



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

June 12, 2023 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of May 31, 2023 Minutes
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and Discuss CWEP Budget for FY 24
 2. Consider and Discuss a Council Bill authorizing adoption of the City of Carthage's Annual Operating and Capital Budget for the year ending June 30, 2024
 3. Consider and Discuss Council Bill for an MOU with the City of Joplin
 4. Consider and Discuss bids for IT Managed Services
 5. Staff Reports
- 5. Adjournment**

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



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

May 31, 2023 - 12:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Alan Snow, Mark Elliff, David Armstrong, Ed Hardesty

OTHER COUNCIL MEMBERS: Terri Heckmaster

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, City Clerk Miranda Deal, Parks and Recreation Director Abi Almandinger, Police Chief Bill Hawkins, Tourism Director Katie Fields, City Attorney Nate Dally was present via telephone

OTHERS PRESENT: Chuck Bryant, CWEP General Manager, and Brian Schmidt, CWEP Board Member

Chairman Snow called the meeting to order at 12:05 PM.

2. Old Business

1. Approval of May 17, 2023 Minutes

ACTION: Motion to accept/approve item 2.1. by Mark Elliff
Motion passed with a 4:0

AYES: Alan Snow, Mark Elliff, David Armstrong, Ed Hardesty

3. Citizens Participation

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

4. New Business

1. Consider and Discuss CWEP Budget for Fiscal 24

There was information requested from Carthage Water & Electric regarding their positions and salaries. The requested information was received prior to the meeting. Mr. Armstrong stated that he was given a lot of information with little time to review all of it thoroughly but he did have some questions regarding what was given to him.

Mr. Snow asked Mr. Bryant how many employees Carthage Water and Electric had, Mr. Bryant answered with 90 and that does not include a few part time employees.

There were questions for Mr. Bryant regarding the COLA and the 3% increase

that was presented in the budget. Mr. Bryant explained that the COLA is across the board, and the 3% is a merit-based increase that not everyone is guaranteed to receive that every year. They included the 3% increase for everyone just so it would get budgeted for in the event that everyone was awarded the full increase. Mr. Bryant explained that they look at a National Survey of the American Public Power Association to base their salaries off of. Mr. Elliff voiced concerns on if the document provided to the committee was compliant with City Ordinances and the State Statutes. Mr. Dally stated that he has not seen the document yet but the positions and salaries needed to be approved by the City Council.

Mr. Bryant said he was willing to start taking the positions and salaries to his board yearly to get them approved before the Council approved the CWEP budget every year.

There were further discussions on what to do moving forward. There was no other action taken at this time. The committee wanted to have time to review the requested information that was provided and give Mr. Dally time to also review the document.

2. Staff Reports

5. **Adjournment**

ACTION:

Motion to adjourn at 12:49 p.m. by David Armstrong
Motion passed with a 4:0

AYES:

Alan Snow, Mark Elliff, David Armstrong, Ed Hardesty

CARTHAGE WATER & ELECTRIC PLANT

OPERATING BUDGET

JULY 1, 2023
THRU
JUNE 30, 2024

CWEP Board Approved: April 20, 2023

City Council Approved:

**OFFICE & JOINT
CUSTOMER SERVICE EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
91-901.00	SUPERVISION-CUST ACCTING	21,454	57,900	49,647	87,800
91-902.00	METER READING	-	-	-	-
91-903.00	CUSTOMER RECORDS & COLL	274,077	397,500	322,966	472,000
91-904.00	UNCOLLECTIBLE ACCOUNTS	3,915	50,000	24,439	50,000
91-908.00	RESIDENTIAL ENERGY AUDITS	3,388	3,400	3,400	3,400
91-909.00	CUSTOMER SERVICE & INFO	15,512	21,400	20,809	36,600
91-910.00	MISC CUSTOMER SERVICE & INFORMATION	128,697	181,500	168,058	256,000
91-955.00	AMORTIZATION EXPENSE (GASB 87)	13,284	-	13,284	13,300
91-960.00	INTEREST EXPENSE (GASB 87)	1,450	-	1,450	1,500
	TOTAL	461,776	711,700	604,053	920,600

CUSTOMER SERVICE EXPENSE SHEET PROVIDED FOR
REFERENCE ONLY – ALL COSTS ALLOCATED
TO DEPARTMENTS AS FOLLOWS:

10-999.91	ELECTRIC DEPARTMENT	178,020	271,460	230,401	344,780
20-999.91	WATER DEPARTMENT	130,096	198,030	168,077	251,540
30-999.91	WASTEWATER DEPARTMENT	125,823	191,690	162,699	243,160
40-999.91	COMMUNICATION DEPARTMENT	27,837	50,520	42,877	81,120

**OFFICE & JOINT
GENERAL & ADMINISTRATIVE EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
92-920.10	GENERAL OFFICERS SALARIES	391,234	388,500	392,719	683,000
92-920.20	GENERAL CLERKS SALARIES	309,916	390,000	375,711	582,000
92-921.00	OFFICE SUPPLIES & EXPENSE	21,424	23,500	18,831	27,000
92-921.50	NETWORK SERVICES	188,333	225,000	199,704	350,000
92-921.70	COMPUTER EQUIPMENT, SOFTWARE & ACCESSORIES	38,961	54,200	47,038	69,700
92-922.00	GENERAL ADM EXP CAPTLZD	(718,140)	(533,000)	(658,294)	(2,559,000) *
92-923.00	OUTSIDE SERVICES EMPLOYED	35,689	91,500	78,983	112,500
92-924.00	PROPERTY INSURANCE	7,169	7,900	7,720	8,500
92-925.00	INJURIES AND DAMAGES	195,156	216,000	216,023	276,500
	EMPLOYEE BENEFITS:				
92-926.10	EMPL BENEFITS-FLOAT HOLIDAY	20,663	23,600	19,160	-
92-926.11	EMPL BENEFITS-VACATIONS	331,456	374,000	354,764	-
92-926.12	EMPL BENEFITS-HOLIDAYS	192,332	212,500	216,942	-
92-926.13	EMPL BENEFITS-SICK LEAVE	136,554	116,500	119,427	-
92-926.14	EMPL BENEFITS-OTHER	20,992	12,500	9,869	-
92-926.15	EMPL BENEFITS-FAMILY SICK LEAVE	19,104	18,500	16,415	-
92-926.16	COVID EMERGENCY PAID SICK LEAVE	-	-	-	-
92-926.20	SOCIAL SECURITY	312,473	312,500	312,327	367,500 *
92-926.25	DISABILITY & LIFE INSURANCE	20,064	21,300	21,583	23,400
92-926.30	CW&EP RETIREMENT	811,917	850,000	827,577	924,500 *
92-926.31	GASB 68 ADJUSTMENT (LAGERS)	(553,482)	200,000	200,000	50,000
92-926.35	MEDICARE	73,866	74,300	74,569	86,000 *
92-926.40	HEALTH INSURANCE	636,720	688,500	657,734	680,000 *
92-926.50	PHYSICAL EXAMINATIONS	7,944	10,000	5,580	7,000
92-926.60	UNIFORMS/SAFETY SHOES ETC.	34,467	37,000	45,055	14,000
92-926.70	WELLNESS, OTHER BENEFITS	28,638	33,900	34,558	41,500
92-926.80	CAFETERIA BENEFITS	5,218	7,000	6,894	7,000
92-926.90	ICMA MATCHING	51,880	54,700	52,870	59,300 *
92-930.10	GENERAL ADVERTISING	3,764	7,800	3,410	7,500
92-930.20	MISC GENERAL EXPENSE	4,008	3,800	3,959	3,900
92-930.30	ECON DEVELOP/PUB RELATION	309,900	309,000	306,065	2,089,000
92-930.40	COMMUNICATION	30,861	31,000	32,763	34,900
92-930.50	TRANSPORTATION COSTS ALLOCATED	(14,685)	(14,000)	(14,000)	(16,000)
92-930.60	EDUCATION & TRAINING	35,432	86,200	85,962	91,200
92-930.70	MEMBERSHIP DUES	55,072	56,500	56,588	45,400
92-932.10	OFFICE BLDG MAINTENANCE AND SUPPLIES	264,943	279,500	285,638	433,500
92-932.20	SOFTWARE MAINTENANCE AGREEMENTS	154,737	172,500	167,973	234,000
92-949.00	MISC GENERAL INCOME	(21,770)	(16,800)	(18,801)	(16,700)
92-950.00	GAIN/LOSS ON DISPOSAL OF FIXED ASSETS	(378)	-	6,064	-
TOTAL		3,442,429	4,825,900	4,569,381	4,717,100

* OVERHEAD ITEMS FOR PRESENTATION ONLY; THESE SHOULD BE NETTED IN ACCOUNT 92-922.00

GENERAL & ADMINISTRATIVE EXPENSE SHEET PROVIDED FOR REFERENCE ONLY – ALL
COSTS ALLOCATED TO DEPARTMENTS AS FOLLOWS:

10-999.92	ELECTRIC DEPARTMENT	2,775,062	3,897,240	3,689,275	3,802,720
20-999.92	WATER DEPARTMENT	303,671	448,170	424,255	415,350
30-999.92	WASTEWATER DEPARTMENT	267,812	349,490	330,841	375,000
40-999.92	COMMUNICATION DEPARTMENT	95,884	131,000	124,011	124,030

**OFFICE & JOINT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
90-390.00	LAND & LAND RIGHTS AND IMPROVEMENTS	-	-	-	-
90-390.10	STRUCTURES & IMPROVEMENTS-WHSE	-	9,000	6,610	30,000 (1)
90-390.20	OFFICE BUILDING & YARD	6,800	181,000	320,000	87,800 (2)
90-391.00	OFFICE FURN, EQUIP & COMPUTERS	134,243	145,500	225,258	30,000 (3)
60-392.00	TRANSPORTATION EQUIPMENT	15,894	50,000	0	50,000 (4)
90-392.00	TRANSPORTATION EQUIPMENT	29,749	34,000	64,147	138,000 (5)
90-394.00	TOOLS	2,135	-	-	30,000 (6)
90-397.00	COMMUNICATION EQUIPMENT	20,643	-	-	15,000 (7)
	TOTAL	209,463	419,500	616,014	380,800
90-107.00	WORK IN PROGRESS	-	-	-	-
	CASH OUTLAY FOR FY	209,463	419,500	616,014	380,800
	ELECTRIC	88,505	174,935	256,884	154,556
	WATER	59,158	118,079	173,393	105,217
	WASTEWATER	52,087	102,256	150,158	90,577
	COMMUNICATION	9,713	24,229	35,579	30,451

(1) TRANSFORMER STORAGE.

(2) MAINTENANCE SHOP @ \$67,500; ELECTRIC HEATER FOR FIBER INVENTORY WAREHOUSE @ \$9,500;
CARPET FOR PURCHASING BUILDING @ \$10,800.

(3) SERVER AND WORKSTATION ONSITE BACKUP STORAGE @ \$30,000.

(4) REPLACE UNIT 603.

(5) FORD EXPLORER TO REPLACE UNIT 111 @ \$34,000; MINI SKID STEER WITH ATTACHMENTS @ \$76,000; SIDE DUMP TRAILER @ \$28,000.

(6) TRAFFIC CONTROL SYSTEM.

(7) TRIMBLE GPS.

**COMMUNICATION DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
COMMUNICATION REVENUE:				
FIBER REVENUE	1,170,549	1,398,400	1,468,776	1,941,400
WIRELESS REVENUE	335,381	274,900	283,657	222,700
DEPARTMENT UTILITIES	113,028	111,300	116,764	116,800
MISC REVENUE	135	120	239	120
TOTAL OPERATING REVENUE	1,619,093	1,784,720	1,869,436	2,281,020
OPERATING EXPENSE:				
(pg 25) OPERATING EXPENSE	407,644	499,100	403,895	899,400
(pg 27) CUSTOMER SERVICE EXPENSE	27,837	50,520	42,877	81,120
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	95,884	131,000	124,011	124,030
DEPRECIATION & AMORTIZATION	497,628	583,400	678,759	812,821
TOTAL OPERATING EXPENSES	1,028,993	1,264,020	1,249,541	1,917,371
NET OPERATING REVENUE	590,100	520,700	619,895	363,649
OTHER REVENUE / (EXPENSE):				
(pg 24) OTHER INCOME	2,708	2,800	528	-
(pg 24) OTHER EXPENSE	(120,946)	(165,810)	(166,743)	(155,150)
TOTAL OTHER REVENUE / (EXPENSE)	(118,238)	(163,010)	(166,215)	(155,150)
NET INCOME BEFORE TRANSFER	471,862	357,690	453,680	208,499
TRANSFER TO CITY	(44,304)	(49,745)	(49,741)	(56,675)
COMMUNICATION DEPT NET INCOME	427,558	307,945	403,938	151,824

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$405,916 OR CAPITAL EXPENDITURES OF \$1,978,900. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**COMMUNICATION DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
40-310.00	FIBER EQUIPMENT	498,529	351,000	376,203	416,000 (1)
40-315.00	FIBER LINE	3,020,942	2,386,000	2,571,590	1,371,000 (2)
40-365.00	WIRELESS INTERNET EQUIP	29,596	65,500	19,723	29,900 (3)
40-370.00	TOOLS	-	-	36,600	50,000 (4)
40-392.00	COMMUNICATION TRANSPORTATION EQUIPMENT	-	-	100,641	112,000 (5)
TOTAL COMM CAPITAL EXPENDITURES		3,549,067	2,802,500	3,104,758	1,978,900
40-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		3,549,067	2,802,500	3,104,758	1,978,900

(1) FIBER OPTIC ELECTRONICS UPGRADES AND CUSTOMER GROWTH.

(2) FIBER SERVICE EXPANSION.

(3) WIRELESS EQUIPMENT UPGRADES AND NEW SERVICES.

(4) OPTICAL FIBER MULTIMETER @ \$6,500; OTDR @ \$15,000; END INSPECTION TOOL KITS @ \$28,500.

(5) 1 TON DIESEL CREW CAB WITH UTILITY BED @ \$112,000.

FORECASTED COMMUNICATION

CARTHAGE WATER & ELECTRIC PLANT BOARD (FROM 15-YEAR FINANCIAL PROJECTION)

EXPECTED GROWTH RATE	22.25% FORECAST FY 24-25	3.59% FORECAST FY 25-26	1.60% FORECAST FY 26-27	1.63% FORECAST FY 27-28
Operating Revenue	2,788,552	2,888,552	2,934,763	2,982,630
Operating Expense	2,005,329	2,045,567	2,086,508	2,118,199
Net Operating Income	783,223	842,985	848,255	864,431
Other Revenue / (Expense)	(145,460)	(134,389)	(123,024)	(111,357)
Net Income before transfer	637,762	708,595	725,230	753,074
Cash Flow Projection:				
Net Income before transfer	637,762	708,595	725,230	753,074
Add: Depreciation & Amortization	874,025	880,324	886,308	881,992
Cash from Operations	1,511,787	1,588,919	1,611,538	1,635,066
Cash from Operations	1,511,787	1,588,919	1,611,538	1,635,066
Cash from External Sources:	0	0	0	0
Drawdown from Financing	0	0	0	0
Less:				
Capital Expense	(1,000,000)	(1,000,000)	(800,000)	(824,000)
Joint Capital Expense	(2,360)	(2,360)	(2,360)	(2,360)
Principal Payment	(416,700) *	(427,771)	(439,136)	(450,803)
Net Cash Before Transfer	92,727	158,788	370,042	357,903
Transfer To City	(65,430)	(79,836)	(97,599)	(101,099)
Net Cash To (From) Reserves	27,297	78,952	272,442	256,803
Fiber project loan payment				
	416,700	427,771	439,136	450,803
	416,700	427,771	439,136	450,803

**WASTEWATER DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
WASTEWATER REVENUE:				
RESIDENTIAL REVENUE	1,736,346	1,848,500	1,859,738	2,079,000
COMMERCIAL REVENUE	508,857	622,500	664,283	774,500
INDUSTRIAL REVENUE	869,783	776,500	742,713	840,000
PRETREATMENT REVENUES	44,250	0	8,250	-
DEPARTMENT UTILITIES	2,793	2,500	3,697	4,300
MISC OPERATING REVENUE	-	-	11,137	-
TOTAL OPERATING REVENUE	3,162,028	3,250,000	3,289,817	3,697,800
OPERATING EXPENSE:				
(pg 20) WASTEWATER EXPENSE	1,154,019	1,147,650	1,246,899	1,669,400
(pg 21) PRETREATMENT EXPENSE	78,511	72,400	102,835	168,050
(pg 27) CUSTOMER SERVICE EXPENSE	125,823	191,690	162,699	243,160
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	267,812	349,490	330,841	375,000
DEPRECIATION & AMORTIZATION	824,661	1,198,800	1,147,461	1,200,141
TOTAL OPERATING EXPENSE	2,450,826	2,960,030	2,990,734	3,655,751
NET OPERATING REVENUE	711,202	289,970	299,084	42,049
OTHER REVENUE / (EXPENSE):				
(pg 18) OTHER INCOME	(29,286)	32,400	75,373	2,065,500
(pg 18) OTHER EXPENSE	(113,938)	(119,900)	(119,158)	(106,500)
TOTAL OTHER REVENUE / (EXPENSE)	(143,224)	(87,500)	(43,784)	1,959,000
NET INCOME BEFORE TRANSFER	567,978	202,470	255,300	2,001,049
TRANSFER TO CITY	(110,520)	(114,430)	(114,431)	(111,330)
WASTEWATER DEPT NET INCOME	457,458	88,040	140,868	1,889,719

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$445,000 OR CAPITAL EXPENDITURES OF \$2,607,400. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**WASTEWATER DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
30-310.00	LAND & IMPRVMENTS TO LAND	-	-	-	-
30-313.00	LIFT STATION	-	56,500	16,031	68,100 (1)
30-313.10	TRMNT PLT STRUCTRS/IMPROV	525,906	257,950	509,762	249,500 (2)
30-313.20	LAGOON	-	-	-	-
30-313.30	MAINS	1,394,815	450,000	-	2,020,000 (3)
30-313.40	CITY INTERCEPTOR SEWER	-	-	-	-
30-315.00	MANHOLES	-	-	-	20,000 (4)
30-323.10	TOOLS & EQUIPMENT	-	-	-	-
30-323.20	TREATMENT PLANT EQUIPMENT	165,749	52,000	10,000	46,800 (5)
30-323.30	LABORATORY EQUIPMENT	-	-	-	-
30-324.00	PRETREATMENT EQUIPMENT	-	10,000	10,000	-
30-325.20	ELEC PUMPING EQUIP & SOFTWARE - STA	-	-	112,784	203,000 (6)
30-392.00	WASTEWATER TRANSPORTATION EQUIPMENT	46,533	65,000	108,527	-
TOTAL WW CAPITAL EXPENDITURES		2,133,003	891,450	767,103	2,607,400
30-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		2,133,003	891,450	767,103	2,607,400

(1) PUMPS AND MOTOR REPLACEMENT @ \$50,000; LIFT STATION FENCES @ \$18,100.

(2) PAINT FOR #3 CLARIFIER @ \$77,000; REPLACE BOTH GRIT AUGERS AND PANELS @ \$154,500; HVAC FOR OFFICE @ \$18,000.

(3) COLLECTIONS REHABILITATION @ \$2,000,000 (PAID WITH \$2,000,000 ARPA GRANT FUNDS);
WATERSPOUT FLOW MONITORING EQUIP @ \$20,000.

(4) NEW MANHOLES.

(5) PUMP REPLACEMENT.

(6) IKAS SOFTWARE @ \$15,000; TOUGH BOOKS @ \$13,000; CONVERT LIFT STATION SCADA TO MICROCOMM @ \$175,000.

Carthage Water and Electric Plant

Carthage, Missouri

Wastewater Rate Schedule Summary

Existing Rates (FY23)			Proposed Rates 2024		
Inside City Service			Residential Service		
Customer Charge - 5/8" meter	@	\$19.50 /month	Customer Charge - 5/8" meter	@	\$20.50 /month
Customer Charge - 1" meter	@	\$21.30 /month	Customer Charge - 3/4" & 1" meter	@	\$22.30 /month
Customer Charge - 1 1/2" meter	@	\$23.70 /month	Customer Charge - 1 1/2" meter	@	\$24.70 /month
Customer Charge - 2" meter	@	\$26.10 /month	Customer Charge - 2" meter	@	\$27.10 /month
Customer Charge - 3" meter	@	\$33.90 /month	Customer Charge - 3" to 6" meter	@	\$50.00 /month
Customer Charge - 4" meter	@	\$38.60 /month	Customer Charge - 10" meter	@	\$75.00 /month
Customer Charge - 6" meter	@	\$48.20 /month			
Net Rate:			Net Rate:		
All Gallons - Residential	@	\$0.00317 /Gal	All Gallons	@	\$0.00382 /Gal
All Gallons - Non-Residential	@	\$0.00335 /Gal	Outside City limits - 5% surcharge on all services		
Outside City Service			Non-Residential Service		
Customer Charge - 5/8" meter	@	\$19.50 /month	Customer Charge - up to 2" meter	@	\$27.10 /month
Customer Charge - 1" meter	@	\$21.30 /month	Customer Charge - 3" to 6" meter	@	\$50.00 /month
Customer Charge - 1 1/2" meter	@	\$23.70 /month	Customer Charge - 10" meter	@	\$75.00 /month
Customer Charge - 2" meter	@	\$26.10 /month			
Customer Charge - 3" meter	@	\$33.90 /month	Net Rate:		
Customer Charge - 4" meter	@	\$38.60 /month	All Gallons	@	\$0.00425 /Gal
Customer Charge - 6" meter	@	\$48.20 /month	Outside City limits - 5% surcharge on all services		
Net Rate:					
All Gallons - Residential	@	\$0.00329 /Gal			
All Gallons - Non-Residential	@	\$0.00347 /Gal			

**CARTHAGE WATER & ELECTRIC PLANT
WASTEWATER RATE COMPARISONS
NEIGHBORING UTILITIES
CARTHAGE RATE EFFECTIVE JULY 1, 2023**

	(a)			(a)			(a)		
	<u>USAGE</u>	<u>%</u>		<u>USAGE</u>	<u>%</u>		<u>USAGE</u>	<u>%</u>	
<u>RESIDENTIAL:</u>	<u>2,992 Gal</u>	<u>Diff</u>		<u>5984 Gal</u>	<u>Diff</u>		<u>11,220 Gal</u>	<u>Diff</u>	
Lamar	\$ 53.15	83%	Lamar	76.63	99%	Lamar	113.18	106%	
Joplin	45.88	58%	Joplin	53.39	39%	Nevada	81.76	48%	
Carthage proposed	31.93	10%	Nevada	47.09	22%	Neosho	71.07	29%	
Carthage existing	28.98	0%	Carthage proposed	43.36	13%	Joplin	66.53	21%	
Pittsburg	27.30	-6%	Neosho	41.54	8%	Carthage proposed	63.36	15%	
Nevada	27.29	-6%	Pittsburg	39.50	3%	Webb City	62.26	13%	
Webb City	25.23	-13%	Webb City	38.70	1%	Pittsburg	60.85	11%	
Neosho	24.66	-15%	Carthage existing	38.47	0%	Carthage existing	55.07	0%	
Carl Junction	23.99	-17%	Carl Junction	32.90	-14%	Carl Junction	48.51	-12%	
Monett	22.63	-22%	Monett	30.56	-21%	Monett	44.43	-19%	

	(a)			(a)			(a)		
	<u>USAGE</u>	<u>%</u>		<u>USAGE</u>	<u>%</u>		<u>USAGE</u>	<u>%</u>	
<u>COMMERCIAL:</u>	<u>59,840 Gal</u>	<u>Diff</u>		<u>374,000 Gal</u>	<u>Diff</u>		<u>1,496,000 Gal</u>	<u>Diff</u>	
Lamar	476.76	110%	Nevada	\$ 2,483.36	94%	Nevada	\$ 9,911.00	96%	
Nevada	403.62	78%	Lamar	2,433.35	90%	Lamar	9,014.80	79%	
Neosho	345.29	52%	Neosho	2,117.15	66%	Neosho	8,445.23	67%	
Carthage proposed	281.42	24%	Webb City	1,694.77	33%	Webb City	6,743.77	34%	
Webb City	281.05	24%	Carthage proposed	1,616.60	26%	Carthage proposed	6,408.00	27%	
Joplin	259.38	14%	Pittsburg	1,540.10	20%	Pittsburg	6,115.10	21%	
Pittsburg	259.10	14%	Carthage existing	1,279.00	0%	Carthage existing	5,050.20	0%	
Carthage existing	226.56	0%	Carl Junction	1,129.59	-12%	Carl Junction	4,473.15	-11%	
Carl Junction	193.39	-15%	Joplin	1,047.92	-18%	Joplin	4,049.26	-20%	
Monett	173.28	-24%	Monett	1,005.80	-21%	Monett	3,979.10	-21%	

(a) percentage difference compared to CW&EP at current rates.

FORECASTED WASTEWATER

CARTHAGE WATER & ELECTRIC PLANT BOARD (USING 5% INFLATION RATE ON EXPENSES)

TARGETED REVENUE REQUIREMENT	8.0% FORECAST FY 24-25	8.0% FORECAST FY 25-26	8.0% FORECAST FY 26-27	8.0% FORECAST FY 27-28
Operating Revenue	3,993,624	4,313,114	4,658,163	5,030,816
Operating Expense	3,859,950	4,079,044	4,314,421	4,567,661
Net Operating Income	133,674	234,070	343,742	463,155
Other Revenue / (Expense)	(54,532)	(44,226)	(33,554)	(22,633)
Net Income before transfer	79,142	189,844	310,188	440,522
Cash Flow Projection:				
Net Income before transfer	79,142	189,844	310,188	440,522
Add: Depreciation & Amortization	1,260,148	1,323,155	1,389,313	1,458,779
Cash from Operations	1,339,290	1,512,999	1,699,501	1,899,301
Cash from Operations	1,339,290	1,512,999	1,699,501	1,899,301
Cash from External Sources:	0	0	0	0
Drawdown from Financing	0	0	0	0
Less:				
Capital Expense	(979,000)	(628,000)	(810,000)	(1,042,000)
Joint Capital Expense	(14,950)	(14,950)	(14,950)	(14,950)
Principal Payment	(454,000) *	(468,000)	(482,000)	(491,000)
Net Cash Before Transfer	(108,661)	402,049	392,551	351,351
Transfer To City	(115,144)	(129,423)	(139,614)	(150,784)
Net Cash To (From) Reserves	(223,804)	272,626	252,937	200,568
	*			
2015 Certificate of Participation	454,000	468,000	482,000	491,000
2019 SRF Loan payment	255,000	265,000	275,000	280,000
	199,000	203,000	207,000	211,000

**WATER DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
WATER REVENUE:				
RESIDENTIAL	1,565,310	1,717,500	1,729,555	2,096,000
COMMERCIAL	745,707	874,500	834,282	1,109,000
INDUSTRIAL	1,112,786	948,000	972,014	1,093,500
CITY SERVICES	2,061	1,000	4,618	1,000
TOTAL BILLINGS	3,425,864	3,541,000	3,540,469	4,299,500
DEPARTMENT UTILITIES	48,591	54,400	54,362	65,300
ALL OTHER	32,570	6,000	63,839	6,000
TOTAL OPERATING REVENUE	3,507,024	3,601,400	3,658,669	4,370,800
OPERATING EXPENSE:				
(pg 13) PRODUCTION	842,170	854,632	915,067	1,168,591
(pg 14) DISTRIBUTION	497,867	696,600	791,254	1,092,900
(pg 27) CUSTOMER SERVICE EXPENSE	130,096	198,030	168,077	251,540
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	303,671	448,170	424,255	415,350
DEPRECIATION & AMORTIZATION	1,150,075	1,415,500	1,281,268	1,302,799
TOTAL OPERATING EXPENSE	2,923,879	3,612,932	3,579,922	4,231,180
NET OPERATING REVENUE	583,145	(11,532)	78,747	139,620
OTHER REVENUE / (EXPENSE):				
(pg 11) OTHER INCOME	30,259	(805,300)	(595,122)	122,600
(pg 11) OTHER EXPENSE	(5,233)	(3,878)	(6,125)	(990)
(pg 15) MUNICIPAL SERVICES	(25,124)	(62,400)	(50,503)	(109,000)
TOTAL OTHER REVENUE / (EXPENSE)	(98)	(871,578)	(651,750)	12,610
NET INCOME BEFORE TRANSFER	583,048	(883,110)	(573,002)	152,230
TRANSFER TO CITY	(134,360)	(138,430)	(138,432)	(123,690)
NET INCOME WATER DEPARTMENT	448,688	(1,021,540)	(711,435)	28,540

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$0 OR CAPITAL
EXPENDITURES OF \$1,437,500. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH
THE OPERATING STATEMENT.

**WATER DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
20-310.00	LAND & LAND RIGHTS	-	-	-	-
20-311.10	STRUCTRS/IMPRVMTS-GEN PLT	-	-	5,766	-
20-311.20	STRUCTRS/IMPRVMTS-PLANT	-	-	-	-
20-312.00	COLL/IMPOUNDING RESERVOIR	39,178	-	-	-
20-314.00	WELLS & SPRINGS	-	30,000	45,000	30,000 (1)
20-316.00	SUPPLY MAINS	-	500,000	634,668	-
20-325.10	ELEC PUMPING EQUIP-PUMPS	42,623	50,000	33,074	50,000 (2)
20-325.20	ELEC PUMPING EQUIP & SOFTWARE - STA	13,265	-	-	-
20-331.00	STRUCTRS/IMPRVMTS-WA TRMT	109,285	-	-	12,000 (3)
20-332.00	WATER TREATMENT EQUIPMENT	35,925	15,000	15,000	-
20-340.00	LAND & LAND RIGHTS	-	-	-	-
20-341.10	STRUCTURES & IMPROVEMENTS	-	-	-	-
20-341.20	ELECTRIC PUMP & EQUIPMENT	-	-	-	-
20-342.00	DIST RESERVOIRS/STNDPIPES	249,019	-	-	-
20-343.00	TRANS & DIST MAINS	638,552	300,000	175,000	800,000 (4)
20-345.00	SERVICES	85,386	40,000	80,000	50,700 (5)
20-346.00	METERS	52,737	105,000	2,004,985	61,800 (6)
20-348.00	HYDRANTS	39,888	25,000	16,000	25,000 (7)
20-349.00	VALVES	-	-	-	20,000 (8)
20-383.00	WATER COMPUTER SOFTWARE	-	-	33,014	388,000 (9)
20-392.00	WATER TRANSPORTATION EQUIPMENT	485,856	65,000	-	-
20-394.00	TOOLS SHOP & GARAGE EQUIP	-	3,500	-	-
TOTAL WATER CAPITAL EXPENDITURES		1,791,713	1,133,500	3,042,507	1,437,500
20-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		1,791,713	1,133,500	3,042,507	1,437,500

(1) WELL REPAIRS.

(2) WELL REPAIRS.

(3) REPAIRS TO FRONT STEPS.

(4) RELOCATE WATER MAIN UNDER CENTRAL FROM BLANCHE - BAKER.

(5) RENEWED SERVICES.

(6) NEW METERS/SERVICES.

(7) REPLACE HYDRANTS.

(8) VALVE REPLACEMENTS.

(9) REPLACE WATER SCADA WITH MICROCOMM @ \$375,000; TOUGH BOOKS @ \$13,000.

Water Rate Schedule Summary

Existing Rates (FY23)			Proposed Rates 2024		
Residential Service			Residential Service		
Availability	@	\$11.75 /month	Customer Charge - up to 2" meter	@	\$15.60 /month
All Gallons	@	\$0.00385 /Gal	Customer Charge - 3" to 6" meter	@	\$50.00 /month
			Customer Charge - 10" meter	@	\$75.00 /month
			Net Rate:		
			All Gallons	@	\$0.00404 /Gal
			Outside City limits - 5% surcharge on all services		
Commercial Service			Non-Residential Service		
Availability	@	\$31.00 /month	Customer Charge - up to 2" meter	@	\$31.00 /month
All Gallons	@	\$0.00389 /Gal	Customer Charge - 3" to 6" meter	@	\$50.00 /month
			Customer Charge - 10" meter	@	\$75.00 /month
			Net Rate:		
			All Gallons	@	\$0.00454 /Gal
			Outside City limits - 5% surcharge on all services		

**CARTHAGE WATER & ELECTRIC PLANT
SERVICE CHARGES**

SERVICE PERFORMED:

Service - Connect Fee	\$30.00
Electric Service - Disconnect - at the pole	\$130.00
Electric Service - Reinstate - at the pole	\$130.00
Electric Service - Disconnect - at the pole - after hours	\$210.00
Electric Service - Reinstate - at the pole - after hours	\$210.00
Service - Non-Payment Reinstate - during office hours	\$40.00
Service call due to Meter Tampering	\$100.00
Service charge for return check	\$25.00
Set portable watthour meter	\$30.00

WATER AND WASTEWATER SERVICES

1" Service:	Tap only by CWEP personnel CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis
2" Service:	Tap only by CWEP personnel CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis
All other services (including hybrid and non-standard)	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis	
Temporary Meters:	Deposit: \$1,000.00 Fee for CWEP to set meter: \$50.00 Deposit will be refunded if meter is returned in proper working order. Any damage will result in the cost of any replacement parts deducted from the deposit up to the entire	
Frontage Fee:	Water: \$50 per foot of water service available. Wastewater: \$50 per foot of wastewater service available.	

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
WATER RATE COMPARISONS
NEIGHBORING UTILITIES
CARTHAGE RATE EFFECTIVE JULY 1, 2023**

	(a)				(a)				(a)		
	<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>
<u>RESIDENTIAL</u>	<u>2,992 Gal</u>				<u>5236 Gal</u>				<u>11,220 Gal</u>		
Lamar	\$ 44.30	90%		Lamar	\$ 59.08	85%		Nevada	\$ 115.63	110%	
Nevada	35.82	54%		Nevada	57.59	80%		Lamar	94.32	72%	
Joplin	27.69	19%		Joplin	41.71	31%		Joplin	79.09	44%	
Carthage proposed	27.69	19%		Pittsburg	36.80	15%		Pittsburg	74.80	36%	
Neosho	23.73	2%		Carthage proposed	36.75	15%		Webb City	66.65	21%	
Carthage existing	23.27	0%		Neosho	33.06	4%		Carthage proposed	60.93	11%	
Carl Junction	23.04	-1%		Carl Junction	32.77	3%		Carl Junction	58.74	7%	
Pittsburg	22.25	-4%		Carthage existing	31.91	0%		Neosho	57.96	5%	
Monett	18.23	-22%		Webb City	31.10	-3%		Carthage existing	54.95	0%	
Webb City	17.77	-24%		Monett	25.26	-21%		Monett	43.87	-20%	
<u>COMMERCIAL</u>	<u>59,840 Gal</u>				<u>374,000 Gal</u>			<u>INDUSTRIAL</u>	<u>1,496,000 Gal</u>		
Nevada	\$ 603.75	129%		Nevada	\$ 3,651.10	146%		Nevada	\$ 14,534.50	148%	
Joplin	414.24	57%		Joplin	2,376.77	60%		Joplin	9,459.47	62%	
Lamar	397.30	51%		Lamar	2,027.79	36%		Webb City	7,971.12	36%	
Pittsburg	369.15	40%		Pittsburg	2,005.75	35%		Lamar	7,512.33	28%	
Webb City	330.75	25%		Webb City	2,002.08	35%		Pittsburg	7,210.75	23%	
Carthage proposed	302.67	15%		Carthage proposed	1,728.96	16%		Carthage proposed	6,841.84	17%	
Neosho	293.27	11%		Carl Junction	1,633.21	10%		Carl Junction	6,502.69	11%	
Carl Junction	269.76	2%		Carthage existing	1,485.86	0%		Carthage existing	5,850.44	0%	
Carthage existing	263.78	0%		Neosho	1,301.52	-12%		Neosho	4,820.04	-18%	
Monett	191.19	-28%		Monett	1,115.69	-25%		Monett	4,353.55	-26%	

(a) percentage difference compared to CW&EP at current rates.

FORECASTED WATER

CARTHAGE WATER & ELECTRIC PLANT BOARD (USING 5% INFLATION RATE ON EXPENSES)

TARGETED REVENUE REQUIREMENT	7.00% FORECAST FY 24-25	6.00% FORECAST FY 25-26	6.00% FORECAST FY 26-27	6.00% FORECAST FY 27-28
Operating Revenue	4,676,756	4,957,361	5,254,803	5,570,091
Operating Expense	4,467,344	4,720,509	4,992,231	5,284,286
Net Operating Income	209,412	236,852	262,572	285,805
Other Revenue / (Expense)	5,073	1,428	(4,581)	(10,890)
Net Income before transfer	214,485	238,280	257,991	274,915
Cash Flow Projection:				
Net Income before transfer	214,485	238,280	257,991	274,915
Add: Depreciation & Amortization	1,367,939	1,436,336	1,508,152	1,583,560
Cash from Operations	1,582,424	1,674,615	1,766,144	1,858,475
Cash from Operations	1,582,424	1,674,615	1,766,144	1,858,475
Cash from External Sources:				
Drawdown from Financing	0	0	0	0
Less:				
Capital Expense	(877,100)	(911,900)	(598,900)	(685,900)
Joint Capital Expense	(16,900)	(16,900)	(16,900)	(16,900)
Principal Payment	0 *	0	0	0
Net Cash Before Transfer	688,424	745,815	1,150,344	1,155,675
Transfer To City	(128,053)	(152,978)	(163,632)	(175,074)
Net Cash To (From) Reserves	560,370	592,837	986,712	980,601
	*	0	0	0

**ELECTRIC DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
ELECTRIC REVENUE:				
RESIDENTIAL	9,814,343	9,846,500	10,898,485	11,721,000
COMMERCIAL	5,947,599	5,954,500	6,471,288	6,702,000
INDUSTRIAL	11,631,174	11,598,000	12,493,762	13,223,500
CITY SERVICES	171,682	160,000	193,062	171,000
TOTAL BILLINGS	27,564,798	27,559,000	30,056,596	31,817,500
DEPARTMENT UTILITIES	706,964	751,000	761,457	755,500
ALL OTHER	83,662	60,000	89,305	75,000
TOTAL OPERATING REVENUE	28,355,424	28,370,000	30,907,359	32,648,000
OPERATING EXPENSE:				
(pg 4) PRODUCTION	897,030	861,636	869,374	1,084,400
(pg 5) PURCHASED POWER	19,366,400	18,253,500	19,702,758	20,087,000
(pg 7) DISTRIBUTION	1,191,836	1,142,660	1,071,831	1,627,350
(pg 27) CUSTOMER SERVICE EXPENSE	178,020	271,460	230,401	344,780
(pg 28) GENERAL EXPENSE	2,775,062	3,897,240	3,689,275	3,802,720
DEPRECIATION & AMORTIZATION	1,665,853	1,820,000	1,709,029	1,898,857
TOTAL OPERATING EXPENSE	26,074,201	26,246,496	27,272,667	28,845,107
NET OPERATING REVENUE	2,281,223	2,123,504	3,634,692	3,802,893
OTHER REVENUE / (EXPENSE):				
(pg 2) OTHER INCOME	348,125	(614,400)	107,771	714,000
(pg 2) OTHER EXPENSE	(53,018)	(994,260)	(650,667)	(756,500)
(pg 8) MUNICIPAL SERVICES EXP	(182,143)	(226,800)	(220,058)	(268,800)
TOTAL OTHER REVENUE / (EXPENSE)	112,963	(1,835,460)	(762,953)	(311,300)
NET INCOME BEFORE TRANSFER	2,394,187	288,044	2,871,738	3,491,593
TRANSFER TO CITY	(891,750)	(951,850)	(951,850)	(1,000,300)
NET INCOME ELECTRIC DEPARTMENT	1,502,437	(663,806)	1,919,888	2,491,293

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$564,277 OR CAPITAL EXPENDITURES OF \$3,122,100. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - PURCHASED POWER & OTHER

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	
11-555.00	PURCHASED POWER - ENERGY	9,155,350	7,894,000	9,977,174	8,678,000	(1)
11-555.01	PURCHASED POWER - DEMAND	9,929,548	9,975,500	9,442,951	10,838,500	(1)
11-555.04	EL PURCH POWER - COMMUNICATION	-	-	-	-	
11-555.30	SYS CONTROL/LOAD DISPATCH	268,397	298,000	274,131	420,500	
11-557.00	OTHER EXPENSE	13,104	86,000	8,502	150,000	
TOTAL PURCHASED POWER EXP		19,366,400	18,253,500	19,702,758	20,087,000	

(1) BASED ON 295,400,183 KWH PURCHASED.

**ELECTRIC DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
10-340.00	LAND & LAND RIGHTS	-	-	-	-
10-341.10	STRUCTURES & IMPROVEMENTS	-	7,300	8,000	-
10-341.20	STRUCTRS & IMPRVMENTS-LAND	-	-	-	-
10-342.10	FUEL HOLDERS & ACCESS	-	-	-	-
10-342.20	FUEL HOLDERS & ACCESS	-	-	-	-
10-342.30	RENEWABLE ENERGY EQUIPMENT	-	-	-	-
10-344.10	GENERATORS	-	-	-	-
10-344.20	GENERATORS-COOL SYS	52,018	40,000	45,000	-
10-345.00	GENERATORS-ACC ELEC EQUIP	-	50,000	50,000	-
10-346.00	MISC POWER PLANT EQUIP	-	-	-	-
10-348.00	ENERGY STORAGE EQUIPMENT	-	-	-	-
10-351.00	CLEARING LAND-TRANS	-	-	-	-
10-353.00	STATION EQUIPMENT	-	2,100,000	-	-
10-355.00	POLES & FIXTURES-TRANS	-	3,000,000	-	-
10-356.00	OH CONDUCT & DEVICE-TRANS	-	3,000,000	-	-
10-362.00	STATION EQUIPMENT	-	7,250,000	763,373	436,500 (1)
10-364.00	POLES TOWERS & FIX-DIST	169,082	475,000	247,437	310,500 (2)
10-365.00	OH CONDUCT & DEVICES-DIST	242,138	390,000	245,841	292,000 (3)
10-366.00	UNDERGROUND CONDUIT	263,756	1,475,000	260,673	238,500 (4)
10-367.00	UG CONDUCTORS & DEVICES	227,023	1,545,000	181,138	224,500 (5)
10-368.00	LINE TRANSFORMERS	82,452	125,000	151,919	142,000 (6)
10-369.00	SERVICES	246,125	240,000	260,873	287,000 (7)
10-370.00	MTRS-SCKTS-POT TRANSFRMRS	104,647	75,000	1,570,503	132,000 (8)
10-371.00	AREA LIGHTS	37,673	60,000	43,822	63,500 (9)
10-373.00	ST LIGHTS & SIGNAL SYSTMS	375,937	675,000	644,800	622,000 (10)
10-383.00	ELECTRIC COMPUTER SOFTWARE	-	-	58,292	-
10-392.00	ELECTRIC TRANSPORTATION EQUIPMENT	98,439	100,000	276,696	360,500 (11)
10-394.00	TOOLS SHOP & GARAGE EQUIP	9,405	3,500	-	-
10-398.00	MISCELLANEOUS EQUIPMENT	-	-	-	13,100 (12)
TOTAL ELEC CAPITAL EXPENDITURES		1,908,697	20,610,800	4,808,368	3,122,100
10-107.00	WORK IN PROGRESS	-	-	2,826,304	12,668,000 (13)
CASH OUTLAY FOR FY		1,908,697	20,610,800	7,634,672	15,790,100

- (1) REPLACE RECLOSER CONTROLS IN SUB 3 @ \$381,900; SUBSTATION SECURITY @ \$54,600.
- (2) NEW & RENEWED @ \$144,000; POLE REPLACEMENTS @ \$135,700; FUTURE PROJECTS @ \$30,800.
- (3) NEW & RENEWED @ \$228,800; POLE REPLACEMENTS @ \$31,600; FUTURE PROJECTS @ \$31,600.
- (4) NEW & RENEWED @ \$192,900; FUTURE PROJECTS @ \$45,600.
- (5) NEW & RENEWED @ \$156,700; FUTURE PROJECTS @ \$67,800.
- (6) NEW & RENEWED.
- (7) NEW & RENEWED.
- (8) NEW & RENEWED @ \$55,000; SECONDARY CT SERVICE UPGRADES @ \$33,000; METER SITE ANALYZER @ \$44,000.
- (9) NEW & RENEWED.
- (10) NEW & RENEWED @ \$179,700; STREETLIGHT PROJECTS @ \$442,300.
- (11) BUCKET TRUCK @ \$280,250; 4X4 CREW CAB TO REPLACE UNIT 203 @ \$80,250.
- (12) SUBSTATION CAMERAS FOR SUB 2 & SUB 3.
- (13) 69kV SUB 1-SWPA @ \$5,719,000; SUB 1 IMPROVEMENTS @ \$3,183,500; SUB 2 IMPROVEMENTS \$1,320,300; FEEDER 17 & SUB 1 EXITS @ \$270,000; OUTSTANDING SUB 2 COST @ \$2,175,200.



Cost of the last bucket truck purchased in FY 2022: \$171,220

ORDERED APRIL 2021, LEAD TIME WAS JULY 2022, RECEIVED
SEPTEMBER 2022

Cost of the same bucket truck for FY 2024: \$280,000

LEAD TIME FOR THE NEW BUCKET TRUCK IS SOMETIME IN 2027

Carthage Water and Electric Plant
Carthage, Missouri

Electric Rate Schedule Summary

Existing Rates (FY23)

Proposed Rates 2024

Residential Service			Residential Service		
Availability	@	\$19.60 /month	Availability	@	\$23.60 /month
Availability for Additional Structure	@	\$26.60 /month	Availability for Additional Structure	@	\$30.60 /month
All kWh	@	\$0.09782 /kWh	All kWh	@	\$0.10256 /kWh
General Service - 1Ø			General Service - 1Ø		
Availability	@	\$32.00 /month	Availability	@	\$33.00 /month
First 5,000 kWh	@	\$0.09675 /kWh	First 5,000 kWh	@	\$0.10244 /kWh
Additional kWh	@	\$0.09215 /kWh	Additional kWh	@	\$0.09937 /kWh
General Service - 3Ø			General Service - 3Ø		
Availability	@	\$99.00 /month	Availability	@	\$100.00 /month
All kW	@	\$8.30 /kW	All kW	@	\$8.70 /kW
First 5,000 kWh	@	\$0.08125 /kWh	First 5,000 kWh	@	\$0.08458 /kWh
Additional kWh	@	\$0.07876 /kWh	Additional kWh	@	\$0.08271 /kWh
Primary Service			Primary Service		
Availability - 1Ø	@	\$32.00 /month	Availability - 1Ø	@	\$33.00 /month
Availability - 3Ø	@	\$99.00 /month	Availability - 3Ø	@	\$109.00 /month
All kW	@	\$9.00 /kW	All kW	@	\$10.00 /kW
First 200,000 kWh	@	\$0.06656 /kWh	First 200,000 kWh	@	\$0.06856 /kWh
Next 300,000 kWh	@	\$0.05616 /kWh	Next 300,000 kWh	@	\$0.06163 /kWh
Additional kWh	@	\$0.05616 /kWh	Additional kWh	@	\$0.06163 /kWh
Municipal General Service - 1Ø			Municipal General Service - 1Ø		
Availability	@	\$22.40 /month	Availability	@	\$23.10 /month
First 5,000 kWh	@	\$0.06773 /kWh	First 5,000 kWh	@	\$0.07171 /kWh
Additional kWh	@	\$0.06451 /kWh	Additional kWh	@	\$0.06956 /kWh
Municipal General Service - 3Ø			Municipal General Service - 3Ø		
Availability	@	\$69.30 /month	Availability	@	\$70.00 /month
First 6 kW	@	\$5.81 /kW	First 4 kW	@	\$6.09 /kW
Additional kW	@	\$5.81 /kW	Additional kW	@	\$6.09 /kW
First 5,000 kWh	@	\$0.05688 /kWh	First 5,000 kWh	@	\$0.05921 /kWh
Additional kWh	@	\$0.05513 /kWh	Additional kWh	@	\$0.05790 /kWh

Carthage Water and Electric Plant
Carthage, Missouri

Electric Rate Schedule Summary

Existing Rates (FY23)			Proposed Rates 2024		
Municipal Street Lighting & Traffic Signals Service			Municipal Street Lighting & Traffic Signals Service		
Availability - 1Ø	@	\$16.00 /month	Availability - 1Ø	@	\$16.50 /month
Availability - 3Ø	@	\$49.50 /month	Availability - 3Ø	@	\$50.00 /month
All kWh	@	\$0.04333 /kWh	All kWh	@	\$0.04362 /kWh
Area Lighting			Area Lighting		
54, 100, 150, & 175 Watt Fixture - Metered	@	\$3.82 /month	54, 100, 150, & 175 Watt Fixture - Metered	@	\$4.35 /month
54, 100, 150, & 175 Watt Fixture - Unmetered	@	\$9.73 /month	54, 100, 150, & 175 Watt Fixture - Unmetered	@	\$11.09 /month
250 & 400 Watt Fixture - Metered	@	\$7.78 /month	250 & 400 Watt Fixture - Metered	@	\$8.86 /month
250 & 400 Watt Fixture - Unmetered	@	\$19.39 /month	250 & 400 Watt Fixture - Unmetered	@	\$22.09 /month
Municipal Area Lighting			Municipal Area Lighting		
54, 100, 150, & 175 Watt Fixture - Metered	@	\$2.67 /month	54, 100, 150, & 175 Watt Fixture - Metered	@	\$3.05 /month
54, 100, 150, & 175 Watt Fixture - Unmetered	@	\$6.81 /month	54, 100, 150, & 175 Watt Fixture - Unmetered	@	\$7.76 /month
250 & 400 Watt Fixture - Metered	@	\$5.45 /month	250 & 400 Watt Fixture - Metered	@	\$6.20 /month
250 & 400 Watt Fixture - Unmetered	@	\$13.57 /month	250 & 400 Watt Fixture - Unmetered	@	\$15.46 /month
Sports Field Lighting and Corp of Engineers			Sports Field Lighting and Corp of Engineers		
Availability - 1Ø	@	\$32.00 /month	Availability - 1Ø	@	\$33.00 /month
Availability - 3Ø	@	\$99.00 /month	Availability - 3Ø	@	\$100.00 /month
First 5,000 kWh	@	\$0.08125 /kWh	First 5,000 kWh	@	\$0.08458 /kWh
Additional kWh	@	\$0.07876 /kWh	Additional kWh	@	\$0.08271 /kWh
Municipal Sports Field Lighting			Municipal Sports Field Lighting		
Availability - 1Ø	@	\$22.40 /month	Availability - 1Ø	@	\$23.10 /month
Availability - 3Ø	@	\$69.30 /month	Availability - 3Ø	@	\$70.00 /month
First 5,000 kWh	@	\$0.05688 /kWh	First 5,000 kWh	@	\$0.05921 /kWh
Additional kWh	@	\$0.05513 /kWh	Additional kWh	@	\$0.05790 /kWh
Temporary Service			Temporary Service		
Availability	@	\$32.00 /month	Availability	@	\$33.00 /month
First 100 kWh	@	\$0.22537 /kWh	First 100 kWh	@	\$0.22744 /kWh
Additional kWh	@	\$0.22537 /kWh	Additional kWh	@	\$0.22744 /kWh
One-time set up charge	@	\$150.00	One-time set up charge	@	\$150.00

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PURCHASE POWER ADJUSTMENT**

The purpose of this rate is to accurately recover from customers the cost of wholesale electric energy purchased and generated more than the cost forecasted by Carthage Water & Electric Plant in conjunction with electric service rates. The actual cost of wholesale electric energy purchased and generated above the forecasted amount shall be billed as a Purchase Power Adjustment (PPA) determined by multiplying the billed kWh for the current month times a Purchase Power Adjustment Factor (PPAF). The calculation of the PPAF is as follows:

$$PPAF = A \times 1/(1-B)$$

Where:

PPAF = Purchase Power Adjustment Factor to be made per kWh billed

- A = The amount in cents or fraction thereof by which the average cost of power per kWh paid by the utility to purchase or generate energy during the previous twelve months* for which kWh is billed
- B = The average percentage of power losses expressed decimally for the previous twelve months** as shown in the production and disposition analysis.

* Beginning Fiscal Year 2024, the calculation for the average cost of power per kWh will be reduced by one month, each month, until the formula represents an average cost of power for the previous six months.

** Beginning Fiscal Year 2024, the calculation for the average percentage of power losses will be reduced by one month, each month, until the formula represents an average loss percentage for the previous six months.

Effective July 1, 2023

CARTHAGE WATER & ELECTRIC PLANT ELECTRIC RATE COMPARISONS NEIGHBORING UTILITIES

<u>RESIDENTIAL:</u>				(a)				(a)				(a)			
	<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>
	<u>500 KWH</u>				<u>1,000 KWH</u>				<u>2,000 KWH</u>				<u>3,000 KWH</u>		
Barton County	\$	92.75	35%	Barton County	\$	150.50	28%	Liberty (Time Choice)	\$	271.41	26%	Liberty (Time Choice)	\$	395.85	26%
Liberty (Time Choice)		83.16	21%	Liberty (Time Choice)		146.96	25%	Barton County		266.00	24%	Barton County		381.50	22%
Liberty (Non-Standard)		80.91	18%	Liberty (Non-Standard)		141.77	21%	Liberty (Non-Standard)		259.96	21%	Liberty (Non-Standard)		378.16	21%
Ozark Electric		79.50	16%	Monett		129.60	10%	Carthage proposed		228.72	6%	Carthage proposed		331.28	6%
Monett		75.60	10%	Ozark Electric		128.00	9%	Monett		226.40	5%	Ozark Electric		322.00	3%
Lamar		75.60	10%	Carthage proposed		126.16	7%	Ozark Electric		225.00	5%	Monett		320.40	2%
Carthage proposed		74.88	9%	Lamar		123.10	5%	Lamar		218.10	1%	Lamar		313.10	0%
Carthage existing		68.51	0%	Carthage existing		117.42	0%	Carthage existing		215.24	0%	Carthage existing		313.06	0%
<u>COMMERCIAL:</u>															
	<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>
	<u>1,500 KWH</u>				<u>10,000 KWH</u>				<u>50,000 KWH</u>				<u>100,000 KWH</u>		
Liberty (Time Choice)	\$	225.59	27%	Liberty (Time Choice)	\$	1,334.55	37%	Barton County	\$	5,300.00	9%	Barton County	\$	10,550.00	10%
Liberty (Non-Standard)		217.89	23%	Liberty (Non-Standard)		1,279.51	31%	Lamar		5,213.00	7%	Lamar		10,443.00	9%
Barton County		213.25	20%	Barton County		1,195.00	22%	Carthage proposed		5,097.45	5%	Carthage proposed		10,085.55	5%
Lamar		190.50	8%	Carthage proposed		1,042.05	7%	Ozark Electric		4,888.50	1%	Carthage existing		9,614.25	0%
Monett		190.50	8%	Ozark Electric		1,001.00	3%	Carthage existing		4,862.85	0%	Ozark Electric		9,067.00	-6%
Carthage proposed		186.66	5%	Carthage existing		976.50	0%	Monett		4,435.00	-9%	Monett		8,645.00	-10%
Carthage existing		177.13	0%	Monett		915.00	-7%	Liberty (Non-Standard)		4,262.90	-12%	Liberty		8,500.51	-12%
Ozark Electric		176.50	0%	Lamar		913.00	-6%	Liberty (Time Choice)		4,225.71	-13%	Liberty (Time Choice)		8,371.80	-13%
<u>INDUSTRIAL:</u>															
	<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>
	<u>250,000 KWH</u>				<u>500,000 KWH</u>				<u>1,000,000 KWH</u>				<u>4,000,000 KWH</u>		
Monett	\$	28,946.37	42%	Barton County	\$	52,550.00	35%	Barton County	\$	105,050.00	38%	Barton County	\$	420,050.00	41%
Barton County		26,300.00	29%	Monett		48,240.22	23%	Ozark Electric		90,283.00	19%	Ozark Electric		361,009.00	21%
Ozark Electric		22,600.00	11%	Ozark Electric		45,159.00	16%	Monett		86,837.57	14%	Carthage proposed		326,295.00	10%
Lamar		22,368.20	10%	Carthage proposed		42,090.00	8%	Carthage proposed		82,695.00	9%	Monett		318,392.72	7%
Carthage proposed		21,792.50	7%	Lamar		41,665.90	7%	Lamar		78,270.60	3%	Carthage existing		297,271.00	0%
Carthage existing		20,392.00	0%	Liberty (Time Choice)		40,755.90	4%	Carthage existing		75,952.00	0%	Lamar		282,963.90	-5%
Liberty (Time Choice)		20,412.98	0%	Liberty (Non-Standard)		39,839.49	2%	Liberty		63,898.10	-16%	Liberty		254,712.13	-14%
Liberty (Non-Standard)		19,954.85	-2%	Carthage existing		39,061.00	0%								

(a) percentage difference compared to CW&EP at current rates.

FORECASTED ELECTRIC

CARTHAGE WATER & ELECTRIC PLANT BOARD

(USING FORECASTED PURCHASE POWER COSTS AND 5% INFLATION RATE ON OTHER EXPENSES)

TARGETED REVENUE REQUIREMENT	5.00% FORECAST FY 24-25	5.00% FORECAST FY 25-26	5.00% FORECAST FY 26-27	5.00% FORECAST FY 27-28
Operating Revenue	34,280,400	35,994,420	37,794,141	39,683,848
Operating Expense	30,405,465	32,080,762	33,896,954	35,868,953
Net Operating Income	3,874,935	3,913,658	3,897,187	3,814,896
Other Revenue / (Expense)	(1,192,087)	(1,154,462)	(1,118,899)	(1,082,274)
Net Income before transfer	2,682,848	2,759,196	2,778,289	2,732,621
Cash Flow Projection:				
Net Income before transfer	2,682,848	2,759,196	2,778,289	2,732,621
Add: Depreciation & Amortization	2,050,766	2,214,827	2,392,013	2,583,374
Cash from Operations	4,733,613	4,974,023	5,170,302	5,315,996
Cash from Operations	4,733,613	4,974,023	5,170,302	5,315,996
Cash from External Sources:				
Drawdown from Financing	0	0	19,000,000	0
Less:				
Capital Expense	(2,644,849)	(1,925,000)	(20,600,000)	(1,600,000)
Joint Capital Expense	(24,790)	(24,790)	(24,790)	(24,790)
Principal Payment	(588,423) *	(617,727)	(647,194)	(681,831)
Net Cash Before Transfer	1,475,551	2,406,506	2,898,318	3,009,375
Transfer To City	(1,081,758)	(1,142,680)	(1,199,688)	(1,259,545)
Net Cash To (From) Reserves	393,794	1,263,826	1,698,630	1,749,830
* Catalyst loan payment				
	588,423	617,727	647,194	681,831
2022 Certificate of Participation	113,423	117,727	122,194	126,831
	475,000	500,000	525,000	555,000

**CARTHAGE WATER & ELECTRIC PLANT
UTILITY BILLS - AVERAGE CUSTOMERS**

Average Residential Customer using:

Electric 1,100 KWH
Water 5,236 GAL
Wastewater 5,236 GAL
Power Cost \$ 0.05346

	<u>FY 2023</u>	<u>FY 2024</u>	<u>DOLLAR DIFFERENCE</u>
Electric	\$ 127.20	\$ 136.42	\$ 9.21
Water	31.91	36.75	\$ 4.84
Wastewater	36.10	40.50	\$ 4.40
Internet	50.00	50.00	\$ -
Total	\$ 245.21	\$ 263.67	\$ 18.46

Average Non Demand General Service Customer using:

Electric 9,267 KWH
Water 10,870 GAL
Wastewater 10,870 GAL
Power Cost \$ 0.05346

	<u>FY 2023</u>	<u>FY 2024</u>	<u>DOLLAR DIFFERENCE</u>
Electric	\$ 515.75	\$ 545.20	\$ 29.45
Water	73.28	80.35	\$ 7.07
Wastewater	57.71	73.30	\$ 15.58
Internet	195.00	195.00	\$ -
Total	\$ 841.75	\$ 893.85	\$ 52.10

Average Demand General Service Customer using:

Electric 12,700 KWH
Electric (Demand) 40 KW
Water 44,880 GAL
Wastewater 44,880 GAL
Power Cost \$ 0.05346

	<u>FY 2023</u>	<u>FY 2024</u>	<u>DOLLAR DIFFERENCE</u>
Electric	\$ 1,443.70	\$ 1,507.77	\$ 64.07
Water	205.58	234.76	\$ 29.17
Wastewater	176.45	217.84	\$ 41.39
Internet	195.00	195.00	\$ -
Total	\$ 2,020.73	\$ 2,155.36	\$ 134.63

**CARTHAGE WATER & ELECTRIC PLANT
UTILITY BILLS - AVERAGE CUSTOMERS**

Average Small Industrial Customer using:

Electric 500,000 KWH
Electric (Demand) 1,100 KW
Water 546,040 GAL
Wastewater 546,040 GAL
Power Cost \$ 0.05346

	<u>FY 2023</u>	<u>FY 2024</u>	<u>DOLLAR DIFFERENCE</u>
Electric	\$ 40,159.00	\$ 43,310.00	\$ 3,151.00
Water	2,155.10	2,529.02	\$ 373.93
Wastewater	1,867.83	2,370.67	\$ 502.84
Internet	395.00	395.00	\$ -
Total	<u>\$ 44,576.93</u>	<u>\$ 48,604.69</u>	\$ 4,027.76

Average Large Industrial Customer using:

Electric 1,000,000 KWH
Electric (Demand) 1,100 KW
Water 546,040 GAL
Wastewater 546,040 GAL
Power Cost \$ 0.05346

	<u>FY 2023</u>	<u>FY 2024</u>	<u>DOLLAR DIFFERENCE</u>
Electric	\$ 68,239.00	\$ 74,125.00	\$ 5,886.00
Water	2,155.10	2,529.02	\$ 373.93
Wastewater	1,867.83	2,370.67	\$ 502.84
Internet	395.00	395.00	\$ -
Total	<u>\$ 72,656.93</u>	<u>\$ 79,419.69</u>	\$ 6,762.76



CARTHAGE WATER & ELECTRIC PLANT

Cash Reserve Calculation February 28, 2023

Recommended MINIMUM Reserves	% Risk Range to Allocate	ELECTRIC	WATER	WASTEWATER	COMMUNICATION	TOTAL AT 2/28/2023
Operation & maintenance costs (45 days is average utility)	12.33%	\$ 632,274	\$ 286,628	\$ 224,729	\$ 69,866	\$ 1,213,497
Power costs (45 days)	20.30%	4,176,338	-	-	-	4,176,338
RTO collateral requirements	100.00%	3,675,000				3,675,000
Historical investment in assets	1.88%	1,926,986	433,463	409,327	141,394	2,911,170
Annual debt payment	47.96%	831,348	-	270,466	45,690	1,147,504
Total five-year capital plan	20.00%	2,086,752	969,326	1,051,343	1,260,138	5,367,558
Recommended MINIMUM Reserves		\$ 13,328,698	\$ 1,689,417	\$ 1,955,865	\$ 1,517,087	\$ 18,491,067

Reasonableness calculation:

Days cash on hand calculation:

O&M expenses (excluding power costs and depreciation)	9,842,808
Depreciation	5,214,754
Power costs	20,572,130
Total O&M expense	35,629,692

Unrestricted cash on hand at 2/28/2023

\$ 21,164,808

Factor

1.683

Days Cash on Hand (365/Factor) *

217

* = Typical Range 90-120 days of O&M, High bond rating 150-200 days

Cash balances by department
February 28, 2023

	<u>ELECTRIC</u>	<u>WATER</u>	<u>WASTEWATER</u>	<u>COMMUNICATION</u>	<u>TOTAL</u>
<u>June 30, 2022</u> recommended MINIMUM reserve required	\$ 8,314,720	\$ 1,788,830	\$ 1,877,813	\$ 1,064,960	\$ 13,046,323
<u>June 30, 2022</u> unrestricted cash balance	15,122,192	3,120,161	2,293,518	(120,949)	20,414,921
<u>February 28, 2023</u> unrestricted cash balance	15,906,580	3,190,986	2,555,691	(488,448)	21,164,808
<u>February 28, 2023</u> recommended MINIMUM reserve required	13,328,698	1,689,417	1,955,865	1,517,087	18,491,067
Surplus/(deficit) compared to cash reserve requirement	2,577,882	1,501,569	599,826	(2,005,535)	2,673,741
Allocation of restricted cash:					
Customer deposits	898,753.40	2,500.00		2,500.00	903,753.40
MISO collateral	175,000.00				175,000.00
SPP TCR cash collateral	243,926.48				243,926.48
2012 Debt service reserve	-	-	-	-	-
2019 SRF Principal account	-	-	-	-	-
2019 SRF Interest account	-	-	-	-	-
2019 SRF Reserves	-	-	59,398.75	-	59,398.75
2020 MAMU Fiber Project Fund	-	-	-	1,033,265.46	1,033,265.46
2022 Series COP - Electric Proj Fd	15,066,064.23	-	-	-	15,066,064.23
Unclaimed property	8,109.39	-	-	-	8,109.39
Total restricted cash	16,391,854	2,500	59,399	1,035,765	17,489,518
<u>February 28, 2023</u> total cash balance	\$ 32,298,434	\$ 3,193,486	\$ 2,615,090	\$ 547,317	\$ 38,654,326

Carthage Water & Electric Plant
Cash Reserve Forecast by Department

	ELECTRIC TARGETED REV. REQ.	WATER TARGETED REV. REQ.	WASTEWATER TARGETED REV. REQ.	COMM. TARGETED GROWTH RATE	TOTAL
Surplus/(deficit) at 02/28/2023 per cash reserve calculation	\$ 2,577,882	\$ 1,501,569	\$ 599,826		\$ 2,673,742
Financing proceeds unexpended as of 02/28/23					530,000
Net Cash To (From) Reserves Forecasted FY 2024	669,717	(211,378)	(53,117)	(950,622)	(545,400)
Budgeted cash balance at end of FY 2024	3,247,599	1,290,191	546,709	(2,426,157)	2,658,342
Net Cash To (From) Reserves Forecasted FY 2025	393,794	560,370	(223,804)		757,657
Net Cash To (From) Reserves Forecasted FY 2026	1,263,826	592,837	272,626		2,208,242
Net Cash To (From) Reserves Forecasted FY 2027 (possible substation)	1,698,630	986,712	252,937		3,210,721
Net Cash To (From) Reserves Forecasted FY 2028	1,749,830	980,601	200,568		3,187,803
Forecasted surplus/(deficit) cash balance at end of FY 2028	\$ 8,353,679	\$ 4,410,712	\$ 1,049,035	\$ (1,790,662)	\$ 12,022,765

PROJECTED ACTUAL FOR FY 2022-2023

CARTHAGE WATER & ELECTRIC PLANT BOARD

	TOTAL	ELECTRIC	WATER	WASTE	COMM
Operating Revenue	39,725,281	30,907,359 (pg 1)	3,658,669 (pg 10)	3,289,817 (pg 17)	1,869,436 (pg 23)
Operating Expense	35,092,864	27,272,667 (pg 1)	3,579,922 (pg 10)	2,990,734 (pg 17)	1,249,541 (pg 23)
Net Operating Income	4,632,417	3,634,692	78,747	299,083	619,895
Other Revenue / (Expense)	(1,624,702)	(762,953) (pg 1)	(651,750) (pg 10)	(43,784) (pg 17)	(166,215) (pg 23)
Net Income before transfer	3,007,715	2,871,739	(573,003)	255,299	453,680
Cash Flow Projection:					
Net Income before transfer	3,007,715	2,871,739	(573,003)	255,299	453,680
Add: Depreciation & Amortization	4,816,517	1,709,029 (pg 1)	1,281,268 (pg 10)	1,147,461 (pg 17)	678,759 (pg 23)
Add: Municipal Depreciation	86,705	86,705 (pg 8)			
Cash from Operations	7,910,937	4,667,473	708,265	1,402,760	1,132,439
Cash from Operations	7,910,937	4,667,473	708,265	1,402,760	1,132,439
Cash from External Sources:					
Financing	4,898,529	2,332,000	0	151,767	2,414,762
Less:					
Capital Expense	(11,722,736)	(4,808,368) (pg 9)	(3,042,507) (pg 16)	(767,103) (pg 22)	(3,104,758) (pg 26)
Add back write off of AMI meters and capital expenditures in prior years	4,871,045	2,190,832	2,680,213		
Joint Capital Exp with WIP	(616,014)	(256,884) (pg 29)	(173,393) (pg 29)	(150,158) (pg 29)	(35,579) (pg 29)
WIP costs on past approved projects	(2,826,304)	(2,826,304)	0	0	0
Principal Payment	(1,135,656) *	(206,985)	(60,795)	(472,466)	(395,410)
Net Cash Before Transfer	1,379,801	1,091,764	111,783	164,800	11,454
Transfer To City	(1,254,455)	(951,850) (pg 1)	(138,432) (pg 10)	(114,431) (pg 17)	(49,741) (pg 23)
Net Cash To (From) Reserves	125,346	139,914	(26,649)	50,368	(38,287)
* 1,135,656					
2012 Certificate of Participation		206,985	60,795	472,466	395,410
2015 Certificate of Participation		110,544	60,795	38,661	
Catalyst loan payment		96,441		245,000	
2019 SRF Loan payment				188,805	
Fiber project loan payment					395,410
2022 Certificate of Participation					

BUDGET SUMMARY FY 2023-2024

CARTHAGE WATER & ELECTRIC PLANT BOARD

BUDGET RECOMMENDATIONS:

WAGE ADJ.: 3%

	TOTAL	ELECTRIC	WATER	WASTE	COMM
Operating Revenue	42,997,620	32,648,000 (pg 1)	4,370,800 (pg 10)	3,697,800 (pg 17)	2,281,020 (pg 23)
Operating Expense	38,649,409	28,845,107 (pg 1)	4,231,180 (pg 10)	3,655,751 (pg 17)	1,917,371 (pg 23)
Net Operating Income	4,348,211	3,802,893	139,620	42,049	363,649
Other Revenue / (Expense)	1,505,160	(311,300) (pg 1)	12,610 (pg 10)	1,959,000 (pg 17)	(155,150) (pg 23)
Net Income before transfer	5,853,371	3,491,593	152,230	2,001,049	208,499
Cash Flow Projection:					
Net Income before transfer	5,853,371	3,491,593	152,230	2,001,049	208,499
Add: Depreciation & Amortization	5,214,618	1,898,857 (pg 1)	1,302,799 (pg 10)	1,200,141 (pg 17)	812,821 (pg 23)
Add: Municipal Depreciation	120,500	120,500 (pg 8)			
Cash from Operations	11,188,489	5,510,950	1,455,029	3,201,190	1,021,320
Cash from Operations	11,188,489	5,510,950	1,455,029	3,201,190	1,021,320
Cash from External Sources:					
Financing Proceeds	13,168,000	12,668,000	0	0	500,000
Less:					
Capital Expense	(9,145,900)	(3,122,100) (pg 9)	(1,437,500) (pg 16)	(2,607,400) (pg 22)	(1,978,900) (pg 26)
Add back capital expenditures in prior years	0	0	0	0	0
Joint Capital Expense	(380,801)	(154,556) (pg 29)	(105,217) (pg 29)	(90,577) (pg 29)	(30,451) (pg 29)
WIP costs on past approved projects	(12,668,000)	(12,668,000)	0	0	0
Principal Payment	(1,415,193) *	(564,277)	0	(445,000)	(405,916)
Net Cash Before Transfer	746,595	1,670,017	(87,688)	58,213	(893,947)
Transfer To City	(1,291,995)	(1,000,300) (pg 1)	(123,690) (pg 10)	(111,330) (pg 17)	(56,675) (pg 23)
Net Cash To (From) Reserves	(545,400)	669,717	(211,378)	(53,117)	(950,622)
* 1,415,193					
2015 Certificate of Participation		564,277	0	445,000	405,916
Catalyst loan payment		109,277		250,000	
2019 SRF loan payment				195,000	
Fiber project loan payment					405,916
2022 Certificate of Participation		455,000			

**ELECTRIC DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
ELECTRIC REVENUE:				
RESIDENTIAL	9,814,343	9,846,500	10,898,485	11,721,000
COMMERCIAL	5,947,599	5,954,500	6,471,288	6,702,000
INDUSTRIAL	11,631,174	11,598,000	12,493,762	13,223,500
CITY SERVICES	171,682	160,000	193,062	171,000
TOTAL BILLINGS	27,564,798	27,559,000	30,056,596	31,817,500
DEPARTMENT UTILITIES	706,964	751,000	761,457	755,500
ALL OTHER	83,662	60,000	89,305	75,000
TOTAL OPERATING REVENUE	28,355,424	28,370,000	30,907,359	32,648,000
OPERATING EXPENSE:				
(pg 4) PRODUCTION	897,030	861,636	869,374	1,084,400
(pg 5) PURCHASED POWER	19,366,400	18,253,500	19,702,758	20,087,000
(pg 7) DISTRIBUTION	1,191,836	1,142,660	1,071,831	1,627,350
(pg 27) CUSTOMER SERVICE EXPENSE	178,020	271,460	230,401	344,780
(pg 28) GENERAL EXPENSE	2,775,062	3,897,240	3,689,275	3,802,720
DEPRECIATION & AMORTIZATION	1,665,853	1,820,000	1,709,029	1,898,857
TOTAL OPERATING EXPENSE	26,074,201	26,246,496	27,272,667	28,845,107
NET OPERATING REVENUE	2,281,223	2,123,504	3,634,692	3,802,893
OTHER REVENUE / (EXPENSE):				
(pg 2) OTHER INCOME	348,125	(614,400)	107,771	714,000
(pg 2) OTHER EXPENSE	(53,018)	(994,260)	(650,667)	(756,500)
(pg 8) MUNICIPAL SERVICES EXP	(182,143)	(226,800)	(220,058)	(268,800)
TOTAL OTHER REVENUE / (EXPENSE)	112,963	(1,835,460)	(762,953)	(311,300)
NET INCOME BEFORE TRANSFER	2,394,187	288,044	2,871,738	3,491,593
TRANSFER TO CITY	(891,750)	(951,850)	(951,850)	(1,000,300)
NET INCOME ELECTRIC DEPARTMENT	1,502,437	(663,806)	1,919,888	2,491,293

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$564,277 OR CAPITAL EXPENDITURES OF \$3,122,100. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**ELECTRIC DEPARTMENT
REVENUES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
10-440.00	ELEC RESIDENTIAL REVENUES	9,814,343	9,846,500	10,898,485	11,721,000
10-441.00	ELEC COMMERCIAL REVENUES	5,947,599	5,954,500	6,471,288	6,702,000
10-442.00	ELEC INDUSTRIAL REVENUES	11,631,174	11,598,000	12,493,762	13,223,500
10-446.00	CITY SERVICES	171,682	160,000	193,062	171,000
	TOTAL BILLED REVENUE	27,564,798	27,559,000	30,056,596	31,817,500
10-448.00	DEPARTMENTAL UTILITIES	706,964	751,000	761,457	755,500
10-449.00	MISC ELECTRIC SERVICES	83,869	60,000	89,477	75,000
10-449.10	CASH OVER/SHORT	(206)	-	(173)	-
	TOTAL OPERATING REVENUE	28,355,424	28,370,000	30,907,359	32,648,000
	OTHER REVENUE:				
10-450.00	GRANT REVENUE	-	-	-	-
10-451.00	RENT FROM ELEC PROPERTY	-	-	-	-
10-452.00	ELEC POLE RENTAL	41,479	41,000	44,178	73,500
10-453.00	ELEC INTEREST EARNED	54,929	62,700	177,366	316,500
10-453.01	ELEC INTEREST EARNED ON 2022 COP FUNDS	-	-	124,778	84,000
10-453.02	DIVIDEND INCOME	13,425	-	187,770	-
10-454.00	NON-OPERATING REVENUE - ELECTRIC	7,551	10,000	10,415	10,000
10-445.00	PENALTIES-EL	224,692	200,000	232,152	230,000
10-455.00	SOLID WASTE BILLINGS	6,020	5,900	6,029	-
10-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	30	(934,000)	(674,917)	-
	TOTAL OTHER REVENUE	348,125	(614,400)	107,771	714,000
	OTHER EXPENSE:				
10-457.00	INTEREST ON ELECTRIC LEASE PURCHASE	36,802	33,200	33,139	29,300
10-457.10	INTEREST ON ELECTRIC DEBT	7,023	4,560	4,054	-
10-457.11	INTEREST EXPENSE (GASB 87)	1,511	-	2,000	2,000
10-457.50	INTEREST ON SERIES 2022 COP	-	305,000	385,063	729,500
10-457.51	AMORTIZATION OF BOND PREMIUM ON 2022 COP	-	-	(22,419)	(41,400)
10-458.00	INTEREST ON CONSUMER DEPOSITS	3,213	6,500	3,176	7,000
10-460.00	OBSOLETE INVENTORY WRITE-OFFS	260	-	-	-
10-461.00	OTHER NON-OPERATING EXPENSE	4,210	645,000	245,654	30,100
	TOTAL OTHER EXPENSE	53,018	994,260	650,667	756,500

**ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - OPERATION**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
11-546.00	SUPERVIS/ENGINEER-PRODUCT	60,393	66,000	61,430	96,600
11-547.00	FUEL OIL CONSUMED	53,783	40,000	54,775	58,000
11-547.10	NATURAL GAS CONSUMED	136,902	40,000	114,708	75,000
11-548.04	GENERATION LABOR	17,697	16,000	14,611	29,000
11-548.05	COOLING SYSTEM UTILITIES	13,745	14,000	15,280	15,000
11-549.00	SMALL TOOLS AND EQUIPMENT	1,274	1,500	805	1,500
11-549.01	INSURANCE	225,833	245,836	242,101	266,500
11-549.02	MISCELLANEOUS	1,034	2,500	2,410	2,000
11-549.03	EDUCATION AND TRAINING	22,431	21,700	23,896	25,300
11-549.04	UTILITIES	5,662	7,500	9,446	8,000
11-549.05	ELEC PROD - COMMUNICATION	7,263	7,300	7,344	7,600
11-549.06	ELEC PROD - TRANSPORTATION COSTS ALLOCATED	(2,672)	(2,250)	(2,250)	(1,500)
11-549.07	EMISSIONS EXP	4,982	8,000	8,000	5,000
11-549.08	SOFTWARE AGREEMENTS	9,180	8,900	8,563	8,900
11-925.00	INJURIES AND DAMAGES	-	-	-	-
	TOTAL OPERATION EXP	557,508	476,986	561,120	596,900

**ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - MAINTENANCE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
11-551.00	SUPERVIS/ENGINEER-PRO MNT	64,009	64,000	60,529	133,500
11-552.00	MAINTENANCE PLANT BLDG	21,672	26,000	24,040	43,300
11-552.01	MAINTENANCE OF STORAGE TANKS	520	60,000	31,342	5,000
11-552.02	GAS LINE TO POWER PLANT	-	1,000	470	1,000
11-552.03	YARD AND YARD LIGHTS	10,719	15,000	10,087	15,000
11-552.04	ENVIRONMENTAL WASTE DISPOSAL	2,274	2,000	1,429	2,000
11-553.00	FUEL & LUBE OIL PUMPS & PIPING	-	1,000	1,087	1,300
11-553.01	COOLING SYSTEM	14,352	17,000	12,770	18,600
11-553.02	ACCESSORY ELEC EQUIPMENT	21,594	7,000	6,445	7,000
11-553.03	IT SUPPORT AND EQUIPMENT	13,939	15,000	10,773	15,000
11-553.06	ENGINE GENERATOR NO 6	10,247	12,000	10,784	16,500
11-553.07	ENGINE GENERATOR NO 7	9,825	12,000	7,437	16,500
11-553.08	ENGINE GENERATOR NO 8	9,558	12,000	7,467	16,500
11-553.09	ENGINE GENERATOR NO 9	26,524	12,000	25,595	16,500
11-553.10	ENGINE GENERATOR NO 10	21,554	12,000	12,491	16,500
11-553.11	ENGINE GENERATOR NO 11	13,712	27,000	28,409	40,700
11-553.12	ENGINE GENERATOR NO 12	16,472	27,000	14,837	40,700
11-553.13	ENGINE GENERATOR NO 13	36,685	27,000	21,414	30,700
11-553.14	ENGINE GENERATOR NO 14	35,644	27,000	16,329	30,700
11-554.00	MAINT POWER PLANT EQUIP	8,225	8,000	3,788	8,900
11-554.01	TRANSPORTATION COSTS ALLOCATED	(2,672)	(2,250)	(2,250)	(1,500)
11-554.03	ELEC PROD - COMMUNICATION	1,333	1,400	1,423	1,700
11-554.04	SAFETY SUPPLIES AND EXPENSE	3,375	1,500	1,557	11,400
11-599.99	INVENTORY ADJUSTMENTS	(39)	-	-	-
TOTAL MAINTENANCE EXP		339,522	384,650	308,254	487,500
TOTAL PRODUCTION EXPENSE		897,030	861,636	869,374	1,084,400

**ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - PURCHASED POWER & OTHER**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	
11-555.00	PURCHASED POWER - ENERGY	9,155,350	7,894,000	9,977,174	8,678,000	(1)
11-555.01	PURCHASED POWER - DEMAND	9,929,548	9,975,500	9,442,951	10,838,500	(1)
11-555.04	EL PURCH POWER - COMMUNICATION	-	-	-	-	
11-555.30	SYS CONTROL/LOAD DISPATCH	268,397	298,000	274,131	420,500	
11-557.00	OTHER EXPENSE	13,104	86,000	8,502	150,000	
TOTAL PURCHASED POWER EXP		19,366,400	18,253,500	19,702,758	20,087,000	

(1) BASED ON 295,400,183 KWH PURCHASED.

**ELECTRIC DEPARTMENT
DISTRIBUTION EXPENSE - OPERATION**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
12-580.00	SUPERVIS/ENGINEER-DISTRIB	18,295	48,000	35,323	79,900
12-582.00	LABOR - OPERATIONS	20,197	24,200	20,974	74,400
12-582.01	SMALL TOOLS & EQUIPMENT	29,353	28,600	21,111	25,100
12-586.00	REMOVE & RESET METERS	37,568	33,200	33,778	41,200
12-586.01	NET METERING EXPENSE	2,258	2,400	2,666	5,300
12-586.10	METER SERVICES EXPENSE	82,276	93,700	90,265	178,000
12-587.00	CUSTOMER INSTALLATION	22,740	22,200	20,002	25,800
12-588.00	MISCELLANEOUS - OPERATIONS	16,779	18,000	22,438	20,000
12-588.01	UTILITIES	11,949	2,400	2,512	3,000
12-588.02	EDUCATION & TRAINING	48,467	54,800	55,714	56,800
12-588.03	COMMUNICATION	24,748	24,700	26,058	27,200
12-588.04	TRANSPORTATION COSTS ALLOCATED	(24,048)	(20,250)	(20,250)	(13,500)
12-588.05	ENVIRONMENTAL WASTE DISPO	4,166	7,000	8,026	7,000
12-588.06	SOFTWARE SUPPORT AGREEMENTS	55,647	55,700	47,978	71,000
12-588.07	SAFETY SUPPLIES AND EXPENSE	17,564	21,200	14,936	29,600
12-588.08	POLE ATTACHMENT FEES	304	450	1,207	-
12-588.09	RIGHT OF WAY AGREEMENTS	881	3,100	3,358	3,900
12-588.10	IT SUPPORT AND EQUIPMENT	16,203	20,700	11,817	46,700
12-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL OPERATION EXP		385,349	440,100	397,912	681,400

**ELECTRIC DEPARTMENT
DISTRIBUTION EXPENSE - MAINTENANCE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
12-568.00	SUPERVIS/ENGINEER-TRANSMISSION	-	-	-	-
12-570.00	MAINTENANCE OF TRANSMISSION STATION EQUIPMENT	-	-	1,718	-
12-571.00	MAINTENANCE OF OH TRANS LINES	-	-	-	-
12-590.00	SUPERVIS/ENGINEER-DIS MNT	28,100	115,000	123,355	145,000
12-592.00	SUBSTATION EQUIPMENT	303,530	82,400	79,130	105,000
12-593.00	OVERHEAD LINES	481,113	440,000	411,281	617,000
12-594.00	UNDERGROUND LINES	8,656	11,300	6,908	14,600
12-595.00	LINE TRANSFORMERS	21,584	30,100	25,750	40,200
12-597.00	METER MAINTENANCE	18,063	26,400	19,468	11,000
12-598.00	RESOLD	(53,865)	-	5,848	-
12-598.01	COMMUNICATION	608	610	639	750
12-598.02	TRANSPORTATION COSTS ALLOCATED	(24,048)	(20,250)	(20,250)	(13,500)
12-598.03	AREA LIGHT MAINTENANCE	19,116	17,000	21,458	25,900
12-599.99	INVENTORY ADJUSTMENTS	3,630	-	(1,386)	-
	TOTAL MAINTENANCE EXP	806,487	702,560	673,919	945,950
	TOTAL DISTRIBUTION EXP	1,191,836	1,142,660	1,071,831	1,627,350

**ELECTRIC DEPARTMENT
DISTRIBUTION EXPENSE - MUNICIPAL**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
13-596.02	MAINT & OPERATION OF STREET LIGHTS	21,599	16,200	21,824	27,100
13-596.03	MAINT & OPERATION OF SIGNAL SYSTEMS	1,638	2,000	2,868	7,300
13-596.04	CHRISTMAS LIGHTING	-	5,000	-	-
13-596.06	INSPECTION/CONS PREMISES - OS CITY LIMITS	10,461	15,700	11,084	15,900
13-596.07	STREET LIGHTS & TRAFFIC SIGNAL ENERGY	81,869	96,000	97,577	98,000
13-596.08	DEPRECIATION-MUN	66,576	91,900	86,705	120,500
13-596.09	INSPECTION PERMIT FEES	-	-	-	-
	TOTAL MUNICIPAL EXP	182,143	226,800	220,058	268,800

**ELECTRIC DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
10-340.00	LAND & LAND RIGHTS	-	-	-	-
10-341.10	STRUCTURES & IMPROVEMENTS	-	7,300	8,000	-
10-341.20	STRUCTRS & IMPRVMENTS-LAND	-	-	-	-
10-342.10	FUEL HOLDERS & ACCESS	-	-	-	-
10-342.20	FUEL HOLDERS & ACCESS	-	-	-	-
10-342.30	RENEWABLE ENERGY EQUIPMENT	-	-	-	-
10-344.10	GENERATORS	-	-	-	-
10-344.20	GENERATORS-COOL SYS	52,018	40,000	45,000	-
10-345.00	GENERATORS-ACC ELEC EQUIP	-	50,000	50,000	-
10-346.00	MISC POWER PLANT EQUIP	-	-	-	-
10-348.00	ENERGY STORAGE EQUIPMENT	-	-	-	-
10-351.00	CLEARING LAND-TRANS	-	-	-	-
10-353.00	STATION EQUIPMENT	-	2,100,000	-	-
10-355.00	POLES & FIXTURES-TRANS	-	3,000,000	-	-
10-356.00	OH CONDUCT & DEVICE-TRANS	-	3,000,000	-	-
10-362.00	STATION EQUIPMENT	-	7,250,000	763,373	436,500 (1)
10-364.00	POLES TOWERS & FIX-DIST	169,082	475,000	247,437	310,500 (2)
10-365.00	OH CONDUCT & DEVICES-DIST	242,138	390,000	245,841	292,000 (3)
10-366.00	UNDERGROUND CONDUIT	263,756	1,475,000	260,673	238,500 (4)
10-367.00	UG CONDUCTORS & DEVICES	227,023	1,545,000	181,138	224,500 (5)
10-368.00	LINE TRANSFORMERS	82,452	125,000	151,919	142,000 (6)
10-369.00	SERVICES	246,125	240,000	260,873	287,000 (7)
10-370.00	MTRS-SCKTS-POT TRANSFRMRS	104,647	75,000	1,570,503	132,000 (8)
10-371.00	AREA LIGHTS	37,673	60,000	43,822	63,500 (9)
10-373.00	ST LIGHTS & SIGNAL SYSTMS	375,937	675,000	644,800	622,000 (10)
10-383.00	ELECTRIC COMPUTER SOFTWARE	-	-	58,292	-
10-392.00	ELECTRIC TRANSPORTATION EQUIPMENT	98,439	100,000	276,696	360,500 (11)
10-394.00	TOOLS SHOP & GARAGE EQUIP	9,405	3,500	-	-
10-398.00	MISCELLANEOUS EQUIPMENT	-	-	-	13,100 (12)
TOTAL ELEC CAPITAL EXPENDITURES		1,908,697	20,610,800	4,808,368	3,122,100
10-107.00	WORK IN PROGRESS	-	-	2,826,304	12,668,000 (13)
CASH OUTLAY FOR FY		1,908,697	20,610,800	7,634,672	15,790,100

- (1) REPLACE RECLOSER CONTROLS IN SUB 3 @ \$381,900; SUBSTATION SECURITY @ \$54,600.
- (2) NEW & RENEWED @ \$144,000; POLE REPLACEMENTS @ \$135,700; FUTURE PROJECTS @ \$30,800.
- (3) NEW & RENEWED @ \$228,800; POLE REPLACEMENTS @ \$31,600; FUTURE PROJECTS @ \$31,600.
- (4) NEW & RENEWED @ \$192,900; FUTURE PROJECTS @ \$45,600.
- (5) NEW & RENEWED @ \$156,700; FUTURE PROJECTS @ \$67,800.
- (6) NEW & RENEWED.
- (7) NEW & RENEWED.
- (8) NEW & RENEWED @ \$55,000; SECONDARY CT SERVICE UPGRADES @ \$33,000; METER SITE ANALYZER @ \$44,000.
- (9) NEW & RENEWED.
- (10) NEW & RENEWED @ \$179,700; STREETLIGHT PROJECTS @ \$442,300.
- (11) BUCKET TRUCK @ \$280,250; 4X4 CREW CAB TO REPLACE UNIT 203 @ \$80,250.
- (12) SUBSTATION CAMERAS FOR SUB 2 & SUB 3.
- (13) 69kV SUB 1-SWPA @ \$5,719,000; SUB 1 IMPROVEMENTS @ \$3,183,500; SUB 2 IMPROVEMENTS \$1,320,300;
FEEDER 17 & SUB 1 EXITS @ \$270,000; OUTSTANDING SUB 2 COST @ \$2,175,200.

