

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, AUGUST 18th, 2022 6:00 P.M.**

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners Hirsch, Butler, and Nasser were present. Commissioner Kitzmiller attended via Zoom. The City Attorney, City Finance Officer, and City Administrator was also present.

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Nasser, second by Butler, to approve the agenda for the regular meeting of the Summerset City Commission for August 18th, 2022 as presented or amended. Motion carried.

CONSENT CALENDAR

Motion by Hirsch, second by Butler, to approve the minutes of the regular meeting of August 4th, 2022 as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Butler, second by Nasser, to approve the claims and hand checks in the amount of \$108,304.02 from August 4th, 2022 through August 17th, 2022 as presented or amended. Motion carried.

DEPARTMENT HEAD REPORTS

Department heads gave report on happenings for the month.

FINANCE OFFICER – FINANCIAL UPDATE FY 2023 BUDGET

Finance officer gave update.

PAYROLL CHANGE TABLED FROM 8/4/2022 – PUBLIC WORKS DIRECTOR/ANTHONY KAYL

Motion by Butler, second by Nasser, to take the matter off the table and open discussion. Motion carried.

Motion by Butler, second by Nasser to approve \$1.00 payroll increase. Butler, Nasser, Torno and Hirsch aye. Kitzmiller nay. Motion carried.

GOLDEN WEST TECHNOLOGIES QUOTE TABLED FROM 8/4/2022– REPLACING SECURITY TOTAL CARE/GENETEC

Motion by Butler, second by Hirsch to take the matter off of the table and open discussion. Motion carried.

Motion by Hirsch, second by Nasser to approve the quote of Golden West Technologies. Motion carried.

RESOLUTION 2022-16 A RESOLUTION CONCERNING ON-SALE AND OFF-SALE LIQUOR LICENSES AND ESTABLISHING FEES TABLED 8/4/2022.

Motion by Nasser, second by Butler, to take the matter off the table for discussion. Motion carried.

Motion by Butler, second by Nasser, to approve the fee for the off-sale liquor license at \$2,000.00. Motion carried.

Motion by Hirsch, second by Butler, to approve the fee for the retail on-sale liquor license at \$70,000. Motion carried.

Motion by Butler, second by Nasser, to authorize one additional off-sale liquor license with the discretion to issue two and authorize one additional on-sale license. Motion carried.

FIRST READING OF AMENDED ORDINANCE 2022-09 – AN ORDINANCE AMENDING TITLE IX, CHAPTER 92, SUBSECTION 92.073 – UNAUTHORIZED USE OF CITY GARBAGE CONTAINERS/UNAUTHORIZED DUMPING IN THE CITY OF SUMMERSET.

Motion by Hirsch, second by Nasser to open for discussion. Motion carried.
Motion by Nasser, second by Hirsch to approve the first reading. Motion carried.
Motion by Nasser, second by Butler to set second reading for September 1st. Motion carried.

RESOLUTION 2022-17 RESOLUTION IN SUPPORT OF AN APPLICATION FOR FINANCIAL ASSISTANCE TO THE SOUTH DAKOTA HOUSING AND DEVELOPMENT AUTHORITY BY NORMAN RANCH LLC AND/OR ITS AFFILIATES, AGENTS, OR ASSIGNS, FOR THE BENEFIT OF MULTI-FAMILY DEVELOPMENT.

Motion by Butler, second by Nasser to open for discussion. Motion carried.
Motion by Butler, second by Nasser to approve Resolution 2022-17. Motion carried.

AMEND SCOPE OF WORK TO INCLUDE RATE EVALUATION STUDY/HDR

Motion by Nasser, second by Hirsch to open for discussion. Motion carried.
Motion by Butler, second by Nasser to approve amending the scope of work and authorize the signature of the Mayor. Motion carried.

SUMMERSET PERSONNEL POLICY HANDBOOK – DRAFT VERSION (Pages 22 – 46).

Presented by City Administrator.

CITIZENS INPUT

None

UPCOMING EVENTS:

FY Budget Hearings are set for August 22nd, 24th and 25th.
Piedmont Valley Chamber of Commerce Festival @ Summerset on Saturday, August 20th from 10 – 4.
Meade County Special Election – Tuesday, August 30th 7:00 a.m. to 7:00 p.m.

ITEMS FROM CITY ATTORNEY

Motion by Hirsch, second by Nasser, to enter into executive session at 7:47 p.m. per SDCL 1-25-2 for discussing legal, economic development, negotiations, and personnel issues. Motion carried.

Motion by Nasser, second by Hirsch, to exit executive session at 8:47 p.m. Motion carried.

ADJOURNMENT

Motion by Hirsch, second by Nasser, to adjourn at 8:47 p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

Published once _____, 2022 at a cost of \$ _____.

**SUMMERSET CITY COMMISSION
SPECIAL BUDGET MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
MONDAY, August 22, 2022, 6:00 P.M.**

Mayor Torno called the Special Budget Meeting to order at 6:00 p.m. Commissioners Hirsch, Butler, Kitzmiller, and Nasser were present. The City Finance Officer and City Administrator was also present.

Motion by Nasser, second by Butler, to approve the agenda for the Special Budget Meeting of the Summerset City Commission for August 22nd, 2022 with the amendment of adding 2A) Invocation. Motion carried.

Commissioner Butler gave the invocation.

NEW BUSINESS

Discussion and Review of Fiscal Year 2023 Budget including income and expense projections - Finance Officer Candance Sealey presented the same to the Board.

Motion by Nasser, second by Hirsch to open for discussion. Motion carried.

DEPARTMENT /OVERVIEW

Discussion and Review of 2023 Fiscal Year Budget

Police Department
Public Works Department
Wastewater Department
Finance Department

Discussed budget by item.

EXECUTIVE SESSION

Executive Session per SDCL 1-25-2 for discussing legal, contract negotiations, economic development, and personnel issues.

Motion by Kitzmiller, second by Butler, to enter into executive session at 7:47 p.m. per SDCL 1-25-2 for discussing legal, economic development, negotiations, and personnel issues. Motion carried.

Motion by Hirsch, second by Kitzmiller, to exit executive session at 9:15 p.m. Motion carried.

ADJOURNMENT

Motion by Kitzmiller, second by Hirsch, to adjourn at 9:15 p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

Published once _____ at a cost of \$ _____.

Check Register Report

Date: 08/30/2022

Time: 2:02 pm

Page: 1

City of Summerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST Checks								
25759	08/25/22	Printed			1842	ERICKSON, DON	WWDEP REFUND	168.68
25760	08/25/22	Printed			1843	UEBEL, DEREK	Uniform Allowance	400.00
25761	08/30/22	Printed			1098	A&B BUSINESS SOLUTIONS	Water Machine	378.04
25762	08/30/22	Printed			0322	AFLAC REMITTANCE PROCESSING	Accident Insurance	94.25
25763	08/30/22	Printed			0962	ALLEN, DON	Phone Stipend	50.00
25764	08/30/22	Printed			1111	AMBROSE, JONATHAN	Phoen Stipend	50.00
25765	08/30/22	Printed			1495	AMERICAN ENGINEERING TESTING	Infinity Drive Reconstruction	2,500.00
25766	08/30/22	Printed			1808	ANGLIN, MITCH	Phone Stipend	50.00
25767	08/30/22	Printed			0808	BLACK HILLS ENERGY		6,522.81
25768	08/30/22	Printed			0095	Butler, Dave	Phone Stipend	50.00
25769	08/30/22	Printed			1268	CANDACE SEALEY	Phone Stipend	50.00
25770	08/30/22	Printed			1783	CMS SERVICES	Economizer Replacement Kit	1,088.00
25771	08/30/22	Printed			0307	DAVE'S AUTO & CYCLE	2016 MAP Srensor Replacement	245.92
25772	08/30/22	Printed			1813	DAVIS, OWEN	Phone Stipend	50.00
25773	08/30/22	Printed			0468	DELTA DENTAL	Employee Dental Insurance	928.30
25774	08/30/22	Printed			0698	HAWKINS INC.	Defoamer	464.40
25775	08/30/22	Printed			1133	HDR ENGINEERING, INC	Engineering Fees	5,513.75
25776	08/30/22	Printed			1513	HIRSCH, CLYDE	Phone Stipend	50.00
25777	08/30/22	Printed			1566	JUSO, COLTON	Phone Stipend	50.00
25778	08/30/22	Printed			1103	KITZMILLER, MICHAEL	Phone Stipend	50.00
25779	08/30/22	Printed			0324	Kayl, Anthony	Phone Stipned	50.00
25780	08/30/22	Printed			1440	LIGHT AND SIREN	Equipment fo 2021 Ford	6,335.05
25781	08/30/22	Printed			1787	MACRANDER, MATTHEW	Phone Stipend	50.00
25782	08/30/22	Printed			0937	MDU	Utilities	222.21
25783	08/30/22	Printed			1698	MONTILEAUX, CASEY	Phone Stipend	50.00
25784	08/30/22	Printed			1812	NASSER, ALEXIS	Phone Stipend	50.00
25785	08/30/22	Printed			1730	NASSER,RICH	Phone Stipend	50.00
25786	08/30/22	Printed			1788	O'GRADY, BRENDA	Phone Stipend	50.00
25787	08/30/22	Printed			1732	SCHIEFFER, LISA	Phone Stipend	50.00
25788	08/30/22	Printed			1746	SCHROCK, BRIELLE	Phone Stipend	50.00
25789	08/30/22	Printed			0018	SD ONE CALL	July Notifications	32.55
25790	08/30/22	Printed			1318	SDML	2022 Annual Conference	130.00
25791	08/30/22	Printed			0011	SDRS	Aug Retirement	10,373.66
25792	08/30/22	Printed			1022	SDRS-SUPPLEMENTAL	Supplemental Retirement	560.00
25793	08/30/22	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	162.89
25794	08/30/22	Printed			1820	SMITH, JEFF	Phone Stipend	50.00
25795	08/30/22	Printed			1432	TNT CONSTRUCTION	Erosion Control Deposit	2,000.00
25796	08/30/22	Printed			1729	TORNO, MELANIE	Phone Stipend	50.00
25797	08/30/22	Printed			1024	USA BLUEBOOK	WWTP Supplies	96.16
25798	08/30/22	Printed			1189	VAST BROADBAND	Fax/Phone /Internet	1,121.45
25799	08/30/22	Printed			0203	Verizon Wireless	LE Voice & Mobile Broadband	190.08

