



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

**CITY COUNCIL AGENDA**  
**June 12, 2023**

A regular meeting of the Farmington City Council will be held on  
Monday, June 12, 2023, at 6:00 p.m.  
City Hall  
354 W. Main Street, Farmington, Arkansas.

1. Call to Order – Mayor Ernie Penn
2. Roll Call – City Clerk Kelly Penn
3. Pledge of Allegiance
4. Comments from Citizens – the Council will hear brief comments at this time from citizens. No action will be taken. All comments will be taken under advisement.
5. Approval of the minutes –May 8, 2023 and June 13, 2022 City Council Minutes
6. Financial Reports
7. Entertain a motion to read all ordinances and resolutions by title only.
8. Proclamations, special announcements, committee/commission appointments.
9. Committee Reports
10. Items to be removed from City of Farmington Inventory – **SEE MEMO**

**NEW BUSINESS**

11. Ordinance No. 2023-09 – An ordinance to adopt a revised personnel policy for the City of Farmington, Arkansas.
12. Ordinance No. 2023-10 – An ordinance rezoning property at 102 Cynthia Ave. from R-1, Single Family Residential, to R-O, Residential Office as requested by Melton Nall.

13. Ordinance No. 2023-11 – An ordinance waiving requirements of competitive bidding for the purchase of a new brush truck from Banner Fire Equipment for the Farmington Fire Department pursuant to A.C.A. §14-58-303(b)(2)(B).

14. Approval of updated verbiage for “behavior expectation” sign at the entrance of Sport Park, to replace old worn-out sign.

**INFORMATIONAL ITEMS:**

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

**MINUTES**

## **MINUTES OF THE REGULAR FARMINGTON CITY COUNCIL MEETING MAY 8, 2023**

The regular meeting of the Farmington City Council scheduled for Monday, May 8, 2023 was called to order at 6:00 pm by Mayor Ernie Penn. City Clerk Kelly Penn called the roll and the following Council Members answered to their names: Diane Bryant, Keith Lipford, Brenda Cunningham, Sherry Mathews, Hunter Carnahan, Linda Bell, Bobby Morgan, and Kara Gardenhire. Also present was City Attorney Jay Moore and City Business Manager McCarville.

### **COMMENTS FROM THE CITIZENS**

Phyllis Young, 546 Goose Creek Road – Ms. Young asked the council to use their authority to reverse the approval of Goose Creek Village Phase 5 until the drainage is corrected, before they build any more homes. The water is damaging her property and making it unusable. She was told there would be no more water and that was a complete lie, the velocity of the water was washing away the topsoil. She invited Mayor Penn, Engineer Chris Brackett, and the City Council to see for themselves.

Hal Henson, 1165 East Creek Lane read a letter to the council (see attached) regarding parks from he and his wife.

City Attorney Jay Moore advised the council, regarding Phyllis Young's previous public comments and request, that due to pending litigation filed by Phyllis Young that he would not recommend them going to her property or speaking with her about this matter, that it was in the courts system now.

### **APPROVAL OF THE MINUTES FOR THE APRIL 10, 2023 REGULAR CITY COUNCIL MEETING**

On the motion of Council Member Bryant and a second by Council Member Carnahan and by the consent of all Council Members present after a roll call vote, the minutes were approved as presented by a vote of 8-0.

### **FINANCIAL REPORTS**

Mayor Penn presented the financial reports to the City Council. Monthly city sales tax was up 16.5 %. Monthly state sales tax was up 14.1%. Year to date, our total sales tax is up 4.1% versus 2022 sales tax numbers.

### **ENTERTAIN A MOTION TO READ ALL ORDINANCES AND RESOLUTIONS BY TITLE ONLY.**

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

### **PROCLAMATIONS, SPECIAL ANNOUNCEMENTS, COMMITTEE/COMMISSION APPOINTMENTS- NONE.**

### **COMMITTEE REPORTS -**

There were no written reports submitted.

Parks - Council Member Mathews announced they are in the design phase for Farmington Heights and hope to have something for council approval soon.

Community Development- Council Member Bryant said they had great turnout for the pickleball and line dancing at Creekside Park on Saturday.

**ITEMS TO BE REMOVED FROM CITY OF FARMINGTON INVENTORY**

**LIBRARY-RACHEL SAWYER– REQUESTING THE REMOVAL OF THREE (3) COMPUTERS FROM THE LIBRARY INVENTORY.** On the motion of Council Member Bryant and a second by Council Member Carnahan and by the consent of all Council Members present after a roll call vote, the motion to remove the 3 computers from library inventory: Dell Optiplex 3020, serial FV2YN52, inventory tag #712, AWE Early Literacy Station, serial #F6PTAC009318, inventory tag #240 and Dell Optiplex 3020, serial #5F6RM52, inventory tag #709 was approved 8-0.

**PUBLIC WORKS-FLOYD SHELLEY- REQUESTING THE REMOVAL OF 1999 WHITCO PRESSURE WASHER FROM PUBLIC WORKS INVENTORY.** On the motion of Council Member Bell and a second by Council Member Bryant and by the consent of all Council Members present after a roll call vote, the motion to remove the 1999 Whitco Pressure Washer, serial number 899-139, inventory tag number 820 from Public Works inventory was approved 8-0.

**PARKS-FLOYD SHELLEY-REQUESTING THE REMOVAL OF HUSTLER SUPER Z 60 INCH REAR DISCHARGE MOWER FROM PARKS DEPARTMENT INVENTORY (CREEKSIDE PARK)** On the motion of Council Member Bryant and a second by Council Member Morgan and by the consent of all Council Members present after a roll call vote, the motion to remove the Hustler Super Z 60-inch rear discharge mower, serial number 1403486 from Parks inventory was approved 8-0.

**PARKS-FLOYD SHELLEY-REQUESTING THE REMOVAL OF HUSTLER SUPER Z 72 INCH MOWER FROM PARKS DEPARTMENT INVENTORY (CREEKSIDE PARK).** On the motion of Council Member Morgan and a second by Council Member Bryant and by the consent of all Council Members present after a roll call vote, the motion to remove the Hustler Super Z 72-inch mower, serial number 13051273 from Parks inventory was approved 8-0.

**STREETS- FLOYD SHELLEY- REQUESTING THE REMOVAL OF 2018 POLARIS RANGER FROM STREET DEPARTMENT INVENTORY.** On the motion of Council Member Bryant and a second by Council Member Carnahan and by the consent of all Council Members present after a roll call vote, the motion to remove the 2018 Polaris Ranger, serial number 3NSRMA52JE902005 from Street Department inventory was approved 8-0.

**OLD BUSINESS- NONE**

**NEW BUSINESS**

**RESOLUTION 2023-04 A RESOLUTION IN SUPPORT OF AN APPLICATION FOR THE MINI-STEP GRANT.**

Chief Hubbard requested approval to apply for the MINI-STEP grant through the Arkansas State Police in the amount of \$23,700.00 for 5 months of overtime for officers to work extra traffic enforcement for Click It or Ticket, Drive Sober or Get Pulled Over and Speed Mobilization from May 22nd, 2023 thru September 30th, 2023. Mayor Penn called for public comment, there was none. After questions from the Council Members, the motion made to approve Resolution 2023-04 by Council Member Carnahan and seconded by Council Member Bryant and by the consent of all Council Members present after a roll call vote, Resolution 2023-04 was approved 8-0.

**ORDINANCE NO. 2023-07 AN ORDINANCE ESTABLISHING PROCEDURES AND MEASURES FOR ELECTRONIC FUNDS TRANSFERS (EFT) AND PAYMENTS AND OTHER RELATED PURPOSES.**

City Business Manager McCarville informed the council that the auditors from Legislative Audit had requested the city have in place an ordinance stating what our procedures were with regard to electronic funds transfers (EFT) for audit purposes. City Clerk Penn said that the city already has the procedures in place and has followed them for several years, but the Legislative Auditor had requested it in writing. Council Members questioned why it was asked for now and Mayor Penn said that each year legislative audit touches on different areas and asks for certain things to be updated or put in writing. City Attorney Moore said the auditors had looked over the ordinance prior to the

meeting and they approved it for council submission. The city will not be cited for any deficiencies with this in place. Mayor Penn asked for public comment, there was none. Council Member Carnahan made a motion to suspend the rule requiring the reading of an ordinance in full on three different dates be suspended and for Ordinance 2023-07 be read one time by title only, it was seconded by Council Member Morgan and after a roll call vote, the motion was approved 8-0. City Attorney Moore read Ordinance 2023-07 by title only. Mayor Penn asked Shall the ordinance pass? After a roll call vote, the motion passed 8-0. A motion to pass Ordinance 2023-07 with an Emergency Clause was made by Council Member Carnahan and seconded by Council Member Morgan and after a roll call vote the motion passed 8-0.

**ORDINANCE NO. 2023-08 AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF FARMINGTON ARKANSAS DESIGN STANDARDS FOR MULTI-FAMILY HOUSING, PROVIDING FOR AN EMERGENCY CLAUSE AND OTHER PURPOSES.**

Urban Planner Courtney McNair from Garver Engineering addressed the council regarding changes made by the Planning Commission in the proposed ordinance. After discussion and questions of clarification from the Council, Mayor Penn asked for public comment. Phyllis Young, 546 Goose Creek, said we need quality housing, not quantity. Hal Henson 1165 East Creek Lane said he was in favor of the changes and that the council needed to be aware there is a need for affordable, not cheap, housing here and do they want to provide that? Council Member Bryant made a motion to approve Ordinance 2023-08 and it was seconded by Council Member Lipford, there was roll call vote and it was approved 8/0. Council Member Bryant asked if we needed an emergency clause, City Clerk Penn said no, that all they did was approve it for one reading with that motion, if she meant to suspend the rules and pass it all tonight, she would need to revoke and restate the previous motion.. Council Member Bryant revoked the previous motion with no objections from the city council. Council Member Bryant made a motion to suspend the rule requiring the reading of an ordinance in full on three different dates be suspended and for Ordinance 2023-08 be read one time by title only, it was seconded by Council Member Lipford and after a roll call vote, the motion was approved 8-0. City Attorney Moore read Ordinance 2023-08 by title only. Mayor Penn asked Shall the ordinance pass? After a roll call vote, the motion passed 8-0. A motion to pass Ordinance 2023-08 with an Emergency Clause was made by Council Member Morgan and seconded by Council Member Bryant and after a roll call vote the motion passed 8-0.

**ORDINANCE NO. 2023-09 AN ORDINANCE ADOPTING THE 2021 ARKANSAS FIRE PREVENTION CODE CONTAINING FIRE PREVENTION BUILDING AND RESIDENTIAL CODES.**

Code Enforcement Officer Rick Bramall advised the council the new 2021 standards had finally been adopted by the state of Arkansas in 2023, the delay was caused by the Covid-19 epidemic. Mayor Penn asked for public comment, there was none. Council Member Bell made a motion to suspend the rule requiring the reading of an ordinance in full on three different dates be suspended and for Ordinance 2023-09 be read one time by title only, it was seconded by Council Member Carnahan and after a roll call vote, the motion was approved 8-0. City Attorney Moore read Ordinance 2023-09 by title only. Mayor Penn asked Shall the ordinance pass? After a roll call vote, the motion to approve Ordinance 2023-09 passed 8-0. A motion to pass Ordinance 2023-09 with an Emergency Clause was made by Council Member Bell and seconded by Council Member Bryant and after a roll call vote the motion passed 8-0.

**ORDINANCE NO. 2023-10 AN ORDINANCE REZONING PROPERTY AT 152 WEST HILL STREET FROM R-2, SINGLE FAMILY RESIDENTIAL, TO MF-1 RESIDENTIAL, MULTI-FAMILY RESIDENTIAL AS REQUESTED BY SIEBERT, INC.**

After discussion about the actual legal address of the property, Council Member Bryant asked that we use the parcel number instead of the street address. City Attorney Moore said that was fine and he would make the appropriate changes and add parcel number 760-01596-001 to the title of the ordinance in addition to the proposed address. Mayor Penn asked for public comment, there was none. Council Member Carnahan made a motion to suspend the rule requiring the reading of an ordinance in full on three different dates be suspended and for Ordinance 2023-10 be read one time by title only, it was seconded by Council Member Bryant and after a roll call vote, the motion was approved 8-0. City Attorney Moore read Ordinance 2023-10 by title only. Mayor Penn asked Shall the ordinance pass? After a roll call vote, the motion passed 8-0. A motion to pass Ordinance 2023-10 with an Emergency Clause was made by Council Member Bell and seconded by Council Member Carnahan and after a roll call vote the motion passed 8-0.

**ACCEPT THE BID FROM LONESTAR TACTICAL BUILDINGS FOR BUILDING THE FIRE TRAINING FACILITY.**

Fire Chief Hellard requested the council approval to accept the bid from Lonestar Tactical Buildings in the amount of \$270,350.16. Mayor Penn asked for public comment, there was none. After council discussion a motion was made by Council Member Carnahan and seconded by Council Member Mathews and by the consent of all Council Members present after a roll call vote, the motion to approve the bid from Lonestar Tactical Buildings in the amount of \$270,350.16 was approved 8-0.

There being no further business to come before the council and on the motion of Council Member Morgan and seconded by Council Member Lipford and by the consent of all members present, the meeting adjourned at 6:57 pm until the next regularly scheduled meeting to be held Monday, June 12th, 2023 in the City Council Chambers at City Hall, located at 354 West Main Street, Farmington, Arkansas.

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

Mayor Ernie Penn

Attest: \_\_\_\_\_

City Clerk Kelly Penn



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

## **MEMO**

To: Farmington City Council  
Ernie Penn, Mayor

From: Kelly Penn, City Clerk  
Re: Approval of June 13, 2022 Amended Minutes  
Date: 06/02/2023

### **Recommendation**

Approve the June 13, 2022 amended minutes of the Farmington City Council meeting minutes to reflect Ordinance No. 2022-10 An Ordinance waiving requirements of competitive bidding for emergency street repairs on Rheas Mill Road in the city of Farmington pursuant to Ark. Code Ann. 14-58-303 (b) (2) (B). The item is highlighted on the attached minutes for review.

### **Background**

During Legislative Audits review of our 2022 waiving of competitive bid items and corresponding documentation, it was brought to my attention that I had inadvertently left an agenda item off the approved minutes for the June 2022 meeting. The recording of the meeting was reviewed by Legislative Audit & City Business Manager McCarville and verified that we did pass the ordinance. It was a clerical error on my part when the item was left off the minutes due to a copy & paste error when I printed the document for signatures.



## **Minutes of the Regular Farmington City Council Meeting June 13, 2022**

The regular meeting of the Farmington City Council scheduled for Monday, June 13th, 2022, was called to order at 6:00pm by Mayor Ernie Penn. City Clerk Kelly Penn called the roll and the following Council Members answered to their names: Sherry Mathews, Hunter Carnahan, Keith Lipford, Linda Bell, Brenda Cunningham, Bobby Morgan, Diane Bryant and Shelly Parsley.

### **Comments from Citizens.**

Mayor Penn asked if there was anyone who wished to comment at this time.

Tina Purser 11717 East Creek Lane – Her fence came down due to flooding and caused a problem with gas line issues due to the creek behind her property. Have you looked at the problems on Clubhouse?

Ashleigh Wilson 11778 Clubhouse Parkway- The engineer that looked at her property said the drainage pipe was too small, it needs to be larger and what is the city going to do?

Rachel Catlett, 11663 East Creek- She thanked the city for coming out and what is going to be done? They looked at this 5 years ago. The drainage needs to be fixed.

### **Approval of the minutes for the May 9th, 2022, City Council Regular Meeting**

On the motion of Council Member Bryant, a second by Council Member Cunningham and by the consent of all Council Members present after a roll call vote, the minutes were approved as presented by a vote of 8-0.

### **Financial Reports**

Mayor Penn presented the financial reports to the City Council.

### **Entertain a motion to read all Ordinances and Resolutions by title only**

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

### **Proclamations, Special Announcements, Committee/Commission Appointments. Committee Reports**

Fire Captain Pete Oxford introduced the two new firefighters to the council.

### **Committee Reports.**

Street Committee – No meeting was held.

Parks & Recreation Committee – No meeting was held.

Community Development Committee – No meeting was held.

**Items to be removed from City of Farmington Inventory –Police Department.**

**Transfer of Radar Equipment** –After a brief presentation by Police Chief Hubbard, a motion was made to approve the transfer of one radar unit to the Alpena Police Department by Council Member Carnahan and a second by Council Member Mathews and by the consent of all Council Members present after a roll call vote, the motion to approve the transfer of radar equipment was approved 8-0.

**Removal & Destruction of Radar Equipment** – After a brief presentation by Police Chief Hubbard, a motion was made to approve the removal from inventory & destruction of 5 Decatur Genesis II Select Moving Radars Serial Number G2S-21487 City Tag #0571, Serial Number G2S-19742 City Tag #0553, Serial Number G2S -05765 City Tag #0948, Serial Number G2S-26772 City Tag #600. Serial Number G2S -20028 City Tag #583 by Council Member Bell and seconded by Council Member Carnahan and by the consent of all Council Members present after a roll call vote, the motion was approved 8-0.

**Old Business - None**

**New Business**

**Ordinance No. 2022-09 An Ordinance waiving requirements of competitive bidding for emergency repairs to protect drainage improvements at the Meadowsweet subdivision in the city of Farmington, pursuant to Arkansas Code Ann 14-58-303 (b) (2) (B)** Council Member Bryant made a motion to suspend the rule requiring the reading of an ordinance in full on 3 different dates be suspended and for Ordinance 2022-09 be read 1 time by title only, it was seconded by Council Member Carnahan and after a roll call vote, the motion was approved 8-0. City Attorney Tennant read Ordinance 2022-09 by title only. Mayor Penn asked Shall the ordinance pass? After a roll call vote, the motion passed 8-0. A motion to pass Ordinance 2022-09 with an Emergency Clause was made by Council Member Carnahan and seconded by Council Member Parsley, after a roll call vote the motion passed 8-0.

Public Hearing for Ordinance No. 2022-11 was called to order at 6:24pm, there were no speakers, the public hearing was closed at 6:24 pm.

**Ordinance No. 2022-10 An Ordinance waiving requirements of competitive bidding for emergency street repairs on Rheas Mill Road in the City of Farmington pursuant to Ark. Code Ann.§ 14-58-303 (b) (2) (B)**

Council Member Carnahan made a motion to suspend the rule requiring the reading of an ordinance in full on 3 different dates be suspended and for Ordinance 2022-10 be read 1 time by title only, it was seconded by Council Member Bryant and after a roll call vote, the motion was approved 8-0. City Attorney Tennant read Ordinance 2022-10 by title only. Mayor Penn asked Shall the ordinance pass? After a roll call vote the motion passed 8-0. A motion to pass Ordinance 2022-10 with an Emergency Clause was made by Council Member Carnahan and seconded by Council Member Mathews after a roll call vote the motion passed 8-0.

**Ordinance No. 2022-11 An Ordinance to vacate the unused right of way located at the corner of Hill Street and West Vine Street, Farmington, AR and for other purposes** Property Owner Mike Thompson and Drake Taylor representing property owner Deborah Dorman were present. City Attorney Tennant advised the council he needed more time to research the issues and he recommended the item be tabled. Council Member Bryant made a motion to table, and it was seconded by Council Member Parsley and after a roll call vote, the motion passed 8-0.

**Ordinance No. 2022-12 An Ordinance rezoning 175 W. Vine Parcel #760-00893-000 from R-2 Residential Single Family to R-O Residential Office, as requested by Pedal Pops/Mike Thompson.**

Council Member Bryant made a motion to suspend the rule requiring the reading of an ordinance in full on 3 different dates be suspended and for Ordinance 2022-12 be read 1 time by title only, it was seconded by Council Member Parsley and after a roll call vote, the motion was approved 8-0. City Attorney Tennant read Ordinance 2022-12 by title only. Mayor Penn asked Shall the ordinance pass? After a roll call vote the motion passed 8-0. A motion to pass Ordinance 2022-12 with an Emergency Clause was made by Council Member Bryant and seconded by Council Member Morgan, after a roll call vote the motion passed 8-0.

**Resolution No. 2022-11 A Resolution of the Farmington City Council to Authorize the transfer of title to a 1995 Freightliner Fire Truck to the Prairie Grove-Farmington Rural Fire Association and remove the Fire Truck from Inventory.**

Council Member Carnahan made a motion to approve Resolution No. 2022-11, it was seconded by Council Member Morgan, after a roll call vote the motion was approved 8-0. City Attorney Tennant read Resolution No. 2022-11 by title only.

There being no further business to come before the council and on the motion of Council Member Bryant and seconded by Council Member Lipford and by the consent of all members present, the meeting adjourned at 6:40pm until the next regularly scheduled meeting to be held Monday, July 11th, 2022 in the City Council Chambers at City Hall, located at 354 West Main Street, Farmington, Arkansas.

Approved;

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

Attest; \_\_\_\_\_

City Clerk Kelly Penn

**Financial**

MONTH	CITY SALES TAX		CITY SALES TAX		STATE SALES TAX		STATE SALES TAX	
	2022	2023	2022	2023	2022	2023	2022	2023
JANUARY	\$ 253,791.83	\$ 242,456.22			\$ 149,600.30	\$ 161,325.27		
FEBRUARY	\$ 268,481.85	\$ 255,597.22			\$ 160,478.16	\$ 173,305.34		
MARCH	\$ 220,557.24	\$ 250,049.60			\$ 137,886.58	\$ 152,848.29		
APRIL	\$ 204,221.59	\$ 237,837.34			\$ 132,413.09	\$ 151,045.48		
MAY	\$ 255,812.04	\$ 265,490.13			\$ 158,981.00	\$ 169,444.78		
JUNE	\$ 227,119.01				\$ 151,944.94			
JULY	\$ 254,482.95				\$ 158,818.37			
AUGUST	\$ 192,593.14				\$ 157,877.74			
SEPTEMBER	\$ 255,136.85				\$ 159,353.54			
OCTOBER	\$ 273,079.96				\$ 172,468.99			
NOVEMBER	\$ 237,982.86				\$ 162,822.41			
DECEMBER	\$ 252,534.14				\$ 161,257.98			
Monthly Comparison -May 2022/May 2023		\$ 9,678.09			Increase (Decrease)	\$ 20,141.87		\$10,463.78
YTD comparison					Increase/Decrease for 2023 over 2022 YTD - City Sales Tax	\$ 48,565.96	Increase for 2023 over 2022 YTD - State Sales Tax	\$ 68,610.03
Total Actual 2023 Income vs 2023 Budgeted Income	County Wide Sales Tax	\$1,816,755.31	City Sales Tax	\$2,666,755.31	Total Sales Tax Increase YTD 2023	\$ 117,175.99		
Actual 2023 (thru May)		\$807,969.16		\$1,251,430.51				



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

**TO:** Farmington City Council  
Kelly Penn, City Clerk

**FROM:** Mayor Ernie L Penn

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

**RE:** Summary of City Financial Report

- 2023 City Sales Tax increased 3.8% in May , compared to May of 2022
- 2023 State/County sales tax increased 6.6% in May , compared to May of 2022
- 2023 City Sales Tax --Year to Date has increased by 4.04% compared to 2022
- 2023 State/County Sales Tax –Year to date has increased by 9.3% compared to 2022
- 2007 Sewer Bond (\$4,500,000)----Loan Balance as of 4-15-2023 ----\$1,600,378.51 ----Payments are paid semi-annual in the amount of \$141,787.59. Farmington Sewer Surcharge fees are the source for the loan payments. This sewer bond is scheduled to payoff on 10/15/2029.
- 2017 Sales and use Tax Bonds (\$5,090,000)-----Loan Balance \$4,125,000---Payments are paid monthly \$29,966.88 from our 1% City Sales tax . The Bond is scheduled to payoff October 2037.
- Deposits: Arvest Bank 9 accounts \$5,626,162 First Security 1 MM acct \$2,083,339  
First Community Bank 2 Certificate of Deposits \$4,064,559
- Total of Deposits: \$11,774,059

# ARKANSAS DEVELOPMENT FIN AUTH

PO BOX 8052  
LITTLE ROCK, AR 72203-8052

(501) 682-5900

## LOAN AMORTIZATION SCHEDULE

Loan Number:

Loan Address:

City of Farmington  
PO BOX 150  
FARMINTGON, AR 72730

Property Address:

PO BOX 150  
FARMINTGON, AR 72730

Loan Amount: 4,500,000.00

Current Balance: 2,712,384.76

Term of Loan: 40

Loan Date: 12/21/2007

Interest Rate: 1.7500%

Servicer Fee Rate: 1.00%

Amortization Type: Semi Annual

PMT	Due Date	Payment Amount	Principal	Interest	Servicing Fee	Balance
1	10/15/2018	141,787.59	104,492.29	23,733.37	13,561.93	2,607,892.47
2	04/15/2019	141,787.59	105,929.07	22,819.06	13,039.46	2,501,963.40
3	10/15/2019	141,787.59	107,385.59	21,892.18	12,509.82	2,394,577.81
4	04/15/2020	141,787.59	108,862.14	20,952.56	11,972.89	2,285,715.67
5	10/15/2020	141,787.59	110,359.00	20,000.01	11,428.58	2,175,356.67
6	04/15/2021	141,787.59	111,876.43	19,034.37	10,876.79	2,063,480.24
7	10/15/2021	141,787.59	113,414.74	18,055.45	10,317.40	1,950,065.50
8	04/15/2022	141,787.59	114,974.19	17,063.07	9,750.33	1,835,091.31
9	10/15/2022	141,787.59	116,555.08	16,057.05	9,175.46	1,718,536.23
10	04/15/2023	141,787.59	118,157.72	15,037.19	8,592.68	1,600,378.51
11	10/15/2023	141,787.59	119,782.38	14,003.31	8,001.90	1,480,596.13
12	04/15/2024	141,787.59	121,429.39	12,955.22	7,402.98	1,359,166.74
13	10/15/2024	141,787.59	123,099.04	11,892.71	6,795.84	1,236,067.70
14	04/15/2025	141,787.59	124,791.66	10,815.59	6,180.34	1,111,276.04
15	10/15/2025	141,787.59	126,507.54	9,723.67	5,556.38	984,768.50
16	04/15/2026	141,787.59	128,247.02	8,616.72	4,923.85	856,521.48
17	10/15/2026	141,787.59	130,010.42	7,494.56	4,282.61	726,511.06
18	04/15/2027	141,787.59	131,798.06	6,356.97	3,632.56	594,713.00
19	10/15/2027	141,787.59	133,610.28	5,203.74	2,973.57	461,102.72
20	04/15/2028	141,787.59	135,447.42	4,034.65	2,305.52	325,655.30
21	10/15/2028	141,787.59	137,309.83	2,849.48	1,628.28	188,345.47
22	04/15/2029	141,787.59	139,197.84	1,648.02	941.73	49,147.63
23	10/15/2029	49,823.41	49,147.63	430.04	245.74	0.00
Grand Totals		3,169,150.39	2,712,384.76	290,668.99	166,096.64	

## DEBT SERVICE COVERAGE

Set forth below is debt service coverage information for the Bonds. In arriving at the estimate of annual Tax receipts for this calculation, the City examined the collections of the Existing Tax for the twelve-month period ended June 30, 2017.

Actual Tax receipts collected by the City will depend upon, among other things, the level of retail activity within the City, the economic health of the City and surrounding trade area, possible future actions by the people of the State or General Assembly of the State defining transactions subject to the Tax and granting exemptions from the Tax, such as exemptions for food sales. The figure set forth below is only an estimate and there can be no assurance that actual Tax receipts will equal the estimate shown below. See THE TAX, Future Tax Receipts.

Based upon the pledge of 100% of estimated Tax receipts, debt service coverage is as follows:

Estimated Tax Receipts Available for Debt Service	\$737,676
Maximum Annual Debt Service <sup>(1)</sup>	357,788
Debt Service Coverage	2.06X

<sup>(1)</sup>Using a year ending October 1.

