



City of Elkins

Personnel Committee Meeting

June 1, 2026

1:00 PM

Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.

Charter Authority of the Personnel Committee: Review and propose to Council employment policies, including employee compensation and benefits and an employee handbook. Review applications for primary staff positions recommended by the Mayor and make hiring recommendations to Council.

AGENDA

1. **Call to Order and Roll Call**
2. **Public Comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of May 13, 2026
4. **Reports**
5. **New Business**
 - a. IT administration
 - b. Review updated Driving Record Check policy
 - c. Electronic Communications and Mobile Device Policy
 - d. NeoGov update
 - e. Overtime usage
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 1, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of May 13, 2026
Recommended By:	City Clerk
Summary:	Minutes proposed for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Personnel Committee - 2026_05_13 - minutes_proposed

PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
May 13, 2026
1:00 p.m.*

Present were members: C. Thompson (chair), &L. Severino.

C. Kerns was absent.

Also present were: Mike Kesecker (operations manager), Gerry Roberts (city attorney, via Teams), Tracy Judy (treasurer), Sarah Campbell (human resources), Wes Lambert (Chief Water Operator), Whitney Hymes (Chief Wastewater Operator, via Teams) Sutton Stokes (city clerk), and Mikayla Goins (executive secretary).

MINUTES

Severino **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MARCH 31, 2026.** The motion carried.

NEW BUSINESS

a. Notification of change of firms by Tiffany Durst, outside employment law counsel

Roberts reported that the firm Durst worked in was dissolved and Durst has moved under a new firm. The City has maintained Durst as outside employment law counsel. No action taken.

b. Structure of HR Department

Campbell presented a new City organizational chart reducing the HR Department to an HR Lead (her position, as HR Generalist) and a Payroll & Benefits Clerk.

Severino **MOVED RECOMMENDING COUNCIL APPROVAL OF THE ORGANIZATIONAL CHART AS PRESENTED, RESTRUCTURING THE HUMAN RESOURCE DEPARTMENT AS SHOWN, EFFECTIVE JUNE 6.** The motion carried.

c. Update on city classification and compensation plan

Campbell provided an update on the classification and compensation plan process. Campbell is still in the information gathering process, working to determine the current point in the process and what next steps will need to be.

Judy reported that a 1% pay raise across the board was built into the FY 2027 budget and that no other systemic compensation changes could safely be recommended until the size of the FY 2026 carryover is known after July 1. If systemic compensation changes are made after July 1, it may be possible to make them retroactive to July 1, depending when this action is taken.

d. NeoGov update

Campbell provided a report on the NeoGov implementation process. Campbell will begin meetings with the NeoGov representatives on Thursday, May 14th and will be able to provide more information following that meeting.

Campbell plans to work to implement the time and attendance system in the near future. Once that has been implemented, the payroll system can move forward.

e. Motor Vehicle Record Check Policy draft

Campbell presented a draft Motor Vehicle Record Check Policy that incorporates suggested language from SHRM.

Campbell will conduct further research into using the WV DMV to conduct the record check rather than EPD before moving the policy forward for approval.

f. Review of overtime usage

Judy provided the Committee with spreadsheets laying out the overtime usage for the various city departments, reporting a positive downward trend in the amount of overtime.

The meeting adjourned at 2:21 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 1, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	IT administration
Recommended By:	Committee Chair
Summary:	Attached for the Committee's information is a memorandum summarizing the history and current status of the City's IT Manager role following the resignation of the individual appointed under Resolution 1796. The memo outlines the relationship between Resolutions 1796 and 1814, notes the City's ongoing relationship with BusinessFirst IT, and identifies considerations the Committee may wish to evaluate if it determines that a more formal or permanent IT governance structure should be established in the future.
Fiscal Impact:	n/a
Recommendation:	Recommend next steps as appropriate
Attachments:	1. Memo - IT administration - 2026_05_29

MEMORANDUM

To: Personnel Committee

From: City Clerk

Re: IT Administration Following Resignation of IT Manager

As a result of the resignation of Dewaine Corley from his role as IT Manager for the General Fund, questions have arisen concerning IT administration, project oversight, and technology-related procurement decisions, particularly in connection with the ongoing City Hall renovation project.

