

**CITY OF BROKEN BOW
CITY COUNCIL AGENDA
November 26, 2019 @ 6:00 PM
Broken Bow Library
626 South D Street, Broken Bow, NE**

Meeting Procedure

The Public may address specific agenda items at the pleasure of the Mayor. Please come to the podium, state your name and address, and limit your remarks to five minutes or less. Out of respect to City employees, we request that any complaints or criticisms of employees not be aired in a public meeting. Concerns about employees should be brought to the attention of the City Administrator or Mayor. An individual in violation will be declared out of order.

A. Call to Order

- B. Open Meetings Act:** This is an open meeting of the Broken Bow City Council. The City of Broken Bow abides by the Open Meetings Act in conducting business. A copy of the Open Meetings Act is displayed in this room as required by law.

C. Roll Call

D. Pledge of Allegiance

- E. Submittal of Requests for Future Items:** Individuals who have appropriate items for City Council consideration should complete the Request for Future Agenda Items. If the issue can be handled administratively without Council action, notification will be provided. If the item is scheduled for a meeting or study session, notification of the date will be given.

- F. Consent Agenda:** Consideration of approving the consent agenda items for November 26, 2019, which will include the following:

- a. Approval of Minutes of November 12, 2019 Meeting
- b. Approval of Bills as Posted
- c. Approval of October Treasurer Report

G. Discussion Items:

- a. **City Treasurer/Accounting Manager Position**

H. Unfinished Business:

- a. **Public Hearing on Ordinance 1216, Amending Section 93.06 Abandonment, Neglect & Mistreatment** – Consideration of opening a public hearing on Ordinance 1216, Amending Section 93.06 Abandonment, Neglect & Mistreatment.
- b. **Waive Two Readings of Ordinance 1216, Amending Section 93.06 Abandonment, Neglect & Mistreatment** – Consideration of waiving the two readings of Ordinance 1216.
- c. **Ordinance 1216, Amending Section 93.06 Abandonment, Neglect & Mistreatment** – Consideration of approving Ordinance 1216, Amending Section 93.06 Abandonment, Neglect & Mistreatment.

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I. New Business:

- a. Addition of Voluntary Payroll Deduction** – Consideration of allowing Colonial Life benefits as a voluntary payroll deduction.
- b. Appointment of Interim City Treasurer** – Consideration of appointing Stephanie Wright as the Interim City Treasurer.
- c. Resolution 2019-29, Utility Assessment** – Consideration of approving the utility assessment for 1423 South G Street.
- d. Resolution 2019-30, Utility Assessment** – Consideration of approving the utility assessment for 1422 South F Street.

J. Comments by Mayor and Council Members Concerning City Departments.

K. Closed Session – Consideration of entering closed session for the purpose of discussing potential litigation.

L. Closed Session – Consideration of entering closed session for the purpose of a strategy session regarding collective bargaining.

M. Adjournment

Upcoming Events

- ❖ **November 28** – Thanksgiving – City Offices Closed
- ❖ **November 29** – Thanksgiving Holiday – Offices Closed
- ❖ **December 2** – Parade of Lights
- ❖ **December 4** – Planning Commission Meeting at Noon @ Municipal Building
- ❖ **December 9** – Board of Public Works Meeting at 12:30 pm @ Municipal Building
- ❖ **December 9** – Park Board Meeting at 5:10 pm @ Municipal Building

The next City Council Meeting will be on Tuesday, December 10, 2019 @ 6:00 pm @ the Broken Bow Public Library.

The Council will review the above matters and take such action as they deem appropriate. The Council may enter into closed session to discuss any matter on this agenda when it is determined by the Council that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of any individual and 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, immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.

**Broken Bow City Council
Meeting Minutes
November 12, 2019**

The Broken Bow City Council met in regular session on Tuesday, November 12, 2019 at the Broken Bow Library. Notice of the meeting was given in advance thereof as required by publication in the Custer County Chief on October 31, 2019. Availability of the agenda and related materials was communicated in the advanced notice to the Mayor and all members of the Council, as well as, shared with various media outlets. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Mayor Jonathon Berghorst called the meeting to order at 6:00 P.M., with the following Councilmembers present: Sonnichsen, Myers, Miller, and Holcomb. Absent: None. Mayor Berghorst announced the availability of the open meetings law, followed by the reciting of the Pledge of Allegiance.

Mayor Berghorst read the format for submitting requests for future agenda items.

Moved by Holcomb, seconded by Miller, to approve the consent agenda for November 12, 2019. Said motion includes approval of the Minutes of the October 22, 2019 Council Meeting, Minutes of the October 31, 2019 Special Meeting, Bills to Date, Broken Bow Volunteer Fire Department Roster. Roll call vote: Voting aye: Holcomb, Sonnichsen, Miller, and Myers. Nays: None. Motion carried.

American Legal Publishing, model ordinances, \$399.00; Arrow Seed, place pack pail, \$59.99; Black Hills Energy, utilities, \$376.87; Broken Bow Chamber of Commerce, membership, \$350.00, ambulance incentive, \$935.00; Broken Bow Mun Utilities, electric work in parks, \$775.00, fuel, \$1,388.47; Broken Bow Municipal Utilities, \$3,675.92; Broken Bow Rural Fire Board, utilities & internet, \$323.19; Capitol One Bank, misc., \$107.85; Card Services, supplies, \$354.26, \$221.10; Carquest of Broken Bow, supplies, \$205.92; Central Ne Medical Clinic, drug test, \$55.00; Century Link, telephone, \$566.16; City of Broken Bow Pension Fund, pension, \$352.96, \$6,593.90, \$4,500.32, \$1,372.82; Custer County Chief, publication, \$734.68, \$35.00; Custer Public Power, CD Cell Power, \$62.79; Deere Credit Inc., mower lease, \$216.51; EFTPS Online Payment, payroll, \$2,123.76, \$6,492.46, \$9,080.92, \$1,186.44, \$11,757.73, \$5,073.08; Eakes Office Products, supplies & copies, \$688.40; Fyr-Tek, pump testing, \$1,125.00; Garrett Tires & Treads, maintenance, \$648.24; Gateway Motors Inc, oil change, \$58.28; Great Plains Communications, internet, \$70.95; Grocery Kart, Halloween candy, \$15.52; Holcomb Mechanical LLC, furnace repairs, \$524.94; Holcomb Pharmacy, EMS supplies, \$110.36; Hometown Leasing, copier lease, \$159.18; Island Supply Welding Co., oxygen, \$82.44; Kirkpatrick Cleaning Solutions, supplies, \$54.56; LaQuinta Inns & Suites, hotel, \$489.75; Med Tech Resource, extrication gloves, \$231.75; NMC Exchange LLC, parts, \$9,012.14; Nebraska Department of Revenue, keno taxes, \$2,650.00; Nebraska Salt and Grain, ice control salt, \$4,262.75; Obrien's True Value, supplies, \$39.60, light, \$31.48; Paulsen Inc., concrete & gravel, \$5,518.69; Pentair Aquatic Eco Systems, pump repairs, \$976.92; Plains Equipment Group, parts, \$37.78; Prachts Ace Hardware, supplies, \$370.88, postage, \$24.36; Presto X Company, pest service, \$105.93; Pristine Cleaning, LLC, cleaning, \$375.00; R & S Radiator, water pump repairs, \$249.52; Register of Deeds, subdivision filing, \$52.00, \$12.00; Roger Albin, epinephrine, \$314.25; S & L Sanitary Service, trash, \$49.30; Sara Hulinsky, cleaning service, \$1,192.00; Schaper and White Law Firm, legal fees, \$1,268.75; State Income Tax WH NE Online Payment, payroll, \$2,835.71, \$2,622.33; Stryker Medical, cot batteries, \$768.24; Tapco, pole package, \$695.00; Taylor Heating & Cooling LLC, boiler repairs, \$48.00; Universal Insurance, bond/insurance, \$525.00; V-Bar Sales & Service, iron, \$63.25; Verizon Wireless, internet, \$280.07; Viaero Wireless, telephone, \$104.13; Village Uniform, rugs & laundry, \$131.91; Wenquist Inc., turn signal, \$3.29; Woods & Aitken LLP, legal fees, \$59.00; Bi-Weekly Payroll, \$75,868.46; Total Bills = \$174,184.21.

Moved by Sonnichsen, seconded by Holcomb, to open a public hearing at 6:02 pm regarding Ordinance 1214, Electric Rates. Roll Call vote: Voting aye: Miller, Sonnichsen, Holcomb, and Myers. Nays: None. Motion carried. Electric Superintendent Jeremy Tarr explained that the increase will only affect the large power customers. The disconnect fee will also increase from \$60 to \$75. Moved by Sonnichsen, seconded by Holcomb, to close the public hearing at 6:02 pm regarding Ordinance 1214, Electric Rates. Roll Call vote: Voting aye: Myers, Holcomb, Miller, and Sonnichsen. Nays: None. Motion carried.

City Clerk Stephanie Wright read the final reading of Ordinance 1214, Electric Rates.

Moved by Miller, seconded by Myers, to approve Ordinance 1214, Electric Rates. Roll Call vote: Voting aye: Miller, Myers, Sonnichsen, and Holcomb. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Holcomb, to open a public hearing at 6:04 pm regarding Ordinance 1216, Amending Section 93.06 Abandonment, Neglect & Mistreatment. Roll Call vote: Voting aye: Miller, Sonnichsen, Holcomb, and Myers. Nays: None. Motion carried. Discussion was held regarding the wording of confinement. This language will be removed. Moved by Sonnichsen, seconded by Holcomb, to close the public hearing at 6:09 pm regarding Ordinance 1216, Amending Section 93.06 Abandonment, Neglect & Mistreatment. Roll Call vote: Voting aye: Myers, Holcomb, Miller, and Sonnichsen. Nays: None. Motion carried.

Moved by Myers, seconded by Holcomb, to not waive the three readings of Ordinance 1216, Amending Section 93.06 Abandonment, Neglect & Mistreatment. Roll Call vote: Voting aye: Myers, Miller, Sonnichsen, and Holcomb. Nays: None. Motion carried.

City Clerk Stephanie Wright read the first reading of Ordinance 1216, Amending Section 93.06 Abandonment, Neglect & Mistreatment.

Moved by Sonnichsen, seconded by Miller, to open a public hearing at 6:10 pm regarding Ordinance 1217, ATV/UTV Use for Snow Removal. Roll Call vote: Voting aye: Miller, Sonnichsen, Holcomb, and Myers. Nays: None. Motion carried. Police Chief Steve Scott explained that the ordinance passed last November didn't have provisions for people using their ATV/UTV for strictly snow removal. This allows for the snow removal only. Moved by Sonnichsen, seconded by Holcomb, to close the public hearing at 6:12 pm regarding Ordinance 1217, ATV/UTV Use for Snow Removal. Roll Call vote: Voting aye: Myers, Holcomb, Miller, and Sonnichsen. Nays: None. Motion carried.

