANT EXPENSE	100.00	0.00	0.00%
MATERIALS & SUPPLIES EXPENSE	18,480.51	10,000.00	184.81%
MISCELLANEOUS EXPENSE	977.77	500.00	195.55%
NEW EQUIPMENT PURCHASE	63,772.12	25,000.00	255.09%
PAYROLL EXP - REGULAR	170,576.38	185,000.00	92.20%
PROFESSIONAL SERVICES	901,883.89	1,000.00	90,188.39%
REPAIR & MAINT - BUILDING	10,829.01	0.00	0.00%
REPAIR & MAINT - EQUIPMENT	4,327.74	10,000.00	43.28%
STREET LIGHTS	97,496.17	150,400.00	64.82%
STREET/ROAD REPAIRS	97,464.41	300,000.00	32.49%
TRAVEL, TRAINING & MEETINGS	274.50	500.00	54.90%
UNIFORMS/GEAR EXPENSE	798.00	2,200.00	36.27%
UTILITIES EXPENSES	8,293.52	5,000.00	165.87%
Expenses	\$1,442,049.55	\$728,600.00	

LIBRARY FUND
Statement of Revenue and Expenditures

	Current Period Jan 2019 Nov 2019 Actual	Annual Budget Jan 2019 Dec 2019	Jan 2019 Dec 2019 Percent of Budget
Revenue & Expenditures			
Revenue			
Donations	275.00	0.00	0.00%
FINES/LOST ITEMS	4,624.37	4,000.00	115.61%
INTEREST REVENUES	553.71	0.00	0.00%
MISCELLANEOUS REVENUES	404.57	0.00	0.00%
TRANS FROM GENERAL FUND	44,000.00	44,000.00	100.00%
TRANS FROM GENERAL FUND	200,000.00	200,000.00	100.00%
WASHINGTON CO LIBRARY	161,631.00	175,047.00	92.34%
Revenue	\$411,488.65	\$423,047.00	
Expenses			
ADVERTISING EXPENSE	797.77	1,000.00	79.78%
BOOKS AND MEDIA	30,478.27	32,000.00	95.24%
BUILDING MAINT & CLEANING	2,881.48	0.00	0.00%
CAPITAL IMPROVEMENT	26,707.05	200,000.00	13.35%
MATERIALS & SUPPLIES EXPENSE	13,560.17	10,147.00	133.64%
MISCELLANEOUS EXPENSE	50.00	500.00	10.00%
NEW EQUIPMENT PURCHASE	584.11	3,000.00	19.47%
PAYROLL EXP - REGULAR	124,555.46	152,000.00	81.94%
POSTAGE EXPENSE	7.35	300.00	2.45%
PROFESSIONAL SERVICES	6,250.00	5,000.00	125.00%
PROGRAMS EXPENSE	760.00	4,000.00	19.00%
REPAIR & MAINT - BUILDING	504.19	3,700.00	13.63%
TECHNICAL SUPPORT	7,668.58	8,000.00	95.86%
TRAVEL, TRAINING & MEETINGS	364.30	1,000.00	36.43%
UTILITIES EXPENSES	1,856.45	2,400.00	77.35%
Expenses	\$217,025.18	\$423,047.00	

MONTH	CITY SALES TAX	CITY SALES TAX	Extra sales tax	STATE SALES TAX	STATE SALES TAX
	2018	2019		2018	2019
JANUARY	\$ 63,631.38	\$ 73,651.00	\$ 43,904.12	\$ 94,536.33	\$ 102,295.43
FEBRUARY	\$ 76,812.89	\$ 81,454.71	\$ 51,707.94	\$ 105,195.78	\$ 113,136.70
MARCH	\$ 63,060.76	\$ 69,673.99	\$ 39,927.11	\$ 90,177.29	\$ 95,652.99
APRIL	\$ 59,653.41	\$ 66,345.13	\$ 35,648.25	\$ 89,619.16	\$ 92,093.45
MAY	\$ 67,065.94	\$ 80,171.63	\$ 50,424.76	\$ 99,256.59	\$ 106,122.97
JUNE	\$ 70,180.31	\$ 82,900.52	\$ 52,203.64	\$ 93,107.16	\$ 105,622.89
JULY	\$ 76,809.32	\$ 82,566.32	\$ 52,819.45	\$ 103,314.13	\$ 108,198.98
AUGUST	\$ 81,987.06	\$ 80,753.54	\$ 51,006.66	\$ 100,462.04	\$ 107,009.33
SEPTEMBER	\$ 77,087.72	\$ 89,148.48	\$ 59,401.61	\$ 98,935.97	\$ 108,926.56
OCTOBER	\$ 79,744.01	\$ 83,215.43	\$ 53,353.95	\$ 100,562.81	\$ 113,349.70
NOVEMBER	\$ 76,858.16	\$ 83,670.89	\$ 58,849.02	\$ 99,640.31	\$ 110,322.29
DECEMBER	\$ 71,558.04			\$ 96,779.83	
Monthly Comparison -Nov. 2018/Nov. 2019	\$ 6,812.73	\$ 873,551.64	\$ 549,246.51	Increase (Decrease)	\$ 1,162,731.29
					\$ 10,681.98
YTD comparison		Increase for 2019 over 2018 YTD - City Sales Tax	\$ 157,518.84	Increase for 2019 over 2018 YTD - State Sales Tax	\$ 187,564.03
Additional Sales Tax Revenue			\$ 558,849.02	Total Sales Tax Increase YTD 2019	\$ 894,329.38

**Bond Fund Expense Account
November 2019**

Street Construction Bond Fund

Beginning Balance

11/1/2019 \$493,510.94

November Expenses

\$0.00

November Interest & Dividend Income

\$699.94

Statement Balance 11/30/2019

\$494,210.88

Park Construction Bond Fund

Beginning Balance

11/1/2019 \$0.00

November Expenses

\$0.00

November Interest & Dividend Income

Statement Balance 11/30/2019

\$0.00

Agenda Item 10

(remove from inventory)



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

To: Farmington City Council
Ernie Penn, Mayor
Kelly Penn, City Clerk

From: BILLIE VIRGIN
Re: REMOVAL OF SERVER
Date: 12/9/2019

Recommendation

Requesting the removal and recycle of Server and PC's from inventory.

<u>Item</u>	<u>Serial #</u>	<u>Tag #</u>
Dell Server T620	FPCLYV1	83
Dell Optiplex 3013	8DMLTW1	80
Dell Optiplex 3013	8DMKTW1	81
Dell Optiplex 3013	8DNJTW1	82
Dell Optiplex 380	2QV5MN1	60
Dell Optiplex 380	2QW4MN1	61
Dell Optiplex 380	2QW2MN1	62
Dell Optiplex 330	00144055412125	578
Dell Optiplex 380	41446001737	603
Dell Optiplex 3040	37839208718	664
Dell Optiplex 3040	37839162062	665
Dell Optiplex 7020	FCXTW52	705

Background

Server was replaced with new servers and PC's replaced with new virtual machines. All have been fully decommissioned. Kept for backup until fully virtual city wide.

Discussion

Servers purchased 2018 and all virtual machines replace 2019. Purchases were approved 2018.

Budget Impact

\$0



Farmington Public Library
175 West Cimarron Place
Farmington, Arkansas 72730
(479) 267-2674

Memo

To: Farmington City Council
Ernie Penn, Mayor
Kelly Penn, City Clerk
From: Rachel Sawyer
Re: Remove Pacific Beach Sofa
Date: December 9, 2019

Recommendation

Requesting the removal of Pacific Beach Sofa. City Tag #236.

Background

The sofa was purchased in 2012 and used in the teen area. We are no longer using it and it has been replaced by easier to clean chairs.

Budget Impact

None

Agenda Item 11



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

MEMO

To: Farmington City Council
Ernie Penn, Mayor
Kelly Penn, City Clerk

From: Mark Cunningham
Re: Approve Lieutenant position
Date: 12/1/2019

Recommendation

I would like to recommend that we approve the position of Lieutenant for the fire department

Background

The Fire department needs to appoint a lieutenant to be in charge when the fire chief is not on the scene or not available when a decision has to be made. He will be accountable for any action that they would preform when I am not there.

Budget impact

One step raise, and each would be different according to their current wage scale.

Mark Cunningham
Fire Chief

CITY OF FARMINGTON

Position Description

POSITION TITLE: Lieutenant

EXEMPT (YIN): NO DEPARTMENT: FIRE

SUPERVISOR: Chief DIVISION: Fire

Date revised: December 2019

Job grade 13

ESSENTIAL DUTIES AND RESPONSIBILITIES: All city employee's responsibilities as well as the position of firefighter plus duties as described below but not limited to just these, but as directed by Fire Chief.

- All duties as firefighter
- He will make the final decision if both do not agree on the way to proceed on a call or run.
- He will be responsible and held accountable for daily duties of the crew to fire chief.
- He will be the firefighter that will make the purchase when fire chief is not available.
- He will be accountable for having his crew time sheets filled out on time.
- He will make sure that all run reports are up to date and finished by the end of shift.

CITY OF FARMINGTON

Position Description

POSITION TITLE: Firefighter-EMT (hourly)

EXEMPT (YIN): No DEPARTMENT: Fire

SUPERVISOR: Chief DIVISION: Fire

DATE REVISED: January 2012

Job Grade: 10

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Note: All City of Farmington positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other City employees (especially members of his or her own (earn), and have regular and reliable attendance that is non-disruptive.* Other essential duties of this position include the following:

1. Response to emergency and non emergency calls for service including but not limited to rescue, fire suppression, back up, ventilation, salvage and overhaul, hazardous material tactics, emergency medical assistance, utilities, air supply, rehabilitation, exposure, water supply, and specialized rescue tactics— daily.
2. Assist with safety education for the community — daily.
3. Clean and maintain station and equipment — daily.
4. Participate in personal, company and department training — daily.
5. Regularly participate in either group or self-directed physical fitness activities -daily.
6. Assist with all inspections and testing that include but are not limited to pre-incident planning, building inspections, hydrant inspections, and hose and pump tests — daily, weekly, and annually.
7. Truck and equipment checks — daily.
8. Perform recordkeeping — daily.
9. Perform other duties as assigned.