WATER DEPARTMENT INCOME STATEMENT

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
WATER REVENUE:				
RESIDENTIAL	1,565,310	1,717,500	1,729,555	2,096,000
COMMERCIAL	745,707	874,500	834,282	1,109,000
INDUSTRIAL	1,112,786	948,000	972,014	1,093,500
CITY SERVICES	2,061	1,000	4,618	1,000
TOTAL BILLINGS	3,425,864	3,541,000	3,540,469	4,299,500
DEPARTMENT UTILITIES	48,591	54,400	54,362	65,300
ALL OTHER	32,570	6,000	63,839	6,000
TOTAL OPERATING REVENUE	3,507,024	3,601,400	3,658,669	4,370,800
OPERATING EXPENSE:				
(pg 13) PRODUCTION	842,170	854,632	915,067	1,168,591
(pg 14) DISTRIBUTION	497,867	696,600	791,254	1,092,900
(pg 27) CUSTOMER SERVICE EXPENSE	130,096	198,030	168,077	251,540
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	303,671	448,170	424,255	415,350
DEPRECIATION & AMORTIZATION	1,150,075	1,415,500	1,281,268	1,302,799
TOTAL OPERATING EXPENSE	2,923,879	3,612,932	3,579,922	4,231,180
NET OPERATING REVENUE	583,145	(11,532)	78,747	139,620
OTHER REVENUE / (EXPENSE):				
(pg 11) OTHER INCOME	30,259	(805,300)	(595,122)	122,600
(pg 11) OTHER EXPENSE	(5,233)	(3,878)	(6,125)	(990)
(pg 15) MUNICIPAL SERVICES	(25,124)	(62,400)	(50,503)	(109,000)
TOTAL OTHER REVENUE / (EXPENSE)	(98)	(871,578)	(651,750)	12,610
NET INCOME BEFORE TRANSFER	583,048	(883,110)	(573,002)	152,230
TRANSFER TO CITY	(134,360)	(138,430)	(138,432)	(123,690)
NET INCOME WATER DEPARTMENT	448,688	(1,021,540)	(711,435)	28,540

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$0 OR CAPITAL EXPENDITURES OF \$1,437,500. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**WATER DEPARTMENT
REVENUES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
20-440.00	WATER RESIDENTIAL REVENUE	1,565,310	1,717,500	1,729,555	2,096,000
20-441.00	WATER-COMMERCIAL REVENUE	745,707	874,500	834,282	1,109,000
20-442.00	WATER-INDUSTRIAL REVENUE	1,112,786	948,000	972,014	1,093,500
20-446.00	WATER CITY SERVICES	2,061	1,000	4,618	1,000
	TOTAL BILLED REVENUE	3,425,864	3,541,000	3,540,469	4,299,500
20-448.00	WATER DEPT UTILITIES	48,591	54,400	54,362	65,300
20-449.00	WATER MISC SERVICES	32,570	6,000	63,839	6,000
	TOTAL OPERATING REVENUE	3,507,024	3,601,400	3,658,669	4,370,800
	OTHER REVENUE:				
20-450.00	GRANT REVENUE	-	-	-	-
20-453.00	WATER INTEREST EARNED	18,784	24,700	38,619	59,100
20-453.02	DIVIDEND INCOME	3,872	-	35,894	-
20-454.00	NON-OPERATING REVENUE - WATER	49,267	34,000	38,609	36,500
20-445.00	PENALTIES-WA	27,071	20,000	27,362	27,000
20-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	(68,736)	(884,000)	(735,606)	-
	TOTAL OTHER REVENUE	30,259	(805,300)	(595,122)	122,600
	OTHER EXPENSE:				
20-458.00	TRUSTEE FEES ON DEBT SERVICE	362	370	362	-
20-457.10	INTEREST ON WATER DEBT	3,863	2,508	1,393	-
20-457.11	INTEREST EXPENSE (GASB 87)	486	-	486	490
20-460.00	OBSOLETE INVENTORY WRITE-OFFS	-	-	1,857	-
20-461.00	OTHER NON-OPERATING EXPENSE	522	1,000	2,026	500
	TOTAL OTHER EXPENSE	5,233	3,878	6,125	990

**WATER DEPARTMENT
PRODUCTION EXPENSE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
21-600.00	SUPERVIS/ENGINEER-WA PROD	50,944	49,700	45,301	70,000
21-611.00	STRUCTURE/IMPR MAINTENANC	13,885	13,000	10,753	15,300
21-614.00	WELL MAINTENANCE	11,963	32,000	15,340	27,900
21-616.00	SUPPLY MAINS MAINTENANCE	-	2,600	2,081	2,600
21-623.00	PUMPING POWER UTILITIES	248,631	222,000	268,091	272,000
21-624.10	COMMUNICATION	18,822	22,300	20,016	22,400
21-624.20	TRANSPORTATION COSTS ALLOCATED	(4,379)	(3,000)	(3,000)	(3,500)
21-624.30	INSURANCE	25,093	27,315	26,900	29,629
21-625.00	RIGHT-OF-WAY AGREEMENTS	27	-	-	-
21-639.99	INVENTORY ADJUSTMENTS	(144)	-	-	-
21-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL OPER & MAINT EXP		364,841	365,915	385,482	436,329

**WATER DEPARTMENT
TREATMENT EXPENSE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
21-640.00	SUPERVIS/ENGINEER-WA TRMT	40,834	44,100	56,080	75,800
21-641.10	LIME USED IN OPERATION	24,582	30,000	21,716	30,000
21-641.20	DISINFECTION CHEMICALS	48,764	47,000	56,980	61,600
21-641.30	FLUORIDE USED/OPERATION	10,732	2,000	664	2,000
21-641.40	AMMONIA USED/OPERATION	8,848	8,000	7,563	9,200
21-641.50	SALT USED/OPERATION	2,502	2,200	2,465	2,800
21-642.00	LABOR & EXPENSE	162,631	160,500	186,876	232,500
21-642.50	EDUCATION & TRAINING	5,790	5,900	10,233	10,300
21-643.00	OPERATION MISCELLANEOUS	1,787	600	316	5,400
21-643.10	COMMUNICATION/SCADA	45,468	39,300	46,368	97,600
21-643.20	TRANSPORTATION COSTS ALLOCATED	(4,379)	(3,000)	(3,000)	(3,500)
21-643.30	INSURANCE	28,677	31,217	30,743	33,862
21-643.40	UTILITIES	38,214	42,000	44,708	44,000
21-643.50	LAB CHEMICALS	5,892	5,000	5,427	6,000
21-643.90	IT SUPPORT AND EQUIPMENT	5,110	6,800	2,747	14,900
21-651.00	STRUCTURE/IMPR MAINTENANCE	13,181	17,900	12,633	32,000
21-652.00	EQUIPMENT MAINTENANCE	32,104	21,900	15,394	47,500
21-652.50	CLEARWELL #1 MAINT	6,320	13,400	18,384	14,700
21-652.60	CLEARWELL #2 MAINT	272	13,400	13,123	15,100
21-653.00	SMALL TOOLS AND EQUIPMENT	0	500	164	500
TOTAL WATER TREATMENT EXP		477,329	488,717	529,585	732,262
TOTAL PROD/WA TRMT EXP		842,170	854,632	915,067	1,168,591

**WATER DEPARTMENT
DISTRIBUTION EXPENSE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
22-660.00	SUPERVIS/ENGINEER-WA DIST	65,465	67,000	74,013	138,000
22-661.00	WASTE DISPOSAL REMOVAL	1,691	3,000	2,461	3,000
22-665.00	ALL OTHER OPERATION	-	300	159	300
22-665.10	COMMUNICATION	21,925	22,100	27,027	26,800
22-665.20	TRANSPORTATION COSTS ALLOCATED	(78,820)	(54,000)	(54,000)	(63,000)
22-665.40	SAFETY SUPPLIES AND EXPENSE	3,459	3,000	4,256	10,500
22-665.60	SMALL TOOLS AND EQUIPMENT	5,765	7,200	5,119	5,700
22-665.70	BACKFLOW TESTING	7,536	8,000	7,281	9,300
22-665.80	RESOLD	(1,271)	300	1,518	300
22-665.90	IT SUPPORT AND EQUIPMENT	2,356	8,100	2,700	7,800
22-666.00	EDUCATION & TRAINING	7,382	10,800	16,059	11,000
22-672.10	500,000GAL RESERVOIR MTCE	1,512	25,200	24,780	26,100
22-672.20	1,000,000G RESERVOIR MTCE	1,881	35,100	34,157	39,300
22-672.50	S. TOWN WA TOWER MAINT	6,057	48,700	52,172	68,700
22-672.60	N. TOWN WA TOWER MAINT	1,818	56,100	58,888	97,900
22-673.00	TRANS & DISTRI MAINS MTCE	149,459	155,500	161,342	231,000
22-675.00	SERVICES MAINTENANCE	101,229	95,500	113,503	182,000
22-676.00	CUST SERVICE METER MTCE	42,570	36,200	72,425	41,600
22-676.10	METER SERVICES EXPENSE	54,810	63,400	71,241	131,000
22-678.00	UTILITY LOCATES	24,023	23,000	23,011	25,800
22-678.50	UTILITIES	74,751	72,000	86,123	88,800
22-679.00	S. PUMP HOUSE MAINT	922	8,900	5,183	8,900
22-680.00	RIGHT-OF-WAY AGREEMENTS	1,730	1,200	1,839	2,100
22-681.99	INVENTORY ADJUSTMENTS	1,617	-	-	-
22-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL DISTRIBUTION EXP		497,867	696,600	791,254	1,092,900

**WATER DEPARTMENT
DISTRIBUTION EXPENSE - MUNICIPAL**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
23-677.20	FIRE HYDRANT MAINTENANCE	9,390	27,000	30,126	29,000
23-677.30	INVESTIGATIONS & INSPECT	13,673	32,400	15,339	77,000
23-677.50	WATER USED	2,061	3,000	5,038	3,000
	TOTAL MUNICIPAL EXP	25,124	62,400	50,503	109,000

**WATER DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
20-310.00	LAND & LAND RIGHTS	-	-	-	-
20-311.10	STRUCTRS/IMPRVMTS-GEN PLT	-	-	5,766	-
20-311.20	STRUCTRS/IMPRVMTS-PLANT	-	-	-	-
20-312.00	COLL/IMPOUNDING RESERVOIR	39,178	-	-	-
20-314.00	WELLS & SPRINGS	-	30,000	45,000	30,000 (1)
20-316.00	SUPPLY MAINS	-	500,000	634,668	-
20-325.10	ELEC PUMPING EQUIP-PUMPS	42,623	50,000	33,074	50,000 (2)
20-325.20	ELEC PUMPING EQUIP & SOFTWARE - STA	13,265	-	-	-
20-331.00	STRUCTRS/IMPRVMTS-WA TRMT	109,285	-	-	12,000 (3)
20-332.00	WATER TREATMENT EQUIPMENT	35,925	15,000	15,000	-
20-340.00	LAND & LAND RIGHTS	-	-	-	-
20-341.10	STRUCTURES & IMPROVEMENTS	-	-	-	-
20-341.20	ELECTRIC PUMP & EQUIPMENT	-	-	-	-
20-342.00	DIST RESERVOIRS/STNDPIPES	249,019	-	-	-
20-343.00	TRANS & DIST MAINS	638,552	300,000	175,000	800,000 (4)
20-345.00	SERVICES	85,386	40,000	80,000	50,700 (5)
20-346.00	METERS	52,737	105,000	2,004,985	61,800 (6)
20-348.00	HYDRANTS	39,888	25,000	16,000	25,000 (7)
20-349.00	VALVES	-	-	-	20,000 (8)
20-383.00	WATER COMPUTER SOFTWARE	-	-	33,014	388,000 (9)
20-392.00	WATER TRANSPORTATION EQUIPMENT	485,856	65,000	-	-
20-394.00	TOOLS SHOP & GARAGE EQUIP	-	3,500	-	-
TOTAL WATER CAPITAL EXPENDITURES		1,791,713	1,133,500	3,042,507	1,437,500
20-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		1,791,713	1,133,500	3,042,507	1,437,500

- (1) WELL REPAIRS.
 (2) WELL REPAIRS.
 (3) REPAIRS TO FRONT STEPS.
 (4) RELOCATE WATER MAIN UNDER CENTRAL FROM BLANCHE - BAKER.
 (5) RENEWED SERVICES.
 (6) NEW METERS/SERVICES.
 (7) REPLACE HYDRANTS.
 (8) VALVE REPLACEMENTS.
 (9) REPLACE WATER SCADA WITH MICROCOMM @ \$375,000; TOUGH BOOKS @ \$13,000.

**WASTEWATER DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
WASTEWATER REVENUE:				
RESIDENTIAL REVENUE	1,736,346	1,848,500	1,859,738	2,079,000
COMMERCIAL REVENUE	508,857	622,500	664,283	774,500
INDUSTRIAL REVENUE	869,783	776,500	742,713	840,000
PRETREATMENT REVENUES	44,250	0	8,250	-
DEPARTMENT UTILITIES	2,793	2,500	3,697	4,300
MISC OPERATING REVENUE	-	-	11,137	-
TOTAL OPERATING REVENUE	3,162,028	3,250,000	3,289,817	3,697,800
OPERATING EXPENSE:				
(pg 20) WASTEWATER EXPENSE	1,154,019	1,147,650	1,246,899	1,669,400
(pg 21) PRETREATMENT EXPENSE	78,511	72,400	102,835	168,050
(pg 27) CUSTOMER SERVICE EXPENSE	125,823	191,690	162,699	243,160
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	267,812	349,490	330,841	375,000
DEPRECIATION & AMORTIZATION	824,661	1,198,800	1,147,461	1,200,141
TOTAL OPERATING EXPENSE	2,450,826	2,960,030	2,990,734	3,655,751
NET OPERATING REVENUE	711,202	289,970	299,084	42,049
OTHER REVENUE / (EXPENSE):				
(pg 18) OTHER INCOME	(29,286)	32,400	75,373	2,065,500
(pg 18) OTHER EXPENSE	(113,938)	(119,900)	(119,158)	(106,500)
TOTAL OTHER REVENUE / (EXPENSE)	(143,224)	(87,500)	(43,784)	1,959,000
NET INCOME BEFORE TRANSFER	567,978	202,470	255,300	2,001,049
TRANSFER TO CITY	(110,520)	(114,430)	(114,431)	(111,330)
WASTEWATER DEPT NET INCOME	457,458	88,040	140,868	1,889,719

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$445,000 OR CAPITAL EXPENDITURES OF \$2,607,400. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**WASTEWATER DEPARTMENT
REVENUES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
30-440.00	WW SERVICE BILLINGS-RESID	1,736,346	1,848,500	1,859,738	2,079,000
30-441.00	WW SERVICE BILLINGS-COMM	508,857	622,500	664,283	774,500
30-442.00	WW SERVICE BILLINGS-INDUS	869,783	776,500	742,713	840,000
	TOTAL BILLINGS	3,114,986	3,247,500	3,266,733	3,693,500
30-443.00	PRETREATMENT REVENUE	44,250	-	8,250	-
30-448.00	WW DEPARTMENT UTILITIES	2,793	2,500	3,697	4,300
30-449.00	WW MISC SERVICES	-	-	11,137	-
	TOTAL OPERATING REVENUE	3,162,028	3,250,000	3,289,817	3,697,800
	OTHER REVENUE:				
30-450.00	GRANT REVENUE	-	-	-	2,000,000
30-451.00	RENT FROM WW PROPERTY	2,788	1,000	-	1,000
30-453.00	WW INTEREST EARNED	7,898	17,400	28,695	46,500
30-453.02	DIVIDEND INCOME	1,944	-	27,524	-
30-454.00	NON-OPERATING REVENUE - WW	-	-	-	-
30-445.00	PENALTIES-WW	18,950	14,000	19,155	18,000
30-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	(60,866)	-	-	-
	TOTAL OTHER REVENUE	(29,286)	32,400	75,373	2,065,500
	OTHER EXPENSE:				
30-457.00	INTEREST ON WW SERIES 2019 SRF	41,276	42,800	41,497	39,100
30-457.10	INTEREST ON WASTEWATER COPS	2,456	1,600	886	-
30-457.30	INTEREST ON WASTEWATER COPS-2015	48,929	44,000	44,265	37,600
30-458.00	FEES ON SEWER CONNECTIONS AND DEBT SERVICE	20,202	30,800	31,396	29,400
30-460.00	OBSOLETE INVENTORY WRITE-OFFS	-	-	-	-
30-461.00	OTHER NON-OPERATING EXPENSE	1,074	700	1,113	400
30-462.00	AMORTIZATION OF ARO FOR GASB 83	-	-	-	-
	TOTAL OTHER EXPENSE	113,938	119,900	119,158	106,500

**WASTEWATER DEPARTMENT
COLLECTION EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
31-700.00	COLLECTION SUPERVISION & ENGINEERING	31,586	41,600	37,477	59,200
31-705.00	SEWER LINE MAINTENANCE	156,961	153,500	163,180	222,500
31-706.00	UTILITY LOCATES	17,716	18,000	21,462	20,000
31-710.00	POWER - OLD LEVEE STATION	578	750	246	-
31-724.00	POWER - NEW LEVEE STATION	33,316	35,000	30,528	35,000
31-724.50	LIFT STATION & PUMP MNTCE	88,023	56,300	60,026	130,500
31-732.00	RIGHT-OF-WAY AGREEMENTS	7,537	5,900	7,584	8,000
31-743.40	ALL OTHER	269	-	323	3,600
31-743.50	COMMUNICATION/SCADA	43,513	52,300	41,122	35,900
31-744.00	EDUCATION & TRAINING	3,345	4,800	4,125	4,800
31-745.00	SMALL TOOLS AND EQUIPMENT	5,261	4,000	1,609	4,500
31-745.30	IT SUPPORT AND EQUIPMENT	8,052	6,200	14,064	11,900
31-746.00	TRANSPORTATION COSTS ALLOCATED	(36,478)	(37,800)	(37,800)	(14,000)
31-760.99	INVENTORY ADJUSTMENTS	83	-	-	-
31-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL COLLECTION EXPENSE		359,761	340,550	343,944	521,900

**WASTEWATER DEPARTMENT
TREATMENT EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
32-741.00	TREATMENT PLT/SUPERVISION	71,363	71,700	71,856	130,500
32-742.00	TREATMENT PLANT LABOR	134,698	146,000	130,119	256,000
32-743.00	SAFETY SUPPLIES AND EXPENSE	1,320	900	514	7,700
32-743.10	SLUDGE MANAGEMENT	93,985	88,000	139,088	113,500
32-743.20	PLANT CHEMICALS	27	600	698	800
32-743.25	LAB CHEMICALS	11,148	13,600	6,433	10,200
32-743.30	UTILITIES-WATER/ELECTRIC	300,048	300,000	341,268	345,000
32-743.40	ALL OTHER	156	600	200	800
32-743.50	COMMUNICATION/SCADA	25,002	20,800	41,388	84,100
32-743.60	TRANSPORTATION COSTS ALLOCATED	(7,817)	(8,100)	(8,100)	(3,000)
32-743.70	INSURANCE	64,524	70,300	69,195	76,200
32-743.80	LAB TESTS	28,049	20,500	35,602	20,500
32-744.00	EDUCATION & TRAINING	3,959	4,200	5,705	4,700
32-745.00	SMALL TOOLS AND EQUIPMENT	1,035	3,800	1,264	3,800
32-745.10	TREATMENT STRUCTURES	5,002	5,200	4,056	9,000
32-745.20	LAGOON	1,894	2,100	1,740	3,400
32-745.30	IT SUPPORT AND EQUIPMENT	1,310	3,400	1,355	12,100
32-746.00	EQUIPMENT & SUPPLIES	58,554	63,500	60,574	72,200
32-760.99	INVENTORY ADJUSTMENTS	-	-	-	-
32-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL WASTEWATER TREATMENT EXP		794,258	807,100	902,954	1,147,500
TOTAL WASTEWATER COLL./TREAT.		1,154,019	1,147,650	1,246,899	1,669,400

**WASTEWATER DEPARTMENT
PRETREATMENT EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
33-800.10	ENFORCEMENT	16,538	25,800	23,931	25,800
33-800.20	PERMITTING	-	-	15,000	15,000
33-800.30	INSPECTION	-	700	236	950
33-800.40	LAB TESTING	67,531	44,000	66,196	116,500
33-800.50	RECORDS	2,258	10,000	5,571	12,800
33-800.70	COMMUNICATION	-	-	-	-
33-800.80	TRANSPORTATION COSTS ALLOCATED	(7,817)	(8,100)	(8,100)	(3,000)
	TOTAL PRETREATMENT EXP	78,511	72,400	102,835	168,050

**WASTEWATER DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
30-310.00	LAND & IMPRVMENTS TO LAND	-	-	-	-
30-313.00	LIFT STATION	-	56,500	16,031	68,100 (1)
30-313.10	TRMNT PLT STRUCTRS/IMPROV	525,906	257,950	509,762	249,500 (2)
30-313.20	LAGOON	-	-	-	-
30-313.30	MAINS	1,394,815	450,000	-	2,020,000 (3)
30-313.40	CITY INTERCEPTOR SEWER	-	-	-	-
30-315.00	MANHOLES	-	-	-	20,000 (4)
30-323.10	TOOLS & EQUIPMENT	-	-	-	-
30-323.20	TREATMENT PLANT EQUIPMENT	165,749	52,000	10,000	46,800 (5)
30-323.30	LABORATORY EQUIPMENT	-	-	-	-
30-324.00	PRETREATMENT EQUIPMENT	-	10,000	10,000	-
30-325.20	ELEC PUMPING EQUIP & SOFTWARE - STA	-	-	112,784	203,000 (6)
30-392.00	WASTEWATER TRANSPORTATION EQUIPMENT	46,533	65,000	108,527	-
TOTAL WW CAPITAL EXPENDITURES		2,133,003	891,450	767,103	2,607,400
30-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		2,133,003	891,450	767,103	2,607,400

(1) PUMPS AND MOTOR REPLACEMENT @ \$50,000; LIFT STATION FENCES @ \$18,100.

(2) PAINT FOR #3 CLARIFIER @ \$77,000; REPLACE BOTH GRIT AUGERS AND PANELS @ \$154,500; HVAC FOR OFFICE @ \$18,000.

(3) COLLECTIONS REHABILITATION @ \$2,000,000 (PAID WITH \$2,000,000 ARPA GRANT FUNDS);
WATERSPOUT FLOW MONITORING EQUIP @ \$20,000.

(4) NEW MANHOLES.

(5) PUMP REPLACEMENT.

(6) IKAS SOFTWARE @ \$15,000; TOUGH BOOKS @ \$13,000; CONVERT LIFT STATION SCADA TO MICROCOMM @ \$175,000.

**COMMUNICATION DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
COMMUNICATION REVENUE:				
FIBER REVENUE	1,170,549	1,398,400	1,468,776	1,941,400
WIRELESS REVENUE	335,381	274,900	283,657	222,700
DEPARTMENT UTILITIES	113,028	111,300	116,764	116,800
MISC REVENUE	135	120	239	120
TOTAL OPERATING REVENUE	1,619,093	1,784,720	1,869,436	2,281,020
OPERATING EXPENSE:				
(pg 25) OPERATING EXPENSE	407,644	499,100	403,895	899,400
(pg 27) CUSTOMER SERVICE EXPENSE	27,837	50,520	42,877	81,120
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	95,884	131,000	124,011	124,030
DEPRECIATION & AMORTIZATION	497,628	583,400	678,759	812,821
TOTAL OPERATING EXPENSES	1,028,993	1,264,020	1,249,541	1,917,371
NET OPERATING REVENUE	590,100	520,700	619,895	363,649
OTHER REVENUE / (EXPENSE):				
(pg 24) OTHER INCOME	2,708	2,800	528	-
(pg 24) OTHER EXPENSE	(120,946)	(165,810)	(166,743)	(155,150)
TOTAL OTHER REVENUE / (EXPENSE)	(118,238)	(163,010)	(166,215)	(155,150)
NET INCOME BEFORE TRANSFER	471,862	357,690	453,680	208,499
TRANSFER TO CITY	(44,304)	(49,745)	(49,741)	(56,675)
COMMUNICATION DEPT NET INCOME	427,558	307,945	403,938	151,824

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$405,916 OR CAPITAL EXPENDITURES OF \$1,978,900. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

COMMUNICATION DEPARTMENT
REVENUES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
40-440.50	FIBER RESIDENTIAL	563,833	765,000	827,345	1,274,000
40-441.50	FIBER COMMERCIAL	360,261	387,500	400,393	423,500
40-442.50	FIBER INDUSTRIAL	142,746	153,500	140,488	140,500
40-443.00	FIBER DARK	44,997	38,400	49,380	49,400
40-449.50	FIBER INSTALL & MISC CHARGES	58,713	54,000	51,169	54,000
	TOTAL FIBER BILLINGS	1,170,549	1,398,400	1,468,776	1,941,400
40-440.00	WIRELESS RESIDENTIAL	282,315	236,500	246,668	200,500
40-441.00	WIRELESS COMMERCIAL	49,006	34,200	42,374	28,200
40-442.00	WIRELESS INDUSTRIAL	-	-	-	-
40-446.00	INACTIVE ACCOUNT - HIGH-SPEED SERVICE	-	-	-	-
40-449.00	WIRELESS INSTALL & MISC CHARGES	4,060	4,200	(5,386)	(6,000)
	TOTAL WIRELESS BILLINGS	335,381	274,900	283,657	222,700
40-448.00	CWEP WIRELESS	5,228	5,300	5,229	5,300
40-448.50	CWEP FIBER	107,800	106,000	111,535	111,500
	TOTAL DEPARTMENTAL BILLINGS	113,028	111,300	116,764	116,800
40-449.60	OTHER BILLED REVENUE	135	120	239	120
	TOTAL OPERATING REVENUE	1,619,093	1,784,720	1,869,436	2,281,020
	OTHER REVENUE:				
40-453.00	INTEREST EARNED	1,975	2,800	307	-
40-453.02	DIVIDEND INCOME	363	-	222	-
40-454.00	NON-OPERATING REVENUE - COMMUNICATION	-	-	-	-
40-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	369	-	-	-
	TOTAL OTHER REVENUE	2,708	2,800	528	0
	OTHER EXPENSE:				
40-457.00	INTEREST EXPENSE	109,604	151,000	151,116	141,000
40-458.00	FEES ON DEBT SERVICE	7,524	10,700	11,589	10,100
40-460.00	OBSOLETE INVENTORY WRITE-OFFS	3,804	4,000	4,000	4,000
40-461.00	OTHER NON-OPERATING EXPENSE	14	110	38	50
	TOTAL OTHER EXPENSE	120,946	165,810	166,743	155,150

COMMUNICATION DEPARTMENT
OPERATING EXPENSES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
41-850.00	FIBER - SUPERVISION & ENGINEERING	93,953	30,000	30,063	48,000
41-851.00	FIBER - LABOR	85,669	140,000	100,735	357,000
41-852.00	FIBER - MATERIALS & EXPENSE	59,748	69,500	59,415	105,000
41-852.10	INTERCONNECT AGREEMENTS	27,000	28,500	27,500	28,500
41-852.20	IP ACCESS AGREEMENTS-FIBER	48,168	99,800	61,234	112,000
41-853.00	FIBER - EQUIPMENT MAINTENANCE	10,035	32,200	14,694	33,300
41-860.00	SMALL TOOLS AND EQUIPMENT	5,254	5,600	5,361	5,800
41-861.00	SAFETY SUPPLIES AND EXPENSE	8,344	3,300	2,599	16,600
41-899.99	INVENTORY ADJUSTMENTS	(5,952)	-	-	-
41-925.00	INJURIES AND DAMAGES	-	-	-	-
43-870.50	WIRELESS - SUPERVISION & ENGINEERING	15,948	23,000	17,006	8,500
43-871.50	WIRELESS - LABOR	57,012	35,000	53,500	104,500
43-872.50	WIRELESS - MATERIALS & EXPENSE	12,125	11,100	14,776	11,500
43-872.60	IP ACCESS AGREEMENTS - WIRELESS	44,200	44,200	46,260	47,800
43-872.70	SITE SURVEYS - WIRELESS	-	-	-	-
43-890.00	UTILITIES	12,695	13,600	14,503	15,400
43-890.10	EDUCATION & TRAINING	32,979	35,900	33,447	38,700
43-890.20	COMMUNICATION	5,486	8,100	7,956	8,400
43-890.30	TRANSPORTATION COSTS ALLOCATED	(116,704)	(101,000)	(101,000)	(100,000)
43-890.50	ADVERTISING	3,582	10,300	5,081	18,000
43-890.60	RESOLD	-	-	-	-
43-890.70	POLE ATTACHMENT FEES	8,103	10,000	10,765	40,400
43-899.99	INVENTORY ADJUSTMENTS	-	-	-	-
43-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL COMMUNICATION EXP		407,644	499,100	403,895	899,400

COMMUNICATION DEPARTMENT
CAPITAL EXPENDITURES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
40-310.00	FIBER EQUIPMENT	498,529	351,000	376,203	416,000 (1)
40-315.00	FIBER LINE	3,020,942	2,386,000	2,571,590	1,371,000 (2)
40-365.00	WIRELESS INTERNET EQUIP	29,596	65,500	19,723	29,900 (3)
40-370.00	TOOLS	-	-	36,600	50,000 (4)
40-392.00	COMMUNICATION TRANSPORTATION EQUIPMENT	-	-	100,641	112,000 (5)
TOTAL COMM CAPITAL EXPENDITURES		3,549,067	2,802,500	3,104,758	1,978,900
40-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		3,549,067	2,802,500	3,104,758	1,978,900

(1) FIBER OPTIC ELECTRONICS UPGRADES AND CUSTOMER GROWTH.

(2) FIBER SERVICE EXPANSION.

(3) WIRELESS EQUIPMENT UPGRADES AND NEW SERVICES.

(4) OPTICAL FIBER MULTIMETER @ \$6,500; OTDR @ \$15,000; END INSPECTION TOOL KITS @ \$28,500.

(5) 1 TON DIESEL CREW CAB WITH UTILITY BED @ \$112,000.

OFFICE & JOINT
CUSTOMER SERVICE EXPENSES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
91-901.00	SUPERVISION-CUST ACCTING	21,454	57,900	49,647	87,800
91-902.00	METER READING	-	-	-	-
91-903.00	CUSTOMER RECORDS & COLL	274,077	397,500	322,966	472,000
91-904.00	UNCOLLECTIBLE ACCOUNTS	3,915	50,000	24,439	50,000
91-908.00	RESIDENTIAL ENERGY AUDITS	3,388	3,400	3,400	3,400
91-909.00	CUSTOMER SERVICE & INFO	15,512	21,400	20,809	36,600
91-910.00	MISC CUSTOMER SERVICE & INFORMATION	128,697	181,500	168,058	256,000
91-955.00	AMORTIZATION EXPENSE (GASB 87)	13,284	-	13,284	13,300
91-960.00	INTEREST EXPENSE (GASB 87)	1,450	-	1,450	1,500
TOTAL		461,776	711,700	604,053	920,600

CUSTOMER SERVICE EXPENSE SHEET PROVIDED FOR
REFERENCE ONLY -- ALL COSTS ALLOCATED
TO DEPARTMENTS AS FOLLOWS:

10-999.91	ELECTRIC DEPARTMENT	178,020	271,460	230,401	344,780
20-999.91	WATER DEPARTMENT	130,096	198,030	168,077	251,540
30-999.91	WASTEWATER DEPARTMENT	125,823	191,690	162,699	243,160
40-999.91	COMMUNICATION DEPARTMENT	27,837	50,520	42,877	81,120

OFFICE & JOINT
GENERAL & ADMINISTRATIVE EXPENSES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
92-920.10	GENERAL OFFICERS SALARIES	391,234	388,500	392,719	683,000
92-920.20	GENERAL CLERKS SALARIES	309,916	390,000	375,711	582,000
92-921.00	OFFICE SUPPLIES & EXPENSE	21,424	23,500	18,831	27,000
92-921.50	NETWORK SERVICES	188,333	225,000	199,704	350,000
92-921.70	COMPUTER EQUIPMENT, SOFTWARE & ACCESSORIES	38,961	54,200	47,038	69,700
92-922.00	GENERAL ADM EXP CAPTLZD	(718,140)	(533,000)	(658,294)	(2,559,000) *
92-923.00	OUTSIDE SERVICES EMPLOYED	35,689	91,500	78,983	112,500
92-924.00	PROPERTY INSURANCE	7,169	7,900	7,720	8,500
92-925.00	INJURIES AND DAMAGES	195,156	216,000	216,023	276,500
	EMPLOYEE BENEFITS:				
92-926.10	EMPL BENEFITS-FLOAT HOLIDAY	20,663	23,600	19,160	-
92-926.11	EMPL BENEFITS-VACATIONS	331,456	374,000	354,764	-
92-926.12	EMPL BENEFITS-HOLIDAYS	192,332	212,500	216,942	-
92-926.13	EMPL BENEFITS-SICK LEAVE	136,554	116,500	119,427	-
92-926.14	EMPL BENEFITS-OTHER	20,992	12,500	9,869	-
92-926.15	EMPL BENEFITS-FAMILY SICK LEAVE	19,104	18,500	16,415	-
92-926.16	COVID EMERGENCY PAID SICK LEAVE	-	-	-	-
92-926.20	SOCIAL SECURITY	312,473	312,500	312,327	367,500 *
92-926.25	DISABILITY & LIFE INSURANCE	20,064	21,300	21,583	23,400
92-926.30	CW&EP RETIREMENT	811,917	850,000	827,577	924,500 *
92-926.31	GASB 68 ADJUSTMENT (LAGERS)	(553,482)	200,000	200,000	50,000
92-926.35	MEDICARE	73,866	74,300	74,569	86,000 *
92-926.40	HEALTH INSURANCE	636,720	688,500	657,734	680,000 *
92-926.50	PHYSICAL EXAMINATIONS	7,944	10,000	5,580	7,000
92-926.60	UNIFORMS/SAFETY SHOES ETC.	34,467	37,000	45,055	14,000
92-926.70	WELLNESS, OTHER BENEFITS	28,638	33,900	34,558	41,500
92-926.80	CAFETERIA BENEFITS	5,218	7,000	6,894	7,000
92-926.90	ICMA MATCHING	51,880	54,700	52,870	59,300 *
92-930.10	GENERAL ADVERTISING	3,764	7,800	3,410	7,500
92-930.20	MISC GENERAL EXPENSE	4,008	3,800	3,959	3,900
92-930.30	ECON DEVELOP/PUB RELATION	309,900	309,000	306,065	2,089,000
92-930.40	COMMUNICATION	30,861	31,000	32,763	34,900
92-930.50	TRANSPORTATION COSTS ALLOCATED	(14,685)	(14,000)	(14,000)	(16,000)
92-930.60	EDUCATION & TRAINING	35,432	86,200	85,962	91,200
92-930.70	MEMBERSHIP DUES	55,072	56,500	56,588	45,400
92-932.10	OFFICE BLDG MAINTENANCE AND SUPPLIES	264,943	279,500	285,638	433,500
92-932.20	SOFTWARE MAINTENANCE AGREEMENTS	154,737	172,500	167,973	234,000
92-949.00	MISC GENERAL INCOME	(21,770)	(16,800)	(18,801)	(16,700)
92-950.00	GAIN/LOSS ON DISPOSAL OF FIXED ASSETS	(378)	-	6,064	-
	TOTAL	3,442,429	4,825,900	4,569,381	4,717,100

* OVERHEAD ITEMS FOR PRESENTATION ONLY; THESE SHOULD BE NETTED IN ACCOUNT 92-922.00

GENERAL & ADMINISTRATIVE EXPENSE SHEET PROVIDED FOR REFERENCE ONLY -- ALL COSTS ALLOCATED TO DEPARTMENTS AS FOLLOWS:

10-999.92	ELECTRIC DEPARTMENT	2,775,062	3,897,240	3,689,275	3,802,720
20-999.92	WATER DEPARTMENT	303,671	448,170	424,255	415,350
30-999.92	WASTEWATER DEPARTMENT	267,812	349,490	330,841	375,000
40-999.92	COMMUNICATION DEPARTMENT	95,884	131,000	124,011	124,030

OFFICE & JOINT
CAPITAL EXPENDITURES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
90-390.00	LAND & LAND RIGHTS AND IMPROVEMENTS	-	-	-	-
90-390.10	STRUCTURES & IMPROVEMENTS-WHSE	-	9,000	6,610	30,000 (1)
90-390.20	OFFICE BUILDING & YARD	6,800	181,000	320,000	87,800 (2)
90-391.00	OFFICE FURN, EQUIP & COMPUTERS	134,243	145,500	225,258	30,000 (3)
60-392.00	TRANSPORTATION EQUIPMENT	15,894	50,000	0	50,000 (4)
90-392.00	TRANSPORTATION EQUIPMENT	29,749	34,000	64,147	138,000 (5)
90-394.00	TOOLS	2,135	-	-	30,000 (6)
90-397.00	COMMUNICATION EQUIPMENT	20,643	-	-	15,000 (7)
	TOTAL	209,463	419,500	616,014	380,800
90-107.00	WORK IN PROGRESS	-	-	-	-
	CASH OUTLAY FOR FY	209,463	419,500	616,014	380,800
	ELECTRIC	88,505	174,935	256,884	154,556
	WATER	59,158	118,079	173,393	105,217
	WASTEWATER	52,087	102,256	150,158	90,577
	COMMUNICATION	9,713	24,229	35,579	30,451

(1) TRANSFORMER STORAGE.

(2) MAINTENANCE SHOP @ \$67,500; ELECTRIC HEATER FOR FIBER INVENTORY WAREHOUSE @ \$9,500;
CARPET FOR PURCHASING BUILDING @ \$10,800.

(3) SERVER AND WORKSTATION ONSITE BACKUP STORAGE @ \$30,000.

(4) REPLACE UNIT 603.

(5) FORD EXPLORER TO REPLACE UNIT 111 @ \$34,000; MINI SKID STEER WITH ATTACHMENTS @ \$76,000; SIDE DUMP TRAILER @ \$28,000.

(6) TRAFFIC CONTROL SYSTEM.

(7) TRIMBLE GPS.

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
RESIDENTIAL SERVICE**

AVAILABILITY:

This rate is available by contract for single-phase 120/240 volt service to a single family dwelling through one meter for domestic use, and to separate structures on the same parcel of land, so long as these additional structures are not used for commercial purposes.

ENERGY CHARGE:

For all kWh used per month, per kWh	\$0.10256
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MONTHLY AVAILABILITY CHARGE:

Residential Service (single family dwelling)	\$23.60
Residential Service (additional structures)	\$30.60

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fee (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. The use of motors not exceeding five horsepower will be permitted hereunder; provided, however, that motors of one horsepower and over must be connected for 240 volts, and provided further that simultaneous starting of motors totaling over five horsepower will not be permitted except that operation of air conditioners with a nominal manufacturer's rating of up to and including five ton capacity will be permitted under the further provision that not more than five tons (manufacturer's nominal rating) may be started from a single control. Equipment characterized by severe or fluctuating demands will not be permitted under this rate schedule. Service is for the exclusive use of the customer and shall not be resold or shared with others. Carthage Water & Electric Plant maintains sole discretion to determine which services will be billed under this rate.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
GENERAL SERVICE**

ENERGY CHARGE:

For Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.08458
For all additional kWh used per month, per kWh	\$0.08271

For Non-Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.10244
For all additional kWh used per month, per kWh	\$0.09937

MONTHLY CUSTOMER CHARGE:

Single-Phase Service	\$33.00
Three-Phase Service	\$100.00

MONTHLY DEMAND CHARGE:

Per kW of billing demand	\$8.70
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PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Billing demand shall be based on the current monthly peak. The above undiscounted rates apply to secondary service. Primary service discounts shall apply to those customers who own their own transformation facilities (see Primary Service schedule and associated Conditions of Service). The General Service rate was developed assuming those customers who do not own their own facilities will be metered on the low side of the transformer and receive no discount. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PRIMARY SERVICE**

AVAILABILITY:

The primary rate shall apply to those customers who own their own transformation facilities.

ENERGY CHARGE:

For the first 200,000 of kWh used per month, per kWh	\$0.06856
For all additional kWh used per month, per kWh	\$0.06163

MONTHLY DEMAND CHARGE:

Per kW of billing demand	\$10.00
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MONTHLY CUSTOMER CHARGE:

Single-Phase Service	\$33.00
Three-Phase Service	\$109.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Billing demand shall be based on the current monthly peak. Primary Service rates shall apply to those customers who own their own transformation facilities. Those who do own transformation facilities will be metered on the high side of the transformer and will accordingly be eligible for the Primary Service rates in this tariff. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL GENERAL SERVICE**

ENERGY CHARGE:

For Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.05921
For all additional kWh used per month, per kWh	\$0.05790

For Non-Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.07171
For all additional kWh used per month, per kWh	\$0.06956

MONTHLY CUSTOMER CHARGE:

Single-Phase Service	\$23.10
Three-Phase Service	\$70.00

MONTHLY DEMAND CHARGE:

Per kW of billing demand	\$6.09
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PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Municipal General Service rates are based on General Service rates, discounted 30%. Billing demand shall be based on the current monthly peak. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL STREET LIGHTING & TRAFFIC SIGNALS SERVICE**

ENERGY CHARGE:

All kWh used per month, per kWh	\$0.04362
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MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$16.50
Three-Phase service	\$50.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
AREA LIGHTING**

AVAILABILITY:

This rate is available to consumers using Carthage Water & Electric Plant's electric service.

UNIT CHARGE:

54 Watt, 60 Watt, 66 Watt, 70 Watt, & 175 MVL Watt fixture, metered, monthly charge	\$4.35
54 Watt, 60 Watt, 66 Watt, 70 Watt, 100 HPS, & 175 MVL Watt fixture, unmetered, monthly charge	\$11.09
100 Watt, 120 Watt, 250 HPS & 400 MVL Watt fixture, metered, monthly charge	\$8.86
100 Watt, 120 Watt, 250 HPS & 400 MVL Watt fixture, unmetered, monthly charge	\$22.09
105 Watt Flood, metered, monthly charge	\$11.48
105 Watt Flood, unmetered, monthly charge	\$15.81
176 Watt & 185 Watt Flood, unmetered, monthly charge	\$18.60
390 Watt Flood, metered, monthly charge	\$14.26
390 Watt Flood, unmetered, monthly charge	\$23.87

POLE INSTALLATION CHARGE:

Installation of new pole when lighting unit requires a new pole.	\$200.00
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PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service under this schedule provides area lighting using CWEP's standard street lighting or floodlighting fixtures bracket mounted on CWEP-owned or leased poles, tower or fixtures. Said lighting fixtures shall be controlled by CWEP street lighting practices. Ornamental poles or non standard mountings will be provided at customer expense. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL AREA LIGHTING**

AVAILABILITY:

This rate is available to City of Carthage departments for area lighting.

UNIT CHARGE:

54 Watt, 60 Watt, 66 Watt, 70 Watt, & 175 MVL Watt fixture, metered, monthly charge @ \$4.35, discounted 30%	\$3.05
54 Watt, 60 Watt, 66 Watt, 70 Watt, 161 Watt, 100 HPS, 150 HPS & 175 MVL Watt, unmetered, monthly charge @ \$11.09, discounted 30%	\$7.76
100 Watt, 120 Watt, metered, monthly charge @ \$8.86, discounted 30%	\$6.20
100 Watt, 120 Watt, 250 HPS & 400 MVL Watt fixture, unmetered, monthly charge @ \$22.09, discounted 30%	\$15.46
105 Watt Flood, metered, monthly charge @ \$11.48 discounted 30%	\$8.04
105 Watt Flood & 109 Watt Flood, unmetered, monthly charge @ \$15.81, discounted 30%	\$11.07
390 Watt Flood, metered, monthly charge @ 14.26, discounted 30%	\$9.98
390 Watt Flood, unmetered, monthly charge @ \$23.87, discounted 30%	\$16.71

POLE INSTALLATION CHARGE:

Installation of new pole when lighting unit requires new pole @ \$200, discounted 30%	\$140.00
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PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service under this schedule provides area lighting using CWEP's standard street lighting or floodlighting fixtures bracket mounted on CWEP-owned or leased poles, tower or fixtures. Said lighting fixtures shall be controlled by CWEP street lighting practices. Ornamental poles or non standard mountings will be provided at customer expense. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
SPORTS FIELD LIGHTING AND CORPS OF ENGINEERS
APPROVED FLOOD CONTROL AREAS**

AVAILABILITY:

This rate is available by contract to non-commercial institutions within the city limits of Carthage for Sports Field lighting and Corps of Engineers approved Flood Control areas.

ENERGY CHARGE:

For the first 5000 kWh used per month, per kWh	\$0.08458
For all additional kWh used per month, per kWh	\$0.08271

MONTHLY DEMAND CHARGE:

For all KW of billing demand, per KW	No Charge
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MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$33.00
Three-Phase service	\$100.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL SPORTS FIELD LIGHTING**

AVAILABILITY:

This rate is available by contract to City Departments within the city limits of Carthage for Sports Field lighting.

ENERGY CHARGE:

For the first 5000 kWh used per month, per kWh	\$0.05921
For all additional kWh used per month, per kWh	\$0.05790

MONTHLY DEMAND CHARGE:

For all KW of billing demand, per KW	No charge
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MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$23.10
Three-Phase Service	\$70.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within of this rate book.

CONDITIONS OF SERVICE:

Municipal Sports Field Lighting rates are based on Sports Field Lighting and Corps of Engineers Approved Flood Area rates, discounted 30%. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
TEMPORARY ELECTRIC SERVICE, SINGLE PHASE**

AVAILABILITY:

This rate is available for single phase 120/240 volt temporary service for construction or other temporary purposes.

ENERGY CHARGE:

All kWh used per month, per kWh	\$0.22744
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MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$33.00
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SETUP CHARGE:

Temporary electric service setup charge	\$150.00
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PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
TEMPORARY ELECTRIC SERVICE, THREE PHASE SERVICE**

AVAILABILITY:

This rate is available for three phase temporary service for construction or other temporary purposes.

ENERGY CHARGE:

All kWh used per month, per kWh	\$0.08458
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MONTHLY CUSTOMER CHARGE:

Three-Phase service	\$100.00
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DEMAND CHARGE:

Per kW of billing demand	\$10.00
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SETUP CHARGE:

Temporary electric service setup charge is based on actual labor, overhead and material needed to set up service

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PARALLEL GENERATION SERVICE**

AVAILABILITY:

This schedule is available for service to customers who generate part, all or more than their requirements, only by special contract stipulating conditions of service and customer interconnection equipment.

NEW RATE:

Power and energy sold to customer shall be billed at the applicable General or Primary Service rates except that the Billing Demand shall be the maximum 15 minute measured demand in the past thirty-six months, adjusted for power factor. Energy delivered to the Department by the customer shall be purchased at a rate per kWh equal to that month's per kWh charge to CWEP for Sikeston Power Plant energy; if there should be no Sikeston energy billing because of plant outage or other reasons, then this rate will be based on the weighted-average energy cost for the month.

MINIMUM MONTHLY BILL:

The minimum bill shall be the Billing Demand.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 1994

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PURCHASE POWER ADJUSTMENT**

The purpose of this rate is to accurately recover from customers the cost of wholesale electric energy purchased and generated more than the cost forecasted by Carthage Water & Electric Plant in conjunction with electric service rates. The actual cost of wholesale electric energy purchased and generated above the forecasted amount shall be billed as a Purchase Power Adjustment (PPA) determined by multiplying the billed kWh for the current month times a Purchase Power Adjustment Factor (PPAF). The calculation of the PPAF is as follows:

$$PPAF = A \times 1/(1-B)$$

Where:

PPAF = Purchase Power Adjustment Factor to be made per kWh billed.

A = The amount in cents or fraction thereof by which the average cost of power per kWh paid by the utility to purchase or generate energy during the previous twelve months* for which kWh is billed exceeds or is less than \$0.05346 per kWh.

B = The average percentage of power losses expressed decimally for the previous twelve months** as shown in the production and disposition analysis.

* Beginning Fiscal Year 2024, the calculation for the average cost of power per kWh will be reduced by one month, each month, until the formula represents an average cost of power for the previous six months.

** Beginning Fiscal Year 2024, the calculation for the average percentage of power losses will be reduced by one month, each month, until the formula represents an average loss percentage for the previous six months.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
WATER RATES
RESIDENTIAL WATER SERVICE**

AVAILABILITY:

This rate is available by contract to residential consumers living in single family dwellings.

NET RATE:

Per Gallon	\$0.00404
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MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size, as follows:

Residential - up to 2" meter	\$15.60
Residential - 3" to 6" meter	\$50.00
Residential - 10" meter	\$75.00

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS:

A 5% surcharge will apply to residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
WATER RATES
NON-RESIDENTIAL WATER SERVICE**

AVAILABILITY:

This rate is available by contract to consumers not living in single family dwellings.

NET RATE:

Per Gallon	\$0.00454
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MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size, as follows:

Non-residential- up to 2" meter	\$31.00
Non-residential - 3" to 6" meter	\$50.00
Non-residential - 10" meter	\$75.00

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS

A 5% surcharge will apply to non-residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others without prior written approval from CWEP.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
WASTEWATER RATES
RESIDENTIAL SERVICE**

APPLICABILITY:

This rate applies to all accounts served by the sanitary wastewater system of the City of Carthage, MO. The rate is based upon consumption of water from the municipal water system with provisions for modifications in those accounts for which the use of municipal water is not a reasonable measure of the use of the wastewater system. For residential users, these rates are based upon the average water consumed during the months of December, January, February, and March. New residential accounts which have not established usage over these four months will be billed their month-to-month water usage until a complete, consecutive four-month billing base is established during the months of December, January, February and March. The definition of residential users, for Wastewater charges only, includes single-family dwellings, multiple-family dwellings, trailer courts, apartment houses and any other residential-type complex.

NET RATE:

Per Gallon, Residential Customers	\$0.00382
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MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size as follows:

5/8" meter	\$20.50	2" meter	\$27.10
3/4" - 1" meter	\$22.30	3" to 6" meter	\$50.00
1 1/2" meter	\$24.70	10" meter	\$75.00

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS

A 5% surcharge will apply to non-residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

For customers not using CWEP water, but using the wastewater service, monthly fees are as follows:

Up to 1,500 sq ft dwelling	\$29.17
1,500 to 2,500 sq ft dwelling	\$37.23
Over 2,500 sq ft dwelling	\$43.27

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
WASTEWATER RATES
NON-RESIDENTIAL CUSTOMERS**

APPLICABILITY:

This rate applies to non-residential accounts served by the sanitary wastewater system of the City of Carthage, MO. For all non-residential usage, these rates are based upon actual month-to-month water consumption.

NET RATE:

Per Gallon, Non-Residential Customer \$0.00425

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size as follows:

Up to 2" meter	\$27.10
3" to 6" meter	\$50.00
10" meter	\$75.00

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS

A 5% surcharge will apply to non-residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

EXTRA STRENGTH CHARGES (IF APPLICABLE):

Extra strength sewage charges may also be applicable as determined by the sampled strength of the discharge.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include any franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

PERMITS REQUIRED:

Service under this tariff may be subject to issuance of a wastewater permit pursuant to City Ordinance #6002.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
PAYMENT IN LIEU OF TAX**

APPLICATION:

This rider shall apply to all Electric, Water and Wastewater billings to customers located within the City of Carthage except for City or City department accounts.

RATE:

Charge amount shall be 3.5% of the applicable service charges. Such payment in lieu of tax shall not exceed \$100 per month, per metered account.

Effective January 1, 1994

CARTHAGE WATER & ELECTRIC PLANT SERVICE CHARGES

SERVICE PERFORMED:

Service - Connect Fee	\$30.00
Electric Service - Disconnect - at the pole	\$130.00
Electric Service - Reinstate - at the pole	\$130.00
Electric Service - Disconnect - at the pole - after hours	\$210.00
Electric Service - Reinstate - at the pole - after hours	\$210.00
Service - Non-Payment Reinstate - during office hours	\$40.00
Service call due to Meter Tampering	\$100.00
Service charge for return check	\$25.00
Set portable watthour meter	\$30.00

WATER AND WASTEWATER SERVICES

1" Service:	Tap only by CWEP personnel. CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors.	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.
2" Service:	Tap only by CWEP personnel. CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors.	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.
All other services (including hybrid and non-standard services)		Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.
Temporary Meters:	Deposit: \$1,000.00 Fee for CWEP to set meter: \$50.00 Deposit will be refunded if meter is returned in proper working order. Any damage will result in the cost of any replacement parts deducted from the deposit up to the entire amount of the deposit.	
Frontage Fee:	Water: \$50 per foot of water service available. Wastewater: \$50 per foot of wastewater service available.	

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
LATE PAYMENT PENALTY**

Customer account balances not paid by the past due date specified on the bill will be assessed a 10% late payment penalty charge. Penalty charges will not be assessed on balances previously penalized.

If a due date falls on a weekend or holiday, payments will be accepted without a late fee on the following business day.

CWEP will accept, without penalty, payments received in the mail and drop box prior to the start of business on the first business day following the past due date specified on the bill.

Effective July 1, 1994

Updated August 21, 2003

CARTHAGE WATER & ELECTRIC PLANT MISSOURI WATER PRIMACY FEE

Rule 10 CSR 60-16.010 Levy and Collection of the Missouri Primacy Fee requires collection of a fee from all customers of public water systems based on the size of the water system and the customer's meter size. These fees are collected monthly and remitted to the Department of Natural Resources of the State of Missouri.

	<u>AMOUNT</u>
Water System service monthly connection fees are as follows:	
Unmetered customers and customers with a meter less than or equal to one inch	\$0.44
More than one inch and less than two inches	\$1.75
More than two inches and less than four inches	\$8.50
More than four inches	\$16.50

Enacted September 1, 1992

Updated by the Missouri Department of Natural Resources January 1, 2022

CARTHAGE WATER & ELECTRIC PLANT ECONOMIC DEVELOPMENT RIDER

Purpose:

The purpose of this economic development rider is to encourage industrial development in the Carthage Water & Electric Plant (CWEP) service territory.

Definitions:

1. Annual Load Factor:

The annual load factor applicable to the customer shall be determined by the following relationship:

$$\text{Load Factor:} \quad \frac{\text{Annual Energy (kWh)}/\text{Hours in Year}}{\text{Average Billing Demand (kW)}}$$

2. Average Billing Demand:

The sum of monthly electric billing demands divided by the number of months. For calculation of annual load factor, the twelve most recent billing demands are applied, unless fewer than twelve months are available or practical, in which case the most recent available billing demands shall be applied.

3. Month:

The term "month" or "monthly" refers to the billing month as determined by CWEP.

4. New Industrial Customer:

A customer in CWEP's service territory utilizing new facilities which result in new load.

5. New Load:

The term "new load" refers to the amount of load that is added to CWEP's system after a date defined by contract.

Availability:

Electric service under this rider is only available to new industrial customers otherwise qualified for service under the Primary Service Rate and the General Service Rate and who make application for service.

For purposes of this rider, an industrial customer is defined as any business primarily engaged in the manufacturing or processing of a product for sale or resale or any other similar industrial-related activities as may be determined by CWEP.

CARTHAGE WATER & ELECTRIC PLANT ECONOMIC DEVELOPMENT RIDER (CONTINUED)

Applicability:

Upon the written request of the customer and acceptance by CWEP, the provisions of this rider will be applicable to customers who meet the following qualifications:

- 1) The monthly billing demand of the new customer is reasonably projected to be at least 200 kW within two years of the new customer first receiving service.
- 2) The annual load factor of the new customer is reasonably projected to equal or exceed an annual load factor of 50% within two years of the new customer first receiving service from CWEP.
- 3) If, as determined by CWEP, the new customer load fails to meet the applicability criteria at the end of the two-year projection period starting with the first month's application of the incentive discount provisions, CWEP may terminate the application of the provisions for the remaining years of the discount period.
- 4) Once a customer achieves 200 kW of monthly billing demand, the customer must maintain an average billing demand of 200 kW and an average load factor of 50%, as determined by CWEP, to continue to be eligible for this rider.

Written requests for service under this rider shall be accompanied by sufficiently detailed information to enable CWEP to determine whether the new customer is reasonably expected to meet the above criteria. All written requests for service under this rider will be considered by CWEP; however, requests which do not conform to the purpose and availability of this rider will not be approved.

Monthly Incentive Credit:

Under this rider, the customer will receive a bill credit which is determined as a percentage of all otherwise applicable demand charges for all kW of demand billing:

First Contract Year:	25%
Second Contract Year:	20%
Third Contract Year:	15%
Fourth Contract Year:	10%
Fifth Contract Year:	5%
Sixth Contract Year:	0%

Termination:

Failure of the customer to meet or maintain any of the applicable criteria of this rider or the terms of any applicable service contract may lead to termination of the contract and the application of this rider. If CWEP determines that the customer is non-compliant, the customer will be notified within thirty days of the determination and credits available in this rider will no longer apply to future bills.

Effective July 1, 2019

Average Customer Rate Comparison

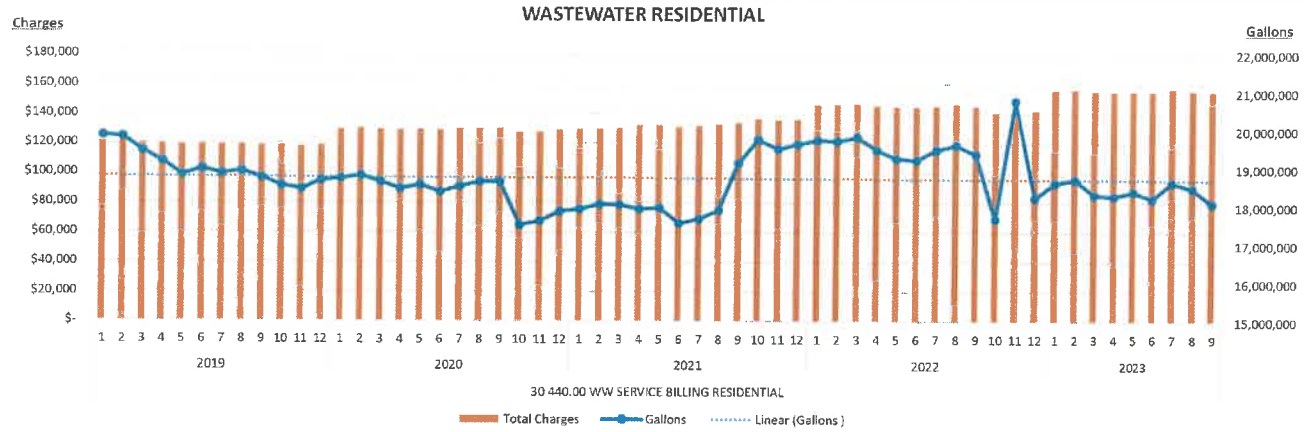
KWH 1100

Gallons 5236

PPA 0.015808

Service	CWEP		CWEP		Joplin	Lamar	Webb City	Monett
	FY 2023	FY 2024						
Electric	127.20	136.42	167.34	132.60		167.34	140.40	
PPA/Fuel Cost	17.39	17.39	19.78			19.78		
Energy Eff. Program Cost			0.31			0.31		
Energy Eff. Invest Cost			0.96			0.96		
Water	31.91	36.75	50.41	59.08		31.10	25.26	
Primacy Fee	0.44	0.44	0.44	0.44		0.44	0.44	
Sewer	36.10	40.50	51.51	70.89		35.33	28.58	
Pilot Tax	7.44	8.09						
Garbage Fee	13.87	13.87	12.90	13.00		10.00	17.50	
Tax	1.76	1.91	2.39	1.92		2.19	1.66	
Total	236.11	255.36	306.03	277.93		267.45	213.83	

WASTEWATER BILLING ANALYSIS

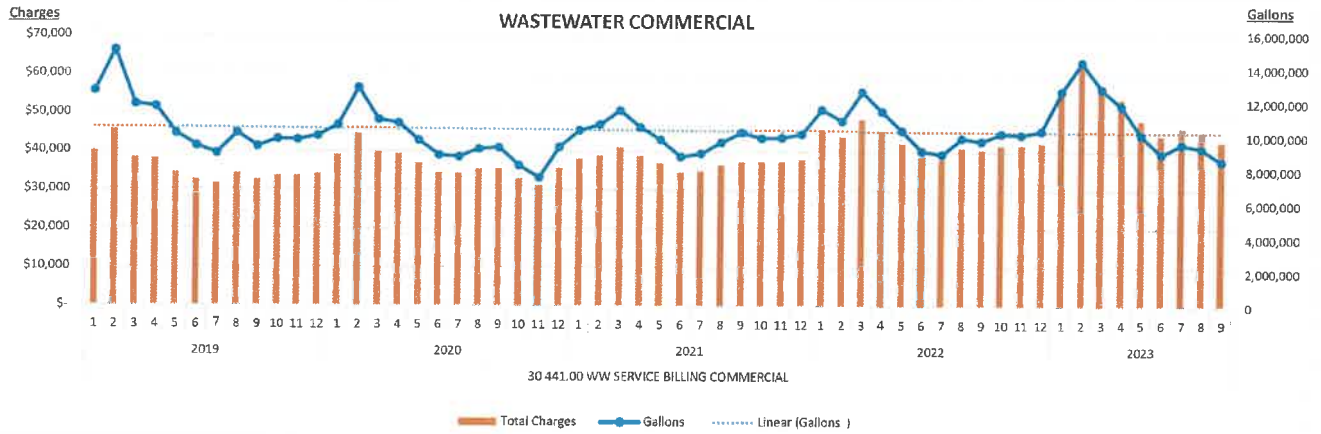


	Gallons	Total Charges
30 440.00 WW SERVICE BILLING RESIDENTIAL	1,069,319,100	\$ 7,712,192.12
2019	228,590,296	\$ 1,431,919.76
1	19,878,848	\$ 120,585.31
2	19,845,936	\$ 121,460.50
3	19,474,928	\$ 120,077.93
4	19,195,924	\$ 119,611.38
5	18,842,868	\$ 118,934.95
6	19,008,924	\$ 119,416.07
7	18,884,008	\$ 118,958.10
8	18,946,092	\$ 119,123.25
9	18,765,824	\$ 118,657.41
10	18,568,352	\$ 118,254.61
11	18,477,844	\$ 117,996.88
12	18,700,748	\$ 118,843.37
2020	220,680,196	\$ 1,550,800.69
1	18,753,108	\$ 129,685.46
2	18,830,900	\$ 130,195.21
3	18,664,096	\$ 129,689.24
4	18,485,324	\$ 129,138.38
5	18,584,060	\$ 129,602.72
6	18,397,060	\$ 129,093.25
7	18,548,156	\$ 129,629.49
8	18,666,340	\$ 129,926.25
9	18,670,828	\$ 129,950.30
10	17,531,624	\$ 127,146.57
11	17,646,816	\$ 127,889.32
12	17,901,884	\$ 128,854.50
2021	221,384,064	\$ 1,592,408.21
1	17,946,016	\$ 129,240.39
2	18,079,908	\$ 129,602.21
3	18,065,696	\$ 129,996.28
4	17,955,740	\$ 131,981.91
5	17,993,140	\$ 132,091.04
6	17,584,732	\$ 131,338.89
7	17,693,192	\$ 131,944.66
8	17,921,332	\$ 132,636.61
9	19,166,004	\$ 134,204.38
10	19,783,104	\$ 136,833.64
11	19,532,524	\$ 135,975.55
12	19,662,676	\$ 136,562.65
2022	232,734,099	\$ 1,736,345.50
1	19,768,916	\$ 145,810.85
2	19,751,276	\$ 145,951.32
3	19,842,638	\$ 146,367.95
4	19,512,637	\$ 145,734.36
5	19,287,747	\$ 145,012.65
6	19,246,416	\$ 145,145.86
7	19,513,521	\$ 145,641.37
8	19,641,112	\$ 146,160.18
9	19,398,719	\$ 145,246.93
10	17,703,676	\$ 140,718.18
11	20,807,060	\$ 142,503.84
12	18,260,381	\$ 142,052.01
2023	165,930,445	\$ 1,400,717.96
1	18,632,026	\$ 155,735.26
2	18,734,707	\$ 156,701.90
3	18,342,965	\$ 155,356.35
4	18,295,509	\$ 155,176.72
5	18,415,996	\$ 155,543.09
6	18,231,263	\$ 155,034.34
7	18,653,639	\$ 156,424.17
8	18,512,658	\$ 155,990.13
9	18,111,682	\$ 154,756.00
Grand Total	1,069,319,100	\$ 7,712,192.12

Based on
usage

-0.6503% 2019-2023 proj

WASTEWATER BILLING ANALYSIS

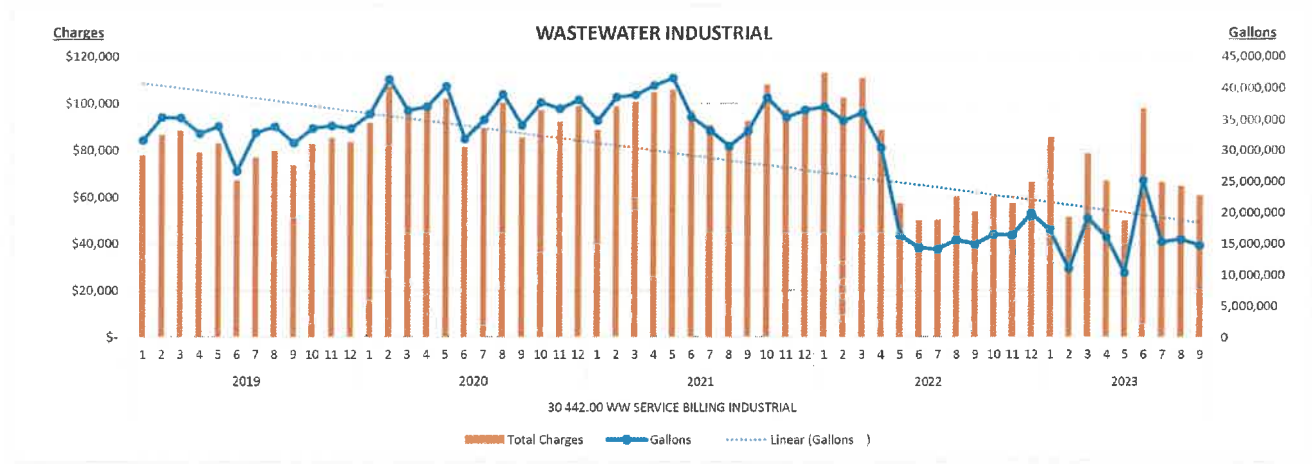


	Gallons	Total Charges
30 441.00 WW SERVICE BILLING COMMERCIAL	593994075.2	\$ 2,280,262.57
2019	129913388	\$ 427,342.16
1	12721236	\$ 39,921.14
2	15144008	\$ 45,438.73
3	11950796	\$ 38,145.19
4	11809424	\$ 37,867.26
5	10207956	\$ 34,239.15
6	9487632	\$ 32,563.10
7	9050052	\$ 31,557.04
8	10241616	\$ 34,187.60
9	9459956	\$ 32,463.73
10	9899032	\$ 33,445.49
11	9856396	\$ 33,525.59
12	10085284	\$ 33,988.14
2020	117316320	\$ 437,544.15
1	10733052	\$ 38,911.92
2	12927684	\$ 44,397.65
3	11050952	\$ 39,725.54
4	10850488	\$ 39,146.92
5	9824232	\$ 36,682.97
6	8948324	\$ 34,343.60
7	8855572	\$ 34,139.07
8	9320828	\$ 35,263.97
9	9391140	\$ 35,421.30
10	8346184	\$ 32,824.99
11	7623616	\$ 31,129.57
12	9444248	\$ 35,556.65
2021	121414612	\$ 449,082.59
1	10427120	\$ 37,933.43
2	10774192	\$ 38,799.08
3	11594000	\$ 40,829.77
4	10589436	\$ 38,736.72
5	9881080	\$ 36,951.84
6	8863052	\$ 34,475.58
7	9070996	\$ 34,991.91
8	9717268	\$ 36,584.01
9	10307440	\$ 37,244.37
10	9973832	\$ 37,263.03
11	10002256	\$ 37,381.11
12	10213940	\$ 37,891.74
2022	126387338.5	\$ 508,856.95
1	11670303	\$ 45,577.16
2	10997753	\$ 43,704.29
3	12730320.04	\$ 48,514.76
4	11578028	\$ 45,339.84
5	10446385	\$ 42,134.48
6	9233811.88	\$ 38,777.66
7	9044342.12	\$ 38,268.25
8	9989989.2	\$ 40,841.41
9	9814868.44	\$ 40,360.53
10	10264191.12	\$ 41,714.83
11	10188840.48	\$ 41,530.67
12	10428506.2	\$ 42,093.07
2023	98962416.76	\$ 457,436.72
1	12772638.68	\$ 56,842.74
2	14488149	\$ 62,723.83
3	12924072.2	\$ 57,456.09
4	11901730.32	\$ 53,726.21
5	10176758.56	\$ 48,183.91
6	9054642	\$ 44,299.80
7	9633130	\$ 46,165.48
8	9390985	\$ 45,312.95
9	8620311	\$ 42,725.71
Grand Total	593994075.2	\$ 2,280,262.57

Based on
usage

-0.0134% 2019-2023 proj

WASTEWATER BILLING ANALYSIS

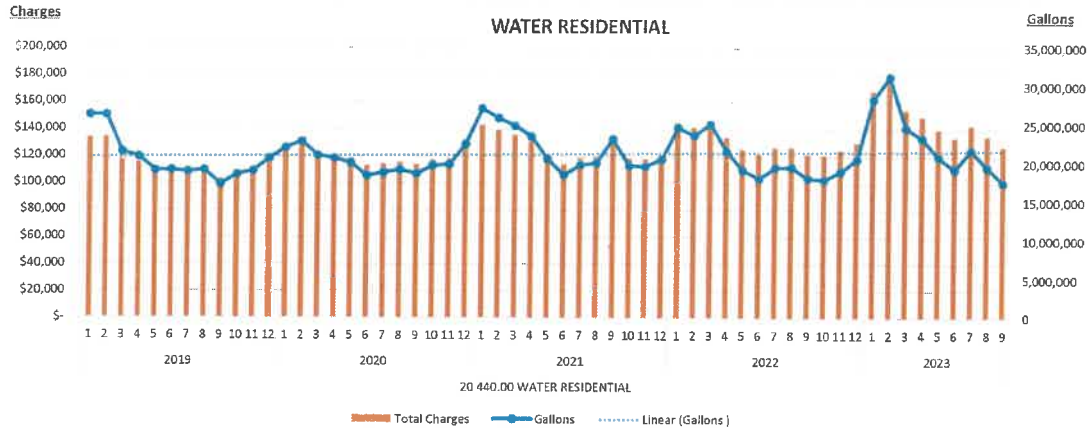


	Gallons	Total Charges
30 442.00 WW SERVICE BILLING INDUSTRIAL	1,687,313,212	\$ 4,758,397.87
2019	394,643,304	\$ 963,380.42
1	31,700,240	\$ 77,726.04
2	35,340,756	\$ 86,659.69
3	35,254,736	\$ 88,319.33
4	32,734,724	\$ 79,010.63
5	33,867,944	\$ 83,003.73
6	26,639,272	\$ 67,071.62
7	32,881,332	\$ 76,895.14
8	33,848,496	\$ 79,579.44
9	31,217,032	\$ 73,517.78
10	33,596,420	\$ 82,614.89
11	33,975,656	\$ 85,369.98
12	33,586,696	\$ 83,612.15
2020	443,633,863	\$ 1,139,373.54
1	35,874,080	\$ 91,849.90
2	41,407,036	\$ 107,446.90
3	36,452,284	\$ 96,045.42
4	37,016,276	\$ 97,177.47
5	40,288,028	\$ 102,100.23
6	31,876,020	\$ 81,295.74
7	34,947,308	\$ 89,213.04
8	39,046,348	\$ 100,293.50
9	34,111,044	\$ 85,648.85
10	37,763,528	\$ 97,153.45
11	36,700,171	\$ 92,112.39
12	38,151,740	\$ 99,036.65
2021	437,203,756	\$ 1,163,212.68
1	34,806,684	\$ 88,636.28
2	38,582,588	\$ 98,901.10
3	38,935,644	\$ 100,469.77
4	40,434,636	\$ 105,030.16
5	41,642,656	\$ 106,003.44
6	35,363,196	\$ 96,934.23
7	33,223,168	\$ 90,932.75
8	30,702,408	\$ 82,779.19
9	33,157,344	\$ 92,549.03
10	38,518,260	\$ 107,999.21
11	35,337,764	\$ 97,198.89
12	36,499,408	\$ 95,778.63
2022	266,622,465	\$ 869,783.08
1	37,034,224	\$ 113,150.21
2	34,808,111	\$ 102,380.16
3	36,017,030	\$ 110,815.68
4	30,444,903	\$ 88,761.29
5	16,375,106	\$ 57,349.00
6	14,372,836	\$ 49,779.21
7	14,146,471	\$ 50,262.18
8	15,633,928	\$ 59,927.73
9	14,998,143	\$ 53,698.48
10	16,485,832	\$ 60,077.02
11	16,417,728	\$ 57,213.25
12	19,888,153	\$ 66,368.87
2023	145,209,824	\$ 622,648.15
1	17,217,387	\$ 85,645.95
2	11,029,726	\$ 51,466.94
3	19,201,427	\$ 78,659.23
4	16,095,736	\$ 67,115.82
5	10,402,257	\$ 49,879.13
6	25,244,512	\$ 97,959.66
7	15,368,473	\$ 66,373.24
8	15,824,103	\$ 64,790.09
9	14,826,203	\$ 60,758.09
Grand Total	1,687,313,212	\$ 4,758,397.87

Based on
usage

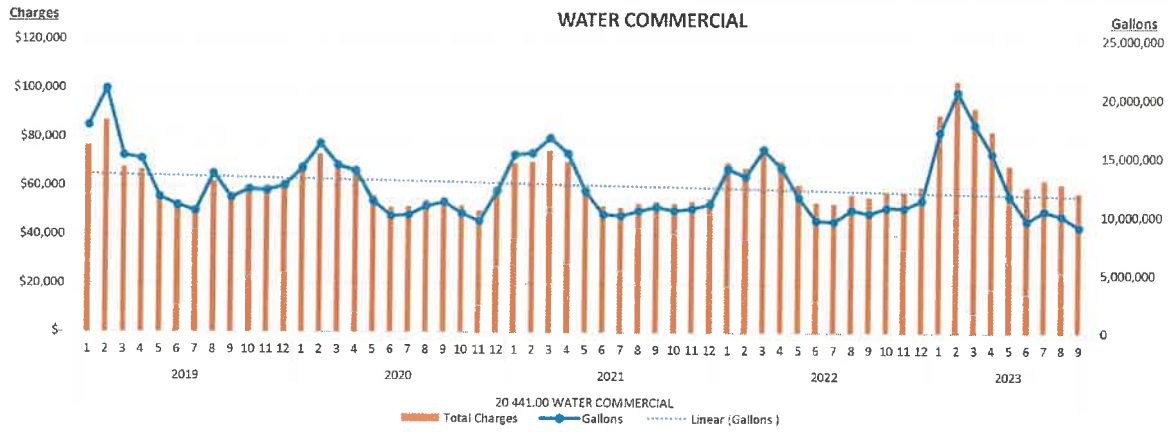
-15.8380% 2019-2023 proj

WATER BILLING ANALYSIS



	Gallons	Total Charges	Based on
20 440.00 WATER RESIDENTIAL	1,212,375,084	\$ 7,210,038.98	usage
2019	247,525,916	\$ 1,370,765.79	
1	26,342,316	\$ 133,442.93	
2	26,340,072	\$ 134,005.80	
3	21,589,524	\$ 117,494.53	
4	20,901,364	\$ 115,257.25	
5	19,134,588	\$ 109,148.41	
6	19,210,136	\$ 109,521.86	
7	19,008,924	\$ 108,639.56	
8	19,222,852	\$ 109,145.86	
9	17,349,112	\$ 103,053.96	
10	18,637,916	\$ 107,450.02	
11	19,095,692	\$ 108,996.43	
12	20,693,420	\$ 114,609.18	
2020	244,803,944	\$ 1,432,025.25	
1	22,091,432	\$ 124,966.54	
2	22,930,688	\$ 127,905.82	
3	21,089,112	\$ 121,631.22	
4	20,714,364	\$ 120,244.93	
5	20,156,356	\$ 118,442.53	
6	18,482,332	\$ 112,692.69	
7	18,913,928	\$ 114,322.61	
8	19,269,976	\$ 115,457.28	
9	18,745,628	\$ 113,672.45	
10	19,843,692	\$ 117,370.84	
11	19,953,648	\$ 118,023.60	
12	22,612,788	\$ 127,294.74	
2021	264,535,436	\$ 1,510,616.72	
1	27,210,744	\$ 143,162.33	
2	25,979,536	\$ 139,179.71	
3	24,964,500	\$ 135,807.86	
4	23,610,620	\$ 131,075.76	
5	20,656,768	\$ 121,139.82	
6	18,597,524	\$ 114,101.53	
7	19,905,776	\$ 118,767.49	
8	20,150,372	\$ 119,683.16	
9	23,271,028	\$ 130,164.54	
10	19,810,780	\$ 118,368.94	
11	19,734,484	\$ 117,947.52	
12	20,643,304	\$ 121,218.06	
2022	248,083,716	\$ 1,565,309.00	
1	24,774,553	\$ 145,165.70	
2	23,774,442	\$ 141,608.69	
3	25,206,732	\$ 146,944.76	
4	21,673,035	\$ 134,199.31	
5	19,271,772	\$ 125,341.14	
6	18,182,539	\$ 121,497.35	
7	19,634,493	\$ 126,671.32	
8	19,649,326	\$ 126,816.24	
9	18,195,666	\$ 121,373.47	
10	18,015,145	\$ 120,818.27	
11	19,075,859	\$ 124,783.29	
12	20,630,153	\$ 130,089.46	
2023	207,426,072	\$ 1,331,322.22	
1	28,481,535	\$ 168,587.58	
2	31,392,809	\$ 180,178.94	
3	24,747,939	\$ 154,550.19	
4	23,404,734	\$ 149,345.83	
5	20,980,038	\$ 139,975.14	
6	19,370,781	\$ 133,811.92	
7	21,843,728	\$ 143,072.89	
8	19,598,395	\$ 134,713.57	
9	17,606,113	\$ 127,086.16	
Grand Total	1,212,375,084	\$ 7,210,038.98	

WATER BILLING ANALYSIS

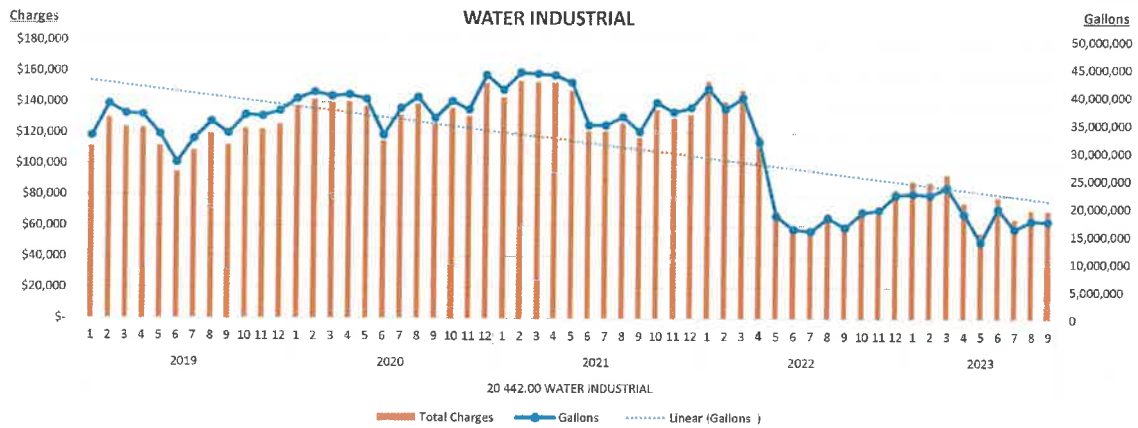


	Gallons	Total Charges
20 441.00 WATER COMMERCIAL	719,114,801	\$ 3,586,104.19
2019	163,622,008	\$ 749,926.01
1	17,708,900	\$ 76,302.45
2	20,837,784	\$ 86,899.18
3	15,141,764	\$ 67,701.71
4	14,871,736	\$ 66,868.44
5	11,604,472	\$ 55,772.08
6	10,905,092	\$ 53,248.76
7	10,421,136	\$ 51,527.92
8	13,594,152	\$ 62,078.15
9	11,536,404	\$ 55,232.73
10	12,261,964	\$ 57,651.94
11	12,151,260	\$ 57,609.51
12	12,587,344	\$ 59,033.14
2020	143,554,664	\$ 701,042.22
1	14,102,044	\$ 66,031.65
2	16,153,060	\$ 73,267.45
3	14,303,256	\$ 66,782.38
4	13,830,520	\$ 65,039.96
5	11,238,700	\$ 56,147.55
6	9,982,808	\$ 51,344.67
7	10,051,624	\$ 51,626.93
8	10,844,504	\$ 54,344.40
9	11,162,404	\$ 55,425.94
10	10,189,256	\$ 52,161.50
11	9,556,448	\$ 49,992.23
12	12,140,040	\$ 58,877.56
2021	148,154,864	\$ 715,498.48
1	15,219,556	\$ 69,495.46
2	15,360,928	\$ 70,069.74
3	16,634,772	\$ 74,470.59
4	15,328,764	\$ 70,063.56
5	12,119,844	\$ 58,831.52
6	10,135,400	\$ 51,913.54
7	10,035,916	\$ 51,490.83
8	10,451,056	\$ 52,957.38
9	10,763,720	\$ 54,000.39
10	10,474,992	\$ 53,112.39
11	10,619,356	\$ 53,949.85
12	11,010,560	\$ 55,143.23
2022	141,757,328	\$ 740,373.37
1	14,039,187	\$ 69,955.89
2	13,406,134	\$ 67,702.47
3	15,704,318	\$ 76,212.78
4	14,151,225	\$ 70,525.36
5	11,590,399	\$ 60,930.07
6	9,650,038	\$ 53,557.84
7	9,533,603	\$ 53,162.40
8	10,551,830	\$ 56,847.03
9	10,255,777	\$ 55,760.39
10	10,767,784	\$ 57,796.53
11	10,733,892	\$ 57,797.33
12	11,373,140	\$ 60,125.28
2023	122,025,937	\$ 679,264.11
1	17,185,668	\$ 89,613.14
2	20,654,590	\$ 103,382.37
3	17,832,153	\$ 92,500.41
4	15,365,242	\$ 82,937.20
5	11,760,388	\$ 68,858.37
6	9,615,481	\$ 59,979.37
7	10,477,203	\$ 62,994.75
8	10,034,092	\$ 61,341.27
9	9,101,120	\$ 57,657.23
Grand Total	719,114,801	\$ 3,586,104.19

Based on
usage

-1.36% 2019-2023 proj

WATER BILLING ANALYSIS

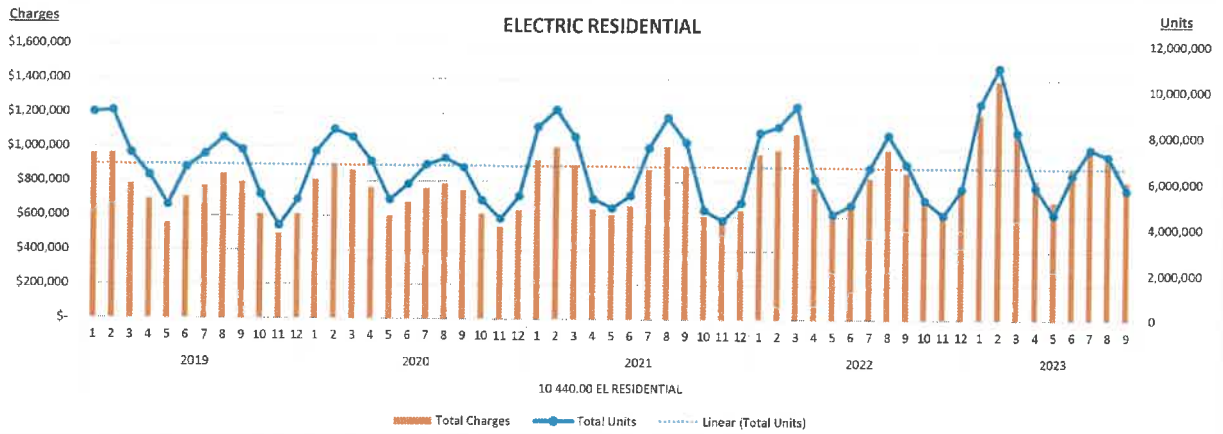


	Gallons	Total Charges
20 442.00 WATER INDUSTRIAL	1,827,270,743	\$ 6,468,542.51
2019	418,298,056	\$ 1,405,854.88
1	32,932,944	\$ 110,745.19
2	38,651,404	\$ 129,788.36
3	36,917,540	\$ 124,012.75
4	36,739,516	\$ 123,421.18
5	33,201,476	\$ 111,642.80
6	28,111,336	\$ 94,691.33
7	32,370,448	\$ 108,867.37
8	35,519,528	\$ 119,358.54
9	33,376,508	\$ 112,220.00
10	36,624,324	\$ 123,031.84
11	36,457,520	\$ 122,476.98
12	37,395,512	\$ 125,598.54
2020	468,090,172	\$ 1,628,058.28
1	39,639,512	\$ 137,817.80
2	40,795,920	\$ 141,800.18
3	40,074,100	\$ 139,357.74
4	40,356,844	\$ 140,332.98
5	39,507,864	\$ 137,404.68
6	33,060,852	\$ 115,167.66
7	37,839,824	\$ 131,651.28
8	39,909,540	\$ 138,790.14
9	36,126,156	\$ 125,740.50
10	39,181,736	\$ 136,279.80
11	37,669,280	\$ 131,063.04
12	43,928,544	\$ 152,652.48
2021	470,126,228	\$ 1,635,168.47
1	41,256,688	\$ 143,436.72
2	44,343,684	\$ 154,084.38
3	44,102,080	\$ 153,251.04
4	43,861,972	\$ 152,422.86
5	42,554,468	\$ 147,912.23
6	34,858,296	\$ 121,367.40
7	34,847,076	\$ 121,328.70
8	36,375,240	\$ 126,599.64
9	33,680,944	\$ 117,306.48
10	38,961,076	\$ 135,518.70
11	37,242,920	\$ 129,592.44
12	38,041,784	\$ 132,347.88
2022	297,705,520	\$ 1,112,785.64
1	41,473,608	\$ 154,237.58
2	37,828,701	\$ 140,787.86
3	39,898,124	\$ 148,424.05
4	31,862,867	\$ 118,773.92
5	18,587,725	\$ 69,763.70
6	16,173,443	\$ 60,875.00
7	15,837,306	\$ 59,647.15
8	18,255,639	\$ 68,538.28
9	16,515,917	\$ 62,118.75
10	19,261,208	\$ 72,248.83
11	19,641,467	\$ 73,652.00
12	22,369,515	\$ 83,718.52
2023	173,050,767	\$ 686,675.24
1	22,606,928	\$ 89,397.98
2	22,376,850	\$ 88,502.93
3	23,675,401	\$ 93,566.67
4	18,957,656	\$ 75,274.62
5	13,932,175	\$ 55,715.17
6	19,907,218	\$ 78,896.08
7	16,249,481	\$ 64,791.50
8	17,722,012	\$ 70,457.61
9	17,623,046	\$ 70,072.68
Grand Total	1,827,270,743	\$ 6,468,542.51

