



City Council Regular Meeting Agenda

Monday, March 11, 2024 at 6:30 PM
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

PUBLIC NOTICE: THIS MEETING IS RECORDED AND PLACED IN AN ONLINE FORMAT. PERSONS MAY BE ABLE TO EITHER VIEW OR LISTEN TO VIDEO / AUDIO OF THIS MEETING UNTIL WHICH TIME THE RECORDING IS DESTROYED UNDER THE CITY'S RECORD RETENTION POLICY.

PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/89199852861?pwd=2DE6YwxL2K0QHUUUQFijffR0DfJyx9.1>

Call in: 669-444-9171

Meeting ID: 891 9985 2861

Password: 252792

ROLL CALL / PLEDGE OF ALLEGIANCE

PUBLIC INPUT

(The Public is invited to speak to any item NOT already on the agenda. Items regarding Personnel or Elected Officials should be discussed with the Mayor. The Mayor or Presiding Officer may limit the amount of time). The public may be called upon to speak on any item on the agenda.

REPORTS

- [1.](#) Mayor's Report
- [2.](#) Staff Reports

DISCUSSION ITEMS

3. Foundation Description - Tiny Homes
4. Sewer EDU Rate
5. Preschool/Daycare

ACTION ITEMS

6. Industrial Park Lease - All Seasons HVAC & Refrigeration
7. Temporary Employee Wage

PRESENTATION

8. III-A Annual Report- Megan Smith

CONSENT AGENDA

- [9.](#) Paid & Pending Claims
- [10.](#) February 2024 Payroll

FUTURE MEETING TOPICS

ADJOURNMENT

Any person needing special accommodation to participate in the above noticed meeting should contact the City Clerk's Office at, 347-2171, at least 24 hours in advance of the meeting date.

City of New Meadows Mission Statement:

"To provide citizens with a safe and clean community as we develop a vibrant, diverse economy

together. Through coordinated and collaborative planning, we will utilize proactive means to provide effective, safe and fiscally responsible municipal programs and services while building and maintaining infrastructure of adequate capacity to accommodate present and future needs. With the overall health of each resident in mind, we will maintain an open and honest government as we plan for the future while preserving, protecting and enhancing our legacy.”

March 11, 2024

I guess the biggest news is the recent award from the Idaho Workforce Development Council for 600,000 dollars for the Preschool/Daycare project. Kyla and I will be meeting with the team to begin discussing the process. This is such a great need in our community and it is awesome to see that it will be able to meet.

Angie Mettie has been coming in to do training with Dianne, which has been extremely helpful. Angie trained the previous deputy clerk on items that Kyla was not familiar with, so this training was necessary. Angie will be paid as a temporary employee of the city for her services during this time.

I understand the frustration in our community over the current status of our side streets. Regardless of sentiments expressed otherwise, this is due to weather and road base issues. It has nothing to do with the competency of city staff. Please encourage residents to slow down since speed just erodes the potholes more quickly. Once things dry out enough to begin grading and bringing in gravel, it will be done. Trying to do any additional work while the roads are wet and the base is unstable just creates more problems.

Several individuals from the community attended the QPR Suicide Prevention Training and there will be another one on March 15th at the School. Part of being a community is being aware of the needs of those around us and this training helps community members bring helpful information to potential suicide victims.

I have spoken with Preston from the Skate Park Committee and one of the next steps in the Skate Park project is a community meeting which will be set up by Grindline – the company who will be building the skate park this year. The Skate Park Committee has raised \$529k for this project and will continue fundraising, but construction is scheduled to begin this summer. City Council will be tasked with decision making on the particulars of the project as it unfolds.

Due to recent confusion regarding community service hours, I will be drafting a Community Service Policy so we can provide opportunities for community service hours as available.

The Easter Egg Hunt is coming up March 30 and the Youth Sports program needs several coaches. The week of the Young Child is coming up in April and the City will be part of the week-long activities that are being planned for our local children. If you hear of people in our community interested in volunteering for community events, please refer them to City Hall.

“No one is useless in the world who lightens the burdens of another.” Charles Dickens

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

March

TASKS COMPLETED

- Filing Payroll
- Claims Review
- January Bank Reconciliations
- January Financial Reports
- Audit Prep
- Audit
- Claims filing

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

February

TASKS COMPLETED

Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Equipment Preventive Maintenance Sheets and general servicing
- Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.
- Repair bomber; Pull engine and install new clutch plate
- Begin new Preventative Maintenance schedule and logging method.
- Assess storage problem areas and brainstorm organization practices with Public Works Dept.
- Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.

Sewer:

- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present.
- Maintain WWTP functions. (E.g. Clean Screen, Preserve blowers with oil, belts, and filters)
- Maintain Records (Sewer In & Eff Logs)
- Move Land Application Wheel Lines when Necessary
- Attend Relevant Wastewater Classes. (Online)
- Assess New headworks Issue created by Integrity

Water:

- Maintain Vigilance for Water related emergencies
- Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice and personal reasoning in appropriate settings in the work environment
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Records (City Water Well I& Use/ Water Meter Data)

NRWA apprenticeship Hours:

-Tools, Equipment, and Workplace safety	- 82.5
-Vehicles and specialized equipment	- 6.5
-System Operations and Maintenance	-10.5
-Quality Control	- 11.75
Logistics, Reports, and supervision	- 37.25
Previous XP	- 0
Lesson Hours	30 – 229 Total

PROJECTS IN PROGRESS

Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Equipment Preventive Maintenance Sheets and general servicing
- Maintain New Truck for service calls & Emergencies.
- Maintain new Preventative Maintenance schedule and logging method.
- Assess storage problem areas and brainstorm organization practices with Public Works Dept.
- Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.
- Begin Moving old files and documentation to City Hall building

Sewer:

- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present.
- Obtain a functioning camera for sewer observation
- Maintain WWTP functions. (E.g. Clean Screen, Preserve blowers with oil, belts, and filters)
- Maintain Records (Sewer In & Eff Logs)
- Move Land Application Wheel Lines when Necessary
- Attend Relevant Wastewater Classes. (Online)
- Remain vigilant against Screw Press Malfunctions

Water:

- Maintain Vigilance for Water related emergencies
- Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice and personal reasoning in appropriate settings in the work environment
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Records (City Water Well I& Use/ Water Meter Data)

NRWA apprenticeship Hours:

Tools, Equipment, and Workplace safety	- 105
-Vehicles and specialized equipment	- 8
-System Operations and Maintenance	-14
-Quality Control	- 11.75
Logistics, Reports, and supervision	- 38.25
Previous XP	- 0

Lesson Hours:

All-001 ACE C2, C3, Year 1 Orientation	- 6
C2-004 WW Treatment Systems 1	- 42
C2-003 WW Collection systems 1	- 36
All-005 Trenching	- 6
90 – 229 total	

CHALLENGES / ISSUES

WWTP:

Keep up with Samples and Reporting
 Status - Yellow
 Operator has lessened communication with the Public Works Dept and apprentice regarding Samples.