SECONDARY DUTIES AND RESPONSIBILITIES include the following:

1. Driver (once certified) — daily.
2. Secondary duties as assigned.

MINIMUM QUALIFICATIONS

- Be a citizen of the United States, not less than 21 years of age.
- High school diploma or general education degree (GED) and a valid AR driver's license.
- Must successfully pass a criminal background check and drug test.
- Must successfully pass a comprehensive physical examination.
- If not already certified, ability to obtain EMT-B, Firefighter I and Firefighter II (within 12 months of hire).
- Must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory.
- Ability to effectively present information and respond to questions from the general public.
- Must be proficient in the operation and use of all Farmington Fire Department vehicles and equipment.
- Must have ability to establish and maintain effective working relationships with management and staff.

- While performing the functions of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Exposure to extremes in weather conditions; possible injury while riding on emergency vehicles or operating department equipment; hazards inherent to fire, hazardous materials, special rescue scene situations and emergency medical incidents. Mental stress generated by involvement in life and death situations; cardiovascular stress generated by movement from resting to highly active states.

Agenda Item 12



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: Mayor Ernie L Penn

Re: Request for Sewer Cost Share for Goose Creek Subdivision Ph. 1
In the amount of \$105,250

Date: December 9, 2019

Recommendation

City staff recommends that the Council review the attached letter from Jorgensen & Associates and make a determination if the City wishes to participate in the sewer cost.

Background

They approached the Council about 1 year ago to gauge any interest that the Council may have to participate with the sewer extension. Since that time they have been working on the design and with the City of Fayetteville to meet their requirements. The City of Fayetteville has not approved the cost share as of December 9th, their meeting to consider a cost share request will be **December 10th**.

Discussion

Typically the City does not participate in the cost share of bringing utilities to a development. However if the Council sees a value in this request then it is at your prerogative to participate in a cost share.

I **do not** recommend a % of Cost, this is too open ended and would put our City at risk in the event of a Cost Overrun. I think that if the Council wishes to cost share any amount, then it should be a Stated Dollar amount.

Budget Impact

This is not a budgeted item, so the funds would come from general reserves.



November 20, 2019

City of Farmington
P.O. Box 150
Farmington, AR

ATTN: Melissa McCarville
RE: Goose Creek Subdivision Ph. I (Sewer Cost Share Proposal)

We have been working on the construction plans for the Goose Creek Subdivision residential development on the west side of Double Springs Road. This development, when fully built-out, will provide approximately 335 residential lots. To provide sewer service to this development, an offsite sewer extension, approximately 1220' long, will be constructed to the newer lift station on Double Springs Road. This development only requires an 8" sewer main to service the property at full build-out. However, this extension was analyzed in a future capacity study by the City of Fayetteville and shown to require a 15" sewer main to service all future development in the area.

Construction documents have been reviewed by the City of Fayetteville and are in the final stages of the approval process. We received bids on the extension from three different contractors, who provided both the 8" extension bids and the alternate 15" extension bids. Those bids are included herewith. Gene Nicholas LLC was selected to be the contractor on this project. The difference between their 8" and 15" offsite sewer bids is \$41,967.00. We have requested that the City of Fayetteville pay this difference to upsize the sewer extension to their requested 15" main. This cost share request is under review and will go to the December 10th Water and Sewer Committee for approval.

We are under the impression that this request will be approved by the City of Fayetteville leaving approximately \$210,500 on the contract to complete the extension. We are requesting that the City of Farmington enter into a cost share agreement with the developer to pay for half of this remaining cost (\$105,250). The benefit to the City is outlined below:

2.5 people per household @ 100 gal. per person per day = 2500 GPP = 7500 GPP month @ \$3.19/1000 gal

- The City will receive approx. \$24/month for each new house that connects to the Double Springs Lift Station.*

First Phase = 51 houses @ \$24/month = \$1,224/month (This phase will be fully built-out within the first year)

Remaining Phases = 284 houses @ \$24/month = \$6,816/month

So, for this Goose Creek Subdivision project alone (at full build-out) this could amount to \$8,040 per month. In addition to other future development that will help pay for this pump station.

Again, the City will not pay anything until the line is installed, tested and approved. The developer will pay the contractor and the City will reimburse their amount after completion of the line. The work on this line will not be started until the construction plans are approved by the Health Department, City of Farmington, & City of Fayetteville.

Your consideration of this cost share is greatly appreciated.

Thank you,

Jared S. Inman, PE

**Unit Price Schedule for
Goose Creek Village, Phase 1
8" Sanitary Sewer (Offsite Sewer) Alternate Bid**

SELECTED CONTRACTOR

Water & Sewer				SWEETSER				DECCO				Gene Nicholas			
Item #	Description	Quantity	Unit	Unit Price	Amount	Quantity	Unit	Unit Price	Amount	Quantity	Unit	Unit Price	Amount		
1	8" Sanitary Sewerline (SDR-26 PVC)	1287	LF	\$54.50	\$70,141.50	1287	LF	\$48.54	\$62,470.98	1287	LF	\$24.00	\$30,888.00		
2	Manhole	9	EA	\$3,700.00	\$33,300.00	9	EA	\$7,016.28	\$63,146.52	9	EA	\$5,100.00	\$45,900.00		
3	Clean & Test	1	L.S.	\$2,400.00	\$2,400.00	1	L.S.	\$12,251.71	\$12,251.71	1	L.S.	\$4,500.00	\$4,500.00		
4	Bond	1	L.S.	\$3,700.00	\$3,700.00	1	L.S.	\$5,649.27	\$5,649.27	1	L.S.	\$3,500.00	\$3,500.00		
5	Rock Excavation	375	CY	\$275.00	\$103,125.00	375	CY	\$206.39	\$77,396.25	375	CY	\$175.00	\$65,625.00		
6	16" Steel Encasement	150	L.F.	\$140.00	\$21,000.00	150	L.F.	\$164.60	\$24,690.00	150	L.F.	\$75.00	\$11,250.00		
7	Class 7 Backfill (@ Street Crossings)	250	Tons	\$24.00	\$6,000.00	250	Tons	\$59.32	\$14,830.00	250	Tons	\$17.50	\$4,375.00		
8	Open Cut/Repair Double Springs Rd (2 locations)	1	L.S.	\$28,000.00	\$28,000.00	2	EA	\$6,652.68	\$13,305.36	1	L.S.	\$14,000.00	\$14,000.00		
9	Traffic Control	1	L.S.	\$10,000.00	\$10,000.00	1	L.S.	\$4,817.32	\$4,817.32	1	L.S.	\$4,500.00	\$4,500.00		
10	Temporary Barbwire Fence (3 Strand)	900	L.F.	\$15.00	\$13,500.00	900	L.F.	\$16.67	\$15,003.00	900	L.F.	\$9.00	\$8,100.00		
11	Construction Entrance (2 locations)	1	L.S.	\$4,200.00	\$4,200.00	1	L.S.	\$6,876.84	\$6,876.84	1	L.S.	\$1,440.00	\$1,440.00		
12	Rip Rap	100	Tons	\$75.00	\$7,500.00	100	Tons	\$121.90	\$12,190.00	100	Tons	\$45.00	\$4,500.00		
13	Erosion Control	1	L.S.	\$2,500.00	\$2,500.00	1	L.S.	\$15,747.38	\$15,747.38	1	L.S.	\$4,500.00	\$4,500.00		
14	Complete Site Restoration (including hay/seed)	1	L.S.	\$4,500.00	\$4,500.00	1	L.S.	\$29,232.65	\$29,232.65	1	L.S.	\$7,500.00	\$7,500.00		
				Total	\$309,866.50	Total		Total	\$357,607.28	Total		Total	\$210,578.00		

**Unit Price Schedule for
Goose Creek Village, Phase 1
15" Sanitary Sewer (Offsite Sewer) Alternate Bid**

Water & Sewer				SWEETSER				DECCO				Gene Nicholas			
Item #	Description	Quantity	Unit	Unit Price	Amount	Quantity	Unit	Unit Price	Amount	Quantity	Unit	Unit Price	Amount		
1	15" Sanitary Sewerline (SDR-26 PVC)	1287	LF	\$68.00	\$87,516.00	1287	LF	\$75.40	\$97,039.80	1287	LF	\$40.00	\$51,480.00		
2	Manhole (4' Dia.Epoxy Coat Interior)	9	EA	\$4,500.00	\$40,500.00	9	EA	\$9,859.80	\$88,738.20	9	EA	\$5,100.00	\$45,900.00		
3	Clean & Test	1	L.S.	\$2,400.00	\$2,400.00	1	L.S.	\$17,152.53	\$17,152.53	1	L.S.	\$4,500.00	\$4,500.00		
4	Bond	1	L.S.	\$4,800.00	\$4,800.00	1	L.S.	\$7,920.11	\$7,920.11	1	L.S.	\$3,500.00	\$3,500.00		
5	Rock Excavation	475	CY	\$275.00	\$130,625.00	475	CY	\$207.08	\$98,365.00	475	CY	\$175.00	\$83,125.00		
6	30" Steel Encasement (0.375" thickness)	150	L.F.	\$400.00	\$60,000.00	160	L.F.	\$330.31	\$52,849.60	150	L.F.	\$95.00	\$14,250.00		
7	Class 7 Backfill (@ Street Crossings)	300	Tons	\$24.00	\$7,200.00	300	Tons	\$61.03	\$18,309.00	300	Tons	\$17.50	\$5,250.00		
8	Open Cut/Repair Double Springs Rd (2 locations)	1	L.S.	\$28,000.00	\$28,000.00	2	EA	\$9,410.69	\$18,821.38	1	L.S.	\$14,000.00	\$14,000.00		
9	Traffic Control	1	L.S.	\$10,000.00	\$10,000.00	1	L.S.	\$6,423.15	\$6,423.15	1	L.S.	\$4,500.00	\$4,500.00		
10	Temporary Barbwire Fence (3 Strand)	900	L.F.	\$15.00	\$13,500.00	900	L.F.	\$16.67	\$15,003.00	900	L.F.	\$9.00	\$8,100.00		
11	Construction Entrance (2 locations)	1	L.S.	\$4,200.00	\$4,200.00	1	L.S.	\$6,876.89	\$6,876.89	1	L.S.	\$1,440.00	\$1,440.00		
12	Rip Rap	100	Tons	\$75.00	\$7,500.00	100	Tons	\$121.90	\$12,190.00	100	Tons	\$45.00	\$4,500.00		
13	Erosion Control	1	L.S.	\$2,500.00	\$2,500.00	1	L.S.	\$15,747.51	\$15,747.51	1	L.S.	\$4,500.00	\$4,500.00		
14	Complete Site Restoration (including hay/seed)	1	L.S.	\$4,500.00	\$4,500.00	1	L.S.	\$29,232.88	\$29,232.88	1	L.S.	\$7,500.00	\$7,500.00		
				Total	\$403,241.00	Total		Total	\$484,667.05	Total		Total	\$252,545.00		

ORDINANCE NO. 2007-12

AN ORDINANCE ESTABLISHING RATES FOR SEWER SERVICES IN THE CITY OF FARMINGTON, ARKANSAS; AND PRESCRIBING OTHER MATTERS RELATING THERETO.