After discussing the matter, Councilmember Holcomb introduced Ordinance No. 1217 entitled "AN ORDINANCE OF THE CITY OF BROKEN BOW, CUSTER COUNTY, NEBRASKA, AMENDING CHAPTER 73: PROVIDING FOR THE OPERATION OF ALL-TERRAIN VEHICLES AND UTILITY TYPE VEHICLES WITHIN THE CORPORATE LIMITS UNDER CERTAIN CIRCUMSTANCES; TO IMPOSE RESTRICTIONS ON THE USE OF ALL-TERRAIN VEHICLES OR UTILITY TYPE VEHICLES; TO ESTABLISH PENALTIES FOR VIOLATION; TO REPEAL ALL ORDINANCES IN CONFLICT; AND TO PROVIDE A TIME WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT" and moved that the statutory rule requiring reading on three different days be suspended. Councilmember Sonnichsen seconded the motion. The Mayor stated the motion and instructed the Clerk to call the roll. The Clerk called the roll and the following was the vote: Ayes: Sonnichsen, Miller, Myers, and Holcomb. Nays: None. Motion carried. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule was declared suspended for consideration of said Ordinance. Said Ordinance was then read by title and thereafter Councilmember Holcomb moved for final passage of the Ordinance, which motion was seconded by Councilmember Sonnichsen. The

Mayor stated the question, "Shall Ordinance No. 1217 be passed and adopted?" Upon roll call vote, the vote was as follows: Ayes: Holcomb, Sonnichsen, Myers, and Miller. Nays: None. Motion carried. The passage and adoption of said Ordinance having been concurred in by a majority of all members of the Council, the Mayor declared the Ordinance adopted and the Mayor in the presence of the Council signed and approved the Ordinance and the Clerk attested the passage and approval of the same and affixed her signature thereto.

Moved by Myers, seconded by Holcomb, to approve Resolution 2019-26. Said resolution approves the expenditures for the Employee Appreciation Banquet. Roll call vote: Voting aye: Myers, Miller, Sonnichsen, and Holcomb. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Miller, to approve Resolution 2019-27. Said resolution approves the support of the City of Broken Bow toward the endeavor of a Custer County YMCA. Roll call vote: Voting aye: Miller, Myers, Holcomb, and Sonnichsen. Nays: None. Motion carried.

Moved by Holcomb, seconded by Sonnichsen, to approve Resolution 2019-28. Said resolution approves setting the Recall Election date for Mayor Jonathon Berghorst as January 14, 2020. Roll call vote: Voting aye: Sonnichsen, Holcomb, Myers, and Miller. Nays: None. Motion carried.

A grievance hearing was held regarding Electrical Superintendent Jeremy Tarr's grievance.

Moved by Holcomb, seconded by Sonnichsen, to remove the written reprimand from Jeremy Tarr's personnel file. Roll call vote: Voting aye: Holcomb, Myers, Sonnichsen, and Miller. Nays: None. Motion carried.

Mayor Berghorst opened the floor for comments from the Councilmembers concerning City Departments. There were no comments from the Council.

Moved by Sonnichsen, seconded by Holcomb to enter into closed session at 7:04 pm for the purpose of a strategy session regarding collective bargaining, to include the Mayor and City Council, City Attorney Jason White, City Clerk Stephanie Wright, and City Treasurer Nancee Coufal. Roll Call vote: Voting aye: Miller, Sonnichsen, Myers, and Holcomb. Nays: None. Motion carried.

Moved by Holcomb, seconded by Sonnichsen, to exit closed session at 7:35 pm from the purpose of a strategy session regarding collective bargaining. Roll Call vote: Voting aye: Holcomb, Myers, Sonnichsen, and Miller. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Miller, to adjourn the City Council Meeting at 7:36 p.m. Roll call vote: Voting aye: Sonnichsen, Myers, Holcomb, and Miller. Nays: None. Motion carried.

Jonathon Berghorst, Mayor

ATTEST:

Stephanie M. Wright, City Clerk

Accounts Payable Detail Listing

City of Broken Bow

Vend#	Vendor Name									
Pay#	Post Date	Due Date	Amount	Invoice	Description	Date	PO#	Date	Status	
	Account#	Work Order						Debit	Credit	
Aflac										
28562	11/13/2019	11/13/2019	719.99						Posted	
	01-1501.00				PRE TAX AFLAC			719.99	0.00	
28563	11/13/2019	11/13/2019	259.78						Posted	
	01-1501.00				AFLAC POST TAX			259.78	0.00	
Arrow Seed										
28605	11/26/2019	11/26/2019	47.99						Posted	
	10-3339.00				boothill place pack pail			47.99	0.00	
Beaver Bearing Co Albion										
28612	11/26/2019	11/26/2019	14.71						Posted	
	08-3225.00				grease			14.71	0.00	
Black Hills Energy										
28600	11/26/2019	11/26/2019	1,000.62						Posted	
	04-3220.00				Utilities-Gas			329.14	0.00	
	02-3220.00				Utilities-Gas			671.48	0.00	
								1,000.62	0.00	
Blue to Gold LLC										
28623	11/26/2019	11/26/2019	298.00						Posted	
	04-3205.00				training			298.00	0.00	
Broken Bow Airport Authority										
28579	11/26/2019	11/26/2019	1,083.33						Posted	
	01-3409.00				Monthly Payment			1,083.33	0.00	
Capitol One Bank										
28584	11/26/2019	11/26/2019	94.00						Posted	
	04-3205.00				hotel for conference			94.00	0.00	
Central Hydraulic Systems										
28625	11/26/2019	11/26/2019	1,958.04						Posted	
	08-3310.00				snowplow parts			1,958.04	0.00	
Central I.T., LLC										
28578	11/26/2019	11/26/2019	113.00						Posted	
	01-3223.00				remove virus/malware on Jons computer			113.00	0.00	
Century Link										
28621	11/26/2019	11/26/2019	143.27						Posted	
	03-3221.00				Handi Bus - Basic & Long Distance			57.78	0.00	
	01-3221.00				General -Basic & Long Distance Radio			85.49	0.00	
								143.27	0.00	
City Flex Benefit Plan										
28564	11/13/2019	11/13/2019	116.04						Posted	
	01-1501.00				SELECT FLEX-UNREIMBURSED M/D/V			116.04	0.00	
City of Broken Bow - Health Insurance										
28573	11/13/2019	11/13/2019	3,797.96						Posted	
	01-1501.00				HEALTH INSURANCE			3,797.96	0.00	
City of Broken Bow Pension Fund										
28565	11/13/2019	11/13/2019	1,934.51						Posted	
	01-1513.00				RETIREMENT LOAN PAYMENT			1,934.51	0.00	
28566	11/13/2019	11/13/2019	6,449.82						Posted	
	01-1502.00				RETIREMENT NEW			6,449.82	0.00	
Colonial Research Chem Corp										
28606	11/26/2019	11/26/2019	1,008.00						Posted	
	09-3339.00				total kill			1,008.00	0.00	
Consumer Reports										
28628	11/26/2019	11/26/2019	26.00						Posted	
	07-3340.00				subscription			26.00	0.00	
Country Women										
28627	11/26/2019	11/26/2019	12.98						Posted	
	07-3340.00				subscription			12.98	0.00	
Custer County Treasurer										
28577	11/26/2019	11/26/2019	11,801.52						Posted	
	01-3217.00				Communications Interlocal Payment			11,801.52	0.00	

Accounts Payable Detail Listing

City of Broken Bow

Vend#	Vendor Name								
Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status	
	Account#	Work Order		Description			Debit	Credit	
Deb's Embroidery Shop (continued)									
28582	11/26/2019	11/26/2019	137.07					Posted	
	08-3410.01			sweatshirts			137.07	0.00	
Demco									
28591	11/26/2019	11/26/2019	319.55					Posted	
	07-3223.00			supplies			319.55	0.00	
Dollar General-Regions 410526									
28580	11/26/2019	11/26/2019	52.40					Posted	
	01-3223.00			supplies			41.45	0.00	
	05-3223.00			supplies			10.95	0.00	
							52.40	0.00	
EFTPS Online Payment									
28569	11/13/2019	11/13/2019	1,931.26					Ck# 171 Printed	
	01-1500.00			MEDICARE			1,931.26	0.00	
28570	11/13/2019	11/13/2019	5,725.21					Ck# 171 Printed	
	01-1500.00			FEDERAL MARRIED			2,511.04	0.00	
	01-1500.00			FEDERAL SINGLE			3,214.17	0.00	
							5,725.21	0.00	
28571	11/13/2019	11/13/2019	8,257.74					Ck# 171 Printed	
	01-1500.00			SOCIAL SECURITY			8,257.74	0.00	
Eakes Office Products									
28590	11/26/2019	11/26/2019	426.14					Posted	
	07-3216.00			copies			426.14	0.00	
Evans Feed Co.									
28583	11/26/2019	11/26/2019	75.45					Posted	
	08-3410.01			gloves			75.45	0.00	
Family Heritage									
28567	11/13/2019	11/13/2019	56.00					Posted	
	01-1501.00			FAMILY HERITAGE			56.00	0.00	
Figgins Construction Co									
28610	11/26/2019	11/26/2019	34,383.76					Posted	
	08-3425.01			N Street -Township road project			34,383.76	0.00	
Gary's Super Foods									
28601	11/26/2019	11/26/2019	92.98					Posted	
	05-3223.00			supplies			13.53	0.00	
	05-3223.01			supplies			36.43	0.00	
	05-3338.00			supplies			43.02	0.00	
							92.98	0.00	
Good Housekeeping									
28599	11/26/2019	11/26/2019	19.97					Posted	
	07-3340.00			subscription			19.97	0.00	
Ingram Library Services									
28596	11/26/2019	11/26/2019	1,205.53					Posted	
	07-3340.00			materials			1,205.53	0.00	
Insurance Aid Services									
28581	11/26/2019	11/26/2019	766.42					Posted	
	05-3336.00			Insurance Aid Fees			766.42	0.00	
K. Joan Birnie									
28598	11/26/2019	11/26/2019	100.12					Posted	
	07-3340.00			reimbursement for materials			100.12	0.00	
Katie Hogg									
28629	11/26/2019	11/26/2019	85.99					Posted	
	02-3410.00			speaker and microphone for auditorium			85.99	0.00	
Kim Blackburn									
28595	11/26/2019	11/26/2019	184.44					Posted	
	07-3313.00			mileage to read aloud NE			184.44	0.00	
Kirkpatrick Cleaning Solutions									
28588	11/26/2019	11/26/2019	27.28					Posted	
	04-3223.00			paper towels			27.28	0.00	

