

NOTICE OF OPEN MEETING

Posted 5:00 p.m., January 12, 2024

Notice is hereby given that the Neosho City Council will meet in regular session on Tuesday, January 16, 2024 at 7:00 p.m., in the Council Chambers at City Hall 203 East Main Street, Neosho, Missouri.

AGENDA REGULAR SESSION NEOSHO CITY COUNCIL

The agenda of this meeting includes:

OPENING PRAYER & PLEDGE OF ALLEGIANCE

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CONSENT AGENDA

1. January 2, 2024 Open Session Council Minutes
2. Bill No. 2023-207: Contract with Cummin Generator Service Fire Department

CORRESPONDENCE

1. Thank you to Public Works Department

VISITOR'S BUSINESS

BIDS

1. Golf Course Management
2. Council Dais
3. Golf Carts
4. Cemetery Lawn Maintenance
5. Mobile Computers
6. Finance Folder/Inserter Machine
7. Streets Dept Mini Excavator

NEW BUSINESS

1. Bill No. 2024-01: Contract with Construction Services (CSG) for Council Dais Renovation
2. Bill No. 2024-02: Join Show Me PACE, Property Assessed Clean Energy Program
3. Bill No. 2024-03: Amending Chapter 430 of City Code Storm Water
4. Bill No. 2024-04: Stratford-Freeman Storm Water Grant Modification
5. Resolution Bill No. 2024-01: Utility Refund Policy
6. Resolution Bill No. 2024-02: HomeServe Warranty Marketing Agreement

January 16, 2024 City Council Meeting

7. Resolution Bill No. 2024-03: HAAS Warehousing, Inc. Contract for Purchase of Land
8. Region M Grant Authorization

APPOINTMENTS AND VACANCIES

1. Historic District Commission
 1. *Terry Neff request for reappointment*
2. Neosho Senior Center Board
 1. *Lynn Otey request for reappointment*
3. Parks and Recreation Board
 1. *Henry Vandygriff request for appointment*

REPORT OF CITY OFFICERS

1. Finance Report - December
2. Senior Center Phone System

CLOSED SESSION

1. Section 610.021 (1) RSMo,...Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between public governmental body or its representatives and its attorneys.

ADJOURN

MINUTES
NEOSHO CITY COUNCIL
January 2, 2024 - 7:00 PM
Neosho Council Chambers
203 E. Main St., Neosho, MO

OPENING PRAYER & PLEDGE OF ALLEGIANCE

Father Chaz opened with prayer and Mayor Davidson led the pledge of allegiance.

CALL TO ORDER

Mayor Davidson called the meeting to order at 7 p.m.

ROLL CALL

COUNCIL PRESENT:

Angela Thomas, Carl Cobb, Charles Collinsworth, Tom Workman, Richard Davidson, Ashton Robinson

COUNCIL ABSENT:

Julie Humphrey was absent and excused.

CITY OFFICERS PRESENT:

David Kennedy, City Manager; Jordan Paul, City Attorney; and Cheyenne Wright, City Clerk, minutes taken by clerk.

APPROVAL OF AGENDA

Councilman Collinsworth made a motion to Approve the Agenda; Councilman Workman seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

CONSENT AGENDA

Councilman Cobb made a motion to Approve the Consent Agenda; Councilman Workman seconded.

December 19, 2023 Open Council Minutes

December 19, 2023 Closed Session Minutes

Bill No. 2023-200

Bill No. 2023-201

Bill No. 2023-202

Bill No. 2023-203

Bill No. 2023-205

Bill No. 2023-206

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Ashton Robinson, Angela Thomas, Tom Workman

No: None

January 2, 2024 Council Minutes

Abstain: None
Passed.

UNFINISHED BUSINESS

Bill No. 2023-194: Chapter 100 Funding Agreement, 2nd & 3rd Readings

AN ORDINANCE approving a funding agreement between the City of Neosho, Missouri and Clearwater Milling, LLC, relating to the development of an industrial development project.

Bill No. 2023-194 read in title only by City Attorney Snyder.

Councilman Collinsworth made a motion to Approve and Discuss Bill No. 2023-194; Councilwoman Robinson seconded.

No action taken by the council, Bill No. 2023-194 died due to no action.

VISITOR'S BUSINESS

There were no visitors present to speak before the council.

BIDS

Fire Station 1 Generator Service

Fire Chief Houk addressed the city council stating that the purpose of this agenda item is to seek council approval for an annual generator service for their station generator. The generator has been serviced by city personnel since 2018 and is in need of a software update. The software updates are only available thru Cummins, and this company has submitted a bid for a three-year contract for \$622.04 per year to cover all updates and service.

Councilman Collinsworth made a motion to approve the bid from Cummins in the amount of \$622.04 per year; Councilman Workman seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

ProGator John Deere 2020A

City Manager Kennedy addressed the city council stating that the purpose of this agenda item is to seek approval for purchasing a John Deere ProGator. Staff have been working on updating equipment relating to the golf course for the upcoming season. Staff have found that they are in need of equipment to ensure the city can properly maintain the course throughout the summer months. This piece of equipment will help in several different areas. A sprayer will also be purchased, as well as a dump bed to upgrade existing equipment that is either out of service or in need of replacement. This equipment will be utilized for spraying the greens and fairways on the course.

January 2, 2024 Council Minutes

Van-Wall bidder:

2019 John Deere ProGator 2020A 900 hours \$18,900.00 (used, diesel)

Other equipment submitted by bidder:

2017 John Deere ProGator 425 hours \$21,960.00 (used, gasoline)

Councilwoman Robinson made a motion to approve the bid from Van-Wall in the amount of \$18,900.00; Councilwoman Thomas seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

HD200 Select Spray

City Manager Kennedy addressed the city council stating that the purpose of this agenda item is to approve the purchase of an HD200 Select Spray. This equipment will be utilized for spraying the greens and fairways on the course.

Van-Wall

2019 John Deere Sprayer unit \$11,920.00 (used)

Other equipment submitted by the bidder:

2023 John Deere Spray unit \$20,772.24

Councilwoman Robinson made a motion to approve the bid from Van-Wall for a John Deere sprayer unit in the amount of \$11,920.00; Councilman Cobb seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

NEW BUSINESS

Bill No. 2023-207: Contract with Cummin Generator Service Fire Department

AN ORDINANCE authorizing the City of Neosho, Missouri, to enter into an Agreement with Cummins Inc. d/b/a Cummins Sales and Service for the purpose of providing Planned Equipment Maintenance for the not to exceed price of One Thousand Eight Hundred Sixty Six and 13/100 Dollars (\$1,866.13); and authorizing the Mayor to execute the same by and on behalf of the City of Neosho.

Attorney Snyder read Bill No. 2023-207 in title only.

Councilman Collinsworth made a motion to Approve and discuss Bill No. 2023-207; Councilman Workman

January 2, 2024 Council Minutes

seconded.

Fire Chief Houk addressed the council stating that this is the contract with Cummins for the generator service.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

Amendment to Electric Service Agreement with Liberty Utilities

Public Works Director Siler addressed the city council stating that the this agenda item is to seek council approval to amend the Liberty Utility Agreement with the following changes:

Toni Kim & 49 Hwy WO#1026275 monthly decrease -\$1.79

National Guard & Doniphan WO#1026308 monthly increase \$0.34

301 Industrial Dr. WO#1026310 monthly decrease -\$1.79

Total monthly decrease of -\$3.24

Councilman Cobb made a motion to approve the amendments to the Liberty Utility Agreement; Councilman Collinsworth seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

Airport Timber Sales

Development Services Director Leavens addressed the city council stating that the city was approached by past city employee, Clint Dalbom, regarding the timber at the Neosho Airport. Dalbom has surveyed the area and is requesting that the city continue with the harvesting of timber at the airport. By consciously harvesting timber, it allows more sunlight to hit the forest floor and allow for new growth. Dalbom would like to mark and bid the project out. For doing so, he would receive 10% from the sales of this timber for surveying.

By a consensus of council to move forward with speaking with Mr. Dalbom to bring back a contract.

REPORT OF CITY OFFICERS

PACE Energy

City Manager Kennedy addressed the city council stating that he has been speaking with Josh Campbell for the last couple months regarding PACE Energy. This could include roof, solar and siding for energy efficiency.

Josh Campbell, with Missouri Energy Initiative, and D.L. Mitchell were present to speak to council and answer questions they have about PACE (Property Assessed Clean Energy Program).

PACE does not necessarily make it cheaper but gives them a fixed rate over the next twenty years.

January 2, 2024 Council Minutes

There is no liability to the city for creating a PACE district.

Charles exited at 7:48 p.m.

Charles returned at 7:51 p.m.

City Manager Kennedy stated that the Golf Management Bids were received on Friday and staff will be reviewing those bids and to the 16th meeting.

Council is aware that we have been purchasing homes thru the ARPA Stormwater buyout and there are seven that are ready to move forward with teardown. Staff plans to allow police and fire to use these homes as training prior to teardown.

Update on Lights at the Airport?

Mr. Leavens stated that the cabling in the ground was also damaged, and they are currently working to find the section that is damaged.

Who is the electrician? Should we go to the originally contracted electrician back in 2016?

The contracted electrician.

EEZ District - Can this area be expanded or modified? This would help the owner that wants to do the Chapter 100 bonds.

Staff is currently looking into this.

ADJOURN

There being no further business to come before the council, Mayor Davidson asked for a motion to adjourn.

Councilman Collinsworth made a motion to Adjourn; Councilman Cobb seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

Mayor Davidson adjourned the January 2, 2024 Council Meeting at 7:52 p.m.

APPROVED

ATTEST

NEOSHO CITY COUNCIL

Mayor

City Clerk

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Bill No. 2023-207: Contract with Cummin Generator Service Fire Department

ORIGINATING DEPARTMENT: Fire Department

ATTACHMENT:

1. Bill No. 2023-207 Cummins Sales and Service - Planned Equipment Maintenance
 2. Cummins Proposal for Fire Station 1 Generator Service
-

PURPOSE:

To approve the service contract with Cummins

BACKGROUND:

We have not had any software updates on our generator since 2018. We have been using city personnel to service the generator at fire station 1. There are many software updates that need to be installed by a certified Cummins representative. The software updates are proprietary software, so it is not just available to download and update ourselves. The generator needs a load test every few years to ensure it is working as it should, and to its full capacity. We do not have the ability to do that in house. I reached out to Cummins and requested a bid for a service contract to ensure our equipment is up-to-date and in a constant state of readiness. This contract is for 3 years and will ensure that we are updated and ready to go when needed. it will be an annual cost of \$622.04 and is a budgeted item.

RECOMMENDATION:

Staff recommends approval of the service contract with Cummins and for the Mayor to sign.

AN ORDINANCE authorizing the City of Neosho, Missouri, to enter into an Agreement with Cummins Inc. d/b/a Cummins Sales and Service for the purpose of providing Planned Equipment Maintenance for the not to exceed price of One Thousand Eight Hundred Sixty Six and 13/100 Dollars (\$1,866.13) (Annual Amount); and authorizing the Mayor to execute the same by and on behalf of the City of Neosho.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That the Agreement with Cummins Inc. d/b/a Cummins Sales and Service for the purpose of providing Planned Equipment Maintenance for the not to exceed price of One Thousand Eight Hundred Sixty Six and 13/100 Dollars (\$1,866.13), a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit "A," be and the same is hereby approved.

Section 2. That the Mayor of the City of Neosho, Missouri, is hereby authorized and directed to execute said Agreement by and on behalf of the City of Neosho.

Section 3. That this Ordinance shall be in full force and effect from and after its passage.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this ____ day of _____, 2024, by a vote of _____.

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney



Planned Equipment Maintenance Proposal to CITY OF NEOSHO



To the attention of: CITY OF NEOSHO

Cummins provides best in class products and related services worldwide with the highest quality in the industry. We service more than Cummins engines and generators, and we're pleased to offer you the following planned equipment maintenance proposal.

Cummins Available Planned Maintenance Services:

Cummins offers the following services - based on your selected packages these may or may not be included:

System Inspections: Batteries, controls, fuel systems, cooling systems, intake and exhaust systems, controls and accessories, aftertreatment basic run testing included in all Inspection Services.

Oil & Coolant Analysis: Sampling, included in all Inspection + Services, provides an overall snapshot of the equipment condition.

Planned Maintenance: Clean filters and oil changes included in Full Service keeps your product ready to run.

Load Bank Testing: Prevents wet stacking in diesel engines. In all units load bank testing applies controlled load to the equipment to test for proper operation providing peace of mind.

Transfer Switch & Switchgear: Cummins takes care of your whole system.

Cummins Branded Parts: Maintenance always includes Cummins Genuine Parts where applicable.

Warranty: Best-in-Industry warranty is always included, with a variety of extended warranty options available on Cummins equipment.

Digital Monitoring: Cummins Acumen is a best in class remote monitoring solution for your products to ensure availability and minimize unexpected costs.

Additional Available Services: Winterization, oil extension programs, training and more can all be customized to your needs.

For additional information regarding Cummins available products and services, please contact your Sales Representative.

Pricing for Services:

This 3 year proposal has been customized for your equipment and operations as described here:

<u>Customer Information:</u>	<u>Contact Information:</u>
CITY OF NEOSHO	Name: Aaron Houk
203 E MAIN ST, NEOSHO, Missouri, 64850-1812	Phone Number: 417-438-5296
	Email: ahouk@neoshomo.gov



The package Custom Bundle includes the below services for this equipment:

<u>Site Information:</u>				<u>Equipment Information:</u>		
125 N College St Neosho, Missouri 64850 United States				Manufacturer: Cummins Model		
				Model: Cummins Model		
				Engine Serial Number:		
Quantity: 1		Genset Serial Number: A030461587				
Install Date:				ATS Serial Number:		
Warranty Expiration Date:						
Access: Standard						
Access Notes: Fire Station						
<u>Year 1</u>	Service Type	Frequency	Quantity	Unit Price	Extended Price	T&C
	Full Service	Annually	1	622.04	622.04	
				Year 1 Total:	622.04	
<u>Year 2</u>	Service Type	Frequency	Quantity	Unit Price	Extended Price	T&C
	Full Service	Annually	1	622.04	622.04	
				Year 2 Total:	622.04	
<u>Year 3</u>	Service Type	Frequency	Quantity	Unit Price	Extended Price	T&C
	Full Service	Annually	1	622.04	622.04	
				Year 3 Total:	622.04	

Price of Services per Unit: USD 1,866.13

Total Price of Services: USD 1,866.13

Year 1 Total:	USD 622.04
Year 2 Total:	USD 622.04
Year 3 Total:	USD 622.04
Total Agreement - PreTax:	USD 1,866.13

Notes:

Anything not specifically addressed above is not included.

Customer Responsibilities:



The Customer is responsible for operating the maintained equipment and shall perform all checks as described in the Operation and Maintenance Manual.

Proposal Considerations:

1. All work is planned from Monday to Friday on normal Business working hours – 8:00am to 5:00pm. Additional and off-hours work and billable amounts not listed in the above scope of work shall be based on current calendar year rates.
2. All pricing above is stated excluding any and all taxes.
3. This quotation is open for acceptance for 60 days after which both price and service delivery period will be subject to confirmation prior to acceptance of proposal.
4. The pricing in this quotation will remain the same over the duration of the term.
5. This proposal is offered in U.S. Dollar.
6. Payment terms for this quote are Pay as you go.

This maintenance proposal is expressly conditioned upon acceptance of the <https://www.cummins.com/regional-terms-and-conditions/powercare> of Cummins' Maintenance Agreement.

I appreciate your interest in working with Cummins and I thank you for your business. If you need any further assistance or clarification, please do not hesitate to contact me.

To accept this quotation as provided, please return a signed copy of this form or contact me for an electronically signable version.

Sincerely,

Mark Woodard
bw501@cummins.com
www.cummins.com

Please return signed agreement to: bw501@cummins.com

Seller hereby agrees to sell to Buyer, and Buyer hereby agrees to buy from Seller. The foregoing product/ services upon the terms and condition set forth in the "Planned Equipment Maintenance Agreement Terms and Conditions" attached here to which are hereby incorporated here in reference.

Customer Approval (Quote ID Q-216070)

Name: Mark Woodard

Title: Planned Maintenance Sales

Signature: Mark Woodard

Date: 12/20/2023

Approval Cummins Sales & Service - Joplin MO

Name: _____

Title: _____

Signature: _____

Date: _____



Generator

Planned Equipment Maintenance

INSPECTION



INTERVALS AVAILABLE: WEEKLY, MONTHLY, QUARTERLY, SEMI-ANNUALLY OR ANNUALLY

BATTERIES AND BATTERY CHARGER

- Visually inspect battery terminal connections
- Verify electrolyte level, vent caps of all cells in the starting battery system
- Visually inspect wiring, connections and insulation
- Record battery charging functions
- Record battery information
- Record battery condition test

FUEL SYSTEM

- Visually inspect ignition system (Natural Gas and Propane Only)
- Record primary tank fuel level
- Inspect engine fuel system for leaks
- Visually inspect all engine fuel hoses, clamps, pipes, components and fittings
- Visually inspect rupture/ containment basin
- Inspect day tank and controls (if applicable)
- Optional - fuel sample for laboratory analysis*

COOLING SYSTEM

- Record coolant level
- Visually inspect for coolant leaks
- Visually inspect drive belts condition
- Verify for proper coolant heater operation
- Record jacket water temperature
- Visually inspect fan, water pump, drives and pulleys
- Visually inspect all coolant hoses, clamps and connections
- Visually inspect radiator condition
- Visually inspect louver for damage
- Visually inspect fan hub and drive pulley for mechanical damage
- Record freeze point of antifreeze protection
- Record DCA level prior to changing coolant filter
- Optional - Coolant sample for laboratory analysis*

LUBRICATION SYSTEM

- Visually inspect engine oil leaks
- Visually inspect engine oil lines and connections
- Record oil level
- Optional - Oil sample for laboratory analysis*

GENSET CONTROLS AND ACCESSORIES

- Visually inspect all engine mounted wiring, senders and devices
- Visually inspect all control mounted components and wiring
- Verify all connecting plugs are tightened and in a good condition
- Visually inspect all accessory components and wiring
- Visually inspect and test lighting indicators

INTAKE AND EXHAUST SYSTEMS

- Visually inspect air filter and housing
- Visually inspect all engine piping and connections
- Record air cleaner restriction
- Visually inspect engine exhaust system for leaks
- Visually inspect rain cap
- Optional – Air filter replacement*
- Optional - Clean crankcase breather or replace filters*

GENERAL CONDITIONS

- Visually inspect governor linkage and oil level
- Visually inspect guards
- Visually inspect enclosure
- Visually inspect engine and generator mounts
- Verify emergency stop operation

TRANSFER SWITCH

- Visually inspect controls and time delay settings
- Verify function of exercise clock and record settings from controller
- Verify remote start control operation
- Record utility / source one voltage

AFTERTREATMENT (Upon request)

- Verify DEF level
- Record DPF restriction
- Visually inspect aftertreatment and controls

SWITCHGEAR (Upon Request)

- Inspection and Full Service quote available upon request.

FULL SERVICE

INCLUDES INSPECTION

OPERATIONAL & FUNCTIONAL REVIEW OF GENERATOR CRITICAL COMPONENTS

- Inspect engine cooling fan & fan drives for excessive wear or shaft wobble
- Check all pulleys, belt tensioners, slack adjusters & idler pulleys for travel, wear & overall condition
- Inspect / lubricate drive bearings, gear or belt drives, and other shaft connecting hardware

LUBRICATION OIL & FILTRATION SERVICE

- Change engine oil
- Change oil, fuel and water filters
- Post lube services operations of genset (unloaded) at rated temperature

* Additional Charge

Any additional repairs, parts, or service which are required will be brought to the attention of the owner. Repairs will only be made after proper authorization from the owner is given to Cummins. Any additional repairs, maintenance or service performed by Cummins or a Planned Equipment Maintenance Agreement holder will be at current Cummins labor rates.

Arc flash boundary and available incident energy shall be identified and marked on equipment being serviced or maintained.

Neosho Public Works -

Thank you so much
for all of your help with
the Christmas Parade.

Having barricades &
cones set out & running
the street sweeper is
a huge help!

We appreciate all you do
behind the scenes!

Ashley
Nikki
Hester
Lauri

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Golf Course Management

ORIGINATING DEPARTMENT: City Manager

ATTACHMENT:

1. Maxim Golf Solutions LLC
 2. Golf Automation
 3. Oliphant Golf Management
-

PURPOSE:

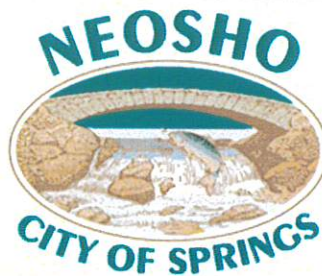
To accept the bid from Maxim Golf Solutions, LLC for managing the operations of the Neosho Golf Course.

BACKGROUND:

On November 21, 2023, the City Manager sought direction from the Council on seeking a management company to manage the operations at the golf course. Bids were sent out, and three bids were received for the management service.

Maxim Golf Solutions LLC, Golf Automation, and Oliphant Golf Management responded to the RFP.

RECOMMENDATION:



NEOSHO MUNICIPAL GOLF COURSE MANAGEMENT PROPOSAL
Request for Proposal Response – December 29, 2023

Maxim Golf Solutions LLC
5757 E Eagle Knoll Dr
Hartsburg, MO 65039

December 29, 2023

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ATTACHED EXHIBITS	
Exhibit A – FY-2022 Heritage Hills Business Plan Example	
Exhibit B – FY 2022/2023 Profit and Loss Statement for Heritage Hills Golf Club	
Exhibit C – Monthly Statement of Paid Expenses for Heritage Hills Golf Club	
Exhibit D – Maxim Golf Stay and Play Example	



TO PROVIDE THE HIGHEST LEVELS
OF QUALITY GOLF,
RECREATIONAL, AND SOCIAL
EXPERIENCES POSSIBLE TO OUR
MEMBERS AND PATRONS

City of Neosho, Missouri
David Kennedy – City Manager
Neosho Municipal Golf Course RFP Evaluation Committee
203 East Main Street
Neosho, MO 64850

December 29th, 2023

Subject: Response to RFP issued by City of Neosho regarding the
management of Neosho Municipal Golf Course

Dear Mr. Kennedy and Evaluation Committee Members,

Maxim Golf Solutions LLC is pleased to offer the enclosed proposal for the
management of Neosho Municipal Golf Course.

We acknowledge that we received the official RFP via email from:
cwright@neosho.mo.gov on November 29th, 2023, at 4:11pm. We fully
understand the RFP as written and believe that we have addressed all the
requirements set forth therein in the response submitted.

Maxim Golf Solutions LLC will provide all future management services as
it relates to Neosho Municipal Golf Course through its corporate offices.

Maxim Golf Solutions
Attn: Bryan Minnis
5757 E Eagle Knoll Dr
Hartsburg, MO 65039

Mobile: (785) 766-5208
Email: bryanm@maxim.golf
Website: maxim.golf

Sincerely,

Bryan Minnis
CEO
Maxim Golf Solutions LLC

OPERATING COMPANY

Maxim Golf Solutions LLC
5757 E Eagle Knoll Dr
Hartsburg, MO 65039

AUTHORIZED REPRESENTATIVE

Bryan Minnis
CEO – Maxim Golf Solutions LLC
5757 E Eagle Knoll Dr, Hartsburg, MO 65039
Bryanminnis2011@gmail.com
(785) 766-5208

OPERATING COMPANY TAX IDENTIFICATION

EIN: 86-1203527
MISSOURI TAX ID: 26576333
CERTIFICATE OF GOOD STANDING ID: LC1751127

STATEMENT OF UNDERSTANDING

I, Bryan Minnis, the duly authorized representative for Maxim Golf Solutions LLC, do hereby certify that I along with my representatives fully understand and agree to provide the scope of work requested by the City of Neosho as it relates to the management services to be provided for Neosho Municipal Golf Course. These services include but may not be limited to: Staffing, day-to-day management, development of an annual budget, tracking daily usage and inventory of assets, ongoing course maintenance and establishing best sustainable practices, marketing and promotion of golf facilities, customer service (including solidifying current relationships and building new ones), concession and merchandise sales, golf cart operations, all aspects of financial reporting, developing rules/regulations to protect the condition of the course, and benchmarking/developing standards in course/financial operations.



Bryan Minnis – CEO, Maxim Golf LLC

12/29/2023

Date

UNIQUE CHALLENGES FACING NEOSHO GOLF COURSE

Through its investigation into current course conditions and operations of Neosho Municipal Golf Course, Maxim Golf has determined several challenges facing the current operation. In the body of this proposal, we will outline solutions that will be provided by our management organization to address these challenges. These challenges are as follows:

- 1) **Stabilization of Leadership and Staff Turnover** within the operation and improved professionalism among staff and in the way the operation is presented to members and patrons through course conditions, marketing, and program development.
- 2) **Improved Course Maintenance Planning and Practices.** Consistent quality green surfaces!
- 3) A better **Balance** between **Membership and Patron Activity** and participation, and improved revenue performance based upon pricing, programming, and tee sheet management.
- 4) **Enhanced Ancillary Revenue opportunities** through better presentation, creation, and utilization of the practice facilities, banquet facility, Stay & Play activity, and reciprocation.
- 5) An entirely **Revamped Marketing Program** including needed improvement and development of resources such as, dedicated website, promotion of the digital app, digital library development (photography, video, aerial drone footage), social media development (Facebook, Instagram, YouTube), email, promotional materials (rack cards, banners, signage), and traditional outlets like print and radio.
- 6) **Operations Expense Streamlining** (leadership staffing, equipment purchases, procurements)
- 7) Addition of **More Robust Food and Beverage** operation offering and a combined golfer check-in to the food and beverage offering's location.
- 8) The **Bolstering** of **Jr. Golf and Family Golf** programming.
- 9) More comprehensive accounting through the provision of more detailed profit and loss reporting, budgeting, and development of an **Annual Business Plan**.

STATEMENT OF BINDING

I, Bryan Minnis, the duly authorized representative for Maxim Golf Solutions LLC, do hereby certify that the provisions of this proposal along with the pricing schedule attached shall be binding for no less than ninety (90) days following the proposal due date of December 29th, 2023, and will become part of the negotiated contract by and between the City of Neosho and Maxim Golf Solutions LLC, should Maxim Golf be selected.



Bryan Minnis – CEO, Maxim Golf Solutions LLC

12/29/2023

Date

Management Services to be Provided

Day to Day Oversight of All Business Operations

Daily Sales Accounting

Implementation of Operational Procedures and Best Practices

Property Maintenance (Course, Clubhouse, Cart Storage, Equipment)

Employment of Property Personnel

Staffing – Training

HR Provision (Employee Benefits, State and National Employer Compliance)

Purchasing Management

Vendor Account Procurement

Retail Merchandise

Food & Beverage

Business Supplies

Operational Equipment (Cooperatively with City Approval)

Advertising and Marketing Material

Compliance / Conservation / Construction

City – County – State – Federal Compliance

Licensing (Chemical Application, Food Handling, Alcohol Training, Business Licensing)

Food – Beverage – Liquor (Licensing and Training)

Golf Course Construction Oversight, Planning, and Procurement (Cooperatively with City Approval)

Planning

Business Plan Development

Budget Development

Accounting

Daily – Weekly – Monthly – Annual Accounting of All Business Activity

Coding and Payment of All Club Related Invoices

Monthly Bank Account Reconciliation

Accounts Receivable Collection

Reporting

Monthly Profit and Loss Statements including Monthly Budget Projections

Monthly Rounds Reporting

Monthly Membership Sales and Billing Reporting

A/P & A/R Monthly Reporting

Monthly Balance Sheet Reporting

Inventory Management

Monthly Reporting of Inventory Totals

Point of Sale Inventory Management

Pricing of all Retail Food and Beverage and Merchandise

Annual Asset Inventory Reporting (Furniture, Fixtures, Equipment)

Marketing / Advertising

Development of all Marketing Materials (Digital, Print, Audio)

Implementation of Annual Marketing Plan (Outlined in Business Plan)

Procurement of all Advertising Spends

Management Services to be Provided (Cont.)

City and City Authorized Committee Cooperation

- Attendance at Necessary City Planning and Review Meetings related to Golf Operations
- Cooperation with City Authorized Golf Course Committees (Example: NTGF)

Insurance

- Procurement of Property, and General Liability Insurance (Cooperatively with City Approval)
- Insurance Compliance
- Claim Reporting

Programming

- Development of Annual Membership Programs (Cooperatively with City Approval)
- Development of Public Tee Time Pricing Schedules
- Jr. Golf Program Development
- Tournament / League Development (In House – Member – Patron – Contracted)
- Stay and Play Golf Development
- Member Event Program Development

Association Participation

- Chamber of Commerce Participation
- Local and Region Convention and Visitors Bureau Participation
- Local Association Relationship Development (Rotary, Shriners, Unions, Etc.)

Goal 1**STABILIZATION OF LEADERSHIP AND STAFF TURNOVER**

Through our investigation into the operation at Neosho Municipal Golf Course it became apparent that one of the many challenges facing the operation was the amount of staff turnover over the recent past. We heard from several Members and staff that echoed this concern during our visit to Neosho. While some amount of turnover in seasonal and part-time staffing positions is expected in our industry, leadership staff turnover can be a serious detriment to the stability of the operation. Leadership positions need to be filled by committed and highly trained individuals who understand the importance of continuity year over year to the properties' objectives. The golf industry is a relationship-based industry that thrives on having key leaders within the organization who know the clientele base on a personal level. Members, tournament organizers, and daily fee Patrons who frequent the golf course want and need to be known to course leadership and vice versa. Building strong relationships with these three categories of participants is essential in creating customer loyalty and in creating programming that is consistent and valuable to these supporters. Knowing the names and desires of Members, tournament organizers, and Patrons allows the operation to execute a plan of benefits that meets and exceeds the expectations of these supporters and allows operational leadership to price and provide benefits accurately and strategically. Members desire club management to know what type of merchandise and services they prefer, and what type of events they wish to participate in. Subsequently, tournament organizers want club management to hone and perfect their event year over year, and to work with those individuals and organizations to raise the bar of their event each year with improved and innovative ideas that will enhance their events. Equally, frequenting daily fee Patrons want to be known by name and want to see a friendly familiar face in the clubhouse when coming to the course. Nowhere is this more valuable than in Stay and Play participants who may only come once or twice a year to play the property and stay in the community. This particular group of players is willing to pay a premium for their golfing, recreation, and accommodation experiences. Getting them to return year over year is established through a personal relationship with club leadership combined by a quality experience. In summary, the only way to accomplish these objectives is by having consistent leadership that provides the extraordinary services and course conditions that these three groups listed above desire.

Maxim has a strong history in the area of low leadership turnover. Most of Maxim's clubhouse and agronomic staff working at our multiple locations have been tenured for years. We believe in finding the most qualified candidates for these positions and then providing a working atmosphere that gives them support, quality pay and benefits, and an opportunity to grow vocationally. This culture within Maxim has been accomplished by clearly defining the expectations of our team members and then rewarding them for a job well done. No team member at Maxim ever wonders what is expected of them and also knows how to find the support they need to accomplish our objectives. Our team members meet regularly with Maxim corporate leadership and with their contemporaries at other properties to share ideas and gain knowledge about what works and what doesn't work.

In the following pages we will give you a glimpse into the organizational goals and standards that guide our team and layout the roadmap for our company culture and desired outcomes.

MAXIM MISSION STATEMENT

To provide the highest level of quality golf, recreational, and social experiences possible to our Members and Patrons.

VISION

- Be the best in guest satisfaction, value and convenience for golf, social, and healthy activities.
- Help families build strong relationships through involvement in golf, and other healthy activities.
- Make a difference in people's lives, especially those of children.
- Educate people about golf, fitness, nutrition and healthy lifestyles.
- Support Maxim's Veterans Ventures and Chip in for Change foundations.

We believe these principles are wholly compatible with the City's Philosophy, Intent, and Expectations for the operation of its municipal golf course. Our vision to be the best in guest satisfaction, value and convenience in golf, social and other healthy activities exceed the City's expectation to have course conditions and customer service commensurate with other quality courses in the area. Maxim provides a superior value and a better customer experience than traditional public golf models.

All Maxim employees are held to the standards outlined in the Maxim Service Providers Handbook. Maxim employees are instructed in how they are to deliver the best possible service to our members and patrons through a detailed plan that covers everything from answering the phone to ensuring our facilities are always neatly kept, swept, and scrubbed. Maxim team members are taught that "there is never a right way to do the wrong thing". At Maxim we believe in ensuring our team members look the part, talk the part, and act the part of being a golf industry professional. This standard is upheld in every area of our operation from the maintenance staff to those that work in and around the clubhouse areas.

Below are a few excerpts and examples from our Service Provider handbook:

Maxim Team Member Mission Statement

"We will strive daily to meet needs and exceed the expectations of our members and patrons in every way. To accomplish this, we will locate, educate, evaluate, appreciate and compensate our service providers to create GREAT team members who are equipped and prepared to deliver an experience that is unmatched in our industry." *Maxim Service Handbook (September 2021) pg.1*

What **GREAT** means to us

Greet each member and patron with eye contact, and a warm welcome

Respect all members and patrons as well as fellow team members

Enthusiasm toward your job shows pride and effort

Actions not words are what ultimately matters most

Teamwork at all levels is what makes service "click"

Maxim Service Handbook (September 2021) pg.2

Service at Maxim is what separates us from other clubs and organizations in our industry. Great services are what we are striving for and expect from all our team members. Always remember that Great Service must start with a Great First Impression. **Great starts with the Greet.** You only get **one chance** to make a first impression. This begins with the impression our members and patrons receive as soon as they enter our grounds and facilities. It happens before a single personal interaction takes place and continues when we immediately acknowledge our members and patrons and greet them with a warm and sincere welcome. Great Service requires a complete effort on all fronts by all team members and is attainable if we focus on the Five A's of Service.

Appearance • Attitude • Awareness • Accountability • Attention to Detail

Maxim Service Handbook (September 2021) pg.2

10 Essential Attributes of Maxim Team members

1. **Natural Ability to Anticipate Member/Patron Needs.** Our team member's ability to anticipate needs provides the opportunity to extend service above and beyond member and patron expectations.
2. **A Sincere Desire to Please.** Service may be good, but when sincerity is added it becomes GREAT.
3. **Genuinely Friendly.** At Maxim Golf we want team members who like people and who truly enjoy interacting with others. Having this quality decompresses our member/patron and allows us to do what we do best.
4. **Smile.** A smile is something that can change someone's perception of you. A smile goes a long way and doesn't cost a thing.
5. **Intelligence.** Intelligence is a form of common sense and good judgement that is needed to serve our members and patrons. This common sense and good judgement makes serving our members and patrons second nature.
6. **High Energy.** Great service comes from team members who always perform their job with a spark of enthusiasm and eagerness that conveys a positive energy to members and patrons.
7. **Pride.** Team members who understand the importance of their job and the contribution they are making have a pride, self-esteem and an attitude that is evident to everyone around them.
8. **Ability to Change.** Change is never easy or comfortable, but it is your ability to change in order to accomplish different tasks that sets you apart.
9. **Trustworthiness.** At Maxim Golf we have a moral responsibility to our members and patrons to always work to earn their trust. Once trust is achieved, we win.
10. **Relentless.** It is not our ability to succeed in our jobs that set us apart, but a relentless and never-ending pursuit of perfection. Satisfied members and patrons is not enough; we need to create Raving Fans

Maxim Service Handbook (September 2021) pg.4

We believe in Checklists!



For the Week of _____ / _____ / _____

Golf Shop Opening Checklist

(X) each box after task is completed

	MON	TUE	WED	THU	FRI	SAT	SUN
Turn off alarm							
Unlock all entry/exit doors							
Turn on building lights							
Turn on all TV's (Golf Channel, Sports and Finance shows only)							
U.S. & GL Flags are flying (half or full mast)							
Make coffee and fill fountain machine ice bin							
Contact grounds staff (cart rules / frost delays / projects)							
Unlock golf car barn and turn on lights							
Stage carts (if no opening player assistance staff available)							
Ensure carts have (good pencil / scorecard / tire pressure)							
Set range (if no opening player assistance staff available)							
Check parking lot for trash							
Make sure practice ball machine is full							
Align/Ensure practice area bag stands and ropes							
Ensure practice putting/chipping green flags are out							
Ensure practice bunker has a good rake							
Ensure golf shop is stocked with practice buckets							
Check thermostat (70 degrees)							
Turn on POS computers / printers							
Check tee sheet for the days activity							
Print starter sheet(s)							
Place cash banks in POS drawers							
Count cash banks (\$200 per drawer with adequate change)							
Check bathrooms (cleanliness / toilet paper / towels)							
Exterior clubhouse trash cans (emptied with fresh liners)							
Pick up exterior trash (empty ash trays/containers)							
Shake off exterior rugs and sweep entrances if needed							
Vacuum and dust as needed							
Check for light bulb replacement needs in club							
Straighten & display golf shop merchandise as needed							

(Print) Team Member Initial

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We believe in Job Descriptions!



**5757 E Eagle Knoll Dr
Hartsburg, MO 65039
(573) 761-4653**

Position: General Manager / Head Golf Professional

Supervisor: CEO of Maxim Golf

Responsibilities:

- Provide service to members and patrons in all areas.
- Manage all golf shop operations including tee sheet management, membership sales, scheduling of golf shop and player service personnel, managing member and outside tournament and league activity, creating and maintaining reports, and answering and assisting in any golf related questions or inquiries.
- Oversee tournament management including tournament set up, cart staging, preparing scorecards/cart signs/welcome letters/player lists, on-course assistance, and scoring.
- Manage all outside service operations including cart staging, cart storage, setting up the practice facility, cleaning and cart maintenance.
- Inventory management of all Food and Beverage and Golf Shop merchandise. Oversee and account for sales food, beverage, alcohol, clubs, apparel, and accessories. Keeping a clean and well-kept shop. Work with members and guests on special orders.
- Responsible for all opening and closing duties including end of the day deposit.
- Oversight of all monthly, quarterly, and annual inventories.
- Oversight of all purchasing, including the proper coding of invoices.
- Aid in development of marketing ideas from sales to member events.
- Manage golf car fleet rotation, cleanliness, and GPS programming.
- Manage range including quality and quantity of practice ball inventory, range baskets/bags, targets, and practice facility area amenities and accessories.

Preferred Proficiencies:

- Microsoft Office Products (Excel, Word, Publisher, Access, PowerPoint)
- Ability to learn/manage online tee-times and cloud based POS (foreUP)
- Ability to manage Textron GPS Fleet Management golf car system

Compensation:

- \$45,000 - \$58,000 annually
- Bonusses for Membership and Tournament Sales

Goal 2

IMPROVED COURSE MAINTENANCE PLANNING AND PRACTICES

Upon our initial visits to Neosho on November 1, 2023, and December 22nd, 2023 it was clear that the course had a poor conditions year. We saw that the facility was suffering from poor turf conditions on many greens and several green surrounds. The approach areas to many of the greens were sub-par, and many of the tee boxes needed leveling. A number of tee markers were mismatched and missing, and the practice facilities needed a number of improvements including better turf conditions, additional targets, more and better-quality range balls. All of which can be remedied for little cost and by better agronomic practices.

Our first objective will be to ensure top level greens conditions. During our visit we noticed that the greens were in below average shape and had a substantial amount of turf loss, infiltration of moss and Poa Annua. Our top priority would be to establish excellent turf quality, while simultaneously improving green speed. These two aspects will help set Neosho ahead of its area competition. We also observed that the greens surrounds would benefit from better turf quality and mowing practices. A broader collar and more closely cut surround areas would improve the course's playability. **This is crucial to bringing back Past clientele and New clientele!**

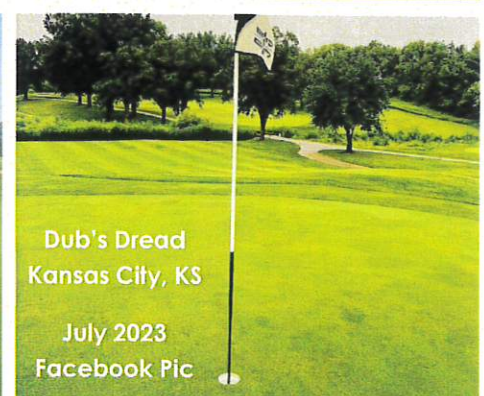
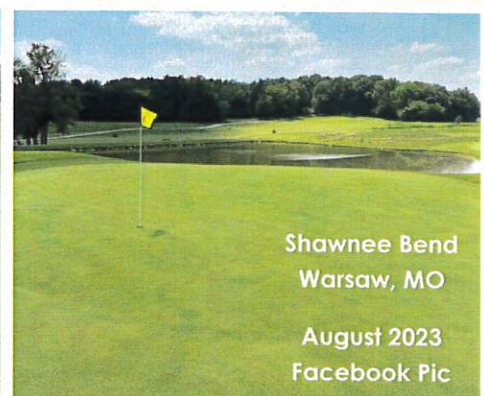


Pictures from late summer 2023

Toby Burkhart (Maxim VP of Agronomy) is considered a preeminent authority in turfgrass management throughout the Midwest. Toby has been nationally recognized for his agronomic prowess and oversees all of Maxim's agronomic efforts. Toby joined Maxim in 2020 after stints as Superintendent at Johnny Morris' famed Top of the Rock and as a regional manager of agronomy at GreatLIFE. Maxim's reputation for excellent course conditions is a direct result of his oversight, agronomic planning, and ability to find and develop top-level superintendents.

Our second objective would be to improve the conditions of the teeing areas and to establish new teeing areas. Both the conditions of the teeing areas and the amount of poorly positioned tee boxes diminishes the courses playability. There were a number of tees that had leveling issues and poor turf quality that need to be corrected. There were also several forward tee areas that caused blind and overly difficult tee shots caused by positioning tees too close to uphill elevations. The par 5 (3rd hole) and par 4 (2nd hole) changed to accommodate the errant ball problem impacting the property owner to the east end of the property is also something which can be remedied to accommodate both players and the adjacent property owner.

The third objective is to work closely with the City regarding maintenance equipment needs. It is our opinion that the course has a number of pieces of equipment that have been purchased and requested which were poorly prioritized. We also believe that working with the City to leverage the equipment already owned by the City that is not in daily use in other departments can be reasonably shared back and forth.



We believe in Detailed Maintenance Plans!

GLMIDMO CHEM/FERT PROGRAM 2020											
TOTAL COST/AREA				TREATED COST/ACRE							
GREENS	#N/A			3.50	\$	-					
TEES	\$	1,337.10		3.00	\$	445.70					
FAIRWAYS	\$	5,696.99		28.00	\$	200.25					
TREATED ROUGH	\$	5,624.55		85.00	\$	66.17					
CLUBHOUSE LAWN	\$	33.95		4.00	\$	8.49					
CLUBHOUSE BEDS	\$	-		0.50	\$	-					
NATIVES	\$	2,183.35		30.00	\$	72.78					
AQUATICS	\$	2,099.73		3.00	\$	699.91					

DATE	DATE	AREA TREATED	Product Used	Unit Used	Chem or Fert	Total Area	Rate Op/M	Quantity	Unit	Cost/Unit	Total Cost
	April 2	GREENS	Packlobutrazol	Gallons	Chemicals	3.50	0.22	0.76	Gallons	\$256.00	\$57.68
	April 2	GREENS	Tebucnazol	Gallons	Chemicals	3.50	0.6	0.71	Gallons	\$62.08	\$44.37
	April 2	GREENS	Flash Wet (Penetrant)	Gallons	Chemicals	3.50	1	1.19	Gallons	\$26.40	\$31.44
	April 2	GREENS	Plant Marvel Bent Special 20-8-18 30-00	#N/A	#N/A	3.50	#N/A	-	#N/A	#N/A	#N/A
	April 2	GREENS	CydoGrow Bio Pro	Gallons	Fertilizer	3.50	1	1.19	Gallons	\$79.86	\$95.12
	April 2	GREENS	Tracker Dye	Gallons	Chemicals	3.50	1	1.19	Gallons	\$55.25	\$65.81
			ENTER PRODUCT	Pounds or Gallons							
	month of april	AQUATICS	Lakes SureGuard Herbicide for Lakes (Clippert)	Pounds	Chemicals	5.00	0.28	3.81	Pounds or Gallons	\$0.00	\$0.00
			ENTER PRODUCT	Pounds or Gallons							
	April 9	GREENS	Daconil Action	Gallons	Chemicals	3.50	2.32	2.76	Gallons	\$77.66	\$214.60
	April 9	GREENS	Secure	Gallons	Chemicals	3.50	0.5	0.60	Gallons	\$588.00	\$350.18
	April 9	GREENS	Dimension 40WP app 1 of 2 greens "Read notes"	Pounds	Chemicals	3.50	0.11	1.05	Pounds	\$45.60	\$47.80
	April 9	GREENS	Tracker Dye	Gallons	Chemicals	3.50	1	1.19	Gallons	\$55.25	\$65.81
			ENTER PRODUCT	Pounds or Gallons							
	April 9	ROUGH	Dimension 40WP app 1 of 2 greens "Read notes"	Pounds or Gallons	Chemicals	18.00	0.11	2.99	Pounds	\$45.60	\$186.56
			ENTER PRODUCT	Pounds or Gallons							
	April 16	GREENS	Packlobutrazol	Gallons	Chemicals	3.50	0.22	0.76	Gallons	\$256.00	\$57.68
	April 16	GREENS	Flash Wet (Penetrant)	Gallons	Chemicals	3.50	1	1.19	Gallons	\$26.40	\$31.44
	April 16	GREENS	Tracker Dye	Gallons	Chemicals	3.50	1	1.19	Gallons	\$55.25	\$65.81
			ENTER PRODUCT	Pounds or Gallons							
	April 23	GREENS	Plant Marvel Bent Special 20-8-18 30-00	#N/A	#N/A	3.50	#N/A	-	#N/A	#N/A	#N/A
	April 23	GREENS	Daconil Action	Gallons	Chemicals	3.50	2.32	2.76	Gallons	\$77.66	\$214.60
	April 23	GREENS	Tracker Dye	Gallons	Chemicals	3.50	1	1.19	Gallons	\$55.25	\$65.81
			ENTER PRODUCT	Pounds or Gallons							
	April 30	GREENS	Packlobutrazol	Gallons	Chemicals	3.50	0.22	0.76	Gallons	\$256.00	\$57.68
	April 30	GREENS	Flash Wet (Penetrant)	Gallons	Chemicals	3.50	1	1.19	Gallons	\$26.40	\$31.44
	April 30	GREENS	Plant Marvel Bent Special 20-8-18 30-00	#N/A	#N/A	3.50	#N/A	-	#N/A	#N/A	#N/A

DIESEL, GAS & OIL							
DIESEL		GAS		Oil		TOTAL COST	
PROPOSED	COST/	PROPOSED	COST/	PROPOSED	COST/		
GAL	GAL	GAL	GAL	GAL	GAL		
January	0	\$ 2.50	0	\$ 2.50	0	\$ 17.25	\$ -
February	0	\$ 2.50	0	\$ 2.50	0	\$ 17.25	\$ -
March	175	\$ 2.50	150	\$ 2.50	0	\$ 17.25	\$ 812.50
April	120	\$ 2.50	100	\$ 2.50	0	\$ 17.25	\$ 550.00
May	175	\$ 2.50	150	\$ 2.50	0	\$ 17.25	\$ 812.50
June	175	\$ 2.50	150	\$ 2.50	0	\$ 17.25	\$ 812.50
July	220	\$ 2.50	220	\$ 2.50	0	\$ 17.25	\$ 1,100.00
August	220	\$ 2.50	220	\$ 2.50	0	\$ 17.25	\$ 1,100.00
September	175	\$ 2.50	150	\$ 2.50	0	\$ 17.25	\$ 812.50
October	175	\$ 2.50	150	\$ 2.50	0	\$ 17.25	\$ 812.50
November		\$ 2.50	0	\$ 2.50	0	\$ 17.25	\$ -
December	100	\$ 2.50	0	\$ 2.50	0	\$ 17.25	\$ 250.00
TOTALS	1535		1290		0		\$ 7,062.50

Goal 3

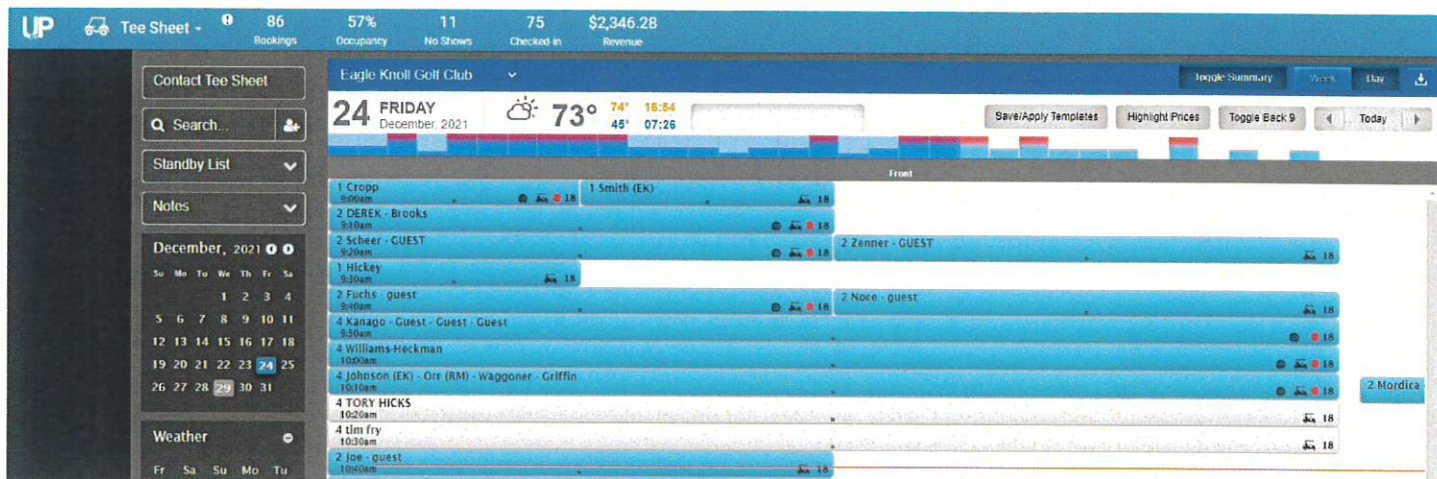
BALANCING MEMBER & PATRON (REVENUE/PROGRAMMING/TEE SHEET MANAGEMENT)

Maxim is uniquely qualified in balancing Member and Patron play at golf facilities. Few golf companies have the expansive membership participation and programming seen within Maxim's Network. Maxim manages more than 3,000 Members across its Network and has successfully integrated them with the more than 200,000 rounds played annually across its properties within the Maxim Golf family of facilities.

Nearly 60% of all rounds played at our facilities are currently attributed to Member play. Members typically acquire the most desirable tee times leaving a diminished number of valuable tee times open to public Patron play. This challenge must be handled with the utmost accuracy and forethought to maximize the inventory potential (rounds) of a given days tee sheet. Maxim Golf has implemented several strategies to ensure that this balance remains as controlled and efficient as possible. From our ability to control last minute cancellations, pairing players, and anticipating the opportunities for squeeze times and back 9 starts, we have maximized our potential to capture as much play on our courses as possible.

Maxim Golf membership benefits that give access to other Maxim Golf managed facilities around throughout its Network is a key component to Member satisfaction that can rarely be realized by any other network or management company provider. This reduces the inevitable frustration experienced by members when being displaced by tournaments, course maintenance, or other impacts. Through its Network, Maxim Golf also brings out of area Members and their Guests to its facilities at a rate much higher than other companies. Maxim Golf's Member concierge service provides Member's ease in planning out of the area golf trips to beautiful places like Neosho, MO.

Maxim Golf uses foreUP point of sale software to manage daily tee sheet and point of sale activity. This system is currently being used by Neosho, so no disruption to the operation due to a change in software and training is required. We are foreUP experts, so the capture of valuable historical financial data and customer information will be kept and utilized. Maxim also deploys the reach of 3rd party tee time providers and aggregators to help bring available tee time opportunities to Patron golfers across the area. Our yield management (dynamic pricing) practices ensure that tee times available to Patrons are sold for maximum value.



We track everything that matters!

Tracking daily rounds, sales, and weather is essential for future planning. At Maxim Golf we live by the principle that **"you cannot manage what you cannot measure"**. To manage a property to its fullest potential, the revenues and expenses must be tracked daily and analyzed monthly and year over year. This detailed analysis provides the metrics necessary to exploit best practices and eliminate failed ones.


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A B C D E F G H I J K L M N O



*To create a new week you will, RIGHT click on the TEMPLATE tab. Select DUPLICATE. Then RIGHT click on the "Copy of Template" tab and Rename it as "Week #"

Weekly Report - Due by 8AM every Tuesday for the previous Monday - Sunday
Date: MAY 24-30

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Membership Sales								
Single		2	1					3
Family								0
Hero								0
Student								0
Total								3
Rounds								
Member Rounds	40	18	27	1	28	35	35	182
Patch Rounds	30	5	5	4	17	55	53	195
Tournament Rounds								0
Daily Revenue								
Green Fees	\$638.00	\$338.00	\$420.00	\$140.00	\$760.00	\$1,559.00	\$1,281.00	\$5,254.00
Tournament Green Fees								\$0.00
Cart Fees	\$914.00	\$123.00	\$317.00	\$119.00	\$987.00	\$1,545.00	\$949.00	\$4,034.00
Tournament Cart Fees	\$10.00			\$28.00				\$38.00
Driving Range Fees	\$80.00		\$24.00		\$18.00	\$59.00	\$53.40	\$214.40
Food Sales	\$40.22	\$14.35	\$50.32	\$55.75	\$42.13	\$191.41	\$107.05	\$552.24
Alcohol Sales	\$384.24	\$109.00	\$187.73	\$154.05	\$169.94	\$835.88	\$344.03	\$1,937.85
Non-Alcoholic Beverages	\$51.32	\$9.72	\$44.91	\$8.28	\$17.29	\$85.59	\$75.69	\$301.98
Merchandise Sales	\$54.51	\$55.39	\$35.10	\$69.57	\$203.84	\$406.82	\$44.27	\$930.40
Gift Card Sales								\$0.00
Misc. Sales (All Other)	\$7.83		\$104.95					\$112.78
Total								\$13,493.46
Weather								
Temperature	83	80	82	81	86	85	80	
Precipitation			rain (.5")	rain (1.25")				

+
WEEK30
WEEK 29
WEEK 28
WEEK 27
WEEK 26
WEEK 25
week 24
WEEK 23
WEEK 22
WEEK 21

Goal 4

ENHANCED ANCILLARY REVENUE OPPORTUNITIES

FOOD AND BEVERAGE OPERATIONS

During our visit to the property, we looked closely at the clubhouse layout. The remodel of the golf shop area in 2019 did a great deal for the accommodation of merchandise and golfer check-ins but doesn't address the needs of golfers who want to relax before and after golf for socialization and food and beverage experiences. At all 9 of Maxim's small city municipally managed facilities we have combined food and beverage service with golfer check-in. There is no reason that trained golf shop personnel cannot also provide food services to Members and Patrons. By creating this environment, you not only streamline employee position costs, but you also improve services to the clientele. The current layout of the operation presents some challenges in getting this combined, but we believe we have two solutions to creating this opportunity with minimal investment. Providing Members and Patrons with quick and tasty food offerings along with providing an environment that encourages Members and Patrons to hang around longer at the club will dramatically improve the revenue of the food and beverage side of the operation. These changes and improvements will pay for themselves many times over and will help raise the level of the experience at Neosho Municipal Golf Course. ***This opportunity is depicted in the MORE ROBUST FOOD AND BEVERAGE OPERATION section of this RFP response.***

BANQUET FACILITIES

When looking at the banquet facility at the course we immediately realized there was an opportunity to bring new revenue streams to the property that are not currently being captured. It was obvious to us that the banquet facility was only being utilized primarily in relationship to golf event functions. The facility was in somewhat of a disarray and did not present well in how it was kept and organized. The facility whether being used or not being used should always be staged and presented in a manner that looks professional and welcoming. This is important for existing and potential tournament clients who will inevitably be visiting the facility to discuss their events, as well as any non-golf banquet facility client who may be exploring the opportunity of its rental use. We thought the facility size, accommodations, and layout would be excellent for attracting other types of rental opportunity and should be leveraged on behalf of the operation to grow its overall revenue potential. At Maxim we train our team members to sell and oversee banquet facility rental use. Most of our municipal operations are not equipped to provide food service to these clients, but we are experts in providing space and basic needs to outside events and gatherings. Whether it is a class reunion, celebration of life, family reunion, wedding/reception, or any other type of medium to large gathering, the golf course is a perfect and beautiful setting for holding such events. We work closely with caterers, event planners, and other service providers within the community to make choosing our club for event space rentals easy and practical. Combined by the expertise of Maxim's club management staff and corporate staff we are equipped to promote and execute these offerings. We believe there are without question thousands of new revenue dollars available to this operation that will help pay for needs throughout the club in the future.

ENHANCED PRACTICE FACILITIES

When visiting with staff and Members it was pointed out that the practice facility needed better and more range balls and improved overall conditions. We concur with that sentiment, and we also noticed that a number of improvements and enhancements could be made to the practice facilities that would encourage its use and provide for a better golf learning environment. All beginners to the game should start at the practice facility and it is a key component to teaching the game to children, student athletes, and adults. Because of the size of the practice facility at Neosho and its convenient location to clubhouse services, it provides for the perfect environment for jr. golf, ladies, and corporate clinics. All of which are important to the growth of the game that will drive new revenue to the facility. The old nine that has been abandoned also provides for additional learning and practice opportunity. We are not suggesting a revitalization of the old nine, but we are suggesting the exploration of maintaining at a basic and minimal level small sections of the old nine for the purpose of teaching golf and creating some unique entertainment experiences. The sections of the old nine that border the practice facilities are an excellent place to create skills challenge events and other fun events for corporate outings and could set the instruction opportunity at Neosho apart from any other competitive club in the area.



By creating a 3-hole practice and training facility, Neosho could attract organizations like The First Tee, Youth On Course, and others who could assist in funding and exposure to Junior Golfers. Additionally, the opportunity to attract PGA Golf Instructors looking for a unique teaching opportunity and golf school activity accommodation could be attracted. A number of other possibilities exist within this opportunity and should be explored and potentially leveraged to create new ancillary revenue opportunities for the property.

Goal 5

ROBUST MARKETING PROGRAM

One of Maxim Golf's greatest strengths is its marketing ability. The development and execution of an affordable yet affective marketing plan is a science that requires years of trial and error to perfect. We have built and executed annual marketing programs with budgets of over \$250,000 all the way down to individual property marketing budgets that range under \$5,000. We pride ourselves in using golf course marketing assets such as email and social media to effectively deliver messaging at no cost to the property. Cooperative and collaborative marketing with other businesses that can derive mutual benefit from ad spends is also a focus of our efforts to affordably deliver messaging. Above all we pride ourselves in developing marketing materials that display the highest level of quality and professionalism.

Maxim Golf Marketing Examples

2024 Membership Rack Card

 MAXIM GOLF MEMBERSHIP PRICING	
INDIVIDUAL	
Golf (No Cart)	\$80
Golf with Cart	\$150
Hero with Cart	\$115
Referral (No Cart)	\$60
Referral with Cart	\$120
FAMILY	
Golf (No Cart)	\$130
Golf with Cart	\$220
Hero with Cart	\$165
Referral (No Cart)	\$110
Referral with Cart	\$180
STUDENT*	
Golf (No Cart)	\$80
Golf with Cart	\$115
*minimum commitment of 3 months	
One time sign up fee of \$50 applies to each new membership. Dues pricing does not include tax.	
All Maxim Golf memberships include full reciprocal play and traveling cart packages to these Maxim Mid MO courses:	
Eagle Knoll Green Hills Hail Ridge Heritage Hills	

2023 Halloween Weekend Special

Grab ahold of this **Monster of a Deal!** **\$120 Foursome**

Bring a 4-some to any of these MidMO courses this weekend (Fri-Sun) and play for \$30 per player including cart.

www.golfmidmo.com



As a result of our research, we have discovered that Neosho has no dedicated website, and the social media presence and output is underutilized. Additionally, there are multiple Neosho Golf Course Facebook pages that have been abandoned over time but still exist on the Facebook platform. This is undoubtedly a direct result of leadership staff turnover and the loss or lack of knowledge of the administrator controls. We can solve both these problems. As one of many services offered by Maxim Golf Management, we would immediately build a dedicated website, update and keep current the social media platforms, and begin developing a large email database that is used to keep in constant contact with Neosho's Members and Patrons. Our course Facebook pages are updated weekly and sometimes daily with course specific content and content that is designed to be golf interest specific helping increase the viewership of our Facebook and Web Pages.

Neosho Facebook Page as of 12/28/2023

The screenshot shows the Facebook profile of Neosho Golf Club. The profile picture is a circular image of a golf course. The cover photo is a landscape image of a golf course. The page name is "Neosho Golf Club" with 238 followers and 0 following. The page is categorized as "Golf Course & Country Club" and is located at "1850 Clubhouse RD, Neosho, MO, United States, Missouri". The phone number is "(417) 451-1543" and the email is "neoshogolf@neoshomo.org". The website listed is "neoshomo.org", which is circled in red with an arrow pointing to it from a red box labeled "Should be a Dedicated Site". The page is currently "Closed now" and has a price range of "\$\$". There are 2 reviews, but it is not yet rated. The "Posts" section shows the last post from August 29, 2023, about routine green maintenance, which is circled in red with an arrow pointing to it from a red box labeled "Last Post August, 2023". Below it is a post from July 24, 2023, thanking volunteers. The "Photos" section is visible at the bottom.

Could Be Grown 10-Fold

Neosho Golf Club

238 followers • 0 following

Following Message Search

Posts About Mentions Reviews Followers Photos More

Intro

Welcome to the Neosho Golf Club Facebook page. Stay 'on-the-tee' for timely information, pictures and

Page · Golf Course & Country Club

1850 Clubhouse RD, Neosho, MO, United States, Missouri

(417) 451-1543

neoshogolf@neoshomo.org

neoshomo.org

Closed now

Price Range · \$\$

Not yet rated (2 Reviews)

Should be a Dedicated Site

Posts

Last Post August, 2023

Neosho Golf Club August 29

Due to routine green maintenance, the back 9 will be closed today until the late afternoon. The front 9 will be closed during the day Wednesday and Thursday until the afternoon. We apologize for any inconvenience.