The following background may be relevant:

- Resolution 1814 authorized the Operations Manager to manage and direct the City Hall renovation project to completion and to approve reasonable modifications to project plans as necessary to address unforeseen conditions encountered during construction.
- The City Hall renovation project includes a variety of technology, networking, communications, security, and infrastructure components that may require planning, coordination, vendor engagement, and procurement decisions as the project proceeds.
- Resolution 1796 adopted the City's Cybersecurity Policy and appointed Dewaine Corley to serve as "IT Manager" on an interim consulting basis, reporting to the Mayor.
- Resolution 1796 further authorized the Mayor to manage the City's IT, networking, and cybersecurity assessment and planning efforts in consultation with the IT Manager and other stakeholders.
- Mr. Corley has since resigned from the role of IT Manager for the purposes of Resolution 1796.
- Resolution 1796 does not appear to have created a traditional City position. Rather than establishing a position with a job description, compensation structure, reporting relationship, and placement within the City's organizational framework, Council appointed a specific named individual to perform certain functions on an interim consulting basis.
- As a result, Mr. Corley's resignation appears to have ended an advisory relationship rather than created a "vacancy" in a formally established City position. The City could not seek applicants to fill this "vacancy" without Council first taking action to create the position in the manner required by state and city law.

- The City maintains a contractual relationship with BusinessFirst IT as its managed IT services provider (MSP). Accordingly, the City continues to have access to technical support, recommendations, and implementation assistance within the scope of that engagement.

In light of the above, the principal question presented by Mr. Corley's departure may be whether the City wishes to establish a more formal and permanent structure for administering technology-related functions.

If the Committee wishes to pursue such a structure, considerations may include:

- Whether the function should be performed by an employee, consultant, managed service provider, shared-service arrangement, or some combination thereof.
- Organizational placement and reporting relationships.
- Authority concerning technology planning, procurement, cybersecurity, networking, telecommunications, and project management.
- Required qualifications, duties, and expectations.
- Compensation and funding.

Developing and implementing such a structure may require time and deliberation. In the meantime, the resignation of the individual appointed under Resolution 1796 does not appear to alter responsibilities, authorities, or processes otherwise established by law, ordinance, policy, contract, or prior Council action.

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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 1, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Review updated Driving Record Check policy
Recommended By:	
Summary:	As part of the City's efforts to ensure safety for all employees when operating City vehicles, a draft for a Motor Vehicle Record Review policy was presented at the last meeting for discussion. While the policy was clear, discussion revealed questions regarding the execution of the actual record checks. This updated policy has been revised to provide clarity on the procedure and authorities conducting Motor Vehicle Record checks for any city employee who will drive a city-owned vehicle.
Fiscal Impact:	n/a
Recommendation:	Consider for recommendation to council.
Attachments:	1. Background Check Driving Records Policy 05_04.2026

City of Elkins

Background Check: Motor Vehicle Record (MVR) Review Policy

Purpose

To promote safe vehicle operation and reduce risk to the City, its employees, and the public by ensuring that all personnel authorized to operate City vehicles maintain acceptable driving records.

Policy

Following a conditional offer of employment, all employees who will be authorized to operate City-owned, leased, or rented vehicles, or who operate personal vehicles on behalf of the City, are required to provide written consent for a motor vehicle record (MVR) check. After the initial record check, employees are subject to an annual review of their MVR.

The City of Elkins will review the applicant/employee's driving record and decide as to the driver's status for applicants and employees according to the classification system below. The City of Elkins Police Department will run all employee MVR reviews and file them with Human Resources.

Driver Status:

- I. **Satisfactory:** The individual is eligible to drive while conducting company business. The individual's driving record indicates not more than one moving violation in the past 12 months.
- II. **Probationary:** The individual is eligible to drive while conducting company business with the stipulation that the individual's motor vehicle record will be checked periodically over a period of probation, no less than 60 days or more than 6 months. The individual's driving record indicates more than one moving violation in the past 12 months but no more than two moving violations in the past 24 months. Any violations during the probationary period may result in termination of employment or other disciplinary action.
- III. **Unacceptable:** The individual is not eligible for employment due to an unsatisfactory driving record. Examples of unacceptable infractions include but are not limited to:
 - Suspended or revoked license
 - Three or more moving violations in the past 36 months
 - Any violations involving drugs, alcohol, controlled substances, etc., within the past 24 months
 - Leaving the scene of an accident within the past 24 months

- Reckless driving within the past 24 months
- At fault in an accident resulting in fatality or serious injury within the past 5 years

Procedures for:

1. Annual Review Requirement

All employees authorized to operate City-owned, leased, rented vehicles, or who operate their personal vehicles on behalf of the City, will have their MVR check re-run annually on the month of their initial hire. (i.e. An employee starting 05.27.2026 would have their record checked annually in May).