Total Checks: 41

Checks Total (excluding void checks): 40,478.20

Total Payments: 41

Bank Total (excluding void checks): 40,478.20

Total Payments: 41

Grand Total (excluding void checks): 40,478.20

Commissioner Report

Commissioner: Alexis Nasser

Department: Finance

Attended ___2___ Commission Meetings

Attended ___1___ Special Meetings

- Reviewed monthly financials.
- Conducted annual review meeting with Candace.
- Attended budget hearing.
- Internal planning for Coffee with a Commissioner.

August 2022 Commissioner Butler Report

MEETINGS ATTENDED

- * Attend 2 Commission Meetings
- * Attend 1 Special Meetings

WASTE WATER TREATMENT

- * Plant is running clean this month
- * Called and drove out to the sewer plant and talked to Jon & Owen
- * Purchase of land around plant where the current water well and pond are located.
- * Checked the progress on the new access road to plant area.
- * Waiting for fence guys to get put in, already marked out with post with twine.
- * Repair of greenhouse not done yet, RCS was out last week 25 Aug to see what needed to be repaired. RCS needed to reevaluate the damage and submit estimate to insurance again, then repairs can be started (estimated 2 months)
- * Reed beds are currently being drained, but draining slower so had pipe cleaned.
- * Monday 22 Aug had the under drain pipe from reed bed to plant cleaned out, \$1400
- * New plant, HDR waiting for SRF loan completion, then signed by state, then out for bid.
- * Summerset lift station 2-4 Aug fixed. 3" ball came through to the plant. New type is like a flapper valve. Put on 10 year cycle for replacement.
- * Summerset lift stations controls are now updated.
- * Trailer park sewer lines, HDR provided maintenance requirements, Jon is working on upgrading the contract to include the maintenance requirements.
- * Law Suite with Water Warriors still ongoing.

MISC.

- * Budget meeting last week, budget is looking good for year 2023.
- * Meeting with Fire Dept this week on fighting fire at sewer plant.
- * Jon took leave 17-19 Aug
- * Owen taking leave at thanksgiving
- * Owen going to school in December beginner class, working on getting class 1 license
- * Jon evaluation was completed
- *

Required REPORT

Aug 2022 Commissioner Kitzmiller

MEETINGS

- Attended 2 Commission Meeting
- Attended 1 Special Meeting Budget
-

PUBLIC WORKS

- Dozens of calls and text messages between Public Works employees/citizens and myself
 - All Trucks are operational
 - Thomas Towing will remove all Code Enforcement issues at no charge to the City of Summerset.
 - Maintaining Commissioner Facebook page. Attempting to answer budget items. Providing contact information for citizens.

Clyde

2022 Commissioner (C. Hirsch) Report

MEETING ATTENDED

- * Attended _____ (2) Commission Meetings
- * Attended _____ (~~1~~) Special Meeting

Liaison – Police Department

Did Don's Eval for 22
Meet with Don + Rich on schedule
Budget Meetings
End of Month Meeting w/ Don - Rich

August 2022 MAYOR REPORT

COMMISSION MEETINGS

- * Attended (2) Commission Meeting
- * Attended (1) Budget Meeting

CITY DEVELOPMENT AND PLANNING

- * Discussions (ongoing) with City Administrator regarding current developments
- * Attended public hearing at Elevate regarding SDEDA water line project that is proposed to extend from EAFB to Summerset
- * Attended meeting with DANR, SDEDA, HDR, Black Hawk Water, Rapid Valley Water, Meade Co Commissioners, Pennington Co Commissioners, RC Public Works, BHCLG, and other governmental entities regarding proposed water and waste water study for the region, as well as discussions of regionalizations of water and waste water.
- * Discussed legal matters regarding TIF and waste water expansion project with MWheeler
- * Follow up discussions with AKahl regarding city land off of Recreation Dr, bidding process, and fencing for future use that is budgeted for 2022
- * Attended meeting with TMorris, LSchieffer, MWheeler, LShagla and CRobinson from HDR, and CSealey regarding rewriting TIF 1 & 2 and reducing the monthly operating costs/fees to the residents
- * Discussed legal matters regarding liquor license resolution and options with MWheeler
- * Attended meeting with LSchieffer, AKahl, and Tallgrass Design regarding finalizing park project design
- * Attended meeting with LSchieffer, Superintendent Wormstadt and Engineer/Architech Firm regarding the growth of Summerset and impact to the school district
- * Ongoing discussion regarding updating fees for the city (tap fee formula) and adding siding fees with LSchieffer
- * Discussed with MWheeler regarding liquor licenses and fees for both on sale and off sale licensing
- * Discussion with MWheeler regarding TIF 1 & 2 and impacts to waste water operating costs
- * Discussed utility rate study with CRobinson, LShagla, and LSchieffer with process to move forward
- * Meeting with Black Hawk Water and LSchieffer

DEPARTMENT AND PERSONNEL INTERACTION

- * Discussion with CSealey budget items and utility billing costs
- * Completed 90 review of AKahl and met to discuss his 90 day review, as well as upcoming 90 review of PW worker JSmith
- * Email discussions with LSchieffer and MKitzmilller regarding 90 day reviews
- * Discussion with LSchieffer, LShagla, and TWieczorek regarding stop work order, fines, and resolutions
- * Discussed sewer issues with JAmbrose, ODavis, Commissioner Butler, and Dakota Pump when sewer pump needed to be replaced
- * Discussed the use of text my gov with LSchieffer
- * Discussed bidding process for city owned land with LSchieffer
- * Discussed personnel matters with DAllen that may or will impact the police department, including hiring of new officers
- * Discussed budget items with DAllen
- * Discussed budget items with CSealey
- * Discussed budget items with AKahl
- * Discussed budget items with LSchieffer
- * Ongoing discussions with AKahl regarding code enforcement SOP's and plans for enforcement and abatements
- * Discussed personnel matters with MWheeler - multiple phone calls and discussions
- * Discussed handbook updates and policies for approval with LSchieffer, including leave slips, flex time, and leave requests
- * Reviewed telework policy
- * Reviewed evidence, including pictures and video, from accident investigated by police department
- * Reviewed update on Twiggs complaint and follow up from MWheeler
- * Reviewed critical incident reports (fatality, fire/explosion, foot pursuit) from police department with follow up on police officer safety
- * Discussion regarding Incode 10 with LSchieffer, CSealey, and ANasser
- * Emails with CMontileuax regarding personnell matters
- * Discussed TIF 1 & 2 information with LSchieffer
- * Meeting with Commissioner Nasser and CSealey regarding personnel and department matters
- * Discussed food truck night for Piedmont Valley Chamber with LSchieffer and board members
- * Swore in new police officer at police department
- * Discussed personnel matters, utility billing, and budget items for 2022 & 2023 with CSealey via telephone

- * Email discussion with LShagla and LSchieffer regarding HDR's involvement with SDEDA Water Regionalization study
- * Reviewed and approved commission meeting agendas and minutes
- * Reviewed city budget for 2020, 2021, 2022, and proposed 2023
- * Reviewed proposed wage increases and options for wage increases for the 2023 year for all departments
- * Reviewed wage/salaries of various cities in South Dakota
- * Discussion with Commissioner Hirsch regarding personnel matters and stop signs with follow up
- * Discussion with Commissioner Nasser regarding personnel matters with follow up
- * Discussion with AKahl regarding garbage issues and towing of illegal vehicles
- * Discussions with Commissioner Hirsch and DAllen regarding police department employee numbers and possible increase
- * Reviewed annual reviews of city employees
- * Completed and discussed annual review of/with LSchieffer

MISC.

- * Created and posted FAQ's Friday on City of Summerset FB page
- * Wrote newsletter article for the monthly newsletter
- * Updated spreadsheet for tracking current projects
- * Reviewed citizen concern regarding property issues
- * Reviewed citizen concern regarding traffic on Sturgis Rd.
- * Reviewed citizen concern regarding yard waste/possible dog park
- * Attended the Piedmont Valley Chamber's End of Summer event and participated in the dunk tank to raise money for the chamber
- * Corrected misinformation on social media regarding budget items

ORDINANCE 2022-09

AN ORDINANCE AMENDING TITLE IX: GENERAL REGULATIONS, CHAPTER 92: HEALTH AND SANITATION, NUISANCES, SECTION 92.073 UNAUTHORIZED USE OF CITY GARBAGE CONTAINERS/UNAUTHORIZED DUMPING

BE IT ORDAINED BY THE CITY BOARD OF COMMISSIONERS OF THE CITY OF SUMMERSET, Meade County, South Dakota that the following changes, amendments, and additions be made to the City of Summerset Ordinance Title IX, Chapter 92, Section 92.073.