1 share

Like Comment Share

Write a comment...

Neosho Golf Club July 24

A BIG thank you goes out to Richard Clemons and Cody Johnson for generously volunteering their Saturday morning to assist us in cleaning up the golf course. Their dedication to arriving at 5am is truly commendable, and we are incredibly grateful for their valuable support. Thank you once again!

15 2 comments

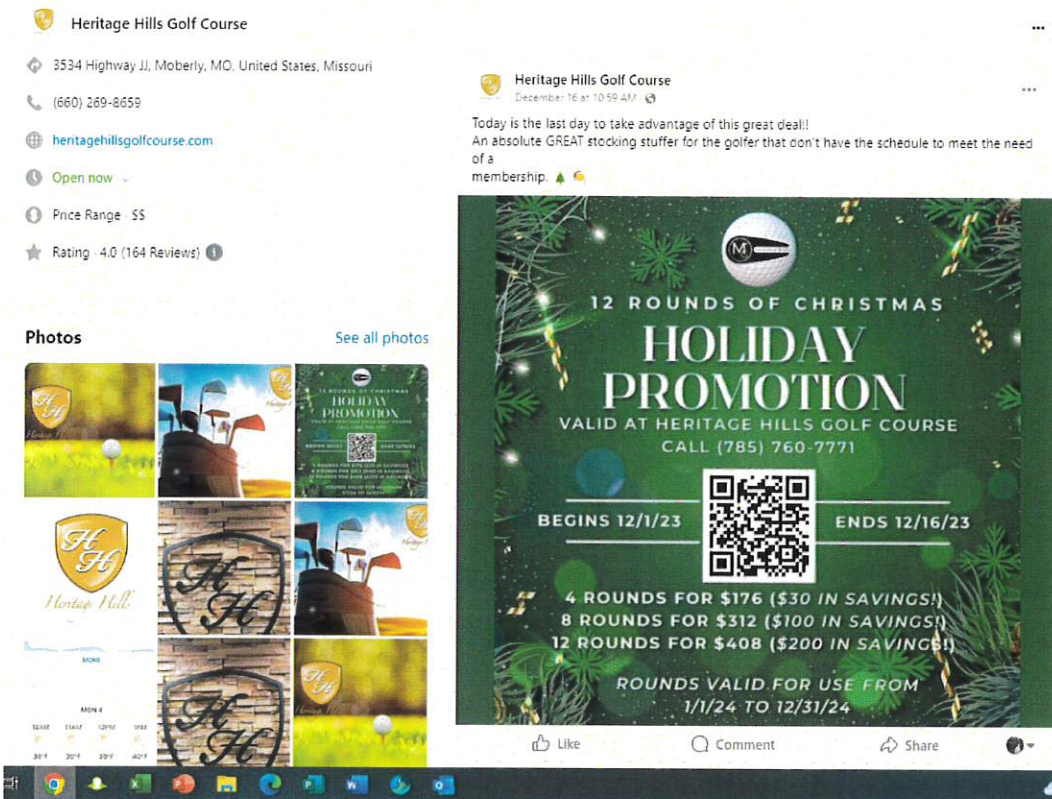
Like Comment Share

View more comments

Photos See all photos

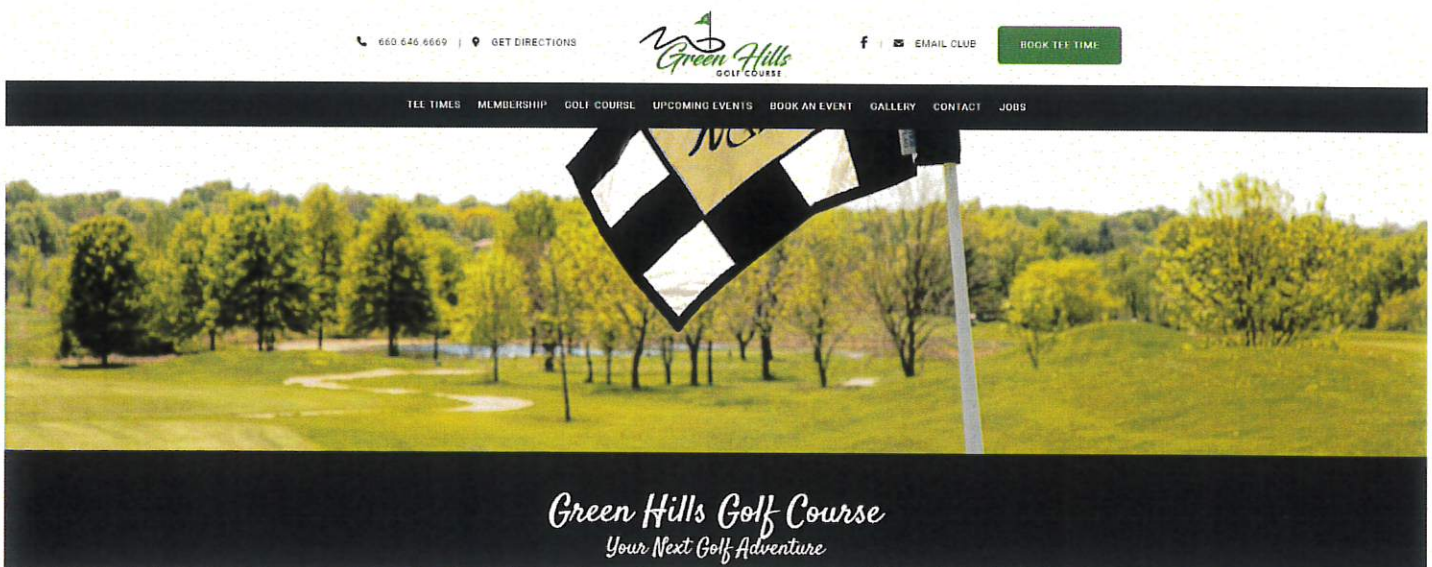
Maxim Facebook Example

We post multiple times weekly with information about the club, promotions, and interesting golf content that appeals to golfers. Our reach for all of our properties is in the thousands and provides a great platform for tournaments to post about their events hoping to create awareness and gain participation.



MAXIM WEBSITE EXAMPLE

Every Maxim course has a dedicated website for its facilities designed to be interactive and informative to those visiting the site.



We plan every Marketing Dollar!

2021 Heritage Hills (Moberly, MO) Marketing Budget Example

Sales & Marketing Budget

10,125

		2021/2022												TOTAL		% Budget
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Print																
Newspaper Ad		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
Annual Newsletter		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
Mailer		0	0	0	0	0	0	0	0	250	250	0	0	500	100.0%	
Billboards		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
														500	4.9%	
Radio																
KTGR 1580 AM Radio		150	Trade	Trade	Trade	Trade	Trade	Trade	Trade	Trade	150	150	150	600	50.0%	
KTGR 100.5 / 105.1 FM Radio		150	Trade	Trade	Trade	Trade	Trade	Trade	Trade	Trade	150	150	150	600	50.0%	
														1,200	11.9%	
Television																
Local TV		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
Flintrock Media		0	0	750	0	0	0	0	0	0	0	0	0	750	100.0%	
														0	0.0%	
														750	7.4%	
Social Media																
Facebook Ads/Boost		100	75	75	0	0	0	0	100	100	100	100	100	750	100.0%	
Instagram Ads		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
LinkedIn Ads		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
														750	7.4%	
Member Retention																
Qualtrics Survey Program		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
Loyalty Program		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
Member Junior Clinics		200	0	0	0	0	0	0	0	0	0	0	0	200	100.0%	
														200	2.0%	
Website																
foreUP		0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
GolfNow		Trade	Trade	Trade	Trade	Trade	Trade	Trade	Trade	Trade	Trade	Trade	Trade	0	#DIV/0!	
														0	0.0%	
Partnerships																
TBD		0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
TBD		0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
														0	0.0%	
Mobile App																
Mobile App		0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
														0	0.0%	
Promotional Materials																
Brochures		0	0	0	0	0	0	0	175	0	0	0	0	175	30.4%	
Banners		0	0	0	0	0	0	0	200	0	0	0	0	200	34.8%	
Golf Passes		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
Rack Cards		0	0	0	0	0	0	0	100	0	0	0	0	100	17.4%	
Contracts		0	0	0	0	0	0	0	100	0	0	0	0	100	17.4%	
														575	5.7%	

We plan every Marketing Dollar!

2021 Heritage Hills (Moberly, MO) Marketing Budget (Cont.)

Computer Programs													
Adobe Creative Suite	0	0	0	0	0	0	0	0	0	0	0	0	0
Shutter Stock	0	0	0	0	0	0	0	0	0	0	0	0	0
Canva	0	0	0	0	0	0	0	0	0	0	0	0	0
Interact	0	0	0	0	0	0	0	0	0	0	0	0	0
Zapier	0	0	0	0	0	0	0	0	0	0	0	0	0
												0	0.0%
Events													
Expo/Golf Shows	0	0	0	0	0	0	0	450	450	0	0	0	900
Wedding Shows	0	0	0	0	0	0	0	0	0	0	0	0	0
Member Parties-at Club	0	0	0	0	0	0	0	0	250	0	0	0	250
Member Parties-at GreatPERKS	0	0	0	0	0	0	0	0	0	0	0	0	0
GL VIP Golf Event	0	0	0	0	0	0	0	0	0	0	0	0	0
												1,150	11.4%
Branding													
GL Signage	0	0	0	0	0	0	0	0	0	0	0	0	0
GL Logo Staff Apparel	0	0	0	0	0	0	0	500	0	0	0	0	500
GL Promotional Products	0	0	0	0	0	0	0	0	0	0	0	0	0
GL Tee Markers	0	0	0	0	0	0	0	0	0	0	0	0	0
1st Tee GL Signage	0	0	0	0	0	0	0	0	0	0	0	0	0
												500	4.9%
Associations/Memberships													
Moberly Chamber	0	0	0	0	0	0	0	0	500	0	0	0	500
Networking Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
												500	4.9%
Outsourced													
First Cut Marketing	300	300	300	300	300	300	300	300	300	300	300	300	3,600
												0	0
												3,600	35.6%
Sales Contests													
Course Membership Drives	0	0	0	0	0	0	0	0	0	0	0	0	0
Staff Referral Program	0	0	0	0	0	0	0	50	100	100	100	50	400
												400	4.0%
TOTALS	900	375	1,125	300	300	300	300	1,975	1,950	1,050	800	750	10,125
<i>% spent of total budget</i>	<i>8.9%</i>	<i>3.7%</i>	<i>11.1%</i>	<i>3.0%</i>	<i>3.0%</i>	<i>3.0%</i>	<i>3.0%</i>	<i>19.5%</i>	<i>19.3%</i>	<i>10.4%</i>	<i>7.9%</i>	<i>7.4%</i>	

2023 Maxim Facebook Ad Example



Eagle Knoll Golf Course

Price Range: \$\$

Rating: 4.2 (188 Reviews)



Featured

Photos

See all photos









Black Friday Special! Swing by November 24th-26th to shop for apparel. We have lots of good Fall/Winter apparel items in stock! Perfect Christmas gifts for golfers!



BLACK FRIDAY

BIG APPAREL SALE!

BUY 2 ITEMS, GET 20% OFF PURCHASE

BUY 3 ITEMS, GET 30% OFF PURCHASE

BUY 4 ITEMS, GET 40% OFF PURCHASE

November 24th-26th 9AM-5PM

Kirsten Mann, Ben Costain and 5 others

Goal 6

OPERATIONS EXPENSE STREAMLINING

One of the advantages Maxim Golf brings to operations is its ability to streamline costs through buying power gained from the size and scope of our portfolio of operations. While we believe in buying local, when possible, we also have large regional and national account relationships with nearly every major golf supplier in the Country. Our economies of scale allow us to leverage those relationships to ensure our clients receive the best pricing models available. Add to that the addition of such opportunities as equipment sharing, personnel sharing, and other benefits only gained through a multiple property operation that has close proximity between properties, and what you gain is thousands of dollars in savings for improved offerings and services. Because all our operations use the same POS software and daily operations procedures, we can send employees from any location to one of our other operations to fill any gaps in personnel shortages or unforeseen absences. This allows us to operate normally when other operations without this benefit may see significant disruption in the daily business. Maxim almost never needs to pay for outside training, overtime, and other expenses that can negatively affect the cash flow of the club.

It is our understanding the Neosho has considered hiring both a Clubhouse Manager and a Golf Professional to handle the management of the club. We don't believe this is necessary as we have been able to provide management to the daily operations of our small city municipal properties with just the one position. Our on-site management is supported by our Corporate Staff to such a degree that having both of these positions in an operation of this size is unnecessary. Maxim Golf has also proven its ability to hire a club manager that is skilled in all areas of golf operations while servicing the golf specific needs of Members, Patrons, and Tournament activity. **This savings ability alone covers much of the cost of our Management Fee.**

Maxim also employs or contracts its own Equipment Technicians, Marketers, Irrigation Technicians, Accountants, Human Resource Manager, Golf Instructors, and other specialized personnel that provide support to the operation. Accounting, HR, and Oversight operation are built into our management fee, and other services provided by our other specialized staff are sourced at heavily discounted fees. By not having to outsource most specialized needs to contracted services, our operations save considerable dollars and have services provided when needed without having to schedule these projects on the providers timelines.



Goal 7

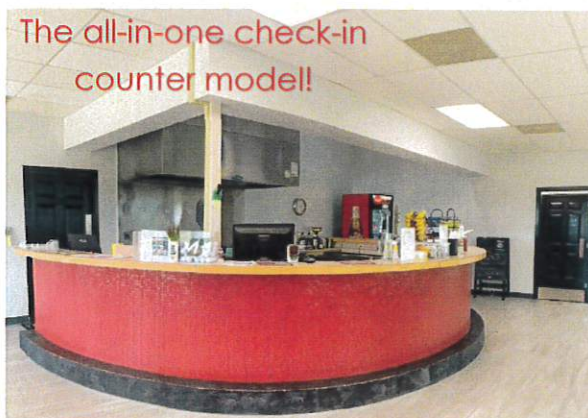
A MORE DESIRABLE FOOD AND BEVERAGE OFFERING

Maxim Golf has had success in offering a simple and tasty food and beverage program to its Members and Patrons using high-speed convection oven food preparation. These ovens allow for expanded offerings while at the same time only utilizing freezable food product. This eliminates spoilage and the ability to measure accurate costs through portion control. We believe the costs of these ovens (\$4,500 - \$11,000) pays for itself in just over 18 months in worst case scenarios.

	
DRINKS	
16oz. Domestic Bottles	\$4.00
16oz. Import Bottles	\$4.50
16oz Domestic Draft	\$4.00
16oz Import Draft	\$4.50
Top Shelf Mixed Drinks	\$7.00
Call Mixed Drinks	\$5.00
Bottled Water	\$2.00
Bottled Coke Products	\$2.50
Energy Drinks & Iced Teas	\$3.00
GRAB & GO	
Sandwiches	\$5.00
Ham, Turkey or Roast Beef	
Fresh Fruit	\$1.00
Bananas & Apples	
Jacks Beef Jerky	\$3.00
Chef's Cut Jerky	\$3.00
Chef's Cut Jerky Bags	\$8.00
Dirty Potato Chips	\$1.50
Sea Salt, BBQ, Buffalo, S&P, Salt & Vinegar	
Almonds	\$2.00
Smoke House	
Peanuts	\$1.50
Salted or Hot	
Candy	\$1.50
FRESH MADE PIZZA	
CHOICE OF TOPPINGS MEAT: PEPPERONI, SAUSAGE, BEEF, BACON & HAM VEGETABLES: MUSHROOMS, ONIONS & PEPPERS, BLACK OLIVES, GREEN OLIVES AND JALAPENOS	
12" THIN CRUST	
One Topping	\$9.99
Meat Lover	\$11.99
Supreme	\$12.99
12" DEEP DISH	
One Topping	\$10.99
Meat Lover	\$12.99
Supreme	\$14.99
16" BROOKLYN STYLE	
One Topping	\$13.99
Meat Lover	\$15.99
Supreme	\$16.99
APPETIZERS & BASKETS	
French Fries	Basket \$2.49
Onion Rings	Basket \$4.99
Cheese Balls	Basket \$5.99
Chicken Tenders	3 piece \$5.99
Add French Fries for \$1.00	
Chili	5lbs. \$7.99
Add French Fries for \$1.00	
ALL FRENCH FRIES SEASONED WITH OUR SIGNATURE SEASONING SALT	
CHICKEN	
SERVED WITH FRENCH FRIES - SUBSTITUTE ONION RINGS \$2.00	
Grilled Chicken Breast	\$6.49
Chicken Bacon & Cheese	\$7.49
Chicken Breast Fritter	\$7.99
Breaded Buffalo Chicken	\$7.99
BURGERS & DOGS	
SERVED WITH FRENCH FRIES - SUBSTITUTE ONION RINGS \$2.00	
Hot Dog (no French Fries)	\$3.83
Hot Dog	\$4.83
Hamburger	\$7.99
Add cheese and/or bacon \$.50 ea	
Mushroom & Swiss Burger	\$8.99
Swiss cheese & fresh mushrooms	
Infamous Burger	\$8.99
Pepperjack cheese, buffalo sauce & jalapenos	
WINGS	
Small Boneless Wings (6ea)	\$5.99
Large Boneless Wings (12ea)	\$11.99
Small Traditional Wings (12ea)	\$6.99
Large Traditional Wings	\$13.98
Small Chicken Drumsticks (6ea)	\$6.99
Large Chicken Drumsticks (12ea)	\$13.98
BUFFALO, HONEY BBQ, SPICY SWEET & SOUR RANCH AND BLUE CHEESE DRESSING AVAILABLE UPON REQUEST	



All cooked items on the attached menu can be prepared by the oven depicted above. No item takes more than 5 minutes to prepare.



Maxim's combined Golf Check-In and Food and Beverage Counters save between \$20,000 and \$35,000 per year in operational costs while adding improved services to our Members and Patrons.

Goal 8

BOLSTERING JR. GOLF AND FAMILY GOLF

Now more than ever due to the Covid pandemic, families are looking for safe and healthy outdoor activities in which to participate. Golf is the perfect opportunity for those people. At Maxim Golf we have always invested in Jr. Golf and Family Golf. Most golfers learn their love of the game from playing as children with their family members and friends. While it's true that some people learn their love for the game later in life, statistics by the NGF, USGA, and AJGA clearly demonstrate that the most devoted players of the game learn at an early age. This is why all Maxim Golf facilities offer a once-a-year FREE 2-day Jr. Golf Camp to all kids ages 5-17. Maxim Golf also offers affordable summer only Jr. Golf walking memberships and heavily discounted Jr. Golf rates to children after 3pm each day of the week (*children under the age of 12 must be accompanied by an adult*). If Maxim Golf is selected to manage Neosho Golf Club, we would immediately institute these proven programs.

Maxim Golf also offers family clinics and special family golf events designed to be fun, slightly competitive, and most of all affordable.

2021 Maxim Golf Jr. Golf Camp Flier Example



2021 Jr. Golf Days

Details:

Camp is designed for kids ages 5-17. Beginners and more advanced students are both welcome. Clubs will be provided to kids for the camp, but kids with clubs are encouraged to bring them.

Wednesday (June/July/August) Sessions (to be announced)
Ages 5-8 8:00
Ages 9-12 11:00
Ages 13 & Up 2:00

Thursday (June/July/August) Sessions (to be announced)
Ages 5-8 8:00
Ages 9-12 11:00
Ages 13 & Up 2:00

Cost \$0 (donations welcome)
Includes: Snacks, Drinks, Clubs and Golf Instruction

For more information contact the Golf MidMO Teaching Director at: (573) 761-GOLF (4653)
or
visit: www.golfmidmo.com

2021 Maxim Golf Family Clinic Flier Example



FREE GOLF CLINICS

FOR THE ENTIRE FAMILY
(CALL TO SIGN UP)

COME. LEARN. PLAY. ENJOY!

OPEN TO ALL GreatLIFE MEMBERS AND THEIR GUESTS

Eagle Knoll Golf Club

Junior Clinics: (Starting June 7) Wednesdays - 8:30 - 9:30 am	Adult Clinics: (Starting May 23) Tuesdays - 6:00 - 7:00 pm	Family Nights: (Starting May 21) Sundays - 5:00 - 6:00 pm
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Heritage Hills Golf Club

Junior Clinics: (Starting June 5) Mondays - 8:00 - 9:00 am	Adult Clinics: (Starting May 22) Mondays - 6:00 - 7:00 pm	Family Nights: (Starting May 21) Sundays - 5:00 - 6:00 pm
--	---	---

Green Hills Golf Club

Junior Clinics: (Starting June 5) Mondays - 8:00 - 9:00 am	Adult Clinics: (Starting May 22) Mondays - 6:00 - 7:00 pm
--	---

Hail Ridge Golf Club

Junior Clinics: (Starting June 6) Tuesdays - 8:00 - 9:00 am	Free Golf Clinic: (Starting May 20) Saturdays - 6:00 - 7:00 pm
---	--



Goal 9

BUSINESS PLAN DEVELOPMENT WITH DETAILED BUDGETING AND MONTHLY FINANCIAL REPORTING

At Maxim Golf we make it a point to create a detailed business plan for each and every fiscal year of our operations. We believe in the adage that **"if you fail to plan you plan to fail"**. Our business plans are designed with the help of our key "on property" team members collaborating with our corporate leadership team. We work together to build an achievable roadmap to success for each property. These business plans are a part of our contractual promise to property owners and is delivered each year along with an annual budget. Additionally, we provide monthly Profit and Loss, Balance Sheet, A/R, and A/P statements. All monthly Profit and Loss statements include the monthly budget for comparison.

EXHIBITS (Provided as separate supplements to this document)

Exhibit A – FY-2022 Heritage Hills Business Plan Example

Exhibit B – FY 2022/2023 Profit and Loss Statement for Heritage Hills Golf Club

Exhibit C – Monthly Statement of Paid Expenses for Heritage Hills Golf Club

Reason 1

We are a local company operating throughout Missouri, Eastern Kansas, NW Arkansas, and Utah with an expertise in small city municipal course management. **Maxim is the largest small city municipal golf manager in the State of Missouri**, and as our references and experience show, we have a unique capacity to understand and successfully manage golf properties with the same characteristics and challenges currently represented in the opportunity at Neosho.

Reason 2

Maxim Golf understands how to drive and manage small city membership supported golf operations and has built a successful reputation on managing the balance between member and public patron golf participation. Our entire ecosystem is built on the belief that "semi-private" golf business models are the best way to successfully support small city municipal golf properties.

Reason3

We are uniquely positioned to bring new out of the area play to Neosho. Our membership and facility network that stretches across Missouri, Kansas, Iowa, Nebraska, South Dakota, Michigan, and Minnesota enable us to promote "Stay and Play" golf successfully throughout the golf season, but specifically in the shoulder seasons of Feb – Apr and Oct – Nov. **See attached Stay and Play – Exhibit D**

Reason 4

Maxim Golf's property network of facilities and membership privilege program give current members new and exciting regular play and tournament play opportunities for little to no additional cost. Members of Neosho will be able to enjoy playing premium golf courses around the State of Missouri, Eastern Kansas, and NW Arkansas for special rates only offered to Maxim Golf's Members. Additionally, Maxim will be able to encourage it Network of Members to come and play golf at Neosho bringing new revenue to the course and to the City of Neosho.

Reason 5

We put our boots on the ground several days per month. One distinguishing factor about Maxim Golf is the presence and frequent interaction by CEO, Bryan Minnis and Corporate Support Staff with Maxim on-property employees, property owners, members, and patrons. We make it a point to have at least 2 or 3 personal visitations to the property by our Corporate Leadership team each and every month. The same people who will handle the contract negotiations of this opportunity will be the same people involved in the daily oversight of Neosho Municipal Golf Course. **Your phone calls and emails will always be answered or returned by the CEO and other Corporate Staff outlined in this proposal.**

REFERENCES AND QUALIFICATIONS

Length of Time Firm Has Been in Business

Maxim Golf Solutions has been in business since 2011. It's Founder and Principal, Bryan Minnis, has also served in Executive and Management Level Positions for nationally recognized management companies for more than 25 years. The companies in which he has served in these capacities include:

American Golf – Head Golf Professional (Stonecreek The Golf Club)
Starwood Hotels – Director of Golf Sales & Marketing (The Wigwam Resort)
Five Star Lifestyles – Director of Golf (The National Golf Club of Kansas City)
Kemper Sports – Director of Sales and Marketing (Kansas City Market)
Orion Golf Management – Director of Operations (Alvamar Country Club)
GreatLIFE Golf & Fitness - Chief Development Officer and Chief Operating Officer

Maxim Golf and Maxim Golf Solutions currently manages or provides management services to 14 properties:

Total Number of Public Sector Clients and Specific Municipal Relationships - Present and Past

Current Municipal Relationships

Green Hills Golf Course – City of Chillicothe, MO
The Fast Lane Entertainment Center (Bowling) – City of Chillicothe, MO
Heritage Hills Golf Course – City of Moberly, MO
Shawnee Bend Golf Course – City of Warsaw, MO
Osawatomie Golf Course – City of Osawatomie, KS
Hail Ridge Golf Course – Boonville, MO
North Terra Golf Course – City of West Plains, MO
Siloam Springs Golf Course – City of Siloam Springs, AR
Frank E Peters Golf Course – City of Nevada, MO

Current Non-Municipal Relationships

Eagle Knoll Golf Course – Hartsburg, MO
Chillicothe Country Club – Chillicothe, MO
The Ranches Golf Course – Eagle Mountain, UT
Millsite Golf Course – Ferron, UT
Dub's Dread Golf Course – Kansas City, KS

Number of Full-Time Personnel

26

Number of Full-Time Client Support Personnel Available During City's Normal Business Hours

11

Office Locations:

All Operations

5757 East Eagle Knoll Dr
Hartsburg, MO 65039

Agronomic Operations

210 Whitetail Dr
Walnut Shade, MO 65771

Leadership Operations

1189 N 400 RD
Baldwin City, KS 66006

Background of Maxim Golf's Key Corporate Personnel



Bryan Minnis

Founder and Principal – Maxim Golf

Bryan Minnis' golf career spans more than 40 years. From his early years as a caddie and player assistant staff member at Chillicothe Country Club to his oversight of multi-million-dollar golf operations, Bryan's career has afforded him the opportunity to serve the golf community in several capacities throughout multiple markets. Bryan is the founder and CEO of Maxim Golf Solutions, a golf industry consulting firm, which operates nine facilities throughout Central Missouri, Northwest Arkansas and Eastern Kansas. Bryan formally served as the Chief Development Officer of GreatLIFE Golf & Fitness and the Chief Operating Officer of GreatLIFE Kansas City. GreatLIFE Golf is one of the nation's top 10 golf course ownership and management companies along with becoming one of the fastest growing fitness and recreational companies in the world today. Bryan has also consulted for and managed properties across the country as well as having overseen more than 25 golf course acquisitions. Bryan has also served in Directorship positions for such distinguished clubs as Alvamar Country Club (Lawrence, KS), The National Golf Club of Kansas City (Kansas City, MO), The Wigwam Resort (Goodyear, AZ), and Kemper Sports' Shoal Creek and Hodge Park (Kansas City, MO). Bryan's club ownership background includes Alvamar Country Club (Lawrence, KS), now known as The Jayhawk Club, and Eagle Knoll Golf Club (Jefferson City, MO), which he currently owns. Bryan has served on a number of golf industry advisory and development boards as well as having provided leadership for a number of golf industry led charitable organizations and endeavors. In addition to his ownership and management background, Bryan was also the Director of Instruction at Palm Valley Golf Club in Goodyear, Arizona and Head Golf Professional at Stonecreek the Golf Club in Paradise Valley, Arizona. Bryan played collegiate golf at William Jewell College and then professionally on the Ben Hogan Tour, Western States Mini-Tour, and in the Southwest Section of the PGA.



Toby Burkhart – GCSAA Member

Vice President of Agronomy – Maxim Golf

Toby Burkhart has more than two decades of experience as a golf course superintendent in the state of Missouri. He has been a certified GCSAA Member for 15 years and has held such distinguished positions as Superintendent of Johnny Morris' Top of the Rock (designed by Jack Nicklaus). Toby's oversight of Top of the Rock brought him industry wide critical acclaim when he hosted the 2017 & 2018 PGA Bass Pro Shop Legends event at his course in Branson. Toby has also served as Head Superintendent for Island Green Golf Club, LedgeStone Golf Club, and John Daly's Murder Rock. Toby is a key component to the success of Maxim Golf. His leadership and cooperative planning ability has enabled the superintendents within the Maxim Golf and Maxim Golf Springfield markets to flourish in their responsibilities as course caretakers.



Kailyn Smith

Corporate Office Director – Maxim Golf

Kailyn holds a Bachelor of Arts degree for Hospitality Administration/Management from Kansas State University. She has practical experience in the golf industry, formerly serving in food and beverage and golf shop assistant capacities for Alvamar Country Club. She also served as a front desk agent for Bluemont Hotels and most recently before coming to Maxim Golf, Kailyn served as Guest Relations manager for Marriott's Hilton Head Resort. Kailyn handles all HR, Membership Management, Corporate Compliance, and Payroll needs for the Maxim Golf network of facilities. She works closely with property GM's to ensure that proper implementation of Maxim Golf's procedures and protocols are consistently and accurately implemented.

**Ben Costain**

VP, South Region – Maxim Golf

Ben Costain serves as the point person for Maxim's Southern Region properties. His background as a General Manager, Golf Professional, and Maintenance employee gives him unique insight into the daily operational needs of Maxim's facilities. Ben's experience within the industry includes work within maintenance at the prestigious Natanis Golf Course in Vassalboro, ME, followed by a golf professional position at Samoset Golf Resort in Rockport, ME. Ben followed these stints by accepting a position as General Manager at Sable Oaks Golf Course in South Portland, ME before being recruited by GreatLIFE Golf and Fitness. Ben was the Regional Manager of GreatLIFE's five Wichita, KS area properties before becoming the VP of Maxim's Southern Region. Ben's vast experience within the industry across multiple markets is an invaluable asset to Maxim's management portfolio.

**John Rawdon – PGA (Lifetime Member)**

Director of Golf

John is a golf industry professional with over 25 years of experience as an elite instructor/coach, master club fitter, and golf facilities operator. John is a Class A-1 Lifetime Member of the PGA. His core operational competencies are rooted in sales and retail operations, vendor management, membership growth, and building long term client relationships. He is an analytical and process improvement focused leader with a documented history of success throughout multiple markets. His belief in personalized service for each and every patron is a major component to the bottom-line improvement strategy that drives Maxim Golf.

**Jill Perry**

Accounting – Maxim Golf

Jill handles all property accounting needs for Maxim Golf. Her duties include bill pay, bank reconciliation, production of profit and loss statements / balance sheets / AP & AR reports. Jill works closely with the Maxim Golf property GM's to ensure accurate and timely payment of invoices as well as the accurate accounting of daily sales and deposits.

**Eric Brown – GCSAA Member**

Director of Revenue Management – Maxim Golf

Eric Brown has been in the golf course industry for over 25 years. Eric has served as both a Superintendent and/or GM of several prominent Midwest courses, including Heritage Hills Golf Course (Moberly, MO), Deer Creek (Overland Park, KS), Drumm Farm (Independence, MO), Old Orchard Country Club (Pittsfield, IL) and Blue Springs Golf Club (Blue Springs, MO).

As Director of Revenue Management for all Maxim locations, Eric is responsible for analyzing sales data and market share to forecast and make recommendations, as well as set monthly and annual financial goals for Maxim.

**Russ Madsen**

Director of Purchasing/Jr. Golf Development – Maxim Golf

Russ is a 30-year golf industry professional. He has served in multiple capacities over the years, including GM positions at two distinguished Missouri based private clubs. Russ has been a part of Maxim Golf since 2016 serving as Director of Jr. Golf. Russ was formerly the General Manager of Liberty Hills Country Club. He currently serves both the Corporate Office as Purchasing Director for Maxim Golf and as the General Manager of Green Hills Golf Club in Chillicothe, MO. Russ also orchestrates and performs Maxim Golf's summer Jr. Golf programs. Russ handles all ordering and inventory management for the MidMO properties.



Griffin Mott
Director of Marketing

Griffin Mott oversees marketing content for all Maxim Golf properties. He played collegiate golf at Washburn University holds degrees in Marketing and Finance, as well as a Master's in Business Administration. Griffin most recently served the title of Marketing Director for GreatLIFE Topeka as he oversaw marketing efforts for 12 locations in the Midwest. His experience marketing in the golf



Kyna Smith
Membership and Events Director – Maxim Golf

Kyna holds a Bachelor of Arts Degree in Marketing from Coe College. She is directly responsible for the promotion and sale of memberships for Maxim Golf. Kyna also handles membership event programming for Maxim Golf, as well as non-golf event programming for the Network of properties. Kyna also handles Stay and Play reservations for Maxim Golf Members and Patrons visiting the MidMO and Ozark network of properties. Kyna works directly with Maxim Golf property GM's to help orchestrate and track membership sales, renewals, cancellations, and collections.



Justine Lavelle
Marketing and Advertising Director – Maxim Golf

Justine LaVelle is highly experienced in television production and is well respected throughout the television industry. She has produced, directed, developed and managed numerous projects in the US and all over the world. She serves as Maxim's Creative Director, heading up both traditional and digital advertising with an emphasis in social media marketing, growing Maxim's social base 10-fold in the past two years.



Josh Black
Business Development – Maxim Golf

Josh has 26 years of experience in the golf industry. From maintenance to managing resort properties and an owner/operator for the past 16 year. Josh has a BA from The Wartburg College where he was a four-year starter on the football team as well as golf earning conference and national honors. Josh was one of the top amateur golfers in the state of Iowa for many years with continued ties to the Iowa Golf Association. Josh was a regional manager in the Missouri for GreatLIFE in charge of several municipal contracts. Josh is a partner in several golf courses in Iowa and Missouri as well as owning a golf cart rental business. In addition to his duties with Maxim he manages Hail Ridge.

REFERENCES AND RELATIONSHIPS



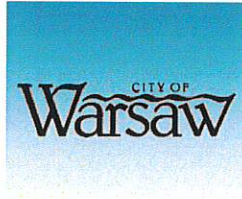
December 22, 2023

To the City of Neosho,

I understand that your city is considering a golf course management company to manage your municipal golf course in Neosho. I would like to tell you about our experience in Chillicothe, Mo with Maxim Golf and their management of our city owned golf course. I am proud to say that I was part of group that got our golf course [Green Hills Golf Course] started which opened in 1993. We struggled financially for many years and had to subsidize the golf course each year just to keep it afloat. When I was on the City Council, and later when I was Mayor, we spent many hours discussing the future of our golf course because, in the view of many on the Council, the subsidies were not sustainable. We considered management companies as an option, but we balked at the monthly fees for their services....and that option was always "tabled" The City Council always appreciated what an asset our course was to the community, but the financial picture continued to be bleak and finally the City had to make some hard decisions. The city requested management companies to submit proposals to manage our golf course and the finalists gave an in person "pitch" to the Council. By that time, I had left City politics, but I was in attendance that night and was thoroughly impressed with the presentation by Bryan Minnis. I met with the City Administrator the next morning to discuss the proposals and we both agreed that Bryan's company was the best fit for Chillicothe. Everything Bryan promised us in his proposal has come to fruition--including getting our course back on solid ground financially. Bryan knows every facet of the golf industry and has done two things that, in my opinion are particularly impressive [and important]. He has a long-range plan for golf course improvements at Green Hills and his goal is to make our course a "destination" course. The second thing that really impresses me is Bryan's desire to improve our Jr. golf program and he is on his way to making it one of the best in the state. From the City's standpoint the biggest benefit is that the city no longer has the burden of running a golf course-- and has turned over those responsibilities to Maxim Golf. I apologize for the length of this letter, but I hope it helps with the important decisions that you are considering. I encourage you to contact me with any questions or concerns that you may have or if you need clarification on anything I stated in this letter.

Sincerely,

Todd Rodenberg – Golf Course Oversight Committee Chair
(660) 973-1646



December 28, 2023

To the City of Neosho,

Please accept this letter as the City of Warsaw's support and recommendation of Maxim Golf to manage your public golf course.

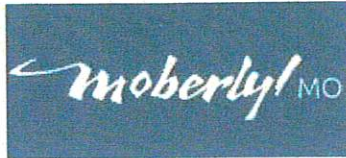
I have been with the City of Warsaw for 24 years and our golf course was always a burdensome problem under our management. We were losing customers and the actual course itself was not consistent year after year for patrons to want to continue using the course. About six years ago we decided to hire a management company to relieve us of the duty of the golf course management. After an interview process, we selected Bryan Minnis and Maxim Golf. It was understood up front that it would take some time to turn the operation around. We started to see positive changes in 2019. In 2020 the course condition was obviously getting better, and this year, the course condition and patronage usage hit a level we have not seen in over a decade.

The improved condition of the course can be directly tied to the additional patrons this year. We had numerous positive comments and witnessed more patrons from out of town. All this is a direct correlation to the management structure that Maxim Golf possess.

Again, I highly recommend Maxim Golf to manage your course.

Respectfully,

Randy Pogue
City Administrator and Planner



11/9/2022

To whom it may concern,

Let this letter serve as a recommendation for Maxim Golf Solutions. In 2019 the city of Moberly, MO sought professional management for its 18-hole golf course that had recently been purchased by the city from the Orscheln company. At that time, we contacted Bryan Minnis, chief operating officer of GreatLIFE Kansas City. After a presentation and several interviews, Mr. Minnis and his firm were awarded by unanimous council confirmation the contract for the management of Heritage Hills Golf Course. After several years under Mr. Minnis' leadership, GreatLIFE and Mr. Minnis approached the city about an assignment of the contract to Mr. Minnis' newly formed entity. Because of the consistent leadership that Mr. Minnis and his team provided previously, it was decided that the city would indeed award Mr. Minnis and his new firm the remainder of the contract. Since that time Mr. Minnis and his team have provided excellent management services to the golf course, and Mr. Minnis and his corporate staff have personally visited the property on a regular bases and worked directly with his on-site employees to ensure that the golf course is performing at its highest capacity. Both the golf course conditions and services provided have been above the expectations of our city leadership and customer base. Under Mr. Minnis and Maxim Golf, the city's golf course property has been a self-sustaining operation with only the need for capital investment rather than operational support investment to be made. Maxim's attention to their fiduciary responsibilities and their willingness to work closely with city leadership and city administration, have made the relationship one of cooperation and trust. We highly endorse Mr. Minnis and Maxim Golf Solutions for any type of golf operational management, especially those owned by municipalities.

Respectfully,

A handwritten signature in black ink that reads "Brian Crane".

Brian Crane
City Manager – Moberly, MO
660-269-8705, ext. 2062

Don Cawby
23607 W 72nd Terrace
Shawnee, KS 66227
dcawby@gmail.com
913-755-1944

Dear City of Neosho Officials and Staff:

The following is a letter of recommendation for Maxim Golf and their Chief Operating Officer Bryan Minnis. I first met Bryan during my tenure in Osawatomie as City Manager while we were dealing with runaway costs and mismanagement of the Osawatomie Golf Course. Bryan came in first as a consultant as the owner of Maxim Golf Solutions and took over operations of the facility in 2013. That relationship continues to this day.

I believe Bryan's efforts saved OGC from being abandoned and led to re-establishing community pride for the facility. When I first came to Osawatomie in 2011, the course was a political hot button and a strong anti-OGC sentiment existed in the community because of the amount of the subsidy the City was providing for a recreation opportunity. Over time, with Bryan's leadership, we were able to make smarter decisions, create community ownership, and join the Maxim family of properties to improve the visibility and awareness of a great small town 18-hole golf course.

Besides being a very authentic and extremely pleasant person to be around, there are two things I noticed about Bryan Minnis over the years of our working relationship. First is his passion for the game of golf and his dedication to saving and preserving the golf courses of smaller communities. He recognizes the small-town courses are the first point of contact for most individuals that are new to the game. So their survival is critical to both the preservation and growth of the game. Second, is his knowledge of golf business, along with his ability to create unique solutions to problems. As Osawatomie integrated into the Maxim network, Bryan constantly worked to make sure that all the solutions were fair to OGC and ultimately helped the entire network to flourish.

Even now, as I have moved on to another municipal position in the Kansas City metro area, I regularly share my praise of Bryan and Maxim whenever a discussion of golf courses arise. I truly believe he has a gift for not only envisioning what a course can be, but also the business sense, marketing skills, and the ability to foster relationships to make it come true.

Sincerely,



Don Cawby

City Manager of Osawatomie, Kansas 2011-2019

GENERAL INFORMATION

Name of Proposer	Maxlm Golf
Subcontractor/Third Party	
Product or Service Reviewed	Golf Course Management Services

REFERENCE CHECK INFORMATION

Business/Firm Name	City of West Plains, Missouri
Business/Firm Address	1910 Holiday Lane, West Plains, MO 65775
Contact Name	Todd Shanks
Title	Community Services Director
Telephone Number	417.256.7176
Fax Number	
E-mail Address	todd.shanks@westplains.gov

To submit a reference, please respond to the following questions:

1. What services did the Proposer provide for you? Golf Course Management Services
2. Were the services performed satisfactorily? Yes
3. Were the invoices detailed and accurate? Yes

If the invoicing was not accurate, explain how easy or difficult it was to reconcile or have the invoicing updated.

4. Were there any staffing disputes? If so, explain how easy or difficult it was to have staff replaced.
5. Was the account service satisfactory? Yes
6. What was included in the account service? Yes
7. Were you happy with the cost of your services? Yes
8. Are you still using this Proposer for these services? Yes
9. Do you plan to continue this relationship? Yes

10. Additional Comments:

Todd Shanks
Name of Client Contact (Print)

Todd Shanks
Signature

Maxim Golf Background

Maxim Golf LLC was formed in 2011 to meet the needs of Golf Course and Recreation Facility owners needing management oversight and consultation. Since that time, Maxim Golf has assisted more than 60 properties and more than 20 golf and recreation ownership groups.

Major Vendor Relationships

Acushnet (Titleist/Foot Joy)	John Deere	Yamaha
Wilson Sporting Goods	Jacobsen	Central Turf
Ping	Toro	Kansas Golf & Turf
Taylor Made	Reinder's	Van Diest
Bridgestone/Srixon	Van Wall	Soil Tech
Bermuda Sands	Napa	Sysco Foods
Lucky Brand	Capital Sand	Standard Liquor
Next Belt	EZGO	
All Star Pro Golf	Club Car	

Credit References



ForeUP Golf Software

1064 S. North County
Blvd., Ste. 260
Pleasant Grove, UT
84062

November 14th, 2022

To whom it may concern:

I confirm that Maxim Golf Solutions is a customer of foreUP Golf Software and has paid a total of \$45,000 over the past 24 months. Payments have been made in full and in a timely and reasonable manner. Maxim Golf Solutions remains in good standing with our company and is eligible for expanded ordering opportunity.

If additional information is required, please contact me at the information provided below.

Regards,

Bradley Roeske
Controler
broeske@foreup.com



October 27th 2022

To Whom it may Concern:

Maxim Golf Solutions is a customer of Pepsi Cola Bottling Company of Chillicothe Missouri, and has paid a total of 18,440.86 over the past 24 months. In addition, our other Company called Midwest Vending has received \$6,533.30 this calendar year from Maxim. Payments have been made in full and in a timely and reasonable manner. Maxim Golf Solutions remains in good standing with our company and would be eligible for expanded ordering opportunity.

If any additional information would be requested, please contact me as provided below.

Regards,

A handwritten signature in black ink, appearing to read "Donnie Moxley".

Donnie Moxley, GM

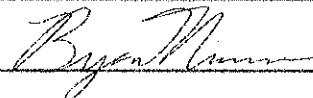
400 S Mitchell
Chillicothe, MO

660-707-0963

ATTACHMENT A -SIGNATURE PAGE

Proposer Warranties

1. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in the RFP.
2. Proposer warrants that it is willing and able to comply with State of Missouri Laws with respect to foreign (non-state of Missouri) corporations (if applicable).
3. Proposer warrants that it is willing and able to obtain insurance providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
4. Proposer warrants that it will not delegate or subcontract its responsibilities under its agreement with City of West Plains without the prior written permission from the City of West Plains.
5. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
6. Proposer certifies the pricing provided in the Pricing Schedule on Attachment C is good for 90 days.

Firm: Maxim Golf LLCSignature: Name (printed): Bryan MinnisTitle: Chief Executive OfficerEmail: Bryanminnis2011@gmail.comPhone: (785) 766-5208 Date: 12/28/2023

ATTACHMENT B – PROPOSAL CHECKLIST

This checklist is to help the Proposer ensure that all required documents have been included in its response to the Request for Proposals.

DOCUMENT	CHECK
Executive Summary	✓
Detailed list of services to be provided	✓
References and qualifications	✓
Signature Page (Attachment A)	✓
Proposal Checklist (Attachment B)	✓
Pricing Schedule (Attachment C)	✓
Statement Acknowledging Insurance Requirements	✓
Statement Acknowledging Indemnification Requirements	✓
One signed original proposal and three (3) copies of proposal	✓

ATTACHMENT C - PRICING SCHEDULE

FAILURE TO COMPLETE THIS FORM SHALL RESULT IN THE PROPOSAL BEING DEEMED NONRESPONSIVE AND REJECTED WITHOUT ANY FURTHER EVALUATION. THIS PRICE SHEET AND ADDITIONAL PRICE RELATED INFORMATION MUST BE SUBMITTED IN THE SEALED ENVELOPE WITH YOUR RFP SUBMISSION.

Please provide your pricing schedule below and associated costs for operating and managing the Neosho Golf Course over a period of five years:

Year 1: \$ 44,000
\$ 0 - 3,000 (Unusual Travel / Contract Labor)

Year 2: \$ 45,000
\$ 0 - 3,000 (Unusual Travel / Contract Labor)

Year 3: \$ 46,000
\$ 0 - 3,000 (Unusual Travel / Contract Labor)

Year 4: \$ 47,000
\$ 0 - 3,000 (Unusual Travel / Contract Labor)

Year 5: \$ 48,000
\$ 0 - 3,000 (Unusual Travel / Contract Labor)

Attach additional pages (if needed) for other cost/price related information.

Indemnification

To the fullest extent permitted by law, Proposer agrees to indemnify, defend and hold harmless the city, its elected officials, officers, agents, volunteers, lessees, invitees and employees from and against all suits, claims damages, losses and expenses including but not limited to attorney's fees, court costs or alternative dispute resolution costs arising out of or related to any such suit, claim, damage, loss or expense involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses were caused by the negligence or other wrongdoing of Proposer, or any supplier or subcontractor, or their agents or employees, directly or indirectly, regardless of whether caused in part by the negligence or wrongdoing of the city or any of its agents or employees.

I, Bryan Minnis, the duly authorized representative for Maxim Golf LLC, do hereby certify that the indemnification terms stated above are agreed to, and will become part of the negotiated contract by and between the City of Neosho and Maxim Golf LLC, should Maxim Golf be selected.


Authorized Signature

12/28/2023
Date

Maxim Golf LLC Official RFP Response
City of Neosho – Request For Proposal – November 28, 2023
Neosho Golf Course


Authorized Signature

12/28/2023
Date



INSURANCE AND INDEMNIFICATION ACKNOWLEDGMENTS

Insurance Requirements

The Firm shall purchase and maintain such Insurance as will protect it from claims set forth below which may arise out of, or result from, the Firm's execution of the work, whether such execution be by the Firm, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- 1) Claims under workers' compensation, disability benefit and other similar employee benefit acts;
- 2) Claims for damages because of bodily injury, occupational sickness or disease, or death of employee;
- 3) Claims for damages because of bodily injury, sickness or disease, or death of any person other than employees;
- 4) Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Firm, or (2) by any other person and;
- 5) Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the work. These Certificates shall contain a provision that coverages afforded under the policies will not be cancelled unless at least fifteen (15) days prior written notice has been given to the Owner. Minimum requirements are as follows:

General Aggregate	\$2,000,000	Products-Comp/Op Agg	\$2,000,000
Personal & Adv Injury	\$1,000,000	Each Occurrence	\$1,000,000
Med Exp (any 1 person)	\$10,000		

I, Bryan Minnis, the duly authorized representative for Maxim Golf LLC, do hereby certify that the insurance requirements and terms stated above are agreed to, and will become part of the negotiated contract by and between the City of Neosho and Maxim Golf LLC, should Maxim Golf be selected.


Authorized Signature

12/28/2023

Date

EXHIBIT A

2021-2022 FY

HERITAGE HILLS BUSINESS PLAN

The enclosed business plan example illustrates Maxim's in-depth analysis and planning strategies for its facilities.



Heritage Hills

2021-2022 FY BUSINESS PLAN

presented by



Overview

Following is a detailed description of operational/financial plans and projections to be carried out under the direction of Maxim Golf Mid Missouri Division on behalf of the property owner city of Moberly, MO for Heritage Hills Golf Course for the upcoming year. 2021 is expected to be a good financial year marked with several improvements to the recreational facility. A major focus of the 2021 plan will also include membership and patron play growth strategies coupled by operational streamlining of membership sales, tournament sales, and an emphasis on agronomic efficiencies.

2020 was a historic year for the golf industry both regionally and nationally. Maxim saw golf demand reach peaks not seen since the mid 1990's across its network of more than 60 courses. We believe 2021 is set to be another historic year for the industry and Heritage Hills. The potential for increased membership, patron play, and tournament play presents an opportunity to create a self-funding municipal asset that provides golfing and social enjoyment to the surrounding community and to those visiting the great city of Moberly, MO. While the Covid-19 pandemic caused a great deal of concern and disruption to the golf course business in early 2020, it was soon followed up by a historic increase in golfing participation in the latter half of the year. After medical professionals and governing entities were able to determine safe and reasonable guidelines for outdoor activities and specifically golf activity, Maxim with the cooperation of the city of Moberly were able to implement safeguards that provided confidence in golf property visitation, and subsequently turned into record playing levels for the second half of the year. Covid-19 safeguards will continue to be at the forefront of our operational concerns for the upcoming year and all necessary measures will be enforced. One major change for the upcoming year will be the reinstatement of the 2 riders per cart rule whenever necessary to ensure the number of available carts for the golfing demand. Members and patrons will be informed of this reinstatement in advance of membership and daily fee play decisions.

The goal of the 2021-2022 FY Business Plan is to outline in detail a roadmap for achieving the following financial goal:

\$ 451,950	Total Revenues
\$ (30,311)	COGS
<u>\$(421,573)</u>	Operating Expenses
\$ 66	Net Income

Management Operations

Corporate Level Changes

A few changes will take place within Maxim's oversight of Heritage Hills's for 2021. Some of these changes are comprised of Maxim management personnel additions, and better cooperation between the Mid Missouri network of Maxim properties that will provide for efficiencies and synergies that should positively affect the operation. Maxim has also allowed for the creation of Maxim Golf, LLC, which will act as the operating arm for the Mid-Missouri network of properties comprised of Heritage Hills (Moberly, MO), Green Hills (Chillicothe, MO), Eagle Knoll (Hartsburg, MO), Hail Ridge (Boonville, MO), and Shawnee Bend (Warsaw, MO). The sole focus of Maxim Golf, LLC will be the successful operation of these 5 properties. Additionally, Maxim Golf will work with the existing operations to identify future network partners that bring synergies, efficiencies, and prestige to the overall network.

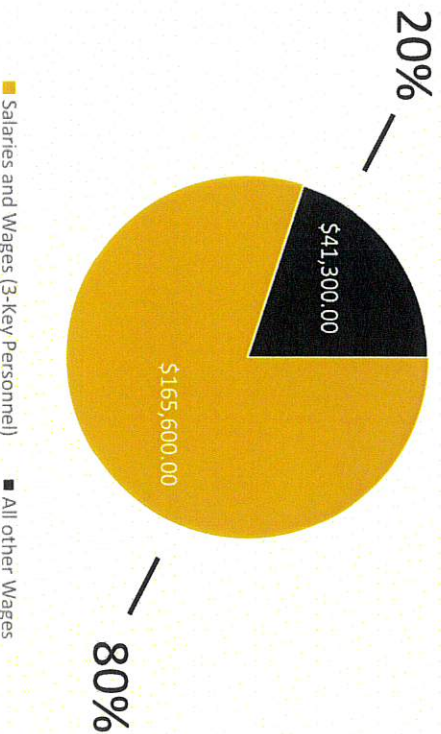
Personnel Changes

Beginning March 15, 2021 Maxim will increase the responsibilities of General Manager, Eric Brown to include more direct oversight of the entire golf course operation. Mr. Brown's agronomic background and long-standing history with Maxim property management presents a unique opportunity to utilize his skillset in an expanded capacity. Giving Mr. Brown more oversight of the daily management of the agronomic department as well as the clubhouse operations at Heritage Hills will allow for better overall management and consistencies throughout the operation. These efficiencies should reflect themselves in better tee sheet management, member account management, and COGS control, all of which will have a positive impact on the bottom line and member and patron experience.

The Salaries and Full-Time Hourly Wages of the 4-Key Personnel (GM, Superintendent, Golf Professional Asst., and Asst. Superintendent) found in the budget represent 65% of the overall payroll budget. These positions are key to the success of the operation.

2021 projected 4-Key Personnel salaries and wages represent 80% of the overall Salaries and Wages budget.

These wages are most likely fixed and any decreases or increases to the payroll budget will be influenced by part-time hourly staff alterations made throughout the year based upon revenue demands or declines.



Golf Operations**Overview for 2021**

2021 will be focused on increased oversight of the facility by Maxim Golf. A weekly schedule of Zoom meetings for the golf and maintenance staff along with bi-monthly property visitations will be the standard for the foreseeable future. Monthly zoom meetings with will be scheduled with participation from all network facilities designed to foster synergy and creativity throughout the network. These interactions with the ground level leadership at the facility will ensure that all initiatives are addressed, and proper auditing of ongoing plan achievement is being met.

Course Conditions

The central and most important focus of 2021 will be to offer excellent golf course conditions to members, patrons, and tournament play. A budget, strategy and personnel plan has been established to meet this expectation.

Daily Fees

The rates for 2021 daily Patron Play will be as follows:

Rate Categories	2021
Mon-Thur	\$37 w/cart
Fri-Sun & Holidays	\$47 w/cart
Junior Rate (walking) Mon-Thur / After 1 Fri-Sun & Holidays	\$5 * <i>children under the age of 12 must be accompanied by an adult</i>

Tournaments, Outings, and Leagues

In 2021 Maxim Golf will seek a qualified golf industry professional to sell tournaments and offer golf instruction for the entire network with an emphasis on Jr. Golf instruction programming for each facility. This person's primary responsibility will be to assist in tournament prospecting, tournament bookings, and golf instruction opportunities for the 3 centralized properties (Heritage Hills, Eagle Knoll, Hail Ridge) with limited support for the other two properties (Green Hills, Shawnee Bend). This individual will respond to tournament inquiries driven by social media, website, and email promotions that funnel prospects through the website portals for both the individual courses and the landing page at golfmidmo.com. A commission plus hourly payment structure along with golf instruction revenue will support this position and the cost to each facility participating in the benefit of this position will be appropriated based upon counter time at the facilities and a pro-rata assessment of tournament activity bookings weighted against the hourly wage assigned to this employee.

2021 HHGC TOURNAMENT SCHEDULE

May 22	Orscheln Tournament
June 09	Peak Sport & Spine
June 10	MGA Kids Event
June 12	Westran Alumni
June 19	Jill Hughes Scholarship
June 26	Harrisburg Lions Club

The golf shop will carry the below listed merchandise products. Our goal is to always maintain a total inventory commitment under \$15,000 of total inventory throughout the season with a total of inventory commitment of less than \$3,500 during the off-season.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Quantity	Avg. Cost	Total Cost
Apparel															
Footloj		18										40	58	29.43	\$ 1,706.94
Titleist		6										8	14	13.55	\$ 189.70
Bermuda Sands		12										32	44	22.31	\$ 981.64
Wilson		4										8	12	7.41	\$ 88.92
Black Clover		8										16	24	12.68	\$ 304.32
Total Units	0	48	0	0	0	0	0	0	0	0	104	0	152		\$ 3,271.52
Balls															
Titleist		84										240	324	6.5	\$ 2,106.00
Bridgestone		48										96	144	4.8	\$ 691.20
Wilson		48										96	144	4.35	\$ 626.40
Total Units	0	180	0	0	0	0	0	0	0	0	432	0	612		\$ 3,423.60
Shoes															
Footloj			6									18	24	76.45	\$ 1,834.80
Total Units	0	0	6	0	0	0	0	0	0	0	18	0	24		\$ 1,834.80
Clubs															
Titleist												11	11	163.81	\$ 1,801.91
Total Units	0	0	0	0	0	0	0	0	0	0	11	0	11		\$ 1,801.91
Bags															
Titleist			1									3	4	121.67	\$ 486.68
Sun Mountain			2									5	7	94.32	\$ 660.24
Total Units	0	0	3	0	0	0	0	0	0	0	8	0	11		\$ 1,146.92
Misc.															
Nextbelt												12	12	27.43	\$ 329.16
All Star Pro Golf		36										48	84	4.62	\$ 388.08
Total Units	0	36	0	0	0	0	0	0	0	0	48	0	96		\$ 717.24
Total Inventory Expense															\$ 12,195.99

to allow desirable turfgrasses to thrive. The public course has irrigated green banks and very few tree issues, and the difference between the health of these areas on the two courses is obvious. The rough on both courses is non-irrigated, making it difficult to provide rough conditions that some golfers expect. Overseeding areas that are considered hi-profile will continue to be an ongoing process in the fall, but without proper irrigation, an extensive overseeding plan on the entire rough is probably not something that would be practical at this time.

Bunkers: As we enter 2021, there is still some work to do on bunker renovations, but most of the severe drainage issues for bunkers have been addressed.

Golf Course Accessories and Signage: We will eliminate ball washers from the course this year in an effort to reduce maintenance labor costs. We will also assess the need to add additional signage and possibly roping to the course to curtail the consistent abuse of golf course traffic in restricted areas.

Irrigation System: Heritage Hills will continue to replace aging and malfunctioning heads around the course with and emphasis on greens, green surrounds, fairways, and tees. This has been addressed in the 2021/2022 budget. There will be ongoing budgetary needs beyond 2022 for note.

Golf Course Equipment: Golf course equipment is in fairly good shape. The addition of a topdressing piece of equipment is needed and mentioned in the capital needs section of the business plan.

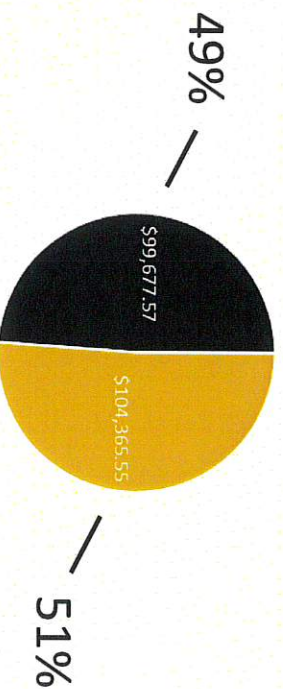
Budgeting: The maintenance budget is a large expense at any golf course facility. Course conditions are at the heart of any successful club, and Heritage Hills is no different. The maintenance department prides itself in providing quality conditions each season and understands that fiscal responsibility is paramount to a profitable bottom line. With this being said, the budget that is represented at Heritage Hills would be considered commensurate to below average as it compares to other similar facilities in our area. As certain expenses have risen over the years; chemicals, fertilizer, and minimum wage specifically, the constraints in other areas of maintenance have suffered. Although this has not had a major effect on the course "down the middle", outlying areas and aesthetic value has suffered over the years, which has left a less than pleasing appearance to certain areas of the property.

Off Season Projects: The following is a list of things that are to be accomplished during the winter months, when general maintenance of the course are greatly reduced.

- Tree Work- Removal of dead trees. Removal of non-critical trees to promote healthy turf. Grinding of stumps
- Repair of Equipment- Includes grinding of reels and blades, preventative maintenance, proper functioning of moving parts and safety features.
- Attendance of industry seminars and training
- Continued bunker renovations

2021/2022 projected maintenance expense represents 51% of the overall (non-payroll) expense projections found in the 2021/2022 FY Heritage Hills Budget.

This projection is based upon expenses that do not include payroll expenses for the facility.



2021/2022 Membership Projection –

Recap:

Membership Levels as of 2/28/2021 – **182 Members**

	Current	Projection:
Here Single w/Cart	46	48
Hero Family w/Cart	17	19
Single Walking	2	3
Single w/Cart	69	72
Single w/Cart Referral	10	11
Family w/Cart	20	22
Family w/Cart Referral	1	2
Lifestyle Single	16	16
Student w/Cart	1	1

Dues Revenue Recap and Projection

2019 Dues Revenue - \$175,658 (Partial Year)

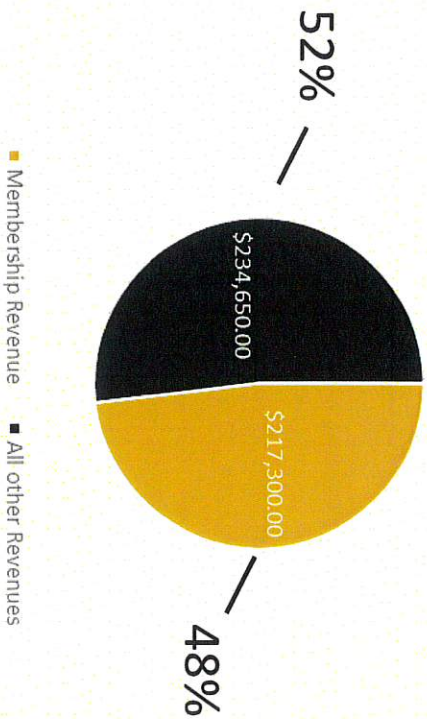
2020 Dues Revenue - \$209,434

2021 Dues Revenue Projection - \$217,300

(1.03756 % projected increase)

Note: The dues revenue increase is comprised of growth in overall membership sales and a modest dues pricing increase taking effect April 1st 2021.

2021/2022 projected dues revenue represents 48% of the overall revenue projections found in the 2021/2022 Heritage Hills Budget.



