

# Keiser City Council Agenda

November 18, 2024, Keiser City Hall

1. Call to Order
2. Roll Call
3. Minutes (October 2024 Regular Council Meeting & Special Council Meeting)
4. Financial Report
5. Old Business
  - a. Bike/Walking Trail
  - b. Main Street Lift Station
6. New Business
  - a. 2025 Budget
  - b. Donate Fire Truck
  - c. Furniture Diner
  - d. Fire Pay
  - e. City Incentive Pay
  - f. Policies & Procedures
    - i. Cybersecurity
    - ii. Data Retention
  - g. Grants Submitted
    - i. CDBG Drainage
    - ii. BCBS Grant
    - iii. NRA Training Grant
7. Other Business
8. Next regular meeting will be December 16, 2024 @ 6:pm Keiser City Hall
9. Adjournment

## **City of Keiser Special City Council Meeting Minutes**

**Date:** Thursday, October 17th

**Time:** 6:00 PM

**Location:** Keiser City Hall

### **Call to Order:**

Mayor Rick Creecy called the meeting to order at 6:00 PM.

### **Roll Call:**

- **Present:** Donna Bell, Laura Smith, Joey Jackson
- **Absent:** Lynn Skaggs

### **Agenda Item:**

#### **1. Declaration of Vacancy in the City Recorder Position**

- Joey Jackson made a motion to declare the City Recorder position vacant.
- Donna Bell seconded the motion.
- **Vote:** All members present voted aye. The motion passed.

### **Executive Session:**

Mayor Creecy then called the council into an Executive Session to discuss an employee issue. The council returned from the session in unanimous agreement.

### **Adjournment:**

- Joey Jackson made a motion to adjourn the meeting.
- Laura Smith seconded the motion.
- **Meeting Adjourned.**

**Time of Adjournment:** 6:20 PM



Rick Creecy, Mayor

## CITY OF KEISER

### Council Meeting

October 21, 2024

The Keiser City Council met in regular session Monday October 21<sup>st</sup>, 2024, at 6 PM at Keiser City Hall. In attendance were Mayor Rick Creecy; Guest, Penny Wilbanks; and Councilmembers Donna Bell, Joey Jackson, Laura Smith, and Lynn Skaggs.

Motion to appoint a new Recorder, Penny Wilbanks, was approved by Skaggs, followed by a second from Smith; and all said aye. Penny Wilbanks was then sworn in as City Recorder.

Minutes from September council meeting & a Special Council meeting had been read and were approved with a motion from Bell, followed by a second from Jackson; and all said aye.

Financial reports were reviewed and discussed. Motion to accept financial reports was approved by Jackson, followed by a second from Bell; and all said aye.

Bell, representing the Special Events Committee, stated that a meeting was taking place soon to discuss the Christmas Parade. Bell also stated that more volunteers were needed for help with Special Events.

### OLD BUSINESS

- a. Main Street Lift Station
  - 1. Plans have been approved by the Health Department & ANRC to accept bids. Bids were out for 2 weeks and closed on Oct 1<sup>st</sup>; with the lowest bid being given by MMRS, in the amount of \$220,500.00. Paperwork has been sent to ANRC to recommend the contract be awarded to MMRS.
- b. Police Cars
  - 1. The 3 Police cars purchased from JPD are now in service.
  - 2. All 3 titles have been sent into DMV, and all have been tagged.
  - 3. One of the cars is having transmission issues, which we are checking into getting it fixed.

4. Discussed what will be the outcome of other police cars that are not being used.
5. Discussed insurance premiums for all working police vehicles.

#### **NEW BUSINESS**

- a. Alliance for Rural Impact
  1. On September 16<sup>th</sup>, the afternoon was spent with 2 Reps from Alliance Rural Impact from Harrisburg, who are working to try and help get some new businesses in town
  2. Talked with Jordan's but did not meet their requirements on number of doors or traffic through the town.
  3. Plan to work with Rural Impact and Cotton to Steel in November to build us a prospectus for Keiser to use in funding efforts.
- b. Wilson Economic Summit
  1. Mayor attended the Economic Summit in Wilson on October 8<sup>th</sup>. Also in attendance were Reps from EAPD, DRA, ARK Economic Development, Land of Steel, ASU, ANC & Alliance for Rural Impact. Mayor made some good helpful contacts.
- c. Bike/Walking Trail
  1. All the paperwork has been signed and is now in order.
  2. 25% plans are completed and approved by ARDOT. 50% plans have been submitted for approval
  3. Installation for walking trail will be 2025
- d. Chris & Jennifer Building permit
  1. The Fosters requested a permit to install a chain link fence valued at \$1700. Motion to approve Building permit by Jackson, followed by a second from Smith; and all said aye
- e. Annexation
  1. Area South of Elm Street will not receive any franchise fees but will receive property & turnback tax. Pros: More Revenue; Cons: will have to pave the streets in 5-7 years. Motion to proceed approved by Bell, followed by a second from Jackson; and all said aye.
- f. Keiser Strategic Plan 3-5-10 Year
  1. Mayor presented this strategic plan to have a vision for the future for the city; with goals to attract new businesses, new subdivisions, and grow the city. Also upgrades to the Fire Department.
- g. Grants
  1. A donation from BRS \$2,500 was given to the city to match a 50/50 grant that was received from Urban & Community Forestry Assistance Grant

2. Firehouse Sub (SCBA) Q1 to purchase Scuba equipment for the Fire Department
3. Dirt work and concrete has been poured into our Senior Area of the park.
4. Travis Senter has agreed to help with digging out the pond for the park; working to get this done before the walking trail is put into place.

#### OTHER BUSINESS

1. Accidental Death & Dismemberment Insurance for City Officials
  - a. A motion to submit payment for this insurance was approved by Skaggs, followed by a second from Bell; all said aye.
2. Lead pipe inventory has been done and sent to the Health Department – There are some lead pipes in the city. A plan will be put together by 2026 to develop a plan on how to fix or replace lead pipes.
3. Chief Mike Shively resigned his position as Chief; therefore, Paul Borden was suspended due to not having enough hours to become interim Chief.
4. Laura Smith questioned SkyCop being moved to the City Park from its current location.

With no further business to discuss, Jackson motioned to adjourn the meeting at 6:40 PM, followed by a second from Smith; all said aye.

The next regular meeting will be held November 18, 2024, at 6 PM at Keiser City Hall.

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Mayor

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Recorder

**CITY OF KEISER**  
**SPECIAL MEETING**  
**Thursday, November 7, 2024**

Keiser City Council met in a special session Thursday, November 7, 2024, at 6 PM at Keiser City Hall. In attendance were Mayor Rick Creecy; Recorder Penny Wilbanks; and Councilmembers Lynn Skaggs, Laura Smith, and Donna Bell.

Mayor Creecy called the meeting to order at 6 PM declaring a quorum.

The purpose of this meeting was to discuss the 2025 Budget and propose salaries for City employees.

With no other business to discuss, Bell motioned to adjourn, followed by a second from Skaggs; and all said aye.

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Mayor

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Recorder

## CITY OF KEISER

June 2024 Bank Balances

|                        |                     |
|------------------------|---------------------|
| GENERAL                | \$201,019.81        |
| ACT 833                | \$40,740.30         |
| STREET                 | \$158,454.78        |
| WATER/SEWER REVENUE    | \$5,722.97          |
| WATER/SEWER OPERATING  | \$87,481.87         |
| ONE-CENT WATER         | \$163,660.98        |
| ONE-CENT SEWER         | \$145,926.51        |
| METER DEPOSIT          | \$26,248.95         |
|                        | <hr/>               |
|                        | <b>\$829,256.17</b> |
| CERTIFICATE OF DEPOSIT | \$60,136.00         |
|                        | <hr/>               |
|                        | <b>\$889,392.17</b> |
|                        |                     |
| SQUARE PAY             | \$501.73            |
| FUN PARK GRANT         | \$50,090.58         |
| SEWER LOAN GRANT       | \$179.78            |
| COMMUNITY POLICING     | \$1,172.86          |
| COPS PROGRAM           | \$755.88            |
| PSEG                   | \$0.00              |
| RURAL PARK GRANT       | \$0.00              |
| LIFT STATION GRANT     | \$0.00              |
| WATER TANK GRANT       | \$0.00              |
|                        | <hr/>               |
|                        | <b>\$52,700.83</b>  |
|                        |                     |
| GRAND TOTAL            | <b>\$942,093.00</b> |

## City of Keiser General Fund

11/13/2024 1:44 PM

Register: 1000 - BancorpSouth

From 10/01/2024 through 10/31/2024

Sorted by: Date, Type, Number/Ref

| Date       | Number  | Payee                   | Account                    | Memo                | Payment  | C | Deposit  | Balance    |
|------------|---------|-------------------------|----------------------------|---------------------|----------|---|----------|------------|
| 10/03/2024 |         | Entergy                 | 5400 - City Hall-Electr... | ACH, Withdra...     | 105.37   | X |          | 195,493.70 |
| 10/03/2024 |         | Entergy                 | 7400 - Fire Dept - Elec... | ACH, Withdra...     | 118.80   | X |          | 195,374.90 |
| 10/03/2024 |         | Entergy                 | 5405 - Diner Electricity   | ACH, Withdra...     | 150.58   | X |          | 195,224.32 |
| 10/03/2024 | 44116   | Entergy                 | 3755 - Dog Pound           | #202038865 I...     | 13.40    | X |          | 195,210.92 |
| 10/03/2024 | 44117   | Osceola Times           | 5301 - City Hall-Dues/...  | Acct # 600392 ...   | 50.00    | X |          | 195,160.92 |
| 10/03/2024 | 44118   | town & Country Tree...  | 5802 - Library - Repair... | Trim Trees at L...  | 900.00   | X |          | 194,260.92 |
| 10/03/2024 | 44119   | town & Country Tree...  | 6350 - Sanitation - Rep... | Trim Trees          | 600.00   |   |          | 193,660.92 |
| 10/03/2024 | 44120   | Agri-Tek Supply LLC     | 8501 - Police Vehicle -... | City of Keiser -... | 203.97   | X |          | 193,456.95 |
| 10/03/2024 | 44121   | Rick Creecy             | 5301 - City Hall-Dues/...  | Reimbursement...    | 350.00   | X |          | 193,106.95 |
| 10/07/2024 | D405568 | Revenue                 | 3350 - Grant Revenue       | COPS (2nd offi...   |          | X | 576.92   | 193,683.87 |
| 10/07/2024 | D405569 | Revenue                 | 3700 - Sanitation Fees     | 10-07-24            |          | X | 1,406.59 | 195,090.46 |
| 10/07/2024 | 44133   | Office of Child Supp... | 2030 - Child Support/...   | 002521440 - St...   | 122.40   | X |          | 194,968.06 |
| 10/07/2024 | 44134   | Office of Child Supp... | 2030 - Child Support/...   | 496014087 - M...    | 105.78   | X |          | 194,862.28 |
| 10/07/2024 | 44135   | Office of Child Supp... | 2030 - Child Support/...   | 878270306 - St...   | 130.20   | X |          | 194,732.08 |
| 10/07/2024 | 44122   | Rodney N. Brown         | -split-                    |                     | 142.11   | X |          | 194,589.97 |
| 10/07/2024 | 44123   | Steven D Smith          | -split-                    |                     | 534.42   | X |          | 194,055.55 |
| 10/07/2024 | 44124   | Stacy F Burks           | -split-                    |                     | 307.10   | X |          | 193,748.45 |
| 10/07/2024 | 44125   | Allyson B. Boyles       | -split-                    |                     | 218.06   | X |          | 193,530.39 |
| 10/07/2024 | 44126   | Eli B. Gann             | -split-                    |                     | 69.21    |   |          | 193,461.18 |
| 10/07/2024 | 44127   | Howard V. Cross         | -split-                    |                     | 98.77    | X |          | 193,362.41 |
| 10/07/2024 | 44128   | Daniel Broughman        | -split-                    |                     | 94.14    | X |          | 193,268.27 |
| 10/07/2024 | 44129   | Penzy L. Wilbanks       | -split-                    |                     | 528.99   | X |          | 192,739.28 |
| 10/07/2024 | 44130   | Brenda K Creecy         | -split-                    |                     | 22.29    | X |          | 192,716.99 |
| 10/07/2024 | 44131   | Michael W. Shively      | -split-                    |                     | 641.57   | X |          | 192,075.42 |
| 10/07/2024 | 44132   | Paul D Borden           | -split-                    |                     | 543.10   | X |          | 191,532.32 |
| 10/08/2024 | D405570 | Revenue                 | 3950 - Misc Revenue        | Reimbursement...    |          | X | 137.30   | 191,669.62 |
| 10/08/2024 | D405571 | Revenue                 | 3200 - Franchise Tax       | Entergy (4th Q)     |          | X | 6,932.71 | 198,602.33 |
| 10/08/2024 | 5147    | Ritter Communication    | 7450 - Fire Dept -Tele...  | Check, Withdra...   | 73.12    | X |          | 198,529.21 |
| 10/08/2024 | 5149    | Ritter Communication    | 8450 - Police Dept - Te... | Check, Withdra...   | 24.82    | X |          | 198,504.39 |
| 10/08/2024 | 44136   | Ark Dept. of Workfo...  | 5100 - Unemployment ...    | 3rd Quarter Co...   | 234.77   | X |          | 198,269.62 |
| 10/09/2024 |         | Ritter Communication    | 5450 - City Hall - Tele... | ACH, Withdra...     | 419.74   | X |          | 197,849.88 |
| 10/09/2024 |         | IRS                     | Payroll Liabilities-241... | September           | 5,188.16 | X |          | 192,661.72 |
| 10/09/2024 | 44137   | Smith Tire & Auto, L... | 6350 - Sanitation - Rep... | Inv 81648           | 22.20    | X |          | 192,639.52 |
| 10/09/2024 | 44138   | Golden West Industri... | 8300 - Police Dept - Su... | Inv #2128288        | 137.30   | X |          | 192,502.22 |
| 10/09/2024 | 44139   | United Police Supply    | 8005 - Police Dept Uni...  | Acct 1339           | 274.51   | X |          | 192,227.71 |
| 10/09/2024 | 44140   | Gunn's Supermarket      | 5208 - City Expense        | Inv 001001190...    | 74.34    | X |          | 192,153.37 |
| 10/09/2024 | 44141   | Kennemore Home Im...    | 5300 - City Hall - Supp... | Statement # 5331    | 44.54    | X |          | 192,108.83 |
| 10/09/2024 | 44142   | SkyCop, Inc             | 8006 - SkyCop, Inc.        | Inv #27542          | 330.38   | X |          | 191,778.45 |
| 10/09/2024 | 44143   | Mississippi County L... | 6200 - Sanitation-Wast...  | Acct #800           | 1,087.70 | X |          | 190,690.75 |
| 10/09/2024 | 44144   | Auto Tire & Parts       | -split-                    | Acct 53138          | 652.21   | X |          | 190,038.54 |