NRWA:

Achieve On Job Training hours whenever possible.
 Status - Green
 Schedule allows for more exposure to WW side of operations while also aligned with times more convenient for the operator.

Snow Removal/Streets Repair and Maintenance

Status - White
 Weather is indeterminate but Practicing Safety and striving for perfection "Makes perfect."

COMMUNITY INPUT & COMMENTS

Community:

New Grader Operator [exuding inexperience.]

Response:

The Public Works team is aware and is taking extra precautions while training new equipment operators. While training operators work, though slow or impractical, they will learn quickly with safety for all in mind.

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public Works

MONTH

February

TASKS COMPLETED

- Worked on meters
- Continued discharge and all the testing that goes with it
- Get new pickup outfitted and ready
- Various welding projects(vice for truck, gate at wwplant, storm drain covers)
- Storm drains
- Found various leaks for customers

PROJECTS IN PROGRESS

- Prep for spring list
- Prep for land app
- Build better storm drain inlets
- Meter list
- Lagoon fence repair
- Figure out a plan for excess INI

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Diane Ellen Huter

DEPARTMENT

Deputy Clerk-City Hall

MONTH

February 2023

TASKS COMPLETED

- New employee training began with Kyla and Angie
1. Learned cash receipting and utility billing and did water bills with Kyla for the month; learning how to make weekly deposits as needed.
 2. Learning process for move ins/move outs---learning how to issue late notices and red door notices. 11 notices-no disconnects.
 3. Learning where things get filed on computer as well as in filing cabinet.
 4. Learned how to issue dog licenses and track them for next year.
 5. Learning how to record and file various reports/logs.

PROJECTS IN PROGRESS

1. Completing training as needed with Kyla and Angie
2. Getting more familiar with all processes that are required to operate daily at this position
3. Going to Suicide Prevention Training and joining AC Health Advisory Team.
4. Looking to attend annual conference
5. Attempting to get more proficient with tasks I have been trained on.

CHALLENGES / ISSUES

1. Trying to simplify processes that may currently be duplicated; cleaning out old files
2. Navigating Blue Mountain Software;
3. Attempting to help ease workload on Kyla as soon as I can.

COMMUNITY INPUT & COMMENTS

Road concerns came up more than a few times

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

February 2024

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Load/unload meters for water meter reading
- Leak Letters

- Update social media
- Meadows Valley Monday Newsletter
- Agenda creation for CC and Parks & Recs meetings
- Completed 2023 Audit

PROJECTS IN PROGRESS

- Helping Diane get settled into her position with training.
- Catching up on filing
- Updating the website
- Planning and Zoning meetings

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

For dates posted from 02/28/24 to 03/11/24
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6119		580 4 Corner Communications	460.00								
IT: MSP-T1 - Basic											
February 2024											
	3696	03/01/24 IT Professional Support	153.33			1	41100		327		10102
	3696	03/01/24 IT Professional Support (W)	153.33			60	43320		327		10102
	3696	03/01/24 IT Professional Support (SWR)	153.34			65	43220		327		10102
		Total for Vendor:	460.00								
		*** Claim from another period (2/24) ****									
6129		667 A.M.E. Electric, Inc	2,500.00								
Generator Rental for Booster Station until we get permanent generator installed.											
1/15/24-2/17/24											
231990-3	02/17/24	Generator Rental	2,500.00			60	67	43331	885		10102
		Total for Vendor:	2,500.00								
6121		563 Adams County Prosecuting	1,500.00								
March											
1065	03/04/24	Municipal Prosecutions- Mar	1,500.00			1	41400		312		10102
		Total for Vendor:	1,500.00								
		*** Claim from another period (2/24) ****									
6127		25 Analytical Labs, Inc.	956.60								
2401487	02/29/24	Water Sampling / Testing	53.05			60	43320		745		10102
2401486	02/29/24	Sewer Sampling / Testing	903.55			65	43220		745		10102
		Total for Vendor:	956.60								
		*** Claim from another period (2/24) ****									
6123		1 C & M Lumber Co, Inc	2,396.84								
02/25/24		Sewer	337.73			65	43220		324		10102
02/25/24		Water	181.97			60	43320		324		10102
02/25/24		Shop - Water	106.36			60	43320		324		10102
02/25/24		Shop - Sewer	106.37			65	43220		324		10102
02/25/24		Shop - Streets	106.37			1	41500		324		10102
02/25/24		Streets	646.21			1	41500		324		10102
02/25/24		Park	44.99*			1	41600		324		10102
02/25/24		Equipment	469.55			1	41500		350		10101
02/25/24		Industrial Park	219.14*			63	43100		324		10101
02/25/24		Pound	178.15*			1	41400		314		10102
		Total for Vendor:	2,396.84								

