

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, JANUARY 8, 2019
6:30 P.M. – COUNCIL CHAMBERS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations

7. Public Comments

(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)

8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor

11. Reports/Remarks of Councilmembers

(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)

12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business

1. **C.B. 18-43** – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal years 2017-2018 and 2018-2019. (Budget Ways & Means)
2. **C.B. 18-44** – An Ordinance authorizing imposing a Court Automation Fee on municipal cases in order to assist in payment therefore. (Insurance, Audit & Claims)

16. New Business

1. **C.B. 19-01** – An Ordinance authorizing the Mayor to enter into a Service & License Agreement for deployment of a website for the City of Carthage, Missouri with GovOffice, LLC, 2112 Broadway Street NE, Suite 250, Minneapolis, Minnesota 55413. (Public Services)

2. **C.B. 19-02** – An Ordinance authorizing the Mayor to enter into a Lease Agreement with Pam Graff in the amount of \$3,600.00 for continued use of the pavilion in Municipal Park as a skating rink for a one year lease term. (Public Services)
3. **C.B. 19-03** – An Ordinance amending Section 21-144 of the Code of Carthage by adding a new sub-section (7). (Public Works)

17. Mayor's Appointments

- Ward 2 Council Member
- Hospital Board

18. Resolutions

19. Closing Comments

20. Executive Session

- According to Section 610.021 (2) the Agenda includes the possibility of a vote to close part of the meeting to discuss leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.

21. Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
December 11, 2018

The Carthage City Council met in regular session on the above date at 6:30 P.M. in the City Hall Council Chambers with Mayor Dan Rife presiding. Fire Chief Roger Williams gave the invocation and Police Chief Greg Dagnan led the flag salute.

The following Council Members answered roll call: Darren Collier, Kirby Newport, James Harrison, Juan Topete, David Armstrong, Ceri Otero, Mike Daugherty and Alan Snow. Council Member Brady Beckham was absent. City Administrator Tom Short and City Attorney Nate Dally were present.

The following Department Heads were present: Police Chief Greg Dagnan, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks Director Alan Bull and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the November 27, 2018 Council Meeting. Motion carried unanimously.

During Citizens Participation Period: Mark Elliff, President of the Chamber of Commerce and Economic Development Director, reported on the reorganization of the Economic Development Corporation and the Open House for the Chamber of Commerce to be held December 13.

Mr. Collier reported the Budget, Ways and Means Committee met December 10. The budget adjustment being presented in C.B. 18-43 was reviewed and approved. A fund balance policy was reviewed, specifically for the General Revenue Fund. This policy would increase the Reserve Fund Balance to 35% and will be reviewed again during the budget process.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. An agreement with the Missouri Office of State Courts Administration to implement Show Me Courts was reviewed and approved. This is being presented as Resolution 1859. A court automation fee was also discussed and approved. It is being presented in C.B. 18-44.

Mr. Harrison reported the Public Safety Committee is between meetings with the next meeting scheduled for December 17.

Mr. Topete reported the Public Services Committee was between meetings with the next meeting scheduled for December 20.

Mr. Daugherty reported the Public Works Committee met December 4. Supplemental funding for the roundabout at Fairlawn and Elk was discussed. A lot line adjustment was approved for the Phelps 9th Addition, Lot 40 as requested by Jerry Carter. Council

approval was given to reallocate STP funds of \$274,894 from MoDOT to be used on the roundabout at Fairlawn and Elk.

Special Committee and Board Liaison reports were given by Mr. Topete for the Kellogg Lake Board and Carthage Tree Board and Ms. Otero for the Harry S Truman Coordinating Council and Carthage Humane Society.

Mayor Rife reported on the lighting of the Mayor's Christmas Tree, judging floats in the Christmas parade, the CMC dinner on December 13 and reminded everyone there would not be a council meeting held on December 25 due to the holidays.

During Council Member reports, Mr. Armstrong requested an update on the status of upgrading the city's website and also stated he would be interested in filling the vacant position on the Budget Committee. Ms. Otero again discussed the possibility of new ideas to restructure the Parks Director position. Mr. Harrison agreed with Ms. Otero stating that visiting parks in other cities has changed his perspective on the importance of the parks.

Police Chief Greg Dagnan discussed the annual children's Christmas party to be held December 15 and funds raised by Duke Mason's performance.

Fire Chief Roger Williams gave an update on construction of Fire Station #2.

Public Works Director Zeb Carney reported leaf removal will continue until the end of the month.

City Administrator Tom Short reported on the following: meetings regarding Fire Station #2, the Duke Mason concert, Economic Development Committee meetings, a traffic study to be conducted by MoDOT at the intersection of Fir and HH, a First Amendment Audit webinar to be held December 19, sales tax revenues, the annual audit will be presented to council on January 22, a request for the dissolution of the Peachtree CID, budget reports, and a ribbon cutting ceremony to be held at MDL in Meyers Park.

The Committee on Claims filed a report in the amount of \$661,831.55 against the following funds: General Revenue \$87,273.05, Public Health \$1,726.39, Parks Stormwater \$1,075.00, Golf Course \$25,736.10, Lodging \$8,500.00, Capital Improvements \$84,017.65, Economic Development \$169,364.00 and Payroll \$284,139.36. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

There was no old business to conduct.

Under new business, C.B. 18-43 - an Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal years 2017-2018 and 2018-2019 was placed on first reading with no action taken.

C.B. 18-44 – an Ordinance authorizing imposing a Court Automation Fee on municipal cases in order to assist in payment therefore was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Harrison, to table the Mayor's re-appointment of Jim Loomis and Steve Weldon to the Civil War Museum Board until December 2021 due to the number of members now living outside of city limits. Motion carried.

Mr. Collier made a motion, seconded by Mr. Harrison, to approve the Mayor's re-appointment of John H. Patrick to the Police Personnel Administration Board until December 2022. Motion carried.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the Mayor's re-appointment of H. J. Johnson to the Zoning Board of Adjustments until December 2023. Motion carried.

Mr. Armstrong made a motion, seconded by Ms. Otero, to approve Resolution 1859 – A Resolution authorizing the execution of an agreement with the Missouri Office of State Courts Administrator regarding services related to the Justice Information System implementation process. Resolution passed.

During closing remarks, Mr. Collier and Mr. Topete commented on the Christmas lights on the square, Mr. Newport reported on a presentation to 5th graders about city council responsibilities. Holiday wishes were extended by all.

Mr. Snow made a motion, seconded by Mr. Collier, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:08 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 18-43

ORDINANCE NO. _____

An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal years 2017-2018 and 2018-2019.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the General Revenue Fund, is hereby amended to reflect a supplemental appropriation of up to \$50,000 to the Capital Improvements Department, Capital Outlay line item for the implementation of the Wayfinding Program as presented and recommended by the CVB; a supplemental appropriation of up to \$7,000 to the Memorial Hall Department, Capital Outlay line item for Iron Handrails for Entrances Project carried over from the 2018 Budget; to the Police and Fire Department's Radio Maintenance line items of \$3,150 and \$1,050 respectively for radio consultant fees \$4,200; Central Municipal Activities Department to replenish the Council Contingency line item for Police Academy and professional fees of \$22,000; from the unallocated and undesignated fund balance.

SECTION II: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the Civic Enhancement Fund, is hereby amended to reflect a supplemental appropriation of up to \$4,000 from Donation Revenues to the Capital Outlay expenses line item for expenses incurred for the acquisition and installation of a drinking fountain in Central Park.

SECTION III: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the Myers Park Fund, is hereby amended to reflect a supplemental appropriation of up to \$23,000 for the Myers Park Detention Pond as delineated in project Change Order No. 3, from the unallocated and undesignated fund balance.

SECTION IV: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the Fire Sales Tax Fund, is hereby amended to reflect a supplemental appropriation of \$160,000 to the Capital Projects line item for equipping Fire Station #2, from the unallocated and undesignated fund balance.

SECTION V: The City of Carthage's 2017 - 2018 Budget for the General Fund is hereby amended to reflect a supplemental appropriation of \$173,500 to the Capital Outlay line item in the Streets Department from Lease Proceeds of \$173,500. The Public Health Fund is hereby amended to reflect a supplemental appropriation of \$43,376.22 to the Capital Outlay line item from

Lease Proceeds of \$43,376.22; the **Golf Course Fund** is hereby amended to reflect a supplemental appropriation of \$56,398 to the Capital Outlay line item from Lease Proceeds of \$56,398 all pursuant to the Auditor's recommendation to properly account for capital (lease) purchases.

SECTION VI: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____,
2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

AN ORDINANCE AUTHORIZING IMPOSING A COURT AUTOMATION FEE ON MUNICIPAL CASES IN ORDER TO ASSIST IN PAYMENT THEREFORE

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

Section 1. The Agreement by and between the Missouri Office of State Court’s Administrator and the City of Carthage, Missouri, regarding services relating to the Justice Information System implementation process has been approved by the City.

Section 2. In addition to any costs which may be assessed by the Municipal Division, pursuant to Statute, Ordinance, or Court Rule, in every proceeding filed in the Municipal Division for violation of an Ordinance, a surcharge of \$7.00 shall be assessed. Such surcharge shall also be assessed in cases in which pleas of guilty are processed in the Traffic Violations Bureau. No such surcharge shall be collected when the proceeding or defendant has been dismissed by the Court, when costs are waived, or when cost are paid by the City. Such surcharge shall be collected by the Municipal Court and paid monthly to the Missouri Director of Revenue to the credit of the Missouri Statewide Court Automation Fund, as provided in RSMo. Section 488.012.3(5) and Section 488.027.2, and RSMo 476.056.

Section 3. This Ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Staff

***NEW
BUSINESS***

An Ordinance authorizing the Mayor to enter into a Service & License Agreement for deployment of a website for the City of Carthage, Missouri with GovOffice, LLC, 2112 Broadway Street NE, Suite 250, Minneapolis, Minnesota 55413.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a Service & License Agreement for deployment of a website for the City of Carthage, Missouri with GovOffice, LLC, 2112 Broadway Street NE, Suite 250, Minneapolis, Minnesota 55413, a copy of the agreement is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Staff

GOV OFFICE

Service & License Agreement for City of Carthage, Missouri

Client City of Carthage, Missouri
Address 326 Grant Street
City, State, Zip Carthage, MO 64836
Phone 417-237-7050
Fax 417-237-7005

Site Administrator Melanie Blizzard
Phone 417-237-7050
Email m.blizzard@carthagemo.gov

GovOffice LLC
 2112 Broadway Street NE, Suite 250
 Minneapolis, Minnesota 55413
 612-617-5700 phone
 612-617-5701 fax
 Federal Tax ID: 83-1147199

govoffice.com
 help.govoffice.com

Terms & Conditions

This Agreement, dated January 1, 2019 ("Effective Date"), is by and between GovOffice LLC, d/b/a GovOffice ("GovOffice") and the City of Carthage, Missouri ("Client"). The term of this Agreement begins on the Effective Date and may renew the Agreement per the Agreement Renewal terms below.

GovOffice Deliverables

- GovOffice will deploy a website for Client that includes all functionality and services as defined in Exhibit A–GovOffice Project Deliverables, attached hereto.

Additional Services

- Client may contract at any time with GovOffice for additional Consulting, Website Design, Setup, Programming, and Training services (Project Development Services) that exceed those defined in Exhibit A. GovOffice will separately invoice Client for the additional services. Services or Modules that incur additional usage fees may be purchased and activated at any time.

Billing & Payment Terms

- Upon execution of this agreement, GovOffice will provide an invoice for Year 1 fees of \$3765 (February 2019 – January 2020), which will be due within 30 days of receipt.
- Year 2 fees of \$3765 (February 2020 – January 2021) and Year 3 fees of \$3765 (February 2021 – January 2022) for GovOffice services as described in Exhibit A are invoiced prior to the next year of service and are due within 30 days or upon the annual anniversary date, whichever is later.

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

- 5. After site launch, if the Client's account exceeds 90 days past due, Support, Maintenance & Hosting may be discontinued until the Client's account is made current. Client will be given 30 day notice prior to discontinuation of services for non-payment.

Agreement Renewal

- 6. Client may renew this agreement for an additional 3 year period at an annual rate of **\$3765** and is eligible to receive again all deliverables (or other services with an equal value) as presented in Exhibit A with said renewal.
- 7. Either party may terminate the Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date.
- 8. In the event that neither party gives 60 day notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. GovOffice agrees to provide 1 renewal with the same level of services and the same contract term of 3 years at the same rate and payment schedule as this agreement, including a repeat of services at the same or comparable level of service as that described in Exhibit A.
- 9. Client may terminate this Agreement with or without cause prior to the completed three-year term by providing thirty days' written notice of termination to GovOffice. In the event of termination, Client shall pay GovOffice for all services rendered as of the date of termination.

Additional Terms & Conditions

- 10. Client is subscribing to and licensing the GovOffice Content Management System (CMS) to construct, manage and maintain its website and related online services and agrees to the further Terms & Conditions as published at www.govoffice.com/terms.
- 11. GovOffice strives to complete all activities surrounding a Client's implementation (online training, custom graphic Web design, etc.) as efficiently as possible, but we do not guarantee the deployment (go-live) of the website by or on any date.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

By Dan Rife Client (Printed) Title Mayor

By _____ Client (Signed) Date _____

By _____ GovOffice (Printed) Title _____

By _____ GovOffice (Signed) Date _____

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

Exhibit A: GovOffice Project Deliverables

Service & Maintenance

- Use of GovOffice Content Management System (CMS) software,
- Unlimited bandwidth & Website hosting up to 2 GB of file uploads,
- Unlimited toll-free technical support for staff,
- Online training/ re-training of GovOffice CMS software for staff,
- Access to Help.GovOffice.com website; includes CMS video tutorial library,
- Daily backups of stored website content and design files,
- Maintenance of Web servers and their installed security systems,
- 24/7/365 editing for unlimited regular administrative users and Superusers,
- Secure SSL (Secure Sockets Layer) administrative website,
- Secure TLS (Transport Layer Security) public website,
- DDoS (Distributed Denial of Service) protection,
- Upgrades of base GovOffice CMS (no downloads necessary)

GovOffice Content Management System (CMS)

- Ability to limit access and administrative permissions to each user on the system
- Preview feature that shows how an unsaved edit would appear if saved and activated on the live site
- Live Site feature allows users to switch between the live and administrative websites within one browser window
- Data storage tracker to help manage your load of Web content
- Audit log that shows editing activity of all administrative users
- Flexibility to name and order all navigation menu buttons
- Import, type, and format text
- Create unlimited number of links to internal pages and external websites
- Upload, resize, position, and caption photos
- Online forms for questions, comments, and requests to be contacted by staff
- Post audio and video files
- Upload and name documents, such as Agendas & Minutes and newsletters
- Schedule of events, including recurring events, within a true calendar display
- Online opinion polls with controlled responses and option to display the results
- Image gallery to create a Community Photo Album; includes slideshow capability
- Ability to add, turn on & off, and remove sidebars from all pages
- Directory, including contact information and photos, of Elected Officials and staff
- Post news stories with a pre-set release date for automatic display on the live website
- Display job listings with post & deadline dates and post the employment application
- List Frequently Asked Questions by department or the entire organization
- Related links to associated websites without posting long URLs
- Directory of local attractions and links to an online map
- Site Map for added ease by site visitors in locating a desired section of the website
- Last Edit stamp that shows the date on which any Web page was last updated
- Search engine that also searches keywords within uploaded documents

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

- Option for advanced users to switch to HTML mode for editing
- Intranet capability for staff only areas of the website; accessed only by username and password
- Bulk e-mail tool that allows visitors to opt-in/ opt-out of receiving e-mail notifications from your government office
- RSS feeds in from other news-related websites
- Friendly URLs for all sections and sub-sections site-wide

Progressive Level Responsive Website Design (RWD) Package

All creative and programming customizations for the Client will be based on the GovOffice Responsive framework and may include:

- Official logo and an advanced color scheme that matches the Client's branding
- Custom font treatment for title graphic and slogan field
- Custom font treatment (may be Google Fonts) for section titles, promotion titles, sidebar titles, item titles
- Basic styling of Content Boxes on homepage (optional to use)
- Social media icons include Facebook, Twitter, Pinterest, YouTube, Instagram, LinkedIn, and Nextdoor
- Favicon (favorites icon) and Mobile Touch Icon (linked icon for home screens of tablets and smartphones)
- Advanced Footer may include custom color and/ or an image such as official logo

Customizations will not be made to the following: function of the standard rollover/ drop down navigation menu system, the style or function of Search, or the style of the social media icons (optional to use).

Image Slider

The Image Slider will be programmed to appear on the homepage only. It will support up to 5 images uploaded by the Client on its administrative website. Images must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally within the Image Slider. Images within the Image Slider may be captioned.

Filmstrip + Icons

The Filmstrip feature will be styled and programmed to appear on the homepage only of the Responsive design and include development of up to 10 Icons for use within the Filmstrip.

Sizing and the number of Icons within the Filmstrip that will appear at one time (without arrowing backward or forward) will depend on the width capacity and the professional judgment of the graphic designer.

The Icons will be uploaded to the Filmstrip by GovOffice by way of the Homepage Setup. Each Icon may be linked to any interior page or to any external Web page and may be activated/ deactivated as the Client wishes.

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Notifications Banner

The Client's design will be programmed to include a Notifications Banner for the purpose of communicating reminders, announcements, etc. A Notifications Banner may be added to the homepage only and be activated only if a Notification has been created and turned on in the administrative website. Training is included at no added charge.

The banner itself will be a solid bar that sports one color and features a close out button. Notifications may be a line of text (either hyperlinked or not), and while there is no limit to the number of notifications posted at a time, it is suggested that the number of active notifications be kept to a minimum in the interest of usability by website visitors.

Local Weather Integration

The Local Weather Integration feature is a feed from the National Weather Service website at weather.gov. The linked display will show the current temperature and weather condition and be programmed to appear in the header of each page.

On tablets and smartphones the screen will be shrunk, and the desktop navigation menu will switch to a mobile menu (☰). At that point the weather feed will move from the header area of the website to the navigation menu.

Integration of Google Translate

Additional programming will be done to the Client's design so that Google Translate is incorporated. If the Client wishes for Google Translate to appear on every page of the website in all viewports (desktop, tablet, and smartphone), location of Google Translate must be the footer. If the navigation bar/ header of the design is the Client's desired location for Google Translate, it will appear on every page of the website but only at the desktop viewport.