## City of Keiser General Fund

11/13/2024 1:44 PM

Register: 1000 - BancorpSouth

From 10/01/2024 through 10/31/2024

Sorted by: Date, Type, Number/Ref

| Date       | Number  | Payee                    | Account                    | Memo              | Payment  | C | Deposit  | Balance    |
|------------|---------|--------------------------|----------------------------|-------------------|----------|---|----------|------------|
| 10/10/2024 |         | Department of Finan...   | 2031 - Ark Sales Tax       | 71-0467263        | 830.00   | X |          | 189,208.54 |
| 10/10/2024 |         | Department of Finan...   | 2400 - Payroll Liabilit... | 71-0467243        | 500.52   | X |          | 188,708.02 |
| 10/10/2024 | 44145   | U S Post Office          | 5325 - Postage             | stamps            | 146.00   | X |          | 188,562.02 |
| 10/10/2024 | 44146   | Mid-South Sales, Inc.    | 6402 - Gas for City Ve...  | Acct 10000363     | 1,797.47 | X |          | 186,764.55 |
| 10/10/2024 | 44147   | Buffalo Island Services  | -split-                    | Inv # 6392, 63... | 1,910.30 | X |          | 184,854.25 |
| 10/11/2024 | D405572 | Revenue                  | 3350 - Grant Revenue       | COPS (2nd Off...  |          | X | 577.20   | 185,431.45 |
| 10/11/2024 |         | Penny L Wilbanks         | -split-                    | VOID:             |          | X |          | 185,431.45 |
| 10/11/2024 |         | Cadence                  | 5006 - Bank Fees           | Analysis 10-11... | 12.89    | X |          | 185,418.56 |
| 10/11/2024 | 44148   | Penny L Wilbanks         | -split-                    |                   | 539.77   | X |          | 184,878.79 |
| 10/12/2024 | 44172   | Rodney N. Brown          | -split-                    |                   | 289.74   | X |          | 184,589.05 |
| 10/14/2024 | D405573 | Revenue                  | 3700 - Sanitation Fees     | 10-14-24          |          | X | 4,195.14 | 188,784.19 |
| 10/14/2024 | 44158   | Office of Child Supp...  | 2030 - Child Support/...   | 878270306; 00...  | 358.38   | X |          | 188,425.81 |
| 10/14/2024 | 44149   | Michael W. Shively       | -split-                    |                   | 673.02   | X |          | 187,752.79 |
| 10/14/2024 | 44150   | Paul D Borden            | -split-                    |                   | 588.75   | X |          | 187,164.04 |
| 10/14/2024 | 44151   | Brenda K Creecy          | -split-                    |                   | 66.88    | X |          | 187,097.16 |
| 10/14/2024 | 44152   | Rodney N. Brown          | -split-                    | VOID:             |          | X |          | 187,097.16 |
| 10/14/2024 | 44153   | Steven D Smith           | -split-                    |                   | 330.24   | X |          | 186,766.92 |
| 10/14/2024 | 44154   | Stacy F Burks            | -split-                    |                   | 257.08   | X |          | 186,509.84 |
| 10/14/2024 | 44155   | Howard V. Cross          | -split-                    |                   | 277.14   | X |          | 186,232.70 |
| 10/14/2024 | 44156   | Allyson B. Boyles        | -split-                    |                   | 21.30    | X |          | 186,211.40 |
| 10/14/2024 | 44157   | Daniel Broughman         | -split-                    |                   | 107.59   | X |          | 186,103.81 |
| 10/15/2024 |         | Black Hills Energy       | 5308 - City Hall Gas (...) | ACH, Withdra...   | 29.50    | X |          | 186,074.31 |
| 10/15/2024 |         | Black Hills Energy       | 5899 - Diner (Black Hi...  | ACH, Withdra...   | 21.39    | X |          | 186,052.92 |
| 10/15/2024 |         | Black Hills Energy       | 7151 - Fire Dept Gas (...) | ACH, Withdra...   | 29.50    | X |          | 186,023.42 |
| 10/16/2024 | 44159   | Hook Industrial Sales... | 6391 - Compactor - Re...   | Cyl Repair Gar... | 456.36   | X |          | 185,567.06 |
| 10/21/2024 | D405574 | Revenue                  | 3200 - Franchise Tax       | Ritter            |          | X | 242.39   | 185,809.45 |
| 10/21/2024 | D405575 | Revenue                  | 3350 - Grant Revenue       | COPS (2nd Off...  |          | X | 577.20   | 186,386.65 |
| 10/21/2024 | D405576 | Revenue                  | 3950 - Misc Revenue        | Tree Trimming ... |          | X | 450.00   | 186,836.65 |
| 10/21/2024 | 44169   | Kenneth Carter           | 9350 - City Park - Rep...  | Inv #1018 - Co... | 1,525.00 | X |          | 185,311.65 |
| 10/21/2024 | 44171   | Office of Child Supp...  | -split-                    | Smith-0025214...  | 252.60   | X |          | 185,059.05 |
| 10/21/2024 | 44160   | Rodney N. Brown          | -split-                    |                   | 66.94    | X |          | 184,992.11 |
| 10/21/2024 | 44161   | Steven D Smith           | -split-                    |                   | 582.92   | X |          | 184,409.19 |
| 10/21/2024 | 44162   | Stacy F Burks            | -split-                    |                   | 251.74   | X |          | 184,157.45 |
| 10/21/2024 | 44163   | Daniel Broughman         | -split-                    |                   | 83.39    |   |          | 184,074.06 |
| 10/21/2024 | 44164   | Eli B. Gann              | -split-                    |                   | 21.30    |   |          | 184,052.76 |
| 10/21/2024 | 44165   | Howard V. Cross          | -split-                    |                   | 410.73   | X |          | 183,642.03 |
| 10/21/2024 | 44166   | Brenda K Creecy          | -split-                    |                   | 445.87   | X |          | 183,196.16 |
| 10/21/2024 | 44167   | Penny L Wilbanks         | -split-                    |                   | 567.53   | X |          | 182,628.63 |
| 10/21/2024 | 44168   | Paul D Borden            | -split-                    |                   | 683.84   | X |          | 181,944.79 |
| 10/21/2024 | 44170   | Peggy L. Sellars         | -split-                    |                   | 111.48   |   |          | 181,833.31 |

## City of Keiser General Fund

11/13/2024 1:44 PM

Register: 1000 - BancorpSouth

From 10/01/2024 through 10/31/2024

Sorted by: Date, Type, Number/Ref

| Date       | Number  | Payee                   | Account                    | Memo              | Payment  | C | Deposit   | Balance    |
|------------|---------|-------------------------|----------------------------|-------------------|----------|---|-----------|------------|
| 10/22/2024 | D405577 | Revenue                 | 3700 - Sanitation Fees     | 10-22-24          |          | X | 5,472.19  | 187,305.50 |
| 10/22/2024 |         | American Express        | 5450 - City Hall - Tele... | VOID: ACH, ...    |          | X |           | 187,305.50 |
| 10/22/2024 |         | American Express        | -split-                    | 4-61000           | 1,867.24 | X |           | 185,438.26 |
| 10/22/2024 | 44173   | Arkansas Municipal ...  | 5110 - 5110 - Municip...   | 2024 AD&D Pl...   | 720.00   | X |           | 184,718.26 |
| 10/24/2024 | D405578 | Revenue                 | 3400 - Local Sales & U...  | one cent water    |          | X | 2,873.25  | 187,591.51 |
| 10/24/2024 | D405579 | Revenue                 | 3400 - Local Sales & U...  | one cent sewer    |          | X | 2,873.24  | 190,464.75 |
| 10/24/2024 | D405580 | Revenue                 | 3400 - Local Sales & U...  | county            |          | X | 16,460.19 | 206,924.94 |
| 10/24/2024 | D405581 | Revenue                 | 3400 - Local Sales & U...  | municipal aid     |          | X | 769.50    | 207,694.44 |
| 10/24/2024 |         | One-Cent Water Fund     | 2002 - One-Cent Water      | Withdrawal, pr... | 2,873.25 | X |           | 204,821.19 |
| 10/24/2024 |         | One-Cent Sewer Fund     | 2001 - One-Cent Sewer      | Withdrawal, pr... | 2,873.24 | X |           | 201,947.95 |
| 10/24/2024 | D405578 | Revenue                 | 3400 - Local Sales & U...  | VOID: one cen...  |          | X |           | 201,947.95 |
| 10/25/2024 | D405582 | Revenue                 | 3100 - 5 Mill Property ... | City              |          | X | 2,090.00  | 204,037.95 |
| 10/25/2024 | D405583 | Revenue                 | 3100 - 5 Mill Property ... | Lopfi             |          | X | 418.01    | 204,455.96 |
| 10/25/2024 | D405584 | Revenue                 | 3751 - Dog Tag Revenue     | Melody Jarrett    |          | X | 30.00     | 204,485.96 |
| 10/25/2024 | D405585 | Revenue                 | 3725 - Garbage Bag Sa...   | 20 @ \$10 garb... |          | X | 200.00    | 204,685.96 |
| 10/25/2024 | 44174   | Arkansas Municipal ...  | 8502 - Police Vehicle ...  | VOID: Policy ...  |          | X |           | 204,685.96 |
| 10/25/2024 | 123157  | Arkansas Municipal ...  | 8502 - Police Vehicle ...  | For CHK 4417...   | 163.56   | X |           | 204,522.40 |
| 10/28/2024 | D405586 | Revenue                 | 3700 - Sanitation Fees     | 10-28-24          |          | X | 1,181.98  | 205,704.38 |
| 10/28/2024 | D405587 | Revenue                 | 3350 - Grant Revenue       | Excess - Match... |          | X | 84.72     | 205,789.10 |
| 10/28/2024 | D405588 | Revenue                 | 3350 - Grant Revenue...    | AARP Sr Area ...  |          | X | 762.12    | 206,551.22 |
| 10/28/2024 | 44183   | Office of Child Supp... | 2030 - Child Support/...   | Smth - 002521...  | 252.60   |   |           | 206,298.62 |
| 10/28/2024 | 44175   | Rodney N. Brown         | -split-                    |                   | 186.86   |   |           | 206,111.76 |
| 10/28/2024 | 44176   | Daniel Broughman        | -split-                    |                   | 129.10   |   |           | 205,982.66 |
| 10/28/2024 | 44177   | Eli B. Gann             | -split-                    |                   | 53.24    |   |           | 205,929.42 |
| 10/28/2024 | 44178   | Stacy F Burks           | -split-                    |                   | 240.40   | X |           | 205,689.02 |
| 10/28/2024 | 44179   | Howard V. Cross         | -split-                    |                   | 234.29   | X |           | 205,454.73 |
| 10/28/2024 | 44180   | Penny L. Wilbanks       | -split-                    |                   | 566.56   | X |           | 204,888.17 |
| 10/28/2024 | 44181   | Steven D Smith          | -split-                    |                   | 660.10   | X |           | 204,228.07 |
| 10/28/2024 | 44182   | Paul D Borden           | -split-                    |                   | 568.25   | X |           | 203,659.82 |
| 10/29/2024 |         | Cadence                 | 3724 - Interest Earned     | Deposit           |          | X | 0.23      | 203,660.05 |
| 10/29/2024 | 44184   | Hedge's                 | 5208 - City Expense        | Acct # 5172       | 499.50   |   |           | 203,160.55 |
| 10/29/2024 | 44185   | Mid-South Sales, Inc.   | 6402 - Gas for City Ve...  | Inv-352092        | 1,210.88 |   |           | 201,949.67 |
| 10/30/2024 | 44188   | Rickey J Creecy         | 6400 - Travel Exp          | Mileage 724 @...  | 474.22   |   |           | 201,475.45 |
| 10/30/2024 | 44186   | Rickey J Creecy         | -split-                    |                   | 400.23   |   |           | 201,075.22 |
| 10/30/2024 | 44187   | Penny L. Wilbanks       | -split-                    |                   | 55.41    | X |           | 201,019.81 |