Section 92.073 UNAUTHORIZED USE OF CITY GARBAGE CONTAINERS/UNAUTHORIZED DUMPING/THEFT OF SERVICES

- (A) *Residential use only.* Public receptacles are present for the convenience of the public who use the city's sidewalk and park system so that they may deposit items of garbage therein rather than litter. The public receptacles are not for the purpose of dumping large quantities of garbage, construction debris, or other waste generated by commercial operations. It shall be a violation of this section for any entity or commercial operation, including, but not limited to, construction contractors, to utilize the city's collection bins and containers for the purposes of disposing of waste material and garbage, including construction debris. This pertains to all collection bins, whether placed for the purpose of depositing solid waste, yard waste, or recyclables.
- (B) *Outside waste.* It is unlawful for any person residing outside of the corporate limits of the city to bring quantities of garbage, yard waste, or recyclables accumulated out of the town, and deposit them in any receptacle to be collected by the city along the streets or elsewhere within the corporate limits. The receptacles and waste deposit areas, whether for garbage, yard waste or recyclables, are established by the City for its residents, and a violation of this provision constitutes a theft of services.
- (C) *Construction debris.* It shall be illegal and a violation of this section for any person or entity to dispose of debris resulting from the construction, demolition, or repair of any buildings in any containers placed by the city, including the solid waste, yard waste, and recyclable containers. These items include, but are not limited to, brick, stone, concrete, plumbing materials, plaster, asphalt, roofing, floor coverings, gutters and shingles. Demolition and construction waste, excavation byproducts, and other debris or like material shall not be deposited in city receptacles.
- (D) *Additional prohibited items.* It is further a violation of this section for any individual to dispose of the following items in any of the city's collection bins and containers:
- (E) *Fine and Punishment.* A violation of this section constitutes a Class 2 misdemeanor under South Dakota law and is punishable by up to 30 days in imprisonment in the county jail or a \$500 fine, or both fine and imprisonment in accordance with the General Penalty ordinance under Title I, Chapter 10, Section 10.99. Each separate violation is a separate

offense. Law enforcement is authorized to proceed with issuing a citation for each violation upon witnessing said violation or upon receipt of a verified complaint detailing the facts of the violation. The city may also enforce this section by injunction.
(Ord. 2021-04, passed 9-2-2021)

Passed and adopted this 1st day of September 2022.

Melanie Torno, Mayor

ATTEST:

Candace Sealey, Finance Officer

VOTE:

Torno:

First Reading: August 18, 2022

Kitzmilller:

Second Reading: September 1, 2022

Butler:

Adoption: September 1, 2022

Hirsch:

Publication:

Nasser:

Effective:

Published once _____ at the total approximate cost of \$_____.

CITY OF SUMMERSET

ORDINANCE 2023

AN ORDINANCE APPROPRIATING FUNDS FOR THE FISCAL YEAR 2023

SECTION ONE

Be it ordained by the City of Somerset that the following sums are appropriated to meet the fiscal needs of the municipality for the fiscal year 2022.

<u>EXPENDITURES</u>		General Fund (Fund 101)	BBB Fund (Fund 211)	TIF # 1 Fund (Fund 302)
	410	<u>GENERAL GOVERNMENT</u>		
A	411	Legislative	\$ 36,842	
	411.5	Contingency	\$ 188,382	
B	412	Executive	\$ 35,445	
C	413	Election	\$ 1,000	
D	414	Financial & Administration	\$ 232,019	
E	419	Government Bldg & Engineering	\$ 181,705	
F		Total General Government	\$ 675,393	
	420	<u>PUBLIC SAFETY</u>		
G	421	Police	\$ 869,682	
	422	Fire	\$ 35,257	
I	423	Inspection	\$ 8,000	
		Total Public Safety	\$ 912,939	
	430	<u>PUBLIC WORKS</u>		
K	431	Streets & Drainage	\$ 1,424,708	
L	432	Sanitation	\$ 196,749	
		Total Public Works	\$ 1,621,457	
	440	<u>HEALTH & WELFARE</u>		
M	441	Animal Control	\$ 1,000	
		Total Health & Welfare	\$ 1,000	
	450	<u>CULTURE & RECREATION</u>		
O	452	Parks	\$ 726,000	
		Total Culture & Recreation	\$ 726,000	
	460	<u>CONSERVATION & DEVELOPMENT</u>		
P	465	Economic Development	\$ 24,378	
Q	465.2	Planning & Zoning	\$ 19,239	
		Total Consv & Development	\$ 19,239	\$ 24,378
	470	<u>DEBT SERVICE</u>		
R	470	Debt Service	\$ -	\$ 500,600
		Total Debt Service	\$ -	\$ 500,600
	490	<u>MISCELLANEOUS OTHER</u>		
	499	Liquor	\$ 750	
		Total Miscellaneous	\$ 750	
	510	<u>OTHER FINANCE USES</u>		
T	510	Transfer Out	\$ -	\$ -
		TOTAL 2022 APPROPRIATIONS	\$ 3,956,778	\$ 24,378
				\$ 500,600

SECTION TWO

The following designates the fund or funds to which the money derived from the following sources is applied.

<u>REVENUE</u>		General Fund (Fund 101)	BBB Fund (Fund 211)	TIF # 1 Fund (Fund 302)
300	<u>GENERAL GOVERNMENT</u>			
AA	Undesignated Fund Balance	\$ 1,047,744	\$ -	
BB	310 Taxes	\$ 1,522,814	\$ 24,378	\$ 500,000
CC	320 Licenses & Permits	\$ 28,800		
DD	330 Intergovernmental Revenue	\$ 133,310		
	340 Charges for Goods and Services	180,000		
EE	350 Fines & Forfeits	\$ -		
FF	360 Miscellaneous Revenue	\$ 46,325		\$ 600
	390 Transfer	\$ -		-
<u>TOTAL MEANS OF FINANCE</u>		<u>\$ 2,958,993</u>	<u>\$ 24,378</u>	<u>\$ 500,600</u>

ENTERPRISE FUNDS

604	<u>SEWER ENTERPRISE FUND</u>			
GG	Estimated Revenue	\$ 975,963		
	Total Available	\$ 975,963		
	Less Estimated Appropriations	\$ (975,963)		
	Estimated Surplus	\$ (0)		
	Est Surplus For Future Expansion	\$ (0)		

SECTION THREE

That there is hereby levied upon all taxable property within the City of Summerset, for the fiscal year 2022, a tax sufficient to raise the following funds:

For General Purposes \$ 718,614

SECTION FOUR

The City Finance Officer is hereby authorized and directed to certify said tax levy to the Meade County Auditor, of Meade County, State of South Dakota, to the end that the same may be spread and assessed as provided by law.

Dated this 16th day of September, 2021

ATTEST:

Candace Sealey, Finance Officer

Melanie Torno, Mayor

Vote: Kilzmler:
Torno:
Hirsch:
Nasser:
Butler:

First Reading: Thursday, September 1, 2022
Second Reading:
Publication:

Published once _____ at the approximate cost of \$XX.XX

CITY OF CLUMBERT
BUDGET WORKSHEET - 2023

Fund: 101 - General Fund	Revenue	2022				2023 Budget				Notes
		Actual	Actual	Amended Budget	Actual Thru July	Estimated Total	Remaining Budget	% to Budget		
3111	Current Year Property Tax	616,338	650,370	662,163	353,992		309,891	52.4%	718,614	Estimated based on CPI of 5% growth rate of 0.322%
3112	Current Year Minus 1 Prop Tax	1,542	879	1,200	6,197		(4,897)	618.6%	1,200	\$100/month
3117	Tax on Mobile Homes							RDV/01		
3131	General Sales Tax	845,018	840,191	700,000	571,858		128,342	81.7%	850,000	Both 1st and 2nd parity
3140	Gross Receipts & Use Tax-Utilities	1,714	5,192	3,000	897		2,193	28.6%	3,000	
3160	Penalties/Interest/Default Tax	425	371	-	197		(197)	RDV/01		
3206	Erosion Control	(7,120)	(11,000)	(7,100)	(1,000)		1,000		(1,000)	
3207	Building Permits Revenue	46,110	51,189	10,000	20,657		(10,657)	208.6%	10,000	
3208	Ordinance Permit Revenue	452	150							
3212	Business/Contractor License	12,875	10,650	4,000	4,850		(850)	171.3%	4,000	40 licenses
3213	Sign Permit Revenue	84	85	-	75		(75)	RDV/01		
3214	Plat Fee Revenue	4,390	8,000	2,500	5,600		(3,320)	223.6%	5,000	
3215	Valves/Valve Fee Revenue	-	0	-	-		-	RDV/01		
3218	Conditional Use Permit	-	300	-	-		-	RDV/01		
3219	Site Plan/Engineering Fee	-	-	-	-		-	RDV/01		
3239	Vendor License	1,075	-	-	975		(975)	RDV/01		
3240	Fences Permit Fee Revenue	225	325	150	590		(430)	393.7%	500	
3321	Misc Beverage Revenue	1,600	1,600	1,600	1,600		(160)	108.6%	1,600	MG Oil \$500, The Pit Stop \$300, Younique Brew \$300, JR. BROS. \$500, O'Brien \$500
3322	Liquor License Revenue	8,685	5,729	6,100	975		5,525	9.4%	6,100	Higgins \$400, Apple's \$1200, Happy Jacks \$1200, Pit Stop \$1800, Neighbors \$2200, O'Brien \$500
3323	Lottery Machine Revenue	1,600	1,400	1,400	1,400		-	100.0%	1,400	
3324	View License	500	500	-	-		-		100,000	Open Hilltop Program Grant
3310	Federal Grants									U.E. Grant
3348	State Grants	385,200	275,644	9,240	6,893		2,987	74.2%	?	
3350	Liquor Reversion	2,018	21,344	13,000	10,220		1,770	85.2%	12,000	
3354	Motor Vehicle License 5%	28,498	28,678	20,000	17,600		2,797		20,000	
3358	City Hwy/Bridge Revenue									
3381	City Road Revenue	1,310	1,310	1,310	1,310		-	100.0%	1,310	4 @ Pit Stop, 10 @ Happy Jacks, 10 @ Happy Jacks \$2
3388	Other County Revenue	5,674	17,684	-	74,965		(74,353)	RDV/01	-	
3444	Refuse Collection Charges	179,413	169,271	180,000	111,220		68,771		180,000	18,000/month BAC Residences-Includes sales tax
3510	Court Fines & Forfeits	0	390	-	-		-	RDV/01	-	
3590	Other Fines & Forfeits	0	91	0	-		-		0	
3610	Interest		264,411	0	151,221		(151)	RDV/01	-	
3620	Cooper/Facility Revenue									
3625	Street Lights Fee Revenue	2,550	2,250	2,250	1,690		1,260	49.7%	2,250	1 @ 150 Street Lights in Building permits
3640	Code Enf/Asmnt Fee Revenue	-	-	-	50		(50)	RDV/01	-	
3690	Soft Revenue	-	-	-	390		(390)		-	
3670	Contributions and Donations	1,548	-	-	-		(950)		-	
3890	Other Revenue	185,584	185,519	20,650	87,921		(85,671)	370.1%	27,975	10 of 6 fees \$18,117 for Colton + Misc