Accounts Payable Detail Listing

City of Broken Bow

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>			<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
	Kirkpatrick Cleaning Solutions (continued)									
28593	11/26/2019	11/26/2019			97.82					Posted
	07-3311.00					supplies			97.82	0.00
	MacQueen Equipment									
28614	11/26/2019	11/26/2019			563.79					Posted
	08-3310.00					cab filters for sweeper			563.79	0.00
	Matheson Tri-Gas Inc									
28613	11/26/2019	11/26/2019			56.16					Posted
	08-3310.00					argon/acetylene			56.16	0.00
	Mead Lumber									
28615	11/26/2019	11/26/2019			401.02					Posted
	08-3310.00					sealant, drill bit, concrete, lumber			401.02	0.00
	Michael Todd & Co									
28611	11/26/2019	11/26/2019			2,399.32					Posted
	08-3347.00					reflectors, signs, warning lights			2,399.32	0.00
	Municipal Emergency Services									
28589	11/26/2019	11/26/2019			114.32					Posted
	04-3412.00					vests			114.32	0.00
	Northern Safety Co., Inc.									
28609	11/26/2019	11/26/2019			360.62					Posted
	08-3410.01					safety clothing			360.62	0.00
	OSA/Computers Plus									
28586	11/26/2019	11/26/2019			23.98					Posted
	04-3223.00					file folders			23.98	0.00
28592	11/26/2019	11/26/2019			184.31					Posted
	07-3223.00					supplies			184.31	0.00
28602	11/26/2019	11/26/2019			20.97					Posted
	05-3223.00					cleaning supplies			20.97	0.00
	Omaha State Bank									
28568	11/13/2019	11/13/2019			150.00					Posted
	01-1501.00					HSA			150.00	0.00
	Plains Equipment Group									
28608	11/26/2019	11/26/2019			226.73					Posted
	08-3310.00					mower blades			226.73	0.00
	Platte Valley Communications									
28604	11/26/2019	11/26/2019			219.78					Posted
	05-3410.00					2 batteries for radios			109.89	0.00
	06-3410.00					2 batteries for radios			109.89	0.00
									219.78	0.00
	Police Officers Assn of Nebr									
28624	11/26/2019	11/26/2019			105.00					Posted
	04-3206.00					dues			105.00	0.00
	Prachts Ace Hardware									
28574	11/13/2019	11/13/2019			370.88					Ck# 173 Printed
	02-3311.00					hardware & supplies			35.08	0.00
	05-3223.00					hardware & supplies			18.36	0.00
	08-3310.00					hardware & supplies			183.30	0.00
	09-3310.00					hardware & supplies			134.14	0.00
									370.88	0.00
28587	11/26/2019	11/26/2019			50.57					Posted
	04-3311.00					ballast for upstairs			50.57	0.00
	Presto X Company									
28594	11/26/2019	11/26/2019			49.00					Posted
	07-3311.00					monthly service			49.00	0.00
	Prevention									
28626	11/26/2019	11/26/2019			36.00					Posted
	07-3340.00					subscription			36.00	0.00
	Pristine Cleaning, LLC									
28618	11/26/2019	11/26/2019			375.00					Posted
	02-3419.01					Cleaning Service			375.00	0.00

Accounts Payable Detail Listing

City of Broken Bow

Vend# Vendor Name

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>	<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
State Income Tax WH NE Online Payment (continued)								
28572	11/13/2019	11/13/2019	2,496.39					Ck# 172 Printed
	01-1500.00			STATE MARRIED			1,183.80	0.00
	01-1500.00			STATE SINGLE			1,312.59	0.00
							2,496.39	0.00
Stephanie Wright								
28603	11/26/2019	11/26/2019	75.59					Posted
	01-3212.00			employee plaques			75.59	0.00
Steve Scott								
28575	11/13/2019	11/13/2019	24.36					Ck# 174 Printed
	04-3223.00			postage			24.36	0.00
28585	11/26/2019	11/26/2019	54.74					Posted
	04-3205.00			meal			10.14	0.00
	04-3223.00			postage and batteries			23.60	0.00
	04-3225.00			fuel for training			21.00	0.00
							54.74	0.00
Sublime Artistry								
28617	11/26/2019	11/26/2019	87.00					Posted
	01-3222.00			website hosting			87.00	0.00
Tapco								
28607	11/26/2019	11/26/2019	176.88					Posted
	08-3347.00			freight for sign pole and base			176.88	0.00
Taste of Home								
28597	11/26/2019	11/26/2019	34.98					Posted
	07-3340.00			materials			34.98	0.00
The New Yorker								
28616	11/26/2019	11/26/2019	149.99					Posted
	07-3340.00			subscription			149.99	0.00
Trotter Service								
28620	11/26/2019	11/26/2019	2,436.47					Posted
	08-3225.00			Street - Gasoline			1,250.78	0.00
	04-3225.00			Police - Gasoline			155.85	0.00
	09-3225.00			Park - Gasoline			28.38	0.00
	03-3225.00			Handi Bus - Gasoline 251.375 gallons			652.46	0.00
	08-3310.00			tires			349.00	0.00
							2,436.47	0.00
Trotter's Whoa & Go								
28619	11/26/2019	11/26/2019	163.49					Posted
	05-3225.00			Fuel			100.26	0.00
	06-3225.00			Fuel			63.23	0.00
							163.49	0.00
Verizon Wireless								
28622	11/26/2019	11/26/2019	143.32					Posted
	05-3221.00			Rescue hot spots			80.02	0.00
	06-3221.00			Data			30.02	0.00
	03-3221.00			Handi Bus Phone			33.28	0.00
							143.32	0.00

96,375.35 67 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 11/13/2019

Ending: 11/26/2019

Banks: All

Payable Status: Posted, Printed, ACH, Recorded, Voided

All Vendors Selected

Payroll 47,917.11

Check Approval List - GL Account

11/22/2019 7:46:27 AM

City of Broken Bow

Page 1 of 2

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
General				
Aflac		PRE TAX AFLAC	Health/Life/Acc Insuranc	719.99
Aflac		AFLAC POST TAX	Health/Life/Acc Insuranc	259.78
Broken Bow Airport Authority		interlocal	Airport Monthly Payment	1,083.33
Central I.T., LLC		remove virus/malware on Jons computer	Supplies & Postage	113.00
Century Link		telephone	Telephone/Internet	85.49
City Flex Benefit Plan		SELECT FLEX-UNREIMBURSED M/D/V	Health/Life/Acc Insuranc	116.04
City of Broken Bow - Health Insurance		HEALTH INS	Health/Life/Acc Insuranc	3,797.96
City of Broken Bow Pension Fund		RETIREMENT NEW	Pension	6,449.82
City of Broken Bow Pension Fund		RETIREMENT LOAN PAYMENT	Loan Payment	1,934.51
Custer County Treasurer		communications interlocal	Radio Communications	11,801.52
Dollar General-Regions 410526		supplies	Supplies & Postage	41.45
EFTPS Online Payment		MEDICARE	Payroll Taxes	1,931.26
EFTPS Online Payment		FEDERAL	Payroll Taxes	2,511.04
EFTPS Online Payment		FEDERAL	Payroll Taxes	3,214.17
EFTPS Online Payment		FICA	Payroll Taxes	8,257.74
Family Heritage		FAMILY HERITAGE	Health/Life/Acc Insuranc	56.00
Omaha State Bank		HSA	Health/Life/Acc Insuranc	150.00
State Income Tax WH NE Online Paymei		STATE	Payroll Taxes	1,183.80
State Income Tax WH NE Online Paymei		STATE	Payroll Taxes	1,312.59
Stephanie Wright		employee plaques	City Promotions	75.59
Sublime Artistry		website hosting	Miscellaneous Expense	87.00
			Total General	\$45,182.08
Municipal Building				
Black Hills Energy		gas	Utilities	671.48
Katie Hogg		speaker and microphone for auditorium	Equipment Purchases	85.99
Prachts Ace Hardware		hardware & supplies	Maintenance & Repair B	35.08
Pristine Cleaning, LLC		cleaning service	Contracted Services	375.00
			Total Municipal Building	\$1,167.55
Handi Bus				
Century Link		telephone	Telephone/Internet	57.78
Trotter Service		fuel and tires	Gas and Oil	652.46
Verizon Wireless		telephone	Telephone/Internet	33.28
			Total Handi Bus	\$743.52
Police				
Black Hills Energy		gas	Utilities	329.14
Blue to Gold LLC		training	Travel & Meeting Expens	298.00
Capitol One Bank		hotel for conference	Travel & Meeting Expens	94.00
Kirkpatrick Cleaning Solutions		paper towels	Supplies & Postage	27.28
Municipal Emergency Services		vests	Vests	114.32
OSA/Computers Plus		file folders	Supplies & Postage	23.98
Police Officers Assn of Nebr		dues	Association Dues	105.00
Prachts Ace Hardware		ballast for upstairs	Maintenance & Repair B	50.57
Steve Scott		meal, postage, batteries, fuel	Travel & Meeting Expens	10.14
Steve Scott		postage	Supplies & Postage	24.36
Steve Scott		meal, postage, batteries, fuel	Supplies & Postage	23.60
Steve Scott		meal, postage, batteries, fuel	Gas and Oil	21.00
Trotter Service		fuel and tires	Gas and Oil	155.85
			Total Police	\$1,277.24
Rescue Unit				
Dollar General-Regions 410526		supplies	Supplies & Postage	10.95
Gary's Super Foods		supplies	Supplies & Postage	13.53
Gary's Super Foods		supplies	Building Cleaning Suppli	36.43
Gary's Super Foods		supplies	Ambulance Supplies	43.02
Insurance Aid Services		insurance aid fees	Insurance Aid Fees	766.42
OSA/Computers Plus		cleaning supplies	Supplies & Postage	20.97
Platte Valley Communications		2 batteries for radios	Equipment Purchases	109.89
Prachts Ace Hardware		hardware & supplies	Supplies & Postage	18.36
Trotter's Whoa & Go		fuel	Gas and Oil	100.26
Verizon Wireless		telephone	Telephone/Internet	80.02
			Total Rescue Unit	\$1,199.85
Fire				
Platte Valley Communications		2 batteries for radios	Equipment Purchases	109.89
Trotter's Whoa & Go		fuel	Gas and Oil	63.23
Verizon Wireless		telephone	Telephone/Internet	30.02
			Total Fire	\$203.14

Check Approval List - GL Account

11/22/2019 7:46:27 AM

City of Broken Bow

Page 2 of 2

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
Library				
Consumer Reports		subscription	Book Purchases	26.00
Country Women		subscription	Book Purchases	12.98
Demco		supplies	Supplies & Postage	319.55
Eakes Office Products		copies	Copier Maint/Expense	426.14
Good Housekeeping		subscription	Book Purchases	19.97
Ingram Library Services		materials	Book Purchases	1,205.53
K. Joan Birnie		reimbursement for materials	Book Purchases	100.12
Kim Blackburn		mileage to read aloud NE	Training	184.44
Kirkpatrick Cleaning Solutions		supplies	Maintenance & Repair B	97.82
OSA/Computers Plus		supplies	Supplies & Postage	184.31
Presto X Company		monthly service	Maintenance & Repair B	49.00
Prevention		subscription	Book Purchases	36.00
Taste of Home		materials	Book Purchases	34.98
The New Yorker		subscription	Book Purchases	149.99
			Total Library	<u>\$2,846.83</u>
Street				
Beaver Bearing Co Albion		grease	Gas and Oil	14.71
Central Hydraulic Systems		snowplow parts	Maint/Repair Equipment	1,958.04
Deb's Embroidery Shop		sweatshirts	Safety Equipment	137.07
Evans Feed Co.		gloves	Safety Equipment	75.45
Figgins Construction Co		N Street -Township road project	Township Roads	34,383.76
MacQueen Equipment		cab filters for sweeper	Maint/Repair Equipment	563.79
Matheson Tri-Gas Inc		argon/acetylene	Maint/Repair Equipment	56.16
Mead Lumber		sealant, drill bit, concrete, lumber	Maint/Repair Equipment	401.02
Michael Todd & Co		reflectors, signs, warning lights	Street Signs	2,399.32
Northern Safety Co., Inc.		safety clothing	Safety Equipment	360.62
Plains Equipment Group		mower blades	Maint/Repair Equipment	226.73
Prachts Ace Hardware		hardware & supplies	Maint/Repair Equipment	183.30
Tapco		freight for sign pole and base	Street Signs	176.88
Trotter Service		fuel and tires	Gas and Oil	1,250.78
Trotter Service		fuel and tires	Maint/Repair Equipment	349.00
			Total Street	<u>\$42,536.63</u>
Park				
Colonial Research Chem Corp		total kill	Maintenance/Repair Gro	1,008.00
Prachts Ace Hardware		hardware & supplies	Maint/Repair Equipment	134.14
Trotter Service		fuel and tires	Gas and Oil	28.38
			Total Park	<u>\$1,170.52</u>
Swimming Pool				
Arrow Seed		boothill place pack pail	Maintenance/Repair Gro	47.99
			Total Swimming Pool	<u>\$47.99</u>
				<u>\$96,375.35</u>