## Water &amp; Sewer Fund

11/13/2024 1:42 PM

Register: 1200 - Bancorp - Operating Fund

From 10/01/2024 through 10/31/2024

Sorted by: Date and Order Entered

| Date       | Number  | Payee                   | Account                    | Memo              | Payment  | C | Deposit  | Balance   |
|------------|---------|-------------------------|----------------------------|-------------------|----------|---|----------|-----------|
| 10/03/2024 | 12470   | Arkansas Democrat...    | 5850 - Legal Expense       | Acct - ADCL5...   | 427.04   | X |          | 90,561.44 |
| 10/03/2024 |         | Entergy                 | 5400 - Electricity:5425... | ACH, Withdra...   | 200.16   | X |          | 90,361.28 |
| 10/03/2024 |         | Entergy                 | 5400 - Electricity:5410... | ACH, Withdra...   | 470.73   | X |          | 89,890.55 |
| 10/03/2024 |         | Entergy                 | 5400 - Electricity         | ACH, Withdra...   | 773.86   | X |          | 89,116.69 |
| 10/07/2024 | D416445 | Revenue                 | 3100 - Water Sales Rev     | 10-07-24          |          | X | 1,771.92 | 90,888.61 |
| 10/09/2024 | 12471   | Fountain Plumbing C...  | -split-                    | Inv 50611, 506... | 2,828.75 | X |          | 88,059.86 |
| 10/09/2024 | 12472   | G & C Supply Co, Inc    | 5350 - Repairs & Main...   | Inv 6965041 - ... | 1,443.00 | X |          | 86,616.86 |
| 10/09/2024 | 12473   | Auto Tire & Parts       | 5350 - Repairs & Main...   | Acct 53138        | 341.19   | X |          | 86,275.67 |
| 10/10/2024 | 12474   | voided check            | 5470 - Postage             | VOID:             |          | X |          | 86,275.67 |
| 10/10/2024 |         | Ark Dept of Finance ... | 4001 - Ark Sales Tax       | 71-0467243        | 1,024.00 | X |          | 85,251.67 |
| 10/14/2024 | D416446 | Revenue                 | 3100 - Water Sales Rev     | 10-14-22          |          | X | 1,299.51 | 86,551.18 |
| 10/22/2024 | D416447 | Revenue                 | 3100 - Water Sales Rev     | 10-22-24          |          | X | 2,070.53 | 88,621.71 |
| 10/22/2024 | 12475   | Hawkins, Inc.           | 5350 - Repairs & Main...   | Acct 543748, L... | 1,545.12 | X |          | 87,076.59 |
| 10/22/2024 | 12476   | Environmental Servl...  | 5600 - Laboratory Anal...  | 001825 Inv 12...  | 45.00    | X |          | 87,031.59 |
| 10/22/2024 |         | American Express        | 5300 - Supplies            | ACH, Withdra...   | 138.41   | X |          | 86,893.18 |
| 10/23/2024 | 5073    | MS CO Electric Coo...   | 5400 - Electricity         | Check, Withdra... | 82.24    | X |          | 86,810.94 |
| 10/28/2024 | D416448 | Revenue                 | 3100 - Water Sales Rev     | 10-28-24          |          | X | 1,193.14 | 88,004.08 |
| 10/30/2024 | 12477   | Stephen Moore           | 5304 - Contract Labor      | Meter Reading ... | 400.00   |   |          | 87,604.08 |
| 10/31/2024 | 12478   | U S Post Office         | 5470 - Postage             | November Pos...   | 122.21   |   |          | 87,481.87 |

## Water &amp; Sewer Fund

11/13/2024 1:41 PM

Register: 1000 - Bancorp - Revenue Fund

From 10/01/2024 through 10/31/2024

Sorted by: Date, Type, Number/Ref

| Date       | Number  | Payee                 | Account                  | Memo               | Payment  | C | Deposit  | Balance  |
|------------|---------|-----------------------|--------------------------|--------------------|----------|---|----------|----------|
| 10/07/2024 | D406042 | Revenue               | 3102 - Surcharge         | 10-07-24           |          | X | 792.00   | 7,413.23 |
| 10/07/2024 |         | USDA/Rural Develo...  | 1975 - Well Construction |                    | 2,339.00 | X |          | 5,074.23 |
| 10/07/2024 |         | USDA/Rural Develo...  | 1976 - New Water Pro...  |                    | 2,239.00 | X |          | 2,835.23 |
| 10/11/2024 |         | Arkansas Developme... | SRFKEISER - 02330-...    | Loan servicing ... | 124.26   | X |          | 2,710.97 |
| 10/14/2024 | D406043 | Revenue               | 3102 - Surcharge         | 10-14-24           |          | X | 1,236.00 | 3,946.97 |
| 10/22/2024 | D406044 | Revenue               | 3102 - Surcharge         | 10-22-24           |          | X | 1,392.00 | 5,338.97 |
| 10/28/2024 | D406045 | Revenue               | 3102 - Surcharge         | 10-28-24           |          | X | 384.00   | 5,722.97 |

| Month    | Gen Income | Gen Expense | W/S Income | W/S Expense | 1 Cent Water Income | 1 Cent Water Expense | 1 Cent Sewer Income | 1 Cent Sewer Expense |
|----------|------------|-------------|------------|-------------|---------------------|----------------------|---------------------|----------------------|
| Jan      | \$100,734  | \$60,754    | \$9,627    | \$8,971     | \$2,637             | \$19                 | \$2,635             | \$204                |
| Feb      | \$44,250   | \$33,049    | \$13,145   | \$17,737    | \$2,620             | \$660                | \$2,635             | \$5,525              |
| Mar      | \$37,708   | \$42,096    | \$12,781   | \$13,929    | \$5,500             | \$20                 | \$5,462             | \$16                 |
| Apr      | \$48,339   | \$31,418    | \$9,919    | \$10,676    | \$3,639             | \$20                 | \$3,639             | \$17                 |
| May      | \$37,586   | \$33,145    | \$10,195   | \$8,810     | \$2,861             | \$18                 | \$2,860             | \$17                 |
| Jun      | \$37,010   | \$29,385    | \$9,939    | \$9,175     | \$2,691             | \$19                 | \$2,691             | \$0                  |
| Jul      | \$61,275   | \$78,540    | \$15,584   | \$16,128    | \$2,349             | \$20                 | \$2,440             | \$19                 |
| Aug      | \$29,725   | \$30,743    | \$20,071   | \$17,391    | \$2,393             | \$18                 | \$2,394             | \$19                 |
| Sep      | \$55,955   | \$40,707    | \$25,597   | \$16,945    | \$2,960             | \$18                 | \$2,905             | \$0                  |
| Oct      | \$39,986   | \$33,408    | \$15,539   | \$20,218    | \$2,873             | \$0                  | \$3,123             | \$0                  |
| Nov      |            |             |            |             |                     |                      |                     |                      |
| Dec      |            |             |            |             |                     |                      |                     |                      |
| Variance | \$492,568  | \$413,244   | \$142,397  | \$139,980   | \$30,523            | \$811                | \$30,785            | \$5,818              |
|          | \$79,324   |             | \$2,417    |             | \$29,711            |                      | \$24,967            |                      |

General



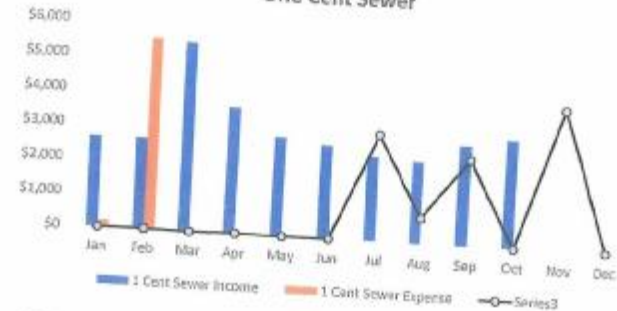
Water & Sewer



One Cent Water



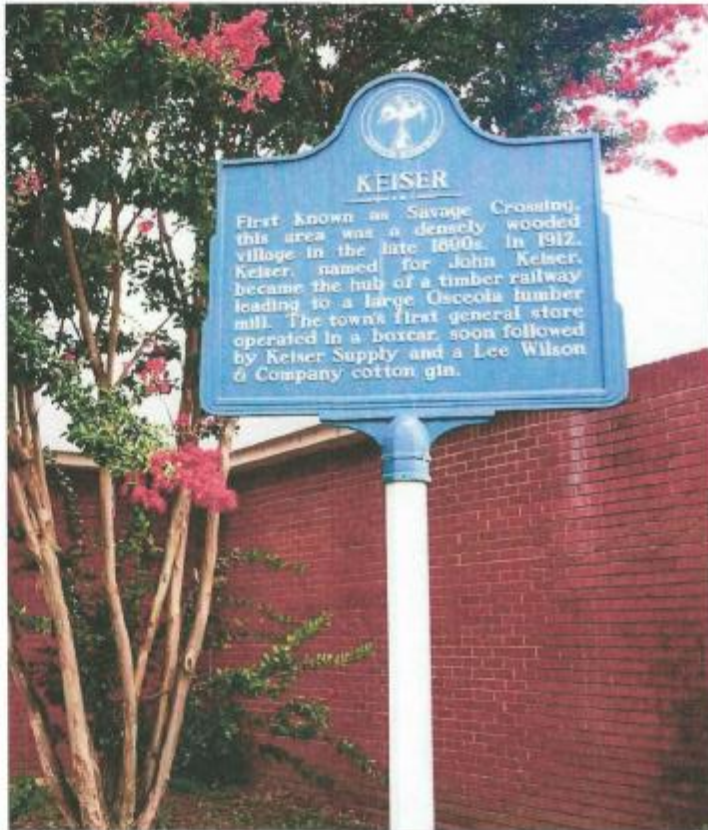
One Cent Sewer



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## 2024 Income Vs Expense

City Accounts Income Vs Expense



# City of Keiser, Arkansas

2025 Annual Budget Report  
January 1<sup>st</sup> – December 31<sup>st</sup>

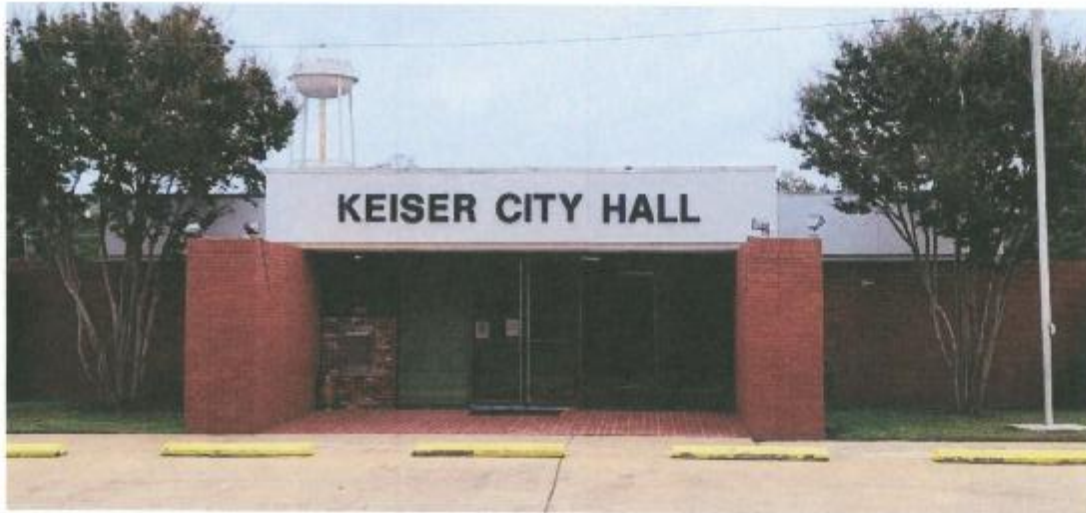
## City of Keiser, Arkansas

### 2025 Annual Budget Report January 1 – December 31

**Rick Creecy  
Mayor**

#### City Council and Other Elected Officials

| Name                     | Ward | Position |
|--------------------------|------|----------|
| Laura Smith              | 1    | 1        |
| Joey Jackson             | 1    | 2        |
| Donna Bell               | 2    | 1        |
| Lynn Skaggs              | 2    | 2        |
| Penny Wilbanks, Recorder |      |          |



### **Mission Statement**

To make a positive difference in the community by efficiently managing public resources, serve by being open and transparent and providing effective services and leadership that exceed the expectations of our citizens.