CITY OF SUMNERBY
BUDGET WORKSHEET - 2022

	2021	2022	2023 Budget								
	Actual	Actual	Amended Budget	Actual Thru 10/31	Estimated Total	Remaining Budget	% to Budget				Notes
3801 Cable Television Franchise Fees	17,340	10,259	16,600	3,614		5,186	31.3%				11,620.16
3811 Operating Transfer In							80.0%				
3915 Loan Proceeds	284,339										
3920 Residual Transfer In											
Fund Balance Carryover			235,457			235,457					1,037,744
Total Revenues - Fund 101 - General Fund	2,833,377	3,492,978	1,892,040	1,288,403		603,637	64.0%				2,859,913
Expenditures											
Dept: 4116 Commission Expenses											
4110 Wage Expense	28,000	28,550	28,000	18,877		11,083	60.4%				28,000
4120 PR Tax Expense	2,142	2,270	2,142	1,284		848	60.4%				2,142
4140 Workers Comp Expense											
4210 Other Ins Expense	218	111	500	187		308	39.4%				500
4230 Publishing Exp	1,748	4,671	2,000	1,800		(850)	141.5%				3,000
4290 Supply/Material Exp		395	200	11		180	5.3%				200
4270 Travel/Cont Expense			100	11		100	0.9%				100
4281 Phone	2,950	2,300	2,400	1,400		1,000	58.3%				2,400
4290 Other Expense	429	1,000	500	20		488					500
Total Dept: 4116 Commission Expenses	34,884	38,210	35,842	34,472		13,173	64.7%				36,442
Dept: 4115 Contingency Expense											
4415 Contingency Expense			112,124			112,124	0.0%				112,124
Total Dept: 4115 Contingency Expense			112,124			112,124	0.0%				112,124
Dept: 4120 Mayoral Expense											
4120 Mayoral Expense	13,000	15,187	13,000	7,883		5,417	58.3%				13,000
4120 PR Tax Expense	885	1,077	895	588		415	58.3%				2,298
4140 Workers Comp Expense											
4210 Other Ins Expense	40	20	100	20		80	20.0%				100
4220 Professional Fees											
4260 Supply/Material Exp			50	823		(473)	1948.8%				800
4270 Travel/Cont Expense		120	100	117		(12)	112.0%				50
4281 Phone	800	650	600	350		250	58.3%				600
4340 Equipment		178									
4290 Other Expense	429	570	4,600			4,630					1,500
Total Dept: 4120 Mayoral Expense	15,083	17,791	19,443	9,168		10,277	47.3%				35,443
Dept: 4130 Elevator Expense											
4110 Wage Expense	300	150	600			600	0.0%				4 Workweek/50
4120 PR Tax Expense	21						80.0%				
4230 Publishing Exp	881	1,890	200	45		195	22.3%				200
4290 Supply/Material Exp	300	86	100			100	0.0%				100
4270 Travel/Cont Expense			50			50	0.0%				50
4290 Other Expense			50			50	0.0%				50
Total Dept: 4130 Elevator Expense	1,602	2,381	1,600	45		895	4.5%				1,600
Dept: 4140 Finance Office Expense											
4110 Finance Officer	31,092	53,575	54,305	31,723		22,892	58.3%				54,305
4115 Municipal Clerk	38,289	15,748	17,880	19,987		7,313	58.0%				19,799
4118 Admin Wages (City Administrator)	20,914	33,727	34,338	20,030		14,308	58.3%				35,741
4118 Admin Assistant Wages											
4120 PR Tax Expense	7,485	7,870	8,140	4,828		3,134	58.6%				8,248

CITY OF SUMMERSSET
BUDGET WORKSHEET - 2023

Current Year (2022) 2023 Budget

	Actual	Actual	Amended Budget	Actual Thru July	Estimated Total	Remaining Budget	% to Budget	Notes
4120 SDCS Expense	5,303	5,137	6,384	3,277		3,657	58.4%	7,253
4140 Work/Comp Expense	97	428	800			800	0.0%	800
4170 Med/Ins Expense	19,459	19,652	18,410	13,027		5,403	70.7%	29,444
4210 Other Ins Expense	3,448	3,827	4,000	3,824		76	88.1%	4,000
4215 Postage	865	869	700	765		405	37.9%	700
4220 Prof Fees Expense	36,725	50,243	31,400	29,827		1,783	84.3%	25,140
4230 Publishing Exp	2,102	1,478	500	395		131	79.0%	500
4240 Rent Expense	-	-	-	-		400,000		
4250 Rental/Maint Expense	-	-	500			500	0.0%	500
4260 Suppl/Material Exp	2,579	2,219	3,500	1,055		2,447	30.1%	3,500
4281 Auto Expense	157	385	750			750	0.0%	200
4270 Travel/Conf Expense	268	2,220	5,000	845		4,055	16.9%	3,000
4281 Phone	1,250	1,750	1,800	1,000		800	55.6%	1,800
4290 Other Expense	7,852	5,732	3,250	1,721		1,529	53.0%	3,250
4340 Equip Expense	20,751	3,717	1,800	3,605		(2,085)	21.4%	1,800
Total Dept: 4140 Finance Office Expense	24,016	20,269	183,425	129,240		67,185	61.3%	207,319
Dept: 4141 City Attorney Expense	9,378	20,175	20,400	10,200		4,110	70.6%	20,000
Total Dept: 4141 City Attorney Expense	9,378	20,175	20,400	10,200		4,110	70.6%	20,000
Dept: 4192 General Government Buildings	2,769	3,367	3,500	3,064		(304)	108.7%	3,500
4210 Other Ins Expense	20,454	35,560	18,450	2,151		16,298	11.7%	18,450
4290 Repair/Maint Expense	21,690	69,635	10,840	8,698		2,242	79.3%	4,840
4290 Suppl/Material Exp	777	665	1,000	728		272	72.8%	1,000
4290 Utility Expense	7,248	8,411	10,800	5,715		5,084	56.8%	12,800
4281 Phone	8,650	10,905	8,600	8,699		887	85.1%	10,440
4290 Other Expense	2,500	56,182		729		(723)		30,000
4340 Equip Expense	9,211	2,452	44,775	515		44,480	0.7%	72,775
Total Dept: 4192 General Government Buildings	73,473	188,768	88,845	30,068		67,937	31.3%	188,705
Dept: 4198 City Engineer Expense	7,750	27,624	20,000	19,000		807	85.5%	20,000
Total Dept: 4198 City Engineer Expense	7,750	27,624	20,000	19,000		807	85.5%	20,000
Dept: 4270 Law Enforcement Expense	59,354	67,172	84,838	37,822		20,997	56.3%	71,411
4110 Law Enforcement Salary Expense	145,767	272,565	272,264	187,102		75,162	72.4%	307,852
4117 Overtime Wages-Grant	5,220	1,650	21,133	845		20,288	4.0%	21,133
4118 Law Enforcement Per Diem Wages	18,707	10,271	25,105	2,885		22,445	10.6%	25,105
4120 PR Tax Expense	10,848	28,074	28,910	17,824		11,688	60.5%	28,910
4130 SDCS Expense	15,617	26,387	28,107	19,223		9,952	64.7%	25,917

CITY OF SUMMERSSET
BUDGET WORKSHEET - 2023

2023 Budget

Current Year (2023)