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 11/13/2019

Ending Date: 11/26/2019

Payroll 47,917.11

City Account Balances October 2019

	Beginning Balance	Receipts	Disbursements	Ending Balance
<u>Nebraska State Bank</u>				
General Checking	60,714.95	540,275.12	(530,953.47)	70,036.60
Bond Account	546,692.12	17,672.80	(56,673.75)	507,691.17
Street Dept Savings	200.71	-	-	200.71
Health Insurance	52,017.11	51,424.03	(124,447.06)	(21,005.92)
Library Maintenance Fund	6,606.00	-	-	6,606.00
Short-Term Disability/Health	1,771.44	0.44	-	1,771.88
Redevelopment Authority (CRA)	11,378.87	42,331.55	(42,331.55)	11,378.87
Redevelopment Authority Savings (CRA)	13,310.82	-	-	13,310.82
Community Betterment	11,416.17	-	(5,313.00)	6,103.17
Bond CD 932	116,249.93	512.77	-	116,762.70
Bond CD 783	102,858.04	-	-	102,858.04
 <u>Bruning State Bank</u>				
General Money Market	2,919,717.42	1,487.86	-	2,921,205.28
General Savings	793,389.11	68,960.07	(300,000.00)	562,349.18
Sales Tax Money Market	839,578.38	570.45	-	840,148.83
Sales Tax Savings	934,055.39	115,082.10	-	1,049,137.49
General Checking	101.64	333,964.00	(333,964.00)	101.64
Memorial Fund	23,480.58	-	-	23,480.58
CD Cell Financial Assistance	41,834.67	12.44	-	41,847.11
CDBG	197.98	33,964.00	(33,964.00)	197.98
Flex Benefit	7,469.31	382.08	-	7,851.39
Pension	2,363.28	18,658.90	(18,658.90)	2,363.28
Broken Bow Keno	8,830.77	15,558.82	(9,266.50)	15,123.09
City Square Ira Stone Memorial CD	4,471.87	-	-	4,471.87
Health CD 247	152,356.99	206.20	-	152,563.19
Health CD 248	166,150.49	-	-	166,150.49
Health CD 462	77,612.42	-	-	77,612.42
Health CD 706	61,583.32	-	-	61,583.32

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
General									
01-2020.00	Motor Vehicle Tax	6,272.27	6,272.27	0.00 %	0.00	0.00	(6,272.27)	5,357.75	77,953.44
01-2030.00	Motor Vehicle Tax Pro-rate	269.07	269.07	0.00 %	0.00	0.00	(269.07)	219.85	1,948.71
01-2035.00	Motor Vehicle Fee	9,266.65	9,266.65	0.00 %	0.00	0.00	(9,266.65)	9,051.42	34,832.93
01-2040.00	County Road Levy	1,629.94	1,629.94	0.00 %	0.00	0.00	(1,629.94)	2,714.99	28,801.69
01-2050.00	Homestead Allocation	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	59,405.18
01-2060.00	Property Tax	60,755.90	60,755.90	0.00 %	0.00	0.00	(60,755.90)	55,923.60	968,607.01
01-2070.00	Bond Funds	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2080.00	Mutual Finance Organization	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	12,202.06
01-2090.00	Interlocal Fire Board	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2100.00	Housing Authority Tax	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2200.00	Utility Transfer	48,922.25	48,922.25	0.00 %	0.00	0.00	(48,922.25)	48,092.42	574,434.29
01-2205.00	Utility Transfer Adm Costs	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2210.00	Transfer from Utilities - Bond	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2210.10	Transfer from Bond Fund	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2290.00	CRA Tax Collection	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2300.00	Equalization Payment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	155,593.61
01-2301.00	Government Subdisivion Aid	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2302.00	MIRF	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2303.00	Sales Tax Income .5%	35,218.02	35,218.02	0.00 %	0.00	0.00	(35,218.02)	56,588.72	588,847.57
01-2303.10	Sales Tax Income 1%	70,436.04	70,436.04	0.00 %	0.00	0.00	(70,436.04)	113,177.43	1,177,695.16
01-2303.20	Sales Tax Motor Vehicle .5%	9,428.04	9,428.04	0.00 %	0.00	0.00	(9,428.04)	13,996.22	116,357.99
01-2303.30	Sales Tax Motor Vehicle 1%	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2400.00	Telecommunications Tax	4,505.18	4,505.18	0.00 %	0.00	0.00	(4,505.18)	6,073.20	38,880.26
01-2400.10	KENO Proceeds	(2,650.00)	(2,650.00)	0.00 %	0.00	0.00	2,650.00	(1,202.00)	47,086.75
01-2400.20	Hotel/Motel Occupation Tax	5,924.56	5,924.56	0.00 %	0.00	0.00	(5,924.56)	4,563.62	42,568.76
01-2401.00	Franchise Tax	6,749.95	6,749.95	0.00 %	0.00	0.00	(6,749.95)	0.00	25,280.92
01-2401.10	Lease Payments/Tower Rent	484.00	484.00	0.00 %	0.00	0.00	(484.00)	484.00	4,356.00
01-2402.00	Fees/Permits/Licenses	105.00	105.00	0.00 %	0.00	0.00	(105.00)	950.00	15,695.00
01-2404.00	Publication Reimbursements	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	344.43
01-2405.00	Miscellaneous Reimbursements	32.89	32.89	0.00 %	0.00	0.00	(32.89)	15,595.24	52,941.57
01-2405.05	Property Tax Credit	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2406.00	Gifts/Donations/Memorials	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-2407.00	Interest Income	2,198.06	2,198.06	0.00 %	0.00	0.00	(2,198.06)	1,790.58	30,104.58
01-2408.00	Miscellaneous Income	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	71,455.20
01-2410.01	Grant Funds - Park Trail	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Revenue		259,547.82	259,547.82	0.00 %	0.00	0.00	(259,547.82)	333,377.04	4,125,393.11

Expense

General

01-3101.00	Salaries	10,048.00	10,048.00	0.00 %	0.00	0.00	(10,048.00)	20,008.57	119,611.14
01-3102.00	FICA/Medicare	715.35	715.35	0.00 %	0.00	0.00	(715.35)	1,479.18	8,509.90
01-3103.00	Pension	552.66	552.66	0.00 %	0.00	0.00	(552.66)	936.17	(1,317.20)
01-3104.00	Health Insurance	2,256.40	2,256.40	0.00 %	0.00	0.00	(2,256.40)	3,090.78	29,172.81
01-3202.00	Education and Training	0.00	0.00	0.00 %	0.00	0.00	0.00	50.00	2,758.50
01-3205.00	Travel & Meeting Expense	480.00	480.00	0.00 %	0.00	0.00	(480.00)	165.38	2,755.76
01-3205.01	Admin. Mileage Reimb	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3205.02	Admin. Housing Reimb	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Expense (Continued)									
General									
01-3205.03	Employee Expenses	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	68.50
01-3206.00	Association Dues	5,518.50	5,518.50	0.00 %	0.00	0.00	(5,518.50)	515.00	8,937.00
01-3207.00	Bonds & Insurance	153,690.16	153,690.16	0.00 %	0.00	0.00	(153,690.16)	141,702.68	153,919.68
01-3208.00	Audit Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	12,180.00
01-3209.00	Printing & Publication	672.08	672.08	0.00 %	0.00	0.00	(672.08)	308.00	3,599.82
01-3210.00	Longevity Pay	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3211.00	Election Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	100.00
01-3212.00	City Promotions	41.75	41.75	0.00 %	0.00	0.00	(41.75)	5,957.50	13,938.54
01-3212.10	KENO Taxes	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3212.20	KENO Expenses	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3213.00	Weather Station Expense	34.64	34.64	0.00 %	0.00	0.00	(34.64)	25.33	330.31
01-3214.00	Legal Fees	2,029.16	2,029.16	0.00 %	0.00	0.00	(2,029.16)	932.39	34,967.19
01-3214.10	Engineering Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3214.20	Contracted Services	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3215.00	Contingency	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3216.00	Copier Maint/Expense	329.66	329.66	0.00 %	0.00	0.00	(329.66)	331.44	6,693.15
01-3216.10	Software Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	5.95	1,617.54
01-3217.00	Radio Communications	11,801.52	11,801.52	0.00 %	0.00	0.00	(11,801.52)	11,233.49	134,801.88
01-3218.00	Pension Administration	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3221.00	Telephone/Internet	236.62	236.62	0.00 %	0.00	0.00	(236.62)	292.37	3,266.84
01-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	2,938.54
01-3223.00	Supplies & Postage	44.34	44.34	0.00 %	0.00	0.00	(44.34)	530.99	5,116.40
01-3223.10	Bank Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3223.20	Filing Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	46.00
01-3224.00	Sales Tax Infra Projects	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3320.00	Interest	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
01-3409.00	Airport Monthly Payment	1,083.33	1,083.33	0.00 %	0.00	0.00	(1,083.33)	1,083.33	13,000.00
01-3410.00	Equipment Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	125.00
01-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Expense		189,534.17	189,534.17	0.00 %	0.00	0.00	(189,534.17)	188,648.55	557,137.30

PROFIT / (LOSS) :

70,013.65	70,013.65	0.00	0.00	(70,013.65)	144,728.49	3,568,255.81
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City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Municipal Building									
02-2304.00	Municipal Building Rentals	2,250.00	2,250.00	0.00 %	0.00	0.00	(2,250.00)	1,943.00	13,153.00
TOTAL Revenue		2,250.00	2,250.00	0.00 %	0.00	0.00	(2,250.00)	1,943.00	13,153.00
Expense									
Municipal Building									
02-3101.00	Salaries	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
02-3102.00	FICA/Medicare	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
02-3103.00	Pension	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
02-3104.00	Health Insurance	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
02-3205.00	Travel & Meeting Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
02-3216.00	Copier Maint/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
02-3219.00	Trash Removal	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
02-3220.00	Utilities	760.69	760.69	0.00 %	0.00	0.00	(760.69)	583.32	13,151.64
02-3221.00	Telephone/Internet	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
02-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
02-3223.00	Supplies & Postage	0.00	0.00	0.00 %	0.00	0.00	0.00	126.19	341.51
02-3223.01	Building Cleaning Supplies	284.38	284.38	0.00 %	0.00	0.00	(284.38)	159.89	2,150.09
02-3310.00	Maint/Repair Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	500.45
02-3311.00	Maintenance & Repair Bldg	1,969.27	1,969.27	0.00 %	0.00	0.00	(1,969.27)	0.00	12,645.07
02-3410.00	Equipment Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	172.92
02-3419.01	Contracted Services	750.00	750.00	0.00 %	0.00	0.00	(750.00)	750.00	8,775.00
02-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Expense		3,764.34	3,764.34	0.00 %	0.00	0.00	(3,764.34)	1,619.40	37,736.68
PROFIT / (LOSS) :		(1,514.34)	(1,514.34)		0.00	0.00	1,514.34	323.60	(24,583.68)