2. Authorization and Consent

Employees must provide written authorization for the City to obtain their MVR as a condition of being approved to operate a vehicle on City business. For individual's who drive a City vehicle as part of their primary job responsibilities, consent must be provided as part of their conditional job offer.

3. Disqualification or Restrictions

Employees whose driving records do not meet established standards may be:

- Disqualified from operating City vehicles
- Subject to restrictions on driving duties
- Subject to disciplinary action, up to and including termination, where driving is an essential function of the position

4. Ongoing Duty to Report

Employees must promptly report any of the following to their supervisor:

- Suspension or revocation of their driver's license
- Any DUI or similar charge
- Any change that materially affects their ability to legally operate a vehicle

5. Confidentiality

MVR information shall be treated as confidential and used solely for employment and risk management purposes.

Employee Acknowledgement and Authorization

I acknowledge that I have read and understand the City of Elkins Background Check: Motor Vehicle Record (MVR) Review Policy.

I understand that if I am authorized to operate a City vehicle or operate a personal vehicle on behalf of the City, I am required to maintain an acceptable driving record and comply with all reporting requirements.

I hereby authorize the City of Elkins, or its designated agent, to obtain my motor vehicle record at the time of hire (if applicable) and annually thereafter, as long as I am authorized to operate a vehicle on City business.

I understand that failure to maintain an acceptable driving record or to comply with this policy may result in loss of driving privileges and/or disciplinary action.

Employee Name: _____

Signature: _____

Date: _____

Driver's License Number: _____

State of Issue: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 1, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Electronic Communications and Mobile Device Policy
Recommended By:	City Clerk
Summary:	Review of a proposed Electronic Communications and Mobile Device Policy. The draft policy is intended to establish approved communication methods for City business, define expectations regarding City-issued devices and City accounts, support records retention and FOIA compliance, and reduce risks associated with unmanaged messaging platforms.
Fiscal Impact:	n/a
Recommendation:	The policy is presented for discussion and feedback only at this time. No action is requested. Staff seeks input regarding operational impacts, employee considerations, enforceability, and any revisions the Committee may wish to recommend before further review by HR, the City Attorney, and Council.
Attachments:	1. Electronic messaging mobile device policy - 2026_05_29

City of Elkins

Electronic Communications and Mobile Device Policy

Purpose

The City of Elkins provides and maintains mobile devices, electronic communication systems, email accounts, and related technologies to support the efficient conduct of City business. The purpose of this policy is to:

- Promote effective communication;
- Ensure compliance with public records retention obligations;
- Support operational transparency and accountability;
- Reduce risk associated with unmanaged communications channels;
- Establish clear expectations regarding acceptable use of city communication systems and devices; and
- Support lawful retention, retrieval, and management of city communications and records.

This policy is intended to work in conjunction with the City's electronic communications retention and archiving systems, including systems utilized to retain and retrieve email and text message communications.

[Nothing in this policy is intended to interfere with lawful law enforcement operations, investigative techniques, officer safety practices, or other legitimate public safety activities.](#)

Scope

This policy applies to:

- All City-issued mobile phones, tablets, computers, and related devices;
- All city communication systems, email systems, and electronic communication accounts;
- All users of such systems, devices, or accounts, including employees and officials; and
- All electronic communications conducted using city-issued devices, city communication systems, or City accounts in connection with City business.

City Ownership and Monitoring

City-issued devices, City communication systems, City email accounts, associated telephone numbers, and communications conducted through such systems are City property or are maintained for City business purposes.

All messages created, sent, received, stored, or accessed using City-issued devices, City communication systems, or City accounts should be considered City information.

