

Crete City Council Regular Meeting
Tuesday, November 19, 2024 6:00 PM
Crete City Hall
243 E 13th Street
Crete, NE 68333

1. Open Meeting

- In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the Council Chambers.
- Items listed on the agenda may be considered in any order.
- Please stand for the Pledge of Allegiance.

2. Roll Call

- Attendance of members will be recorded to determine the presence of a quorum for official actions.

3. Consent Agenda

- All items listed on the consent agenda will be approved by one motion and vote. No separate discussion of these items will occur unless the Mayor, a Councilmember, or a citizen so requests. If such a request is made, the item will be moved out of the consent agenda and considered separately.

3.A. Approve Meeting Minutes

- 3.A.1. October 9th, 2024 City Council Emergency Meeting Minutes
- 3.A.2. November 5th, 2024 City Council Minutes
- 3.A.3. November 5th, 2024 Public Works Committee Minutes
- 3.A.4. November 5th, 2024 Finance Committee Minutes
- 3.A.5. November 5th, 2024 Legislative & Economic Development Committee Minutes
- 3.A.6. November 5th, 2024 Personnel Committee Meeting Minutes
- 3.A.7. November 5th, 2024 Public Safety Committee Minutes

3.B. Accept the City Treasurer's Report

3.C. Approve Yazmin Belk as new volunteer member of the Fire Department.

3.D. Approve the Payment of Claims Against the City

4. Items of Business

- Action may be taken to discuss/limit discussion, to hear testimony in favor of or in opposition to, and to approve or disapprove any matter presented under this title.

4.A. Consider the employee policy manual amendments

4.B. Consider Ordinance 2221 Amending Ordinance 2219 to include hearing findings

4.C. Consider the Crete Carrier Room Grant Application for Apace Choir on Wednesday, December 4th, 2024.

- 4.D. Consider the bid from RAFA Roofing for the roof/facade replacement at the Municipal Airport.
- 4.E. Consider the cost of service and rate design study letter proposal from JK Energy Consulting, LLC
- 4.F. Consider the General Administration Agreement between the City of Crete and Southeast Nebraska Development District for the Crete Downtown Revitalization 24DTR001
- 4.G. Consider the Construction Management Agreement between the City of Crete, Nebraska and Southeast Nebraska Development District for the Crete Downtown Revitalization 24DTR001
- 4.H. Consider the General Administration Agreement between the City of Crete, Nebraska and Southeast Nebraska Development District for the Crete Public Works Infrastructure 24WI004
- 4.I. Consider the Construction Management Agreement between the City of Crete and Southeast Nebraska Development District for the Crete Public Works Infrastructure 24PW1004
- 4.J. Consider approving the Crete Ace Hardware claims in the amount of \$2,399.26
- 4.K. Consider the proposed policy regarding advisory board members attending meetings virtually
- 4.L. Consider authorizing the Fire Department to apply for the AFG grant.
- 4.M. Consider the Department of Public Works Utility account write off in the amount of \$10,521.06
- 4.N. Consider the LB840 Application from Eric Thornburg/Edward Jones for 1344 Main Ave in the amount up to \$75,000.
- 4.O. Consider the LB840 Application from Air Methods in the amount not to exceed \$50,000.
- 4.P. Consider Ordinance 2224 Adding regulations for mobile food vendors
- 4.Q. Consider Ordinance 2225 amending permission for structures in public right of way
- 4.R. Consider the request for increased DTR funds from Angelica Ortiz for 1239 Main Ave.
5. **Petitions - Communications - Citizen Concerns**
- Citizen testimony may be limited to 3 minutes per person.
 - Please do not repeat testimony that has already be heard.
 - No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.
6. **Officers' Reports**
- Reports may be given by Officers, Departments, Committees, or Councilmembers concerning the current operations of the City.
 - No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.
7. **Adjournment**

Disclaimers & Notices

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was

called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.

- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at www.crete.ne.gov.



CITY COUNCIL EMERGENCY MEETING

October 9th, 2024 at 5:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street
Post Office, 1242 Linden Avenue
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open meetings Act, Laws of the State of Nebraska, in the back of the council chambers. All proceedings shown were taken while the meeting was open to the attendance of the public.

1. Open Meeting

2. Roll Call

Tom Crisman: Present
Anthony Fitzgerald: Present
Kyle Frans: Present
Ashley Newmyer: Present
Dan Papik: Present
Dale Strehle: Present

Present: 6.

3. Consent Agenda

3.A. Approve Meeting Minutes

3.B. Accept the City Treasurer's Report

3.C. Approve the Payment of Claims Against the City

4. Items of Business

4.A. Public Hearing on ALS and BLS services contract

Opened Public Hearing on ALS and BLS services contract Carried with a motion by Dale Strehle and a second by Dan Papik.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

The Public Hearing opened at 5:03 p.m.

Crete Volunteer Fire Department Assistant Fire Chief, James Yost gave a presentation on the work they have been doing and the number of calls they received.

-Outside calls very busy

-Training a month

-prep work

- Public education
- EMS stand bys
- Supply management
- Pre billing
- 611 911 calls
- 300 transfers

2024

442 calls that were medical related

379 paramedic

295 medical

276 Paramedic

By passing (2023 23 by pass)

3 of 8 own paramedic

1 critical patient

2024 24 by pass

Financial tax funding \$100,000

Saline County \$25,000 per year

Highland rural \$200,000 bond every 5 years for apparatus replacement

Ambulances are \$400,000

EMS reimburse \$400,000 -\$500,000 entire department

Crete fire and rescues

85% in all 911 calls

Plan to continue staffing for transfers 2 hour round trip to Lincoln

Current reimbursement for transfers not making up for costs not keeping up

Paying out more than coming in

Stephanie Boldt, President/CEO for Crete Area Medical Center stated that she appreciates the

opportunity to be allowed back. Boldt asked what it is that the City of Crete wants? Boldt stated that making an educated decision is important and the Crete Fire Department covers a lot of the 911 and BLS and transfers. If the City of Crete doesn't want the CAMC services, that's okay. Boldt added that:

ALS flat fee per year or pay per transfer \$23 per hour
Under two hours (that won't cover)
ALS transfer (city ambulance CAMC paramedic)

Boldt stated she is open to conversation and looking for feedback. The biggest thing is that the CAMC paramedics can't be on call for free. There needs to be some sort of compensation.

Mayor Bauer stated there would not be decision made tonight but would like the council to leave with as many of their questions answered.

Council member Anthony Fitzgerald asked if they could look at ALS transfers with the hospital sharing the burden of uncollected bills.

Medicaid and Medicare doesn't collect everything.

Boldt stated that the contract has not been updated in years. City Administrator Tom Ourada added that during the last League of Municipalities conference this was a big topic.

Municipalities don't have the funding and are working with the legislature to subsidize this.

Mayor Dave Bauer added that the City Council needs to take this information and direct questions to him and to City Administrator Tom Ourada. This will go on the October 15th, 2024 City Council meeting and if not, it will on the first City Council meeting in November.

Closed the Public Hearing on ALS and BLS services contract Carried with a motion by Dale Strehle and a second by Dan Papik.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

The Public Hearing closed at 6:10 p.m.

5. Petitions - Communications - Citizen Concerns

6. Officers' Reports

7. Adjournment

The meeting adjourned at 6:11 p.m.

Mayor

(SEAL)

City Clerk

I, Nancy Tellez, City Clerk for the City of Crete, hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Mayor and Council. I hereby certify that a copy of the Open Meetings Act was posted in the back of the Council Chambers. I certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the City Clerk. I certify that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public. I certify that the minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of the City Council. I certify that all news media requesting notification concerning meetings of the City Council were provided with advance notification of the time and place of said meeting and the subjects to be discussed.

City Clerk

(S E A L)



CITY COUNCIL REGULAR MEETING

November 5th, 2024 at 6:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street
Post Office, 1242 Linden Avenue
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open meetings Act, Laws of the State of Nebraska, in the back of the council chambers. All proceedings shown were taken while the meeting was open to the attendance of the public.

1. Open Meeting

2. Roll Call

Kyle Frans: Present
Tom Crisman: Present
Anthony Fitzgerald: Present
Ashley Newmyer: Present
Dan Papik: Present
Dale Strehle: Present

Present: 6, Absent: 0.

3. Consent Agenda

Approved the Consent Agenda Carried with a motion by Dale Strehle and a second by Dan Papik.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

3.A. Approve Meeting Minutes

3.A.1. October 15th, 2024 City Council Minutes

3.A.2. October 15th, 2024 Finance Committee Minutes

3.A.3. October 15th, 2024 Legislative/ Economic Development Committee Minutes

3.A.4. October 15th, 2024 Public Safety Committee Minutes

3.B. Accept the City Treasurer's Report

3.C. Approve the Payment of Claims Against the City

3.D. Crete Volunteer Fire and Rescue Department Minutes

3.E. Airport Advisory Board Minutes

3.F. Planning Commission Minutes

4. Items of Business

4.A. Consider the Application for a permit to occupy City of Crete Right-of-Way from Black Hills Energy.

City Administrator Tom Ourada explained that this application for a permit to occupy City of Crete Right-of-Way is from Black Hills Energy.

Approved the Application for a permit to occupy City of Crete Right-of-Way from Black Hills Energy. Carried with a motion by Dale Strehle and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

4.B. Consider Ordinance 2220 Sale of City Farm Property

City Administrator Tom Ourada explained that this is an Ordinance required by state law for the sale of the City Farm property, and it requires a 30-day remonstrance period, and it also went to Public Works.

Introduce Ordinance 2220 and move that the statutory rule requiring three separate readings be suspended Carried with a motion by Dale Strehle and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

Enacted Ordinance 2220 Sale of City Farm Property Carried with a motion by Dale Strehle and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

4.C. Consider adopting Resolution 2024- 23 Year-End Certification of City Street Superintendent 2024

Council member Dale Strehle stated that the Public Works committee met on this.

Adopt Resolution 2024- 23 Year-End Certification of City Street Superintendent 2024 Carried with a motion by Dale Strehle and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan

Papik: Aye, Dale Strehle: Aye
Aye: 6, No: 0

4.D. Consider the Highway Safety Grant Application from the Crete Police Department

Chief of Police Gary Young explained that this is for the Radar Mini-Grant Application. The radars were going to be \$2,400 and with this grant it would only be \$1,200.

Approved the Highway Safety Grant Application from the Crete Police Department Carried with a motion by Dan Papik and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

4.E. Consider the Request for Contract Amendment CDBG #20-DTR-002 to extend the original contract end dates from October 4, 2024, to January 4, 2024.

City Administrator Tom Ourada explained that this extension would extend the original contract end date from October 4th, 2024 to January 4th, 2024. Ourada stated that the City of Crete will not be seeking any more extensions. Ourada added that there are possibly two more applicants.

Approved the Request for Contract Amendment CDBG #20-DTR-002 to extend the original contract end dates from October 4, 2024, to January 4, 2024. Carried with a motion by Anthony Fitzgerald and a second by Dale Strehle.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

4.F. Consider the Invitation to Bid for the "Walnut Creek Sewer Repair" project

City Administrator Tom Ourada explained that there are two parts to this. One is the invitation to Bid and this is that part. Dane Simonsen with JEO addressed the Public Works committee.

Approved the Invitation to Bid for the "Walnut Creek Sewer Repair" project Carried with a motion by Dale Strehle and a second by Dan Papik.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

4.G. Consider the Walnut Creek Aerial Sewer Bid Documents

Council member Dale Strehle stated that this is the second part of the Walnut Creek Aerial Sewer Bid.

Approved the Walnut Creek Aerial Sewer Bid Documents Carried with a motion by Dale Strehle and a second by Dan Papik.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

4.H. Consider the amended Stehlik Administrative subdivision, now titled Stehlik Family Acres.

City Attorney Anna Burge explained that the county denied the initial submission. The surveyor didn't ask the county and the name had already been taken for the administrative subdivision. The other part was to clarify that the little triangle on the left side is also part of lot 1.

Approved the amended Stehlik Administrative subdivision, now titled Stehlik Family Acres. Carried with a motion by Dale Strehle and a second by Dan Papik.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 6, No: 0

4.I. Consider enacting Ordinance 2222 amending sewer department billing and collecting

City Administrator Tom Ourada explained that this changes the way sewer rates are calculated. The old way was the lowest three months in the winter and the new way is more defined and is December, January and February.

City Attorney Anna Burge explained that the Ordinance 2222 is the Ordinance that was motioned to recommend for approval to the City Council. The attachment is the only thing that had the wrong number.

Introduce Ordinance 2222 and move that the statutory rule requiring three separate readings be suspended Carried with a motion by Dale Strehle and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 6, No: 0

Enacted Ordinance 2222 amending sewer department billing and collecting as posted in the Public Works Committee Carried with a motion by Dale Strehle and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 6, No: 0

4.J. Consider granting relaxation from sidewalk placement on Iris at Eastgate

City Administrator Tom Ourada explained that this is a requirement by ordinance anytime a sidewalk deviates from the standard that the City Council has officially approved. The rest of the sidewalk was done according to the State of Nebraska and federal standards.

Approved granting relaxation from sidewalk placement on Iris at Eastgate Carried with a motion by Dale Strehle and a second by Dan Papik.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 6, No: 0

4.K. Consider Resolution 2024-24 Authorizing the termination of the Emergency Medical Services Tiered Response Agreement and negotiation of ALS Transfer Agreement

City Administrator Tom Ourada explained that this was the result of council action and a discussion between Mayor Bauer, City Administrator Tom Ourada, City Attorney Anna Burge, Stephanie Boldt President/CEO with Crete Area Medical Center, and Julie Lacy Chief Financial Officer for Crete Area Medical Center. CAMC agreed to a three-month transition period away from rescue paramedic assistance and agreed that we would enter into negotiations on ALS transfer assistance.

Adopted Resolution 2024-24 Authorizing the termination of the Emergency Medical Services Tiered Response Agreement and negotiation of ALS Transfer Agreement Carried with a motion by Kyle Frans and a second by Dan Papik.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

4.L. Consider Fire Department grant application for additional ARPA funds

Assistant Fire Chief James Yost stated that they had applied for this grant two years ago and the application was denied. They would like to apply again for funds to be able to purchase Lucas devices.

Approved to authorize the Fire Department grant application for additional ARPA funds Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

4.M. Consider the Fire Department purchasing Lucas devices

Assistant Fire Chief James Yost stated that the old Lucas devices are no longer serviceable, and they would be able to buy three new ones and every truck would have one.

Approved the Fire Department purchasing Lucas devices Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

4.N. Ordinance 2223 Amending nonunion salaries

City Administrator Tom Ourada stated that the only change is amending the Airport Manager's salary. In the past the Airport Manager was only managing the airport. Ourada stated that he asked for this change to reflect the possibility of an Airport Manager who would also be a Fixed Based Operator and a mechanic.

Introduce Ordinance 2223 and move that the statutory rule requiring three separate readings be suspended Carried with a motion by Tom Crisman and a second by Dale Strehle.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 6, No: 0

Enacted Ordinance 2223 Amending nonunion salaries Carried with a motion by Tom Crisman and a second by Dale Strehle.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 6, No: 0

5. Petitions - Communications - Citizen Concerns

6. Officers' Reports

- Chief of Police Gary Young stated the following:
 - The Trunk or Treat was well attended and a success.
 - There will be other k-9 units in town. Captain Pucket is going to be helping other agencies with extra training for their certification. The City of Crete's Police Department's K-9 certification is going to be in 2 months.
- Tod Allen, Fire Chief stated the following:
 - Introduced Yazmin Belk who will be on the next council agenda to be approved as a new volunteer member of the Fire Department.
 - Chief Allen thanked the Mayor and City Council for the Lucas Devices.
- Library Director Jessica Wilkinson stated the following:
 - They will be hosting a winter book sale
 - The Princess Tea party is going to be November 23rd, 2024
 - Two additional book clubs will be added in the coming months
 - Over 200 people attended the Bluey program a few weekends ago
 - The concrete pad for the musical instruments is completed.
- Parks and Recreation Director Liz Cody stated the following:
 - Crete was one of 4 communities selected to receive a tree nursery from the Nebraska Forest Service/Nebraska Statewide Arboretum. They selected a nursery site on the Doane campus next to the Nature Explorers outdoor classroom. On Nov. 1st 2024, Doane Grounds staff and Parks department staff planted 32 young trees with the help of local volunteers Justin Jones and Dave Jurena. During the event, arborists Graham Herbst and Gregg Lemke shared their advice on planting depth, root health, young tree care and information about the trees, including oaks, hickory, and more.
 - As part of their ongoing IRA grant projects Cody will attend arborist training on November 14th and 15th 2024 in Ashland with the Nebraska Arborists Association. Additional training or exam opportunities will be available this fall to sit for the arborist certification exam.
 - Anyone is welcome to participate in a free arborist education and test prep program by Graham Herbst with the Nebraska Forest Service.

- Tuxedo Park Campgrounds closed for the season on November 1st 2024 and their groundskeeper is working to winterize all park locations.
 - Tuxedo Park entrances and roads will be closed for training purposes on Nov. 13-16th 2024.
 - The Nebraska Game and Parks offers a Watchable Wildlife Grant of up to \$6000 to promote opportunities to observe local wildlife. Eligible activities such as a nature explorers backpack program, would facilitate collaboration between the Parks department, the library, and Public Health Solutions.
- City Administrator Tom Ourada stated the following:
- City Hall will be closed next Monday, November 11th, 2024 for Veterans Day.
 - Went over the draft financial for the last fiscal year and sales tax finished a little over \$2.5 million dollars, over our projections, despite numerous refund submissions.
 - There were a number of sales tax refunds and there is another this month.
 - Ourada will have a total of the number of refunds issued in the last year for the next City Council meeting.
 - There are a couple of interested parties in the City owned buildings downtown. Since there are more than one there is going to be a process with it. There will be performance stipulations with the sale of the buildings.
 - JK Energy Consulting, LLC is sending a proposal on electric cost of service study.
 - The City has been very active and making progress on nuisance properties and will probably have five more cases this month.
 - Ourada was going to ask City Attorney Anna Burge, Finance Director Wendy Thomas and City Clerk Nancy Tellez to give a report on the Department of Transportation trip to Washington D.C. However, Wendy Thomas was not at the City Council meeting since she was getting awarded the 2024 Cornhusker State Games Female Athlete of the Year for Tennis from the Nebraska Sports Council.
 - Ourada has been having Media Specialist Jenn Lampila put picture highlights of success stories of business utilizing the LB840 program.
 - LB840 sunsets next year and to be renewed the City Council would put it on the ballot. Money can be used to promote it until it gets put on the ballot then we cannot.
 - The goal is to put 2 or 3 pictures and stories so that people understand how valuable LB840 has been in the Crete community to businesses and infrastructure over the course of the last 15 years.
 - Ourada stated that there is strong interest of an Airport Manager who is a very experienced mechanic and a fixed based operator. He has a very strong clientele and wants to move here and bring a ton of business and airplanes with him. The salary adjustment that the City Council approved goes a long way towards that.
- Mayor Dave Bauer stated that in December it is going to be time for committee assignments and he may do some new assignments. Bauer informed the council members that if they have an interest in a specific committee to let him know so that he can consider that.

7. Adjournment

6:48 p.m.

Mayor

(SEAL)

City Clerk

I, Nancy Tellez, City Clerk for the City of Crete, hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Mayor and Council. I hereby certify that a copy of the Open Meetings Act was posted in the back of the Council Chambers. I certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the City Clerk. I certify that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public. I certify that the minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of the City Council. I certify that all news media requesting notification concerning meetings of the City Council were provided with advance notification of the time and place of said meeting and the subjects to be discussed.

City Clerk (S E A L)



CITY COUNCIL PUBLIC WORKS COMMITTEE MEETING

November 5th, 2024 at 5:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

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Post Office, 1242 Linden Avenue
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1. Open Meeting

2. Roll Call

Anthony Fitzgerald: Present

Dan Papik: Present

Dale Strehle: Present

Present: 3.

3. Items of Business

3.A. Consider the Invitation to Bid for the "Walnut Creek Sewer Repair" project

Simonson with JEO discussed how this project was initiated because near 22nd and Kingwood some aerial sewer was damaged, and a temporary fix was put into place. Simonson discussed the solution of putting a 16-inch steel casing across the creek with an 8-inch sewer inside the steel casing. This steel casing is to protect it from future events. This project is to be awarded to a contractor before the end of the year and use remaining ARPA funds.

Recommendation was made to the City Council to approve the Invitation to Bid for the "Walnut Creek Sewer Repair" project. Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Anthony Fitzgerald: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 3, No: 0

3.B. Consider the Walnut Creek Aerial Sewer Bid Documents

Tom Ourada, City Administrator, stated that this is what was discussed in the previous action that Simonson, with JEO, spoke about. It is to put in a 16-inch steel casing where the aerial sewer was damaged at 22nd and Kingwood.

Recommendation was made to the City Council to approve the Walnut Creek Aerial Sewer Bid Documents. Carried with a motion by Dan Papik and a second by Anthony Fitzgerald. Anthony Fitzgerald: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 3, No: 0

3.C. Consider the amended Stehlik Administrative subdivision, now titled Stehlik Family Acres.

Anna Burge, City Attorney, discussed how the County had rejected the first submission. Surveyors should have checked with the County before submitting it to the City, so the name was incorrect. Another change that was made was that the triangle was also included in lot 1. Anna stated that she had sent it back to the County, and they did say that it would be sufficient.

Recommendation was made to the City Council to approve the amended Stehlik Administrative subdivision, now titled Stehlik Family Acres. Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Anthony Fitzgerald: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 3, No: 0

3.D. Consider Ordinance 2220 Sale of City Farm Property

Anna Burge, City Attorney, explained that by state law we would have to do it under Ordinance if selling City property.

Recommendation was made to the City Council to approve 2220 Sale of City Farm property. Carried with a motion by Anthony Fitzgerald and a second by Dan Papik.

Anthony Fitzgerald: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 3, No: 0

3.E. Consider granting relaxation from sidewalk placement on Iris at Eastgate

Tom Ourada, City Administrator, explained that to match the sidewalk line it is different from City standards and the City standard is 18-inches off the property line. There is a way to do it, but it would be with a wide sidewalk and unnecessary additional costs. This requires the Council in each and every case to grant an exception for the sidewalk. This Eastgate sidewalk will match the rest of the sidewalk that is set in place, so it is not off set.

Recommendation was made to the City Council to approve granting relaxation from sidewalk placement on Iris at Eastgate. Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Anthony Fitzgerald: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 3, No: 0

3.F. Consider Ordinance 2222 amending sewer department billing and collecting

Tom Ourada, City Administrator, explained that instead of saying the lowest three of the five winter months, we will just say December, January, February when figuring out sewer billing.

Recommendation was made to the City Council to approve Ordinance 2222 amending sewer department billing and collecting. Carried with a motion by Anthony Fitzgerald and a second by Dan Papik.

Anthony Fitzgerald: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 3, No: 0

3.G. Discuss Creation of Street Improvement District Alley of Block 143.

Tom Ourada, City Administrator, discussed how this alley is in bad shape. The City would create a placement district and offer LB840 for businesses that would pay for half of their paving assessments and that would be reasonable. This would help be able to distinguish where the alley ends and begins. Offering LB840 will help it not get protested. Tom did state that this would be worth doing.

3.H. Consider the Application for a permit to occupy City of Crete Right-of-Way from Black Hills Energy

City Administrator, Tom Ourada, agreed that this is the same as the usual permit that Black Hills Energy gets when doing construction work in the City.

Recommendation was made to the City Council to approve application for a permit to occupy City of Crete Right-of Way from Black Hills Energy. Carried with a motion by Anthony Fitzgerald and a second by Dan Papik.

Anthony Fitzgerald: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 3, No: 0

3.I. Consider Resolution 2024-23 Year-End Certification of City Street Superintendent 2024

City Administrator, Tom Ourada, explained that this is to continue to have him (Tom) to do the 1 and 6, and everything associated with City Street Superintendent.

Recommendation was made to the City Council to approve Resolution 2024-23 Year-End Certification of City Street Superintendent 2024. Carried with a motion by Anthony Fitzgerald and a second by Dan Papik.

Anthony Fitzgerald: Aye, Dan Papik: Aye, Dale Strehle: Aye
Aye: 3, No: 0

4. Officers' Reports

5. Adjournment



CITY COUNCIL FINANCE COMMITTEE MEETING

November 5th, 2024 at 5:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street
Post Office, 1242 Linden Avenue
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open meetings Act, Laws of the State of Nebraska, in the back of the council chambers. All proceedings shown were taken while the meeting was open to the attendance of the public.

1. Open Meeting

2. Roll Call

Kyle Frans: Present
Ashley Newmyer: Present
Dale Strehle: Present

Present: 3.

3. Items of Business

3.A. Consider Resolution 2024-24 Authorizing the termination of the Emergency Medical Services Tiered Response Agreement and negotiation of ALS Transfer Agreement

City Administrator Tom Ourada explained that this was the result of council action and a discussion between Mayor Bauer, City Administrator Tom Ourada, City Attorney Anna Burge, Stephanie Boldt President/CEO with Crete Area Medical Center, and Julie Lacy Chief Financial Officer for Crete Area Medical Center. CAMC agreed to a three-month transition period away from rescue paramedic assistance and agreed that we would enter into negotiations on ALS transfer assistance.

Recommend to the City Council Resolution 2024-24 Authorizing the termination of the Emergency Medical Services Tiered Response Agreement and negotiation of ALS Transfer

Agreement Carried with a motion by Dale Strehle and a second by Ashley Newmyer.
Kyle Frans: Aye, Ashley Newmyer: Aye, Dale Strehle: Aye
Aye: 3, No: 0

4. Officers' Reports

5. Adjournment



CITY COUNCIL LEGISLATIVE & ECONOMIC DEVELOPMENT COMMITTEE MEETING

November 5th, 2024 at 5:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street
Post Office, 1242 Linden Avenue
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open meetings Act, Laws of the State of Nebraska, in the back of the council chambers. All proceedings shown were taken while the meeting was open to the attendance of the public.

1. Open Meeting

2. Roll Call

Tom Crisman: Present

Anthony Fitzgerald: Present

Dale Strehle: Present

Present: 3.

3. Items of Business

3.A. Consider the proposed policy regarding advisory board members attending meetings virtually.

There was discussion on the proposed policy regarding advisory board members attending meetings virtually. City Administrator Tom Ourada stated that this has come up from time to time, and it is just policy and not an ordinance, and it would only be for some of the advisory boards. There are some exceptions with City Council you cannot, standing committees you cannot, planning commission and civil service you cannot. Ourada added that you do have to have quorum because virtual participants cannot vote. This is especially important because one

of the library board members is now working out of town and we are still short one library board representative. Council member Anthony Fitzgerald asked if the virtual participant or participant's comments be able to be added to the minutes. Ourada stated that they could go in the minutes. City Attorney Anna Burge explained that by state law they can go in the minutes and be a witness and be a member of the public but not be a voting member if they are attending virtually.

Recommend to the City Council to adopt the proposed policy regarding advisory board members attending meetings virtually. Carried with a motion by Dale Strehle and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Dale Strehle: Aye
Aye: 3, No: 0

3.B. Discuss offering LB840 to businesses in Block 143 Improvement Project

City Administrator Tom Ourada asked the Legislative/Development Committee if they thought this is a viable way of using LB840 and stated that it is acceptable for infrastructure improvements.

Recommend to the City Council offering LB840 to businesses in Block 143 Improvement Project Carried with a motion by Tom Crisman and a second by Dale Strehle.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Dale Strehle: Aye
Aye: 3, No: 0

3.C. Consider the request for Contract Amendment CDBG#20-DTR-002 to extend the original contract end dates from October 4, 2024, to January 4, 2024

Committee member Dale Strehle asked if the current projects are just running behind and City Administrator Tom Ourada stated that they are.

Recommend to the City Council the request for Contract Amendment CDBG#20-DTR-002 to extend the original contract end dates from October 4, 2024, to January 4, 2024 Carried with a motion by Dale Strehle and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Dale Strehle: Aye
Aye: 3, No: 0

4. Officers' Reports

5. Adjournment



CITY COUNCIL PERSONNEL COMMITTEE MEETING

November 5th, 2024 at 5:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street
Post Office, 1242 Linden Avenue
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open meetings Act, Laws of the State of Nebraska, in the back of the council chambers. All proceedings shown were taken while the meeting was open to the attendance of the public.

1. Open Meeting

2. Roll Call

Tom Crisman: Present
Kyle Frans: Present
Ashley Newmyer: Present

Present: 3.

3. Items of Business

3.A. Ordinance 2223 Amending non-union salaries

City Administrator Tom Ourada explained that the only change is amending the Airport Manager's salary going up to \$65,000. In the past, the Airport Manager was only managing the airport. Ourada stated that he asked for this change to reflect the possibility of an Airport Manager who would also be a Fixed Based Operator and a mechanic.

Recommend to the City Council Ordinance 2223 Amending non-union salaries Carried with a motion by Ashley Newmyer and a second by Kyle Frans.

Tom Crisman: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye
Aye: 3, No: 0

4. Officers' Reports

5. Adjournment



CITY COUNCIL PUBLIC SAFETY COMMITTEE MEETING

November 5th, 2024 at 5:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street
Post Office, 1242 Linden Avenue
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open meetings Act, Laws of the State of Nebraska, in the back of the council chambers. All proceedings shown were taken while the meeting was open to the attendance of the public.

1. Open Meeting

2. Roll Call

Tom Crisman: Present
Anthony Fitzgerald: Present
Dan Papik: Present
Present: 3.

3. Items of Business

3.A. Consider the Highway Safety Grant Application from the Crete Police Department

Chief Young explained that this mini-grant is for a radar system for the new vehicle they are going to be purchasing.

Recommend to the City Council the Highway Safety Grant Application from the Crete Police Department Carried with a motion by Tom Crisman and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Dan Papik: Aye
Aye: 3, No: 0

3.B. Discuss citizen concern on for sale vehicle parked on front yard

Keith Burk addressed the Public Safety Committee and stated that according to City Code he is not able to park a vehicle on the front yard of his property located at 1140 E 13th St. Burk asked if there is a possible permit that he could take out to be able to park his vehicle he has for sale on his front yard. Mayor Dave Bauer stated that there needs to be more discussion about this. City Administrator Tom Ourada explained that there might need to be an alteration to the ordinance. City Attorney Anna Burge explained that it requires changes in the ordinance/ city law. Burk asked if he could please know as soon as possible what is decided.

3.C. Consider Fire Department grant application for additional ARPA funds

Assistant Fire Chief James Yost stated that they had applied for this grant two years ago and the application was denied. They would like to apply again for funds to be able to purchase Lucas devices.

Recommend to the City Council the Fire Department grant application for additional ARPA funds Carried with a motion by Tom Crisman and a second by Anthony Fitzgerald.
Tom Crisman: Aye, Anthony Fitzgerald: Aye, Dan Papik: Aye
Aye: 3, No: 0

3.D. Consider the Fire Department purchasing Lucas devices

Assistant Fire Chief James Yost stated that the old Lucas devices are no longer serviceable, and they would be able to buy three new ones and every truck would have one.

Recommend to the City Council to consider the Fire Department purchasing Lucas devices Carried with a motion by Tom Crisman and a second by Anthony Fitzgerald.
Tom Crisman: Aye, Anthony Fitzgerald: Aye, Dan Papik: Aye
Aye: 3, No: 0

4. Officers' Reports

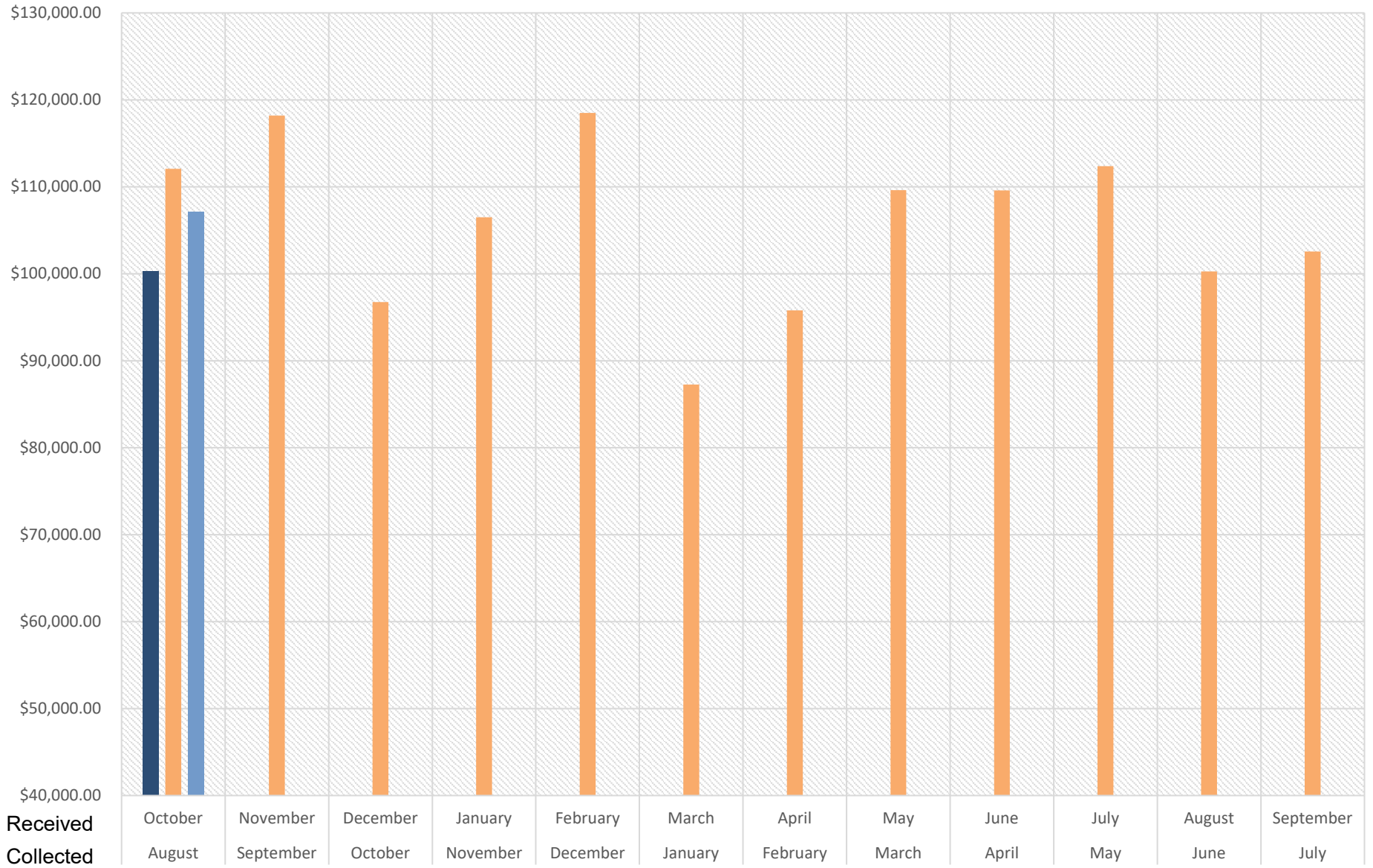
5. Adjournment

11/19/2024

City of Crete Sales Tax Receipts

Month Collected	Month Received	FY2023 Gen. Fund	Change Gen. Fund	FY2024 Gen. Fund	Change Gen. Fund	FY2025 Gen. Fund	Change Gen. Fund	5 Year Average	Gross Change yr. to yr.	Gross Change 5 yr. Average	LB840 Program	LB 357 Bond	LB 357 Public Safety	LB 357 Reserve	Next Year Refunds	Projection	Refunds	
August	October	\$100,946.22	11.47%	\$112,079.68	11.03%	\$107,177.23	-4.37%	\$100,357.13	9.50%	2.18%	\$53,588.62	\$21,000.00	\$10,500.00	\$22,088.62		\$82,838.99	(\$737.35)	
September	November	\$95,435.14	6.17%	\$118,194.74	23.85%													
October	December	\$97,592.24	13.13%	\$96,745.35	-0.87%													
November	January	\$93,189.55	4.90%	\$106,493.06	14.28%													
December	February	\$108,244.80	14.39%	\$118,509.22	9.48%													
January	March	\$93,536.46	11.54%	\$87,279.08	-6.69%													
February	April	\$92,271.35	13.81%	\$95,787.93	3.81%													
March	May	\$103,537.01	9.84%	\$109,613.71	5.87%													
April	June	\$103,361.32	20.15%	\$109,581.23	6.02%													
May	July	\$107,615.66	12.94%	\$112,375.22	4.42%													
June	August	\$111,328.69	12.00%	\$100,278.28	-9.93%													
July	September	\$105,594.67	26.76%	\$102,576.28	-2.86%													
Totals		\$1,212,653.08	13.09%	\$1,269,513.76	4.87%		-4.37%	\$100,357.13	9.50%	2.18%	\$53,588.62	\$21,000.00	\$10,500.00	\$22,088.62	\$0.00	\$82,838.99	(\$737.35)	
						\$1,185,000.00	Budgeted Transfer to General Fund											
						Net Receipts	Monthly Transfer to General Fund											
						\$107,177.23	Average Net Receipts											
						\$98,750.00	Required											

City of Crete Net 1% Sales Tax Receipts



Received
Collected



■ 5 Year Average ■ 23-24 ■ 24-25

**City of Crete
Treasurer's Report**

fy 2023		9/30/2024	Cash	Budget	Year to date	Percent	Budget	Year to date	Percent
100.00%			Balance	Revenue	Revenue	Revenue	Expense	Expense	Expense
UTILITIES	001-1000	Electric Fund CBT	\$1,042,708.38	\$11,859,820.00	\$11,611,172.38	98%	\$11,859,820.00	\$10,808,582.59	91%
	001-1005	Consumer Deposits PINN	\$144,793.42						
	001-1008	NE Class	\$1,060,620.19						
	001-1006	Consumer Deposit CDs PINN	\$348,000.00						
	001-1009	Revenue ACH PINN	\$6,279.58						
	001-1015	Electric CDs CBT WF	\$3,531,515.60						
	002-1000	Water Fund CBT	\$48,982.59	\$1,062,750.00	\$1,127,186.73	106%	\$1,062,750.00	\$995,822.75	94%
	002-1015	Water CDs CBT	\$400,000.00						
	003-1000	Sewer Fund CBT	\$1,678,040.20	\$1,720,750.00	\$1,959,554.58	114%	\$1,720,750.00	\$1,494,460.23	87%
	003-1002	Sewer USDA Equipment CE	\$164,515.49						
	003-1003	Sewer USDA Reserve CBT	\$175,647.20						
	003-1008	NE Class	\$1,060,620.19						
AIRPORT	050-1010	Airport Purposes PINN	\$194,392.95	\$266,900.00	\$121,939.32	46%	\$265,900.00	\$128,444.52	48%
GENERAL	101-1000	General Fund PINN	\$1,113,081.64	\$4,262,230.00	\$4,454,670.27	105%	\$4,262,230.00	\$4,264,270.98	100%
	101-1042	Brick Fund PINN	\$624.88						
	102-1015	City Sales Tax PINN	\$111,830.91	\$2,300,000.00	\$2,539,316.92	110%	\$2,300,000.00	\$2,539,027.51	110%
	103-1000	Keno Fund PINN	\$113,014.28	\$120,000.00	\$102,755.00	86%	\$120,000.00	\$38,901.00	32%
	103-1007	Keno Prize Reserve	\$0.00						
	103-1015	Keno Savings PINN	\$43,308.68						
	150-1000	General Obligation Bonds PI	\$762,969.81	\$596,650.00	\$1,025,709.81	172%	\$596,650.00	\$351,201.75	59%
	150-1015	LB357 Bond Savings (UBT)	\$314,934.17						
	171-1000	Insurance Contingency PINN	\$98,794.70	\$100,000.00	\$0.00	0%	\$100,000.00	\$8,765.41	9%
	173-1000	Capital Reserve Checking P	\$1,013,794.00	\$180,950.00	\$31,258.07	17%	\$180,950.00	\$29,400.00	16%
173-1043	Capital Reserve Savings PINN	\$253,571.16							
POLICE	201-1000	Police Department PINN	\$609,921.38	\$1,912,844.00	\$1,952,098.13	102%	\$1,912,844.00	\$2,084,298.91	109%
	202-1000	Communications Center PINN	\$247,487.63	\$341,500.00	\$346,902.03	102%	\$341,500.00	\$300,726.26	88%
	203-1000	Community Service PINN	\$142,821.55	\$81,050.00	\$80,761.21	100%	\$81,050.00	\$77,733.12	96%
	204-1000	Stop Fund PINN	\$2,610.28	\$2,585.28	\$250.00	10%	\$2,585.28	\$0.00	0%
	205-1000	K9 Fund PINN	\$4,299.30	\$6,475.00	\$2,707.96	42%	\$6,475.00	\$3,837.84	59%

**City of Crete
Treasurer's Report**

	fy 2023	9/30/2024	Cash	Budget	Year to date	Percent	Budget	Year to date	Percent
	100.00%	Fund	Balance	Revenue	Revenue	Revenue	Expense	Expense	Expense
FIRE & RESCUE	301-1000 Fire Dept. Operations PINN		\$111,327.87	\$156,800.00	\$184,806.04	118%	\$156,300.00	\$150,908.03	97%
	302-1000 Rescue PINN		-\$2,623.26	\$400,000.00	\$359,113.71	90%	\$400,000.00	\$369,228.22	92%
	303-1000 Fire Equipment PINN		\$52,771.97	\$105,000.00	\$49,304.57	47%	\$105,000.00	\$35,029.13	33%
	304-1000 Fire Equipment II PINN		-\$86,709.95	\$3,170,000.00	\$139,853.44	4%	\$3,170,000.00	\$263,724.83	8%
	304-1043 Fire Equipment II Savings PI		\$152,812.02						
	304-1014 Fire Equipment II Invest NP/		\$53,091.38						
	304-1015 Fire Equipment II CDs PINN		\$50,000.00						
STREETS	401-1000 Street & Grade PINN		\$1,483,049.03	\$1,137,800.00	\$1,161,068.53	102%	\$1,137,800.00	\$959,216.99	84%
	401-1015 Street & Grade PINN		\$236,000.00						
PUBLIC WORKS	501-1000 City Hall PINN		\$77,880.42	\$57,150.00	\$57,150.00	100%	\$57,150.00	\$53,659.36	94%
	502-1000 Community Center PINN		-\$110,881.64	\$162,350.00	\$11,730.00	7%	\$162,350.00	\$174,876.20	108%
	503-1000 Community Room/Shelter PI		\$52,717.49	\$28,800.00	\$27,465.01	95%	\$27,800.00	\$14,377.03	52%
	511-1000 Transfer Station PINN		\$133,037.74	\$37,500.00	\$60,511.76	161%	\$37,500.00	\$34,230.46	91%
	512-1000 Landfill Reserve PINN		\$308,632.61	\$16,100.00	\$16,100.04	100%	\$16,100.00	\$0.00	0%
	521-1000 Parks Maintenance PINN		\$150,449.64	\$289,500.00	\$300,808.36	104%	\$289,500.00	\$342,686.60	118%
	522-1000 Swimming Pool Maintenance		\$148,435.96	\$49,800.00	\$49,800.00	100%	\$49,800.00	\$59,718.55	120%
	531-1000 Capitol Outlay PINN		\$310,302.09	\$300,505.00	\$303,155.04	101%	\$300,505.00	\$161,304.47	54%
	531-1015 Capitol Outlay CDs PINN		\$90,000.00						
	532-1000 Capitol Improvements PINN		-\$1,560,445.64	\$3,081,950.00	\$222,433.55	7%	\$3,081,950.00	\$1,285,771.46	42%
	532-1043 Capitol Improvements BANs		\$93,965.33						
551-1000 FEMA Disaster PINN		-\$1,983.86	\$0.00	\$0.00	0%	\$0.00	\$2,028.83	0%	
561-1000 ARPA PINN		\$268,597.04	\$0.00	\$0.00	0%	\$0.00	\$3,000.00	0%	
CEMETERY	601-1000 Cemetery Maintenance PINN		\$68,009.25	\$93,650.00	\$94,987.58	101%	\$93,650.00	\$95,439.54	102%
	601-1010 Kuncl Memorial Fund CBT		\$5,322.23						
	601-1014 Maintenance Perpetual CD (\$22,000.00						
	601-1015 Maintenance CDs CBT		\$10,000.00						
	602-1000 Cemetery Perpetual Care PI		\$24,247.59	\$3,000.00	\$2,883.41	96%	\$3,000.00	\$241.00	8%
	602-1010 Moser/Chrastil Memorial Fund CBT		\$1,283.65						
	602-1015 Perpetual Care CDs PINN		\$107,000.00						

**City of Crete
Treasurer's Report**

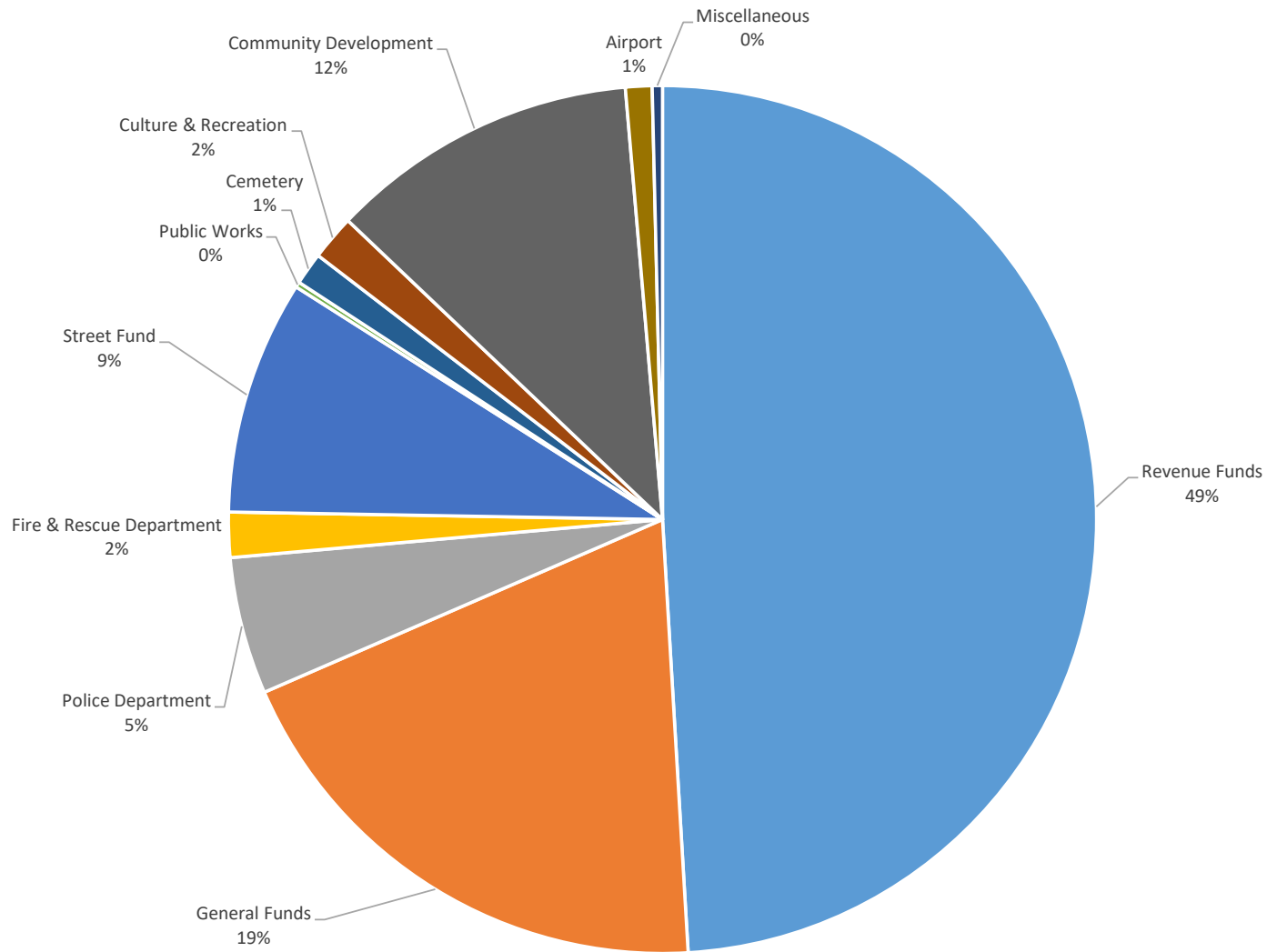
	fy 2023	9/30/2024	Cash	Budget	Year to date	Percent	Budget	Year to date	Percent
	100.00%	Fund	Balance	Revenue	Revenue	Revenue	Expense	Expense	Expense
CULTURE & RECREATION	701-1000 Library Operations PINN		\$126,701.80	\$619,800.00	\$625,173.36	101%	\$619,800.00	\$645,806.46	104%
	702-1000 Library Reserve PINN		-\$9,315.13	\$16,200.00	\$3,364.91	21%	\$16,200.00	\$27,689.72	171%
	702-1014 Daughterty Library Reserve CDs PII		\$0.00						
	702-1015 Library Reserve CDs PINN		\$0.00						
	721-1000 Recreation Programs PINN		\$167,919.89	\$90,000.00	\$85,026.73	94%	\$90,000.00	\$120,305.79	134%
	722-1000 Swimming Pool Programs P		\$46,513.00	\$132,200.00	\$132,780.86	100%	\$132,200.00	\$137,653.61	104%
COMMUNITY DEVELOPMENT	801-1000 Economic Development PIN		-\$536,491.31	\$2,355,000.00	\$677,156.47	29%	\$2,355,000.00	\$822,707.81	35%
	801-1014 ED Loan Guarantee Fund PI		\$572,562.04						
	801-1043 LB840 Savings PINN		\$1,993,450.51						
	802-1000 Tax Increment Financing PI		\$308,681.89	\$180,500.00	\$236,875.08	131%	\$180,500.00	\$134,811.65	75%
	810-1000 CCCFF Theater PINN		-\$142,917.22	\$0.00	\$0.00	#DIV/0!	\$0.00	\$10,569.61	#DIV/0!
	851-1000 CDBG Housing PINN		-\$3,175.22	\$0.00	\$56.56	#DIV/0!	\$0.00	\$0.00	0%
	851-1043 Housing Savings PINN		\$37,645.41						
	852-1000 CDBG DTR PINN		\$42,173.62	\$165,000.00	\$108,759.59	66%	\$165,000.00	\$66,011.95	40%
853-1000 CDBG Streets PINN		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%	
MISC.	951-1000 Payroll PINN		\$61,452.43						
	952-1010 Health Insurance CBT		\$9,870.96	\$45,000.00	\$26,012.01	0%	\$45,000.00	\$22,770.01	0%
	953-1010 Cafeteria Fund CBT		\$3,625.39						
	Totals		\$19,616,167.18	\$37,508,109.28	\$30,292,659.02	81%	\$37,505,609.28	\$29,119,240.18	78%

**City of Crete
Treasurer's Report**

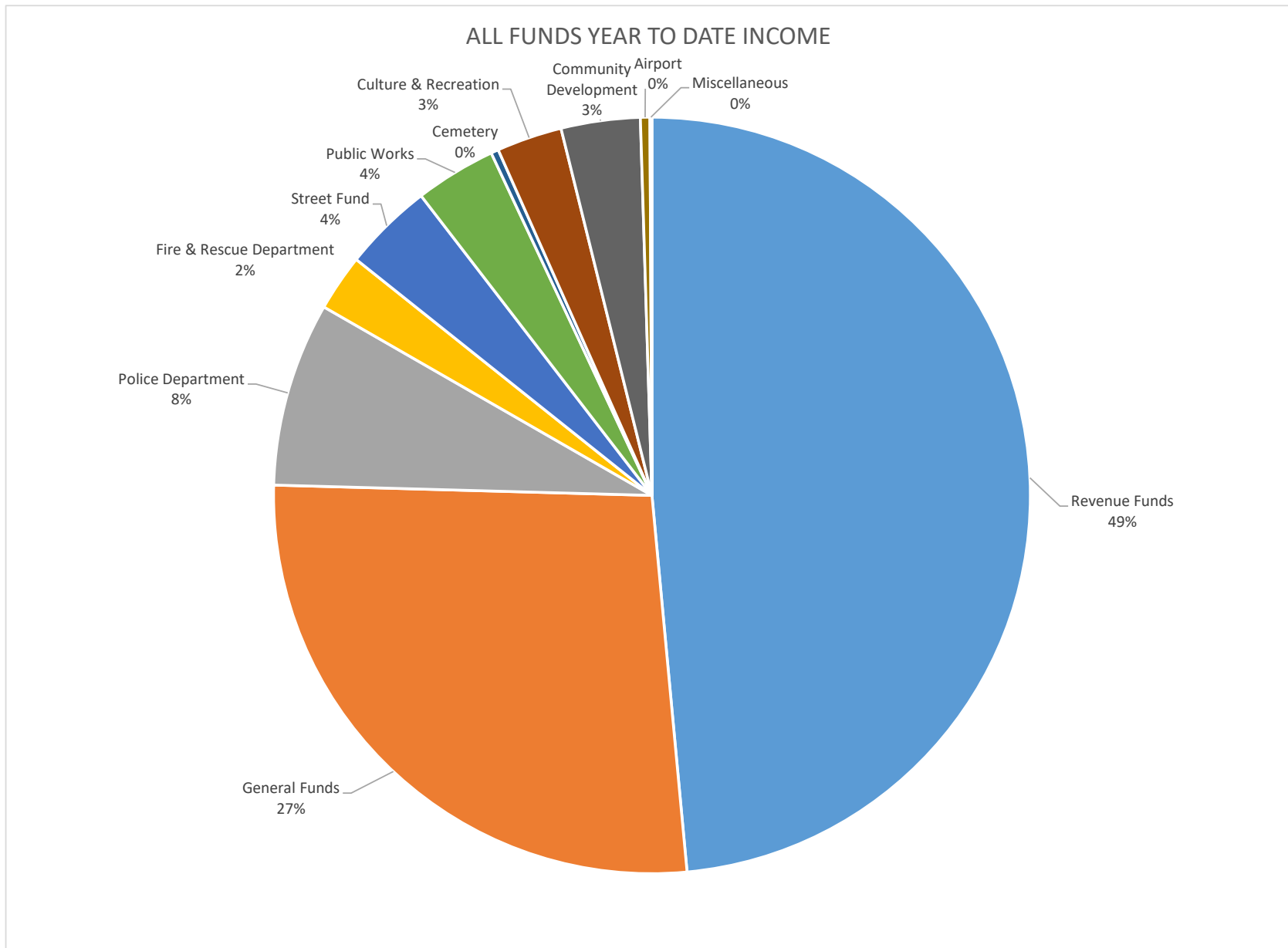
fy 2023	9/30/2024	Cash	Budget	Year to date	Percent	Budget	Year to date	Percent
100.00%	Fund	Balance	Revenue	Revenue	Revenue	Expense	Expense	Expense
	Revenue Funds	\$9,661,722.84	\$14,643,320.00	\$14,697,913.69	100%	\$14,643,320.00	\$13,298,865.57	91%
	General Funds	\$3,825,924.23	\$7,559,830.00	\$8,153,710.07	108%	\$7,559,830.00	\$7,231,566.65	96%
	Police Department	\$1,007,140.14	\$2,344,454.28	\$2,382,719.33	94%	\$2,344,454.28	\$2,466,596.13	134%
	Fire & Rescue Department	\$330,670.03	\$3,831,800.00	\$733,077.76	19%	\$3,831,300.00	\$818,890.21	21%
	Street Fund	\$1,719,049.03	\$1,137,800.00	\$1,161,068.53	102%	\$1,137,800.00	\$959,216.99	84%
	Public Works	-\$39,292.82	\$4,023,655.00	\$1,049,153.76	26%	\$4,022,655.00	\$2,131,652.96	53%
	Cemetery	\$237,862.72	\$96,650.00	\$97,870.99	101%	\$96,650.00	\$95,680.54	99%
	Culture & Recreation	\$331,819.56	\$858,200.00	\$846,345.86	99%	\$858,200.00	\$931,455.58	109%
	Community Development	\$2,271,929.72	\$2,700,500.00	\$1,022,847.70	38%	\$2,700,500.00	\$1,034,101.02	38%
	Airport	\$194,392.95	\$266,900.00	\$121,939.32	46%	\$265,900.00	\$128,444.52	48%
	Miscellaneous	\$74,948.78	\$45,000.00	\$26,012.01	0%	\$45,000.00	\$22,770.01	0%
	Total All Funds	\$19,616,167.18	\$37,508,109.28	\$30,292,659.02	81%	\$37,505,609.28	\$29,119,240.18	78%
			DEBT	Principal	Interest	Total		Annual
			General Obligation	\$4,345,000.00	\$341,811.25	\$4,686,811.25		\$1,305,333.75
			Other Tax Funds	\$4,105,000.00	\$1,250,060.01	\$5,355,060.01		\$80,722.50
			Revenue Funds	\$8,232,548.18	\$820,332.25	\$9,052,880.43		\$219,737.50
			Total	\$16,682,548.18	\$2,412,203.51	\$19,094,751.69		\$1,605,793.75