Process of Progressive Level Responsive Website Design Package

This project will be a 2 draft, 2 revision process whereby the GovOffice Design Team will create up to two drafts that reflect the goals and objectives shared by the Client during the initial interview. When ready, the drafts will be submitted to the Client for evaluation. Upon selection of the preferred draft (1 out of the 2) by the Client, GovOffice will further develop it with up to two rounds of revision before asking for final approval.

Complete Navigation Analysis & Restructure

Content professionals will analyze the entire site navigation menu and then organize and label up to 300 pages according to best practices of usability and information architecture for professional, Responsive website designs.

First the Client will be asked to purge any dated section, sub-section, and content such as text, uploaded images, items, sidebars, and related links from the website in order to streamline the project. Then the entire navigation menu of the Client's current, live website will be analyzed.

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

Next a test site with a proposed navigation restructure mock-up will be created and shared with the Client. The Client will be encouraged to submit feedback after the initial mockup, and GovOffice will subsequently make revisions. These exchanges will continue until the navigation menu on the test site meets the Client's approval. Upon approval, the navigation menu restructure as shown on the test site will be built on the live website.

Homepage Setup

Content professionals will assemble and organize the Client's current homepage content to conform to its Responsive design. The Homepage Setup includes:

- Formatting welcome text, if necessary
- Displaying news, events, calendars, etc. in a visually appealing way
- Using Sidebars, Promotions, and Content Boxes, if applicable, to display related links, text, and images
- Uploading and arranging up to 5 images within the homepage Image Slider
- Uploading and arranging the Icons (up to 10) within the homepage Filmstrip

SSL Citizen Action SuperForms Module

SuperForms dramatically extends the power of the standard Quick Forms tool with any combination of entry fields, pull-down menus, radio buttons, checkboxes, images or formatted text configured within a form, allowing the website to gather more focused responses from citizens.

SSL SuperForms subscription includes:

- Online training of the SSL SuperForms module by the Training & Technical Support Team
- Unlimited toll-free technical support of the SSL SuperForms module
- No limit, organization-wide, on the number of SSL SuperForms the Client may incorporate to its website
- No limit to the number of forms the Client's website visitors may complete via the SSL SuperForms system
- Future technology upgrades to the module at no additional charge
- Access to Citizen Action SuperForms template library (pre-built forms ready for customization)

Website Proposal Analysis – December 27, 2018

Cost Analysis

	GovOffice	WebLinx	EVOGov	TownWeb	CivicPlus	CivicLive
Total 3Y Cost	9880*	19460	20000	13535**	No Quote Received	No Quote Received
Project Cost	6030	14000	12800	6371		
Annual Recurring Cost	1450	1820	2400	2388		
TimeLine	3-3.5 M	6-7 M	4 M	1-3 M		

*Progressive Package with Super Forms won't pay current year hosting

**Platinum Package

Major Features

	GovOffice	WebLinx	EVOGov	TownWeb
RWD***	✓	✓	✓	✓
Tech Support	0800-1700CST	0800-1700	0830-1900EST	24/7
Webmaster	Additional Cost	Additional Cost	NA	Will add content
Redesign	With 3Y renewal		After 2Y	Every 3 years
Daily Backups	✓	✓	✓	✓
Upgradeability	✓ Can add features		X All inclusive	Not really
Storage	2 GB		Unlimited	
Cost	Adjusts		Fixed, for now	Fixed

***Responsive Web Design

Forms

Job Application: Done with Upgrade (Can only be done with Super Forms)

Contact Departments: Done with Upgrade

Report a Problem Form: Done with Upgrade

Bid/RFP: Done with Upgrade

'Super Forms' List

Type/Form Name

Implementation Date

CITY-WIDE

City - Job Application	By May 17, 2019
City - Department Contact	By May 17, 2019
City - Report a Problem	By May 17, 2019

CITY HALL

Business Licenses

Gross Sales/Merchant License	By May 17, 2019
Liquor Sales/Monday-Saturday License	By May 17, 2019
Liquor Sales Sunday License	By May 17, 2019
Automobile Dealer's License	By May 17, 2019

Manufacturing License	By May 17, 2019
Mobile Food Truck Vendor License	By May 17, 2019
Backyard Chicken Permit	By May 17, 2019
Rummage Sales Permit	By Nov 20, 2020
Dog/Cat License	By Nov 20, 2020
Open Records Request	By May 17, 2019

PUBLIC WORKS

Contractor License	By May 17, 2019
Plumbing Trades License	By May 17, 2019
Electrical Trades License	By May 17, 2019
Building Permit	By May 15, 2020*
Trash/Waste Collection Calendar	By May 15, 2020
Rezoning Permit	By Nov 20, 2020*
Sewer Permit	By May 15, 2020*
Sidewalk Construction Reimbursement	By Nov 20, 2020**
Blasting Permit	By Nov 20, 2020*
Building Moving Permit	By Nov 20, 2020*
Floodplain Development	By Nov 20, 2020**

POLICE DEPARTMENT

Bicycle Registration	By May 17, 2019
Vacation/House Check	By May 17, 2019
Taxi Cab Permit	By May 15, 2020
All-Terrain Vehicles Permit	By May 15, 2020

FIRE DEPARTMENT

Burn Permit Application

By May 17, 2019

PARKS & RECREATION

Park Reservation Permit

By May 15, 2020

Adopt-A-Park Request

By May 15, 2020

Pavilion Reservation

By May 15, 2020

GOLF COURSE

Tee Times

Existing

MEMORIAL HALL

Rental Contract

By May 17, 2019

* Will require additional personal meeting with Public Works Department

** Informational content; and personal meeting with Public Works Department

GOVOFFICE



City of Carthage
MISSOURI

Proposal for Fully Mobile-Friendly Website Design, Service, and Support—Starting 1/1/19

Today's Date: 11/7/18

Expiration Date: 1/31/19

Mike Chaloupka
GovOffice Web Solutions
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
612-617-5709 direct
Mike@GovOffice.com
www.GovOffice.com

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Web Solutions for Local Government

Background

GovOffice is a leading provider of cost-effective, state-of-the-art websites for local governments. With its cloud-based, mobile-friendly platform, GovOffice offers proven, easy-to-use web technology tools to enable a more efficient and responsive government.

Launched in 2001, GovOffice was the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association and the League of Minnesota Cities, with an additional 15 state municipal leagues eventually joining our partnership.

In those 17 years, we've seen local government websites evolve from being a novelty to a necessity. We have served over 1400 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government at an affordable cost.

GovOffice LLC is headquartered in Minneapolis, Minnesota.

Our Value Proposition

Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricey features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we are easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents.

GovOffice is Powerful and Affordable

GovOffice delivers the solution you need with a whole lot less hassle and expense, including:

- Professional Responsive Website Design (RWD) website
- Powerful, flexible Content Management, with unlimited sections and subsections
- Online forms system for sign-ups, comment forms, polls, and more
- Audio and video files integration
- Calendars, News, Image galleries
- Security system enabling multiple users with varying levels of editing permissions to update the website

Responsive Website Design (RWD) Framework



Shown here is a Budget level customized design. Higher level packages include higher end features.

Why RWD?

The number of U.S. residents using smartphones increases each year, and the number of visits to government websites increases annually, too. To extend service to the public whose choice of device is a smartphone—tablets as well—a fully mobile-friendly RWD website is the answer, as it conforms to any device from large desktop monitors to small smartphone screens in either portrait/vertical or landscape/horizontal view.

Why Now?

Simply put, RWD is not only the future, it is the present. Today your website receives twice as many visits from someone using his/her smartphone than from any other type of device. So, local governments should be looking at RWD for its next website design, and many already have made the switch.

While RWD itself is not new, it is a new concept to local governments that are slow to adopt new Internet technologies; far too few of them have a Responsive Website Design in 2018. Making the switch to RWD now will not only serve your citizens better right away, your website may be promoted as a model of excellence to communities across the region that are not yet Responsive.

Creative Process

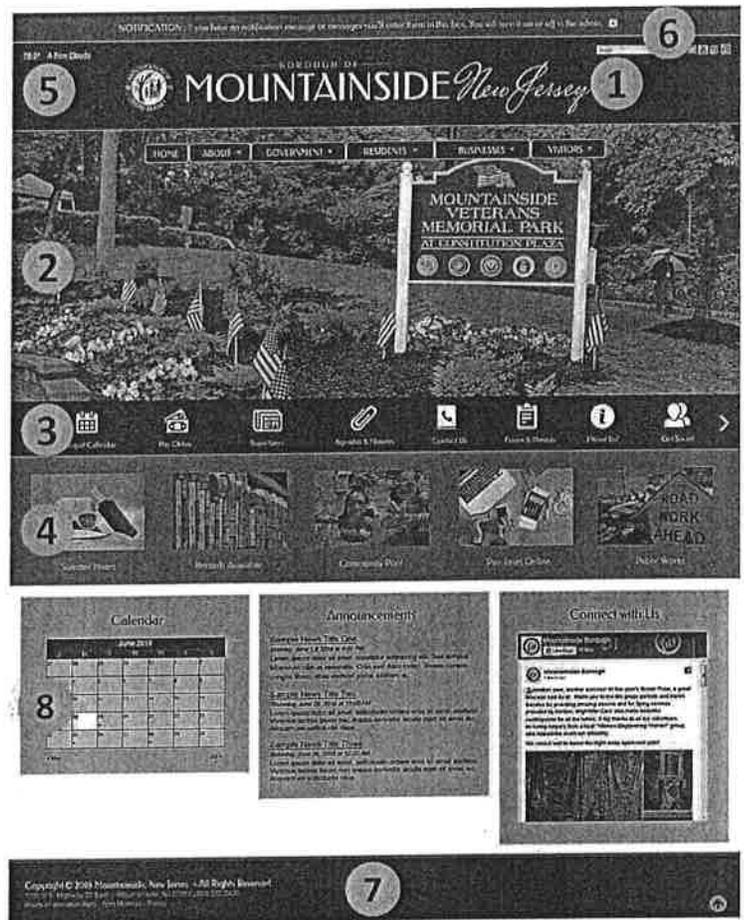
1) Personal consultation with our graphic designer, 2) Development of draft(s), 3) Presentation of design draft(s) to the Client via Preview Mode, 4) Round(s) of revision to the Client's chosen draft, 5) After completion of revision(s), presentation of final draft to the client via Preview Mode; Client's approval is then requested

Programming Process

6) Constructing the final design draft approved by the Client onto a working test site (Test Mode), 7) Adjustment as necessary to the display or behavior of the design on the test site, 8) Testing of the design across the latest versions of all major Web browsers; further adjustment made, if necessary; *Complete Navigation Analysis & Restructure and Homepage Setup take place starting at this point*, 9) Schedule a date for upload of the finished, browser-tested design with the Client, 10) Upload of the design to replace the Client's existing design on its live, public website; the project is then declared completed

Popular RWD Features

1. Development of new **title graphic** including official logo, slogan, and stylish font type. It appears atop or overlapping the large homepage image and moves to the navigation menu and Search bar automatically on smaller devices. **Favicon and Mobile Touch Icon** development both take place at this time and also are included. **Budget, Value, Progressive, Premium**
2. **Advanced Image Slider** allows staff to put up and take down community photos at any time, on any section of the website (5 images at a time). Each image may be captioned and linked to any page, internal or external. Further, website visitors may swipe forward or back with their cursor or finger to see more photos. **Premium**
3. The **Filmstrip** contains **Icons** that allow one click access to the most highly trafficked pages of the website. Ten icons will be uploaded, arranged, and linked for the Client per the Homepage Setup process and will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more Icons. **Progressive, Premium**
4. **Carousel** allows even more self-admin control (images, titles, links) in directing visitors to specific areas of interest on the website. Up to 10 items at a time may be added to the color-styled Carousel and, like the Filmstrip feature, will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more items. **Premium**
5. **Local Weather Integration** is a dynamic, linked reading of the community's current temperature and weather condition, delivered by a feed from the National Weather Service (weather.gov). It is easily accessible but not obtrusive like commercial weather widgets available online. In this example the weather feed is seen to the far right side of the design, just to the left of Search and social media icons. **Progressive, Premium**
6. Like Advanced Image Slider, Filmstrip, and Carousel, the **Advanced Notifications Banner** is another self-administered, self-activated feature to Responsive designs. It allows Clients to draw citizens' attention to urgent notices, alerts, reminders, etc. on any section of the website with an eye-catching, colored, roll down banner that also has a close out button. **Premium**
7. An **Advanced Footer** is personalized to the Client's branding with a custom color, font, image, and left and right blocks of text. Shown here is a standard footer (Budget and Value packages). **Progressive, Premium**
8. This entire area of the homepage (and all interior pages), left to right, is where **self-administered website content** displays. If a Section Introduction is added, it will be located in the center. Regular Promotions, such as a calendar, and Sidebars may be added to the left, center, or right, and all are totally Responsive. If **Content Boxes**, another standard, self-admin feature of Responsive designs, is utilized, they will appear in the main column. **Budget, Value, Progressive, Premium**

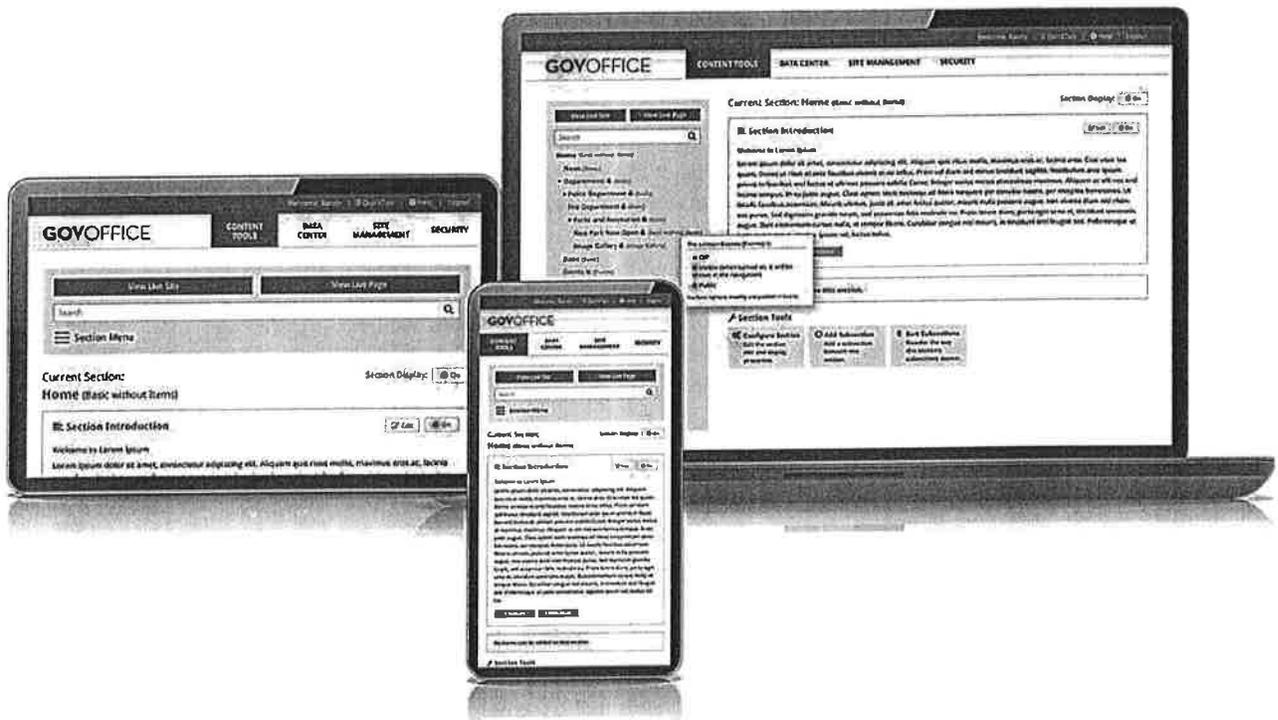


Content Management Highlights

Every day GovOffice users efficiently manage their websites from their office and at home—on any computer that is connected to the Internet through the latest versions of modern Web browsers—and they enjoy the many features that GovOffice offers:

- Unlimited number of sections and subsections are allowed to expand your site
- Unlimited number of links throughout your site
- Build a home page that includes a greeting, breaking news, upcoming events
- Online sign-up for newsletters, comment forms, polls, and surveys
- Audio and video files posted throughout the site
- Image gallery that serves as an online photo album
- News articles that can be featured and archived
- Post meetings agendas and minutes as documents
- Calendar of all community events and meetings
- Contact information of staff and elected officials
- Advanced users may switch to HTML mode for added flexibility
- Social media integration
- Security system allows multiple users with varying levels of permissions to update the website simultaneously
- And much more!

This is how your GovOffice Site Administration now appears on desktop, tablet, and smartphone devices...



GOV OFFICE

GovOffice CMS Version 4.0: A Message from Our CEO

GovOffice was launched in 2001 as the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association, League of Minnesota Cities, and Avenet Web Solutions which developed the GovOffice technology. Over time an additional 15 state municipal leagues joined our partnership.

In those 17 years local government websites have evolved from being a novelty to a necessity. We have served over 1500 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government, at an affordable cost. Now we are excited to announce that we have initiated a major development initiative to create the next generation of our technology:

GOV OFFICE 4.0

GovOffice CMS 4.0 will meet the needs of our local government clients and your constituents well into the future.

This major upgrade will be implemented in multiple phases which will help users absorb and adopt to changes over time. User interface upgrades will maintain a priority on ease of use. Current sites will be seamlessly upgraded to the new system with no or minimal disruption.

Phase 1 will result in:

- A faster, more intuitive Admin system
- Even faster public websites
- A new site-wide Search system
- Refresh of the Admin look & feel aimed at enhancing ease of use; also, it will be fully Responsive (mobile-friendly)
- A state-of-the-art code which can be extended rapidly to add new features in subsequent phases

Additional, incremental upgrades will feature new content types to meet the growing needs of our clients.

Subsequent phases may include:

- New file upload software
- eNotification/ eAlert system
- New, more robust bulk-mail/messaging system
- Upgraded SuperForms & ePayment
- Document management repository
- Customized content types, such as Council Packets/ Agendas

Thank you for being a client and partner in preparing for the next generation of GovOffice!

Eric Johnson, CEO
GovOffice Web Solutions

Delivery of GovOffice Technology, Hosting, and Security

GovOffice has provided the website technology to over 1500 local governments for over 15 years. We have developed unique expertise in protecting local government websites from security concerns and delivering a proven record of reliability, performance and data protection for our clients.

Delivery of GovOffice CMS Technology

The GovOffice technology stack is architected for redundancy and scalability. We use blade servers with Intel Xeon processors with SSD storage. The GovOffice CMS is hosted on a load-balanced Web farm that can easily be expanded as resources require. Our application servers run Windows Server 2016 with IIS 10.0 and SQL Server 2016, which allows SSL communication to be done over TLS 1.2. The GovOffice design framework utilizes jQuery and HTML 5 to provide Responsive designs that look great and are optimized on both desktop and mobile browsers.