Users should understand:

- Communications conducted using City-issued devices, City communication systems, or City accounts may be retained, archived, reviewed, searched, exported, or disclosed;
- Communications may be subject to public records requests, litigation discovery, audits, investigations, or other lawful review;
- The City reserves the right to access and review communications or related records for legitimate governmental, operational, legal, security, or policy-compliance purposes;
- Deleted communications may remain recoverable through archives, backups, carrier records, synchronization systems, or other technologies;
- Draft, unsent, temporary, or partially composed communications may in some circumstances also be retained, recoverable, searchable, or subject to review or disclosure; and
- Users should not expect privacy regarding City business conducted using City-issued devices, City communication systems, or City accounts.

This includes:

- Text messages;
- Multimedia messages;
- Email communications;
- Attachments/images;
- Metadata; and
- Related records retained through City systems.

Approved Communications Methods

City business communications shall occur only through communication methods and systems approved by the City and compatible with applicable records retention, legal, and operational requirements.

Users shall conduct City business communications only through:

- Standard phone calls;
- Standard SMS/MMS text messaging through approved/default messaging applications;
- City-approved email systems and applications; and
- Other communication methods specifically approved by the City.

Prohibited or Restricted Messaging Applications

To ensure compliance with the City's communications, records retention, legal, and operational requirements, City business shall not be conducted through:

- Signal;
- WhatsApp;
- Telegram;
- Snapchat;
- Facebook Messenger;
- Instagram direct messaging;
- Disappearing-message features;
- Encrypted or ephemeral messaging applications; or
- Other non-approved messaging applications or services.

Users shall not:

- Install or maintain non-approved messaging applications on City-issued devices absent authorization by the City;
- Enable disappearing-message functionality;
- Intentionally route City communications through unapproved applications; or
- Take actions intended to avoid retention or retrieval of communications.

The Chief of Police may authorize or approve the use of specific communication applications, services, or technologies by law enforcement personnel when reasonably necessary for operational, investigative, officer-safety, confidential-source, cybersecurity, intelligence, or other legitimate law enforcement purposes. Such authorization or approval may be general or case-specific and may include reasonable conditions or limitations established by the Chief.

To the extent practicable, communications relating primarily to City administrative business, including personnel matters, budgeting, purchasing, scheduling, policy

development, and similar administrative functions, should continue to occur through approved communication methods subject to the City's retention requirements.

iMessage and Similar Services

To ensure compliance with the City's communications, records retention, and operational requirements, employees shall not use iMessage or similar enhanced messaging features for City business unless specifically authorized by the City.

Personal Use

Limited incidental personal use of City-issued devices or City communication systems may be permitted so long as such use:

- Does not interfere with City operations;
- Does not create excessive cost;
- Does not violate law or City policy; and
- Does not interfere with records retention, security, or device management requirements.

Users should understand that even incidental personal communication conducted using City-issued devices, City communication systems, or City accounts may potentially become subject to review or disclosure depending on the circumstances.

Records Retention and Public Records Requests

Electronic communications concerning City business may constitute public records under West Virginia law and may be retained pursuant to City policy and applicable records retention schedules.

Communications conducted using City-issued devices, City communication systems, or City accounts may be subject to:

- Public records requests;
- Litigation discovery;
- Subpoenas;
- Law enforcement requests;
- Audits; or
- Other lawful disclosure requirements.

Users should assume that:

- Emails, text messages, and related communications may later be retrieved;
- Communications may be reviewed by supervisors, legal counsel, records custodians, auditors, or courts; and
- Communications may become publicly disclosable unless exempt under applicable law.

Users are expected to communicate professionally and appropriately at all times when using City-issued devices, City communication systems, or City accounts.

Inspection and Compliance Verification

The City reserves the right to inspect, review, configure, or verify City-issued devices, City communication systems, and City accounts for purposes including:

- Policy compliance;
- Records retention compliance;
- Operational security;
- System maintenance;
- Legal compliance; or
- Investigation of suspected misconduct or policy violations.

Users shall cooperate with reasonable requests to present City-issued devices for inspection, configuration review, troubleshooting, or compliance verification.

User Responsibilities

Users of City-issued devices, City communication systems, or City accounts are responsible for:

- Complying with this policy;
- Cooperating with reasonable device or account configuration requirements;
- Promptly reporting lost or stolen devices or suspected account compromise;
- Avoiding use of unauthorized messaging platforms for city business; and
- Preserving city records in accordance with law and policy.