City of Crete
Treasurer's Report

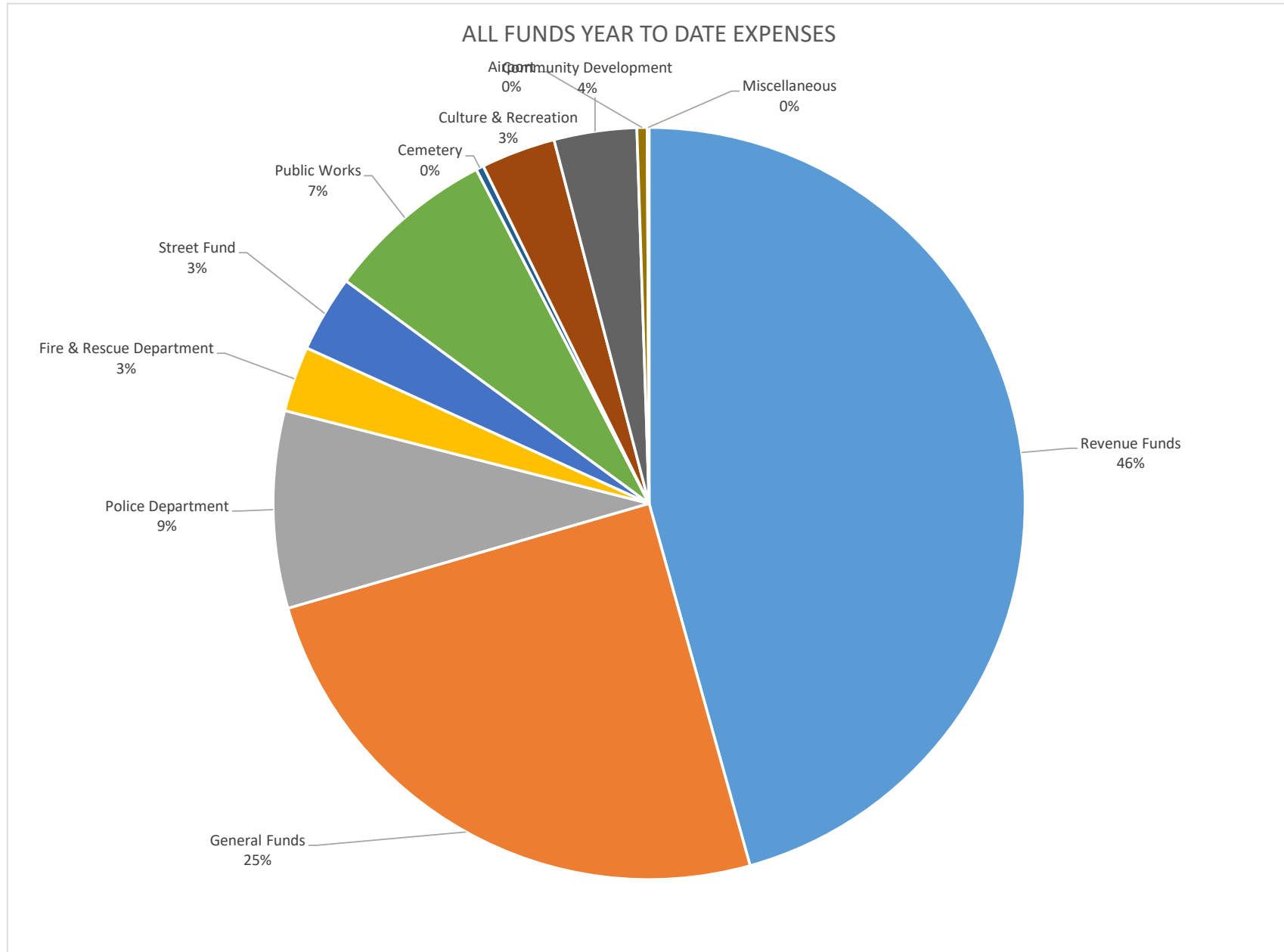
ALL FUNDS CASH



City of Crete
Treasurer's Report

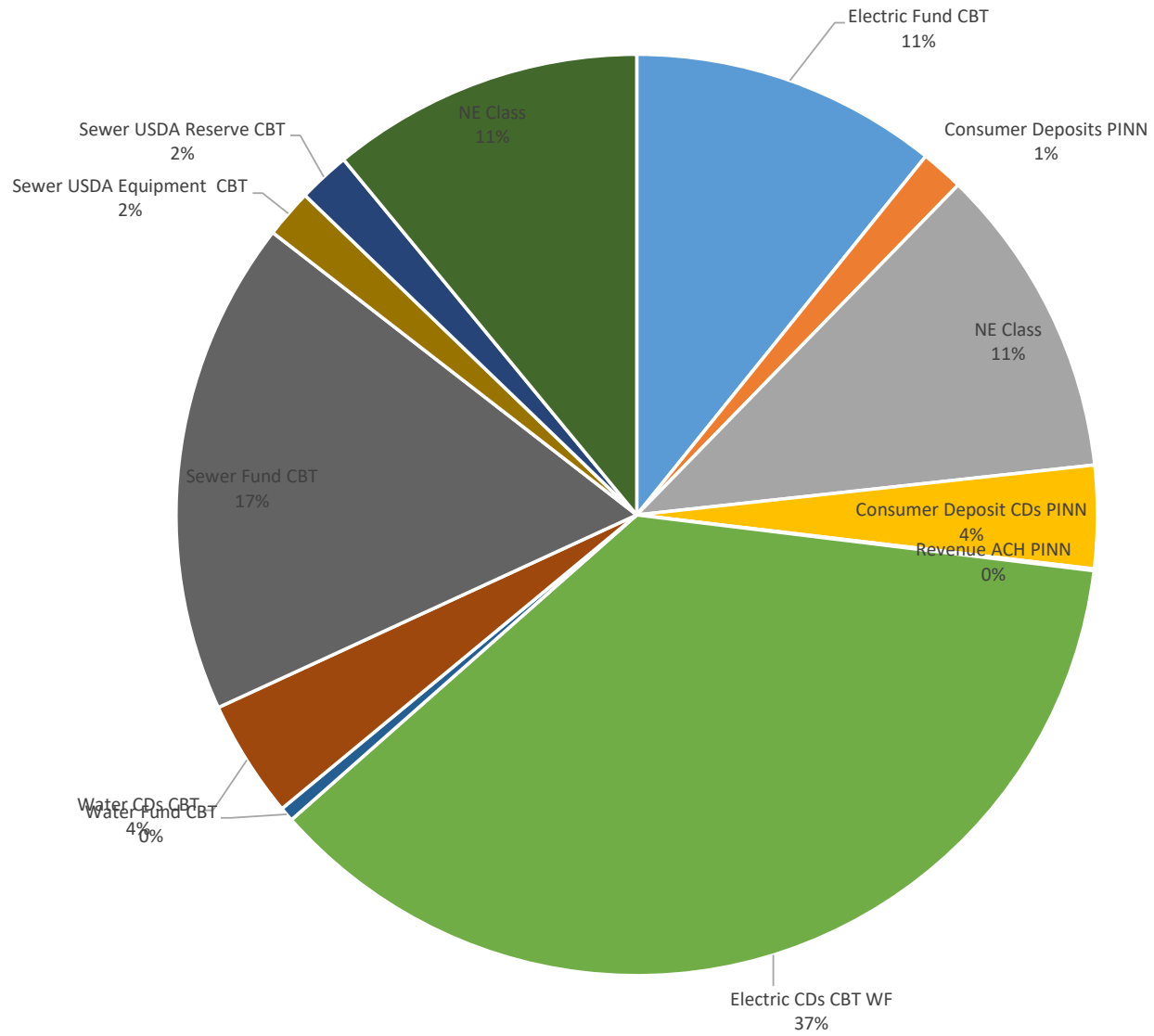


City of Crete
Treasurer's Report



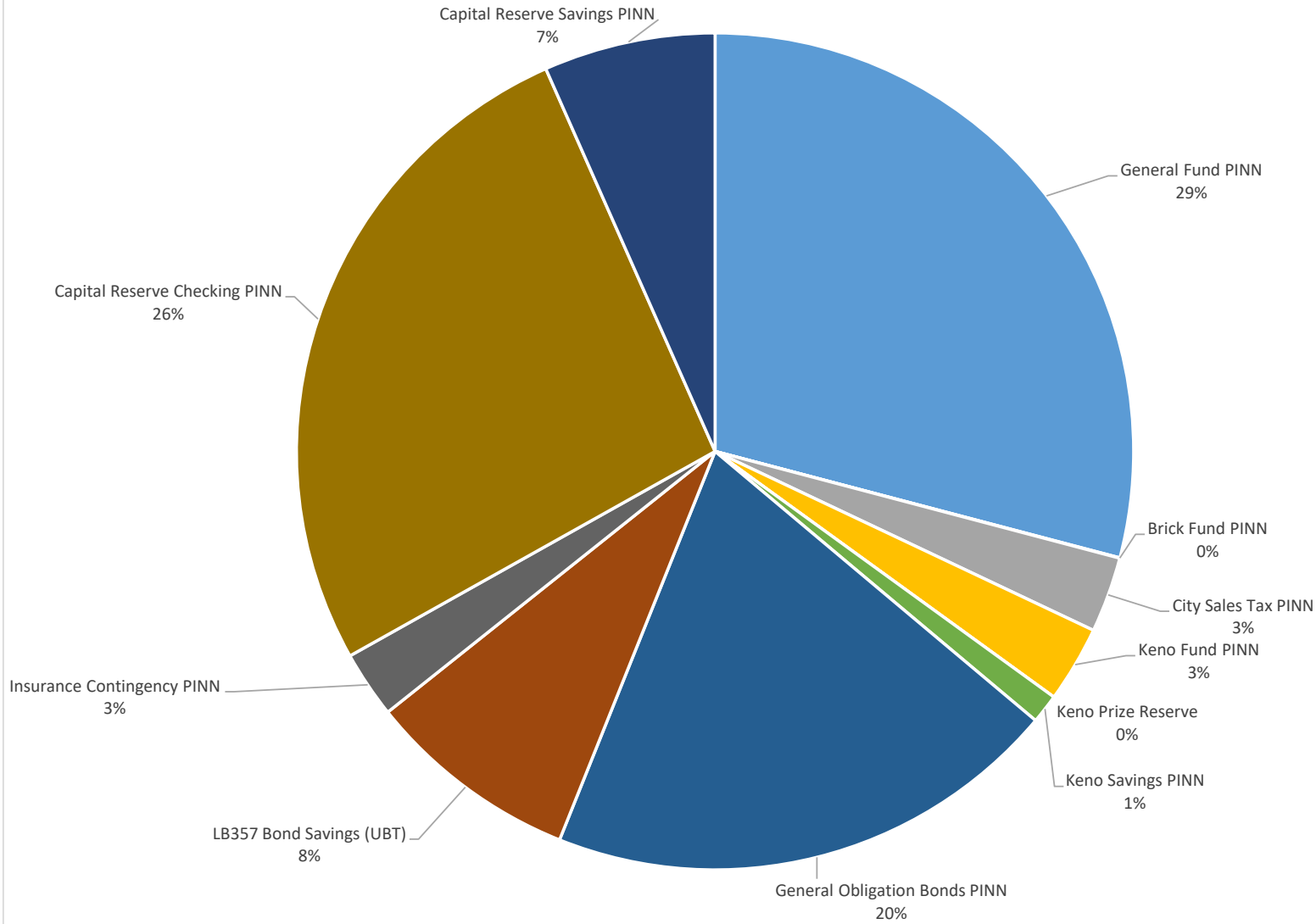
City of Crete
Treasurer's Report

UTILITY FUNDS CASH

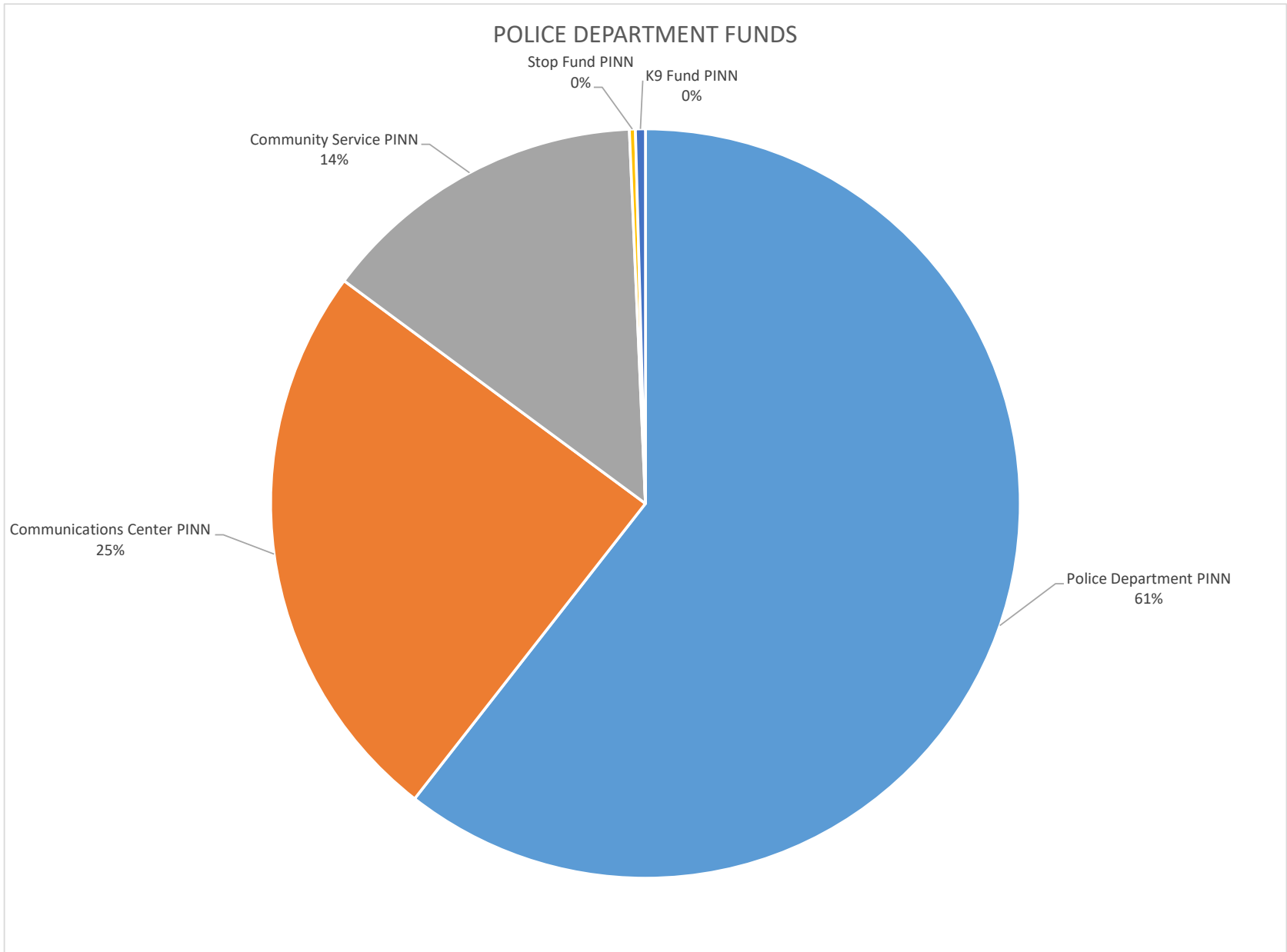


City of Crete
Treasurer's Report

GENERAL FUND CASH

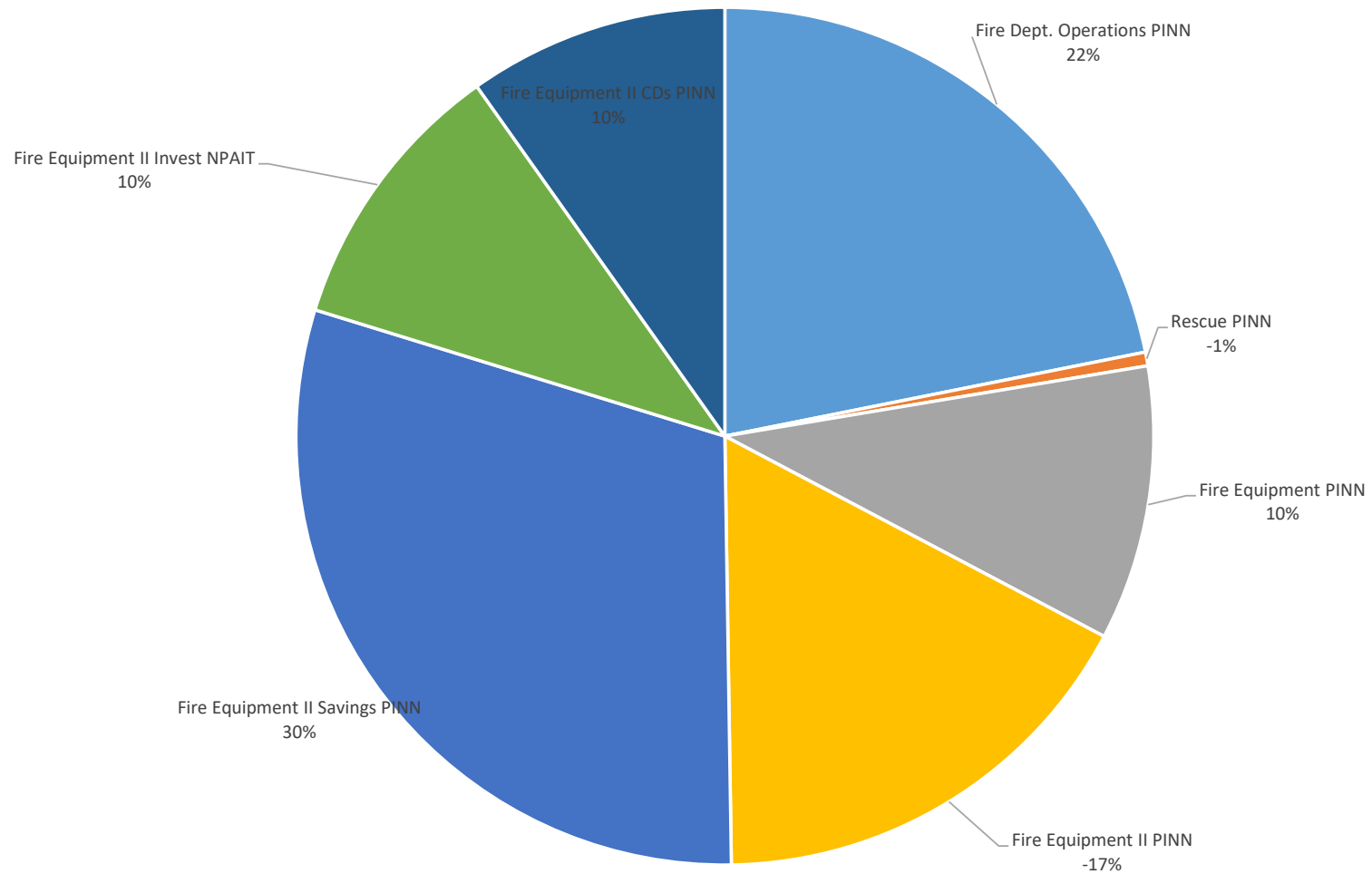


City of Crete
Treasurer's Report



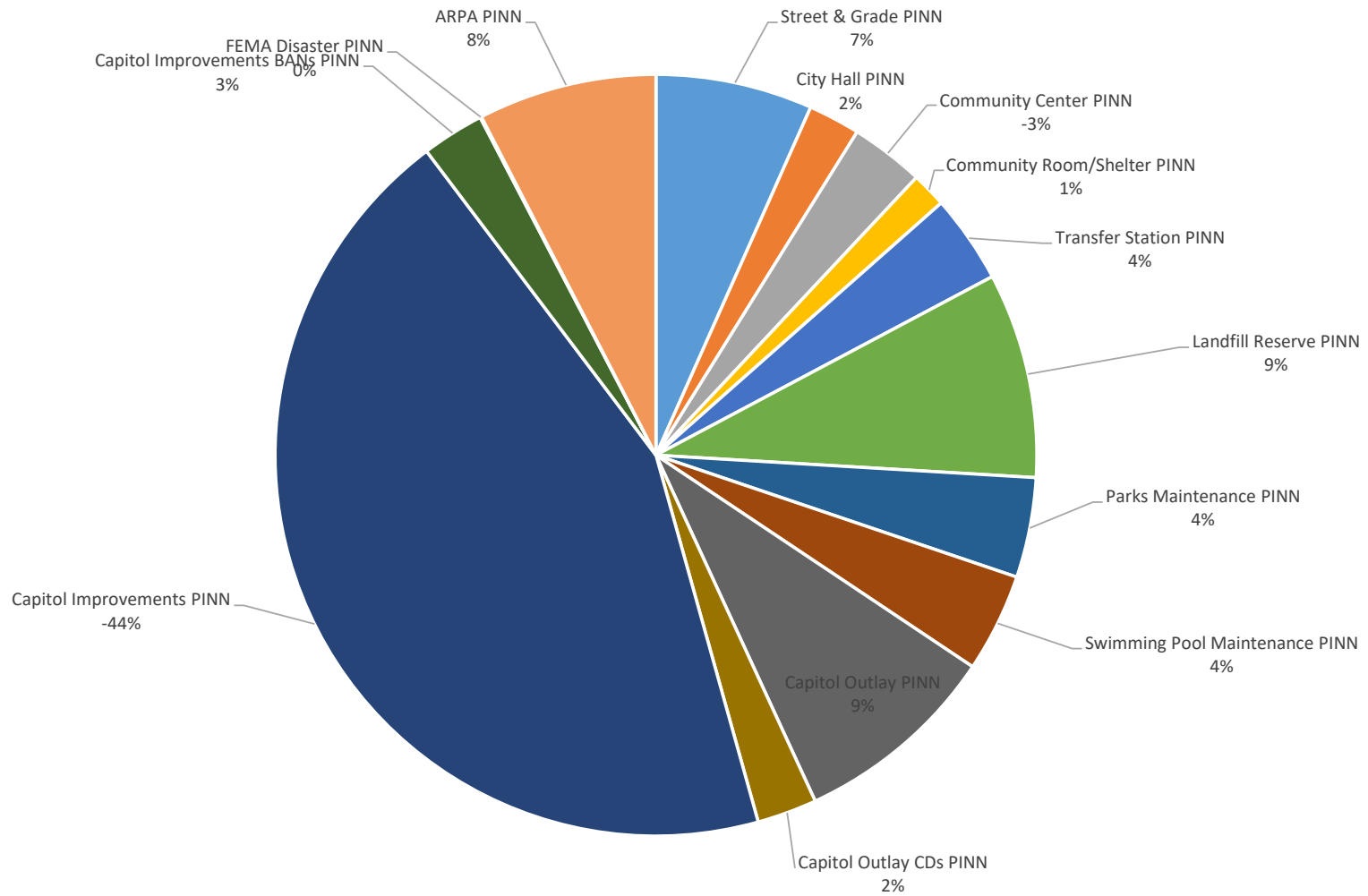
City of Crete
Treasurer's Report

FIRE & RESCUE FUNDS



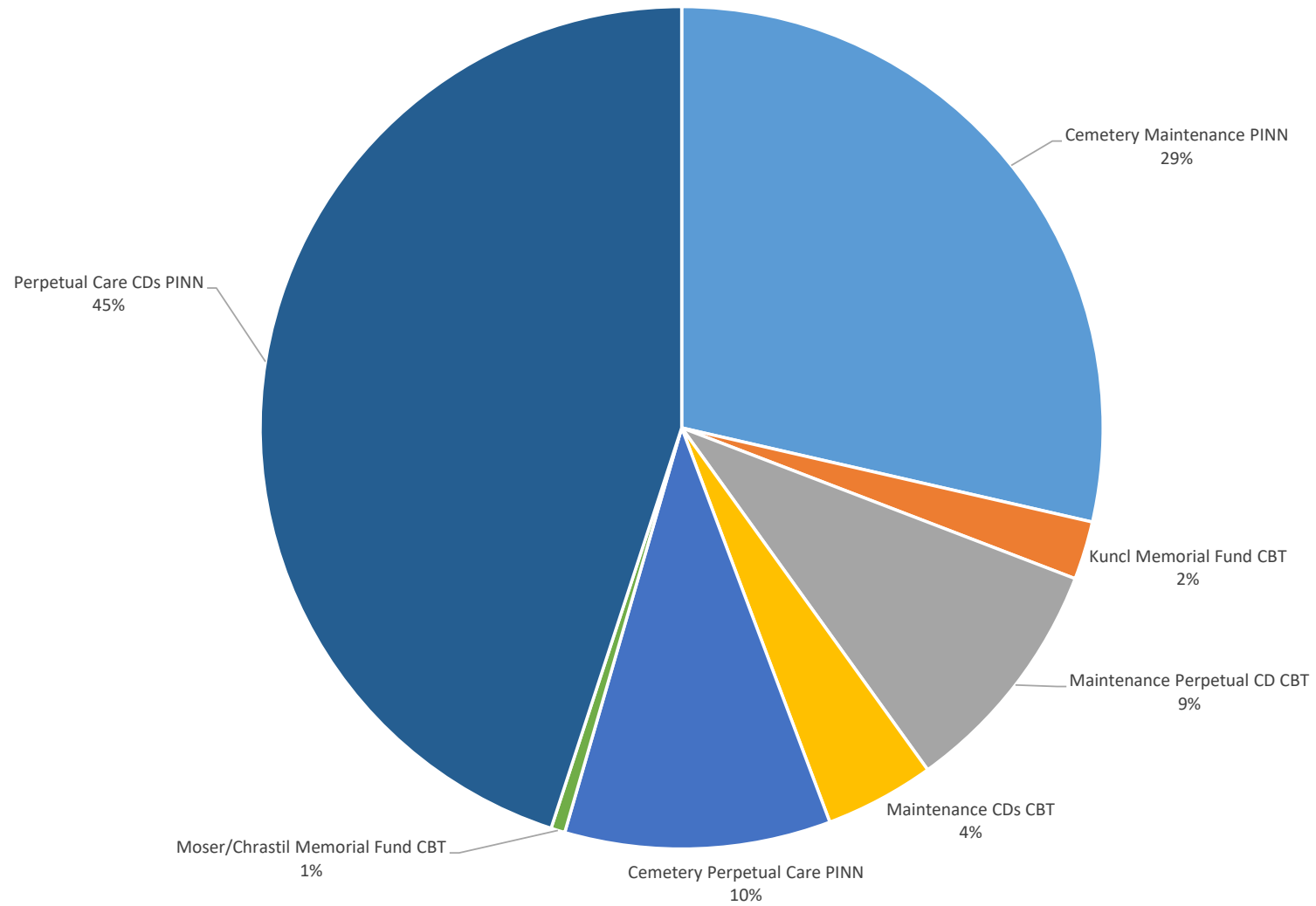
City of Crete
Treasurer's Report

PUBLIC WORKS FUNDS



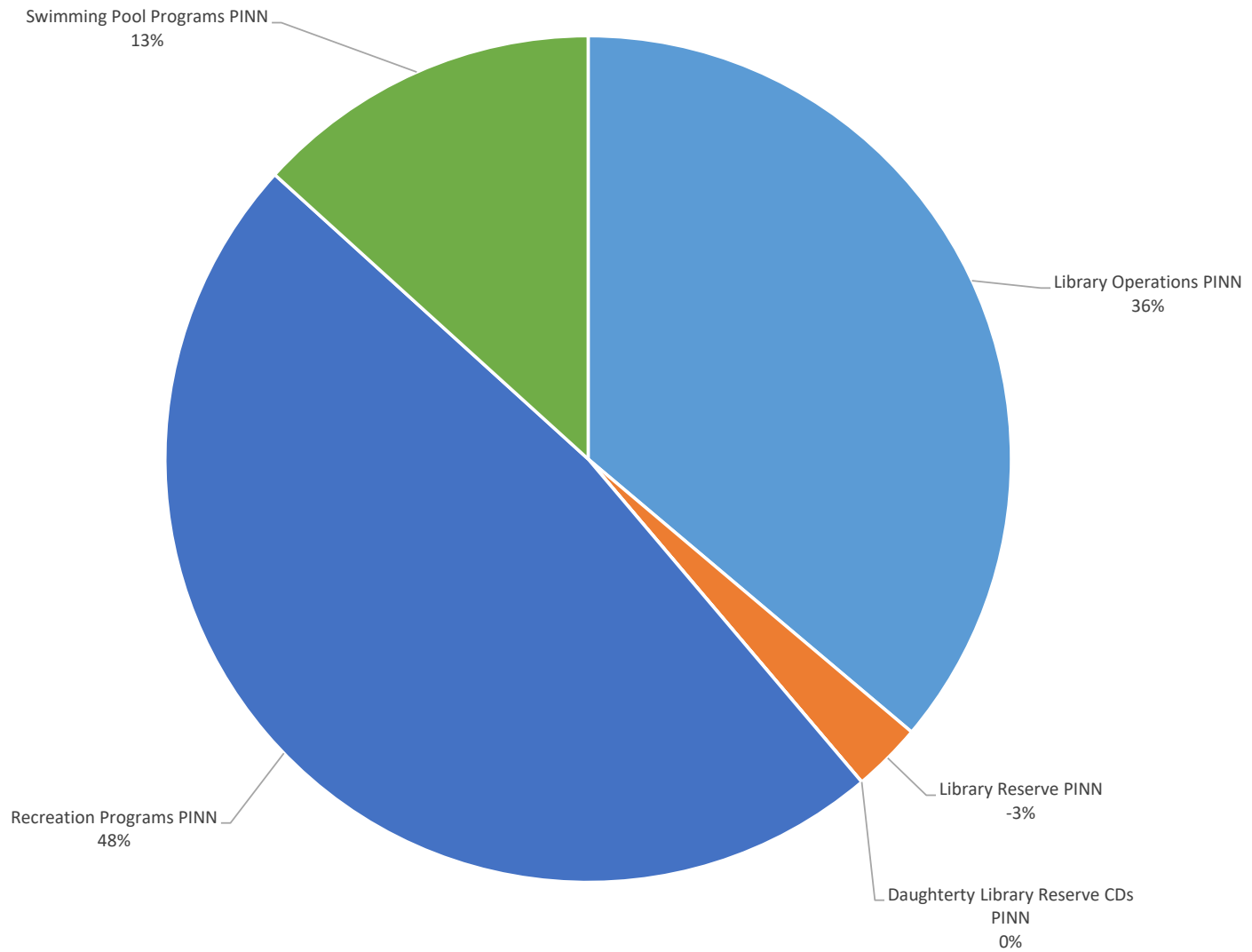
City of Crete
Treasurer's Report

CEMETERY FUNDS

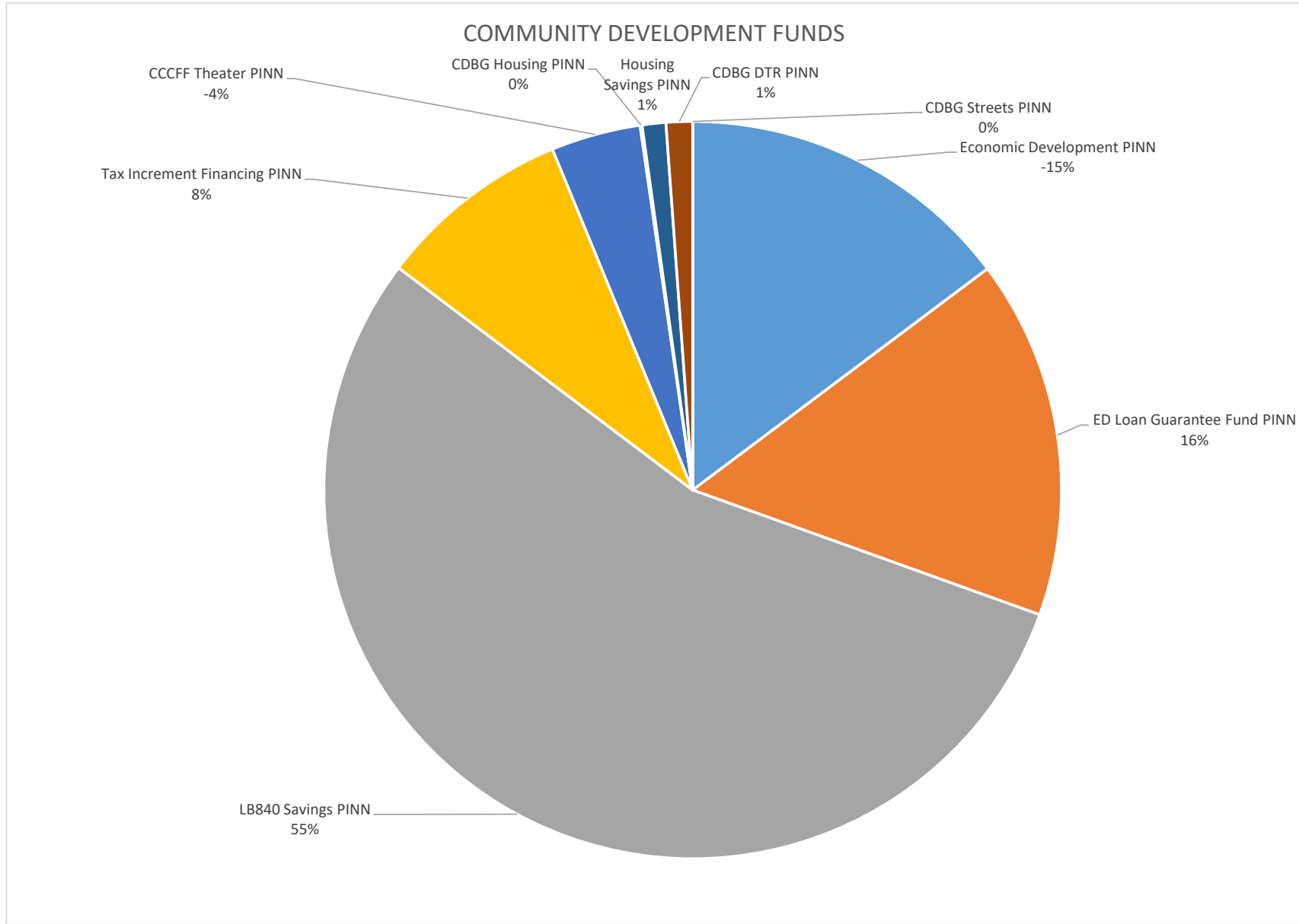


City of Crete
Treasurer's Report

CULTURAL AND RECREATION FUNDS

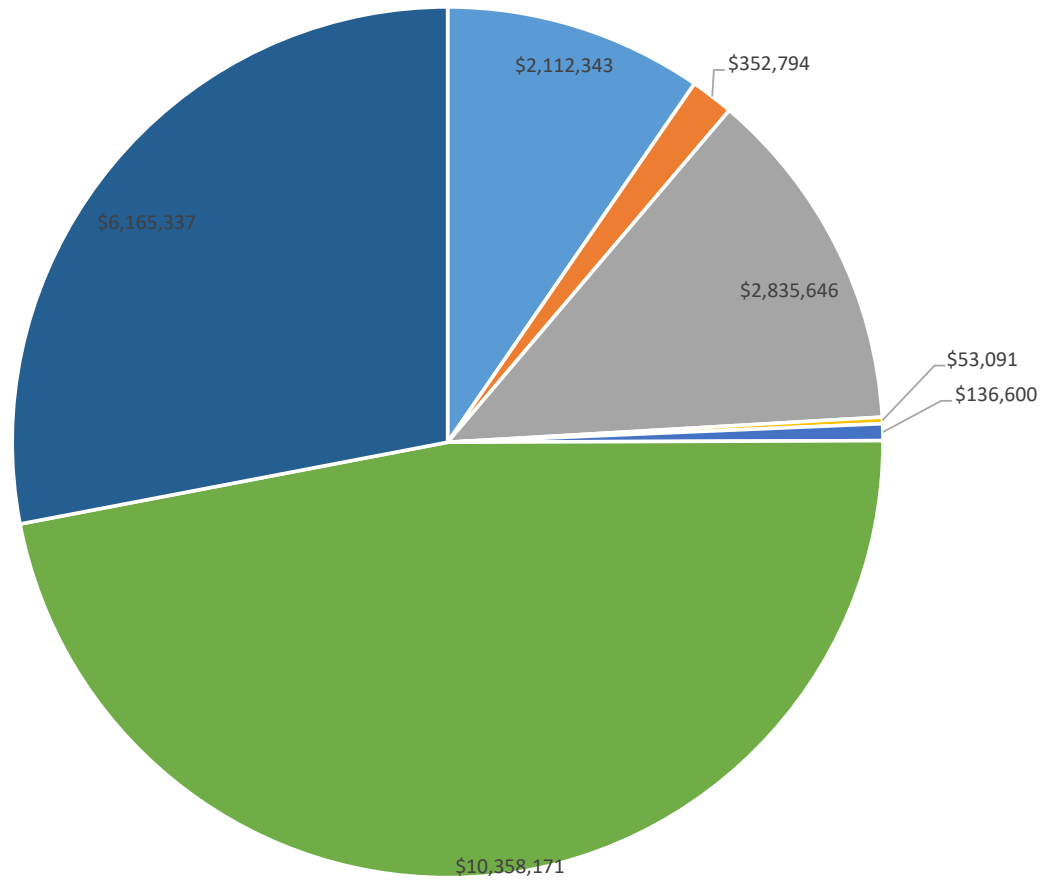


City of Crete
Treasurer's Report



**City of Crete
Treasurer's Report**

Financial Institution Distribution



■ Nebraska Class 9.60% ■ XBP Utah 1.60% ■ WELLS FARGO Lincoln 12.88% ■ NPAIT 0.27% ■ UBT Crete 0.62% ■ PINNACLE Crete 47.05% ■ CITY BANK Crete 28.01%

LOCAL	75.68%
NON-LOCAL	24.35%

CITY OF CRETE
 COMBINED CASH INVESTMENT
 SEPTEMBER 30, 2024

COMBINED CASH ACCOUNTS

999-1100	CASH IN BANK - PINNACLE GEN	5,769,231.72
999-1110	CASH IN BANK - CITY UM	2,080,399.84
999-1120	CASH IN BANK - PINNACLE PR	317,203.61
999-1130	CASH IN BANK - XPRESS DEP ACCT	250,737.86
999-1175	CASH CLEARING - UM	(3,925.47)
999-1176	CASH CLEARING - AR	(3,749.32)
	TOTAL COMBINED CASH	8,409,898.24
999-1000	CASH ALLOCATION	(8,409,898.24)
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO ELECTRIC	1,042,708.38
2	ALLOCATION TO WATER	48,982.59
3	ALLOCATION TO SEWER	1,678,040.20
50	ALLOCATION TO AIRPORT	44,584.40
101	ALLOCATION TO GENERAL FUNDS	1,113,081.64
103	ALLOCATION TO KENO	113,014.28
150	ALLOCATION TO BONDS	762,969.81
171	ALLOCATION TO INSURANCE CONTINGENCY	98,794.70
173	ALLOCATION TO CAPITAL RESERVE	1,013,794.00
201	ALLOCATION TO POLICE	609,921.38
202	ALLOCATION TO DISPATCH	247,487.63
203	ALLOCATION TO CODE ENFORCEMENT	142,821.55
204	ALLOCATION TO STOP FUNDS	2,610.28
205	ALLOCATION TO POLICE K9 UNIT	4,299.30
301	ALLOCATION TO FIRE OPERATIONS	111,327.87
302	ALLOCATION TO RESCUE & TRANSFER	(2,623.26)
303	ALLOCATION TO FIRE EQUIPMENT	52,771.97
304	ALLOCATION TO FIRE EQUIPMENT II	(86,709.95)
401	ALLOCATION TO STREETS	1,483,049.03
501	ALLOCATION TO CITY HALL	77,880.42
502	ALLOCATION TO COMMUNITY CENTER	(110,881.64)
503	ALLOCATION TO COMMUNITY ROOM	52,717.49
511	ALLOCATION TO TRANSFER STATION	133,037.74
512	ALLOCATION TO LANDFILL RESERVE	308,632.61
520	ALLOCATION TO COMMUNITY GARDEN	(1,570.00)
521	ALLOCATION TO PARKS	150,449.64
522	ALLOCATION TO SWIMMING POOL	148,435.96
531	ALLOCATION TO CAPITAL OUTLAY	310,302.09
532	ALLOCATION TO CAPITAL IMPROVEMENT	(1,560,445.64)
551	ALLOCATION TO FEMA PROJECTS	(1,983.86)
561	ALLOCATION TO ARPA PROJECTS	268,597.04
601	ALLOCATION TO CEMETERY	68,009.25
602	ALLOCATION TO CEMETERY PERPETUAL CARE	24,247.59
701	ALLOCATION TO LIBRARY	126,701.80
702	ALLOCATION TO LIBRARY FRIENDS	(9,315.13)
721	ALLOCATION TO RECREATION PROGRAMS	167,919.89
722	ALLOCATION TO SWIMMING POOL PROGRAMS	46,513.00
801	ALLOCATION TO LB840	(536,491.31)

CITY OF CRETE
COMBINED CASH INVESTMENT
SEPTEMBER 30, 2024

802 ALLOCATION TO TAX INCREMENT FINANCING		308,681.89
810 ALLOCATION TO CCCFF (THEATER)	(142,917.22)
851 ALLOCATION TO CDBG HOUSING	(3,175.22)
852 ALLOCATION TO CDBG DTR		42,173.62
951 ALLOCATION TO PAYROLL		61,452.43
		<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS		8,409,898.24
ALLOCATION FROM COMBINED CASH FUND: 999-1000	(8,409,898.24)
		<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE		<hr/> <hr/> .00

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

ELECTRIC

ASSETS

001-1000	CASH	1,042,708.38
001-1001	BOND RESERVE FUND	72,614.09
001-1004	BOND & INTEREST SINKING FUND	258,193.71
001-1005	CONSUMERS DEPOSIT CHECKING	144,793.42
001-1006	CONSUMER DEPOSIT INVESTMENT	348,000.00
001-1008	NE CLASS INVESTMENT	1,060,620.19
001-1009	CASH-ACH	6,279.58
001-1011	WORKING FUNDS-PETTY CASH	200.00
001-1012	CASH - SURPLUS	110,349.34
001-1015	INVESTMENTS	2,487,751.79
001-1220	INTERFUND LOAN	42,286.63
001-1230	ACCRUED INTEREST	11,568.95
001-1255	GARBAGE BILLING	48,365.98
001-1260	MUNICIPAL ACCOUNTS RECEIVABLE	1,075,406.77
001-1270	OTHER ACCOUNTS RECEIVABLE	24,001.93
001-1280	DUE TO/ FROM OTHER FUNDS	37.47
001-1290	SALES TAX RECEIPTS RECEIVABLE	44,808.84
001-1500	INV./MATERIALS & SUPPLIES	330,768.22
001-1510	INV./FUEL OIL, LUBE OIL, SALT	57,939.95
001-1520	INV./REPAIR PARTS	33,650.97
001-1800	PREPAID INSURANCE	(3,366.85)
001-1900	RENEWAL/REPLCMT/DEPR.	200,559.00
001-1902	UNBILLED REVENUE	159,438.64
001-1905	DEBT EXPENSE	(116,200.00)
001-2000	PLANT UNDER CONSTRUCTION	2,711,639.17
001-2010	LAND & LAND RIGHTS	2,882,592.37
001-2100	STRUCTURES & IMPROVEMENTS	2,000,435.76
001-2200	PROD. FACIL.-FUEL HOLDERS,ETC	309,570.60
001-2210	PROD. FACIL.-GENERATING UNITS	630,883.31
001-2220	PROD. FACIL.-ACCESSORY EQUIP.	58,979.23
001-2230	PROD. FACIL.-SWITCHBOARD	859,620.06
001-2300	TRANS. - SUBSTATION	1,500,519.34
001-2310	TRANS. -STRUCT/DEV/CONDUCTOR	1,006,221.87
001-2400	COMMUNICATION & NETWORKING	236,531.10
001-2426	SECURITY EQUIPMENT	57,705.36
001-2440	GENL. PLANT-POWER OPER. EQUIP.	164,733.27
001-2500	DIST. SYS.-STA./SUBSTA. EQUIP.	712,562.65
001-2510	DIST. SYS.-POLES/TOWERS/MATERI	170,167.41
001-2520	DIST. SYS.-OH COND/DEV.-MATERI	699,142.61
001-2530	DIST. SYS.-UG CONDUIT-MATERIAL	120,525.38
001-2540	DIST. SYS.-UG COND/DEV.-MATERI	1,013,846.62
001-2550	DIST. SYS.-LINE TRANSFORMERS	1,790,532.93
001-2560	DIST. SYS.- SERVICES	55,471.94
001-2570	DIST. SYS.-METERS	241,592.89
001-2580	LABOR, NEW STREET LITE INSTALL	336,012.86
001-2590	NEW FIBER	58,400.31
001-2600	GENL. PLANT OFFICE FURN./EQUIP	287,673.32
001-2700	GENL. PLANT-COMMUN. EQUIP.	66,132.94
001-2760	LOAD MANAGEMENT EQUIP-MATERIAL	22,727.26
001-2800	GENL. PLANT-TRANS. EQUIP.	1,162,338.22
001-2820	GENL. PLANT- EQUIP.	46,027.14
001-2890	CIP	58,491.32
001-2900	ACCUM. DEPR. - GEN. PLANT	(10,814,272.99)
	TOTAL ASSETS	15,887,581.25

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

ELECTRIC

LIABILITIES AND EQUITY

LIABILITIES

001-3000	ACCOUNTS PAYABLE	788,428.37	
001-3100	FEDERAL TAXES PAYABLE	4,052.89	
001-3110	FICA TAXES PAYABLE	5,916.34	
001-3120	STATE TAXES PAYABLE	1,659.74	
001-3150	SALES TAX PAYABLE	(3,144.90)	
001-3220	DISABILITY INSURANCE	673.82	
001-3221	CRITICAL ILLNESS ELECTIVE	97.88	
001-3240	INSURANCE DEDUCTIONS PAYABLE	4,924.75	
001-3241	VISION INSURANCE	31.40	
001-3242	EMPLOYEE FSA	123.51	
001-3243	DENTAL INSURANCE	219.36	
001-3244	HSA FUNDS	903.23	
001-3250	RETIREMENT PAYABLE	4,376.74	
001-3251	DEFERRED COMPENSATION	62.50	
001-3280	GARNISHMENTS PAYABLE	25.15	
001-3290	OTHER EMPLOYEE FUNDS	2,198.93	
001-3295	TIME BANK PAYABLE	67,876.76	
001-3300	BONDS PAYABLE	645,000.00	
001-3350	ACCRUED BOND INTEREST	(14,244.90)	
001-3420	ACCRUED SALARIES	55,062.34	
001-3500	CONSUMER DEPOSITS	168,296.06	
	TOTAL LIABILITIES		1,732,539.97

FUND EQUITY

001-3900	CITY OF CRETE EQUITY	13,354,024.92	
	REVENUE OVER EXPENDITURES - YTD	801,016.36	
	BALANCE - CURRENT DATE	14,155,041.28	
	TOTAL FUND EQUITY		14,155,041.28
	TOTAL LIABILITIES AND EQUITY		15,887,581.25

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

ELECTRIC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>REVENUES</u>						
001-4101 CONSUMERS DEPOSIT INV. INT.	.00	2,923.27	1,000.00	(1,923.27)	292.3
001-4102 GAS & DIESEL FUEL SALES	5,306.42	67,988.27	40,000.00	(27,988.27)	170.0
001-4103 SALES TO CITY	22,580.45	260,572.21	275,000.00		14,427.79	94.8
001-4104 FORFEITED DISCOUNTS	4,063.99	57,746.14	50,000.00	(7,746.14)	115.5
001-4105 CONNECTIONS & COLLECTIONS	1,877.00	17,367.94	20,000.00		2,632.06	86.8
001-4106 R SALES	278,578.66	2,967,837.66	2,700,000.00	(267,837.66)	109.9
001-4107 GS SALES	115,636.95	1,277,989.17	1,400,000.00		122,010.83	91.3
001-4108 GD, GDH, LP1 SALES	389,070.44	4,032,587.45	3,900,000.00	(132,587.45)	103.4
001-4111 FORFEITED DISCOUNT - GARBAGE	348.19	4,313.66	3,800.00	(513.66)	113.5
001-4200 RH SALES	.00	446,808.86	625,000.00		178,191.14	71.5
001-4202 LP2 SALES	194,538.17	2,197,675.02	2,650,000.00		452,324.98	82.9
001-4203 IRRIGATION SALES	520.12	11,671.17	1,500.00	(10,171.17)	778.1
001-4204 RENTAL LIGHTS P1	.00	.00	20.00		20.00	.0
001-4205 RENTAL LIGHTS P2	477.00	5,809.00	4,500.00	(1,309.00)	129.1
001-4206 RENTAL LIGHTS P3	58.60	703.20	600.00	(103.20)	117.2
001-4207 RENTAL LIGHTS P4	58.60	691.20	600.00	(91.20)	115.2
001-4208 RENTAL LIGHTS M1	18.40	220.80	200.00	(20.80)	110.4
001-4209 RENTAL LIGHTS M2	21.75	282.75	250.00	(32.75)	113.1
001-4210 RENTAL LIGHTS M7	33.90	406.80	350.00	(56.80)	116.2
001-4211 POLE RENTALS - CABLEVISION	.00	6,363.00	3,000.00	(3,363.00)	212.1
001-4213 PLANT CAPACITY LEASE- MEAN	12,302.00	154,210.92	135,000.00	(19,210.92)	114.2
001-4214 CURRENT USED PLANT/WAREHOUSE	.00	.00	25,000.00		25,000.00	.0
001-4215 NATURAL GAS SOLD TO MEAN	25.55	6,233.88	10,000.00		3,766.12	62.3
001-4510 GARBAGE COLLECTION FEE	407.52	4,027.53	.00	(4,027.53)	.0
001-4900 TRANSFERS IN	.00	.00	125,000.00		125,000.00	.0
001-4903 INTEREST INCOME	4,751.71	66,090.15	9,000.00	(57,090.15)	734.3
001-4904 MISC. SALES	327.00	6,608.27	.00	(6,608.27)	.0
001-4911 SALE OF MATERIAL	.00	11,644.06	5,000.00	(6,644.06)	232.9
001-4913 LEASE - LAND, BLDG., TOWER	.00	1,600.00	.00	(1,600.00)	.0
001-4916 RENTALS(UNIFORM/EQUIP/LABOR)	.00	800.00	.00	(800.00)	.0
TOTAL REVENUES	1,031,002.42	11,611,172.38	11,984,820.00		373,647.62	96.9
TOTAL FUND REVENUE	1,031,002.42	11,611,172.38	11,984,820.00		373,647.62	96.9

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

ELECTRIC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>					
001-6020 MISC. SUPPLIES	19.34	1,125.18	.00	(1,125.18)	.0
001-7020 OPERATION LABOR	23,192.05	207,977.74	195,000.00	(12,977.74)	106.7
001-7030 FUEL OIL USED	.00	.00	7,500.00	7,500.00	.0
001-7040 NATURAL GAS	154.55	3,152.95	5,000.00	1,847.05	63.1
001-7060 WATER, SALT, SEWER	779.67	6,046.25	2,000.00	(4,046.25)	302.3
001-7070 LUBRICANTS USED	.00	.00	2,000.00	2,000.00	.0
001-7080 MISC. PRODUCTION EXPENSES	.00	591.40	1,000.00	408.60	59.1
001-7090 FUEL OIL RECOVERY EXPENSE	61.65	739.80	1,000.00	260.20	74.0
001-7170 MAINT. GENERATION UNIT #7	49.66	7,309.49	5,000.00	(2,309.49)	146.2
001-7180 MEETING & TRAINING EXPENSES	.00	449.70	500.00	50.30	89.9
001-7181 MEETING & TRAINING - LABOR	.00	520.01	5,000.00	4,479.99	10.4
001-7190 MAINTENANCE - SWITCHGEAR	.00	.00	1,000.00	1,000.00	.0
001-7200 MAINT. - AUX. EQUIPMENT	.00	134.36	1,000.00	865.64	13.4
001-7210 OUTSIDE LABOR & MATERIAL	1,216.65	1,334.31	500.00	(834.31)	266.9
001-7220 BLDG & GRD MAINT.	78.63	3,500.03	1,000.00	(2,500.03)	350.0
001-7221 BLDG & GRD MAINT. - LABOR	.00	4,722.86	200.00	(4,522.86)	2361.4
001-7230 JANITORIAL SUPPLIES	.00	290.64	500.00	209.36	58.1
001-7240 PURCHASED POWER - WAPA	33,743.53	358,816.71	330,000.00	(28,816.71)	108.7
001-7260 PURCHASED POWER - NMPP	654,110.77	7,134,289.81	8,000,000.00	865,710.19	89.2
001-7270 PURCHASED POWER - OTHER	6.33	75.96	.00	(75.96)	.0
001-7820 WHEELING EXPENSE	85,816.29	995,922.92	1,250,000.00	254,077.08	79.7
001-7990 MISC. TRAN. EXP./LICEN.-PERMIT	.00	1,000.00	.00	(1,000.00)	.0
001-8000 BUILDING MAINT-MATERIAL	32.33	5,650.76	2,000.00	(3,650.76)	282.5
001-8001 BUILDING MAINT-LABOR	.00	1,800.70	7,000.00	5,199.30	25.7
001-8010 WATER LABOR	.00	435.77	2,000.00	1,564.23	21.8
001-8011 SUBSTATION MAINTENANCE	.00	2,480.04	2,000.00	(480.04)	124.0
001-8020 MAINT. O. H. LINES-MATERIAL	(2,326.76)	(1,715.51)	5,000.00	6,715.51	(34.3)
001-8023 MAINT. O.H. LINES-LABOR	13,326.79	179,817.82	175,000.00	(4,817.82)	102.8
001-8024 NEW O.H. LINES - LABOR	.00	7,309.24	10,000.00	2,690.76	73.1
001-8030 MAINT. O.H. SERV.-MATERIAL	686.18	485.24	4,000.00	3,514.76	12.1
001-8033 MAINT. O.H. SERV.-LABOR	195.71	3,026.26	20,000.00	16,973.74	15.1
001-8040 MAINT. U.G. LINES-MATERIALS	316.67	2,693.58	5,000.00	2,306.42	53.9
001-8041 MAINT. U.G. LINES-LABOR	9,576.24	45,454.36	20,000.00	(25,454.36)	227.3
001-8044 NEW U.G. LINES - LABOR	2,157.63	16,963.90	25,000.00	8,036.10	67.9
001-8050 MAINT. U.G. SERVICES-MATERIALS	(51.39)	(1,656.05)	5,000.00	6,656.05	(33.1)
001-8051 MAINT. U.G. SERVICES-LABOR	2,053.74	10,588.03	5,000.00	(5,588.03)	211.8
001-8055 NEW FIBER	.00	591.60	5,000.00	4,408.40	11.8
001-8056 NEW FIBER - LABOR	12,599.98	24,817.30	5,000.00	(19,817.30)	496.4
001-8060 MAINT. TRANSFORMERS-MATERIAL	(129.94)	19,324.71	2,000.00	(17,324.71)	966.2
001-8063 MAINT. TRANSFORMERS-LABOR	84.89	12,596.27	2,000.00	(10,596.27)	629.8
001-8070 MAINT. STREET LIGHTS-LABOR	356.74	5,726.58	12,000.00	6,273.42	47.7
001-8071 MAINT. STREET LIGHT-MATERIALS	.00	3,935.37	5,000.00	1,064.63	78.7
001-8090 METER MAINT.- MATERIAL	.00	15,316.49	5,000.00	(10,316.49)	306.3
001-8091 METER MAINT. - LABOR	.00	1,544.74	5,000.00	3,455.26	30.9
001-8100 MAINT OF EQUIP MATERIAL	.00	3,189.02	1,000.00	(2,189.02)	318.9
001-8130 RESOLD MATERIAL	.00	369.57	.00	(369.57)	.0
001-8140 BUILDING UTILITIES	.00	.00	15,000.00	15,000.00	.0
001-8150 MISC. MAPS & RECORDS	.00	.00	5,000.00	5,000.00	.0
001-8151 MAP EXPENSE - LABOR	.00	.00	4,000.00	4,000.00	.0
001-8230 JANITORIAL	.00	364.61	100.00	(264.61)	364.6
001-8231 JANITORIAL LABOR	449.16	3,873.78	6,000.00	2,126.22	64.6
001-8460 VEHICLE EXPENSE	7,018.27	32,590.29	30,000.00	(2,590.29)	108.6

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

ELECTRIC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEXPENDED	PCNT
001-8461	VEHICLE EXPENSE - LABOR	1,306.23	6,260.64	8,000.00	1,739.36	78.3
001-8480	MEETING/TRAINING	.00	537.50	2,000.00	1,462.50	26.9
001-8481	MEETING & TRAINING - LABOR	1,740.31	5,668.56	4,000.00	(1,668.56)	141.7
001-8500	MISC. OPERATION	25.00	1,101.86	2,000.00	898.14	55.1
001-8600	VACATION, SICK, HOLIDAY PAY	6,531.05	88,904.12	80,000.00	(8,904.12)	111.1
001-9401	SALARIES - MEDIA	3,065.49	27,492.31	27,500.00	7.69	100.0
001-9408	SALARIES - TECHNOLOGY	1,953.18	17,519.04	20,000.00	2,480.96	87.6
001-9410	SALARIES - ADMINISTRATIVE	10,391.19	93,203.72	100,000.00	6,796.28	93.2
001-9440	GENERAL OFFICE SALARIES	15,873.43	143,260.55	150,000.00	6,739.45	95.5
001-9460	MAYOR, COUNCIL, CLERK SALARIES	6,007.29	51,439.57	55,000.00	3,560.43	93.5
001-9492	SALARIES - PUB. REL./COM. DEV.	.00	26.52	10,000.00	9,973.48	.3
001-9570	METER READING - LABOR	4,370.99	28,279.51	25,000.00	(3,279.51)	113.1
001-9581	CUSTOMER SERVICES - LABOR	3,563.71	29,566.60	30,000.00	433.40	98.6
001-9590	RETIREMENT CONTRIBUTIONS	6,522.03	58,682.19	60,000.00	1,317.81	97.8
001-9610	SOCIAL SECURITY TAX	8,820.91	74,700.22	70,000.00	(4,700.22)	106.7
001-9620	MEDICAL & LIFE INSURANCE	15,175.89	137,063.66	160,000.00	22,936.34	85.7
001-9623	HR CONSULTING FEES	228.00	2,091.19	200.00	(1,891.19)	1045.6
001-9630	WORKMANS COMP	1,521.49	12,059.37	2,000.00	(10,059.37)	603.0
001-9640	UNIFORMS	.00	1,606.19	1,000.00	(606.19)	160.6
001-9650	POSTAGE	846.23	8,681.57	8,000.00	(681.57)	108.5
001-9660	TELEPHONE	363.23	4,858.79	6,000.00	1,141.21	81.0
001-9670	MISC. GENERAL	52.72	878.33	2,000.00	1,121.67	43.9
001-9680	OFFICE RENTAL	548.00	6,576.00	7,000.00	424.00	93.9
001-9690	EASEMENTS, LICENSES	1,298.74	6,340.86	4,000.00	(2,340.86)	158.5
001-9720	INSURANCE	5,656.42	69,823.05	70,000.00	176.95	99.8
001-9730	CUSTOMER SERVICES - MATERIAL	66.19	971.87	500.00	(471.87)	194.4
001-9740	OFFICE EQUIP REPAIR & CONTRACT	51.66	1,432.86	1,000.00	(432.86)	143.3
001-9760	MEETING & TRAINING	294.00	6,304.07	8,000.00	1,695.93	78.8
001-9780	DUES & MEMBERSHIPS	.00	1,440.17	6,000.00	4,559.83	24.0
001-9820	AUDIT EXPENSE	.00	9,053.74	10,000.00	946.26	90.5
001-9840	ENG., ARCH., ABSTRACT, MEDICAL	.00	9,021.25	10,000.00	978.75	90.2
001-9860	LEGAL SERVICE	.00	860.54	.00	(860.54)	.0
001-9880	PUBLICATIONS, LEGAL	.00	162.61	1,000.00	837.39	16.3
001-9890	PUBLIC RELATIONS/COM. DEV.	3,000.00	4,313.18	20,000.00	15,686.82	21.6
001-9893	OTHER CITY FUNDS - LABOR	.00	.00	2,000.00	2,000.00	.0
001-9900	OFFICE SUPPLIES	40.19	4,153.20	5,000.00	846.80	83.1
001-9910	SOFTWARE & UPGRADES	4,198.49	76,153.91	40,000.00	(36,153.91)	190.4
001-9911	INTERNET ACCESS	118.25	448.25	.00	(448.25)	.0
001-9915	COMPUTERS & EQUIPMENT	92.13	1,431.06	15,000.00	13,568.94	9.5
001-9920	MAPPING & RECORDS	4,149.93	8,419.59	15,000.00	6,580.41	56.1
001-9925	WEB & DSL	.00	361.02	.00	(361.02)	.0
001-9926	ONLINE PAYMENT FEES	1,113.55	14,031.44	10,000.00	(4,031.44)	140.3
001-9945	COST OF FUEL SOLD	5,212.69	67,067.38	60,000.00	(7,067.38)	111.8
001-9950	BAD DEBT EXPENSE	.00	1,770.38	5,000.00	3,229.62	35.4
001-9955	DEPRECIATION	.00	.00	49,820.00	49,820.00	.0
001-9960	TRANSFER OUT	29,167.00	350,004.00	350,000.00	(4.00)	100.0
001-9965	FRANCHISE FEE	10,000.00	120,000.00	125,000.00	5,000.00	96.0
001-9970	DEBT EXPENSE AMORTIZATION	.00	125,000.00	125,000.00	.00	100.0
001-9971	BOND INTEREST	.00	.00	20,000.00	20,000.00	.0
001-9978	OUTSIDE SYSTEM CONT - LABOR	453.88	4,521.30	2,500.00	(2,021.30)	180.9
001-9980	ANSWERING SERVICE	84.09	816.45	1,000.00	183.55	81.7
001-9990	RADIO & COMMUNICATIONS REPAIR	.00	221.24	2,000.00	1,778.76	11.1
	TOTAL EXPENDITURES	999,478.94	10,810,156.02	11,984,820.00	1,174,663.98	90.2

CITY OF CRETE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

ELECTRIC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	999,478.94	10,810,156.02	11,984,820.00	1,174,663.98	90.2
NET REVENUE OVER EXPENDITURES	31,523.48	801,016.36	.00	(801,016.36)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

WATER

ASSETS

002-1000	CASH	48,982.59	
002-1015	INVESTMENTS	400,000.00	
002-1230	ACCRUED INTEREST	223.56	
002-1260	MUNICIPAL ACCOUNTS RECEIVABLE	111,712.45	
002-1270	OTHER ACCOUNTS RECEIVABLE	3,391.43	
002-1500	INV./MATERIALS & SUPPLIES	35,793.39	
002-1800	PREPAID INSURANCE	(11,878.70)	
002-1902	UNBILLED REVENUE	18,126.89	
002-1905	DEBT EXPENSE	(13,200.00)	
002-2000	PLANT UNDER CONSTRUCTION	2,388,813.07	
002-2100	STRUCTURES & IMPROVEMENTS	61,554.29	
002-2200	PROD. FACILITIES - WELLS	1,444,164.35	
002-2426	SECURITY EQUIPMENT	10,998.57	
002-2560	DIST. SYS.- SERVICES	109,034.03	
002-2570	DIST. SYS.-METERS	231,923.35	
002-2580	DISTRIBUTION - MAINS	2,126,211.78	
002-2581	DIST. SYS.-REMEDIATION/REBUILD	2,093,960.46	
002-2600	GENL. PLANT OFFICE FURN./EQUIP	102,167.02	
002-2700	GENL. PLANT-COMMUN. EQUIP.	40,793.13	
002-2800	GENL. PLANT-TRANS. EQUIP.	67,969.82	
002-2820	GENL. PLANT- EQUIP.	202,868.40	
002-2900	ACCUM. DEPR. - GEN. PLANT	(4,725,901.47)	
		4,747,708.41	
	TOTAL ASSETS		4,747,708.41

LIABILITIES AND EQUITY

LIABILITIES

002-3000	ACCOUNTS PAYABLE	14,380.48	
002-3100	FEDERAL TAXES PAYABLE	1,500.00	
002-3110	FICA TAXES PAYABLE	2,202.73	
002-3120	STATE TAXES PAYABLE	557.61	
002-3150	SALES TAX PAYABLE	1,111.41	
002-3220	DISABILITY INSURANCE	229.39	
002-3221	CRITICAL ILLNESS ELECTIVE	46.48	
002-3240	INSURANCE DEDUCTIONS PAYABLE	3,028.96	
002-3241	VISION INSURANCE	25.39	
002-3242	EMPLOYEE FSA	33.28	
002-3243	DENTAL INSURANCE	157.18	
002-3244	HSA FUNDS	651.94	
002-3250	RETIREMENT PAYABLE	1,826.86	
002-3251	DEFERRED COMPENSATION	6.25	
002-3280	GARNISHMENTS PAYABLE	283.54	
002-3290	OTHER EMPLOYEE FUNDS	(174.76)	
002-3295	TIME BANK PAYABLE	35,910.66	
002-3420	ACCRUED SALARIES	24,048.11	
		85,825.51	
	TOTAL LIABILITIES		85,825.51

FUND EQUITY

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

WATER

002-3900	CITY OF CRETE EQUITY		4,532,530.47	
	REVENUE OVER EXPENDITURES - YTD	<u>129,352.43</u>		
	BALANCE - CURRENT DATE		<u>4,661,882.90</u>	
	TOTAL FUND EQUITY			<u>4,661,882.90</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>4,747,708.41</u></u>

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
002-4103 SALES TO CITY	2,814.62	25,612.59	18,000.00	(7,612.59)	142.3
002-4104 FORFEITED DISCOUNTS	637.72	9,496.27	6,500.00	(2,996.27)	146.1
002-4106 R SALES	72,945.78	815,483.91	800,000.00	(15,483.91)	101.9
002-4107 GS SALES	23,594.06	241,975.41	220,000.00	(21,975.41)	110.0
002-4108 GD, GDH, LP1 SALES	1,479.00	9,697.44	10,000.00	302.56	97.0
002-4109 WATER SALES (CASH)	.00	163.00	.00	(163.00)	.0
002-4110 WATER TAPS	1,926.00	3,210.00	1,000.00	(2,210.00)	321.0
002-4510 GARBAGE COLLECTION FEE	.00	366.08	3,000.00	2,633.92	12.2
002-4903 INTEREST INCOME	.00	2,530.42	1,000.00	(1,530.42)	253.0
002-4911 SALE OF MATERIAL	3,172.92	13,404.61	3,000.00	(10,404.61)	446.8
002-4913 LEASE - LAND, BLDG., TOWER	.00	5,410.00	250.00	(5,160.00)	2164.0
TOTAL REVENUES	106,570.10	1,127,349.73	1,062,750.00	(64,599.73)	106.1
TOTAL FUND REVENUE	106,570.10	1,127,349.73	1,062,750.00	(64,599.73)	106.1

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEXPENDED	PCNT
{EXPENDITURES}						
002-6020 MISC. SUPPLIES	308.59	1,771.12	.00	(1,771.12)	.0
002-7022 TREATMENT LABOR	851.52	7,976.87	15,000.00		7,023.13	53.2
002-7041 TREATMENT SUPPLIES	1,703.77	11,665.00	10,000.00	(1,665.00)	116.7
002-7061 MAINT. OF RESERVOIR-MATERIAL	.00	.00	1,000.00		1,000.00	.0
002-7062 MAINT. OF RESERVOIR-LABOR	462.88	3,730.08	3,000.00	(730.08)	124.3
002-7080 MISC. PRODUCTION EXPENSES	.00	51.01	1,000.00		948.99	5.1
002-7081 MAINT. OF PUMP EQUIP.-MATERIAL	.00	46,816.68	4,500.00	(42,316.68)	1040.4
002-7083 MAINT. OF PUMP EQUIP.-LABOR	22.34	12,149.55	4,500.00	(7,649.55)	270.0
002-7091 MAINT. OF TREAT PLANT-MATERIAL	740.25	799.25	6,000.00		5,200.75	13.3
002-7092 MAINT. OF TREAT PLANT- LABOR	.00	1,546.25	6,000.00		4,453.75	25.8
002-7100 POWER FOR PUMPING	10,448.95	103,180.11	110,000.00		6,819.89	93.8
002-7121 PUMPHOUSE & EQUIP MAINT-MTRL	.00	108.93	5,000.00		4,891.07	2.2
002-7122 PUMPHOUSE & EQUIP MAINT-LABOR	.00	403.13	5,000.00		4,596.87	8.1
002-7201 MAINT.-TREAT PLANT EQUIP. MTRL	.00	841.58	2,000.00		1,158.42	42.1
002-7202 MAINT.-TREAT PLANT EQUIP-LABOR	.00	426.65	6,000.00		5,573.35	7.1
002-7220 BLDG & GRD MAINT.	81.22	99.92	1,000.00		900.08	10.0
002-7281 LABORATORY-ANALYTICAL SERVICES	.00	7,941.90	5,000.00	(2,941.90)	158.8
002-8000 BUILDING MAINT-MATERIAL	32.33	387.91	25,000.00		24,612.09	1.6
002-8001 BUILDING MAINT-LABOR	.00	3,042.13	3,000.00	(42.13)	101.4
002-8010 WATER LABOR	4,721.29	62,493.29	130,000.00		67,506.71	48.1
002-8021 MAINT OF WATER MAINS	712.23	15,562.36	5,000.00	(10,562.36)	311.3
002-8031 MAINT OF SERVICES MATERIAL	4,086.49	12,320.99	2,000.00	(10,320.99)	616.1
002-8061 MAINT FIRE HYDNDS MATERIAL	.00	4,106.41	3,000.00	(1,106.41)	136.9
002-8090 METER MAINT.- MATERIAL	.00	61,165.51	2,000.00	(59,165.51)	3058.3
002-8091 METER MAINT. - LABOR	.00	1,864.09	3,000.00		1,135.91	62.1
002-8100 MAINT OF EQUIP MATERIAL	.00	1,724.99	1,000.00	(724.99)	172.5
002-8102 MAINT. MISC. EQUIP. - LABOR	327.09	4,368.12	5,000.00		631.88	87.4
002-8122 CURB CUT - MATERIAL	.00	11.20	.00	(11.20)	.0
002-8130 RESOLD MATERIAL	1,105.48	1,255.25	1,000.00	(255.25)	125.5
002-8131 RESOLD LABOR	875.79	2,945.48	500.00	(2,445.48)	589.1
002-8150 MISC. MAPS & RECORDS	.00	.00	1,000.00		1,000.00	.0
002-8230 JANITORIAL	.00	322.70	.00	(322.70)	.0
002-8231 JANITORIAL LABOR	449.16	4,420.11	4,500.00		79.89	98.2
002-8460 VEHICLE EXPENSE	618.90	11,395.84	10,000.00	(1,395.84)	114.0
002-8461 VEHICLE EXPENSE - LABOR	293.71	1,757.27	2,000.00		242.73	87.9
002-8480 MEETING/TRAINING	.00	.00	1,000.00		1,000.00	.0
002-8481 MEETING & TRAINING - LABOR	.00	186.58	2,000.00		1,813.42	9.3
002-8500 MISC. OPERATION	.00	1,182.90	2,000.00		817.10	59.2
002-8600 VACATION, SICK, HOLIDAY PAY	4,528.95	41,646.09	65,000.00		23,353.91	64.1
002-9401 SALARIES - MEDIA	490.50	4,398.96	5,000.00		601.04	88.0
002-9408 SALARIES - TECHNOLOGY	1,953.18	17,519.04	20,000.00		2,480.96	87.6
002-9410 SALARIES - ADMINISTRATIVE	3,117.36	27,961.14	55,000.00		27,038.86	50.8
002-9440 GENERAL OFFICE SALARIES	14,453.37	134,052.87	120,000.00	(14,052.87)	111.7
002-9460 MAYOR, COUNCIL, CLERK SALARIES	3,003.66	25,719.93	25,000.00	(719.93)	102.9
002-9570 METER READING - LABOR	3,139.49	22,123.78	20,000.00	(2,123.78)	110.6
002-9581 CUSTOMER SERVICES - LABOR	4,751.99	32,226.14	30,000.00	(2,226.14)	107.4
002-9590 RETIREMENT CONTRIBUTIONS	2,731.51	22,563.35	32,000.00		9,436.65	70.5
002-9610 SOCIAL SECURITY TAX	3,191.91	29,435.48	35,000.00		5,564.52	84.1
002-9620 MEDICAL & LIFE INSURANCE	8,955.93	87,236.29	98,000.00		10,763.71	89.0
002-9623 HR CONSULTING FEES	.00	968.39	300.00	(668.39)	322.8
002-9630 WORKMANS COMP	892.27	6,920.17	4,000.00	(2,920.17)	173.0
002-9640 UNIFORMS	.00	989.05	1,000.00		10.95	98.9

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
002-9650 POSTAGE	678.88	8,099.47	7,000.00	(1,099.47)	115.7
002-9660 TELEPHONE	270.06	3,172.65	2,500.00	(672.65)	126.9
002-9670 MISC. GENERAL	.00	.00	100.00	100.00	.0
002-9680 OFFICE RENTAL	412.00	4,944.00	5,000.00	56.00	98.9
002-9690 EASEMENTS, LICENSES	.00	1,809.01	2,000.00	190.99	90.5
002-9720 INSURANCE	2,916.67	34,807.61	35,000.00	192.39	99.5
002-9730 CUSTOMER SERVICES - MATERIAL	66.19	964.89	1,000.00	35.11	96.5
002-9740 OFFICE EQUIP REPAIR & CONTRACT	51.66	1,439.78	1,000.00	(439.78)	144.0
002-9760 MEETING & TRAINING	914.91	12,281.51	5,000.00	(7,281.51)	245.6
002-9780 DUES & MEMBERSHIPS	.00	976.75	1,000.00	23.25	97.7
002-9820 AUDIT EXPENSE	.00	1,026.86	1,000.00	(26.86)	102.7
002-9840 ENG., ARCH., ABSTRACT, MEDICAL	.00	.00	5,000.00	5,000.00	.0
002-9860 LEGAL SERVICE	.00	286.62	2,000.00	1,713.38	14.3
002-9880 PUBLICATIONS, LEGAL	.00	1,095.67	250.00	(845.67)	438.3
002-9900 OFFICE SUPPLIES	40.18	3,340.14	5,000.00	1,659.86	66.8
002-9910 SOFTWARE & UPGRADES	3,499.56	58,120.53	14,000.00	(44,120.53)	415.2
002-9911 INTERNET ACCESS	106.43	403.43	.00	(403.43)	.0
002-9915 COMPUTERS & EQUIPMENT	(17.86)	633.26	4,000.00	3,366.74	15.8
002-9920 MAPPING & RECORDS	4,149.93	8,419.55	5,000.00	(3,419.55)	168.4
002-9925 WEB & DSL	.00	361.02	.00	(361.02)	.0
002-9926 ONLINE PAYMENT FEES	1,056.63	11,609.34	9,000.00	(2,609.34)	129.0
002-9955 DEPRECIATION	.00	.00	59,400.00	59,400.00	.0
002-9980 ANSWERING SERVICE	23.04	202.13	200.00	(2.13)	101.1
002-9990 RADIO & COMMUNICATIONS REPAIR	.00	221.24	.00	(221.24)	.0
TOTAL EXPENDITURES	93,220.39	997,997.30	1,062,750.00	64,752.70	93.9
TOTAL FUND EXPENDITURES	93,220.39	997,997.30	1,062,750.00	64,752.70	93.9
NET REVENUE OVER EXPENDITURES	13,349.71	129,352.43	.00	(129,352.43)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

SEWER

ASSETS

003-1000	CASH	1,678,040.20	
003-1002	USDA EQUIPMENT RESERVE	164,515.49	
003-1003	USDA BOND RESERVE	175,647.20	
003-1004	BOND & INTEREST SINKING FUND	5,543.24	
003-1008	NE CLASS INVESTMENT	1,060,620.19	
003-1230	ACCRUED INTEREST	291.47	
003-1260	MUNICIPAL ACCOUNTS RECEIVABLE	166,471.99	
003-1270	OTHER ACCOUNTS RECEIVABLE	1,166.35	
003-1800	PREPAID INSURANCE	140.45	
003-1900	RENEWAL/REPLCMT/DEPR.	60,383.00	
003-1902	UNBILLED REVENUE	28,973.34	
003-1905	DEBT EXPENSE	(16,200.00)	
003-2000	PLANT UNDER CONSTRUCTION	18,242,955.51	
003-2010	LAND & LAND RIGHTS	578,827.63	
003-2100	TREATMENT STRUCTURE	1,101,797.82	
003-2200	TREATMENT EQUIPMENT	294,526.17	
003-2300	SCADA SYSTEM	252,742.82	
003-2350	INDUSTRIAL SEWER	9,688.93	
003-2426	SECURITY EQUIPMENT	2,432.33	
003-2580	DISTRIBUTION - MAINS	1,641,636.46	
003-2600	GENL. PLANT OFFICE FURN./EQUIP	78,382.27	
003-2700	GENL. PLANT-COMMUN. EQUIP.	48,244.67	
003-2800	GENL. PLANT-TRANS. EQUIP.	29,405.00	
003-2820	GENL. PLANT- EQUIP.	148,390.79	
003-2890	CIP	273,270.41	
003-2900	ACCUM. DEPR. - GEN. PLANT	(6,308,570.97)	
	TOTAL ASSETS		<u><u>19,719,322.76</u></u>

LIABILITIES AND EQUITY

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

SEWER

LIABILITIES

003-3000	ACCOUNTS PAYABLE	(257,925.16)	
003-3100	FEDERAL TAXES PAYABLE	1,742.41	
003-3110	FICA TAXES PAYABLE	2,930.47	
003-3120	STATE TAXES PAYABLE	721.41	
003-3220	DISABILITY INSURANCE	295.73	
003-3221	CRITICAL ILLNESS ELECTIVE	44.16	
003-3240	INSURANCE DEDUCTIONS PAYABLE	3,877.15	
003-3241	VISION INSURANCE	32.75	
003-3242	EMPLOYEE FSA	31.86	
003-3243	DENTAL INSURANCE	234.51	
003-3244	HSA FUNDS	911.63	
003-3250	RETIREMENT PAYABLE	2,646.36	
003-3251	DEFERRED COMPENSATION	6.25	
003-3280	GARNISHMENTS PAYABLE	266.16	
003-3290	OTHER EMPLOYEE FUNDS	2,189.11	
003-3295	TIME BANK PAYABLE	27,416.18	
003-3300	BONDS PAYABLE	8,983,937.86	
003-3350	ACCRUED BOND INTEREST	60,700.48	
003-3420	ACCRUED SALARIES	25,630.68	
	TOTAL LIABILITIES		8,855,690.00

FUND EQUITY

003-3900	CITY OF CRETE EQUITY	10,399,368.87	
	REVENUE OVER EXPENDITURES - YTD	464,263.89	
	BALANCE - CURRENT DATE	10,863,632.76	
	TOTAL FUND EQUITY		10,863,632.76
	TOTAL LIABILITIES AND EQUITY		19,719,322.76