In contrast to some widely used software systems, GovOffice CMS is a proprietary system that does not have known exploits published on public websites for hackers to exploit. The GovOffice team installs patches on a regular basis, adheres to the highest standard of web server administration and access and logs access to all of our infrastructure.

Worry-Free Hosting & Security

All GovOffice websites include our worry-free hosting and support which includes the following services:

Web Monitoring

- Data center engineers monitor all of our servers and infrastructure, 24/7/365

Up-time and Disaster Recovery

- 99.99% up-time
- Daily backups of all website data and are kept for 90 days
- Website data can be restore as needed from backups, typically within hours

Enterprise Class Data Center

GovOffice websites are hosted in a highly secure, cutting-edge global data center with 24 x 7 monitoring to meet your critical need for robust bandwidth, streamlined data storage, and business continuity.

Located only 15 minutes from GovOffice's corporate office, the data center is monitored by trained technicians with a Network Operations Center (NOC) team. The NOC adheres to a strict escalation procedure to help ensure that GovOffice websites are available to the public at all times. Our primary data center is located in a former US Federal Reserve System building, constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods.

Security

The safety and security of your data is our highest priority. Our data center is SAS 70 audited, SOC 2[®] attested, and SOC 3[®] certified

We observe industry best-practice standards including, but not limited to:

- Hand biometric and RFID card controlled access to data center
- Cage door sensors
- Motion activated surveillance cameras
- 24 x 7 Monitoring
- 24 x 7, on-premise security guards

DDoS protection

Federal, state and local government websites have become prominent targets for both domestic and foreign originated Distributed Denial of Service (DDoS) attacks designed to impair or shut down websites. All GovOffice clients' websites are protected through a system-wide DDoS solution designed to combat this growing threat.

The data center utilizes an enterprise level DDoS solution developed by a leading DDoS security company, Corero. The key benefit of the Corero solution is that it automatically mitigates DDoS attack traffic before it impacts GovOffice clients, enabling us to keep our networks clean of attack traffic.

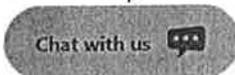
Training & Technical Support

Our Training & Technical Support Team is available Monday through Friday, excluding national holidays, from 8:00 AM to 5:00 PM Central Standard Time. It provides assistance to clients via toll-free phone and e-mail in the areas of initial online training of the GovOffice toolset, additional training, technical support of websites, and more.

Online training sessions typically take 90 minutes to complete. If your staff has a basic understanding of Microsoft Word, everyone will easily pick up our Content Management System. Support will schedule a training session that fits your group's schedule, and sessions are conducted via Webinar. No expensive on-site meetings is necessary, and there is no charge for future training sessions with new or existing staff.

GovOffice Support Delivers:

- Online Training Sessions
- Toll-Free Phone Support
- Video tutorials
- Support documents
- Online Help Chat



CMS Product & Service Features

GovOffice requires no specialized software skills, and it allows staff to administer the site anytime, from any Internet connection. GovOffice CMS is a database driven web application based upon underlying Microsoft technologies, including SQL Server.

Our Software as a Service (SaaS) hosting model means your website will be worry-free. GovOffice provides the hosting, technical infrastructure, upgrades and maintenance, saving you time and money. No additional software is required.

Professional Design	Standard	Optional
Access to stock design template styles; customization of the design by the end user is limited to adding your organization's name, slogan, and a footer	✓	
Customized graphic design to incorporate a community theme into a Responsive Website Design (RWD) format (available in Budget, Value, Progressive, & Premium levels)		Proposed; see page 14
Self-admin linking of Facebook and Twitter icons; in addition, YouTube, Pinterest, and Instagram icons are available on all customized designs	✓	
Web Hosting, Performance, and Support	Standard	Optional
Up to 2 GB of stored uploads; nightly data backups at a cloud based Web hosting facility	✓	
Extended Storage Plan for an additional 2 GB of stored uploads on your website		Not applicable
DDoS (Distributed Denial of Service) protection	✓	
SSL encrypted administrative website	✓	
TLS encrypted public website	✓	
Unlimited online Webinar training of the GovOffice CMS and selected modules	✓	
Unlimited access to toll-free Technical Support for all staff	✓	
Video tutorials and unlimited, live Help Chat at help.govoffice.com	✓	
GovOffice Mobile delivers mobile version of website (smartphones)	✓	
Page-relevant Quick Tips within the administrative website	✓	

Website Access, Editing, and Management	Standard	Optional
Homepage Setup by a GovOffice Content Specialist	✓	
Unlimited number of administrative users on the GovOffice system	✓	
Limit access and administrative permissions to each user and group(s) on the system	✓	
Preview feature that shows how an unsaved edit would appear if it was saved and activated on the live website	✓	
Live Site feature that allows users to switch between the live and administrative websites within one browser window	✓	
Data storage tracker to help manage your load of Web content	✓	
Audit log that shows editing activity of all administrative users	✓	
Google Analytics integration	✓	

CMS Features	Standard	Optional
Flexibility to name and order all navigation menu buttons	✓	
Import, type, and edit text with formatting controls essential for a Web page	✓	
Create unlimited number of links to internal pages and external websites	✓	
Upload, resize, position, and caption photos	✓	
Online forms for questions, comments, and requests to be contacted by staff	✓	
Upload and post audio and video files	✓	
Upload and name documents, such as Agendas & Minutes and newsletters	✓	
Schedule of events, including recurring events, within a true calendar display	✓	
Online opinion polls with controlled responses and option to display the results	✓	
Image gallery to create a Community Photo Album; includes slideshow capability	✓	

GOV OFFICE

- Ability to add, turn on & off, and easily remove sidebars from all pages ✓
- Directory, including contact information and photos, of Elected Officials and staff ✓
- Post news stories with a pre-set release date for automatic display on live website ✓
- Display job listings with post & deadline dates and post the employment application ✓
- List Frequently Asked Questions by department or the entire organization ✓
- Highlight *related links* to associated websites without posting long URLs ✓
- Directory of local attractions and automatically created links to a Google Map ✓
- Site Map for added ease by site visitors in locating a desired section of the website ✓
- Last Edit* stamp that shows the date on which any Web page was last updated ✓
- Printer-Friendly* option and some flexibility in the placement of the link ✓
- Site-wide search engine that also searches keywords within uploaded documents ✓

Advanced Features	Standard	Optional
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- | | | |
|--|---|-------------------------|
| SSL SuperForms module for robust online forms, such as service requests | | \$400/ year if selected |
| HTML mode for editing—example: embed community videos from your YouTube Channel or Google Maps of your area | ✓ | |
| Friendly URLs (for example, govofficecity.com/ police) for quicker and direct access to select sections the website—bypassing the home page entirely | ✓ | |
| Intranet capability for <i>staff only</i> areas of the website; accessed only by username and password | ✓ | |
| Bulk e-mail tool that allows visitors to opt-in and opt-out of receiving e-mail notifications from your government office | ✓ | |
| RSS feeds <i>in</i> from other news-related websites | ✓ | |

Navigation and Content Services

The **Complete Navigation Analysis & Restructure** will make your navigation menu compatible with a Responsive Website Design and greatly enhance speed of service to your website visitors.

Our content professionals will analyze the entire site navigation menu and then organize and label it according to best practices of usability, Web design and the latest standards for government websites. The end result is a well-organized, intuitive website that ensures your site visitors will quickly and easily find the information they need.

After completion of the Complete Navigation Analysis & Restructure project, GovOffice will address the homepage by doing a **Homepage Setup** which involves organizing your existing homepage content to follow the best practices of Web writing and design. Specifically it involves:

- Re-writing and formatting welcome text for efficient online reading
- Organizing and labeling primary site navigation menus
- Incorporating images effectively
- Using Promotions to display news, events, calendars, etc. in a visually appealing way
- Using Sidebars to display related links, text and images

"I've worked with GovOffice for several years now. While I have always been happy with the customer service, my latest experience with them was exceptional.

We recently had a Complete Navigation Analysis & Restructure content service done. The staff was very easy to work with and completely professional. We are very happy with the re-organization of our entire website."

Lynne A. Fuller, City Clerk
City of Norton Shores, Michigan
www.nortonshores.org

3-Year Budget Payment Plan: *the* solution for forward-thinking, yet budget-conscious, local governments

GOV OFFICE	Responsive Website Design (RWD) Solutions			
	Services Delivered Over 3 Years	Budget	Value	Progressive
DESIGN SERVICE—Delivered in 2018 (10% Discount) Creative and technical development of a customized, public RWD	\$3060	\$4410	\$6030	\$7830
CONTENT SERVICE—Delivered in 2018 Complete Navigation Analysis & Restructure and Homepage Setup	\$550	\$550	\$550	\$550
WEBSITE SERVICE—Delivered Jan 2019 – Dec 2019 Hosting, data storage, backups, maintenance, security, tech support	\$1050	\$1050	\$1050	\$1050
WEBSITE SERVICE—Delivered Jan 2020 – Dec 2020 Hosting, data storage, backups, maintenance, security, tech support	\$1050	\$1050	\$1050	\$1050
WEBSITE SERVICE—Delivered Jan 2021 – Dec 2021 Hosting, data storage, backups, maintenance, security, tech support	\$1050	\$1050	\$1050	\$1050
Total	\$6760	\$8110	\$9730	\$11,530
Equal, Annual Payments	3	3	3	3
January 2019 – December 2019 Payment	\$2250	\$2700	\$3240	\$3840
January 2020 – December 2020 Payment	\$2250	\$2700	\$3240	\$3840
January 2021 – December 2021 Payment	\$2250	\$2700	\$3240	\$3840

3-Year Budget Payment Plan: Three Options to Continue with GovOffice at the End of Year 3

1. The original Agreement may be renewed in 2021 for an additional 3 years at a rate of **\$2250 per year (Budget), \$2700 per year (Value), \$3240 per year (Progressive), or \$3840 per year (Premium)**. At renewal GovOffice will repeat all of the services performed in the original Agreement, including development of a totally new graphic design and content services and the respective levels.

This plan will keep the City in a modern, compelling Responsive Website Design at all times, and the City will be insulated from any rate increase that occurs between **2019** and **2025** in the areas of Annual Service & Maintenance, Graphic Website Design, and Professional Content Services that are used to calculate the annual payment.

2. The City may opt not to renew the original Agreement, rather start an entirely new 3-year Agreement (again, with an option for renewal for Years 4-6). The new annual charge could be less than or greater than the 2019 Agreement, depending on the services selected.
3. The City may opt out of the original 3-year Agreement and convert back to a year-to-year commitment at the then-current Annual Service Package rate.

One-Time Payment Option

The City is not required to participate in the 3-Year Budget Payment Plan program. To remain on its current, year-to-year Agreement with GovOffice, the City shall make a one-time only payment in the amount of **\$3400 (Budget), \$4900 (Value), \$6700 (Progressive), or \$8700 (Premium)** for the Responsive Website Design service plus **\$550** for the Complete Navigation Analysis & Restructure and Homepage Setup services, and the regular Annual Service Package charge will be billed per the City’s usual billing cycle (January – December).

General Project Timeline

The implementation timeline for deliverables is subject to client participation, direction, and approvals. The Client’s totally remade GovOffice website may be deployed in approximately 3 to 3.5 months (estimate only).

Responsive Website Design (RWD) process—creative & programming	8 - 10 weeks
Complete Navigation Analysis & Restructure and Homepage Setup	4 weeks
Site testing across all major Web browsers and mobile devices	Less than 1 week
Webinar training/ re-training of GovOffice CMS for staff	90 minutes

Testimonial of a Major Upgrade Client

"After 5 years, we decided to upgrade our GovOffice site. I contacted Mike Chaloupka in Sales to get the ball rolling. Mike was great in getting pricing for different things we may want and patient in waiting for the budget year to cycle around. The whole beauty of his proposal was that we paid only for what we wanted. They worked with what WE wanted, not what they wanted.

We then moved on to Janelle Gulka, our Designer. I'd worked with Janelle in the past on several projects and was excited to be working with her again. We had a good rapport in the past, and I knew we would do well together again. What a gem she is! Janelle is such a wonderful person to work with. She is so innovative. Janelle tried a couple of different things that had me saying "wow" and then "YES!" She knows her stuff and does it so well.

The last step was Ben Woolman, the Content Specialist. Ben seemed to know what I wanted even before I opened my mouth. He knew exactly what he was doing, what I wanted, and he put it in motion. Before I knew it, he had implemented what we had wanted, the site was done, up and running!

Because of these three professional people, we now have a totally new, clean, uncluttered Responsive website design. It looks totally modern and beyond what I had imagined.

I'd be remiss if I did not mention that I or a member of our staff here will be able to maintain the site ourselves. If we happen to have a question or run into a problem, there is live support, tutorial videos, and a help website to assist us. But, honestly, the content management system is very user-friendly. You can't go wrong with GovOffice."

Jodi P. LaCroix, CMC
City of Lakesite, Tennessee
www.lakesitetn.gov



More Testimonials (RWD Clients)

"I highly recommend GovOffice and their team of outstanding professionals. We continue to work with them on website redesigns every 3-4 years and they keep outdoing themselves every time!"

Angie Steinbach, Assistant City Manager
City of Montevideo, Minnesota
www.montevideomn.org

"The GovOffice team made our redesign project simple, even for a non-technical government professional like myself. Everyone loves the updated photographs of the community and the cleaner navigation design. I have heard nothing but high praise for our new website!"

Mary Vandeenboom, Assistant to the Village Administrator
Village of South Elgin, Illinois
www.southelgin.com

COUNCIL BILL NO. 19-02

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a Lease Agreement with Pam Graff in the amount of \$3,600.00 for continued use of the pavilion in Municipal Park as a skating rink for a one year lease term.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI** as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a Lease Agreement with Pam Graff in the amount of \$3,600.00 for continued use of the pavilion in Municipal Park as a skating rink for a one year term commencing January 1, 2019 and ending December 31, 2019, a copy of which Lease Agreement is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____ 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Services Committee

LEASE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2019 by and between the City of Carthage, Jasper County, Missouri, a municipal corporation, hereinafter called Lessor, and Pam Graff, of Carthage, Missouri, hereinafter called the Lessee.

WITNESSETH, THAT THE Lessor, for and in consideration of the rents, covenants, and stipulations to be paid, kept and performed by the said Lessee does hereby lease and demise to the said Lessee a certain building located in the Municipal Park, Carthage, Missouri, which said building is owned by Lessor and commonly referred to as "pavilion" to be used by Lessee as a skating rink.

TO HAVE AND TO HOLD the above described building with all privileges thereto belonging unto the said lessee for a term of one year commencing on date of signing and ending December 31, 2019. Lessee to use said premises as and for a skating rink with the approval of a majority of the members of the City Council, City of Carthage, Missouri.

Lessee does hereby agree to pay to lessor as and for rental for the above described premises the total sum of three thousand, six hundred dollars (\$3,600.00) per year, payable at the rate of three hundred dollars (\$300.00) per month on the first day of January 2019, and on the first day of each succeeding month thereafter during the period of the lease. In the event the first day of the month falls on a Saturday or Sunday, said payment shall be due and payable on the first Monday of such month. If rental payments shall continue unpaid another 30 days, Lessor shall notify Lessee thereof by letter. If such delinquency in payment shall continue another 30 days, or a total of 60 days, this lease shall be terminated and the premises vacated.

The Lessee shall hold the Lessor free and harmless from any and all costs, damages, expenses, mechanic liens, or any and all liability which may arise from any contract, tort, statute, or city ordinance growing out of the use of said premises by said Lessee.

The Lessee does hereby agree that he will not assign this lease nor shall he have the right to so assign the same to any person or persons howsoever without first having and obtaining the written consent of the Lessor to said proposed assignment.

The Lessor shall pay for all materials and labor necessary for the maintenance of exterior walls and roof of said pavilion. The Lessor shall pay for all major plumbing repairs. The Lessee shall be responsible for all repairs to the interior of said pavilion and Lessee covenants to maintain said interior in as good repair as it was in at the commencement of this lease, ordinary wear and tear and acts of God excepted.

The Lessee assumes and agrees to pay all utility bills, including the water bill for the main floor of the building, incurred in connection with use of said building.

Lessee shall have the right at their option to operate legitimate concessions within said building in addition to the skating business carried on therein.

Lessee further covenants and agrees to prevent their patrons and others from parking their automobiles immediately adjacent to said pavilion, and Lessee agrees to use all reasonable means to prevent delivery trucks from crossing the sidewalk when making deliveries to the said pavilion.

Damage to the building by fire, wind, storm, and other casualty rendering the Pavilion untenable shall, at the option of either party, work a termination of this lease.

The Lessee covenants and agrees to maintain and keep the toilets on the main floor in said building clean and in good repair, except for as above stated, and to keep the premises in a clean, neat, and orderly manner.

It is further agreed and understood by and between the parties hereto, that prior to the commencement of said skating rink business by Lessee on said premises, said Lessee shall at this own expense, obtain a policy of liability insurance in the amount of two million dollars (\$2,000,000.00) with the City of Carthage as an additional named insured, protecting Lessor from any claim of any person or persons whomsoever arising out of the use of said property as a skating rink by Lessee. Lessee shall provide the City Clerk with a copy of the insurance certificate no later than thirty days after signing of the agreement.

The alterations made by Lessee and all equipment installed for the purpose of winterizing the Pavilion shall be and remain the property of Lessor upon the termination of the Lease Agreement.

Violation of any above covenants contained herein by the Lessee shall, at the option of the Lessor, constitute a forfeiture of the lease, but shall in no way affect the obligation of the Lessee to pay the rental herein provided for.

In **WITNESS WHEREOF**, the parties hereunto set their hand and seal of this _____ day of _____, 2019.

CITY OF CARTHAGE

By: _____ Lessor
Mayor: Dan Rife

Pam Graff Lessee

Attest:

Traci Cox
City Clerk

COUNCIL BILL NO. 19-03

ORDINANCE NO. _____

An Ordinance amending Section 21-144 of the Code of Carthage by adding a new sub-section (7).

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: Sec. 21-144 (City participation in cost of sidewalk improvements) of the Code of Carthage is hereby amended to include the addition of a new section seven as follows: (7) A third party may be eligible to conduct the project as the owner and be reimbursed by the City. The third party, other than the owner who wishes to construct, rebuild, or reconstruct a sidewalk, in compliance with this Section, shall provide to the city written approval of the owner of the property. The written approval must state the third party by name, that they, third party, has full authority to act without any further notice from or to the owner by or to the city, and that the third party is to receive the monitory reimbursement by the city directly without further approval of the owner.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

ATTEST:

Dan Rife, Mayor

Traci Cox, City Clerk

Sponsored by: Public Works Committee

Sec. 21-144. - City participation in cost of sidewalk improvements.