Users shall not:

- Disable required communications retention functionality;
- Intentionally interfere with retention, security, or monitoring systems; or
- Refuse reasonable configuration or compliance requirements established by the city.

Future Technology and Management Controls

The City may implement additional mobile device management (“MDM”), communications governance, security, or monitoring tools in the future to improve compliance, security, retention, and operational management capabilities.

The City reserves the right to modify device configurations, restrict applications or settings, implement additional technical controls, or otherwise manage City communication systems and accounts as operational or legal needs evolve.

Violations

Violation of this policy may result in:

- loss of device, account, or system privileges;
- disciplinary action;
- referral for legal review; or
- other action deemed appropriate by the City.

Questions

Questions regarding this policy or approved communications methods should be directed to the City Clerk or other designated administrative personnel.

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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 1, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	NeoGov update
Recommended By:	Human Resources
Summary:	NeoGov is the City of Elkins's chosen HRIS (Human Resource Information System) provider. The City has chosen to implement several modules of those available, including Time and Attendance, Core HR, Payroll, Benefits, Perform, eForms, Onboard, Attract, and Insight. This agenda item is a standing report on the progress of the implementation of all components of the NeoGov platform.
Fiscal Impact:	n/a
Recommendation:	Open for discussion
Attachments:	1. June 1, 2026 Report

City of Elkins

NeoGov HRIS Implementation Monthly Report

Reporting Period	May 13-June 1, 2026
Prepared By	Sarah Campbell
Date	May 27, 2026

Summary

In a few sentences, summarize where the project stands and any needed coordination or actions.

Weekly calls with NeoGov have resumed. Human Resources is actively working to identify areas that need updated and have completed an update on all current employee emails. Time and Attendance will be rolling out to all employees starting June 7, 2026. While this has begun, Human Resources has started to work on Payroll implementation with NeoGov.
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1. Recent Work Completed

Summarize recent major work (configuration, testing, migration, training, meetings, etc.).

<ol style="list-style-type: none">1. Audits of all employee emails were conducted and edits completed.2. HR had additional meetings to discuss: migration of current leave balances and edits to coding that impact payroll/work assignments.3. Leadership Team has begun testing Time and Attendance in NeoGov to assist in identifying areas needing updates.

2. Planned Work and Upcoming Milestones

Describe the next major steps in the implementation.

Scheduled Time and Attendance Training for all employees on June 2 and 3, 2026.
Migration of Leave accruals into NeoGov, June 5, 2026 completion.
Testing of Payroll within NeoGov.

Anticipated milestone dates (if known):

June 7, 2026: Launch Time and Attendance
TBD: Launch of Payroll -Date is dependent on ability to migrate quarterly data and staffing availability at NeoGov, as well as result of payroll testing.

3. Vendor Engagement and Meetings

Most recent meeting date	Tuesday, May 26, 2026
Next scheduled meeting	Thursday, May 28, 2026 (2 sessions)
Other city personnel attending	Tracy Judy, Wendy Williams

Primary focus of current meetings	Launching Time and Attendance, coding updates and payroll prep
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4. Current Module Status

Core HR and Benefits (Live)

Overall functionality	Live
Any unresolved issues	Re-Training on Benefits, Thursday May 28

Payroll

Current stage of implementation	Configuration Review
Work completed to date	Initial Coding is complete—reviewing for changes
Work remaining	Testing/Training for Treasury and HR staff
Status of testing or parallel testing	
Conditions required before go-live	Migration of Quarterlies, Passing of Testing
Projected go-live timing	

Time and Attendance

Current stage	Training (Employees)
Work completed	Configuration and Migration
Work remaining	Testing, Training, and Employee Meetings
Operational or workflow decisions affecting progress	N/A
Projected go-live timing	June 7, 2026

Future Modules (Talent Management System)

Onboard, Insight, Learn, E-Forms, Perform

The next modules cannot be built out until after we finish with our current implementation team, as they will need to hand us over to a separate team for this portion.

5. Overall Project Assessment

While we are working to get everything ready and live as soon as possible, it is clear that there are modifications that need to be made. Our hope is that many of these have been caught in the past week of work and that we will have a smooth testing period for Payroll.