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Handi Bus									
03-2409.00	Passenger Contributions	65.00	65.00	0.00 %	0.00	0.00	(65.00)	100.00	4,167.00
03-2410.00	Grant Reimbursement	0.00	0.00	0.00 %	0.00	0.00	0.00	3,934.00	105,856.00
TOTAL Revenue		65.00	65.00	0.00 %	0.00	0.00	(65.00)	4,034.00	110,023.00
Expense									
Handi Bus									
03-3101.00	Salaries	3,806.40	3,806.40	0.00 %	0.00	0.00	(3,806.40)	4,259.28	35,322.40
03-3102.00	FICA/Medicare	269.91	269.91	0.00 %	0.00	0.00	(269.91)	305.16	2,446.58
03-3103.00	Pension	209.34	209.34	0.00 %	0.00	0.00	(209.34)	209.34	1,814.28
03-3104.00	Health Insurance	1,685.77	1,685.77	0.00 %	0.00	0.00	(1,685.77)	1,616.14	20,263.35
03-3207.00	Bonds & Insurance	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	530.00
03-3216.00	Copier Maint/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
03-3220.00	Utilities	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	500.00
03-3221.00	Telephone/Internet	90.51	90.51	0.00 %	0.00	0.00	(90.51)	88.88	1,086.04
03-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	65.00
03-3223.00	Supplies & Postage	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	38.41
03-3225.00	Gas and Oil	578.11	578.11	0.00 %	0.00	0.00	(578.11)	0.00	6,703.80
03-3226.00	Tires	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
03-3310.00	Maint/Repair Equipment	356.17	356.17	0.00 %	0.00	0.00	(356.17)	35.35	1,791.90
03-3410.00	Equipment Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	64,111.00
03-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Expense		6,996.21	6,996.21	0.00 %	0.00	0.00	(6,996.21)	6,514.15	134,672.76
PROFIT / (LOSS) :		(6,931.21)	(6,931.21)		0.00	0.00	6,931.21	(2,480.15)	(24,649.76)

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Police									
04-2406.00	Gifts/Donations/Memorials	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
04-2410.00	Grant Reimbursement	0.00	0.00	0.00 %	0.00	0.00	0.00	1,050.61	13,701.01
04-2411.00	Pound Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
04-2412.00	Dog Licenses	0.00	0.00	0.00 %	0.00	0.00	0.00	(28.80)	216.20
04-2412.10	Permits	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	275.00
04-2413.00	Fines	0.00	0.00	0.00 %	0.00	0.00	0.00	45.00	425.00
04-2414.00	Citation Fines	0.00	0.00	0.00 %	0.00	0.00	0.00	70.00	905.00
TOTAL Revenue		0.00	0.00	0.00 %	0.00	0.00	0.00	1,136.81	15,522.21
Expense									
Police									
04-3101.00	Salaries	53,072.27	53,072.27	0.00 %	0.00	0.00	(53,072.27)	46,647.75	442,664.28
04-3101.01	Overtime Wages	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
04-3102.00	FICA/Medicare	3,909.86	3,909.86	0.00 %	0.00	0.00	(3,909.86)	3,423.06	32,198.44
04-3103.00	Pension	2,021.80	2,021.80	0.00 %	0.00	0.00	(2,021.80)	2,021.40	17,579.42
04-3104.00	Health Insurance	8,223.04	8,223.04	0.00 %	0.00	0.00	(8,223.04)	7,416.56	100,751.52
04-3205.00	Travel & Meeting Expense	368.85	368.85	0.00 %	0.00	0.00	(368.85)	966.23	5,362.00
04-3206.00	Association Dues	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	135.00
04-3207.00	Bonds & Insurance	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
04-3209.00	Printing & Publication	35.00	35.00	0.00 %	0.00	0.00	(35.00)	35.00	238.26
04-3216.00	Copier Maint/Expense	92.66	92.66	0.00 %	0.00	0.00	(92.66)	185.32	1,462.38
04-3220.00	Utilities	585.99	585.99	0.00 %	0.00	0.00	(585.99)	459.67	8,125.10
04-3221.00	Telephone/Internet	483.20	483.20	0.00 %	0.00	0.00	(483.20)	386.12	5,603.22
04-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
04-3223.00	Supplies & Postage	170.66	170.66	0.00 %	0.00	0.00	(170.66)	259.40	4,425.42
04-3225.00	Gas and Oil	1,107.00	1,107.00	0.00 %	0.00	0.00	(1,107.00)	284.17	11,879.38
04-3310.00	Maint/Repair Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	452.96	2,562.63
04-3311.00	Maintenance & Repair Bldg	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	3,913.49
04-3312.00	Uniforms	506.18	506.18	0.00 %	0.00	0.00	(506.18)	0.00	1,605.96
04-3313.00	Training	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	(45.50)
04-3314.00	Police Officer Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
04-3315.00	Dog Care	52.34	52.34	0.00 %	0.00	0.00	(52.34)	42.92	1,399.75
04-3316.00	Grant Expenses	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
04-3410.00	Equipment Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	166.85	65,443.61
04-3411.00	Computers	9.95	9.95	0.00 %	0.00	0.00	(9.95)	0.00	3,186.77
04-3412.00	Vests	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
04-3413.00	Radios	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
04-3414.00	Guns	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	544.65
04-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
04-3437.00	Arrest Related Expense	160.00	160.00	0.00 %	0.00	0.00	(160.00)	0.00	722.12
TOTAL Expense		70,798.80	70,798.80	0.00 %	0.00	0.00	(70,798.80)	62,747.41	709,757.90

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
PROFIT / (LOSS) :		(70,798.80)	(70,798.80)		0.00	0.00	70,798.80	(61,610.60)	(694,235.69)
Revenue									
Rescue Unit									
05-2408.00	Miscellaneous Income	120.00	120.00	0.00 %	0.00	0.00	(120.00)	0.00	820.00
05-2415.00	Ambulance Service	2,885.46	2,885.46	0.00 %	0.00	0.00	(2,885.46)	4,277.04	75,567.42
TOTAL Revenue		3,005.46	3,005.46	0.00 %	0.00	0.00	(3,005.46)	4,277.04	76,387.42
Expense									
Rescue Unit									
05-3101.00	Salaries	2,239.42	2,239.42	0.00 %	0.00	0.00	(2,239.42)	2,184.00	20,338.33
05-3102.00	FICA/Medicare	155.22	155.22	0.00 %	0.00	0.00	(155.22)	151.54	1,359.22
05-3103.00	Pension	123.17	123.17	0.00 %	0.00	0.00	(123.17)	120.12	1,062.91
05-3104.00	Health Insurance	752.13	752.13	0.00 %	0.00	0.00	(752.13)	721.17	9,040.68
05-3205.00	Travel & Meeting Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
05-3206.00	Association Dues	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	435.00
05-3209.00	Printing & Publication	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
05-3216.00	Copier Maint/Expense	26.33	26.33	0.00 %	0.00	0.00	(26.33)	80.15	500.84
05-3220.00	Utilities	0.00	0.00	0.00 %	0.00	0.00	0.00	61.25	2,572.49
05-3221.00	Telephone/Internet	97.34	97.34	0.00 %	0.00	0.00	(97.34)	99.48	1,239.37
05-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
05-3223.00	Supplies & Postage	0.00	0.00	0.00 %	0.00	0.00	0.00	67.67	177.09
05-3223.01	Building Cleaning Supplies	27.61	27.61	0.00 %	0.00	0.00	(27.61)	0.00	227.11
05-3225.00	Gas and Oil	59.13	59.13	0.00 %	0.00	0.00	(59.13)	108.82	1,127.24
05-3310.00	Maint/Repair Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	469.04	4,587.17
05-3313.00	Training	3,027.77	3,027.77	0.00 %	0.00	0.00	(3,027.77)	1,598.00	6,145.28
05-3330.00	Life Insurance	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	714.00
05-3332.00	Laundry	0.00	0.00	0.00 %	0.00	0.00	0.00	25.32	238.18
05-3334.00	Ambulance Driver Incentive	1,205.00	1,205.00	0.00 %	0.00	0.00	(1,205.00)	1,335.00	8,865.00
05-3335.00	EMT Trip Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
05-3336.00	Insurance Aid Fees	1,149.63	1,149.63	0.00 %	0.00	0.00	(1,149.63)	0.00	14,697.10
05-3338.00	Ambulance Supplies	64.81	64.81	0.00 %	0.00	0.00	(64.81)	261.85	6,251.75
05-3361.00	Uniforms	0.00	0.00	0.00 %	0.00	0.00	0.00	161.81	417.56
05-3410.00	Equipment Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	19.60	20,664.08
05-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Expense		8,927.56	8,927.56	0.00 %	0.00	0.00	(8,927.56)	7,464.82	100,660.40
PROFIT / (LOSS) :		(5,922.10)	(5,922.10)		0.00	0.00	5,922.10	(3,187.78)	(24,272.98)

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Fire									
06-2403.00	Insurance Reimbursements	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-2405.00	Miscellaneous Reimbursements	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-2406.00	Gifts/Donations/Memorials	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-2408.00	Miscellaneous Income	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-2410.00	Grant Reimbursement	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-2416.00	Rural Fire Protection	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Revenue		0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00

Expense									
Fire									
06-3101.00	Salaries	2,239.15	2,239.15	0.00 %	0.00	0.00	(2,239.15)	2,184.00	19,320.75
06-3102.00	FICA/Medicare	155.21	155.21	0.00 %	0.00	0.00	(155.21)	151.58	1,287.79
06-3103.00	Pension	123.15	123.15	0.00 %	0.00	0.00	(123.15)	120.12	1,062.65
06-3104.00	Health Insurance	752.14	752.14	0.00 %	0.00	0.00	(752.14)	721.17	9,040.77
06-3205.00	Travel & Meeting Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-3209.00	Printing & Publication	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-3216.00	Copier Maint/Expense	26.32	26.32	0.00 %	0.00	0.00	(26.32)	80.15	500.77
06-3219.00	Trash Removal	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-3220.00	Utilities	0.00	0.00	0.00 %	0.00	0.00	0.00	166.49	2,721.15
06-3221.00	Telephone/Internet	47.35	47.35	0.00 %	0.00	0.00	(47.35)	49.49	1,002.61
06-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-3223.00	Supplies & Postage	16.26	16.26	0.00 %	0.00	0.00	(16.26)	147.18	539.81
06-3225.00	Gas and Oil	121.19	121.19	0.00 %	0.00	0.00	(121.19)	9.99	1,444.10
06-3310.00	Maint/Repair Equipment	49.00	49.00	0.00 %	0.00	0.00	(49.00)	1,458.55	6,972.07
06-3310.01	Main/Rep Equip-Loose Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-3311.00	Maintenance & Repair Bldg	0.00	0.00	0.00 %	0.00	0.00	0.00	437.50	1,096.50
06-3313.00	Training	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	1,931.00
06-3330.00	Life Insurance	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	682.08
06-3410.00	Equipment Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	25,061.94
06-3415.10	Sirens and Batteries	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
06-3435.00	Hydrants	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	5,913.66
TOTAL Expense		3,529.77	3,529.77	0.00 %	0.00	0.00	(3,529.77)	5,526.22	78,577.65