The purpose of this program is to encourage property owners to replace or install residential and/or commercial sidewalks within the City of Carthage.

- (1) The city shall reimburse, subject to the availability of funds in the fiscal year construction is completed, a portion of the costs, to the owner of any lot or tract, who shall construct, rebuild, or reconstruct in compliance with this article, a sidewalk lying along and adjacent to his said property. Reimbursement to said owners shall be made as follows: Three dollars (\$3.00) per square foot of new sidewalk constructed in accordance with city specifications as defined in section 21-125(a), (b), (c), (d), and (e) provided that all work has been accepted and reimbursement approved by the public works director. Any one (1) owner or owners shall not receive more than three thousand dollars (\$3,000.00) reimbursement per fiscal year, except where said owners meet all requirements for reimbursement for additional tracts of land and providing that reimbursement for said additional tracts of land shall not be made until reimbursement has been made during the current fiscal year to all owners entitled to reimbursement under this section as to one (1) tract of land.
- (2) All construction, reconstruction, rebuilding, or repair of sidewalks less than full width as required in section 21-125, shall not be eligible for reimbursement of funds.
- (3) All sidewalks constructed by order of the city council as provided in section 21-132, shall not be eligible for reimbursements, unless specifically authorized by a council bill.
- (4) All sidewalks constructed, repaired, or reconstructed by order of the city engineer in compliance with this article, where a special tax bill has been issued, shall not be eligible for reimbursements, unless said special tax bill has been paid in full within thirty (30) days after date of issuance.
- (5) The program is not available to property owners where sidewalks are required as a part of the city's sub-division or development standards, i.e., existing or new undeveloped lots.
- (6) The owner may choose to hire a contractor with a valid city business license or may choose to conduct the work himself or herself.

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

January 2019

Ward 2 Council Member

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Raymond West	358-8745	325 Boggess Dr.	01/08/2019	Apr-19

Hospital Board

4 Year Term - 5 Members- Quarterly 5:30 PM - Mercy McCune-Brooks

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Jack Crusa	358-8475	16575 Fir Rd	01/27/2015	Jan-23

RESOLUTIONS

MINUTES
STANDING
COMMITTEES

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, DECEMBER 11, 2018
CITY HALL COUNCIL CHAMBERS**

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong and Kirby Newport. Brady Beckham was absent.

OTHER COUNCIL MEMBERS: None.

OTHERS PRESENT: City Administrator Tom Short and City Clerk Traci Cox.

Chairperson Ceri Otero called the meeting to order at 5:30 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Newport, the minutes of the November 27, 2018 meeting were approved 3-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report before it was approved 3-0 on a motion by Mr. Newport.

NEW BUSINESS:

Consider and Discuss Agreement with the Missouri Office of State Courts

Administration: The City has received approval to utilize the Show Me Courts system effective February 1, 2019. The agreement outlines expectations for the implementation of the court automation software. Mr. Armstrong moved to send the Resolution to the Council. Motion carried 3-0.

Consider and discuss imposing a Court Automation Fee in conjunction with the Show Me Courts: Included in the agreement with the Missouri Office of State Courts Administration is a requirement of the city to establish and maintain in effect a local ordinance to assess and collect the Court Automation Fee of \$7.00. Mr. Newport moved to send the C.B. assessing the fee to Council. Motion carried 3-0.

Staff Reports: Mr. Short reported on employee meetings with Beimdiek Insurance to discuss changes in employee health insurance. Due to the holidays, the second council meeting in December has been cancelled, along with the Insurance, Audit and Claims meeting. A member of committee will still need to review the claims on December 21.

Member Reports: Mr. Armstrong requested Mr. Short look into requirements for holding an election when no candidates are opposed.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 5:56 PM. Motion carried 3-0.

Traci Cox
City Clerk

PUBLIC SERVICES COMMITTEE

December 27, 2018
Park Department Office
521 Robert Ellis Young Drive

Public Services Committee Members Present; Brady Beckham, James Harrison, and Juan Topete.

Members Absent; Mike Daugherty

Staff Present; Tom Short, Alan Bull, Amon Henady and Melanie Blizzard.

Non-Members Present; Mayor Rife and Dick Baugh.

At 5:30 P.M. Mr. Beckham called the meeting to order.

Mr. Harrison moved to approve minutes from the November 20, 2018 meeting. Motion carried.

Citizen Participation:

NONE

1. Consider and discuss possible City web site up-grade- Mr. Henady explains some of the differences in the four proposals presented. The current vendor, GovOffice, would be the cheapest of the four to implement. There was discussion about why they were cheaper and it was pointed out they were the largest and could spread their cost out more than the others. Mr. Beckham asked about the amount of storage space each offered as GovOffice had a little less than two of the others. Mr. Henady explained that 6 additional gigs could be purchased for \$500 per year if needed. Mr. Beckham asked about the forms that could be included with the web site to make it easier for people needing City services. Mr. Henady stated he had talked to Department Heads but wasn't sure what all needed to be included at this time. But any form can be added at any time with the super form option. Mr. Beckham stated he wanted to see something in writing showing a plan of what forms would be included. Also, Mr. Beckham would like to see a time line of implementation for the project. The tech support for each proposal was discussed with Ms. Blizzard stating that OfficeGov had never been down since implementation in 2003. At this time the Committee looks online at several web sites from each vendor. It was felt that OfficeGov was one of the better looking and easier navigating web sites. At this time the Committee discusses how the Spanish speaking community can use the web site. Mr. Harrison asks if any of the forms will be available in Spanish. Ms. Blizzard stated that Google translator can be added for \$125 per year. The Committee felt this would be a good thing to include. Mr. Short pointed out that the contract for the web site expires after the first of the year and GovOffice has extended their price from the first of November until the end of the year.

Mr. Topete moved to recommend to Council purchasing the up-grade for the City web site from GovOffice contingent upon being provided a form list and time line and adding the Google translator. Motion carried.

NONE

NEW BUSINESS:

1. Consider and discuss skating rink lease agreement for 2019– Mr. Bull stated that the contract presented was the same as what had been done for the past several years. Mr. Bull reported he had never received a complaint about the operator and felt she was doing a good job. The Committee discussed the amount of the contract and the fact that the rink provided a place for kids to go that was a safe place to spend time.

Mr. Harrison moved to recommend to Council approval of the 2019 contract for services at the skating rink. Motion carried.

2. Consider and discuss possible street name change- Mayor Rife explained to the Committee that he had been requested by the Fierro family to possibly name a street after fallen fire fighter Steve Fierro. Mayor Rife thought that Annie Baxter Avenue would be a good street to change since there were no residents or businesses on the street. That way there would be no address changes needed. Mr. Harrison stated he was all for anything like this as he had worked with Mr. Fierro and thought it would be a good thing to do. After some discussion on the issue Mr. Short explained that the City had a naming policy that had been adopted by Council some time ago. Mr. Short felt it prudent to follow the policy as set which stated no street named after a person should be changed. Mr. Short pointed out that the Council could also change the policy if they so desired. The Committee discussed who Annie Baxter was and why the street had been named after her. The Committee definitely wanted to see something but ultimately felt the policy should be followed. There was discussion about a two block stretch of street that was close to where Mr. Fierro lived with the Mayor stating he would drive by and look at that. Also, the Committee thought there might be other ways to honor Mr. Fierro. Possibly name a new park or a structure in a park in his honor. It was decided to keep looking for something that would be acceptable as a memorial.

STAFF REPORTS

City Administrator-Tom Short

Mr. Short reported on golf revenue and rounds. Revenue continues to be an issue and it doesn't seem to be getting any better.

Park Director-Alan Bull

Mr. Bull reported that he and Mr. Short had met and discussed the possible use of Civic Enhancement funds that have sitting in the account for some time. Mr. Bull presented some ideas he had for the use of the funds that would meet the criteria they had been donated for. The number one issue according to Mr. Bull was the purchase of a motor and pump for Kellogg Lake. This is used to actually pump water from the river into the lake. The old motor and pump has failed and are so old they can't be repaired. The lake just keeps getting lower and there is a real concern that there will be some issues if we can't get the level returned to where it should be. Also, several maintenance items were discussed along with some irrigation and landscaping ideas for Central Park. Mr. Bull also talked about using some of the funds to build a stand alone pickle ball court. Mr. Bull stated he had been asked about this by several people and it seems to be getting more and more popular. The Committee also thought it was something that would be more in demand as more and more people start playing. The Committee asked Mr. Bull to send them his list and the amount in the funds. It was also discussed about how to actually spend the funds. Mr. Short stated there would have to be a budget adjustment and approval to spend the funds from the Council.

Mr. Bull asked the Committee about the next Public Services meeting. With the problems there have been holding a meeting Mr. Bull wanted to make sure that there would be a quorum in January. After looking at calendars and discussing dates it was decided to have January's meeting on the 17th at six o'clock.

Mr. Topete moved for adjournment. Motion carried.

Meeting adjourned at 7:32 P.M.

PUBLIC WORKS COMMITTEE

Public Works Department 623 E 7th Carthage MO 64836
Tele: (417) 237-7010 Fax: (417) 237-7011

"America's Maple Leaf City"



1-03-19 PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: David Armstrong, Alan Snow

Staff Members present: Tom Short, City Administrator, Zeb Carney, Director, and Marcia Weng, Public Works Secretary

Guests present: John Hacker, Tyler Wornell, Brady Beckham, & Ed Barlow

January 3, 2019 Public Works Committee meeting was not called to order because of lack of quorum.

Citizen Participation: None

The present committee members did ask Tom Short and Zeb Carney if the sidewalk incentive changes could be discussed at the next city council meeting. They gave their okay to proceed at next council meeting.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

Carthage Chamber of Commerce Board of Directors

Thursday, December 20, 2018 at 7:30 a.m.

Members present:

Steve Willis, Chair
Roy Mason, Vice Chair
Brian Schmidt, Treasurer
Kimberly Fullerton
Robert Goar
Dr. Jon Haffner
Tina Hallmark
Rodney Hinds
Elizabeth Simmons
Stephanie Howard, ex-officio
Gregg Wolf, ex-officio

Members absent:

Paul Eckels
John Lenahan
Scott Watson
Tom Flanigan, ex-officio
Tom Short, ex-officio

Liaisons present:

Jim Benton, liaison

Liaisons absent:

Mike Daugherty, liaison

Staff present:

Mark Elliff, Pres/Sec
Mary Jo Little
Neely Myers

Guests present:

Becky Andrews
Mendi Cooper
Nancy Green

Quorum being present, Board Chair Willis called the meeting to order at 7:30 a.m. He introduced Becky Andrews, an incoming 2019 board member, and Nancy Green and Mendi Cooper from the auditing firm Taylor Green.

October meeting minutes were presented for review and November meeting notes for discussion. There being no corrections, Haffner moved to approve the minutes, Hinds seconded the motion, and the motion carried unanimously.

Financial reports: Green reviewed the auditor's report for fiscal year ending June 30, 2018, noting no issues or material adjustments. She discussed the net increase to net assets and net cash income. She summarized the reporting changes to expect during the 2019 review and report. Mason moved to accept the auditor's report, Haffner seconded the motion, and the motion carried unanimously.

Membership Report: Myers reviewed the written report in the Board packet; there were no questions.

Banquet: Little reviewed the written report in the Board packet, reporting that sponsorships were down 10% from 2017; there were no questions.

Economic Development: Elliff reported that the Carthage Economic Development Corporation (CEDC) had been reconvened and reorganized and were evaluating funding options and sites for industrial park development.

Emerging Leaders: Fullerton reported that the recently planning meeting had been well-attended, with participants shifting from monthly to quarterly events, with details still to be determined.

Marketing/Expo: Simmons reported that Expo planning was on track, and Myers added that 49 of 74 booths were sold. She added that a business seminar had been scheduled for late January and the Carthage Fire Department had been selected for the December member of the month award.

Public Policy: Elliff reported that the first meeting of the year was scheduled for Friday, January 4, with the first Eggs & Issues of the year scheduled for February 15 in Carthage. He noted that a recent gubernatorial appointment in Jefferson City might impact local representative Smith.

CVB: Willis reported that the board is currently interviewing for a new director.

Ministerial Alliance: Benton reported the next citywide prayer service was planned for December 30 at the Church of God and added that attendance at the Community Christmas Services had been good.

Vision Carthage: Elliff reported that the group was evaluating the possibility of adding a paid Executive Director position. Myers added the group had voted to continue membership in the America in Bloom program and were evaluating the city-owned parking lots for improvement efforts.

Chairman's report: Willis thanked the board for their efforts and support and praised the volunteerism in Carthage.

President's report: There were no questions regarding the written report in the Board packet. Elliff reported on the freshman legislative tour and legislative meet-and-greet, noting the positive feedback from both events. He added that the Workforce Investment Board and area educational entities were discussing options in the wake of the sudden closing of Vatterott College. He also thanked Hinds for his six years of service on the board.

City of Carthage: No report.

Jasper County: No report.

Old Business: Little reported that the board election had been done according to current bylaws, with all four candidates accepted by the membership. Hallmark moved to ratify the election results, Simmons seconded the motion, and the motion carried unanimously.

New Business: Elliff reviewed the proposed bylaw changes; Haffner moved to approve the changes and to present for a vote of the membership at the Annual Banquet, Simmons seconded the motion, and the motion carried unanimously.

Elliff then reviewed the Executive Board's recommendations for 2019; Hallmark seconded the motion made by the Executive Committee, and the motion carried unanimously.

Little requested a motion to update the signature cards for both the Chamber and Maple Leaf checking accounts at Southwest Missouri Bank and the money market account at Community National Bank & Trust to reflect the 2019 executive board members, Roy Mason, Brian Schmidt, Kimberly Fullerton, and Steve Willis, along with Chamber president Mark Elliff, and to update the safety deposit box at Southwest Missouri Bank to reflect the 2019 executive board members, Roy Mason, Brian Schmidt, Kimberly Fullerton, and Steve Willis, along with Chamber president Mark Elliff. Schmidt so moved, Hallmark seconded the motion, and the motion carried unanimously.

Strategic Planning: Elliff confirmed that the Board's 2019 strategic planning meeting was scheduled for Thursday, January 24 from 11:30 a.m.-4 p.m. at H.E. Williams.

Upcoming events:

1. 12/20 .. Villas at Myers Park ribbon cutting, 1:30 p.m.
2. 1/18 Chamber "Casino Royale" Annual Banquet, 5:45 p.m. *DEADLINE TO RSVP January 10.*
3. 1/16 Chamber 101, 10 a.m.
4. 1/30 Social Media brown-bag seminar, 12 noon

There being no need for a closed session, no additional reports, and no further business, Schmidt moved to adjourn at 8:20 a.m., Hallmark seconded the motion, and the motion carried unanimously.

The next meeting of the board is scheduled for Thursday, January 24 at 11:30 a.m. at H.E. Williams.

***AGENDAS
STANDING
COMMITTEES***

PUBLIC SERVICES COMMITTEE
THURSDAY DECEMBER 27, 2018
5:30 P.M.
PARK DEPARTMENT OFFICE
521 ROBERT ELLIS YOUNG DRIVE

Old Business

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

2. Consider and discuss possible City web site up-grade.

New Business

1. Consider and discuss skating rink lease agreement for 2019.
2. Consider and discuss possible street name change.

Staff reports

Other Business

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL
417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS
PRIOR TO MEETING.

Posted: _____

By: _____

--NOTICE OF MEETING--
PUBLIC WORKS COMMITTEE
JANUARY 3, 2019
5:30 PM
PUBLIC WORKS DEPT
623 E 7TH STREET
-- AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting
2. Consider and discuss changes to the sidewalk incentive program.

CITIZENS PARTICIPATION

None.

NEW BUSINESS

None.

STAFF REPORTS - Zeb Carney & Tom Short

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

POSTED: 12/28/2018

BY: Marcia Weng

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***

DRAFT

APPROVED



CARTHAGE
PUBLIC LIBRARY

612 S. Garrison Avenue
Carthage, Missouri 64836
Ph 417.237.7040
Fx 417.237.7041
carthage.lib.mo.us

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, December 11, 2018 5:15 p.m.

CARTHAGE PUBLIC LIBRARY BOARD ROOM
612 S. Garrison Ave.

AGENDA

Roll Call of Members

- Dina Sarratt with Beimdiek Insurance/Building insurance

Minutes of the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

New Business

Payment of Bills

Adjournment

POLICE AND FIRE PENSION COMMITTEE

Tuesday, December 18, 2018

11:30 A. M.

UMB Main Building

300 Grant Street

Agenda

Lunch during the Business Meeting provided by UMB Bank

Old Business

1. Accept the minutes from the previous meeting

New Business

1. Quarterly Report on Investments – Bill Cashman
2. Discuss and Approve Audit ending December 31, 2017
3. Training Session

Other Business

Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.)

Posted _____

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

Carthage: 417-358-0421
Joplin: 417-625-4350

Toll Free: 800-404-0421
Fax: 417+358-0483

COMMISSION AGENDA
DECEMBER 25, 2018
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

NO MEETING DUE TO THE CHRISTMAS HOLIDAY

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED DECEMBER 21, 2018 AT 4:00 P.M.

(RSMO 610.020)



612 S. Garrison Avenue
Carthage, Missouri 64836
Ph 417.237.7040
Fx 417.237.7041
carthage.lib.mo.us

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, January 8, 2019 5:15 p.m.