City of Keiser,  
Arkansas  
Organizational  
Chart  
January 1, 2024



**City of Keiser**  
**Combined Budget Summary**  
**Fiscal Year 2025**

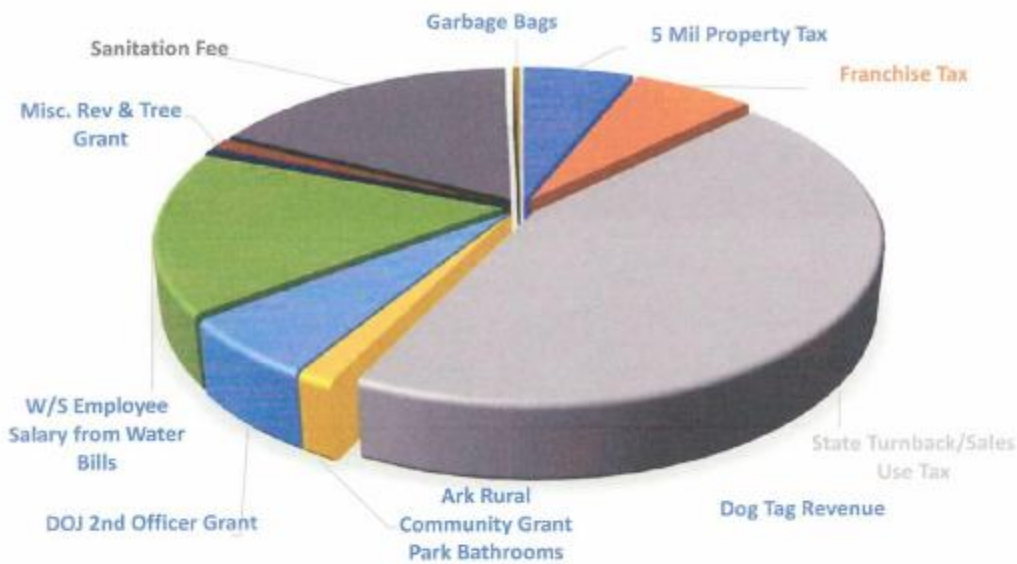
|                |           |
|----------------|-----------|
| One-Cent Water | \$132,887 |
| One-Cent Sewer | \$145,928 |
| Water / Sewer  | \$163,659 |

|                                      | General Fund     | Fire Dept Act<br>833 | Street           | Total Water<br>& Sewer | Meter<br>Deposit | Debt Reserve    | Grants/Loan      | GRAND<br>TOTAL     |
|--------------------------------------|------------------|----------------------|------------------|------------------------|------------------|-----------------|------------------|--------------------|
| <b>BEGINNING BALANCE</b>             | \$209,500        | \$41,236             | \$156,556        | \$442,474              | \$26,077         | \$61,945        | \$52,748         | \$990,536          |
| <b><u>REVENUE</u></b>                |                  |                      |                  |                        |                  |                 |                  |                    |
| 5 Mil Property Tax                   | 31,000           | -                    | 6,700            | -                      | -                | -               | -                | 37,700             |
| Franchise Tax                        | 34,000           | -                    | -                | -                      | -                | -               | -                | 34,000             |
| State Turnback/Sales Use Tax         | 225,000          | -                    | 62,000           | -                      | -                | -               | -                | 287,000            |
| DOI 2nd Officer Grant                | 30,000           | -                    | -                | -                      | -                | -               | -                | 30,000             |
| W/S Employee Salary from Water Bills | 83,000           | -                    | -                | -                      | -                | -               | -                | 83,000             |
| Sanitation Fee                       | 87,000           | -                    | -                | -                      | -                | -               | -                | 87,000             |
| Misc Revenue                         | 9,500            | -                    | -                | -                      | -                | -               | -                | 9,500              |
| Water / Sewer Revenue                | -                | -                    | -                | 257,000                | -                | -               | -                | 257,000            |
| Meter Deposits                       | -                | -                    | -                | -                      | 6,000            | -               | -                | 6,000              |
| Act 833 Turnback                     | -                | 15,800               | -                | -                      | -                | -               | -                | 15,800             |
| Grant/Loan Revenue                   | -                | -                    | -                | -                      | -                | -               | 435,147          | 435,147            |
| <b>PROJECTED REVENUE</b>             | <b>499,500</b>   | <b>15,800</b>        | <b>68,700</b>    | <b>257,000</b>         | <b>6,000</b>     | <b>-</b>        | <b>435,147</b>   | <b>1,282,147</b>   |
| <b>TOTAL AVAILABLE</b>               | <b>\$709,000</b> | <b>\$57,036</b>      | <b>\$225,256</b> | <b>\$699,474</b>       | <b>\$32,077</b>  | <b>\$61,945</b> | <b>\$487,895</b> | <b>\$2,272,683</b> |
| <b><u>EXPENDITURES</u></b>           |                  |                      |                  |                        |                  |                 |                  |                    |
| City Hall                            | 126,344          | -                    | -                | -                      | -                | -               | -                | 126,344            |
| Sanitation                           | 164,152          | -                    | -                | -                      | -                | -               | -                | 164,152            |
| Police Department                    | 122,887          | -                    | -                | -                      | -                | -               | -                | 122,887            |
| Fire Department                      | 23,400           | -                    | -                | -                      | -                | -               | -                | 23,400             |
| Library                              | 1,200            | -                    | -                | -                      | -                | -               | -                | 1,200              |
| Parks & Recreation                   | 30,000           | -                    | -                | -                      | -                | -               | -                | 30,000             |
| Water / Sewer                        | -                | -                    | -                | 172,986                | 1,000            | -               | -                | 173,986            |
| Street                               | -                | -                    | 70,825           | -                      | -                | -               | -                | 70,825             |
| Act 833 Fire Department              | -                | 11,075               | -                | -                      | -                | -               | -                | 11,075             |
| ARPA                                 | -                | -                    | -                | -                      | -                | -               | -                | -                  |
| Grant/Loan Expenses                  | -                | -                    | -                | -                      | -                | -               | 436,830          | 436,830            |
| <b>PROJECTED EXPENDITURES</b>        | <b>467,984</b>   | <b>11,075</b>        | <b>70,825</b>    | <b>172,986</b>         | <b>1,000</b>     | <b>-</b>        | <b>436,830</b>   | <b>1,160,700</b>   |
| <b>PROJECTED FY2025 SURPLUS</b>      | <b>\$241,016</b> | <b>\$45,961</b>      | <b>\$154,431</b> | <b>\$526,488</b>       | <b>\$31,077</b>  | <b>\$61,945</b> | <b>\$51,065</b>  | <b>\$1,111,983</b> |

City of Keiser  
General Operating Budget  
FY 2025  
REVENUE

| ACCOUNT SUMMARY                          | 2024              | 2024<br>ACTUAL | 2025<br>BUDGET    | VARIANCE         | % of<br>Budget |
|------------------------------------------|-------------------|----------------|-------------------|------------------|----------------|
| 5 Mil Property Tax                       | 28,822            | -              | 31,000            | 2,178            | 6.1%           |
| Franchise Tax                            | 40,000            | -              | 34,000            | (6,000)          | 6.7%           |
| State Turnback/Sales Use Tax             | 240,000           | -              | 225,000           | (15,000)         | 44.4%          |
| Ark Rural Community Grant Park Bathrooms | -                 | -              | 7,500             | 7,500            | 1.5%           |
| DOJ 2nd Officer Grant                    | 22,500            | -              | 30,000            | 7,500            | 5.9%           |
| W/S Employee Salary from Water Bills     | 66,000            | -              | 83,000            | 17,000           | 16.4%          |
| Dog Tag Revenue                          | 2,000             | -              | 2,000             | -                | 0.4%           |
| Misc. Rev & Tree Grant                   | 1,000             | -              | 5,500             | 4,500            | 1.1%           |
| Sanitation Fee                           | 87,000            | -              | 87,000            | -                | 17.2%          |
| Garbage Bags                             | 1,900             | -              | 2,000             | 100              | 0.4%           |
| <b>Total Projected Revenue</b>           | <b>\$ 489,222</b> | <b>\$ -</b>    | <b>\$ 507,000</b> | <b>\$ 17,778</b> |                |

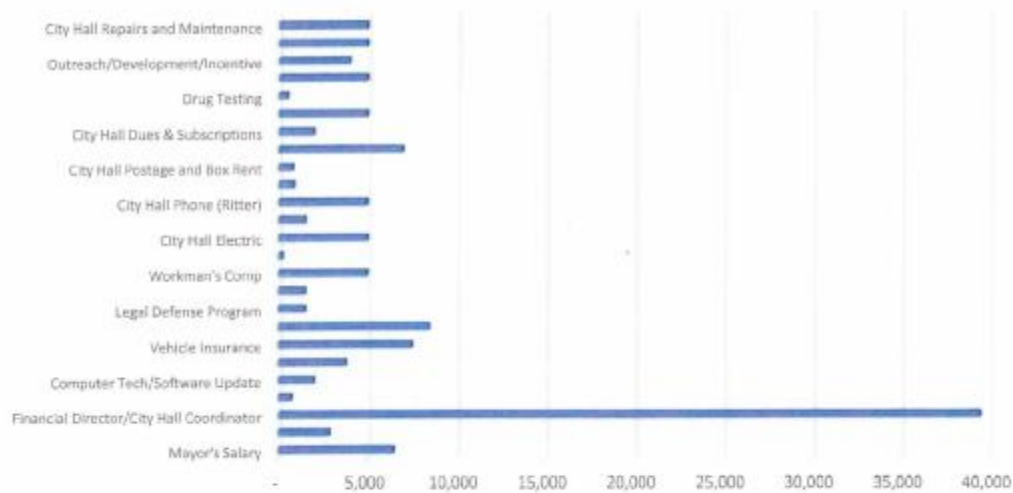
|                             |            |            |
|-----------------------------|------------|------------|
| Projected Expense           | \$ 386,070 | \$ 467,984 |
| Expected Surplus            | \$ 103,152 | \$ 39,016  |
| Beginning Balance           | \$ 156,673 | \$ 209,500 |
| Projected FY Ending Surplus | \$ 259,825 | \$ 248,516 |