For dates posted from 02/28/24 to 03/11/24
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6141	E	253 Christensen Inc. dba United Oil	1,612.73	****		60		43320	630		10102
		CL45220IN 01/15/24 Fuel -Streets	843.36			65		43220	630		10102
		CL465226IN 01/31/24 Fuel - Sewer	137.44			60		43320	630		10102
		CL47803IN 02/11/24 Fuel - Water	101.87			1		41500	630		10102
		CL48586IN 02/15/24 Fuel - Grader - Streets	68.17			60		43320	630		10102
		CL49875IN 02/29/24 Fuel - Grader - Water	461.89								
		Total for Vendor:	1,612.73								
		*** Claim from another period (2/24) ****									
6122		29 City of New Meadows	578.50	****		65		43220	339		10102
		025-00 02/29/24 Chlorinator Room	14.61			1		41600	332		10102
		310-00 02/29/24 Park Irrigation	14.30			1		41600	331		10102
		309-00 02/29/24 Park Restrooms	76.05			63		43100	331		10102
		014-00 02/29/24 Industrial Park	234.61			65		43220	338		10102
		364-00 02/29/24 Auger Room	56.18			1		41100	331		10102
		126-00 02/29/24 City Hall	78.10			1		41600	332		10102
		015-00 02/29/24 Skate Park	14.30			1		41600	332		10102
		012-00 02/29/24 Recycle Center	14.30			1		41100	331		10102
		060-00 02/29/24 Ambulance Shed	76.05								
		Total for Vendor:	578.50								
		*** Claim from another period (2/24) ****									
6128		670 Control Engineers	300.00	****		65		43220	324		10102
		Troubleshooting & Programming for the chlor/dechlor Control Issue for WW									
		30257 03/01/24 Project Manager -I	300.00								
		Total for Vendor:	300.00								
		*** Claim from another period (2/24) ****									
6120		495 Drake Diversified LLC	400.00	****		60		43320	310		10102
		Monthly Back-up Operator February 2024									
		1917 03/01/24 FEB 2024 H2O Back-up Operator	200.00			65		43220	310		10102
		1917 03/01/24 FEB 2024 SWR Back-up Operator	200.00								
		Total for Vendor:	400.00								
		*** Claim from another period (2/24) ****									
6118		999999 EMILY LUGHART	150.00	****		60		43300	810		10102
		Deposit Refund									
		105-00 02/28/24 Deposit Refund	150.00*								
		Total for Vendor:	150.00								

For dates posted from 02/28/24 to 03/11/24
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6140		641 High Mountain Cleaning & OFFICE CLEANING / CITY HALL 1/05/24, 02/04/24, 02/18/24	120.05								
		10791 01/21/24 OFFICE CLEANING / CITY HALL	120.05			1		41100	324		10102
		Total for Vendor:	120.05								
6133	E	4 Idaho Power	4,019.85								
		0032879986 03/06/24 Street Lights (Electricity)	663.47			1		41500	330		10102
		0032879987 03/06/24 City Shop (Electricity) Wa	201.12			60		43320	330		10102
		0032879987 03/06/24 City Shop (Electricity) Se	201.13			65		43220	330		10102
		0032879987 03/06/24 City Shop (Electricity) Str	201.12			1		41500	330		10102
		0032879959 03/06/24 Parks (Electricity)	188.92			1		41600	330		10102
		0032879967 03/06/24 Sewer Lift Station (Electr	28.58			65		43220	337		10102
		0032879945 03/06/24 Well #3 (Electric)	490.51			60		43320	334		10102
		0032879933 03/06/24 Well #4 (Electric)	214.60			60		43320	335		10102
		0032879940 03/06/24 Booster Station (Electric)	435.17			60		43320	333		10102
		0032879919 03/06/24 Sewer Plant (Electricity)	536.84			65		43220	336		10102
		0030309892 03/06/24 City Hall (Electricity) Ge	104.94			1		41100	330		10102
		0030309892 03/06/24 City Hall (Electricity) H2O	104.95			60		43320	330		10102
		0030238986 03/06/24 City Hall (Electricity) SWR	104.95			65		43220	330		10102
		0032880160 03/06/24 Sewer Land Ap	204.32			65		43220	330		10102
		0033198570 03/06/24 Recycling Center	34.93			63		43100	330		10101
		0033232987 03/06/24 Well #5 (Electric)	304.30			60		43320	348		10102
		Total for Vendor:	4,019.85								
		*** Claim from another period (2/24) ****									
6137	E	150 Lake Shore Disposal	285.32								
		26589830s2 03/01/24 Garbage - General	71.33			1		41100	324		10102
		26589830s2 03/01/24 Garbage - Water	71.33			60		43320	324		10102
		26589830s2 03/01/24 Garbage - Sewer	71.33			65		43220	324		10102
		26589830s2 03/01/24 Garbage - Industrial Park	71.33*			63		43100	324		10102
		Total for Vendor:	285.32								
		*** Claim from another period (2/24) ****									
6124		277 May Hardware	90.00								
		94440 02/06/24 Keys	90.00			1		41100	324		10102
		Total for Vendor:	90.00								

For dates posted from 02/28/24 to 03/11/24
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6134	E	162 Norco Inc.	11.89	****							
		40057240 02/29/24 Cylinder Rental	3.96			1	41500		324		10102
		40057240 02/29/24 Cylinder Rental	3.97			60	43320		324		10102
		40057240 02/29/24 Cylinder Rental	3.96			65	43220		324		10102
		Total for Vendor:	11.89								
		*** Claim from another period (2/24) ****									
6139		642 Raven Waterworks, LLC	2,000.00	****							
		Monthly Operator / Sewer Assistance				60	43320		352		10102
		240303 03/01/24 FEB 2024 H2O Operator	1,000.00			65	43220		352		10102
		240303 03/01/24 FEB 2024 SWR Operator	1,000.00								
		Total for Vendor:	2,000.00								
		*** Claim from another period (2/24) ****									
6125		659 SMS Inc.	181.00	****							
		361271 02/06/24 Shipping (SWR)	34.00			65	43220		620		10102
		361272 02/12/24 Shipping (SWR)	30.00			65	43220		620		10102
		361273 02/13/24 Shipping (SWR)	33.00			65	43220		620		10102
		384435 02/19/24 Shipping (SWR)	28.00			65	43220		620		10102
		361274 02/21/24 Shipping (SWR)	28.00			65	43220		620		10102
		361276 02/29/24 Shipping (SWR)	28.00			65	43220		620		10102
		Total for Vendor:	181.00								
		*** Claim from another period (2/24) ****									
6132	E	500 SPARKLIGHT formerly Cable One	95.35	****							
		Internet Services									
		03/11/24 Internet - General	31.78			1	41100		308		10102
		03/11/24 Internet - Water	31.79			60	43320		308		10102
		03/11/24 Internet - Sewer	31.78			65	43220		308		10102
		Total for Vendor:	95.35								
		*** Claim from another period (2/24) ****									
6126	E	146 The Record Reporter	57.20	****							
		Public Hearing Notice for CEDA Community Development Block Grant Funds				60	43320		309		10102
		3914 02/22/24 Public Hearing Notice (WTR)	57.20								
		Total for Vendor:	57.20								

