

**Crete City Council Regular Meeting**  
**Tuesday, January 21, 2025 6:00 PM**  
**Crete City Hall**  
**243 E 13th Street**  
**Crete, NE 68333**

**1. Open Meeting**

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

**2. Roll Call**

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

**3. Consent Agenda**

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

**3.A. Approve Meeting Minutes**

- 3.A.1. January 7th, 2025 City Council Meeting Minutes
- 3.A.2. January 7th, 2025 Public Works Committee Meeting Minutes
- 3.A.3. January 7th, 2025 Public Safety Committee Meeting Minutes
- 3.A.4. January 7th, 2025 Personnel Committee Meeting Minutes
- 3.A.5. January 7th, 2025 Legislative/Development Committee Meeting Minutes

**3.B. Accept the City Treasurer's Report**

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

**3.D. Mayor's appointment of Tom Sorensen to the Downtown Advisory Committee**

**3.E. Mayor's appointment of Adam Bauer to the Downtown Advisory Committee**

**3.F. Mayor's appointment of Paul Heath to the Downtown Advisory Committee**

**3.G. Mayor's appointment of Crystal Alarcon to the Downtown Advisory Committee**

**3.H. Mayor's appointment of Chris Linhart to the Downtown Advisory Committee**

**4. Items of Business**

- Action may be taken to discuss/limit discussion, to hear testimony in favor of or in opposition to, and to approve or disapprove any matter presented under this title.
- 4.A. Consider authorizing the Crete Police Department to apply for the LARM Grant for the purchase of a ballistic vest.**

- 4.B. Consider approving the claims from Crete Ace Hardware in the amount of \$872.27
- 4.C. Consider authorizing the Crete Police Department to apply for the Department of Justice vest grant
- 4.D. Consider the amended FOP agreement regarding the Lieutenant position
- 4.E. Consider the amended LB840 application for funds in the amount up to \$150,000 from PWR & DWD Rental Properties DBA Old Main Bar & Grill.
- 4.F. Consider the Master Professional Services Agreement and Work Order 001-City of Crete from Speece Lewis a Bowman Company
- 4.G. Consider Ordinance 2230 Vacating Alley
- 4.H. Consider Ordinance 2231 Sale of Vacated Alley
- 4.I. Consider the amended LB840 application from the Crete Housing and Community Development Corporation (CHCDC) in the amount of \$475,000.00
- 4.J. Consider Resolution 2025-1 Establishing a time and place for the hearing to address C-2 special exception request for the property at 1575 Blue Acres Drive, Crete, NE
- 4.K. Consider the amended policy change to the City of Crete Personnel Rules and Regulations
- 4.L. Consider the Paramedic Services Agreement between Crete Area Medical Center and the City of Crete
- 4.M. Consider the Clevette Administrative Subdivision
5. **Petitions - Communications - Citizen Concerns**
- Citizen testimony may be limited to 3 minutes per person.
  - Please do not repeat testimony that has already be heard.
  - No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.
6. **Officers' Reports**
- Reports may be given by Officers, Departments, Committees, or Councilmembers concerning the current operations of the City.
  - No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.
7. **Adjournment**

#### **Disclaimers & Notices**

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at [www.crete.ne.gov](http://www.crete.ne.gov).



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## CITY COUNCIL REGULAR MEETING

January 7<sup>th</sup>, 2025 at 6:00 PM  
Crete City Hall, 243 East 13<sup>th</sup> Street

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### MINUTES

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

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

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

#### 1. Open Meeting

#### 2. Roll Call

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

Present: 5, Absent: 1.

#### 3. Consent Agenda

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

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

Aye: 6, No: 0

3.A. Approve Meeting Minutes

- 3.A.1. December 17th, 2024 City Council Minutes
- 3.A.2. December 17th, 2024 Public Works Minutes
- 3.A.3. December 17th, 2024 Finance Minutes
- 3.A.4. December 17th, 2024 Public Safety Minutes
- 3.B. Accept the City Treasurer's Report
- 3.C. Approve the Payment of Claims Against the City

**4. Items of Business**

**4.A. Consider the Maintenance Agreement No. 57 between the Nebraska Department of Transportation and the Municipality of Crete.**

Approved the Maintenance Agreement No. 57 between the Nebraska Department of Transportation and the Municipality of Crete. Carried with a motion by Dale Strehle and a second by Dan Papik.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye  
Aye: 5, No: 0

**4.B. Consider the Special Conditions documents for Crete 24PWI004**

Approved the Special Conditions documents for Crete 24PWI004 Carried with a motion by Ashley Newmyer and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye  
Aye: 5, No: 0

**4.C. Consider the Special Conditions documents for Crete 24DTR001**

Approved the Special Conditions documents for Crete 24DTR001 Carried with a motion by Ashley Newmyer and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye  
Aye: 5, No: 0

**4.D. Consider Ordinance 2232 amending telecommunications occupation tax**

Introduce Ordinance 2232 and move that the statutory rule requiring three separate readings be suspended Carried with a motion by Ashley Newmyer and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye  
Aye: 5, No: 0

Enact Ordinance 2232 amending telecommunications occupation tax Carried with a motion by Ashley Newmyer and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Ashley Newmyer: Aye, Dan Papik: Aye, Dale Strehle: Aye  
Aye: 5, No: 0

**4.E. Consider Ordinance 2233 amending new deposit rate once deposit is returned**

Introduce Ordinance 2233 and move that the statutory rule requiring three separate readings be suspended Carried with a motion by Dale Strehle and a second by Anthony

Fitzgerald.

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

Aye: 5, No: 0

Enact Ordinance 2233 amending new deposit rate once deposit is returned Carried with a motion by Dale Strehle and a second by Anthony Fitzgerald.

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

Aye: 5, No: 0

#### **4.F. Consider authorizing the Crete Police Department to apply for the Law Enforcement Hiring Bonus Grant**

Chief of Police Gary Young stated that this is a one time grant that is up to \$7,500 and is for a newly hired officer who is able to be certified. Police Officer Jaden Acevedo would be a candidate once he has passed field training.

Approved to authorize the Crete Police Department to apply for the Law Enforcement Hiring Bonus Grant Carried with a motion by Dan Papik and a second by Tom Crisman.

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

Aye: 5, No: 0

#### **4.G. Consider approving the claims from Crete Ace Hardware in the amount of \$1,102.91.**

Approved the claims from Crete Ace Hardware in the amount of \$1,102.91. Carried with a motion by Dale Strehle and a second by Anthony Fitzgerald.

Dan Papik: Abstain (With Conflict), Tom Crisman: Aye, Anthony Fitzgerald: Aye, Ashley Newmyer: Aye, Dale Strehle: Aye

Aye: 4, No: 0, Abstain (With Conflict): 1

#### **4.H. Consider the Airport Manager Contract**

City Administrator Tom Ourada stated that Justin Haack has experience working as a fixed based operator and will be bringing mechanic business with him. Justin Haack's wife Samantha Haack will be working with him as well.

Approved the Airport Manager Contract Carried with a motion by Dale Strehle and a second by Anthony Fitzgerald.

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

Aye: 5, No: 0

### **5. Petitions - Communications - Citizen Concerns**

### **6. Officers' Reports**

- Chief of Police Gary Young stated the following:

- The League Association of Risk Management did a review and nothing came up that needs to be done urgent.
  - Working on new records management system.
  - On the Crete Community Chat someone stated that the Crete Police Department didn't help unlock their vehicle that was parked at Walmart. Young explained that the Crete Police Department is not trained to unlock vehicles. It can become liability and can be very expensive to try to unlock vehicles.
  - City Administrator Tom Ourada asked Young to talk about the good police work that has been done. Young explained that Officer Jeff Kramer helped investigate a case where a vehicle hit three other vehicles. Kramer was able to find the vehicle that had caused the damage and spoke to the owner and was able to solve the three cases.
  - Council member Tom Crisman asked Young about the change in dispatch. Young explained that they have been working with IT Director Mike Kalkwarf and GIS Technician/IT Emerson Aschoff.
  - The contract with Beatrice will end in September.
- Library Director Jessica Wilkinson stated the following:
- Provided the December 2024 Director's Report
  - Introduced the new Library Dog mascot named Sodapop Curtis
  - \$1,200 in winter book sales
  - A total of 969 people attended the December programming events.
  - Breakfast with Santa had an attendance of 550 people.
  - The Polar Express movie in collaboration with the Isis Theatre was attended by 116 people.
  - 15 teens attended the After-Hours Teen Night.
  - Switched to a new meeting room software
  - Lego Day will be on January 18<sup>th</sup>, 2025 from 10am-12 pm
  - Puppy Palooza will be on March 22<sup>nd</sup>, 2025 at 10am
  - The 100 book Reading Challenge began on January 1<sup>st</sup>, 2025
  - Received \$800 from the Nebraska Library Commission for box books.
  - Youth Services Librarian Maridza Vasquez is going to be going to Arizona for a conference.
- City Administrator Tom Ourada stated the following:
- Working on Police Lieutenant position and the City Council will act on the amended FOP agreement.
  - The Crete Housing Community Development Corporation will be submitting an application for a 3 to 1 match workforce housing grant. LB840 will be providing \$250,000 and there was a \$10,000 donation for a total of \$1,030,000.00. There are still going to be some partner conversations.
  - At the last leadership meeting department heads and leaders were asked to attend other city board and commission meetings to see all the things the city is doing.

- The downtown City buildings may have sold and that money will be going back into the LB840 fund and will discuss with Mayor Bauer.
- LB840 sunsets in 2025 and the council would authorize to put it on the ballot possibly the Spring Ballot this would have to be done 90 days in advance.
- The Blue River Arts Council has a governing board and one of the seats is a city representative and that seat still needs to be filled.
- Going through the Airport Hangar Grant to see if heat can be included. This will be a \$1.6 million double box hangar. The design will be in 2025 and the construction in 2026.

## 7. Adjournment

The meeting adjourned at 6:38 p.m.

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Mayor

(SEAL)

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City Clerk

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

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City Clerk

(S E A L)





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## CITY COUNCIL PUBLIC WORKS COMMITTEE MEETING

January 7, 2025 at 5:00 PM  
Crete City Hall, 243 East 13<sup>th</sup> Street

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### MINUTES

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#### 1. Open Meeting

#### 2. Roll Call

Anthony Fitzgerald: Present  
Dan Papik: Present  
Dale Strehle: Present

Present: 3.

#### 3. Items of Business

##### 3.A. Consider the Maintenance Agreement No. 57 between the Nebraska Department of Transportation and the Municipality of Crete.

City Administrator Tom Ourada stated that this is the Maintenance Agreement No. 57 between the Nebraska Department of Transportation and the Municipality of Crete. Ourada stated that it went down a little bit but the lane miles stayed the same. Mayor Dave Bauer asked if it has ever gone up and Ourada stated that when the City annexed some property it went up.

Recommend to the City Council the Maintenance Agreement No. 57 between the Nebraska Department of Transportation and the Municipality of Crete. Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

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

Aye: 3, No: 0

### **3.B. Discussion on vacating and sale of alley**

Discussion was held on the vacation and sale of an alley. City Administrator Tom Ourada stated that Marybeth Chanchavac and her husband would like to request an alley vacation and would like to purchase it to make the property conforming. Ourada explained that someone built an addition that is in the alley of the 1658 W 13th St. Ourada stated that there are a number of encroachments in this area and what the committee and council decide to do will be setting a precedent on how to deal with these types of situations.

Mayor Dave Bauer asked if a part of the alley could be vacated or if it had to be the whole thing. Ourada stated that it could be a part or all or whatever the council decides.

The committee decided to recommend to the City Council to vacate and sale of the entire alley up to the property of 1658 W 13th St for a dollar a square foot.

Recommend to the City Council to vacate and sale of the entire alley up to the property of 1658 W 13th St for a dollar a square foot. Carried with a motion by Anthony Fitzgerald and a second by Dan Papik.

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

### **3.C. Consider Airport Manager Contract**

City Administrator Tom Ourada explained that the new manager Justin Haack, and his wife, Samantha. Justin brings an FBO (fixed base operator), avionics, and mechanic business to the airport.

Ourada explained the fuel agreement is going to expire this year. Ourada stated that Justin Haack will be managing the fuel as part of managing the airport but won't be getting anything out of the fuel. The fuel profits will go into the general fund.

Recommend to the City Council the Airport Manager Contract Carried with a motion by Anthony Fitzgerald and a second by Dan Papik.

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

### **3.D. Consider Ordinance 2233 amending new deposit rate once deposit is returned**

City Administrator Tom Ourada stated that there was a deposit rate where if it had to be paid back in the ordinance at one rate and then under that in the ordinance another rate. This amendment would make that match.

Recommend to the City Council Ordinance 2233 amending new deposit rate once deposit is returned Carried with a motion by Anthony Fitzgerald and a second by Dan Papik.

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

## **4. Officers' Reports**

## **5. Adjournment**



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## **CITY COUNCIL PUBLIC SAFETY COMMITTEE MEETING**

January 7, 2025 at 5:00 PM  
Crete City Hall, 243 East 13<sup>th</sup> Street

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### **MINUTES**

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#### **1. Open Meeting**

##### **2. Roll Call**

Kyle Frans: Absent  
Tom Crisman: Present  
Dan Papik: Present  
Present: 2, Absent: 1.

##### **3. Items of Business**

###### **3.A. Consider a recommendation to the City Council on the Crete Police Department applying for the Law Enforcement Hiring Bonus Grant**

Chief of Police Gary Young stated that this is a one-time grant that is up to \$7,500 and is for a newly hired officer who is able to be certified. Police Officer Jaden Acevedo would be a candidate once he has passed field training. Young also stated that there is no match for this grant.

Recommend to the City Council on the Crete Police Department applying for the Law Enforcement Hiring Bonus Grant Carried with a motion by Tom Crisman and a second by Dan Papik.

Tom Crisman: Aye, Dan Papik: Aye  
Aye: 2, No: 0

#### **4. Officers' Reports**

#### **5. Adjournment**



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## CITY COUNCIL PERSONNEL COMMITTEE MEETING

January 7, 2025 at 5:00 PM  
Crete City Hall, 243 East 13<sup>th</sup> Street

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### MINUTES

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#### 1. Open Meeting

Kyle Frans: Absent  
Tom Crisman: Present  
Ashley Newmyer: Present  
Present: 2, Absent: 1.

#### 2. Roll Call

#### 3. Items of Business

##### 3.A. Discussion on Police Lieutenant Position

City Administrator Tom Ourada stated there is a Police Lieutenant position and we have a Chief and a Captain. Ourada stated that he has talked with Chief Young about advertising and filling the Lieutenant Position. Ourada explained that in the last couple of years the Police Department has applied and received several grants. The Lieutenant position would be essential in applying for grants and the job description reflects that and the ability to be a patrol officer when others take vacation and time off. Ourada talked about the City of Crete Organizational Chart and explained that the Lieutenant position would oversee the School Resource Officers. Ourada explained that there are several candidates but it's Civil Service and it has to be

advertised internally and externally and that's by law. Ourada stated that an FOP contract amendment will have to be approved.

#### **4. Officers' Reports**

#### **5. Adjournment**



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## CITY COUNCIL LEGISLATIVE & ECONOMIC DEVELOPMENT COMMITTEE MEETING

January 7, 2025 at 5:00 PM  
Crete City Hall, 243 East 13<sup>th</sup> Street

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### MINUTES

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#### 1. Open Meeting

#### 2. Roll Call

Tom Crisman: Present

Anthony Fitzgerald: Present

Dale Strehle: Present

Present: 3.

#### 3. Items of Business

##### 3.A. Consider Ordinance 2232 amending telecommunications occupation tax

City Administrator Tom Ourada stated that the telecommunications occupation tax was 5% and now will be 4% due to the legislature passing the change.

Recommend to the City Council Ordinance 2232 amending telecommunications occupation tax Carried with a motion by Dale Strehle and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Dale Strehle: Aye

Aye: 3, No: 0

**3.B. Consider the Special Conditions documents for Crete 24DTR001**

Recommend to the City Council the Special Conditions documents for Crete 24DTR001  
Carried with a motion by Dale Strehle and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Dale Strehle: Aye

Aye: 3, No: 0

**4. Officers' Reports**

**5. Adjournment**

**City of Crete  
Treasurer's Report**

	<b>fy 2025</b>	<b>12/31/2024</b>	Cash	Budget	Year to date	Percent	Budget	Year to date	Percent
	<b>25.00%</b>		Balance	Revenue	Revenue	Revenue	Expense	Expense	Expense
<b>UTILITIES</b>	001-1000	Electric Fund CBT	\$883,711.23	\$11,762,000.00	\$2,628,664.60	22%	\$11,762,000.00	\$3,534,195.01	30%
	001-1005	Consumer Deposits PINN	\$144,802.27						
	001-1008	NE Class	\$1,068,890.79						
	001-1006	Consumer Deposit CDs PINN	\$348,000.00						
	001-1009	Revenue ACH PINN	\$7,967.41						
	001-1015	Electric CDs CBT WF	\$3,531,515.60						
	002-1000	Water Fund CBT	\$15,933.99	\$1,073,000.00	\$279,589.64	26%	\$1,073,400.00	\$272,559.78	25%
	002-1015	Water CDs CBT	\$400,000.00						
	003-1000	Sewer Fund CBT	\$1,750,933.88	\$1,863,790.00	\$470,122.24	25%	\$1,863,690.00	\$963,921.04	52%
	003-1002	Sewer USDA Equipment CE	\$164,529.47						
	003-1003	Sewer USDA Reserve CBT	\$175,689.14						
	003-1008	NE Class	\$1,068,890.79						
<b>AIRPORT</b>	050-1010	Airport Purposes PINN	\$192,267.73	\$158,544.76	\$35,658.27	22%	\$156,636.50	\$37,023.81	24%
<b>GENERAL</b>	101-1000	General Fund PINN	\$1,007,548.72	\$4,554,050.00	\$730,617.27	16%	\$4,553,500.00	\$1,051,558.23	23%
	101-1042	Brick Fund PINN	\$625.04						
	102-1015	City Sales Tax PINN	\$111,886.08	\$2,500,000.00	\$611,403.71	24%	\$2,500,000.00	\$611,348.54	24%
	103-1000	Keno Fund PINN	\$123,132.28	\$115,000.00	\$28,210.17	25%	\$115,000.00	\$9,483.00	8%
	103-1007	Keno Prize Reserve	\$0.00						
	103-1015	Keno Savings PINN	\$43,319.54						
	150-1000	General Obligation Bonds PI	\$839,450.09	\$592,000.00	\$495,954.43	84%	\$592,000.00	\$431,016.75	73%
	150-1015	LB357 Bond Savings (UBT)	\$164,887.88						
	171-1000	Insurance Contingency PINN	\$98,794.70	\$100,000.00	\$0.00	0%	\$100,000.00	\$0.00	0%
	173-1000	Capital Reserve Checking P	\$999,560.82	\$0.00	\$8,651.40	#DIV/0!	\$0.00	\$29,924.76	#DIV/0!
173-1043	Capital Reserve Savings PINN	\$253,647.57							
<b>POLICE</b>	201-1000	Police Department PINN	\$539,049.08	\$2,120,825.35	\$541,885.57	26%	\$2,120,675.35	\$580,624.89	27%
	202-1000	Communications Center PINN	\$232,866.13	\$468,700.00	\$90,884.01	19%	\$468,700.00	\$75,971.84	16%
	203-1000	Community Service PINN	\$143,901.86	\$91,502.35	\$23,710.43	26%	\$91,382.35	\$18,989.51	21%
	204-1000	Stop Fund PINN	\$2,860.28	\$3,010.28	\$275.00	9%	\$3,010.28	\$0.00	0%
	205-1000	K9 Fund PINN	\$4,705.61	\$6,475.00	\$1,618.74	25%	\$6,475.00	\$986.61	15%

**City of Crete  
Treasurer's Report**

	<b>fy 2025</b>	<b>12/31/2024</b>	<b>Cash</b>		<b>Budget</b>	<b>Year to date</b>	<b>Percent</b>		<b>Budget</b>	<b>Year to date</b>	<b>Percent</b>
	25.00%	Fund	Balance		Revenue	Revenue	Revenue		Expense	Expense	Expense
<b>FIRE &amp; RESCUE</b>	301-1000	Fire Dept. Operations PINN	\$70,586.83		\$181,300.00	\$31,175.01	17%		\$180,800.00	\$58,035.93	32%
	302-1000	Rescue PINN	-\$27,669.75		\$406,700.00	\$103,896.59	26%		\$406,700.00	\$107,671.41	26%
	303-1000	Fire Equipment PINN	\$52,027.97		\$102,000.00	\$7,500.00	7%		\$102,000.00	\$5,991.00	6%
	304-1000	Fire Equipment II PINN	-\$225,219.55		\$4,156,000.00	\$62,734.73	2%		\$4,156,000.00	\$149,006.84	4%
	304-1043	Fire Equipment II Savings PI	\$152,837.49								
	304-1014	Fire Equipment II Invest NP/	\$58,591.34								
	304-1015	Fire Equipment II CDs PINN	\$50,000.00								
<b>STREETS</b>	401-1000	Street & Grade PINN	\$1,499,559.38		\$1,179,950.00	\$291,063.90	25%		\$1,179,850.00	\$251,944.90	21%
	401-1015	Street & Grade PINN	\$236,000.00								
<b>PUBLIC WORKS</b>	501-1000	City Hall PINN	\$65,905.80		\$61,770.00	\$15,442.50	25%		\$61,750.00	\$23,518.45	38%
	502-1000	Community Center PINN	-\$113,558.10		\$12,850.00	\$3,062.51	24%		\$12,850.00	\$4,885.71	38%
	503-1000	Community Room/Shelter PI	\$46,815.14		\$19,100.00	\$4,825.00	25%		\$19,100.00	\$9,202.35	48%
	511-1000	Transfer Station PINN	\$137,082.77		\$40,000.00	\$14,120.00	35%		\$40,000.00	\$7,425.96	19%
	512-1000	Landfill Reserve PINN	\$311,295.11		\$15,975.00	\$3,993.75	25%		\$15,975.00	\$0.00	0%
	521-1000	Parks Maintenance PINN	\$156,883.22		\$320,900.00	\$90,153.01	28%		\$319,050.00	\$73,793.58	23%
	522-1000	Swimming Pool Maintenance	\$146,604.73		\$51,290.00	\$12,822.51	25%		\$51,290.00	\$10,299.87	20%
	531-1000	Capitol Outlay PINN	\$338,598.07		\$0.00	\$44,243.76	#DIV/0!		\$0.00	\$13,622.85	#DIV/0!
	531-1015	Capitol Outlay CDs PINN	\$90,000.00								
	532-1000	Capitol Improvements PINN	-\$1,598,465.64		\$0.00	\$3,504.07	#DIV/0!		\$0.00	\$50,520.00	#DIV/0!
	532-1043	Capitol Improvements BANs	\$94,019.40								
551-1000	FEMA Disaster PINN	-\$1,983.86		\$0.00	\$0.00	0%		\$0.00	\$0.00	0%	
561-1000	ARPA PINN	\$249,597.04		\$0.00	\$0.00	0%		\$0.00	\$40,112.92	0%	
<b>CEMETERY</b>	601-1000	Cemetery Maintenance PINN	\$63,614.59		\$96,830.00	\$25,621.73	26%		\$96,830.00	\$26,168.74	27%
	601-1010	Kuncl Memorial Fund CBT	\$5,323.54								
	601-1014	Maintenance Perpetual CD (	\$22,000.00								
	601-1015	Maintenance CDs CBT	\$10,000.00								
	602-1000	Cemetery Perpetual Care PI	\$24,706.28		\$2,500.00	\$476.85	19%		\$2,500.00	\$3.93	0%
	602-1010	Moser/Chrastil Memorial Fund CBT	\$1,283.86								
	602-1015	Perpetual Care CDs PINN	\$107,000.00								

**City of Crete  
Treasurer's Report**

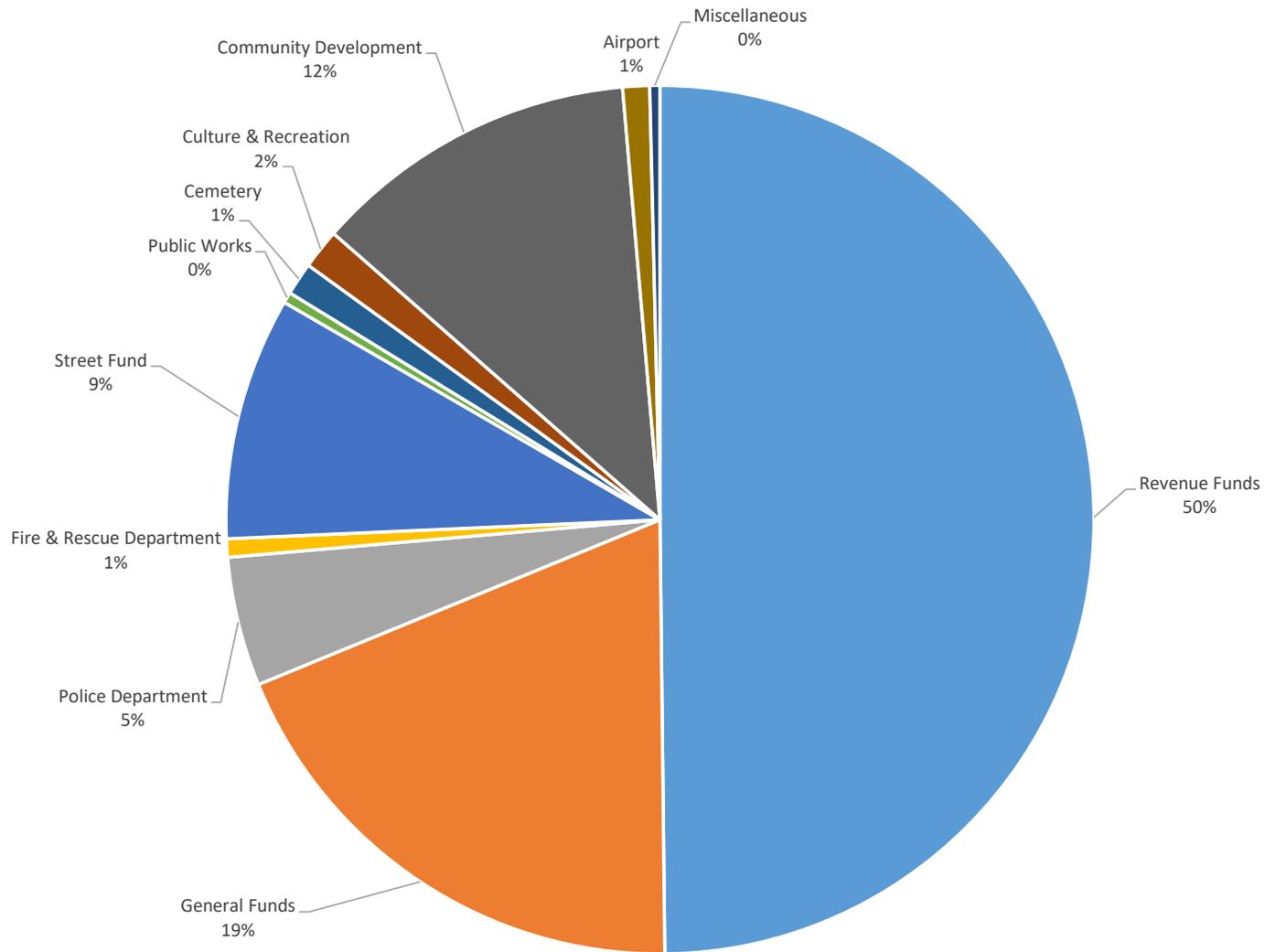
	<b>fy 2025</b>	<b>12/31/2024</b>	<b>Cash</b>		<b>Budget</b>	<b>Year to date</b>	<b>Percent</b>		<b>Budget</b>	<b>Year to date</b>	<b>Percent</b>
	25.00%	Fund	Balance		Revenue	Revenue	Revenue		Expense	Expense	Expense
<b>CULTURE &amp; RECREATION</b>	701-1000 Library Operations PINN		\$92,279.00		\$648,362.00	\$162,131.50	25%		\$644,862.00	\$185,978.16	29%
	702-1000 Library Reserve PINN		-\$22,552.45		\$34,139.00	\$0.00	0%		\$34,139.00	\$19,719.50	58%
	702-1014 Daughterty Library Reserve CDs PII		\$0.00								
	702-1015 Library Reserve CDs PINN		\$0.00								
	721-1000 Recreation Programs PINN		\$165,240.35		\$123,700.00	\$27,572.20	22%		\$122,500.00	\$26,359.31	22%
	722-1000 Swimming Pool Programs P		\$50,776.62		\$152,250.00	\$21,225.00	14%		\$152,250.00	\$8,681.19	6%
<b>COMMUNITY DEVELOPMENT</b>	801-1000 Economic Development PIN		-\$583,097.84		\$2,131,000.00	\$154,300.24	7%		\$2,131,000.00	\$48,284.90	2%
	801-1014 ED Loan Guarantee Fund PI		\$587,836.83								
	801-1043 LB840 Savings PINN		\$2,130,947.59								
	802-1000 Tax Increment Financing PI		\$308,681.89		\$180,000.00	\$0.00	0%		\$0.00	\$224.00	#DIV/0!
	810-1000 CCCFF Theater PINN		-\$143,309.27		\$0.00	\$0.00	#DIV/0!		\$0.00	\$392.05	#DIV/0!
	851-1000 CDBG Housing PINN		-\$3,175.22		\$0.00	\$9.44	#DIV/0!		\$0.00	\$0.00	0%
	851-1043 Housing Savings PINN		\$37,654.85								
	852-1000 CDBG DTR PINN		-\$574.02		\$580,000.00	\$11,454.80	2%		\$580,000.00	\$54,202.44	9%
853-1000 CDBG Streets PINN		\$0.00		\$0.00	\$0.00	0%		\$0.00	\$0.00	0%	
<b>MISC.</b>	951-1000 Payroll PINN		\$61,531.18								
	952-1010 Health Insurance CBT		\$5,402.35		\$0.00	\$6,003.18	0%		\$0.00	\$10,471.79	0%
	953-1010 Cafeteria Fund CBT		\$5,029.28								
	<b>Totals</b>		\$19,035,474.78		\$35,905,513.74	\$7,044,577.76	20%		\$35,715,915.48	\$8,804,121.55	25%

**City of Crete  
Treasurer's Report**

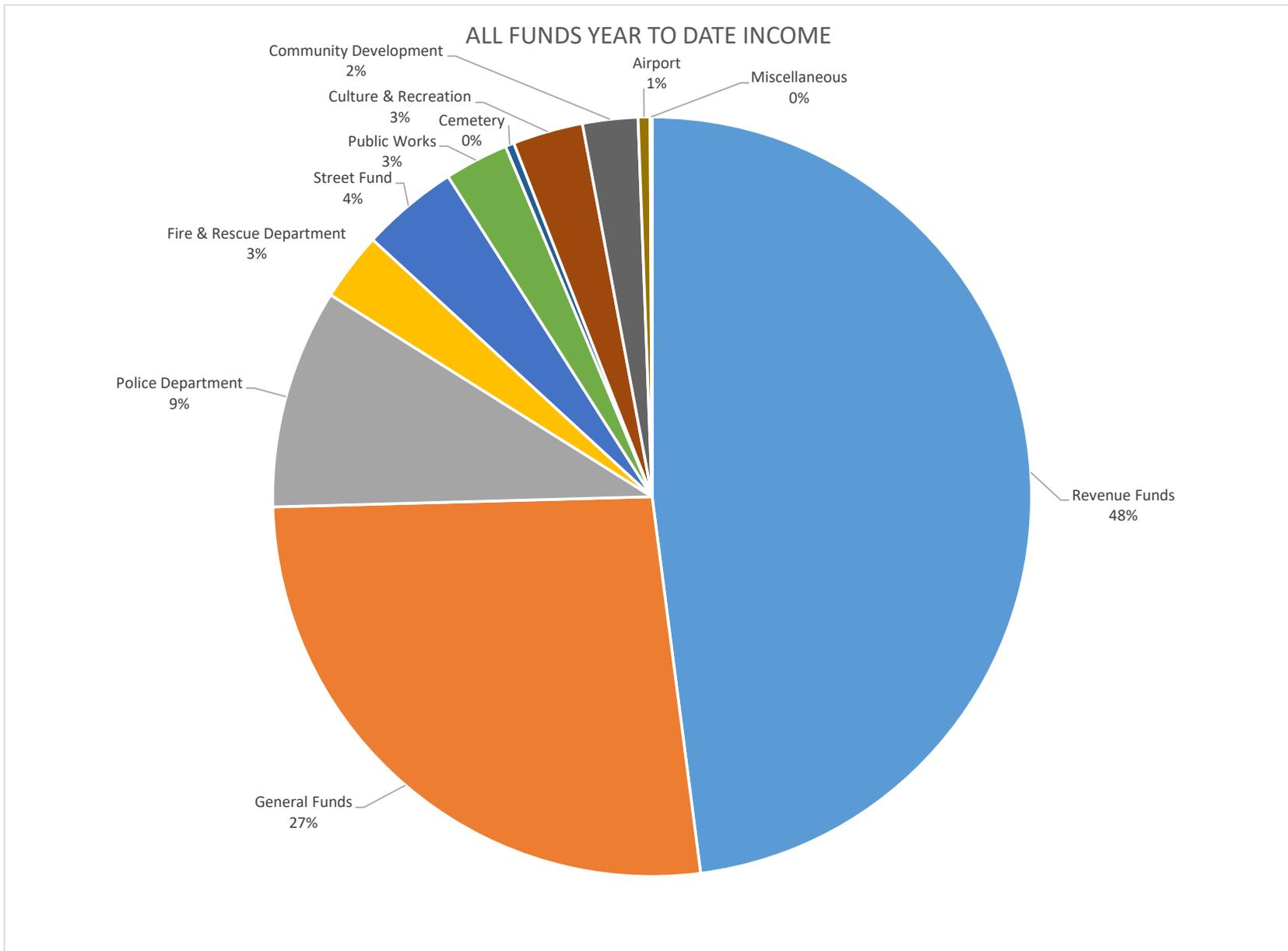
fy 2025 25.00%	12/31/2024 Fund	Cash Balance	Budget Revenue	Year to date Revenue	Percent Revenue	Budget Expense	Year to date Expense	Percent Expense
	<b>Revenue Funds</b>	\$9,560,864.57	\$14,698,790.00	\$3,378,376.48	23%	\$14,699,090.00	\$4,770,675.83	32%
	<b>General Funds</b>	\$3,642,852.72	\$7,861,050.00	\$1,874,836.98	24%	\$7,860,500.00	\$2,133,331.28	27%
	<b>Police Department</b>	\$923,382.96	\$2,690,512.98	\$658,373.75	22%	\$2,690,242.98	\$676,572.85	22%
	<b>Fire &amp; Rescue Department</b>	\$131,154.33	\$4,846,000.00	\$205,306.33	4%	\$4,845,500.00	\$320,705.18	7%
	<b>Street Fund</b>	\$1,735,559.38	\$1,179,950.00	\$291,063.90	25%	\$1,179,850.00	\$251,944.90	21%
	<b>Public Works</b>	-\$77,206.32	\$521,885.00	\$192,167.11	37%	\$520,015.00	\$233,381.69	45%
	<b>Cemetery</b>	\$233,928.27	\$99,330.00	\$26,098.58	26%	\$99,330.00	\$26,172.67	26%
	<b>Culture &amp; Recreation</b>	\$285,743.52	\$958,451.00	\$210,928.70	22%	\$953,751.00	\$240,738.16	25%
	<b>Community Development</b>	\$2,334,964.81	\$2,891,000.00	\$165,764.48	6%	\$2,711,000.00	\$103,103.39	4%
	<b>Airport</b>	\$192,267.73	\$158,544.76	\$35,658.27	22%	\$156,636.50	\$37,023.81	24%
	<b>Miscellaneous</b>	\$71,962.81	\$0.00	\$6,003.18	0%	\$0.00	\$10,471.79	0%
	<b>Total All Funds</b>	\$19,035,474.78	\$35,905,513.74	\$7,044,577.76	20%	\$35,715,915.48	\$8,804,121.55	25%
			<b>DEBT</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>		<b>Annual</b>
			<b>General Obligation</b>	\$4,345,000.00	\$341,811.25	\$4,686,811.25		\$1,305,333.75
			<b>Other Tax Funds</b>	\$4,105,000.00	\$1,250,060.01	\$5,355,060.01		\$80,722.50
			<b>Revenue Funds</b>	\$8,232,548.18	\$820,332.25	\$9,052,880.43		\$219,737.50
			<b>Total</b>	\$16,682,548.18	\$2,412,203.51	\$19,094,751.69		\$1,605,793.75