CARTHAGE PUBLIC LIBRARY BOARD ROOM
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes of the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

New Business

Payment of Bills

Adjournment

CORRESPONDENCE

CITY OF CARTHAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
110-GENERAL REVENUE	8,650,321.00	826,782.12	3,862,776.56	44.65	4,787,544.44
121-PUBLIC HEALTH	176,800.00	17,724.98	60,117.89	34.00	116,682.11
122-LANDFILL CLOSURE	193,224.00	11.66	4,457.04	2.31	188,766.96
123-LODGING TAX	112,075.00	8,218.17	63,025.95	56.24	49,049.05
124-CIVIC ENHANCEMENT	0.00	6.07	4,040.49	0.00	(4,040.49)
125-STORMWATER	5.00	0.73	4.98	99.60	0.02
126-PUBLIC SAFETY GRANT	0.00	0.00	500.00	0.00	(500.00)
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,141,166.00	109,597.74	588,636.41	51.58	552,529.59
129-TIF & CID SPECIAL TAX	11,530.00	3.66	24.89	0.22	11,505.11
130-INMATE SECURITY FUND	4,000.00	305.54	2,098.15	52.45	1,901.85
131-FIRE PROTECTION TAX	564,010.00	55,557.57	297,370.97	52.72	266,639.03
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	527,939.00	15,647.10	219,833.41	41.64	308,105.59
161-CAPITAL IMPROVEMENTS	1,142,027.00	109,284.91	590,570.19	51.71	551,456.81
162-PARKS & RECREATION	187,750.00	27,308.96	30,144.14	16.06	157,605.86
163-MYERS PARK	325.00	186.90	883.27	271.78	(558.27)
164-JUDICIAL EDUCATION FU	2,000.00	150.71	1,039.28	51.96	960.72
175-Public Fac/Bond Fund	2,500.00	32.87	10,646.75	425.87	(8,146.75)
221-ECONOMIC DEVELOPMENT	170,889.00	170,864.45	170,866.72	99.99	22.28
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	60,727.56	126,989.31	0.00	(126,989.31)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	12,886,561.00	1,402,411.70	6,034,026.40	46.82	6,852,534.60

} Unaudited Funds

CITY OF CARTHAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>EXPENDITURES</u>					
110-GENERAL REVENUE	10,048,572.00	622,710.11	4,355,727.40	43.35	5,692,844.60
121-PUBLIC HEALTH	174,026.00	8,519.19	70,558.98	40.55	103,467.02
122-LANDFILL CLOSURE	928,579.00	0.00	0.00	0.00	928,579.00
123-LODGING TAX	104,000.00	8,500.00	51,000.00	49.04	53,000.00
124-CIVIC ENHANCEMENT	0.00	0.00	0.00	0.00	0.00
125-STORMWATER	0.00	0.00	0.00	0.00	0.00
126-PUBLIC SAFETY GRANT	0.00	0.00	0.00	0.00	0.00
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,553,480.00	53,772.68	505,172.90	32.52	1,048,307.10
129-TIF & CID SPECIAL TAX	0.00	0.00	0.00	0.00	0.00
130-INMATE SECURITY FUND	3,900.00	0.00	184.00	4.72	3,716.00
131-FIRE PROTECTION TAX	330,505.00	3,000.00	3,000.00	0.91	327,505.00
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	623,056.00	54,610.50	327,861.96	52.62	295,194.04
161-CAPITAL IMPROVEMENTS	2,651,271.00	84,017.65	773,024.02	29.16	1,878,246.98
162-PARKS & RECREATION	263,744.00	0.00	0.00	0.00	263,744.00
163-MYERS PARK	160,000.00	0.00	0.00	0.00	160,000.00
164-JUDICIAL EDUCATION FU	1,700.00	236.68	236.68	13.92	1,463.32
175-Public Fac/Bond Fund	0.00	0.00	0.00	0.00	0.00
221-ECONOMIC DEVELOPMENT	170,864.00	169,364.00	169,364.00	99.12	1,500.00
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	35,515.11	351,510.43	0.00	(351,510.43)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL EXPENDITURES	<u>17,013,697.00</u>	<u>1,040,245.92</u>	<u>6,607,640.37</u>	<u>38.84</u>	<u>10,406,056.63</u>
REVENUES OVER/(UNDER) EXPENDITURES	(4,127,136.00)	362,165.78	(573,613.97)		(3,553,522.03)

*Unaudited
Funds*

*** END OF REPORT ***

**Carthage Public Library
Balance Sheet - Cash basis
November 30, 2018**

Assets

Current Assets		
Cash in bank - treasurer's cash	\$	167,405.22
Cash in bank - Simmons Bank		37,769.24
Cash on hand - circulation desk		100.00
Cash on hand - Internet desk		40.00
Petty cash		120.00
MOSIP Investment		<u>452,719.27</u>
Total Current Assets		<u>658,153.73</u>
Total Assets	\$	<u>658,153.73</u>

Liabilities and Net Assets

Net Assets		
Unrestricted Net Assets	\$	449,365.24
Temporarily Restricted Net Assets:		
Boylan Grant		6,327.80
Carthage Community Foundation		2,943.26
CPL Development Foundation		13,853.21
Debbie Putnam - Ebooks		32,739.74
Library Gardens		7,159.87
Racing to Read Grant - 2018		(2,106.00)
Racing to Read Grant - 2019		(465.00)
Racing to Read Grant - Local - 2018		307.42
Racing to Read Grant - Local - 2019		3,283.91
Spotlight on Literacy Grant - MOSL - 2018		17,522.50
Spotlight on Literacy Grant - MOSL - 2019		(175.00)
Spotlight on Literacy Grant - Local - 2018		9,675.14
Spotlight on Literacy Grant - Local - 2019		17,083.25
Steadley Trust		47,641.68
Summer reading program - Local		167.15
Summer reading program - MOSL grant		2,835.82
Thelma Stanley Foundation Grant		10,000.00
Operational reserves		195,998.47
Change in net assets		<u>(156,004.73)</u>
Total Net Assets		<u>658,153.73</u>
Total Liabilities and Net Assets	\$	<u>658,153.73</u>

See accountant's compilation report.

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and five months ended November 30, 2018

	2018		2018		Annual Budget	Annual Variance
	Month Actual	Monthly Budget	Year to date	Year to date		
Revenue:						
Book sale income	\$ 103.80	\$ 250.00	\$ 786.35	\$ 3,000.00	\$ (2,213.65)	
Copyer income	410.70	583.34	3,246.10	7,000.00	(3,753.90)	
Donations	1,945.75	0.00	17,283.63	0.00	17,283.63	
Donations-restricted	0.00	625.00	26,340.48	7,500.00	18,840.48	
Fine income	120.80	83.34	706.10	1,000.00	(293.90)	
Fine income	462.45	500.00	2,941.61	6,000.00	(3,058.39)	
Interest income	841.00	166.67	3,545.05	2,000.00	1,545.05	
Non-resident fee income	320.00	666.67	3,280.00	8,000.00	(4,620.00)	
Payment for lost books	74.41	27.78	360.24	333.33	26.91	
Postage income	0.00	27.78	14.00	333.33	(319.33)	
State aid	1,297.25	750.00	4,029.07	9,000.00	(4,970.93)	
Sur tax	0.00	1,000.00	0.00	12,000.00	(12,000.00)	
Tax income	76.82	16,916.67	2,620.90	203,000.00	(200,379.10)	
Tax income - Park and storm water	28,851.45	37,558.42	190,916.91	450,701.00	(259,784.09)	
Other income	4,537.96	27.78	5,318.53	333.34	4,985.19	
Total revenue	39,042.39	59,183.45	261,489.17	710,201.00	(448,711.83)	

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and five months ended November 30, 2018

	2018	Monthly	Monthly	2018	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Operating Expenses						
Salaries	37,297.75	39,000.00	1,702.25	192,748.67	468,000.00	275,251.33
Lagers	1,613.88	1,581.83	(32.05)	8,865.44	18,982.00	10,116.56
Insurance - health	319.00	416.66	97.66	2,709.41	5,000.00	2,290.59
Payroll taxes - FICA	2,854.26	2,983.50	129.24	14,749.79	35,802.00	21,052.21
Total payroll expenses	42,084.89	43,981.99	1,897.10	219,073.31	527,784.00	308,710.69
Employee goodwill	42.10	250.00	207.90	1,329.88	3,000.00	1,670.12
Advertising	0.00	166.66	166.66	214.00	2,000.00	1,786.00
Audio-visuals	35.55	333.33	297.78	439.01	4,000.00	3,560.99
Books	2,851.10	2,500.00	(351.10)	13,348.08	30,000.00	16,651.92
Books - children's	79.80	1,250.00	1,170.20	5,078.03	15,000.00	9,921.97
Contract fees	3,839.94	3,083.33	(756.61)	20,512.28	37,000.00	16,487.72
Dues and travel	319.78	833.33	513.55	3,398.39	10,000.00	6,601.61
Ebooks	0.00	291.66	291.66	3,200.00	3,500.00	300.00
Furniture and equipment	332.23	1,159.75	827.52	8,294.82	13,917.00	5,622.18
Information technology (IT)	550.00	583.33	33.33	3,047.57	7,000.00	3,952.43
Insurance	0.00	1,750.00	1,750.00	2,658.00	21,000.00	18,342.00
Legal and professional	0.00	583.33	583.33	4,100.00	7,000.00	2,900.00
Periodicals	29.00	500.00	471.00	3,473.03	6,000.00	2,526.97
Postage	115.99	125.00	9.01	565.51	1,500.00	934.49
Programs - adult	215.03	291.66	76.63	844.39	3,500.00	2,655.61
Programs - children	868.28	1,083.33	215.05	2,679.87	13,000.00	10,320.13
Programs, teens	0.00	83.33	83.33	38.75	1,000.00	961.25
Repairs and maintenance	(10,408.60)	9,166.66	19,575.26	104,351.19	110,000.00	5,648.81
Supplies	1,706.51	2,083.33	376.82	6,807.80	25,000.00	18,192.20
Telephone	445.83	333.33	(112.50)	1,956.45	4,000.00	2,043.55
Utilities	2,295.90	2,916.66	620.76	12,083.54	35,000.00	22,916.46
Total expenses and losses	3,318.44	29,368.02	26,049.58	198,420.59	352,417.00	153,996.41
	45,403.33	73,350.01	27,946.68	417,493.90	880,201.00	462,707.10

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and five months ended November 30, 2018

	2018	Monthly	Monthly	2018	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Increase/(Decrease) in unrestricted net assets before transfers	(6,360.94)	(14,166.56)	7,805.62	(156,004.73)	(170,000.00)	13,995.27
Transfers from temporary restricted	3,523.29	14,166.67	(10,643.38)	70,035.69	170,000.00	(99,964.31)
Transfers to temporary restricted	0.00	0.00	0.00	(26,301.53)	0.00	(26,301.53)
Increase/(Decrease) in unrestricted net assets	<u>(2,837.65)</u>	<u>0.11</u>	<u>(2,837.76)</u>	<u>(112,270.57)</u>	<u>0.00</u>	<u>(112,270.57)</u>
Changes in temporarily restricted net assets						
Racing to Read Grant - 2018	0.00			2,026.00		
Racing to Read Grant - 2019	0.00			3,237.00		
Racing to Read Grant - Local - 2019	0.00			10,000.00		
Spotlight on Literacy Grant - MOSL - 2018	0.00			2,206.25		
Spotlight on Literacy Grant - MOSL - 2019	0.00			3,500.00		
Spotlight on Literacy Grant - Local - 2018	0.00			(10,000.00)		
Spotlight on Literacy Grant - Local - 2019	0.00			10,000.00		
Summer reading program	0.00			(27.25)		
Summer reading program - MOSL grant	0.00			5,359.53		
Boylan Grant	0.00			(215.13)		
Carthage Community Foundation	0.00			(2,943.26)		
Library Gardens	(225.88)			(1,531.22)		
Racing to Read Grant - 2018	0.00			80.00		
Racing to Read Grant - 2019	(280.00)			(1,110.00)		
Racing to Read Grant - Local - 2018	0.00			(307.42)		
Racing to Read Grant - Local - 2019	(841.14)			(1,799.02)		
Spotlight on Literacy Grant - MOSL - 2018	0.00			271.25		
Spotlight on Literacy Grant - MOSL - 2019	(1,150.00)			(4,950.00)		
Spotlight on Literacy Grant - Local - 2018	0.00			324.86		
Spotlight on Literacy Grant - Local - 2019	(1,026.27)			(6,308.64)		
Steadley Trust	0.00			(45,000.00)		
Summer reading program	0.00			(307.05)		
Summer reading program - MOSL grant	0.00			(3,253.02)		
Thelma Stanley Foundation Grant	0.00			(2,987.04)		
Increase/(Decrease) in temporarily restricted net assets	<u>(3,523.29)</u>			<u>(43,734.16)</u>		
Change in net assets	<u>\$ (6,360.94)</u>			<u>\$ (156,004.73)</u>		

See accountant's compilation report.

**Carthage Public Library
Gift Account Activity
For the one month and five months ended November 30, 2018**

	Beginning Balance	Increases	Decreases	Ending Balance
Boylan Grant	\$ 6,327.80	\$ 0.00	\$ (215.13)	\$ 6,112.67
Carthage Community Foundation	2,943.25	0.00	(2,943.25)	0.00
OPJ Development Foundation	13,853.21	0.00	0.00	13,853.21
Debbie Putnam - Ebooks	32,739.74	0.00	0.00	32,739.74
Library Gardens	7,159.87	0.00	(1,531.22)	5,628.65
Racing to Read Grant - 2018	(2,106.00)	2,026.00	80.00	0.00
Racing to Read Grant - 2019	(465.00)	3,237.00	(1,110.00)	1,662.00
Racing to Read Grant - Local - 2018	307.42	0.00	(307.42)	0.00
Racing to Read Grant - Local - 2019	3,283.91	10,000.00	(1,799.02)	11,484.89
Spotlight on Literacy Grant - MOSL - 2018	17,522.50	2,206.25	271.25	20,000.00
Spotlight on Literacy Grant - MOSL - 2019	(175.00)	3,500.00	(4,950.00)	(1,625.00)
Spotlight on Literacy Grant - Local - 2018	9,675.14	(10,000.00)	324.86	0.00
Spotlight on Literacy Grant - Local - 2019	17,083.25	10,000.00	(6,308.64)	20,774.61
Steadley Trust	47,641.68	0.00	(45,000.00)	2,641.68
Summer reading program - Local	167.15	(27.25)	(307.05)	(167.15)
Summer reading program - MOSL grant	2,836.82	5,359.53	(3,253.02)	4,942.33
Thelma Stanley Foundation Grant	10,000.00	0.00	(2,987.04)	7,012.96
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	\$ 364,793.22	\$ 26,501.53	\$ (70,035.69)	\$ 321,059.06

See accountant's compilation report.

Director's Progress and Service Report

December 2018, Julie Yockey, Director

Tonight our Board of Trustees as well as myself are saying temporary good byes to our friend and Board member Kevin Johnson. Kevin has been called to active duty as he is in the naval reserves. We are proud of Kevin's service to his country, and as much we wish for he and Jackie that he could just say here, we are sending him off, "Temporarily" with prayers knowing he will come back to the Board when he returns. Carrie Campbell will take over the Secretary/Treasurer position while Kevin is gone.

Has it been a month already? My staff and I have been working hard to get the community room finished up, gardens put to bed for the winter as well as getting the library all decorated for Christmas and Santa! This library is gorgeous in all the Christmas colors and lights! Jerry has hauled off tons of trash, cleaned carpets, renovated two closets into wonderful storage areas and put up 11 Christmas trees! We sure keep him hopping and we think a lot of his hard work and dedication.

On December 20th the library will close for an all staff mandatory Professional Development Day. I have a speaker from the Daniel Boone Library in Columbia coming to spend time with my staff. She is a phenomenal young woman, mom and professional librarian who supervises the IT/Reference departments and has quite an amazing outlook on customer service. We will also celebrate our Employee of the Year as well as have an afternoon full of in-service with Mike our IT Administrator.

The Library has received the warranty on the new roof, and has settled with G & G Construction on the remainder of the bills. December 19th we will officially be back into the Community Room for programming with Santa's visit for Story Time. Tonight we will visit with Dina Sarratt from Beimdiek Insurance concerning our building renewal insurance premium.

The Library Staff as well as myself would like to wish you all a Merry Christmas,

Julie Yockey, Director

Children's Progress Report November 2018, Sherri Luce

In November, we focused our attention on in-house programming and preparing for the holiday season. We hosted three regular story times and three bi lingual story times at the Library. The Junior High once again brought over a class to do research one morning this month. They greatly appreciate the benefits of having the Carthage Public Library within walking distance.

December is in full swing with Story Times, Outreach Programs, and the Toy Drive to benefit our local kids through the Carthage Police Department. Santa will be here for our English Story Time on December 19th! Our Winter Reading Program is scheduled to begin January 7th. We are excited to see what us the New Year has in store for us. Merry Christmas!