**City of Keiser**  
**General Operating Budget**

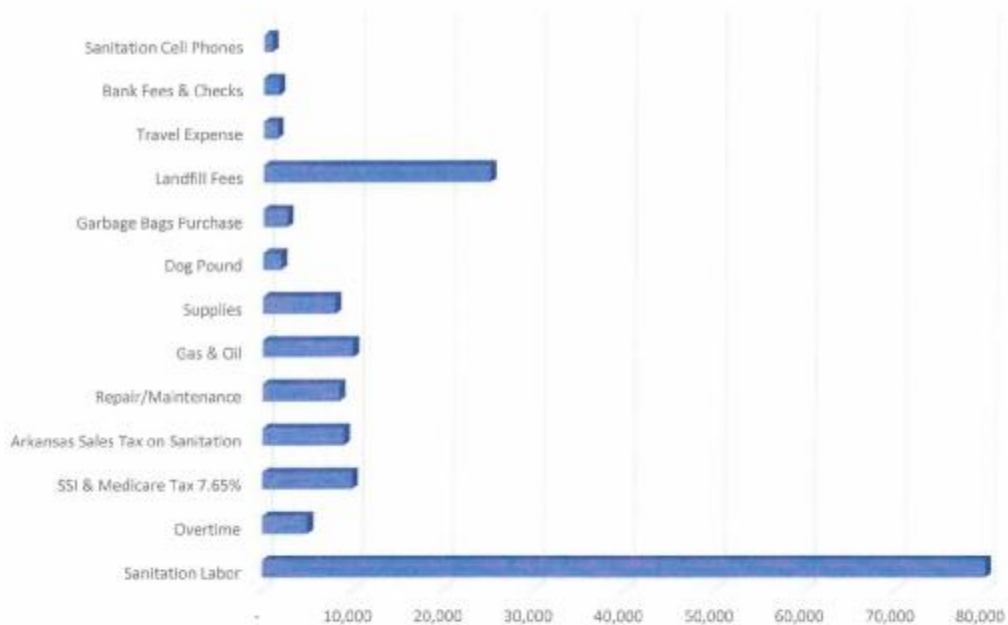
**FY 2025 Expenses**

| <b>Operations &amp; Maintenance</b>       | <b>2024<br/>BUDGET</b> | <b>2024<br/>ACTUAL</b> | <b>2025<br/>BUDGET</b> | <b>VARIANCE</b>  | <b>% of</b> |
|-------------------------------------------|------------------------|------------------------|------------------------|------------------|-------------|
| Mayor's Salary                            | 6,500                  | -                      | 6,500                  | -                | 5.1%        |
| Alderman's Salary                         | 2,880                  | -                      | 2,880                  | -                | 2.3%        |
| Financial Director/City Hall Coordinator  | 17,823                 | -                      | 39,500                 | 21,677           | 31.3%       |
| Recorder                                  | -                      | -                      | 720                    | 720              | 0.6%        |
| Computer Tech/Software Update             | 2,000                  | -                      | 2,000                  | -                | 1.6%        |
| SSI & Medicare Tax 7.65%                  | 2,050                  | -                      | 3,794                  | 1,744            | 3.0%        |
| Vehicle Insurance                         | 6,500                  | -                      | 7,500                  | 1,000            | 5.9%        |
| Property Insurance                        | 7,500                  | -                      | 8,500                  | 1,000            | 6.7%        |
| Legal Defense Program                     | 1,500                  | -                      | 1,500                  | -                | 1.2%        |
| Unemployment Insurance                    | 1,500                  | -                      | 1,500                  | -                | 1.2%        |
| Workman's Comp                            | 3,000                  | -                      | 5,000                  | 2,000            | 4.0%        |
| City Hall Pest Control                    | 250                    | -                      | 250                    | -                | 0.2%        |
| City Hall Electric                        | 7,000                  | -                      | 5,000                  | (2,000)          | 4.0%        |
| City Hall Gas Heating                     | 1,500                  | -                      | 1,500                  | -                | 1.2%        |
| City Hall Phone (Ritter)                  | 4,000                  | -                      | 5,000                  | 1,000            | 4.0%        |
| City Hall Cell (Mayor)                    | 1,200                  | -                      | 900                    | (300)            | 0.7%        |
| City Hall Postage and Box Rent            | 400                    | -                      | 800                    | 400              | 0.6%        |
| Legal Fees & Audit                        | 7,000                  | -                      | 7,000                  | -                | 5.5%        |
| City Hall Dues & Subscriptions            | 1,500                  | -                      | 2,000                  | 500              | 1.6%        |
| City Hall Supplies                        | 5,000                  | -                      | 5,000                  | -                | 4.0%        |
| Drug Testing                              | 500                    | -                      | 500                    | -                | 0.4%        |
| Training/Mileage                          | 3,000                  | -                      | 5,000                  | 2,000            | 4.0%        |
| Outreach/Development/Incentive            | 4,000                  | -                      | 4,000                  | -                | 3.2%        |
| City Hall Equipment/Technology            | 5,000                  | -                      | 5,000                  | -                | 4.0%        |
| City Hall Repairs and Maintenance         | 5,000                  | -                      | 5,000                  | -                | 4.0%        |
| <b>Total Operations &amp; Maintenance</b> | <b>\$ 96,603</b>       |                        | <b>\$ 126,344</b>      | <b>\$ 29,741</b> |             |



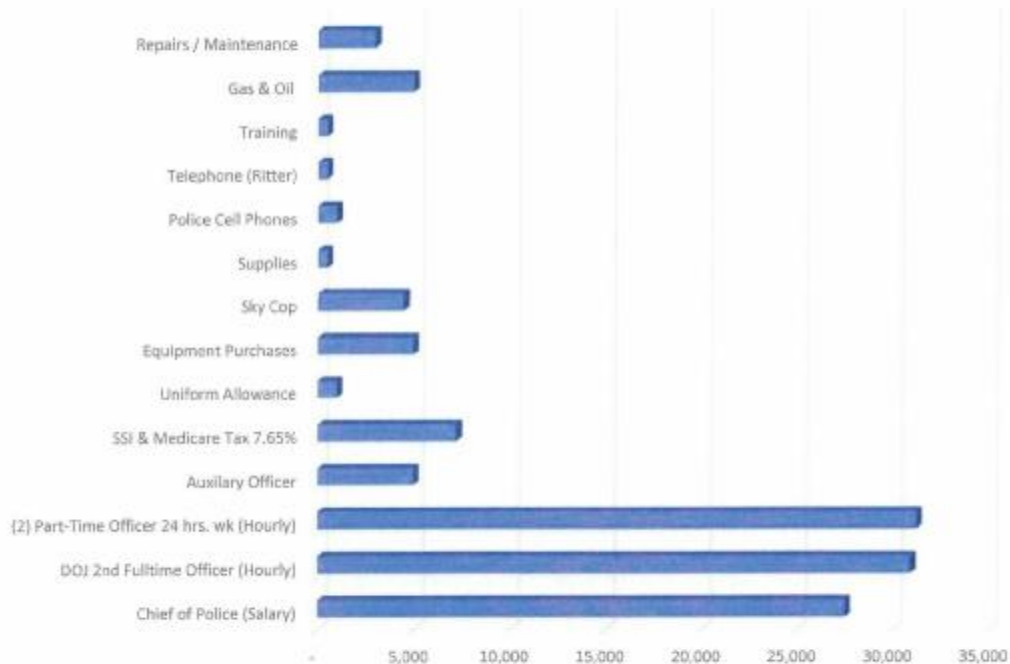
City of Keiser  
General Operating Budget  
FY 2025 Sanitation Expenses

| Sanitation Expenses              | 2024<br>BUDGET    | 2024<br>ACTUAL | 2025<br>BUDGET    | VARIANCE         | % of<br>Budget |
|----------------------------------|-------------------|----------------|-------------------|------------------|----------------|
| Director of Public Works         | 39,389            | -              | 40,571            | 1,182            | 24.7%          |
| Employee Incentive               | 4,200             | -              | 4,200             | -                | 2.6%           |
| Sanitation Labor                 | 66,975            | -              | 80,000            | 13,025           | 48.7%          |
| Overtime                         | 2,000             | -              | 5,000             | 3,000            | 3.0%           |
| SSI & Medicare Tax 7.65%         | 10,175            | -              | 9,927             | (248)            | 6.0%           |
| Arkansas Sales Tax on Sanitation | 9,000             | -              | 9,000             | -                | 5.5%           |
| Repair/Maintenance               | 8,500             | -              | 8,500             | -                | 5.2%           |
| Gas & Oil                        | 10,000            | -              | 10,000            | -                | 6.1%           |
| Supplies                         | 8,000             | -              | 8,000             | -                | 4.9%           |
| Dog Pound                        | 2,000             | -              | 2,000             | -                | 1.2%           |
| Garbage Bags Purchase            | 2,625             | -              | 2,625             | -                | 1.6%           |
| Landfill Fees                    | 25,000            | -              | 25,000            | -                | 15.2%          |
| Travel Expense                   | 1,500             | -              | 1,500             | -                | 0.9%           |
| Bank Fees & Checks               | 1,700             | -              | 1,700             | -                | 1.0%           |
| Sanitation Cell Phones           | 1,200             | -              | 900               | (300)            | 0.5%           |
| <b>Total Sanitation Expenses</b> | <b>\$ 148,675</b> | <b>\$ -</b>    | <b>\$ 164,152</b> | <b>\$ 15,477</b> |                |



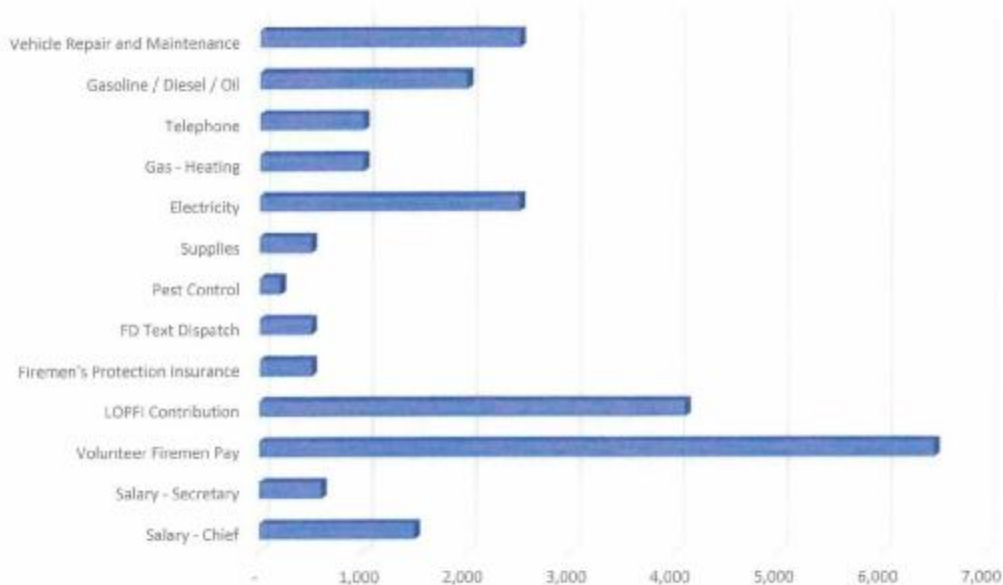
City of Keiser  
General Operating Budget  
FY 2025 Police Expenses

| Police Dept. Expenses                     | 2024<br>BUDGET    | 2024<br>ACTUAL | 2025<br>BUDGET    | VARIANCE         | % of<br>Budget |
|-------------------------------------------|-------------------|----------------|-------------------|------------------|----------------|
| Chief of Police (Salary)                  | 37,075            | -              | 27,500            | (9,575)          | 22.4%          |
| DOJ 2nd Fulltime Officer (Hourly)         | 30,000            | -              | 30,915            | 915              | 25.2%          |
| (2) Part-Time Officer 24 hrs. wk (Hourly) | 15,616            | -              | 31,232            | 15,616           | 25.4%          |
| Auxiliary Officer                         | -                 | -              | 5,000             | 5,000            | 4.1%           |
| SSI & Medicare Tax 7.65%                  | 6,326             | -              | 7,240             | 915              | 5.9%           |
| Uniform Allowance                         | 1,000             | -              | 1,000             | -                | 0.8%           |
| Equipment Purchases                       | 5,000             | -              | 5,000             | -                | 4.1%           |
| Sky Cop                                   | 4,075             | -              | 4,500             | 425              | 3.7%           |
| Supplies                                  | 500               | -              | 500               | -                | 0.4%           |
| Police Cell Phones                        | 1,600             | -              | 1,000             | (600)            | 0.8%           |
| Telephone (Ritter)                        | 1,000             | -              | 500               | (500)            | 0.4%           |
| Training                                  | -                 | -              | 500               | 500              | 0.4%           |
| Gas & Oil                                 | 5,000             | -              | 5,000             | -                | 4.1%           |
| Repairs / Maintenance                     | 3,000             | -              | 3,000             | -                | 2.4%           |
| <b>Total Police Expenses</b>              | <b>\$ 110,192</b> | <b>\$ -</b>    | <b>\$ 122,887</b> | <b>\$ 12,696</b> |                |



City of Keiser  
General Operating Budget  
FY 2025 Fire Dept. Expenses

| Fire Dept. Expenses              | 2024<br>BUDGET   | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE        | % of<br>Budget |
|----------------------------------|------------------|----------------|------------------|-----------------|----------------|
| Salary - Chief                   | 1,200            | -              | 1,500            | 300             | 6.4%           |
| Salary - Secretary               | 500              | -              | 600              | 100             | 2.6%           |
| Volunteer Firemen Pay            | 6,500            | -              | 6,500            | -               | 27.8%          |
| LOPFI Contribution               | 4,000            | -              | 4,100            | 100             | 17.5%          |
| Firemen's Protection Insurance   | 500              | -              | 500              | -               | 2.1%           |
| FD Text Dispatch                 | 500              | -              | 500              | -               | 2.1%           |
| Pest Control                     | 200              | -              | 200              | -               | 0.9%           |
| Supplies                         | 500              | -              | 500              | -               | 2.1%           |
| Electricity                      | 1,500            | -              | 2,500            | 1,000           | 10.7%          |
| Gas - Heating                    | 1,000            | -              | 1,000            | -               | 4.3%           |
| Telephone                        | 1,000            | -              | 1,000            | -               | 4.3%           |
| Gasoline / Diesel / Oil          | 2,000            | -              | 2,000            | -               | 8.5%           |
| Vehicle Repair and Maintenance   | 2,500            | -              | 2,500            | -               | 10.7%          |
| <b>Total Fire Dept. Expenses</b> | <b>\$ 21,900</b> | <b>\$ -</b>    | <b>\$ 23,400</b> | <b>\$ 1,500</b> |                |