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

SEWER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
003-4103 CITY SALES	515.00	5,035.28	5,000.00	(35.28)	100.7
003-4104 FORFEITED DISCOUNTS	981.82	13,117.19	7,000.00	(6,117.19)	187.4
003-4106 DOMESTIC BILLING	97,360.42	1,170,392.51	1,100,000.00	(70,392.51)	106.4
003-4107 COMMERCIAL BILLING	27,767.65	273,257.74	225,000.00	(48,257.74)	121.5
003-4108 INDUSTRIAL BILLING	35,283.00	425,379.50	380,000.00	(45,379.50)	111.9
003-4110 SEWER TAPS	3,075.00	3,075.00	.00	(3,075.00)	.0
003-4510 GARBAGE COLLECTION FEE	.00	366.08	3,500.00	(3,133.92)	10.5
003-4630 FARM INCOME	7,650.00	12,825.00	.00	(12,825.00)	.0
003-4903 INTEREST INCOME	4,477.48	56,106.28	250.00	(55,856.28)	22442.
TOTAL REVENUES	177,110.37	1,959,554.58	1,720,750.00	(238,804.58)	113.9
TOTAL FUND REVENUE	177,110.37	1,959,554.58	1,720,750.00	(238,804.58)	113.9

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

SEWER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
{EXPENDITURES}					
003-6020 MISC. SUPPLIES	.00	107.16	.00	(107.16)	.0
003-7020 OPERATION LABOR	20,076.78	178,528.34	190,000.00	11,471.66	94.0
003-7031 SLUDGE PROCESS	.00	10,236.00	27,000.00	16,764.00	37.9
003-7082 MISC. TREATMENT PLANT EXPENSE	.00	741.93	2,500.00	1,758.07	29.7
003-7091 MAINT. OF TREAT PLANT-MATERIAL	.00	161.69	2,500.00	2,338.31	6.5
003-7092 MAINT. OF TREAT PLANT- LABOR	.00	.00	500.00	500.00	.0
003-7201 MAINT.-TREAT PLANT EQUIP. MTRL	14,078.86	25,572.13	20,000.00	(5,572.13)	127.9
003-7202 MAINT.-TREAT PLANT EQUIP-LABOR	3,353.09	23,157.09	15,000.00	(8,157.09)	154.4
003-7220 BLDG & GRD MAINT.	22.06	6,667.89	5,000.00	(1,667.89)	133.4
003-7230 JANITORIAL SUPPLIES	.00	513.57	500.00	(13.57)	102.7
003-7282 LAB	2,466.67	35,751.55	35,000.00	(751.55)	102.2
003-7283 LAB - LABOR	5,373.56	48,955.83	35,000.00	(13,955.83)	139.9
003-7460 VEHICLE	.00	.00	1,000.00	1,000.00	.0
003-7470 MEETING & TRAINING	.00	.00	1,000.00	1,000.00	.0
003-7530 UTILITIES	10,819.77	136,224.56	160,000.00	23,775.44	85.1
003-7600 VACATION, SICK, HOLIDAY PAY	4,254.49	38,720.04	35,000.00	(3,720.04)	110.6
003-7630 FARM EXPENSE	.00	5,981.64	5,000.00	(981.64)	119.6
003-8021 MAINTENANCE OF MAINS MATERIAL	240.80	2,503.03	2,000.00	(503.03)	125.2
003-8022 MAINT. OF MAINS - LABOR	5,521.21	31,021.43	20,000.00	(11,021.43)	155.1
003-8032 MAINT. OF LATERALS - LABOR	3,922.16	8,314.66	3,000.00	(5,314.66)	277.2
003-8062 MAINT. OF LIFT STATION - LABOR	3,283.55	22,348.41	3,000.00	(19,348.41)	745.0
003-8101 MAINT OF SEWER LINE EQUIP	.00	1,000.25	4,000.00	2,999.75	25.0
003-8231 JANITORIAL LABOR	449.16	3,826.72	2,000.00	(1,826.72)	191.3
003-8460 VEHICLE EXPENSE	417.55	2,832.51	2,500.00	(332.51)	113.3
003-8461 VEHICLE EXPENSE - LABOR	.00	80.97	500.00	419.03	16.2
003-8480 MEETING/TRAINING	.00	.00	1,000.00	1,000.00	.0
003-8500 MISC. OPERATION	.00	251.08	1,500.00	1,248.92	16.7
003-9401 SALARIES - MEDIA	490.50	4,398.96	4,000.00	(398.96)	110.0
003-9408 SALARIES - TECHNOLOGY	1,953.18	17,519.04	17,000.00	(519.04)	103.1
003-9410 SALARIES - ADMINISTRATIVE	3,117.36	27,961.14	45,000.00	17,038.86	62.1
003-9440 GENERAL OFFICE SALARIES	7,394.64	70,751.82	60,000.00	(10,751.82)	117.9
003-9460 MAYOR, COUNCIL, CLERK SALARIES	3,003.66	25,719.93	24,000.00	(1,719.93)	107.2
003-9570 METER READING - LABOR	473.27	2,353.00	3,000.00	647.00	78.4
003-9590 RETIREMENT CONTRIBUTIONS	4,050.58	25,016.21	25,000.00	(16.21)	100.1
003-9610 SOCIAL SECURITY TAX	4,515.67	36,463.25	28,000.00	(8,463.25)	130.2
003-9620 MEDICAL & LIFE INSURANCE	12,016.31	96,795.74	76,000.00	(20,795.74)	127.4
003-9623 HR CONSULTING FEES	.00	451.15	250.00	(201.15)	180.5
003-9630 WORKMANS COMP	1,452.94	8,333.04	4,500.00	(3,833.04)	185.2
003-9640 UNIFORMS	360.18	5,002.96	4,000.00	(1,002.96)	125.1
003-9650 POSTAGE	700.28	7,784.91	6,500.00	(1,284.91)	119.8
003-9660 TELEPHONE	292.48	3,384.78	2,800.00	(584.78)	120.9
003-9680 OFFICE RENTAL	265.00	3,180.00	3,500.00	320.00	90.9
003-9690 EASEMENTS, LICENSES	.00	2,179.14	3,000.00	820.86	72.6
003-9720 INSURANCE	6,724.67	56,628.04	53,000.00	(3,628.04)	106.9
003-9740 OFFICE EQUIP REPAIR & CONTRACT	46.78	1,365.23	1,000.00	(365.23)	136.5
003-9760 MEETING & TRAINING	42.14	7,323.24	3,500.00	(3,823.24)	209.2
003-9780 DUES & MEMBERSHIPS	.00	150.00	.00	(150.00)	.0
003-9820 AUDIT EXPENSE	.00	1,024.99	2,000.00	975.01	51.3
003-9840 ENG., ARCH., ABSTRACT, MEDICAL	.00	8,463.59	7,500.00	(963.59)	112.9
003-9860 LEGAL SERVICE	.00	286.26	2,500.00	2,213.74	11.5
003-9880 PUBLICATIONS, LEGAL	.00	77.20	100.00	22.80	77.2
003-9900 OFFICE SUPPLIES	36.13	2,964.24	3,500.00	535.76	84.7

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

SEWER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
003-9910 SOFTWARE & UPGRADES	2,423.00	57,751.16	12,000.00	(45,751.16)	481.3
003-9911 INTERNET ACCESS	99.00	396.00	.00	(396.00)	.0
003-9915 COMPUTERS & EQUIPMENT	42.12	439.82	6,000.00	5,560.18	7.3
003-9920 MAPPING & RECORDS	4,149.93	7,851.85	8,000.00	148.15	98.2
003-9925 WEB & DSL	.00	327.30	.00	(327.30)	.0
003-9926 ONLINE PAYMENT FEES	1,046.92	10,303.01	9,000.00	(1,303.01)	114.5
003-9955 DEPRECIATION	.00	.00	32,420.00	32,420.00	.0
003-9970 DEBT EXPENSE AMORTIZATION	.00	350,000.00	575,000.00	225,000.00	60.9
003-9971 BOND INTEREST	.00	68,747.50	124,000.00	55,252.50	55.4
003-9980 ANSWERING SERVICE	21.03	191.91	180.00	(11.91)	106.6
003-9990 RADIO & COMMUNICATIONS REPAIR	.00	205.80	.00	(205.80)	.0
TOTAL EXPENDITURES	128,997.48	1,495,290.69	1,720,750.00	225,459.31	86.9
TOTAL FUND EXPENDITURES	128,997.48	1,495,290.69	1,720,750.00	225,459.31	86.9
NET REVENUE OVER EXPENDITURES	48,112.89	464,263.89	.00	(464,263.89)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

AIRPORT

ASSETS

050-1000	CASH	44,584.40	
050-1010	CASH IN BANK - AIRPORT	194,392.95	
050-1200	CASH AT CO TREAS.	653.66	
050-1270	ACCOUNTS RECEIVABLE	22,776.94	
050-1275	ALLOWANCE FOR UNCOLLECTIBLE AR	(2,889.80)	
050-1800	PREPAID INSURANCE	3,062.64	
050-2010	LAND & LAND RIGHTS	397,514.12	
050-2012	APRON PAVING	12,245.00	
050-2100	BUILDINGS	2,972,793.07	
050-2110	PARKING LOT	19,903.75	
050-2115	RUNWAY PAVING	645,454.23	
050-2120	TAXIWAY PAVING	2,355,172.27	
050-2200	WATER SYSTEM	18,244.32	
050-2210	EQUIPMENT	272,394.13	
050-2405	NAV-AID EQUIPMENT	541,893.37	
050-2410	FUEL HANDLING EQUIPMENT	755,736.15	
050-2600	OFFICE FURN./EQUIP	25,274.53	
050-2900	ACCUM. DEPR. - GEN. PLANT	(4,720,891.18)	
	TOTAL ASSETS		3,558,314.55

LIABILITIES AND EQUITY

LIABILITIES

050-3000	ACCOUNTS PAYABLE	2,606.95	
050-3100	FEDERAL TAXES PAYABLE	28.97	
050-3110	FICA TAXES PAYABLE	249.78	
050-3120	STATE TAXES PAYABLE	54.42	
050-3250	RETIREMENT PAYABLE	228.56	
050-3290	OTHER EMPLOYEE FUNDS	1,326.67	
050-3420	ACCRUED SALARIES	1,310.02	
050-3600	AVIATION PAYABLE	15,385.00	
	TOTAL LIABILITIES		21,190.37

FUND EQUITY

050-3900	CITY OF CRETE EQUITY	3,555,360.09	
	REVENUE OVER EXPENDITURES - YTD	(18,235.91)	
	BALANCE - CURRENT DATE	3,537,124.18	
	TOTAL FUND EQUITY		3,537,124.18
	TOTAL LIABILITIES AND EQUITY		3,558,314.55

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

AIRPORT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
050-4001 PROPERTY TAX - BONDS	.31	6.25	.00	(6.25)	.0
050-4051 CONTRACT INCOME	287.25	3,039.30	.00	(3,039.30)	.0
050-4107 GS SALES	(19.12)	1,694.97	7,000.00	5,305.03	24.2
050-4215 PROPANE SALES	.00	(164.71)	.00	164.71	.0
050-4900 TRANSFERS IN	.00	.00	141,900.00	141,900.00	.0
050-4904 MISCELANEOUS INCOME	.00	1,224.49	.00	(1,224.49)	.0
050-4909 HANGAR RENT	3,188.00	98,416.40	100,000.00	1,583.60	98.4
050-4913 LEASE - LAND, BLDG., TOWER	.00	17,722.62	18,000.00	277.38	98.5
TOTAL REVENUES	3,456.44	121,939.32	266,900.00	144,960.68	45.7
TOTAL FUND REVENUE	3,456.44	121,939.32	266,900.00	144,960.68	45.7
 <u>{EXPENDITURES}</u>					
050-5163 HR CONSULTING FEES	.00	75.00	.00	(75.00)	.0
050-5220 TELEPHONE	42.90	515.28	.00	(515.28)	.0
050-5330 BUILDING & GROUNDS MAINT.	473.32	11,437.73	150,000.00	138,562.27	7.6
050-5331 EQUIPMENT	.00	10,500.00	.00	(10,500.00)	.0
050-5390 PRINTING, PUBLICATIONS, LEGALS	.00	350.14	500.00	149.86	70.0
050-5400 DUES & MEMBERSHIP	.00	250.00	500.00	250.00	50.0
050-5791 VEHICLE/EQUIPMENT REPAIRS	121.94	6,060.76	5,000.00	(1,060.76)	121.2
050-5800 VEHICLE/EQUIPMENT FUEL	.00	1,622.10	2,000.00	377.90	81.1
050-6020 MISC. SUPPLIES	12.39	795.08	500.00	(295.08)	159.0
050-6050 COMPUTER EXPENSES	.00	1,109.13	.00	(1,109.13)	.0
050-7530 UTILITIES	1,023.40	16,291.57	22,000.00	5,708.43	74.1
050-8500 MISC. OPERATING	.00	656.56	500.00	(156.56)	131.3
050-9405 SALARIES - OPERATIONAL	5,417.80	49,910.78	45,000.00	(4,910.78)	110.9
050-9590 RETIREMENT CONTRIBUTIONS	375.12	635.96	.00	(635.96)	.0
050-9610 SOCIAL SECURITY TAX	411.45	3,779.25	3,400.00	(379.25)	111.2
050-9620 MEDICAL & LIFE INSURANCE	692.96	9,044.68	15,000.00	5,955.32	60.3
050-9630 WORKMANS COMP	143.99	1,326.67	500.00	(826.67)	265.3
050-9720 INSURANCE	.00	22,273.96	20,000.00	(2,273.96)	111.4
050-9760 MEETING AND TRAINING	.00	46.58	1,000.00	953.42	4.7
050-9820 AUDIT EXPENSE	.00	1,000.00	1,000.00	.00	100.0
050-9860 PROFESSIONAL SERVICES	.00	2,494.00	.00	(2,494.00)	.0
TOTAL EXPENDITURES	8,715.27	140,175.23	266,900.00	126,724.77	52.5
TOTAL FUND EXPENDITURES	8,715.27	140,175.23	266,900.00	126,724.77	52.5
NET REVENUE OVER EXPENDITURES	(5,258.83)	(18,235.91)	.00	18,235.91	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

GENERAL FUNDS

ASSETS

101-1000	CASH	1,113,081.64
101-1011	WORKING FUNDS-PETTY CASH	700.00
101-1042	PROJECT CONST. CASH	624.88
101-1200	CASH AT CO TREAS.	38,593.06
101-1280	DUE TO/ FROM OTHER FUNDS	(.61)
TOTAL ASSETS		1,152,998.97

LIABILITIES AND EQUITY

LIABILITIES

101-3000	ACCOUNTS PAYABLE	.01
101-3100	FEDERAL TAXES PAYABLE	1,210.98
101-3110	FICA TAXES PAYABLE	1,981.64
101-3120	STATE TAXES PAYABLE	489.60
101-3220	DISABILITY INSURANCE	211.26
101-3221	CRITICAL ILLNESS ELECTIVE	46.59
101-3240	INSURANCE DEDUCTIONS PAYABLE	1,552.05
101-3241	VISION INSURANCE	20.42
101-3242	EMPLOYEE FSA	38.87
101-3243	DENTAL INSURANCE	56.98
101-3244	HSA FUNDS	84.22
101-3250	RETIREMENT PAYABLE	1,753.80
101-3251	DEFERRED COMPENSATION	18.75
101-3290	OTHER EMPLOYEE FUNDS	60.89
101-3420	ACCRUED SALARIES	9,105.23
TOTAL LIABILITIES		16,631.29

FUND EQUITY

101-3900	CITY OF CRETE EQUITY	941,057.54
REVENUE OVER EXPENDITURES - YTD		195,310.14
BALANCE - CURRENT DATE		1,136,367.68
TOTAL FUND EQUITY		1,136,367.68
TOTAL LIABILITIES AND EQUITY		1,152,998.97

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
101-4001	PROPERTY TAX	377,374.76	1,216,367.97	1,258,880.00	42,512.03 96.6
101-4002	HOMESTEAD ALLOCATION	.00	43,373.34	40,000.00 (3,373.34) 108.4
101-4003	STATE EQUALIZATION	117,667.18	785,098.86	813,350.00	28,251.14 96.5
101-4004	SURPLUS CONTRIBUTION	29,167.00	350,004.00	350,000.00 (4.00) 100.0
101-4006	MOTOR VEHICLE TAX - OPR	12,330.84	124,678.39	120,000.00 (4,678.39) 103.9
101-4007	MOTOR VEHICLE PRO-RATE	.00	3,273.81	3,500.00	226.19 93.5
101-4008	AMUSEMENT REGISTRATION	.00	80.00	.00 (80.00) .0
101-4010	OCCUPATION TAX	2,114.25	125,598.28	50,000.00 (75,598.28) 251.2
101-4011	OCCUPATION TAX - HOTEL	7,422.95	95,308.40	75,000.00 (20,308.40) 127.1
101-4012	FRANCHISE	10,000.00	157,961.84	265,000.00	107,038.16 59.6
101-4013	BUSINESS REGISTRATION	201.06	7,101.59	5,200.00 (1,901.59) 136.6
101-4015	PERMITS	4,358.69	60,341.50	45,000.00 (15,341.50) 134.1
101-4018	PUBLICATION FEES	45.00	165.00	.00 (165.00) .0
101-4019	TOBACCO & LIQUOR LICENSES	1,020.00	6,500.00	.00 (6,500.00) .0
101-4074	COPIER SERVICES	(2.44)	294.26	.00 (294.26) .0
101-4800	GRANT PROCEEDS	500.00	500.00	.00 (500.00) .0
101-4900	TRANSFERS IN	4,500.00	54,000.00	54,000.00	.00 100.0
101-4901	SALE OF PROPERTY	.00	456.25	.00 (456.25) .0
101-4903	INTEREST INCOME	13,620.36	146,875.91	10,000.00 (136,875.91) 1468.8
101-4904	MISC. INCOME	930.00	7,636.37	3,300.00 (4,336.37) 231.4
101-4919	SALES TAX TRANSFER	102,576.28	1,269,513.76	1,165,000.00 (104,513.76) 109.0
101-4921	LB840 ADMIN FEES	512.88	6,347.59	6,000.00 (347.59) 105.8
	TOTAL REVENUES	684,338.81	4,461,477.12	4,264,230.00 (197,247.12) 104.6
	TOTAL FUND REVENUE	684,338.81	4,461,477.12	4,264,230.00 (197,247.12) 104.6

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>					
101-5163 HR CONSULTING FEES	.00	854.38	1,000.00	145.62	85.4
101-5220 TELEPHONE	1,000.00	1,500.00	.00	(1,500.00)	.0
101-5330 BUILDING & GROUNDS MAINT.	.00	17,143.08	.00	(17,143.08)	.0
101-5381 CIVIL SERVICE COMMISSION	.00	8.64	1,000.00	991.36	.9
101-5390 PRINTING, PUBLICATIONS, LEGALS	301.62	7,481.75	7,500.00	18.25	99.8
101-5400 DUES & MEMBERSHIPS	.00	33,582.00	15,000.00	(18,582.00)	223.9
101-5420 COURT COSTS	.00	152.00	500.00	348.00	30.4
101-5452 INSPECTION EXPENSE	47.67	1,430.30	1,000.00	(430.30)	143.0
101-5469 CITY COUNCIL TRAINING	.00	1,695.00	4,000.00	2,305.00	42.4
101-5473 NUISANCE PROPERTIES	.00	(12,536.29)	.00	12,536.29	.0
101-5480 PLANNING COMMISSION	11.82	62,079.26	75,000.00	12,920.74	82.8
101-5490 EMERGENCY MANAGEMENT	613.93	3,255.15	1,000.00	(2,255.15)	325.5
101-5750 SERVICE/CONTRACT AGREEMENTS	.00	6,300.00	6,000.00	(300.00)	105.0
101-5790 COMPUTER NETWORK EXPENSE	27.29	286.67	12,000.00	11,713.33	2.4
101-5792 INTERNET ACCESS	99.00	396.00	.00	(396.00)	.0
101-6020 MISC. SUPPLIES	.00	41.36	.00	(41.36)	.0
101-6050 COMPUTER EXPENSES	1,074.88	42,832.46	.00	(42,832.46)	.0
101-6140 RESERVE TRANSFER	102,280.71	(23,315.04)	.00	23,315.04	.0
101-6200 TRANSFER OUT	292,733.25	3,512,799.00	3,512,800.00	1.00	100.0
101-6201 COMMUNITY DEVELOPMENT	6,849.38	12,297.88	11,690.00	(607.88)	105.2
101-6202 SALINE CO. AREA TRANSIT	.00	29,190.00	24,440.00	(4,750.00)	119.4
101-6206 SENIOR CITIZEN PROGRAMS	8,007.00	8,007.00	8,000.00	(7.00)	100.1
101-6484 SECURITY	.00	23.25	.00	(23.25)	.0
101-6999 OPERATING RESERVE	.00	.00	7,300.00	7,300.00	.0
101-7530 UTILITIES	372.78	4,987.55	5,000.00	12.45	99.8
101-8500 MISC. OPERATING	56.27	3,050.87	5,000.00	1,949.13	61.0
101-9401 SALARIES - MEDIA	613.11	5,498.57	5,400.00	(98.57)	101.8
101-9405 SALARIES - OPERATIONAL	20,437.18	201,296.48	192,000.00	(9,296.48)	104.8
101-9408 SALARIES - TECHNOLOGY	9,943.23	89,185.92	82,000.00	(7,185.92)	108.8
101-9450 SALARIES - BUILDING INSPECTOR	6,246.99	76,229.09	81,000.00	4,770.91	94.1
101-9590 RETIREMENT CONTRIBUTIONS	2,447.12	21,192.33	25,000.00	3,807.67	84.8
101-9610 SOCIAL SECURITY TAX	2,776.12	27,663.85	27,600.00	(63.85)	100.2
101-9620 MEDICAL & LIFE INSURANCE	4,605.60	47,977.31	48,800.00	822.69	98.3
101-9630 WORKMANS COMP	281.63	3,181.91	3,400.00	218.09	93.6
101-9640 UNIFORMS	.00	781.90	.00	(781.90)	.0
101-9650 POSTAGE	250.00	2,794.11	3,000.00	205.89	93.1
101-9680 OFFICE RENTAL	187.50	2,250.00	2,250.00	.00	100.0
101-9720 INSURANCE	.00	31,162.11	30,200.00	(962.11)	103.2
101-9725 EMPLOYEE BOND	.00	.00	500.00	500.00	.0
101-9740 COPIER EXPENSE	352.48	3,504.34	2,000.00	(1,504.34)	175.2
101-9760 MEETING & TRAINING	.00	10,045.83	12,000.00	1,954.17	83.7
101-9820 AUDIT EXPENSE	.00	13,049.99	13,000.00	(49.99)	100.4
101-9860 PROFESSIONAL SERVICES	.00	2,594.26	10,000.00	7,405.74	25.9
101-9900 OFFICE SUPPLIES	269.20	6,475.13	5,000.00	(1,475.13)	129.5
101-9920 MAPPING & RECORDS	4,129.20	7,562.20	7,500.00	(62.20)	100.8
101-9926 ONLINE PAYMENT FEES	5.00	179.38	500.00	320.62	35.9
101-9998 COUNTY COLLECTION FEE	.00	.00	14,850.00	14,850.00	.0
TOTAL EXPENDITURES	466,019.96	4,266,166.98	4,264,230.00	(1,936.98)	100.1

CITY OF CRETE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	466,019.96	4,266,166.98	4,264,230.00	(1,936.98)	100.1
NET REVENUE OVER EXPENDITURES	218,318.85	195,310.14	.00	(195,310.14)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

SALES TAX

ASSETS

102-1015	INVESTMENTS	111,830.91	
	TOTAL ASSETS		111,830.91

LIABILITIES AND EQUITY

FUND EQUITY

102-3900	CITY OF CRETE EQUITY	111,541.50	
	REVENUE OVER EXPENDITURES - YTD	289.41	
	BALANCE - CURRENT DATE	111,830.91	
	TOTAL FUND EQUITY		111,830.91
	TOTAL LIABILITIES AND EQUITY		111,830.91

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

SALES TAX

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
102-4005	CITY SALES TAX	205,152.56	2,539,027.51	2,300,000.00	(239,027.51)	110.4
102-4903	INTEREST INCOME	13.79	289.41	.00	(289.41)	.0
TOTAL REVENUES		205,166.35	2,539,316.92	2,300,000.00	(239,316.92)	110.4
TOTAL FUND REVENUE		205,166.35	2,539,316.92	2,300,000.00	(239,316.92)	110.4
<u>{EXPENDITURES}</u>						
102-6200	TRANSFER OUT	205,152.56	2,539,027.51	2,300,000.00	(239,027.51)	110.4
TOTAL EXPENDITURES		205,152.56	2,539,027.51	2,300,000.00	(239,027.51)	110.4
TOTAL FUND EXPENDITURES		205,152.56	2,539,027.51	2,300,000.00	(239,027.51)	110.4
NET REVENUE OVER EXPENDITURES		13.79	289.41	.00	(289.41)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

KENO

ASSETS

103-1000	CASH	113,014.28	
103-1015	INVESTMENTS	43,308.68	
	TOTAL ASSETS		156,322.96

LIABILITIES AND EQUITY

FUND EQUITY

103-3900	CITY OF CRETE EQUITY	92,468.96	
	REVENUE OVER EXPENDITURES - YTD	63,854.00	
	BALANCE - CURRENT DATE	156,322.96	
	TOTAL FUND EQUITY		156,322.96
	TOTAL LIABILITIES AND EQUITY		156,322.96

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

KENO

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
103-4017	KENO INCOME	7,866.66	102,689.90	120,000.00	17,310.10	85.6
103-4903	INTEREST INCOME	5.34	65.10	.00	(65.10)	.0
TOTAL REVENUES		<u>7,872.00</u>	<u>102,755.00</u>	<u>120,000.00</u>	<u>17,245.00</u>	<u>85.6</u>
TOTAL FUND REVENUE		<u>7,872.00</u>	<u>102,755.00</u>	<u>120,000.00</u>	<u>17,245.00</u>	<u>85.6</u>
<u>{EXPENDITURES}</u>						
103-5251	TAX, AUDIT, LICENSE	.00	38,901.00	51,000.00	12,099.00	76.3
103-6201	COMMUNITY DEVELOPMENT	.00	.00	69,000.00	69,000.00	.0
TOTAL EXPENDITURES		<u>.00</u>	<u>38,901.00</u>	<u>120,000.00</u>	<u>81,099.00</u>	<u>32.4</u>
TOTAL FUND EXPENDITURES		<u>.00</u>	<u>38,901.00</u>	<u>120,000.00</u>	<u>81,099.00</u>	<u>32.4</u>
NET REVENUE OVER EXPENDITURES		<u><u>7,872.00</u></u>	<u><u>63,854.00</u></u>	<u><u>.00</u></u>	<u><u>(63,854.00)</u></u>	<u><u>.0</u></u>

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

BONDS

ASSETS

150-1000	CASH	762,969.81	
150-1015	INVESTMENTS	314,934.17	
150-1200	CASH AT CO TREAS.	5,225.77	
	TOTAL ASSETS		1,083,129.75

LIABILITIES AND EQUITY

LIABILITIES

150-3000	ACCOUNTS PAYABLE	(52,666.25)	
	TOTAL LIABILITIES		(52,666.25)

FUND EQUITY

150-3900	CITY OF CRETE EQUITY	461,287.94	
	REVENUE OVER EXPENDITURES - YTD	674,508.06	
	BALANCE - CURRENT DATE	1,135,796.00	
	TOTAL FUND EQUITY		1,135,796.00
	TOTAL LIABILITIES AND EQUITY		1,083,129.75

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

BONDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
150-4001 PROPERTY TAX	72,243.44	230,243.87	241,000.00	10,756.13	95.5
150-4002 HOMESTEAD ALLOCATION	.00	8,310.17	7,000.00	(1,310.17)	118.7
150-4007 MOTOR VEHICLE PRO-RATE	.00	590.66	500.00	(90.66)	118.1
150-4900 TRANSFERS IN	.00	.00	85,650.00	85,650.00	.0
150-4903 INTEREST INCOME	.00	.00	500.00	500.00	.0
150-4908 BOND PROCEEDS	967,658.00	12,643.00	.00	(12,643.00)	.0
150-4915 SPECIAL ASSESSMENTS	48,760.48	244,165.23	10,000.00	(234,165.23)	2441.7
150-4919 SALES TAX TRANSFER	40,788.14	529,756.88	252,000.00	(277,756.88)	210.2
TOTAL REVENUES	1,129,450.06	1,025,709.81	596,650.00	(429,059.81)	171.9
TOTAL FUND REVENUE	1,129,450.06	1,025,709.81	596,650.00	(429,059.81)	171.9
 <u>{EXPENDITURES}</u>					
150-9860 PROFESSIONAL SERVICES	.00	624.00	2,000.00	1,376.00	31.2
150-9970 DEBT EXPENSE AMORTIZATION	.00	250,000.00	390,000.00	140,000.00	64.1
150-9971 BOND INTEREST	.00	100,577.75	204,650.00	104,072.25	49.2
TOTAL EXPENDITURES	.00	351,201.75	596,650.00	245,448.25	58.9
TOTAL FUND EXPENDITURES	.00	351,201.75	596,650.00	245,448.25	58.9
NET REVENUE OVER EXPENDITURES	1,129,450.06	674,508.06	.00	(674,508.06)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

INSURANCE CONTINGENCY

ASSETS

171-1000	CASH	98,794.70	
	TOTAL ASSETS		98,794.70

LIABILITIES AND EQUITY

FUND EQUITY

171-3900	CITY OF CRETE EQUITY	107,560.11	
	REVENUE OVER EXPENDITURES - YTD	(8,765.41)	
	BALANCE - CURRENT DATE	98,794.70	
	TOTAL FUND EQUITY		98,794.70
	TOTAL LIABILITIES AND EQUITY		98,794.70

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

INSURANCE CONTINGENCY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
171-4900	TRANSFERS IN	.00	.00	100,000.00	100,000.00	.0
	TOTAL REVENUES	.00	.00	100,000.00	100,000.00	.0
	TOTAL FUND REVENUE	.00	.00	100,000.00	100,000.00	.0
<u>{EXPENDITURES}</u>						
171-6141	RESERVE & PAYOUTS	.00	8,765.41	100,000.00	91,234.59	8.8
	TOTAL EXPENDITURES	.00	8,765.41	100,000.00	91,234.59	8.8
	TOTAL FUND EXPENDITURES	.00	8,765.41	100,000.00	91,234.59	8.8
	NET REVENUE OVER EXPENDITURES	.00	(8,765.41)	.00	8,765.41	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CAPITAL RESERVE

ASSETS

173-1000	CASH	1,013,794.00	
173-1043	SAVINGS - PINNACLE	253,571.16	
	TOTAL ASSETS		1,267,365.16

LIABILITIES AND EQUITY

FUND EQUITY

173-3900	CITY OF CRETE EQUITY	1,265,507.09	
	REVENUE OVER EXPENDITURES - YTD	1,858.07	
	BALANCE - CURRENT DATE	1,267,365.16	
	TOTAL FUND EQUITY		1,267,365.16
	TOTAL LIABILITIES AND EQUITY		1,267,365.16

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

CAPITAL RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
173-4067 STREET RESERVE	1,804.17	21,650.04	21,650.00	(.04)	100.0
173-4900 TRANSFERS IN	.00	.00	150,000.00	150,000.00	.0
173-4903 INTEREST INCOME	37.57	458.03	300.00	(158.03)	152.7
173-4913 LEASE - LAND, BLDG., TOWER	825.00	9,150.00	9,000.00	(150.00)	101.7
TOTAL REVENUES	2,666.74	31,258.07	180,950.00	149,691.93	17.3
TOTAL FUND REVENUE	2,666.74	31,258.07	180,950.00	149,691.93	17.3
<u>{EXPENDITURES}</u>					
173-6008 STREET RESERVE	.00	.00	1,550.00	1,550.00	.0
173-6009 POLICE TRANSFER	2,450.00	29,400.00	179,400.00	150,000.00	16.4
TOTAL EXPENDITURES	2,450.00	29,400.00	180,950.00	151,550.00	16.3
TOTAL FUND EXPENDITURES	2,450.00	29,400.00	180,950.00	151,550.00	16.3
NET REVENUE OVER EXPENDITURES	216.74	1,858.07	.00	(1,858.07)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

POLICE

ASSETS

201-1000	CASH	609,921.38	
	TOTAL ASSETS		609,921.38

LIABILITIES AND EQUITY

LIABILITIES

201-3100	FEDERAL TAXES PAYABLE	4,824.84	
201-3110	FICA TAXES PAYABLE	7,354.66	
201-3120	STATE TAXES PAYABLE	2,018.25	
201-3215	CHILD SUPPORT	253.39	
201-3220	DISABILITY INSURANCE	(1,786.75)	
201-3221	CRITICAL ILLNESS ELECTIVE	184.23	
201-3240	INSURANCE DEDUCTIONS PAYABLE	2,342.50	
201-3241	VISION INSURANCE	129.33	
201-3242	EMPLOYEE FSA	455.39	
201-3243	DENTAL INSURANCE	395.66	
201-3244	HSA FUNDS	857.14	
201-3250	RETIREMENT PAYABLE	6,811.18	
201-3251	DEFERRED COMPENSATION	338.53	
201-3290	OTHER EMPLOYEE FUNDS	10,921.13	
201-3420	ACCRUED SALARIES	32,382.18	
	TOTAL LIABILITIES		67,481.66

FUND EQUITY

201-3900	CITY OF CRETE EQUITY	675,036.50	
	REVENUE OVER EXPENDITURES - YTD	(132,596.78)	
	BALANCE - CURRENT DATE	542,439.72	
	TOTAL FUND EQUITY		542,439.72
	TOTAL LIABILITIES AND EQUITY		609,921.38

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

POLICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
201-4000 GENERAL FUND TRANSFER	136,612.00	1,639,344.00	1,639,344.00	.00	100.0
201-4021 SCHOOL SHARE OF COPS	.00	61,955.05	88,200.00	26,244.95	70.2
201-4022 PARKING FINES	130.00	4,930.00	2,000.00	(2,930.00)	246.5
201-4023 VEHICLE IMPOUND	1,135.00	11,235.65	4,400.00	(6,835.65)	255.4
201-4026 DEA TASK FORCE REIMBURSEMENT	.00	.00	2,000.00	2,000.00	.0
201-4074 COPIER SERVICES	141.28	2,179.09	400.00	(1,779.09)	544.8
201-4800 GRANT PROCEEDS	9,488.17	56,929.74	19,000.00	(37,929.74)	299.6
201-4901 ABANDONED VEHICLE DISPOSAL	2,061.50	18,554.50	1,100.00	(17,454.50)	1686.8
201-4904 MISC. INCOME	.00	1,070.10	1,000.00	(70.10)	107.0
201-4905 RESERVE TRANSFER	2,450.00	29,400.00	29,400.00	.00	100.0
201-4906 DONATIONS	.00	500.00	.00	(500.00)	.0
201-4919 SALES TAX TRANSFER	10,500.00	126,000.00	126,000.00	.00	100.0
TOTAL REVENUES	162,517.95	1,952,098.13	1,912,844.00	(39,254.13)	102.1
TOTAL FUND REVENUE	162,517.95	1,952,098.13	1,912,844.00	(39,254.13)	102.1

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

POLICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEXPENDED	PCNT
{EXPENDITURES}						
201-5120 RECRUITMENT	.00	1,890.84	1,000.00	(890.84)	189.1
201-5163 HR CONSULTING FEES	.00	746.42	600.00	(146.42)	124.4
201-5215 GAS & ELECTRICITY	1,017.51	11,404.89	10,000.00	(1,404.89)	114.1
201-5220 TELEPHONE	2,132.74	30,115.30	14,500.00	(15,615.30)	207.7
201-5329 GENERAL MAINT. & REPAIR	2,328.14	14,300.24	10,000.00	(4,300.24)	143.0
201-5370 COMMUNITY POLICING	171.71	1,269.11	1,000.00	(269.11)	126.9
201-5382 TRANSLATOR SERVICES	.00	.00	200.00		200.00	.0
201-5383 ARRESTEE MEDICAL	.00	.00	1,000.00		1,000.00	.0
201-5390 PRINTING, PUBLICATIONS, LEGALS	.00	1,472.07	1,500.00		27.93	98.1
201-5400 DUES & MEMBERSHIPS	.00	680.00	500.00	(180.00)	136.0
201-5540 COMPUTER SUPPLIES	84.60	107.48	.00	(107.48)	.0
201-5610 FIRING RANGE EXPENSE	33.00	397.15	2,500.00		2,102.85	15.9
201-5620 AMMUNITION	.00	3,596.47	5,000.00		1,403.53	71.9
201-5630 UNIFORMS & ACCESSORIES	.00	61.00	.00	(61.00)	.0
201-5660 SPECIAL INVESTIGATIONS	548.60	20,319.07	9,500.00	(10,819.07)	213.9
201-5690 BOOKS, MAGAZINES, PERIODICALS	.00	262.98	350.00		87.02	75.1
201-5790 COMPUTER NETWORK EXPENSE	2,150.04	25,858.67	25,000.00	(858.67)	103.4
201-5791 VEHICLE/EQUIPMENT REPAIRS	1,431.86	8,724.59	11,500.00		2,775.41	75.9
201-5792 INTERNET ACCESS	99.00	396.00	.00	(396.00)	.0
201-5800 VEHICLE/EQUIPMENT FUEL	2,287.00	23,286.74	15,000.00	(8,286.74)	155.2
201-5801 VEHICLE/EQUIP. OIL & GREASE	102.42	987.34	750.00	(237.34)	131.7
201-5810 TIRES & TIRE REPAIR	.00	3,535.90	3,000.00	(535.90)	117.9
201-5812 VEHICLE TOWING & IMPOUNDMENT	950.00	9,118.00	7,500.00	(1,618.00)	121.6
201-6026 CAPITAL OUTLAY	9,446.25	167,300.00	111,080.00	(56,220.00)	150.6
201-6050 COMPUTER EXPENSES	2,885.67	21,388.47	17,600.00	(3,788.47)	121.5
201-6484 SECURITY	766.72	1,317.94	.00	(1,317.94)	.0
201-6998 FOP AMORTIZATION	.00	.00	20,500.00		20,500.00	.0
201-6999 OPERATING RESERVE	.00	.00	18,000.00		18,000.00	.0
201-8500 MISC. OPERATING	68.99	1,228.56	500.00	(728.56)	245.7
201-9400 SALARIES - CUSTODIAL	898.32	7,653.40	6,660.00	(993.40)	114.9
201-9401 SALARIES - MEDIA	490.50	4,398.96	4,150.00	(248.96)	106.0
201-9405 SALARIES - OPERATIONAL	125,634.72	1,092,126.40	1,034,678.00	(57,448.40)	105.6
201-9418 SALARIES - INTERPRET	40.70	742.36	750.00		7.64	99.0
201-9419 SALARIES - UNANTICIPATED OT	1,788.01	41,410.80	23,343.00	(18,067.80)	177.4
201-9423 SALARIES - HOLIDAY OT	1,949.75	27,380.87	52,325.00		24,944.13	52.3
201-9424 SALARIES - TRAFFIC GRANT OT	22,011.88	68,520.62	19,000.00	(49,520.62)	360.6
201-9425 COURT OT	207.87	4,302.73	4,500.00		197.27	95.6
201-9426 TRAINING OT	.00	1,779.78	3,000.00		1,220.22	59.3
201-9428 HS TASK FORCE OT	.00	.00	1,500.00		1,500.00	.0
201-9429 DEA TASK FORCE OT	.00	.00	5,000.00		5,000.00	.0
201-9590 RETIREMENT CONTRIBUTIONS	10,428.77	84,134.72	79,826.00	(4,308.72)	105.4
201-9610 SOCIAL SECURITY TAX	11,262.93	91,265.93	86,800.00	(4,465.93)	105.2
201-9620 MEDICAL & LIFE INSURANCE	22,857.08	212,533.09	205,732.00	(6,801.09)	103.3
201-9630 WORKMANS COMP	8,291.61	66,473.93	58,900.00	(7,573.93)	112.9
201-9650 POSTAGE	.00	1,362.58	2,400.00		1,037.42	56.8
201-9720 INSURANCE	.00	21,065.22	14,900.00	(6,165.22)	141.4
201-9740 COPIER EXPENSE	168.09	1,418.53	2,300.00		881.47	61.7
201-9760 MEETING & TRAINING	762.06	4,574.03	9,000.00		4,425.97	50.8
201-9765 MILEAGE	.00	.00	200.00		200.00	.0
201-9860 PROFESSIONAL SERVICES	.00	289.43	4,000.00		3,710.57	7.2
201-9900 OFFICE SUPPLIES	507.19	1,879.30	2,300.00		420.70	81.7
201-9990 RADIO & COMMUNICATION REPAIR	.00	1,617.00	3,500.00		1,883.00	46.2

CITY OF CRETE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

POLICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL EXPENDITURES	233,803.73	2,084,694.91	1,912,844.00	(171,850.91)	109.0
TOTAL FUND EXPENDITURES	233,803.73	2,084,694.91	1,912,844.00	(171,850.91)	109.0
NET REVENUE OVER EXPENDITURES	(71,285.78)	(132,596.78)	.00	132,596.78	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

DISPATCH

ASSETS

202-1000	CASH	247,487.63	
	TOTAL ASSETS		247,487.63

LIABILITIES AND EQUITY

FUND EQUITY

202-3900	CITY OF CRETE EQUITY	201,311.86	
	REVENUE OVER EXPENDITURES - YTD	46,175.77	
	BALANCE - CURRENT DATE	247,487.63	
	TOTAL FUND EQUITY		247,487.63
	TOTAL LIABILITIES AND EQUITY		247,487.63

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

DISPATCH

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
202-4000	GENERAL FUND TRANSFER	27,208.33	326,499.96	326,500.00	.04	100.0
202-4365	911 LINE SURCHARGE	111.00	20,402.07	15,000.00	(5,402.07)	136.0
TOTAL REVENUES		27,319.33	346,902.03	341,500.00	(5,402.03)	101.6
TOTAL FUND REVENUE		27,319.33	346,902.03	341,500.00	(5,402.03)	101.6
<u>{EXPENDITURES}</u>						
202-5220	TELEPHONE	.00	5,689.98	13,600.00	7,910.02	41.8
202-5367	NRIN	.00	.00	1,000.00	1,000.00	.0
202-6050	COMPUTER EXPENSES	.00	.00	2,200.00	2,200.00	.0
202-6999	OPERATING RESERVE	.00	.00	3,700.00	3,700.00	.0
202-9750	CONTRACTUAL	.00	295,036.28	321,000.00	25,963.72	91.9
TOTAL EXPENDITURES		.00	300,726.26	341,500.00	40,773.74	88.1
TOTAL FUND EXPENDITURES		.00	300,726.26	341,500.00	40,773.74	88.1
NET REVENUE OVER EXPENDITURES		27,319.33	46,175.77	.00	(46,175.77)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CODE ENFORCEMENT

ASSETS

203-1000	CASH	142,821.55	
	TOTAL ASSETS		142,821.55

LIABILITIES AND EQUITY

LIABILITIES

203-3100	FEDERAL TAXES PAYABLE	144.13	
203-3110	FICA TAXES PAYABLE	184.86	
203-3120	STATE TAXES PAYABLE	46.53	
203-3220	DISABILITY INSURANCE	17.32	
203-3221	CRITICAL ILLNESS ELECTIVE	8.30	
203-3240	INSURANCE DEDUCTIONS PAYABLE	402.92	
203-3241	VISION INSURANCE	4.26	
203-3243	DENTAL INSURANCE	16.17	
203-3244	HSA FUNDS	60.00	
203-3250	RETIREMENT PAYABLE	179.16	
203-3290	OTHER EMPLOYEE FUNDS	346.84	
203-3420	ACCRUED SALARIES	814.60	
	TOTAL LIABILITIES		2,225.09

FUND EQUITY

203-3900	CITY OF CRETE EQUITY	137,964.37	
	REVENUE OVER EXPENDITURES - YTD	2,632.09	
	BALANCE - CURRENT DATE	140,596.46	
	TOTAL FUND EQUITY		140,596.46
	TOTAL LIABILITIES AND EQUITY		142,821.55

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

CODE ENFORCEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>REVENUES</u>						
203-4000 GENERAL FUND TRANSFER	6,381.67	76,580.04	76,580.00	(.04)	100.0
203-4032 ANIMAL FINES & LICENSES	265.00	1,922.73	2,000.00		77.27	96.1
203-4034 STATE ANIMAL TAX FEE	.00	(248.88)	370.00		618.88	(67.3)
203-4035 IMPOUND FEES	120.00	938.68	800.00	(138.68)	117.3
203-4036 VETERINARY FEES REFUNDED	366.45	366.45	1,300.00		933.55	28.2
203-4904 MISC. INCOME	.00	1,202.19	.00	(1,202.19)	.0
TOTAL REVENUES	7,133.12	80,761.21	81,050.00		288.79	99.6
TOTAL FUND REVENUE	7,133.12	80,761.21	81,050.00		288.79	99.6
<u>{EXPENDITURES}</u>						
203-5345 BOARDING & DISPOSAL	519.08	6,788.60	4,500.00	(2,288.60)	150.9
203-5791 VEHICLE/EQUIPMENT REPAIRS	.00	1,240.92	500.00	(740.92)	248.2
203-5792 INTERNET ACCESS	99.00	396.00	.00	(396.00)	.0
203-5800 VEHICLE/EQUIPMENT FUEL	97.56	1,393.62	1,200.00	(193.62)	116.1
203-5810 TIRES & TIRE REPAIR	.00	.00	900.00		900.00	.0
203-6050 COMPUTER EXPENSE	.00	4,788.00	3,000.00	(1,788.00)	159.6
203-6999 OPERATING RESERVE	.00	.00	800.00		800.00	.0
203-9405 SALARIES - OPERATIONAL	3,902.86	42,518.44	52,125.00		9,606.56	81.6
203-9590 RETIREMENT CONTRIBUTIONS	268.74	2,412.00	3,649.00		1,237.00	66.1
203-9610 SOCIAL SECURITY TAX	277.31	3,053.21	3,226.00		172.79	94.6
203-9620 MEDICAL & LIFE INSURANCE	1,227.60	12,917.33	9,600.00	(3,317.33)	134.6
203-9630 WORKMANS COMP	110.43	1,202.72	500.00	(702.72)	240.5
203-9720 INSURANCE	.00	1,264.76	900.00	(364.76)	140.5
203-9980 ANSWERING SERVICE	16.82	153.52	150.00	(3.52)	102.4
TOTAL EXPENDITURES	6,519.40	78,129.12	81,050.00		2,920.88	96.4
TOTAL FUND EXPENDITURES	6,519.40	78,129.12	81,050.00		2,920.88	96.4
NET REVENUE OVER EXPENDITURES	613.72	2,632.09	.00	(2,632.09)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

STOP FUNDS

ASSETS

204-1000	CASH	2,610.28	
	TOTAL ASSETS		2,610.28

LIABILITIES AND EQUITY

FUND EQUITY

204-3900	CITY OF CRETE EQUITY	2,360.28	
	REVENUE OVER EXPENDITURES - YTD	250.00	
	BALANCE - CURRENT DATE	2,610.28	
	TOTAL FUND EQUITY		2,610.28
	TOTAL LIABILITIES AND EQUITY		2,610.28

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

STOP FUNDS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
204-4900	TRANSFERS IN	.00	.00	1,985.28	1,985.28	.0
204-4904	MISC. INCOME	25.00	250.00	600.00	350.00	41.7
	TOTAL REVENUES	25.00	250.00	2,585.28	2,335.28	9.7
	TOTAL FUND REVENUE	25.00	250.00	2,585.28	2,335.28	9.7
<u>{EXPENDITURES}</u>						
204-5974	STOP DISBURSEMENTS	.00	.00	2,585.28	2,585.28	.0
	TOTAL EXPENDITURES	.00	.00	2,585.28	2,585.28	.0
	TOTAL FUND EXPENDITURES	.00	.00	2,585.28	2,585.28	.0
	NET REVENUE OVER EXPENDITURES	25.00	250.00	.00	(250.00)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

POLICE K9 UNIT

ASSETS

205-1000	CASH	4,299.30	
	TOTAL ASSETS		4,299.30

LIABILITIES AND EQUITY

FUND EQUITY

205-3900	CITY OF CRETE EQUITY	5,429.18	
	REVENUE OVER EXPENDITURES - YTD	(1,129.88)	
	BALANCE - CURRENT DATE	4,299.30	
	TOTAL FUND EQUITY		4,299.30
	TOTAL LIABILITIES AND EQUITY		4,299.30

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

POLICE K9 UNIT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
205-4000 GENERAL FUND TRANSFER	289.58	3,474.96	3,475.00	.04	100.0
205-4906 DONATIONS	.00	(767.00)	3,000.00	3,767.00	(25.6)
TOTAL REVENUES	289.58	2,707.96	6,475.00	3,767.04	41.8
TOTAL FUND REVENUE	289.58	2,707.96	6,475.00	3,767.04	41.8
<u>{EXPENDITURES}</u>					
205-5370 COMMUNITY ENGAGEMENT	.00	480.44	1,000.00	519.56	48.0
205-6026 CAPITAL OUTLAY	1,188.02	3,357.40	2,275.00	(1,082.40)	147.6
205-6999 OPERATING RESERVE	.00	.00	800.00	800.00	.0
205-8500 MISC EXPENSE	.00	.00	400.00	400.00	.0
205-9625 VETERINARY CARE	.00	.00	1,000.00	1,000.00	.0
205-9760 MEETING & TRAINING	.00	.00	1,000.00	1,000.00	.0
TOTAL EXPENDITURES	1,188.02	3,837.84	6,475.00	2,637.16	59.3
TOTAL FUND EXPENDITURES	1,188.02	3,837.84	6,475.00	2,637.16	59.3
NET REVENUE OVER EXPENDITURES	(898.44)	(1,129.88)	.00	1,129.88	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

FIRE OPERATIONS

ASSETS

301-1000	CASH	111,327.87	
	TOTAL ASSETS		111,327.87

LIABILITIES AND EQUITY

LIABILITIES

301-3100	FEDERAL TAXES PAYABLE	4.58	
301-3110	FICA TAXES PAYABLE	127.22	
301-3120	STATE TAXES PAYABLE	1.50	
301-3290	OTHER EMPLOYEE FUNDS	(7,688.97)	
301-3420	ACCRUED SALARIES	761.82	
	TOTAL LIABILITIES		(6,793.85)

FUND EQUITY

301-3900	CITY OF CRETE EQUITY	84,815.71	
	REVENUE OVER EXPENDITURES - YTD	33,306.01	
	BALANCE - CURRENT DATE	118,121.72	
	TOTAL FUND EQUITY		118,121.72
	TOTAL LIABILITIES AND EQUITY		111,327.87

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

FIRE OPERATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
301-4000 GENERAL FUND TRANSFER	1,666.67	20,000.04	20,000.00	(.04)	100.0
301-4051 RURAL FIRE CONTRACTS	14,006.00	58,006.00	30,000.00	(28,006.00)	193.4
301-4900 TRANSFERS IN	8,900.00	106,800.00	106,800.00	.00	100.0
TOTAL REVENUES	24,572.67	184,806.04	156,800.00	(28,006.04)	117.9
TOTAL FUND REVENUE	24,572.67	184,806.04	156,800.00	(28,006.04)	117.9
 <u>{EXPENDITURES}</u>					
301-5163 HR CONSULTING FEES	44.00	196.00	500.00	304.00	39.2
301-5330 BUILDING & GROUNDS MAINT.	65.78	10,934.51	5,000.00	(5,934.51)	218.7
301-5340 OUTSIDE SERVICES	.00	1,454.00	800.00	(654.00)	181.8
301-5390 PRINTING, PUBLICATIONS, LEGALS	10.91	141.82	200.00	58.18	70.9
301-5400 DUES & MEMBERSHIPS	.00	1,074.00	500.00	(574.00)	214.8
301-5495 FIRE PREVENTION	.00	149.94	500.00	350.06	30.0
301-5500 RETENTION	.00	.00	500.00	500.00	.0
301-5541 JANITORIAL SUPPLIES	.00	98.30	500.00	401.70	19.7
301-5690 BOOKS, MAGAZINES, PERIODICALS	.00	.00	1,000.00	1,000.00	.0
301-5790 COMPUTER NETWORK EXPENSE	693.96	8,027.33	8,000.00	(27.33)	100.3
301-5791 VEHICLE/EQUIPMENT REPAIRS	.00	11,649.83	15,000.00	3,350.17	77.7
301-5792 INTERNET ACCESS	99.00	396.00	.00	(396.00)	.0
301-5800 VEHICLE/EQUIPMENT FUEL	734.80	7,045.44	10,000.00	2,954.56	70.5
301-5810 TIRES & TIRE REPAIR	.00	1,586.07	5,000.00	3,413.93	31.7
301-6020 MISC. SUPPLIES	.00	185.99	500.00	314.01	37.2
301-6050 COMPUTER EXPENSES	.00	4,410.30	2,000.00	(2,410.30)	220.5
301-6484 SECURITY	.00	75.66	.00	(75.66)	.0
301-6999 OPERATING RESERVE	.00	.00	1,500.00	1,500.00	.0
301-7530 UTILITIES	1,077.69	21,850.52	30,000.00	8,149.48	72.8
301-8500 MISC. OPERATING	.00	.00	1,000.00	1,000.00	.0
301-9400 SALARIES - CUSTODIAL	282.72	2,272.81	1,500.00	(772.81)	151.5
301-9405 SALARIES - OPERATIONAL	2,212.65	23,258.91	25,000.00	1,741.09	93.0
301-9610 SOCIAL SECURITY TAX	190.90	1,953.14	2,000.00	46.86	97.7
301-9620 MEDICAL & LIFE INSURANCE	.00	.00	700.00	700.00	.0
301-9630 WORKMANS COMP	509.84	5,339.47	13,700.00	8,360.53	39.0
301-9650 POSTAGE	.00	82.00	200.00	118.00	41.0
301-9720 INSURANCE	.00	30,511.63	25,700.00	(4,811.63)	118.7
301-9740 COPIER EXPENSE	.00	1,112.35	1,000.00	(112.35)	111.2
301-9750 CONTRACTUAL	.00	155.22	.00	(155.22)	.0
301-9760 MEETING & TRAINING	.00	1,669.88	3,000.00	1,330.12	55.7
301-9860 PROFESSIONAL SERVICES	.00	15,676.00	.00	(15,676.00)	.0
301-9900 OFFICE SUPPLIES	.00	45.91	500.00	454.09	9.2
301-9990 RADIO & COMMUNICATION REPAIR	.00	147.00	1,000.00	853.00	14.7
TOTAL EXPENDITURES	5,922.25	151,500.03	156,800.00	5,299.97	96.6

CITY OF CRETE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

FIRE OPERATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	5,922.25	151,500.03	156,800.00	5,299.97	96.6
NET REVENUE OVER EXPENDITURES	18,650.42	33,306.01	.00	(33,306.01)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

RESCUE & TRANSFER

ASSETS

302-1000	CASH	(2,623.26)	
	TOTAL ASSETS		(2,623.26)

LIABILITIES AND EQUITY

LIABILITIES

302-3100	FEDERAL TAXES PAYABLE	106.79	
302-3110	FICA TAXES PAYABLE	617.62	
302-3120	STATE TAXES PAYABLE	42.73	
302-3290	OTHER EMPLOYEE FUNDS	8,678.44	
302-3420	ACCRUED SALARIES	3,578.56	
	TOTAL LIABILITIES		13,024.14

FUND EQUITY

302-3900	CITY OF CRETE EQUITY	(5,532.89)	
	REVENUE OVER EXPENDITURES - YTD	(10,114.51)	
	BALANCE - CURRENT DATE	(15,647.40)	
	TOTAL FUND EQUITY		(15,647.40)
	TOTAL LIABILITIES AND EQUITY		(2,623.26)

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

RESCUE & TRANSFER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
302-4052 RESCUE CALLS	34,361.11	359,113.71	400,000.00	40,886.29	89.8
TOTAL REVENUES	34,361.11	359,113.71	400,000.00	40,886.29	89.8
TOTAL FUND REVENUE	34,361.11	359,113.71	400,000.00	40,886.29	89.8
 <u>{EXPENDITURES}</u>					
302-5265 OXYGEN	172.83	2,389.33	3,000.00	610.67	79.6
302-5331 EQUIPMENT	.00	1,602.12	.00	(1,602.12)	.0
302-5340 OUTSIDE SERVICES	6,005.07	65,804.78	60,000.00	(5,804.78)	109.7
302-5341 MEDICAL SUPPLIES	1,217.89	16,923.60	15,000.00	(1,923.60)	112.8
302-5342 ALS SERVICE FEES	594.09	(105.91)	12,000.00	12,105.91	(.9)
302-5343 ALS PARAMEDIC FEES	1,800.00	7,740.24	5,000.00	(2,740.24)	154.8
302-5791 VEHICLE/EQUIPMENT REPAIRS	.00	2,124.43	10,000.00	7,875.57	21.2
302-5800 VEHICLE/EQUIPMENT FUEL	189.18	3,930.11	10,000.00	6,069.89	39.3
302-5810 TIRES & TIRE REPAIR	.00	710.22	2,000.00	1,289.78	35.5
302-6140 RESERVE TRANSFER	8,900.00	106,800.00	106,800.00	.00	100.0
302-6999 OPERATING RESERVE	.00	.00	2,900.00	2,900.00	.0
302-7530 UTILITIES	77.40	928.02	.00	(928.02)	.0
302-8500 MISC. OPERATING	35.00	600.00	1,000.00	400.00	60.0
302-9405 SALARIES - OPERATIONAL	1,418.91	15,593.55	20,000.00	4,406.45	78.0
302-9496 SALARIES - RESCUE RESPONSE	10,727.85	98,455.65	100,000.00	1,544.35	98.5
302-9590 RETIREMENT CONTRIBUTIONS	.00	208.80	.00	(208.80)	.0
302-9610 SOCIAL SECURITY TAX	929.20	8,724.83	9,200.00	475.17	94.8
302-9620 MEDICAL & LIFE INSURANCE	.00	96.66	200.00	103.34	48.3
302-9630 WORKMANS COMP	2,631.03	23,894.14	13,700.00	(10,194.14)	174.4
302-9720 INSURANCE	.00	11,282.65	21,600.00	10,317.35	52.2
302-9760 MEETING & TRAINING	.00	150.00	6,000.00	5,850.00	2.5
302-9860 PROFESSIONAL SERVICES	.00	1,375.00	1,500.00	125.00	91.7
302-9926 ONLINE FEES	.00	.00	100.00	100.00	.0
TOTAL EXPENDITURES	34,698.45	369,228.22	400,000.00	30,771.78	92.3
TOTAL FUND EXPENDITURES	34,698.45	369,228.22	400,000.00	30,771.78	92.3
NET REVENUE OVER EXPENDITURES	(337.34)	(10,114.51)	.00	10,114.51	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

FIRE EQUIPMENT

<u>ASSETS</u>			
303-1000	CASH		52,771.97
	TOTAL ASSETS		52,771.97
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
303-3900	CITY OF CRETE EQUITY		38,496.53
	REVENUE OVER EXPENDITURES - YTD	14,275.44	
	BALANCE - CURRENT DATE		52,771.97
	TOTAL FUND EQUITY		52,771.97
	TOTAL LIABILITIES AND EQUITY		52,771.97

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

FIRE EQUIPMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
303-4000 GENERAL FUND TRANSFER	2,500.00	30,000.00	30,000.00	.00	100.0
303-4800 GRANT PROCEEDS	.00	2,482.07	50,000.00	47,517.93	5.0
303-4804 MUTUAL FINANCE ORGANIZATION	.00	16,822.50	25,000.00	8,177.50	67.3
TOTAL REVENUES	2,500.00	49,304.57	105,000.00	55,695.43	47.0
TOTAL FUND REVENUE	2,500.00	49,304.57	105,000.00	55,695.43	47.0
 <u>{EXPENDITURES}</u>					
303-5260 EQUIPMENT - MISC.	150.00	1,250.02	19,500.00	18,249.98	6.4
303-5261 COATS, BOOTS, HELMETS, GLOVES	782.81	28,626.73	30,000.00	1,373.27	95.4
303-5262 FOAM	.00	.00	11,000.00	11,000.00	.0
303-5263 HOSE & NOZZLES	.00	.00	11,000.00	11,000.00	.0
303-5264 BREATHING APPARATUS	.00	3,491.20	15,000.00	11,508.80	23.3
303-5270 RADIO REPLACEMENT	.00	1,661.18	13,000.00	11,338.82	12.8
303-6999 OPERATING RESERVE	.00	.00	5,500.00	5,500.00	.0
TOTAL EXPENDITURES	932.81	35,029.13	105,000.00	69,970.87	33.4
TOTAL FUND EXPENDITURES	932.81	35,029.13	105,000.00	69,970.87	33.4
NET REVENUE OVER EXPENDITURES	1,567.19	14,275.44	.00	(14,275.44)	.0

CITY OF CRETE
 BALANCE SHEET
 SEPTEMBER 30, 2024

FIRE EQUIPMENT II

ASSETS

304-1000	CASH	(86,709.95)	
304-1014	RESTRICTED CASH		53,091.38	
304-1015	INVESTMENTS		50,000.00	
304-1043	SAVINGS - PINNACLE		152,812.02	
			152,812.02	
	TOTAL ASSETS			169,193.45

LIABILITIES AND EQUITY

FUND EQUITY

304-3900	CITY OF CRETE EQUITY		293,064.84	
	REVENUE OVER EXPENDITURES - YTD	(123,871.39)	
			169,193.45	
	BALANCE - CURRENT DATE		169,193.45	
	TOTAL FUND EQUITY			169,193.45
	TOTAL LIABILITIES AND EQUITY			169,193.45

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

FIRE EQUIPMENT II

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
304-4000 GENERAL FUND TRANSFER	4,166.67	50,000.04	50,000.00	(.04)	100.0
304-4800 GRANT PROCEEDS	.00	75,000.00	.00	(75,000.00)	.0
304-4900 TRANSFERS IN	.00	.00	114,000.00	114,000.00	.0
304-4902 SALE OF EQUIPMENT	.00	10,700.00	.00	(10,700.00)	.0
304-4903 INTEREST INCOME	12.53	403.40	.00	(403.40)	.0
304-4907 NOTE/LOAN PROCEEDS	.00	.00	3,000,000.00	3,000,000.00	.0
304-4909 RENTAL	.00	3,750.00	6,000.00	2,250.00	62.5
TOTAL REVENUES	4,179.20	139,853.44	3,170,000.00	3,030,146.56	4.4
TOTAL FUND REVENUE	4,179.20	139,853.44	3,170,000.00	3,030,146.56	4.4
<u>{EXPENDITURES}</u>					
304-5321 LAND, STRUCTURES	.00	2,268.48	3,000,000.00	2,997,731.52	.1
304-6135 EQUIPMENT	.00	261,456.35	170,000.00	(91,456.35)	153.8
TOTAL EXPENDITURES	.00	263,724.83	3,170,000.00	2,906,275.17	8.3
TOTAL FUND EXPENDITURES	.00	263,724.83	3,170,000.00	2,906,275.17	8.3
NET REVENUE OVER EXPENDITURES	4,179.20	(123,871.39)	.00	123,871.39	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

STREETS

ASSETS

401-1000	CASH	1,483,049.03	
401-1015	INVESTMENTS	236,000.00	
	TOTAL ASSETS		1,719,049.03

LIABILITIES AND EQUITY

LIABILITIES

401-3100	FEDERAL TAXES PAYABLE	1,610.06	
401-3110	FICA TAXES PAYABLE	2,395.17	
401-3120	STATE TAXES PAYABLE	627.78	
401-3220	DISABILITY INSURANCE	224.38	
401-3221	CRITICAL ILLNESS ELECTIVE	40.68	
401-3240	INSURANCE DEDUCTIONS PAYABLE	2,123.91	
401-3241	VISION INSURANCE	24.14	
401-3242	EMPLOYEE FSA	64.91	
401-3243	DENTAL INSURANCE	106.09	
401-3244	HSA FUNDS	131.45	
401-3250	RETIREMENT PAYABLE	1,708.94	
401-3251	DEFERRED COMPENSATION	6.25	
401-3290	OTHER EMPLOYEE FUNDS	3,043.27	
401-3420	ACCRUED SALARIES	11,096.86	
	TOTAL LIABILITIES		23,203.89

FUND EQUITY

401-3900	CITY OF CRETE EQUITY	1,494,389.60	
	REVENUE OVER EXPENDITURES - YTD	201,455.54	
	BALANCE - CURRENT DATE	1,695,845.14	
	TOTAL FUND EQUITY		1,695,845.14
	TOTAL LIABILITIES AND EQUITY		1,719,049.03

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
401-4000 GENERAL FUND TRANSFER	8,666.67	104,000.04	104,000.00	(.04)	100.0
401-4041 STATE ALLOC. & INCENTIVE PYMT.	78,195.50	947,887.63	946,400.00	(1,487.63)	100.2
401-4043 MOTOR VEHICLE FEES	.00	67,356.51	57,000.00	(10,356.51)	118.2
401-4044 STATE MAINT. AGREEMENT	.00	25,620.85	21,900.00	(3,720.85)	117.0
401-4420 WEED MOWING	.00	.00	500.00	500.00	.0
401-4903 INTEREST	60.00	2,389.33	.00	(2,389.33)	.0
401-4904 MISC. INCOME	10.00	102.76	500.00	397.24	20.6
401-4909 RENTAL	125.00	3,007.71	1,000.00	(2,007.71)	300.8
401-4911 SALE OF MATERIAL	40.00	5,959.83	5,000.00	(959.83)	119.2
401-4916 RENTALS(UNIFORM/EQUIP/LABOR)	386.22	4,743.87	1,500.00	(3,243.87)	316.3
TOTAL REVENUES	87,483.39	1,161,068.53	1,137,800.00	(23,268.53)	102.1
TOTAL FUND REVENUE	87,483.39	1,161,068.53	1,137,800.00	(23,268.53)	102.1

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>						
401-5163	.00	1,177.92	400.00	(777.92)	294.5
401-5330	.00	626.97	5,000.00		4,373.03	12.5
401-5390	.00	282.27	250.00	(32.27)	112.9
401-5541	71.72	358.66	100.00	(258.66)	358.7
401-5590	.00	15,256.17	20,000.00		4,743.83	76.3
401-5760	.00	222.00	.00	(222.00)	.0
401-5770	.00	.00	500.00		500.00	.0
401-5771	1,342.24	9,616.43	10,000.00		383.57	96.2
401-5790	354.56	4,021.19	4,000.00	(21.19)	100.5
401-5792	99.00	396.00	.00	(396.00)	.0
401-5800	1,488.32	20,830.14	25,000.00		4,169.86	83.3
401-5801	89.04	1,446.73	2,500.00		1,053.27	57.9
401-5810	926.01	3,776.30	4,000.00		223.70	94.4
401-5880	.00	612.93	3,500.00		2,887.07	17.5
401-5890	159.74	1,446.85	3,000.00		1,553.15	48.2
401-5905	.00	74.83	.00	(74.83)	.0
401-5968	97.97	30,686.53	30,000.00	(686.53)	102.3
401-5980	4,704.50	77,972.70	50,000.00	(27,972.70)	156.0
401-5985	.00	.00	15,000.00		15,000.00	.0
401-5990	.00	.00	3,000.00		3,000.00	.0
401-6000	(49.68)	3,849.47	10,000.00		6,150.53	38.5
401-6001	.00	2,270.96	10,000.00		7,729.04	22.7
401-6008	1,804.17	21,650.04	20,000.00	(1,650.04)	108.3
401-6010	188.13	4,330.38	6,000.00		1,669.62	72.2
401-6020	11.16	1,466.16	1,000.00	(466.16)	146.6
401-6025	.00	16.99	.00	(16.99)	.0
401-6026	1,804.17	21,650.04	21,650.00	(.04)	100.0
401-6050	109.99	8,026.52	5,000.00	(3,026.52)	160.5
401-6463	.00	.00	2,000.00		2,000.00	.0
401-6484	.00	1,206.08	5,000.00		3,793.92	24.1
401-6999	.00	.00	10,000.00		10,000.00	.0
401-7080	.00	759.30	500.00	(259.30)	151.9
401-7530	3,860.53	53,569.35	60,000.00		6,430.65	89.3
401-8461	161.94	4,757.23	4,000.00	(757.23)	118.9
401-8481	.00	4,775.91	4,000.00	(775.91)	119.4
401-8500	343.70	4,364.72	2,500.00	(1,864.72)	174.6
401-9401	490.50	4,398.96	5,000.00		601.04	88.0
401-9405	51,016.57	445,504.93	470,000.00		24,495.07	94.8
401-9406	.00	198.57	5,000.00		4,801.43	4.0
401-9410	.00	.00	23,000.00		23,000.00	.0
401-9422	.00	11,623.22	10,000.00	(1,623.22)	116.2
401-9429	1,151.66	5,682.92	5,000.00	(682.92)	113.7
401-9431	.00	11,706.65	10,000.00	(1,706.65)	117.1
401-9451	.00	5,297.63	10,000.00		4,702.37	53.0
401-9452	639.54	4,609.41	10,000.00		5,390.59	46.1
401-9453	.00	.00	10,000.00		10,000.00	.0
401-9590	2,881.27	28,603.96	40,000.00		11,396.04	71.5
401-9610	3,972.62	36,878.07	48,000.00		11,121.93	76.8
401-9620	6,059.87	59,521.99	100,000.00		40,478.01	59.5
401-9630	2,093.52	17,698.63	12,000.00	(5,698.63)	147.5
401-9640	.00	507.85	1,500.00		992.15	33.9
401-9650	100.00	1,046.92	1,500.00		453.08	69.8