## DEBT SERVICE REQUIREMENTS

The following table shows amounts required to pay scheduled principal and interest on the Bonds during each year:

<u>Year</u> <u>(Ending October 1)</u>	<u>Bond</u> <u>Principal</u>	<u>Bond</u> <u>Interest</u>	<u>Total</u> <u>Debt Service</u>
2018	\$ 115,000.00	\$ 152,957.81	\$ 267,957.81
2019	205,000.00	148,562.50	353,562.50
2020	210,000.00	144,462.50	354,462.50
2021	215,000.00	140,262.50	355,262.50
2022	220,000.00	135,962.50	355,962.50
2023	225,000.00	131,562.50	356,562.50
2024	230,000.00	127,062.50	357,062.50
2025	235,000.00	122,462.50	357,462.50
2026	240,000.00	116,293.76	356,293.76
2027	245,000.00	109,993.76	354,993.76
2028	250,000.00	103,562.50	353,562.50
2029	260,000.00	95,125.00	355,125.00
2030	270,000.00	86,350.00	356,350.00
2031	280,000.00	77,237.50	357,237.50
2032	290,000.00	67,787.50	357,787.50
2033	295,000.00	58,000.00	353,000.00
2034	310,000.00	47,306.26	357,306.26
2035	320,000.00	36,068.76	356,068.76
2036	330,000.00	24,468.76	354,468.76
2037	345,000.00	12,506.26	357,506.26
<b>Totals:</b>	<b>\$5,090,000.00</b>	<b>\$1,937,995.37</b>	<b>\$7,027,995.37</b>



## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
10/01/2017	-	-	-	-
10/01/2018	115,000.00	2.000%	152,957.81	267,957.81
10/01/2019	205,000.00	2.000%	148,562.50	353,562.50
10/01/2020	210,000.00	2.000%	144,462.50	354,462.50
10/01/2021	215,000.00	2.000%	140,262.50	355,262.50
10/01/2022	220,000.00	2.000%	135,962.50	355,962.50
10/01/2023	225,000.00	2.000%	131,562.50	356,562.50
10/01/2024	230,000.00	2.000%	127,062.50	357,062.50
10/01/2025	235,000.00	2.625%	122,462.50	357,462.50
10/01/2026	240,000.00	2.625%	116,293.76	356,293.76
10/01/2027	245,000.00	2.625%	109,993.76	354,993.76
10/01/2028	250,000.00	3.375%	103,562.50	353,562.50
10/01/2029	260,000.00	3.375%	95,125.00	355,125.00
10/01/2030	270,000.00	3.375%	86,350.00	356,350.00
10/01/2031	280,000.00	3.375%	77,237.50	357,237.50
10/01/2032	290,000.00	3.375%	67,787.50	357,787.50
10/01/2033	295,000.00	3.625%	58,000.00	353,000.00
10/01/2034	310,000.00	3.625%	47,306.26	357,306.26
10/01/2035	320,000.00	3.625%	36,068.76	356,068.76
10/01/2036	330,000.00	3.625%	24,468.76	354,468.76
10/01/2037	345,000.00	3.625%	12,506.26	357,506.26
<b>Total</b>	<b>\$5,090,000.00</b>	-	<b>\$1,937,995.37</b>	<b>\$7,027,995.37</b>

### Yield Statistics

Bond Year Dollars	\$59,205.69
Average Life	11.632 Years
Average Coupon	3.2733260%
Net Interest Cost (NIC)	3.4100702%
True Interest Cost (TIC)	3.4105879%
Bond Yield for Arbitrage Purposes	3.2218384%
All Inclusive Cost (AIC)	3.5041153%

### IRS Form 8038

Net Interest Cost	3.2585805%
Weighted Average Maturity	11.617 Years



## Online Printable Version

**Note: Changes on this screen are not actionable and will not be saved.**

Account Portfolio as of Monday, 06/05/2023 08:41:48 AM

Account Display	
<input checked="" type="radio"/> Display By Account Type	<input type="radio"/> Sort By Account Number
<input type="radio"/> Display By Asset/Liability	<input checked="" type="radio"/> Sort By Account Name

### Checking Accounts

Account Name	Account Number	Today's Beginning Balance	Available Balance	Collected Balance	Relationship Balance
<u>ARPA Fund</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>City of Farmington Catastroph</u>		\$138,706.90	\$138,706.90	\$138,706.90	\$0.00
<u>City of Farmington City Admin</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>City of Farmington Court Auto</u>		\$55,453.00	\$55,453.00	\$55,453.00	\$0.00
<u>City of Farmington Court Fine</u>		\$21,088.38	\$21,538.38	\$21,538.38	\$0.00
<u>City of Farmington Debit Ser A</u>		\$2,185.03	\$2,185.03	\$2,185.03	\$0.00
<u>City of Farmington General Fun</u>		\$3,225,198.76	\$3,225,198.76	\$3,225,198.76	\$0.00
<u>City of Farmington General Fun</u>		\$1,463,136.00	\$1,461,964.71	\$1,461,964.71	\$0.00
<u>City of Farmington Library Fun</u>		\$167,069.32	\$167,069.32	\$167,069.32	\$0.00
<u>City of Farmington Payroll Acc</u>		\$71,842.00	\$64,741.84	\$64,741.84	\$0.00
<u>City of Farmington Street Fun</u>		\$489,399.53	\$489,304.35	\$489,304.35	\$0.00
<b>Totals</b>		<b>\$5,634,078.92</b>	<b>\$5,626,162.29</b>	<b>\$5,626,162.29</b>	

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P.O. Box 1009  
Searcy, AR 72145

Statement Date

05/31/23

Account Number

21710899



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0 CYCLE-019

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12260 0.4550 AV 0.471 41 1 26 117984-01A\*\*012260  
CITY OF FARMINGTON  
PO BOX 150  
FARMINGTON AR 72730-0150



ON JULY 1, 2023, A \$1 FEE PER DEBIT  
WILL BE CHARGED FOR EVERY DEBIT IN  
EXCESS OF 6 PER STATEMENT CYCLE

### Monthly Statement Summary

#### CHECKING ACCOUNT

NEG RATE MM INV PF

ACCOUNT NUMBER

PREVIOUS STATEMENT BALANCE AS OF 04/28/23

\$2,079,579.56

PLUS 1 DEPOSITS AND OTHER CREDITS

\$3,760.34

LESS 0 CHECKS AND OTHER DEBITS

\$0.00

CURRENT STATEMENT BALANCE AS OF 05/31/23

\$2,083,339.90

NUMBER OF DAYS IN THIS STATEMENT PERIOD

33

#### Checking Account Transactions

Date	Description	Debits	Credits
05/31	INTEREST PAYMENT		\$3,760.34

#### Balance By Date

04/28 | \$2,079,579.56      05/31 | \$2,083,339.90

Payer Federal Id Number

71-0159420

Interest Paid Year To Date

\$13,077.61



Thank you for banking with First Community Bank Batesville. If you need assistance, contact customer service.

**\$2,031,274.19**  
Current balance

### Pending Transactions

No Records Available

### Posted Transactions

Date	Description	Withdrawal/Deposit	Balance
05/19/2023	Interest Payment	\$6,939.86	\$2,031,274.19
04/19/2023	Interest Payment	\$7,145.87	\$2,024,334.33

### Account Summary

Current Balance	\$2,031,274.19
As Of	06/05/2023
Interest Paid YTD	\$31,274.19
Interest Rate	4.171%
Interest Accrued	\$3,946.07
Last Interest Payment	\$6,939.86
Maturity Date	12/19/2023

\*\*\*End\*\*\*



Thank you for banking with First Community Bank Batesville. If you need assistance, contact customer service.

**\$2,033,284.64**

**Current balance**

### Pending Transactions

No Records Available

### Posted Transactions

Date	Description	Withdrawal/Deposit	Balance
05/10/2023	Interest Payment	\$3,753.24	\$2,033,284.64
04/10/2023	Interest Payment	\$3,870.95	\$2,029,531.40

### Account Summary

Current Balance	\$2,033,284.64
As Of	06/05/2023
Interest Paid YTD	\$18,820.98
Interest Rate	2.25%
Interest Accrued	\$3,258.83
Last Interest Payment	\$3,753.24
Maturity Date	08/10/2023

\*\*\*End\*\*\*

**GENERAL FUND**  
**Statement of Revenue and Expenditures**

	Year-To-Date Jan 2023 May 2023 Actual	Annual Budget Jan 2023 Dec 2023	Jan 2023 Dec 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>GENERAL REVENUES</b>			
<b>Revenue</b>			
ACCIDENT REPORT REVENUES	611.50	1,500.00	40.77%
ACT 833	0.00	25,000.00	0.00%
ALCOHOL SALES TAX	3,772.73	4,000.00	94.32%
ANIMAL CONTROL REVENUES	1,370.00	2,000.00	68.50%
BUILDING INSPECTION FEES	120,509.10	200,000.00	60.25%
BUSINESS LICENSES	5,512.00	6,000.00	91.87%
CITY COURT FINES	53,630.23	120,000.00	44.69%
CITY SALES TAX REVENUES	1,251,430.51	2,666,755.31	46.93%
COUNTY TURNBACK	437,310.46	600,000.00	72.89%
DEVELOPMENT FEES	21,123.50	20,000.00	105.62%
FRANCHISE FEES	317,101.28	475,000.00	66.76%
GARAGE SALE PERMITS	493.60	2,000.00	24.68%
GRANTS	47,648.57	0.00	0.00%
INTEREST REVENUES	70,184.63	30,000.00	233.95%
MISCELLANEOUS REVENUES	10,438.31	0.00	0.00%
Off Duty Police Reimbursement	0.00	6,000.00	0.00%
PARK RENTAL	3,551.90	5,000.00	71.04%
PAYMENT IN LIEU OF IMPROVEMENT	49,200.00	75,000.00	65.60%
SALES TAX - OTHER	807,969.16	1,816,755.31	44.47%
SPORTS COMPLEX FEES	34,397.41	35,000.00	98.28%
SRO REIMBURSEMENT REVENUES	38,365.27	100,000.00	38.37%
STATE TURNBACK	44,111.16	95,000.00	46.43%
TRANS FROM GENERAL FUND	2,000,000.00	0.00	0.00%
<b>Revenue</b>	<b>\$5,318,731.32</b>	<b>\$6,285,010.62</b>	

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**GENERAL FUND**  
**Statement of Revenue and Expenditures**

	Year-To-Date	Annual Budget	Jan 2023
	Jan 2023	Jan 2023	Dec 2023
	May 2023	Dec 2023	Percent of
	Actual		Budget
<b>ADMINISTRATIVE DEPT</b>			
<b>Expenses</b>			
ADDITIONAL SERVICES EXPENSE	133,055.95	190,000.00	70.03%
ADVERTISING EXPENSE	1,710.39	6,000.00	28.51%
BANK CHARGE	1,212.98	0.00	0.00%
BUILDING MAINT & CLEANING	22,559.81	45,000.00	50.13%
ELECTION EXPENSES	11,542.39	5,000.00	230.85%
ENGINEERING FEES	64,534.36	170,000.00	37.96%
INSURANCES EXPENSE	26,265.58	75,000.00	35.02%
LEGAL FEES	4,643.29	10,000.00	46.43%
MATERIALS & SUPPLIES EXPENSE	8,863.29	20,000.00	44.32%
MISCELLANEOUS EXPENSE	0.00	2,000.00	0.00%
NEW EQUIPMENT PURCHASE	0.00	25,000.00	0.00%
PAYROLL EXP - CITY ATTRNY	34,804.87	65,000.00	53.55%
PAYROLL EXP - ELECTED OFFICIAL	56,535.71	132,000.00	42.83%
PAYROLL EXP - REGULAR	109,985.40	272,000.00	40.44%
PLANNING COMMISSION	6,429.50	25,000.00	25.72%
POSTAGE EXPENSE	500.00	2,000.00	25.00%
PROFESSIONAL SERVICES	14,858.25	20,000.00	74.29%
REPAIR & MAINT - EQUIPMENT	354.78	0.00	0.00%
REPAIR & MAINT - OFFICE EQUIP	2,457.94	4,000.00	61.45%
SERVICE CHARGES	363.04	1,000.00	36.30%
TECHNICAL SUPPORT	54,734.88	55,000.00	99.52%
TELECOMMUNICATION EXPENSES	273.27	12,000.00	2.28%
TRANS TO MONEY MARKET	2,000,000.00	0.00	0.00%
TRAVEL, TRAINING & MEETINGS	15,274.30	20,000.00	76.37%
UTILITIES EXPENSES	39,784.01	90,000.00	44.20%
<b>Expenses</b>	<b>\$2,610,743.99</b>	<b>\$1,246,000.00</b>	
<b>Revenue Less Expenditures</b>	<b>(\$2,610,737.74)</b>	<b>(\$1,246,000.00)</b>	
<b>Net Change in Fund Balance</b>	<b>(\$2,610,737.74)</b>	<b>(\$1,246,000.00)</b>	

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**GENERAL FUND**  
**Statement of Revenue and Expenditures**

	Year-to-Date	Annual Budget	Jan 2023
	Jan 2023	Jan 2023	Dec 2023
	May 2023	Dec 2023	Percent of
	Actual		Budget
<b>ANIMAL CONTROL DEPT</b>			
<b>Expenses</b>			
FUEL EXPENSES	971.53	2,000.00	48.58%
MATERIALS & SUPPLIES EXPENSE	306.35	1,100.00	27.85%
PAYROLL EXP - REGULAR	29,649.39	71,411.00	41.52%
PROFESSIONAL SERVICES	3,720.00	15,000.00	24.80%
REPAIR & MAINT - AUTOMOBILES	21.38	1,500.00	1.43%
REPAIR & MAINT - EQUIPMENT	0.00	500.00	0.00%
TRAVEL, TRAINING & MEETINGS	0.00	500.00	0.00%
UNIFORMS/GEAR EXPENSE	0.00	500.00	0.00%
<b>Expenses</b>	<b>\$34,668.65</b>	<b>\$92,511.00</b>	



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**GENERAL FUND**  
**Statement of Revenue and Expenditures**

	Year-to-Date	Annual Budget	Jan 2023
	Jan 2023	Jan 2023	Dec 2023
	May 2023	Dec 2023	Percent of
	Actual		Budget
<b>BUILDING PERMIT DEPT</b>			
<b>Expenses</b>			
FUEL EXPENSES	2,345.51	6,000.00	39.09%
PAYROLL EXP - REGULAR	69,269.85	172,835.07	40.08%
REPAIR & MAINT - AUTOMOBILES	1,233.49	2,000.00	61.67%
TRAVEL, TRAINING & MEETINGS	3,303.76	5,000.00	66.08%
UNIFORMS/GEAR EXPENSE	554.01	1,000.00	55.40%
<b>Expenses</b>	<b>\$76,706.62</b>	<b>\$186,835.07</b>	

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**GENERAL FUND**  
**Statement of Revenue and Expenditures**

	Year-to-Date	Annual Budget	Jan 2023
	Jan 2023	Jan 2023	Dec 2023
	May 2023	Dec 2023	Percent of
	Actual		Budget
<b>FIRE DEPT</b>			
<b>Expenses</b>			
ADVERTISING EXPENSE	0.00	2,000.00	0.00%
BUILDING MAINT & CLEANING	1,118.50	0.00	0.00%
FUEL EXPENSES	6,174.62	18,000.00	34.30%
HAZMAT EXPENSES	2,881.92	2,400.00	120.08%
MATERIALS & SUPPLIES EXPENSE	8,986.02	12,000.00	74.88%
MISCELLANEOUS EXPENSE	0.00	500.00	0.00%
NEW EQUIPMENT PURCHASE	56,636.57	107,000.00	52.93%
PAYROLL EXP - REGULAR	391,084.61	1,069,307.35	36.57%
PROFESSIONAL SERVICES	2,720.16	7,500.00	36.27%
REPAIR & MAINT - BUILDING	28,864.91	19,200.00	150.34%
REPAIR & MAINT - EQUIPMENT	452.85	12,150.00	3.73%
REPAIR & MAINT - TRUCK	2,734.70	14,000.00	19.53%
TRAVEL, TRAINING & MEETINGS	7,102.09	18,000.00	39.46%
UNIFORMS/GEAR EXPENSE	3,321.03	21,000.00	15.81%
<b>Expenses</b>	<b>\$512,077.98</b>	<b>\$1,303,057.35</b>	

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**GENERAL FUND**  
**Statement of Revenue and Expenditures**

	Year-to-Date	Annual Budget	Jan 2023
	Jan 2023	Jan 2023	Dec 2023
	May 2023	Dec 2023	Percent of
	Actual		Budget
<b>LAW ENFORCE - COURT</b>			
<b>Expenses</b>			
MATERIALS & SUPPLIES EXPENSE	282.96	3,000.00	9.43%
MISCELLANEOUS EXPENSE	0.00	400.00	0.00%
NEW EQUIPMENT PURCHASE	0.00	9,600.00	0.00%
PAYROLL EXP - REGULAR	35,961.00	96,681.22	37.20%
POSTAGE EXPENSE	24.35	1,800.00	1.35%
REPAIR & MAINT - OFFICE EQUIP	0.00	2,800.00	0.00%
SPECIAL COURT COSTS	7,243.50	7,500.00	96.58%
TRAVEL, TRAINING & MEETINGS	789.67	6,000.00	13.16%
<b>Expenses</b>	<b>\$44,301.48</b>	<b>\$127,781.22</b>	

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**GENERAL FUND**  
**Statement of Revenue and Expenditures**

	Year-To-Date	Annual Budget	Jan 2023
	Jan 2023	Jan 2023	Dec 2023
	May 2023	Dec 2023	Percent of
	Actual		Budget
<b>LAW ENFORCE - POLICE</b>			
<b>Expenses</b>			
ADVERTISING EXPENSE	0.00	100.00	0.00%
BREATHALYZER EXPENSES	249.32	700.00	35.62%
DRUG TASK FORCE	1,500.00	2,000.00	75.00%
FUEL EXPENSES	23,386.11	81,000.00	28.87%
MATERIALS & SUPPLIES EXPENSE	90,770.32	75,000.00	121.03%
MISCELLANEOUS EXPENSE	0.00	500.00	0.00%
NEW EQUIPMENT PURCHASE	271,915.42	125,000.00	217.53%
Off Duty Police Pay	2,043.98	6,000.00	34.07%
PAYROLL EXP - REGULAR	603,498.29	1,754,400.00	34.40%
PAYROLL EXP - SRO	59,868.40	178,950.00	33.46%
REPAIR & MAINT - AUTOMOBILES	12,556.80	30,000.00	41.86%
REPAIR & MAINT - EQUIPMENT	0.00	3,000.00	0.00%
TRAVEL, TRAINING & MEETINGS	2,963.49	7,000.00	42.34%
UNIFORMS/GEAR EXPENSE	7,775.89	20,000.00	38.88%
<b>Expenses</b>	<b>\$1,076,528.02</b>	<b>\$2,283,650.00</b>	

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**GENERAL FUND**  
**Statement of Revenue and Expenditures**

	Year-to-Date	Annual Budget	Jan 2023
	Jan 2023	Jan 2023	Dec 2023
	May 2023	Dec 2023	Percent of
	Actual		Budget
<b>LIBRARY</b>			
<b>Expenses</b>			
LIBRARY TRANSFER	57,000.00	57,000.00	100.00%
<b>Expenses</b>	<b>\$57,000.00</b>	<b>\$57,000.00</b>	

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**GENERAL FUND**  
**Statement of Revenue and Expenditures**

	Year-to-Date	Annual Budget	Jan 2023
	Jan 2023	Jan 2023	Dec 2023
	May 2023	Dec 2023	Percent of
	Actual		Budget
<b>PARKS DEPT</b>			
<b>Expenses</b>			
CAPITAL IMPROVEMENT	0.00	625,000.00	0.00%
ENGINEERING FEES	32,010.00	25,000.00	128.04%
MATERIALS & SUPPLIES EXPENSE	1,402.16	10,000.00	14.02%
NEW EQUIPMENT PURCHASE	17,914.00	20,000.00	89.57%
PAYROLL EXP - REGULAR	84,407.01	198,925.98	42.43%
PROFESSIONAL SERVICES	1,821.00	2,500.00	72.84%
REPAIR & MAINT - EQUIPMENT	8,951.01	3,000.00	298.37%
SPORTS PARK MATERIALS	15,122.12	25,000.00	60.49%
SPORTS PARK NEW EQUIP	0.00	10,000.00	0.00%
SPORTS PARK PROF SERV	30,783.22	45,000.00	68.41%
SPORTS PARK REPAIR/MAINT	52.67	2,500.00	2.11%
SPORTS PARK UNIFORMS	0.00	250.00	0.00%
SPORTS PARK UTILITIES	5,327.51	15,000.00	35.52%
UNIFORMS/GEAR EXPENSE	1,306.98	1,000.00	130.70%
UTILITIES EXPENSES	4,849.05	5,000.00	96.98%
<b>Expenses</b>	<b>\$203,946.73</b>	<b>\$988,175.98</b>	

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

	Year-To-Date Jan 2023 May 2023 Actual	Annual Budget Jan 2023 Dec 2023	Jan 2023 Dec 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
INTEREST REVENUES	1,797.23	1,000.00	179.72%
MISCELLANEOUS REVENUES	0.00	100.00	0.00%
STREET COUNTY TURNBACK	48,092.19	45,000.00	106.87%
STREET STATE TURNBACK	262,822.78	450,000.00	58.41%
TRANSFER INCOME	0.00	613,876.46	0.00%
<b>Revenue</b>	<b>\$312,712.20</b>	<b>\$1,109,976.46</b>	
<b>Expenses</b>			
ADVERTISING EXPENSE	0.00	1,000.00	0.00%
ENGINEERING FEES	0.00	30,000.00	0.00%
FUEL EXPENSES	3,902.70	12,500.00	31.22%
MATERIALS & SUPPLIES EXPENSE	8,410.42	15,000.00	56.07%
MISCELLANEOUS EXPENSE	0.00	500.00	0.00%
NEW EQUIPMENT PURCHASE	30,577.55	125,000.00	24.46%
PAYROLL EXP - REGULAR	98,122.67	243,876.46	40.23%
PROFESSIONAL SERVICES	74.72	2,000.00	3.74%
REPAIR & MAINT - BUILDING	0.00	2,000.00	0.00%
REPAIR & MAINT - EQUIPMENT	1,559.37	10,000.00	15.59%
STREET LIGHTS	32,293.11	150,400.00	21.47%
STREET/ROAD REPAIRS	163,375.24	500,000.00	32.68%
TRAVEL, TRAINING & MEETINGS	55.00	500.00	11.00%
UNIFORMS/GEAR EXPENSE	1,704.91	2,200.00	77.50%
UTILITIES EXPENSES	10,629.93	15,000.00	70.87%
<b>Expenses</b>	<b>\$350,705.62</b>	<b>\$1,109,976.46</b>	

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

	Current Period Jan 2023 May 2023 Actual	Annual Budget Jan 2023 Dec 2023	Jan 2023 Dec 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
Donations	764.35	0.00	0.00%
FINES & COSTS	150.35	0.00	0.00%
FINES/LOST ITEMS	1,876.06	3,000.00	62.54%
INTEREST REVENUES	309.11	0.00	0.00%
TRANS FROM GENERAL FUND	57,000.00	57,000.00	100.00%
WASHINGTON CO LIBRARY REVENUE	109,305.00	239,932.00	45.56%
<b>Revenue</b>	<b>\$169,404.87</b>	<b>\$299,932.00</b>	
<b>Expenses</b>			
ADVERTISING EXPENSE		1,000.00	0.00%
BOOKS AND MEDIA	14,019.99	35,000.00	40.06%
BUILDING MAINT & CLEANING		7,800.00	0.00%
MATERIALS & SUPPLIES EXPENSE	9,732.90	18,332.00	53.09%
MISCELLANEOUS EXPENSE		500.00	0.00%
NEW EQUIPMENT PURCHASE		3,000.00	0.00%
PAYROLL EXP - REGULAR	85,262.53	210,000.00	40.60%
POSTAGE EXPENSE	137.45	300.00	45.82%
PROGRAMS EXPENSE	1,350.00	4,000.00	33.75%
REPAIR & MAINT - BUILDING	1,536.10	0.00	0.00%
TECHNICAL SUPPORT	13,715.75	13,000.00	105.51%
TRAVEL, TRAINING & MEETINGS	346.00	1,000.00	34.60%
UTILITIES EXPENSES	1,986.42	6,000.00	33.11%
<b>Expenses</b>	<b>\$128,087.14</b>	<b>\$299,932.00</b>	



# Agenda Item 10

(remove from inventory)



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

## MEMO

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

From: William Hellard Chief  
 Re: REMOVAL OF ITEMS FROM INVENTORY  
 Date: 6/12/23

**Recommendation**

The Fire Department is requesting the removal of the following equipment.

**Background**

These items are on the inventory sheet for the Department and are no longer in use or do not meet the current monetary requirement level for inventory reporting.

**Discussion**

The removal of these units will update the inventory for the Fire Department. This will streamline the process for yearly inventory.

**Units to be removed:**

Moc II Blade		12/11/2012	\$660.00
Moc II Blade		12/11/2012	\$660.00
Equipment added to 2014 Chevrolet Tahoe		2/1/2014	\$7,818.00
Apple iPad DMPWC37LJF89	734	4/30/18	\$614.59
NX-300K radio B3603089	88	10/30/2013	\$800.00
NX-300K radio B3603088	89	10/30/2013	\$800.00
5 x 6 valve piston intake	513	7/1/1998	\$760.00
7 Hp Air Compressor F03031696	0035	11/1/2003	\$650.00
K-12 Stihl saw TS420 42389673400AS	396	01/01/11	\$900.00
Laerdal Compact Suction unit L51004676	391	04/05/11	\$552.95
Knox Keysecure box & software KS-004181	369	9/23/2008	\$655.50
Knox Keysecure box & software KS-004182	379	9/23/2008	\$655.50
Kenwood TK-8180 Mobile Radio 100428386		10/15/2008	\$525.00
Kenwood TK-3180K-LKP W/KRA-17 & KMC-41 Mike	00201393		383
10/15/2008 \$700.00			
Kenwood TK-3180K-LKP W/KRA-17 & KMC-41 Mike	00201392		384
10/15/2008 \$700.00			

Kenwood TK-3180K-LKP W/KRA-17 & KMC-41 Mike			00201391	385
10/15/2008	\$700.00			
Liberty LED bar and attachments	C321052	363	11/29/2007	\$1,858.47
TK-3180K-NKP Kenwood portable radio	80500822		334	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501071		340	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501282		326	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501304		337	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501324		333	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501179		322	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501119		341	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501357		332	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501302		335	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501116		331	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501319		336	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	61200440		330	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501766		323	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	61200439		339	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501336		329	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501172		328	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501289		325	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501281		338	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501303		327	9/28/2006
\$750.00				
TK-3180K-NKP Kenwood portable radio	80501306		324	9/28/2006
\$750.00				
Kenwood Mobile Radio NX800K	B3200075	84	5/13/2013	\$650.00
Kenwood handheld radio NX-300K	B3203175	85	5/13/2013	\$850.00
Kenwood handheld radio NX-300K	B3102277	86	5/13/2013	\$850.00
NX-300K radio	B3603089	88	10/30/2013	\$800.00
NX-300K radio	B3603088	89	10/30/2013	\$800.00
Frig. Refrigerator	LA34020657	0037	11/1/2003	\$867.00
Frigidaire Electric Range	VF33041161	0042	11/1/2003	\$648.00
Global Matrix 14 ft. Conference Table		0019	11/3/2003	\$734.00
Stihl TS 760AV Saw K12 #65	117745842	0040		\$850.00

# Agenda Item 11



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

## **Memo**

To: Farmington City Council  
Kelly Penn, City Clerk  
From: Melissa McCarville  
Re: Ordinance 2023-09 to Amend the Personnel Policy for the City of Farmington  
Date: June 5, 2023

### **Recommendation**

The mayor and city staff recommends approval of this ordinance.

### **Background**

During the course of our audit it was brought to our attention that our overtime policy did not agree with the Fair Labor Standards Act. Our policy indicated that we would pay overtime for hours worked over 8 in a day verses the new policy that will require overtime pay for hours worked over 40 in a week.

### **Discussion**

We discussed this with the City Attorney and he suggested that we change the policy to agree with FLSA. You will see the revision on page 11 and 12, it is highlighted. The auditors suggested we make this change also.

We also added language to address overtime pay for 24 hour shift firefighters. This is how we currently pay overtime for firefighters; we just had not changed this policy since we added these 24 hour positions.

### **Budget Impact**

This will have no budget impact.

ORDINANCE NO. 2023-09

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

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

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

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

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

Section 2: The adoption of the revised personnel policy, which shall become effective June 12, 2023, supersedes the personnel policy adopted by the City of Farmington on November 19, 2018 and all amendments prior to and after that date.

Section 3: Repealing Clause. All other ordinances and parts of ordinances in conflict herewith are hereby repealed, and more specifically, ordinances 2005-2.1(a), 2005-2.11.5, 2006-04, 2006-05, 2006-18, 2008-12, 2008-28, 2010-15, 2011-03, 2014-15 and 2018-12.

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

Section 5: EMERGENCY CLAUSE. Whereas it is of the utmost urgency that the city of Farmington, Arkansas, have an up-to-date personnel policy to protect the employer and employees of the city of Farmington; therefore, an Emergency is hereby declared to exist and this ordinance being necessary for the immediate protection of the employer and employees shall take effect immediately on its passage and approval.

Passed and approved this 12th day of June, 2023

Approved:

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

ATTEST:

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

## SALARY BASIS POLICY

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

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

## SALARY BASIS REQUIREMENT

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

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

## CITY POLICY

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

## DEDUCTIONS FROM PAY

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

## What to Do If an Improper Deduction Occurs?

If you believe that an improper deduction has been made to your salary, you should immediately report this information to their supervisor or the city business manager. Reports of improper deductions will be

promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

### OVERTIME PAY

Overtime will be paid for hours worked in excess of 40 hours per workweek. The rate of pay for overtime shall be one and one-half (1 ½) the employees normal hourly rate. All overtime worked by an employee must be authorized/approved by the supervisor. Overtime hours not authorized by the supervisor may not be compensable. Overtime pay policies are regulated by the Fair Labor Standard Act (FLSA). The FLSA does not require extra pay for Saturday, Sunday, or holidays. If employees work on the holidays, they need not be paid at time and one-half. Under the Act, holiday and Sundays are treated as other days. 24 hour shift firefighters are paid at a rate of not less than one and one-half times their regular rate for all hours in excess of 106 hours in a biweekly pay period.

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

### EMERGENCY /INCLEMENT WEATHER SITUATIONS

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

### CALL PAY

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

### TRAINING

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



**PERSONNEL POLICY**  
*For All Employees of the City of Farmington, AR*

**Chapter 1 -- General Policies**

**Purpose**

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

**Scope**

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

**DEFINITIONS:**

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

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

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

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

**OVERTIME**—Hours worked in excess of 40 hours during a workweek.

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

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

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

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

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

**AMENDMENTS AND REVISIONS**

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

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

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

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

#### DISTRIBUTION LIST

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

## Chapter 2 – Equal Employment Opportunity

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

#### AMERICAN WITH DISABILITES ACT

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

#### UNLAWFUL HARASSMENT AND DISCRIMINATION

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

Prohibited conduct defined:

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

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

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

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

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

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

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

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

Sexual harassment includes but not limited to:

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

### COMPLAINT REPORTING AND INVESTIGATION

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

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

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

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

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

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

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

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

## Chapter 3 -- General Employment Policies

### AT-WILL EMPLOYER

The City of Farmington is an at-will employer. This means that the City of Farmington or any city employee may terminate the employment relationship at any time for any reason with the understanding that neither has an obligation to base that decision on anything but his or her intent not to continue the employment relationship.