City of Crete  
Treasurer's Report

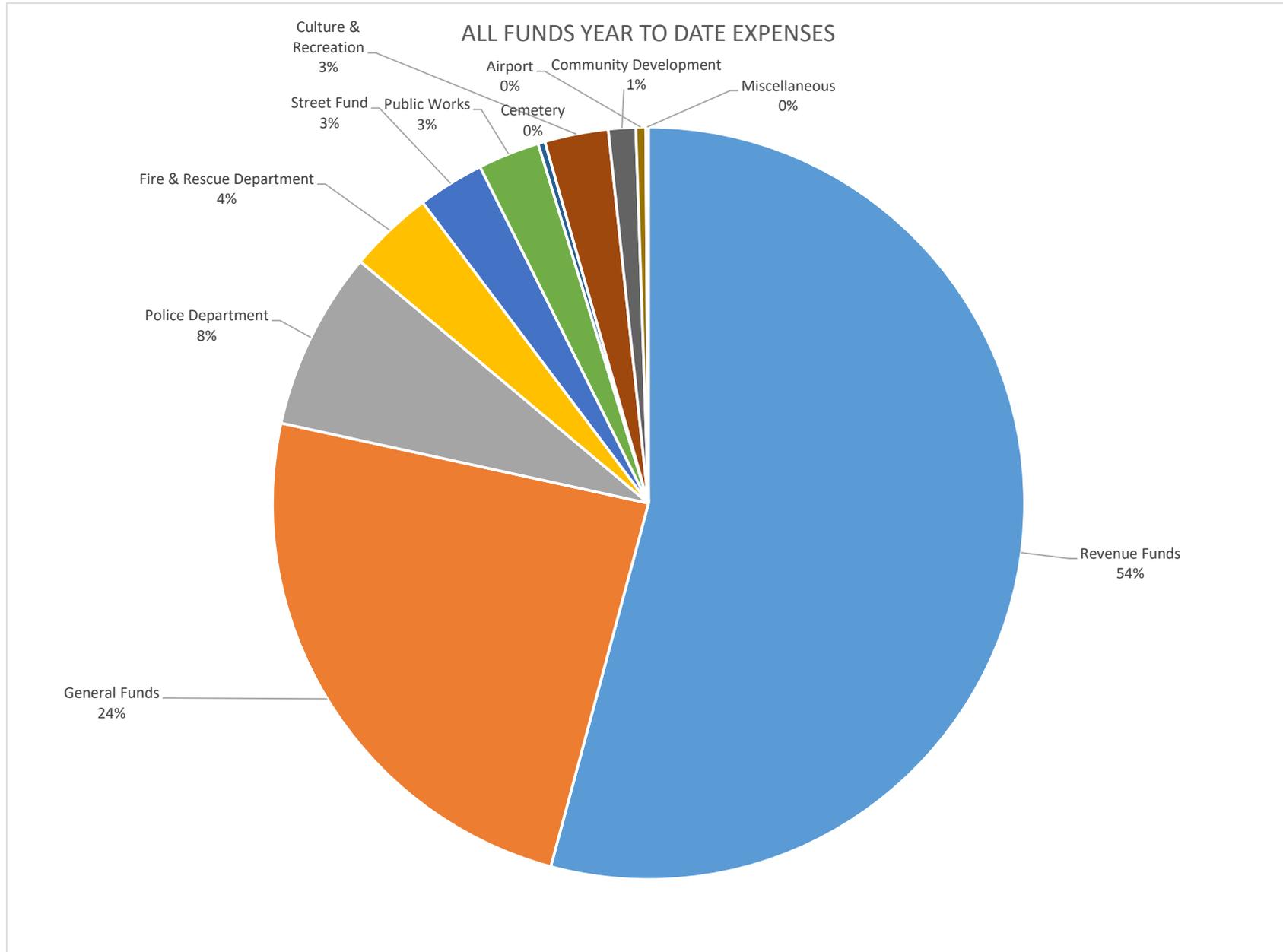
ALL FUNDS CASH



City of Crete  
Treasurer's Report

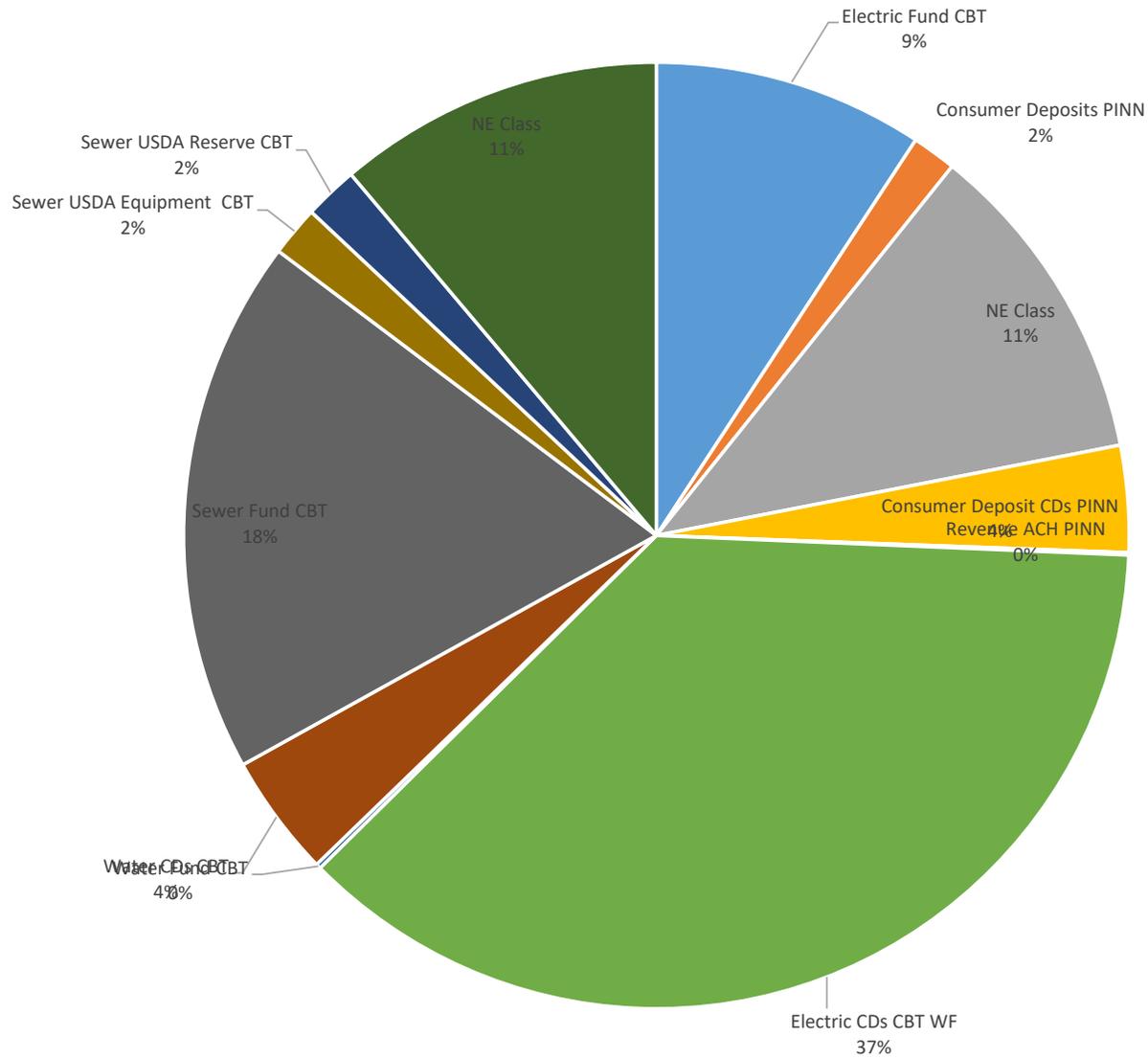


City of Crete  
Treasurer's Report



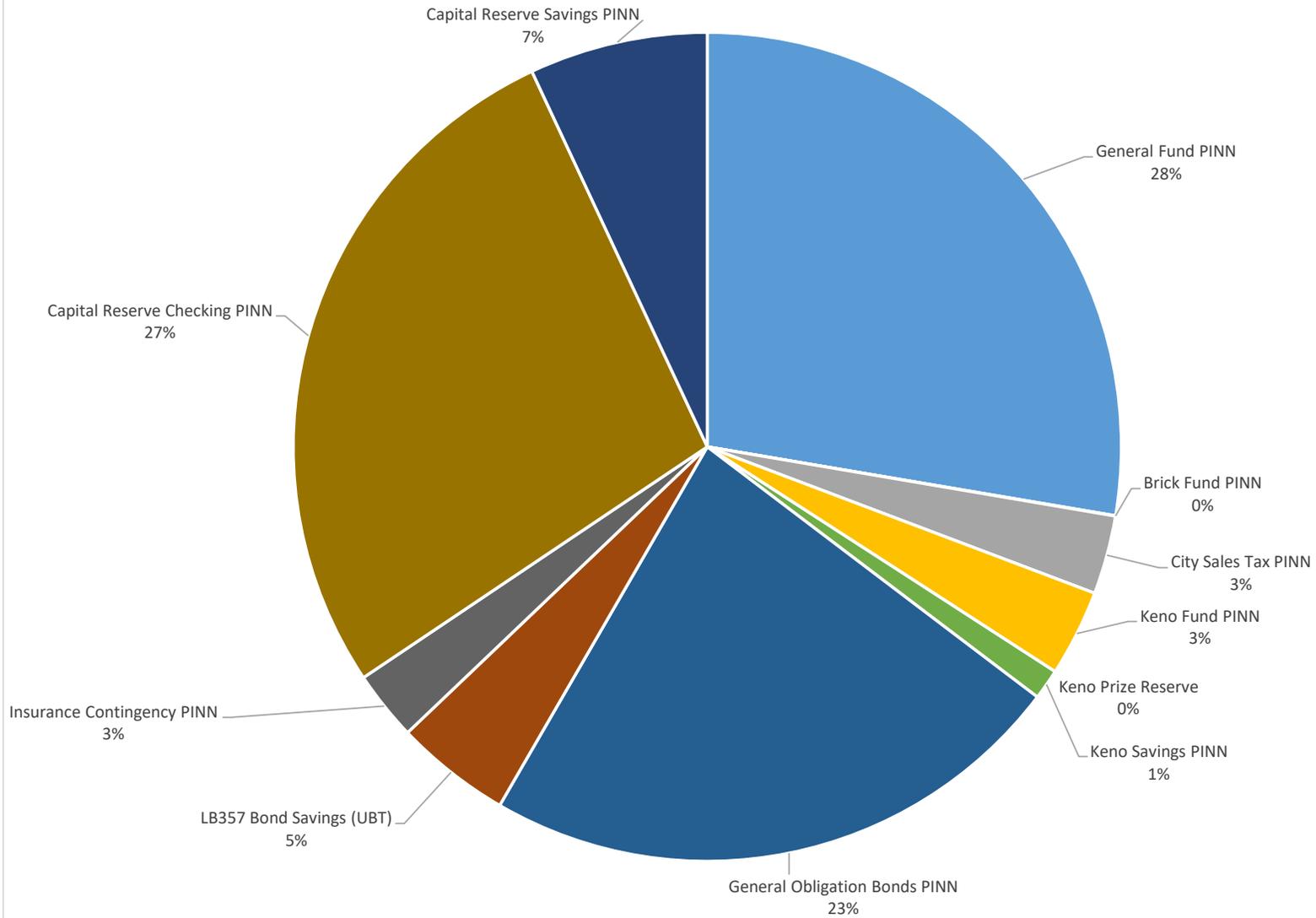
City of Crete  
Treasurer's Report

UTILITY FUNDS CASH

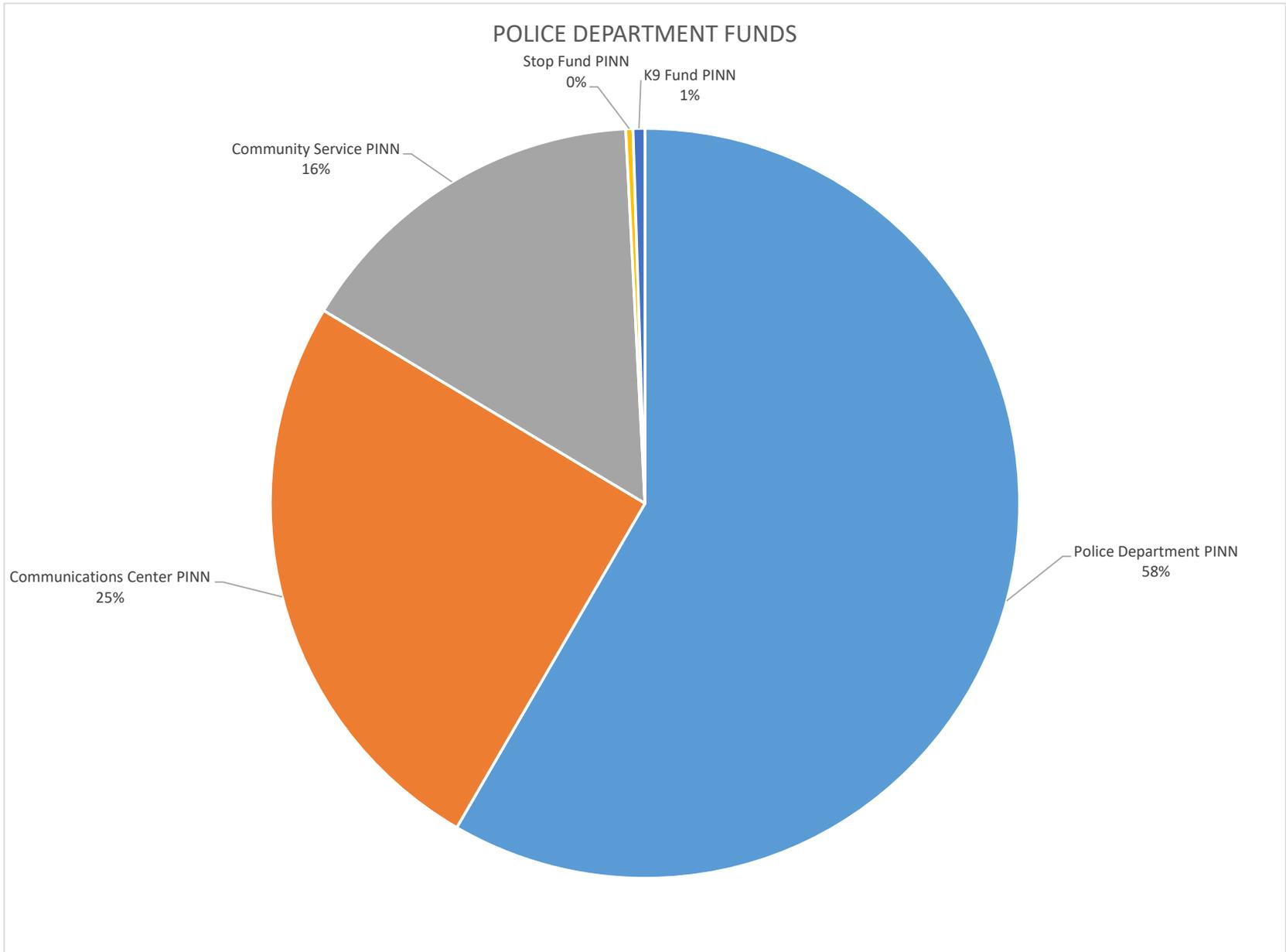


City of Crete  
Treasurer's Report

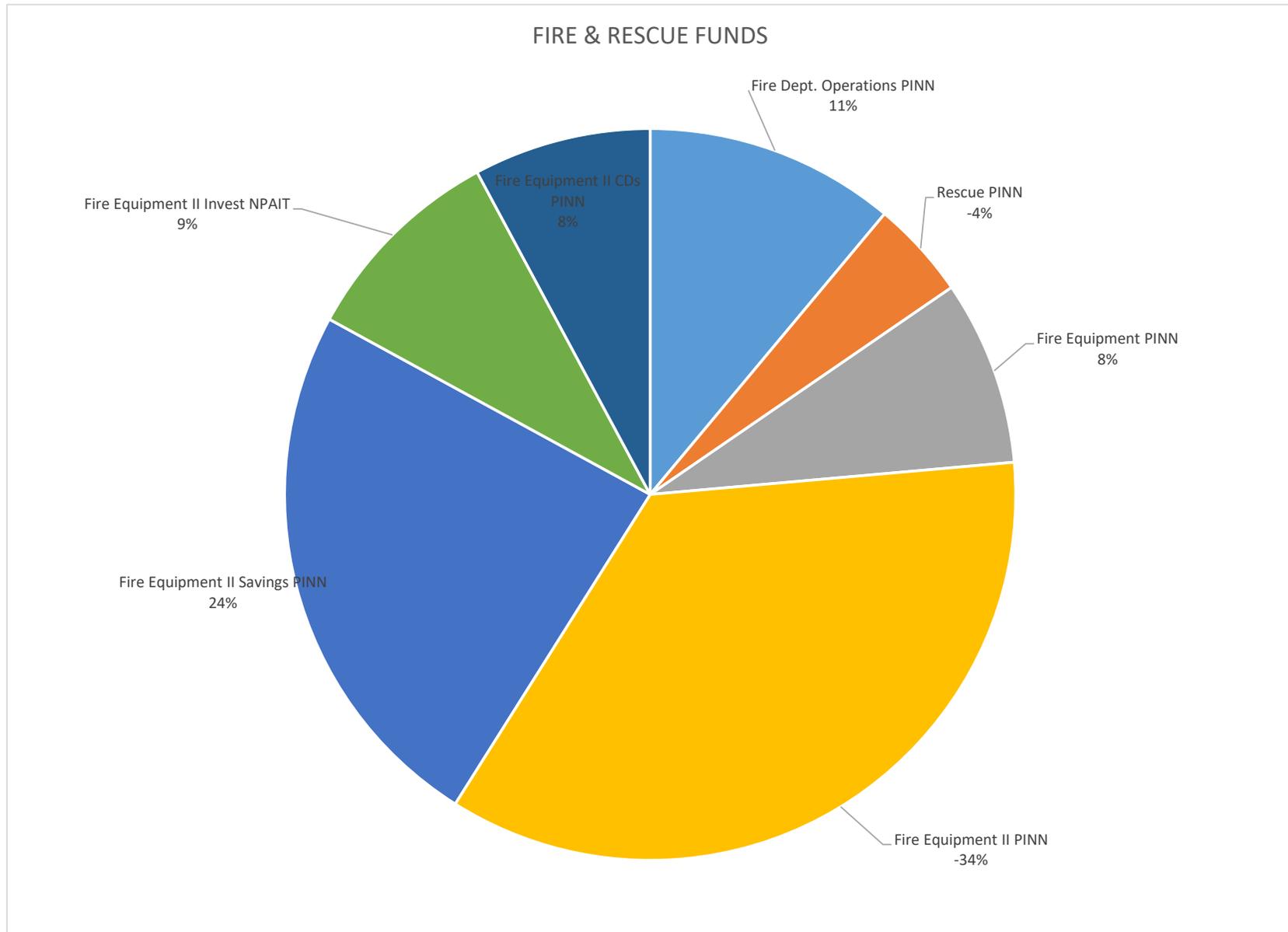
GENERAL FUND CASH



**City of Crete  
Treasurer's Report**

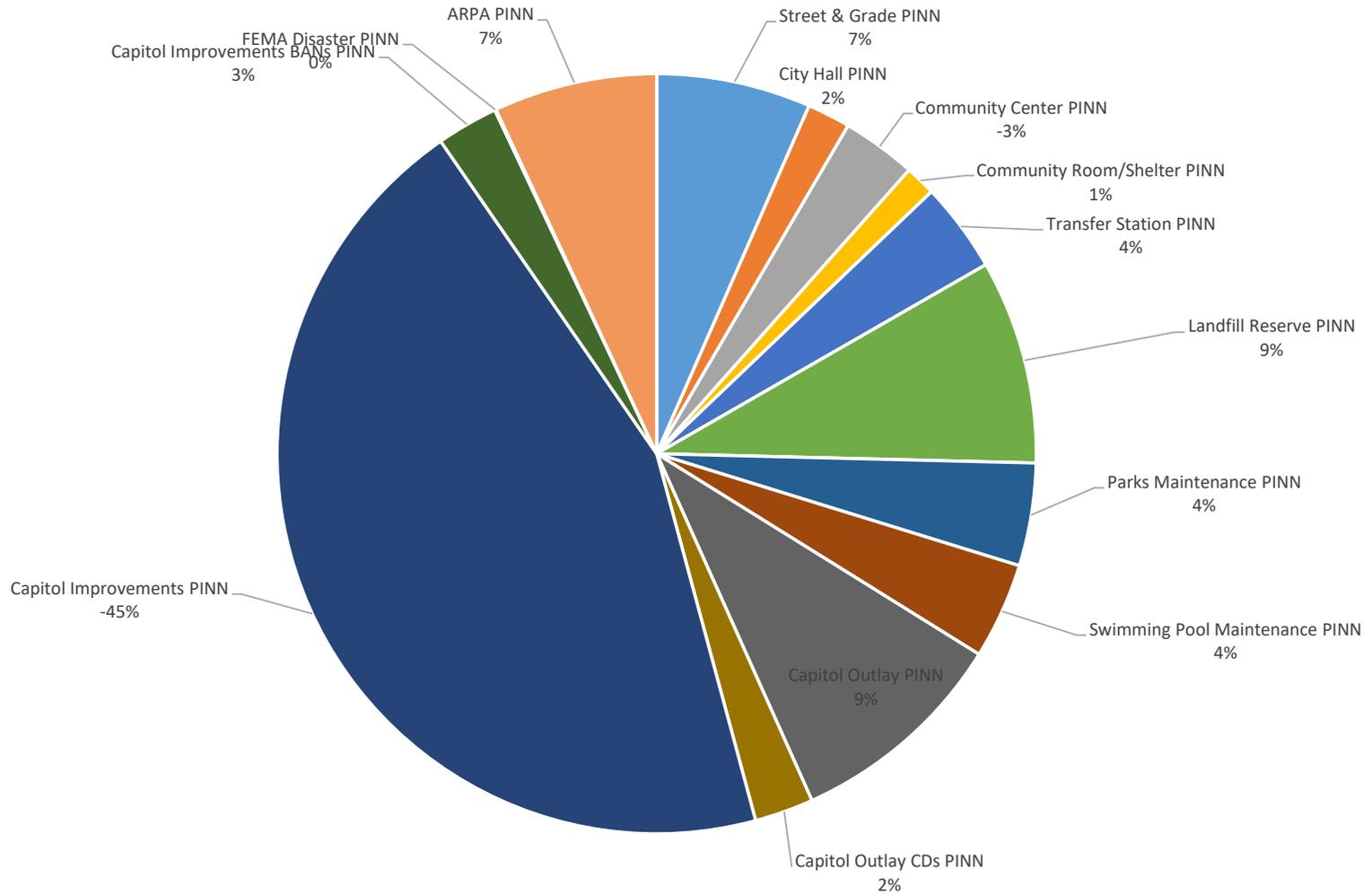


City of Crete  
Treasurer's Report



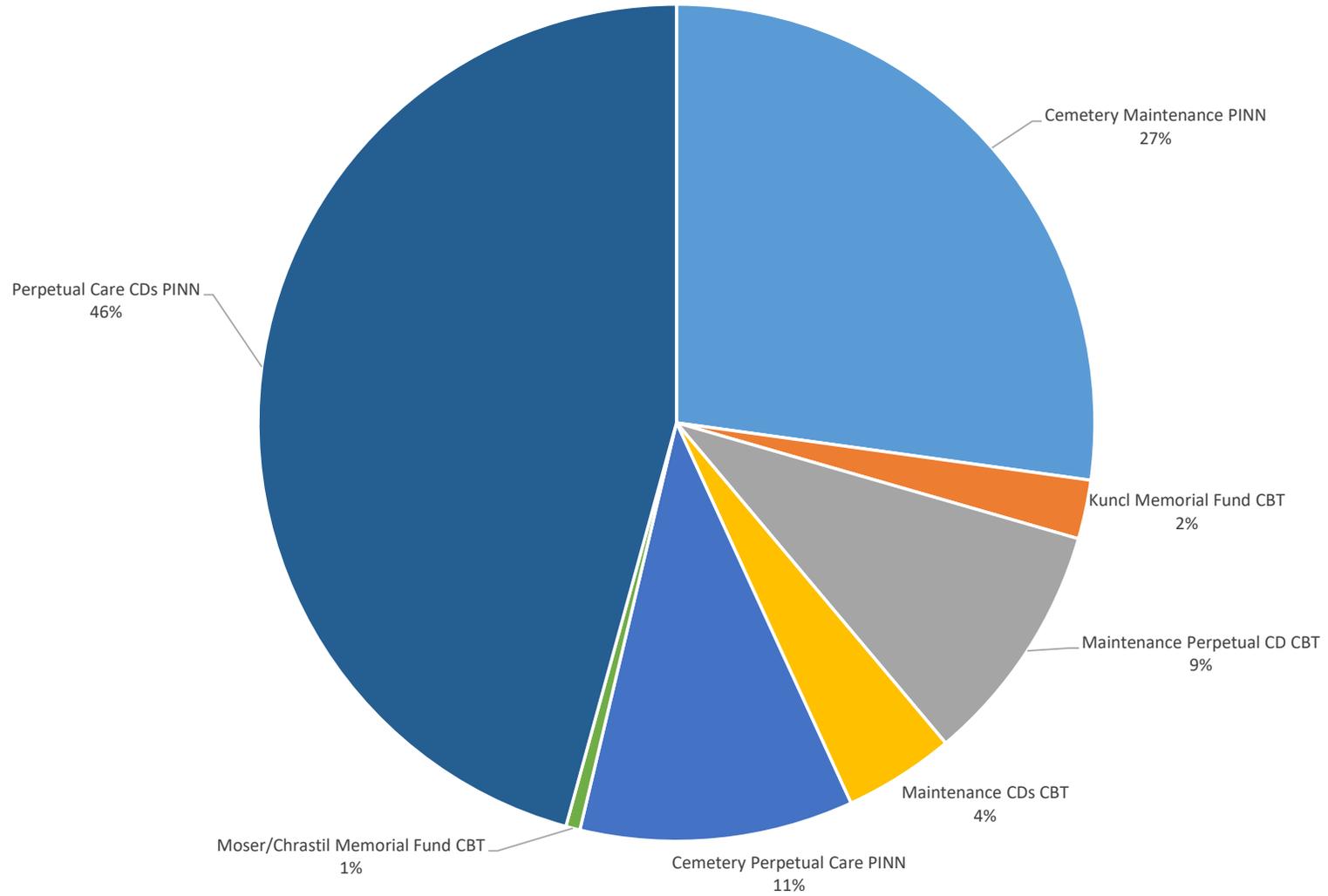
City of Crete  
Treasurer's Report

PUBLIC WORKS FUNDS



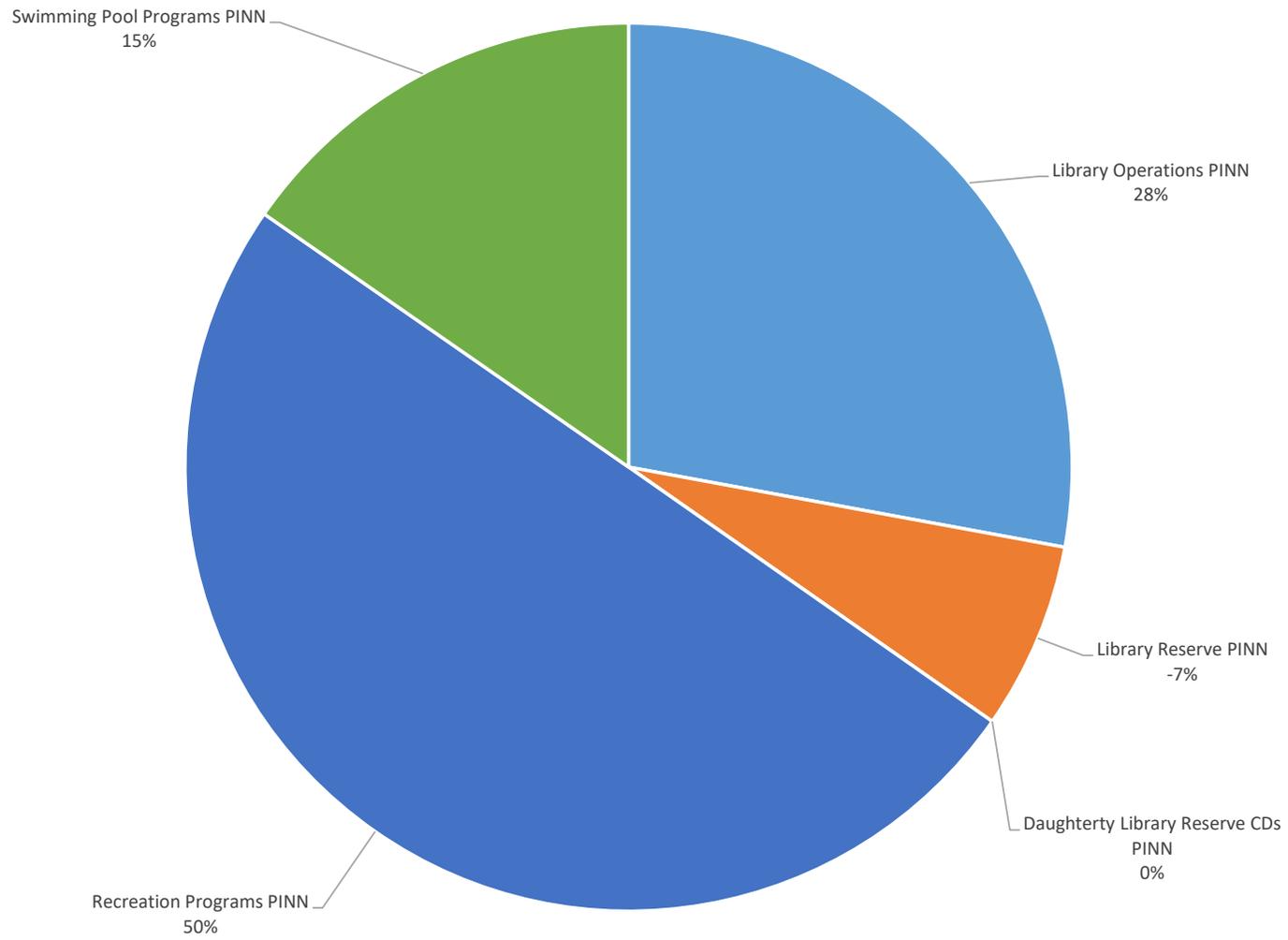
City of Crete  
Treasurer's Report

CEMETERY FUNDS

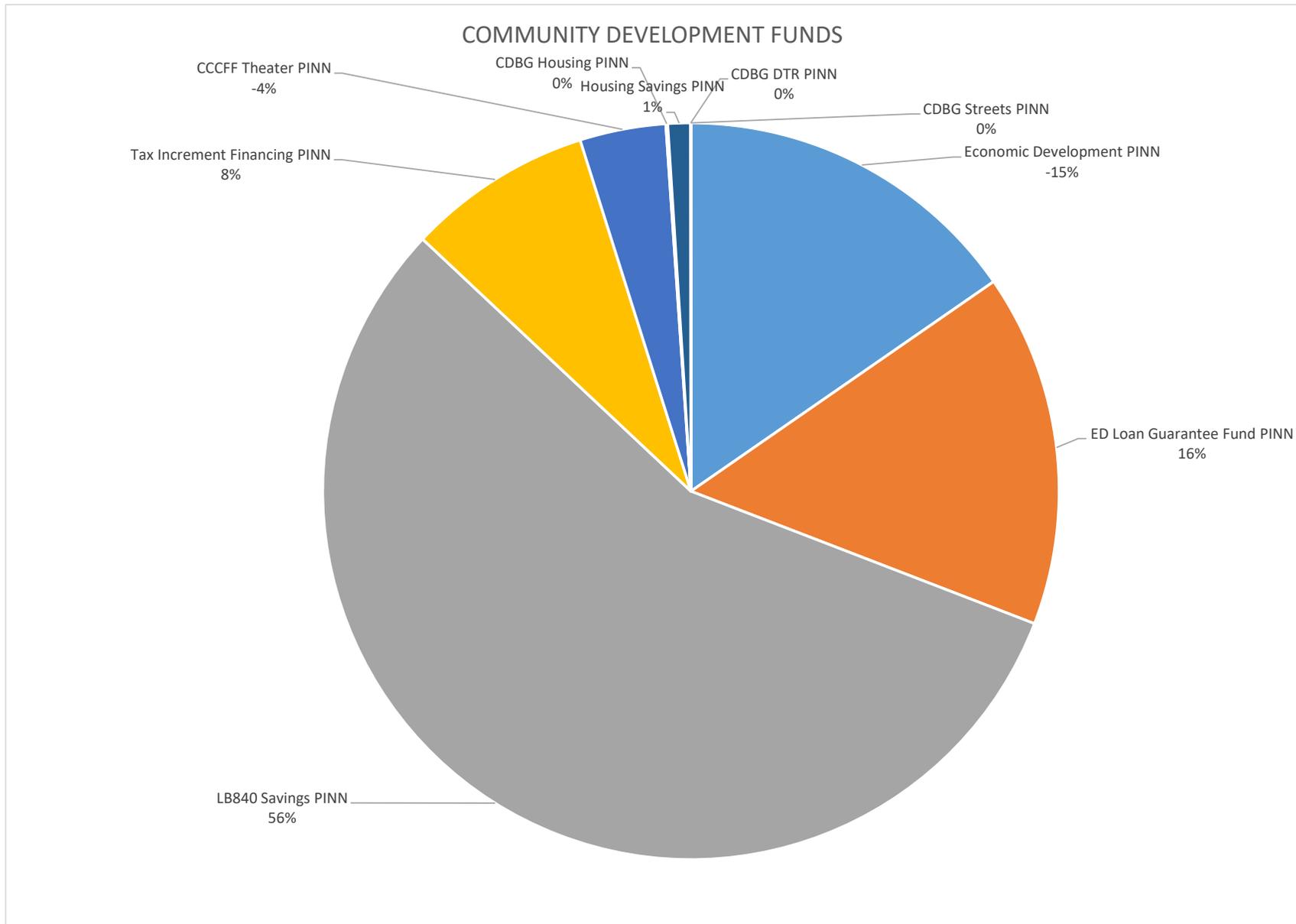


City of Crete  
Treasurer's Report

CULTURAL AND RECREATION FUNDS

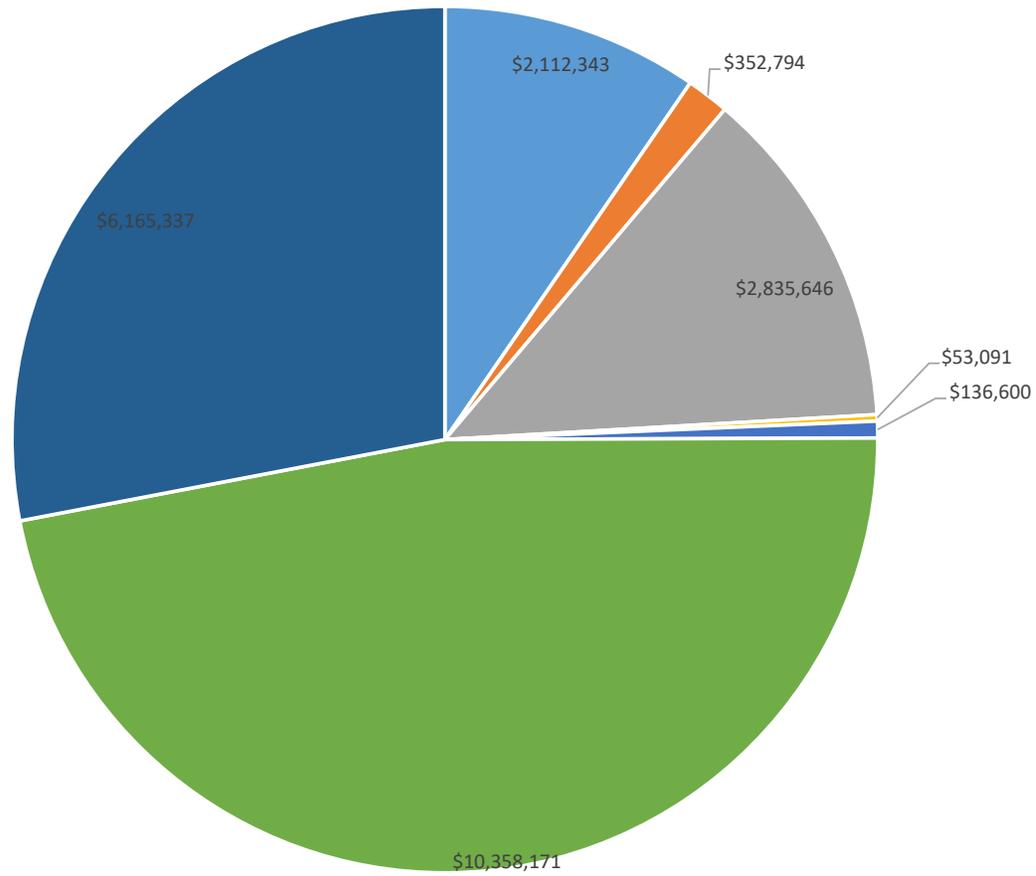


City of Crete  
Treasurer's Report



**City of Crete  
Treasurer's Report**

Financial Institution Distribution



■ Nebraska Class 9.60% ■ XBP Utah 1.60% ■ WELLS FARGO Lincoln 12.88% ■ NPAIT 0.28% ■ UBT Crete 0.62% ■ PINNACLE Crete 47.05% ■ CITY BANK Crete 28.01%

LOCAL	75.68%
NON-LOCAL	24.36%

CITY OF CRETE  
 COMBINED CASH INVESTMENT  
 DECEMBER 31, 2024

COMBINED CASH ACCOUNTS

999-1100	CASH IN BANK - PINNACLE GEN	5,172,266.51
999-1110	CASH IN BANK - CITY UM	818,426.18
999-1120	CASH IN BANK - PINNACLE PR	477,635.36
999-1130	CASH IN BANK - XPRESS DEP ACCT	311,463.94
999-1175	CASH CLEARING - UM	( 2,762.10)
999-1176	CASH CLEARING - AR	7,353.18
		<hr/>
	TOTAL COMBINED CASH	6,784,383.07
999-1000	CASH ALLOCATION	( 7,812,302.31)
		<hr/>
	TOTAL UNALLOCATED CASH	( 1,027,919.24)
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO ELECTRIC	883,711.23
2	ALLOCATION TO WATER	15,933.99
3	ALLOCATION TO SEWER	1,750,933.88
50	ALLOCATION TO AIRPORT	49,288.81
101	ALLOCATION TO GENERAL FUNDS	1,007,548.72
103	ALLOCATION TO KENO	123,132.28
150	ALLOCATION TO BONDS	839,450.09
171	ALLOCATION TO INSURANCE CONTINGENCY	98,794.70
173	ALLOCATION TO CAPITAL RESERVE	999,560.82
201	ALLOCATION TO POLICE	539,049.08
202	ALLOCATION TO DISPATCH	232,866.13
203	ALLOCATION TO CODE ENFORCEMENT	143,901.86
204	ALLOCATION TO STOP FUNDS	2,860.28
205	ALLOCATION TO POLICE K9 UNIT	4,705.61
301	ALLOCATION TO FIRE OPERATIONS	70,586.83
302	ALLOCATION TO RESCUE & TRANSFER	( 27,669.75)
303	ALLOCATION TO FIRE EQUIPMENT	52,027.97
304	ALLOCATION TO FIRE EQUIPMENT II	( 225,219.55)
401	ALLOCATION TO STREETS	1,499,559.38
501	ALLOCATION TO CITY HALL	65,905.80
502	ALLOCATION TO COMMUNITY CENTER	( 113,558.10)
503	ALLOCATION TO COMMUNITY ROOM	46,815.14
511	ALLOCATION TO TRANSFER STATION	137,082.77
512	ALLOCATION TO LANDFILL RESERVE	311,295.11
520	ALLOCATION TO COMMUNITY GARDEN	( 1,615.44)
521	ALLOCATION TO PARKS	156,883.22
522	ALLOCATION TO SWIMMING POOL	146,604.73
531	ALLOCATION TO CAPITAL OUTLAY	338,598.07
532	ALLOCATION TO CAPITAL IMPROVEMENT	( 1,598,465.64)
551	ALLOCATION TO FEMA PROJECTS	( 1,983.86)
561	ALLOCATION TO ARPA PROJECTS	249,597.04
601	ALLOCATION TO CEMETERY	63,614.59
602	ALLOCATION TO CEMETERY PERPETUAL CARE	24,706.28
701	ALLOCATION TO LIBRARY	92,279.00
702	ALLOCATION TO LIBRARY FRIENDS	( 22,552.45)
721	ALLOCATION TO RECREATION PROGRAMS	165,240.35
722	ALLOCATION TO SWIMMING POOL PROGRAMS	50,776.62
801	ALLOCATION TO LB840	( 583,097.84)

CITY OF CRETE  
COMBINED CASH INVESTMENT  
DECEMBER 31, 2024

802 ALLOCATION TO TAX INCREMENT FINANCING	308,681.89
810 ALLOCATION TO CCCFF (THEATER)	( 143,309.27)
851 ALLOCATION TO CDBG HOUSING	( 3,175.22)
852 ALLOCATION TO CDBG DTR	( 574.02)
951 ALLOCATION TO PAYROLL	61,531.18
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	7,812,302.31
ALLOCATION FROM COMBINED CASH FUND: 999-1000	( 7,812,302.31)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**ELECTRIC**

ASSETS

001-1000	CASH	883,711.23
001-1001	BOND RESERVE FUND	72,614.09
001-1004	BOND & INTEREST SINKING FUND	258,193.71
001-1005	CONSUMERS DEPOSIT CHECKING	144,802.27
001-1006	CONSUMER DEPOSIT INVESTMENT	348,000.00
001-1008	NE CLASS INVESTMENT	1,068,890.79
001-1009	CASH-ACH	7,967.41
001-1011	WORKING FUNDS-PETTY CASH	200.00
001-1012	CASH - SURPLUS	110,349.34
001-1015	INVESTMENTS	2,750,691.00
001-1220	INTERFUND LOAN	44,383.39
001-1230	ACCRUED INTEREST	25,565.09
001-1255	GARBAGE BILLING	48,040.39
001-1260	MUNICIPAL ACCOUNTS RECEIVABLE	933,926.74
001-1270	OTHER ACCOUNTS RECEIVABLE	( 1,405.00)
001-1280	DUE TO/ FROM OTHER FUNDS	116.05
001-1290	SALES TAX RECEIPTS RECEIVABLE	41,992.07
001-1500	INV./MATERIALS & SUPPLIES	354,993.15
001-1510	INV./FUEL OIL, LUBE OIL, SALT	48,829.60
001-1520	INV./REPAIR PARTS	33,650.97
001-1800	PREPAID INSURANCE	( 11,833.34)
001-1900	RENEWAL/REPLCMT/DEPR.	200,559.00
001-1902	UNBILLED REVENUE	182,084.41
001-1905	DEBT EXPENSE	( 147,100.00)
001-2000	PLANT UNDER CONSTRUCTION	2,439,157.69
001-2010	LAND & LAND RIGHTS	2,445,720.96
001-2100	STRUCTURES & IMPROVEMENTS	2,000,435.76
001-2200	PROD. FACIL.-FUEL HOLDERS,ETC	309,570.60
001-2210	PROD. FACIL.-GENERATING UNITS	630,883.31
001-2220	PROD. FACIL.-ACCESSORY EQUIP.	58,979.23
001-2230	PROD. FACIL.-SWITCHBOARD	859,620.06
001-2300	TRANS. - SUBSTATION	1,500,519.34
001-2310	TRANS. -STRUCT/DEV/CONDUCTOR	1,000,369.16
001-2400	COMMUNICATION & NETWORKING	236,531.10
001-2426	SECURITY EQUIPMENT	57,705.36
001-2440	GENL. PLANT-POWER OPER. EQUIP.	164,733.27
001-2500	DIST. SYS.-STA./SUBSTA. EQUIP.	879,987.48
001-2510	DIST. SYS.-POLES/TOWERS/MATERI	170,228.26
001-2520	DIST. SYS.-OH COND/DEV.-MATERI	706,025.32
001-2530	DIST. SYS.-UG CONDUIT-MATERIAL	115,467.37
001-2540	DIST. SYS.-UG COND/DEV.-MATERI	1,016,332.55
001-2550	DIST. SYS.-LINE TRANSFORMERS	1,787,818.55
001-2560	DIST. SYS.- SERVICES	56,115.75
001-2570	DIST. SYS.-METERS	250,159.30
001-2580	LABOR, NEW STREET LITE INSTALL	337,407.13
001-2590	NEW FIBER	58,400.31
001-2600	GENL. PLANT OFFICE FURN./EQUIP	287,673.32
001-2700	GENL. PLANT-COMMUN. EQUIP.	66,132.94
001-2760	LOAD MANAGEMENT EQUIP-MATERIAL	22,727.26
001-2800	GENL. PLANT-TRANS. EQUIP.	1,162,338.22
001-2820	GENL. PLANT- EQUIP.	46,027.14
001-2890	CIP	354,578.52
001-2900	ACCUM. DEPR. - GEN. PLANT	( 11,259,295.19)
	TOTAL ASSETS	15,161,572.43

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**ELECTRIC**

LIABILITIES AND EQUITY

LIABILITIES

001-3000	ACCOUNTS PAYABLE	822,170.90	
001-3110	FICA TAXES PAYABLE	520.76	
001-3150	SALES TAX PAYABLE	32,493.69	
001-3220	DISABILITY INSURANCE	1,410.95	
001-3221	CRITICAL ILLNESS ELECTIVE	193.86	
001-3240	INSURANCE DEDUCTIONS PAYABLE	9,841.71	
001-3241	VISION INSURANCE	64.14	
001-3243	DENTAL INSURANCE	410.63	
001-3290	OTHER EMPLOYEE FUNDS	( 4,447.28)	
001-3295	TIME BANK PAYABLE	101,279.46	
001-3300	BONDS PAYABLE	395,000.00	
001-3350	ACCRUED BOND INTEREST	( 2,223.44)	
001-3420	ACCRUED SALARIES	( 2,240.58)	
001-3500	CONSUMER DEPOSITS	225,918.02	
	TOTAL LIABILITIES		1,580,392.82

FUND EQUITY

001-3900	CITY OF CRETE EQUITY	14,059,263.10	
	REVENUE OVER EXPENDITURES - YTD	( 906,151.85)	
	BALANCE - CURRENT DATE	13,153,111.25	
	TOTAL FUND EQUITY		13,153,111.25
	TOTAL LIABILITIES AND EQUITY		14,733,504.07

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**ELECTRIC**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
001-4101 CONSUMERS DEPOSIT INV. INT.	.00	710.33	1,100.00	389.67	64.6
001-4102 GAS & DIESEL FUEL SALES	550.73	6,869.62	40,000.00	33,130.38	17.2
001-4103 SALES TO CITY	18,493.95	56,413.40	275,000.00	218,586.60	20.5
001-4104 FORFEITED DISCOUNTS	2,301.09	9,883.54	55,000.00	45,116.46	18.0
001-4105 CONNECTIONS & COLLECTIONS	1,313.00	4,415.00	20,000.00	15,585.00	22.1
001-4106 R SALES	287,339.89	716,244.26	2,700,000.00	1,983,755.74	26.5
001-4107 GS SALES	100,102.95	283,556.94	1,350,000.00	1,066,443.06	21.0
001-4108 GD, GDH, LP1 SALES	299,933.33	935,326.76	4,000,000.00	3,064,673.24	23.4
001-4111 FORFEITED DISCOUNT - GARBAGE	298.01	993.76	4,000.00	3,006.24	24.8
001-4200 RH SALES	.00	( 174.72)	600,000.00	600,174.72	.0
001-4202 LP2 SALES	178,376.43	582,450.26	2,500,000.00	1,917,549.74	23.3
001-4203 IRRIGATION SALES	147.08	441.93	2,000.00	1,558.07	22.1
001-4205 RENTAL LIGHTS P2	468.50	1,405.50	5,000.00	3,594.50	28.1
001-4206 RENTAL LIGHTS P3	58.60	175.80	600.00	424.20	29.3
001-4207 RENTAL LIGHTS P4	58.60	175.80	600.00	424.20	29.3
001-4208 RENTAL LIGHTS M1	18.40	55.20	200.00	144.80	27.6
001-4209 RENTAL LIGHTS M2	26.10	69.60	250.00	180.40	27.8
001-4210 RENTAL LIGHTS M7	33.90	101.70	350.00	248.30	29.1
001-4211 POLE RENTALS - CABLEVISION	.00	.00	5,000.00	5,000.00	.0
001-4213 PLANT CAPACITY LEASE- MEAN	.00	13,070.89	142,900.00	129,829.11	9.2
001-4214 CURRENT USED PLANT/WAREHOUSE	.00	.00	20,000.00	20,000.00	.0
001-4215 NATURAL GAS SOLD TO MEAN	.00	350.63	10,000.00	9,649.37	3.5
001-4510 GARBAGE COLLECTION FEE	74.82	( 50.78)	.00	50.78	.0
001-4903 INTEREST INCOME	.00	9,657.92	25,000.00	15,342.08	38.6
001-4904 MISC. SALES	244.00	819.00	.00	( 819.00)	.0
001-4911 SALE OF MATERIAL	4,702.26	5,702.26	5,000.00	( 702.26)	114.1
<b>TOTAL REVENUES</b>	<b>894,541.64</b>	<b>2,628,664.60</b>	<b>11,762,000.00</b>	<b>9,133,335.40</b>	<b>22.4</b>
<b>TOTAL FUND REVENUE</b>	<b>894,541.64</b>	<b>2,628,664.60</b>	<b>11,762,000.00</b>	<b>9,133,335.40</b>	<b>22.4</b>

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**ELECTRIC**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>					
001-6020 MISC. SUPPLIES	60.18	111.03	.00	( 111.03)	.0
001-7020 OPERATION LABOR	15,582.26	47,301.02	215,000.00	167,698.98	22.0
001-7030 FUEL OIL USED	.00	.00	6,000.00	6,000.00	.0
001-7040 NATURAL GAS	135.45	1,186.29	5,000.00	3,813.71	23.7
001-7060 WATER, SALT, SEWER	694.52	1,360.74	5,000.00	3,639.26	27.2
001-7070 LUBRICANTS USED	.00	.00	2,000.00	2,000.00	.0
001-7080 MISC. PRODUCTION EXPENSES	.00	247.84	1,000.00	752.16	24.8
001-7090 FUEL OIL RECOVERY EXPENSE	61.65	123.30	1,000.00	876.70	12.3
001-7170 MAINT. GENERATION UNIT #7	.00	77.27	5,000.00	4,922.73	1.6
001-7180 MEETING & TRAINING EXPENSES	.00	.00	500.00	500.00	.0
001-7181 MEETING & TRAINING - LABOR	.00	412.21	3,000.00	2,587.79	13.7
001-7190 MAINTENANCE - SWITCHGEAR	.00	.00	1,000.00	1,000.00	.0
001-7200 MAINT. - AUX. EQUIPMENT	.00	210.15	1,000.00	789.85	21.0
001-7210 OUTSIDE LABOR & MATERIAL	.00	91.25	1,000.00	908.75	9.1
001-7220 BLDG & GRD MAINT.	211.42	479.15	1,000.00	520.85	47.9
001-7221 BLDG & GRD MAINT. - LABOR	.00	.00	200.00	200.00	.0
001-7230 JANITORIAL SUPPLIES	52.34	750.18	500.00	( 250.18)	150.0
001-7240 PURCHASED POWER - WAPA	27,475.72	91,396.13	335,000.00	243,603.87	27.3
001-7260 PURCHASED POWER - NMPP	1,138,058.50	2,400,605.76	7,900,000.00	5,499,394.24	30.4
001-7270 PURCHASED POWER - OTHER	12.66	25.32	.00	( 25.32)	.0
001-7820 WHEELING EXPENSE	166,593.71	334,452.57	1,100,000.00	765,547.43	30.4
001-8000 BUILDING MAINT-MATERIAL	151.02	185.61	4,000.00	3,814.39	4.6
001-8001 BUILDING MAINT-LABOR	74.90	586.77	5,000.00	4,413.23	11.7
001-8010 WATER LABOR	.00	.00	1,500.00	1,500.00	.0
001-8011 SUBSTATION MAINTENANCE	.00	14.06	2,000.00	1,985.94	.7
001-8020 MAINT. O. H. LINES-MATERIAL	290.99	456.61	5,000.00	4,543.39	9.1
001-8023 MAINT. O.H. LINES-LABOR	13,415.54	52,533.34	185,000.00	132,466.66	28.4
001-8024 NEW O.H. LINES - LABOR	190.68	405.14	10,000.00	9,594.86	4.1
001-8030 MAINT. O.H. SERV.-MATERIAL	107.80	206.79	4,000.00	3,793.21	5.2
001-8033 MAINT. O.H. SERV.-LABOR	580.89	1,470.27	20,000.00	18,529.73	7.4
001-8040 MAINT. U.G. LINES-MATERIALS	.00	.00	5,000.00	5,000.00	.0
001-8041 MAINT. U.G. LINES-LABOR	.00	2,051.07	40,000.00	37,948.93	5.1
001-8044 NEW U.G. LINES - LABOR	12,099.88	13,686.10	30,000.00	16,313.90	45.6
001-8050 MAINT. U.G. SERVICES-MATERIALS	315.83	439.49	5,000.00	4,560.51	8.8
001-8051 MAINT. U.G. SERVICES-LABOR	1,339.37	2,712.05	10,000.00	7,287.95	27.1
001-8055 NEW FIBER	.00	4,327.29	5,000.00	672.71	86.6
001-8056 NEW FIBER - LABOR	.00	3,017.70	5,000.00	1,982.30	60.4
001-8060 MAINT. TRANSFORMERS-MATERIAL	541.80	5,056.80	2,000.00	( 3,056.80)	252.8
001-8063 MAINT. TRANSFORMERS-LABOR	.00	978.87	4,000.00	3,021.13	24.5
001-8070 MAINT. STREET LIGHTS-LABOR	149.81	10,361.56	10,000.00	( 361.56)	103.6
001-8071 MAINT. STREET LIGHT-MATERIALS	171.16	2,593.18	5,000.00	2,406.82	51.9
001-8090 METER MAINT.- MATERIAL	1,720.50	2,129.00	5,000.00	2,871.00	42.6
001-8091 METER MAINT. - LABOR	499.05	1,342.03	4,000.00	2,657.97	33.6
001-8100 MAINT OF EQUIP MATERIAL	1,160.56	1,782.41	2,000.00	217.59	89.1
001-8130 RESOLD MATERIAL	400.00	1,883.48	.00	( 1,883.48)	.0
001-8131 RESOLD LABOR	2,480.50	2,480.50	.00	( 2,480.50)	.0
001-8140 BUILDING UTILITIES	.00	.00	15,000.00	15,000.00	.0
001-8150 MISC. MAPS & RECORDS	.00	.00	3,000.00	3,000.00	.0
001-8151 MAP EXPENSE - LABOR	.00	.00	3,000.00	3,000.00	.0
001-8230 JANITORIAL	.56	83.25	600.00	516.75	13.9
001-8231 JANITORIAL LABOR	308.68	1,117.99	5,000.00	3,882.01	22.4
001-8460 VEHICLE EXPENSE	1,035.45	11,020.57	30,000.00	18,979.43	36.7

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**ELECTRIC**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
001-8461 VEHICLE EXPENSE - LABOR	648.80	3,022.85	7,000.00	3,977.15	43.2
001-8480 MEETING/TRAINING	.00	.00	2,000.00	2,000.00	.0
001-8481 MEETING & TRAINING - LABOR	392.91	2,393.35	5,000.00	2,606.65	47.9
001-8500 MISC. OPERATION	.00	104.73	2,000.00	1,895.27	5.2
001-8600 VACATION, SICK, HOLIDAY PAY	7,949.58	18,358.63	95,000.00	76,641.37	19.3
001-9401 SALARIES - MEDIA	2,248.30	6,744.90	28,000.00	21,255.10	24.1
001-9408 SALARIES - TECHNOLOGY	1,406.72	4,219.43	22,000.00	17,780.57	19.2
001-9410 SALARIES - ADMINISTRATIVE	7,596.10	22,788.30	105,000.00	82,211.70	21.7
001-9440 GENERAL OFFICE SALARIES	11,788.68	35,827.67	160,000.00	124,172.33	22.4
001-9460 MAYOR, COUNCIL, CLERK SALARIES	4,367.64	13,101.17	55,000.00	41,898.83	23.8
001-9492 SALARIES - PUB. REL./COM. DEV.	.00	.00	5,000.00	5,000.00	.0
001-9570 METER READING - LABOR	1,800.47	5,138.27	30,000.00	24,861.73	17.1
001-9581 CUSTOMER SERVICES - LABOR	1,911.69	6,055.62	30,000.00	23,944.38	20.2
001-9590 RETIREMENT CONTRIBUTIONS	4,661.31	16,318.33	61,000.00	44,681.67	26.8
001-9610 SOCIAL SECURITY TAX	6,124.21	18,691.27	73,000.00	54,308.73	25.6
001-9620 MEDICAL & LIFE INSURANCE	10,255.74	30,652.92	155,000.00	124,347.08	19.8
001-9623 HR CONSULTING FEES	542.19	937.75	500.00	( 437.75)	187.6
001-9630 WORKMANS COMP	1,066.91	3,204.15	4,000.00	795.85	80.1
001-9640 UNIFORMS	.00	636.25	3,000.00	2,363.75	21.2
001-9650 POSTAGE	485.07	1,854.18	9,000.00	7,145.82	20.6
001-9660 TELEPHONE	254.00	674.56	6,000.00	5,325.44	11.2
001-9670 MISC. GENERAL	58.88	158.44	2,000.00	1,841.56	7.9
001-9680 OFFICE RENTAL	548.00	1,644.00	7,000.00	5,356.00	23.5
001-9690 EASEMENTS, LICENSES	.00	2,576.67	4,000.00	1,423.33	64.4
001-9720 INSURANCE	.00	50,893.32	71,000.00	20,106.68	71.7
001-9730 CUSTOMER SERVICES - MATERIAL	32.30	142.46	1,000.00	857.54	14.3
001-9740 OFFICE EQUIP REPAIR & CONTRACT	51.55	112.93	1,200.00	1,087.07	9.4
001-9760 MEETING & TRAINING	259.90	767.21	6,000.00	5,232.79	12.8
001-9780 DUES & MEMBERSHIPS	49.99	1,539.99	5,000.00	3,460.01	30.8
001-9820 AUDIT EXPENSE	1,840.00	1,840.00	10,000.00	8,160.00	18.4
001-9840 ENG., ARCH., ABSTRACT, MEDICAL	4,047.50	4,047.50	12,000.00	7,952.50	33.7
001-9880 PUBLICATIONS, LEGAL	.00	32.50	1,000.00	967.50	3.3
001-9890 PUBLIC RELATIONS/COM. DEV.	56.18	415.04	15,000.00	14,584.96	2.8
001-9893 OTHER CITY FUNDS - LABOR	.00	.00	2,000.00	2,000.00	.0
001-9900 OFFICE SUPPLIES	1,249.95	1,463.26	5,000.00	3,536.74	29.3
001-9910 SOFTWARE & UPGRADES	4,167.58	7,446.45	50,000.00	42,553.55	14.9
001-9911 INTERNET ACCESS	400.41	510.41	.00	( 510.41)	.0
001-9915 COMPUTERS & EQUIPMENT	11.79	492.99	10,000.00	9,507.01	4.9
001-9920 MAPPING & RECORDS	620.36	641.09	12,000.00	11,358.91	5.3
001-9926 ONLINE PAYMENT FEES	1,319.93	3,284.69	12,000.00	8,715.31	27.4
001-9945 COST OF FUEL SOLD	4,794.64	14,215.66	60,000.00	45,784.34	23.7
001-9950 BAD DEBT EXPENSE	.00	.00	5,000.00	5,000.00	.0
001-9960 TRANSFER OUT	29,167.00	87,501.00	350,000.00	262,499.00	25.0
001-9965 FRANCHISE FEE	10,000.00	30,000.00	125,000.00	95,000.00	24.0
001-9970 DEBT EXPENSE AMORTIZATION	130,000.00	130,000.00	125,000.00	( 5,000.00)	104.0
001-9978 OUTSIDE SYSTEM CONT - LABOR	1,072.68	2,450.80	3,000.00	549.20	81.7
001-9980 ANSWERING SERVICE	53.70	163.57	1,000.00	836.43	16.4
001-9990 RADIO & COMMUNICATIONS REPAIR	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL EXPENDITURES</b>	<b>1,639,276.04</b>	<b>3,534,816.45</b>	<b>11,762,000.00</b>	<b>8,227,183.55</b>	<b>30.1</b>