City of Keiser  
General Library Operating Budget  
FY 2025 Expenses

| Library Expenses              | 2024<br>BUDGET  | 2024<br>ACTUAL | 2025<br>BUDGET  | VARIANCE    |
|-------------------------------|-----------------|----------------|-----------------|-------------|
| Pest Control                  | 200             | 0              | 200             | -           |
| Repairs and Maintenance       | 1,000           | 0              | 1,000           | -           |
| <b>Total Library Expenses</b> | <b>\$ 1,200</b> | <b>\$ -</b>    | <b>\$ 1,200</b> | <b>\$ -</b> |

City of Keiser  
General Park & City Beautification Operating Budget  
FY 2025 Expenses

| Park & Beautification Expense               | 2024<br>BUDGET  | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE         |
|---------------------------------------------|-----------------|----------------|------------------|------------------|
| Electricity                                 | -               | -              | -                | -                |
| Park Tree Grant                             | -               | -              | 2,500            | 2,500            |
| Maintenance                                 | 2,500           | -              | 2,500            | -                |
| Bathroom Repairs                            | -               | -              | 15,000           | 15,000           |
| Park Upgrades                               | -               | -              | 5,000            | 5,000            |
| City Beautification                         | 5,000           | -              | 5,000            | -                |
| <b>Total Parks &amp; Recreation Expense</b> | <b>\$ 7,500</b> | <b>\$ -</b>    | <b>\$ 30,000</b> | <b>\$ 20,000</b> |

City of Keiser  
Fire Department Act 833 Operating Budget  
FY 2025  
REVENUE

| ACCOUNT SUMMARY                | 2024<br>BUDGET   | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE        | % of<br>Budget |
|--------------------------------|------------------|----------------|------------------|-----------------|----------------|
| Act 833 Turnback               | 13,000           | -              | 15,800           | 2,800           | 100.0%         |
| <b>Total Projected Revenue</b> | <b>\$ 13,000</b> | <b>\$ -</b>    | <b>\$ 15,800</b> | <b>\$ 2,800</b> |                |

Franchise Tax

|                                    |                  |      |                  |
|------------------------------------|------------------|------|------------------|
| Projected Expense                  | \$ 11,075        | \$ - | \$ 11,075        |
| Expected Surplus                   | \$ 1,925         |      | \$ 4,725         |
| Beginning Balance                  | \$ 14,485        |      | \$ 41,236        |
| <b>Projected FY Ending Surplus</b> | <b>\$ 16,410</b> |      | <b>\$ 45,961</b> |

Sales/Use Tax

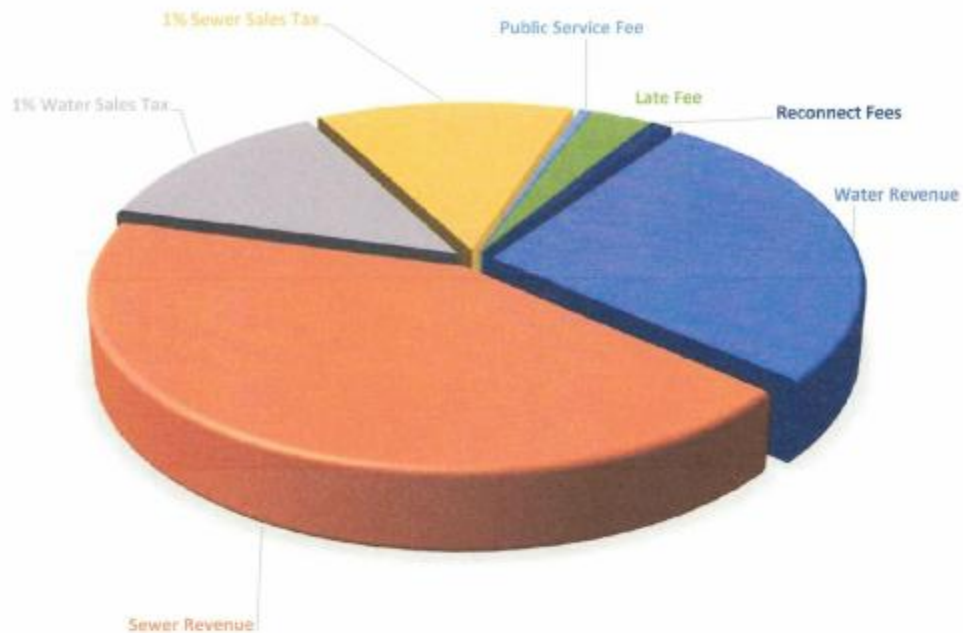
City of Keiser  
Act 833 Operating Budget  
FY 2025 Expenses

| Fire Dept. Act 833 Expense              | 2024<br>BUDGET   | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE    | % of<br>Budget |
|-----------------------------------------|------------------|----------------|------------------|-------------|----------------|
| Act 833 - New Equipment                 | 2,500            | -              | 5,075            | 2,575       | 45.8%          |
| Act 833 - New Radios                    | 2,575            | -              | -                | (2,575)     | 0.0%           |
| Act 833 - Equipment Repairs             | 5,000            | -              | 5,000            | -           | 45.1%          |
| Act 833 - Supplies                      | 1,000            | -              | 1,000            | -           | 9.0%           |
| <b>Total Fire Dept. Act 833 Expense</b> | <b>\$ 11,075</b> | <b>\$ -</b>    | <b>\$ 11,075</b> | <b>\$ -</b> |                |

City of Keiser  
Water & Sewer Operating Budget  
FY 2025  
REVENUE

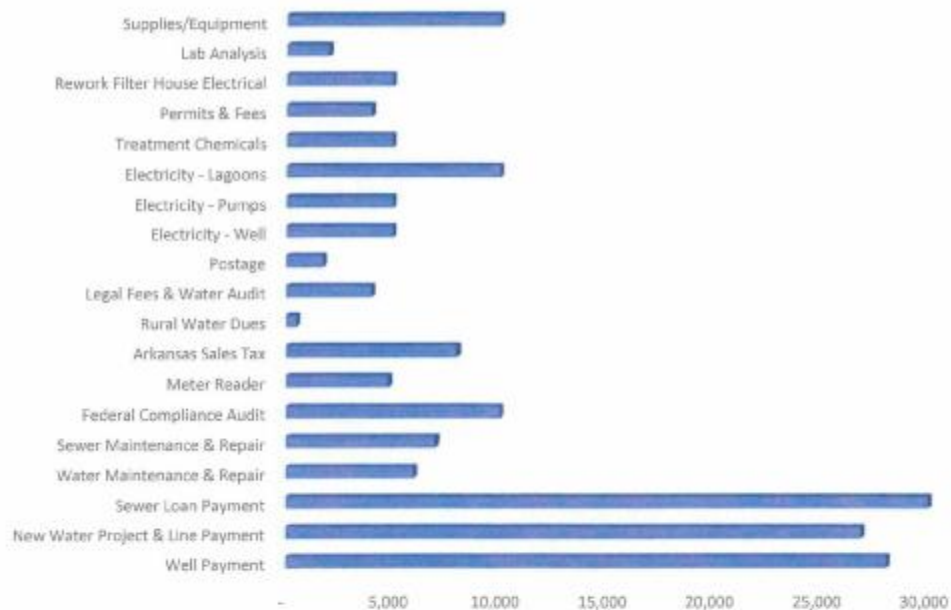
| ACCOUNT SUMMARY                | 2024<br>BUDGET    | 2024<br>ACTUAL | 2025<br>BUDGET    | VARIANCE         | % of<br>Budget |
|--------------------------------|-------------------|----------------|-------------------|------------------|----------------|
| Water Revenue                  | 67,000            | -              | 69,000            | 2,000            | 26.8%          |
| Sewer Revenue                  | 67,000            | -              | 110,000           | 43,000           | 42.8%          |
| 1% Water Sales Tax             | 33,000            | -              | 33,000            | -                | 12.8%          |
| 1% Sewer Sales Tax             | 33,000            | -              | 33,000            | -                | 12.8%          |
| Public Service Fee             | 1,500             | -              | 1,500             | -                | 0.6%           |
| Late Fee                       | 7,500             | -              | 8,000             | 500              | 3.1%           |
| Reconnect Fees                 | 1,000             | -              | 2,500             | 1,500            | 1.0%           |
| <b>Total Projected Revenue</b> | <b>\$ 210,000</b> | <b>\$ -</b>    | <b>\$ 257,000</b> | <b>\$ 47,000</b> |                |

|                                  |            |            |
|----------------------------------|------------|------------|
| Projected Expense                | \$ 141,150 | \$ 172,986 |
| Expected Surplus                 | \$ 68,850  | \$ 84,014  |
| Beginning Balance                | \$ 301,995 | \$ 442,474 |
| Projected Ending Surplus Balance | \$ 370,845 | \$ 526,488 |



City of Keiser  
Water & Sewer Budget  
FY 2025

| Water & Sewer Expenses                  | 2024<br>BUDGET    | 2024<br>ACTUAL | 2025<br>BUDGET    | VARIANCE         | Budget |
|-----------------------------------------|-------------------|----------------|-------------------|------------------|--------|
| Well Payment                            | 27,500            | -              | 28,068            | 568              | 10.9%  |
| New Water Project & Line Payment        | 27,600            | -              | 26,868            | (732)            | 10.5%  |
| Sewer Loan Payment                      | -                 | -              | 30,000            | 30,000           | 11.7%  |
| Water Maintenance & Repair              | 6,000             | -              | 6,000             | -                | 2.3%   |
| Sewer Maintenance & Repair              | 7,000             | -              | 7,000             | -                | 2.7%   |
| Federal Compliance Audit                | 10,000            | -              | 10,000            | -                | 3.9%   |
| Meter Reader                            | 4,800             | -              | 4,800             | -                | 1.9%   |
| Arkansas Sales Tax                      | 11,000            | -              | 8,000             | (3,000)          | 3.1%   |
| Rural Water Dues                        | 500               | -              | 500               | -                | 0.2%   |
| Legal Fees & Water Audit                | 4,000             | -              | 4,000             | -                | 1.6%   |
| Postage                                 | 1,750             | -              | 1,750             | -                | 0.7%   |
| Electricity - Well                      | 6,000             | -              | 5,000             | (1,000)          | 1.9%   |
| Electricity - Pumps                     | 6,000             | -              | 5,000             | (1,000)          | 1.9%   |
| Electricity - Lagoons                   | 7,000             | -              | 10,000            | 3,000            | 3.9%   |
| Treatment Chemicals                     | 5,000             | -              | 5,000             | -                | 1.9%   |
| Permits & Fees                          | 4,000             | -              | 4,000             | -                | 1.6%   |
| Rework Filter House Electrical          | 5,000             | -              | 5,000             | -                | 1.9%   |
| Lab Analysis                            | 2,000             | -              | 2,000             | -                | 0.8%   |
| Supplies/Equipment                      | 6,000             | -              | 10,000            | 4,000            | 3.9%   |
| <b>Total Water &amp; Sewer Expenses</b> | <b>\$ 141,150</b> |                | <b>\$ 172,986</b> | <b>\$ 31,836</b> |        |



City of Keiser  
Meter Deposits  
FY 2025  
ACCOUNT VALUE

| ACCOUNT SUMMARY                    | 2024<br>BUDGET   | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE        | % of<br>Budget |
|------------------------------------|------------------|----------------|------------------|-----------------|----------------|
| Meter Deposits                     | 4,500            | -              | 6,000            | 1,500           | 100.0%         |
| <b>Projected Deposits</b>          | <b>\$ 4,500</b>  | <b>\$ -</b>    | <b>\$ 6,000</b>  | <b>\$ 1,500</b> |                |
| <b>Projected Expense</b>           | <b>\$ 1,000</b>  | <b>\$ -</b>    | <b>\$ 1,000</b>  |                 |                |
| <b>Expected Surplus</b>            | <b>\$ 3,500</b>  |                | <b>\$ 5,000</b>  |                 |                |
| <b>Beginning Balance</b>           | <b>\$ 24,475</b> |                | <b>\$ 26,077</b> |                 |                |
| <b>Projected FY Ending Surplus</b> | <b>\$ 27,975</b> |                | <b>\$ 31,077</b> |                 |                |

City of Keiser  
Meter Deposits  
FY 2025

| Meter Refunds Expenses      | 2024<br>BUDGET  | 2024<br>ACTUAL | 2025<br>BUDGET  | VARIANCE    | % of<br>Budget |
|-----------------------------|-----------------|----------------|-----------------|-------------|----------------|
| Deposit Refunds             | 1,000           | -              | 1,000           | -           |                |
| <b>Total Meter Expenses</b> | <b>\$ 1,000</b> |                | <b>\$ 1,000</b> | <b>\$ -</b> |                |