Sales & Marketing Budget

10,125

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A Greentree MidMO Course

[MEMBERSHIP & BENEFITS](#)

[TEE TIMES & MY ACCOUNT](#)

[GOLF COURSE & RESOURCES](#)

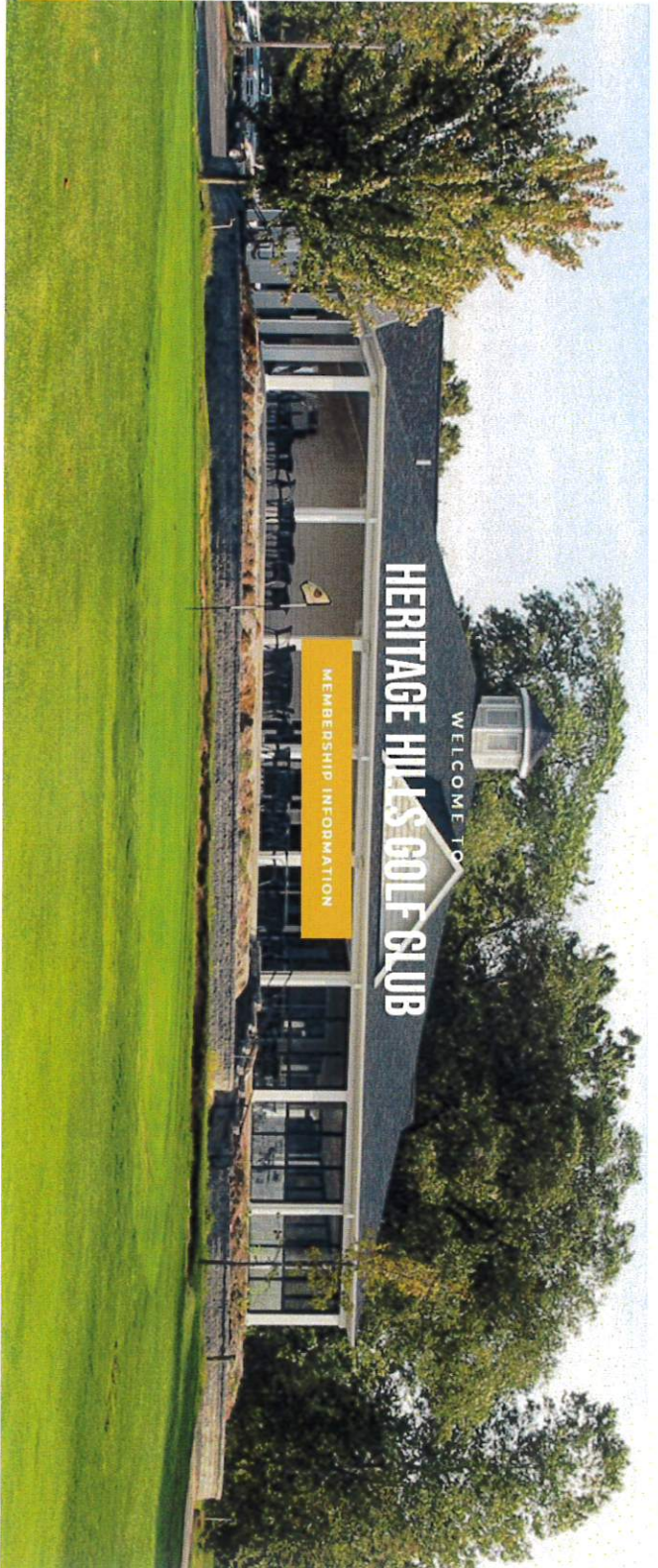
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[JOIN THE CLUB](#)

3624 STATE HWY 11
MOOREHEAD, MO 65270
PHONE: 650.250.6659
EMAIL: ERIC.BROWN@GREENTREEGOLF.COM



[AMAZING GOLF VALUE](#)



[TOURNAMENTS](#)



[LEAGUES](#)

Section 9

Deferred Maintenance/Capital Project Considerations

Facilities (Capital Over \$5,000)

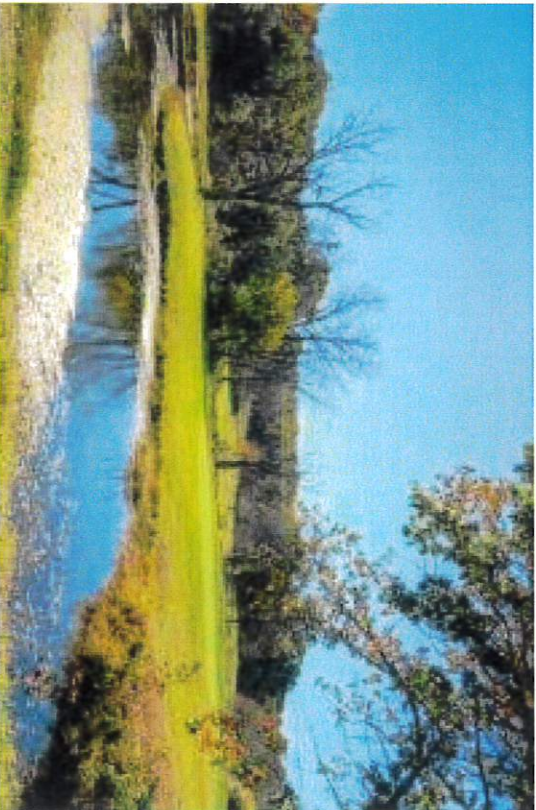
- Walk-in cooler
- 2-door beverage cooler (substitute for walk-in cooler)

Facilities (Maintenance, Under \$5,000)

- Window tenting for clubhouse
- Porch screen protection
- New beer cooler compressor
- Clubhouse landscaping

Golf Course (Capital Over \$5,000)

- Irrigation head overhaul
- Topdresser (Equipment)
- Backup fairway mower
- #6, #9, #14 bridge additions to replace low water crossing





Ordinary Income/Expense

Income

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	TOTAL
4100 · Membership													
4125 · Annual Membership Dues	6,500.00	2,200.00	800.00	0.00	0.00	2,200.00	800.00	4,500.00	35,000.00	8,200.00	4,600.00	3,100.00	67,900.00
4120 · Membership Dues	12,100.00	12,300.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	149,400.00
Total 4100 · Membership	18,600.00	14,500.00	13,300.00	12,500.00	12,500.00	14,700.00	13,300.00	17,000.00	47,500.00	20,700.00	17,100.00	15,600.00	217,300.00
4200 · GO													
4227 · Corporate Partnerships	7,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00
4230 · Driving Range	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4210 · Green Fees	15,000.00	8,500.00	8,000.00	5,700.00	3,600.00	2,800.00	800.00	500.00	2,250.00	7,600.00	8,500.00	15,250.00	78,500.00
4220 · Golf Carts	5,400.00	7,050.00	7,900.00	3,100.00	2,000.00	900.00	375.00	200.00	800.00	1,950.00	4,000.00	4,850.00	38,525.00
4220 · Tournaments/Leagues	2,000.00	2,500.00	12,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,750.00	22,250.00
4280 · Golf Lessons	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4260 · Golf Shop													
4261 · Apparel Sales	375.00	540.00	70.00	60.00	50.00	150.00	0.00	0.00	100.00	100.00	160.00	550.00	2,155.00
4262 · Balls Sales	1,825.00	1,560.00	1,300.00	450.00	180.00	200.00	100.00	100.00	250.00	300.00	800.00	1,250.00	8,315.00
4263 · Shoes Sales	0.00	145.00	245.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00
4264 · Clubs Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	200.00	0.00	0.00	380.00
4265 · Bags Sales	0.00	0.00	80.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00	280.00
4266 · Misc Merch Sales	220.00	120.00	135.00	150.00	40.00	100.00	25.00	25.00	50.00	75.00	100.00	100.00	1,140.00
Total 4260 · Golf Shop	2,420.00	2,365.00	1,830.00	810.00	270.00	550.00	125.00	125.00	580.00	775.00	1,060.00	1,900.00	12,810.00
4275 · Clubhouse F&B Rental	125.00	125.00	125.00	125.00	0.00	250.00	0.00	0.00	0.00	125.00	125.00	125.00	1,125.00
4297 · Locker Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4290 · Rental Clubs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4295 · Handicap	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	180.00	105.00	535.00
Total 4200 · GO	32,515.00	22,040.00	30,355.00	9,735.00	5,870.00	4,500.00	1,300.00	825.00	3,630.00	10,630.00	16,365.00	24,980.00	162,745.00

EXHIBIT B

2022-2023 FY YEAR END PROFIT AND LOSS HERITAGE HILLS

The enclosed financial statement illustrates Maxim's ability to grow the municipal golf course business it manages over time. When compared to the 2021 – 2022 budget (**found in EXHIBIT A**), it is clear that a substantial amount of growth occurred due to Maxim's business plan strategies and the implementation of those strategies.

Heritage Hills Golf Course

Profit and Loss

July 2022 - June 2023

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Income													
4100 Membership													\$ -
4110 Initiation Fees	\$ 50	\$ 50	\$ 100	\$ -	\$ -	\$ 100	\$ 50	\$ 150	\$ 153	\$ 850	\$ 500	\$ 300	\$ 2,303
4120 Membership Dues	\$ 26,856	\$ 26,511	\$ 25,501	\$ 22,190	\$ 24,949	\$ 24,839	\$ 24,700	\$ 22,083	\$ 25,372	\$ 26,094	\$ 27,842	\$ 27,146	\$ 304,082
Total 4100 Membership	\$ 26,906	\$ 26,561	\$ 25,601	\$ 22,190	\$ 24,949	\$ 24,939	\$ 24,750	\$ 22,233	\$ 25,525	\$ 26,944	\$ 28,342	\$ 27,446	\$ 306,385
4200 GO													\$ -
4210 Green Fees	\$ 14,842	\$ 16,570	\$ 19,103	\$ 6,339	\$ 2,595	\$ 582	\$ 838	\$ 2,786	\$ 4,526	\$ 14,088	\$ 15,025	\$ 24,306	\$ 121,589
4220 Golf Carts	\$ 9,351	\$ 6,872	\$ 8,528	\$ 3,342	\$ 1,166	\$ 537	\$ 425	\$ 1,275	\$ 1,837	\$ 4,402	\$ 7,294	\$ 5,766	\$ 50,795
4250 Tournaments / Leagues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4251 Sponsorships									\$ 5,000	\$ 3,880	\$ -	\$ -	\$ 8,880
4260 Golf Shop													\$ -
4261 Apparel Sales	\$ 124	\$ 108	\$ 396	\$ -	\$ 28	\$ -	\$ -	\$ -	\$ 89	\$ 404	\$ 685	\$ 414	\$ 2,248
4262 Balls Sales	\$ 1,901	\$ 1,843	\$ 1,985	\$ 864	\$ 568	\$ 122	\$ 42	\$ 283	\$ 656	\$ 1,643	\$ 2,808	\$ 2,284	\$ 14,969
4263 Shoes Sales	\$ -	\$ 241	\$ -	\$ 420	\$ -	\$ -	\$ 90	\$ -	\$ 252	\$ 167	\$ 5	\$ 175	\$ 1,349
4264 Clubs Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 173	\$ 530	\$ 203	\$ 80	\$ 3,609	\$ 4,594
4265 Bags Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4266 Misc Merch Sales	\$ 492	\$ 505	\$ 381	\$ 443	\$ 64	\$ -	\$ 13	\$ 109	\$ 206	\$ 456	\$ 466	\$ 691	\$ 3,825
Total 4260 Golf Shop	\$ 2,517	\$ 2,698	\$ 2,771	\$ 1,727	\$ 660	\$ 122	\$ 145	\$ 564	\$ 1,732	\$ 2,872	\$ 4,044	\$ 7,153	\$ 27,005
4295 Handicap								\$ 210	\$ 240	\$ 30	\$ 30	\$ 90	\$ 600
Total 4200 GO	\$ 26,710	\$ 26,139	\$ 30,402	\$ 11,408	\$ 4,421	\$ 1,241	\$ 1,408	\$ 4,835	\$ 13,335	\$ 25,272	\$ 26,393	\$ 37,315	\$ 208,879
4400 F&B Operations													\$ -
4401 Grill Sales													\$ -
4410 Food Sales	\$ 1,107	\$ 1,099	\$ 1,063	\$ 573	\$ 229	\$ 69	\$ 56	\$ 133	\$ 244	\$ 908	\$ 1,362	\$ 1,550	\$ 8,391
4415 Soft Drink Sales	\$ 2,678	\$ 2,233	\$ 2,038	\$ 830	\$ 382	\$ 179	\$ 201	\$ 412	\$ 536	\$ 1,773	\$ 2,368	\$ 3,437	\$ 17,014
4420 Beer Sales	\$ 9,114	\$ 7,888	\$ 8,564	\$ 2,067	\$ 1,422	\$ 446	\$ 912	\$ 1,861	\$ 1,928	\$ 4,138	\$ 6,928	\$ 9,276	\$ 52,542
4430 Wine Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4440 Liquor Sales	\$ 2,324	\$ 1,727	\$ 1,954	\$ 331	\$ 179	\$ 257	\$ 198	\$ 802	\$ 391	\$ 782	\$ 1,147	\$ 1,951	\$ 12,041
Total 4401 Grill Sales	\$ 15,223	\$ 12,946	\$ 11,619	\$ 3,800	\$ 2,211	\$ 951	\$ 1,367	\$ 3,207	\$ 3,098	\$ 7,550	\$ 11,804	\$ 16,213	\$ 89,988
4480 Other F&B													\$ -

6400 Wages - F&B	\$	1,995	\$	2,098	\$	1,536	\$	1,559	\$	912	\$	-	\$	-	\$	117	\$	269	\$	-	\$	-	\$	-	\$	8,486			
6510 Taxes																										-			
6512 Unemployment Taxes	\$	1,739	\$	1,812	\$	1,509	\$	1,456	\$	1,066	\$	1,020	\$	1,169	\$	1,073	\$	1,110	\$	1,771	\$	1,734	\$	1,890	\$	17,349			
6514 FICA/Medicare	\$	1,813	\$	1,907	\$	1,652	\$	1,592	\$	1,214	\$	959	\$	955	\$	1,025	\$	1,126	\$	1,600	\$	1,570	\$	1,927	\$	17,339			
Total 6510 Taxes	\$	3,552	\$	3,719	\$	3,161	\$	3,048	\$	2,280	\$	1,979	\$	2,124	\$	2,099	\$	2,236	\$	3,371	\$	3,304	\$	3,816	\$	34,688			
Total 6500 Payroll	\$	25,949	\$	26,838	\$	24,326	\$	22,646	\$	17,214	\$	13,734	\$	13,809	\$	14,903	\$	16,282	\$	23,348	\$	22,776	\$	27,551	\$	249,375			
7100 Admin Exp																										-			
6516 Insurance - Worker's Comp																										-			
6522 Insurance - Health & Dental	\$	1,060	\$	956	\$	956	\$	956	\$	956	\$	956	\$	747	\$	852		\$	1,703		734	\$	1,094	\$	10,899	\$	1,828		
7102 Advertising	\$	1,081	\$	2,600	\$	568	\$	500	\$	500	\$	2,000	\$	500	\$	910	\$	500	\$	500	\$	747		1,758	\$	10,406	\$		
7106 Bank Charges	\$	216	\$	80	\$	53	\$	21	\$	12	\$	19	\$	14	\$	12	\$	12	\$	26	\$	12	\$	15	\$	494	\$		
7112 Credit Card/ACH Fees	\$	651	\$	936	\$	854	\$	867	\$	626	\$	480	\$	604	\$	486	\$	741	\$	1,222	\$	2,082	\$	1,638	\$	11,189	\$		
7118 Dues & Subscriptions										145				250		220										615	\$		
7126 Insurance - Liability																				78	\$	1,548	\$	387	\$	2,014	\$		
7132 Licenses & Permits	\$	150																				500	\$	506	\$	1,156	\$		
7134 Meals & Entertainment		\$		31								62	\$	202	\$	32		\$		87						414	\$		
7135 Postage and Delivery												5	\$	12	\$	29					4				50	\$			
7136 Prof. Fees - Accounting	\$	118	\$	114	\$	110	\$	94	\$	105	\$	134	\$	50	\$	55	\$	169	\$	63	\$	69	\$	77	\$	1,157	\$		
7138 Marketing Promotion												358														358	\$		
7144 Repairs - Building	\$	120	\$	898			\$	5,488	\$	847	\$	466	\$	5,500			\$	120	\$	233	\$	300			\$	13,972	\$		
7146 Travel	\$	(5)												120	\$	127										242	\$		
7148 Security Services	\$	320								125				178			\$	225				425	\$	475	\$	1,748	\$		
7149 Software Expense	\$	375	\$	375	\$	375	\$	375	\$	375	\$	375	\$	375	\$	405	\$	606	\$	405	\$	405	\$	405	\$	4,851	\$		
7150 Supplies & Support - IT														740	\$	436	\$	266				482	\$	141	\$	2,045	\$		
7152 Supplies - Office								67						6	\$	78	\$	453	\$	60	\$	14			\$	679	\$		
7154 Supplies - Clubhouse																										1,652	\$		
7156 Utilities																										-	\$		
7158 Cable/Phone	\$	399	\$	805	\$	1	\$	400	\$	399	\$	804			\$	40	\$	1,215			\$	401	\$	410	\$	4,876			
7160 Electrical																										5,315	\$		
7164 Garbage	\$	246	\$	246	\$	246			\$	246	\$	503	\$	750			\$	1,322	\$	1,731	\$	1,437	\$	663	\$	7,391	\$		
7166 Water/Sewer	\$	77	\$	615						715				103												1,509	\$		
Total 7156 Utilities	\$	722	\$	1,666	\$	2,704	\$	400	\$	1,360	\$	1,880	\$	1,323	\$	40	\$	3,846	\$	1,731	\$	2,345	\$	1,073	\$	19,090			
Total 7100 Admin Exp	\$	4,809	\$	7,694	\$	5,620	\$	8,768	\$	5,052	\$	6,896	\$	10,522	\$	3,683	\$	7,105	\$	7,394	\$	9,647	\$	7,569	\$	84,859			
2200 GO - Golf Shop																										-	\$		

EXHIBIT C

JUNE 2023

TRANSACTION LIST

HERITAGE HILLS

The enclosed transaction list is provided as an example of how we report monthly to our clients the detailed expenses of their operation.

Heritage Hills Golf Course Transaction List by Vendor June 2023

	Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
Acushnet	06/06/2023	Check	9305	Yes	ACUSHNET BUSLINK #9305	1000 Central Bank 4589	-219.62
	06/06/2023	Check	9306	Yes	ACUSHNET BUSLINK #9306	1000 Central Bank 4589	-1,298.38
All Star Pro Golf	06/08/2023	Check	9307	Yes	ALL STAR PRO GOLF BUSLINK #93	1000 Central Bank 4589	-1,258.73
Amer Sports	06/01/2023	Check	9299	Yes	WILSON/AMER SPORTS BUSLINK #9	1000 Central Bank 4589	-50.24
Callaway	06/01/2023	Expense	9300	Yes	CALLAWAY BUSLINK #9300	1000 Central Bank 4589	-915.30
Central Bank	06/09/2023	Expense		Yes	05/2023 SERVICE CHARGE	1000 Central Bank 4589	-9.15
	06/09/2023	Expense		Yes	05/2023 SERVICE CHARGE	1001 Impress Account - CB 5313	-5.50
Central States Pump, LLC	06/08/2023	Check	1149	Yes	Check 1149	1001 Impress Account - CB 5313	-1,560.00
Coca Cola	06/01/2023	Check	9301	Yes	COCA-COLA BUSLINK #9301	1000 Central Bank 4589	-987.15
DATCO Media	06/12/2023	Expense		Yes	DATCO MEDIA SERVSAL	1000 Central Bank 4589	-500.00
Dinner's Ready	06/09/2023	Expense		Yes	SQ *DINNERS RE Mob	1000 Central Bank 4589	-140.00

Nauser Bev	06/15/2023	Check	9309	Yes	NAUSER BUSLINK #9309	1000 Central Bank 4589	-88.75
Orscheln Farm & Home	06/26/2023	Expense		Yes	8018409451 ORSCHELN MOBERLY	1000 Central Bank 4589	-50.96
Plumb Supply Co	06/13/2023	Expense		Yes	PLUMB SUPPLY CO	MOB 1000 Central Bank 4589	-17.16
	06/26/2023	Expense		Yes	PLUMB SUPPLY CO	MOB 1000 Central Bank 4589	-59.08
Randolph County	06/14/2023	Check	1154	Yes	Check 1154	1001 Impress Account - CB 5313	-506.00
Reinders	06/14/2023	Check	9308	Yes	REINDERS BUSLINK #9308	1000 Central Bank 4589	-1,742.84
Sam's Club	06/01/2023	Expense		Yes	SAMS CLUB #816 SAMS CLUB #8163	1000 Central Bank 4589	-140.60
	06/16/2023	Expense		Yes	7660008163 SAMS Club	1000 Central Bank 4589	-266.00
Spectrum	06/07/2023	Expense		Yes	SPECTRUM - PAYE BUSLINKBP	1000 Central Bank 4589	-410.38
Sportsturf Irrigation	06/07/2023	Expense		Yes	SPORTSTURF IRR 714	1000 Central Bank 4589	-1,164.00
Sysco	06/01/2023	Check	9304	Yes	SYSCO BUSLINK #9304	1000 Central Bank 4589	-555.46
	06/01/2023	Journal Entry	104R	Yes	Reverse of JE 104		
	06/02/2023	Expense		Yes	Sysco Corporate Payment	1000 Central Bank 4589	-555.46
Tiger Security Service							

EXHIBIT D

STAY & PLAY PROMOTION & PRICING EXAMPLE MAXIM GOLF

The enclosed Stay & Play promo fliers are just two examples of the type of Stay & Play packages we design, promote, and coordinate for our golfing Patrons. We take care of their every need through the booking process until they leave our properties. Our in-house concierge is available to meet any and all special requests our Patrons may have regarding their Stay & Play experience.



JOURNEY

Make the most of your membership by taking advantage of the MAXIM GOLF JOURNEY. Maxim Golf locations like Green Hills, Heritage Hills, Eagle Knoll & Hail Ridge, await your arrival.

Here are some suggested MAXIM GOLF JOURNEY packages for Your clubs' Members and their Guests.

**Pricing based upon 3-Day packages with double occupancy hotel stays.*

The "Missouri Triangle"

|| Included || suggested



Eagle Knoll Day 1



Jazz Louisiana Kitchen



Drury Inn & Suites



Heritage Hills Day 2



Don's Family Restaurant



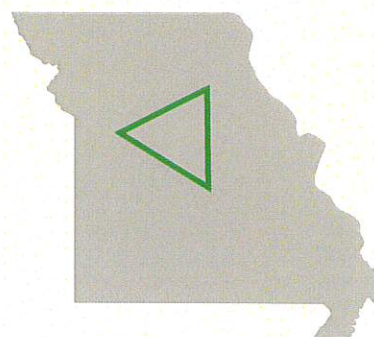
Fairfield Inn & Suites



Jersey's Sport Grill



Green Hills Day 3



\$275—\$295 Member Price

\$340—\$360 Patron Price

For information or reservation assistance contact **Maxim Golf Journey** Concierge:

Kyna Smith (785) 760-7771 | kynas@maxim.golf | www.maxim.golf



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Here are some suggested MAXIM GOLF JOURNEY packages for Your clubs' Members and their Guests.

**Pricing based upon 3-Day packages with double occupancy hotel stays.*

The "Missouri Triangle 2"

|| Included || suggested



Hail Ridge Day 1



Farmer's Pick @ Isle of Capri



Isle of Capri Casino



Eagle Knoll Day 2



Eagle's Nest @ Eagle Knoll



Eagle Knoll Day 2



Woody's Bar & Grille



Wingate by Wyndham



Green Hills Day 3



Green Hills Grille



\$275—\$295 Member Price

\$340—\$360 Patron Price

For information or reservation assistance contact **Maxim Golf Journey** Concierge:

Kyna Smith (785) 760-7771 | kynas@maxim.golf | www.maxim.golf



December 29, 2023

City of Neosho
Attention To: Krysti Muhic
Human Resources Director
203 East Main Street
Neosho, MO 64850
Email: kmuhic@neoshomo.gov
Phone: (417) 451-8050

RE: Request for Proposal on Professional Management Services for City-Owned Neosho Golf Course

Dear Krysti Muhic,

Golf Automation appreciates the opportunity to present our interest in providing this proposal for the **Request for Proposal on Professional Management Services for City-Owned Neosho Golf Course**. Our proposed quote is provided in the following page(s).

Golf Automation works with leading private and public golf courses to manage various aspects of golf courses. Along with the intent of the project, our company also aims to create high quality golfing opportunities by providing excellent customer service, maintaining course conditions, and offering golf on a self-sustaining basis.

Our focus is improving and rejuvenating golf courses that have a great potential and are potentially under-performing or have been closed. We provide a brand-new approach and state-of-the-art strategy that includes heavy marketing, exceptional customer service to raise the bar, attract, and bring locals and visitors to the golf course. We do not provide a “cookie-cutter” approach like other management companies.

Submission of this response signifies that all terms, conditions, requirements, performance measures, and instructions have been read and understood. Not only are we interested in your project, but we are also focused on building productive, forward-facing relationships. To deliver these services in the most professional fashion, we assure you we are committed to providing ongoing communication to ensure all parties understand the process and deliverables being provided.

Golf Automation confirms that the proposal below meets or exceeds the objectives specified in the solicitation document. Our staff is committed to provide outstanding quality control at multiple levels.

A. EXECUTIVE SUMMARY

The unique benefits and distinctions of Golf Automation as it relates to this project are as follows:

1. Smooth Transition: We plan to hire and utilize existing personnel and can guarantee no disruption from the transition. For any additional hirings, we plan to hire 100% residents.
2. Improving financial: We have carefully studied the current financial conditions of the golf course, and we believe the golf course expenses can be significantly reduced and revenues increased. Our financial model provides:
 - a. Affordable and accessible golf for the local community.
 - b. A simple fee structure that is incentives by the improvement in the golf course revenue.
 - c. Strong commitment to creating a financial stability for the City and fair and equitable wages to the employees.
 - d. Additional opportunities for local businesses of the community to benefit from the increased participation in golf.
 - e. Commitment to donate/create a scholarship fund and provide a portion of our proceeds to the community and neighborhood.
3. Community Engagement: Our plan is:
 - a. Engage library, high school students, and residents by providing free golf instruction day and golf club exchange program.
 - b. Create and manage a long-term community outreach program for expanding access to the diverse population of the city.
 - c. Expand Use of Facility - provide creative alternative uses such as pickleball, bingo, movie night, events, and wine tasting to ensure these large recreational assets are more than just a place to play golf.
4. Unique Maintenance Model: While our standard operating procedures are provided for your reference, we try to stay away from the “cookie-cutter” approach and instead create a unique maintenance that’s tailored toward Neosho Golf Course. For instance, we perform a detailed yearly soil test and send the soil sample to the lab. The lab would then recommend the most appropriate product to use along with any specific maintenance plan to achieve the best result and at the lowest cost. Because the weather and environment can change from year to year, the product and maintenance procedure can change accordingly.
5. All-inclusive services: Our management model provides an all-inclusive service that reduces City’s expenses and drastically improves efficiencies. No additional fees are incurred by the city for the services below, including but not limited to:
 - a. Budgeting, detailed accounting, reporting

- b. Administrative Services
 - c. Payroll processing
 - d. Sales Tax
 - e. Call Processing
 - f. Golf Reservation System
 - g. Payment processing
 - h. Core Marketing Activities
6. Flexibility on financial proposal: While we have provided a great financial proposal that significantly reduces City's bottom-line expense, we are happy to negotiate an alternative proposal if the city would like to modify the service or model.

B. PROJECT METHODOLOGY AND STRATEGIC PLAN

Our company's main distinction is how we approach projects. We strive to stay away from complicated, inefficient methods, and focus on usability and client feedback. After receiving the notification of award, we reach out to the project's Point of Contact (POC), assign a Project Manager, as well as a backup contact. Our team will oversee all aspects of the project and ensure any task from the lowest priority to an emergency is handled to your utmost satisfaction. Our staff have extensive experience with managing and performing the tasks listed in the solicitation. With our goal to achieve innovation and high visibility for the golf program, our company aims to provide the following objectives:

- To provide an affordable array of recreational, educational, competitive, and other golf activities broadly appealing to all segments of the community.
- To maximize the use of the courses by area residents, visitors, conventioners, and tourists while creating a positive economic impact and stimulating economic growth for the community.
- To expand usage of the golf system through imaginative outreach programs (including youth, women, minorities.)
- To operate the courses in the public interest with complete and accurate financial records of all business transactions, facility expansions, and modernization efforts.
- To protect the City's capital investments through high quality maintenance and recommendations to Neosho Golf Course staff on large expenditures.
- To establish a system of communication that encourages linkage and collaborative effort between and among other segments of the hospitality, entertainment, and sports industries. To have a golf system that is financially self-supporting.
- To improve course conditions and retain the tradition of quality courses.
- To develop leagues, tournaments, food & beverage, and other revenue streams.
- To create a strong system of communication with stakeholders and operators.
- Provide management and operations of all aspects of the Neosho Golf Course for one season with an option for a second renewal commencing upon negotiated contract, operating within a "revenue budget".
- Supervise all play on the course- tee time reservations, lessons, starting, etc., including retail operations in the pro shop.

- Work with Neosho Golf Course on determining maintenance schedules “i.e.- number of times to mow and groom the course,” of golf course grounds.
 - Provide weekly updates regarding the number of rounds played prior week and other financial data, concerns and issues with the course, and any other matter that is deemed necessary to communicate.
 - Promote and market to encourage surrounding communities to come and play at the course. Organizing and management of golf tournaments
 - Tournaments - Meet with sponsors/tournament chairs for the purposes of planning and implementing the details of the tournament, including but not limited to; securing carts, assigning starting times, assigning carts, preparing scorecards and scoring sheets, keep the tournament and field on starting times, keep players moving, record scores, determine winners, be available for rules decisions and assist organization in maximizing revenues by selling holes and other sponsorship opportunities in order to benefit the organization and Golf Course.
 - Ensure the pro shop is clean and professionally laid out in order to attract patrons to the course.
 - Maintain all necessary business licenses.
 - Implement and maintain a golf management system in order to provide a full accountability of number of rounds, cart rentals, range fees, tee times, schedule of tournaments, schedule of other events that impact golf course operations, and any other system or information as determined by the City.
 - Monthly reports to the City include but not limited to; full accountability of number of rounds, cart rentals, range fees, tee times, schedule of tournaments and schedule of other events that impact golf course operations. Provide a variance report between the budgeted revenues and expenses vs. actual revenues and expenses collected or spent.
-
- Ensure operations of the course, including all administrative duties associated with managing the golf course and any other duties assigned by the city including hours of operation.
 - Manage and compensate all staffing associated with the pro shop operations and management of golf cart rentals delegated by City.
 - Provide a financial report on fees or other outside income to the City.
 - Manage Merchandising in Pro Shop
 - Pay any gross receipts tax or other taxes associated with the contract (pass through)

Marketing

Course Website:

- We need to improve the existing website with booking capabilities and mobile friendly. The website needs to provide an overall look and feel of the City of Springs along with a unique photo and identity of the golf course. In addition: Capture email, text club, or event prospects

- Hire a professional photographer to take a photo of various holes of the golf course and drone aerial photography.
- Provide a Tee Time booking process that provides booking throughout the year.

Branding:

- Loyalty: Membership or Loyalty points need to be designed and added.
- Golf Now: Presence on Golf Now website
Golf Now on average generates an 11% increase in total rounds.
- City's assistance
We require the City's assistance to provide certain marketing outreach including but not limited to libraries, City's website, and other events to allow us to promote the golf course.
- Growing the Game:
Provide free coaching or lessons to promote new players.
- Reviews:
- Yelp, Google and Golf Pass – We will utilize a variety of sources to increase awareness and review of the golf course.

Increasing Utilization and Revenue

Golf is a high fixed-cost business. Adding additional rounds of golf provides incremental revenue that does not materially impact labor and expenses. Golf Automation will focus on the following strategies to increase golf revenue:

Marketing – Golf Automation's proactive marketing approach emphasizes segmented communication and tailored messages to everyone based on his/her playing habits and interests. Our knowledge and success provide a strong foundation for future success. We will be squarely focused on growing the existing base and acquiring new golfers for the Course, as described below:

- Acquisition: Golf Automation will develop a targeted advertising campaign and aggressive marketing plan to attract the attention and interests of the local community and to penetrate the immediate market with value-oriented messaging. Golf Automation will implement strategies and tactics to increase awareness and attract golfers currently not utilizing the Course.
- Retention: Golf Automation utilizes proven database management systems to track reservations, playing, and spending history; develop programs and offers that best meet the expressed needs of those guests; and utilize direct marketing techniques to communicate individually with each golfer. Members and Guests will be better informed about Course happenings and continually invited to join new programs. Enhanced communication will prove vital to improving the perceived-value of the Course.
- Loyalty: We attain loyalty through the delivery of an experience that is fun, enjoyable, and fulfills the expressed needs of our patrons. The marketing focus is on growing Share of Wallet, delivering programs specifically designed to increase

spend during each visit, and eventually converting frequent users to members. Golf Automation has implemented successful loyalty programs at each of our clubs to promote underutilized times.

- Programming: Developing a robust social calendar is paramount to increasing utilization from both members and non-members alike. Golf Automation has created a library of successful events, complete with associated collateral materials, for the onsite staff to utilize at their convenience. Golf Automation will create in-house events designed to engage the community and membership. In addition, Golf Automation will implement successful golfer development programs at the Course for players of all ages and skill levels. Our philosophy implements lessons and programs that are fun, non-threatening, affordable and allow everyone to reach their potential, while increasing overall enjoyment of the golf experience.

In summary, we utilize wide range of advertisement and promotional programs, including but not limited to:

- In person, word of mouth
- Online advertising
- Sponsorship in nearby golf courses or events
- Product placement advertising (e.g. Demo days, club manufacturer events)
- Paid Search Advertising
- Social Media advertising
- Native advertising
- Display advertising
- Print advertising
- Bundle/Exchange advertising (e.g. brochure exchange with hotels and tourist areas)
- Outdoor advertising
- Utilizing library and community events to raise the awareness of golf
- Providing free courses
- Multi play discount
- Membership and loyalty programs
- SMS Advertising (if users specifically opt in)

Our market research tools include both commonly used tools (such as facebook, social media analysis) and proprietary tools that we have developed over the years of management.

The tools allow us to understand the market segment that has the best potential and then target the segment directly thereby saving large amounts of advertisement waste that would have otherwise been spent on general advertising.

Our marketing and advertising campaigns are among the best in the industry, designed to help us perform in one of our three primary revenue generating principles; introduce new players to the course, get players to return and play more golf, and get golfers to spend a higher average dollar amount each visit.

A strong strategy to introduce new players to the golf course, innovative offers and events to get them to return, and a comprehensive plan to raise the average spend per customer, will lead the golf course to successful attainment of the financial goals.

We will draft and execute a customer acquisition strategy to introduce new players to the course. This strategy includes the following:

- An improved website design and announcement of our new brand and experience expectations. A new design will retain accolades and pictures, while improving
- utility for finding critical information and immediate access to booking a tee time.
- Smart placement of advertisements for golf in newsprint, golf publications and other media. Our first year spent in this area will be significant, as we will also be announcing our new brand and expectations for golf experience.
- Strategic offers with daily deal sites such as Groupon and Travelzoo.
- Resident focused outreach and offers that deliver rounds of golf from our immediate market.
- Public Relations already in place allowing us to distribute press releases to local media.
- Vision for Synergy from the Community.

In our opinion, there are significant synergistic opportunities available by building upon our initial relationships from community leaders in the market. These relationships are critical to our overall plan of enhancing the utility of Golf Courses to all residents and groups. It is our practice to reach out to these groups in advance to make sure the community, and the leading organizations, are a good fit for our team at Golf Automation.

The landscape of marketing has changed fundamentally in the last decade. The days of big media – newspapers, television & radio – are gone. People consume information in new and different ways than 20 years ago, and golf course managers must change their strategy accordingly. Marketing has never been more complex. But the same factors that have changed marketing have also given managers an unprecedented ability to analyze practices and communicate in an engaging way. The core of our marketing strategy is about having a great web-presence and communicating with customers individually via advanced targeting and segmentation.

Digital marketing is the foundation of our platform because it provides the highest return on investment available, we develop an individual marketing plan annually for each course. Sometimes that plan includes old media, direct mail and other strategies in addition to our core digital strategy. Many digital strategies come with no cash investment but require significant time to execute.

Collection of data – both customer information and business intelligence – is central to success. We have diligently built a technology stack that allows golf courses to collect more data and market more effectively than any competitor. Most importantly, this technology is embedded into the fundamental operation of the golf course so managers will spend no additional time or effort on data entry. In many cases, we can use artificial intelligence and automation to execute tasks that many courses need to execute manually.

From the Golf Automation offices, we use these systems and data to support the property at the strategic level in three primary ways: direct support, best-practice sharing and global insights. We fundamentally believe in the concept of continuous improvement and have used it to build a framework for constantly evaluating, refining, and deploying tactics.

Website, Email & Social Media Strategy

Golf Automation has built its technology stack to maximize the efficiencies of digital marketing – flexibility, segmentation and targeting. This will be extremely important for Oak Knoll golf course because of the two very distinct customer groups – local golfers and traveling golfers. Golf Automation will deploy distinct tactics for each customer group that rely on our technical expertise to deliver the right message to the right customer.

Creating Impressions

The foundation of any successful email marketing strategy is the actual list. Success in email marketing comes from maintaining an accurate list and having a variety of tactics to ensure new customers and prospects are being added to the list daily. Some of this happens on-site via the tee sheet and POS, but that effort must be supplemented with advertising to expose Golf Course(s) to new customers.

Golf Automation will utilize its in-house, Google Certified, marketing manager to develop digital campaigns that will expose Golf Course(s) to golfers in the regional market. We will use Google to ensure the course appears on any intent-based search and utilize Facebook as well as Instagram to target potential customers based on their age, income, location and interests. We will use calls-to-action that drive people to the Golf Course(s) Website where they will have many opportunities to opt-in. Social media sweepstakes will be used periodically to boost these efforts.

Website Conversions

Once the prospect is engaged and has clicked through to the appropriate landing page on the Neosho golf course website, there are two potential successful conversions. First, the prospect could become a customer right there by booking a tee time or purchasing some other product via the website. Second, a new opt-in email address will be the conversion goal – measured by New Website Visitors/New Email Subscribers.

Proposed Rates - We might propose a new green fee to the City, subject to your approval, to help balance the cost and at the same time provide maximum flexibility for the players. We plan to study the nearby golf courses and provide a heavily discounted rate to promote the initial visits and increase foot traffic. As the course traffic is increased, the discounts will slowly decrease to full price. We also plan to provide various pricing promotions for senior citizens, students and residents. We confirm that we provide pricing to the City for final review and approval.

Signage - We plan to utilize professional signage across the golf course, score sheets, seating areas, and maps. We may utilize Ads to offset the fees for such placement.

Yield Management - Golf Automation has developed proprietary dynamic pricing technology to increase the share of golfers' wallets and average spend per round. Automated dynamic pricing allows Golf Automation to maximize golf revenue by routinely adjusting online rates based upon a variety of calculations including historical utilization, historical pricing, historical weather, weather forecasts, competitor pricing, and demand. Golf Automation will quickly integrate our pricing methodology at the Course to increase rounds and revenues, while simultaneously protecting rate integrity and member access.

Food and Beverage Operation (OPTIONAL) – As part of the “repositioning,” Food & Beverage operations will be evaluated to determine the best option for the City moving forward. We understand that there is an existing Food and Beverage option that is not part of this RFP. If such an establishment is not currently functional, we would propose to have a food truck at the facility. Regardless of structure, Golf Automation will promote the Food and Beverage operation as an established eatery for residents and businesses, creating a brand and identity, and not solely relying on business from golfers.

C. SUCCESS FACTORS

The key to making a golf course successful is to make them different. We propose to utilize a different approach than [to our knowledge] any other golf management company. The priority shall be given to:

- Create greater participation at the golf course not only in golf but in relevant activities and recreation. This includes utilizing the available space to develop activities such as Pickleball, Table Tennis, Bingo, Chess club, Yoga, and more so non-golfers can also enjoy the area.
- Increase the play rounds and market the underutilized golf courses to attract players, especially at Oak Knoll Golf Course.
- Control expenses and create a financially self-sustaining golf course by providing state-of-the-art management, utilizing automation, and exceptional customer service.
- Be a role model in environmental safety and preservation by stewarding positive impact of the golf courses and open space, while maintaining inclusivity and affordability for all golfers and community members and complying with all local, state, and federal regulations.
- Begin a heavy community engagement process to increase the play across golf courses. This is to expand our focus on opportunities that will not only increase golfer usage but also attract alternate uses to the golf courses.

It takes experience not only to spot new opportunities but to also implement them successfully and in a unified fashion. While Golf Automation is a golf company boasting one of the more robust portfolios of courses within the industry, we prefer to be recognized for what we truly are: An affordable lifestyle company offering an expansive and ever-increasing number of recreation, social, and healthy lifestyle opportunities to our Members and Patrons. By combining golf, fitness, aquatics, bowling, tennis, pickleball, golf simulators, miniature golf, footgolf, racket ball, boxing, etc., to social circles within the Golf Automation family of products and services, we have been able to attract people to our traditional golf facilities at rates unmatched by any other traditional golf company. Increasing amenities and finding better ways of engagement have been the hallmark of Golf Automation's success and meteoric growth.

D. MANAGEMENT COMPANY BACKGROUND

Golf Automation works with leading private and public golf courses to manage various aspects of golf courses. Along with the intent of the project, our company also aims to create high quality golfing opportunities by providing excellent customer service, maintaining course conditions, and offering golf on a self-sustaining basis.

Our staff have over 30 years of accumulated experience in golf course management, maintenance, and related activities. Our success with both public and private golf courses such as Saratoga , Silvercreek, and City of Columbia , both 9 and 18 hole golf courses with a variety of amenities have led to our selection by a number of clients across the United States. **All our senior staff have a minimum of five years' experience and possess all certification and licenses required.**

Some of our customers include:

- NMHU Golf Course, NM
- Sunnyvale, CA
- State of Utah, UT (Multiple Courses)
- Saratoga Country Club, CA
- Silver Creek Country Club, CA
- City of Columbia, MO

Please note that availability of personnel may change depending on the timing of contract award. We confirm that any assigned personnel would meet and exceed the requirements set forth in the proposal. In addition to utilizing the management staff provided below, we intend to utilize the local staff for general maintenance and operation of the golf course.

Michael F.

Chairman, and Chief Executive Officer since inception of the Company. Michael has over 20 years of experience in the golf industry in various capacities. Prior to joining Golf Automation, Inc, Michael was CEO and managing member of the Robotics Company since March 2003. Mr. Faro's experience includes working in Fortune 500 companies, managing suppliers to the Department of Defense. Member of FAA's Unmanned Aircraft Safety Team Panel, in charge of working with FAA to develop Drone Safety Regulations in open areas including Golf Courses. Michael has over

a decade of experience in the golf and related management industries, environmental studies, and has publications in a number of areas, and speaks regularly to the public news media and at tradeshow. Michael attended Northwestern University School of Law where he studied Juris Doctor.

Rod J.

Highly experienced golf and property manager. Rod is co-founder and president of Golf Automation, Inc which provides innovative golf processes, recycling, logistics, strategic planning, and management services. Between 2013 and 2020 he was Advisor of Corporate Services managing all phases of the building and property operations, and to act as main point of contact in the absence of the Community Manager. Rod handles all hiring, management, and overseeing the general managers of the golf courses. Responsible for administrative functions and the preparation of all reporting documentation to City and County.

Tony S.

Strategic advisor to the company, former Mayor, City of Sunnyvale and president of ANNCA Inc. Served on the Sunnyvale City Council eight years and four years as Mayor. Tony has 36 years of service with City operations and as Public Information Officer. His government activities included: Association of Bay Area Governments (ABAG), General Assembly, The League of California Cities, Employee Relations Policy Committee, Santa Clara County city Selection Committee. Tony was recognized and received civic service award as outstanding Man of America, United States

Lily J.

Director and Chief Marketing Officer. Lily has been our Chief Marketing Officer since the inception of the Company. Prior to that Lily was Chief Product Officer and a director of a Confidential Company since September 2012 in which he was invited to meet president Clinton in a small business reception event. Prior to becoming a director, Lily worked as the Vice President of our Human Resources department. From November 2008 to December 2011, Lily owned and operated a consulting firm called China Made Easy, which provided companies with product research and consulting and assisted companies of various sizes with the import, export, and outsourcing of products from Asia to the United States. Lily worked as a CPA at Williams Associates PLC, a financial firm, from February 2008 to July 2008. From May 1996 to November 1998, Lily started a modeling company called Christmas Modeling and was responsible for its operation which was sold in 1998. Lily received a BA in Accounting from Buena Vista University in 2008.

E. REFERENCES

Current and Past Golf References are presented below, along with project contact information:

1	Name	Kevin Walton
	Position	Director at Rollo Production

	Phone Number	kevin@rollo.com (408)409-6208
2	Name	Sepideh
	Position	Saratoga Golf Course
	Phone Number	Email: sepideh@asgbuilder.com (818) 370-7148 (Please mention "Rod" if calling)
3	Name	John
	Position	Golf Advisor Pro at Gene Torres Golf Course
	Phone Number	john@genetorresgolf.com (505) 425-7711

F. FINANCIAL PROPOSAL

Golf Automation appreciates the opportunity to present our interest in providing this price quote proposal for the Request for Proposal, titled "Professional Management Services for City-Owned Neosho Golf Course."

Our suggested pricing model is as follows, subject to further negotiation by the City of Springs:

Method 1) Fixed-cost management fee: Based on the information available, we estimate the management cost for the duration requested to be \$17,900 per month pass through sales-tax (paid from the receipts), plus 10% of the green and cart fees revenue.

Method 2) Hybrid Revenue Sharing: Golf Automation will provide the same management services to the City at a reduced rate of \$8,000 per month, plus 40% of the green and cart fees revenue with pass through sales-tax (paid from receipts).

We are also open to negotiate another pricing model with the City if necessary.

Golf Automation shall be responsible for all obligations of the agreement. We (and/or affiliates) will be the employer of record for all the staff at Neosho Golf Course in relation to the scope of this agreement. Club-level financial reports will be prepared by Golf Automation and will coordinate with the City's accounting requirements. Annual budget, capital expenditures, advertising/marketing expense and approved out-of-pocket and repair expenses shall be approved by the City.

We confirm that we can manage the golf courses as expected and responsibly, in a timely manner after receipt of the award. We also confirm to meet and/or exceed insurance and bond requirements (if applicable) as specified in the RFP.

Please feel free to contact us for any clarifications or additional information.

G. LITIGATION

We confirm we do not have any past or pending litigation, civil, or criminal, involving our firm or key personnel, in the past five years. We are not under investigation from any government agency.

H. EXCEPTIONS TAKEN

We currently do not have any exceptions besides negotiation on the final cost model and finalizing the commitments by the school to assist in any transition.

I. CONFIRMATION AND CERTIFICATION

We confirm that we can provide the services requested. The city and the Management Firm shall be named as insured on all policies obtained by the Management Firm and certificates of insurance shall be furnished to the city by the Management Firm.

COMPANY NAME:	Golf Automation, Inc
ADDRESS:	51 E Campbell Ave, 129-4, Campbell, CA 95008
TELEPHONE:	(844)983-1902
POC	Lianne Floresca
TELEPHONE:	(702) 602-0046
FAX:	(702) 472-9016
EMAIL:	corporate@golfautomation.com
TAX ID NUMBER:	86-2628639
DATE ESTABLISHED:	2013

OTHER QUESTIONS:

- Total number of public sector clients utilizing the company's golf course management services, and specific experience with municipal golf courses

Answer: 12

- Number of full-time personnel

Answer: 20+

- Number of full-time client support personnel available during city's normal business hours (8 am – 5 pm CST) as well as after hours and weekend support staff

Answer: 8

- Location of office which would service this account.

Answer: Varies, multiple states including Las Vegas, Nevada, San Jose, CA

We trust that you have been pleased with the information shared above. Golf Automation is uniquely prepared to deliver to the City of Springs an array of services to meet all conceivable requirements for the success of the Neosho Golf Course. These services will include sophisticated facility management experience at comparable properties, golf course maintenance expertise, construction capability, unparalleled marketing/technology, accounting service, proven success in food & beverage, and world class support from industry experts.

Golf Automation benefits from the corporate resources generally reserved for a golf management company with a much larger portfolio of clubs under management and, as a result, we can deliver a unique blend of professionalism and personalization that is unmatched in the industry. In short, Golf Automation will grow activity at Neosho Golf Course while carefully managing expenses by providing direct access, at the course level, to our top leadership minds. This mentoring method, largely unavailable with larger organizations, along with our proprietary systems and processes produces an unmatched holistic approach to management, which is something we are anxious to share with the Neosho Golf Course team.

We had great success with kids' group lessons in which we provided the first session for free. As a result, we received a significant amount of traffic. We also propose providing options for players to be accompanied by a golf instructor so they can receive real-time feedback. These events would be in addition to the process that the golf course is presently following, thus creating additional sources of traffic, visit, and revenue.

Golf instruction is particularly important to the overall success of a golf operation. It will not only bring in new golfers of all ages, but also allow existing clientele the ability to hone their skills in the game of golf, thereby making it even more enjoyable.

Golf Automation will provide a variety of lessons through our pga professional, including junior golf group for ages 5 to 15. As mentioned, these group courses are extremely popular and are very affordable allowing easy access to families in the area to learn the game of golf.

The National Golf Foundation (NGF) cites the advantage of a management company relationship, from the owner's perspective, is that it provides the greatest security from a controlled outcome perspective. The management arrangement allows Golf Automation the opportunity to work with the city's leadership as a representative management/consulting team to execute the vision of the city within the scope of mutually agreeable fiscal constraints. Golf Automation will develop an

annual operating budget, business/marketing plan, an evolving pro forma for review, revision, and ultimately acceptance by the city.

There is no other golf company in the world that can provide a single source solution for the golf needs at the Neosho Golf Course. As a result, we are confident in stating that Golf Automation will be a True Partner, offer a Best-in-Class Experienced Team, and achieve Award Winning service delivery for the city's golf properties.

Sincerely yours,



Rod Jowkar
Authorized Signer

Indemnification

To the fullest extent permitted by law, Golf Automation agrees to indemnify, defend and hold harmless the city, its elected officials, officers, agents, volunteers, lessees, invitees and employees from and against all suits, claims damages, losses and expenses including but not limited to attorney's fees, court costs or alternative dispute resolution costs arising out of or related to any such suit, claim, damage, loss or expense involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses were caused by the negligence or other wrongdoing of Golf Automation, or any supplier or subcontractor, or their agents or employees, directly or indirectly, regardless of whether caused in part by the negligence or wrongdoing of the city or any of its agents or employees.

ATTACHMENT A -SIGNATURE PAGE

Proposer Warranties

1. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in the RFP.
2. Proposer warrants that it is willing and able to comply with State of Missouri Laws with respect to foreign (non-state of Missouri) corporations (if applicable).
3. Proposer warrants that it is willing and able to obtain insurance providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
4. Proposer warrants that it will not delegate or subcontract its responsibilities under its agreement with City of Neosho without the prior written permission from the City of Neosho.
5. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
6. Proposer certifies the pricing provided in the Pricing Schedule on Attachment C is good for 90 days.

Firm: Golf Automation, Inc

Signature: 

Name (printed): Rod Jowkar

Title: Authorized Signer

Email: corporate@golfautomation.com

Phone: (844)983-1902 Date: December 28, 2023

ATTACHMENT B – PROPOSAL CHECKLIST

This checklist is to help the Proposer ensure that all required documents have been included in its response to the Request for Proposals.

DOCUMENT	CHECK
Executive Summary	
Detailed list of services to be provided (Include cost of city-paid staff vs. vendor-paid staffing)	
References and qualifications	
Signature Page (Attachment A)	
Proposal Checklist (Attachment B)	
Pricing Schedule (Attachment C)	
Statement Acknowledging Insurance Requirements	
Statement Acknowledging Indemnification Requirements	
One signed original proposal and three (3) copies of proposal	

ATTACHMENT C - PRICING SCHEDULE

FAILURE TO COMPLETE THIS FORM SHALL RESULT IN THE PROPOSAL BEING DEEMED NONRESPONSIVE AND REJECTED WITHOUT ANY FURTHER EVALUATION. **THIS PRICE SHEET AND ADDITIONAL PRICE RELATED INFORMATION MUST BE SUBMITTED IN THE SEALED ENVELOPE WITH YOUR RFP SUBMISSION.**

Please provide your pricing schedule below and associated costs for operating and managing the Neosho Golf Course over a period of five years: **Please refer to the pricing proposal page.**

Year 1: \$ _____

\$ _____

Year 2: \$ _____

\$ _____

Year 3: \$ _____

\$ _____

Year 4: \$ _____

\$ _____

Year 5: \$ _____

\$ _____

Attach additional pages (if needed) for other cost/price related information.



**OLIPHANT GOLF
MANAGEMENT**

Prepared for:

**PROFESSIONAL MANAGEMENT SERVICES FOR
CITY-OWNED NEOSHO GOLF COURSE**

December 27, 2023

OLIPHANT GOLF MANAGEMENT, LLC

www.oliphantgolf.com

Table of Contents

3	Cover Letter
4	Executive Summary
7	Detailed List of Services to be Provided
8	Other Information
31	References and Qualifications
33	Signature Page
34	Proposal Checklist
35	Pricing Schedule
36	Insurance Requirements Acknowledgement
37	Indemnification Requirements Acknowledgement

Cover Letter

Thank you for the opportunity to submit our proposal for professional management services for the City-Owned Neosho Golf Course, and for taking the time to show us the property and to answer our questions in person.

Our company is known for delivering positive and lasting transformational change at every golf property where we work. Of particular interest to you will be our successful track record of identifying and revitalizing classic golf courses- which is exactly what you have in Neosho's Perry Maxwell course. You can read about some of our work at other great old courses with compelling golf designs (Lawsonia Links in particular, pg. 22) in the attached proposal. Nobody in our industry is better at unlocking the potential of these classic golf courses.

We are not a cookie-cutter management group- we are both pragmatic problem solvers and big thinkers. This means we help you to achieve the immediate bottom-line results in operations (including immediate turnarounds in course conditioning) that are necessary for you to sustainably invest in near and long-term improvements to your facilities, while at the same time, we help you to create and execute golf programming and initiatives that make your golf operations more fun, engaging and more inclusive than they have ever been.

We applaud your decision to invest in professional golf management and for the forward thinking that is required to not only preserve Neosho Golf Course, but to plan for its success for the next 100 years. If awarded the opportunity, this is a project that we would dive into enthusiastically and completely as your management partner.

Thank you for your consideration!

Craig Haltom
President, Oliphant Golf Management

Executive Summary

Oliphant Haltom Golf LLC
3046 Village Park Dr
Plover, WI 54467

Project Contact
Justin Fox, PGA
Regional Manager
jfox@oliphantcompanies.com
623 742 8203

Federal Tax ID
46-0884135

Understanding of Services

The City of Neosho (CON) has an interesting Perry Maxwell design golf course, with meaningful history and ties to the community. The city owns and operates the golf course and is looking for a professional firm to manage the golf course in a way that provides affordable golf activities maximizing the use of the course by residents and travelling visitors. The CON wishes to provide an exceptional golf experience for its community and visiting guests and to operate a financially sustainable and growing business.

Oliphant Golf Management (OGM) is a leading nationwide golf course management, design, and renovation company. OGM has a proven record of success in golf course management and currently manages 14 courses in the Midwest.

Opportunity

OGM is well-positioned to provide management services and complete oversight of operations at the City-Owned Neosho Golf Course. **OGM will provide the necessary management, leadership, and expertise in golf operations and master planning** to achieve exceptional results that will move the courses forward to their best future.

Proposal

OGM will provide overall General Management for the City-Owned Neosho Golf Course; this includes oversight of all departments: Golf Shop, Course Maintenance, Food and Beverage, Administration / Bookkeeping, and Marketing. As part of the proposal, all on-site employees of the golf courses will be employed by OGM, with the revenues from the golf operation covering all employment costs. The CON will receive a monthly invoice for OGM's base management fee.

Objectives

- Provide Neosho residents and guests with exceptional service and the very best golf experience possible
- Operate the golf courses in a professional and transparent manner consistent with the CON goals
- Evaluate, train, and retain current employees and maintain a management structure to best provide additional added value resources
- Increase community involvement, develop leagues, recruit golf outings, grow rounds, and increase top-line revenue with greens fees, instructional programming, and merchandise revenue
- Enhance the food and beverage operation during peak season
- Improve course conditions by re-establishing routine maintenance practices

Measures of Success

- Improved financial performance by meeting or exceeding budget requirements
- Engaged and returning customers
- Increased opportunities for community and event participation on property
- Increase revenue per golf round, capitalizing on new positive marketing strategies and improved course conditions.

Methodology and Timing

- OGM will begin Full Management responsibilities starting March 1, 2024
- OGM and designated CON representative(s) will agree upon all major policy decisions, annual budgets, and capital investments. We work with complete transparency providing a clear picture of all expense costs and revenues
- OGM will develop and execute the budget and its actionable recommendations
- Compensation to OGM will consist of a base fee for overall General Management

Joint Accountability

OGM and CON representatives must agree to openly share information relevant to the project. Communication is fundamental to how we work and key to the success of this proposal.

Terms & Conditions

The Management Services Agreement begins March 1, 2024 and ends December 31, 2024 with an option for automatic renewal each year for four (4) years.

Management fees are billed on the first of each month due by the 10th.

OGM Base Monthly Management Fees:

- 12 equal monthly installments of \$12,500 (\$150,000 annually)

Our fees are built within the annual operating golf budget, we don't presume to know the existing expense budget but anticipate to be cost neutral and fit within the city's desired annual budget. OGM will employ all onsite employees. CON will reimburse OGM for 100% of all employment costs on a bi-weekly basis. OGM is not liable for revenue shortfalls but will operate within approved budget and capital plans, and will make adjustments as needed jointly with the CON representatives to adjust to any changes in anticipated revenues and costs.

Background

WHO WE ARE

Oliphant Golf Management (OGM) provides a results-oriented style of golf course management that sets us apart. Our approach is simple; we follow time-tested cultural practices on the course, we are keenly focused on playability and customer service, and we maintain the highest internal quality standards for our work and professionalism. We do everything we can daily to provide our customers with fun and memorable golf experiences.

We currently maintain and manage **14 courses** with over **400 employees**. Our contracts range from full general management services to direct maintenance to turn-key lease operations. We are also an active golf course builder with exceptional capability in grow-in and course establishment.

COMPANY HISTORY

OGM's parent company was started by Mike Oliphant in **1996** and continues to be an industry leader in golf course construction and renovation. We have completed over **250** high-profile golf projects over the past 25 years (including 30 projects with Arthur Hills across the country), and now, under Craig Haltom's ownership, we continue to work on some of the most exciting projects in golf, including Sand Valley Golf Resort in Central Wisconsin, and many notable design/build golf course transformations.

In the financial crisis of 2008, as golf course construction stopped, business partners Mike Oliphant and Craig Haltom started OGM as a logical extension of our course development work. Over the past fifteen years, Craig has purchased the company and expanded the executive team, and OGM continues to achieve measured growth by consistently delivering excellent outcomes for our clients. We are selective with our workload and committed 100% to the success of each project we take on. The management side of our business is focused on delivering transformative change through OGM's uncommon ability to build and operate sustainable golf operations, from developing the project concept to long-term management.



Background

OUR MISSION

OGM delivers transformational change by creating extraordinary golf experiences through design, maintenance, and hospitality.

We help our clients to build and grow sustainable golf businesses and we contribute, through golf, to making the communities we work in better places to live.

An integral part of the mission is to provide straightforward, objective guidance for our clients and strong leadership in golf operations. We deliver the vision, resources, and hard work to create great golf experiences EVERY DAY.

We care deeply about our work and take a keen interest in the game of golf, its history, and its golf courses. We maintain safe, healthy, and fun workplaces where excellence is rewarded.



Our Team

CRAIG HALTOM

President

Craig leads Oliphant Golf Management, very much hands-on and in the field, with a talented team of managers based in Plover, Wisconsin. Craig is an active golf course architect, and in addition to his work with OGM, is best known for his role in the development of Mike Keiser's successful golf destination project, Sand Valley, where he initially discovered the property and continues as a member of the development team. Craig began work for Oliphant Golf in 2001, after living in SCONland for three years, where he completed a graduate degree in landscape architecture and studied the great links courses of Great Britain and Ireland.



BRIAN JENSEN, PGA

Vice President

Brian Jensen oversees over 400 golf management employees during our peak season, and by guiding OGM's leadership team, he helps to ensure that we are succeeding for each of our clients every day. Brian came to work for OGM in 2013 after holding Golf Professional and General Manager positions at multiple private country clubs in Wisconsin and Illinois. Brian's breadth of experience in all aspects of running a golf operation comes from his years of hard work and training in the industry, from his days as a bag boy in Arizona to being the general manager of one of Wisconsin's top private clubs. Brian's expertise and exceptional leadership have been instrumental to OGM's growth as a company and to our clients' bottom-line financial success.



ASHTON GEBERT, CPA

Director of Accounting

Ashton Gebert works out of our Plover, Wisconsin office, where she oversees OGM's Accounting and Office Administration and a full-time staff of three (and additional seasonal assistance) in our Plover office. She manages payroll, billing, and accounts payable, and all financial reporting for the company. She received her Certified Public Account designation in 2013. Ashton and her team handle duties in-house for efforts to reduce the required scope on-site and to aid in additional advisement to bottom-line budget performance.



Our Team

JUSTIN FOX, PGA

Regional Manager

Justin graduated from Arizona State University with a Bachelor's Degree in Agribusiness and Professional Golf Management. With over 15 years of award-winning experience, he has worked from outside service and mowing greens to becoming a Head Golf Professional and General Manager. Justin has various experiences in the golf world, from 5-star resorts to Top 100 courses, hosting a multi-year LPGA Tour Event, and has transitioned properties with multiple management companies. He is passionate about the business and the intricacies of the game. Justin's breadth of experience is here to help you evaluate each department to ensure we're as efficient as possible.