CITY OF CRETE  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**ELECTRIC**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	1,639,276.04	3,534,816.45	11,762,000.00	8,227,183.55	30.1
NET REVENUE OVER EXPENDITURES	( 744,734.40)	( 906,151.85)	.00	906,151.85	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**WATER**

ASSETS

002-1000	CASH	15,933.99
002-1015	INVESTMENTS	400,000.00
002-1230	ACCRUED INTEREST	485.21
002-1260	MUNICIPAL ACCOUNTS RECEIVABLE	94,472.85
002-1270	OTHER ACCOUNTS RECEIVABLE	2,479.94
002-1500	INV./MATERIALS & SUPPLIES	38,534.59
002-1800	PREPAID INSURANCE	( 6,333.34)
002-1902	UNBILLED REVENUE	20,009.00
002-1905	DEBT EXPENSE	( 21,450.00)
002-2000	PLANT UNDER CONSTRUCTION	2,413,807.07
002-2100	STRUCTURES & IMPROVEMENTS	61,554.29
002-2200	PROD. FACILITIES - WELLS	1,460,114.35
002-2426	SECURITY EQUIPMENT	10,998.57
002-2560	DIST. SYS.- SERVICES	108,401.35
002-2570	DIST. SYS.-METERS	270,107.79
002-2580	DISTRIBUTION - MAINS	2,127,134.32
002-2581	DIST. SYS.-REMEDICATION/REBUILD	2,093,960.46
002-2600	GENL. PLANT OFFICE FURN./EQUIP	102,167.02
002-2700	GENL. PLANT-COMMUN. EQUIP.	40,793.13
002-2800	GENL. PLANT-TRANS. EQUIP.	67,969.82
002-2820	GENL. PLANT- EQUIP.	202,868.40
002-2890	CIP	40,180.52
002-2900	ACCUM. DEPR. - GEN. PLANT	( 4,969,796.55)
	<b>TOTAL ASSETS</b>	<u><u>4,574,392.78</u></u>

LIABILITIES AND EQUITY

LIABILITIES

002-3000	ACCOUNTS PAYABLE	7,937.54
002-3110	FICA TAXES PAYABLE	156.22
002-3150	SALES TAX PAYABLE	464.98
002-3220	DISABILITY INSURANCE	565.88
002-3221	CRITICAL ILLNESS ELECTIVE	115.94
002-3240	INSURANCE DEDUCTIONS PAYABLE	7,059.40
002-3241	VISION INSURANCE	56.62
002-3243	DENTAL INSURANCE	360.32
002-3290	OTHER EMPLOYEE FUNDS	( 3,368.86)
002-3295	TIME BANK PAYABLE	36,043.50
002-3420	ACCRUED SALARIES	( 2,062.03)
	<b>TOTAL LIABILITIES</b>	47,329.51

FUND EQUITY

002-3900	CITY OF CRETE EQUITY	4,514,984.50
	REVENUE OVER EXPENDITURES - YTD	<u>6,333.34</u>
	<b>BALANCE - CURRENT DATE</b>	4,521,317.84

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**WATER**

TOTAL FUND EQUITY	<hr/>	4,521,317.84
TOTAL LIABILITIES AND EQUITY		<u>4,568,647.35</u>

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
002-4103 SALES TO CITY	1,233.51	5,561.67	20,000.00	14,438.33	27.8
002-4104 FORFEITED DISCOUNTS	499.29	1,788.11	7,500.00	5,711.89	23.8
002-4106 R SALES	62,845.95	198,498.50	800,000.00	601,501.50	24.8
002-4107 GS SALES	20,109.53	65,136.93	225,000.00	159,863.07	29.0
002-4108 GD, GDH, LP1 SALES	351.12	1,600.50	10,000.00	8,399.50	16.0
002-4109 WATER SALES (CASH)	.00	.00	500.00	500.00	.0
002-4110 WATER TAPS	.00	.00	1,000.00	1,000.00	.0
002-4510 GARBAGE COLLECTION FEE	.00	.00	3,000.00	3,000.00	.0
002-4903 INTEREST INCOME	.00	705.76	1,000.00	294.24	70.6
002-4911 SALE OF MATERIAL	2,831.35	6,298.17	3,000.00	( 3,298.17)	209.9
002-4913 LEASE - LAND, BLDG., TOWER	.00	.00	2,500.00	2,500.00	.0
<b>TOTAL REVENUES</b>	<b>87,870.75</b>	<b>279,589.64</b>	<b>1,073,500.00</b>	<b>793,910.36</b>	<b>26.0</b>
<b>TOTAL FUND REVENUE</b>	<b>87,870.75</b>	<b>279,589.64</b>	<b>1,073,500.00</b>	<b>793,910.36</b>	<b>26.0</b>

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>					
002-6020 MISC. SUPPLIES	117.99	237.16	.00	( 237.16)	.0
002-7022 TREATMENT LABOR	464.01	2,247.70	15,000.00	12,752.30	15.0
002-7041 TREATMENT SUPPLIES	564.38	4,459.31	12,000.00	7,540.69	37.2
002-7061 MAINT. OF RESERVOIR-MATERIAL	.00	.00	1,000.00	1,000.00	.0
002-7062 MAINT. OF RESERVOIR-LABOR	.00	736.31	3,000.00	2,263.69	24.5
002-7080 MISC. PRODUCTION EXPENSES	.00	1,847.93	1,000.00	( 847.93)	184.8
002-7081 MAINT. OF PUMP EQUIP.-MATERIAL	.00	.00	4,500.00	4,500.00	.0
002-7083 MAINT. OF PUMP EQUIP.-LABOR	24.50	24.50	4,500.00	4,475.50	.5
002-7091 MAINT. OF TREAT PLANT-MATERIAL	.00	21.41	5,000.00	4,978.59	.4
002-7092 MAINT. OF TREAT PLANT- LABOR	111.73	111.73	6,000.00	5,888.27	1.9
002-7100 POWER FOR PUMPING	12,410.50	22,888.16	110,000.00	87,111.84	20.8
002-7121 PUMPHOUSE & EQUIP MAINT-MTRL	46.40	67.62	3,000.00	2,932.38	2.3
002-7122 PUMPHOUSE & EQUIP MAINT-LABOR	.00	.00	5,000.00	5,000.00	.0
002-7201 MAINT.-TREAT PLANT EQUIP. MTRL	.00	.00	2,000.00	2,000.00	.0
002-7202 MAINT.-TREAT PLANT EQUIP-LABOR	.00	.00	6,000.00	6,000.00	.0
002-7220 BLDG & GRD MAINT.	.00	.00	1,500.00	1,500.00	.0
002-7281 LABORATORY-ANALYTICAL SERVICES	68.80	1,820.80	5,000.00	3,179.20	36.4
002-8000 BUILDING MAINT-MATERIAL	60.14	108.26	25,000.00	24,891.74	.4
002-8001 BUILDING MAINT-LABOR	73.49	902.39	3,000.00	2,097.61	30.1
002-8010 WATER LABOR	6,187.68	18,837.53	130,000.00	111,162.47	14.5
002-8021 MAINT OF WATER MAINS	148.98	1,182.65	5,000.00	3,817.35	23.7
002-8031 MAINT OF SERVICES MATERIAL	.00	2,738.87	4,000.00	1,261.13	68.5
002-8061 MAINT FIRE HYDNPTS MATERIAL	10,556.50	10,681.72	3,000.00	( 7,681.72)	356.1
002-8090 METER MAINT.- MATERIAL	4,509.61	18,938.12	3,000.00	( 15,938.12)	631.3
002-8091 METER MAINT. - LABOR	272.45	1,092.39	3,000.00	1,907.61	36.4
002-8100 MAINT OF EQUIP MATERIAL	16.85	79.47	1,500.00	1,420.53	5.3
002-8102 MAINT. MISC. EQUIP. - LABOR	128.04	1,043.13	5,000.00	3,956.87	20.9
002-8130 RESOLD MATERIAL	.00	16.04	1,000.00	983.96	1.6
002-8131 RESOLD LABOR	.00	1,614.22	500.00	( 1,114.22)	322.8
002-8150 MISC. MAPS & RECORDS	.00	.00	1,000.00	1,000.00	.0
002-8230 JANITORIAL	.56	83.24	400.00	316.76	20.8
002-8231 JANITORIAL LABOR	308.68	926.00	5,500.00	4,574.00	16.8
002-8460 VEHICLE EXPENSE	1,398.84	3,386.76	10,000.00	6,613.24	33.9
002-8461 VEHICLE EXPENSE - LABOR	745.95	1,268.43	2,000.00	731.57	63.4
002-8480 MEETING/TRAINING	.00	.00	1,000.00	1,000.00	.0
002-8481 MEETING & TRAINING - LABOR	.00	.00	2,000.00	2,000.00	.0
002-8500 MISC. OPERATION	.00	81.45	2,000.00	1,918.55	4.1
002-8600 VACATION, SICK, HOLIDAY PAY	6,622.28	12,128.87	60,000.00	47,871.13	20.2
002-9401 SALARIES - MEDIA	359.74	1,079.22	6,000.00	4,920.78	18.0
002-9408 SALARIES - TECHNOLOGY	1,406.72	4,219.43	22,000.00	17,780.57	19.2
002-9410 SALARIES - ADMINISTRATIVE	2,278.84	6,836.52	55,000.00	48,163.48	12.4
002-9440 GENERAL OFFICE SALARIES	10,503.26	31,312.89	130,000.00	98,687.11	24.1
002-9460 MAYOR, COUNCIL, CLERK SALARIES	2,183.82	6,550.59	25,000.00	18,449.41	26.2
002-9570 METER READING - LABOR	1,688.00	4,825.88	22,000.00	17,174.12	21.9
002-9581 CUSTOMER SERVICES - LABOR	3,322.04	9,776.85	30,000.00	20,223.15	32.6
002-9590 RETIREMENT CONTRIBUTIONS	2,251.14	7,474.71	30,000.00	22,525.29	24.9
002-9610 SOCIAL SECURITY TAX	2,611.38	7,637.59	33,000.00	25,362.41	23.1
002-9620 MEDICAL & LIFE INSURANCE	7,262.32	20,815.38	98,000.00	77,184.62	21.2
002-9623 HR CONSULTING FEES	285.72	291.27	500.00	208.73	58.3
002-9630 WORKMANS COMP	821.32	2,350.09	6,000.00	3,649.91	39.2
002-9640 UNIFORMS	.00	31.47	1,500.00	1,468.53	2.1
002-9650 POSTAGE	427.93	1,614.69	8,000.00	6,385.31	20.2

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
002-9660 TELEPHONE	159.43	390.32	3,000.00	2,609.68	13.0
002-9680 OFFICE RENTAL	412.00	1,236.00	5,000.00	3,764.00	24.7
002-9690 EASEMENTS, LICENSES	.00	.00	2,000.00	2,000.00	.0
002-9720 INSURANCE	.00	41,914.31	38,000.00	( 3,914.31)	110.3
002-9730 CUSTOMER SERVICES - MATERIAL	32.30	142.46	1,200.00	1,057.54	11.9
002-9740 OFFICE EQUIP REPAIR & CONTRACT	51.55	112.93	1,400.00	1,287.07	8.1
002-9760 MEETING & TRAINING	788.80	2,310.43	10,000.00	7,689.57	23.1
002-9780 DUES & MEMBERSHIPS	24.99	1,514.99	2,000.00	485.01	75.8
002-9820 AUDIT EXPENSE	500.00	500.00	1,100.00	600.00	45.5
002-9840 ENG., ARCH., ABSTRACT, MEDICAL	.00	.00	4,000.00	4,000.00	.0
002-9860 LEGAL SERVICE	.00	.00	1,000.00	1,000.00	.0
002-9880 PUBLICATIONS, LEGAL	.00	.00	1,000.00	1,000.00	.0
002-9900 OFFICE SUPPLIES	1,255.31	1,468.62	5,000.00	3,531.38	29.4
002-9910 SOFTWARE & UPGRADES	2,875.75	4,772.81	20,000.00	15,227.19	23.9
002-9911 INTERNET ACCESS	360.36	459.36	100.00	( 359.36)	459.4
002-9915 COMPUTERS & EQUIPMENT	11.67	174.78	4,000.00	3,825.22	4.4
002-9920 MAPPING & RECORDS	620.36	641.09	6,000.00	5,358.91	10.7
002-9926 ONLINE PAYMENT FEES	1,319.93	3,188.55	10,000.00	6,811.45	31.9
002-9955 DEPRECIATION	.00	.00	39,100.00	39,100.00	.0
002-9980 ANSWERING SERVICE	13.42	40.90	200.00	159.10	20.5
<b>TOTAL EXPENDITURES</b>	<b>88,666.46</b>	<b>273,256.30</b>	<b>1,073,500.00</b>	<b>800,243.70</b>	<b>25.5</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>88,666.46</b>	<b>273,256.30</b>	<b>1,073,500.00</b>	<b>800,243.70</b>	<b>25.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 795.71)</b>	<b>6,333.34</b>	<b>.00</b>	<b>( 6,333.34)</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**SEWER**

ASSETS

003-1000	CASH	1,750,933.88
003-1002	USDA EQUIPMENT RESERVE	164,529.47
003-1003	USDA BOND RESERVE	175,689.14
003-1004	BOND & INTEREST SINKING FUND	5,543.24
003-1008	NE CLASS INVESTMENT	1,068,890.79
003-1230	ACCRUED INTEREST	579.82
003-1260	MUNICIPAL ACCOUNTS RECEIVABLE	143,265.21
003-1270	OTHER ACCOUNTS RECEIVABLE	1,166.35
003-1800	PREPAID INSURANCE	( 9,166.66)
003-1900	RENEWAL/REPLCMT/DEPR.	60,383.00
003-1902	UNBILLED REVENUE	31,452.19
003-1905	DEBT EXPENSE	( 22,300.00)
003-2000	PLANT UNDER CONSTRUCTION	18,532,926.77
003-2010	LAND & LAND RIGHTS	578,827.63
003-2100	TREATMENT STRUCTURE	1,101,797.82
003-2200	TREATMENT EQUIPMENT	308,587.17
003-2300	SCADA SYSTEM	252,650.49
003-2350	INDUSTRIAL SEWER	9,688.93
003-2426	SECURITY EQUIPMENT	2,432.33
003-2580	DISTRIBUTION - MAINS	1,641,636.46
003-2600	GENL. PLANT OFFICE FURN./EQUIP	78,382.27
003-2700	GENL. PLANT-COMMUN. EQUIP.	48,244.67
003-2800	GENL. PLANT-TRANS. EQUIP.	29,405.00
003-2820	GENL. PLANT- EQUIP.	148,390.79
003-2890	CIP	33,041.03
003-2900	ACCUM. DEPR. - GEN. PLANT	( 6,873,552.75)
	TOTAL ASSETS	19,263,425.04

LIABILITIES AND EQUITY

LIABILITIES

003-3000	ACCOUNTS PAYABLE	21,466.32
003-3110	FICA TAXES PAYABLE	156.22
003-3220	DISABILITY INSURANCE	579.76
003-3221	CRITICAL ILLNESS ELECTIVE	66.46
003-3240	INSURANCE DEDUCTIONS PAYABLE	7,226.42
003-3241	VISION INSURANCE	58.11
003-3243	DENTAL INSURANCE	426.15
003-3290	OTHER EMPLOYEE FUNDS	( 3,462.89)
003-3295	TIME BANK PAYABLE	29,580.01
003-3300	BONDS PAYABLE	7,837,548.18
003-3350	ACCRUED BOND INTEREST	54,769.46
003-3420	ACCRUED SALARIES	( 2,696.78)
	TOTAL LIABILITIES	7,945,717.42

FUND EQUITY

003-3900	CITY OF CRETE EQUITY	11,245,684.40
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CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**SEWER**

REVENUE OVER EXPENDITURES - YTD	(	<u>494,258.16)</u>	
BALANCE - CURRENT DATE			<u>10,751,426.24</u>
TOTAL FUND EQUITY			<u>10,751,426.24</u>
TOTAL LIABILITIES AND EQUITY			<u><u>18,697,143.66</u></u>

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**SEWER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
003-4103 CITY SALES	378.92	1,272.84	4,000.00	2,727.16	31.8
003-4104 FORFEITED DISCOUNTS	814.29	3,130.85	9,000.00	5,869.15	34.8
003-4106 DOMESTIC BILLING	96,455.61	290,787.37	1,125,000.00	834,212.63	25.9
003-4107 COMMERCIAL BILLING	26,528.55	78,568.97	235,000.00	156,431.03	33.4
003-4108 INDUSTRIAL BILLING	11,345.23	88,035.69	360,000.00	271,964.31	24.5
003-4510 GARBAGE COLLECTION FEE	.00	.00	3,500.00	3,500.00	.0
003-4900 TRANSFERS IN	.00	.00	107,290.00	107,290.00	.0
003-4903 INTEREST INCOME	.00	8,326.52	20,000.00	11,673.48	41.6
TOTAL REVENUES	135,522.60	470,122.24	1,863,790.00	1,393,667.76	25.2
TOTAL FUND REVENUE	135,522.60	470,122.24	1,863,790.00	1,393,667.76	25.2

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**SEWER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>					
003-7020	OPERATION LABOR	13,585.66	41,054.77	185,000.00	143,945.23 22.2
003-7031	SLUDGE PROCESS	5,134.00	5,134.00	20,000.00	14,866.00 25.7
003-7082	MISC. TREATMENT PLANT EXPENSE	.00	616.00	2,500.00	1,884.00 24.6
003-7091	MAINT. OF TREAT PLANT-MATERIAL	18.15	18.15	2,500.00	2,481.85 .7
003-7092	MAINT. OF TREAT PLANT- LABOR	.00	.00	1,000.00	1,000.00 .0
003-7201	MAINT.-TREAT PLANT EQUIP. MTRL	4.22	41.00	20,000.00	19,959.00 .2
003-7202	MAINT.-TREAT PLANT EQUIP-LABOR	2,348.79	7,553.59	20,000.00	12,446.41 37.8
003-7220	BLDG & GRD MAINT.	74.00	760.04	8,000.00	7,239.96 9.5
003-7230	JANITORIAL SUPPLIES	.00	.00	500.00	500.00 .0
003-7282	LAB	2,465.17	8,187.73	37,000.00	28,812.27 22.1
003-7283	LAB - LABOR	4,245.30	11,670.84	50,000.00	38,329.16 23.3
003-7460	VEHICLE	.00	.00	500.00	500.00 .0
003-7470	MEETING & TRAINING	.00	.00	500.00	500.00 .0
003-7530	UTILITIES	10,845.18	31,538.12	155,000.00	123,461.88 20.4
003-7600	VACATION, SICK, HOLIDAY PAY	3,830.18	10,120.22	40,000.00	29,879.78 25.3
003-7630	FARM EXPENSE	.00	.00	8,000.00	8,000.00 .0
003-8021	MAINTENANCE OF MAINS MATERIAL	.00	.00	3,000.00	3,000.00 .0
003-8022	MAINT. OF MAINS - LABOR	2,515.78	11,009.85	25,000.00	13,990.15 44.0
003-8032	MAINT. OF LATERALS - LABOR	447.10	842.34	5,000.00	4,157.66 16.9
003-8062	MAINT. OF LIFT STATION - LABOR	976.22	2,865.36	.00 (	2,865.36) .0
003-8101	MAINT OF SEWER LINE EQUIP	.00	4,900.00	2,000.00 (	2,900.00) 245.0
003-8231	JANITORIAL LABOR	308.68	926.00	3,000.00	2,074.00 30.9
003-8460	VEHICLE EXPENSE	144.56	642.77	2,500.00	1,857.23 25.7
003-8461	VEHICLE EXPENSE - LABOR	.00	.00	500.00	500.00 .0
003-8480	MEETING/TRAINING	.00	.00	1,000.00	1,000.00 .0
003-8500	MISC. OPERATION	.00	69.80	1,000.00	930.20 7.0
003-9401	SALARIES - MEDIA	359.74	1,079.22	4,500.00	3,420.78 24.0
003-9408	SALARIES - TECHNOLOGY	1,406.72	4,219.43	19,500.00	15,280.57 21.6
003-9410	SALARIES - ADMINISTRATIVE	2,278.84	6,836.52	45,000.00	38,163.48 15.2
003-9440	GENERAL OFFICE SALARIES	5,419.18	16,130.13	65,000.00	48,869.87 24.8
003-9460	MAYOR, COUNCIL, CLERK SALARIES	2,183.82	6,550.59	26,000.00	19,449.41 25.2
003-9570	METER READING - LABOR	161.00	480.56	3,000.00	2,519.44 16.0
003-9590	RETIREMENT CONTRIBUTIONS	2,665.27	9,421.33	25,500.00	16,078.67 37.0
003-9610	SOCIAL SECURITY TAX	2,837.98	8,753.80	35,000.00	26,246.20 25.0
003-9620	MEDICAL & LIFE INSURANCE	7,315.39	21,930.98	92,000.00	70,069.02 23.8
003-9623	HR CONSULTING FEES	238.10	243.65	200.00 (	43.65) 121.8
003-9630	WORKMANS COMP	835.94	2,601.56	6,500.00	3,898.44 40.0
003-9640	UNIFORMS	422.60	1,231.39	5,500.00	4,268.61 22.4
003-9650	POSTAGE	480.70	1,752.45	7,500.00	5,747.55 23.4
003-9660	TELEPHONE	90.65	285.39	3,600.00	3,314.61 7.9
003-9680	OFFICE RENTAL	265.00	795.00	3,500.00	2,705.00 22.7
003-9690	EASEMENTS, LICENSES	.00	.00	3,000.00	3,000.00 .0
003-9720	INSURANCE	.00	66,023.39	55,000.00 (	11,023.39) 120.0
003-9740	OFFICE EQUIP REPAIR & CONTRACT	46.95	108.33	1,200.00	1,091.67 9.0
003-9760	MEETING & TRAINING	97.96	2,141.48	8,000.00	5,858.52 26.8
003-9780	DUES & MEMBERSHIPS	24.99	1,514.99	.00 (	1,514.99) .0
003-9820	AUDIT EXPENSE	500.00	500.00	1,300.00	800.00 38.5
003-9840	ENG., ARCH., ABSTRACT, MEDICAL	.00	.00	12,000.00	12,000.00 .0
003-9860	LEGAL SERVICE	.00	.00	1,000.00	1,000.00 .0
003-9880	PUBLICATIONS, LEGAL	.00	.00	100.00	100.00 .0
003-9900	OFFICE SUPPLIES	1,123.55	1,315.55	3,500.00	2,184.45 37.6
003-9910	SOFTWARE & UPGRADES	2,626.98	7,019.46	20,000.00	12,980.54 35.1

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**SEWER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
003-9911 INTERNET ACCESS	360.36	459.36	100.00	( 359.36)	459.4
003-9915 COMPUTERS & EQUIPMENT	.00	314.70	5,000.00	4,685.30	6.3
003-9920 MAPPING & RECORDS	620.35	641.09	7,000.00	6,358.91	9.2
003-9926 ONLINE PAYMENT FEES	1,312.04	3,142.35	9,000.00	5,857.65	34.9
003-9955 DEPRECIATION	.00	.00	121,590.00	121,590.00	.0
003-9970 DEBT EXPENSE AMORTIZATION	585,793.00	585,793.00	560,000.00	( 25,793.00)	104.6
003-9971 BOND INTEREST	75,105.75	75,105.75	120,000.00	44,894.25	62.6
003-9980 ANSWERING SERVICE	13.42	38.37	200.00	161.63	19.2
<b>TOTAL EXPENDITURES</b>	<b>741,529.27</b>	<b>964,380.40</b>	<b>1,863,790.00</b>	<b>899,409.60</b>	<b>51.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>741,529.27</b>	<b>964,380.40</b>	<b>1,863,790.00</b>	<b>899,409.60</b>	<b>51.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 606,006.67)</b>	<b>( 494,258.16)</b>	<b>.00</b>	<b>494,258.16</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**AIRPORT**

ASSETS

050-1000	CASH	49,288.81	
050-1010	CASH IN BANK - AIRPORT	192,267.73	
050-2010	LAND & LAND RIGHTS	397,514.12	
050-2012	APRON PAVING	12,245.00	
050-2100	BUILDINGS	2,972,793.07	
050-2110	PARKING LOT	19,903.75	
050-2115	RUNWAY PAVING	645,454.23	
050-2120	TAXIWAY PAVING	2,355,172.27	
050-2200	WATER SYSTEM	18,244.32	
050-2210	EQUIPMENT	300,594.13	
050-2405	NAV-AID EQUIPMENT	541,893.37	
050-2410	FUEL HANDLING EQUIPMENT	755,736.15	
050-2600	OFFICE FURN./EQUIP	25,274.53	
050-2900	ACCUM. DEPR. - GEN. PLANT	( 4,957,387.08)	
050-2999	CAPITAL ASSET OFFSET	( 3,087,437.86)	
	TOTAL ASSETS		241,556.54

LIABILITIES AND EQUITY

LIABILITIES

050-3000	ACCOUNTS PAYABLE	( 28.57)	
050-3100	FEDERAL TAXES PAYABLE	28.97	
050-3110	FICA TAXES PAYABLE	249.78	
050-3120	STATE TAXES PAYABLE	54.42	
050-3250	RETIREMENT PAYABLE	228.56	
050-3290	OTHER EMPLOYEE FUNDS	( 474.11)	
050-3420	ACCRUED SALARIES	( 561.73)	
	TOTAL LIABILITIES		( 502.68)

FUND EQUITY

050-3900	CITY OF CRETE EQUITY	243,921.43	
	REVENUE OVER EXPENDITURES - YTD	( 1,533.44)	
	BALANCE - CURRENT DATE	242,387.99	
	TOTAL FUND EQUITY		242,387.99
	TOTAL LIABILITIES AND EQUITY		241,885.31

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**AIRPORT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
050-4051 CONTRACT INCOME	240.79	1,142.22	3,000.00	1,857.78	38.1
050-4107 GS SALES	.00	137.00	1,500.00	1,363.00	9.1
050-4215 PROPANE SALES	.00	( 115.63)	.00	115.63	.0
050-4900 TRANSFERS IN	.00	.00	20,000.00	20,000.00	.0
050-4904 MISCELANEOUS INCOME	.00	3.92	1,351.43	1,347.51	.3
050-4909 HANGAR RENT	21,925.76	34,490.76	115,000.00	80,509.24	30.0
050-4913 LEASE - LAND, BLDG., TOWER	.00	.00	17,693.33	17,693.33	.0
<b>TOTAL REVENUES</b>	<b>22,166.55</b>	<b>35,658.27</b>	<b>158,544.76</b>	<b>122,886.49</b>	<b>22.5</b>
<b>TOTAL FUND REVENUE</b>	<b>22,166.55</b>	<b>35,658.27</b>	<b>158,544.76</b>	<b>122,886.49</b>	<b>22.5</b>
 <u>{EXPENDITURES}</u>					
050-5163 HR CONSULTING FEES	.00	.00	77.63	77.63	.0
050-5220 TELEPHONE	42.95	85.88	400.00	314.12	21.5
050-5320 INFRASTRUCTURE PROJECTS	.00	.00	10,000.00	10,000.00	.0
050-5330 BUILDING & GROUNDS MAINT.	3,279.41	4,497.69	25,000.00	20,502.31	18.0
050-5390 PRINTING, PUBLICATIONS, LEGALS	12.73	25.46	517.50	492.04	4.9
050-5400 DUES & MEMBERSHIP	250.00	250.00	517.50	267.50	48.3
050-5791 VEHICLE/EQUIPMENT REPAIRS	.00	1,881.97	5,175.00	3,293.03	36.4
050-5800 VEHICLE/EQUIPMENT FUEL	952.00	1,075.07	2,070.00	994.93	51.9
050-6020 MISC. SUPPLIES	.00	( 33.01)	517.50	550.51	( 6.4)
050-6050 COMPUTER EXPENSES	6.57	167.90	795.63	627.73	21.1
050-7530 UTILITIES	1,666.29	3,688.44	20,000.00	16,311.56	18.4
050-8500 MISC. OPERATING	.00	133.17	517.50	384.33	25.7
050-9405 SALARIES - OPERATIONAL	.00	1,632.58	50,000.00	48,367.42	3.3
050-9590 RETIREMENT CONTRIBUTIONS	.00	114.28	3,850.00	3,735.72	3.0
050-9610 SOCIAL SECURITY TAX	.00	124.89	3,519.00	3,394.11	3.6
050-9620 MEDICAL & LIFE INSURANCE	2.00	4.00	10,000.00	9,996.00	.0
050-9630 WORKMANS COMP	.00	43.39	517.50	474.11	8.4
050-9720 INSURANCE	.00	23,000.00	23,000.00	.00	100.0
050-9760 MEETING AND TRAINING	.00	.00	1,035.00	1,035.00	.0
050-9820 AUDIT EXPENSE	500.00	500.00	1,035.00	535.00	48.3
<b>TOTAL EXPENDITURES</b>	<b>6,711.95</b>	<b>37,191.71</b>	<b>158,544.76</b>	<b>121,353.05</b>	<b>23.5</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>6,711.95</b>	<b>37,191.71</b>	<b>158,544.76</b>	<b>121,353.05</b>	<b>23.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>15,454.60</b>	<b>( 1,533.44)</b>	<b>.00</b>	<b>1,533.44</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**GENERAL FUNDS**

ASSETS

101-1000	CASH	1,007,548.72	
101-1011	WORKING FUNDS-PETTY CASH	700.00	
101-1042	PROJECT CONST. CASH	625.04	
101-1200	CASH AT CO TREAS.	44,305.62	
	TOTAL ASSETS		1,053,179.38

LIABILITIES AND EQUITY

LIABILITIES

101-3000	ACCOUNTS PAYABLE	( 651.05)	
101-3220	DISABILITY INSURANCE	453.54	
101-3221	CRITICAL ILLNESS ELECTIVE	93.16	
101-3240	INSURANCE DEDUCTIONS PAYABLE	3,104.12	
101-3241	VISION INSURANCE	40.84	
101-3243	DENTAL INSURANCE	113.98	
101-3290	OTHER EMPLOYEE FUNDS	( 2,482.68)	
	TOTAL LIABILITIES		671.91

FUND EQUITY

101-3900	CITY OF CRETE EQUITY	1,280,949.78	
	REVENUE OVER EXPENDITURES - YTD	( 321,242.32)	
	BALANCE - CURRENT DATE	959,707.46	
	TOTAL FUND EQUITY		959,707.46
	TOTAL LIABILITIES AND EQUITY		960,379.37

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**GENERAL FUNDS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
101-4001	3,225.83	48,191.43	1,300,000.00	1,251,808.57	3.7
101-4002	.00	.00	40,000.00	40,000.00	.0
101-4003	111,483.82	111,483.82	807,000.00	695,516.18	13.8
101-4004	29,167.00	87,501.00	350,000.00	262,499.00	25.0
101-4006	10,544.94	30,657.24	120,000.00	89,342.76	25.6
101-4007	.00	431.28	3,300.00	2,868.72	13.1
101-4008	.00	.00	250.00	250.00	.0
101-4010	2,063.48	14,725.73	60,000.00	45,274.27	24.5
101-4011	7,681.77	27,418.64	80,000.00	52,581.36	34.3
101-4012	10,000.00	30,578.58	250,000.00	219,421.42	12.2
101-4013	2,920.00	3,284.00	5,500.00	2,216.00	59.7
101-4015	3,569.59	13,718.41	47,000.00	33,281.59	29.2
101-4018	.00	135.00	.00	( 135.00)	.0
101-4019	175.00	2,825.00	1,000.00	( 1,825.00)	282.5
101-4074	23.00	23.00	.00	( 23.00)	.0
101-4900	4,333.33	12,999.99	54,000.00	41,000.01	24.1
101-4903	10,645.66	36,178.63	20,000.00	( 16,178.63)	180.9
101-4904	2,457.09	3,420.88	4,000.00	579.12	85.5
101-4919	98,484.30	305,674.27	1,406,000.00	1,100,325.73	21.7
101-4921	492.42	1,528.37	6,000.00	4,471.63	25.5
<b>TOTAL REVENUES</b>	<b>297,267.23</b>	<b>730,775.27</b>	<b>4,554,050.00</b>	<b>3,823,274.73</b>	<b>16.1</b>
<b>TOTAL FUND REVENUE</b>	<b>297,267.23</b>	<b>730,775.27</b>	<b>4,554,050.00</b>	<b>3,823,274.73</b>	<b>16.1</b>

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**GENERAL FUNDS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>					
101-5163 HR CONSULTING FEES	1,825.63	2,075.55	1,000.00	( 1,075.55)	207.6
101-5330 BUILDING & GROUNDS MAINT.	.00	59.90	.00	( 59.90)	.0
101-5381 CIVIL SERVICE COMMISSION	8.64	8.64	1,000.00	991.36	.9
101-5390 PRINTING, PUBLICATIONS, LEGALS	619.77	1,653.33	7,500.00	5,846.67	22.0
101-5400 DUES & MEMBERSHIPS	359.99	1,124.12	15,000.00	13,875.88	7.5
101-5420 COURT COSTS	.00	12.00	500.00	488.00	2.4
101-5452 INSPECTION EXPENSE	192.84	407.93	2,000.00	1,592.07	20.4
101-5469 CITY COUNCIL TRAINING	.00	.00	4,000.00	4,000.00	.0
101-5473 NUISANCE PROPERTIES	.00	.00	10,000.00	10,000.00	.0
101-5480 PLANNING COMMISSION	19.55	1,992.28	10,000.00	8,007.72	19.9
101-5490 EMERGENCY MANAGEMENT	76.49	228.47	2,000.00	1,771.53	11.4
101-5750 SERVICE/CONTRACT AGREEMENTS	.00	2,310.00	6,000.00	3,690.00	38.5
101-5790 COMPUTER NETWORK EXPENSE	.00	.00	5,000.00	5,000.00	.0
101-5791 VEHICLE/EQUIPMENT REPAIRS	.00	212.47	.00	( 212.47)	.0
101-5792 INTERNET ACCESS	360.36	459.36	300.00	( 159.36)	153.1
101-5969 ELECTION EXPENSE	763.56	763.56	2,000.00	1,236.44	38.2
101-6020 MISC. SUPPLIES	.00	23.98	1,000.00	976.02	2.4
101-6050 COMPUTER EXPENSES	2,169.47	4,604.28	20,000.00	15,395.72	23.0
101-6140 RESERVE TRANSFER	.00	( 123,202.15)	.00	123,202.15	.0
101-6200 TRANSFER OUT	315,791.67	947,375.01	3,789,500.00	2,842,124.99	25.0
101-6201 COMMUNITY DEVELOPMENT	575.47	( 429.88)	10,000.00	10,429.88	( 4.3)
101-6202 SALINE CO. AREA TRANSIT	29,190.00	29,190.00	30,000.00	810.00	97.3
101-6206 SENIOR CITIZEN PROGRAMS	.00	.00	8,000.00	8,000.00	.0
101-6208 COMMUNITY ASSISTANCE PROGRAMS	.00	.00	5,000.00	5,000.00	.0
101-6484 SECURITY	.00	.00	3,000.00	3,000.00	.0
101-7530 UTILITIES	183.76	505.45	5,000.00	4,494.55	10.1
101-8500 MISC. OPERATING	2.81	258.82	5,000.00	4,741.18	5.2
101-9401 SALARIES - MEDIA	449.66	1,553.35	5,700.00	4,146.65	27.3
101-9405 SALARIES - OPERATIONAL	14,740.27	52,040.14	200,000.00	147,959.86	26.0
101-9408 SALARIES - TECHNOLOGY	7,161.44	25,301.65	96,000.00	70,698.35	26.4
101-9450 SALARIES - BUILDING INSPECTOR	6,205.86	21,571.74	83,500.00	61,928.26	25.8
101-9590 RETIREMENT CONTRIBUTIONS	1,889.80	6,651.30	26,000.00	19,348.70	25.6
101-9610 SOCIAL SECURITY TAX	2,133.62	7,506.04	28,500.00	20,993.96	26.3
101-9620 MEDICAL & LIFE INSURANCE	3,147.86	10,955.59	55,000.00	44,044.41	19.9
101-9630 WORKMANS COMP	250.84	871.08	3,500.00	2,628.92	24.9
101-9640 UNIFORMS	.00	182.39	750.00	567.61	24.3
101-9650 POSTAGE	188.00	518.00	3,000.00	2,482.00	17.3
101-9680 OFFICE RENTAL	187.50	562.50	2,300.00	1,737.50	24.5
101-9720 INSURANCE	506.00	44,506.00	44,000.00	( 506.00)	101.2
101-9725 EMPLOYEE BOND	.00	.00	500.00	500.00	.0
101-9740 COPIER EXPENSE	311.14	659.91	3,400.00	2,740.09	19.4
101-9760 MEETING & TRAINING	.00	2,636.50	12,000.00	9,363.50	22.0
101-9820 AUDIT EXPENSE	5,000.00	5,000.00	14,000.00	9,000.00	35.7
101-9860 PROFESSIONAL SERVICES	.00	.00	5,000.00	5,000.00	.0
101-9900 OFFICE SUPPLIES	505.84	1,253.66	5,000.00	3,746.34	25.1
101-9920 MAPPING & RECORDS	599.62	599.62	7,500.00	6,900.38	8.0
101-9926 ONLINE PAYMENT FEES	5.00	15.00	500.00	485.00	3.0
101-9998 COUNTY COLLECTION FEE	.00	.00	14,850.00	14,850.00	.0
<b>TOTAL EXPENDITURES</b>	<b>395,422.46</b>	<b>1,052,017.59</b>	<b>4,553,800.00</b>	<b>3,501,782.41</b>	<b>23.1</b>

CITY OF CRETE  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**GENERAL FUNDS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	395,422.46	1,052,017.59	4,553,800.00	3,501,782.41	23.1
NET REVENUE OVER EXPENDITURES	( 98,155.23)	( 321,242.32)	250.00	321,492.32	(12849

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**SALES TAX**

ASSETS

102-1015	INVESTMENTS	111,886.08	
	TOTAL ASSETS		111,886.08

LIABILITIES AND EQUITY

FUND EQUITY

102-3900	CITY OF CRETE EQUITY	111,830.91	
	REVENUE OVER EXPENDITURES - YTD	55.17	
	BALANCE - CURRENT DATE	111,886.08	
	TOTAL FUND EQUITY		111,886.08
	TOTAL LIABILITIES AND EQUITY		111,886.08

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**SALES TAX**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
102-4005 CITY SALES TAX	196,968.60	611,348.54	2,500,000.00	1,888,651.46	24.5
102-4903 INTEREST INCOME	.00	55.17	.00	( 55.17)	.0
TOTAL REVENUES	196,968.60	611,403.71	2,500,000.00	1,888,596.29	24.5
TOTAL FUND REVENUE	196,968.60	611,403.71	2,500,000.00	1,888,596.29	24.5
<u>{EXPENDITURES}</u>					
102-6200 TRANSFER OUT	196,968.60	611,348.54	2,500,000.00	1,888,651.46	24.5
TOTAL EXPENDITURES	196,968.60	611,348.54	2,500,000.00	1,888,651.46	24.5
TOTAL FUND EXPENDITURES	196,968.60	611,348.54	2,500,000.00	1,888,651.46	24.5
NET REVENUE OVER EXPENDITURES	.00	55.17	.00	( 55.17)	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**KENO**

ASSETS

103-1000	CASH	123,132.28	
103-1015	INVESTMENTS	<u>43,319.54</u>	
	TOTAL ASSETS		<u><u>166,451.82</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

103-3900	CITY OF CRETE EQUITY	156,322.96	
	REVENUE OVER EXPENDITURES - YTD	<u>18,727.17</u>	
	BALANCE - CURRENT DATE	<u>175,050.13</u>	
	TOTAL FUND EQUITY		<u><u>175,050.13</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>175,050.13</u></u>

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**KENO**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
103-4017	KENO INCOME	9,098.31	28,199.31	115,000.00	86,800.69	24.5
103-4903	INTEREST INCOME	.00	10.86	.00	( 10.86)	.0
	TOTAL REVENUES	<u>9,098.31</u>	<u>28,210.17</u>	<u>115,000.00</u>	<u>86,789.83</u>	<u>24.5</u>
	TOTAL FUND REVENUE	<u>9,098.31</u>	<u>28,210.17</u>	<u>115,000.00</u>	<u>86,789.83</u>	<u>24.5</u>
<u>{EXPENDITURES}</u>						
103-5251	TAX, AUDIT, LICENSE	500.00	9,483.00	51,000.00	41,517.00	18.6
103-6201	COMMUNITY DEVELOPMENT	.00	.00	64,000.00	64,000.00	.0
	TOTAL EXPENDITURES	<u>500.00</u>	<u>9,483.00</u>	<u>115,000.00</u>	<u>105,517.00</u>	<u>8.3</u>
	TOTAL FUND EXPENDITURES	<u>500.00</u>	<u>9,483.00</u>	<u>115,000.00</u>	<u>105,517.00</u>	<u>8.3</u>
	NET REVENUE OVER EXPENDITURES	<u><u>8,598.31</u></u>	<u><u>18,727.17</u></u>	<u><u>.00</u></u>	<u><u>( 18,727.17)</u></u>	<u><u>.0</u></u>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**BONDS**

ASSETS

150-1000	CASH	839,450.09	
150-1015	INVESTMENTS	164,887.88	
150-1200	CASH AT CO TREAS.	9,087.26	
		<u>                    </u>	
	TOTAL ASSETS		<u>1,013,425.23</u>

LIABILITIES AND EQUITY

FUND EQUITY

150-3900	CITY OF CRETE EQUITY	854,622.35	
	REVENUE OVER EXPENDITURES - YTD	64,937.68	
		<u>                    </u>	
	BALANCE - CURRENT DATE	919,560.03	
		<u>                    </u>	
	TOTAL FUND EQUITY		<u>919,560.03</u>
	TOTAL LIABILITIES AND EQUITY		<u>919,560.03</u>

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**BONDS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
150-4001 PROPERTY TAX	617.53	9,229.64	241,000.00	231,770.36	3.8
150-4002 HOMESTEAD ALLOCATION	.00	.00	8,000.00	8,000.00	.0
150-4007 MOTOR VEHICLE PRO-RATE	.00	82.56	600.00	517.44	13.8
150-4903 INTEREST INCOME	.00	.00	500.00	500.00	.0
150-4915 SPECIAL ASSESSMENTS	73,574.12	365,305.09	89,900.00	( 275,405.09)	406.4
150-4919 SALES TAX TRANSFER	38,742.15	121,337.14	252,000.00	130,662.86	48.2
TOTAL REVENUES	112,933.80	495,954.43	592,000.00	96,045.57	83.8
TOTAL FUND REVENUE	112,933.80	495,954.43	592,000.00	96,045.57	83.8
<u>{EXPENDITURES}</u>					
150-9860 PROFESSIONAL SERVICES	624.00	9,348.00	2,000.00	( 7,348.00)	467.4
150-9970 DEBT EXPENSE AMORTIZATION	115,000.00	310,000.00	390,000.00	80,000.00	79.5
150-9971 BOND INTEREST	70,175.00	111,668.75	200,000.00	88,331.25	55.8
TOTAL EXPENDITURES	185,799.00	431,016.75	592,000.00	160,983.25	72.8
TOTAL FUND EXPENDITURES	185,799.00	431,016.75	592,000.00	160,983.25	72.8
NET REVENUE OVER EXPENDITURES	( 72,865.20)	64,937.68	.00	( 64,937.68)	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**INSURANCE CONTINGENCY**

ASSETS

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

LIABILITIES AND EQUITY

FUND EQUITY

171-3900	CITY OF CRETE EQUITY	98,794.70	
	TOTAL FUND EQUITY		98,794.70
	TOTAL LIABILITIES AND EQUITY		98,794.70

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**INSURANCE CONTINGENCY**

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

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**CAPITAL RESERVE**

ASSETS

173-1000	CASH	999,560.82	
173-1043	SAVINGS - PINNACLE	253,647.57	
	TOTAL ASSETS		1,253,208.39

LIABILITIES AND EQUITY

FUND EQUITY

173-3900	CITY OF CRETE EQUITY	1,267,365.16	
	REVENUE OVER EXPENDITURES - YTD	( 21,273.36)	
	BALANCE - CURRENT DATE	1,246,091.80	
	TOTAL FUND EQUITY		1,246,091.80
	TOTAL LIABILITIES AND EQUITY		1,246,091.80

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**CAPITAL RESERVE**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
173-4067 STREET RESERVE	2,033.33	6,099.99	.00	( 6,099.99)	.0
173-4903 INTEREST INCOME	.00	76.41	.00	( 76.41)	.0
173-4913 LEASE - LAND, BLDG., TOWER	825.00	2,475.00	.00	( 2,475.00)	.0
TOTAL REVENUES	<u>2,858.33</u>	<u>8,651.40</u>	<u>.00</u>	<u>( 8,651.40)</u>	<u>.0</u>
TOTAL FUND REVENUE	<u>2,858.33</u>	<u>8,651.40</u>	<u>.00</u>	<u>( 8,651.40)</u>	<u>.0</u>
 <u>{EXPENDITURES}</u>					
173-6009 POLICE TRANSFER	9,974.92	29,924.76	.00	( 29,924.76)	.0
TOTAL EXPENDITURES	<u>9,974.92</u>	<u>29,924.76</u>	<u>.00</u>	<u>( 29,924.76)</u>	<u>.0</u>
TOTAL FUND EXPENDITURES	<u>9,974.92</u>	<u>29,924.76</u>	<u>.00</u>	<u>( 29,924.76)</u>	<u>.0</u>
NET REVENUE OVER EXPENDITURES	<u>( 7,116.59)</u>	<u>( 21,273.36)</u>	<u>.00</u>	<u>21,273.36</u>	<u>.0</u>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**POLICE**

ASSETS

201-1000	CASH	539,049.08	
	TOTAL ASSETS		539,049.08

LIABILITIES AND EQUITY

LIABILITIES

201-3000	ACCOUNTS PAYABLE	( 2,756.88)	
201-3220	DISABILITY INSURANCE	2,536.95	
201-3221	CRITICAL ILLNESS ELECTIVE	718.56	
201-3240	INSURANCE DEDUCTIONS PAYABLE	34,356.22	
201-3241	VISION INSURANCE	359.65	
201-3243	DENTAL INSURANCE	1,627.47	
201-3244	HSA FUNDS	( 857.14)	
201-3290	OTHER EMPLOYEE FUNDS	( 45,303.34)	
	TOTAL LIABILITIES		( 9,318.51)

FUND EQUITY

201-3900	CITY OF CRETE EQUITY	609,921.38	
	REVENUE OVER EXPENDITURES - YTD	( 39,198.68)	
	BALANCE - CURRENT DATE		570,722.70
	TOTAL FUND EQUITY		570,722.70
	TOTAL LIABILITIES AND EQUITY		561,404.19