City of Keiser  
Debt Reserve Fund  
FY 2025  
ACCOUNT VALUE

| ACCOUNT SUMMARY                    | 2024<br>BUDGET   | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE | % of<br>Budget |
|------------------------------------|------------------|----------------|------------------|----------|----------------|
| Debt Reserve                       | -                | -              | -                | -        |                |
| <b>Projected Deposits</b>          | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ -</b>      |          |                |
| <b>Projected Expense</b>           | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ -</b>      |          |                |
| <b>Expected Surplus</b>            | <b>\$ -</b>      |                | <b>\$ -</b>      |          |                |
| <b>Beginning Balance</b>           | <b>\$ 60,136</b> |                | <b>\$ 61,945</b> |          |                |
| <b>Projected FY Ending Surplus</b> | <b>\$ 60,136</b> |                | <b>\$ 61,945</b> |          |                |

City of Keiser  
Street Department  
FY 2025

REVENUE

| ACCOUNT SUMMARY                | 2024<br>BUDGET   | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE      | % of<br>Budget |
|--------------------------------|------------------|----------------|------------------|---------------|----------------|
| 3500-State Turnback            | 63,000           | -              | 62,000           | (1,000)       | 90%            |
| Transfer from General          | -                | -              | -                | -             | 0%             |
| Millage                        | 5,000            | -              | 6,700            | 1,700         | 10%            |
| <b>Total Projected Revenue</b> | <b>\$ 68,000</b> | <b>\$ -</b>    | <b>\$ 68,700</b> | <b>\$ 700</b> |                |

|                             |            |      |            |
|-----------------------------|------------|------|------------|
| Projected Expense           | \$ 65,825  | \$ - | \$ 70,825  |
| Expected Surplus            | \$ 2,175   |      | \$ (2,125) |
| Beginning Balance           | \$ 119,483 |      | \$ 156,556 |
| Projected FY Ending Surplus | \$ 121,658 |      | \$ 154,431 |

| STREET                                    | 2024<br>BUDGET   | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE        | % of<br>Budget |
|-------------------------------------------|------------------|----------------|------------------|-----------------|----------------|
| Electricity                               | 13,500           | -              | 12,500           | (1,000)         | 18%            |
| Speed Bumps                               | 7,000            | -              | 5,000            | (2,000)         | 7%             |
| Park Handicapped Walkway                  | -                | -              | 3,000            | 3,000           | 4%             |
| Supplies                                  | 3,000            | -              | 3,000            | -               | 4%             |
| Bike/Walking Track City Match             | 42,325           | -              | 47,325           | 5,000           | 67%            |
| <b>Total Operations &amp; Maintenance</b> | <b>\$ 65,825</b> |                | <b>\$ 70,825</b> | <b>\$ 5,000</b> |                |

City of Keiser  
DOJ 2nd Full Time Officer Grant  
FY 2025

REVENUE

| ACCOUNT SUMMARY                    | 2024<br>BUDGET   | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE        | % of<br>Budget |
|------------------------------------|------------------|----------------|------------------|-----------------|----------------|
| Transfer Funds to General          | 22,500           | -              | 30,000           | 7,500           | 100%           |
|                                    | -                | -              | -                | -               | 0%             |
| <b>Total Projected Revenue</b>     | <b>\$ 22,500</b> | <b>\$ -</b>    | <b>\$ 30,000</b> | <b>\$ 7,500</b> |                |
| <b>Projected Expense</b>           | <b>\$ 22,500</b> | <b>\$ -</b>    | <b>\$ 30,000</b> |                 |                |
| <b>Expected Surplus</b>            | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ -</b>      |                 |                |
| <b>Beginning Balance</b>           | <b>\$ 756</b>    | <b>\$ 771</b>  |                  |                 |                |
| <b>Projected FY Ending Surplus</b> | <b>\$ 756</b>    | <b>\$ 771</b>  |                  |                 |                |

| DOJ 2nd Officer Expenses                  | 2024<br>BUDGET   | 2024<br>ACTUAL   | 2025<br>BUDGET  | VARIANCE | % of<br>Budget |
|-------------------------------------------|------------------|------------------|-----------------|----------|----------------|
| Full Time Officer Salary                  | 22,500           | -                | 30,000          | 7,500    | 100%           |
|                                           | -                | -                | -               | -        | 0%             |
| <b>Total Operations &amp; Maintenance</b> | <b>\$ 22,500</b> | <b>\$ 30,000</b> | <b>\$ 7,500</b> |          |                |

City of Keiser  
DOJ Community Policing Grant  
FY 2025

REVENUE

| ACCOUNT SUMMARY                    | 2024<br>BUDGET  | 2024<br>ACTUAL | 2025<br>BUDGET  | VARIANCE        | % of<br>Budget |
|------------------------------------|-----------------|----------------|-----------------|-----------------|----------------|
| DOJ Grant Funds                    | 9,700           | -              | 3,222           | 9,700           | 100%           |
|                                    | -               | -              | -               | -               | 0%             |
| <b>Total Projected Revenue</b>     | <b>\$ 9,700</b> | <b>\$ -</b>    | <b>\$ 3,222</b> | <b>\$ 9,700</b> |                |
| <b>Projected Expense</b>           | <b>\$ 9,700</b> | <b>\$ -</b>    | <b>\$ 4,905</b> |                 |                |
| <b>Expected Surplus</b>            | <b>\$ -</b>     | <b>\$ -</b>    |                 |                 |                |
| <b>Beginning Balance</b>           | <b>\$ 100</b>   |                | <b>\$ 1,683</b> |                 |                |
| <b>Projected FY Ending Surplus</b> | <b>\$ 100</b>   | <b>\$ -</b>    |                 |                 |                |

| DOJ Community Policing<br>Expenses        | 2024<br>BUDGET  | 2024<br>ACTUAL | 2025<br>BUDGET  | VARIANCE          | % of<br>Budget |
|-------------------------------------------|-----------------|----------------|-----------------|-------------------|----------------|
| Transportation                            | 600             | -              | 600             | -                 | 12%            |
| Meals                                     | 600             | -              | 600             | -                 | 12%            |
| Lodging                                   | 1,200           | -              | -               | (1,200)           | 0%             |
| Crime Analysis Software                   | 500             | -              | 500             | -                 | 10%            |
| Printer                                   | 1,000           | -              | -               | (1,000)           | 0%             |
| Tablet                                    | 500             | -              | -               | (500)             | 0%             |
| Project Software                          | 200             | -              | 200             | -                 | 4%             |
| Community Resource Material               | 1,000           | -              | 1,000           | -                 | 20%            |
| Overtime                                  | 1,100           | -              | -               | (1,100)           | 0%             |
| Misc. Expense                             | 1,000           | -              | 1,000           | -                 | 20%            |
| Staff Training                            | 2,000           | -              | 1,005           | (995)             | 20%            |
| <b>Total Operations &amp; Maintenance</b> | <b>\$ 9,700</b> | <b>\$ -</b>    | <b>\$ 4,905</b> | <b>\$ (4,795)</b> |                |

City of Keiser  
ArDOT Bike/Walking Grant  
FY 2025

REVENUE

| ACCOUNT SUMMARY                    | 2024<br>BUDGET    | 2024<br>ACTUAL | 2025<br>BUDGET    | VARIANCE         | % of<br>Budget |
|------------------------------------|-------------------|----------------|-------------------|------------------|----------------|
| ArDOT Bike/Walking Grant           | 86,000            | -              | 86,000            | -                | 62%            |
| City Matching Funds                | 42,325            | -              | 52,425            | 10,100           | 38%            |
|                                    | -                 | -              | -                 | -                | 0%             |
|                                    | -                 | -              | -                 | -                | 0%             |
| <b>Total Projected Revenue</b>     | <b>\$ 128,325</b> | <b>\$ -</b>    | <b>\$ 138,425</b> | <b>\$ 10,100</b> |                |
| <b>Projected Expense</b>           | <b>\$ 128,425</b> | <b>\$ -</b>    | <b>\$ 138,425</b> |                  |                |
| <b>Expected Surplus</b>            | <b>\$ (100)</b>   |                | <b>\$ -</b>       |                  |                |
| <b>Beginning Balance</b>           | <b>\$ 100</b>     |                | <b>\$ -</b>       |                  |                |
| <b>Projected FY Ending Surplus</b> | <b>\$ -</b>       |                | <b>\$ -</b>       |                  |                |

| Bike/Walking Trail Grant                  | 2024<br>BUDGET    | 2024<br>ACTUAL | 2025<br>BUDGET    | VARIANCE         | % of<br>Budget |
|-------------------------------------------|-------------------|----------------|-------------------|------------------|----------------|
| Bike Trail Construction/Instillation      | 107,925           | -              | 107,925           | -                | 78%            |
| Engineering Design                        | 13,000            | -              | 13,000            | -                | 9%             |
| Construction Inspection                   | 5,000             | -              | 5,000             | -                | 4%             |
| Estimated Price Increase                  | -                 | -              | 10,000            | 10,000           | 7%             |
| Surveying                                 | 2,500             | -              | 2,500             | -                | 2%             |
| <b>Total Operations &amp; Maintenance</b> | <b>\$ 128,425</b> |                | <b>\$ 138,425</b> | <b>\$ 10,000</b> |                |

City of Keiser  
ANRC Sewer Loan  
FY 2025

REVENUE

| ACCOUNT SUMMARY                | 2024<br>BUDGET      | 2024<br>ACTUAL | 2025<br>BUDGET    | VARIANCE              | % of<br>Budget |
|--------------------------------|---------------------|----------------|-------------------|-----------------------|----------------|
| Construction Loan              | 1,353,000           | -              | 235,500           | (1,117,500)           | 100%           |
|                                | -                   | -              | -                 | -                     | 0%             |
|                                | -                   | -              | -                 | -                     | 0%             |
|                                | -                   | -              | -                 | -                     | 0%             |
| <b>Total Projected Revenue</b> | <b>\$ 1,353,000</b> | <b>\$ -</b>    | <b>\$ 235,500</b> | <b>\$ (1,117,500)</b> |                |

|                             |              |        |            |
|-----------------------------|--------------|--------|------------|
| Projected Expense           | \$ 1,353,000 | \$ -   | \$ 235,500 |
| Expected Surplus            | \$ -         | \$ -   | \$ -       |
| Beginning Balance           | \$ 404       | \$ 194 |            |
| Projected FY Ending Surplus | \$ 404       | \$ 194 |            |

| Sewer Loan Expenses                       | 2024<br>BUDGET      | 2024<br>ACTUAL | 2025<br>BUDGET    | VARIANCE              | % of<br>Budget |
|-------------------------------------------|---------------------|----------------|-------------------|-----------------------|----------------|
| Construction                              | 975,000             | -              | 220,500           | (754,500)             | 94%            |
| Engineering                               | 220,000             | -              | 15,000            | (205,000)             | 6%             |
| Legal                                     | 18,000              | -              | -                 | (18,000)              | 0%             |
| Cleaning & Televising Sewer               | 140,000             | -              | -                 | (140,000)             | 0%             |
| <b>Total Operations &amp; Maintenance</b> | <b>\$ 1,353,000</b> | <b>\$ -</b>    | <b>\$ 235,500</b> | <b>\$ (1,117,500)</b> |                |

City of Keiser  
Arkansas Fun Park Grant  
FY 2025

REVENUE

| ACCOUNT SUMMARY                    | 2024<br>BUDGET | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE         | % of<br>Budget |
|------------------------------------|----------------|----------------|------------------|------------------|----------------|
| Fun Park Grant                     | -              | -              | 50,000           | 50,000           | 86%            |
| City Street Funds Handicap Walkway | -              | -              | 3,000            | 3,000            | 5%             |
| City Funds                         | -              | -              | 5,000            | 5,000            | 9%             |
| <b>Total Projected Revenue</b>     | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ 58,000</b> | <b>\$ 58,000</b> |                |

|                                    |                    |                  |                  |
|------------------------------------|--------------------|------------------|------------------|
| <b>Projected Expense</b>           | <b>\$ 45,000</b>   | <b>\$ -</b>      | <b>\$ 58,000</b> |
| <b>Expected Surplus</b>            | <b>\$ (45,000)</b> | <b>\$ -</b>      |                  |
| <b>Beginning Balance</b>           | <b>\$ 30,000</b>   | <b>\$ 50,100</b> |                  |
| <b>Projected FY Ending Surplus</b> | <b>\$ (15,000)</b> | <b>\$ 50,100</b> |                  |

| Park Expenses                             | 2024<br>BUDGET   | 2024<br>ACTUAL | 2025<br>BUDGET   | VARIANCE         | % of<br>Budget |
|-------------------------------------------|------------------|----------------|------------------|------------------|----------------|
| Park Equipment                            | 45,000           | -              | 50,000           | 5,000            | 86%            |
| Park Handicapped Walkway                  | -                | -              | 3,000            | 3,000            | 5%             |
| Engineer Fees                             | -                | -              | 5,000            | 5,000            | 9%             |
| <b>Total Operations &amp; Maintenance</b> | <b>\$ 45,000</b> |                | <b>\$ 58,000</b> | <b>\$ 13,000</b> |                |

## RESOLUTION 2024-12

### A RESOLUTION APPROVING THE AGREEMENT AND RELEASE AND DONATION WAIVER OF LIABILITY AND AGREEMENT FOR INDEMNIFICATION RECEIPT OF DONATED EQUIPMENT

WHEREAS, the City of Keiser (hereinafter referred to as "the CITY OF KEISER") desires to donate AS-IS WITHOUT WARRANTY AND WITH ALL FAULTS the specific equipment described in Exhibit A, including VIN # F75FVW66300, to the ERWIN Fire Department.