WHEREAS, the City of Farmington, Arkansas (the "City") owns a sewer system (the "System"); and

WHEREAS, the System is operated by the City of Fayetteville, Arkansas ("Fayetteville") pursuant to a contract dated April 3, 2007 between the City and Fayetteville (the "Contract"); and

WHEREAS, the City Council has determined that extensions, betterments and improvements to the System (the "Improvements") should be made in order that the City and its inhabitants may have adequate and proper sewer facilities; and

WHEREAS, a portion of the costs of the Improvements will have to be paid from the proceeds of a sewer revenue bond to be purchased by an agency of the State of Arkansas (the "Bond"); and

WHEREAS, pursuant to the Contract, Fayetteville bills customers of the System for sewer service and is responsible for the administration and collection of sewer charges; and

WHEREAS, it is necessary for the City to establish rates to be charged for the services of the System;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Farmington, Arkansas:

Section 1. The following monthly rates and charges which the City Council hereby finds and declares are fair, reasonable and necessary minimum rates be, and there are hereby, fixed as rates to be charged for services to be rendered by the System.

All users of the System shall be charged monthly as follows: (a) \$4.66 per 1,000 gallons for operation and maintenance ("O&M") and (b) \$3.19 per 1,000 gallons for the retirement of the Bond (the "Debt Service

Surcharge"). The minimum monthly bill per user of the System shall be \$7.85 calculated as follows: O&M (\$4.66) + Debt Service Surcharge (\$3.19) = \$7.85.

Section 2. (a) Amounts collected by Fayetteville for O&M (\$4.66 per 1,000 gallons) shall be retained by Fayetteville pursuant to the Contract.

(b) Amounts collected by Fayetteville as payment of the Debt Service Surcharge (\$3.19 per 1,000 gallons), less an annual fee authorized by the Contract to be retained by Fayetteville as payment for collecting the Debt Service Surcharge, shall be remitted monthly to the City. Such amounts received by the City shall be used solely for payment of debt service (principal, interest and administrative fees and expenses) on the Bond.

Section 3. Following adoption, this Ordinance shall be posted in the following public places in the City: City Hall, Post Office, Arvest Bank, Marvin's IGA and Cardinal Corner.

Section 4. The provisions of this Ordinance are separable and if a section, phrase or provision shall be declared invalid, such declaration shall not affect the validity of the remainder of the Ordinance.

Section 5. All ordinances and resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

PASSED: July 30, 2007.

APPROVED:

ATTEST:

Kelly S. Thomas
City Clerk

Tom Pe
Mayor

(SEAL)

Agenda Item 13



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: Ernie L Penn , Mayor

A handwritten signature in blue ink, appearing to read "Ernie L Penn", is written over the "From:" line.

Re: Increase Salary of City Clerk to \$1000 per month beginning January 2020

Date: December 9th, 2019

Recommendation

City staff recommends approval.

Background

City Council approved the funding with the approval of the 2020 Budget. The current salary of the City Clerk is \$800 per month. The City Clerk position has not had an increase since **2014**.

Discussion

The Council has approved the 2020 Budget which included this increase for the City Clerk position.

Budget Impact

\$2400 included in the new 2020 Budget

ORDINANCE NO. 2019-18

**AN ORDINANCE TO AMEND ORDINANCE NO. 2014-17
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: Monthly Salary: 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 \$1,000 until amended hereinafter by ordinance.

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

Section 3: Emergency Clause: That the City Council of the City of Farmington, Arkansas further determines that passage of this ordinance is necessary to provide for fair and reasonable compensation for the city clerk of the City of Farmington, and in order to commence the increase in the base salary at the beginning of January of 2020, 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 9th day of December, 2019.

APPROVED:

By:

Ernie Penn, Mayor

ATTEST:

By:

Kelly Penn, City Clerk

Agenda Item 14



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: Ernie L Penn , Mayor

A handwritten signature in blue ink, appearing to read "Ernie Penn", is written over the printed name.

Re: Increase of Council Fees to \$225 per regular meeting starting Jan. 2020

Date: December 9th, 2019

Recommendation

City staff recommends approval.

Background

City Council approved the funding with the approval of the 2020 Budget. The Current Council fee is \$200 for a regular meeting.

Discussion

The Council has approved the 2020 Budget which included this increase in Council Fees.

Budget Impact

\$2400 included in the new 2020 Budget

ORDINANCE NO. 2019-19

**AN ORDINANCE TO AMEND ORDINANCE NO. 2014-02
TO PROVIDE FOR COMPENSATION FOR ALDERMEN OF
THE CITY OF FARMINGTON**

WHEREAS, the members of the City Council of the City of Farmington, pursuant to Arkansas Code Ann. §14-43-409, shall receive such salary as the council may designate; 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: Farmington City Aldermen shall receive compensation in the amount of \$225 for the attendance of regular meetings, and \$75 for attending special meetings of the city council. Farmington City Aldermen must attend the regular and special meetings to be compensated.

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

Section 3: Emergency Clause: That the City Council of the City of Farmington, Arkansas further determines that passage of this ordinance is necessary to provide for fair and reasonable compensation for the council members of the City of Farmington, and in order to commence the increase in the base salary at the beginning of January of 2020, 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 9th day of December, 2019.

APPROVED:

By:

Ernie Penn, Mayor

ATTEST:

By:

Kelly Penn, City Clerk

Agenda Item 15



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: Ernie L Penn , Mayor

A handwritten signature in blue ink, appearing to read "Ernie L. Penn", is written over the "From:" line.

Re: Increase of Planning Commission Fee to \$200 per regular meeting starting January 2020

Date: December 9th, 2019

Recommendation

City staff recommends approval.

Background

City Council approved the funding with the approval of the 2020 Budget. The current Planning Commission fee is \$150 per meeting.

Discussion

The Council has approved the 2020 Budget which included this increase in Planning Commission fee.

Budget Impact

\$4800 included in the new 2020 Budget

ORDINANCE NO. 2019-20

**AN ORDINANCE TO AMEND ORDINANCE NO. 2014-03
TO PROVIDE FOR COMPENSATION FOR MEMBERS OF
THE FARMINGTON PLANNING COMMISSION**

WHEREAS, the members of the Farmington Planning Commission, pursuant to Ark. Code Ann. §14-56-409, shall be entitled to receive such compensation as may be authorized by the governing body; 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: Members of the Farmington Planning Commission shall receive compensation in the amount of \$200 for the attendance of regular meetings, and \$75 for attending special meetings of the planning commission. Members of the planning commission must attend the regular and special meetings to be compensated.

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

Section 3: Emergency Clause: That the City Council of the City of Farmington, Arkansas further determines that passage of this ordinance is necessary to provide for fair and reasonable compensation for the members of the Farmington Planning Commission, and in order to commence the increase in the base salary at the beginning of January of 2020, 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 9th day of December, 2019.

APPROVED:

By: _____
Ernie Penn, Mayor

ATTEST:

By: _____
Kelly Penn, City Clerk

Informational Items



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

City Business Manager Report
December 9, 2019
City Council Meeting

- Anniversaries – James Bertorello –12 years, Travis Carlin– 9 years; Mark Cunningham 15 years and Logan Hattabaugh 1 year; thank them for their service.
- Municode is operational. If anyone wants a tutorial I'd be happy to help. It is very easy to use.
- We are doing some training in November and December, there may be times when we are short staffed, and so please be patient with us.
- Planning Commission meeting has been rescheduled for **December 16th at 6:00 pm**. The rezoning for the PUD on the property around Folsom Elementary will be heard at that meeting. If you have questions about it please let me know.
- Happy Holidays!!!