For dates posted from 02/28/24 to 03/11/24
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Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6135		697 U.S. Bank Equipment Finance	153.37	****							
		Photocopier Lease									
		523748747 03/01/24 Photocopier Lease	51.12*			1		41100	709		10102
		523748747 03/01/24 Photocopier Lease	51.13*			60		43320	709		10102
		523748747 03/01/24 Photocopier Lease	51.12*			65		43220	709		10102
		Total for Vendor:	153.37								
		*** Claim from another period (2/24) ****	1,154.68								
6130	E	436 US Bank	70.20*			1		41100	709		10102
		GOOGLE 02/26/24 Email (Gen)	70.20*			63		43100	709		10102
		GOOGLE 02/26/24 Email (IND)	70.20*			60		43320	709		10102
		GOOGLE 02/26/24 Email (WTR)	70.20*			65		43220	709		10102
		GOOGLE 02/26/24 Email (SWR)	70.20*			1		41100	709		10102
		TSHEETS 02/26/24 Homebase (GEN)	80.00*			60		43320	709		10102
		TSHEETS 02/26/24 Homebase (WTR)	80.00*			65		43220	709		10102
		TSHEETS 02/26/24 Homebase (SWR)	33.61			1		41100	308		10102
		phones 02/26/24 8x8 phones (GEN)	33.62			60		43320	308		10102
		phones 02/26/24 8x8 phones (WTR)	33.61			65		43220	308		10102
		phones 02/26/24 8x8 phones (SWR)	19.99			1		41100	324		10102
		supplies 02/26/24 ADOBE	3.00*			1		41100	709		10102
		domain 02/26/24 land1 Domain	207.00			1		41100	620		10102
		postage 02/26/24 FP Mailing	3.47			1		41100	620		10102
		1 02/26/24 USPS	203.30			65		43220	324		10102
		SWR1 02/26/24 Pump (SWR)	96.28			1		41100	610		10102
		Office Sup 02/26/24 Amazon (sup)									
		Total for Vendor:	1,154.68								
		*** Claim from another period (2/24) ****	254.12								
6136	E	617 ZIPLY FIBER									
		City Shop & Sewer Internet / Phone	127.06			60		43320	308		10102
		03/07/24 Phone/Internet - Water	127.06			65		43220	308		10102
		03/07/24 Phone/Internet - Sewer									
		Total for Vendor:	254.12								
		# of Claims	22								
		Total for Vendor:	19,277.50								
		# of Vendors	14								
		Total Electronic Claims	7,491.14								
		Total Non-Electronic Claims	11786.36								

Ivan McDaniel

Pay Period

2/16/2024 to

2/29/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	2/16/2024	8.17							8.17	
Saturday	2/17/2024								0.00	
Total Week		8.17	0.00	0.00	0.00	0.00	0.00	0.00	8.17	
Sunday	2/18/2024								0.00	
Monday	2/19/2024	0.38				8.00			8.38	
Tuesday	2/20/2024	8.32							8.32	
Wednesday	2/21/2024	7.98							7.98	
Thursday	2/22/2024	6.14							6.14	
Friday	2/23/2024	8.52							8.52	
Saturday	2/24/2024								0.00	
Total Week		31.34	0.00	0.00	0.00	8.00	0.00	0.00	39.34	
Sunday	2/25/2024								0.00	
Monday	2/26/2024	8.22							8.22	
Tuesday	2/27/2024	8.05							8.05	
Wednesday	2/28/2024	7.93							7.93	
Thursday	2/29/2024	7.95							7.95	
Friday									0.00	
Saturday									0.00	
Total Week		32.15	0.00	0.00	0.00	0.00	0.00	0.00	32.15	
Total Pay Period		71.66	0.00	0.00	0.00	8.00	0.00	0.00	79.66	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in time	Clock out date	Clock out t	Actual vs. s	Total paid f	Regular hor	No show re	Employee r	Manager note
Ivan McDaniel	February 16 2024	7:44am	February 16 2024	3:54pm	8.17	8.17	8.17			
Ivan McDaniel	February 19 2024	8:09am	February 19 2024	8:32am	0.38	0.38	0.38			Sewer logs, and making sure the chemicals are full
Ivan McDaniel	February 20 2024	7:47am	February 20 2024	4:06pm	8.32	8.32	8.32			
Ivan McDaniel	February 21 2024	7:51am	February 21 2024	3:50pm	7.98	7.98	7.98			
Ivan McDaniel	February 22 2024	7:51am	February 22 2024	12:28pm	4.62	4.62	4.62			
Ivan McDaniel	February 22 2024	2:21pm	February 22 2024	3:52pm	1.52	1.52	1.52			
Ivan McDaniel	February 23 2024	7:47am	February 23 2024	4:18pm	8.52	8.52	8.52			
Ivan McDaniel	February 26 2024	7:46am	February 26 2024	3:59pm	8.22	8.22	8.22			
Ivan McDaniel	February 27 2024	7:47am	February 27 2024	3:50pm	8.05	8.05	8.05			
Ivan McDaniel	February 28 2024	7:49am	February 28 2024	3:45pm	7.93	7.93	7.93			
Ivan McDaniel	February 29 2024	7:48am	February 29 2024	3:45pm	7.95	7.95	7.95			Forgot to clock out today and yesterday, both days is my usual time
Totals for Ivan McDaniel					71.66	71.66	71.66			
-	-	-	-	-	-	-	-	-	-	-