TOM STEM, GCSAA

Regional Manager Agronomy

Tom has been with OGM since 2015 and has over 25 years of experience in the golf industry. Tom currently oversees golf operations at Pocono Manor and has been a superintendent for over 16 years. In addition to operating Pocono Manor, Tom is an integral part of the agronomy team, conducting site visits as a key advisor to all of our course superintendents, and he provides hands-on guidance and direction in the field.

THERAN STEINDL

Design Associate & Project Manager

Theran holds a degree in Large Complex Management, Golf, and Ground Management. Throughout his 20-year career, he has operated a wide range of golf courses, from 18-hole privately owned courses to 72-hole municipal courses, focusing on architectural changes and advancements at each site throughout the year. He helped establish public-private partnerships at the government level while providing design and construction project management, design and construction business development, municipal consulting, and OGM business development. Seeing projects begin on paper, shaping the grounds, growing grass, and finally opening the doors is enjoyable to him.



Our Team

MIKE LYONS, GCSAA

Senior Superintendent

Mike was one of our company's first key hires in 2009 to handle our flagship operation at The Golf Courses of Lawsonia Golf Courses. Mike is a past president of the Wisconsin Golf Course Superintendents Association and one of the Midwest's most respected superintendents. As our lead Golf Course Superintendent, Mike is a key advisor to all of our course superintendents, and he provides hands-on guidance and direction in the field. Mike's approach to turf issues is to get as many smart and experienced people working together as possible to find the best solutions and to support our superintendents in the field.



CATHERINE HELLING

Coordinator of Administrative & HR Services

Catherine was born in Chippewa Falls, WI. She grew up working in her brother's startup business, a venture that proved so successful that she continued working there until graduating from college. She studied English, as well as earned a bachelor's degree in studio art. She lives with her husband, Matt, in Wisconsin Rapids, WI.



TAYLOR KAWCZYNSKI

Marketing

Taylor attained a business degree in Marketing from the University of Wisconsin-Milwaukee. During his academic years, he dedicated his summers to gaining practical experience and expanding his golf industry knowledge at Geneva National. Following graduation, he pursued a marketing career and coordinates with multiple golf courses, including managing day-to-day marketing initiatives for OGM clients.



Golf Course Maintenance

OGM was founded on maintenance contracts so it is something we take seriously and something we take pride in at all of our courses. We have a heavy focus on building authentic relationships with our superintendents where the common ground is a passion for taking care of golf courses.



When it comes golf course conditions, greens are where we set ourselves apart from the competition. Our course maintenance services include:

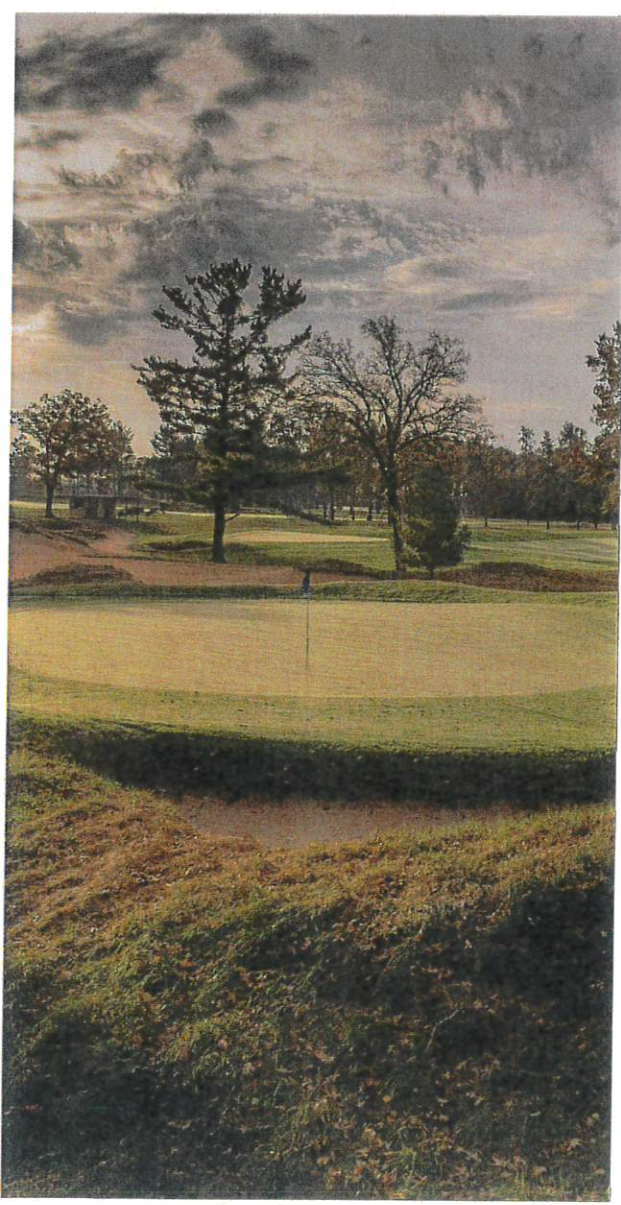
- Smart Watering
- Regular Aeration
- Aggressive Verticutting
- Light/Frequent Topdressing
- Close Monitoring of Tees
- Daily Rotation of Tee Locations
- Regulated Mowing Schedule
- Soil Chemistry Evaluation

What to Expect

Nobody is better at producing consistently excellent golf course conditions and focusing on the playability of a golf course. Simply put, we maintain some of the very best putting surfaces in the region, across varied properties and maintenance budgets. Nobody will help you get better results out of every maintenance dollar spent than OGM. This is what we are known for.

Golf Operations

Inside the clubhouse, we deliver fun, memorable, and highly valued golf experiences. We secure loyal and returning customer bases for our clients by aggressively pursuing new business and by delivering a better product, every day.



What to Expect

Our Team appreciates the urgency of each day of the golf season....we simply work hard, employ sound business practices and proven systems, and above all, stay focused on the customer's experience. Every golf course is unique and we don't take a cookie cutter approach with any of our partners, we listen to the people on the ground and the best idea wins.

- Engaging Customer Service
- Tee Sheet/Revenue Management
- Proper Staffing Plans
- Attention to Detail
- Event Planning and Execution
- Instructional Programming for Youth, Women and Adults
- Competitive Merchandising

Marketing

Our extensive array of marketing capabilities can significantly enhance your course's success. Proper social media and advertising campaigns have proven to be vital components in fostering business growth and brand awareness.

Full-Service Marketing

- Social Media
- Website
- Email Marketing
- Video/Photo Content
- Promotional Flyers
- Menus
- Print Ads
- Direct Mail
- Survey Implementation
- Employment/Recruitment
- Communication Guidance & Copy Proofing

What to Expect

Our marketing department will help your team execute the planning and coordination of all marketing tactics. We will work directly with the general manager and ownership to develop a cohesive marketing strategy to ensure your property are leaders



Accounting & Admin

OGM leverages transparency and gritty expertise to provide our partners with accurate and timely financial reporting, finance and administration services, HR and accounting. We're flexible with operating systems and will adapt to each club's priorities to furnish the financial package that works for you.

What to Expect

Business is based on data and we are constantly looking at Key Metrics that matter to decision-makers to measure client's success. We can provide as much or as little to the representatives as needed to make real-life business decisions.

Finance and Administration Services

- Accounts Payable
- Monthly Financial Statements
- Fixed Asset Depreciations
- Benchmarking
- Long-Range Proforma
- Budgeting
- Weekly Cash Positions
- Flash Reports

Administration & Human Resources

Oliphant Golf will work with the onsite team to eliminate the stress of payroll and HR services. Our goal is to build a high-performing team that aligns with our core values to get the best out of every community we work with.



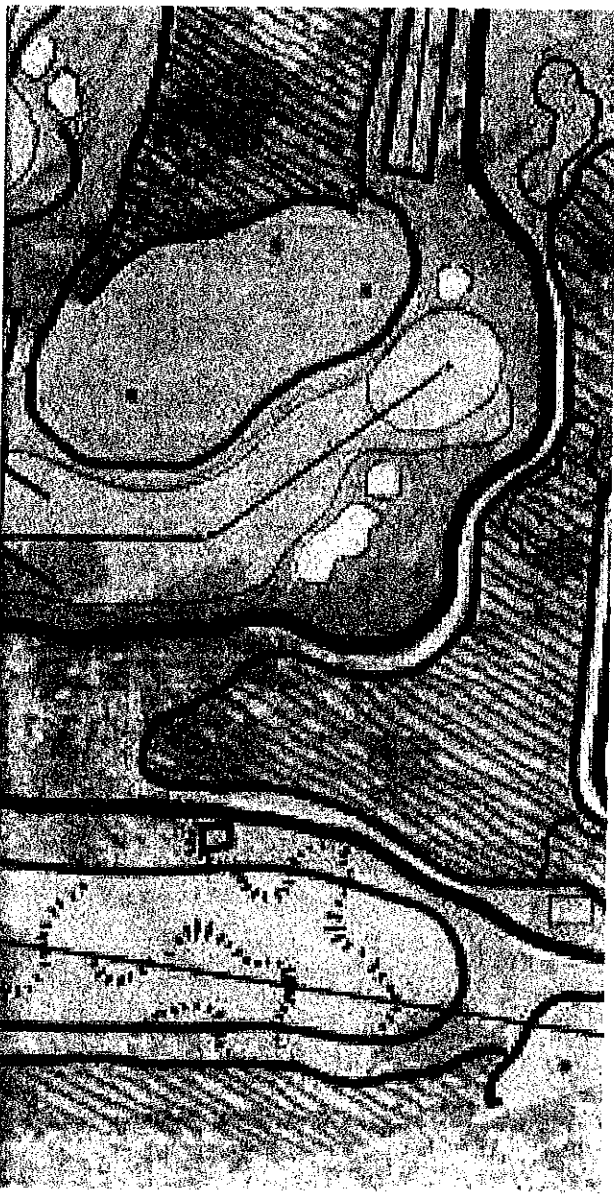
What To Expect

We will be responsible for hiring, retaining, and providing coaching opportunities for all staff. Our first intention is always to keep existing staff, but when necessary, we will try to fill vacant positions to maximize regional knowledge.

- Payroll
- Recruiting and hiring
- Benefit support
- Training and development
- Coaching structure
- Safety training

Master Planning

Our passion and area we have success is master planning - evaluating and looking to the future and planning ahead is critical. We value your business and are here to help you make it sustainable.



What to Expect

We will create a 3-5 year proforma to forecast providing goals and direction for the business.

As many courses are aging out of their long-term assets like pump houses, irrigation systems, greens, and buildings, capital planning comes in hand with the proforma and is updated every year based on club needs.

Recent Experience *Managment*



THE GOLF COURSES OF LAWSONIA

Green Lake, WI

Contract Type & Length: Lease | 2011-Present

Scope of Services:

Lawsonia, owned by the American Baptists Association, is a 36-hole resort-style property that includes a Top 100 golf course in the 1930 'Links' course by Langford and Moreau. This has been a longstanding fruitful relationship for both parties where we took a cool old golf course and restored conditions, began an in-house course restoration and invested back into the property to bring it to its rightful place across multiple Top 100 lists. Our initial goals with Lawsonia were to improve course conditions and broaden its appeal through proper marketing.



BULLSEYE GOLF CLUB

Wisconsin Rapids, WI

Contract Type & Length: Full Management | 2013-Present

Scope of Services:

Bullseye Golf Club is a member-owned property that transitioned in 2019 from a private to a public golf course. In the heart of central Wisconsin, it has benefitted from the golf mecca that is Sand Valley. The priorities for Bullseye Golf Club are to be financially sustainable and reinvest in property infrastructure to keep conditions and the experience the best in the region. Over the years we've implemented cost efficiencies, increased revenue, and been able to fund course projects with operational revenue.



NORTHWOOD GOLF CLUB

Rhineland, WI

Contract Type & Length: Full Management | 2022-Present

Scope of Services:

Municipal 18-hole golf course with the task of operating in the black, improving course conditions, reinvesting into the golf course, providing affordable recreation, and being a regarded amenity for the community. We have also developed a master plan with a capital equipment list and replacement plan.

Recent Experience *Management*



NAKOMA GOLF CLUB

Madison, WI

Contract Type & Length: Full Management | 2008-Present

Scope of Services:

Prior to bringing OGM in 2009, NGC contemplated abandoning the golf course due to “unsolvable groundwater problems”. It is now a leading private club with traditional amenities including golf, tennis, pool, social calendar, and high-end dining. We have brought Nakoma Golf Club to a very healthy financial position where they have been able to fund major course, building, and pool improvements and now are on a golf membership waitlist.



POCONO MANOR GOLF COURSE

Pocono Manor, PA

Contract Type & Length: Lease | 2014-Present

Scope of Services:

Pocono Manor Golf Course is a historic 1910s William Flynn and Donald Ross Design with 21 holes of great golf. We came in to assist the resort with enhancing the golf operation by improving course conditions, re-branding the website and logo, and increasing player satisfaction and average dollar per round.



FRANKFORT COMMONS PUBLIC GOLF COURSE

Frankfort, IN

Contract Type & Length: Lease | 2016-2019

Scope of Services:

Frankfort Commons is an 18-hole municipal golf course that we took on as a lease, we had three great years there and are proud of how we left the golf course. Our accomplishments include improved course conditions with the re-establishment of routine agronomic practices, re-branding of the website and digital presence, and transparent and accurate reporting to the City. We re-connected with the community by establishing local resident rates and increased fees commensurate with improved course conditions.

Recent Experience *Management*



LAKE ARROWHEAD GOLF COURSE AND HOA

Nekoosa, WI

Contract Type & Length: Maintenance Only Agreement | 2015-Present

Scope of Services:

This is a golf course maintenance only agreement where we service 36 Holes of championship golf plus HOA services. We are tasked with providing excellent golf course conditions, maintaining professional relationships and operating within an agreed upon budget.



TRAPPERS TURN GOLF COURSE

Wisconsin Dells, WI

Contract Type & Length: Maintenance Only | 2014-Present

Scope of Services:

This is a golf course maintenance only agreement where we service 27 Holes of championship golf plus a 12 Hole short course. We are tasked with providing excellent golf course conditions, maintaining professional relationships and operating within an agreed upon budget.



STEVENS POINT COUNTRY CLUB

Stevens Point, WI

Contract Type & Length: Full Management | 2014-2020

Scope of Services:

Stevens Point Country Club is a private club with amenities including golf, tennis, pool and dining. SPCC was struggling financial when OGM was hired in 2014, we navigated a \$400k bottom line turnaround and were able to cap golf memberships at 325 members. An integral part of our time at SPCC included a full clubhouse renovation, new technology/POS systems and a full 18 hole redesign by Craig Haltom including the construction/build.

Previous Project Performance

NORTHWOOD GOLF CLUB | RHINELANDER, WI

OGM Management services agreement with Municipality since 2022

Northwood Golf Club serves as an amenity for not only the city of Rhinelander but the greater Oneida County, known as the entry to the “Northwoods” in Wisconsin, a year-round outdoor activity destination. City officials seek to bring broader appeal to the property, not only catering to local avid golfers desiring a private country club but but to everyone looking to take advantage of the summer season! Northwood has had some recent financial impact in the past few seasons but failed to reinvest in ‘easy win’ service and property enhancements. Internally, City officials sought new leadership, resulting in OGM being awarded the contract in Spring 2022.

Key Accomplishments:

- Developed master plan and equipment replacement plan in year 1.
- Executed a number of improvement projects right away to enhance the property (bunker edging, cart path repairs, greens speed and health, clubhouse flooring, paint, and decor all funded by operational revenues.
- Designed a new website with an online shop and improved digital marketing, resulting in an exponential improvement in digital reach.
- Brought back city employee golf outings, participation growing each year.
- Implemented new resident-only rate strategies and developed local business programs.
- Currently working with the City of Rhinelander to develop a broader property master plan to include non-golf activities, i.e. hiking and bike trails, winter activity trails, warming huts, playgrounds, shelters, Himalayas putting course and range improvements





THE GOLF COURSES OF

LAWSONIA



Lawsonia

Green Lake, WI
Services starting 2011

Key Accomplishments:

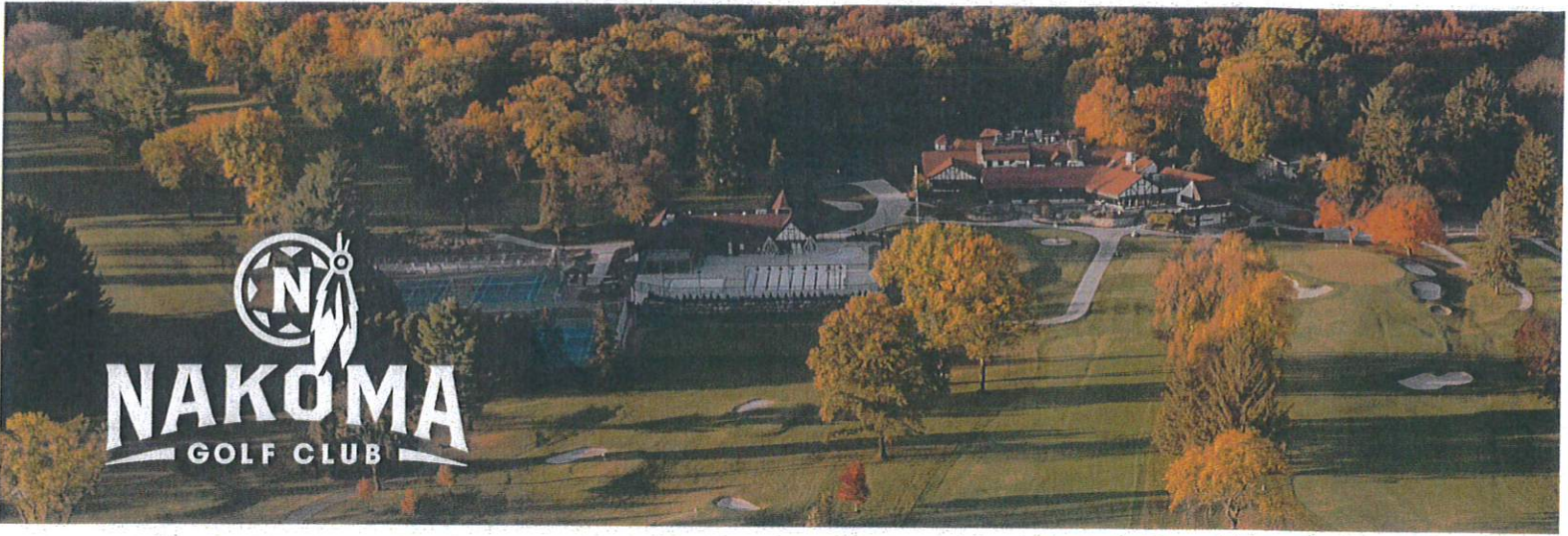
- Rounds from 16,500 to 25,000+ with golf APR from \$43 to \$79 collected per round
- The rebrand of Langford's Pub, a new full-service restaurant, has led from 150K in F&B concessions to restaurant revenue of over 1mil
- The renovation of Woodlands golf course has led to an increase per round, up by 25%, and an increase in golf dollars collected by 35%
- Converted 3 on-site homes to Airbnb-style lodging and solidified local hotel partners for stay-n-play golf packages.

Work included:

- *Course Project* -
 - Executed a branding strategy of golf architecture and history, deployed digital marketing strategies focused on discerning golfers, tourism, and outdoorsmen, and targeted golf influencers to visit the property.
 - Lawsonia now generates over 50% of its play from those commuting over 2.5 hours.
 - Tree removal, tee boxes, and mowing lines, and will soon wrap up over 110,000 sq ft bunkers restoration based on 1937 aerial and original drawings

"Several years ago, we handed over full operational responsibilities to Oliphant, including the Pro Shop and the Restaurant. We saw an immediate and lasting positive impact on the customer experience and also on revenue. Of great importance to us is the fact the Senior Team are top quality people who strive for excellence, but also have fun and have a strong sense of stewardship as they care for our courses."

-Ben Mott, President/CEO, Greenlake Conference Center and The Golf Courses of Lawsonia



Nakoma Golf Club

Madison, WI
Services starting 2009

Key Accomplishments:

- Reduction of over 10% from the previous maintenance budget.
- Golf course conditions improved in the first season and have sustained.
- 95% of Club employees were retained.
- Golfing Memberships went up by 100 new members since OGM started.

Work included:

Nearly all projects were completed in three seasons, at greatly reduced costs

- Masterplan development - turned NGC from a struggling private club (in a competitive market) to being seen as the top option for membership in the Madison area.
- Major drainage project - installed over 20,000ft. of drainage pipe eliminating groundwater problems once thought unsolvable.
- Landscape design - over 4,000lf. of brand new cart path was installed, on-course plantings and landscape design were overhauled, and a tree management program was initiated.





Bullseye Golf Club

Wisconsin Rapids, WI
Services starting 2013

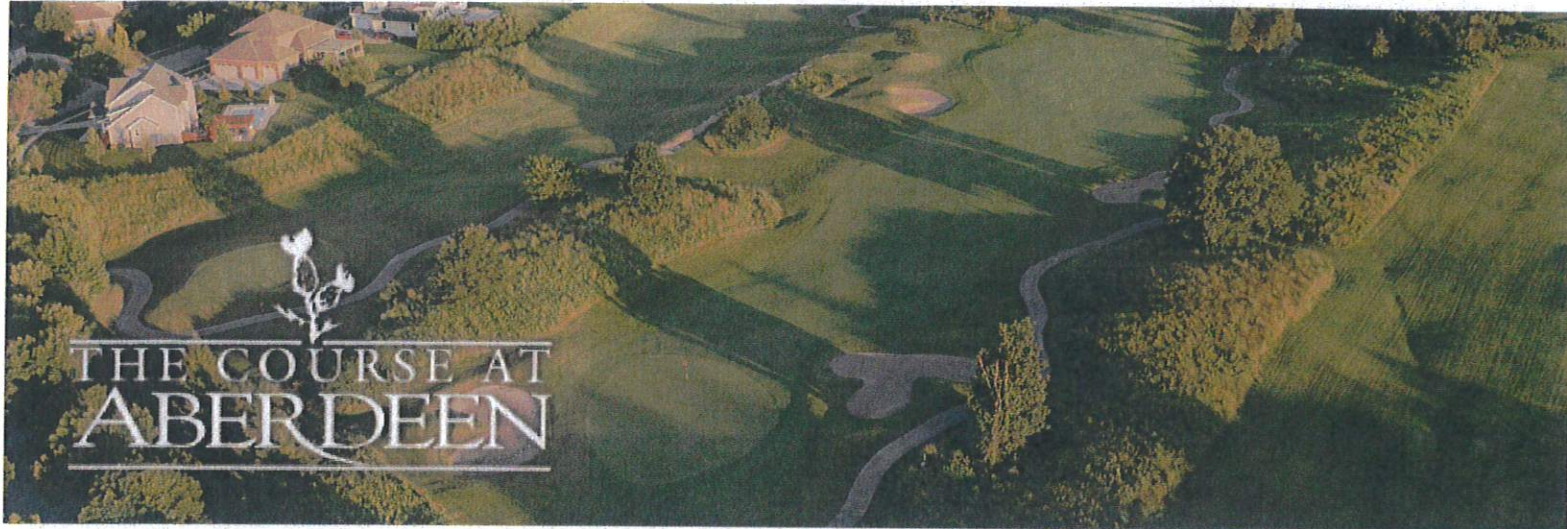
Key Accomplishments:

- Reduction of over 15% from the previous maintenance budget with superior conditioning.
- Successfully transitioned to public course - rebranded and marketed as a new entity.
- Increased member retention and new recruitment (40 new members in first three seasons)
- 100% of Club employees were retained.
- Golfing Memberships went up by 100 new members since OGM started.

Work included:

- \$200,000 bottom line turnaround in first two years as on-site manager.
- Increase overall revenue in excess of 10% while reducing overall costs by over 5%.
- Course projects - Reconstruction of #14 green complex and bunker, the addition of 4 new tee boxes, and 4,500 lf of drainage pipe, all done at no additional cost to the club.





The Course at Aberdeen

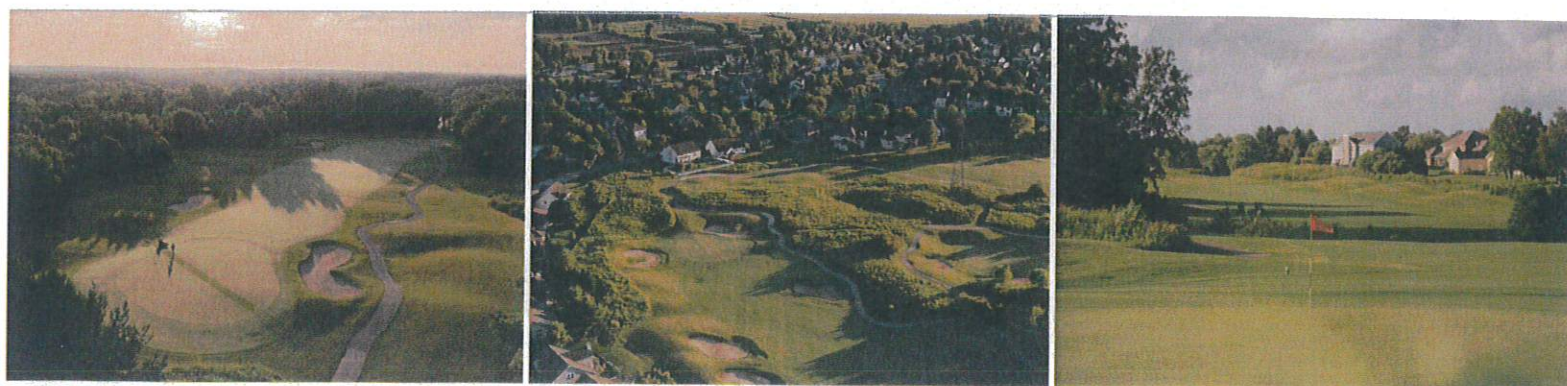
Valparaiso, IN
Services starting 2023

Key Accomplishments:

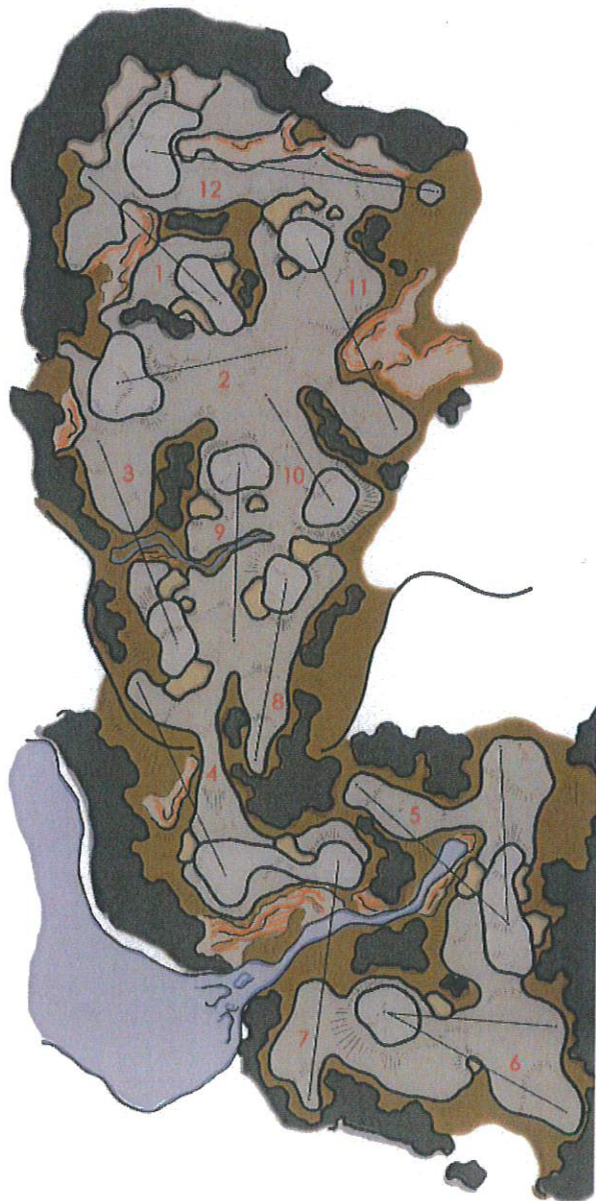
- Re-targeted HOA residents, immediate increase in ancillary revenue
- Increase in average dollar per round collected by 15%
- Record number of rounds in 3 out of 4 peak season months
- **Range revenue went up by 85%**

Work included:

- Relaunch website and digital marketing strategies
- Increase overall revenue in excess of 10% while reducing overall costs by over 5%.
- Course project - Developed course masterplan and capital equipment list and have begun selecting equipment replacement through operational funds, and conducted irrigation audit.
- Aberdeen is currently executing upgrades to a 30-year-old pump house.
- Instituted cultural practices that led to greatly improved conditions such as best greens putting services they've ever played on.



Why Choose OGM



PROVEN SUCCESS IN OPERATIONS

We maintain the highest internal quality standards for our work. A call to any of our management clients will confirm that our team follows through on our commitments, and that we create business relationships that last.

CONSTRUCTION

With the leadership and expertise of Craig Haltom and Oliphant Golf's legacy in construction we have completed 250+ renovations and new construction projects across the country. Our award winning body of work includes the likes of Sand Valley, Mammoth Dunes, Lawsonia Links, Shooting Star Golf Club, The Madison Club and the Beloit Club just to name a few. Choosing OGM as a management company allows access to our wealth of knowledge and experience in this world too.

MASTER PLANNING

We have been blessed to work on some amazing projects around the country, and to work with the most talented people in our industry. We apply that experience to help you move your golf business forward and to create experiences that your customers will love.

LONG RANGE CAPITAL PLANNING

We will analyze the club's challenges and opportunities and work with you to prioritize and execute thoughtful master plans for course improvements and capital spending. From equipment planning, remodeling a clubhouse, or renovating greens we have done it all... **we will help you to achieve things you may not have previously thought possible.**

Current Clients *Management*



36 Hole Destination Property
with on-site Lodging



18 Hole Semi-private Course
Valparaiso Indiana

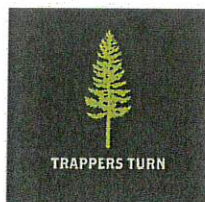


18 Hole Municipal Course



POCONO MANOR

18 Hole Public Course with
additional 3 Hole Loop



27 Hole Resort course with
12 Hole Short Course



BULLSEYE
GOLF CLUB

18 Hole Semi-private Course



36 Hole Course with HOA Amenities
Servicing 1,500 Homes in POA



18 Hole Private Club with full
amenities - Pool & Tennis



City of Toledo Golf Courses
45 Holes of Municipal Golf
Contract Commences January 2024
OGM

References



THE GOLF COURSES OF LAWSONIA

Lease | 2011-Present

W2615 S Valley View Dr, Green Lake, WI 54941

Ben Mott, President/CEO Green Lake Conference Center, 920 294 7250,
benmott@glcc.com



LAKE ARROWHEAD GOLF COURSES

Maintenance Only | 2015-Present

1195 Apache Lane, Nekoosa, WI 54457

Joel Barth, General Manager, 715 325 2929, j.barth@lakearrowheadgolf.com



TRAPPERS TURN GOLF COURSES

Maintenance Only | 2014-Present

2955 Wisconsin Dells Pkwy, Wisconsin Dells, WI 53965

Patrick Steffes, General Manager, 608 253 7000, psteffes@trappersturn.com



NORTHWOOD GOLF CLUB

Full Management | 2022-Present

3131 Golf Course Road, Rhinelander, WI 54501

Patrick Reagan, City Administrator, 715 365 8600, preagan@rhinelanderwi.us



POCONO MANOR GOLF COURSE

Lease | 2014-Present

395 Manor Dr, Pocono Manor, PA 18349

Don Snyder, PM Inn General Manager, 570 839 7110,
dsnyder@poconomanor.com



BULLSEYE GOLF CLUB

Full Management | 2013-Present

2800 Ridgewood Trail, Wisconsin Rapids, WI 54494

John Moffat, Club President, 715 423 2230, johnmoffat22@outlook.com



NAKOMA GOLF CLUB

Full Management | 2008-Present

4145 Country Club Road, Madison, WI 53711

Steve Johannsen, Club President, 608 238 3141, sjohannsen426@gmail.com

References



THE COURSE AT ABERDEEN

Full Management | 2023-Present

245 Tower Rd, Valparaiso, IN 46385

Ken Zagrocki, Board President, 219 787 6314, kenz@allegius.org



THE CITY OF TOLEDO GOLF COURSES

Full Management | January 2024 start date

Ottawa Park Golf Course, Detwiler Park Golf Course, Collins Park Golf Course
4001 N Summit St, Toledo, OH 43611

Karen Ranney Wolkins, Commissioner, Parks and Rec,
karen.wolkins@toledo.oh.gov, 419 936 2326

References and Qualifications

a. Length of time firm has been in business as a golf course management company.
15 years

b. Total number of public sector clients utilizing the company's golf course management services, and specific experience with municipal golf courses.

Currently we have two public sector clients.

Northwood Golf Club (18 Holes)

Rhineland, WI

City of Toledo Golf Courses (45 Holes)

Ottawa Park Golf Course, Detwiler Park Golf Course, Collins Park Golf Course

Toledo, OH

c. Number of full-time personnel

57 FT personnel

d. Number of full-time client support personnel available during city's normal business hours (8 am – 5 pm CST) as well as after hours and weekend support staff.

The City of Neosho would have six FT client support personnel available during normal business hours and two for after hours and weekend support.

- **Any Time - Justin Fox, Regional Manager | Tom Stem, Regional Manager of Agronomy | Ashton Gebert, Director of Accounting**
- **Business Hours - Brian Jensen, VP | Lisa Janis, Controller | Catherine Helling, Admin Support**

e. Location of office which would service this account.

3046 Village Park Drive Plover, WI 54467

f. Background of the firm's team and support personnel, including professional qualifications and length of time at the firm.

Please refer to page 10-12

References and Qualifications

The main point of contact for the Neosho operations.

Justin Fox, PGA

Regional Manager

jfox@oliphantcompanies.com

623-742-8203

g. Proposer shall provide at least three (3) references from other governmental entities with varying degrees of tenure as a client of the firm

NORTHWOOD GOLF CLUB

Full Management | 2022-Present

3131 Golf Course Road, Rhinelander, WI 54501

Patrick Reagan, City Administrator, 715 365 8600, preagan@rhinelanderwi.us

THE CITY OF TOLEDO GOLF COURSES

Full Management | January 2024 start date

Ottawa Park Golf Course, Detwiler Park Golf Course, Collins Park Golf Course

4001 N Summit St, Toledo, OH 43611

Karen Ranney Wolkins, Commissioner, Parks and Rec, karen.wolkins@toledo.oh.gov, 419 936 2326

FRANKFORT COMMONS PUBLIC GOLF COURSE

Lease | 2016-2019

50 N Pk Dr, Frankfort, IN 46041

Chris McBarnes, Mayor (during contract), 765 412 8742, mcbarneschris@gmail.com

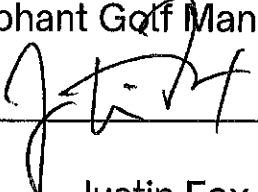
Attachment A

Signature Page

Proposer Warranties

1. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in the RFP.
2. Proposer warrants that it is willing and able to comply with State of Missouri Laws with respect to foreign (non state of Missouri) corporations (if applicable).
3. Proposer warrants that it is willing and able to obtain insurance providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
4. Proposer warrants that it will not delegate or subcontract its responsibilities under its agreement with City of Neosho without the prior written permission from the City of Neosho.
5. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
6. Proposer certifies the pricing provided in the Pricing Schedule on Attachment C is good for 90 days.

Firm: _____Oliphant Golf Management_____

Signature: __________

Name (printed): _____Justin Fox_____

Title: _____Regional Manager_____

Email: _____jfox@oliphantcompanies.com_____

Phone: _____623 742 8203_____ Date: _____12/27/2023_____

Attachment B

Proposal Checklist

This checklist is to help the Proposer ensure that all required documents have been included in its response to the Request for Proposals.

DOCUMENT	CHECK
Executive Summary	pg 4
Detailed list of services to be provided (Include cost of city-paid staff vs. vendor-paid staffing)	pg 7
References and qualifications	pg 31
Signature Page (Attachment A)	pg 33
Proposal Checklist (Attachment B)	pg 34
Pricing Schedule (Attachment C)	pg 35
Statement Acknowledging Insurance Requirements	pg 36
Statement Acknowledging Indemnification Requirements	pg 37
One signed original proposal and three (3) copies of proposal	✓

Pricing Schedule

Please provide your pricing schedule below and associated costs for operating and managing the Neosho Golf Course over a period of five years:

Year 1: \$ ____\$150,000 Base management fee plus shared success bonus of 10% of the improved year over year revenue growth_____

Year 2: \$ ____\$150,000 Base management fee plus shared success bonus of 10% of the improved year over year revenue growth_____

Year 3: \$ ____\$150,000 Base management fee plus shared success bonus of 10% of the improved year over year revenue growth_____

Year 4: \$ ____\$150,000 Base management fee plus shared success bonus of 10% of the improved year over year revenue growth_____

Year 5: \$ ____\$150,000 Base management fee plus shared success bonus of 10% of the improved year over year revenue growth_____

Attach additional pages (if needed) for other cost/price related information.

Insurance Requirements Acknowledgement

To whom it may concern

Upon the execution of a management agreement OGM acknowledges that we will provide Certificates of Insurance acceptable to the Owner and shall be filed with the Owner prior to commencement of the work.

Sincerely

Justin Fox
Regional Manager

Indemnification Requirements Acknowledgement

To whom it may concern

To the fullest extent permitted by law, Proposer agrees to indemnify, defend and hold harmless the city, its elected officials, officers, agents, volunteers, lessees, invitees and employees from and against all suits, claims damages, losses and expenses including but not limited to attorney's fees, court costs or alternative dispute resolution costs arising out of or related to any such suit, claim, damage, loss or expense involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses were caused by the negligence or other wrongdoing of Proposer, or any supplier or subcontractor, or their agents or employees, directly or indirectly, regardless of whether caused in part by the negligence or wrongdoing of the city or any of its agents or employees.

Sincerely

Justin Fox
Regional Manager



OGM

Contact Us

Justin Fox, PGA

Regional Manager

T: +1 715 544 6588

E: jfox@oliphantcompanies.com

OLIPHANT GOLF MANAGEMENT, LLC

www.oliphantgolf.com

40/40

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Council Dais

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

1. Council Dais Bid

PURPOSE:

To request approval from council to move forward with the council dais renovations.

BACKGROUND:

Staff went out to bid for the renovations of the council dais. When the council went from a five-person council to a seven-person council, there were not enough seats on the dais for the city manager and city attorney to sit with the council like has been done in the past. This will allow the city manager and city attorney to again sit on the dais with council. Staff sent out multiple packets to area contractors. Staff only received one bid back from Construction Services Group (CSG).

Cost for the Council Dais \$39,748.00

Remove and Replace the Flooring \$9,685.00

Relocation of Existing Projector and Audio/Visual Equipment (Three Additional Mics) \$2,800.00

RECOMMENDATION:

Staff requests council approval to move forward with the renovations of the council chambers.

BID FORM

Description: (To be completed by bidding party)

Cost for Renovation of the Council Dais \$ 39,748.00

Alternate Bid Items:

Remove and Replace the Flooring

\$ 9,685.00

Relocation of Existing Projector and Audio/Visual Equipment (Three Addt'l Mics)

\$ 2,800.00

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: Marion Company, LLC

BY: Tyler Marion, VP

SPECIFICATIONS

BID ITEMS:

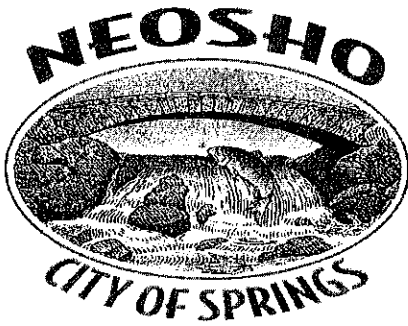
1. *Remove existing countertops, braces, hardware, etc.*
2. *Selective demolition of existing drywall, framing, etc., as required, for modifications to dais.*
3. *Remove and dispose of existing flooring at Council Dais elevated platform only.*
4. *Provide new wall and floor framing for revised dais layout to add three (3) additional seats.*
5. *Install new commercial countertop support brackets, equal to SpeedBrace.*
6. *Furnish and install new Solid Surface countertops.*
7. *Furnish and install new Carpet Tile flooring at removed area described above.*
8. *Add duplex receptacle at each seat location.*
9. *Paint all new drywall and disturbed wall areas.*

ALTERNATE BID ITEM:

1. *Remove and replace the flooring on the Community/Public Seating Area.*
2. *Relocation of existing projector and audio/visual equipment (three additional mics).*

Notes:

1. *New Chairs shall be by Owner.*
2. *Prospective bidders are responsible for verifying exact quantities and footages. The above quantities and dimensions are for reference only. Bidders shall visit the site and confirm measurements prior to bidding.*
3. *Contractors shall be responsible for disposal of all construction debris offsite at their own expense.*
4. *All floor prep shall be included in the total bid amount.*
5. *Contractors shall be responsible for final cleaning.*



City of Neosho

203 E. Main St.
Neosho, MO 64850
(417) 451-8050 phone
(417) 451-8065 fax
www.neoshomo.org

November 29, 2023

INSTRUCTIONS TO BIDDERS

The City of Neosho, Missouri will accept sealed bids until Tuesday, January 9, 2023 at 9:30 a.m. at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850. The bid will be for the following:

Project: Council Dais

Please label the envelope: Council Dais Bid Opening January 9, 2023 @ 9:30 a.m.

The bid packet is for the renovation project in the council chambers at Neosho City Hall.

Questions concerning the specifications and bid procedure should be directed to Cheyenne Wright, City Clerk, at the follow address/phone: 417-451-8050, 203 E. Main St. Neosho, MO 64850.

All bids shall be F.O.B., Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

In section 605.040 of the City of Neosho code, it states that if a contractor performs work for the City a performance bond is required.

Section 605.040 Certain Insurance Policies, Etc., Required Before Issuance of Licenses for Plumbers, Electricians, Contractors, and Subcontractors is amended to read as follows:

"A. In addition to payment of the license fees required of plumbers, electricians and general and special contractors and subcontractors in Section 605.010, before a plumber's, electrician's or general or special subcontractor's license may be issued to any applicant, each applicant shall produce for the inspection and approval of the City Collector the following policies of insurance together with receipts showing the premiums fully paid for the period for which the license is sought:

1. Bodily injury insurance liability coverage of twenty-five thousand dollars (\$25,000.00) per incident.

2. Property damage, twenty-five thousand dollars (\$25,000.00).

3. Bonding requirements.

a. If a contractor performs work within the City limits of Neosho, a license and permit bond, ten thousand dollars (\$10,000.00).

b. Unless otherwise provided, if a contractor performs work for the City of Neosho, the cost of which is estimated to exceed fifty thousand dollars (\$50,000.00), a performance bond running to the City, to the contract amount.

B. In addition to the requirements set forth above by this Section and the license fees required to be paid, each applicant for a plumber's license shall comply with all provisions of the Plumbing Code of the City."

*City of Neosho Business License required

*W-9 Required

* Proof of Workers Compensation Coverage Provided w/ Bid

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

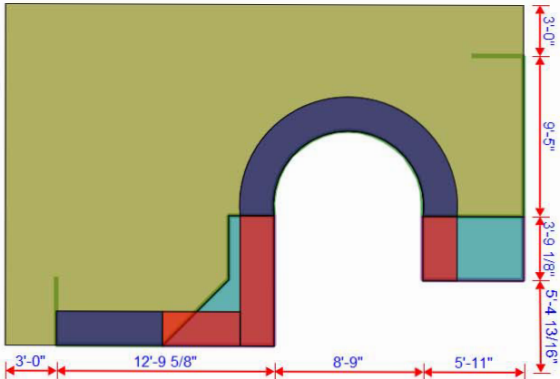
Thank you,

David Kennedy
City Manager

Meycon Construction	417 658 3847	725 Baxter St	Neosho MO	Coming to look	tracy@meycon.net	64850
M. Bradley Construction LLC	417 508-4004	808 E Market St	Diamond MO	No Answer	michaelbradley@hotmail.com	64840
Faulkinberry Construction LLC	473-312 7397	3721 Rains Rd	Pineville MO	No mail box	jasonfaulkinberry@outlook.com	64856
Construction Services Group	TEK	12451 Hwy 59	Neosho MO		chris@marionllc.net	64850
Phillip Camerer Roofing LLC	417 451-5479	4542 Old Highway 71	Joplin MO	Call	phillipcamererroofing.com	64804
DeWitt & Associates Inc	417-881-4820	1256 S Barnes Ave	Springfield MO	Call	dewitt-associates.com	65808
Mears Installation LLC		16000 College Blvd.	Lenexa KS		nancy.sappington@mears.net	66219
Musket Group	417 499 2240	212 S Washington	Neosho MO	resend	bwortman@musketgroup.com	64850
Kenny Singer Const. Co Inc	417-678 3871	PO Box 631	Aurora MO	NO	jsparks1077@yahoo.com	65605
Shelton Custom Homes LLC	417 592 0991	10300 Magnolia	Neosho MO	NO	sheltoncustomhomes@yahoo.com	64850
R.E. Smith	417 623 21545	1036 w 2nd st	Joplin MO	left msg	amber@resmithconst.com	64801
Grant Garret Excavating		PO Box 1780	Rogers AR		sean@garrettx.com	72757
Reyes Investment LLC	417-800 6730 419 236 4001	17825 Medina Ln	Neosho MO		reyesinvestment@yahoo.com	64850
Cornerstone Construction	417 499 0209	1306 W Daugherty St	Webb City MO		flynnnathan@gmail.com	64870
Crossland Construction	620 429 1414	833 S East Ave	Columbus KS	Mail	licensing@crossland.com	66725
Capital Technologies		430 W 10th St	Joplin MO		agould@capitaltech1.com	64801

Clint

bid@crossland.com



Existing Dais Platform
435.34 SQ FT

Existing Countertops
36.31 SQ FT

Existing Dais Wall
55.53 FT

New Dias Platform
22.25 SQ FT

New Dais Wall
14.19 FT

New Dais Countertop
15.25 SQ FT

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Golf Carts

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

1. Golf Cart Bids

PURPOSE:

To purchase 6 golf carts to replace ones stolen during a burglary.

BACKGROUND:

The Neosho Golf Course cart barn was broken into, resulting in the loss of 6 carts. These carts are vital to our 52 cart fleet for operations and tournaments. We sent out bids to area dealers for the replacement cost and the following bids were received:

Clear Creek Golf Car:

Option 1: 2024 Club Car Tempo Gas cars \$35,400.00

Option 2: 2024 Club Car Tempo Gas cars currently on order (grey) \$33,600.00

Option 3: 2021 Club Car Tempo Gas cars which are identical to the existing fleet. \$28,800.00

Masek Golf Car Company:

Option 1: 2024 Yamaha "AFI" Model EFI Gas cars, white: \$36,522.00

Option 2: 2020 Yamaha "Quietech" Model EFI gas golf car, grey: \$29,310.00

KGT:

2024 EFI Gas EZ-GO RXV \$38,041.32

This will be an insurance claim for replacement with MIRMA with the city paying the deductible and being reimbursed minus depreciation.

It is the recommendation to purchase Option 3 from Clear Creek Golf Car for the amount of \$28,800.00.

RECOMMENDATION:

To approve Option 3 with Clear Creek Golf Car in the amount of \$ 28,800.00.

BID FORM

Description: (To be completed by bidding party)

We have three options for the bid as presented and two alternate options. The three options for the bid as presented are on one document and the two alternate options are on a separate document, both of which are included in this packet.

Price(s) for unit(s) meeting enclosed specifications:

F.O.B. Neosho, MO

Projected Shipping Date: Some options available now, others within 30 days

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

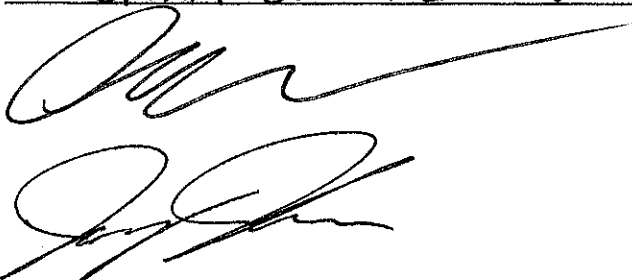
COMPANY: Clear Creek Golf Car + Utility Vehicles

ADDRESS: 5801 N. 21st street, Ozark, MO 65721

PHONE: 417-865-3773

EMAIL: bcheever@clearcreekvehicles.com and joey@clearcreekgolfcar.com

BY: Brian Cheever and Joey Johnson



BID REQUESTED OPTIONS

OPTION 1

Purchase 6 new cars: 2024 Club Car Tempo Gas golf cars. We can order the body and seat color of your choosing. We would expect these cars to ship within thirty days of ordering them. They would be equipped with everything you have requested, and include an industry best 5-year warranty.

Price for ordering 6 new cars: \$5,900 each (\$35,400)

OPTION 2

Purchase 6 cars we already have on order: 2024 Club Car Tempo Gas golf cars. We ordered a group of cars over 9 months ago that are available for sale. Since we ordered them that long ago, we avoided a couple price increases that have taken place since then and are able to sell them for slightly cheaper than if we ordered the same car today. These cars are platinum gray with gray seats. They are scheduled to ship in March of 2024 and will be equipped with everything you have requested outside of the choice of color. These would also include the industry best 5-year warranty.

Price for 6 cars we already have on order: \$5,600 each (\$33,600)

OPTION 3

Purchase 6 used cars: These would be 2021 Club Car Tempo gas golf cars which are identical to the cars you currently own down to the color, just one year newer. We have immediate availability on these cars and they would each come with a 90 day warranty. They would also be equipped exactly as you have requested.

Price for 6 used cars we have on hand: \$4,800 each (\$28,800)



**CLEAR CREEK GOLF CAR
& UTILITY VEHICLES**

BID FORM

Description: (To be completed by bidding party)

2024 EFI Gas EZ-GO RXV with all requested options included and delivered to the course on or before
May 2024. If awarded a PO we would be able to get a more accurate ETA at that time.

38,041.82

Price(s) for unit(s) meeting enclosed specifications: \$6,340.22 per car. Total 6 cars, \$31,701.10

F.O.B. Neosho. MO

Projected Shipping Date: Depending on issued PO date. Projecting June 2024

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: KGT

ADDRESS: 5701 Chuzy Dr

PHONE: 620-242-5039

EMAIL: msimon@kansasgt.com

BY: Mike Simon

BID FORM

Description: (To be completed by bidding party)

PRIMARY BID - NEW 2024 YAMAHA "AFI" MODEL EFI GAS GOLF CARS, WHITE IN COLOR:

$\$6,087.00$ PER UNIT X 6 UNITS = $\$36,522.00$

OR

ALTERNATE BID - USED 2020 YAMAHA "QUIETECH" MODEL EFI GAS GOLF CARS, GREY IN COLOR:

$\$4,885.00$ PER UNIT X 6 UNITS = $\$29,310.00$

* YAMAHA'S FAMOUS FOUR-YEAR FACTORY WARRANTY APPLIES TO THE NEW + USED CARS *

* OTHER COLORS ARE AVAILABLE FOR AN ADDITIONAL CHARGE *

Price(s) for unit(s) meeting enclosed specifications:

F.O.B. Neosho, MO

Projected Shipping Date: NEW 2024 "AFI'S": FEBRUARY - MARCH OR USED 2020 "QUIETECH'S": FEBRUARY
* SEE ATTACHED PROPOSAL FOR DETAILS *
After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: MASEK GOLF CAR COMPANY

ADDRESS: 425 N STREET GERING, NE 69341

PHONE: (400) 400-8987

EMAIL: ANDY@MASEK.COM

BY: ANDY DEGENER - 



January 9, 2024 Sealed Bid and Proposal expressly prepared for:



DRIVE²

Proudly presented by:
Andy Degener
(816) 663-0667
Andy@masek.com



January 2, 2024

Yamaha Golf Car Bid Proposal

For: City of Neosho
Attn: David Kennedy
203 E. Main St.
Neosho, MO 64850

Tel: (417) 451-8050

Proposal Type and Terms:

This transaction will be a Straight Purchase of 6 new 2024 model Yamaha EFI gas golf cars or 6 Used 2020 model Yamaha EFI gas golf cars.

Description of Yamaha Units and Included Equipment:

We are bidding two fuel injected gas golf car models: The "Standard AFI" and the "QuietTech" so the City will have new and used golf car pricing to compare. Our competitors do not offer a premium golf car like the QuietTech with the "Quiet" package and 4-wheel independent suspension.

Six (6) New 2024 Yamaha Drive2 "Standard AFI" model fuel injected gas golf cars, Glacier White in color. The golf cars will be equipped with the reliable 357cc Yamaha-built fuel injected gas engine with a 45mpg rating, canopy top, standard seats, 4-ply tires, sweater basket, bag well, dual sand/seed bottles, large cooler, and 2 fleet numbers per car.

OR

Six (6) Used 2020 Yamaha Drive2 "QuietTech" model fuel injected gas golf cars, Carbon Grey in color. The golf cars will be equipped with the reliable 357cc Yamaha-built fuel injected gas engine with a 45mpg rating, canopy top, standard seats, 4-ply tires, sweater basket, bag well, dual sand/seed bottles, large cooler, "Quiet" package, 4-wheel independent suspension, and 2 fleet numbers per car.

Proposal Pricing:

We are providing new car pricing based on current Manufacturer costs. Masek's can provide documentation from our supplier for any increases in cost between now and when the new cars are delivered to the City. Pricing on the used cars is guaranteed.

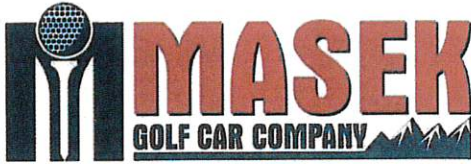
Service:

Grizzly Bear golf cars in Joplin is an authorized Yamaha service and warranty provider. Masek's has also hired a Field Service Technician based out of Kansas City who has been in the golf industry for over 40 years and can do a tremendous amount of technical work on-site. Part of the responsibility of this position is to train golf course staff on good practices for golf car maintenance.

Delivery:

We have a placement order in for 6 New 2024 Glacier White Yamaha AFI model golf cars that should ship in the next 30-60 days. We would plan to deliver the new golf cars in February or March unless unexpected delays at the factory occur.

We have the 6 Used 2020 Carbon Grey Yamaha QuietTech's in stock, we would plan to deliver the units in February after our shop does a complete service on the units.



January 2, 2024

Yamaha Golf Car Bid Proposal Continued

Warranty:

Yamaha's famous factory warranty is extended on the New 2024 golf cars for four years. Copies of specific-model warranty statements are included in this proposal.

Masek's would mirror Yamaha's full four-year famous factory warranty on the used cars for the City of Neosho.

"Primary Bid" for 6 New 2024 Yamaha "Standard AFI" Model Fuel Injected Gas Golf Cars:

The Yamaha AFI model has the same reliable 357cc fuel injected engine as the premium QuieTech model designed by Yamaha specifically for a golf car. This model has an independent front suspension and a standard rear suspension. The AFI model is more comparable to our competitors' models without a 4-wheel independent suspension or the Quiet package.

6 New 2024 Yamaha AFI Model EFI Gas Golf Cars, Glacier White in Color:

\$6,087 x 6 Units = \$36,522.00

OR

"Alternate Bid" for 6 Used 2020 Yamaha Premium "QuieTech" Model Fuel Injected Gas Golf Cars:

The Yamaha QuieTech model is a unique-in-the-industry product with 4-wheel independent suspension and a Quiet package. These unique features would provide the City of Neosho's customers the benefits of a smooth ride, stable handling, and quiet operation which allows for the best and safest possible guest experience for the City.

6 Used 2020 Yamaha QuieTech Model EFI Gas Golf Cars, Carbon Grey in Color:

\$4,885 x 6 Units = \$29,310.00

Thank you for the opportunity to be of service to you with YAMAHA, the world's finest golf cars and utility vehicles!

Andy Degener

District Sales Manager

Kansas City Territory

Masek Golf Car Company

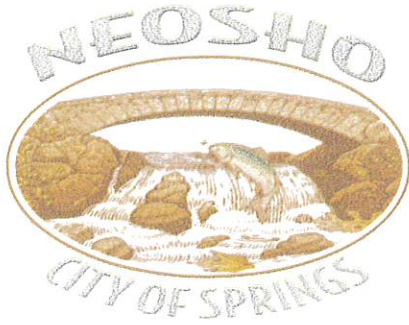
425 M St. Gering, NE 69341

Cell: 816-663-0667

Andy@Masek.com

www.masekgolfcars.com





City of Neosho

203 E. Main St.
Neosho, MO 64850
(417) 451-8050 phone
(417) 451-8065 fax
www.neoshomo.org

INSTRUCTIONS TO BIDDERS

The City of Neosho, Missouri will accept sealed bids until **Tuesday, January 9, 2024 at 1:00 p.m.** at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850. The bid will be for the following:

Project: Golf Carts

Please label the envelope: Golf Cart Bid Opening January 9, 2024 @1:00 p.m.

Questions concerning the specifications and bid procedure should be directed to David Kennedy, City Manager, at the follow address/phone: 417-451-8050, 203 E. Main St. Neosho, MO 64850.

All bids shall be F.O.B.. Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

*W-9 Required

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

Thank you,

David Kennedy
City Manager

BID SPECIFICATIONS:

The bid packet is for the purchase of:

- Six Gas Golf Carts
- Four-wheel gasoline powered golf cart
- New carts are to be delivered to 1850 Clubhouse Road, Neosho, MO
- Models of carts, as bid, should have been in regular production for at least two years
- Fuel Injected motor that has been in production for at least two years
- Golf carts will be delivered completely assembled, serviced, and ready to operate
- Paperwork and manuals are to be delivered with the golf carts
- Automotive type key start
- Transmission: fully synchronized forward and reverse
- Wrap-around front and rear bumpers
- Back-up/reverse alarm
- Seat covers thick seamless vinyl
- Tires: 18x8.5x8 four ply rating
- Two sand bottles
- Bag rack: stand up type
- Sweater basket mounted behind seat
- Color to be selected at time of order
- Cooler Rack along with cooler

Equipment Schedule:

Note:

This bid should include the delivery date for these carts

DRIVE²

INNOVATIVE FEATURES AT EVERY TURN

At Yamaha, we're innovating with today's golfer in mind. With bold colors and modern body styling, our Drive² lineup looks better than ever, but the biggest change is the one you don't see — a smoother ride.



SEE MORE ONLINE!

Scan now to watch
all the Drive² features
in action.



REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Cemetery Lawn Maintenance

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

1. IOOF Cost for City to Run
 2. Cemetery Lawn Maintenance Bids
-

PURPOSE:

To seek council direction on how to move forward with lawn maintenance at the Neosho IOOF Cemetery.

BACKGROUND:

In November 2019, the Neosho IOOF went into receivership with the state and the city of Neosho acquired ownership. At that time, it was cost-effective to contract with a company for lawn maintenance of the cemetery grounds. Staff went out to bid for lawn maintenance and would like to present two options to the council. Option 1 would be to approve one of the bids presented to council tonight and contract with that company for three years of mowing services. Option 2 would be for the city to take over the lawn maintenance of the cemetery. Staff sent out multiple bids and received five bids back.

1st Choice Lawn Care \$95,000.00 per year

Jimmy Smith Landscaping \$108,000.00 per year

Frazier Lawn Service \$144,000.00 per year (1st year) \$146,880.00 (2nd year) \$149,817.60 (3rd year)

Benny's Lawn & Landscaping LLC \$180,000.00 per year

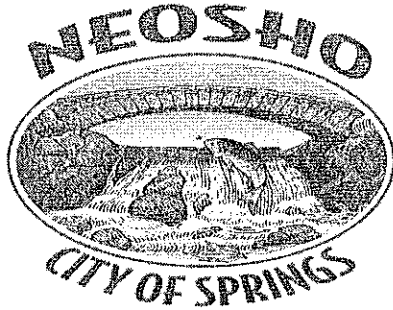
Joplin Mow \$185,000.00 per year (1st year) \$194,250.00 (2nd year) \$203,962.50 (3rd year)

The graph included in this packet shows the cost to the city if the city were to take this in-house.

RECOMMENDATION:

Seek council's direction on approving a bid for lawn care at the cemetery or taking the lawn maintenance in-house.

IOOF			
In-house lawn care cost			
Full time personnel		2 FTE	
Salaries 1	31,200.00		62,400.00
Social Sec	2,387.00		4,774.00
Retirement	1,560.00		3,120.00
Insurance	7,553.00		15,106.00
Work Comp	1,367.00		2,734.00
			88,134.00
Chemicals			5,000.00
Fuel/Lubricants			6,000.00
Equip Maintenance			5,000.00
Minor Capital			2,000.00
			18,000.00
Capital for Mowers			
48" mower			13,000.00
60" mower			16,319.00
			29,319.00
Initial Cost			135,453.00
Budgeted			93,000.00
Overage			42,453.00
2nd year			108,778.02



City of Neosho

203 E. Main St.
Neosho, MO 64850
(417) 451-8050 phone
(417) 451-8065 fax
www.neoshomo.org

November 27, 2023

INSTRUCTIONS TO BIDDERS

The City of Neosho, Missouri will accept sealed bids until Tuesday, January 9, 2023 at 10:00 a.m. at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850. The bid will be for the following:

Project: Lawn Care at the Neosho IOOF Cemetery

Please label the envelope: Lawn Care at the Neosho IOOF Cemetery Bid Opening January 9, 2023 @10:00 a.m.

The bid packet is for the maintenance and mowing of the City of Neosho IOOF Cemetery with a three-year contract. This will include mowing all 31 acres, trimming around trees, shrubs, headstones and buildings.

You must have at least five years' experience performing lawn care for other cemeteries and provide at least three references from area cemeteries.

Questions concerning the specifications and bid procedure should be directed to Cheyenne Wright, City Clerk, at the follow address/phone: 417-451-8050, 203 E. Main St. Neosho, MO 64850.

All bids shall be F.O.B., Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

In section 605.040 of the City of Neosho code, it states that if a contractor performs work for the City a performance bond is required.