*"Blessed is a season which engages the whole world in a conspiracy of LOVE."
~ Hamilton Wright Mabie*



2019 FARMINGTON DISTRICT COURT MONTHLY DISTRIBUTION WORKSHEET MONTH OF NOVEMBER

ADMIN OF JUSTICE FUND	Check #1	Dept. of Finance and Administration	Total for Check # 1	\$3,847.40	Chk# 2108
	Check #2	General Fund	Total for Check # 2	\$1,814.85	Chk# 2109
	Check #3	Washington County Treasurer (Act 1256)	Total for Check # 3	\$1,532.75	Chk# 2110
Total Checks Admin of Justice					\$7,195.00

COURT COST & FINE	Check #4	Administration of Justice Fund				
		CCCR- Court Cost-Criminal		\$1,800.00		
		CCCRO-CourtCost Criminal Ordinance		\$50.00		
		CCDWI-Court Cost DWI		\$655.00		
		CCTR- Court Cost-Traffic		\$2,060.00		
		CCTRO- Court Cost-Traffic Ordinance		\$2,605.00		
		CCFTPI - Court Cost Insurance		\$25.00		
		Total for Check #4				\$7,195.00
					void #3560 print error	Chk# 3564
	Check #5	General Fund				
		FINE- Fines Collected		\$8,405.59		
		WF - Warrant Fee		\$450.00		
		FTPRFL-FTPR+60 Days Fines-Local		\$460.00		
	NLIFL-No Liability Ins. Fines		\$105.00			
	FTPIPL- Failure to present Ins Proof 20% Local		\$5.00			
	Total for Check #5				\$9,425.59	
				void #3561 print error	Chk# 3565	
Check #6	Court Automation Fund					
	CFEE-Local Court Automation		\$1,080.00			
	Total for Check #6				\$1,080.00	
				void #3562 print error	Chk# 3566	
Check #7	Department of Finance & Administration					
	CFEES - State Court Automation Fee		\$1,095.50			
	DCSAF - Drug Crime Special Assess Fee		\$225.00			
	DVPPF - Domestic Violence Peace Fund Fee		\$20.00			
	NIFS - New Installment Fee - State		\$2,084.50			
	Total for Check #7				\$3,425.00	
				void #3563 print error	Chk# 3567	
Check #8	Arkansas State Treasury					
	FTPIPFS - Arkansas First Responder Fund 80%		\$40.00			
	Total for Check # 8				\$40.00	
					Chk# 3568	
Check #9	Washington County Treasurer					
	JBAF - Jail Booking and Admin Fee		\$15.00			
	CJF - County Jail Fee		\$1,598.40			
	Total for Check # 9				\$1,613.40	
					Chk# 3569	
Check #10	RF - Restitution Fee					
	Razorback Muffler, Kenneth D. Lee/CR-19-358		\$30.00			
	Total for Check # 10				\$30.00	
					Chk# 3570	
Check #11	RF - Restitution Fee					
	Milissa Parsley, Elizabeth Reschke/TR-17-250		\$25.00			
	Total for Check # 11				\$25.00	
					Chk# 3571	
Check #12	RF - Restitution Fee					
	Green Oak Station, Nicholas W. Hall/CR-16-249		\$61.60			
	Total for Check # 12				\$61.60	
					Chk# 3572	
Check #13	RF - Restitution Fee					
	Ledbetter Elementary, Kevin Toothman/CR-11-74		\$366.66			
	Total for Check # 13				\$366.66	
					Chk# 3573	
				Monthly Total	\$23,262.25	
				Year To Date	\$294,822.08	

12-4-19
Ernie Penn, Mayor Date

12/4/19
Kim Bentley, Chief Court Clerk Date



Fire Department

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

Mark Cunningham
Fire Chief

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

November 2019 Monthly Report for Mayor and City Council

- The fire department responded to over 68 calls during the month of November and that is below average for this year for calls.
- We have a total of 885 runs year to date.
- I have no reason exactly for the lower number of calls, normally we have a lot more fires and medical calls this month but for some reason we did not.
- November is the month we try to make sure all the monthly projects get finished and we were able to finish the entire fall fire hydrant maintenance program.
- The fire department had some motor trouble with brush 1 and we were able to get that fixed and also had to replace the tires and get the truck aligned.
- I would like to thank the Mayor and city council for our Christmas bonus that you gave us.

Thank you as always for your continued support of the fire department;

Mark Cunningham
Fire Chief

Farmington Police Dept.

Offenses for Month 11/2018 and 11/2019

12/2/2019 9:50:23 AM

	<u>2018</u>	<u>2019</u>
ACV (DWI (UNLAWFUL ACT))		
11-26-1071	0	1
AGGRAVATED ASSAULT		
11-19-2018	1	0
ARSON		
11-20-2018(1)(2)(3)	0	1
ASSAULT ON FAMILY OR HOUSEHOLD MEMBER - 1ST DEGREE / RISK OF DEATH OR SERIOUS INJURY		
11-23-2017	1	0
ASSAULT ON FAMILY OR HOUSEHOLD MEMBER - 3RD DEGREE / APPREHENSION OF IMMINE		
11-20-2018	1	0
BREAKING OR ENTERING / ARTICLES FROM VEHICLE		
11-20-2018(1)(1)(1)	0	1
BREAKING OR ENTERING / BUILDING OR STRUCTURE		
11-28-2018(1)	1	0
BREAKING OR ENTERING / COIN OPERATED MACHINE, VENDING MACHINE, PRODUCT DISPENSER		
11-29-2018(1)	1	0
Breaking or Entering/Vehicle		
11-30-2018	1	0
BURGLARY, COMMERCIAL		
11-28-2018(1)	1	0
CARELESS DRIVING		
11-28-2018	1	0
CRIMINAL MISCHIEF - 2ND DEGREE / PURPOSELY TAMPERS		
11-28-2018(1)	1	0
CRIMINAL MISCHIEF - 2ND DEGREE / RECKLESSLY DESTROYS		
11-28-2018(1)	4	1
Discharge of Firearm in city		
11-28-2018	1	0
DISORDERLY CONDUCT		
11-28-2017	1	1
DISORDERLY CONDUCT / UNREASONABLE OR EXCESSIVE BEHAVIOR		
11-21-2018(1)	1	0
DOMESTIC BATTERING - 3RD DEGREE / PURPOSE OF CAUSING INJURY, CAUSES INJURY		
11-20-2018(1)	2	2
Drivers License Required		
11-28-2018	1	0
DRIVING ON SUSPENDED LICENSE		
11-28-2018	1	1
DWI (UNLAWFUL ACT)		

	<u>2018</u>	<u>2019</u>
	3	1
DWI - OPERATION OF VEHICLE DURING DWI LICENSE SUSPENSION OR REVOCATION		
	1	0
ENDANGER WELFARE OF MINOR- 2ND DEGREE- KNOWINGLY RISKS SERIOUS PHYSICAL/MENTAL HARM		
	0	1
Excess Speed		
	3	0
FAILURE TO APPEAR		
	17	14
FAILURE TO PAY FINES & COSTS		
	19	18
Failure to Pay Registration/No Vehicle License		
	1	0
Failure to Yield to Emergency Vehicle		
	1	1
Fictitious Tags		
	1	1
FORGERY		
	0	1
FRAUD - FINANCIAL IDENTITY		
	0	1
FRAUDULENT USE OF A CREDIT CARD / CARD OR ACCOUNT NUMBER IS STOLEN		
	0	1
FURNISHING PROHIBITED ARTICLES		
	1	0
HINDERING APPREHENSION OR PROSECUTION / LIES OR ATTEMPTS TO PROVIDE FALSE		
	0	1
Ignition Interlock Devices Violation		
	1	0
Improper Lane Change/Use		
	1	0
Improper Turn		
	1	0
INATTENTIVE DRIVING		
	0	1
Left of Center		
	2	0
LOITERING		
	2	1
No Proof Insurance		
	1	0
No Tag Light		
	0	1
OBSTRUCTING GOVERNMENTAL OPERATIONS / OBSTRUCTS, IMPAIRS, HINDERS, THE PER		
	0	1

	<u>2018</u>	<u>2019</u>
OBSTRUCTING GOVERNMENTAL OPERATIONS / REFUSES TO PROVIDE INFORMATION FOR A		
5-28-1024(a)	1	0
Obstruction of Vision-windshield		
17-3-302	0	1
POSSESSING INSTRUMENTS OF CRIME		
5-73-702	0	3
POSSESSION OF A CONTROLLED SUBSTANCE - MARIJUANA		
5-44-401	2	0
POSSESSION OF DRUG PARAPHERNALIA		
5-45-433	3	3
POSSESSION OF DRUG PARAPHERNALIA - FELONY		
5-38-243	0	3
POSSESSION OF DRUG PARAPHERNALIA - MISDEMEANOR		
5-38-243(a)(1)	0	1
POSSESSION OF FIREARM BY CERTAIN PERSONS		
5-71-103	0	1
POSSESSION OF METH OR COCAINE GT 2GM BUT LT 10GM		
5-64-4198(1)(b)	1	1
POSSESSION OF METH OR COCAINE LT 2GM		
5-64-4196(1)(a)	0	1
POSSESSION OF SCH I OR II GT 10GM BUT LT 200GM		
5-64-4198(3)(c)	1	0
POSSESSION OF SCH IV OR V LT 28GM		
5-64-4198(1)(a)	0	1
PUBLIC INTOXICATION - DRINKING IN PUBLIC		
5-74-212	0	1
PUBLIC INTOXICATION / DRINKING IN PUBLIC		
5-74-212	1	0
PURCHASE, POSSESSION OF INTOXICATING LIQUOR BY MINOR		
5-21-205	1	0
RESISTING ARREST - REFUSAL TO SUBMIT TO ARREST / ACTIVE OR PASSIVE REFUSAL		
5-64-1038(a)	1	0
SEXUAL INDECENCY WITH A CHILD		
5-12-110	1	0
TERRORISTIC THREATENING		
5-12-301	2	0
TERRORISTIC THREATENING - 1ST DEGREE / THREATENS PROPERTY DAMAGE		
5-12-301(A)	0	1
THEFT \$1,000 OR LESS - FROM VEHICLE		
5-30-1031(b)(1)(A)	1	0
THEFT \$1,000 OR MORE AND LESS THAN \$5,000 (BREAKING OR ENTERING / BUILDING OR STRUCTURE)		
5-30-1031(b)(2)(B)	1	0
THEFT \$25,000 OR MORE - ALL OTHERS		
5-30-1031(b)(1)(B)	1	0
THEFT \$5,000 OR LESS BUT GREATER THAN \$1000 - ALL OTHERS		