2021

	Actual	Actual	Original Budget	Amended Budget	Actual Thru July	Estimated Total	Remaining Budget	% to Budget	Notes
4140 Welfare Contn Exp	7,009	5,869	10,420	10,420			10,420	0.0%	
4170 Med In Expense	44,550	60,220	70,007	70,007	47,042		30,425	61.0%	Medical & Dental X 4
4210 Other In Expense	11,857	13,008	23,000	23,000	17,433		5,567	76.8%	Vehicle
4215 Phones	730	84	300	300	153		147	51.1%	
4220 Prof Fee Expense	16,732	7,098	21,675	21,675	14,684		7,231	67.0%	Asst \$1700/mo and \$1,740 Costum Ward
4230 Publishing Exp	1,818	30,890	15,000	15,000	9,050		5,950	60.0%	vehicle repairs
4280 Suppl/Material Exp	3,367	2,368	2,000	2,000	1,478		574	73.8%	1200x12 Gas
4301 Auto Expense	13,289	79,852	15,000	15,000	15,810		(4,810)	137.1%	2000
4270 Travel/Cont Expense	65	1,025	2,000	2,000	601		1,399	30.0%	Bulletin/Training
4273 Training Expense	2,777	1,731	4,000	4,000	1,000		2,940	25.0%	Branchend/Verizon 180x12
4280 Utility Expense	2,119	2,854	2,500	2,500	1,831		720	73.2%	B. Officers/Adm In
4281 Phone	2,400	3,850	4,200	4,200	2,800		1,400	66.0%	1440 for net motion
4282 Division Expense	27,184	23,730	51,842	51,842	39,238		12,700	69.8%	02000
4285 Uniform Expense	4,947	6,370	5,000	5,000	5,690		680	113.8%	3000 Unassigned replacements \$1,000 PD Ploink, \$1,800 Gym Membership 7 Officers \$20/mo x 12 mos
4300 Other Expense	1,084	8,732	6,000	6,000	700		5,300	11.7%	Equip for car \$20,000; CDMS 900 wrap for vehicle, \$22809 Insc3
4240 Equip Expense	113,773	84,483	85,000	85,000	70,421		14,579	82.8%	Dodge Durango \$37,715
New Police Vehicle									
Total Dept 4210 Law Enforcement Expense	316,403	747,258	707,539	707,539	503,443		204,140	86.5%	
Dept 4220 Fire Department Expense									
4280 Other Expense	302,987	327,644	35,257	35,257	329,626		2,332		\$2000 Black Hawk \$2000 Piedmont & \$81,357 Rapid City
Total Dept 4220 Fire Department Expense	302,987	327,644	35,257	35,257	329,626		2,332		
Dept 4231 Precincts Inspection Admin									
4232 Building Inspection Expense	18,203	10,858	15,000	15,000	4,795		10,205	32.0%	License and Notifications
4290 Other Expense	370	319	500	500	354		146	70.8%	
4232 Inspection/Plan Plus								60.0%	
Total Dept 4231 Precincts Inspection Expense	18,573	10,857	15,500	15,500	5,149		10,351	33.2%	
Dept 4300 Capital Improvements									
Total Dept 4300 Capital Improvements Exp									
4110 Street Expense	50,725	83,803	145,034	145,034	80,265		64,489	55.5%	
4115 Streets Wage Expense	4,228	6,212	11,005	11,005	5,844		5,261	52.7%	7.85%
4120 PR Tax Expense	3,377	5,059	5,007	5,007	4,471		1,498	74.6%	6%
4140 Work Comp Insurance	3,169	4,210	2,000	2,000			2,000		
4170 Med In Expense	11,611	18,058	27,615	27,615	18,347		11,269	39.2%	Medical & Dental
4210 Other In Expense	4,658	9,370	5,000	5,000	11,817		(6,817)	236.3%	
4220 Prof Fee Expense	801	18,150	10,000	10,000	4,098		5,902	40.7%	USGS \$16,000
4230 Publishing Exp	78	141	300	300			300		Big Publishing

CITY OF SUMMIT
BUDGET WORKSHEET - 2023

Current Year (2022)

2021

2023 Budget

	Actual	Actual	Original Budget	Amended Budget	Actual Thru July	Estimated Total	Remaining Budget	% to Budget	Notes
4250 Repair/Maint Expenses	294,110	17,983	480,000	480,000	243,983		236,017	50.7%	\$400,000 toward Standard crest/repairs, \$50,000 for road m/ks, \$30,000 emergency street repairs
4251 Street Snow Removal	1,965	-	11,000	11,000	2,260		8,740	20.5%	\$5500 walk behind sidewalk plow, \$3500 Heinkel plow cutting edges, \$2000 small plow, \$1000 snow blower for parking lot, \$1300 plow for F250, \$7500 salt & sand
4252 Street Drainage Expenses			-	-				ND/NDL	
4253 Landscaping & Mowing Expenses	1,170	1,495	2,800	2,600	1,732		1,068	61.0%	Woodbury \$2,500, \$2500 mowing, \$1,000 Mosquito Grant
4255 Street Lights and Repair	946	1,870	4,200	4,200	420		3,770	10.2%	flurges rd poles, sidewalk poles and lights
4260 Supply/Material Exp	7,113	11,420	30,000	30,000	9,115		20,885	30.4%	\$15,000 Misc, Clothing \$2,500 \$7,000 Sundry, \$10,000 diesel, \$10,000 tools
4261 Auto Expense	8,059	28,289	12,100	12,100	15,258		13,191	126.9%	Vehicle Maint
4260 Utility Expense	14,805	13,849	19,000	19,000	12,425		6,575	65.4%	Est \$1500/Month + \$3,000 last
4261 Phone	350	790	1,200	1,200	995		200	75.0%	\$50x12 month (3) month
4260 Other Expenses	833	1,622	10,000	10,000	4,581		5,419	45.8%	Emergency equip repair
4340 Equip Expense	2,183	37,650	110,000	110,000	69,481		40,519	61.6%	300,000 DOT style plow, 250,000 Elgin Pelican street sweeper
4722 Snow Plow Dist Service	48,771	107,088	-	-	-		-	ND/NDL	
Total Dept 4310 Street Expenses	653,910	300,910	890,311	890,311	482,933		407,378	54.2%	
Dept 4320 Sanitation & Code Enforcement									
4115 Wage Expense	1,465	6,135	16,652	16,652			16,652		
4120 PR Tax Expense	97	440	1,267	1,267			1,267		7.65%
4130 SDRS Expense	64	968							
4215 Postage	637	463	1,500	1,500	1,090		410	73.7%	Carbase Materials
4220 Prof Fee	15								
4250 Repair/Maint Expenses	20	8,518	15,000	15,000	7,265		7,735		Tree & Sundry
4300 Supply/Material Exp	250	2,271	19,000	19,000	1,026		17,974		\$20,000 Fuel Oil Hydraulic, \$25,000 mt off boxes
4273 Training Expense	748		750	750			750		37000 training
4281 Phone			600	600	50		550		
4290 Other Expense	225		25,000	25,000	95		24,005		Emergency repairs
4303 Solid Waste Collection	168,385	54,801	70,000	70,000	34,307		35,693		Animal Disposal Fee
4328 C E Abatement Exp	30								ND/NDL
4340 Equip Expense	531,513	107,978	-	-	152		152		cameras, 12,000
Total Dept 4320 Code Enf & Sanitation Exp	170,838	75,981	140,009	140,009	44,914		125,095	30.7%	
Dept 4410 Animal Control									
4335 Humane Society		66	200	200			200		0.0%
Total Dept 4410 Animal Control Dept Exp	66	66	200	200	-		200	0.0%	
Dept 4620 Parks and Recreation									
4210 Other Ins Expense	471	548	500	500	450		50	90.0%	General Maint
4250 Repair/Maint Expenses	1,995	2,330	2,300	2,300	1,140		1,160	49.6%	
4253 Landscaping & Mowing Expenses			600	600			600		\$300/machine

CITY OF SUMMERSSET
BUDGET WORKSHEET - 2023

	2020	2021	Current Year (2022)			2023 Budget			Notes
	Actual	Annual Budget	Amended Budget	Actual Thru July	Estimated Total	Remaining Budget	% to Budget		
4200 Supply/Material Exp	2,458	3,113	8,500	2,802		5,698	33.0%	Summerfest \$1,600; \$7,000 Min.	
4200 Utility Expense	574	1,510	600	398		204	61.0%	BHP \$50 month	
4200 Other Expense	12,235	0	5,800	5,065		717	87.0%	Park (reject) \$700,000; \$5,800 Donation Treat.	
Total Dept 4850 Parks and Recreation Exp	18,031	7,513	18,300	8,165		10,135	53.8%		
Dept 4860 Economic Development	419	85							
Total Dept 4850 Economic Development	419	85							
Dept 4852 P & Z Expense	2,025	4,725	8,000	3,000		5,000	33.3%	5 Comm x150 per month;	
4100 Water Expense	185	581	688	290		398	39.5%		
4100 PR Tr Expense	58	100	200	117		83	58.6%		
4210 Other Ina Expense	-	7	250	667		(417)			
4215 Postage	650	11,470	10,000	3,571		7,429	35.7%	Misc	
4230 Publishing Exp	1,470	1,700	1,500	2,388		(888)	159.2%		
4260 Suppl/Material Exp	53	207	250	345		(95)	137.8%		
4270 Travel/Cont Expense	420	1,654		105		(1,05)		Misc	
4290 Other Expense	400	1,654		426		(1,228)	80.0%		
Total Dept 4852 P & Z Expense	4,020	20,433	21,818	9,613		12,205	45.0%		
Dept 4860 Debt Service	2,041	287,247							
4420 Debt Service Exp.	58,110	68,852	18,813			18,813	9.0%		
4720 Debt Srv Municipal Bids									
4720 Fishtrifer Streets									
Total Dept 4860 Debt Service Expense	81,151	310,198	18,813			18,813	6.0%		
Dept 4860 Miscellaneous Other Expense	24,435								
4890 Liquor		70,000	30,000	31,025		(425)		State Pension Mail Bar Ind 1	
5110 Transfer Out									
Total	24,435	70,000	30,000	31,025		(425)	10.4%		
Total Expenditures - Fund 101 - General Fund	1,000,461	2,300,808	2,440,208	1,358,407		1,081,801	84.4%		
			(553,158)	(70,004)		(484,871)			

Current Cash-July 2021 \$ 1,080,000
 Estimated Cash Receipts through year end \$ 640,531
 Estimated cash Expenditures through year end \$ 708,461
 Reserves \$ (730,000)
 Cash Flow for 1 month \$ 177,385 One Month Exp. - January's exp.