6. Risks, Issues, or Barriers



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 1, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	Overtime usage
Recommended By:	City Treasurer
Summary:	As a recurring item, the Clty Treasurer presents the attached report concerning overtime usage.
Fiscal Impact:	Review attachment
Recommendation:	Discussion item
Attachments:	1. Overtime & Comp time - 2026_06_01

General Fund

Overtime

Department

	Treasurer OT Hrs	Treasurer	Clerk OT Hrs	Clerk	Court OT Hrs	Court	Custodial OT Hrs	Custodial	Bldg Inspector OT Hrs	Bldg Inspector	Public Works OT Hrs	Public Works	Police OT Hrs	Police	Police HIDTA Hrs	Police HIDTA	Police Admin OT Hrs	Police Admin	Street OT Hrs	Street	Central Garage OT Hrs	Central Garage	Human Resources OT Hrs	Human Resources
July	1.06	\$25.14	6.75	\$151.00	0	\$0.00	0	\$0.00	0.25	\$6.92	0	\$0.00	868.5	\$28,199.09	35	\$1,152.92	16.75	\$366.06	42.5	\$979.42	2.75	\$80.98	0	\$0.00
August	2.01	\$46.62	1.5	\$33.89	0	\$0.00	0	\$0.00	0	\$0.00	0.37	\$10.63	817.75	\$26,090.79	14.5	\$480.68	34.75	\$767.43	105.75	\$2,460.10	3.5	\$95.72	0	\$0.00
September	0.63	\$14.49	0	\$0.00	2.5	\$63.98	2.75	\$59.15	0	\$0.00	0	\$0.00	1027.5	\$33,003.23	11.5	\$381.23	7.5	\$184.73	59.5	\$1,358.45	5.5	\$149.64	0	\$0.00
October	2.07	\$49.50	2	\$45.18	0	\$0.00	8.25	\$213.16	0	\$0.00	0.56	\$13.70	1950.25	\$63,353.05	151.25	\$5,013.94	104.25	\$2,473.68	173.75	\$4,111.36	18	\$509.10	0	\$0.00
November	2.38	\$53.88	0	\$0.00	2.5	\$63.98	1	\$21.51	0.25	\$9.43	0	\$0.00	1068.75	\$34,710.90	78.25	\$2,593.99	34.75	\$764.27	28.5	\$668.07	33.5	\$915.45	0	\$0.00
December	0.81	\$20.32	0	\$0.00	0	\$0.00	8	\$200.56	4	\$130.04	1.5	\$38.79	813.25	\$27,462.23	31	\$1,074.15	12	\$294.60	234.5	\$5,863.48	4	\$106.48	0	\$0.00
January	0	\$0.00	0	\$0.00	0.5	\$13.55	0.25	\$8.50	0	\$0.00	0	\$0.00	946.5	\$31,921.55	57.5	\$1,992.38	20.5	\$487.47	169.25	\$4,260.80	16.75	\$489.29	0	\$0.00
February	0.75	\$18.21	0	\$0.00	2.5	\$67.73	1.75	\$59.48	0.25	\$8.13	0	\$0.00	614	\$20,743.82	68.5	\$2,373.53	37.75	\$885.30	394.75	\$9,865.89	32.75	\$973.98	0	\$0.00
March	0.13	\$3.01	0	\$0.00	2.5	\$67.73	0	\$0.00	0.5	\$16.26	1.5	\$44.77	590.25	\$19,872.28	89	\$3,083.85	5.25	\$137.18	63	\$1,809.66	11.5	\$335.98	0	\$0.00
April	0.06	\$1.50	0	\$0.00	2.5	\$67.73	0	\$0.00	0	\$0.00	1.31	\$33.95	623	\$20,840.98	94	\$3,257.10	12.5	\$302.93	47.5	\$1,545.69	11	\$323.13	0	\$0.00
May	0.94	\$21.76	2.5	\$60.23	0	\$0.00	0	\$0.00	0.25	\$8.13	0.75	\$21.64	974.75	\$33,036.07	107.5	\$3,724.88	11	\$287.44	9.25	\$324.07	15.75	\$465.42	0	\$0.00
June																								
Total	10.84	\$254.43	12.75	\$290.30	13	\$344.70	22	\$562.36	5.5	\$178.91	5.99	\$163.48	10294.5	\$339,233.99	738	\$25,128.65	297	\$6,951.09	1328.25	\$33,246.99	155	\$4,445.17	0	\$0.00