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**POLICE**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
201-4000 GENERAL FUND TRANSFER	149,846.11	449,538.33	1,798,215.35	1,348,677.02	25.0
201-4021 SCHOOL SHARE OF COPS	.00	.00	92,610.00	92,610.00	.0
201-4022 PARKING FINES	240.00	790.00	2,500.00	1,710.00	31.6
201-4023 VEHICLE IMPOUND	990.00	2,554.00	6,000.00	3,446.00	42.6
201-4074 COPIER SERVICES	140.35	652.12	600.00	( 52.12)	108.7
201-4800 GRANT PROCEEDS	.00	25,667.60	89,000.00	63,332.40	28.8
201-4901 ABANDONED VEHICLE DISPOSAL	.00	611.00	5,000.00	4,389.00	12.2
201-4904 MISC. INCOME	479.00	1,206.00	900.00	( 306.00)	134.0
201-4905 RESERVE TRANSFER	9,788.84	29,366.52	.00	( 29,366.52)	.0
201-4919 SALES TAX TRANSFER	10,500.00	31,500.00	126,000.00	94,500.00	25.0
<b>TOTAL REVENUES</b>	<b>171,984.30</b>	<b>541,885.57</b>	<b>2,120,825.35</b>	<b>1,578,939.78</b>	<b>25.6</b>
<b>TOTAL FUND REVENUE</b>	<b>171,984.30</b>	<b>541,885.57</b>	<b>2,120,825.35</b>	<b>1,578,939.78</b>	<b>25.6</b>

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**POLICE**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>					
201-5120 RECRUITMENT	.00	127.35	1,000.00	872.65	12.7
201-5163 HR CONSULTING FEES	1,289.94	1,289.94	700.00	( 589.94)	184.3
201-5215 GAS & ELECTRICITY	849.44	1,697.45	11,500.00	9,802.55	14.8
201-5220 TELEPHONE	362.49	994.61	14,500.00	13,505.39	6.9
201-5329 GENERAL MAINT. & REPAIR	1,091.07	2,398.53	10,000.00	7,601.47	24.0
201-5370 COMMUNITY POLICING	385.02	1,175.92	1,100.00	( 75.92)	106.9
201-5382 TRANSLATOR SERVICES	.00	.00	200.00	200.00	.0
201-5383 ARRESTEE MEDICAL	.00	.00	1,000.00	1,000.00	.0
201-5390 PRINTING, PUBLICATIONS, LEGALS	.00	53.71	1,500.00	1,446.29	3.6
201-5400 DUES & MEMBERSHIPS	49.99	69.99	500.00	430.01	14.0
201-5540 COMPUTER SUPPLIES	.00	58.07	.00	( 58.07)	.0
201-5610 FIRING RANGE EXPENSE	33.00	66.00	2,500.00	2,434.00	2.6
201-5620 AMMUNITION	.00	.00	4,500.00	4,500.00	.0
201-5630 UNIFORMS & ACCESSORIES	.00	124.50	.00	( 124.50)	.0
201-5660 SPECIAL INVESTIGATIONS	459.98	1,519.43	18,250.00	16,730.57	8.3
201-5690 BOOKS, MAGAZINES, PERIODICALS	198.90	198.90	300.00	101.10	66.3
201-5790 COMPUTER NETWORK EXPENSE	2,083.33	6,249.99	25,000.00	18,750.01	25.0
201-5791 VEHICLE/EQUIPMENT REPAIRS	2,510.32	3,410.71	11,500.00	8,089.29	29.7
201-5792 INTERNET ACCESS	360.36	459.36	150.00	( 309.36)	306.2
201-5800 VEHICLE/EQUIPMENT FUEL	1,639.03	3,827.09	19,000.00	15,172.91	20.1
201-5801 VEHICLE/EQUIP. OIL & GREASE	95.93	319.34	750.00	430.66	42.6
201-5810 TIRES & TIRE REPAIR	.00	33.00	4,000.00	3,967.00	.8
201-5812 VEHICLE TOWING & IMPOUNDMENT	2,022.00	2,447.00	7,500.00	5,053.00	32.6
201-6026 CAPITAL OUTLAY	15,934.45	39,334.45	119,700.00	80,365.55	32.9
201-6050 COMPUTER EXPENSES	79.09	2,888.09	17,600.00	14,711.91	16.4
201-6484 SECURITY	131.04	255.84	650.00	394.16	39.4
201-6999 OPERATING RESERVE	.00	.00	18,000.00	18,000.00	.0
201-8500 MISC. OPERATING	2.82	189.00	500.00	311.00	37.8
201-9400 SALARIES - CUSTODIAL	617.34	2,151.38	7,904.00	5,752.62	27.2
201-9401 SALARIES - MEDIA	359.74	1,242.72	4,310.00	3,067.28	28.8
201-9405 SALARIES - OPERATIONAL	95,209.78	318,122.70	1,136,294.10	818,171.40	28.0
201-9418 SALARIES - INTERPRET	.00	1,053.93	800.00	( 253.93)	131.7
201-9419 SALARIES - UNANTICIPATED OT	310.29	774.47	30,000.00	29,225.53	2.6
201-9423 SALARIES - HOLIDAY OT	4,283.53	7,429.42	38,450.00	31,020.58	19.3
201-9424 SALARIES - TRAFFIC GRANT OT	6,138.05	23,458.31	89,000.00	65,541.69	26.4
201-9425 COURT OT	416.50	1,151.46	5,643.00	4,491.54	20.4
201-9426 TRAINING OT	.00	.00	3,000.00	3,000.00	.0
201-9590 RETIREMENT CONTRIBUTIONS	7,361.06	24,217.84	92,624.25	68,406.41	26.2
201-9610 SOCIAL SECURITY TAX	7,915.87	26,153.01	88,500.00	62,346.99	29.6
201-9620 MEDICAL & LIFE INSURANCE	15,327.02	53,457.11	213,000.00	159,542.89	25.1
201-9630 WORKMANS COMP	5,861.97	19,196.66	64,500.00	45,303.34	29.8
201-9650 POSTAGE	.00	410.36	2,400.00	1,989.64	17.1
201-9720 INSURANCE	40.00	28,540.00	28,500.00	( 40.00)	100.1
201-9740 COPIER EXPENSE	248.40	401.88	2,300.00	1,898.12	17.5
201-9760 MEETING & TRAINING	( 5.62)	3,325.09	6,000.00	2,674.91	55.4
201-9765 MILEAGE	.00	.00	200.00	200.00	.0
201-9860 PROFESSIONAL SERVICES	.00	.00	10,000.00	10,000.00	.0
201-9900 OFFICE SUPPLIES	290.57	809.64	2,000.00	1,190.36	40.5
201-9990 RADIO & COMMUNICATION REPAIR	.00	.00	3,500.00	3,500.00	.0
<b>TOTAL EXPENDITURES</b>	<b>173,952.70</b>	<b>581,084.25</b>	<b>2,120,825.35</b>	<b>1,539,741.10</b>	<b>27.4</b>

CITY OF CRETE  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**POLICE**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	173,952.70	581,084.25	2,120,825.35	1,539,741.10	27.4
NET REVENUE OVER EXPENDITURES	( 1,968.40)	( 39,198.68)	.00	39,198.68	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**DISPATCH**

ASSETS

202-1000	CASH	232,866.13	
	TOTAL ASSETS		232,866.13

LIABILITIES AND EQUITY

FUND EQUITY

202-3900	CITY OF CRETE EQUITY	247,487.63	
	REVENUE OVER EXPENDITURES - YTD	14,912.17	
	BALANCE - CURRENT DATE	262,399.80	
	TOTAL FUND EQUITY		262,399.80
	TOTAL LIABILITIES AND EQUITY		262,399.80

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**DISPATCH**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
202-4000	GENERAL FUND TRANSFER	29,391.67	88,175.01	452,700.00	364,524.99	19.5
202-4365	911 LINE SURCHARGE	142.00	2,709.00	16,000.00	13,291.00	16.9
	TOTAL REVENUES	29,533.67	90,884.01	468,700.00	377,815.99	19.4
	TOTAL FUND REVENUE	29,533.67	90,884.01	468,700.00	377,815.99	19.4
<u>{EXPENDITURES}</u>						
202-5367	NRIN	.00	.00	1,000.00	1,000.00	.0
202-6050	COMPUTER EXPENSES	.00	.00	69,000.00	69,000.00	.0
202-6999	OPERATING RESERVE	.00	.00	3,700.00	3,700.00	.0
202-9750	CONTRACTUAL	.00	75,971.84	395,000.00	319,028.16	19.2
	TOTAL EXPENDITURES	.00	75,971.84	468,700.00	392,728.16	16.2
	TOTAL FUND EXPENDITURES	.00	75,971.84	468,700.00	392,728.16	16.2
	NET REVENUE OVER EXPENDITURES	29,533.67	14,912.17	.00	( 14,912.17)	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**CODE ENFORCEMENT**

<u>ASSETS</u>			
203-1000	CASH	143,901.86	
	TOTAL ASSETS		143,901.86
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
203-3000	ACCOUNTS PAYABLE	( 110.46)	
203-3220	DISABILITY INSURANCE	37.20	
203-3221	CRITICAL ILLNESS ELECTIVE	16.60	
203-3240	INSURANCE DEDUCTIONS PAYABLE	805.82	
203-3241	VISION INSURANCE	8.52	
203-3243	DENTAL INSURANCE	32.32	
203-3244	HSA FUNDS	857.14	
203-3290	OTHER EMPLOYEE FUNDS	( 1,026.18)	
	TOTAL LIABILITIES		620.96
<u>FUND EQUITY</u>			
203-3900	CITY OF CRETE EQUITY	142,821.55	
	REVENUE OVER EXPENDITURES - YTD	4,249.92	
	BALANCE - CURRENT DATE	147,071.47	
	TOTAL FUND EQUITY		147,071.47
	TOTAL LIABILITIES AND EQUITY		147,692.43

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**CODE ENFORCEMENT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
203-4000 GENERAL FUND TRANSFER	7,458.53	22,375.59	89,502.35	67,126.76	25.0
203-4032 ANIMAL FINES & LICENSES	145.00	423.13	1,000.00	576.87	42.3
203-4035 IMPOUND FEES	100.00	200.00	500.00	300.00	40.0
203-4036 VETERINARY FEES REFUNDED	193.50	385.75	.00	( 385.75)	.0
203-4904 MISC. INCOME	208.86	325.96	500.00	174.04	65.2
<b>TOTAL REVENUES</b>	<b>8,105.89</b>	<b>23,710.43</b>	<b>91,502.35</b>	<b>67,791.92</b>	<b>25.9</b>
<b>TOTAL FUND REVENUE</b>	<b>8,105.89</b>	<b>23,710.43</b>	<b>91,502.35</b>	<b>67,791.92</b>	<b>25.9</b>
<u>{EXPENDITURES}</u>					
203-5345 BOARDING & DISPOSAL	961.66	2,545.08	5,000.00	2,454.92	50.9
203-5791 VEHICLE/EQUIPMENT REPAIRS	.00	.00	750.00	750.00	.0
203-5792 INTERNET ACCESS	360.36	459.36	120.00	( 339.36)	382.8
203-5800 VEHICLE/EQUIPMENT FUEL	114.66	215.32	1,500.00	1,284.68	14.4
203-5810 TIRES & TIRE REPAIR	.00	.00	1,000.00	1,000.00	.0
203-6050 COMPUTER EXPENSE	.00	.00	1,000.00	1,000.00	.0
203-6999 OPERATING RESERVE	.00	.00	800.00	800.00	.0
203-8500 MISC. OPERATING	.00	11.64	.00	( 11.64)	.0
203-9405 SALARIES - OPERATIONAL	2,792.36	9,677.96	55,873.60	46,195.64	17.3
203-9590 RETIREMENT CONTRIBUTIONS	192.26	666.36	4,247.00	3,580.64	15.7
203-9610 SOCIAL SECURITY TAX	199.44	690.76	3,761.75	3,070.99	18.4
203-9620 MEDICAL & LIFE INSURANCE	832.50	2,889.51	14,000.00	11,110.49	20.6
203-9630 WORKMANS COMP	79.00	273.82	1,300.00	1,026.18	21.1
203-9720 INSURANCE	.00	2,000.00	2,000.00	.00	100.0
203-9980 ANSWERING SERVICE	10.74	30.70	150.00	119.30	20.5
<b>TOTAL EXPENDITURES</b>	<b>5,542.98</b>	<b>19,460.51</b>	<b>91,502.35</b>	<b>72,041.84</b>	<b>21.3</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>5,542.98</b>	<b>19,460.51</b>	<b>91,502.35</b>	<b>72,041.84</b>	<b>21.3</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,562.91</b>	<b>4,249.92</b>	<b>.00</b>	<b>( 4,249.92)</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**STOP FUNDS**

ASSETS

204-1000	CASH	2,860.28	
	TOTAL ASSETS		2,860.28

LIABILITIES AND EQUITY

FUND EQUITY

204-3900	CITY OF CRETE EQUITY	2,610.28	
	REVENUE OVER EXPENDITURES - YTD	275.00	
	BALANCE - CURRENT DATE	2,885.28	
	TOTAL FUND EQUITY		2,885.28
	TOTAL LIABILITIES AND EQUITY		2,885.28

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**STOP FUNDS**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
204-4900	TRANSFERS IN	.00	.00	2,810.28	2,810.28	.0
204-4904	MISC. INCOME	25.00	275.00	200.00	( 75.00)	137.5
	TOTAL REVENUES	25.00	275.00	3,010.28	2,735.28	9.1
	TOTAL FUND REVENUE	25.00	275.00	3,010.28	2,735.28	9.1
<u>{EXPENDITURES}</u>						
204-5974	STOP DISBURSEMENTS	.00	.00	3,010.28	3,010.28	.0
	TOTAL EXPENDITURES	.00	.00	3,010.28	3,010.28	.0
	TOTAL FUND EXPENDITURES	.00	.00	3,010.28	3,010.28	.0
	NET REVENUE OVER EXPENDITURES	25.00	275.00	.00	( 275.00)	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**POLICE K9 UNIT**

ASSETS

205-1000	CASH	4,705.61	
	TOTAL ASSETS		4,705.61

LIABILITIES AND EQUITY

FUND EQUITY

205-3900	CITY OF CRETE EQUITY	4,299.30	
	REVENUE OVER EXPENDITURES - YTD	632.13	
	BALANCE - CURRENT DATE	4,931.43	
	TOTAL FUND EQUITY		4,931.43
	TOTAL LIABILITIES AND EQUITY		4,931.43

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**POLICE K9 UNIT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
205-4000 GENERAL FUND TRANSFER	353.50	1,060.50	4,242.00	3,181.50	25.0
205-4900 TRANSFERS IN	186.08	558.24	2,233.00	1,674.76	25.0
<b>TOTAL REVENUES</b>	<b>539.58</b>	<b>1,618.74</b>	<b>6,475.00</b>	<b>4,856.26</b>	<b>25.0</b>
<b>TOTAL FUND REVENUE</b>	<b>539.58</b>	<b>1,618.74</b>	<b>6,475.00</b>	<b>4,856.26</b>	<b>25.0</b>
 <u>{EXPENDITURES}</u>					
205-5370 COMMUNITY ENGAGEMENT	.00	.00	1,000.00	1,000.00	.0
205-6026 CAPITAL OUTLAY	313.76	986.61	2,275.00	1,288.39	43.4
205-6999 OPERATING RESERVE	.00	.00	800.00	800.00	.0
205-8500 MISC EXPENSE	.00	.00	400.00	400.00	.0
205-9625 VETERINARY CARE	.00	.00	1,000.00	1,000.00	.0
205-9760 MEETING & TRAINING	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL EXPENDITURES</b>	<b>313.76</b>	<b>986.61</b>	<b>6,475.00</b>	<b>5,488.39</b>	<b>15.2</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>313.76</b>	<b>986.61</b>	<b>6,475.00</b>	<b>5,488.39</b>	<b>15.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>225.82</b>	<b>632.13</b>	<b>.00</b>	<b>( 632.13)</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**FIRE OPERATIONS**

ASSETS

301-1000	CASH	70,586.83	
	TOTAL ASSETS		70,586.83

LIABILITIES AND EQUITY

LIABILITIES

301-3000	ACCOUNTS PAYABLE	( 1,062.31)	
301-3290	OTHER EMPLOYEE FUNDS	( 10,639.64)	
	TOTAL LIABILITIES		( 11,701.95)

FUND EQUITY

301-3900	CITY OF CRETE EQUITY	111,327.87	
	REVENUE OVER EXPENDITURES - YTD	( 27,342.28)	
	BALANCE - CURRENT DATE	83,985.59	
	TOTAL FUND EQUITY		83,985.59
	TOTAL LIABILITIES AND EQUITY		72,283.64

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**FIRE OPERATIONS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
301-4000 GENERAL FUND TRANSFER	1,666.67	5,000.01	40,000.00	34,999.99	12.5
301-4051 RURAL FIRE CONTRACTS	.00	.00	30,000.00	30,000.00	.0
301-4900 TRANSFERS IN	8,725.00	26,175.00	111,300.00	85,125.00	23.5
<b>TOTAL REVENUES</b>	<b>10,391.67</b>	<b>31,175.01</b>	<b>181,300.00</b>	<b>150,124.99</b>	<b>17.2</b>
<b>TOTAL FUND REVENUE</b>	<b>10,391.67</b>	<b>31,175.01</b>	<b>181,300.00</b>	<b>150,124.99</b>	<b>17.2</b>
<u>(EXPENDITURES)</u>					
301-5163 HR CONSULTING FEES	.00	22.00	500.00	478.00	4.4
301-5330 BUILDING & GROUNDS MAINT.	95.00	612.12	6,000.00	5,387.88	10.2
301-5340 OUTSIDE SERVICES	332.50	579.50	800.00	220.50	72.4
301-5390 PRINTING, PUBLICATIONS, LEGALS	23.18	35.00	200.00	165.00	17.5
301-5400 DUES & MEMBERSHIPS	.00	.00	1,500.00	1,500.00	.0
301-5495 FIRE PREVENTION	.00	.00	500.00	500.00	.0
301-5500 RETENTION	.00	.00	1,000.00	1,000.00	.0
301-5541 JANITORIAL SUPPLIES	.00	.00	500.00	500.00	.0
301-5690 BOOKS, MAGAZINES, PERIODICALS	.00	.00	500.00	500.00	.0
301-5790 COMPUTER NETWORK EXPENSE	583.33	1,749.99	8,000.00	6,250.01	21.9
301-5791 VEHICLE/EQUIPMENT REPAIRS	.00	1,394.86	15,000.00	13,605.14	9.3
301-5792 INTERNET ACCESS	360.36	459.36	.00	( 459.36)	.0
301-5800 VEHICLE/EQUIPMENT FUEL	726.13	2,486.16	10,000.00	7,513.84	24.9
301-5810 TIRES & TIRE REPAIR	554.74	554.74	5,000.00	4,445.26	11.1
301-6020 MISC. SUPPLIES	.00	.00	500.00	500.00	.0
301-6050 COMPUTER EXPENSES	29.07	838.70	4,000.00	3,161.30	21.0
301-6484 SECURITY	55.02	107.43	.00	( 107.43)	.0
301-6999 OPERATING RESERVE	.00	.00	1,500.00	1,500.00	.0
301-7530 UTILITIES	954.57	2,025.42	30,000.00	27,974.58	6.8
301-8500 MISC. OPERATING	.00	23.27	1,000.00	976.73	2.3
301-9400 SALARIES - CUSTODIAL	182.04	622.44	2,000.00	1,377.56	31.1
301-9405 SALARIES - OPERATIONAL	1,517.62	5,920.41	25,000.00	19,079.59	23.7
301-9610 SOCIAL SECURITY TAX	130.03	500.54	2,000.00	1,499.46	25.0
301-9620 MEDICAL & LIFE INSURANCE	.00	.00	700.00	700.00	.0
301-9630 WORKMANS COMP	349.35	1,360.36	13,700.00	12,339.64	9.9
301-9650 POSTAGE	84.00	84.00	200.00	116.00	42.0
301-9720 INSURANCE	66.67	34,066.67	25,700.00	( 8,366.67)	132.6
301-9740 COPIER EXPENSE	.00	229.32	1,000.00	770.68	22.9
301-9760 MEETING & TRAINING	.00	.00	3,000.00	3,000.00	.0
301-9860 PROFESSIONAL SERVICES	3,600.00	4,800.00	20,000.00	15,200.00	24.0
301-9900 OFFICE SUPPLIES	.00	.00	500.00	500.00	.0
301-9990 RADIO & COMMUNICATION REPAIR	.00	45.00	1,000.00	955.00	4.5
<b>TOTAL EXPENDITURES</b>	<b>9,643.61</b>	<b>58,517.29</b>	<b>181,300.00</b>	<b>122,782.71</b>	<b>32.3</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>9,643.61</b>	<b>58,517.29</b>	<b>181,300.00</b>	<b>122,782.71</b>	<b>32.3</b>

CITY OF CRETE  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**FIRE OPERATIONS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	748.06	( 27,342.28)	.00	27,342.28	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**RESCUE & TRANSFER**

ASSETS

302-1000	CASH	(	27,669.75)
			( 27,669.75)
	TOTAL ASSETS		( 27,669.75)

LIABILITIES AND EQUITY

LIABILITIES

302-3290	OTHER EMPLOYEE FUNDS	(	8,907.30)
			( 8,907.30)
	TOTAL LIABILITIES		( 8,907.30)

FUND EQUITY

302-3900	CITY OF CRETE EQUITY	(	2,623.26)
	REVENUE OVER EXPENDITURES - YTD	(	3,774.82)
			( 6,398.08)
	BALANCE - CURRENT DATE	(	6,398.08)
			( 6,398.08)
	TOTAL FUND EQUITY		( 6,398.08)
	TOTAL LIABILITIES AND EQUITY		( 15,305.38)

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**RESCUE & TRANSFER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
302-4052 RESCUE CALLS	34,949.53	103,896.59	406,700.00	302,803.41	25.6
TOTAL REVENUES	34,949.53	103,896.59	406,700.00	302,803.41	25.6
TOTAL FUND REVENUE	34,949.53	103,896.59	406,700.00	302,803.41	25.6
<u>{EXPENDITURES}</u>					
302-5265 OXYGEN	198.45	1,193.01	3,000.00	1,806.99	39.8
302-5331 EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
302-5340 OUTSIDE SERVICES	4,386.29	14,092.30	60,000.00	45,907.70	23.5
302-5341 MEDICAL SUPPLIES	573.96	3,019.61	15,000.00	11,980.39	20.1
302-5342 ALS SERVICE FEES	900.00	600.00	12,000.00	11,400.00	5.0
302-5343 ALS PARAMEDIC FEES	1,379.08	1,379.08	5,000.00	3,620.92	27.6
302-5791 VEHICLE/EQUIPMENT REPAIRS	.00	197.00	10,000.00	9,803.00	2.0
302-5800 VEHICLE/EQUIPMENT FUEL	594.90	1,023.60	10,000.00	8,976.40	10.2
302-5810 TIRES & TIRE REPAIR	.00	.00	2,000.00	2,000.00	.0
302-6140 RESERVE TRANSFER	8,725.00	26,175.00	110,300.00	84,125.00	23.7
302-6999 OPERATING RESERVE	.00	.00	2,900.00	2,900.00	.0
302-7530 UTILITIES	77.52	155.01	1,000.00	844.99	15.5
302-8500 MISC. OPERATING	35.00	105.00	1,000.00	895.00	10.5
302-9405 SALARIES - OPERATIONAL	1,015.18	3,732.15	20,000.00	16,267.85	18.7
302-9496 SALARIES - RESCUE RESPONSE	4,365.68	24,926.30	100,000.00	75,073.70	24.9
302-9590 RETIREMENT CONTRIBUTIONS	.00	38.64	200.00	161.36	19.3
302-9610 SOCIAL SECURITY TAX	411.62	2,192.33	9,200.00	7,007.67	23.8
302-9620 MEDICAL & LIFE INSURANCE	.00	17.70	200.00	182.30	8.9
302-9630 WORKMANS COMP	1,122.54	6,092.70	13,700.00	7,607.30	44.5
302-9720 INSURANCE	.00	20,000.00	21,600.00	1,600.00	92.6
302-9760 MEETING & TRAINING	.00	2,731.98	6,000.00	3,268.02	45.5
302-9860 PROFESSIONAL SERVICES	.00	.00	1,500.00	1,500.00	.0
302-9926 ONLINE FEES	.00	.00	100.00	100.00	.0
TOTAL EXPENDITURES	23,785.22	107,671.41	406,700.00	299,028.59	26.5
TOTAL FUND EXPENDITURES	23,785.22	107,671.41	406,700.00	299,028.59	26.5
NET REVENUE OVER EXPENDITURES	11,164.31	( 3,774.82)	.00	3,774.82	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**FIRE EQUIPMENT**

<u>ASSETS</u>			
303-1000	CASH	52,027.97	
	TOTAL ASSETS		52,027.97
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
303-3900	CITY OF CRETE EQUITY	52,771.97	
	REVENUE OVER EXPENDITURES - YTD	1,509.00	
	BALANCE - CURRENT DATE	54,280.97	
	TOTAL FUND EQUITY		54,280.97
	TOTAL LIABILITIES AND EQUITY		54,280.97

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**FIRE EQUIPMENT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
303-4000 GENERAL FUND TRANSFER	2,500.00	7,500.00	30,000.00	22,500.00	25.0
303-4800 GRANT PROCEEDS	.00	.00	50,000.00	50,000.00	.0
303-4804 MUTUAL FINANCE ORGANIZATION	.00	.00	22,000.00	22,000.00	.0
TOTAL REVENUES	2,500.00	7,500.00	102,000.00	94,500.00	7.4
TOTAL FUND REVENUE	2,500.00	7,500.00	102,000.00	94,500.00	7.4
 <u>{EXPENDITURES}</u>					
303-5260 EQUIPMENT - MISC.	.00	.00	10,000.00	10,000.00	.0
303-5261 COATS, BOOTS, HELMETS, GLOVES	.00	.00	30,000.00	30,000.00	.0
303-5262 FOAM	.00	.00	7,500.00	7,500.00	.0
303-5263 HOSE & NOZZLES	.00	.00	11,000.00	11,000.00	.0
303-5264 BREATHING APPARATUS	247.00	247.00	15,000.00	14,753.00	1.7
303-5270 RADIO REPLACEMENT	.00	5,744.00	13,000.00	7,256.00	44.2
303-5271 RESCUE UNIT EQUIP.	.00	.00	10,000.00	10,000.00	.0
303-6999 OPERATING RESERVE	.00	.00	5,500.00	5,500.00	.0
TOTAL EXPENDITURES	247.00	5,991.00	102,000.00	96,009.00	5.9
TOTAL FUND EXPENDITURES	247.00	5,991.00	102,000.00	96,009.00	5.9
NET REVENUE OVER EXPENDITURES	2,253.00	1,509.00	.00	( 1,509.00)	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**FIRE EQUIPMENT II**

ASSETS

304-1000	CASH	(	225,219.55)	
304-1014	RESTRICTED CASH		58,591.34	
304-1015	INVESTMENTS		50,000.00	
304-1043	SAVINGS - PINNACLE		152,837.49	
	TOTAL ASSETS			<u>36,209.28</u>

LIABILITIES AND EQUITY

FUND EQUITY

304-3900	CITY OF CRETE EQUITY		174,693.41	
	REVENUE OVER EXPENDITURES - YTD	(	86,272.11)	
	BALANCE - CURRENT DATE		88,421.30	
	TOTAL FUND EQUITY			<u>88,421.30</u>
	TOTAL LIABILITIES AND EQUITY			<u>88,421.30</u>

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**FIRE EQUIPMENT II**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
304-4000 GENERAL FUND TRANSFER	4,166.67	12,500.01	100,000.00	87,499.99	12.5
304-4800 GRANT PROCEEDS	.00	.00	50,000.00	50,000.00	.0
304-4903 INTEREST INCOME	49,957.19	50,234.72	.00	( 50,234.72)	.0
304-4907 NOTE/LOAN PROCEEDS	.00	.00	4,000,000.00	4,000,000.00	.0
304-4909 RENTAL	.00	.00	6,000.00	6,000.00	.0
<b>TOTAL REVENUES</b>	<b>54,123.86</b>	<b>62,734.73</b>	<b>4,156,000.00</b>	<b>4,093,265.27</b>	<b>1.5</b>
<b>TOTAL FUND REVENUE</b>	<b>54,123.86</b>	<b>62,734.73</b>	<b>4,156,000.00</b>	<b>4,093,265.27</b>	<b>1.5</b>
 <u>{EXPENDITURES}</u>					
304-5321 LAND, STRUCTURES	1,911.84	1,911.84	4,011,000.00	4,009,088.16	.1
304-6135 EQUIPMENT	.00	147,095.00	145,000.00	( 2,095.00)	101.4
<b>TOTAL EXPENDITURES</b>	<b>1,911.84</b>	<b>149,006.84</b>	<b>4,156,000.00</b>	<b>4,006,993.16</b>	<b>3.6</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>1,911.84</b>	<b>149,006.84</b>	<b>4,156,000.00</b>	<b>4,006,993.16</b>	<b>3.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>52,212.02</b>	<b>( 86,272.11)</b>	<b>.00</b>	<b>86,272.11</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**STREETS**

ASSETS

401-1000	CASH	1,499,559.38	
401-1015	INVESTMENTS	236,000.00	
	TOTAL ASSETS		1,735,559.38

LIABILITIES AND EQUITY

LIABILITIES

401-3000	ACCOUNTS PAYABLE	( 4,205.01)	
401-3110	FICA TAXES PAYABLE	208.30	
401-3220	DISABILITY INSURANCE	570.89	
401-3221	CRITICAL ILLNESS ELECTIVE	99.58	
401-3240	INSURANCE DEDUCTIONS PAYABLE	4,588.49	
401-3241	VISION INSURANCE	52.54	
401-3243	DENTAL INSURANCE	229.58	
401-3290	OTHER EMPLOYEE FUNDS	( 9,012.23)	
	TOTAL LIABILITIES		( 7,467.86)

FUND EQUITY

401-3900	CITY OF CRETE EQUITY	1,722,251.48	
	REVENUE OVER EXPENDITURES - YTD	38,659.64	
	BALANCE - CURRENT DATE	1,760,911.12	
	TOTAL FUND EQUITY		1,760,911.12
	TOTAL LIABILITIES AND EQUITY		1,753,443.26

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**STREETS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
401-4000 GENERAL FUND TRANSFER	8,666.67	26,000.01	104,000.00	77,999.99	25.0
401-4041 STATE ALLOC. & INCENTIVE PYMT.	81,066.20	245,921.42	985,300.00	739,378.58	25.0
401-4043 MOTOR VEHICLE FEES	.00	16,337.92	60,000.00	43,662.08	27.2
401-4044 STATE MAINT. AGREEMENT	.00	.00	22,000.00	22,000.00	.0
401-4420 WEED MOWING	.00	.00	300.00	300.00	.0
401-4903 INTEREST	.00	526.58	250.00	( 276.58)	210.6
401-4904 MISC. INCOME	.00	.00	100.00	100.00	.0
401-4909 RENTAL	125.00	400.00	1,000.00	600.00	40.0
401-4911 SALE OF MATERIAL	281.09	352.72	5,000.00	4,647.28	7.1
401-4916 RENTALS(UNIFORM/EQUIP/LABOR)	248.42	1,525.25	2,000.00	474.75	76.3
<b>TOTAL REVENUES</b>	<b>90,387.38</b>	<b>291,063.90</b>	<b>1,179,950.00</b>	<b>888,886.10</b>	<b>24.7</b>
<b>TOTAL FUND REVENUE</b>	<b>90,387.38</b>	<b>291,063.90</b>	<b>1,179,950.00</b>	<b>888,886.10</b>	<b>24.7</b>

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**STREETS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEXPENDED	PCNT
(EXPENDITURES)						
401-5163	HR CONSULTING FEES	392.12	612.65	400.00	( 212.65)	153.2
401-5330	BUILDING & GROUNDS MAINT.	.91	3,115.95	4,000.00	884.05	77.9
401-5351	EQUIPMENT/COMPUTER RENTAL	.00	106.40	.00	( 106.40)	.0
401-5390	PRINTING, PUBLICATIONS, LEGALS	.00	131.90	300.00	168.10	44.0
401-5541	JANITORIAL SUPPLIES	13.70	46.59	250.00	203.41	18.6
401-5590	CHEMICALS & SALT	4,665.62	4,665.62	20,000.00	15,334.38	23.3
401-5770	OTHER EQUIP. REPAIRS (LABOR)	.00	.00	500.00	500.00	.0
401-5771	OTHER EQUIP. REPAIRS (PARTS)	1,336.00	1,568.90	10,000.00	8,431.10	15.7
401-5790	COMPUTER NETWORK EXPENSE	333.33	999.99	4,000.00	3,000.01	25.0
401-5792	INTERNET ACCESS	360.36	459.36	100.00	( 359.36)	459.4
401-5800	VEHICLE/EQUIPMENT FUEL	1,258.74	3,221.67	25,000.00	21,778.33	12.9
401-5801	VEHICLE/EQUIP. OIL & GREASE	52.14	338.06	2,500.00	2,161.94	13.5
401-5810	TIRES & TIRE REPAIR	451.15	2,459.37	4,000.00	1,540.63	61.5
401-5880	STORM SEWER REPAIR & MAINT.	.00	.00	3,000.00	3,000.00	.0
401-5890	TRAFFIC SIGNAL MAINT.	155.15	312.60	2,500.00	2,187.40	12.5
401-5968	VEHICLE REPAIRS	4,872.70	5,182.98	32,000.00	26,817.02	16.2
401-5980	ASPHALT, CEMENT, GRAVEL, ROCK	6,853.44	13,227.50	55,000.00	41,772.50	24.1
401-5985	BRIDGE REPAIR - MATRL/SUPPLIES	.00	.00	15,000.00	15,000.00	.0
401-5990	CULVERTS	.00	.00	2,500.00	2,500.00	.0
401-6000	STREET & TRAFFIC SIGNS	.00	615.02	10,000.00	9,384.98	6.2
401-6001	SIGN POSTS & HARDWARE	.00	2,312.59	10,000.00	7,687.41	23.1
401-6008	STREET RESERVE	2,033.33	6,099.99	24,400.00	18,300.01	25.0
401-6010	PAINT & PAINTING SUPPLIES	3.40	3.40	6,000.00	5,996.60	.1
401-6020	MISC. SUPPLIES	67.84	259.58	1,000.00	740.42	26.0
401-6025	STORM EXPENSE - OTHER COSTS	.00	.00	2,000.00	2,000.00	.0
401-6026	CAPITAL OUTLAY	4,166.67	12,500.01	50,000.00	37,499.99	25.0
401-6050	COMPUTER EXPENSES	41.59	1,137.38	5,000.00	3,862.62	22.8
401-6463	TREE PLANTING/REMOVAL	.00	.00	2,000.00	2,000.00	.0
401-6484	SECURITY	.00	.00	5,000.00	5,000.00	.0
401-6999	OPERATING RESERVE	.00	.00	10,000.00	10,000.00	.0
401-7080	MISC. PRODUCTION EXPENSES	55.31	147.29	.00	( 147.29)	.0
401-7530	UTILITIES	2,510.49	6,459.46	60,000.00	53,540.54	10.8
401-8461	VEHICLE REPAIR - LABOR	190.85	487.70	5,000.00	4,512.30	9.8
401-8481	MEETING & TRAINING - LABOR	.00	.00	4,000.00	4,000.00	.0
401-8500	MISC. OPERATING	.00	69.82	2,500.00	2,430.18	2.8
401-9401	SALARIES - MEDIA	359.74	1,242.72	5,300.00	4,057.28	23.5
401-9405	SALARIES - OPERATIONAL	37,553.54	124,964.30	486,500.00	361,535.70	25.7
401-9406	SALARIES-OPERATIONAL HIGHWAY	.00	.00	5,000.00	5,000.00	.0
401-9410	SALARIES - ADMINISTRATIVE	.00	.00	23,000.00	23,000.00	.0
401-9422	SALARIES - OUTSIDE DEPT SNOW	.00	.00	10,000.00	10,000.00	.0
401-9429	SALARIES-TRANSFER STATION	.00	1,146.04	5,200.00	4,053.96	22.0
401-9431	SALARIES-STREET SNOW/SALT	.00	.00	12,000.00	12,000.00	.0
401-9451	SALARIES-HIGHWAY SNOW/SALT	.00	.00	10,000.00	10,000.00	.0
401-9452	SALARIES-HIGHWAY MOWING	.00	.00	8,000.00	8,000.00	.0
401-9453	SALARIES-HIWAY SURFACE REPAIRS	.00	.00	8,000.00	8,000.00	.0
401-9590	RETIREMENT CONTRIBUTIONS	1,893.04	6,295.49	39,000.00	32,704.51	16.1
401-9610	SOCIAL SECURITY TAX	2,748.14	9,326.36	44,000.00	34,673.64	21.2
401-9620	MEDICAL & LIFE INSURANCE	4,509.08	14,687.37	85,000.00	70,312.63	17.3
401-9630	WORKMANS COMP	1,511.50	5,043.19	14,000.00	8,956.81	36.0
401-9640	UNIFORMS	.00	217.22	2,500.00	2,282.78	8.7
401-9650	POSTAGE	.00	100.00	1,500.00	1,400.00	6.7
401-9680	OFFICE RENTAL	150.00	450.00	1,800.00	1,350.00	25.0

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**STREETS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
401-9720 INSURANCE	.00	21,000.00	21,000.00	.00	100.0
401-9740 COPIER EXPENSE	97.95	210.33	1,300.00	1,089.67	16.2
401-9760 MEETING & TRAINING	.00	.00	2,500.00	2,500.00	.0
401-9820 AUDIT EXPENSE	500.00	500.00	1,500.00	1,000.00	33.3
401-9860 PROFESSIONAL SERVICES	.00	.00	3,500.00	3,500.00	.0
401-9900 OFFICE SUPPLIES	.00	.00	1,200.00	1,200.00	.0
401-9920 MAPPING & RECORDS	620.35	641.09	10,000.00	9,358.91	6.4
401-9980 ANSWERING SERVICE	13.43	38.37	200.00	161.63	19.2
<b>TOTAL EXPENDITURES</b>	<b>79,771.61</b>	<b>252,404.26</b>	<b>1,179,950.00</b>	<b>927,545.74</b>	<b>21.4</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>79,771.61</b>	<b>252,404.26</b>	<b>1,179,950.00</b>	<b>927,545.74</b>	<b>21.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>10,615.77</b>	<b>38,659.64</b>	<b>.00</b>	<b>( 38,659.64)</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

CITY HALL

ASSETS

501-1000	CASH	65,905.80	
	TOTAL ASSETS		65,905.80

LIABILITIES AND EQUITY

LIABILITIES

501-3000	ACCOUNTS PAYABLE	( 970.99)	
501-3220	DISABILITY INSURANCE	13.10	
501-3240	INSURANCE DEDUCTIONS PAYABLE	120.94	
501-3241	VISION INSURANCE	1.76	
501-3243	DENTAL INSURANCE	5.08	
501-3290	OTHER EMPLOYEE FUNDS	( 314.22)	
	TOTAL LIABILITIES		( 1,144.33)

FUND EQUITY

501-3900	CITY OF CRETE EQUITY	77,880.42	
	REVENUE OVER EXPENDITURES - YTD	( 8,075.95)	
	BALANCE - CURRENT DATE	69,804.47	
	TOTAL FUND EQUITY		69,804.47
	TOTAL LIABILITIES AND EQUITY		68,660.14

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

CITY HALL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
501-4000 GENERAL FUND TRANSFER	3,547.50	10,642.50	42,570.00	31,927.50	25.0
501-4909 RENTAL	1,600.00	4,800.00	19,200.00	14,400.00	25.0
<b>TOTAL REVENUES</b>	<b>5,147.50</b>	<b>15,442.50</b>	<b>61,770.00</b>	<b>46,327.50</b>	<b>25.0</b>
<b>TOTAL FUND REVENUE</b>	<b>5,147.50</b>	<b>15,442.50</b>	<b>61,770.00</b>	<b>46,327.50</b>	<b>25.0</b>
<u>{EXPENDITURES}</u>					
501-5163 HR CONSULTING FEES	.00	.00	20.00	20.00	.0
501-5330 BUILDING & GROUNDS MAINT.	.00	840.07	6,000.00	5,159.93	14.0
501-5541 JANITORIAL SUPPLIES	.00	215.43	2,000.00	1,784.57	10.8
501-5750 SERVICE/CONTRACT AGREEMENTS	.00	.00	550.00	550.00	.0
501-6020 MISC. SUPPLIES	199.92	199.92	300.00	100.08	66.6
501-6050 COMPUTER EXPENSES	6.57	167.90	750.00	582.10	22.4
501-6484 SECURITY	26.22	( 348.66)	.00	348.66	.0
501-6999 OPERATING RESERVE	.00	.00	1,000.00	1,000.00	.0
501-7530 UTILITIES	2,216.59	3,862.31	18,000.00	14,137.69	21.5
501-8500 MISC. OPERATING	.00	.00	500.00	500.00	.0
501-9400 SALARIES - CUSTODIAL	617.34	2,151.38	7,500.00	5,348.62	28.7
501-9405 SALARIES - OPERATIONAL	236.28	927.66	4,000.00	3,072.34	23.2
501-9590 RETIREMENT CONTRIBUTIONS	.00	.00	700.00	700.00	.0
501-9610 SOCIAL SECURITY TAX	64.58	233.03	850.00	616.97	27.4
501-9620 MEDICAL & LIFE INSURANCE	138.18	483.63	4,500.00	4,016.37	10.8
501-9630 WORKMANS COMP	24.15	85.78	400.00	314.22	21.5
501-9720 INSURANCE	.00	14,700.00	14,700.00	.00	100.0
<b>TOTAL EXPENDITURES</b>	<b>3,529.83</b>	<b>23,518.45</b>	<b>61,770.00</b>	<b>38,251.55</b>	<b>38.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>3,529.83</b>	<b>23,518.45</b>	<b>61,770.00</b>	<b>38,251.55</b>	<b>38.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>1,617.67</b>	<b>( 8,075.95)</b>	<b>.00</b>	<b>8,075.95</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**COMMUNITY CENTER**

ASSETS

502-1000	CASH	( 113,558.10)	
	TOTAL ASSETS		( 113,558.10)

LIABILITIES AND EQUITY

LIABILITIES

502-3290	OTHER EMPLOYEE FUNDS	24.90	
	TOTAL LIABILITIES		24.90

FUND EQUITY

502-3900	CITY OF CRETE EQUITY	( 110,885.57)	
	REVENUE OVER EXPENDITURES - YTD	( 1,823.20)	
	BALANCE - CURRENT DATE	( 112,708.77)	
	TOTAL FUND EQUITY		( 112,708.77)
	TOTAL LIABILITIES AND EQUITY		( 112,683.87)

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**COMMUNITY CENTER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
502-4000 GENERAL FUND TRANSFER	904.17	2,712.51	10,850.00	8,137.49	25.0
502-4909 RENTAL	350.00	350.00	2,000.00	1,650.00	17.5
TOTAL REVENUES	1,254.17	3,062.51	12,850.00	9,787.49	23.8
TOTAL FUND REVENUE	1,254.17	3,062.51	12,850.00	9,787.49	23.8
 <u>{EXPENDITURES}</u>					
502-5330 BUILDING & GROUNDS MAINT.	61.03	61.03	1,000.00	938.97	6.1
502-5541 JANITORIAL SUPPLIES	.00	.00	200.00	200.00	.0
502-5750 SERVICE/CONTRACT AGREEMENTS	.00	.00	300.00	300.00	.0
502-6020 MISC. SUPPLIES	.00	.00	50.00	50.00	.0
502-6050 COMPUTER EXPENSES	.00	113.30	.00	( 113.30)	.0
502-6999 OPERATING RESERVE	.00	.00	1,000.00	1,000.00	.0
502-7530 UTILITIES	86.06	191.84	2,000.00	1,808.16	9.6
502-9405 SALARIES - OPERATIONAL	236.28	927.66	4,500.00	3,572.34	20.6
502-9610 SOCIAL SECURITY TAX	18.06	70.91	300.00	229.09	23.6
502-9630 WORKMANS COMP	6.68	20.97	.00	( 20.97)	.0
502-9720 INSURANCE	.00	3,500.00	3,500.00	.00	100.0
TOTAL EXPENDITURES	408.11	4,885.71	12,850.00	7,964.29	38.0
TOTAL FUND EXPENDITURES	408.11	4,885.71	12,850.00	7,964.29	38.0
NET REVENUE OVER EXPENDITURES	846.06	( 1,823.20)	.00	1,823.20	.0

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**COMMUNITY ROOM**

<u>ASSETS</u>			
503-1000	CASH	46,815.14	
	TOTAL ASSETS		46,815.14
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
503-3000	ACCOUNTS PAYABLE	( 330.31)	
	TOTAL LIABILITIES		( 330.31)
<u>FUND EQUITY</u>			
503-3900	CITY OF CRETE EQUITY	52,717.49	
	REVENUE OVER EXPENDITURES - YTD	( 4,377.35)	
	BALANCE - CURRENT DATE	48,340.14	
	TOTAL FUND EQUITY		48,340.14
	TOTAL LIABILITIES AND EQUITY		48,009.83

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**COMMUNITY ROOM**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
503-4000 GENERAL FUND TRANSFER	1,425.00	4,275.00	17,100.00	12,825.00	25.0
503-4909 RENTAL	100.00	550.00	2,000.00	1,450.00	27.5
TOTAL REVENUES	1,525.00	4,825.00	19,100.00	14,275.00	25.3
TOTAL FUND REVENUE	1,525.00	4,825.00	19,100.00	14,275.00	25.3
 <u>{EXPENDITURES}</u>					
503-5330 BUILDING & GROUNDS MAINT.	.00	133.06	1,000.00	866.94	13.3
503-5541 JANITORIAL SUPPLIES	.00	.00	50.00	50.00	.0
503-5750 SERVICE/CONTRACT AGREEMENTS	.00	.00	250.00	250.00	.0
503-7530 UTILITIES	468.45	1,069.29	5,000.00	3,930.71	21.4
503-9405 SALARIES - OPERATIONAL	.00	.00	4,000.00	4,000.00	.0
503-9590 RETIREMENT CONTRIBUTIONS	.00	.00	400.00	400.00	.0
503-9610 SOCIAL SECURITY TAX	.00	.00	400.00	400.00	.0
503-9720 INSURANCE	.00	8,000.00	8,000.00	.00	100.0
TOTAL EXPENDITURES	468.45	9,202.35	19,100.00	9,897.65	48.2
TOTAL FUND EXPENDITURES	468.45	9,202.35	19,100.00	9,897.65	48.2
NET REVENUE OVER EXPENDITURES	1,056.55	( 4,377.35)	.00	4,377.35	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**TRANSFER STATION**

<u>ASSETS</u>			
511-1000	CASH	137,082.77	
	TOTAL ASSETS		137,082.77
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
511-3000	ACCOUNTS PAYABLE	( 43.73)	
511-3290	OTHER EMPLOYEE FUNDS	( 243.05)	
	TOTAL LIABILITIES		( 286.78)
<u>FUND EQUITY</u>			
511-3900	CITY OF CRETE EQUITY	133,037.74	
	REVENUE OVER EXPENDITURES - YTD	6,694.04	
	BALANCE - CURRENT DATE	139,731.78	
	TOTAL FUND EQUITY		139,731.78
	TOTAL LIABILITIES AND EQUITY		139,445.00