CITY OF SUNNYSIDE
BUDGET WORKSHEET - 2023

	2022	2021	Current Year (2023)	2023 Budget	
	Actual	Actual	Amended Budget	Original Budget	Amended Budget
					Estimated Total
					Actual Thru July
					Remaining Budget
					% to Budget
					Note
					Cash Available to Budget 2022
					Should only use for non-recurring expenditure or

Funds: 211 - 000 Sales Tax Fund					
Revenues					
Dept: 0000					
3102 Rent & Boats Tax	20,014	59,641	27,698	27,698	32,517
3048 State Grants		203			
3070 Contributions and Donations					
3911 Operating Transfer In					
Fund Balance Carryover					
Total Dept: 0000 Revenues	20,014	59,844	27,698	27,698	32,517
Total Dept: 0000 Revenues					

Dept: 3900 Grant Funds					
3913 Debt Reserve Income					
Total Dept: 3900 Grant Funds Revenue					
Total Revenues - Funds: 211 - 000 Sales Tax Fund	20,014	59,844	27,698	27,698	32,517
Total Revenues - Funds: 211 - 000 Sales Tax Fund					

Expenditures					
Dept: 4450 Economic Development Exp					
4416 Wage Expense	28,313	16,968	17,169	17,169	10,016
4470 PR Tax Expense	3,172	1,229	1,313	1,313	757
4430 SDRS Expense	1,759	1,012	1,030	1,030	691
4470 Med/Ins Exp	4,621	2,881	2,301	2,301	1,447
4270 Travel/Conf Expense			1,000	1,000	1,000
4290 Other Expense	650	550	3,658	3,658	3,259
Total Dept: 4450 Economic Development Exp	38,465	22,368	28,761	28,761	12,380
Total Dept: 4450 Economic Development Exp					

Dept: 6100 Interfund Transfer					
6110 Transfer Out					
Total Dept: 6100 Interfund Transfer					

1,057,744

Needs to be for

CITY OF SUMMERSSET
BUDGET INFORMATION - 2023

		-----2021-----		-----Current Year (2022)-----		-----2023 Budget-----			
	Actual	Actual	Original Budget	Amended Budget	Actual Thru July	Estimated Total	Remaining Budget	% to Budget	Notes
Total Expenditures - Fund: 311 - 688 Sales Tax Fund	38,486 (17,852)	50,249 34,655	500,000 657	500,000 287,751	12,423	-	53,527	67.2%	24,373 0
Fund: 302 - USDA/TIF #1 Fund									
Revenues									
Dept: 0000									
3110 TIF Tax Revenue	465,383	598,227	500,000	500,000	345,675	-	154,174	69.2%	500,000
3810 Interest Revenue	700	1,252	200	200	571	-	(371)	285.74%	600
3811 Debt Service Transfer In	37,500	-	-	-	-	-	-	#DIV/0!	-
Total Dept: 0000 Revenues	503,583	600,489	700,000	700,000	346,397	-	153,803	69.2%	600,000
Total Revenues - Fund: 302 - USDA/TIF #1 Fund	503,583	600,489	700,000	700,000	346,397	-	153,803	69.2%	600,000
Expenditures									
Dept: 4700 Swr Debt Service									
4420 Debt Service	298,800	298,800	500,000	500,000	148,400	-	351,600	29.7%	500,000
Total Dept: 4700 Swr Debt Service Expend	298,800	298,800	500,000	500,000	148,400	-	351,600	29.7%	500,000

CITY OF SUMMERSSET
BUDGET WORKSHEET - 2023

		Current Year (2023)				2023 Budget			
		Actual	Actual	Amended Budget	Actual Thru July	Estimated Total	Remaining Budget	% to Budget	Notes
Fund: 004 - Sanitary Sewer Fund		236,685	236,685	600,200	449,459	350,800		25.7%	
Revenues									
Dept: 0000									
3211 Sewer Tap Fees		225,000	225,500	4,500	15,000	(10,500)		330.3%	4,500
3510 Interest Revenue		162	162	-	65	(97)		#DIV/0!	
3625 Misc Revenue		-	-	-	7,045	(5,445)		#DIV/0!	
3630 Sewer Late Fees		5,265	5,265	2,500	86	(80)		#DIV/0!	315 Misc fee
3831 NSF Fees		-	-	-	86	(86)		#DIV/0!	
3844 Storm Sewer Maintenance Assmnt		-	-	-	233,000	(233,000)		#DIV/0!	
3810 Svr Residential Charge		380,653	370,500	389,000	233,000	135,500		63.3%	588 Rep @ 300/month
3820 Svr Commercial Revenue		30,345	46,172	57,800	29,013	28,887		61.0%	4400 month exp
3830 Svr Pine Hills Revenue		49,680	49,680	49,680	29,880	29,800		58.3%	4140 month
3840 Svr Steamboat San Dist Rev		70,317	70,802	70,800	45,332	25,468		64.0%	6275.65/month
3850 Svr Maintenance Charge		54,526	55,302	45,116	32,729	15,407		70.0%	\$4.50 each - Commission needs to approve annually - 288 Callstems
3860 Svr Debt Reserve Fee		31,257	31,739	31,200	18,737	12,463		60.1%	\$2.00 each - recycled by
CHSRF Surcharge Fee		109,819	108,154	57,300	63,821	39,540		65.8%	1077.7.90
3880 Other Revenue		12,113	793	100	113	(10)		113.4%	Misc
3348 DENR Grant		-	-	-	-	-		#DIV/0!	
Fund Balance Carryover		-	-	-	-	-		#DIV/0!	
Total Dept: 0000 Revenues		884,310	746,850	724,036	473,333	265,131		54.2%	221,044
Dept: 2000 Svr Misc Revenue									
3820 Coker/Facility Revenue		-	-	-	-	-		0.0%	
3830 Sewer Late Fees		-	-	-	-	-		0.0%	
Total Dept: 2000 Svr Misc Revenue		-	-	-	-	-		0.0%	-
Dept: 4000 Loan Funds									
3810 Svr Residential Charge		-	-	-	-	-		0.0%	
3820 Svr Commercial Revenue		-	-	-	-	-		0.0%	
3830 Svr Pine Hills Revenue		-	-	-	-	-		0.0%	
3840 Svr Steamboat San Dist Rev		-	-	-	-	-		0.0%	
Total Dept: 4000 Loan Funds Revenues		-	-	-	-	-		0.0%	-
Dept: 3000 Svr Special Fees									
3810 Svr Residential Charge		-	-	-	-	-		0.0%	
3820 Svr Commercial Revenue		-	-	-	-	-		0.0%	
Total Dept: 3000 Svr Special Fees		-	-	-	-	-		0.0%	-
Total Revenues - Fund: 004 - Sanitary Sewer Fund		884,310	746,850	724,036	473,333	265,131		54.4%	913,093
Expenditures									
Dept: 4000 General Expense									
4110 Sewer Salary Expense		53,485	58,170	66,130	38,669	27,571		58.3%	W1077 Super
4113 Sewer City Admin Wages		12,602	20,851	17,168	10,015	27,165		45.2%	25% Lead's Salary
4115 Sewer Misc Expense		16,473	15,746	17,680	10,387	7,313		0.0%	110 Assistant Finance
4116 Sewer Clerk/White Expense		5,799	5,072	6,688	5,690	3,099		84.4%	
4120 PR Tax Expense		4,885	4,222	6,708	4,779	2,010		70.5%	
4130 SDRS Expense		3,600	2,000	2,000	2,000	2,000		0.0%	
4140 Workers Comp Expense		2,169	18,964	20,578	20,697	6,711		70.8%	