No policies, comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

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

#### VACANCIES/JOB ADVERTISING

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

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

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

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

#### Hiring Procedure:

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

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

## EMPLOYMENT APPLICATION AND RESUMES

The City of Farmington relies on the accuracy of the information contained in the employment application and resumes submitted by the prospective employee, as well as other information provided throughout the hiring process and employment. Any misrepresentation, falsifications or material omissions in any of this information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, in termination or other disciplinary measures.

## POST OFFER, PRE-EMPLOYMENT PHYSICALS

Post offer, pre-employment physicals will be required for every applicant for the City in a permanent employment position that requires being able to lift 40 pounds or more, standing, running or walking for long periods of time and work that requires physical exertion on a regular basis. Such examinations shall be paid for by the City. The examinations shall be performed by licensed physicians selected by the City Business Manager. A summary report of the examining physician shall be provided to the department head as to whether the applicant can perform the job sought and what, if any, restrictions are necessary to determine any restructuring or accommodations. Although the physician may make the medical determinations, their determinations are only recommendations; final authority to hire rests with the City. Only in cases of emergency may the applicant begin work prior to the post employment job offer medical examination, but employment is subject to the applicant's passing such examination.

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

## FITNESS FOR DUTY EXAM

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

## THE OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991

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

## DRUG AND ALCOHOL TESTING

The City of Farmington has a responsibility to ensure safe-working conditions for its employees and a productive City workforce unimpaired by chemical substance abuse. To satisfy these responsibilities, City is committed to maintaining a work place that is free from the effects of drugs, alcohol, or other performance-impairing substances. All employees are expected to obey all laws regarding the use of illegal drugs or alcohol. The City prohibits the possession, unlawful manufacturing, distribution of illegal drugs or the abuse of alcohol or prescription drugs while on City premises during work hours. Any employee violating this policy will be subject to appropriate discipline, including termination. Any City employee who violates this substance abuse policy, or who is convicted of an alcohol or drug violation, will be subject to disciplinary action, up to, and including dismissal.

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

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

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

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

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

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

## FITNESS FOR DUTY

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

## NOTIFICATION

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

## GENETIC INFORMATION

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

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

## EMPLOYEE ORIENTATION

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

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

## PROBATIONARY PERIOD

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



## Chapter 4 – Compensation and Matters Affecting Employment

### ATTENDANCE

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

### WORK HOURS

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

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

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

Whenever possible, full-time employee work schedules shall provide a rest period (break) during each four-hour work shift. Reasonable time off for a meal will be provided. An employee cannot waive their right to “off the clock time.”

Work hours in the police and fire departments will be defined in the “Standard Operating Procedures” for their department.

### UNAUTHORIZED WORK TIME

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

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

### COMPENSATION

#### Reporting and Verifying Hours Worked

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

All employees shall report their hours worked on the forms provided by the city administrative assistant. It is the employee’s responsibility to complete the time sheet recording the time spent working during every payroll period and to sign each time sheet. By signing the time sheet, each employee is verifying its accuracy. Signed

and completed time sheets must be turned in no later than 8:30 a.m. on Monday every other week to their supervisor for signatures. The supervisor should forward them to the City Business Manager by 9:00 a.m. the same day to ensure that proper records are kept as to vacation, sick leave, hours worked and overtime accrued and taken.

#### Payroll Records

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

#### PAYROLL PROCEDURES AND PAYDAY

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

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

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

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

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

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

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

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

#### **Travel and Lodging**

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

#### **Meals**

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

#### **EMPLOYMENT OF RELATIVES**

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

#### **UNEXPLAINED ABSENCE**

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

#### **PERFORMANCE EVALUATIONS**

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

1. To enhance individual employee job performance and ensure agency operations

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

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

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

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

#### JOB SAFETY

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

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

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

## REFUSAL TO WORK

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

## RESIGNATION/TERMINATION

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

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

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

## EXIT INTERVIEWS

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

## JOB DESCRIPTIONS

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

## Chapter 5 – BENEFITS

### SALARY

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

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

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

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

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

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

## VACATION

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

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

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

The amount of personnel off at any time will be governed by the department supervisor and/or City Business Manager. Employees should notify their department supervisor at least two weeks in advance of being absent

for vacation time. Vacation time may be taken in increments no less than 4 hours. An employee shall not take more than two (2) consecutive weeks of his or her vacation at any one time except with recommendation of the department supervisor and/or approval of the City Business Manager.

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

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

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

For 24 hour shift employees:  
From hire date forward: 16 hours per month  
After 10 years of service: 18 hours per month  
After 20 years of service: 20 hours per month

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

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

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

HOLIDAYS

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

- New Year’s Day
- Martin Luther King Jr. Day
- President’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

Additional Christmas Holiday (determined by Mayor/City Business Mgr.)  
Personal Day

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

### SICK LEAVE

The City of Farmington recognizes that inability to work because of illness or injury may cause economic hardships. For this reason, the city provides paid sick leave to full-time employees. All eligible employees accrue sick leave at the rate of 1 2/3 working days per month. (*Pursuant to Ark. Code Ann. §14-52-107, Ark. Code. Ann 14-53-108 relating to police and fire employees.*) 24 hour shift firefighters earn 40 hours per month.

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

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

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

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

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

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

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



## CATASTROPHIC LEAVE BANK PROGRAM

### **Purpose:**

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

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

### **Policy:**

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

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

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

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

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

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

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

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

**Procedure:**

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

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

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

**BEREAVEMENT LEAVE**

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

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

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

**MATERNITY LEAVE**

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

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

**COURT DUTY LEAVE**

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

proof of service must be submitted to the City Business Manager when the employee's period of jury or witness duty is complete.

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

## UNIFORMED SERVICES

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

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

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

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

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

## FMLA

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

- The birth and care of the employee's child;
- The placement of a child into an employee's family by adoption or by foster-care arrangement and to care for the newly placed child;
- for spouse, son, daughter, or next of kin of an eligible service member to care for an injured service member that is seriously injured or ill in the line of active duty, up to 26 weeks during a "single 12-month period;"

- The care of an immediate family member (spouse, child or parent, but not a parent “in-law”) who has a serious health condition;
- The inability of a city employee to work because of a serious health condition which renders the employee unable to perform the essential functions of his or her job;
- And for any qualifying exigency when the employee’s spouse, son, daughter, or parent is a covered military member (on active duty or is notified of an impending call to active duty) in support of a contingency operation.

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

Leave entitlements for medical reasons are predicated upon the existence of a serious health condition suffered by you or an immediate family member. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: Inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care.

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

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

#### **FMLA Eligibility**

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

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

#### **Calculation of Leave**

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

#### **Use of Paid Time off Benefits**

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

and two (2) weeks of accrued sick leave. Employee A requests and is granted 4 weeks of FMLA leave. This leaves Employee A with eight (8) remaining weeks of available FMLA leave.

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

#### **Intermittent or Reduced Leave**

In circumstances where FMLA leave is sought for your own serious health condition or that of a family member, you may take leave intermittently or be placed on a reduced work schedule, if medically necessary. In addition, when you chose to use FMLA for the birth or adoption of a child, you may also take leave intermittently or be placed on a reduced work schedule. However, this may only be done with prior permission and approval of your supervisor. If you request intermittent or reduced leave status, the City may in its sole discretion temporarily transfer you to another job, with equivalent pay and benefits, if another position would better accommodate the intermittent or reduced schedule. Furthermore, if the need to use leave is foreseeable and based on pre-planned and pre-scheduled medical treatment, you should schedule the treatment in a manner that does not unduly disrupt the City's operations.

#### **Notification**

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

#### **Leave Provisions for Spouses Both Working for the City**

In the event a husband and wife both work for the City, the maximum combined leave for both spouses is 12 weeks, if FMLA leave is taken for the adoption or birth of a healthy child, or to take care of a sick parent. If FMLA leave is taken to care for an ill child, spouse, or for the employee's own serious illness, then each spouse is entitled to 12 total weeks of leave.

#### **Job Restoration**

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

#### **Employee Benefits**

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

If the employee unequivocally informs the City that he/she does not intend to work at the end of the leave period, the City's obligation to provide health benefits ends. If the employee chooses not to return to work for

reasons other than a continued serious health condition which would otherwise entitle the employee to FMLA leave or other circumstances beyond the employee's control, the employee is required to reimburse the City the amount which it contributed toward the employee's health coverage during the leave period.

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

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

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

#### **Certification**

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

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

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

#### **Release to Return to Work**

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

#### **Dispute Resolution**

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

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

### HEALTH BENEFITS

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

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

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

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

### COBRA BENEFITS

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

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

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

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

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

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

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

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

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

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

### OCCUPATIONAL INJURIES

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

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

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



According to the Arkansas Worker Compensation Laws and Rules of the Commission, worker compensation benefits to the injured employee shall not be allowed for the first (7) calendar days of the disability resulting from the injury, excluding the day of the injury, unless a disability extends beyond that period. If the disability does extend beyond the seventh day, compensation shall commence on the eighth (8<sup>th</sup>) day from the date of the disability. If a disability extends for a period of two (2) weeks, (14 calendar days), worker's compensation benefits shall be retroactively allowed beginning the first day of disability, excluding the day of injury.

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

#### ACCIDENTAL INJURY

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

#### RETIREMENT

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

For further information on the city retirement program and enrollment forms, please consult the City Business Manager.

#### MISCELLANEOUS LEAVE

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

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

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

## Chapter 6 – STANDARDS OF CONDUCT

### ATTITUDE AND RESPONSIBILITY

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

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

### CONDUCT TOWARD THE PUBLIC

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

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

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

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

### COMMUNICATING ON BEHALF OF THE CITY

The Department Heads, City Business Manager and Mayor are authorized to communicate on behalf of the city in interviews, publications, new releases, on social media sites, and related communications. Other employees may represent the city if approved by one of these individuals to communicate on a specific topic. When speaking on behalf of the city or while carrying out your official duties:

- Employees must identify themselves as representing the city. Account names on social media sites must clearly be connected to the city and approved by the City Business Manager.
- All information must be respectful, professional, and truthful. Corrections must be issued when needed.
- Employees need to notify the City Business Manager if they will be using their personal technology (cell phones, home computers, cameras, etc.) for city business. Employees should be aware that the data transmitted or stored may be subject to the Freedom of Information Act (FOIA).

### HANDLING REQUESTS FOR INFORMATION PURSUANT TO FOIA

Any citizen of the State of Arkansas may request to inspect, copy, or receive copies of public records pursuant to the Freedom of Information Act. Any requests must immediately be forwarded to the public records

custodian. If the employee receiving the request is not the custodian, the employee must notify the requester of this fact and identify the custodian.

### HANDLING MEDIA REQUEST

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the City Business Manager. Media requests include anything intended to be published or viewable to others in some form such television, radio, newspaper, newsletters, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda) provide the information and notify the City Business Manager of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if you are unsure if it is a "routine" question, immediately forward to the City Business Manager. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as she/he can."
3. Ask the media representative's name, questions, deadline, and contact information.

### PERSONAL COMMUNICATIONS

It is important for employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business. The following guidelines apply to personal communications including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements.

- Remember that what you write is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- If you publish something related to city business, identify yourself and use a disclaimer such as, "I am an employee of the City of Farmington. However, these are my own opinions and do not represent those of the City of Farmington."
- City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. For example, a building inspector could not use the city's logo, email, or working time to promote his/her side business as a plumber.

### GUIDELINES FOR APPROPRIATE CONDUCT

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

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

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

1. Falsifying employment or other city records.
2. Violating any city nondiscrimination and/or harassment policy
3. Soliciting or accepting gratuities from citizens
4. Excessive absenteeism or tardiness
5. Excessive, unnecessary or unauthorized use of city property
6. Reporting to work intoxicated or under the influence of non-prescribed drugs or participating in the illegal manufacture, possession, use, sale, distribution, or transportation of drugs
7. Buying or using alcoholic beverages while on city property or using alcoholic beverages while engaged in city business on city premises or in any city owned vehicle, except where authorized.
8. Fighting or using obscene, abusive or threatening language or gestures
9. Theft of property from co-workers, citizens, or the City of Farmington
10. Possession of firearms or knives with blades over three (3) inches in length while on duty. (Except in the case of police department personnel.)
11. Disregarding safety or security regulations
12. Insubordination
13. Neglect or carelessness resulting in damage to city property or equipment
14. Conviction of a felony
15. Fraud in securing employment
16. Misuse of city funds
17. Failure to follow chain command unless special conditions or emergency conditions dictate otherwise
18. Sexual harassment
19. Illegal gambling

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

#### UNIFORMS AND DRESS CODE

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

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

#### ABSENTEEISM AND TARDINESS

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

Excessive absences or tardiness, unexcused absences and tardiness, falsification of reasons for any absence or tardiness, absences/tardiness which form unacceptable patterns (i.e., regularly reporting late on Monday

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

#### INCLEMENT WEATHER

Employees are expected to work regardless of weather conditions unless the Mayor or City Business Manager declares the city offices officially closed. In exceptional circumstances beyond the employee's control an employee unable to work due to inclement weather will be charged one day of vacation or sick leave for each day he or she does not report for work unless, by arrangement with the Mayor or City Business Manager, it may be considered compensatory time off. The employee is required to contact his or her supervisor for instructions regarding job assignments for that particular work day. Regardless of the situation, an employee is required to give his or her supervisor proper notice if he or she is unable to report for work.

#### OUTSIDE EMPLOYMENT

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

#### OUTSIDE COMPENSATION

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

#### VOTING

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

#### USE OF NARCOTICS, ALCOHOL AND TOBACCO

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

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

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

#### DRUG-FREE WORKPLACE

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

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

#### USE OF CITY ASSETS AND RESOURCES

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

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

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

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

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

- Hacking;
- Pirating software or audio/video files;
- Soliciting
- Distributing literature for outside entities;

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

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

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

**Internet Access**

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

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

**WI-FI Acceptable Use Policy**

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

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

**Electronic Mail and Confidentiality**

The City of Farmington provides electronic mail for business purposes. The City maintains the ability to access any messages left on or transmitted over the system. Employees should not assume that such messages are confidential or that access by the City or its designated representative will not occur. Therefore, any personal use of the City's electronic mail system shall be kept to a minimum. The electronic mail system shall not be used: to solicit or proselytize for commercial venture, religious or political causes, outside organizations, or

other non-job-related solicitation; to create any unwelcome, offensive, or otherwise disruptive messages including sexual innuendo, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability; or to send or receive copyrighted materials, trade secrets, proprietary or financial information, or similar materials without prior written authorization from the owner of the material. Employees are not authorized to retrieve or read e-mail messages that are not sent to them.

#### REMOVAL OF CITY PROPERTY

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

#### USE OF CITY OWNED VEHICLES

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

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

#### USE OF CITY OWNED CELL PHONES

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

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

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

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

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



### POLITICAL CAMPAIGNS

No city employee shall campaign on city time for any candidate or ballot measure at federal, state, or local level. Employees are prohibited by law and this policy for using city equipment, property, funds or other resources to campaign for a candidate or ballot measure. After working hours, employees are free to campaign and support candidates and ballot measures in federal, state, county, and local campaigns as long as they do not use city property, funds, equipment or resources. No campaign banners, campaign signs, or other campaign literature shall be placed on any cars, trucks, tractors, or other vehicle belonging to the city.

### DISCIPLINARY ACTION

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

Disciplinary action may include, but is not limited to:

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

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

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

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

## Chapter 7 – Miscellaneous Information

### POLICY STATEMENT

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

### CONFLICTS

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

### SEVERABILITY

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

### POLICY CHANGES

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

### CHANGE OF ADDRESS

Employees changing their home address or telephone number must notify his or her department head of this change so that personnel files can be kept current. This is important in case the city must mail the employee

any information or documents, such as tax statements. Also, if there is any change in the employee's marital status, the employee should report it to his or her department head.

FORMS

Attachment A

RECEIPT OF CITY OF PERSONNEL HANDBOOK

(To be placed in employee's personnel file)

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

CITY OF FARMINGTON SALARY SCHEDULE 2023 (Annual) 6% COLA													
	A	B	C	D	E	F	G	H	I	J	K	L	M
Grade 1	\$25,313.50	\$26,072.91	\$26,855.09	\$27,660.74	\$28,490.57	\$29,345.28	\$30,225.64	\$31,132.41	\$32,066.38	\$33,028.38	\$34,019.23	\$35,039.80	\$36,091.00
Grade 2	\$26,579.18	\$27,376.55	\$28,197.85	\$29,043.78	\$29,915.10	\$30,812.55	\$31,736.92	\$32,689.03	\$33,669.70	\$34,679.79	\$35,720.19	\$36,791.00	\$37,173.73
Grade 3	\$27,908.13	\$28,745.38	\$29,607.74	\$30,495.97	\$31,410.85	\$32,353.18	\$33,323.77	\$34,323.48	\$35,353.19	\$36,413.78	\$37,506.20	\$38,631.38	\$39,790.33
Grade 4	\$29,303.54	\$30,182.65	\$31,088.13	\$32,020.77	\$32,981.39	\$33,970.83	\$34,989.96	\$36,039.66	\$37,120.85	\$38,234.47	\$39,381.51	\$40,562.95	\$41,779.84
Grade 5	\$30,768.72	\$31,691.78	\$32,642.53	\$33,621.81	\$34,630.46	\$35,669.38	\$36,739.46	\$37,841.64	\$38,976.89	\$40,146.20	\$41,350.58	\$42,591.10	\$43,868.83
Grade 6	\$32,307.15	\$33,276.37	\$34,274.66	\$35,302.90	\$36,361.99	\$37,452.85	\$38,576.43	\$39,733.72	\$40,925.74	\$42,153.51	\$43,418.11	\$44,720.66	\$46,062.28
Grade 7	\$33,922.51	\$34,940.19	\$35,988.39	\$37,068.04	\$38,180.08	\$39,325.49	\$40,505.25	\$41,720.41	\$42,972.02	\$44,261.18	\$45,589.02	\$46,956.69	\$48,365.39
Grade 8	\$35,618.64	\$36,687.20	\$37,787.81	\$38,921.45	\$40,089.09	\$41,291.76	\$42,530.51	\$43,806.43	\$45,120.62	\$46,474.24	\$47,868.47	\$49,304.52	\$50,783.66
Grade 9	\$37,399.57	\$38,521.56	\$39,677.20	\$40,867.52	\$42,093.54	\$43,356.35	\$44,657.04	\$45,996.75	\$47,376.65	\$48,797.95	\$50,261.89	\$51,769.75	\$53,322.84
Grade 10	\$39,269.55	\$40,447.63	\$41,661.06	\$42,910.89	\$44,198.22	\$45,524.17	\$46,889.89	\$48,296.59	\$49,745.49	\$51,237.85	\$52,774.99	\$54,358.24	\$55,988.98
Grade 11	\$41,233.02	\$42,470.01	\$43,744.12	\$45,056.44	\$46,408.13	\$47,800.38	\$49,234.39	\$50,711.42	\$52,232.76	\$53,799.74	\$55,413.74	\$57,076.15	\$58,788.43
Grade 12	\$43,294.68	\$44,593.52	\$45,931.32	\$47,309.26	\$48,728.54	\$50,190.39	\$51,696.11	\$53,246.99	\$54,844.40	\$56,489.73	\$58,184.42	\$59,929.96	\$61,727.85
Grade 13	\$45,459.41	\$46,823.19	\$48,227.89	\$49,674.72	\$51,164.97	\$52,699.91	\$54,280.91	\$55,909.34	\$57,586.62	\$59,314.22	\$61,093.64	\$62,926.45	\$64,814.25
Grade 14	\$47,732.38	\$49,164.35	\$50,639.28	\$52,158.46	\$53,723.21	\$55,334.91	\$56,994.96	\$58,704.81	\$60,465.95	\$62,279.93	\$64,148.33	\$66,072.78	\$68,054.96
Grade 15	\$50,119.00	\$51,622.57	\$53,171.25	\$54,766.38	\$56,409.37	\$58,101.66	\$59,844.71	\$61,640.05	\$63,489.25	\$65,393.93	\$67,355.74	\$69,376.42	\$71,457.71
Grade 16	\$52,624.95	\$54,203.70	\$55,829.81	\$57,504.70	\$59,229.84	\$61,006.74	\$62,836.94	\$64,722.05	\$66,663.71	\$68,663.62	\$70,723.53	\$72,845.24	\$75,030.59
Grade 17	\$55,256.20	\$56,913.88	\$58,621.30	\$60,379.94	\$62,191.34	\$64,057.08	\$65,978.79	\$67,958.15	\$69,996.90	\$72,096.80	\$74,259.71	\$76,487.50	\$78,782.12
Grade 18	\$58,019.01	\$59,759.58	\$61,552.36	\$63,398.93	\$65,300.90	\$67,259.93	\$69,277.73	\$71,356.06	\$73,496.74	\$75,701.64	\$77,972.69	\$80,311.87	\$82,721.23
Grade 19	\$60,919.96	\$62,747.55	\$64,629.98	\$66,568.88	\$68,565.95	\$70,622.93	\$72,741.61	\$74,923.86	\$77,171.58	\$79,486.72	\$81,871.33	\$84,327.47	\$86,857.29
Grade 20	\$63,965.95	\$65,884.93	\$67,861.48	\$69,897.32	\$71,994.24	\$74,154.07	\$76,378.69	\$78,670.05	\$81,030.16	\$83,461.06	\$85,964.89	\$88,543.84	\$91,200.15
Grade 21	\$67,164.25	\$69,179.18	\$71,254.55	\$73,392.19	\$75,593.96	\$77,861.78	\$80,197.63	\$82,603.56	\$85,081.66	\$87,634.11	\$90,263.14	\$92,971.03	\$95,760.16
Grade 22	\$70,522.46	\$72,638.14	\$74,817.28	\$77,061.80	\$79,373.65	\$81,754.86	\$84,207.51	\$86,733.74	\$89,335.75	\$92,015.82	\$94,776.29	\$97,619.58	\$100,548.17
Grade 23	\$74,048.59	\$76,270.04	\$78,558.15	\$80,914.89	\$83,342.34	\$85,842.61	\$88,417.89	\$91,070.42	\$93,802.53	\$96,616.61	\$99,515.11	\$102,500.56	\$105,575.58
Grade 24	\$77,751.02	\$80,083.55	\$82,486.05	\$84,960.64	\$87,509.45	\$90,134.74	\$92,838.78	\$95,623.94	\$98,492.66	\$101,447.44	\$104,490.86	\$107,625.59	\$110,854.36
Grade 25	\$81,638.57	\$84,087.72	\$86,610.36	\$89,208.67	\$91,884.93	\$94,641.47	\$97,480.72	\$100,405.14	\$103,417.29	\$106,519.81	\$109,715.41	\$113,006.87	\$116,397.08
Grade 26	\$85,720.50	\$88,292.11	\$90,940.87	\$93,669.10	\$96,479.17	\$99,373.55	\$102,354.75	\$105,425.40	\$108,588.16	\$111,845.80	\$115,201.18	\$118,657.21	\$122,216.99
Grade 27	\$90,006.52	\$92,706.72	\$95,487.92	\$98,352.56	\$101,303.13	\$104,342.23	\$107,472.49	\$110,696.67	\$114,017.57	\$117,438.09	\$120,961.24	\$124,590.07	\$128,327.78
Grade 28	\$94,506.85	\$97,342.05	\$100,262.31	\$103,270.18	\$106,368.29	\$109,559.34	\$112,846.12	\$116,231.50	\$119,718.45	\$123,310.00	\$127,009.30	\$130,819.58	\$134,744.17
Grade 29	\$99,237.19	\$102,209.15	\$105,275.43	\$108,433.69	\$111,686.70	\$115,037.30	\$118,488.42	\$122,043.08	\$125,704.37	\$129,475.50	\$133,359.76	\$137,360.56	\$141,481.37
Grade 30	\$104,193.80	\$107,319.61	\$110,539.20	\$113,855.38	\$117,271.04	\$120,789.17	\$124,412.84	\$128,145.23	\$131,989.59	\$135,949.27	\$140,027.75	\$144,228.58	\$148,555.44
Grade 31	\$109,403.49	\$112,685.59	\$116,066.16	\$119,548.15	\$123,134.59	\$126,828.63	\$130,633.49	\$134,552.49	\$138,589.07	\$142,746.74	\$147,029.14	\$151,440.01	\$155,983.21
Grade 32	\$114,873.66	\$118,319.87	\$121,869.47	\$125,525.55	\$129,291.32	\$133,170.06	\$137,165.16	\$141,280.12	\$145,518.52	\$149,884.07	\$154,380.60	\$159,012.01	\$163,782.38

# Agenda Item 12

**ORDINANCE NO. 2023-10**

**AN ORDINANCE REZONING PROPERTY AT 102 CYNTHIA AVE.  
FROM R-1, SINGLE FAMILY RESIDENTIAL, TO R-O, RESIDENTIAL  
OFFICE AS REQUESTED BY MELTON NALL.**

WHEREAS, the City of Farmington, Arkansas amended its official zoning and zoning map by Ordinance 2015-06 on September 14, 2015, which was filed for record in the Office of the Circuit Clerk and Ex-Officio Recorder for Washington County, Arkansas in File 2015-00034769; and

WHEREAS, certain real property owned by Melton Nall is zoned R-1, Single-Family Residential; and

WHEREAS, after a public hearing on April 22, 2019, the Farmington Planning Commission voted during a regular scheduled meeting to rezone the real property owned by Melton Nall from R-1, Single-Family Residential to R-O Residential Office.

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

SECTION 1. That the zone classification of the following described property is hereby changed as follows:

From R-1, Single-Family Residential, to R-O, Residential Office, for the real property described in Exhibit "A" which is attached hereto and made a part hereof.

SECTION 2. That the official zoning map of the City of Farmington, Arkansas, is hereby amended to reflect the zoning change provided in Section 1 above.

PASSED, APPROVED AND IN EFFECT this 12th day of June 2023.

APPROVED:

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

ATTEST:

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

**EXHIBIT**

**A**

**102 N Cynthia Ave. Legal Description**

**LOT NUMBERED FIFTY (50) BROOKSIDE, A SUBDIVISION OF PART OF THE E1/2 OF THE SE1/4 OF SECTION 23 AND PART OF THE W1/2 OF THE SW ¼ OF SECTION 24, TOWNSHIP 16 NORTH, RANGE 31 WEST AS DESIGNATED UPON THE RECORDED PLAT OF SAID SUBDIVISION**



# City of Farmington Application for Rezoning

Please fill out this form completely, supply all necessary information to support your request. Your application will not be placed on the agenda for Planning Commission until all information is furnished.

Applicant: MELTON NALL Day Phone: 479-872-1337  
Address: 14990 PRAIRIE VIEW RD. Fax: 479-872-1618  
Representative: " " Day Phone: " "  
Address: " " Fax: " "  
Property Owner: NALL LIVING TRUST Day Phone: " "  
Address: " " Fax: " "

Indicate where correspondence should be sent (circle one): Applicant -- Representative -- Owner

Describe Proposed Property In Detail (Attach additional pages if necessary)

Property Description

Site Address - 107 CYNTHIA AVE.  
Current Zoning -- R1 Proposed Zoning - C2

Attach legal description and site plan (a scaled drawing of the property to be rezoned showing accurate lot lines, surrounding zoning, adjacent owners, vicinity map and a north arrow is required.)

Type of zoning requested and reason for request:

Requesting change from R1 to C2 zoning - Intending to use property for small office space.

Responsibilities of the Applicant:

1. The applicant shall be responsible for providing the name and address of all adjacent property owners. The notice to all adjacent property owners must be sent by certified mail, return receipt requested at least ten (10) days prior to the Planning Commission meeting. Evidence in the form of a signed Affidavit (see attached), that notice has been given to all adjacent property owners by certified mail, return receipt requested, will be submitted. Notification should be sent after the City of Farmington has accepted the application and the date of the public hearing has been confirmed. The required Affidavit and supporting exhibits (mailing receipts, list of property owners of record and copy

of notice) shall be filed with the City of Farmington no later than seven (7) days prior to the meeting date. A sample notice is attached.

2. Pay a \$25.00 application fee

3. Provide a copy of the deed of the property.

4. Written authorization from the property owner if someone other than the owner will be representing the request.

5. Publish the following notice of public hearing in a newspaper serving the City (*Northwest Times, the Morning News, Arkansas Democrat-Gazette or The Farmington Post*). **THE NOTICE MUST APPEAR IN THE PAPER A MINIMUM OF 30 DAYS BEFORE THE PUBLIC HEARING DATE.**

**NOTICE OF PUBLIC HEARING**

A petition to rezone the property as described below has been filed with the City of Farmington on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

*PLACE LEGAL DESCRIPTION OF PROPERTY HERE*

A public hearing to consider this request to rezone the above described property from \_\_\_\_\_ to \_\_\_\_\_ will be held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at 600 p.m. at Farmington City Hall, 354 West Main, Farmington, Arkansas. All interested persons are invited to attend.

A copy of the proof of publication from the newspaper must be provided to the City 10 days before the meeting.

The City will post a sign on the property at a location visible to the public, notifying the public of the intent to rezone the property.