Section 605.040 Certain Insurance Policies, Etc., Required Before Issuance of Licenses for Plumbers, Electricians, Contractors, and Subcontractors is amended to read as follows:

"A. In addition to payment of the license fees required of plumbers, electricians and general and special contractors and subcontractors in Section 605.010, before a plumber's, electrician's or general or special subcontractor's license may be issued to any applicant, each applicant shall produce for the

inspection and approval of the City Collector the following policies of insurance together with receipts showing the premiums fully paid for the period for which the license is sought:

1. Bodily injury insurance liability coverage of twenty-five thousand dollars (\$25,000.00) per incident.
2. Property damage, twenty-five thousand dollars (\$25,000.00).
3. Bonding requirements.
 - a. If a contractor performs work within the City limits of Neosho, a license and permit bond, ten thousand dollars (\$10,000.00).
 - b. Unless otherwise provided, if a contractor performs work for the City of Neosho, the cost of which is estimated to exceed fifty thousand dollars (\$50,000.00), a performance bond running to the City, to the contract amount.

B. In addition to the requirements set forth above by this Section and the license fees required to be paid, each applicant for a plumber's license shall comply with all provisions of the Plumbing Code of the City."

*City of Neosho Business License required

*W-9 Required

* Proof of Workers Compensation Coverage Provided w/ Bid

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

Thank you,

David Kennedy
City Manager

SPECIFICATIONS

The bid packet is for the maintenance and mowing of the City of Neosho IOOF Cemetery. This will include mowing all 31 acres and trimming around trees, shrubs, headstones, and buildings.

You must have at least five years' experience performing lawn care for other cemeteries and provide at least three references from area cemeteries.

BID FORM

Description: (To be completed by bidding party)

To continue mowing the I.O.O.F. Cemetery exactly
as we have in the past for \$180,000 annually,
which will be divided into 12 equal monthly
payments of \$15,000. Service shall commence
around March 1st and end around December 1st
each year and shall include mowing, trimming,
blowing, small limb pickup, & leaf control as needed

References:

Name: _____ Number: _____

Cemetery: _____

Name: _____ Number: _____

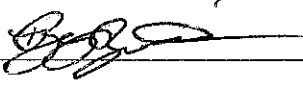
Cemetery: _____

Name: _____ Number: _____

Cemetery: _____

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: Benny's Lawn & Landscaping LLC

BY:  (Benny Boswell, owner)

BID FORM

Description: (To be completed by bidding party)

ON behalf of Jimmy Smith Landscaping, We ARE Submitting A bid for 100% Cemetery for Mowing Maintenance and upkeep. We WILL offer this service in Exchange for \$ 108,000.00 Per Year for the duration of a 3 year contract. Refer to enclosed document for Specific Services Offered.

Thank you for your consideration
Jimmy Smith

References:

Name: Mike West Number: 417-850-7777

Cemetery: _____

Name: Tom Workman Number: 417-592-4063

^{Prior-}
Cemetery: PARKS Superintendent 312-3504

Name: Charles Collinsworth Number: 417-592-1206

Cemetery: _____

Richard Davidson

417-312-0909

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: Jimmy Smith Landscaping

BY: Jimmy Smith

Bid Description: City of Neosho IOOF Cemetery Maintenance and Mowing Services

Introduction: Jimmy Smith Landscaping is pleased to submit this bid for the maintenance and mowing of the City of Neosho IOOF Cemetery. With three years of experience in maintaining large cemeteries in Indianapolis, totaling approximately 45 acres, I am confident in my ability to provide exceptional lawn care services that meet and exceed your expectations.

Scope of Work: This comprehensive bid includes the following services for the 31-acre IOOF Cemetery:

1. Mowing:

- Regular and systematic mowing of all 31 acres to maintain a well-groomed appearance.
- Precision mowing around trees, shrubs, headstones, and buildings to ensure a neat and professional landscape.

2. Trimming:

- Detailed trimming around trees, shrubs, and other landscape features to enhance the overall aesthetic appeal.
- Careful trimming around headstones to maintain a respectful and tidy appearance.

3. Weed Eating:

- Thorough weed eating to eliminate any overgrowth and maintain defined boundaries.

4. Tree Trimming:

- Pruning and trimming of trees as needed to promote healthy growth and maintain a safe environment.

5. Debris Removal:

- Regular removal of debris, leaves, and any litter to keep the cemetery grounds clean and well-maintained.

6. Aesthetic Maintenance:

- Dedication to ensuring the IOOF Cemetery looks its absolute best at all times.
- Proactive measures to address any issues and maintain a dignified and peaceful atmosphere.

Experience: My track record is proven, with three years of successful experience in maintaining large Catholic and Jewish cemeteries in Indianapolis, as well as having spent the bulk of my career performing lawn care and maintenance, with a commitment to excellence and attention to detail. My dedication has consistently resulted in beautifully maintained landscapes which will certainly honor the dignified appearance that is required of these sacred spaces.

Conclusion: Jimmy Smith Landscaping is dedicated to delivering high-quality lawn care and maintenance services to the City of Neosho IOOF Cemetery. I understand the importance of preserving the sanctity of this space, and my experienced team is ready to ensure the cemetery remains a place of peace and tranquility.

Thank you for considering this bid, and I look forward to the opportunity to contribute to the care of the IOOF Cemetery.

BID FORM

Description: (To be completed by bidding party)

Mowing, Trimming, limb removal, leaf removal for the
period of 12 months \$ 185,000
5% increase year 2 \$ 194,250
5% increase year 3 \$ 203,962.⁵⁰

Start time: Immediately for 2024 season

References:

Name: Dianne Volk Number: 417-850-3402

Cemetery: Harmony Grove Cemetery

Name: Carolyn Corle Number: 417-291-0035

Cemetery: Waco Cemetery

Name: Sherri Garvin Number: 417-439-3281

Cemetery: Pine Cemetery

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: Toplin MOW

BY: Andy J. Ray 417-850-6607 cell

BID FORM

Description: (To be completed by bidding party)

Maintain the grounds of mowing, Weedeating
Pick up trash, Pick up tree limbs, and edge
sidewalk. Weedeat all buildings, headstones,
and trees, I bid the cemetery at \$95,000

Reference:

Name: Benny Boswell Number: _____

Cemetery: 100 F

Name: _____ Number: _____

Cemetery: _____

Name: _____ Number: _____

Cemetery: _____

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: 1st Choice Lawn Care

BY: Grant Vandergriff

BID FORM

Description: (To be completed by bidding party)

The following bid is for Frazier Lawn Service to perform the duties outlined in the specification section. Our bid is as follows: Year 1-\$144,000 Year 2-\$146,880 Year 3-\$149,817.60. That's a 2% per year increase. Thank you for the opportunity to serve the city of Neosho

References:

Name: Roy (Deceased) Number: _____

Cemetery: Weems Cemetery 3 years

Name: Roy (Deceased) Number: _____

Cemetery: Wanda Cemetery 2 years

Name: _____ Number: _____

Cemetery: _____

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: Frazier Lawn Service

BY: Don D. Frazier

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Mobile Computers

ORIGINATING DEPARTMENT: Public Works Department

ATTACHMENT:

1. Mobile Computer Bids Recieved

PURPOSE:

The purpose of this item is to seek the council's approval for the purchase of 10 mobile computers for Public Works and the building inspector.

BACKGROUND:

We currently have 6 desktop computers and 10 vehicle computers. The purchase of mobile computers will eliminate the 6 desktop computers and the cost associated with maintaining them. We sent out three bid packets and received 3 back.

Public Saftey Solutions

Getac K120G2-R and all necessary equipment total bid \$42,669.70

Plus \$2,000 for Stronghold for integration

Stronghold Data

Dell 7230 Tablet and all necessary equipment total bid \$48,357.14

No charge for integration

Trinity Saftey Solutions

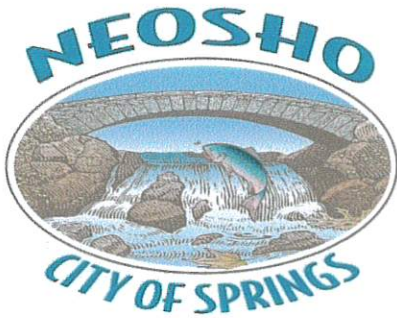
Getac K120G2-R and all necessary equipment total bid \$40,315.00

Plus \$2,000 for Stronghold for integration

Public Works budgeted \$46,000 for this purchase. With the added building inspector computer, we will be under budget for these items.

RECOMMENDATION:

Staff recommends council approve the bid from Stronghold for \$48,357.14 because these are proven to be reliable equipment and the same ones the NPD and NFD use currently.



City of Neosho

203 E. Main St.
Neosho, MO 64850
(417) 451-8050 phone
(417) 451-8065 fax
www.neoshomo.org

INSTRUCTIONS TO BIDDERS

The City of Neosho, Missouri will accept sealed bids until **Wednesday, January 10th, 2024 at 10:00 a.m.** at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850.

The bid will be for the following:

Project: Mobile Computers, Docking Stations, and Keyboards

Please label the envelope: Public Works Department Mobile Computers

Questions concerning the specifications and bid procedure should be directed to Nate Siler, Public Works Director, at the following address/phone: 417-451-8071, 200 E. Nelson Ave Neosho, MO 64850.

All bids shall be F.O.B., Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

***W-9 Required**

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

Thank you,

Nate Siler
Public Works Director

BID SPECIFICATIONS:

The bid packet is for the purchase of: Mobile Computers/ Stands/ Keyboards/ Installation

Tablet Specs are to be billed as follows:

Neosho Street Department (3 tablets)
Neosho D&M Department (3 tablets)
Neosho Meter Department (3 tablets)
Neosho Building Inspector (1 tablet)

Processor - i5-1135G7 or better. 16GB RAM
256 PIC1e SSD

11.6-inch Full HD Digitized touchscreen or larger

Must have at least 2 cameras — 1 front facing, 1 rear facing. Window 11 Pro 64-bit operating system.

WiFi+, Bluetooth, 4G LTE, and GPS. MIL-STD-810H certified or better.
IP66 rated or better.

MIL-STD-461G certified or better.

Vibration & 6 feet (1.8m) drop resistant or better. Environmental Specification
Temperature x

Operating: -28° C to 63° C / -21° F to 144° F

Storage: -50° C to 70° C / -59° F to 159° F

Minimum 3-year warranty.

Must include a manufacturer-approved rugged keyboard for use in the vehicle. (10 required)
Separate keyboard and tray preferred

Neosho Street Department (3 keyboards)
Neosho D&M Department (3 keyboards)
Neosho Meter Department (3 keyboards)
Neosho Building Inspector (1 keyboard)

Must come with a manufacturer-designed desktop dock, specifically built for the use of the tablet in the office.
"Universal" docks will not be accepted. (6 office docks required or compatible interface)

Neosho Street Department (3 office docks)
Neosho D&M Department (1 office dock)
Neosho Meter Department (1 office dock)
Neosho Building Inspector (1 office dock)

Vehicle Docking Station Spec (10 required)

Neosho Street Department (3 vehicle docks)
Neosho D&M Department (3 vehicle docks)
Neosho Meter Department (3 vehicle docks)
Neosho Building Inspector (1 vehicle dock)

Must be purpose-built for the tablet being proposed. No universal dock will be accepted. Must be capable of
"triple passthrough" connection.

Must be able to work with existing Gamber-Johnson vehicle console equipment.

It must come with a vehicle power adapter to provide power to the dock, tablet, and keyboard.

Public Safety Solutions MO, LLC

PO Box 8944
Springfield, MO 65801
888-605-0616
www.pss-mo.com

1401 East Traficway Street
Springfield, MO 65802



QUOTE



Prepared By: Dustin Gay

Phone Number: 8707994354

Email Address: dustin@pss-mo.com

Prepared For: City of Neosho, MO.

Nate Siler

Quote Number: 361

Issue Date: 12/15/2023
Expiration Date: 01/31/2024

Line	SKU	Description	Qty	MSRP	Cost Each	Total
1	KP6764VAX6XX	Getac K120G2-R 12.5" Tablet	10.00	\$3,107.00	\$2,665.00	\$26,650.00
		<i>i5-1135G7, WinHello, Win11+16GB, 256GB PCIe SSD, SR FHD LCD+TS+Rear Cam+stylus, No KBD Dock, Wifi+BT+GPS+PT, 3 Yr B2B Warr</i>				
2	7170-0694-00	Gamber-Johnson Getac K120 Tablet docking station Kit includes NO RF docking station and Getac 120W Auto Power Adapter.	10.00	\$1,474.00	\$806.00	\$8,060.00

Line	SKU	Description	Qty	MSRP	Cost Each	Total	
	PORT REPLICATORS						
	- Ethernet (2) - RJ45 - USB 2.0 (2) - 4 pin forward-facing, fast-charging (1500 mA) - USB 2.0 (1) - 4 pin rear-facing (500 mA) - USB 3.0 (1) - 9 pin fast-charging (1500 mA) - USB 3.0 (2) - 9 pin (900 mA) - VGA (1) - D-sub 9 pin - HDMI (1) - 19 pin - RS232 Serial (1) - Power Input - 19 Vdc						
	FEATURES						
	- Kit includes NO RF docking station (7160-1084-00) + Getac 120W auto power adapter (7300-0471) - Docking station design accommodates tablet's rotating hand strap (sold separately) - Easy to use one-handed operation: - Insert bottom of computer into the docking station, push top of computer against latch button until latch engages - To remove, push up on latch-button with thumb to disengage and pull computer out of the docking station - Access to all tablet control buttons and ports while tablet is docked - Optional keyed lock for theft deterrence - Upward-facing I/O ports; integrated cable strain relief and cable management system - VESA 75mm mounting pattern - Rounded edges to enhance personal safety						
	WARRANTY:						
	3-Year Limited Warranty						
	3	7160-1445	Gamber Johnson Fold-Up Tablet and Keyboard Moun	10.00	\$234.00	\$127.00	\$1,270.00
							
	4	7170-0817-00	Gamer Johnson Rugged Lite Keyboard KIT: Rugged Lite Keyboard and Quick Release Keyboard Cradle	10.00	\$153.00	\$144.00	\$1,440.00

Line	SKU	Description	Qty	MSRP	Cost Each	Total
						
5	7160-0341	Gamber-Johnson Locking Swing Arm Motion Attachment. Attach to Upper Pole, Center Pole or Complete Pole	10.00	\$269.00	\$150.00	\$1,500.00



Locking Swing Arm is a perfect solution where you have a larger truck or van and need the ability to easily move the computer out of the way.

PLACEMENT

- Any Upper Tube, Complete Pole, Low Profile Brackets, Center Pole or directly to any flat surface

MOTION ATTACHMENT INCLUDED

- Yes

TILT

- Yes - up to 90 degrees fore/26 degrees aft

ROTATES

- Motion Attachment - 360 degrees Entire Arm - 360 degrees can lock at every 15 degrees

FEATURES

- The entire arm can rotate around 360° with locking points at every 15°
- To rotate the arm simply pull the front lever out, rotate to desired position and then release the lever Ideal for work trucks and vans
- Works with the follow hole patterns: VESA 75mm, Gamber-Johnson 2x4, NEC, AMPS
- Tilt capabilities:
 - 90° forward allows for tablets to be easily mounted
 - 26° aft movement
- Riveted design allows for smoother tilt movement
- Swivel capabilities: 360°
- Can be mounted directly to a flat surface or on any Upper Tube, Complete Pole, Center Pole or Low Profile Bracket
- Heavy gauge steel construction for long-term durability
- Black powder coat finish for maximum corrosion resistance

WARRANTY: LIMITED LIFETIME

- A limited lifetime warranty is **against manufacturer defects, not normal wear and tear**

Line	SKU	Description	Qty	MSRP	Cost Each	Total	
6	DS-53	Gamber Johnson Vertical Surface Base Pole For mounting onto the side of Console	10.00	\$142.00	\$80.25	\$802.50	
							
7	7160-0177	Gamber-Johnson 5inch Center Upper Pole, Inserts Into any lower tub	10.00	\$123.00	\$69.72	\$697.20	
							
10	GDODU6	Getac Office Dock for Docking a K120, with 120W AC Power Supply;	6.00	\$399.99	\$375.00	\$2,250.00	
		- Expansion / Connectivity 1 x audio - output 1 x microphone 2 x USB 2.0 - 4 pin USB Type A 3 x Interfaces: SuperSpeed USB 3.0 - 9 pin USB Type A 2 x network - RJ-45 1 x display / video - HDMI 1 x display / video - VGA 1 x serial - RS-232 - Miscellaneous Features: Security lock slot (cable lock sold separately) Security Slot Type: Kensington security slot - Power Power Device: Power adapter Power					
				MSRP Total	\$57,419.94	Customer Total	\$42,669.70

Notes and Design Assumptions:

All shipping is included with this bid.

Terms and Conditions of Offer:

- This proposal is based on the requirements provided by the customer. We reserve the right to correct mathematical or other errors in the quotation.
- Change Orders must be processed for additional out-of-scope material and labor, or other required deviations from quotation.
- All quotations purchased under NCPA, NASPO ValuePoint, GSA, or other Master Supply Agreement are subject to the applicable contract's terms and conditions and supersede any conflicting terms listed here.
- Sales Tax is not included on this quote, and customer or sale may be subject to local sales tax.

Customer Approval

Hardware

Description	Price	Qty	Ext. Price
Price includes setup and configuration of the Rugged Tablet devices on the City of Neosho network. No labor for installing the devices or mounting equipment in the vehicles will be performed by Stronghold Data.			
Latitude 7230 Rugged Extreme Tablet 12th Gen Intel® Core™ i5-1240U, vPro® (12 MB cache, 10 cores, 12 threads, up to 4.40 GHz Turbo) Windows 11 Pro Integrated Intel® Iris® Xe Graphics for i5-1240U vPro Processor, 16GB Memory, ublox NEO-M9N GPS card 16 GB: 2 x 8 GB, LPDDR5, 5200 MT/s (on board) 256 GB, M.2 2230, PCIe NVMe, SSD, Class 35 12" Touch 1200 nits WVA FHD (1920x1200) 100% sRGB AntiGlare, Outdoor Viewable, front/rear cam, dual mic Intel® Wi-Fi 6 AX211 Wireless Driver (with Bluetooth) 4G CAT16 - Qualcomm® Snapdragon™ X20 LTE (DW5821e), AT&T, NMEA GPS port Basic Support - Mail In Service 3 Years	\$3,009.61	10	\$30,096.10
Vehicle Docking Station Docking Station for Dell's 7230 Tablet with Standard Port Replication	\$737.45	10	\$7,374.50
Vehicle Power Supply	\$337.62	10	\$3,376.20
Vehicle USB Keyboard and quick release tray With touchpad - backlit	\$604.79	10	\$6,047.90
Office Docking Station Dell Dock- WD19S 130w Power Delivery -180w AC 3Y Basic Hardware Service with Advanced Exchange after remote diagnosis	\$243.74	6	\$1,462.44
Subtotal:			\$48,357.14

Vehicle Mounting Kits

Description	Price	Qty	Ext. Price
Vehicle Mounting Kit (385-T) • 2020 Ford F150 Crew Cab • 2017 Ford F350 Single Cab • 2016 Ford F150 Single Cab • 2018 Ford F150 Single Cab • 2017 Ford F150 Single Cab • 2019 F350 Extended Cab • 2021 Ford F150 Crew Cab	\$838.19	7	\$5,867.33
Vehicle Mounting Kit - Custom • 2014 Ford F150 Single Cab	\$852.77	1	\$852.77
Vehicle Mounting Kit (3003-T) • 2022 GMC Sierra Crew Cab	\$845.93	1	\$845.93
Vehicle Mounting Kit (342-T) • 2015 Ford F350 Crew Cab	\$857.18	1	\$857.18
Subtotal:			\$8,423.21

Disclaimers

Description	Qty
Price includes setup and configuration of the Rugged Tablet devices on the City of Neosho network. No labor for installing the devices or mounting equipment in the vehicles will be performed by Stronghold Data. Due to market volatility and component pricing fluctuations, manufacturers and distributors can not guarantee pricing until product has shipped. Shipping delays are expected and ETAs are subject to change. All hardware/software purchases over \$10,000 will require a 50% down payment at time of order. The remaining balance will be due once product has arrived at Stronghold Data.	



Public Works Department Rugged Computers

Prepared for:

City of Neosho

203 E. Main
Neosho, MO 64850
Nate Siler
(417) 451-8050
nsiler@neoshomo.org



Prepared by:

Stronghold Data LLC

Jason Rincker
(417) 627-9878
Fax (417) 623-7606
jason.rincker@strongholddata.com

Quote Information:

Quote #: 008717

Version: 1

Delivery Date: 01/10/2024

Expiration Date: 02/04/2024

Quote Summary

Description	Amount
Hardware	\$48,357.14
Vehicle Mounting Kits	\$8,423.21
Total:	\$56,780.35

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 2% per month or the highest rate allowed by law, whichever is less.

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



ATTACHMENT D - DETAILED QUOTE

**Trinity Innovative Solutions, LLC**

5605 FM 423
Suite 500, PMB 422
Frisco, TX, 75036-8976
Phone: 972-292-3993

Web: <http://www.tsmtexas.com>

Quote

Quote Number: Q001754
Order Date: 1/8/2024
Valid Until: 3/15/2024
Sales Person: Jeff Merriman
Customer ID: NEOSHOMO
Reference:
Payment Terms:
Freight Terms:
Ship Via:
FOB:

BILL TO:	SHIP TO:
City of Neosho 203 East Main Street Neosho MO United States of America Phone: 417-451-807	City of Neosho 203 East Main Street Neosho MO United States of America Phone: 417-451-807

REFERENCE		Public Works Department - Tablet RFP				
NO.	ITEM	DESCRIPTION	QTY.	UOM	PRICE	AMOUNT
1	FP2764TA1CXX	GETAC:F110G6: i5-1135G7, WinHello, Win11+16GB, 256GB PCIe SSD, SR FHD+TS+Digi, Rear Cam, WiFi+BT+4G+GPS+PT, 3 Yr B2B Warr	10.00	EA	3,025.00	30,250.00
2	543391800008	GETAC:F110G5 & G6 - Gamber Johnson, 7170-0902-03, Vehicle Dock, with Tri Pass-through (include 120W vehicle adapter)	10.00	EA	585.00	5,850.00
3	GDODU7	GETAC : F110 - Office dock w/ 90W AC Adapter (US)	6.00	EA	300.00	1,800.00
4	GDKBU9	GETAC : Getac Rugged Keyboard, 3 year warranty (US)	10.00	EA	220.00	2,200.00
5	MISC-GENERAL	Item #7160-1820 - Gamber-Johnson Tall Tablet/ Fold-Up Keyboard Tray	10.00	EA	225.00	215.00

Signature:



Quote Total: 40,315.00
Less Discount: 0.00
Tax Total: 0.00
Total, US\$: 40,315.00

NOTE:

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Finance Folder/Inserter Machine

ORIGINATING DEPARTMENT: Finance Department

ATTACHMENT:

1. Folder Inserter Summary 2024
 2. Completed Bid Submissions Folder Inserter
-

PURPOSE:

To seek Council's approval of staff's recommendation to reject the bids for the folder inserter machine.

BACKGROUND:

The current folder inserter has been under a lease agreement. December 2023 was our last billing cycle under that lease. We are in a secondary lease period with the folder inserter.

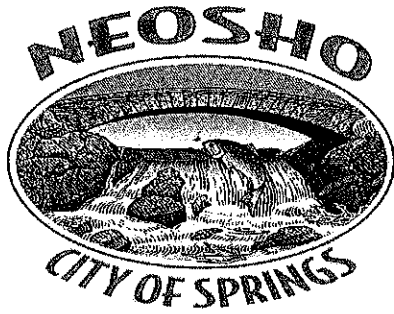
We sent out 4 bids and received two (2) on January 4th for the purchase of a new folder inserter. The bid requested 2 options to be bid. One for the purchase of a new machine and one as a lease option. Neither bidder supplied a lease.

Any purchase outside of a lease is not a budgeted item and would come from the fund balance of water administration.

RECOMMENDATION:

Staff recommends rejecting the purchase bid for the folder inserter machine.

Vendor	System Recommendation	Purchase Cost	Annual Maintenance	Lease Cost
Pitney Bowes	No bid	-----	-----	-----
Pitney Bowes	No bid	-----	-----	-----
Technology International, Inc	Formax FD6210 Basic 2	\$17,820.00	Optional 1 year contract	-----
Technology International, Inc	Not included	-----	-----	Not included
Whitaker Brothers	Formax FD6210 Basic 2	\$17,925.00	1 st year Included in price/ Option to purchase yearly maintenance	-----
Whitaker Brothers	Not included	-----	-----	Not included
PaperFolder Co	No Bid	-----	-----	-----
PaperFolder Co	No Bid	-----	-----	-----



City of Neosho

203 E. Main St.
Neosho, MO 64850
(417) 451-8050 phone
(417) 451-8065 fax
www.neoshomo.org

INSTRUCTIONS TO BIDDERS

The City of Neosho, Missouri will accept sealed bids until Thursday, January 4, 2024 at 10:00 a.m. at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850.
The bid will be for the following:

Project: Folding/Insert Machine

Please label the envelope: Folding/Insert Machine Bid Opening January 4, 2024 at 10:00 a.m.

Questions concerning the specifications and bid procedure should be directed to Leslie Forest, Finance Director, at the follow address/phone: 417-451-8050, 203 E. Main St. Neosho, MO 64850.

All bids shall be F.O.B., Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

***W-9 Required**

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

Thank you,

David Kennedy
City Manager

BID SPECIFICATIONS:

The bid packet is for the purchase of:

Folding/Inserting Machine Bid Specs

1. Approximately 7,000 pages per month (majority in one day)
2. 1,000 Of The Prints May Be Perforated
3. No Return Envelopes
4. 80% Of Envelopes Stuffed Will Be Single Page
5. 20% Of Envelopes Stuffed Will Be Double Pages
6. Page Size will Be 8 ½" by 11"

Please state whether you are submitting a State Bid or Not. Please include 2 options:

1. For the Purchase and,
2. For the Lease

Brand New Machines Only

Please Include Maintenance Cost and Contracts if applicable. Also note that The City of Neosho is a tax exempt entity.

All bidders submitting a bid will be notified in writing as to the results of the bid opening and award. The City reserves the right to reject any or all bids and to accept the lowest or best bid.

BID FORM

Description: (To be completed by bidding party)

Price(s) for unit(s) meeting enclosed specifications:

F.O.B. Neosho, MO

Projected Shipping Date: _____

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

BY: _____

AFFIDAVIT of COMPLIANCE
Section 285.530.2

State of Missouri) ss

County of _____)

Now this ____ day of _____, 20__, the undersigned, being first duly sworn, deposes and says:

1. I am more than 18 years of age.

2. I make this affidavit from my personal knowledge of the facts stated herein or upon information and facts available to me as a duly authorized owner, partner, corporate or LLC officer or Human Relations Director of _____ (name of Corporation, LLC, sole proprietorship or partnership)

3. I am authorized to make this affidavit on behalf of _____. (name of business entity, same as above)

4. I state and affirm that _____ is enrolled and is (name of business entity, same as above) currently participating in E-Verify, a federal work authorization program or another equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986.

5. Further, _____ does not knowingly employ any person
(name of business entity, same as above)
who is an unauthorized alien.

6. Further, _____ has performed an electronic
(name of business entity, same as above)
verification check as described above on all workers hired since January 1, 2009 or obtained documents required for completion of a federal I-9 form before it began participating in E-Verify.

7. Attached to this affidavit is a true and accurate copy of this company's Memorandum of Understanding with the United States concerning the use of E-Verify.

I certify under penalty of perjury that the statements above are complete, true and accurate to the best of my knowledge and belief. _____

Authorized Agent, Partner, Owner or Officer

If business has a Human Relations Director or equivalent that person must sign as an affiant as well.

I certify under penalty of perjury that the statements above are complete, true and accurate to the best of my knowledge and belief.

Human Relations Director

This form is promulgated pursuant to 15CSR 60-15-.020. Use of this form is not required but the Attorney General has deemed this affidavit sufficient in form to satisfy the requirements of section 285.540, RSMo., Supp. 2008

FURTHER THE AFFIANT SAYETH NOT

(Signature)

On this ____ day of _____ in the year 20____, before me, _____
_____, a Notary Public in and for said State, personally appeared _____
_____, known to me to be the person who executed the within affidavit, and acknowledged to me that he/s
he executed the same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the cou
nty and State aforesaid, the day and year first above written.

Notary Public

My Commission Expires

BID FORM

Description: (To be completed by bidding party)

Formax FD6210 - Basic 2

Insertor with Two Sheet Feeders. Sheet capacity 325 per feeder.

Speed: 2,200 sheets per hour. Duty cycle: 15,000 pieces per month.

No additional charge for delivery or installation and training.

90 day manufacturer warranty against defects

1 year service agreement included in quoted price.

Price(s) for unit(s) meeting enclosed specifications: \$17,925.00

F.O.B. Neosho, MO

Projected Shipping Date: 6-8 weeks ARO

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

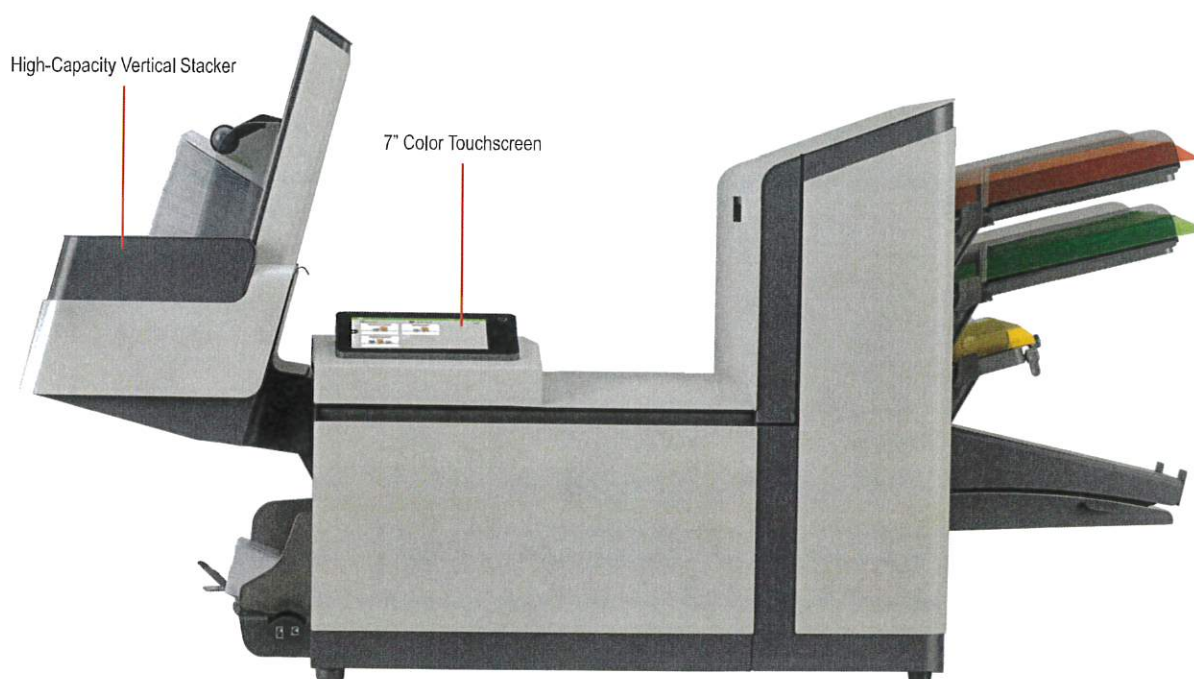
COMPANY: Whitaker Brothers

ADDRESS: 3 Taft Court, Rockville, MD 20850

PHONE: 301-354-3035

EMAIL: psteffens@whitakerbrothers.com

BY: Paul Steffens



FD 6210-Advanced 2 with new standard High-Capacity Vertical Output Stacker

Fully Automatic Office Inserter with User-Friendly Features

The 6210 Series Inserters combine advanced folding & inserting technology with user-friendly features and flexibility. Five models are available with a variety of input configurations to meet the needs of any size office or small mailroom.

Standard features include a **7" full-color touchscreen** control panel with graphical interface, **high-capacity vertical stacker** which holds up to 500 finished envelopes, **automatic paper and envelope presence sensors** with indicators on the control panel, and a **top-loading envelope hopper**. The 6210 Series also includes an eco-friendly sleep mode which saves energy by automatically putting the inserter into standby mode after 1 hour of being idle.

AutoSet™ allows for one-touch setup of new jobs by automatically measuring paper lengths, envelope sizes and fold lengths. Recurring and frequent jobs run in AutoSet™ can also be stored as one of **50 programmable jobs**. The powerful folding system enables the 6210 Series to accurately fold up to five sheets at once. Optional **CIS scanning technology** covers the full width of the document feeders and accurately reads OMR, 1D and 2D barcodes, and QR codes printed in any location on a document.

The 6210 Series is available in five configurations to meet your processing needs: **FD 6210-Basic 1** with one automatic sheet feeder, **FD 6210-Basic 2** model with two automatic sheet feeders, **FD 6210-Advanced 1** with one sheet feeder and one insert/BRE feeder, **FD 6210-Advanced 2** with two sheet feeders and one insert/BRE feeder and **FD 6210-Special 2** with two sheets feeders and a special insert/BRE feeder.

Options include a production feeder for up to 325 BREs or 1,200 inserts up to 6" in length, productivity package for increased throughput up to 20,000 pieces per month, CIS Scanner, advanced OMR and BCR, short feed trays and a front or rear side exit tray.

The 6210 Series offers the power and reliability of larger machines with the ease of operation required for the office environment.

Operating Features

Five Models Available: Choose the configuration that best suits your applications

7" Color Touchscreen: Graphical interface provides quick, easy setup

50 Programmable Jobs: Handy for recurring or frequently processed applications

High-Capacity Vertical Stacker: Holds up to 500 finished envelopes in a neat, sequential order

AutoSet™: Automatically senses and sets paper length, fold type, envelope size, fold length and double document detection. Simply load and go.

Envelope & Paper Presence Sensors: Graphic indicators on touchscreen to assist operators

Enhanced Folding System: Fold/insert up to 5 pages in half-fold (up to 8 w/optional Productivity Pkg)

Multi-Sheet Feeding: Feed up to 3 sheets from one feeder (up to 10 unfolded sheets w/ optional Productivity Package)

Clamshell Design: Easy access to the paper path

Accumulate Before Folding: Documents are folded and inserted together

Double Document Detection: Electromechanical sensors are unaffected by dust, smudges or paper color, providing essential document integrity

Multiple Insert Capability: Fold and/or insert sheets, BREs and cards in almost any combination

Fold Types: C, V, Z, Double Parallel, no fold

Fold Only without Inserting

Daily Mail Mode: For inserting stapled sets

Seal and Non-Seal Capabilities

Cascade Mode: Maximizes output by connecting multiple feeders with the same document. When one feeder empties, the next automatically starts feeding, for a total hopper capacity of up to 650 sheets.

Eco Mode: Energy-saving feature places the inserter into sleep mode after 1 hour of inactivity

Options

Short Feed Trays: For feeding up to 50 BREs or 325 short inserts

Production Feeder: Holds up to 325 BREs or 1,200 inserts, up to 6" in length (Available for the FD 6210 Advanced 2 & Special 2 models only)

CIS Scanner: Spans the width of the feeders and reads OMR, 1D and 2D BCR, QR codes, and OCR printed horizontally or vertically anywhere on the page

Single or Multi-Code Reading Licenses: Able to read Single-Track OMR, Dual-Track OMR, 1D Barcode, 2D Data Matrix, QR code

Productivity Package: Increased speed, folding capacity, multi-sheet feeding capacity and monthly throughput

Front or Rear Side Exit Tray: Holds up to 225 envelopes

Catch Tray: Holds up to 100 envelopes

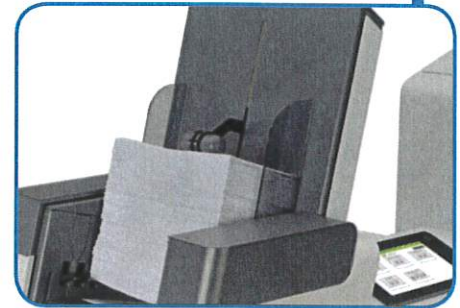
Specifications

Speed:	Up to 2,000 / 2,500* pieces per hour
Duty Cycle:	Up to 15,000 / 20,000* pieces per month
Standard Feeders:	Up to 325 sheets each, 20# bond
Short Feed Tray:	Up to 50 BREs or 325 inserts
Production Feeder:	Up to 325 BREs or 1,200 inserts, up to 6" in length
Envelope Hopper:	Up to 150 envelopes, top-loading
High-Capacity Vertical Stacker:	Up to 500 filled envelopes
Catch Tray:	Up to 100 envelopes
Front/Rear Side Exit:	Up to 225 envelopes
Sheet Size:	3.5" - 14" H x 5" - 9" W
Programmable Jobs:	50
Maximum Insert Thickness:	1mm
Maximum Set Thickness:	2.5mm
Envelope Size:	#10 and 6" x 9.5", 3.5" - 6.35" H x 6.3" - 9.7" W *
Dimensions:	49" L x 36" H x 16.5" W
Power:	120V AC, 60 Hz

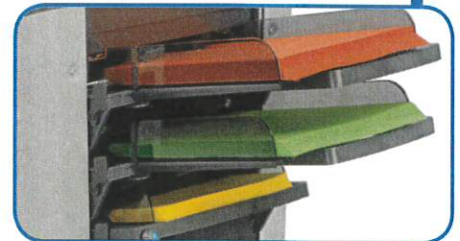
* Speed and Duty Cycle with optional Productivity Package. Paper & envelope specifications may vary. All media must be tested.



Full-color 7" touchscreen control panel with graphical interface and paper /envelope presence sensors



High-Capacity Vertical Stacker holds up to 500 filled envelopes



Easy to load document feeders



Optional Production Feeder holds up to 325 BREs or 1,200 inserts up to 6" in length

Formax - New Hampshire, USA

www.formax.com

Local Dealer:

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Whitaker Brothers Business Machines, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see Instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
3 Taft Court

6 City, state, and ZIP code
Rockville, MD 20850

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					

or

Employer identification number								
5	2		-	1	3	5	7	0 7 3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ► *Julian Ramirez* Date ► *Jan 6, 2023*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



City of Neosho

203 E. Main St.
Neosho, MO 64850
(417) 451-8050 phone
(417) 451-8065 fax
www.neoshomo.org

INSTRUCTIONS TO BIDDERS

The City of Neosho, Missouri will accept sealed bids until **Thursday, January 4, 2024 at 10:00 a.m.** at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850.
The bid will be for the following:

Project: Folding/Insert Machine

Please label the envelope: Folding/Insert Machine Bid Opening January 4, 2024 at 10:00 a.m.

Questions concerning the specifications and bid procedure should be directed to Leslie Forest, Finance Director, at the follow address/phone: 417-451-8050, 203 E. Main St. Neosho, MO 64850.

All bids shall be F.O.B., Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

***W-9 Required**

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

Thank you,

David Kennedy
City Manager

BID SPECIFICATIONS:

The bid packet is for the purchase of:

Folding/Inserting Machine Bid Specs

1. Approximately 7,000 pages per month (majority in one day)
2. 1,000 Of The Prints May Be Perforated
3. No Return Envelopes
4. 80% Of Envelopes Stuffed Will Be Single Page
5. 20% Of Envelopes Stuffed Will Be Double Pages
6. Page Size will Be 8 ½" by 11"

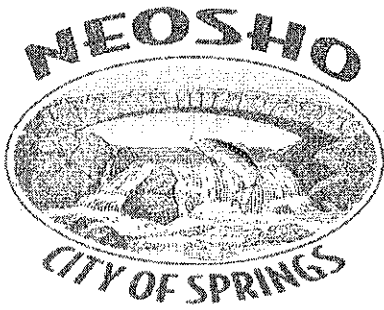
Please state whether you are submitting a State Bid or Not. Please include 2 options:

1. For the Purchase and,
2. For the Lease

Brand New Machines Only

Please Include Maintenance Cost and Contracts if applicable. Also note that The City of Neosho is a tax exempt entity.

All bidders submitting a bid will be notified in writing as to the results of the bid opening and award. The City reserves the right to reject any or all bids and to accept the lowest or best bid.



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Brand New Machines Only

Please Include Maintenance Cost and Contracts if applicable. Also note that The City of Neosho is a tax exempt entity.

All bidders submitting a bid will be notified in writing as to the results of the bid opening and award. The City reserves the right to reject any or all bids and to accept the lowest or best bid.

BID FORM

Description: (To be completed by bidding party)

***Please see our Equipment Proposal TII/MO/0124/34184 attached.

Price(s) for unit(s) meeting enclosed specifications: \$17,820.00

F.O.B. Neosho, MO

Projected Shipping Date: Estimated delivery is 17 Weeks after receipt of order and approved submittal.

After delivery - payment made on third Tuesday of month delivered

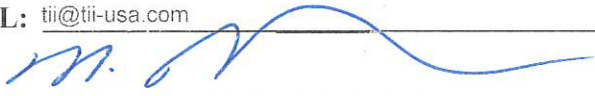
I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: Technology International, Inc.

ADDRESS: 1331 South International Parkway, Suite 2251, Lake Mary, Florida 32746

PHONE: 407-359-2373

EMAIL: tii@tii-usa.com

BY: 

AFFIDAVIT of COMPLIANCE
Section 285.530.2

State of Missouri Florida) ss

County of Seminole)

Now this 3 day of January, 2024, the undersigned, being first duly sworn, deposes and says:

1. I am more than 18 years of age.
2. I make this affidavit from my personal knowledge of the facts stated herein or upon information and facts available to me as a duly authorized owner, partner, corporate or LLC officer or Human Relations Director of Technology International, Inc. (name of Corporation, LLC, sole proprietorship or partnership)
3. I am authorized to make this affidavit on behalf of Technology International, Inc. (name of business entity, same as above)
4. I state and affirm that Technology International, Inc. is enrolled and is (name of business entity, same as above) currently participating in E-Verify, a federal work authorization program or another equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986.
5. Further, Technology International, Inc. does not knowingly employ any person
(name of business entity, same as above)
who is an unauthorized alien.
6. Further, Technology International, Inc. has performed an electronic
(name of business entity, same as above)
verification check as described above on all workers hired since January 1, 2009 or obtained documents required for completion of a federal I-9 form before it began participating in E-Verify.
7. Attached to this affidavit is a true and accurate copy of this company's Memorandum of Understanding with the United States concerning the use of E-Verify.

Mr. M. M. M.

If business has a Human Relations Director or equivalent that person must sign as an affiant as well.

I certify under penalty of perjury that the statements above are complete, true and accurate to the best of my knowledge and belief.

Human Relations Director

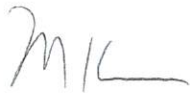
This form is promulgated pursuant to 15CSR 60-15-.020. Use of this form is not required but the Attorney General has deemed this affidavit sufficient in form to satisfy the requirements of section 285.540, RSMo., Supp. 2008

FURTHER THE AFFIANT SAYETH NOT


(Signature)

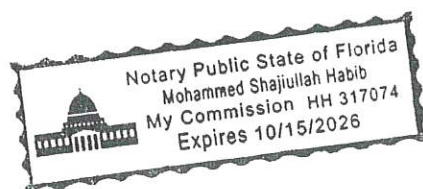
On this 3 day of January in the year 2024, before me, Shaji Habib
_____ a Notary Public in and for said State, personally appeared Rifat Habib
_____, known to me to be the person who executed the within affidavit, and acknowledged to me that he/s
he executed the same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the cou
nty and State aforesaid, the day and year first above written.



Notary Public

My Commission Expires 10/15/26





Technology International, Inc.
1331 South International Pkwy, Suite 2251
Lake Mary, FL 32746
Tel: (407) 359-2373
Fax: (407) 359-2372
E-mail: tii@tii-usa.com
Website: www.tii-usa.com

Equipment Proposal

Description: Folding/Insert Machine

Attention: City Clerk,
City of Neosho, Missouri
Receptionist Desk of City Hall,
203 East Main Street,
Neosho, MO 64850

TII Ref: TII/MO/0124/34184

Date: 01/03/2024

In response to your quote request for Folding/Insert Machine, Technology International, Inc. is pleased to submit the following for consideration:

ITEM NO.	QTY	DESCRIPTION/ MODEL NO.	UNIT PRICE	EXTD. PRICE
1	1	Formax FD6210-Basic 2 Folder/Envelope Inserter <i>Country of Origin: USA</i>	\$17,820.00	\$17,820.00
See attached data sheets				
Total.....			\$17,820.00	

Warranty: Manufacturer's standard warranty applies. All Formax folder inserters come with a 90 day onsite warranty that includes installation, setup and training, parts and labor. The optional one year service contract would go into effect on the 91st day and covers non-consumable parts and labor. It also includes one general maintenance visit during the year.

Delivery:

- Estimated delivery is **17 Weeks** after receipt of order and approved submittal.
- Please note, due to COVID-19 there may be unanticipated disruptions and delays in the supply chains globally, for parts, components, equipment and internal manufacturing services such as engineering, production allocation, and logistics. This may result in manufacturing & delivery delays out of our control. We will do our best to communicate all such impacts and reduce the effects of any such delays.
- All delivery dates quoted are subject to manufacturer's confirmation at time of order.
- Submittal data will be provided for approval after receipt of order (if applicable)

- Customer to provide equipment and personnel to unload
- TII will provide MSO at time of payment confirmation. Customer is responsible for all titling and registration of trailer (If Applicable)

Freight: Included to Neosho, MO 64850.

Payment Terms: NET 30

Prompt Payment discount: 1/4 % 10 days

Quote Validity: 30 days.

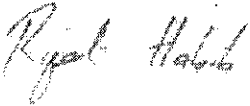
Technology International, Inc. Corporate data:

We are a small business and our Tax Payer Identification Number (TIN): 650342335. The price quoted does not include any sales, excise or similar taxes.

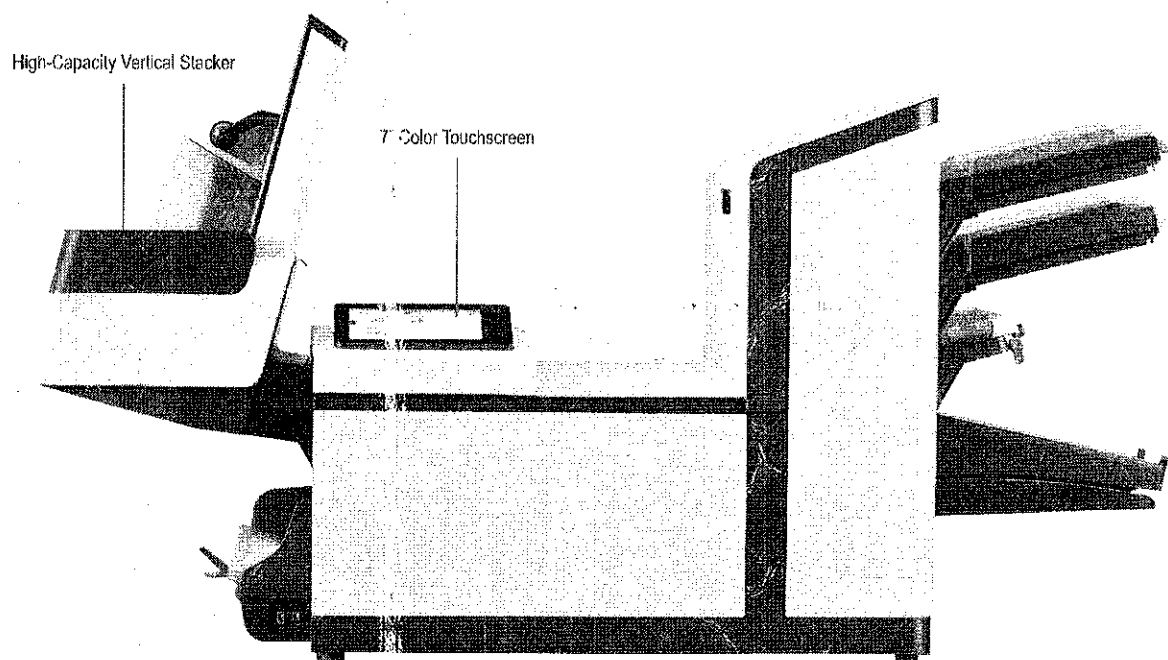
We trust that this proposal will meet your requirements and we look forward to hearing from you.

If you have any questions or need more information, please contact us by phone at 407-359-2373, fax at 407-359-2372 or email us at tii@tii-usa.com

Respectfully submitted,



Rifat Habib
Business Development Exec.
Technology International, Inc.



FD 6210-Advanced 2 with new standard High-Capacity Vertical Output Stacker

Fully Automatic Office Inserter with User-Friendly Features

The 6210 Series Inserters combine advanced folding & inserting technology with user-friendly features and flexibility. Five models are available with a variety of input configurations to meet the needs of any size office or small mailroom.

Standard features include a 7" full-color touchscreen control panel with graphical interface, high-capacity vertical stacker which holds up to 500 finished envelopes, automatic paper and envelope presence sensors with indicators on the control panel, and a top-loading envelope hopper. The 6210 Series also includes an eco-friendly sleep mode which saves energy by automatically putting the inserter into standby mode after 1 hour of being idle.

AutoSet™ allows for one-touch setup of new jobs by automatically measuring paper lengths, envelope sizes and fold lengths. Recurring and frequent jobs run in AutoSet™ can also be stored as one of **50 programmable jobs**. The powerful folding system enables the 6210 Series to accurately fold up to five sheets at once. Optional **CIS scanning technology** covers the full width of the document feeders and accurately reads OMR, 1D and 2D barcodes printed in any location on a document.

The 6210 Series is available in five configurations to meet your processing needs. **FD 6210-Basic 1** with one automatic sheet feeder, **FD 6210-Basic 2** model with two automatic sheet feeders, **FD 6210-Advanced 1** with one sheet feeder and one insert/BRE feeder, **FD 6210-Advanced 2** with two sheet feeders and one insert/BRE feeder and **FD 6210-Special 2** with two sheets feeders and a special insert/BRE feeder.

Options include a production feeder for up to 325 BREs or 1,200 inserts up to 6" in length, productivity package for increased throughput up to 20,000 pieces per month, CIS Scanner, advanced OMR and BCR, short feed trays and a front or rear side exit tray.

The 6210 Series offers the power and reliability of larger machines with the ease of operation required for the office environment.

Operating Features

Five Models Available: Choose the configuration that best suits your applications

7" Color Touchscreen: Graphical interface provides quick, easy setup

50 Programmable Jobs: Handy for recurring or frequently processed applications

High-Capacity Vertical Stacker: Holds up to 500 finished envelopes in a neat, sequential order

AutoSet™: Automatically senses and sets paper length, fold type, envelope size, fold length and double document detection. Simply load and go.

Envelope & Paper Presence Sensors: Graphic indicators on touchscreen to assist operators

Enhanced Folding System: Fold/insert up to 5 pages in half-fold (up to 8 w/optional Productivity Pkg)

Multi-Sheet Feeding: Feed up to 3 sheets from one feeder (up to 10 w/optional Productivity Package)

Clamshell Design: Easy access to the paper path

Accumulate Before Folding: Documents are folded and inserted together

Double Document Detection: Electromechanical sensors are unaffected by dust, smudges or paper color, providing essential document integrity

Multiple Insert Capability: Fold and/or insert sheets, BtEs and cards in almost any combination

Fold Types: C, V, Z, Double Parallel, no fold

Fold Only without Inserting

Daily Mail Mode: For inserting stapled sets

Seal and Non-Seal Capabilities

Cascade Mode: Maximizes output by connecting multiple feeders with the same document. When one feeder empties, the next automatically starts feeding, for a total hopper capacity of up to 650 sheets.

Eco Mode: Energy-saving feature places the inserter into sleep mode after 1 hour of inactivity

Options

Short Feed Trays: For feeding up to 50 BREs or 325 short inserts

Production Feeder: Holds up to 325 BREs or 1,200 inserts, up to 6" in length

CIS Scanner: Spans the width of the feeders and reads OMR, 1D and 2D BCR, OCR printed horizontally or vertically anywhere on the page

Single or Multi-Code Reading Licenses: Able to read Single-Track OMR, Dual-Track OMR, 1D Barcode, 2D Data Matrix

Productivity Package: Increased speed, folding capacity, multi-sheet feeding capacity and monthly throughput

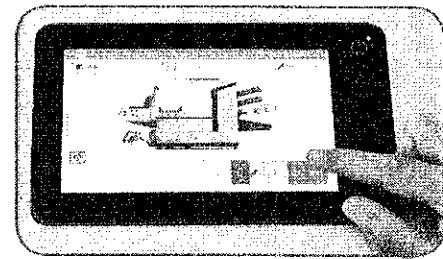
Front or Rear Side Exit Tray: Holds up to 225 envelopes

Catch Tray: Holds up to 100 envelopes

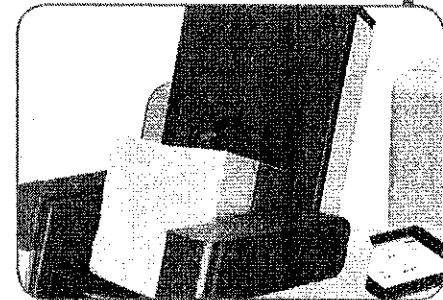
Specifications

Speed:	Up to 2,000 / 2,500* pieces per hour
Duty Cycle:	Up to 15,000 / 20,000* pieces per month
Standard Feeders:	Up to 325 sheets each, 20# bond
Short Feed Tray:	Up to 50 BREs or 325 inserts
Production Feeder:	Up to 325 BREs or 1,200 inserts, up to 6" in length
Envelope Hopper:	Up to 150 envelopes, top-loading
High-Capacity Vertical Stacker:	Up to 500 filled envelopes
Catch Tray:	Up to 100 envelopes
Front/Rear Side Exit:	Up to 225 envelopes
Sheet Size:	3.5" - 14" H x 5" - 9" W
Programmable Jobs:	50
Maximum Insert Thickness:	1mm
Maximum Set Thickness:	2.5mm
Envelope Size:	#10 and 6" x 9.5", 3.5" - 6.35" H x 6.3" - 9.7" W *
Dimensions:	49" L x 36" H x 16.5" W
Power:	120V AC, 60 Hz

* Speed and Duty Cycle with optional Productivity Package. Paper & envelope specifications may vary. All media must be tested.



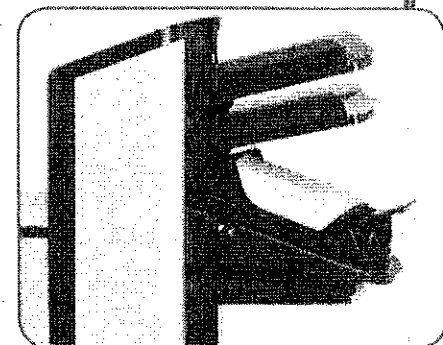
Full-color 7" touchscreen control panel with graphical interface and paper /envelope presence sensors



High-Capacity Vertical Stacker holds up to 500 filled envelopes



Easy to load document feeders



Optional Production Feeder holds up to 325 BREs or 1,200 inserts up to 6" in length

Forest, Leslie

From: info@rqllc.net
Sent: Thursday, November 30, 2023 12:57 PM
To: Forest, Leslie
Subject: RE: City of Neosho Request for Bid Folder/Insertter

External email use caution with links & attachments.

Good afternoon, Leslie.

Thank you for contacting PaperFolder Co. to partake in this bid opportunity for a folder/insertter. I have read through all 6 pages and understand what you are looking for and the requirements.

I'm sorry that we will be unable to provide you with a sealed bid.

Thank you,
Joanna

Joanna Hicks
www.paperfolder.com
PaperFolder Co.
800.520.6008
Hours: 8:30 a.m. – 5:00 p.m. EST



From: Forest, Leslie <lforest@neoshomo.gov>
Sent: Thursday, November 30, 2023 9:51 AM
To: Forest, Leslie <lforest@neoshomo.gov>
Subject: City of Neosho Request for Bid Folder/Insertter

Good Morning,

The City of Neosho is requesting bids for both lease and purchase of a folder stuffer machine to be used for our Utility billing and other city correspondence. Please find attached the bid request for a Folding/Insert Machine.

Thank you,
Leslie Forest
Finance Director
City of Neosho

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Streets Dept Mini Excavator

ORIGINATING DEPARTMENT: Public Works Department

ATTACHMENT:

1. Sourcwell Quotes Mini Ex Streets

PURPOSE:

The purpose of this item is to seek the council's approval for the purchase of a new mini-excavator for the Streets Department.

BACKGROUND:

Staff reached out to three area dealers and secured three quotes utilizing Sourcwell. Each quote included three different sized buckets, and a hydraulic thumb.

Crown Power

Kubota KX040 total bid \$73,272.45

Bobcat of Joplin

Bobcat E48 total bid \$74,496.58

Murphy Tractor and Equipment

John Deere 50 total bid \$85,545.02

Staff budgeted \$100,000 for this purchase.

RECOMMENDATION:

Staff recommends the council approve the Sourcwell bid from Crown Power for the amount of \$73,272.45.

Quote Provided By
CROWN POWER EQUIPMENT CO., LLC
Whitley Nipp
22595 HWY. H
MONETT, MO 65708
email: wnipp@crown-power.com
phone: 4177722054

- Standard Features -

- Custom Options -



Kubota

Single Hyd. pnt

K Series

KX040-4R3T

*** EQUIPMENT IN STANDARD MACHINE ***

FEATURES

Eco Plus System
Auto Idler
Rubber Track Model
ROPS/OPG (Top Guard, Level I) 4-Post Canopy
or Air Conditioning Cab
Suspension Seat
Kubota 1 Hydraulic Pump Load Sensing System
1 Variable Displacement Pump
All Controls Hydraulic Pilot Controls
Two Operating Pattern Selection System
Accumulator
Digital Control Panel
Attachment Flow Presets, Service Alerts
Standard Front Dozer Blade w/ Float
Optional Float Angle Blade w/ Bolt-on Cutting Edge
360 Degree Full Rotation
70 Degree Left, 55 Degree Right Boom Swing
17.2 gpm Adjustable Auxiliary Hydraulics Port 1
Auxiliary Hydraulics Diverter Valve
9.8 gpm Adjustable Auxiliary Hydraulics Port 2 Option
Thumb Bracket and Relief Valves
Five Second Quick Preheat System
Key Switch Stop System
Half Pitch Rubber Tracks
Self Bleed Fuel System
Auto-Downshift Two Speed Travel System
Swivel Negative Brake
Travel Negative Brake
Third Line

DIMENSIONS AND OPERATING WEIGHT

KX040-4R3T, Rubber Tracks, Air Conditioned ROPS/OPG Max (TOP GUARD, LEVEL I) Cab, 6-in-1 Dozer Blade
Overall Length 16' 8.1"
Overall Width 5' 6.9"
Overall Height 8' 1.8"
Operating Weight 9,195 lbs.*
Ground Clearance 12.9"
* Includes operator's weight, 175 lbs.

OPERATIONAL DIMENSIONS

Max Digging Depth 11' 2.7"
Max Digging Radius @ Ground Level 17' 9.0"
Max Vertical Digging Depth 7' 4.8"
Max Dumping Height 12' 9.5"

DOZER BLADE DIMENSIONS

Width 66.9"
Height 15.75"
Lift Above Ground 15.17"
Drop Below Ground 15.94"

PERFORMANCE

Digging Force @ Bucket (K7875) 9,535 lbs.
Digging Force @ Dipper Arm 4,112 lbs.
Travel Speed (Low) 1.8 mph
Travel Speed (High) 3.1 mph
Climbing Ability 36% / 20°
Lift Capacity 4,080 lbs.
Over Front Blade Grounded
2.0 ft. Load Point Height
8.0 ft. Load radius

ENGINE

D1803 Kubota DI Turbo CRS
Tier 4 Diesel Engine
3 Cylinder, 4 Cycle
40.4 Net HP @ 2200 rpm

* Includes operator's weight, 175 lbs.

KX040-4R3T Base Price: \$76,915.00

(1) 18" QA TRENCHING BUCKET K7874A-18" QA TRENCHING BUCKET	\$1,616.00
(1) HYD THUMB KIT K7910A-HYD THUMB KIT	\$3,963.00
(1) QUICK COUPLER K7870A-QUICK COUPLER	\$1,400.00
(1) 18" QA TRENCHING BUCKET WITHOUT TEETH K7874C-18" QA TRENCHING BUCKET WITHOUT TEETH	\$1,616.00
(1) 24" QA TRENCHING BUCKET WITHOUT TEETH K7876C-24" QA TRENCHING BUCKET WITHOUT TEETH	\$1,937.00
(1) 36" TILT BUCKET K7473-36" TILT BUCKET	\$6,573.00
Configured Price:	\$94,020.00
Sourcewell Discount:	(\$22,564.80)
SUBTOTAL:	\$71,455.20
Dealer Assembly:	\$275.00
Freight Cost:	\$906.25
PDI:	\$400.00
Excavator Radio	\$236.00

Total Unit Price: \$73,272.45

Quantity Ordered: 1

Final Sales Price: \$73,272.45

Final pricing will be based upon pricing at the time of final delivery to Sourcewell members. Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting dealer

*Some series of products are sold out for 2022. All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

© 2018 Kubota Tractor Corporation. All rights reserved.