	<u>2018</u>	<u>2019</u>
5-28-105(1)(1)	1	0
THEFT \$5,000 OR LESS BUT GREATER THAN \$1000 - FROM BUILDING		
5-38-105(1)(1)	1	1
THEFT BY RECEIVING		
5-36-105	1	0
THEFT OF VEHICLE VALUED AT \$5,000 OR LESS BUT GREATER THAN \$1,000		
5-38-105(1)(4)	0	1
UNAUTHORIZED USE OF A VEHICLE		
5-36-105	1	0
VIOLATION OF A PROTECTION ORDER- FELONY		
5-32-104(1)(4)	0	1
VIOLATION OF CONTACT ORDER		
5-10-105(1)(1)	1	0
VIOLATION OF IMPLIED CONSENT		
5-98-205	1	0
VIOLATION OF OPEN CONTAINER		
5-002-01	1	0
Totals:	99	72

NOV	Citation	Warning	Warrant	Total
Bates - Howard	12	5	1	18
Bertorello - James	2	7	1	10
Collins - John	0	1	0	1
Crutchfield - Dylan	23	8	0	31
Long - Dustin	4	3	1	8
Mahone - Taron	25	8	0	33
Stine - Jacob	12	14	0	26
Talley - Taylor	4	12	0	16
Thompson - Michael	0	0	8	8
<u>Totals</u>	<u>82</u>	<u>58</u>	<u>11</u>	<u>151</u>
<u>Averages</u>	<u>9.11</u>	<u>6.44</u>	<u>1.22</u>	<u>16.78</u>

Permit Report

11/01/2019 - 11/30/2019

Permit #	Permit Date	Site Address	Permit Type	Type of Building	Description of Work	Square Foot	Contractor	Material & Labor	Total Fees
2890	11/25/2019	12266 Hwy 170	Demo	Residential Building	Demolition of old house	0		0	\$50.00
2889	11/25/2019	450 Otcoe	Building	Multi-Family	New House	2,318	Trademark Custom Homes	284,000	\$1,012.00
2888	11/25/2019	456 Otcoe	Building	Residential	New House	2,740	Trademark Custom Homes	336,000	\$1,168.00
2887	11/25/2019	201 Cedarbrook Place	Pool	Residential	New pool	0	Burton Pools and Spa	67,498	\$329.99
2886	11/22/2019	12280 Hwy 62	Electric	Residential	Service upgrade	0	DNS Electric	1,800	\$20.00
2885	11/22/2019	89 Old Depot	Building	Residential	Repair house	0	Gary Davis	20,000	\$110.00
2884	11/22/2019	515 Drain Rd	Plumbing/Gas	Residential	Plumbing for new house	3,558	Kinghorn Plumbing	13,500	\$80.00
2883	11/22/2019	68 E Main Suite E	Electric	Commercial	Electric for new strip mall	7,294	AWJ Electric	96,000	
2882	11/22/2019	68 E Main Suite D	Electric	Commercial	Electric for new strip mall	7,294	AWJ Electric	96,000	
2881	11/21/2019	10977 Blue Sky	Pool	Residential	New pool	0	Burton Pools and Spa	48,049	\$255.00
2880	11/21/2019	35 Ridge	Plumbing/Gas	Residential	Change out water heater	0	Bud Anderson Heating and Cooling	2,236	\$25.00
2879	11/21/2019	372 Kinniburgh	Building	Residential	New House	2,396	Chance Contractors	294,000	\$1,042.00
2878	11/18/2019	930 Gibson Hill	Storage Building	Residential	New Barn	1,050	Toby McGee	15,000	\$85.00
2877	11/18/2019	465 Windgate	Mechanical	Residential	HVAC for new house	2,906	Anderson Heat and Air	6,285	\$45.00
2875	11/18/2019	461 Windgate	Mechanical	Residential	HVAC for new house	2,709	Anderson Heat and Air	6,285	\$45.00

2874	11/18/2019	455 Windgate	Mechanical	Residential	HVAC for new house	2,627	Anderson Heat and Air	6,285	\$45.00
2872	11/18/2019	858 Gibson Hill Rd	Building	Residential	New Barn	0	Steve Combs	85,000	\$400.00
2871	11/18/2019	389 Tacoma	Building	Residential	New House	2,373	Trademark Custom Homes	291,000	\$1,033.00
2870	11/18/2019	85 Isabella Place	Building	Residential	New House	2,396	Chance Contractors	294,000	\$1,042.00
2869	11/18/2019	73 Isabella Place	Building	Residential	New House	2,396	Chance Contractors	294,000	\$1,042.00
2868	11/18/2019	342 Kiniburgh	Building	Residential	New House	2,200	Chance Contractors	270,000	\$970.00
2867	11/18/2019	364 Kiniburgh	Building	Residential	New House	2,181	Chance Contractors	267,000	\$961.00
2866	11/18/2019	350 Kiniburgh	Building	Residential	New House	2,200	Chance Contractors	270,000	\$970.00
2864	11/14/2019	12251 Richardson	Mechanical	Residential	HVAC for new house	2,053	Kimbel Mechanical	7,500	\$50.00
2863	11/14/2019	12283 Richardson	Mechanical	Residential	HVAC for new house	2,053	Kimbel Mechanical	7,500	\$50.00
2862	11/14/2019	12265 Richardson	Mechanical	Residential	HVAC for new house	2,487	Kimbel Mechanical	7,500	\$50.00
2861	11/14/2019	515 Drain Rd	Mechanical	Residential	HVAC for new house	3,558	Air Control	7,400	\$50.00
2860	11/14/2019	12369 Clyde Carnes	Mechanical	Residential	HVAC for new house	3,422	Air Control	9,960	\$60.00
2859	11/14/2019	181 Glen	Plumbing/Gas	Residential	New gas line	0	Omni Plumbing	1,000	\$20.00
2858	11/13/2019	426 Otoe	Building	Residential	New House	2,223	Mr. B's	273,000	\$979.00
2857	11/13/2019	420 Otoe	Building	Residential	New House	2,014	Mr. B's	247,000	\$901.00
2855	11/13/2019	316 Double Springs	Electric	Multi-Family	Electric for duplex remodel	0	Utopia Remodel	1,000	\$20.00
2854	11/13/2019	318 Double Springs	Electric	Multi-Family	Electric for duplex remodel	0	Utopia Remodel	1,000	\$20.00
2853	11/7/2019	483 Otoe	Building	Residential	New House	2,188	Mr. B's	268,000	\$964.00

2852	11/7/2019	19 W Main	Plumbing/Gas	Commercial	Plumbing for fire damaged business	0	Omni Plumbing	2,000	\$20.00
2851	11/7/2019	48 Sweetwater Way	Plumbing/Gas	Residential	Replace water heater	0	Paschal Heat and Air	1,399	\$20.00
2850	11/6/2019	449 Windgate	Mechanical	Residential	HVAC for new house	2,824	Anderson Heat and Air	6,285	\$45.00
2848	11/4/2019	165 Terry	Plumbing/Gas	Residential	Plumbing for remodel	0	Hitts Plumbing	5,000	\$35.00
2847	11/4/2019	419 Tacoma	Plumbing/Gas	Residential	Plumbing for new House	2,469	Pinnacle Plumbing	8,000	\$50.00
2846	11/4/2019	413 Tacoma	Plumbing/Gas	Residential	Plumbing for new House	2,369	Pinnacle Plumbing	8,000	\$50.00
2845	11/4/2019	407 Tacoma	Plumbing/Gas	Residential	Plumbing for new House	2,274	Pinnacle Plumbing	8,000	\$50.00
2844	11/4/2019	401 Tacoma	Plumbing/Gas	Residential	Plumbing for new House	2,772	Pinnacle Plumbing	8,000	\$50.00
2843	11/4/2019	461 Tacoma	Plumbing/Gas	Residential	Gas for lift station generator	0	Pinnacle Plumbing	500	\$20.00
2841	11/1/2019	515 Drain Rd	Electric	Residential	Electric for new house	3,558	Fast Electric	6,400	\$45.00
2840	11/1/2019	49 Main	Mechanical	Commercial	HVAC changeout for church	0	Morrow Heat and Air	7,500	\$50.00
Total Records: 45									\$14,328.99
12/2/2019									

Library

Circulation and Patron Services

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2019												
Total Circulation	4,101	3,528	4,783	4,047	4,015	5,343	5,458	4,826	4,881	5,071	4,283	
YTD Circulation	4,101	7,629	12,412	16,459	20,474	25,817	31,275	36,101	40,982	46,053	50,336	
Holds Satisfied	845	760	774	792	795	678	777	800	713	718	448	
YTD Hold Satisfied	845	1,605	2,379	3,171	3,966	4,644	5,421	6,221	6,934	7,652	8,100	
PAC Logins	766	729	742	704	878	842	749	834	662	584	469	
YTD PAC Logins	766	1,495	2,237	2,941	3,819	4,661	5,410	6,244	6,906	7,490	7,959	
New Cardholders	46	31	23	33	37	66	39	40	38	21	16	
YTD New Cardholders	46	77	100	133	170	236	275	315	353	374	390	

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2018												
Total Circulation	3,657	3,471	3,930	3,945	4,144	4,705	4,640	4,678	4,116	4,615	4,051	3,571
YTD Circulation	3,657	7,128	11,058	15,003	19,147	23,852	28,492	33,170	37,286	41,901	45,952	49,523
Holds Satisfied	684	650	681	661	680	673	765	768	726	832	737	750
YTD Hold Satisfied	684	1,334	2,015	2,676	3,356	4,029	4,794	5,562	6,288	7,120	7,857	8,607
PAC Logins	870	784	969	929	821	795	892	806	712	767	712	772
YTD PAC Logins	870	1,654	2,623	3,552	4,373	5,168	6,060	6,866	7,578	8,345	9,057	9,829
New Cardholders	39	38	11	22	34	62	33	38	36	39	25	35
YTD New Cardholders	39	77	88	110	144	206	239	277	313	352	377	412