Based on
usage

-13.49% 2019-2023 proj

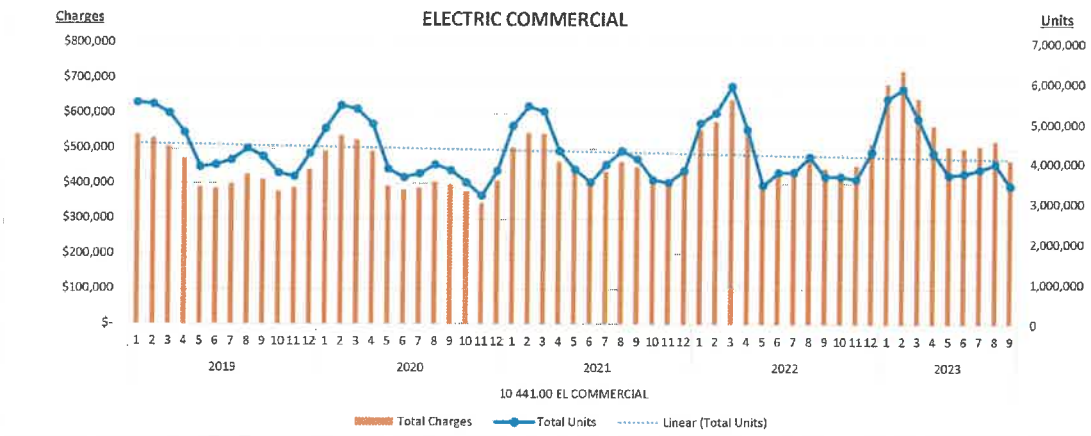
ELECTRIC BILLING ANALYSIS



	Total Units	Total Charges
10 440.00 EL RESIDENTIAL	382,356,805	\$ 45,526,796.86
2019	80,598,783	\$ 8,808,072.85
1	9,036,965	\$ 961,629.52
2	9,106,087	\$ 964,034.92
3	7,265,621	\$ 786,367.70
4	6,284,933	\$ 695,482.16
5	4,981,759	\$ 558,599.22
6	6,632,142	\$ 709,932.62
7	7,216,501	\$ 772,385.36
8	7,937,285	\$ 846,289.81
9	7,395,773	\$ 795,318.37
10	5,449,082	\$ 610,920.75
11	4,080,538	\$ 497,460.56
12	5,212,097	\$ 609,651.86
2020	77,082,924	\$ 8,721,158.63
1	7,311,000	\$ 812,377.85
2	8,300,334	\$ 903,882.49
3	7,960,698	\$ 866,440.76
4	6,908,084	\$ 764,598.94
5	5,237,411	\$ 602,136.56
6	5,918,989	\$ 680,000.72
7	6,766,416	\$ 762,793.28
8	7,048,583	\$ 788,221.08
9	6,643,373	\$ 750,891.38
10	5,195,319	\$ 613,912.40
11	4,398,661	\$ 538,267.26
12	5,394,056	\$ 637,635.91
2021	79,588,001	\$ 9,329,963.58
1	8,435,734	\$ 927,609.30
2	9,173,180	\$ 1,002,551.90
3	7,988,438	\$ 899,041.95
4	5,277,109	\$ 642,174.83
5	4,879,632	\$ 611,111.95
6	5,434,025	\$ 663,738.95
7	7,516,352	\$ 875,567.95
8	8,852,563	\$ 1,009,325.51
9	7,758,084	\$ 896,654.36
10	4,785,138	\$ 602,825.37
11	4,355,391	\$ 560,939.92
12	5,132,355	\$ 638,421.59
2022	79,065,201	\$ 9,815,696.91
1	8,202,006	\$ 965,089.96
2	8,456,747	\$ 990,456.20
3	9,346,164	\$ 1,083,767.07
4	6,172,178	\$ 771,092.48
5	4,626,948	\$ 602,802.86
6	5,049,759	\$ 655,190.99
7	6,659,945	\$ 827,810.18
8	8,109,545	\$ 989,038.17
9	6,817,463	\$ 858,727.05
10	5,259,542	\$ 678,488.14
11	4,608,737	\$ 640,055.14
12	5,756,167	\$ 753,178.67
2023	66,021,896	\$ 8,851,904.89
1	9,481,864	\$ 1,197,248.19
2	11,068,806	\$ 1,394,848.01
3	8,232,385	\$ 1,076,580.39
4	5,821,017	\$ 818,559.40
5	4,656,503	\$ 692,414.07
6	6,358,065	\$ 885,869.86
7	7,500,707	\$ 1,005,969.84
8	7,187,472	\$ 974,400.42
9	5,715,077	\$ 806,014.71
Grand Total	382,356,805	\$ 45,526,796.86

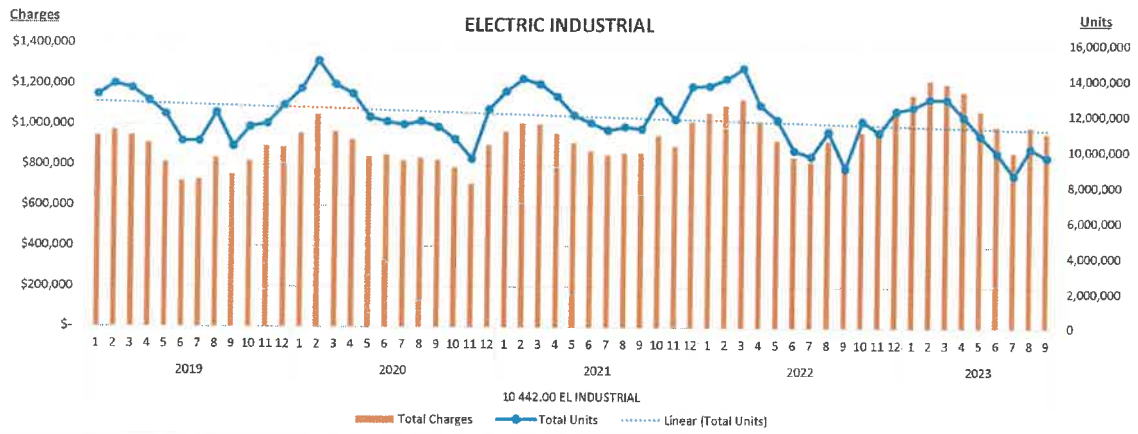
Based on
usage
0.32% 2019-2023 proj

ELECTRIC BILLING ANALYSIS



	Total Units	Total Charges	
10 441.00 EL COMMERCIAL	246,336,732	\$ 26,964,242.78	Based on usage
2019	53,382,154	\$ 5,269,405.71	-0.90% 2019-2023 proj
1	5,530,220	\$ 540,488.12	
2	5,491,441	\$ 530,681.52	
3	5,268,228	\$ 506,155.31	
4	4,782,370	\$ 470,067.79	
5	3,924,627	\$ 390,195.54	
6	3,977,803	\$ 386,147.67	
7	4,099,800	\$ 400,075.11	
8	4,388,516	\$ 426,855.37	
9	4,186,977	\$ 411,965.16	
10	3,777,090	\$ 378,094.73	
11	3,685,719	\$ 388,958.35	
12	4,269,362	\$ 439,721.04	
2020	50,428,704	\$ 5,145,731.91	
1	4,891,170	\$ 492,929.83	
2	5,459,800	\$ 537,417.64	
3	5,373,634	\$ 525,337.62	
4	4,997,212	\$ 492,591.77	
5	3,872,485	\$ 393,737.63	
6	3,667,633	\$ 383,018.91	
7	3,762,379	\$ 388,495.23	
8	3,987,231	\$ 405,993.11	
9	3,842,533	\$ 395,895.90	
10	3,537,364	\$ 375,531.42	
11	3,208,033	\$ 345,737.42	
12	3,829,230	\$ 409,045.43	
2021	50,912,527	\$ 5,464,085.85	
1	4,960,336	\$ 504,845.19	
2	5,442,466	\$ 546,724.31	
3	5,315,874	\$ 543,752.77	
4	4,325,361	\$ 464,501.94	
5	3,871,068	\$ 430,722.86	
6	3,549,616	\$ 396,897.52	
7	3,986,495	\$ 435,539.87	
8	4,330,395	\$ 462,663.40	
9	4,123,115	\$ 448,338.55	
10	3,609,542	\$ 402,698.17	
11	3,555,168	\$ 399,985.24	
12	3,843,090	\$ 427,416.03	
2022	51,770,779	\$ 5,947,287.02	
1	5,026,901	\$ 555,726.00	
2	5,288,984	\$ 578,839.42	
3	5,955,176	\$ 641,562.79	
4	4,866,783	\$ 545,327.19	
5	3,482,143	\$ 405,565.38	
6	3,801,873	\$ 441,235.25	
7	3,810,897	\$ 444,042.96	
8	4,191,544	\$ 486,357.84	
9	3,699,196	\$ 444,639.38	
10	3,702,258	\$ 433,324.83	
11	3,632,844	\$ 453,812.02	
12	4,312,179	\$ 516,853.96	
2023	39,842,568	\$ 5,137,732.29	
1	5,643,451	\$ 687,062.07	
2	5,891,334	\$ 725,127.62	
3	5,146,396	\$ 644,770.29	
4	4,289,670	\$ 568,182.49	
5	3,738,226	\$ 508,467.66	
6	3,776,991	\$ 502,541.04	
7	3,878,423	\$ 510,032.78	
8	4,013,561	\$ 523,270.75	
9	3,464,515	\$ 468,277.59	
Grand Total	246,336,732	\$ 26,964,242.78	

ELECTRIC BILLING ANALYSIS



	Total Units	Total Charges
10 442.00 EL INDUSTRIAL	681,864,178	\$ 53,185,095.00
2019	144,119,398	\$ 10,231,902.58
1	13,166,580	\$ 945,929.92
2	13,758,728	\$ 973,831.56
3	13,513,317	\$ 948,265.91
4	12,815,364	\$ 909,283.33
5	12,040,214	\$ 814,177.36
6	10,524,516	\$ 722,354.57
7	10,515,154	\$ 727,916.61
8	12,125,304	\$ 837,720.00
9	10,228,795	\$ 751,636.62
10	11,335,827	\$ 821,794.07
11	11,523,653	\$ 892,571.25
12	12,571,947	\$ 886,421.38
2020	145,940,889	\$ 10,482,289.82
1	13,485,648	\$ 958,311.11
2	15,058,880	\$ 1,047,108.34
3	13,722,317	\$ 966,938.32
4	13,208,206	\$ 927,153.49
5	11,864,246	\$ 840,292.86
6	11,623,656	\$ 850,859.89
7	11,459,656	\$ 824,420.67
8	11,666,032	\$ 836,890.09
9	11,329,344	\$ 827,941.62
10	10,639,935	\$ 789,387.94
11	9,535,579	\$ 710,887.00
12	12,347,390	\$ 902,098.49
2021	150,038,898	\$ 11,175,687.43
1	13,354,902	\$ 970,413.09
2	14,067,786	\$ 1,006,416.54
3	13,772,502	\$ 1,003,746.27
4	13,075,900	\$ 955,668.99
5	12,024,067	\$ 914,572.25
6	11,591,828	\$ 874,387.51
7	11,180,802	\$ 853,361.12
8	11,372,737	\$ 864,586.86
9	11,256,358	\$ 861,804.23
10	12,889,758	\$ 952,389.84
11	11,794,532	\$ 898,367.84
12	13,657,727	\$ 1,019,972.89
2022	141,962,373	\$ 11,631,174.07
1	13,699,220	\$ 1,065,398.45
2	14,102,673	\$ 1,097,739.74
3	14,693,953	\$ 1,131,292.76
4	12,623,055	\$ 1,020,175.72
5	11,782,642	\$ 927,372.24
6	10,057,144	\$ 844,807.47
7	9,716,630	\$ 820,786.16
8	11,104,902	\$ 924,872.33
9	9,064,151	\$ 806,269.24
10	11,729,034	\$ 968,699.30
11	11,080,849	\$ 964,415.74
12	12,308,121	\$ 1,059,344.92
2023	99,802,620	\$ 9,664,041.10
1	12,522,156	\$ 1,154,622.37
2	12,987,175	\$ 1,226,893.74
3	12,963,092	\$ 1,210,062.07
4	11,964,604	\$ 1,170,499.19
5	10,906,677	\$ 1,074,948.82
6	9,927,919	\$ 995,899.51
7	8,662,410	\$ 870,394.08
8	10,189,195	\$ 996,176.78
9	9,679,392	\$ 964,544.54
Grand Total	681,864,178	\$ 53,185,095.00

Based on
usage
-1.64% 2019-2023 proj

CWEP ANALYSIS OF SUBSTANTIAL INVENTORY INCREASES

INVENTORY #	ITEM DESCRIPTION	2019	2020	2021	2022	2023	PERCENTAGE INCREASE
22424	2" PVC 90 DEG ELBOW	2.09	6.79		22.84		992.82%
20031	LIGHT ARM 1 1/4" X 4'	21.00			137.41		554.33%
140506	50 KVA PAD 120/240 N/T NEW, WITH IFD	1,410.00	1,868.00		6,815.00	9,224.00	554.18%
22360T	1" PVC CONDUIT SCHEDULE 40		0.27		1.59		488.89%
140153	15KVA PAD 120/240 NO TAPS NEW W/IFD		1,100.00	2,685.00	6,370.00		479.08%
8005	1/0 SPLIT BOLT CONN	2.00	2.00	2.36	11.56		478.00%
22369	4" PVC CONDUIT	1.45	1.53	8.36			476.55%
140752	75KVA CONV 120/240, NO TAPS, NEW, REAR MOUNT	1,422.00	825.00		7,800.00		448.52%
8004	#2 BRONZE VICE CONNECTOR	1.17			6.34		441.88%
22360	1" PVC CONDUIT	0.26	0.25	1.10	1.29		396.15%
22362	2" PVC CONDUIT		0.52	2.83	2.57		394.23%
20035	LIGHT ARM, 1-1/4" X 2'	16.95	35.70		81.87		383.01%
370153	4" MJ GLAND PACK		6.03			28.65	375.12%
141006	100KVA CONV 277/480 TAPS NEW NO TAPS		805.00		3,575.00		344.10%
140256	25KVA PAD 120/240 N/T NEW, WITH IFD	1,510.00	1,200.00	3,100.00	6,510.00		331.13%
22366	3" PVC CONDUIT	1.05		4.52			330.48%
8036	TRANSFORMER CONNECTOR , 5/8"STUD		11.39	24.00	48.45		325.37%
22534	4" CONDUIT STRAPS	3.02	3.02	8.17		12.33	308.28%
802048	48F RPX FLEXNAP CABLE SM	0.66			2.68		306.06%
22404	2" PVC COUPLING SCH 40	0.85	0.88		3.45		305.88%
140507	50 KVA, PAD 1PH, 120/240 TAPS NEW		1,680.00		6,815.00		305.65%
8295	COVER FOR DIE CONNECTOR	0.34	0.47	0.47	0.72	1.36	300.00%
19225	SINGLE PHASE , COOPER POWER SERIES CABINET		446.18	770.83	1779.75		298.89%
8003	#4 BRONZE CONNECTORS	1.81	4.13	3.13	5.83	7.06	290.06%
22528T	2" CONDUIT STRAP 2-9/16"		2.75	8.76	10.31		274.91%
22528	2" CONDUIT STRAP 2-9/16" HOLE	2.75	4.50	7.37	9.13	9.31	238.55%
770083	VAULT, HDPE, BELOW GRADE, 24" X 36" X 24"		353.09		1171.47		231.78%
765000	WIRELESS KEYBOARD/MOUSE COMBO	19.99	22.99	34.99	64.48		222.56%
22423	2" PVC ELBOWS, 36" RADIUS	7.43	6.90	19.49	18.49	22.94	208.75%
6122	4/0 TRIPLEX URG SECONDARY	1.26	1.20	1.61	3.89		208.73%
20030	LIGHT ARM 1.25"X6' , POLE TOP BRACKET	49.89	51.10	53.60	149.04		198.74%
770078	VAULT, SMALL PENCELL FLOWERPO		33.68	42.35	100.00		196.91%
18017	CUTOUT/ARRESTOR COMBO	105.88	87.00	130.05	310.50		193.26%
22432	2" PVC 45 DEG ELBOW		1.58	2.63	4.58		189.87%
21250	INSTANT RESTRIKE, 250W HPS, DUAL ELEMENT BULB	15.56	19.75	27.19	33.36	45.00	189.20%
1580835	PIPE, SDR35, 8" X 14'		4.35	6.00	12.57		188.97%
801731	50ft MDU DROP CABLE ASSEMBLY		18.31	18.52	33.20	52.51	183.53%
610114	6" VALVE, RESILIENT WEDGE GATE VALVE	559.77	711.70	711.70		1586.15	183.36%
8190	NSI- INSULATION PIERCING CONNECTOR	15.70	15.70	43.64	43.84		179.24%
770081	VAULT, HDPE, BELOW GRADE, 17" X 30" X 24"		205.16	235.68	567.62		176.67%
700660	400FT DIELECTRIC OPTITAP ROC900			41.54	111.49		168.39%
140250	25 KVA CSP TRANSFORMER		560.00		1488.04		165.72%
8232	CONNECTOR BLOCK INSULATED ONE SIDE ENTRY	9.95		13.57	26.07		162.01%
18201	FUSE- 1.5A ,TIME DELAY 600V BUSSMAN TYPE CC		15.30		19.18	39.11	155.62%
740114	1" SOFT COPPER PIPE TYPE K 60' COIL	3.30		4.16		8.35	153.03%
370136	8" MECHANICAL JT. 1/8 BEND B-B	66.69				168.31	152.38%
801728	10FT AFL MDU DROP CABLE			9.24	23.29		152.06%
140905	75KVA PAD 120/240 N/T NEW, WITH IFD	2010.00			5019.57		149.73%
830124	ADAPTER, 4" SCHDL 40 TO 4" SDR 35	7.88	7.88	9.88	19.67		149.62%
370126	6" MECHANICAL JT. 1/8 BEND B-B (45 DEG)	46.44	45.75			115.51	148.73%
483200	BREAK REPAIR CLAMP 6" X 20" FORD	139.73	190.55			343.91	146.12%
22475	PVC CEMENT, QUART;	9.21	8.48		20.20	21.21	130.29%
6259	500MCM COPPER WIRE , THHN	6.33	8.17		14.36		126.86%
12216	MACHINE BOLTS 5/8" X 16"		1.55	3.50			125.81%
143001	300 KVA NEW PADMOUNT TRANSFORMER	7,133.00		9,195.65	15,956.38		123.70%
10052	COPPER STAPLES (PER POUND)	9.77	10.55	11.00	21.67		121.80%
22410	4"LONG PVC COUPLING-LONG	4.99	4.99	9.75	11.03		121.04%
6214	#2 PRIMARY URG CABLE	1.70	1.77		3.67		115.88%
12212	MACHINE BOLTS 5/8" X 12"	1.25	1.34	2.35	2.60	2.69	115.20%
10594	STANDARD VAULT PAD 42X47	65.00	109.79		139.35		114.38%
20044	PHOTO CONTROL CELL		4.25	6.30	9.04		112.71%
22422	2"X 36" RADIUS STEEL LONG 90 ELBOW		41.71	82.30	88.52		112.23%
10076	3/8" SHORT STRANDVISE , GUY DEAD END		16.72		35.48		112.20%
6230	SOLID COPPER 12-2 W/ GROUND UF		0.30	0.44	0.89	0.63	110.00%
730057	EDGE SWITCH , 8-PORT, UBIQUITI # ES-8-150W	191.98	188.36	199.00	389.99		103.14%
2404	40' SYP, CLASS 4, PENTA REA M-20 WQC POLE	239.00	255.00	270.00	485.00		102.93%
8319	WR-419 WIDE RANGE COMP CONN		0.78	1.09		1.57	101.28%
6041	#4 OVERHEAD BARE ALUMINUM CABLE		0.13		0.26		100.00%
6502	2" INNERDUCT, SCH 40, HDPE		0.89		1.78		100.00%

May 31, 2023

Councilmember Armstrong
Carthage City Council
326 Grant Street
Carthage, MO 64836

Re: CWEP Salary Information Request

Councilmember Armstrong,

Pursuant to Mayor Rife's letter dated May 18, 2023, enclosed herein you will find salary and wage information for CWEP positions. As you can expect, this information is highly sensitive and I would appreciate if those with access to it have the professional courtesy to treat it as such. Please refrain from copying or sharing this information with those whom it is not intended.

For each position, you will find a job description, the applicable CWEP wage/salary range for that position, and the actual CWEP pay rate for that position. You will also find salary data corresponding to each position gathered from the American Public Power Association's annual salary survey (from the most recent survey released in 2022, using 2021 data) and/or the American Water Works Association's annual salary survey information (also released in 2022, using 2021 compensation data). These surveys contain the most comparable salary information available because they are focused solely on electric and water industry jobs. While not all the utilities responding to these surveys operate their own power plants, water/wastewater treatment plants, or a fiber-to-the-home network, all of which CWEP does operate, we believe they are the most helpful, industry-specific compensation benchmarks available. CWEP uses these annual salary surveys, broken down by revenue and geographic region, to compare our compensation and ensure we pay fair, yet competitive wages to all our employees. You will see we are well within the ranges of salaries and wages reported for each survey.

In addition to the salary information for individual positions, you will also the following data comparisons: total operation and maintenance expense (excluding power supply expense) per retail customer; customer accounting, customer service and sales expenses per retail customer; administrative and general expenses per retail customer; and labor expense per worker-hour (all data provided by the APPA salary study). As you can see, CWEP is well below or within industry norms for each of these calculations, even with the additional cost of the economic development activities CWEP currently supports to help grow the Carthage community.

You will also find included a copy of CWEP's policy entitled "Salary/Wage Administration & Performance Appraisal Programs," passed by the CWEP Board back in 2003. This policy outlines the way CWEP approaches the setting of salaries and wages, pay increases, and performance evaluations.



Finally, Mayor Rife's letter requested information on planned wage adjustments for the 2023-2024 budget year. CWEP budgeted for a 3% cost-of-living adjustment for all positions, with most employees also eligible for up to an additional 3% merit-based increase (based on individual performance within established evaluation metrics). CWEP has not given wage adjustments since last July 1, and our planned wage adjustments appear to be in line with what the City plans for City personnel.

As always, I am happy to discuss this information or any other utility information with each of you. I also invite you to visit our main office or any of our plants for a tour; we are more than happy to show you around and give you a close-up look at what goes into providing essential utility services to our customers each day. Most importantly, as CWEP celebrates its 125th anniversary this year, we remain focused on serving our community and we appreciate the leadership you provide to help ensure Carthage continues to thrive well into the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Bryant", is written over a horizontal line.

Chuck Bryant
General Manager

ARTICLE XXXVII

SALARY/WAGE ADMINISTRATION & PERFORMANCE APPRAISAL PROGRAMS

CW&EP's Classification and Hourly Wage Scales are reviewed as deemed necessary and adjusted annually as approved by the CW&EP Board.

The salary of the General Manager is set by the CW&EP Board on the basis of job performance. Wages and salary for all other personnel will be set by the General Manager in accordance with position classification and hourly wage scales. Adjustments will be made on an annual basis on the basis of job performance, responsibilities, comparable positions and length of service. Wage and salary adjustments are conditioned upon recommendation by the Department Head and approved by the General Manager within guidelines and budgetary restraints set by the CW&EP Board.

Progression through the classifications in any CW&EP departments is conditioned upon recommendation by the Department Head and approval by the General Manager.

This brief summary describes the highlights of CW&EP's Wage/Salary Administration and Performance Appraisal Program. Its intent is to make employees aware of the program's objectives, the manner in which they operate, and how the program affects present and future compensation and career opportunities with CW&EP.

The basic philosophy of the Wage/Salary Administration Program is to develop and maintain a wage/salary structure that will attract, retain and reward qualified employees. A high caliber of performance by each employee is needed by CW&EP to accomplish its goals. In addition, our program is designed to provide compensation opportunities without regard to race, creed, color, age, sex or national origin.

Our philosophy includes the following objectives:

- wages/pay/salaries that are externally competitive with the marketplace for similar jobs
- maintain equitable wage/salary administration practices within CW&EP's organization
- recognize individual performance by rewarding and advancing employees within their wage/salary ranges
- communicate CW&EP's Wage/Salary Administration Program to all employees
- continually review and, as necessary, update CW&EP's Wage/Salary Administration Program
- where possible, establish a defined career path through promotion sequences

THE DEVELOPMENT OF THE WAGE/SALARY ADMINISTRATION PROGRAM

Through the use of extensive local area, regional and utility industry surveys, we gather salary data on as many CW&EP positions as possible. From these surveys we establish "going rates" for most of the positions within the wage/salary structure.

The "going rate" in the labor marketplace represents the competitive salary paid to qualified employees in similar external positions. The rates being paid externally must be applied in a

meaningful manner. CW&EP uses wage/salary survey material in the following way:

- For nonexempt employees in secretarial, clerical, data processing and accounting positions, CW&EP uses local area and general industry survey data. For management, professional, administrative and technical positions, CW&EP uses local area and regional survey data, as well as general and utility industry data.

After establishing the marketplace value, CW&EP uses internal ranking to complete the assignment of positions to the wage/salary grades.

Each position has been assigned to a salary grade and range based on the result of the following comparisons:

- The degree of responsibility, job knowledge, skill and effort required of the position as compared with other positions within CW&EP
- Salaries paid for positions similar in function and responsibilities in the labor marketplace

Reminder: In the evaluation of the internal and external value of a classification, CW&EP analyzes jobs - not people in them - in determining the appropriate wage/salary grade and salary range.

Each salaried position has a written description that documents the degree of job knowledge, responsibility and skill needed by an employee to perform the assigned job. Each wage/salary grade has an assigned range that allows for the recognition and reward of different levels of performance.

The hiring wage/salary may fluctuate depending on a new employee's previous experience and qualifications. Normally, the minimum of the position's wage/salary range will be paid. However, careful consideration must be given to the relationship of the new employee's wage/salary to the wages/salaries paid to current employees with similar qualifications and in similar positions.

New employees may not be hired at wages/salaries above those of current employees unless it can be demonstrated that a candidate possesses a higher level of qualification and experience. Prior approval of the General Manager is required for establishing the hiring wage/salary.

SALARY INCREASES

Under the Wage/Salary Administration Program, two types of salary increases may be available.

They are:

- ♦ **Merit:** A performance review is conducted annually. If the performance is satisfactory and the current wage/salary is within the wage/salary range for the position, an employee will be eligible for a merit increase. The amount of the increase is dependent on performance rating and position in the wage/salary range.

- ♦ **Promotion:** This increase may be given when an employee progresses to a job of

greater responsibility and a higher wage/salary grade. Promotional increases will be determined by management, based upon the employee's related qualifications, previous experience and current wage/salary grade assignment.

The wage/salary ranges will be reviewed annually and revised as necessary. CW&EP's goal is to maintain a competitive wage/salary structure. Adjustments to the wage/salary range will be based on

the consideration given to the effect of changes made to wage/salary levels in the marketplace. Adjustments made to the wage/salary ranges are made to all wage/salary grades at the same time so that all midpoints of the new wage/salary grades will be in appropriate relationship to one another.

- ◆ **Licenses:** Positions that REQUIRE licenses or credentials have been evaluated and graded to reflect the additional value of the license or credential.

Performance Appraisals

CW&EP places a great deal of emphasis on the measurement of employee job performance. The Performance Appraisal Program was initiated to allow employees the opportunity to know how they measure up to expected job performance.

Annually each employee's performance will be reviewed by his/her Supervisor. It is each Supervisor's responsibility not only to rate performance, but also to assist and offer guidance regarding improving performance.

Review sessions are intended to be candid, helpful and mutually beneficial to the employee and CW&EP. CW&EP wants employees to actively participate so that individual and CW&EP goals are

mutually established. CW&EP's program identifies several categories of performance for employees. The Supervisor determines the most appropriate rating based on overall performance during the rating period.

The Wage/Salary Administration and Performance Appraisal Programs are the result of ongoing efforts by CW&EP's Board and Management. These programs will be reviewed and updated to remain competitive and productive.

CW&EP will strive to meet its objective to be both externally and internally competitive and equitable. CW&EP also will make every effort to be flexible in order to recognize individual performance and changing job responsibilities.

10. Total Operation and Maintenance Expense (Excluding Power Supply Expense) per Retail Customer

The ratio of total electric utility operation and maintenance expenses, excluding all costs of power supply, to the total number of ultimate customers.

Operation and maintenance expenses include the costs of transmission, distribution, customer accounting, customer services, sales and administrative and general expenses. The costs of power supply

(generation and purchased power) are excluded from the ratio. This ratio might be affected by population density and the mix of customers between various classes (residential, commercial, industrial, or other). The extent to which a utility services resale customers will also influence the ratio.

TABLE 10. TOTAL O&M EXPENSE (EXCLUDING POWER SUPPLY EXPENSE) PER RETAIL CUSTOMER

	Utilities	Mean (weighted)	First Quartile	Median	Third Quartile
Total	125	672	396	575	824
1. Customer Count					
2,000 to 5,000 Customers	2	b	a	b	a
5,000 to 10,000 Customers	24	686	394	602	862
10,000 to 20,000 Customers	31	615	349	467	719
20,000 to 50,000 Customers	28	672	416	567	787
50,000 to 100,000 Customers	24	758	525	625	795
More than 100,000 Customers	16	649	450	559	646
2. Region					
Northeast	10	738	706	858	1061
Southeast	31	449	369	527	602
North Central/Plains	37	842	396	555	850
Southwest	19	841	386	600	804
West	28	654	530	597	878

a Quartiles are not calculated for fewer than 9 responses

b Means and medians are not calculated for fewer than 5 responses

Total Operation and Maintenance Expense (Excluding Power Supply Expense) per Retail Customer

CWEP Projected FY23	\$ 4,939,702
CWEP Electric Customers	<u>8,075</u>
CWEP O&M Exp Per Retail Customer	\$ 611.73

16. Customer Accounting, Customer Service and Sales Expenses per Retail Customer

The ratio of total customer accounting, service, and sales expenses to the total number of retail customers. This ratio measures the average expenses incurred by the utility in handling each customer's account. This includes the cost of obtaining and servicing all retail customers. Uncollectible accounts and meter reading expenses are included in this ratio.

The ratio includes the cost of labor, materials, and other expenses associated with advertising, billing, collections, records, and handling inquiries and complaints. It also includes the cost of promoting and providing customer service programs such as energy services

or conservation programs. The ratio will be influenced by the degree to which the utility provides various energy services and other types of customer programs and by the mix of customer classes it serves.

Utilities that do not allocate expenses to all three categories of (1) distribution expense; (2) customer accounting, customer service, and sales expense; and (3) administrative and general expense are excluded from ratios 14 through 17.

TABLE 16. CUSTOMER ACCOUNTING, CUSTOMER SERVICE AND SALES EXPENSE PER RETAIL CUSTOMER

	Utilities	Mean (weighted)	First Quartile	Median	Third Quartile
Total	143	\$119	\$47	\$70	\$99
1. Customer Count					
2,000 to 5,000 Customers	3	b	a	b	a
5,000 to 10,000 Customers	26	63	43	58	91
10,000 to 20,000 Customers	38	72	44	56	85
20,000 to 50,000 Customers	33	94	43	71	90
50,000 to 100,000 Customers	25	90	51	78	114
More than 100,000 Customers	18	137	74	107	160
2. Region					
Northeast	12	170	84	131	168
Southeast	44	77	44	64	89
North Central/Plains	35	95	45	58	78
Southwest	19	104	44	58	89
West	33	155	71	89	146

a Quartiles are not calculated for fewer than 9 responses

b Means and medians are not calculated for fewer than 5 responses

Customer Accounting, Customer Service and Sales Expenses per Retail Customer

CWEP Customer Service Expenses	\$ 321,670
CWEP Electric Customers	<u>8,075</u>
CWEP Cust Service Exp Per Retail Customer	\$ 39.84

17. Administrative and General Expenses per Retail Customer

The ratio of total electric utility administrative and general expenses to the total number of retail customers. This ratio measures the average administrative and general expenses incurred by the utility on behalf of each retail customer.

Administrative and general expenses are those electric operation and maintenance expenses not allocable to the costs of power production (e.g., generation and power purchases), transmission, distribution, or customer accounting, service and sales. Items which may be included are compensation of officers and executives, office

supplies, professional fees, property insurance and claims, pensions and benefits, and other expenses not provided for elsewhere.

Utilities that do not allocate expenses to all three categories of (1) distribution expense; (2) customer accounting, customer service, and sales expense; and (3) administrative and general expense are excluded from ratios 14 through 17.

The amount and type of the utility's generation might affect the ratio.

TABLE 17. ADMINISTRATIVE AND GENERAL EXPENSES PER RETAIL CUSTOMER

	Utilities	Mean (weighted)	First Quartile	Median	Third Quartile
Total	143	\$234	\$122	\$193	\$296
1. Customer Count					
2,000 to 5,000 Customers	3	b	a	b	a
5,000 to 10,000 Customers	26	287	164	191	420
10,000 to 20,000 Customers	38	214	94	178	285
20,000 to 50,000 Customers	33	195	109	168	261
50,000 to 100,000 Customers	25	310	157	251	351
More than 100,000 Customers	18	219	105	172	223
2. Region					
Northeast	12	277	191	293	349
Southeast	44	154	114	185	260
North Central/Plains	35	393	139	207	267
Southwest	19	323	156	183	303
West	33	181	109	200	303
3. Generation					
No generation	78	170	118	185	287
More than 0 but less than 10%	25	193	96	187	260
10%-50%	26	212	133	215	278
50%-100%	13	358	155	249	520

a Quartiles are not calculated for fewer than 9 responses

b Means and medians are not calculated for fewer than 5 responses

Administrative and General Expenses per Retail Customer

CWEP General and Administrative Expenses	\$ 2,353,072
CWEP Electric Customers	<u>8,075</u>
CWEP G&A Exp Per Retail Customer	\$ 291.40

18. Labor Expense per Worker-hour

The ratio of total annual earnings of full-time, part-time, and contract labor employees to the total number of hours worked during the year by these employees. This ratio measures the actual cost of labor to the utility.

Total annual earnings include all payroll compensation received by full-time, part-time, or contract employees, including straight-time pay, overtime pay, and payment for time not worked such as sick pay, vacation pay, holiday pay, or other payments. Fringe benefits,

such as health care premiums paid by the employer, are excluded. Hours worked includes total productive hours spent at work, including both straight time and overtime hours worked. Hours paid but not worked, such as on holidays or other paid leave, are not included. This is not the same as a wage rate, which is simply the earnings per hour. A wage rate generally includes hours not worked (such as vacation or sick pay).

TABLE 18. LABOR EXPENSE PER WORKER HOUR

	Utilities	Mean (weighted)	First Quartile	Median	Third Quartile
Total	158	\$52.52	\$38.11	\$45.19	\$55.72
1. Customer Count					
2,000 to 5,000 Customers	4	b	a	b	a
5,000 to 10,000 Customers	29	42.63	35.62	43.04	44.83
10,000 to 20,000 Customers	43	43.80	38.27	45.16	51.67
20,000 to 50,000 Customers	38	46.22	37.40	43.91	53.39
50,000 to 100,000 Customers	26	54.25	40.79	55.98	59.20
More than 100,000 Customers	18	53.59	45.30	54.55	67.30
2. Region					
Northeast	12	69.10	53.93	59.80	64.63
Southeast	50	40.21	34.38	38.55	44.63
North Central/Plains	39	57.41	41.90	45.18	52.38
Southwest	20	45.38	33.75	40.05	50.46
West	37	63.50	48.53	56.58	64.97
3. Generation					
No generation	88	40.01	36.40	43.39	50.50
More than 0 but less than 10%	27	46.65	35.14	44.56	58.45
10%-50%	28	63.24	45.21	55.57	65.19
50%-100%	14	54.59	46.01	53.73	58.61

a Quartiles are not calculated for fewer than 9 responses

b Means and medians are not calculated for fewer than 5 responses

Labor Expense per Worker-hour

12 Month Time Frame	06/01/2022 - 05/31/2023
CWEP Annual Earnings	\$ 3,147,185
CWEP Hours Worked	<u>83,196</u>
Labor Expense per Worker Hour	\$ 37.83

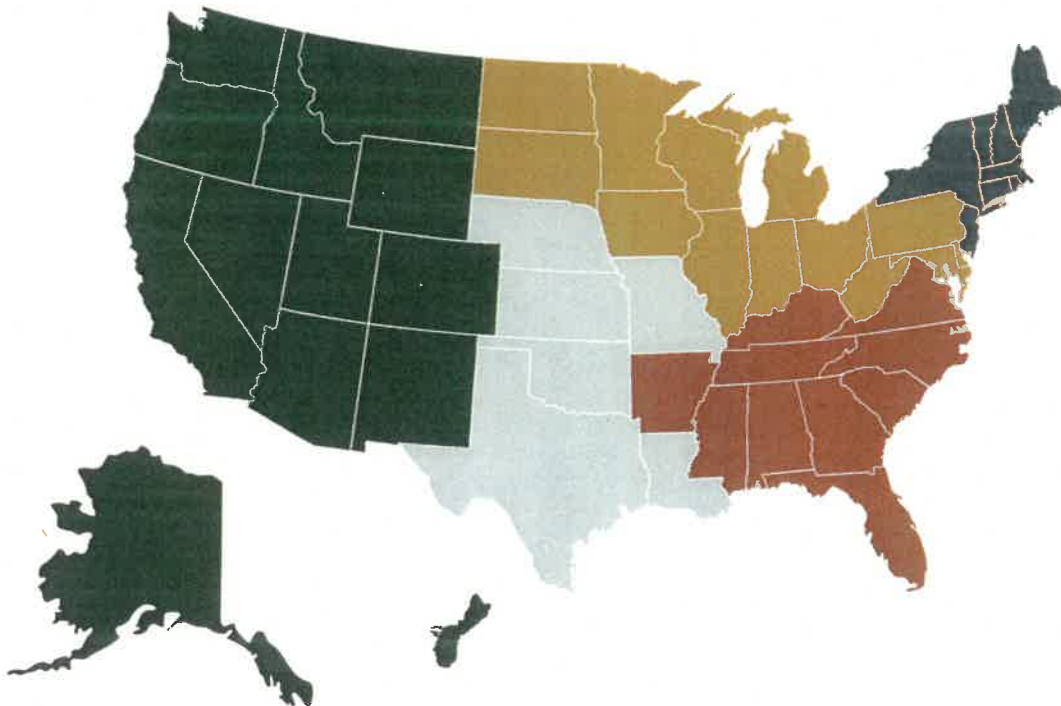
5. ANNUAL SALARIES BY REGION AND REVENUE

Tables 5A - 5J detail annual salaries for all occupations surveyed. Utilities are divided into five regions, each with two subcategories based on revenue: utilities with less than \$15 million in total revenue and utilities with \$15 million or more in revenue.

All positions with fewer than five responses in a category were excluded as it is not possible to compute summary data for such few responses.

The states and territories in each region are:

-  **Northeast**
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont
-  **North Central**
Delaware, Illinois, Indiana, Iowa, Maryland, Michigan, Minnesota, North Dakota, Ohio, Pennsylvania, South Dakota, West Virginia, Wisconsin
-  **Southeast**
Alabama, Arkansas, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia
-  **South Central**
Kansas, Louisiana, Missouri, Nebraska, Oklahoma, Texas
-  **West**
Alaska, Arizona, California, Colorado, Guam, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming



Accountant

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Accountant

Department

Finance Department

Description

Under the supervision of the Chief Financial Officer, the Accountant in this skilled position will assist in the budget and accounting process, statistical analysis and financial reporting.

Requirements

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting, Finance or another related field is required. Experience with utility or governmental accounting a plus.

Job Responsibilities:

- € Month-end close of the company books including preparation of monthly financial statements;
- € Preparation of bi-weekly payroll;
- € Preparation of payroll and sales tax returns;
- € Assist other members of the Business Department with accounting related matters as needed;
- € Assist all other departments with accounting related matters;
- € Work with the CFO in the annual budget preparation and with the external audit;
- € Assist CFO with special projects and reports as needed.

Knowledge, Skills and Abilities:

- € Strong knowledge and experience with basic accounting transactions;
- € Strong math skills;

- ⌘ Must be detail and deadline oriented while maintaining the quality of information being produced;
- ⌘ Ability to learn quickly;
- ⌘ Experience with accounting software and data entry, as well as strong Excel skills;
- ⌘ Proficient in typing and use of a 10-key;
- ⌘ Strong knowledge of accounting processes;
- ⌘ Ability to communicate clearly and concisely both orally and in writing;
- ⌘ Strong research skills and the ability to analyze data;
- ⌘ Maintain and protect confidential employee payroll information;
- ⌘ Ability to write routine reports and correspondence utilizing proper business English, grammar, and punctuation;
- ⌘ Must be able to work successfully with diverse groups of people.

Licensing/Certification:

CPA or CPA candidate or CMA is a plus.

Physical Requirements and Working Conditions:

Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency; occasional travel.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Perform all duties related to payroll and maintain all payroll records;
2. • Prepare monthly bank reconciliations and journal entries;
3. • Analyze and reconcile general ledger balances;
4. • Prepare monthly financial statements for review by the CFO;
5. • Track and report financial and statistical information on various projects and assignments;
6. • Assist in the preparation of the annual operating budget including supporting documentation and analysis;

7. • Assist in creating and maintaining pertinent financial information for annual audit;
8. • Perform other work-related tasks as required.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others;
2. • Prompt and prepared to begin work, including following breaks and lunch periods;

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Chief Accountant	111,202	74,726	108,738	137,497

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Chief Accountant	97,073	75,285	91,800	113,496
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
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Accountant	\$49,957	\$70,391	\$95,725
Accountant 1	\$63,000		
Accountant 2	\$88,402		

Accounts Payable Clerk

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Accounts Payable Clerk II

Department

Finance Department

Description

Under the direction of the Chief Financial Officer, the Accounts Payable position is a specialized work requiring proficiency in basic accounting skills, clerical work, computer skills, spreadsheets, and accounts payable processing. This position processes vendor invoices along with the issuance of payments. Records and maintains information for CWEP work order projects, vehicles, and fixed assets. Supports, develops and maintains contact with CWEP vendors. Prepares various accounting reports for the CFO. Works with other departments for accounting and balancing needs.

Requirements

QUALIFICATIONS:

Education & Experience:

High school or equivalent; accounts payable experience; understanding of basic accounting and accounts payable principles.

Knowledge, Skills, & Abilities:

- € Proficiency with spreadsheets and proprietary software;
- € Data entry & 10-key skills including accuracy with numbers;
- € Organizational skills and the ability to meet deadlines;
- € Willingness to learn new skills and adapt to change;
- € Ability to make independent decisions related to a broad range of issues;
- € Maintain the highest level of confidentiality regarding sensitive materials;
- € Effective written and oral communication skills;
- € Ability to work effectively with co-workers and the general public, applying customer service, interpersonal, and problem-solving skills.

Physical Requirements:

Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Train Accounts Payable Clerk I on Accounts Payable, Transportation, Fixed Assets and Work Orders;
2. • As custodian of petty cash, accurately and timely report and record all petty cash transactions;
3. • Keep updated and accurate records for new, transferred, or retired transportation equipment working cooperatively with the Executive Assistant and Fleet Manager in their roles with transportation;
4. • Maintain and balance company fixed assets and work orders timely at month end;
5. • Balance inventory clearing account throughout the month;
6. • Provide detailed subcontractor list for workers compensation audit;
7. • Research all old fixed asset records and tie them into PCS Fixed Asset module;
8. • Research and remove fixed assets no longer in our system;
9. • Keep accurate VIN listing for vehicles for insurance renewal;
10. • Balance and maintain fixed asset rollforward spreadsheet for all additions and deletions of fixed assets.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Accounts Receivable/Payable	25.06	22.14	24.26	26.45

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Accounts Receivable/Payable	28.72	23.69	27.27	32.71
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
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Accounts Payable Clerk	13.91	19.21	25.74
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Accounts Payable Clerk 1	21.21		
Accounts Payable Clerk 2	24.57	- 51,000	

City Study 18.30

- not follow own 2003 Guide local standard

Apprentice Lineman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Apprentice Lineman

Department

Electric Distribution

Description

This is apprentice level work in the construction and maintenance of the utility's electric distribution system. The Apprentice Lineman works under the supervision of the Director of Power Services and the Electric Distribution Manager. An employee of this class assists in the construction and maintenance of overhead and underground transmission and distribution power lines and related equipment. An employee of this class will learn the Lineman craft through a four-year apprentice program consisting of academic work and on-the-job training.

Requirements

Education and Experience:

- € Must have a high school diploma or equivalent.
- € Previous work experience with electrical systems preferred.
- € Vocational school or some college training is highly desirable.
- € One year of outside construction experience is desirable.

Job Responsibilities:

- € Assists with the onstruction and maintenance of underground and overhead primary power lines and associated equipment.
- € Operates various pieces of equipment, such as bucket trucks and back hoes, that are needed for power line installation and maintenance.
- € Assists with the connection of new services.
- € Assists with the installation and maintenance of streetlighting.
- € Responds to trouble calls.

- € Learns to troubleshoot power system problems.
- € Assists with Mutual Aid calls in other communities after major events such as ice storms and hurricanes.

Knowledge, Skills and Abilities:

- € Months 1-6 of the first year – Learn the art of climbing up and down poles, towers, and fixtures; truck operations; materials; and construction standards.
- € Months 7-12 of the first year and all of year 2 – Work only voltages up to 600 volts under the direct supervision of a Journeyman Lineman.
- € Months 1-6 of year 3 – Work on 7620 volt, single-phase line on congested poles, using gloves and insulated sticks. Special attention should be placed on the use of protective equipment and cover-ups. Apprentice shall not work on any voltage over 7620 volts. He/she may fuse or refuse any transformer of 50 KVA or less under the supervision of a Journeyman Lineman. Special attention should be placed on the use of protective equipment and line jumpers in the transferring of energized dead ends
- € Months 7-12 of year 3 – Fuse or refuse all sizes and voltages of transformers and single-phase and three-phase laterals under the supervision of a Journeyman Lineman.
- € Year 4 - Learn to use hot stick equipment on all voltages, and rubber gloves and sleeves on all types of distribution work up to 15 kV. The apprentice may assist in all types of line construction and distribution under the supervision of the Electric Distribution Team Manager or a Journeyman Lineman. The Electric Distribution Team Manager and apprentice shall always take into consideration the progress and ability of the apprentice when assigning jobs. The apprentice shall develop safe working habits all through his/her apprenticeship. The apprentice shall become familiar with the functions and operation of the different line equipment and apparatus, such as voltage regulators, capacitors, transformer banks and their hook-up, etc.
- € Must be able to work at high elevations using climbing tools, platforms, ladders, or other aerial methods.
- € Must be dependable due to the nature of the duties of the position.
- € Must possess the ability to identify problems that require immediate attention.
- € Must have good oral and written skills.
- € Must possess good mechanical aptitude and be able to develop an understanding of electrical power systems.
- € Must meet the current residency requirements in CWEP's personnel policy manual.
- € Performs other related duties as required and works "on call" shift for electric trouble calls.

Licensing/Certification:

Must be able to obtain a Missouri Class A CDL within six months.

Physical Requirements/Working Conditions:

- ≠ Performs mostly outside work.
 - ≠ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
 - ≠ Frequent periods of heavy lifting.
 - ≠ Requires the ability to perform duties in all kinds of weather, including rain, snow, and icy conditions. Requires aerial and trench work.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. • Months 1-6 of the first year – Demonstrate an understanding of climbing up and down poles, towers, and fixtures; truck operations; materials; and construction standards.
2. • Months 7-12 of the first year and all of year 2 – Work only voltages up to 600 volts under the direct supervision of a Journeyman Lineman.
3. • Months 1-6 of year 3 – Work on 7620 volt, single-phase line on congested poles, using gloves and insulated sticks. Special attention should be placed on the use of protective equipment and cover-ups. Apprentice shall not work on any voltage over 7620 volts. He/she may fuse or refuse any transformer of 50 KVA or less under the supervision of a Journeyman Lineman. Special attention shall be placed on the use of protective equipment and line jumpers in the transferring of energized dead ends
4. • Months 7-12 of year 3 – Fuse or refuse all sizes and voltages of transformers and single-phase and three-phase laterals under the supervision of a Journeyman Lineman.
5. • Year 4 - Learn to use hot stick equipment on all voltages, and rubber gloves and sleeves on all types of distribution work up to 15 kV. The apprentice may assist in all types of line construction and distribution under the supervision of the Electric Distribution Manager or a Journeyman Lineman. The Electric Distribution Manager and apprentice shall always take into consideration the progress and ability of the apprentice when assigning jobs. The apprentice shall develop safe working habits all through his/her apprenticeship. The apprentice shall become familiar with the functions and operation of the different line equipment and apparatus, such as voltage regulators, capacitors, transformer banks and their hook-up, etc.
6. • Provide premium customer service to our clients.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Apprentice Lineworker	28.66	25.85	27.70	30.25

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Apprentice Lineworker	31.72	26.06	31.01	35.56
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2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Apprentice Lineman	16.91	23.83	32.41
Apprentice Lineman 1	21.49		
Apprentice Lineman 2	21.49		
Apprentice Lineman 3	27.46		

Billing Coordinator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Billing Coordinator

Department

Customer Relations

Description

Under the supervision of the Customer Service Manager, coordinate utility monthly billing schedule; work independently performing quality control on daily operations checking the accuracy of service orders, pre-billing processes, bill generation, validation, print and mailing of statements prior to required deadlines; responsible for a continuous flow of information between all departments to coordinate workloads and dispatch crews to job sites; prepare daily and month end reports; assist customers in resolving billing discrepancies, explain rates and bills.

Requirements

ESSENTIAL JOB FUNCTIONS:

1. Analyze and audit pre-billing exception and validation reports for accuracy to prepare utility billing;
2. Responsible for bill generation, print, and mailing of statements prior to required deadline;
3. Responsible for setting up the utility cycle schedule;
4. Responsible for setting up, updating, and validating the accuracy of rates for all services and tax rates;
5. Prepare annual billing processes including deposit interest refunds, winter average sewer, budget billing settlement, garbage rate changes.
6. Provide more complex customer service including researching and resolving billing discrepancies, explaining rates, charges, policy, and procedures;
7. Review and close out service orders, verify the accuracy of customer service and field service representatives, post readings to accounts, and determine the correct billing rates, tax rates, and miscellaneous charges;

8. Determine eligibility of adjustments to accounts due to leaks, misapplied payments, and meter reading or billing errors. Process adjustments on accounts and enter supporting documentation on the account.
9. Post payments, prepare bank deposit as needed, and balance accounts receivable daily;
10. Prepare month end closing and reconciliation reports and distribute to department supervisors, and other entities as needed;
11. Utilize software programs and complex database to extract data, analyze, and report billing information in order to solve a wide variety of billing and customer issues;
12. Provide customer service and training, coaching and guidance to internal customers;
13. Responsible for training a backup Billing Coordinator;
14. Evaluate , develop, and maintain timely procedures for utility billing;
15. Responsible for using complex metering software to monitor and identify problematic meters, potential water leaks, dead meter, and/or theft of service. closely interact with the Meter Service Department to ensure meters are reading and reporting back on a timely basis, and issues are investigated and resolved;
16. Responsible for using CIS and complex metering software to identify areas for improvement and loss prevention;
17. Responsible for a continuous flow of information between city offices and the garbage company to update garage rates as needed;
18. Assist with Customer Service as needed;
19. Perform other related duties as required or assigned by management.

QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; Minimum of one year utility customer service experience. A good understanding of utility CIS with experience with AMI and MDM is an asset.

Knowledge, Skills and Abilities:

- € Must be self-motivated and detail oriented;
- € Must be able to work in fast paced environment where priorities and responsibilities quickly change;
- € Must be able to get the job done, exercise sound judgement, inspire & mentor, and take ownership of your work;
- € Ability to work independently, organize work, set priorities, and meet critical deadlines;
- € Ability to manage, follow up, and track multiple tasks daily;

- ≠ Ability to maintain the confidentiality of customer records and information;
- ≠ Must possess strong research and problem-solving skills to interpret, apply and explain policies, procedures, and rates;
- ≠ Ability to communicate effectively orally and in writing;
- ≠ Proficient in computer applications including Microsoft Office;
- ≠ Ability to work effectively with staff and the general public, applying customer service, interpersonal, and problem-solving skills.

Physical Requirements:

Frequent periods of sitting, standing and walking; occasional lifting or moving of freight; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment some travel may be required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Analyzes and audits pre-billing exception and validation reports for accuracy to prepare utility billing. Completes bill generation, print, and mailing of statements prior to required deadline.
2. • Accurately & independently sets up rates for all services.
3. • Provides more complex customer service including researching and resolving billing discrepancies, explaining rates, charges, policy and procedures.
4. • Works independently performing quality control on daily operations. Reviews completed service orders for accuracy and determines correct billing rates and miscellaneous charges.
5. • Posts credit card payments, balances accounts receivable daily, and prepares month end reports. Researches any discrepancies in a timely manner.
6. • Cross-trains Customer Service Representatives to be the back-up billing coordinator.
7. • Accurately & independently sets up utility cycle schedule.
8. • Communicates respectfully and effectively with customers while providing professional, prompt customer service.

9. • Demonstrates composure in difficult or stressful situations.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWER Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Accounts Receivable/Payable	25.06	22.14	24.26	26.45

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Accounts Receivable/Payable	28.72	23.69	27.27	32.71
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Billing Coordinator	16.91	23.83	32.41
Billing Coordinator	19.70		

Chief Financial Officer

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Chief Financial Officer

Department

Administration

Description

The Chief Financial Officer (CFO) reports to the General Manager and is responsible for overall financial management of Carthage Water and Electric Plant (CWEP). This position directs the utility's financial policies and plans, accounting practices and fiscal controls. This position serves as the primary budget officer, investment officer, financial record-keeper, financial reporter and rate analyst for the utility as well as assisting in long and short-term strategic and financial planning. In addition, the CFO maintains existing and establishes new relationships with banks and investment firms as needed and advises management regarding financial matters. The CFO supervises the Purchasing Agent, Accountant, Accounts Payable Clerk and Inventory Control Coordinator.

Requirements

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting or Finance is required.

Licensing/Certification:

CPA or CMA is preferred.

Knowledge, Skills and Abilities:

- ☒ Strong computer and accounting software skills required as well as spreadsheets (Microsoft Excel).
- ☒ Strong analytical and problem-solving skills as well as research skills.
- ☒ Strong communication and management skills.
- ☒ Ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- ☒ Ability to manage staff but also to work with staff at all levels in all departments.
- ☒ High level of integrity, dependability, and confidentiality as it pertains to the financial matters as well as customers and employees.

€ Must be a self-starter and be deadline oriented.

Physical Requirements and Working Conditions:

Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency; occasional travel.

Miscellaneous Requirements:

Must be able to see the overall picture and how each position in the company plays an important role and affects every other position. Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Oversees all accounting functions including billing, accounts payable, asset management, payroll, purchasing, inventory control and financial statement preparation.
2. • Oversees all reporting relative to financial matters.
3. • Responsible for overseeing the investments of the company as investment officer.
4. • Responsible for the compilation of the annual budget.
5. • Works with the independent audit firm as they perform the year-end audit.
6. • Works with banks, financial advisors and bond counsel as needed.
7. • Works with management on long-term financial planning.
8. • Directs the accounting processes and internal control functions.
9. • Oversees the Customer Service department, Purchasing department, Accounting department and Inventory Control Coordinator.
10. • Responsible for all other financial and accounting functions of the utility as required.
11. • Contributes to maintaining a safe and secure environment for her team in all situations.

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Chief Financial Officer	178,162	122,865	145,685	200,079

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Chief Financial Officer	127,183	102,000	125,000	145,790
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2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Chief Financial Officer	96,340	138,516	190,968
Chief Financial Officer	125,503		

Communications Field Tech Foreman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Communications Field Tech Foreman

Department

Tech

Description

The Communications Field Technician Foreman (CFTF) is responsible for everything that happens within the construction, splicing, and post-construction phases of an overall project relating to installation of Fiber-Optic and Fixed-Wireless networks. The CFTF performs the duties of a CFT while also being responsible for coordination of the construction and compliance of the schedule, safety, cost, and quality decisions. The CFTF must be well organized and favor safety above everything else. The CFTF reports directly to the OSP Manager.

Requirements

QUALIFICATIONS:

Education and Experience:

5+ years' experience as a fiber-optic technician, 1-year Geographic Information Systems experience, or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Class B Commercial Driver's License, Fiber Optic Installer certification, FTTx OSP Design certification, OSHA 10 Safety and Health certification, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ☒ Ability to clearly communicate objectives and expectations in a manner that facilitates team member buy-in and yields results while maintaining or building morale.
- ☒ Ability to clearly communicate and consult with vendors and clients.
- ☒ Ability to specify, install, test and maintain fiber optic and copper networks in outside plant and inside plant applications.
- ☒ Knowledge in Office 365 products, GIS software, GPON and active ethernet networks.
- ☒ Ability to comply with the Missouri Underground Facility Safety and Damage Prevention Act.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites in various weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 40%

1. • Implement the construction plan, direct field staff in on-site construction activities for safety compliance, standard installation methods, and contract requirements; supervise the work of Communications Field Technicians.
2. • Supervise the use of machinery, tools, and equipment. Ensure preventative maintenance and repairs to equipment are completed. Maintain proper organization of inventory.
3. • Reports all completed work and documentation to the OSP Manager; provide post installation quality measurements and as-built documentation.
4. • Responds to network outages during business and after-hours. Monitors and controls overtime of the CFT's.
5. • Supports continuous improvement efforts and the change management effects associated with the implementation of improvements. Performs other related duties and tasks as required or assigned by management.

SAFETY 25%

1. • Maintain safe work habits, always uses mandated PPE, and minimizes potential hazards by following all company safety standards and procedures. Conduct pre-job safety briefings on all projects.
2. • Demonstrates composure in difficult or stressful situations.

CUSTOMER SERVICE 20%

1. • Communicates respectfully and effectively with customers and fellow employees. Provides professional, prompt customer service.

ATTENDANCE 15%

1. • Arrives at work on time and works until the end of the scheduled shift.

2. • Only misses work for reasons out of their control. Proper examples of missing work include a family emergency, death in the family, sick enough to go to the doctor, appointment that has no openings outside of work hours.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Tree Foreman	38.65	31.14	33.80	46.00

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Tree Foreman	36.28	31.63	33.80	40.58
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
CFT Foreman	19.01	26.79	36.43
CFT Foreman	31.58		

Communications Field Technician

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Communications Field Technician

Department

Tech

Description

The Communications Field Technician (CFT) is responsible for the installation and maintenance of our indoor and outdoor communications networks. The CFT reports directly to the Communications Field Technician Foreman.

Requirements

QUALIFICATIONS:

Education and Experience:

High School diploma or equivalent, construction experience.

Licensing/Certification:

Class B Commercial Driver's License, Fiber Optic Installer certification, OSHA 10 Safety and Health certification, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ☒ Ability to clearly communicate and consult with vendors and clients.
- ☒ Ability to install, test and maintain fiber optic and copper networks in outside plant and inside plant applications.
- ☒ Ability to operate heavy equipment.
- ☒ Knowledge of Missouri Underground Facility Safety and Damage Prevention Act compliance.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites in various weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 50%

1. • Install, test and maintain our physical communications plant in accordance with safety compliance and standard installation methods.
2. • Operate and maintain heavy equipment such as backhoes, bore machines, trenchers, plows, and skid steers.
3. • Report all completed work and documentation to the Foreman, providing post installation quality measurements and as-built documentation.
4. • Support continuous improvement efforts and the change management effects associated with the implementation of improvements. Performs other related duties and tasks as required or assigned by management.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

CUSTOMER SERVICE 20%

1. • Communicate respectfully and effectively with customers and fellow employees. Provide professional, prompt customer service.

ATTENDANCE 5%

1. • Prompt and prepared to begin work, including following breaks and lunch periods.
2. • Prompt and prepared for meetings with others.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Apprentice Lineworker	28.66	25.85	27.70	30.25

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Apprentice Lineworker	31.72	26.06	31.01	35.56
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Communication Field Tech	19.01	26.79	36.43
Communication Field Tech 1	21.57		
Communication Field Tech 2	22.59		
Communication Field Tech 3	23.25		
Communication Field Tech 4	25.51		

Communications Field Technician II

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Communications Field Technician II

Department

Tech

Description

The Communications Field Technician II (CFT II) is responsible for the installation and maintenance of our indoor and outdoor communications networks. The CFT II reports directly to the Communications Field Technician Foreman.

Requirements

QUALIFICATIONS:

Education and Experience:

High School diploma or equivalent, construction experience.

Licensing/Certification:

Class B Commercial Driver's License, Fiber Optic Installer certification, OSHA 10 Safety and Health certification, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ☒ Ability to clearly communicate and consult with vendors and clients.
- ☒ Ability to install, test and maintain fiber optic and copper networks in outside plant and inside plant applications.
- ☒ Ability to operate heavy equipment.
- ☒ Knowledge of Missouri Underground Facility Safety and Damage Prevention Act compliance.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites in various weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 50%

5. • Install, test and maintain our physical communications plant in accordance with safety compliance and standard installation methods.
6. • Operate and maintain heavy equipment such as backhoes, bore machines, trenchers, plows, and skid steers.
7. • Report all completed work and documentation to the Foreman, providing post installation quality measurements and as-built documentation.
8. • Support continuous improvement efforts and the change management effects associated with the implementation of improvements. Performs other related duties and tasks as required or assigned by management.

SAFETY 20%

5. • Operates and maintains vehicles and equipment properly.
6. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
7. • Actively participates and contributes in safety trainings and conducts job briefings.
8. • Identifies and mitigates safety hazards.

CUSTOMER SERVICE 20%

2. • Communicate respectfully and effectively with customers and fellow employees. Provide professional, prompt customer service.

ATTENDANCE 5%

3. • Prompt and prepared to begin work, including following breaks and lunch periods.
4. • Prompt and prepared for meetings with others.

COMPANY SOFTWARE 5%

2. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Apprentice Lineworker	28.66	25.85	27.70	30.25

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Apprentice Lineworker	31.72	26.06	31.01	35.56
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2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Communication Field Tech	19.01	26.79	36.43
Communication Field Tech II 1	26.39		
Communication Field Tech II 2	27.22		
Communication Field Tech II 3	27.26		

Customer Relations Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Customer Relations Manager

Department

Customer Relations

Description

Under the direction of the General Manager, assists in planning, organizing, monitoring, managing, and evaluating public relations activities. Develops and maintains the Utility's news media, social media, marketing and advertising efforts. Works to better communications between departments and to keep all employees informed and up to date on company news. Supports, develops, and maintains contact with the public to help build meaningful connections with the customers we serve in the Carthage community.

Requirements

ESSENTIAL JOB FUNCTIONS:

1. Coordinates and implements all CWEP public relations activities and promotional events.
2. Creates content for press releases, social media, bill inserts, customer newsletters, and various other methods of customer communication.
3. Assess opportunities for partnerships, sponsorships, and advertising on an ongoing basis. Leverages existing media relationships and cultivates new contacts within business and industry media.
4. Works to build relationships within the Carthage community to grow awareness of the Public Utility Industry.
5. Develops effective marketing strategies and tactics to achieve goals and promoting CWEP in print and broadcast media outlets.
6. Maintains an understanding of industry communication trends affecting customers and makes appropriate plans regarding communication strategies
7. Generates and shares content across company social media channels on a regular basis, building meaningful connections with CWEP customers

8. Designs clean, effective artwork to aid in all CWEP communication efforts, including but not limited to newsletters, bill stuffers, brochures, postcards, door hangers, emails, graphics, banners etc.
9. Creates and maintains editorial calendars and schedules for all customer communications
10. Updates and maintains the CWEP website, working alongside the IT department and other employees as necessary
11. Effectively plans and manages workload, meets deadlines
12. Works during electric, water, and/or fiber outages, keeping the customer base updated on all progress via social media channels, often outside of normal working hours
13. Monitors, analyzes, and communicates social media analytics results monthly.
14. Organizes, maintains, and catalogs all CWEP digital assets for internal and external use.
15. Photographs, videos, and catalogs content at all CWEP events.
16. Manages all media inquiries and interview requests.
17. Plans, orders, inventories, and audits all CWEP promotional items.
18. Performs other tasks and duties as assigned.

QUALIFICATIONS:**Education and Experience:**

Bachelor's Degree in Graphic Design, Public Relations, Marketing, or a related field is required. A minimum of two years of progressively responsible management work experience in public relations, marketing development, advertising, social media management is preferred. Experience with electric, natural gas, and/or water utility industry is strongly preferred.

Licensing/Certification:

Certified use of Adobe Creative Suite and Microsoft Office Suite. Must be proficient in PC or Mac use. Must possess a valid Missouri driver's license by hire date.

Knowledge, Skills and Abilities:

Ability to create visual concepts to communicate ideas that inspire, inform, and captivate the customer base. Skilled in Adobe Creative Suite and Microsoft Office Suite and their functions to create effective works. Ability to work effectively with CW&EP's staff and the general public, applying customer service, interpersonal, and problem-solving skills. Ability to communicate and relate with customers on a wide range scale to meet their needs. Comfortable with both broadcast and print interviews. Skilled in event planning, social media management, project management, creative writing and editing. Exceptional customer service skills and mindset.

Physical Requirements:**Working Conditions:**

Normal office environment and field construction sites; with some travel required. Some overtime required, typically done remotely.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Coordinates all public relations activities.
2. • Creates content for press releases, social media, bill inserts, customer newsletters, and various other methods of customer communication.
3. • Assess opportunities for partnerships, sponsorships, and advertising on an ongoing basis. Leverages existing media relationships and cultivates new contacts within business and industry media.
4. • Develops effective marketing strategies and tactics to achieve goals and promoting CWEP in print and broadcast media outlets.
5. • Maintains an understanding of industry communication trends affecting customers and makes appropriate plans regarding communication strategies
6. • Generates and shares content across company social media channels on a regular basis, building meaningful connections with CWEP customers
7. • Designs clean, effective artwork to aid in all CWEP communication efforts, including but not limited to newsletters, bill stuffers, brochures, postcards, door hangers, emails, graphics, banners etc.
8. • Creates and maintains editorial calendars and schedules for all customer communications
9. • Updates and maintains the CWEP website, working alongside the IT department and other employees as necessary
10. • Effectively plans and manages workload, meets deadlines
11. • Works during electric, water, and/or fiber outages, keeping the customer base updated on all progress via social media channels
12. • Performs other tasks and duties as assigned.

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

- Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Communications Director	126,407	113,185	124,122	154,363

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Communications Director	100,520	77,847	101,150	108,161
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2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Customer Relations Manager	31,951	44,101	59,113
Customer Relations Manager	48,880		

Customer Service Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Customer Service Manager

Department

Customer Relations

Description

Under the supervision of the General Counsel and Director of Customer Relations, supervise and review the work of the Billing Coordinator and Customer Service Representatives; ensure employees are fully trained and qualified to complete their responsibilities and follow company policies and procedures; recommends personnel for hiring, promotions, discipline and termination; organize and assign staff training, assign duties, and evaluate the staff by conducting performance reviews; ensure all customers are provided prompt and efficient service to meet their needs; interpret and explain policies and procedures and handle difficult customer inquiries.

Requirements

QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent required. Bachelor's degree preferred. Minimum of 5 years utility customer service and/or utility billing experience required. Experience with AMI, MDM, and Crystal Reports is an asset.

Knowledge, Skills and Abilities:

- € Ability to plan, lead, organize and review the work of assigned staff;
- € Ability to interpret, explain, and enforce company policies and procedures;
- € Ability to supervise diverse personalities and resolve conflict in a professional and diplomatic manner;
- € Ability to analyze complex issues, evaluate alternative solutions and make sound decisions;
- € Ability to communicate with customers while developing positive customer relations, anticipating, and responding to customer needs;
- € Ability to communicate effectively orally and in writing;

- ⌘ Ability to manage, follow up and track multiple tasks daily;
- ⌘ Ability to maintain the confidentiality of customer and employee records and information;
- ⌘ Proficient in computer applications including Microsoft Office;
- ⌘ Ability to work effectively with staff and the general public, applying customer service, interpersonal, and problem-solving skills.

ESSENTIAL JOB FUNCTIONS:

1. Supervise and evaluate the work of Customer Service Representatives and Billing Coordinator;
2. Participate in hiring of new personnel, assign duties, organize training, recommend and implement necessary disciplinary action;
3. Oversee daily customer service and billing operations; Use expertise to provide training, coaching, guidance, and mentor personnel while promoting a safe work environment. Monitor the progress of billing and customer service throughout the month to ensure processes on completed before the required deadlines.
4. Identify and implement ways to improve customer service quality by studying, evaluating, and re-designing processes to be more cost and quality efficient, and by anticipating and responding to customer needs;
5. Prepare the customer service budget forecasting, necessary funds for staffing, materials, service, and supplies;
6. Monitor the cost compared to the budget regularly;
7. Assist in updating the company's policy and procedures manual and job descriptions;
8. Prepare monthly departmental reports and complex charges and usage reports; Required to work closely with the Accounting Department to research and resolve balancing discrepancies;
9. Research, evaluate, recommend, and oversee implementation and/or training of new billing, customer, and meter reading technology, software, or service within the Customer Service Department;
10. Maintain and collect on Irrevocable Letters of Credit and Surety Bonds;
11. Assist with maintaining customer bankruptcy records;
12. Coordinate meter reading schedule with billing schedule;
13. Research and resolve the more difficult and complex billing issues, including resolution of customer complaints, interpreting policies and procedures, and payment issues;

14. Directly interact with customers in person, by phone, or email providing information to customers regarding account and billing inquiries, request for service connects/disconnects, information about company programs or services, and various customer inquiries while providing professional, prompt customer service;
15. Research, collect information, analyze findings in accurate and detailed specialized custom reports by utilizing software, utility CIS, and complex metering software programs to extract data, analyze, and report billing information in order to solve a wide variety of billing and customers issues, operational discrepancies, prevent revenue loss, and/or to help management make informed financial decisions based on billing data;
16. Prepare specialized custom reports for usage and meter data for the electric and water departments as needed;
17. Evaluate Customer Service processes to develop, coordinate, and implement work standards, methods, improvements;
18. Monitor utility standards and software changes within the CIS, AMI, MDM, and other software programs, to determine what new technology would be beneficial to utilize;
19. Responsible for coordinating customer outreach programs and campaigns with the Customer Relations Manager;
20. Responsible for using complex metering software to monitor and identify problematic meters, potential water leaks, dead meter, and/or theft of service. closely interact with the Meter Service Team to ensure meters are reading and reporting back on a timely basis, and issues are investigated and resolved;
21. Maintain accurate postage records and contracts; Research and recommend postage and mailing equipment; Process CASS certification of addresses;
22. Provide complex billing data and participate in Rate Study as needed;
23. Responsible to find, review, and schedule training CIS, customer service, AMI, and MDM, and safety training for staff;
24. Maintain and oversee the financial operation of the bulk water station, EMV charging station, and payment kiosk;
25. Perform duties of Customer Service Representative and Billing Coordinator as needed;
26. Perform other related duties as required or assigned by management.

Physical Requirements:

Frequent periods of sitting, standing and walking; occasional lifting or moving of freight; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment; some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Understand and oversee daily operations in Customer Service and Billing and improve processes and procedures where necessary;
2. • Improve customer service quality by studying, evaluating and re-designing processes to be more efficient by anticipating and responding to customer needs;
3. • Participate in hiring and training of new personnel, assign duties, organize training, recommend and implement advancement and necessary disciplinary action;
4. • Research, recommend, and oversee implementation and/or training of new technology in billing, meter reading and customer service;
5. • Research and resolve the more difficult and complex billing issues, including resolution of customer complaints, interpreting policies and procedures, and payment issues and improve procedures where necessary;
6. • Work cooperatively and efficiently with field crews and look for ways to improve efficiency through communication, process improvement, and other means;
7. • Effectively communicate orally (in meetings and with customers) and in writing (monthly report, correspondence to customers);
8. • Participate in development of office budget forecasting, necessary funds for staffing, materials, service and supplies; monitor budget to actual costs on a monthly basis;
9. • Work cooperatively and effectively with the accounting department in the month-end closing process, periodic cost-of-service studies, and other reporting requirements as needed;

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Office Administrator	34.48	24.07	30.00	36.94

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Office Administrator	31.57	24.95	29.06	36.62
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Customer Service Manager	19.01	26.79	36.43
Customer Service Manager	30.94		

Customer Service Representative

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Customer Service Representative

Department

Customer Relations

Description

Under the supervision of the Customer Service Manager, provide professional and prompt in-person and telephone service to our customers; assist customers with emergency calls, service connects/disconnects, new service installation, rates, billing and payment inquiries, collections, process payments, meter validation, and provide information on programs and services offered by the utility; responsible for a continuous flow of information between all departments to coordinate workloads and dispatch crews to job sites; must maintain a high degree of confidentiality.

Requirements

QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent. Minimum of one year customer service and/or cash handling experience preferred. Good understanding of utility CIS with experience AMI and MDM is an asset.

ESSENTIAL JOB FUNCTIONS:

1. Directly interact with internal and external customers in person and/or by phone providing information regarding account and billing inquiries, process request for service connects/disconnects received in person and online, information about company programs or services, and various customer inquiries while providing professional, prompt customer service;
2. Process customer payments received in the night drop, mail, over the counter, on the telephone, and in the drive thru; Must maintain, and balance a cash drawer daily;
3. Resolve customer concerns by identifying the issue and explaining policies and procedures;
4. Answer telephone and direct customers to the appropriate personnel;
5. Assist customers in reporting power outages and emergencies, prepare service orders, and dispatch the appropriate crew to the emergency;

6. Assist in credit and collections; Responsible for contacting customers by phone to collect account balance and/or returned checks, negotiate payment arrangements, process non-payment disconnect and reconnect orders, and work closely with financial assistance agencies; Responsible for the generation, print, and mailing of past due notices, and processing quarterly account write offs.
7. Audit utility meter reads and prepare general service orders to check for high/low meter reads and alert customers of potential water/electric service issues;
8. Issue wiring permits and electric licenses to electricians; Must coordinate with the city, county, and/or contractors to ensure the proper permits have been obtained when customers request new service and/or construction;
9. Respond to billing inquiries and handle high bill complaints; Required to learn and use AMI & DMD metering information systems to provide accurate and up-to-date information.
10. Investigate and process returned and mail; Responsible for processing daily outgoing mail
11. Balance and maintain payment kiosk; Responsible for preparing daily bank deposits for payment kiosk, refilling receipt paper, troubleshooting and resolving issues related to the kiosk;
12. Process automatic ACH and credit card payments;
13. Professionally respond to customer inquiries received via email in a timely manner;
14. Process internet billing: Responsible for credit checks on internet customers, connects/disconnects for internet service, and non-pay disconnects;
15. Assist Billing Coordinator as needed;
16. Perform other related duties as required or assigned by management.

Knowledge, Skills and Abilities:

- € Ability to communicate with customers in a fast-paced environment while developing positive customer relations, anticipating, and responding to customer needs;
- € Must be able to maintain composure in difficult and stressful situations;
- € Ability to interpret, apply and explain policies and procedures;
- € Must be able to get the job done, exercise sound judgement, inspire & mentor, and take ownership of your work;
- € Ability to manage, follow up and track multiple tasks daily;
- € Must be able to adapt to change in priorities throughout the day;

- € Ability to maintain the confidentiality of customer records and information;
- € Ability to organize work, set priorities, and meet critical deadlines;
- € Proficient in computer applications including Microsoft Office;
- € Ability to work effectively with staff and the public, applying customer service, interpersonal, and problem-solving skills.

Physical Requirements:

Frequent periods of sitting, standing and walking; occasional lifting or moving of freight; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment; some travel may be required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Detail oriented and follows cash handling procedures when entering payments and balancing cash drawer.
2. • Consistently & independently resolves customer concerns by identifying the issue and explaining policies and procedures, services offered, rates, and customer empowerment tools.
3. • Independently processes service orders and dispatches the orders to the appropriate crew. Demonstrates a sense of urgency when processing emergency calls.
4. • Follows payment arrangement, agency assistance, return check guidelines, and the Collections Schedule. Completes generation, print, and mailing of past due notices prior to required deadline.
5. • Independently process internet billing. Accurately setup rates and revenue codes, complete service orders before required billing deadline, and process holds for nonpay.
6. • Audits utility meter reads and prepares general service orders to check for high/low meter reads and alert customers of potential water/electric service issues.
7. • Communicates respectfully and effectively with customers while providing professional, prompt customer service.
8. • Demonstrates composure in difficult or stressful situations.

9. • Transitions and adapts well from different tasks to keep up with fast paced customer support. Able to manage, track, follow up on, and complete multiple tasks daily.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Customer Service Representative	20.51	17.73	20.01	22.58

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Customer Service Representative	24.56	19.77	24.49	29.00
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Customer Service Representative	13.91	19.21	25.74
Customer Service Representative 1	16.80		
Customer Service Representative 2	16.80		
Customer Service Representative 3	18.90		
Customer Service Representative 4	20.20		

Director of Business & Economic Development

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Director of Business & Economic Development

Department

Administration

Description

Under the direction of the General Manager, directs planning, organizing, monitoring, managing, and evaluating industrial and commercial utility programs and economic development activities. Develops and maintains Carthage Water & Electric Plant's Economic Development and Business Retention & Expansion plan. Supports, develops, and maintains contact with local, regional, and national development groups. Works with local industrial and commercial customers to develop job growth and further business development for existing customers. Works with partner organizations to recruit new business and industry into Carthage Water & Electric Plant's utility service area. Assists with contract and incentive negotiation with private developers. Assists with planning and coordination of public infrastructure development to support industrial development. Works closely with colleagues and other stakeholders, including the City of Carthage, Jasper County, Carthage Area Chamber of Commerce along with various other organizations to identify and maximize opportunities to encourage development within Carthage Water & Electric Plant's service area. Prepares and presents reports on economic development activities.

Requirements

ESSENTIAL JOB FUNCTIONS:

1. Plans, develops, organizes, implements, directs, and evaluates Carthage Water & Electric Plant's Business and Economic Development function and performance.
1. Participates in the development of Carthage Water & Electric Plant's corporate plans and programs as a strategic partner but particularly from the perspective of the impact on Business and Economic Development.

1. Directs and manages Carthage Water & Electric Plant's participation in local, regional, and national partnerships, including the administration of contracts for services, governmental relations, and incentive programs.
1. Advises, negotiates, manages and administers all incentive and development related contracts into which Carthage Water & Electric Plant may enter. Counsels with the CFO on financial matters associated with the financial viability of entering into such contracts.
1. Directs and manages the development and maintenance of industrial park properties with Carthage Water & Electric Plant's participation, including the administration of contracts for services.
1. Serves as Carthage Water & Electric Plant's representative to City of Carthage, Carthage Area Chamber of Commerce, Jasper County, and other area organizations for business and economic development matters. Develops and maintains key relationships to encourage business growth.
1. Monitors community development, including development and economic trends, areas for potential growth, and opportunities for new development and/or redevelopment.
1. Monitors land values and participates in property negotiations as requested.
1. Responsible for budgets and long-range plans for Business and Economic Development.
1. Assumes responsibilities and performs other related duties as required or assigned by the General Manager.

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Business or Public Administration, Economic Development, Business, Industrial Development, Real Estate, or a related field is required. A minimum of six years of progressively responsible management work experience in economic or business development, real estate, infrastructure development, commercial development, or public and/or private finance is required. Experience with electric, natural gas, and/or water utility industry is strongly preferred.

Licensing/Certification:

Obtain Certified Economic Developer (CEcD) designation or similar professional designation preferred through Oklahoma Economic Development Institute, International Economic Development Council, or similar program to achieve certification or designation. Must possess a valid Missouri driver's license (minimum Class E) within 30 days of employment.

Knowledge, Skills and Abilities:

Ability to interpret and apply principles/methods in the overall processes to business and economic development. Knowledge of business site selection process. Knowledge of local, state, and federal business and economic development programs. Ability to apply diversified knowledge to serve a broad range of utility customers. Ability to make independent decisions related to a broad range of issues as a representative of Carthage Water & Electric Plant in dealing with various community stakeholders. Skilled in computer applications including spreadsheets, database, and word processing software. Ability to communicate effectively orally and in writing. Ability to work effectively with staff and the general public, applying customer service, interpersonal, and problem-solving skills.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Plans, develops, organizes, implements, directs, and evaluates Carthage Water & Electric Plant's Business and Economic Development function and performance.
2. • Participates in the development of Carthage Water & Electric Plant's corporate plans and programs as a strategic partner but particularly from the perspective of the impact on Business and Economic Development.
3. • Directs and manages Carthage Water & Electric Plant's participation in local, regional, and national partnerships, including the administration of contracts for services, governmental relations, and incentive programs.
4. • Advises, negotiates, manages and administers all incentive and development related contracts into which Carthage Water & Electric Plant may enter. Counsels with the CFO on financial matters associated with the financial viability of entering into such contracts.
5. • Directs and manages the development and maintenance of industrial park properties with Carthage Water & Electric Plant's participation, including the administration of contracts for services.
6. • Serves as Carthage Water & Electric Plant's representative to City of Carthage, Carthage Area Chamber of Commerce, Jasper County, and other area organizations for business and economic development matters. Develops and maintains key relationships to encourage business growth.
7. • Monitors community development, including development and economic trends, areas for potential growth, and opportunities for new development and/or redevelopment.

8. •Monitors land values and participates in property negotiations as requested.
9. •Responsible for budgets and long-range plans for Business and Economic Development.
10. •Assumes responsibilities and performs other related duties as required or assigned by the General Manager.
11. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
12. • Provides premium customer service to our clients.

ATTENDANCE 5%

1. • Prompt and prepared to begin work, including following breaks and lunch periods.
2. • Prompt and Prepared for meetings with others.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Key Accounts Manager	106,089	90,656	103,188	122,467

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Key Accounts Manager	92,428	77,761	90,400	102,231
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Director of Business and Economic Dev.	56,153	79,120	107,597
Director of Business and Economic Dev.	93,112		

Director of IT & Broadband Services

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Director of IT & Broadband Services

Department

Administration

Description

Under the direction of the General Manager, the Director of IT and Broadband Services oversees all aspects of Information Technology and its implementation within the various internal departments of the utility. Additionally, the Director oversees operation of the Internet Services Department as well as the Meter Services Department.

Requirements

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Computer Science or similar degree, ten years of IT management experience.

Licensing/Certification:

Must possess a valid Missouri driver's license (minimum Class E) by hire date.

Knowledge, Skills and Abilities:

- € Ability to clearly communicate objectives and expectations in a manner that facilitates team member buy-in and yields results while maintaining or building morale.
- € Ability to identify technicians strengths and weakness allowing for the most effective designation of roles and responsibilities and for the identification of cross-training opportunities.
- € Develop and support applications, scripts, and services with Ruby, Python, PHP, and Javascript programming languages.
- € Design and administrate various database architectures including MSSQL and MYSQL.
- € Analyze and present data using Crystal Reports, Excel Pivot Tables, and Jupyter Notebooks.
- € Design and troubleshoot advanced network configurations including BGP, OSPF, VRRP, VPLS, MRP, EVPN, Metro Ethernet, and (XGS)/GPON on Juniper and Adtran network carrier equipment.

- ⌘ In-depth knowledge of fiber OSP components and techniques allowing for the identification of cost effective fiber OSP design patterns.
- ⌘ In-depth knowledge of operation of AMI NaN, MDMS, and corresponding Multi-Speak interoperability with billing system.
- ⌘ Ability to design and maintain vSphere ESXi virtualization platform.
- ⌘ Ability to deploy and maintain Windows, Linux, and BSD servers.

Physical Requirements:

Working Conditions:

Normal office environment and field construction sites; with some travel.

Miscellaneous Requirements:

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Plan, budget, and monitor IT equipment and software purchases.
2. • Train and develop technical staff.
3. • Encourage and empower non-technical staff to utilize information technology effectively.
4. • Devise strategies to remain competitive in a changing Internet services market.
5. • Oversee implementation of significant IT-related projects such as upgrades and new installations.
6. • Plan and implement maintenance and upgrades of critical IT infrastructure.
7. • Mitigate risks to information security.
8. • Develop and refine policies and procedures relating to the operation of the internet service and internal IT support services.
9. • Leverage in-depth knowledge and experience to assist technicians in the resolution of particularly difficult technical challenges.
10. • Direct technical team on areas of focus that have the greatest impact for the utility and its customers.
11. • Facilitate a positive work environment for technicians wherein they choose to stay with the utility and continue to grow in value as their experience increases.

12. • Prepare and annual budget for the Communications Department and assist other departments with budgeting IT related items.
13. • Confirms Tech Teams maintain safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Information Systems Manager	118,072	97,625	124,145	142,213

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Information Systems Manager	109,003	90,605	107,536	120,000
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Director of IT and Broadband Services	63,284	90,987	125,445
Director of IT and Broadband Services	113,491		

Director of Power Services

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Director of Power Services

Department

Administration

Description

Responsible for the delivery of economic and reliable electricity to the customers of CWEP. Develops and manages the budgets for the electric production and electric distribution departments and is responsible for the direction of departmental activities. Evaluates power supply options to ensure that reliable, cost effective electricity is delivered to the CWEP system. Works with customers, contractors, and developers to plan and coordinate the installation of electric infrastructure. Assists with planning and coordination of public electric infrastructure development. Prepares and presents reports on the performance of the electric production and electric distribution departments.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Bachelor's Degree in Business, Engineering, Technology, or a related field is required.
- ⌘ A minimum of Seven (7) years of progressively responsible management work experience, in manufacturing, engineering, or a technology related field is required.
- ⌘ Experience within the electric, natural gas, and/or water utility industry is strongly preferred.

Job Responsibilities

- ⌘ Responsible for overall direction and management of the electric department, including budget, power supply, project management, and electric department performance.
- ⌘ Assists with the development of electric department policy.
- ⌘ Attends various planning meetings.

- € Reviews prospective customer electricity needs and suggests ways to meet those needs.
- € Coordinates with consulting engineers on system improvements and system analysis.
- € Oversees outage management and troubleshooting activities to minimize electric system downtime.
- € Reviews weekly workflow with electric department staff.
- € Involved in state and regional associations regarding electric utility issues.
- € Reviews regulations to determine impacts to CWEP.
- € Monitors advisories that are issued by outside entities that pertain to Bulk Electric System reliability.

Knowledge, Skills and Abilities:

- € Must have the ability to understand complex financial reports.
- € Must have the ability to understand complex electric system drawings and schematics.
- € Must have the ability to adapt in an ever-changing industry.
- € Must have the ability to apply critical thinking skills to a wide variety of issues, including planning, load forecasting, troubleshooting, and project management.
- € Must have the ability to understand complex local, state, and federal rules and regulations that apply to the electric industry.
- € Must have the ability to make informed decisions related to power supply management.
- € Must be skilled in computer applications including spreadsheets, database, and word processing software.
- € Must have the ability to communicate effectively, both orally and in writing.
- € Must have strong leadership skills.

Physical Requirements and Working Conditions:

- € Normal office environment with some field construction site visits.
- € Periodic travel required.

Licensing/Certification:

- € Must possess a valid Missouri driver's license (minimum Class F) by hire date. Must have the ability to obtain a Class E Missouri driver's license within the first six months.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Participates in short-term and long-range planning efforts. Includes needed infrastructure improvements due to load growth or age of equipment, load forecasting for determining power supply needs, etc.
2. • Develops and manages CWEP's power supply and power distribution budgets.
3. • Evaluates power supply agreements and participates in negotiations to ensure the delivery of reliable, cost effective electricity.
4. • Monitors regulatory activities as they relate to the electric utility industry and assists with the development of policy and procedures aimed at meeting regulatory requirements.
5. • Monitors adherence to company policies and procedures within the electric department and provides guidance on changes as necessary.
6. • Oversees electric production and electric distribution project management efforts.
7. • Oversees the activities of electric production and electric distribution staff during emergencies and monitors the effectiveness of outage management activities.
8. • Collaborates with CWEP staff and customer representatives on infrastructure needs related to new industrial and commercial customer services and modifications to existing industrial and commercial customer's services.
9. • Provides information pertaining to the electric distribution system to customers and/or their consultants when requested, such as available feeder capacity, or primary voltage fault current values.
10. • Ensures the electric department is following all company safety standards and procedures.

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Energy Services Director	157,119	137,600	162,926	177,491

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Energy Services Director	118,080	80,875	114,802	150,129
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Director of Power Services	63,284	90,987	125,445
Director of Power Services	118,785		

Director of Water Services

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Director of Water Services

Department

Administration

Description

Responsible for the delivery of economic and reliable water to the customers of CWEP. Develops and manages the budgets for the waste water, water treatment and water distribution departments and is responsible for the direction of departmental activities. Works with customers, contractors, and developers to plan and coordinate the installation of water infrastructure. Assists with planning and coordination of public water infrastructure development. Prepares and presents reports on the performance of the waste water, water treatment and water distribution departments.

Requirements

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Business, Engineering, Technology, or a related field is required. A minimum of seven years of progressively responsible management work experience, in manufacturing, engineering, or a technology related field is required. Experience with electric, natural gas, and/or water utility industry is strongly preferred.

Licensing/Certification:

Must possess a valid Missouri driver's license (minimum Class F) by hire date. Must have the ability to obtain a Class E Missouri driver's license within the first six months.

Knowledge, Skills and Abilities:

Ability to effectively manage the water supply budget. Ability to adapt to different situations in an ever-changing industry. Ability to apply critical thinking skills to a wide variety of issues, including troubleshooting, and project management. Ability to understand complex local, state, and federal rules and regulations that apply to the water industry. Ability to make independent decisions related to water supply management. Skilled in computer applications including spreadsheets, database, and word processing software. Ability to communicate effectively orally and in writing. Ability to work effectively with CWEP's staff and the general public, applying customer service, interpersonal, and problem-solving skills.