CIRCULATION REPORT for November 2018

New Books/Periodicals	
Adult Books	<u>127</u>
Adult Periodicals	<u>79</u>
YA Books	<u>15</u>
YA Periodicals	<u>1</u>
Juvenile Books	<u>88</u>
Juv Periodicals	<u>15</u>
Totals	<u>325</u>

New Applications	
Adult	<u>58</u>
Juvenile	<u>34</u>
Total	<u>92</u>

AWE Computers	
AWE #1	<u>70</u>
AWE #2	<u>66</u>
AWE #3 (Bilingual)	<u>65</u>
AWE #4 (Bilingual)	<u>60</u>
Total	<u>261</u>

Computer Use	
Adult	<u>499</u>
Reference/Genealogy	<u>8</u>
Microfilm	<u>6</u>
Juvenile	<u>95</u>
Tablets	<u>20</u>
AWE	<u>261</u>
Teen Laptops	<u>109</u>
Wireless	<u>412</u>
Total	<u>1410</u>

Circulation	Adult	YA	Juvenile	Total
Books	<u>1692</u>	<u>141</u>	<u>1945</u>	<u>3778</u>
Periodicals	<u>99</u>	<u>8</u>	<u>11</u>	<u>118</u>
Audio	<u>75</u>	<u>0</u>	<u>38</u>	<u>113</u>
Visual	<u>659</u>	<u>-</u>	<u>-</u>	<u>659</u>
Circulating Electronics	<u>1</u>	<u>-</u>	<u>-</u>	<u>1</u>
eBooks	<u>774</u>	<u>77</u>	<u>63</u>	<u>914</u>
Totals	<u>3300</u>	<u>226</u>	<u>2057</u>	<u>5583</u>
In House Use	<u>248</u>	<u>-</u>	<u>-</u>	<u>248</u>
Courier	Lending	Borrowing		Total
	<u>424</u>	<u>461</u>		<u>885</u>
Circulation Total				<u>6716</u>

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
<u>6</u>	<u>13</u>	<u>41</u>	<u>13</u>	<u>73</u>

ENGLISH	Adult	YA	Juvenile	Total
Programs	<u>0</u>	<u>0</u>	<u>3</u>	<u>3</u>
Attendees	<u>0</u>	<u>0</u>	<u>69</u>	<u>69</u>

SPANISH	Adult	Juvenile	Total
Programs	<u>7</u>	<u>3</u>	<u>10</u>
Attendees	<u>41</u>	<u>41</u>	<u>82</u>

	Requests	Filled
ILL Requests Made	<u>1</u>	<u>0</u>
ILL Requests Rec'd	<u>102</u>	<u>0</u>

Door Count	<u>N/A</u>
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	Adult	YA	Juvenile	Total
Mending	<u>6</u>	<u>0</u>	<u>1</u>	<u>7</u>
Discards	<u>34</u>	<u>0</u>	<u>1</u>	<u>35</u>
Corrective Processing	<u>14</u>	<u>0</u>	<u>8</u>	<u>22</u>

<u>CITATION</u>	<u>NAME</u>	<u>STATUS</u>	<u>STATUS DATE/TIME</u>	<u>FILED DATE</u>	<u>OFFENSE</u>	<u>PLEA</u>	<u>PLEA DATE</u>	<u>CONVICTION DATE</u>	<u>TOTAL DUE</u>
170536256	ACUNA, DESIREE	TR	2/14/2019 9:00	12/11/18	PETIT THEFT 2ND OFFENSE	NG	12/20/18		\$ 329.00
170537856	ACUNA, DESIREE MONTANA	IA	1/24/2019 9:00	12/28/18	PETIT THEFT 3RD OFFENSE OR SUBS				\$ 379.00
170536563	ADAMS, KALEB RAY	IA	1/10/2019 9:00	12/11/18	DRIVING WHILE SUSPENDED				\$ 29.00
170537038	ALDRIDGE, LACEY NICOLE MUR	IA	1/24/2019 9:00	12/28/18	IMPROPER REGISTRATION				\$ 124.00
170536112	ALEXANDER, HARLEY R	IA	1/10/2019 9:00	12/11/18	ASSAULT-4TH DEGREE	PG	12/31/18		\$ 29.00
170537668	ALLMOSLECHER, CLANCY JOSEI	UF	1/10/2019 9:00	12/28/18	IMPROPER REGISTRATION			12/31/18	\$ 124.00
170537889	ANDERSON, NATASHA	IA	1/10/2019 9:00	12/11/18	OVERTIME PARKING				\$ 40.00
170537891	ANDREWS, BECKY S	VD	12/12/2018 9:00	12/11/18	OVERTIME PARKING				
170538097	APPLEGATE, SAMANTHA	IA	1/24/2019 9:00	12/28/18	DRIVING WHILE REVOKED				\$ 29.00
170538533	ARANDA PARADA, FRANCO	IA	2/14/2019 9:00	12/28/18	ASSAULT-4TH DEGREE				\$ 29.00
170536722	ARNALL, BOBBI	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE				\$ 29.00
170536723	ARNALL, BOBBI	IA	1/10/2019 9:00	12/11/18	DRIVING WHILE REVOKED				\$ 29.00
170536724	ARNALL, BOBBI	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION				\$ 124.00
170538047	BACON, CORTNEY	IA	1/10/2019 9:00	12/28/18	POSSESSION DRUG PARAPHERNALIA				\$ 29.00
170538048	BACON, CORTNEY	IA	1/10/2019 9:00	12/28/18	POSS CONTROLLED SUBSTANCE				\$ 29.00
170537490	BAKER, HEATHER	IA	1/10/2019 9:00	12/11/18	OBSTRUCT OFFICER				\$ 29.00
170537491	BAKER, HEATHER	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA				\$ 29.00
170537492	BAKER, HEATHER	IA	1/10/2019 9:00	12/11/18	PETIT THEFT				\$ 29.00
170537670	BANEGAS, ARNOLD	IA	1/24/2019 9:00	12/28/18	SPEEDING 20 - 25 OVER				\$ 225.00
170537671	BANEGAS, ARNOLD	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE				\$ 189.00
170537885	BANKS, LATISHA DAWN	TR	2/14/2019 14:00	12/11/18	PETIT THEFT	NG	12/21/18		\$ 29.00
170538139	BAYNE, LAURIE DIANE	IA	1/10/2019 9:00	12/28/18	IMPROPER REGISTRATION				\$ 124.00
170538140	BAYNE, LAURIE DIANE	IA	1/10/2019 9:00	12/28/18	IMPROPER REGISTRATION				\$ 124.00
170537555	BELL, JOEL ALEXANDER	IA	1/10/2019 9:00	12/11/18	TRESPASS				\$ 229.00
170537189	BENNETT, HUNTERRAY MATTH	UF	1/24/2019 9:00	12/21/18	IMPROPER EQUIPMENT	PG	12/13/18		\$ 179.00
170536264	BISE, HETHER	IA	1/10/2019 9:00	12/11/18	PETIT THEFT				\$ 29.00
170536265	BISE, HETHER	IA	1/10/2019 9:00	12/11/18	PETIT THEFT 2ND OFFENSE				\$ 329.00
170536266	BISE, HETHER	IA	1/10/2019 9:00	12/11/18	PETIT THEFT 3RD OFFENSE OR SUBS				\$ 379.00
170536267	BISE, HETHER	IA	1/10/2019 9:00	12/11/18	PETIT THEFT 3RD OFFENSE OR SUBS				\$ 379.00
170536268	BISE, HETHER	IA	1/10/2019 9:00	12/11/18	PETIT THEFT 3RD OFFENSE OR SUBS				\$ 379.00
170536269	BISE, HETHER	IA	1/10/2019 9:00	12/11/18	PETIT THEFT 3RD OFFENSE OR SUBS				\$ 379.00
170536270	BISE, HETHER	IA	1/10/2019 9:00	12/11/18	PETIT THEFT 3RD OFFENSE OR SUBS				\$ 379.00
170536271	BISE, HETHER	IA	1/10/2019 9:00	12/11/18	PETIT THEFT 3RD OFFENSE OR SUBS				\$ 379.00

170536111	IA	BLEDSOE, RICKY G	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA	\$	29.00
170537890	IA	BRISTOL, SHAUN-ANN	1/10/2019 9:00	12/11/18	OVERTIME PARKING	\$	40.00
170537646	IA	BRONSON, DAKOTA A	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00
170536935	IA	BROWDER, JOSHUA WADE	1/10/2019 9:00	12/11/18	FILE FALSE POLICE REPORT	\$	29.00
170537561	IA	BROWN, TERENCE	1/10/2019 9:00	12/11/18	PETIT THEFT	\$	29.00
170536110	IA	BROWNING, SCOTT B	1/10/2019 9:00	12/11/18	ASSAULT-4TH DEGREE	\$	29.00
170538078	IA	BROWNING, SCOTT B	1/10/2019 9:00	12/11/18	DRIVING WHILE REVOKED	\$	29.00
170538079	IA	BROWNING, SCOTT B	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170538080	IA	BROWNING, SCOTT B	1/10/2019 9:00	12/11/18	SEATBELT	\$	10.00
170538081	IA	BROWNING, SCOTT B	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00
170537368	CL	BRUTON, CRISTY ANN	12/17/2018 8:54	12/12/18	SPEEDING 10 - 15 OVER	PG	12/12/18
170538053	IA	BULGER, JARAIL BOBBY LARENZ	1/24/2019 9:00	12/28/18	POSSESSION DRUG PARAPHERNALIA	\$	29.00
170537648	IA	BURCH, JACOB MICHEAL	1/10/2019 9:00	12/11/18	DOMESTIC ASSAULT-3RD DEGREE	\$	29.00
170537649	IA	BURCH, JACOB MICHEAL	1/10/2019 9:00	12/11/18	PEACE DISTURBANCE	\$	29.00
170537650	IA	BURCH, JACOB MICHEAL	1/10/2019 9:00	12/11/18	OBSTRUCT OFFICER	\$	29.00
170537361	IA	BURKHARDT, DAVID LYLE	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00
170537362	IA	BURKHARDT, DAVID LYLE	1/10/2019 9:00	12/11/18	SEATBELT	\$	10.00
90952973	IA	BURTON, CORY M	1/10/2019 9:00	12/11/18	REC STOLEN PROPERTY	\$	29.00
170538095	IA	CANCINOS, ODALIS MARICEL	1/10/2019 9:00	12/28/18	NO OPERATORS LICENSE	\$	189.00
170538096	IA	CANCINOS, ODALIS MARICEL	1/10/2019 9:00	12/28/18	FAIL TO YIELD RIGHT OF WAY-STOP:	\$	134.00
170538031	WI	CARPENTER, DACOTA NYCHOL	2/28/2019 14:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170538032	WI	CARPENTER, DACOTA NYCHOL	2/28/2019 14:00	12/11/18	DRIVING WHILE REVOKED	\$	29.00
170537014	IA	CASTENADA-ROJOS, CLAUDIA-I	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE	\$	189.00
170537015	IA	CASTENADA-ROJOS, CLAUDIA-I	1/10/2019 9:00	12/11/18	SPEEDING 10 - 15 OVER	\$	159.00
170536116	IA	CASTOR, SETH BRYAN	1/24/2019 9:00	12/28/18	SEATBELT	\$	10.00
170537269	IA	CASTRO-MAJIA, MAURA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE	\$	189.00
170538133	IA	CHASE, SCOTT AARON	1/10/2019 9:00	12/11/18	LEAVE SCENE OF ACCIDENT	\$	29.00
170537487	IA	CHAVEZ GONZALEZ, ROSALIA R	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00
170537488	IA	CHAVEZ GONZALEZ, ROSALIA R	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170537489	IA	CHAVEZ GONZALEZ, ROSALIA R	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE	\$	189.00
170537842	IA	CHILDS, ANTHONY WILLIAM	1/10/2019 9:00	12/11/18	IMPROPER EQUIPMENT	\$	134.00
170537843	IA	CHILDS, ANTHONY WILLIAM	1/10/2019 9:00	12/11/18	DRIVING WHILE INTOXICATED	\$	29.00
170537662	IA	CHIOU, KYLE	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00
170537663	IA	CHIOU, KYLE	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA	\$	29.00

170537183	CLARK, WILLIE J	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE			\$	29.00
170536274	CLINT, FIEKER RUSSELL	IA	1/10/2019 9:00	12/11/18	PETIT THEFT			\$	29.00
170538480	COFIELD, JAMES TERRY	IA	1/24/2019 9:00	12/28/18	PETIT THEFT			\$	29.00
170538481	COFIELD, JARED TREVOR	IA	1/24/2019 9:00	12/28/18	PETIT THEFT			\$	29.00
170536566	CORDOVA MENDEZ, LUIS AROL	IA	1/24/2019 9:00	12/28/18	DRIVING WHILE REVOKED			\$	29.00
170538530	COREAS PEREZ, CELIO	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE			\$	189.00
170538531	COREAS PEREZ, CELIO	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE			\$	29.00
170537852	CRUM, TONI	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE			\$	29.00
170537853	CRUM, TONI	IA	1/24/2019 9:00	12/28/18	DRIVING WHILE INTOXICATED			\$	29.00
170537854	CRUM, TONI	IA	1/24/2019 9:00	12/28/18	POSSESSION DRUG PARAPHERNALIA			\$	29.00
170537855	CRUM, TONI	IA	1/24/2019 9:00	12/28/18	OBSTRUCT OFFICER			\$	29.00
170537640	CRUZ, EDY	UF	1/24/2019 9:00	12/11/18	DRIVING WHILE INTOXICATED	PG	12/20/18	\$	400.00
170538088	DAHMAN, JIM DOUGLAS	IA	1/10/2019 9:00	12/11/18	STOP LIGHT-STEADY RED			\$	134.00
170538087	DAMIAN, ELENA	IA	1/10/2019 9:00	12/11/18	FOLLOW TOO CLOSE			\$	134.00
170537895	DAVID, LISA	VD	12/18/2018 9:00	12/11/18	OVERTIME PARKING			\$	189.00
170537020	DAVIS, HELEN MAE	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE			\$	40.00
170536260	DEAN, ROBERT MICHAEL	IA	1/10/2019 9:00	12/11/18	OVERTIME PARKING			\$	10.00
170537320	DECKARD, STACI DAWN	UF	1/3/2019 9:00	12/11/18	SEATBELT	PG	12/31/18	\$	29.00
170536275	DELEON, MARIANA	IA	1/10/2019 9:00	12/28/18	VICIOUS DOG			\$	85.00
170538476	DELEON, MARIANA	IA	1/10/2019 9:00	12/28/18	DOG AT LARGE			\$	189.00
170538477	DELEON, MARIANA	IA	1/10/2019 9:00	12/28/18	NO RABIES VACCINATION			\$	29.00
170536105	DEVINO, ORA MAY	IA	1/10/2019 9:00	12/11/18	VICIOUS DOG			\$	85.00
170536106	DEVINO, ORA MAY	IA	1/10/2019 9:00	12/11/18	DOG AT LARGE			\$	159.00
170537039	DICKEY, SANDRA KAY	IA	1/24/2019 9:00	12/28/18	SPEEDING 10 - 15 OVER			\$	134.00
170538135	DONIS NEFTALI, OXLAJ TEBALAI	IA	1/10/2019 9:00	12/11/18	STOP SIGN			\$	189.00
170538136	DONIS NEFTALI, OXLAJ TEBALAI	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE			\$	500.00
170538107	DOZA, SUSAN	DP	12/20/2018 9:00	12/26/18	OBSTRUCT OFFICER			\$	229.00
170538108	DOZA, SUSAN	UF	2/14/2019 9:00	12/21/18	ASSAULT-4TH DEGREE	PG	12/20/18	\$	189.00
170538109	DOZA, SUSAN	UF	2/14/2019 9:00	12/21/18	TRESPASS	PG	12/20/18	\$	29.00
170537656	DUMIRE, MARISSA EUPHIE	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE			\$	29.00
170537657	DUMIRE, MARISSA EUPHIE	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE			\$	29.00
170537459	DUNN, KIRK ALAN	IA	1/24/2019 9:00	12/28/18	ASSAULT-4TH DEGREE			\$	29.00
170536568	ELLIS, BRITNEY J	IA	1/24/2019 9:00	12/28/18	PETIT THEFT			\$	29.00
170537454	ENOCHS, COLBY	IA	1/24/2019 9:00	12/28/18	FAIL YIELD TO EMERGENCY VEHICLE			\$	29.00

170537455	ENOCHS, COLBY	IA	1/24/2019 9:00	12/28/18	C & I DRIVING	\$	185.00	
170537456	ENOCHS, COLBY	IA	1/24/2019 9:00	12/28/18	REC STOLEN PROPERTY	\$	29.00	
170537250	ENVART, MEGAN LYNN	IA	1/10/2019 9:00	12/11/18	POSS CONTROLLED SUBSTANCE	\$	29.00	
170537251	ENVART, MEGAN LYNN	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA	\$	29.00	
170538036	ESHOM, MELANIE LYNN	IA	1/10/2019 9:00	12/11/18	DRIVING WHILE INTOXICATED	\$	29.00	
170538037	ESHOM, MELANIE LYNN	IA	1/10/2019 9:00	12/11/18	FAIL TO DRIVE ON RIGHT SIDE OF ST	\$	134.00	
170538038	ESHOM, MELANIE LYNN	IA	1/10/2019 9:00	12/11/18	STOP LIGHT-STEADY RED	\$	134.00	
170537664	ESPINOSA, YADIRA	IA	1/10/2019 9:00	12/10/18	ASSAULT-4TH DEGREE	\$	29.00	
170537644	FARRIN, GAYLENE BOBBIJO	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00	
170537645	FARRIN, GAYLENE BOBBIJO	IA	1/10/2019 9:00	12/11/18	C & I DRIVING	\$	185.00	
170536261	FAULKENBERRY, JEFFERY WADE	CL	12/31/2018 8:53	12/11/18	OVERTIME PARKING	PG	12/27/18	12/27/18
170537021	FICKLE, SHIRLEY WINONA	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE	\$	189.00	
170537321	FIGUEROA SALGUERO, FERNAN	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE	\$	189.00	
170537322	FIGUEROA SALGUERO, FERNAN	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00	
170537049	FITTS, DAILAN T	IA	1/24/2019 9:00	12/28/18	OBSTRUCT OFFICER	\$	29.00	
170537365	FLEISCHMAN, CHRISTOPHER LA	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00	
170536561	FLORES RIVERA, JONEL LOGAN	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE	\$	189.00	
170537562	FLORES RIVERA, JONEL DAVID	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE	\$	189.00	
170537563	FLORES RIVERA, JONEL DAVID	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00	
170537897	FOCHTMAN, JASON RAY	IA	1/24/2019 9:00	12/28/18	OVERTIME PARKING	\$	40.00	
170537898	FOCHTMAN, JASON RAY	IA	1/24/2019 9:00	12/28/18	OVERTIME PARKING	\$	40.00	
170537319	FRANSE, JASON ALLAN	UF	1/3/2019 9:00	12/11/18	SEATBELT	PG	12/31/18	12/31/18
170538144	GARCIA, ARMANDO RINCON	IA	1/24/2019 9:00	12/28/18	STOP SIGN	\$	134.00	
170537476	GARCIA, GEORGINA E	IA	1/10/2019 9:00	12/11/18	SPEEDING 10 - 15 OVER	\$	159.00	
170537558	GARCIA, ROSA MARIA	IA	1/10/2019 9:00	12/11/18	POSS INTOX BY A MINOR	\$	29.00	
170538043	GARCIA, YANETH	CL	1/2/2019 11:53	12/11/18	NO OPERATORS LICENSE	PG	1/2/19	1/2/19
170538044	GARCIA, YANETH	CL	1/2/2019 11:54	12/11/18	CHILD RESTRAINT	PG	1/2/19	1/2/19
170537622	GARRISON, CORY D	IA	1/10/2019 9:00	12/11/18	DRIVING WHILE REVOKED	\$	29.00	
170537623	GARRISON, CORY D	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00	
170537624	GARRISON, CORY D	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA	\$	29.00	
170538033	GARRISON, CRYSTAL	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA	\$	29.00	
170536257	GERSTNER, CANDACE	WI	2/28/2019 14:00	12/11/18	PETIT THEFT 2ND OFFENSE	\$	329.00	
170537040	GILLEN, ARIEL C	IA	1/24/2019 9:00	12/28/18	IMPROPER REGISTRATION	\$	124.00	
170537041	GILLEN, ARIEL C	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE	\$	29.00	