Hunter Brown

Pay Period

2/16/2024 to

2/29/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	2/16/2024	8.50							8.50	
Saturday	2/17/2024								0.00	
Total Week		8.50	0.00	0.00	0.00	0.00	0.00	0.00	8.50	
Sunday	2/18/2024								0.00	
Monday	2/19/2024					8.00			8.00	
Tuesday	2/20/2024	10.35							10.35	
Wednesday	2/21/2024	7.98							7.98	
Thursday	2/22/2024	7.75							7.75	
Friday	2/23/2024	8.00							8.00	
Saturday	2/24/2024	1.60							1.60	
Total Week		35.68	0.00	0.00	0.00	8.00	0.00	0.00	43.68	
Sunday	2/25/2024								0.00	
Monday	2/26/2024	13.40							13.40	
Tuesday	2/27/2024	8.00							8.00	
Wednesday	2/28/2024	7.82							7.82	
Thursday	2/29/2024	7.98							7.98	
Friday									0.00	
Saturday									0.00	
Total Week		37.20	0.00	0.00	0.00	0.00	0.00	0.00	37.20	
Total Pay Period		81.38	0.00	0.00	0.00	8.00	0.00	0.00	89.38	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Role	Wage rate	Scheduled	Actual vs. s	Total paid h	Regular ho	Unpaid breaks
Hunter Brown	February 16 2024	7:30am	February 16 2024	4:00pm	Public Works		0	8.5	8.5	8.5	
Hunter Brown	February 20 2024	7:30am	February 20 2024	5:51pm	Public Works		0	10.35	10.35	10.35	
Hunter Brown	February 21 2024	8:01am	February 21 2024	4:00pm	Public Works		0	7.98	7.98	7.98	
Hunter Brown	February 22 2024	8:15am	February 22 2024	4:00pm	Public Works		0	7.75	7.75	7.75	
Hunter Brown	February 23 2024	8:00am	February 23 2024	4:00pm	Public Works		0	8	8	8	
Hunter Brown	February 24 2024	2:24pm	February 24 2024	4:00pm	Public Works		0	1.6	1.6	1.6	
Hunter Brown	February 26 2024	6:30am	February 26 2024	7:54pm	Public Works		0	13.4	13.4	13.4	
Hunter Brown	February 27 2024	8:00am	February 27 2024	4:00pm	Public Works		0	8	8	8	
Hunter Brown	February 28 2024	8:11am	February 28 2024	4:00pm	Public Works		0	7.82	7.82	7.82	
Hunter Brown	February 29 2024	8:01am	February 29 2024	4:00pm	Public Works		0	7.98	7.98	7.98	
Totals for Hunter Brown							0	81.38	81.38	81.38	
-	-	-	-	-	-	-	-	-	-	-	-

Dana Kautz

Pay Period

2/16/2024 to

2/29/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	2/16/2024								0.00	
Saturday	2/17/2024								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	2/18/2024								0.00	
Monday	2/19/2024								0.00	
Tuesday	2/20/2024								0.00	
Wednesday	2/21/2024	2.63							2.63	
Thursday	2/22/2024	2.65							2.65	
Friday	2/23/2024								0.00	
Saturday	2/24/2024								0.00	
Total Week		5.28	0.00	0.00	0.00	0.00	0.00	0.00	5.28	
Sunday	2/25/2024								0.00	
Monday	2/26/2024	2.75							2.75	
Tuesday	2/27/2024								0.00	
Wednesday	2/28/2024								0.00	
Thursday	2/29/2024								0.00	
Friday									0.00	
Saturday									0.00	
Total Week		2.75	0.00	0.00	0.00	0.00	0.00	0.00	2.75	
Total Pay Period		8.03	0.00	0.00	0.00	0.00	0.00	0.00	8.03	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Role	Wage rate	Actual vs. s	Total paid	Regular hours	Employee	Manager note
Dana Kautz	February 21 2024	12:37pm	February 21 2024	3:15pm	City Treasurer		2.63	2.63	2.63		
Dana Kautz	February 22 2024	12:36pm	February 22 2024	3:15pm	City Treasurer		2.65	2.65	2.65		12:36 clock in, I forgot to clock in on my phone
Dana Kautz	February 26 2024	11:07am	February 26 2024	1:52pm	City Treasurer		2.75	2.75	2.75		
Totals for Dana Kautz							8.03	8.03	8.03		

1.

Diane Hunter

Pay Period

2/16/2024 to

2/29/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	2/16/2024	0.72							0.72	
Saturday	2/17/2024								0.00	
Total Week		0.72	0.00	0.00	0.00	0.00	0.00	0.00	0.72	
Sunday	2/18/2024								0.00	
Monday	2/19/2024					8.00			8.00	
Tuesday	2/20/2024	7.57							7.57	
Wednesday	2/21/2024	6.83							6.83	
Thursday	2/22/2024	8.25							8.25	
Friday	2/23/2024								0.00	
Saturday	2/24/2024								0.00	
Total Week		22.65	0.00	0.00	0.00	8.00	0.00	0.00	30.65	
Sunday	2/25/2024								0.00	
Monday	2/26/2024	9.42							9.42	
Tuesday	2/27/2024	7.65							7.65	
Wednesday	2/28/2024	7.59							7.59	
Thursday	2/29/2024	8.91							8.91	
Friday									0.00	
Saturday									0.00	
Total Week		33.57	0.00	0.00	0.00	0.00	0.00	0.00	33.57	
Total Pay Period		56.94	0.00	0.00	0.00	8.00	0.00	0.00	64.94	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Break start	Break end	Break length	Break type	Payroll ID	Actual vs. s	Total paid h	Regular ho	Unpaid breaks
Diane Ellen Hunter	February 16 2024	9:59am	February 16 2024	10:42am						0.72	0.72	0.72	0
Diane Ellen Hunter	February 20 2024	8:00am	February 20 2024	4:00pm	12:03pm	12:29pm	26 min	30 min - Unpaid		8	7.57	7.57	0.43
Diane Ellen Hunter	February 21 2024	7:55am	February 21 2024	3:34pm	11:46am	12:35pm	49 min	30 min - Unpaid		7.65	6.83	6.83	0.82
Diane Ellen Hunter	February 22 2024	7:55am	February 22 2024	4:31pm	12:16pm	12:37pm	21 min	30 min - Unpaid		8.6	8.25	8.25	0.35
Diane Ellen Hunter	February 26 2024	7:54am	February 26 2024	4:00pm	12:15pm	1:00pm	45 min	30 min - Unpaid		8.1	7.35	7.35	0.75
Diane Ellen Hunter	February 26 2024	6:02pm	February 26 2024	8:06pm						2.07	2.07	2.07	0
Diane Ellen Hunter	February 27 2024	7:54am	February 27 2024	4:00pm	12:23pm	12:50pm	27 min	30 min - Unpaid		8.1	7.65	7.65	0.45
Diane Ellen Hunter	February 28 2024	7:59am	February 28 2024	3:54pm	12:38pm	12:58pm	20 min	30 min - Unpaid		7.92	7.59	7.59	0.33
Diane Ellen Hunter	February 29 2024	7:59am	February 29 2024	5:40pm	12:29pm	1:15pm	46 min	30 min - Unpaid		9.68	8.91	8.91	0.77
Totals for Diane Ellen Hunter										60.84	56.94	56.94	3.9
-	-	-	-	-	-	-	-	-	-	-	-	-	-