Working Conditions:

Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people. Must have a strong work ethic and be self-motivated. Must have strong leadership skills.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Develops and manages CWEP's waste water, water distribution and water treatment budgets.
2. • Oversees the development of short and long-range water forecasts to determine CWEP's water supply needs to ensure that all mandated resource adequacy requirements are met.
3. • Assists with short-term and long-range planning efforts.
4. • Monitors regulatory activities as they relate to the water utility industry and assists with the development of policy and procedures aimed at meeting regulatory requirements.
5. • Oversees and monitors the implementation of and the adherence to company policies and procedures and provides guidance as necessary.
6. • Oversees water distribution, water treatment and waste water project management efforts.
7. • Oversees the activities of water distribution, water treatment and waste water staff during emergencies.
8. • Collaborates with various CWEP departments on joint projects.
9. • Assists with SCADA project development and implementation and SCADA maintenance activities.
10. • Represents CWEP at various local, regional, and national association meetings and conferences.
11. • Prepares various reports for management and the CWEP Board of Directors.
12. • Confirms Water Teams maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
13. • Facilitate a positive work environment for water crews wherein they choose to stay with the utility and continue to grow in value as their experience increases.

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Top Operations & Maintenance Executive	84,553	101,741	120,585

Total Employment 50 – 100

Top Operations & Maintenance Executive	98,723	120,940	144,680
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CWEP Salary Range	Min	Mid	Max
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Director of Water Services	63,284	90,987	125,445
Director of Water Services	102,822		

Dispatch Apprentice

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Dispatch Apprentice

Department

Electric Production

Description

The Power Plant Apprentice Dispatcher is responsible for learning the duties and responsibilities of Carthage Water and Electric Plant's (CWEP) Power Plant Dispatcher. This position reports to the Power Plant Operations Manager and works closely with maintenance/operations personnel for effective operations of the plant.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Must have a high school diploma or equivalent.
- ⌘ Secondary education and/or previous experience in related field is highly preferred.

Job Responsibilities:

- ⌘ Learns how to schedule and manage power supply to meet the load on the CWEP electric system.
- ⌘ Learns how to operate CWEP's electric generators.
- ⌘ Learns how to perform outage management activities, such as answering trouble calls, dispatching crews and communicating with management during outage situations.
- ⌘ Learns how to operate the water treatment plant.
- ⌘ Performs any other tasks that may be assigned.

Knowledge, Skills, and Abilities:

- ⌘ General knowledge of electricity including generation and distribution.

- ⌘ General knowledge of diesel engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- ⌘ Experience using basic office equipment.
- ⌘ Knowledge of basic safety principles including electrical safety.
- ⌘ Must be able to communicate effectively.
- ⌘ Must be able to work a variable, 12-hour days and nights on a rotating, 7 on/7 off schedule. Initial schedule will vary for training purposes.
- ⌘ Must be able to work weekends, holidays and overtime.
- ⌘ Must be able to maintain composure in high stress situations.
- ⌘ Must be self-motivated and have the ability to work with limited supervision.
- ⌘ Must demonstrate basic computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Must practice proper radio and phone etiquette and be able to interact with others in a courteous manner.
- ⌘ Must be able and willing to attend training deemed necessary by management.
- ⌘ Must meet the current residency requirements in CWEP's personnel policy manual.
- ⌘ Must take pride in serving your community.

Licensing/Certification

- ⌘ Must have or acquire a valid class E driver's license.
- ⌘ Must obtain required Missouri water operator certifications.

Physical Requirements and Working Conditions:

- ⌘ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
- ⌘ Occasional outside work.
- ⌘ Occasional heavy lifting.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 25%

1. • Submits load schedules, checks tags, and monitors system information to fulfill CWEP's electric needs.
2. • Dispatches water, electric, and IT crews to handle trouble calls.
3. • Monitors the water treatment plant after hours as well as periodic rounds through the Power Plant and yard.
4. • Assits maintenance personnel with the maintenance and upkeep of the engines, plant systems, and plant building.

INITIATIVE 25%

1. • Displays eagerness and willingness to learn all aspects of the job.

JOB KNOWLEDGE AND EFFECTIVENESS 20%

1. • Demonstrates working knowledge of SCADA.
2. • Demonstrates working knowledge of Milsoft (DisSPatch, Calls Manager), Microsoft, and other computer programs used.
3. • Demonstrates knowledge of electric and water systems.
4. • Troubleshoots problems and works through processes.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Dispatcher	35.05	22.75	34.00	47.44

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Dispatcher	31.94	23.61	30.45	37.37
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Apprentice Dispatcher	16.91	23.83	32.41
Apprentice Dispatcher	24.68		

Dispatcher

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Dispatcher

Department

Electric Production

Description

The Power Plant Dispatcher is primarily responsible for scheduling and monitoring Carthage Water and Electric Plant's (CWEP) electric load. The Dispatcher leads outage management efforts during system disruptions. This position reports to the Power Plant Operations Manager and works closely with maintenance/operations personnel for effective operations of the plant.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Must have a high school diploma or equivalent.
- ⌘ Secondary education and/or previous experience in related field is highly preferred.

Job Responsibilities:

- ⌘ Schedules and manages power supply to meet the load on the CWEP electric system.
- ⌘ Communicates with power suppliers and schedulers on a regular basis.
- ⌘ Monitors the CWEP electric system.
- ⌘ Monitors advisories that are issues by outside entities that pertain to Bulk Electric System reliability.
- ⌘ Dispatches and operates CWEP's electric generators.
- ⌘ Performs outage management activities, such as answering trouble calls, dispatching crews and communicating with management during outage situations.
- ⌘ Operates the water treatment plant afterhours.
- ⌘ Performs any other tasks that may be assigned.

Preferred Skills, and Abilities:

- ⌘ General knowledge of electricity including generation and distribution.
- ⌘ General knowledge of diesel engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- ⌘ Experience using basic office equipment.
- ⌘ Knowledge of basic safety principles including electrical safety.
- ⌘ Must be able and willing to learn all aspects pertaining to the job: Scheduling, SCADA, DisSPatch, water treatment, power plant operations, distribution system, etc.
- ⌘ Must be able to work a variable, 12-hour days and nights on a rotating, 7 on/7 off schedule. Initial schedule will vary for training purposes.
- ⌘ Must be able to work weekends, holidays and overtime.
- ⌘ Must be able to maintain composure in high stress situations.
- ⌘ Must be self-motivated and have the ability to work with limited supervision.
- ⌘ Must be able to prioritize tasks in order to meet strict deadlines.
- ⌘ Must demonstrate basis computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Must practice proper radio and phone etiquette and be able to interact with others in a courteous manner.
- ⌘ Must be able and willing to attend training deemed necessary by management.
- ⌘ Must meet the current residency requirements in CWEP's personnel policy manual.
- ⌘ Must take pride in serving your community.

Licensing/Certification

- ⌘ Must have or acquire a valid class E driver's license.
- ⌘ Obtain required Missouri water operator certifications.

Physical Requirements and Working Conditions:

- ⌘ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
- ⌘ Occasional outside work.
- ⌘ Occasional heavy lifting.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 40%

1. •Submits load schedules, checks tags, and monitors system information to fulfill CWEP's electric needs.
2. •Dispatches water, electric, and IT crews to handle trouble calls.
3. •Performs required water treatment plant tests after hours according to the schedule established by the water treatment system manager.
4. •Perform rounds throughout the power plant and yard and record oil filter temperature and pressure readings once per day on the weekends.
5. •Performs engine operations.

JOB KNOWLEDGE AND EFFECTIVENESS 30%

1. •Demonstrates working knowledge of SCADA.
2. •Demonstrates working knowledge of Milsoft (DisSPatch, Calls Manager).
3. •Demonstrates knowledge of CWEP's electric and water systems.
4. •Demonstrates problem solving skills.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Dispatcher	35.05	22.75	34.00	47.44

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Dispatcher	31.94	23.61	30.45	37.37
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Power Plant Dispatcher	19.01	26.79	36.43
Power Plant Dispatcher 1	29.63		
Power Plant Dispatcher 2	32.39		
Power Plant Dispatcher 3	32.55		
Power Plant Dispatcher 4	32.55		

Electric Distribution Foreman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Electric Distribution Foreman

Department

Electric Distribution

Description

This Electrical Distribution Foreman is responsible for supervising and participating in the construction and maintenance of the utility's electric distribution system. An employee of this class works under the supervision of the Director of Power Services and the Electric Distribution Manager and the Electrical Distribution Lead Foreman but is responsible for exercising independent judgment as to the details of assigned work within prescribed operating procedures. The major portions of work are conducted in potentially hazardous conditions due to the presence of energized electrical conductors and accessories. Work is reviewed through inspection and operating results by the Director of Power Services and the Electric Distribution Manager and the Electrical Distribution Lead Foreman.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Must have a high school diploma or equivalent.
- ⌘ Secondary education and/or previous experience in related field is highly preferred.

Job Responsibilities:

- ⌘ Supervises a crew of linemen and apprentice linemen in the construction and maintenance of underground and overhead primary power lines and associated equipment.
- ⌘ Operates various pieces of equipment, such as bucket trucks and back hoes, that are needed for power line installation and maintenance.
- ⌘ Works with contractors to connect new services.
- ⌘ Installs and maintains streetlighting.
- ⌘ Responds to trouble calls.

- ⌘ Responds to Mutual Aid calls to other communities after major events such as ice storms and hurricanes.

Knowledge, Skills, and Abilities:

- ⌘ Must have thorough knowledge of the methods and equipment used in the construction, maintenance and repair of electric distribution systems.
- ⌘ Must be able to follow codes and regulations pertaining to installation and maintenance of electrical utility systems.
- ⌘ Must possess knowledge of the hazards of electric distribution system maintenance and construction and of the safety precautions to be observed.
- ⌘ Must have strong leadership skills.
- ⌘ Must have the ability to follow complex oral and written instructions.
- ⌘ Must demonstrate basic computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Must be able to assist in the training of other employees.
- ⌘ Must be self motivated and be able to prioritize tasks in order to meet strict deadlines.
- ⌘ Must be able to maintain composure in high stress situations.
- ⌘ Must be able to act quickly and accurately in emergency situations.
- ⌘ Must be able to establish and maintain effective working relationships with fellow employees and the general public.
- ⌘ Must be able to exercise sound judgment inherent in safe effective work.
- ⌘ Must meet the current residency requirements in CWEP's personnel policy manual.
- ⌘ Must be able to work overtime when required.

Licensing/Certification:

- ⌘ Must be certified as a Journeyman Lineman.
- ⌘ Must have a Missouri Class A CDL.
- ⌘ Must complete MPUA Supervisory Leadership Development Certification.

Physical Requirements and Working Conditions:

- ⌘ Performs mostly outside work.

- € Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
 - € Frequent periods of heavy lifting.
 - € Requires the ability to perform duties in all kinds of weather, including rain, snow, and icy conditions. Requires aerial and trench work.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Assists Electric Distribution Lead Foreman with planning and scheduling work.
2. •Submits and reviews time tickets, truck time reports, stock requisitions, weekly inventory reviews, etc.
3. •Supervises Electric Distribution Crews in construction and maintenance activities.
4. •Demonstrates a working knowledge of tools, equipment and proper techniques involved with installing and maintaining overhead and underground electric distribution and transmission lines and equipment.
5. •Submits line work completed forms to GIS Coordinator detailing system changes.
6. •Inspects electric lines and troubleshoots as required.
7. •Demonstrates proper operation of electrical equipment. (Includes manually operating switches, reclosers, distribution transformers, and substation circuit breakers)
8. •Demonstrates effective use of mobile outage and mobile service order software.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.

2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Journeyman Lineman	40.79	38.32	41.13	43.90

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Journeyman Lineman	43.04	38.45	43.90	48.19
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Electrical Distribution Foreman	21.37	30.11	40.95
Electrical Distribution Foreman	38.29		
Electrical Distribution Foreman	38.56		

Electric Distribution Lead Foreman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Electric Distribution Lead Foreman

Department

Electric Distribution

Description

The Electric Distribution Lead Foreman is responsible for assisting the Electric Distribution Manager with administrative tasks and supervising Electric Distribution Crews. Reports to the Electric Distribution Manager. Ensures all safety expectations are met within department. Monitors all employee's performance and production on all projects. Enforces company policies and procedures. Maintains a good working relationship with contractors, customers, and the public.

Requirements

QUALIFICATIONS:

Education and Experience:

- € Must have a high school diploma or equivalent.
- € Must have a minimum of five (5) years of experience working with construction of sub-transmission and distribution lines and a minimum of two (2) years of progressively responsible management work experience.
- € Secondary education and/or previous experience in related field is highly preferred.

Job Responsibilities:

- € Manages the workflow of all electric distribution crews.
- € Coordinates with contractors.
- € Reviews upcoming job schedules and assigns tasks to meet those schedules.
- € Monitors and maintains inventory levels.
- € Works with other departments to coordinate heavy equipment needs.
- € Develops training materials and schedules assignments.

- € Assists the Electric Distribution Manager with budget activities.
- € Responds to trouble calls.
- € Responds to Mutual Aid calls to other communities after major events such as ice storms and hurricanes.

Knowledge, Skills, and Abilities:

- € Must have thorough knowledge of the methods and equipment used in the construction, maintenance and repair of electric distribution systems.
- € Must be able to follow codes and regulations pertaining to installation and maintenance of electrical utility systems.
- € Must possess knowledge of the hazards of electric distribution system maintenance and construction and of the safety precautions to be observed.
- € Must have strong leadership skills.
- € Must have the ability to follow complex oral and written instructions.
- € Must be proficient with basic computer programs, such as Microsoft Office programs (Outlook, Excel, etc.).
- € Must be self motivated and be able to prioritize tasks in order to meet strict deadlines.
- € Must be able to maintain composure in high stress situations.
- € Must be able to act quickly and accurately in emergency situations.
- € Must be able to establish and maintain effective working relationships with fellow employees and the general public.
- € Must be able to exercise sound judgment inherent in safe effective work.
- € Must meet the current residency requirements in CWEP's personnel policy manual.
- € Must be able to work overtime when required.

Licensing/Certification:

- € Must be certified as a Journeyman Lineman.
- € Must have a Missouri Class A CDL.
- € Must complete MPUA Supervisory Leadership Development Certification.
- € Must complete Disaster Management for Electric Power Systems Certification.

Physical Requirements and Working Conditions:

- ☒ Performs a combination of office and outside work.
 - ☒ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
 - ☒ Frequent periods of heavy lifting.
 - ☒ Requires the ability to perform duties in all kinds of weather, including rain, snow, and icy conditions. Requires aerial and trench work.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Supervises all Electric Distribution construction and maintenance activities. (Includes planning and scheduling, writing switching orders, review of progress and completed assignments, etc.)
2. •Reviews inventory levels and submits purchase requests to replenish stock.
3. •Perform administrative departmental functions. (Includes managing truck rotations, providing weekly status reports, reviewing time tickets and truck time reports, etc.)
4. •Assists with review of employee performance and develops training materials and activities.
5. •Manages power outages with line crews utilizing outage management software.
6. •Demonstrates strong critical thinking and problem solving skills.
7. •Oversees electric department vehicle and equipment maintenance.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.

2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Line/Const. Foreman	99,738	90,030	97,215	110,409

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Line/Const. Foreman	104,410	94,394	101,015	114,048
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2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Electrical Distribution Lead Foreman	49,957	70,391	95,725
Electrical Distribution Lead Foreman	86,819.20		

Electric Distribution Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Electric Distribution Manager

Department

Electric Distribution

Description

Reports to the Director of Power Services. Supervises the Electric Distribution Lead Foreman and all employees in the Electric Distribution Department. Ensures all safety expectations are met within department. Monitors all employee's performance and production on all projects. Enforces company policies and procedures. Maintains a good working relationship with contractors, customers, and the public.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Must have a high school diploma or equivalent.
- ⌘ Must have a minimum of Ten (10) years of experience working with construction of sub-transmission and distribution lines and a minimum of Five (5) years of progressively responsible management work experience.
- ⌘ Secondary education and/or previous experience in related field is highly preferred.

Job Responsibilities:

- ⌘ Manages the electric distribution department.
- ⌘ Coordinates with contractors and their consultants.
- ⌘ Reviews engineering plans and makes changes as necessary.
- ⌘ Coordinates with the metering department on upcoming projects.
- ⌘ Reviews workflow with the Electric Distribution Lead Foreman.
- ⌘ Monitors and maintains inventory levels as needed.

- ⌘ Works with other departments to coordinate heavy equipment needs.
- ⌘ Assists the Director of Power Services with the electric distribution department budget.
- ⌘ Conducts performance reviews with electric distribution department employees.
- ⌘ Responds to trouble calls.
- ⌘ Responds to Mutual Aid calls to other communities after major events such as ice storms and hurricanes.

Knowledge, Skills, and Abilities:

- ⌘ Must have thorough knowledge of the methods and equipment used in the construction, maintenance and repair of electric distribution systems.
- ⌘ Must be able to follow codes and regulations pertaining to installation and maintenance of electrical utility systems.
- ⌘ Must possess knowledge of the hazards of electric distribution system maintenance and construction and of the safety precautions to be observed.
- ⌘ Must have strong leadership skills.
- ⌘ Must have the ability to follow complex oral and written instructions.
- ⌘ Must be proficient with basis computer programs, such as Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Must be self motivated and be able to prioritize tasks in order to meet strict deadlines.
- ⌘ Must be able to maintain composure in high stress situations.
- ⌘ Must be able to act quickly and accurately in emergency situations.
- ⌘ Must be able to exercise sound judgment inherent in safe effective work.
- ⌘ Must be able to work successfully with diverse groups of people.
- ⌘ Must live within 15 minutes of the CWEP office at 627 W. Centennial.
- ⌘ Must be able to work overtime when required.

Licensing/Certification:

- ⌘ Must be certified as a Journeyman Lineman.
- ⌘ Must have a Missouri Class A CDL.
- ⌘ Must complete MPUA Supervisory Leadership Development Certification.

- ⌘ Must complete Disaster Management for Electric Power Systems Certification.

Physical Requirements and Working Conditions:

- ⌘ Performs a combination of office and outside work.
 - ⌘ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
 - ⌘ Frequent periods of heavy lifting.
 - ⌘ Requires the ability to perform duties in all kinds of weather, including rain, snow, and icy conditions. Requires aerial and trench work.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Oversees all aspects of construction and maintenance activities for all electric distribution infrastructure. Includes scheduling, switching activities, works with GIS Coordinator on updates for the system model.
2. •Provides detailed reports of the status of projects.
3. •Manages power restoration efforts with line crews utilizing outage management software.
4. •Demonstrates strong critical thinking and problem solving skills.
5. •Assists with the development and management of the electric distribution annual budget.
6. •Evaluates and verifies employee performance through review of completed work assignments and coordinates training activities to improve deficiencies.
7. •Oversees apprentice lineman training through Missouri Public Utility Alliance.

SAFETY 20%

1. •Operates and maintains vehicles and equipment properly
2. •Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. •Actively participates and contributes in safety trainings and conducts job briefings.

4. •Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. •Prompt and prepared for meetings with others
2. •Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. •Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Line/Const. Foreman	99,738	90,030	97,215	110,409

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Line/Const. Foreman	104,410	94,394	101,015	114,048
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Electrical Distribution Manager	56,153	79,120	107,597
Electrical Distribution Manager	97,344		

Electrical Technician A

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Electrical Technician A

Department

Tech

Description

The Electrical Technician A is responsible for safely performing installation, troubleshooting, and maintenance of electrical/electronic components of utility equipment. The duties are similar to an industrial electrician/motor control specialist. Electrical Technician A will perform specialized electric utility operations such as electric inspections, substation equipment inspections/maintenance, distribution switching, project planning, etc.

Requirements

QUALIFICATIONS:

Education and Experience:

- € Four-year technical degree or any combination of training and experience which provides the desired knowledge, skills, and abilities needed.
- € Experience working on electric and/or water utility systems if preferred.

Licensing/Certification:

- € Class E Missouri Driver's license, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- € Ability to understand and follow oral and written instructions, and to read and interpret sketches, diagrams, and blueprints.
- € Knowledge of the practices, methods, tools, equipment, and materials of the electrical trade.
- € Deep understanding of local and national electrical codes.
- € Able to work with fellow employees and general public.
- € Skilled in use of electronic instruments.

- ⌘ Strong background with computer hardware and software applications.
- ⌘ Experienced in the layout and construction of industrial control panels and cabinets.
- ⌘ Knowledge of analog signaling systems and transducer operation.

Physical Requirements:

- ⌘ Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

- ⌘ Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

- ⌘ Must be able to work successfully with diverse groups of people.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. • Troubleshoot and maintain the utility's SCADA hardware.
2. • Maintenance of electrical substation equipment and controls, power generation and distribution equipment and controls, water and wastewater equipment and controls.
3. • Troubleshoot fire alarms, traffic signal controllers, water pumping controls and signal equipment.
4. • Maintenance of utility owned appliances, air conditioning circuits, and panels.
5. • Installation of new electric panels, circuits, lights, etc.
6. • Performs other related duties and tasks as required or assigned by management.
7. • Identify and perform necessary proactive maintenance on utility systems to ensure reliable operations.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)

3. • Actively participates and contributes in safety trainings and conducts job briefings
4. • Identifies and mitigates safety hazards

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Substation Tech	39.50	34.26	43.89	46.19

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Substation Tech	41.29	34.76	41.31	47.18
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Electrical Technician A	21.37	30.11	40.95
Electrical Technician A	37.77		

Engineering and GIS Coordinator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Engineering and GIS Coordinator

Department

Tech

Description

This is specialized work in the engineering and operations section of the utility. An employee of this class performs a variety of work consisting of a technical and clerical nature. Many of the responsibilities require considerable contact with the general public, including contractors, property owners, etc. Knowledge of multi-utility construction practices is required. This employee works under supervision of the Director of IT & Broadband Services, however, most work is done alone.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Graduation from a two-year college curriculum in a technical area such as Engineering Technology, physics or mathematics and experience in utility construction work, or any equivalent combination of training and experience which provide the required knowledge, ability and skill;
- ⌘ Experience with Auto-Cad, GIS software & GPS equipment, outage management and engineering analysis software;

Licensing/Certification:

- ⌘ Class E Missouri Driver's license, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ⌘ Knowledge of utility construction practices and limitations of basic construction materials.
- ⌘ Knowledge of multi-discipline line design practices, overhead and underground, and ability to prepare plans and specifications for construction.
- ⌘ Ability to read other construction drawings and specifications to determine areas of conflicts with utility plans and specifications;

- ⌘ Knowledge of basic surveying and surveying mathematics;
- ⌘ Knowledge of office and mobile computing systems;
- ⌘ Knowledge of networking systems and database environments;
- ⌘ Understanding and general knowledge of electrical outage troubleshooting and engineering analysis;
- ⌘ Ability to perform surveying and other essential functions of the job on uneven ground, occasional slippery surfaces, exposure to extreme weather conditions and other potential hazards;
- ⌘ Ability to work with general public and fellow employees in a professional manner;
- ⌘ Ability to project good public image and appearance;
- ⌘ Ability to formulate multiple solutions to utility problems and exercise sound judgement in evaluating the required solution;
- ⌘ Ability to read and write legal descriptions.

Physical Requirements:

- ⌘ The physical demands required for this job include:
- ⌘ Sitting 4 to 7 hours per day;
- ⌘ Standing up to one hour frequently;
- ⌘ Walking up to 1 hour occasionally;
- ⌘ Manual dexterity including use of both hands 70 to 100% of time;
- ⌘ See with near acuity, far acuity, depth perception, accommodation, color vision and field vision;
- ⌘ Hearing proficiency;
- ⌘ Exert 50 to 100# of force occasionally or 25 to 50# of force frequently or 10 to 20# of force constantly to move objects.

Working Conditions:

Normal office environment and field construction sites in all types of weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. • Maintain telephone and CATV Joint Use Pole Contracts and records;
2. • Prepare construction drawings for electric and water service additions and changes; prepare as-builts; prepare drawings for service.
3. • Assist various departments in planning facility extensions.
4. • Review future development plans and submit comments/recommendations to CWEP management, developers, and city/county agencies.
5. • Review plans submitted to the city by other utility providers (such as telephone and gas) to mitigate clearance issues and conflicts.
6. • Assist electric distribution department in engineering analysis.
7. • Administer and support the ArcGIS online account, ESRI account & server, and Milsoft & related servers.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings
4. • Identifies and mitigates safety hazards

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Engineering Associate	35.85	29.02	33.81	40.88

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Engineering Associate	35.19	28.36	32.36	40.72
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2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Engineering Tech & GIS Coordinator	21.37	30.11	40.95
Engineering Tech & GIS Coordinator	37.76		

Executive Assistant

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Executive Assistant

Department

Administration

Description

The **Administrative Assistant** position is responsible for supporting the Company's team in efficiently completing their objectives.

Requirements

Educational and experience requirements include:

- ⌘ Associate's Degree in business administration, a relevant field or an equivalent amount of training and experience
- ⌘ Relevant experience in a receptionist or office administration role, preferably in a related industry
- ⌘ Above average communication skills to interact with customers, prospects and our internal team
- ⌘ Proven ability to manage busy calendars for multiple staff members
- ⌘ Proven ability to schedule and coordinate complex meetings and travel arrangements
- ⌘ Proven track record of managing projects and creating presentations and documents
- ⌘ Proven ability to stay highly organized and up-to-date with contact management and expense reports
- ⌘ Proven track record of maintaining the confidentiality of sensitive Company and customer information

This job description identifies the major responsibilities of this position. Employees may be required to perform other duties as assigned, to assist with executing the company's business model, promoting the company's culture, mission and values.

Key Responsibilities

Results

COMMUNICATIONS 20%

1. • Manages packages, correspondence and electronic communications for Company staff
2. • Answers and directs all incoming calls to the appropriate party promptly and efficiently
3. • Interacts professionally and proactively with customers, visitors and Company staff
4. • Provides premium customer service to our customers.

STAFF SCHEDULING 15%

1. • Assists with managing and maintaining staff schedules, calendars, appointments and travel arrangements
2. • Arranges complex meetings/events with both internal and external parties, including trade shows and customer visits
3. • Schedules interviews for candidates, processes candidate information and assists with the Company's hiring process

RECORDS / OFFICE MANAGEMENT 15%

1. • Maintains organized records, including filing and scanning all Company, customer and project documents
2. • Manages interactions with property management staff, including cleaning, employee access, maintenance requests, etc.
3. • Maintains the office supply inventory, proactively orders supplies and schedules preventative maintenance of office equipment

STAFF SUPPORT 15%

1. • Assists sales and customer support staff with processing expense reports and entering customer contacts in to CRM database
2. • Provides HR administrative support, including employee documentation, benefits enrollments, etc.
3. • Supports accounting functions, including invoicing, check runs and bank deposits

PROJECT SUPPORT 15%

1. • Actively looks for ways to support the office staff with various administrative or project related tasks

2. • Prepares reports, documents or presentations for Company staff as requested

CONFIDENTIALITY 10%

1. • Protects the security of customers' and Company's sensitive information and files
2. • Manages confidential matters related to the company, customers, staff and business strategy

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Executive Assistant	28.98	24.63	28.82	32.32

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Executive Assistant	29.72	23.08	30.92	33.31
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Executive Assistant	12.60	17.40	23.32
Executive Assistant	23.06		

Facility & Fleet Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Facility & Fleet Manager

Department

Administration

Description

The **Facility and Fleet Manager** position is responsible for the maintenance of the company's vehicle fleet, facilities, systems and equipment.

Requirements

Educational and experience requirements include:

- € Broad knowledge of electrical systems, HVAC, plumbing, vehicle maintenance and various equipment
- € Relevant experience in a maintenance role
- € Ability to trouble-shoot and solve problems
- € Track record of quality work
- € Strong communication skills to interact with team
- € Proven ability to recommend process or efficiency improvements
- € Demonstrated ability provide good internal customer service
- € Self-starter, capable of working alone

Areas of Responsibility:

- € Monitors the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor spaces
- € Performs routine maintenance on CWEP buildings and fleet
- € Ensures day-to-day operations of CWEP facilities

- € Fosters a functional and safe working environment
- € Accurately diagnoses and solves problems with cost effective, long-term solutions
- € Coordinates and monitors the quality of maintenance work being performed by outside contractors
- € Assists with grounds work and assists staff with other tasks, when required
- € Displays a strong, consistent effort in completing their work
- € Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
- € Keeps accurate, detailed and timely maintenance records for all activities
- € Assists with the implementation of process improvement initiatives
- € Performs trouble-shooting on a regular basis to diagnose problems and find solutions
- € Supervises other staff as directed by the General Manager

This job description identifies the major responsibilities of this position. Employees may be required to perform other duties as assigned, to assist with executing the company's business model, promoting the company's culture, mission and values.

Key Responsibilities

Results

PERFORMANCE 90%

1. • Accurately diagnoses and solves problems with cost effective, long-term solutions
2. • Displays a strong, consistent effort in completing their work
3. • Coordinates and monitors the quality of maintenance work being performed by outside contractors
4. • Completes maintenance service requests in a timely manner
5. • Quickly and correctly identifies the issue or problem behind the service request
6. • Recommends and implements the most efficient solution to address the maintenance issue
7. • Performs maintenance work on the facility, including performing electrical, HVAC, plumbing, and other related tasks

8. • Assists with grounds work and assists staff with other tasks, when required
9. • Establishes and maintains a preventative maintenance program for facilities and equipment
10. • Implements changes in maintenance procedures to proactively address recurring issues
11. • Keeps accurate, detailed and timely maintenance records for all activities
12. • Assists in keeping the Company's facilities safe, clean and organized
13. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
14. • Identifies opportunities for process improvement and cost reduction in the maintenance of CWEP's equipment and facilities
15. • Assists with the implementation of process improvement initiatives

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Fleet/Building Manager	66,902	79,098	93,814

Total Employment 50 - 100

Fleet/Building Manager	73,379	90,152	107,039
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CWEP Salary Range

	Min	Mid	Max
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Facility & Fleet Manager	39,543	55,717	75,769
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Facility & Fleet Manager	63,731.20
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Field Service Rep

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Field Service Rep

Department

Tech

Description

Under the supervision of the Meter Services Manager, accurately and efficiently read and record electric and water meters for billing purposes in all weather conditions under required deadlines. Change, test and maintain water meter inventory. Provide professional and prompt on-site customer service connecting/disconnecting, both electric and water meters. Assist customers with emergency calls inspecting down lines or water leaks. Responsible for a continuous flow of information between the office staff to coordinate workload. This is an on-call position, after hours work will be under the supervision of the Electric and Water Departments.

Requirements

QUALIFICATIONS:

Education and Experience:

High School Diploma or GED required.

Licensing/Certification:

Possession of a valid Missouri driver's license by hire date and obtain a Missouri CDL Class A with air brakes within three months of hire date. Must obtain a Missouri DNR D or Water Distribution 1 License within 9 months of hire date.

Knowledge, Skills and Abilities:

Ability to work independently, organize work, set priorities, and meet critical deadlines. Knowledge of the geography of the city and locations of electric and water meters. Ability to work under adverse climatic conditions. Ability to adapt to change, manage, and track, multiple tasks daily. Ability to communicate effectively orally and in writing while developing and maintain positive customer relations. Ability to be on-call rotation including weekends and follow residency requirements. Ability to interpret and apply safety policies and procedures. Must be willing to get the job done, exercise sound judgement, inspire & mentor, and take ownership of your work. Skilled in Microsoft office applications including spreadsheets, database, and word processing software, hand-held computer, and iPad. Experienced with basic hand tools. Ability to work effectively with Utility's staff and the general public, applying customer service, interpersonal, and problem-solving skills.

Physical Requirements:

Frequent bending and kneeling on knees to lift water lids and/or heavy vault lids to read and change meters. Walking throughout the day in various weather conditions. Ability to work in confined spaces. Occasional lifting and/or moving up to 100 pounds.

Working Conditions:

Outdoors working in various weather conditions including inclement weather, rain, extreme heat and humidity, ice and snow. Normal office environment; some travel may be required.

Miscellaneous Requirements:

Must comply with all residence requirements according to CWEP policy. Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 75%

1. • Work in all weather conditions driving and/or walking to electronically and manually read electric and water meters in a timely, accurate, and efficient manner within required deadlines.
2. • Download and upload meter reads to be audited by customer service staff. Inspect all high/low meter reads, broken meters, other general service orders under required deadlines.
3. • Perform meter maintenance: change, install, program, and test electric and water meters and erts, replace meter lids/seals, keep meters clear of vegetation, and meter tiles cleared off.
4. • Assist the Water Distribution Department as needed.
5. • Maintain assigned truck and equipment. Keep record of truck time, inspect and track routine maintenance for truck.
6. • Perform daily service orders independently and accurately, including reading, connecting, and disconnecting both electric and water meters.
7. • Directly interact with customers in person providing information regarding meter reads, possible water leaks, electric service problems, and/or referring the customer to contact the office with bill related issues while providing professional customer service.
8. • Perform in-the-field delinquent account processing including distribution of urgent door tags, and disconnects/reconnects for non-payment.
9. • Inspect emergency calls of down power lines. Disconnect water for emergency repairs.
10. • Complete special tasks as assigned by Meter Services Manager and communicate progress and completion in a timely manner.

11. • Maintains required water certifications and CDL requirements.
12. • Demonstrates a firm understanding of the required sections of the NEC for specified time frame.
13. • Ability to complete accurate stock requisitions and purchase request forms using proper procedures.
14. • Demonstrate the ability to consistently take notes as needed to ensure all details relating to an assigned project or task are understood, retained, and accounted for in the execution ;of said project or task.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings
4. • Identifies and mitigates safety hazards

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Meter Reader	24.00	18.85	23.99	28.72

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Meter Reader	26.08	21.02	25.73	30.73
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2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Field Service Rep	15.36	21.20	28.42
Field Service Rep	20.58		
Field Service Rep	20.82		

General Counsel & Director of Customer Relations

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

General Counsel & Director of Customer Relations

Department

Administration

Description

The **General Counsel & Director of Customer Relations** position is responsible for setting legal strategy for the organization and ensuring sound legal and compliance standards, as well as oversight of the Customer Relations and Human Resources Departments.

Requirements

Educational and experience requirements include:

- ⌘ Juris Doctor from a U.S. accredited law school is required
- ⌘ Licensed to practice law in Missouri and in good standing with the Missouri State Bar Association
- ⌘ Minimum 5-7 years' experience as a practicing attorney and/or related experience in the utility industry preferred

Knowledge, skills, experience:

- ⌘ Excellent communication, reading, writing, and proofreading skills
- ⌘ Strategic thinking and leadership skills
- ⌘ Self-starter with the ability to prioritize, multitask, and continually seek additional work
- ⌘ Prior experience with MDNR, EPA, OSHA, NERC and FERC standards and regulations strongly preferred
- ⌘ Proficient with Microsoft Office Suite

- € Strong analytical and problem solving skills
- € Excellent organizational skills with an attention to detail

Areas of Responsibility:

1. Counsels management and CWEP Board on legal and environmental matters related to CWEP business.
2. Develops, initiates, maintains, and revises policies and procedures to minimize risk and ensure compliance with EPA, NERC, FERC, and MDNR rules and regulations
3. Researches legislation and anticipates changes to the legal and regulatory environment, providing updates to management and CWEP board on potential impact
4. Acts as an independent review and evaluation body to ensure compliance issues and concerns are being appropriately evaluated, investigated and resolved
5. Structures legal policies to support the organization's business and operational strategies
6. Reviews and interprets legal matters related to the organization's operations, employees and customers
7. Drafts, negotiates and reviews contracts and documentation
8. Assists the purchasing department with preparation, review, analysis, and editing of bid documents and other relevant contracts
9. Implements mitigation strategies to address any potential legal exposure faced by the organization
10. Assists with the preparation of the annual budget, including rate analysis
11. Assists with hiring, discipline, and termination of employees within the Customer Relations department
12. Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest legal and regulatory developments
13. Performs annual evaluations of direct reports
14. Oversees daily workflow of the Customer Relations Department
15. Drafts, implements, and executes policies and procedures to facilitate a quality customer service experience.
16. Develops and implements methods to record, assess, and analyze customer feedback.
17. Plan, leads, directs, develops, and coordinates the policies, activities, and staff of the Human Resources department, ensuring legal compliance and implementation of CWEP's mission and policies.

18. Oversees the CWEP safety program

19. Represents CWEP on the Missouri Electric Commission and on other regional, state, and/or national boards, associations, or groups as requested by the General Manager

This job description identifies the major responsibilities of this position. Employees may be required to perform other duties as assigned, to assist with executing the company's business model, promoting the company's culture, mission and values.

Key Responsibilities

Results

LEGAL STRATEGY 90%

1. • Counsels management and CWEP Board on legal and environmental matters related to CWEP business
2. • Develops, initiates, maintains and revises policies and procedures to minimize risk and ensure compliance with EPA, NERC, FERC, and MDNR rules and regulations
3. • Researches legislation and anticipates changes to the legal and regulatory environment, providing updates to management and CWEP Board on potential impact
4. • Acts as an independent review and evaluation body to ensure compliance issues and concerns are being appropriately evaluated, investigated and resolved
5. • Structures policies to support the organization's operations, employees, and customers
6. • Drafts, negotiates, and reviews contracts and other various documents
7. • Reviews and interprets legal matters related to the organization's business and operational strategies
8. • Oversees Human Resources and CWEP's safety program
9. • Oversees the Customer Relations Department
10. • Develop, direct, motivate and drive performance from team

ATTENDANCE 5%

1. • Prompt and prepared to begin work, including following breaks and lunch periods.
2. • Prompt and Prepared for meetings with others.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
General Counsel	215,352	167,244	193,170	236,170

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

General Counsel	150,467	N/A	161,186	N/A
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
General Counsel/Director of Cust Rel	63,284	90,987	125,445
General Counsel/Director of Cust Rel 1	120,758		

General Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

General Manager

Department

Administration

Description

The position of General Manager of Carthage Water & Electric Plant (CWEP) reports to the Carthage Water & Electric Plant Board. The General Manager has complete oversight and responsibility for the effective leadership and management of all utility functions provided by CWEP.

Requirements

JOB TITLE

General Manager

ORGANIZATION:

Carthage Water & Electric Plant is a municipal utility located in Carthage, Missouri, serving the Carthage community with essential electric, water, wastewater, and telecommunication services. CWEP operates with approximately \$35 million in annual revenue and employs approximately 90 employees.

POSITION:

The position of General Manager of Carthage Water & Electric Plant (CWEP) reports to the Carthage Water & Electric Plant Board. Key department directors report directly to the General Manager. General Manager has complete oversight and responsibility for the effective leadership and management of all municipal utility functions provided by CWEP. The General Manager makes decisions with recommendation from staff in matters relating to power and water supply, communication offerings, financial policies, procurement, staffing and administrative policies.

PROFESSIONAL REQUIREMENTS:

A four-year degree required, preferably in engineering or business with a broad range of utility-related experience. This experience should include experience in an electric, water, or wastewater utility, with a keen awareness of public sector concerns. A history of team building, demonstration of forward-thinking management skills, and a demonstrable record of managing complex issues is also required. Strong customer service and leadership skills required. Solid knowledge of and familiarity with regional transmission organizations and energy markets is preferred. Strong communication and interpersonal skills required. Must be comfortable with public speaking.

AREAS OF RESPONSIBILITY:

1. Plans, organizes, and directs all utility operations to ensure that electric, water, and wastewater services are provided at a low cost consistent with sound reliability practices.
2. Responsible for making decisions regarding CWEP personnel, including hiring, termination, and discipline of employees. Ensures equitable administration of wages and salaries, employee benefit plans and performance reviews. Reports regularly to the Board regarding personnel matters.
3. Oversees the daily operation of all generation, transmission, distributions, and treatment plant resources owned by the system.
4. Leads the development of long-term power and water supply plans
5. Oversees the development of the annual capital and operating budgets for all utility operations.
6. Prepares plans and implementation strategies to ensure CWEP is providing quality and reliable utility services to its customers
7. Provides leadership to develop and foster a positive work environment. Encourages staff participation and suggestions. Utilizes appropriate delegation methods. Provides necessary training for staff growth & development, succession planning and safety practices.
8. Works with CWEP's RTO market participant to ensure RTO requirements are met and CWEP is operating efficiently within the SPP energy market.
9. Recommends for board action the necessary long-term bond and lease financing to support major utility projects.
10. Works with community leaders to promote regional economic development and structures the necessary business strategy to support such economic development.
11. Administers policies and programs to achieve utility objectives and coordinates utility activities between departments to maintain operating efficiency.
12. Maintains an effective relationship with customers and the public
13. Represents the utility on a local, state, and national level. Sits on the Missouri Electric Commission Board and other boards/groups as needed.
14. Interacts with news media regarding CWEP business.
15. Prepares materials and agendas for Board meetings.
16. Reviews the work of department heads and staff to ensure work product adheres to established quality standards and instructions.
17. Routinely handles sensitive information and maintains confidentiality as appropriate.
18. Supervises every other facet of management not outlined above, where such factors are considered essential to proper management.

Key Responsibilities

Results

LEADERSHIP AND DECISION-MAKING 50%

1. Plans, organizes, and directs all utility operations to ensure that electric, water, and wastewater services are provided at the lowest possible cost consistent with sound reliability practices.
2. Responsible for making decisions regarding CWEP personnel, including hiring, termination, and discipline of employees. Ensures equitable administration of wages and salaries, employee benefit plans and performance reviews. Reports regularly to the Board regarding personnel matters.
3. Works with community leaders to promote regional economic development and structures the necessary business strategy to support such economic development.
4. Administers policies and programs to achieve utility objectives and coordinates utility activities between departments to maintain operating efficiency.
5. Maintains an effective relationship with customers and the public and represents the utility in matters of city affairs and state and national organizations.
6. Prepares materials and agendas for Board meetings.
7. Reviews the work of department heads and staff to ensure work product adheres to established quality standards and instructions.
8. Supervises every other facet management not outlined above, where such factors are considered essential to proper management.
9. Prepares plans and implementation strategies to ensure CWEP is providing quality and reliable utility services to its customers
10. Provides leadership to develop and foster a positive work environment. Encourages staff participation and suggestions. Utilizes appropriate delegation methods. Provides necessary training for staff growth & development, succession planning and safety practices.

PLANNING FOR FINANCIAL STABILITY AND SYSTEM IMPROVEMENT/EFFICIENCY 50%

1. Oversees the daily operation of all generation, transmission, distributions, and treatment plant resources owned by the system.
2. Negotiates necessary modifications to all inter-utility operating agreements to ensure appropriate transmission and bulk power purchase arrangements are in place to provide for the most economic system operation.

3. Oversees the development of the annual capital and operating budgets for all utility operations.
4. Recommends for board action the necessary long-term bond and lease financing to support major utility plant expansion.
5. Leads the development of long-term power and water supply plans

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
GM	258,265	168,613	217,973	292,250

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

GM	204,651	159,103	180,095	215,000
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2022 Public Power Salary Survey

General Manager 1	235,000
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GIS Technician

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

GIS Technician Year 3

Department

Tech

Description

This is specialized work in the Technical Department of the utility. An employee of this class performs a variety of work consisting of a technical and clerical nature. Many of the responsibilities require considerable contact with the general public, including contractors, property owners, etc. Knowledge of multi-utility construction practices is preferred. This employee works under supervision of the Director of IT & Broadband Services with direction from the Engineering and GIS Coordinator, but often works alone.

Requirements

QUALIFICATIONS:

Education and Experience:

- € Graduation from a standard high or vocational school with an emphasis on technical areas such as Engineering, Drafting, and GIS Systems, or any equivalent combination of training and experience which provide the required knowledge, ability and skill;
- € Experience with Auto-Cad, GIS software & GPS equipment;
- € College experience.

Licensing/Certification:

- € Class E Missouri Driver's license, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- € Some knowledge of utility construction practices and limitations of basic construction materials is desirable;
- € some knowledge of multi-discipline line design practices, overhead and underground, and ability to prepare plans and specifications for construction is desirable

- ⌘ Ability to read construction drawings and specifications to determine areas of conflicts with utility plans and specifications;
- ⌘ Some knowledge of basic surveying and surveying mathematics;
- ⌘ Knowledge of office and mobile computing systems is required;
- ⌘ Ability to perform essential functions of the job on uneven ground, occasional slippery surfaces, exposure to extreme weather conditions and other potential hazards;
- ⌘ Ability to communicate and work with general public and fellow employees in a professional manner;
- ⌘ Ability to project good public image and appearance;
- ⌘ Ability to formulate multiple solutions to utility problems and exercise sound judgement in evaluating the required solution;

Physical Requirements:

- ⌘ Sitting, standing and walking for long periods each day;
- ⌘ Manual dexterity including use of both hands 70 to 100% of time;
- ⌘ See with near acuity, far acuity, depth perception, accommodation, color vision and field vision;
- ⌘ Hearing proficiency;
- ⌘ May occasionally be required to lift 25 – 100 pounds with assistance.

Working Conditions:

Normal office environment and field construction sites in all types of weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 100%

1. • Assist in maintaining maps and electronic files of underground facilities for the Missouri One Call system and USIC locating service.
2. • Assist in maintenance of Joint Use records;

3. • Prepare construction drawings for electric and water service additions and changes; prepare as-builts; prepare drawings for service as directed by Engineering and GIS Coordinator.
4. • Read and mark plans based on field observations and measurements to ensure accuracy of plans and acquire data for the design of projects.
5. • Assist in maintenance of internal GIS mapping system for all departments using ESRI and other GIS software.
6. • Perform data collection for all services utilizing GPS equipment in the field and established GIS and CAD mapping systems.
7. • Assist in maintenance of online archive of as-builts and other project related documents for all of the utility's services.
8. • Draft diagrams, detail drawings, and construction plans for the utility's improvement projects under the direction of the Engineering and GIS Coordinator.
9. • Assist in coordinating projects with Telephone, CATV and other utility representatives and assist in determining utility relocation needs.
10. • Provide information to property owners, utility companies, contractors, and other citizens with project-related questions and issues.
11. • Assist in developing asset management tools and records management processes for all departmental projects on an as-needed basis.
12. • Assist in researching documentation, deeds, plats, and easements as well as old plans, reports, ordinances, and council documentation for information pertaining to the design and construction of new projects.
13. • Perform other work as required.
14. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
15. • Provides premium customer service to our customers.
16. Continues to educate on CWER Electric Distribution System, and how protective devices interact with each other.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Draftsman	31.05	27.16	29.86	32.65

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Draftsman	33.36	29.03	33.48	37.07
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2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
GIS Technician	15.36	21.20	28.42
GIS Technician	22.90		

HR and Safety Coordinator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

HR and Safety Coordinator

Department

Customer Relations

Description

The **Human Resources and Safety Coordinator** is responsible for maintaining company culture through effective environment and relationship management.

Requirements

Educational and experience requirements include:

- Bachelor's degree in related field preferred.
- Proven HR experience with a variety of HR responsibilities, experience in our industry preferred
- Proven HR administrative skills
- Proven HR leadership skills
- Proven HR culture building skills
- Establishes and implements policies and procedures to identify and address safety, risk and training needs at CWEP.
 - Implements and documents standardized division work methods and procedures.
 - Updates and maintains the CWEP policy and requirements handbook.
 - Reviews and analyzes accident/injury reports in a timely and cost-effective manner; makes recommendations on improvements to limit accidents/injuries.
 - Makes recommendations on personnel matters as they directly relate to Human Resources, training, safety and risk management.
 - Develops and manages other divisional policies, procedures or issues as directed.

This job description identifies the major responsibilities of this position. Employees may be required to perform other duties as assigned, to assist with executing the company's business model, promoting the company's culture, mission and values.

Key Responsibilities

Results

HUMAN RESOURCES 35%

1. • Maintains institution org charts, job descriptions, and payroll and benefit packages information
2. • Continuously stays current with changes in industry regulatory compliance standards
3. • Effectively assists recruitment, interviewing, selection, hiring and onboarding processes
4. • Effectively assists with roll-out, administration and coordination of employee benefit programs
5. • Maintains confidentiality at all times relating to personal employee information and personnel matters
6. • Anticipates issues before they arise and makes suggestions proactively to other team members
7. • Organizes company policies and information in effective ways so employees can always access needed information; stays on top of changes in company policy and makes changes when necessary

SAFETY 35%

1. • Continuously shows improvement in areas of knowledge concerning safety
2. • Assists supervisors in safety-related training and answering questions/helping to seek answers to safety issues
3. • Performs minimum of 2 jobsite inspections per week in varying departments, making sure to include all departments in jobsite inspections
4. • Actively promotes a positive safety culture at CWEP
5. • Chairs the safety committee, making sure each meeting is well-organized and planned and ensures members actively participate. Follows up with issues raised in safety committee

REVIEWS & EMPLOYEE RELATIONS 10%

1. • Provides sufficient feedback on Threads to assist others with performance reviews

2. • Effectively resolves all employee conflicts and ensures effective conflict is removed from the organization
3. • Acts as an advisor to employees on HR issues and company policies

TRAINING & DEVELOPMENT 10%

1. • Seeks training and development opportunities for personal growth, including trainings, conferences, webinars, courses, etc.
2. • SHRM certified and/or taking courses to become certified

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Human Resources Director	126,081	98,397	119,357	153,010

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Human Resources Director	104,494	90,214	102,668	120,762
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
HR and Safety Coordinator	39,543	55,717	75,769
HR and Safety Coordinator	71,489		

Information & Security Analyst

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Information & Security Analyst

Department

Tech

Description

The Information & Security Analyst is responsible for understanding and taking steps to mitigate the risks associated with collecting, storing, and transmitting data in a business setting. Expected to set up security measures that help prevent security breaches, as well as analyzing any breaches that do occur. Monitors, supports, configures, and handles day-to-day activities required to run the existing IT systems within the company.

Requirements

ESSENTIAL JOB FUNCTIONS:

1. Analyze existing security systems and make recommendations for changes or improvements.
2. Prepare reports and action plans in the event a security breach does occur.
3. Organize and conduct tests and "ethical hacks" of the existing security architecture.
4. Monitor the network and provide early warning of abnormalities or problems.
5. Upgrade systems regularly to remain competitive in the field of security.
6. Communicate the system status and keep users informed of downtime or changes to the system.
7. Assist in installation, configuration, development, implementation, and maintenance of computer/network systems.
8. Support continuous improvement efforts and the change management effects associated with the implementation of improvements.
9. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

10. Provide the highest level of assistance for CWEP team members and ISP customers.
11. Use network and field technician skills to assist with the rest of the Communications department workload when they are out of the office or require extra assistance, assist Field Technicians and Network Technicians with client relations.
12. Performs other related duties and tasks as required or assigned by management.

QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in Computer Science; 5+ years' experience as a network technician, or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Class E Missouri Driver's license, First Aid/CPR/AED first responder certification.

Veeam Certified Engineer

GIAC Certified Forensic Examiner

Mikrotik MTCNA

Knowledge, Skills and Abilities:

- € In-depth knowledge of corporate network management, routing and switching, Windows and Linux administration, virtual infrastructure management, and modern security risks and protocols.
- € Ability to clearly communicate and consult with vendors and clients.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 60%

1. • Analyze existing security systems and make recommendations for changes or improvements. Investigate and document security breaches and other cyber security events. Organize and conduct tests and "ethical hacks" of the existing security architecture.
2. • Monitor computer networks and provide early warning of abnormalities or problems. Upgrade systems regularly to remain competitive in the field of security.
3. • Assist in installation, configuration, development, implementation, and maintenance of computer/network systems.

4. • Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Stay current on IT security trends, news, and standards.
5. • Support continuous improvement efforts and the associated change management effects. Perform other related duties and tasks as required or assigned by management.

CUSTOMER SERVICE 30%

1. • Notify end-users of changes in configuration or changes in system status that impact their operations.
2. • Communicate respectfully and effectively with customers and fellow employees. Provide professional, prompt customer service.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Cybersecurity Officer	117,334	93,996	104,761	139,284

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Cybersecurity Officer	101,323	87,131	95,659	102,364
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Information Security Analyst	44,445	62,625	85,167
Information Security Analyst	83,304		

Inventory Control Coordinator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Inventory Control Coordinator

Department

Finance Department

Description

Under the direction of the Chief Financial Officer the Inventory Control Coordinator performs warehouse duties including, but not limited to, receiving, storing and distributing material, tools, equipment and products, as needed.

Requirements

QUALIFICATIONS:

Education and Experience:

Requires possession of a high school diploma or equivalent; experienced in heavy and light equipment operation; college degree in related field a plus.

Licensing/Certification:

Missouri CDL license required with upgrade to Class A level required within 1 month.

Knowledge, skills, abilities:

- ⌘ Ability to maintain effective working relationships with fellow employees and the public;
- ⌘ Ability to communicate effectively in both oral and written formats;
- ⌘ Computer skills necessary to navigate inventory system;
- ⌘ Ability to solve practical problems;
- ⌘ Ability to interpret a variety of instructions furnished in written, oral or diagram formats.

Physical Requirements:

The physical demands required for this job include the ability to lift, carry, push, or pull up to 75lbs., see with near acuity, far acuity, depth perception, color vision and field vision; hearing proficiency.

Working Conditions:

Normal office environment as well as cold and hot weather working in the warehouse as well as the plant yard.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB DUTIES 70%

1. • Set up and maintain inventory items in software in the numbering sequence established; record all stock requisitions throughout the month in a timely manner (usually within a day of receiving them);
2. • Assist in maintaining accurate records of transformers in the data base including labeling and numbering of transformers;
3. • Maintain appropriate levels of stock in the FREE PICK bins and specific wire spools;
4. • Check all deliveries received against shipping documents for accuracy; oversee process of inbound and outbound freight including returns;
5. • Operate various types of powered or manual equipment used in warehouse functions;
6. • Oversee annual physical count process and work with accounting department to ensure accuracy throughout all departments;
7. • Assist departments in setting and maintaining reorder points;
8. • Perform housekeeping duties maintaining good appearance and safety of facilities and yard;
9. • On call for emergency situations, such as power outages and ice/snowstorms;

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly;
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.);
3. • Actively participates and contributes in safety trainings and conducts job briefings;
4. • Identifies and mitigates safety hazards;

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others;
2. • Prompt and prepared to begin work, including following breaks and lunch periods;

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Storekeeper	29.29	24.70	29.12	34.95

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Storekeeper	30.73	24.45	32.04	36.71
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Inventory Control Coordinator	16.91	23.83	32.41
Inventory Control Coordinator	27.63		

IT Help Desk Technician

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

IT Help Desk Technician

Department

Tech

Description

The IT Help Desk Technician is responsible for providing the highest level of technical support and troubleshooting services to team members and customers. The IT Help Desk Technician reports directly to the IT Operations Manager.

Requirements

QUALIFICATIONS:

Education and Experience:

1-year experience in an IT Help Desk position or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Class E Missouri Driver's license, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ⌘ Knowledge of Windows and Linux/Unix OS's, Microsoft Active Directory, Web browsers, Microsoft Office 365, Wi-Fi, Ethernet/IP, DHCP, NAT, HTML, SMTP, networking, and cable termination.
- ⌘ Ability to clearly communicate and consult with vendors and clients.

Physical Requirements:

Ability to lift, carry, push, or pull up to 50lbs.

Working Conditions:

Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 40%

1. • Provide technical assistance and support related to computer systems, hardware, and software. Trains end-users on current and new technologies.
2. • Assist with the maintenance of our corporate communications networks made up of cabling, computers, printers, switches, routers, radios, and other electronic devices.
3. • Support our ISP customers by providing reliable internet service, troubleshooting internet outages, and scheduling installs and repairs. Maintains documentation related to services, customer installation, inventory maintenance, and service orders.
4. • Continues education by participating in educational opportunities; reading professional publications; participating in professional organizations.
5. • Support continuous improvement efforts and the change management effects associated with the implementation of improvements. Perform other related duties and tasks as required or assigned by management.

CUSTOMER SERVICE 30%

1. • Communicate respectfully and effectively with customers and fellow employees. Provide professional, prompt customer service.

ATTENDANCE 20%

1. • Arrive at work on time and work until the end of the scheduled shift.
2. • Only misses work for reasons out of their control. Proper examples of missing work include a family emergency, death in the family, sick enough to go to the doctor, appointment that has no openings outside of work hours.

SAFETY 10%

1. • Maintain safe work habits, always use mandated PPE, and minimize potential hazards by following all company safety standards and procedures. Demonstrate composure in difficult or stressful situations.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 - 25,000

Occupation	Min	Mid	Max
IT Support Specialist	55,509	68,386	82,013

Total Employment 50 - 100

IT Support Specialist	52,943	66,975	80,769
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CWEP Salary Range

	Min	Mid	Max
IT Help Desk	39,543	55,717	75,769
IT Help Desk	40,331		
IT Help Desk	56,700		

IT Operations Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

IT Operations Manager

Department

Tech

Description

Under the direction of the Director of IT and Broadband Services, the IT Operations Manager supervises IT and ISP staff, assists with planning ISP growth and IT projects, provides level-2 technical support, and performs several specialized roles for the IT department.

Requirements

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Computer Science or similar degree, five years of IT management experience.

Licensing/Certification:

Class E Missouri Driver's license

Knowledge, Skills and Abilities:

- ☒ Ability to clearly communicate objectives and expectations in a manner that facilitates team member buy-in and yields results while maintaining or building morale.
- ☒ Knowledge in network administration, network security, computer and server maintenance, VOIP phone systems, access control, two-way radio systems, inventory management, and Office 365 products.
- ☒ Fiber-optic and fixed-wireless network management skills as an ISP.
- ☒ Ability to clearly communicate and consult with vendors and clients.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 40%

1. • Manage IT support, providing the highest level of IT support for CW&EP team members and ISP subscribers.
2. • Recommend information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
3. • Facilitate a positive work environment for technicians wherein they choose to stay with the utility and continue to grow in value as their experience increases.
4. • Train and develop technical staff, encourage and empower non-technical staff to utilize information technology effectively.
5. • Manage inventory; review purchase requests, submit stock requisitions, and complete quarterly inventory audits.
6. • Manage support contracts and maintenance agreements.
7. • Supervise the Network Administrator, Fiber System Manager, Network Technicians, Communications Field Technicians, and the SCADA Technician.
8. • Provide after-hours IT support.
9. • Performs other related duties and tasks as required or assigned by management.

CUSTOMER SERVICE 30%

1. • Communicates respectfully and effectively with customers and fellow employees.
2. • Provides professional, prompt customer service.

SAFETY 20%

1. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all company safety standards and procedures.
2. • Demonstrates composure in difficult or stressful situations.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Broadband Manager	119,727	n/a	113,859	n/a

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Broadband Manager	113,616	90,927	102,649	119,139
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
IT Operations Manager	49,957	70,391	95,725
IT Operations Manager	91,128		

IT OSP Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

IT OSP Manager

Department

Tech

Description

PURPOSE OF POSITION:

The IT OSP Manager is responsible for everything that happens within the construction, splicing, and post-construction phases of an overall project relating to installation of Fiber-Optic and Fixed-Wireless networks. The IT OSP Manager is responsible for coordination and compliance of schedule, safety, cost, and quality decisions of OSP construction. The IT OSP Manager must be well organized and favor safety above everything else. The IT OSP Manager reports directly to the IT Operations Manager.

Requirements

Requirements:

QUALIFICATIONS:

Education and Experience:

5+ years' experience as a fiber-optic technician, 1-year Geographic Information Systems experience, or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Class B Commercial Driver's License, Fiber Optic Installer certification, FTTx OSP Design certification, OSHA 10 Safety and Health certification, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ⌘ Ability to clearly communicate objectives and expectations in a manner that facilitates team member buy-in and yields results while maintaining or building morale.
- ⌘ Ability to clearly communicate and consult with vendors and clients.
- ⌘ Ability to specify, install, test and maintain fiber optic and copper networks in outside plant and inside plant applications.
- ⌘ Knowledge in Office 365 products, GIS software, GPON and active ethernet networks.

- € Ability to comply with the Missouri Underground Facility Safety and Damage Prevention Act.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites in various weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 40%

1. • Assists with the design of OSP construction, directs field staff in on-site construction activities for safety compliance, standard installation methods, and contract requirements; completes documentation on all completed work and post-installation quality measurements.
2. • Supervises the use of machinery, tools, and equipment. Ensures preventative maintenance and repairs to equipment are completed.
3. • Supports continuous improvement efforts and the change management effects associated with the implementation of improvements.
4. • Performs other related duties and tasks as required or assigned by management.

CUSTOMER SERVICE 25%

1. • Communicates respectfully and effectively with customers and fellow employees. Provides professional and prompt customer service.

SAFETY 20%

1. • Conducts pre-job safety briefings on all projects and ensures all CFT Foremen and CFT's complete monthly safety trainings.
2. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all company safety standards and procedures. Demonstrates composure in difficult or stressful situations.

ATTENDANCE 15%

1. • Arrives at work on time and works until the end of the scheduled shift.

2. • Only misses work for reasons out of their control. Proper examples of missing work include a family emergency, death in the family, sick enough to go to the doctor, appointment that has no openings outside of work hours.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Line/Const. Foreman	99,738	90,030	97,215	110,409

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Line/Const. Foreman	104,410	94,394	101,015	114,048
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
IT OSP Manager	44,445	62,625	85,167
IT OSP Manager	79,914		

Journeyman Lineman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Journeyman Lineman

Department

Electric Distribution

Description

This is skilled work at the Journeyman Lineman level in the construction and maintenance of the utility's electric distribution system. An employee of this class works under the supervision of the Director of Power Services and the Electric Distribution Team Manager. The major portions of work are conducted in potentially hazardous conditions due to the presence of energized electrical conductors and accessories. Work is reviewed through inspection and operating results by the Director of Power Services and the Electric Distribution Manager.

Requirements

QUALIFICATIONS:

Education and Experience:

- ☒ Must have a high school diploma or equivalent.
- ☒ Successful completion of an apprenticeship program which provides the required knowledge and experience to be certified as a Journeyman Lineman.

Job Responsibilities:

- ☒ Constructs and maintains underground and overhead primary power lines and associated equipment.
- ☒ Operates various pieces of equipment, such as bucket trucks and back hoes, that are needed for power line installation and maintenance.
- ☒ Connects new services.
- ☒ Installs and maintains streetlighting.
- ☒ Responds to trouble calls.
- ☒ Troubleshoots power system problems.

- ⌘ Responds to Mutual Aid calls to other communities after major events such as ice storms and hurricanes.

Knowledge, Skills and Abilities:

- ⌘ Must have thorough knowledge of the methods and equipment used in the construction, maintenance and repair of electric distribution systems.
- ⌘ Must be able to follow codes and regulations pertaining to installation and maintenance of electrical utility systems.
- ⌘ Must possess knowledge of the hazards of electric distribution system maintenance and construction and of the safety precautions to be observed.
- ⌘ Must have strong leadership skills.
- ⌘ Must have the ability to follow complex oral and written instructions.
- ⌘ Must be able to assist in the training of other employees.
- ⌘ Must be self motivated and be able to prioritize tasks in order to meet strict deadlines.
- ⌘ Must be able to maintain composure in high stress situations.
- ⌘ Must be able to act quickly and accurately in emergency situations.
- ⌘ Must be able to establish and maintain effective working relationships with fellow employees and the general public.
- ⌘ Must be able to exercise sound judgment inherent in safe effective work.
- ⌘ Must meet the current residency requirements in CWEP's personnel policy manual.
- ⌘ Must be able to work overtime when required.

Licensing/Certification:

- ⌘ Must be certified as a Journeyman Lineman.
- ⌘ Must obtain a Missouri Class A CDL within 6 months.

Physical Requirements:

- ⌘ Performs mostly outside work.
- ⌘ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
- ⌘ Frequent periods of heavy lifting.

- Requires the ability to perform duties in all kinds of weather, including rain, snow, and icy conditions. Requires aerial and trench work.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. • Demonstrates a working knowledge of tools, equipment and proper techniques involved with installing and maintaining overhead and underground electric distribution and transmission lines and equipment.
2. • Demonstrates proper operation of electrical equipment. (Includes manually operating switches, reclosers, distribution transformers, and substation circuit breakers)
3. • Trims or fells dead or dangerous trees and cuts tree limbs interfering with electric lines.
4. • Inspects electric lines and trouble-shoots as required.
5. • Demonstrates effective use of mobile outage and mobile service order software.
6. • Responds to afterhours trouble calls.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$150 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Journeyman Lineworker	40.79	38.32	41.13	43.90

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Journeyman Lineworker	43.04	38.45	43.90	48.19
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Journeyman Lineman	21.37	30.11	40.95
Journeyman Lineman 1	30.85		
Journeyman Lineman 2	34.92		
Journeyman Lineman 3	35.35		
Journeyman Lineman 4	36.47		

Maintenance Technician

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Maintenance Technician

Department

Administration

Description

The **Maintenance Technician** position is responsible for the maintenance of the company's vehicle fleet, facilities, systems and equipment.

Requirements

Educational and experience requirements include:

- ⌘ Broad knowledge of electrical systems, HVAC, plumbing, vehicle maintenance and various equipment
 - ⌘ Relevant experience in a maintenance role
 - ⌘ Track record of quality work
 - ⌘ Strong communication skills to interact with team
 - ⌘ Proven ability to recommend process or efficiency improvements
 - ⌘ Demonstrated ability provide good internal customer service
-

Key Responsibilities

Results

PERFORMANCE 90%

1. • Accurately diagnoses and solves problems with cost effective, long-term solutions

2. • Displays a strong, consistent effort in completing their work
3. • Coordinates and monitors the quality of maintenance work being performed by outside contractors
4. • Completes maintenance service requests in a timely manner
5. • Quickly and correctly identifies the issue or problem behind the service request
6. • Recommends and implements the most efficient solution to address the maintenance issue
7. • Performs maintenance work on the facility, including performing electrical, HVAC, plumbing, and other related tasks
8. • Assists with grounds work and assists staff with other tasks, when required
9. • Establishes and maintains a preventative maintenance program for facilities and equipment
10. • Implements changes in maintenance procedures to proactively address recurring issues
11. • Keeps accurate, detailed and timely maintenance records for all activities
12. • Assists in keeping the Company's facilities safe, clean and organized
13. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
14. • Identifies opportunities for process improvement and cost reduction in the maintenance of the Company's equipment and facilities
15. • Assists with the implementation of process improvement initiatives

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Meter Reader	24.00	18.85	23.99	28.72

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Meter Reader	26.08	21.02	25.73	30.73
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Maintenance Technician	19.01	26.79	36.43
Maintenance Technician	21.75		

Meter Services Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Meter Services Manager

Department

Tech

Description

This is a technical and skilled work at the journeyman level in the Electric Department installing and maintaining the utility's electric meters. An employee of this class works under the supervision of the Director of Marketing & Technical Services or General Manager, but most work is done with little or no supervision.

Requirements

QUALIFICATIONS:

PROFESSIONAL REQUIREMENTS:

- ⌘ Graduation from a standard high or vocational school and some formal training by a recognized electric meter school or any equivalent combination of experience and training that produces the required knowledge, ability and skill
- ⌘ Possession of a Missouri CDL required within 2 months
- ⌘ Some knowledge of electrical codes
- ⌘ Knowledge of methods and procedures related to changing out single and polyphase meters
- ⌘ Knowledge of supplies, methods and procedures of testing and repairing simple and complex meters
- ⌘ Ability to read and understand complex wiring diagrams for instrument meter installation
- ⌘ Ability to use electronic testing instruments
- ⌘ Ability to work with fellow employees and deal with the public in a tactful manner

SUMMARY OF PHYSICAL DEMANDS

- ⌘ Go over service orders and assign them to service truck each day.

- € Coordinate electricians and service trucks for daily tasks.
- € Meet contractors, electricians and home owners for sizing of service and location.
- € Test Meters.
- € Understand the NEC code and UL white book
- € Meet with electricians and let them know what is allowed by code and CWEP policy.
- € Work closely with Shawnte and office staff.
- € Measure underground services and then create contracts for the new service.
- € Use the Bird Dog to analyze CT and PT/CT services.
- € Use recorders at residential customers to analyze potential problems with service.
- € Certification in Infrared Technology (Thermal Imaging)
- € Work closely with Richard and Billy for primary extensions, transformer locations and service locations.
- € Meet with solar companies and customers for renewable energy services.
- € Understand and approve net metering policies/applications
- € Has to be able to trouble shoot not just services but the electrical infrastructure as well.
- € Be able to take trouble truck and assist those on call when needed.
- € Perform electrical inspections for the City of Carthage after 5 pm, weekends and holiday's.
- € Be able to use and understand the Fluke recorder for three phase services.
- € Order and maintain supplies needed for job.
- € Fill out stock requisitions.
- € Have a good working relationship with Derek/Kevin in the Electric Department.
- € Be able to locate all CWEP utilities using a locator
- € Work closely with Carthage Public Works on most jobs inside the city limits.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. • Perform industrial meter reading when required
2. • Assist in making electrical inspections
3. • Changes out meters at customer location
4. • Disassembles meters, cleans or replaces defective components and reassembles
5. • Operates meter testing equipment
6. • Installs and wires polyphase meter installations requiring instrument transformers
7. • Maintains meter shop records
8. • Maintains all meter parts and supplies
9. • Maintains all meter stock
10. • Responsible for the day to day operation of meter shop
11. • Assists in resolving high bill complaints and investigates customer service complaints as required
12. • Performs related work as required
13. • Provides premium customer service to our customers.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings
4. • Identifies and mitigates safety hazards

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Instrument Technician	41.27	33.57	41.10	50.09

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Instrument Technician	41.26	37.23	40.18	46.23
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Meter Services Manager	24.02	33.84	46.02
Meter Services Manager	38.99		

Meter Service Tech

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Meter Service Tech

Department

Tech

Description

This is a technical and skilled work at the journeyman level in the Electric Department installing and maintaining the utility's electric meters. An employee of this class works under the supervision of the Director of Marketing & Technical Services or General Manager, but most work is done with little or no supervision.

Requirements

QUALIFICATIONS:

PROFESSIONAL REQUIREMENTS:

- ≠ Graduation from a standard high or vocational school and some formal training by a recognized electric meter school or any equivalent combination of experience and training that produces the required knowledge, ability and skill
- ≠ Possession of a Missouri CDL required within 2 months
- ≠ Some knowledge of electrical codes
- ≠ Knowledge of methods and procedures related to changing out single and polyphase meters
- ≠ Knowledge of supplies, methods and procedures of testing and repairing simple and complex meters
- ≠ Ability to read and understand complex wiring diagrams for instrument meter installation
- ≠ Ability to use electronic testing instruments
- ≠ Ability to work with fellow employees and deal with the public in a tactful manner

SUMMARY OF PHYSICAL DEMANDS

- € Exert 50 to 100# of force occasionally or 25 to 50# of force frequently or 10 to 20# of force constantly to move objects
 - € Stand up to one hour frequently
 - € Walk 10 to 50 feet frequently
 - € Remain in a sitting position up to 3 hour duration with 7 hours total on some days
 - € Lift 50 to 100# at waist level, up to 60# knee to head level, and up to 50# overhead
 - € Push up to heavy effort for short distance or moderate to heavy effort for 30 to 35 feet
 - € Pull up to heavy effort for short to moderate distance
 - € Control hand-arm bilaterally and foot-leg control
 - € Climb up to 75 feet occasionally
 - € Balance, stoop, kneel, reach, talk, and hear
 - € See with near acuity, far acuity, depth perception, accommodation, color vision and field vision
 - € Hearing proficiency
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 100%

1. • Perform industrial meter reading when required
2. • Assist in making electrical inspections
3. • Changes out meters at customer location
4. • Disassembles meters, cleans or replaces defective components and reassembles
5. • Operates meter testing equipment
6. • Installs and wires polyphase meter installations requiring instrument transformers
7. • Maintains meter shop records
8. • Maintains all meter parts and supplies
9. • Maintains all meter stock

- 10. • Responsible for the day to day operation of meter shop
- 11. • Assists in resolving high bill complaints and investigates customer service complaints as required
- 12. • Performs related work as required
- 13. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
- 14. • Provides premium customer service to our customers.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Apprentice Lineworker	28.66	25.85	27.70	30.25

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Apprentice Lineworker	31.72	26.06	31.01	35.56
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Meter Service Technician	16.91	23.83	32.41
Meter Service Technician	26.37		

Network Administrator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Network Administrator

Department

Tech

Description

PURPOSE OF POSITION:

The Network Administrator's role is to ensure the stable operation of our computer networks. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links. The Network Administrator will also analyze and resolve end user hardware and software computer problems in a timely and accurate fashion and provide end user training where required. The Network Administrator reports directly to the IT Operations Manager.

Requirements

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the performance, reliability, and compliance of CWEP computer networks. Establishes networking environment by designing system configuration; directing system installation; defining, documenting, and enforcing system standards.
2. Design, develop, deploy, and maintain residential, business, and internal computer networks and firewalls.
3. Maximizes network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with network architects on network optimization.
4. Utilize protocols such as BGP to multi-home, VRRP for edge router redundancy, MPLS for high performance multi-protocol data transport, VPLS for layer two hand offs and GPON for high density, low cost FTTx deployments.
5. Configure and maintain firewalls and Intrusion Protection Systems.
6. Configure and maintain CWEP's internal enterprise voice solution including maintaining updated holiday schedule for automated call handling.

7. Oversee day to day IT Help Desk operations to ensure we provide the highest level of customer service to our coworkers and customers.
8. Design and implement innovative 802.x solutions to increase range and throughput of wireless infrastructure.
9. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
10. Supports continuous improvement efforts and the change management effects associated with the implementation of improvements.
11. Performs other related duties and tasks as required or assigned by management.

QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in Computer Science; 5+ years' experience as a network technician, or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Mikrotik Certified Routing Engineer, Cisco Certified Network Administrator, Class E Missouri Driver's license, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- € In-depth knowledge of corporate network management, routing and switching, Windows and Linux administration, virtual infrastructure management, VOIP systems, and broadband administration.
- € Ability to clearly communicate and consult with vendors and clients.

Physical Requirements:

Ability to lift, carry, push, or pull up to 50lbs.

Working Conditions:

Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 60%

1. • Design, develop, deploy, and maintain residential, business, and internal computer networks and firewalls. Provide proper network documentation and enforce system standards.

2. • Maximizes network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with network architects on network optimization.
3. • Updates job knowledge by participating in educational opportunities; reading professional publications and participating in professional organizations.
4. • Provide IT support for CW&EP team members and ISP subscribers. Trains end-users on current and new technologies.
5. • Supports continuous improvement efforts and the change management effects associated with the implementation of improvements. Performs other related duties and tasks as required or assigned by management.

CUSTOMER SERVICE 30%

1. • Communicates respectfully and effectively with customers and fellow employees. Provides professional, prompt customer service.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Threads, etc.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
IT Support Specialist	55,509	68,386	82,013

Total Employment 50 - 100

IT Support Specialist	52,943	66,975	80,769
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CWEP Salary Range	Min	Mid	Max
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Network Administrator	31,951	44,101	59,113
Network Administrator	52,104		

Power Plant Maintenance A

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Power Plant Maintenance A

Department

Electric Production

Description

The Power Plant Maintenance "A" position is responsible for the maintenance and operation of Carthage Water and Electric Plant's (CWEP) power plant. This position reports to the Power Plant Maintenance Foreman and works closely with Power Plant Dispatcher for effective operations of the plant. An individual in this position should demonstrate a thorough understanding of the processes and equipment found in the plant.

Requirements

Education and Experience:

- ⌘ Must have a high school diploma or equivalent.
- ⌘ Secondary education and/or previous experience in related field is preferred.

Job Responsibilities:

- ⌘ Operates the engines.
- ⌘ Gathers and reports operating data.
- ⌘ Performs engine maintenance (overhauls, head replacement, liner replacement, injector rebuilds, etc.).
- ⌘ Monitors and maintains cooling and plant water systems.
- ⌘ Monitors and maintains fuel systems.
- ⌘ Monitors and maintains pumps and compressors.
- ⌘ Assists Dispatcher with engine operation and capacitors.
- ⌘ Makes recommendations for preventative maintenances of plant equipment.

- ⌘ Operates shop equipment.
- ⌘ Removes and replaces pipes and valves.
- ⌘ General maintenance of the plant and plant building.
- ⌘ Cleaning and housekeeping.
- ⌘ Performs daily, weekly, and monthly checks.
- ⌘ Assists in training new employees.
- ⌘ Any other assigned tasks.

Knowledge, Skills, and Abilities:

- ⌘ Must be able to learn all aspects pertaining to the job.
- ⌘ Demonstrate a thorough understanding of diesel engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- ⌘ Demonstrate the ability to use general and special tools in the operation of various plant machinery.
- ⌘ General knowledge of electricity including generation and distribution.
- ⌘ Possess personal responsibility and the ability to work with limited supervision.
- ⌘ Demonstrate the ability to monitor and detect problems with power plant equipment.
- ⌘ Demonstrate the ability and knowledge to perform a variety of maintenance tasks.
- ⌘ Possess a thorough knowledge of safety principles including electrical safety.
- ⌘ Possess basic computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Experience using basic office equipment.
- ⌘ Must be able to work 8 hour days, Monday through Friday.
- ⌘ Must be able to work overtime if required.
- ⌘ Maintain composure in high stress situations.
- ⌘ Must meet the current residency requirements in CWEP's personnel policy manual.

Licensing/Certification:

- ⌘ Valid class E driver's license.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Demonstrates a thorough understanding of engine operations. (Includes operating the units, monitoring and adjusting cooling systems and fuel systems, and reporting operating data).
2. •Performs engine maintenance (Includes repairs and maintenance of engines and all auxiliary equipment).
3. •Demonstrates ability to troubleshoot and identify issues and develop solutions to correct issues.
4. •Performs daily, weekly, and monthly checks and records readings.
5. •Demonstrates proper shop equipment knowledge and operation.
6. •Performs general maintenance of the plant and plant building. Cleaning and housekeeping.

SAFETY 20%

1. •Operates and maintains vehicles and equipment properly.
2. •Follows all company safety standards and procedures.
(demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. •Actively participates and contributes in safety trainings and conducts job briefings.
4. •Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. •Prompt and prepared for meetings with others
2. •Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. •Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Power Plant Mechanic	37.53	30.78	40.78	44.13

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Power Plant Mechanic	37.10	33.53	38.35	40.56
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Power Plant Maintenance A	19.01	26.79	36.43
Power Plant Maintenance A 1	25.19		

Power Plant Maintenance B

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Power Plant Maintenance B

Department

Electric Production

Description

The Power Plant Maintenance "B" position is responsible for the maintenance and operation of Carthage Water and Electric's (CWEP) power plant. This position reports to the Power Plant Maintenance Foreman and works closely with Power Plant Dispatcher for effective operations of the plant. An individual interested in this position should demonstrate a willingness to learn the processes and equipment found in the plant.

Requirements

QUALIFICATIONS:

Education and Experience:

- ☒ Must have a high school diploma or equivalent.
- ☒ Secondary education and/or previous experience in related field is preferred.

Job Responsibilities:

- ☒ Operates the engines.
- ☒ Gathers and reports operating data.
- ☒ Performs engine maintenance (overhauls, head replacement, liner replacement, injector rebuilds, etc.).
- ☒ Monitors and maintains cooling and plant water systems.
- ☒ Monitors and maintains fuel systems.
- ☒ Monitors and maintains pumps and compressors.
- ☒ Assists Dispatcher with engine operation and capacitors.
- ☒ Operates shop equipment.

- € Removes and replaces pipes and valves.
- € General maintenance of the plant and plant building.
- € Cleaning and housekeeping.
- € Performs daily, weekly, and monthly checks.
- € Any other assigned tasks.

Knowledge, Skills, and Abilities:

- € Must be able to learn all aspects pertaining to the job.
- € Must possess personal responsibility and the ability to work with limited supervision.
- € Must have a general understanding of engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- € Must possess a general knowledge and understanding of various tools and shop equipment.
- € Must possess a general knowledge of safety principles including electrical safety.
- € Must learn general knowledge of electricity including generation and distribution.
- € Possess basic computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- € Experience using basic office equipment.
- € Must be able to work 8-hour days, Monday through Friday.
- € Must be able to work overtime if required.
- € Must be able to maintain composure in high stress situations.
- € Must have a valid class E driver's license.
- € Must meet the current residency requirements in CWEP's personnel policy manual.

Licensing/Certification:

- € Valid class E driver's license.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Demonstrates proper engine operation. (Includes starting the engines then monitoring and reporting operating data).
2. •Assists with engine maintenance. (Includes repairs and maintenance of engines and all auxiliary equipment).
3. •Assists with troubleshooting problems.
4. •Performs daily, weekly, and monthly checks and records readings.
5. •Demonstrates proper shop equipment operation.
6. •General maintenance of the plant and plant building. Cleaning and housekeeping.

SAFETY 20%

1. •Operates and maintains vehicles and equipment properly
2. •Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. •Actively participates and contributes in safety trainings and conducts job briefings.
4. •Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. •Prompt and prepared for meetings with others
2. •Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. •Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Power Plant Mechanic	37.53	30.78	40.78	44.13

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Power Plant Mechanic	37.10	33.53	38.35	40.56
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Power Plant Maintenance B	19.01	26.79	36.43
Power Plant Maintenance B 1	20.44		

Power Plant Maintenance Foreman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Power Plant Maintenance Foreman

Department

Electric Production

Description

The Power Plant Maintenance Foreman position is responsible for supervising and participating in the maintenance and operation of Carthage Water and Electric Plant's (CWEP) power plant. This position reports to the Director of Power Services and works closely with Power Plant Operations Manager for effective operations of the plant. An individual in this position shall demonstrate a thorough knowledge of the processes and equipment found in the plant.

Requirements

Education and Experience:

- € Must have a high school diploma or equivalent.
- € Must have a minimum of three (3) years of diesel engine maintenance experience or experience in a related field.
- € Secondary education is highly preferred.

Duties/Responsibilities:

- € Helps develop and manages the power plant maintenance budget.
- € Requisitions supplies needed in maintenance of power plant equipment.
- € Schedules preventative maintenance of power plant equipment.
- € Organizes, assigns, supervises, and inspects the work of maintenance personnel.
- € Gathers and reports operating data.
- € Performs engine maintenance (overhauls, head replacement, liner replacement, injector rebuilds, etc.).
- € Monitors and maintains cooling and plant water systems.

- ⌘ Monitors and maintains fuel systems.
- ⌘ Monitors and maintains pumps and compressors.
- ⌘ Keeps detailed records of maintenance performed.
- ⌘ Assists Dispatcher with engine operation and capacitors.
- ⌘ Makes recommendations for preventative maintenance of plant equipment.
- ⌘ Operates shop equipment.
- ⌘ Removes and replaces pipes and valves.
- ⌘ General maintenance of the plant and plant building.
- ⌘ Cleaning and housekeeping.
- ⌘ Performs daily, weekly, and monthly checks.
- ⌘ Trains new employees.
- ⌘ Evaluates employee performance.
- ⌘ Any other assigned tasks.

Requirements:

- ⌘ Must be able to supervise others.
- ⌘ Demonstrate a thorough understanding of diesel engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- ⌘ Demonstrate the ability to use general and special tools in the operation of various plant machinery.
- ⌘ Possess personal responsibility and the ability to work with limited supervision.
- ⌘ Demonstrate the ability to monitor and detect problems with power plant equipment.
- ⌘ Demonstrate the ability and knowledge to perform a variety of maintenance tasks.
- ⌘ Possess a thorough knowledge of safety principles including electrical safety.
- ⌘ Possess general knowledge of electricity including generation and distribution.
- ⌘ Possess basic computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Experience using basic office equipment.

- € Must be able to work 8 hour days, Monday through Friday.
- € Must be able to work overtime if required.
- € Must be able to maintain composure in high stress situations.
- € Must meet the current residency requirement in CWEP's personnel policy manual.

Licensing/Certification:

- € Valid class E driver's license.
- € Must complete MPA Supervisory Leadership Development Certification.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Assists with the development and management of the power plant maintenance budget.
2. •Coordinates and oversees all plant maintenance activities. (Includes equipment maintenance and general building maintenance).
3. •Maintains adequate inventory levels.
4. •Maintains detailed records of maintenance activities.
5. •Evaluates and verifies employee performance through review of completed work assignments.
6. •Oversees maintenance staff training activities to improve deficiencies.

SAFETY 20%

1. •Operates and maintains vehicles and equipment properly
2. •Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. •Actively participates and contributes in safety trainings and conducts job briefings.
4. •Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. •Prompt and prepared for meetings with others

2. •Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. •Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Power Plant Mechanic	37.53	30.78	40.78	44.13

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Power Plant Mechanic	37.10	33.53	38.35	40.56
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Power Plant Maintenance Foreman	21.37	30.11	40.95
Power Plant Maintenance Foreman 1	32.17		

Power Plant Operations Mgr

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Power Plant Operations Mgr

Department

Electric Production

Description

The Power Plant Operations Manager assists the Director of Power Services in the day to day operations at Carthage Water and Electric Plant's (CWEP) Power Plant. The Operations Manager will be responsible for planning, budgeting, organization, training, and the overall management of daily operations. This position reports to the Director of Power Services and supervises Dispatch personnel for effective operations of the plant.

Requirements

Education and Experience:

- ⌘ Associates Degree in Business or Technology is required.
- ⌘ Bachelor's Degree in Business, Engineering, Technology, or a related field is highly preferred.
- ⌘ Experience with electric, natural gas, and/or water utility industry is highly preferred.

Job Requirements:

- ⌘ Develops and manages the electric production budget.
- ⌘ Coordinates with Power Plant Dispatchers on daily schedules.
- ⌘ Coordinates with CWEP's market participant in SPP on electric market activities, such as transmission schedules and congestion hedging.
- ⌘ Coordinates with power suppliers to meet CWEP's needs.
- ⌘ Monitors advisories that are issues by outside entities that pertain to Bulk Electric System reliability.
- ⌘ Reviews regulations to determine impacts to CWEP.

- € Attends various planning meetings.
- € Coordinates with the Power Plant Maintenance Foreman on maintenance related activities, such as operating engines for maintenance.
- € Helps configure and maintain the electric department SCADA system.
- € Works with CWEP's outage management system.
- € Reports on power plant operations.
- € Evaluates employee performance.

Knowledge Skills, and Abilities:

- € Must have strong leadership skills.
- € Must be able to effectively communicate both orally and in writing.
- € General knowledge of electricity including generation and distribution.
- € General knowledge of diesel engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- € Must be proficient with basis computer programs, such as Microsoft Office programs (Outlook, Excel, etc.).
- € Must have the ability to follow complex oral and written instructions.
- € Must be able to maintain composure in high stress situations.
- € Must be self-motivated and have the ability to work with limited supervision.
- € Must be able to prioritize tasks in order to meet strict deadlines.
- € Must be able to act quickly and accurately in emergency situations.
- € Must be able to work successfully with diverse groups of people.
- € Must be able and willing to attend training deemed necessary by management.
- € Must meet the current residency requirements in CWEP's personnel policy manual.

Licensing/Certification:

- € Must have a valid class E driver's license within six (6) months.
- € Must complete MPUA Supervisory Leadership Development Certification.
- € Must complete Disaster Management for Electric Power Systems Certification.

Physical Requirements and Working Conditions:

- ⌘ Mostly include work in an office environment.
 - ⌘ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. •Assists with the development and management of the power plant operations budget.
2. •Evaluates and verifies employee performance through review of completed work assignments and provides training where necessary
3. •Manages Regional Transmission Organization and SPP market activities.
4. •Evaluates resource adequacy based on short-term and long-term load forecasts.
5. •Demonstrates problem solving skills.
6. •Operates and assists with the maintenance of the electrical SCADA system.
7. •Prepares detailed power cost and operations reports.

ATTENDANCE 5%

1. •Prompt and prepared for meetings with others
2. •Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. •Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Power Plant Operator	37.48	29.37	35.44	46.10

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Power Plant Operator	40.41	34.94	38.02	47.47
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Power Plant Operations Mgr.	21.37	30.11	40.95
Power Plant Operations Mgr. 1	33.44		

Purchasing Agent

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Purchasing Agent

Department

Finance Department

Description

Under the supervision of the Chief Financial Officer, this position is responsible for the procurement of commodities, equipment, professional services, and construction projects that are to be conducted in accordance with applicable state and local laws, ordinances, rules and regulations. Effectively communicate and interact with departments in order to procure competitive pricing and ensure best value purchasing of required goods and services. Develop and review bid specifications, and solicit requests for quotes, proposals, and bids. Maintain a professional and ethical relationship with vendors. Oversee the Purchasing Department throughout the procurement processes. Perform professional work of the procurement activities within the government agency, including purchasing and contract administration.

Requirements

QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent; Certified Professional Public Buyer (CPPB) or similar professional designation preferred or in progress to achieve certification or designation, or minimum three (3) years' experience in public or governmental purchasing or related procurement of commodities, goods, and services;

Knowledge, Skills, and Abilities:

- ☒ Ability to deal with sensitive materials regarding personnel, bids, and job-related information while maintaining the highest level of confidentiality;
- ☒ Knowledge of solicitation methods, contract administration related to procurement, business practices, laws, and policies and procedures related to public purchasing;
- ☒ Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies;
- ☒ Ability to use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature;
- ☒ Ability to make difficult decisions and award contracts impartially and objectively;

- ≠ Interpret and apply principles in the overall process of public or government procurement;
- ≠ Make independent and ethical decisions related to the purchasing process;
- ≠ Develop and expand knowledge in procurement through continued public purchasing education, conferences, and web-based presentations;
- ≠ Good organizational skills;
- ≠ Excellent communications skills, both orally and in writing;
- ≠ Anticipate and adapt to frequent changes in priorities.
- ≠ Establish schedules and complete projects on a timely basis;
- ≠ Knowledge of computer applications and Microsoft Office;
- ≠ Possess complete integrity with all persons in a fair and equitable manner and with a high sense of professional ethics.