170536254	GIPSON, GRACE	IA	1/10/2019 9:00	12/11/18	TRESPASS		\$	229.00
170536253	GIPSON, GRACE INEZ	IA	1/10/2019 9:00	12/11/18	TRESPASS		\$	229.00
170536114	GLOVER, CODY	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE		\$	29.00
170537259	GONZALEZ, ANDRES JORGE	WI	3/28/2019 14:00	12/4/18	STOP SIGN		\$	134.00
170537260	GONZALEZ, ANDRES JORGE	WI	3/28/2019 14:00	12/4/18	DRIVING WHILE SUSPENDED		\$	29.00
170537261	GONZALEZ, ANDRES JORGE	WI	3/28/2019 14:00	12/4/18	POSS CONTROLLED SUBSTANCE		\$	29.00
170537262	GONZALEZ, ANDRES JORGE	WI	3/28/2019 14:00	12/4/18	POSSESSION DRUG PARAPHERNALIA		\$	29.00
170537263	GONZALEZ, ANDRES JORGE	WI	3/28/2019 14:00	12/4/18	OBSTRUCT OFFICER		\$	29.00
170537315	GONZALEZ, JOEL NEFTALI	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE		\$	29.00
170537316	GONZALEZ, JOEL NEFTALI	CL	12/14/2018 13:37	12/11/18	SEATBELT (4-15)	PG	12/14/18	12/14/18
170537045	GONZALEZ, MORENA LUZ	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE		\$	29.00
170537046	GONZALEZ, MORENA LUZ	IA	1/24/2019 9:00	12/28/18	FAIL TO YIELD RIGHT OF WAY-UNCO		\$	134.00
170537557	GONZALEZ, SANTIAGO ALBERTO	IA	1/10/2019 9:00	12/11/18	SUPPLY INTOX TO A MINOR		\$	29.00
170537037	GOODWIN, CHRIS ALLEN	IA	1/10/2019 9:00	12/11/18	HARASSMENT		\$	29.00
170537642	GRANT, HAILEY	IA	1/10/2019 9:00	12/11/18	SPEEDING 10 - 15 OVER		\$	159.00
170537643	GRANT, HAILEY	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE		\$	29.00
170533960	GREGG, SANDRA	IA	1/10/2019 9:00	12/11/18	FOLLOW TOO CLOSE		\$	134.00
170537666	GRICKS, LINDSEY	IA	1/10/2019 9:00	12/11/18	INATTENTIVE DRIVING		\$	135.00
170537667	GRICKS, LINDSEY	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE		\$	29.00
170537451	GRIFFITH, RANDY G	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE		\$	29.00
170537192	GRIFFITH, REBECCA LYNN	IA	1/24/2019 9:00	12/28/18	IMPROPER REGISTRATION		\$	124.00
170537193	GRIFFITH, REBECCA LYNN	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE		\$	29.00
170536565	GRIFFITH, AMERI S	IA	1/24/2019 9:00	12/28/18	PETTIT THEFT		\$	29.00
170537323	GUTIERREZ, BRENDA	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE		\$	189.00
170537178	GUTIERREZ, NICOLE	IA	1/10/2019 9:00	12/11/18	POSS INTOX BY A MINOR		\$	29.00
170537373	GUZMAN MEJIA, FRANCO ROLA	TR	2/14/2019 9:00	12/21/18	OBSTRUCT OFFICER	NG	12/21/18	29.00
170538084	HALL, DEVON ALACK	IA	1/10/2019 9:00	12/11/18	PETTIT THEFT		\$	29.00
170538085	HALL, DEVON ALACK	IA	1/10/2019 9:00	12/11/18	PETTIT THEFT		\$	29.00
170537042	HALVERSON, JODEE A	IA	1/24/2019 9:00	12/28/18	PETTIT THEFT 2ND OFFENSE		\$	329.00
170537043	HALVERSON, JODEE A	IA	1/24/2019 9:00	12/28/18	TRESPASS		\$	229.00
170537044	HALVERSON, JODEE A	IA	1/24/2019 9:00	12/28/18	TRESPASS		\$	229.00
170537372	HARDEE, ROBERT GENE	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE		\$	29.00
170538101	HENRIQUEZ HERNANDEZ, MIGUEL	IA	1/24/2019 9:00	12/28/18	STOP SIGN		\$	134.00
170538102	HENRIQUEZ HERNANDEZ, MIGUEL	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE		\$	29.00

170538103	HENRIQUEZ HERNANDEZ, MIGL	IA	1/24/2019 9:00	12/28/18	SEATBELT	\$	10.00
170537654	HENRIQUEZ, ALEJANDRA	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170536104	HENSON, LISA F	IA	1/10/2019 9:00	12/11/18	DOMESTIC ASSAULT-3RD DEGREE	\$	29.00
170537369	HERNANDEZ HERNANDEZ, ADR	IA	1/10/2019 9:00	12/11/18	SPEEDING 16 - 19 OVER	\$	183.00
170537370	HERNANDEZ HERNANDEZ, ADR	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170537371	HERNANDEZ HERNANDEZ, ADR	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE	\$	189.00
170538045	HERMANDEZ, MANFREDO	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE	\$	189.00
170538046	HERMANDEZ, MANFREDO	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170537460	HIJOE, ASHLEY LEEANNE	IA	1/24/2019 9:00	12/28/18	PETIT THEFT	\$	29.00
170537265	HODSON, DUSTY RAY	IA	1/10/2019 9:00	12/11/18	PEACE DISTURBANCE	\$	29.00
170537185	HODSON, HOLLY JOELL	IA	1/10/2019 9:00	12/11/18	TRESPASS	\$	229.00
170537252	HOLDEN, JULIE JANEE	IA	1/10/2019 9:00	12/11/18	DOMESTIC ASSAULT-3RD DEGREE	\$	29.00
170538039	HOLMAN, KIMBERLEY ANN	WI	1/24/2019 14:00	12/11/18	DRIVING WHILE INTOXICATED	\$	29.00
170538040	HOLMAN, KIMBERLEY ANN	WI	1/24/2019 14:00	12/11/18	FAIL TO DRIVE ON RIGHT SIDE OF ST	\$	134.00
170538041	HOLMAN, KIMBERLEY ANN	WI	1/24/2019 14:00	12/11/18	SEATBELT	\$	10.00
170538042	HOLMAN, KIMBERLEY ANN	WI	1/24/2019 14:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170538104	HOUSH, ELIJAH R	IA	1/24/2019 9:00	12/28/18	PROPERTY DESTRUCTION	\$	29.00
170537888	HUDSON, KAYLEE JO	IA	1/10/2019 9:00	12/11/18	FAIL TO RETURN RENTAL PROPERTY	\$	29.00
170536113	HUFFMAN, JENNIFER	IA	1/24/2019 9:00	12/28/18	SPEEDING 26 PLUS OVER	\$	29.00
170537176	HUINAC REYES, BARTOLOME A	CL	1/2/2019 13:53	12/11/18	NO OPERATORS LICENSE	\$	29.00
170536520	HUKILL, STEFAN D	IA	1/10/2019 9:00	12/11/18	INATTENTIVE DRIVING	\$	135.00
170536109	HUKILL, STEFAN DUANE	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170537482	HUNTER, HARVELL	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA	\$	29.00
170536108	JANDRES-GRANADENO, MARTA	CL	12/17/2018 8:48	12/11/18	NO OPERATORS LICENSE	PG	12/17/18 12/17/18
170537022	JUAREZ, EVELIN V	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE	\$	189.00
170537312	JULIAN, ELIGH BRADLEY	WI	1/24/2019 14:00	12/11/18	DRIVING WHILE INTOXICATED	\$	29.00
170537892	KELLEY, STEVEN	DP	12/17/2018 9:00	12/11/18	OVERTIME PARKING	\$	29.00
170537839	KENNERK, ANDREW P	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00
170537840	KENNERK, ANDREW P	IA	1/10/2019 9:00	12/11/18	DRIVING WHILE INTOXICATED	\$	29.00
170536936	KENSINGTON, JOSEPH TYLER	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE	\$	29.00
170536262	KENT, NICOLE L	DP	12/18/2018 9:00	12/11/18	PETIT THEFT	\$	29.00
170537647	KEPHART, DORRAINE L	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170537256	KESSLER, JAMES DAVID	IA	1/10/2019 9:00	12/11/18	PETIT THEFT 2ND OFFENSE	\$	329.00
170537257	KESSLER, JAMES DAVID	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA	\$	29.00

170537572	KILLMAN, COREY ALLEN	IA	1/10/2019 9:00	12/28/18	SPEEDING 10 - 15 OVER			\$	159.00
170537569	KIMMEL, VINCENT ALAN	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION			\$	124.00
170537570	KIMMEL, VINCENT ALAN	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE			\$	29.00
170536258	KOLLMAYER, JOHN KEVIN	VD	12/28/2018 9:00	12/11/18	PARK IN HANDICAPPED PARKING			\$	134.00
170533961	KUNKEL, JOAN JEWELL	IA	1/24/2019 9:00	12/28/18	FAIL TO DRIVE ON RIGHT SIDE OF ST			\$	189.00
170537318	LEE, JACOB KAIN	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE			\$	29.00
170538137	LEGORRETA PANTOJA, JOSE LUI	CL	12/21/2018 11:52	12/11/18	IMPROPER REGISTRATION	PG	12/21/18		12/21/18
170537565	LEWALLEN, STEPHEN D	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE			\$	29.00
170537566	LEWALLEN, STEPHEN D	IA	1/10/2019 9:00	12/11/18	POSS CONTROLLED SUBSTANCE			\$	29.00
170537567	LEWALLEN, STEPHEN D	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA			\$	29.00
170537568	LEWALLEN, STEPHEN D	IA	1/10/2019 9:00	12/11/18	DRIVING WHILE SUSPENDED			\$	29.00
170537366	LONG, BRENT ANDREW	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE			\$	189.00
170537857	LOPEZ-MONTERROSO, ESWIN J	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE			\$	189.00
170537858	LOPEZ-MONTERROSO, ESWIN J	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE			\$	29.00
170538138	LOPEZ MATUL, ERMINIA	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE			\$	189.00
170537188	LOPEZ, ARMANDO IVAN	IA	1/24/2019 9:00	12/28/18	PEACE DISTURBANCE			\$	29.00
170537457	LOPEZ, DIMAS	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE			\$	189.00
170537016	LOPEZ, FRANK P	IA	1/10/2019 9:00	12/11/18	PETIT THEFT			\$	29.00
170537186	LOPEZ, FRANK P	IA	1/24/2019 9:00	12/28/18	PETIT THEFT 2ND OFFENSE			\$	329.00
170537480	LOPEZ, FRANK P	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA			\$	29.00
170538111	LOPEZ, FRANK P	IA	1/24/2019 9:00	12/28/18	DISCHARGE FIREWORKS IN CITY			\$	29.00
170538112	LOPEZ, FRANK P	IA	1/24/2019 9:00	12/28/18	POSSESSION DRUG PARAPHERNALIA			\$	29.00
170537477	LOWE, EMILY DARLENE	IA	1/10/2019 9:00	12/11/18	IMPROPER BACKING			\$	134.00
170537048	MADISON, SHANE O'DELL	IA	1/24/2019 9:00	12/28/18	FAIL TO SIGNAL			\$	134.00
170538082	MALDONADO-CHAVEZ, MARIO	IA	1/10/2019 9:00	12/11/18	POSS CONTROLLED SUBSTANCE			\$	29.00
170538083	MALDONADO-CHAVEZ, MARIO	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA			\$	29.00
170538129	MANLY, SAMANTHA ANN	IA	1/10/2019 9:00	12/11/18	POSS CONTROLLED SUBSTANCE			\$	29.00
170538130	MANLY, SAMANTHA ANN	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA			\$	29.00
170537554	MARBUT, GREGORY ALLEN	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION			\$	124.00
170537573	MARBUT, HEIDI J	IA	1/24/2019 9:00	12/28/18	PETIT THEFT			\$	29.00
170537025	MARIN, VICTOR	IA	1/24/2019 9:00	12/28/18	DOMESTIC ASSAULT-3RD DEGREE			\$	29.00
170538726	MARQUEZVILLALPANDO, CARL	IA	1/24/2019 9:00	12/28/18	DOMESTIC ASSAULT-3RD DEGREE			\$	29.00
170538089	MATTHEWS, CASEY	IA	1/10/2019 9:00	12/28/18	PETIT THEFT			\$	29.00
170536522	MATTHEWS, JOSHUA KYLE	CL	12/18/2018 12:04	12/11/18	SPEEDING 10 - 15 OVER	PG	12/18/18		12/18/18

170537896	MAYO, VICTORIA	IA	1/24/2019 9:00	12/28/18	PETIT THEFT				\$	29.00
170537358	MAZARIEGOS RIOS, MERCEDES	CL	12/17/2018 7:57	12/11/18	NO OPERATORS LICENSE	PG	12/17/18	12/17/18		
170537023	MCCULLOCH, DARRAN ANTHAI	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE				\$	189.00
170537024	MCCULLOCH, DARRAN ANTHAI	IA	1/24/2019 9:00	12/28/18	FAIL TO YIELD RIGHT OF WAY-STOP :				\$	134.00
170538148	MCEVERS, LUCAS ROBERT	IA	1/24/2019 9:00	12/28/18	POSS CONTROLLED SUBSTANCE				\$	29.00
170538149	MCEVERS, LUCAS ROBERT	IA	1/24/2019 9:00	12/28/18	POSSESSION DRUG PARAPHERNALIA				\$	29.00
170538150	MCEVERS, LUCAS ROBERT	IA	1/24/2019 9:00	12/28/18	OBSTRUCT OFFICER				\$	29.00
170538147	MCEVERS, SUSAN ELIZABETH	IA	1/24/2019 9:00	12/28/18	OBSTRUCT OFFICER				\$	29.00
170538727	MEDLIN, BRYCE L	IA	1/24/2019 9:00	12/28/18	IMPROPER REGISTRATION				\$	124.00
170538728	MEDLIN, BRYCE L	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE				\$	189.00
170536259	MEDLIN, TRISTAN LEWIS	CL	12/27/2018 9:55	12/11/18	OVERTIME PARKING	PG	12/21/18	12/21/18		
170537651	MERIDA, MIRKA	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE				\$	29.00
170538076	MOJICA ESPINOSA, URIEL	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE				\$	29.00
170538077	MOJICA ESPINOSA, URIEL	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE				\$	189.00
170536115	MOLDONADO ESTRADA, OFLIA	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE				\$	189.00
170537849	MOLINA-JACINTO, SANTOS G	IA	1/10/2019 9:00	12/28/18	NO OPERATORS LICENSE				\$	189.00
170537674	MONCADA, BRIANA MARIE	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE				\$	29.00
170536107	MOORE, DANIEL JAMES	IA	1/10/2019 9:00	12/11/18	INATTENTIVE DRIVING				\$	135.00
170537266	MOORE, MACHELL LYN	IA	1/24/2019 9:00	12/28/18	LEAVE SCENE OF ACCIDENT				\$	29.00
170537652	MORGAN, STACY J	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE				\$	29.00
170537653	MORGAN, STACY J	IA	1/10/2019 9:00	12/11/18	LEAVE SCENE OF ACCIDENT				\$	29.00
170538141	MORLAN, JOSHUA W	IA	1/24/2019 9:00	12/28/18	SPEEDING 10 - 15 OVER				\$	159.00
170538142	MORLAN, JOSHUA W	IA	1/24/2019 9:00	12/28/18	DRIVING WHILE REVOKED				\$	29.00
170536263	MUELLER, SHANNON MARIE	IA	1/10/2019 9:00	12/11/18	PETIT THEFT				\$	29.00
170537177	NANCE, MACKENZIE L	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA				\$	29.00
170533959	NEELY, DYLAN GREGORY	IA	1/24/2019 9:00	12/11/18	ASSAULT-4TH DEGREE				\$	29.00
170536255	NELSON, MICHAEL	VD	12/27/2018 9:00	12/11/18	PETIT THEFT				\$	29.00
170538482	NELSON, MICHAEL BRADLEY	IA	1/24/2019 9:00	12/28/18	PETIT THEFT				\$	29.00
170538483	NELSON, MICHAEL BRADLEY	IA	1/24/2019 9:00	12/28/18	PETIT THEFT 2ND OFFENSE				\$	329.00
170538113	NIMS, LYNLY KRISTEN	IA	2/14/2019 9:00	12/28/18	POSSESSION DRUG PARAPHERNALIA				\$	29.00
170537675	NORRIS, ALLAN DALE	IA	1/24/2019 9:00	12/28/18	FAIL TO YIELD RIGHT OF WAY-STOP :				\$	134.00
170537844	O'MOORE, ERIC THOMAS	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION				\$	124.00
170537845	O'MOORE, ERIC THOMAS	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE				\$	29.00
170537846	O'MOORE, ERIC THOMAS	IA	1/10/2019 9:00	12/11/18	SEATBELT				\$	10.00