Kyla Gardner

Pay Period

2/16/2024 to

2/29/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	2/16/2024	4.82					3.18		8.00	
Saturday	2/17/2024								0.00	
Total Week		4.82	0.00	0.00	0.00	0.00	3.18	0.00	8.00	
Sunday	2/18/2024								0.00	
Monday	2/19/2024					8.00			8.00	
Tuesday	2/20/2024	7.83							7.83	
Wednesday	2/21/2024	8.07							8.07	
Thursday	2/22/2024	8.28							8.28	
Friday	2/23/2024	2.98					4.50		7.48	
Saturday	2/24/2024								0.00	
Total Week		27.16	0.00	0.00	0.00	8.00	4.50	0.00	39.66	
Sunday	2/25/2024								0.00	
Monday	2/26/2024	9.46							9.46	
Tuesday	2/27/2024	8.15							8.15	
Wednesday	2/28/2024	7.65							7.65	
Thursday	2/29/2024	8.75							8.75	
Friday									0.00	
Saturday									0.00	
Total Week		34.01	0.00	0.00	0.00	0.00	0.00	0.00	34.01	
Total Pay Period		65.99	0.00	0.00	0.00	8.00	7.68	0.00	81.67	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Name	Clock out date	Clock out time	Actual vs. s	Total paid h	Regular hot	Unpaid bre.	OT hours
Kyla Gardner	February 16 2024	Kyla Gardner	February 16 2024	1:00pm	4.82	4.82	4.82	0	
Kyla Gardner	February 20 2024	Kyla Gardner	February 20 2024	3:35pm	7.83	7.83	7.83	0	
Kyla Gardner	February 21 2024		February 21 2024	7:49am	3:02pm	7.22	7.22	7.22	0
Kyla Gardner	February 21 2024		February 21 2024	3:53pm	4:44pm	0.85	0.85	0.85	0
Kyla Gardner	February 22 2024		February 22 2024	7:41am	3:58pm	8.28	8.28	8.28	0
Kyla Gardner	February 23 2024		February 23 2024	8:16am	11:15am	2.98	2.98	2.98	0
Kyla Gardner	February 26 2024		February 26 2024	7:46am	3:03pm	7.28	7.28	7.28	0
Kyla Gardner	February 26 2024		February 26 2024	5:56pm	8:07pm	2.18	2.18	2.18	0
Kyla Gardner	February 27 2024		February 27 2024	7:49am	3:58pm	8.15	8.15	8.15	0
Kyla Gardner	February 28 2024		February 28 2024	7:45am	3:24pm	7.65	7.65	7.65	0
Kyla Gardner	February 29 2024		February 29 2024	7:46am	4:31pm	8.75	8.75	8.75	0
Totals for Kyla Gardner					65.99	65.99	65.99	0	

Ivan McDaniel

Pay Period

2/1/2024 to

2/15/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday										0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday	2/1/2024	8.03								8.03
Friday	2/2/2024	8.55								8.55
Saturday	2/3/2024									0.00
Total Week		16.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.58
Sunday	2/4/2024									0.00
Monday	2/5/2024	9.53								9.53
Tuesday	2/6/2024	8.00								8.00
Wednesday	2/7/2024	8.00								8.00
Thursday	2/8/2024	8.28								8.28
Friday	2/9/2024	6.19		1.86						8.05
Saturday	2/10/2024									0.00
Total Week		40.00	0.00	1.86	0.00	0.00	0.00	0.00	0.00	41.86
Sunday	2/11/2024									0.00
Monday	2/12/2024	7.53								7.53
Tuesday	2/13/2024	7.60								7.60
Wednesday	2/14/2024	7.83								7.83
Thursday	2/15/2024	7.97								7.97
Friday										0.00
Saturday										0.00
Total Week		30.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.93
Total Pay Period		87.51	0.00	1.86	0.00	0.00	0.00	0.00	0.00	89.37

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in time	Clock out date	Clock out	Actual vs. s	Total paid	Regular ho	Unpaid bre	OT hours
Ivan McDaniel	February 1 2024	7:50am	February 1 2024	3:52pm	8.03	8.03	8.03	0	0
Ivan McDaniel	February 2 2024	7:35am	February 2 2024	4:08pm	8.55	8.55	8.55	0	0
Ivan McDaniel	February 5 2024	7:47am	February 5 2024	5:19pm	9.53	9.53	9.53	0	0
Ivan McDaniel	February 6 2024	7:50am	February 6 2024	3:50pm	8	8	8	0	0
Ivan McDaniel	February 7 2024	7:50am	February 7 2024	3:50pm	8	8	8	0	0
Ivan McDaniel	February 8 2024	7:09am	February 8 2024	3:26pm	8.28	8.28	8.28	0	0
Ivan McDaniel	February 9 2024	7:41am	February 9 2024	3:44pm	8.05	8.05	6.19	0	1.86
Ivan McDaniel	February 12 2024	7:51am	February 12 2024	3:23pm	7.53	7.53	7.53	0	0
Ivan McDaniel	February 13 2024	8:15am	February 13 2024	3:51pm	7.6	7.6	7.6	0	0
Ivan McDaniel	February 14 2024	7:47am	February 14 2024	3:37pm	7.83	7.83	7.83	0	0
Ivan McDaniel	February 15 2024	7:52am	February 15 2024	3:50pm	7.97	7.97	7.97	0	0
Totals for Ivan McDaniel					89.37	89.37	87.51	0	1.86