PROFIT / (LOSS) :

(3,529.77)	(3,529.77)	0.00	0.00	3,529.77	(5,526.22)	(78,577.65)
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City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Library									
07-2406.00	Gifts/Donations/Memorials	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	31,606.00
07-2408.00	Miscellaneous Income	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	1,177.00
07-2417.00	Library Fees	118.75	118.75	0.00 %	0.00	0.00	(118.75)	183.95	1,955.52
TOTAL Revenue		118.75	118.75	0.00 %	0.00	0.00	(118.75)	183.95	34,738.52
Expense									
Library									
07-3101.00	Salaries	16,414.13	16,414.13	0.00 %	0.00	0.00	(16,414.13)	16,266.18	140,352.43
07-3102.00	FICA/Medicare	1,199.83	1,199.83	0.00 %	0.00	0.00	(1,199.83)	1,189.14	10,066.69
07-3103.00	Pension	824.44	824.44	0.00 %	0.00	0.00	(824.44)	824.45	7,154.29
07-3104.00	Health Insurance	1,696.61	1,696.61	0.00 %	0.00	0.00	(1,696.61)	1,626.98	20,393.43
07-3205.00	Travel & Meeting Expense	609.15	609.15	0.00 %	0.00	0.00	(609.15)	238.00	799.58
07-3206.00	Association Dues	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	230.00
07-3216.00	Copier Maint/Expense	66.52	66.52	0.00 %	0.00	0.00	(66.52)	66.52	1,372.09
07-3219.00	Trash Removal	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
07-3220.00	Utilities	491.37	491.37	0.00 %	0.00	0.00	(491.37)	1,667.47	16,284.79
07-3221.00	Telephone/Internet	1,000.00	1,000.00	0.00 %	0.00	0.00	(1,000.00)	1,000.00	1,796.29
07-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
07-3223.00	Supplies & Postage	129.84	129.84	0.00 %	0.00	0.00	(129.84)	358.92	2,491.92
07-3310.00	Maint/Repair Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
07-3310.10	Tech Support/Subscriptions	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	1,780.00
07-3311.00	Maintenance & Repair Bldg	67.00	67.00	0.00 %	0.00	0.00	(67.00)	105.59	1,418.17
07-3313.00	Training	35.00	35.00	0.00 %	0.00	0.00	(35.00)	0.00	655.00
07-3339.00	Maintenance/Repair Grounds	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
07-3340.00	Book Purchases	3,446.44	3,446.44	0.00 %	0.00	0.00	(3,446.44)	3,470.68	23,782.49
07-3340.10	Database	275.62	275.62	0.00 %	0.00	0.00	(275.62)	262.50	843.43
07-3340.20	Nebraska Overdrive	500.00	500.00	0.00 %	0.00	0.00	(500.00)	500.00	500.00
07-3341.00	Computer Public Access	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
07-3342.00	Library Promotions	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	250.00
07-3410.00	Equipment Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	419.99
07-3419.01	Contracted Services	1,192.00	1,192.00	0.00 %	0.00	0.00	(1,192.00)	917.00	15,037.50
07-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
07-3420.01	Daugherty Library Maint Fund	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Expense		27,947.95	27,947.95	0.00 %	0.00	0.00	(27,947.95)	28,493.43	245,628.09
PROFIT / (LOSS) :		(27,829.20)	(27,829.20)		0.00	0.00	27,829.20	(28,309.48)	(210,889.57)

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Street									
08-2405.00	Miscellaneous Reimbursements	0.00	0.00	0.00 %	0.00	0.00	0.00	1,105.00	1,778.95
08-2408.10	Grant Funds	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-2408.20	Sales Tax Infra Transfer	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-2418.00	Street Allocation	42,033.42	42,033.42	0.00 %	0.00	0.00	(42,033.42)	38,122.38	457,862.10
08-2419.00	Incentive Payment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	4,000.00
08-2421.00	Box Culvert Reimbursement	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-2422.00	Road Material Reimbursement	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	1,006.72
08-2424.00	Equipment Rental Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Revenue		42,033.42	42,033.42	0.00 %	0.00	0.00	(42,033.42)	39,227.38	464,647.77
Expense									
Street									
08-3101.00	Salaries	28,619.26	28,619.26	0.00 %	0.00	0.00	(28,619.26)	27,575.93	249,541.05
08-3101.01	Overtime Wages	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-3102.00	FICA/Medicare	2,083.88	2,083.88	0.00 %	0.00	0.00	(2,083.88)	2,003.18	17,813.87
08-3103.00	Pension	1,574.06	1,574.06	0.00 %	0.00	0.00	(1,574.06)	994.78	9,560.64
08-3104.00	Health Insurance	6,081.05	6,081.05	0.00 %	0.00	0.00	(6,081.05)	6,032.60	75,387.93
08-3205.00	Travel & Meeting Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	1,370.24
08-3206.00	Association Dues	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	827.00
08-3216.00	Copier Maint/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-3219.00	Trash Removal	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	76.22
08-3220.00	Utilities	254.10	254.10	0.00 %	0.00	0.00	(254.10)	253.87	15,977.06
08-3221.00	Telephone/Internet	102.88	102.88	0.00 %	0.00	0.00	(102.88)	117.13	1,329.77
08-3222.00	Miscellaneous Expense	74.51	74.51	0.00 %	0.00	0.00	(74.51)	0.00	422.10
08-3222.10	Snow Removal	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	33,333.47
08-3223.00	Supplies & Postage	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	390.52
08-3225.00	Gas and Oil	2,362.44	2,362.44	0.00 %	0.00	0.00	(2,362.44)	390.64	20,050.54
08-3310.00	Maint/Repair Equipment	2,351.57	2,351.57	0.00 %	0.00	0.00	(2,351.57)	2,972.21	63,930.83
08-3311.00	Maintenance & Repair Bldg	0.00	0.00	0.00 %	0.00	0.00	0.00	293.85	3,990.20
08-3320.00	Interest	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-3343.00	Consulting Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-3344.00	Chemicals	8,464.13	8,464.13	0.00 %	0.00	0.00	(8,464.13)	16,957.58	22,299.24
08-3345.00	Road Materials	0.00	0.00	0.00 %	0.00	0.00	0.00	3,283.20	18,106.21
08-3346.00	Gravel	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-3347.00	Street Signs	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	1,653.25
08-3348.00	Street Signals/Maintenance	163.47	163.47	0.00 %	0.00	0.00	(163.47)	0.00	3,410.50
08-3348.10	Flags	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	1,066.26
08-3349.00	Pavement Marking	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	8,099.25
08-3350.00	Shop Tools	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	2,392.38
08-3351.00	Equipment Rental	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-3410.00	Equipment Purchases	8,873.00	8,873.00	0.00 %	0.00	0.00	(8,873.00)	0.00	36,039.68
08-3410.01	Safety Equipment	72.75	72.75	0.00 %	0.00	0.00	(72.75)	629.54	2,196.09
08-3411.00	Computers	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-3416.00	Land & Buildings	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	2,242.49
08-3417.00	Trash Receptacles	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-3418.00	Street Sweeper	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	25,017.26
08-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Expense (Continued)									
Street									
08-3422.00	New Street Lights	401.84	401.84	0.00 %	0.00	0.00	(401.84)	0.00	214.00
08-3422.01	Street Lighting	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
08-3423.00	Storm Sewers	0.00	0.00	0.00 %	0.00	0.00	0.00	822.16	822.16
08-3424.00	Trucks/Loader	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	40,171.48
08-3425.00	Street Construction	6,442.58	6,442.58	0.00 %	0.00	0.00	(6,442.58)	1,131.50	12,785.30
08-3425.01	Township Roads	4,000.00	4,000.00	0.00 %	0.00	0.00	(4,000.00)	0.00	0.00
08-3426.00	Armor Coating	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	5,659.00
08-3426.10	Concrete Replacement Snow Stor	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Expense		71,921.52	71,921.52	0.00 %	0.00	0.00	(71,921.52)	63,458.17	676,175.99

PROFIT / (LOSS) :

(29,888.10)	(29,888.10)	0.00	0.00	29,888.10	(24,230.79)	(211,528.22)
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City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Park									
09-2408.00	Miscellaneous Income	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-2425.00	Park Rental Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	160.00
09-2426.00	Tennis Center Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	10.00
09-2426.10	RV Park Rental Fees	888.88	888.88	0.00 %	0.00	0.00	(888.88)	5,258.64	35,329.01
09-2426.20	RV Park Rental Sales Tax	62.22	62.22	0.00 %	0.00	0.00	(62.22)	368.10	220.49
09-2426.30	RV Park Lodging Tax	8.90	8.90	0.00 %	0.00	0.00	(8.90)	168.26	(66.40)
TOTAL Revenue		960.00	960.00	0.00 %	0.00	0.00	(960.00)	5,795.00	35,653.10

Expense									
Park									
09-3101.00	Salaries	52,088.59	52,088.59	0.00 %	0.00	0.00	(52,088.59)	16,334.40	139,078.10
09-3102.00	FICA/Medicare	3,973.77	3,973.77	0.00 %	0.00	0.00	(3,973.77)	1,228.26	10,476.75
09-3103.00	Pension	2,743.18	2,743.18	0.00 %	0.00	0.00	(2,743.18)	824.14	6,878.36
09-3104.00	Health Insurance	1,040.06	1,040.06	0.00 %	0.00	0.00	(1,040.06)	1,531.78	20,129.62
09-3205.00	Travel & Meeting Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	118.40
09-3206.00	Association Dues	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-3209.00	Printing & Publication	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	751.50
09-3216.00	Copier Maint/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-3219.00	Trash Removal	49.30	49.30	0.00 %	0.00	0.00	(49.30)	49.30	618.80
09-3220.00	Utilities	2,053.18	2,053.18	0.00 %	0.00	0.00	(2,053.18)	1,718.95	26,894.85
09-3221.00	Telephone/Internet	102.86	102.86	0.00 %	0.00	0.00	(102.86)	117.13	1,309.92
09-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-3223.00	Supplies & Postage	0.00	0.00	0.00 %	0.00	0.00	0.00	21.47	887.32
09-3225.00	Gas and Oil	1,189.08	1,189.08	0.00 %	0.00	0.00	(1,189.08)	0.00	10,367.36
09-3310.00	Maint/Repair Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	1,284.85	22,545.85
09-3311.00	Maintenance & Repair Bldg	513.64	513.64	0.00 %	0.00	0.00	(513.64)	0.00	4,375.84
09-3339.00	Maintenance/Repair Grounds	331.68	331.68	0.00 %	0.00	0.00	(331.68)	3,823.24	44,684.63
09-3351.00	Equipment Rental	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-3352.00	Tools/Shop Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	247.37
09-3353.00	Trees & Shrubs	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	1,665.05
09-3410.00	Equipment Purchases	216.51	216.51	0.00 %	0.00	0.00	(216.51)	836.49	24,606.96
09-3410.01	Safety Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	110.72
09-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-3427.00	Underground Sprinklers	0.00	0.00	0.00 %	0.00	0.00	0.00	630.92	4,697.44
09-3428.00	Playground Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	15,000.00
09-3429.00	Melham Playground Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-3430.00	Melham Lake	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	118.78
TOTAL Expense		64,301.85	64,301.85	0.00 %	0.00	0.00	(64,301.85)	28,400.93	335,563.62

PROFIT / (LOSS) :