Physical Requirements:

Frequent periods of sitting, standing and walking; occasional lifting or moving of freight; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment and occasional project construction sites; and some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Prepare specifications and solicitations for informal and formal bids and proposals, and evaluate criteria and cost analysis to determine awards to responsive and responsible bidders at the best value and in a timely manner;
2. • Research market sources and suppliers to obtain information on required products and services following the threshold requirements contained in the company purchasing policy while weighing the immediate needs of the departments;
3. • Effectively communicate and interact with departments in order to obtain competitive pricing and ensure goods and services are procured at the best value for the departments;
4. • Effectively communicate purchasing policies and procedures to all company personnel and ensure appropriate implementation is followed through;

5. • Maintain accurate records and related correspondence that support the quotes, bids, proposals, etc.;
6. • Maintain the integrity of the public procurement process including maintaining a professional and ethical relationship with vendors;
7. • Maintain a high level of confidentiality while dealing with sensitive information regarding personnel, bids and other job-related information;
8. • Consult with department directors and managers in procurement planning specifications, requirements, and delivery expectations;
9. • Possess and apply good organizational skills while prioritizing workload for self and staff including effective delegation where possible;
10. • Analyze current procurement processes and recommend improvements through various methods;

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Purchasing Director	99,849	73,596	96,935	122,579

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Purchasing Director	83,494	65,788	78,966	98,498
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2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Purchasing Agent	44,445	62,625	85,167
Purchasing Agent	68,370		

Purchasing Assistant

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Purchasing Assistant

Department

Finance Department

Description

Under the supervision of the Purchasing Agent, this position assists in reviewing requisitions, researching information, and seeking sources of supply to obtain specifications on products, materials, and services, in order to solicit quotes and award to vendors within the established guidelines of the procurement process and purchasing policy. This position requires the ability to establish and maintain effective working relationships with CWEP departments and vendors.

Requirements

QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent; knowledge in public purchasing, methods, and procedures, or related purchasing experience is desirable; experience in general office work involving direct public contact.

Knowledge, Skills, and Abilities:

- ⌘ Good organizational skills;
- ⌘ Exceptional written and oral communication skills;
- ⌘ Professionally work with fellow employees and the general public;
- ⌘ Anticipate and adapt to frequent changes in priorities;
- ⌘ Ability to interpret and apply principles and methods in the overall procedures of the public purchasing process;
- ⌘ Create and carry out a task priority list based on the importance of projects;
- ⌘ Accumulate knowledge of purchasing policies and laws;
- ⌘ Ability to make independent and ethical decisions within established guidelines and procedures;

- € Proficient in computer applications including Microsoft Office;
- € Ability to effectively communicate both orally and in writing with departments, vendors, and the public, while applying social and problem-solving skills in a pleasant and efficient manner;
- € Applicant must be detail-oriented and able to deal with complex materials regarding quotes, proposals, bids, and job-related information while maintaining the appropriate level of confidentiality.

Physical Requirements:

Frequent periods of sitting, standing and walking; occasional lifting or moving of freight; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment and occasional project construction sites.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL PROCUREMENT JOB FUNCTIONS 90%

1. • Assist in procuring quotes from vendors, review and evaluate quotes, create purchase orders and process for approval, place orders, and work closely with vendors through completion of order or project;
2. • Assist Purchasing Agent and inquire about other areas which may need assistance and by looking at process improvement for efficiency within the department;
3. • Correspond professionally with vendors while maintaining detailed documentation;
4. • Develop professional business relationships and knowledge with vendors a minimum of one time per month;
5. • Thinking strategically and analyzing critical factors while finding solutions in problematic areas such as supply limitations, material reconciliation, or constricting distributors;
6. • Confidently and independently taking the initiative to resolve and conclude difficult circumstances;
7. • Prepare and process month-end purchasing and inventory reconciliation reports within two days of month end;
8. • Attend pre-bid project site tours and demonstrations, attend formal bid openings and other similar meetings at least one time per quarter;

9. • Confirm goods and services have been received in correlation with purchase orders, review accounting details on invoices prior to processing to the appropriate department for approval and Accounts Payable for payment;
10. • Utilizing opportunities for growth and knowledge development through procurement training, webinars, and other education at least one time per quarter;

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
CSR	20.51	17.73	20.01	22.58

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

CSR	24.56	19.77	24.49	29.00
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Purchasing Assistant	12.60	17.40	23.32
Purchasing Assistant 1	18.63		
Purchasing Assistant 2	21.94		

Scada Technician

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Scada Technician

Department

Tech

Description

Under the direction of the IT Operations Manager, the SCADA Technician oversees all aspects of the utility's SCADA system.

Requirements

QUALIFICATIONS:

Education and Experience:

Two-year technical degree; experience as a journeyman electrician, electronics technician, or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Class E Missouri Driver's license

Knowledge, Skills and Abilities:

- ☒ Knowledge of Human-Machine Interface (HMI) design and programming, preferably with Allen-Bradley.
- ☒ Knowledge of Programmable Logic Controllers and their communications protocols, preferably with Allen-Bradley, including but not limited to: DF1, DeviceNet, DNP3, and Ethernet/IP.
- ☒ Knowledge of Process Control with flow-meters, pressure transducers, and temperature meters.
- ☒ Knowledge of the programming and configuration of Variable Frequency Drives.
- ☒ Experienced in the layout and construction of industrial control panels and cabinets.
- ☒ Knowledge of the practices, methods, tools, equipment, and materials of the electrical trade.
- ☒ Knowledge of local and national electrical codes, NFPA and OSHA.

- € Strong background with computer hardware and software applications.
- € Ability to understand and follow oral and written instructions, and to read and interpret electrical schematics, diagrams, and blueprints.
- € Able to work with fellow employees and the general public.

Physical Requirements:

- € See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
- € Ability to lift 50 pounds

Working Conditions:

Normal office environment and field construction sites; with some travel.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 50%

1. • Design, build, operate, and maintain the utility's SCADA system, electrical control panels and cabinets. Diagnose SCADA system problems and perform corrective action. Troubleshoot fire alarms, substations RTUs, traffic signal controllers, and water pumping controls.
2. • Interpret electrical blueprints, schematics, and diagrams. Create electrical schematics in AutoCAD for 480 VAC power system, 120 VAC, 24 DC control circuits, 4-20 mA analog.
3. • Compile and write documentation of program development, inserting comments in the coded instruction so others can understand the program.
4. • Continue education by participating in educational opportunities; reading professional publications; participating in professional organizations.
5. • Support continuous improvement efforts and the associated change management effects. Perform other related duties and tasks as required or assigned by management.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).

3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

CUSTOMER SERVICE 20%

1. • Communicates respectfully and effectively with customers and fellow employees.
Provides professional, prompt customer service.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Instrument Technician	41.27	33.57	41.10	50.09

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Instrument Technician	41.26	37.23	40.18	46.23
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2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
SCADA Technician	19.01	26.79	36.43
SCADA Technician 1	33.66		
SCADA Technician 2	34.11		

Wastewater Collections Team Leader

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Wastewater Collections Team Leader

Department

Water Distribution

Description

This is supervisory and skilled work position in the operation and maintenance of the wastewater collections system. The work involves responsibility for the safe and efficient operation of the wastewater collection system and requires periodic inspections to determine maintenance and repair needs, the ability to perform such maintenance and repairs, the planning and implementation of various rehabilitation methods to ensure the stability and operation of the collection system, and the design and planning of projects to meet the budgetary requirements of maintaining the collection system. An employee of this class works under the Director of Water Services and the Water Distribution/Collections Manager. He/she must comply with all residence requirements pertaining to the CW&EP policy.

Requirements

QUALIFICATIONS:

Qualifications:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the wastewater collection system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Possession of a valid Missouri DNR Wastewater "D" Certification based on MDNR experience and operating permit requirements.
3. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations, procedures pertaining to the collections system.

2. Working knowledge of CCTV inspections of sewer lines along with the jet cleaning of sewer lines.
3. Ability to analyze, understand, and make determinations based on CCTV data for best methods of repair within the collections system.
4. Ability to write clear and comprehensive reports
5. Ability to train other employees in proper work procedures
6. Ability to maintain effective working relationships with fellow employees and the public
7. Ability to understand and follow oral and written instructions
8. Ability to issue clear written or oral instructions
9. Familiar with SCADA programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Wastewater Collections Team Leader.
 2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
-

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Effectively manages collection system through preventative maintenance and identifies improvement opportunities.
2. • Monitors GIS, SCADA and operation of the Collection system to ensure they function properly. Frequently Identifies issues or opportunity for improvement.
3. • Assigns work for operations crew and contractors in maintenance and rehabilitation activities.
4. • Communicates effectively with employees and superiors.
5. • Coaches and mentors employees.

SAFETY 20%

1. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)

2. • Identifies and mitigates safety hazards.
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Operates and maintains vehicles and equipment properly.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared to begin work, including following breaks and lunch periods.
2. • Prompt and prepared for meetings with others.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, GIS, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 - 25,000

Occupation	Min	Mid	Max
Water Distribution Operator Senior	48,902	59,612	71,142

Total Employment 50 - 100

Water Distribution Operator Senior	50,337	62,052	75,332
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CWEP Salary Range

	Min	Mid	Max
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Water Collections Team Leader	39,543	55,717	75,769
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Water Collections Team Leader	61,818
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Waste Water Operator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Waste Water Operator

Department

Waste Water

Description

This is a skilled position maintaining and improving the utility's wastewater system. Operators are required to learn these systems, operate all associated equipment, install and maintain appurtenances and assist in collection system operations. This position does require occasional standby work, emergency call in work, shift rotation and is expected to follow the residence requirement in CW&EP's policy manual.

Requirements

QUALIFICATIONS:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Possession of a valid Missouri DNR Wastewater "A" certification based on MDNR experience and operating permit requirements.
3. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations, procedures pertaining to the wastewater system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repair within the wastewater system.
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures

5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with SCADA programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Wastewater Systems Operator.
 2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
-

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Monitors GIS, SCADA and operation of the wastewater plant to ensure they function properly.
2. • Knowledge of maintenance functions within department.
3. • Continuously improving knowledge of treatment techniques and lab requirements.
4. • Communicates clearly with co-workers and supervisor.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 - 25,000

Occupation	Min	Mid	Max
Water Treatment Operator Senior	49,427	60,287	72,076

Total Employment 50 - 100

Water Treatment Operator Senior	50,614	62,141	74,671
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CWEP Salary Range	Min	Mid	Max
Waste Water Operator	35,180	49,570	67,413
Waste Water Operator 1	49,379		
Waste Water Operator 2	51,251		
Waste Water Operator 3	59,738		
Waste Water Operator 4	60,757		

Water Distribution Collections Operator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Water Distribution Collections Operator

Department

Water Distribution

Description

This is a skilled position maintaining and improving the utility's water distribution and wastewater collections system. Operators are required to learn these systems operate all associated equipment, install and maintain water and sewer mains and appurtenances and assist in operations at the water and wastewater treatment plants. This position does require occasional standby work, emergency call in work and is expected to follow the residence requirement in CW&EP's policy manual.

Requirements

Essential Job Functions:

1. Periodic inspections and evaluation of the distribution/collection system to ensure proper operation
2. Daily inspections of SCADA and system flows
3. Routine maintenance and repairs to distribution/collections system
4. Inspection of contractors working in the distribution/collection system on maintenance projects
5. Identify and suggest improvements to distribution/collection system
6. Installation of water and wastewater mains and appurtenances
7. Keep Supervisors informed of unusual conditions within the distribution/collection system
8. Able to operate all equipment used in maintenance

QUALIFICATIONS:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Possession of a valid Missouri DNR Water "D", Wastewater "D" and Distribution "DSIII" certification based on MDNR experience and operating permit requirements.
3. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations, procedures pertaining to the distribution system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repair within the distribution system.
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures
5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with SCADA programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Distributions/Collections Operator.
2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Understands distribution and collections maintenance, inspection and repair requirements.
2. • Analyzes data from GIS, SCADA system to understand distribution and collections flow.

- 
3. • Continuously improving knowledge of distribution/collections processes and requirements.
 4. • Communicates well with co-workers and supervisors.
 5. • Capable in training operators in all operations.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.



TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Water Dist. Operator Assoc.	37,685	45,338	53,898

Total Employment 50 - 100

Water Dist. Operator Assoc.	37,281	44,943	53,553
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CWEP Salary Range

	Min	Mid	Max
Water Dist. Collections Operator	31,951	44,101	59,113
Water Dist. Collections Operator 1	40,601		
Water Dist. Collections Operator 2	42,182		
Water Dist. Collections Operator 3	42,411		
Water Dist. Collections Operator 4	42,661		
Water Dist. Collections Operator 4	46,571		

Water Distribution Team Leader

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Water Distribution Team Leader

Department

Water Distribution

Description

This is supervisory and skilled work position in the operation and maintenance of the distribution/collection system. The work involves responsibility for the safe and efficient operation of these systems and requires periodic inspections to determine maintenance and repair needs, the ability to perform such maintenance and repairs, the planning and implementation of various rehabilitation methods to ensure the stability and operation of the distribution system, and the design and planning of projects to meet the budgetary requirements of maintaining these systems. An employee of this class works under the Director of Water Services and the Distribution/Collection Systems Manager. He/she must comply with all residence requirements pertaining to the CW&EP policy.

Requirements

Essential Job Functions:

1. Promotes and encourages safe practices in all work performed
2. Periodic inspections of the distribution/collection system to ensure proper operation
3. Daily inspections of SCADA and system flows
4. The Supervision of operations crew in maintenance activities
5. Inspection of contractors working in the distribution system on maintenance projects
6. Perform administrative tasks. This will include filling out of time tickets, work orders, truck time reports, and monthly reports.
7. Planning and scheduling work for crews
8. Organize and present for approval projects pertaining to the maintenance of the distribution/collection system
9. Performs any other duties assigned by supervisor or any other member of management

Qualifications:**Education and Experience:**

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Minimum two-year degree and/or certification in related field preferred.
3. Possession of a valid Missouri DNR Water "D", Wastewater "D" and Distribution "DSIII" certification based on MDNR experience and operating permit requirements.
4. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations and procedures pertaining to the distribution/collection system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repair within the distribution/collection system.
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures
5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with all software programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Distribution/Collection Systems Manager.
2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Effectively manages collection system through preventative maintenance and identifies improvement opportunities.
2. • Monitors GIS, SCADA and operation of the Distribution system to ensure they function properly. Frequently Identifies issues or opportunity for improvement.
3. • Assigns work for operations crew and contractors in maintenance and rehabilitation activities.
4. • Communicates effectively with employees and superiors.
5. • Coaches and mentors employees.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Water Dist. Operator Senior	48,902	59,612	71,142

Total Employment 50 - 100

Water Dist. Operator Senior	50,337	62,052	75,332
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CWEP Salary Range

	Min	Mid	Max
Water Distribution Team Leader	35,180	49,570	67,413
Water Distribution Team Leader 1	63,814		

Water Distribution Waste Water Collections Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Water Distribution Waste Water Collections Manager

Department

Water Distribution

Description

This is supervisory and skilled work position in the operation and maintenance of the distribution/collection system. The work involves responsibility for the safe and efficient operation of these systems and requires periodic inspections to determine maintenance and repair needs, the ability to perform such maintenance and repairs, the planning and implementation of various rehabilitation methods to ensure the stability and operation of the distribution system, and the design and planning of projects to meet the budgetary requirements of maintaining these systems. This leadership position is responsible for coaching, mentoring and developing personnel. An employee of this class works under the Director of Water Services. He/she must comply with all residence requirements pertaining to the CW&EP policy.

Requirements

QUALIFICATIONS:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Minimum two-year degree and/or certification in related field preferred.
3. Possession of a valid Missouri DNR Water "D", Wastewater "D" and Distribution "DSIII" certification based on MDNR experience and operating permit requirements.
4. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations and procedures pertaining to the distribution/collection system.

2. Ability to analyze, understand, and make determinations based on available data for best methods of repair within the distribution/collection system.
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures
5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with all software programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Distribution/Collection Systems Manager.
 2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
-

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Effectively manages distribution and collection systems through preventative maintenance and identifies improvement opportunities.
2. • Monitors GIS, SCADA and operation of the distribution and collections systems to ensure they function properly.
3. • Assigns work for operations crew and contractors in maintenance and rehabilitation activities.
4. • Performs administrative tasks that include, but not limited too, filling out time tickets, SSO reports, truck time reports, and monthly reports.
5. • Coaches and mentors employees.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).

3. • Actively participates and contributes in safety trainings and conducts job briefings
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Water Operations Manager	68,900	82,200	98,817

Total Employment 50 – 100

Water Operations Manager	68,606	85,673	102,975
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CWEP Salary Range

	Min	Mid	Max
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Water Dist/WW Collections Mgr	39,543	55,717	75,769
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Water Dist/WW Collections Mgr 1	72,904
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Waste Water Treatment Systems Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Waste Water Treatment Systems Manager

Department

Waste Water

Description

This is supervisory and skilled work position to assist in the operation and maintenance of the wastewater treatment system. The work involves responsibility for the safe and efficient operation of these systems and requires periodic inspections to determine maintenance and repair needs, the ability to perform such maintenance and repairs, the planning and implementation of various rehabilitation methods to ensure the stability and operation of the wastewater treatment system, and the design and planning of projects to meet the budgetary requirements of maintaining this system. This leadership position is responsible for coaching, mentoring and developing personnel. An employee of this class works under the Director of Water Services. He/she must comply with all residence requirements pertaining to the CW&EP policy.

Requirements

Essential Job Functions:

1. Promotes and encourages safe practices in all work performed
2. Periodic inspections of the wastewater treatment system to ensure proper operation
3. Daily inspections of SCADA and system flows
4. The Supervision of operators and maintenance activities
5. Coaching and mentoring the professional development of employees
6. Inspection of contractors working in the water treatment system on maintenance projects
7. Perform administrative tasks. This will include filling out of time tickets, work orders, truck time reports, and monthly reports.
8. Developing annual budgets and monitoring financial performance monthly
9. Planning and scheduling work for crews

10. Organize and present for approval projects pertaining to the maintenance of the water treatment system
11. Working with vendors to schedule work and various purchases
12. Performs any other duties assigned by supervisor or any other member of management

Qualifications:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Minimum two-year degree and/or certification in related field preferred.
3. Possession of a valid Missouri DNR Wastewater "A" certification based on MDNR experience and operating permit requirements.
4. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations and procedures pertaining to the wastewater treatment system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repairs
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures
5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with all software programs
9. Complete understanding of requirements in NPDES operating permit

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Wastewater Treatment Systems Manager.

2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
-

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Effectively manages wastewater treatment plant through preventative maintenance and identifies improvement opportunities.
2. • Monitors GIS, SCADA and operation of the plant to ensure NPDES permit requirements are satisfied.
3. • Assigns work for operations crew and contractors in maintenance and rehabilitation activities.
4. • Performs administrative tasks that include, but not limited too, filling out time tickets, SSO reports, truck time reports, and monthly reports.
5. • Coaches and mentors employees.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 - 25,000

Occupation	Min	Mid	Max
WW Treatment Plant Manager	63,334	77,567	94,483

Total Employment 50 - 100

WW Treatment Plant Manager	67,682	83,534	100,824
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CWEP Salary Range	Min	Mid	Max
WW Treatment Systems Manager	49,957	70,391	95,725
WW Treatment Systems Manager	65,790		

Water Treatment Plant Operator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Water Treatment Plant Operator

Department

Water Treatment

Description

This is a skilled position maintaining and improving the utility's water treatment system. Operators are required to learn this system, operate all associated equipment, install and maintain appurtenances and assist in distribution system operations. This position does require occasional standby work, emergency call in work, shift rotation and is expected to follow the residence requirement in CW&EP's policy manual.

Requirements

Qualifications:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Possession of a valid Missouri DNR Water "A" certification based on MDNR experience and operating permit requirements.
3. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations, procedures pertaining to the water treatment system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repair within the water treatment system.
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures

5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with SCADA programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Water Treatment Operator.
 2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
-

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Monitors GIS, SCADA and operation of the water plant to ensure they function properly.
2. • Knowledge of maintenance functions within department.
3. • Continuously improving knowledge of treatment techniques and lab requirements.
4. • Communicates effectively with co-workers and supervisor.
5. • Capable of training operators in all plant operations.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others

2. • Prompt and prepared to begin work, including following breaks and lunch periods.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Water Treatment Plant Op Intermediate	45,097	54,515	65,723

Total Employment 50 – 100

Water Treatment Plant Op Intermediate	46,484	55,864	66,513
---------------------------------------	--------	--------	--------

CWEP Salary Range	Min	Mid	Max
Water Treatment Operator	35,180	49,570	67,413
Water Treatment Operator 1	45,094		
Water Treatment Operator 2	50,586		
Water Treatment Operator 3	52,374		

Water Treatment System Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Water Treatment System Manager

Department

Water Treatment

Description

This is supervisory and skilled work position in the operation and maintenance of the water treatment system. The work involves responsibility for the safe and efficient operation of these systems and requires periodic inspections to determine maintenance and repair needs, the ability to perform such maintenance and repairs, the planning and implementation of various rehabilitation methods to ensure the stability and operation of the water treatment system, and the design and planning of projects to meet the budgetary requirements of maintaining this system. This leadership position is responsible for coaching, mentoring and developing personnel. An employee of this class works under the Director of Water Services. He/she must comply with all residence requirements pertaining to the CW&EP policy.

Requirements

Essential Job Functions:

1. Promotes and encourages safe practices in all work performed
2. Periodic inspections of the water treatment system to ensure proper operation
3. Daily inspections of SCADA and system flows
4. The Supervision of operators and maintenance activities
5. Coaching and mentoring the professional development of employees
6. Inspection of contractors working in the water treatment system on maintenance projects
7. Perform administrative tasks. This will include filling out of time tickets, work orders, truck time reports, and monthly reports.
8. Developing annual budgets and monitoring financial performance monthly
9. Planning and scheduling work for crews

10. Organize and present for approval projects pertaining to the maintenance of the water treatment system
11. Working with vendors to schedule work and various purchases
12. Performs any other duties assigned by supervisor or any other member of management

Qualifications:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Minimum two-year degree and/or certification in related field preferred.
3. Possession of a valid Missouri DNR Water "A" certification based on MDNR experience and operating permit requirements.
4. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations and procedures pertaining to the water treatment system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repairs
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures
5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with all software programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Water Treatment Systems Manager.
2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Effectively manages Water Treatment Plant through preventative maintenance and identifies improvement opportunities.
2. • Monitors GIS, SCADA and operation of the Water Treatment Plant to ensure water quality requirements are satisfied.
3. • Assigns work for operators and contractors in maintenance and rehabilitation activities.
4. • Performs administrative tasks that include, but not limited too, filling out time tickets, SSO reports, truck time reports, and monthly reports:
5. • Coaches and mentors employees.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Water Treatment Plant Manager	62,377	77,294	93,607

Total Employment 50 - 100

Water Treatment Plant Manager	67,203	83,914	102,542
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CWEP Salary Range

	Min	Mid	Max
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Water Treatment System Manager	49,957	70,391	92,725
Water Treatment System Manager 1	65,800		

COUNCIL BILL NO. 23-43

ORDINANCE NO. _____

An Ordinance adopting the budget of the City of Carthage, Missouri for the Fiscal Year 2023-2024, in the City of Carthage, Missouri.

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

SECTION I: The budget of the City of Carthage, Missouri for Fiscal Year 2023-2024, a copy of which is attached hereto and incorporated herein, is hereby adopted.

SECTION II: All amounts specified in said budget are hereby appropriated for said use.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Budget Committee

CITY OF CARTHAGE FISCAL 2023-2024 BUDGET

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2022-2023 Budget
City of Carthage, Missouri
July 1, 2023 – June 30, 2024

Mayor and City Council Dan
Rife

City Council

Chris Taylor, Ward I

Brandi Ensor, Ward I

David Armstrong, Ward II

Trudy Blankenship, Ward II

Terri Heckmaster, Ward III

Robin D Blair, Ward III

Alan Snow, Ward IV

Ed Hardesty, Ward IV

Tiffany Cossey, Ward V

Mark Eliff, Ward V

City Staff

City Administrator, Greg Dagnan

Assistant City Administrator, Traci Cox

City Clerk, Miranda Deal

City Attorney, Nate Dally

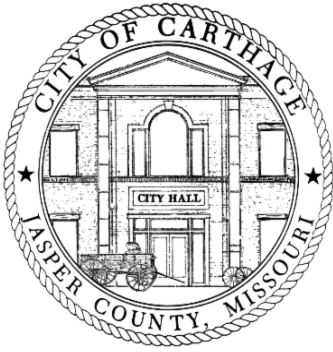
Municipal Judge, Jeremy

Workman Police Chief, Bill

Hawkins Fire Chief, Ryan Huntley.

Public Works Director, Zeb Carney

Parks and Rec. Director, Abi Almindinger



The City of Carthage
America's Maple Leaf City

June 9th, 2023

The Honorable Dan Rife, Mayor
Members of the City Council
City of Carthage
326 Grant Street
Carthage, Missouri 64836

Mayor and City Council Members:

I wanted to share with you the recommended Annual Operating and Capital Budget for the City of Carthage for the Fiscal Year starting July 1, 2023, and ending June 30, 2024, as discussed during the Budget Ways & Means Committee budget hearings.

This final document reflects the changes approved by the Budget Ways & Means Committee and is being presented in accordance with the requirements of Article VII of the Home Rule Charter for the City of Carthage and Section 2.161 of the Carthage Code of Ordinances for your consideration.

Adopting and monitoring the budget is crucial for ensuring the financial stability of our city. The budget process allows us to balance the community's needs with the available resources. It is important to note that the budget does not mandate spending but provides the authority to do so.

2024 BUDGET OVERVIEW

In the previous fiscal year, we faced challenges such as high fuel prices, inflation, and supply chain issues, which led to increased costs in salaries, benefits, supplies, and services. However, we were able to leverage government funding from the American Rescue Plan Act (ARPA) in FY 2023. In the upcoming fiscal year, we will not have the advantage of ARPA funding, but we still face the same economic obstacles. We are continuing the work that we started in FY 2023 to update the comprehensive plan and to establish solid budget goals based on agreed-upon priorities.

BUDGET SUMMARY

The Budget Committee and Council have communicated the following policy issues to department heads and agencies regarding expenditures for fiscal year 2024:

Expenditures:

- Department Heads were asked to preserve core services; limit their capital expenses to special tax funds such as the Capital Improvements Sales Tax, the Parks Storm water Tax, Fire Sales Tax, etc. in order to limit the capital funding that would be expended from the general fund. They were also asked to increase their supplies and services line item by no more than 7.5%, which was the CPI at the time of the budget meetings.

- All budget submissions were reviewed considering changes in appropriate inflationary indexes and overall economic conditions with a proposed 2% projected increase in revenue.
- The 5-year personnel plan was considered, with a focus toward an increase in fire department staff and code enforcement staff.

CONCLUSION

Despite the economic challenges, our city continues to provide the necessary infrastructure for a thriving community. We are also collaborating with economic development partners to create more opportunities for our citizens. Public safety and infrastructure remain a priority, enhancing the overall quality of life in Carthage. Overall, we are making progress towards our goals as we prioritize the well-being of our citizens.

The 2023-2024 Budget addresses the need for quality public services and presents a responsible plan to achieve the City's goals. It sets a course for the future, ensuring a stronger position for Carthage in the years to come. Considering everything that we accomplished during FY 2023, I could not be more excited about the future of our city and that I am able to be a part of it.

I would like to express my appreciation to Mayor Dan Rife, the Budget Ways & Means Chairman and Committee, the Council, and the Department Heads for their dedicated efforts in making this budget year a success.

Respectfully submitted,

Greg Dagnan
City Administrator

Overall Goals and Priorities for Establishing Fiscal 2024

Budget

The City allocates limited resources to programs and services through the budget process. A budget is a document that sets forth the financial plan the City will follow in providing services to its citizens in any given year. It contains guidelines for normal operations as well as capital improvements to benefit the future of the City. Primary among the responsibilities that the City has to its citizens is the care of public funds and wise management of government finances while providing for the adequate funding of the services desired by the public and the maintenance of public facilities. The budget is also an instrument whereby basic policies of the City can be presented along with their impact on services and operations. Further, the budget is used to monitor operations and assist its Department Heads in performing their directives. Finally, the budget is the device that communicates to its readers the direction the City will follow in the future. As a result, it is one of the most important activities undertaken by the City. As the focal point for key resource decisions, the budget process is a powerful tool. The quality of decisions resulting from the budget process and the level of their acceptance depends on the characteristics of the budget process that is used.

Unlike private entities, there are no “bottom line” profit figures that assess the financial performance of the City, nor are there any authoritative standards by which City officials can judge themselves. Instead, City Council and management work together to set goals and objectives that measure the performance and effectiveness of municipal programs and services.

The mission of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process. The principles of the Budget Process are: 1). Establish Broad Goals to Guide Government Decision Making. 2). Develop Approaches to Achieve Goals. 3). Develop a Budget Consistent with Approaches to Achieve Goals. 4). Evaluate Performance and Make Adjustments.

Vision

Carthage is a prosperous city of opportunity -- a great place to raise a family and a vibrant destination that maintains its historical character while welcoming the future.

Mission Statement

The mission of the City of Carthage is to provide and maintain essential, quality public services that meet the collective basic needs of our residents in a cost effective, responsive, and professional manner given the changing needs and resources available and to identify and seize opportunities for a higher quality of life, while protecting our legacy and maintaining our historical sense of community values.

Budget

As provided in the Code of Carthage, The budget shall provide a complete financial plan for City funds and activities for the ensuing fiscal year. Additionally, the City of Carthage shall annually adopt a balanced budget. A balanced budget is where a fund’s expenditures are less than or equal to revenues and available

fund balances. Any year-end operating excess of revenues and other sources over expenditures and other uses in a fund will revert to the appropriate fund balance for use in maintaining fund balance levels set by policy and be available for appropriation by the Council.

Each city official has met with The City Administrator and the Asst. City Administrator to discuss budget goals for FY 2024. The **overall goals and priorities** for the Fiscal 2024 Budget year are:

- To continue to deliver quality and efficient services residents expect from the City of Carthage conditioned upon adequate resources available to the City.
 - To the greatest extent possible, efforts shall be made to maximize the effective use of the limited resources available to the City.
 - To provide budgetary control through accurate tracking of expenditures against budget projections and take any corrective action as necessary.
 - **Priority** will be given to those items necessary to **maintain core service levels**. Funding for expanded services and new programs will be considered after existing services are adequately funded.
 - The Budget shall provide for adequate **maintenance of capital plant and equipment** and for their orderly replacement.
 - To the greatest extent possible, the budget shall be structured to provide City employees with a safe and pleasant work environment, **adequate compensation** including analysis of the impact the changes to Missouri's minimum wage, and the proper tools to accomplish the tasks assigned to them. Staff will continue to monitor the implementation items adopted from the Compensation Study approved in Fiscal 2021 and prepare for the implementation of a 3 % minimum COLA and a 2% STEP increase for the fiscal year
 - Staff shall continue to monitor the current **level of benefits** associated with compensation to determine if changes are warranted due to the current financial situation including modification of the wellness program.
 - **Avoid** "Feast and Famine" budgetary actions which allow some City operations to thrive while others fail in their public mission.
 - Using Opengov software to design the **Budget Document** and procedures that are useful to the Mayor, Council, Department Heads and the public.
 - Provide in the **Budget Document** sufficient information to clearly **communicate** to the public the uses to which public funds are being put.
 - In fiscal 2024, city officials who are tasked with creating a budget were given the following goals.
 - Make use to the McCune Brooks Foundation funding for implementation of applicable parts of the Parks Master Plan.
 - Spend or allocate all money in "special tax funds" first, spending money from the general fund last.
 - Making the 5-year capital plan realistic, including projects than can/will need to be completed in the next 5 years.
 - A personnel priority to add three firefighters and one code enforcement official.
 - Make use of the 5-year personnel plan, created by the city department heads to provided planned staff growth.
 - Reevaluate the Cost Recovery model in implemented by council, primarily regarding parks
-

-
- Evaluate the future of degrading buildings in the city, to include the pool and pool house, the pro-shop, Carl Lewton Stadium and perhaps others.
 - To allocate all use tax money and use this money before using general budget dollars to be appropriated pursuant to information related to voters (40%/30%/30%).
 - To publicly communicate to voters how special tax funds (such as the use tax), have been allocated and spent.
 - To create, foster and promote an environment conducive to attracting, expanding and retaining business and industry; promoting economic vitality and diversifying the City's tax base, and improving the overall quality of life for the citizens of Carthage. Preference and focus to be placed on development and infrastructure needs including housing concerns.
 - Review of Annexation issues to provide a rational, consistent and objective methodology for making annexation decisions when seeking to annex property within the City's development area.

Revenues

Current on-going revenues will be sufficient to support current on-going operating expenditures to as great an extent as possible.

- The City will seek to **avoid** dependence on temporary or unstable revenues to fund conventional City services.
- The City will seek to **avoid** dependence on state/federal revenues to fund ongoing conventional City services.
- General Fund **services** should be supported by taxes and user fees to the extent appropriate for the character of the service and its user.
- **Revenue estimates** will be based on the following factors:
 - Legislative action
 - Consultation with departments directly involved in raising certain revenues
 - Review of revenue history
 - Economic trends (both locally and nationally)
 - Current indexes (both locally and nationally)
 - Grant funds or similar contractual revenue of a temporary nature will be budgeted only if they are committed at the time of the preliminary budget. Otherwise, separate appropriations will be made during the year as grants are awarded or contracts made.

Expenditures

- All budget submissions will be reviewed in light of changes in appropriate inflationary indexes and the overall economic conditions.

Capital Improvements Program

-
- The City prepares a five year Capital Improvements Program (CIP), updated annually, including projects and equipment for all funds. This program was funded annually through either unreserved fund-balance funds, or on-going revenues from all applicable funds. There is now a dedicated funding mechanism for appropriate capital projects through the renewal of the one-half cent Capital Improvements Sales Tax. The vote to renew allocated 100% to City capital projects. Additionally, the Parks/Storm Water Sales Tax was increased and extended in 2015 to allow for 40% of collections to go directly to the Library and 60% to the City. The City's portion will go to paying off the remaining debt service on the Library Expansion Issue and to Parks and Storm Water projects. Staff will recommend distribution between Parks and Storm Water projects established on a priority basis. The CIP is considered by the City Council at the same date as the annual operating fund budgets. The budget year projects are included in the annual budget of the specific department.

Evaluation criteria that are used to consider and prioritized projects for funding are:

- The project's need to meet legal mandates (Federal, State, and Local).
- The project's impact on health and safety issues.
- The project's meeting a current deficiency.
- The impact of the project's deferral.
- Conformance to adopted plans.
- Neighborhood development impact.
- Impact on quality of life (environmental, aesthetic, and social effects).
- Economic development impacts.
- Relationship to other projects.

Investments

- The primary objective of the City's investment activities is the preservation of capital and the protection of investment principal. Diversification and yield compromises are required so that potential losses on individual securities do not exceed other investment-generated income.
- Investments shall be made to provide sufficient liquidity to meet the funding needs of the City as they arise. Liquidity is defined as the capability to convert cash, when required, without adversely affecting principal or interest.
- Cash assets shall be managed to produce the highest return available consistent with safety and liquidity. The market average rate of return shall be the net investment earnings objective.
- The investment officer shall competitively bid all investments in conjunction with the bidding of banking services.

Debt Policy

- When considered necessary, long-term debt may be used to provide for capital acquisitions and construction. Long-term debt will not be used to fund operating expenses except in extraordinary circumstances as authorized by the City Council.
-

-
- The City will evaluate the issuance of any debt instrument in view of its long range Capital Improvements Program on projects that are more than routine and when project cash requirements exceed normal cash flow (pay as you go) payment.
 - The City will evaluate issuing debt instruments on a case by case basis with an analysis of its impact on the City's overall financial position.
 - The City's preference for the issuance of debt would be revenue bonds, special assessment bonds or other self-supporting bonds rather than General Obligation Bonds which are supported entirely by property taxes.
 - The maturity date of any issue will not exceed the reasonable expected useful life of the project so financed.
 - Inter-fund loans may be provided at interest rates determined by current outside investments. Such loans should be paid back based on a schedule approved by the City Council.
 - The City will evaluate the use of **Lease Purchasing** based on the length of the useful life of the asset, interest costs and the duration of the payment schedule.
 - City staff and the City's financial advisor monitor the municipal bond market for opportunities to obtain interest savings by **refunding** outstanding debt. As a general rule, the net present value savings of a particular refunding should be in the range of 3-5% of the refunded maturities for further consideration.

Budgetary Fund Balance Policy

It is essential that governments maintain adequate levels of **fund balance** to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures), to provide sufficient cash flow to meet operating needs and to ensure stable tax rates. The City must meet these financial obligations year-round, which would be difficult, if not impossible, without maintaining a certain minimum fund balance due to the cyclical nature of revenues, expenditures, and capital projects. **Fund Balances** are the foundation of financial flexibility. **Fund Balances** provide a government with options to provide a financial base sufficient to sustain municipal services, which maintain the social well-being and physical conditions of the City, the ability to withstand local and regional economic trauma, to adjust to changes in service requirements of the City, and to respond to other changes as they affect the community. Additionally, suitable fund balance levels permit a city to maintain an appropriate credit rating in the financial community and assure taxpayers that city government is maintained in sound fiscal condition. The City will maintain cumulative fund balances to provide counter-cyclical balance, to protect the City from unforeseen contingencies and to allow an accumulation of resources to finance foreseeable general governmental capital projects. The objective of the fund balance policy is not to hold resources solely as a source of interest revenue, but rather to provide adequate resources for cash flow and contingency purposes, while maintaining reasonable tax rates and charges for services. Fund balances shall be adequate to handle unexpected decreases in revenues plus extraordinary unbudgeted expenditures and unforeseen circumstances. These funds may be used at the City's discretion to address situations such as, temporary cash flow shortages, emergencies, unanticipated economic downturns, and one-time opportunities.

- Annual budgets for the General Fund have used portions of the unassigned fund balance for capital projects and acquisitions. City staff went through an exercise of determining the appropriate level of the Unassigned Fund Balance in the General Fund as outlined in the GFOA's Recommended
-

Practice. The analysis indicated the City had a moderate to high level of risk to retain through reserves. The Budget Ways & Means Committee therefore recommends an Unassigned Fund Balance in the General Fund of 35% of expenditures, as a minimum.

- The General Fund's Unassigned Fund Balance will be calculated based on the adopted annual operating budget. These funds will be used to avoid cash flow interruptions, generate interest income, reduce need for short term borrowing, cover unforeseen catastrophes and assist in maintaining what is considered an investment grade bond rating capacity, in addition to possibly supplement on-going revenues and expenditures where warranted.
- For Fiscal 2024 the Committee recommends spendable fund balances be set at a level commensurate with maintaining core services and personnel levels as specified above for other than General Fund purposes.
- Any set aside projects will be in addition to these amounts.

Annual Audit

Section 3.8 of the Charter of the City of Carthage states the Council shall provide for an independent audit of all City accounts at least annually. An annual audit shall be performed by an **independent** accounting firm which will issue an official opinion on the annual financial statements with a management letter detailing areas that could be improved. The product, or results, of an audit is a report of how appropriately an organization's financial statements depict its financial condition and results of its operations. Bondholders, outside creditors and the taxpaying citizen are interested in having an audit as additional assurance of the reliability of the financial statements. These individuals can rely on the auditor's opinion that the statements are fairly presented in accordance with generally accepted accounting principles (GAAP) on a consistent basis. As the budget is a complete financial plan for City funds and activities for the ensuing fiscal year, the Audit concludes the yearly budget process. Bondholders, outside creditors and the taxpaying citizen are interested in having an audit as additional assurance of the reliability of the financial statements. These individuals can rely on the auditor's opinion that the statements are fairly presented in accordance with generally accepted accounting principles on a consistent basis. The auditors must be a **CPA** firm that has the breadth and depth of staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. Section 105.145 of the Revised Statutes of Missouri (RSMo) requires all municipalities to file an annual financial report with the State Auditor's office.

Budgetary Controls

The City shall maintain a budgetary control system to ensure adherence to the adopted budget and associated appropriations. Monthly **reports** shall be provided comparing actual revenues and expenditures to budgeted amounts. The legal level for expenditure control is the Fund level. Each Department Head is responsible for the budget in their respective departments. In order to enhance the ability to successfully execute the budget, achieve long-range goals, facilitate achievement of programmatic, financial goals, and promote budgetary compliance, the Level-of-Control for administration of the Budget is established at the category level. Within the General Fund the Budget Officer is authorized to transfer budgeted amounts between categories and departments within operating funds provided such **transfers** do not alter total expenditures approved by the City Council for the Fund. Any increase in appropriation at the fund level,

whether accomplished through a change in anticipated revenues in any fund or through a transfer of appropriations among departments, shall require the approval of the City Council. Such amendment shall be provided by formal action of the City Council.

GENERAL FUND

GENERAL REVENUE FUND

The General Fund is the City's primary tax supported operations fund. It is used to account for revenues and expenditures for General Administration, Police & Transportation, Fire & Emergency Management, Public Services, Parks & Recreation and Central Municipal Activities.

BUDGET SUMMARY

GENERAL FUND

Projected Beginning Fund Balance 7/01/2023	\$ 6,581,578	
Projected Income	14,003,205	
Reserved Fund Balance	-3,905,447	
Funds Available		16,679,336
Approved Expenditures	-14,721,243	
Income and Balance over/(under) Expenditures	*	1,958,093
Projected Fund Balance 6/30/2024 *		<u><u>\$5,863,540</u></u>
*		

AUTHORIZED PERSONNEL	Full Time	Part Time/Seasonal
	110	48

BUDGET HIGHLIGHTS

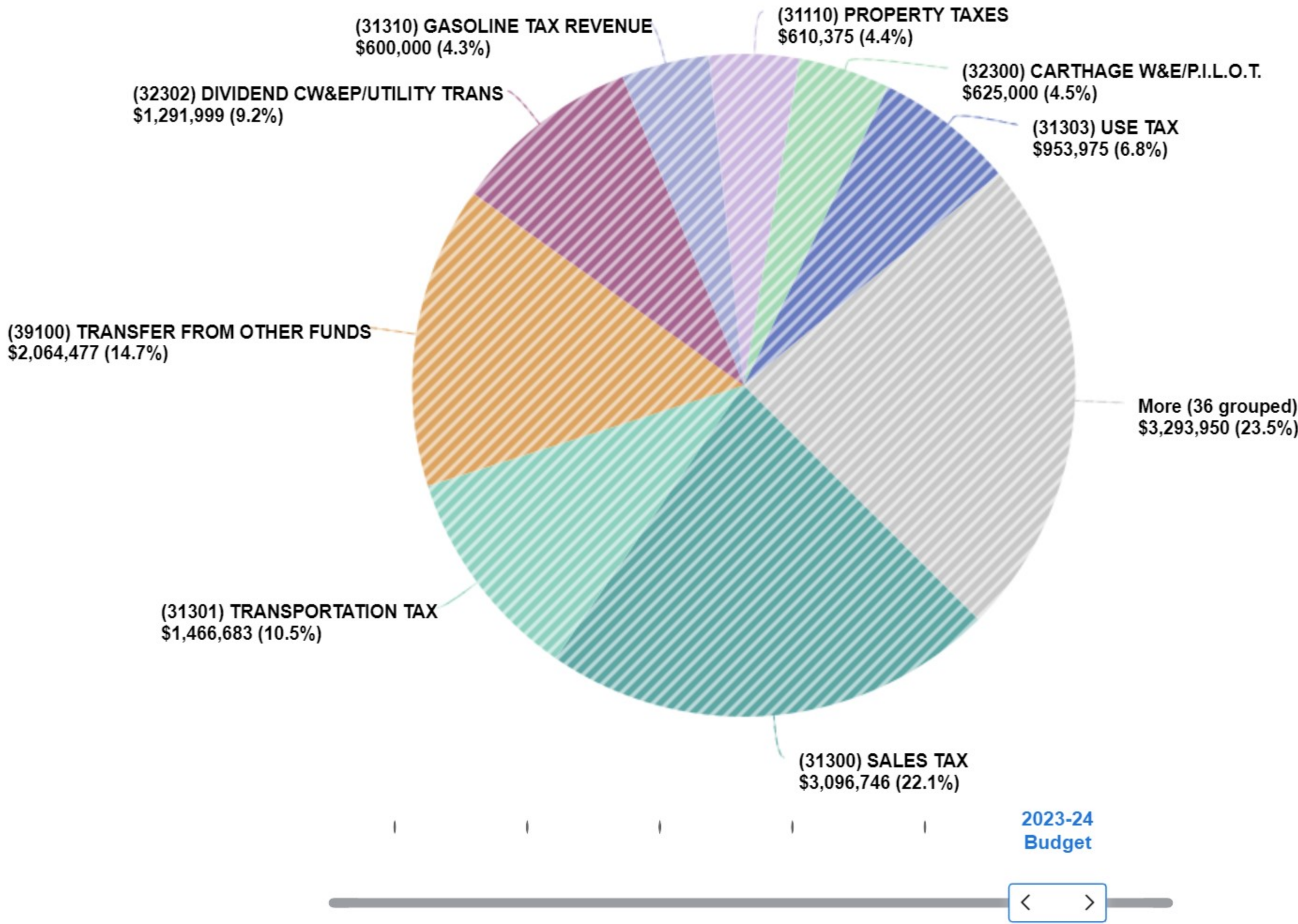
Individual departmental highlights are detailed on the following pages. The General Fund Budget will allow all departments to provide service levels at approximately the same level as the previous fiscal year. Based on the Budget Ways & Means Committee budget work for Fiscal 2024, the projected ending fund balance for the General Fund will change to approximately \$5,863,540. This amount includes the thirty-five (35%) percent operating reserves for emergencies of other approved expenditures pursuant to Policy. Additionally, expenditures exceed revenues by approximately \$718,038. Capital expenditures account for approximately \$3,562,823 and are essentially funded through the Capital Improvements Tax.

For the 1995 fiscal year, a policy was established to maintain a minimum fund balance equal to 33.33% of the General Fund annual operating expenditures excluding capital improvements. In Fiscal year 2000, the Budget Ways & Means Committee revised that amount to a recommended 25% which was approved by the Council with the adoption of the budget. In December, 2018, the City developed a more detailed fund balance policy based on The Government Finance Officers Association's Recommended Practices "Risk Analysis". As a result, the recommended review indicated a reserved fund balance level of 35%. The Budget Ways & Means Committee adopted a 35% reserve level which is incorporated and recommended with the adoption of this budget.

[NEW] Budget to Actuals Report



Visualization



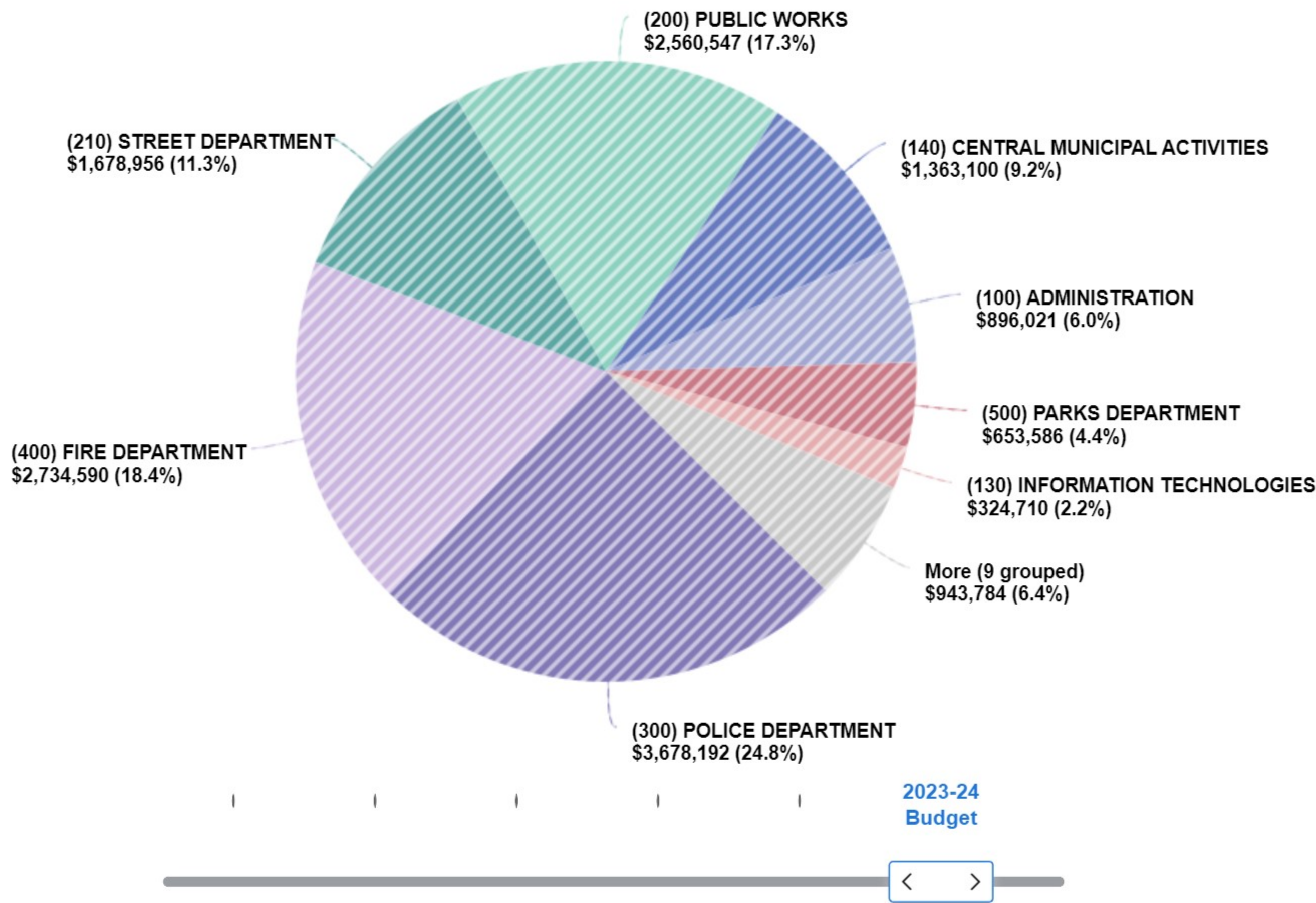
Sort **Large to Small**

- (31300) SALES TAX
- (31301) TRANSPORTATION TAX
- (39100) TRANSFER FROM OTHER FUNDS
- (32302) DIVIDEND CW&EP/UTILITY TRANS
- (31310) GASOLINE TAX REVENUE
- (31110) PROPERTY TAXES
- (32300) CARTHAGE W&E/P.I.L.O.T.
- (31303) USE TAX
- More (36 grouped)

Show More

[NEW] Budget to Actuals Report

Visualization



Sort **Large to Small**

- (300) POLICE DEPARTMENT
- (400) FIRE DEPARTMENT
- (210) STREET DEPARTMENT
- (200) PUBLIC WORKS
- (140) CENTRAL MUNICIPAL ACTIVITIES
- (100) ADMINISTRATION
- (500) PARKS DEPARTMENT
- (130) INFORMATION TECHNOLOGIES
- More (9 grouped)

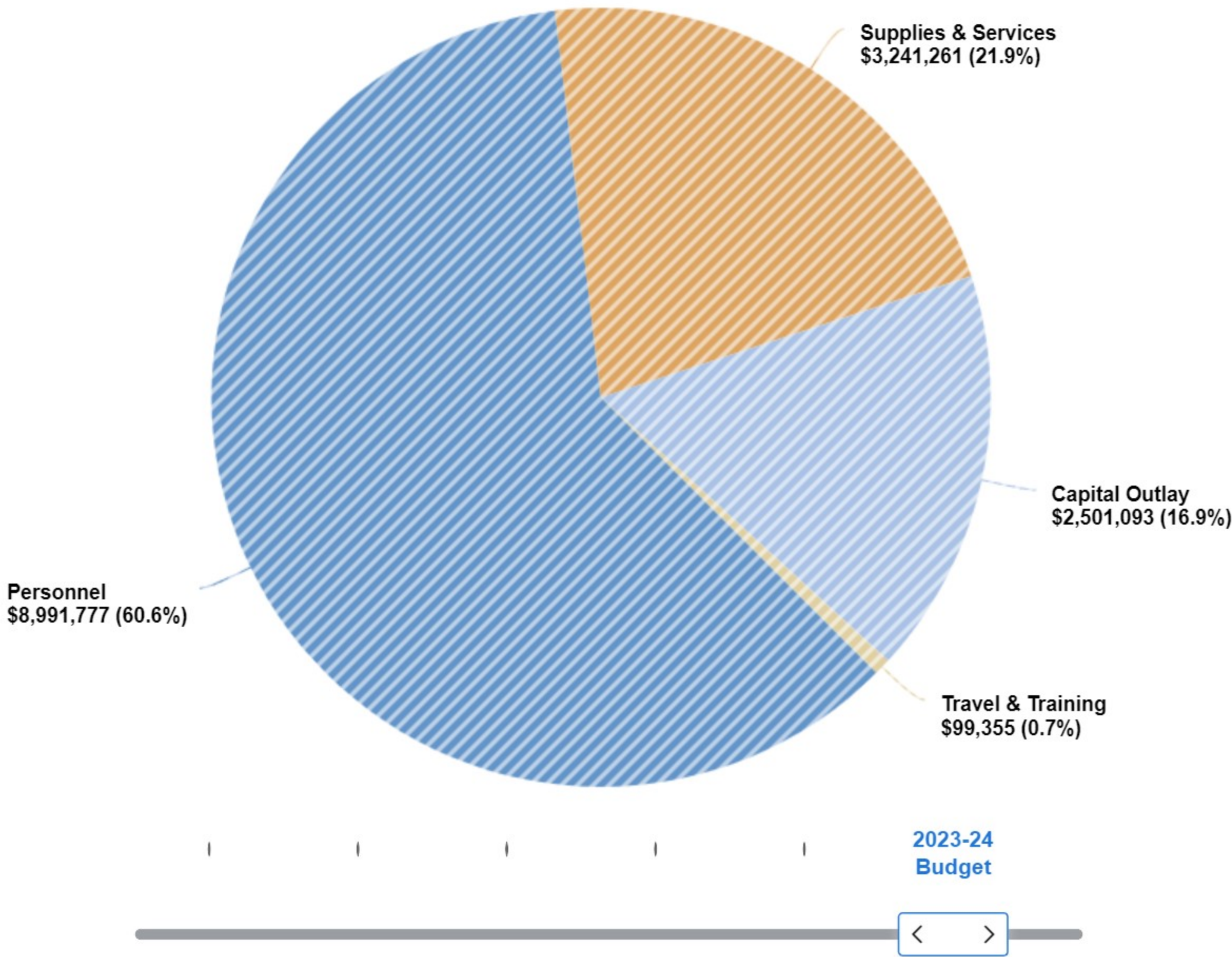
[NEW] Budget to Actuals Report

Visualization



Sort **Large to Small**

- Personnel
- Supplies & Services
- Capital Outlay
- Travel & Training



GENERAL
REVENUE FUND
DEPARTMENTAL
EXPENDITURES

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
General Fund Revenue	\$ 10,767,145	\$ 11,892,511	\$ 12,862,380	\$ 14,003,205
110-000-100000-31110 - PROPERTY TAXES	608,553	605,707	616,398	610,375
110-000-100000-31120 - INTANGIBLE TAX	1,852	100	101	100
110-000-100000-31300 - SALES TAX	2,945,631	2,728,601	3,036,026	3,096,746
110-000-100000-31301 - TRANSPORTATION TAX	1,393,931	1,301,649	1,437,924	1,466,683
110-000-100000-31303 - USE TAX	581,714	704,295	935,270	953,975
110-000-100000-31304 - MARIJUANA SALES TAX	-	-	-	50,000
110-000-100000-31310 - GASOLINE TAX REVENUE	630,461	600,000	720,741	600,000
110-000-100000-31311 - CIGARETTE TAX	45,948	43,000	44,886	44,000
110-000-100000-31313 - FIRE DISTRICT TAXES	408,517	400,000	444,000	410,000
110-000-100000-31821 - MGE GAS SERVICE FRANCHISE	278,391	212,000	321,082	275,000
110-000-100000-31822 - TELEPHONE FRANCHISES - ALL	121,848	120,000	116,089	112,000
110-000-100000-31823 - CABLE FRANCHISE	40,678	39,000	35,745	31,000
110-000-100000-32100 - OCCUPATION LICENSES	138,044	121,000	141,620	130,000
110-000-100000-32200 - OTHER LICENSES & PERMITS	137,669	79,171	82,649	79,000
110-000-100000-32300 - CARTHAGE W&E/P.I.L.O.T.	616,118	585,000	674,261	625,000
110-000-100000-32302 - DIVIDEND CW&EP/UTILITY TRANS	1,180,934	1,254,455	1,248,323	1,291,999
110-000-100000-33003 - EMERGENCY MANAGEMENT GRANT	41,299	49,268	43,145	20,000
110-000-100000-33400 - GRANT / STATE	-	90,000	25,965	1,482,000
110-000-100000-33401 - POLICE DEPARTMENT SRO	65,705		175,556	85,000
110-000-100000-33405 - POLICE DEPT MISC REVENUES	2,676	15,215	2,329	2,300
110-000-100000-33406 - SCHOOL CROSSING GUARDS	7,962	10,000	6,540	7,000
110-000-100000-33407 - PARKING FINES	343	100	695	100
110-000-100000-33410 - TAXI GRANT & FARES	71,822	69,456	72,297	40,000
110-000-100000-34001 - OILING & REPAIRING STREETS	97,920	123,000	73,482	75,000
110-000-100000-34002 - PUBLIC WORKS FEES MISC	235	400	1,283	700
110-000-100000-34110 - MUNICIPAL COURT FINES	318,904	300,000	297,373	300,000
110-000-100000-34113 - POLICE TRAINING FINES	4,167	4,000	4,167	4,000
110-000-100000-34115 - DOMESTIC VIOLENCE FINE	4,636	1,000	6,941	4,600
110-000-100000-34130 - ZONING APPLICATIONS	600	500	900	500
110-000-100000-34732 - RENTAL/SHELTER	4,215	3,200	3,636	3,500
110-000-100000-34733 - RENTAL/SPORTS FACILITIES	430	-	2,830	2,000
110-000-100000-34734 - LIME SCOOTER REVENUE	-	-	2,812	2,500
110-000-100000-34750 - MEMORIAL HALL RENTS	46,570	50,000	48,088	48,000
110-000-100000-34760 - MEMORIAL HALL SIGN RENTAL	630	450	360	350
110-000-100000-34780 - CIVIL WAR WALK-INS	5,931	5,500	5,370	5,300
110-000-100000-34790 - CIVIL WAR SOUVENIRS	11,373	10,000	10,382	10,000
110-000-100000-35520 - COLLECTION FEES	-	-	-	-
110-000-100000-36110 - INTEREST INCOME	25,358	7,000	138,720	50,000
110-000-100000-36111 - INVESTMENT INTEREST/DIV/FEES	-	-	-	-
110-000-100000-36400 - DONATIONS	-	-	-	-
110-000-100000-36401 - GRANT - GOLF COURSE CAP IMP	6,000	-	-	-
110-000-100000-39100 - TRANSFER FROM OTHER FUNDS	597,341	2,059,444	2,059,444	2,064,477
110-000-100000-39210 - SALE OF CITY ASSETS	-	-	-	-
110-000-100000-39600 - MISCELLANEOUS REVENUES	43,052	300,000	24,950	20,000
110-000-100000-39602 - LEASE PROCEEDS MISC	279,685	-	-	-

ADMINISTRATION

The Administration Department consists of the Mayor, City Administrator and City Clerk's office.

EXPENDITURE SUMMARY

Total Expenditures	\$896,021
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AUTHORIZED PERSONNEL		Full Time	Part Time
Elected Officials		11	0
Staff		6	0
Elected Officials		Staff	
Mayor	(1)	City Administrator	(1)
Council Member Ward I	(2)	Assistant City Administrator	(1)
Council Member Ward II	(2)	City Clerk	(1)
Council Member Ward III	(2)	HR Coordinator/Payroll Clerk	(1)
Council Member Ward IV	(2)	Deputy City Clerk	(1)
Council Member Ward V	(2)	Administrative Assistant	(1)

BUDGET HIGHLIGHTS

The budget for Administration is approximately \$182,774 or 26% higher than Fiscal 2023. Budgeted personnel costs increased \$53,249 or 45.12% due to increased expenses associated with the implementation of the McGrath Salary & Compensation Study. Building expenses have been increased due to outsourcing cleaning services instead of utilizing Memorial Hall staff.

Capital Outlay requests totaled \$126,000 in the Administration budget for Fiscal Year 2024. Capital highlights include updating fire system at City Hall (\$15,000), a new vehicle for the City Administrator (\$47,000), Council Chamber remodeling and painting (\$40,000), remodeling of offices (\$10,000), and new cabinetry in the vault in basement (\$3,500).

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Administration Revenue	\$ 690,162	\$ 704,903	\$ 711,989	\$ 896,021
110-100-100000-41000 - SALARIES	408,739	402,483	402,483	445,311
110-100-100000-41050 - COMMISSION			-	-
110-100-100000-41300 - SALARIES OVERTIME		-	-	-
110-100-100000-42100 - HEALTH INSURANCE	62,841	60,072	60,072	69,109
110-100-100000-42200 - FICA	29,250	30,790	30,790	34,066
110-100-100000-42300 - PENSION PLAN	62,506	56,099	56,099	63,489
110-100-100000-42600 - WORKER'S COMPENSATION	779	885	885	980
110-100-100000-42900 - DISABILITY INSURANCE	1,188	3,064	3,064	1,261
110-100-100000-43110 - ELECTION EXPENSE	11,037	8,000	4,170	8,000
110-100-100000-43130 - COUNCIL EXPENSE	-	-	-	-
110-100-100000-43200 - PROFESSIONAL FEES	30,800	31,500	29,700	32,500
110-100-100000-43300 - PUBLIC RELATIONS/CRIME PREVENT	-	-	-	-
110-100-100000-43430 - RECODIFICATION	1,693	5,000	5,865	6,200
110-100-100000-44310 - VEHICLE MAINTENANCE	-	1,000	3,000	3,000
110-100-100000-44330 - BUILDING MAINTENANCE	8,883	7,000	20,070	24,000
110-100-100000-45100 - PHYSICALS	-	-	-	-
110-100-100000-45200 - OTHER INSURANCE	9,601	10,500	11,026	13,800
110-100-100000-45310 - COMPUTER SERVICES	11,294	11,910	11,350	11,910
110-100-100000-45400 - ADVERTISING	75	500	100	500
110-100-100000-45500 - DUES & SUBSCRIPTIONS	3,045	4,500	3,500	4,500
110-100-100000-46000 - OFFICE EXPENSE	13,448	18,000	15,850	18,000
110-100-100000-46220 - UTILITIES	10,443	11,000	11,500	11,825
110-100-100000-46250 - TELEPHONE	4,459	7,300	9,065	6,400
110-100-100000-46260 - GASOLINE	-	3,000	1,800	3,500
110-100-100000-46270 - INTERNET	-	-	-	900
110-100-100000-46990 - MISCELLANEOUS EXPENSES	-	-	-	-
110-100-100000-47000 - TRAVEL & TRAINING	6,080	10,000	10,000	10,770
110-100-100000-48000 - CAPITAL OUTLAY	14,002	22,300	21,600	126,000

ADMIN TRAVEL / TRAINING FORM

TYPE	COST
MoCCFOA Conference	1,200
GFOA Conference	3,250
MoCCFOA Regionals	500
MoCCFOA GFOA Division Meetings	300
ICMA/MCMA/OTHER	3,250
HR Training	2,270

TOTAL TRAVEL / TRAINING REQUEST \$10,770

ADMIN CAPITAL ITEMS

ITEM DESCRIPTION	COST
FIRE SYSTEM AT CITY HALL	15,000
VEHICLES	47,000
OFFICE FURNITURE	3,000
COUNCIL CHAMBER DESK AND CHAIRS	30,000
CABINET FOR VAULT	3,500
REMODEL OFFICES 2ND FLOOR, NORTH SIDE	10,000
PAINTING CITY HALL INTERIOR	10,000
HVAC REPLACEMENT	7,500

TOTAL CAPITAL ITEMS REQUEST \$126,000

MUNICIPAL COURT

The Municipal Court was established by Sec. 14-1 of the Carthage Code. The municipal court, known as the Carthage Municipal Court, is a Division of the Judicial Circuit Court 29 in Jasper County. Authority to establish a municipal court is provided in RSMo 479.020. The Court generally hears violations of municipal ordinances. The court retains the final authority to make factual determinations pertaining to allegations of a municipal ordinance violation, including, but not limited to, the use of a system of administrative adjudication preliminary to a determination by appeal to the court in question.

EXPENDITURE SUMMARY

Total Expenditures	\$156,081
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AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	2	1

BUDGET HIGHLIGHTS

The Municipal Court is under the supervision of the City Clerk and located at City Hall. The court personnel consists of the Municipal Judge (part-time), a Court Administrator, a Court Clerk, and a contract interpreter. The budget for this department is projected to increase by 9.5% mainly due to the increase in personnel costs resulting from implementation of the McGrath Study. The personnel costs make up approximately 89% of the court budget. The operating environment of municipal courts continues to change due to a series of State legislative actions and Supreme Court rule changes. It has become much more difficult to operate a municipal court. The City has changed to the state’s software, Show Me Courts, and continues to phase out cases under Tyler Technologies Incode software. Court dockets have continued to grow. In order to run the Municipal Court more efficiently, court proceedings were changed from meeting half days each week to full days semi-monthly beginning January 2019 at Memorial Hall. Travel and Training expenses for the Judge and Court Administrator were previously budgeted in the Judicial Education Fund; however, they have been moved back to the Municipal Court budget.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Municipal Court Expenses	\$ 132,586	\$ 141,634	\$ 141,016	\$ 156,081
110-120-100000-41000 - SALARIES	93,565	98,587	98,587	110,745
110-120-100000-42100 - HEALTH INSURANCE	6,273	7,522	7,522	8,168
110-120-100000-42200 - FICA	7,101	7,542	7,542	8,472
110-120-100000-42300 - PENSION PLAN	10,021	10,376	10,376	12,165
110-120-100000-42500 - UNEMPLOYMENT	-	-	-	-
110-120-100000-42600 - WORKER'S COMPENSATION	214	205	205	244
110-120-100000-42900 - DISABILITY INSURANCE	198	567	567	242
110-120-100000-43200 - PROFESSIONAL FEES	3,885	4,500	4,200	5,000
110-120-100000-45200 - OTHER INSURANCE	-	-	-	-
110-120-100000-45310 - COMPUTER SERVICES	2,465	2,590	2,372	-
110-120-100000-45500 - DUES & SUBSCRIPTIONS	180	280	180	280
110-120-100000-46000 - OFFICE EXPENSE	4,782	5,200	5,200	6,500
110-120-100000-46270 - INTERNET	-	-	-	-
110-120-100000-47000 - TRAVEL & TRAINING	1,906	4,265	4,265	4,265
110-120-100000-48000 - CAPITAL OUTLAY	1,998	-	-	-

[illegible]

\$4,265

CITY ATTORNEY

In 1994, the City Attorney position was changed from an elected office to an appointed position.

EXPENDITURE SUMMARY

Total Expenditures	\$119,653
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AUTHORIZED PERSONNEL	Full Time	Part-Time
Attorney	1	0

BUDGET HIGHLIGHTS

In Fiscal year 2023, there is a budgeted 15.18% overall increase in expenditures from Fiscal 2022. Fiscal 2023 includes an expanded role of the City Attorney that will create a full-time position.

The City Attorney provides a wide range of legal services to the Mayor, City Council, Department Heads and Staff. The Attorney has a primary responsibility of drafting Council Bills as requested by the council and staff.

The City Attorney also serves as the City Prosecutor and provides all prosecution services for Municipal Court, including reviewing each ticket and report individually prior to filing with the Court.

The City Attorney will be placed on the salary schedule created by the McGrath Salary Study and will also include the same benefit package received by other full-time employees.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
City Attorney Expenses	\$ 98,670	\$ 112,009	\$ 111,329	\$ 119,653
110-110-100000-41000 - SALARIES	58,319	73,181	73,181	78,694
110-110-100000-42100 - HEALTH INSURANCE	9,143	9,575	9,575	10,325
110-110-100000-42200 - FICA	4,215	5,598	5,598	6,020
110-110-100000-42300 - PENSION PLAN		10,046	10,046	11,332
110-110-100000-42600 - WORKER'S COMPENSATION	105	146	146	157
110-110-100000-42900 - DISABILITY INSURANCE	178	563	563	225
110-110-100000-45500 - DUES & SUBSCRIPTIONS	55	150	150	650
110-110-100000-46000 - OFFICE EXPENSE	19,101	5,500	5,500	3,850
110-110-100000-46270 - INTERNET	-	-	-	-
110-110-100000-46400 - CITY ATTORNEY'S LIBRARY EXP.	6,848	6,400	6,400	7,400
110-110-100000-47000 - TRAVEL & TRAINING	706	850	170	1,000

[illegible]

TOTAL TRAVEL / TRAINING REQUEST	\$1,000
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INFORMATION TECHNOLOGY

The IT Department is responsible for managing the City's technology infrastructure & networks, applications, and wireless communications while maintaining an appropriate level of reliable service to City Departments in Helpdesk, IT Asset Management, Projects, Consulting, and IT Training.

The IT Department continues to focus on technology enhancements and consolidation of the City's IT functions and services to enhance the City's uses of technology. The Department has been following an incremental phased approach to IT services and has been progressively taking steps to consolidate these functions. The Department incurred a change in leadership during the FY23 which will slightly alter the direction of the department with the end goal of providing the City and its Departments with superior infrastructure and software to increase efficiency and reliability. The City and its Departments continue to have increased dependence on technology and demand continues to grow in the need for IT consultation and implementation for projects, infrastructure, and management. The IT department continues to manage and direct the City growth in the use of technology to provide effective services to the citizens of Carthage. This Department provides leadership in information technology, with a focus on providing strategic direction on technology issues.

EXPENDITURE SUMMARY

Total Expenditures	\$ 324,710
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BUDGET HIGHLIGHTS

The Department's FY24 Budget is approximately 34% (\$77,588) higher than Fiscal 2023. This includes an approximate 7% percent decrease in Computer Services, including the move to Microsoft 365 for the entire city, and an increase in Capital expenditures of 62%. With the move toward utilizing Managed IT Services, Personnel Expenses will decrease 38% with an expected new expenditure in Professional Services of \$100,000. Capital Outlay amounts to approximately 26% of the budget. Note that it remains to be ascertained whether these funds will actually become available. It is also anticipated that the IT Department budget will continue to grow incrementally in the future due to continual rapid change in the technology industry which drives additional spending on software and upgraded hardware.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Information Technology	\$215,708.09	\$226,003	\$218,655	\$324,710
110-130-100000-41000 - SALARIES	92,974	99,770	99,770	61,743
110-130-100000-41050 - COMMISSION			-	-
110-130-100000-41300 - SALARIES OVERTIME	137	123	123	-
110-130-100000-42100 - HEALTH INSURANCE	16,325	15,043	15,043	10,325
110-130-100000-42200 - FICA	6,774	7,632	7,632	4,723
110-130-100000-42300 - PENSION PLAN	11,646	14,068	14,068	8,891
110-130-100000-42600 - WORKER'S COMPENSATION	140	219	219	136
110-130-100000-42900 - DISABILITY INSURANCE	279	768	768	177
110-130-100000-43200 - PROFESSIONAL FEES			-	100,000
110-130-100000-45200 - OTHER INSURANCE		-	-	-
110-130-100000-45310 - COMPUTER SERVICES	25,173	32,000	26,000	30,000
110-130-100000-45320 - COMPUTER SUPPLIES AND PARTS			-	5,000
110-130-100000-45400 - ADVERTISING	76	450	250	400
110-130-100000-45500 - DUES & SUBSCRIPTIONS	35	450	200	300
110-130-100000-45600 - EMPLOYEES (CHRISTMAS/WELLNESS)			-	-
110-130-100000-46000 - OFFICE EXPENSE	2,782	2,900	2,900	1,000
110-130-100000-46220 - UTILITIES		-	-	-
110-130-100000-46250 - TELEPHONE	606	480	732	600
110-130-100000-46270 - INTERNET			-	1,715
110-130-100000-46990 - MISCELLANEOUS EXPENSES	2,178	2,200	2,200	-
110-130-100000-47000 - TRAVEL & TRAINING	891	1,400	500	1,400
110-130-100000-48000 - CAPITAL OUTLAY	55,693	48,500	48,250	98,300

IT TRAVEL / TRAINING FORM

TYPE	COST
Video Learning Subscription	900
Local IT Summit	300
Regional IT Summit	200

TOTAL TRAVEL / TRAINING REQUEST \$1,400

IT CAPITAL ITEMS

ITEM DESCRIPTION	COST
IT EQUIPMENT REPLACEMENT CYCLE	30,800
POLICE/FIRE MDT'S	40,000
CAMERAS FOR FIRE DEPT	8,000
CPD CAMERA REPLACEMENT PART 2	15,000
UPDATE CPD'S "G" DRIVE	2,500
RECYCLING CENTER CAMERAS	2,000

TOTAL CAPITAL ITEMS REQUEST \$98,300

POLICE

The Carthage Police Department provides Law Enforcement and Public Safety Services to the citizens of Carthage. In addition to “traditional” police functions, the department is responsible for Crossing Guards, Animal Control and Parking Control. The Carthage Police department is deeply involved within the community and strives to further the goal of improving the overall quality of life in Carthage through crime reduction and public service.

EXPENDITURE SUMMARY

Total Expenditures \$3,678,192

AUTHORIZED PERSONNEL		Full Time	Part Time
Officers		31	2
Civilian		6	9
Full-time Personnel	Full-time Personnel		Part-time Personnel
Officers	Civilians		Civilians
Chief (1)			
Captain (1)	Dispatchers (4)		Crossing Guards (3)
Lieutenants (3)	Animal Control Officer (1)		PRN Dispatcher (2)
Detective (4)	Evidence Clerk (1)		Auxiliary Officers (4)
Officers (incl. Sgts., Comm. Off., SRO) (22)			

BUDGET HIGHLIGHTS

The Fiscal Year 2023/24 budget shows an overall .85% (\$99,031) increase from last fiscal year’s budget. Increased salaries, account for the majority of the increase.

The total budgeted capital is \$82,567 which consists of \$34,608 General Capital expense, \$1,675 Public Safety Grant and \$46,284 Use Tax. For the General Capital, the police department will be purchasing ballistic vest for current rotation of expiring vests, purchase of additional Tasers to equip officers, additional Axon body cameras and purchase of a HVAC system for Police Department. The budgeted Use tax purchases will consist of Glock Gen 5 firearms and necessary equipment for all commissioned officers and a replacement Animal Control Officer truck. The ACO truck was recently purchased and has been delivered. The truck box used for transportation of the animals has currently been ordered. Currently we are using the old box until arrival of the new one. The old Animal Control truck will replace our multi-purpose vehicle, which will allow for transportation of departments trailers, barricades, found bicycles and other large items. The purchases of patrol vehicles for the take-home has been completed and the department will now be back on the normal rotation purchasing of patrol vehicles.

This year’s total in salaries reflected an increase of \$43,602. Total salaries and salary related items

accounted for an increase of \$130,681 overall. There was a decrease in the overtime line item.

An increase for this year's budget came from rising costs of services and supplies. Our department continues to obtain the training requirements set by the State of Missouri and have budgeted for attendance of the Missouri Police Chiefs Command College.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Police Expenses	\$3,248,013.54	\$3,566,161	\$3,579,161	\$3,678,192
110-300-100000-41000 - SALARIES	1,457,716	1,899,076	1,899,076	2,020,823
110-300-100000-41300 - SALARIES OVERTIME	212,110	170,035	170,035	91,890
110-300-100000-42100 - HEALTH INSURANCE	292,845	386,481	386,481	394,881
110-300-100000-42200 - FICA	121,373	158,287	158,287	161,623
110-300-100000-42300 - PENSION PLAN	303,389	363,601	363,601	380,852
110-300-100000-42500 - UNEMPLOYMENT	-	-	-	-
110-300-100000-42600 - WORKER'S COMPENSATION	62,786	87,192	87,192	92,790
110-300-100000-42900 - DISABILITY INSURANCE	3,983	15,932	15,932	5,433
110-300-100000-43200 - PROFESSIONAL FEES	13,807	12,480	12,480	12,980
110-300-100000-43300 - PUBLIC RELATIONS/CRIME PREVENT		1,000	1,000	1,200
110-300-100000-43310 - DARE PROGRAM	1,734	1,400	1,400	2,400
110-300-100000-43970 - GRANT MATCH	-	-	-	-
110-300-100000-44310 - VEHICLE MAINTENANCE	32,248	22,000	34,000	22,000
110-300-100000-44330 - BUILDING MAINTENANCE	18,077	12,670	12,670	13,603
110-300-100000-44340 - RADIO MAINTENANCE	20,152	26,150	26,150	26,150
110-300-100000-45000 - UNIFORM EXPENSE	15,407	17,500	17,500	19,500
110-300-100000-45050 - EQUIPMENT ALLOWANCE	3,000	3,100	3,100	4,650
110-300-100000-45060 - ID & EVIDENCE	8,291	6,000	6,000	6,933
110-300-100000-45070 - PRISONER EXPENSE	56,762	56,000	56,000	56,000
110-300-100000-45080 - AMMO, TEAR GAS.ETC.	3,236	6,500	6,500	9,000
110-300-100000-45100 - PHYSICALS	3,305	3,000	4,000	4,000
110-300-100000-45200 - OTHER INSURANCE	45,432	45,500	45,500	54,600
110-300-100000-45310 - COMPUTER SERVICES	54,894	60,000	60,000	64,500
110-300-100000-45500 - DUES & SUBSCRIPTIONS	1,025	1,000	1,000	1,500
110-300-100000-45610 - SPECIAL EVENTS	2,435	16,000	16,000	16,933
110-300-100000-46000 - OFFICE EXPENSE	11,958	12,000	12,000	14,500
110-300-100000-46220 - UTILITIES	15,425	17,600	17,600	17,205
110-300-100000-46250 - TELEPHONE	20,506	15,570	15,570	15,023
110-300-100000-46260 - GASOLINE	77,571	78,430	78,430	78,430
110-300-100000-46270 - INTERNET	-	-	-	1,715
110-300-100000-46990 - MISCELLANEOUS EXPENSES	1,000	-	-	-
110-300-100000-47000 - TRAVEL & TRAINING	23,484	52,470	52,470	52,470
110-300-100000-48000 - CAPITAL OUTLAY	364,062	19,187	19,187	34,608

POLICE TRAVEL / TRAINING FORM

TYPE	COST
V-Academy for Dispatchers	1,000
V-Academy for Officers	4,600
Mules MDT Certification	600
Defensive Tactics Instructor	2,300
State DARE Instructor	350
Basic Narcotics Investigation	600
Critical Stress Management	1,500
Interview Interrogation Training	1,790
DNA Evidence Training	150
Crime Scene Investigaion Certification	3,000
Missouri Police Chiefs Conference	900
Misc POST Training Classes	6,075
Travel Expenses not related to Training	500
Communication Officer Conference	700
MULES School	500
Fleet Manager Training	600
Arbinger Training	1,500
Command College	9,600
Academy Program 2 Officers	15,600

TOTAL TRAVEL / TRAINING REQUEST51,865**POLICE CAPITAL ITEMS**

ITEM DESCRIPTION	COST
PRIORITY (1) BALLISTIC VEST REPLACEMENT	10,016
TASER	9,477
AXON BODY CAMERAS	5,115
HVAC SYSTEM FOR POLICE DEPARTMENT	10,000

TOTAL CAPITAL ITEMS REQUEST\$34,608

TRANSPORTATION SERVICE

The City of Carthage provides a transportation service to citizens comprised of two vans, one handicapped equipped. The primary focus of the Taxi program is to provide an alternative and inexpensive transportation system for handicap and senior citizens.

EXPENDITURE SUMMARY

Total Expenditures	\$86,752	
AUTHORIZED PERSONNEL	Full Time	Part Time
Staff		
Taxi Drivers Part-time	0	5

BUDGET HIGHLIGHTS

The idea for a City operated Taxi Service originated in 1990, when the only remaining private taxi service in Carthage discontinued operations. Since the Police Department owned a surplus vehicle and was experienced in dispatching vehicles, the service was assigned to that department. Each year a grant request is submitted to the Missouri Highway & Transportation Commission to reimburse 50% of the net operating loss of the Taxi Service.

This year the budget is approximately 7.6% higher than the previous fiscal year primarily because of requested increases in the Salaries line item, due to the city increasing wages for all employees across the board. With the increase in salaries, there was also an increase in FICA and Workman’s Compensation Insurance.

One Taxi, 2016 Dodge Caravan with 111,428 miles, currently meets the requirements for scheduled replacement. Vehicles need to have over 100,000 miles of use before MoDOT will consider replacement. The taxi runs 90 hours a week. Those hours are divided among the four (4) regular drivers and one PRN driver with their schedules set by the Police Department.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Taxi Expenses	\$ 85,663	\$ 132,883	\$ 132,883	\$ 86,752
110-310-100000-41000 - SALARIES	57,893	57,330	57,330	61,706
110-310-100000-42200 - FICA	4,416	4,386	4,386	4,721
110-310-100000-42600 - WORKER'S COMPENSATION	3,371	4,162	4,162	4,480
110-310-100000-42900 - DISABILITY INSURANCE	-	-	-	-
110-310-100000-44310 - VEHICLE MAINTENANCE	9,592	3,350	3,350	3,350
110-310-100000-44340 - RADIO MAINTENANCE	-	-	-	-
110-310-100000-45200 - OTHER INSURANCE	978	1,100	1,100	1,320
110-310-100000-45400 - ADVERTISING	112	200	200	200
110-310-100000-46000 - OFFICE EXPENSE	275	650	650	650
110-310-100000-46250 - TELEPHONE	1,079	1,125	1,125	1,125
110-310-100000-46260 - GASOLINE	7,947	8,280	8,280	8,900
110-310-100000-46270 - INTERNET	-	-	-	-
110-310-100000-47000 - TRAVEL & TRAINING	-	300	300	300
110-310-100000-48000 - CAPITAL OUTLAY	-	52,000	52,000	-

FIRE

The mission of the Fire Department is to protect lives and property and to provide fire protection services to the citizens of Carthage. The Rural Fire District contracts with the City for fire protection services.

EXPENDITURE SUMMARY

Total Expenditures	\$2,734,590
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AUTHORIZED PERSONNEL		Full Time	Part-Time\Temporary
Firefighters		29	0
Clerical		1	0
Chief	(1)	Lieutenant	(3)
Deputy Chief	(1)	Engineer	(6)
Fire Marshal	(1)	Firefighter	(13)
Training Chief	(1)	Paid on call	(0)
Captain	(3)	Department Administrative Assistant	(1)

BUDGET HIGHLIGHTS

The Fire Department budget for fiscal year 2024 continues to focus on maintaining the level of service which was provided for in the previous year's budget and of which the citizens of Carthage are accustomed.

The 2024 Fire Department Budget reflects a 10.5% increase from fiscal year 2023. This budget reflects the continued increases that have been included in past budgets for Station #2 operations. This reflects an additional 3 personnel added to our staff. With this addition, there will be an increase in yearly physicals, uniform expenses, safety gear, training, and the overall expense the department carries to employ these individuals.

Computer Services has been raised significantly. This line item was increased by \$13,800 dollars. We were forced to buy a new National Fire Reporting System in 2022 due to our old reporting system being bought out. We attained closed bids for this project and went with First Due who was the lowest bid that could supply us with our needs as a department. With this change, came a reoccurring price difference than our old NFIRS that was purchased in 2000. This software yearly fee is \$10,384.50. I was also directed by city administration to add our city storm siren software to this line item rather than in Dues and Subscriptions. Storm siren software costs \$1,600. We also have training software that keeps yearly training hours and gives us the ability to take classes on line to keep our CEU's current. This was

previously being taken out of our training budget. It has been moved to this line item due to it being a yearly software fee. This fee is \$2,900.

Travel and training has been increased as well. This line was increased \$7,875. One of the goals for the future of this department is to increase our training. We currently have \$312 per staff member available to us. By increasing this amount by \$7,875, we will be operating at \$551 per staff member (this number is assuming that we are able to hire three additional personnel). Most of this increase will go toward receiving special operation training. This training would include swift water rescue, high angle rescue, trench collapse and other operations that we do not face every day but must be ready for. We have also received pricing to have access and train at Joplin's training center. This would give us the ability to do live fire, high angle rescue training and other opportunities. We would also like to have the ability to financially help FIT hires in attaining their FFI & II if possible.

There are increases in the personnel costs that are due to the approved wage adjustments that were recommended in the salary study that was approved.

Capital expenditures were decreased by 53% for the fiscal year 2024.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Fire Department Expenses	\$ 2,120,675	\$ 2,362,674	\$ 2,358,874	\$ 2,734,590
110-400-100000-40300 - INTEREST EXPENSE		-	-	-
110-400-100000-41000 - SALARIES	1,111,822	1,250,883	1,250,883	1,462,232
110-400-100000-41300 - SALARIES OVERTIME	112,648	100,500	100,500	105,077
110-400-100000-42100 - HEALTH INSURANCE	239,270	274,825	274,825	341,823
110-400-100000-42200 - FICA	87,214	103,381	103,381	119,899
110-400-100000-42300 - PENSION PLAN	250,085	284,815	284,815	325,106
110-400-100000-42600 - WORKER'S COMPENSATION	77,215	106,248	106,248	119,958
110-400-100000-42900 - DISABILITY INSURANCE	3,208	10,387	10,387	4,483
110-400-100000-44310 - VEHICLE MAINTENANCE	20,026	20,000	24,000	23,000
110-400-100000-44320 - EQUIPMENT REPAIRS	6,754	4,500	5,500	5,500
110-400-100000-44330 - BUILDING MAINTENANCE	14,201	16,000	12,000	16,000
110-400-100000-44340 - RADIO MAINTENANCE	38	1,900	1,900	1,900
110-400-100000-45000 - UNIFORM EXPENSE	4,411	6,000	6,000	6,000
110-400-100000-45100 - PHYSICALS	19,285	17,000	16,200	21,000
110-400-100000-45200 - OTHER INSURANCE	33,266	36,260	36,260	43,512
110-400-100000-45310 - COMPUTER SERVICES	15	1,200	1,200	16,000
110-400-100000-45500 - DUES & SUBSCRIPTIONS	4,345	6,000	3,500	4,000
110-400-100000-45550 - FIRE SAFETY INFO/CODE ENFORCE.	1,056	2,000	2,000	2,000
110-400-100000-46000 - OFFICE EXPENSE	2,686	4,000	2,200	4,000
110-400-100000-46050 - TOOLS & SUPPLIES	2,115	4,000	2,200	4,000
110-400-100000-46150 - SAFETY EQUIPMENT	5,882	7,300	7,300	7,300
110-400-100000-46220 - UTILITIES	27,567	28,000	30,000	30,500
110-400-100000-46250 - TELEPHONE	9,093	10,500	10,500	10,000
110-400-100000-46260 - GASOLINE	24,103	25,300	26,800	27,300
110-400-100000-46270 - INTERNET	-	-	-	1,500
110-400-100000-46990 - MISCELLANEOUS EXPENSES	448	500	500	1,000
110-400-100000-47000 - TRAVEL & TRAINING	7,991	8,175	6,775	16,000
110-400-100000-48000 - CAPITAL OUTLAY	55,928	33,000	33,000	15,500

FIRE TRAVEL / TRAINING FORM

TYPE	COST
New Investigator Classes	500
New Officer I & II Classes	500
Summer Fire School	2,500
Joplin Training Center	2,000
FIT Academy	1,500
Special Response Classes	7,000
Additional Opportunities	2,000

TOTAL TRAVEL / TRAINING REQUEST\$16,000**FIRE CAPITAL ITEMS**

ITEM DESCRIPTION	COST
PHYSICAL FITNESS EQUIPMENT	3,500
HVAC REPLACEMENT	12,000

TOTAL CAPITAL ITEMS REQUEST\$15,500

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Emergency Management	\$ 5,056	\$ 8,950	\$ 6,400	\$ 8,950
110-410-100000-42600 - WORKER'S COMPENSATION	-	-	-	-
110-410-100000-43430 - RECODIFICATION	-	100	-	-
110-410-100000-44320 - EQUIPMENT REPAIRS	1,537	2,000	1,000	2,000
110-410-100000-44340 - RADIO MAINTENANCE	-	400	400	400
110-410-100000-45000 - UNIFORM EXPENSE	-	-	-	-
110-410-100000-45500 - DUES & SUBSCRIPTIONS	90	-	100	100
110-410-100000-46000 - OFFICE EXPENSE	-	3,150	1,500	2,650
110-410-100000-46220 - UTILITIES	964	1,000	1,200	1,500
110-410-100000-46250 - TELEPHONE	845	900	800	900
110-410-100000-47000 - TRAVEL & TRAINING	46	1,400	1,400	1,400
110-410-100000-48000 - CAPITAL OUTLAY	1,575	-	-	-

PARKS

In 1999 the City moved the Parks & Recreation Departments under the auspices of the City’s General Revenue Fund and provided oversight from the Council’s Public Services Committee. This department provides maintenance and care for all municipal parks throughout the City.