WHEREAS, the recipient, ERWIN FIRE DEPARTMENT, acknowledges that proper use of the donated equipment may require extensive training and ongoing maintenance.

WHEREAS, the RECIPIENT acknowledges that the ERWIN FIRE DEPARTMENT remains responsible for obtaining any necessary maintenance and training to safely and effectively use the donated equipment.

1. **Receipt of Equipment.** The FIRE DEPARTMENT acknowledges receipt of the following equipment donated by the CITY OF KEISER to the ERWIN FIRE DEPARTMENT (hereinafter referred to as "Donated Equipment"): See "Exhibit A."
2. **No Warranties.** The City of KEISER, including its officers, employees, and agents, makes no representations whatsoever and offers no warranties of any kind, either express or implied, including but not limited to the implied warranties of merchantability or fitness for a particular purpose. The CITY OF KEISER assumes no responsibilities whatsoever with respect to the design, development, manufacture, or use of Donated Equipment.
3. **Waiver of Liability.** The ERWIN FIRE DEPARTMENT does hereby waive, release, and discharge any and all claims for damages for personal injury, death, property damage, any claim in tort, or any other claim, regardless of legal theory, that may hereafter accrue as a result of the use of the Donated Equipment. The entire risk as to the performance of the Donated Equipment is assumed by the FIRE DEPARTMENT. In no event shall the CITY OF KEISER or its officers, employees, or agents, be responsible or liable for any direct, indirect, special, incidental, consequential damages, lost profits, or any other economic or physical loss or damage to any individual regardless of legal theory resulting from use of the Donated Equipment. The above limitations on liability apply even though the CITY OF KEISER may not have advised of the possibility of such damage.
4. **Indemnification.** The ERWIN FIRE DEPARTMENT agrees to indemnify and hold harmless the CITY OF KEISER from any and all claims, liability, and damages arising from the use of the Donated Equipment.

RECIPIENT HAS CAREFULLY READ THIS WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT AND UNDERSTANDS ITS CONTENTS. RECIPIENT IS AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE ERWIN FIRE DEPARTMENT AND THE CITY OF KEISER.

IN WITNESS WHEREOF, both Donor and Donee have caused this instrument to be executed on their behalf by officials duly authorized, therefore.

**ERWIN FIRE DEPARTMENT, as DONEE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness Printed Name

**CITY OF KEISER, as DONOR**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness Printed Name

**STATE OF ARKANSAS MISSISSIPPI COUNTY**

Sworn to and subscribed before me, \_\_\_\_\_,

a \_\_\_\_\_ in and for the County of Mississippi, on this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

In witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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**EXHIBIT A**

The following item will be donated to the ERWIN FIRE DEPARTMENT:

1. 1975 FORD HOWE PUMPER, VIN # F75FVW66300

## **City of Keiser Cybersecurity Policy and Procedures**

### **Purpose**

To protect the City of Keiser's digital assets, ensure the privacy and security of resident data, and minimize risks related to cybersecurity threats, such as unauthorized access, data breaches, and malware.

### **Scope**

This policy applies to all city employees, contractors, consultants, and third-party entities who access, manage, or maintain the City of Keiser's information systems.

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## **1. Cybersecurity Policy**

### **1. Data Access Control**

- Only authorized personnel shall access city systems and data.
- Access shall be granted based on job roles and regularly reviewed for necessity.
- Employees shall use unique usernames and complex passwords, kept confidential, to access city systems.

### **2. Network Security**

- All city networks shall be protected by firewalls, secure routers, and, when feasible, VPNs for remote access.
- Network access shall be restricted to authorized devices with updated security software.
- Wi-Fi access points for public use must be separated from internal city networks.

### **3. User Authentication and Password Management**

- Passwords must be strong (minimum 8 characters, including numbers, letters, and symbols) and updated every 90 days.
- Multi-factor authentication (MFA) should be used where possible for critical systems.
- Employees must never share passwords and should report any suspected compromise immediately.

### **4. Email Security**

- All city emails must include a disclaimer regarding confidentiality and cyber awareness.
- Employees shall not open or download files from unknown sources, click on suspicious links, or respond to phishing emails.
- Employees must report suspicious emails to the IT department for investigation.

### **5. Data Privacy and Protection**

- Sensitive resident data, including personal identifiable information (PII), shall be encrypted and stored on secure servers.

- Only authorized personnel shall have access to PII, and access must be regularly reviewed.
- Personal data shall not be disclosed without proper authorization and must comply with privacy laws.

#### **6. Device Security**

- City-owned devices shall be protected with updated anti-virus software, firewalls, and regular security patches.
- Employees must not install unauthorized software or use personal devices to access city systems without prior approval.
- Lost or stolen devices must be reported immediately to the IT department to initiate data protection protocols.

#### **7. Incident Response**

- Employees must report cybersecurity incidents (e.g., data breaches, malware infection) immediately.
- An incident response plan must be in place to contain and assess threats, mitigate damage, and document incidents for review.

#### **8. Cybersecurity Training**

- All employees shall participate in annual cybersecurity training sessions.
- Training will cover topics such as identifying phishing attacks, safe internet practices, and the importance of data security.

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### **2. Cybersecurity Procedures**

#### **A. Access Control Procedures**

##### **1. Account Creation and Deletion**

- The IT department will set up and deactivate user accounts upon hiring and termination.
- Access to sensitive data shall require management approval and be reviewed annually.

##### **2. Role-Based Access Review**

- Supervisors shall conduct a quarterly review of user access to ensure compliance with job roles.

#### **B. Network and Device Security Procedures**

##### **1. Network Configuration**

- The IT department shall configure firewalls to block unauthorized access and regularly review security logs.

- VPN access for remote work requires department head approval and compliance with security protocols.

## **2. Device Encryption and Updates**

- Devices storing city data shall be encrypted, and updates will be pushed regularly by the IT department.
- Unauthorized software will be automatically removed, and users shall be notified.

## **C. Password Management Procedures**

### **1. Setting Up and Changing Passwords**

- Passwords shall be set up according to complexity requirements and changed every 180 days.
- A secure password manager may be used to store and retrieve complex passwords.

### **2. Multi-Factor Authentication (MFA) Setup**

- MFA will be configured for high-security systems by the IT department, and employees shall follow setup instructions.

## **D. Email Security Procedures**

### **1. Spam and Phishing Detection**

- Email filtering tools shall be installed to detect phishing and spam emails.
- IT shall monitor and update filters regularly and review suspicious email reports.

### **2. Email Encryption**

- Sensitive information shared via email shall be encrypted as needed.

## **E. Data Privacy and Backup Procedures**

### **1. Data Encryption and Storage**

- PII and sensitive data shall be encrypted and stored on secure, access-controlled servers.
- Data backup procedures shall be implemented weekly, with backups stored in secure, offsite locations.

### **2. Data Disposal**

- Data no longer needed will be securely deleted in accordance with retention policies and privacy regulations.

## **F. Incident Response Procedures**

### **1. Incident Reporting**

- Employees must report suspicious activity immediately to the IT department.
- A cybersecurity incident form will be completed for documentation.

## **2. Response Steps**

- The IT team will assess, contain, and mitigate the issue, including disconnecting compromised devices from the network.
- Post-incident, the IT team will perform a root cause analysis and update security protocols if necessary.

## **G. Cybersecurity Training and Awareness**

### **1. Annual Training**

- All employees will attend cybersecurity training annually, covering the latest threats and security best practices.

### **2. Phishing Simulations**

- The IT department may conduct phishing simulations to test awareness and provide follow-up training for those who need it.

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## **3. Policy Enforcement**

Violations of this policy may result in disciplinary action, up to and including termination. Intentional breaches of cybersecurity protocols are prohibited and may result in legal action if data integrity is compromised.

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## **4. Policy Review and Updates**

This policy shall be reviewed and updated annually by the IT department and approved by city leadership to ensure it remains effective in addressing current cybersecurity threats.

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This policy provides a comprehensive framework for maintaining a secure digital environment in Keiser. Regular reviews and updates will ensure the city stays ahead of cybersecurity challenges.

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## **5. Effective Date and Amendments**

This policy is effective as of November 18, 2024. Amendments or revisions to this policy will be made public and distributed to all relevant parties.

Rick Creecy, Mayor  
City of Keiser

## **City of Kaiser Data Retention Policy and Procedures**

### **Purpose**

The purpose of this policy is to establish guidelines for the retention and secure disposal of records for the City of Kaiser. This ensures that essential documents are preserved indefinitely for historical and legal purposes, while other records are systematically disposed of after their retention period to reduce storage costs and protect sensitive information.

### **Scope**

This policy applies to all city departments and covers both physical and electronic records created, received, or maintained by the City of Kaiser. It specifically applies to:

- City Ordinances
- City Council Minutes
- Resolutions
- Annual Financial Audits
- Year-End Financial Statements
- Employee Retirement Documents

All other records not listed above should be kept for seven years and then securely disposed of.

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### **1. Data Retention Policy**

#### **1. Permanent Retention**

- The following records are designated as **permanent records** and shall be retained indefinitely:
  - **City Ordinances**
  - **City Council Minutes**
  - **Resolutions**
  - **Annual Financial Audits**
  - **Year-End Financial Statements**
  - **Employee Retirement Documents**
- These records must be stored securely to prevent unauthorized access, loss, or damage.

## **2. Seven-Year Retention**

- All other city records not specified as permanent records are designated as **seven-year records**.
- After seven years, these records should be securely shredded to protect sensitive information and maintain data confidentiality.

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## **2. Data Retention Procedures**

### **A. Storage and Security of Permanent Records**

#### **1. Physical Records**

- Permanent physical records shall be stored in a designated, secure location, such as a locked file room or storage facility that is accessible only to authorized personnel.
- The file room should be equipped with fire-resistant cabinets or safes to protect documents from physical damage.

#### **2. Electronic Records**

- Digital copies of permanent records should be stored on a secure server with restricted access.
- A backup of all electronic permanent records shall be stored offsite or in a secure cloud-based system for disaster recovery.
- Encryption must be used to protect any sensitive information within electronic records.

#### **3. Access Control**

- Access to permanent records, whether physical or electronic, shall be restricted to authorized personnel only.
- Access logs should be maintained to track any retrieval or handling of these records.

### **B. Retention and Disposal of Seven-Year Records**

#### **1. Record Identification**

- Departments shall review records annually to identify those eligible for disposal based on the seven-year retention period.
- Records created or last modified seven or more years prior to the current date are eligible for disposal.

## **2. Secure Disposal**

- Physical seven-year records shall be securely shredded. Shredding services must comply with industry standards to ensure complete destruction of documents.
- Electronic seven-year records must be permanently deleted from all storage devices, including backups, in a manner that prevents data recovery.

## **C. Disposal Authorization and Documentation**

### **1. Authorization**

- Before disposing of any records, department heads or authorized personnel must review and approve the disposal.
- Disposal must be documented, specifying the types of records destroyed, the date of disposal, and the individual(s) responsible for overseeing the disposal process.

### **2. Documentation of Disposal**

- A disposal log shall be maintained, detailing the records disposed of, disposal methods, and authorization signatures.
- The disposal log shall be retained permanently as an audit trail and proof of compliance with data retention requirements.

## **D. Annual Review Process**

- The City of Keiser will conduct an annual review of records to ensure compliance with retention requirements.
- During the annual review, each department shall:
  - Identify records that must be retained permanently and verify their secure storage.
  - Identify records eligible for disposal and follow disposal authorization and documentation procedures.

## **E. Training and Compliance**

- All employees responsible for handling city records must undergo annual training on data retention requirements and secure disposal practices.
- Departments shall be responsible for ensuring compliance with this policy and shall be subject to periodic audits to verify adherence.

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## **3. Policy Enforcement**

Failure to comply with this policy may result in disciplinary action, up to and including termination, as well as potential legal ramifications if data is improperly disposed of or retained against policy.

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#### **4. Policy Review and Updates**

This policy shall be reviewed annually by city leadership and the records management team to ensure it meets current legal requirements and best practices in data retention.

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This Data Retention Policy ensures that critical city records are preserved indefinitely, while other records are responsibly managed and securely disposed of after their designated period. Regular training and compliance checks will help maintain the integrity of the City of Keiser's record-keeping processes.

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#### **5. Effective Date and Amendments**

This policy is effective as of November 18, 2024. Amendments or revisions to this policy will be made public and distributed to all relevant parties.

Rick Creecy, Mayor  
City of Keiser