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
401-9680 OFFICE RENTAL	150.00	1,800.00	1,500.00	(300.00)	120.0
401-9720 INSURANCE	(151.52)	9,709.26	18,000.00	8,290.74	53.9
401-9740 COPIER EXPENSE	97.79	1,318.38	1,200.00	(118.38)	109.9
401-9760 MEETING & TRAINING	52.75	1,517.11	2,000.00	482.89	75.9
401-9820 AUDIT EXPENSE	.00	1,049.99	1,000.00	(49.99)	105.0
401-9860 PROFESSIONAL SERVICES	.00	286.26	4,000.00	3,713.74	7.2
401-9900 OFFICE SUPPLIES	.00	904.96	1,000.00	95.04	90.5
401-9920 MAPPING & RECORDS	4,149.92	7,851.82	10,000.00	2,148.18	78.5
401-9980 ANSWERING SERVICE	21.03	191.93	200.00	8.07	96.0
401-9990 RADIO & COMMUNICATION REPAIR	.00	205.80	.00	(205.80)	.0
TOTAL EXPENDITURES	90,292.73	959,612.99	1,137,800.00	178,187.01	84.3
TOTAL FUND EXPENDITURES	90,292.73	959,612.99	1,137,800.00	178,187.01	84.3
NET REVENUE OVER EXPENDITURES	(2,809.34)	201,455.54	.00	(201,455.54)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CITY HALL

ASSETS

501-1000	CASH	77,880.42	
	TOTAL ASSETS		77,880.42

LIABILITIES AND EQUITY

LIABILITIES

501-3100	FEDERAL TAXES PAYABLE	20.09	
501-3110	FICA TAXES PAYABLE	69.30	
501-3120	STATE TAXES PAYABLE	8.76	
501-3220	DISABILITY INSURANCE	6.16	
501-3240	INSURANCE DEDUCTIONS PAYABLE	60.47	
501-3241	VISION INSURANCE	.88	
501-3243	DENTAL INSURANCE	2.54	
501-3244	HSA FUNDS	10.08	
501-3290	OTHER EMPLOYEE FUNDS	17.47	
501-3420	ACCRUED SALARIES	383.18	
	TOTAL LIABILITIES		578.93

FUND EQUITY

501-3900	CITY OF CRETE EQUITY	73,820.53	
	REVENUE OVER EXPENDITURES - YTD	3,480.96	
	BALANCE - CURRENT DATE	77,301.49	
	TOTAL FUND EQUITY		77,301.49
	TOTAL LIABILITIES AND EQUITY		77,880.42

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

CITY HALL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
501-4000 GENERAL FUND TRANSFER	3,162.50	37,950.00	37,950.00	.00	100.0
501-4909 RENTAL	1,600.00	19,200.00	19,200.00	.00	100.0
TOTAL REVENUES	4,762.50	57,150.00	57,150.00	.00	100.0
TOTAL FUND REVENUE	4,762.50	57,150.00	57,150.00	.00	100.0
 <u>{EXPENDITURES}</u>					
501-5163 HR CONSULTING FEES	.00	9.68	.00	(9.68)	.0
501-5330 BUILDING & GROUNDS MAINT.	63.44	1,931.96	10,000.00	8,068.04	19.3
501-5541 JANITORIAL SUPPLIES	43.18	1,951.72	1,750.00	(201.72)	111.5
501-5750 SERVICE/CONTRACT AGREEMENTS	147.00	661.92	.00	(661.92)	.0
501-6020 MISC. SUPPLIES	.00	232.29	250.00	17.71	92.9
501-6050 COMPUTER EXPENSES	.00	737.22	.00	(737.22)	.0
501-6484 SECURITY	445.45	2,982.25	.00	(2,982.25)	.0
501-6999 OPERATING RESERVE	.00	.00	1,000.00	1,000.00	.0
501-7530 UTILITIES	1,801.58	17,156.80	18,000.00	843.20	95.3
501-8231 JANITORIAL	.00	122.88	.00	(122.88)	.0
501-8500 MISC. OPERATING	.00	1.75	500.00	498.25	.4
501-9400 SALARIES - CUSTODIAL	898.32	7,653.40	6,500.00	(1,153.40)	117.7
501-9405 SALARIES - OPERATIONAL	472.68	3,287.79	4,000.00	712.21	82.2
501-9590 RETIREMENT CONTRIBUTIONS	.00	.00	700.00	700.00	.0
501-9610 SOCIAL SECURITY TAX	103.81	826.90	750.00	(76.90)	110.3
501-9620 MEDICAL & LIFE INSURANCE	207.27	1,792.56	4,500.00	2,707.44	39.8
501-9630 WORKMANS COMP	36.94	302.76	200.00	(102.76)	151.4
501-9720 INSURANCE	.00	14,017.16	9,000.00	(5,017.16)	155.8
TOTAL EXPENDITURES	4,219.67	53,669.04	57,150.00	3,480.96	93.9
TOTAL FUND EXPENDITURES	4,219.67	53,669.04	57,150.00	3,480.96	93.9
NET REVENUE OVER EXPENDITURES	542.83	3,480.96	.00	(3,480.96)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

COMMUNITY CENTER

ASSETS

502-1000	CASH	(110,881.64)	
	TOTAL ASSETS		(110,881.64)

LIABILITIES AND EQUITY

LIABILITIES

502-3110	FICA TAXES PAYABLE	24.20	
502-3120	STATE TAXES PAYABLE	.47	
502-3290	OTHER EMPLOYEE FUNDS	(8.97)	
502-3420	ACCRUED SALARIES	145.71	
	TOTAL LIABILITIES		161.41

FUND EQUITY

502-3900	CITY OF CRETE EQUITY	52,103.15	
	REVENUE OVER EXPENDITURES - YTD	(163,146.20)	
	BALANCE - CURRENT DATE	(111,043.05)	
	TOTAL FUND EQUITY		(111,043.05)
	TOTAL LIABILITIES AND EQUITY		(110,881.64)

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

COMMUNITY CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
502-4000 GENERAL FUND TRANSFER	862.50	10,350.00	10,350.00	.00	100.0
502-4900 TRANSFERS IN	.00	.00	150,000.00	150,000.00	.0
502-4909 RENTAL	.00	1,380.00	2,000.00	620.00	69.0
TOTAL REVENUES	862.50	11,730.00	162,350.00	150,620.00	7.2
TOTAL FUND REVENUE	862.50	11,730.00	162,350.00	150,620.00	7.2
 <u>{EXPENDITURES}</u>					
502-5330 BUILDING & GROUNDS MAINT.	.00	15,793.58	1,000.00	(14,793.58)	1579.4
502-5541 JANITORIAL SUPPLIES	.00	139.62	200.00	60.38	69.8
502-5750 SERVICE/CONTRACT AGREEMENTS	.00	364.78	300.00	(64.78)	121.6
502-6020 MISC. SUPPLIES	.00	3.98	.00	(3.98)	.0
502-6026 CAPITAL OUTLAY	12,500.00	150,000.00	150,000.00	.00	100.0
502-6050 COMPUTER EXPENSES	109.99	109.99	.00	(109.99)	.0
502-6999 OPERATING RESERVE	.00	.00	1,000.00	1,000.00	.0
502-7530 UTILITIES	63.58	1,415.76	2,000.00	584.24	70.8
502-9405 SALARIES - OPERATIONAL	472.68	3,287.75	4,500.00	1,212.25	73.1
502-9610 SOCIAL SECURITY TAX	36.11	251.26	250.00	(1.26)	100.5
502-9630 WORKMANS COMP	11.52	86.13	100.00	13.87	86.1
502-9720 INSURANCE	56.55	3,423.35	3,000.00	(423.35)	114.1
TOTAL EXPENDITURES	13,250.43	174,876.20	162,350.00	(12,526.20)	107.7
TOTAL FUND EXPENDITURES	13,250.43	174,876.20	162,350.00	(12,526.20)	107.7
NET REVENUE OVER EXPENDITURES	(12,387.93)	(163,146.20)	.00	163,146.20	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

COMMUNITY ROOM

ASSETS

503-1000	CASH	52,717.49	
	TOTAL ASSETS		52,717.49

LIABILITIES AND EQUITY

FUND EQUITY

503-3900	CITY OF CRETE EQUITY	39,629.51	
	REVENUE OVER EXPENDITURES - YTD	13,087.98	
	BALANCE - CURRENT DATE	52,717.49	
	TOTAL FUND EQUITY		52,717.49
	TOTAL LIABILITIES AND EQUITY		52,717.49

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

COMMUNITY ROOM

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
503-4000 GENERAL FUND TRANSFER	2,066.67	24,800.04	24,800.00	(.04)	100.0
503-4904 MISC. INCOME	41.33	41.33	.00	(41.33)	.0
503-4909 RENTAL	300.00	2,623.64	4,000.00	1,376.36	65.6
TOTAL REVENUES	2,408.00	27,465.01	28,800.00	1,334.99	95.4
TOTAL FUND REVENUE	2,408.00	27,465.01	28,800.00	1,334.99	95.4
 <u>{EXPENDITURES}</u>					
503-5330 BUILDING & GROUNDS MAINT.	.00	732.67	1,000.00	267.33	73.3
503-5541 JANITORIAL SUPPLIES	.00	37.99	100.00	62.01	38.0
503-5750 SERVICE/CONTRACT AGREEMENTS	.00	245.00	250.00	5.00	98.0
503-6999 OPERATING RESERVE	.00	.00	1,000.00	1,000.00	.0
503-7530 UTILITIES	639.20	5,679.86	9,500.00	3,820.14	59.8
503-9400 SALARIES - CUSTODIAL	.00	.00	4,000.00	4,000.00	.0
503-9405 SALARIES - OPERATIONAL	.00	.00	1,500.00	1,500.00	.0
503-9590 RETIREMENT CONTRIBUTIONS	.00	.00	200.00	200.00	.0
503-9610 SOCIAL SECURITY TAX	.00	.00	250.00	250.00	.0
503-9720 INSURANCE	.00	7,681.51	8,000.00	318.49	96.0
503-9900 OFFICE SUPPLIES	.00	.00	1,000.00	1,000.00	.0
503-9915 COMPUTERS & EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
503-9990 RADIO & COMMUNICATIONS EQUIP	.00	.00	1,000.00	1,000.00	.0
TOTAL EXPENDITURES	639.20	14,377.03	28,800.00	14,422.97	49.9
TOTAL FUND EXPENDITURES	639.20	14,377.03	28,800.00	14,422.97	49.9
NET REVENUE OVER EXPENDITURES	1,768.80	13,087.98	.00	(13,087.98)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

TRANSFER STATION

<u>ASSETS</u>			
511-1000	CASH	133,037.74	
	TOTAL ASSETS		133,037.74
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
511-3290	OTHER EMPLOYEE FUNDS	72.84	
	TOTAL LIABILITIES		72.84
<u>FUND EQUITY</u>			
511-3900	CITY OF CRETE EQUITY	106,683.60	
	REVENUE OVER EXPENDITURES - YTD	26,281.30	
	BALANCE - CURRENT DATE	132,964.90	
	TOTAL FUND EQUITY		132,964.90
	TOTAL LIABILITIES AND EQUITY		133,037.74

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

TRANSFER STATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
511-4012 FRANCHISE	4,686.00	54,651.76	35,000.00	(19,651.76)	156.2
511-4911 SALE OF MATERIAL	.00	5,860.00	2,500.00	(3,360.00)	234.4
TOTAL REVENUES	4,686.00	60,511.76	37,500.00	(23,011.76)	161.4
TOTAL FUND REVENUE	4,686.00	60,511.76	37,500.00	(23,011.76)	161.4
<u>{EXPENDITURES}</u>					
511-5330 BUILDING & GROUNDS MAINT.	18.99	715.99	1,000.00	284.01	71.6
511-5390 PRINTING, PUBLICATIONS, LEGALS	.00	921.00	1,000.00	79.00	92.1
511-5980 ASPHALT, CEMENT, GRAVEL, ROCK	.00	1,701.11	3,000.00	1,298.89	56.7
511-6020 MISC. SUPPLIES	7.34	7.34	100.00	92.66	7.3
511-6140 RESERVE TRANSFER	1,341.67	16,100.04	8,575.00	(7,525.04)	187.8
511-6484 SECURITY	.00	2,973.00	2,500.00	(473.00)	118.9
511-7530 UTILITIES	42.17	730.63	1,000.00	269.37	73.1
511-9405 SALARIES - OPERATIONAL	641.19	9,113.44	15,000.00	5,886.56	60.8
511-9590 RETIREMENT CONTRIBUTIONS	.00	.00	1,000.00	1,000.00	.0
511-9610 SOCIAL SECURITY TAX	49.05	697.19	1,000.00	302.81	69.7
511-9620 MEDICAL & LIFE INSURANCE	.00	.00	1,000.00	1,000.00	.0
511-9630 WORKMANS COMP	18.51	263.04	300.00	36.96	87.7
511-9720 INSURANCE	.00	1,000.00	2,000.00	1,000.00	50.0
511-9980 ANSWERING SERVICE	.84	7.68	25.00	17.32	30.7
TOTAL EXPENDITURES	2,119.76	34,230.46	37,500.00	3,269.54	91.3
TOTAL FUND EXPENDITURES	2,119.76	34,230.46	37,500.00	3,269.54	91.3
NET REVENUE OVER EXPENDITURES	2,566.24	26,281.30	.00	(26,281.30)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

LANDFILL RESERVE

ASSETS

512-1000	CASH	308,632.61	
	TOTAL ASSETS		308,632.61

LIABILITIES AND EQUITY

FUND EQUITY

512-3900	CITY OF CRETE EQUITY	292,532.57	
	REVENUE OVER EXPENDITURES - YTD	16,100.04	
	BALANCE - CURRENT DATE	308,632.61	
	TOTAL FUND EQUITY		308,632.61
	TOTAL LIABILITIES AND EQUITY		308,632.61

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

LANDFILL RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
512-4900 TRANSFERS IN	1,341.67	16,100.04	16,100.00	(.04)	100.0
TOTAL REVENUES	1,341.67	16,100.04	16,100.00	(.04)	100.0
TOTAL FUND REVENUE	1,341.67	16,100.04	16,100.00	(.04)	100.0
<u>{EXPENDITURES}</u>					
512-6200 TRANSFER OUT	.00	.00	16,100.00	16,100.00	.0
TOTAL EXPENDITURES	.00	.00	16,100.00	16,100.00	.0
TOTAL FUND EXPENDITURES	.00	.00	16,100.00	16,100.00	.0
NET REVENUE OVER EXPENDITURES	1,341.67	16,100.04	.00	(16,100.04)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

COMMUNITY GARDEN

ASSETS

520-1000	CASH	(1,570.00)		
	TOTAL ASSETS			(1,570.00)

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(1,570.00)		
	BALANCE - CURRENT DATE	(1,570.00)		
	TOTAL FUND EQUITY			(1,570.00)
	TOTAL LIABILITIES AND EQUITY			(1,570.00)

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

COMMUNITY GARDEN

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
520-4909	RENTAL	.00	110.00	.00	(110.00)	.0
	TOTAL REVENUES	.00	110.00	.00	(110.00)	.0
	TOTAL FUND REVENUE	.00	110.00	.00	(110.00)	.0
<u>{EXPENDITURES}</u>						
520-5330	BUILDING & GROUNDS MAINT.	.00	1,680.00	.00	(1,680.00)	.0
	TOTAL EXPENDITURES	.00	1,680.00	.00	(1,680.00)	.0
	TOTAL FUND EXPENDITURES	.00	1,680.00	.00	(1,680.00)	.0
	NET REVENUE OVER EXPENDITURES	.00	(1,570.00)	.00	1,570.00	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

PARKS

ASSETS

521-1000	CASH	150,449.64	
	TOTAL ASSETS		150,449.64

LIABILITIES AND EQUITY

LIABILITIES

521-3100	FEDERAL TAXES PAYABLE	595.32	
521-3110	FICA TAXES PAYABLE	805.29	
521-3120	STATE TAXES PAYABLE	203.87	
521-3220	DISABILITY INSURANCE	78.27	
521-3221	CRITICAL ILLNESS ELECTIVE	12.02	
521-3240	INSURANCE DEDUCTIONS PAYABLE	1,279.33	
521-3241	VISION INSURANCE	8.51	
521-3242	EMPLOYEE FSA	10.00	
521-3243	DENTAL INSURANCE	54.94	
521-3244	HSA FUNDS	139.12	
521-3250	RETIREMENT PAYABLE	489.56	
521-3290	OTHER EMPLOYEE FUNDS	2,013.85	
521-3420	ACCRUED SALARIES	3,727.68	
	TOTAL LIABILITIES		9,417.76

FUND EQUITY

521-3900	CITY OF CRETE EQUITY	183,656.23	
	REVENUE OVER EXPENDITURES - YTD	(42,624.35)	
	BALANCE - CURRENT DATE	141,031.88	
	TOTAL FUND EQUITY		141,031.88
	TOTAL LIABILITIES AND EQUITY		150,449.64

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

PARKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
521-4000 GENERAL FUND TRANSFER	23,333.33	279,999.96	280,000.00	.04	100.0
521-4080 CAMPING FEES	1,000.00	8,143.38	5,000.00	(3,143.38)	162.9
521-4081 TOURNAMENT & FIELD USAGE FEES	.00	741.22	2,500.00	1,758.78	29.7
521-4913 LEASE - LAND, BLDG., TOWER	.00	11,923.80	2,000.00	(9,923.80)	596.2
TOTAL REVENUES	24,333.33	300,808.36	289,500.00	(11,308.36)	103.9
TOTAL FUND REVENUE	24,333.33	300,808.36	289,500.00	(11,308.36)	103.9

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

PARKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>					
521-5163 HR CONSULTING FEES	55.00	190.78	5,000.00	4,809.22	3.8
521-5211 OUTDOOR UTILITIES	.00	.00	4,500.00	4,500.00	.0
521-5310 SMALL TOOLS & EQUIPMENT	.00	2,019.49	550.00	(1,469.49)	367.2
521-5332 BLDG./GROUND MAINT, & VANDAL	235.41	5,605.57	8,000.00	2,394.43	70.1
521-5333 TABLES & GRILLS	.00	355.50	2,500.00	2,144.50	14.2
521-5334 GRASS SEED & SOD	.00	1,002.73	825.00	(177.73)	121.5
521-5335 VANDALISM & GRAFFITTI	.00	.00	100.00	100.00	.0
521-5390 PRINTING, PUBLICATIONS, LEGALS	.00	201.10	500.00	298.90	40.2
521-5570 CHEMICALS	185.29	246.43	1,650.00	1,403.57	14.9
521-5580 RECREATION SUPPLIES	.00	.00	350.00	350.00	.0
521-5581 BASEBALL MATERIALS	.00	339.95	.00	(339.95)	.0
521-5582 SOFTBALL MATERIALS	.00	1,119.10	400.00	(719.10)	279.8
521-5589 FIELD MATERIALS	345.45	1,484.45	3,500.00	2,015.55	42.4
521-5791 VEHICLE/EQUIPMENT REPAIRS	1,765.44	4,368.66	2,750.00	(1,618.66)	158.9
521-5792 INTERNET ACCESS	99.00	396.00	.00	(396.00)	.0
521-5800 VEHICLE/EQUIPMENT FUEL	285.64	5,869.86	4,400.00	(1,469.86)	133.4
521-5801 VEHICLE/EQUIP. OIL & GREASE	.00	305.30	550.00	244.70	55.5
521-5810 TIRES & TIRE REPAIR	.00	108.68	1,200.00	1,091.32	9.1
521-6020 MISC. SUPPLIES	42.63	326.75	500.00	173.25	65.4
521-6026 CAPITAL OUTLAY	1,291.67	50,601.89	15,500.00	(35,101.89)	326.5
521-6050 COMPUTER EXPENSES	.00	826.50	800.00	(26.50)	103.3
521-6220 LODGING TAX	.00	421.62	.00	(421.62)	.0
521-6463 TREE PLANTING/REMOVAL	.00	.00	1,900.00	1,900.00	.0
521-6484 SECURITY	.00	2,985.91	200.00	(2,785.91)	1493.0
521-6999 OPERATING RESERVE	.00	.00	4,250.00	4,250.00	.0
521-7530 UTILITIES	2,062.88	25,896.08	31,000.00	5,103.92	83.5
521-8460 VEHICLE EXPENSE	.00	10.00	.00	(10.00)	.0
521-8461 VEHICLE REPAIR - LABOR	283.40	769.23	700.00	(69.23)	109.9
521-8481 MEETING & TRAINING - LABOR	.00	340.11	.00	(340.11)	.0
521-8500 MISC. OPERATING	.00	163.12	300.00	136.88	54.4
521-9405 SALARIES - OPERATIONAL	16,316.63	159,825.01	133,000.00	(26,825.01)	120.2
521-9421 SALARIES - PARTTIME	775.33	16,383.65	6,500.00	(9,883.65)	252.1
521-9590 RETIREMENT CONTRIBUTIONS	735.50	9,127.10	8,000.00	(1,127.10)	114.1
521-9610 SOCIAL SECURITY TAX	1,275.08	13,017.17	12,000.00	(1,017.17)	108.5
521-9620 MEDICAL & LIFE INSURANCE	3,739.19	31,380.74	28,400.00	(2,980.74)	110.5
521-9630 WORKMANS COMP	443.31	4,194.11	2,300.00	(1,894.11)	182.4
521-9720 INSURANCE	113.49	2,474.12	6,800.00	4,325.88	36.4
521-9760 MEETING & TRAINING	.00	797.02	525.00	(272.02)	151.8
521-9860 PROFESSIONAL SERVICES	.00	256.00	.00	(256.00)	.0
521-9980 ANSWERING SERVICE	2.52	22.98	50.00	27.02	46.0
TOTAL EXPENDITURES	30,052.86	343,432.71	289,500.00	(53,932.71)	118.6
TOTAL FUND EXPENDITURES	30,052.86	343,432.71	289,500.00	(53,932.71)	118.6
NET REVENUE OVER EXPENDITURES	(5,719.53)	(42,624.35)	.00	42,624.35	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

SWIMMING POOL

<u>ASSETS</u>			
522-1000	CASH		148,435.96
	TOTAL ASSETS		148,435.96
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
522-3290	OTHER EMPLOYEE FUNDS		58.87
	TOTAL LIABILITIES		58.87
<u>FUND EQUITY</u>			
522-3900	CITY OF CRETE EQUITY		158,505.64
	REVENUE OVER EXPENDITURES - YTD	(10,128.55)	
	BALANCE - CURRENT DATE		148,377.09
	TOTAL FUND EQUITY		148,377.09
	TOTAL LIABILITIES AND EQUITY		148,435.96

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

SWIMMING POOL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
522-4000 GENERAL FUND TRANSFER	4,150.00	49,800.00	49,800.00	.00	100.0
TOTAL REVENUES	4,150.00	49,800.00	49,800.00	.00	100.0
TOTAL FUND REVENUE	4,150.00	49,800.00	49,800.00	.00	100.0
<u>{EXPENDITURES}</u>					
522-5330 BUILDING & GROUNDS MAINT.	1,809.49	4,013.15	5,500.00	1,486.85	73.0
522-5560 CONCESSION SUPPLIES	.00	119.98	.00	(119.98)	.0
522-5570 CHEMICALS	29.44	13,878.29	9,500.00	(4,378.29)	146.1
522-6020 MISC. SUPPLIES	.00	283.34	200.00	(83.34)	141.7
522-6026 CAPITAL OUTLAY	.00	19,147.50	.00	(19,147.50)	.0
522-6050 COMPUTER EXPENSES	.00	14.99	400.00	385.01	3.8
522-6484 SECURITY	.00	.00	2,000.00	2,000.00	.0
522-6999 OPERATING RESERVE	.00	.00	1,300.00	1,300.00	.0
522-7530 UTILITIES	1,017.93	11,955.12	13,000.00	1,044.88	92.0
522-8500 MISC. OPERATING	.00	.00	500.00	500.00	.0
522-9405 SALARIES - OPERATIONAL	.00	2,047.99	8,800.00	6,752.01	23.3
522-9590 RETIREMENT CONTRIBUTIONS	.00	112.12	500.00	387.88	22.4
522-9610 SOCIAL SECURITY TAX	.00	150.62	500.00	349.38	30.1
522-9620 MEDICAL & LIFE INSURANCE	.00	331.29	700.00	368.71	47.3
522-9630 WORKMANS COMP	.00	58.87	100.00	41.13	58.9
522-9720 INSURANCE	(58.69)	7,605.29	6,800.00	(805.29)	111.8
522-9760 MEETING & TRAINING	.00	210.00	.00	(210.00)	.0
TOTAL EXPENDITURES	2,798.17	59,928.55	49,800.00	(10,128.55)	120.3
TOTAL FUND EXPENDITURES	2,798.17	59,928.55	49,800.00	(10,128.55)	120.3
NET REVENUE OVER EXPENDITURES	1,351.83	(10,128.55)	.00	10,128.55	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CAPITAL OUTLAY

ASSETS

531-1000	CASH	310,302.09	
531-1015	INVESTMENTS	90,000.00	
	TOTAL ASSETS		400,302.09

LIABILITIES AND EQUITY

FUND EQUITY

531-3900	CITY OF CRETE EQUITY	258,451.52	
	REVENUE OVER EXPENDITURES - YTD	141,850.57	
	BALANCE - CURRENT DATE	400,302.09	
	TOTAL FUND EQUITY		400,302.09
	TOTAL LIABILITIES AND EQUITY		400,302.09

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

CAPITAL OUTLAY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>REVENUES</u>						
531-4034 PD TRANSFER	9,635.83	115,629.96	113,355.00	(2,274.96)	102.0
531-4040 STREET TRANSFER	1,804.17	21,650.04	21,650.00	(.04)	100.0
531-4065 PARKS TRANSFER	1,291.67	15,500.04	15,500.00	(.04)	100.0
531-4076 COMMUNITY CENTER	12,500.00	150,000.00	150,000.00		.00	100.0
531-4910 VETERANS MEMORIAL CITY PARK	.00	375.00	.00	(375.00)	.0
TOTAL REVENUES	25,231.67	303,155.04	300,505.00	(2,650.04)	100.9
TOTAL FUND REVENUE	25,231.67	303,155.04	300,505.00	(2,650.04)	100.9
 <u>{EXPENDITURES}</u>						
531-6411 TELEPHONE SYSTEM	.00	14,427.50	.00	(14,427.50)	.0
531-6420 POLICE CRUISERS	.00	25,596.34	70,000.00		44,403.66	36.6
531-6435 STREET & GRADE EQUIPMENT	.00	36,995.00	.00	(36,995.00)	.0
531-6461 PARK EXPANSION/EQUIPMENT	.00	3,707.68	15,500.00		11,792.32	23.9
531-6464 VETERANS MEMORIAL CITY PARK	.00	257.00	.00	(257.00)	.0
531-6473 CIVIC CENTER IMPROVEMENTS	.00	292.94	150,000.00		149,707.06	.2
531-6477 POLICE GENERAL EQUIPMENT	722.83	44,065.45	25,000.00	(19,065.45)	176.3
531-6478 POLICE K9 EQUIPMENT	.00	.00	2,275.00		2,275.00	.0
531-6480 POLICE FACILITY	225.16	35,962.56	16,080.00	(19,882.56)	223.7
531-6999 OPERATING RESERVE	.00	.00	21,650.00		21,650.00	.0
TOTAL EXPENDITURES	947.99	161,304.47	300,505.00		139,200.53	53.7
TOTAL FUND EXPENDITURES	947.99	161,304.47	300,505.00		139,200.53	53.7
NET REVENUE OVER EXPENDITURES	24,283.68	141,850.57	.00	(141,850.57)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CAPITAL IMPROVEMENT

ASSETS

532-1000	CASH	(1,560,445.64)	
532-1043	CONSTRUCTION FUND	93,965.33	
532-2024	RECLASSIFIED GRANT	(.02)	
	TOTAL ASSETS		(1,466,480.33)

LIABILITIES AND EQUITY

LIABILITIES

532-3355	INTERFUND LOAN PAYABLE	42,286.63	
	TOTAL LIABILITIES		42,286.63

FUND EQUITY

532-3900	CITY OF CRETE EQUITY	(445,429.05)	
	REVENUE OVER EXPENDITURES - YTD	(1,063,337.91)	
	BALANCE - CURRENT DATE	(1,508,766.96)	
	TOTAL FUND EQUITY		(1,508,766.96)
	TOTAL LIABILITIES AND EQUITY		(1,466,480.33)

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
532-4000 GENERAL FUND TRANSFER	3,791.67	45,500.04	45,500.00	(.04)	100.0
532-4045 FFP HIGHWAY FUNDS	.00	173,542.62	140,000.00	(33,542.62)	124.0
532-4046 FFP BRIDGE FUNDS	.00	3,060.84	5,000.00	1,939.16	61.2
532-4900 TRANSFERS IN	.00	.00	2,891,950.00	2,891,950.00	.0
532-4903 INTEREST INCOME	27.92	330.05	.00	(330.05)	.0
TOTAL REVENUES	3,819.59	222,433.55	3,082,450.00	2,860,016.45	7.2
TOTAL FUND REVENUE	3,819.59	222,433.55	3,082,450.00	2,860,016.45	7.2
 <u>{EXPENDITURES}</u>					
532-6381 CONST. COSTS - STREETS	.00	772,177.44	1,000,000.00	227,822.56	77.2
532-6460 SWIMMING POOL CONSTRUCTION	13,867.50	13,867.50	.00	(13,867.50)	.0
532-6487 BRIDGE PROJECTS	.00	228,186.02	.00	(228,186.02)	.0
532-6489 PARK IMPROVEMENTS	.00	188,949.00	2,000,000.00	1,811,051.00	9.5
532-9860 PROFESSIONAL SERVICES	.00	624.00	.00	(624.00)	.0
532-9970 DEBT EXPENSE AMORTIZATION	.00	60,000.00	60,500.00	500.00	99.2
532-9971 BOND INTEREST	.00	21,967.50	21,950.00	(17.50)	100.1
TOTAL EXPENDITURES	13,867.50	1,285,771.46	3,082,450.00	1,796,678.54	41.7
TOTAL FUND EXPENDITURES	13,867.50	1,285,771.46	3,082,450.00	1,796,678.54	41.7
NET REVENUE OVER EXPENDITURES	(10,047.91)	(1,063,337.91)	.00	1,063,337.91	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

FEMA PROJECTS

ASSETS

551-1000	CASH	(1,983.86)	
	TOTAL ASSETS		(1,983.86)

LIABILITIES AND EQUITY

FUND EQUITY

551-3900	CITY OF CRETE EQUITY		44.97	
	REVENUE OVER EXPENDITURES - YTD	(2,028.83)	
	BALANCE - CURRENT DATE	(1,983.86)	
	TOTAL FUND EQUITY		(1,983.86)
	TOTAL LIABILITIES AND EQUITY		(1,983.86)

{EXPENDITURES}

551-5007	OTHER EXPENSE	.00	2,028.83	.00	(2,028.83)	.0
	TOTAL EXPENDITURES	.00	2,028.83	.00	(2,028.83)	.0
	TOTAL FUND EXPENDITURES	.00	2,028.83	.00	(2,028.83)	.0
	NET REVENUE OVER EXPENDITURES	.00	(2,028.83)	.00	2,028.83	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

ARPA PROJECTS

ASSETS

561-1000	CASH	268,597.04	
	TOTAL ASSETS		268,597.04

LIABILITIES AND EQUITY

FUND EQUITY

561-3900	CITY OF CRETE EQUITY	271,597.04	
	REVENUE OVER EXPENDITURES - YTD	(3,000.00)	
	BALANCE - CURRENT DATE	268,597.04	
	TOTAL FUND EQUITY		268,597.04
	TOTAL LIABILITIES AND EQUITY		268,597.04

{EXPENDITURES}

561-6031	SEWER MAIN CONSTRUCTION	1,846.25	3,000.00	.00	(3,000.00)	.0
	TOTAL EXPENDITURES	1,846.25	3,000.00	.00	(3,000.00)	.0
	TOTAL FUND EXPENDITURES	1,846.25	3,000.00	.00	(3,000.00)	.0
	NET REVENUE OVER EXPENDITURES	(1,846.25)	(3,000.00)	.00	3,000.00	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CEMETERY

ASSETS

601-1000	CASH	68,009.25	
601-1010	CASH CITY BANK 148031	5,322.23	
601-1014	RESTRICTED CASH	22,000.00	
601-1015	INVESTMENTS	10,000.00	
	TOTAL ASSETS		105,331.48

LIABILITIES AND EQUITY

LIABILITIES

601-3100	FEDERAL TAXES PAYABLE	157.16	
601-3110	FICA TAXES PAYABLE	326.50	
601-3120	STATE TAXES PAYABLE	91.10	
601-3220	DISABILITY INSURANCE	38.71	
601-3221	CRITICAL ILLNESS ELECTIVE	8.96	
601-3240	INSURANCE DEDUCTIONS PAYABLE	456.77	
601-3241	VISION INSURANCE	5.65	
601-3243	DENTAL INSURANCE	23.52	
601-3244	HSA FUNDS	79.67	
601-3250	RETIREMENT PAYABLE	309.64	
601-3290	OTHER EMPLOYEE FUNDS	355.29	
601-3420	ACCRUED SALARIES	1,528.93	
	TOTAL LIABILITIES		3,381.90

FUND EQUITY

601-3900	CITY OF CRETE EQUITY	102,797.50	
	REVENUE OVER EXPENDITURES - YTD	(847.92)	
	BALANCE - CURRENT DATE	101,949.58	
	TOTAL FUND EQUITY		101,949.58
	TOTAL LIABILITIES AND EQUITY		105,331.48

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

CEMETERY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
601-4000 GENERAL FUND TRANSFER	6,220.83	74,649.96	74,650.00	.04	100.0
601-4060 SALE OF SPACES	100.00	8,750.00	13,000.00	4,250.00	67.3
601-4061 COLUMBARIUM SALES	.00	2,400.00	.00	(2,400.00)	.0
601-4062 INTERMENTS	550.00	6,850.00	5,000.00	(1,850.00)	137.0
601-4903 INTEREST INCOME	134.44	771.87	1,000.00	228.13	77.2
601-4904 MISC. INCOME	.00	1,365.75	.00	(1,365.75)	.0
601-4906 DONATIONS	.00	200.00	.00	(200.00)	.0
TOTAL REVENUES	7,005.27	94,987.58	93,650.00	(1,337.58)	101.4
TOTAL FUND REVENUE	7,005.27	94,987.58	93,650.00	(1,337.58)	101.4
 <u>{EXPENDITURES}</u>					
601-5163 HR CONSULTING FEES	.00	114.88	.00	(114.88)	.0
601-5330 BUILDING & GROUNDS MAINT.	332.70	2,124.82	2,500.00	375.18	85.0
601-5340 OUTSIDE SERVICES	.00	50.40	200.00	149.60	25.2
601-5390 PRINTING, PUBLICATIONS, LEGALS	.00	271.56	250.00	(21.56)	108.6
601-5650 MONUMENT	.00	5,695.15	.00	(5,695.15)	.0
601-5791 VEHICLE/EQUIPMENT REPAIRS	37.49	1,443.90	1,000.00	(443.90)	144.4
601-5800 VEHICLE/EQUIPMENT FUEL	221.48	1,605.16	1,500.00	(105.16)	107.0
601-5801 VEHICLE/EQUIP. OIL & GREASE	37.90	265.77	100.00	(165.77)	265.8
601-5810 TIRES & TIRE REPAIR	.00	102.84	400.00	297.16	25.7
601-6020 MISC. SUPPLIES	7.90	367.70	.00	(367.70)	.0
601-6050 COMPUTER EXPENSES	6.06	1,887.07	500.00	(1,387.07)	377.4
601-6484 SECURITY	.00	5.17	2,000.00	1,994.83	.3
601-6999 OPERATING RESERVE	.00	.00	1,000.00	1,000.00	.0
601-7530 UTILITIES	67.23	1,426.32	2,500.00	1,073.68	57.1
601-8461 VEHICLE REPAIR - LABOR	.00	242.92	500.00	257.08	48.6
601-8500 MISC. OPERATING	.00	201.25	100.00	(101.25)	201.3
601-9405 SALARIES - OPERATIONAL	7,146.17	58,142.20	57,000.00	(1,142.20)	102.0
601-9590 RETIREMENT CONTRIBUTIONS	492.90	3,760.98	3,600.00	(160.98)	104.5
601-9610 SOCIAL SECURITY TAX	519.73	4,259.01	4,000.00	(259.01)	106.5
601-9620 MEDICAL & LIFE INSURANCE	1,559.50	12,333.00	12,500.00	167.00	98.7
601-9630 WORKMANS COMP	288.99	2,352.35	.00	(2,352.35)	.0
601-9720 INSURANCE	.00	(862.63)	4,000.00	4,862.63	(21.6)
601-9760 MEETING & TRAINING	.00	28.26	.00	(28.26)	.0
601-9860 PROFESSIONAL SERVICES	.00	9.74	.00	(9.74)	.0
601-9980 ANSWERING SERVICE	.84	7.68	.00	(7.68)	.0
TOTAL EXPENDITURES	10,718.89	95,835.50	93,650.00	(2,185.50)	102.3
TOTAL FUND EXPENDITURES	10,718.89	95,835.50	93,650.00	(2,185.50)	102.3
NET REVENUE OVER EXPENDITURES	(3,713.62)	(847.92)	.00	847.92	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CEMETERY PERPETUAL CARE

ASSETS

602-1000	CASH	24,247.59	
602-1010	CASH - PERPETUAL	1,283.65	
602-1015	INVESTMENTS	107,000.00	
	TOTAL ASSETS		132,531.24

LIABILITIES AND EQUITY

FUND EQUITY

602-3900	CITY OF CRETE EQUITY	129,888.83	
	REVENUE OVER EXPENDITURES - YTD	2,642.41	
	BALANCE - CURRENT DATE		132,531.24
	TOTAL FUND EQUITY		132,531.24
	TOTAL LIABILITIES AND EQUITY		132,531.24

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

CEMETERY PERPETUAL CARE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
602-4060 SALE OF SPACES	.00	2,000.00	2,500.00	500.00	80.0
602-4903 INTEREST INCOME	23.05	883.41	500.00	(383.41)	176.7
TOTAL REVENUES	23.05	2,883.41	3,000.00	116.59	96.1
TOTAL FUND REVENUE	23.05	2,883.41	3,000.00	116.59	96.1
<u>{EXPENDITURES}</u>					
602-6185 PERPETUAL DECORATIONS	.00	241.00	2,000.00	1,759.00	12.1
602-6999 OPERATING RESERVE	.00	.00	1,000.00	1,000.00	.0
TOTAL EXPENDITURES	.00	241.00	3,000.00	2,759.00	8.0
TOTAL FUND EXPENDITURES	.00	241.00	3,000.00	2,759.00	8.0
NET REVENUE OVER EXPENDITURES	23.05	2,642.41	.00	(2,642.41)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

LIBRARY

ASSETS

701-1000	CASH	126,701.80	
	TOTAL ASSETS		126,701.80

LIABILITIES AND EQUITY

LIABILITIES

701-3000	ACCOUNTS PAYABLE	(200.00)	
701-3100	FEDERAL TAXES PAYABLE	876.02	
701-3110	FICA TAXES PAYABLE	1,826.74	
701-3120	STATE TAXES PAYABLE	394.25	
701-3220	DISABILITY INSURANCE	178.94	
701-3221	CRITICAL ILLNESS ELECTIVE	46.38	
701-3240	INSURANCE DEDUCTIONS PAYABLE	3,998.33	
701-3241	VISION INSURANCE	36.23	
701-3243	DENTAL INSURANCE	143.70	
701-3244	HSA FUNDS	223.00	
701-3250	RETIREMENT PAYABLE	1,208.38	
701-3290	OTHER EMPLOYEE FUNDS	184.65	
701-3420	ACCRUED SALARIES	8,940.33	
	TOTAL LIABILITIES		17,856.95

FUND EQUITY

701-3900	CITY OF CRETE EQUITY	129,873.95	
	REVENUE OVER EXPENDITURES - YTD	(21,029.10)	
	BALANCE - CURRENT DATE	108,844.85	
	TOTAL FUND EQUITY		108,844.85
	TOTAL LIABILITIES AND EQUITY		126,701.80

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
701-4000 GENERAL FUND TRANSFER	50,862.50	610,350.00	610,350.00	.00	100.0
701-4072 BOOK SALES	(35.95)	1,135.56	.00	(1,135.56)	.0
701-4073 FINES	.60	350.45	.00	(350.45)	.0
701-4074 COPIER SERVICES	312.95	4,502.38	3,000.00	(1,502.38)	150.1
701-4075 INTER LIBRARY LOAN	.00	99.04	150.00	50.96	66.0
701-4077 STATE LENDER COMP	.00	432.09	800.00	367.91	54.0
701-4078 EVENT/PROGRAM INCOME	90.00	1,900.00	.00	(1,900.00)	.0
701-4800 GRANT PROCEEDS	.00	1,842.00	3,000.00	1,158.00	61.4
701-4906 DONATIONS	(22.35)	4,561.84	2,500.00	(2,061.84)	182.5
TOTAL REVENUES	51,207.75	625,173.36	619,800.00	(5,373.36)	100.9
TOTAL FUND REVENUE	51,207.75	625,173.36	619,800.00	(5,373.36)	100.9
 <u>{EXPENDITURES}</u>					
701-5163 HR CONSULTING FEES	.00	1,731.82	200.00	(1,531.82)	865.9
701-5330 BUILDING & GROUNDS MAINT.	94.83	11,603.52	12,000.00	396.48	96.7
701-5390 PRINTING, PUBLICATIONS, LEGALS	10.91	503.55	500.00	(3.55)	100.7
701-5400 DUES & MEMBERSHIPS	.00	473.99	900.00	426.01	52.7
701-5541 JANITORIAL SUPPLIES	43.22	2,004.23	1,800.00	(204.23)	111.4
701-5691 BOOKS, MAGAZINES	2,331.34	35,413.48	35,000.00	(413.48)	101.2
701-5692 DONATIONS	303.93	2,111.56	.00	(2,111.56)	.0
701-5693 REPLACEMENTS	174.79	367.67	1,200.00	832.33	30.6
701-5750 SERVICE/CONTRACT AGREEMENTS	.00	371.78	.00	(371.78)	.0
701-5790 COMPUTER NETWORK EXPENSE	1,566.77	15,316.77	15,000.00	(316.77)	102.1
701-5792 INTERNET ACCESS	99.00	396.00	.00	(396.00)	.0
701-6020 MISC. SUPPLIES	.00	.00	100.00	100.00	.0
701-6050 COMPUTER EXPENSES	4,730.00	19,234.50	15,000.00	(4,234.50)	128.2
701-6210 PROGRAM EXPENSE	240.88	4,512.55	3,500.00	(1,012.55)	128.9
701-6484 SECURITY	.00	160.41	.00	(160.41)	.0
701-6999 OPERATING RESERVE	.00	.00	6,300.00	6,300.00	.0
701-7530 UTILITIES	2,703.49	33,336.42	28,500.00	(4,836.42)	117.0
701-8500 MISC. OPERATING	.00	504.66	300.00	(204.66)	168.2
701-9400 SALARIES - CUSTODIAL	1,347.42	11,479.64	10,500.00	(979.64)	109.3
701-9405 SALARIES - OPERATIONAL	37,752.73	345,361.51	342,700.00	(2,661.51)	100.8
701-9590 RETIREMENT CONTRIBUTIONS	1,812.35	19,704.37	24,000.00	4,295.63	82.1
701-9610 SOCIAL SECURITY TAX	2,786.20	25,761.47	26,200.00	438.53	98.3
701-9620 MEDICAL & LIFE INSURANCE	10,928.01	78,030.49	64,500.00	(13,530.49)	121.0
701-9630 WORKMANS COMP	38.10	324.85	200.00	(124.85)	162.4
701-9650 POSTAGE	37.29	3,297.15	3,500.00	202.85	94.2
701-9720 INSURANCE	.00	17,703.78	16,100.00	(1,603.78)	110.0
701-9740 OFFICE EQUIP REPAIR & CONTRACT	339.45	7,798.30	5,000.00	(2,798.30)	156.0
701-9760 MEETING & TRAINING	.00	1,079.69	2,000.00	920.31	54.0
701-9820 AUDIT EXPENSE	.00	1,299.05	.00	(1,299.05)	.0
701-9900 OFFICE SUPPLIES	384.44	6,319.25	4,800.00	(1,519.25)	131.7
TOTAL EXPENDITURES	67,725.15	646,202.46	619,800.00	(26,402.46)	104.3

CITY OF CRETE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	67,725.15	646,202.46	619,800.00	(26,402.46)	104.3
NET REVENUE OVER EXPENDITURES	(16,517.40)	(21,029.10)	.00	21,029.10	.0

CITY OF CRETE
 BALANCE SHEET
 SEPTEMBER 30, 2024

LIBRARY FRIENDS

ASSETS

702-1000	CASH	(9,315.13)	
	TOTAL ASSETS		(9,315.13)

LIABILITIES AND EQUITY

FUND EQUITY

702-3900	CITY OF CRETE EQUITY		15,009.68	
	REVENUE OVER EXPENDITURES - YTD	(24,324.81)	
	BALANCE - CURRENT DATE	(9,315.13)	
	TOTAL FUND EQUITY		(9,315.13)
	TOTAL LIABILITIES AND EQUITY		(9,315.13)

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

LIBRARY FRIENDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
702-4074 PROGRAM INCOME	.00	180.00	.00	(180.00)	.0
702-4903 INTEREST INCOME	.00	190.92	.00	(190.92)	.0
702-4906 DONATIONS	.00	2,993.99	16,200.00	13,206.01	18.5
TOTAL REVENUES	.00	3,364.91	16,200.00	12,835.09	20.8
TOTAL FUND REVENUE	.00	3,364.91	16,200.00	12,835.09	20.8
<u>{EXPENDITURES}</u>					
702-5692 EXPENSE PAID BY DONATIONS	3,839.05	27,659.72	16,200.00	(11,459.72)	170.7
702-6210 PROGRAM EXPENSE	.00	30.00	.00	(30.00)	.0
TOTAL EXPENDITURES	3,839.05	27,689.72	16,200.00	(11,489.72)	170.9
TOTAL FUND EXPENDITURES	3,839.05	27,689.72	16,200.00	(11,489.72)	170.9
NET REVENUE OVER EXPENDITURES	(3,839.05)	(24,324.81)	.00	24,324.81	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

RECREATION PROGRAMS

ASSETS

721-1000	CASH	167,919.89	
	TOTAL ASSETS		167,919.89

LIABILITIES AND EQUITY

LIABILITIES

721-3100	FEDERAL TAXES PAYABLE	245.94	
721-3110	FICA TAXES PAYABLE	406.22	
721-3120	STATE TAXES PAYABLE	82.16	
721-3220	DISABILITY INSURANCE	32.97	
721-3221	CRITICAL ILLNESS ELECTIVE	3.52	
721-3240	INSURANCE DEDUCTIONS PAYABLE	429.18	
721-3241	VISION INSURANCE	1.76	
721-3243	DENTAL INSURANCE	19.09	
721-3244	HSA FUNDS	88.35	
721-3250	RETIREMENT PAYABLE	301.58	
721-3290	OTHER EMPLOYEE FUNDS	143.25	
721-3420	ACCRUED SALARIES	1,931.61	
	TOTAL LIABILITIES		3,685.63

FUND EQUITY

721-3900	CITY OF CRETE EQUITY	199,909.32	
	REVENUE OVER EXPENDITURES - YTD	(35,675.06)	
	BALANCE - CURRENT DATE	164,234.26	
	TOTAL FUND EQUITY		164,234.26
	TOTAL LIABILITIES AND EQUITY		167,919.89

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

RECREATION PROGRAMS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
721-4000 GENERAL FUND TRANSFER	5,583.33	66,999.96	67,000.00	.04	100.0
721-4081 FACILITY USAGE FEES	.00	72.52	.00	(72.52)	.0
721-4083 MARTIAL ARTS REGISTRATIONS	.00	283.23	.00	(283.23)	.0
721-4084 FLAG FOOTBALL INCOME	.00	2,604.62	5,000.00	2,395.38	52.1
721-4085 BASEBALL & SOFTBALL YOUTH	.00	.00	1,500.00	1,500.00	.0
721-4086 SOCCER YOUTH	.00	10,565.74	10,000.00	(565.74)	105.7
721-4089 T-BALL REGISTRATION	.00	1,961.81	.00	(1,961.81)	.0
721-4091 SOFTBALL ADULT	.00	2,486.85	5,000.00	2,513.15	49.7
721-4904 MISC. INCOME	.00	52.00	.00	(52.00)	.0
721-4998 SOFTBALL ADULT	.00	.00	1,500.00	1,500.00	.0
TOTAL REVENUES	5,583.33	85,026.73	90,000.00	4,973.27	94.5
TOTAL FUND REVENUE	5,583.33	85,026.73	90,000.00	4,973.27	94.5

CITY OF CRETE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

RECREATION PROGRAMS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEXPENDED	PCNT
{EXPENDITURES}						
721-5163 HR CONSULTING FEES	154.00	688.78	600.00	(88.78)	114.8
721-5340 OUTSIDE SERVICES	2,380.00	6,384.00	.00	(6,384.00)	.0
721-5350 EQUIP. RENTAL	155.00	530.00	500.00	(30.00)	106.0
721-5390 PRINTING, PUBLICATIONS, LEGALS	.00	1.53	350.00		348.47	.4
721-5578 SOFTBALL SUPPLIES ADULT	.00	753.91	500.00	(253.91)	150.8
721-5580 RECREATION SUPPLIES	.00	.00	100.00		100.00	.0
721-5583 LITTLE LEAGUE SUPPLIES	.00	1,057.10	900.00	(157.10)	117.5
721-5584 FLAG FOOTBALL SUPPLIES	534.87	1,045.14	500.00	(545.14)	209.0
721-5586 SOCCER YOUTH	.00	2,406.97	3,000.00		593.03	80.2
721-5790 COMPUTER NETWORK EXPENSE	181.83	2,015.20	2,000.00	(15.20)	100.8
721-5792 INTERNET ACCESS	99.00	396.00	.00	(396.00)	.0
721-5901 REFUNDS	180.00	1,245.00	1,000.00	(245.00)	124.5
721-6020 MISC. SUPPLIES	.00	.00	200.00		200.00	.0
721-6049 SOFTWARE & UPGRADES	.00	2,300.00	2,300.00		.00	100.0
721-6050 COMPUTER EXPENSES	.00	3,794.96	2,000.00	(1,794.96)	189.8
721-6501 SPECIAL PROGRAMS & EVENTS	.00	.00	300.00		300.00	.0
721-6999 OPERATING RESERVE	.00	.00	1,950.00		1,950.00	.0
721-7530 UTILITIES	177.40	2,028.82	2,000.00	(28.82)	101.4
721-8500 MISC. OPERATING	121.14	1,453.01	1,500.00		46.99	96.9
721-9401 SALARIES - MEDIA	490.53	4,399.19	4,400.00		.81	100.0
721-9405 SALARIES - OPERATIONAL	6,536.76	62,095.77	44,000.00	(18,095.77)	141.1
721-9411 SALARIES - UMPIRES & COACHES	576.00	1,836.00	6,600.00		4,764.00	27.8
721-9590 RETIREMENT CONTRIBUTIONS	483.97	3,553.21	3,500.00	(53.21)	101.5
721-9610 SOCIAL SECURITY TAX	553.59	5,007.44	3,500.00	(1,507.44)	143.1
721-9620 MEDICAL & LIFE INSURANCE	1,452.22	11,335.29	3,000.00	(8,335.29)	377.8
721-9630 WORKMANS COMP	186.52	1,277.43	1,200.00	(77.43)	106.5
721-9640 UNIFORMS	.00	372.98	.00	(372.98)	.0
721-9650 POSTAGE	100.00	1,111.60	800.00	(311.60)	139.0
721-9680 OFFICE RENTAL	37.50	450.00	400.00	(50.00)	112.5
721-9720 INSURANCE	.00	1,000.00	200.00	(800.00)	500.0
721-9740 COPIER EXPENSE	83.76	1,704.53	2,000.00		295.47	85.2
721-9760 MEETING & TRAINING	.00	81.59	200.00		118.41	40.8
721-9900 OFFICE SUPPLIES	.00	376.34	200.00	(176.34)	188.2
721-9926 ONLINE PAYMENT FEES	.00	.00	300.00		300.00	.0
TOTAL EXPENDITURES	14,484.09	120,701.79	90,000.00	(30,701.79)	134.1
TOTAL FUND EXPENDITURES	14,484.09	120,701.79	90,000.00	(30,701.79)	134.1
NET REVENUE OVER EXPENDITURES	(8,900.76)	(35,675.06)	.00		35,675.06	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

SWIMMING POOL PROGRAMS

<u>ASSETS</u>			
722-1000	CASH	46,513.00	
	TOTAL ASSETS		46,513.00
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
722-3100	FEDERAL TAXES PAYABLE	96.16	
722-3110	FICA TAXES PAYABLE	103.28	
722-3120	STATE TAXES PAYABLE	29.60	
722-3220	DISABILITY INSURANCE	10.94	
722-3221	CRITICAL ILLNESS ELECTIVE	1.37	
722-3240	INSURANCE DEDUCTIONS PAYABLE	60.48	
722-3241	VISION INSURANCE	.88	
722-3243	DENTAL INSURANCE	2.53	
722-3244	HSA FUNDS	29.61	
722-3250	RETIREMENT PAYABLE	96.48	
722-3290	OTHER EMPLOYEE FUNDS	2,773.03	
722-3420	ACCRUED SALARIES	434.96	
	TOTAL LIABILITIES		3,639.32
<u>FUND EQUITY</u>			
722-3900	CITY OF CRETE EQUITY	47,746.43	
	REVENUE OVER EXPENDITURES - YTD	(4,872.75)	
	BALANCE - CURRENT DATE	42,873.68	
	TOTAL FUND EQUITY		42,873.68
	TOTAL LIABILITIES AND EQUITY		46,513.00

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

SWIMMING POOL PROGRAMS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
722-4000 GENERAL FUND TRANSFER	5,208.33	62,499.96	62,500.00	.04	100.0
722-4094 SWIM TEAM DONATIONS	.00	1,501.00	700.00	(801.00)	214.4
722-4095 SWIM TEAM INCOME	.00	3,047.32	4,000.00	952.68	76.2
722-4096 SWIMMING LESSON INCOME	.00	7,959.88	10,000.00	2,040.12	79.6
722-4904 MISC. INCOME	.00	20.34	.00	(20.34)	.0
722-4960 SUMMER POOL ADMISSIONS	(399.12)	49,829.91	50,000.00	170.09	99.7
722-4962 VENDING MACHINE	(122.33)	7,922.45	5,000.00	(2,922.45)	158.5
TOTAL REVENUES	4,686.88	132,780.86	132,200.00	(580.86)	100.4
TOTAL FUND REVENUE	4,686.88	132,780.86	132,200.00	(580.86)	100.4
 <u>{EXPENDITURES}</u>					
722-5163 HR CONSULTING FEES	.00	152.00	800.00	648.00	19.0
722-5331 EQUIPMENT	667.00	1,864.78	1,200.00	(664.78)	155.4
722-5390 PRINTING, PUBLICATIONS, LEGAL	.00	919.09	1,000.00	80.91	91.9
722-5400 DUES & MEMBERSHIPS	.00	40.00	50.00	10.00	80.0
722-5541 JANITORIAL SUPPLIES	.00	640.33	500.00	(140.33)	128.1
722-5560 CONCESSION SUPPLIES	497.01	3,422.67	.00	(3,422.67)	.0
722-5585 SWIM TEAM EXPENSE	.00	594.03	500.00	(94.03)	118.8
722-5586 SWIM TEAM DONATIONS EXPENSE	.00	129.04	.00	(129.04)	.0
722-5901 REFUNDS	105.00	195.00	700.00	505.00	27.9
722-6049 SOFTWARE & UPGRADES	.00	1,100.00	2,250.00	1,150.00	48.9
722-6999 OPERATING RESERVE	.00	.00	3,000.00	3,000.00	.0
722-8500 MISC. OPERATING	.00	133.34	500.00	366.66	26.7
722-9405 SALARIES - OPERATIONAL	2,102.45	18,737.17	6,500.00	(12,237.17)	288.3
722-9411 SALARIES - COACHES	.00	4,539.15	4,000.00	(539.15)	113.5
722-9414 SALARIES - POOL STAFF	.00	90,909.85	93,000.00	2,090.15	97.8
722-9590 RETIREMENT CONTRIBUTIONS	144.73	776.98	500.00	(276.98)	155.4
722-9610 SOCIAL SECURITY TAX	154.93	8,682.50	7,000.00	(1,682.50)	124.0
722-9620 MEDICAL & LIFE INSURANCE	207.30	1,873.10	3,000.00	1,126.90	62.4
722-9630 WORKMANS COMP	51.33	2,864.63	2,300.00	(564.63)	124.6
722-9720 INSURANCE	.00	(2,399.32)	2,100.00	4,499.32	(114.3)
722-9760 MEETING & TRAINING	890.00	2,179.27	2,000.00	(179.27)	109.0
722-9860 PROFESSIONAL SERVICES	.00	300.00	300.00	.00	100.0
722-9926 ONLINE PAYMENT FEES	.00	.00	1,000.00	1,000.00	.0
TOTAL EXPENDITURES	4,819.75	137,653.61	132,200.00	(5,453.61)	104.1
TOTAL FUND EXPENDITURES	4,819.75	137,653.61	132,200.00	(5,453.61)	104.1
NET REVENUE OVER EXPENDITURES	(132.87)	(4,872.75)	.00	4,872.75	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

LB840

ASSETS

801-1000	CASH	(536,491.31)	
801-1014	RESTRICTED CASH	572,562.04	
801-1043	SAVINGS - PINNACLE	1,993,450.51	
	TOTAL ASSETS		2,029,521.24

LIABILITIES AND EQUITY

FUND EQUITY

801-3900	CITY OF CRETE EQUITY	2,175,072.58	
	REVENUE OVER EXPENDITURES - YTD	(145,551.34)	
	BALANCE - CURRENT DATE	2,029,521.24	
	TOTAL FUND EQUITY		2,029,521.24
	TOTAL LIABILITIES AND EQUITY		2,029,521.24

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

LB840

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
801-4900 TRANSFERS IN	.00	34,900.00	1,750,000.00	1,715,100.00	2.0
801-4903 INTEREST INCOME	735.60	7,499.60	5,000.00	(2,499.60)	150.0
801-4919 SALES TAX TRANSFER	51,288.14	634,756.87	600,000.00	(34,756.87)	105.8
TOTAL REVENUES	52,023.74	677,156.47	2,355,000.00	1,677,843.53	28.8
TOTAL FUND REVENUE	52,023.74	677,156.47	2,355,000.00	1,677,843.53	28.8
<u>{EXPENDITURES}</u>					
801-5390 PRINTING, PUBLICATIONS, LEGALS	.00	68.18	.00	(68.18)	.0
801-5400 DUES & MEMBERSHIPS	.00	150.00	10,000.00	9,850.00	1.5
801-5752 RECRUITMENT	.00	.00	30,000.00	30,000.00	.0
801-5753 PROMOTION/TOURISM	.00	164,850.58	29,000.00	(135,850.58)	568.5
801-5754 INFRASTRUCTURE	.00	20,000.00	1,100,000.00	1,080,000.00	1.8
801-5755 DEVELOPMENT	2,252.91	631,276.46	1,100,000.00	468,723.54	57.4
801-5756 ADMINISTRATIVE FEE	.00	15.00	.00	(15.00)	.0
801-6191 TRANSFER-LOAN GUARANTEE	.00	.00	60,000.00	60,000.00	.0
801-9525 ADMINISTRATIVE FEES	512.88	6,347.59	6,000.00	(347.59)	105.8
801-9760 MEETING & TRAINING	.00	.00	10,000.00	10,000.00	.0
801-9860 PROFESSIONAL SERVICES	.00	.00	10,000.00	10,000.00	.0
TOTAL EXPENDITURES	2,765.79	822,707.81	2,355,000.00	1,532,292.19	34.9
TOTAL FUND EXPENDITURES	2,765.79	822,707.81	2,355,000.00	1,532,292.19	34.9
NET REVENUE OVER EXPENDITURES	49,257.95	(145,551.34)	.00	145,551.34	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

TAX INCREMENT FINANCING

<u>ASSETS</u>			
802-1000	CASH	308,681.89	
802-1275	TIF RECEIVABLE	2,493,700.00	
	TOTAL ASSETS		2,802,381.89
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
802-3075	TIF PAYABLE	2,275,821.00	
	TOTAL LIABILITIES		2,275,821.00
<u>FUND EQUITY</u>			
802-3900	CITY OF CRETE EQUITY	424,497.46	
	REVENUE OVER EXPENDITURES - YTD	102,063.43	
	BALANCE - CURRENT DATE	526,560.89	
	TOTAL FUND EQUITY		526,560.89
	TOTAL LIABILITIES AND EQUITY		2,802,381.89

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

TAX INCREMENT FINANCING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
802-4001	PROPERTY TAX	59,696.34	236,875.08	180,000.00 (56,875.08) 131.6
802-4009	CDA FEES	.00	.00	500.00	500.00 .0
	TOTAL REVENUES	59,696.34	236,875.08	180,500.00 (56,375.08) 131.2
	TOTAL FUND REVENUE	59,696.34	236,875.08	180,500.00 (56,375.08) 131.2
<u>{EXPENDITURES}</u>					
802-5386	TIF LEGAL EXPENSES	175.00	5,610.00	10,000.00	4,390.00 56.1
802-9860	PROFESSIONAL SERVICES	.00	.00	5,000.00	5,000.00 .0
802-9880	PUBLICATIONS, LEGAL	.00	.00	500.00	500.00 .0
802-9970	TIF PAYMENTS	.00	129,201.65	165,000.00	35,798.35 78.3
	TOTAL EXPENDITURES	175.00	134,811.65	180,500.00	45,688.35 74.7
	TOTAL FUND EXPENDITURES	175.00	134,811.65	180,500.00	45,688.35 74.7
	NET REVENUE OVER EXPENDITURES	59,521.34	102,063.43	.00 (102,063.43) .0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CCCFF (THEATER)

ASSETS

810-1000	CASH	(142,917.22)
	TOTAL ASSETS		(142,917.22)

LIABILITIES AND EQUITY

FUND EQUITY

810-3900	CITY OF CRETE EQUITY	(132,347.61)
	REVENUE OVER EXPENDITURES - YTD	(10,569.61)
	BALANCE - CURRENT DATE	(142,917.22)
	TOTAL FUND EQUITY		(142,917.22)
	TOTAL LIABILITIES AND EQUITY		(142,917.22)

{EXPENDITURES}

810-5210	UTILITIES	.00	6,054.47	.00	(6,054.47)	.0
810-6903	LAND & LAND RIGHTS	.00	1,635.72	.00	(1,635.72)	.0
810-9720	INSURANCE	209.04	2,879.42	.00	(2,879.42)	.0
	TOTAL EXPENDITURES	209.04	10,569.61	.00	(10,569.61)	.0
	TOTAL FUND EXPENDITURES	209.04	10,569.61	.00	(10,569.61)	.0
	NET REVENUE OVER EXPENDITURES	(209.04)	(10,569.61)	.00		10,569.61	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CDBG HOUSING

ASSETS

851-1000	CASH	(3,175.22)	
851-1043	SAVINGS - PINNACLE	37,645.41	
	TOTAL ASSETS		34,470.19

LIABILITIES AND EQUITY

FUND EQUITY

851-3900	CITY OF CRETE EQUITY	34,413.63	
	REVENUE OVER EXPENDITURES - YTD	56.56	
	BALANCE - CURRENT DATE	34,470.19	
	TOTAL FUND EQUITY		34,470.19
	TOTAL LIABILITIES AND EQUITY		34,470.19

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

CDBG HOUSING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
851-4903 INTEREST INCOME	4.64	56.56	.00	(56.56)	.0
TOTAL REVENUES	4.64	56.56	.00	(56.56)	.0
TOTAL FUND REVENUE	4.64	56.56	.00	(56.56)	.0
NET REVENUE OVER EXPENDITURES	4.64	56.56	.00	(56.56)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CDBG DTR

ASSETS

852-1000	CASH	42,173.62	
	TOTAL ASSETS		42,173.62

LIABILITIES AND EQUITY

FUND EQUITY

852-3900	CITY OF CRETE EQUITY	(574.02)	
	REVENUE OVER EXPENDITURES - YTD	42,747.64	
	BALANCE - CURRENT DATE	42,173.62	
	TOTAL FUND EQUITY		42,173.62
	TOTAL LIABILITIES AND EQUITY		42,173.62

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

CDBG DTR

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
852-4800	GRANT PROCEEDS	.00	108,759.59	165,000.00	56,240.41	65.9
	TOTAL REVENUES	.00	108,759.59	165,000.00	56,240.41	65.9
	TOTAL FUND REVENUE	.00	108,759.59	165,000.00	56,240.41	65.9
<u>{EXPENDITURES}</u>						
852-6901	BUILDINGS & INFRASTRUCTURE	15,674.23	56,940.63	165,000.00	108,059.37	34.5
852-9525	ADMINISTRATIVE FEES	.00	9,071.32	.00	(9,071.32)	.0
	TOTAL EXPENDITURES	15,674.23	66,011.95	165,000.00	98,988.05	40.0
	TOTAL FUND EXPENDITURES	15,674.23	66,011.95	165,000.00	98,988.05	40.0
	NET REVENUE OVER EXPENDITURES	(15,674.23)	42,747.64	.00	(42,747.64)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

PAYROLL

<u>ASSETS</u>			
951-1000	CASH	61,452.43	
	TOTAL ASSETS		61,452.43
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
951-3420	ACCRUED SALARIES	142.08	
	TOTAL LIABILITIES		142.08
<u>FUND EQUITY</u>			
951-3900	CITY OF CRETE EQUITY	61,116.44	
	REVENUE OVER EXPENDITURES - YTD	193.91	
	BALANCE - CURRENT DATE	61,310.35	
	TOTAL FUND EQUITY		61,310.35
	TOTAL LIABILITIES AND EQUITY		61,452.43