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**TRANSFER STATION**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
511-4012 FRANCHISE	4,710.00	14,120.00	37,000.00	22,880.00	38.2
511-4911 SALE OF MATERIAL	.00	.00	3,000.00	3,000.00	.0
<b>TOTAL REVENUES</b>	<b>4,710.00</b>	<b>14,120.00</b>	<b>40,000.00</b>	<b>25,880.00</b>	<b>35.3</b>
<b>TOTAL FUND REVENUE</b>	<b>4,710.00</b>	<b>14,120.00</b>	<b>40,000.00</b>	<b>25,880.00</b>	<b>35.3</b>
<u>{EXPENDITURES}</u>					
511-5330 BUILDING & GROUNDS MAINT.	.00	.00	1,000.00	1,000.00	.0
511-5340 OUTSIDE SERVICES	.00	50.00	.00	( 50.00)	.0
511-5390 PRINTING, PUBLICATIONS, LEGALS	.00	.00	1,200.00	1,200.00	.0
511-6020 MISC. SUPPLIES	123.05	123.05	.00	( 123.05)	.0
511-6140 RESERVE TRANSFER	1,331.25	3,993.75	15,975.00	11,981.25	25.0
511-6484 SECURITY	.00	.00	2,500.00	2,500.00	.0
511-7530 UTILITIES	39.88	76.32	1,000.00	923.68	7.6
511-9405 SALARIES - OPERATIONAL	789.36	1,973.40	14,000.00	12,026.60	14.1
511-9590 RETIREMENT CONTRIBUTIONS	.00	.00	1,000.00	1,000.00	.0
511-9610 SOCIAL SECURITY TAX	60.38	150.95	1,000.00	849.05	15.1
511-9620 MEDICAL & LIFE INSURANCE	.00	.00	1,000.00	1,000.00	.0
511-9630 WORKMANS COMP	22.78	56.95	300.00	243.05	19.0
511-9720 INSURANCE	.00	1,000.00	1,000.00	.00	100.0
511-9980 ANSWERING SERVICE	.54	1.54	25.00	23.46	6.2
<b>TOTAL EXPENDITURES</b>	<b>2,367.24</b>	<b>7,425.96</b>	<b>40,000.00</b>	<b>32,574.04</b>	<b>18.6</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>2,367.24</b>	<b>7,425.96</b>	<b>40,000.00</b>	<b>32,574.04</b>	<b>18.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,342.76</b>	<b>6,694.04</b>	<b>.00</b>	<b>( 6,694.04)</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**LANDFILL RESERVE**

ASSETS

512-1000	CASH	311,295.11	
	TOTAL ASSETS		311,295.11

LIABILITIES AND EQUITY

FUND EQUITY

512-3900	CITY OF CRETE EQUITY	308,632.61	
	REVENUE OVER EXPENDITURES - YTD	3,993.75	
	BALANCE - CURRENT DATE	312,626.36	
	TOTAL FUND EQUITY		312,626.36
	TOTAL LIABILITIES AND EQUITY		312,626.36

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**LANDFILL RESERVE**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
512-4900	TRANSFERS IN	1,331.25	3,993.75	15,975.00	11,981.25	25.0
	TOTAL REVENUES	1,331.25	3,993.75	15,975.00	11,981.25	25.0
	TOTAL FUND REVENUE	1,331.25	3,993.75	15,975.00	11,981.25	25.0
<u>{EXPENDITURES}</u>						
512-6200	TRANSFER OUT	.00	.00	15,975.00	15,975.00	.0
	TOTAL EXPENDITURES	.00	.00	15,975.00	15,975.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	15,975.00	15,975.00	.0
	NET REVENUE OVER EXPENDITURES	1,331.25	3,993.75	.00	( 3,993.75)	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**COMMUNITY GARDEN**

ASSETS

520-1000	CASH	(	1,615.44)
	TOTAL ASSETS		( 1,615.44)

LIABILITIES AND EQUITY

LIABILITIES

520-3000	ACCOUNTS PAYABLE	(	22.57)
	TOTAL LIABILITIES		( 22.57)

FUND EQUITY

520-3900	CITY OF CRETE EQUITY	(	1,570.00)
	REVENUE OVER EXPENDITURES - YTD	(	45.44)
	BALANCE - CURRENT DATE	(	1,615.44)
	TOTAL FUND EQUITY		( 1,615.44)
	TOTAL LIABILITIES AND EQUITY		( 1,638.01)

{EXPENDITURES}

520-7530	UTILITIES	22.67	45.44	.00	( 45.44)	.0
	TOTAL EXPENDITURES	22.67	45.44	.00	( 45.44)	.0
	TOTAL FUND EXPENDITURES	22.67	45.44	.00	( 45.44)	.0
	NET REVENUE OVER EXPENDITURES	( 22.67)	( 45.44)	.00	45.44	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**PARKS**

ASSETS

521-1000	CASH	156,883.22	
	TOTAL ASSETS		156,883.22

LIABILITIES AND EQUITY

LIABILITIES

521-3000	ACCOUNTS PAYABLE	( 1,255.88)	
521-3220	DISABILITY INSURANCE	175.68	
521-3221	CRITICAL ILLNESS ELECTIVE	23.83	
521-3240	INSURANCE DEDUCTIONS PAYABLE	2,661.34	
521-3241	VISION INSURANCE	16.97	
521-3242	EMPLOYEE FSA	( 10.00)	
521-3243	DENTAL INSURANCE	114.93	
521-3290	OTHER EMPLOYEE FUNDS	( 3,800.59)	
	TOTAL LIABILITIES		( 2,073.72)

FUND EQUITY

521-3900	CITY OF CRETE EQUITY	150,871.26	
	REVENUE OVER EXPENDITURES - YTD	15,900.07	
	BALANCE - CURRENT DATE		166,771.33
	TOTAL FUND EQUITY		166,771.33
	TOTAL LIABILITIES AND EQUITY		164,697.61

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**PARKS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
521-4000 GENERAL FUND TRANSFER	24,766.67	74,300.01	297,200.00	222,899.99	25.0
521-4080 CAMPING FEES	.00	1,385.00	5,200.00	3,815.00	26.6
521-4081 TOURNAMENT & FIELD USAGE FEES	.00	2,800.00	2,600.00	( 200.00)	107.7
521-4801 GRANT - FEDERAL	.00	.00	15,600.00	15,600.00	.0
521-4913 LEASE - LAND, BLDG., TOWER	.00	11,668.00	300.00	( 11,368.00)	3889.3
<b>TOTAL REVENUES</b>	<b>24,766.67</b>	<b>90,153.01</b>	<b>320,900.00</b>	<b>230,746.99</b>	<b>28.1</b>
<b>TOTAL FUND REVENUE</b>	<b>24,766.67</b>	<b>90,153.01</b>	<b>320,900.00</b>	<b>230,746.99</b>	<b>28.1</b>

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**PARKS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>					
521-5163 HR CONSULTING FEES	161.25	177.61	2,000.00	1,822.39	8.9
521-5211 OUTDOOR UTILITIES	.00	( 10.00)	.00	10.00	.0
521-5310 SMALL TOOLS & EQUIPMENT	.00	.00	575.00	575.00	.0
521-5332 BLDG./GROUND MAINT, & VANDAL	134.13	858.65	7,000.00	6,141.35	12.3
521-5333 TABLES & GRILLS	297.83	297.83	500.00	202.17	59.6
521-5334 GRASS SEED & SOD	.00	.00	850.00	850.00	.0
521-5335 VANDALISM & GRAFFITTI	.00	.00	100.00	100.00	.0
521-5390 PRINTING, PUBLICATIONS, LEGALS	.00	38.50	500.00	461.50	7.7
521-5570 CHEMICALS	.00	.00	1,200.00	1,200.00	.0
521-5582 SOFTBALL MATERIALS	.00	.00	400.00	400.00	.0
521-5589 FIELD MATERIALS	.00	.00	3,000.00	3,000.00	.0
521-5791 VEHICLE/EQUIPMENT REPAIRS	630.99	901.79	2,750.00	1,848.21	32.8
521-5792 INTERNET ACCESS	360.36	459.36	1,200.00	740.64	38.3
521-5800 VEHICLE/EQUIPMENT FUEL	505.97	683.53	4,500.00	3,816.47	15.2
521-5801 VEHICLE/EQUIP. OIL & GREASE	.00	.00	550.00	550.00	.0
521-5810 TIRES & TIRE REPAIR	.00	.00	1,200.00	1,200.00	.0
521-6020 MISC. SUPPLIES	.00	.00	500.00	500.00	.0
521-6026 CAPITAL OUTLAY	416.67	1,250.01	5,000.00	3,749.99	25.0
521-6050 COMPUTER EXPENSES	6.57	272.02	860.00	587.98	31.6
521-6220 LODGING TAX	.00	.00	500.00	500.00	.0
521-6463 TREE PLANTING/REMOVAL	.00	.00	500.00	500.00	.0
521-6484 SECURITY	.00	.00	3,000.00	3,000.00	.0
521-6999 OPERATING RESERVE	.00	.00	3,400.00	3,400.00	.0
521-7530 UTILITIES	2,132.04	4,562.73	31,000.00	26,437.27	14.7
521-8460 VEHICLE EXPENSE	.00	.00	300.00	300.00	.0
521-8461 VEHICLE REPAIR - LABOR	212.05	593.73	725.00	131.27	81.9
521-8481 MEETING & TRAINING - LABOR	.00	.00	350.00	350.00	.0
521-8500 MISC. OPERATING	.00	23.27	300.00	276.73	7.8
521-9405 SALARIES - OPERATIONAL	11,916.28	41,164.02	158,000.00	116,835.98	26.1
521-9421 SALARIES - PARTTIME	.00	.00	16,725.00	16,725.00	.0
521-9590 RETIREMENT CONTRIBUTIONS	559.64	2,027.51	9,500.00	7,472.49	21.3
521-9610 SOCIAL SECURITY TAX	890.29	3,058.37	13,800.00	10,741.63	22.2
521-9620 MEDICAL & LIFE INSURANCE	2,627.08	9,149.50	37,500.00	28,350.50	24.4
521-9630 WORKMANS COMP	300.88	1,041.41	4,870.00	3,828.59	21.4
521-9720 INSURANCE	.00	7,140.00	7,140.00	.00	100.0
521-9760 MEETING & TRAINING	458.00	558.50	555.00	( 3.50)	100.6
521-9980 ANSWERING SERVICE	1.61	4.60	50.00	45.40	9.2
<b>TOTAL EXPENDITURES</b>	<b>21,611.64</b>	<b>74,252.94</b>	<b>320,900.00</b>	<b>246,647.06</b>	<b>23.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>21,611.64</b>	<b>74,252.94</b>	<b>320,900.00</b>	<b>246,647.06</b>	<b>23.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>3,155.03</b>	<b>15,900.07</b>	<b>.00</b>	<b>( 15,900.07)</b>	<b>.0</b>

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**SWIMMING POOL**

ASSETS

522-1000	CASH	146,604.73	
	TOTAL ASSETS		146,604.73

LIABILITIES AND EQUITY

LIABILITIES

522-3000	ACCOUNTS PAYABLE	( 222.96)	
522-3290	OTHER EMPLOYEE FUNDS	( 111.00)	
	TOTAL LIABILITIES		( 333.96)

FUND EQUITY

522-3900	CITY OF CRETE EQUITY	148,435.96	
	REVENUE OVER EXPENDITURES - YTD	2,522.64	
	BALANCE - CURRENT DATE	150,958.60	
	TOTAL FUND EQUITY		150,958.60
	TOTAL LIABILITIES AND EQUITY		150,624.64

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**SWIMMING POOL**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
522-4000 GENERAL FUND TRANSFER	4,274.17	12,822.51	51,290.00	38,467.49	25.0
TOTAL REVENUES	4,274.17	12,822.51	51,290.00	38,467.49	25.0
TOTAL FUND REVENUE	4,274.17	12,822.51	51,290.00	38,467.49	25.0
<u>{EXPENDITURES}</u>					
522-5330 BUILDING & GROUNDS MAINT.	31.30	76.47	5,000.00	4,923.53	1.5
522-5560 CONCESSION SUPPLIES	.00	.00	10.00	10.00	.0
522-5570 CHEMICALS	.00	.00	13,500.00	13,500.00	.0
522-6020 MISC. SUPPLIES	.00	.00	100.00	100.00	.0
522-6050 COMPUTER EXPENSES	.00	.00	50.00	50.00	.0
522-6999 OPERATING RESERVE	.00	.00	500.00	500.00	.0
522-7530 UTILITIES	542.15	2,173.40	12,999.00	10,825.60	16.7
522-8500 MISC. OPERATING	.00	.00	500.00	500.00	.0
522-9405 SALARIES - OPERATIONAL	.00	.00	8,600.00	8,600.00	.0
522-9590 RETIREMENT CONTRIBUTIONS	.00	.00	515.00	515.00	.0
522-9610 SOCIAL SECURITY TAX	.00	.00	515.00	515.00	.0
522-9620 MEDICAL & LIFE INSURANCE	.00	.00	840.00	840.00	.0
522-9630 WORKMANS COMP	.00	.00	111.00	111.00	.0
522-9720 INSURANCE	.00	8,050.00	8,050.00	.00	100.0
TOTAL EXPENDITURES	573.45	10,299.87	51,290.00	40,990.13	20.1
TOTAL FUND EXPENDITURES	573.45	10,299.87	51,290.00	40,990.13	20.1
NET REVENUE OVER EXPENDITURES	3,700.72	2,522.64	.00	( 2,522.64)	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**CAPITAL OUTLAY**

ASSETS

531-1000	CASH	338,598.07	
531-1015	INVESTMENTS	90,000.00	
	TOTAL ASSETS		428,598.07

LIABILITIES AND EQUITY

FUND EQUITY

531-3900	CITY OF CRETE EQUITY	400,302.09	
	REVENUE OVER EXPENDITURES - YTD	30,620.91	
	BALANCE - CURRENT DATE	430,923.00	
	TOTAL FUND EQUITY		430,923.00
	TOTAL LIABILITIES AND EQUITY		430,923.00

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**CAPITAL OUTLAY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
531-4034 PD TRANSFER	10,164.58	30,493.74	.00	( 30,493.74)	.0
531-4040 STREET TRANSFER	4,166.67	12,500.01	.00	( 12,500.01)	.0
531-4065 PARKS TRANSFER	416.67	1,250.01	.00	( 1,250.01)	.0
TOTAL REVENUES	14,747.92	44,243.76	.00	( 44,243.76)	.0
TOTAL FUND REVENUE	14,747.92	44,243.76	.00	( 44,243.76)	.0
 <u>{EXPENDITURES}</u>					
531-6461 PARK EXPANSION/EQUIPMENT	12,000.00	12,000.00	.00	( 12,000.00)	.0
531-6477 POLICE GENERAL EQUIPMENT	422.99	1,622.85	.00	( 1,622.85)	.0
TOTAL EXPENDITURES	12,422.99	13,622.85	.00	( 13,622.85)	.0
TOTAL FUND EXPENDITURES	12,422.99	13,622.85	.00	( 13,622.85)	.0
NET REVENUE OVER EXPENDITURES	2,324.93	30,620.91	.00	( 30,620.91)	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**CAPITAL IMPROVEMENT**

ASSETS

532-1000	CASH	( 1,598,465.64)	
532-1043	CONSTRUCTION FUND	94,019.40	
532-2024	RECLASSIFIED GRANT	( .02)	
	TOTAL ASSETS		<u>( 1,504,446.26)</u>

LIABILITIES AND EQUITY

LIABILITIES

532-3355	INTERFUND LOAN PAYABLE	44,383.39	
	TOTAL LIABILITIES		44,383.39

FUND EQUITY

532-3900	CITY OF CRETE EQUITY	( 1,510,863.72)	
	REVENUE OVER EXPENDITURES - YTD	<u>( 47,015.93)</u>	
	BALANCE - CURRENT DATE	<u>( 1,557,879.65)</u>	
	TOTAL FUND EQUITY		<u>( 1,557,879.65)</u>
	TOTAL LIABILITIES AND EQUITY		<u>( 1,513,496.26)</u>

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**CAPITAL IMPROVEMENT**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
532-4000	GENERAL FUND TRANSFER	1,150.00	3,450.00	.00	( 3,450.00)	.0
532-4903	INTEREST INCOME	.00	54.07	.00	( 54.07)	.0
	TOTAL REVENUES	1,150.00	3,504.07	.00	( 3,504.07)	.0
	TOTAL FUND REVENUE	1,150.00	3,504.07	.00	( 3,504.07)	.0
<u>{EXPENDITURES}</u>						
532-6381	CONST. COSTS - STREETS	10,200.00	50,520.00	.00	( 50,520.00)	.0
	TOTAL EXPENDITURES	10,200.00	50,520.00	.00	( 50,520.00)	.0
	TOTAL FUND EXPENDITURES	10,200.00	50,520.00	.00	( 50,520.00)	.0
	NET REVENUE OVER EXPENDITURES	( 9,050.00)	( 47,015.93)	.00	47,015.93	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**FEMA PROJECTS**

ASSETS

551-1000	CASH	(	<u>1,983.86</u> )	
	TOTAL ASSETS		(	<u><u>1,983.86</u></u> )

LIABILITIES AND EQUITY

FUND EQUITY

551-3900	CITY OF CRETE EQUITY	(	<u>1,983.86</u> )	
	TOTAL FUND EQUITY		(	<u><u>1,983.86</u></u> )
	TOTAL LIABILITIES AND EQUITY		(	<u><u>1,983.86</u></u> )

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**ARPA PROJECTS**

ASSETS

561-1000	CASH	249,597.04	
	TOTAL ASSETS		249,597.04

LIABILITIES AND EQUITY

FUND EQUITY

561-3900	CITY OF CRETE EQUITY	268,597.04	
	REVENUE OVER EXPENDITURES - YTD	( 40,112.92)	
	BALANCE - CURRENT DATE	228,484.12	
	TOTAL FUND EQUITY		228,484.12
	TOTAL LIABILITIES AND EQUITY		228,484.12

{EXPENDITURES}

561-6031	SEWER MAIN CONSTRUCTION	21,112.92	40,112.92	.00	( 40,112.92)	.0
	TOTAL EXPENDITURES	21,112.92	40,112.92	.00	( 40,112.92)	.0
	TOTAL FUND EXPENDITURES	21,112.92	40,112.92	.00	( 40,112.92)	.0
	NET REVENUE OVER EXPENDITURES	( 21,112.92)	( 40,112.92)	.00	40,112.92	.0

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**CEMETERY**

ASSETS

601-1000	CASH	63,614.59	
601-1010	CASH CITY BANK 148031	5,323.54	
601-1014	RESTRICTED CASH	22,000.00	
601-1015	INVESTMENTS	10,000.00	
	TOTAL ASSETS		100,938.13

LIABILITIES AND EQUITY

LIABILITIES

601-3000	ACCOUNTS PAYABLE	( 175.86)	
601-3220	DISABILITY INSURANCE	53.86	
601-3221	CRITICAL ILLNESS ELECTIVE	11.57	
601-3240	INSURANCE DEDUCTIONS PAYABLE	589.89	
601-3241	VISION INSURANCE	7.30	
601-3243	DENTAL INSURANCE	30.38	
601-3290	OTHER EMPLOYEE FUNDS	( 1,184.18)	
	TOTAL LIABILITIES		( 667.04)

FUND EQUITY

601-3900	CITY OF CRETE EQUITY	105,331.48	
	REVENUE OVER EXPENDITURES - YTD	( 612.98)	
	BALANCE - CURRENT DATE	104,718.50	
	TOTAL FUND EQUITY		104,718.50
	TOTAL LIABILITIES AND EQUITY		104,051.46

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**CEMETERY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
601-4000 GENERAL FUND TRANSFER	6,956.67	20,870.01	83,480.00	62,609.99	25.0
601-4060 SALE OF SPACES	.00	1,350.00	8,000.00	6,650.00	16.9
601-4062 INTERMENTS	.00	3,350.00	5,000.00	1,650.00	67.0
601-4903 INTEREST INCOME	.00	51.72	350.00	298.28	14.8
<b>TOTAL REVENUES</b>	<b>6,956.67</b>	<b>25,621.73</b>	<b>96,830.00</b>	<b>71,208.27</b>	<b>26.5</b>
<b>TOTAL FUND REVENUE</b>	<b>6,956.67</b>	<b>25,621.73</b>	<b>96,830.00</b>	<b>71,208.27</b>	<b>26.5</b>
<u>{EXPENDITURES}</u>					
601-5163 HR CONSULTING FEES	47.62	181.79	120.00	( 61.79)	151.5
601-5330 BUILDING & GROUNDS MAINT.	120.25	224.85	2,500.00	2,275.15	9.0
601-5340 OUTSIDE SERVICES	.00	.00	250.00	250.00	.0
601-5390 PRINTING, PUBLICATIONS, LEGALS	.00	11.82	350.00	338.18	3.4
601-5791 VEHICLE/EQUIPMENT REPAIRS	85.14	142.99	1,000.00	857.01	14.3
601-5800 VEHICLE/EQUIPMENT FUEL	128.71	288.33	1,500.00	1,211.67	19.2
601-5801 VEHICLE/EQUIP. OIL & GREASE	.00	57.95	100.00	42.05	58.0
601-5810 TIRES & TIRE REPAIR	.00	.00	400.00	400.00	.0
601-6020 MISC. SUPPLIES	.00	65.97	.00	( 65.97)	.0
601-6050 COMPUTER EXPENSES	11.57	316.97	500.00	183.03	63.4
601-6484 SECURITY	.00	.00	2,000.00	2,000.00	.0
601-7530 UTILITIES	74.13	139.57	2,500.00	2,360.43	5.6
601-8461 VEHICLE REPAIR - LABOR	.00	.00	500.00	500.00	.0
601-8500 MISC. OPERATING	.00	11.64	200.00	188.36	5.8
601-9405 SALARIES - OPERATIONAL	3,002.71	15,227.82	59,000.00	43,772.18	25.8
601-9590 RETIREMENT CONTRIBUTIONS	206.88	1,049.38	3,600.00	2,550.62	29.2
601-9610 SOCIAL SECURITY TAX	218.78	1,109.36	4,000.00	2,890.64	27.7
601-9620 MEDICAL & LIFE INSURANCE	681.10	3,288.91	13,000.00	9,711.09	25.3
601-9630 WORKMANS COMP	121.43	615.82	1,800.00	1,184.18	34.2
601-9720 INSURANCE	.00	3,500.00	3,500.00	.00	100.0
601-9980 ANSWERING SERVICE	.54	1.54	10.00	8.46	15.4
<b>TOTAL EXPENDITURES</b>	<b>4,698.86</b>	<b>26,234.71</b>	<b>96,830.00</b>	<b>70,595.29</b>	<b>27.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>4,698.86</b>	<b>26,234.71</b>	<b>96,830.00</b>	<b>70,595.29</b>	<b>27.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,257.81</b>	<b>( 612.98)</b>	<b>.00</b>	<b>612.98</b>	<b>.0</b>

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**CEMETERY PERPETUAL CARE**

ASSETS

602-1000	CASH	24,706.28	
602-1010	CASH - PERPETUAL	1,283.86	
602-1015	INVESTMENTS	107,000.00	
	TOTAL ASSETS		132,990.14

LIABILITIES AND EQUITY

FUND EQUITY

602-3900	CITY OF CRETE EQUITY	132,535.17	
	REVENUE OVER EXPENDITURES - YTD	472.92	
	BALANCE - CURRENT DATE	133,008.09	
	TOTAL FUND EQUITY		133,008.09
	TOTAL LIABILITIES AND EQUITY		133,008.09

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**CEMETERY PERPETUAL CARE**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
602-4060 SALE OF SPACES	.00	300.00	1,500.00	1,200.00	20.0
602-4903 INTEREST INCOME	17.95	176.85	1,000.00	823.15	17.7
TOTAL REVENUES	17.95	476.85	2,500.00	2,023.15	19.1
TOTAL FUND REVENUE	17.95	476.85	2,500.00	2,023.15	19.1
 <u>{EXPENDITURES}</u>					
602-6185 PERPETUAL DECORATIONS	.00	3.93	250.00	246.07	1.6
602-6999 OPERATING RESERVE	.00	.00	2,250.00	2,250.00	.0
TOTAL EXPENDITURES	.00	3.93	2,500.00	2,496.07	.2
TOTAL FUND EXPENDITURES	.00	3.93	2,500.00	2,496.07	.2
NET REVENUE OVER EXPENDITURES	17.95	472.92	.00	( 472.92)	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**LIBRARY**

ASSETS

701-1000	CASH	92,279.00	
	TOTAL ASSETS		92,279.00

LIABILITIES AND EQUITY

LIABILITIES

701-3000	ACCOUNTS PAYABLE	( 1,095.23)	
701-3220	DISABILITY INSURANCE	374.94	
701-3221	CRITICAL ILLNESS ELECTIVE	92.76	
701-3240	INSURANCE DEDUCTIONS PAYABLE	8,028.92	
701-3241	VISION INSURANCE	72.86	
701-3243	DENTAL INSURANCE	288.92	
701-3290	OTHER EMPLOYEE FUNDS	( 8.71)	
	TOTAL LIABILITIES		7,754.46

FUND EQUITY

701-3900	CITY OF CRETE EQUITY	126,701.80	
	REVENUE OVER EXPENDITURES - YTD	( 24,306.02)	
	BALANCE - CURRENT DATE	102,395.78	
	TOTAL FUND EQUITY		102,395.78
	TOTAL LIABILITIES AND EQUITY		110,150.24

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**LIBRARY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
701-4000 GENERAL FUND TRANSFER	52,642.67	157,928.01	631,712.00	473,783.99	25.0
701-4072 BOOK SALES	711.59	813.49	.00 (	813.49)	.0
701-4073 FINES	37.04	92.99	.00 (	92.99)	.0
701-4074 COPIER SERVICES	207.98	1,108.24	3,000.00	1,891.76	36.9
701-4075 INTER LIBRARY LOAN	5.82	25.82	150.00	124.18	17.2
701-4077 STATE LENDER COMP	.00	.00	1,000.00	1,000.00	.0
701-4078 EVENT/PROGRAM INCOME	.00	180.00	1,000.00	820.00	18.0
701-4800 GRANT PROCEEDS	.00	.00	3,000.00	3,000.00	.0
701-4906 DONATIONS	410.00	1,982.95	8,500.00	6,517.05	23.3
<b>TOTAL REVENUES</b>	<b>54,015.10</b>	<b>162,131.50</b>	<b>648,362.00</b>	<b>486,230.50</b>	<b>25.0</b>
<b>TOTAL FUND REVENUE</b>	<b>54,015.10</b>	<b>162,131.50</b>	<b>648,362.00</b>	<b>486,230.50</b>	<b>25.0</b>
<u>{EXPENDITURES}</u>					
701-5163 HR CONSULTING FEES	700.17	716.53	.00 (	716.53)	.0
701-5330 BUILDING & GROUNDS MAINT.	1,486.63	10,714.32	11,000.00	285.68	97.4
701-5390 PRINTING, PUBLICATIONS, LEGALS	12.27	206.72	500.00	293.28	41.3
701-5400 DUES & MEMBERSHIPS	299.05	299.05	1,100.00	800.95	27.2
701-5541 JANITORIAL SUPPLIES	231.50	458.07	1,550.00	1,091.93	29.6
701-5691 BOOKS, MAGAZINES	3,973.27	9,450.10	38,000.00	28,549.90	24.9
701-5692 DONATIONS	( 54.02)	53.26	.00 (	53.26)	.0
701-5693 REPLACEMENTS	.00	.00	300.00	300.00	.0
701-5790 COMPUTER NETWORK EXPENSE	1,166.67	3,500.01	14,000.00	10,499.99	25.0
701-5792 INTERNET ACCESS	360.36	459.36	.00 (	459.36)	.0
701-6050 COMPUTER EXPENSES	79.09	2,285.19	12,000.00	9,714.81	19.0
701-6210 PROGRAM EXPENSE	197.02	1,199.10	4,000.00	2,800.90	30.0
701-6484 SECURITY	108.78	410.37	100.00 (	310.37)	410.4
701-6999 OPERATING RESERVE	.00	.00	5,770.00	5,770.00	.0
701-7530 UTILITIES	2,094.06	4,834.75	32,000.00	27,165.25	15.1
701-8500 MISC. OPERATING	2.81	107.54	200.00	92.46	53.8
701-9400 SALARIES - CUSTODIAL	926.00	3,227.04	11,025.00	7,797.96	29.3
701-9405 SALARIES - OPERATIONAL	23,091.64	87,479.64	352,982.00	265,502.36	24.8
701-9590 RETIREMENT CONTRIBUTIONS	1,033.28	4,084.07	25,200.00	21,115.93	16.2
701-9610 SOCIAL SECURITY TAX	1,700.48	6,460.34	27,510.00	21,049.66	23.5
701-9620 MEDICAL & LIFE INSURANCE	7,403.48	25,730.97	67,725.00	41,994.03	38.0
701-9630 WORKMANS COMP	26.20	91.29	100.00	8.71	91.3
701-9650 POSTAGE	26.50	925.29	3,700.00	2,774.71	25.0
701-9720 INSURANCE	.00	20,000.00	20,000.00	.00	100.0
701-9740 OFFICE EQUIP REPAIR & CONTRACT	320.69	1,199.38	6,000.00	4,800.62	20.0
701-9760 MEETING & TRAINING	.00	694.24	4,000.00	3,305.76	17.4
701-9790 CARRYOVER DEBT EXPENSE	.00	.00	3,500.00	3,500.00	.0
701-9820 AUDIT EXPENSE	500.00	500.00	1,500.00	1,000.00	33.3
701-9900 OFFICE SUPPLIES	134.26	1,350.89	4,600.00	3,249.11	29.4
<b>TOTAL EXPENDITURES</b>	<b>45,820.19</b>	<b>186,437.52</b>	<b>648,362.00</b>	<b>461,924.48</b>	<b>28.8</b>

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**LIBRARY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	45,820.19	186,437.52	648,362.00	461,924.48	28.8
NET REVENUE OVER EXPENDITURES	8,194.91	( 24,306.02)	.00	24,306.02	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**LIBRARY FRIENDS**

ASSETS

702-1000	CASH	(	22,552.45)	
	TOTAL ASSETS			( 22,552.45)

LIABILITIES AND EQUITY

FUND EQUITY

702-3900	CITY OF CRETE EQUITY	(	9,315.13)	
	REVENUE OVER EXPENDITURES - YTD	(	19,719.50)	
	BALANCE - CURRENT DATE	(	29,034.63)	
	TOTAL FUND EQUITY			( 29,034.63)
	TOTAL LIABILITIES AND EQUITY			( 29,034.63)

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**LIBRARY FRIENDS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
702-4906 DONATIONS	.00	.00	34,139.00	34,139.00	.0
TOTAL REVENUES	.00	.00	34,139.00	34,139.00	.0
TOTAL FUND REVENUE	.00	.00	34,139.00	34,139.00	.0
<u>{EXPENDITURES}</u>					
702-5692 EXPENSE PAID BY DONATIONS	6,482.18	19,719.50	34,139.00	14,419.50	57.8
TOTAL EXPENDITURES	6,482.18	19,719.50	34,139.00	14,419.50	57.8
TOTAL FUND EXPENDITURES	6,482.18	19,719.50	34,139.00	14,419.50	57.8
NET REVENUE OVER EXPENDITURES	( 6,482.18)	( 19,719.50)	.00	19,719.50	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**RECREATION PROGRAMS**

ASSETS

721-1000	CASH	165,240.35	
	TOTAL ASSETS		165,240.35

LIABILITIES AND EQUITY

LIABILITIES

721-3000	ACCOUNTS PAYABLE	( 643.04)	
721-3220	DISABILITY INSURANCE	65.26	
721-3221	CRITICAL ILLNESS ELECTIVE	7.04	
721-3240	INSURANCE DEDUCTIONS PAYABLE	726.41	
721-3241	VISION INSURANCE	3.52	
721-3243	DENTAL INSURANCE	31.97	
721-3290	OTHER EMPLOYEE FUNDS	( 968.81)	
	TOTAL LIABILITIES		( 777.65)

FUND EQUITY

721-3900	CITY OF CRETE EQUITY	167,919.89	
	REVENUE OVER EXPENDITURES - YTD	753.53	
	BALANCE - CURRENT DATE		168,673.42
	TOTAL FUND EQUITY		168,673.42
	TOTAL LIABILITIES AND EQUITY		167,895.77

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**RECREATION PROGRAMS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
721-4000 GENERAL FUND TRANSFER	9,000.00	27,000.00	108,000.00	81,000.00	25.0
721-4083 MARTIAL ARTS REGISTRATIONS	( 500.00)	572.20	.00	( 572.20)	.0
721-4084 FLAG FOOTBALL INCOME	.00	.00	3,000.00	3,000.00	.0
721-4086 SOCCER YOUTH	.00	.00	8,500.00	8,500.00	.0
721-4089 T-BALL REGISTRATION	.00	.00	1,800.00	1,800.00	.0
721-4091 SOFTBALL ADULT	.00	.00	2,400.00	2,400.00	.0
<b>TOTAL REVENUES</b>	<b>8,500.00</b>	<b>27,572.20</b>	<b>123,700.00</b>	<b>96,127.80</b>	<b>22.3</b>
<b>TOTAL FUND REVENUE</b>	<b>8,500.00</b>	<b>27,572.20</b>	<b>123,700.00</b>	<b>96,127.80</b>	<b>22.3</b>

CITY OF CRETE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**RECREATION PROGRAMS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>{EXPENDITURES}</u>					
721-5163 HR CONSULTING FEES	47.62	91.62	600.00	508.38	15.3
721-5340 OUTSIDE SERVICES	.00	.00	3,000.00	3,000.00	.0
721-5350 EQUIP. RENTAL	.00	75.04	500.00	424.96	15.0
721-5390 PRINTING, PUBLICATIONS, LEGALS	.00	41.50	250.00	208.50	16.6
721-5578 SOFTBALL SUPPLIES ADULT	.00	78.00	600.00	522.00	13.0
721-5580 RECREATION SUPPLIES	.00	.00	100.00	100.00	.0
721-5583 LITTLE LEAGUE SUPPLIES	.00	.00	1,100.00	1,100.00	.0
721-5584 FLAG FOOTBALL SUPPLIES	.00	.00	549.00	549.00	.0
721-5586 SOCCER YOUTH	.00	.00	2,600.00	2,600.00	.0
721-5790 COMPUTER NETWORK EXPENSE	166.67	500.01	2,000.00	1,499.99	25.0
721-5792 INTERNET ACCESS	360.36	459.36	1,200.00	740.64	38.3
721-5901 REFUNDS	.00	.00	1,000.00	1,000.00	.0
721-6020 MISC. SUPPLIES	.00	.00	100.00	100.00	.0
721-6049 SOFTWARE & UPGRADES	.00	.00	2,300.00	2,300.00	.0
721-6050 COMPUTER EXPENSES	25.64	708.48	2,900.00	2,191.52	24.4
721-6501 SPECIAL PROGRAMS & EVENTS	.00	.00	100.00	100.00	.0
721-6999 OPERATING RESERVE	.00	.00	1,600.00	1,600.00	.0
721-7530 UTILITIES	12.00	161.96	2,100.00	1,938.04	7.7
721-8500 MISC. OPERATING	121.26	254.13	1,500.00	1,245.87	16.9
721-9401 SALARIES - MEDIA	359.76	1,242.79	4,400.00	3,157.21	28.3
721-9405 SALARIES - OPERATIONAL	3,937.66	15,284.50	66,000.00	50,715.50	23.2
721-9411 SALARIES - UMPIRES & COACHES	.00	576.00	1,800.00	1,224.00	32.0
721-9590 RETIREMENT CONTRIBUTIONS	295.85	1,000.19	3,605.00	2,604.81	27.7
721-9610 SOCIAL SECURITY TAX	314.05	1,257.26	3,605.00	2,347.74	34.9
721-9620 MEDICAL & LIFE INSURANCE	737.53	2,827.72	13,238.00	10,410.28	21.4
721-9630 WORKMANS COMP	107.46	426.19	1,423.00	996.81	30.0
721-9640 UNIFORMS	.00	31.47	400.00	368.53	7.9
721-9650 POSTAGE	.00	100.00	1,080.00	980.00	9.3
721-9680 OFFICE RENTAL	37.50	112.50	450.00	337.50	25.0
721-9720 INSURANCE	.00	1,000.00	1,000.00	.00	100.0
721-9740 COPIER EXPENSE	74.44	299.14	1,900.00	1,600.86	15.7
721-9760 MEETING & TRAINING	.00	130.00	200.00	70.00	65.0
721-9900 OFFICE SUPPLIES	.00	160.81	200.00	39.19	80.4
721-9926 ONLINE PAYMENT FEES	.00	.00	300.00	300.00	.0
<b>TOTAL EXPENDITURES</b>	<b>6,597.80</b>	<b>26,818.67</b>	<b>123,700.00</b>	<b>96,881.33</b>	<b>21.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>6,597.80</b>	<b>26,818.67</b>	<b>123,700.00</b>	<b>96,881.33</b>	<b>21.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>1,902.20</b>	<b>753.53</b>	<b>.00</b>	<b>( 753.53)</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**SWIMMING POOL PROGRAMS**

ASSETS

722-1000	CASH	50,776.62	
	TOTAL ASSETS		50,776.62

LIABILITIES AND EQUITY

LIABILITIES

722-3220	DISABILITY INSURANCE	23.48	
722-3221	CRITICAL ILLNESS ELECTIVE	2.74	
722-3240	INSURANCE DEDUCTIONS PAYABLE	120.96	
722-3241	VISION INSURANCE	1.76	
722-3243	DENTAL INSURANCE	5.06	
722-3290	OTHER EMPLOYEE FUNDS	( 3,036.04)	
	TOTAL LIABILITIES		( 2,882.04)

FUND EQUITY

722-3900	CITY OF CRETE EQUITY	46,513.00	
	REVENUE OVER EXPENDITURES - YTD	12,543.81	
	BALANCE - CURRENT DATE	59,056.81	
	TOTAL FUND EQUITY		59,056.81
	TOTAL LIABILITIES AND EQUITY		56,174.77

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**SWIMMING POOL PROGRAMS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
722-4000 GENERAL FUND TRANSFER	7,075.00	21,225.00	84,900.00	63,675.00	25.0
722-4094 SWIM TEAM DONATIONS	.00	.00	700.00	700.00	.0
722-4095 SWIM TEAM INCOME	.00	.00	3,000.00	3,000.00	.0
722-4096 SWIMMING LESSON INCOME	.00	.00	8,000.00	8,000.00	.0
722-4960 SUMMER POOL ADMISSIONS	.00	.00	49,000.00	49,000.00	.0
722-4962 VENDING MACHINE	.00	.00	6,650.00	6,650.00	.0
<b>TOTAL REVENUES</b>	<b>7,075.00</b>	<b>21,225.00</b>	<b>152,250.00</b>	<b>131,025.00</b>	<b>13.9</b>
<b>TOTAL FUND REVENUE</b>	<b>7,075.00</b>	<b>21,225.00</b>	<b>152,250.00</b>	<b>131,025.00</b>	<b>13.9</b>
 <u>{EXPENDITURES}</u>					
722-5163 HR CONSULTING FEES	.00	.00	600.00	600.00	.0
722-5331 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
722-5390 PRINTING, PUBLICATIONS, LEGAL	.00	.00	1,000.00	1,000.00	.0
722-5400 DUES & MEMBERSHIPS	.00	.00	50.00	50.00	.0
722-5541 JANITORIAL SUPPLIES	.00	.00	450.00	450.00	.0
722-5560 CONCESSION SUPPLIES	.00	.00	4,000.00	4,000.00	.0
722-5585 SWIM TEAM EXPENSE	.00	.00	300.00	300.00	.0
722-5586 SWIM TEAM DONATIONS EXPENSE	.00	.00	300.00	300.00	.0
722-5901 REFUNDS	.00	.00	500.00	500.00	.0
722-6049 SOFTWARE & UPGRADES	.00	.00	1,200.00	1,200.00	.0
722-6999 OPERATING RESERVE	.00	.00	3,000.00	3,000.00	.0
722-8500 MISC. OPERATING	.00	.00	200.00	200.00	.0
722-9405 SALARIES - OPERATIONAL	1,481.31	5,143.24	20,050.00	14,906.76	25.7
722-9411 SALARIES - COACHES	.00	.00	4,000.00	4,000.00	.0
722-9414 SALARIES - POOL STAFF	.00	.00	93,920.00	93,920.00	.0
722-9590 RETIREMENT CONTRIBUTIONS	101.90	353.95	800.00	446.05	44.2
722-9610 SOCIAL SECURITY TAX	109.44	380.12	9,250.00	8,869.88	4.1
722-9620 MEDICAL & LIFE INSURANCE	138.20	473.92	2,250.00	1,776.08	21.1
722-9630 WORKMANS COMP	35.96	124.96	3,175.00	3,050.04	3.9
722-9720 INSURANCE	.00	2,205.00	2,205.00	.00	100.0
722-9760 MEETING & TRAINING	.00	.00	2,600.00	2,600.00	.0
722-9860 PROFESSIONAL SERVICES	.00	.00	300.00	300.00	.0
722-9900 OFFICE SUPPLIES	.00	.00	100.00	100.00	.0
722-9926 ONLINE PAYMENT FEES	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL EXPENDITURES</b>	<b>1,866.81</b>	<b>8,681.19</b>	<b>152,250.00</b>	<b>143,568.81</b>	<b>5.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>1,866.81</b>	<b>8,681.19</b>	<b>152,250.00</b>	<b>143,568.81</b>	<b>5.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>5,208.19</b>	<b>12,543.81</b>	<b>.00</b>	<b>( 12,543.81)</b>	<b>.0</b>

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**LB840**

ASSETS

801-1000	CASH	( 583,097.84)	
801-1014	RESTRICTED CASH	587,836.83	
801-1043	SAVINGS - PINNACLE	2,130,947.59	
	TOTAL ASSETS		2,135,686.58

LIABILITIES AND EQUITY

FUND EQUITY

801-3900	CITY OF CRETE EQUITY	2,029,521.24	
	REVENUE OVER EXPENDITURES - YTD	106,015.34	
	BALANCE - CURRENT DATE	2,135,536.58	
	TOTAL FUND EQUITY		2,135,536.58
	TOTAL LIABILITIES AND EQUITY		2,135,536.58

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**LB840**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
801-4900	TRANSFERS IN	.00	.00	1,501,000.00	1,501,000.00	.0
801-4903	INTEREST INCOME	.00	1,463.10	5,000.00	3,536.90	29.3
801-4919	SALES TAX TRANSFER	49,242.15	152,837.14	625,000.00	472,162.86	24.5
	<b>TOTAL REVENUES</b>	<b>49,242.15</b>	<b>154,300.24</b>	<b>2,131,000.00</b>	<b>1,976,699.76</b>	<b>7.2</b>
	<b>TOTAL FUND REVENUE</b>	<b>49,242.15</b>	<b>154,300.24</b>	<b>2,131,000.00</b>	<b>1,976,699.76</b>	<b>7.2</b>
<u>{EXPENDITURES}</u>						
801-5400	DUES & MEMBERSHIPS	150.00	150.00	10,000.00	9,850.00	1.5
801-5752	RECRUITMENT	.00	.00	40,000.00	40,000.00	.0
801-5753	PROMOTION/TOURISM	.00	.00	50,000.00	50,000.00	.0
801-5754	INFRASTRUCTURE	.00	28,450.00	850,000.00	821,550.00	3.4
801-5755	DEVELOPMENT	.00	18,156.53	1,100,000.00	1,081,843.47	1.7
801-6191	TRANSFER-LOAN GUARANTEE	.00	.00	60,000.00	60,000.00	.0
801-9525	ADMINISTRATIVE FEES	492.42	1,528.37	6,000.00	4,471.63	25.5
801-9760	MEETING & TRAINING	.00	.00	5,000.00	5,000.00	.0
801-9860	PROFESSIONAL SERVICES	.00	.00	10,000.00	10,000.00	.0
	<b>TOTAL EXPENDITURES</b>	<b>642.42</b>	<b>48,284.90</b>	<b>2,131,000.00</b>	<b>2,082,715.10</b>	<b>2.3</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>642.42</b>	<b>48,284.90</b>	<b>2,131,000.00</b>	<b>2,082,715.10</b>	<b>2.3</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>48,599.73</b>	<b>106,015.34</b>	<b>.00</b>	<b>( 106,015.34)</b>	<b>.0</b>

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**TAX INCREMENT FINANCING**

ASSETS

802-1000	CASH	308,681.89	
802-1275	TIF RECEIVABLE	2,186,900.00	
	TOTAL ASSETS		2,495,581.89

LIABILITIES AND EQUITY

LIABILITIES

802-3075	TIF PAYABLE	2,007,235.00	
	TOTAL LIABILITIES		2,007,235.00

FUND EQUITY

802-3900	CITY OF CRETE EQUITY	488,346.89	
	REVENUE OVER EXPENDITURES - YTD	( 224.00)	
	BALANCE - CURRENT DATE	488,122.89	
	TOTAL FUND EQUITY		488,122.89
	TOTAL LIABILITIES AND EQUITY		2,495,357.89

{EXPENDITURES}

802-5386	TIF LEGAL EXPENSES	224.00	224.00	.00	( 224.00)	.0
	TOTAL EXPENDITURES	224.00	224.00	.00	( 224.00)	.0
	TOTAL FUND EXPENDITURES	224.00	224.00	.00	( 224.00)	.0
	NET REVENUE OVER EXPENDITURES	( 224.00)	( 224.00)	.00	224.00	.0

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**CCCCFF (THEATER)**

ASSETS

810-1000	CASH	(	143,309.27)	
	TOTAL ASSETS		(	143,309.27)

LIABILITIES AND EQUITY

FUND EQUITY

810-3900	CITY OF CRETE EQUITY	(	142,917.22)	
	REVENUE OVER EXPENDITURES - YTD	(	392.05)	
	BALANCE - CURRENT DATE	(	143,309.27)	
	TOTAL FUND EQUITY		(	143,309.27)
	TOTAL LIABILITIES AND EQUITY		(	143,309.27)

{EXPENDITURES}

810-5210	UTILITIES	.00	392.05	.00	(	392.05)	.0
	TOTAL EXPENDITURES	.00	392.05	.00	(	392.05)	.0
	TOTAL FUND EXPENDITURES	.00	392.05	.00	(	392.05)	.0
	NET REVENUE OVER EXPENDITURES	.00	(	392.05)	.00	392.05	.0

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**CDBG HOUSING**

ASSETS

851-1000	CASH	( 3,175.22)	
851-1043	SAVINGS - PINNACLE	37,654.85	
	TOTAL ASSETS		34,479.63

LIABILITIES AND EQUITY

FUND EQUITY

851-3900	CITY OF CRETE EQUITY	34,470.19	
	REVENUE OVER EXPENDITURES - YTD	9.44	
	BALANCE - CURRENT DATE	34,479.63	
	TOTAL FUND EQUITY		34,479.63
	TOTAL LIABILITIES AND EQUITY		34,479.63

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**CDBG HOUSING**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
851-4903 INTEREST INCOME	.00	9.44	.00	( 9.44)	.0
TOTAL REVENUES	.00	9.44	.00	( 9.44)	.0
TOTAL FUND REVENUE	.00	9.44	.00	( 9.44)	.0
NET REVENUE OVER EXPENDITURES	.00	9.44	.00	( 9.44)	.0

CITY OF CRETE  
BALANCE SHEET  
DECEMBER 31, 2024

**CDBG DTR**

ASSETS

852-1000	CASH	(	574.02)	
	TOTAL ASSETS		(	574.02)

LIABILITIES AND EQUITY

FUND EQUITY

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

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**CDBG DTR**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
852-4800	GRANT PROCEEDS	.00	11,454.80	580,000.00	568,545.20	2.0
	TOTAL REVENUES	.00	11,454.80	580,000.00	568,545.20	2.0
	TOTAL FUND REVENUE	.00	11,454.80	580,000.00	568,545.20	2.0
<u>{EXPENDITURES}</u>						
852-6901	BUILDINGS & INFRASTRUCTURE	.00	52,662.44	560,000.00	507,337.56	9.4
852-9525	ADMINISTRATIVE FEES	.00	1,540.00	10,000.00	8,460.00	15.4
852-9860	PROFESSIONAL SERVICES	.00	.00	10,000.00	10,000.00	.0
	TOTAL EXPENDITURES	.00	54,202.44	580,000.00	525,797.56	9.4
	TOTAL FUND EXPENDITURES	.00	54,202.44	580,000.00	525,797.56	9.4
	NET REVENUE OVER EXPENDITURES	.00	( 42,747.64)	.00	42,747.64	.0

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**PAYROLL**

ASSETS

951-1000	CASH	61,531.18	
	TOTAL ASSETS		61,531.18

LIABILITIES AND EQUITY

FUND EQUITY

951-3900	CITY OF CRETE EQUITY	61,452.43	
	REVENUE OVER EXPENDITURES - YTD	78.75	
	BALANCE - CURRENT DATE	61,531.18	
	TOTAL FUND EQUITY		61,531.18
	TOTAL LIABILITIES AND EQUITY		61,531.18