Library

Computer Use

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2019												
Early Literacy Station Users	121	111	126	118	151	163	166	172	139	135	106	
YTD Early Literacy Station Users	121	232	358	476	627	790	956	1,128	1,267	1,402	1,508	
Users	309	295	306	229	243	254	246	288	221	270	223	
YTD Users	309	604	910	1,139	1,382	1,636	1,882	2,170	2,391	2,661	2,884	
Device Checkout	0	1	6	4	0	0	0	0	0	1	0	
YTD Device Checkout	0	1	7	11	11	11	11	11	11	12	12	
2018												
Early Literacy Station Users	101	114	134	105	112	126	103	130	114	128	96	102
YTD Early Literacy Station Users	101	215	349	454	566	692	795	925	1,039	1,167	1,263	1,365
Users	231	245	235	241	237	256	240	259	284*	253	266	249
YTD Users	231	476	711	952	1,189	1,445	1,685	1,944	2,228	2,481	2,747	2,996
Device Checkout	0	0	1	2	4	6	2	5	2	1	0	0
YTD Device Checkout	0	0	1	3	7	13	15	20	22	23	23	23

*began using software to track public computer use

Library

Miscellaneous Services

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2019												
Color Print Services	21	14	6	43	28	16	9	8	10	12	97	
YTD Color Print Services	21	35	41	84	112	128	137	145	155	167	264	
Copy/Print Services	2,080	2,093	2,744	1,846	1,470	1,509	1,299	1,341	1,744	1,464	1,381	
YTD Copy/Print Services	2,080	4,173	6,917	8,763	10,233	11,742	13,041	14,382	16,126	17,590	18,971	
Fax Services	44	56	89	49	69	82	88	138	99	67	47	
YTD Fax Services	44	100	189	238	307	389	477	615	714	781	828	
Notary Services	8	18	8	5	4	12	6	2	7	8	6	
YTD Notary Services	8	26	34	39	43	55	61	63	70	78	84	
Reference Transactions	367	257	234	229	298	216	145	297	414	376	267	
YTD Reference Transactions	367	624	858	1,087	1,385	1,601	1,746	2,043	2,457	2,833	3,100	
Scanning Services	35	35	12	18	58	14	16	25	22	47	41	
YTD Scanning Services	35	70	82	100	158	172	188	213	235	282	323	
Staff Supervised Volunteer Hours	13	23	37	28	27	41	61	40	38	23	24	
YTD Staff Supervised Volunteer Hours	13	36	73	101	128	169	230	270	308	331	355	
Test Proctor	0	0	1	4	5	1	3	2	0	1	0	
YTD Test Proctor	0	0	1	5	10	11	14	16	16	17	17	
2018												
Color Print Services	28	32	37	34	16	347	23	28	5	9	8	18
YTD Color Print Services	28	60	97	131	147	494	517	545	550	559	567	585
Copy/Print Services	929	1,420	1,412	2,029	1,389	1,206	1,374	1,670	1,509	1,578	1,433	1,197
YTD Copy/Print Services	929	2,349	3,761	5,790	7,179	8,385	9,759	11,429	12,938	14,516	15,949	17,146
Fax Services	90	71	74	142	94	68	75	128	100	93	77	45
YTD Fax Services	90	161	235	377	471	539	614	742	842	935	1,012	1,057
Notary Services	2	1	2	1	3	8	7	7	3	5	9	17
YTD Notary Services	2	3	5	6	9	17	24	31	34	39	48	65
Reference Transactions	221	248	346	275	213	273	352	379	239	329	220	235
YTD Reference Transactions	221	469	815	1,090	1,303	1,576	1,928	2,307	2,546	2,875	3,095	3,330
Scanning Services	20	14	39	41	15	17	15	65	83	59	24	27
YTD Scanning Services	20	34	73	114	129	146	161	226	309	368	392	419
Staff Supervised Volunteer Hours	35	33	27	14	9	38	21	5	19	37	12	21
YTD Staff Supervised Volunteer Hours	35	68	95	109	118	156	177	182	201	238	250	271
Test Proctor	0	0	0	0	0	1	1	1	0	0	0	0
YTD Test Proctor	0	0	0	0	0	1	2	3	3	3	3	3

Library

Programs and Meetings

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2019												
Book Club												
Community Story Time	50	76	83	86		141	139		127	115	57	8
Kids Book Club/Tween STEM Club	2	5	4	2					3	8	7	
Kindergarten Story Time		166	77	104					42	42	40	
LEGO® Club		18	14	16					7	7	14	
Little Maker's/Coding for Kids	11		4				67	20			0	
Meeting Room Use	13	20	11	10					24	7	5	9
Monthly Family Movie Showing									29	12	15	
Nonfiction Book Club		2							3	4	2	
Seuss Saturday					3	1	1	2	3	4	2	4
Story Time Daycare Outreach												12
Tabletop Gaming Club						14						
Technology Instruction Session	1	1		1	1	1						2
Theater Performance by YAG		40										2
Trick or Treat and Craft												27
A Universe of Stories Children's Programs						181	73					
A Universe of Stories Craft Fridays						125	52					
A Universe of Stories Teen Programs						5						
Total Monthly Program Attendance	64	308	219	222	16	542	298	14	219	232	147	147
Number of Juvenile Programs	6	9	9	9	0	20	9	0	8	11	9	9
Number of Young Adult Programs		0	0	0	0	7	0	0	0	0	0	0
Number of Adult Programs		1	2	2	2	2	2	2	2	2	2	2
Number of Non-library Meeting Room Events	2	2	2	1	0	0	0	3	1	1	1	1

Library

Daily Visitors

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2019												
Visits	2,439	2,534	2,732	2,312	n/a	n/a	2,737	2,445	2,365	2,745	1,904	2,440
YTD Visits	2,439	4,973	7,705	10,017	10,017	10,017	12,754	15,199	17,564	20,309	22,213	
2018												
Visits	2,170	2,183	2,584	2,384	2,358	n/a	2,963	2,500	2,711	2,920	2,281	2,440
YTD Visits	2,170	4,353	6,937	9,321	11,679	11,679	14,642	17,142	19,853	22,773	25,054	27,494

**Farmington Public Library
Board Meeting
November 12, 2019**

Call to Order: Meeting called to order by President Hummel at 6:06 p.m. Members present: Jill Simpson, Anita Sampley, Betty Hummel, Regina Sherwood, Linda Morrow, LaDeana Mullinix, and Librarian, Rachel Sawyer.

Approval of the September 10, 2019 minutes: Linda made the motion to approve the September minutes and LaDeana seconded it. The motion passed, 6-0.

Approval to accept all reports as written from A-D. Board discussed inventory project, Children's Services Librarian vacancy, circulation statistics, and Polaris website login and connection. Board discussed financial report and changes in landscaping during and after construction and suggested Rachel contact the landscaping company to relocate plants from the bed by the entrance to another location. Jill moved to accept all the reports as written. Regina seconded it and the motion passed, 6-0.

A. Director's Report

Attended WCLS board meeting, city budget meeting, and city council meetings. Council approved \$150,000 additional city funds for the expansion and accepted Pick-It's bid in the amount of \$473,992. Contract is expected to be finalized soon. Continued meeting with our designer to select carpet and other materials and to finalize circulation desk design.

Completed inventory of J Board Books, J Readers, J Graphic, and J Picture Books. Those four children's collections total about 3,000 items. We marked 31 items missing and made cataloging revisions where necessary. Completed inventory of Non Fiction (about 2,000 items). Deleted 66 item records with no history for five or more years. The deleted items in that set that were billed and not paid for will remain on the customer's account, but the record will not display during a search. We marked 13 Non Fiction titles as missing.

Continued working with Friends officers to secure funding for shelving, seating, tables, and technology. Spoke to grant contacts from Tyson and J.B. Hunt and drafted an Arvest request letter for children's book bins (\$5,000). Attended a non-profit workshop on grant writing and telling your non-profits story at Fayetteville Public Library. Received and organized book donations for the Friends Fall Book Sale followed by a full day of clean up. Friends made \$796.40 over the two days. We are grateful so many Friends members were able to help out this year.

Joy's husband Patrick accepted a job in Hot Springs and her last day with us will be in February.

B. Children's Librarian Report

Joy Poynor
Children's Services Librarian
4th Quarter Report
2019

The 4th quarter was very active for the Children's Library. I was pleased with the attendance at all of our programming this quarter. We added a new program in September, Family Movie Afternoon, that has been popular. We were able to buy the TV and movie license to run this program with the money from the 2019 Dollar General Grant.

I have continued to work with Carrie from Greenbird on the design for the Children's Library as well as the furnishings. With the aid of Karen Takemoto and AWE grant writer John Walker I submitted a grant proposal to the Willard and Pat Walker Charitable Foundation. This grant request was for \$12,500 to cover the cost of the 4 AWE computers we would like for the Children's Library after the renovation. I will continue to look for grants and other sources of funds for the expansion.