Dana Kautz

Pay Period

2/1/2024 to

2/15/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/1/2024	2.84							2.84	
Friday	2/2/2024							8.84	8.84	
Saturday	2/3/2024								0.00	
Total Week		2.84	0.00	0.00	0.00	0.00	0.00	8.84	11.68	
Sunday	2/4/2024								0.00	
Monday	2/5/2024	2.75							2.75	
Tuesday	2/6/2024							8.00	8.00	
Wednesday	2/7/2024	2.70							2.70	
Thursday	2/8/2024	3.77							3.77	
Friday	2/9/2024								0.00	
Saturday	2/10/2024								0.00	
Total Week		9.22	0.00	0.00	0.00	0.00	0.00	8.00	17.22	
Sunday	2/11/2024								0.00	
Monday	2/12/2024	9.52							9.52	
Tuesday	2/13/2024	2.58							2.58	
Wednesday	2/14/2024	0.82					3.22		4.04	
Thursday	2/15/2024	2.59							2.59	
Friday									0.00	
Saturday									0.00	
Total Week		15.51	0.00	0.00	0.00	0.00	3.22	0.00	18.73	
Total Pay Period		27.57	0.00	0.00	0.00	0.00	3.22	16.84	47.63	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Break start	Break end	Break length	Break type	Payroll ID	Actual vs. s	Total paid	Regular ho	Unpaid breaks
Dana Kautz	February 1 2024	12:35pm	February 1 2024	3:26pm						2.85	2.85	2.85	0
Dana Kautz	February 5 2024	12:35pm	February 5 2024	3:20pm						2.75	2.75	2.75	0
Dana Kautz	February 7 2024	12:37pm	February 7 2024	3:19pm						2.7	2.7	2.7	0
Dana Kautz	February 8 2024	12:34pm	February 8 2024	3:10pm						2.6	2.6	2.6	0
Dana Kautz	February 8 2024	3:48pm	February 8 2024	4:58pm						1.17	1.17	1.17	0
Dana Kautz	February 12 2024	8:11am	February 12 2024	5:05pm	12:00pm	12:33pm	33 min	30 min - Unpaid		8.9	8.35	8.35	0.55
Dana Kautz	February 12 2024	6:49pm	February 12 2024	7:59pm						1.17	1.17	1.17	0
Dana Kautz	February 13 2024	12:37pm	February 13 2024	3:12pm						2.58	2.58	2.58	0
Dana Kautz	February 14 2024	12:50pm	February 14 2024	1:39pm						0.82	0.82	0.82	0
Dana Kautz	February 15 2024	12:40pm	February 15 2024	3:15pm						2.58	2.58	2.58	0
Totals for Dana Kautz										28.12	27.57	27.57	0.55

Brianna Hoxie

Pay Period

2/1/2024 to

2/15/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/1/2024	7.30							7.30	
Friday	2/2/2024								0.00	
Saturday	2/3/2024								0.00	
Total Week		7.30	0.00	0.00	0.00	0.00	0.00	0.00	7.30	
Sunday	2/4/2024								0.00	
Monday	2/5/2024	1.83							1.83	
Tuesday	2/6/2024								0.00	
Wednesday	2/7/2024								0.00	
Thursday	2/8/2024								0.00	
Friday	2/9/2024								0.00	
Saturday	2/10/2024								0.00	
Total Week		1.83	0.00	0.00	0.00	0.00	0.00	0.00	1.83	
Sunday	2/11/2024								0.00	
Monday	2/12/2024								0.00	
Tuesday	2/13/2024								0.00	
Wednesday	2/14/2024								0.00	
Thursday	2/15/2024								0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		9.13	0.00	0.00	0.00	0.00	0.00	0.00	9.13	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in tin	Clock out date	Clock out ti	Actual vs. s	Total paid	Regular ho	Employee i	Manager note
Brianna Hoxie	February 1 2024	7:48am	February 1 2024	3:06pm	7.3	7.3	7.3	Was here at 7:48	
Brianna Hoxie	February 5 2024	7:49am	February 5 2024	9:39am	1.83	1.83	1.83		
Totals for Brianna Hoxie					9.13	9.13	9.13		