170536273	ROBBINS, ROBYN LORRAINE	TR	2/14/2019 14:00	12/11/18	VICIOUS DOG	NG	12/20/18	\$	29.00
170537850	ROBINSON, BRANDI KAY	IA	1/10/2019 9:00	12/28/18	IMPROPER REGISTRATION			\$	124.00
170537611	RODAS-ORELLANA, BITALO	IA	1/10/2019 9:00	12/11/18	SEATBELT			\$	10.00
170537612	RODAS-ORELLANA, BITALO	IA	1/10/2019 9:00	12/11/18	DRIVING WHILE SUSPENDED			\$	29.00
170537613	RODAS-ORELLANA, BITALO	IA	1/10/2019 9:00	12/11/18	DRIVING WHILE INTOXICATED			\$	29.00
170537614	RODAS-ORELLANA, BITALO	IA	1/10/2019 9:00	12/11/18	FAIL TO DRIVE ON RIGHT SIDE OF ST			\$	134.00
170537615	RODAS-ORELLANA, BITALO	IA	1/10/2019 9:00	12/11/18	FAIL TO SIGNAL			\$	134.00
170537848	RODAS DE LEON, JOSE A	IA	1/10/2019 9:00	12/28/18	NO OPERATORS LICENSE			\$	189.00
170537893	RUNKLE, WILLIAM L	DP	12/17/2018 9:00	12/11/18	OVERTIME PARKING				
170537377	RUSH, SHELLY L	IA	1/10/2019 9:00	12/11/18	DOG AT LARGE			\$	85.00
170537380	RUSH, SHELLY L	IA	1/10/2019 9:00	12/28/18	DOG AT LARGE-2ND OFFENSE			\$	135.00
170537884	RUSSOW, AUSTIN TYLER	TR	2/14/2019 14:00	12/11/18	TRESPASS	NG	12/20/18	\$	229.00
170538054	RYE, MICHAEL GENE	IA	1/24/2019 9:00	12/28/18	POSSESSION DRUG PARAPHERNALIA			\$	29.00
170537033	SALAS, NOE	IA	1/10/2019 9:00	12/11/18	C & I DRIVING			\$	185.00
170537034	SALAS, NOE	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE			\$	29.00
170537035	SALAS, NOE	IA	1/10/2019 9:00	12/11/18	DRIVING WHILE INTOXICATED			\$	29.00
170537479	SALAS, ROSA ISELA	IA	1/10/2019 9:00	12/11/18	SEATBELT			\$	10.00
170537017	SANCHEZ, CHRYSALYNN DAWI	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE			\$	29.00
170537367	SCHOTTER, EVAN FRANCIS	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE			\$	29.00
170538110	SCOTT, JEREMY	IA	1/24/2019 9:00	12/28/18	POSSESSION DRUG PARAPHERNALIA			\$	29.00
170538100	SCOTT, JEREMY M	IA	1/24/2019 9:00	12/28/18	POSSESSION DRUG PARAPHERNALIA			\$	29.00
170537481	SHERWOOD, TARA H L	IA	1/10/2019 9:00	12/11/18	SPEEDING 10 - 15 OVER			\$	159.00
170536521	SHIPLEY, ABIGAIL KAY	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE			\$	29.00
170538131	SHOCKLEY, ELIZABETH MARY	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE			\$	29.00
170538132	SHOCKLEY, ELIZABETH MARY	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION			\$	124.00
170537376	SHRUM, LINDSAY MARIE	IA	2/14/2019 14:00	12/11/18	DOG TIED OUT			\$	85.00
170538034	SHUSTER, MICHAEL JAMES	IA	1/10/2019 9:00	12/11/18	NO OPERATORS LICENSE			\$	189.00
170537560	SILVERS, AMY KATHLEEN	IA	1/10/2019 9:00	12/11/18	FAIL TO YIELD RIGHT OF WAY-YIELD			\$	134.00
170537359	SIMMONS, TAYLOR PAIGE	IA	1/24/2019 9:00	12/11/18	SEATBELT			\$	10.00
170537360	SIMMONS, TAYLOR PAIGE	IA	1/24/2019 9:00	12/11/18	SEATBELT (4-15)			\$	10.00
170537564	SIMPSON, CAYDEN ALEXANDER	IA	1/10/2019 9:00	12/11/18	SEATBELT			\$	10.00
170537571	SIMS, MICHAEL A	CL	12/20/2018 14:45	12/11/18	SEATBELT	PG	12/20/18	\$	159.00
170536719	SMITH, BAILEY MARIE	IA	1/10/2019 9:00	12/11/18	SPEEDING 10 - 15 OVER			\$	29.00
170536720	SMITH, BAILEY MARIE	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA			\$	29.00
170536721	SMITH, BAILEY MARIE	IA	1/10/2019 9:00	12/11/18	POSS CONTROLLED SUBSTANCE			\$	29.00
170537493	SNIDER, THANE ADAM	IA	1/24/2019 9:00	12/28/18	INATTENTIVE DRIVING			\$	135.00

170538090	SPENCE, ADAM LEE	IA	1/10/2019 9:00	12/28/18	PETIT THEFT	\$	29.00
170538091	SPENCE, ADAM LEE	IA	1/10/2019 9:00	12/28/18	TRESPASS	\$	229.00
170538098	SPENCER, JOSEPH	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE	\$	29.00
170538099	SPENCER, JOSEPH	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE	\$	189.00
170537363	SPRY, ROBERT L	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00
170538143	SPRY, ROBERT L	IA	1/24/2019 9:00	12/28/18	IMPROPER REGISTRATION	\$	124.00
170537013	STAHL, JAMIE MICHAEL	IA	1/10/2019 9:00	12/11/18	TRESPASS	\$	229.00
170537381	STANLEY, PEPPER MARIE	IA	1/24/2019 9:00	12/28/18	DOG AT LARGE	\$	85.00
170537382	STANLEY, PEPPER MARIE	IA	1/24/2019 9:00	12/28/18	VICIOUS DOG	\$	29.00
170538146	STANLEY, TASHA JANE	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE	\$	29.00
170537556	STREIGHT, KAIDON ROBERT TH,	IA	1/10/2019 9:00	12/11/18	PETIT THEFT	\$	29.00
170537478	STRINGER, BECKY BREEANN	IA	1/10/2019 9:00	12/11/18	PETIT THEFT	\$	29.00
170537458	SWADLEY, ANDREW JAMES	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE	\$	29.00
170537485	SWITZER, KIMBERLY LYNNE	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170537486	SWITZER, KIMBERLY LYNNE	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00
170538145	TAYLOR, GLENN EDWARD	IA	1/24/2019 9:00	12/28/18	STOP LIGHT-STEADY RED	\$	134.00
170536562	TAYLOR, TRISTAN GREGORY	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00
170537837	TEO-MUNOZ, ITALO	WI	2/28/2019 14:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170537838	TEO-MUNOZ, ITALO	WI	2/28/2019 14:00	12/11/18	NO OPERATORS LICENSE	\$	189.00
170537324	THOMAS, CHARLES EDWARD	IA	1/10/2019 9:00	12/11/18	DRIVING WHILE INTOXICATED	\$	29.00
170538126	THOMAS, CHARLES EDWARD	IA	1/10/2019 9:00	12/11/18	FAIL TO DRIVE ON RIGHT SIDE OF ST	\$	134.00
170538127	THOMAS, CHARLES EDWARD	IA	1/10/2019 9:00	12/11/18	POSS CONTROLLED SUBSTANCE	\$	29.00
170538128	THOMAS, CHARLES EDWARD	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA	\$	29.00
170537264	THORNSBOUGH, WILLIAM AND	IA	1/10/2019 9:00	12/11/18	ASSAULT-4TH DEGREE	\$	29.00
170537886	THORNSBROUGH, AUSTIN	IA	1/24/2019 9:00	12/11/18	PETIT THEFT	\$	29.00
90952971	THRASHER, TY	IA	1/10/2019 9:00	12/11/18	POSS INTOX BY A MINOR	\$	29.00
90952972	THRASHER, TY	IA	1/10/2019 9:00	12/11/18	POSSESSION DRUG PARAPHERNALIA	\$	29.00
170537859	TIEGS, OLEYESA ANN	IA	1/24/2019 9:00	12/28/18	DRIVING WHILE SUSPENDED	\$	29.00
170537180	TILTON, DARRIN EDMOND	IA	1/10/2019 9:00	12/11/18	STOP SIGN	\$	134.00
170537181	TILTON, DARRIN EDMOND	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00
170537182	TILTON, DARRIN EDMOND	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION	\$	124.00
170538086	TITIUS, CAROL	CL	12/27/2018 10:27	12/11/18	FOLLOW TOO CLOSE	PG	12/21/18
170537036	TORREZ, ALONDRA	IA	1/10/2019 9:00	12/11/18	DOMESTIC ASSAULT-3RD DEGREE	\$	29.00
170536524	VALENCIA JIMENEZ, JUANA DEL	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE	\$	29.00

170538035	VASQUEZ-AGUERO, NOE	IA	1/10/2019 9:00	12/3/18	OBSTRUCT OFFICER			\$	29.00
170536525	VAZQUEZ, MAICO	IA	1/10/2019 9:00	12/11/18	OBSTRUCT OFFICER			\$	29.00
170537317	VILLATORO, REYES	IA	1/10/2019 9:00	12/11/18	SEATBELT			\$	10.00
170537655	WAGGONER, ANDREA ELENA	IA	1/10/2019 9:00	12/11/18	SPEEDING 10 - 15 OVER			\$	159.00
170536517	WAGONER, THANE WILLIAM	IA	1/24/2019 9:00	12/11/18	PETIT THEFT			\$	29.00
170538532	WAINSNER, RICKY M	IA	1/24/2019 9:00	12/28/18	THEFT OF SERVICES			\$	29.00
170537660	WAKELEY, RAY LYNN	CL	12/19/2018 10:53	12/11/18	IMPROPER REGISTRATION	PG	12/14/18		12/14/18
170538105	WALTRIP, LAVEREN WAYNE	IA	1/24/2019 9:00	12/28/18	DRIVING WHILE REVOKED			\$	29.00
170538106	WALTRIP, LAVEREN WAYNE	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE			\$	29.00
170537249	WALTRIP, LAVERN W	IA	1/10/2019 9:00	12/11/18	ASSAULT-4TH DEGREE			\$	29.00
170537483	WARE, MERLE DEAN	IA	1/10/2019 9:00	12/11/18	SEATBELT			\$	10.00
170537658	WATSON 3RD, ARCH WARREN	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION			\$	124.00
170537659	WATSON 3RD, ARCH WARREN	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE			\$	29.00
170537559	WATSON, TANISHA DEVON	IA	1/10/2019 9:00	12/11/18	DOMESTIC ASSAULT-3RD DEGREE			\$	29.00
170537253	WESTERN, JEREMIAH DAVID	IA	1/10/2019 9:00	12/11/18	IMPROPER REGISTRATION			\$	124.00
170537254	WESTERN, JEREMIAH DAVID	IA	1/10/2019 9:00	12/11/18	NO PROOF OF INSURANCE			\$	29.00
170537887	WHITE, DESEAN BANA	IA	1/10/2019 9:00	12/11/18	FAIL TO RETURN RENTAL PROPERTY			\$	29.00
170537672	WHITE, TAMRA DAWN	IA	1/24/2019 9:00	12/28/18	NO PROOF OF INSURANCE			\$	29.00
170537018	WILKERSON, CARMEN G	IA	1/24/2019 9:00	12/28/18	INATTENTIVE DRIVING			\$	135.00
170537894	WILLIAMS, BRETT MCKAY	IA	1/10/2019 9:00	12/11/18	PETIT THEFT			\$	29.00
170537641	WILLIAMS, KELLY MARIE	UF	1/10/2019 9:00	12/11/18	IMPROPER EQUIPMENT	PG	12/20/18	\$	225.00
170538478	WILLIAMS, SPANKY SHANE	IA	1/10/2019 9:00	12/28/18	PETIT THEFT			\$	29.00
170538479	WILLIAMS, SPANKY SHANE	IA	1/10/2019 9:00	12/28/18	PETIT THEFT 2ND OFFENSE			\$	329.00
170537190	WILSON, KALEB GRAHAM	VD	12/28/2018 9:00	12/28/18	REC STOLEN PROPERTY			\$	
170536523	WINN, KOLBY M	IA	1/10/2019 9:00	12/11/18	TRESPASS			\$	229.00
170537184	WINN, KOLBY M	IA	1/10/2019 9:00	12/11/18	TRESPASS			\$	229.00
170537047	ZAMBRANO, CLAUDIA	IA	1/24/2019 9:00	12/28/18	DOMESTIC ASSAULT-3RD DEGREE			\$	29.00
170538276	ZAPETA-BARRIOS, LUIS-ANTON	IA	1/24/2019 9:00	12/28/18	NO OPERATORS LICENSE			\$	189.00
170538277	ZAPETA-BARRIOS, LUIS-ANTON	IA	1/24/2019 9:00	12/28/18	FAIL TO YIELD RIGHT OF WAY-STOP:			\$	134.00

	STATUS DESCRIPTION:	
CL	CLOSED	14
DJ	DISMISSED BY JUDGE	0
DP	DISMISSED BY PROSECUTOR	6
SA	SENTENCING	0
IA	INITIAL ARRAIGNMENT	352
TR	TRIAL	5
UF	UNPAID FINES	9
VD	VOIDED DOCKET	6
WI	ATTORNEY ENTERED	15
	TOTAL	407

Department Head - Fire District Board Report
2018

January			
Type of Incident	District	City	Total
Residential Structure Fire	0	2	2
Commercial Structure Fire	0	0	0
Vehicle Fire	1	1	2
Natural Cover Fire	13	2	15
Motor Vehicle Accident	11	5	16
Medical Call	29	81	110
Hazardous Materials	0	1	1
Automatic/Mutual Aid	5	0	5
Miscellaneous	14	39	53
Total Month to Date:	73	131	204
Total Year to Date:	73	131	204
Previous Month to Date:	61	121	182
Previous Year to Date:	61	121	182

February			
Type of Incident	District	City	Total
Residential Structure Fire	2	2	4
Commercial Structure Fire	0	1	1
Vehicle Fire	1	0	1
Natural Cover Fire	6	0	6
Motor Vehicle Accident	10	9	19
Medical Call	21	54	75
Hazardous Materials	0	4	4
Automatic/Mutual Aid	7	0	7
Miscellaneous	19	30	49
Total Month to Date:	66	100	166
Total Year to Date:	139	231	370
Previous Month to Date:	127	221	348
Previous Year to Date:	188	342	530

March			
Type of Incident	District	City	Total
Residential Structure Fire	2	1	3
Commercial Structure Fire	0	0	0
Vehicle Fire	3	1	4
Natural Cover Fire	7	5	12
Motor Vehicle Accident	2	5	7
Medical Call	20	66	86
Hazardous Materials	0	3	3
Automatic/Mutual Aid	3	22	25
Miscellaneous	19	0	19
Total Month to Date:	56	103	159
Total Year to Date:	195	334	529
Previous Month to Date:	183	324	507
Previous Year to Date:	371	666	1037

April			
Type of Incident	District	City	Total
Residential Structure Fire	3	1	4
Commercial Structure Fire	0	0	0
Vehicle Fire	0	0	0
Natural Cover Fire	9	3	12
Motor Vehicle Accident	8	3	11
Medical Call	18	64	82
Hazardous Materials	2	0	2
Automatic/Mutual Aid	0	0	0
Miscellaneous	14	25	39
Total Month to Date:	54	96	150
Total Year to Date:	249	430	679
Previous Month to Date:	237	420	657
Previous Year to Date:	608	1086	1694

May			
Type of Incident	District	City	Total
Residential Structure Fire	0	1	1
Commercial Structure Fire	0	1	1
Vehicle Fire	2	2	4
Natural Cover Fire	0	4	4
Motor Vehicle Accident	11	7	18
Medical Call	17	82	99
Hazardous Materials	1	5	6
Automatic/Mutual Aid	4	0	4
Miscellaneous	16	22	38
Total Month to Date:	51	124	175
Total Year to Date:	300	554	854
Previous Month to Date:	288	544	832
Previous Year to Date:	896	1630	2526

June			
Type of Incident	District	City	Total
Residential Structure Fire	1	1	2
Commercial Structure Fire	0	0	0
Vehicle Fire	2	1	3
Natural Cover Fire	3	3	6
Motor Vehicle Accident	14	8	22
Medical Call	19	59	78
Hazardous Materials	1	8	9
Automatic/Mutual Aid	3	0	3
Miscellaneous	14	32	46
Total Month to Date:	57	112	169
Total Year to Date:	357	666	1023
Previous Month to Date:	345	656	1001
Previous Year to Date:	1241	2286	3527

Department Head - Fire District Board Report
2018

July			
Type of Incident	District	City	Total
Residential Structure Fire	2	2	4
Commercial Structure Fire	0	0	0
Vehicle Fire	2	2	4
Natural Cover Fire	0	4	4
Motor Vehicle Accident	8	9	17
Medical Call	21	61	82
Hazardous Materials	0	7	7
Automatic/Mutual Aid	2	0	2
Miscellaneous	22	39	61
Total Month to Date:	57	124	181
Total Year to Date:	414	790	1204
Previous Month to Date:	402	780	1182
Previous Year to Date:	1643	3066	4709

August			
Type of Incident	District	City	Total
Residential Structure Fire	2	0	2
Commercial Structure Fire	0	0	0
Vehicle Fire	1	1	2
Natural Cover Fire	5	1	6
Motor Vehicle Accident	10	10	20
Medical Call	22	72	94
Hazardous Materials	0	0	0
Automatic/Mutual Aid	1	0	1
Miscellaneous	15	19	34
Total Month to Date:	56	103	159
Total Year to Date:	470	893	1363
Previous Month to Date:	458	883	1341
Previous Year to Date:	2101	3949	6050

September			
Type of Incident	District	City	Total
Residential Structure Fire	1	0	1
Commercial Structure Fire	0	0	0
Vehicle Fire	2	1	3
Natural Cover Fire	0	0	0
Motor Vehicle Accident	6	8	14
Medical Call	22	58	80
Hazardous Materials	0	0	0
Automatic/Mutual Aid	0	0	0
Miscellaneous	10	26	36
Total Month to Date:	41	93	134
Total Year to Date:	511	986	1497
Previous Month to Date:	499	976	1475
Previous Year to Date:	2600	4925	7525

October			
Type of Incident	District	City	Total
Residential Structure Fire	2	2	4
Commercial Structure Fire	1	1	2
Vehicle Fire	2	0	2
Natural Cover Fire	2	1	3
Motor Vehicle Accident	8	11	19
Medical Call	22	56	78
Hazardous Materials	0	4	4
Automatic/Mutual Aid	1	0	1
Miscellaneous	14	34	48
Total Month to Date:	52	109	161
Total Year to Date:	563	1095	1658
Previous Month to Date:	551	1085	1636
Previous Year to Date:	3151	6010	9161

November			
Type of Incident	District	City	Total
Residential Structure Fire	1	4	5
Commercial Structure Fire	1	0	1
Vehicle Fire	0	1	1
Natural Cover Fire	2	3	5
Motor Vehicle Accident	12	11	23
Medical Call	24	55	79
Hazardous Materials	0	3	3
Automatic/Mutual Aid	2	0	2
Miscellaneous	14		14
Total Month to Date:	56	77	133
Total Year to Date:	619	1172	1791
Previous Month to Date:	607	1162	1769
Previous Year to Date:	3758	7172	10930

December			
Type of Incident	District	City	Total
Residential Structure Fire	3	1	4
Commercial Structure Fire	0	1	1
Vehicle Fire	3	0	3
Natural Cover Fire	4	4	8
Motor Vehicle Accident	14	8	22
Medical Call	25	65	90
Hazardous Materials	1	3	4
Automatic/Mutual Aid	4	0	4
Miscellaneous	14	16	30
Total Month to Date:	68	98	166
Total Year to Date:	687	1270	1957
Previous Month to Date:	675	1260	1935
Previous Year to Date:	4433	8432	12865

2018 Year Totals			
Type of Incident	District	City	Total
Residential Structure Fire	19	17	36
Commercial Structure Fire	2	4	6
Vehicle Fire	19	10	29
Natural Cover Fire	51	30	81
Motor Vehicle Accident	114	94	208
Medical Call	260	773	1033
Hazardous Materials	5	38	43
Automatic/Mutual Aid	32	22	54
Miscellaneous	185	282	467
Total:	687	1270	1957

"Rosenberg's Rules of Order"

(Simple Rules of Parliamentary Procedure for the 21st Century)

Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

First, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

Fifth, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

Sixth, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

Seventh, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

Tenth, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move" So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put

on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a **motion to object to consideration of an item.** This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

Majority and Super-Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

Motion to limit debate. Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

Motion to close nominations. When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a 2/3 vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.