Displays

Fall
Back to School
Halloween
Thanksgiving
New Books

Regular Programming

Little Cardinal's Story Time
Kindergarten Story Time
LEGO Club
Readers & Dreamers After School Club
Family Movie Afternoons
Trick or Treat at the Library (October Only)
Little Makers Coding Program (October Only)

Outreach

Story Time at Happy Days Day Care

C. Statistics Report

Library

Circulation and Patron Services

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2019												
Total Circulation	4,101	3,528	4,783	4,047	4,015	5,343	5,458	4,826	4,881	5,071		
YTD Circulation	4,101	7,629	12,412	16,459	20,474	25,817	31,275	36,101	40,982	46,053		
Holds Satisfied	845	760	774	792	795	678	777	800	713	718		
YTD Hold Satisfied	845	1,605	2,379	3,171	3,966	4,644	5,421	6,221	6,934	7,652		
PAC Logins	766	729	742	704	878	842	749	834	662	584		
YTD PAC Logins	766	1,495	2,237	2,941	3,819	4,661	5,410	6,244	6,906	7,480		
New Cardholders	46	31	23	33	37	66	39	40	38	21		
YTD New Cardholders	46	77	100	133	170	236	275	315	353	374		

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2018												
Total Circulation	3,657	3,471	3,930	3,945	4,144	4,705	4,640	4,678	4,116	4,615	4,051	3,571
YTD Circulation	3,657	7,128	11,058	15,003	19,147	23,852	28,492	33,170	37,286	41,901	45,952	49,523
Holds Satisfied	684	650	681	661	680	673	765	768	726	832	737	750
YTD Hold Satisfied	684	1,334	2,015	2,676	3,356	4,029	4,794	5,562	6,288	7,120	7,857	8,607
PAC Logins	870	784	969	929	821	795	892	806	712	767	712	772
YTD PAC Logins	870	1,654	2,623	3,552	4,373	5,168	6,060	6,866	7,576	8,345	9,057	9,829
New Cardholders	39	38	11	22	34	62	33	38	36	39	25	35
YTD New Cardholders	39	77	88	110	144	206	239	277	313	352	377	412

Library

Computer Use

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2019												
Early Literacy Station Users	121	111	126	118	151	163	166	172	139	135		
YTD Early Literacy Station Users	121	232	358	476	627	790	956	1,128	1,267	1,402		
Users	309	295	306	229	243	254	246	288	221	270		
YTD Users	309	604	910	1,139	1,382	1,636	1,882	2,170	2,391	2,661		
Device Checkout	0	1	6	4	0	0	0	0	0	1		
YTD Device Checkout	0	1	7	11	11	11	11	11	11	12		

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2018												
Early Literacy Station Users	101	114	134	105	112	126	103	130	114	128	96	102
YTD Early Literacy Station Users	101	215	349	454	566	692	795	925	1,039	1,167	1,263	1,365
Users	231	245	235	241	237	256	240	259	284*	253	266	249
YTD Users	231	476	711	952	1,189	1,445	1,685	1,944	2,228	2,481	2,747	2,996
Device Checkout	0	0	1	2	4	6	2	5	2	1	0	0
YTD Device Checkout	0	0	1	3	7	13	15	20	22	23	23	23

*Began using software to track public computer use

Library

Miscellaneous Services

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2019												
Color Print Services	21	14	6	43	28	16	9	8	10	12		
YTD Color Print Services	21	35	41	84	112	128	137	145	155	167		
Copy/Print Services	2,080	2,093	2,744	1,846	1,470	1,509	1,289	1,341	1,744	1,464		
YTD Copy/Print Services	2,080	4,173	6,917	8,763	10,233	11,742	13,041	14,382	16,126	17,590		
Fax Services	44	56	89	49	69	82	88	138	99	67		
YTD Fax Services	44	100	189	238	307	389	477	615	714	781		
Notary Services	8	18	8	5	4	12	6	2	7	8		
YTD Notary Services	8	26	34	39	43	55	61	63	70	78		
Reference Transactions	367	257	234	229	298	216	145	297	414	376		
YTD Reference Transactions	367	624	858	1,087	1,385	1,601	1,746	2,043	2,457	2,833		
Scanning Services	35	35	12	18	58	14	16	25	22	47		
YTD Scanning Services	35	70	82	100	158	172	188	213	235	282		
Staff Supervised Volunteer Hours	13	23	37	28	27	41	61	40	38	23		
YTD Staff Supervised Volunteer Hours	13	36	73	101	128	166	230	270	308	331		
Test Proctor	0	0	1	4	5	1	3	2	0	1		
YTD Test Proctor	0	0	1	5	10	11	14	16	16	17		
2018												
Color Print Services	28	32	37	34	16	347	23	28	5	9	8	18
YTD Color Print Services	28	60	97	131	147	494	517	545	550	559	567	585
Copy/Print Services	929	1,420	1,412	2,029	1,389	1,206	1,374	1,670	1,509	1,578	1,433	1,197
YTD Copy/Print Services	929	2,349	3,761	5,790	7,179	8,385	9,759	11,429	12,938	14,516	15,949	17,146
Fax Services	90	71	74	142	94	68	75	128	100	93	77	45
YTD Fax Services	90	161	235	377	471	539	614	742	842	935	1,012	1,057
Notary Services	2	1	2	1	3	8	7	7	3	5	9	17
YTD Notary Services	2	3	5	6	9	17	24	31	34	39	48	65
Reference Transactions	221	248	346	275	213	273	352	379	239	329	220	235
YTD Reference Transactions	221	469	815	1,090	1,303	1,576	1,928	2,307	2,546	2,875	3,095	3,330
Scanning Services	20	14	39	41	15	17	15	65	83	59	24	27
YTD Scanning Services	20	34	73	114	129	146	161	226	309	368	392	419
Staff Supervised Volunteer Hours	35	33	27	14	9	38	21	5	19	37	12	21
YTD Staff Supervised Volunteer Hours	35	68	95	109	118	156	177	182	201	238	250	271
Test Proctor	0	0	0	0	0	1	1	1	0	0	0	0
YTD Test Proctor	0	0	0	0	0	1	2	3	3	3	3	3

D. Financial Report

Library	Programs and Meetings	2019																
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC					
Book Club																		
Community Story Time																		
Kids Book Club/Tween STEM Club		50	76	83	86	141	139	127	115									
Kindergarten Story Time		2	5	4	2			3	8									
LEGO Club		166	166	77	104			42	42									
Little Makers		11	18	14	16			67	20									
Meeting Room Use		13	20	11	4													
Monthly Family Movie Showing																		
Monticton Book Club			2															
Seuss Saturday																		
Story Time Daycare Outreach																		
Tabletop Gaming Club																		
Technology Instruction Session																		
Theater Performance by VAG		1	40															
Trick or Treat and Craft																		
A Universe of Stories Children's Programs																		
A Universe of Stories Craft Holidays																		
A Universe of Stories Teen Programs																		
Total Monthly Program Attendance		64	308	219	222	16	542	298	14	219	8	232						
Number of Juvenile Programs		5	9	9	9	0	20	9	0	8	0	11						
Number of Young Adult Programs		0	0	0	0	0	7	0	0	0	0	0						
Number of Adult Programs		1	2	2	2	2	2	2	2	2	2	2						
Number of Non-Library Meeting Room Events		2	2	2	2	1	0	0	0	3	1	1						

Library	Daily Visitors											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2019	2,439	2,534	2,732	2,312	n/a	n/a	2,737	2,445	2,365	2,745		
YTD Visits	2,439	4,973	7,705	10,017	10,017	10,017	12,754	15,199	17,564	20,309		
2018												
Visits	2,170	2,183	2,584	2,384	2,358	n/a	2,963	2,500	2,711	2,920	2,281	2,440
YTD Visits	2,170	4,353	6,937	9,321	11,679	11,679	14,642	17,142	19,853	22,773	25,054	27,494

Farmington Public Library
August 2019

Date	Type	Name	Memo	Account	Line-Item	Amount
08/06/2019	Deposit	Patron		Checking	Fees, Fees	101.10
08/06/2019	Deposit	Patron		Checking	Donations	60.00
08/07/2019	Bill Pmt -CCard	Amazon	Programming Supplies	Credit Card	Materials and Supplies	-38.55
08/07/2019	Bill Pmt -CCard	Arkansas Library Association	ALA Membership Renewal	Credit Card	Travel, Training & Meetings	-65.00
08/07/2019	Bill Pmt -CCard	Hatchberg New Method	Children's Books	Credit Card	Books and Media	-288.52
08/07/2019	Bill Pmt -CCard	Penworthy	Children's Books	Credit Card	Books and Media	-154.55
08/07/2019	Bill Pmt -CCard	Penworthy	Children's Books	Credit Card	Books and Media	-254.58
08/07/2019	Bill Pmt -CCard	Penworthy	Children's Books	Credit Card	Books and Media	-242.34
08/07/2019	Bill Pmt -CCard	Office Depot	Office and Facility Supplies	Credit Card	Materials and Supplies	-87.78
08/07/2019	Bill Pmt -CCard	Office Depot	Office and Facility Supplies	Credit Card	Materials and Supplies	-15.34
08/07/2019	Bill Pmt -CCard	Amazon	Adult and Young Adult Books	Credit Card	Books and Media	-27.35
08/07/2019	Bill Pmt -CCard	Adobe	Productivity Software	Credit Card	Tech Support	-50.97
08/07/2019	Bill Pmt -CCard	Amazon	Adult and Young Adult Books	Credit Card	Books and Media	-124.26
08/07/2019	Bill Pmt -CCard	Northwest Arkansas Newspapers	Wash. Co. Enterprise Subscription	Credit Card	Books and Media	-39.00
08/07/2019	Bill Pmt -CCard	Amazon	Adult and Young Adult Books	Credit Card	Books and Media	-17.47
08/07/2019	Bill Pmt -CCard	Amazon	Adult and Young Adult Books	Credit Card	Books and Media	-57.56
08/07/2019	Bill Pmt -CCard	Amazon	Adult and Young Adult Books	Credit Card	Books and Media	-17.00
08/07/2019	Bill Pmt -CCard	Amazon	Adult and Young Adult Books	Credit Card	Books and Media	-21.20
08/07/2019	Bill Pmt -CCard	Xenit	Internal Filter	Credit Card	Tech Support	-472.16
08/07/2019	Bill Pmt -CCard	The Library Store	Processing Supplies	Credit Card	Materials and Supplies	-145.43
08/07/2019	Bill Pmt -CCard	Amazon	Networking Hardware	Credit Card	Tech Support	-351.80
08/07/2019	Bill Pmt -CCard	Amazon	Audiovisual	Credit Card	Books and Media	-41.15
08/07/2019	Bill Pmt -CCard	Amazon	Adult and Young Adult Books	Credit Card	Books and Media	-20.30
08/07/2019	Bill Pmt -CCard	Amazon	Adult and Young Adult Books	Credit Card	Tech Support	-18.00
08/07/2019	Bill Pmt -CCard	Google	Computer Software Expense	Credit Card	Books and Media	-1,394.49
08/09/2019	Check	Baker & Taylor	Books	Checking	Books and Media	-435.76
08/09/2019	Check	Baker & Taylor	Audiovisual	Checking	Payroll Expenses	-5,566.44
08/12/2019	Check	Payroll	ISP and Telephone	Checking	Utilities	-170.45
08/12/2019	Check	PG Telco	ISP and Telephone	Checking	Transfer from General Fund	200,000.00
08/14/2019	Deposit	Patron	Capital Improvement	Checking	Fees, Fees	85.00
08/14/2019	Deposit	Patron	Capital Improvement	Checking	Capital Improvement	-19,859.00
08/19/2019	Check	Key Architecture	Architectural and Consulting Services	Checking	Washington County	13,421.00
08/21/2019	Deposit	Washington County	August 2019	Checking	Fees, Fees	118.13
08/21/2019	Deposit	Patron		Checking	Payroll Expenses	-5,380.46
08/28/2019	Check	Payroll	Payroll	Checking	Travel, Training & Meetings	-107.30
08/27/2019	Check	Joy Pryor	Mileage Reimbursement	Checking	Fees, Fees	66.20
08/28/2019	Deposit	Patron		Checking	Building Maint. And Cleaning	-251.55
08/28/2019	Check	Lotus Landscapes	Landscaping and Irrigation	Checking	Interest	69.13
08/30/2019	Deposit	Arvest		Checking		