Kyla Gardner

Pay Period

2/1/2024 to

2/15/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/1/2024	7.52							7.52	
Friday	2/2/2024						8.00		8.00	
Saturday	2/3/2024								0.00	
Total Week		7.52	0.00	0.00	0.00	0.00	8.00	0.00	15.52	
Sunday	2/4/2024								0.00	
Monday	2/5/2024	7.25							7.25	
Tuesday	2/6/2024	8.17							8.17	
Wednesday	2/7/2024	7.30							7.30	
Thursday	2/8/2024	8.38							8.38	
Friday	2/9/2024	4.48					3.00		7.48	
Saturday	2/10/2024								0.00	
Total Week		35.58	0.00	0.00	0.00	0.00	3.00	0.00	38.58	
Sunday	2/11/2024								0.00	
Monday	2/12/2024	10.90							10.90	
Tuesday	2/13/2024	7.43							7.43	
Wednesday	2/14/2024	7.64							7.64	
Thursday	2/15/2024	7.68							7.68	
Friday									0.00	
Saturday									0.00	
Total Week		33.65	0.00	0.00	0.00	0.00	0.00	0.00	33.65	
Total Pay Period		76.75	0.00	0.00	0.00	0.00	11.00	0.00	87.75	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Scheduled	Actual vs. s	Total paid	Regular hours
Kyla Gardn	February 1 2024	7:55am	February 1 2024	3:26pm	0	7.52	7.52	7.52
Kyla Gardn	February 5 2024	7:49am	February 5 2024	3:04pm	0	7.25	7.25	7.25
Kyla Gardn	February 6 2024	7:45am	February 6 2024	3:55pm	0	8.17	8.17	8.17
Kyla Gardn	February 7 2024	7:44am	February 7 2024	3:02pm	0	7.3	7.3	7.3
Kyla Gardn	February 8 2024	7:49am	February 8 2024	4:12pm	0	8.38	8.38	8.38
Kyla Gardn	February 9 2024	9:41am	February 9 2024	1:34pm	0	3.88	3.88	3.88
Kyla Gardn	February 9 2024	1:42pm	February 9 2024	2:18pm	0	0.6	0.6	0.6
Kyla Gardn	February 12 2024	7:47am	February 12 2024	3:02pm	0	7.25	7.25	7.25
Kyla Gardn	February 12 2024	3:50pm	February 12 2024	4:46pm	0	0.93	0.93	0.93
Kyla Gardn	February 12 2024	5:55pm	February 12 2024	8:38pm	0	2.72	2.72	2.72
Kyla Gardn	February 13 2024	7:47am	February 13 2024	3:13pm	0	7.43	7.43	7.43
Kyla Gardn	February 14 2024	7:50am	February 14 2024	3:03pm	0	7.22	7.22	7.22
Kyla Gardn	February 14 2024	5:54pm	February 14 2024	6:19pm	0	0.42	0.42	0.42
Kyla Gardn	February 15 2024	7:47am	February 15 2024	3:28pm	0	7.68	7.68	7.68
Totals for Kyla Gardner					0	76.75	76.75	76.75

Diane Hunter

Pay Period

2/1/2024 to

2/15/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/1/2024								0.00	
Friday	2/2/2024								0.00	
Saturday	2/3/2024								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	2/4/2024								0.00	
Monday	2/5/2024								0.00	
Tuesday	2/6/2024								0.00	
Wednesday	2/7/2024								0.00	
Thursday	2/8/2024								0.00	
Friday	2/9/2024								0.00	
Saturday	2/10/2024								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	2/11/2024								0.00	
Monday	2/12/2024								0.00	
Tuesday	2/13/2024								0.00	
Wednesday	2/14/2024								0.00	
Thursday	2/15/2024	5.67							5.67	
Friday									0.00	
Saturday									0.00	
Total Week		5.67	0.00	0.00	0.00	0.00	0.00	0.00	5.67	
Total Pay Period		5.67	0.00	0.00	0.00	0.00	0.00	0.00	5.67	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in tin	Clock out date	Clock out t	Break start	Break end	Break leng!	Break type	Payroll ID	Role	Actual vs. s	Total paid I	Regular ho	Unpaid breaks	No show reason
Diane Eller	February 15 2024	9:00am	February 15 2024	3:10pm	1:03pm	1:33pm	30 min	30 min - Unpaid		Deputy Cle	6.17	5.67	5.67	0.5	
Totals for Diane Ellen Hunter											6.17	5.67	5.67	0.5	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Hunter Brown

Pay Period

2/1/2024 to

2/15/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/1/2024	8.50							8.50	
Friday	2/2/2024	9.50							9.50	
Saturday	2/3/2024								0.00	
Total Week		18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	
Sunday	2/4/2024								0.00	
Monday	2/5/2024	8.50							8.50	
Tuesday	2/6/2024	6.48							6.48	
Wednesday	2/7/2024	12.63							12.63	
Thursday	2/8/2024	8.50							8.50	
Friday	2/9/2024	3.89		5.01					8.90	
Saturday	2/10/2024								0.00	
Total Week		40.00	0.00	5.01	0.00	0.00	0.00	0.00	45.01	
Sunday	2/11/2024								0.00	
Monday	2/12/2024	8.52							8.52	
Tuesday	2/13/2024	8.50							8.50	
Wednesday	2/14/2024	4.92							4.92	
Thursday	2/15/2024	9.17							9.17	
Friday									0.00	
Saturday									0.00	
Total Week		31.11	0.00	0.00	0.00	0.00	0.00	0.00	31.11	
Total Pay Period		89.11	0.00	5.01	0.00	0.00	0.00	0.00	94.12	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Role	Wage	Actual vs. s	Total paid	Regular ho	Unpaid bre	OT hours	Estimated wages
Hunter Brown	February 1 2024	7:30am	February 1 2024	4:00pm	Public Works	8.5	8.5	8.5	8.5	0	0	0
Hunter Brown	February 2 2024	7:30am	February 2 2024	5:00pm	Public Works	9.5	9.5	9.5	9.5	0	0	0
Hunter Brown	February 5 2024	7:30am	February 5 2024	4:00pm	Public Works	8.5	8.5	8.5	8.5	0	0	0
Hunter Brown	February 6 2024	9:31am	February 6 2024	4:00pm	Public Works	6.48	6.48	6.48	6.48	0	0	0
Hunter Brown	February 7 2024	7:53am	February 7 2024	8:31pm	Public Works	12.63	12.63	12.63	12.63	0	0	0
Hunter Brown	February 8 2024	7:30am	February 8 2024	4:00pm	Public Works	8.5	8.5	8.5	8.5	0	0	0
Hunter Brown	February 9 2024	7:06am	February 9 2024	7:30am	Public Works	0.4	0.4	0.4	0.4	0	0	0
Hunter Brown	February 9 2024	7:30am	February 9 2024	4:00pm	Public Works	8.5	8.5	8.5	3.49	0	5.01	0
Hunter Brown	February 12 2024	7:30am	February 12 2024	4:01pm	Public Works	8.52	8.52	8.52	8.52	0	0	0
Hunter Brown	February 13 2024	7:30am	February 13 2024	4:00pm	Public Works	8.5	8.5	8.5	8.5	0	0	0
Hunter Brown	February 14 2024	11:05am	February 14 2024	4:00pm	Public Works	4.92	4.92	4.92	4.92	0	0	0
Hunter Brown	February 15 2024	6:50am	February 15 2024	4:00pm	Public Works	9.17	9.17	9.17	9.17	0	0	0
Totals for Hunter Brown						94.12	94.12	94.12	89.11	0	5.01	0