Product Quotation
 Quotation Number: **NC283564**
 Quote Sent Date: **Jan 09, 2024**
 Expiration Date: **Feb 08, 2024**

Your Bobcat Contact
Nolan Clark
 Phone:
 E-mail: nolan.clark@doosan.com

Your Customer Contact

Deliver to
CITY OF NEOSHO MO

Bobcat Dealer
Bobcat of Joplin, Joplin, MO
 751 S MALANG RD
 JOPLIN, MO, 64804
 TRENT BROWN

Bill to
NEW GOVERNMENT CUSTOMER
2391333
 250 E Beaton Dr
 West Fargo, ND, 58078-2656

Item Name	Item Number	Quantity	Price Each	Total
E48 R2-Series Bobcat Compact Excavator	M3417	1	48,837.60	48,837.60
Standard Equipment:				
Auto-Idle			Dozer Blade with Float	
Auto-Shift, 2-Speed Travel			Engine/Hydraulic Monitor with Shutdown	
Auxiliary Hydraulics with Selectable Flow			Fingertip Auxiliary Hydraulic Control	
W/ Arm Mounted Flush Face Quick Couplers			Fingertip Boom Swing Control	
Canopy			Horn	
Includes: Cup Holder, Retractable Seat Belt,			Hydraulic Joystick Controls	
Vinyl Suspension Seat			Keyless Start	
Roll Over Protective Structure (ROPS) - Meets			Lift Eye	
Requirements of ISO 12117-2: 2008			Rubber Tracks	
Tip Over Protective Structure (TOPS) - Meets			Spark Arrestor	
Requirements of ISO 12117: 2000			Standard Arm	
Falling Object Protective Structure (FOPS) - Meets			Turbocharged, Tier 4, Non DPF	
Requirements of ISO 10262			Vandalism Protection	
Control Console Locks			Work Lights - LED	
Control Pattern Selector Valve (ISO/STD)			X-Change Attachment Mounting System	
Display - Deluxe			Telematics - Machine IQ	
			Warranty: 2 years, or 2000 hours whichever occurs first	
Cab Deluxe Package	M3417-P11-C12	1	8,219.40	8,219.40
<i>Included:</i> Cab Deluxe Package:, Enclosed				
Cab with Auto HVAC, 3yr Machine IQ				
Health and Security Subscription, Keyless				
Start, Bobcat 7" Touch Display with Radio				
and Bluetooth, Heated High Back Cloth				
Suspension Seat, Travel Motion Alarm				
Hydraulic X-Change - Long Arm	M3417-R06-C04	1	1,703.10	1,703.10
Hydraulic Clamp - Long Arm - Class IV w/ Diverter Valve	M3417-R08-C29	1	3,223.50	3,223.50
Long Arm w/ Heavy Counterweight	M3417-R03-C02	1	1,628.20	1,628.20
Hydraulic Angle Blade	M3417-R12-C02	1	2,251.20	2,251.20
36" MX4 XCHG GRADING	7333657	1	1,405.24	1,405.24
18" MX4 XCHG TEETH	7322082	1	1,252.48	1,252.48

Authorized Signature:

Print: _____ Sign: _____

Date: _____ Email: _____

Addresses:

Delivery Address: _____

Billing Address (if different from ship to): _____

Tax Exempt: Y ☐ / N ☐

Exempt in the State of: _____

Tax Exempt ID:

Federal: _____

State: _____

Expiration Date: _____

Quote Summary**Prepared For:**

CITY OF NEOSHO
221 N COLLEGE ST
NEOSHO, MO 64850
Home: 417-451-1921
Business: 417-451-1921
BNOAH@NEOSHOMO.ORG

Prepared By:

HANDKE SHAWN
Murphy Tractor & Equipment
1401 State Highway Mm
Springfield, MO 65802
Phone: 417-863-1000
Mobile: 417-633-6149
shandke@murphytractor.com

Quote Id: 29933546**Created On:** 09 November 2023**Last Modified On:** 04 January 2024**Expiration Date:** 31 December 2023

Equipment Summary

2024 JOHN DEERE 50 P-Tier
Compact Excavator -
1FF050PAVPH000786
John Deere Extended Warranty-2
Year 2000 Hour Full Machine
Warranty

Qty**Extended**

1

1

Equipment Total**\$ 85,545.02**

Quote Summary

Equipment Total \$ 85,545.02

SubTotal \$ 85,545.02

Total \$ 85,545.02

Balance Due \$ 85,545.02

Salesperson : X _____**Accepted By : X _____**

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Bill No. 2024-01: Contract with Construction Services (CSG) for Council Dais Renovation

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

- 1. Bill No. 2024-01 Contract with Marion Co. Const Serv Group**
 - 2. Agreement Neosho and Marion Co - Council Dais Renovation**
-

PURPOSE:

To approve the contract with Construction Services Group for the renovation of the council dais.

BACKGROUND:

Staff went out for bid for the renovation of the council dais and Construction Services Group was the only bid received in the amount of \$52,233.00.

RECOMMENDATION:

Staff recommends approving Bill No. 2024-01 and authorizing the Mayor to sign.

AN ORDINANCE authorizing the City of Neosho, Missouri, to enter into an Agreement for Construction Services with Marion Company, LLC, d/b/a Construction Services Group, a Missouri Limited Liability Company, for the purpose of providing construction services related to renovation of the Council Dais for the not to exceed price of Fifty-Two Thousand Two Hundred Thirty-Three and 00/100 Dollars (\$52,233.00); and authorizing the Mayor to execute the same by and on behalf of the City of Neosho.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That the Agreement for Construction Services by and between the City of Neosho, Missouri, and Marion Company, LLC, d/b/a Construction Services Group, a Missouri Limited Liability Company, for the purpose of providing construction services related to renovation of the Council Dais for the not to exceed price of Fifty-Two Thousand Two Hundred Thirty-Three and 00/100 Dollars (\$52,233.00), including said renovation, removal and replacement of flooring and relocation of existing projector and audio/visual equipment, a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit “A,” be and the same is hereby approved.

Section 2. That the Mayor of the City of Neosho, Missouri, is hereby authorized and directed to execute said Agreement by and on behalf of the City of Neosho.

Section 3. That this Ordinance shall be in full force and effect from and after its passage.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this 16th day of January, 2024, by a vote of _____.

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney

THIS AGREEMENT, made this ____ day of _____, 2024, by and between CITY OF NEOSHO, MISSOURI hereinafter called "OWNER" and MARION COMPANY, LLC, doing business as a CONSTRUCTION SERVICES GROUP, hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of renovation of the Council Dais, including said renovation, removal and replacement of flooring and relocation of existing projector and audio/visual equipment.

2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.

3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date as stipulated in the NOTICE TO PROCEED and will complete same within 90 consecutive calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of FIFTY-TWO THOUSAND TWO HUNDRED THIRTY-THREE & 00/100 DOLLARS (\$52,233.00), or as shown in the BID Schedule, including Alternate Bid Items.

5. The term "CONTRACT DOCUMENTS" means and includes the following:

- (A) Invitation\Advertisement to Bid
- (B) Instruction to Bidders
- (C) Bid
- (D) Bid Bond
- (E) Agreement Form
- (F) General Conditions of the Contract
- (G) Supplemental General Conditions
- (H) Payment Bond
- (I) Performance Bond
- (J) Notice of Award
- (K) Notice to Proceed

6. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the Bid Specifications.

7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in three (3) counterparts, each of which shall be deemed an original on the date first above written.

(SEAL)

OWNER:

ATTEST:

City of Neosho, Missouri

Cheyenne Wright

By: _____

City Clerk

Name: Richard Davidson

Title: Mayor

(SEAL)

ATTEST:

CONTRACTOR:

Marion Company, LLC.

Name (Please Type)

By: _____
Tyler Marion

Title

Address

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Bill No. 2024-02: Join Show Me PACE, Property Assessed Clean Energy Program

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

1. Bill No. 2024-02 to Join Show Me PACE with Cooperative Agreement-Not Codified
 2. PACE Flyer Info
-

PURPOSE:

To approve an ordinance with PACE.

BACKGROUND:

Council,

[Missouri Energy Initiative](#), a Missouri 501c3 dedicated to creating collaborative and innovative solutions to Missouri's energy landscape, has been presented to you on the PACE incentive program. I have attached the ordinance that'll need to be passed by the council in order for these initiatives to be eligible.

The ordinance has been reviewed and approved by our city attorney.

RECOMMENDATION:

Approve the ordinance as submitted and authorize the Mayor to execute it.

AN ORDINANCE TO ENABLE THE CITY OF NEOSHO, MISSOURI TO JOIN SHOW ME PACE, PURSUANT TO SECTIONS §67.2800 TO §67.2835, RSMO, THE “PROPERTY ASSESSMENT CLEAN ENERGY ACT,” AND STATING THE TERMS UNDER WHICH THE CITY OF NEOSHO WILL CONDUCT ACTIVITIES AS A MEMBER OF SUCH DISTRICT.

WHEREAS, the 95th General Assembly of the State of Missouri has adopted the Property Assessment Clean Energy Act, Sections 67.2800 to 67.2835, Revised Statutes of Missouri (the "PACE Act"); and

WHEREAS, it is in the best interests of the health, safety, and welfare of the City of Neosho, Missouri (the “City”) and its residents to encourage the development, production, and efficient use of clean energy and renewable energy, as well as the installation of energy efficiency improvements to publicly and privately owned real property; and

WHEREAS, the primary intent of funding energy efficiency and renewable energy improvements pursuant to the PACE Act is to promote the public purposes described above; and

WHEREAS, Section §67.2810.1, RSMo authorizes one or more Municipalities (as defined in Section §67.2800.7, RSMo) to establish a Clean Energy Development Board to initiate and administer a Property Assessed Clean Energy (“PACE”) Program so that owners of qualifying property can access funding for energy efficiency improvements or renewable energy improvements to the properties located in such Municipalities; and

WHEREAS, on June 15, 2015, a clean energy development board named Show Me PACE was created with the intention that all Municipalities (as defined in the PACE Act) within the State of Missouri would be eligible to join and participate by approving an appropriate ordinance or resolution; and

WHEREAS, it is in the best interests of City of Neosho, Missouri and its residents to join and participate in Show Me PACE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CITY OF NEOSHO, MISSOURI, AS FOLLOWS:

SECTION 1: The City hereby approves and authorizes joining and participating in Show Me PACE based on the following:

A. ATitle and Definitions.

1. *Title.* This Ordinance shall be known and may be cited as “Neosho, Missouri Property Assessed Clean Energy Ordinance.”
2. *Definitions.* Except as specifically defined below, words and phrases used in this Ordinance shall have their customary meanings. Words and phrases defined in Section 67.2800.2 of the Missouri Revised Statutes, as amended, shall have their defined meanings when used in this Ordinance. As used in this Ordinance, the following words and phrases shall have the meanings indicated.
 - a. “Show Me PACE” or “District” means the Show Me PACE Clean Energy Development Board.
 - b. “PACE Assessment” means a special assessment made against qualifying property in consideration of PACE Funding.
 - c. “PACE Funding” means funds provided to the owner(s) of Qualifying Property by the District for an energy efficiency, water conservation or renewable energy improvement.
 - d. “Qualifying Property” means commercial property, property owned by not-for-profit entities, agricultural property, and property owned by civic entities located within the City of Neosho, Missouri that satisfies the criteria set forth in the PACE Act as defined and provided under Sections § Sections 67.2800 to §67.2835, RSMo.

B. Program Administration. Show Me PACE shall administer the functions of a PACE program within the City:

1. providing property owners with an application to apply for PACE Funding;
2. developing standards for the approval of projects submitted by Qualifying Property owners;
3. reviewing applications and selecting qualified projects;
4. entering into Assessment Contracts with Qualifying Property owners;
5. providing a copy of each executed Notice of Assessment to the Newton County Assessor and causing a copy of each such Notice of Assessment to be recorded in the real estate records of the Recorder of Deeds for Newton, County, Missouri.;

6. authorizing and disbursing PACE Funding to the Qualifying Property owners;
7. receiving the PACE Assessment from the Newton County Collector;
8. recording any lien, if needed, due to nonpayment of a PACE Assessment; and
9. exercising all powers granted by Section 67.2810.2 of the Missouri Revised Statutes, as amended, including, but not limited to, the power to levy and collect the PACE Assessment pursuant to an Assessment Contract with a Qualifying Property owner.

C. Liability of City Officials; Liability of City. Notwithstanding any other provision of law to the contrary, officers and other officials of the City of Neosho, Missouri shall not be personally liable to any person for claims, of whatever kind or nature, under or related to the City's participation in the PACE program, including, without limitation, claims for or related to uncollected PACE Assessments. The City of Neosho, Missouri has no liability to a property owner for or related to energy savings improvements funded under a PACE Program. Pursuant to the PACE Act, the District is a separate political subdivision and is not a unit of the City.

D. Existing Laws Not Superseded. Any project or improvement at any Qualifying Property which is funded in whole or in part of PACE Funding shall be subject to all ordinances, rules and regulations in effect at that time.

E. City of Neosho as a Non-Party. Neosho, Missouri shall not be a party to any PACE Funding agreement, loan, or other commitment, however denominated, executed between the District and the owner(s) (or their representatives, together with any successors and assigns) of any Qualifying Property.

SECTION 2: , Missouri declares its intent that the provisions of this Ordinance shall be in conformity with federal and state laws. The City enacts this Ordinance pursuant to Sections 67.2800 to 67.2835 of the Missouri Revised Statutes, as amended.

SECTION 3: The City of Neosho, Missouri does hereby request that it be approved by the Board of Directors of Show Me PACE as a duly authorized participant in the District. The City hereby approves the Show Me PACE Cooperative Agreement among the District and the participating Municipalities in substantially the form attached hereto as **Exhibit A** (the "Cooperative Agreement"). The Mayor of the City of Neosho is hereby authorized and directed to execute the Cooperative on behalf of the City.

SECTION 4: The election of City of Neosho, Missouri to join the District shall in no way constitute an obligation of the City necessitating any corresponding appropriation.

SECTION 5: The City Clerk is hereby authorized to deliver a duly executed copy of this Ordinance to the Board of Directors of the District or its designee, together with the jurisdictional and geographic boundaries of the City for inclusion in the jurisdictional and geographic boundaries of the District.

SECTION 6: The officials and agents of the City are hereby authorized and directed to, take such actions and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

SECTION 7: This Ordinance shall be in full force and effect from and after its passage and approval.

PASSED BY THE [_____] THIS ____ DAY OF _____, 2024.

Richard Davidson, Mayor

APPROVED BY THE [_____] THIS ____ DAY OF _____, 2024.

ATTEST:

Cheyenne Wright, City Clerk

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney

EXHIBIT A

SHOW ME PACE COOPERATIVE AGREEMENT

THIS COOPERATIVE AGREEMENT (“Cooperative Agreement”) is made and entered into by Show Me PACE, a Missouri clean energy development board (“Show Me PACE”) and the municipalities of the State of Missouri that, from time to time, may execute this Cooperative Agreement (each, a “Municipality,” and together, the “Municipalities”).

RECITALS

WHEREAS, on [REDACTED], 2024, the (governing body) of City of Neosho] adopted Ordinance No. [REDACTED], authorizing participation in Show Me PACE, pursuant to Sections 67.2800 to 67.2835 of the Revised Statutes of Missouri (the “PACE Act”); and

WHEREAS, pursuant to Section 67.2810 of the PACE Act, more than one municipality may form a clean energy development board; and

WHEREAS, clean energy development boards serving more than one municipality are in the best interest of the participating municipalities because it allows for economies of scale and concentrations of expertise that will benefit the approval, financing and installation of energy efficient and renewable energy improvements pursuant to the PACE Act; and

WHEREAS, other municipalities may participate in Show Me PACE by adoption of an ordinance in accordance with the PACE Act and execution of this Cooperative Agreement.

AGREEMENT

NOW THEREFORE, in consideration of each municipality’s participation in Show Me PACE, each Municipality hereby agrees as follows:

- 1. Representations.** Each Municipality has taken all legislative actions necessary to approve such Municipality’s participation in Show Me PACE.
- 2. Approval of Bylaws.** The current bylaws of Show Me PACE (the “Bylaws”) have been provided to the Municipality and the Municipality approves such Bylaws.
- 3. Board of Directors.** The members of the Board of Directors of Show Me PACE shall be appointed in the manner described in the Bylaws.

4. Clean Energy Development Board Powers. Each Municipality agrees that Show Me PACE is authorized to exercise all clean energy development board powers permitted by the PACE Act or other statute within the boundaries of the Municipality.

5. Counterparts. This Cooperative Agreement is intended to be signed in counterparts as Municipalities, from time to time, elect to participate in Show Me PACE. No action from any Municipality already participating in Show Me PACE shall be required for a new Municipality to participate in Show Me PACE.

6. Withdrawal. No Municipality shall withdraw from participation in Show Me PACE if such withdrawal will impact any existing property assessment clean energy financing undertaken by Show Me PACE in the Municipality's boundaries. However, a Municipality may request, in writing, that Show Me PACE no longer undertake clean energy financing in the Municipality's boundaries, and upon receipt of written notice, Show Me PACE shall no longer undertake any clean energy financing in the municipalities boundaries.

IN WITNESS WHEREOF, Show Me PACE and the Municipalities have caused this Cooperative Agreement to be executed as of the dates shown below:

Date: _____, 2024

SHOW ME PACE

By: _____
Josh Campbell, Administrator.

Date: _____, 2024

City/County of Neosho

Adopted Ordinance No. ____ joining
Show Me PACE on _____, 2024

By: _____
Name: Richard Davidson
Title: Mayor, City of Neosho

SHOW ME PACE

Clean Energy District



238 East High St.,
3rd Floor
Jefferson City, MO 65101
573-616-1046
jan@moenergy.org
www.ShowMePace.org

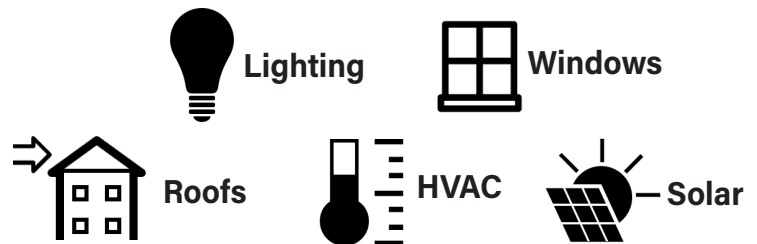
PACE = Property Assessed Clean Energy

Economic development through open-market financing for energy efficiency and renewable energy projects

PACE financing is all private funds - no taxpayer money used

PACE financing is available for:
residential, commercial,
industrial, agricultural,
non-profit, and
public properties

Eligible projects



Annual energy savings must exceed cost of the project
increases cash flow and value of the building

Role of local government

State statute requires a municipality to pass an ordinance in order for Show Me PACE Clean Energy District* to operate in that jurisdiction. (Municipalities may belong to more than one clean energy district.)

Municipalities participate in PACE to promote economic development, create jobs and save energy in their community.

There is NO obligation, exposure or liability for the municipality.

To avoid placing a burden on county collectors, Show Me PACE uses third-party collection of the annual assessment.

Each participating municipality has the option to appoint a representative to serve on the Show Me PACE Advisory Board which meets annually.



*Show Me PACE Clean Energy District is a political subdivision

Financing provided by Show Me PACE funding partners:



- can pay for 100% of a project's costs
- is all private capital - no taxpayer funds
- is on-demand cash
- has a fixed interest rate
- is repaid with an annual assessment up to 20 years
- is considered "off-book" on a firm's balance sheet
- does not require personal guarantees or out-of-pocket equity investment
- can stay with the building upon sale
- doesn't require first payment for 12-24 months

Financing approvals are simple! To qualify, PACE projects must:



- ☒ be permanently affixed to the property
- ☒ reduce energy or water consumption or create renewable energy on the property
- ☒ save more money than the cost of project
- ☒ be located in a participating municipality

Consumer Protections required by the Missouri PACE Act

- 1) PACE projects can only be approved when the estimated **economic benefit** expected from the project during the financing period is equal to or **greater than the cost of the project**.
- 2) PACE projects can only be approved when there are **sufficient resources to complete the project**. Show Me PACE requires the following to meet that requirement: **no real estate delinquencies** in past 3 years, **no default or foreclosure** against property in past 5 years and **no bankruptcy** in past 5 years.
- 3) Money for PACE projects is **kept in escrow** to ensure funds only go for intended improvements.
- 4) Assessment contracts must be recorded with the County Recorder of Deeds.

Additional protections with Show Me PACE

On all commercial projects, Show Me PACE **requires consent of the primary mortgage holder**. The Loan-to-Value ratio must be less than 90% and PACE Loan-to Value ratio must be less than 25%.

Show Me PACE Lenders



PETROS PACE
FINANCE

TWAIN
FINANCIAL PARTNERS



PACE Equity

DIVIDEND

CLEANFUND
Commercial PACE Capital

What makes Show Me PACE unique?

- open market program
- on-demand cash
- nonprofit with low fees
- requires lender consent
- third-party collection
- transparent operation

Show Me PACE fees*

\$50,000 - \$500,00 = 1.25%

>\$500,000 = 1%, w/ \$20,000 cap**

Annual collection capped at \$500

* for standard projects

** cap raised to \$30,000 effective 1/1/18

For more information:

visit www.showmepace.org or contact Program Manager Jan Schumacher jan@moenergy.org, 573-616-1046

SHOW ME PACE



is a clean energy district administered by the Missouri Energy Initiative, a nonpartisan, nonprofit association of public and private sector energy entities. MEI works to increase support for energy-related economic development, innovation and education.

MEI
MissouriEnergyInitiative

REQUESTED COUNCIL MEETING DATE: January 16, 2024**ITEM:** Bill No. 2024-03: Storm-water Code Change

ORIGINATING DEPARTMENT: Development Services Department**ATTACHMENT:**

1. Bill No. 2024-03 Amend Ch. 430 Stormwater; 430.050 430.140 and 430.186
 2. Neosho Stormwater Management Criteria
-

PURPOSE:

The staff has been working to bring the city's stormwater permit up to date to be in compliance with Missouri DNR requirements.

BACKGROUND:

At the recommendation of the city engineers this ordinance change will:

1. *Require detention basins to be designed for both the larger and the smaller storms. Design of detention basins to meet the pre-project peak flowrates for the 2-, 10-, and 100-year storm events is the industry minimum.*
2. *Remove of Section 430.186 – The requirements of MCM 4 and MCM 5 of the MS4 permit necessitate a more complicated process than listed here when a developer/builder is applying for a Neosho Land Disturbance Permit. (Simply relying on the State Land Disturbance Permit is no longer enough.) Procedures for acquiring a Neosho Land Disturbance Permit (Section 430.184) will be set forth in the proposed Stormwater Management Criteria Manual. The permit application will require pre-construction plan review (which is already required by Chapter 430 Article III) for compliance with existing erosion and sediment control requirements, as well as the water quality requirements that will be adopted with the Criteria Manual.*
3. *New Section adopting Neosho's Stormwater Management Criteria manual. The MS4 Permit requires permanent water quality protection for all sites that disturb 1 acre or more. This stormwater design manual contains the minimum standards for water quality.*

RECOMMENDATION:

City staff recommends that the council approves the ordinance update.

AN ORDINANCE of the City of Neosho amending Chapter 430 Stormwater Runoff Management, by enacting a new Section 430.050 Stormwater Management Criteria Manual, and by repealing and replacing paragraph (A)(7) of Section 430.140 Final Stormwater Runoff Management Plan, and by repealing and replacing Section 430.186 Permit Application of the Code of Ordinances for the City of Neosho.

WHEREAS, the Missouri Department of Natural Resources (“Mo DNR”) requires certain new regulations in regards to Missouri Separate Storm Sewer System (“MS4”); and

WHEREAS, the City Council for the City of Neosho desires to enact any required new regulations of Mo DNR and MS4 compliance.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That Chapter 430 Stormwater Runoff Management of Title IV Land Use, Article I Introductory Provisions is amended by enacting a new Section 430.050 Stormwater Management Criteria Manual to read as follows:

“Section 430.050 Stormwater Management Criteria Manual”

“The City of Neosho, Missouri does hereby adopt the City of Neosho, Missouri, Stormwater Management Criteria Manual, as filed with the City Clerk at the time this Ordinance is adopted (02-06-2024), to provide for stormwater management within the City of Neosho, Missouri, also referred to herein as “Design Criteria” and/or “Criteria Manual.” Revisions of the Stormwater Management Criteria Manual may be updated and incorporated herein by the City Council upon passage of Ordinances to the same effect. Said Criteria Manual shall be the final word and control as to the stormwater design and requirements by the City of Neosho, Missouri.”

Section 2. That Chapter 430 Stormwater Runoff Management of Title IV Land Use, Article III Procedure for the Submission, Review and Approval of Stormwater Runoff Management Plan is amended by repealing and replacing paragraph (A)(7) of Section 430.140 Final Stormwater Runoff Management Plan to read as follows:

“Section 430.140 Final Stormwater Runoff Management Plan”

“A. 7. For all detention basins, if any, peak inflow and outflow flowrates for the 2-, 10-, and 100-year storm events, for both pre-development and proposed conditions. Proposed peak flowrates leaving the site must not exceed corresponding pre-project peak flowrates.”

Section 3. That Chapter 430 Stormwater Runoff Management of Title IV Land Use, Article V Bonds, Maintenance Assurances and Land Disturbance Permits is amended by repealing and replacing Section 430.186 Permit Application to read as follows:

“Section 430.186 Permit Application”

“All land disturbance permits shall be issued pursuant to the Stormwater Management Criteria Manual, including any revisions of said Criteria Manual.”

Section 4. This Ordinance shall be effective , 2024.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this _____ day of _____, 2024, by a vote of _____.

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney

NEOSHO, MISSOURI

STORMWATER MANAGEMENT CRITERIA



ALLGEIER, MARTIN and ASSOCIATES, INC.

Consulting Engineers and Surveyors

December 12, 2009

Stormwater Management Criteria

Prepared for:

Neosho, Missouri



Prepared by:

ALLGEIER, MARTIN and ASSOCIATES, INC.
Hydro Division

December 12, 2009

CITY OF NEOSHO, MISSOURI STORMWATER MANAGEMENT CRITERIA

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* * * * *

Acknowledgements

This manual is adapted from the Joplin, Missouri and Carl Junction, Missouri “Stormwater Management Criteria” prepared by Burns and McDonnell, 1998, revised May 2003, and from “Greene County Storm Water Design Standards” prepared April 1999.

1.0 GENERAL

1.1 Introduction: This document provides uniform procedures for designing and checking the design of storm drainage systems under the rainfall and land characteristics typical of Neosho, Missouri. Specific criteria have been developed and are applicable to the types of drainage systems and facilities ordinarily encountered in local urban and suburban areas. Other special situations may be encountered that require added criteria or more complex technology than included herein. Any design procedure conforming to current accepted engineering practice, including the application of computers, may be used for the design of storm drainage system in lieu of the computation methods presented in these criteria providing equivalent results are obtained.

1.2 Applicability: These criteria are applicable to all new storm drainage systems and facilities and to the rehabilitation of existing drainage system facilities.

1.3 General Requirements: The design shall be accomplished under the direction of a Registered Professional Engineer. The design shall also be based on land use in the tributary area as zoned, actually developed, or indicated by the City's current comprehensive land use plan, whichever basis produces the greatest runoff.

1.4 Definitions/Abbreviations:

- A. **Annual Probability (AP):** The probability, likelihood, or chance, of the magnitude of a storm event of a specified duration, being equaled or exceeded in any given year. Usually expressed as a percentage.
- B. **Bank Line:** The line of intersection, above the normal depth of flow at design capacity, of the side slope of an open channel and the adjacent ground.
- C. **BMP:** Best Management Practice.
- D. **CFS:** Cubic feet/foot per second.
- E. **City:** The City of Neosho, having jurisdiction and authority to govern.
- F. **City Engineer:** The municipal public works engineer or official having jurisdiction and authority to review and approve plans and designs for storm drainage systems.
- G. **Developer:** Any person, partnership, association, corporation, public agency, or governmental unit proposing to engage or currently engaged in "development" as defined below excluding the widening, resurfacing, or other improvement to existing streets, alleys, and sidewalks.
- H. **DCIA:** Directly Connected Impervious Area.
- I. **Diversions:** Discharge or conveyance of stormwater to a watershed other than the watershed of origination.
- J. **Development:** Any man-made change to improved or unimproved real estate, including but not limited to buildings, other structures, pavement, filling, grading or storage of equipment or materials.
- K. **Easement:** Authorization by a property owner for the use of any designated part of the property by another for a specified purpose.

- L. **FEMA:** Federal Emergency Management Agency.
- M. **Floodplain:** The normally dry land adjoining rivers, streams, lakes or other bodies of water that is inundated during flood events. In order to provide a standard national procedure for floodplain management, the U.S. Federal Emergency Management Agency (FEMA) has adopted the 1% Annual Probability (AP) flood as the base flood.
- N. **Floodway:** The channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment in order for the 1% AP flood to be carried without substantial increase in flood heights. FEMA's easements preclude any improvement to the land occupied by the easement.
- O. **Flowage Easement:** Easement acquired for the right to periodically use an open channel and its overbank floodway, or the overflow channel above an enclosed system element, to convey drainage. Flowage easements preclude any improvement to the land occupied by the easement.
- P. **Freeboard:** The difference in elevation between the top of a structure, such as a dam or open channel, and the maximum design water surface elevation or high water mark. It is an allowance against overtopping by waves or other transient disturbances.
- Q. **Improved Channel:** Any new open channel which has been constructed or existing channel which has been changed by grading or by the construction of lining materials.
- R. **MDNR:** Missouri Department of Natural Resources.
- S. **Natural Channel:** An existing channel that has not been altered by previous construction.
- T. **Owner:** The owner of record of real property.
- U. **Registered Professional Engineer:** A licensed engineer who is registered with and authorized by the Missouri Board for Architects, Professional Engineers and Professional Land Surveyors to practice.
- V. **Return Period:** Also referred to as return frequency or recurrence interval. A statistical term for the average frequency that a given event may be expected to occur although it does not imply that the event will occur regularly at even intervals. It can also be defined as the reciprocal of the annual probability of an event. For example, a 50-year storm has a probability of $1/50 = 0.02$ (2% AP) of occurring in any given year.
- W. **Site:** A tract, or contiguous tracts, of land owned and/or controlled by a developer or owner. Platted subdivisions, industrial and/or office-commercial parks, and other planned unit developments shall be considered a single site.
- X. **Storm Drainage System:** All of the natural and man-made facilities and appurtenances such as ditches, natural channels, swales, pipes, culverts, bridges, open improved channels, street gutters, inlets, and detention facilities which serve to convey surface drainage.
- Y. **Storm Water Detention Facility:** Any structure, device, or combination thereof with a controlled discharge rate less than its inflow rate.
 - a. **Controlled Area:** That part of the tributary area for which a detention facility is designed to control peak discharge rates.

- b. Detention Storage: The volume occupied by water between the levels of the principal and emergency spillway crests during operation of the facility.
- c. Dry Detention Facility: Any detention facility designed to permit no permanent impoundment of water.
- d. Emergency Spillway: A device or devices used to discharge water under conditions of inflow that exceed the design inflow. The emergency spillway functions primarily to prevent damage to the detention facility that would permit the sudden release of impounded water.
- e. Principal Spillway: A device such as an inlet, pipe, weir, etc., used to discharge water during operation of the facility under the conditions of the 1% AP or more frequent event.
- f. Private Detention Facility: Any detention facility controlling discharge from a site wholly owned and controlled by one owner or entity and not platted for future subdivision of ownership. Also, all facilities incorporating detention storage of stormwater in or on areas also used for other purposes such as parking lots, building or structure roofs, and open channels. Private detention facilities may be located off-site with approval of the City Engineer contingent upon documentation that drainage easements have been obtained for both the detention basin and the channel connecting the provisions for maintenance of the facilities.
- g. Public Detention Facility: Any detention facility controlling discharge from a tributary area owned by more than one owner and/or platted for future subdivision of ownership, except as defined as private detention facility herein.
- h. Regional Detention Facility: Any detention facility designed and located to provide detention on major drainage channels and with a tributary area of 100 acres or greater.
- i. Sediment Storage: The volume allocated to contain accumulated sediments within the detention facility.
- j. Wet Detention Facility: A detention facility that is designed to include permanent storage of water in addition to the temporary storage used to control discharge rates from the facility.

Z. Tributary Area: All land draining to the point of consideration, regardless of ownership.

1.5 Design Probabilities: All enclosed and improved open channel conveyance system components shall be designed for the 10% AP peak flow or the capacity of the existing upstream improved system, whichever is greater with the following exceptions:

- 1. Facilities located within the Federally designated floodway of the 1% AP floodplain shall be designed for the 1% AP peak flow.
- 2. Bridges, pipes and culverts crossing arterial streets shall be designed for the 2% AP peak flow, unless subject to the requirements of No. 1, above.
- 3. With consent of the City Engineer.

1.6 System Types and Applications:

A. Enclosed Pipe-Inlet Systems: Enclosed systems consisting of underground pipes, culverts, curb inlets and similar functional underground structures shall be used to convey stormwater under the following conditions.

- 1. Within the right-of-way of improved streets, regardless of system design capacity.
- 2. In all areas other than residential where the bank line of an open channel, either natural or improved, would be within 30 feet of any existing or proposed habitable structure, regardless of system design capacity.
- 3. In residential areas where the bank line of an open channel, either natural or improved, would be within 60 feet of any existing or proposed residential structure.

Enclosed systems may be used to convey stormwater at all locations where open systems are permitted.

- B. Improved Channels:** Open systems consisting of improved open channels with intermittent culverts or bridges crossing streets and other surface areas may be used to convey stormwater in all areas except those excluded in the previous section. Lining of an improved channel is required in all developed areas where the 10% AP design discharge is equal to or greater than 200 CFS and less than or equal to 500 CFS.
- C. Natural Channels:** Existing natural channels may be retained in the drainage system of a developed area where the 10% AP peak discharge exceeds 500 CFS subject to the same exclusions as improved channels and with the additional requirement that the flow velocity of the 99% AP peak discharge does not exceed the following based on soils present in the channel bed and bank. Where design velocity exceeds the maximum, the channel should be improved as necessary or an enclosed system constructed.

<u>Soil Type</u>	<u>Max. Velocity of 1-Yr Peak Flow (fps)</u>
Fine sand, sandy loam	2
Silt loam, noncolloidal silts	3
Colloidal clays & silts, fine gravel	4
Coarse gravel, cobbles	5
Shale	6
Limestone bedrock	15

Additional easement and bank stabilization requirements are outlined in Sections 3.2 and 9.0, respectively.

- D. Overflow Systems:** As an integral part of the stormwater drainage system, whether enclosed or open, overflow channels shall be required in all areas in addition to, and above, the 10% AP conveyance elements. Each overflow component shall have sufficient hydraulic capacity, when combined with the capacity of the conveyance element, to convey the 1% AP peak discharge without damage to land or buildings.
1. The combined conveyance system shall provide sufficient capacity so that the 1% AP stage, plus 1 foot of freeboard, is at an elevation equal to or below the lowest elevation at which water may enter any proposed or existing building or structure.
 2. An overflow depth not exceeding seven (7) inches at the lowest point of the traveled way will be permitted where culverts cross streets.
 3. Permissible concurrent surface uses of overflow areas include lawns, gardens or other open uses; vehicular parking; or any other use not permanently obstructing the floodway.
 4. Prohibited concurrent surface uses include fencing; structures such as sheds, garages or outbuildings; materials storage; or any other use obstructing the floodway.
- E. Stormwater Detention Facilities:** Detention facilities shall be provided in connection with the development of land. Public and private detention facilities may be either wet or dry. Joint uses, such as parking and recreation, not interfering with detention functions are permitted for dry facilities. Rooftop and parking lot detention are acceptable for private facilities only.

- 1.7 Existing Drainage System:** Existing drainage system component pipes, structures, and appurtenances within the project limits may be retained as elements of an improved system providing:

1. They are in sound structural condition.
2. Their hydraulic capacity, including surcharge, is equal to or greater than the capacity required by these criteria.
3. Easements exist or are dedicated to allow operation and maintenance.

Discharge from an existing upstream storm drainage system shall be computed in accordance with the requirements of these criteria. The computed discharge shall be used to design the new downstream system even though the actual capacity of the existing upstream system may be less.

1.8 Waivers: The City Engineer may waive specific criteria or requirements to provide specific types of stormwater facilities as follows:

A. Detention Facilities: Provision to provide detention may be waived in part or in whole provided one or more of the following are met:

1. Development is to discharge within a Federal Insurance Study defined 1% AP floodplain
2. Developer provides downstream improvements to meet the tributary area peak discharge requirements to the satisfaction of the City Engineer
3. Development cannot be fully and/or practically served by surface or underground detention facilities
4. It is shown that construction of detention facilities will result in an increase of peak flow in the drainageway

If detention requirement is waived for one of the above reasons, a pro-rated fee of \$8,500.00 per acre for R1 type development and \$11,600.00 per acre for all other development will be charged for all undetained areas. The fee will be adjusted at a rate of +3% per year with the first adjustment occurring on January 1, 2009. The fee may be offset by the construction of downstream improvements. The improvements must be approved by the city engineer, and the cost of such improvements will be set by the city engineer.

For the following development, detention is not required:

1. Additions to, improvements, and repair of existing single-family and duplex dwellings.
2. Construction of any buildings, structures, and/or appurtenant service roads, drives, and walks on a site having previously provided storm water control as part of a larger unit of development.
3. Additions, remodeling, repair, replacement, and improvements to any existing structure or facility and appurtenances that does not cause an increased area of impervious surface on the site in excess of 1,000 square feet of that previously existing.
4. Construction of any one new single-family or duplex dwelling unit, irrespective of the site area on which the same may be situated.

B. Overflow Channels: In previously developed areas, requirements to provide for 1% AP storm conveyance by means of overflow channels may be reduced in circumstances where 1% AP protection is not reasonably attainable due to the location of damageable improvements with respect to the drainage system.

1.9 Amendments: The City Engineer may amend this criteria as he deems necessary.

1.10 Other References: Other agencies have technical and administrative criteria and regulations pertaining to the design, permitting and operation of drainage systems which are in addition to and

which may complement these criteria. When conflicts are encountered, the most rigorous criteria shall govern. Some of the more important references used in the preparation of this document include:

- A. American Public Works Association (APWA) Standard Specifications and Design Criteria:** The design criteria in this document is largely based upon national drainage standards outlined in American Public Works Association (APWA) "Standard Specifications and Design Criteria," and on Greene County, Missouri, Stormwater Design Standards modified to meet the City's requirements. Other specific references are contained throughout this document. The Criteria and Technical Design Aids contained in the Appendix provide specific references to their sources.
- B. Federal Insurance Agency - Floodplain Regulations and Implementing Ordinances Adopted by Municipalities:** Drainage systems designed within the limits of the designated 1% AP floodplain on the principal stream shall be designed to convey the flood as defined by applicable published floodplain information studies. For areas located in FIS Zone "A" outside the detailed study area, the developer shall prepare studies and calculations establishing the floodplain, elevation and width. These calculations shall be submitted to the reviewing agency for approval.
- C. Missouri Department of Natural Resource:** Rules and regulations of the Department of Natural Resources dealing with such issues as stream obstructions, channel changes, dams, and permits shall apply.

2.0 HYDROLOGIC CRITERIA AND METHODS

2.1 Scope: This section sets forth the hydrologic methods and parameters to be used for computations of runoff and peak rates to be accommodated by the storm drainage system.

2.2 Computation Methods for Runoff. Runoff rates to be accommodated by each element of the proposed storm drainage system shall be calculated using the criteria for land use runoff factors, rainfall, and system time outlined in the following sections. Computer models may be utilized so long as they produce calculated runoff to the system that is substantially the same as that calculated by the following criteria.

A. Rational Method: The Rational Method may be used to calculate peak rates of runoff to elements of enclosed and open channel systems, including inlets, when the total upstream area tributary to the point of consideration is less than 40 acres and does not include detention facilities. The Rational Method is defined as follows:

$Q = C i A$, where:

Q = Peak rate of runoff to system in C.F.S.

C = Runoff Coefficient (from Table C)

i = Rainfall intensity in inches per hour

A = Tributary drainage area in acres, The tributary area is either the total upstream tributary area or the total upstream tributary directly connected impervious area.

Rainfall intensity, used only for the Rational Method, shall be as indicated in Table A corresponding to the calculated time of concentration for either the total tributary area or the directly connected impervious area. The greater of the computed flow rate for a) the total tributary area or b) the directly connected tributary area shall be used for design.

B. Hydrograph Methods: The application of hydrograph methods is required for all conveyance systems having greater than 40 tributary acres and for all detention facilities. Computer models or manual methods are permissible.

1. Acceptable computer models

- a. SCS Technical Release No. 55 (TR-55) - "Urban Hydrology for Small Watersheds," 2nd Edition, June, 1986.
- b. SCS Technical Release No. 20 - "Project Formulation - Hydrology," 2nd Edition, May 1983.
- c. U.S. Army Corps of Engineers, Hydrologic Engineering Center - "HEC-1 Flood Hydrograph Package," Version 4.1, June, 1998.
- d. U.S. Army Corps of Engineers, Hydrologic Engineering Center - "HEC-HMS, Hydrologic Modeling System," Version 3.3, (or newer) October 2008.

Copies of the above are available for purchase through National Technical Information Service (NTIS), U.S. Department of Commerce, Springfield, VA., 22161. The HEC-1 and TR-55 packages are also available through PC-TRANS Software Distribution Service, University of Kansas Transportation Center, 2011 Learned Hall, Lawrence, Kansas, 66045 and a number of other private software. U.S. Army Corps of Engineers programs are available for free from the Hydrologic Engineering Center web page.

C. Rainfall: Rainfall data for runoff computations are presented in Table B. For Hydrograph methods, rainfall shall be distributed in time using the appropriate Huff's Quartile distribution.

2.3 Runoff Coefficients: Runoff coefficients relative to development and land use shall be as indicated in Table C. The indicated "C" values are applicable to the Rational Method and the "CN" values to hydrograph methods.

The runoff coefficients given in Table C are appropriate for 20% or 10% AP events. Estimation of peak flows for less frequent storms requires the use of a higher runoff coefficient because infiltration and other abstractions have proportionately less effect on the amount of rainfall that becomes runoff. To obtain runoff coefficients for other frequency events, the "C" value from Table C is multiplied by a frequency correction factor. The frequency correction factor is 1.10 for the 4% AP event, 1.20 for the 2% AP event, and 1.25 for the 1% AP event. However, the resulting runoff coefficient (original "C" multiplied by the frequency correction factor) may not be greater than 0.98.

Coefficients shall be based on the more runoff-intensive surface condition of either planned future land use or existing developed land use. Future land use shall be defined by the City's adopted comprehensive land use plan.

Undeveloped areas not zoned, but for which future land use is defined by the City's land use plan, shall be assigned runoff coefficients for the land use indicated by such plan. Undeveloped areas designated as agricultural or those for which no specific future land use is indicated shall be assigned a minimum of 35 percent impervious surface for purposes of the design of storm drainage systems.

As an alternative to the coefficients and for areas not listed in Table C, a composite runoff coefficient based on the actual percentages of pervious and impervious surfaces shall be used.

2.4 Time of Concentration (T_c): The time of concentration, T_c , for hydrograph method analysis shall be calculated as the sum of the overland flow time, and the channel flow (travel) time. The time of concentration, T_c , for the rational method shall be calculated as the channel travel time as described in 2.4.B, below. The total T_c shall not be less than 5.0 minutes regardless of the calculated time.

A. Overland Flow Time: For Hydrograph methods only. Overland flow time is determined using the Kerby-Hathaway equation. The maximum sheet flow distance for calculations shall not be greater than 200 feet in developed areas and 300 feet in undeveloped areas.

$$T_{OL} = \left(\frac{0.667 \cdot n \cdot L_{OL}}{\sqrt{S_{OL}}} \right)^{0.467}$$

Where: T_{OL} is the overland flow time in minutes

n is the overland flow roughness coefficient shown in Table 1

L_{OL} is the representative length of the overland flow path in feet

S_{OL} is the slope of the overland flow path in feet/foot

B. Channel Flow (Travel) Time: Determined from Kirpich equation. The "system" includes flow in street gutters, street ditches, enclosed pipe or box storm sewers, and improved or natural open channels.

$$T_{CH} = 0.0078 \cdot L_{CH}^{0.77} S_{CH}^{-0.385}$$

Where: T_{CH} is the channel flow time in minutes

L_{CH} is the length of channel flow in feet. For hydrograph methods, L_{CH} is measured from the end of the hydraulically most remote overland flow path to the point of interest. For the Rational method, L_{CH} is measured from a) the hydraulically most remote point on the drainage divide to the point of interest or b) the hydraulically most remote point of the directly connected impervious area to the point of interest.

S_{CH} is the slope of L_{CH} in feet per foot.

- C. Lag Time:** For use in the SCS Dimensionless Unit Hydrograph method, lag time shall be equal to 60 percent of the time of concentration ($0.6 \times T_C$).

3.0 EASEMENTS

3.1 General Requirements: Developers shall be required to dedicate (plat) easements for all system components to be maintained by the City including enclosed pipe systems, improved channels, and public detention facilities as well as maintenance access connections to street rights-of-way. Easements are also required, although not for City maintenance purposes, along open channels and around private detention facilities as indicated below and in all other areas deemed necessary by the City Engineer.

3.2 Permanent Drainage Easement Requirements:

A. Enclosed Systems: 15 feet minimum width or the structure/pipe O.D. plus 6 feet on each side.

B. Improved Channels: 30 feet minimum width or the top of bank width plus 10 feet on each side. The top of one bank shall have a minimum 10-foot wide strip graded for vehicle access with a maximum slope of 12 percent perpendicular to the contours.

C. Detention Facilities: 15 feet clear of any structure and 10 feet clear around the perimeter of the greatest of 1) the top of bank lines, 2) the 1% AP water-surface contour, or 3) 1 foot outside of security fences.

3.3 Access Easements: For facilities which are the City's responsibility, access easements for maintenance shall be connected to public street rights-of-way and shall not be spaced greater than 800 feet apart, public detention facilities. The maximum slope perpendicular to the contours shall be 12 percent. Access easements shall extend to the bottom of all improved channels with bottom widths greater than 7 feet and to the top of bank for narrower channels. These easements may overlay other permanent easements subject to maximum grade requirements.

3.4 Flowage Easements: Flowage easements shall be required in addition to and overlaying other permanent easements where applicable, including other public and private utility easements, where the 10% AP peak discharge exceeds 100 CFS. The flowage easement shall cover the overflow area for the conveyance element, whether open channel or enclosed system, determined as the 1% AP flood elevation plus one foot. Flood elevations shall be on file with the City and easement lines indicated on plats or permit plans. Limitations on permanent obstructions shall be included in the dedication with all other concurrent uses reserved to the property owner.

3.5 Natural Channels: For natural channels retained in the storm drainage system, permanent easements for undeveloped green space including the channel itself, shall be platted at a width of the 1% AP flood plain boundary plus 10 feet, or the top of bank width of the channel plus 10 ft. on each side, whichever is greater. (See Figure 3 for illustration.) These easements will be dedicated to the City but maintenance of the green space and the channel will be the responsibility of the individual property owner.

In lieu of dedicating the specified width of easement, bank stabilization may be constructed along the channel. For stabilized channels, easement requirements shall be the same as for improved channels. Refer to Section 9.0 for additional information on bank stabilization.

4.0 HYDRAULIC CALCULATION METHODS

4.1 Pipes and Open Channels: Flow shall be calculated by Manning's equation.

$$Q = \frac{A (1.486) (R^{2/3}) (S^{1/2})}{n}, \text{ where:}$$

Q = Discharge in cubic feet per second.

A = Cross sectional area of flow in square feet.

n = Roughness coefficient (see Table F).

R = Hydraulic radius (R = A/P) in feet.

S = Slope in feet per foot.

P = Wetted perimeter in feet.

Head losses, except friction losses, shall be calculated by

$$h = k (V^2/2g)^{1/2}, \text{ where:}$$

h = Head loss in feet.

V = Velocity of flow in feet per second at point of interest.

2g = 64.4 feet per second.

k = Coefficient (as shown in Table G).

4.2 Street Gutters: Flow shall be calculated by Izzard's formula, below. Figure 4 indicates a graphical solution for the formula.

$$Q = \frac{0.56 (Z) (S^{1/2}) (D^{8/3})}{n}, \text{ where:}$$

Q = The gutter flow in cubic feet per second.

Z = The reciprocal of the average cross-slope, including gutter section in feet per foot.

S = The longitudinal street grade in feet per foot.

D = The depth of flow at curb face in feet.

n = Manning's "n" (see Table F).

The following formula shall be used to determine the street grade (Sx) at any point on a vertical curve for use in calculating gutter flow. Grades shall be "plus" when ascending forward and "minus" when descending forward with all grades in feet per foot.

$$S_x = S_1 + \frac{X}{L}(S_2 - S_1), \text{ where:}$$

S_x = The street grade on a vertical curve at point x.

S_1 = The street grade at the PC of a vertical curve.

S_2 = The street grade at the PT of a vertical curve.

X = The distance, in feet, from the PC of the curve to point x.

L = The total length of a vertical curve, in feet.

- 4.3 Head Losses:** The following values for head losses in inlets, manholes and junction boxes may be used for design.

<u>Structure</u>	<u>Head Loss (ft)</u>
Inlet - One exit pipe only	0.5
Inlet - Thru flow @ less than 45° angle (one entry & one exit line)	0.1
Inlet - Thru flow @ greater than 45° angle (one entry & one exit line)	0.2
Inlet - Two or more entering lines	0.3

- 4.4 Culverts:** Culvert flow capacity shall be calculated according to standard engineering practice.

- 4.5 Computer Methods:** Computer models may be used for hydraulic calculations. For open channels the following models are permissible.

1. U.S. Army Corps of Engineers, Hydrologic Engineering Center - "HEC-2 Water Surface Profiles."
2. U.S. Army Corps of Engineers, Hydrologic Engineering Center - "HEC-RAS River Analysis System."
3. Federal Highway Administration - "HY-7 WSPRO - A Computer Model for Water Surface Profile Computations."

5.0 ENCLOSED SYSTEM DESIGN

5.1 General Requirements: All enclosed drainage system components (pipes, culverts and structures except bridges) shall be structurally designed for an H-20 live load, a unit weight of 120 pcf for soil cover, and minimum lateral earth pressure of 40 pcf equivalent fluid pressure. The lateral earth pressure shall be increased as necessary for special conditions when present on a project.

5.2 Pipes and Culverts:

- A. Minimum Cover:** Minimum cover over all pipes and culverts shall be equal to 1.5 feet unless otherwise approved by the Director of Public Works.
- B. Minimum Size:** Minimum pipe size shall be 15-inch diameter.
- C. Downstream Conduit Size:** Conduit sizes, based on square feet of end area shall not decrease from upstream to downstream regardless of the calculated capacity of each conduit.
- D. Surcharge:** Surcharging of pipes under entrance control is permitted in structures subject to freeboard criteria for the structure and provision for pressure joints throughout surcharged lengths.
- E. Pipe Slopes:** Minimum invert slopes shall conform to the following:

Pipe Diameter (in)	Min. Invert Slope (%) for Round or Arch Pipe	
	RCP	CSP
15	0.32	0.64
18	0.26	0.52
24	0.17	0.34
30	0.13	0.26
36	0.10	0.20
42	0.08	0.16
48	0.07	0.14
54	0.06	0.12
60	0.05	0.10
72	0.05	0.10

5.3 Storm Sewer Inlets:

- A. Inlet Types:** Curb-opening inlets are preferred in street installations. Grated inlets may be used in addition to curb-opening inlets if necessary to control spread or depth of flow in the street. In off-street locations, only grated area-type inlets sized and designed for the specific location shall be permitted. Gutter deflectors shall be required for inlets installed on slopes greater than 4.0 percent.
- B. Configuration:** In street installations, the following dimensions apply to curb inlets.

Clear opening length	5.0 ft (min)
Clear opening height	5.0 in (min)
Clear inside width,	
perpendicular to curb line	3.0 ft (min)
Gutter depression depth at inlet	2.0 in (min)
Gutter transition length	
(a) Both sides in sump and upstream	

side on slopes	5.0 ft (min)
(b) Downstream side on slopes	3.0 ft (min)

C. Capacity: Inlet hydraulic capacity for new construction shall be determined from Table H for curb-opening inlets on slopes and from Figure 9 for curb-opening inlets in sumps. For area inlets in off-street locations, submit calculations based on specific inlet configuration, size, etc.

D. Location Requirements: Inlets shall be located along streets as required to limit the depth of flow in the gutters during the 10%AP discharge to the following:

<u>Street Class</u>	<u>Max. Width of Flow (ft)</u>
Undivided Streets (no median):	
<30 ft. back-to-back	10
30 to 35 ft. back-to-back	11
>35 ft. back-to-back	12
Divided Streets (with medians):	
Each directional roadway	As above
Intersections - all streets	6
Pedestrian Crosswalks - all streets	6

E. Freeboard Requirements: At inlets and other points of surface water entry into the enclosed drainage system, a minimum of 0.5-ft. shall be required between the peak design water surface elevation in the structure and the lowest elevation of the inlet opening. (Figure 10 illustrates the freeboard requirement). The water surface elevation in the structure shall be calculated as follows:

1. Invert elevation of the exit/outlet line (pipe), plus;
2. Depth (diameter) of the exit/outlet line (pipe), plus;
3. Minor losses, "h".

Minor losses shall be calculated by the equation, $h = k * (V^2/2g)$ where the coefficient "k" is determined from Table G and "V" is the velocity of the exiting line determined by dividing the flow, Q, by the area, A, of the exiting line.

F. Other Requirements:

1. A minimum drop across the invert of inlets, manholes and junction boxes shall be required as follows:

For flow angle change equal to or less than 30°	0.1 ft.
For flow angle change greater than 30°	0.2 ft.
For three or more lines, all flow angles	0.3 ft.

2. The crown elevation(s) of pipe(s) entering a structure shall be at or above the crown of the pipe exiting the structure.
3. Maximum spacing of manholes for pipes less than 30 inches in diameter shall be 600 feet.

6.0 STREET CROSSINGS

6.1 General Requirements: The following requirements apply both to culverts and/or bridges on open channels and to enclosed system conduits which cross arterial streets (unless otherwise approved by the City Engineer):

A. Hydraulic Capacity: The hydraulic capacity of the culvert or conduit shall be the 4% AP peak discharge with 0.5 ft. minimum freeboard at the lowest point in the street gutter grade. The capacity of the culvert or conduit shall be increased as required to provide the 0.5-ft. minimum freeboard below the lowest point of entry to any existing upstream habitable structure.

B. Overflow: Overflow of the street is permitted at the 1% AP peak discharge with the depth of flow over the street not to exceed 0.6 ft.

6.2 Enclosed Systems: In addition to the same general requirements listed above, surcharge of the conduit is permitted.

7.0 ENERGY DISSIPATION

7.1 General Requirements: Energy dissipation shall be required where enclosed systems or detention basin spillways discharge to open channels with design discharge outlet velocities greater than the following.

<u>System Discharge Velocity (fps)</u>	<u>Receiving Channel Lining Type</u>
4.0	Natural, unlined
5.0	Constructed, turf-lined
7.0	Reinforced vegetation
12.0	Riprap or gabions
15.0	Concrete
15.0	Natural limestone

7.2 Structure Types:

A. Pipes and Pipe-Arches ($d \leq 24"$): For pipes and pipe-arches less than 24 inches in diameter, either

1. Prefabricated end sections with cast-in-place toe walls, or
2. Enclosed vertical drop structures in accordance with Figure 11.

B. Enclosed System ($Q < 100$ CFS): For enclosed system structures having a design discharge capacity less than 100 CFS, one of the following.

1. Enclosed vertical drop structures in accordance with Figure 11.
2. Bureau of Reclamation Basin VI impact basin - Figure 12.

C. Enclosed System ($100 \text{ CFS} \leq Q < 400 \text{ CFS}$): For enclosed system structures having a design discharge greater than or equal to 100 CFS but less than 400 CFS, one of the following.

1. Bureau of Reclamation Basin VI impact basin - Figure 12.
2. Bureau of Reclamation Basin IX baffled chute - Figure 13.

D. Enclosed System ($Q \geq 400 \text{ CFS}$): For enclosed system structures having a design discharge greater than or equal to 400 CFS,

1. Bureau of Reclamation Basin IX baffled chute - Figure 13.
2. Bureau of Reclamation Basin III SAF basin - Figure 14.

7.3 Channel Lining:

A. Lengths: Channel lining shall be required for a distance of 50 feet downstream from all energy dissipating structures. Where enclosed system pipes or structures, which are part of the major system, discharge into a channel, either improved or natural, at an angle greater than 15 degrees from the axis of the channel, lining shall be required for a distance of 30 feet along the channel, centered on the structure outlet. The major system is defined for the purposes of this paragraph as all drainage facilities equivalent to or larger than a 36-inch diameter pipe.

B. Materials: Acceptable lining materials are riprap, gabions, concrete or in-situ limestone.

8.0 IMPROVED CHANNELS

8.1 Geometric Criteria:

A. Bottom Width: The minimum bottom width for improved channels shall be 4.0 feet.

B. Side Slopes: The maximum side slopes for trapezoidal channels shall be as follows:

1. 4 horizontal to 1 vertical for turf or reinforced vegetative lining and the overflow channel area above the lining materials.
2. 2 horizontal to 1 vertical for all other lining materials except vertical concrete or gabion walls.
3. Flatter if necessary for stability of slopes.

C. Alignment Changes: Horizontal alignment changes shall be achieved by circular curves only having a minimum radius of:

$$R = \frac{V^2 W}{8D}, \text{ where:}$$

R = Radius of channel centerline, in ft.

V = Velocity of 10% AP design flow, in feet per second

W = Channel width at 10% AP water surface elevation, in ft.

D = Depth of 10% AP design flow, in ft.

8.2 Lining Height:

A. Minimum Height: Channel lining material shall extend above the channel invert to the depth of the 10% AP design discharge plus 6 inches of freeboard. The invert of all constructed channels shall be lined with concrete, riprap or gabions to a minimum height of 6 inches above the invert.

B. Increase on Curves: Along the outer side of horizontal curves, the lining height shall be increased as follows:

$$y = \frac{D}{4}, \text{ where:}$$

y = Increased vertical height of lining, in feet.

D = Depth of 10% AP design flow, in feet.

Increased lining height shall be transitioned from "y" feet to zero feet over a minimum of:

1. 30(y) feet downstream from the point of tangency (P.T.) of the channel curve.
2. 10(y) feet upstream from the point of curvature (P.C.) of the channel curve.

8.3 Lining Material Requirements: The following types of lining materials are acceptable alternatives based on the peak flow velocity in the channel. Other types of lining materials not specifically listed may be used when approved by the City Engineer.

10% AP Peak

<u>Velocity (fps)</u>	<u>Permitted Lining Material</u>
> 12.0	Sound in-situ limestone Concrete Grouted riprap
>7.0 to 12.0	Sound in-situ limestone Concrete Grouted riprap Gabions Riprap
5.1 to 6.9	In-situ limestone Concrete Grouted riprap Gabions Riprap Reinforced turf above invert lining
5.0 and less	In-situ limestone Concrete Grouted riprap Gabions Riprap Reinforced turf above invert lining Turf above invert lining

8.4 Optional Design for Improved Channels: In lieu of sloping banks and linings as specified above, vertical walls may be constructed for improved channels conveying greater than 400 CFS at design discharge with the following requirements.

- A. Vertical Walls:** Shall be designed and constructed as retaining wall structures.
- B. Materials:** Acceptable materials for vertical walls are reinforced concrete or gabions.
- C. Wall Height:** The minimum wall height shall be the greater of 1.5 feet or the depth of the 1-year peak water surface plus 0.5 ft. The height shall be increased at transitions and bends.
- D. Fence:** Any vertical wall height 30" or greater shall be protected by 4 ft. high (or higher) chain link fencing installed along the wall lines on both sides of the channel.
- E. Access:** Adequate provisions shall be made for pedestrian entry/exit from the channel.

8.5 Subdrainage for Linings: All channel linings, except turf, shall provide for relieving back pressures and water entrapment beneath and/or behind the lining material.

- A. Materials:** The following are acceptable alternative methods for providing subdrainage.
 1. Nonwoven geotextile filter fabrics.
 2. Graded aggregate filter material with a minimum thickness of 4 inches and gradation based on filter design criteria.

B. Weep Holes: For concrete or riprap-lined channels, screened 4-inch diameter "weep holes" shall be required located at the base of the sloped sides, at a maximum spacing of 15 feet on-center.

8.6 Diversions: Proposed diversions of tributary areas greater than 0.5 acres may not have an adverse impact on downstream properties. Supporting computations for peak flow rates, channel capacities and water-surface elevations for both pre and post diversion conditions shall be submitted.

9.0 NATURAL CHANNELS

9.1 Maintenance: The developer and later the individual property owner(s) shall be responsible for maintenance of the entire area of the drainage easement to be dedicated or platted along all natural channels retained in the storm drainage system. This maintenance shall consist of removal of obstructions including debris and foreign objects; deadfall, drift and dead trees; trees on the banks with substantially undercut roots; and fences and other improvements. Trees to be removed shall be cut to within one foot of the ground line. Grubbing will not be required.

9.2 Bank Stabilization: Bank stabilization may be constructed along the entire channel length to minimize the easement width as specified in Section 3.2. Stabilization must be constructed where the required easements would otherwise extend off of the developer's property. The following requirements shall apply to the design of bank stabilization. (See Figure 15 for illustration of a typical installation.)

A. Vertical Walls: Vertical wall channels with lined inverts and gabion walls shall be provided. The criteria for improved vertical wall channels are applicable to this design except as modified in this section.

B. Channel Bends:

1. Bank stabilization shall be constructed with the convex (outside) side wall within the existing incised channel.
2. The channel shall be graded to the average clear width of the existing channel.
3. The minimum radius of the convex wall shall be as necessary to clear a 1.5:1 theoretical slope from the existing top of bank to the top of wall location.

C. Wall Height: The minimum wall height shall be the greater of 3.0 feet or the one-year peak discharge flow depth above the channel invert.

D. Grading: Grading shall be performed as required to 1) remove sloughage, if any, and to backfill to the top of the wall elevation on the convex, or high, bank side, and 2) to excavate the slopes above the top of wall to 2:1 or flatter on the concave, or low, side.

E. Slope Cover: Reinforced vegetative cover shall be planted on all graded slopes.

10.0 STORM WATER DETENTION

10.1 Other Regulatory Requirements: In addition to these criteria, the requirements of the Missouri Dam and Reservoir Safety Council shall apply to all detention dams greater than 35 feet in height. Such facilities shall be classified as Downstream environmental zone class I and designed per MDNR regulations.

10.2 Maximum Release Rates: The detention facility allowable release rate shall be calculated with the assumption that the site is an undeveloped condition. The engineer shall use an appropriate time of concentration and curve number to fit that assumption.

10.3 Storage Volume Requirements:

- A. General:** Detention storage for all facilities shall be established by hydrograph routing methods. The volume shall be as required to limit the release rates to the maximums indicated in 10.2.
- B. Additional Requirements:** All detention facilities shall provide additional storage volume (beyond required flood storage) below the elevation of the principal spillway for five years of sediment accumulation in accordance with Figure 16. In addition, all facilities designed as wet basins shall provide permanent storage volume as necessary to maintain a minimum water depth of 3.0 feet.