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

PAYROLL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
951-4903 INTEREST INCOME	38.76	293.04	.00	(293.04)	.0
TOTAL REVENUES	38.76	293.04	.00	(293.04)	.0
TOTAL FUND REVENUE	38.76	293.04	.00	(293.04)	.0
 <u>{EXPENDITURES}</u>					
951-5250 DISBURSEMENTS	.00	99.13	.00	(99.13)	.0
TOTAL EXPENDITURES	.00	99.13	.00	(99.13)	.0
TOTAL FUND EXPENDITURES	.00	99.13	.00	(99.13)	.0
NET REVENUE OVER EXPENDITURES	38.76	193.91	.00	(193.91)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

HEALTH SAVINGS ACCOUNT

ASSETS

952-1010	CASH IN BANK	9,870.96	
	TOTAL ASSETS		9,870.96

LIABILITIES AND EQUITY

FUND EQUITY

952-3900	CITY OF CRETE EQUITY	6,628.96	
	REVENUE OVER EXPENDITURES - YTD	3,242.00	
	BALANCE - CURRENT DATE	9,870.96	
	TOTAL FUND EQUITY		9,870.96
	TOTAL LIABILITIES AND EQUITY		9,870.96

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

HEALTH SAVINGS ACCOUNT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
952-4903 INTEREST INCOME	1.46	12.01	.00	(12.01)	.0
952-4912 TAX FUNDS	1,140.00	14,820.00	27,000.00	12,180.00	54.9
952-4917 REVENUE FUNDS	860.00	11,180.00	18,000.00	6,820.00	62.1
TOTAL REVENUES	2,001.46	26,012.01	45,000.00	18,987.99	57.8
TOTAL FUND REVENUE	2,001.46	26,012.01	45,000.00	18,987.99	57.8
<u>{EXPENDITURES}</u>					
952-5250 DISBURSEMENTS	1,616.98	18,113.50	25,000.00	6,886.50	72.5
952-6200 TRANSFER OUT	.00	1,000.00	16,600.00	15,600.00	6.0
952-9525 ADMINISTRATIVE FEES	.00	3,656.51	3,400.00	(256.51)	107.5
TOTAL EXPENDITURES	1,616.98	22,770.01	45,000.00	22,229.99	50.6
TOTAL FUND EXPENDITURES	1,616.98	22,770.01	45,000.00	22,229.99	50.6
NET REVENUE OVER EXPENDITURES	384.48	3,242.00	.00	(3,242.00)	.0

CITY OF CRETE
BALANCE SHEET
SEPTEMBER 30, 2024

CAFETERIA FUND

ASSETS

953-1010	CASH IN BANK	3,625.39	
	TOTAL ASSETS		3,625.39

LIABILITIES AND EQUITY

FUND EQUITY

953-3900	CITY OF CRETE EQUITY	1,742.96	
	REVENUE OVER EXPENDITURES - YTD	1,882.43	
	BALANCE - CURRENT DATE	3,625.39	
	TOTAL FUND EQUITY		3,625.39
	TOTAL LIABILITIES AND EQUITY		3,625.39

CITY OF CRETE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2024

CAFETERIA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
953-4900 TRANSFERS IN	.00	1,000.00	.00	(1,000.00)	.0
953-4903 INTEREST INCOME	.49	4.30	.00	(4.30)	.0
953-4920 EMPLOYEE CONTRIBUTION	1,544.14	23,661.84	.00	(23,661.84)	.0
TOTAL REVENUES	1,544.63	24,666.14	.00	(24,666.14)	.0
TOTAL FUND REVENUE	1,544.63	24,666.14	.00	(24,666.14)	.0
<u>{EXPENDITURES}</u>					
953-5250 DISBURSEMENTS	2,668.47	22,783.71	.00	(22,783.71)	.0
TOTAL EXPENDITURES	2,668.47	22,783.71	.00	(22,783.71)	.0
TOTAL FUND EXPENDITURES	2,668.47	22,783.71	.00	(22,783.71)	.0
NET REVENUE OVER EXPENDITURES	(1,123.84)	1,882.43	.00	(1,882.43)	.0

Report Criteria:

Vendor.Vendor number = 0-1059,1061-99999999

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
AMAZON BUSINESS (6116)								
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	11/07/2024	42.03		00/00	702-5692
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	11/07/2024	206.85		00/00	702-5692
AMAZON BUSINESS	1	Invoice	RANGE BAG FOR FIREA	11/07/2024	150.00		00/00	531-6477
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	11/08/2024	79.98		00/00	702-5692
AMAZON BUSINESS	1	Invoice	PAPER ROLLS FOR PRIN	11/12/2024	321.25		00/00	201-9900
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	11/09/2024	182.48		00/00	702-5692
AMAZON BUSINESS	1	Invoice	MAINT OF EQUIP MATERI	11/12/2024	144.21		00/00	001-8100
AMAZON BUSINESS	1	Invoice	PROGRAM EXPENSE	11/12/2024	93.50		00/00	701-6210
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	11/14/2024	9.31		00/00	702-5692
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	11/14/2024	50.16		00/00	701-9900
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	11/14/2024	101.62		00/00	701-9900
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	11/14/2024	147.51		00/00	701-9900
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	11/15/2024	271.55		00/00	702-5692
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	11/15/2024	47.31		00/00	701-9900
Total AMAZON BUSINESS (6116):					1,847.76			
AQUA-CHEM INC (260)								
AQUA-CHEM INC	1	Invoice	UN1791, HYPOCHLORITE	11/06/2024	197.37	1667	00/00	002-7041
AQUA-CHEM INC	2	Invoice	UN1490, POTASSIUM PE	11/06/2024	1,535.10	1667	00/00	002-7041
Total AQUA-CHEM INC (260):					1,732.47			
BAKER & TAYLOR (370)								
BAKER & TAYLOR	1	Invoice	BOOKS/MAGAZINES	10/25/2024	174.93		00/00	701-5691
Total BAKER & TAYLOR (370):					174.93			
BARCO MUNICIPAL PRODUCTS INC (380)								
BARCO MUNICIPAL PRODUCTS INC	1	Invoice	ADJUSTABLE BAND BAC	11/05/2024	129.78	1658	00/00	401-6001
BARCO MUNICIPAL PRODUCTS INC	2	Invoice	5/16" X 2 1/2" CARRIAGE	11/05/2024	39.90	1658	00/00	401-6001
BARCO MUNICIPAL PRODUCTS INC	3	Invoice	5/16" BREAKAWAY NUT, 1	11/05/2024	96.00	1658	00/00	401-6001
Total BARCO MUNICIPAL PRODUCTS INC (380):					265.68			
BEATRICE CONCRETE CO (440)								
BEATRICE CONCRETE CO	1	Invoice	47B ROCK	10/30/2024	114.84		00/00	401-5980

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
BEATRICE CONCRETE CO	1	Invoice	#4 STOCK REBAR GRAD	11/04/2024	28.49		00/00	001-8130
BEATRICE CONCRETE CO	1	Invoice	24" FORM TUBE	11/04/2024	26.88		00/00	001-8130
BEATRICE CONCRETE CO	1	Invoice	CONCRETE	11/01/2024	846.90		00/00	401-5980
BEATRICE CONCRETE CO	1	Invoice	CONCRETE	11/04/2024	305.08		00/00	001-8130
BEATRICE CONCRETE CO	1	Invoice	47B ROCK	11/12/2024	128.48		00/00	401-5980
BEATRICE CONCRETE CO	1	Invoice	CRUSHED CONCRETE	11/12/2024	56.06		00/00	401-5980
BEATRICE CONCRETE CO	1	Invoice	CONCRETE	11/08/2024	658.70		00/00	401-5980
Total BEATRICE CONCRETE CO (440):					2,165.43			
BLUE VALLEY PEST CONTROL (5816)								
BLUE VALLEY PEST CONTROL	1	Invoice	PEST CONTROL-FALL 20	11/04/2024	100.00		00/00	701-5330
Total BLUE VALLEY PEST CONTROL (5816):					100.00			
BOUND TREE MEDICAL LLC (5598)								
BOUND TREE MEDICAL LLC	1	Invoice	MEDICAL SUPPLIES	10/09/2024	52.74		00/00	302-5341
Total BOUND TREE MEDICAL LLC (5598):					52.74			
BROWNELLS INC (6045)								
BROWNELLS INC	1	Invoice	VERTICAL GRIP & MAGA	10/30/2024	80.84		00/00	531-6477
Total BROWNELLS INC (6045):					80.84			
CAPITAL BUSINESS SYSTEMS INC (705)								
CAPITAL BUSINESS SYSTEMS INC	1	Invoice	SERVICE CONTRACT	11/01/2024	260.14		12/24	101-9740
CAPITAL BUSINESS SYSTEMS INC	2	Invoice	SERVICE CONTRACT	11/01/2024	197.40		12/24	201-9740
CAPITAL BUSINESS SYSTEMS INC	3	Invoice	SERVICE CONTRACT	11/01/2024	46.95		12/24	401-9740
CAPITAL BUSINESS SYSTEMS INC	5	Invoice	SERVICE CONTRACT	11/01/2024	116.28		12/24	701-9740
CAPITAL BUSINESS SYSTEMS INC	6	Invoice	SERVICE CONTRACT	11/01/2024	23.44		12/24	721-9740
CAPITAL BUSINESS SYSTEMS INC	7	Invoice	SERVICE CONTRACT	11/01/2024	46.95		12/24	001-9740
CAPITAL BUSINESS SYSTEMS INC	8	Invoice	SERVICE CONTRACT	11/01/2024	46.95		12/24	002-9740
CAPITAL BUSINESS SYSTEMS INC	9	Invoice	SERVICE CONTRACT	11/01/2024	46.95		12/24	003-9740
Total CAPITAL BUSINESS SYSTEMS INC (705):					785.06			
CASELLE, INC. (5609)								
CASELLE, INC.	1	Invoice	CONTRACT SUPPORT &	11/01/2024	1,001.87		12/24	001-9910
CASELLE, INC.	2	Invoice	CONTRACT SUPPORT &	11/01/2024	420.40		12/24	002-9910
CASELLE, INC.	3	Invoice	CONTRACT SUPPORT &	11/01/2024	327.88		12/24	003-9910

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
CASELLE, INC.	4	Invoice	CONTRACT SUPPORT &	11/01/2024	970.85		12/24	101-6050
Total CASELLE, INC. (5609):					2,721.00			
CDW GOVERNMENT INC (750)								
CDW GOVERNMENT INC	1	Invoice	LOGITECH MK295 WRLS	11/01/2024	27.22		00/00	201-5540
Total CDW GOVERNMENT INC (750):					27.22			
CENGAGE LEARNING INC/GALE (1890)								
CENGAGE LEARNING INC/GALE	1	Invoice	BOOKS/MAGAZINES	11/07/2024	32.79		00/00	701-5691
CENGAGE LEARNING INC/GALE	1	Invoice	CREDIT INVOICE	11/11/2024	25.59-		00/00	701-5691
Total CENGAGE LEARNING INC/GALE (1890):					7.20			
CITY REVENUE FUND (860)								
CITY REVENUE FUND	1	Invoice	POLICE	11/01/2024	1,639.03		12/24	201-5800
CITY REVENUE FUND	2	Invoice	POLICE	11/01/2024	114.66		12/24	203-5800
CITY REVENUE FUND	3	Invoice	AIRPORT	11/01/2024	.00		12/24	050-5800
CITY REVENUE FUND	4	Invoice	STREET	11/01/2024	1,239.79		12/24	401-5800
CITY REVENUE FUND	5	Invoice	FIRE	11/01/2024	521.10		12/24	301-5800
CITY REVENUE FUND	6	Invoice	CEMETERY	11/01/2024	128.71		12/24	601-5800
CITY REVENUE FUND	7	Invoice	PARK&REC	11/01/2024	505.97		12/24	521-5800
CITY REVENUE FUND	1	Invoice	SALES TAX	11/19/2024	5.58		00/00	401-4911
CITY REVENUE FUND	2	Invoice	SALES TAX	11/19/2024	23.37		00/00	201-4074
CITY REVENUE FUND	3	Invoice	SALES TAX	11/19/2024	37.42		00/00	701-4074
Total CITY REVENUE FUND (860):					4,215.63			
CNA SURETY (910)								
CNA SURETY	1	Invoice	KLAHN BOND FEE 11-19-	11/19/2024	40.00		00/00	201-9900
Total CNA SURETY (910):					40.00			
CODY, LIZ (6277)								
CODY, LIZ	1	Invoice	NE ARBORISTS TRAININ	11/18/2024	100.50		00/00	521-9760
Total CODY, LIZ (6277):					100.50			
CRETE AREA MEDICAL CENTER (1070)								
CRETE AREA MEDICAL CENTER	1	Invoice	DRUG SCREENING	09/01/2024	34.00		00/00	101-5163

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
CRETE AREA MEDICAL CENTER	2	Invoice	DRUG SCREENING	09/01/2024	60.00		00/00	401-5163
CRETE AREA MEDICAL CENTER	3	Invoice	DRUG SCREENING	09/01/2024	94.00		00/00	001-9623
CRETE AREA MEDICAL CENTER	1	Invoice	DRUG SCREENING	10/01/2024	94.00		00/00	601-5163
CRETE AREA MEDICAL CENTER	2	Invoice	DRUG SCREENING	10/01/2024	68.00		00/00	401-5163
CRETE AREA MEDICAL CENTER	3	Invoice	DRUG SCREENING	10/01/2024	188.00		00/00	001-9623
Total CRETE AREA MEDICAL CENTER (1070):					538.00			
CRETE FOODMART (GEN) (1095)								
CRETE FOODMART (GEN)	1	Invoice	JANITORIAL SUPPLIES	11/05/2024	5.22		00/00	701-5541
Total CRETE FOODMART (GEN) (1095):					5.22			
CRETE VETERINARY CLINIC (1140)								
CRETE VETERINARY CLINIC	1	Invoice	BOARD - DOG	10/02/2024	47.30		00/00	203-5345
CRETE VETERINARY CLINIC	1	Invoice	DOG-BOARD/RABIES VA	10/07/2024	69.80		00/00	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - DOG	10/09/2024	128.14		00/00	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - CATS	10/11/2024	153.50		00/00	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - DOG	10/11/2024	23.65		00/00	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - CATS	10/17/2024	105.00		00/00	203-5345
CRETE VETERINARY CLINIC	1	Invoice	CAT - BOARD/EUTHANAS	10/08/2024	127.00		00/00	203-5345
CRETE VETERINARY CLINIC	1	Invoice	CAT - BOARD/EUTHANAS	10/07/2024	168.50		00/00	203-5345
CRETE VETERINARY CLINIC	1	Invoice	CAT - BOARD/EUTHANAS	10/08/2024	151.00		00/00	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - CATS	10/24/2024	105.00		00/00	203-5345
Total CRETE VETERINARY CLINIC (1140):					1,078.89			
CULLIGAN WATER SERVICE (1160)								
CULLIGAN WATER SERVICE	1	Invoice	WATER COOLER RENTAL	10/31/2024	49.00		00/00	701-9900
CULLIGAN WATER SERVICE	1	Invoice	SOFTNER SALT	10/31/2024	151.50		00/00	701-5330
Total CULLIGAN WATER SERVICE (1160):					200.50			
DEFENSIVE EDGE TRAINING & CONSULTING INC (6740)								
DEFENSIVE EDGE TRAINING & CONSULTING INC	1	Invoice	AR15 ARMORERS COUR	11/06/2024	550.00		00/00	201-9760
Total DEFENSIVE EDGE TRAINING & CONSULTING INC (6740):					550.00			
DEPT. OF ENERGY W.A.P.A. (1250)								
DEPT. OF ENERGY W.A.P.A.	1	Invoice	PURCHASED POWER WA	11/11/2024	33,276.69		00/00	001-7240

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total DEPT. OF ENERGY W.A.P.A. (1250):					33,276.69			
DUTTON LAINSON COMPANY (1450)								
DUTTON LAINSON COMPANY	1	Invoice	FUSE, PRIMARY, 10 AMP	11/05/2024	151.52	1642	00/00	001-1500
DUTTON LAINSON COMPANY	2	Invoice	FUSE, PRIMARY, 20 AMP	11/05/2024	252.52	1642	00/00	001-1500
DUTTON LAINSON COMPANY	3	Invoice	FUSE, PRIMARY, 40 AMP	11/05/2024	243.72	1642	00/00	001-1500
Total DUTTON LAINSON COMPANY (1450):					647.76			
EAKES OFFICE SOLUTIONS (1475)								
EAKES OFFICE SOLUTIONS	1	Invoice	OFFICE SUPPLIES	11/15/2024	20.44		00/00	721-9900
EAKES OFFICE SOLUTIONS	1	Invoice	OFFICE SUPPLIES	11/15/2024	28.02		00/00	001-9900
EAKES OFFICE SOLUTIONS	2	Invoice	OFFICE SUPPLIES	11/15/2024	28.02		00/00	002-9900
EAKES OFFICE SOLUTIONS	3	Invoice	OFFICE SUPPLIES	11/15/2024	25.19		00/00	003-9900
Total EAKES OFFICE SOLUTIONS (1475):					101.67			
EXECUTIVE ANSWERING SERVICE (1670)								
EXECUTIVE ANSWERING SERVICE	1	Invoice	ANSWERING SERVICE	11/01/2024	10.74		12/24	203-9980
EXECUTIVE ANSWERING SERVICE	2	Invoice	ANSWERING SERVICE	11/01/2024	13.43		12/24	401-9980
EXECUTIVE ANSWERING SERVICE	3	Invoice	ANSWERING SERVICE	11/01/2024	.54		12/24	601-9980
EXECUTIVE ANSWERING SERVICE	4	Invoice	ANSWERING SERVICE	11/01/2024	.54		12/24	511-9980
EXECUTIVE ANSWERING SERVICE	5	Invoice	ANSWERING SERVICE	11/01/2024	1.61		12/24	521-9980
EXECUTIVE ANSWERING SERVICE	6	Invoice	ANSWERING SERVICE	11/01/2024	53.70		12/24	001-9980
EXECUTIVE ANSWERING SERVICE	7	Invoice	ANSWERING SERVICE	11/01/2024	13.42		12/24	002-9980
EXECUTIVE ANSWERING SERVICE	8	Invoice	ANSWERING SERVICE	11/01/2024	13.42		12/24	003-9980
Total EXECUTIVE ANSWERING SERVICE (1670):					107.40			
FAIRFIELD INN & SUITES (1685)								
FAIRFIELD INN & SUITES	1	Invoice	MEETING/TRAINING	11/13/2024	269.90		00/00	003-9760
Total FAIRFIELD INN & SUITES (1685):					269.90			
FIRST NATIONAL BANK OF OMAHA (1770)								
FIRST NATIONAL BANK OF OMAHA	1	Invoice	CHAD CC, GLOCK PROF	10/29/2024	330.00		00/00	201-9760
FIRST NATIONAL BANK OF OMAHA	2	Invoice	CHAD CC, CUNNINGHAM	10/29/2024	17.44		00/00	201-9760
FIRST NATIONAL BANK OF OMAHA	3	Invoice	CHAD CC, WALMART 047	10/29/2024	50.82		00/00	201-5329
FIRST NATIONAL BANK OF OMAHA	4	Invoice	CHAD CC, POLICE OFFIC	10/29/2024	20.00		00/00	201-5400
FIRST NATIONAL BANK OF OMAHA	5	Invoice	CHAD CC, GALLS 278964	10/29/2024	160.47		00/00	531-6477

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
FIRST NATIONAL BANK OF OMAHA	1	Invoice	JON CC, WALMART 10/3/	10/29/2024	117.22		00/00	201-5370
FIRST NATIONAL BANK OF OMAHA	2	Invoice	JON CC, GLOCK PROF 3	10/29/2024	300.00		00/00	201-9760
FIRST NATIONAL BANK OF OMAHA	1	Invoice	GARY CC, CLARION INN	10/29/2024	331.23		00/00	201-9760
FIRST NATIONAL BANK OF OMAHA	2	Invoice	GARY CC, EL POTREO 97	10/29/2024	29.92		00/00	201-9760
FIRST NATIONAL BANK OF OMAHA	3	Invoice	GARY CC, ARBYS 106365	10/29/2024	19.64		00/00	201-9760
FIRST NATIONAL BANK OF OMAHA	4	Invoice	GARY CC, SPEEDEE MA	10/29/2024	25.20		00/00	201-5800
FIRST NATIONAL BANK OF OMAHA	5	Invoice	GARY CC, WALMART 016	10/29/2024	23.92		00/00	201-9900
Total FIRST NATIONAL BANK OF OMAHA (1770):					1,425.86			
FRANSYL EQUIPMENT CO INC (1845)								
FRANSYL EQUIPMENT CO INC	1	Invoice	UNIT 33 REPAIR	10/30/2024	1,563.76		00/00	001-8460
FRANSYL EQUIPMENT CO INC	1	Invoice	UNIT 32 REPAIR	10/30/2024	2,492.30		00/00	001-8460
FRANSYL EQUIPMENT CO INC	1	Invoice	UNIT 36 REPAIR	10/30/2024	1,287.70		00/00	001-8460
FRANSYL EQUIPMENT CO INC	1	Invoice	UNIT 35 REPAIR	10/30/2024	1,429.48		00/00	001-8460
Total FRANSYL EQUIPMENT CO INC (1845):					6,773.24			
HAMILTON EQUIPMENT CO (2085)								
HAMILTON EQUIPMENT CO	1	Invoice	WINDSHIELD WIPER & C	11/04/2024	124.00		00/00	401-5968
HAMILTON EQUIPMENT CO	1	Invoice	SWITCH	11/14/2024	52.91		00/00	401-5771
Total HAMILTON EQUIPMENT CO (2085):					176.91			
HEATH SPORTS (2180)								
HEATH SPORTS	1	Invoice	EMPLOYEE SHIRTS	09/26/2024	256.00		00/00	101-8500
HEATH SPORTS	2	Invoice	EMPLOYEE SHIRTS	09/26/2024	186.18		00/00	201-8500
HEATH SPORTS	3	Invoice	EMPLOYEE SHIRTS	09/26/2024	11.64		00/00	203-8500
HEATH SPORTS	4	Invoice	EMPLOYEE SHIRTS	09/26/2024	69.82		00/00	401-8500
HEATH SPORTS	5	Invoice	EMPLOYEE SHIRTS	09/26/2024	11.64		00/00	601-8500
HEATH SPORTS	6	Invoice	EMPLOYEE SHIRTS	09/26/2024	23.27		00/00	301-8500
HEATH SPORTS	7	Invoice	EMPLOYEE SHIRTS	09/26/2024	104.73		00/00	701-8500
HEATH SPORTS	8	Invoice	EMPLOYEE SHIRTS	09/26/2024	23.27		00/00	521-8500
HEATH SPORTS	9	Invoice	EMPLOYEE SHIRTS	09/26/2024	11.64		00/00	721-8500
HEATH SPORTS	10	Invoice	EMPLOYEE SHIRTS	09/26/2024	104.73		00/00	001-8500
HEATH SPORTS	11	Invoice	EMPLOYEE SHIRTS	09/26/2024	81.45		00/00	002-8500
HEATH SPORTS	12	Invoice	EMPLOYEE SHIRTS	09/26/2024	69.80		00/00	003-8500
HEATH SPORTS	1	Invoice	UNIFORMS	09/10/2024	46.47		00/00	101-9640
HEATH SPORTS	2	Invoice	UNIFORMS	09/10/2024	72.01		00/00	401-9640
HEATH SPORTS	3	Invoice	UNIFORMS	09/10/2024	31.47		00/00	721-9640
HEATH SPORTS	4	Invoice	UNIFORMS	09/10/2024	636.25		00/00	001-9640

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
HEATH SPORTS	5	Invoice	UNIFORMS	09/10/2024	31.47		00/00	002-9640
HEATH SPORTS	6	Invoice	UNIFORMS	09/10/2024	120.43		00/00	003-9640
Total HEATH SPORTS (2180):					1,892.27			
HILTI INC (6732)								
HILTI INC	1	Invoice	DSH700-X + 1SPX DIAMO	10/29/2024	1,612.50	1656	00/00	002-7080
HILTI INC	2	Invoice	SPX UNIV 14"X1" (BUY1,	10/29/2024	235.43	1656	00/00	002-7080
Total HILTI INC (6732):					1,847.93			
HUSKER ELECTRIC SUPPLY CO (2285)								
HUSKER ELECTRIC SUPPLY CO	1	Invoice	INTELMATIC	11/06/2024	2,217.77	1652	00/00	001-8071
HUSKER ELECTRIC SUPPLY CO	1	Invoice	ACME INDUSTRIAL CONT	11/06/2024	79.00	1659	00/00	003-7220
HUSKER ELECTRIC SUPPLY CO	2	Invoice	ACME INDUSTRIAL CONT	11/06/2024	89.00	1659	00/00	003-7220
Total HUSKER ELECTRIC SUPPLY CO (2285):					2,385.77			
JAY'S OIL CO (2405)								
JAY'S OIL CO	1	Invoice	TIRE REPAIR-PATROL CA	10/04/2024	33.00		00/00	201-5810
JAY'S OIL CO	1	Invoice	DIESEL FUEL FOR PD GE	11/06/2024	279.50		00/00	201-5800
Total JAY'S OIL CO (2405):					312.50			
JEO CONSULTING GROUP INC. (2425)								
JEO CONSULTING GROUP INC.	1	Invoice	R210597.00 CRETE WELL	10/10/2024	4,500.00		00/00	002-2000
JEO CONSULTING GROUP INC.	1	Invoice	R241729.00 ARPA WALNU	10/10/2024	19,000.00		00/00	561-6031
JEO CONSULTING GROUP INC.	1	Invoice	R240578.00 2024 STREET	10/23/2024	14,320.00		00/00	532-6381
JEO CONSULTING GROUP INC.	1	Invoice	R240578.00 2024 STREET	11/15/2024	26,000.00		00/00	532-6381
Total JEO CONSULTING GROUP INC. (2425):					63,820.00			
KIDWELL (2580)								
KIDWELL	1	Invoice	SERVICE AGREEMENT	11/01/2024	22.50		12/24	101-6050
KIDWELL	2	Invoice	SERVICE AGREEMENT	11/01/2024	55.00		12/24	201-6050
KIDWELL	3	Invoice	SERVICE AGREEMENT	11/01/2024	17.50		12/24	401-6050
KIDWELL	4	Invoice	SERVICE AGREEMENT	11/01/2024	5.00		12/24	601-6050
KIDWELL	5	Invoice	SERVICE AGREEMENT	11/01/2024	22.50		12/24	301-6050
KIDWELL	6	Invoice	SERVICE AGREEMENT	11/01/2024	55.00		12/24	701-6050
KIDWELL	7	Invoice	SERVICE AGREEMENT	11/01/2024	12.50		12/24	721-6050
KIDWELL	8	Invoice	SERVICE AGREEMENT	11/01/2024	35.00		12/24	001-9910

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
KIDWELL	9	Invoice	SERVICE AGREEMENT	11/01/2024	12.50		12/24	002-9910
KIDWELL	10	Invoice	SERVICE AGREEMENT	11/01/2024	12.50		12/24	003-9910
KIDWELL	1	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	24.09		12/24	101-6050
KIDWELL	2	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	24.09		12/24	201-6050
KIDWELL	3	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	24.09		12/24	401-6050
KIDWELL	4	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	6.57		12/24	601-6050
KIDWELL	5	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	6.57		12/24	301-6050
KIDWELL	6	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	24.09		12/24	701-6050
KIDWELL	7	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	13.14		12/24	721-6050
KIDWELL	8	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	6.57		12/24	521-6050
KIDWELL	9	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	6.57		12/24	501-6050
KIDWELL	10	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	6.57		12/24	050-6050
KIDWELL	11	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	28.47		12/24	001-9910
KIDWELL	12	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	24.09		12/24	002-9910
KIDWELL	13	Invoice	DUO ESSENTIAL SOFTW	11/01/2024	24.09		12/24	003-9910
KIDWELL	1	Invoice	KIDQ19995 HOSTS/SCAD	11/04/2024	333.34		00/00	001-9910
KIDWELL	2	Invoice	KIDQ19995 HOSTS/SCAD	11/04/2024	333.33		00/00	002-9910
KIDWELL	3	Invoice	KIDQ19995 HOSTS/SCAD	11/04/2024	333.33		00/00	003-9910
Total KIDWELL (2580):					1,469.00			
LAMPILA, JENNIFER (2670)								
LAMPILA, JENNIFER	1	Invoice	TRUNK OR TREAT	10/31/2024	41.70		00/00	001-9890
Total LAMPILA, JENNIFER (2670):					41.70			
LEAGUE OF NEBR. MUNICIPALITIES (2710)								
LEAGUE OF NEBR. MUNICIPALITIES	1	Invoice	2024-2025 DUES TOM OU	09/01/2024	764.13		00/00	101-5400
Total LEAGUE OF NEBR. MUNICIPALITIES (2710):					764.13			
LINCOLN WINWATER WORKS (2810)								
LINCOLN WINWATER WORKS	1	Invoice	WATER FOUNTAIN REPAI	11/07/2024	25.40		00/00	521-5332
Total LINCOLN WINWATER WORKS (2810):					25.40			
MAX I WALKER UNIFORM & APPAREL (3035)								
MAX I WALKER UNIFORM & APPAREL	1	Invoice	UNIFORMS	11/06/2024	82.67		00/00	003-9640
Total MAX I WALKER UNIFORM & APPAREL (3035):					82.67			

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
MEDICAL ENTERPRISES INC (6733)								
MEDICAL ENTERPRISES INC	1	Invoice	DRUG TEST PANEL	09/30/2024	36.00		00/00	101-5163
MEDICAL ENTERPRISES INC	2	Invoice	DRUG TEST PANEL	09/30/2024	36.00		00/00	401-5163
MEDICAL ENTERPRISES INC	3	Invoice	DRUG TEST PANEL	09/30/2024	36.00		00/00	001-9623
MEDICAL ENTERPRISES INC	1	Invoice	DRUG TEST PANEL	10/16/2024	36.00		00/00	601-5163
MEDICAL ENTERPRISES INC	2	Invoice	DRUG TEST PANEL	10/16/2024	72.00		00/00	001-9623
Total MEDICAL ENTERPRISES INC (6733):					216.00			
MIDWEST LABORATORIES INC (3195)								
MIDWEST LABORATORIES INC	1	Invoice	LAB SUPPLIES	11/04/2024	45.61		00/00	001-9670
MIDWEST LABORATORIES INC	1	Invoice	LABS	11/04/2024	2,377.67		00/00	003-7282
Total MIDWEST LABORATORIES INC (3195):					2,423.28			
NAPA AUTO PARTS (3345)								
NAPA AUTO PARTS	1	Invoice	BATTERY	11/01/2024	189.99		00/00	002-8460
NAPA AUTO PARTS	1	Invoice	VEHICLE EXPENSE	11/05/2024	185.39		00/00	001-8460
NAPA AUTO PARTS	1	Invoice	GREASE FOR SNOWPLO	11/05/2024	52.95		00/00	401-5801
NAPA AUTO PARTS	1	Invoice	VEHICLE EXPENSE	11/06/2024	14.80		00/00	001-8460
NAPA AUTO PARTS	1	Invoice	VEHICLE EXPENSE	11/07/2024	16.96		00/00	001-8460
NAPA AUTO PARTS	1	Invoice	VEHICLE EXPENSE	11/08/2024	21.79		00/00	521-5791
NAPA AUTO PARTS	1	Invoice	AIR FILTER/BRAKE CLEA	11/12/2024	46.17		00/00	401-5968
NAPA AUTO PARTS	1	Invoice	CONNECTORS	11/13/2024	10.56		00/00	401-5968
NAPA AUTO PARTS	1	Invoice	VEHICLE EXPENSE	11/13/2024	36.47		00/00	401-5968
Total NAPA AUTO PARTS (3345):					575.08			
NE DEPT OF REVENUE (3415)								
NE DEPT OF REVENUE	1	Invoice	SALES TAX	11/19/2024	42,471.80		00/00	001-3150
NE DEPT OF REVENUE	2	Invoice	SALES TAX (TAX FUND)	11/19/2024	66.37		00/00	001-1280
NE DEPT OF REVENUE	3	Invoice	SALES TAX	11/19/2024	150.00-		00/00	001-4904
NE DEPT OF REVENUE	4	Invoice	SALES TAX	11/19/2024	2.26		00/00	001-8000
NE DEPT OF REVENUE	5	Invoice	SALES TAX	11/19/2024	12.20		00/00	001-7220
NE DEPT OF REVENUE	6	Invoice	SALES TAX	11/19/2024	69.70		00/00	001-8460
NE DEPT OF REVENUE	7	Invoice	SALES TAX	11/19/2024	4.05		00/00	001-9730
NE DEPT OF REVENUE	8	Invoice	SALES TAX	11/19/2024	.62		00/00	001-9900
NE DEPT OF REVENUE	9	Invoice	SALES TAX	11/19/2024	39.92		00/00	001-9910
NE DEPT OF REVENUE	10	Invoice	SALES TAX	11/19/2024	2.02		00/00	001-9890
NE DEPT OF REVENUE	11	Invoice	SALES TAX	11/19/2024	24.79		00/00	001-9926
NE DEPT OF REVENUE	12	Invoice	SALES TAX	11/19/2024	3.76		00/00	001-9980

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
NE DEPT OF REVENUE	13	Invoice	SALES TAX	11/19/2024	2.26		00/00	002-8000
NE DEPT OF REVENUE	14	Invoice	SALES TAX	11/19/2024	72.16		00/00	002-8460
NE DEPT OF REVENUE	15	Invoice	SALES TAX	11/19/2024	4.05		00/00	002-9730
NE DEPT OF REVENUE	16	Invoice	SALES TAX	11/19/2024	31.80		00/00	002-9910
NE DEPT OF REVENUE	17	Invoice	SALES TAX	11/19/2024	.62		00/00	002-9900
NE DEPT OF REVENUE	18	Invoice	SALES TAX	11/19/2024	24.79		00/00	002-9926
NE DEPT OF REVENUE	19	Invoice	SALES TAX	11/19/2024	.94		00/00	002-9980
Total NE DEPT OF REVENUE (3415):					42,684.11			
NORRIS PUBLIC POWER DISTRICT (3685)								
NORRIS PUBLIC POWER DISTRICT	1	Invoice	AIRPORT ELECTRICITY	11/05/2024	612.04		00/00	050-7530
NORRIS PUBLIC POWER DISTRICT	1	Invoice	ELECTRICITY	11/05/2024	7,494.43		00/00	003-7530
NORRIS PUBLIC POWER DISTRICT	1	Invoice	UTILITIES	11/05/2024	10.09		00/00	521-7530
Total NORRIS PUBLIC POWER DISTRICT (3685):					8,116.56			
ONE BILLING SOLUTIONS LLC (ACH) (6073)								
ONE BILLING SOLUTIONS LLC (ACH)	1	Invoice	CRETE AMB SERV	11/05/2024	4,558.74		00/00	302-5340
Total ONE BILLING SOLUTIONS LLC (ACH) (6073):					4,558.74			
ONE SOURCE THE BACKGROUND CHECK (3815)								
ONE SOURCE THE BACKGROUND CHECK	1	Invoice	BACKGROUND CHECK	09/01/2024	22.00		00/00	301-5163
ONE SOURCE THE BACKGROUND CHECK	2	Invoice	BACKGROUND CHECK	09/01/2024	44.00		00/00	721-5163
Total ONE SOURCE THE BACKGROUND CHECK (3815):					66.00			
OURADA, TOM (3860)								
OURADA, TOM	1	Invoice	MEAN COMMITTEE MEE	11/18/2024	25.13		00/00	001-9760
Total OURADA, TOM (3860):					25.13			
OVERHEAD DOOR CO (3875)								
OVERHEAD DOOR CO	1	Invoice	GARAGE DOOR REPAIR	11/12/2024	130.00		00/00	521-5332
Total OVERHEAD DOOR CO (3875):					130.00			
PACER HEALTH INC (6741)								
PACER HEALTH INC	1	Invoice	WALKING CHALLENGE 2	11/18/2024	179.92		00/00	101-5163
PACER HEALTH INC	2	Invoice	WALKING CHALLENGE 2	11/18/2024	16.36		00/00	401-5163

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
PACER HEALTH INC	3	Invoice	WALKING CHALLENGE 2	11/18/2024	16.36		00/00	701-5163
PACER HEALTH INC	4	Invoice	WALKING CHALLENGE 2	11/18/2024	16.36		00/00	521-5163
Total PACER HEALTH INC (6741):					229.00			
PITNEY BOWES (3995)								
PITNEY BOWES	1	Invoice	POSTAGE	09/11/2024	314.99		00/00	201-9650
Total PITNEY BOWES (3995):					314.99			
PRESTO-X (4050)								
PRESTO-X	1	Invoice	PEST CONTROL-1945 FO	11/06/2024	84.58		00/00	201-5329
Total PRESTO-X (4050):					84.58			
QUADIANT FINANCE USA INC (5591)								
QUADIANT FINANCE USA INC	1	Invoice	POSTAGE #7900 0440 80	11/05/2024	346.04		00/00	701-9650
Total QUADIANT FINANCE USA INC (5591):					346.04			
RASMUSSEN MECHANICAL SERVICES INC (6492)								
RASMUSSEN MECHANICAL SERVICES INC	1	Invoice	CHILLER REPAIR	11/08/2024	488.75		00/00	701-5330
Total RASMUSSEN MECHANICAL SERVICES INC (6492):					488.75			
RESCO (4280)								
RESCO	1	Invoice	POLE, SYP, 65' CLASS 2	11/08/2024	8,486.85	1617	00/00	001-1500
RESCO	2	Invoice	POLE, SYP, 35' CLASS 4	11/08/2024	9,957.88	1617	00/00	001-1500
Total RESCO (4280):					18,444.73			
SAPP BROS PETROLEUM (4505)								
SAPP BROS PETROLEUM	1	Invoice	55 GAL DRUM OIL	10/29/2024	730.00	1664	00/00	401-5800
SAPP BROS PETROLEUM	1	Invoice	FUEL-ACCT #742498	10/31/2024	189.75		00/00	302-5800
SAPP BROS PETROLEUM	2	Invoice	FUEL - ACCT #742498	10/31/2024	445.19		00/00	301-5800
Total SAPP BROS PETROLEUM (4505):					1,364.94			
SEWARD COUNTY INDEPENDENT (4590)								
SEWARD COUNTY INDEPENDENT	1	Invoice	MAY NEWS ADS-LIBRAR	05/31/2024	157.50		00/00	702-5692
SEWARD COUNTY INDEPENDENT	1	Invoice	MOSQUITO SPRAYING A	06/28/2024	52.50		00/00	401-5390

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
SEWARD COUNTY INDEPENDENT	2	Invoice	PARKS CLASSIFIED AD	06/28/2024	38.50		00/00	521-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	ELECTRIC LINEMAN CLA	07/31/2024	32.50		00/00	001-9880
SEWARD COUNTY INDEPENDENT	2	Invoice	BLDG INSPECTOR CLAS	07/31/2024	46.60		00/00	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	COACH/REFEREES CLAS	08/30/2024	41.50		00/00	721-5390
SEWARD COUNTY INDEPENDENT	2	Invoice	BLDG INSPECTOR CLAS	08/30/2024	139.80		00/00	101-5390
SEWARD COUNTY INDEPENDENT	3	Invoice	1YR SUBSCRIP RENEWA	08/30/2024	30.00		00/00	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	STREET OPERATOR CLA	09/30/2024	79.40		00/00	401-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	CITY COUNCIL	10/30/2024	11.82		00/00	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	DISPLAY ADS	10/31/2024	78.75		00/00	702-5692
SEWARD COUNTY INDEPENDENT	1	Invoice	NOTICE	11/06/2024	12.73		00/00	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	LIBRARY	11/06/2024	3.18		00/00	701-5390
Total SEWARD COUNTY INDEPENDENT (4590):					724.78			
SID DILLON FORD (4635)								
SID DILLON FORD	1	Invoice	OIL CHANGE UNIT 2	11/12/2024	74.93		00/00	201-5801
Total SID DILLON FORD (4635):					74.93			
SIGN SOLUTIONS USA LLC (5832)								
SIGN SOLUTIONS USA LLC	1	Invoice	E 14TH ST //HIP WHITE 3	11/06/2024	27.19	1651	00/00	401-6000
SIGN SOLUTIONS USA LLC	2	Invoice	KINGWOOD AVE //HIP 39	11/06/2024	48.71	1651	00/00	401-6000
Total SIGN SOLUTIONS USA LLC (5832):					75.90			
SPECTRUM (4730)								
SPECTRUM	1	Invoice	INTERNET LINE DIU OFFI	11/01/2024	119.98		00/00	201-5660
Total SPECTRUM (4730):					119.98			
SUMMIT FIRE PROTECTION (6202)								
SUMMIT FIRE PROTECTION	1	Invoice	FIRE ALARM SEMI-ANNU	11/13/2024	261.00		00/00	501-5330
Total SUMMIT FIRE PROTECTION (6202):					261.00			
UNION BANK & TRUST CO (5205)								
UNION BANK & TRUST CO	1	Invoice	FSA & HSA FEES	11/01/2024	20.00		12/24	101-9620
UNION BANK & TRUST CO	2	Invoice	FSA & HSA FEES	11/01/2024	38.00		12/24	201-9620
UNION BANK & TRUST CO	3	Invoice	HSA FEES	11/01/2024	2.00		12/24	203-9620
UNION BANK & TRUST CO	4	Invoice	HSA FEES	11/01/2024	6.00		12/24	401-9620
UNION BANK & TRUST CO	5	Invoice	HSA FEES	11/01/2024	2.00		12/24	601-9620

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
UNION BANK & TRUST CO	6	Invoice	HSA FEES	11/01/2024	4.00		12/24	701-9620
UNION BANK & TRUST CO	7	Invoice	HSA FEES	11/01/2024	2.00		12/24	050-9620
UNION BANK & TRUST CO	8	Invoice	HSA FEES	11/01/2024	2.00		12/24	521-9620
UNION BANK & TRUST CO	9	Invoice	HSA FEES	11/01/2024	2.00		12/24	721-9620
UNION BANK & TRUST CO	10	Invoice	HSA FEES	11/01/2024	24.00		12/24	001-9620
UNION BANK & TRUST CO	11	Invoice	HSA FEES	11/01/2024	10.00		12/24	002-9620
UNION BANK & TRUST CO	12	Invoice	HSA FEES	11/01/2024	8.00		12/24	003-9620
Total UNION BANK & TRUST CO (5205):					120.00			
UNITE PRIVATE NETWORKS LLC (5210)								
UNITE PRIVATE NETWORKS LLC	1	Invoice	ETHERNET INTERNET A	11/01/2024	231.26		12/24	101-5792
UNITE PRIVATE NETWORKS LLC	2	Invoice	ETHERNET INTERNET A	11/01/2024	231.26		12/24	201-5792
UNITE PRIVATE NETWORKS LLC	3	Invoice	ETHERNET INTERNET A	11/01/2024	231.26		12/24	301-5792
UNITE PRIVATE NETWORKS LLC	4	Invoice	ETHERNET INTERNET A	11/01/2024	231.26		12/24	203-5792
UNITE PRIVATE NETWORKS LLC	5	Invoice	ETHERNET INTERNET A	11/01/2024	231.26		12/24	401-5792
UNITE PRIVATE NETWORKS LLC	6	Invoice	ETHERNET INTERNET A	11/01/2024	231.26		12/24	521-5792
UNITE PRIVATE NETWORKS LLC	7	Invoice	ETHERNET INTERNET A	11/01/2024	231.26		12/24	701-5792
UNITE PRIVATE NETWORKS LLC	8	Invoice	ETHERNET INTERNET A	11/01/2024	231.26		12/24	721-5792
UNITE PRIVATE NETWORKS LLC	9	Invoice	ETHERNET INTERNET A	11/01/2024	256.98		12/24	001-9911
UNITE PRIVATE NETWORKS LLC	10	Invoice	ETHERNET INTERNET A	11/01/2024	231.26		12/24	002-9911
UNITE PRIVATE NETWORKS LLC	11	Invoice	ETHERNET INTERNET A	11/01/2024	231.26		12/24	003-9911
Total UNITE PRIVATE NETWORKS LLC (5210):					2,569.58			
UPS (5240)								
UPS	1	Invoice	POSTAGE	11/02/2024	21.46		00/00	003-9650
Total UPS (5240):					21.46			
VERIZON WIRELESS (5295)								
VERIZON WIRELESS	1	Invoice	TABLET	11/01/2024	20.74		12/24	001-9920
VERIZON WIRELESS	2	Invoice	TABLET	11/01/2024	20.74		12/24	002-9920
VERIZON WIRELESS	3	Invoice	TABLET	11/01/2024	20.73		12/24	003-9920
VERIZON WIRELESS	4	Invoice	TABLET	11/01/2024	20.73		12/24	401-9920
VERIZON WIRELESS	5	Invoice	CELL PHONE	11/01/2024	47.71		12/24	101-5452
VERIZON WIRELESS	6	Invoice	CELL PHONE	11/01/2024	42.94		12/24	101-6201
VERIZON WIRELESS	7	Invoice	CELL PHONE	11/01/2024	47.72		12/24	201-5220
VERIZON WIRELESS	8	Invoice	CELL PHONE	11/01/2024	142.33		12/24	001-9660
VERIZON WIRELESS	9	Invoice	CELL PHONE	11/01/2024	159.43		12/24	002-9660
VERIZON WIRELESS	10	Invoice	CELL PHONE	11/01/2024	90.65		12/24	003-9660

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
VERIZON WIRELESS	11	Invoice	CELL PHONE	11/01/2024	73.55		12/24	401-7530
VERIZON WIRELESS	12	Invoice	CELL PHONE	11/01/2024	124.80		12/24	301-7530
VERIZON WIRELESS	13	Invoice	CELL PHONE	11/01/2024	121.26		12/24	721-8500
VERIZON WIRELESS	14	Invoice	CELL PHONE	11/01/2024	171.76		12/24	101-7530
VERIZON WIRELESS	15	Invoice	CELL PHONE	11/01/2024	77.52		12/24	302-7530
VERIZON WIRELESS	16	Invoice	CELL PHONE	11/01/2024	42.95		12/24	050-5220
VERIZON WIRELESS	1	Invoice	WIRELESS MODEMS	11/01/2024	280.37		00/00	201-5220
Total VERIZON WIRELESS (5295):					1,505.93			
WASTE CONNECTIONS OF NEBRASKA (5360)								
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	1945 FOREST AVE	11/01/2024	60.14		12/24	201-5329
WASTE CONNECTIONS OF NEBRASKA	2	Invoice	243 E 13TH ST	11/01/2024	208.63		12/24	501-7530
WASTE CONNECTIONS OF NEBRASKA	3	Invoice	1420 MAIN AVE	11/01/2024	21.49		12/24	502-7530
WASTE CONNECTIONS OF NEBRASKA	4	Invoice	320 W 9TH ST	11/01/2024	30.07		12/24	001-8000
WASTE CONNECTIONS OF NEBRASKA	5	Invoice	320 W 9TH ST	11/01/2024	30.07		12/24	002-8000
WASTE CONNECTIONS OF NEBRASKA	6	Invoice	100 S MAIN AVE	11/01/2024	157.42		12/24	003-7530
WASTE CONNECTIONS OF NEBRASKA	7	Invoice	1440 LINDEN	11/01/2024	78.63		12/24	001-7220
WASTE CONNECTIONS OF NEBRASKA	8	Invoice	5TH FOREST AVE	11/01/2024	.00		12/24	522-7530
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	TUXEDO PARK	09/01/2024	237.66		00/00	521-7530
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	TUXEDO PARK	10/01/2024	237.66		00/00	521-7530
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	TUXEDO PARK	11/01/2024	237.66		00/00	521-7530
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	2429 CO RD F	11/01/2024	78.63		00/00	050-7530
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	1515 FOREST	11/01/2024	94.83		00/00	701-5330
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	PUBLIC WORKS	11/01/2024	43,488.29		00/00	001-4510
Total WASTE CONNECTIONS OF NEBRASKA (5360):					44,961.18			
WINDSTREAM (5465)								
WINDSTREAM	1	Invoice	090502895 AIRPORT	11/05/2024	158.71		00/00	050-7530
WINDSTREAM	1	Invoice	090552789 EMERG MGM	11/05/2024	76.17		00/00	101-5490
WINDSTREAM	1	Invoice	090500417 NMPP	11/05/2024	94.19		00/00	001-9660
Total WINDSTREAM (5465):					329.07			
Grand Totals:					262,941.61			

GL Period	Amount
12/24	12,733.31
00/00	250,208.30
Grand Totals:	<u>262,941.61</u>

Vendor number hash: 491143
Vendor number hash - split: 1026776
Total number of invoices: 143
Total number of transactions: 304

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	262,941.61	.00	262,941.61
Grand Totals:	<u>262,941.61</u>	<u>.00</u>	<u>262,941.61</u>

Report Criteria:
Vendor.Vendor number = 0-1059,1061-99999999



CITY OF CRETE

PERSONNEL RULES

AND REGULATIONS

Adopted September 15, 2015
Effective October 1, 2015
Amended March 1, 2016
Amended June 21, 2016
Amended September 6, 2016
Amended November 1, 2016
Amended February 7, 2017
Amended July 11, 2018
Amended January 2, 2019
Amended May 21, 2019
Amended February 4, 2020
Amended February 18, 2020
Amended April 7, 2020
Amended July 21, 2020
Amended December 20, 2022
Amended January 11, 2023
Amended April 19, 2023
Amended September 5, 2023
Amended October 3, 2023
Amended January 16, 2024
Amended November 19, 2024

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CHAPTER ONE

PERSONNEL MANAGEMENT

Sec. 1.01 WELCOME

Welcome to the City of Crete, we want to thank you for joining our team. We believe that each employee contributes directly to the growth and success of our organization. We hope that the employment relationship that we share is a long and mutually rewarding one. The purpose of this handbook is to acquaint you with policies set forth by the City of Crete. These Personnel Rules and Regulations state the intent of the Mayor and City Council in providing for the employment conditions and benefits for employees of the City of Crete. You should familiarize yourself with the contents of the Personnel Rules and Regulations, as you are responsible for abiding by the rules that are outlined within.

For convenience, in this handbook, we will refer to your employer as The City of Crete, The City, we, our, or us. If you have questions regarding the material presented here, please feel free to ask your supervisor or call the Human Resources Department.

Again, best wishes for success in your new position with the City of Crete!

Sec. 1.011 VISION STATEMENT

Crete Nebraska will be a destination for family living, business development and a variety of activities.

Sec. 1.012 MISSION STATEMENT

The City of Crete Nebraska strives to provide the municipal services required for a safe and peaceful "Community in Motion" in which to live, work and play.

Sec. 1.02 LEGAL EFFECT

The contents in this manual are subject to change as the City grows and changes. Any changes in this manual shall apply to existing as well as future employees. If and when provisions are formally changed by City Council action, there will be notification and appropriate replacement documentation provided to employees. No statement or promise made by a supervisor, manager, or Department Head may modify any provision in this policy, nor will it constitute an agreement with an employee.

The City Personnel Rules and Regulations are not a contract, expressed, or implied. This handbook replaces (supersedes) all other previous Personnel Rules, Regulations, or Administrative Policies for the City of Crete as of date printed above.

The titles Department Head and Director are interchangeable in this document.

Sec. 1.03 EQUAL EMPLOYMENT OPPORTUNITY

The City of Crete affirms its commitment to providing a work environment that does not

discriminate in employment opportunities or practices on the basis of race, color, religion, age, sex, sexual orientation, mental or physical disability, marital status, national origin, genetic information (as defined in the Genetic Information Nondiscrimination Act), or any other prohibited basis of discrimination under applicable local, state, and federal law. The City will operate in full compliance with applicable federal, state, and local laws prohibiting discrimination in employment.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Sec. 1.04 SCOPE

The City of Crete is made up of several different departments. The departments that are governed by these rules are as follows:

Administration

- Attorney
- Clerk
- Finance/Treasurer
- Human Resources
- Park and Recreation
- Public Works
 - Building Inspector
 - Community Development
 - Electric Utility
 - Streets Department
 - Wastewater Utility
 - Water Utility

Fire and Rescue Department

Police Department

Public Library

The following are exempted from these rules:

- The Mayor and City Council
- Members of appointive boards, commissions, and committees
- Independent contractors

Although persons employed as temporary employees, interns, and citizen volunteers are not eligible for benefits under the City's policy, they are still expected to follow the policies set forth as they represent the City.

The City Administrator's Office is governed by the Personnel Rules and Regulations; however, the City Administrator serves at the pleasure of the Mayor.

The City Personnel System shall be divided into two classifications of service, classified and unclassified. Classified service includes all employees governed by the Civil Service Act of the

State of Nebraska. Employees that fall under this category are the paid full-time police officers in the Police Department. All other employees of the City are considered unclassified.

All appointments and removals of employees who are in the classified service shall be subject to Civil Service Rules and Regulations.

These rules and regulations apply to all employees of the City except where superseded by labor contracts, Civil Service Rules, Federal/State statutes, Regulations, or other City ordinances.

These rules and regulations may be updated from time to time and the City will provide notice of the changes. It is the Employees responsibility to make sure they are aware of the most up to date rules and regulations. The most up to date policies are available on the City's website.

Sec. 1.05 MAYOR AND CITY COUNCIL

The Mayor and the City Council shall be the ultimate policy-making authority for the City of Crete. The Mayor as chief executive officer of the City shall be responsible for the proper administration of the affairs of the City. The Mayor is the appointing authority under the Civil Service Act of the State of Nebraska. The Mayor shall upon approval of the City Council, appoint or remove a city administrator, city clerk, city treasurer, city engineer, city attorney, and such other officers as required by law.

The Mayor may designate his/her administrative responsibilities under these rules to the City Administrator, as the Chief Administrative Officer, provided the Mayor may not designate any duties or responsibilities in violation of the State statute. The Mayor has the right to approve or disprove any personnel actions taken pursuant to these personnel rules.

Sec. 1.06 SPECIFIC DEFINITIONS

Unless specifically stated otherwise, for the purposes of this policy:

Immediate Family Members shall be defined as: spouse, children, parents, siblings, step, and in-laws of the same relation.

Secondary Family Members shall be defined as: grandparents, grandchildren, aunts, uncles, nieces, nephews and in-laws of the same relation.

CHAPTER TWO

GENERAL POLICIES

Sec. 2.01 APPLICATION PROCESS

The City's Human Resources Department is responsible for the posting of all employment opportunities. Vacancies will be simultaneously advertised publicly as well as internally. The City of Crete is an Equal Opportunity Employer and Equitable consideration will be given to all applicants. Upon request, reasonable accommodations will be made for applicants pursuant to the ADA (Americans with Disability Act).

The City may refuse to consider an applicant or place his/her name on an eligibility list for any of the following reasons:

- The applicant lacks the minimum qualifications stated in the official job description.
- The applicant has been dismissed or resigned for disciplinary reasons from any employment within the past five years for a cause that would constitute a cause for termination under these rules.
- The applicant has made a false statement on his/her application.
- The applicant does not hold a valid driver's license when required by the nature of the job.
- The applicant for a position is a member of the same household and/or an immediate family member within the same supervisory chain of command.
- Failure to successfully pass a drug/alcohol screen.

Sec. 2.02 AMERICANS WITH DISABILITIES ACT

Reasonable Accommodation Policy

It is the policy of the City of Crete to comply with the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964 (ADA), and any amendments thereto. The City of Crete will not (1) discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment; or (2) discriminate against an individual who is pregnant, who has given birth, or who has a related medical condition in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

Disability Defined

An individual is considered to have a "disability" if that individual either (1) has a physical or mental impairment which substantially limits one or more of that person's major life activities, (2) has a record of such an impairment, or (3) is regarded by the covered entity as having such an impairment. The determination of whether any particular condition is considered a disability is made on a case-by-case basis.

Pregnancy Defined

An individual is considered to have a “pregnancy” if the individual is pregnant, has given birth, or has a related medical condition with a known limitation.

Reasonable Accommodation includes, but is not limited to:

- Modifications or adjustments to the application or interview process that will enable a qualified applicant with a disability or pregnancy to be considered for the desired position; or
- Modifications or adjustments to the work environment, or to the method under which the position held or desired is routinely performed, that enables a qualified individual with a disability or pregnancy to perform the essential functions of that position; or
- Modifications or adjustments that will enable an employee with a disability or pregnancy to enjoy the same benefits and privileges of employment as those enjoyed by similarly situated employees without disabilities or pregnancy.

The City of Crete may choose to provide an alternative accommodation other than the one requested by the employee, as long as it is effective in assisting the employee in performing his/her essential job functions.

Essential Functions are the tasks that are fundamental to the job. A job function may be considered essential for any of the following reasons:

- The position exists to perform the function.
- There are a limited number of employees to whom the performance of the function can be distributed.
- The function is highly specialized and the incumbent in the position was hired for his/her expertise in performing the function.

How to Request a Reasonable Accommodation

To request a reasonable accommodation, the employee/applicant must communicate his/her need to his/her supervisor or Human Resources. It is not required for the request to be in writing; however, submitting a written request can help to expedite the process. If the request is verbal, the supervisor or Human Resources should document the request. Any request, whether verbal or written, should contain the following information:

- The type of accommodation requested;
- An explanation of the limitation for which the accommodation is needed;
- A description of how the accommodation will allow the individual to perform the essential functions of his/her job.

If the disability, pregnancy and/or need for accommodation is not obvious, or insufficient information has been submitted, an employee may be asked to submit medical documentation to provide evidence of his/her functional limitation in support of the request for reasonable accommodation. All medical documentation will be kept in a confidential reasonable accommodation file.

The **medical documentation** must include the following:

- A description of the functional limitation as it relates to the employee's job duties, including the anticipated duration (e.g., temporary or permanent). If temporary, specify the date it is anticipated the functional limitation will end.
- A description of the functional limitations caused by the disability in work related terms. For example, if "no prolonged walking" is requested, the medical statement should specify how long or how far the employee is able to walk; if "no prolonged sitting" is requested, the medical statement should specify how long and under what circumstances the employee can sit; if rest periods are required, the medical statement should specify how often and how long the rest periods should be.
- The City of Crete may decline to put an employee on a particular job if it will pose a "direct threat" to the safety of themselves or others. A "direct threat" is defined as a "significant risk of substantial harm that cannot be eliminated or reduced by reasonable accommodation."
- State the accommodation and describe how it will help the employee to perform his/her essential job duties.
- The medical documentation must be written/typed on the official letterhead stationery of the health professional or health professional's organization. The documentation must identify the health professional's credentials (e.g., M.D., D.O., R.N.) and practice specialty (e.g., Physical Therapist, Social Worker, Chiropractor), and be signed and dated by the health professional

Interactive Process

Within five (5) workdays of receiving a request for Reasonable Accommodation the City of Crete and its representatives shall engage in a timely, good faith, interactive process to determine effective reasonable accommodations. To ensure that all effective accommodations have been considered, the supervisor and Human Resources must discuss the request with the employee when the specific limitation, problem, or barrier is unclear; where effective accommodation is not obvious; where modifications to the request may be appropriate; where the parties are choosing between different possible reasonable accommodations; or in other situations where the interactive process can further promote resolution of the request for accommodation. The interactive process should take place in person, unless it is impractical to do so. The interactive process with the employee or applicant shall include, but is not limited to:

- Discussing the purpose and the essential functions of the specific position;
- Reviewing how the functional limitations of the disability or pregnancy can be overcome with reasonable accommodation;
- Identifying potential accommodation options;
- Evaluating the effectiveness of each potential accommodation option;
- Documenting all options discussed and reasons for selecting particular option(s);
- Implementing the most appropriate option(s), after consulting with appropriate staff; and
- Keeping the applicant or employee informed until accommodation is provided or denied.

The duty to accommodate is a continuing duty that is not exhausted by one effort. If a previously granted accommodation is not working, the City of Crete is committed to further engagement through the interactive process to identify alternative appropriate accommodations, as discussed above.

Sec. 2.03 DRESS CODE

Clothing on the job must be in good taste, clean, neat, and reflect the requirements of the working conditions. A neat, well-groomed appearance is important to assure professionalism and competence in the workplace. The responsibility for determination of what is appropriate for a department will be made by the Department Head.

First and foremost, common sense and safety must apply. Employees who are required to work in the outside elements should dress appropriately for their own protection. However, the clothing should be clean and well maintained.

If an employee wears a uniform, the uniform should be worn properly and kept well maintained. The uniform identifies them as a City of Crete employee and proper care of the uniform reflects favorably on them and the City. Uniforms should never be worn after hours in public where alcohol is served.

Department Heads and Supervisors are responsible for ensuring that staff meets the dress code as stipulated. Staff wearing inappropriate clothing will be required to leave work and change into appropriate attire without compensation.

Examples of appropriate attire for employees include:

- Suits, sport coats, dress/ casual slacks, business capris, dress shirts, polo shirts, ties, sweaters, Dresses and skirts which are no less than 2” above the knee.
- Ties are not required on a daily basis. Coats or ties should be worn when the employee is meeting with representatives from other companies, dignitaries, or for any other formal dress purpose.
- Footwear should be clean and in good repair. Dress, casual, or cowboy boots are acceptable.
- Hair should be clean and well kept. Facial hair should be neatly trimmed.

Examples of inappropriate attire for employees include:

- Jerseys, shorts, sweat suits, leggings, mini-skirts, halter styled tops or dresses, tube tops, tops with spaghetti straps, exceptionally tight, low-cut or revealing clothing.

Casual Day Wear - The City Administrator may designate a day that employees can dress in casual attire as follows:

- Jeans and capris (denim or other colored) that are clean, not tight or loose, not-faded, stained, torn, ripped, or frayed may be worn with sweaters, jackets, or City of Crete logo attire.
- Holiday/seasonal sweatshirts/shirts or team wear sweatshirts/shirts maybe allowed on certain casual days as approved by the City Administrator.

Exceptions – Fieldwork:

- If approved by the Department Head, employees who are required to work out-of-doors during the summer months are allowed to wear shorts- clean, in good taste (no short-shorts or cut-offs) and appropriate T-shirts (along with their City identification) or T-shirt bearing the City of Crete logo.

- Employees who are required to work out-of-doors during the winter months should wear appropriate footwear, including boots, and/or overshoes.

Sec. 2.04 RESIDENCY

All Department Heads are required to reside within 15 minutes of the city limits of the City of Crete. All Emergency Services employees and Utilities Department employees are required to reside within 30 minutes of the city limits of the City of Crete. Utility employees who are assigned “On Call” status shall reside within 20 minutes of the city limits of the City of Crete. Street Department employees who are assigned “On Call” shall reside within 30 minutes of the city limits of City of Crete.

Employees subject to particular residency requirements shall establish residency within six (6) months after the calendar day of the start of employment in the position subject to the residency requirement. That residence, or another meeting the particular residency requirement, will be maintained during the term of employment. For purposes of these Personnel Rules and Regulations, residency will mean the employee’s normal place of domicile. Failure to comply with the residency requirement shall result in termination.

Sec. 2.05 EMPLOYMENT OF RELATIVES

Public trust, safety, and City morale require that the City maintain a policy that ensures a sense of fairness to the general public as well as internal employees when it comes to the relationships of its employees. In order to promote the efficient operation of the City and to avoid the formation of cliques, claims of sexual harassment, or gender-based discrimination and the blurring of professional and personal responsibilities, the following policy describes the rules for workplace relationships.

Regular status employees who are members of the same immediate family are eligible for City employment provided that they are not in the same supervisory chain of command, nor shall any immediate family member work within any supervisory capacity of another immediate family member on a daily basis. They may, however, be employed in different divisions of the same department or in different departments. In addition to family relationships, and for the same reasons mentioned above, employees involved in romantic, sexual, or dating relationship must also observe the rules mentioned above.

Employees shall notify the City Administrator if they are in violation of this policy. If the City cannot accommodate a transfer request and one of the employees affected does not voluntarily resign to correct the violation, the employee with the least amount of seniority with the City will be asked to resign or be terminated. At the request of the Department Head, the Mayor may, with the consent of a majority of the City Council, make exceptions to this rule if a relationship existed or immediate family members were employed by the City prior to October 1, 2015.

Sec. 2.06 OUTSIDE EMPLOYMENT

Employees may hold other employment outside of City employment with prior approval from their Department Head as long as it does not interfere with the duties of the City job and does not conflict with the interests of the City.

CHAPTER THREE

OPERATIONS

Sec. 3.01 POSITION CLASSIFICATION

The Human Resources Department will be responsible for the maintenance of a classification plan based on an analysis of duties of each position in the City. Written specifications, also known as job descriptions, will be approved by the City Council. Each description will define the class, summarize the duties to be performed, and establish the minimum standards of experience and qualifications required for appointment. Duties described in the job description may not be all-inclusive and do not restrict the assignment of other duties.

Each Department Head is responsible for the assignment of duties, location of work, tools and equipment furnished, work schedule, and working conditions. Department Heads may request a classification review of any position in his/her department at any time.

With the approval of the Department Head an employee may request a classification review of his/her own position at any time, provided the position has not been reviewed within the last 6 months. Such requests will be submitted to the Human Resources Coordinator in writing through the Department Head.

Certified operators will be placed in the Pay Step Plan as follows:

Water Operator Class IV	Steps 2-4
Water Operator Class III	Steps 5-7
Water Operator Class II	Step 8
Wastewater Operator Class I	Steps 2-3
Wastewater Operator Class II	Steps 4-5
Wastewater Operator Class III	Steps 6-7
Wastewater Operator Class IV	Step 8

Wastewater Lead Operator must have a minimum Class III certification. Water Foreman must have a minimum Class II certification.

Sec. 3.02 EMPLOYMENT CATEGORIES

Each employee is employed in a classification that is considered either “exempt” or “non-exempt”. Non-exempt employees are entitled to overtime pay under the Fair Labor Standards Act (FLSA) for hours actually worked over 40 hours in the same workweek. Exempt employees are not entitled to such overtime pay. In addition to these distinctions, each employee will also fall into one of the following employment categories:

TEMPORARY/SEASONAL employees are those who are hired as interim replacements or seasonal help to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration.

Employment beyond any initially stated period does not in any way imply a change in employment status. While temporary employees receive all legally mandated benefits, such as worker's compensation and social security, they are not eligible for any other benefit programs offered by the City of Crete.

REGULAR PART-TIME employees are those that work less than 40 hours per week and are not seasonal/temporary or in their introductory period. Employees that work 30 hours per week or more are eligible for single coverage health insurance benefits. Employees that work less than 30 hours per week will not be eligible to take part in the City's health insurance benefits plan. Benefits for regular part-time employees who work at least 30 hours per week, are prorated based on their scheduled hours of work during the year.

REGULAR FULL-TIME employees are those who are not in a temporary, introductory, or part-time status and who are regularly scheduled to work a full-time schedule with the City. These employees are eligible for the City's benefits program.

Sec. 3.03 VOLUNTEER POLICY

The City of Crete recognizes the valuable role volunteers have as support to City staff. A volunteer is described as someone who voluntarily offers their services without pay or other compensation for a service or undertaking. Volunteers may be motivated by a number of factors, some of which may include:

- Being active
- Helping or meeting others
- Gaining recognition
- Completing an educational or service requirement
- Completing court ordered service

While individuals must apply and be accepted for volunteer service, volunteers are not considered employees of the City of Crete and serve at the discretion of the City Administrator. The City Administrator must also approve all Department requests for volunteer services. This policy is designed to give direction and information to volunteers, City staff, and Department Directors.

VOLUNTEER SERVICE APPLICATION

Volunteer applications include the potential volunteer's name, age, address, past addresses, emergency contact information, references, interests, desired work duties, service dates/times, current employer information, education and training, criminal history check, and a signature certification line.

VOLUNTEER POSITION DESCRIPTION

Volunteer Position Descriptions are very helpful for volunteers and the City staff who will be working closely with them. Position Descriptions help volunteers understand the type of volunteer opportunities available within a Department and if they will enjoy the work duties, and the descriptions help City staff understand what services can be expected from the volunteers. When requesting volunteer services with the City Administrator, Department Directors must include a clear description of the volunteer position and its duties.

VOLUNTEER INTERVIEW

Volunteers should be interviewed to see if they will be a good fit for the City, to discuss the operations of the Department, and to provide realistic expectations of the position's responsibilities and work duties. Efforts will be made to place volunteers in positions based upon their fitness for the position and their motivations for volunteering.