CITY OF CRETE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**PAYROLL**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
951-4903	INTEREST INCOME	.00	78.75	.00	( 78.75)	.0
	TOTAL REVENUES	.00	78.75	.00	( 78.75)	.0
	TOTAL FUND REVENUE	.00	78.75	.00	( 78.75)	.0
	NET REVENUE OVER EXPENDITURES	.00	78.75	.00	( 78.75)	.0

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**HEALTH SAVINGS ACCOUNT**

ASSETS

952-1010	CASH IN BANK	5,402.35	
	TOTAL ASSETS		5,402.35

LIABILITIES AND EQUITY

FUND EQUITY

952-3900	CITY OF CRETE EQUITY	9,870.96	
	REVENUE OVER EXPENDITURES - YTD	( 4,468.61)	
	BALANCE - CURRENT DATE	5,402.35	
	TOTAL FUND EQUITY		5,402.35
	TOTAL LIABILITIES AND EQUITY		5,402.35

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**HEALTH SAVINGS ACCOUNT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
952-4903 INTEREST INCOME	1.07	3.18	.00	( 3.18)	.0
952-4912 TAX FUNDS	1,140.00	3,420.00	.00	( 3,420.00)	.0
952-4917 REVENUE FUNDS	860.00	2,580.00	.00	( 2,580.00)	.0
TOTAL REVENUES	2,001.07	6,003.18	.00	( 6,003.18)	.0
TOTAL FUND REVENUE	2,001.07	6,003.18	.00	( 6,003.18)	.0
 <u>{EXPENDITURES}</u>					
952-5250 DISBURSEMENTS	5,599.56	9,721.04	.00	( 9,721.04)	.0
952-9525 ADMINISTRATIVE FEES	255.75	750.75	.00	( 750.75)	.0
TOTAL EXPENDITURES	5,855.31	10,471.79	.00	( 10,471.79)	.0
TOTAL FUND EXPENDITURES	5,855.31	10,471.79	.00	( 10,471.79)	.0
NET REVENUE OVER EXPENDITURES	( 3,854.24)	( 4,468.61)	.00	4,468.61	.0

CITY OF CRETE  
 BALANCE SHEET  
 DECEMBER 31, 2024

**CAFETERIA FUND**

ASSETS

953-1010	CASH IN BANK	5,029.28	
	TOTAL ASSETS		5,029.28

LIABILITIES AND EQUITY

FUND EQUITY

953-3900	CITY OF CRETE EQUITY	3,625.39	
	REVENUE OVER EXPENDITURES - YTD	1,403.89	
	BALANCE - CURRENT DATE	5,029.28	
	TOTAL FUND EQUITY		5,029.28
	TOTAL LIABILITIES AND EQUITY		5,029.28

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024

**CAFETERIA FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
953-4903	INTEREST INCOME	.58	1.47	.00	( 1.47)	.0
953-4920	EMPLOYEE CONTRIBUTION	1,518.83	5,322.93	.00	( 5,322.93)	.0
	TOTAL REVENUES	1,519.41	5,324.40	.00	( 5,324.40)	.0
	TOTAL FUND REVENUE	1,519.41	5,324.40	.00	( 5,324.40)	.0
<u>{EXPENDITURES}</u>						
953-5250	DISBURSEMENTS	1,154.38	3,920.51	.00	( 3,920.51)	.0
	TOTAL EXPENDITURES	1,154.38	3,920.51	.00	( 3,920.51)	.0
	TOTAL FUND EXPENDITURES	1,154.38	3,920.51	.00	( 3,920.51)	.0
	NET REVENUE OVER EXPENDITURES	365.03	1,403.89	.00	( 1,403.89)	.0

Report Criteria:

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

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
<b>911 CUSTOM (5)</b>								
911 CUSTOM	1	Invoice	WEDGE XT BLACK	01/07/2025	97.00		01/25	531-6477
Total 911 CUSTOM (5):					97.00			
<b>AMAZON BUSINESS (6116)</b>								
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	01/02/2025	138.23		01/25	701-5691
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	01/02/2025	22.73		01/25	701-9900
AMAZON BUSINESS	1	Invoice	CREDIT MEMO	01/03/2025	21.72-		01/25	701-5691
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	01/04/2025	7.99		01/25	701-9900
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	01/04/2025	25.38		01/25	701-5691
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	01/04/2025	24.70		01/25	702-5692
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	01/07/2025	392.61		01/25	702-5692
AMAZON BUSINESS	1	Invoice	VIDEO CONFERENCE CA	01/07/2025	988.99		01/25	101-4904
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	01/08/2025	309.99		01/25	702-5692
AMAZON BUSINESS	1	Invoice	PROGRAM EXPENSE	01/12/2025	149.57		01/25	701-6210
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	01/13/2025	56.80		01/25	702-5692
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	01/13/2025	19.92		01/25	701-9900
AMAZON BUSINESS	1	Invoice	PROGRAM EXPENSE	01/14/2025	15.99		01/25	701-6210
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	01/14/2025	59.29		01/25	701-9900
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	01/15/2025	19.69		01/25	701-5691
Total AMAZON BUSINESS (6116):					2,210.16			
<b>APPLIED CONCEPTS INC (235)</b>								
APPLIED CONCEPTS INC	1	Invoice	UNIT #7-RADAR UNIT RE	01/07/2025	107.50		01/25	201-5791
Total APPLIED CONCEPTS INC (235):					107.50			
<b>BAKER &amp; TAYLOR (370)</b>								
BAKER & TAYLOR	1	Invoice	BOOKS/MAGAZINES	01/02/2025	206.88		01/25	701-5691
Total BAKER & TAYLOR (370):					206.88			
<b>BAUERMEISTER, ERICA (6782)</b>								
BAUERMEISTER, ERICA	1	Invoice	REFUND OF HOTEL STAY	01/10/2025	441.28		01/25	702-5692

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total BAUERMEISTER, ERICA (6782):					441.28			
<b>BLUE VALLEY DOOR CO INC (510)</b>								
BLUE VALLEY DOOR CO INC	1	Invoice	BAY DOOR REPAIR	01/03/2025	1,086.11		01/25	002-8000
Total BLUE VALLEY DOOR CO INC (510):					1,086.11			
<b>CAPITAL BUSINESS SYSTEMS INC (705)</b>								
CAPITAL BUSINESS SYSTEMS INC	1	Invoice	SERVICE CONTRACT	01/01/2025	150.55		01/25	101-9740
CAPITAL BUSINESS SYSTEMS INC	2	Invoice	SERVICE CONTRACT	01/01/2025	64.22		01/25	201-9740
CAPITAL BUSINESS SYSTEMS INC	3	Invoice	SERVICE CONTRACT	01/01/2025	21.95		01/25	401-9740
CAPITAL BUSINESS SYSTEMS INC	5	Invoice	SERVICE CONTRACT	01/01/2025	99.87		01/25	701-9740
CAPITAL BUSINESS SYSTEMS INC	6	Invoice	SERVICE CONTRACT	01/01/2025	25.23		01/25	721-9740
CAPITAL BUSINESS SYSTEMS INC	7	Invoice	SERVICE CONTRACT	01/01/2025	21.95		01/25	001-9740
CAPITAL BUSINESS SYSTEMS INC	8	Invoice	SERVICE CONTRACT	01/01/2025	21.94		01/25	002-9740
CAPITAL BUSINESS SYSTEMS INC	9	Invoice	SERVICE CONTRACT	01/01/2025	21.94		01/25	003-9740
CAPITAL BUSINESS SYSTEMS INC	1	Invoice	SERVICE CONTRACT	01/01/2025	8.51		01/25	401-9740
CAPITAL BUSINESS SYSTEMS INC	2	Invoice	SERVICE CONTRACT	01/01/2025	159.01		01/25	301-9740
CAPITAL BUSINESS SYSTEMS INC	3	Invoice	SERVICE CONTRACT	01/01/2025	8.51		01/25	001-9740
CAPITAL BUSINESS SYSTEMS INC	4	Invoice	SERVICE CONTRACT	01/01/2025	8.51		01/25	002-9740
CAPITAL BUSINESS SYSTEMS INC	5	Invoice	SERVICE CONTRACT	01/01/2025	8.51		01/25	003-9740
Total CAPITAL BUSINESS SYSTEMS INC (705):					620.70			
<b>CENTER POINT LARGE PRINT (765)</b>								
CENTER POINT LARGE PRINT	1	Invoice	BOOKS/MAGAZINES	01/03/2025	269.07		01/25	701-5691
Total CENTER POINT LARGE PRINT (765):					269.07			
<b>CITY OF BEATRICE (840)</b>								
CITY OF BEATRICE	1	Invoice	QTRLY 911 SERVICE FEE	01/01/2025	75,971.84		01/25	202-9750
Total CITY OF BEATRICE (840):					75,971.84			
<b>CITY REVENUE FUND (860)</b>								
CITY REVENUE FUND	1	Invoice	POLICE	01/01/2025	1,725.67		01/25	201-5800
CITY REVENUE FUND	2	Invoice	POLICE	01/01/2025	124.92		01/25	203-5800
CITY REVENUE FUND	3	Invoice	AIRPORT	01/01/2025	.00		00/00	050-5800
CITY REVENUE FUND	4	Invoice	STREET	01/01/2025	1,694.97		01/25	401-5800
CITY REVENUE FUND	5	Invoice	FIRE	01/01/2025	426.29		01/25	301-5800

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
CITY REVENUE FUND	6	Invoice	CEMETERY	01/01/2025	114.91		01/25	601-5800
CITY REVENUE FUND	7	Invoice	PARK&REC	01/01/2025	157.15		01/25	521-5800
CITY REVENUE FUND	1	Invoice	CASE OF TOILET PAPER	01/17/2025	49.15		01/25	301-5541
CITY REVENUE FUND	1	Invoice	SALES TAX	01/21/2025	1.60		01/25	101-4074
CITY REVENUE FUND	2	Invoice	SALES TAX	01/21/2025	19.61		01/25	401-4911
CITY REVENUE FUND	3	Invoice	SALES TAX	01/21/2025	9.42		01/25	201-4074
CITY REVENUE FUND	4	Invoice	SALES TAX	01/21/2025	13.92		01/25	701-4074
CITY REVENUE FUND	5	Invoice	SALES TAX	01/21/2025	29.38		01/25	701-4072
CITY REVENUE FUND	1	Invoice	CONSUMER DEPOSIT AP	01/21/2025	650.00		01/25	001-3500
Total CITY REVENUE FUND (860):					5,016.99			
<b>CONSTELLATION NEW ENERGY GAS DIVISION (960)</b>								
CONSTELLATION NEW ENERGY GAS DIVISION	1	Invoice	NATURAL GAS	01/02/2025	557.10		01/25	001-7040
Total CONSTELLATION NEW ENERGY GAS DIVISION (960):					557.10			
<b>CRETE AREA MEDICAL CENTER (1070)</b>								
CRETE AREA MEDICAL CENTER	1	Invoice	DRUG SCREENING	12/31/2024	188.00		01/25	001-9623
CRETE AREA MEDICAL CENTER	2	Invoice	DRUG SCREENING	12/31/2024	94.00		01/25	003-9623
Total CRETE AREA MEDICAL CENTER (1070):					282.00			
<b>CRETE FOODMART (GEN) (1095)</b>								
CRETE FOODMART (GEN)	1	Invoice	JANITORIAL SUPPLIES	01/14/2025	11.22		01/25	701-5541
Total CRETE FOODMART (GEN) (1095):					11.22			
<b>CRETE LUMBER &amp; FARM SUPPLY CO (1110)</b>								
CRETE LUMBER & FARM SUPPLY CO	1	Invoice	SEWER JETTER REPAIR	01/09/2025	23.64		01/25	002-8100
Total CRETE LUMBER & FARM SUPPLY CO (1110):					23.64			
<b>CRETE VETERINARY CLINIC (1140)</b>								
CRETE VETERINARY CLINIC	1	Invoice	BOARD - CAT/RABIES VA	12/06/2024	22.50		01/25	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - DOG	12/11/2024	23.65		01/25	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - DOG	12/16/2024	132.00		01/25	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - DOG	12/23/2024	183.83		01/25	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - DOG	12/23/2024	23.65		01/25	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - CAT	12/23/2024	175.00		01/25	203-5345
CRETE VETERINARY CLINIC	1	Invoice	BOARD - DOG	12/26/2024	47.30		01/25	203-5345

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total CRETE VETERINARY CLINIC (1140):					607.93			
<b>CULLIGAN WATER SERVICE (1160)</b>								
CULLIGAN WATER SERVICE	1	Invoice	WATER COOLER RENTAL	12/31/2024	32.50		01/25	701-9900
Total CULLIGAN WATER SERVICE (1160):					32.50			
<b>CUMMINS SALES AND SERVICE (5625)</b>								
CUMMINS SALES AND SERVICE	1	Invoice	GENERATOR PREVENTIV	09/26/2024	671.19		01/25	201-5329
Total CUMMINS SALES AND SERVICE (5625):					671.19			
<b>DOANE UNIVERSITY (1340)</b>								
DOANE UNIVERSITY	1	Invoice	UTILITY OVERPAYMENT	01/21/2025	135.56		01/25	001-4108
Total DOANE UNIVERSITY (1340):					135.56			
<b>DOMINGO LUCAS-RAMOS (6788)</b>								
DOMINGO LUCAS-RAMOS	1	Invoice	CONSUMER DEPOSIT RE	01/21/2025	260.00		01/25	001-3500
Total DOMINGO LUCAS-RAMOS (6788):					260.00			
<b>DUTTON LAINSON COMPANY (1450)</b>								
DUTTON LAINSON COMPANY	1	Invoice	PMRLR	01/03/2025	358.49	1682	01/25	001-8040
DUTTON LAINSON COMPANY	2	Invoice	PMRLW	01/03/2025	328.95	1682	01/25	001-8040
DUTTON LAINSON COMPANY	3	Invoice	PMRLB	01/03/2025	328.95	1682	01/25	001-8040
DUTTON LAINSON COMPANY	4	Invoice	PMRLY	01/03/2025	328.95	1682	01/25	001-8040
DUTTON LAINSON COMPANY	1	Invoice	CENTRON CN1SR FM 12	01/10/2025	1,266.35	1613	01/25	001-2570
Total DUTTON LAINSON COMPANY (1450):					2,611.69			
<b>EAKES OFFICE SOLUTIONS (1475)</b>								
EAKES OFFICE SOLUTIONS	1	Invoice	JANITORIAL SUPPLIES	11/01/2024	150.92		01/25	201-5329
EAKES OFFICE SOLUTIONS	1	Invoice	PRINTER PAPER	11/08/2024	191.97		01/25	201-9900
EAKES OFFICE SOLUTIONS	1	Invoice	OFFICE SUPPLIES	12/02/2024	90.33		01/25	201-9900
EAKES OFFICE SOLUTIONS	1	Invoice	DESK CALENDARS	12/06/2024	180.00		01/25	201-9900
EAKES OFFICE SOLUTIONS	1	Invoice	OFFICE SUPPLIES	12/13/2024	262.29		01/25	201-9900
EAKES OFFICE SOLUTIONS	1	Invoice	OFFICE SUPPLIES	12/27/2024	84.53		01/25	201-9900
EAKES OFFICE SOLUTIONS	1	Invoice	OFFICE SUPPLIES	01/10/2025	25.88		01/25	001-9900
EAKES OFFICE SOLUTIONS	2	Invoice	OFFICE SUPPLIES	01/10/2025	25.87		01/25	002-9900

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
EAKES OFFICE SOLUTIONS	3	Invoice	OFFICE SUPPLIES	01/10/2025	23.26		01/25	003-9900
EAKES OFFICE SOLUTIONS	1	Invoice	OFFICE SUPPLIES	01/10/2025	106.96		01/25	101-9900
EAKES OFFICE SOLUTIONS	1	Invoice	QTRLY EQUIP BILLING	01/05/2025	42.30		01/25	701-6050
Total EAKES OFFICE SOLUTIONS (1475):					1,184.31			
<b>EGAN SUPPLY CO (1505)</b>								
EGAN SUPPLY CO	1	Invoice	JANITORIAL SUPPLIES	01/09/2025	62.65		01/25	501-5541
Total EGAN SUPPLY CO (1505):					62.65			
<b>EXECUTIVE ANSWERING SERVICE (1670)</b>								
EXECUTIVE ANSWERING SERVICE	1	Invoice	ANSWERING SERVICE	01/01/2025	8.50		01/25	203-9980
EXECUTIVE ANSWERING SERVICE	2	Invoice	ANSWERING SERVICE	01/01/2025	10.63		01/25	401-9980
EXECUTIVE ANSWERING SERVICE	3	Invoice	ANSWERING SERVICE	01/01/2025	.42		01/25	601-9980
EXECUTIVE ANSWERING SERVICE	4	Invoice	ANSWERING SERVICE	01/01/2025	.42		01/25	511-9980
EXECUTIVE ANSWERING SERVICE	5	Invoice	ANSWERING SERVICE	01/01/2025	1.28		01/25	521-9980
EXECUTIVE ANSWERING SERVICE	6	Invoice	ANSWERING SERVICE	01/01/2025	42.50		01/25	001-9980
EXECUTIVE ANSWERING SERVICE	7	Invoice	ANSWERING SERVICE	01/01/2025	10.63		01/25	002-9980
EXECUTIVE ANSWERING SERVICE	8	Invoice	ANSWERING SERVICE	01/01/2025	10.62		01/25	003-9980
Total EXECUTIVE ANSWERING SERVICE (1670):					85.00			
<b>FIRST NATIONAL BANK OF OMAHA (1770)</b>								
FIRST NATIONAL BANK OF OMAHA	1	Invoice	AUDREY CC, FATDOGS G	12/30/2024	19.56		01/25	201-9760
FIRST NATIONAL BANK OF OMAHA	2	Invoice	AUDREY CC, FATDOGS G	12/30/2024	17.66		01/25	201-9760
FIRST NATIONAL BANK OF OMAHA	1	Invoice	CHAD CC, WALMART 044	12/30/2024	118.41		01/25	201-5329
FIRST NATIONAL BANK OF OMAHA	2	Invoice	CHAD CC, USPS 12-23-24	12/30/2024	15.75		01/25	201-9650
FIRST NATIONAL BANK OF OMAHA	1	Invoice	JON CC, NASRO M24120	12/30/2024	50.00		01/25	201-5400
Total FIRST NATIONAL BANK OF OMAHA (1770):					221.38			
<b>HAMILTON EQUIPMENT CO (2085)</b>								
HAMILTON EQUIPMENT CO	1	Invoice	BOBCAT REPAIR	01/07/2025	176.74		01/25	401-5968
Total HAMILTON EQUIPMENT CO (2085):					176.74			
<b>JAY'S OIL CO (2405)</b>								
JAY'S OIL CO	1	Invoice	UNIT 5 REPAIR	12/18/2024	1,769.10		01/25	201-5791
JAY'S OIL CO	1	Invoice	PROPANE	01/02/2025	675.00		01/25	050-7530

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total JAY'S OIL CO (2405):					2,444.10			
<b>JEO CONSULTING GROUP INC. (2425)</b>								
JEO CONSULTING GROUP INC.	1	Invoice	R240578.00 2024 STREET	01/15/2025	17,930.00		01/25	532-6381
JEO CONSULTING GROUP INC.	1	Invoice	R210597.00 CRETE WELL	01/20/2025	12,650.00		01/25	002-2000
Total JEO CONSULTING GROUP INC. (2425):					30,580.00			
<b>JONES AUTOMOTIVE (2475)</b>								
JONES AUTOMOTIVE	1	Invoice	RADAR REPAIR UNIT 7	12/24/2024	241.44		01/25	201-5791
Total JONES AUTOMOTIVE (2475):					241.44			
<b>KIDWELL (2580)</b>								
KIDWELL	1	Invoice	SERVICE AGREEMENT	01/01/2025	22.50		01/25	101-6050
KIDWELL	2	Invoice	SERVICE AGREEMENT	01/01/2025	55.00		01/25	201-6050
KIDWELL	3	Invoice	SERVICE AGREEMENT	01/01/2025	17.50		01/25	401-6050
KIDWELL	4	Invoice	SERVICE AGREEMENT	01/01/2025	5.00		01/25	601-6050
KIDWELL	5	Invoice	SERVICE AGREEMENT	01/01/2025	22.50		01/25	301-6050
KIDWELL	6	Invoice	SERVICE AGREEMENT	01/01/2025	55.00		01/25	701-6050
KIDWELL	7	Invoice	SERVICE AGREEMENT	01/01/2025	12.50		01/25	721-6050
KIDWELL	8	Invoice	SERVICE AGREEMENT	01/01/2025	35.00		01/25	001-9910
KIDWELL	9	Invoice	SERVICE AGREEMENT	01/01/2025	12.50		01/25	002-9910
KIDWELL	10	Invoice	SERVICE AGREEMENT	01/01/2025	12.50		01/25	003-9910
KIDWELL	1	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	24.09		01/25	101-6050
KIDWELL	2	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	24.09		01/25	201-6050
KIDWELL	3	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	24.09		01/25	401-6050
KIDWELL	4	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	6.57		01/25	601-6050
KIDWELL	5	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	6.57		01/25	301-6050
KIDWELL	6	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	24.09		01/25	701-6050
KIDWELL	7	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	13.14		01/25	721-6050
KIDWELL	8	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	6.57		01/25	521-6050
KIDWELL	9	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	6.57		01/25	501-6050
KIDWELL	10	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	6.57		01/25	050-6050
KIDWELL	11	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	28.47		01/25	001-9910
KIDWELL	12	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	24.09		01/25	002-9910
KIDWELL	13	Invoice	DUO ESSENTIAL SOFTW	01/01/2025	24.09		01/25	003-9910
KIDWELL	1	Invoice	SERVICE AGMT	01/01/2025	594.00		01/25	101-6050
KIDWELL	2	Invoice	SERVICE AGMT	01/01/2025	1,452.00		01/25	201-6050
KIDWELL	3	Invoice	SERVICE AGMT	01/01/2025	462.00		01/25	401-6050

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
KIDWELL	4	Invoice	SERVICE AGMT	01/01/2025	132.00		01/25	601-6050
KIDWELL	5	Invoice	SERVICE AGMT	01/01/2025	594.00		01/25	301-6050
KIDWELL	6	Invoice	SERVICE AGMT	01/01/2025	1,452.00		01/25	701-6050
KIDWELL	7	Invoice	SERVICE AGMT	01/01/2025	330.00		01/25	721-6050
KIDWELL	8	Invoice	SERVICE AGMT	01/01/2025	924.00		01/25	001-9910
KIDWELL	9	Invoice	SERVICE AGMT	01/01/2025	330.00		01/25	002-9910
KIDWELL	10	Invoice	SERVICE AGMT	01/01/2025	330.00		01/25	003-9910
Total KIDWELL (2580):					7,069.00			
<b>LEAGUE OF NEBR. MUNICIPALITIES (2710)</b>								
LEAGUE OF NEBR. MUNICIPALITIES	1	Invoice	2024-25 DUES NANCY TE	01/16/2025	150.00		01/25	101-5400
LEAGUE OF NEBR. MUNICIPALITIES	1	Invoice	2024-25 DUES WENDY T	01/16/2025	150.00		01/25	101-5400
Total LEAGUE OF NEBR. MUNICIPALITIES (2710):					300.00			
<b>LINCOLN WINWATER WORKS (2810)</b>								
LINCOLN WINWATER WORKS	1	Invoice	74621 3/4 X 3/4 QTR MTR	01/07/2025	200.98	1650	01/25	002-8090
LINCOLN WINWATER WORKS	1	Invoice	PLUG, 3/4" BZ CAP	01/07/2025	93.53	1687	01/25	002-1500
LINCOLN WINWATER WORKS	1	Invoice	18/3 METER WIRE 500' R	01/07/2025	537.50	1690	01/25	002-8090
LINCOLN WINWATER WORKS	1	Invoice	WATTS 4" 957 TOTAL REP	01/14/2025	360.13	1690	01/25	002-8090
LINCOLN WINWATER WORKS	1	Invoice	2X20 PVC SCH80 PE PIP	01/14/2025	96.75		01/25	002-8100
Total LINCOLN WINWATER WORKS (2810):					1,288.89			
<b>MACQUEEN (2930)</b>								
MACQUEEN	1	Invoice	COVER-MAINBROOM	01/08/2025	164.43	1694	01/25	401-5771
MACQUEEN	2	Invoice	WIRE 75# BULK	01/08/2025	369.24	1694	01/25	401-5771
Total MACQUEEN (2930):					533.67			
<b>MAX I WALKER UNIFORM &amp; APPAREL (3035)</b>								
MAX I WALKER UNIFORM & APPAREL	1	Invoice	UNIFORMS	01/08/2025	82.67		01/25	003-9640
MAX I WALKER UNIFORM & APPAREL	1	Invoice	UNIFORMS	01/15/2025	82.67		01/25	003-9640
Total MAX I WALKER UNIFORM & APPAREL (3035):					165.34			
<b>MAYNOR GARCIA (6786)</b>								
MAYNOR GARCIA	1	Invoice	PERMIT 24-000112 OVER	01/21/2025	4.28		01/25	101-4015

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total MAYNOR GARCIA (6786):					4.28			
<b>MCI VERIZON (3055)</b>								
MCI VERIZON	2	Invoice	TOLL FREE LINE	01/07/2025	12.00		01/25	101-7530
MCI VERIZON	3	Invoice	TOLL FREE LINE	01/07/2025	12.00		01/25	201-5220
MCI VERIZON	4	Invoice	TOLL FREE LINE	01/07/2025	12.00		01/25	301-7530
MCI VERIZON	5	Invoice	TOLL FREE LINE	01/07/2025	12.00		01/25	721-7530
MCI VERIZON	6	Invoice	TOLL FREE LINE	01/07/2025	22.07		01/25	001-9660
Total MCI VERIZON (3055):					70.07			
<b>MID-STATES ORGANIZED CRIME (3170)</b>								
MID-STATES ORGANIZED CRIME	1	Invoice	2025 ANNUAL MEMBERS	01/10/2025	150.00		01/25	201-5400
Total MID-STATES ORGANIZED CRIME (3170):					150.00			
<b>MONICA ROSS (6791)</b>								
MONICA ROSS	1	Invoice	CONSUMER DEPOSIT RE	01/21/2025	110.00		01/25	001-3500
Total MONICA ROSS (6791):					110.00			
<b>NAPA AUTO PARTS (3345)</b>								
NAPA AUTO PARTS	1	Invoice	SNOW PREP FOR EQUIP	01/03/2025	194.21		01/25	401-5968
NAPA AUTO PARTS	1	Invoice	DEF FOR DUMP TRUCKS	01/08/2025	12.79		01/25	401-5968
NAPA AUTO PARTS	2	Invoice	OIL DRY	01/08/2025	21.98		01/25	401-6020
NAPA AUTO PARTS	1	Invoice	TAIL LIGHT	01/09/2025	47.33		01/25	401-5968
NAPA AUTO PARTS	1	Invoice	FUEL INJECTOR	01/14/2025	31.99		01/25	050-5791
Total NAPA AUTO PARTS (3345):					308.30			
<b>NATIONAL LOCK &amp; SAFE COMPANY (5771)</b>								
NATIONAL LOCK & SAFE COMPANY	1	Invoice	SERVICE DOOR REPAIR	11/15/2024	250.00		01/25	201-5329
Total NATIONAL LOCK & SAFE COMPANY (5771):					250.00			
<b>NE DEPT OF REVENUE (3415)</b>								
NE DEPT OF REVENUE	1	Invoice	MOTOR FUEL TAX	01/17/2025	135.00		01/25	401-5800
NE DEPT OF REVENUE	2	Invoice	MOTOR FUEL TAX	01/17/2025	104.00		01/25	001-8460
NE DEPT OF REVENUE	1	Invoice	SALES TAX	01/17/2025	33,411.03		01/25	001-3150
NE DEPT OF REVENUE	2	Invoice	SALES TAX (TAX FUND)	01/17/2025	73.93		01/25	001-1280

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
NE DEPT OF REVENUE	3	Invoice	SALES TAX	01/17/2025	150.00-		01/25	001-4904
NE DEPT OF REVENUE	4	Invoice	SALES TAX	01/17/2025	30.00		01/25	001-8130
NE DEPT OF REVENUE	5	Invoice	SALES TAX	01/17/2025	12.84		01/25	001-8071
NE DEPT OF REVENUE	6	Invoice	SALES TAX	01/17/2025	5.90		01/25	001-7220
NE DEPT OF REVENUE	7	Invoice	SALES TAX	01/17/2025	9.21		01/25	001-8020
NE DEPT OF REVENUE	8	Invoice	SALES TAX	01/17/2025	85.50		01/25	001-8090
NE DEPT OF REVENUE	9	Invoice	SALES TAX	01/17/2025	54.93		01/25	001-8460
NE DEPT OF REVENUE	10	Invoice	SALES TAX	01/17/2025	186.04		01/25	001-8131
NE DEPT OF REVENUE	11	Invoice	SALES TAX	01/17/2025	2.26		01/25	001-8000
NE DEPT OF REVENUE	12	Invoice	SALES TAX	01/17/2025	2.42		01/25	001-9730
NE DEPT OF REVENUE	13	Invoice	SALES TAX	01/17/2025	2.19		01/25	001-9740
NE DEPT OF REVENUE	14	Invoice	SALES TAX	01/17/2025	44.97		01/25	001-9920
NE DEPT OF REVENUE	15	Invoice	SALES TAX	01/17/2025	1.40		01/25	001-9660
NE DEPT OF REVENUE	16	Invoice	SALES TAX	01/17/2025	10.76		01/25	001-9911
NE DEPT OF REVENUE	17	Invoice	SALES TAX	01/17/2025	224.88		01/25	001-9910
NE DEPT OF REVENUE	18	Invoice	SALES TAX	01/17/2025	25.09		01/25	001-9926
NE DEPT OF REVENUE	19	Invoice	SALES TAX	01/17/2025	3.19		01/25	001-9980
NE DEPT OF REVENUE	20	Invoice	SALES TAX	01/17/2025	2.26		01/25	002-8000
NE DEPT OF REVENUE	21	Invoice	SALES TAX	01/17/2025	40.16		01/25	002-8460
NE DEPT OF REVENUE	22	Invoice	SALES TAX	01/17/2025	2.42		01/25	002-9730
NE DEPT OF REVENUE	23	Invoice	SALES TAX	01/17/2025	2.19		01/25	002-9740
NE DEPT OF REVENUE	24	Invoice	SALES TAX	01/17/2025	177.26		01/25	002-9910
NE DEPT OF REVENUE	25	Invoice	SALES TAX	01/17/2025	9.68		01/25	002-9911
NE DEPT OF REVENUE	26	Invoice	SALES TAX	01/17/2025	44.97		01/25	002-9920
NE DEPT OF REVENUE	27	Invoice	SALES TAX	01/17/2025	25.09		01/25	002-9926
NE DEPT OF REVENUE	28	Invoice	SALES TAX	01/17/2025	.80		01/25	002-9980
Total NE DEPT OF REVENUE (3415):					34,580.37			
<b>NE PUBLIC HEALTH ENVIRONMENTAL LAB (3480)</b>								
NE PUBLIC HEALTH ENVIRONMENTAL LAB	1	Invoice	LAB	01/14/2025	669.00		01/25	002-7281
Total NE PUBLIC HEALTH ENVIRONMENTAL LAB (3480):					669.00			
<b>NORRIS PUBLIC POWER DISTRICT (3685)</b>								
NORRIS PUBLIC POWER DISTRICT	1	Invoice	UTILITIES	01/06/2025	10.09		01/25	521-7530
NORRIS PUBLIC POWER DISTRICT	1	Invoice	AIRPORT ELECTRICITY	01/06/2025	1,154.36		01/25	050-7530
NORRIS PUBLIC POWER DISTRICT	1	Invoice	ELECTRICITY	01/06/2025	9,452.92		01/25	003-7530
Total NORRIS PUBLIC POWER DISTRICT (3685):					10,617.37			

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
<b>NORTHERN SAFETY CO. INC. (3695)</b>								
NORTHERN SAFETY CO. INC.	1	Invoice	RADIAN CLASS 3 WEATH	01/06/2025	357.51	1673	01/25	001-9640
NORTHERN SAFETY CO. INC.	2	Invoice	RADIAN CLASS 3 WEATH	01/06/2025	357.51	1673	01/25	002-9640
NORTHERN SAFETY CO. INC.	3	Invoice	RADIAN CLASS 3 WEATH	01/06/2025	357.51	1673	01/25	401-9640
NORTHERN SAFETY CO. INC.	4	Invoice	RADIAN CLASS 3 WEATH	01/06/2025	357.51	1673	01/25	721-9640
Total NORTHERN SAFETY CO. INC. (3695):					1,430.04			
<b>ONE BILLING SOLUTIONS LLC (ACH) (6073)</b>								
ONE BILLING SOLUTIONS LLC (ACH)	1	Invoice	CRETE AMB SERV	01/07/2025	5,825.23		01/25	302-5340
Total ONE BILLING SOLUTIONS LLC (ACH) (6073):					5,825.23			
<b>PAT REED (6787)</b>								
PAT REED	1	Invoice	PERMIT 24-000095 PAYM	01/21/2025	121.75		01/25	101-4015
Total PAT REED (6787):					121.75			
<b>PITNEY BOWES (3995)</b>								
PITNEY BOWES	1	Invoice	PD POSTAGE METER LE	12/30/2024	95.37		01/25	201-9650
Total PITNEY BOWES (3995):					95.37			
<b>QUADIENT FINANCE USA INC (5591)</b>								
QUADIENT FINANCE USA INC	1	Invoice	POSTAGE	01/01/2025	250.00		01/25	101-9650
QUADIENT FINANCE USA INC	2	Invoice	POSTAGE	01/01/2025	100.00		01/25	401-9650
QUADIENT FINANCE USA INC	4	Invoice	POSTAGE	01/01/2025	100.00		01/25	721-9650
QUADIENT FINANCE USA INC	5	Invoice	POSTAGE	01/01/2025	250.00		01/25	001-9650
QUADIENT FINANCE USA INC	6	Invoice	POSTAGE	01/01/2025	150.00		01/25	002-9650
QUADIENT FINANCE USA INC	7	Invoice	POSTAGE	01/01/2025	150.00		01/25	003-9650
Total QUADIENT FINANCE USA INC (5591):					1,000.00			
<b>QUADIENT LEASING USA INC (4100)</b>								
QUADIENT LEASING USA INC	1	Invoice	POSTAGE LEASE PAYME	12/27/2024	379.38		01/25	701-9740
Total QUADIENT LEASING USA INC (4100):					379.38			
<b>RAFA ROOFING &amp; CONSTRUCTION (6785)</b>								
RAFA ROOFING & CONSTRUCTION	1	Invoice	METAL ROOF - AIRPORT	12/23/2024	6,030.00		01/25	050-5330

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total RAFA ROOFING & CONSTRUCTION (6785):					6,030.00			
<b>RICKY SCHUETZE (6790)</b>								
RICKY SCHUETZE	1	Invoice	CONSUMER DEPOSIT RE	01/21/2025	160.00		01/25	001-3500
Total RICKY SCHUETZE (6790):					160.00			
<b>ROCK ISLAND PUBLIC LIBRARY (6781)</b>								
ROCK ISLAND PUBLIC LIBRARY	1	Invoice	DAMAGED BOOK	01/02/2025	16.99		01/25	701-5691
Total ROCK ISLAND PUBLIC LIBRARY (6781):					16.99			
<b>ROEHR'S MACHINERY INC (4345)</b>								
ROEHR'S MACHINERY INC	1	Invoice	SENSOR	12/20/2024	159.45		01/25	401-5968
Total ROEHR'S MACHINERY INC (4345):					159.45			
<b>SALINE COUNTY REGISTER OF DEEDS (4445)</b>								
SALINE COUNTY REGISTER OF DEEDS	1	Invoice	FILING FEES	01/03/2025	44.00		01/25	101-5390
Total SALINE COUNTY REGISTER OF DEEDS (4445):					44.00			
<b>SAPP BROS PETROLEUM (4505)</b>								
SAPP BROS PETROLEUM	1	Invoice	PROPANE	01/07/2025	819.50	1692	01/25	003-7530
SAPP BROS PETROLEUM	1	Invoice	PROPANE	01/02/2025	311.45		01/25	050-7530
Total SAPP BROS PETROLEUM (4505):					1,130.95			
<b>SEGRA (6762)</b>								
SEGRA	1	Invoice	ETHERNET INTERNET/P	01/01/2025	129.16		01/25	101-5792
SEGRA	2	Invoice	ETHERNET INTERNET/P	01/01/2025	129.16		01/25	201-5792
SEGRA	3	Invoice	ETHERNET INTERNET/P	01/01/2025	129.16		01/25	301-5792
SEGRA	4	Invoice	ETHERNET INTERNET/P	01/01/2025	129.16		01/25	203-5792
SEGRA	5	Invoice	ETHERNET INTERNET/P	01/01/2025	129.16		01/25	401-5792
SEGRA	6	Invoice	ETHERNET INTERNET/P	01/01/2025	129.15		01/25	521-5792
SEGRA	7	Invoice	ETHERNET INTERNET/P	01/01/2025	129.16		01/25	701-5792
SEGRA	8	Invoice	ETHERNET INTERNET/P	01/01/2025	129.15		01/25	721-5792
SEGRA	9	Invoice	ETHERNET INTERNET/P	01/01/2025	143.50		01/25	001-9911
SEGRA	10	Invoice	ETHERNET INTERNET/P	01/01/2025	129.15		01/25	002-9911
SEGRA	11	Invoice	ETHERNET INTERNET/P	01/01/2025	129.15		01/25	003-9911

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total SEGRA (6762):					1,435.06			
<b>SERGIO MANUEL REYES (6789)</b>								
SERGIO MANUEL REYES	1	Invoice	CONSUMER DEPOSIT RE	01/21/2025	110.00		01/25	001-3500
Total SERGIO MANUEL REYES (6789):					110.00			
<b>SEWARD COUNTY INDEPENDENT (4590)</b>								
SEWARD COUNTY INDEPENDENT	1	Invoice	DECEMBER ADS	12/31/2024	157.50		01/25	702-5692
SEWARD COUNTY INDEPENDENT	1	Invoice	CIVIL SERVICE	01/08/2025	8.64		01/25	101-5381
SEWARD COUNTY INDEPENDENT	1	Invoice	HISTORIC PRESERVATIO	01/08/2025	8.18		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	LIBRARY	01/08/2025	12.27		01/25	701-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	CITY COUNCIL	01/15/2025	11.82		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	LIQUOR LICENSE	01/15/2025	135.42		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	ORDINANCE 2233	01/15/2025	9.55		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	PROCEEDINGS	01/15/2025	121.00		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	ORDINANCE 2232	01/15/2025	8.64		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	HEARING/AMENDMENT	01/15/2025	10.45		01/25	101-5480
SEWARD COUNTY INDEPENDENT	1	Invoice	ZONING CHANGE	01/15/2025	10.45		01/25	101-5480
SEWARD COUNTY INDEPENDENT	1	Invoice	PARKS SUBSCRIPTION R	01/14/2025	30.00		01/25	521-5390
Total SEWARD COUNTY INDEPENDENT (4590):					523.92			
<b>SID DILLON FORD (4635)</b>								
SID DILLON FORD	1	Invoice	OIL CHANGE/TIRE ROTAT	01/13/2025	115.59		01/25	201-5801
SID DILLON FORD	1	Invoice	OIL CHANGE UNIT 2	01/14/2025	97.44		01/25	201-5801
SID DILLON FORD	1	Invoice	OIL & FILTER 2015 F-150	01/14/2025	71.15		01/25	101-5791
SID DILLON FORD	1	Invoice	OIL & FILTER 2020 F-250	01/15/2025	55.91		01/25	401-5801
Total SID DILLON FORD (4635):					340.09			
<b>SIR NAY MOO (6784)</b>								
SIR NAY MOO	1	Invoice	UTILITY OVERPAYMENT	01/21/2025	13.95		01/25	001-4106
Total SIR NAY MOO (6784):					13.95			
<b>SPECTRUM (4730)</b>								
SPECTRUM	1	Invoice	INTERNET LINE DIU OFFI	01/01/2025	119.98		01/25	201-5660
SPECTRUM	1	Invoice	DIGITAL CABLE BOX-194	01/01/2025	11.22		01/25	201-5220

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total SPECTRUM (4730):					131.20			
<b>TOG DEVELOPMENT LLC DBA LOCALHOP (6783)</b>								
TOG DEVELOPMENT LLC DBA LOCALHOP	1	Invoice	SERVICE 1-1-25 THRU 12	01/06/2025	518.40		01/25	701-6050
Total TOG DEVELOPMENT LLC DBA LOCALHOP (6783):					518.40			
<b>TRANSUNION RISK &amp; ALTERNATIVE (6152)</b>								
TRANSUNION RISK & ALTERNATIVE	1	Invoice	TLO MONTHLY CHARGE	01/01/2025	170.00		01/25	201-5660
Total TRANSUNION RISK & ALTERNATIVE (6152):					170.00			
<b>UNION BANK &amp; TRUST CO (5205)</b>								
UNION BANK & TRUST CO	1	Invoice	FSA & HSA FEES	01/01/2025	20.00		01/25	101-9620
UNION BANK & TRUST CO	2	Invoice	FSA & HSA FEES	01/01/2025	38.00		01/25	201-9620
UNION BANK & TRUST CO	3	Invoice	HSA FEES	01/01/2025	2.00		01/25	203-9620
UNION BANK & TRUST CO	4	Invoice	HSA FEES	01/01/2025	6.00		01/25	401-9620
UNION BANK & TRUST CO	5	Invoice	HSA FEES	01/01/2025	2.00		01/25	601-9620
UNION BANK & TRUST CO	6	Invoice	HSA FEES	01/01/2025	4.00		01/25	701-9620
UNION BANK & TRUST CO	7	Invoice	HSA FEES	01/01/2025	.00		00/00	050-9620
UNION BANK & TRUST CO	8	Invoice	HSA FEES	01/01/2025	2.00		01/25	521-9620
UNION BANK & TRUST CO	9	Invoice	HSA FEES	01/01/2025	2.00		01/25	721-9620
UNION BANK & TRUST CO	10	Invoice	HSA FEES	01/01/2025	24.00		01/25	001-9620
UNION BANK & TRUST CO	11	Invoice	HSA FEES	01/01/2025	10.00		01/25	002-9620
UNION BANK & TRUST CO	12	Invoice	HSA FEES	01/01/2025	8.00		01/25	003-9620
Total UNION BANK & TRUST CO (5205):					118.00			
<b>UPS (5240)</b>								
UPS	1	Invoice	POSTAGE	01/11/2025	10.63		01/25	003-9650
Total UPS (5240):					10.63			
<b>VERIZON WIRELESS (5295)</b>								
VERIZON WIRELESS	1	Invoice	TABLET	01/01/2025	20.74		01/25	001-9920
VERIZON WIRELESS	2	Invoice	TABLET	01/01/2025	20.74		01/25	002-9920
VERIZON WIRELESS	3	Invoice	TABLET	01/01/2025	20.73		01/25	003-9920
VERIZON WIRELESS	4	Invoice	TABLET	01/01/2025	20.73		01/25	401-9920
VERIZON WIRELESS	5	Invoice	CELL PHONE	01/01/2025	47.72		01/25	101-5452
VERIZON WIRELESS	6	Invoice	CELL PHONE	01/01/2025	42.94		01/25	101-6201

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
VERIZON WIRELESS	7	Invoice	CELL PHONE	01/01/2025	47.72		01/25	201-5220
VERIZON WIRELESS	8	Invoice	CELL PHONE	01/01/2025	142.33		01/25	001-9660
VERIZON WIRELESS	9	Invoice	CELL PHONE	01/01/2025	159.43		01/25	002-9660
VERIZON WIRELESS	10	Invoice	CELL PHONE	01/01/2025	90.65		01/25	003-9660
VERIZON WIRELESS	11	Invoice	CELL PHONE	01/01/2025	73.55		01/25	401-7530
VERIZON WIRELESS	12	Invoice	CELL PHONE	01/01/2025	124.80		01/25	301-7530
VERIZON WIRELESS	13	Invoice	CELL PHONE	01/01/2025	121.31		01/25	721-8500
VERIZON WIRELESS	14	Invoice	CELL PHONE	01/01/2025	171.76		01/25	101-7530
VERIZON WIRELESS	15	Invoice	CELL PHONE	01/01/2025	158.56		01/25	302-7530
VERIZON WIRELESS	16	Invoice	CELL PHONE	01/01/2025	42.94		01/25	050-5220
Total VERIZON WIRELESS (5295):					1,306.65			
<b>WASTE CONNECTIONS OF NEBRASKA (5360)</b>								
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	PUBLIC WORKS	01/01/2025	43,298.37		01/25	001-4510
Total WASTE CONNECTIONS OF NEBRASKA (5360):					43,298.37			
<b>WEATHERCRAFT CO. OF LINCOLN (5375)</b>								
WEATHERCRAFT CO. OF LINCOLN	1	Invoice	1209 MAIN-COATED & FL	12/20/2024	1,077.22		01/25	101-5330
Total WEATHERCRAFT CO. OF LINCOLN (5375):					1,077.22			
<b>WINDSTREAM (5465)</b>								
WINDSTREAM	1	Invoice	090552789 EMERG MGM	01/03/2025	76.23		01/25	101-5490
WINDSTREAM	1	Invoice	090500417 NMPP	01/03/2025	94.36		01/25	001-9660
Total WINDSTREAM (5465):					170.59			
<b>WINTER EQUIPMENT (5772)</b>								
WINTER EQUIPMENT	1	Invoice	CARRIAGE BOLT 5/8-11X	01/10/2025	208.24	1693	01/25	401-5968
WINTER EQUIPMENT	2	Invoice	SPLIT LOCK WASHER 5/8	01/10/2025	29.25	1693	01/25	401-5968
WINTER EQUIPMENT	3	Invoice	STOVER LOCK NUT 5/8-1	01/10/2025	58.50	1693	01/25	401-5968
Total WINTER EQUIPMENT (5772):					295.99			
Grand Totals:					248,245.50			

GL Period	Amount
01/25	248,245.50
00/00	.00
<b>Grand Totals:</b>	<b>248,245.50</b>

Vendor number hash: 496557  
 Vendor number hash - split: 982911  
 Total number of invoices: 137  
 Total number of transactions: 283

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	248,245.50	.00	248,245.50
<b>Grand Totals:</b>	<b>248,245.50</b>	<b>.00</b>	<b>248,245.50</b>

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

Report Criteria:  
 Vendor.Vendor number = 1060

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
<b>CRETE ACE HARDWARE (1060)</b>								
CRETE ACE HARDWARE	1	Invoice	TOOLS	12/03/2024	10.74		00/00	002-6020
CRETE ACE HARDWARE	1	Invoice	TOOLS	12/03/2024	4.44		00/00	002-6020
CRETE ACE HARDWARE	1	Invoice	WELL #5 REPAIR	12/04/2024	30.95		00/00	002-7121
CRETE ACE HARDWARE	1	Invoice	METERS/BACKFLOW	12/04/2024	24.11		00/00	002-8090
CRETE ACE HARDWARE	1	Invoice	TOOLS-SERVICES	12/05/2024	9.27		00/00	002-8031
CRETE ACE HARDWARE	1	Invoice	CABLE TIES	12/06/2024	15.47		00/00	002-7121
CRETE ACE HARDWARE	1	Invoice	METER MAINT	12/06/2024	55.96		00/00	002-8090
CRETE ACE HARDWARE	1	Invoice	LOCATOR BATTERIES	12/10/2024	19.34		00/00	001-7080
CRETE ACE HARDWARE	1	Invoice	U.G. LINE MAINT	12/17/2024	7.49		00/00	001-8040
CRETE ACE HARDWARE	1	Invoice	VAC TRAILER REPAIR TO	12/17/2024	21.05		00/00	001-7080
CRETE ACE HARDWARE	1	Invoice	METER MAINT	12/23/2024	6.44		00/00	002-8090
CRETE ACE HARDWARE	1	Invoice	SHOP SUPPLIES	12/26/2024	23.20		00/00	001-6020
CRETE ACE HARDWARE	1	Invoice	SHOP SUPPLIES	12/27/2024	17.97		00/00	001-6020
CRETE ACE HARDWARE	1	Invoice	TOOLS	12/27/2024	21.49		00/00	002-6020
CRETE ACE HARDWARE	1	Invoice	LIFT STATION MAINT	12/02/2024	16.85		00/00	003-7220
CRETE ACE HARDWARE	1	Invoice	LIFT STATION MAINT	12/03/2024	11.20		00/00	003-7220
CRETE ACE HARDWARE	1	Invoice	PARK SIGNS	12/03/2024	77.24		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	CHRISTMAS LIGHTS	12/06/2024	51.18		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	SHOP SUPPLIES	12/09/2024	43.00		00/00	401-6020
CRETE ACE HARDWARE	1	Invoice	BLDG & GRND MAINT	12/10/2024	60.70		00/00	003-7220
CRETE ACE HARDWARE	1	Invoice	REFLECTIVE MARKERS	12/10/2024	33.03		00/00	401-6020
CRETE ACE HARDWARE	1	Invoice	BLDG & GRND MAINT	12/11/2024	24.10		00/00	401-5330
CRETE ACE HARDWARE	1	Invoice	SIGNS/PICNIC TABLES	12/12/2024	5.28		00/00	521-5333
CRETE ACE HARDWARE	1	Invoice	MISC SUPPLIES	12/12/2024	13.78		00/00	501-5330
CRETE ACE HARDWARE	1	Invoice	JANITORIAL SUPPLIES	12/12/2024	50.57		00/00	201-5329
CRETE ACE HARDWARE	1	Invoice	EQUIPMENT REPAIRS	12/19/2024	110.49		00/00	521-5791
CRETE ACE HARDWARE	1	Invoice	CHAINSAW CHAIN	12/19/2024	54.00		00/00	401-5770
CRETE ACE HARDWARE	2	Invoice	MOUSE TRAPS	12/19/2024	9.19		00/00	401-6020
CRETE ACE HARDWARE	1	Invoice	BLDG & GRND MAINT	12/27/2024	9.19		00/00	521-5332
CRETE ACE HARDWARE	1	Invoice	JANITORIAL SUPPLIES	12/30/2024	12.87		00/00	503-5541
CRETE ACE HARDWARE	1	Invoice	JANITORIAL SUPPLIES	12/30/2024	7.90		00/00	501-5541
CRETE ACE HARDWARE	2	Invoice	MARKING PAINT MARKE	12/30/2024	13.78		00/00	101-5452
Total CRETE ACE HARDWARE (1060):					872.27			
Grand Totals:					872.27			

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<u>GL Period</u>	<u>Amount</u>
00/00	872.27
Grand Totals:	<u>872.27</u>

Vendor number hash: 31800  
Vendor number hash - split: 33920  
Total number of invoices: 30  
Total number of transactions: 32

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<u>Terms Description</u>	<u>Invoice Amount</u>	<u>Discount Amount</u>	<u>Net Invoice Amount</u>
Open Terms	872.27	.00	872.27
Grand Totals:	<u>872.27</u>	<u>.00</u>	<u>872.27</u>

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Report Criteria:  
Vendor.Vendor number = 1060

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## AGREEMENT

This Agreement by and between City of Crete, Nebraska (hereinafter referred to as "City" or "Employer") and Fraternal Order of Police Lodge No. 74 (hereinafter referred to as "Union or "FOP") is for the purpose of amending the collective bargaining agreement between the parties concerning wages, hours and working conditions for certain employees of the City as described below.