EXPENDITURE SUMMARY

Total Expenditures	\$653,586
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AUTHORIZED PERSONNEL		Full Time 6.0 (?)	Seasonal Staff Variable
Parks and Recreation Director	(1/2)		
Park Superintendent	(1)		
Park Recreation and Event Coordinator	(1/2)		
Park Maintenance Tech II	(1)		
Park Maintenance Tech 1	(2)		
Administrative Assistant	(1)		
Seasonal Parks Laborers			5250 Hours

BUDGET HIGHLIGHTS

The budget for the Parks Department is \$58,062 or 8.9% more than 2023. There are a number of capital projects being funded through the Parks/Stormwater Sales Tax Fund. The largest expenditures will be replacement of aging equipment and additional equipment to maintain our Park acreage more effectively in-house.

The new Parks Director is in the process of assessing the needs of the existing Parks. With an almost entirely new staff over the last year, many processes are being refined and changes are being made to help the maintenance staff be the most effective it can be.

A highlight for the upcoming year is that we were able to restructure an existing position to be half an Event Coordinator for Memorial Hall and half a Recreations Coordinator. The Parks Master Plan definitively showed us that citizens would like the City to take on a more direct role with Recreations and we were able to implement that with hiring a Recreations Coordinator who will bring some exciting programs to the City.

We are working towards making sure our Parks and Recreation system is a valuable amenity for all Carthage citizens and local businesses. We want to provide a high level of service for the community and give people more reason to live, work and travel to Carthage.

Our goal over the next 12 months is to refine maintenance practices that help keep our parks attractive, safe and highly functional. We strive to use our dedicated staff hours in efficient ways creating a higher level of service to citizens.

The Park Department continues to work with different organizations and groups such the Kellogg Lake Board, local garden clubs, Jasper County Youth Fair Board, Jasper County Health Department, Carthage Chamber of Commerce, Fair Acres Family YMCA and many youth sports organizations. These partnerships have provided many programming opportunities for the community at our park properties. We continue to assess these partnerships and adapt to provide needed recreation programs for the area.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Park Expenses	\$ 664,317	\$ 595,524	\$ 595,524	\$ 653,586
110-500-100000-41000 - SALARIES	263,813	286,063	286,063	343,445
110-500-100000-41300 - SALARIES OVERTIME	603	6,126	6,126	5,000
110-500-100000-42100 - HEALTH INSURANCE	35,654	44,449	44,449	53,401
110-500-100000-42200 - FICA	19,592	21,833	21,833	26,656
110-500-100000-42300 - PENSION PLAN	25,665	30,951	30,951	37,711
110-500-100000-42500 - UNEMPLOYMENT	4,667	-	-	-
110-500-100000-42600 - WORKER'S COMPENSATION	10,765	11,874	11,874	16,412
110-500-100000-42900 - DISABILITY INSURANCE	677	2,185	2,185	749
110-500-100000-44300 - MAINTENANCE	41,106	40,000	40,000	43,200
110-500-100000-44310 - VEHICLE MAINTENANCE	5,619	7,000	7,000	7,560
110-500-100000-44320 - EQUIPMENT REPAIRS	11,541	12,000	12,000	12,000
110-500-100000-44330 - BUILDING MAINTENANCE	4,405	5,000	5,000	5,400
110-500-100000-44380 - TREES	455	500	500	500
110-500-100000-45000 - UNIFORM EXPENSE	2,266	2,000	2,000	3,000
110-500-100000-45200 - OTHER INSURANCE	8,617	9,393	9,393	11,272
110-500-100000-45500 - DUES & SUBSCRIPTIONS	408	800	800	800
110-500-100000-45600 - EMPLOYEES (CHRISTMAS/WELLNESS)	-	-	-	-
110-500-100000-46000 - OFFICE EXPENSE	2,407	2,000	2,000	2,450
110-500-100000-46050 - TOOLS & SUPPLIES	3,397	4,000	4,000	4,320
110-500-100000-46220 - UTILITIES	48,970	54,000	54,000	54,000
110-500-100000-46250 - TELEPHONE	1,392	1,500	1,500	1,000
110-500-100000-46260 - GASOLINE	27,000	21,850	21,850	21,850
110-500-100000-46270 - INTERNET	-	-	-	860
110-500-100000-46990 - MISCELLANEOUS EXPENSES	1,000	-	-	-
110-500-100000-47000 - TRAVEL & TRAINING	-	2,000	2,000	2,000
110-500-100000-48000 - CAPITAL OUTLAY	144,299	30,000	30,000	-

PARKS TRAVEL / TRAINING FORM

TYPE	COST
MSRA Conference	800

TOTAL TRAVEL / TRAINING REQUEST \$800

PARKS CAPITAL ITEMS

ITEM DESCRIPTION	COST

TOTAL CAPITAL ITEMS REQUEST \$0

SWIMMING POOL

This department provides maintenance, care and management of the City’s swimming pools.

EXPENDITURE SUMMARY

Total Expenditures	\$120,330
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AUTHORIZED PERSONNEL	Full Time	Seasonal
Staff	0	0

BUDGET HIGHLIGHTS

This year we hired a company to assess our facilities and see if we could determine exactly where our leakage problems are coming from. The company located one substantial leak, estimated at 30,000 gallons per day, from the baby pool. It was determined that the baby pool would be closed off for the season to mitigate the leaks. Other leaks were determined to be coming from the expansion joints and three dozen tubes of caulking were used to fill holes and gaps. The lanes and cross marks were also painted this year. The hope is to get through this season and then come up with a plan to have the facility completely renovated.

The Carthage Fair Acres Family YMCA will be handling all aspects of management including hiring and paying staff, maintaining the proper chemical levels, purchasing supplies for the concession stand and collecting fees. This will be the sixth year for this arrangement and it seems to work well. To accommodate new minimum wage rates, we have adjusted the amount of the management contract significantly.

The collaboration with the YMCA has provided several benefits that increase our ability to provide safe aquatic service to the community. Lifeguard training is key to providing the safe environment needed for the pools. The YMCA has the resources to train staff and analyze safety needs. This allows us to concentrate on the maintenance of the pool properties and structures. The Parks and Recreation Department will still be responsible for larger maintenance needs such as a pump failure or plumbing issues. In early 2020, we replaced the main pump bringing water into the pool.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Pool Expenses	\$ 86,507	\$ 89,520	\$ 109,520	\$ 120,330
110-510-100000-41000 - SALARIES	-	-	-	-
110-510-100000-42200 - FICA	-	-	-	-
110-510-100000-42600 - WORKER'S COMPENSATION	4	-	-	-
110-510-100000-43000 - CONTRACTS	70,000	70,000	90,000	100,000
110-510-100000-44300 - MAINTENANCE	932	3,000	3,000	3,240
110-510-100000-45000 - UNIFORM EXPENSE	-	-	-	-
110-510-100000-45200 - OTHER INSURANCE	1,532	1,670	1,670	1,800
110-510-100000-46000 - OFFICE EXPENSE	-	-	-	-
110-510-100000-46030 - ENGINEERING SUPPLIES	-	-	-	-
110-510-100000-46050 - TOOLS & SUPPLIES	-	2,500	2,500	2,700
110-510-100000-46220 - UTILITIES	13,763	12,000	12,000	12,240
110-510-100000-46250 - TELEPHONE	277	350	350	350
110-510-100000-46270 - INTERNET	-	-	277	350
110-510-100000-48000 - CAPITAL OUTLAY	-	-	-	-

MEMORIAL HALL

The Memorial Hall building is owned and operated by the City of Carthage. The building is rented for a variety of functions and activities including wedding receptions, meetings, dances, dinners and auctions. The building is also a meeting place for a number of veteran organizations.

EXPENDITURE SUMMARY

Total Expenditures	\$177,461
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AUTHORIZED PERSONNEL	<u>Full Time</u>	<u>Part-Time</u>
Staff	0	Variable
Supervisor	1/2	
Part-time Custodian/Attendant		3120 Hours

BUDGET HIGHLIGHTS

The budget for Memorial Hall is \$161,965. We will see significant changes this year at Memorial Hall as we are restructuring the way we think about utilizing the Hall. The Hall has been underutilized in the past and we are excited to include some new programming that will show some cost recovery for the Hall. The previous position has been merged to become an Event Coordinator and Recreations Coordinator. We are still in the process of implementing the new ceiling and chandelier lighting to upgrade the facility. In 2020, the main stage curtain was replaced. In 2019 we had the hardwoods refinished on the stage as well as updating the kitchen. In 2018 we added a new epoxy floor in the Main Auditorium as well as new handrails outside. We feel that by making these improvements we fit in the market by offering moderate community rates and higher square footage to the customer. Rates for Memorial Hall will be raised this year to ensure conformity with local markets and rates of similar structures.

The renovation of the Hall was completed in Fiscal 2003. The Hall's basement, main lobby and second floor were renovated. This was accomplished through a grant from the Missouri Veteran's Commission on a 50/50 basis. The City's match came from General Fund money. The project totaled approximately \$1,200,000. In Fiscal 2005 the basement was further renovated by the removal of a wall on the North side to increase the rentable space for larger events in the 100 person category. In the past Memorial Hall has not been promoted, but you will see that change this year.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Memorial Hall Expenses	\$ 159,580	\$ 177,461	\$ 177,461	\$ 161,965
110-520-100000-41000 - SALARIES	81,502	85,646	85,646	68,005
110-520-100000-42100 - HEALTH INSURANCE	11,021	11,541	11,541	8,789
110-520-100000-42200 - FICA	5,887	6,520	6,520	5,202
110-520-100000-42300 - PENSION PLAN	6,391	6,628	6,628	3,775
110-520-100000-42500 - UNEMPLOYMENT	-	-	-	-
110-520-100000-42600 - WORKER'S COMPENSATION	809	2,110	2,110	3,429
110-520-100000-42900 - DISABILITY INSURANCE	132	656	656	75
110-520-100000-44330 - BUILDING MAINTENANCE	10,074	14,000	14,000	15,120
110-520-100000-45100 - PHYSICALS	-	-	-	-
110-520-100000-45200 - OTHER INSURANCE	10,330	11,260	11,260	13,512
110-520-100000-45400 - ADVERTISING	-	3,000	3,000	3,000
110-520-100000-46000 - OFFICE EXPENSE	112	600	600	648
110-520-100000-46050 - TOOLS & SUPPLIES	3,314	6,000	6,000	6,000
110-520-100000-46220 - UTILITIES	27,917	27,500	27,500	29,500
110-520-100000-46250 - TELEPHONE	2,091	2,000	2,000	1,500
110-520-100000-46270 - INTERNET	-	-	-	860
110-520-100000-48000 - CAPITAL OUTLAY	-	-	-	2,550

MEMORIAL HALL CAPITAL ITEMS

ITEM DESCRIPTION	COST
8 Foot Tables (15)	2,550
TOTAL CAPITAL ITEMS REQUEST	\$2,550

CIVIL WAR MUSEUM

The Civil War Museum was established to inform the public about the historic “Battle of Carthage” and to provide an added attraction for visitors to the community. Throughout the year, a number of school classes visit the Museum and on occasion, tour groups also visit the facility. Since its opening June 1, 1992, thousands of people have visited the site.

EXPENDITURE SUMMARY

Total Expenditures	\$46,923
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AUTHORIZED PERSONNEL	Full Time	Part-Time
Staff	0	0
Part-time Attendants		2

BUDGET HIGHLIGHTS

The budget for the Civil War Museum is approximately \$12,074 or 32.29% higher than Fiscal 2023. The main project completed at the Museum is a new video that is currently in production.

In fiscal year 2010, operating hours were cut back due to the economy. The Civil War Museum Board recommended that it close on Mondays throughout the year in order to meet the City’s mandate to reduce overall operating costs due to the overall economic situation in the nation and state. In Fiscal 2014 a project to replace the Exterior Windows of the Museum (\$3,000) was approved. The new windows were designed to match the existing historic look of the Museum.

In previous years advertising had not been utilized much, but with Tourism being pulled under the City’s umbrella, a plan is being put together to market Civil War Museum more effectively. The Museum averages about 5,000 visitors a year. Of this number, about 4,000 are not Carthage residents.

In 2017, new vinyl signs were put on the double-sided billboard located by Precious Moments, purchased with a grant. In 2014, new guttering and painting the exterior windows were provided in the budget. In 2015, we replaced the front doors with tinted glass doors with Civil War Museum signage on the doors. In 2017, we added vinyl signs over the windows on the front of the building, which makes the Museum easier to locate and more professional.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Civil War Museum Expenses	\$ 41,641	\$ 46,648	\$ 46,923	\$ 50,253
110-530-100000-41000 - SALARIES	28,571	29,016	29,016	31,754
110-530-100000-42200 - FICA	2,180	2,220	2,220	2,429
110-530-100000-42300 - PENSION PLAN	-	-	-	-
110-530-100000-42600 - WORKER'S COMPENSATION	44	64	64	70
110-530-100000-42900 - DISABILITY INSURANCE	-	223	223	-
110-530-100000-44330 - BUILDING MAINTENANCE	1,219	2,000	2,250	2,000
110-530-100000-45200 - OTHER INSURANCE	1,193	1,300	1,300	1,500
110-530-100000-45400 - ADVERTISING	-	2,000	2,000	2,000
110-530-100000-46000 - OFFICE EXPENSE	219	300	325	325
110-530-100000-46220 - UTILITIES	3,649	4,250	4,250	4,500
110-530-100000-46250 - TELEPHONE	277	275	275	275
110-530-100000-46270 - INTERNET	-	-	-	-
110-530-100000-46450 - RETAIL INVENTORY	4,288	5,000	5,000	5,400
110-530-100000-48000 - CAPITAL OUTLAY	-	-	6,000	-

PUBLIC WORKS

The Public Works Department provides overall city planning, infrastructure design, building and code inspection and other support services for the City.

EXPENDITURE SUMMARY

Total Expenditures	\$2,560,547
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AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	8	0
Public Works Director (1)		
Building Inspector-Res. (1)		
Building Inspector-Comm. (1)		
Code Official I (1)		
Code Official II (2)		
Administrative Assistant (1)		
Public Works Coordinator (1)		

BUDGET HIGHLIGHTS

The budget provides for the same level of service as provided for in Fiscal Year 2024 as it did for the Fiscal Year 2023 budget. The supplies and services portion of the budget shows a slight increase compared to Fiscal Year 2023. The increase is the result of an additional Code Official II, salaries, Worker's Compensation Insurance, Health Insurance, and the Pension Plan costs based on calculations. The changes for Group Health and Life Insurance, Salaries and the City's LAGERS retirement plan, appear in this budget as it does in the General Fund departments' budgets.

The 2024 Budget includes Capital Outlay funds totaling \$1,710,000 for the completion of the sidewalk transition plan, vehicle replacement and the replacement of the North McGregor Street Bridge. The bridge replacement is an 80/20 cost with MoDot. Revenues reflect the 80% reimbursement from MoDot County.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Public Works	\$1,001,759.63	\$1,301,791	\$1,306,941	\$2,560,547
110-200-100000-41000 - SALARIES	297,214	342,191	342,191	406,897
110-200-100000-41050 - COMMISSION			-	-
110-200-100000-41300 - SALARIES OVERTIME	1,005	-	-	-
110-200-100000-42100 - HEALTH INSURANCE	43,462	56,671	56,671	76,571
110-200-100000-42200 - FICA	22,546	26,178	26,178	31,128
110-200-100000-42300 - PENSION PLAN	41,343	48,249	48,249	58,593
110-200-100000-42600 - WORKER'S COMPENSATION	11,912	16,167	16,167	19,454
110-200-100000-42900 - DISABILITY INSURANCE	856	2,635	2,635	1,164
110-200-100000-43200 - PROFESSIONAL FEES	150,868	110,000	115,000	126,100
110-200-100000-43430 - RECODIFICATION		-	-	-
110-200-100000-44210 - DEMOLITION	646	-	-	-
110-200-100000-44310 - VEHICLE MAINTENANCE	3,768	2,000	2,000	2,000
110-200-100000-44330 - BUILDING MAINTENANCE		1,000	1,000	1,000
110-200-100000-45000 - UNIFORM EXPENSE	1,729	1,650	1,650	1,650
110-200-100000-45100 - PHYSICALS		-	-	-
110-200-100000-45200 - OTHER INSURANCE	4,543	5,200	5,600	6,240
110-200-100000-45400 - ADVERTISING	757	1,750	1,750	1,750
110-200-100000-45500 - DUES & SUBSCRIPTIONS	3,483	6,650	3,850	3,650
110-200-100000-45600 - EMPLOYEES (CHRISTMAS/WELLNESS)			-	-
110-200-100000-46000 - OFFICE EXPENSE	2,654	6,800	5,700	6,800
110-200-100000-46030 - ENGINEERING SUPPLIES		1,500	1,500	1,500
110-200-100000-46220 - UTILITIES	4,118	2,500	4,500	4,500
110-200-100000-46250 - TELEPHONE	6,812	5,700	6,900	6,900
110-200-100000-46260 - GASOLINE	5,037	5,200	5,200	5,200
110-200-100000-46270 - INTERNET			1,200	1,200
110-200-100000-46990 - MISCELLANEOUS EXPENSES		-	-	-
110-200-100000-47000 - TRAVEL & TRAINING		750	-	750
110-200-100000-48000 - CAPITAL OUTLAY	399,005	659,000	659,000	1,797,500

PUBLIC WORKS TRAVEL / TRAINING FORM

TYPE	COST
ICC/NEC CODE TRAINING	750

TOTAL TRAVEL / TRAINING REQUEST \$750**PUBLIC WORKS CAPITAL ITEMS**

ITEM DESCRIPTION	COST
SIDEWALK TRANSITION PLAN	50,000
SYCAMORE & WALNUT ST BRIDGE DEMO	2,500
VEHICLE REPLACEMENT	35,000
MCGREGOR ST BRIDGE REPLACEMENT	1,710,000

TOTAL CAPITAL ITEMS REQUEST \$1,797,500

STREETS

The Street Department is responsible for the maintenance of City streets. Revenues from Gasoline Tax and Transportation Sales Tax are used to finance street activities.

EXPENDITURE SUMMARY

Total Expenditures	\$1,678,956
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AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	19	0
Street Superintendent (1)		
Equipment Operator II (3)		
Equipment Operator I (1)		
Maintenance Supervisor (2)		
Maintenance Tech I (4)		
Maintenance Tech II (5)		
Mechanic (2)		
Facilities Maintenance Tech (1)		

BUDGET HIGHLIGHTS

The 2024 Fiscal Budget allows the Street Department staff to maintain the equivalent level of service as in previous years. The budget for the department was decreased by approximately 2.4% (\$40,597) compared to fiscal year 2023. The decrease is a direct result of the amount budgeted in Capital Outlay. The budget also includes several small increases, including Vehicle Maintenance and Other Insurance. The same changes for Group Health and Life insurance and the City's retirement plan appear in this budget as it does in other General Fund departmental budgets.

The Fiscal 2024 Budget includes \$161,835 for Capital items. This includes the last lease purchase payments for the Road Grader. It also includes the purchase of an ice maker and a new backhoe.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Street Department Expenses	\$ 1,513,011	\$1,719,953	\$1,734,753	\$1,678,956
110-210-100000-41000 - SALARIES	676,639	694,677	694,677	726,066
110-210-100000-41050 - COMMISSION			-	-
110-210-100000-41300 - SALARIES OVERTIME	3,725	5,000	5,000	5,000
110-210-100000-42100 - HEALTH INSURANCE	163,852	174,674	174,674	189,062
110-210-100000-42200 - FICA	49,231	53,525	53,525	55,927
110-210-100000-42300 - PENSION PLAN	91,056	98,654	98,654	105,273
110-210-100000-42500 - UNEMPLOYMENT		-	-	-
110-210-100000-42600 - WORKER'S COMPENSATION	44,549	59,644	59,644	62,872
110-210-100000-42900 - DISABILITY INSURANCE	1,977	5,388	5,388	2,091
110-210-100000-44310 - VEHICLE MAINTENANCE	78,065	50,000	50,000	53,500
110-210-100000-44330 - BUILDING MAINTENANCE	748	2,500	6,000	2,500
110-210-100000-44350 - STREET MAINTENANCE			-	9,900
110-210-100000-45000 - UNIFORM EXPENSE	9,813	8,000	8,000	8,000
110-210-100000-45100 - PHYSICALS	414	1,500	700	1,500
110-210-100000-45200 - OTHER INSURANCE	15,136	16,350	17,950	20,000
110-210-100000-45600 - EMPLOYEES (CHRISTMAS/WELLNESS)			-	-
110-210-100000-46000 - OFFICE EXPENSE	2,378	1,300	1,300	1,300
110-210-100000-46050 - TOOLS & SUPPLIES	13,484	15,000	15,000	15,000
110-210-100000-46220 - UTILITIES	8,161	8,500	9,000	9,250
110-210-100000-46250 - TELEPHONE	673	680	680	680
110-210-100000-46260 - GASOLINE	65,498	50,000	50,000	50,000
110-210-100000-46270 - INTERNET			-	-
110-210-100000-46500 - DITCH MATERIALS	6,588	7,000	7,000	7,000
110-210-100000-46510 - PEST CONTROL		-	-	-
110-210-100000-46520 - MISC. CITY IMPROVEMENTS	121,566	175,000	175,000	175,000
110-210-100000-46530 - TRAFFIC SIGNS & PAINT	20,410	15,000	15,000	15,000
110-210-100000-46540 - STREET NAME SIGN PROJECT		1,000	1,000	1,000
110-210-100000-46550 - STORM SEWER REPAIRS	7,580	1,200	1,200	1,200
110-210-100000-46990 - MISCELLANEOUS EXPENSES		-	10,000	-
110-210-100000-47000 - TRAVEL & TRAINING		-	-	-
110-210-100000-48000 - CAPITAL OUTLAY	131,468	275,361	275,361	161,835

STREET CAPITAL ITEMS

ITEM DESCRIPTION	COST
ICE MAKER REPLACEMENT	3,500
GRADER PAYMENT	18,335
BACKHOE REPLACEMENT	140,000
TOTAL CAPITAL ITEMS REQUEST	\$161,835

CENTRAL MUNICIPAL ACTIVITIES

The City uses this category to fund certain programs and projects which do not fall among the responsibilities of the departments previously listed.

EXPENDITURE SUMMARY

Total Expenditures	\$1,363,100
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BUDGETED HIGHLIGHTS

The budget for Fiscal 2024 is almost 7.4% higher than last fiscal year's budget. The line item for the Sick Leave Payout is based on knowledge of known planned retirements in Fiscal 2022 which includes two employees, as reported by the departments; however, no retirements are anticipated in the current fiscal year.

The building maintenance and utility budget for the Senior Citizens Center had been requested at the same level as last year, and is included in this budget. The Hold Harmless tax reimbursement to the Library has been done away with the passage of the increase to the Parks/Storm Water Sales Tax in 2016 and a new Memorandum of Understanding approved by the City and the Library Board. The Library now receives 40% of the Sales Tax directly from the City via the Parks Storm Water fund. The contract for Economic Development services through the Chamber of Commerce was terminated, but membership dues to the Chamber of Commerce is included at \$25,000. Economic Development services are now being conducted in partnership with the Community Economic Development Corporation. The City has pledged \$70,000 for its portion of funding for Economic Development. Participation in the Joplin Regional Prosperity Initiative will continue to be refined with Carthage Water & Electric participation now included. This is a regional program to provided benefits to the entire region as a result of marketing the area for economic development. The program emphasizes; supporting and growing existing business, developing a stronger workforce, enhancing Small Business and attracting new quality companies to the area. The Special Events line item includes funding for the July 4th fireworks. Transfers to other funds include the transfer of use tax revenues to the Use Tax Fund. The City has also contracted with Vision Carthage for \$25,600 for Main Street Carthage projects.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Central Municipal Activities	\$1,252,492.15	\$1,268,644	\$1,325,032	\$1,363,100
110-140-100000-40400 - COUNCIL CONTINGENCY	32,908	25,000	25,000	25,000
110-140-100000-41000 - SALARIES	-	-	-	-
110-140-100000-42100 - HEALTH INSURANCE	-	-	-	-
110-140-100000-42200 - FICA	10,402	371	371	-
110-140-100000-42300 - PENSION PLAN	1,937	-	-	-
110-140-100000-42600 - WORKER'S COMPENSATION	-	11	11	-
110-140-100000-42900 - DISABILITY INSURANCE	-	4,850	4,850	-
110-140-100000-42910 - SICK LEAVE PAYOUT	136,244	-	-	-
110-140-100000-43010 - ECONOMIC DEVELOPMENT	34,450	20,000	20,000	70,000
110-140-100000-43020 - MAIN STREET CARTHAGE, INC.	25,600	25,600	25,600	25,600
110-140-100000-43030 - LAFAYETTE HOUSE	4,636	4,000	7,000	5,000
110-140-100000-43130 - COUNCIL EXPENSE	5,700	6,000	6,000	6,000
110-140-100000-43200 - PROFESSIONAL FEES	178,813	88,000	55,000	40,000
110-140-100000-43300 - PUBLIC RELATIONS/CRIME PREVENT	-	4,601	5,000	5,000
110-140-100000-43320 - HARRY TRUMAN COUNCIL OF GOVT	4,601	-	-	-
110-140-100000-43350 - PERSONNEL STUDY	-	-	-	-
110-140-100000-43450 - PRISONER HOUSING EXPENSES	-	803,611	-	-
110-140-100000-43970 - GRANT MATCH	-	-	-	-
110-140-100000-44300 - MAINTENANCE	4,766	2,000	3,500	2,000
110-140-100000-44400 - RENTAL/GOLF CARTS	-	-	-	-
110-140-100000-45200 - OTHER INSURANCE	-	-	-	-
110-140-100000-45310 - COMPUTER SERVICES	99	-	-	-
110-140-100000-45500 - DUES & SUBSCRIPTIONS	37,500	25,000	25,000	25,000
110-140-100000-45600 - EMPLOYEES (CHRISTMAS/WELLNESS)	18,306	20,000	16,200	20,000
110-140-100000-45610 - SPECIAL EVENTS	20,368	22,000	22,000	22,000
110-140-100000-46220 - UTILITIES	-	-	-	-
110-140-100000-46230 - UTILITIES/KELLOGG FOUNTAIN	7,026	7,500	4,000	7,500
110-140-100000-46240 - UTILITIES/P.I.L.O.T.	165,576	180,000	180,000	180,000
110-140-100000-46250 - TELEPHONE	-	100	-	-
110-140-100000-46270 - INTERNET	-	-	-	-
110-140-100000-46340 - SENIOR CITIZEN CENTER UTILITY	13,772	21,000	18,300	21,000
110-140-100000-46400 - CITY ATTORNEY'S LIBRARY EXP.	-	-	-	-
110-140-100000-47000 - TRAVEL & TRAINING	7,326	9,000	7,200	9,000
110-140-100000-48000 - CAPITAL OUTLAY	-	-	-	-
110-140-100000-49000 - TRANSFER TO OTHER FUNDS	542,465	-	900,000	900,000

161-CAPITAL ITEMS

ITEM DESCRIPTION	COST
Hwy HH/ Chapel Rd Sidewalks	516,730
SS4A Comprehensive Safetyl Action Plan	250,000
Arterial Roads - LIDAR	320,000
TOTAL CAPITAL ITEMS REQUEST	\$1,086,730

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Engineering Expenses	\$ 211,308	\$ 238,000	\$ 238,000	\$ 239,800
110-220-100000-48000 - CAPITAL OUTLAY	211,308	238,000	238,000	239,800

ENGINEER CAPITAL ITEMS

ITEM DESCRIPTION	COST
MACON ST GARRISON TO GRAND	159,500
CIVIL WAR ROAD HIGH ST TO SOUTH QUARRY ENTRANCE	35,200
EAST CENTRAL 96 INTERSECTION TO RR	45,100
TOTAL CAPITAL ITEMS REQUEST	\$239,800

CAPITAL IMPROVEMENT SALES TAX FUND

This fund was created to separately account for tax revenue received from the Capital Improvement Sales Tax which was approved by a vote of the people in 1995. This tax issue had a sunset provision included which terminated the tax in March 2012. Citizens, in February 2011 voted to extend this Sales Tax for another twenty (20) year term with all proceeds going to the City for Capital Improvements and projects. Budgeted expenditures are shown on the following pages.

BUDGET SUMMARY

CAPITAL IMPROVEMENTS SALES TAX FUND		
Projected Beginning Fund Balance 7/01/2023	\$3,092,822	
Projected Income	\$2,377,595	
Reserved Fund Balance	0	
Funds Available		\$5,470,417
Approved Expenditures	\$2,820,010	
Income and Balance over/(under) Expenditures		-\$442,415
Projected Fund Balance 6/30/2024		<u>\$ 2,650,407</u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	0	0

BUDGETED HIGHLIGHTS

Three (3) projects have been budgeted in this fund for fiscal year 2024. One (1) of which is a TAP Grant program for ADA compliant sidewalks along Hwy HH and Chapel Road. There is also the Cost-Share loan repayment to the Landfill Closure Fund. Also included is a continuation of Arterial & Collector Streets-Refurbishment as a result of a LIDAR evaluation and the SS4A Comprehensive Safety Action Plan.

A transfer to the General Fund of \$1,240,000 to help cover capital outlay costs that are not reimbursed by another source has also been included. Additionally, a transfer to the Myers Park Fund of \$493,200 has been included to help cover costs for the Hazel and Airport Expansion project.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Capital Improvements Tax Revenues	\$ 1,732,119	\$ 1,466,998	\$ 1,574,680	\$ 2,377,595
161-000-100000-31300 - SALES TAX			1,437,837	1,466,595
161-000-100000-31303 - USE TAX	1,393,931	1,301,030	-	-
161-000-100000-33400 - GRANT / STATE	328,738	162,468	9,298	861,000
161-000-100000-36110 - INTEREST INCOME	9,450	3,500	127,545	50,000
161-000-100000-36120 - BOND PROCEEDS		-	-	-
161-000-100000-36636 - INSURANCE PROCEEDS		-	-	-
161-000-100000-39100 - TRANSFER FROM OTHER FUNDS		-	-	-
161-000-100000-39600 - MISCELLANEOUS REVENUES		-	-	-
161-000-100000-39601 - FEMA GRANT				
Capital Improvements Tax Expenses	\$ 1,075,310	\$ 984,044	\$ 2,071,610	\$ 2,820,010
161-175-100000-46990 - MISCELLANEOUS EXPENSES	883	-	468	80
161-175-100000-49000 - TRANSFER TO OTHER FUNDS	-	-	1,040,098	1,733,200
161-200-100000-48000 - CAPITAL OUTLAY	1,074,427	984,044	966,044	1,086,730
161-500-100000-48000 - CAPITAL OUTLAY	-	-	65,000	-
Revenues vs Expenses	\$ 656,809	\$ 482,954	\$ (496,930)	\$ (442,415)

USE TAX FUND

On August 3, 2021, the voters of the City of Carthage passed a use tax at the same rate as our local sales tax rate, primarily, a use tax is a sales tax imposed on the purchase of goods by Missouri residents from out-of-state vendors.

BUDGET SUMMARY

<u>USE TAX FUND</u>		
Projected Beginning Fund Balance 7/01/2023	\$ 1,056,549	
Projected Income	954,050	
Reserved Fund Balance	0	
Funds Available		2,010,599
Approved Expenditures	925,252	
Income and Balance over/(under) Expenditures		28,798
Projected Fund Balance 6/30/2024		<u><u>\$ 1,085,347</u></u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

While it was not in the formal ballot language, a promise was made to the Carthage voters that for the first three years of this tax, 40% would go for parks improvements, 30% to public safety, and 30% to infrastructure. Requests for appropriating Use Tax Funds are prioritized by each Department Head and are itemized in the Capital Outlay document.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Use Tax Revenue	\$ 403,605	\$ 704,370	\$ 935,345	\$ 954,050
165-000-100000-31303 - USE TAX	-	-	-	-
165-000-100000-36110 - INTEREST INCOME	-	75	75	75
165-000-100000-39100 - TRANSFER FROM OTHER FUNDS	403,605	704,295	935,270	953,975
 Use Tax Expenses			\$ 240,646	\$ 925,252
 Public Works				
165-200-100000-48000 - CAPITAL OUTLAY			-	342,528
Street Department				
165-210-100000-48000 - CAPITAL OUTLAY			-	-
Police Department				
165-300-100000-48000 - CAPITAL OUTLAY			55,323	46,284
Fire Department				
165-400-100000-48000 - CAPITAL OUTLAY			25,323	160,000
Parks Department				
165-500-100000-48000 - CAPITAL OUTLAY			160,000	376,440
Golf				
165-600-100000-48000 - CAPITAL OUTLAY			-	-
Revenues vs Expenses	403,605	704,370	694,699	28,798

USE TAX CAPITAL ITEMS

ITEM DESCRIPTION	COST
Public Works	
Forest St Culvert	201,250
West Chestnut Culvert Replacement	141,278
	342,528
Police Department	
36 Glock Gen 5 G45 9mm Pistols	19,772
36 Holseters for Glock Gen 5 G45 Pistols	6,372
ACO Truck Box	20,140
	46,284
Fire Department	
ATV Gator Style Brush Unit	40,000
Utility/Command 3/4 Ton Pick-Up	65,000
Rescue Stabilization Struts/Equipment	25,000
TNT Extrication Tools	30,000
	160,000
Parks Department	
Park Sinage	100,000
Roundabout	20,000
Trash Cans	40,000
Dog Park	75,000
Fairway IQ	9,240
Dump Truck	132,200
	376,440
TOTAL CAPITAL ITEMS REQUEST	\$925,252

OTHER FUNDS

PUBLIC HEALTH FUND

The Public Health Fund is used primarily to account for revenues and expenditures for the City's landfill and recycling operations.

BUDGET SUMMARY

<u>PUBLIC HEALTH FUND</u>		
Projected Beginning Fund Balance 7/01/2023	\$ 584,078	
Projected Income	\$253,000	
Reserved Fund Balance	0	
Funds Available		\$837,078
Approved Expenditures	-\$297,002	
Income and Balance over/(under) Expenditures		\$44,002
Projected Fund Balance 6/30/2024		<u><u>\$540,076</u></u>

AUTHORIZED PERSONNEL	Full Time	Part-Time
Staff	1	
(1) Solid Waste Attendant I	1	
(1) Solid Waste Attendant II		

BUDGET HIGHLIGHTS

Budgeted revenues are approximately 1.6% higher than 2023's budgeted figures. Weed Assessments, Dumpster, Recycling and Grant revenues have attributed to the overall increase with Property Tax revenue being the main increased contributing factor. Recycling revenues are generated by cardboard, electronics, paper, plastics, aluminum, tin, and crushed glass. Dumpster Revenues are generated from garbage hauled in to the onsite dumpsters. Within the last year the City has seen a small increase in the amount of products received for recycling. However, the market prices for recyclable goods has declined for the past several years and look to continue to decrease for the foreseeable future. Miscellaneous Sanitation Charges have also continued to increase over the last two years. The Property Tax Revenue is based on projected growth and the current economic climate.

On the expenditure side, the main area of increase is in Salaries line items. The budget includes the last lease purchase payment for the Street Sweeper, which was appropriated in the 2021 budget. Increases are also projected for the Animal Control services and increases in insurance costs for the Fund. The same changes for Group Health and Life insurance along with the City's retirement plan appear in this budget as it does in the General Fund's budget.

Overall, the Public Health Budget is 30% (\$67,747) Higher than Fiscal Year 2023.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Public Health Revenue	\$ 287,792	\$ 249,128	\$ 270,907	\$ 253,000
121-000-100000-31110 - PROPERTY TAXES	138,313	136,664	140,866	141,000
121-000-100000-31120 - INTANGIBLE TAX	421	20	-	-
121-000-100000-34431 - LANDFILL REVENUE	5,526	3,000	3,373	3,000
121-000-100000-34432 - DUMPSTER REVENUE	70,700	58,000	57,338	55,000
121-000-100000-34433 - RECYCLING REVENUE	8,313	6,500	9,590	6,500
121-000-100000-34434 - WEEDS/SPECIAL ASSESSMENTS	7,796	5,000	4,500	5,000
121-000-100000-36110 - INTEREST INCOME	6,754	2,000	17,296	7,500
121-000-100000-36120 - BOND PROCEEDS	-	-	-	-
121-000-100000-36401 - GRANT - GOLF COURSE CAP IMP	48,557	-	-	-
121-000-100000-36403 - MODOT GRANTS	-	37,944	37,944	35,000
121-000-100000-39100 - TRANSFER FROM OTHER FUNDS	-	-	-	-
121-000-100000-39600 - MISCELLANEOUS REVENUES	1,413	-	-	-
Public Health Expenses	\$ 220,796	\$ 229,255	\$ 269,242	\$ 297,002
121-230-100000-41000 - SALARIES	60,622	65,445	65,445	69,974
121-230-100000-41050 - COMMISSION	-	-	-	-
121-230-100000-41300 - SALARIES OVERTIME	-	-	-	-
121-230-100000-42100 - HEALTH INSURANCE	14,123	17,096	17,096	16,223
121-230-100000-42200 - FICA	4,607	5,007	5,007	5,353
121-230-100000-42300 - PENSION PLAN	8,318	9,228	9,228	10,076
121-230-100000-42600 - WORKER'S COMPENSATION	2,198	3,228	3,228	3,464
121-230-100000-42900 - DISABILITY INSURANCE	183	504	504	200
121-230-100000-43200 - PROFESSIONAL FEES	36,854	38,000	38,000	56,500
121-230-100000-43430 - RECODIFICATION	-	-	-	-
121-230-100000-43970 - GRANT MATCH	-	-	-	-
121-230-100000-44110 - MISC SANITATION CHARGES	29,213	-	38,000	38,000
121-230-100000-44210 - DEMOLITION	5,750	15,000	15,000	18,500
121-230-100000-44220 - RECYCLING	535	500	500	800
121-230-100000-44230 - WEED ENFORCEMENT	5,475	10,000	10,000	10,000
121-230-100000-44320 - EQUIPMENT REPAIRS	445	3,000	2,650	3,000
121-230-100000-44330 - BUILDING MAINTENANCE	-	1,500	-	-
121-230-100000-44380 - TREES	-	-	-	-
121-230-100000-45100 - PHYSICALS	-	-	-	-
121-230-100000-45200 - OTHER INSURANCE	1,550	1,700	1,810	2,040
121-230-100000-45600 - EMPLOYEES (CHRISTMAS/WELLNESS)	-	-	-	-
121-230-100000-46000 - OFFICE EXPENSE	281	300	420	500
121-230-100000-46080 - LANDFILL SUPPLIES	1,092	-	1,500	1,500
121-230-100000-46220 - UTILITIES	4,050	3,400	4,080	4,100
121-230-100000-46240 - UTILITIES/P.I.L.O.T.	-	7,500	7,500	7,500
121-230-100000-46250 - TELEPHONE	345	425	425	425
121-230-100000-46260 - GASOLINE	2,034	3,250	3,477	3,475
121-230-100000-46270 - INTERNET	-	-	1,200	1,200
121-230-100000-46510 - PEST CONTROL	2,198	3,250	3,250	3,250
121-230-100000-46990 - MISCELLANEOUS EXPENSES	-	-	-	-
121-230-100000-48000 - CAPITAL OUTLAY	40,922	40,922	40,922	40,922
121-230-100000-49000 - TRANSFER TO OTHER FUNDS	-	-	-	-
Revenue vs Expenses	66,997	19,873	1,665	(44,002)

PUBLIC HEALTH CAPITAL ITEMS

ITEM DESCRIPTION	COST
Street Sweeper Payment	40,922
TOTAL CAPITAL ITEMS REQUEST	\$40,922

DEMOLITION LANDFILL CLOSURE FUND

This fund was created to separately account for money set aside for final closure costs for the City’s demolition landfill as required by the State of Missouri. This is a restricted fund with solid waste billings previously assessed at \$1.17 per family & commercial which was terminated in Fiscal 2013.

BUDGET SUMMARY

<u>LANDFILL CLOSURE FUND</u>		
Projected Beginning Fund Balance 7/01/2023	\$972,233	
Projected Income	\$7,500	
Reserved Fund Balance	0	
Funds Available		\$979,733
Approved Expenditures	0	
Income and Balance over/(under) Expenditures		\$7,500
Projected Fund Balance 6/30/2024		<u><u>\$979,733</u></u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

The budget is set up as a contingency in the event any additional mandated improvements or clean-up is required by the State for the demolition landfill site. The City is required to monitor the landfill pursuant to Subtitle D of the Resource Conservation & Recovery Act (RCRA) for a period of thirty (30) years post-closure. The City has previously had to spend in excess of \$250,000 for remediation at the site. The Department of Natural Resources approved closure of this landfill on February 11, 1997. On October 4, 2004, the Department also provided for the release of the Financial Assurance Instrument for the Demolition Landfill. The necessary paperwork to secure the release was not provided until 2007.

The City established an internal loan program utilizing these funds in fiscal 2013. For fiscal 2024 the City will make a re-payment amount from a loan set up to borrow a portion of its commitment to MoDOT for the Fairlawn Cost-Share Round-about project from this fund with repayment budgeted over a three (3) year period and at an interest rate of .52% per policy.

As the City had accumulated a significant balance in this fund, it was decided to transfer the available fund balance to the General Fund and eventually close this fund after the current loan for the Fairlawn Cost-Share Round-about project is completed.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Landfill Closure Revenue	\$ 2,280	\$ 1,000	\$ 17,852	\$ 7,500
122-000-100000-36110 - INTEREST INCOME	2,280	1,000	17,852	7,500
122-000-100000-39100 - TRANSFER FROM OTHER FUNDS		-	-	-
Landfill Closure Expenses		\$ 438,246	\$ -	\$ -
122-900-100000-48000 - CAPITAL OUTLAY		-	-	-
122-900-100000-49000 - TRANSFER TO OTHER FUNDS		438,246	-	-
REVENUES vs EXPENSES	\$ 2,280	\$ (437,246)	\$ 17,852	\$ 7,500

LODGING TAX FUND

This fund was created to separately account for tax revenue received from the Lodging Tax. The rate for Lodging Tax in the City was 2% and is charged for all applicable Hotel and Motel stays. In April 2001, the voters approved increasing the rate to 4%.

BUDGET SUMMARY

<u>LODGING TAX FUND</u>		
Projected Beginning Fund Balance 7/01/2023	\$112,756	
Projected Income	\$255,600	
Reserved Fund Balance	0	
Funds Available		\$368,356
Approved Expenditures	\$296,053	
Income and Balance over/(under) Expenditures		-\$40,453
Projected Fund Balance 6/30/2024		<u>\$72,303</u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	1	0

BUDGET HIGHLIGHTS

The City created their own Tourism Department in July of 2022. The Lodging Tax funds are for tourism and promotional purpose. The Food Truck Friday funds are solely funded by vendor fees and is used for the promotional and operational purposes of Food Truck Friday only. This department provides tourism related activities aimed at generating Hotel and Motel stays in Carthage. This year the City has appropriated \$256,613 in order to provide for tourism programs. These programs include the salary of a tourism director, contracting with the Chamber of Commerce for office space, Food Truck Friday, promotional materials not covered by the DMO and for the DMO funding to provide for advertising programs. The DMO program will provide up to \$69,288 reimbursement if the city spends the \$138,576 on city-related advertising. The remainder of the DMO program will provide up to \$30,713 reimbursement to the City of Joplin if the City of Joplin spends \$61,426. This brings the total reimbursement to Jasper County from the DMO program to \$100,000.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Lodging Tax Revenue	\$ 124,319	\$ 165,600	\$ 133,375	\$ 255,600
123-000-100000-31312 - LODGING TAX REVENUE	124,033	120,600	115,922	115,000
123-000-100000-31941 - FOOD TRUCK FRIDAY FEES		-	13,810	39,000
123-000-100000-33400 - GRANT / STATE		-	-	100,000
123-000-100000-36110 - INTEREST INCOME	286	-	3,643	1,600
123-000-100000-39600 - MISCELLANEOUS REVENUES		45,000	-	-
Lodging Tax Expenses	\$ 131,554	\$ 199,000	\$ 109,000	\$ 296,053
123-700-100000-41000 - SALARIES			-	73,286
123-700-100000-41050 - COMMISSION			-	-
123-700-100000-41300 - SALARIES OVERTIME			-	-
123-700-100000-42100 - HEALTH INSURANCE			-	8,111
123-700-100000-42200 - FICA			-	5,606
123-700-100000-42300 - PENSION PLAN			-	10,553
123-700-100000-42600 - WORKER'S COMPENSATION			-	161
123-700-100000-42900 - DISABILITY INSURANCE			-	210
123-700-100000-43000 - CONTRACTS	97,054	96,500	96,500	-
123-700-100000-43040 - TOURISM RENT			-	13,305
123-700-100000-43050 - DMO PAYMENT TO OTHERS			-	-
123-700-100000-43410 - DMO MARKETING AND ADVERTISING			-	138,575
123-700-100000-44940 - FTF EXPENSES			-	19,950
123-700-100000-45310 - COMPUTER SERVICES			-	1,346
123-700-100000-45400 - ADVERTISING		90,000	-	17,150
123-700-100000-45500 - DUES & SUBSCRIPTIONS		-	-	150
123-700-100000-45600 - EMPLOYEES (CHRISTMAS/WELLNESS)			-	-
123-700-100000-45610 - SPECIAL EVENTS		-	-	1,000
123-700-100000-46000 - OFFICE EXPENSE		12,500	12,500	2,700
123-700-100000-46250 - TELEPHONE		-	-	900
123-700-100000-46990 - MISCELLANEOUS EXPENSES	9,500	-	-	-
123-700-100000-47000 - TRAVEL & TRAINING		-	-	3,050
123-900-100000-48000 - CAPITAL OUTLAY		-	-	-
123-900-100000-49000 - TRANSFER TO OTHER FUNDS	25,000	-	-	-
REVENUES vs EXPENSES	\$ (7,235)	\$ (33,400)	\$ 24,375	\$ (40,453)

TOURISM TRAVEL / TRAINING FORM

TYPE	COST
Governors Conference	1,100
MACVB Annual Conference	950
Emerging Market Meetings - 4 Quarters	1,000
TOTAL TRAVEL / TRAINING REQUEST	\$3,050

GOLF COURSE

The Golf Course budget provides maintenance, care and management for the City’s 18-hole golf course. The course is available to users on a fee basis.

BUDGET SUMMARY

GOLF COURSE FUND

Projected Beginning Fund Balance 7/01/2023	\$204,578	
Projected Income	\$575,300	
Reserved Fund Balance	0	
Funds Available		\$779,878
Approved Expenditures	-\$751,795	
Income and Balance over/(under) Expenditures		-\$176,495
Projected Fund Balance 6/30/2024		\$28,083

AUTHORIZED PERSONNEL

	Full Time	Seasonal
Staff	5.5	Variable
Parks & Recreation Director	(1/2)	
Golf Operations Supervisor	(1)	
Assistant Golf Operations Supervisor	(1)	
Golf Maintenance Supervisor	(1)	
Golf Maintenance Tech I	(1)	
Golf Maintenance Tech II	(1)	
Seasonal Golf Laborers	11,900 Hours	

BUDGET HIGHLIGHTS

The golf course has seen significant changes this year with a new head Golf Pro as well as a new Golf Maintenance Supervisor. Both of these employees have shown they have the knowledge and passion to run a course that continues to receive many accolades by the golf community. It is widely regarded as the nicest course in the southwest area.

The recommended budget for the golf course allows us to fairly maintain the golf course and operate efficiently within our current local golf market. The golf course is still operating with minimal staff; there are three full time employees on the maintenance side, which is less than most eighteen-hole golf courses. Personnel costs are the largest component of the budget which leaves little room for cutting operating expenditures. These costs must be balanced with providing a certain quality of the golf course for its users. Without this, there would be a possibility of a slip in market share with negative results. The golf course is currently recognized by golfers as one of the best public golf course values in our competitive market. The combination of fair pricing and quality maintenance standards are well recognized by golf course users in our area.

We set the standard for event service in our golf market. We have an extensive event schedule that accommodates competitive, charitable and social activities. Many of these activities serve golfers from all over the region. These events create an opportunity to showcase our facility and create desire for golfers to make a return visit to Carthage Golf Course.

The capital funded this year though Parks and Stormwater Sales Tax will be the continuing golf maintenance equipment lease, golf cars/utility vehicles, wide area mower lease payment and carryover of the continuing bunker renovation. This is the first year of new key maintenance equipment, golf cars and utility vehicles. The new equipment has been a needed upgrade for us. Our current fleet of major maintenance equipment and golf cars recently completed their sixth year of service. New equipment with new technology is already showing value in maintaining the golf course and customer enjoyment of the golf course.

In 2001 the City undertook a project of a complete renovation of the Carthage Golf Course. The City financed the project and issued Certificates of Participation (COPs) for \$1,915,000. Principle and interest over the term amounted to approximately \$2,771,000. The Steadley Foundation awarded the City a grant of one million eight hundred thousand dollars, and provided two hundred thousand dollars a year (through Fiscal 2010) to help finance the certificates of participation. Final payment on the certificates was December 1, 2016. Original pro-forma cash flows projected revenues generated (and fee increases) based on the number of rounds playable at the course. It was anticipated that the course would generate enough money from play to cover its operating expenses and capital expenditures, and over a number of years, yield a profit to set aside funds to pay certificate payments after the Steadley money terminated. Since 2001 however, the number of rounds played has dropped from original expectations. This has not only occurred here, but throughout the entire country. National golf rounds have been on the decline for several years. The cash flows also projected revenues based on a plan of increasing fees every other year. Again, due to the decrease in golf play and actions taken by other local courses, rate increases had been implemented at a slower schedule in order to help stimulate the number of rounds of play. This caused a negative impact on those original projections. The City continued to work with the Steadley Trust on a proposals for additional grant funds to finance the remainder of the COPs. The City did receive additional grants which went toward the debt service which was paid off in fiscal 2016/17. The Steadley Trust eventually paid the entire debt service on the Series 2002A Certificates of Participation (Golf Course Improvement Project), for which the City was most appreciative.

One goal since the renovation of the golf course has been for the golf operations to be self-sufficient. Nonetheless, expenses have exceeded revenues during the post renovation years almost every year. Cuts in staff and materials have been made to come closer to revenue/expenditure projections. These cuts are being made while trying to maintain the quality of the golf course at premium golf standards. This fiscal year projections are that 21,000 rounds will be played. With the efforts of staff, efficient marketing and partnerships with special interests, we believe we can maintain the current rounds level. We continue to be a market leader in public golf. The balancing act of golf fees, maintenance standards and service to the customer is a task we monitor closely. We need to stay positioned as the market leader to take advantage of the time when national golf trends as well as national and local factors improve. There are many different parts that have impacted the decline of golf participation since 2001.

The Covid-19 Pandemic has stimulated golf in many ways. People have made more efforts to embrace outdoor activities. The golf industry as a whole and Carthage Golf Course have benefitted from this shift in demand. Due to the decisions of the City Council and City Staff to adequately maintain and operate Carthage Golf Course, we benefitted greatly by being in position to accommodate the demand. By implementing strong Covid-19 protocols, strong maintenance practices and enhanced service levels, we were the choice of many new, lapsed and current golfers who choose to play more golf.

We continue to see the benefit of this change in outdoor recreation habits. At this time we can't forecast how long this will continue. As market trends shift we will analyze and adapt.

	FY22 Actual	2023 Budget	FY23 Proposed	FY24 Budget
	FY2022	FY2023	Actuals FY2023	FY2024
Golf Revenue	\$ 737,554	\$ 706,076	\$ 793,673	\$ 575,300
142-000-100000-34710 - GOLF MEMBERSHIPS	99,731	90,000	78,000	80,000
142-000-100000-34711 - GOLF GREEN FEES	270,631	305,000	269,231	250,000
142-000-100000-34712 - GOLF CART RENTAL	208,582	195,000	169,067	150,000
142-000-100000-34716 - DRIVING RANGE FEE REVENUE	14,863	13,000	12,500	12,800
142-000-100000-34717 - EVENT REVENUE			66,300	1,000
142-000-100000-34721 - CONCESSION SALES		-	9,091	7,500
142-000-100000-34722 - PRO SHOP SALES/CERTIFICATES			73,000	69,000
142-000-100000-36110 - INTEREST INCOME	942	400	13,808	5,000
142-000-100000-36202 - RENTS PRO SHOP	1,876	1,760	1,760	-
142-000-100000-36401 - GRANT - GOLF COURSE CAP IMP		-	-	-
142-000-100000-39100 - TRANSFER FROM OTHER FUNDS	138,860	99,316	99,316	-
142-000-100000-39600 - MISCELLANEOUS REVENUES	2,070	1,600	1,600	-
Golf Expenses	\$ 621,071	\$ 691,077	\$ 767,327	\$ 751,795
142-600-100000-41000 - SALARIES	307,073	369,148	369,148	409,094
142-600-100000-41050 - COMMISSION	10,197	15,500	15,500	-
142-600-100000-41300 - SALARIES OVERTIME	5,578	6,126	6,126	3,750
142-600-100000-42100 - HEALTH INSURANCE	38,067	42,395	42,395	54,079
142-600-100000-42200 - FICA	24,377	28,176	28,176	31,583
142-600-100000-42300 - PENSION PLAN	27,437	31,116	31,116	37,447
142-600-100000-42500 - UNEMPLOYMENT	2,816	-	-	-
142-600-100000-42600 - WORKER'S COMPENSATION	4,732	8,140	8,140	10,146
142-600-100000-42900 - DISABILITY INSURANCE	491	2,836	2,836	744
142-600-100000-44300 - MAINTENANCE	83,611	85,000	85,000	26,375
142-600-100000-44310 - VEHICLE MAINTENANCE	1,757	2,500	2,500	2,500
142-600-100000-44320 - EQUIPMENT REPAIRS	7,474	7,500	7,500	8,813
142-600-100000-44330 - BUILDING MAINTENANCE	2,411	4,000	4,000	4,000
142-600-100000-44360 - GOLF CHEMICALS	-	-	-	65,000
142-600-100000-45000 - UNIFORM EXPENSE	980	800	800	1,360
142-600-100000-45200 - OTHER INSURANCE	5,200	5,670	5,670	6,804
142-600-100000-45310 - COMPUTER SERVICES	-	-	-	7,500
142-600-100000-45400 - ADVERTISING	7,489	8,000	8,000	500
142-600-100000-45500 - DUES & SUBSCRIPTIONS	1,825	2,250	2,250	2,250
142-600-100000-45610 - SPECIAL EVENTS	-	-	-	1,000
142-600-100000-46000 - OFFICE EXPENSE	2,094	2,500	2,500	2,700
142-600-100000-46030 - ENGINEERING SUPPLIES	-	-	-	-
142-600-100000-46040 - CONCESSION PURCHASES	-	-	7,250	-
142-600-100000-46050 - TOOLS & SUPPLIES	1,164	3,500	3,500	3,780
142-600-100000-46060 - TOOLS & SUPPLIES-DRIVING RANGE	3,792	4,000	4,000	4,300
142-600-100000-46220 - UTILITIES	27,268	30,400	30,400	32,680
142-600-100000-46250 - TELEPHONE	553	700	700	750
142-600-100000-46260 - GASOLINE	21,199	19,175	19,175	20,600
142-600-100000-46270 - INTERNET	-	-	-	540
142-600-100000-46450 - RETAIL INVENTORY	-	-	69,000	-
142-600-100000-46990 - MISCELLANEOUS EXPENSES	-	-	-	-
142-600-100000-47000 - TRAVEL & TRAINING	300	2,500	2,500	2,500
142-600-100000-48000 - CAPITAL OUTLAY	33,184	9,145	9,145	11,000
Revenues vs Expenses	\$ 116,484	\$ 14,999	\$ 26,346	\$ (170,827)

GOLF TRAVEL / TRAINING FORM

TYPE	COST
OTA Meetings	150

TOTAL TRAVEL / TRAINING REQUEST \$150

GOLF CAPITAL ITEMS

ITEM DESCRIPTION	COST
Pro Shop Renderings	5,000
Design Drawing for Rainbird irrigation System	6,000

TOTAL CAPITAL ITEMS REQUEST \$11,000

GOLF COURSE DRIVING RANGE

The Golf Course budget provides operations, maintenance, care and management for the Carthage Golf Course Driving Range. This is primarily a golf practice facility that customers use on a fee basis. It is an amenity to many of our events. We incorporate range use into several of our event fees as added value to our services for large events.

BUDGET SUMMARY

Total Expenditures	\$4,000
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AUTHORIZED PERSONNEL	Full Time	Seasonal
Staff	(0)	(0)

BUDGET HIGHLIGHTS

In this upcoming budget year, we made the decision to consolidate the Driving Range budget with the general golf budget. This will allow us to be more strategic as we build a better driving range.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Civic Enhancement Revenue	\$ 24,724	\$ 60	\$ 2,020	\$ 800
124-000-100000-33400 - GRANT / STATE		-	-	-
124-000-100000-36110 - INTEREST INCOME	197	60	2,020	800
124-000-100000-36400 - DONATIONS	583	-	-	-
124-000-100000-36401 - GRANT - GOLF COURSE CAP IMP		-	-	-
124-000-100000-36403 - MODOT GRANTS	23,944	-	-	-
124-000-100000-39100 - TRANSFER FROM OTHER FUNDS		-	-	-
124-000-100000-39600 - MISCELLANEOUS REVENUES		-	-	-
Civic Enhancement Expenses	\$ 6,996	\$ -	\$ -	\$ -
124-000-100000-48000 - CAPITAL OUTLAY	-	-	-	-
124-500-100000-48000 - CAPITAL OUTLAY	6,996	-	-	-
Revenues vs Expenses	\$ 17,728	\$ 60	\$ 2,020	\$ 800

CIVIC ENHANCEMENT

The Civic Enhancement fund was established to account for money donated to the City for various purposes. In recent years, this fund has been used primarily to provide funding for Christmas decorations and park beautification projects. In fiscal 2002 the City combined the Parks & Recreation Civic Enhancement Fund with the City’s Civic Enhancement Fund. The Parks & Recreation Civic Enhancement fund was established to account for money donated to the Parks Department for various purposes when they were separate from the City. Now that they are part of the City, there is no further need for the respective fund.

BUDGET SUMMARY

<u>CIVIC ENHANCEMENTS FUND</u>		
Projected Beginning Fund Balance 7/01/2023	\$ 55,900	
Projected Income	\$800	
Reserved Fund Balance	0	
Funds Available		\$56,700
Approved Expenditures	0	
Income and Balance over/(under) Expenditures		\$800
Projected Fund Balance 6/30/2024		<u><u>\$ 56,700</u></u>

AUTHORIZED PERSONNEL	Full Time	Part Time
	0	0

BUDGET HIGHLIGHTS

Fiscal 2024 has no expenditures budgeted. However, amendments throughout the fiscal year are anticipated to use funds for various projects as funds become available or donated for specific purposes.

PARK & RECREATION FUND

This fund is used to account for revenues and expenditures for the City’s Parks & Recreation Fund. The City moved these operations under the auspices of the City in 1999. However, State Statutes require the accounting of the Property Tax derived from the levy for Parks to be accounted for in a separate fund. The City will continue to account for these tax revenues separately but will transfer the tax and any remaining fund balance to the General Revenue Fund to support the Parks & Recreation departments operations.

BUDGET SUMMARY

<u>PARKS & RECREATION FUND</u>		
Projected Beginning Fund Balance 7/01/2023	\$109,768	
Projected Income	\$267,716	
Reserved Fund Balance	0	
Funds Available		\$377,484
Approved Expenditures	\$-265,000	
Income and Balance over/(under) Expenditures		\$2,716
Projected Fund Balance 6/30/2024		<u>\$112,484</u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

This fund transfers collected ad-valorem tax revenues to the General Fund which partially covers expenses in Parks programs. Additionally, budget adjustments are made throughout the Fiscal Year to transfer any accumulated balances to the General Fund. These amounts also include sur tax payment made into the Parks & Recreation fund.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Parks and Rec Revenues	\$ 265,113	\$ 261,235	\$ 273,938	\$ 267,716
162-000-100000-31110 - PROPERTY TAXES	262,582	260,000	267,247	265,181
162-000-100000-31120 - INTANGIBLE TAX	799	35	35	35
162-000-100000-36110 - INTEREST INCOME	1,731	1,200	6,656	2,500
162-000-100000-39210 - SALE OF CITY ASSETS		-	-	-
162-000-100000-39600 - MISCELLANEOUS REVENUES		-	-	-
Parks and Rec Expenses	\$ 268,056	\$ 260,000	\$ 260,000	\$ 265,000
162-900-100000-49000 - TRANSFER TO OTHER FUNDS	268,056	260,000	260,000	265,000
Revenues vs Expenses	\$ (2,943)	\$ 1,235	\$ 13,938	\$ 2,716

MYERS PARK FUND

This fund is used to account for revenues and expenditures should they be incurred, for the Myers Park Fund.

BUDGET SUMMARY

MYERS PARK FUND

Projected Beginning Fund Balance 7/01/2023	\$584,812	
Projected Income	\$1,155,849	
Reserved Fund Balance	0	
Funds Available		\$1,740,661
Approved Expenditures	\$1,739,594	
Income and Balance over/(under) Expenditures		-\$583,745
Projected Fund Balance 6/30/2024		<u><u>\$1067</u></u>

AUTHORIZED PERSONNEL

	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

The Myers Park Airport was closed to air traffic January 1997. A Committee was established to provide for the relocation or re-establishment of the airport. The City was not able to come to terms on acquiring land for a new airport and subsequently dropped plans to re-establish airport operations in the City. This fund was renamed the Myers Park Funds and accounts for the revenues and expenditures related to the sale of land and development costs at Myers Park. The sale of land to Southwest Missouri Bank and Sandor Development Company provided the initial funds for Park development. The development of Phelps Blvd. to Hazel Ave. was completed in fiscal 2003. The plan for development of the park was based on a pay-as-you-go basis. When land was sold to developers, the proceeds would be used for infrastructure improvements. In fiscal 2007, the City sold land to Lowe's Home Improvement Center and used the proceeds for infrastructure development including construction of Annie Baxter Blvd. and a portion of Garrison Ave. extension. In an agreement with Lowe's, the City agreed to complete the extension of Garrison Ave. with Highway HH and the associated intersection improvements. These improvements required more funds than were available in the Myers Park fund. The General Fund therefore transferred funds to complete the City's contractually obligated work. The City also sold property to the Lim's for a restaurant in fiscal 2008. That project was completed and opened in fiscal 2009 but closed in 2016 with the property still available for sale. In fiscal 2016, proceeds from the sale of property to Clear Path Senior Holdings was used to construct Garrison Ave. north to Airport Drive. Funds for improvements and cleaning out of the storm water retention pond were included in the budget for fiscal 2018 and 2019. The City also sold property to MBL Development Company for a senior citizens facility and to Brian Schmidt for an office complex. The property for the office complex has been re-sold for the construction of a bank

during the fiscal 2019 year. These sales were for \$268,000 and \$118,000 respectively. In fiscal 2018, the City also entered into a Real Estate Transaction Agreement for property located in Lot 1, Block 3 of the Myers Park subdivision for and in consideration of annexing certain property in to the City limits of the City of Carthage, with Liberty Tree Enterprises, LLP and Bruton and Co., LLC,. This transaction brought into the City limits a piece of retail property of approximately 2.46 acres with several functioning business which was totally surrounded by the City limits.

At the close of Fiscal 2023, all property within Myers Park has been sold.

For Fiscal 2024, the City has budgeted to use all remaining funds in Myers Park for the Hazel and Airport Expansion project, which includes intersections and roadways. This project will be partially funded through a 60/40 Governor's Cost-Share Agreement. Funds from the Capital Improvement Tax will also help pay for a portion of the project once Myer's Park Funds are depleted.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Myers Park Revenues	\$ 350,429	\$ 400	\$ 1,508,506	\$ 1,155,849
163-000-100000-32000 - STORMWATER PERMIT FEES		-	-	-
163-000-100000-33400 - GRANT / STATE			-	656,649
163-000-100000-36110 - INTEREST INCOME	866	400	14,057	6,000
163-000-100000-39100 - TRANSFER FROM OTHER FUNDS	349,563	-	656,649	493,200
163-000-100000-39210 - SALE OF CITY ASSETS			837,800	-
Myers Park Expenses	\$ 381,582	\$ 300,197	\$ 505,773	\$ 1,739,594
163-000-100000-43200 - PROFESSIONAL FEES	-	-	-	-
163-000-100000-45200 - OTHER INSURANCE	-	-	-	-
163-000-100000-48000 - CAPITAL OUTLAY	-	-	-	-
163-820-100000-43200 - PROFESSIONAL FEES	1,000	-	4,184	-
163-820-100000-45200 - OTHER INSURANCE	-	-	-	-
163-820-100000-48000 - CAPITAL OUTLAY	-	-	501,589	1,739,594
163-900-100000-48000 - CAPITAL OUTLAY	380,582	300,197	-	-
Revenues vs Expenses	\$ (31,152)	\$ (299,797)	\$ 1,002,733	\$ (583,745)

163-MYERS PARK CAPITAL ITEMS

ITEM DESCRIPTION	COST
Hazel and Airport Expansion,	
Intersection and Roadways	1,739,594
TOTAL CAPITAL ITEMS REQUEST	\$1,739,594

JUDICIAL EDUCATION FUND

Missouri Revised Statutes, Chapter 479.260. 1. states, municipalities by ordinance may provide for fees in an amount per case to be set pursuant to sections 488.010 to 488.020 for each municipal ordinance violation case filed before a municipal judge, and in the event a defendant pleads guilty or is found guilty, the judge may assess costs against the defendant except in those cases where the defendant is found by the judge to be indigent and unable to pay the costs.

Further, each municipal court may establish a judicial education fund and an appointed counsel fund, each in separate accounts under the control of the municipal court to retain one dollar of the fees collected on each case. The fees collected shall be allocated between the two funds as determined by the court. The judicial education fund shall be used only to pay for: (1) The continuing education and certification required of the municipal judges by law or Supreme Court rule; and (2) Judicial education and training for the court administrator and clerks of the municipal court.

This fund is used to account for revenues and expenditures in the Judicial Education Fund. The fund collects a surcharge of one dollar (\$1.00) as costs in each court proceeding filed in city court in all criminal or traffic law cases.

BUDGET SUMMARY

<u>JUDICIAL EDUCATION FUND</u>		
Projected Beginning Fund Balance 7/01/2023	\$ 4,502	
Projected Income	\$100	
Reserved Fund Balance	0	
Funds Available		\$4,602
Approved Expenditures	0	
Income and Balance over/(under) Expenditures		\$100
Projected Fund Balance 6/30/2024		<u><u>\$ 4,602</u></u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

Continuing education of the Municipal Judge and the Municipal Court Clerk by attendance at the annual Municipal Court Conference is currently budgeted in the Municipal Court section of the General Fund. Staff continues to review changes to this fund to determine how best to allocate the proper amounts to the Municipal Court training.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Judicial Education Revenue	\$ 172	\$ 250	\$ 102	\$ 100
164-000-100000-34114 - COURT COST SURCHARGE	172	250	102	100
164-000-100000-39100 - TRANSFER FROM OTHER FUNDS		-	-	-
REVENUES vs EXPENSES	\$ 172	\$ 250	\$ 102	\$ 100

REGIONAL STORMWATER DETENTION FUND

This fund is used to account for revenues and expenditures should they be incurred, for various regionally located drainage structures.

BUDGET SUMMARY

<u>REGIONAL STORMWATER DETENTION FUND</u>		
Projected Beginning Fund Balance 7/01/2023	\$ 8,982	
Projected Income	\$100	
Reserved Fund Balance	0	
Funds Available		\$9,082
Approved Expenditures	0	
Income and Balance over/(under) Expenditures		\$100
Projected Fund Balance 6/30/2024		<u><u>\$ 9,082</u></u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

City ordinances provide for developers, with the approval of the City, to use regional storm water detention facilities instead of building their own. A fee is assessed based on the amount of storage that will be used

No projects are budgeted for this fiscal year.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Stormwater Detention Revenue	\$ 30	\$ 15	\$ 325	\$ 100
125-000-100000-36110 - INTEREST INCOME	30	15	325	100
125-000-100000-39600 - MISCELLANEOUS REVENUES		-	-	-
Revenues vs Expenses	\$ 30	\$ 15	\$ 325	\$ 100

PUBLIC SAFETY GRANTS FUND

This fund is used to account for revenues and expenditures of grants awarded to the Police and Fire Departments.

BUDGET SUMMARY

<u>PUBLIC SAFETY GRANTS FUND</u>		
Projected Beginning Fund Balance 7/01/2023	\$ 96,972	
Projected Income	0	
Reserved Fund Balance	0	
Funds Available		96,972
Approved Expenditures	1,675	
Income and Balance over/(under) Expenditures		95,297
Projected Fund Balance 6/30/2024		<u><u>\$ 95,297</u></u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

The Police and Fire Departments have access to a number of grant programs providing funding for equipment and/or supplies. These departments also occasionally receive money as donations from local industries, business or individuals. In order to more accurately account for and track use of these funds, a separate fund was established in Fiscal 2005. A number of grants have been considered for applying for throughout the years. However, there is no guarantee that any grants will be awarded as they are based on a competitive basis. Donations to the Police and Fire Departments for miscellaneous items and equipment for each department are also contemplated in this budget. If and when grants are awarded for Fiscal 2024, the Council will decide if they will be accepted and if necessary, allocate matching funds from other sources if applicable. At that time budget adjustments will be prepared.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Public Safety Revenue	\$ 97,206	\$ -	\$ -	\$ -
126-000-100000-33105 - GRANT POLICE DEPARTMENT	27,206	-	-	-
126-000-100000-33106 - GRANT FIRE DEPARTMENT		-	-	-
126-000-100000-36405 - DONATIONS POLICE DEPARTMENT	10,000	-	-	-
126-000-100000-36406 - DONATIONS FIRE DEPARTMENT	60,000	-	-	-
126-000-100000-39100 - TRANSFER FROM OTHER FUNDS		-	-	-
126-000-100000-39600 - MISCELLANEOUS REVENUES		-	-	-
Police Expenses	\$ 36,219	\$ -	\$ 3,100	\$ 1,675
126-300-100000-45000 - UNIFORM EXPENSE	540	-	-	-
126-300-100000-46000 - OFFICE EXPENSE	2	-	-	-
126-300-100000-46050 - TOOLS & SUPPLIES	5,778	-	3,100	-
126-300-100000-46150 - SAFETY EQUIPMENT		-	-	-
126-300-100000-48000 - CAPITAL OUTLAY	29,899	-	-	1,675
126-300-100000-49000 - TRANSFER TO OTHER FUNDS		-	-	-
Fire Expenses	\$ -	\$ -	\$ 5,700	\$ -
126-400-100000-46050 - TOOLS & SUPPLIES	-	-	-	-
126-400-100000-46150 - SAFETY EQUIPMENT	-	-	-	-
126-400-100000-48000 - CAPITAL OUTLAY	-	-	5,700	-
126-400-100000-49000 - TRANSFER TO OTHER FUNDS	-	-	-	-
Revenues vs Expenses	\$ 60,987	\$ -	\$ (8,800)	\$ (1,675)

126- POLICE CAPITAL ITEMS

ITEM DESCRIPTION	COST
Pneu-Cart X-2 Dart/Tranquilizer Gun	1,675
TOTAL CAPITAL ITEMS REQUEST	\$1,675

PARKS/STORMWATER SALES TAX FUND

This fund was created to separately account for revenue received from the 3/16ths of one (1%) percent sales tax approved by the voters in November 2003 and implemented in April 2005 for parks and stormwater related projects. The primary focus of the tax was to provide funds for the renovation, expansion and operation of the Carthage Library addition. The project was financed by Certificates of Participation (COPs) with repayment coming from the tax and \$2 million from the Library's fund raising campaign. Money above the amount necessary for debt service and operations, was available for applicable projects approved by the Council. The tax had a 20 year sunset. In August 2015, voters approved an increase to one-half (1/2) of one percent (1%) with a new 20 year sunset. A new Memorandum of Understanding signed between the Library Board and the City allocating 40% of the Parks/Storm water Sales Tax receipts directly to Library. The City will continue to pay the outstanding debt service on the Certificates of Participation, which originally funded the expansion and renovation of the Library from its Sixty percent (60%) of the Parks/Storm water Sales Tax. Funds previously calculated on the basis of collections of the Transportation Sales Tax also known as "hold harmless" ceased with the implementation of the one-half (1/2) of one percent (1%) Parks/Storm water Sales Tax.

BUDGET SUMMARY

PARKS/STORMWATER SALES TAX FUND

Projected Beginning Fund Balance 7/01/2023	\$1,082,058	
Projected Income	\$1,476,408	
Reserved Fund Balance	0	
Funds Available		\$2,558,466
Approved Expenditures	-\$1,229,064	
Income and Balance over/(under) Expenditures		\$247,344
Projected Fund Balance 6/30/2024		<u><u>\$1,329,402</u></u>

AUTHORIZED PERSONNEL

	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

The City is budgeting expenditures of \$1,229,064 for Fiscal 2024. This consists of \$100,200 for payments on the Certificates of Participation (principal and interest payments) for the Library Expansion Project, \$ 586,563 to the Library for operating expenses, and \$ 642,501 for City capital projects. The projects consist of Parks and Storm water projects and are delineated on the following pages and include capital associated with the Golf Course. By Statute, expenditures may be made from the fund for any storm water control or local park functions authorized in the ordinance or order adopted by the governing body. As the Golf Course operations are administered under the Parks & Recreation program, it is included as a local park function.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Parks Stormwater Revenue	\$ 1,396,865	\$ 1,298,104	\$ 3,973,367	\$ 1,476,408
128-000-100000-31300 - SALES TAX	1,393,730	1,296,904	1,437,655	1,466,408
128-000-100000-36110 - INTEREST INCOME	3,134	1,200	35,712	10,000
128-000-100000-36120 - BOND PROCEEDS	-	-	-	-
128-000-100000-36400 - DONATIONS	-	-	2,500,000	-
128-000-100000-36500 - COP PROCEEDS	-	-	-	-
128-000-100000-39100 - TRANSFER FROM OTHER FUNDS	-	-	-	-
128-000-100000-39600 - MISCELLANEOUS REVENUES	-	-	-	-
Parks Stormwater Expenses	\$ 1,040,422	\$ 1,421,410	\$ 1,613,108	\$ 1,229,064
128-000-100000-49100 - C.O.P. PAYMENTS	-	-	170,998	100,200
128-200-100000-48000 - CAPITAL OUTLAY	-	-	593,263	295,000
128-500-100000-48000 - CAPITAL OUTLAY	-	-	330,086	247,301
128-900-100000-48000 - CAPITAL OUTLAY	482,930	902,649	-	-
128-900-100000-49000 - TRANSFER TO OTHER FUNDS	-	-	-	-
128-910-100000-43200 - PROFESSIONAL FEES	-	-	-	-
128-910-100000-49050 - PAYMENTS TO LIBRARY	557,492	518,761	518,761	586,563
Revenues vs Expenses	\$ 356,442	\$ (123,306)	\$ 2,360,259	\$ 247,344

128-PARKS STORMWATER CAPITAL ITEMS

ITEM DESCRIPTION	COST
Public Works	
Stormwater Mapping Study	55,000
Railroad to Mound St. Drainage	240,000
	295,000
Parks Department	
WPA Pool Building	180,415
Misc Golf Equipment - Golf Carts	66,885.48
	247,300
TOTAL CAPITAL ITEMS REQUEST	<u>\$542,300.48</u>

FIRE PROTECTION SALES TAX FUND

This fund was created to separately account for tax revenue received from the Fire Sales Tax which was approved by a vote of the people in 2011. The passage of this tax issue had a sunset provision of twenty (20) included. All revenue received from the tax authorized pursuant to the provisions of the Statutes shall be deposited in a special trust fund and shall be used solely for the operation of the municipal fire department. Budgeted expenditures are shown on the following pages.

BUDGET SUMMARY

<u>FIRE SALES TAX FUND</u>		
Projected Beginning Fund Balance 7/01/2023	\$ 1,737,630	
Projected Income	\$758,200	
Reserved Fund Balance	0	
Funds Available		\$2,495,830
Approved Expenditures	-\$903,910	
Income and Balance over/(under) Expenditures		-\$145,710
Projected Fund Balance 6/30/2024		<u><u>\$ 1,591,920</u></u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	0	0

BUDGETED HIGHLIGHTS

Approved expenditures of \$903,910 include \$344,614 for capital items and \$559,296 as the transfer to the General Fund to supplement the operations of the Fire Department. The Council allocated approximately one-half of the Tax proceeds for capital needs and one-half for operating needs/expenses in the department with the implementation of the Sales Tax. The operating needs are met through a transfer from the Fire Sales Tax Fund to the General Fund as program revenues to off-set General Fund revenues used in the function/program of the Fire Department. Capital Outlay of \$344,614 includes the next phase of updating Personal Protective Equipment and SCBAs, funds for fire hose replacements, Fire Engine Lease Purchase Payment and the purchase of a new fire engine to replace our 1994 reserve engine. This new engine will be paid for in payments of approximately \$166,000 over the next 5 years. There will be a transfer of an additional \$192,696 into the general fund to support an addition of three personnel. Operating expenses are included in the Fire Department's operations in the General Fund.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Fire Sales Tax Revenue	\$ 701,840	\$ 643,798	\$ 782,660	\$ 758,200
131-000-100000-31300 - SALES TAX	696,915	642,198	718,824	733,200
131-000-100000-36110 - INTEREST INCOME	4,926	1,600	63,836	25,000
131-000-100000-36120 - BOND PROCEEDS		-	-	-
131-000-100000-39100 - TRANSFER FROM OTHER FUNDS		-	-	-
Fire Sales Tax Expenses	\$ 627,785	\$ 693,600	\$ 693,600	\$ 903,910
131-400-100000-48000 - CAPITAL OUTLAY	323,500	372,500	372,500	344,614
131-400-100000-49000 - TRANSFER TO OTHER FUNDS	304,285	321,100	321,100	559,296
Reveues vs Expenses	\$ 74,055	\$ 49,802	\$ 89,060	\$ (145,710)

131-FIRE TAX CAPITAL ITEMS

ITEM DESCRIPTION	COST
Replace 1994 Fire Engine	169,000
Yearly Replacement Old PPE/New Hire PPE	23,000
Yearly SCBA replacement.26000	26,000
Yearly Fire Hose Replacement	4,000
2021 Engine Lease Payment	122,614
TOTAL CAPITAL ITEMS REQUEST	\$344,614

INMATE SECURITY FUND

This fund is used to account for revenues and expenditures in the Inmate Security Fund. Pursuant to RSMo. 488.5026, the fund collects a surcharge of two dollars as costs in each court proceeding filed in city court in all criminal or traffic law cases.

BUDGET SUMMARY

INMATE SECURITY FUND		
Projected Beginning Fund Balance 7/01/2023	\$ 25,185	
Projected Income	\$3,500	
Reserved Fund Balance	0	
Funds Available		\$28,685
Approved Expenditures	0	
Income and Balance over/(under) Expenditures		\$3,500
Projected Fund Balance 6/30/2024		<u>\$ 28,685</u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

Funds generated by the Court surcharge shall be deposited into the Inmate Security Fund. Funds deposited shall be utilized to develop biometric verification systems to ensure that inmates can be properly identified and tracked within the local jail system. Upon the installation of the biometric verification system, funds in the inmate security fund may be used for the maintenance of the biometric verification system, and to pay for any expenses related to custody and housing and other expenses for prisoners. For Fiscal 2023, no funds have been budgeted in the fund. The equipment was purchased previously with grant funds. Staff is evaluating alternatives regarding prisoner expenses and costs and will make a recommendation to the Budget Committee regarding any budget adjustments to this fund as a result of those discussions.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Inmate Security Revenue	\$ 3,822	\$ 3,500	\$ 3,973	\$ 3,500
130-000-100000-34114 - COURT COST SURCHARGE	3,822	3,500	3,973	3,500
130-000-100000-36110 - INTEREST INCOME		-	-	-
Inmate Security Expenses	\$ -	\$ -	\$ -	\$ -
130-900-100000-48000 - CAPITAL OUTLAY	-	-	-	-
REVENUES vs EXPENSES	\$ 3,822	\$ 3,500	\$ 3,973	\$ 3,500

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
CID TIF Revenue	\$ 149	\$ 75	\$ 1,631	\$ 600
129-000-100000-31300 - SALES TAX	-	-	-	-
129-000-100000-36110 - INTEREST INCOME	149	75	1,631	600
129-000-100000-39100 - TRANSFER FROM OTHER FUNDS		-	-	-
129-000-100000-39600 - MISCELLANEOUS REVENUES		-	-	-
CID TIF Expenses	\$ -	\$ -	\$ -	\$ -
129-810-100000-48000 - CAPITAL OUTLAY	-	-	-	-
Revenues vs Expenses	\$ 149	\$ 75	\$ 1,631	\$ 600

PUBLIC FACILITIES/BOND FUND

The City of Carthage, Missouri and the Board of Trustees of McCune-Brooks Hospital, a component unit of the City, entered into a Hospital Lease Agreement dated as of December 7, 2011 with Mercy-Hospital Carthage, a Missouri nonprofit corporation, for the lease of the McCune-Brooks Hospital facility. Mercy-Carthage is an affiliate of Mercy Health, a Missouri nonprofit corporation. The Hospital Facility was constructed with proceeds of the City's Hospital Revenue Bonds, Series 2005 (the "Series 2005 Bonds"), issued pursuant to a Trust Indenture dated as of November 1, 2005 (as amended by the First Supplemental Trust Indenture dated as of December 1, 2011 and the Second Supplemental Trust Indenture dated as of September 1, 2015, the "Indenture") between the City and UMB Bank, N.A., as bond trustee. In connection with the Lease Agreement, the City and the Board of Trustees established the McCune-Brooks Regional Hospital Trust to receive, hold and distribute certain funds relating to the Lease Agreement pursuant to the McCune-Brooks Regional Hospital Trust Agreement. On November 3, 2015, the voters of the City authorized the City to sell the Hospital Facility to Mercy-Carthage. The City and the Board of Trustees provided notice to Mercy-Carthage of their exercise of an option in the Lease Agreement (the "Put Option") to require Mercy-Carthage to purchase the Hospital Facility and certain personal property related to the Hospital Facility for a price to be calculated in accordance with the Lease Agreement. Additionally, the City authorized the defeasance and redemption of the outstanding Hospital Revenue Bonds, Series 2005, and enter into other documents and actions in connection therewith. Other documents related to this issue were the Lease Agreement, Trust Indenture, a Subordination, Non-Disturbance and Attornment Agreement, Asset Purchase Agreement, Termination Agreement and, an Escrow Agreement.

BUDGET SUMMARY

PUBLIC FACILITIES/BOND FUND

Projected Beginning Fund Balance 7/01/2023	\$1,552,157	
Projected Income	\$4,550,000	
Reserved Fund Balance	0	
Funds Available		\$6,102,157
Approved Expenditures	-\$6,000,000	
Income and Balance over/(under) Expenditures		-\$1,450,000
Projected Fund Balance 6/30/2024		<u><u>\$102,157</u></u>

AUTHORIZED PERSONNEL

Full Time

Part Time

Staff

0

0

BUDGET HIGHLIGHTS

On December 7, 2011, the Hospital entered into an agreement with Mercy Health (Mercy), a Missouri non-profit corporation to lease and assign certain assets used in the operation of the Hospital to Mercy to allow Mercy to assume operational control of the Hospital. The initial term of the agreement commenced on January 1, 2012, and was set to expire on December 31, 2061. As a result of the agreement, the Hospital leased and assigned certain assets used in the operation of the Hospital to Mercy to allow Mercy to assume operation control. Through June 30, 2016, the Hospital operated as a lessor of the property. Effective June 30, 2016, Mercy exercised the purchase option of the lease with the remaining funds from the lease transaction to be utilized for the health and welfare of the Citizens of Carthage, Missouri. Through the Trust Agreement, the Grantors agreed that as part of the Lease Agreement that all net lease proceeds received by Grantor shall be held, administered, and distributed upon the recommendations of the Trustee, subject to the approval of the City Council, as a restricted trust fund, separate and apart from the general assets of the City, for the general welfare and healthcare benefit of the citizens of Carthage, Missouri. The McCune-Brooks Regional Hospital Trust is included as a component unit of the City (for the City's financial statements) due to its relationship with the City.

In Fiscal 2022, the City has budgeted funds for infrastructure regarding anticipated Economic Development projects in conjunction with The Missouri Department of Transportation (MoDOT) via a Cost-Share Agreements for the construction of a round-about on the exit ramp of I-49 and Highway HH, and the Fairlawn round-about project. Additionally, funds are included for improvements to Hazel Avenue south from Phelps Blvd. to Highway HH in conjunction with the expansion of the Schreiber plant project (which was on hold due to the COVID situation last year). Revenues include projections of MoDOT reimbursing the City its share of funds on the Cost-share Agreement. Although budgeted, it is doubtful the full share of MoDOT's commitment will be received in this fiscal year. As updates and specifics continue to unfold regarding these prospects, staff will provide information to the Council.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Public Facilities Revenue	\$ 637,248	\$ 1,337,591	\$ 1,437,141	\$ 4,550,000
175-000-100000-33400 - GRANT / STATE	190,863		-	2,000,000
175-000-100000-36110 - INTEREST INCOME	9,719	3,750	103,300	50,000
175-000-100000-39100 - TRANSFER FROM OTHER FUNDS	-	-	-	-
175-000-100000-39210 - SALE OF CITY ASSETS	-	-	-	-
175-000-100000-39600 - MISCELLANEOUS REVENUES	436,667	1,333,841	1,333,841	2,500,000
Public Facilities Expenses	\$ 349,563	\$ -	\$ 300,000	\$ 6,000,000
Public Works				
175-200-100000-48000 - CAPITAL OUTLAY	-	-	300,000	6,000,000
Fire Department				
175-400-100000-48000 - CAPITAL OUTLAY	-	-	-	-
Other				
175-900-100000-49000 - TRANSFER TO OTHER FUNDS	349,563	-	-	-
Revenue vs Expenses	287,685	1,337,591	1,137,141	(1,450,000)

175- PUBLIC FACILITIES CAPITAL ITEMS

ITEM DESCRIPTION	COST
Downtown Sidewalk Grant	1,000,000
Industrial Park Grant	5,000,000
TOTAL CAPITAL ITEMS REQUEST	\$6,000,000

ECONOMIC DEVELOPMENT DISTRICT FUND

Cities, counties, towns and villages in Missouri are authorized, pursuant to Article VI, Section 27(b) of the Missouri Constitution and Sections (“Chapter”) 100.010 to 100.200 of the Revised Statutes of Missouri (the “Act”) to issue industrial development bonds to finance projects for private corporations, partnerships and individuals. Under Chapter 100, the city issues bonds to finance real and/or personal property for eligible development projects.

In 2014, the City took action in connection with the issuance, sale and delivery by the City of Carthage, Missouri, Taxable Industrial Revenue Bonds (Schreiber Foods, Inc. Project), Series 2014, in the maximum principal amount of \$46,300,000 (the "Bonds").

This fund was created as a result of the issuance of Chapter 100 Bonds for the expansion of the Schreiber Plant on Fairview Avenue in conjunction with Enhanced Enterprise Zone incentives. Over the past few years, Schreiber has invested approximately \$30,000,000 on real estate improvements and \$60,000,000 in new machinery and equipment. A second phase of investment, with new investment in Carthage exceeding \$140,000,000, included constructing approximately 29,000 square-feet of new space and repurposing approximately 67,000 square-feet of existing building space. The project included installing five high-speed state-of-the-art natural cheese packaging lines along with partner welfare, material handling and storage facilities for cheese, ingredients, and packaging materials to support the increased packaging volume. The Company expected the investment for the Project Equipment at the Project Site to be approximately \$46,300,000 beginning in calendar year 2014 and continuing through calendar year 2015.

BUDGET SUMMARY

ECONOMIC DEVELOPMENT FUND

Projected Beginning Fund Balance 7/01/2023	\$12,793	
Projected Income	\$33,519	
Reserved Fund Balance	0	
Funds Available		\$46,312
Approved Expenditures	-\$31,819	
Income and Balance over/(under) Expenditures		\$1,700
Projected Fund Balance 6/30/2024		<u><u>\$14,493</u></u>

AUTHORIZED PERSONNEL

	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

Upon the issuance of Chapter 100 bonds, the city provided tax abatement on the bond-financed property over the term of the bonds. Under this arrangement, the City retained ownership of the real and/or personal property and leases it back to the company under a lease-purchase agreement. Through the lease agreement, the company is responsible for making payments that are sufficient to pay the principal and interest on the bonds as they come due. Most commonly, the bonds are purchased by the company. Because title to the property is held in the name of the

city during the lease term, the property acquired with the bond proceeds is tax exempt. The company then assumes ownership at the end of the term of the bonds.

As part of the Agreement, the Company will receive personal property tax abatement in the amount of 50% for ten years. Additionally, payments in lieu of taxes (PILOT) shall be paid by the Company and disbursed to the respective taxing districts in the same proportion as the then current ad valorem tax levy of each taxing district. The Company agreed to make fixed payments in lieu of taxes in the amounts to the City for distribution to the applicable taxing entities. The annual PILOT payments will be fixed as set forth in the Agreement irrespective of (1) any annual appraisal or assessment which may be rendered by the County Assessor's Office with respect to the Project Equipment, or (2) the actual amount or timing of investments in the Project. This budget provides for the disbursements of those estimated PILOT payments to the various taxing agencies. The budgeted amount of PILOT Payments this Fiscal Year is \$33,319..