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Farmington Public Library
September 2019

Sep 19		Type	Date	Name	Memo	Account	Line-Item	Amount
	Check	08/26/2019	Arrest	Deposit Books	Checking	Materials and Supplies	65.80	
	Deposit	09/05/2019	Patron	Books	Checking	Fines, Fees	159.75	
	Check	09/06/2019	Baker & Taylor	Audiovisual	Checking	Books and Media	-1,504.91	
	Check	09/06/2019	Baker & Taylor		Checking	Books and Media	-535.64	
	Check	09/09/2019	Payroll	Landscaping and Irrigation	Checking	Payroll Expenses	-4,951.79	
	Check	09/10/2019	Louis Landscapes	Printing and Printer Leases	Checking	Building Maint. And Cleaning	-261.95	
	Check	09/10/2019	DPS	Architectural, Consulting Serv., Reimburs. Expenses	Checking	Materials and Supplies	-292.92	
	Check	09/10/2019	Key Architecture		Checking	Capital Improvement	-5,534.84	
	Deposit	09/11/2019	Patron	ISP and Telephone	Checking	Fines, Fees	76.57	
	Check	09/16/2019	PG Telco	Adult and Young Adult Books	Checking	Utilities	174.69	
	Bill Pmt -CCard	09/18/2019	Loring Guidance	Adult and Young Adult Books	Credit Card	Books and Media	-64.00	
	Bill Pmt -CCard	09/18/2019	Amazon	Programming Supplies	Credit Card	Books and Media	-42.08	
	Bill Pmt -CCard	09/18/2019	Amazon	Children's Books	Credit Card	Materials and Supplies	-91.64	
	Bill Pmt -CCard	09/18/2019	Panworthy	Misc. Productivity Software	Credit Card	Books and Media	-131.34	
	Bill Pmt -CCard	09/18/2019	Adobe	Audiovisual	Credit Card	Teeth Support	-50.97	
	Bill Pmt -CCard	09/18/2019	Recorded Books	Audiovisual	Credit Card	Books and Media	-82.99	
	Bill Pmt -CCard	09/18/2019	Recorded Books	Adult and Young Adult Books	Credit Card	Books and Media	-100.78	
	Bill Pmt -CCard	09/18/2019	Amazon	Misc. Materials	Credit Card	Books and Media	-97.26	
	Bill Pmt -CCard	09/18/2019	Amazon	Classes and Workshops	Credit Card	Materials and Supplies	-41.97	
	Bill Pmt -CCard	09/18/2019	Amigos Library Services	Misc. Productivity Software	Credit Card	Travel, Training & Meetings	-35.00	
	Bill Pmt -CCard	09/18/2019	Google	Audiovisual	Credit Card	Tech Support	-36.00	
	Bill Pmt -CCard	09/18/2019	Amazon	Processing Supplies	Credit Card	Books and Media	-65.21	
	Bill Pmt -CCard	09/18/2019	The Library Store	Office and Facilities Supplies	Credit Card	Materials and Supplies	-163.94	
	Bill Pmt -CCard	09/18/2019	Quill		Credit Card	Materials and Supplies	-112.44	
	Deposit	09/18/2019	Patron	Adult and Young Adult Books	Checking	Fines, Fees	81.60	
	Check	09/23/2019	Payroll		Checking	Payroll Expenses	-5,133.64	
	Check	09/24/2019	Center Point Large Print		Checking	Books and Media	1,802.44	
	Deposit	09/25/2019	Patron	September 2019	Checking	Fines, Fees	91.00	
	Deposit	09/25/2019	Washington County		Checking	Washington County	13,421.00	
	Deposit	09/30/2019	Arrest		Checking	Interest	80.16	

Sep 18

LIBRARY FUND
Statement of Revenue and Expenditures

	Current Period Jan 2019 Sep 2019 Actual	Annual Budget Jan 2019 Dec 2019	Jan 2019 Dec 2019 Percent of Budget
Revenue & Expenditures			
Revenue			
Donations	275.00	0.00	0.00%
FINES/LOST ITEMS	3,860.77	4,000.00	96.52%
INTEREST REVENUES	471.37	0.00	0.00%
MISCELLANEOUS REVENUES	404.57	0.00	0.00%
TRANS FROM GENERAL FUND	44,000.00	44,000.00	100.00%
TRANS FROM GENERAL FUND	200,000.00	200,000.00	100.00%
WASHINGTON CO LIBRARY	134,789.00	175,047.00	77.00%
Revenue	\$383,806.71	\$423,047.00	
Expenses			
ADVERTISING EXPENSE	449.52	1,000.00	44.95%
BOOKS AND MEDIA	27,631.97	32,000.00	86.35%
BUILDING MAINT & CLEANING	2,619.53	0.00	0.00%
CAPITAL IMPROVEMENT	25,393.84	200,000.00	12.70%
MATERIALS & SUPPLIES EXPENSE	11,629.70	10,147.00	114.61%
MISCELLANEOUS EXPENSE	50.00	500.00	10.00%
NEW EQUIPMENT PURCHASE	584.11	3,000.00	19.47%
PAYROLL EXP - REGULAR	101,277.93	152,000.00	66.63%
POSTAGE EXPENSE	7.35	300.00	2.45%
PROFESSIONAL SERVICES	6,250.00	5,000.00	125.00%
PROGRAMS EXPENSE	760.00	4,000.00	19.00%
REPAIR & MAINT - BUILDING	312.46	3,700.00	8.44%
TECHNICAL SUPPORT	7,275.64	8,000.00	90.95%
TRAVEL, TRAINING & MEETINGS	364.30	1,000.00	36.43%
UTILITIES EXPENSES	1,516.82	2,400.00	63.20%
Expenses	\$186,123.17	\$423,047.00	

Farmington Public Library
Account Balance by Month

	Revenue	Expenses	Balance
Ending Balance 2017			\$183,627.91
Jan-18	\$28,174.05	\$17,093.04	\$194,708.92
Feb-18	\$13,663.42	\$15,363.01	\$193,009.33
Mar-18	\$44,267.35	\$13,179.78	\$224,096.90
Apr-18	\$13,726.80	\$14,430.64	\$223,393.06
May-18	\$13,506.60	\$14,093.05	\$222,806.61
Jun-18	\$13,899.45	\$19,379.99	\$217,326.07
Jul-18	\$13,581.75	\$20,502.86	\$210,404.96
Aug-18	\$13,728.46	\$17,530.22	\$206,603.20
Sep-18	\$13,614.84	\$16,908.08	\$203,309.96
Oct-18	\$14,247.98	\$13,959.85	\$203,598.09
Nov-18	\$13,408.92	\$17,467.68	\$199,539.33
Dec-18	\$13,976.48	\$13,946.88	\$199,568.93
Ending Balance 2018			\$199,568.93
Jan-19	\$27,966.80	\$18,293.82	\$209,241.91
Feb-19	\$13,848.24	\$17,434.17	\$205,655.98
Mar-19	\$57,917.89	\$15,057.81	\$248,516.06
Apr-19	\$13,879.70	\$23,841.13	\$238,554.63
May-19	\$13,971.69	\$14,503.68	\$238,022.64
Jun-19	\$13,980.77	\$16,525.41	\$235,478.00
Jul-19	\$14,414.98	\$28,080.65	\$221,812.33
Aug-19	\$213,910.56	\$37,453.37	\$398,269.52
Sep-19	\$13,910.08	\$18,390.38	\$393,789.22
Oct-19			
Nov-19			
Dec-19			

Approval of revisions to Volunteer and Meeting and Study Room Policies (formerly titled Meeting and Event Policy): LaDeana made the motion to approve the revisions to the Volunteer Policy and Anita seconded. The motion passed, 6-0. Jill moved to accept the Meeting and Study Room policy as written and for the board to revisit the policy and make revisions three months after construction is completed and rooms are in use. Linda seconded it and the motion passed, 6-0.

Approval to accept Staff Evaluations as written: Jill moved to accept staff evaluations as written. LaDeana seconded and the motion passed, 6-0.

Approval of 2020 Budget: Washington County funding, city funding, and salaries for 3 full-time staff discussed. Regina made the motion to approve the 2020 budget and Anita seconded it. The motion passed, 6-0.

Approval of Assistant Librarian job description: LaDeana made the motion to approve the Assistant Librarian job description. Linda seconded and the motion passed, 6-0.

Discussion of Long Range Plan: Linda and LaDeana participated in a long range planning workshop hosted by the State Library last month. Linda recommended the board form a committee to work on 5 and 10 year goals. LaDeana recommended the board revisit and simplify the library's mission statement. Goals like developing Spanish Language collections to be discussed at the March meeting.

Adjourned: The meeting was adjourned at 7:30 p.m.

Next meeting scheduled for March 10, 2020.


Betty Hummel, Board President