*Applicant/Representative: / certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect or false information is grounds for invalidation of the application. I understand that the City of Farmington may not approve my application or may set conditions on approval.*

*Melton Hall*  
Applicant Signature

Date 4/14/23

*Property Owner/Authorized Agent: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his behalf.)*

*Melton Hall*  
Owner/Agent Signature

Date 4/14/23



Doc ID: 018108290004 Type: REL  
Kind: WARRANTY DEED  
Recorded: 07/12/2018 at 02:30:18 PM  
Fee Amt: \$30.00 Page 1 of 4  
Washington County, AR  
Kyle Sylvester Circuit Clerk

File **2018-00020383**

**PREPARED BY:**  
Dillon McClain, Attorney at Law  
10 Remington Drive  
Little Rock, AR 72204

**SPECIAL WARRANTY DEED**

**KNOW ALL MEN BY THESE PRESENTS:**

THAT We, **Melton Nall**, being one and the same as Melton T. Nall or Melton Thomas Nall and **Bette Nall**, being one and the same as Bette J. Nall or Bette Janice Nall, husband and wife, GRANTORS, for and in consideration of the sum of Ten Dollars (\$10.00), and other good and valuable consideration paid by **The Nall Living Trust, U/A/D June 15, 2018**, (Melton T. Nall and Bette J. Nall, Co-Trustees and the successor trustees thereafter), GRANTEE, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto the Grantee, and unto its heirs and assigns forever, the following described lands situated in Washington County, Arkansas, to-wit:

**SEE ATTACHED EXHIBIT A**

*The legal description(s) were provided by one or more of the parties to this conveyance, and the drafter of this Deed does not certify as to the correctness or the accuracy of such legal description. No opinion has been rendered relative to the title of the property described herein, nor has any investigation been made to ascertain whether there are any improvements located on the property described herein.*

To have and to hold the same unto the said Grantee, and unto its heirs and assigns forever, with all tenements, appurtenances and hereditaments thereunto belonging.

And Grantor hereby covenants with said Grantee that it will forever warrant and defend the title to said lands against all lawful claims arising from acts done or suffered by Grantors, but against none other.

WITNESS our hands and seals this 2 day of July, 2018.

Melton Nall  
Melton Nall, Grantor

Bette J. Nall  
Bette J. Nall, Grantor

**ACKNOWLEDGEMENT**

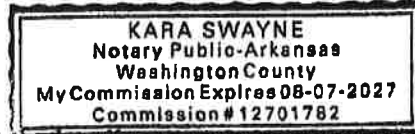
STATE OF ARKANSAS )  
COUNTY OF Washington

On this day personally appeared before the undersigned, a Notary Public, duly qualified, commissioned and acting Melton Nall and Bette J. Nall, to me well known as the persons whose names are subscribed as Grantors in the foregoing instrument, and acknowledged that they had executed the same for the consideration and purposes therein mentioned and set forth.

WITNESS my hand and official seal on this 2 day of July 2018.

Kara Swayne  
Notary Public

My Commission Expires: 8-7-27



I certify under penalty of false swearing that the legally correct amount of documentary stamps have been placed on this instrument. If none, exempt or no tax due.

Grantee or Agent: Melton Nall  
Grantee's Address: 14990 Prairie View Road, Prairie Grove, AR 72753

## EXHIBIT A

**Part of the West Half (W 1/2) of the Northwest Quarter (NW 1/4) of the Southeast Quarter (SE 1/4) of Section Twenty-four (24) in Township Sixteen (16) North of Range Thirty-two (32) West of the 5th Principal Meridian, and being more particularly described as follows, to-wit: Beginning at a point Two Hundred ten (210) feet North of the Southwest corner of said Twenty (20) acre tract, and running thence North Eleven Hundred ten (1110) feet to the Northwest corner thereof; thence East with the North line thereof Six hundred sixty (660) feet to the Northeast corner of said Twenty (20) acre tract; thence South with the East line thereof Eleven Hundred ten (1110); thence West Two Hundred ten (210) feet; thence South Two Hundred ten (210) feet to the South line thereof; thence West Two Hundred forty (240) feet; thence North Two Hundred ten (210) feet; thence West Two Hundred ten (210) feet to the place of beginning, containing Eighteen (18) acres, more or less.**

**Parcel No.: 001-12936-000**

**AND**

**Lot Numbered Forty-Seven (47) Brookside, a Subdivision of part of the East Half (E-1/2) of the Southeast Quarter (SE-1/4) of Section 23 and part of the West Half (W-1/2) of the Southwest Quarter (SW-1/4) of Section 24, both of Township 16 North of Range 31 West, as designated upon the recorded plat of said Subdivision, less and except a part of said Lot 47 described as starting at the Northeast corner of Lot 47, Brookside Subdivision; thence South 20 degrees 43' East along the East line a distance of 192.7 feet to a point of the Northwesterly proposed right of way line of U.S. Highway 62 for the point of beginning; thence continue South 20 degrees 43' East along said East line a distance of 5.9 feet to a point of the Northwesterly existing right of way line of U.S. Highway 62; thence South 52 degrees 06' West along said existing right of way line a distance of 50.2 feet to a point on the Northwesterly proposed right of way line of U.S. Highway 62; thence North 45 degrees 53' East along said proposed right of way line a distance of 52.2 feet to the point of beginning and containing 141 square feet, more or less.**

**Parcel No.: 760-00970-000**

**AND**

**Lot Numbered Forty-five (45) in Brookside, a subdivision of a part of the East Half of the Southeast Quarter of Section Twenty-three (23) and part of the West Half of the Southwest Quarter of Section Twenty-four (24), all in Township Sixteen (16) North, Range Thirty-one West, as designated upon the recorded plat of said subdivision**

**Parcel No.: 760-00966-000**

**AND**

**Lot Numbered Eight (8) in Red Bird Estates, an Addition to the City of Farmington Arkansas, as shown upon the recorded plat thereof, on file in the office of the Circuit Clerk and Ex-Officio Recorder of Washington County, Arkansas.**

**Parcel No: 760-01206-000**

**AND**

**Part of the Northeast Quarter (NE1/4) of the Northeast Quarter (NE1/4) of Section Twenty Six (26), Township Sixteen (16) North, Range Thirty-One (31) West, described as follows: Beginning five hundred seventeen (517) feet East of the Northwest corner of said forty acre tract, and running thence East seventy-five (75) feet, thence South two hundred (200) feet, thence West seventy five (75) feet, thence North two hundred (200) feet, to the place of beginning, save and except that portion in Highway No . 62 and the county road.**

**Parcel No: 760-01436-000**

**AND**

**Lot Number Eight (8) and West Forty (40) Feet of Lot Number Nine (9), in the Maplecrest Addition to the City of Fayetteville, Washington County, Arkansas.**

**Parcel No: 765-07682-000**

**AND**

**Lot No. Two (2), in the J. S. Ewalt Addition to the City of Springdale, Arkansas, being part of the Northwest Quarter of the Southwest Quarter of Section 36, Township 18 North, Range 30 West, as shown on the recorded plat of said Addition on file in the office of the Circuit Clerk of Washington County, Arkansas.**

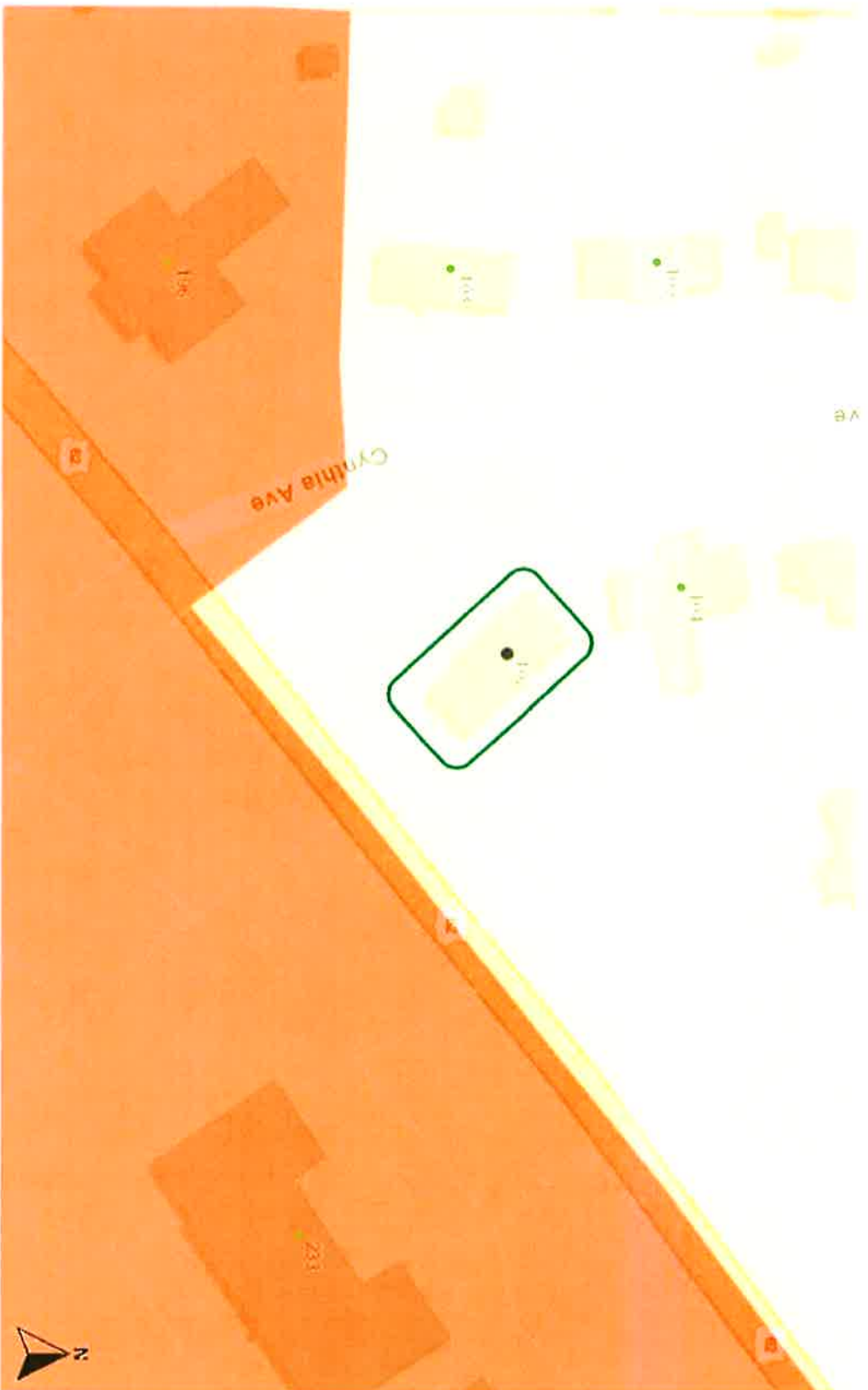
**Parcel No: 815-21824-000**

**AND**

**Lot Numbered Fifty (50) Brookside, a Subdivision of part of the E1/2 of the SE1/4 of Section 23 and part of the W1/2 of the SW1/4 of Section 24, Township 16 North, Range 31 West as designated upon the recorded plat of said subdivision.**

**Parcel No: 760-00974-100**

**102 N Cynthia Ave.  
Current and Surrounding Zoning**



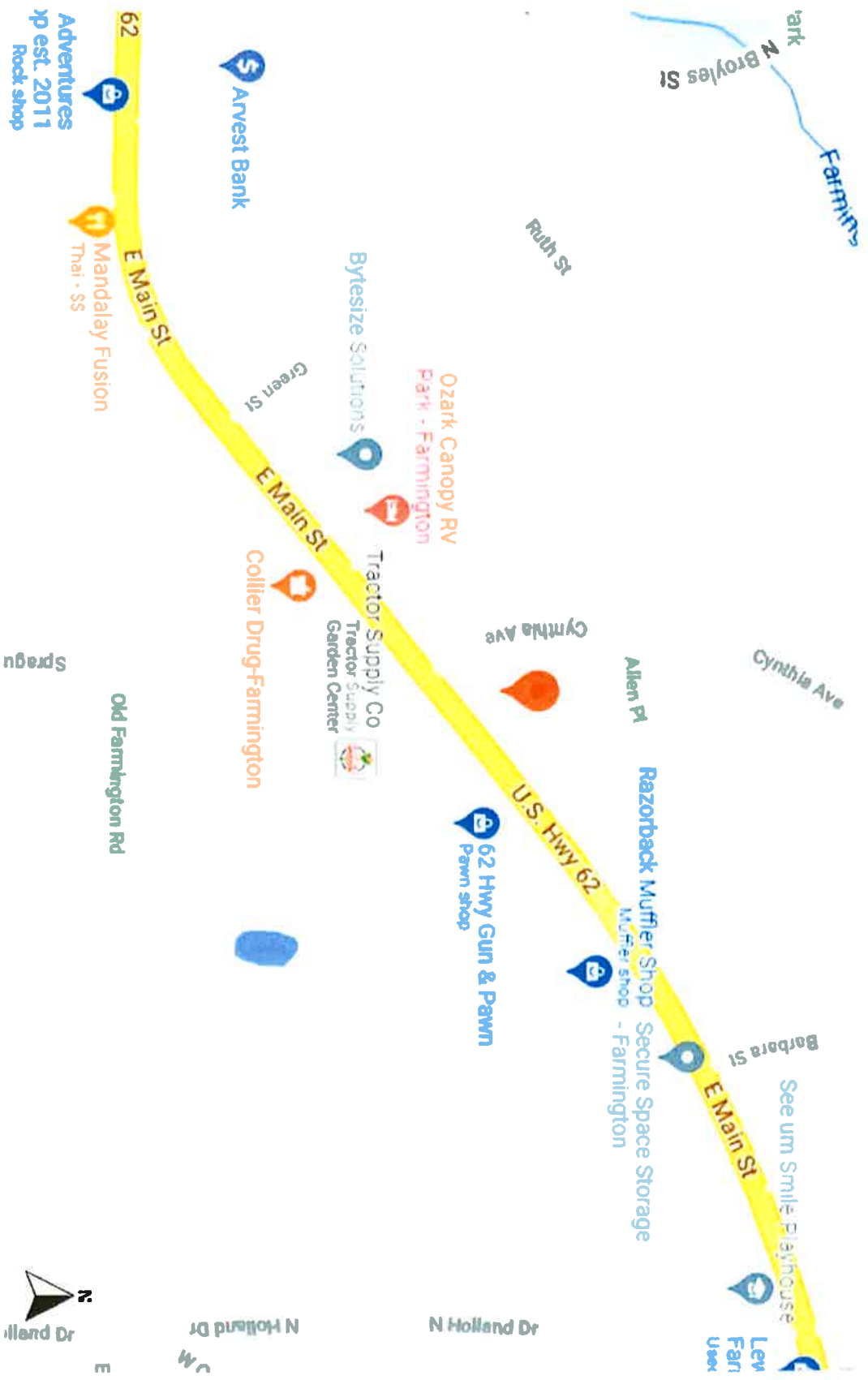
- Farmington**
- A-1
  - C-1
  - C-2
  - MHP
  - MF-1
  - MF-2
  - PUD
  - Park
  - R-1
  - R-2
  - R-3
  - R-O
  - RE-1
  - RE-2
  - School



102 N Cynthia Ave.  
Adjacent Owners and Lot Lines



**102 N Cynthia Ave.  
Vicinity Map**





SCALE  
N  
1" = 300'

BROOKSIDE

## AFFIDAVIT

I hereby certify that I MELTON NALL  
Print name

acting as agent/owner, have provided notice to affected parties in accordance with the requirements set forth in the instruction given with the application and that the notice information provided is to the best of my knowledge true and factual. I am hereby enclosing the following supporting documents: copy of the notice, mailing receipts, list of property owners of record, return cards, and any notices that were undeliverable.

Signature: Melton Nall Date: 4-21-23

# NORTHWEST ARKANSAS Democrat Gazette

P.O. BOX 1607, FAYETTEVILLE, AR 72702 • 479-442-1700 • FAX: 479-695-1118 • WWW.NWADG.COM

## AFFIDAVIT OF PUBLICATION

I, Anna Hernandez, do solemnly swear that I am the Accounting Legal Clerk of the Northwest Arkansas Democrat-Gazette, a daily newspaper printed and published in said County, State of Arkansas; that I was so related to this publication at and during the publication of the annexed legal advertisement the matter of: Notice pending in the Court, in said County, and at the dates of the several publications of said advertisement stated below, and that during said periods and at said dates, said newspaper was printed and had a bona fide circulation in said County; that said newspaper had been regularly printed and published in said County, and had a bona fide circulation therein for the period of one month before the date of the first publication of said advertisement; and that said advertisement was published in the regular daily issues of said newspaper as stated below.


Melton Nall- Nall Living Trust  
Notice of Public Hearing Rezone R-1 to C-2

Was inserted in the Regular Edition on:  
May 7, 2023

Publication Charges: \$47.12

  
\_\_\_\_\_  
Anna Hernandez

Subscribed and sworn to before me  
This 10<sup>th</sup> day of May, 2023.

  
\_\_\_\_\_  
Notary Public

My Commission Expires: Nov 20 2022



### NOTICE OF PUBLIC HEARING

A petition to rezone the property described below has been filed with the City of Farmington on the 17th day of April 2023.

LOT NUMBERED FIFTY (50) BROOKSIDE, A SUBDIVISION OF PART OF THE E1/2 OF THE SE1/4 OF SECTION 23 AND PART OF THE W1/2 OF THE SW 1/4 OF SECTION 24, TOWNSHIP 16 NORTH, RANGE 31 WEST AS DESIGNATED UPON THE RECORDED PLAT OF SAID SUBDIVISION

A public hearing to consider this request to rezone the above-described property from R-1 to C-2 will be held on the 22nd day of May 2023 at 6:00 p.m. at Farmington City Hall, 354 West Main, Farmington, Arkansas. All interested persons are invited to attend.  
75683567 May 7, 2023

**\*\*NOTE\*\***

Please do not pay from Affidavit.  
Invoice will be sent.

**nallcustomhomes1@gmail.com**

---

**From:** Anna Hernandez <ahernandez@rivervalleydemocratgazette.com>  
**Sent:** Friday, May 5, 2023 10:16 AM  
**To:** nallcustomhomes1@gmail.com; legalads@nwaonline.com  
**Subject:** RE: Notice Publication Request

Scheduled for May 7<sup>th</sup>, cost is \$47.12. Please give me a call at 479-571-6421 with payment information

**NOTICE OF PUBLIC HEARING**  
A petition to rezone the property described below has been filed with the City of Farmington on the 17th day of April 2023.  
LOT NUMBERED FIFTY (50) BROOKSIDE, A SUBDIVISION OF PART OF THE E1/2 OF THE SE1/4 OF SECTION 23 AND PART OF THE W1/2 OF THE SW 1/4 OF SECTION 24, TOWNSHIP 16 NORTH, RANGE 31 WEST AS DESIGNATED UPON THE RECORDED PLAT OF SAID SUBDIVISION  
A public hearing to consider this request to rezone the above-described property from R-1 to C-2 will be held on the 22nd day of May 2023 at 6:00 p.m. at Farmington City Hall, 354 West Main, Farmington, Arkansas. All interested persons are invited to attend.  
**75683567 May 7, 2023**

Anna Hernandez  
Classified Specialist | ahernandez@nwaonline.com  
479-571-6400 |  
Northwest Arkansas Democrat-Gazette  
Our community. Our paper.  
212 N. East Ave. Fayetteville, AR 72701

**From:** nallcustomhomes1@gmail.com [mailto:nallcustomhomes1@gmail.com]  
**Sent:** Friday, May 5, 2023 8:58 AM  
**To:** legalads@nwaonline.com  
**Subject:** Notice Publication Request

Good morning,

I would like to publish the attached Notice of Public Hearing on or before Sunday, May 7<sup>th</sup>. I was hoping to by pay phone with a credit card if possible. Please let me know if you have questions or need any additional information.

# Transaction q2hqdm2q

## Merchant Information

Merchant ARKANSAS DEMOCRAT-GAZETTE

## Transaction Information

Type	Sale
Amount	\$47.12 USD
Transaction Date	May 05 2023, 01:37 PM CDT
Order ID	nc8026427
Approval Code	235381
Status	Settled

## Payment Information

Payment Type	Credit Card
Transaction Origin	E-Commerce
Card Type	American Express
Cardholder Name	EVA FERTIG
Credit Card Number	*****1033

## Customer Information

Name EVA FERTIG



CB CRAFT  
 1590 E JOYCE BLVD  
 FAYETTEVILLE, AR 72703-9998  
 (800)275-8777

04/21/2023 11:16 AM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

First-Class Mail® Letter	1		\$0.63
Farmington, AR 72730			
Weight: 0 lb 0.50 oz			
Estimated Delivery Date Mon 04/24/2023			
Certified Mail®			\$4.15
Tracking #: 70222410000186450949			
Return Receipt			\$3.35
Tracking #: 9590 9402 7829 2234 5428 00			
Total			\$8.13

First-Class Mail® Letter	1		\$0.63
Farmington, AR 72730			
Weight: 0 lb 0.40 oz			
Estimated Delivery Date Mon 04/24/2023			
Certified Mail®			\$4.15
Tracking #: 70222410000186450956			
Return Receipt			\$3.35
Tracking #: 9590 9402 7829 2234 5427 94			
Total			\$8.13

First-Class Mail® Letter	1		\$0.63
Fayetteville, AR 72701			
Weight: 0 lb 0.50 oz			
Estimated Delivery Date Mon 04/24/2023			
Certified Mail®			\$4.15
Tracking #: 70222410000186450932			
Return Receipt			\$3.35
Tracking #: 9590 9402 7829 2234 5428 17			
Total			\$8.13

First-Class Mail® Letter	1		\$0.63
Farmington, AR 72730			
Weight: 0 lb 0.50 oz			
Estimated Delivery Date Mon 04/24/2023			
Certified Mail®			\$4.15
Tracking #: 70222410000186450925			
Return Receipt			\$3.35
Tracking #: 9590 9402 7829 2234 5304 63			
Total			\$8.13

First-Class Mail® 1 \$0.63  
Letter  
Pittsford, NY 14534  
Weight: 0 lb 0.40 oz  
Estimated Delivery Date  
Tue 04/25/2023  
Certified Mail® \$4.15  
Tracking #: 70222410000186450918  
Return Receipt \$3.35  
Tracking #: 9590 9402 7829 2234 5304 70  
Total \$8.13

Grand Total: \$40.65

Credit Card Remit \$40.65

Card Name: AMEX  
Account #: XXXXXXXXXXXX1033  
Approval #: 888169  
Transaction #: 479  
ATD: A000000025010801 Contactless  
AL: AMERICAN EXPRESS  
PIN: Not Required

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit [www.usps.com/USPSTracking](http://www.usps.com/USPSTracking) or call 1-800-222-1811.

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Track your Packages  
Sign up for FREE ®  
<https://informedelivery.usps.com>

All sales final on stamps and postage.  
Refunds for guaranteed services only.  
Thank you for your business.

Tell us about your experience  
Go to: <https://postalexperience.com/Pos>  
or scan this code with your mobile device



or call 1-800-410-7400

UFN: 043070-0190  
Receipt #: 840-57200748-3-10803797-2  
Clerk: 16



**CERTIFIED MAIL® RECEIPT**

Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

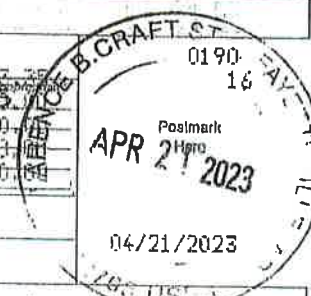
Pittsford, NY 14534

Certified Mail Fee	\$4.15
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$3.35
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.63
Total Postage and Fees	\$8.13

Sent To  
**GOLDSTEIN FARMINGTON LLC**  
 Street and Apt. No., or PO Box No.  
**1173 PITTSFORD VICTOR RD., STE. 250**  
 City, State, ZIP+4®  
**PITTSFORD, NY 14534**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



**CERTIFIED MAIL® RECEIPT**

Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Farmington, AR 72730

Certified Mail Fee	\$4.15
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$3.35
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.63
Total Postage and Fees	\$8.13

Sent To  
**TANNER L3 KIMBERLY GALLMAN**  
 Street and Apt. No., or PO Box No.  
**104 N. CYNTHIA AVE.**  
 City, State, ZIP+4®  
**FARMINGTON, AR 72730**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



**CERTIFIED MAIL® RECEIPT**

Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Fayetteville, AR 72701

Certified Mail Fee	\$4.15
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$3.35
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.63
Total Postage and Fees	\$8.13

Sent To  
**NEXT STEP PROPERTIES LLC**  
 Street and Apt. No., or PO Box No.  
**2111 E. HUNTSVILLE RD.**  
 City, State, ZIP+4®  
**FAYETTEVILLE, AR 72701**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



**CERTIFIED MAIL® RECEIPT**

Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Farmington, AR 72730

Certified Mail Fee	\$4.15
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$3.35
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.63
Total Postage and Fees	\$8.13

Sent To  
**TWO DAUGHTERS PROPERTIES LLC**  
 Street and Apt. No., or PO Box No.  
**49 W. OLD FARMINGTON RD.**  
 City, State, ZIP+4®  
**FARMINGTON, AR 72730**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



**CERTIFIED MAIL® RECEIPT**

Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Farmington, AR 72730

Certified Mail Fee	\$4.15
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$3.35
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.63
Total Postage and Fees	\$8.13

Sent To  
**LEGEND REALTY INC**  
 Street and Apt. No., or PO Box No.  
**P.O. Box 605**  
 City, State, ZIP+4®  
**FARMINGTON, AR 72730**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



0920 545 0920 0000 1000 2410 7202

0956 545 0956 0000 1000 2410 7202

0920 545 0920 0000 1000 2410 7202

0956 545 0956 0000 1000 2410 7202

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**TV'S DELIGHTS MODERATES**  
**233 E MAIN STE. 18**  
**FARMINGTON, AR 72730**



9590 9402 7829 2234 5427 94

2. Article Number (Transfer from service label)

7022 2410 0001 8645 0956

PS Form 3811, July 2020 PSN 7590-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X

- Agent
- Addressee

B. Received by (Printed Name)

*[Handwritten Name]*

C. Date of Delivery

5/5

D. Is delivery address different from Item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Registered Mail Restricted Delivery (over \$500)

Domestic Return Receipt

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**Tanner L & Kimberly Gallman**  
**104 N Cynthia Ave.**  
**Farmington, AR 72730**



9590 9402 7829 2234 5304 63

2. Article Number (Transfer from service label)

7022 2410 0001 8645 0925

PS Form 3811, July 2020 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X

- Agent
- Addressee

B. Received by (Printed Name)

*[Handwritten Name]*

C. Date of Delivery

5/3/23

D. Is delivery address different from Item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Registered Mail Restricted Delivery (over \$500)

Domestic Return Receipt

**SENDER: COMPLETE THIS SECTION**

- Complete Items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Next Step Properties LLC  
 2111 E. Huntsville Rd.  
 Fayetteville, AR 72701



9590 9402 7829 2234 5428 17

2. Article Number (Transfer from service label)

7022 2410 0001 8645 0932

PS Form 3811, July 2020 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X C J R 42 M

- Agent
- Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Domestic Return Receipt

**SENDER: COMPLETE THIS SECTION**

- Complete Items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Legend Realty Inc  
 PO Box 605  
 Farmington, AR 72730



9590 9402 7829 2234 5428 00

2. Article Number (Transfer from service label)

7022 2410 0001 8645 0949

PS Form 3811, July 2020 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X Sharon Marris

- Agent
- Addressee

B. Received by (Printed Name)

Sharon Marris

C. Date of Delivery

4.24.23

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Domestic Return Receipt

**102 N Cynthia Ave  
Farmington, AR 72730  
Adjacent Property Owners**

- **Adjacent Property Owners**
  - **Tanner L & Kimberly Gallman**
    - **104 N Cynthia Ave., Farmington, AR 72730**
  - **Next Step Properties LLC**
    - **2111 E Huntsville Rd., Fayetteville, AR 72701**
  - **Legend Realty Inc**
    - **PO Box 605 Farmington, AR 72730**
  - **Two Daughters Properties LLC**
    - **49 W Old Farmington Rd., Farmington, AR 72730**
  - **Goldstein Farmington LLC**
    - **1173 Pittsford Victor Rd., Ste. 250, Pittsford, NY 14534**

### **NOTICE OF PUBLIC HEARING**

A petition to rezone the property described below has been filed with the City of Farmington on the \_\_\_\_ day of April 2023.

LOT NUMBERED FIFTY (50) BROOKSIDE, A SUBDIVISION OF PART OF THE E1/2 OF THE SE1/4 OF SECTION 23 AND PART OF THE W1/2 OF THE SW ¼ OF SECTION 24, TOWNSHIP 16 NORTH, RANGE 31 WEST AS DESIGNATED UPON THE RECORDED PLAT OF SAID SUBDIVISION

A public hearing to consider this request to rezone the above-described property from R-1 to C-2 will be held on the 22<sup>nd</sup> day of May 2023 at 6:00 p.m. at Farmington City Hall, 354 West Main, Farmington, Arkansas. All interested persons are invited to attend.

# Agenda Item 13



## Fire Department

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

From: William Hellard  
Re: Purchase of a new brush truck from Banner Fire Equipment  
Date: 6/1/2023

### **Recommendation**

The Farmington Fire Department is requesting up to \$95,000 to be used for the purchase of 2023 Dodge 3500 Brush Truck.