AGE OF VOLUNTEERS AND THE FAIR LABOR STANDARDS ACT

Under the Fair Labor Standards Act, minors ages 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under certain conditions. Work hours for 14 or 15 year-olds are limited to:

- 3 hours or less per school day
- 18 hours or less per school week
- 8 hours or less per non-school day
- 40 hours or less per non-school week
- 7am-7pm Labor Day – May 31st
- 7am-9pm June 1-Labor Day

Minors between the ages of 16 and 18 may work as volunteers but must not perform hazardous work as defined by the Department of Labor. Hazardous work generally includes dangerous work, driving motorized equipment, the use of ladders or scaffolding, or the use of power or motor-activated equipment. Questions on what could be considered hazardous work can be answered by the Human Resources Department. At age 18, the Department of Labor allows workers to engage in hazardous work; however, individuals in Nebraska are still not considered adults until they reach age 19. Therefore, a parent or guardian must approve and co-sign a waiver and release of liability for any volunteers under the age of 19.

Some Departments may have volunteer positions that are suitable for minors below the age of 16 and organized groups of school, scout, church, or similarly affiliated groups may request non-hazardous volunteer projects for their group if adults organize and agree in writing to supervise and hold the City of Crete harmless from all injuries and loss.

VOLUNTEER BACKGROUND CHECK

Volunteer applications will be forwarded to the Human Resources Department, where the applicant will be checked through a formal criminal history check by the third-party background check company One Source. Any applicant seeking to volunteer must sign a One Source Applicant Release Authorization Form. The last two pages of the Authorization Form summarize the applicant's rights under the Fair Credit Reporting Act and provide information about further federal rights.

The Fair Credit Reporting Act (FCRA) sets a national standard that employers must follow in using a third-party background check company. Amendments to the FCRA have increased the disclosure and consent requirements of employers who use those reports. To be covered by the FCRA, the Federal Trade Commission (FTC) requires a report to be prepared by an independent company that is a consumer reporting agency or a business that assembles information on consumers for the purpose of furnishing consumer reports to third parties. All volunteers should receive the information about their federal rights under the FCRA.

WAIVER AND RELEASE OF LIABILITY

A Waiver and Release of Liability Form must be signed by every volunteer. If the volunteer is under the age of 19, a parent or guardian must also approve and sign the Waiver.

VOLUNTEER TRAINING AND ORIENTATION

Volunteers are to receive training and general orientation regarding their duties on their first day of work. The orientation should include a detailed explanation of the expected duties of their position, an introduction to the City staff they will be working with and their immediate supervisor, and information on any policies or procedures specific to their Department. Volunteers shall be accompanied by a City staff member at all times while conducting their duties.

VOLUNTEER CONDUCT

Volunteers, when acting in their volunteer capacity, become representatives of the City of Crete and should conduct themselves in a respectful, professional manner. Volunteers must not smoke, drink alcohol, use vulgar language, or engage in any unlawful activities. At times, volunteers could be subject to confidential information, and a failure to maintain confidentiality will result in immediate dismissal. Volunteers are subject to the same policies and procedures as City staff where applicable.

Volunteers are not authorized to drive City of Crete licensed motor vehicles.

VOLUNTEER DRESS CODE

Volunteers are expected to have a clean and professional appearance, with clothing appearing clean and modest. Volunteers will be issued a badge identifying them as such and must wear it at all times while fulfilling their duties.

VOLUNTEER SAFETY

Volunteer safety is extremely important, and volunteers must comply with all federal, state, and local safety laws and regulations and any specific Department standards. Any volunteers injured while performing their duties must immediately advise their supervisor and are **not** eligible for worker compensation benefits.

EXISTING EMPLOYEES AS VOLUNTEERS

City of Crete employees may want to volunteer their services to another City Department. Pursuant to the Fair Labor Standards Act's regulations (29 CFR 553.100-106), current City employees may volunteer as long as the volunteer services are not "the same type of services for which the individual is employed to perform" for the City. Questions regarding these regulations can be answered by the Human Resources Department.

Sec. 3.04 INTRODUCTORY PERIOD

All employees, other than temporary/seasonal, shall normally serve an introductory period as determined by the department that shall not be less than six months. The introductory period is an essential part of the employment selection process. It gives the City and the employee the opportunity to make sure the job is a good fit. An employee's performance that does not meet minimum required standards may be terminated without recourse within the introductory period.

When it is determined that the services of the employee have not been acceptable, the Department Head shall notify the employee in writing of the date that the termination will be in effect. A performance report, together with a copy of the termination shall be forwarded to the Human Resources Department and City Administrator for approval.

A newly hired employee will accrue vacation during the introductory period, but it will not be considered "earned" until the introductory period is successfully completed. An employee that leaves the City's employ during the introductory period will be compensated for the accrued vacation. This does not apply to promotional or assignment change introductory periods.

A performance evaluation and change of status form that requests the employee be removed from the introductory status will signify successful completion of the introductory period. The Department Head may extend the introductory period upon written notification to the employee and the Human Resources Coordinator.

While serving the introductory period, an employee may be appointed or promoted to a position in a different class. When this occurs, the employee will begin a new introductory period for the position to which he/she has been appointed or promoted to. The same is true for employees that request reassignment into a different position.

An employee may also serve additional introductory periods in the case of a promotion. When promoted, an employee will serve an introductory period that resembles that required for the original appointment.

Sec. 3.05 REGULAR STATUS

Once an employee successfully completes his/her introductory period, the employee is then appointed to regular status.

Regular status employees be eligible to use accrued vacation at the rate established by these rules.

Sec. 3.06 HOURS OF WORK

The 40-hour workweek shall be the standard workweek unless otherwise provided. All employees may be required to work over 40 hours per week. Employees in non-exempt classifications shall be compensated at a rate of time and one half of their regular rate of pay for all hours actually worked over 40 in the work week.

For purposes of calculating overtime, the work week starts at 12:00 a.m. on Monday and ends at 11:59 pm on the following Sunday. Hours worked shall include actual hours worked. Any payment for time not actually worked (leave time) shall not count towards the calculation of overtime. Holidays shall count toward the calculation of overtime. Overtime shall not be paid more than once for the same hours worked.

Department Heads may establish work periods and hours of work, which differ from the standard to meet special department needs or workloads with the approval of the City Administrator.

Adjustments may be made to an employee's hours in an effort to maintain the hours worked by an employee at or below forty (40) hours in a week.

Overtime shall be paid out in the next regular pay period unless the employee designates on the time sheet that the overtime worked is to be banked as compensatory time. An employee may accrue no more than 120 hours of compensatory time.

Exempt employees are not eligible for overtime for hours worked in excess of 40 during the workweek.

LUNCH PERIODS: Lunch periods may be established in one-hour increments. In the event that the employee is required to work through the lunch period or have lunch at their desk, the time will be added to the hours worked for the day.

REST PERIODS: Rest periods, more commonly referred to as "breaks" may be taken in 15-minute increments during each one-half workday when possible. No more than one break per half workday is permitted. Employees are encouraged to take breaks when the workload allows, but may not save up break time to use in larger increments than 15 minutes or to leave work early. Break time is to be used in the spirit in which is intended for and abuse of rest periods may be cause for disciplinary action.

PAY SCHEDULES: The City Clerk's Office will maintain pay schedules for approved classifications as prescribed by City Ordinance. The City may revise the pay schedule when changes in classes, availability of labor supply, prevailing rates of pay/comparability, or economic conditions so dictate. The new pay schedules will become effective upon the effective date of the ordinance that has been approved by the Mayor and City Council.

All new employees will normally be hired at Step 1 of the pay grade of their position. However, due to extenuating circumstances, an employee may be hired at a higher step with the written approval of the City Administrator. Employees will remain in each step for at least 1 year with their performance to be evaluated on the anniversary of the change of status. After a successful introductory period, an employee may advance more than 1 step.

Prior to advancing in a step or grade, employees will be evaluated on their performance at least annually. An employee must receive satisfactory performance ratings in order to receive an increase in pay, other than a salary table adjustment. Such adjustments in pay shall be effective on the first day of a pay period falling on or immediately after the employee is eligible for the pay increase. During employment with the City of Crete, an employee receiving the highest possible rating in all categories of the evaluation may be considered for more than a one-step increase when recommended by the Department Head and approved by the City Administrator. This type of increase shall only happen one time during the employee's tenure with the City of Crete.

PROMOTIONS: An employee who is promoted will be placed in the lowest step of his/her new pay grade that will permit an increase of at least 3%. After successfully completing the six-month introductory period in his/her new position, he/she may be reviewed by their Department Head for a step increase at this time.

PAY PERIODS: All employees will be paid biweekly. The pay period may be larger or smaller than two weeks. The Finance Director, with the Mayor's approval, may, because of unforeseen incidents, change the day on which paychecks will be issued. If a holiday falls in the payroll processing week, the direct deposits may be delayed by one day. Direct deposit is required for all City employees.

SAFE HARBOR: The City uses a payroll cycle that runs bi-weekly (every two weeks). Any employee that identifies a mistake in his/her paycheck should contact his/her supervisor and/or the Business Office so that it may be corrected. The City makes every effort to correctly process its payroll and prohibits improper deductions. Any such errors will be corrected as they are identified.

CALL BACK PAY: An employee that is called into work from his/her home will be eligible to receive compensation at the rate of time-and-one-half for the actual hours they are engaging in work.

ON CALL DUTY: Designated employees will be required to be accessible and available for emergency call-out duty outside of regular working hours. This applies to the Street, Electric, Water, and Wastewater Departments.

This duty will extend for a one-week period of time, and will normally be rotated among qualified employees in the department. During this one-week period the employee must be located at all times within twenty (20) minutes of response. This will apply to Electric and Water Departments.

An employee will be compensated for "on call" duty for seven days of consecutive duty, beginning 8:00 a.m. on Monday and continuing to 7:59 a.m. the following Monday. From Memorial Day until Labor Day the time period is from 7:00 a.m. on Monday and continuing to 6:59 a.m. the following Monday.

The rate of compensation shall be four (4) hours pay at the Employee's regular rate of pay or four hours added to the Employee's comp time bank. The employee shall notify the Department Head of the method of compensation before the "on call" duty begins.

When the "on call" duty falls on an observed official City holiday, the rate of compensation shall be eight (8) hours pay at the Employee's regular rate of pay or eight hours added to the Employee's comp time bank. The employee shall notify the Department Head of the method of compensation before the "on call" duty begins. Only one employee, per department, will receive credit for "on call" duty over the holiday and/or the day off granted "in lieu" of a holiday falling on a Saturday or Sunday.

Employees temporarily assigned duties out of standard working hours, requiring their attendance during the hours that would normally be "on call" for the work attendance, will be compensated at actual time required, to be set by the Department Head. An employee assigned "on call" who is called out for unscheduled emergency work outside regular working hours, not a holiday, shall be compensated by a minimum of two hours at one and one-half the standard rate of pay.

Additional hours of work shall be compensated in pay or compensatory time off in increments of one-half hour actually worked, at a rate of one and one-half times the standard rate of pay unless callout falls within two hours of a previous call - then contiguous.

Sec. 3.07 TIMEKEEPING

The following procedures and guidelines have been created to ensure accurate record keeping within the City of Crete. The Fair Labor Standards Act (FLSA) and Nebraska state law require the City to keep accurate time records for employees.

ELECTRONIC TIMEKEEPING SYSTEM

All employees are required to use the electronic timekeeping system to record hours worked or days present, to track paid leave used, and to request vacation, sick, comp, or other types of leave. All employees and supervisors are required to take training on the electronic timekeeping system and to be familiar with the City's policies on timekeeping and attendance. Employees are responsible for verifying the accuracy of the hours worked on their time and attendance report for the applicable pay period, and each supervisor is responsible for making sure accurate data is logged in the electronic timekeeping system and submitted to Human Resources. Any discrepancies between hours worked or leave taken should be reported to the employee's supervisor or Human Resources immediately.

CLOCKING IN AND OUT

All hourly employees are required to clock in at the start of their workday, clock in/out for lunch breaks, and clock out at the end of their workday. Employees are expected to clock in and out at their worksite and at their regularly scheduled times. Under certain conditions when an employee cannot clock in and out at their worksite (*i.e.*, for off-site training), the employee must report their time to their supervisor for manual entry. If an employee forgets to clock in or out, they must provide notice to their supervisor immediately.

Employees who repeatedly clock in/out early or late without supervisor approval will be subject to disciplinary action, up to and including termination. All overtime must be approved in advance by supervisors.

PROHIBITED ACTIONS

The following actions are prohibited and will be subject to disciplinary action. See the Section on Discipline and Appeal Procedure for more details on disciplinary actions.

- Employees using another employee's user ID/password to clock in or out for another employee.
- Clocking in or out, outside of work station/facility
- Any attempt to tamper with timekeeping software.
- Any time spent working while not clocked in.

UNREPORTED HOURS

All hours worked must be reported using the electronic timekeeping system. Employees must clock in before performing any work and are not permitted to clock out until all work has stopped. Any time spent working while not clocked in is strictly prohibited. Employees that under report or fail to report hours worked will be subject to disciplinary action, up to and including termination. Examples of working off the clock may include:

- Forgetting to clock in or out
- Voluntarily continuing to work at the end of regular working hours
- Taking work home to complete on the weekend or in the evening
- Checking/reading/reviewing work-related emails or listening to work-related voicemail messages while away from the office or workplace
- Answering phones, emails, or attending to customers while clocked out for a lunch break

Once clocked in, employees are responsible for working on appropriate City-related tasks, and when the workday is complete, employees are responsible for clocking out. With the exception of breaks, employees conducting personal business or simply not working while clocked in may be considered "riding the clock" and may be subject to disciplinary action, up to and including termination.

END OF PAY PERIOD

Supervisors are required to submit time cards to Human Resources through the electronic timekeeping system by 10:00 AM on the day immediately following the last day of the pay period, unless a holiday falls on Monday, then the deadline will be Tuesday by 10:00 AM. Employees' time cards that are not submitted by 12:00 PM on the day immediately following the last day of the pay period as noted above, will not be processed until the next pay period. Exceptions and changes must be fixed prior to approving the time card to Human Resources or they will not be made. It is highly recommended that supervisors check their employees' leave requests and time entries weekly, if not daily, to avoid errors at the end of a pay period.

Sec. 3.08 SEXUAL AND OTHER UNLAWFUL HARASSMENT

The City of Crete is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, mental or physical disability, marital status, genetic information, or any other legally protected characteristic will not be tolerated. Everyone is to be treated equally with dignity and respect.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This form of employee misconduct undermines the integrity of the workplace and will not be tolerated. The following is a partial list of examples of sexual harassment:

- Unwelcome sexual advances – physical or verbal.
- Offering employment benefits in exchange for sexual favors.
- The use of derogatory comments, epithets, slurs, or jokes.

If an employee experiences or witnesses sexual or other unlawful harassment in the workplace, it must be reported immediately to his/her supervisor and the Human Resources Coordinator. All allegations of sexual harassment will be quickly and discreetly investigated. Any supervisor or Department Head who becomes aware of possible sexual or other unlawful harassment is to report it immediately to the Human Resources Coordinator. If the Human Resources Coordinator is not available, report to the City Attorney.

An employee shall not suffer retaliation for coming forward with a complaint of harassment. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination. Retaliation against someone that makes a complaint of harassment is strictly forbidden. An employee that feels that they have been retaliated against for coming forward with a complaint should make their supervisor and the Human Resources office aware of it immediately. Should the Human Resources Coordinator be unable to handle the complaint, it should be forwarded to the Legal Department.

Sec. 3.09 TOBACCO USAGE

Tobacco use is prohibited by all persons in any city facility or vehicle. This policy does not prohibit tobacco use in designated outdoor areas.

A. Definitions:

- City facility shall mean any indoor office, work area, or location used by the general public or serving as a place of work for City employees that is owned, leased, or rented and under the day-to-day control of the City of Crete.
- Tobacco use shall mean carrying a lighted cigar, cigarette, pipe, or any other tobacco substance, including chewing tobacco, snuff, and e-cigarettes.
- Vehicle shall mean any self-propelled conveyance designed for use upon City streets that is owned, leased, or rented by the City of Crete.

B. Enforcement:

Department Heads shall ensure that the supervisor in charge of such City facility or vehicle shall make reasonable efforts to prevent tobacco use in the City facility or vehicle by:

- Posting appropriate signs.
- Asking tobacco users to refrain from using tobacco in the tobacco-free area, citing Nebraska Clean Indoor Air Act and this City policy.
- Taking any other appropriate means, including disciplinary action for City employees pursuant to appropriate union contract or Personnel Rules and Regulations.

C. Complaints:

Persons observing a violation of this policy are responsible to bring it to attention of their supervisor.

Sec. 3.10 DRUG-FREE WORKPLACE

The City of Crete is committed to providing a safe work environment. The City prohibits the distribution, manufacture, possession, sale, use, transfer, transport, or purchase of illegal drugs, or being under the influence of alcohol or drugs at the workplace, on City premises, or in City vehicles. Any violation of this policy is subject to discipline up to and including termination, for the first offense. An exception may be made for Police Officers if transporting and/or storing of evidence.

The substances that are prohibited include but are not limited to the following:

- Alcohol
- Cannabinoids (marijuana, hashish)
- Depressants (tranquilizers)
- Hallucinogens (PCP, LSD, “designer drugs”, etc.)
- Narcotics (heroin, morphine, etc.)
- Stimulants (cocaine, methamphetamines, etc.)

Any employee convicted of violating a criminal drug/alcohol statute must inform the City of such a conviction (including pleas of guilty and no contest) within five days of the conviction occurring. Failure to inform the City will subject the employee to disciplinary action, up to and including termination for the first offense. By law, the City will notify the federal grant agency or contracting officer within 10 days of receiving such notice from an employee or otherwise receiving notice of such conviction.

The City reserves the right to offer employees convicted of violating a criminal drug/alcohol statute, the opportunity to participate in a rehabilitation or drug/alcohol abuse assistance program, at the employee’s expense, as a form of discipline. If such an opportunity is offered and accepted, the employee must successfully complete the program before returning to their position as a condition of employment.

The City may test all applicants who have been offered a position with the City prior to starting their new job. Job placement is contingent on the results of the drug/alcohol testing. The City may test all new hires for the following substances:

- Amphetamine/Methamphetamine
- Cannabinoids
- Cocaine metabolites
- Opiates
- PCP

The City reserves the right to test any employee that it has reasonable cause to believe is under the influence of alcohol or drugs while in the workplace.

Any employee that is involved in a worker's compensation claim involving an injury or an accident involving an injury requiring medical attention shall be required to submit to a drug/alcohol test for cause. Additionally, if an employee is operating a city vehicle/equipment and is involved in a reportable accident, pursuant to City Policy, while in the operation of said vehicle, there shall be drug/alcohol testing for cause. Any employee involved in any such injury or accident shall immediately notify his or her supervisor and the Human Resources Department so that immediate arrangements can be made for drug/alcohol testing to be promptly carried out.

The City shall also maintain a testing program as is required by the U.S. Department of Transportation (DOT). This program will apply to employees in job classifications that require a Commercial Driver's License (CDL). Employees in this classification will receive additional information in the orientation process from the Human Resources Department.

The City of Crete Drug and Alcohol testing procedures used will follow the City of Crete Drug and Alcohol Testing Procedures Manual as approved and/or amended by the Governing Body.

Sec. 3.11 CORRECTIVE AND DISCIPLINARY ACTIONS

A. Employees are expected to act in a mature and professional manner while performing services for the City of Crete. Below is a non-exclusive partial list of unacceptable behaviors that may result in disciplinary action.

- Failure to observe safety rules and regulations.
- Failure to report to work at the appointed time or place, or for departing prior to the designated time, including abuse of rest periods.
- Solicitation, distribution, or display of non-work-related materials while on City time.
- Operating a personal business while on City time.
- Intimidation or coercion.
- Overuse ("waste") of City equipment, tools, or material beyond what is required to complete a task.
- Using abusive language or making false or malicious statements concerning any employee, the City, or its services.
- Unnecessary physical games (i.e., "horseplay," "roughhousing," etc.), loitering or sleeping on the job.
- Unauthorized posting, removing, or altering of bulletin board notices.
- Violation of City, Department, or Division written or verbal policies or procedures.
- Unauthorized use or release of confidential, sensitive or privileged information.
- Intentional unavailability for or refusal to work over-time or respond to emergency call-out.
- Abuse of medical leave or other paid leave.
- Conduct that negatively impacts the professional appearance/reputation of the City.

B. An employee may be terminated, even for a first offense, for the following violations. This list is representative of dischargeable behaviors but is not all-inclusive.

- Insubordination.
- Theft of public or private property.
- Misappropriation of public property.

- Harassment.
- Consumption or possession of alcohol or non-prescribed drugs on City time or property.
- Being under the influence of alcohol or non-prescribed drugs while in the workplace.
- Gambling on City time or property.
- Fighting on City time or property unless such is lawful and/or objectively reasonable as part of the employee's official duties or in response to an attack.
- Conviction of a felony.
- Abusive, offensive, or obscene language or conduct towards the public, City officials, or employees unless such act is lawful and/or objectively reasonable as part of the employee's official duties.
- Demeaning or, disruptive conduct in the workplace.
- Intentional or negligent damage or destruction of private or public property.
- Fraud, falsification, or deceit in the conduct of City business unless such act is lawful and/or objectively reasonable as part of the employee's official duties.
- Incompetence or unsatisfactory performance.
- Unauthorized possession or use of firearms or hazardous materials on City time or property.
- Work disruption or stoppage, strike, or other forms of job action or withholding of services.
- Act or threat of physical violence directed towards City officials or employees unless such act is lawful and/or objectively reasonable as part of the employee's official duties.
- Soliciting or accepting bribes in the conduct of City business.
- Conduct tending to discredit or impair the duties and the responsibilities of the employee's position.
- Violation of the "Employment of Relatives" Policy.
- Failure to maintain licensure required to perform job duties.

C. Any employee cited, arrested or convicted of any offense other than a minor traffic violation must report the incident to his/her supervisor within 24 hours (excluding weekends/holidays). Failure to report such matters can result in discipline, up to and including termination.

Sec. 3.12 DISCIPLINE AND APPEAL PROCEDURE

A. General Statement

It is the policy of the City of Crete to provide a system of progressive discipline, which affords an opportunity for the resolution of unsatisfactory employee performance or conduct. Except in the case of a verbal or written reprimand, such system shall include an appeal procedure to assure the equitable and consistent application of discipline. Discipline may begin with the least severe, appropriate disciplinary action and progress, if necessary, to more severe actions. The severity of the incident may warrant any level of initial disciplinary action as appropriate for the offense.

B. Progressive Discipline

Progressive discipline is the successive application of increasingly severe disciplinary actions. These actions, in order of severity, are verbal reprimand, letter of counseling, written reprimand, probationary status, suspension, and termination.

C. Verbal Reprimand

A verbal reprimand may be imposed by the employee's immediate supervisor for minor violations or incidents. The reprimand must inform the employee of the violation or incident, the required corrective action, and the consequences of a reoccurrence of the violation or incident.

D. Letter of Counseling

A letter of counseling may be used to notify the employee that performance with regard to an issue continues to be unacceptable and must be improved immediately. The letter shall include the following:

- outline of the unacceptable performance and/or conduct;
- reference to discussion and actions taken to date regarding the unacceptable performance and/or conduct;
- specific directives for correcting the unacceptable performance and/or conduct and include timetables and dates;
- reference to additional disciplinary actions if performance and/or conduct is not improved; and,
- is to be signed by the employee, immediate supervisor and copied to Department Head. The Letter of Counseling shall be maintained in the employee's personnel file.

E. Written Reprimand

A written reprimand may be imposed by a Department Head, the City Administrator, or the Mayor. A written reprimand is warranted for repeated minor violations or incidents, or for a violation/incident of a more serious nature. The written reprimand shall include the following:

- Must inform the employee of the violation or incident(s);
- The required corrective action to be taken;
- The consequences of a reoccurrence of the violation or incident(s); and,
- Copies of the written reprimand shall be delivered to the employee.

The employee shall sign an acknowledgement of receipt. A copy is to be provided to the Human Resources Department and maintained in the employee's personnel file.

F. Probationary Status

An employee can be put into a probationary status by the Department Head, with the Mayor's approval, for conduct that is deemed unacceptable. During the probationary period the employee's performance and compliance with City rules and standards will be closely supervised.

During the period of probation, the employee shall be subject to immediate suspension or termination, if, the employee's performance is unsatisfactory or the employee has failed to comply with City rules and standards.

G. Suspension

A suspension is a period of time where the employee is removed from the workplace without pay. Suspension is normally imposed for a disciplinary or dischargeable offense or for an employee's failure to take corrective action in response to a written reprimand. A suspension may be imposed as initial discipline for a violation or incident of a serious nature. During the period of suspension, the employee shall not accrue any vacation, holiday, or sick leave benefits. A suspension may be imposed by the Department Head, the City Administrator, or the Mayor.

All suspensions shall comply with Fair Labor Standards Act (FLSA).

Prior to imposition of suspension as a disciplinary action, a written notice of suspension shall be prepared and signed by the Department Head, the City Administrator, or the Mayor. The notice of suspension must inform the employee of the following:

- A statement of the violation(s) or incident(s)
- A brief explanation of the evidence underlying the violation(s) or incident(s)
- The discipline to be imposed
- Any required corrective action by the employee
- The consequences of a reoccurrence of the violations(s) or incident(s)
- The employee's right to request an appeal hearing before the Mayor

A copy of the notice of suspension shall be delivered to the employee, either personally or by delivery to the employee's last known place of residence at least seventy-two (72) hours, excluding Saturday, Sunday, and Holidays, prior to imposition of the disciplinary action. At the discretion of the person issuing the notice of suspension, the employee may be suspended without pay immediately upon delivery of the notice pending implementation of the disciplinary action. A copy of the notice of suspension shall be delivered to the Human Resources Department for placement in the employee's personnel file.

A suspension may be appealed pursuant to the procedure set out hereafter.

H. Termination

A Termination may be imposed by the Department Head with the Mayor's approval for an employee's failure to correct his/her workplace conduct in response to a suspension. A Termination may also be imposed as initial discipline for a violation or incident of a serious nature.

Prior to imposition of termination as a disciplinary action, a written notice of termination shall be prepared and signed by the Department Head, the City Administrator, or the Mayor. The notice of termination must inform the employee of the following:

- A statement of the violation(s) or incident(s)
- A brief explanation of the evidence underlying the violation(s) or incident(s)
- A statement that termination is to be imposed
- The employee's right to request an appeal hearing before the City Council Personnel Committee.

A copy of the notice of termination shall be delivered to the employee, either personally or by delivery to the employee's last known place of residence, prior to imposition of the disciplinary action. The employee shall be terminated without pay immediately upon delivery of the notice of termination pending implementation of the disciplinary action or a final determination by the Mayor on the proposed disciplinary action following an appeal hearing. A copy of the notice of termination must be delivered to the Human Resources Department for placement in the employee's personal file.

A proposed termination may be appealed pursuant to the procedures set out hereafter.

I. Appeal Procedure

A regular status, non-introductory employee, may appeal a suspension or termination in accordance with the following procedure:

1. Following delivery of a notice of suspension or notice of termination, the employee shall have seventy-two (72) hours, excluding Saturday, Sunday, and Holidays, to request an appeal hearing before the City Council Personnel Committee. Such request shall be in writing and delivered to the office of the Mayor (or City Clerk in the case that the Mayor issued the notice of suspension or notice of termination) at City Hall.
2. Upon receipt of a request for an appeal hearing, the City Council Personnel Committee shall within five (5) working days cause to be set a time and place for the appeal hearing and written notification thereof shall be provided to the employee, the Human Resources Coordinator, and City Attorney. The appeal hearing shall be held within fifteen (15) working days after receipt of the request for hearing. The appeal hearing shall be conducted informally and recorded electronically.
3. At the hearing, the City Attorney, Department Head, and/or City Administrator shall present oral or written statements, reports, and documents supporting the disciplinary action.
4. The employee, the employee's representative or attorney, or other person on the employee's behalf, may present oral or written statements, reports and documents in response to the proposed disciplinary action.
5. Each side shall be limited to one (1) hour or less for making their respective presentations. The Mayor upon good cause shown may extend the time for presentation.
6. Upon conclusion of the appeal hearing, the Mayor (or City Council in the case that the Mayor issued the notice of suspension or notice of termination) shall make a determination in writing to dismiss, modify, or impose the proposed disciplinary action. The proceedings before the Mayor (or City Council in the case that the Mayor issued the notice of suspension or notice of termination) at the appeal hearing shall constitute the sole basis on which the Mayor's (or City Council in the case that the Mayor issued the notice of suspension or notice of termination) determination shall be based. Modification may include any lesser disciplinary action than that which was proposed, including written reprimand, reduction in pay, or change in the terms of suspension and may provide for a period of probation, counseling, treatment, or other corrective actions on the part of the employee.

A copy of the Mayor's (or City Council in the case that the Mayor issued the notice of suspension or notice of termination) written determination shall be delivered to the employee, either personally or by delivery to the employee's last known place of residence.

A copy of the Mayor's (or City Council in the case that the Mayor issued the notice of suspension or notice of termination) written determination shall also be delivered to the City Administrator, City Attorney, and the Human Resources Coordinator. The Human Resources Department shall place a copy of the Mayor's written determination in the employee's personnel file.

Should the employee be dissatisfied with the Mayor's (or City Council in the case that the Mayor issued the notice of suspension or notice of termination) determination, the employee may appeal to the District Court of Saline County, Nebraska, in accordance with the procedures provided by the statutes of the State of Nebraska. The filing of a petition in error by the employee or the service of summons upon the City shall not stay enforcement of a disciplinary action. The City may stay the action voluntarily, or the City may comply with such stay as is ordered by the District Court.

Sec. 3.13 EMPLOYEE GRIEVANCES

If you think that unfair, unnecessary corrective, discriminatory, sexual harassment or other illegal action has been taken against you, you have a right to file a grievance against the action. The following will be the grievance procedure for employees of the City of Crete, except those that are members of a recognized bargaining unit. Members of bargaining units shall use the grievance procedures provided in their respective labor agreements.

Each person may present a grievance to their immediate supervisor. Written notification of this grievance will be forwarded to the Human Resources Coordinator, Department Head, and City Administrator.

- If the grievance is against the immediate supervisor, then the grievance shall be presented to the Department Head. In the event the grievance is against the Department Head, then the grievance shall be presented to the City Administrator. In the event the grievance is against the City Administrator, then the grievance shall be presented to the Mayor. In the event the grievance is against the Mayor, then the grievance shall be presented to the City Council President.
- All grievances shall be responded to in writing within 5 working days or, if present to the City Council, within 5 working days after the next regularly scheduled Council meeting that complies with the notice requirements for Council action.

If the person is not satisfied with the decision of their immediate supervisor, they may present the grievance to the Department Head who will notify the Human Resources Coordinator and City Administrator. The Department Head will respond in writing within 5 working days.

In the event that the person is not satisfied with the decision of the Department Head, they may notify the Human Resources Coordinator in writing within 5 working days. The Human Resources Coordinator will notify the City Administrator who will investigate the grievance and forward the results to the grievant and the Mayor. The Mayor (the City Council if the Mayor is the subject of the grievance) may conduct a review of the record and notify the grievant of the Mayor's decision (the City Council if the Mayor is the subject of the grievance).

The following are the prerogative of management and are not subject to the grievance process. Except where limited by provisions elsewhere in these rules, nothing in the rules shall be construed to restrict, limit, or impair the rights, powers, and the authority of the City as granted to it under the laws of the State of Nebraska and City ordinances. These rights, powers, and authority include but are not limited to the following:

- Discipline or termination for just cause arising under the City Personnel Rules.
- Providing lawful direction to employees.
- Hire, assign, or transfer employees.
- Determine the mission of the City.
- Determine the methods, means, and/or number of personnel needed to carry out the City's mission.
- Introduce new or improved methods or facilities.
- Change existing methods or facilities.
- Relieve employees because of lack of work.
- Contract out for goods or services.
- The right to classify jobs and allocate individual employees to appropriate classifications based upon duty assignments.

Sec. 3.14 RESIGNATIONS, RETIREMENTS, AND LAYOFFS

RESIGNATIONS: To resign in good standing, an employee must give the Department Head written notice at least 14 calendar days prior to termination, unless the Department Head agrees to permit a shorter period.

SEPARATION: An employee that does not report for work without supervisor approval or a doctor's report for three (3) consecutive days will be considered separated from the City.

RETIREMENT: An employee may retire from the City of Crete pursuant to the Pension Plan Documents as adopted and revised from time to time by the City Council of the City of Crete, in accordance with State Statute and IRS regulations.

REDUCTION IN FORCE: Whenever it is determined to be in the best interest of the City to reduce its workforce, the Department Head of the affected department, City Administrator, or the Mayor will recommend the implementation of the reduction.

Factors that will be taken into consideration shall include, but are not limited to:

- The employment policies and staffing needs of the department, together with contracts, ordinances, and statutes related thereto and budgetary considerations;
- Required federal, state, or local certifications or licenses;
- Seniority;
- The performance appraisal of the employees affected, including any recent or pending disciplinary actions;
- The knowledge, skills and abilities of the employee;
- The multiple job skills recently or currently being performed by the employee.

Upon the receipt of the recommendation, a determination will be made as to the classifications to be affected by a reduction in force and the number of employees to be laid off. A determination as to whether any employees within a job classification should be exempted from consideration due to the existence of a required federal, state, or local certification, or license will also be made at this time.

RECALL: Employees laid off under this reduction in force policy shall be eligible for recall for the same position for a period of 2 years after layoff. If, within 2 years after layoff, a position is opened within the reduced job classification for the department, the employee shall be recalled in the reverse order of layoff. The Employee shall have their sick leave accrual balance reinstated at the amount accrued at the time of lay off. After 2 years, the employee will have no preference for rehire.

CONSIDERATION GIVEN FOR RELEASE OF ALL CLAIMS AGAINST THE CITY:

Employees with 1 to 4 years of continuous employment with the City whose employment is terminated by a reduction in force will be entitled to consideration equal to 4 week's pay. Employees with 5 or more years of service will receive 4 weeks' pay plus 1 week for each additional year of service with a maximum payout of 12 weeks.

Employees who retire or are terminated through disciplinary action will not receive this consideration. The Mayor may grant consideration in resignation cases when deemed appropriate. The Mayor may grant consideration greater than 4 week's pay upon a determination that such action is in the best interest of the City.

FURLOUGH: When it is determined necessary to reduce payroll expenses, employees may be required to participate in furloughs or a reduction in hours worked. The employee's health insurance and other benefits will not be affected as long as the furlough is temporary in nature and does not result in the employee's hours dropping below thirty-five hours per week average on an annual basis.

Sec. 3.15 USE OF CITY PROPERTY AND EQUIPMENT

Property and equipment that is provided by the City to carry out the duties of day-to-day business is to be used in the way that it is intended. Personal use of City property and equipment including computers and City issued personal devices is prohibited. Personal use of City Internet service is prohibited. Equipment that is available for the public to rent may be rented by employees in the same manner.

Employees shall be responsible for proper operation, care, and conservation of city vehicles, equipment, tools and supplies. The following guidelines are provided regarding use of these resources:

- City vehicles, equipment and supplies shall not be used for unauthorized purposes.
- Employees shall promptly report accidents, breakdowns or malfunctions of any unit in order that necessary repairs may be made.

- When safety devices are installed on vehicles and equipment, such devices shall be maintained in good working order and shall be used by all occupants of vehicles or equipment.
- If available, seatbelts shall be worn by all occupants of city vehicles when such vehicles are in operation.
- City employees shall not use city equipment or vehicles to transport unauthorized persons except where such transportation is necessary in the provision of emergency services. Authorized passengers will have a definable business need to be in the vehicle.
- No employee will operate any City vehicle or equipment while under the influence of alcohol or drugs. No illegal drugs or open containers of alcohol are permitted in any city vehicle, except when such materials are transported as evidence by Police Department personnel. Decisions regarding the ability of an employee to operate equipment or vehicles while taking physician prescribed medications shall be made on a case-by-case basis by the Department Head, and shall be based upon physician recommendation. No employee shall be permitted to operate city vehicles or equipment while under the influence of non-prescription medications unless such operation can be accomplished safely. Decisions regarding non-prescription medications shall be made on a case-by-case basis by the Department Head.
- City vehicles may be driven to and from work with Mayor and Council approval of policy and usage agreements in each case. IRS compensation guidelines will apply in each case.
- With the permission of the Chief of Police, police officers residing within the City Limits may take patrol vehicles home to permit an immediate response during the current or subsequent shift. This permission does not, however, imply off-duty officers are on-call.

Sec. 3.16 CITY GOVERNMENT COMPUTER NETWORK

A. Overview

The intentions for publishing a security awareness and acceptable use policy are not to impose restrictions that are contrary to the established culture of openness, trust and integrity. The City of Crete is committed to protecting all employees, partners, and the City of Crete from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer/City issued personal electronic device(s), software, operating systems, storage media, network accounts providing electronic mail, www browsing, and File Transport Protocol, are the property of the City of Crete. These systems are to be used for business purposes in serving the interests of the City of Crete, and of our clients and customers in the course of normal operations. All internet/intranet activities are continually recorded and logged. All logs are the property of the City of Crete.

Effective security is a team effort involving the participation and support of every City of Crete employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer/City issued personal electronic device user to know these guidelines, and to conduct their activities accordingly.

B. Purpose

The purpose of this policy is to outline the acceptable use of computer/City issued personal electronic device equipment of the City of Crete. These rules are in place to protect the employees and the City of Crete. Inappropriate use exposes the City of Crete to risks including virus attacks, compromise of network systems and services, and legal issues.

C. Scope

This policy applies to employees, contractors, consultants, temporary employees, and all other workers at the City of Crete, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the City of Crete

D. General Use and Ownership

While network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the government systems remains the property of the City of Crete. Because of the need to protect the network, management cannot guarantee the confidentiality of employee's personal information stored on any network device belonging to the City of Crete.

An e-mail system and Internet access are provided to City employees for the purpose of conducting official City business. These may not be used for prohibited purposes, such as conducting private business, or political campaigning, pornography, or any illegal uses. Computer/City issued personal electronic device use on government systems may be audited.

Computer/City issued personal electronic devices owned by City government or purchased with public funds should not have any recreational games installed. This includes the games supplied as part of the operating system of "free" additional programs. The Information Technology Department will be notified before any new program is knowingly installed on any computer/City issued personal electronic device that is connected directly or through wireless to the City Government Network before the program is installed.

For security and network maintenance purposes, authorized individuals within the City of Crete may monitor equipment, systems and network traffic at any time. The City of Crete reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

All systems and infrastructure located and used on City of Crete property and/or are connected to City of Crete network infrastructure are governed by the policies and procedures set forth and approved by the City Council, except for the Library Public Access system which is governed by separate Library Board Policy.

E. Security and Proprietary Information

The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential.

Examples of confidential information include, but are not limited to: customer credit card information, employee information, customer receivable lists, vendor information and research data, except for the Library Public Access system which is governed by separate Library Board Policy. Confidential information is established by Federal, State, or local law, or approved policy. Employees should take all necessary steps to prevent unauthorized access to confidential information.

Employees dealing with customer credit cards will not retain, email, or write down customer credit card information in any fashion.

Employees shall keep passwords secure and shall not share accounts. Authorized users are responsible for the security of their passwords and accounts. It is highly recommended when practical, that user passwords be changed every 90 days. Users desiring to change their password should contact IT before attempting to do so.

All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less where appropriate. Employees should secure their workstations by logging off or locking (control-alt-delete for Windows users) when the host will be unattended. If for some reason a screen saver timeout interferes with system operation, then special approval must be obtained from their Department Head with IT Department concurrence.

Postings by employees from a City of Crete email address to online forums, social media, or any other message posting system shall be made only when related to City of Crete business and only when approved by the Department Head, City Administrator, or Mayor. All social media sites, forums, and posting boards that are created, owned, operated, and/or updated by city employees while on duty or representing the City of Crete, shall be governed by the terms set forth by the Crete City Council.

All devices used by the employee that are connected to the City of Crete Internet/Intranet/Extranet, whether owned by the employee or the City of Crete, shall be continually executing approved virus-scanning software with a current virus database.

Employees must use extreme caution when opening e-mail attachments, which may contain viruses, e-mail bombs, malware, spyware, or Trojan horse code.

F. Unacceptable Use

The following activities are prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a device if that device is disrupting production services).

Under no circumstances is an employee of the City of Crete authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing City of Crete-owned resources. Certain features of the internet such as streaming media, radio or music stations can clog the City's network and e-mail system and should be used only for work-related purposes.

Internet usage should not interfere with an employee's or co-worker's work in either time or network bandwidth.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

G. System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the City of Crete.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- The intentional introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, spyware, malware, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a City of Crete computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any City of Crete account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification to IT is made.
- Executing any form of network monitoring which will intercept data not intended for the employee's device, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any device, network or account.
- Providing information about, or lists of, City of Crete employees to parties outside the City of Crete, unless this activity is part of the employee's approved job duties.

H. E-mail and Communications Activities

The following activities are strictly prohibited, with no exceptions:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam). Creating or forwarding "chain letters", "jokes", "Ponzi" or other non-related work items of any type.

- Any form of harassment via e-mail, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of e-mail header information.
- Solicitation of e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies.
- Use of unsolicited e-mail originating from within the City of Crete's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the City or connected via the City's network.
- Use of e-mail accounts other than city issued accounts. Third party e-mail accounts such as Yahoo Mail, Gmail, and Hotmail accounts are prohibited unless there is a business reason for its use, for example law enforcement investigations.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam), online forums, electronic bulletin boards or any other similar message posting system.
- Sending broadcast e-mails to all employees within the city email system unless used for notice or critical information dissemination. Use of broadcast e-mails i.e., "city-all" is reserved for administration and Department Head use. Department staff may utilize broadcast e-mails only with the permission of the Department Head, City Administrator, or the Mayor.

I. Social Media

The City shall use social media to project positive themes and provide timely and accurate information to benefit those both in and outside of our community and interested in Crete's future. The purpose of this policy regarding Social Media and Social Networking Activities is to guide and direct those employees who are accountable for lawfully and appropriately representing the City through social media. Working together, City employees will not only represent their respective departments but, more importantly, blend their professional experiences, training and skills to coordinate, integrate and unify messages and images to support City interests. This policy covers all forms of and technology used for all Social Media and Social Networking Activities, both currently existing and any that may be developed in the future.

1. City Owned and Maintained Accounts

a. Employee Access

- Any employee authorized to post items on any of the City's social media sites shall review, be familiar with, and comply with the Social Media Policy.
- Any employee authorized to post items on any of the City's social media sites shall not express his/her own personal views or concerns through such postings. Instead, postings on any of the City's social media sites by an authorized City Employee shall only reflect the views of the City.
- City employees granted permission to use the City websites, social media pages, or engage in social networking activities are responsible for complying with applicable federal, state, and city laws, ordinances, regulations, and policies.
- City employees posting content must ensure their posting does not violate the City's privacy, confidentiality, and applicable legal guidelines. They must ensure they have the legal right to publish all materials, including photos and articles pulled from other sites.

- Confidential or proprietary information or similar information of third parties who have shared such information with the City of Crete should not be shared on social media.
 - City employees may not post to City websites or social media pages or engage in social networking activities related to the City during personal time, unless otherwise specifically authorized by the City Administrator and their Department Head.
 - Employees representing the City of Crete via social media must conduct themselves at all times as representatives of the City. Employees that fail to conduct themselves in an appropriate manner may be subject to disciplinary action. The City Administrator or his/her designees will determine how employees must identify themselves when participating in a City of Crete social media forum.
- b. Site Setup
- The City reserves the right to remove any content from its social media sites at any time.
 - The City's social media site serves as an online information source focused on City issues, projects, news and events, and is not intended as a public forum.
 - The establishment and use of social media sites are subject to approval by the City Administrator or his/her designee. All City social media sites shall be administered by the City Administrator or his/her designee. They will monitor the content on the City's social media sites to ensure the site meets with both the City's social media policy and the interest and goals of the City of Crete.
 - The social media site(s) will be maintained by the City of Crete and follow the City's social media policy.
 - City social media sites, where possible, should link back to the City's official website for forms, documents, online services, and other information.
- c. Use and Content
- The City's social media sites content shall only pertain to City-sponsored or City-endorsed programs, services, and events. Content includes, but is not limited to, information, photographs, videos, and hyperlinks.
 - Department Heads as directed by the City Administrator are responsible for the compliance with the provisions of this policy by City Employees under such Department Head's supervision and for investigating non-compliance.
 - Suspension of a City Employee's internet access may occur when deemed necessary to maintain the operation and integrity of the City's internal network, or if a City Employee has violated this policy.
 - Internet user account and password access may be withdrawn without notice.
 - Lack of adherence to this policy may result in disciplinary action up to and including termination.
 - If a City Employee violates any applicable laws, the City may pursue criminal or civil action against the City Employee.
 - All information posted or created for the City's social media sites will become the exclusive property of the City of Crete.
- d. Security
- The City reserves the right to deny access to the City's social media sites for any person who violates the City's social media policy at any time without prior notice.

- The City reserves the right to terminate any City social media site at any time without prior notice.
 - All city department social media pages, created previously or in the future, must attach to and be representative of the City's main account with an approved department page name and must use a City-assigned email account and password for log-in access. Separate department social media pages previously created will invite and grant the City Administrator to administrative access of the page. A list of all City employees having access to the log-in and password must be submitted to the City Administrator.
- e. Citizen Conduct
- The City reserves the right to restrict or remove any content that is deemed in violation of the City's social media policy or any applicable law.
 - A comment posted by a member of the public on any City social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of or agreement by the City nor do such comments necessarily reflect the opinion or policies of the City.
 - Comment on topics or issues not within the jurisdictional purview of the City may be removed.
 - Comments containing any of the following inappropriate forms of content shall not be permitted on the City's social media sites and are subject to removal and/or restriction by the City Administrator or his/her designee:
 - o Comments not related to the original topic
 - o Profane, obscene, violent, or pornographic content and/or language
 - o Content that promotes discrimination on the basis of race creed, color age religion, gender, or national origin
 - o Defamatory or personal attacks
 - o Encouragement in illegal activities
 - o Conduct in violation of any federal state, or local law
 - o Comments in support of or in opposition to any political campaign or ballot measure
 - o Violates the legal ownership interest of another party
 - o Promotes commercial services or products
2. Personally Owned and Maintained Accounts
- Use of City technology and equipment (including computer, internet, and City issued cell phones) to access personal social media websites, accounts, or other related personal material, except for de Minimis use, shall be prohibited during work hours.
 - Employees shall have no right to privacy for any matter passed through, viewed, downloaded, printed, created, stored, received, sent, or otherwise transmitted from City technology and equipment.
 - Internet and social media information in the public domain may be considered in employee personnel issues.
 - Please remember to be respectful of others and avoid posts which could be viewed as malicious, obscene, threatening, or intimidating.
 - City Employees and Management shall not request or require access to employee or applicant password protected personal internet accounts (including personal social media accounts).

- Employees shall not disclose confidential information on personal social media accounts website, or other online forums. Disclosure of information by the City of Crete shall be regulated by the City of Crete Public Records Policy.
- Misuse of Employer property, software, and social media accounts may subject the employee to discipline.

J. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Sec. 3.17 TELEPHONE USAGE

Personal long-distance telephone calls on landlines are prohibited when charged to the City of Crete unless prior approval from the Department Head is obtained to reimburse the City.

An allowance is made for telephone calls charged to their parties, such as:

- Calling card
- Charged to your home phone
- Collect call

The telephone calls authorized by this allowance are still restricted by departmental policies. Personal directory assistance calls are allowed when charged to the employee's personal calling card.

Cellular phones should be used in a manner that is not disruptive in the workplace. Personal calls will be prohibited except with urgent personal business or the exception will be made at the discretion of the Department Head.

Sec. 3.18 POLITICAL ACTIVITY

City employees may not interfere or use the influence of their office for political reasons. They shall not participate in any political activity during normal working hours or when otherwise engaged in the performance of official duties. No employee shall engage in any political activity while wearing a uniform required by the City. An employee may not represent themselves as an employee of the City while being involved in an outside political activity.

Employees in certain departments will be additionally restricted due to funding of that department through state and federal funds. Employees are urged to contact their Department Head to determine the degree of political involvement allowed.

Employees may not be dismissed or disciplined because they refuse to make a contribution to a political organization.

City employees may not be a candidate or be elected to the office of Mayor or City Council while employed by the City.

Sec. 3.19 EMPLOYEE ORGANIZATIONS

City employees have the right to choose whether they wish to belong to employee organizations. No employee may be reprimanded, threatened, or discriminated against because the employee elects to join or refrain from belonging to an employee organization.

Sec. 3.20 SAFETY AND RISK MANAGEMENT

It is the goal of the City of Crete to provide a safe and healthful workplace for all employees. The city's policy is aimed at minimizing exposure to health or safety risks of employees and visitors at the City's facilities.

In order to accomplish this, each employee is expected to obey safety rules and to exercise caution in all work activities. Employees shall immediately report any unsafe condition to their supervisor. Employees that violate safety standards, who cause hazardous or dangerous situations, or who fail to report or where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees shall immediately notify their supervisor. Such reports are necessary to comply with laws and initiate worker's compensation benefits.

The City has safety committees comprised of employees and management to help ensure a safe and healthful workplace. In addition to departmental safety committees, the City shall maintain a Risk Management Committee that is comprised of members that represent and act as liaisons between the different departments of the City. This committee is responsible for the coordination of all citywide safety activities, analysis of citywide accident trends, and recommending procedures that may improve safety in the departments.

Sec. 3.21 WORKER'S COMPENSATION

The City of Crete will comply fully with the Worker's Compensation Program that has been established under State statute.

When accidents occur at work, they shall be reported immediately to the supervisor and the appropriate paperwork filled out at that time and sent into the Human Resource Office. A supervisor must have prior knowledge and approve a doctor's visit, except in an emergency a doctor's report may be required to substantiate the injury.

Vacation and Sick Leave benefits will continue to accrue during Worker's Compensation.

The City may provide light duty work, when possible, for a defined period of time for employees that are injured due to a work-related situation, if the light duty work satisfies a legitimate business need as determined by the City.

Leave taken in conjunction with worker's compensation injuries will be counted as part of the employee's FMLA entitlement

Sec. 3.22 REIMBURSABLE BUSINESS TRAVEL EXPENSES

The City will follow the provisions of State Statute, as revised; commonly known as the "Miscellaneous Expenditures Act" in determining reimbursable expenses.

Internal Revenue Service (IRS) rates will be used for reimbursement for mileage. All other expenses will be paid at the actual cost only on receipt of the original itemized invoice.

The following procedures shall be used for business travel:

A. Transportation Method

- When travel is by air, advance ticketing by purchase order will be utilized whenever possible, to obtain the lowest available coach fare.
- All refunds, travel coupons, and other promotions in connection with business travel shall be returned to the City.
- When ground travel is required, City vehicles shall be used whenever possible.

B. Lodging

- Reimbursement for non-commercial lodging is not permitted.
- When personnel are accompanied by non-City personnel, only the costs attributed to the City personnel are reimbursable.

C. Expenses

- The following expenses are reimbursable upon affidavit of expenditure and receipts are not required: parking fees, taxi, and bus fares, and highway tolls.
- The following expenses are reimbursable upon submission of paid receipts:
 - Registration, tuition, and fees for official functions related to the travel;
 - Supplies or equipment required for travel or training;
 - Rental cars;
 - Traveler's checks fees; and,
 - Reasonable meals costs, plus tip up to 20%
- The following expenses are not reimbursable:
 - Entertainment, including television rentals, VCR, or DVD;
 - Personal expenses, e.g., hygiene items, magazines;
 - Travel insurance; and,
 - Alcoholic beverages.

D. Travel Advances. Travel advances are not authorized, except under special circumstances with written prior approval of the Department Head and Finance Director. The use of credit cards and advance purchase order payment of lodging and transportation expenses are encouraged.

E. Expense Claims. Personnel on authorized travel must submit expense claims to their Department Head for review and submittal to the Business Office immediately upon return, but not later than four (4) working days after return to duty. All receipts, unexpended City funds, and funds due the City shall be returned at that time. All expenses (including prepaid expenses) shall be summarized and accounted for.

Any employee desiring to attend a meeting, conference, seminar, or other official out-of-state event for a duration of more than one day shall obtain the approval of their supervisor, Department Head, and City Administrator or Mayor.

Sec. 3.23 ALLOWABLE INTERVIEW AND RELOCATION EXPENSES

After advance approval has been received by the Mayor, interview expenses may be paid by the City of Crete for the recruitment of personnel.

Interview expenses, including meals, overnight accommodations, and transportation may be provided, subject to the approval of the Mayor.

Reasonable relocation expenses may be provided to new personnel for moving. Relocation expenses shall be based on actual expenses documented by itemized expense claims. Expenses related to the spouse for relocation may be permitted. All relocation expenses shall be approved by the City Council at an amount determined by the City Council prior to the expenditure.

Sec. 3.24 MISCELLANIOUS EXPENDITURES

All expenditures of the City shall be made in accordance with State Statute and current Purchase Policy as amended from time to time and approved by the City Council.

Purchases of less than ten dollars (\$10.00) not made through direct bill or purchase cards, should be made through petty cash reimbursement with proper receipts.

CHAPTER FOUR

LEAVE POLICIES

Full-time employees qualify for the following leave. Regular part-time employees that work on a schedule of less than 40 but more than 30 shall receive the following leave on a prorated basis.

Sec. 4.01 LEAVE

The following types of leave are established and shall apply to all eligible employees covered by these rules and regulations:

- 4.02 Paid Holidays
- 4.03 Vacation
- 4.04 Sick Leave
- 4.05 Family Medical Leave
- 4.06 Bereavement Leave
- 4.07 Jury Leave
- 4.08 Military Leave
- 4.09 Accident Leave
- 4.10 Leave of Absence

All departments shall maintain a record of each employee accounting for time worked. All types of leave used shall be documented on an Absence Report form as provided by the City Clerk's Office. The City Clerk's Office is responsible for keeping track of all leave banks for the employees within all departments. The records should reflect hours earned, used, and unused.

Sec. 4.02 PAID HOLIDAYS

The City recognizes the following holidays as paid holidays and the dates that they will be observed on:

- New Year's Day, January 1
- Martin Luther King Jr. Day, Third Monday in January
- President's Day, Third Monday in February
- Spring Holiday, Monday after Easter
- Memorial Day, Last Monday in May
- Juneteenth Day, June 19
- Independence Day, July 4
- Labor Day, First Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, Fourth Thursday in November
- Day after Thanksgiving Day, Fourth Friday in November
- Christmas Eve, December 24 beginning at 12:00 PM
- Christmas Day, December 25

When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday. When Christmas Eve falls on a Friday, it will be observed on Thursday. When Christmas Eve falls on a Sunday, it will be observed on Friday.

The Mayor with City Council approval may designate such special holidays as circumstances merit.

Non-exempt regular full-time and part-time employees who are required to work on a holiday will be granted overtime pay at time and 1/2 for the time period worked.

Regular part-time employees, who work an average of at least 30 hours per week, will be eligible for paid holidays on a prorated basis.

Temporary/Seasonal employees are not eligible for paid holidays, and if required to work on a holiday will be paid for the time worked at their normal rate of pay.

If a holiday occurs while an employee is on Worker's Compensation or other disability compensation, no credit for the holiday will be allowed. In order to receive pay for an observed holiday, an employee must not have any leave that hasn't been preapproved for the workday immediately preceding or immediately following the holiday unless explicitly excused by his/her department head or the city administrator.

Sec. 4.03 VACATION

Vacation leave shall be used in not less than one-half hour increments.

All regular full-time employees are eligible to take vacation leave as it is earned. Vacation shall be earned in prorated bi-weekly increments of the total annual accrual rate below:

- Years 0 through 10 4.61 hours per pay period
- Years 11 through 20 6.15 hours per pay period
- Year 21 and beyond 7.68 hours per pay period

Regular part-time employees scheduled to work thirty (30) or more hours per week will accrue vacation at a prorated amount based on the average hours worked.

Temporary/seasonal employees are not eligible for earned vacation leave.

Department Heads will make every effort to grant requested vacation time; however, it must be approved in advance and will be granted on the basis of work requirements of the department. Seniority will be considered when scheduling vacations within the department.

Each employee is encouraged to take a period of vacation that allows him or her to be away from the workplace for a minimum of five consecutive workdays. Holidays, which occur during an employee's vacation, do not count as vacation time.

MAXIMUM BANK

Vacation leave maximum accumulation is 280 hours. If the total amount of unused vacation leave reaches the maximum allowed, vacation accrual shall stop. When the employee uses paid vacation and brings the maximum allowable accumulation below the cap, vacation accrual will begin again.

TRANSFERS

When an employee transfers from one department to another in the City Personnel System, his/her vacation accrual will be transferred to the new department. Transfers made for the convenience of the employee will result in loss of preference in the scheduling of vacation time.

PAYMENT FOR VACATION TIME NOT TAKEN

Upon termination, employees will be paid for all unused accrued vacation. In the event of the death of an employee, payment will be made to the employee's beneficiary or estate for all unused accrued vacation time.

ADVANCE NOTIFICATION

Vacation shall be scheduled in advance with the direct supervisor and approved by the Department Head.

Sec. 4.04 SICK LEAVE

BENEFIT:

Employees will be provided with 96 hours of sick leave at the start of each calendar year. Newly hired employees will be provided with a prorated amount based on hire date. Employees may accumulate up to 991 hours of sick leave. Employees shall not accrue any sick leave beyond 991 hours.

Regular part-time status employees working thirty (30) or more hours per week will accrue sick leave at a prorated amount based on the scheduled hours worked. Temporary/seasonal employees are not eligible for sick leave.

Employees shall not be paid for any accrued sick leave upon termination of employment, unless otherwise specified in these policies.

REPORTING OF ABSENCE FOR ILLNESS

In the event that an employee is absent from work, for reasons that entitle the employee to use the sick time leave bank, the employee is responsible for notifying his/her supervisor at least 30 minutes prior to duty time. If the employee fails to notify his/her supervisor or the person designated to receive such calls, no time bank leave will be approved, except in unusual circumstances to be determined by the Department Head.

Upon return to work, the employee shall submit an Absence Report Request online form as provided in these rules.

INVESTIGATION OF USE OF MEDICAL LEAVE

Department Heads may investigate the alleged illness of an employee absent on sick leave due to illness. False or fraudulent use of sick leave may be cause for disciplinary action and may result in termination of employment.

MEDICAL STATEMENT

An employee who is absent on sick leave for more than three consecutive days because of an illness of his/her own or that of an immediate family member, will be required to furnish a statement signed by the attending physician or other proof of illness satisfactory to the Department Head before returning to work.

PAYOUT AT RETIREMENT

Accrued sick leave will be paid out to the employee upon death or retirement (age set forth in the pension documents) for 1/3 the value of the accrued leave at the employee's current rate of pay.

Sec. 4.05 FAMILY/MEDICAL LEAVE POLICY

FMLA Policy

It is the policy of the City of Crete to grant up to 12 workweeks of unpaid, job-protected family/medical leave during a 12-month period to eligible employees.

The City of Crete will also grant up to 26 workweeks of unpaid leave during a 12-month period to eligible employees if caring for a covered military service member or veteran and up to 12 workweeks of unpaid leave during a 12-month period for qualifying exigencies arising out of the fact that an employee's spouse, son, daughter or parent is on active duty or has been called to active military duty.

This policy is intended to comply with all state and federal laws governing such leave, including the Family and Medical Leave Act, as amended, and is designed to safeguard employee privacy rights to the fullest extent of the law [this policy is intended to cover illnesses of a serious and/or long-term nature as defined by law; see "Sick Leave" Policy for short-term health-related leaves of absence and corresponding eligibility].

Leave Entitlement

An employee requesting to use family/medical leave must:

- Have a qualifying reason to use family/medical leave (see "Qualifying Reasons for Leave" below); and
- Have worked for the City of Crete for at least 12 months (or 52 weeks); and
- Have worked at least 1,250 hours during the 12-month period prior to the commencement of the leave; and
- Be employed at a work site that has 50 or more employees within a 75-mile radius.

Calculation of Leave

When eligible employees take family/medical leave, the City of Crete shall use the "forward measurement" calculation to track leave. The definition of "forward measurement" means the 12-

month period measured forward from the date an employee's first FMLA leave begins.

Example:

John first uses family/medical leave from September 1-15, 2007 (a total of 2 weeks leave). Consequently, if qualified, John is eligible for an additional 10 weeks of family/medical leave between September 16, 2007, and August 31, 2008. John is again eligible for 12 weeks of family/medical leave starting September 1, 2008, contingent upon qualifying reasons for the requested leave. If it has been more than 12 months since John took family/medical leave after the September 1-15, 2007, period, a new forward measurement period will begin once family/medical leave is commenced in the future.

Exception: "Covered service member leave" starts the day the leave begins and is calculated using a different 12-month period than what is described above. An employee may have a qualifying FMLA event (e.g., leave for surgery) that is calculated on one forward measurement year and a qualified covered service member leave event that is calculated on a different forward measurement year. (Only 12 of the 26 weeks total may be for an FMLA-qualifying reason other than to care for a covered service member.)

Use of Employee Accrued Leave Banks

The City of Crete requires employees to use accrued paid sick, comp time, and holiday leave when taking family/medical leave. An employee must use all accrued leave except vacation from his or her leave bank while on family/medical leave. Leave shall be drawn from his/her time bank in this order: sick, comp time, holiday, and vacation, except when employee chooses to use Short-Term and/or Long-Term Disability plan benefits, then accrued leave banks will be used according to the plan provider's specifications. If an employee exhausts all accrued sick, comp time, and holiday leave, then the balance of the 12-week family/medical leave period will be unpaid leave, unless the employee chooses to draw upon their vacation leave at his/her option. Once all vacation leave is exhausted or the employee chooses not to utilize vacation leave, then the balance of the 12-week family/medical leave period will be unpaid leave. An employee's use of paid leave for family/medical leave does not extend the 12-week family/medical leave period (or 26-week period for covered service member leave).

Qualifying Reasons for Leave

Employees may use family/medical leave for any of the following reasons:

- The birth of a child, including the care and bonding for such child. Leave must be completed within the 12-month period beginning on the date of birth.
- The placement of a child for adoption or foster care and in order to care for and bond with the newly placed child. Leave must be completed within the 12-month period beginning on the date of placement.
- To care for a spouse, child, or parent with a serious health condition.
- To care for the employee's own serious health condition.
- To care for a spouse, son or daughter, or parent who has a qualifying exigency arising out of the fact that he or she is deployed to a foreign country in a regular component of the Armed Forces or is in the National Guard or Reserves and is on active duty (or has been called to active-duty status), in support of a contingency operation.
- To care for a spouse, son/daughter, or parent because the employee is the next of kin of a covered service member with a serious injury or illness

Requests for leave as described above will be based on competent medical advice and/or other

documentation in compliance with applicable law.

Requesting Family/Medical Leave

Providing Sufficient Advance Notice: When the need for leave is foreseeable, an employee is to provide his/her supervisor with at least 30 calendar days' notice, using the City of Crete's "Request for Leave of Absence" form." Failure to provide such notice may be grounds for delay of leave. In situations involving serious health conditions, the employee is to work with his/her supervisor to schedule the leave in a way to avoid disruption of the City of Crete's operations as much as possible. Eligibility for requested leaves of absence will be determined initially by Human Resources and modified as necessary during the leave.

Emergency or Unforeseeable Notice: Where the need for the leave is either unforeseeable or where it is impossible for the employee to provide 30 days' calendar notice, he/she is to provide their supervisor with as much notice as practical (within one to two business days of learning of the need for leave except in extraordinary circumstances). If an employee is personally unable to notify his/her supervisor that medical leave is needed, notice may be given by the employee's designated representative.

Certification for Leave

Initial Certification Documentation: At its discretion, the City of Crete may require certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent, or for qualifying exigency. Applicable forms to support eligibility will be provided to the employee by Human Resources and must include the following:

- For the employee's own medical leave, the certification must include the reason why the employee is unable to perform the essential functions of his/her position.
- For leave to care for a seriously ill child, spouse, or parent, the certification must support need for care.
- For leave to care for a spouse, son or daughter, or parent who has a qualifying exigency arising out of the fact that he or she is on active duty or has been called to active-duty status in the military, the certification must include the reason(s) related to the qualifying exigency.
- For leave to care for a spouse, son/daughter, or parent because the employee is the next of kin of a covered service member with a serious injury or illness, the certification must support need for care.

Follow-up Certification Documentation: At its discretion during the employee's leave, the City of Crete may require an employee to submit documentation and other information regarding the current status of the reasons for the leave, including the employee's health care provider's best estimate of the expected return from the leave. Failure to provide requested information within 15 calendar days, except in extraordinary circumstances, either for initial or follow-up certification status, may result in a denial/delay of leave until documentation is provided.

Additional Medical Opinions: Additional medical opinions may be required should the City of Crete have reasonable doubts regarding the medical certification provided. The City of Crete will pay for any such additional opinions. If the second health care provider's opinion conflicts with the original medical certification, the City of Crete, at its expense, may require a third, mutually

agreeable, health care provider to conduct an examination and provide a final binding opinion.

Second and third opinions and recertification(s) are expressly prohibited for leave to care for a covered Service member.

Workers' Compensation Absences

If an employee is absent due to an injury for which the employee is receiving workers' compensation, the period of FMLA leave will run concurrently with the workers' compensation absence.

Intermittent and Reduced-Schedule Leave

If medically necessary for a serious health condition of the employee or his/her spouse, child, or parent, 12 weeks of the unpaid leave may be taken on an intermittent or reduced leave schedule (26 weeks if for qualifying military caretaker leave). If requested on this basis, the City of Crete may require the employee to temporarily transfer to an alternative position (or part-time schedule), provided that the position has equivalent pay and benefits (on an hour) basis.

Any employee may request to take intermittent leave for the birth, or placement of his/her child for adoption or foster care, including the care and bonding for such child, up to 12 weeks after birth, adoption, or foster care placement, contingent upon supervisor approval.

Maintenance of Benefits / Job Restoration

Health Insurance: During an approved family/medical leave, the City of Crete will maintain the employee's group insurance benefits as if he/she were actively employed. Included in group insurance benefits are:

- Health coverage, including dental and vision
- Group Term Life
- Long-term Disability
- Short-term Disability

For group insurance premiums normally paid by the employee, the employee will pay for the same portion of the group insurance premium that was required prior to the employee taking leave, according to the following:

- a) **If Paid Leave is Available:** If paid leave is substituted for unpaid family/medical leave, the City of Crete will deduct the employee's portion of the group plan premium as a regular payroll deduction.
- b) **If Paid Leave is Not Available:** If the family/medical leave is unpaid, the employee will have two options to pay group insurance premiums:
 - 1) Have additional payroll deductions made in advance of or following the leave; or
 - 2) Pay his/her portion of the premium by personal check, due by the first business day of the month for the month that the coverage applies. Group insurance coverage may cease if the employee's premium payment is more than 30 days late.

Retirement: During an approved family/medical leave, the City of Crete will maintain the employee's retirement benefits as if he/she were actively employed for purposes of vesting, eligibility status, and employee contributions (based on the employee's gross salary earnings

during any period of paid leave).

If the employee is on unpaid family/medical leave, employee/employer contributions to his/her retirement plan will cease and subsequently resume after return to work.

Employee Medical/Child Care Flex Plan (Section 125 Plan): If the employee participates in a Section 125 Plan and will be on unpaid family/medical leave, he/she will have three options to continue participation in this plan:

- a) Have additional payroll deductions made in advance of the leave; or
- b) Pay by personal check on the first business day of the month the amount that would have been deducted from his/her payroll while working; or
- c) May suspend and adjust annual plan amount, as long as it is consistent with previous election and spending.

Other Deductions: If the employee participates in other benefits normally processed through payroll deductions, these will be handled as agreed upon with Human Resources.

If Employee Does Not Return to Work: If an employee elects not to return to work for at least 30 calendar days at the end of his/her leave period, he/she will be required to reimburse the City of Crete for the cost of the premium(s) paid by the City of Crete for maintaining coverage during the family/medical leave period, unless the employee was not able to return to work because of a serious health condition or other circumstances beyond his/her control.