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
Economic Development Revenue	\$ 55,884	\$ 33,344	\$ 1,932	\$ 33,519
221-000-100000-36110 - INTEREST INCOME	42	25	432	200
221-000-100000-36400 - DONATIONS	-	-	-	-
221-000-100000-39101 - PROPERTYTAX ABATEMENT	54,342	31,819	-	31,819
221-000-100000-39102 - ADMINISTRATION FEES REIMB	1,500	1,500	1,500	1,500
221-000-100000-39600 - MISCELLANEOUS REVENUES		-	-	-
Economic Development Expenses	\$ 54,342	\$ 31,819	\$ 31,819	\$ 31,819
221-800-100000-42120 - TAX DISTRIBUTION	54,342	31,819	31,819	31,819
Revenues vs Expenses	\$ 1,542	\$ 1,525	\$ (29,887)	\$ 1,700

AMERICAN RESCUE PLAN ACT FUND

The U.S. House of Representatives on March 10, 2021, passed the Senate-amended H.R. 1319, the American Rescue Plan (ARP). The ARP provides \$1.9 trillion (Nation-wide) in additional relief to respond to the novel coronavirus (COVID-19). This follows the enactment of nearly \$4 trillion in COVID relief in 2020. President Biden called for Congress to enact the ARP to provide relief for individuals and business struggling due to COVID-19, as well as to achieve other priorities of the Biden Administration and Congress. ARP includes provisions on aid to state and local governments, hard-hit industries and communities, tax changes affecting individuals and business, and other provisions. In summary, the \$1.9 trillion package provides \$350 billion for state and local governments. According to figures provided by 'The Missouri Budget Project', the City of Carthage is expected to receive \$2.72 million. In the law are numerous programs that may be appropriate for cities, counties, towns, and townships to consider.

BUDGET SUMMARY

<u>American Rescue Plan Act</u>		
Projected Beginning Fund Balance 7/01/2023	\$ 1,456,111	
Projected Income	0	
Reserved Fund Balance	0	
Funds Available		\$1,456,111
Approved Expenditures	\$135,000	
Income and Balance over/(under) Expenditures		-\$135,000
Projected Fund Balance 6/30/2024		<u>\$ 1,321,111</u>

AUTHORIZED PERSONNEL	Full Time	Part Time
Staff	0	0

BUDGET HIGHLIGHTS

Fiscal relief funds (American Rescue Plan Act) must be spent by December 31, 2024 and can be used to: Respond to the COVID pandemic or the resulting negative economic effects; Provide "premium pay" to essential public workers (up to a maximum premium of \$13/hour or \$25,000 per worker); Provide services (equivalent to the amount of revenue loss due to the pandemic); Invest in improvements to water, sewer, or broadband infrastructure.

Payments to local governments were divided into two equal tranches – within 60 days after enactment, the U.S. Treasury was required to release the first tranche allocated to a city, county or state; the second tranche cannot be released earlier than 12 months after the first payment. Small cities' funds were sent to the State, who was required to forward the funds to cities no longer than 30 days after receipt from the Federal government. In order to receive a payment either under the first or second tranche, local governments had to provide the U.S. Treasury with a certification signed by an authorized officer. The final rule as issued by the U.S. Treasury Department, allowed recipients to elect a "Standard Allowance" of up to \$10 million, not to exceed the award allocation, for use as revenue replacement.

The City is budgeting expenditures of \$135,000 for Fiscal 2024. This consists of capital purchases for financial reporting and budgeting software, personal protective equipment, an auto CPR system, additional Civic Experience software, and completion of the Police Department take-home vehicle program.

	FY22 Actual FY2022	2023 Budget FY2023	FY23 Proposed Actuals FY2023	FY24 Budget FY2024
ARPA Revenue	\$ 12,284.89	\$ 1,503,851.00	\$ 1,529,081.00	\$ -
222-000-100000-33100 - GRANT FEDERAL	10,141	1,502,101	1,502,101	-
222-000-100000-33400 - GRANT / STATE	-	-	-	-
222-000-100000-36110 - INTEREST INCOME	2,144	1,750	26,980	-
ARPA Expenses	\$ -	\$ -	\$ 1,602,462	\$ 135,000
222-901-100000-48000 - CAPITAL OUTLAY			\$ 1,602,462	\$ 135,000
REVENUES vs EXPENSES	\$ 12,285	\$ 1,503,851	\$ (73,381)	\$ (135,000)

ARPA CAPITAL ITEMS

ITEM DESCRIPTION	COST
Replace 2012 Ford Expedition	60,000
Replace 1998 Chevy Brush Truck	75,000
TOTAL CAPITAL ITEMS REQUEST	\$135,000

APPENDIX I

Carthage Water & Electric Plant Budget

CARTHAGE WATER & ELECTRIC PLANT

OPERATING BUDGET

JULY 1, 2023
THRU
JUNE 30, 2024

CWEP Board Approved: April 20, 2023

City Council Approved:

PROJECTED ACTUAL FOR FY 2022-2023

CARTHAGE WATER & ELECTRIC PLANT BOARD

	TOTAL	ELECTRIC	WATER	WASTE	COMM
Operating Revenue	39,725,281	30,907,359 (pg 1)	3,658,669 (pg 10)	3,289,817 (pg 17)	1,869,436 (pg 23)
Operating Expense	35,092,864	27,272,667 (pg 1)	3,579,922 (pg 10)	2,990,734 (pg 17)	1,249,541 (pg 23)
Net Operating Income	4,632,417	3,634,692	78,747	299,083	619,895
Other Revenue / (Expense)	(1,624,702)	(762,953) (pg 1)	(651,750) (pg 10)	(43,784) (pg 17)	(166,215) (pg 23)
Net Income before transfer	3,007,715	2,871,739	(573,003)	255,299	453,680
Cash Flow Projection:					
Net Income before transfer	3,007,715	2,871,739	(573,003)	255,299	453,680
Add: Depreciation & Amortization	4,816,517	1,709,029 (pg 1)	1,281,268 (pg 10)	1,147,461 (pg 17)	678,759 (pg 23)
Add: Municipal Depreciation	86,705	86,705 (pg 8)			
Cash from Operations	7,910,937	4,667,473	708,265	1,402,760	1,132,439
Cash from Operations	7,910,937	4,667,473	708,265	1,402,760	1,132,439
Cash from External Sources:					
Financing	4,898,529	2,332,000	0	151,767	2,414,762
Less:					
Capital Expense	(11,722,736)	(4,808,368) (pg 9)	(3,042,507) (pg 16)	(767,103) (pg 22)	(3,104,758) (pg 26)
Add back write off of AMI meters and capital expenditures in prior years	4,871,045	2,190,832	2,680,213		
Joint Capital Exp with WIP	(616,014)	(256,884) (pg 29)	(173,393) (pg 29)	(150,158) (pg 29)	(35,579) (pg 29)
WIP costs on past approved projects	(2,826,304)	(2,826,304)	0	0	0
Principal Payment	(1,135,656) *	(206,985)	(60,795)	(472,466)	(395,410)
Net Cash Before Transfer	1,379,801	1,091,764	111,783	164,800	11,454
Transfer To City	(1,254,455)	(951,850) (pg 1)	(138,432) (pg 10)	(114,431) (pg 17)	(49,741) (pg 23)
Net Cash To (From) Reserves	125,346	139,914	(26,649)	50,368	(38,287)
* 2012 Certificate of Participation	1,135,656	206,985	60,795	472,466	395,410
2015 Certificate of Participation		110,544	60,795	38,661	
Catalyst loan payment		96,441		245,000	
2019 SRF Loan payment				188,805	
Fiber project loan payment					395,410
2022 Certificate of Participation					

BUDGET SUMMARY FY 2023-2024

CARTHAGE WATER & ELECTRIC PLANT BOARD

BUDGET RECOMMENDATIONS:

WAGE ADJ.: 3%

	TOTAL	ELECTRIC	WATER	WASTE	COMM
Operating Revenue	42,997,620	32,648,000 (pg 1)	4,370,800 (pg 10)	3,697,800 (pg 17)	2,281,020 (pg 23)
Operating Expense	38,649,409	28,845,107 (pg 1)	4,231,180 (pg 10)	3,655,751 (pg 17)	1,917,371 (pg 23)
Net Operating Income	4,348,211	3,802,893	139,620	42,049	363,649
Other Revenue / (Expense)	1,505,160	(311,300) (pg 1)	12,610 (pg 10)	1,959,000 (pg 17)	(155,150) (pg 23)
Net Income before transfer	5,853,371	3,491,593	152,230	2,001,049	208,499
Cash Flow Projection:					
Net Income before transfer	5,853,371	3,491,593	152,230	2,001,049	208,499
Add: Depreciation & Amortization	5,214,618	1,898,857 (pg 1)	1,302,799 (pg 10)	1,200,141 (pg 17)	812,821 (pg 23)
Add: Municipal Depreciation	120,500	120,500 (pg 8)			
Cash from Operations	11,188,489	5,510,950	1,455,029	3,201,190	1,021,320
Cash from Operations	11,188,489	5,510,950	1,455,029	3,201,190	1,021,320
Cash from External Sources:					
Financing Proceeds	13,168,000	12,668,000	0	0	500,000
Less:					
Capital Expense	(9,145,900)	(3,122,100) (pg 9)	(1,437,500) (pg 16)	(2,607,400) (pg 22)	(1,978,900) (pg 26)
Add back capital expenditures in prior years	0	0	0	0	0
Joint Capital Expense	(380,801)	(154,556) (pg 29)	(105,217) (pg 29)	(90,577) (pg 29)	(30,451) (pg 29)
WIP costs on past approved projects	(12,668,000)	(12,668,000)	0	0	0
Principal Payment	(1,415,193) *	(564,277)	0	(445,000)	(405,916)
Net Cash Before Transfer	746,595	1,670,017	(87,688)	58,213	(893,947)
Transfer To City	(1,291,995)	(1,000,300) (pg 1)	(123,690) (pg 10)	(111,330) (pg 17)	(56,675) (pg 23)
Net Cash To (From) Reserves	(545,400)	669,717	(211,378)	(53,117)	(950,622)
* 2015 Certificate of Participation	1,415,193	564,277	0	445,000	405,916
Catalyst loan payment		109,277		250,000	
2019 SRF loan payment				195,000	
Fiber project loan payment					405,916
2022 Certificate of Participation		455,000			

**ELECTRIC DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
ELECTRIC REVENUE:				
RESIDENTIAL	9,814,343	9,846,500	10,898,485	11,721,000
COMMERCIAL	5,947,599	5,954,500	6,471,288	6,702,000
INDUSTRIAL	11,631,174	11,598,000	12,493,762	13,223,500
CITY SERVICES	171,682	160,000	193,062	171,000
TOTAL BILLINGS	27,564,798	27,559,000	30,056,596	31,817,500
DEPARTMENT UTILITIES	706,964	751,000	761,457	755,500
ALL OTHER	83,662	60,000	89,305	75,000
TOTAL OPERATING REVENUE	28,355,424	28,370,000	30,907,359	32,648,000
OPERATING EXPENSE:				
(pg 4) PRODUCTION	897,030	861,636	869,374	1,084,400
(pg 5) PURCHASED POWER	19,366,400	18,253,500	19,702,758	20,087,000
(pg 7) DISTRIBUTION	1,191,836	1,142,660	1,071,831	1,627,350
(pg 27) CUSTOMER SERVICE EXPENSE	178,020	271,460	230,401	344,780
(pg 28) GENERAL EXPENSE	2,775,062	3,897,240	3,689,275	3,802,720
DEPRECIATION & AMORTIZATION	1,665,853	1,820,000	1,709,029	1,898,857
TOTAL OPERATING EXPENSE	26,074,201	26,246,496	27,272,667	28,845,107
NET OPERATING REVENUE	2,281,223	2,123,504	3,634,692	3,802,893
OTHER REVENUE / (EXPENSE):				
(pg 2) OTHER INCOME	348,125	(614,400)	107,771	714,000
(pg 2) OTHER EXPENSE	(53,018)	(994,260)	(650,667)	(756,500)
(pg 8) MUNICIPAL SERVICES EXP	(182,143)	(226,800)	(220,058)	(268,800)
TOTAL OTHER REVENUE / (EXPENSE)	112,963	(1,835,460)	(762,953)	(311,300)
NET INCOME BEFORE TRANSFER	2,394,187	288,044	2,871,738	3,491,593
TRANSFER TO CITY	(891,750)	(951,850)	(951,850)	(1,000,300)
NET INCOME ELECTRIC DEPARTMENT	1,502,437	(663,806)	1,919,888	2,491,293

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$564,277 OR CAPITAL EXPENDITURES OF \$3,122,100. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**ELECTRIC DEPARTMENT
REVENUES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
10-440.00	ELEC RESIDENTIAL REVENUES	9,814,343	9,846,500	10,898,485	11,721,000
10-441.00	ELEC COMMERCIAL REVENUES	5,947,599	5,954,500	6,471,288	6,702,000
10-442.00	ELEC INDUSTRIAL REVENUES	11,631,174	11,598,000	12,493,762	13,223,500
10-446.00	CITY SERVICES	171,682	160,000	193,062	171,000
	TOTAL BILLED REVENUE	27,564,798	27,559,000	30,056,596	31,817,500
10-448.00	DEPARTMENTAL UTILITIES	706,964	751,000	761,457	755,500
10-449.00	MISC ELECTRIC SERVICES	83,869	60,000	89,477	75,000
10-449.10	CASH OVER/SHORT	(206)	-	(173)	-
	TOTAL OPERATING REVENUE	28,355,424	28,370,000	30,907,359	32,648,000
	OTHER REVENUE:				
10-450.00	GRANT REVENUE	-	-	-	-
10-451.00	RENT FROM ELEC PROPERTY	-	-	-	-
10-452.00	ELEC POLE RENTAL	41,479	41,000	44,178	73,500
10-453.00	ELEC INTEREST EARNED	54,929	62,700	177,366	316,500
10-453.01	ELEC INTEREST EARNED ON 2022 COP FUNDS	-	-	124,778	84,000
10-453.02	DIVIDEND INCOME	13,425	-	187,770	-
10-454.00	NON-OPERATING REVENUE - ELECTRIC	7,551	10,000	10,415	10,000
10-445.00	PENALTIES-EL	224,692	200,000	232,152	230,000
10-455.00	SOLID WASTE BILLINGS	6,020	5,900	6,029	-
10-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	30	(934,000)	(674,917)	-
	TOTAL OTHER REVENUE	348,125	(614,400)	107,771	714,000
	OTHER EXPENSE:				
10-457.00	INTEREST ON ELECTRIC LEASE PURCHASE	36,802	33,200	33,139	29,300
10-457.10	INTEREST ON ELECTRIC DEBT	7,023	4,560	4,054	-
10-457.11	INTEREST EXPENSE (GASB 87)	1,511	-	2,000	2,000
10-457.50	INTEREST ON SERIES 2022 COP	-	305,000	385,063	729,500
10-457.51	AMORTIZATION OF BOND PREMIUM ON 2022 COP	-	-	(22,419)	(41,400)
10-458.00	INTEREST ON CONSUMER DEPOSITS	3,213	6,500	3,176	7,000
10-460.00	OBSOLETE INVENTORY WRITE-OFFS	260	-	-	-
10-461.00	OTHER NON-OPERATING EXPENSE	4,210	645,000	245,654	30,100
	TOTAL OTHER EXPENSE	53,018	994,260	650,667	756,500

**ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - OPERATION**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
11-546.00	SUPERVIS/ENGINEER-PRODUCT	60,393	66,000	61,430	96,600
11-547.00	FUEL OIL CONSUMED	53,783	40,000	54,775	58,000
11-547.10	NATURAL GAS CONSUMED	136,902	40,000	114,708	75,000
11-548.04	GENERATION LABOR	17,697	16,000	14,611	29,000
11-548.05	COOLING SYSTEM UTILITIES	13,745	14,000	15,280	15,000
11-549.00	SMALL TOOLS AND EQUIPMENT	1,274	1,500	805	1,500
11-549.01	INSURANCE	225,833	245,836	242,101	266,500
11-549.02	MISCELLANEOUS	1,034	2,500	2,410	2,000
11-549.03	EDUCATION AND TRAINING	22,431	21,700	23,896	25,300
11-549.04	UTILITIES	5,662	7,500	9,446	8,000
11-549.05	ELEC PROD - COMMUNICATION	7,263	7,300	7,344	7,600
11-549.06	ELEC PROD - TRANSPORTATION COSTS ALLOCATED	(2,672)	(2,250)	(2,250)	(1,500)
11-549.07	EMISSIONS EXP	4,982	8,000	8,000	5,000
11-549.08	SOFTWARE AGREEMENTS	9,180	8,900	8,563	8,900
11-925.00	INJURIES AND DAMAGES	-	-	-	-
	TOTAL OPERATION EXP	557,508	476,986	561,120	596,900

**ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - MAINTENANCE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
11-551.00	SUPERVIS/ENGINEER-PRO MNT	64,009	64,000	60,529	133,500
11-552.00	MAINTENANCE PLANT BLDG	21,672	26,000	24,040	43,300
11-552.01	MAINTENANCE OF STORAGE TANKS	520	60,000	31,342	5,000
11-552.02	GAS LINE TO POWER PLANT	-	1,000	470	1,000
11-552.03	YARD AND YARD LIGHTS	10,719	15,000	10,087	15,000
11-552.04	ENVIRONMENTAL WASTE DISPOSAL	2,274	2,000	1,429	2,000
11-553.00	FUEL & LUBE OIL PUMPS & PIPING	-	1,000	1,087	1,300
11-553.01	COOLING SYSTEM	14,352	17,000	12,770	18,600
11-553.02	ACCESSORY ELEC EQUIPMENT	21,594	7,000	6,445	7,000
11-553.03	IT SUPPORT AND EQUIPMENT	13,939	15,000	10,773	15,000
11-553.06	ENGINE GENERATOR NO 6	10,247	12,000	10,784	16,500
11-553.07	ENGINE GENERATOR NO 7	9,825	12,000	7,437	16,500
11-553.08	ENGINE GENERATOR NO 8	9,558	12,000	7,467	16,500
11-553.09	ENGINE GENERATOR NO 9	26,524	12,000	25,595	16,500
11-553.10	ENGINE GENERATOR NO 10	21,554	12,000	12,491	16,500
11-553.11	ENGINE GENERATOR NO 11	13,712	27,000	28,409	40,700
11-553.12	ENGINE GENERATOR NO 12	16,472	27,000	14,837	40,700
11-553.13	ENGINE GENERATOR NO 13	36,685	27,000	21,414	30,700
11-553.14	ENGINE GENERATOR NO 14	35,644	27,000	16,329	30,700
11-554.00	MAINT POWER PLANT EQUIP	8,225	8,000	3,788	8,900
11-554.01	TRANSPORTATION COSTS ALLOCATED	(2,672)	(2,250)	(2,250)	(1,500)
11-554.03	ELEC PROD - COMMUNICATION	1,333	1,400	1,423	1,700
11-554.04	SAFETY SUPPLIES AND EXPENSE	3,375	1,500	1,557	11,400
11-599.99	INVENTORY ADJUSTMENTS	(39)	-	-	-
TOTAL MAINTENANCE EXP		339,522	384,650	308,254	487,500
TOTAL PRODUCTION EXPENSE		897,030	861,636	869,374	1,084,400

**ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - PURCHASED POWER & OTHER**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	
11-555.00	PURCHASED POWER - ENERGY	9,155,350	7,894,000	9,977,174	8,678,000	(1)
11-555.01	PURCHASED POWER - DEMAND	9,929,548	9,975,500	9,442,951	10,838,500	(1)
11-555.04	EL PURCH POWER - COMMUNICATION	-	-	-	-	
11-555.30	SYS CONTROL/LOAD DISPATCH	268,397	298,000	274,131	420,500	
11-557.00	OTHER EXPENSE	13,104	86,000	8,502	150,000	
TOTAL PURCHASED POWER EXP		19,366,400	18,253,500	19,702,758	20,087,000	

(1) BASED ON 295,400,183 KWH PURCHASED.

**ELECTRIC DEPARTMENT
DISTRIBUTION EXPENSE - OPERATION**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
12-580.00	SUPERVIS/ENGINEER-DISTRIB	18,295	48,000	35,323	79,900
12-582.00	LABOR - OPERATIONS	20,197	24,200	20,974	74,400
12-582.01	SMALL TOOLS & EQUIPMENT	29,353	28,600	21,111	25,100
12-586.00	REMOVE & RESET METERS	37,568	33,200	33,778	41,200
12-586.01	NET METERING EXPENSE	2,258	2,400	2,666	5,300
12-586.10	METER SERVICES EXPENSE	82,276	93,700	90,265	178,000
12-587.00	CUSTOMER INSTALLATION	22,740	22,200	20,002	25,800
12-588.00	MISCELLANEOUS - OPERATIONS	16,779	18,000	22,438	20,000
12-588.01	UTILITIES	11,949	2,400	2,512	3,000
12-588.02	EDUCATION & TRAINING	48,467	54,800	55,714	56,800
12-588.03	COMMUNICATION	24,748	24,700	26,058	27,200
12-588.04	TRANSPORTATION COSTS ALLOCATED	(24,048)	(20,250)	(20,250)	(13,500)
12-588.05	ENVIRONMENTAL WASTE DISPO	4,166	7,000	8,026	7,000
12-588.06	SOFTWARE SUPPORT AGREEMENTS	55,647	55,700	47,978	71,000
12-588.07	SAFETY SUPPLIES AND EXPENSE	17,564	21,200	14,936	29,600
12-588.08	POLE ATTACHMENT FEES	304	450	1,207	-
12-588.09	RIGHT OF WAY AGREEMENTS	881	3,100	3,358	3,900
12-588.10	IT SUPPORT AND EQUIPMENT	16,203	20,700	11,817	46,700
12-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL OPERATION EXP		385,349	440,100	397,912	681,400

**ELECTRIC DEPARTMENT
DISTRIBUTION EXPENSE - MAINTENANCE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
12-568.00	SUPERVIS/ENGINEER-TRANSMISSION	-	-	-	-
12-570.00	MAINTENANCE OF TRANSMISSION STATION EQUIPMENT	-	-	1,718	-
12-571.00	MAINTENANCE OF OH TRANS LINES	-	-	-	-
12-590.00	SUPERVIS/ENGINEER-DIS MNT	28,100	115,000	123,355	145,000
12-592.00	SUBSTATION EQUIPMENT	303,530	82,400	79,130	105,000
12-593.00	OVERHEAD LINES	481,113	440,000	411,281	617,000
12-594.00	UNDERGROUND LINES	8,656	11,300	6,908	14,600
12-595.00	LINE TRANSFORMERS	21,584	30,100	25,750	40,200
12-597.00	METER MAINTENANCE	18,063	26,400	19,468	11,000
12-598.00	RESOLD	(53,865)	-	5,848	-
12-598.01	COMMUNICATION	608	610	639	750
12-598.02	TRANSPORTATION COSTS ALLOCATED	(24,048)	(20,250)	(20,250)	(13,500)
12-598.03	AREA LIGHT MAINTENANCE	19,116	17,000	21,458	25,900
12-599.99	INVENTORY ADJUSTMENTS	3,630	-	(1,386)	-
TOTAL MAINTENANCE EXP		806,487	702,560	673,919	945,950
TOTAL DISTRIBUTION EXP		1,191,836	1,142,660	1,071,831	1,627,350

**ELECTRIC DEPARTMENT
DISTRIBUTION EXPENSE - MUNICIPAL**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
13-596.02	MAINT & OPERATION OF STREET LIGHTS	21,599	16,200	21,824	27,100
13-596.03	MAINT & OPERATION OF SIGNAL SYSTEMS	1,638	2,000	2,868	7,300
13-596.04	CHRISTMAS LIGHTING	-	5,000	-	-
13-596.06	INSPECTION/CONS PREMISES - OS CITY LIMITS	10,461	15,700	11,084	15,900
13-596.07	STREET LIGHTS & TRAFFIC SIGNAL ENERGY	81,869	96,000	97,577	98,000
13-596.08	DEPRECIATION-MUN	66,576	91,900	86,705	120,500
13-596.09	INSPECTION PERMIT FEES	-	-	-	-
TOTAL MUNICIPAL EXP		182,143	226,800	220,058	268,800

**ELECTRIC DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
10-340.00	LAND & LAND RIGHTS	-	-	-	-
10-341.10	STRUCTURES & IMPROVEMENTS	-	7,300	8,000	-
10-341.20	STRUCTRS & IMPRVMNTS-LAND	-	-	-	-
10-342.10	FUEL HOLDERS & ACCESS	-	-	-	-
10-342.20	FUEL HOLDERS & ACCESS	-	-	-	-
10-342.30	RENEWABLE ENERGY EQUIPMENT	-	-	-	-
10-344.10	GENERATORS	-	-	-	-
10-344.20	GENERATORS-COOL SYS	52,018	40,000	45,000	-
10-345.00	GENERATORS-ACC ELEC EQUIP	-	50,000	50,000	-
10-346.00	MISC POWER PLANT EQUIP	-	-	-	-
10-348.00	ENERGY STORAGE EQUIPMENT	-	-	-	-
10-351.00	CLEARING LAND-TRANS	-	-	-	-
10-353.00	STATION EQUIPMENT	-	2,100,000	-	-
10-355.00	POLES & FIXTURES-TRANS	-	3,000,000	-	-
10-356.00	OH CONDUCT & DEVICE-TRANS	-	3,000,000	-	-
10-362.00	STATION EQUIPMENT	-	7,250,000	763,373	436,500 (1)
10-364.00	POLES TOWERS & FIX-DIST	169,082	475,000	247,437	310,500 (2)
10-365.00	OH CONDUCT & DEVICES-DIST	242,138	390,000	245,841	292,000 (3)
10-366.00	UNDERGROUND CONDUIT	263,756	1,475,000	260,673	238,500 (4)
10-367.00	UG CONDUCTORS & DEVICES	227,023	1,545,000	181,138	224,500 (5)
10-368.00	LINE TRANSFORMERS	82,452	125,000	151,919	142,000 (6)
10-369.00	SERVICES	246,125	240,000	260,873	287,000 (7)
10-370.00	MTRS-SCKTS-POT TRANSFRMRS	104,647	75,000	1,570,503	132,000 (8)
10-371.00	AREA LIGHTS	37,673	60,000	43,822	63,500 (9)
10-373.00	ST LIGHTS & SIGNAL SYSTMS	375,937	675,000	644,800	622,000 (10)
10-383.00	ELECTRIC COMPUTER SOFTWARE	-	-	58,292	-
10-392.00	ELECTRIC TRANSPORTATION EQUIPMENT	98,439	100,000	276,696	360,500 (11)
10-394.00	TOOLS SHOP & GARAGE EQUIP	9,405	3,500	-	-
10-398.00	MISCELLANEOUS EQUIPMENT	-	-	-	13,100 (12)
TOTAL ELEC CAPITAL EXPENDITURES		1,908,697	20,610,800	4,808,368	3,122,100
10-107.00	WORK IN PROGRESS	-	-	2,826,304	12,668,000 (13)
CASH OUTLAY FOR FY		1,908,697	20,610,800	7,634,672	15,790,100

- (1) REPLACE RECLOSER CONTROLS IN SUB 3 @ \$381,900; SUBSTATION SECURITY @ \$54,600.
- (2) NEW & RENEWED @ \$144,000; POLE REPLACEMENTS @ \$135,700; FUTURE PROJECTS @ \$30,800.
- (3) NEW & RENEWED @ \$228,800; POLE REPLACEMENTS @ \$31,600; FUTURE PROJECTS @ \$31,600.
- (4) NEW & RENEWED @ \$192,900; FUTURE PROJECTS @ \$45,600.
- (5) NEW & RENEWED @ \$156,700; FUTURE PROJECTS @ \$67,800.
- (6) NEW & RENEWED.
- (7) NEW & RENEWED.
- (8) NEW & RENEWED @ \$55,000; SECONDARY CT SERVICE UPGRADES @ \$33,000; METER SITE ANALYZER @ \$44,000.
- (9) NEW & RENEWED.
- (10) NEW & RENEWED @ \$179,700; STREETLIGHT PROJECTS @ \$442,300.
- (11) BUCKET TRUCK @ \$280,250; 4X4 CREW CAB TO REPLACE UNIT 203 @ \$80,250.
- (12) SUBSTATION CAMERAS FOR SUB 2 & SUB 3.
- (13) 69kV SUB 1-SWPA @ \$5,719,000; SUB 1 IMPROVEMENTS @ \$3,183,500; SUB 2 IMPROVEMENTS \$1,320,300;
FEEDER 17 & SUB 1 EXITS @ \$270,000; OUTSTANDING SUB 2 COST @ \$2,175,200.

WATER DEPARTMENT INCOME STATEMENT

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
WATER REVENUE:				
RESIDENTIAL	1,565,310	1,717,500	1,729,555	2,096,000
COMMERCIAL	745,707	874,500	834,282	1,109,000
INDUSTRIAL	1,112,786	948,000	972,014	1,093,500
CITY SERVICES	2,061	1,000	4,618	1,000
TOTAL BILLINGS	3,425,864	3,541,000	3,540,469	4,299,500
DEPARTMENT UTILITIES	48,591	54,400	54,362	65,300
ALL OTHER	32,570	6,000	63,839	6,000
TOTAL OPERATING REVENUE	3,507,024	3,601,400	3,658,669	4,370,800
OPERATING EXPENSE:				
(pg 13) PRODUCTION	842,170	854,632	915,067	1,168,591
(pg 14) DISTRIBUTION	497,867	696,600	791,254	1,092,900
(pg 27) CUSTOMER SERVICE EXPENSE	130,096	198,030	168,077	251,540
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	303,671	448,170	424,255	415,350
DEPRECIATION & AMORTIZATION	1,150,075	1,415,500	1,281,268	1,302,799
TOTAL OPERATING EXPENSE	2,923,879	3,612,932	3,579,922	4,231,180
NET OPERATING REVENUE	583,145	(11,532)	78,747	139,620
OTHER REVENUE / (EXPENSE):				
(pg 11) OTHER INCOME	30,259	(805,300)	(595,122)	122,600
(pg 11) OTHER EXPENSE	(5,233)	(3,878)	(6,125)	(990)
(pg 15) MUNICIPAL SERVICES	(25,124)	(62,400)	(50,503)	(109,000)
TOTAL OTHER REVENUE / (EXPENSE)	(98)	(871,578)	(651,750)	12,610
NET INCOME BEFORE TRANSFER	583,048	(883,110)	(573,002)	152,230
TRANSFER TO CITY	(134,360)	(138,430)	(138,432)	(123,690)
NET INCOME WATER DEPARTMENT	448,688	(1,021,540)	(711,435)	28,540

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$0 OR CAPITAL EXPENDITURES OF \$1,437,500. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

WATER DEPARTMENT REVENUES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
20-440.00	WATER RESIDENTIAL REVENUE	1,565,310	1,717,500	1,729,555	2,096,000
20-441.00	WATER-COMMERCIAL REVENUE	745,707	874,500	834,282	1,109,000
20-442.00	WATER-INDUSTRIAL REVENUE	1,112,786	948,000	972,014	1,093,500
20-446.00	WATER CITY SERVICES	2,061	1,000	4,618	1,000
	TOTAL BILLED REVENUE	3,425,864	3,541,000	3,540,469	4,299,500
20-448.00	WATER DEPT UTILITIES	48,591	54,400	54,362	65,300
20-449.00	WATER MISC SERVICES	32,570	6,000	63,839	6,000
	TOTAL OPERATING REVENUE	3,507,024	3,601,400	3,658,669	4,370,800
	OTHER REVENUE:				
20-450.00	GRANT REVENUE	-	-	-	-
20-453.00	WATER INTEREST EARNED	18,784	24,700	38,619	59,100
20-453.02	DIVIDEND INCOME	3,872	-	35,894	-
20-454.00	NON-OPERATING REVENUE - WATER	49,267	34,000	38,609	36,500
20-445.00	PENALTIES-WA	27,071	20,000	27,362	27,000
20-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	(68,736)	(884,000)	(735,606)	-
	TOTAL OTHER REVENUE	30,259	(805,300)	(595,122)	122,600
	OTHER EXPENSE:				
20-458.00	TRUSTEE FEES ON DEBT SERVICE	362	370	362	-
20-457.10	INTEREST ON WATER DEBT	3,863	2,508	1,393	-
20-457.11	INTEREST EXPENSE (GASB 87)	486	-	486	490
20-460.00	OBSOLETE INVENTORY WRITE-OFFS	-	-	1,857	-
20-461.00	OTHER NON-OPERATING EXPENSE	522	1,000	2,026	500
	TOTAL OTHER EXPENSE	5,233	3,878	6,125	990

**WATER DEPARTMENT
PRODUCTION EXPENSE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
21-600.00	SUPERVIS/ENGINEER-WA PROD	50,944	49,700	45,301	70,000
21-611.00	STRUCTURE/IMPR MAINTENANC	13,885	13,000	10,753	15,300
21-614.00	WELL MAINTENANCE	11,963	32,000	15,340	27,900
21-616.00	SUPPLY MAINS MAINTENANCE	-	2,600	2,081	2,600
21-623.00	PUMPING POWER UTILITIES	248,631	222,000	268,091	272,000
21-624.10	COMMUNICATION	18,822	22,300	20,016	22,400
21-624.20	TRANSPORTATION COSTS ALLOCATED	(4,379)	(3,000)	(3,000)	(3,500)
21-624.30	INSURANCE	25,093	27,315	26,900	29,629
21-625.00	RIGHT-OF-WAY AGREEMENTS	27	-	-	-
21-639.99	INVENTORY ADJUSTMENTS	(144)	-	-	-
21-925.00	INJURIES AND DAMAGES	-	-	-	-
	TOTAL OPER & MAINT EXP	364,841	365,915	385,482	436,329

**WATER DEPARTMENT
TREATMENT EXPENSE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
21-640.00	SUPERVIS/ENGINEER-WA TRMT	40,834	44,100	56,080	75,800
21-641.10	LIME USED IN OPERATION	24,582	30,000	21,716	30,000
21-641.20	DISINFECTION CHEMICALS	48,764	47,000	56,980	61,600
21-641.30	FLUORIDE USED/OPERATION	10,732	2,000	664	2,000
21-641.40	AMMONIA USED/OPERATION	8,848	8,000	7,563	9,200
21-641.50	SALT USED/OPERATION	2,502	2,200	2,465	2,800
21-642.00	LABOR & EXPENSE	162,631	160,500	186,876	232,500
21-642.50	EDUCATION & TRAINING	5,790	5,900	10,233	10,300
21-643.00	OPERATION MISCELLANEOUS	1,787	600	316	5,400
21-643.10	COMMUNICATION/SCADA	45,468	39,300	46,368	97,600
21-643.20	TRANSPORTATION COSTS ALLOCATED	(4,379)	(3,000)	(3,000)	(3,500)
21-643.30	INSURANCE	28,677	31,217	30,743	33,862
21-643.40	UTILITIES	38,214	42,000	44,708	44,000
21-643.50	LAB CHEMICALS	5,892	5,000	5,427	6,000
21-643.90	IT SUPPORT AND EQUIPMENT	5,110	6,800	2,747	14,900
21-651.00	STRUCTURE/IMPR MAINTENANCE	13,181	17,900	12,633	32,000
21-652.00	EQUIPMENT MAINTENANCE	32,104	21,900	15,394	47,500
21-652.50	CLEARWELL #1 MAINT	6,320	13,400	18,384	14,700
21-652.60	CLEARWELL #2 MAINT	272	13,400	13,123	15,100
21-653.00	SMALL TOOLS AND EQUIPMENT	0	500	164	500
TOTAL WATER TREATMENT EXP		477,329	488,717	529,585	732,262
TOTAL PROD/WA TRMT EXP		842,170	854,632	915,067	1,168,591

**WATER DEPARTMENT
DISTRIBUTION EXPENSE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
22-660.00	SUPERVIS/ENGINEER-WA DIST	65,465	67,000	74,013	138,000
22-661.00	WASTE DISPOSAL REMOVAL	1,691	3,000	2,461	3,000
22-665.00	ALL OTHER OPERATION	-	300	159	300
22-665.10	COMMUNICATION	21,925	22,100	27,027	26,800
22-665.20	TRANSPORTATION COSTS ALLOCATED	(78,820)	(54,000)	(54,000)	(63,000)
22-665.40	SAFETY SUPPLIES AND EXPENSE	3,459	3,000	4,256	10,500
22-665.60	SMALL TOOLS AND EQUIPMENT	5,765	7,200	5,119	5,700
22-665.70	BACKFLOW TESTING	7,536	8,000	7,281	9,300
22-665.80	RESOLD	(1,271)	300	1,518	300
22-665.90	IT SUPPORT AND EQUIPMENT	2,356	8,100	2,700	7,800
22-666.00	EDUCATION & TRAINING	7,382	10,800	16,059	11,000
22-672.10	500,000GAL RESERVOIR MTCE	1,512	25,200	24,780	26,100
22-672.20	1,000,000G RESERVOIR MTCE	1,881	35,100	34,157	39,300
22-672.50	S. TOWN WA TOWER MAINT	6,057	48,700	52,172	68,700
22-672.60	N. TOWN WA TOWER MAINT	1,818	56,100	58,888	97,900
22-673.00	TRANS & DISTRI MAINS MTCE	149,459	155,500	161,342	231,000
22-675.00	SERVICES MAINTENANCE	101,229	95,500	113,503	182,000
22-676.00	CUST SERVICE METER MTCE	42,570	36,200	72,425	41,600
22-676.10	METER SERVICES EXPENSE	54,810	63,400	71,241	131,000
22-678.00	UTILITY LOCATES	24,023	23,000	23,011	25,800
22-678.50	UTILITIES	74,751	72,000	86,123	88,800
22-679.00	S. PUMP HOUSE MAINT	922	8,900	5,183	8,900
22-680.00	RIGHT-OF-WAY AGREEMENTS	1,730	1,200	1,839	2,100
22-681.99	INVENTORY ADJUSTMENTS	1,617	-	-	-
22-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL DISTRIBUTION EXP		497,867	696,600	791,254	1,092,900

**WATER DEPARTMENT
DISTRIBUTION EXPENSE - MUNICIPAL**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
23-677.20	FIRE HYDRANT MAINTENANCE	9,390	27,000	30,126	29,000
23-677.30	INVESTIGATIONS & INSPECT	13,673	32,400	15,339	77,000
23-677.50	WATER USED	2,061	3,000	5,038	3,000
	TOTAL MUNICIPAL EXP	25,124	62,400	50,503	109,000

**WATER DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
20-310.00	LAND & LAND RIGHTS	-	-	-	-
20-311.10	STRUCTRS/IMPRVMTS-GEN PLT	-	-	5,766	-
20-311.20	STRUCTRS/IMPRVMTS-PLANT	-	-	-	-
20-312.00	COLL/IMPOUNDING RESERVOIR	39,178	-	-	-
20-314.00	WELLS & SPRINGS	-	30,000	45,000	30,000 (1)
20-316.00	SUPPLY MAINS	-	500,000	634,668	-
20-325.10	ELEC PUMPING EQUIP-PUMPS	42,623	50,000	33,074	50,000 (2)
20-325.20	ELEC PUMPING EQUIP & SOFTWARE - STA	13,265	-	-	-
20-331.00	STRUCTRS/IMPRVMTS-WA TRMT	109,285	-	-	12,000 (3)
20-332.00	WATER TREATMENT EQUIPMENT	35,925	15,000	15,000	-
20-340.00	LAND & LAND RIGHTS	-	-	-	-
20-341.10	STRUCTURES & IMPROVEMENTS	-	-	-	-
20-341.20	ELECTRIC PUMP & EQUIPMENT	-	-	-	-
20-342.00	DIST RESERVOIRS/STNDPIPES	249,019	-	-	-
20-343.00	TRANS & DIST MAINS	638,552	300,000	175,000	800,000 (4)
20-345.00	SERVICES	85,386	40,000	80,000	50,700 (5)
20-346.00	METERS	52,737	105,000	2,004,985	61,800 (6)
20-348.00	HYDRANTS	39,888	25,000	16,000	25,000 (7)
20-349.00	VALVES	-	-	-	20,000 (8)
20-383.00	WATER COMPUTER SOFTWARE	-	-	33,014	388,000 (9)
20-392.00	WATER TRANSPORTATION EQUIPMENT	485,856	65,000	-	-
20-394.00	TOOLS SHOP & GARAGE EQUIP	-	3,500	-	-
TOTAL WATER CAPITAL EXPENDITURES		1,791,713	1,133,500	3,042,507	1,437,500
20-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		1,791,713	1,133,500	3,042,507	1,437,500

- (1) WELL REPAIRS.
 (2) WELL REPAIRS.
 (3) REPAIRS TO FRONT STEPS.
 (4) RELOCATE WATER MAIN UNDER CENTRAL FROM BLANCHE - BAKER.
 (5) RENEWED SERVICES.
 (6) NEW METERS/SERVICES.
 (7) REPLACE HYDRANTS.
 (8) VALVE REPLACEMENTS.
 (9) REPLACE WATER SCADA WITH MICROCOMM @ \$375,000; TOUGH BOOKS @ \$13,000.

**WASTEWATER DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
WASTEWATER REVENUE:				
RESIDENTIAL REVENUE	1,736,346	1,848,500	1,859,738	2,079,000
COMMERCIAL REVENUE	508,857	622,500	664,283	774,500
INDUSTRIAL REVENUE	869,783	776,500	742,713	840,000
PRETREATMENT REVENUES	44,250	0	8,250	-
DEPARTMENT UTILITIES	2,793	2,500	3,697	4,300
MISC OPERATING REVENUE	-	-	11,137	-
TOTAL OPERATING REVENUE	3,162,028	3,250,000	3,289,817	3,697,800
OPERATING EXPENSE:				
(pg 20) WASTEWATER EXPENSE	1,154,019	1,147,650	1,246,899	1,669,400
(pg 21) PRETREATMENT EXPENSE	78,511	72,400	102,835	168,050
(pg 27) CUSTOMER SERVICE EXPENSE	125,823	191,690	162,699	243,160
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	267,812	349,490	330,841	375,000
DEPRECIATION & AMORTIZATION	824,661	1,198,800	1,147,461	1,200,141
TOTAL OPERATING EXPENSE	2,450,826	2,960,030	2,990,734	3,655,751
NET OPERATING REVENUE	711,202	289,970	299,084	42,049
OTHER REVENUE / (EXPENSE):				
(pg 18) OTHER INCOME	(29,286)	32,400	75,373	2,065,500
(pg 18) OTHER EXPENSE	(113,938)	(119,900)	(119,158)	(106,500)
TOTAL OTHER REVENUE / (EXPENSE)	(143,224)	(87,500)	(43,784)	1,959,000
NET INCOME BEFORE TRANSFER	567,978	202,470	255,300	2,001,049
TRANSFER TO CITY	(110,520)	(114,430)	(114,431)	(111,330)
WASTEWATER DEPT NET INCOME	457,458	88,040	140,868	1,889,719

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$445,000 OR CAPITAL EXPENDITURES OF \$2,607,400. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**WASTEWATER DEPARTMENT
REVENUES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
30-440.00	WW SERVICE BILLINGS-RESID	1,736,346	1,848,500	1,859,738	2,079,000
30-441.00	WW SERVICE BILLINGS-COMM	508,857	622,500	664,283	774,500
30-442.00	WW SERVICE BILLINGS-INDUS	869,783	776,500	742,713	840,000
	TOTAL BILLINGS	3,114,986	3,247,500	3,266,733	3,693,500
30-443.00	PRETREATMENT REVENUE	44,250	-	8,250	-
30-448.00	WW DEPARTMENT UTILITIES	2,793	2,500	3,697	4,300
30-449.00	WW MISC SERVICES	-	-	11,137	-
	TOTAL OPERATING REVENUE	3,162,028	3,250,000	3,289,817	3,697,800
	OTHER REVENUE:				
30-450.00	GRANT REVENUE	-	-	-	2,000,000
30-451.00	RENT FROM WW PROPERTY	2,788	1,000	-	1,000
30-453.00	WW INTEREST EARNED	7,898	17,400	28,695	46,500
30-453.02	DIVIDEND INCOME	1,944	-	27,524	-
30-454.00	NON-OPERATING REVENUE - WW	-	-	-	-
30-445.00	PENALTIES-WW	18,950	14,000	19,155	18,000
30-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	(60,866)	-	-	-
	TOTAL OTHER REVENUE	(29,286)	32,400	75,373	2,065,500
	OTHER EXPENSE:				
30-457.00	INTEREST ON WW SERIES 2019 SRF	41,276	42,800	41,497	39,100
30-457.10	INTEREST ON WASTEWATER COPS	2,456	1,600	886	-
30-457.30	INTEREST ON WASTEWATER COPS-2015	48,929	44,000	44,265	37,600
30-458.00	FEES ON SEWER CONNECTIONS AND DEBT SERVICE	20,202	30,800	31,396	29,400
30-460.00	OBSOLETE INVENTORY WRITE-OFFS	-	-	-	-
30-461.00	OTHER NON-OPERATING EXPENSE	1,074	700	1,113	400
30-462.00	AMORTIZATION OF ARO FOR GASB 83	-	-	-	-
	TOTAL OTHER EXPENSE	113,938	119,900	119,158	106,500

**WASTEWATER DEPARTMENT
COLLECTION EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
31-700.00	COLLECTION SUPERVISION & ENGINEERING	31,586	41,600	37,477	59,200
31-705.00	SEWER LINE MAINTENANCE	156,961	153,500	163,180	222,500
31-706.00	UTILITY LOCATES	17,716	18,000	21,462	20,000
31-710.00	POWER - OLD LEVEE STATION	578	750	246	-
31-724.00	POWER - NEW LEVEE STATION	33,316	35,000	30,528	35,000
31-724.50	LIFT STATION & PUMP MNTCE	88,023	56,300	60,026	130,500
31-732.00	RIGHT-OF-WAY AGREEMENTS	7,537	5,900	7,584	8,000
31-743.40	ALL OTHER	269	-	323	3,600
31-743.50	COMMUNICATION/SCADA	43,513	52,300	41,122	35,900
31-744.00	EDUCATION & TRAINING	3,345	4,800	4,125	4,800
31-745.00	SMALL TOOLS AND EQUIPMENT	5,261	4,000	1,609	4,500
31-745.30	IT SUPPORT AND EQUIPMENT	8,052	6,200	14,064	11,900
31-746.00	TRANSPORTATION COSTS ALLOCATED	(36,478)	(37,800)	(37,800)	(14,000)
31-760.99	INVENTORY ADJUSTMENTS	83	-	-	-
31-925.00	INJURIES AND DAMAGES	-	-	-	-
	TOTAL COLLECTION EXPENSE	359,761	340,550	343,944	521,900

**WASTEWATER DEPARTMENT
TREATMENT EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
32-741.00	TREATMENT PLT/SUPERVISION	71,363	71,700	71,856	130,500
32-742.00	TREATMENT PLANT LABOR	134,698	146,000	130,119	256,000
32-743.00	SAFETY SUPPLIES AND EXPENSE	1,320	900	514	7,700
32-743.10	SLUDGE MANAGEMENT	93,985	88,000	139,088	113,500
32-743.20	PLANT CHEMICALS	27	600	698	800
32-743.25	LAB CHEMICALS	11,148	13,600	6,433	10,200
32-743.30	UTILITIES-WATER/ELECTRIC	300,048	300,000	341,268	345,000
32-743.40	ALL OTHER	156	600	200	800
32-743.50	COMMUNICATION/SCADA	25,002	20,800	41,388	84,100
32-743.60	TRANSPORTATION COSTS ALLOCATED	(7,817)	(8,100)	(8,100)	(3,000)
32-743.70	INSURANCE	64,524	70,300	69,195	76,200
32-743.80	LAB TESTS	28,049	20,500	35,602	20,500
32-744.00	EDUCATION & TRAINING	3,959	4,200	5,705	4,700
32-745.00	SMALL TOOLS AND EQUIPMENT	1,035	3,800	1,264	3,800
32-745.10	TREATMENT STRUCTURES	5,002	5,200	4,056	9,000
32-745.20	LAGOON	1,894	2,100	1,740	3,400
32-745.30	IT SUPPORT AND EQUIPMENT	1,310	3,400	1,355	12,100
32-746.00	EQUIPMENT & SUPPLIES	58,554	63,500	60,574	72,200
32-760.99	INVENTORY ADJUSTMENTS	-	-	-	-
32-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL WASTEWATER TREATMENT EXP		794,258	807,100	902,954	1,147,500
TOTAL WASTEWATER COLL./TREAT.		1,154,019	1,147,650	1,246,899	1,669,400

**WASTEWATER DEPARTMENT
PRETREATMENT EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
33-800.10	ENFORCEMENT	16,538	25,800	23,931	25,800
33-800.20	PERMITTING	-	-	15,000	15,000
33-800.30	INSPECTION	-	700	236	950
33-800.40	LAB TESTING	67,531	44,000	66,196	116,500
33-800.50	RECORDS	2,258	10,000	5,571	12,800
33-800.70	COMMUNICATION	-	-	-	-
33-800.80	TRANSPORTATION COSTS ALLOCATED	(7,817)	(8,100)	(8,100)	(3,000)
TOTAL PRETREATMENT EXP		78,511	72,400	102,835	168,050

**WASTEWATER DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
30-310.00	LAND & IMPRVMENTS TO LAND	-	-	-	-
30-313.00	LIFT STATION	-	56,500	16,031	68,100 (1)
30-313.10	TRMNT PLT STRUCTRS/IMPROV	525,906	257,950	509,762	249,500 (2)
30-313.20	LAGOON	-	-	-	-
30-313.30	MAINS	1,394,815	450,000	-	2,020,000 (3)
30-313.40	CITY INTERCEPTOR SEWER	-	-	-	-
30-315.00	MANHOLES	-	-	-	20,000 (4)
30-323.10	TOOLS & EQUIPMENT	-	-	-	-
30-323.20	TREATMENT PLANT EQUIPMENT	165,749	52,000	10,000	46,800 (5)
30-323.30	LABORATORY EQUIPMENT	-	-	-	-
30-324.00	PRETREATMENT EQUIPMENT	-	10,000	10,000	-
30-325.20	ELEC PUMPING EQUIP & SOFTWARE - STA	-	-	112,784	203,000 (6)
30-392.00	WASTEWATER TRANSPORTATION EQUIPMENT	46,533	65,000	108,527	-
TOTAL WW CAPITAL EXPENDITURES		2,133,003	891,450	767,103	2,607,400
30-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		2,133,003	891,450	767,103	2,607,400

(1) PUMPS AND MOTOR REPLACEMENT @ \$50,000; LIFT STATION FENCES @ \$18,100.

(2) PAINT FOR #3 CLARIFIER @ \$77,000; REPLACE BOTH GRIT AUGERS AND PANELS @ \$154,500; HVAC FOR OFFICE @ \$18,000.

(3) COLLECTIONS REHABILITATION @ \$2,000,000 (PAID WITH \$2,000,000 ARPA GRANT FUNDS);
WATERSPOUT FLOW MONITORING EQUIP @ \$20,000.

(4) NEW MANHOLES.

(5) PUMP REPLACEMENT.

(6) IKAS SOFTWARE @ \$15,000; TOUGH BOOKS @ \$13,000; CONVERT LIFT STATION SCADA TO MICROCOMM @ \$175,000.

**COMMUNICATION DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
COMMUNICATION REVENUE:				
FIBER REVENUE	1,170,549	1,398,400	1,468,776	1,941,400
WIRELESS REVENUE	335,381	274,900	283,657	222,700
DEPARTMENT UTILITIES	113,028	111,300	116,764	116,800
MISC REVENUE	135	120	239	120
TOTAL OPERATING REVENUE	1,619,093	1,784,720	1,869,436	2,281,020
OPERATING EXPENSE:				
(pg 25) OPERATING EXPENSE	407,644	499,100	403,895	899,400
(pg 27) CUSTOMER SERVICE EXPENSE	27,837	50,520	42,877	81,120
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	95,884	131,000	124,011	124,030
DEPRECIATION & AMORTIZATION	497,628	583,400	678,759	812,821
TOTAL OPERATING EXPENSES	1,028,993	1,264,020	1,249,541	1,917,371
NET OPERATING REVENUE	590,100	520,700	619,895	363,649
OTHER REVENUE / (EXPENSE):				
(pg 24) OTHER INCOME	2,708	2,800	528	-
(pg 24) OTHER EXPENSE	(120,946)	(165,810)	(166,743)	(155,150)
TOTAL OTHER REVENUE / (EXPENSE)	(118,238)	(163,010)	(166,215)	(155,150)
NET INCOME BEFORE TRANSFER	471,862	357,690	453,680	208,499
TRANSFER TO CITY	(44,304)	(49,745)	(49,741)	(56,675)
COMMUNICATION DEPT NET INCOME	427,558	307,945	403,938	151,824

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$405,916 OR CAPITAL EXPENDITURES OF \$1,978,900. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**COMMUNICATION DEPARTMENT
REVENUES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
40-440.50	FIBER RESIDENTIAL	563,833	765,000	827,345	1,274,000
40-441.50	FIBER COMMERCIAL	360,261	387,500	400,393	423,500
40-442.50	FIBER INDUSTRIAL	142,746	153,500	140,488	140,500
40-443.00	FIBER DARK	44,997	38,400	49,380	49,400
40-449.50	FIBER INSTALL & MISC CHARGES	58,713	54,000	51,169	54,000
	TOTAL FIBER BILLINGS	1,170,549	1,398,400	1,468,776	1,941,400
40-440.00	WIRELESS RESIDENTIAL	282,315	236,500	246,668	200,500
40-441.00	WIRELESS COMMERCIAL	49,006	34,200	42,374	28,200
40-442.00	WIRELESS INDUSTRIAL	-	-	-	-
40-446.00	INACTIVE ACCOUNT - HIGH-SPEED SERVICE	-	-	-	-
40-449.00	WIRELESS INSTALL & MISC CHARGES	4,060	4,200	(5,386)	(6,000)
	TOTAL WIRELESS BILLINGS	335,381	274,900	283,657	222,700
40-448.00	CWEP WIRELESS	5,228	5,300	5,229	5,300
40-448.50	CWEP FIBER	107,800	106,000	111,535	111,500
	TOTAL DEPARTMENTAL BILLINGS	113,028	111,300	116,764	116,800
40-449.60	OTHER BILLED REVENUE	135	120	239	120
	TOTAL OPERATING REVENUE	1,619,093	1,784,720	1,869,436	2,281,020
	OTHER REVENUE:				
40-453.00	INTEREST EARNED	1,975	2,800	307	-
40-453.02	DIVIDEND INCOME	363	-	222	-
40-454.00	NON-OPERATING REVENUE - COMMUNICATION	-	-	-	-
40-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	369	-	-	-
	TOTAL OTHER REVENUE	2,708	2,800	528	0
	OTHER EXPENSE:				
40-457.00	INTEREST EXPENSE	109,604	151,000	151,116	141,000
40-458.00	FEES ON DEBT SERVICE	7,524	10,700	11,589	10,100
40-460.00	OBSOLETE INVENTORY WRITE-OFFS	3,804	4,000	4,000	4,000
40-461.00	OTHER NON-OPERATING EXPENSE	14	110	38	50
	TOTAL OTHER EXPENSE	120,946	165,810	166,743	155,150

**COMMUNICATION DEPARTMENT
OPERATING EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
41-850.00	FIBER - SUPERVISION & ENGINEERING	93,953	30,000	30,063	48,000
41-851.00	FIBER - LABOR	85,669	140,000	100,735	357,000
41-852.00	FIBER - MATERIALS & EXPENSE	59,748	69,500	59,415	105,000
41-852.10	INTERCONNECT AGREEMENTS	27,000	28,500	27,500	28,500
41-852.20	IP ACCESS AGREEMENTS-FIBER	48,168	99,800	61,234	112,000
41-853.00	FIBER - EQUIPMENT MAINTENANCE	10,035	32,200	14,694	33,300
41-860.00	SMALL TOOLS AND EQUIPMENT	5,254	5,600	5,361	5,800
41-861.00	SAFETY SUPPLIES AND EXPENSE	8,344	3,300	2,599	16,600
41-899.99	INVENTORY ADJUSTMENTS	(5,952)	-	-	-
41-925.00	INJURIES AND DAMAGES	-	-	-	-
43-870.50	WIRELESS - SUPERVISION & ENGINEERING	15,948	23,000	17,006	8,500
43-871.50	WIRELESS - LABOR	57,012	35,000	53,500	104,500
43-872.50	WIRELESS - MATERIALS & EXPENSE	12,125	11,100	14,776	11,500
43-872.60	IP ACCESS AGREEMENTS - WIRELESS	44,200	44,200	46,260	47,800
43-872.70	SITE SURVEYS - WIRELESS	-	-	-	-
43-890.00	UTILITIES	12,695	13,600	14,503	15,400
43-890.10	EDUCATION & TRAINING	32,979	35,900	33,447	38,700
43-890.20	COMMUNICATION	5,486	8,100	7,956	8,400
43-890.30	TRANSPORTATION COSTS ALLOCATED	(116,704)	(101,000)	(101,000)	(100,000)
43-890.50	ADVERTISING	3,582	10,300	5,081	18,000
43-890.60	RESOLD	-	-	-	-
43-890.70	POLE ATTACHMENT FEES	8,103	10,000	10,765	40,400
43-899.99	INVENTORY ADJUSTMENTS	-	-	-	-
43-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL COMMUNICATION EXP		407,644	499,100	403,895	899,400

**COMMUNICATION DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
40-310.00	FIBER EQUIPMENT	498,529	351,000	376,203	416,000 (1)
40-315.00	FIBER LINE	3,020,942	2,386,000	2,571,590	1,371,000 (2)
40-365.00	WIRELESS INTERNET EQUIP	29,596	65,500	19,723	29,900 (3)
40-370.00	TOOLS	-	-	36,600	50,000 (4)
40-392.00	COMMUNICATION TRANSPORTATION EQUIPMENT	-	-	100,641	112,000 (5)
TOTAL COMM CAPITAL EXPENDITURES		3,549,067	2,802,500	3,104,758	1,978,900
40-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		3,549,067	2,802,500	3,104,758	1,978,900

(1) FIBER OPTIC ELECTRONICS UPGRADES AND CUSTOMER GROWTH.

(2) FIBER SERVICE EXPANSION.

(3) WIRELESS EQUIPMENT UPGRADES AND NEW SERVICES.

(4) OPTICAL FIBER MULTIMETER @ \$6,500; OTDR @ \$15,000; END INSPECTION TOOL KITS @ \$28,500.

(5) 1 TON DIESEL CREW CAB WITH UTILITY BED @ \$112,000.

**OFFICE & JOINT
CUSTOMER SERVICE EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
91-901.00	SUPERVISION-CUST ACCTING	21,454	57,900	49,647	87,800
91-902.00	METER READING	-	-	-	-
91-903.00	CUSTOMER RECORDS & COLL	274,077	397,500	322,966	472,000
91-904.00	UNCOLLECTIBLE ACCOUNTS	3,915	50,000	24,439	50,000
91-908.00	RESIDENTIAL ENERGY AUDITS	3,388	3,400	3,400	3,400
91-909.00	CUSTOMER SERVICE & INFO	15,512	21,400	20,809	36,600
91-910.00	MISC CUSTOMER SERVICE & INFORMATION	128,697	181,500	168,058	256,000
91-955.00	AMORTIZATION EXPENSE (GASB 87)	13,284	-	13,284	13,300
91-960.00	INTEREST EXPENSE (GASB 87)	1,450	-	1,450	1,500
TOTAL		461,776	711,700	604,053	920,600
CUSTOMER SERVICE EXPENSE SHEET PROVIDED FOR REFERENCE ONLY -- ALL COSTS ALLOCATED TO DEPARTMENTS AS FOLLOWS:					
10-999.91	ELECTRIC DEPARTMENT	178,020	271,460	230,401	344,780
20-999.91	WATER DEPARTMENT	130,096	198,030	168,077	251,540
30-999.91	WASTEWATER DEPARTMENT	125,823	191,690	162,699	243,160
40-999.91	COMMUNICATION DEPARTMENT	27,837	50,520	42,877	81,120

**OFFICE & JOINT
GENERAL & ADMINISTRATIVE EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
92-920.10	GENERAL OFFICERS SALARIES	391,234	388,500	392,719	683,000
92-920.20	GENERAL CLERKS SALARIES	309,916	390,000	375,711	582,000
92-921.00	OFFICE SUPPLIES & EXPENSE	21,424	23,500	18,831	27,000
92-921.50	NETWORK SERVICES	188,333	225,000	199,704	350,000
92-921.70	COMPUTER EQUIPMENT, SOFTWARE & ACCESSORIES	38,961	54,200	47,038	69,700
92-922.00	GENERAL ADM EXP CAPTLZD	(718,140)	(533,000)	(658,294)	(2,559,000) *
92-923.00	OUTSIDE SERVICES EMPLOYED	35,689	91,500	78,983	112,500
92-924.00	PROPERTY INSURANCE	7,169	7,900	7,720	8,500
92-925.00	INJURIES AND DAMAGES	195,156	216,000	216,023	276,500
	EMPLOYEE BENEFITS:				
92-926.10	EMPL BENEFITS-FLOAT HOLIDAY	20,663	23,600	19,160	-
92-926.11	EMPL BENEFITS-VACATIONS	331,456	374,000	354,764	-
92-926.12	EMPL BENEFITS-HOLIDAYS	192,332	212,500	216,942	-
92-926.13	EMPL BENEFITS-SICK LEAVE	136,554	116,500	119,427	-
92-926.14	EMPL BENEFITS-OTHER	20,992	12,500	9,869	-
92-926.15	EMPL BENEFITS-FAMILY SICK LEAVE	19,104	18,500	16,415	-
92-926.16	COVID EMERGENCY PAID SICK LEAVE	-	-	-	-
92-926.20	SOCIAL SECURITY	312,473	312,500	312,327	367,500 *
92-926.25	DISABILITY & LIFE INSURANCE	20,064	21,300	21,583	23,400
92-926.30	CW&EP RETIREMENT	811,917	850,000	827,577	924,500 *
92-926.31	GASB 68 ADJUSTMENT (LAGERS)	(553,482)	200,000	200,000	50,000
92-926.35	MEDICARE	73,866	74,300	74,569	86,000 *
92-926.40	HEALTH INSURANCE	636,720	688,500	657,734	680,000 *
92-926.50	PHYSICAL EXAMINATIONS	7,944	10,000	5,580	7,000
92-926.60	UNIFORMS/SAFETY SHOES ETC.	34,467	37,000	45,055	14,000
92-926.70	WELLNESS, OTHER BENEFITS	28,638	33,900	34,558	41,500
92-926.80	CAFETERIA BENEFITS	5,218	7,000	6,894	7,000
92-926.90	ICMA MATCHING	51,880	54,700	52,870	59,300 *
92-930.10	GENERAL ADVERTISING	3,764	7,800	3,410	7,500
92-930.20	MISC GENERAL EXPENSE	4,008	3,800	3,959	3,900
92-930.30	ECON DEVELOP/PUB RELATION	309,900	309,000	306,065	2,089,000
92-930.40	COMMUNICATION	30,861	31,000	32,763	34,900
92-930.50	TRANSPORTATION COSTS ALLOCATED	(14,685)	(14,000)	(14,000)	(16,000)
92-930.60	EDUCATION & TRAINING	35,432	86,200	85,962	91,200
92-930.70	MEMBERSHIP DUES	55,072	56,500	56,588	45,400
92-932.10	OFFICE BLDG MAINTENANCE AND SUPPLIES	264,943	279,500	285,638	433,500
92-932.20	SOFTWARE MAINTENANCE AGREEMENTS	154,737	172,500	167,973	234,000
92-949.00	MISC GENERAL INCOME	(21,770)	(16,800)	(18,801)	(16,700)
92-950.00	GAIN/LOSS ON DISPOSAL OF FIXED ASSETS	(378)	-	6,064	-
TOTAL		3,442,429	4,825,900	4,569,381	4,717,100

* OVERHEAD ITEMS FOR PRESENTATION ONLY; THESE SHOULD BE NETTED IN ACCOUNT 92-922.00

GENERAL & ADMINISTRATIVE EXPENSE SHEET PROVIDED FOR REFERENCE ONLY -- ALL COSTS ALLOCATED TO DEPARTMENTS AS FOLLOWS:

10-999.92	ELECTRIC DEPARTMENT	2,775,062	3,897,240	3,689,275	3,802,720
20-999.92	WATER DEPARTMENT	303,671	448,170	424,255	415,350
30-999.92	WASTEWATER DEPARTMENT	267,812	349,490	330,841	375,000
40-999.92	COMMUNICATION DEPARTMENT	95,884	131,000	124,011	124,030

**OFFICE & JOINT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
90-390.00	LAND & LAND RIGHTS AND IMPROVEMENTS	-	-	-	-
90-390.10	STRUCTURES & IMPROVEMENTS-WHSE	-	9,000	6,610	30,000 (1)
90-390.20	OFFICE BUILDING & YARD	6,800	181,000	320,000	87,800 (2)
90-391.00	OFFICE FURN, EQUIP & COMPUTERS	134,243	145,500	225,258	30,000 (3)
60-392.00	TRANSPORTATION EQUIPMENT	15,894	50,000	0	50,000 (4)
90-392.00	TRANSPORTATION EQUIPMENT	29,749	34,000	64,147	138,000 (5)
90-394.00	TOOLS	2,135	-	-	30,000 (6)
90-397.00	COMMUNICATION EQUIPMENT	20,643	-	-	15,000 (7)
	TOTAL	209,463	419,500	616,014	380,800
90-107.00	WORK IN PROGRESS	-	-	-	-
	CASH OUTLAY FOR FY	209,463	419,500	616,014	380,800
	ELECTRIC	88,505	174,935	256,884	154,556
	WATER	59,158	118,079	173,393	105,217
	WASTEWATER	52,087	102,256	150,158	90,577
	COMMUNICATION	9,713	24,229	35,579	30,451

(1) TRANSFORMER STORAGE.

(2) MAINTENANCE SHOP @ \$67,500; ELECTRIC HEATER FOR FIBER INVENTORY WAREHOUSE @ \$9,500;
CARPET FOR PURCHASING BUILDING @ \$10,800.

(3) SERVER AND WORKSTATION ONSITE BACKUP STORAGE @ \$30,000.

(4) REPLACE UNIT 603.

(5) FORD EXPLORER TO REPLACE UNIT 111 @ \$34,000; MINI SKID STEER WITH ATTACHMENTS @ \$76,000; SIDE DUMP TRAILER @ \$28,000.

(6) TRAFFIC CONTROL SYSTEM.

(7) TRIMBLE GPS.

COUNCIL BILL NO. _____

ORDINANCE NO. _____

An Ordinance to enter into a Memorandum of Understanding Agreement with the City of Joplin, for Participation in the Missouri Division of Tourism (“MDT”) Marketing Matching Grant (“MMG”) program, in the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a Memorandum of Understanding with the City of Joplin, for Participation in the Missouri Division of Tourism (“MDT”) Marketing Matching Grant (“MMG”) program, a copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Works Committee

MEMORANDUM OF UNDERSTANDING

This Agreement is made and entered into this _____ day of _____, 2023, by and between the **City of Carthage, Missouri** (hereinafter referred to as “Carthage”), and the **City of Joplin, Missouri** (hereinafter referred to as “Joplin”), collectively referred to as “the parties”.

WHEREAS, the Missouri Division of Tourism (“MDT”) has implemented the Marketing Matching Grant (“MMG”) program for the purpose of increasing visitation and tourism spending in Missouri; and

WHEREAS, the MMG program reimburses up to 50% of approved media projects; and

WHEREAS, the City of Carthage, Missouri, is a Destination Marketing Organization (“DMO”) and responsible for disbursing MMG program funds for Jasper County, Missouri; and,

WHEREAS, the City of Joplin, Missouri, is an MMG program recipient; and

WHEREAS, the purpose of this Agreement is to better define the responsibilities of Carthage and Joplin regarding participation in the MMG program.

NOW, THEREFORE, in exchange for valuable consideration each received from the other, the receipt and sufficiency of which is hereby acknowledged, the Parties do hereby agree as follows:

1. MMG program. The Parties acknowledge and agree that Joplin has applied for and been granted an approved project and will buy the media for said project to be reimbursed by MDT through Carthage as its DMO. The current estimate of the award to Joplin is \$30,713.00. Carthage shall have no financial obligation under this Agreement other than to disburse MDT funds consistent with MDT DMO guidelines.

2. Term. This Agreement shall be effective from July 1, 2023, through June 30, 2024.

3. Termination. Either party may terminate its obligations under this Agreement by giving thirty (30) days’ written notice to the other party.

4. Amendments. The covenants and obligations herein contained are the full and complete terms of this Agreement, and no alteration, amendments, or changes to such terms shall be binding unless first reduced to writing and executed with the same formality as this Agreement.

5. Assignment. This Agreement, including payment hereunder, shall not be sub-let, assigned, or otherwise disposed of, except with the prior written consent of the other party.

6. Choice of Law and Venue. This Agreement has been made, and its validity, performance, and effect shall be determined in accordance with the laws of the State of Missouri and venue for litigation between the parties shall be solely and exclusively in Jasper County, Missouri.

7. Compliance with laws. The Parties shall observe and comply with all Federal, State, and local laws and ordinances that affect those employed or engaged by it on the project, or the material or equipment used, or the conduct of the work, and shall procure all necessary licenses, permits, and insurance.

8. Consequential Damages. In no event shall either party be liable to the other party for special, indirect, or consequential damages.

9. Entire Agreement. This Agreement (including any Exhibits) contains the entire understanding of the parties with respect to the subject matter hereof. It may not be altered or amended except by an agreement in writing signed by both parties.

10. Headings. The headings of paragraphs in this Agreement are for convenience only. The headings form no part of this Agreement and shall not affect its interpretation.

11. Indemnification. Subject to the sovereign immunity of each party which is expressly preserved by each party, each party agrees to indemnify, defend, and hold harmless the other party from any and all claims, demands, suits, actions, recoveries, judgments, costs, and expenses therewith made, brought, or obtained on account of the loss of life or property or injury or damage to the person or property of any person or persons whomsoever, whether such person or persons be either party, their elected officials, officers, agents, contractors, or employees, or any third person in any way connected with the parties hereto, which loss of life or property, or injury or damage to persons or property, shall be due to the indemnifying party's intentional, reckless, or grossly negligent acts performed under this Agreement.

12. Notices. All notices required or permitted hereinunder and required to be in writing may be given by first class mail addressed to City and District at the addresses as follows:

City of Carthage, Missouri
ATTN: City Administrator
326 Grant Street
Carthage, MO 64836

City of Joplin, Missouri
ATTN: City Manager
602 S. Main St.
Joplin, MO 64801

The date of delivery of any notice given by mail shall be the date falling on the second full day after the day of its mailing.

13. Representations. The signatories hereto represent and warrant that they have read this Agreement, that they are fully authorized in the capacities shown, that they understand the terms of this Agreement, and that they are executing the same voluntarily and solely for the consideration described herein.

14. Severability. If any of the provisions of this Agreement shall be construed to be invalid or illegal, the legality or validity of the other provisions of this Agreement shall not be affected thereby. Any illegal or invalid provision of this Agreement shall be severable and any other provisions shall remain in full force and effect.

15. Waiver. Waiver of any provision of this Agreement or breach of this Agreement shall not thereafter be deemed to be a consent by the waiving party to any further waiver, modification or breach by the other party, whether new or continuing, of the same or any other covenant, condition or provision of this Agreement. Failure by one of the parties to this Agreement to assert its rights for any breach of this Agreement shall not be deemed a waiver of such rights.

IN WITNESS WHEREOF, the Parties have caused these presents to be executed in duplicate as of the day and year first above written.

CITY OF CARTHAGE, MISSOURI

CITY OF JOPLIN, MISSOURI

By:
Its: authorized signatory

By:
Its: authorized signatory

ATTEST:

ATTEST:

Miranda Deal, City Clerk

Holly Nagy, City Clerk



www.daZZee.com

417-334-0494

Municipal Clients and References

City of Branson – 10 years

Chad Forster - cforster@bransonmo.gov

City of Camdenton – 5 years

Renee Kingston - reneek@camdentoncity.com

City of Hollister - 5 years

Rick Ziegenfuss - cityadministrator@cityofhollister.com

Denise Olmstead - deputycityadmin@cityofhollister.com

City of Mount Vernon – 2 Years

Melissa Aduddle - maduddle@mtvernon-cityhall.org

Western Taney Co. Fire District – 3 years

Krista Hunt – krista.hunt@westerntaneyfire.com

221 Jefferson Rd.

Branson MO 65616

417-334-3440

City of Clever – 1 year

Kristy Keithley

cityclerk@clevermo.com

City of Marshfield -

Sam Rost

samrost@marshfieldmo.gov



We have prepared a quote for you

CoC -Point of Contact Managed Services Options (2023)

Quote #4029 v6

Prepared for:

City of Carthage

Michael Keith

m.keith@carthagemo.gov



Proprietary Notice & Non-Disclosure Statement

Information contained in this document is provided under an exclusive, perpetual non-disclosure agreement and cannot be copied, transmitted, excerpted, or otherwise communicated to anyone without the prior written consent of DaZZee I.T. Services.

This package contains proprietary and trade secret information. All data furnished in connection with this package is intended for use in evaluating potential business opportunities with DaZZee I.T. Services and is considered proprietary information.

Intended recipients of this document shall have the right to duplicate, use, or disclose the data contained herein to the extent necessary to perform their duties in the interest of formulating a business relationship with DaZZee I.T. Services, but may not use this information as the basis to obtain competitive quotes from other vendors.

These restrictions do not limit the right to use information contained herein if said data is obtained from another source, without restriction. These restrictions apply to all media comprising this package.

Overview

Based upon our initial discussions, we know DaZZee Virtual IT and its advantages would be a great fit for your organization. The DaZZee solution will easily address immediate needs, provide consistent documentation, ensure timely resolution of your issues and give you access to a highly experienced and knowledgeable staff. Our solution will grow and evolve with the changing needs inherent to the small business environment. By choosing DaZZee, you will get full-service technology solution tailored to your business needs and you will save the expense of full time IT staff. Our solution lowers your overall IT related costs and provides professional results with a predictable fixed monthly cost. We have been designing, building, maintaining, and supporting networks for over 20 years and will bring that expertise to you.

DaZZee Virtual IT services include the following

- DaZZee provided and managed network infrastructure
- 24x7 monitoring with 2 hour response time to issues and notification if the resolution will be longer than 4 hours
- Escalation & proactive maintenance on Operating System and Microsoft Office Suite issues and items
- In-depth network monitoring, maintenance and management
- Wireless network management and security
- Network Security Management
- Dark Web Monitoring
- End-user security awareness training(monthly)
- Liaison activities for 3rd party applications
- Email troubleshooting and maintenance
- Smartphone operations and troubleshooting
- Event log monitoring
- Back-up log checks
- Managed Anti-virus
- Monitoring custom performance parameters
- All reactive end-user requested support on issues related to hardware, operating system, Microsoft Office Suite
- Monthly Proactive Service Visits and audits to ensure proper alignment to best practices
- All service calls related to server issues, PCs or applications
- Log maintenance (both OS and Exchange)
- Virus definition & prevention
- Service pack updates
- Server health check and analysis of key trends
- Monthly Network and Systems Health reports
- Server Availability monitoring and maintenance
- Patch Assessment & management
- Technology strategy and budget development
- Quarterly Business Reviews
- Virtual CIO consulting and strategy development

The Dedicated DaZZee Technical Team

Shane Naugher – President/Engineer

Shane has been in the IT industry for over 27 years and has been involved with the engineering side of things from the beginning. He is experienced in routing and switching, Cisco CallManager, CallManager Express, and Cisco Unity Voicemail solutions and also oversees all network installations, service, and design work. Certifications: Cisco Certified Network Associate (CCNA) Cisco Certified Design Associate (CCDA) Cisco Certified Network Professional (CCNP) Cisco Certified Voice Professional (CCVP) Microsoft Certified Professional (MCP) HP Advanced Integration Specialist (AIS) Distinctions: Has completed various product specializations and has passed the Cisco Certified Internetwork Expert (CCIE) Routing and Switching written exam.

Scott Cook - Network and Design Engineer

Scott has been in the IT industry for over 12 years and has served many IT leadership roles ranging from IT Director to CIO/CTO for hospitals and local municipalities. He is experienced in Windows networking, routing and switching, Cisco network environments, Advanced Security Deployment, and major project management. Scott serves as the Projects Engineer for DaZZee and handles the majority of the onsite and technical deployment for our client base. His attention to detail, pristine documentation and focus on client communication makes him an incredible asset for any organization

Charlotte Douglas - Projects and Proactive Services Management

Charlotte joined the DaZZee team in 2019 as the dedicated Projects Manager and Proactive Services Manager. Charlotte served as a Project Manager for the US Army for over 19 years and managed teams spread out all over the globe and projects that scaled into the millions of dollars. Her attention to detail, organizational skills, and communication skills make her invaluable to our clients and their critical project implementations.

Anthony Chambers - Virtual CIO

Anthony came to DaZZee after serving as a Microsoft Expert, and Apple Master for Best Buy for years. Anthony is superb at working with customers and technical support issues and has a great capability of finding solutions to hard to resolve issues. Anthony is currently working towards his Microsoft Server MCSA certifications. Anthony will be working with you to make sure you have all of the relevant data and analysis of your technology environment, collaborating with you on business goals and initiatives, working to establish proper budget and technology strategies and making sure you are up to speed on the relevant cybersecurity threat landscape.

Jacqueline Perry - Proactive Services

Jacqueline came to DaZZee after serving serving in the I.T. field for the U.S. Army as well as for the Veterans Administration. Jacqueline is very adept at auditing our client environments against industry best practices, compliance standards, and DaZZee's best practices to reduce risk and liabilities, provide efficiencies, and ultimately reduce the amount of issues our clients see on a regular basis.

Rusty Bartee - Centralized Services

Rusty joined the DaZZee team in the Spring of 2021 and has worked through most all roles within the Service Delivery Team. In the Centralized Services role, Rusty is responsible for the ongoing daily activities to ensure security, business continuity, patching, automation and scripting and ultimately increasing efficiencies for all of the DaZZee client base.

Eric Robinson – Project Engineer.

Eric Robinson interned with DaZZee between his junior and senior year of college at College of the Ozarks and quickly became a requested tech by many of our clients. Eric's calm temperament and very logical methodology served our clients well and quickly. Eric graduated from College of the Ozarks in May of 2021 and came on board full time with DaZZee as a Tech. Admin. and has now transitioned into a dedicated Project Engineer.

Hunter Holderfield – Project Engineer

Hunter Holderfield joined DaZZee in the Spring of 2021 as an intern and quickly became a favorite with our clients. Hunter has an excellent knack for customer service and interacting with end-users in a very personable and pleasant manner while still maintaining a sharp attention to technical detail. Hunter is a very quick learner and has rapidly scaled up in his responsibilities within the DaZZee team and focuses on delivering client projects on-time and on-budget.

Logan Willson - Tech. Admin.

Logan joined the DaZZee team after graduating from Missouri S&T in 2020. While attending college at S&T Logan was able to work on the university tech support team supporting thousands of users and devices. Logan bring a great perspective to the operations for DaZZee and we are fortunate to have added him to our team right after graduation. As an added bonus Logan is the first DaZZee team member that has followed in their parent's footsteps. Logan's dad, Terry worked for DaZZee up until the spring of 2020. Logan has quickly picked up IP Telephony and VOIP solutions as a strong suit and an area he enjoys working in and supporting.

Hunter Miller – Tech. Admin.

Hunter Miller joined DaZZee in the Spring of 2022 as an intern while he is finishing up his Computer Science degree at Missouri S&T with an anticipated graduation in December of 2022. Hunter has worked on the support team at Missouri S&T for the last 3 years and has quickly adapted to the streamlined process DaZZee's support team provides.

Ryan Rose - Tech. Admin. Team Lead

Ryan has been in the IT industry for over 20 years and has served as an I.T. Manager over some fairly complex environments. Ryans's focus on client communications and his ability to dig to the bottom of the issues make him an invaluable asset to our team and clients. As the Tech. Admin. Team Lead for DaZZee, Ryan provides oversight, direction, and assistance for more complex client issues as well as overall client communications and quality control. Ryan's experience is a huge asset to the DaZZee team as well as our clients.

Vicki Hicks - Director of Coordination

Vicki joined DaZZee in the Spring of 2022 as our newly formed position of Director of Coordination. Vicki has worked in the past with our team and her attention to detail, dedication to results, and focus on client experience were immediate targets for DaZZee to put to use for our clients. Vicki serves as the point of coordination for all quotes, orders, vendor communications, and facilitates coordination between shipping and procurement and our project and professional services teams.



DaZZee I.T. Services
1015 State Hwy 248
Branson, MO 65616
United States

T: 417-334-0494

Prepared for City of Carthage
Michael Keith
326 Grant St
Carthage, MO 64836
United States

T: (417) 237-7003
E: m.keith@carthagemo.gov

Quote #	4029 v6
Date	May 31, 2023
Expires	June 30, 2023
Contact	Shane Naugher

ACCEPT QUOTE

CoC -Point of Contact Managed Services Options (2023)

Optimize I.T.

Monthly Fees

Item	Qty	Price	Total
DaZZee Optimize I.T. - Point of Contact	125	\$102.00	\$12,750.00

DaZZee Optimize IT Package - (1 Year Subscription Term)

Includes;

- Unlimited onsite or remote support of existing server, network and cybersecurity infrastructure - **direct to Point of Contact with City of Carthage I.T. Department**
- 2X Monthly Proactive Service Visits for auditing/alignment
- Quarterly Virtual CIO activities for budget and strategy development
- Dark Web monitoring and management
- Advanced Threat Protection including Threat Hunting, and Zero-Trust functionality
- DaZZee provided Intercept-X for server X 10
- Managed Windows Defender with integration to SOC for all workstations
- Monthly End-User Security Awareness Training and Testing
- 24/7/365 Security Operations Center (SOC)
- Monthly Vulnerability Assessment
- Advanced Network Monitoring, Device Backup, and Configuration
- File Level Backup to the Cloud
- Centralized Backup Dashboard
- Monthly Backup Integrity Testing
- Disaster Recovery Plan
- After-hours Emergency Support
- 2X DaZZee Managed Sophos XGS Firewall

Total Monthly	\$12,750.00 USD
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One-Time Fees

Item	Qty	Price	Total
DaZZee Virtual IT Onboarding Project	1	\$19,080.00	\$19,080.00[†]
<i>Project Total Scope Hours - 120 hours</i>			
<i>Planning Phase - 24 Hours</i>			
• Client kick-off call and process review • Audit of all existing network infrastructure • Audit of all existing server/workstation infrastructure • Audit of all security policies and procedure • Audit of all line of business applications			
<i>Implementation Phase - 80 hours</i>			
• Installation of DaZZee agent software to all servers, desktops, laptops and end-user devices • Installation of DaZZee managed Antivirus software for servers • Installation of DaZZee Advanced Threat Hunting and Zero Trust applications • Installation of DaZZee Network monitoring system • Backup of all network infrastructure configurations • Backup of all server and critical data to Cloud repository (file level) • Install DaZZee provided firewall X 2 • Configure and adjust firewall policies as necessary • Audit Active Directory and security accounts • Perform network discovery • Perform baseline client discovery audit • Install and configure monitoring sets and policies • Configure SOC services • Install and configure Vulnerability Assessments • Deploy and configure up to 3 Incident Response Plans via DaZZee Incident Response Platform • Deploy DaZZee Managed End-User Security Awareness Training tenant and configure first 6 months of training and testing			
<i>Documentation Phase - 16 hours</i>			
• Create all relevant assets in documentation platform • Create Process Documentation for main IT operation flows • Create network map • Review audit items and establish gap analysis for best practices • Conduct post onboarding recap meeting to establish initial plan and start formulating 2 year forward-looking budget			
Discount	1	(\$6,330.00)	(\$6,330.00)[†]
One-time New Client Discount For Onboarding			

[†] Non-taxable item

Total One-Time	\$12,750.00 USD
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Please contact us if you have any questions.

ACCEPT QUOTE

Conclusion

90 Day Trial Period

DaZZee will provide a 90 day free trial period at the outset of your contract. If during the 90 day Trial Period, you are not satisfied with DaZZee's services you can cancel the agreement without further obligation. We will return your technical environment, hardware configurations, and IT processes to their prior state. Our number one goal is to ensure complete satisfaction to the businesses, non-profits, and municipalities we serve.

Differentiation

Points of Differentiation With DaZZee

- Truly proactive approach with onsite Proactive Service Visits Monthly
- Industry best practices and alignment process monthly
- Cyber Security Protection included- *Not just antivirus software*
- End-user Security Awareness Training included
- Satisfaction guaranteed with our 90 day Trial Period
- All DaZZee Technical Team is CJIS certified

Summary

DaZZee I.T. Services is a locally owned, operated and regionally focused company. We have been building networks and supporting business technology for over two decades in the Missouri and Arkansas markets. Our reputation lets you know we have a superior services and skill sets. By being proactive, we ensure you stay ahead of the curve and make your employees more productive. Our small business focused solution will help you cut costs and improve efficiencies. We simplify your IT needs, provide you superior results, and offer you a predictable monthly costs.



Managed Technology Services Comparison 2023

DaZZee offers managed technology services packages to meet the needs of most organizations. All services are delivered by our award winning team with our truly unique process that delivers an unmatched client experience.

GUARANTEES	BASIC SUPPORT IT	MANAGE IT	OPTIMIZE IT
Information Non-Disclosure and Privacy Agreement	✓	✓	✓
Service Phone Calls Always Answered By a Tech	✓	✓	✓
Make Things Right If We Fall Short	✓	✓	✓
Meet Service Level Agreement	✓	✓	✓
100% Satisfaction Guarantee	✓	✓	✓
Try Us Before You Commit	✓	✓	✓
No Long Term Contracts Required	✓	✓	✓
30 Day Money Back Guarantee	✓	✓	✓

SUPPORT	BASIC SUPPORT IT	MANAGE IT	OPTIMIZE IT
Unlimited Hours	✓	✓	✓
Onsite Support	✓	✓	✓
Remote Support	✓	✓	✓
After-hours Emergency Support		✓	✓



PROACTIVE SERVICES	BASIC SUPPORT IT	MANAGE IT	OPTIMIZE IT
24/7/365 Monitoring and Alerting (what everyone should be providing)	✓	✓	✓
Scheduled Preventative Maintenance	✓	✓	✓
Quarterly Proactive Service Visits and Audits (DaZZee's Exclusive Process)	✓		
Semi-Annual Budget and Strategy Development/VCIO (DaZZee's Exclusive Process)	✓		
Monthly Proactive Service Visits and Audits (DaZZee's Exclusive Process)		✓	✓
Quarterly Budget and Strategy Development/VCIO (DaZZee's Exclusive Process) *Under 15 Users May Get Semi-Annual based upon quote*		✓	✓
Advanced Network Performance Monitoring			✓

CYBERSECURITY PROTECTIONS	BASIC SUPPORT IT	MANAGE IT	OPTIMIZE IT
DaZZee Managed Anti-virus	✓	✓	✓
DaZZee Advanced Managed Firewall	✓	✓	✓
Threat Hunting Cybersecurity Software	✓	✓	✓
Zero-Trust Cybersecurity Software	✓	✓	✓
DaZZee Managed Firewall	✓	✓	✓
Dark Web Monitoring And Alerting	✓	✓	✓
Monthly End-User Security Awareness Training & Testing		✓	✓
Advanced Server Antivirus Protection with Anti-ransomware		✓	✓
DaZZee Password Manager		✓	✓
24/7/365 Security Operations Center(SOC and SIEM)			✓
Monthly Vulnerability Assessment			✓



DISASTER RECOVERY	BASIC SUPPORT IT	MANAGE IT	OPTIMIZE IT
File Level Cloud Backup - Servers	✓	✓	✓
Backup Dashboard and Daily Monitoring	✓	✓	✓
Monthly Testing of Backup Data Integrity		✓	✓
Image Level Backup With Onsite Appliance & Cloud		✓	✓
Disaster Recovery Plan			✓

ADDITIONAL ADD-ON SERVICES
Incident Response Platform (Cloud platform to manage IR plan, communicate with all parties and document)
Managed Compliance (PCI, HIPAA, CJIS, CMMC, ISO, NIST)
Office 365 Backup
Desktop/Laptop File Level Backup
Additional Storage for Cloud Backup
Penetration Testing
Hardware as a Service - Desktops, Laptops, Network
Managed VOIP
IP Based Video Surveillance
Cloud Server Hosting/Azure
Cloud Desktop Hosting/Azure
Microsoft 365 Services

Description - Statement of Work

The provision of services and/or produce detailed herein are governed by the terms and conditions of DaZZee I.T.'s M DaZZee Master Services Agreement ("MSA") and the Quote provided which were agreed to between the Parties by execution of the Quote provided by DaZZee I.T. You acknowledge and agree to the terms of the MSA located: <https://www.dazzee.com/master-services-agreement/> which may be updated by DaZZee from time to time. All terms of the MSA apply to this SDSOW. DaZZee I.T. will provides the Services described to the standards described in the MSA.

Capitalized terms used herein, unless otherwise defined, will have the meanings given to them in the MSA.

Service Overview.