Includes Overtime & Holiday Time an a Half

Overtime

Fire Fund

Sanitation Fund

	Fire OT Hrs	Fire
July	657	\$16,001.86
August	546	\$13,145.95
September	803	\$19,357.70
October	1101	\$27,455.04
November	720	\$17,317.44
December	854.5	\$22,273.20
January	1303	\$34,239.99
February	921.5	\$23,628.77
March	793	\$20,384.82
April	718.5	\$18,627.28
May	1084.5	\$27,951.40
June		
Total	9502.00	\$240,383.45

	Sanitation OT Hrs	Sanitation
July	15	\$382.85
August	0.5	\$15.34
September	0	\$0.00
October	85.25	\$2,079.49
November	94.25	\$2,262.95
December	60.25	\$1,522.50
January	138	\$3,539.24
February	152	\$3,856.24
March	88	\$2,256.64
April	0	\$0.00
May	87.75	\$2,198.29
June		
Total	721	\$18,113.54

Salary Accrued Comp Time

Department	Treasurer	Communications	City Clerk	Public Works	Police	Human Resources	Fire
July Amount	17.25	20.50	11.00	11.25	13.50	0.00	17.00
August Amount	22.75	31.50	0.00	19.50	0.00	58.25	16.00
September Amount	17.25	22.00	2.00	23.00	0.00	109.25	7.00
October Amount	0.00	7.50	4.00	13.75	47.00	93.25	28.00
November Amount	4.00	16.00	7.50	12.00	0.00	102.50	7.00
December Amount	7.75	8.00	0.00	16.75	6.00	87.00	7.00
January Amount	5.50	21.00	2.50	17.00	20.50	137.00	20.00
February Amount	3.25	4.00	12.50	12.75	12.00	111.50	14.00
March Amount	13.00	6.50	7.00	14.75	1.00	46.00	14.00
April Amount	1.50	8.50	9.00	14.50	0.00	94.25	10.00
May Amount	2.50	11.00	9.50	10.75	0.00	40.75	34.00
June Amount							
Total Overtime	94.75	156.50	65.00	166.00	100.00	879.75	174.00

Salary Comp Time Taken

Department	Treasurer	Communications	City Clerk	Public Works	Police	Human Resources	Fire
July Amount	0.00	0.00	57.25	0.00	0.00	0.00	0.00
August Amount	0.00	0.00	2.00	10.87	0.00	0.00	0.00
September Amount	0.00	0.00	4.00	0.00	0.00	0.00	0.00
October Amount	0.00	0.00	3.00	28.75	0.00	0.00	0.00
November Amount	0.00	0.00	0.00	10.50	2.00	0.00	0.00
December Amount	0.00	37.00	6.00	8.00	0.00	0.00	0.00
January Amount	0.00	40.00	16.00	8.00	0.00	0.00	0.00
February Amount	1.00	0.00	0.00	53.25	0.00	0.00	0.00
March Amount	0.00	24.00	10.00	24.00	0.00	0.00	0.00
April Amount	0.00	0.00	17.00	0.00	0.00	0.00	0.00
May Amount	0.00	24.00	0.00	0.00	3.00	0.00	0.00
June Amount							
Total Overtime	1.00	125.00	115.25	143.37	5.00	0.00	0.00

Salary Paid Out Comp Time

Department	Treasurer	Communications	City Clerk	Public Works	Police	Human Resources	Fire
July Amount	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August Amount	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September Amount	0.00	0.00	0.00	0.00	0.00	120.00	40.00
October Amount	0.00	0.00	0.00	0.00	0.00	92.75	0.00
November Amount	0.00	0.00	0.00	0.00	0.00	111.00	40.00
December Amount	0.00	0.00	0.00	0.00	0.00	79.50	0.00
January Amount	0.00	0.00	0.00	0.00	0.00	129.00	0.00
February Amount	0.00	0.00	0.00	0.00	0.00	114.00	66.00
March Amount	0.00	0.00	0.00	0.00	0.00	67.00	0.00
April Amount	0.00	0.00	0.00	0.00	0.00	81.50	0.00
May Amount	0.00	0.00	0.00	0.00	0.00	81.25	50.00
June Amount							
Total Overtime	0.00	0.00	0.00	0.00	0.00	876.00	196.00

Public Works: 75% charged to General Fund and 75% charged to Sanitation Fund