(63,341.85)	(63,341.85)	0.00	0.00	63,341.85	(22,605.93)	(299,910.52)
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City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Swimming Pool									
10-2427.00	Admissions	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	25,421.84
10-2428.00	Concessions	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	5,124.79
10-2429.00	Red Cross Lessons	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	6,265.00
TOTAL Revenue		0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	36,811.63
Expense									
Swimming Pool									
10-3101.00	Salaries	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	58,048.58
10-3102.00	FICA/Medicare	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	4,440.76
10-3103.00	Pension	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3104.00	Health Insurance	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3205.00	Travel & Meeting Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	75.40
10-3206.00	Association Dues	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	40.00
10-3206.10	Credit Card/POS Service Fees	0.47	0.47	0.00 %	0.00	0.00	(0.47)	0.57	1,801.94
10-3209.00	Printing & Publication	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	435.00
10-3216.00	Copier Maint/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3219.00	Trash Removal	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	90.00
10-3220.00	Utilities	531.10	531.10	0.00 %	0.00	0.00	(531.10)	531.36	12,335.71
10-3221.00	Telephone/Internet	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	1,432.04
10-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3223.00	Supplies & Postage	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	3,294.24
10-3310.00	Maint/Repair Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	740.62
10-3311.00	Maintenance & Repair Bldg	0.00	0.00	0.00 %	0.00	0.00	0.00	1,011.18	20,792.53
10-3339.00	Maintenance/Repair Grounds	122.41	122.41	0.00 %	0.00	0.00	(122.41)	0.00	6,104.74
10-3343.00	Consulting Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3356.00	General Main/Repair	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3357.00	Maintenance/Repair Pool	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3358.00	Maintenance/Repair Diving Brd	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3359.00	Red Cross Training	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	1,340.49
10-3410.00	Equipment Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	847.23
10-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3431.00	Pool & Bldg Renovations	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3432.00	Pool Chemicals	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	8,636.73
TOTAL Expense		653.98	653.98	0.00 %	0.00	0.00	(653.98)	1,543.11	120,456.01
PROFIT / (LOSS) :		(653.98)	(653.98)		0.00	0.00	653.98	(1,543.11)	(83,644.38)

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Sanitation									
11-2405.10	Tree Dump Gate Receipts	459.00	459.00	0.00 %	0.00	0.00	(459.00)	543.00	4,377.00
11-2405.20	CD Cell Gate Receipts	1,900.00	1,900.00	0.00 %	0.00	0.00	(1,900.00)	2,210.00	13,524.00
TOTAL Revenue		2,359.00	2,359.00	0.00 %	0.00	0.00	(2,359.00)	2,753.00	17,901.00
Expense									
Sanitation									
11-3101.00	Salaries	3,834.50	3,834.50	0.00 %	0.00	0.00	(3,834.50)	3,150.00	22,476.75
11-3101.10	Salaries - CD Cell	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3102.00	FICA/Medicare	293.38	293.38	0.00 %	0.00	0.00	(293.38)	240.99	1,719.58
11-3102.10	FICA/Medicare - CD Cell	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3103.00	Pension	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3104.00	Health Insurance	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3205.00	Travel & Meeting Expense	204.16	204.16	0.00 %	0.00	0.00	(204.16)	221.82	1,486.30
11-3216.00	Copier Maint/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3220.00	Utilities	52.03	52.03	0.00 %	0.00	0.00	(52.03)	46.06	1,008.42
11-3221.00	Telephone/Internet	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3221.10	Telephone - CD Cell	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	3,345.50
11-3223.00	Supplies & Postage	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	192.73
11-3360.00	Sanitation Contract	48.01	48.01	0.00 %	0.00	0.00	(48.01)	37.90	491.75
11-3360.10	Port-A-Potties	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3410.00	Equipment Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	286.74
11-3410.10	Capital Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3410.20	Equipment Rental CD Cell	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3410.30	Equipment Rental Tree Dump	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3416.00	Land & Buildings	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
11-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Expense		4,432.08	4,432.08	0.00 %	0.00	0.00	(4,432.08)	3,696.77	31,007.77
PROFIT / (LOSS) :		(2,073.08)	(2,073.08)		0.00	0.00	2,073.08	(943.77)	(13,106.77)

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Expense									
ST Infra/Capital									
12-4200.00	Sales Tax Infra Projects	0.00	0.00	0.00 %	0.00	0.00	0.00	187,381.56	216,283.08
12-4200.01	Library	0.00	0.00	0.00 %	0.00	0.00	0.00	(2,902.70)	(2,902.70)
12-4200.02	TE Trail Project	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
12-4200.03	5th Street Improvement	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
12-4200.04	Ambulance	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
12-4200.05	Downtown Improvements/10th Ave	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
12-4200.07	Sales Tax Infra Transfer	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
12-4200.08	Fairgrounds Lift Payment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	30,816.55
12-4200.09	Transfer ST to Bond Fund	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
12-4200.10	Fire Station Payment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	97,557.77
TOTAL Expense		0.00	0.00	0.00 %	0.00	0.00	0.00	184,478.86	341,754.70

PROFIT / (LOSS) :

0.00

0.00

0.00

0.00

0.00

(184,478.86)

(341,754.70)

Expense

Utility Wages

13-1431.00	Salaries	0.00	0.00	0.00 %	0.00	0.00	0.00	29,663.48	0.00
13-1452.10	Pension	0.00	0.00	0.00 %	0.00	0.00	0.00	1,215.83	0.00
13-1452.20	Payroll Taxes	0.00	0.00	0.00 %	0.00	0.00	0.00	2,269.23	0.00
13-1452.30	Travel and Meeting Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Expense		0.00	0.00	0.00 %	0.00	0.00	0.00	33,148.54	0.00

PROFIT / (LOSS) :

0.00

0.00

0.00

0.00

0.00

(33,148.54)

0.00

City of Broken Bow

Account	Account Name	Fiscal Year 19 - 20			Budget			Fiscal Year 18 - 19	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Bond Fund									
14-2010.00	Property Tax Revenue Bond Fund	17,545.49	17,545.49	0.00 %	0.00	0.00	(17,545.49)	18,746.04	300,415.90
14-2020.01	Sales Tax Transfer	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Revenue		17,545.49	17,545.49	0.00 %	0.00	0.00	(17,545.49)	18,746.04	300,415.90
Expense									
Bond Fund									
14-3010.00	Principal Debt Payments	50,000.00	50,000.00	0.00 %	0.00	0.00	(50,000.00)	50,000.00	720,000.00
14-3020.00	Interest Debt Payments	6,673.75	6,673.75	0.00 %	0.00	0.00	(6,673.75)	7,373.75	186,877.75
14-3030.00	Refunding Debt	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
TOTAL Expense		56,673.75	56,673.75	0.00 %	0.00	0.00	(56,673.75)	57,373.75	906,877.75
PROFIT / (LOSS) :		(39,128.26)	(39,128.26)		0.00	0.00	39,128.26	(38,627.71)	(606,461.85)

Date Range : 10/1/2019 To 10/31/2019
 Report is for 00-0000.00 through ZZ-ZZZZ.ZZ.
 Only Active accounts are included.
 Report order = fund
 Transaction Source Code = Include All

Job Title:	City Treasurer & Accounting Manager
Department	Administration
Supervisor:	City Administrator
Also takes direction from:	Mayor

Summary:

Assists the City Administrator with the financial affairs and analyses of the organization. Overseeing the preparation of corporate, consolidated financial statements and supporting schedules. Provides coordination of company financial planning, debt financing and budget management functions.

Essential Functions

Role and Responsibilities

- Works with accounting group to prepare monthly financial statements consistent with GAAP.
- Participates in the preparation and forecasting of the annual budget.
- Identifies and reports the financial and operating performance of each profit and cost center.
- Prepares and analyzes financial data, reports, statements, and projects.
- Establishes and implements short- and long-range departmental goals, objectives, policies and operating procedures.
- Arranges and prepares company yearend audit information to external auditors.
- Prepares reports required by regulatory agencies. (Sales Tax, Keno, etc.)
- Oversees daily operations of the billing and bookkeeping for the Utility and City offices.
- Establishes and maintains systems and controls which verify the integrity of all systems, processes and data.
- Conforms with and abides by all state and federal regulations, company policies, work procedures and instructions.
- Oversees, prepares, and files all necessary reports for payroll.
- Designs, establishes and maintains an Accounting organizational structure to accomplish the department goals and objectives.
- Identifies, develops and oversees a work plan for and lead implementation of the accounting system.
- Oversees TIF Projects and prepares amortization schedules.
- Performs other work-related duties as assigned.

Qualifications and Education Requirements

- Bachelor's degree in accounting, financial management or business administration.
- Certified Public Accountant (CPA) designation preferred.
- Any equivalent combination of education and experience determined to be acceptable.
- Two to five years previous experience in managing finance, accounting, and budgeting.
- Competence in Microsoft Office Suite application.
- Extensive knowledge associated with consolidated entities.
- Knowledge of finance, accounting, budgeting and cost control principles.
- Knowledge of federal and state financial regulations.
- Strong verbal, written, and interpersonal skills.
- Ability to effectively interact with all levels of the City and Utilities Departments.
- Strong attention to detail and organizational skills.
- Ability to handle and maintain the confidentiality of sensitive information.
- Self-motivated and independent problem solving ability and work under minimal supervision.

Working Conditions

- This position is subject to inside environmental conditions typically associated with an office environment.
- Work may require overnight travel and weekend and/or evening work.
- Light work; exerting up to 20 pounds of force occasionally, and /or up to 10 pounds of force frequently, and/or a negligible amount of forces constantly to move objects.

**This document does not create any employment contract, implied or otherwise, other than an "at will" employment relationship.*

Employee:		Date:	
Supervisor:		Date:	

☐ I have received a copy of the Employee Handbook and am aware there is a copy of the Employee Handbook in the office and online

Treasurer/Accounting Manager Items to Do Every Month

- Download fuel transactions (will want to try and do this every day or at least once a week)
- Deposit money (I usually try and do this once a week)
- Monitor cash account balances and fund accounts as needed
- Approve health insurance claims weekly (make sure enough money in Health Ins. Acct. @ NSB)
- Bank Reconciliations
- Utility Treasurer Report
- City Treasurer Report
- Enter adjusting journal entries as required
- Reconcile balance sheet accounts to ledgers as needed
- Utility Sales and Use Tax Return
- Print BD Power Use Report (make sure the correct amounts got billed)
- Compare/analyze utility billing each month to make sure there are not any big discrepancies
- Claims/write checks
- Payroll
- Deposit health insurance money into health insurance account (Make claims out for City and Utility expense amounts)
- Upload retirement spreadsheet and wire money to PenServ (will need report from BBHA)
- Check tenant unpaid amounts-send letter to landlords
- Write TIF checks if County remitted money (Sheri sends an email) and update schedules/amortization schedules
- Print Fuel Use Report (by "Vehicle Department") each month and make a Claim for City to pay for fuel used (utilities you will just enter a Journal Entry each month)
- Get Fuel Readings (probably will need to have guys measure unleaded tank since the sensor isn't working)
- Mail CD Cell and Tree Dump bills (keep a copy so we can make sure they get paid)
- Mail bills for work done by utility departments
- Make sure RV Park money is turned in
- Monitor NSF checks and make sure they are collected