Accruing Leave: Employees accrue vacation, sick, and holiday leave according to normal accrual policies.

Seniority Status (Length of Employment Service): An employee is entitled to the same level of seniority held when he/she went on leave and is entitled to continue to receive credit for time worked during the period of the leave.

Pay Increases: Employees on paid leave are eligible to receive their annual merit increase if it is feasible for the employee and supervisor to meet to discuss the annual performance review. In such situations where this is not feasible due to the employee's medical condition or other obligations, the merit increase will be retroactive to the date the employee should have received the increase once the employee returns to work.

Employees on family/medical leave who are currently on an introductory period are not eligible to receive pay increases until the employee has physically been at work to complete his/her required introductory period.

Restoration to Former or Equivalent Position

Upon return to work from an approved family/medical leave, the City of Crete will make every effort to place an employee in his/her former position or a position equivalent to the one held when the employee began the leave, subject to any extenuating circumstances which may occur to the City of Crete's operations during the leave and which would have affected the employee had he/she not been on leave. Upon return from an approved family/medical leave, the City of Crete will

reinstate the employee's credited service and other aspects of employment consistent with the law.

Reasons for Termination/Deny Reinstatement by City of Crete

Lack of Notice by Employee: If an employee works at another job during the leave without prior written approval by the City of Crete, the City will deem that the employee has resigned his/her position and terminate his/her employment.

Failure to Return to Work: Similarly, if an employee fails to return from a leave on the agreed-upon date, except for reasons beyond his/her control, the City of Crete, after making a reasonable attempt to contact the employee, will deem that that the employee resigned and terminate his/her employment.

Key Employees: Highly compensated employees (highest-paid 10 percent of employees at a work site or within a 75-mile radius of the work site) may not be returned to their former or equivalent position following a leave, if restoration of employment will cause substantial economic injury to the City of Crete. The City of Crete will notify an employee that he/she qualifies as a "highly compensated" employee if the City intends to deny reinstatement, including employee rights.

Other: The City of Crete may terminate or deny reinstatement of employment for other reasons in accordance with applicable state and federal law, including but not limited to:

- Employee fails to provide fitness-for-duty medical certification.
- The City of Crete can demonstrate employee would not have remained employed if leave had not been taken.
- Employee unequivocally advises of his/her intent not to return to work.
- Employee fraudulently obtains leave.

Maintenance of Family/Medical Leave Records

Information related to an employee's family/medical leave will be used solely as part of the leave approval and monitoring process and kept strictly confidential by the Human Resources. Related records will be filed separately from an employee's main personnel file and may only be accessed on a need-to-know basis with permission from the City Administrator. The City shall make, keep, and preserve records pertaining to its obligations under the Family and Medical Leave Act in accordance with the recordkeeping requirements of the Fair Labor Standards Act (FLSA).

Nondiscrimination/Non-retaliation Statement

The City of Crete will not (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) terminate or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) terminate or discriminate against any person for his/her involvement in any proceeding under or relating to the FMLA.

Definitions Under FMLA Law (applies only to definitions under this FMLA policy)

Employee eligibility and reasons for eligibility, for family/medical leave are determined using with the following definitions:

- **Child** – Birth through 17 years of age unless he/she is "incapable of self-care" because of mental or physical disability that limits one or more of the "major life activities" as those terms are defined in regulations issued by the Equal Employment Opportunity Commission

(EEOC) under the Americans With Disabilities Act (ADA). Child can mean biological, adopted, foster child, and stepchild.

- **Employee** – Applies to male or female workers.
- **Married Employees** – When a married couple is employed by the City of Crete, the two spouses together may take a combined total of 12 weeks’ leave during any 12-month period for reasons 1, 2, or 3 in “Qualifying Reasons for Leave.”
- **Next of Kin** – Nearest blood relative, unless another blood relative is designated in writing.
- **Parent of Child** – Where there is no legal or biological relationship between child and adult, the adult will qualify as “parent of child” according to the above “child” definition when the adult stands in loco parentis (acts in the capacity of parent to child).
- **Parent of Employee** – Biologically related to employee, adoptive parent of employee, or in loco parentis (acted in the capacity of a parent to the employee when the employee was a child).
- **Serious Health Condition** - The City of Crete will grant leave for any condition defined as a “serious health condition” under the federal Family and Medical Leave Act and/or any applicable state law. This means an illness, injury, impairment, or physical or mental condition that involves either:
 1. Inpatient care in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
 2. Continuing treatment by a health care provider, which includes:
 - a. A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - i. treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
 - ii. one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy)
 - b. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
 - c. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
 - d. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
 - e. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.
- **Service member Caregiver Leave** – Caring for a covered military service member or veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness that occurred any time during the five (5) years preceding the date of treatment that:
 - a) Was suffered while on active duty in the armed forces,

- b) Existed before the beginning of the member's active duty and was aggravated by service, or
 - c) Manifested itself before or after the member became a veteran.
- **Son/Daughter** – The definition for “son/daughter” only pertains to qualifying exigency and covered service member leave and should not be confused with the definition for “child” as described above.
- **Spouse** – Husband or wife as defined or recognized under state law for purposes of marriage.
- **Qualifying Exigency** – This includes one or more of the eight events as follows:
- **Short-notice deployment:** To address any issue that arises from the fact that a covered military member is notified of an impending call or order to covered active duty 7 or less calendar days before the date of deployment. Leave taken for this purpose can be used for a period of 7 calendar days beginning on the date a covered military member is notified of an impending call or order to covered active duty.
- **Military events and related activities:** To attend any official ceremony, program, or event sponsored by the military that is related to the call to active duty. To attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the call to duty.
- **Childcare and school activities:** To arrange for alternative childcare. To provide childcare for a covered child on an urgent, immediate-need basis (but not on a routine regular, or everyday basis). To enroll in or transfer to a new school or daycare facility. To attend meetings with staff at a school or daycare facility, such as meetings with school officials regarding disciplinary measures, parent-teacher conferences, or meetings with school counselors, for a covered child.
- **Financial and legal arrangements:** To make or update financial or legal arrangements to address the covered military member's absence (such as preparing and executing financial and healthcare powers of attorney, transferring bank account signature authority, obtaining military identification cards, or preparing or updating a will). To act as the covered military member's representative before a federal, state, or local agency for purposes of obtaining, arranging, or appealing military service benefits while the covered military member is on covered active duty or call to covered active-duty status and for a period of 90 days following the termination of the covered military member's active-duty status.
- **Counseling:** To attend counseling provided by someone other than a healthcare provider for oneself, for the covered military member, or for a covered child provided that the need for counseling arises from the call to duty.
- **Rest and recuperation:** To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment.
- **Post-deployment activities:** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the covered military member's active-duty status. To address issues that arise from the death of a covered military member and making funeral arrangements.
- **Additional activities:** To address other events that arise out of the covered military member's covered active duty or call to covered active-duty status provided that the employer and employee agree that such leave qualifies as an exigency and agree to both the timing and duration of such leave.

Worksite Nursing Mothers Policy

The Patient Protection and Affordable Care Act (“Affordable Care Act”) amended section 7 of the Fair Labor Standards Act (“FLSA”) to require employers to provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has need to express the milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The City of Crete subscribes to the following policy:

1. Employee Notification to Supervisor

An employee who has a child up to one year of age shall notify their immediate supervisor that they would like to express their breast milk during work hours.

2. Employees shall be provided a place to express breast milk.

A private space (not a toilet stall or restroom) will be available for an employee to express milk using a breast pump. The space will have:

- a. Electrical outlet
- b. Table and chair
- c. Nearby sink for washing hands and rinsing pump parts
- d. A lock on the door

Employees may use their private office area for milk expression, if applicable. The supervisor shall notify the employee of the area designated to express breast milk. The supervisor shall have the assistance of the City Council in designating the location, if needed.

3. A refrigerator will be available for safe storage of expressed breast milk.

Employees may temporarily store their breast milk on the premises. A refrigerator will be available for safe storage of breast milk. Employees should provide their own containers, clearly labeled with name and date. Employees may store milk in their own cooler/ ice chest. Employees using the refrigerator are responsible for keeping it clean.

4. Flexible breaks to accommodate milk expression.

A breastfeeding employee shall be provided a flexible schedule for expressing breast milk for the child. A flexible schedule shall include consideration for the frequency of breaks and duration of each break for each time the employee needs to express the milk. Any paid break time shall not exceed 15 minutes for a break. If additional time is needed (above and beyond break time), the supervisor and employee shall coordinate a plan which may include the employee using vacation time, coming into work earlier, or leaving later.

5. Coworkers are expected to provide support for breastfeeding employees.

Coworkers of the breastfeeding employee shall provide an atmosphere of support for breastfeeding employees.

6. Notification to new and current employees

The Nursing Mothers Policy will be communicated to current staff and new employees via the Employee handbook.

7. Applicability

The Nursing Mothers Policy will be applicable to exempt and non-exempt employees.

Sec. 4.06 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an *immediate family member* should notify their supervisor immediately. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s):

Regular status full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation. Employee may, with their supervisor's approval, use any available paid time-bank leave for additional time off as necessary.

Regular status full-time employees who wish to take time off due to the death of a *secondary family member*, are eligible for one day of paid bereavement leave, with supervisor's approval.

Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular status employee or retiree of the City, provided such absence from duty will not interfere with normal operation of the City.

Sec. 4.07 JURY LEAVE

The City encourages employees to fulfill their civic responsibilities by serving on jury duty when required.

Employees called to jury duty or subpoenaed as a witness while on duty may keep that portion of jury pay or witness fees which is for transportation and meal expenses and turn the balance in to the City Clerk. Jury/Witness duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

Regular status full-time employees

In order to receive compensation, employees shall provide the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever court schedule permits.

Either the City or the employee may request an excuse from jury duty if, in City's judgment, the employee's absence would create serious operational difficulties.

Sec. 4.08 MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Nebraska law.

EMPLOYEE MILITARY LEAVE

LEAVE ENTITLEMENT

For active training duty, duty with troops, or at field exercises, all employees of the City of Crete, including elected officials, who shall be members of the National Guard of Nebraska, the Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve, shall be entitled to a leave of absence from their respective duties, without loss of pay, as set forth below, in all competent authority, or active training duty, or duty with troops or at field exercises or for instructions.

- Employees who normally work or are normally scheduled to work one hundred twenty hours or more in three consecutive weeks shall receive a military leave of absence of one hundred sixty hours each calendar year (20 days).
- Employees who normally work or are normally scheduled to work less than one hundred twenty hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks.

Such military leave of absence may be taken in hourly increments and shall be in addition to the regular annual leave of the employee.

When the Governor of this state declares that a state of emergency exists and any of the persons named in this section are ordered to active service of the state, a state of emergency leave of absence will be granted until such member is released from active service of the state by competent authority. A military leave of absence shall not be used during a state of emergency declared by the Governor. Other forms of leave may be granted. During a state of emergency leave of absence because of the call of the Governor, any official or employee subject to this section shall receive his or her normal salary or compensation minus the state active-duty base pay he or she receives in active service of the state. Governmental officers serving a term of office shall receive their compensation as provided by law.

NOTICE TO CITY

Advance notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Military leave time will be scheduled with the Department Head and with the Human Resource Office as far in advance as possible and will, if possible, be at the convenience of the City's work schedule.

Employees on military leave for up to twenty (20) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

BENEFITS WHILE ON LEAVE

During any period of leave under this policy, an employee's group health insurance coverage will be maintained at the same level and under the same conditions as before the leave began. Employees who normally made a contribution toward their health insurance coverage must continue to do so for the health insurance coverage to continue.

If the employee has leave banks accrued and is using them, the employee's contribution will be collected in the same manner as if the employee were reporting to work. However, if the employee's leave banks have been exhausted, the employee must arrange with the Clerk's Office prior to the start of their leave, for the payment of the employee's share of the premiums and other voluntary deductions. Once an employee has exhausted all leave banks, they will not accrue any other benefits. This includes vacation time, medical leave time, holidays and personal days. Taking military leave shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.

REINSTATEMENT RIGHTS

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits accrual rates based on length of service with the City.

FAMILY MILITARY LEAVE

LEAVE ENTITLEMENT

The City of Crete will grant a leave of absence to all eligible employees who are the spouse or parent of a person called to military service lasting 179 days or longer with the State or the United States pursuant to the orders of the Governor or the President of the United States. The City of Crete shall provide up to 30 days of unpaid family military leave to an eligible employee during the time federal or state deployment orders are in effect.

EMPLOYEE ELIGIBILITY

An employee must have been employed by The City of Crete for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave to be eligible for family military leave.

NOTICE TO CITY/CERTIFICATION OF ELIGIBILITY

An employee must give at least 14 days' notice of the intended date upon which the family military leave will commence if leave will consist of five or more consecutive workdays. Where able, the employee shall consult with his/her supervisor to schedule the leave so as not to unduly disrupt the operations of the City of Crete. Employees taking family military leave for less than five consecutive days shall give his/her supervisor advanced notice as is practicable. The City of Crete may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

BENEFITS WHILE ON LEAVE

During any period of leave under this policy, an employee's group health insurance coverage will be maintained at the same level and under the same conditions as before the leave began. Employees who normally made a contribution toward their health insurance coverage must continue to do so. If the employee has leave banks accrued and is using them, the employee's contribution will be collected in the same manner as if the employee were reporting to work.

However, if the employee's leave banks have been exhausted, the employee must arrange with the Clerk's Office prior to the start of their leave, for the payment of the employee's share of the premiums and other voluntary deductions. Once an employee has exhausted all leave banks, they will not accrue any other benefits. This includes vacation time, medical leave time, holidays and personal days. Taking family military leave shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.

REINSTATEMENT RIGHTS

Any employee who exercises the right to family military leave, upon expiration of the leave, shall be entitled to be restored by the City of Crete to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. During any family military leave, an employee is required to use all accrued personal and/or vacation leave before going on unpaid status.

Sec. 4.09 ACCIDENT LEAVE

Accident leave is provided by the City to allow a period of recovery from on-the-job accidents. Full pay and benefits will be provided for 150 consecutive calendar days, subject to the waiting provisions in Neb. Rev. Stat. § 48-119 of the Nebraska Workers Compensation Act. Pursuant to that provision, no compensation will be allowed for the first seven calendar days after a disability begins unless that disability continues for six weeks or longer. When the disability lasts less than six weeks, employees may be granted accident leave.

Employees governed by the Civil Service Act of the State of Nebraska will be provided accident leave according to state statute.

Workers Compensation Benefits that replace lost salary are to be retained by the employee and the City will supplement these benefits up to the full net salary during the period of time that the employee continues to receive salary benefits under these rules. Should the employee receiving accident leave pay, collect from any other party for wages, he/she shall reimburse the City for wages paid as accident leave, to the extent wages are collected from any other party up to the amount of accident leave paid.

Sec. 4.10 LEAVE OF ABSENCE

Department Heads may grant an employee a leave of absence without pay for a period not to exceed 5 days if no leave banks are available. The City Council must approve a request for a leave of absence without pay in excess of 5 days. An employee who has been granted a leave of absence without pay shall not be granted any advancement or promotion in relation to the position from which he/she is on leave. The employee shall be entitled to and shall retain all benefits accrued up to the effective date of such leave. The employee shall not accrue vacation, sick leave, or other benefits during the period of time he/she is on leave of absence. The employee shall also be responsible for payment of total premiums (both City and employee shares) for continued health insurance coverage during the period of leave of absence. Upon expiration of the leave of absence and return to work by the employee, the wage of the employee shall reflect all general cost of living adjustments made during the leave.

CHAPTER 5

BENEFITS

To be eligible for benefits with the City, employees must be classified as a regular status employee and regularly work 30 hours per week or more.

Sec. 5.01 HEALTH/DENTAL INSURANCE

The City health and dental insurance plan provides employees and their dependents access to medical and dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health and dental insurance plan:

- Regular Status Full-time employees
- Part-time employees who work thirty (30) hours or more per week

Eligible employees may participate in the health and dental insurance plan subject to all terms and conditions of the agreement between City and insurance carrier.

For all eligible employees, the City will pay 95% individual health and dental insurance premiums or 80% of family premiums. All part-time employees who work thirty (30) hours or more are eligible for coverage at pro-rated premiums. The City will continue to pay the budgeted premiums for eligible employees on ninety (90) day short-term disability.

If an employee chooses to participate in the high deductible health insurance coverage and wishes to have funds deposited in a health savings account at the bank used by the City for these accounts, the City will pay for the bank fees associated with the health savings account.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The City of Crete will comply with all Consolidated Omnibus Budget Reconciliation Act (COBRA) laws that apply to each employee as he/she leaves employment.

Sec. 5.02 LIFE/ACCIDENTAL DEATH INSURANCE

Life insurance offers you and your family important financial protection. The City provides a basic life insurance plan for eligible employees and elected officials. Additional supplemental life insurance coverage may also be purchased.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular Status Full-time employees
- Part-time employees who work thirty (30) hours or more per week. The premium is pro-rated.

Eligible employees and elected officials may participate in the life insurance plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

All employees and elected officials participating in this are covered for \$10,000 of life insurance which is paid for by the City. An additional supplemental insurance may be purchased by the employee or elected official.

Volunteer Firefighters receive \$10,000 of paid life insurance from the City's Group Policy as required in Nebraska State Statute 35-108 reissue 2008. An eligible city employee that is also a Volunteer Firefighter receives \$20,000 of paid life insurance subject to all terms and conditions of the agreement between the City and the insurance carrier. *(Amended 3/1/2016)*

Sec. 5.03 CAFETERIA PLAN

The City provides employees with the opportunity to set money aside from their paychecks into a cafeteria plan. This plan allows an employee to set money aside for expected medical and daycare expenses on a pre-tax basis. For more details, contact the Human Resources Department.

Sec. 5.04 PENSION PLAN

The City provides a pension plan that employee are eligible for on the Plan Entry Date coincident with or next following the date on which the Employee has completed 1 year of employment with the Employer and has attained age of 19 years. Participation is mandatory. Employees defer 7% (pre-tax) of their pay into the pension plan. The City matches the 7% contributed by the employee. Employees direct 100% of Employee and Employer contributions. The vesting schedule is as printed in the City of Crete Pension Plans.

Sec. 5.05 SHORT- AND LONG-TERM DISABILITY

The City provides its Regular Status Full-time and Regular Part-time employees who work thirty (30) hours or more per week with short- and long-term disability coverage. Eligible employees are eligible for coverage the first of the month following employment.

Sec. 5.06 TUITION REIMBURSEMENT

Tuition reimbursement for continuing education will be available after 6 months of employment subject to the following qualifications, for the purpose of enhancing the knowledge and skills of employees to better perform their current duties:

Employees in the following employment classifications are eligible to receive qualified tuition reimbursement:

- Regular Status Full-time employees
- Part-time employees who work thirty (30) hours or more per week.

Qualification Process – the determination of whether a request qualifies for the tuition reimbursement program shall be made by the Department Head and City Administrator based on the following considerations:

- There is budget authority.
- The course is to be a core course offered by an accredited college or university which is directly related to the job of the employee.
- Books and fees are necessary for the course.
- If the employee is eligible for other assistance programs.

Approval Process – To receive tuition reimbursement the employee must submit a “Tuition Request Form”, which contains the qualification information listed above, as well as the employee’s financial request prior to beginning the course.

Reimbursement will be allowed for books and other fees. Tuition reimbursement is available only to regular full-time status employees.

Reimbursement Process – Any employee requesting tuition reimbursement will submit a grade report indicating the grade received for the class that was taken. Reimbursement will be as follows:

- A or B – 100%
- C – 85%
- D or F – 0%

The City makes no commitment to provide for the total cost of a higher education course or for all courses leading to a degree. Each course shall be evaluated separately on its merit by the Department Head and the City Administrator to determine eligibility for tuition and related expense reimbursement. Masters, Doctoral or PhD level classes and degree programs are not eligible for reimbursement.

The Department Head will include the request for reimbursement in the next payroll period after appropriate documentation is turned in.

Sec. 5.07 BILINGUAL PAY

Employees who are fluent in an approved second language will be paid \$500 per calendar year, payable in the second check in November. In order for an employee to collect bilingual pay, the employee must be actively employed in November. The Department Head will determine whether bilingual skills are needed based upon the interaction of the department with the public. If bilingual skills are needed, the Department Head will determine which languages are “approved” based upon the needs of the department as they relate to the demographics of Crete.

Sec. 5.08 CLOTHING ALLOWANCE

Each employee required to wear a uniform will be furnished with up to five (5) serviceable uniforms at a time as determined by the City. Employees are required to wear the uniforms during working hours and are not allowed to wear them during off duty hours. The definition of uniform will vary by department and position.

The uniforms are to be maintained by the individual employee and are to be considered property of the City. The City Business Office will furnish replacement uniform articles as necessary. All uniforms must be returned to the City upon termination of employment.

Sec. 5.09 AWARDS PROGRAM

Within the limitations of its financial position, the City of Crete may provide one recognition dinner each year for the elected and appointed officials, employees or volunteers. The maximum cost for such dinner shall be established by the Council, but shall not exceed fifty dollars (\$50.00) per person.

Recognition awards are given for every five years (5) of service.

ACKNOWLEDGEMENT OF RECEIPT

Please sign below and return to the Human Resource Coordinator, to be kept in your personnel file.

I have received my copy of the City of Crete Employee Handbook and understand that it is my responsibility as an employee to read and understand it, and with the understanding that this is not a contract, but the means of providing general information for my benefit.

Employee's Signature

Date

Human Resource Coordinator's Signature

Date

ORDINANCE NO. 2221

AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA RELATING TO THE MAIN AVENUE BUSINESS IMPROVEMENT DISTRICT; TO AMEND ORDINANCE NO. 2219 TO INCLUDE THE FINDINGS OF THE PUBLIC HEARING WITHIN SECTION 3.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:

Section 1. That the blank line left in section 3 of Ordinance No. 2219 shall be amended and replaced with the following language. “Public Hearing. That at such public hearing, the City Council heard all protests, received evidence for and against the creation of the proposed Business Improvement District; and the City Council has rules upon all protest of the creation of such district which were received prior to the close of hearing ruled and hereby finds that this Improvement District adds a benefit and no business owners specifically protested the proposal or expressed concerns.” Said Language shall be incorporated herein and in Ordinance No. 2219 as though set out in full.

Section 2. That all other sections, provisions, or parts of Ordinance No. 2219 that are not amended by this ordinance shall remain in full force and effect.

Section 3. That all ordinances or parts of ordinances in conflict herewith shall be repealed and that any partial repeal shall not affect the other parts of ordinances that can be given effect without the repealed parts.

Section 4. That if any section, part, or provision of this ordinance is for any reason held invalid, the invalidity thereof shall not affect the validity of any other section, part, or provision of this ordinance.

Section 5. That this ordinance shall be published in pamphlet or book form and shall take effect and be in full force and effect from and after its passage, approval, and publication, as provided by law.

PASSED AND ENACTED the 19th day of November, 2024.

Mayor

ATTEST:

City Clerk

Seal



APPLICATION FOR THE
Crete Carrier Room Grant

SECTION ONE: APPLICANT INFORMATION

Name of Applicant/ Organization: Apace Choir
Contact: Dr. Jay Gilbert
Address: 1135 Longwood Drive Crete NE
Phone: 402-826-9187 E-mail: jay.gilbert@doane.edu
Description of Event: Christmas concert performed
by Apace Choir.

Date and Time of Event: Wednesday, December 4, 1:30 PM
City Sponsor/Advocate: Tom Ourada

SECTION TWO: COMMUNITY PURPOSE

Mission of the Event/Organization: The mission of the Apace Choir
is to provide Crete area citizens who have
special needs/disabilities to perform for the
community.

Community Served by the Organization: Apace is a Nebraska
organization that supports people with intellectual
and developmental disabilities, promoting
respect and inclusion in the communities
they serve.

Population Served by the Event: _____

SECTION THREE: FINANCIAL NEED

Please explain your need for assistance to rent the Crete Carrier Room: _____

SECTION FOUR: GENERAL TERMS AND CONDITIONS

If awarded, the requested funds will be paid to cover the fee and security deposit for use of the Crete Carrier Room. Any costs to clean or repair damage to the event space shall be billed to the grant recipient and must be paid upon receipt of an invoice from the City. The recipient must remain in good standing with the City of Crete to maintain eligibility for the grant.

By obtaining funds from the City of Crete, the recipient acknowledges acceptance of the terms and conditions of the award. The City of Crete may withdraw this grant if the event or the nature of the event changes and is determined to no longer fulfil the grant's purpose.

SECTION FIVE: APPLICANT CERTIFICATION

CERTIFICATION

I/WE CERTIFY THAT THE INFORMATION PROVIDED WITHIN THIS APPLICATION IS TRUE AND CORRECT AS OF THE DATE SHOWN BELOW. IN THE EVENT THAT CIRCUMSTANCES CHANGE BEFORE THE EVENT, I WILL, WITHIN TEN DAYS, NOTIFY THE CITY OF CRETE AND RE-SUBMIT MY APPLICATION.

Signature: _____ Date: _____

Signature: _____ Date: _____

SUPPORTING DOCUMENTATION

Please attach copies of the following documents with your application (check all that apply). Failure to attach proper documentation may result in a delay in processing your application for assistance.

- Event Program or Invitation
- Documentation supporting the Mission of the Organization or Event.
- Copy(ies) of driver's license or other legal photo identification for individuals responsible for the event.
- Proof of Insurance
- Crete Carrier Room Rental Agreement

Please mail or bring this signed application and required documents to:

City of Crete
243 E. 13th Street, PO Box 86
Crete, NE 68333

CRETE CARRIER COMMUNITY ROOM RENTAL
(150 Capacity)

REQUEST FORM

Date of Event: 12/4/2024 Times of Event: 11:30-2:30
Name: JAY W GILBERT Phone #: 402-826-9187
Address: 1135 LONGWOOD City State Zip: CRETE 68333
Type of Event: Apace Choir Concert
of Round Banquet Tables: 0-12 0 # of Rectangular Tables: 0-32 1
of Chairs: 0-150 100 - Will set up

Check if using Kitchen

Check if Audio/Visual Equipment Needed

Fees:

Weekends & Holidays \$150.00/day

Weekday \$25.00/hour
\$150.00/day

Audio/Visual \$50.00

Emergency Number: 402-381-8396

Deposit:

\$350.00 Cash deposit

\$50.00 Hold date fee only (non-refundable)
with remaining \$300 due before using facility

Checklist

- Signed Contract
- Certificate of Insurance
- Alcohol – requires additional contract 4 weeks in advance

All events must end by 10pm central time and the renters must clean the event space and leave by 11pm central time.

Jay Gilbert email
jay.gilbert@doane.edu

applying for Crete Carrier Room Grant

**CITY OF CRETE, NEBRASKA
EVENT CONTRACT – COMMUNITY ROOM**

This agreement is entered into between the City of Crete, Nebraska (“City”) and JAY GILBERT (“Lessee”) upon the date of signature by both parties.

AGREEMENT:

In consideration of the mutual promises and understandings of the parties set forth below, the parties agree as follows:

§1 Lessee shall be entitled to possess and use the Community Room and nearby restrooms (“Premises”) located at 1515 Forest Avenue solely for the following event:

Event Description: APACE CHOIR CONCERT

Event Date & Time: 12-4-24 11:30-2:30 pm

Lessee may reserve the use of the kitchen facilities within the Premises for an additional fee.

Lessee shall not have exclusive use of the City’s facilities and shall conduct its activities so as not to interfere with activities or business carried on by the City or any other person using the City’s facilities.

- §2 Lessee shall pay a rental fee of \$25.00 per hour for the use of the Premises and shall provide a \$350.00 cash or credit security deposit. The City may require all or part of any fees, charges, or deposits to be paid at the time a reservation is made. Sales tax shall be required on all fees and charges paid to the City unless Lessee is a tax exempt entity. Such taxes shall be in addition to all amounts set forth herein.
- §3 Lessee may use the audio visual equipment that already exists in the Premises. The City shall set up and, if needed, operate the equipment for an additional charge of \$50.00 per hour.
- §4 Lessee may use the furniture that already exists in the Premises. The City shall make the requested number of tables and chairs available, and Lessee shall be responsible for setting up and arranging such furniture within the Premises.
- §5 Lessee shall be responsible for inspecting any equipment or furniture before its use and accepts any equipment it uses on an as-is basis. Equipment shall be returned in the same condition, and Lessee shall be responsible for any damage or loss to the equipment or furniture beyond reasonable wear and tear.
- §6 Lessee or their agent shall be present at the Premises at all times throughout the event. Lessee shall provide adequate and appropriate supervision of and is solely responsible for all persons invited to, participating in, or associated with the event, and Lessee further understands and acknowledges that all city facilities are under video surveillance for the protection of city property.
- §7 Lessee shall be responsible for fully cleaning the Premises after the event is over, which includes, but is not limited to, picking up and properly disposing of all garbage, wiping down all tables and chairs, removing any decorations, and vacuuming and mopping the floors.
- §8 No smoking, tobacco products, paint, ink, explosive or flammable substances, or hazardous, toxic, or caustic chemicals are allowed in any of the City’s facilities.
- §9 Lessee shall not dispense or allow the use or consumption of any alcoholic beverage in violation of any federal, state, or local law, rule, regulation, or policy. Alcoholic beverages of any kind are prohibited unless an Alcohol Use Rider has been executed by both parties and attached to this contract.
- §10 All personal property, including equipment, furniture, and fixtures, placed, kept, or left in the Premises shall be so done at the sole risk of Lessee. The City shall not be liable for any damage or loss caused by theft, burglary, water, fire, or any other cause occurring on or about the Premises.

§11 All uses of city facilities and services shall comply with any space usage or rental policies adopted by the City, which shall be incorporated herein by reference, and all federal, state, and local laws, rules, and regulations. Lessee shall be responsible for enforcing all such policies, laws, rules, and regulations on its agents, employees, and attendees.

§12 Lessee shall provide adequate accident liability insurance for the event. An adequate insurance policy shall be, at a minimum, an occurrence general liability policy in the amount of \$1,000,000 that names the City as an additional insured. A Certificate of Insurance must be submitted to the City prior to the scheduled event date.

§13 Lessee shall be responsible for and shall indemnify and hold the City harmless from any and all claims, demands, or actions made by any person for any loss or damage sustained based upon or arising out of the negligent or willful acts or omissions of Lessee, its employees, agents, invitees, or guests. Lessee shall have no right to indemnification or contribution from the City for any judgments rendered against it.

§14 In the event public use of the Premises is interrupted because of any act or regulation of a political entity, epidemics, natural disasters, or other cause beyond the control of either party, this contract may be suspended or terminated by either party without prior notice, and neither party shall be liable for such suspension or termination.

§15 The City's failure to insist upon the strict performance of any provision of this contract or to exercise any right based upon breach will not constitute a waiver of any rights herein. No custom or practice of the parties which varies from a term of this contract shall be a waiver of any party's right to demand exact compliance, and no conditions or provisions of this contract can be waived unless approved by the City in writing.

§16 This contract shall be governed by, construed according to the laws and regulations of, and subject to the jurisdiction of the State of Nebraska.

§17 This contract and any documents incorporated herein by reference or attached hereto constitute the entire agreement of the parties, and any representations or promises not contained within shall not be binding upon the parties.

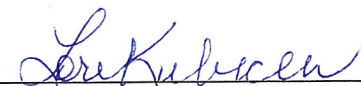
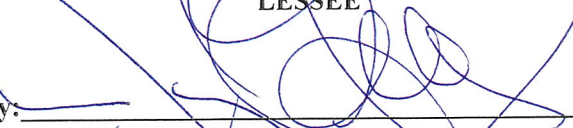
§18 This contract shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, heirs, and legal representatives.

§19 This contract or any amendment to this contract may be signed in any number of counterparts; each of which will be considered an original, and all of which taken together will constitute one contract or amendment, as the case may be.

§20 Each section, paragraph, clause, sentence, and word of this contract is intended to be severable. If any part of this contract or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other portions of this contract that can be given effect without the invalid part.

ACCEPTANCE PROVISIONS.

The parties acknowledge they have read and understand this contract, they agree to its provisions, and that it will be effective on the date when both parties have signed.

CITY OF CRETE	LESSEE
By: 	By: 
(Signature of Authorized Official)	(Signature)
Lori Kubicek	JAY W GILBERT
(Typed or Printed Name/Title)	(Typed or Printed Name)
11-6-24	10/15/2024
(Date)	(Date)



ApacE Choir Christmas Concert

Wednesday, December 4, 2024 — Crete Public Library Community Room

Go Tell It on the Mountain

Our opening piece was the African American Christmas Carol “Go Tell It on the Mountain.” It became well known during the Civil War.

We invite you to join us in singing our next carol, which was a big hit in the 1740s. The words to “O Come All Ye Faithful” can be found on the program.

O Come All Ye Faithful — Audience

Our next song is a story of a reindeer who is very special and guides Santa’s sleigh. It was composed in 1939 by Johnny Marks and made famous by cowboy singer Gene Autry. We will now perform “Rudolph, the Red-Nosed Reindeer.”

Rudolph, the Red-Nosed Reindeer

“Are You Sleeping?” is a simple round from France. It’s the story of a monk named Brother John who oversleeps and misses the morning prayers, which are signaled by the church bells.

Are You Sleeping?

In 1865, William Dix wrote the words to a 16th century tune called “Greensleeves”. The result was this song we know as “What Child is This?”

What Child is This?

Three years after “What Child is This?”, “O Little Town of Bethlehem” was penned by pastor Phillips Brooks. Please join us in singing “O Little Town of Bethlehem.”

O Little Town of Bethlehem — Audience

This African-American spiritual was first published in 1927. It became popular in the 1950s and has been recorded by many singers and choirs. The Apace Choir will now perform "He's Got the Whole World in His Hands."

He's Got the Whole World in His Hands

In 1950 Bing Crosby joined Carol Richards in recording this song which became very popular. The Apace Choir sings "Silver Bells."

Silver Bells

Our next audience Carol is another classic from the Mid-1800s. Written by Pastor Edmund Sears and set to music by composer Richard Willis, let us sing "It Came Upon a Midnight Clear."

It Came Upon a Midnight Clear — Audience

Rock and roll was a very popular musical style that developed in the 1950s and 60s. Here is a holiday rock and roll classic, "Jingle Bell Rock."

Jingle Bell Rock

"Auld Lang Syne" is a song from Scotland that has been traditionally sung at the stroke of midnight on New Year's Eve. The great poet Robert Burns claims to have heard it from an old man. Join us in singing "Auld Land Syne."

Auld Lang Syne

(Jay will close the program)

Silent Night — Audience

We Wish You a Merry Christmas

Merry Christmas and Happy New Year!



Who We Are

*We support people with intellectual and developmental disabilities in **southeast Nebraska**.*

Mission

***Provide** desired **education** and **support** to individuals with disabilities, promote safety and respect, and advocate for dignity and inclusion within the community.*

How We Work

Individualized

Through smaller, more personal programs, we can tailor our services to each individual's needs.

Local

Our programs are designed specifically for people and communities in southeast Nebraska.

Proactive

Our organization has decades of experience meeting the highest level of state certification.

Outcome-Focused

We create optimistic, achievable benchmarks to set individuals up for personal success.



Rafa Roofing - Lincoln NE
1830 Yolande Ave Lincoln
NE 68521
Phone: (402) 433-5425

Company Representative
Cesar Cervantes
Phone: (402) 381-2166
Cesar@rafarroof.com

Roofing Estimate

10/23/2024

Mike Kalkwarf
2429 County Road F
Crete, NE 68333
(402) 826-9766

Job: Mike Kalkwarf

Roofing Section

Front Elevation Section

- Remove (1) layer of existing Wood Shake shingle down to deck.
- Re-nail any loose sheeting - If bad or rotten wood is discovered, it will be replaced. (Price to be determine at time of install)
- Install new ice water shield
- Install new Metal Roof Pro Rib 26 gauge.
- Install New Rake Metal and Eave Metal
- Install H&R Metal
- Install Flashing if need
- will Reuse the existing top flashing between the top flat roof
- Measurement 69' W 52" H 329 sq with 10% waste

Left Elevation Section

- Remove (1) layer of existing Wood Shake shingle down to deck.
- Re-nail any loose sheeting - If bad or rotten wood is discovered, it will be replaced. (Price to be determine at time of install)
- Install new ice water shield
- Install new Metal Roof Pro Rib 26 gauge.
- Install New Rake Metal and Eave Metal
- Install H&R Metal
- Install Flashing if need
- will Reuse the existing top flashing between the top flat roof
- Measurement 28' W 52" H 137 sq with 10% waste

Right Elevation

- Remove (1) layer of existing Wood Shake shingle down to deck.
- Re-nail any loose sheeting - If bad or rotten wood is discovered, it will be replaced. (Price to be determine at time of install)
- Install new ice water shield
- Install new Metal Roof Pro Rib 26 gauge.
- Install New Rake Metal and Eave Metal
- Install H&R Metal
- Install Flashing if need
- will Reuse the existing top flashing between the top flat roof
- Measurement 69' W 52" H 137 sq with 10% waste

\$6,030.00

Note:

Notes

THIS PROPOSAL IS VALID FOR 30 DAYS.

Any additional sheeting, if needed, will be done at \$100.00 per sheet.

Any additional unforeseen layers of shingles will be removed at the cost of \$20 per square (\$30 per square if Wood shake Shingles), per layer.

Any loose hanging items should be removed from wall prior to any work being done on roof.

Payments.

A down payment of \$1 of the total contract amount is due before work is to begin, the remainder shall be due upon completion.

Customer has as period of three business days to pay the amount due in full.



November 5, 2024

Tom Ourada
City Administrator
City of Crete
243 East 13th Street
Crete, NE 68333

RE: Cost of Service / Rate Design Study Letter Agreement

Dear Tom:

JK Energy Consulting, LLC (JKEC) is pleased to submit this letter agreement to prepare a Cost of Service / Rate Design Study for the City of Crete and its electric utility (Utility). This proposal was prepared pursuant to our email exchange on September 4, 2024, and includes the scope of services, fee proposal, deliverables, and schedule.

Project Understanding

The City purchases its total power supply requirements from the Western Area Power Administration (Western) and the Municipal Energy Agency of Nebraska (MEAN) under its long-term Service Schedule M agreement. The City is interested in having a cost of service and rate design study prepared to ensure its electric rate structure is adequate to pay for projected expenses.

Scope of Services

Task 1: Data Collection / Kick-Off Meeting. This task involves collecting retail usage, operating expense, purchased power, and other data necessary to complete the cost of service analysis. A data request will be prepared and submitted to the City. To the extent certain data is not available, alternatives to the requested data will be identified.

A kick-off meeting will be held via Zoom to answer questions about the data request, discuss goals and objectives of the rate study, identify key issues, and finalize the project schedule.

John A. Krajewski, P.E.
74408 Road 433
Smithfield, Nebraska 68976
402-440-0227
jk@jkenergyconsulting.com
www.jkenergyconsulting.com

Task 2: Calculate Revenue Requirements and Operating Results. This task involves reviewing the projected operating expenses, non-retail revenues, debt service expenses and other elements that make up the projected revenue requirements. Revenue requirements will be calculated for a “Test Year” and for a projected period of three additional years. Projections will be prepared on a “cash basis” to ensure adequate cash flow to cover projected expenses, including capital improvement and debt service requirements. Projected retail revenues will be compared to projected expenses to develop projected operating results going forward. The purpose of this task is to identify necessary rate increases for future periods.

Task 3: Prepare Cost of Service Analysis. This task involves calculating the cost of service for each retail rate class, using generally accepted ratemaking principles for municipal utilities. Principles consistent with guidelines prepared by the American Public Power Association, the National Association of Regulatory Utilities Commissioners, the Federal Energy Regulatory Commission, and others will be followed.

The various expenses incurred by the City will be identified and assigned to a function based on the type of service provided, such as transmission, distribution, and customer service. An appropriate method for allocating expenses for each function among the various rate classes will be identified. For example, purchased energy costs may be allocated based on the energy purchased by each retail class, while customer service expenses may be allocated based on the weighted number of retail customers.

The allocated cost of service for each rate class will be compared to the projected revenues for each rate class to determine the need for future rate changes and provide guidance for the rate design process.

Task 4: Rate Design. This task involves designing retail rates for each rate class. This task considers the cost of service results as well as other goals established by the City. These goals may include long-term rate stability, competitiveness with neighboring utilities, financial stability, mitigation of large rate increases on particular rate classes, and funding of future capital projects. JKEC will visit with City staff to review these goals and establish rates that best accomplish the identified goals. Rate comparisons with neighboring utilities will be prepared.

Task 5: Draft Report. This task involves preparing a draft report for review by City staff. The report will be suitable for review by non-utility personnel with tables that summarize the key results of the cost of service analysis. An updated rate ordinance will be provided that implements the proposed rates. JKEC staff will present the results at a meeting with City staff.

Task 6: Present Results. This task involves preparing a formal report for presentation to the City Council. The report will be suitable for review by non-utility personnel with tables that summarize the key results of the cost of service analysis. An updated rate

ordinance will be provided to implement the proposed rates. JKEC staff will present the report and be available to answer any questions.

Schedule

The following schedule is based on the City providing notice to proceed no later than December 1, 2024. Any delay in executing the agreement or providing requested data will result in a similar delay in subsequent milestones. All dates are approximate and will be adjusted to conform to regularly scheduled City Council meetings.

December 1, 2024	Notice to proceed
Mid-December 2024	Kick-off meeting with City staff (via Zoom) to discuss the requested data and discuss the study process, including rate design goals
January 17, 2025	Receive all requested data from City
February 28, 2025	Draft report completed and sent to City staff
March 6, 2025	Review draft report with City staff via Zoom
April 2025	Present results to the City Council
May 1, 2025	Final report, including all work papers, submitted to City

Meetings

The fee proposal includes one site meeting. The purpose of the meeting will be to present the final results to the City Council. If additional visits are requested, billing will be based on JKEC's standard billing rate schedule, which is shown in Attachment 1.

Deliverables

1. One electronic copy of the summary report (summary form of report with proposed rate ordinance).
2. One hard copy of the final report, including all work papers, if requested.
3. One electronic copy of the final report, including all work papers, in Adobe Acrobat (.pdf) format.
4. One electronic copy of the proposed rate ordinance in Microsoft Word format.
5. Presentation of results to the City Council.

City Responsibilities

The City will be responsible for:

1. Providing requested data on a timely basis, including timely response to any questions or clarifications regarding the provided data.
2. Reviewing draft study results on a timely basis.
3. Scheduling appropriate meeting(s) with the City Council and others.

Fee Proposal

Based on JKEC's standard billing rate schedule, the cost to provide the above-listed Scope of Services will be a lump sum fee of \$13,000. Billing will be based on the following schedule:

- \$1,500 will be invoiced upon completion of the kick-off meeting
- \$6,000 will be invoiced upon completion and transmittal of the draft report
- \$2,000 will be invoiced upon review of draft report with City staff
- \$2,000 will be invoiced upon presentation of the final report to the City Council
- \$1,500 will be invoiced upon submittal of the final report, including all work papers.

Invoices will be transmitted electronically via email and are due upon receipt. Interest will accrue on unpaid balances after 30 days at a rate of 1% per month.

Study Update

If the City would like an update to the study within three (3) years of the initial study, the lump sum fee for the update would be \$5,000. Revenue requirements, particularly related to purchased power expenses, will be updated while using the previously collected customer data to determine the need for an additional rate increase. A new rate ordinance will be provided, if necessary. This fee does not include a visit to present the proposed rates to the City Council. If a presentation of the study update is requested, the fixed fee for the presentation will be \$1,500. A request for a study update must be made in writing no later than December 1, 2027.

Additional Services

Any services not included in the above-listed Scope of Services will only be provided upon written agreement by the City and JKEC. Such services will be billed at JKEC's standard billing rate schedule (see Attachment 1).

Tom Ourada
November 5, 2024
Page 5

JKEC appreciates the opportunity to provide this letter agreement to the City. If it is acceptable, please print this letter, sign, and return (electronically is acceptable) to JKEC.

Sincerely yours,



John A. Krajewski, P.E.
JK Energy Consulting, LLC

Attachment

ACCEPTED BY:

City of Crete, Nebraska

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachment 1 - JKEC Standard Billing Rate Schedule

The following rate schedule will be used to determine monthly billings unless a fixed fee or other billing arrangement is specified. The rate schedule will also be used to determine charges for additional services requested but not included in the agreed-upon Scope of Services.

<u>Billable Item</u>	<u>Billing Rate – effective January 1, 2024</u>
John A. Krajewski, P.E.	\$150.00 per hour
Senior Consultant	\$125.00 per hour
Administrative Staff	\$65.00 per hour
Mileage	IRS standard rate for business use for 2024: \$0.67/mile
Lodging, meals, other travel	Actual cost, without markup
Copies, faxes, postage, phone, other office overheads	Included in hourly billing rate
Outside professional services	Actual cost

**GENERAL ADMINISTRATION AGREEMENT
CRETE DOWNTOWN REVITALIZATION | 24DTR001**

THIS AGREEMENT made and entered into by and between the **City of Crete, Nebraska** (hereinafter referred to as the City) and **Southeast Nebraska Development District**, (hereinafter referred to as the Consultant).

WITNESSES THAT:

WHEREAS, the City, 243 East 13th Street, Crete, NE 68333 and the Consultant, 7407 O St., Lincoln, NE 68510, are desirous of entering into a contract to formalize their relationship, and

WHEREAS, pursuant to Title I of the Housing and Community Development Act of 1974, as amended through 1981 and 24 CFR 570, the State of Nebraska Department of Economic Development (the Department) is authorized by the federal Department of Housing and Urban Development (HUD) to provide Community Development Block Grant Program funds (hereinafter referred to as CDBG funds) to units of local government selected to undertake and carry out certain programs and projects under the Nebraska State Community Development Block Grant Program in compliance with all applicable local, state and federal laws, regulations and policies, and

WHEREAS, the City, as part of its 2024 CDBG grant agreement with the Department, under contract number **24DTR001**, has been awarded CDBG funds for the purposes set forth herein, and

WHEREAS, the Scope of Work included in this contract is authorized as part of the City's approved CDBG program, and

WHEREAS, it would be beneficial to the City to utilize the Consultant as an independent entity to accomplish the Scope of Work set forth herein and such endeavor would tend to best accomplish the objectives of the local CDBG program.

NOW, THEREFORE, in consideration of the mutual promises, covenants and provisions contained herein and the mutual benefits to be derived therefrom, the parties hereto agree as follows:

1. Services to be Provided by the Parties

- a. The Consultant shall complete, in a satisfactory and proper manner as determined by the City, the work activities described in the Scope of Work (**Attachment "A"**).
- b. The City will provide such assistance and guidance as may be required to support the objectives set forth in the Scope of Work and will provide compensation for services as set forth in Section 3 Compensation below.

2. Time of Performance

The effective date of this contract shall be **December 6th, 2024**. The termination date of the contract shall coincide with the issuance of the **Certificate of Completion** by the Nebraska Department of Economic Development (NDED).

3. Compensation

The City shall reimburse the Consultant for all allowable expenses agreed upon by the parties to complete the Scope of Work. Use of cost-plus or percentage of cost basis is not allowable. In no event shall the total amount reimbursed by the City exceed the sum of **\$25,000.00** (Twenty-Five Thousand Dollars). Reimbursement under this contract shall be based on billings that are supported by appropriate documentation of costs actually incurred. It is expressly understood that claims for reimbursement shall not be submitted in excess of actual, immediate cash requirements necessary to carry out the purposes of this agreement.

It is also understood that this contract is funded in whole or in part with funds through the State of Nebraska Community Development Block Grant Program as administered by the Department and is subject to those regulations and restrictions normally associated with federally funded programs.

4. Record Maintenance, Record Retention, and Access to Records

The Consultant agrees to maintain such records and follow such procedures as may be required under 2 CFR §200.300–345 and any such procedures that the City or the Department may prescribe. In general, such records will include information pertaining to the contract, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this contract and work undertaken under this contract shall be retained by the Consultant for a period of ten years after the final audit of the City's CDBG project unless a longer period is required to resolve audit findings or litigation. In such cases, the City shall request a longer period for record retention.

The City, the Department, and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records and books of the Consultant involving transactions to this local program and contract.

5. Relationship

The relationship of the Consultant to the City shall be that of an independent Consultant rendering professional services. The Consultant shall have no authority to execute contracts or to make commitments on behalf of the City and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the City and the Consultant.

6. Suspension, Termination and Close Out

If the Consultant fails to comply with the terms and conditions of this contract the City may pursue such remedies as are legally available including, but not limited to the suspension or termination of this contract in the manner specified herein:

- a. Suspension:** If the Consultant fails to comply with the terms and conditions of this contract, or whenever the Consultant is unable to substantiate full compliance with the provisions of this contract, the City may suspend the contract pending corrective actions or investigation, effective not less than 7 days following written notification to the Consultant or its authorized representative. The suspension will remain in full force and effect until the Consultant has taken corrective action to the satisfaction of the City and is able to substantiate its full compliance with the terms and conditions of this contract. No obligations incurred by the Consultant or its authorized representatives during the period of suspension will be allowable under the contract except:
 - i. Reasonable, proper and otherwise allowable costs which the Consultant could not avoid during the period of suspension.
 - ii. If upon investigation, the Consultant is able to substantiate complete compliance with the terms and conditions of this contract, otherwise allowable costs incurred during the period of suspension will be allowed.
 - iii. In the event all or any portion of the work prepared or partially prepared by the Consultant be suspended, abandoned, or otherwise terminated the City shall pay the Consultant for work performed to the satisfaction of the City, in accordance with the percentage of the work completed.

- b. Termination for Cause:** The City may terminate its contract with the Consultant if the Consultant fails to comply with the terms and conditions of this contract and any of the following conditions exist:
 - i. The lack of compliance with the provisions of this contract are of such scope and nature that the City deems continuation of the contract to be substantially detrimental to the interests of the City;
 - ii. The Consultant has failed to take satisfactory action as directed by the City or its authorized representative within the time specified by same;
 - iii. The Consultant has failed within the time specified by the City or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this contract; then, the City may terminate this contract in whole or in part, and

thereupon shall notify the Consultant of the termination, the reasons therefore, and the effective date provided such effective date shall not be prior to notification of the Consultant. After this effective date, no charges incurred under any terminated portions are allowable.

c. Termination for Other Grounds: This contract may also be terminated in whole or in part:

- i.** By the City, with the consent of the Consultant, or by the Consultant with the consent of the City, in which case the two parties shall devise by mutual agreement, the conditions of termination including effective date and in case of termination in part, that portion to be terminated.
- ii.** If the funds allocated by the City via this contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services.
- iii.** In the event the City fails to pay the Consultant promptly or within 60 days after invoices are rendered, the City agrees that the Consultant shall have the right to consider said default a breach of this agreement and the duties of the Consultant under this agreement terminated. In such an event, the City shall then promptly pay the Consultant for all services performed and all allowable expenses incurred.
- iv.** The City may terminate this contract at any time giving at least 10-days' notice in writing to the Consultant. If the contract is terminated for convenience of the City as provided herein, the Consultant will be paid for time provided and expenses incurred up to the termination date.

7. Changes, Amendments, Modifications

The City may, from time to time, require changes or modifications in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of compensation therefore, which are mutually agreed upon by the City and the Consultant shall be incorporated in written amendments to this contract.

8. Personnel

The Consultant represents that he/she has, or will secure at his/her own expense, all personnel required in performing the services under this contract. Such personnel shall not be employees or have any contractual relationship to the City.

All services required hereunder will be performed by the Consultant or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

None of the work or services covered by this contract shall be subcontracted without prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.

9. Assignability

The Consultant shall not assign any interest on this contract and shall not transfer any interest on this contract (whether by assignment or notation), without prior written consent of the City thereto: Provided, however, that claims for money by the Consultant from the City under this contract may be assigned to a bank, trust company, or other financial institutions without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.

10. Reports and Information

The Consultant, at such times and in such forms as the City may require, shall furnish the City such periodic reports as it may request pertaining to the work or services undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this contract.

11. Findings Confidential

All of the reports, information, data, etc., prepared or assembled by the Consultant under this contract are confidential and the Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the City.

12. Copyright

No reports, maps, or other documents produced in whole or in part under this contract shall be subject of an application for copyright by or on behalf of the Consultant.

13. Compliance With Local Laws

The Consultant shall comply with all applicable laws, ordinances and codes of the state and local governments and the Consultant shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this contract.

14. Title VI of the Civil Rights Act of 1964

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

15. Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied benefits of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

16. Build America, Buy America Act (BABA).

The City must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the City's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

The City shall include this BABA clause in any procurement bid/contract documents to ensure BABA compliance by subrecipients, developers and/or contractors.

17. Section 3 Compliance in the Provision of Training, Employment and Business Opportunities

- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment arising in connection with Section 3 projects are provided to Section 3 workers (as defined in 24 CFR Part 75) within the metropolitan area (or nonmetropolitan county) in which the project is located and contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing in the metropolitan area (or nonmetropolitan county) in which the project is located.
- b. The parties to this contract will comply with the provisions of said Section 3. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these provisions.

- c. The Consultant will send to each labor organization or representative or workers with which he/she has collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his/her commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The Consultant will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or receipt of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 75. The Consultant will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 75 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 75, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its consultants and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 75.

18. Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101 et. seq.)

No person will be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.

19. Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794)

No otherwise qualified individual will, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds.

20. Executive Order 11246, As Amended

This Order applies to all federally assisted construction contracts/subcontracts (that exceed \$10,000) and non-construction/service contracts and subcontracts (that exceed \$50,000). The Subrecipient and subcontractors, if any, will not discriminate

against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Grantee and subcontractors, if any, will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.

21. Conflict of Interest 2 CFR §200.318

No officer, employee or agent of the Grantee who will participate in the selection, the award, or the administration of this grant may obtain a personal or financial interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. It is further required that this stipulation be included in all subcontracts to this contract. Upon written request, exceptions may be granted upon a case-by-case basis when it is determined that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project. These exceptions are granted by the Department.

22. Audits and Inspections

The City, the Department, the State Auditor and HUD or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as part of the CDBG project and this contract, by whatever legal and reasonable means are deemed expedient by the City, DED, the State Auditor and HUD

23. Hold Harmless

The Consultant agrees to indemnify and hold harmless the City, its appointed and elected officers and employees, from and against all loss and expense, including attorney's fees and costs by reason of any and all claims and demands upon the City, its elected or appointed officers and employees from damages sustained by any person or persons, arising out of or in consequence of the Consultant's and its agents' negligent performance of work associated with this agreement. The Consultant shall not be liable for property and bodily injury as may result from the negligence of any construction contractor or construction subcontractor.

24. Governing Law

This Agreement will be governed by the laws of the State of Nebraska, without regard to that body of law controlling conflicts of law. Any legal proceeding arising out of, or relating to this Agreement, shall be instituted in any court of general jurisdiction in the State of Nebraska.

This agreement contains all terms and conditions agreed to by the City and the Consultant. The attachments to this agreement are identified as follows:

ATTACHMENT "A"

SCOPE OF WORK and FEES for CRETE, NEBRASKA for GENERAL ADMINISTRATION consisting of 1 pages.

IN WITNESS WHEREOF, the City and the Consultant have executed this contract agreement as of the date and year last written below.

CITY (City of Crete)

By: _____

Printed Name: Dave Bauer

Title: Mayor

Address: 243 East 13th Street, Crete, NE 68333

Date: _____

CONSULTANT (Southeast Nebraska Development District)

By: _____

Printed Name: Tom Bliss

Title: SENDD Executive Director

Address: 7407 O St, Lincoln, NE 68510

Date: _____

APPROVED as to legal form:

City Attorney

By: _____

Printed Name:

Title: City Attorney

Address:

Date: _____

Exhibit A - SENDD Scope of Work and Fees

The consultant shall complete, in a professional timely manner, the following services relative to the Applicant's Community Development Block Grant project. Such actions shall be performed in a manner prescribed by the Nebraska Department of Economic Development.

General Administration

1. Contract Documents

- 1.1. Ensure execution of the DED Contract Agreement (prepared by DED)
- 1.2. Preparation and execution of SENDD Professional Services Agreement
- 1.3. Preparation and execution of SENDD's Construction Management Contract
- 1.4. Ongoing maintenance of physical and digital files to ensure compliance
- 1.5. Amplifund Management
- 1.6. Preparation of contract extensions or budget amendment requests (if applicable)
- 1.7. Ensure execution of consultant Procurement & Contract (prepared by engineer)

2. Special Conditions/Environmental Review

- 2.1. Preparation, execution, and submission of Special Conditions documents including:
 - 2.1.1. Excessive Force
 - 2.1.2. Procurement Procedures & Code of Conduct
 - 2.1.3. Financial Management Certification
 - 2.1.4. Certifying Grant Administrator Letter
 - 2.1.5. Authorization to Request Grant Funds
 - 2.1.6. Limited English Proficiency (LEP)
 - 2.1.7. Fair Housing letter
- 2.2. Preparation, execution, and submission of Environmental Review including:
 - 2.2.1. Determination of Level of Review
 - 2.2.2. Statutory Checklists
 - 2.2.3. Other Requirements
 - 2.2.4. Agency contact letters
 - 2.2.5. Notice of Intent to Request Release of Funds (NOI-RROF)
 - 2.2.6. Communication with History Nebraska (State Historic Preservation Office)
 - 2.2.7. Tier II's (for Downtown Revitalization projects)
- 2.3. Ongoing maintenance of physical and digital files to ensure compliance
- 2.4. Amplifund Management

3. Financial Management

- 3.1. Preparation of expense ledger
- 3.2. Cost Documentation, including review of project and admin invoices
- 3.3. Preparation of drawdowns related to project and administrative services
- 3.4. Amplifund Management
- 3.5. Ensure reconciliation of deposits are completed including request of bank statements and canceled checks (to be done by the Grantee and related matters)
- 3.6. Amplifund Management

3.7. Ongoing maintenance of physical and digital files to ensure compliance

4. Local Advisory Committee

4.1 Attending any meetings related to the project; includes with municipality, engineer, contractors, and businesses

4.2 Amplifund Management

4.3 Ongoing maintenance of physical and digital files to ensure compliance

5. Periodic Reports & Monitoring

5.1. Preparation of project status reports

5.2. Preparation of Job Creation reports and ensuring maintenance of baseline employees, if applicable

5.3. Identification of project impact(s)

5.4. Other performance report requirements

5.5. Ongoing maintenance of physical and digital files to ensure compliance

5.6. Amplifund Management

6. Fair Housing & Civil Rights

6.1. Ensuring compliance of Civil Rights by reviewing language in contracts,

6.2. Ensuring completion of Fair housing activities,

6.3. Ongoing maintenance of physical and digital files to ensure compliance

6.4. Amplifund Management

7. Public Participation

7.1. Preparation of public hearing notices including second public hearing and any public hearings needed throughout the course of the project

7.2. Ongoing maintenance of physical and digital files to ensure compliance

7.3. Amplifund Management

8. Correspondence & Notes

8.1. Correspondence with award recipient, engineer, contractors, businesses or any individual/organization related to grant administration

8.2. Preparing summary of meetings

8.3. Ongoing maintenance of physical and digital files to ensure compliance

8.4. Amplifund Management

9. Audit & Close Out

9.1. Continue ensuring compliance with CDBG Regulations and Uniform Administrative Requirements;

9.2. Cost Principles;

9.3. Preparation of Notification of Annual Audits; and

9.4. Preparation of close-out documents, including -

9.4.1. Risk Analysis Checklist

9.4.2. Financial Financials

- 9.4.3. Final Project Status Report
- 9.4.4. Final Wage Compliance review
- 9.5. Final review of physical and digital files to prepare for monitoring
- 9.6. Amplifund Management

10. Other fees

- 10.1. Mileage and travel expenses related to attending project related meetings
- 10.2. Copies
- 10.3. Postage
- 10.4. Miscellaneous fees that relate to administrative services

Fees Schedule

For performing the Services specified above, the City agrees to pay the Consultant according to the service rate listed below. The service rate is subject to review and adjustment by the Consultant's Board of Directors on a quarterly basis. Adjusted rates will be submitted to the City as well as the Nebraska Department of Economic Development (NDED). The total value of the compensation is up to the amount listed in Section 3 of the agreement, but will be executed in increments based on and work time and material basis, unless otherwise approved by NDED.

Consultant Service Rate: \$140.00 per hour for SENDD members in good standing.

**CONSTRUCTION MANAGEMENT AGREEMENT
CRETE DOWNTOWN REVITALIZATION | 24DTR001**

THIS AGREEMENT made and entered into by and between the **City of Crete, Nebraska** (hereinafter referred to as the City) and **Southeast Nebraska Development District**, (hereinafter referred to as the Consultant).

WITNESSES THAT:

WHEREAS, the City, 243 East 13th Street, Crete, NE 68333 and the Consultant, 7407 O St., Lincoln, NE 68510, are desirous of entering into a contract to formalize their relationship, and

WHEREAS, pursuant to Title I of the Housing and Community Development Act of 1974, as amended through 1981 and 24 CFR 570, the State of Nebraska Department of Economic Development (the Department) is authorized by the federal Department of Housing and Urban Development (HUD) to provide Community Development Block Grant Program funds (hereinafter referred to as CDBG funds) to units of local government selected to undertake and carry out certain programs and projects under the Nebraska State Community Development Block Grant Program in compliance with all applicable local, state and federal laws, regulations and policies, and

WHEREAS, the City, as part of its 2024 CDBG grant agreement with the Department, under contract number **24DTR001**, has been awarded CDBG funds for the purposes set forth herein, and

WHEREAS, the Scope of Work included in this contract is authorized as part of the City's approved CDBG program, and

WHEREAS, it would be beneficial to the City to utilize the Consultant as an independent entity to accomplish the Scope of Work set forth herein and such endeavor would tend to best accomplish the objectives of the local CDBG program.

NOW, THEREFORE, in consideration of the mutual promises, covenants and provisions contained herein and the mutual benefits to be derived therefrom, the parties hereto agree as follows:

1. Services to be Provided by the Parties

- a. The Consultant shall complete, in a satisfactory and proper manner as determined by the City, the work activities described in the Scope of Work (**Attachment "A"**).
- b. The City will provide such assistance and guidance as may be required to support the objectives set forth in the Scope of Work and will provide compensation for services as set forth in Section 3 Compensation below.

2. Time of Performance

The effective date of this contract shall be **Date of Release of Funds**. The termination date of the contract shall coincide with the agreement performance end date between the City and NDED as either stated in the original “Subrecipient Agreement” or as later amended by an approved extension.

3. Compensation

The City shall reimburse the Consultant for all allowable expenses agreed upon by the parties to complete the Scope of Work. Use of cost-plus or percentage of cost basis is not allowable. In no event shall the total amount reimbursed by the City exceed the sum of **\$10,000.00** (Ten Thousand Dollars). Reimbursement under this contract shall be based on billings that are supported by appropriate documentation of costs actually incurred. It is expressly understood that claims for reimbursement shall not be submitted in excess of actual, immediate cash requirements necessary to carry out the purposes of this agreement.

It is also understood that this contract is funded in whole or in part with funds through the State of Nebraska Community Development Block Grant Program as administered by the Department and is subject to those regulations and restrictions normally associated with federally funded programs.

4. Record Maintenance, Record Retention, and Access to Records

The Consultant agrees to maintain such records and follow such procedures as may be required under 2 CFR §200.300–345 and any such procedures that the City or the Department may prescribe. In general, such records will include information pertaining to the contract, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this contract and work undertaken under this contract shall be retained by the Consultant for a period of ten years after the final audit of the City's CDBG project unless a longer period is required to resolve audit findings or litigation. In such cases, the City shall request a longer period for record retention.

The City, the Department, and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records and books of the Consultant involving transactions to this local program and contract.

5. Relationship

The relationship of the Consultant to the City shall be that of an independent Consultant rendering professional services. The Consultant shall have no authority to execute contracts or to make commitments on behalf of the City and nothing

contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the City and the Consultant.

6. Suspension, Termination and Close Out

If the Consultant fails to comply with the terms and conditions of this contract the City may pursue such remedies as are legally available including, but not limited to the suspension or termination of this contract in the manner specified herein:

- a. Suspension:** If the Consultant fails to comply with the terms and conditions of this contract, or whenever the Consultant is unable to substantiate full compliance with the provisions of this contract, the City may suspend the contract pending corrective actions or investigation, effective not less than 7 days following written notification to the Consultant or its authorized representative. The suspension will remain in full force and effect until the Consultant has taken corrective action to the satisfaction of the City and is able to substantiate its full compliance with the terms and conditions of this contract. No obligations incurred by the Consultant or its authorized representatives during the period of suspension will be allowable under the contract except:
 - i.** Reasonable, proper and otherwise allowable costs which the Consultant could not avoid during the period of suspension.
 - ii.** If upon investigation, the Consultant is able to substantiate complete compliance with the terms and conditions of this contract, otherwise allowable costs incurred during the period of suspension will be allowed.
 - iii.** In the event all or any portion of the work prepared or partially prepared by the Consultant be suspended, abandoned, or otherwise terminated the City shall pay the Consultant for work performed to the satisfaction of the City, in accordance with the percentage of the work completed.
- b. Termination for Cause:** The City may terminate its contract with the Consultant if the Consultant fails to comply with the terms and conditions of this contract and any of the following conditions exist:
 - i.** The lack of compliance with the provisions of this contract are of such scope and nature that the City deems continuation of the contract to be substantially detrimental to the interests of the City;
 - ii.** The Consultant has failed to take satisfactory action as directed by the City or its authorized representative within the time specified by same;

- iii. The Consultant has failed within the time specified by the City or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this contract; then, the City may terminate this contract in whole or in part, and thereupon shall notify the Consultant of the termination, the reasons therefore, and the effective date provided such effective date shall not be prior to notification of the Consultant. After this effective date, no charges incurred under any terminated portions are allowable.

c. Termination for Other Grounds: This contract may also be terminated in whole or in part:

- i. By the City, with the consent of the Consultant, or by the Consultant with the consent of the City, in which case the two parties shall devise by mutual agreement, the conditions of termination including effective date and in case of termination in part, that portion to be terminated.
- ii. If the funds allocated by the City via this contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services.
- iii. In the event the City fails to pay the Consultant promptly or within 60 days after invoices are rendered, the City agrees that the Consultant shall have the right to consider said default a breach of this agreement and the duties of the Consultant under this agreement terminated. In such an event, the City shall then promptly pay the Consultant for all services performed and all allowable expenses incurred.
- iv. The City may terminate this contract at any time giving at least 10-days' notice in writing to the Consultant. If the contract is terminated for convenience of the City as provided herein, the Consultant will be paid for time provided and expenses incurred up to the termination date.

7. Changes, Amendments, Modifications

The City may, from time to time, require changes or modifications in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of compensation therefore, which are mutually agreed upon by the City and the Consultant shall be incorporated in written amendments to this contract.

8. Personnel

The Consultant represents that he/she has, or will secure at his/her own expense, all personnel required in performing the services under this contract. Such personnel shall not be employees or have any contractual relationship to the City.

All services required hereunder will be performed by the Consultant or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

None of the work or services covered by this contract shall be subcontracted without prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.

9. Assignability

The Consultant shall not assign any interest on this contract and shall not transfer any interest on this contract (whether by assignment or notation), without prior written consent of the City thereto: Provided, however, that claims for money by the Consultant from the City under this contract may be assigned to a bank, trust company, or other financial institutions without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.

10. Reports and Information

The Consultant, at such times and in such forms as the City may require, shall furnish the City such periodic reports as it may request pertaining to the work or services undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this contract.

11. Findings Confidential

All of the reports, information, data, etc., prepared or assembled by the Consultant under this contract are confidential and the Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the City.

12. Copyright

No reports, maps, or other documents produced in whole or in part under this contract shall be subject of an application for copyright by or on behalf of the Consultant.

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The Consultant shall comply with all applicable laws, ordinances and codes of the state and local governments and the Consultant shall save the City harmless with

respect to any damages arising from any tort done in performing any of the work embraced by this contract.