1. Article 1 of the contract shall be amended as follows:

### ARTICLE 1

#### UNION RECOGNITION

**Bargaining Unit.** The Employer recognized the Union as the bargaining representative for all employees in the job classifications of: Lieutenant, Sergeant, Patrol Sergeant and Officer, at the City of Crete Police Department, excluding the positions of Chief, ~~Lieutenant~~, Captain, Code Enforcement Officer, and Administrative Assistant.

2. Article 3 of the contract shall be amended as follows:

**Section 3. Usage.** To accommodate scheduling requirements, eligible employees must request vacation time in advance, in writing as follows: seniority will apply when two (2) or more employees submit vacation requests at the same time. Once scheduled, employees will not be able to use rank or seniority to replace an employee already scheduled for vacation.

A. Police Officers must obtain the approval of the Patrol Sergeant;

B. Police Sergeants and Lieutenants must obtain the approval of the Police Chief;

3. Appendix A of the contract shall be amended as follows:

### APPENDIX A

#### HOURLY WAGE RATES

Officers							
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
27.30	28.39	29.53	30.71	31.94	33.21	34.55	35.92

<b>Sergeants</b>							
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
32.55	33.53	34.53	35.56	36.63	37.74	38.87	40.04

<b>Lieutenants</b>							
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
			<u>36.00</u>	<u>37.50</u>	<u>39.00</u>	<u>41.50</u>	<u>43.00</u>

Agreed and approved as of the \_\_\_\_ day of January, 2025.

**FRATERNAL ORDER OF POLICE,  
LODGE #74**

**CITY OF CRETE, NEBRASKA**

\_\_\_\_\_  
President

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CRETE**  
NEBRASKA



**NEBRASKA**  
ECONOMIC DEVELOPMENT  
CERTIFIED COMMUNITY

To LB840 Applicant:

CONGRATULATIONS on taking the first step to being awarded additional funds to help your business or event in Crete. The funds available for Economic Development, resulting from the citizen-approved sales tax increase that took effect April 1, 2011, are available first come to businesses, events and projects that meet the requirements of Crete's written Economic Development Plan, which can be found online at [www.crete.ne.gov/vnews/display.v/ART/58fa7907ccebfc](http://www.crete.ne.gov/vnews/display.v/ART/58fa7907ccebfc). A written copy is also available from the City of Crete Economic Development Director.

Please review the Economic Development Plan and confirm that your project or business is eligible. Applications may be recommended for funding in full or in part or may be denied based upon the review of the Board. Final decisions regarding funding will be made by the City Council but according to the terms of the Plan, in no event may the City Council fund any Application not previously reviewed and approved by the citizen Board.

In this packet you will find an Application for Funds, a US Citizenship Attestation Form and a Check List of required items. As you will see, the Application is detailed and requires significant information and additional verification documents. If you need assistance with the application please contact any Economic Development Advisory Board member. *If you have questions, please call the Economic Development Office, at 402-826-4312 or email the City Administrator, tom.ourada@crete.ne.gov*

Please note that the first portion of the application will be open to the public and may be provided to the City Council for final funding review. The balance of the application and all supporting documentation including personal financial information is confidential and will only be shared with members of the Economic Advisory Board for purposes of considering your application. All confidential records will be maintained in the office of the Economic Development Board and will be kept separately and not be available for review by the public. Any questions or concerns regarding this process shall be directed to the City Administrator.

All Applicants will be required to attend a public hearing for presentation regarding their request for funding. Public hearings will be held at least quarterly and may be held more frequently at the request of the Board. All Applications presented within the three months preceding a Public Hearing will be set for presentation and consideration at the same meeting. The Board may make a recommendation for funding at the public hearing, or may vote to table an application for further information, but in no event shall an application be tabled more than once so that all decisions will be made not more than three months after the initial public hearing regarding an application. There is no guarantee that a determination will be made less than three months after submission so all applicants are urged to make timely requests for funding if projects or events have set timelines.

*Mail or deliver completed application with all supporting documentation and forms to:*  
Economic Development Program Director  
City of Crete City Hall  
243 E. 13<sup>th</sup> Street, P.O. Box 86  
Crete, NE 68333

We look forward to working with you through the application process.  
Equal Opportunity and Fair Housing Provider and Employer

 Nestlé PURINA

 BUNGE

 **Smithfield**  
*Good food. Responsibly.*

 **DOANE**  
UNIVERSITY

 Bryan Health

243 E 13<sup>th</sup> St. • PO Box 86 • Crete, NE 68333-0086 • 402.826.4317 • [www.crete.ne.gov](http://www.crete.ne.gov)

**ECONOMIC DEVELOPMENT PROGRAM  
 APPLICATION FOR FUNDS**

Please Type or Print Clearly and Answer Each Question (If Question Does Not Apply - Mark N/A).

**Please Note:** The Information Contained in this portion of the document is Public Information and will **NOT** be Considered Confidential.

**A. APPLICANT INFORMATION:**

Name of Entity Applying for Assistance: PWR & DVD Rental Properties, LLC dba "Old Main Bar and Grill"  
 Business Address: 1103 Main Ave Crete NE 68333  
(City) (State) (Zip Code)  
 Contact Person: Chris Collins Telephone Number: 402-786-3333  
 Fax Number: 402-786-3339 Email Address: Chris@CapitalTower.com

Federal Tax ID Number: 46-0743756

Type of Entity:  Start-Up  Buyout  Existing

If Existing, Number of Years in Business in Crete: \_\_\_\_\_

**Business Classification: (Please Choose One)**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Retail      | <input type="checkbox"/> Manufacturing      | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Headquarter            | <input type="checkbox"/> Telecommunications | <input type="checkbox"/> Tourism                |
| <input type="checkbox"/> Warehouse/Distribution | <input type="checkbox"/> Government         | <input type="checkbox"/> Other                  |

**Business Type: (Please Choose One)**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Corporation         | <input type="checkbox"/> Partnership |
| <input checked="" type="checkbox"/> LLC | <input type="checkbox"/> Governmental Entity | <input type="checkbox"/> Other       |

Does the Company have a Parent or Subsidiaries?  Yes  No

If Yes, Please List Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
(City) (State) (Zip Code)

**Ownership Identification:** Please List all Officers, Directors, Partners, Owners, Co-owners and Stockholders.

Full Name	Title	Ownership Percentage
Patrick Reed	Managing Member	51%
Gary Mack	Member	49%

Which type of assistance is the entity applying for?

- Grant     Loan Guarantee If so, Lender? \_\_\_\_\_     Other

Explain: \_\_\_\_\_

What is the general purpose of the request (must be an allowed LB840/Economic Dev. Plan Project)?

- New Development     New Business Startup     Building Renovation     Public Works  
 Professional/Employee Recruitment     Promotion/Tourism     Job Training  
 Working Capital     Low - Moderate Income Housing     Workforce Housing  
 Technology     Plan Management     Technical Assistance     Equity Investment

Does the business qualify to receive any incentives from the State of Nebraska?  Yes  No  DK

Has the business applied for any incentives from the State of Nebraska?  Yes  No

If yes, please explain: \_\_\_\_\_

Employee Information: (FTE = Full-Time Equivalent = 2,080 Hours/Per Year)

Number of Existing Full-Time Equivalent Employees: 1

Number of Full-Time Equivalent Positions to Be Created: \_\_\_\_\_

Will all of the Full-Time Equivalent Positions be Physically Located within the City of Crete, their Two- Mile Extraterritorial Jurisdiction or on Land Held in the Name of the City of Crete?

Yes  No

If no, please explain: \_\_\_\_\_

Does the Company Employ Any Seasonal Employees?  Yes  No

If Yes, How Many: \_\_\_\_\_  
(Seasonal employees must work for at least three continuous months and the position must reoccur annually)

**B. PROJECT INFORMATION:**

Please provide a Brief Project Summary Description:

Phase 2 of 2 Phases will consist of the following:

1. Restore structural integrity of 1st floor.
2. Renovate Basement, Main and 2nd floor.
3. Purchase necessary equipment for the kitchen and back bar areas.
4. Procure the services of a design and architectural firm for design assistance.
5. Purchase entertainment items i.e. Golf Simulators and Televisions

Use of Funds	Total Project Cost	Econ Dev Funds Requested
Land or Building Acquisition	\$	\$ 0
Renovation/Rehabilitation	\$ \$963,945.00	\$ \$481,972.50
New Construction	\$	\$
Machinery / Equipment Acquisition	\$ \$510,128.20	\$ \$255,064.10
Business / Employee Recruitment Activities	\$	\$
Technology Costs	\$	\$
Small Business Development	\$	\$
Working Capital (Includes Inventory)	\$	\$
Job Training	\$	\$
Other	\$	\$
<b>Total Project Cost</b>	<b>\$1,474,073.20</b>	
	<b>Total LB840 Funds Requested:</b>	<b>\$737,036.60</b>

**C. FUNDING SOURCES AND EQUITY INJECTION:**

If Borrowing, Name of Lender: MA

Loan Amount: \_\_\_\_\_ Loan Term (Years): \_\_\_\_\_

Amount Injected Into the Project by Business/Partners/Owners:  
 \_\_\_\_\_

Other Funding Source(s) and Amount(s): \_\_\_\_\_

**C. PROJECT LOCATION:**

- |  |   |  |
|--|---|--|
| Within the Crete City Limits?              | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Within the Crete Two-Mile Jurisdiction?    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Land Owned by the City of Crete?           | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Not Located in Crete but for area benefit? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

If Not in City Jurisdiction, please explain local benefit:

---

**D. ATTACHMENTS:** - Please Include the Attachments that Apply to Your Entity – See checklist Page 5.

**Please Note:** The Information provided pursuant to this Section **Will** be Deemed Confidential and will not be Available for Public Disclosure.

- ✓ Business Plan: Brief Description of the Business
  - Resumes of all Owners/Co-Owners/Directors/Partners/Stockholders
  - For Existing Businesses – Three (3) Yearly Financial Statements
  - For Existing Businesses – Current Financial Statements (Less Than Sixty (60) Days Old)
  - For Existing Businesses - List of Current Obligations (Include Company Names and Amounts)
- ✓ For Start-Up Businesses – Current Business Plan
  - For Start-Up Businesses – Three Year Projections
  - Tax Returns – Previous Three (3) Years – Personal Tax Returns May be Required for Proprietorship
- ✗ Letter from Lending Institution if applicable *M/A*
- ✓ If a Corporation, LLC or Other Legal Entity - Copy of Organizational Documents (Articles, Bylaws)
  - Please Note that Other Financial Documents May Be Required

**E. APPLICANT SIGNATURE:**

I certify that the information contained in this application and all attachments are correct to the best of my knowledge. By signing below, I authorize the City of Crete or their contracted representative to check my credit and the credit of all who are listed within this application. I understand that I must update my credit information if my financial situation changes.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Checklist for Local Economic Development Program Application**

For a qualifying business to be considered for direct or indirect financial assistance under the Crete Local Economic Development Program an applicant must provide to the City Administrator or Program Administrator:

- A completed and signed application with all required support documents including, but not limited to:
  - A detailed description summary of the proposed project which clearly states what assistance the business is requesting from the program, including evidence that the project qualifies for assistance under the Local Option Municipal Economic Development Act and is consistent with the goals of the Crete Local Economic Development Program.
  - Use of Funds – Total project costs and financing requirement; include copies of any preliminary bids (if applicable/available).
  - A review of key management and employees and their experience as related to the proposed project.
- Start Up Business
  - Current Business Plan for the project and the company, including employment and financial projections;
  - Three (3) Years Financial Projections
  - Past three years personal tax returns
- Existing Business:
  - Most Current Business Plan
  - Three (3) Yearly Financial Statements: Profit & Loss Statements, Cash Flows and Income Statements covering the last three years of business operation, or if a new business, personal income statements.
  - List of Current Obligations (include company Names and Amounts)
  - Past three years personal tax returns
- Letter from Lending Institution(s) (if applicable): Evidence of private financing commitments for investors or lenders.
- If a Corporation, LLC or Other Legal Entity - Copy of Organizational Documents (Articles, ByLaws)
- Resume(s) of all owners/co-owners/directors/partners/stockholders: Necessary entity or personal financial information about the Applicant(s), including name, address, past experience, work history, and related information.
- Other information or financial documentation as requested.

**Questions:** Contact City Administrator, Tom Ourada, at 402-826-4313 or email [tom.ourada@crete.ne.gov](mailto:tom.ourada@crete.ne.gov). **Return** application and supporting documentation to City Administrator, at City Hall, 243 E. 13<sup>th</sup> Street, Crete, NE 68333

# United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: \_\_\_\_\_ and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME

Patrick W. Rud

(first, middle, last)

SIGNATURE

*Patrick W. Rud*

DATE

12/21/2024

1/19/2010

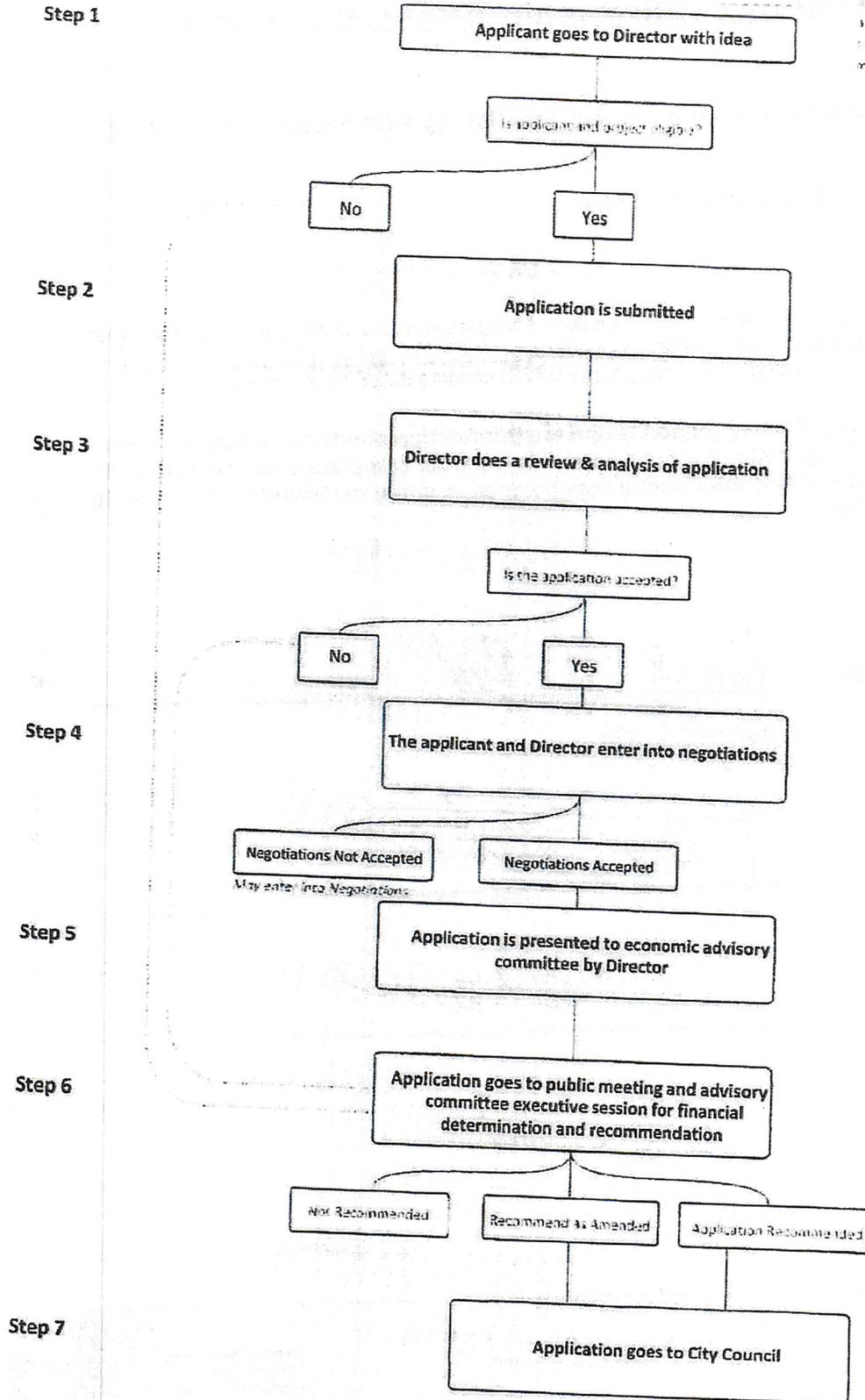
DOWNLOAD/SAVE

PRINT

# LB 840 APPLICATION PROCESS

1997 March 20 Page 2

If application is denied, the applicant has the ability to appear to the advisory board at a public meeting.





## **MASTER PROFESSIONAL SERVICES AGREEMENT**

THIS MASTER PROFESSIONAL SERVICES AGREEMENT together with any and all Work Orders executed in connection herewith, (this "Agreement") is made this 10<sup>th</sup> day of January 2025, by and between the City of Crete, ("Client") and **Speece Lewis, a Bowman Company** ("Consultant") for the performance professional services set forth below.

### DEFINITIONS

The following definitions shall apply to this Agreement:

1. **"Services"** shall mean the services set forth on a Work Order executed by the parties. A Work Order may be amended from time to time as provided herein.
2. **"Project"** shall mean with respect to each Work Order the project for which the Client engages the Consultant to perform Services.
3. **"Work Order"** shall mean the written instrument attached hereto, as may be executed from time to time by Client and setting forth in each instance the Services and Project to which that Work Order applies. Each Work Order shall set forth the Consultant's compensation for the Services described therein. Client is not bound to execute any particular Work Order with Consultant.

### RECITALS

**WHEREAS**, Client desires from time to time to engage the services of Consultant to perform Services on Projects; and

**NOW, THEREFORE**, Client and Consultant, in consideration of their mutual covenants set forth herein, agree as follows:

**1. Standard of Care and Consultant's Status.** Consultant agrees to perform Services in accordance with the standards of skill and care of ordinarily provide by Consultant's profession for projects of similar scope and complexity, and in accordance with applicable governmental regulations, consistent with the interests of Client. Client and Consultant expressly acknowledge that Consultant is an independent Consultant, that it is not the representative, agent, or fiduciary of Client, and that the participation by Client in the Project shall in no way relieve Consultant of Consultant's professional duties and responsibilities under applicable law or this Agreement. Consultant makes no warranties or guarantees, express or implied, under this Agreement or otherwise in connection with Consultant's services.

**2. Consultant Representations, Duties, and Responsibilities.** Consultant shall perform the

Services in a timely manner in accordance with the requirements of Client or as otherwise set forth in each Work Order. Consultant states that Consultant is experienced and qualified to perform the Services and that Consultant, and each individual employed by the Consultant to perform the Services, is properly licensed, if required by applicable law, to perform the Services. Consultant shall not perform any additional services with respect to any Work Order (nor be entitled to any additional compensation) unless there is an amended Work Order executed by both parties. If required by the Work Order, Consultant shall ensure that all permit drawings and specifications for the Services shall be sealed, and that all other drawings and specifications prepared by Consultant shall be certified, licensed and registered as required by the appropriate governmental regulations. Consultant shall assist Client in obtaining any authorizations or permits related to the performance of the Services required to be obtained from any governmental authority. Consultant shall, at Client's request, attend meetings and conferences related to the Project, including, but not limited to, meetings with federal, state, local, or other public agencies or citizen's groups.

**3. Compensation and Payment.** Consultant shall receive compensation ("Compensation") for the Services (and reimbursable expenses, if set forth on the applicable Work Order) in the amount detailed on Work Order. Unless otherwise set forth on Work Order, Client shall pay amounts due to Consultant for Services within thirty (30) days after receipt of invoice. Consultant will invoice Client monthly or more frequently based on a percentage of the work completed for lump sum tasks, number of units completed for unit tasks, and actual hours spent for hourly tasks. Consultant shall have the discretion to apply payments made by Client to an invoice or retainer account of Client in accordance with its business practices. Client agrees to pay a finance charge of one and one-half percent (1.5%) per month from the invoice date on any unpaid balance not received by Consultant within thirty (30) days of the invoice date. Payment of invoices is subject to the following further terms and conditions:

(a) If any invoice is not paid in full within forty-five (45) days of the invoice date, and Client has not timely and in good faith disputed the invoice as provided below, Consultant shall have the right at its election by giving notice to Client to either: (i) suspend the performance of further services under this Agreement and, at its sole discretion, suspend the performance of further services on other projects which are being performed by Consultant on behalf of Client or any related Client entities, until all invoices are paid in full and Consultant has received a retainer in such amount as Consultant deems appropriate to be held as described below; or (ii) deem Client to be in material breach of this Agreement and proceed pursuant to Section 17 below. Client agrees to pay any and all charges, costs or fees incurred in collection of unpaid invoices, including reasonable attorneys' fees and costs. Following Consultant's election above, Consultant shall bear no liability to Client or any other person or entity for any loss, liability or damage resulting from any resulting delay, and any schedule for the performance of services hereunder prepared previously shall be deemed void with any future schedule for the performance of services requiring the approval of both Client and Consultant.

(b) If Client disputes any submitted invoice, Client shall give written notice to Consultant within thirty (30) days of the invoice date detailing the dispute. If no written notice of a dispute is provided to Consultant within that time period, the invoice shall then be conclusively deemed good and correct. If part of an invoice is disputed, Client shall remain liable to timely pay the undisputed portion of the invoice in accordance with the terms of this Agreement. Client and Consultant shall promptly negotiate in good faith to resolve any disputed portion of an invoice.

**4. Liens and Ownership of Documents.** Consultant, for itself and for all parties or anyone else acting or claiming through it, hereby expressly waives and releases its right to file any lien for services

performed against all or part of any Project or the land upon which any such Project is located. All drawings, specifications, reports, plats and other documents or work products prepared by Consultant pursuant to this Agreement ("Deliverables") shall become the property of Client, upon payment for services rendered, regardless of whether the Project is completed or not. If Client releases the Deliverables to a third-party without Consultant's prior written consent, or changes or uses the Deliverables other than as intended by this Agreement or related Work Order; (a) Client does so at its sole risk and discretion; and (b) Consultant shall not be liable for any claims or damages resulting from Client's use, change, release, or any third party's use of the Deliverables.

**5. Insurance.** (a) During the entire term that this Agreement shall remain in effect, and for a period of five (5) years after final payment to Consultant, Consultant shall secure and maintain in force policies of insurance against errors and omissions of Consultant in connection with Consultant's Services, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate.

(b) Unless otherwise agreed in writing, Consultant shall maintain insurance to protect against: claims under workers' compensation acts; automobile claims; claims for damages because of bodily injury, including personal injury, sickness, disease, or death of any employees or of any other person; claims for damages because of injury to or destruction of property, including loss or use resulting therefrom; and claims for damage to or destruction of property, including valuable papers and records coverage and including loss of use resulting therefrom. Client shall be named as an "additional named insured" on all Consultant's insurance policies other than professional liability and Workers' Compensation. Consultant shall furnish to Client upon execution of this Agreement an insurance certificate, for each insurance policy required by this Agreement. Consultant shall notify Client in writing immediately if its insurance coverage is terminated or modified for any reason.

(c) Unless otherwise agreed in writing, the insurance required by subparagraph 5(b) shall be as follows:

<u>Insurance</u>	<u>Limits</u>
Workers' Compensation	Statutory
Comprehensive General Liability	\$1,000,000/\$1,000,000
Automobile Insurance	\$1,000,000/\$1,000,000
Professional Liability	\$1,000,000/\$1,000,000

**6. Term.** The term of this Agreement shall commence on the date on which Client notifies Consultant in writing to commence performance of any Services and shall expire on the later to occur of (a) one year after the date on which all Services requested by Client in accordance with this Agreement have been fully completed by Consultant, or (b) the date that is three (3) years after the date on which Client notifies Consultant to commence performance of any Services.

**7. Termination.** (a) Client shall have the right to terminate this Agreement without cause, for any reason whatsoever, such termination effective thirty (30) days after delivery of written notice thereof from Client to Consultant. Similarly, Consultant shall have the right to terminate this Agreement without cause, for any reason whatsoever, such termination effective thirty (30) days after delivery of written notice thereof from Consultant to Client. In the event that either Client or Consultant terminates this Agreement without cause, then (a) Client shall remain obligated to pay Consultant Compensation due pursuant to this Agreement through the termination date, and (b) Consultant shall immediately turn over to Client any and all documents and other property produced or in the possession of Consultant related

to the Project.

(b) If Consultant fails to perform in accordance with the terms of this Agreement, then Client may, without prejudice to any other right or remedy that Client may have and after giving Consultant five (5) days written notice, terminate this Agreement and take possession of all work performed hereunder by Consultant and perform all Services not yet fully performed by whatever method Client may deem expedient. In the event that Client terminates this Agreement for default by Consultant, then (a) Consultant shall immediately turn over to Client any and all documents and other property produced by or in the possession of Consultant for which Client has paid, and (b) Consultant shall not be entitled to receive any further payment.

**8. Liability of Consultant and Indemnity.** Consultant shall indemnify and save harmless Client from and against any and all suits, actions, legal proceedings, claims, demands, damages, liability, costs and expenses (including reasonable attorney's fees) arising out of or in connection with (i) any negligent error or omission by Consultant or any party for whose conduct Consultant is legally responsible, (ii) breach of this Agreement by Consultant, (iii) any copyright, patent, or other intellectual property infringement by Consultant or any party for whose conduct Consultant is legally responsible, (iv) any failure by Consultant or any party for whose conduct Consultant is legally responsible to comply with applicable laws, regulations, codes, ordinances or other requirements of applicable governing authorities, or (v) any failure to pay any tax by Consultant or any party for whose conduct Consultant is legally responsible. The obligation to indemnify and hold harmless does not include a duty to defend. Consultant has no obligation to pay for any of the indemnitees' costs prior to a final determination of liability or to pay any amount that exceeds Consultant's finally determined percentage of liability based upon the comparative fault of Consultant.

**9. Limitation of Liability.** (a) IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

(b) IN NO EVENT WILL EITHER PARTY'S LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID OR PAYABLE TO CONSULTANT PURSUANT TO THE APPLICABLE WORK ORDER.

**10. Force Majeure.**

No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, or any related Work Order, for any failure or delay in fulfilling or performing any term of this Agreement, any related Work Order (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: acts of God; flood, fire or explosion; war, invasion, riot or other civil unrest; actions, embargoes or blockades in effect on or after the date of this Agreement; national or regional emergency; (each of the foregoing, a "Force Majeure Event"). A party whose performance is affected by a Force Majeure Event shall give notice to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the

failure or delay and minimize the effects of such Force Majeure Event. The non-affected party may terminate this Agreement or any Work Order if such failure or delay continues for a period of 180 days or more.

**11. Compliance with Non-Discrimination Statutes, Regulations and Orders.** Consultant's policy is to fully comply with the regulations of Title VI of the Civil Rights Act of 1964, as amended and other nondiscrimination laws and authorities, and Consultant does not discriminate against any person on the basis of race, color, national origin, sex, age, disability, or low-income. Consultant is an equal opportunity employer and federal contactor or subcontractor. Consequently, Consultant agrees that, as applicable, it will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), and of Title VI of the Civil Rights Act of 1964, as each of these laws may be amended, all of which laws are incorporated herein by reference. These statutes and regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identify or national origin. These regulations require that covered prime contractors and subcontractors, including the Consultant, take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The Consultant also agrees that, as applicable, it will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart), relating to the notice of employee rights under federal labor laws. By entering into this Agreement Consultant specifically agrees that (i) it will not discriminate on the grounds of race, religion, color, sex, national origin, age, low income or disability in the selection and retention of its employees or vendors, and (ii) it will fully comply with the regulations of Title VI of the Civil Rights Act of 1964, as amended and other nondiscrimination laws.

**12. Entirety of Agreement.** This Agreement and each Work Order embody the entire agreement and understanding between the parties hereto, and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. No alteration, change or modification of the terms of this Agreement shall be valid unless made in a writing that refers to this Agreement and signed by both parties hereto

**13. Miscellaneous.** This Agreement shall be construed and interpreted according to the laws of the jurisdiction in which the Project is located, without giving effect to the laws, rules or regulations or the provisions thereof regarding conflict of laws. Consultant shall maintain in strict confidence any information obtained from Client during the performance of the Services. In the event that any portion of this Agreement is held to be invalid or unenforceable, it shall not affect the remaining portions of this Agreement which shall remain operative and not affected by such invalidity or unenforceability. No failure or delay of either party in the exercise of any right given to such party hereunder shall constitute a waiver thereof unless the time specified herein for exercise of such right has expired, nor shall any single or partial exercise of any right preclude other or further exercise thereof or of any other right. This Agreement shall inure to the benefit of the parties, and to the extent permitted by this Agreement, their successors and assigns. This Agreement may be executed in numerous counterparts each of which shall be deemed an original, all of which together shall constitute one agreement binding on all parties hereto, notwithstanding that all parties have not signed the same counterpart.

**14. Notices.** Any notice required, or which may be given by the terms of this Agreement, shall be sufficient if given in writing and personally delivered by courier service or overnight delivery service or mailed certified mail, postage prepaid, as follows:

TO: CLIENT

City of Crete  
City Hall  
243 East 13<sup>th</sup> Street  
Crete, NE 683330  
Attn: Mr. Tom Ourada

TO: CONSULTANT

Speece Lewis, a Bowman Company  
906 S 26<sup>th</sup> Street  
Lincoln NE 68510  
Attn: Gregory Hutmacher, P.E.

With copy to:

Bowman Consulting Group Ltd.  
12355 Sunrise Valley Drive, Suite 520  
Reston, Virginia 20191  
Attn: Robert A. Hickey

Changes of the person to receive notices or the place of notification shall be effectuated pursuant to a notice given under this Article and paragraph. Notices shall be deemed delivered (a) on the day sent if delivered personally or by courier service during regular business hours (i.e., prior to 5:00 p.m. on weekdays that are not Federal holidays); (b) on the business day after the day sent if sent by overnight delivery service; and (c) two business days after the day sent if sent by certified mail or delivered by two-day delivery service.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the day and year first set forth above.

CONSULTANT:

CLIENT:

**Speece Lewis, a Bowman Company**

**City of Crete**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Gregory Hutmacher, P.E.

Name: \_\_\_\_\_

Title: Senior Bridge Engineer

Title: \_\_\_\_\_



Work Order to Master Professional Services Agreement dated 1.10.2025

Date of Work Order: 1.10.2025

<p><b>Consultant</b>          Speece Lewis, a Bowman Company          906 S 26<sup>th</sup> Street          Lincoln NE 68510</p> <p>Phone: 402.483.5466</p>	<p><b>Client</b>          City of Crete          City Hall          243 East 13<sup>th</sup> Street          Crete, NE 68333          Mr. Tom Ourada</p> <p>Phone: 402.826.4312</p>
<p>Project Name: 2025 Annual Bridge Inspections          City of Crete</p> <p>Consultant Project #: ___</p>	<p>Task #: 001</p>

**SCOPE OF SERVICES AND FEES**

Speece Lewis proposes to provide Engineering services related to Bridge Inspection and will perform the following services:

- Perform minor administrative services to ensure that bridge(s) are scheduled and inspected prior to their due date(s).
- Perform field inspection and complete all associated documentation.
- Review of the completed inspection(s) by a Qualified Certified Bridge Inspector.
- Provide inspection documentation to the Nebraska Department of Transportation for recording in the National Bridge Inventory System (NBIS) with AASHTOWARE BrM software.
- Provide reports to the City of Crete of each structure inspected.

**FEE:**

The above referenced services will be performed at the following hourly rates:

Engineer IV	\$ 210.00 / hour
Engineer III	\$ 165.00 / hour
Engineering Technician	\$ 115.00 / hour
Administrative Services	\$ 95.00 / hour
Mileage @ cost per mile	Per current Federal Mileage Rate

To ensure proper credit and timely payment, all invoices submitted to Speece Lewis, a Bowman Company for services rendered under this Agreement must include the project number and task number provided above.

The individual signing this Work Order acknowledges that this Work Order is incorporated into and made a part of the Master Professional Services Agreement between Speece Lewis, a Bowman Company as Consultant and the undersigned as Client, and states that he or she has the authority to sign on behalf of the Client.

**Speece Lewis, a Bowman Company**

**City of Crete**

By: \_\_\_\_\_  
Name: Gregory Hutmacher, P.E.  
Title: Senior Bridge Engineer

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## **ORDINANCE NO. 2230**

**AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA RELATING TO THE VACATION OF STREETS OR ALLEYS; TO VACATE THE ALLEY ABUTTING LOTS 7-12, BLOCK 3, WEST CRETE ADDITION, CRETE, SALINE COUNTY, NEBRASKA; AND TO RESERVE TITLE AND THE UTILITY EASEMENT TO THE VACATED PROPERTY.**

**BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:**

**Section 1.** That, pursuant to Neb. Rev. Stat. § 16-611, the following described street, alley, or right-of-way that was previously dedicated to the public shall be and is hereby vacated:

All of the alley that abuts lots 7-12, Block 3, West Crete Addition, Crete, Saline County, Nebraska.

**Section 2.** That the City of Crete shall reserve the utility easement through the vacated alley.

**Section 3.** That the City of Crete shall maintain the title to the property vacated for the purpose of selling the property.

**Section 3.** That all ordinances or parts of ordinances in conflict herewith shall be repealed and that any partial repeal shall not affect the other parts of ordinances that can be given effect without the repealed parts.

**Section 4.** That if any section, part, or provision of this ordinance is for any reason held invalid, the invalidity thereof shall not affect the validity of any other section, part, or provision of this ordinance.

**Section 5.** That this ordinance shall be published in a newspaper of general circulation or in pamphlet or book form and shall take effect and be in full force and effect from and after its passage, approval, and publication, as provided by law.

PASSED AND ENACTED the 21<sup>st</sup> day of January, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## **ORDINANCE NO. 2231**

**AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA RELATING TO THE SALE OF REAL ESTATE OWNED BY THE CITY; TO DIRECT THE CONVEYANCE OF SUCH REAL ESTATE; AND TO PROVIDE NOTICE AND PUBLICATION OF THE SALE.**

**BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:**

**Section 1.** That it is in the best interests of the City for the following described real estate to be sold and conveyed:

**All of the alley that abuts lots 7-12, Block 3, West Crete Addition, Crete, Saline County, Nebraska.**

**Section 2.** That the sale of said real estate shall be to Cruz Chancavac Sanchez and Marybeth Chanchavac for an amount not less than Two Thousand Four Hundred and Forty Dollars (\$2,440.00).

**Section 3.** That notice of the sale and the terms thereof shall be published for three consecutive weeks in a legal newspaper of general circulation in the City of Crete in order to afford the public such rights of remonstrance as are provided for by law.

**Section 4.** That this Ordinance shall be in full force and take effect upon completion of the remonstrance period so long as there are no petitions in opposition submitted to the City Clerk within the 30 days of the passage and publication of this Ordinance.

PASSED AND ENACTED the 21st day of January 2025.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



**ECONOMIC DEVELOPMENT PROGRAM  
APPLICATION FOR FUNDS**

**Please Type or Print Clearly and Answer Each Question** (If Question Does Not Apply – Mark N/A).

**Please Note:** The Information Contained in this portion of the document is Public Information and will **NOT** be Considered Confidential.

**A. APPLICANT INFORMATION:**

Name of Entity Applying for Assistance: Crete Housing & Commmunity Development Corporation

Business Address: 243 East 13th Street Crete NE 68333  
(City) (State) (Zip Code)

Contact Person: Tom Ourada Telephone Number: 4028269758

Fax Number: \_\_\_\_\_ Email Address: tom.ourada@crete.ne.gov

Federal Tax ID Number: 47-6006154

Type of Entity:     Start-Up     Buyout     Existing

If Existing, Number of Years in Business in Crete: 4

**Business Classification: (Please Choose One)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Retail                 | <input type="checkbox"/> Manufacturing      | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Headquarter            | <input type="checkbox"/> Telecommunications | <input type="checkbox"/> Tourism                |
| <input type="checkbox"/> Warehouse/Distribution | <input type="checkbox"/> Government         | <input checked="" type="checkbox"/> Other       |

**Business Type: (Please Choose One)**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Corporation         | <input type="checkbox"/> Partnership |
| <input checked="" type="checkbox"/> LLC | <input type="checkbox"/> Governmental Entity | <input type="checkbox"/> Other       |

Does the Company have a Parent or Subsidiaries?     Yes     No

If Yes, Please List Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(City) (State) (Zip Code)

**Ownership Identification:** Please List all Officers, Directors, Partners, Owners, Co-owners and Stockholders.

Full Name	Title	Ownership Percentage
David A. Bauer	Board Member	
Tom Ourada	Board Member	
Justin Kozicek	Board Member	
Tom Sorensen	Board Member	
Anna Burge	Board Member	

Which type of assistance is the entity applying for?

- Grant    
  Loan Guarantee If so, Lender? \_\_\_\_\_    
  Other

Explain: \_\_\_\_\_

What is the general purpose of the request (must be an allowed LB840/Economic Dev. Plan Project)?

- New Development   
  New Business Startup   
  Building Renovation   
  Public Works  
 Professional/Employee Recruitment   
  Promotion/Tourism   
  Job Training  
 Working Capital   
  Low - Moderate Income Housing   
 Workforce Housing  
 Technology   
 Plan Management   
 Technical Assistance   
 Equity Investment

Does the business qualify to receive any incentives from the State of Nebraska?  Yes  No  DK

Has the business applied for any incentives from the State of Nebraska?  Yes  No

If yes, please explain: Yes, none involving Nebraska Advantage, or other tax deferring programs.

Employee Information: (FTE = Full-Time Equivalent = 2,080 Hours/Per Year)

Number of Existing Full-Time Equivalent Employees: NA

Number of Full-Time Equivalent Positions to Be Created: NA

Will all of the Full-Time Equivalent Positions be Physically Located within the City of Crete, their Two- Mile Extraterritorial Jurisdiction or on Land Held in the Name of the City of Crete?

- Yes  No

If no, please explain: NA

Does the Company Employ Any Seasonal Employees?  Yes  No

If Yes, How Many: NA

(Seasonal employees must work for at least three continuous months and the position must reoccur annually)

**B. PROJECT INFORMATION:**

**Please provide a Brief Project Summary Description:**

CHCDC is applying for a Nebraska Department of Economic Development Workforce Housing grant that, if successful will leverage any funds raised toward housing on a 3 to 1 basis. The last grant application that was awarded was a 1 to 1 grant. With that grant, CHCDC leveraged \$285,000 and as a result was able to direct \$570,000 toward building four new residences that were sold to Crete residents under the HUD Workforce Housing guidelines and threshold. It is our hope that we can leverage \$510,000 (\$10,000 has already been committed) to create a program fund of \$2,550,000 for workforce housing activities. We will be targeting the housing range from \$200,000 to \$250,000 in order to provide more housing availability for more residents.

Use of Funds	Total Project Cost	Econ Dev Funds Requested
Land or Building Acquisition	\$ 500,000.00	\$ 75,000.00
Renovation/Rehabilitation	\$	\$
New Construction	\$ 2,000,000.00	\$ 400,000.00
Machinery / Equipment Acquisition	\$	\$
Business / Employee Recruitment Activities	\$	\$
Technology Costs	\$	\$
Small Business Development	\$	\$
Working Capital (Includes Inventory)	\$	\$
Job Training	\$	\$
Other	\$ 50,000.00	\$
Total Project Cost	\$ 2,550,000.00	
	Total LB840 Funds Requested:	\$ 475,000.00

**C. FUNDING SOURCES AND EQUITY INJECTION:**

If Borrowing, Name of Lender: \_\_\_\_\_

Loan Amount: \_\_\_\_\_ Loan Term (Years): \_\_\_\_\_

Amount Injected Into the Project by Business/Partners/Owners:

\_\_\_\_\_

Other Funding Source(s) and Amount(s): State of Nebraska Department of Economic Development



# United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: \_\_\_\_\_, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME Tom F. Ourada

(first, middle, last)

SIGNATURE

Tom Ourada

DATE

1-10-2025

1/19/2010

DOWNLOAD/SAVE

PRINT



**RESOLUTION NO. 2025-1**

**RESOLUTION ESTABLISHING A TIME AND PLACE FOR THE HEARING TO ADDRESS C-2 SPECIAL EXCEPTION REQUEST FOR CERTAIN REAL PROPERTY AT 1575 BLUE ACRES DRIVE, CRETE, NEBRASKA TO ALLOW INDIVIDUALS TO USE THE SPACE AS A CHURCH**

WHEREAS, individuals wish to purchase property at 1575 Blue Acres Drive to use as a church;

WHEREAS, said property is located in C2 zoning;

WHEREAS, Churches are allowed as a special exception use within C-2 zoned areas of the City;

WHEREAS, By City Code 11-230, all special exceptions require a public hearing;

**BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CRETE NEBRASKA:**

**Section 1.** The Mayor and Council shall hold a meeting at the City Hall in the City on the 4<sup>th</sup> day of February, 2025 at 6:00 p.m. for the purpose of reviewing the special exception request at 1575 Blue Acres Drive, Crete, Nebraska. Notice of the time of holding such meeting and the purpose for which it is held shall be published in the Crete News, a legal newspaper of general circulation in the City, once each week for at least two weeks before the date of such meeting. The Clerk is directed to cause said notice to be published as provided by statute. The Clerk is also directed to mail a copy of said notice to all interested parties as required by law.

Approved this 21<sup>st</sup> day of January, 2025.

**CITY OF CRETE, NEBRASKA**

ATTEST:

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Clerk

Dear City of Crete,

My name is Eliasar Escobar, I am the pastor of the 7th Day Church of God here in Crete Ne. I, the co-pastor and the board address you with the due respect you deserve. We are a small group of people who have been meeting in a house to worship God on the weekends and we have been looking for a public place to settle down and for people who like to come and worship God to accompany us with all the freedom of the world.

There is a public building that is established at 1575 Blue Acres Drive, Crete Ne and they are selling it for \$160,000 and we would like to buy it to convert it into a Church, this place would be a non-profit place and would be available to the public. We would only like to know if you give us permission to buy it and turn it into the Church we have always been looking for.

Please, we beg you to grant us permission to buy this place and turn it into a church, as children of God we believe that the more people believe in God, the less crime there will be on the streets of our city. And it is also for when people don't know where to go to find peace, they have a place nearby where they can find God. Matthew 11:28-30 says: "Come to me, all you who labor and are heavy laden, and I will give you rest. Take my yoke upon you, and learn from me, for I am meek and lowly in heart; and you will find rest for your souls; For my yoke is easy, and my burden is light".

Thank you very much in advance for taking a few minutes to read this letter, we hope you can understand us and grant this wish.