Other Items to Do Periodically

- Prepare TIF Contracts as necessary
- Organize and respond to any audits as required
- Monitor monthly sales tax to make sure it looks reasonable
- Budget time will need to update/prepare budget spreadsheets and information and change as necessary throughout the budget process
- Send retirement eligibility letters
- Change wages for any reviews of employees if required and pay retro if needed
- Monitor retirement loan payoff dates
- Research any new LB's/statutes that may change requirements for reporting or job duties
- Give Utility Board list of delinquent Utility accounts
- File liens, lawsuits, or send customers to collections as needed
- Request W-9's from new vendors

Treasurer/Accounting Manager Items That Need Done by Month

January

- Change payroll tax tables if necessary
- Update withholding to elected amounts for payroll (HSA, Flex Spending, Aflac)
- 4th Quarter Payroll Reports
- 4th Quarter Keno Report
- W-2's
- 1095B and 1094B (Health Insurance Forms)
- 1099's
- Annual City Sales and Use Tax Returns
- Annual Lodging Tax Return
- CD Cell set funds aside (JEO will give you the amounts and the letters we need to type)
- Fairgrounds Lift Station Payment (we should get a payment from them this month)
- Send Great Plains bill for "joint use of poles"
- Wire Bond Payment for 10th Street (Due February 1st)

February

- Update Form 13 for utility customers if necessary
- EIA report due April 30th
- TIF Report to Political Subdivisions – Due May 1st

March

- Audit Report due March 31st
- Council and Utility Board checks on last payroll of month
- Wire Bond payment for Thelma – Due April 1st
- EIA report due April 30th (if not done)
- TIF Report to Political Subdivisions – Due May 1st (if not done)

April

- 1st Quarter Payroll Reports
- 1st Quarter Keno Report
- Wire Bond Payment 69KV (Electric Bond Account) – Due May 1st

May

- Wire Bond Payment Pamida – Due May 15th
- Bond Payment Ballfields (NSB has the info and they will do the wire and send us a letter)

June

- File EMMA (submit audit report to MSRB) – Due June 30th
- Municipal Finance and Accounting Conference
- Budget letter request to department heads
- Update budget spreadsheets

June (continued)

- Wire bond payment for pool – Due June 15th
- Wire bond payment for various – Due June 15th
- Wire bond payment downtown – Due June 15th
- DEQ loans due June 15th
- Council and Utility Board checks on last payroll of month

July

- Budget Meetings
- 2nd Quarter Payroll Reports
- 2nd Quarter Keno Reports
- Publish Wages (July 15th-August 15th)
- Fairgrounds Lift Station Payment (we should get a payment from them this month)
- Form 720 PCORI Fee
- Wire Bond Payment 10th Street – due August 1st
- Budget Workshop Notice
- Amend Budget?
- BB Airport Authority Fund Request – Due before August 1st

August

- Budget Workshop/Notices (could have workshop in July)
- Budget Hearing Notices
- Valuation from County August 20th
- Get actual Budget amounts from Dana F. Cole
- Amend Budget if needed
- Fire Station Payment Due to NSB September 1st (the Fire Board get the bill)
- Insurance Premium Audit

September

- Budget Hearings 1st Meeting in September
- Budget Due September 20th
- CRA Budget Waiver Due September 20th
- Interlocal Form Due September 20th
- Pay Liquor and Tobacco Licenses collected to school
- Health Insurance Renewal
- Wire Bond Payment Thelma – Due October 1st
- Form 94 Waste Reduction and Recycling Fee (Both City and Utility)
- COL IBEW and Police (Starting 1st Payroll in October)
- New Health Insurance Rates (Starting 1st Payroll in October)
- Check to Universal Insurance October 1st
- Council and Utility Board checks on last payroll of month

September (continued)

- Have Electric and Water/Sewer Department take inventory
- Transfer money into Library Maintenance Fund for Daugherty Grant
- Check with banks to make sure we have enough FDIC/Pledging as of September 30th
- Work with Cypress to make sure we get money from reinsurance for any health claims over the spec deductible

October

- 3rd Quarter Payroll Reports
- 3rd Quarter Keno Reports
- Annual Keno Report 35K
- Wire Bond Payment 69KV (Electric Bond Account) – Due November 1st
- Annual TIF Report Due to State December 1st
- Annual Occupation Tax Report LB445
- SAM Renewal
- Start gathering items for auditors

November

- Annual Audit (arrange and gather information for Auditors)
- Wire Bond Payment Pamida – Due November 15th
- Bond Payment Ballfields (NSB has the info and they will do the wire and send us a letter)
- TIF Report Due to State (if not already sent) Due December 1st
- Keno Compliance
- Aflac Signups in December
- New Flex and HSA forms to employees

December

- Wire Bond Payment Pool Due December 15th
- Wire Bond Payment Various Due December 15th
- Wire Downtown Bond Payment Due December 15th
- Order W-2's 1099's and 1094 Forms from Automated Printing
- Print Vendor Payment Reports and check for W-9's that need to be obtained
- Ambulance Incentive on paychecks for City Employees
- Mark Retirement in Employees Maintenance for employees who signed up for retirement in current year
- Longevity Pay on paychecks
- SSAR Street Report
- Council and Utility Board checks on last payroll of month
- New Payroll Tax Tables/Amounts before payroll in January

**CITY OF BROKEN BOW
ORDINANCE NO. 1216**

**AN ORDINANCE OF THE CITY OF BROKEN BOW, CUSTER COUNTY, NEBRASKA,
AMENDING SECTION 93.06: ABANDONMENT, NEGLECT AND MISTREATMENT;
REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING A TIME WHEN THIS
ORDINANCE SHALL BE IN FULL FORCE AND EFFECT.**

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

Section 1. That Section 93.06 of the Municipal Code be amended to read as follows:

§ 93.06 ABANDONMENT, NEGLECT AND MISTREATMENT.

(A) *Definitions.* For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ABANDON. To leave any animal in one's care, whether as owner or custodian, for any length of time without making effective provision for its food, water or other care as is reasonably necessary for the animal's health.

ANIMAL. Any vertebrate member of the animal kingdom. **ANIMAL** does not include an uncaptured wild creature or a livestock animal as defined in this section.

BOVINE. A cow, an ox or a bison.

CRUELLY MISTREAT. To knowingly and intentionally kill, maim, disfigure, torture, beat, mutilate, scald, or otherwise inflict harm upon any animal.

CRUELLY NEGLECT. To fail to provide any animal in one's care, whether as owner or custodian, with food, water or other care as is reasonably necessary for the animal's health.

HUMANE KILLING. The destruction of an animal by a method which causes the animal a minimum of pain and suffering.

LAW ENFORCEMENT OFFICER. Any member of the State Patrol, any county or deputy sheriff, any member of the police force of the city or any other city or village or any other public official authorized by the city or any other city or village to enforce state or local animal control laws, rules, regulations or ordinances.

LIVESTOCK ANIMAL. Any bovine, equine, swine, sheep, goats, domesticated cervine animals, ratite birds or poultry.

POLICE ANIMAL. A horse or dog owned or controlled by the state or any county, city, or village for the purpose of assisting a law enforcement officer in the performance of his or her official enforcement duties.
(Neb. RS 28-1008)

(B) *Enforcement Powers; immunity.*

(1) Any law enforcement officer who has reason to believe that an animal has been abandoned or is being cruelly neglected or cruelly mistreated may seek a warrant authorizing entry upon private property to inspect, care for or impound the animal.

(2) Any law enforcement officer who has reason to believe that an animal has been abandoned or is being cruelly neglected or cruelly mistreated may issue a citation to the owner as prescribed in Neb. RS 29-422 to 29-429.

(3) Any law enforcement officer acting under this section shall not be liable for damage to property if the damage is not the result of the officer's negligence.
(Neb. RS 28-1012)

(C) *Violation.*

(1) A person who intentionally, knowingly, or recklessly abandons, cruelly neglects, or cruelly mistreats an animal is guilty of an offense.

(2) A person commits harassment of a police animal if he or she knowingly and intentionally teases or harasses a police animal in order to distract, agitate or harm the police animal for the purpose of preventing such animal from performing its legitimate official duties.
(Neb. RS 28-1009)

(3) A person living within the area of the city zoned for residential purposes or upon property predominately used for residential purposes shall not slaughter any livestock animal.

Penalty, see § 10.99

Statutory reference:

Authority to prohibit cruelty to animals, see Neb. RS 17-138

Exemptions, see Neb. RS 28-1013

Serious illness or injury to animal; death of animal; felony, see Neb. RS 28-1008 and 28-1009

Section 2. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3. This ordinance shall take effect and be in full force and effect from and after its passage, approval and publication as provided by law.

Passed and approved this 12th day of November, 2019.

Jonathon Berghorst, Mayor

ATTEST:

Stephanie M. Wright, City Clerk



N E B R A S K A

Rooted. But Not Standing Still.

REQUEST FOR FUTURE AGENDA ITEM

If you have a specific topic that you would like the City Council to discuss at a future meeting, please list your name, address, telephone number, and the specific topic. The item will be reviewed and possibly scheduled for a future meeting, or forwarded to City staff for appropriate action.

Name: Tresa Bass - Colonial Life

Address: 430 South 8th Ave

Broken Bow, NE 68822

Telephone #: 308-870-1485

Date of Request: 11/12/19

Description of Topic: Offering Colonial Life benefits

as a voluntary payroll deduction with a

local office and service

Please return to the City Clerk at City Hall, by email (clerk@cityofbrokenbow.org), or by fax (308-872-6885).

Councilperson _____ introduced the following resolution and moved its adoption:

RESOLUTION 2019-29

BE IT NOW RESOLVED that from August 1st, 2018 to November 15th, 2019, the City of Broken Bow performed the following or provided the following services:

Water and Sewer

on the property located at 1423 South G, Broken Bow, NE 68822,

and incurred costs amounting to \$505.50

That the legal description of said property is:

Parcel 001075700, A W GANDY ADD, BLK 2, LT 16 BROKEN BOW CITY

and said costs should be assessed against the foregoing real estate.

Passed and approved this 26th day of November, 2019.

Jonathon Berghorst, Mayor

Attest:

Stephanie M. Wright, City Clerk

Councilperson _____ seconded the motion for the adoption of the above resolution. The Mayor stated the motion and the City Clerk called the roll. On roll call, the following voted in favor of the passage of said motion: _____

The following voted against the same: _____

The Mayor thereupon declared said motion carried and said resolution adopted.

Councilperson _____ introduced the following resolution and moved its adoption:

RESOLUTION 2019-30

BE IT NOW RESOLVED that from November 1st, 2018 to November 15th, 2019, the City of Broken Bow performed the following or provided the following services:

Water and Sewer

on the property located at 1422 South F, Broken Bow, NE 68822,

and incurred costs amounting to \$422.96.

That the legal description of said property is:

Parcel 001075000, A W GANDY ADD BLOCK 2, LOT 9 BROKEN BOW CITY

and said costs should be assessed against the foregoing real estate.

Passed and approved this 26th day of November, 2019.

Jonathon Berghorst, Mayor

Attest:

Stephanie M. Wright, City Clerk

Councilperson _____ seconded the motion for the adoption of the above resolution. The Mayor stated the motion and the City Clerk called the roll. On roll call, the following voted in favor of the passage of said motion: _____

The following voted against the same: _____

The Mayor thereupon declared said motion carried and said resolution adopted.