10.4 Hydrograph Routing Methods:

- A. General:** Hydrograph routing is required for each return period to determine maximum inflow, detention volume and release rates.
- B. Rainfall Distribution:** To compute the design inflow hydrograph, Huff's Quartile Rainfall Distributions (50% curves) shall be used for developing the hydrographs. Durations of 1-hour, 2-hours, 3-hours, 6-hours, 12-hours and 24-hours shall be evaluated to determine the critical duration design event.
- C. Runoff Computation:** Runoff shall be computed by the SCS curve number method. Applicable curve numbers shall be obtained from Table C. The curve number shall be weighted by proportional land use in the tributary area.
- D. Routing Interval:** The routing time (hydrograph ordinate) interval shall be appropriate for the method used with a maximum time interval of 5 minutes unless otherwise approved.
- E. Routing Method:** Detention routing shall be by the storage-indication, or Modified plus, method.
- F. Required Steps:** In designing a detention facility, the following steps are required:
 - 1. From proposed spillway characteristics, calculate rating curves of spillway stage vs. discharge.
 - 2. Calculate detention stage vs. storage volume from pond configuration and depth.
 - 3. Develop inflow hydrograph.
 - 4. Perform storage routing through the proposed detention facility.
- G. Simplified Design:** A simplified design method is acceptable only for detention facilities having a tributary area of 10.0 acres or less.
 - 1. The SCS TR-55 computer model may be utilized for computer methods.

2. By manual methods, use Figure 17 to determine required storage volume.

10.5 Principal Spillways (Outlets):

- A. General:** The principal spillway shall be designed to convey all discharge from the detention facility from the 1% AP and more frequent (inflow and discharge equal to or less than the 1% AP) storms and shall function without mechanical or electrical components.
- B. Hydraulic Characteristics:** The principal spillway shall have the hydraulic characteristics of a weir, pipe or orifice, or a combination of these. Pipes shall be a minimum of six inches in diameter except in parking lot and rooftop detention where the minimum size and configuration of opening shall be designed specifically for each condition.
- C. Capacity:** The spillway shall have sufficient capacity to discharge 80 percent of the detention storage volume within 24 hours after the peak inflow has entered the basin, excluding the water quality capture volume.
- D. Trash Racks:** Trash racks, screens, etc., shall be provided at the principal spillway as necessary to keep the facility fully operational.

10.6 Emergency/Overflow Spillways;

- A. Required Installations:** Emergency spillways shall be required for all detention facilities formed by earth embankments or dams greater than 10.0 feet in height.
- B. Return Period for Operation:** Emergency spillways shall operate only for storms less frequent (higher inflow and discharge) than the 1% AP storm.
- C. Regulatory Criteria:** The Missouri Dam and Reservoir Safety Council criteria shall apply to the design of emergency spillways with sufficient capacity to discharge the 0.5*6-hour PMP hydrograph without overtopping the dam.
- D. Exemptions:** Emergency spillways are not required for
 1. Excavated detention basins.
 2. Detention basins on structure roofs.
 3. Detention basins utilizing surface parking areas.

10.7 Other Requirements:

- A. Wet Basins:** The design of wet detention facilities shall include the following:
 1. Provisions for complete drainage to permit sediment removal and other periodic maintenance activities.
 2. The limits of maximum ponding shall be no closer than 30 feet horizontally and no less than two feet below the lowest sill elevation of any habitable building or structure.
 3. The entire area covered by fluctuating water levels shall be seeded, fertilized and mulched, sodded, or otherwise surfaces to protect against erosion.

- B. Dry Basins:** Dry detention facilities with storage on other than roofs or paved surfaces shall conform to the following:
1. The bottom shall be graded at a minimum of 2 percent to drain across grass. A minimum of 0.5 percent slope may be used if an interior trickle channel is installed. The trickle channel shall be 4.0 feet or greater in width.
 2. The limits of maximum ponding shall be no closer horizontally than 10 feet to a habitable building or structure unless waterproofing of the building and pedestrian access areas to the building are properly documented.
 3. Vertically, the limits of maximum ponding shall not be less than two feet below the lowest sill elevation of any adjacent building.
 4. The entire basin shall be seeded, fertilized and mulched, sodded or paved.
- C. Side Slopes:** Slopes on the banks, dams, dikes or berms around and forming the basin shall not be steeper than 3 horizontal to 1 vertical (3:1) for all excavation or embankment slopes. Flatter slopes shall be required if necessary for stability with a safety factor of 2.0 for dams greater than 10 feet in height, and 1.5 for all other slopes.
- D. Open Channels.** Normally-permitted open channels may be used as detention areas provided that:
1. The limits of maximum ponding conform to the requirements for both wet and dry basins.
 2. The maximum depth of detention does not exceed four feet.
 3. The minimum flow line grade is 0.5 percent.
 4. The maximum side slopes of the detention area are 3:1 in trapezoidal channel sections. For other channel sections, features shall be designed in consideration of safety, stability and ease of maintenance.
 5. The entire detention area is seeded, fertilized and mulched, sodded or paved.
 6. No ponding occurs within public rights-of-way without specific written approval of the City Engineer, and the hydraulic elevations resulting from channel detention do not adversely affect adjoining properties.
- E. Erosion Control:** Principal spillways and outlet works, as well as conveyance system entrances to detention basins, shall be equipped with energy dissipating devices as necessary to limit the peak discharge velocity in conformance with Section 7.0.
- F. Rooftop Detention:** Detention storage may be met in total or in part by detention on roofs. Details of such designs shall include the depth and volume of storage, details of outlet devices and downdrains, and elevations and details of overflow scuppers. Connections of roof drains to sanitary sewers are prohibited. Design loadings and special building and structural details shall be subject to approval by the City Engineer. Rooftop detention areas are exempt from sediment storage requirements.
- G. Parking Lot Detention:** Paved parking lots may be designed to provide temporary storage of storm water on a portion of their surfaces as follows:
1. Detention areas shall not be located in a primary parking lot which is defined as the most accessible 80 percent of the total parking for a facility.
 2. Depth of storage shall be limited to a maximum of 12 inches.
 3. The maximum limits of ponding are no closer horizontally than 10 feet to any building unless waterproofing of the structure and pedestrian access to the building are documented, and vertically not less than two feet below the lowest building sill elevation.

4. Retaining walls or curbs used to contain storm water in parking lots must be constructed of reinforced concrete.
5. Parking lot detention areas are exempt from sediment storage requirements.

10.8 Construction, Operation and Maintenance:

A. Easements: Access and permanent drainage easements shall be required as outlined in Section 3.

B. Public Facilities:

1. Public detention facilities shall be constructed by the developer where approved by the City and after plan approval and issuance of a permit. Dedication of easements to the City will be required.
2. Regional detention facilities may be dedicated as public facilities upon conceptual approval of the location and final approval of the design and construction by the City.
3. Operation and maintenance shall become the responsibility of the City after dedication of the easements and acceptance of the facility by the City.

C. Private Facilities:

1. Private detention facilities shall be constructed by the developer or property owner after plan approval and issuance of a permit by the City. Dedication of permanent drainage easements to the City will be required.
2. Operation and maintenance of private detention facilities shall be the responsibility of the property owner and successors.

D. Maintenance Activities: For both public and private drainage facilities, required maintenance activities include but are not limited to, debris removal and cleaning, cutting of vegetation that impairs the function of the structure or otherwise creates a public nuisance, repair of erosion, removal of silt, and maintenance of structural facilities including outlet works.

E. Construction Record Drawings: Construction record drawings showing as-built elevations and dimensions for detention structures are required. Both grading and outlet structure as-built data is to be submitted. Construction record drawings shall have field verified dimensions and elevations noted by revision clouds.

11.0 DRAINAGE PLAN REQUIREMENTS

- 11.1 General:** This section governs the preparation of drainage plans which shall include all information, including drawings, and calculations concerning a subdivision's internal storm water systems; the method of handling off-site drainage; and the discharge of runoff from the proposed subdivision. The drainage plan shall be prepared by a registered professional engineer in accordance with the requirements contained herein and shall be submitted to the City Engineer for review and approval.
- 11.2 Required Information:** The drainage plan shall conform to the following requirements and show the indicated information on the drawing(s).
- A. Scale:** The drainage plan shall be prepared at 1" = 100' or larger unless otherwise approved by the City Engineer.
 - B. Identification:** The drawing shall specify the subdivision, landowner, developer, engineer and date of submittal.
 - C. Contours:** A contour interval of 1 foot or 2 feet is acceptable. All existing topography shall also be included with the date of topo survey indicated.
 - D. Bench Marks:** At least one (1) bench mark adjacent to or within the proposed subdivision shall be shown on the drainage plan. Use Mean Sea Level (MSL) datum/National Geodetic Vertical Datum (NGVD).
 - E. Plat Layout:** The outline of all lots and blocks plus all drainage easements, dedications and reserves shall be shown. Lot dimensions, setback lines and utility easements are not required.
 - F. Storm Sewers:** All storm sewers shall be shown with the following data:
 - 1. Pipe size or diameter (inches).
 - 2. Inlet sizes - length and width (feet).
 - 3. Drainage basin and sub-basin boundaries.
 - 4. Q_{10} for each sub-basin/inlet.
 - G. Channels:** Improved channels shall be depicted on the drainage plan with the following data indicated.
 - 1. Channel slope.
 - 2. Bottom width (feet).
 - 3. Side slopes.
 - H. Detention Areas:** All detention areas as required by these regulations shall be shown on the drainage plan with the following data.
 - 1. Static pool elevation where applicable.
 - 2. Maximum water surface elevations for the 50%, 10% and 1% AP storms.
 - 3. Discharge rates for the 50%, 10% and 1% AP storms.
 - 4. Size and type of control structure.
 - I. FEMA Data:** The limits of the FEMA floodway and floodplain shall be shown along with the appropriate base flood elevations (BFE). Where new subdivisions are proposed adjacent to unstudied or nondetailed studied streams, the developer shall submit the appropriate backwater

(HEC-2) calculations, encroachment analysis, and floodway data to be submitted to FEMA for review and approval.

J. Minimum Pad Elevations: Minimum pad elevations shall be shown for each lot adjacent to natural streams, improved channels or detention areas.

K. Off-Site Drainage: All off-site drainage areas which discharge into the subject subdivision shall be labeled with the basin size, in acres, and the 50%, 10% and 1% AP runoff rates, or peak flows.

L. Street Grades: Preliminary street grades and elevations at sumps and crests shall be shown on the drainage plan using arrows to indicate direction of drainage flows.

M. Permits: Indicate on the drainage plan all permits required by local, state and federal agencies and the status of each one.

N. Drainage Calculations: All calculations supporting the drainage plan as required herein shall be submitted to the City Engineer for review and approval.

11.3 Document Format: The drainage plan shall be a complete, bound document containing all drawings and supporting calculations. Pockets shall be provided for drawings to allow easy removal. All data shall be organized in such a manner as to allow a systematic and timely review. A minimum of two (2) copies of the document shall be submitted to the City at the time of final plat application.

12.0 CONSTRUCTION PLAN REQUIREMENTS

12.1 Scope: This section governs the preparation of plans for storm water system projects.

12.2 General: The plans shall include all information necessary to build and check the design of storm drainage systems. The plans shall be arranged as required by the City Engineer. Standard details of the City may be included by reference. Plans shall be sealed by a registered professional engineer and shall be submitted to the City Engineer for review and approval.

12.3 Scale: Plans shall be drawn at the following minimum scales. Larger scales may be needed to clearly present the design. Bar scales shall be shown on each sheet for each scale.

Plan:	1-inch	=	50 feet
Profile			
Vertical:	1-inch	=	5 feet
Horizontal:	1-inch	=	50 feet
Drainage Area Map			
On site:	1-inch	=	200 feet
Off site:	1-inch	=	1,000 feet
Structural Plans:	1/4-inch	=	1 foot
Graphic Drawings:	Varies		
SWPPP Drawings:	Varies		

12.4 Required Information:

A. Drainage Area Map: A drainage area map shall included and shall indicate the following:

1. Ridge line of the area tributary to each principal element of the system.
2. The area in acres.
3. The runoff coefficient "C" or "CN" for each area.

B. Plan View: All designed storm drainage systems shall be drawn in plan view and shall contain the following:

1. North arrow and bar scale.
2. Ties to permanent reference points for each system located outside of the street right-of-way.
3. Identification and location of each pipe, culvert, inlet, structure and existing utility affecting construction.
4. Right-of-way, property, and easement lines, and the 1% AP flood-plain and setback from the top of bank of an open channel to any building.
5. Existing man-made and natural topographic features, such as buildings, fences, trees, channels, ponds, streams, etc., and all existing and proposed utilities.
6. Location of test borings.
7. Existing and finish grade contours at intervals of 2.0 feet or less indicating existing and finish grades and slopes.
8. A uniform set of symbols and abbreviations subject to approval by the City Engineer.
9. The centerline of open channels within 50 feet of an enclosed drainage system and showing the direction of flow.

C. Profile View: All designed storm drainage systems shall be drawn in profile view and shall contain the following:

1. Existing and finish surface grade along the centerline of pipe except street centerline may be used when construction includes street construction.
2. Length, size and slope of each line or channel segment. Slope shall be expressed in percent.
3. Headwater elevation at the inlet end of each culvert.
4. Flow line (invert elevation in and out) at each structure.
5. Each existing utility line crossing the alignment shall be properly located and identified as to type, size and material.
6. Test borings.
7. All station and invert elevations of manholes, junction boxes, inlets or other structures.
8. The profile shall show existing grade above the centerline as a dashed line and proposed finish grades or established street grades by solid lines. It shall also show the flow line of any drainage channel, either improved or unimproved, within 50 feet on either side of the centerline. Each line shall be properly identified. The proposed storm sewer shall be shown as double solid lines properly showing the top of the pipe.
9. All manholes, inlets or other structures shall be shown and labeled with appropriate "Standard Drawing" designation, if applicable.

D. Design Information for Each Part of the System: The plans shall present design information for each culvert, structure, facility, pipe and channel segment and shall contain the following:

1. Tributary area in acres.
2. Design discharge and capacity in cubic feet per second.
3. Runoff coefficient "C", design storm return frequency, rainfall intensity and Manning's "n" value.
4. Discharge velocity at design flow.
5. Hydraulic grade line.
6. Type and grade of material (gage, class, etc.).

Schedules which indicate all variable dimensions and elevations covered by standards or "typical" drawings shall be shown on the plans. All design details for nonstandard structures shall be indicated on the plans. A minimum of one plan view and one sectional view shall be shown on the plans for each type of structure. Additional views may be required if necessary to clearly define the design. A reinforcing bar list is not required; however, the grade, type, size and location of the bars shall be clearly indicated on the plans.

E. Stormwater Pollution Prevention Plan (SWPPP): The SWPPP shall present information for each erosion and sediment control structure, construction entrance location and dimensions, construction sequence, seeding specifications and BMP details.

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13.0 WATER QUALITY PROTECTION

- 13.1 Introduction: This section covers the design of Best Management Practices (BMPs) to minimize the adverse effects of urban stormwater runoff on the quality of receiving waters.

It is recognized that specific water quality standards, other than those contained in the Missouri Clean Water Laws, have not been developed or adopted for these receiving waters. The objective of this policy is not to meet specific reductions of targeted pollutants, but rather to provide a generally effective level of pollutant removal by using reasonable, cost effective measures. The goal is to minimize, to the maximum extent practical, adverse impacts on the quality of the receiving waters.

It is important to recognize that the *structural Best Management Practices* (BMPs) for which design guidance is given in this section represent only one aspect of stormwater quality management. The most effective means of managing stormwater quality lie in overall watershed planning and zoning controls, and other *nonstructural* practices which are generally beyond the control of an individual development.

Data from communities across the country has shown that, as the total impervious area in a watershed exceeds ten to fifteen percent (10-15%), water quality declines unless mitigative measures are taken. The most important management tool is to limit the impervious area in these watersheds to these values. While these limits may be attainable for the watershed as a whole, they may not be possible for individual development or sub-basins. Structural BMP's will be required for these developments.

13.2 GENERAL DESIGN GUIDELINES

- a. Minimize the amount of runoff. The total quantity of pollutants transported to receiving waters can be minimized most effectively by minimizing the amount of runoff. Both the quantity of runoff and the amount of pollutant wash-off can be minimized by reducing the amount of *directly connected impervious area (DCIA)*. Impervious areas are considered connected when runoff travels directly from roofs, drives, pavement, and other impervious areas to street gutters, closed storm drains or concrete, or other impervious lined channels. Impervious areas are considered disconnected when runoff passes as sheet flow over grass areas, or through properly designed BMP's, prior to discharge from the site.
- b. Maximize contact with grass and soil. The opportunity for pollutants to settle out is maximized by providing maximum contact with grass and soil. Directing runoff over vegetative filter strips and grass swales enhances settling of pollutants as the velocity of flow is reduced. Infiltration of runoff into the soil is also increased.
- c. Maximize holding and settling time. According to ASCE ([Reference 13.1](#)), the most effective runoff quality controls reduce the runoff peak and volume. The next most effective controls reduce peak runoff rates only. For small storms the runoff rate should not exceed the pre-project peak flow rate from the fifty percent (50%) AP (2-year) storm. Most obnoxious pollutants (exceptions include water soluble nutrients and metals) can be settled out. By reducing the rate of outflow and increasing the time of detention storage, settling of pollutants and infiltration of

- runoff is maximized.
- d. Design for small, frequent storms. Drainage systems for *flood control* are designed for large, infrequent storm events. In contrast, stormwater quality controls must be designed for small, frequent storm events. In the Neosho area, eightysix percent (86%) of all twenty-four (24) hour rainfalls are one inch (1") or less (see [Figure 5](#)). Most pollutants are washed off in the "first flush", generally considered the first one-half inch ($\frac{1}{2}$ ") of runoff.
 - e. Utilize BMP's in series where possible. Performance monitoring of BMP's in Florida, Maryland, and Delaware has shown that the combined effect of providing several BMP's in a series can be much more effective in reducing the level of pollutants than providing a single BMP at the point of discharge. To the greatest extent practical, runoff should be directed first to vegetative filter strips, then to grass swales or channels, and then to extended detention basins, sand filters, etc.
 - f. Incorporate both flood control and water quality objectives in designs, where practical. Incorporating both flood control and water quality criteria into a single stormwater management facility is not only possible, but is encouraged. Whenever practical, combining several objectives, such as water quality enhancement and flood control, maximizes the cost- effectiveness of stormwater management facilities.

13.3 REQUIREMENTS

The following requirements will apply to all development.

- a. Stormwater runoff from any new development for which the total impervious area exceeds ten percent (10%) of the total land area of the development, must be directed through an extended wet or dry detention basin, or other properly designed BMP, prior to discharge from the site.
- b. Runoff from fueling areas and other areas having a high concentration of pollutants will be required to be directed to a sand filter or other properly designed BMP which provides filtration as well as settling.
- c. The required volume for capture and treatment shall be designed as the *water quality capture volume* (WQCV), and shall be determined as set forth in [Section 13.4.1](#).
- d. Detention storage must be provided to limit the peak flow rate from the fifty percent (50%) AP (2-year) storm to pre-project values. Detention facilities for peak flow control shall be designed as set forth in [Section 10.0](#).

13.4 DESIGN CRITERIA

13.4.a Water Quality Capture Volume

Water quality BMPs shall be designed to capture the runoff from the 86th percentile rainfall for the Neosho area as well as to capture the first flush of pollutants from directly connected impervious areas within the proposed development.

The required water quality capture volume (WQCV) to be used in design of extended wet and dry detention basins and other BMPs whose design is based upon capture and treatment of storm

water, shall be the greater of the following:

- 1) the first one-half inch ($\frac{1}{2}$ ") of runoff from the directly connected impervious area (DCIA) in the development, or
- 2) the *runoff* resulting from total rainfall depth of one inch (1") in twenty-four (24) hours over the entire development.

13.4.b Directly Connected Impervious Area

Impervious areas are considered connected when runoff travels directly from roofs, drives, pavement, and other impervious areas to street gutters, closed storm drains or concrete, or other impervious lined channels. Connected and disconnected impervious areas are illustrated in [Figure 33](#).

In order for an impervious area to be considered disconnected, runoff from the area must pass through a vegetative filter strip or other BMP meeting the requirements set forth in this section.

For determining the amount of impervious area, the following assumptions shall apply in the absence of more detailed data:

Single Family Lots

Average roof area:	2500 square feet
Average drive area:	800 square feet
Average impervious area per lot:	3500 square feet

If gutter downspouts are directed to drain toward lawn areas, seventy-five percent (75%) of the roof area shall be considered disconnected.

Duplexes and Patio Homes

Average roof area:	2500 square feet
Average drive area:	1600 square feet
Average impervious area per lot:	4500 square feet

If gutter downspouts are directed to drain toward lawn areas, seventy-five percent (75%) of the roof area shall be considered disconnected.

Multi-Family, Commercial and Other Areas

The amount of impervious area contained in multi-family, commercial, office and manufacturing developments shall be determined based upon the site plan for the development.

13.4.c Vegetative Filter Strips

Vegetative filter strips consist either of areas of undisturbed vegetation in good condition, including trees, grass, sod or other vegetative cover which meets the objectives for this BMP, or areas where new vegetation has been established. Vegetative filter strips shall be provided in areas of sheet flow only. The hydraulic loading for filter strips shall not exceed 0.05 cfs per lineal foot of filter strip length for the fifty percent (50%) AP (2-year) storm (equal to the runoff per unit width from a four hundred feet (400') length of impervious area).

The minimum width of the filter strip shall not be less than twenty percent (20%) of the length of the sheet flow from the upstream impervious surface, and in no case shall be less than six feet (6'). The slope along the width of the filter strip shall not exceed 4:1 (25%).

Typical details for vegetative filter strips are shown in Figure 34.

13.4.d Grass Swales

Grass swales may be provided to convey runoff from vegetative filter strips and impervious areas to BMP's designed for capture and temporary storage of runoff. Design criteria for grass swales shall be as follows:

Maximum side slopes: 4:1.

Maximum longitudinal slope: 5%.

Minimum longitudinal slope: 1%.

Maximum velocity: 2 feet per second for peak flow from the 50% AP (2-year) storm.

Grass swales shall be lined with sod or seeded and covered with suitable erosion control blanket and mulch.

Typical details for grass swales are shown in Figure 35.

13.4.e Extended Dry Detention Basins

Extended dry detention basins may be provided to capture and provide temporary storage for the required water quality capture volume. Extended dry detention basins shall be placed outside of the primary watercourses which allow off-site flows to pass through the development (i.e., "off-line") where possible.

Design criteria for extended dry detention basins shall be as follows:

Volume: Minimum volume shall be one hundred and twenty-five percent (125%) of the required water quality capture volume (WQCV). Detention basins for water quality may be combined with detention basins for flood control. Effects of the WQCV may be considered in the design for flood

control.

Drain time: The WQCV shall be released over a minimum period of twenty four (24) hours and a maximum period of seventy-two (72) hours.

Outlet structure: Outlet structures shall consist of a perforated riser pipe, outlet pipe and gravel filter material as shown in Figures 36 and 37. The minimum allowable riser pipe diameter is eight inches (8"). The riser pipe shall be connected to an outlet pipe of equal or greater diameter. The outlet pipe shall have adequate capacity to carry the maximum rate of flow from the riser pipe. Material for the riser pipe shall be Schedule 40 PVC, ductile iron, or corrugated, galvanized metal.

A removable cap shall be provided at the top of the riser pipe. The cap shall have a one inch (1") diameter hole for air relief.

The outlet pipe shall be bedded in firmly compacted clay, free of stones. For dams exceeding ten feet (10') in height, an anti-seep collar shall be provided around the pipe.

Number of rows of perforations, number of perforations per row and diameter of perforations for the riser pipe shall be specified on the plans. Perforation pattern shall be determined based upon orifice calculations to provide for release of the WQCV over the specified time. Perforations shall meet the following requirements:

Minimum perforation diameter:	1/4 inch
Maximum perforation diameter:	1 inch
Minimum number of holes per row:	4
Maximum number of holes per row:	8
Minimum row spacing:	4 inches
Maximum row spacing:	12 inches

Freeboard: Where the basin is to be utilized as a water quality BMP only, twelve inches (12") minimum freeboard shall be provided above the WQCV.

Forebay: It is preferred that a forebay be provided to dissipate energy from incoming flows and to trap settleable sediment entering the basin. The forebay should be separated from the remainder of the basin by an earth dike meeting the requirements of Section 10. The top of the dike shall be set six inches (6") above the stage of the WQCV. Outflow from the forebay to the basin shall be through a gravel filter meeting the requirements of Section 14.5.2 (Figure 24). The top of the gravel filter shall be set equal to the stage of the WQCV.

The volume of the forebay shall be a minimum of ten percent (10%) and a maximum of twenty percent (20%) of the WQCV. The volume of the forebay is considered to be part of the required WQCV, not additional volume.

General construction requirements: The optimal length to width ratio for a water quality detention basin is four (4). The length to width ratio should be no less than two (2). The minimum allowable length to width ratio is one (1). Side slopes, dams or dikes, and retaining walls shall meet the

requirements of Section 10.

Overflow spillways: Where the basin is to be utilized as a water quality BMP only, a spillway or outlet structure meeting the requirements of Section 10 and capable of passing the peak flow from a 1% AP (100-year) storm for the drainage area upstream of the basin, shall be provided. The lowest point on the spillway or outlet structure shall be set at the top of the WCQV.

Trickle channels: Trickle channels shall be provided to provide grade control and to minimize chronic wet areas. Trickle channels shall be constructed of six inch (6") stone or other porous medium. A typical trickle channel cross section is shown in Figure 37.

A typical plan and section for extended dry detention basins are shown in Figure 38.

13.4.f Extended Wet Detention Basins

Extended wet detention basins may be provided to capture and provide temporary storage for the required water quality capture volume. Extended wet detention basins shall be placed outside of the primary watercourses which allow off-site flows to pass through the development (i.e., "off-line") where possible.

Design criteria for extended wet detention basins shall be the same as for extended dry detention basins, with the following exceptions:

The volume of the permanent pool should not be less than 1.0 to 1.5 times the WQCV.

A bench area (littoral zone) with a width of ten feet (10') shall be provided as shown in Figure 13.8. It is preferred that emergent aquatic vegetation be provided in this zone.

It is recommended that a minimum of twenty-five percent (25%) of the WQCV be provided in the upper eighteen inches (18") of depth. A maximum of fifty percent (50%) of the permanent pool volume shall be provided in the upper eighteen inches (18") of depth.

Depth of the principal portion of the permanent pool shall be a minimum of four feet (4').

It is preferred that a forebay meeting the same requirements as specified for dry detention basins, be provided.

Where perforated riser pipes are not encased in gravel, only corrugated metal or ductile iron pipe may be used.

Typical details for extended wet detention basins are shown in Figure 39.

13.4.g Sand Filters

Runoff from fueling plazas, vehicle maintenance areas, solid waste storage or transfer areas, and other areas having potentially high concentrations of contaminants shall be passed through a sand filter prior to discharge to receiving waters.

Total impervious area draining to a sand filter will generally be one (1) acre or less. Sand filters shall be provided with a sedimentation chamber and a filtration chamber. Design of sand filters shall be based upon the Austin, Texas first flush filtration basin (full sedimentation design) as described in Debo and Reese pp. 596-598 ([Reference 13.2](#)). A schematic cross section of a sand filter is shown in [Figure 40](#).

13.4.h Other Structural BMPs

Constructed wetlands, porous pavements and other structural BMPs for which detailed design criteria can be documented in generally accepted literature can be provided in addition to, or in lieu of, the BMPs described above, provided the objectives of this section can be met. The use of infiltration basins and trenches is discouraged due to possible adverse impacts on groundwater.

13.5 OPERATION AND MAINTENANCE

The City of Neosho provides no maintenance of water quality BMPs located on private property. Maintenance must be provided by the owner of the property upon which the BMP is located. Maintenance includes, but is not limited to, removal of debris, control of vegetation, removal of accumulated sediment when the WQCV volume has been reduced by 25% or more.

Extended detention basins and wetlands or other “capture and storage” BMPs shall be located within a single lot or property, within a designated drainage easement. Where BMPs are located in common areas or adjoining off-site areas, the property upon which the BMP is located shall remain in the ownership of the developer or property owners’ association.

Where a property owners’ association is formed, restrictive covenants which provide for collection of fees for maintenance of the BMPs shall be filed in the office of the Jasper or Newton County Recorder of Deeds, as appropriate. Restrictive covenants must be approved by the County legal counselor prior to filing of the final plat.

13.6 REFERENCES

1. American Society of Civil Engineers, Manuals and Reports of Engineering Practice No. 77 (WEF Manual of Practice FD-20), Design & Construction of Urban Stormwater Management Systems, Chapter 12. American Society of Civil Engineers, New York, NY, 1992.
2. Debo, T.N. and Reese, A.J., Municipal Stormwater Management, Chapter 13, Lewis Publishers, Boca Raton, FL, 1995.

SECTION 14 - EROSION & SEDIMENT CONTROL

14.1 Introduction: The purpose of this section is to provide detailed design criteria and standards for the design of erosion and sediment control measures as required by the City of Carl Junction's National Pollutant Discharge Elimination System permit.

14.2 GENERAL GUIDELINES

The goal of the regulation is to effectively minimize erosion and discharge of sediment from construction sites by application of relatively simple and cost effective Best Management Practices (BMPs). General guidelines for erosion and sediment control are listed below. Sediment and erosion control plans must demonstrate consistency with these guidelines.

- ▶ Minimize the area disturbed by construction at any given time.
- ▶ Stabilize disturbed areas as soon as possible by re-establishing sod, other forms of landscaping, and completing proposed structures, pavements, and permanent storm drainage systems.
- ▶ Provide for containment of sediment until areas are stabilized.
- ▶ Provide permanent erosion control by constructing and maintaining the permanent storm drainage system and maintaining vegetative cover, pavements, and other surface coverings in good condition.
- ▶ Avoid environmentally sensitive areas. Streams, springs, sinkholes, lakes, or wetlands are easily affected by sediment from construction sites. Careful planning and additional controls are needed when construction site are located in, or in close proximity, to these areas.
- ▶ Recognize sheet flow vs. concentrated flow. In areas where runoff occurs primarily as sheet flow, containment of sediment is relatively simple. In these areas, straw or hay bales, silt fences, and vegetative filter areas can be very effective. Where flow is concentrated, containment of sediment becomes more difficult as the rate and volume of flow increase. In these areas, more elaborate controls such as sedimentation basins must be provided.
- ▶ Recognize temporary vs. permanent controls. The greatest potential for soil erosion occurs during construction. Temporary controls are those which are provided for the purpose of controlling erosion and containing sediment until construction is complete. Temporary controls include straw or hay bale dikes, silt fences, erosion control blankets, etc., which are not needed after the area is stabilized. Permanent controls consist of vegetative cover, riprap, concrete trickle channels, detention basins, etc., which will

remain in place through the life of the development. It is possible for the same feature to serve both a temporary and permanent purpose. The difference between temporary and permanent erosion control should be clearly recognized in preparing an erosion and sediment control plan.

14.3 SITE DEVELOPMENT PERMITS

14.3.a Site Development Permit Requirements.

A Site Development Permit must be obtained before any land is graded for non-agricultural purposes.

Grading is defined as any excavation or filling or combination thereof. Grading of agricultural land is considered non-agricultural whenever soil is excavated for sale off the site or soil from other properties is brought onto the site.

The Public Works Department may waive the requirement for a Site Development Permit in the following cases:

1. Sites where one (1) acre or less is graded, provided the graded area is located a distance of twenty-five feet (25') or more from a spring, sinkhole, cave, wetland, watercourse, or floodplain, and where the proposed construction does not include the construction of stormwater detention basins or other drainage facilities.

NOTE: Lots in new subdivisions will be considered part of the entire subdivision site area.

2. The following activities, provided they are not located within twenty-five feet (25') of a spring, sinkhole, cave, wetland, or watercourse:

- a. Grading for single family residences.

NOTE: Lot grading done as a part of an overall subdivision plan in order to make lots buildable or prepare lots for sale is not exempt.

- b. Grading and repair of existing roads or driveways.

- c. Cleaning and routine maintenance of roadside ditches or utilities.

- d. Utility construction where the width of the disturbed area for trench excavation and backfill is twenty feet (20') or less.

3. Emergency construction required to repair or replace roads, utilities, or other items affecting the general safety and well being of the public.

For emergency construction sites which would otherwise be required to obtain a permit and for which remedial construction will take more than fourteen (14) calendar days, application for the permit must be made within three (3) calendar days from the start of construction.

14.3.b Permit Procedure

The following items must be submitted prior to issuance of a Site Development Permit:

- b.1. Completed site development permit application signed by the property owner or his legally authorized agent. Each application shall bear the name(s) and address(es) of the owner or developer of the site and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by a permit filing fee.
- b.2. Each application shall include a statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the Erosion and Sediment Control Plan and that a certified contractor shall be on site on all days when construction or grading activity takes place.
- b.3. Site Development permit fee. Checks must be made payable to Neosho City Clerk.
- b.4. An approved sediment and erosion control plan (SECP).
- b.5. Performance bond or other required security.
- b.6. For sites where one (1) acre or more of land are disturbed the following additional items are required:
 - a. A copy of the Missouri State Operating Permit.
 - b. An approved Stormwater Pollution Prevention Plan (SWPPP).
- b.7. Other State or Federal permits, if required (see Section 14.4).

The submittal and approval procedure is as follows:

1. Subdivisions

A sediment and erosion control plan (SECP) shall be submitted for review along with the plans for the subdivision improvements.

Site development permits for subdivisions can be issued after approval of the plans for the subdivision improvements by the Public Works Director, and the items listed above are received.

2. Buildings

Two (2) copies of the sediment and erosion control plan (SECP) shall be submitted to the Public Works Department along with the building plans.

Site development permits can be issued after approval of the SECP and storm drainage plans by the Public Works Director and the items listed above are received.

For sites served by septic systems or other individual on-site wastewater systems, the wastewater systems plans must also be approved prior to issuance of the site development permit.

3. Other Sites

Other sites include borrow and spoil areas, gravel mining areas, and any other sites where a subdivision plat or a building permit is not required.

Two (2) copies of the sediment and erosion control plan (SECP) shall be submitted to the Public Works Director for review.

A site development permit can be issued after approval of the SECP by the Public Works Director and the items listed above are received.

14.3.c Sediment & Erosion Control Plan (SECP)

1. Professional Qualifications

Sediment and Erosion Control plans must be prepared by and bear the seal of an engineer, land surveyor, architect, landscape architect, or geologist registered to practice in the State of Missouri or by a Certified Professional in Erosion and Sediment Control (CPESC) who has attained certification by the Soil & Water Conservation Society. When the total area of the site exceeds one (1) acre, or the drainage area of any watershed for which an element of the plan must be designed exceeds one (1) acre, the plan must be prepared under the supervision of an engineer registered in Missouri.

2. Plan Requirements

The sediment & erosion control plan must be drawn to scale and must include the following items:

- 1) Location map at a scale of 1" = 2000'.
- 2) Legal description of property.
- 3) North arrow and scale.
- 4) One-Call utility notification symbol.
- 5) Title block.
- 6) Signature block for Public Works Director.
- 7) Design professional's seal.
- 8) Existing topographic contours at five feet (5') maximum intervals.

NOTE: Contours cannot be interpolated from U.S.G.S. maps. Each fifth (5th) contour (index contour) shall be labeled and shown in heavier line weight. Index contours must be labeled in a sufficient number of locations to allow the plan to be followed. Labels for existing and finish grade contours shall be distinguished by use of different symbols or fonts.

- 9) Proposed grades.
- 10) Existing and proposed utilities.
- 11) Existing ground covering (open areas, tree masses, etc.).
- 12) Existing buildings, drives and pavements.
- 13) Proposed buildings or other structures, drives, and pavements.
- 14) Limits of area to be disturbed (shading preferred).

- 15) A natural resources map identifying soils, forest cover, and resources. This map should be at a scale no smaller than 1"=100'
- 16) All erosion and sediment control measures necessary to meet the objectives of this local regulation throughout all phases of construction and after completion of development of the site. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each season.
- 17) A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
- 18) Details of non-standard erosion and sediment controls.
- 19) Seeding & mulching requirements including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type of line and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
- 20) Total site area, total disturbed area.
- 21) Location of stockpile areas, staging areas, etc.
- 22) Location of temporary construction entrance(s).
- 23) Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.

14.3.d Bond Requirements

1. Subdivisions

A security agreement or other form of security acceptable to the City in the amount of the value of the required sediment and erosion controls, including the storm drainage system, must be received prior to issuance of the site development permit.

2. Buildings

If the site development permit is issued prior to the building permit, the only type of bond accepted will be a cash bond. After issuance of the building permit, the cash bond can be converted to an escrow, security agreement, or other form of bond allowed in the Zoning Regulations.

3. Other Sites

Only cash bonds will be accepted for sites where a subdivision plat or building permit is not required. A cash bond is obtained by submitting the required bond amount to the Neosho City Clerk's office in the form of cash, cashier's check or money order, and obtaining a receipt.

4. Amount of Security

The amount of security will be one thousand dollars (\$1,000.00) per graded acre for seeding and mulching, plus the estimated construction cost for permanent sediment and erosion control measures specified on the SECP. This includes all elements of the storm drainage system.

5. Release of Bond

Bond will be released one (1) year after seeding and mulching is complete, provided vegetation is firmly established. If vegetation is not firmly established at this time, the bond will be forfeited and the work will be completed under the direction of the City.

Bonds may be released sooner if vegetation is firmly established. Vegetation will be considered firmly established when it has survived from the permanent seeding season in which it is placed to the next permanent seeding season and growth has been established on all eroded areas which have been noted for repair.

14.4 OTHER PERMITS

14.4.a NPDES Stormwater Permit

When the area of land disturbance is one (1) acre or more, an application for a stormwater discharge permit must be submitted to the Missouri Department of Natural Resources. Permit requirements are set forth in 10 CSR 20-6.200 of the Missouri Clean Water Laws.

For sites requiring a State permit, the following procedure applies:

1. The sediment and erosion control plan is submitted to the Public Works Director.
2. If the plan is in substantial compliance with City requirements, the Public Works Director will issue a letter of "Conditional Approval of Stormwater Management Plan". The conditions of approval are the items noted by the Public Works Director in the letter as being deficient on the first submittal.
3. The applicant submits MDNR forms E and G, the MDNR fee (with check made payable to "Director of Revenue"), and the Neosho Public Works Director's letter of conditional approval to MDNR.
4. MDNR reviews the application.
5. A City permit can be issued upon receipt of a copy of the State permit. Construction can commence only after issuance of the City site development permit.

City Projects

City-funded projects are covered under general permit MO-R1000. Separate applications are not required for each project.

14.4.b "404" Permit

Grading activities in streams or wetlands may require a Department of the Army Permit under Section 404 of the Clean Water Act. It is the obligation of the property owner or operator to contact the Corps of Engineers to determine whether a permit is required whenever working in these areas. A copy of the Corps of Engineers written determination, where applicable, shall be provided prior to issuance of the site development permit.

14.4.c Floodplain Development Permit

A Floodplain Development Permit must be obtained from the Department of Public Works for development within Special Flood Hazard Areas designated on the Flood Insurance Rate Maps for Neosho, Missouri.

14.4.d Industrial Mineral Mines Permit

Sand and gravel excavation, quarries, and gravel mines must obtain a permit from the Missouri Department of Natural Resources, Land Reclamation Division. Contact the Division of Land Reclamation at P.O. Box 176, Jefferson City, MO 65102 for information concerning these permits.

14.5 DESIGN STANDARDS & CRITERIA

14.5.a Grading

Clearing and grading of natural resources, such as forest and wetlands, shall not be permitted except when in compliance with the design criteria. Clearing techniques that retain natural vegetation and drainage patterns shall be used to the maximum extent practicable. Clearing, except that necessary to establish erosion and sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.

1. Maximum grades

Cut or fill slopes shall not exceed three (3) horizontal to one (1) vertical (3:1), except as approved by the City of Neosho to meet other community or environmental objectives.

2. Maximum height

Cut or fill slopes shall not exceed fifteen feet (15') feet in vertical height unless a horizontal bench area at least five feet (5') in width is provided for each fifteen feet (15') in vertical height.

3. Minimum slope

Slope in grassed areas shall not be less than one percent (1%).

4. Construction Specifications

Construction of private and public streets must comply with specifications set forth by the Neosho Public Works Department. For all other areas, construction specifications stating requirements for stripping, materials, subgrade compaction, placement of fills, moisture and density control, preparation, and maintenance of subgrade must be included or referenced on the plans or accompanying specifications.

5. Spoil Areas

Broken concrete, asphalt, and other spoil materials may not be buried in fills within proposed building or pavement areas.

Outside of proposed building and pavement areas, broken concrete, asphalt or stone may be buried in fills, provided it is covered by a minimum of two feet (2') of earth.

Burying of other materials in fills is prohibited.

6. Stockpile Areas

Location of proposed stockpile areas shall be outlined on the plans and specifications for proper drainage included.

7. Borrow Areas

The proposed limits of temporary borrow areas shall be outlined in the plans and a proposed operating plan described on the SECP.

At the time borrow operations are completed, the area shall be graded in accordance with the criteria set forth above and vegetation re-established.

14.5.b Sediment Control

1. Existing Vegetative Filter Area

Existing vegetative filter areas may be used where:

- a) unconcentrated sheet flow occurs,
- b) an area of existing vegetation a minimum of twenty-five feet (25') in width can be maintained between the area to be graded and a property line, watercourse, sinkhole, spring, wetland, or waterbody,
- c) existing ground slope is no greater than five to one (5:1) or twenty percent (20%),
- d) the existing vegetative growth is of sufficient density and in sufficiently good condition to provide for filtration of sediment.

The minimum width of the vegetative filter area shall be twenty percent (20%) of the width of the tributary area. Vegetative filter areas can be used as both a temporary and permanent practice.

2. Straw bale dike or silt fence

Containment areas constructed of hay or straw bales or silt fence may be provided in areas where:

- 1) unconcentrated sheet flow occurs.
- 2) an area of existing vegetation a minimum of twenty-five feet (25') in width cannot be maintained

between the area to be graded and a property line, watercourse, sinkhole, spring, wetland, or classified lake.

3) the maximum width of cleared area upslope of the bale dike or silt fence is as set forth below:

Slope of cleared area (%)	Maximum width upslope of dike/silt fence (feet)
2 to 5	100
5 to 20	50
> 20	25

Either cereal grain straw or hay may be used for bale dikes. Straw bale dikes shall be constructed as shown in [Figure 17](#).

Silt fence may be used in lieu of hay or straw bales. Silt fence shall be constructed as shown in [Figure 18](#).

Straw bale dikes must be installed level, that is, "along the contour", in order to avoid creating points of concentrated overflow. Straw/hay bale dikes and silt fences must be periodically inspected and replaced as necessary if deteriorated.

Hay bale dikes and silt fences are temporary practices.

3. Temporary Containment Berm

Temporary containment berms may be used in lieu of straw bale dikes or silt fence, under the same conditions set forth above. An overflow area six inches (6") below the top of the berm and five feet (5') in length or an approved alternative must be provided for each two hundred feet (200') of berm length. The overflow area shall be lined with six (6) mil or thicker polyethylene plastic, six (6) ounces or heavier non-woven filter fabric, or other approved lining. Plastic and fabric liners shall be held in place by covering the perimeter with earth or weighting down with large rock or sandbags.

Containment berms and swales must be installed level, "along the contour".

Accumulated sediment must be removed when it reaches one-third (1/3) of the berm height.

Temporary containment berms and accumulated sediment must be completely removed after the tributary area is stabilized.

Temporary containment berms shall be constructed as shown in [Figure 19](#).

4. Inlet Protection

This practice consists of protecting the inlet perimeter or opening with straw bales, silt fence or sandbags. The purpose of this practice is to keep sediment from collecting in storm drains. This practice is also useful when site conditions prevent locating a sediment basin downstream of the storm sewer outfall.

NOTE: Inlet protection described in this paragraph cannot be used where blockage of the inlet opening would result in flooding of residential dwellings, buildings, streets or roads, or off-site property.

a. Curb Inlets

Curb inlets can be protected from sediment entry by placing sand bags over the inlet opening. Sand bags must be replaced when deteriorated and removed when the area has been stabilized. Curb inlet protection is shown in [Figure 20](#).

Accumulated sediment must be removed from the street after each rainfall.

b. [Area Inlets](#)

In paved areas, area inlets can be protected by placing gravel filled sandbags up to two (2) courses high around the perimeter of the inlet.

Outside of paved areas or before pavement is placed, area inlets can be protected by installing a silt fence or straw bale dike around the inlet perimeter.

Type DI-1 inlets can be protected by placing sandbags over the openings.

Accumulated sediment must be removed prior to final approval.

Area inlet protection is shown in [Figure 21](#).

5. [Diversion](#)

Where flow must be diverted into sediment basins or other sediment retaining facilities, diversion berms or swales or other approved means of diverting runoff may be specified.

Where sediment enters a street which is up-grade from an existing street, means must be provided to divert runoff to a sediment basin before discharge from the site. The method of diversion will vary depending upon the phase of construction. After initial grading, an earth berm can be used. This is no longer possible after the street subgrade is completed and curbs are installed. After the street pavement is completed, sand bags can be used to divert the runoff into inlets for discharge into the sediment basin. Diversion of street runoff is shown in [Figures 22 and 23](#).

6. [Gravel Filter Dam](#)

Where concentrated flow occurs and less than two (2) acres of tributary drainage area are graded (i.e. a sediment basin is not required) or where construction of a sediment basin is not feasible, a gravel filter dam shall be provided prior to discharge of runoff from the property.

Gravel filter dams consist of a layer of filter fabric and crushed rock covering the upstream side of a riprap dike. Riprap shall be six and twelve inches (6"and12") in size. Filter fabric may be woven or non-woven, Mirafi 500X, Mirafi 150NL, or equal. The purpose of the filter fabric is to remove sediment particles as water flows through it. The layer of crushed rock provides additional filtration protects the filter fabric, and holds it in place.

Where gravel filter dams are used as sediment basin outlets, one (1) square foot of filter fabric area shall be provided for each one thousand (1,000) cubic feet of storage. The minimum area provided shall be four (4) square feet.

Where gravel filter dams are used as ditch checks in channels, the gravel filter area shall extend

throughout the width of the dam.

Riprap stilling basins shall be provided downstream of the filter dam where discharge is to a grass channel.

Gravel filter dam details are shown in Figures 24 and 25.

7. Sediment Basin

Sediment basins shall be provided for all areas where concentrated flow occurs from an area of two (2) or more acres and vegetative cover has been stripped from more than one (1) acre. Sediment basins shall be designed to detain the first one-half inch (½") of runoff from the graded area for a period of at least twenty-four (24) hours (approximately two thousand (2,000) cubic feet per acre graded).

Sediment basins shall have an outflow control structure capable of providing the required detention time. Outflow control structures shall consist of a gravel filter dam meeting the requirements of Section 14.5.2.F, or a perforated riser pipe.

Sediment basins shall also be provided with an overflow structure capable of passing the peak flow rate for storms up to and including the 10% AEP (10-year) storm. The required sediment control volume shall be provided below the elevation of the overflow structure. One foot (1') of freeboard shall be maintained over the 10% AEP high water elevation.

Perforated riser pipes shall have a minimum diameter of eight inches (8") and shall be constructed of schedule 40 or stronger PVC pipe, galvanized corrugated metal pipe, or other approved pipe material. Riser pipes must be provided with a cap. Plans shall specify the height of the riser pipe above the basin floor, the number and spacing of rows of perforations, and the number and diameter of perforations per row. One and one-half inch (1 ½ ") crushed rock shall be placed around the riser pipes to act as a filter. A typical riser pipe detail is shown in Figure 28.

Outlet pipes shall have a minimum diameter of eight inches (8") and may be constructed of corrugated polyethylene pipe, corrugated metal pipe, Schedule 40 or stronger PVC or reinforced concrete pipe.

Overflow spillways must be constructed of riprap, concrete or other approved, non-erodible material.

Typical sediment basin details are shown in Figures 26, 27 and 28.

Sedimentation basins can be provided as temporary or permanent practices and can also serve as a permanent water quality BMP with appropriate design modifications to meet the criteria set forth in Section 135.

Detention ponds can be used for temporary sediment basins, provided it can be demonstrated that flood control requirements can be met as well as sediment control requirements.

Accumulated sediment must be removed and vegetation established prior to final release of security.

14.5.c Erosion Protection

1. Seeding and mulching

All disturbed areas must be re-vegetated before temporary sediment controls can be removed. Soil stabilization (seed and mulch) shall be completed within thirty days of clearing or inactivity in construction. Requirements for re-vegetated areas are as follows:

a) Topsoil

Spreading of topsoil is required for permanent seeding areas only. Topsoil stripped from the site shall be stockpiled for reuse. A minimum of four inches (4") loose depth (before rolling or compacting) of topsoil must be spread on the area to be seeded.

b) Lime

After topsoil is spread, lime shall be spread at the rate of eight hundred to nine hundred (800 to 900) pounds effective neutralizing material (ENM) per acre.

c) Fertilizer

Fertilizer shall be 13-13-13, (thirteen (13) pounds each of nitrogen, phosphorus, and potassium per one hundred (100) pounds) and shall be applied at a rate of two hundred to three hundred (200 to 300) pounds per acre.

d) Seed

Seed mix shall consist of sixty percent to eighty percent (60% to 80%) Kentucky 31 tall fescue and twenty percent to forty percent (20% to 40%) annual ryegrass. Purity shall be at least ninety-seven percent (97%), germination shall be at least eighty-five percent (85%). Seed mixture shall be applied at a rate of one hundred to one hundred fifty (100 to 150) pounds per acre.

e) Mulch

Type 1 Mulch

Where slopes are less than 4:1, cereal grain mulch is required at the rate of one hundred (100) pounds per one thousand (1,000) square feet (forty-five hundred (4,500) pounds per acre). Cereal grain mulch shall meet the requirements of Section 802 of the Missouri State Specifications for Highway Construction (State specifications) for Type 1 mulch. Mulch may be applied by hand, however it must be evenly spread. It is preferred that mulch be applied with a mechanical blower.

Type 1 mulch must be thoroughly wetted after application.

Type 3 Mulch

Where slopes are 4:1 or greater Type 3 mulch ("hydromulch") meeting the requirements of Section 802 of the State specifications. Type 3 mulch shall be applied at a minimum rate of two thousand (2,000) pounds per acre.

f) Permanent seeding season

Permanent seeding seasons run from March 1 to June 1 and from August 15 to November 1. Where possible, operations shall be scheduled to allow final seeding during these periods. When seeding cannot be completed during these times, areas shall be seeded and mulched upon completion of grading with the amounts of lime, fertilizer, seed, and mulch specified above, regardless of the season. Any areas where growth has not been established shall be re-seeded during the next seeding season.

g) Temporary seeding

Temporary seeding shall be applied to lot areas, building areas and other areas planned to receive other permanent coverings. Spreading of topsoil is not required in temporary seeding areas. Lime, fertilizer, seed, and mulch shall be applied at the rates specified above.

h) Maintenance

Areas seeded between March 1 - June 1 or between August 15 - November 1 must be maintained until growth is firmly established as set forth in Section 14.3.4.E.

i) Other specifications

Other seeding and mulching specifications may be used with the written approval of the Public Works Director.

2. Cut and Fill Slopes

Cut and fill slopes shall be protected from erosion by construction of straw bale dikes, silt fences, diversion berms, or swales along the top of the slope.

Where drainage must be carried down the slopes, pipe drains, concrete flumes, riprap chutes, or other impervious areas must be provided. Suitable erosion control measures such as riprap stilling basins, must be provided at the bottom of the slope.

Diversions shall be maintained until permanent growth is firmly established on the slopes.

Typical diversion details are shown in Figure 29. Riprap chute details are shown in Figure 30.

3. Channels and Swales.

Permanent channels and swales shall be provided with a stabilized invert, as provided in Section 8.

4. Storm Sewer and Culvert Outlets

Erosion protection shall be provided at storm sewer and culvert outlets as provided in Section 7.

5. Ditch Checks

Straw bale ditch checks have proven to be generally ineffective due to improper installation and inability of bales to withstand the force of concentrated flow of water. Ditches, channels, and swales should be stabilized as soon as possible after grading by lining with erosion control blanket, sod, or installing permanent linings as described in Section 8.

Where ditches, channels, or swales cannot be stabilized within thirty (30) days after grading, rock check dams or sand bag check dams must be provided. Rock check dams may be used in ditches with a design water depth of up to two feet (2') for the 2-year storm. Sand bag check dams may be used in ditches with a design water depth of up to one foot (1') for the 2-year storm. Rock check dams are shown in Figure 31. Sand bag check dams are shown in Figure 32.

14.5.d Temporary Construction Entrance

A minimum of one (1) temporary construction entrance is required at each site. Additional temporary entrances may be provided if approved. The location of each construction entrance shall be shown on the SECP.

Only construction entrances designated on the sediment and erosion control plan may be used. Barricades shall be maintained if necessary to prevent access at other points until construction is complete.

Construction entrances shall be constructed of one and one-half inches (1 ½") clean crushed limestone and shall be a minimum of twenty-five feet (25') wide and fifty (50') feet long. Minimum thickness of crushed limestone surface shall be six inches (6"). Additional two inch (2") lifts of crushed limestone shall be added at the discretion of the City if the surface of the initial drive deteriorates or becomes too muddy to be effective.

In locations where an existing drive or street extends at least fifty feet (50') into the site, the existing drive may be designated as the construction entrance, and construction of a new gravel entrance is not required, unless job conditions warrant.

A permit must be obtained from the Neosho Public Works Department for temporary construction entrances on City roads. A permit must be obtained from the Missouri Department of Transportation (MODOT) whenever the entrance is located on State right-of-way.

14.5.e Cleaning Streets

Streets, both interior and adjacent to the site, shall be cleaned of sediment after each rainfall of one-half inch (½") or more and at the end of construction and prior to release of escrow.

14.5.f Dust Control

The contractor will be required to use water trucks to wet haul roads and construction areas to minimize dust leaving the site when conditions warrant.

14.5.h Sequencing and Scheduling

Costs of sediment and erosion control can be minimized if proper consideration is given to sequencing and scheduling construction.

Any special sequencing and scheduling considerations must be noted on the SECP. The contractor must provide a sequence of construction activities as a part of the SWPPP.

Rainfall Intensity-Duration-Frequency, Joplin, Missouri						
Duration Hr:Min	Annual Probability, Percent					
	1	2	4	10	20	50
	Rainfall Intensity, Inches per Hour					
00:05	10.20	9.30	8.41	7.25	6.47	5.39
00:06	9.82	8.97	8.09	7.01	6.23	5.19
00:07	9.48	8.68	7.79	6.75	6.00	5.02
00:08	9.16	8.35	7.49	6.51	5.79	4.84
00:09	8.83	8.07	7.26	6.28	5.59	4.66
00:10	8.53	7.79	7.03	6.06	5.40	4.51
00:11	8.24	7.52	6.77	5.86	5.22	4.35
00:12	7.97	7.26	6.55	5.66	5.05	4.22
00:13	7.71	7.03	6.36	5.49	4.90	4.08
00:14	7.48	6.82	6.16	5.32	4.75	3.96
00:15	7.27	6.63	5.96	5.16	4.61	3.83
00:16	7.10	6.49	5.86	5.05	4.49	3.73
00:17	6.96	6.34	5.72	4.92	4.37	3.64
00:18	6.82	6.23	5.61	4.84	4.29	3.54
00:19	6.72	6.14	5.51	4.74	4.20	3.46
00:20	6.62	6.04	5.40	4.67	4.11	3.38
00:21	6.52	5.96	5.31	4.59	4.04	3.30
00:22	6.44	5.87	5.23	4.52	3.97	3.22
00:23	6.36	5.79	5.16	4.48	3.92	3.15
00:24	6.28	5.74	5.09	4.41	3.84	3.09
00:25	6.20	5.66	5.00	4.35	3.79	3.01
00:26	6.14	5.61	4.95	4.31	3.73	2.95
00:27	6.07	5.54	4.89	4.25	3.68	2.91
00:28	5.99	5.49	4.82	4.21	3.62	2.84
00:29	5.94	5.41	4.77	4.16	3.57	2.79
00:30	5.88	5.37	4.72	4.10	3.52	2.74
00:35	5.54	5.08	4.42	3.88	3.29	2.51
00:40	5.22	4.78	4.14	3.64	3.08	2.32
00:45	4.91	4.50	3.89	3.42	2.86	2.13
00:50	4.61	4.20	3.64	3.20	2.67	1.99
00:55	4.32	3.95	3.42	3.00	2.52	1.86
01:00	4.11	3.75	3.25	2.86	2.38	1.80



**CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
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**RAINFALL DATA TABLE
INTENSITY-DURATION-FREQUENCY**

TABLE A

Rainfall Depth-Duration-Frequency, Joplin, Missouri						
Duration Hr:Min	Annual Probability, Percent					
	1	2	4	10	20	50
	Rainfall Depth, Inches					
1:00	4.10	3.73	3.27	2.87	2.40	1.80
1:15	4.42	4.00	3.48	3.01	2.50	1.91
1:30	4.68	4.22	3.70	3.19	2.60	2.00
1:45	4.87	4.39	3.87	3.32	2.70	2.10
2:00	5.01	4.55	4.06	3.45	2.82	2.19
2:15	5.21	4.69	4.20	3.55	2.92	2.29
2:30	5.32	4.82	4.33	3.67	3.04	2.38
2:45	5.46	4.95	4.45	3.77	3.14	2.47
3:00	5.54	5.05	4.56	3.85	3.26	2.54
3:30	5.73	5.25	4.69	3.98	3.41	2.66
4:00	5.88	5.44	4.80	4.06	3.51	2.74
4:30	6.04	5.62	4.87	4.13	3.61	2.79
5:00	6.19	5.79	4.94	4.20	3.69	2.85
5:30	6.32	5.92	4.99	4.25	3.75	2.87
6:00	6.45	6.06	5.04	4.30	3.79	2.91
7:00	6.72	6.27	5.18	4.41	3.90	2.96
8:00	6.99	6.44	5.35	4.53	4.02	3.02
9:00	7.28	6.61	5.53	4.66	4.11	3.12
10:00	7.55	6.75	5.70	4.80	4.20	3.17
11:00	7.79	6.87	5.88	4.94	4.27	3.23
12:00	8.01	7.02	6.03	5.05	4.35	3.30
15:00	8.44	7.31	6.40	5.35	4.55	3.48
18:00	8.74	7.60	6.66	5.60	4.72	3.65
21:00	8.96	7.86	6.90	5.82	4.88	3.82
24:00	9.08	8.05	7.06	6.01	5.01	3.96

Source: Bulletin 71, Rainfall Frequency Atlas of the Midwest, Huff and Angel, 1992
National Weather Service Hydro 35, Five- to 60-Minute Precipitation Frequency for the
Eastern and Central United States, 1977.



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RAINFALL DATA TABLE
DEPTH-DURATION-FREQUENCY

TABLE A, Continued

Huff's Median Time Distributions of Heavy Storm Rainfall. Cumulative storm rainfall (%) versus cumulative storm time (%). Source: *Rainfall Frequency Atlas of the Midwest*, F.A. Huff and J. R. Angel, Midwestern Climate Center, 1992.