CITY OF SUMMERSSET
BUDGET WORKSHEET - 2023

Current Year (2022) 2023 Budget

	Actual	Actual	Original Budget	Amended Budget	Actual Thru July	Estimated Total	Remaining Budget	% to Budget	Notes
4210 Other Ins Expense	7,887	5,500	8,000	8,000	10,000	10,000	132.0%		
4213 Collection & Filing Fees	30	-	500	500	500	500	9.0%		
4215 Postage	4,310	2,771	4,500	4,500	4,850	4,850	107.8%	4250 Billing/ISS special	
4220 Prof Fees Expense	92,150	5,988	4,000	4,000	288,748	288,748	7219.5%	SDRWIS 9350, Service	
4230 Publishing Exp	-	-	-	-	42	42	100.0%		
4250 Repair/Maint Expense	186,709	136,634	45,000	45,000	56,552	111,552	125.7%	1/5 Sewer Camera & Clean \$25,000 (sanitary) including \$2000, Digester Valve Replacement \$10,000, HVAC Maint \$1,500.00, Boiler & RC Maint \$1,000, Service Contractor \$1,000, Dr Hardware Part \$500, Dr Lumber \$250,000, Road Maint	
4260 Supply/Material Exp	8,884	7,784	15,000	15,000	6,450	15,450	51.1%	Running/Knechtke Office Expense/Lease, 3750, 2000	
4261 Auto Expense	1,137	2,787	5,000	5,000	111	4,889	2.2%	Fuel	
4262 Travel Expense	4,011	1,839	3,000	3,000	1,439	4,854	161.8%	Miles Traveling	
4263 Chemicals and Laboratory Supplies	26,621	9,829	15,000	5,000	5,760	9,210	38.0%	Lab Equipment	
4264 Permits/Fees	1,500	1,650	3,000	3,000	-	3,000	0.0%		
4270 Travel/Cont Expense	2,216	-	1,000	1,000	75	975	7.5%		
4280 Utility Expense	50,639	48,023	50,000	50,000	38,672	11,328	77.3%	MOU 1000120BHP 5000x12	
4281 Phone	1,201	1,100	3,000	3,000	602	3,000	19.7%	Miles, Signage, 1,200	
4290 Other Expense	430	27,029	1,000	1,000	2,483	1,483	148.3%	\$500/Employee Uniform	
4300 Capital Expense	281,184	-	40,000	40,000	833	39,167	2.1%	Garage \$55,000, Trenching/ \$150,000, Purchase Land \$200,000, Blower For Sewer Lift Station \$10,000	
4310 Capital Improvements Road Beds	-	-	-	-	-	-	100.0%		
4340 Equip Expense	3,208	65,568	47,000	47,000	10,685	36,315	77.5%	Spare Pump \$10,000, Spare Blower motor \$10,000, Spare Blower \$10,000	
4655 Road Bed Proj	-	-	-	-	-	-	-	-	
Dept 2050 General Expense	718,231	483,414	441,603	437,103	637,704	73,115	143.0%	373,705	
Dept 4790 Swr Debt Service	89,303	-	-	-	48,106	48,106	100.0%	-	
4710 Road Bed SRF	-	-	-	-	1,845	40,261	4.4%	CMARF 24876, 75/canister	
4712 CMARF-Water Project	74,054	74,054	41,834	41,834	48,262	2,428	115.1%		
Total Dept 4790 Swr Debt Service Expense	89,303	74,054	41,834	41,834	48,262	2,428	115.1%	30,833	
Dept 5100 Interfund Transfer	37,500	50,000	40,000	40,000	-	40,000	0.0%	-	
5110 Transfer Out	37,500	50,000	40,000	40,000	-	40,000	0.0%		
Total Dept 5100 Interfund Transfer	37,500	50,000	40,000	40,000	-	40,000	0.0%	-	
Total Expenditures - Fund 604 - Sanitary Sewer Fund	893,874	618,488	623,437	613,437	687,415	41,122	106.5%	679,003	
	78,466	197,362	200,618	210,618	(84,181)	201,834	(10.7%)	(0)	
TOTAL REVENUES	4,161,796	3,945,852	3,144,904	3,144,904	1,009,352	4,459,925	141.9%	4,459,925	
TOTAL EXPENSES	(2,864,008)	(3,108,541)	(3,488,597)	(3,488,597)	(1,426,206)	(5,486,950)	157.9%	(5,486,950)	
Operating Fund - All Funds (Revenue less Expenses)	1,297,788	737,311	(343,693)	(343,693)	(416,854)	(416,854)	118.1%	(416,854)	

Transfer only what is needed
to pay USGA debts

OLD HANDBOOK 2015

5.5 Flex time:

The governing board reserves the right to authorize flexible work hours within the 40 hour work week in situations where it is appropriate or necessary. Employees must still adhere to the standard 40 hour work week unless flex time or overtime has been approved by their supervisor.

UPDATE TO 2015 HANDBOOK – EFFECTIVE SEPTEMBER 1, 2022

5.5 Flex time:

The governing board reserves the right to authorize flexible work hours within the 40 hour work week in situations where it is appropriate or necessary. Employees must still adhere to the standard 40 hour work week unless flex time or overtime has been approved by their supervisor and Commissioner prior to leave being taken.

If the same passes it will be added into the changes of the proposed 2022 Summerset Personnel Handbook which will be going before the Board in final form on October 6th, 2022.

OLD HANDBOOK 2015

7.12 Leave Slips:

The City requires that each leave of absence must be accompanied by a leave slip. Such leave slips must indicate the dates of the leave, type of leave to be taken or reason leave is taken and number of hours of leave to be taken. Each leave slip must be signed by the employee's immediate supervisor and Finance Officer prior to the leave being taken. In circumstances such as an emergency or unexpected illness, the leave slip is to be submitted as soon as possible when the employee returns.

PROPOSED 2022 HANDBOOK

7.12 Leave Slips:

The City requires that each leave of absence must be accompanied by a leave slip. Such leave slips must indicate the dates of the leave, type of leave to be taken or reason leave is taken and number of hours of leave to be taken. Each leave slip must be signed by the employee's immediate supervisor and ~~Finance Officer~~ prior to the leave being taken. In circumstances such as an emergency or unexpected illness, the leave slip is to be submitted as soon as possible when the employee returns.

UPDATE TO 2015 HANDBOOK – EFFECTIVE SEPTEMBER 1, 2022

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If the same passes it will be added into the changes of the proposed 2022 Summerset Personnel Handbook which will be going before the Board in final form on October 6th, 2022.

ADD NEW SECTION UNDER POLICY 5: HOURS OF WORK

TELEWORK: Telework is an effective strategy for mission accomplishment. It is the policy of the City of Somerset to promote telework that does not diminish employee performance or agency operations or adversely affect the ability of the City to achieve its mission. Employees do not have the presumptive right to telework. An employee's participation in the telework program is voluntary and must only be approved when it is deemed to be in the best interest of the City.

Employees, regardless of their telework arrangement, must have an approved telework agreement in place in order to participate in telework. Once the telework agreement is finalized, employees will be considered telework-ready.

An employee approved to telework must physically report to his or her official duty station at least two full workdays per pay period, except for rare short-term circumstances or as a reasonable accommodation.

Said telework plan shall be approved by their supervisor and commissioner of that department prior to teleworking.

(See: City of Somerset Policy and Procedures/Telework)

If the same passes it will be added into the 2015 Personnel Handbook and effective on September 1st and then over into the 2022 Personnel Policy Handbook which will be going before the Board in final form on October 6th 2022.

Temporary Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: Exempt Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.

The employee will comply with all City of Summerset rules, policies, practices and instructions that would apply if the employee were working at the employee's regular work location.

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.

The employee will maintain a safe and secure work environment at all times.

The employee will allow the City and its representatives to have access to the teleworking location for purposes of assessing safety and security, upon reasonable notice by the City.

The employee will report work-related injuries to his or her manager as soon as practicable.

The City of Summerset will provide the following items: _____

The employee will provide the following items: _____

The employee agrees that City of Summerset materials will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on City of Summerset tools or resources. The employee understands that all tools and resources provided by the City shall remain the property of the City at all times.

The employee agrees to protect City tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with City of Summerset policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary City and citizen information accessible from their home offices.

City of Summerset will reimburse employee for the following expenses:

Employee will submit expense reports with attached receipts in accordance with City of Summerset's expense reimbursement policy.

The employee understands that all terms and conditions of employment with the City remain unchanged, except those specifically addressed in this agreement.


The employee understands that their Department Head or Elected Official retain the right to modify this agreement for any reason at any time.

The employee agrees to return City tools, resources and documents within five days of termination of employment if separation occurs prior to the end of the temporary telecommuting agreement.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Commissioner signature: _____ Date: _____

		City of Summerset Policy and Procedures	
POLICY NO: XXX-XXXX	SECTION: Telework	PAGE NO: 1 OF 6	
SUBJECT: Telework			
SUPERCEDES:	EFFECTIVE: 04-XX-2020	APPROVED BY: XXXXXXXX	

PURPOSE: This policy establishes the policy, assigns responsibilities and prescribes procedural requirements for the City of Summerset’s Telework Program.

DEFINITIONS:

- A. Alternative Worksite:** A location, other than the employee’s official worksite, that has been approved for the performance of assigned official duties as designated on the telework agreement. It may be an employee’s home, telework center, or other approved worksite that is conducive to performing the official duties.
- B. Core Telework:** A telework arrangement in which eligible employees telework from an approved alternative worksite on recurring, scheduled basis – ie. Fixed day(s) per week or pay-period.
- C. Dependent Care:** Care of children, elders or other dependent adults. Employees cannot personally care for a dependent while teleworking and are responsible for securing appropriate arrangements for any dependents who are unable to care for themselves independently.
- D. Mobile Work:** Work that is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite.
- E. Official Duty Station:** The official worksite where the employee regularly performs his or her duties as determined by the personnel manual.
- F. Official Disciplinary Action:** Any disciplinary action that results in the placement of a document in an employee’s official personnel folder (written reprimand, suspension, removal, reduction in grade/pay).
- G. Situational Telework:** A telework arrangement in which eligible employees telework without a set schedule (e.g., telework as a result of inclement weather, personal appointment, special work assignment). An employee with an approved situational telework arrangement must obtain advance approval from his or her supervisor in order to telework on a particular day(s).
- H. Telework:** A work flexibility arrangement under which an employee performs the duties and responsibilities of his or her position and other authorized activities, from an approved worksite other than the location from which the employee otherwise work.
- I. Telework Agreement Form:** A written agreement that outlines the terms and conditions for an employee authorized to telework, as approved by the appropriate management official(s). Telework agreements are mandatory for an employee’s participation in the telework program.