### **Background**

This unit was budgeted for this fiscal year. This will replace the 1991 GMC that is currently operating as Brush 2. These vehicles are not available on state bid and have a waiting list. The department needs to be able to get on the waiting list for a vehicle. In order to do this we must pick a dealer and have them order one as soon as possible.

### **Discussion**

We have contacted several dealers, and they can all get us on the wait list. Banner Fire pricing for the vehicle is the same as the other dealers. However, they are able to do the lights, sirens, flat bed, decaling, and other interior modifications. This allows us to get a vehicle that is ready for use upon delivery.

### **Budget impact**

Up to 95,000  
William Hellard  
Fire Chief



927 South 4th Street  
Chickasha, OK. 73023  
800.654.4060 | www.bannerfire.com

**\*\*\* Customer Review \*\*\***  
Date / Time: 5/23/2023 4:53:35PM  
Repair Order: 231  
Customer: 10824  
Branch: CHIEF  
Invoice Total: \$93,458.21  
\*\*\*brush truck set up\*\*\*  
Page 1 of 4

**Bill To:** Brush Truck setup  
4289 Industrial  
Roxana, IL 62084

**Ship To:** Farmington Fire Department  
354 W. Main St  
Farmington, AR 72730

Customer P/O: shanef Completion Date:

**Task: 1** chassis-0020 Provide chassis to customer spec  
**Complaint:** Chassis shall be a 2023 Dodge Ram 3500 4x4

**Department: Service**

<b>Task 1 Subtotals</b>	Parts:	\$0.00
	Labor:	\$0.00
	Miscellaneous:	\$63,895.00
	<b>Task 1 Totals:</b>	<b>\$63,895.00</b>

**Task: 2** chassis-0004 Provide and install custom center console  
**Complaint:** Provide and install custom center console

**Department: Service**

<b>Task 2 Subtotals</b>	Parts:	\$486.73
	Labor:	\$2,300.00
	Miscellaneous:	\$115.00
	<b>Task 2 Totals:</b>	<b>\$2,901.73</b>

**Task: 3** chassis-0001 Add mud flaps to chassis  
**Complaint:** Add mud flaps to chassis

**Department: Service**

<b>Task 3 Subtotals</b>	Parts:	\$0.00
	Labor:	\$500.00
	Miscellaneous:	\$65.00
	<b>Task 3 Totals:</b>	<b>\$565.00</b>

**Task: 4** body-0001 Install custom fire body or bed  
**Complaint:** Install custom fire body or bed

**Department: Service**

<b>Task 4 Subtotals</b>	Parts:	\$0.00
	Labor:	\$3,000.00
	Miscellaneous:	\$10,062.50
	<b>Task 4 Totals:</b>	<b>\$13,062.50</b>

**Task: 5** skid-0001 Fabricate skid unit to spec  
**Complaint:** Install customer supplied skid unit.

**Department: Service**

<b>Task 5 Subtotals</b>	Parts:	\$0.00
-------------------------	--------	--------





927 South 4th Street  
 Chickasha, OK. 73023  
 800.654.4060 | www.bannerfire.com

**\*\*\* Customer Review \*\*\***

Date / Time: 5/23/2023 4:53:35PM  
 Repair Order: 231  
 Customer: 10824  
 Branch: CHIEF  
 Invoice Total: \$93,458.21

\*\*\*brush truck set up\*\*\*  
 Page 2 of 4

**Bill To:** Brush Truck setup  
 4289 Industrial  
 Roxana, IL 62084

**Ship To:** Farmington Fire Department  
 354 W. Main St  
 Farmington, AR 72730

Customer P/O:	shane	Completion Date:
		Labor: \$600.00
		Miscellaneous: \$30.00
		Task 5 Totals: \$630.00

**Task: 6 chassis-0005 Wire and install master battery disconnect** **Department: Service**  
**Complaint:** Wire and install master battery disconnect

<b>Task 6 Subtotals</b>	Parts:	\$127.66
	Labor:	\$500.00
	Miscellaneous:	\$25.00
	<b>Task 6 Totals:</b>	<b>\$652.66</b>

**Task: 7 chassis-0010 Provide and install electric siren and speaker(s)** **Department: Service**  
**Complaint:** Provide and install electric siren and speaker(s)

<b>Task 7 Subtotals</b>	Parts:	\$782.13
	Labor:	\$600.00
	Miscellaneous:	\$30.00
	<b>Task 7 Totals:</b>	<b>\$1,412.13</b>

**Task: 8 chassis-0006 Provide and install back up alarm** **Department: Service**  
**Complaint:** Provide and install back up alarm

<b>Task 8 Subtotals</b>	Parts:	\$97.39
	Labor:	\$200.00
	Miscellaneous:	\$10.00
	<b>Task 8 Totals:</b>	<b>\$307.39</b>

**Task: 9 chassis-0011 Install custom radio package** **Department: Service**  
**Complaint:** Install custom radio package per customer requirements.

<b>Task 9 Subtotals</b>	Parts:	\$0.00
	Labor:	\$700.00
	Miscellaneous:	\$155.00
	<b>Task 9 Totals:</b>	<b>\$855.00</b>

**Task: 10 light-0002 Provide and install DOT lighting package** **Department: Service**



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 Chickasha, OK. 73023  
 800.654.4060 | www.bannerfire.com

**\*\*\* Customer Review \*\*\***

Date / Time: 5/23/2023 4:53:35PM  
 Repair Order: 231  
 Customer: 10824  
 Branch: CHIEF  
 Invoice Total: \$93,458.21

\*\*\*brush truck set up\*\*\*  
 Page 3 of 4

**Bill To:** Brush Truck setup  
 4289 Industrial  
 Roxana, IL 62084

**Ship To:** Farmington Fire Department  
 354 W. Main St  
 Farmington, AR 72730

Customer P/O: shanef Completion Date:

**Complaint:** Provide and install DOT lighting package

<b>Task 10 Subtotals</b>	Parts:	\$4.94
	Labor:	\$600.00
	Miscellaneous:	\$40.00
	<b>Task 10 Totals:</b>	<b>\$844.94</b>

**Task: 11 light-0001** Provide and install warning light package  
**Complaint:** Provide and install warning light package

**Department: Service**

<b>Task 11 Subtotals</b>	Parts:	\$3,496.86
	Labor:	\$2,300.00
	Miscellaneous:	\$115.00
	<b>Task 11 Totals:</b>	<b>\$5,911.86</b>

**Task: 12 chassis-0007** Provide and install custom labels  
**Complaint:** Provide and install custom labels

**Department: Service**

<b>Task 12 Subtotals</b>	Parts:	\$0.00
	Labor:	\$100.00
	Miscellaneous:	\$20.00
	<b>Task 12 Totals:</b>	<b>\$120.00</b>

**Task: 13 chassis-0017** Provide and install graphics package  
**Complaint:** Provide and install basic graphics package.

**Department: Service**

<b>Task 13 Subtotals</b>	Parts:	\$0.00
	Labor:	\$0.00
	Miscellaneous:	\$2,000.00
	<b>Task 13 Totals:</b>	<b>\$2,000.00</b>

**Task: 14 87-000002** Brush truck prep, checklist, fuel  
**Complaint:** Brush truck prep, checklist, fuel

**Department: Service**

<b>Task 14 Subtotals</b>	Parts:	\$0.00
	Labor:	\$100.00
	Miscellaneous:	\$200.00
	<b>Task 14 Totals:</b>	<b>\$300.00</b>



927 South 4th Street  
Chickasha, OK. 73023  
800.654.4060 | www.bannerfire.com

**\*\*\* Customer Review \*\*\***  
Date / Time: 5/23/2023 4:53:35PM  
Repair Order: 231  
Customer: 10824  
Branch: CHIEF  
Invoice Total: \$93,458.21  
\*\*\*brush truck set up\*\*\*  
Page 4 of 4

**Bill To:** Brush Truck setup  
4289 Industrial  
Roxana, IL 62084

**Ship To:** Farmington Fire Department  
354 W. Main St  
Farmington, AR 72730

Customer P/O: shanef Completion Date:

Totals	
Total Parts:	\$4,995.71
Total Core Chg:	\$0.00
Total Core Ret:	\$0.00
Total EHC:	\$0.00
Total Labor:	\$11,700.00
Total Miscellaneous:	\$76,762.50
Invoice Subtotal:	\$93,458.21
Total Tax:	\$0.00
Invoiced Total:	\$93,458.21

Payment Method

Charge

ESTIMATE ONLY!  
PRICES SUBJECT TO CHANGE. CUSTOMER WILL BE NOTIFIED OF ANY CHANGES PRIOR TO ADDITIONAL WORK BEING PERFORMED.  
PRICING GOOD FOR (90) DAYS. STOCK PARTS RETURNED AFTER (30) DAYS ARE SUBJECT TO 25% RESTOCK FEE. ELECTRONIC COMPONENTS AND SPECIAL ORDER PARTS ARE NOT RETURNABLE. DUE TO VARIANCES IN COSTS AND AVAILABILITY THIS ESTIMATE CAN VARY UP TO 5%. IF ANY QUESTIONS, PLEASE CALL 618-251-4200.  
THANK YOU FOR YOUR BUSINESS!

**ORDINANCE NO. 2023-11**

**AN ORDINANCE WAIVING REQUIREMENTS OF COMPETITIVE BIDDING FOR THE PURCHASE OF A NEW BRUSH TRUCK FROM BANNER FIRE EQUIPMENT FOR THE FARMINGTON FIRE DEPARTMENT PURSUANT TO A.C.A. §14-58-303(b)(2)(B)**

**WHEREAS**, the Farmington Fire Department is in the process of acquiring a new brush truck; and

**WHEREAS**, the Farmington Fire Department has been seeking vendors for a brush truck for nearly two years with no results; and

**WHEREAS**, one 2023 Dodge 3500 Brush Truck will be available from Banner Fire Equipment of Chickasha, OK; and

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

**SECTION 1:** That due to the exceptional situation as described hereinabove, competitive bidding for the purchase of one 2023 Dodge 3500 Brush Truck for the Farmington Fire Department is deemed to be neither feasible nor practicable.

**SECTION 2:** That in accordance with A.C.A. §14-58-303(b)(2)(B), which state, “the governing body, by ordinance, may waive the requirements of competitive bidding in exceptional situations where this procedure is deemed not feasible nor practical,” the City of Farmington, Arkansas, through its city council, is hereby authorized to purchase one Dodge 3500 Brush Truck for \$95,000.00, with the total authorized expenditure not to exceed \$95,000.00.

**SECTION 3:** Emergency Clause: That the Farmington City Council further determines that this ordinance is necessary to provide one Dodge 3500 Brush Truck for the Farmington Fire Department; and for purchasing the vehicle at the lowest possible cost through procurement contracts; therefore, an emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this 12th day of June, 2023.

APPROVED:

Ernie Penn, Mayor

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ATTEST:

---

Kelly Penn, City Clerk

APPROVED AS TO FORM:

---

James E. Moore IV, City Attorney

# Agenda Item 14



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

## **MEMO**

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

From: Laurie Adkins

Re: Approval of updated verbiage for "behavior Expectation" sign at entrance of Sports Park, to replace old worn-out sign.

Date: May 31, 2023

### **Recommendation**

Requesting approval of updated verbiage on the "behavior expectation" sign that is placed at the entrance to the Sports Park.

### **Discussion**

The signs at the entrance to the Sports Park have faded and cracked, thus requiring them to be replaced. The "behavior expectation" sign needed a little updating to make it more applicable to the current behavior environment encountered at youth sporting events at the present time.

### **Budget Impact**

The new sign will cost \$210

**PARENTS/FANS PLEASE REMEMBER:**

Your Child's Opponents are not the enemy. They are also just here to play a game and have fun.

Your children are watching. Set an example for them with your behavior

You are not the coach, nor the Umpire. Please do a good job of YOUR job, which is to encourage your child (and all the children).

Be supportive. Players do not need added pressure from the sidelines, nor in the car after the game. Be supportive and not critical.

Have fun and enjoy the game. Enjoy watching your kids do something they love and be satisfied that they had fun, whether they win or lose.

**ALL FANS ARE EXPECTED TO ADHERE TO A CODE OF CONDUCT THAT PROMOTES A HEALTHY GAME ENVIRONMENT. THAT INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:**

- Support your team in a positive manner.
- Do not harass ANYONE! This includes officials, coaches, and all other participants and fans.
- Coaches will be responsible for the conduct of their players while on the field.
- Comply immediately if asked to follow the park rules and policies.

**FAILURE TO ABIDE BY THESE RULES OF CONDUCT IS SUBJECT TO SANCTIONS INCLUDING BUT NOT LIMITED TO EJECTION FROM THE PARK AND BEING SUSPENDED FROM ATTENDING FUTURE EVENTS IN THE PARK.**



# Informational Items



354 W. Main Street  
P.O. Box 150  
Farmington, AR 72730  
479-267-3865  
479-267-3805 (fax)  
City Business Manager Report  
May 2023  
City Council Meeting

- This month Dustin Long (8) and Nicholas Burnett (2) and Chris McCarville (2) have work anniversaries, thank them for their service!
- The audit is finished. Usually there is an exit interview, which has not been scheduled yet. Once that is complete you should receive correspondence regarding our audit. It may take a few months.
- Planning Commission will have a work session on Tuesday, June 20<sup>th</sup> at 6:00 pm. The regular Planning Commission meeting will be June 26, 2023 at 6:00 PM.
- The last correspondence from ArDot indicated that we should have our agreement this week. Fingers crossed!!!
- We are still working on the installation of Laserfiche. We are having periodic meetings so we are updated on the progress.
- If you hear a new voice when you call City Hall it is because we are training Brittany Hattabaugh to help cover the front desk while Shasta is off on leave. She is catching on quickly and doing a great job.

***“The greatest leader is not necessarily the one who does the greatest things.  
He is the one that gets the people to do the greatest things.”  
~President Ronald Reagan***

# WASHINGTON COUNTY DISTRICT COURT FARMINGTON DEPARTMENT MONTHLY DISTRIBUTION WORKSHEET MAY 2023

<b>ADMIN OF JUSTICE FUND</b>	Check 1	Dept. of Finance and Administration	Total for Check 1	\$ 942.35	Chk# 2244
	Check 2	General Fund	Total for Check 2	\$ 1,814.85	Chk# 2245
	Check 3	Washington County Treasurer (Act 1256)	Total for Check 3	\$ 1,532.75	Chk# 2246
<b>Total Checks Admin of Justice</b>					<b>\$4,289.95</b>

<b>COURT COST &amp; FINE</b>	Check 4	<b>Administration of Justice Fund</b>			
		CCCR- Court Cost-Criminal	\$	1,190.00	
		CCDWI-Court Cost DWI	\$	515.00	
		CCTR- Court Cost-Traffic	\$	1,830.95	
		CCTRO- Court Cost-Traffic Ordinance	\$	729.00	
		CCSEAT - Court Cost - Seat Belt	\$	25.00	
	<b>Total for Check 4</b>			<b>Chk# 3894</b>	<b>\$4,289.95</b>
	Check 5	<b>General Fund</b>			
		FINE- Fines Collected	\$	5,374.00	
		WF - Warrant Fee	\$	260.00	
		FTPRFL-FTPR+60 Days Fines-Local	\$	315.00	
	NLIFL-No Liability Ins. Fines-Local	\$	234.00		
	FTPRLOC-FTPR Fines Local	\$	200.00		
<b>Total for Check 5</b>			<b>Chk# 3895</b>	<b>\$6,383.00</b>	
Check 6	<b>Court Automation Fund</b>				
	CFEE-Local Court Automation	\$	1,100.00		
<b>Total for Check 6</b>			<b>Chk# 3896</b>	<b>\$1,100.00</b>	
Check 7	<b>Department of Finance &amp; Administration</b>				
	CFEES - State Court Automation Fee	\$	1,120.00		
	DVPPF - Domestic Violence Peace Fund Fee	\$	10.00		
	NIFS - New Installment Fee - State	\$	2,220.00		
<b>Total for Check 7</b>			<b>Chk# 3897</b>	<b>\$3,350.00</b>	
Check 9	<b>Washington County Treasurer</b>				
	JBAF - Jail Booking and Admin Fee	\$	30.00		
	CJF - County Jail Fee	\$	1,038.05		
<b>Total for Check 9</b>			<b>Chk# 3898</b>	<b>\$1,068.05</b>	
Check 10	<b>RF - Restitution Fee</b>				
	Julian Mitchel Cameron/Elijah M. Fisk CR-23-149	\$	25.00		
<b>Total for Check 10</b>			<b>Chk# 3899</b>	<b>\$25.00</b>	
Check 11	<b>RF - Restitution Fee</b>				
	Jeff Thomas/ Joshua Nathaniel Reyer CR-22-273	\$	25.00		
<b>Total for Check 11</b>			<b>Chk# 3900</b>	<b>\$25.00</b>	

<b>Monthly Total</b>	<b>\$16,241.00</b>
<b>Year to Date</b>	<b>\$96,335.38</b>

 6-5-2023  
Ernie Penn, Mayor Date

 4/05/2023  
Kim Bentley, Chief Court Clerk Date

Graham Nations, District Judge Date

# Fire Department



## June 2023 Monthly Report for the Mayor and City Council

The Department conducted new hire testing and interviews. Lucas Allen, Cater Borgerding, and John Jones were offered positions. They will start in June. The new firefighters will complete a two week academy conducted by Capt. Hattabaugh. They will then attend FF1 and 2 academy in August.

The Fire Department provided a firetruck for the 9/11 memorial at the Northwest Arkansas Mall. This event provided the community an opportunity to learn about the attacks and the bravery of first responders during the hours and days after.

### Farmington Fire Department

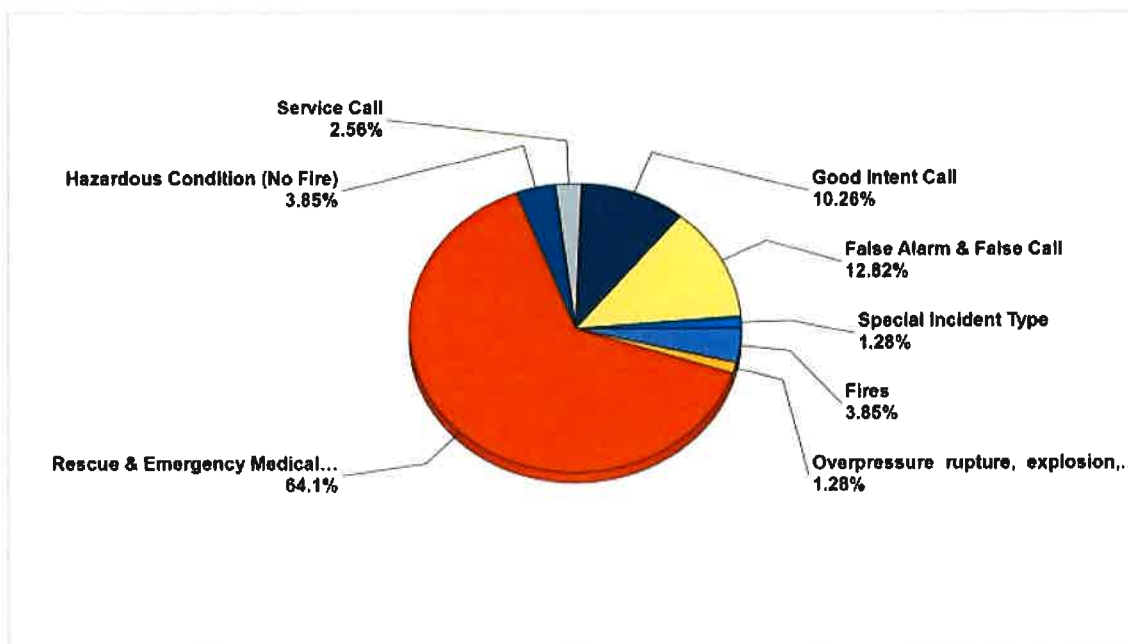
Farmington, AR

This report was generated on 6/1/2023 7:35:39 AM



#### Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2023 | End Date: 05/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	3.85%
Overpressure rupture, explosion, overhear - no fire	1	1.28%
Rescue & Emergency Medical Service	50	64.1%
Hazardous Condition (No Fire)	3	3.85%
Service Call	2	2.56%
Good Intent Call	8	10.26%
False Alarm & False Call	10	12.82%
Special Incident Type	1	1.28%
<b>TOTAL</b>	<b>78</b>	<b>100%</b>

# Fire Department



## Farmington Fire Department

Farmington, AR

This report was generated on 6/1/2023 7:37:39 AM



### Code Hours Summary per Training Code For Date Range

Training Code(s): All Training Codes | Start Date: 05/01/2023 | End Date: 05/31/2023

Total Training Hours By Code	
Total Hours for Training Code: Care of Apparatus and Equipment	100:00
Total Hours for Training Code: Crew Resource Management	4:00
Total Hours for Training Code: EMS CEU'S	40:00
Total Hours for Training Code: Evaluation and Discipline	3:00
Total Hours for Training Code: Fire Attack	9:00
Total Hours for Training Code: Fire Ground Health and Safety	69:00
Total Hours for Training Code: Fire Inspections	33:00
Total Hours for Training Code: Fire Pumps	52:00
Total Hours for Training Code: Firefighting Tactics	48:00
Total Hours for Training Code: Firefighting Tools	24:00
Total Hours for Training Code: Forcible Entry	6:00
Total Hours for Training Code: Hose Practices	78:00
Total Hours for Training Code: Instructional Tool	2:00
Total Hours for Training Code: Ladder Practices	6:00
Total Hours for Training Code: Leadership and Decision Making Courses	0:00
Total Hours for Training Code: Leading the Fire Company	3:00
Total Hours for Training Code: Live Burn	8:00
Total Hours for Training Code: Managing Incidents	10:00
Total Hours for Training Code: Map and Territory Study	44:30
Total Hours for Training Code: Monitoring Equipment	6:00
Total Hours for Training Code: Nozzels and Appliances	6:00
Total Hours for Training Code: Public Relations	40:00
Total Hours for Training Code: Rapid Intervention Crew Certification Course	12:00
Total Hours for Training Code: Reports and Records	4:00
Total Hours for Training Code: Rescue: Equipment and Procedures	13:00
Total Hours for Training Code: Ropes and Knots	12:00
Total Hours for Training Code: RT: Rope I Course	6:00
Total Hours for Training Code: SCBA	55:00
Total Hours for Training Code: Scenario	22:00
Total Hours for Training Code: Water Supply	8:00
Totals for all selected Training Codes 5/1/2023 - 5/31/2023	723:30
	30 personnel

<b>MAY</b>	<b>Citation</b>	<b>Warning</b>	<b>Warrant</b>	<b>Total</b>
Bertorello - James	3	14	3	20
Bocchino - Justin	21	26	0	47
Brotherton - James	5	0	2	7
Burnett - Nicholas	5	9	0	14
Cavin - James	3	20	0	23
Collins - John	15	61	0	76
Cooper - Jason	9	6	0	15
Edge - Logan	2	32	0	34
Howerton - Joshua	8	30	0	38
James - Jacob	16	6	0	22
Long - Dustin	20	55	0	75
Mahone - Taron	3	81	2	86
Standefer - Steven	2	4	0	6
Talley - Taylor	1	24	0	25
Virgin - Billie	0	0	3	3
<b><u>Totals</u></b>	<b><u>113</u></b>	<b><u>368</u></b>	<b><u>10</u></b>	<b><u>491</u></b>

# Farmington Police Dept.

Offenses for Month 5/2022 and 5/2023

6/1/2023 6:17:09 AM

	<u>2022</u>	<u>2023</u>
ACV (DWI (UNLAWFUL ACT))	1	0
AGENCY ASSIST	0	1
AGGRAVATED ASSAULT	0	2
AGGRAVATED ASSAULT ON A FAMILY OR HOUSEHOLD MEMBER	1	0
ASSAULT ON FAMILY OR HOUSEHOLD MEMBER - 3RD DEGREE / APPREHENSION OF IMMINENCE	0	2
BATTERY - 3RD DEGREE / PURPOSE OF CAUSING INJURY, CAUSES INJURY	1	2
BREAKING OR ENTERING / ARTICLES FROM VEHICLE	1	0
Breaking or Entering/Vehicle	1	0
BURGLARY, RESIDENTIAL	2	1
CARELESS DRIVING	0	1
CONSPIRACY	1	0
CONTEMPT	23	26
CONTRIBUTING TO THE DELINQUENCY OF A JUVENILE	0	1
CRIMINAL MISCHIEF - 1ST DEGREE PROPERTY OF ANOTHER VALUE \$500 OR LESS	2	0
CRIMINAL MISCHIEF - 1ST DEGREE / PROPERTY OF ANOTHER VALUE \$500 OR MORE	1	0
CRIMINAL MISCHIEF - 1ST DEGREE / PROPERTY OF ANOTHER W/VALUE OF \$1,000 OR LESS	2	0
CRIMINAL MISCHIEF - 1ST DEGREE / PROPERTY OF ANOTHER W/VALUE OVER \$1000 BUT \$5,000 OR LESS	1	2
CRIMINAL MISCHIEF - 2ND DEGREE / RECKLESSLY DESTROYS	2	1
CRIMINAL TRESPASS IN OR ON A VEHICLE OR STRUCTURE / PREMISES	1	0
DISORDERLY CONDUCT		

	<u>2022</u>	<u>2023</u>
	0	2
<b>DOMESTIC BATTERING - 2ND DEGREE / PHYSICAL INJURY</b>		
	1	0
<b>DOMESTIC BATTERING - 3RD DEGREE / PURPOSE OF CAUSING INJURY, CAUSES INJURY</b>		
	2	0
<b>Drivers License Required</b>		
	1	0
<b>DRIVING ON SUSPENDED LICENSE</b>		
	1	0
<b>DWI (UNLAWFUL ACT)</b>		
	2	2
<b>DWI - DRUGS (UNLAWFUL ACT)</b>		
	2	0
<b>ENDANGER WELFARE OF AN INCOMPETANT-1ST DEGREE-RISK OF DEATH / PHYSICAL INJURY</b>		
	1	0
<b>ENDANGERING THE WELFARE OF MINOR - 3RD DEGREE</b>		
	0	1
<b>FAILURE TO APPEAR</b>		
	20	27
<b>FALSE IMPRISONMENT - 2ND DEGREE / INTERFERES WITH ANOTHER PERSONS LIBERTY</b>		
	1	0
<b>Fictitious Tags</b>		
	1	0
<b>FORGERY</b>		
	1	0
<b>FRAUD - FINANCIAL IDENTITY</b>		
	2	0
<b>HARASSMENT / CONDUCT THAT REPEATEDLY CAUSES ALARM OR SERIOUS ANNOYS ANOTHER</b>		
	1	0
<b>Headlamp Out</b>		
	1	0
<b>INATTENTIVE DRIVING</b>		
	2	1
<b>Interference with Emergency Communication/1st dgree/disables communication</b>		
	1	0
<b>Left of Center</b>		
	1	0
<b>MISSING PERSON</b>		
	0	1
<b>No Proof Insurance</b>		
	1	1
<b>No Seat Belt</b>		
	0	1
<b>OPEN ALCHOLIC CONTAINER</b>		
	0	2
<b>POSSESSION OF A CONTROLLED SUBSTANCE - MARIJUANA</b>		



	<u>2022</u>	<u>2023</u>
Possession of Drug Paraphernalia	2	0
POSSESSION OF DRUG PARAPHERNALIA	0	2
POSSESSION OF DRUG PARAPHERNALIA - MISDEMEANOR	1	6
POSSESSION OF FIREARM BY CERTAIN PERSONS	0	2
POSSESSION OF METH OR COCAINE GT 2GM BUT LT 10GM	1	1
POSSESSION OF METH OR COCAINE LT 2GM	1	1
POSSESSION OF SCH IV OR V GT 28GM BUT LT 200GM	1	1
POSSESSION OF SCH VI GT 4OZ BUT LT 10LB	0	1
POSSESSION OF SCH VI LT 4OZ	0	1
PUBLIC INTOXICATION / DRINKING IN PUBLIC	0	3
RAPE	1	1
Run Stop Sign	1	0
RUNAWAY	0	1
SHOPLIFTING \$1,000 OR LESS	1	2
TERRORISTIC THREATENING	2	0
THEFT \$1,000 OR LESS - ALL OTHERS	0	1
THEFT \$1,000 OR LESS - FROM VEHICLE	1	0
THEFT BY DECEPTION	1	0
THEFT BY RECEIVING	0	1
THEFT BY RECEIVING \$1,000 OR LESS	1	0
THEFT OF A FIREARM VALUED AT LESS THAN \$2,500	0	2
THEFT OF PROPERTY / ALL OTHER	1	0
	1	1

	<u>2022</u>	<u>2023</u>
<b>THEFT OF PROPERTY OBTAINED BY THREAT</b>	<b>0</b>	<b>1</b>
<b>THEFT OF VEHICLE VALUED AT \$5,000 OR LESS BUT GREATER THAN \$1,000</b>	<b>1</b>	<b>0</b>
<b>UNATTENDED DEATH/NATURAL CAUSES</b>	<b>1</b>	<b>0</b>
<b>UNAUTHORIZED USE OF A VEHICLE</b>	<b>1</b>	<b>0</b>
<b>UNEMPLOYMENT FRAUD</b>	<b>0</b>	<b>1</b>
<b>VIOLATION OF A PROTECTION ORDER- MISDEMEANOR</b>	<b>0</b>	<b>2</b>
<b>VIOLATION OF IMPLIED CONSENT</b>	<b>2</b>	<b>0</b>
<b>VIOLATION OF OPEN CONTAINER</b>	<b>1</b>	<b>0</b>
<b>Totals:</b>	<b>104</b>	<b>108</b>