**Pastor:**  
Eliasar Escobar  
402-615-0254  
[Vincent20051@hotmail.com](mailto:Vincent20051@hotmail.com)

*Eliasar Escobar*

**Co-pastor:**  
Samuel Telles  
402-418-4237  
*Samuel Telles*

**Committee group:**  
*Jose H. G.*  
*Samuel*  
*Gustavo*  
*Rosa Telles*  
*Jorge Herrera*



**CITY OF CRETE**

**PERSONNEL RULES**

**AND REGULATIONS**

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

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# CHAPTER ONE

## PERSONNEL MANAGEMENT

### Sec. 1.01 WELCOME

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

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

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

### Sec. 1.011 VISION STATEMENT

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

### Sec. 1.012 MISSION STATEMENT

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

### Sec. 1.02 LEGAL EFFECT

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

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

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

### Sec. 1.03 EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

### **Sec. 1.04 SCOPE**

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

#### Administration

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

Fire and Rescue Department

Police Department

Public Library

The following are exempted from these rules:

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

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

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

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

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

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

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

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

### **Sec. 1.05 MAYOR AND CITY COUNCIL**

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

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

### **Sec. 1.06 SPECIFIC DEFINITIONS**

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

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

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

## **CHAPTER TWO**

### **GENERAL POLICIES**

#### **Sec. 2.01 APPLICATION PROCESS**

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

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

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

#### **Sec. 2.02 AMERICANS WITH DISABILITIES ACT**

##### **Reasonable Accommodation Policy**

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

##### **Disability Defined**

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

### **Pregnancy Defined**

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

**Reasonable Accommodation** includes, but is not limited to:

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

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

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

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

### **How to Request a Reasonable Accommodation**

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

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

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

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

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

### **Interactive Process**

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

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

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

## **Sec. 2.03 DRESS CODE**

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

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

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

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

Examples of appropriate attire for employees include:

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

Examples of inappropriate attire for employees include:

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

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

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

Exceptions – Fieldwork:

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

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

#### **Sec. 2.04 RESIDENCY**

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

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

#### **Sec. 2.05 EMPLOYMENT OF RELATIVES**

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

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

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

#### **Sec. 2.06 OUTSIDE EMPLOYMENT**

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

## **CHAPTER THREE**

### **OPERATIONS**

#### **Sec. 3.01 POSITION CLASSIFICATION**

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

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

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

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

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

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

#### **Sec. 3.02 EMPLOYMENT CATEGORIES**

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

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

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

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

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

### **Sec. 3.03 VOLUNTEER POLICY**

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

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

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

#### **VOLUNTEER SERVICE APPLICATION**

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

#### **VOLUNTEER POSITION DESCRIPTION**

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

## VOLUNTEER INTERVIEW

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

## AGE OF VOLUNTEERS AND THE FAIR LABOR STANDARDS ACT

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

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

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

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

## VOLUNTEER BACKGROUND CHECK

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

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

## WAIVER AND RELEASE OF LIABILITY

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

## VOLUNTEER TRAINING AND ORIENTATION

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

## VOLUNTEER CONDUCT

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

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

## VOLUNTEER DRESS CODE

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

## VOLUNTEER SAFETY

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

## EXISTING EMPLOYEES AS VOLUNTEERS

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

## **Sec. 3.04 INTRODUCTORY PERIOD**

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

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

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

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

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

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

### **Sec. 3.05 REGULAR STATUS**

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

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

### **Sec. 3.06 HOURS OF WORK**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Sec. 3.07 TIMEKEEPING**

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

#### **ELECTRONIC TIMEKEEPING SYSTEM**

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

#### **CLOCKING IN AND OUT**

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

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

## PROHIBITED ACTIONS

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

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

## UNREPORTED HOURS

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

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

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

## END OF PAY PERIOD

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

## Sec. 3.08 SEXUAL AND OTHER UNLAWFUL HARASSMENT

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

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

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

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

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

### **Sec. 3.09 TOBACCO USAGE**

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

#### **A. Definitions:**

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

#### **B. Enforcement:**

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

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

### C. Complaints:

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

### **Sec. 3.10 DRUG-FREE WORKPLACE**

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

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

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

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

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

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

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

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

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

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

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

### **Sec. 3.11 CORRECTIVE AND DISCIPLINARY ACTIONS**

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

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

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

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

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

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

### **Sec. 3.12 DISCIPLINE AND APPEAL PROCEDURE**

#### **A. General Statement**

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

#### **B. Progressive Discipline**

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

### C. Verbal Reprimand

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

### D. Letter of Counseling

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

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

### E. Written Reprimand

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

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

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

### F. Probationary Status

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

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

## G. Suspension

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

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

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

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

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

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

## H. Termination

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

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

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

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

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

## I. Appeal Procedure

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

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

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

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

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

### **Sec. 3.13 EMPLOYEE GRIEVANCES**

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

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

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

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

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

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

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

### **Sec. 3.14 RESIGNATIONS, RETIREMENTS, AND LAYOFFS**

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

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

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

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

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

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

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

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

**CONSIDERATION GIVEN FOR RELEASE OF ALL CLAIMS AGAINST THE CITY:**

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

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

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

**Sec. 3.15 USE OF CITY PROPERTY AND EQUIPMENT**

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

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

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

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

### **Sec. 3.16 CITY GOVERNMENT COMPUTER NETWORK**

#### A. Overview

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

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

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

## B. Purpose

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

## C. Scope

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

## D. General Use and Ownership

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

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

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

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

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

## E. Security and Proprietary Information

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

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

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

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

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

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

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

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

#### F. Unacceptable Use

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

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

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

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

#### G. System and Network Activities

The following activities are strictly prohibited, with no exceptions:

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

#### H. E-mail and Communications Activities

The following activities are strictly prohibited, with no exceptions:

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

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

## I. Social Media

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

### 1. City Owned and Maintained Accounts

#### a. Employee Access

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

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

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

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

## J. Enforcement

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

### **Sec. 3.17 TELEPHONE USAGE**

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

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

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

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

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

### **Sec. 3.18 POLITICAL ACTIVITY**

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

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

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

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

### **Sec. 3.19 EMPLOYEE ORGANIZATIONS**

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

### **Sec. 3.20 SAFETY AND RISK MANAGEMENT**

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

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

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

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

### **Sec. 3.21 WORKER'S COMPENSATION**

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

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

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

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

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

### **Sec. 3.22 REIMBURSABLE BUSINESS TRAVEL EXPENSES**

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

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

The following procedures shall be used for business travel:

#### **A. Transportation Method**

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

#### **B. Lodging**

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

#### **C. Expenses**

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

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

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

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

### **Sec. 3.23 ALLOWABLE INTERVIEW AND RELOCATION EXPENSES**

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

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

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

### **Sec. 3.24 MISCELLANIOUS EXPENDITURES**

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

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

## **CHAPTER FOUR**

### **LEAVE POLICIES**

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

#### **Sec. 4.01 LEAVE**

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

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

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

#### **Sec. 4.02 PAID HOLIDAYS**

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

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

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

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

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

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

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

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

#### **Sec. 4.03 VACATION**

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

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

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

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

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

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

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

#### **MAXIMUM BANK**

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

## TRANSFERS

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

## PAYMENT FOR VACATION TIME NOT TAKEN

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

## ADVANCE NOTIFICATION

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

## **Sec. 4.04 SICK LEAVE**

### BENEFIT:

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

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

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

## REPORTING OF ABSENCE FOR ILLNESS

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

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

## INVESTIGATION OF USE OF MEDICAL LEAVE

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

## MEDICAL STATEMENT

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

## PAYOUT AT RETIREMENT

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

## **Sec. 4.05 FAMILY/MEDICAL LEAVE POLICY**

### **FMLA Policy**

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

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

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

### **Leave Entitlement**

An employee requesting to use family/medical leave must:

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

### **Calculation of Leave**

When eligible employees take family/medical leave, the City of Crete shall use the "forward

measurement” calculation to track leave. The definition of “forward measurement” means the 12-month period measured forward from the date an employee's first FMLA leave begins.

**Example:**

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

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

**Use of Employee Accrued Leave Banks**

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

**Qualifying Reasons for Leave**

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

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

Requests for leave as described above will be based on competent medical advice and/or other documentation in compliance with applicable law.

### **Requesting Family/Medical Leave**

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

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

### **Certification for Leave**

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

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

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

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

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

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

### **Workers' Compensation Absences**

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

### **Intermittent and Reduced-Schedule Leave**

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

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

### **Maintenance of Benefits / Job Restoration**

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

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

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

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

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

during any period of paid leave).

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

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

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

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

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

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

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

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

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

### **Restoration to Former or Equivalent Position**

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

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

### **Reasons for Termination/Deny Reinstatement by City of Crete**

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

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

**Key Employees:** Highly compensated employees (highest-paid 10 percent of employees at a work site or within a 75-mile radius of the work site) may not be returned to their former or equivalent position following a leave, if restoration of employment will cause substantial economic injury to the City of Crete. The City of Crete will notify an employee that he/she qualifies as a "highly compensated" employee if the City intends to deny reinstatement, including employee rights.

**Other:** The City of Crete may terminate or deny reinstatement of employment for other reasons in accordance with applicable state and federal law, including but not limited to:

- Employee fails to provide fitness-for-duty medical certification.
- The City of Crete can demonstrate employee would not have remained employed if leave had not been taken.
- Employee unequivocally advises of his/her intent not to return to work.
- Employee fraudulently obtains leave.

### **Maintenance of Family/Medical Leave Records**

Information related to an employee's family/medical leave will be used solely as part of the leave approval and monitoring process and kept strictly confidential by the Human Resources. Related records will be filed separately from an employee's main personnel file and may only be accessed on a need-to-know basis with permission from the City Administrator. The City shall make, keep, and preserve records pertaining to its obligations under the Family and Medical Leave Act in accordance with the recordkeeping requirements of the Fair Labor Standards Act (FLSA).

### **Nondiscrimination/Non-retaliation Statement**

The City of Crete will not (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) terminate or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) terminate or discriminate against any person for his/her involvement in any proceeding under or relating to the FMLA.

### **Definitions Under FMLA Law (applies only to definitions under this FMLA policy)**

Employee eligibility and reasons for eligibility, for family/medical leave are determined using with the following definitions:

- **Child** – Birth through 17 years of age unless he/she is "incapable of self-care" because of mental or physical disability that limits one or more of the "major life activities" as those terms are defined in regulations issued by the Equal Employment Opportunity Commission

(EEOC) under the Americans With Disabilities Act (ADA). Child can mean biological, adopted, foster child, and stepchild.

- **Employee** – Applies to male or female workers.
- **Married Employees** – When a married couple is employed by the City of Crete, the two spouses together may take a combined total of 12 weeks’ leave during any 12-month period for reasons 1, 2, or 3 in “Qualifying Reasons for Leave.”
- **Next of Kin** – Nearest blood relative, unless another blood relative is designated in writing.
- **Parent of Child** – Where there is no legal or biological relationship between child and adult, the adult will qualify as “parent of child” according to the above “child” definition when the adult stands in loco parentis (acts in the capacity of parent to child).
- **Parent of Employee** – Biologically related to employee, adoptive parent of employee, or in loco parentis (acted in the capacity of a parent to the employee when the employee was a child).
- **Serious Health Condition** - The City of Crete will grant leave for any condition defined as a “serious health condition” under the federal Family and Medical Leave Act and/or any applicable state law. This means an illness, injury, impairment, or physical or mental condition that involves either:
  1. Inpatient care in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
  2. Continuing treatment by a health care provider, which includes:
    - a. A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
      - i. treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
      - ii. one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy)
    - b. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
    - c. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
    - d. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
    - e. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.
- **Service member Caregiver Leave** – Caring for a covered military service member or veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness that occurred any time during the five (5) years preceding the date of treatment that:
  - a) Was suffered while on active duty in the armed forces,

- b) Existed before the beginning of the member’s active duty and was aggravated by service, or
  - c) Manifested itself before or after the member became a veteran.
- **Son/Daughter** – The definition for “son/daughter” only pertains to qualifying exigency and covered service member leave and should not be confused with the definition for “child” as described above.
- **Spouse** – Husband or wife as defined or recognized under state law for purposes of marriage.
- **Qualifying Exigency** – This includes one or more of the eight events as follows:
- **Short-notice deployment:** To address any issue that arises from the fact that a covered military member is notified of an impending call or order to covered active duty 7 or less calendar days before the date of deployment. Leave taken for this purpose can be used for a period of 7 calendar days beginning on the date a covered military member is notified of an impending call or order to covered active duty.
- **Military events and related activities:** To attend any official ceremony, program, or event sponsored by the military that is related to the call to active duty. To attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the call to duty.
- **Childcare and school activities:** To arrange for alternative childcare. To provide childcare for a covered child on an urgent, immediate-need basis (but not on a routine regular, or everyday basis). To enroll in or transfer to a new school or daycare facility. To attend meetings with staff at a school or daycare facility, such as meetings with school officials regarding disciplinary measures, parent-teacher conferences, or meetings with school counselors, for a covered child.
- **Financial and legal arrangements:** To make or update financial or legal arrangements to address the covered military member’s absence (such as preparing and executing financial and healthcare powers of attorney, transferring bank account signature authority, obtaining military identification cards, or preparing or updating a will). To act as the covered military member’s representative before a federal, state, or local agency for purposes of obtaining, arranging, or appealing military service benefits while the covered military member is on covered active duty or call to covered active-duty status and for a period of 90 days following the termination of the covered military member’s active-duty status.
- **Counseling:** To attend counseling provided by someone other than a healthcare provider for oneself, for the covered military member, or for a covered child provided that the need for counseling arises from the call to duty.
- **Rest and recuperation:** To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment.
- **Post-deployment activities:** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the covered military member’s active-duty status. To address issues that arise from the death of a covered military member and making funeral arrangements.
- **Additional activities:** To address other events that arise out of the covered military member’s covered active duty or call to covered active-duty status provided that the employer and employee agree that such leave qualifies as an exigency and agree to both the timing and duration of such leave.

## **Worksite Nursing Mothers Policy**

The Patient Protection and Affordable Care Act (“Affordable Care Act”) amended section 7 of the Fair Labor Standards Act (“FLSA”) to require employers to provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has need to express the milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The City of Crete subscribes to the following policy:

### **1. Employee Notification to Supervisor**

An employee who has a child up to one year of age shall notify their immediate supervisor that they would like to express their breast milk during work hours.

### **2. Employees shall be provided a place to express breast milk.**

A private space (not a toilet stall or restroom) will be available for an employee to express milk using a breast pump. The space will have:

- a. Electrical outlet
- b. Table and chair
- c. Nearby sink for washing hands and rinsing pump parts
- d. A lock on the door

Employees may use their private office area for milk expression, if applicable. The supervisor shall notify the employee of the area designated to express breast milk. The supervisor shall have the assistance of the City Council in designating the location, if needed.

### **3. A refrigerator will be available for safe storage of expressed breast milk.**

Employees may temporarily store their breast milk on the premises. A refrigerator will be available for safe storage of breast milk. Employees should provide their own containers, clearly labeled with name and date. Employees may store milk in their own cooler/ ice chest. Employees using the refrigerator are responsible for keeping it clean.

### **4. Flexible breaks to accommodate milk expression.**

A breastfeeding employee shall be provided a flexible schedule for expressing breast milk for the child. A flexible schedule shall include consideration for the frequency of breaks and duration of each break for each time the employee needs to express the milk. Any paid break time shall not exceed 15 minutes for a break. If additional time is needed (above and beyond break time), the supervisor and employee shall coordinate a plan which may include the employee using vacation time, coming into work earlier, or leaving later.

### **5. Coworkers are expected to provide support for breastfeeding employees.**

Coworkers of the breastfeeding employee shall provide an atmosphere of support for breastfeeding employees.

### **6. Notification to new and current employees**

The Nursing Mothers Policy will be communicated to current staff and new employees via the Employee handbook.

### **7. Applicability**

The Nursing Mothers Policy will be applicable to exempt and non-exempt employees.

#### **Sec. 4.06 BEREAVEMENT LEAVE**

Employees who wish to take time off due to the death of an *immediate family member* should notify their supervisor immediately. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s):

Regular status full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation. Employee may, with their supervisor's approval, use any available paid time-bank leave for additional time off as necessary.

Regular status full-time employees who wish to take time off due to the death of a *secondary family member*, are eligible for one day of paid bereavement leave, with supervisor's approval.

Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular status employee or retiree of the City, provided such absence from duty will not interfere with normal operation of the City.

#### **Sec. 4.07 JURY LEAVE**

The City encourages employees to fulfill their civic responsibilities by serving on jury duty when required.

Employees called to jury duty or subpoenaed as a witness while on duty may keep that portion of jury pay or witness fees which is for transportation and meal expenses and turn the balance in to the City Clerk. Jury/Witness duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

Regular status full-time employees

In order to receive compensation, employees shall provide the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever court schedule permits.

Either the City or the employee may request an excuse from jury duty if, in City's judgment, the employee's absence would create serious operational difficulties.

#### **Sec. 4.08 MILITARY LEAVE**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Nebraska law.

## **EMPLOYEE MILITARY LEAVE**

### **LEAVE ENTITLEMENT**

For active training duty, duty with troops, or at field exercises, all employees of the City of Crete, including elected officials, who shall be members of the National Guard of Nebraska, the Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve, shall be entitled to a leave of absence from their respective duties, without loss of pay, as set forth below, in all competent authority, or active training duty, or duty with troops or at field exercises or for instructions.

- Employees who normally work or are normally scheduled to work one hundred twenty hours or more in three consecutive weeks shall receive a military leave of absence of one hundred sixty hours each calendar year (20 days).
- Employees who normally work or are normally scheduled to work less than one hundred twenty hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks.

Such military leave of absence may be taken in hourly increments and shall be in addition to the regular annual leave of the employee.

When the Governor of this state declares that a state of emergency exists and any of the persons named in this section are ordered to active service of the state, a state of emergency leave of absence will be granted until such member is released from active service of the state by competent authority. A military leave of absence shall not be used during a state of emergency declared by the Governor. Other forms of leave may be granted. During a state of emergency leave of absence because of the call of the Governor, any official or employee subject to this section shall receive his or her normal salary or compensation minus the state active-duty base pay he or she receives in active service of the state. Governmental officers serving a term of office shall receive their compensation as provided by law.

### **NOTICE TO CITY**

Advance notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Military leave time will be scheduled with the Department Head and with the Human Resource Office as far in advance as possible and will, if possible, be at the convenience of the City's work schedule.

Employees on military leave for up to twenty (20) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

### **BENEFITS WHILE ON LEAVE**

During any period of leave under this policy, an employee's group health insurance coverage will be maintained at the same level and under the same conditions as before the leave began. Employees who normally made a contribution toward their health insurance coverage must continue to do so for the health insurance coverage to continue.

If the employee has leave banks accrued and is using them, the employee's contribution will be collected in the same manner as if the employee were reporting to work. However, if the employee's leave banks have been exhausted, the employee must arrange with the Clerk's Office prior to the start of their leave, for the payment of the employee's share of the premiums and other voluntary deductions. Once an employee has exhausted all leave banks, they will not accrue any other benefits. This includes vacation time, medical leave time, holidays and personal days. Taking military leave shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.

#### **REINSTATEMENT RIGHTS**

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits accrual rates based on length of service with the City.

#### **FAMILY MILITARY LEAVE**

##### **LEAVE ENTITLEMENT**

The City of Crete will grant a leave of absence to all eligible employees who are the spouse or parent of a person called to military service lasting 179 days or longer with the State or the United States pursuant to the orders of the Governor or the President of the United States. The City of Crete shall provide up to 30 days of unpaid family military leave to an eligible employee during the time federal or state deployment orders are in effect.

##### **EMPLOYEE ELIGIBILITY**

An employee must have been employed by The City of Crete for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave to be eligible for family military leave.

##### **NOTICE TO CITY/CERTIFICATION OF ELIGIBILITY**

An employee must give at least 14 days' notice of the intended date upon which the family military leave will commence if leave will consist of five or more consecutive workdays. Where able, the employee shall consult with his/her supervisor to schedule the leave so as not to unduly disrupt the operations of the City of Crete. Employees taking family military leave for less than five consecutive days shall give his/her supervisor advanced notice as is practicable. The City of Crete may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

##### **BENEFITS WHILE ON LEAVE**

During any period of leave under this policy, an employee's group health insurance coverage will be maintained at the same level and under the same conditions as before the leave began. Employees who normally made a contribution toward their health insurance coverage must continue to do so. If the employee has leave banks accrued and is using them, the employee's contribution will be collected in the same manner as if the employee were reporting to work.

However, if the employee's leave banks have been exhausted, the employee must arrange with the Clerk's Office prior to the start of their leave, for the payment of the employee's share of the premiums and other voluntary deductions. Once an employee has exhausted all leave banks, they will not accrue any other benefits. This includes vacation time, medical leave time, holidays and personal days. Taking family military leave shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.

#### **REINSTATEMENT RIGHTS**

Any employee who exercises the right to family military leave, upon expiration of the leave, shall be entitled to be restored by the City of Crete to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. During any family military leave, an employee is required to use all accrued personal and/or vacation leave before going on unpaid status.

#### **Sec. 4.09 ACCIDENT LEAVE**

Accident leave is provided by the City to allow a period of recovery from on-the-job accidents. Full pay and benefits will be provided for 150 consecutive calendar days, subject to the waiting provisions in Neb. Rev. Stat. § 48-119 of the Nebraska Workers Compensation Act. Pursuant to that provision, no compensation will be allowed for the first seven calendar days after a disability begins unless that disability continues for six weeks or longer. When the disability lasts less than six weeks, employees may be granted accident leave.

Employees governed by the Civil Service Act of the State of Nebraska will be provided accident leave according to state statute.

Workers Compensation Benefits that replace lost salary are to be retained by the employee and the City will supplement these benefits up to the full net salary during the period of time that the employee continues to receive salary benefits under these rules. Should the employee receiving accident leave pay, collect from any other party for wages, he/she shall reimburse the City for wages paid as accident leave, to the extent wages are collected from any other party up to the amount of accident leave paid.

#### **Sec. 4.10 LEAVE OF ABSENCE**

Department Heads may grant an employee a leave of absence without pay for a period not to exceed 5 days if no leave banks are available. The City Council must approve a request for a leave of absence without pay in excess of 5 days. An employee who has been granted a leave of absence without pay shall not be granted any advancement or promotion in relation to the position from which he/she is on leave. The employee shall be entitled to and shall retain all benefits accrued up to the effective date of such leave. The employee shall not accrue vacation, sick leave, or other benefits during the period of time he/she is on leave of absence. The employee shall also be responsible for payment of total premiums (both City and employee shares) for continued health insurance coverage during the period of leave of absence. Upon expiration of the leave of absence and return to work by the employee, the wage of the employee shall reflect all general cost of living adjustments made during the leave.

## **CHAPTER 5**

### **BENEFITS**

To be eligible for benefits with the City, employees must be classified as a regular status employee and regularly work 30 hours per week or more.

#### **Sec. 5.01 HEALTH/DENTAL INSURANCE**

The City health and dental insurance plan provides employees and their dependents access to medical and dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health and dental insurance plan:

- Regular Status Full-time employees
- Part-time employees who work thirty (30) hours or more per week

Eligible employees may participate in the health and dental insurance plan subject to all terms and conditions of the agreement between City and insurance carrier.

For all eligible employees, the City will pay 95% individual health and dental insurance premiums or 80% of family premiums. All part-time employees who work thirty (30) hours or more are eligible for coverage at pro-rated premiums. The City will continue to pay the budgeted premiums for eligible employees on ninety (90) day short-term disability.

If an employee chooses to participate in the high deductible health insurance coverage and wishes to have funds deposited in a health savings account at the bank used by the City for these accounts, the City will pay for the bank fees associated with the health savings account.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The City of Crete will comply with all Consolidated Omnibus Budget Reconciliation Act (COBRA) laws that apply to each employee as he/she leaves employment.

#### **Sec. 5.02 LIFE/ACCIDENTAL DEATH INSURANCE**

Life insurance offers you and your family important financial protection. The City provides a basic life insurance plan for eligible employees and elected officials. Additional supplemental life insurance coverage may also be purchased.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular Status Full-time employees
- Part-time employees who work thirty (30) hours or more per week. The premium is pro-rated.

Eligible employees and elected officials may participate in the life insurance plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

All employees and elected officials participating in this are covered for \$10,000 of life insurance which is paid for by the City. An additional supplemental insurance may be purchased by the employee or elected official.

Volunteer Firefighters receive \$10,000 of paid life insurance from the City's Group Policy as required in Nebraska State Statute 35-108 reissue 2008. An eligible city employee that is also a Volunteer Firefighter receives \$20,000 of paid life insurance subject to all terms and conditions of the agreement between the City and the insurance carrier. *(Amended 3/1/2016)*

### **Sec. 5.03 CAFETERIA PLAN**

The City provides employees with the opportunity to set money aside from their paychecks into a cafeteria plan. This plan allows an employee to set money aside for expected medical and daycare expenses on a pre-tax basis. For more details, contact the Human Resources Department.

### **Sec. 5.04 PENSION PLAN**

The City provides a pension plan that employee are eligible for on the Plan Entry Date coincident with or next following the date on which the Employee has completed 1 year of employment with the Employer and has attained age of 19 years. Participation is mandatory. Employees defer 7% (pre-tax) of their pay into the pension plan. The City matches the 7% contributed by the employee. Employees direct 100% of Employee and Employer contributions. The vesting schedule is as printed in the City of Crete Pension Plans.

### **Sec. 5.05 SHORT- AND LONG-TERM DISABILITY**

The City provides its Regular Status Full-time and Regular Part-time employees who work thirty (30) hours or more per week with short- and long-term disability coverage. Eligible employees are eligible for coverage the first of the month following employment.

### **Sec. 5.06 TUITION REIMBURSEMENT**

Tuition reimbursement for continuing education will be available after 6 months of employment subject to the following qualifications, for the purpose of enhancing the knowledge and skills of employees to better perform their current duties:

Employees in the following employment classifications are eligible to receive qualified tuition reimbursement:

- Regular Status Full-time employees
- Part-time employees who work thirty (30) hours or more per week.

Qualification Process – the determination of whether a request qualifies for the tuition reimbursement program shall be made by the Department Head and City Administrator based on the following considerations:

- There is budget authority.
- The course is to be a core course offered by an accredited college or university which is directly related to the job of the employee.
- Books and fees are necessary for the course.
- If the employee is eligible for other assistance programs.

Approval Process – To receive tuition reimbursement the employee must submit a “Tuition Request Form”, which contains the qualification information listed above, as well as the employee’s financial request prior to beginning the course.

Reimbursement will be allowed for books and other fees. Tuition reimbursement is available only to regular full-time status employees.

Reimbursement Process – Any employee requesting tuition reimbursement will submit a grade report indicating the grade received for the class that was taken. Reimbursement will be as follows:

- A or B – 100%
- C – 85%
- D or F – 0%

The City makes no commitment to provide for the total cost of a higher education course or for all courses leading to a degree. Each course shall be evaluated separately on its merit by the Department Head and the City Administrator to determine eligibility for tuition and related expense reimbursement. Masters, Doctoral or PhD level classes and degree programs are not eligible for reimbursement.

The Department Head will include the request for reimbursement in the next payroll period after appropriate documentation is turned in.

#### **Sec. 5.07 BILINGUAL PAY**

Employees who are fluent in an approved second language will be paid \$500 per calendar year, payable in the second check in November. In order for an employee to collect bilingual pay, the employee must be actively employed in November. The Department Head will determine whether bilingual skills are needed based upon the interaction of the department with the public. If bilingual skills are needed, the Department Head will determine which languages are “approved” based upon the needs of the department as they relate to the demographics of Crete.

#### **Sec. 5.08 CLOTHING ALLOWANCE**

Each employee required to wear a uniform will be furnished with up to five (5) serviceable uniforms at a time as determined by the City. Employees are required to wear the uniforms during working hours and are not allowed to wear them during off duty hours. The definition of uniform will vary by department and position.

The uniforms are to be maintained by the individual employee and are to be considered property of the City. The City Business Office will furnish replacement uniform articles as necessary. All uniforms must be returned to the City upon termination of employment.

**Sec. 5.09 AWARDS PROGRAM**

Within the limitations of its financial position, the City of Crete may provide one recognition dinner each year for the elected and appointed officials, employees or volunteers. The maximum cost for such dinner shall be established by the Council, but shall not exceed fifty dollars (\$50.00) per person.

Recognition awards are given for every five years (5) of service.

## **ACKNOWLEDGEMENT OF RECEIPT**

Please sign below and return to the Human Resource Coordinator, to be kept in your personnel file.

I have received my copy of the City of Crete Employee Handbook and understand that it is my responsibility as an employee to read and understand it, and with the understanding that this is not a contract, but the means of providing general information for my benefit.

---

Employee's Signature

Date

---

Human Resource Coordinator's Signature

Date

## PARAMEDIC TRANSFER SERVICES AGREEMENT

This **Paramedic Services Agreement** ("Agreement") is by and between Crete Area Medical Center (the "Hospital"), a Nebraska nonprofit corporation located in Crete, Nebraska, and the city of Crete, Nebraska ("City").

### RECITALS

**WHEREAS**, City requires additional personnel to provide Advanced Life Support ("ALS") interfacility transfer services;

**WHEREAS**, Hospital employs paramedics qualified to provide ALS transfer services;

**WHEREAS**, as a benefit to the Crete community, Hospital and City have agreed to cooperate in providing the staffing necessary to provide ALS interfacility transfer services as needed by the community;

**WHEREAS**, Hospital agrees to provide paramedic support to City according to the terms of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereby agree as follows:

1. **Responsibilities of Hospital**. Hospital shall employ paramedics to provide ALS transfer services under this Agreement. Hospital shall maintain a paramedic on-staff for ALS transfers. As employees of Hospital, Hospital will be responsible to pay the paramedic's compensation, provide benefits, pay the cost of employment-related taxes, workers' compensation coverage, and provide professional liability insurance in the amounts specified in Paragraph 7.
  - 1.1. The Hospital paramedic shall assist City, with ALS patient interfacility transfers from Hospital to another medical facility.
  - 1.2. Notification to City. Hospital shall keep City advised of its policies, procedures, and activities to the extent the same are relevant to the performance of Hospital's obligations under this Agreement. Hospital agrees to meet with City on an as needed basis to review such policies, procedures, and activities. In the event that Hospital policy substantially changes so as to undermine or fundamentally alter the ALS services and availability, it shall be assumed that this Agreement will be void and shall require renegotiation amongst the parties.
2. **Responsibilities of City**. City shall furnish the ambulance, fuel, an Emergency Medical Technician, a driver and all necessary equipment and supplies to enable the paramedics provided by Hospital to perform their responsibilities under this Agreement. All personnel provided by City shall be volunteers or employees of City. City shall be responsible to pay any compensation, benefits, employment-related taxes, and workers' compensation coverage to its employees or volunteers. City shall be

responsible for general commercial liability and professional liability insurance for City and the volunteers/employees of City in the amounts specified in Paragraph 7.

2.1. Patient Valuables. City shall document the receipt of any patient valuables, shall assure custody of such valuables upon receipt, and shall deliver such valuables to a responsible party at the receiving facility.

2.2. Hospital Notification. City shall keep Hospital advised of its policies, procedures and activities to the extent the same are relevant to the performance of City's obligations under this Agreement. Ambulance agrees to meet with Hospital on an as needed basis to review such policies, procedures, and activities.

3. **General Conditions.** The following general conditions govern the parties' performance under this Agreement:

3.1. **Records.** All records of City related to transfers are the responsibility and property of City, including responsibility for assuring that all records are complete and accurate as required by law and for Medicare or other third-party reimbursement. The parties acknowledge that the paramedic furnished by Hospital hereunder will complete the NARSIS form for each patient transport they are involved with.

3.2. **Certifications and Licenses.** City shall maintain all certifications and licenses required by state or local governmental authorities in the state of Nebraska.

3.3. **Confidentiality and Privacy.** The parties agree to maintain the confidentiality of patient information and clinical records in accordance with applicable policy and governing law. This shall include, without limitation, adhering to policies and procedures adopted by Hospital to comply with final rules under the Health Insurance Portability and Accountability Act ("HIPAA") governing the privacy, security, and use of protected health information.

3.4. **Compliance.** The parties agree to comply with all applicable federal and state regulations, including, but not limited to, the requirements of the federal fraud and abuse statute, codified at 42 U.S.C. § 1320a-7b, as amended, and relevant regulations thereto. If applicable to this Agreement, Hospital agrees to make available upon request of the Secretary of Health and Human Services or the Comptroller General of the United States or any other duly authorized representative, the contracts, books, shall maintain all documents and records that are necessary to certify the nature and extent of the cost associated with this Agreement for a period of four (4) years from completion of all services provided under this Agreement, pursuant to Section 1861 (v)(1)(I) of the Social Security Act.

3.5. **Qualifications of Personnel.** All personnel employed by Hospital or City that perform under this Agreement shall be duly licensed, credentialed, certified and/or registered under

applicable state laws. City. Hospital and City agree to furnish reasonable proof of such qualifications upon request.

3.6. Review. The obligations under this Agreement may be reviewed every two (2) years starting September 30, 2026.

4. Compensation. Compensation shall be paid in accordance with the terms in Exhibit A.

5. Billing. City shall have the sole right and sole responsibility to bill the patient, insurer and/or other third party payor for all services provided pursuant to this Agreement. Hospital shall not bill any patient or third party for any services rendered under this Agreement.

5.1. Each party hereby agrees:

- a. To share all patient care and billing information necessary to submit Medicare insurance, and other claims, including patient care reports and billing slips;
- b. To use its best efforts to obtain information not in its possession or control which may be material to the other party's billing determinations; and
- c. To notify the other within thirty (30) days of receipt of any request for information or documents related to services provided hereunder from a patient, the Centers for Medicare & Medicaid Services or its authorized carrier or intermediary, other payment source, or other state or federal agency with oversight of the parties billing and patient care practices.

6. Term and Termination. The term of this Agreement shall be nineteen (20) months, commencing February 1, 2025 and terminating September 30, 2026. This agreement shall be automatically renewed for successive one-year renewal terms thereafter, unless terminated as provided below. Notwithstanding the stated term, this Agreement may be terminated as follows:

6.1. Without Cause. By either party, without cause and without penalty, upon giving not less than thirty (30) days' prior written notice to the other party, specifying the effective date of termination; or

6.2. Supervening Law. By either party upon not less than ten (10) days' prior written notice to the other party specifying the date on which termination will become effective in the event of any action or threatened action by local, state, or federal governmental or accrediting bodies, or any opinion by legal counsel to the effect that any provision of state or federal law or regulation creates a serious risk of assessment, sanction, penalty, or other significant consequence to the party giving such notice; or

6.3. With Cause. By either party in the event of breach by the other party, upon giving the other party not less than ten (10) days' prior notice of termination in writing specifying the alleged

breach and the date on which termination will be effective; provided that, in the event of termination for cause under this subparagraph, the party receiving notice shall have the notice period in which to correct or cure the alleged breach or default to the reasonable satisfaction of the party giving notice.

7. **Professional Liability Insurance.** Each party shall maintain professional liability insurance coverage with minimum limits of \$1,000,000 per claim, and \$3,000,000 annual aggregate. If a party is unable to maintain professional liability insurance with such minimum limits, the party shall immediately notify the other party. If, at any time after termination of this Agreement, but prior to the expiration of any statute of limitations period that might apply to any acts or omissions of a party occurring during the term of this Agreement, a party shall cease to maintain the liability insurance required by this Paragraph 7, the party shall purchase from an insurance carrier a tail policy covering acts or omissions occurring during the term of this Agreement as to which claims may then still be asserted. The tail policy shall be purchased in commercially reasonable amounts. The obligations contained in this Paragraph 7 shall survive the termination of this Agreement. Upon request, either party shall provide the other with proof of such insurance and such tail coverage. Further, each party agrees to accept and is responsible for its own acts and omissions in providing services under this Agreement, as well as those acts or omissions of its employees and agents and nothing in this Agreement shall be construed as placing any responsibility for such acts or omissions onto the other party.
8. **Independent Contractor.** The parties to this Agreement are independent contractors to one another and nothing in this Agreement shall be deemed to create a relationship of principal and agent between the parties. Additionally, nothing in this Agreement shall be construed to create an employer/employee, master/servant or partnership/joint venture relationship between the parties. Each party shall be exclusively responsible for selecting, supervising and compensating its own employees and/or representatives in the performance of their responsibilities under this Agreement. Neither party shall have the authority to bind the other or to transact business in the name of the other nor to make representations or promises on behalf of the other except as it expressly granted under this Agreement.
9. **No Intent to Induce Referrals.** There is no Agreement, express or implied, between Hospital and City governing the referral of patients or business. Both parties are expressly authorized, encouraged, and required to make all judgments regarding referrals solely on the basis of the patient's demonstrated clinical needs and the qualifications of available services and agencies.
10. **Treatment Policies.** City agrees to abide by Hospital's treatment policies and specifically agrees to: (i) provide all necessary emergency diagnosis and care strictly without regard to ability to pay; (ii) provide services to Medicare, Medicaid and other public program participants without discrimination; and (iii) provide all necessary services without regard to race, color, sex, age, handicapping condition, or other factors unrelated to the patient's need for services and City's ability to provide such services, but always subject to City's and paramedic's medical judgment about the clinical need and appropriateness of services.

11. **Indemnification.**

11.1. City hereby agrees to indemnify, defend, and hold harmless Hospital, its officers, directors, shareholders, principals, employees, agents, subsidiaries, parent companies and/or affiliates from and against any and all claims, actions, liabilities, damages, losses and expenses, including reasonable attorney's fees and disbursements (collectively "Losses") incurred, suffered, or threatened relating to, arising out of, or in connection with: (i) the willful misconduct or the negligent acts or omission of City and (ii) City's performance of its obligations under this Agreement.

11.2. Hospital hereby agrees to indemnify, defend, and hold harmless City, its officers, directors, shareholders, principals, employees, agents, subsidiaries, parent companies and/or affiliates from and against any Losses incurred, suffered or threatened relating to, arising out of or in connection with: (i) the willful misconduct or the negligent acts or omission of Hospital and (ii) Hospital's performance of its obligations under this Agreement.

12. **No Exclusion.** Both parties hereby represent and warrant that they have not at any time been excluded from participation in any federally funded health care program, including Medicare and Medicaid. Both parties hereby agree to immediately notify the other party of any threatened, proposed or actual exclusion from any federally funded program, including Medicare and Medicaid. In the event that either party is excluded from any federally funded health care program during the term of this Agreement, or if at any time after the effective date of this Agreement it is determined that either party is in breach of this paragraph, this Agreement shall, as of the effective date of such exclusion or breach, automatically terminate.

13. **Notices.** Any notice required to be given by this Agreement shall be sufficient if communicated orally or in writing and, if in writing, either hand delivered or mailed by United States Mail, postage prepaid, or by telefax or other written means designed to come to the attention of the addressee promptly. Notice requiring immediate communication must be provided via telephone or e-mail. Notice shall be given as follows, or at such other address designated in writing by the parties:

If to Hospital:  
Crete Area Medical Center  
2910 Betten Drive  
P.O. Box 220  
Crete, NE 68333  
Attn: CEO  
Via email: [legaldepartment@bryanhealth.org](mailto:legaldepartment@bryanhealth.org)

If to City:  
Tom Ourada  
P.O. Box 86  
Crete, NE 68333  
Via email:  
[tom.ourada@crete.ne.gov](mailto:tom.ourada@crete.ne.gov)

14. **Miscellaneous.** The following miscellaneous provisions shall be in effect throughout the term of this Agreement:

14.1. **Amendment.** No amendment, modification, or discharge of this Agreement shall be valid or binding unless set forth in writing and duly executed by both parties.

14.2. **Assignment.** This Agreement may not be assigned or transferred, nor may any of the duties or responsibilities be assigned or transferred except by written signed agreement of both parties.

14.3. **Binding Effect.** All terms of this Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties hereto, and their heirs, legal representatives, successors and permitted assigns.

14.4. **Governing Law.** This Agreement shall be interpreted, construed and governed according to the laws of the state of Nebraska.

14.5. **Interpretation.** This Agreement is the result of negotiation between the parties, and no ambiguity herein shall be construed against either party because of that party's role in drafting this Agreement.

14.6. **Entire Agreement.** This Agreement, together with any exhibits or schedules hereto, constitute the entire agreement between the parties as to the subject matter hereof, and replaces all prior written and oral statements and understandings. To the extent that any exhibit or schedule contains express provisions which are inconsistent with any term of this document, the express provisions of the schedule or exhibit shall control.

14.7. **Copies/Signatures.** A fully executed facsimile or electronic copy of this Agreement shall be treated as an original Agreement and signatures may be made in counterparts to the Agreement.

14.8. **Recitals.** The recitals are intended to describe the intent of the parties and the circumstances under which this Agreement is executed and shall be considered in the interpretation of this Agreement.

14.9. **No Legal Disability.** Each party represents that its execution and performance of this Agreement will not violate any term, covenant or understanding with any other person or entity or place such party in breach of any contractual or legal obligation to a third party.

14.10. **No Third-Party Beneficiaries.** This Agreement is executed for the benefit of the

named parties only. Nothing in this Agreement or in the negotiation of this Agreement shall have the effect of conferring any rights or expectations on any third party. No one other than a party to this Agreement or a party's permitted successor or assign shall have the right to enforce any covenant, term or condition in this Agreement.

**IN WITNESS WHEREOF**, the parties have executed, in duplicate, this Agreement as of the date set forth below.

CRETE AREA MEDICAL CENTER

By: \_\_\_\_\_

Its: CEO

Date: \_\_\_\_\_

CITY OF CRETE, NEBRASKA

By: \_\_\_\_\_

Its: Mayor

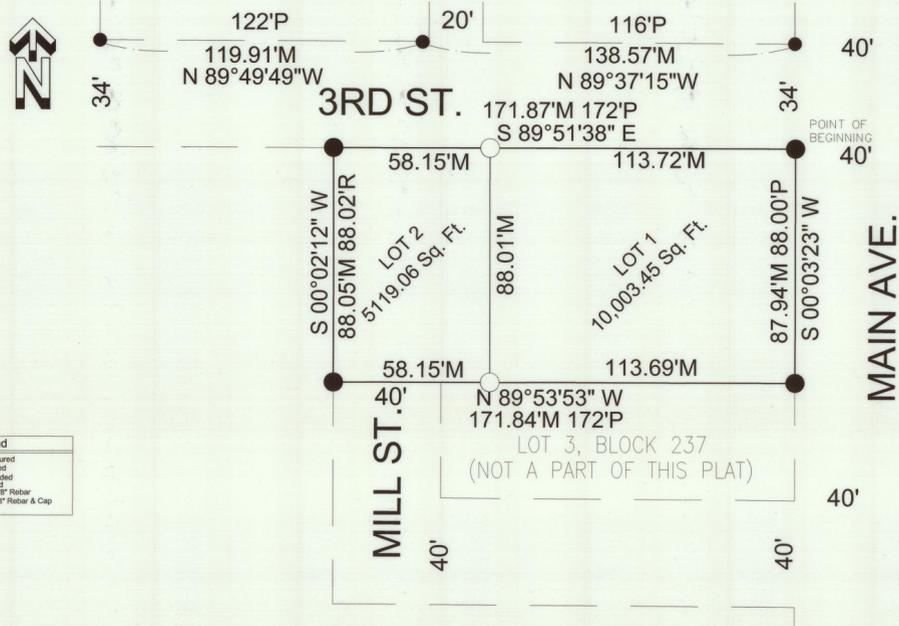
Date: \_\_\_\_\_

**EXHIBIT A**  
**COMPENSATION**

1. Compensation. The following compensation terms apply:
  - a. City shall pay \$45.00 per hour for transfers with a two-hour minimum. Transfers exceeding two hours shall be billed in 1/4-hour increments at the same rate of \$45.00 per hour.
  - b. The Hospital shall submit a detailed invoice to the City at the beginning of each month. This invoice shall include the date of service, the time of call, and the time spent on the call, rounded to the nearest 1/4-hour.
  - c. City shall pay all invoices by the 25<sup>th</sup> of each month so long as the detailed invoice is submitted by the 5<sup>th</sup> of each month.
  - d. The hourly compensation rate shall increase by 3% on September 30, 2026.

**CLEVETTE SUBDIVISION**

AN ADMINISTRATIVE SUBDIVISION OF LOTS 1 AND 2, BLOCK 237, AND THE VACATED MILL STREET  
 ADJACENT THERETO, ORIGINAL CRETE, LOCATED IN THE S.W. 1/4 OF SECTION 34 T8N R4E OF THE 6TH  
 P.M., CITY OF CRETE, SALINE COUNTY, NEBRASKA.



**Legend**

- M = Measured
- D = Deeded
- R = Recorded
- P = Platted
- = Set 5/8" Rebar
- = Set 5/8" Rebar & Cap



**CITY OF CRETE CITY COUNCIL APPROVAL**  
 THIS ADMINISTRATIVE SUBDIVISION AND THE ABOVE LEGAL DESCRIPTION(S) WERE APPROVED BY THE  
 MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, SALINE COUNTY, NEBRASKA ON THE \_\_\_\_\_ DAY OF  
 \_\_\_\_\_, 20\_\_\_\_.

DAVID A. BAUER  
 MAYOR

ATTEST:  
 NANCY TELLEZ  
 CITY CLERK

**ALLEN SURVEYING SERVICES LLC**  
 2450 W. MARTELL RD. 1128 MAIN AVE.  
 MARTELL, NE. 68404 CRETE, NE 68333  
 402-466-4366 402-826-4620

**LEGAL DESCRIPTION**

AN ADMINISTRATIVE SUBDIVISION OF LOTS 1 AND 2, BLOCK 237 AND THE ADJACENT VACATED MILL STREET ADJACENT THERETO, ORIGINAL CRETE, LOCATED IN THE S.W. 1/4 OF SECTION 34 T8N R4E OF THE 6TH P.M., CITY OF CRETE, SALINE COUNTY, NEBRASKA. SAID TRACT OF LAND SHALL BE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS.

COMMENCING AT THE NORTHWEST CORNER OF LOT 1, BLOCK 237, ORIGINAL CRETE, AND THE POINT OF BEGINNING; THENCE SOUTH 00°03'23" WEST, (A SALINE COUNTY LDP BEARING, AND THE BASIS FOR BEARING OF THIS SURVEY), ON THE WEST RIGHT OF WAY OF MAIN AVENUE, A DISTANCE OF 87.94 FEET. THENCE NORTH 89°53'53" WEST, ON THE NORTH LINE OF LOT 3, BLOCK 237, A DISTANCE OF 171.84 FEET. THENCE NORTH 00°02'12" EAST, ON THE WEST RIGHT OF WAY OF THE VACATED MILL STREET, A DISTANCE OF 88.05 FEET, TO A POINT ON THE SOUTH RIGHT OF WAY OF 3RD STREET; THENCE SOUTH 89°51'38" EAST, ON THE SOUTH RIGHT OF WAY OF 3RD STREET, A DISTANCE OF 171.87 FEET, TO THE POINT OF BEGINNING, AND CONTAINING A CALCULATED AREA 15,122.51 SQUARE FEET.

**OWNER CERTIFICATION**

WE, CLEVETTE RENTALS LLC, A NEBRASKA LIMITED LIABILITY COMPANY, THE SOLE OWNER(S) OF THE TRACT OF LAND DESCRIBED IN THE SURVEYOR'S CERTIFICATE, DO HEREBY APPROVE "CLEVETTE SUBDIVISION" AN ADMINISTRATIVE SUBDIVISION OF LOTS 1 AND 2, BLOCK 237 ORIGINAL CRETE AND THE ADJACENT VACATED MILL STREET ADJACENT THERETO, LOCATED IN THE S.W. 1/4 OF SECTION 34 T8N R4E OF THE 6TH P.M., CITY OF CRETE, SALINE COUNTY, NEBRASKA. THIS SUBDIVISION IS ALSO SUBJECT TO ALL EASEMENTS, COVENANTS, AND RESTRICTIONS OF RECORD, AS OF THE LAST DATE SHOWN HEREON.

SIGNED THIS 8 DAY OF JANUARY, 2025  
 DAVID CLEVETTE, MANAGING MEMBER  
 CLEVETTE RENTALS LLC.

**ACKNOWLEDGEMENT OF NOTARY**

STATE OF Nebraska  
 COUNTY OF Saline JSS  
 ON THIS 8 DAY OF January, 2025, BEFORE ME, A NOTARY PUBLIC, DULY COMMISSIONED, AND QUALIFIED FOR IN AND FOR SAID COUNTY, PERSONALLY APPEARED DAVID CLEVETTE, MANAGING MEMBER OF CLEVETTE RENTALS LLC, A NEBRASKA LIMITED LIABILITY COMPANY, WHO IS PERSONALLY KNOWN TO ME TO BE THE IDENTICAL PERSON(S) WHOSE NAME(S) ARE TRANSCRIBED TO THE WITHIN INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSONS, OR THE ENTITY UPON BEHALF OF WHO IS THE PERSONS ACTED, EXECUTED THE INSTRUMENT.  
 WITNESS MY HAND THIS 8 DAY OF January, 2025.  
 NOTARY PUBLIC: Elizabeth Snyder MY COMMISSION EXPIRES 12/22/28



**SURVEYORS CERTIFICATE**

I, DEREK A. BEENBLOSSOM, A REGISTERED LAND SURVEYOR, UNDER THE LAWS OF THE STATE OF NEBRASKA, DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE BY ME ON JULY 28, 2024, AND THAT ALL DIMENSIONS ARE IN FEET, AND DECIMALS OF A FOOT, ALL CURVILINEAR DISTANCES ARE SHOWN IN CHORD DISTANCE, AND ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEFS.

SIGNED THIS 2ND DAY OF JANUARY 2024.

Derek A. Beenblossom  
 DEREK A. BEENBLOSSOM PLS 570



**ZONING ADMINISTRATOR APPROVAL**

THIS PLAT OF "CLEVETTE SUBDIVISION" AS DESCRIBED IN THE ABOVE LEGAL DESCRIPTION WAS APPROVED BY THE ZONING ADMINISTRATOR OF THE CITY OF CRETE, SALINE COUNTY, NEBRASKA.

TOM OURADA  
 ZONING ADMINISTRATOR