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No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

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No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied benefits of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

16. Build America, Buy America Act (BABA).

The City must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the City's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

The City shall include this BABA clause in any procurement bid/contract documents to ensure BABA compliance by subrecipients, developers and/or contractors.

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- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment arising in connection with Section 3 projects are provided to Section 3 workers (as defined in 24 CFR Part 75) within the metropolitan area (or nonmetropolitan county) in which the project is located and contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing in the metropolitan area (or nonmetropolitan county) in which the project is located.
- b. The parties to this contract will comply with the provisions of said Section 3. The parties to this contract certify and agree that they

are under no contractual or other disability which would prevent them from complying with these provisions.

- c. The Consultant will send to each labor organization or representative or workers with which he/she has collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his/her commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The Consultant will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or receipt of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 75. The Consultant will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 75 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 75, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its consultants and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 75.

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No otherwise qualified individual will, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds.

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21. Conflict of Interest 2 CFR §200.318

No officer, employee or agent of the Grantee who will participate in the selection, the award, or the administration of this grant may obtain a personal or financial interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. It is further required that this stipulation be included in all subcontracts to this contract. Upon written request, exceptions may be granted upon a case-by-case basis when it is determined that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project. These exceptions are granted by the Department.

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The City, the Department, the State Auditor and HUD or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as part of the CDBG project and this contract, by whatever legal and reasonable means are deemed expedient by the City, DED, the State Auditor and HUD

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The Consultant agrees to indemnify and hold harmless the City, its appointed and elected officers and employees, from and against all loss and expense, including attorney's fees and costs by reason of any and all claims and demands upon the City, its elected or appointed officers and employees from damages sustained by any person or persons, arising out of or in consequence of the Consultant's and its agents' negligent performance of work associated with this agreement. The Consultant shall not be liable for property and bodily injury as may result from the negligence of any construction contractor or construction subcontractor.

24. Governing Law

This Agreement will be governed by the laws of the State of Nebraska, without regard to that body of law controlling conflicts of law. Any legal proceeding arising

out of, or relating to this Agreement, shall be instituted in any court of general jurisdiction in the State of Nebraska.

This agreement contains all terms and conditions agreed to by the City and the Consultant. The attachments to this agreement are identified as follows:

ATTACHMENT "A"

SCOPE OF WORK and FEES for CRETE, NEBRASKA for CONSTRUCTION MANAGEMENT consisting of 1 pages.

IN WITNESS WHEREOF, the City and the Consultant have executed this contract agreement as of the date and year last written below.

CITY (City of Crete)

By: _____

Printed Name: Dave Bauer

Title: Mayor

Address: 243 East 13th Street, Crete, NE 68333

Date: _____

CONSULTANT (Southeast Nebraska Development District)

By: _____

Printed Name: Tom Bliss

Title: SENDD Executive Director

Address: 7407 O St, Lincoln, NE 68510

Date: _____

APPROVED as to legal form:

City Attorney

By: _____

Printed Name:

Title: City Attorney

Address:

Date: _____

Attachment A - SENDD Scope of Work and Fees

The consultant shall complete, in a professional timely manner, the following services relative to the Applicant's Community Development Block Grant project. Such actions shall be performed in a manner prescribed by the Nebraska Department of Economic Development.

Construction Management

1. Construction & Labor Standards

- 1.1. Ensuring Labor Standards Compliance including review of
 - 1.1.1. weekly payrolls,
 - 1.1.2. wage rates,
 - 1.1.3. requests for bidders,
 - 1.1.4. wage restitution, if necessary and
 - 1.1.5. employee interviews
- 1.2. Conducting employee interviews
- 1.3. Assistance in the Procurement Process (if applicable) related to the review of
 - 1.3.1. Bid Packages
 - 1.3.1.1. Ensuring labor standard language is included in bid package document
 - 1.3.2. Quotes from contractors and vendors
- 1.4. Recommendation of successful proposals or bids

Fees Schedule

For performing the Services specified above, the City agrees to pay the Consultant according to the service rate listed below. The service rate is subject to review and adjustment by the Consultant's Board of Directors on a quarterly basis. Adjusted rates will be submitted to the City as well as the Nebraska Department of Economic Development (NDED). The total value of the compensation is up to the amount listed in Section 3 of the agreement, but will be executed in increments based on and work time and material basis, unless otherwise approved by NDED.

Consultant Service Rate: \$140.00 per hour for SENDD members in good standing.

**GENERAL ADMINISTRATION AGREEMENT
CRETE PUBLIC WORKS - INFRASTRUCTURE | 24PWI004**

THIS AGREEMENT made and entered into by and between the **City of Crete, Nebraska** (hereinafter referred to as the City) and **Southeast Nebraska Development District**, (hereinafter referred to as the Consultant).

WITNESSES THAT:

WHEREAS, the City, 243 East 13th Street, Crete, NE 68333 and the Consultant, 7407 O St., Lincoln, NE 68510, are desirous of entering into a contract to formalize their relationship, and

WHEREAS, pursuant to Title I of the Housing and Community Development Act of 1974, as amended through 1981 and 24 CFR 570, the State of Nebraska Department of Economic Development (the Department) is authorized by the federal Department of Housing and Urban Development (HUD) to provide Community Development Block Grant Program funds (hereinafter referred to as CDBG funds) to units of local government selected to undertake and carry out certain programs and projects under the Nebraska State Community Development Block Grant Program in compliance with all applicable local, state and federal laws, regulations and policies, and

WHEREAS, the City, as part of its 2024 CDBG grant agreement with the Department, under contract number **24PWI004**, has been awarded CDBG funds for the purposes set forth herein, and

WHEREAS, the Scope of Work included in this contract is authorized as part of the City's approved CDBG program, and

WHEREAS, it would be beneficial to the City to utilize the Consultant as an independent entity to accomplish the Scope of Work set forth herein and such endeavor would tend to best accomplish the objectives of the local CDBG program.

NOW, THEREFORE, in consideration of the mutual promises, covenants and provisions contained herein and the mutual benefits to be derived therefrom, the parties hereto agree as follows:

1. Services to be Provided by the Parties

- a. The Consultant shall complete, in a satisfactory and proper manner as determined by the City, the work activities described in the Scope of Work (**Attachment "A"**).
- b. The City will provide such assistance and guidance as may be required to support the objectives set forth in the Scope of Work and will provide compensation for services as set forth in Section 3 Compensation below.

2. Time of Performance

The effective date of this contract shall be **December 6th, 2024**. The termination date of the contract shall coincide with the issuance of the **Certificate of Completion** by the Nebraska Department of Economic Development (NDED).

3. Compensation

The City shall reimburse the Consultant for all allowable expenses agreed upon by the parties to complete the Scope of Work. Use of cost-plus or percentage of cost basis is not allowable. In no event shall the total amount reimbursed by the City exceed the sum of **\$25,000.00** (Twenty-Five Thousand Dollars). Reimbursement under this contract shall be based on billings that are supported by appropriate documentation of costs actually incurred. It is expressly understood that claims for reimbursement shall not be submitted in excess of actual, immediate cash requirements necessary to carry out the purposes of this agreement.

It is also understood that this contract is funded in whole or in part with funds through the State of Nebraska Community Development Block Grant Program as administered by the Department and is subject to those regulations and restrictions normally associated with federally funded programs.

4. Record Maintenance, Record Retention, and Access to Records

The Consultant agrees to maintain such records and follow such procedures as may be required under 2 CFR §200.300–345 and any such procedures that the City or the Department may prescribe. In general, such records will include information pertaining to the contract, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this contract and work undertaken under this contract shall be retained by the Consultant for a period of ten years after the final audit of the City's CDBG project unless a longer period is required to resolve audit findings or litigation. In such cases, the City shall request a longer period for record retention.

The City, the Department, and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records and books of the Consultant involving transactions to this local program and contract.

5. Relationship

The relationship of the Consultant to the City shall be that of an independent Consultant rendering professional services. The Consultant shall have no authority to execute contracts or to make commitments on behalf of the City and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the City and the Consultant.

6. Suspension, Termination and Close Out

If the Consultant fails to comply with the terms and conditions of this contract the City may pursue such remedies as are legally available including, but not limited to the suspension or termination of this contract in the manner specified herein:

- a. Suspension:** If the Consultant fails to comply with the terms and conditions of this contract, or whenever the Consultant is unable to substantiate full compliance with the provisions of this contract, the City may suspend the contract pending corrective actions or investigation, effective not less than 7 days following written notification to the Consultant or its authorized representative. The suspension will remain in full force and effect until the Consultant has taken corrective action to the satisfaction of the City and is able to substantiate its full compliance with the terms and conditions of this contract. No obligations incurred by the Consultant or its authorized representatives during the period of suspension will be allowable under the contract except:

 - i. Reasonable, proper and otherwise allowable costs which the Consultant could not avoid during the period of suspension.
 - ii. If upon investigation, the Consultant is able to substantiate complete compliance with the terms and conditions of this contract, otherwise allowable costs incurred during the period of suspension will be allowed.
 - iii. In the event all or any portion of the work prepared or partially prepared by the Consultant be suspended, abandoned, or otherwise terminated the City shall pay the Consultant for work performed to the satisfaction of the City, in accordance with the percentage of the work completed.
- b. Termination for Cause:** The City may terminate its contract with the Consultant if the Consultant fails to comply with the terms and conditions of this contract and any of the following conditions exist.

 - i. The lack of compliance with the provisions of this contract are of such scope and nature that the City deems continuation of the contract to be substantially detrimental to the interests of the City;
 - ii. The Consultant has failed to take satisfactory action as directed by the City or its authorized representative within the time specified by same;
 - iii. The Consultant has failed within the time specified by the City or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this contract; then, the City may terminate this contract in whole or in part, and

thereupon shall notify the Consultant of the termination, the reasons therefore, and the effective date provided such effective date shall not be prior to notification of the Consultant. After this effective date, no charges incurred under any terminated portions are allowable.

c. Termination for Other Grounds: This contract may also be terminated in whole or in part:

- i. By the City, with the consent of the Consultant, or by the Consultant with the consent of the City, in which case the two parties shall devise by mutual agreement, the conditions of termination including effective date and in case of termination in part, that portion to be terminated.
- ii. If the funds allocated by the City via this contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services.
- iii. In the event the City fails to pay the Consultant promptly or within 60 days after invoices are rendered, the City agrees that the Consultant shall have the right to consider said default a breach of this agreement and the duties of the Consultant under this agreement terminated. In such an event, the City shall then promptly pay the Consultant for all services performed and all allowable expenses incurred.
- iv. The City may terminate this contract at any time giving at least 10-days' notice in writing to the Consultant. If the contract is terminated for convenience of the City as provided herein, the Consultant will be paid for time provided and expenses incurred up to the termination date.

7. Changes, Amendments, Modifications

The City may, from time to time, require changes or modifications in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of compensation therefore, which are mutually agreed upon by the City and the Consultant shall be incorporated in written amendments to this contract.

8. Personnel

The Consultant represents that he/she has, or will secure at his/her own expense, all personnel required in performing the services under this contract. Such personnel shall not be employees or have any contractual relationship to the City.

All services required hereunder will be performed by the Consultant or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

None of the work or services covered by this contract shall be subcontracted without prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.

9. Assignability

The Consultant shall not assign any interest on this contract and shall not transfer any interest on this contract (whether by assignment or notation), without prior written consent of the City thereto: Provided, however, that claims for money by the Consultant from the City under this contract may be assigned to a bank, trust company, or other financial institutions without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.

10. Reports and Information

The Consultant, at such times and in such forms as the City may require, shall furnish the City such periodic reports as it may request pertaining to the work or services undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this contract.

11. Findings Confidential

All of the reports, information, data, etc., prepared or assembled by the Consultant under this contract are confidential and the Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the City.

12. Copyright

No reports, maps, or other documents produced in whole or in part under this contract shall be subject of an application for copyright by or on behalf of the Consultant.

13. Compliance With Local Laws

The Consultant shall comply with all applicable laws, ordinances and codes of the state and local governments and the Consultant shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this contract.

14. Title VI of the Civil Rights Act of 1964

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

15. Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied benefits of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

16. Build America, Buy America Act (BABA).

The City must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the City's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

The City shall include this BABA clause in any procurement bid/contract documents to ensure BABA compliance by subrecipients, developers and/or contractors.

17. Section 3 Compliance in the Provision of Training, Employment and Business Opportunities

- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment arising in connection with Section 3 projects are provided to Section 3 workers (as defined in 24 CFR Part 75) within the metropolitan area (or nonmetropolitan county) in which the project is located and contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing in the metropolitan area (or nonmetropolitan county) in which the project is located.
- b. The parties to this contract will comply with the provisions of said Section 3. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these provisions.

- c. The Consultant will send to each labor organization or representative or workers with which he/she has collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his/her commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The Consultant will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or receipt of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 75. The Consultant will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 75 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 75, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its consultants and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 75.

18. Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101 et. seq.)

No person will be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.

19. Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794)

No otherwise qualified individual will, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds.

20. Executive Order 11246, As Amended

This Order applies to all federally assisted construction contracts/subcontracts (that exceed \$10,000) and non-construction/service contracts and subcontracts (that exceed \$50,000). The Subrecipient and subcontractors, if any, will not discriminate

against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Grantee and subcontractors, if any, will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.

21. Conflict of Interest 2 CFR §200.318

No officer, employee or agent of the Grantee who will participate in the selection, the award, or the administration of this grant may obtain a personal or financial interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. It is further required that this stipulation be included in all subcontracts to this contract. Upon written request, exceptions may be granted upon a case-by-case basis when it is determined that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project. These exceptions are granted by the Department.

22. Audits and Inspections

The City, the Department, the State Auditor and HUD or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as part of the CDBG project and this contract, by whatever legal and reasonable means are deemed expedient by the City, DED, the State Auditor and HUD

23. Hold Harmless

The Consultant agrees to indemnify and hold harmless the City, its appointed and elected officers and employees, from and against all loss and expense, including attorney's fees and costs by reason of any and all claims and demands upon the City, its elected or appointed officers and employees from damages sustained by any person or persons, arising out of or in consequence of the Consultant's and its agents' negligent performance of work associated with this agreement. The Consultant shall not be liable for property and bodily injury as may result from the negligence of any construction contractor or construction subcontractor.

24. Governing Law

This Agreement will be governed by the laws of the State of Nebraska, without regard to that body of law controlling conflicts of law. Any legal proceeding arising out of, or relating to this Agreement, shall be instituted in any court of general jurisdiction in the State of Nebraska.

This agreement contains all terms and conditions agreed to by the City and the Consultant. The attachments to this agreement are identified as follows:

ATTACHMENT "A"

SCOPE OF WORK and FEES for CRETE, NEBRASKA for GENERAL ADMINISTRATION consisting of 1 pages.

IN WITNESS WHEREOF, the City and the Consultant have executed this contract agreement as of the date and year last written below.

CITY (City of Crete)

By: _____

Printed Name: Dave Bauer

Title: Mayor

Address: 243 East 13th Street, Crete, NE 68333

Date: _____

CONSULTANT (Southeast Nebraska Development District)

By: _____

Printed Name: Tom Bliss

Title: SENDD Executive Director

Address: 7407 O St, Lincoln, NE 68510

Date: _____

APPROVED as to legal form:

City Attorney

By: _____

Printed Name:

Title: City Attorney

Address:

Date: _____

Exhibit A - SENDD Scope of Work and Fees

The consultant shall complete, in a professional timely manner, the following services relative to the Applicant's Community Development Block Grant project. Such actions shall be performed in a manner prescribed by the Nebraska Department of Economic Development.

General Administration

1. Contract Documents

- 1.1. Ensure execution of the DED Contract Agreement (prepared by DED)
- 1.2. Preparation and execution of SENDD Professional Services Agreement
- 1.3. Preparation and execution of SENDD's Construction Management Contract
- 1.4. Ongoing maintenance of physical and digital files to ensure compliance
- 1.5. Amplifund Management
- 1.6. Preparation of contract extensions or budget amendment requests (if applicable)
- 1.7. Ensure execution of consultant Procurement & Contract (prepared by engineer)

2. Special Conditions/Environmental Review

- 2.1. Preparation, execution, and submission of Special Conditions documents including:
 - 2.1.1. Excessive Force
 - 2.1.2. Procurement Procedures & Code of Conduct
 - 2.1.3. Financial Management Certification
 - 2.1.4. Certifying Grant Administrator Letter
 - 2.1.5. Authorization to Request Grant Funds
 - 2.1.6. Limited English Proficiency (LEP)
 - 2.1.7. Fair Housing letter
- 2.2. Preparation, execution, and submission of Environmental Review including:
 - 2.2.1. Determination of Level of Review
 - 2.2.2. Statutory Checklists
 - 2.2.3. Other Requirements
 - 2.2.4. Agency contact letters
 - 2.2.5. Notice of Intent to Request Release of Funds (NOI-RROF)
 - 2.2.6. Communication with History Nebraska (State Historic Preservation Office)
 - 2.2.7. Tier II's (for Downtown Revitalization projects)
- 2.3. Ongoing maintenance of physical and digital files to ensure compliance
- 2.4. Amplifund Management

3. Financial Management

- 3.1. Preparation of expense ledger
- 3.2. Cost Documentation, including review of project and admin invoices
- 3.3. Preparation of drawdowns related to project and administrative services
- 3.4. Amplifund Management
- 3.5. Ensure reconciliation of deposits are completed including request of bank statements and canceled checks (to be done by the Grantee and related matters)
- 3.6. Amplifund Management

3.7. Ongoing maintenance of physical and digital files to ensure compliance

4. Local Advisory Committee

4.1 Attending any meetings related to the project; includes with municipality, engineer, contractors, and businesses

4.2 Amplifund Management

4.3 Ongoing maintenance of physical and digital files to ensure compliance

5. Periodic Reports & Monitoring

5.1. Preparation of project status reports

5.2. Preparation of Job Creation reports and ensuring maintenance of baseline employees, if applicable

5.3. Identification of project impact(s)

5.4. Other performance report requirements

5.5. Ongoing maintenance of physical and digital files to ensure compliance

5.6. Amplifund Management

6. Fair Housing & Civil Rights

6.1. Ensuring compliance of Civil Rights by reviewing language in contracts,

6.2. Ensuring completion of Fair housing activities,

6.3. Ongoing maintenance of physical and digital files to ensure compliance

6.4. Amplifund Management

7. Public Participation

7.1. Preparation of public hearing notices including second public hearing and any public hearings needed throughout the course of the project

7.2. Ongoing maintenance of physical and digital files to ensure compliance

7.3. Amplifund Management

8. Correspondence & Notes

8.1. Correspondence with award recipient, engineer, contractors, businesses or any individual/organization related to grant administration

8.2. Preparing summary of meetings

8.3. Ongoing maintenance of physical and digital files to ensure compliance

8.4. Amplifund Management

9. Audit & Close Out

9.1. Continue ensuring compliance with CDBG Regulations and Uniform Administrative Requirements;

9.2. Cost Principles;

9.3. Preparation of Notification of Annual Audits; and

9.4. Preparation of close-out documents, including -

9.4.1. Risk Analysis Checklist

9.4.2. Financial Financials

- 9.4.3. Final Project Status Report
- 9.4.4. Final Wage Compliance review
- 9.5. Final review of physical and digital files to prepare for monitoring
- 9.6. Amplifund Management

10. Other fees

- 10.1. Mileage and travel expenses related to attending project related meetings
- 10.2. Copies
- 10.3. Postage
- 10.4. Miscellaneous fees that relate to administrative services

Fees Schedule

For performing the Services specified above, the City agrees to pay the Consultant according to the service rate listed below. The service rate is subject to review and adjustment by the Consultant's Board of Directors on a quarterly basis. Adjusted rates will be submitted to the City as well as the Nebraska Department of Economic Development (NDED). The total value of the compensation is up to the amount listed in Section 3 of the agreement, but will be executed in increments based on and work time and material basis, unless otherwise approved by NDED.

Consultant Service Rate: \$140.00 per hour for SENDD members in good standing.

**CONSTRUCTION MANAGEMENT AGREEMENT
CRETE PUBLIC WORKS - INFRASTRUCTURE | 24PWI004**

THIS AGREEMENT made and entered into by and between the **City of Crete, Nebraska** (hereinafter referred to as the City) and **Southeast Nebraska Development District**, (hereinafter referred to as the Consultant).

WITNESSES THAT:

WHEREAS, the City, 243 East 13th Street, Crete, NE 68333 and the Consultant, 7407 O St., Lincoln, NE 68510, are desirous of entering into a contract to formalize their relationship, and

WHEREAS, pursuant to Title I of the Housing and Community Development Act of 1974, as amended through 1981 and 24 CFR 570, the State of Nebraska Department of Economic Development (the Department) is authorized by the federal Department of Housing and Urban Development (HUD) to provide Community Development Block Grant Program funds (hereinafter referred to as CDBG funds) to units of local government selected to undertake and carry out certain programs and projects under the Nebraska State Community Development Block Grant Program in compliance with all applicable local, state and federal laws, regulations and policies, and

WHEREAS, the City, as part of its 2024 CDBG grant agreement with the Department, under contract number **24PWI004**, has been awarded CDBG funds for the purposes set forth herein, and

WHEREAS, the Scope of Work included in this contract is authorized as part of the City's approved CDBG program, and

WHEREAS, it would be beneficial to the City to utilize the Consultant as an independent entity to accomplish the Scope of Work set forth herein and such endeavor would tend to best accomplish the objectives of the local CDBG program.

NOW, THEREFORE, in consideration of the mutual promises, covenants and provisions contained herein and the mutual benefits to be derived therefrom, the parties hereto agree as follows:

1. Services to be Provided by the Parties

- a. The Consultant shall complete, in a satisfactory and proper manner as determined by the City, the work activities described in the Scope of Work (**Attachment "A"**).
- b. The City will provide such assistance and guidance as may be required to support the objectives set forth in the Scope of Work and will provide compensation for services as set forth in Section 3 Compensation below.

2. Time of Performance

The effective date of this contract shall be **Date of Release of Funds**. The termination date of the contract shall coincide with the agreement performance end date between the City and NDED as either stated in the original "Subrecipient Agreement" or as later amended by an approved extension.

3. Compensation

The City shall reimburse the Consultant for all allowable expenses agreed upon by the parties to complete the Scope of Work. Use of cost-plus or percentage of cost basis is not allowable. In no event shall the total amount reimbursed by the City exceed the sum of **\$5,000.00** (Five Thousand Dollars). Reimbursement under this contract shall be based on billings that are supported by appropriate documentation of costs actually incurred. It is expressly understood that claims for reimbursement shall not be submitted in excess of actual, immediate cash requirements necessary to carry out the purposes of this agreement.

It is also understood that this contract is funded in whole or in part with funds through the State of Nebraska Community Development Block Grant Program as administered by the Department and is subject to those regulations and restrictions normally associated with federally funded programs.

4. Record Maintenance, Record Retention, and Access to Records

The Consultant agrees to maintain such records and follow such procedures as may be required under 2 CFR §200.300–345 and any such procedures that the City or the Department may prescribe. In general, such records will include information pertaining to the contract, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this contract and work undertaken under this contract shall be retained by the Consultant for a period of ten years after the final audit of the City's CDBG project unless a longer period is required to resolve audit findings or litigation. In such cases, the City shall request a longer period for record retention.

The City, the Department, and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records and books of the Consultant involving transactions to this local program and contract.

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The relationship of the Consultant to the City shall be that of an independent Consultant rendering professional services. The Consultant shall have no authority to execute contracts or to make commitments on behalf of the City and nothing

contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the City and the Consultant.

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 - ii.** The Consultant has failed to take satisfactory action as directed by the City or its authorized representative within the time specified by same;

- iii. The Consultant has failed within the time specified by the City or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this contract; then, the City may terminate this contract in whole or in part, and thereupon shall notify the Consultant of the termination, the reasons therefore, and the effective date provided such effective date shall not be prior to notification of the Consultant. After this effective date, no charges incurred under any terminated portions are allowable.

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- ii. If the funds allocated by the City via this contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services.
- iii. In the event the City fails to pay the Consultant promptly or within 60 days after invoices are rendered, the City agrees that the Consultant shall have the right to consider said default a breach of this agreement and the duties of the Consultant under this agreement terminated. In such an event, the City shall then promptly pay the Consultant for all services performed and all allowable expenses incurred.
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The City may, from time to time, require changes or modifications in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of compensation therefore, which are mutually agreed upon by the City and the Consultant shall be incorporated in written amendments to this contract.

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The Consultant represents that he/she has, or will secure at his/her own expense, all personnel required in performing the services under this contract. Such personnel shall not be employees or have any contractual relationship to the City.

All services required hereunder will be performed by the Consultant or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

None of the work or services covered by this contract shall be subcontracted without prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.

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The Consultant shall not assign any interest on this contract and shall not transfer any interest on this contract (whether by assignment or notation), without prior written consent of the City thereto: Provided, however, that claims for money by the Consultant from the City under this contract may be assigned to a bank, trust company, or other financial institutions without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.

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The Consultant, at such times and in such forms as the City may require, shall furnish the City such periodic reports as it may request pertaining to the work or services undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this contract.

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All of the reports, information, data, etc., prepared or assembled by the Consultant under this contract are confidential and the Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the City.

12. Copyright

No reports, maps, or other documents produced in whole or in part under this contract shall be subject of an application for copyright by or on behalf of the Consultant.

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The Consultant shall comply with all applicable laws, ordinances and codes of the state and local governments and the Consultant shall save the City harmless with

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14. Title VI of the Civil Rights Act of 1964

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

15. Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied benefits of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

16. Build America, Buy America Act (BABA).

The City must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the City's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

The City shall include this BABA clause in any procurement bid/contract documents to ensure BABA compliance by subrecipients, developers and/or contractors.

17. Section 3 Compliance in the Provision of Training, Employment and Business Opportunities

- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment arising in connection with Section 3 projects are provided to Section 3 workers (as defined in 24 CFR Part 75) within the metropolitan area (or nonmetropolitan county) in which the project is located and contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing in the metropolitan area (or nonmetropolitan county) in which the project is located.
- b. The parties to this contract will comply with the provisions of said Section 3. The parties to this contract certify and agree that they

are under no contractual or other disability which would prevent them from complying with these provisions.

- c. The Consultant will send to each labor organization or representative or workers with which he/she has collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his/her commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The Consultant will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or receipt of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 75. The Consultant will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 75 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 75, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its consultants and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 75.

18. Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101 et. seq.)

No person will be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.

19. Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794)

No otherwise qualified individual will, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds.

20. Executive Order 11246, As Amended

This Order applies to all federally assisted construction contracts/subcontracts (that exceed \$10,000) and non-construction/service contracts and subcontracts (that exceed \$50,000). The Subrecipient and subcontractors, if any, will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Grantee and subcontractors, if any, will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.

21. Conflict of Interest 2 CFR §200.318

No officer, employee or agent of the Grantee who will participate in the selection, the award, or the administration of this grant may obtain a personal or financial interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. It is further required that this stipulation be included in all subcontracts to this contract. Upon written request, exceptions may be granted upon a case-by-case basis when it is determined that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project. These exceptions are granted by the Department.

22. Audits and Inspections

The City, the Department, the State Auditor and HUD or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as part of the CDBG project and this contract, by whatever legal and reasonable means are deemed expedient by the City, DED, the State Auditor and HUD

23. Hold Harmless

The Consultant agrees to indemnify and hold harmless the City, its appointed and elected officers and employees, from and against all loss and expense, including attorney's fees and costs by reason of any and all claims and demands upon the City, its elected or appointed officers and employees from damages sustained by any person or persons, arising out of or in consequence of the Consultant's and its agents' negligent performance of work associated with this agreement. The Consultant shall not be liable for property and bodily injury as may result from the negligence of any construction contractor or construction subcontractor.

24. Governing Law

This Agreement will be governed by the laws of the State of Nebraska, without regard to that body of law controlling conflicts of law. Any legal proceeding arising

out of, or relating to this Agreement, shall be instituted in any court of general jurisdiction in the State of Nebraska.

This agreement contains all terms and conditions agreed to by the City and the Consultant. The attachments to this agreement are identified as follows:

ATTACHMENT "A"

SCOPE OF WORK and FEES for CRETE, NEBRASKA for CONSTRUCTION MANAGEMENT consisting of 1 pages.

IN WITNESS WHEREOF, the City and the Consultant have executed this contract agreement as of the date and year last written below.

CITY (City of Crete)

By: _____

Printed Name: Dave Bauer

Title: Mayor

Address: 243 East 13th Street, Crete, NE 68333

Date: _____

CONSULTANT (Southeast Nebraska Development District)

By: _____

Printed Name: Tom Bliss

Title: SENDD Executive Director

Address: 7407 O St, Lincoln, NE 68510

Date: _____

APPROVED as to legal form:

City Attorney

By: _____

Printed Name:

Title: City Attorney

Address:

Date: _____

Attachment A - SENDD Scope of Work and Fees

The consultant shall complete, in a professional timely manner, the following services relative to the Applicant's Community Development Block Grant project. Such actions shall be performed in a manner prescribed by the Nebraska Department of Economic Development.

Construction Management

1. Construction & Labor Standards

- 1.1. Ensuring Labor Standards Compliance including review of
 - 1.1.1. weekly payrolls,
 - 1.1.2. wage rates,
 - 1.1.3. requests for bidders,
 - 1.1.4. wage restitution, if necessary and
 - 1.1.5. employee interviews
- 1.2. Conducting employee interviews
- 1.3. Assistance in the Procurement Process (if applicable) related to the review of
 - 1.3.1. Bid Packages
 - 1.3.1.1. Ensuring labor standard language is included in bid package document
 - 1.3.2. Quotes from contractors and vendors
- 1.4. Recommendation of successful proposals or bids

Fees Schedule

For performing the Services specified above, the City agrees to pay the Consultant according to the service rate listed below. The service rate is subject to review and adjustment by the Consultant's Board of Directors on a quarterly basis. Adjusted rates will be submitted to the City as well as the Nebraska Department of Economic Development (NDED). The total value of the compensation is up to the amount listed in Section 3 of the agreement, but will be executed in increments based on and work time and material basis, unless otherwise approved by NDED.

Consultant Service Rate: \$140.00 per hour for SENDD members in good standing.

Report Criteria:
 Vendor.Vendor number = 1060

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
CRETE ACE HARDWARE (1060)								
CRETE ACE HARDWARE	1	Invoice	KEYS	10/02/2024	3.59		00/00	050-6020
CRETE ACE HARDWARE	1	Invoice	OFFICE SUPPLIES	10/02/2024	38.84		00/00	701-9900
CRETE ACE HARDWARE	1	Invoice	PROGRAM EXPENSE	10/06/2024	7.00		00/00	701-6210
CRETE ACE HARDWARE	1	Invoice	JANITORIAL SUPPLIES	10/08/2024	32.90		00/00	701-5541
CRETE ACE HARDWARE	1	Invoice	LAMP POST REPAIR	10/16/2024	45.67		00/00	701-5330
CRETE ACE HARDWARE	1	Invoice	LAMP POST REPAIR	10/16/2024	15.98		00/00	701-5330
CRETE ACE HARDWARE	1	Invoice	OFFICE SUPPLIES	10/16/2024	15.38		00/00	701-9900
CRETE ACE HARDWARE	1	Invoice	JANITORIAL SUPPLIES	10/31/2024	20.49		00/00	701-5541
CRETE ACE HARDWARE	1	Invoice	RESOLD MATERIAL	10/02/2024	16.04		00/00	002-8130
CRETE ACE HARDWARE	1	Invoice	CEMENT/PRIMER PRV 40	10/02/2024	13.53		00/00	002-8000
CRETE ACE HARDWARE	1	Invoice	MISC SUPPLIES	10/03/2024	35.78		00/00	002-6020
CRETE ACE HARDWARE	1	Invoice	JANITORIAL SUPPLIES	10/03/2024	26.11		00/00	001-8230
CRETE ACE HARDWARE	2	Invoice	JANITORIAL SUPPLIES	10/03/2024	26.10		00/00	002-8230
CRETE ACE HARDWARE	1	Invoice	FIBER	10/07/2024	15.49		00/00	001-8055
CRETE ACE HARDWARE	1	Invoice	NOZZLE FOR VAC	10/07/2024	18.55		00/00	001-8100
CRETE ACE HARDWARE	1	Invoice	SUBSTATION BATTERIES	10/08/2024	14.06		00/00	001-8011
CRETE ACE HARDWARE	1	Invoice	TOOLS	10/10/2024	32.24		00/00	002-6020
CRETE ACE HARDWARE	1	Invoice	LOCATOR BATTERIES	10/14/2024	19.34		00/00	001-6020
CRETE ACE HARDWARE	1	Invoice	STREET LIGHT REPAIR	10/14/2024	204.25		00/00	001-8071
CRETE ACE HARDWARE	1	Invoice	MISC SUPPLIES	10/16/2024	21.85		00/00	001-6020
CRETE ACE HARDWARE	1	Invoice	MISC SUPPLIES	10/21/2024	5.12		00/00	002-6020
CRETE ACE HARDWARE	1	Invoice	NUTS & BOLTS	10/21/2024	15.44		00/00	002-7121
CRETE ACE HARDWARE	1	Invoice	NUTS & BOLTS	10/23/2024	5.78		00/00	002-7121
CRETE ACE HARDWARE	1	Invoice	MISC EQUIPMENT	10/23/2024	41.69		00/00	001-8100
CRETE ACE HARDWARE	1	Invoice	VEHICLE REPAIR UNIT 32	10/23/2024	20.72		00/00	001-8460
CRETE ACE HARDWARE	1	Invoice	SHOP SUPPLIES	10/25/2024	9.66		00/00	001-6020
CRETE ACE HARDWARE	1	Invoice	BLDG & GRND MAINT	10/28/2024	5.80		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	SERVICE LINE REPAIR	10/29/2024	81.72		00/00	002-8031
CRETE ACE HARDWARE	1	Invoice	SERVICE LINE REPAIR	10/29/2024	11.60		00/00	002-8031
CRETE ACE HARDWARE	1	Invoice	SERVICE LINE REPAIR	10/29/2024	43.08		00/00	002-8031
CRETE ACE HARDWARE	1	Invoice	POWER PLANT BATTERI	10/30/2024	232.26		00/00	001-7080
CRETE ACE HARDWARE	1	Invoice	SERVICE LINE REPAIR	10/31/2024	34.48		00/00	002-8031
CRETE ACE HARDWARE	1	Invoice	BATTERIES-CITY HALL	10/01/2024	34.85		00/00	501-5330
CRETE ACE HARDWARE	1	Invoice	TORCH HEAD FOR PROP	10/02/2024	73.59		00/00	401-7080
CRETE ACE HARDWARE	2	Invoice	NUTS & BOLTS	10/02/2024	71.72		00/00	401-6001
CRETE ACE HARDWARE	1	Invoice	TOILET FLAPPER	10/08/2024	8.27		00/00	001-7220
CRETE ACE HARDWARE	1	Invoice	FOUNTAIN REPAIRS	10/09/2024	25.73		00/00	521-5332

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
CRETE ACE HARDWARE	1	Invoice	PROTECTIVE GLOVES	10/09/2024	18.39		00/00	531-6477
CRETE ACE HARDWARE	1	Invoice	CONCRETE MIX	10/10/2024	36.76		00/00	601-5330
CRETE ACE HARDWARE	1	Invoice	WINTERIZING	10/14/2024	84.00		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	HEX PLUG 1/2"	10/14/2024	2.38		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	CREDIT MEMO	10/14/2024	.73-		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	CAP PVC SCH40 3/4"	10/14/2024	2.20		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	TORX BIT	10/15/2024	13.79		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	SBR MAINTENANCE	10/17/2024	36.78		00/00	003-7201
CRETE ACE HARDWARE	1	Invoice	LAWN MOWER MAINT	10/18/2024	304.87		00/00	003-7220
CRETE ACE HARDWARE	1	Invoice	CONCRETE MIX	10/18/2024	36.76		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	CLEANING SUPPLIES	10/21/2024	16.17		00/00	401-5541
CRETE ACE HARDWARE	2	Invoice	CAULK	10/21/2024	9.19		00/00	401-6020
CRETE ACE HARDWARE	1	Invoice	MARKING PAINT	10/23/2024	18.38		00/00	601-5330
CRETE ACE HARDWARE	1	Invoice	CONCRETE MIX	10/25/2024	14.70		00/00	521-5332
CRETE ACE HARDWARE	2	Invoice	BATTIERIES	10/25/2024	8.82		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	WINTERIZING/INVENTOR	10/25/2024	25.03		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	WATERPUMP FOR WINT	10/28/2024	31.27		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	LAWN/GARDEN SPRAYE	10/28/2024	18.39		00/00	401-7080
CRETE ACE HARDWARE	1	Invoice	EQUIPMENT RENTAL	10/28/2024	106.40		00/00	401-5351
CRETE ACE HARDWARE	1	Invoice	AERATOR RENTAL	10/29/2024	75.04		00/00	721-5350
CRETE ACE HARDWARE	1	Invoice	BREAKER FOR HOIST IN	10/30/2024	34.95		00/00	401-5330
CRETE ACE HARDWARE	1	Invoice	HEATER	10/30/2024	25.75		00/00	601-5330
CRETE ACE HARDWARE	1	Invoice	POOL MAINT/REPAIR	10/31/2024	45.17		00/00	522-5330
CRETE ACE HARDWARE	1	Invoice	CREDIT MEMO	10/31/2024	7.36-		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	10/04/2024	3.49		00/00	301-5330
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	10/13/2024	30.57		00/00	301-5330
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	10/14/2024	8.09		00/00	301-5330
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	10/15/2024	9.79		00/00	301-5330
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	10/30/2024	41.94		00/00	301-5330
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	10/31/2024	3.58		00/00	301-5330
Total CRETE ACE HARDWARE (1060):					2,399.26			
Grand Totals:					2,399.26			

GL Period	Amount
00/00	2,399.26
Grand Totals:	<u>2,399.26</u>

Vendor number hash: 66780
Vendor number hash - split: 71020
Total number of invoices: 63
Total number of transactions: 67

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	2,399.26	.00	2,399.26
Grand Totals:	<u>2,399.26</u>	<u>.00</u>	<u>2,399.26</u>

Report Criteria:
Vendor.Vendor number = 1060

CITY OF CRETE, NEBRASKA

Advisory Board Teleconference Policy

A member of an advisory board, committee, or commission, may attend the scheduled meeting by virtual conferencing so long as a quorum of that board physically attends said meeting. For the purpose of that meeting only, the member of the board who attends by virtual conferencing will be counted as a member of the public or a witness and will not have the ability to vote on any action items on the agenda for that meeting. Reasonable notice of need to attend by virtual conferencing must be given so the City Clerk may provide the link to the member wishing to attend virtually and to the general public, as required by law. Members of City Council, Standing Committees, Planning Commission, and Civil Service Commission shall not opt to attend meetings by Virtual Conferencing.

DEPARTMENTS OF PUBLIC WORKS UNCOLLECTED ACCOUNTS

YEAR	ELECTRIC	WATER	SEWER	SOLID WASTE	Misc.	TOTAL DUE
2018	\$ 9,096.17	\$ 417.53	\$ 735.67	\$ 127.26	\$ 144.43	\$ 10,521.06
	\$ 9,096.17	\$ 417.53	\$ 735.67	\$ 127.26	\$ 144.43	\$ 10,521.06

Submitted 11/12/2024

\$ 10,521.06

_____ Tom Ourada, City Administrator

ECONOMIC DEVELOPMENT PROGRAM APPLICATION FOR FUNDS

Please Type or Print Clearly and Answer Each Question (If Question Does Not Apply – Mark N/A).

Please Note: The Information Contained in this portion of the document is Public Information and will **NOT** be Considered Confidential.

A. APPLICANT INFORMATION:

Name of Entity Applying for Assistance: Eric Thornburg (Edward Jones)

Business Address: 1344 Main Ave Crete NE 68333
(City) (State) (Zip Code)

Contact Person: Eric Thornburg Telephone Number: 402-304-6028

Fax Number: _____ Email Address: ethornb_21@hotmail.com

Federal Tax ID Number: _____

Type of Entity: Start-Up Buyout Existing

If Existing, Number of Years in Business in Crete: 7 1/2 yrs

Business Classification: (Please Choose One)

- | | | |
|---|---|---|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Headquarter | <input type="checkbox"/> Telecommunications | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Warehouse/Distribution | <input type="checkbox"/> Government | <input checked="" type="checkbox"/> Other |

Business Type: (Please Choose One)

- | | | |
|---|--|---|
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Corporation | <input checked="" type="checkbox"/> Partnership |
| <input type="checkbox"/> LLC | <input type="checkbox"/> Governmental Entity | <input type="checkbox"/> Other |

Does the Company have a Parent or Subsidiaries? Yes No

If Yes, Please List Name: _____

Address: _____
(City) (State) (Zip Code)



To LB840 Applicant:

CONGRATULATIONS on taking the first step to being awarded additional funds to help your business or event in Crete. The funds available for Economic Development, resulting from the citizen-approved sales tax increase that took effect April 1, 2011, are available first come to businesses, events and projects that meet the requirements of Crete's written Economic Development Plan, which can be found online at www.crete.ne.gov/vnews/display.v/ART/58fa7907ccebfb. A written copy is also available from the City of Crete Economic Development Director.

Please review the Economic Development Plan and confirm that your project or business is eligible. Applications may be recommended for funding in full or in part or may be denied based upon the review of the Board. Final decisions regarding funding will be made by the City Council but according to the terms of the Plan, in no event may the City Council fund any Application not previously reviewed and approved by the citizen Board.

In this packet you will find an Application for Funds, a US Citizenship Attestation Form and a Check List of required items. As you will see, the Application is detailed and requires significant information and additional verification documents. If you need assistance with the application please contact any Economic Development Advisory Board member. *If you have questions, please call the Economic Development Office, at 402-826-4312 or email the City Administrator, tom.ourada@crete.ne.gov*

Please note that the first portion of the application will be open to the public and may be provided to the City Council for final funding review. The balance of the application and all supporting documentation including personal financial information is confidential and will only be shared with members of the Economic Advisory Board for purposes of considering your application. All confidential records will be maintained in the office of the Economic Development Board and will be kept separately and not be available for review by the public. Any questions or concerns regarding this process shall be directed to the City Administrator.

All Applicants will be required to attend a public hearing for presentation regarding their request for funding. Public hearings will be held at least quarterly and may be held more frequently at the request of the Board. All Applications presented within the three months preceding a Public Hearing will be set for presentation and consideration at the same meeting. The Board may make a recommendation for funding at the public hearing, or may vote to table an application for further information, but in no event shall an application be tabled more than once so that all decisions will be made not more than three months after the initial public hearing regarding an application. There is no guarantee that a determination will be made less than three months after submission so all applicants are urged to make timely requests for funding if projects or events have set timelines.

Mail or deliver completed application with all supporting documentation and forms to:
Economic Development Program Director
City of Crete City Hall
243 E. 13th Street, P.O. Box 86
Crete, NE 68333

We look forward to working with you through the application process.
Equal Opportunity and Fair Housing Provider and Employer



Ownership Identification: Please List all Officers, Directors, Partners, Owners, Co-owners and Stockholders.

Full Name	Title	Ownership Percentage
Eric Thornburg	Owner	100 %

Which type of assistance is the entity applying for?

- Grant
 Loan Guarantee If so, Lender? _____
 Other

Explain: _____

What is the general purpose of the request (must be an allowed LB840/Economic Dev. Plan Project)?

- New Development
 New Business Startup
 Building Renovation
 Public Works
 Professional/Employee Recruitment
 Promotion/Tourism
 Job Training
 Working Capital
 Low - Moderate Income Housing
 Workforce Housing
 Technology
 Plan Management
 Technical Assistance
 Equity Investment

Does the business qualify to receive any incentives from the State of Nebraska? Yes No DK

Has the business applied for any incentives from the State of Nebraska? Yes No

If yes, please explain: _____

Employee Information: (FTE = Full-Time Equivalent = 2,080 Hours/Per Year)

Number of Existing Full-Time Equivalent Employees: 2

Number of Full-Time Equivalent Positions to Be Created: 0

Will all of the Full-Time Equivalent Positions be Physically Located within the City of Crete, their Two- Mile Extraterritorial Jurisdiction or on Land Held in the Name of the City of Crete?

Yes No

If no, please explain: _____

Does the Company Employ Any Seasonal Employees? Yes No

If Yes, How Many: _____

(Seasonal employees must work for at least three continuous months and the position must reoccur annually)

B. PROJECT INFORMATION:

Please provide a Brief Project Summary Description:

Plan is to buy this building and relocate my Edward Jones office. Interior will be renovated from scratch also with a small office or two in the rear portion to rent out to another business

Use of Funds	Total Project Cost	Econ Dev Funds Requested
Land or Building Acquisition	\$ 200,000	\$
Renovation/Rehabilitation	\$ 100,000 - 200,000	\$
New Construction	\$	\$
Machinery / Equipment Acquisition	\$	\$
Business / Employment Recruitment Activities	\$	\$
Technology Costs	\$	\$
Small Business Development	\$	\$
Working Capital (Includes Inventory)	\$	\$
Job Training	\$	\$
Other	\$	\$
Total Project Cost	\$ 0.00	75,000
	Total LB840 Funds Requested:	\$ 0.00

C. FUNDING SOURCES AND EQUITY INJECTION:

If Borrowing, Name of Lender: Pinnacle Bank

Loan Amount: 200,000 ± Loan Term (Years): 15-20

Amount Injected Into the Project by Business/Partners/Owners:
200,000 purchase + 100,000 - 200,000 improvements

Other Funding Source(s) and Amount(s): personal 75,000

C. PROJECT LOCATION:

- | | | |
|--|---|--|
| Within the Crete City Limits? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Within the Crete Two-Mile Jurisdiction? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Land Owned by the City of Crete? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Not Located in Crete but for area benefit? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

If Not in City Jurisdiction, please explain local benefit:

D. ATTACHMENTS: - Please Include the Attachments that Apply to Your Entity – See *checklist Page 5.*

Please Note: The Information provided pursuant to this Section **Will** be Deemed Confidential and will not be Available for Public Disclosure.

- Business Plan: Brief Description of the Business
- Resumes of all Owners/Co-Owners/Directors/Partners/Stockholders
- For Existing Businesses – Three (3) Yearly Financial Statements
- For Existing Businesses – Current Financial Statements (Less Than Sixty (60) Days Old)
- For Existing Businesses - List of Current Obligations (Include Company Names and Amounts)
- For Start-Up Businesses – Current Business Plan
- For Start-Up Businesses – Three Year Projections
- Tax Returns – Previous Three (3) Years – Personal Tax Returns May be Required for Proprietorship
- Letter from Lending Institution if applicable
- If a Corporation, LLC or Other Legal Entity - Copy of Organizational Documents (Articles, Bylaws)
- Please Note that Other Financial Documents May Be Required

E. APPLICANT SIGNATURE:

I certify that the information contained in this application and all attachments are correct to the best of my knowledge. By signing below, I authorize the City of Crete or their contracted representative to check my credit and the credit of all who are listed within this application. I understand that I must update my credit information if my financial situation changes.


Applicant's Signature

7-15-24
Date

Checklist for Local Economic Development Program Application

For a qualifying business to be considered for direct or indirect financial assistance under the Crete Local Economic Development Program an applicant must provide to the City Administrator or Program Administrator:

- A completed and signed application with all required support documents including, but not limited to:
 - A detailed description summary of the proposed project which clearly states what assistance the business is requesting from the program, including evidence that the project qualifies for assistance under the Local Option Municipal Economic Development Act and is consistent with the goals of the Crete Local Economic Development Program.
 - Use of Funds – Total project costs and financing requirement; include copies of any preliminary bids (if applicable/available).
 - A review of key management and employees and their experience as related to the proposed project.

- Start Up Business
 - Current Business Plan for the project and the company, including employment and financial projections;
 - Three (3) Years Financial Projections
 - Past three years personal tax returns

- Existing Business:
 - Most Current Business Plan
 - Three (3) Yearly Financial Statements: Profit & Loss Statements, Cash Flows and Income Statements covering the last three years of business operation, or if a new business, personal income statements.
 - List of Current Obligations (include company Names and Amounts)
 - Past three years personal tax returns

- Letter from Lending Institution(s) (if applicable): Evidence of private financing commitments for investors or lenders.

- If a Corporation, LLC or Other Legal Entity - Copy of Organizational Documents (Articles, ByLaws) *(will personally own)*

- Resume(s) of all owners/co-owners/directors/partners/stockholders: Necessary entity or personal financial information about the Applicant(s), including name, address, past experience, work history, and related information.

- Other information or financial documentation as requested.

Questions: Contact City Administrator, Tom Ourada, at 402-826-4313 or email tom.ourada@crete.ne.gov. **Return** application and supporting documentation to City Administrator, at City Hall, 243 E. 13th Street, Crete, NE 68333

United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME	<u>Eric Donald Thornburg</u> (first, middle, last)
-------------------	---

SIGNATURE _____

DATE _____

LB 840 APPLICATION PROCESS

Next Step In Process

If application is denied, the applicant has the ability to appeal to the advisory board at a public meeting

Step 1

Applicant goes to Director with idea

Is applicant and project eligible?

No

Yes

Step 2

Application is submitted

Step 3

Director does a review & analysis of application

Is the application accepted?

No

Yes

Step 4

The applicant and Director enter into negotiations

Negotiations Not Accepted
May enter into Negotiations

Negotiations Accepted

Step 5

Application is presented to economic advisory committee by Director

Step 6

Application goes to public meeting and advisory committee executive session for financial determination and recommendation

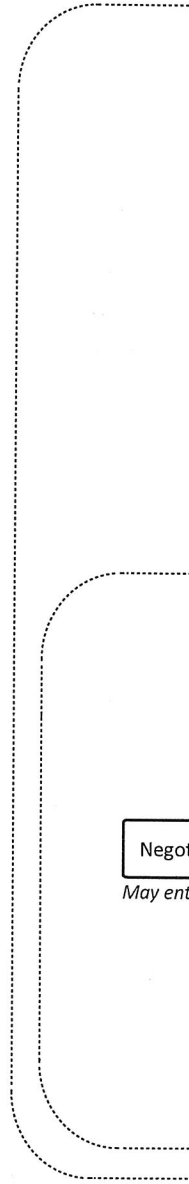
Not Recommended

Recommend as Amended

Application Recommended

Step 7

Application goes to City Council



ORDINANCE NO. 2224

AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA TO ENACT THE CITY CODE OF THE CITY OF CRETE, CHAPTER 10, BUSINESS REGULATIONS; ARTICLE 15, MOBILE FOOD VENDOR; SECTIONS 10-1501 TO 10-1517 CREATING MOBILE FOOD VENDOR PERMITS AND REGULATIONS ALL MOBILE FOOD VENDORS SHALL ABIDE BY; PROVIDING FOR REPEAL OF ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM, AND PROVIDING FOR A TIME WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:

Section 1. That Chapter 10, Article 15, Section 10-1501 of the Crete Municipal Code be enacted to read as follows:

10-1501 Findings and Purpose

Mobile food vendors provide a beneficial service to the general public within the city while, due to their distinct manner of operation, also presenting substantial differences in circumstances to other food retailers and vehicles users. It is, therefore, desirable to regulate, and require licenses for, mobile food vendors so that their transitory use of various properties can right-of-way locations can occur in a fair and safe manner, and so that public safety and welfare can be protected. The purpose of this article is to enact regulations to service those goals.

Section 2. That Chapter 10, Article 15, Section 10-1502 of the Crete Municipal Code be enacted to read as follows:

10-1502 Definitions

For the Purpose of this article, the following terms shall have the meanings respectively ascribed to them:

Auxiliary equipment: Any equipment used in the serving, preparation, storage, or cleanup of food for mobile food trucks or mobile food vending units including, but not limited to, cooking equipment, warming and holding equipment, food prep equipment, refrigeration equipment, janitorial equipment, generators, tables, seating, and umbrellas.

Food: Any raw, cooked, or processed edible substance, beverage, ingredient, ice, or water used or intended for use or for sale in whole or in part for human consumption.

Mobile food truck: A licensed and operable vehicle or concession trailer, which is enclosed and self-contained, independent with respect to water, sewer, and power utilities, that contains equipment for the preparation and sale or service of food or beverages with or without charge which is designed for immediate consumption. Mobile food trucks may connect to city power utilities if the conditions set forth by the City and Public Works Director are satisfied.

Mobile food vending: The act of preparation and sale of service of food or beverages with or without charge that are designed for immediate consumption from a mobile food truck or mobile food vending unit.

Mobile food vending units: Any non-motorized vehicle, trailer, stand, cart, or other device designed to be

portable and not permanently attached to the ground from which food is served or offered for sale, which is enclosed and self-contained, independent with respect to water, sewer, and power utilities, that contains equipment for the preparation and sale or service of food or beverages with or without a charge which is designed for immediate consumption. Mobile food vending units may connect to city power utilities if the conditions set forth by the City and Public Works Director are satisfied. Food vending machines which are designed to be unstaffed and exchange food items for money are not considered mobile food vending units.

Mobile food vendor: Any person or entity conducting the sale or service of food and beverage with or without charge from a mobile food truck or mobile food vending unit that are designed for immediate consumption in the public right-of-way or on private property.

Section 3. That Chapter 10, Article 15, Section 10-1503 of the Crete Municipal Code be enacted to read as follows:

10-1503 Permit required

It shall be unlawful for any person to engage in mobile food vending on public property owned by the City without first obtaining a mobile food vending permit or operate under a valid mobile food establishment permit and all applicable state and City permits and licenses.

Section 4. That Chapter 10, Article 15, Section 10-1504 of the Crete Municipal Code be enacted to read as follows:

10-1504 Permit types

Applicants for a permit under this article may apply for an annual mobile food vending permit.

Section 5. That Chapter 10, Article 15, Section 10-1505 of the Crete Municipal Code be enacted to read as follows:

10-1505 Applications

- (a) An applicant for an annual mobile food vending permit shall file with the Crete City Clerk a signed application on a form to be furnished by the City Clerk, which shall contain the following information:
1. The applicant's business name, address, phone number, and e-mail address;
 2. If the applicant is a corporation, partnership, or other entity, the names of all officers and managers of such entity;
 3. The vehicle license plate numbers and descriptions of all vehicles from which the applicant proposes to sell food;
 4. The business's business registration number or a completed business registration form with the requisite fees;
 5. The description of the general type of food items to be sold;
 6. Documentation (certificate) from the State of Nebraska (Dept. of Agriculture) Health Department showing its approval of the applicant's sale of food, if required;
 7. A copy of the State of Nebraska sales tax permit, or proof of an applicable sales tax exemption for the applicant;
 8. The address of the location the applicant anticipates selling from with a signed letter authorizing permission to sell in that location;
 9. A copy of the vehicle registration and proof of insurance;
 10. Proof of insurance with a minimum coverage amount of Five Hundred Thousand Dollars (\$500,000) together with an insurance certificate listing the City of Crete as an additional insured. The insurance certificate shall remain valid for the duration of the permit.
 11. A parking lot layout, if applicant will operate in an established parking lot;

12. A signed waiver of liability
 13. A non-refundable application fee shall accompany all applications; and
 14. Such other information as the City Clerk or City Administrator may require and as requested in the said application form.
- (b) Applicants for a mobile food vending permit must provide the following information to the City for City Council approval before operating within City limits:
1. The vehicle license plate numbers and descriptions of all vehicles from which the mobile food vendor proposes to sell food;
 2. The description of the general type of food items to be sold;
 3. Documentation (certificate) from the State of Nebraska (Dept. of Agriculture) Health Department showing its approval of the mobile food vendor's sale of food, if required;
 4. A copy of the State of Nebraska sales tax permit, or proof of an applicable sales tax exemption or the mobile food vendor; and
 5. A copy of the vehicle registration and proof of insurance of the mobile food vendor.
- (c) Mobile food vendor permits may only be applied for by businesses, organizations, or property owners for a location adjacent to their business or property or if they have written authorization from the adjacent property owners.

Section 6. That Chapter 10, Article 15, Section 10-1506 of the Crete Municipal Code be enacted to read as follows:

10-1506 Issuance of Denial

- (a) Upon receipt of a complete application for a permit pursuant to this article, the City Clerk shall verify that the information provided is accurate and to determine whether the applicant is in compliance with the provisions of all applicable laws and this Code.
- (b) After receipt of the completed application and application fee, the City Council shall either approve or deny the annual mobile food vending permit applications. Grounds for denial may include, but are not limited to, the following:
1. A finding that the application is incomplete;
 2. The nonpayment of applicable fees;
 3. A finding that the application is not in conformance with any applicable laws or any provisions of this code;
 4. A finding that the applicant has an inadequate parking lot layout, if applicable;
 5. A finding that the statements within the application are materially untrue or incorrect;
 6. Previous revocations or suspensions of a mobile food vending permit;
 7. When the location of the permit requested is within an area authorized for a city sanctioned event or within four hundred (400) feet of any boundary of such authorized area, unless the mobile food vendor possesses the written consent of the event organizer to sell or offer to sell food from that location; or
 8. When the location for the permit requested is within a city park, unless the mobile food vendor possesses the written consent of the City Administrator or their designee.
- (c) The City Clerk shall keep a permanent record of mobile food vending permits issued.

Section 7. That Chapter 10, Article 15, Section 10-1507 of the Crete Municipal Code be enacted to read as follows:

10-1507 Transferability

Permits issued under this article shall be nontransferable and no such permit shall be used at any time by any person other than the one to whom it was issued.

Section 8. That Chapter 10, Article 15, Section 10-1508 of the Crete Municipal Code be enacted to read as follows:

10-1508 Permit Fee

An application fee for a permit under this article shall be established by resolution each year within the Master Fee Schedule as adopted by City Council.

Section 9. That Chapter 10, Article 15, Section 10-1509 of the Crete Municipal Code be enacted to read as follows:

10-1509 Waiver of Liability

Before a mobile food vendor permit is granted, the applicant shall sign a waiver of liability holding harmless the City of Crete and indemnifying the City, its officials, and employees, for any claims for damages to property or injury to persons, which may occur in connection with any activity carried on pursuant to any activities associated with mobile food vending.

Section 10. That Chapter 10, Article 15, Section 10-1510 of the Crete Municipal Code be enacted to read as follows:

10-1510 Change in operating area

Mobile Food Vendor shall update the City Clerk of any changes to vending location.

Section 11. That Chapter 10, Article 15, Section 10-1511 of the Crete Municipal Code be enacted to read as follows:

10-1511 Permit Renewal

Mobile food vending permits issued under this article shall expire on December 31 of each year. The permit holder may renew the permit for the following year by filing with the City Clerk a renewal application updating or confirming the information provided in the immediately preceding permit application. At the time of permit renewal, the permit holder shall pay a renewal fee established by resolution within the Master Fee Schedule as adopted by City Council.

Section 12. That Chapter 10, Article 15, Section 10-1512 of the Crete Municipal Code be enacted to read as follows:

10-1512 Sales Regulations

(a) All mobile food vendors shall comply with the following regulations:

1. Mobile food vending is allowed in any zoning district when a mobile vendor has the permission of the City to engage in mobile food vending on the City's property.
2. While engaging in mobile food vending, mobile food vendors shall not be in violation of any city ordinances including any zoning, health, fire, building, or safety requirements.
3. A mobile food vendor shall not sell or offer to sell food from a location which would involve customers waiting in line, to be waited on, or to be served while standing in a portion of a street that is open to be traversed by motor vehicle traffic.
4. The City may order a mobile food vendor to move from or leave a specific location if the mobile food vending at that location causes an obstruction to vehicular or pedestrian traffic or otherwise endangers the health, safety, or welfare of the public. The City may tow or otherwise move, at the vendor's expense, any vehicles or equipment of a mobile food vendor if the vehicle or equipment presents a danger to public safety and the mobile food

- vendor fails to move the same; or if a mobile food vendor is engaged in mobile food vending without a valid mobile food vending permit.
5. A mobile food vendor shall maintain in operable condition all fire suppression equipment or devices as required by local, state, or federal law.
 6. It shall be unlawful for a mobile food vendor to sell or offer to sell alcoholic drinks without obtaining the appropriate permits.
 7. A mobile food vendor shall provide trash receptacles for the collection of trash, in sizes sufficient to serve their customers. On a daily basis, and prior to leaving a location, the mobile food vendor shall pick up and properly dispose of any trash and litter within twenty-five (25) feet of the location. Receptacles and their contents shall be removed from the location for proper disposal and contents shall not be deposited in public trash containers on City right-of-way or City property.
 8. A mobile food vendor shall not vend or allow vending between the hours of 9:00 p.m. until 8:00 a.m. the following day within a residentially zoned district.
 9. A mobile food vendor shall not vend or allow vending between the hours of 10:00 p.m. until 7:00 a.m. the following day within any non-residential zoned district.
 10. No mobile food vendor shall utilize any electricity or power without the prior written authorization of the electrical customer; no power cable or similar device shall be extended at or across any street or sidewalk except in a safe manner. If a mobile food vendor requires electrical service, an application must be submitted to the Public Works Director.
 11. Minimum of three (3) marked parking spaces must be available within one hundred and fifty (150) feet of the mobile food vendor.
 12. A mobile food vendor shall keep the space they occupy clear of any oil, food preparation materials, or food debris. If a mobile food vendor causes the spillage of oil, grease, or other food product, the vendor shall clean the spot of all spilled material.
- (b) The following regulations apply only to mobile food vendor's engaging in mobile food vending on public property owned by the City:
1. A mobile food vendor may sell or offer to sell food from a mobile food truck or mobile food vending unit at a location in a city right-of-way open to traffic or parking, but only from a mobile food truck or mobile food vending unit parked in a location where a mobile food truck or mobile food vending unit is authorized to park by law, signage, or city permit. Such a mobile food truck or mobile food vending unit and auxiliary equipment shall not be parked in a parking space adjacent to the corner of a street intersection. No mobile food truck, mobile food vending unit, or auxiliary equipment shall be parked in any parking stall designated for handicap parking.
 2. An individual representative of the mobile food vendor shall be present with the mobile food truck, mobile food vending unit, and auxiliary equipment of the mobile food vendor at all times that it is engaged in mobile food vending.
 3. Upon evidence of endangerment of public safety, the City Administrator may limit hours of operation for any mobile food vendor within the City, as needed for the protection of public safety.
 4. A mobile food vendor using a mobile food truck shall maintain a motor vehicle liability insurance policy for such motor vehicle as required by state law, and shall exhibit proof of such policy when requested.
 5. A mobile food vendor shall visibly display their business name on their mobile food truck, mobile food vending unit, and auxiliary equipment.
 6. In the event the mobile food vendor does not clean the space of spilled material or refuses to clear the space of spilled material, The City shall clean the space and bill the mobile food vendor for the work completed based on the rates outlined in the Master Fee Schedule.

Section 13. That Chapter 10, Article 15, Section 10-1513 of the Crete Municipal Code be enacted to read as follows:

10-1513 Notice of Violations

For purposes of revocation or suspension of mobile food vending permits, upon discovery of any violation under this article, the City Clerk shall provide written notice to the permit holder of such violation. Such notice shall be served personally upon the permit holder or shall be sent by regular U.S. mail to the permit holder's address as stated in their application.

Section 14. That Chapter 10, Article 15, Section 10-1514 of the Crete Municipal Code be enacted to read as follows:

10-1514 Revocation or Suspension

A permit issued under this article may be revoked or suspended by the City Administrator or their designee for any of the following reasons:

- (1) Any fraud, misrepresentation, or false statement contained in the application for permit;
- (2) Any fraud, misrepresentation, or false statement made in connection with the selling of food;
- (3) Receipt of notices of violations pursuant to section 10-1515; or
- (4) Mobile food vending in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to health, safety, or general welfare of the public.

Section 15. That Chapter 10, Article 15, Section 10-1515 of the Crete Municipal Code be enacted to read as follows:

10-1515 Notice of revocation or suspension; re-application

- (a) The City Administrator, or their designee, shall provide written notice to the permit holder stating the revocation or suspension action taken, the grounds for such action, and the availability of an appeal under this section. Such notice shall be served personally upon the permit holder or sent by regular U.S. mail to the permit holder's address as stated in their application.
- (b) The City Administrator, or their designee, shall revoke a permit issued under this article for any mobile food vendor who has received notice for one (1) or more violations of the provisions of this article on three (3) separate occasions, or who has received notice of three (3) or more violations of the provisions of this article in total, or any combination thereof, within any consecutive twelve-month period.
- (c) A person whose permit has been revoked under this article may not re-apply for a new permit for a period of six (6) months after the effective date of the revocation.

Section 16. That Chapter 10, Article 15, Section 10-1516 of the Crete Municipal Code be enacted to read as follows:

10-1516 Appeal Hearing

- (a) Violations. A permit holder aggrieved by the decision of the City Administrator or their designee under this section may file and appeal with the City Clerk. Such request for appeal shall be in writing to the City Clerk accompanied by non-refundable appeal fee. The appeal fee shall be set by resolution in the Master Fee Schedule as adopted by City Council. Such appeal shall be heard by the City Council. The City Administrator shall set such hearing within twenty (20) calendar days from the date of receipt of the written request.
- (b) Denials, suspensions, or revocations of permits. Mobile food vendors whose permits under this article have been denied, suspended, or revoked may file an appeal of such decision within twenty

(20) calendar days of receipt of the notice. Such request for appeal shall be in writing to the City Clerk and accompanied by the non-refundable appeal fee as set by resolution in the Master Fee Schedule as adopted by City Council. Such appeal shall be heard by the City Council. The City Administrator shall set such hearing within twenty (20) calendar days from the date of receipt of the written request.

- (c) A written notice of the decision by the City Council shall be sent to the mobile food vendor by regular U.S. mail or shall be provided at the conclusion of the meeting.

Section 17. That Chapter 10, Article 15, Section 10-1517 of the Crete Municipal Code be enacted to read as follows:

10-1517 Severability

If any provisions, clause, sentence, paragraph or other portion of this article or the application thereof to any person or circumstances shall be held to be invalid, that invalidity shall not affect the other provisions of this article which can be given effect without the invalid provision or application, and to this end the provisions of this article are declared to be severable.

Section 18. That the above section shall be codified as part of the Crete City Code as stated herein.

Section 19. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 20. This ordinance shall be published in pamphlet, book, or electronic form and shall take effect and be in full force and effect from and after its passage, approval and publication, as provided by law.

PASSED AND ENACTED the 19th day of November 2024.

Mayor

ATTEST:

City Clerk



ORDINANCE NO. 2225

AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA RELATING TO MUNICIPAL PROPERTY; TO AMEND SECTION 8-111 OF THE CRETE MUNICIPAL CODE; TO REQUIRE REMOVAL OF STRUCTURES SITTING ABOVE GROUND ON CITY RIGHT-OF-WAY AT A TIME AS DETERMINED BY THE CITY ADMINISTRATOR OR THEIR DESIGNEE WHEN REVIEWING SAID PERMIT REQUEST.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:

Section 1. That Chapter 8, Article 1, Section 8-111 of the Crete Municipal Code be amended as follows:

8-111 Municipal Property; Structure In Public Right-Of-Way; Permit Required; Removal upon request or expiration of permit

- (1) Any person that would like to place an above-ground or below-ground structure in the public right-of-way must apply for and be granted a permit from the City, and the following requirements, at a minimum, must be met, to-wit:
 - a. Such structures shall not pose a hazard to pedestrians or vehicular traffic
 - b. Such structures shall not hinder the view of pedestrians or vehicular traffic.
 - c. Below-ground structures shall not interfere with or hinder the operation of any utilities or right-of-way functions for any present or future public use.
- (2) Any person who places a structure in the public right-of-way shall be required to remove or repair such structure, at their own expense, should the City require the structure to be removed or repaired for any reason. The City and its officers, employees, and agents are not responsible for the removal, relocation, or repair of any structure or other obstruction placed in the public right-of-way.
- (3) All permits for above ground structures or equipment storage in the public right-of-way shall be limited to the time granted by the City Administrator or their designee at the time of reviewing the permit.

Section 2. That the above section shall be codified as part of the Crete City Code as stated herein.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall be published in pamphlet, book, or electronic form and shall take effect and be in full force and effect from and after its passage, approval and publication, as provided by law.

PASSED AND ENACTED the 19th day of November 2024.

Mayor

ATTEST:

City Clerk

Seal