# Permit Report

05/01/2023 - 05/31/2023

Permit #	Permit Date	Site Address	Permit Type	Description of Work	Square Foot	Contractor	Total Fees
7321	5/31/2023	291 Coventry	Electric	Electric for new house	2,258	C & R Electric	\$50.00
7320	5/31/2023	271 Amber Dawn	Mechanical	HVAC for new house	1,787	Armor Heat and air	\$45.00
7319	5/31/2023	270 Amber Dawn	Mechanical	Mechanical for new house	2,006	Armor Heating	\$50.00
7318	5/30/2023	277 Amber Dawn	Plumbing/Gas	Plumbing for new house	1,842	Jerry's Plumbing	\$55.00
7317	5/30/2023	271 Amber Dawn	Plumbing/Gas	Plumbing for new house	1,787	Jerry's Plumbing	\$55.00
7316	5/30/2023	443 Goose Crossing	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7315	5/30/2023	456 Goose Crossing	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7314	5/30/2023	444 Goose Crossing	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7313	5/30/2023	440 Goose Crossing	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7312	5/30/2023	436 Goose Crossing	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7311	5/30/2023	446 Yona	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7310	5/30/2023	441 Goose Crossing	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7309	5/30/2023	445 Goose Crossing	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7308	5/30/2023	449 Goose Crossing	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7307	5/30/2023	453 Goose Crossing	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00

7306	5/30/2023	424 Gaggle	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7305	5/30/2023	523 Goose Crossing	Plumbing/Gas	Plumbing for new house	2,487	Brad's Plumbing	\$50.00
7304	5/30/2023	11309 Club House	Building	Addition of solar panels	0	South Plains Solar	\$150.00
7303	5/30/2023	274 Nightfall	Electric	Electric for new house	1,891	Fast Electric	\$35.00
7302	5/25/2023	267 Coventry	Building	New House	2,351	Riverwood Homes	\$1,207.00
7301	5/25/2023	300 Amber Dawn	Building	New House	1,825	Riverwood Homes	\$973.00
7300	5/25/2023	283 Amber Dawn	Electric	Electric for new house	1,787	Fast Electric	\$35.00
7299	5/25/2023	313 Amber Dawn	Electric	Electric for new house	1,787	Fast Electric	\$35.00
7298	5/25/2023	764 Rheas Mill	Plumbing/Gas	Plumbing for new house	3,410	Casey Plumbing	\$100.00
7297	5/25/2023	95 Briar meadow	Electric	Relocating service	0	Rarevalley Electric	\$30.00
7296	5/24/2023	457 Goose	Building	New House	2,300	D R Horton	\$1,186.00
7295	5/23/2023	357 Nature	Electric	Electric for townhome	6,964	Utopia Remodel	\$160.00
7294	5/22/2023	229 Idaho	Mechanical	HVAC for new house	2,137	Anderson Heat and air	\$75.00
7293	5/22/2023	240 New York	Mechanical	HVAC for new house	2,137	Anderson Heat and air	\$75.00
7292	5/22/2023	271 Idaho	Electric	Electric for new house	1,955	Riggins Construction	\$35.00
7291	5/22/2023	264 Idaho	Electric	Electric for new house	1,955	Fast Electric	\$35.00
7290	5/22/2023	258 Idaho	Electric	Electric for new house	1,955	Riggins Construction	\$35.00
7289	5/22/2023	234 Idaho	Electric	Electric for new house	1,955	Riggins Construction	\$35.00
7288	5/22/2023	240 Idaho	Electric	Electric for new house	1,955	Riggins Construction	\$35.00

7287	5/22/2023	28 Loveland	Building	Roof mounted solar panels	2,251 Lumio	\$130.00
7286	5/19/2023	655 Drain Rd	Electric	Electric for new house	7,616 Hill Electric	\$250.00
7285	5/18/2023	22 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7284	5/18/2023	16 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7283	5/18/2023	10 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7282	5/18/2023	47 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7281	5/18/2023	35 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7280	5/18/2023	29 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7279	5/18/2023	23 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7278	5/18/2023	11 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7277	5/18/2023	95 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7276	5/18/2023	83 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7275	5/18/2023	77 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7274	5/18/2023	71 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7273	5/18/2023	65 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7272	5/18/2023	41 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7271	5/18/2023	59 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00
7270	5/18/2023	96 Bottlebrush	Building	New Duplex	2,823 Trademark Homes	\$1,318.00

7269	5/18/2023	90 Bottlebrush	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7268	5/18/2023	66 Bottlebrush	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7267	5/18/2023	60 Bottlebrush	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7266	5/18/2023	28 Retriever	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7265	5/18/2023	40 Retriever	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7264	5/18/2023	34 Retriever	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7263	5/18/2023	46 Retriever	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7262	5/18/2023	260 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7261	5/18/2023	254 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7260	5/18/2023	272 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7259	5/18/2023	266 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7258	5/18/2023	278 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7257	5/18/2023	284 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7256	5/18/2023	290 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7255	5/18/2023	283 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7254	5/18/2023	271 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7253	5/18/2023	262 Coventry	Plumbing/Gas	Plumbing for new house	2,575	Jerry's Plumbing	\$70.00
7252	5/18/2023	289 Amber Dawn	Plumbing/Gas	Plumbing for new house	1,891	Jerry's Plumbing	\$55.00

7251	5/18/2023	270 Amber Dawn	Plumbing/Gas	Plumbing for new house	2,006	Jerry's Plumbing	\$55.00
7250	5/18/2023	306 Amber Dawn	Plumbing/Gas	Plumbing for new house	1,787	Jerry's Plumbing	\$55.00
7249	5/18/2023	89 Main	Electric	New sign	36	Hill Electric	\$20.00
7248	5/18/2023	139 Pitts	Mechanical	HVAC for new house	2,974	Poole's refrigeration	\$65.00
7247	5/18/2023	75 Dakota	Mechanical	HVAC change out	0	Paschal	\$55.00
7246	5/18/2023	249 Kelsey Lane	Electric	Adding fan and light to new porch	0	Home Owner	\$30.00
7245	5/17/2023	446 Yona	Building	New House	1,969	D R Horton	\$1,039.00
7244	5/17/2023	445 Goose	Building	New House	2,418	D R Horton	\$1,237.00
7243	5/17/2023	436 Goose	Building	New House	2,300	D R Horton	\$1,186.00
7242	5/17/2023	444 Goose	Building	New House	2,203	D R Horton	\$1,141.00
7241	5/17/2023	449 Goose	Building	New House	2,241	D R Horton	\$1,159.00
7240	5/17/2023	453 Goose	Building	New House	2,474	D R Horton	\$1,261.00
7239	5/17/2023	441 Goose	Building	New House	2,241	D R Horton	\$1,159.00
7238	5/17/2023	440 Goose	Building	New House	1,967	D R Horton	\$1,036.00
7237	5/17/2023	456 Goose	Building	New House	1,969	D R Horton	\$1,039.00
7236	5/17/2023	424 Gaggie	Building	New House	1,969	D R Horton	\$1,039.00
7235	5/17/2023	443 Goose	Building	New House	2,487	D R Horton	\$1,267.00
7234	5/17/2023	523 Goose	Building	New House	2,487	D R Horton	\$1,267.00
7233	5/16/2023	288 Amber Dawn	Plumbing/Gas	Plumbing for new house	1,787	Armor Heating and air	\$45.00
7232	5/16/2023	306 Amber Dawn	Mechanical	HVAC for new house	1,787	Armor Heat and Air	\$95.00
7231	5/16/2023	258 New York	Mechanical	HVAC for new house	1,808	Anderson heating and air	\$75.00
7230	5/16/2023	310 Tyler	Building	New House	2,188	Riverwood Homes	\$1,135.00
7229	5/16/2023	276 Amber Dawn	Building	New House	2,090	Riverwood Homes	\$1,093.00

7228	5/15/2023	265 Wedgeview	Mechanical	HVAC change out	0	Bud Anderson	\$105.00
7227	5/12/2023	274 Pennsylvania	Mechanical	HVAC for new house	2,039	Anderson Heat and Air	\$60.00
7226	5/12/2023	523 Grace	Mechanical	HVAC for new house	1,905	Anderson heat and air	\$75.00
7225	5/12/2023	453 Emerald Woods	Plumbing/Gas	Plumbing for new house	3,315	Jerry's Plumbing	\$75.00
7224	5/12/2023	268 Pennsylvania	Electric	Electric for new house	1,904	Fast Electric	\$40.00
7223	5/12/2023	294 Amber Dawn	Building	New House	1,985	Riverwood Homes	\$1,045.00
7222	5/12/2023	11732 Giles	Pool	New Pool	4,200	Kevin Concrete LLC	\$320.00
7221	5/12/2023	11423 Hwy 170	Mechanical	HVAC change out	0	Anderson Heat and air	\$95.00
7220	5/11/2023	655 Drain Rd	Plumbing/Gas	Plumbing for new house	0	Murray Plumbing	\$175.00
7219	5/11/2023	11423 Frisco	Plumbing/Gas	Water heater change out	0	Paschal	\$20.00
7218	5/10/2023	814 Gibson Hill	Pool	New Pool	7,449	Dragonfly Pools of Arkansas	\$460.00
7217	5/10/2023	277 Amber Dawn	Building	New House	1,842	Riverwood Homes	\$982.00
7216	5/10/2023	262 Coventry	Building	New House	2,575	Riverwood Homes	\$1,306.00
7215	5/10/2023	271 Amber Dawn	Building	New House	1,787	Riverwood Homes	\$958.00
7214	5/10/2023	297 Coventry	Building	New House	2,188	Riverwood Homes	\$1,135.00
7213	5/10/2023	270 Amber Dawn	Building	New House	2,006	Riverwood Homes	\$1,054.00
7212	5/10/2023	307 Amber Dawn	Building	New House	1,825	Riverwood Homes	\$973.00
7211	5/10/2023	288 Amber Dawn	Building	New House	1,787	Riverwood Homes	\$958.00



7210	5/10/2023	289 Amber Dawn	Building	New House	1,891 Riverwood Homes	\$1,003.00
7209	5/10/2023	49 Old Depot	Electric	Electric for new house	2,068 A \$ L Electric	\$60.00
7208	5/10/2023	282 Amber Dawn	Electric	Electrical for new house	1,985 Fast Electric	\$35.00
7207	5/10/2023	280 Nightfall	Electric	Electric for new house	1,787 Fast electric	\$35.00
7206	5/10/2023	309 Coventry	Plumbing/Gas	plumbing for new house	2,258 Jerry's Plumbing	\$55.00
7205	5/10/2023	291 Coventry	Plumbing/Gas	plumbing for new house	2,258 Jerry's Plumbing	\$60.00
7204	5/9/2023	241 New York	Electric	Electric for new house	1,808 Fast Electric	\$40.00
7203	5/9/2023	235 New York	Electric	Electric for new house	1,808 Fast Electric	\$40.00
7202	5/9/2023	223 New York	Electric	Electric for new house	1,808 Fast Electric	\$40.00
7201	5/9/2023	229 Idaho	Electric	Electric for new house	1,808 Fast Electric	\$40.00
7200	5/9/2023	247 Idaho	Electric	Electric for new house	1,808 Fast Electric	\$40.00
7199	5/9/2023	275 Pennsylvania	Electric	Electric for new house	1,808 Fast Electric	\$40.00
7198	5/9/2023	256 Pennsylvania	Electric	Electric for new house	1,808 Fast Electric	\$40.00
7197	5/9/2023	250 Pennsylvania	Electric	Electric for new house	1,808 Fast Electric	\$40.00
7196	5/9/2023	330 Waterfalls	Electric	Electric for new house	5,658 Roush Electric	\$180.00
7195	5/9/2023	291 Coventry	Mechanical	HVAC for new house	1,985 Armor heat and air	\$50.00
7194	5/9/2023	304 Tyler	Mechanical	HVAC for new house	1,985 Armor heat and air	\$55.00
7193	5/8/2023	309 Coventry	Mechanical	HVAC for new house	1,985 Armor heat and air	\$50.00

7192	5/8/2023	283 Amber Dawn	Mechanical	HVAC for new house	1,985	Armor heat and air	\$50.00
7191	5/8/2023	282 Amber Dawn	Mechanical	HVAC for new house	1,985	Armor heat and air	\$50.00
7190	5/8/2023	223 Idaho	Mechanical	HVAC for new house	1,965	Anderson Heat and air	\$75.00
7189	5/5/2023	265 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7188	5/5/2023	264 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7187	5/5/2023	259 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7186	5/5/2023	253 Wild Goose	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7185	5/5/2023	288 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7184	5/5/2023	282 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7183	5/5/2023	276 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7182	5/5/2023	264 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7181	5/5/2023	258 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7180	5/5/2023	252 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7179	5/5/2023	287 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7178	5/5/2023	281 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7177	5/5/2023	275 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7176	5/5/2023	269 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7175	5/5/2023	263 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00

7174	5/5/2023	257 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7173	5/5/2023	251 Fox Hunter	Building	New Duplex	2,823	Trademark Homes	\$1,318.00
7172	5/5/2023	11032 Hwy	Building	New House	3,311	Home Owner	\$1,584.00
7171	5/5/2023	363 Canada	Building	Adding sunroom	2,336	Backyards Design	\$260.00
7170	5/5/2023	11740 East Creek	Building	Adding solar and electrical	2,404	A G Solar	\$230.00
7169	5/5/2023	11439 Frisco	Pool	New Pool	0	Froud Outdoor Services	\$284.00
7168	5/5/2023	304 Nightfall	Electric	Electric for new house	1,891	Fast Electric	\$35.00
7167	5/5/2023	310 Nightfall	Electric	Electric for new house	1,891	Fast Electric	\$35.00
7166	5/5/2023	298 Nightfall	Electric	Electric for new house	1,891	Fast Electric	\$35.00
7165	5/5/2023	292 Nightfall	Electric	Electric for new house	1,891	Fast Electric	\$35.00
7164	5/5/2023	313 Amber Dawn	Plumbing/Gas	Plumbing for new house	2,329	Jerry's Plumbing	\$55.00
7163	5/5/2023	304 Tyler	Plumbing/Gas	Plumbing for new house	2,329	Jerry's Plumbing	\$60.00
7162	5/3/2023	259 Idaho	Mechanical	HVAC for new house	1,955	Anderson Heating & Air	\$55.00
							<b>\$101,313.00</b>

**Total Records: 160**

**6/2/2023**

## Library

## Circulation and Patron Services

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Total Check Outs	4,478	4,411	4,973	4,498	4,673							
YTD Check Outs	4,478	8,889	13,862	18,360	23,033							
Total Check In	2,091	2,480	2,743	2,408	2,808							
YTD Check In	2,091	4,571	7,314	9,722	12,530							
Holds Satisfied	454	429	527	432	488							
YTD Hold Satisfied	454	883	1,410	1,842	2,330							
PAC Logins	481	391	425	433	468							
YTD PAC Logins	481	872	1,297	1,730	2,198							
New Cardholders	34	37	51	31	32							
YTD New Cardholders	34	71	122	153	185							
eMedia Circulation	411	355	409	340	383							
YTD eMedia Circulation	411	766	1,175	1,515	1,898							
2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Total Check Outs	3,646	3,655	3,512	3,601	3,734	5,537	4,865	4,823	4,228	4,289	4,156	4,053
YTD Check Outs	3,646	7,301	10,813	14,414	18,148	23,685	28,550	33,373	37,601	41,890	46,046	50,099
Total Check In	1,925	2,056	2,073	2,083	2,077	2,893	3,112	2,754	2,388	2,186	2,324	2,163
YTD Check In	1,925	3,981	6,054	8,137	10,214	13,107	16,219	18,973	21,361	23,547	25,871	28,034
Holds Satisfied	484	351	461	366	440	484	509	486	447	415	419	386
YTD Hold Satisfied	484	835	1,296	1,662	2,102	2,586	3,095	3,581	4,028	4,443	4,862	5,248
PAC Logins	513	468	479	496	459	514	587	534	471	443	395	408
YTD PAC Logins	513	981	1,460	1,956	2,415	2,929	3,516	4,050	4,521	4,964	5,359	5,767
New Cardholders	33	20	25	25	38	62	45	62	61	40	47	29
YTD New Cardholders	33	53	78	103	141	203	248	310	371	411	458	487
eMedia Circulation	268	378	399	305	267	247	258	309	288	318	272	286
YTD eMedia Circulation	268	646	1,045	1,350	1,617	1,864	2,122	2,431	2,719	3,037	3,309	3,595

## Library

## Computer Use

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Early Literacy Station Users	130	157	187	172	127							
YTD Early Literacy Station Users	130	287	474	646	773							
Users	146	148	196	158	158							
YTD Users	146	294	490	648	806							
2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Early Literacy Station Users	0	0	133	147	161	287	161	202	143	152	150	138
YTD Early Literacy Station Users	0	0	133	280	441	728	889	1,091	1,234	1,386	1,536	1,674
Users	104	86	134	135	118	112	129	135	157	169	110	135
YTD Users	104	190	324	459	577	689	818	953	1,110	1,279	1,389	1,524



**Library**

**Programs and Meetings**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>2023</b>												
Book Club Adult	3	14	13	3	14							
Book Club Teen												
Book Club Tween			3	5								
Community Story Time		26	35	54	36							
Kld's Corner		23	48	66	26							
Meeting Room Use	15	48	101	33	77							
Movie Showing		45	14	16	16							
Outreach												
Study Room Use	38	42	69	75	72							
Summer Reading Special Events					81							
Technology Instruction Sesson					1							
Teen Writer's Guild	3	12	12	10	7							
Tween Time		21	27	38	25							
<b>Total Monthly Program Attendance</b>	<b>6</b>	<b>165</b>	<b>219</b>	<b>191</b>	<b>205</b>							
Number of General Interest Programs		4	4	2	4							
Number of Juvenile Programs		9	15	12	11							
Number of Young Adult Programs	2	6	4	3	2							
Number of Adult Programs	1	2	2	1	2							
Number of Non-library Meeting Room Events	1	1	4	2	1							

**Library**

**Daily Visitors**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>2023</b>												
Visits	1,441	1,670	2,102	1,982	1,887							
<b>YTD Visits</b>	<b>1,441</b>	<b>3,111</b>	<b>5,213</b>	<b>7,195</b>	<b>9,082</b>							
<b>2022</b>												
Visits	1,730	1,092	1,460	1,924	1,417	2,514	1,718	1,550	1,618	1,713	2,508	1,590
<b>YTD Visits</b>	<b>1,730</b>	<b>2,822</b>	<b>4,282</b>	<b>6,206</b>	<b>7,623</b>	<b>10,137</b>	<b>11,855</b>	<b>13,405</b>	<b>15,023</b>	<b>16,736</b>	<b>19,244</b>	<b>20,834</b>

**Planning Commission Minutes**  
**May 22, 2023 at 6 PM**

1. **ROLL CALL** – The in-person meeting was called to order by Chair Robert Mann.  
A quorum was present.

**PRESENT**

Robert Mann, Chair  
Chad Ball  
Gerry Harris  
Judy Horne  
Keith Macedo  
Norm Toering  
Bobby Wilson

**ABSENT**

Howard Carter

**City Employees Present:** Melissa McCarville, City Business Manager; Rick Bramall, City Building Inspector; Jay Moore, City Attorney; Bill Hellard, Fire Chief; Chris Brackett, City Engineer

2. **Approval of Minutes:** The April 24, 2023 minutes were approved as written.

3. **Comments from Citizens:**

Phyllis Young- 546 Goose Creek: Ms. Young asked at what time does the Planning Commission Agenda go onto the City's website because she had not seen this month's agenda there. She then made a statement regarding the developer's latest proposed expansion of Goose Creek subdivision. She asked for the Commission to reverse the approval decision for Phase 5 which she said is creating additional havoc on her land with increased water flow, erosion, and construction trash. She noted that there may now be whiskey bottles in the drainage area. Broken glass would be deadly to her cows. She asked how commissioners would feel if they had to deal with so much trash. She wishes that someone on this commission would care about her situation, and the citizens of Farmington in general. She said she has talked with people doing the damage, Planning Commission, City Council, and City Engineer, and other City employees with no help. Therefore, she decided her only other option was to file a lawsuit. She closed by saying her invitation to the commissioners to come see the damage to her property still stands.

Jay Moore, City Attorney, stated that due to the lawsuit in progress, commissioners should refrain from going out to see her property, but should not be thought that we do not care. However, the lawsuit is going through the process with a lot of lawyers involved.

Chairman Mann asked when the agenda is posted on the website. It is placed there on the Wednesday before a meeting that will occur the following Monday.

**Public Hearings:**

**4A. Conditional Use - Meramec Specialty Co. dba Fireworks City; property located at 380 W. Main owned by Meramec Specialty Co. as presented by Fireworks City:**

Dave Stewart, 4472 Serviceberry Drive, represented this company. All requirements for the Conditional Use had been met. There was no public comment and no questions. Request was approved by unanimous vote.

**4B. Rezoning – From R-1 to C-2, Property owned by Nall Living Trust. Location – 102 Cynthia Avenue, Presented by Melton Nall**

Marcus Nall, P.O Box 522, Prairie Grove, AR said the location would be used for a small business of some type.

Gerry Harris read from the Protective Covenants for the Brookside Subdivision saying the majority of property owners support the property remaining Single Family R-1 zoning. As C-2, a large number of business types could be there, so she suggested an R-O Residential Office zone.

Chad Ball noted that this property is designated as Highway Commercial on the Land Use Plan.

Norm Toering was concerned about the availability of parking for a business at that location. Entrance to the business would be on Cynthia.

**Public comment:**

Jeff Howell, 103 Cynthia, had paperwork signed by nine area homeowners who opposed the rezoning. (This petition is included as the last page of these Minutes.) They were concerned about entrance on Cynthia because it is already a dangerous intersection with Main Street because people come and go on the wrong side of the island; no separation from homes by green space, and they feared a future use might be a detrimental use. Further, a Farmington Public School bus has a drop off at the Main Street/Cynthia Avenue entrance. He concluded by recommending that the City take a careful look at that entire intersection which is now very dangerous since it has the split street and an island.

Chad Ball discussed the R-O zone with Mr. Howell who had not known about that zone. Mr. Howell said he was agreeable to R-O because he never intended for a highly commercial property to be at that location.

Judy Horne told the subdivision residents present that the Landscape Ordinance will require a fence and landscaping to provide privacy and noise abatement.

Chad Ball moved to change the zoning request to: From C-2 to R-O for the property located at 102 Cynthia. Bobby Wilson seconded the motion which passed unanimously.

Chairman Mann called for question to rezone property located at 102 Cynthia from R-1 to R-O. Yes votes: Toering, Ball, Wilson, Horne. No votes: Macedo, Harris. Motion passed by 4-2 vote.

**4C. Final Plat – Goose Creek Ph. 3, Property owned by DR Horton. Location – South of Goose Creek Ph. 2, Presented by Jorgensen & Associates**

Jared Inman, Jorgensen & Associates was present to represent the company. He said that they would check into Ms. Phyllis Young's concern about the trash situation.

City Engineer Chris Brackett read his memo dated May 22, 2023, which included his suggested conditions for approval:

“The Final Plat for the Goose Creek Village Subdivision Phase III has been reviewed and it is our opinion that the Planning Commission's approval should be conditional on the following comments:



1. The required Payment in Lieu of Park Land Conveyance must be paid prior to the signatures on the Final Plat. This fee will be \$600 per single family unit. The fee will be \$37,200 for 62 single family lots.
2. All public improvements must be completed, and a Final Inspection scheduled. All punch list items must be completed and accepted prior to final approval of the final plat.
3. A one-year Maintenance Bond to the City of Farmington for all public improvements except for the water and sanitary sewer improvements must be provided prior to the signatures on the Final Plat. The engineer must submit an itemized cost of these improvements for approval prior to obtaining the bond.
4. If the sidewalk construction is to be delayed until the home construction, then the developer shall provide an escrow account in accordance with Ordinance 9.20.03 (a.). The engineer shall provide a cost estimate for the construction of the sidewalk for approval.
5. If the installation of the Street Lights has not been completed at the time of Final Plat signatures, then the developer shall provide the paid invoice from the electric company for these lights.
6. Provide one original and 6 copies of the recorded plat to the City.”

Mr. Inman agreed to the conditions set forth.

**Public comment:**

Ms. Phyllis Young, 546 Goose Creek, said residents in the area of what had originally been shown as a cul-de-sac note that the cul-de-sac has now been removed and has become a through street and they are upset about that.

Norm Toering asked about the cul-de-sac and Mr. Brackett, City Engineer, said when Phase 2 was developed, the built street would have been too long so they made a temporary cul-de-sac for safety purposes. The through street has been shown on the plat from the beginning.

Chad Ball asked if the water inspections had been done and it was determined they had been done.

Chairman Mann called for question to approve the Final Plat for Goose Creek Ph. 3 conditional upon conditions set by the City Engineer and by the Commission that Mr. Brackett monitor trash cleanup. Motion passed unanimously.

**Adjournment:** Having no further business, Gerry Harris moved to adjourn, seconded by Chad Ball, motion was approved, and meeting was adjourned.

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Judy Horne, Secretary

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Robert Mann, Chair

**Petition for 4B. Rezoning from R-1 to C-2, Property owned by Nall Living Trust.  
Property Location – 102 Cynthia Avenue, Presented by Melton Nall.**

The following is a list of area homeowners and residents who have various concerns and are against the rezoning of 102 N Cynthia Ave to be a commercial property within a residential area. **BUILT AS BROOKSIDE SUBDIVISION**

Printed Name	Address	Date	Signature
Jason Huffmaster <i>Traffic too heavy</i>	107 Cynthia Ave Farmington, AR 72731	5/5/23	
Janice Huffmaster	107 Cynthia Ave Farmington AR 72730	5/5/23	
Joseph Osborn <i>Small Community / Traffic already dangerous</i>	105 Cynthia Ave	5/5/23	
Shana Tetuan <i>It's already a very busy and dangerous road to enter / exit.</i>	105 Cynthia Ave	5/5/23	
Tanner Gallman <i>within last year road has become dangerous. Do not want commercial next door or in this small community</i>	104 Cynthia Ave	5/20/23	
Kimberly Gallman <i>No more traffic wanted</i>	104 Cynthia Ave	5/20/23	
<del>Shannon Greer</del> Shannon Greer <i>Exiting to main road is difficult enough. Let us just be a community, not commercial</i>	102 Allen Place	5/20/23	
JEFF HOWELL <i>TRAFFIC + FUTURE LAND USE</i>	103 CYNTHIA	5/22/23	
Margaret Howell <i>Traffic! Traffic! Traffic!</i>	103 Cynthia	5/22/23	

# OZARK REGIONAL TRANSIT

## Operating Statistics

### April 2023

	April 2023				Year To Date			
	This Year	Prior Year	Change	% Chg	This Year	Prior Year	Change	% Chg
<b>FIXED ROUTE</b>								
Passenger Boardings	10,232	11,751	-1,519	-12.9%	49,326	45,228	4,098	9.1%
Passengers per Hour	6.3	7.8	-1.5	-19.2%	30.1	28.7	1.4	4.8%
Passengers per Day	512	560	-48	-8.6%	2,498	2,227	270	12.1%
ADA Complementary Paratransit	623	686	-63	-9.2%	2,713	2,806	-93	-3.3%
Bike Passengers	375	312	63	20.2%	1,241	979	262	26.8%
Revenue Hours	1,615	1,498	117	7.8%	6,556	6,351	205	3.2%
Service Hours	1,705	1,584	121	7.6%	6,897	6,730	167	2.5%
Revenue Miles	31,338	24,466	6,872	28.1%	118,129	98,292	19,837	20.2%
Service Miles	33,878	26,556	7,322	27.6%	127,562	107,353	20,209	18.8%
<b>ON DEMAND</b>								
Passenger Boardings (Weekdays)	7,052	3,423	3,629	106.0%	21,694	7,030	14,664	208.6%
Passenger Boardings (Saturdays)	975	297	678	228.3%	2,318	489	1,829	374.0%
Total Passengers	8,027	3,720	4,307	115.8%	24,012	7,519	16,493	219.4%
Passengers per Hour (Weekdays)	3.4	2.8	0.5	19.3%	13.7	7.4	6.3	85.2%
Passengers per Hour (Saturdays)	3.3	1.7	1.6	93.7%	15.5	4.3	11.2	261.7%
Passengers per Day (Weekdays)	353	163	190	116.3%	1,090	332	758	228.1%
Passengers per Day (Saturdays)	195	59	136	228.3%	560	109	450	411.1%
Bike Passengers	63	18	45	250.0%	189	21	168	800.0%
Revenue Hours	2,679	1,493	1,187	79.5%	7,649	3,921	3,728	95.1%
Service Hours	2,886	1,711	1,175	68.7%	8,344	4,366	3,978	91.1%
Revenue Miles	35,775	19,744	16,031	81.2%	110,543	46,915	63,628	135.6%
Service Miles	40,887	24,933	15,954	64.0%	127,201	57,878	69,323	119.8%
<b>PARATRANSIT</b>								
Passenger Boardings	960	994	-34	-3.4%	4,073	4,005	68	1.7%
Passengers per Hour	1.7	1.5	0.2	14.8%	6.8	5.9	1.0	16.2%
Passengers per Day	48	47	1	1.4%	206	196	10	5.1%
Revenue Hours	567	674	-107	-15.9%	2,380	2,707	-327	-12.1%
Service Hours	747	782	-34	-4.4%	3,196	3,286	-90	-2.7%
Revenue Miles	7,846	8,312	-465	-5.6%	32,992	32,411	581	1.8%
Service Miles	9,870	10,071	-201	-2.0%	39,807	39,372	435	1.1%
<b>TOTAL</b>								
Passenger Boardings (Weekdays)	18,244	16,168	2,076	12.8%	75,093	56,263	18,830	33.5%
Passenger Boardings (Saturdays)	975	297	678	228.3%	2,318	489	1,829	374.0%
Total Passengers	19,219	16,465	2,754	16.7%	77,411	56,752	20,659	36.4%
Charter/Shuttle Passengers	203	2,988	-2,785	-93.2%	1,035	12,543	-11,508	-91.7%
Grand Total	19,422	19,453	-31	-0.2%	78,446	69,295	9,151	13.2%