J. Teleworker: An eligible employee who has an approved telework agreement in place and has the required work necessities (e.g., equipment, materials) to effectively perform his or her duties at an approved alternative worksite. Also referred to as a “telework-ready” employee.

POLICY: Telework is an effective strategy for mission accomplishment. It is the policy of the City of Summerset to promote telework that does not diminish employee performance or agency operations or adversely affect the ability of the City to achieve its mission. Employees do not have the presumptive right to telework. An employee’s participation in the telework program is voluntary and must only be approved when it is deemed to be in the best interest of the City.

Employees, regardless of their telework arrangement, must have an approved telework agreement in place in order to participate in telework. Once the telework agreement is finalized, employees will be considered telework-ready.

An employee approved to telework must physically report to his or her official duty station **at least two full workdays per pay period**, except for rare short-term circumstances or as a reasonable accommodation.

A. Telework Eligibility: To the extent that work requirements are not jeopardized, management officials may permit eligible employees who exhibit suitable work-performance and conduct, occupy positions suitable for telework and have access to an appropriate alternative worksite to telework to the extent feasible. Telework eligibility criteria must be applied impartially and consistently and be based on appropriate business and organizational needs. While telework is a workplace flexibility, it is not an employee entitlement and not all employees are eligible to telework.

1. **Employee Eligibility:** To be considered eligible for telework, an employee must demonstrate characteristics indicating his or her ability to effectively work away from the official worksite. Employees eligible for telework must display dependability, responsibility, and conscientiousness; the ability to work independently and without close supervision; self-motivation and self-discipline; and the ability to prioritize work and manage time wisely.
2. **Employee Ineligibility:** Employees are ineligible to telework if their conduct has resulted in an official disciplinary action taken against them (eg., written reprimand, suspension, removal, reduction in grade/pay) for any type of misconduct. Disciplined employees may remain ineligible to telework for a maximum of two years from the effective date of the official disciplinary action. When disciplined employees become eligible for telework, supervisor, after consultation with the HR representative, may allow disciplined employees to telework or may continue periods of telework ineligibility until a future date.

B. Establishing a Telework Agreement: If it is determined that telework is a viable option and is in the best interest of the City, the supervisor and employee must complete and execute the required telework agreement before initiating a telework arrangement.

1. Complete Telework Agreement:

- a. An approved telework agreement must be in place before an employee is permitted to telework. In the event of an emergency this agreement may be completed at a later time. The telework agreement documents the terms and conditions of the telework arrangement, including the type of telework arrangement approved and the particular days for which the employee is approved to telework, if applicable, and includes a safety checklist for the employee to use in assessing the overall safety of the alternative worksite. The final decision regarding the type of telework arrangement and days an employee is scheduled to telework rests with the management. The telework agreement must be completed by the employee and the supervisor. Supervisors should strive to complete the telework agreement form within ten (10) business days of receipt from employee.
- b. A new telework agreement form must be initiated when the employee is assigned a new supervisor or new position.
- c. Telework agreements must be reviewed by the supervisor and teleworker on an annual basis to be revalidated, revised or terminated as appropriate. During this annual review and recertification, the supervisor must verify that the employee is still eligible to participate in telework (eg., review employee's performance rating to ensure that it is at least fully successful). The annual review and certification must occur on or before the one-year anniversary date that the telework agreement was originally approved.

2. Telework Denial and Termination: Telework requests may be denied, and agreements terminated at any time by management. In addition, a telework agreement may be terminated at the employee's request.

- a. **Denial or Termination of Telework Arrangement by Management:** When an employee's request to telework is denied or an agreement is terminated by management, the reasons for denial or termination will be documented in writing on the Telework Agreement Form and given to the employee. Denial or termination decisions must be based on mission-related reasons and what is in the best interest of the City (eg., telework arrangement fails to meet the City's needs; employee's performance or conduct does not comply with the terms of the telework agreement; employee or his or her position no longer meets the eligibility criteria; staffing issues lead to inadequate office coverage).
- b. **Termination of Telework Arrangement by Employee:** Employees may voluntarily terminate their participation in a telework arrangement. Such requests must be submitted in writing to the employee's supervisor. Employees will normally provide at least two (2) weeks' notice so that arrangements can be made to accommodate their return to work at the official worksite, if necessary.

- c. **Employee Appeal of Telework Denial or Termination:** Employee's may appeal the denial of telework or the termination of an existing telework agreement. Employees may file a grievance in accordance with the City of Somerset's Administrative Rules.
- C. Equipping for Telework:** To the extent permitted by the City of Somerset policies and procedures, the City of Somerset may provide the equipment and supplies the supervisor determines necessary for the employee to telework from the approved alternative worksite. The equipment and supplies should be deemed necessary for the performance of the employee's assigned duties, reasonably available, cost effective and subject to availability of funding. The City of Somerset agrees to service and maintain any equipment issued to the teleworker.
- D. Teleworking from the Approved Alternative Worksite:**
- 1. **Designated Workspace:** Teleworkers must have a designated workspace that is safe and conducive for the performance of their duties at the approved alternative worksite. At a minimum, an employee must be able to send, receive and respond to electronic mail and communicate via telephone. The employee's communications from the alternative location should be seamless (eg., customers should not be aware that the employee is teleworking). Management maintains the right to make on-site inspections of the employee's telework site. Such inspections will be by appointment during the teleworker's normal work schedule and with advance notice of at least 24 hours.
 - 2. **Dependent Care:** Employees cannot personally care for a dependent while teleworking and are responsible for securing appropriate arrangements for any dependents who are unable to care for themselves independently. This does not preclude a teleworker from having a caregiver in the home who provides care to the dependent(s) while the employee teleworks, provided the arrangement does not disrupt the employee's ability to telework effectively. Also, a dependent may be permitted in the home, provided he or she does not require constant supervision or care (eg., older child or adolescent) and his or presence does not disrupt the employee's ability to telework effectively.
 - 3. **Costs Associated with Telework at Home:** Work-at-home telework may increase certain costs to the employee. The City assumes no responsibility for any costs associated with the employee's home residence, including home maintenance, insurance, utilities, internet access and telecommunication costs.
 - 4. **Work-Related Injuries or Illnesses:** Teleworkers are covered by the Federal Employees' Compensation Act when injured or suffering from work-related illnesses while conducting official City business at the approved alternative worksite. Employees must inform their immediate supervisor of any on-the-job injury or occupational illness sustained at the approved alternative worksite at the earliest time possible and provide their supervisor all relevant medical documentation related to the injury or illness.

- E. Work Schedule While Teleworking:** Employees who telework must perform official duties at their alternative worksite during their approved, work schedule. Work schedules and hours of work may be changed with the supervisor's approval and in accordance with established City procedures. Telework is compatible with standard and alternative work schedules (eg., flexible and compressed work schedules). The City may not establish implementing procedures that prohibit a teleworker from having an alternative work schedule.
- F. Teleworker Schedule Modification:** Supervisors may require teleworkers to report to the employee's official worksite on scheduled telework days to accommodate workload demands or for other operational requirements (eg., to attend mandatory staff events). When possible, the employee will be provided advance notice in writing of any change to his or her scheduled telework. Requests by the employee to change his or her scheduled telework day in a particular week must be submitted in advance and approved by the supervisor. A permanent change in the telework arrangement requires a telework agreement to be executed.
- G. Telework During Emergency or Closure Situations:** In the event the official worksite is closed due to an inclement weather event or other emergency condition (eg., building fire), telework-ready employees must telework each regularly scheduled workday during the emergency situation. As such, telework-ready employees must prepare to telework when a weather or emergency event is forecasted or anticipated (eg., major snowstorm is predicted) by bringing home any necessary equipment (eg., laptop computer) and work files. To the extent that an employee is unable to telework because he or she failed to make necessary preparations for reasonably anticipated conditions, the employee must use appropriate paid leave, paid time off, or leave without pay. In the event the employees is prevented from safely teleworking from the approved alternative worksite due to conditions related to the emergency (eg., weather-related damage that makes occupying the employee's home telework site unsafe, loss of electrical power or internet service, evacuation by local authorities), the supervisor may, at his or discretion, grant weather and safety leave consistent with City policy.
- 1. Unscheduled Telework Operating Status Announcements:** When the Mayor or department Commissioner announces that employees have the option for unscheduled telework or unscheduled leave, a telework-ready employee may telework from their approved alternative worksite. When the option is announced, an employee must notify his or her supervisor of the intent to use unscheduled telework. Employees who are approved to perform unscheduled telework must have the necessary equipment and have a sufficient amount of work to complete in order to telework from the approved alternative worksite. If the employee does not have enough work, he or she must report to the official worksite or request appropriate unscheduled leave to account for hours not worked.
 - 2. Dependent Care Arrangements During Weather or Emergency Events:** Employees cannot personally care for a dependent while teleworking and are responsible for securing appropriate arrangements for any dependents who are unable to care for themselves. If a teleworker cannot arrange for appropriate dependent care because of the weather or emergency event affecting the official

worksite, any time spent providing personal care to dependents cannot be considered hours of work. The employee is expected to accurately account for work and non-work hours during his or her workday and to take the appropriate leave (paid or unpaid) to account for any time spent away from normal work-related duties during his or her scheduled workday. Weather safety leave may not be granted for this purpose.