DaZZee's Services consist of an initial onboarding period in which DaZZee helps transition you the the DaZZee program and where your Dedicated Account Team learns your operations and needs, performs an initial evaluation to determine where/if you current program deviates from our identified best practices. Following the onboarding, DaZZee provides monthly IT monitoring, technical support, period data and status reports, and all other Services listed herein ("Services")

ONBOARDING.

Features. Onboarding Period takes approximately 60 to 90 days, and includes:

Service	Description
Dedicated Account Team	• Dedicated Engineer • Dedicated CIO • Support Service Desk • Centralized Operations Management
Initial Onboarding Meeting	• Introduction of Team • Review of Onboarding Process • Transition/Migration Details • Highlight Specific Concerns
60-Day Review	• Progress Update • Discussion of High-Priority Findings
Article Development	• Creation of Client-Specific Articles on operations and equipment systems for Account Team use
Non-Cost Issue Resolution	• Correction identified issues that require no additional cost
Initial Technology Summary	• Presentation of any variances from best practices • Risk and exposure identification

Phased Approach. New Client Onboarding consists of three phases:

Phase	Tasks
-------	-------

Planning Phase (8 hours)

- Kick-Off Call and Process Review
- Audit of all existing network infrastructure
- Audit of all existing server infrastructure
- Audit of all desktop/laptop infrastructure
- Audit of all security policies and procedure
- Audit of all line of business applications

Implementation Phase (51 hours)

- Installation of DaZZee agent software to all servers, desktops, laptops, and end-user devices
- Installation of DaZZee managed antivirus software
- Backup of all network infrastructure configurations
- Backup of all server and critical data to cloud repository
- Configure and adjust firewall policies as necessary
- Audit active directory and security accounts
- Perform Network Discovery
- Perform baseline client discovery audit
- Install and configure monitoring sets and policies

Documentation Phase (16 hours)

- Create network/server/desktop/printer assets in documentation platform
- Create password assets
- Create LOB application assets
- Create vendor assets
- Create process documentation for main IT operation flows
- Create network map
- Document vendor access
- Link all users/assets/applications and processes to map flow
- Review audit items and establish gap analysis for best practices
- Conduct post-onboarding recap meeting to establish initial plan and start formulating 2-year forward-looking budget

Service components

The Services listed in this Section are provided under one fixed, monthly rate per initially identified User count ("Minimum Monthly Amount") for the Term of the SDSOW or Project SOW. Should the number of Users increase, the Minimum Monthly Amount shall increase to account for each additional User. DaZZee will conduct a User review at least quarterly to ensure User count remains aligned with the terms of our agreement. If the number of Users drops below the number reflected in the Minimum Monthly Amount, the Minimum Monthly Amount shall remain the same and will not be adjusted downward below the initial rate.

Service Component	Component Overview
DaZZee Virtual IT	• Recurring Best Practice Reviews • Documentation and Knowledge Base Development and Updating • Technical Reporting to Virtual CIO of Misalignments for Business Impact Discussion • End User Training for Common Applications and General Systems Use

DaZZee Virtual CIO/Technology Strategy & Consulting

- Recurring Business Review for IT Roadmap Development
- Review Output for Potential Risks and Opportunities
- Business Impact of Technology Discussions
- Budget Discussion and Planning
- Solutions Design Including Product/Vendor Evaluations

DaZZee Support/Help Desk Evolved

- Vendor Management
- Unlimited On-Site Support
- Unlimited Remote Support
- Change Request Management
- "How-To" Questions

DaZZee Engineer Administrator/Centralized Operations Management

- 24/7 Management and Monitoring of all Server, Network, and Client Environments
- Patch Management of Microsoft and certain third-party applications
- Desktop Optimization
- Life Cycle Management

Coverage hours & After-hours support - Contracted Service Hours are from 8am to 6pm Monday through Friday. After-hours support is available with select packages and would apply to emergency support requests whereas "Emergency Support" is defined as any issue that prevents the entire organization from conducting business as normal.

Additional Rates

Onboarding Fee

What is it? The first month of the agreement we are going to be very busy migrating you transparently to DaZZee standards and best practices. This fee helps cover a portion of our hard costs but does not cover them entirely, as we are making an investment in your business and our relationship to create a stable and predictable environment.

Projects

What is it? Assistance with helping define the project, including selection of the right vendors and scoping the work to be completed, is all part of your service agreement along with day to day support. When we make that project a reality through our Professional Services team, that is when separate billing occurs. Typical projects include an office move, new office setup, and a new software package implementation.

Rate - We guarantee that projects are performed on a flat rate when we have a clearly defined scope of work. Projects require 100% funding of all product ordered before scheduling and commencement of work.

How do I use it? Submit a Service Request or discuss with your DaZZee CIO and our staff will work with you to define the project plan, timeline and budget.

Signatures

All parties agree to be bound by the electronic signature that executed by this document. By signing (whether physically signing or electronically) this Contract, the Parties hereto agree to all terms, conditions and covenants contained herein and that they are authorized to make such decisions for their respective organizations. The Parties acknowledge that this is a legally binding Contract and the Parties fully acknowledge that they each have accepted this Contract of their own free will and that the signing of this document was not the result of coercion or duress and that both Parties sought and received, or had the opportunity to seek and receive, the advice of legal counsel, of their choice, prior to signing this Contract.

RFP Response Form: Corporate Information

Please provide the following information about your company.

1.0 Company Profile

1.1	Company Name
1.2	Company Address
1.3	Contact Information (Party responsible for responding to this RFP)
1.4	Company Webpage
1.5	Main Products / Services
1.6	Main Market / Customers
1.7	Number of years in the Market
1.8	When did you first start providing similar solutions?
1.9	Company location(s)
1.1	Number of Employees
1.11	Number of Employees in Account Management
1.12	Number of Employees in Technical Support
1.13	Notable Acquisitions
1.14	Key Business Partnerships

2.0 Financial Information

2.1	Previous year gross revenue
2.2	Previous year net income
2.3	Return on investment

Attachment B

RFP Response Form: Questions

Please provide responses to the questions below to the best of your ability.

[Example questions listed below. Add/remove/edit as appropriate.]

1.0 General	
1.1	Q. What are the general types of organizations your clients represent?
	A.
1.2	Q. Why do you believe that you are a good fit with our organization?
	A.
1.3	Q. Describe your onboarding/implementation process and approach if you were selected?
	A.
1.4	Q. Do you conduct QBRs and what is the nature of those meetings?
	A.
1.5	Q. How do you typically work with IT Management at clients who have staff members?
	A.

1.6	Q. What do you feel your overall strengths and differentiators are?
	A.
1.7	Q. Do you serve clients with 24 X 7 requirements?
	A.
1.8	Q. What services do you offer besides the core services of a Managed Service Provider?
	A.
1.9	Q. What type of training do you offer either during onboarding or ongoing?
	A.
1.1	Q. What do you feel are your biggest hurdles to a successful relationship?
	A.
1.11	Q. What training resources are available for team members?
	A.
1.12	Q. What type of general expertise can you provide in key technology areas?
	A.
1.13	Q. What differentiates your organization from your competitors in the marketplace?
	A.

2.0 Processes

2.1	Q. Do you use in-house or contracted resources for helpdesk services?
	A.

2.2	Q. Describe your process for onboarding the City of Carthage to your MSP services? A.
2.3	Q. What City of Carthage resources would you require (i.e., information, data, staff resources, communication) during initial onboarding and on an ongoing basis? A.
2.4	Q. Outline the methods by which clients can access you (i.e. online, by phone, etc.). A.
2.5	Q. Describe the escalation and account management process. A.
2.6	Q. Where is/are your support center(s) located? A.
2.7	Q. How involved is your team with creating project plans/testing during technical projects? A.
2.8	Q. Do you follow ITIL or other processes aligned with industry standard practices? A.
2.9	Q. Do you participate in drills or tests i.e. DR Plan, IR Plan, etc.?

2.9	A.
2.1	Q. How do you notify users of maintenance windows or system outages?
	A.
2.11	Q. What types of diagrams would you typically create/maintain?
	A.
2.12	Q. Do you offer knowledge bases for common issues and how are they utilized?
	A.
2.13	Q. What is your willingness or ability to support the security systems, phone systems, audio/visual systems?
	A.
2.14	Q. How often do you conduct DR testing?
	A.
2.15	Q. Describe the hiring process you follow for your technical staff that will have access to our systems, including background checks and qualifications.

3.0 Technology

3.1	Q. What types of monitoring agents would you use for end user devices?
	A.
3.2	Q. What is the back-end help desk system you use?
	A.
3.3	Q. Do you offer managed firewalls or other managed technology?
	A.

	A.
3.4	Q. Do you offer MDM or other mobile management technology?
	A.
3.5	Q. Do you offer a SIEM or other security-based technology?
	A.
3.6	Q. Do you have tools to provide system uptime metrics?
	A.
3.7	Q. What tools do you use for network monitoring?
	A.
3.8	Q. What tools do you use for system monitoring or general health level of end user devices?
	A.
3.9	Q. What solution do you offer for laptop/workstation encryption?
	A.
3.1	Q. If hosting/co-location is an option please describe details of option i.e. services, vendor partners, etc.
	A.
3.11	Q. Describe the primary applicable Line of Business or Primary applications listed in Section 2 that you have familiarity with and the extent of your familiarity:

4.0 Support

4.1	Q. Describe fully your technical support options including the assistance request process, escalation process, support hours, response times, staffing levels, staff expertise, and physical location of the help desk. A.
4.2	Q. Please provide details on your standard reporting capabilities. A.
4.3	Q. Describe any documentation and support (e.g., user manuals, online help, interactive demos, web-based seminars, and online knowledge base) that will be available, both from the technical perspective and the end user perspective. A.
4.4	Q. What options are available for user training and technical training that may be required by staff? A.
4.5	Q. Describe any user groups, websites, newsletters, conferences, or any other means you support for sharing information and soliciting service feedback. A.
4.6	Q. How do you monitor customer satisfaction and quality assurance on an ongoing basis and how might we benefit from this process? A.

4.7	Q. The City of Carthage user base varies considerably in its level of technical sophistication. Please describe your experience in successfully supporting users that may be remote and possess limited technical skills.
	A.
4.8	Q. Describe your approach to supporting an account with local IT resources present. Do you allow them to utilize your tools and work in tandem with you? What are the expectations for local IT resources when working with you?

5.0 Pricing & Contracts

5.1	Please attach cost estimates and worksheets to support these estimates if applicable. Itemize non-recurring and recurring costs. Recurring costs should be quoted as per user per month costs. Other pricing models may be provided as an option.
5.2	Please attach a Master Services Agreement or other legal documents beyond a proposal which accompany a proposal.

6.0 References

6.1	Please provide at least three references for customers with similar operations to the proposed solution. Include contact names, phone numbers, email addresses and industry.
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DaZZee I.T. Services

1015 State hwy 248 Suite A Branson, MO 65616

Shane Naugher - shane@daZZee.com, 417-334-4312

www.daZZee.com

Managed I.T. Services and Managed Security Services

Primary demographics - Local Municipals/Cities, Manufacturing, and Non-profits

23

2010

Headquarters in Branson MO, Offices in Springfield MO, and Kansas City MO

16

2

12

Cisco, Meraki, Dell, HP, VMWare, Microsoft, Sophos, Digium

Happy to discuss during an onsite presentation

Happy to discuss during an onsite presentation

Happy to discuss during an onsite presentation

About 30% of our client portfolio is based around municipal organizations, 30% around manufacturing, 20% around non-profits, and the rest in general business

DaZZee supports multiple other local cities, Police Departments, Fire Departments, and municipal organizations. We are intimately familiar with how cities operate and the tools and process that are critical. Unlike other I.T. service providers, DaZZee has a unique approach to proactive services that goes beyond just monitoring software that 90% of all other I.T. Service providers call proactive. This unique approach is highly critical for municipal organizations to better mitigate cybersecurity risks, efficiency loss, and overall I.T. issues. We offer an unmatched client experience with industry leading

Our onboarding process is a very detailed and itemized project plan that inventories all systems, software, people and process to get a holistic view of your organizations technical environment. We document all configurations, obtain backups of those configurations, and document physical items such as pictures, locations, and relationships between all items. DaZZee also uses the onboarding process to conduct our initial cybersecurity assessment and to correct any deficiencies and deploy our solutions to all endpoints and users. A Full onboarding plan and Statement of Work is provided in the formal quote. After the onboarding period is complete, we conduct an Onboarding Recap Meeting with all key parties to review the findings, establish priorities, and formulate a strategy and budget moving forward.

Quarterly business reviews are standard for all clients. The purpose of these meetings is to provide the client with a scheduled recurring meeting to discuss initiatives, provide feedback, ask questions and leverage DaZZee as they would an internal I.T. staff member. Overall we want to establish a 2 year forward looking budget, strategy and timeline for all I.T. expenditures

We ensure that DaZZee and the client's IT department maintain a strong relationship to form a collaborative partnership when it comes to I.T strategy and operations. We work to identify goals around responsibilities, roles, requirements, and permissions and formally document that in our overall client documentation portal for everyone to leverage going forward.

Our number one differentiator is our client experience. We are proud to highlight industry leading metrics around response times, client satisfaction scores, and overall value we bring to our clients. However this differentiator is only made possible through our unique approach, process and structure to our I.T. services that you cannot get anywhere else. We will fully outline our process that provides this differentiation in the onsite presentation.

Yes - multiple cities, Police Departments, hospitals, and even radio stations

Managed Security Services, IP Telephony systems, IP Surveillance Systems, Data Analytics, Managed Compliance

Monthly end-user security awareness training and testing and client training portal for Microsoft Office Suite

Helping organizations see what the traditional IT Service Provider model is missing and how our unique process addresses this

security awareness training and finally we offer the client training portal for the entire Microsoft Office Suite

Cybersecurity, compliance, and overall process improvement

Our unique approach to proactive services - this will be fully highlighted in the onsite presentation

All in-house

Our onboarding process is a very detailed and itemized project plan that inventories all systems, software, people and process to get a holistic view of your organizations technical environment. We document all configurations, obtain backups of those configurations, and document physical items such as pictures, locations, and relationships between all items. DaZZee also uses the onboarding process to conduct our initial cybersecurity assessment and to correct any deficiencies and deploy our solutions to all endpoints and users. A Full onboarding plan and Statement of Work is provided in the formal quote. After the onboarding period is complete, we conduct an Onboarding Recap Meeting with all key parties to review the findings, establish priorities, and formulate a strategy and budget moving forward.

We would want to have access to the internal IT staff at City of Carthage and time blocked to explore all of the sites, connectivity, people, and systems in place. Obviously any technical documentation and access is a requirement as well.

We offer support through our support email, by live answered phones, through our client portal, or through our client app

Our entire operations is measured on KPIs by department on a daily basis. Part of our approach is to ensure 80% Same Day Resolution to client requests and as part of that delivery, our Reactive Services Department has several levels of technical assistance that is also overseen by a Department Lead and Escalation Point. If a resolution is not identified within the first 30 minutes of the support request, that request is escalated to the appropriate next level of support with the original assigned resource still responsible for communication and participation.

Branson and Kansas City

We have a dedicated Project/Professional Services Team that creates detailed Bills of Materials, Statements of Work, and Project Work Plans. Our Project Manager communicates and coordinates all parties and processes around this.

Yes - every department is either following a process or documenting a process

Yes - and beyond just drills we incorporate an entire Incident Response Platform for live Business Continuity planning and testing

Notified through our client messaging application and from our Director of Marketing and Communications

Network Diagrams, process flow diagrams, flowchart diagrams

Yes and along with our IT Documentation Platform, all designated users have the same documentation and process that our internal team uses for support.

We support most IP based phone systems, and network based security systems. AV solutions we can support to the network function and have highly respected AV partner that can handle any cabling or analog/digital needs.

Monthly - and documented

All of our technical staff must go through at least 2 rounds of interviews, pass a background check, submit fingerprints to MHP, pass CJIS certification, and have a technical learning path documented as part of the hiring process

We leverage an Remote Monitoring and Management (RMM) agent along additional cybersecurity agents for all clients

Kaseya BMS

Our solutions will include a managed firewall as part of the monthly service

Yes - several options for MDM solutions depending on the needs and requirements

Yes - 24/7/365 by live US based Cybersecurity Engineers

Yes - this is standard

Multiple network monitoring tools leveraged based upon the client infrastructure capabilities

Multiple network monitoring tools leveraged based upon the client infrastructure capabilities

Multiple network monitoring tools leveraged based upon the client infrastructure capabilities

We leverage the Microsoft 365 ecosystem for all client hosting environments. For any that want a local off-premise data center we also have a solution for that as well

Not sure the scope of this question - but happy to address in the onsite presentation

All support requests are tied to a support ticket. That may be started by an email request, phone call, portal entry, or client app request. Our services are flat-fee meaning there are no additional charges to dispatch onsite. If a resolution is not identified within the first 30 minutes, the request is escalated to a more senior resource for additional help and guidance with a goal of 80% Same Day Resolution. Our normal support hours are from 8am-6pm Monday - Friday. However we also have an on-call rotation for after-hour emergencies that our team responds to an emergency issue even after the 8am-6pm timeframe. We can detail the breakdown of our Service Delivery Team in the onsite presentation and

All clients get access to multiple levels of reporting. Anything from inventory and asset reports to patching and anti-virus reports, to licensing and billing reports, to advanced cybersecurity reporting and response. That's what we call "the everybody stuff". Every provider should be doing this as a standard. We go beyond this by measuring specific KPIs around each client and their environment as well as improvements and progress. There are some very key metrics that all organizations should be measuring when it comes to I.T. services that most providers are not even tracking. We can review

Shared IT Documentation Platform for technical users, Knowledgebase articles and process documentation are all included. Client Training Portal for Microsoft Office Suite, Onsite training as needed, and quarterly client focused webinars are all part of our offerings.

Shared IT Documentation Platform for technical users, Knowledgebase articles and process documentation are all included. Client Training Portal for Microsoft Office Suite, Onsite training as needed, and quarterly client focused webinars are all part of our offerings.

Our Client Portal is a great way to communicate these items. Additionally we offer monthly newsletters for all of your staff that updates them on tech trends and risks. All service requests are sent a client support survey in which the end-user has the ability to mark the item as completely resolved and provide a rating for the service along with comments. Any feedback item that is not rated as "Excellent" kicks off a process for our management team to contact the end-user to correct any issues.

CSAT is measured daily, reported on weekly and communicated with clients during our Growing Forward Meetings. By having these metrics reported on and accountable during each stage of the process we ensure our CSAT numbers are unmatched by anyone in the area.

Our team excels in supporting all users regardless of skill level or physical location. We boast over a 99% CSAT and that ties heavily into our ability to relate to the individuals on the other end of the phone/email. We have multiple ways to remotely connect to the end-user's systems to support them and our approach is to always make it easy for the end-user. We never ask our end-users to complete technical tasks and if all else fails - we go to them. We have even dispatched to client locations out of state when the need arises.

We absolutely want the local I.T. resources taking advantage of our tools as well as processes. We share the ticketing solution, the documentation platform as well as provision portal access to all cybersecurity platforms and Incident Response Platforms. We know that the best outcomes are a result of working with the existing I.T. staff and establishing that partnership. During our onboarding process we will review the needs and help map our roles and responsibilities for our team as well as the internal I.T. staff and review that quarterly to make sure we adjust as necessary.

Formal proposal Included in the RFP response

Included in the Formal Proposal

Included in the RFP Response

Response to RFP:

Managed Service Provider



Prepared by: Jason.Rincker@StrongholdData.com

Date: June 8th, 2023

Welcome to a Complete IT Solution

Dear selection team,

We are excited about the possibility of working with the City of Carthage and believe we are uniquely suited to meet your needs. Stronghold Data is built from a different foundation than the rest of our industry. We exist because our industry is broken and disconnected from reality. We can't wait to connect with you on all the ways we've worked to fix that over 32 years.

I want to call out several highlights about what Complete IT means:

Pillars of Secure Technology: Stronghold Data's Cybersecurity approach brings expertise with our local experts as well as our trusted Security Division through Cyber74 – a group that will “tell it like it is” – so we can have multiple sets of eyes on the environment. We have also included in our response things that are truly necessary to ensure a strong environment with good network hygiene like Lifecycle and Patch Management, Multi-factor authentication (MFA), Managed Detection and Response (MDR) and other key pieces of management and monitoring to elevate your network to a defensible position. Through our offering, we provide next-level device protection, 24/7 monitoring and response to security incidents from our certified Security Operations Center, as well as many helpful policies and assessments to give you awareness of the most important things to focus on as you continue down your technology and transformation journey.

We are your IT Partner (also, we actually do it): There's a big difference between saying we'll partner with you, and actually doing it. Every company says it, and every company intends to do it. Establishing a true partnership requires the skillset and experience that Stronghold Data has built over 32 years of reinventing how IT should run. Knowing this, we also understand that true partnerships don't work when service selections are chosen from a menu, and we also understand what it really takes to deliver the outcomes an organization truly needs. Because of this understanding we have proposed our all-inclusive option, due to knowing what City of Carthage and Staff will need assistance with to really deliver the desired outcome and to secure and protect the environment from the threats that are ever increasing.

Strength of Size: Stronghold Data is proud to be the area's top IT provider. Not only do we have a top-notch team in Joplin, MO, and have strategic personnel throughout Missouri and surrounding areas, but we are part of New Charter Technologies, a group of IT service providers that support over 3,100 clients with amazing IT support through 600+ engineers that work together to support each other with the most modern best practices, toolsets, frameworks, and compliance standards to ensure that you are always given the best recommendations for your situation and needs.

We don't pretend that a document will show our true value, and we look forward to the opportunity to sit down face to face and discuss your needs and the value we bring.

Thank you,



David Markley, President
Stronghold Data

Company Background, History, and Qualifications

Stronghold Data has its origins as a Computer Sales organization since 1990. Over the past 32 years, we have grown to be one of the more successful IT Managed Service Providers in the country. Stronghold Data was the winner of the 2021 MSP Of The Year from Channel Futures Company, and every year since 2019 we have ranked among the top 501 MSPs globally (there are over 40,000 in the USA alone). We continue to be members of owner peer groups for IT companies, and consistently perform in their "Best of Class" category in the top 25%. This provides our clients with the assurance of stability that we have the resources and longevity to be trusted for their IT operations.

Our engineers have working knowledge of Tyler Tech & InCode, Public Safety software and CAD systems, NetMotion (now Absolute Secure Access), Omnigo, CentralSquare, and many other municipality and public sector software, as well as deep experience with all Microsoft Office editions including Microsoft Office 365 for Government. We have experience with law enforcement dispatching systems at the municipal level to county level. We have also worked to complete many security and optimization projects like BodyCam storage, Evidence servers, collaboration platforms, identity and access management for city personnel, etc. Every technician is MULES certified (minimum CJIS Level 4), has undergone fingerprinting, and has passed a criminal background check.

Stronghold Data operates in two regionally located data centers (Springfield, MO, and Vinita, OK), and has invested over \$2,000,000 in equipment to maintain secure underground operations for solutions with redundancy between data centers and multiple copies of client data.

We have proven asset management and tracking capabilities, excellent technical skills, a strong customer service focus, and strong communication skills. Our teams utilize a Customer Satisfaction survey on every service ticket, and our satisfaction rate has held steady at 98.5% approval for the past three years.

Stronghold Data is one of the largest Dell Technologies providers in the area. Our engineers are certified on everything from Desktops to Data Center Equipment including Servers, Switches and Storage Area Network Systems (SANs).

Compliances & Standards

- NIST (Standards Followed)
- FDA (Standards Followed)
- FDIC (Regulated)
- HIPAA (Standards Followed)

Certifications

- HIPAA Third Party Attested (Annually Audited)
- SOC II Compliant Data Center (Annually Audited)
- MULES (Missouri Uniform Law Enforcement System) Certified
- Microsoft Gold Partner (Multiple Competencies)
- Cisco Premier Partner
- Dell Gold Partner
- Cisco DUO (Multi-factor Authentication) Authorized

RFP Response Form

Attachment A

1.0 Company Profile		
1.1	Company Name	Stronghold Data
1.2	Company Address	7115 E. 24 th St, Joplin MO 64804
1.3	Contact Information (Party responsible for responding to this RFP)	Jason Rincker, Chief Revenue Officer Jason.Rincker@StrongholdData.com
1.4	Company Webpage	www.strongholddata.com
1.5	Main Products / Services	Managed IT Services, Private Cloud, Hosted Desktops, Business Continuity, Cybersecurity and Compliance, Business Communications, Training and Consulting, eCommerce, Website, Application Management and Development
1.6	Main Market / Customers	Government/Public Sector, Manufacturing, Financial Services, Non-Profit, Medical, Legal
1.7	Number of years in the Market	32 Years
1.8	When did you first start providing similar solutions?	Over 20 years ago
1.9	Company location(s)	Joplin, Missouri
1.10	Number of Employees	44
1.11	Number of Employees in Account Management	5
1.12	Number of Employees in Technical Support	34
1.13	Notable Acquisitions	n/a
1.14	Key Business Partnerships	New Charter Technologies Missouri Association of Counties Ollis, Akers, and Arney

2.0 Financial Information

2.1	Previous year gross revenue	\$8,411,305
2.2	Previous year net income	\$1,164,431
2.3	Return on investment	15%

Attachment B

1.0 General

1.1	Q. What are the general types of organizations your clients represent? A. Stronghold Data specializes in Local Government, Manufacturing, Banking and Financial, Non-Profits, and Healthcare clients.
1.2	Q. Why do you believe that you are a good fit with our organization? A. Our engineers have working knowledge of Tyler Tech, InCode, Omnigo, CentralSquare, NetMotion and other city and public sector software, as well as deep experience with all Microsoft Office editions including Microsoft Office 365 for Government. We have experience with law enforcement dispatching systems at both the county and municipal level. Every technician is MULES certified (minimum CJIS Level 4), has undergone fingerprinting, and has passed a criminal background check.
1.3	Q. Describe your onboarding/implementation process and approach if you were selected? A. Our goal is to make this as seamless as possible and to have a smooth onboarding into our support engagement and to ensure operations for your organization are minimally impacted. We have an onboarding process that consists of 4 main phases: 1) Initial Assessment and Discovery 2) Documentation and Knowledge Transfer 3) Infrastructure and System Setup 4) Ongoing Support Transition We will have a kickoff meeting where we walk you through our process and schedule out the work with you, so it meets your timeline requirements.

1.4	Q. Do you conduct QBRs and what is the nature of those meetings? A. With our Managed IT Services agreement, we offer Periodic Business Reviews for technology support to discuss and propose goals for your environment. Stronghold Data provides capital needs planning and input into major system enhancements. We will participate collaboratively with various departments to fulfill service needs and will make recommendations for future purchasing and technology upgrades when advisable. While we can cover tactical topics within these sessions, we really want them to be the time we are discussing the strategic needs of the organization, and for our experts to understand your challenges to ensure we are making you aware of the best practices available and any other helpful long-term vision. We evaluate service history from the previous quarter with the IT department or decision makers to make sure your goal of support from our team is being achieved, and to highlight any optimal changes that can be made.
1.5	Q. How do you typically work with IT Management at clients who have staff members? A. We have many co-managed clients, and each one is unique based on the needs of the organization, and the capabilities and size of the on-site staff. In a co-managed situation, we are here to support the organization and partner with your local IT staff to help the organization fulfill its mission.
1.6	Q. What do you feel your overall strengths and differentiators are? A. While we feel our people make a huge difference in the way we serve our clients, it's really the combination of people, process, and technology that allows us to deliver on our promise to empower clients to thrive. We use several FrontRunner methodologies to engage with our clients at both the strategic level (we call them BlueSky meetings, and Periodic Business Reviews), as well as tactical level with action items gained from these meetings to deliver what's needed by your organization. Our methodologies are getting noticed nationwide throughout our industry and we are part of the wave of change that is impacting the broader MSP industry for good. In working with us, you truly are working with a group of people that strive to be better tomorrow than yesterday and are always looking for ways to improve your life, not just your work.
1.7	Q. Do you serve clients with 24 X 7 requirements? A. Yes, we currently support clients with 24x7 needs such as Emergency Management, Police Department, Sheriff, etc.
1.8	Q. What services do you offer besides the core services of a Managed Service Provider? A. Trusted Technology Advisory services, Cloud Services and Hosted Desktop, Business Continuity, Information Security, and Enterprise Solutions, are all components of our complete Managed IT Services.

1.9	Q. What type of training do you offer either during onboarding or ongoing? A. During onboarding, we will train your staff (especially your primary staff that engage with us) in the many ways to work with us to ensure we are always able to support you. During onboarding or scheduled later, we offer virtual and instructor-led security awareness training, general office and productivity training are available on request as well. If there's a specific type or topic of training that's required, we can provide that based on further conversations to ensure you feel your staff are utilizing technology in the best way possible.
1.10	Q. What do you feel are your biggest hurdles to a successful relationship? A. The lack of consistent and healthy communication tends to be the biggest issue in any relationship. This is a major reason why we have our support team structured to where there are dedicated staff members that you will get to know and be able to reach out to no matter the concern. Part of what makes this difficult, is no two people are exactly alike! Through this relationship, we're going to be learning who you are, what makes you "you", and getting to know how best we can relate and work together. This is an ongoing process, and while we know that no relationship is 100% perfect all the time, the key to making sure it's a healthy one, is making sure we are always communicating with each other to work through any issues to make each other better.
1.11	Q. What training resources are available for team members? A. We have both virtual and instructor led options based on the type of training required. From Office product usage to Security Awareness Training, we can provide the types and format of training your organization needs and help you build your staff's confidence in using technology to better your organization.
1.12	Q. What type of general expertise can you provide in key technology areas? A. Our engineers have working knowledge of Tyler Tech, InCode, Omnigo, CentralSquare, NetMotion and other city and public sector software, as well as deep experience with all Microsoft Office editions including Microsoft Office 365 for Government. We have experience with law enforcement dispatching systems at both the county and municipal level. Stronghold Data is one of the largest Dell Technologies providers in the area. Our engineers are certified on everything from Desktops to Data Center Equipment including Servers, Switches and Storage Area Network Systems (SANs).

Q. What differentiates your organization from your competitors in the marketplace?

1.13

A. First is our approach: we use a continuous improvement methodology throughout the client journey to empower our clients to fulfill their mission. We are not just technology experts, but we partner with our clients to understand the way their organization flows, the people and process challenges they face, and to find a way to break through barriers and ensure that technology is enabling them to excel and grow in new ways.

Second: Not only do we have a top-notch team in Joplin, MO, and have strategic personnel throughout Missouri and surrounding areas, but we are part of New Charter Technologies, a nationwide group of IT service providers that support over 3,100 clients with amazing IT support through 600+ engineers that work together to support each other with modern best practices, toolsets, frameworks, and compliance standards to ensure that you are always given the best recommendations for your situation and needs.

Third: we have a large focus on local and county Government and have a broad range of experience working with many different office holders to support the applications and services you work with day-to-day. We can "speak your language" and help make things better over time for your organization because of our specific knowledge and experience.

2.0 Processes

Q. Do you use in-house or contracted resources for helpdesk services?

2.1

A. During our standard business hours, you will interact with staff out of our Joplin, MO, office for help and assistance for any issues or needs that arise. After hours, we have a sister company based in Chattanooga, TN, that has amazing and friendly technical staff that will assist when you have a problem that just can't wait. They always have escalation points within our staff for when an issue is more urgent or needs additional expertise and will bring in our team as needed to ensure you are supported 24x7.

Q. Describe your process for onboarding the City of Carthage to your MSP services?

2.2

A. Our Professional Services team is comprised of experienced engineers dedicated to your onboarding. We begin with a communication and planning kickoff meeting to effectively schedule each phase of the project including but not limited to: Infrastructure, Systems, Tools, Applications, and On-site Installation.

Q. What City of Carthage resources would you require (i.e., information, data, staff resources, communication) during initial onboarding and on an ongoing basis?

2.3

A. We have a process to collect the necessary information from our clients for onboarding. Information includes accounting/finance dept and bill to information, primary contact, user lists, password lists, any IT specific documentation or access to that documentation from previous IT staff or providers. We will ask questions related to specific line of business applications, stakeholders for each department or office, and other organization information.

	Q. Outline the methods by which clients can access you (i.e. online, by phone, etc.).
2.4	A. Report issues by phone, via email, or submit and track progress online through our online client portal.
	Q. Describe the escalation and account management process.
2.5	A. We have dedicated technical staff (not an answering service or call center) to respond Mon-Fri, 7am-5pm CST and perform triage of inbound issues. They escalate to the appropriate team for response if it's an emergency issue and not quickly solved at this first level. The team assigned to manage your account has an intimate knowledge of your organization as well as experience in supporting clients of your vertical. Each team comprises a vCIO, Service Lead, Senior Systems Engineer(s) and System Engineer(s).
	Q. Where is/are your support center(s) located?
2.6	A. Stronghold Data is located in Joplin, MO. We have local, dedicated support staff for our clients. We are not alone though, we are part of New Charter Technologies, a group of IT service providers across the nation with amazing IT support through 600+ engineers that work together to support each other with the most modern best practices, toolsets, frameworks, and compliance standards to ensure that you are always given the best recommendations for your situation and needs.
	Q. How involved is your team with creating project plans/testing during technical projects?
2.7	A. Stronghold Data provides capital needs planning and input into major system enhancements. We will participate collaboratively with various departments to fulfill service needs and will make recommendations for future purchasing and technology upgrades when advisable.
	Q. Do you follow ITIL or other processes aligned with industry standard practices?
2.8	A. Backed by 30+ years of experience in the IT Management space and collaborating with the best in the industry, we have our Stronghold Data Standards that will be implemented throughout the Client Journey. While this doesn't happen overnight (as that would be very impactful to the organization), we will work with you to build what the roadmap looks like for your team to understand, and to assist with your budgeting/planning. Our FrontRunner Methodologies consist of continuous improvement meetings starting with the BlueSky process, and following through with Business Review sessions, to align IT with the organization's objectives and stakeholders. We leverage NIST, CIS, CSF+ and other IT frameworks as part of our standards to be able to "speak the same language" when it comes to compliance and other areas so that you can rest assured that you are supported in a holistic manner.

2.9	Q. Do you participate in drills or tests i.e. DR Plan, IR Plan, etc.? A. We have starter templates for DR and IR plans and will work with you to ensure you have confidence in knowing there's a plan to follow if there is a disaster or incident affecting your staff. We assist our clients in testing these plans on the frequency that your organization needs. Just let us know your requirements, and we will schedule it out and facilitate the testing of this plan.
2.10	Q. How do you notify users of maintenance windows or system outages? A. While our vCIO and staff will work with clients directly in case of specific client issues, one of our channels to communicate broader maintenance or widespread system issues is via our Status page: https://status.strongholddata.com – we will keep this up to date with any pertinent information, while we work to resolve the issue or complete the maintenance window work. This includes email and text message notifications based on your preference.
2.11	Q. What types of diagrams would you typically create/maintain? A. See attached Tools & Report section that follows.
2.12	Q. Do you offer knowledge bases for common issues and how are they utilized? A. We have a documentation system that our staff uses to store common issues resolution both for standard products and issues, as well as client-specific resolution for future use. Depending on whether this relationship will be a co-managed IT solution or fully managed, we will work with you to understand the information you and your staff need to know.
2.13	Q. What is your willingness or ability to support the security systems, phone systems, audio/visual systems? A. We have strong abilities to provide direct support for phone systems, and partner with amazing companies to support you through security systems, door access control, audio/visual systems, and other technology services.
2.14	Q. How often do you conduct DR testing? A. We test some of our critical backup services daily, and all Quarterly. Our backup and business continuity products allow us the ability to self-test daily not only for us but for client data as well. However, through the onboarding process and learning more about the organization, we want to know your requirements, and then will set a frequency you need to ensure you have confidence when it comes time to follow the DR plan in a real scenario.

2.15	Q. Describe the hiring process you follow for your technical staff that will have access to our systems, including background checks and qualifications. A. The candidates we seek out for our core system engineer positions come from systems administration backgrounds where they have supported organizations in a plethora of system's needs, and environments so they are well rounded. We follow EOS (Entrepreneurial Operating System) AKA Traction, and through this process we have identified four Core Values that describe <i>who</i> we are. We hire, fire, recognize, and reward, based on these values: 1. We are committed to <u>Healthy Relationships</u> 2. We believe that <u>Others Deserve Our Best</u> 3. We each take <u>Personal Initiative</u> 4. Our actions are <u>Results Driven</u>.
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3.0 Technology

3.1	Q. What types of monitoring agents would you use for end user devices? A. Each desktop, laptop, and server is protected by Managed Endpoint Detection and Response (MDR/EDR) services. This gives our team access to view and respond to threats through a single solution and provides a cohesive view of each client's network assets to coordinate and better manage risk and the organization's cyber security posture. We have layers of monitoring that are dependent on the client scenario, but in general we would have management and monitoring which handles OS and Software patching/updates, security watchguards, and overall system health monitors to ensure we are able to see proactively the items that should be addressed now or in the future. For more information, please see the attached Tools & Reporting section that follows.
3.2	Q. What is the back-end help desk system you use? A. ConnectWise Manage
3.3	Q. Do you offer managed firewalls or other managed technology? A. Yes, with our Security-as-a-Service solution, we simplify operations with centralized management, visualization, analytics, and reporting. We automate security audits with pre-defined PCI, SOX or HIPAA reports and can integrate easily into IT architecture with software or virtual appliance deployment options. We gain real-time threat intelligence from the aggregation, normalization, and contextualization of security data.
3.4	Q. Do you offer MDM or other mobile management technology? A. Yes, we have multiple options. We would have a strategy discussion with you on your goals regarding device and risk management, to better understand the needs, and then suggest whether it should be an industry standard option like Microsoft Intune, or a third-party solution with specific abilities.

3.5	Q. Do you offer a SIEM or other security-based technology? A. Stronghold Data's Cybersecurity approach brings expertise with our local specialists as well as our trusted Security Division through Cyber74 – a group that will “tell it like it is” – so we can have multiple sets of eyes on the environment. We have also included in our response things that are truly necessary to ensure a strong environment with good network hygiene like Lifecycle and Patch Management, Multi-factor authentication (MFA), Managed Detection and Response (MDR) and other key pieces of management and monitoring to elevate your network to a defensible position. Through our offering, we provide next-level device protection, 24/7 monitoring and response to security incidents from our certified Security Operations Center, as well as many helpful policies and assessments to give you awareness of the most important things to focus on as you continue down your technology and transformation journey.
3.6	Q. Do you have tools to provide system uptime metrics? A. See attached Tools & Reporting section that follows.
3.7	Q. What tools do you use for network monitoring? A. See attached Tools & Reporting section that follows.
3.8	Q. What tools do you use for system monitoring or general health level of end user devices? A. See attached Tools & Reporting section that follows.
3.9	Q. What solution do you offer for laptop/workstation encryption? A. On Windows devices, we generally recommend utilizing the built-in Microsoft BitLocker encryption and will work with you to ensure we set this up according to your industry needs. Utilizing device management platforms like Microsoft Intune will allow this to be better managed and based on policies.
3.10	Q. If hosting/co-location is an option please describe details of option i.e. services, vendor partners, etc. A. We currently manage and operate two private cloud datacenter locations where we provide Infrastructure-as-a-Service (IaaS), Private Cloud, and Co-location services to our clients. We also have data regions and options throughout the US in a private cloud offering if there are specific data locale requirements.
3.11	Q. Describe the primary applicable Line of Business or Primary applications listed in Section 2 that you have familiarity with and the extent of your familiarity: A. Our engineers have working knowledge of Tyler Tech, InCode, Omnigo, CentralSquare, NetMotion and other city and public sector software. We've helped with the deployment of the software client aspects, general troubleshooting, help facilitate support conversations with the vendors, etc. We have experience with law enforcement dispatching systems at both the county and municipal level.

4.0 Support

	Q. Describe fully your technical support options including the assistance request process, escalation process, support hours, response times, staffing levels, staff expertise, and physical location of the help desk.
4.1	A. We have dedicated technical staff (not an answering service or call center) to respond Mon-Fri, 7am-5pm CST and perform triage of inbound issues. They escalate to the appropriate team for response if it's an emergency issue and not quickly solved at this first level. Very rarely does call volume require any client to wait to speak with a technician so response times are close to immediate for any given issue. Outside of standard business hours, we have a dedicated group of technicians that solve many issues that impair user's ability to work and have a path to escalate to the on-call higher-level technician if it's more urgent or an emergency. Our target is within 1 hour response, but many calls are answered immediately by our on-call team and are dealt with as quickly as possible.
4.2	Q. Please provide details on your standard reporting capabilities. A. We utilize automated reporting methods to give the clients a repository of their monthly reports to show organizational health service issues. We also have a real-time online client portal for ticketing review. See attached Tools & Reporting section that follows for more details.
4.3	Q. Describe any documentation and support (e.g., user manuals, online help, interactive demos, web-based seminars, and online knowledge base) that will be available, both from the technical perspective and the end user perspective. A. Everyone learns a little differently, so we would want to have a conversation with you to understand the best method and way to ensure your staff are able to leverage their technology. Some of this might be in-person, or virtual training, others might be online or printed documentation and help materials.
4.4	Q. What options are available for user training and technical training that may be required by staff? A. We have both virtual and instructor led options based on the type of training required. From Office product usage to Security Awareness Training, we can provide the types and format of training your organization needs and help you build your staff's confidence in using technology to better your organization.

4.5	Q. Describe any user groups, websites, newsletters, conferences, or any other means you support for sharing information and soliciting service feedback. A. Stronghold Data participates with Missouri Municipal League, and with State and Federal agencies to provide education and one of our recent collaborations was with the Department of Homeland Security directed towards all municipal officials, county commissioners and other elected officials. We have been a member of the Missouri Association of Counties since 2021 and have attended the annual conferences each year. We have periodic lunch and learn events at our office and throughout the state, and work with many organizations that allow us to facilitate education and listening/learning for us as well to understand how we can improve and what's needed from your unique position. As part of the New Charter Technologies group, we have access to IT service providers with over 3,100 clients and amazing IT support through 600+ engineers that work together to support each other with the most modern best practices, toolsets, frameworks, and compliance standards to ensure that you are always given the best recommendations for your situation and needs.
4.6	Q. How do you monitor customer satisfaction and quality assurance on an ongoing basis and how might we benefit from this process? A. Our teams utilize a Customer Satisfaction survey on every service ticket, and our satisfaction rate has an overall 99% approval for the past three years. Each survey allows an option to submit feedback to the technicians involved with the resolution.
4.7	Q. The City of Carthage user base varies considerably in its level of technical sophistication. Please describe your experience in successfully supporting users that may be remote and possess limited technical skills. A. With our advanced remote support tools, we have efficient joint-session access to all workstations & servers, with user approval, that will allow our technicians to easily help users anywhere with internet access.
4.8	Q. Describe your approach to supporting an account with local IT resources present. Do you allow them to utilize your tools and work in tandem with you? What are the expectations for local IT resources when working with you? A. We work effectively with local IT personnel and acknowledge them as the front line for the organization's employees. We always strive to include and consult local resources in IT Strategies to bring the most impactful and efficient decisions. We expect these resources to facilitate the on-site issues that must be addressed immediately in person, and effectively communicate the organization's priorities, and escalations to Stronghold Data.

5.0 Pricing & Contracts

5.1	Please attach cost estimates and worksheets to support these estimates if applicable. Itemize non-recurring and recurring costs. Recurring costs should be quoted as per user per month costs. Other pricing models may be provided as an option. See attached proposal Quote #8150
5.2	Please attach a Master Services Agreement or other legal documents beyond a proposal which accompany a proposal. See attached proposal Quote #8150

6.0 References

6.1	Please provide at least three references for customers with similar operations to the proposed solution. Include contact names • City of Neosho, MO David Kennedy, City Manager (417) 451-8012 IT Services client since 2012 • Newton County MO Sheriff/911 Rick Gellar, Chief Deputy (417) 451-8300 IT Services client since 2020 • McDonald County, MO Kimberly Bell, County Clerk (417) 223-7530 IT Services client since 2020
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Managed IT Services RFP

Quote # 008150 | Version 1

Prepared for:

City of Carthage

Wednesday, June 07, 2023

City of Carthage
Dan Rife
623 E 7th
Carthage, MO 64836
david.markley@strongholddata.com

Dear Dan,

Thank you for contacting Stronghold Data to build a better business through better technology. Stronghold Data has been providing quality products and services since 1990 and has grown from a small company selling PC's to the area's largest Joplin Based IT company serving organizations of all types and sizes across the four-state region.

We understand your business needs quiet and predictable IT Support. We quiet the noise with dedicated IT support and complete IT solutions.

The following proposal is for a Managed IT solution. In addition to our Managed Services, we offer a complete line of Business Continuity Solutions, Hardware and Software Solutions, Cloud Services, and Information Security.

Please review this proposal and contact us with any questions you have. We will be happy to assist in explaining the items and navigating the ordering process. Again, thank you for the opportunity to present our products and services. We look forward to providing you with the best solution available for your business needs.



Jason Rincker
Sales Director
Stronghold Data LLC



Monthly Services

Description	Recurring	Qty	Ext. Recurring
Managed IT Services - Contract Terms are 3 Years	\$12,170.00	1	\$12,170.00
Managed Server (Physical) Per month fee for each server on Managed Service Plan		10	
Managed Workstation Essentials Support and management fee per Windows workstation. Support Features include: Multi-Factor Authentication, DNS Filtering, Dark Web ID Monitoring, Security/Awareness Training, Patch Management, Service/Device Monitoring, Automation, Advanced Persistent Threat Monitoring, Ransomware Monitoring, Complete Endpoint Detection & Response, Application Ringfencing		91	
Support for Printer Connectivity to Network		15	
Backup Services for 10 Servers with Appliance Includes replication to Offsite Data Center. *THIS APPLIANCE REMAINS THE PROPERTY OF STRONGHOLD DATA. THERE IS NO PHYSICAL PRODUCT BEING SOLD WITH THIS SERVICE.		1	
Managed Firewall		3	
Network Management -per Location		7	
Support for Client-Owned Wireless AP Managed Service for Client-Owned Access Points		21	
Co-Managed Monthly Discount Monthly discount per workstation for Co-Management including: - Frontline for organization's employees to reach out to with IT Issues. - Facilitating majority of on-site issues that must be addressed in person. - Effectively communicates the priorities of the organization, and escalates to Stronghold Data. - Includes and consults with Stronghold Data in IT Strategy decisions.	(\$25.00)	91	(\$2,275.00)
Recurring Subtotal:			\$9,895.00

Managed Services Onboarding

Description	Price	Qty	Ext. Price
Onboarding Setup Documentation of Passwords and Devices Backup and Disaster Recovery Setup Deploy: • Wireless Access Point Management • Advanced Persistent Threat Monitoring • Complete Endpoint Detection & Response • Application Ringfencing • DNS Content Filtering • Patch Management • Remote Support Tools	\$500.00	1	\$500.00
Subtotal:			\$500.00

Microsoft 365 Licensing

Description	Recurring	Qty	Ext. Recurring
Monthly Management of 365 Tenant Monthly Management of a 365 Tenant INCLUDED: Reporting: User , License, Secure Score, Device, Stack Rank, Azure AD Sync Client Maintenance User Adds/Moves/Changes Password/2FA Reset Baseline Configs (Security Best Practices, Defender for Cloud 365, Teams, OneDrive) Status updates of Services Spam Management Email Delivery Management License Review https://strongholddata.com/properly-managing-a-microsoft-365-tenant/	\$500.00	1	\$500.00

Microsoft 365 Licensing

Description	Recurring	Qty	Ext. Recurring
M365 Business Premium with Spam Filtering & Apps Annual Term Includes: Hosted email with a 50 GB mailbox Latest versions of Word, Excel, PowerPoint, Outlook, Exchange, and Teams for Desktop and Web. Desktop versions of Publisher and Access 1 TB of cloud storage on OneDrive per user Enhanced phishing and ransomware protection. Control access to sensitive information using encryption Email Security and Anti-Spam Encrypted Documents & Email	\$22.00	110	\$2,420.00
Dropsuite Business Backups Monthly Subscription Includes: Advanced cloud-based storage to protect and preserve Microsoft Office 365 and Gmail data. • Exchange Online backup • SharePoint backup • OneDrive backup • Groups backup • Teams backup	\$5.00	110	\$550.00
Recurring Subtotal:			\$3,470.00

Service Summary

Description	Qty
Labor for Remote and On-Site Support -Access to Emergency 24/7 Technician on Call for Priority 1 & 2 Issues -Remote Support for Immediate Response for Most Needs -Help Desk Response and On-Site Support When Needed -Consulting for Technology Products and Services for Your Business -Periodic Business Review for Technology Support and Planning	
Automated Services -24/7 Hardware Monitoring and Management for Servers and Workstations -Patch Management for Microsoft and other Major Software Packages -Ransomware Detection & Isolation With Device Lock-down Capabilities -Basic Network Anomaly and Breach Detection	
Backup and Business Continuity -On-Site Backup and Recovery Appliance -Off-Site Backup to Our World Class Underground Data Center with Redundancy to Second Data Center -Protect Continually With Up to 288 Snapshots Per Day -Failover and Failback Capabilities -Option of Bootable Virtual Standby	
Managed Firewall -Firewall Hardware, Software, and Support -Comprehensive Up-To-Date Network Security -Internet Content Filtering & Deep Packet Inspection -Data and Application Usage Reports -VPN Access and Management	
Additional Included Services -Monthly Automated Risk Assessment -Anti-Virus Software and Remediation for Servers and Workstations -Managed Endpoint Detection and Response for Servers and Workstations -Application Ringfencing to Prohibit Unauthorized Changes to all Applications -Duo Two-Factor Authentication -Threat Hunting Services looking for advanced persistent threats (APTs) -DNS Filtering -Documented Network Information -Periodic In-Person Cyber Awareness Training for Staff -Dark Web Scanning for Primary Email Domain Breaches	
Optional Services Upon Request -SIEM (Security Incident and Event Monitoring) Services -SOC (Fully Staffed Security Operations Center) -Automated Security Awareness Training and Phishing Testing	

Managed IT Services RFP

Prepared for:

City of Carthage

623 E 7th
Carthage, MO 64836
Dan Rife
(417) 237-7010
david.markley@strongholddata.com



Prepared by:

Stronghold Data LLC

Jason Rincker
(417) 627-9878
Fax (417) 623-7606
jason.rincker@strongholddata.com

Quote Information:

Quote #: 008150

Version: 1
Delivery Date: 06/07/2023
Expiration Date: 07/07/2023

Quote Summary

Description	Amount
Managed Services Onboarding	\$500.00
Total:	\$500.00

Monthly Recurring Expenses Summary

Description	Amount
Monthly Services	\$9,895.00
Microsoft 365 Licensing	\$3,470.00
Recurring Total:	\$13,365.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. By accepting and signing this proposal to purchase products and services from Stronghold Data you are also accepting the contract terms to our Master Services Agreement included with the official quote. This official quote can be downloaded by clicking the icon under the "Download the PDF" section on the Order Web Page. Once you accept this proposal by signing the order you will receive an email with the completed quote including contract agreement terms and your signature of acceptance.



STRONGHOLD DATA, LLC
MASTER SERVICE AGREEMENT

This Master Service Agreement ("Agreement") is between Stronghold Data, LLC a Missouri limited liability company with its primary offices located in Joplin, Missouri ("Stronghold Data") and the Customer as defined in the attached quote ("Client") and is effective on the date of the first agreement invoice.

1. **PROVISION OF SERVICES.** Stronghold Data shall provide product(s) and services(s) to Client in accordance with the details listed in the attached quote that is part of this Master Service Agreement.
2. **SERVICE PERIOD.** The agreement shall begin on the date of the first agreement invoice. Stronghold Data shall provide service(s) as described, for a three (3) year term unless otherwise notated in the applicable quote. On expiration of the initial term or a renewal term, the service schedule shall automatically renew for a period of 1 year unless either party gives written notice of termination to the other sixty (60) days before the expiration of the initial term or any renewal term.
3. **CLIENT RESPONSIBILITIES.** Client will provide access to the site, bandwidth, and necessary utilities as needed by Stronghold Data to perform this Agreement. Clients will designate a contact person with authority to direct Stronghold Data.
4. **PAYMENTS AND ADJUSTMENTS.** Payment for all charges shall be due and payable within thirty (30) days of the date of invoice. All invoices not paid within thirty (30) days of the invoice shall bear interest at the rate of 1 ½ % per month or the highest rate allowed by law, whichever is less.

For all quoted recurring services (monthly, annually, or as otherwise stated in the official quote), the Client agrees that all recurring service charges will be scheduled accordingly and paid to Stronghold Data through our Automated ACH Payment system on a net 30 term or be subject to a 3% admin fee per invoice for manual processing. Hardware only and non-recurring service purchases are not subject to the ACH Payment requirement.

Stronghold Data consistently invests in our clients by providing new and better tools to deliver superior services. In order to deliver the highest level of support with these advanced tools we have a 4% fee increase each year to cover our increased costs for items such as software tools, staff salary increases, etc. Also, there may be rate increases throughout the year passed along to you, the client, from vendors such as Microsoft for products included with your service that may be periodically increased or decreased as the vendor changes their rates (i.e. Microsoft Office 365, etc.)

5. **DEFAULT.** If Client fails to make any payment when due or materially breaches any provision of the Agreement, then Stronghold Data may give notice to Client of its default. If Client fails to cure such default within fifteen (15) days on the notice, then Stronghold Data may do any or all of the following:
 - (a) Terminate this Agreement by giving notice to Client;
 - (b) Accelerate all remaining payments hereunder by giving notice to Client;
 - (c) Pursue any other remedy at law or in equity.
6. **CONFIDENTIALITY.** Client and Stronghold Data, for each party and for each party's owners, agents, employees, attorneys, accountants, consultants, and contractors promise covenant and agree, except as required by law, that either party will keep absolutely confidential and shall not disclose or disseminate in any way to third parties the other party's information and intellectual property, belonging to or originating from the other party, including but not limited to, documents, components, parts, information, drawings, data, scripts, sketches, plans, programs, specifications,



techniques, processes, software, inventions, supply sources, customer lists, pricing and other materials, both written and oral, of a secret, confidential or proprietary nature, including without limitation any and all information relating to marketing, finance, business forecasts, invention, research, design or development of system information and any supportive or incidental subsystems, and any and all subject matter claimed in or disclosed by a patent application prepared or filed by or on behalf of the other party. Any disclosure by either party of information or materials included herein to the party's employees, agents, attorneys, accountants, consultants, and contractors who have a need to know such information and materials is permitted, provided that each person(s) agree to the complete and absolute confidentiality as described in this Agreement.

7. **OWNERSHIP OF MATERIALS.** Client and Stronghold Data hereby agree that any systems, subsystems, work product, other products, components, parts, information, drawings, data, scripts, sketches, plans, programs, specifications, techniques, processes, software, inventions, and other materials developed and/or created by Stronghold Data for Client's sole proprietary use shall be property belonging to Client. Upon termination of this agreement, Stronghold Data will transfer and deliver to Client any and all such property belonging to Client that is controlled and/or operated by Stronghold Data.

8. **INDEMNIFICATION.**

A. To the extent allowed by law, each party shall indemnify, defend, and hold harmless the other party, its officers, directors, board members, agents, and employees, from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of this Agreement caused by its negligent or wrongful acts or omissions. In cases of concurring fault, each party shall bear its share of the loss.

B. This indemnification agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the indemnifying party under worker's compensation acts, disability benefit acts, or other employee benefit acts.

9. **LIMITATIONS OF LIABILITY; NO WARRANTIES.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY LOST BUSINESS, REVENUE OR PROFITS (OTHER THAN FEES AND CHARGES PAYABLE FOR PRODUCT OR SERVICES), OR FOR DAMAGES FOR LOST OR ERRONEOUS DATA, OR BUSINESS INTERRUPTION, OR FOR ANY OTHER SPECIAL, CONSEQUENTIAL OR INDIRECT DAMAGES THAT ARE IN ANY WAY RELATED TO THIS AGREEMENT, REGARDLESS OF CHARACTERIZATION, EVEN IF SUCH LOSS AND/OR DAMAGES WERE FORESEEABLE AND EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES. STRONGHOLD DATA LIABILITY FOR CLAIMS OR CAUSES OF ACTION OF ANY KIND WHATSOEVER THAT ARISE IN CONNECTION WITH THIS AGREEMENT SHALL NOT EXCEED THE TOTAL MONTHLY RECURRING CHARGES FOR ONE MONTH, REGARDLESS OF WHETHER SUCH CLAIMS OR CAUSES OF ACTION ARE BASED ON CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE.

10. **PRODUCT RETURNS**

Stronghold Data adheres to the manufacturer/distributor return policies and timelines for all products. We reserve the right to make exceptions based on the client, product, and circumstance.

11. **NON-SOLICITATION**

Client acknowledges that Stronghold Data (SD) makes considerable investment in training and developing its employees, consultants and independent contractors, and that these relationships constitute valuable assets of SD. Accordingly, Client agrees that during the term of this Agreement and for a period of two (2) years thereafter, Client will not directly or indirectly recruit, engage or employ any person who has performed Services for Client under this Agreement. If at any time during the term of this Agreement, or for a period of two (2) years after its termination or expiration, Client directly or indirectly recruits or employs (as an employee, contractor, consultant, or otherwise) any person who has performed Services for Client under this Agreement, Client will pay to SD as liquidated damages an



amount equal to twelve (12) months compensation for that person, calculated based on that person's most recent or last salary level plus benefits. This payment shall be due by Client to SD within thirty (30) days of the date upon which SD makes demand therefore, which demand shall be in writing. Client agrees that the actual damages caused to SD from such an action would be difficult to calculate, and that this amount represents a reasonable approximation of those damages and not a penalty.

12. GENERAL PROVISIONS.

A. The failure of either party to insist or enforce, in any instance, strict performance by the other of any of the terms of this Agreement or to exercise any rights herein conferred shall not be construed as a waiver or relinquishment of its right to assert or rely upon any such terms or right on any future occasion.

B. Stronghold Data shall perform this Agreement as an independent contractor and neither party shall be the agent, partner, or joint venturer of the other.

C. Client shall not assign this Agreement without the prior written consent of Stronghold Data, which will not be reasonably withheld. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties.

D. This Agreement shall be governed by the laws of the state of Missouri and the venue for any action arising out of this Agreement shall be Jasper County, Missouri. Both parties waive jury trial. Stronghold shall be entitled to recover its costs and attorney fees.

E. If any provision of this Agreement is invalid or unenforceable, then the remainder of this Agreement shall not be affected thereby.

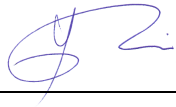
F. Provision contained in this Agreement that by their sense and context are intended to survive the performance of this Agreement shall so survive the completion of performance and termination of this Agreement including the completion of performance and termination of this Agreement including, without limitation, provisions for indemnification and the making of any and all payments due hereunder.

G. Stronghold Data and Client agree to conduct transactions by electronic means including, without limitation, facsimile transmission and email, and that signatures shall be binding on the parties.

H. If performance of this Agreement by either party or any obligation hereunder (other than payment of money) is prevented, restricted, or interfered with by cause beyond its reasonable control including, but not limited to, acts of God, fire, explosion, vandalism, cable cut, storm or other similar occurrence, any law, order, regulation, direction, action or request of the United States government or state or local governments or of any department, agency, commission, court, bureau, corporation or other instrumentality of any one or more said governments, or of any civil or military authority, or by national emergencies, insurrections, riots, wars, strikes, lockouts or work stoppages or other labor difficulties, supplier failures, shortages, breaches or delays, then such party shall be excused from such performance on a day-to-day basis to the extent of such prevention, restriction or interference. The party claiming force majeure shall notify the other party and shall use reasonable efforts under the circumstances to avoid or remove such force majeure. If the force majeure last for more than thirty (30) days, either party may terminate this Agreement on written notice.

I. The Agreement can only be modified in writing signed by the parties. In the event any provision of this Agreement conflicts with any applicable law, regulation, or order of any regulatory body with jurisdiction, then such law, regulation, or order shall prevail. In the event of any conflict or inconsistency between this Agreement and the associated quote, the terms of the quote shall prevail.

Stronghold Data LLC

Signature: 
Name: Jason Rincker
Title: Sales Director
Date: 06/07/2023

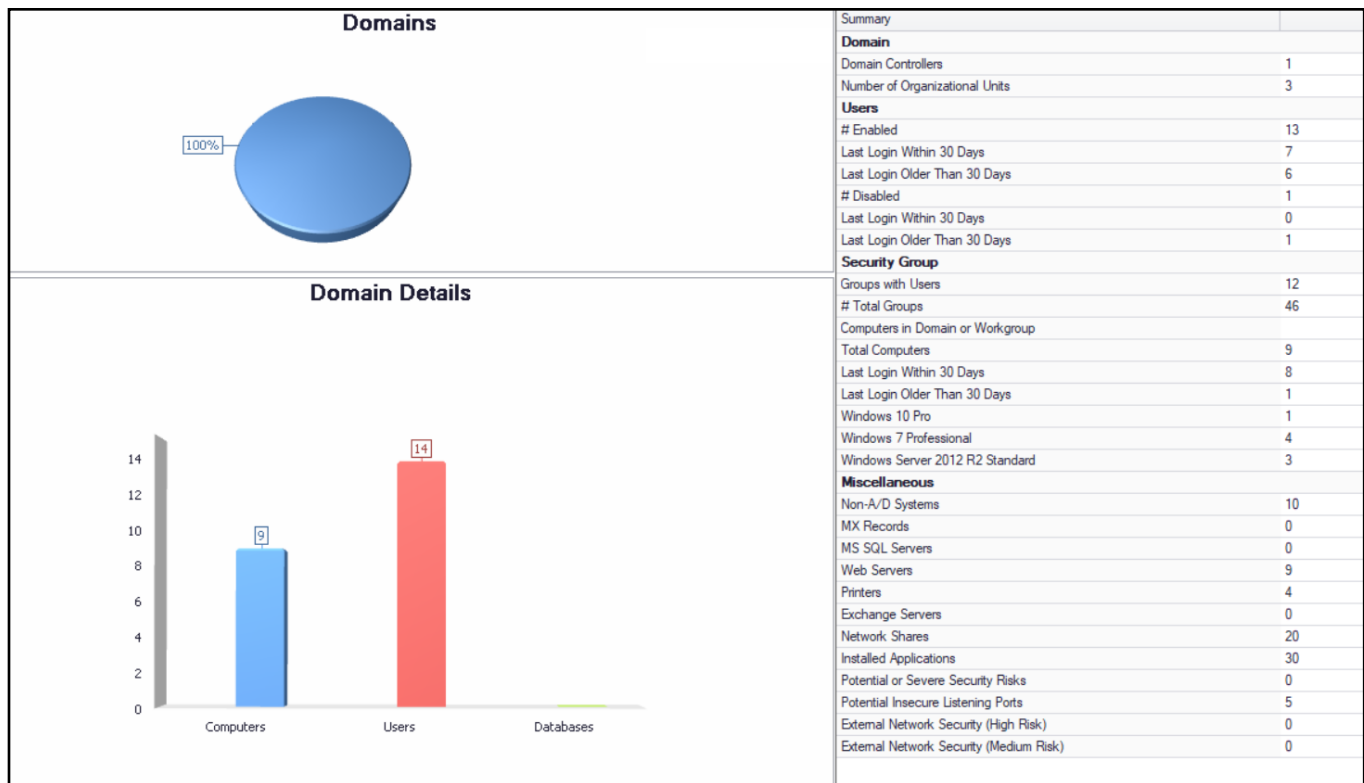
City of Carthage

Signature: _____
Name: Dan Rife
Date: _____

TOOLS & REPORTING

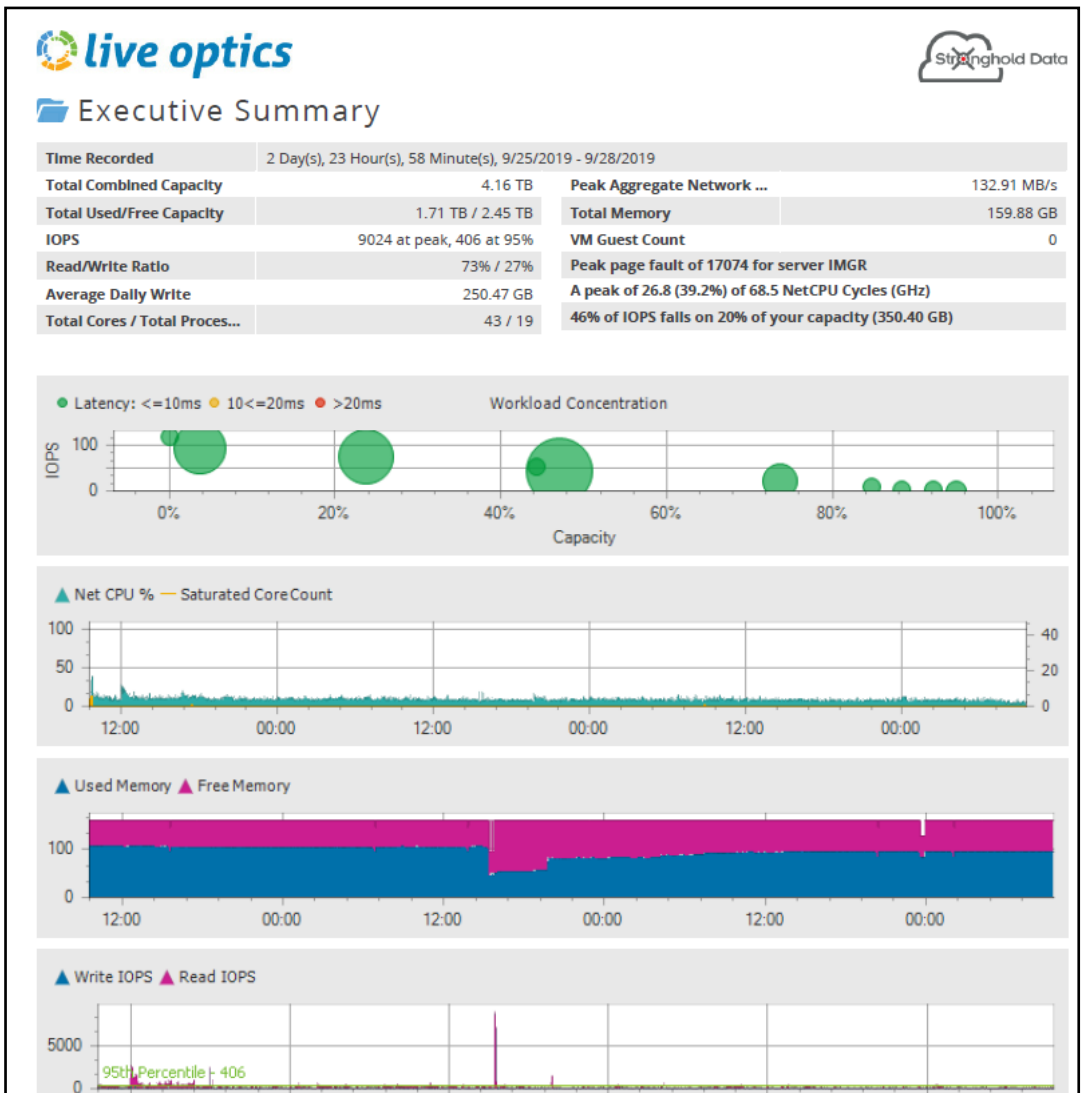
Network Health Reports

We have multiple sources for information, so we strive to take many of these platforms and services at our disposal to create meaningful reports to illustrate current health and areas for improvement in the network. Some of these reports are centered around IT health assessment, internal threat detection, and compliance. We can quickly and easily capture network assets, users, configurations, and software in use. With our Risk Scoring algorithm, we not only uncover threats to the network but are able to assign them a Risk Score based on network impact. The Risk Score allows you and us to prioritize the remediation of individual issues and measure network health over time.



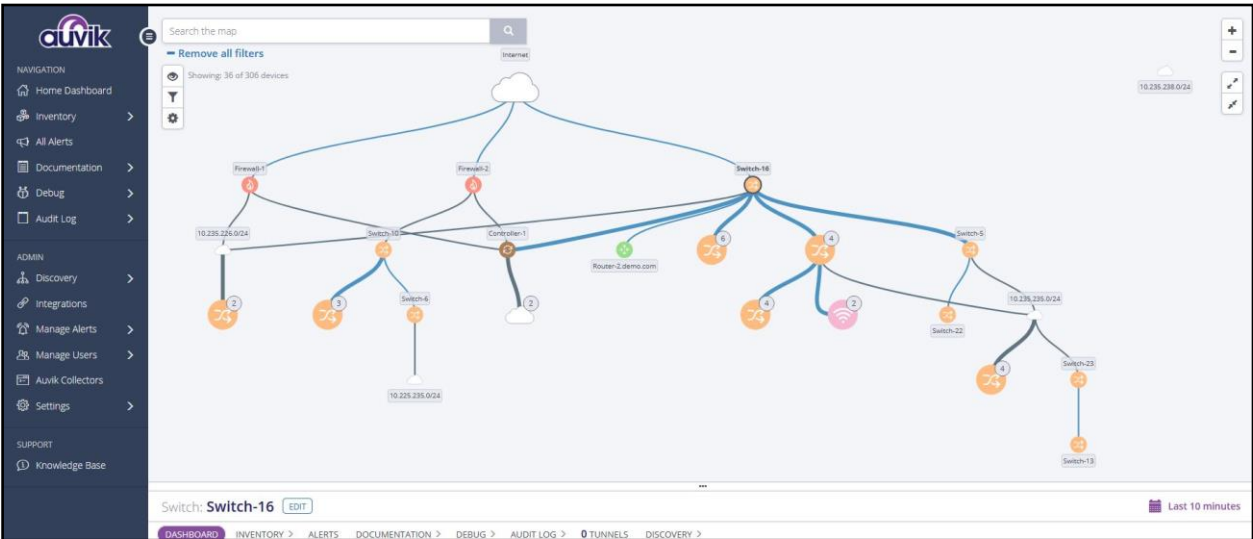
Lifecycle and Infrastructure Strategy Reports

We utilize reporting is allow us to work with you on new hardware needs, where we collect, visualize and share data about your IT environment and workloads to help with budgetary discussions as we look at Hardware lifecycle. We can provide live inventory and performance insight of server hosts and virtual machines regardless of platform or vendor, helping to record and communicate achieved benchmarks, workloads, or support concerns to accelerate decision time and reduce risk. Gathering workload characteristics and performance detail is a problem that most IT departments avoid due to complexity or resources. This often results in overdesign, overspending, and frustration in a support, expansion or purchasing cycle. Stronghold Data puts this information at your fingertips and is open to any end user to utilize during our strategic reviews.



Network Health

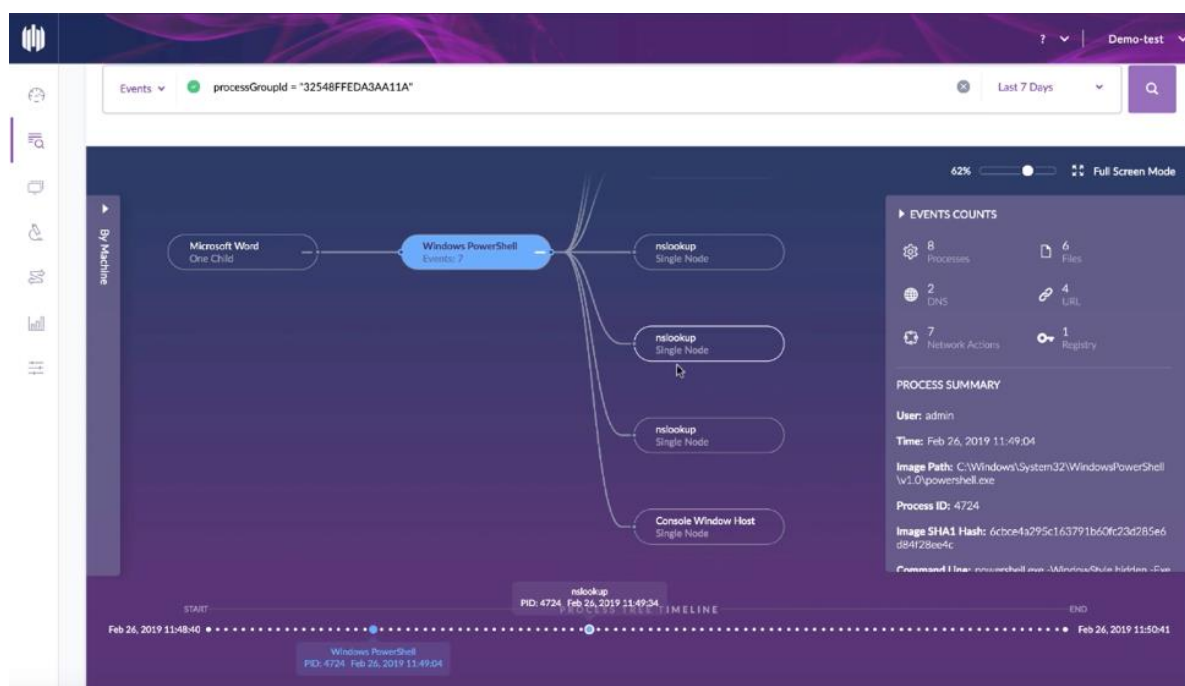
With our network health monitoring system and reporting tools, we can gain a deep understanding of your network with a complete map that includes devices that may have been hidden away or forgotten. This tool provides a profile for every device, including make, model, serial number, firmware version, and other key data. It also shows details on how everything on your network is connected and configured across all your locations with a list of all the IP addresses currently being used and which devices are using them. All this data and visualization is maintained in real-time so if we ever need to troubleshoot, we know exactly what we're dealing with and results in quick resolution of issues. We can implement 24/7 monitoring and alerting tuned to network best practices as well as track usage and health statistics on your network. We start building and storing historical performance data, which we can use for analysis, troubleshooting, and forecasting. We can see who is using available resources and even find out what is hogging all the bandwidth and slowing the network down. It is helpful to pinpoint where data is going, so we can warn you if suspicious traffic is being sent to high-risk regions. We can break down traffic by sources, destinations, and applications.



SentinelOne EDR and our MDR service

SentinelOne is an advanced EDR (endpoint detection and response) and threat hunting solution that delivers real-time visibility with contextualized, correlated insights accelerating triaging and root cause analysis. The solution lightens the SOC burden with automated threat resolution, dramatically reducing the mean time to remediate the incident. SentinelOne enables proactive hunting capabilities to uncover stealthy, sophisticated threats lurking in the environment. Key capabilities include:

- Real-time detection and remediation of complex threats with no need for human intervention
- Accelerated triage and root cause analysis with incident insights and the best MITRE ATT&CK alignment on the market, with or without MDR.
- Integrated threat intelligence for detection and enrichment from leading 3rd party feeds as well as our proprietary sources.
- Patented 1-Click Remediation & Rollback .
- Intuitive user experience reduces the skills required to add threat hunting to your security operations.
- Data retention options to suit every need, from 14 to 365+ days. Hunt by MITRE ATT&CK Technique.
- Uncompromising protection across Windows, Linux, and macOS endpoints - physical, virtual, container
- Rapid deployment interoperability features ensure a fast, smooth rollout.
- RESTful APIs and pre-built integrations to various Enterprise applications and service.

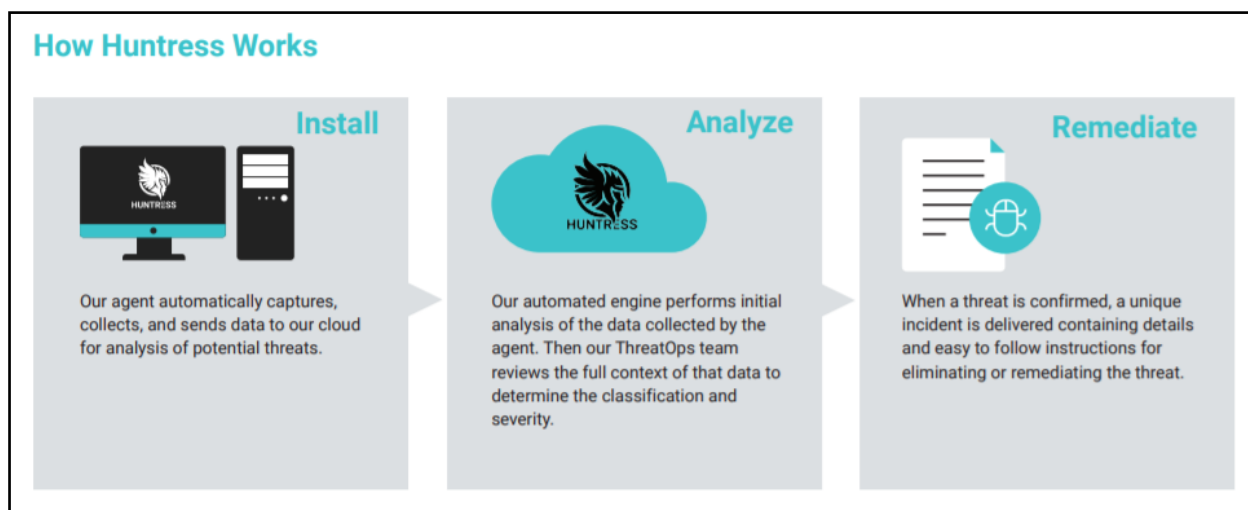


Huntress - Threat Hunting

The Huntress platform delivers a birds-eye view into active incidents and investigations, enabling us to remediate and correct issues as they arise. With a lightweight agent, simple interface and integration with leading IT management tools, this platform makes it easier to defend you against hidden threats and advanced attacks.

Key features include:

- Enhanced security stack with advanced detection and response powered by ThreatOps.
- Remediate issues quickly with easy-to-follow instructions.
- Stay ahead of the curve with continuous updates and new features at no additional cost.
- Deploy and manage easily with lightweight agent and robust management integrations.
- Centralize management with a multi-tenant dashboard.



Dark Web Scanning and Breach Notification

The dark web is a part of the internet that isn't indexed by search engines and has become a hotbed of criminal activity. We use the leading Dark Web monitoring platform in the Channel to provide actionable stolen credential data. This platform combines human and sophisticated Dark Web intelligence with search capabilities to identify, analyze, and proactively monitor an organization's compromised or stolen employee and customer data. This tool alerts us when our customer's employee emails and passwords have been compromised and are for sale to the highest bidder before a breach occurs. This sophisticated tool features a simple user platform, which allows us to deploy across the entire customer base in minutes.

OF EXPOSED CREDENTIALS
FOR YOUR COMPANY
117

 **EXTERNAL THREAT INTELLIGENCE**
Are you monitoring for compromised data that
can be used to exploit your business?
☐ Yes ☐ No

DATA BREACH & PRIVACY LAW COMPLIANCE
Do you have a compliant data breach
response plan in place?
 ☐ Yes ☐ No

YOUR INFORMATION IS ALREADY EXPOSED
This information is used to compromise your corporate services such
as: Office 365, payroll services, VPNs, remote desktops, banking,
VOIP, ERP, CRM, social media access, ID Theft.


WE IDENTIFY
COMPROMISES
Throughout your organization.

**EMPLOYEE
CREDENTIALS ARE
A BEST SELLER
ON THE DARK WEB**

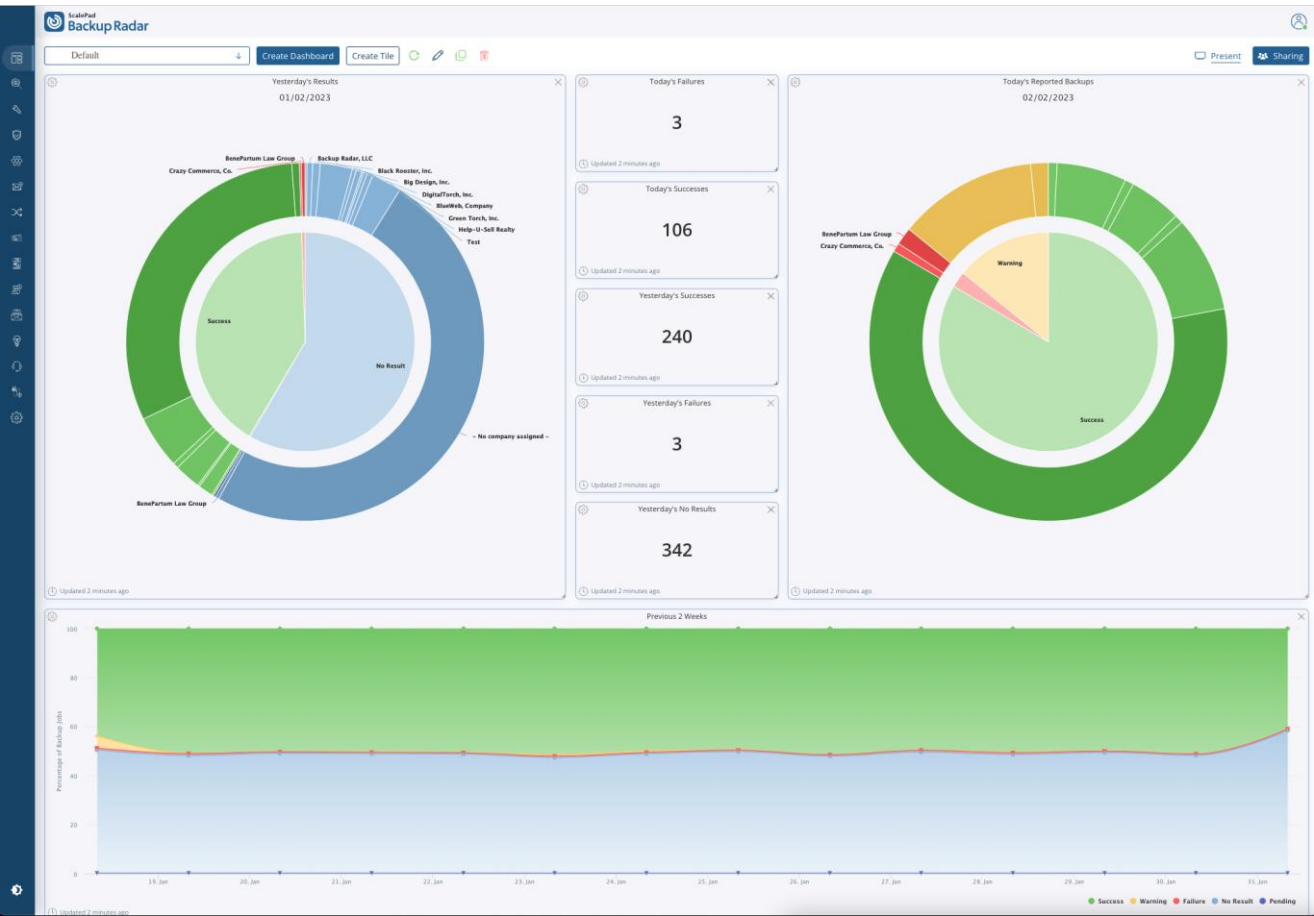
WE MONITOR
24/7/365
• Hidden chat rooms
• Private websites
• Peer-to-peer networks
• IRC (Internet relay chat) channels
• Social media platforms
• Black market sites
• 640,000+ botnets

WE REPORT
80,000+
Compromised emails daily.



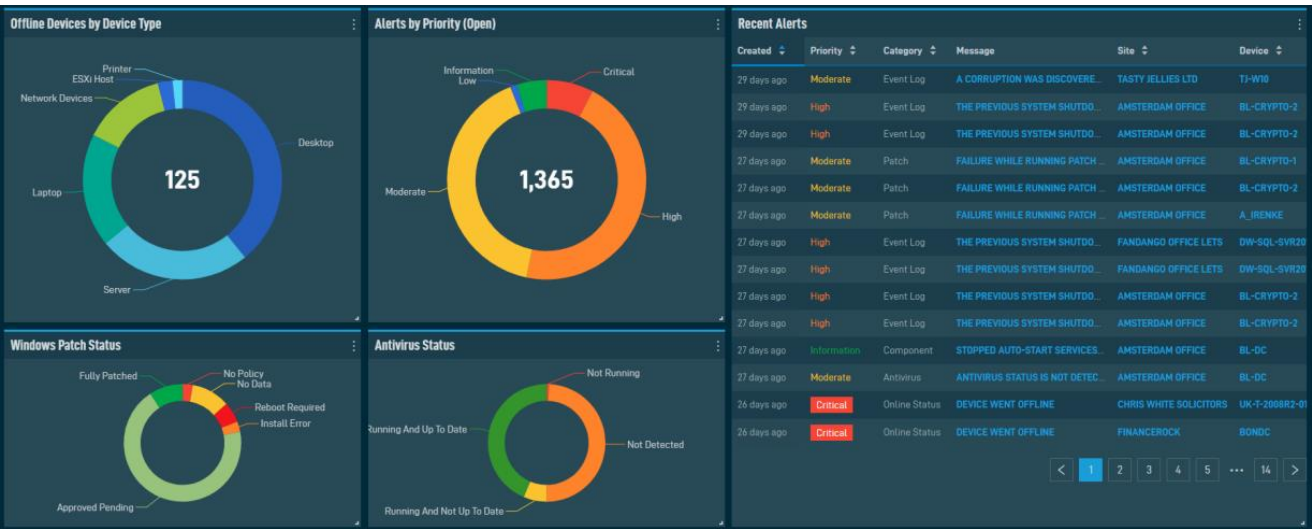
Backup and DR Monitoring

We have dedicated staff that monitors the success of your backups and works to ensure you have the data you need when you need it. We use backup monitoring software that provides us with reporting from a holistic perspective of all protection types and systems in use for a given client, to ensure we have you covered. This allows us to leverage automation, and more quickly respond when any backup issues come up to decrease the likelihood of issues you encounter through your data's lifecycle.



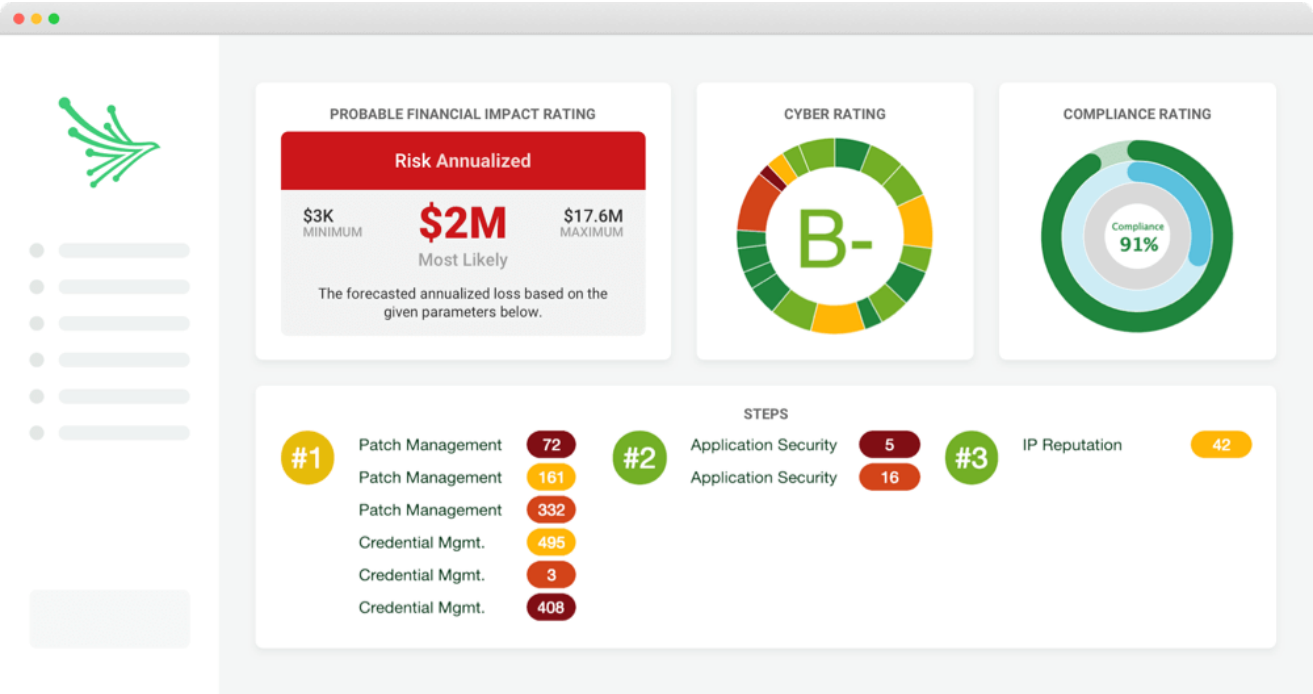
Device Management & Security Policies

Our goal is to simplify the management and implementation of device management, patching, and security policies. We utilize software that allows us to leverage our hardware monitoring software to greatly expand security services. The plug-in deploys powerful cyber security policies across all our clients and still allows individual exceptions to be made to any policy on any computer as well as gives us the audit reporting needed for security compliance.



Cybersecurity Monitoring and Compliance

Cybersecurity threats are on the rise and only getting more dangerous for state and local governments. With Stronghold Data at your side, you can get Enterprise-grade cybersecurity monitoring. With our cloud-based monitoring platform, we can quickly detect hidden threats and malicious behavior. Regulatory compliance is achieved with log monitoring and daily reviews.



Domain and Identity Management Services

Stronghold Data supports our client identity sources whether they are running on Windows Server with traditional Active Directory, or modern options like Azure AD, etc. to manage permissions and access to networked resources. We work with your organization to design the proper plan, and user policies so appropriate users have the proper access to organization resources. Many times, when security incidents occur, they would not have been as bad if proper safeguards were in place to limit any given user's ability to access data and systems.