	April 2023				Year To Date			
	This Year	Prior Year	Change	% Chg	This Year	Prior Year	Change	% Chg
Weekdays	20	21	-1	-4.8%	79	81	-2	-2.5%
Saturdays	5	5	0	0.0%	16	16	0	0.0%
Revenue Vehicles	33	32	1	3.1%				
Non-Revenue Vehicles	6	6	0	0.0%				
Total Vehicles	39	38	1	2.6%				
Total Miles (All Vehicles)	92,458	68,986	23,472	34.0%	321,830	231,983	89,847	38.7%
Diesel Fuel Consumed	4,328	3,905	423	10.8%	15,161	14,906	256	1.7%
Gas Consumed	5,643	4,130	1,514	36.7%	19,302	12,458	6,844	54.9%
Miles Per Gallon	9.3	8.6	0.7	8.0%	37.4	33.9	3.4	10.1%
Road calls	3	1	2	200.0%	8	3	5	166.7%
Accidents	2	0	2	100.0%	7	4	3	75.0%
Operations (Full Time Equivalent)	42	40	2	5.0%				
Maintenance	12	10	2	20.0%				
Administration	10	10	0	0.0%				
Total	64	60	4	6.7%				

# Route Summary

April 2023

## Fixed Routes

Route	Days	Passengers		Revenue Hours		Revenue Miles		Service Hours		Service Miles	
		Daily	Total	Daily	Total	Daily	Total	Daily	Total	Daily	Total
10	20	122.8	2,456	13.0	260.0	220.3	4,406.0	13.5	270.0	230.7	4,614.0
20	20	142.4	2,847	13.5	270.0	216.3	4,326.0	14.5	290.0	236.5	4,730.0
61	20	116.5	2,330	13.0	260.0	210.6	4,212.0	13.5	270.0	221.0	4,420.0
62	20	78.2	1,564	13.6	271.7	181.9	3,637.0	14.1	281.7	187.9	3,757.0
490-1	20	27.7	553	13.8	276.7	367.4	7,348.0	14.8	296.7	407.4	8,148.0
490-2	20	24.1	482	13.8	276.7	370.5	7,409.0	14.8	296.7	410.5	8,209.0
<b>Total</b>		<b>511.6</b>	<b>10,232</b>	<b>80.8</b>	<b>1,615.0</b>	<b>1,566.9</b>	<b>31,338.0</b>	<b>85.3</b>	<b>1,705.0</b>	<b>1,693.9</b>	<b>33,878.0</b>

## On Demand (Weekday)

Route	Days	Passengers		Revenue Hours		Revenue Miles		Service Hours		Service Miles	
		Daily	Total	Daily	Total	Daily	Total	Daily	Total	Daily	Total
F1	20	36.9	737	13.3	266.0	207.1	4,141.0	13.8	276.0	217.5	4,349.0
F2	20	39.2	783	13.3	266.0	199.2	3,983.0	14.0	279.3	217.2	4,343.0
F3	20	15.1	302	5.8	116.0	76.8	1,535.0	6.3	126.0	88.8	1,775.0
S1	20	19.6	391	12.8	256.0	74.2	1,483.0	13.0	259.3	82.2	1,643.0
S2	20	16.5	330	12.8	256.0	75.7	1,513.0	13.0	259.3	83.7	1,673.0
R1	20	41.6	831	12.2	244.0	201.2	4,023.0	13.2	264.0	226.2	4,523.0
R2	20	40.6	811	11.8	236.0	187.3	3,746.0	12.8	256.0	212.3	4,246.0
R3	20	21.9	438	6.0	120.0	100.8	2,016.0	7.0	140.0	125.8	2,516.0
B1	20	47.9	957	12.5	249.3	185.1	3,701.0	13.8	275.9	215.5	4,309.0
B2	20	46.9	938	11.8	236.0	192.7	3,854.0	13.1	262.7	223.1	4,462.0
B3	20	26.7	534	7.0	140.0	108.3	2,165.0	8.3	166.7	138.7	2,773.0
<b>Total</b>		<b>352.6</b>	<b>7,052</b>	<b>119.3</b>	<b>2,385.3</b>	<b>1,608.0</b>	<b>32,160.0</b>	<b>128.3</b>	<b>2,565.3</b>	<b>1,830.6</b>	<b>36,612.0</b>

## On Demand (Saturday)

Route	Days	Passengers		Revenue Hours		Revenue Miles		Service Hours		Service Miles	
		Daily	Total	Daily	Total	Daily	Total	Daily	Total	Daily	Total
F1	4	0.0	114	0.0	48.0	0.0	640.4	0.0	50.0	0.0	682.0
F3	0	1.0	0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
S1	4	2.0	53	2.0	48.0	2.0	227.0	2.0	48.7	2.0	259.0
S2	4	3.0	42	3.0	48.0	3.0	227.0	3.0	48.7	3.0	259.0
R1	5	4.0	144	4.0	30.0	4.0	493.0	4.0	35.0	4.0	618.0
R2	5	16.0	80	4.0	20.0	69.0	345.0	5.0	25.0	94.0	470.0
B1	5	62.0	310	12.0	60.0	196.8	984.0	13.3	66.7	227.2	1,136.0
B2	5	46.4	232	8.0	40.0	139.8	699.0	9.3	46.7	170.2	851.0
<b>Total</b>		<b>134.4</b>	<b>975</b>	<b>34.0</b>	<b>294.0</b>	<b>415.6</b>	<b>3,615.4</b>	<b>37.7</b>	<b>320.7</b>	<b>501.4</b>	<b>4,275.0</b>

## Paratransit Routes

Route	Days	Passengers		Revenue Hours		Revenue Miles		Service Hours		Service Miles	
		Daily	Total	Daily	Total	Daily	Total	Daily	Total	Daily	Total
DR - CC	14	11.2	157	5.1	70.9	48.5	679.4	7.5	105.0	52.8	739.0
PT1	20	8.5	170	5.3	106.2	80.4	1,608.3	7.9	158.2	95.7	1,913.0
PT2	20	9.7	194	6.0	119.6	81.3	1,627.0	5.7	114.8	102.0	2,039.0
PT3	20	8.8	175	4.9	97.8	77.8	1,555.6	7.2	144.6	90.8	1,816.0
PT4	20	9.2	184	6.5	130.9	88.5	1,769.5	7.8	156.3	101.9	2,037.0
PT5	20	3.9	77	2.0	39.7	28.8	576.6	3.3	65.8	64.3	1,286.0
PT6	1	0.0	3	0.0	1.6	0.0	30.0	0.0	2.6	0.0	40.0
PT7	0	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>		<b>51.2</b>	<b>960</b>	<b>29.8</b>	<b>566.8</b>	<b>405.4</b>	<b>7,846.4</b>	<b>39.5</b>	<b>747.3</b>	<b>507.3</b>	<b>9,870.0</b>

## Service Totals

	Passengers		Revenue Hours		Revenue Miles		Service Hours		Service Miles	
	Daily	Total	Daily	Total	Daily	Total	Daily	Total	Daily	Total
Fixed Route	511.6	10,232.0	80.8	1,615.0	1,566.9	31,338.0	85.3	1,705.0	1,693.9	33,878.0
On Demand (Week)	352.6	7,052.0	119.3	2,385.3	1,608.0	32,160.0	128.3	2,565.3	1,830.6	36,612.0
On Demand (Sat)	134.4	975.0	34.0	294.0	415.6	3,615.4	37.7	320.7	501.4	4,275.0
Paratransit	51.2	960.0	29.8	566.8	405.4	7,846.4	39.5	747.3	507.3	9,870.0
<b>Grand Total</b>		<b>19,219.0</b>		<b>4,861.0</b>		<b>74,959.8</b>		<b>5,338.3</b>		<b>84,635.0</b>

## Route Summary

April 2023

### Fixed Routes

Route	Days	Passengers				Wheel-chairs		Bikes	
		Daily	Total	Per Rev Hour	Per Rev Mile	Daily	Total	Daily	Total
10	20	122.8	2,456	9.4	0.6	4.8	95	4.6	92
20	20	142.4	2,847	10.5	0.7	7.9	157	3.2	64
61	20	116.5	2,330	9.0	0.6	1.7	34	5.6	111
62	20	78.2	1,564	5.8	0.4	1.4	27	2.1	42
490-1	20	27.7	553	2.0	0.1	0.9	18	1.6	32
490-2	20	24.1	482	1.7	0.1	1.1	22	1.7	34
		<b>511.6</b>	<b>10,232</b>	<b>38.5</b>	<b>2.3</b>	<b>17.7</b>	<b>353</b>	<b>18.8</b>	<b>375</b>

### On Demand (Weekday)

Route	Days	Passengers				Wheel-chairs		Bikes	
		Daily	Total	Per Rev Hour	Per Rev Mile	Daily	Total	Daily	Total
F1	20	36.9	737	2.8	0.2	0.2	3	0.0	0
F2	20	39.2	783	2.9	0.2	0.1	1	0.0	0
F3	20	15.1	302	2.6	0.2	0.1	1	0.0	0
S1	20	19.6	391	1.5	0.3	0.7	13	0.0	0
S2	20	16.5	330	1.3	0.2	0.4	7	0.0	0
R1	20	41.6	831	3.4	0.2	0.9	18	0.9	17
R2	20	40.6	811	3.4	0.2	0.9	17	0.5	9
R3	20	21.9	438	3.7	0.2	0.5	10	0.5	10
B1	20	47.9	957	3.8	0.3	0.9	18	0.2	4
B2	20	46.9	938	4.0	0.2	1.4	28	0.8	16
B3	20	26.7	534	3.8	0.2	0.8	15	0.4	7
		<b>352.6</b>	<b>7,052</b>	<b>33.3</b>	<b>2.4</b>	<b>6.6</b>	<b>131</b>	<b>3.2</b>	<b>63</b>

### On Demand (Saturday)

Route	Days	Passengers				Wheel-chairs		Bikes	
		Daily	Total	Per Rev Hour	Per Rev Mile	Daily	Total	Daily	Total
F1	4	0.0	114	0.0	0.0	0.0	0	0.0	0
F3	0	1.0	0	0.0	0.0	0.0	0	1.0	0
S1	4	2.0	53	0.0	0.0	0.0	4	2.0	0
S2	4	3.0	42	0.0	0.0	0.0	0	3.0	0
R1	5	4.0	144	0.0	0.0	0.0	2	4.0	4
R2	5	16.0	80	4.0	0.2	0.0	0	0.2	1
B1	5	62.0	310	5.2	0.3	0.6	3	1.0	5
B2	5	46.4	232	5.8	0.3	1.8	9	1.2	6
		<b>134.4</b>	<b>975</b>	<b>15.0</b>	<b>0.9</b>	<b>2.4</b>	<b>18</b>	<b>12.4</b>	<b>16</b>

### Paratransit Routes

Route	Days	Passengers				Wheel-chairs	
		Daily	Total	Per Rev Hour	Per Rev Mile	Daily	Total
DR - CC	14	11.2	157	2.2	0.2	0.0	0
PT1	20	8.5	170	1.6	0.1	0.1	2
PT2	20	9.7	194	1.6	0.1	1.4	27
PT3	20	8.8	175	1.8	0.1	1.6	31
PT4	20	9.2	184	1.4	0.1	1.7	34
PT5	20	3.9	77	1.9	0.1	0.3	5
PT6	1	0.0	3	0.0	0.0	0.0	1
PT7	0	0.0	0	0.0	0.0	0.0	0
		<b>51.2</b>	<b>960</b>	<b>10.6</b>	<b>0.8</b>	<b>5.0</b>	<b>100</b>

### Service Totals

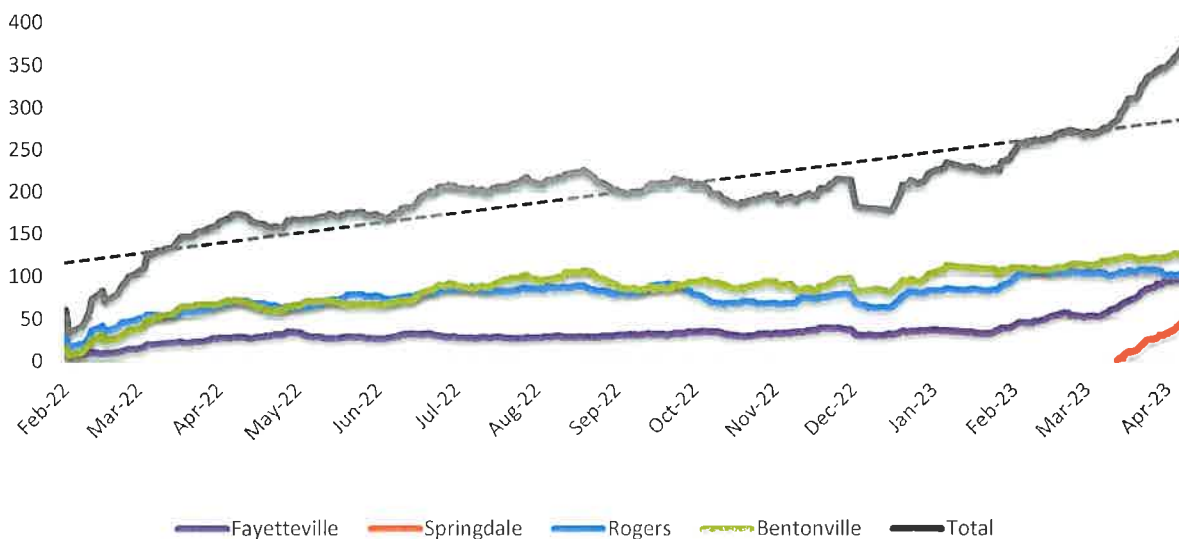
	Passengers				Wheel-chairs		Bikes	
	Daily	Total	Per Rev Hour	Per Rev Mile	Daily	Total	Daily	Total
Fixed Route	511.6	10,232	38.5	2.3	17.7	353	18.8	375
On Demand (Week)	352.6	7,052	33.3	2.4	6.6	131	3.2	63
On Demand (Sat)	134.4	975	15.0	0.9	2.4	18	12.4	16
Paratransit	51.2	960	10.6	0.8	5.0	100		
<b>Grand Total</b>		<b>19,219.0</b>				<b>602.0</b>		<b>454.0</b>

# ORT On-Demand Service

April 2023

	Days of Operations	Customers	Passenger Trips	Passengers per Day	Revenue Hours	Passengers per Hour	Seat Unavailable	Unaccepted Proposal
<b>Fayetteville</b>								
Weekdays	20	274	1,822	91	648	2.8	130	177
Saturday	4	67	114	29	48	2.4	39	17
<b>Total</b>	<b>24</b>	<b>341</b>	<b>1,936</b>		<b>696</b>		<b>169</b>	<b>194</b>
<b>Springdale</b>								
Weekdays	20	143	721	36	512	1.4	9	82
Saturday	4	34	95	24	96	1.0	1	13
<b>Total</b>	<b>24</b>	<b>177</b>	<b>816</b>		<b>608</b>		<b>10</b>	<b>95</b>
<b>Rogers</b>								
Weekdays	20	418	2,080	104	600	3.5	678	136
Saturday	5	73	224	45	50	4.5	65	4
<b>Total</b>	<b>25</b>	<b>491</b>	<b>2,304</b>		<b>650</b>		<b>743</b>	<b>140</b>
<b>Bentonville</b>								
Weekdays	20	403	2,429	121	625	3.9	922	320
Saturday	5	149	542	108	100	5.4	248	52
<b>Total</b>	<b>25</b>	<b>552</b>	<b>2,971</b>		<b>725</b>		<b>1,170</b>	<b>372</b>
<b>ODT Service Totals</b>								
Weekdays	20	1,238	7,052	353	2,385	2.9	1,739	715
Saturday	5	323	975	205	294	3.3	353	86
<b>Total</b>	<b>25</b>	<b>1,561</b>	<b>8,027</b>		<b>2,679</b>		<b>2,092</b>	<b>801</b>

## On-Demand Transit Daily Passengers



**On Demand Transit**

**Fayetteville**

**April 2023**

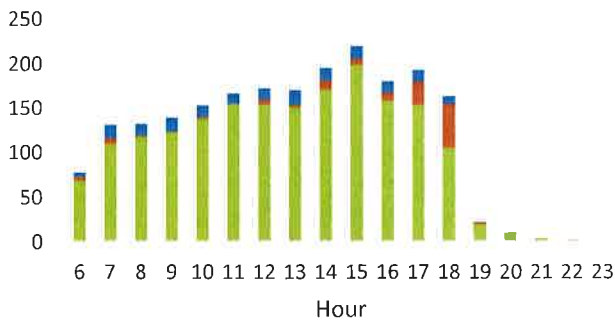
**Weekdays**

Date	Passenger Trips	Revenue Hours	Passengers per Hour	Seat Unavailable	Unaccepted Proposal
2023-04-03	80	31.0	2.6	4	10
2023-04-04	76	31.0	2.5	2	4
2023-04-05	101	31.0	3.3	1	3
2023-04-06	76	31.0	2.5	3	11
2023-04-07	76	39.0	1.9	1	11
2023-04-10	86	31.0	2.8	1	11
2023-04-11	83	31.0	2.7	1	6
2023-04-12	99	31.0	3.2	9	10
2023-04-13	71	31.0	2.3	8	9
2023-04-14	101	39.0	2.6	0	6
2023-04-17	99	31.0	3.2	13	10
2023-04-18	117	31.0	3.8	6	13
2023-04-19	88	31.0	2.8	7	11
2023-04-20	88	31.0	2.8	8	17
2023-04-21	103	35.0	2.9	17	8
2023-04-24	94	31.0	3.0	6	11
2023-04-25	92	31.0	3.0	8	6
2023-04-26	102	31.0	3.3	22	6
2023-04-27	83	31.0	2.7	3	7
2023-04-28	107	39.0	2.7	10	7
<b>Total</b>	<b>1,822</b>	<b>648.0</b>	<b>2.8</b>	<b>130</b>	<b>177</b>

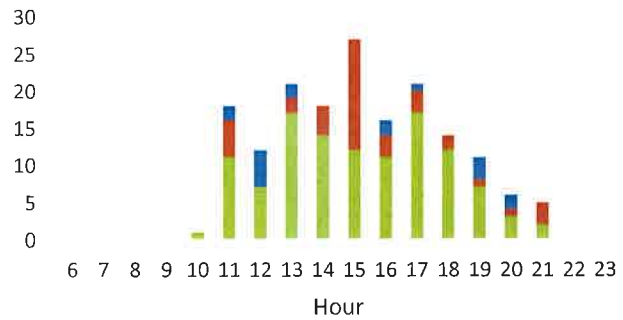
**Saturday**

Date	Passenger Trips	Revenue Hours	Passengers per Hour	Seat Unavailable	Unaccepted Proposal
2023-04-01	0	0.0		0	0
2023-04-08	18	12.0	1.5	5	2
2023-04-15	34	12.0	2.8	7	4
2023-04-22	35	12.0	2.9	14	5
2023-04-29	27	12.0	2.3	13	6
<b>Total</b>	<b>114</b>	<b>48.0</b>	<b>2.4</b>	<b>39</b>	<b>17</b>

**Weekday Requests**



**Saturday Requests**



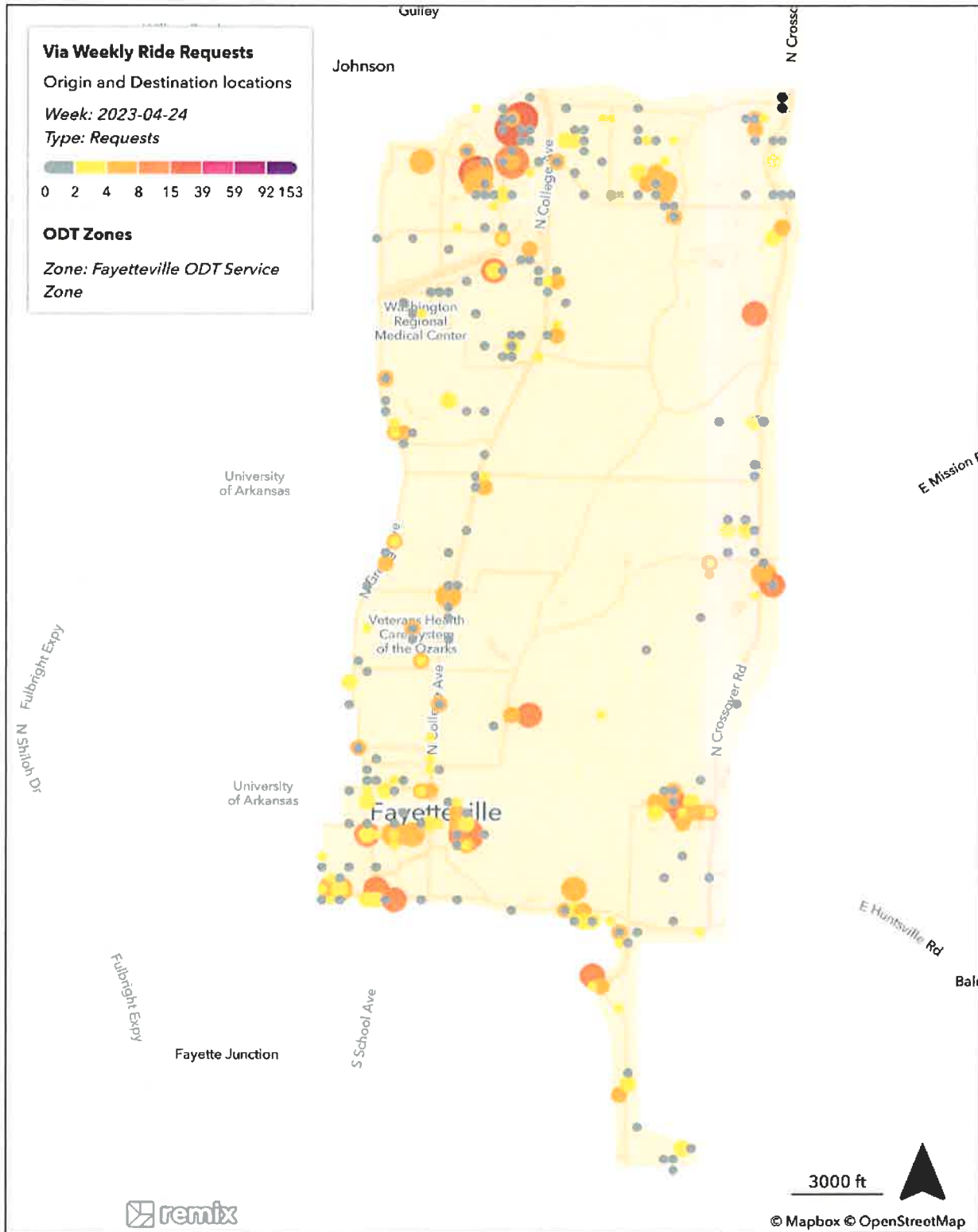
■ Completed ■ Seat Unavailable ■ Unaccepted Proposal

■ Completed ■ Seat Unavailable ■ Unaccepted Proposal

# On Demand Trip Request Locations

# Fayetteville

# Week of 4/24/23





**On Demand Transit**

**Springdale**

**April 2023**

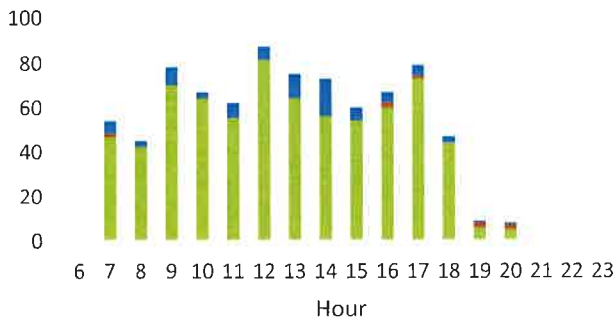
**Weekdays**

Date	Passenger Trips	Revenue Hours	Passengers per Hour	Seat Unavailable	Unaccepted Proposal
2023-04-03	13	25.0	0.5	0	7
2023-04-04	26	25.0	1.0	0	3
2023-04-05	10	25.0	0.4	0	3
2023-04-06	39	25.0	1.6	0	4
2023-04-07	19	28.0	0.7	0	2
2023-04-10	16	25.0	0.6	1	5
2023-04-11	33	25.0	1.3	0	2
2023-04-12	25	25.0	1.0	0	7
2023-04-13	31	25.0	1.2	0	6
2023-04-14	34	28.0	1.2	0	4
2023-04-17	31	25.0	1.2	0	4
2023-04-18	33	25.0	1.3	0	3
2023-04-19	44	25.0	1.8	0	2
2023-04-20	38	25.0	1.5	0	4
2023-04-21	31	28.0	1.1	0	1
2023-04-24	54	25.0	2.2	1	5
2023-04-25	57	25.0	2.3	0	3
2023-04-26	56	25.0	2.2	0	5
2023-04-27	57	25.0	2.3	0	1
2023-04-28	74	28.0	2.6	7	11
<b>Total</b>	<b>721</b>	<b>512.0</b>	<b>1.4</b>	<b>9</b>	<b>82</b>

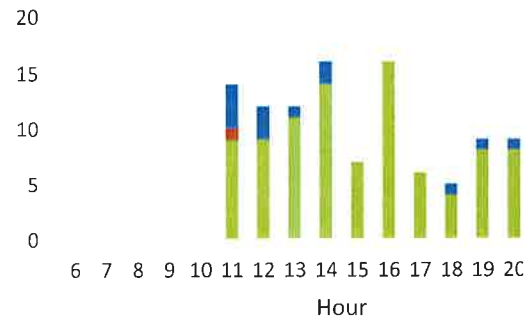
**Saturday**

Date	Passenger Trips	Revenue Hours	Passengers per Hour	Seat Unavailable	Unaccepted Proposal
2023-04-01	0	0.0		0	0
2023-04-08	13	24.0	0.5	0	1
2023-04-15	17	24.0	0.7	0	3
2023-04-22	23	24.0	1.0	1	5
2023-04-29	42	24.0	1.8	0	4
<b>Total</b>	<b>95</b>	<b>96.0</b>	<b>1.0</b>	<b>1</b>	<b>13</b>

**Weekday Requests**



**Saturday Requests**



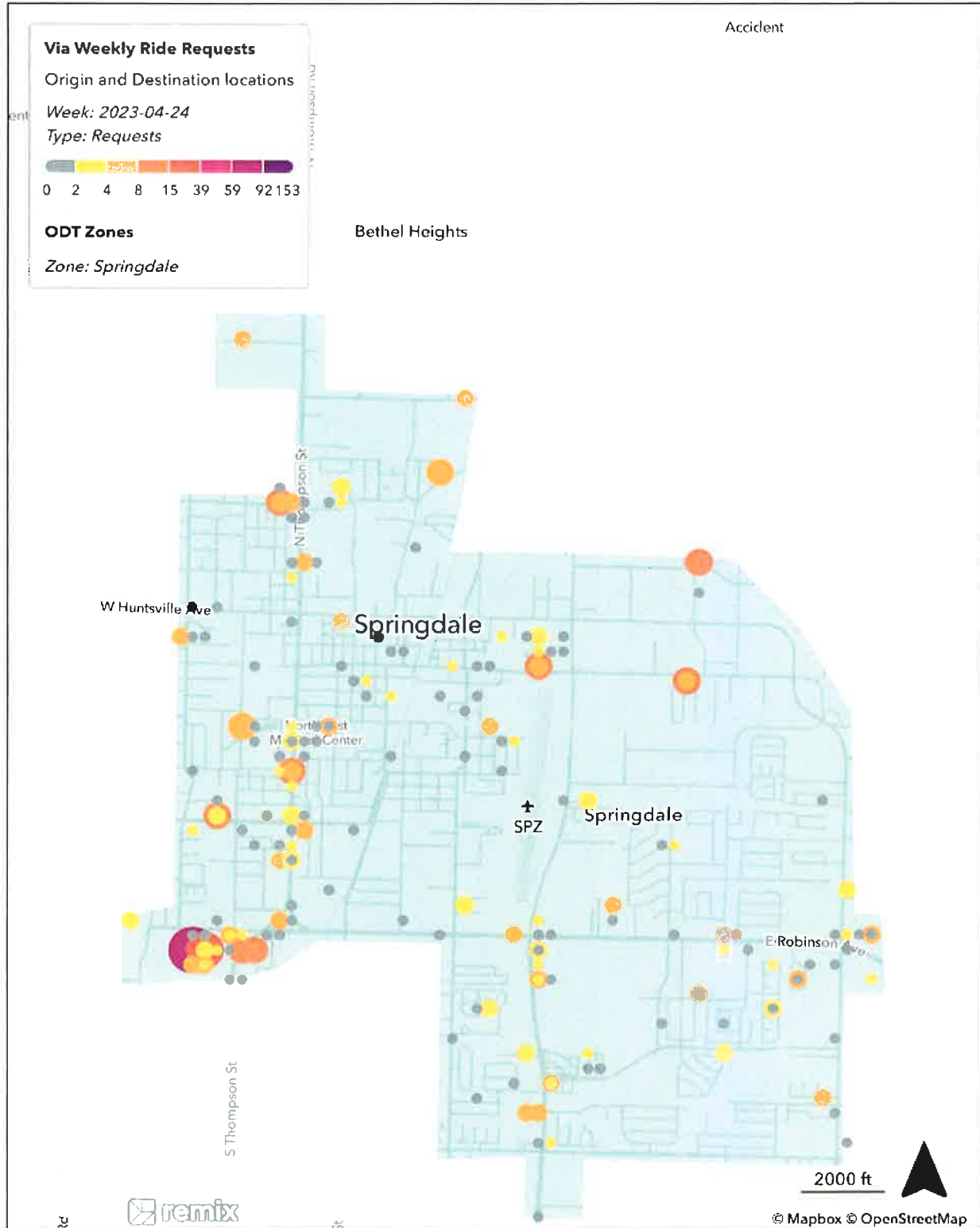
■ Completed ■ Seat Unavailable ■ Unaccepted Proposal

■ Completed ■ Seat Unavailable ■ Unaccepted Proposal

# On Demand Trip Request Locations

# Springdale

Week of 4/24/23



**On Demand Transit**

**Rogers**

**April 2023**

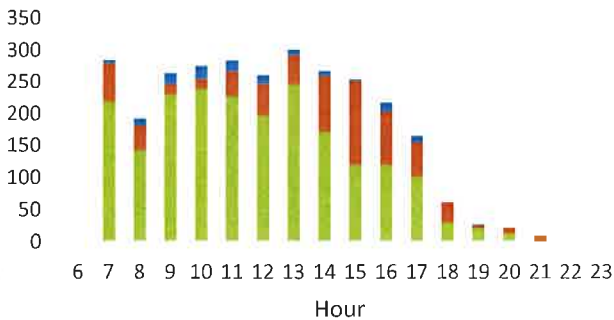
**Weekdays**

Date	Passenger Trips	Revenue Hours	Passengers per Hour	Seat Unavailable	Unaccepted Proposal
2023-04-03	112	29.0	3.9	47	6
2023-04-04	108	29.0	3.7	56	7
2023-04-05	93	29.0	3.2	33	7
2023-04-06	112	29.0	3.9	41	3
2023-04-07	133	34.0	3.9	44	4
2023-04-10	88	29.0	3.0	20	9
2023-04-11	111	29.0	3.8	26	13
2023-04-12	107	29.0	3.7	35	6
2023-04-13	89	29.0	3.1	32	7
2023-04-14	104	34.0	3.1	41	7
2023-04-17	115	29.0	4.0	39	9
2023-04-18	106	29.0	3.7	38	4
2023-04-19	89	29.0	3.1	22	9
2023-04-20	98	29.0	3.4	21	10
2023-04-21	98	34.0	2.9	21	5
2023-04-24	95	29.0	3.3	16	5
2023-04-25	105	29.0	3.6	39	6
2023-04-26	104	29.0	3.6	49	3
2023-04-27	100	29.0	3.4	24	6
2023-04-28	113	34.0	3.3	34	10
<b>Total</b>	<b>2,080</b>	<b>600.0</b>	<b>3.5</b>	<b>678</b>	<b>136</b>

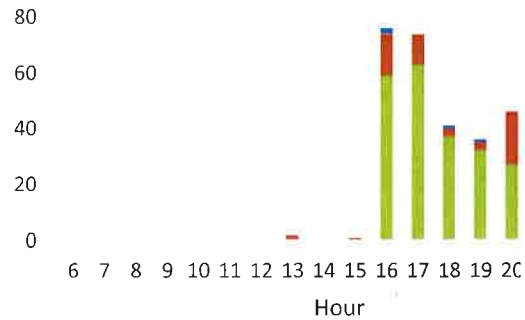
**Saturday**

Date	Passenger Trips	Revenue Hours	Passengers per Hour	Seat Unavailable	Unaccepted Proposal
2023-04-01	32	10.0	3.2	11	3
2023-04-08	58	10.0	5.8	6	0
2023-04-15	50	10.0	5.0	4	0
2023-04-22	40	10.0	4.0	15	1
2023-04-29	44	10.0	4.4	29	0
<b>Total</b>	<b>224</b>	<b>50.0</b>	<b>4.5</b>	<b>65</b>	<b>4</b>

**Weekday Requests**



**Saturday Requests**



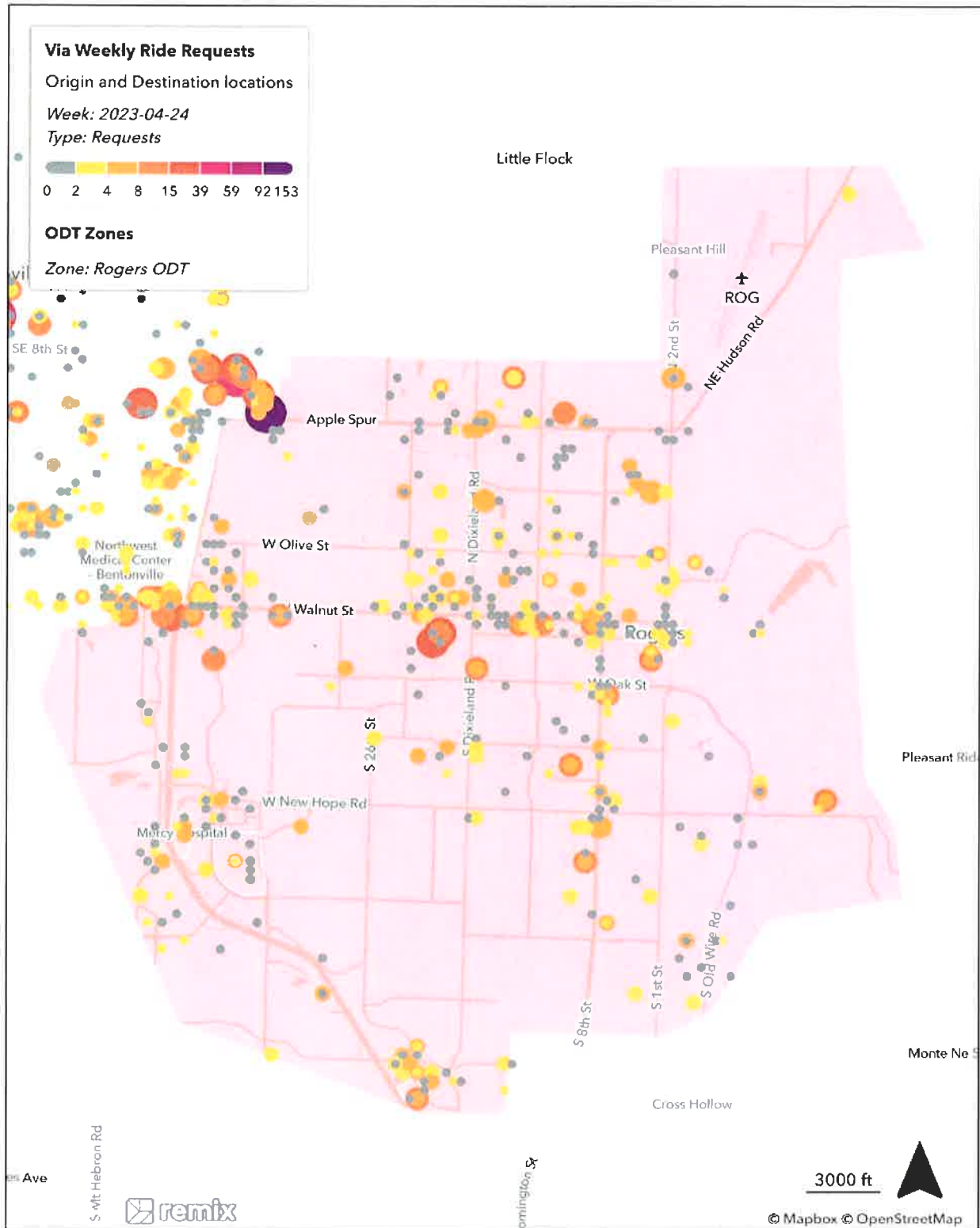
Completed Seat Unavailable Unaccepted Proposal

Completed Seat Unavailable Unaccepted Proposal

# On Demand Trip Request Locations

# Rogers

# Week of 4/24/23



**On Demand Transit**

**Bentonville**

**April 2023**

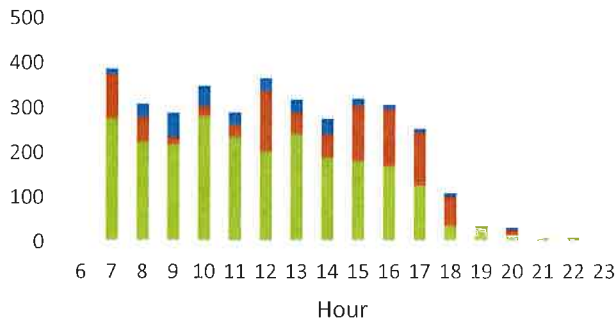
**Weekdays**

Date	Passenger Trips	Revenue Hours	Passengers per Hour	Seat Unavailable	Unaccepted Proposal
2023-04-03	106	30.0	3.5	65	11
2023-04-04	115	30.0	3.8	44	24
2023-04-05	116	30.0	3.9	51	13
2023-04-06	98	30.0	3.3	46	18
2023-04-07	148	37.0	4.0	78	33
2023-04-10	112	30.0	3.7	66	19
2023-04-11	113	30.0	3.8	54	7
2023-04-12	128	30.0	4.3	58	11
2023-04-13	98	30.0	3.3	17	13
2023-04-14	161	37.0	4.4	57	18
2023-04-17	127	30.0	4.2	34	12
2023-04-18	104	30.0	3.5	54	19
2023-04-19	112	30.0	3.7	45	17
2023-04-20	111	30.0	3.7	37	19
2023-04-21	143	37.0	3.9	37	16
2023-04-24	140	30.0	4.7	30	15
2023-04-25	138	30.0	4.6	58	14
2023-04-26	109	30.0	3.6	44	15
2023-04-27	113	27.3	4.1	39	10
2023-04-28	137	37.0	3.7	8	16
<b>Total</b>	<b>2,429</b>	<b>625.3</b>	<b>3.9</b>	<b>922</b>	<b>320</b>

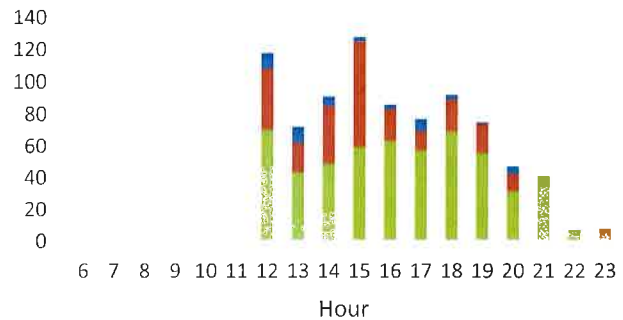
**Saturday**

Date	Passenger Trips	Revenue Hours	Passengers per Hour	Seat Unavailable	Unaccepted Proposal
2023-04-01	89	20.0	4.5	43	9
2023-04-08	118	20.0	5.9	63	16
2023-04-15	95	20.0	4.8	27	14
2023-04-22	126	20.0	6.3	67	5
2023-04-29	114	20.0	5.7	48	8
<b>Total</b>	<b>542</b>	<b>100.0</b>	<b>5.4</b>	<b>248</b>	<b>52</b>

**Weekday Requests**



**Saturday Requests**



Completed Seat Unavailable Unaccepted Proposal

Completed Seat Unavailable Unaccepted Proposal

# On Demand Trip Request Locations

Bentonville

Week of 4/24/23

## Via Weekly Ride Requests

Origin and Destination locations

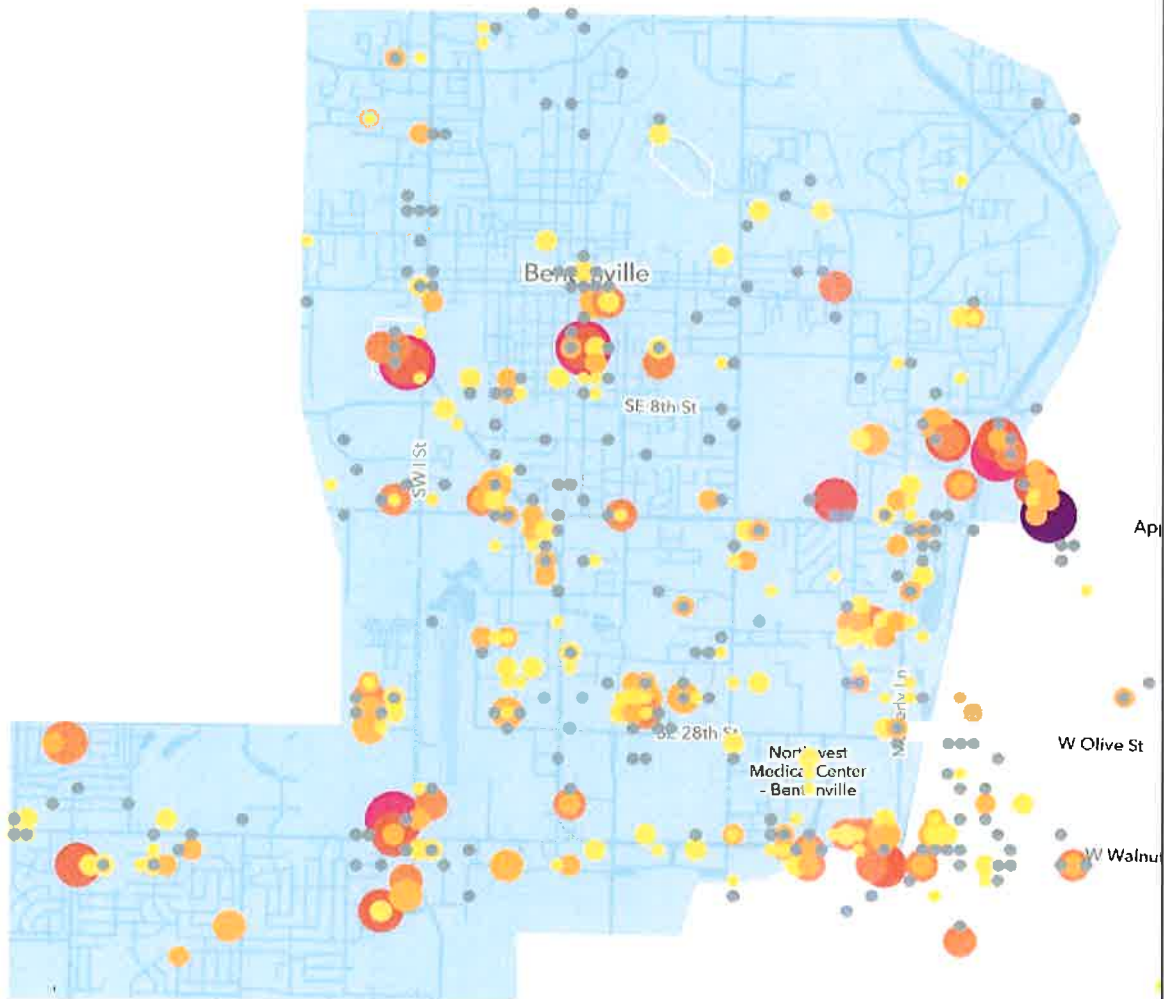
Week: 2023-04-24

Type: Requests



## ODT Zones

Zone: Bentonville ODT



3000 ft



© Mapbox © OpenStreetMap

## Ridership Summary

April 2023

### Traditional Fixed Routes

	April 2023			Year To Date		
	Weekday	Saturday	Total	Weekday	Saturday	Total
Fayetteville	5,303	0	5,303	26,662	0	26,662
Springdale	3,894	0	3,894	19,342	0	19,342
Rogers	0	0	0	0	0	0
Bentonville	0	0	0	0	0	0
Express	1,035	0	1,035	3,322	0	3,322
<b>Total</b>	<b>10,232</b>	<b>0</b>	<b>10,232</b>	<b>49,326</b>	<b>0</b>	<b>49,326</b>

### On Demand Transit Routes

	April 2023			Year To Date		
	Weekday	Saturday	Total	Weekday	Saturday	Total
Fayetteville	1,822	114	1,936	4,493	114	4,607
Springdale	721	95	816	721	95	816
Rogers	2,080	224	2,304	7,645	525	8,170
Bentonville	2,429	542	2,971	8,835	1,584	10,419
<b>Total</b>	<b>7,052</b>	<b>975</b>	<b>8,027</b>	<b>21,694</b>	<b>2,318</b>	<b>24,012</b>

### Paratransit Routes

	April 2023			Year To Date		
	Weekday	Saturday	Total	Weekday	Saturday	Total
Fayetteville	273	0	273	1,095	0	1,095
Springdale	267	0	267	1,151	0	1,151
Rogers	152	0	152	551	0	551
Bentonville	112	0	112	481	0	481
Other	156	0	156	795	0	795
<b>Total</b>	<b>960</b>	<b>0</b>	<b>960</b>	<b>4,073</b>	<b>0</b>	<b>4,073</b>

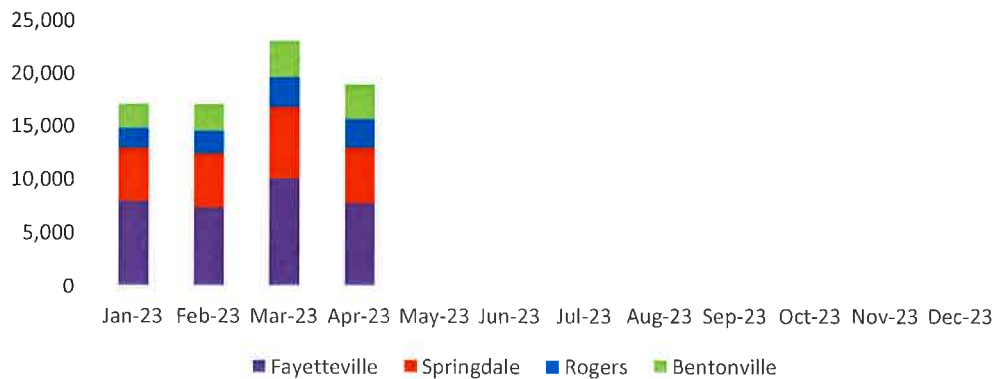
### All ORT Routes

	April 2023			Year To Date		
	Weekday	Saturday	Total	Weekday	Saturday	Total
Fayetteville	7,398	114	7,512	32,250	114	32,364
Springdale	4,882	95	4,977	21,214	95	21,309
Rogers	2,232	224	2,456	8,196	525	8,721
Bentonville	2,541	542	3,083	9,316	1,584	10,900
Express	1,035	0	1,035	3,322	0	3,322
Other	156	0	156	795	0	795
<b>Total</b>	<b>18,244</b>	<b>975</b>	<b>19,219</b>	<b>75,093</b>	<b>2,318</b>	<b>77,411</b>

## ORT Ridership Summary

Boardings	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
<b>Total System</b>													
Fixed Route	16,389	16,440	22,250	18,259									73,338
ADA Paratransit	691	630	769	623									2,713
Demand Response	290	292	441	337									1,360
<b>Total Passengers</b>	<b>17,370</b>	<b>17,362</b>	<b>23,460</b>	<b>19,219</b>									<b>77,411</b>
<b>Fayetteville</b>													
Fixed Route	7,702	7,097	9,803	7,498									32,100
ADA Paratransit	239	231	264	227									961
Demand Response	24	30	34	46									134
<b>Total Passengers</b>	<b>7,965</b>	<b>7,358</b>	<b>10,101</b>	<b>7,771</b>									<b>33,195</b>
<b>Springdale</b>													
Fixed Route	4,747	4,822	6,450	4,968									20,987
ADA Paratransit	215	201	240	172									828
Demand Response	63	76	89	95									323
<b>Total Passengers</b>	<b>5,025</b>	<b>5,099</b>	<b>6,779</b>	<b>5,235</b>									<b>22,138</b>
<b>Rogers</b>													
Fixed Route	1,716	2,029	2,693	2,563									9,001
ADA Paratransit	125	104	133	116									478
Demand Response	11	7	19	36									73
<b>Total Passengers</b>	<b>1,852</b>	<b>2,140</b>	<b>2,845</b>	<b>2,715</b>									<b>9,552</b>
<b>Bentonville</b>													
Fixed Route	2,224	2,492	3,304	3,230									11,250
ADA Paratransit	111	93	132	108									444
Demand Response	10	13	10	4									37
<b>Total Passengers</b>	<b>2,345</b>	<b>2,598</b>	<b>3,446</b>	<b>3,342</b>									<b>11,731</b>
<b>Other Areas</b>													
Fixed Route	0	0	0	0	0	0	0	0	0	0	0	0	0
ADA Paratransit	1	1	0	0									2
Demand Response	182	166	289	156									793
<b>Total Passengers</b>	<b>183</b>	<b>167</b>	<b>289</b>	<b>156</b>									<b>795</b>

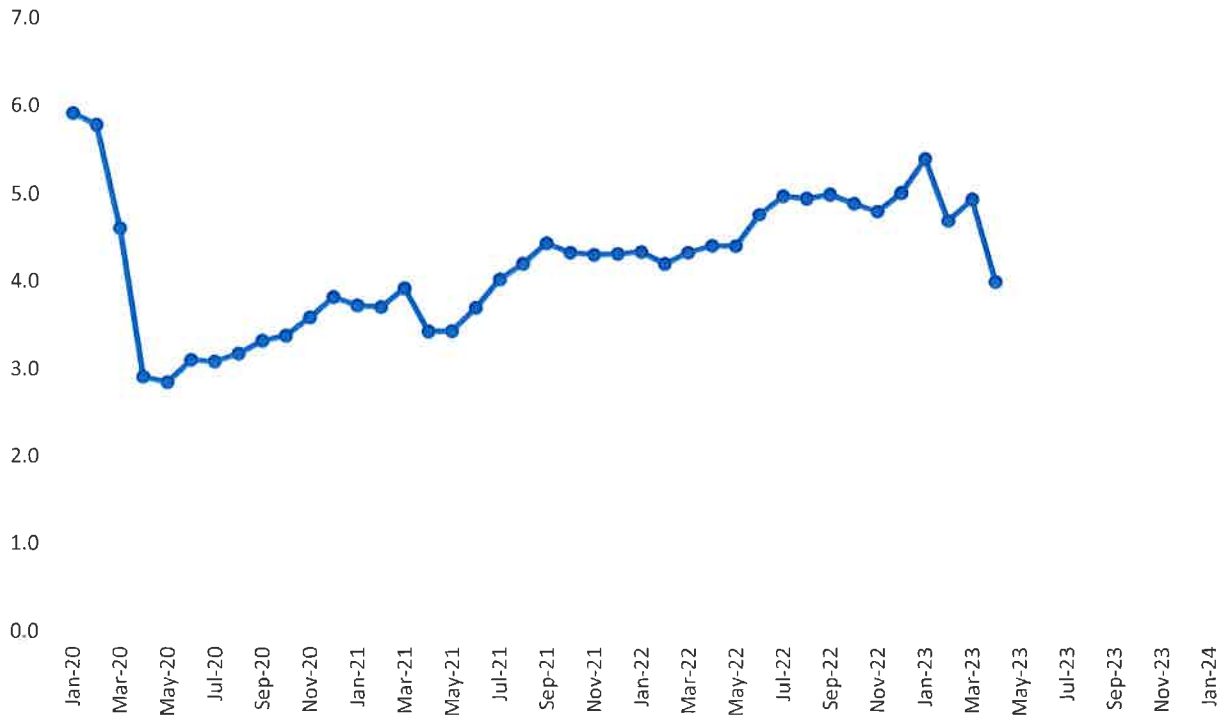
## ORT Ridership Totals



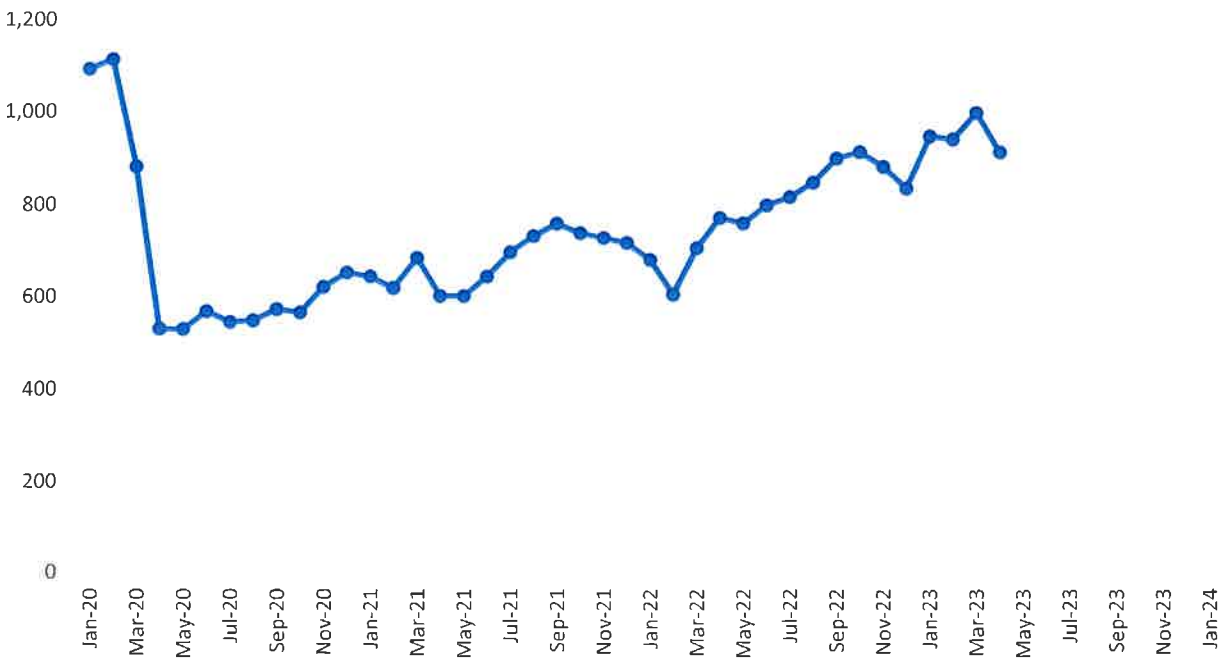


# All ORT Passengers - Weekday Ridership Trends - January 2020 to Present

## Passengers per Revenue Hour



## Daily Passengers













**Passenger Boardings by City**  
YTD through April

Benton County	2023				2022			
	Fixed Route	ADA Paratransit	Demand Response	Total	Fixed Route	ADA Paratransit	Demand Response	Total
Avoca	0	0	0	0	0	0	0	0
Bella Vista	0	0	0	0	0	0	0	0
Benton County	0	0	0	0	0	0	0	0
Bentonville	11,250	444	37	11,731	3,867	362	94	4,323
Bethel Heights	0	0	0	0	0	0	0	0
Cave Springs	0	0	0	0	0	0	0	0
Centerton	0	0	0	0	0	0	1	1
Garfield	0	0	0	0	0	0	0	0
Gravette	0	0	0	0	0	0	0	0
Little Flock	0	0	0	0	0	0	0	0
Lowell	0	0	1	1	0	18	3	21
Pea Ridge	0	0	0	0	0	0	1	1
Rogers	9,001	478	73	9,552	4,095	540	127	4,762
Siloam Springs	0	0	0	0	0	0	0	0
<b>Total</b>	<b>20,251</b>	<b>922</b>	<b>111</b>	<b>21,284</b>	<b>7,962</b>	<b>920</b>	<b>226</b>	<b>9,108</b>

Washington County	2023				2022			
	Fixed Route	ADA Paratransit	Demand Response	Total	Fixed Route	ADA Paratransit	Demand Response	Total
Elkins	0	0	0	0	0	0	0	0
Farmington	0	0	0	0	0	0	1	1
Fayetteville	32,100	961	134	33,195	27,716	781	161	28,658
Goshen	0	0	0	0	0	0	0	0
Greenland	0	0	0	0	0	0	0	0
Johnson	0	2	1	3	0	0	0	0
Lincoln	0	0	0	0	0	0	0	0
Prairie Grove	0	0	0	0	0	0	0	0
Springdale	20,987	828	323	22,138	17,069	1,105	201	18,375
Washington County	0	0	1	1	0	0	0	0
West Fork	0	0	0	0	0	0	0	0
<b>Total</b>	<b>53,087</b>	<b>1,791</b>	<b>459</b>	<b>55,337</b>	<b>44,785</b>	<b>1,886</b>	<b>363</b>	<b>47,034</b>

Carroll County	2023				2022			
	Fixed Route	ADA Paratransit	Demand Response	Total	Fixed Route	ADA Paratransit	Demand Response	Total
Berryville	0	0	725	725	0	0	576	576
Carroll County	0	0	46	46	0	0	15	15
Eureka Springs	0	0	19	19	0	0	19	19
Green Forest	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>790</b>	<b>790</b>	<b>0</b>	<b>0</b>	<b>610</b>	<b>610</b>

Madison County	2023				2022			
	Fixed Route	ADA Paratransit	Demand Response	Total	Fixed Route	ADA Paratransit	Demand Response	Total
Huntsville	0	0	0	0	0	0	0	0
Madison County	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Grand Total	2023				2022			
	Fixed Route	ADA Paratransit	Demand Response	Total	Fixed Route	ADA Paratransit	Demand Response	Total
<b>Grand Total</b>	<b>73,338</b>	<b>2,713</b>	<b>1,360</b>	<b>77,411</b>	<b>52,747</b>	<b>2,806</b>	<b>1,199</b>	<b>56,752</b>