Cum % of storm time	Point Rainfall				Cum % of storm time	10 to 50 Square Miles				Cum % of storm time	50 to 400 Square Miles				Cum % of storm time
	Quartile					Quartile					Quartile				
	1st	2nd	3rd	4th		1st	2nd	3rd	4th		1st	2nd	3rd	4th	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	16	3	3	2	5	12	3	2	2	5	8	2	2	2	5
10	33	8	6	5	10	25	6	5	4	10	17	4	4	3	10
15	43	12	9	8	15	38	10	8	7	15	34	8	7	5	15
20	52	16	12	10	20	51	14	12	9	20	50	12	10	7	20
25	60	22	15	13	25	62	21	14	11	25	63	21	12	9	25
30	66	29	19	16	30	69	30	17	13	30	71	31	14	10	30
35	71	39	23	19	35	74	40	20	15	35	76	42	16	12	35
40	75	51	27	22	40	78	52	23	18	40	80	53	19	14	40
45	79	62	32	25	45	81	63	27	21	45	83	64	22	16	45
50	82	70	38	28	50	84	72	33	24	50	86	73	29	19	50
55	84	76	45	32	55	86	78	42	27	55	88	80	39	21	55
60	86	81	57	35	60	88	83	55	30	60	90	86	54	25	60
65	88	85	70	39	65	90	87	69	34	65	92	89	68	29	65
70	90	88	79	45	70	92	90	79	40	70	93	92	79	35	70
75	92	91	85	51	75	94	92	86	47	75	95	94	87	43	75
80	94	93	89	59	80	95	94	91	57	80	96	96	92	54	80
85	96	95	92	72	85	96	96	94	74	85	97	97	95	75	85
90	97	97	95	84	90	97	97	96	88	90	98	98	97	92	90
95	98	98	97	92	95	98	98	98	95	95	99	99	99	97	95
100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100



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HUFF 'S QUARTILE
RAINFALL DISTRBTIONS

TABLE B

SURFACE RUNOFF COEFFICIENTS

LAND USE	PROPORTIONAL SURFACE CONDITION		RATIONAL METHOD "C"
	IMPERV.	TURF OR =	
Residential Low-Medium Density (Single Family & Duplex)	0.35	0.65	0.44
Residential Medium-high Density (6 or fewer D.U. per bldg. and mobile home parks)	0.60	0.40	0.62
Residential High Density (Over 6 D.U. per bldg.)	0.80	0.20	0.76
Public/Semi-Public (Schools, Gov't., Institutional)	0.65	0.35	0.66
Commercial/Industrial; Office Parks	0.70	0.30	0.69
Neighborhood Commercial	0.85	0.15	0.80
General Commercial (Shopping Centers)	0.95	0.05	0.87
Central Business District	1.00	0.00	0.90
Industrial	0.80	0.20	0.76
Open Space, Parks, Golf Courses	0.10	0.90	0.27
Agricultural/Cultivated	0.05	0.95	0.24
All Land Uses:			
100 % Impervious Surfaces			0.90
100 % Pervious Surfaces (With maintained turf cover or =)			0.20

Ref: SCS, APWA (3/90)



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SURFACE RUNOFF
COEFFICIENTS

TABLE C

Runoff Curve Numbers (Average Watershed Conditions, $I_a = 0.2S$)

Land Use Description		Curve Numbers for Hydrologic Soil Group			
		A	B	C	D
Fully developed urban areas ^a (vegetation established)					
Lawns, open spaces, parks, golf courses, cemeteries, etc.					
	Good condition; grass cover on 75% or more of the area	39	61	74	80
	Fair condition; grass cover on 50% to 75% of the area	49	69	79	84
	Poor condition; grass cover on 50% or less the area	68	79	86	89
Paved parking lots, roofs, driveways, etc.		98	98	98	98
Streets and roads					
	Paved with curbs and storm sewers	98	98	98	98
	Gravel	76	85	89	91
	Dirt	72	82	87	89
	Paved with open ditches	83	89	92	93
		Average % Impervious ^b			
Industrial, commercial and business areas	85	89	92	94	95
	80	86	91	93	94
	75	83	89	92	93.5
	70	80	87	91	92.7
Row houses, town houses, and residential with lot sizes 1/8 acre or less		65	77	85	90
Residential: average lot size					
1/4 acre	38	61	75	83	87
	30	57	72	81	86
	25	54	70	80	85
	20	51	68	79	84
	12	46	65	77	82
Developing urban areas ^c (no vegetation established)					
Newly graded area		77	86	91	94



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SURFACE RUNOFF
COEFFICIENTS

TABLE C, Continued

Runoff Curve Numbers

Land Use Description	Hydrologic Condition	Curve Numbers for Hydrologic Soil Group			
		A	B	C	D
Meadow	-	30	58	71	78
Forestland-grass or	Poor	55	73	82	86
orchards -evergreen or	Fair	44	65	76	82
Deciduous	Good	32	58	72	79
Brush	Poor	48	67	77	83
	Good	20	48	65	73
Woods	Poor	45	66	77	83
	Fair	36	60	73	79
	Good	25	55	70	77
Farmsteads	-	59	74	82	86
Forest-Range					
Herbaceous	Poor	-	79	86	92
	Fair	-	71	80	89
	Good		61	74	84

Land use	Treatment of Practice	Hydrologic Condition	A	B	C	D
Cultivated agricultural land						
Fallow	Straight row	-	77	86	91	94
	Conservation tillage	Poor	76	85	90	93
	Conservation tillage	Good	74	83	88	90
Row crops	Straight row	Poor	72	81	88	91
	Straight row	Good	67	78	85	89
	Conservation tillage	Poor	71	80	87	90
	Conservation tillage	Good	64	75	82	85



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SURFACE RUNOFF
COEFFICIENTS

TABLE C, Continued

Land use	Treatment of Practice	Hydrologic Condition	A	B	C	D
Row crops	Contoured	Poor	70	79	84	88
	Contoured	Good	65	75	82	86
	Contoured and	Poor	69	78	83	87
	conservation tillage	Good	64	74	81	85
	Contoured and terraces	Poor	66	74	80	82
	Contoured and terraces	Good	62	71	78	81
	Contoured and terraces and	Poor	65	73	79	81
	conservation tillage	Good	61	70	77	80
Small grain	Straight row	Poor	65	76	84	88
	Straight row	Good	63	75	83	87
	Conservation tillage	Poor	64	75	83	86
	Conservation tillage	Good	60	72	80	84
	Contoured	Poor	63	74	82	85
	Contoured	Good	61	73	81	84
	Contoured and	Poor	62	73	81	84
	conservation tillage	Good	60	72	80	83
	Contoured and terraces	Poor	61	72	79	82
	Contoured and terraces	Good	59	70	78	81
	Contoured and terraces and	Poor	60	71	78	81
	conservation tillage	Good	58	69	77	80
Close-seeded legumes or rotation meadow ^c	Straight row	Poor	66	77	85	89
	Straight row	Good	58	72	81	85
	Contoured	Poor	64	75	83	85
	Contoured	Good	55	69	78	83
	Contoured and terraces	Poor	63	73	80	83
	Contoured and terraces	Good	51	67	76	80



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SURFACE RUNOFF
COEFFICIENTS

TABLE C, Continued

Land use	Treatment of Practice	Hydrologic Condition	A	B	C	D
Noncultivated	No mechanical treatment	Poor	68	79	86	89
agricultural land	No mechanical treatment	Fair	49	69	79	84
pasture or range	No mechanical treatment	Good	39	61	74	80
	Contoured	Poor	47	67	81	88
	Contoured	Fair	25	59	75	83
	Contoured	Good	6	35	70	79

^a For land uses with impervious areas, curve numbers are computed assuming that 100% of runoff from impervious areas is directly connected to the drainage system. Pervious areas (lawn) are considered to be equivalent to lawns in good condition and the impervious areas have a *CN* of 98.

^b Includes paved streets.

^c Use for the design of temporary measures during grading and construction. Impervious area percent for urban areas under development vary considerably. The user will determine the percent impervious. Then using the newly graded area *CN* and Figure 8.7.1a or b, the composite *CN* can be computed for any degree of development.

^d For conservation tillage poor hydrologic condition, 5% to 20% of the surface is covered with residue (less than 750-lb/acre row crops or 300-lb/acre small grain).

For conservation tillage good hydrologic condition, more than 20% of the surface is covered with residue (greater than 750-lb/acre row crops or 300-lb/acre small grain).

^e Close-drilled or broadcast.

For noncultivated agricultural land:

Poor hydrologic condition has less than 25% ground cover density.

Fair hydrologic condition has between 25% and 50% ground cover density.

Good hydrologic condition has more than 50% ground cover density.

For forest-range:

Poor hydrologic condition has less than 30% ground cover density.

Fair hydrologic condition has between 30% and 70% ground cover density.

Good hydrologic condition has more than 70% ground cover density.

Source: U.S. Department of Agriculture Soil Conservation Service (1986).



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SURFACE RUNOFF
COEFFICIENTS

TABLE C, Continued

MANNING'S ROUGHNESS COEFFICIENTS ("n")

TYPE OF CHANNEL	n
Closed Conduits	
Reinforced Concrete Pipe	0.013
Reinforced Concrete Elliptical Pipe	0.013
Corrugated Metal Pipe:	
2-2/3 x 1/2 in Annular Corrugations unpaved -plain	0.024
2-2/3 x 1/2 in Annular Corrugations paved invert	0.021
3 x 1 in Annular Corrugations unpaved - plain	0.027
3 x 1 in Annular Corrugations paved invert	0.023
6 x 2 in Corrugations unpaved - plain	0.033
6 x 2 Corrugations paved invert	0.028
Vitrified Clay Pipe	0.013
Asbestos Cement Pipe	0.012
Open Channels (Lined)	
Gabions	0.025
Concrete	
Trowel Finish	0.013
Float Finish	0.015
Unfinished	0.017
Concrete, bottom float finished, with sides of	
Dressed Stone	0.017
Random Stone	0.020
Cement Rubble Masonry	0.025
Dry Rubble or Riprap	0.030
Gravel bottom, side of	
Random Stone	0.023
Riprap	0.030
Grass (Sod)	0.035
Open Channels (Unlimited) Excavated or Dredged	
Earth, straight and uniform	0.027
Earth, winding and sluggish	0.035
Natural Stream	
Clean stream, straight	0.030
Stream with pools, sluggish reaches, heavy underbrush	0.100
Flood Plains	
Grass, no brush	0.030
With some brush	0.090
Street Curbing	0.014

Ref: APWA (3/90)



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MANNING' S ROUGHNESS
COEFFICIENTS (n)

TABLE F

HEAD LOSS COEFFICIENTS (k) FOR HYDRAULIC CALCULATIONS

CONDITIONS	k
Manhole, junction boxes and inlets with shaped inverts:	
Thru Flow	0.15
Junction	0.4
Contraction Transition	0.1
Expansion Transition	0.2
90 degree bend	0.4
45 degree and less bends	0.3
Culvert outlet	1.0
Culvert inlets:	
Pipe, Concrete	
Projecting from fill, socket end (grooved end)	0.2
Projecting from fill, sq cut end	0.5
Headwall or headwall and wingwalls	
Socket end of pipe (grooved end)	0.2
Square edge	0.5
Round (radius = 1/12D)	0.2
Mitered to conform to fill slope	0.7
Standard end section	0.5
Beveled edges, 33.7° or 45° bevels	0.2
Side-or-slope-tapered inlet	0.2
Pipe, or Pipe-Arch, corrugated Metal	
Projecting from fill (not headwall)	0.9
Headwall or headwall and wingwalls square edge	0.5
Mitered to conform to fill slope, paved	
or unpaved slope	0.7
Standard end section	0.5
Beveled edges, 33.7° or 45° bevels	0.2
Side-or-slope-tapered inlet	0.2
Box Reinforced Concrete	
Headwall parallel to embankment (no wingwalls)	
Square edge on 3 edges	0.5
Rounded on 3 edges to radius of 1/12 barrel	
dimension, or beveled edges on 3 sides	0.2
Wingwalls at 30° to 75° to barrel	
Square edged at crown	0.4
Crown edge rounded to radius of 1/12 barrel	
dimension, or beveled top edge	0.20
Wingwall at 10° to 25° to barrel	
Square edged at crown	0.5
Wingwalls parallel (extension of sides)	
Square edged at crown	0.7
Side-or-slope-tapered inlet	0.2

Ref: APWA (3/90)



CARL JUNCTION, MISSOURI
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CRITERIA

HEAD LOSS
COEFFICIENTS

TABLE G

CURB OPENING INLETS CAPACITY INSTALLED ON SLOPING GUTTERS

FLOW DEPTH @ CURB (FEET)	INLET INTERCEPTION CAPACITY IN CUBIC FEET PER SECOND (CFS)								
	INLET OPENING LENGTH IN FEET								
	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
0.05	0.14	0.17	0.20	0.22	0.24	0.25	0.27	0.28	0.28
0.10	0.33	0.41	0.48	0.54	0.60	0.66	0.71	0.77	0.81
0.15	0.55	0.67	0.79	0.91	1.02	1.13	1.23	1.33	1.43
0.20	0.78	0.96	1.14	1.31	1.48	1.65	1.81	1.96	2.11
0.25	1.03	1.27	1.51	1.75	1.98	2.20	2.42	2.64	2.85
0.30	1.29	1.60	1.91	2.21	2.51	2.80	3.09	3.37	3.65
0.35	1.58	1.96	2.33	2.70	3.07	3.43	3.79	4.14	4.49
0.40	1.87	2.33	2.78	3.22	3.66	4.10	4.53	4.95	5.37
0.45	2.18	2.72	3.24	3.77	4.29	4.80	5.31	5.81	6.31
0.50	2.51	3.12	3.73	4.34	4.93	5.53	6.12	6.70	7.28
0.55	2.85	3.55	4.24	4.93	5.61	6.29	6.96	7.63	8.29
0.60	3.20	3.98	4.76	5.54	6.31	7.07	7.83	8.59	9.34

INSTALLATION CRITERIA:

Gutter Depression At Inlet	= 4.0" (Minimum)
Clear Height Of Opening	= 6.0" (Minimum)
Capacity Reduction For Clogging	= 20 %

Ref: MoDOT

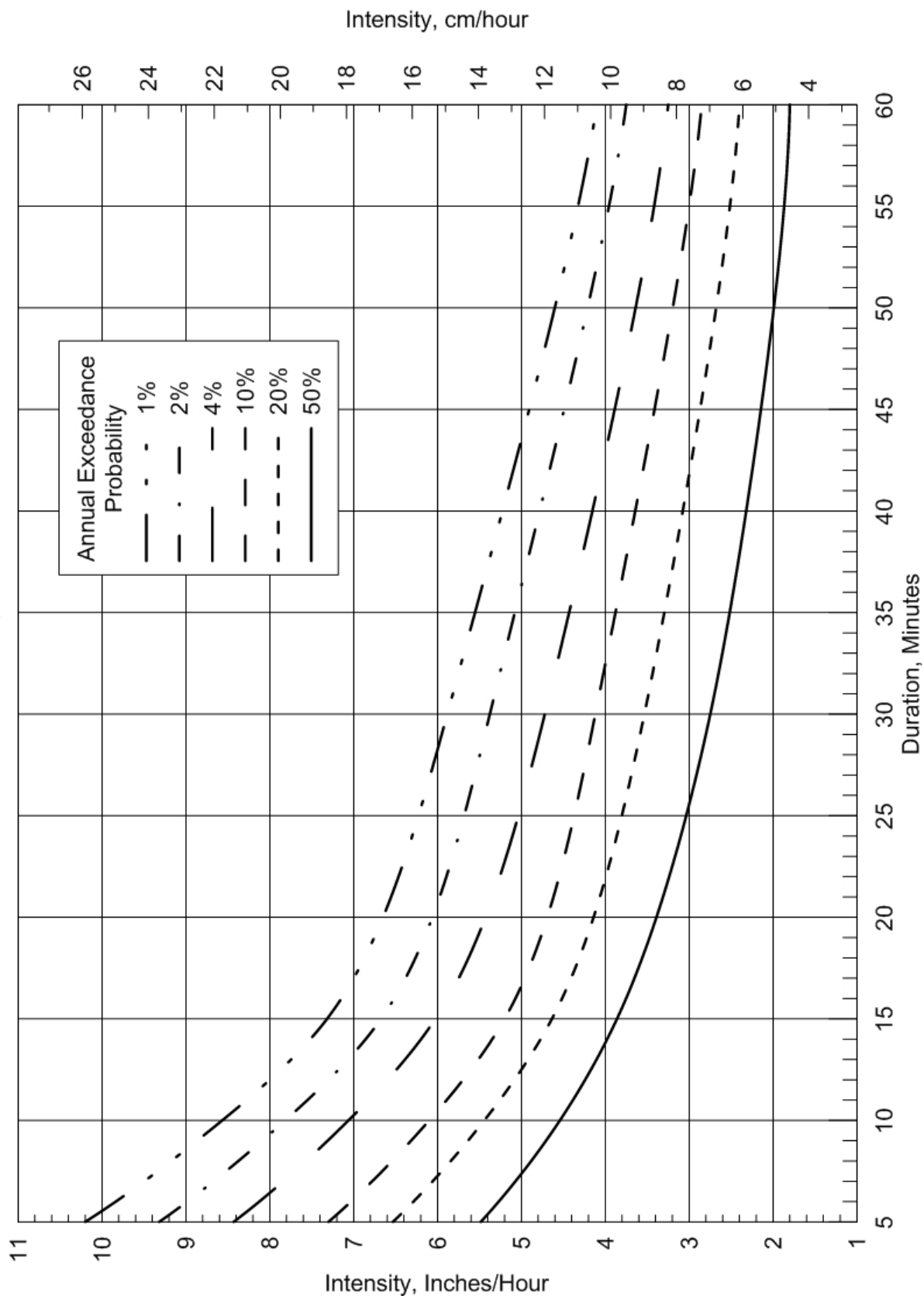


CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

CURB OPENING INLETS
CAPACITY ON GRADE

TABLE H

Rainfall Intensity-Duration-Frequency Carl Junction, Missouri

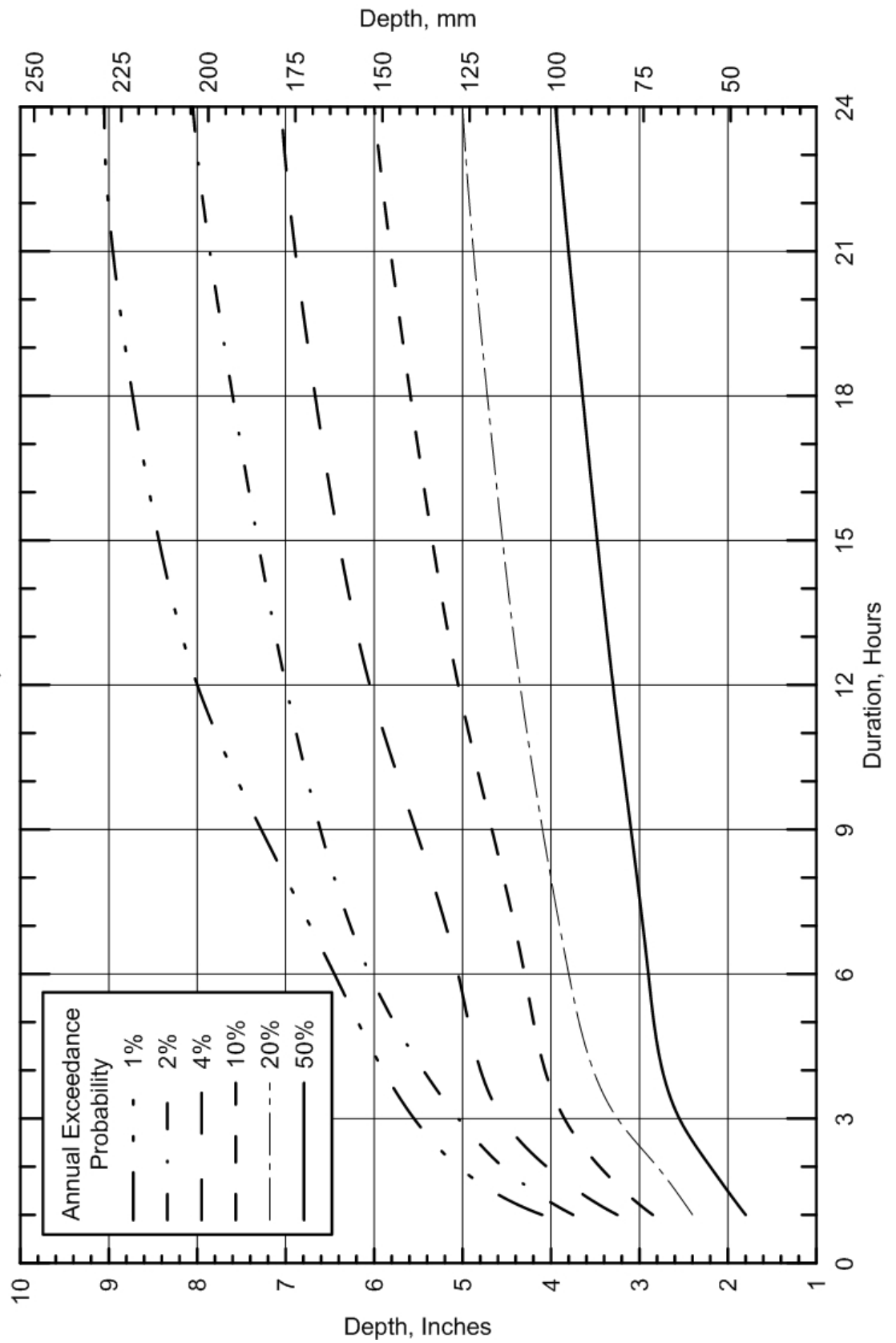


CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

RAINFALL
IDF CURVES

FIGURE 1

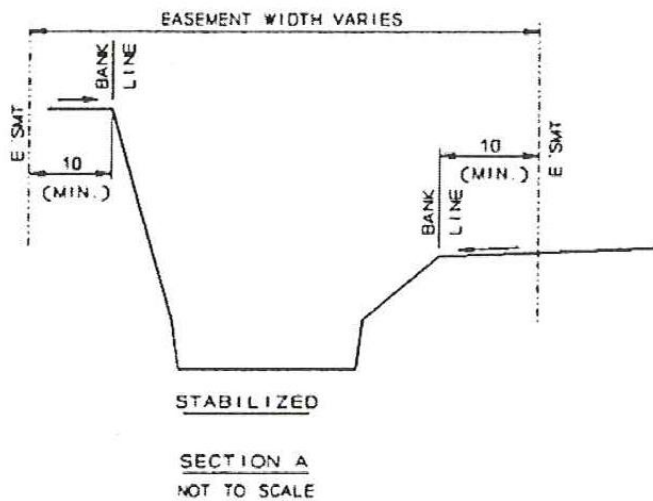
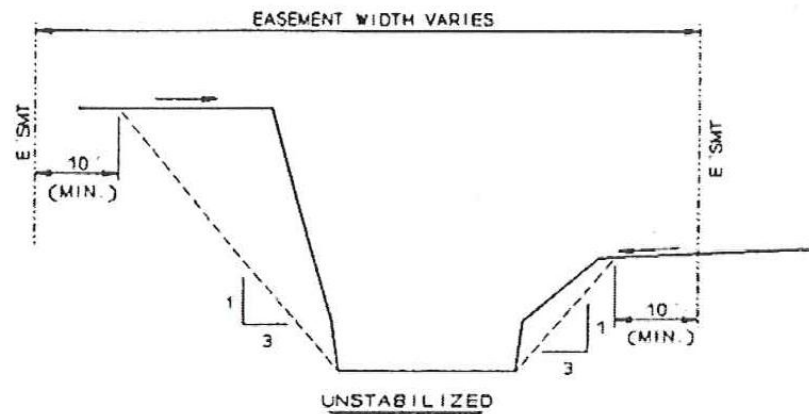
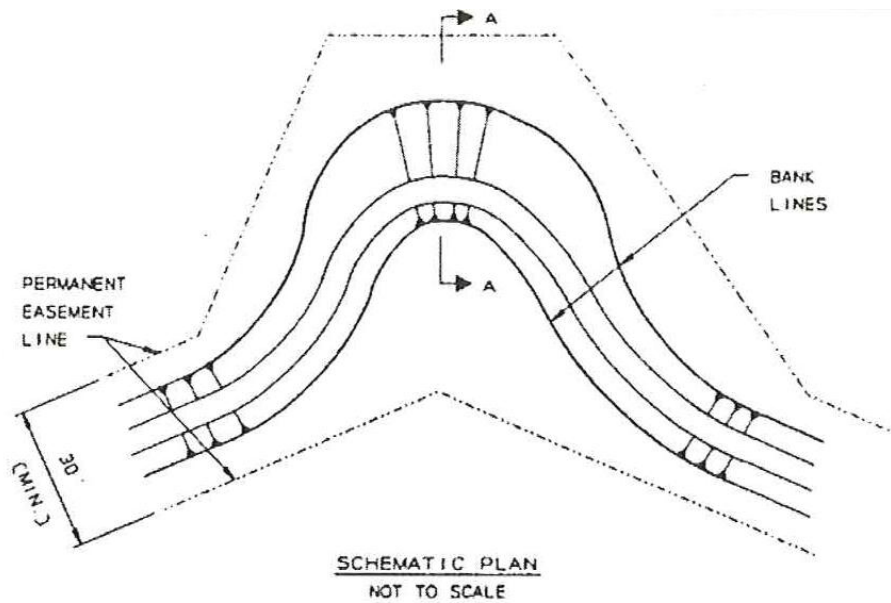
Rainfall Depth-Duration-Frequency Carl Junction, Missouri



CARL JUNCTION, MISSOURI
 STORMWATER MANAGEMENT
 CRITERIA

RAINFALL
 DDF CURVES

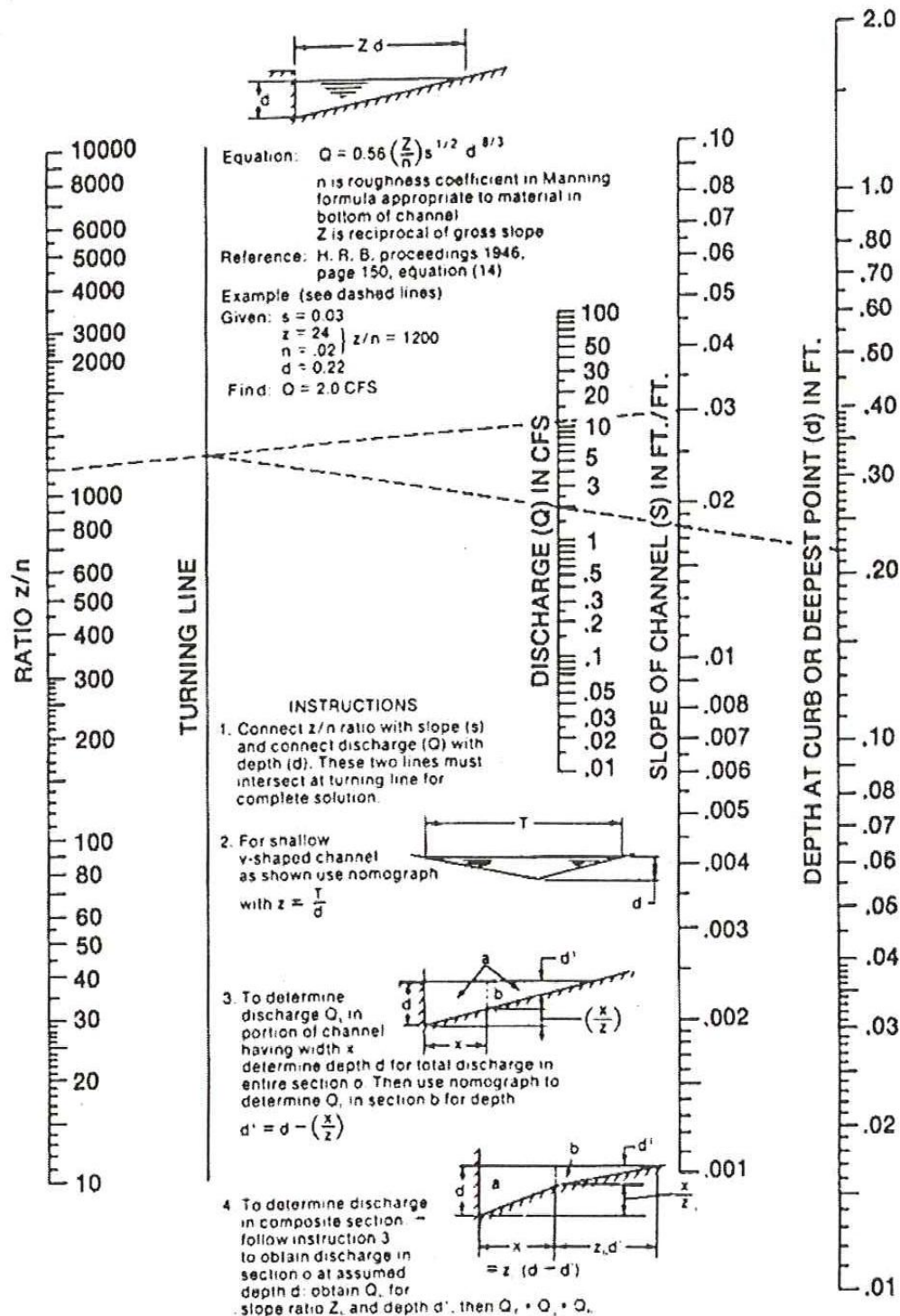
FIGURE 2



CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

PERMANENT EASEMENT
CHANNELS

FIGURE 3



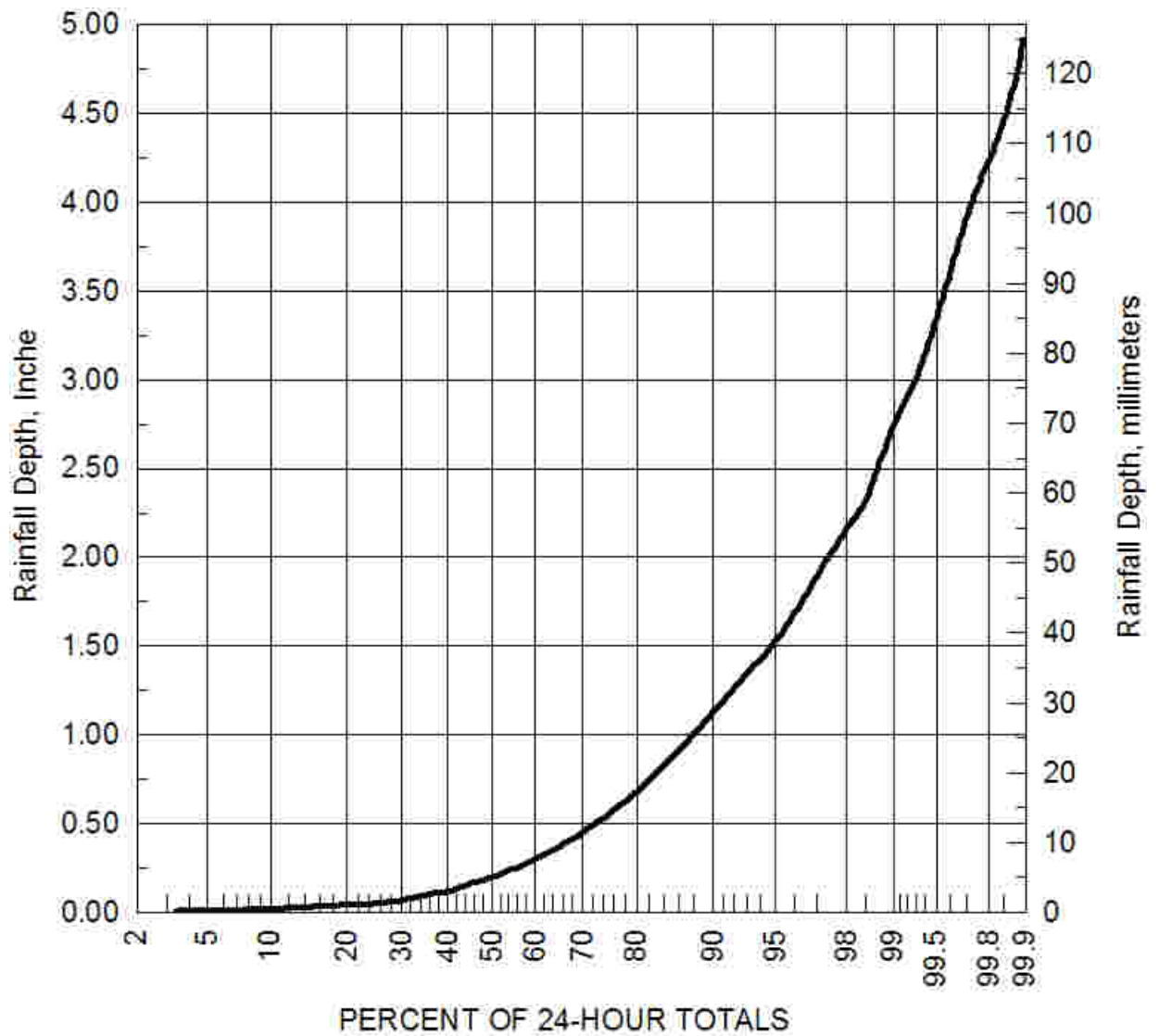
Ref: APWA (3/90)



CARL JUNCTION, MISSOURI
 STORMWATER MANAGEMENT
 CRITERIA

STREET GUTTER
 HYDRAULICS

FIGURE 4



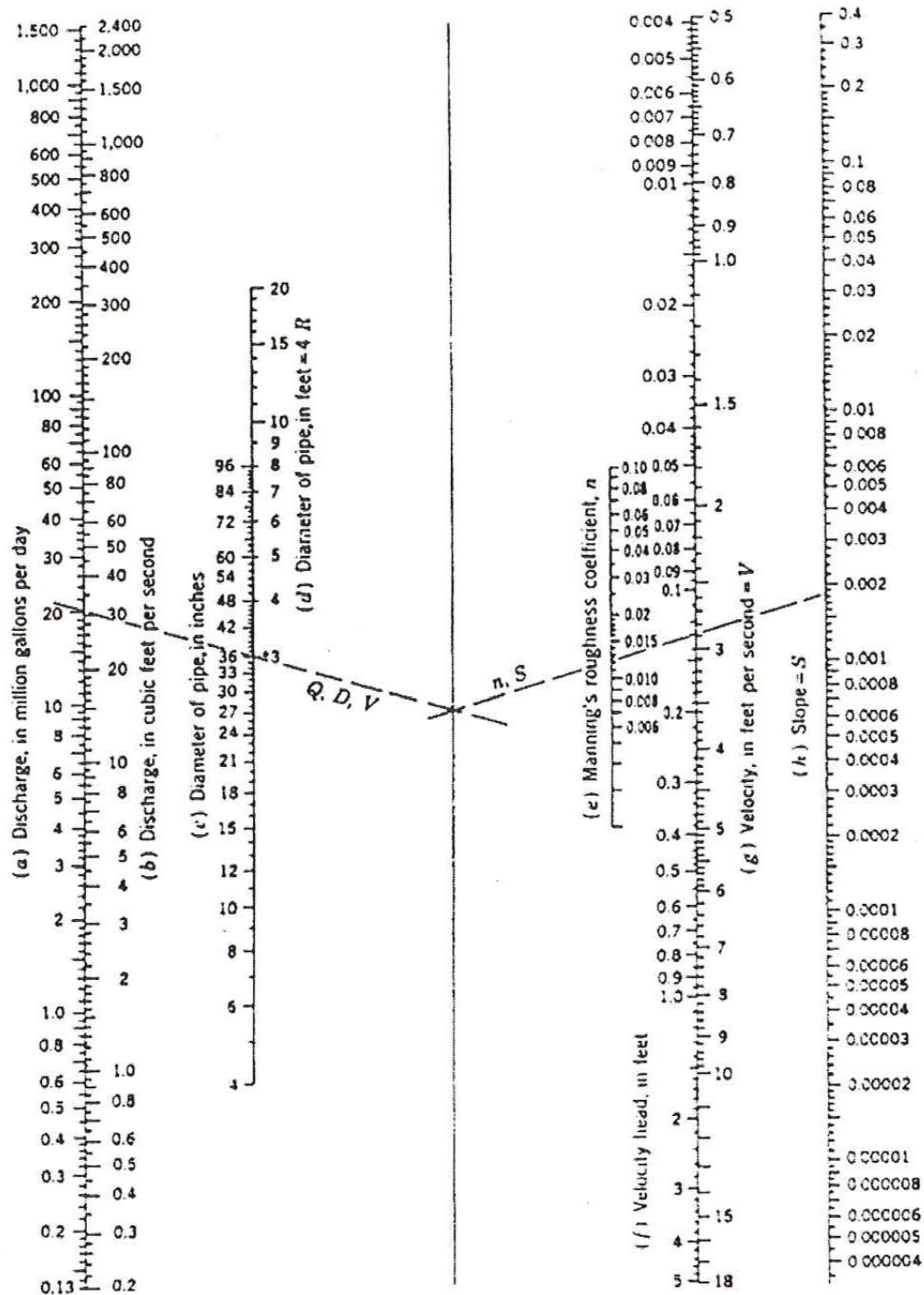
NATIONAL WEATHER SERVICE, HOURLY PRECIPITATION, JOPLIN, MISSOURI
 PERIOD OF RECORD July 1, 1948— December 31, 2006



CARL JUNCTION, MISSOURI
 STORMWATER MANAGEMENT
 CRITERIA

RAINFALL
 24-HOUR TOTALS

FIGURE 5



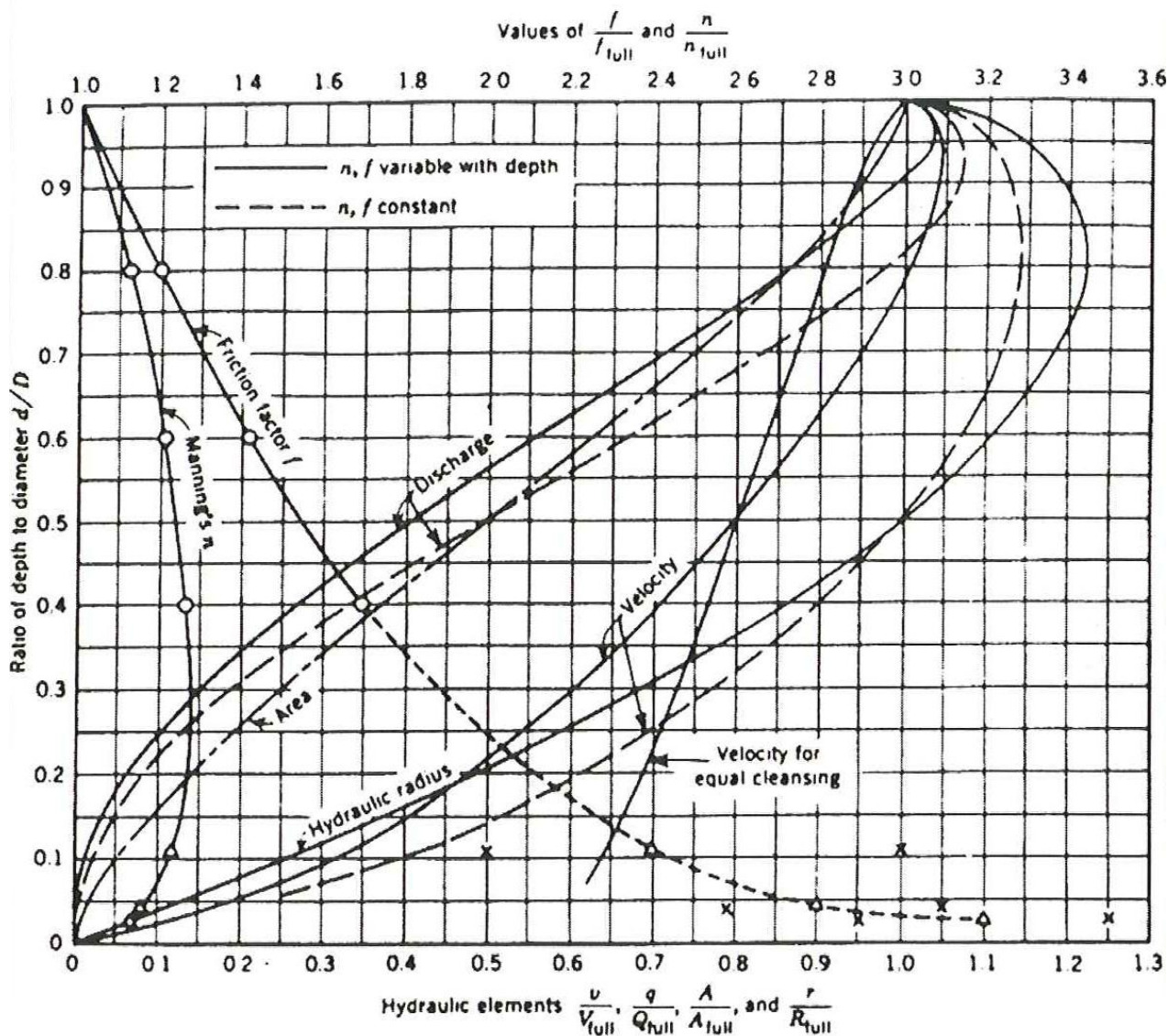
Ref: APWA (3/90)



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STORMWATER MANAGEMENT
CRITERIA

FLOW IN PIPES
MANNING' S FORMULA

FIGURE 7



v = Actual velocity of flow (fps)
 V_{full} = Velocity flowing full (fps)
 q = Actual quantity of flow (cfs)
 Q_{full} = Capacity flowing full (cfs)

A = Area occupied by flow (ft²)
 A_{full} = Area of pipe (ft²)
 r = Actual hydraulic radius (ft.)
 R_{full} = Hydraulic radius of full pipe (ft.)

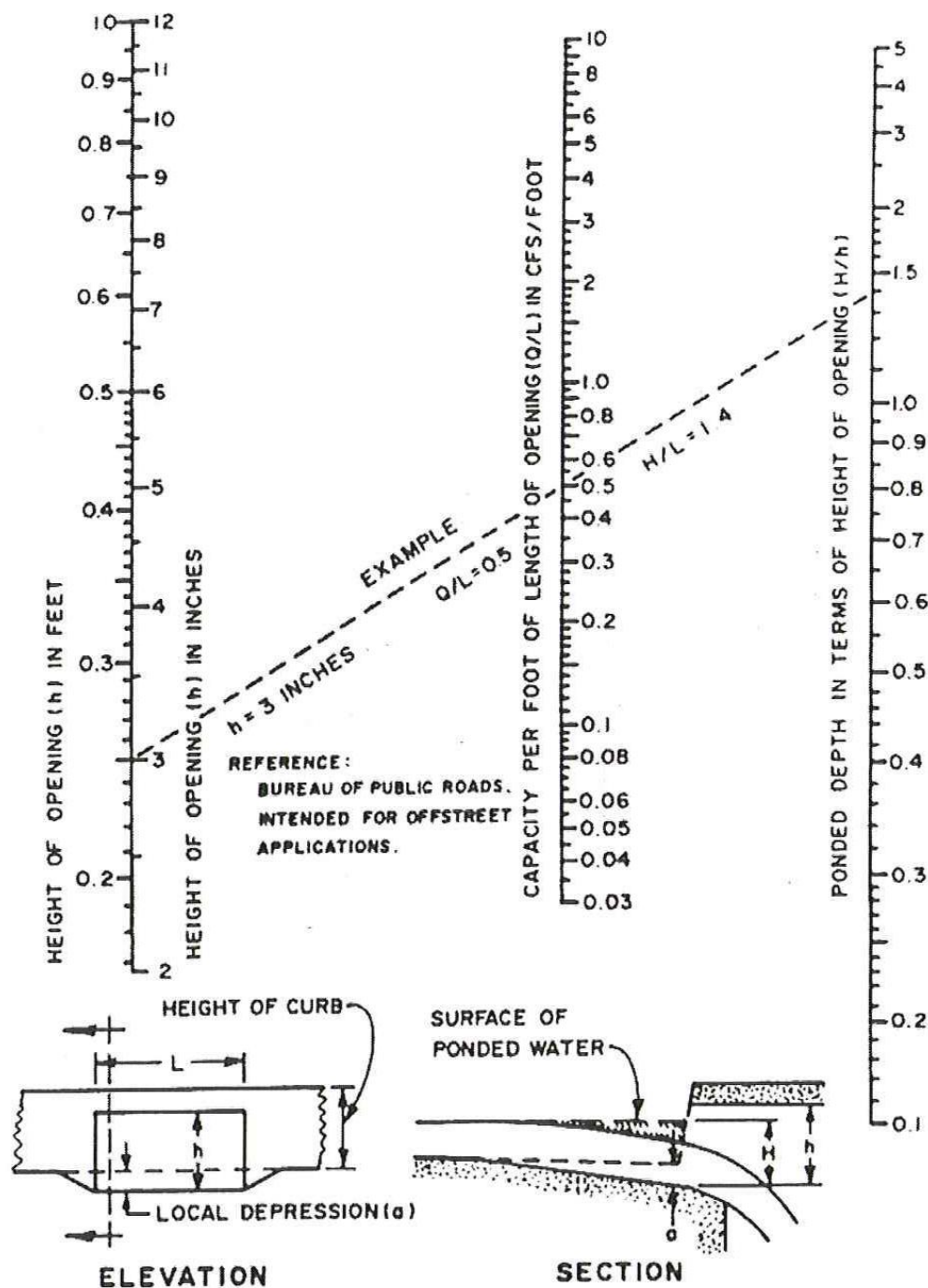
Ref: APWA (3/90)



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STORMWATER MANAGEMENT
CRITERIA

HYDRAULIC ELEMENTS
CIRCULAR CONDUIT

FIGURE 8



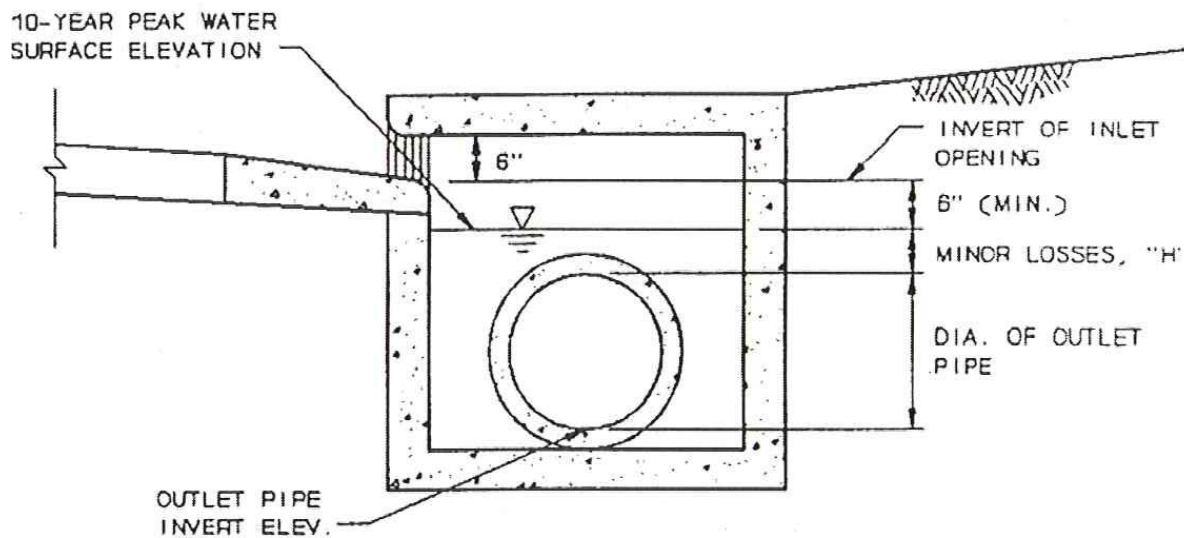
Ref: APWA (3/90)



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STORMWATER MANAGEMENT
CRITERIA

CURB OPENING INLETS
CAPACITY IN SUMP

FIGURE 9



$$H = K(V^2 / 2G)$$

NOTES:

1. SEE TABLE F FOR VALUES OF "K".
2. $V = Q/A$ WHERE
 Q = FLOW, IN CFS
 A = CROSS-SECTIONAL AREA OF OUTLET PIPE, IN SQ. FT.
3. $2G = 64.4$ FT. PER SEC. PER SEC.

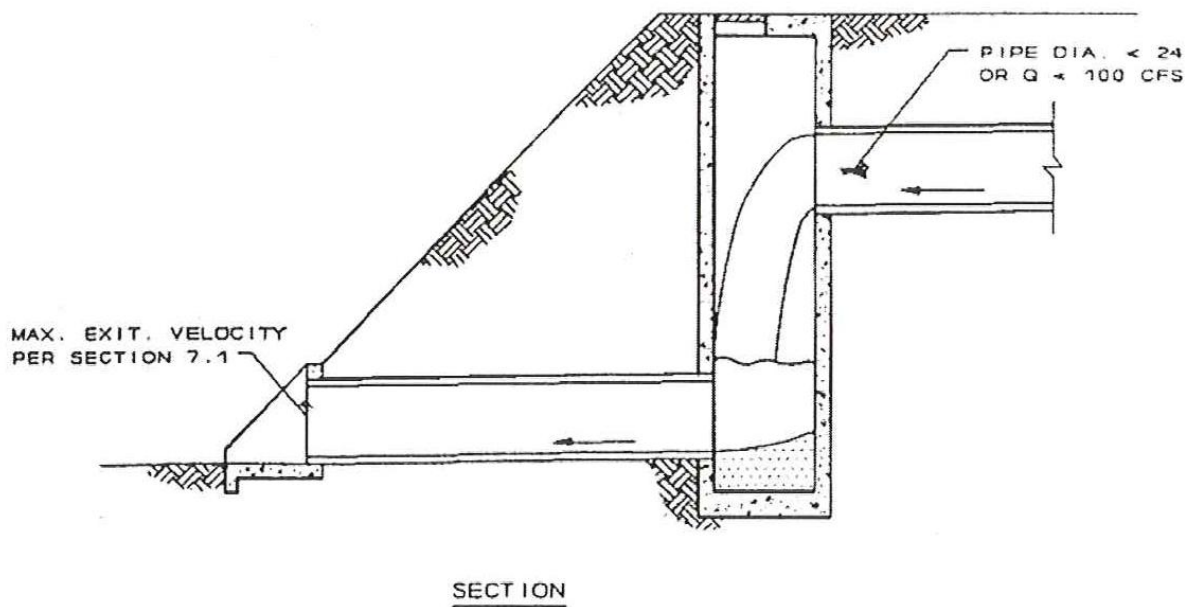
Ref: APWA (3/90)



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STORMWATER MANAGEMENT
CRITERIA

CURB OPENING INLETS
DIMENSIONAL CRITERIA

FIGURE 10



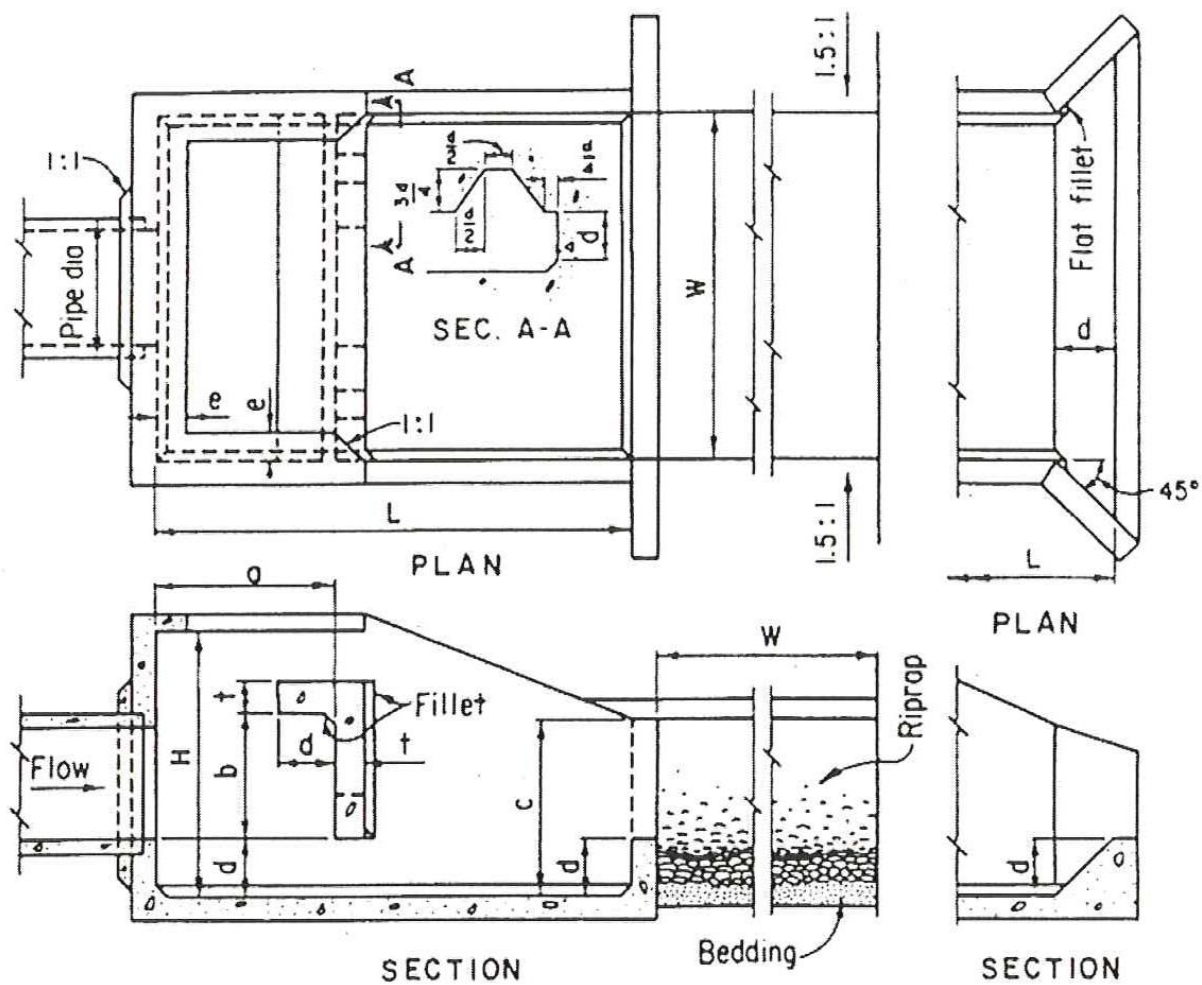
Ref: U.S. Bureau of Reclamation



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STORMWATER MANAGEMENT
CRITERIA

ENCLOSED DROP
ENERGY DISSIPATORS

FIGURE 11



$$\begin{aligned}
 H &= 3W/4 & c &= W/2 \\
 L &= 4W/3 & d &= W/6 \\
 o &= W/2 & e &= W/12 \\
 b &= 3W/8 & t &= W/12 \text{ suggested minimum thickness}
 \end{aligned}$$

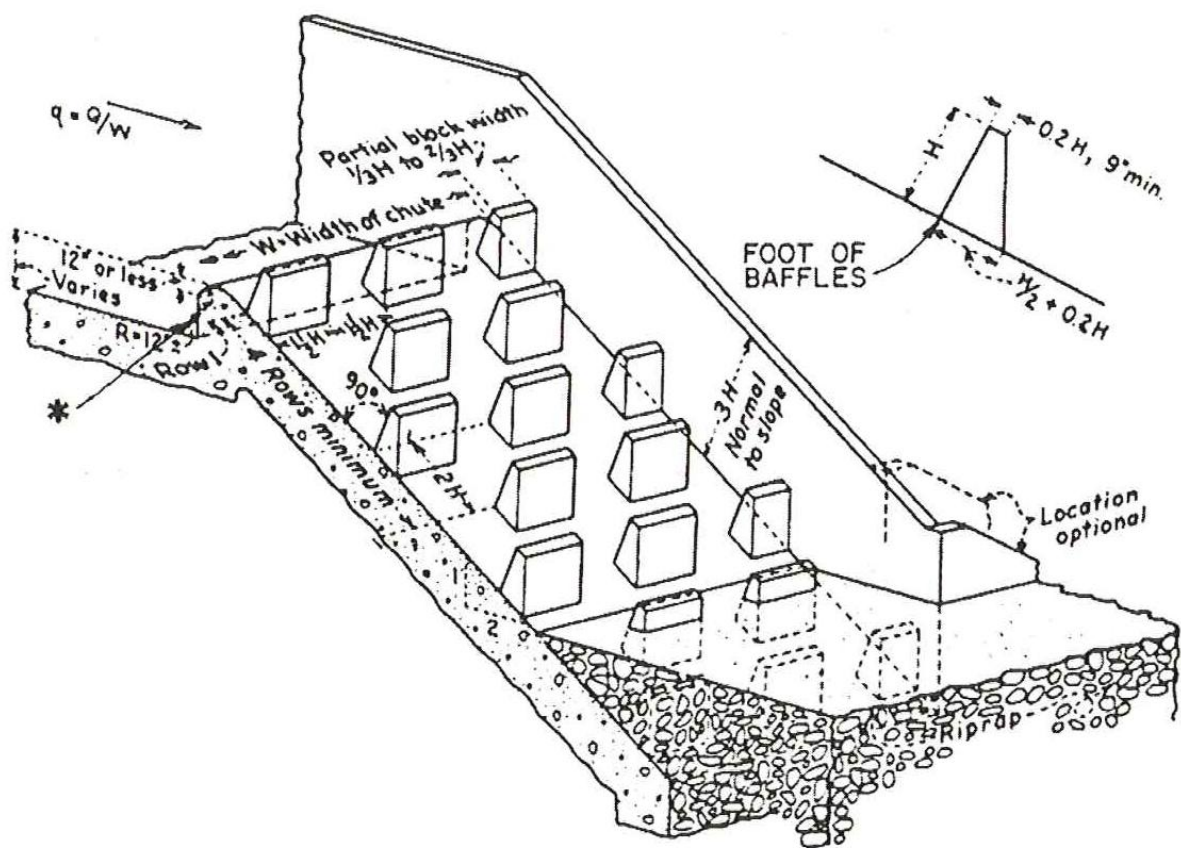
Ref: U.S. Bureau of Reclamation



CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

BUREAU OF RECLAMATION
TYPE IV BASIN

FIGURE 12



* SILL IS REQUIRED WHERE ENTRANCE VELOCITY CANNOT BE CONTROLLED BY THE UPSTREAM CHANNEL CON-
STRICTION, BUT FOR GRASS-LINED
CHANNEL THE SILL ELEVATION NEEDS
TO BE THE SAME AS THE CHANNEL,
OTHERWISE UPSTREAM SILTATION WILL
OCCUR.

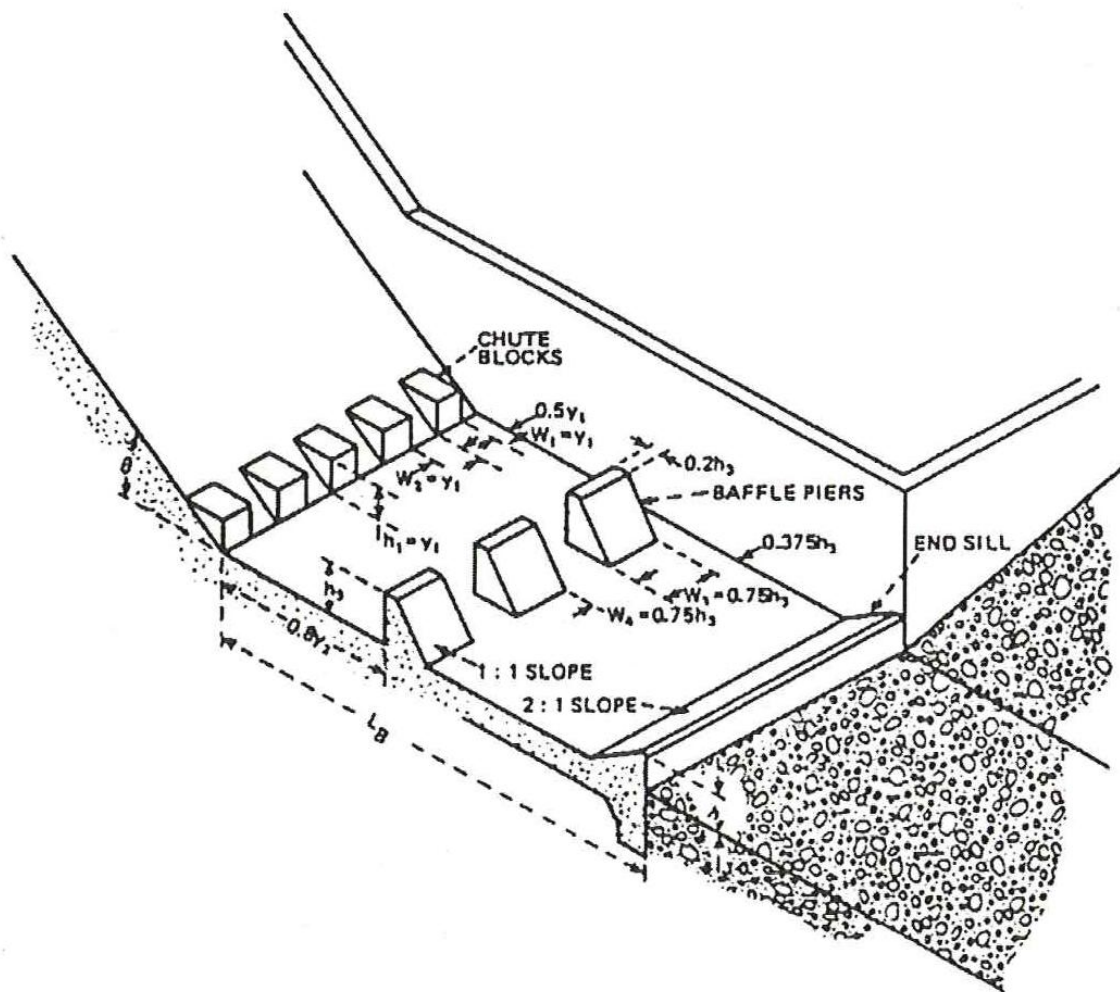
Ref: U.S. Bureau of Reclamation



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STORMWATER MANAGEMENT
CRITERIA

BUREAU OF RECLAMATION
TYPE IX BASIN

FIGURE 13



Ref: U.S. Bureau of Reclamation



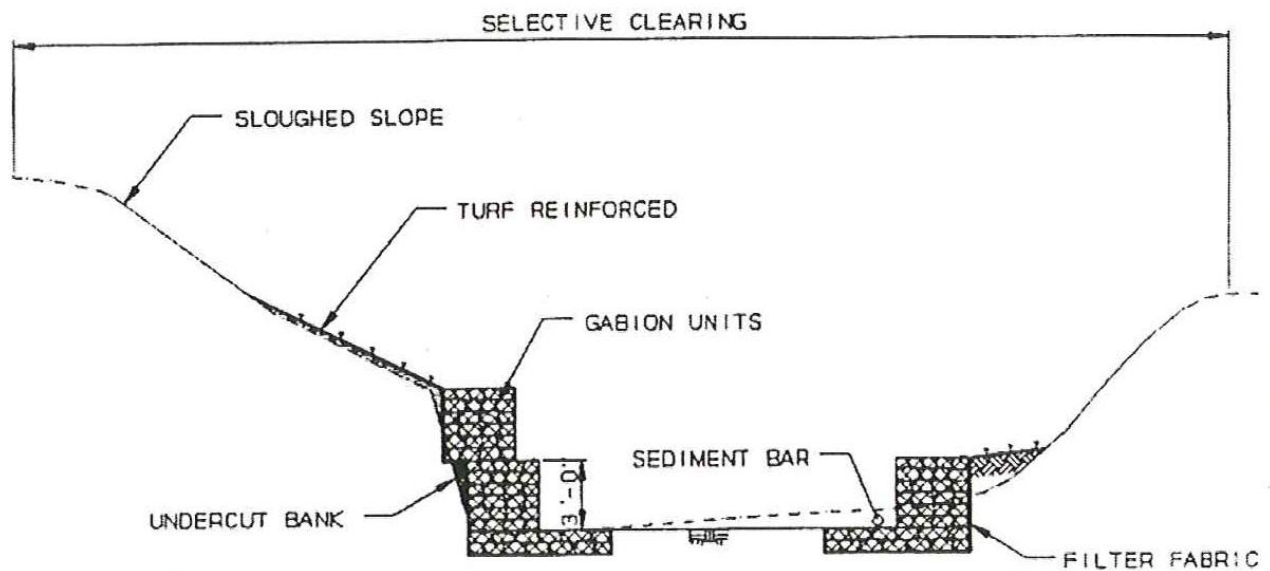
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STORMWATER MANAGEMENT
CRITERIA

BUREAU OF RECLAMATION
TYPE III BASIN

FIGURE 14

NOTES:

1. SELECTIVE CLEARING TO REMOVE DEADFALL, TREES WITH UNDERCUT ROOTS, AND BRUSH. SOUND TREES MAY REMAIN.
2. HEIGHT OF GABION STRUCTURE VARIES. CONSTRUCT TO APPX. EQUAL HEIGHT OF EXISTING VERTICAL BANK FACE.



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CRITERIA

BANK STABILIZAION
FOR STREAM OR CHANNEL

FIGURE 15

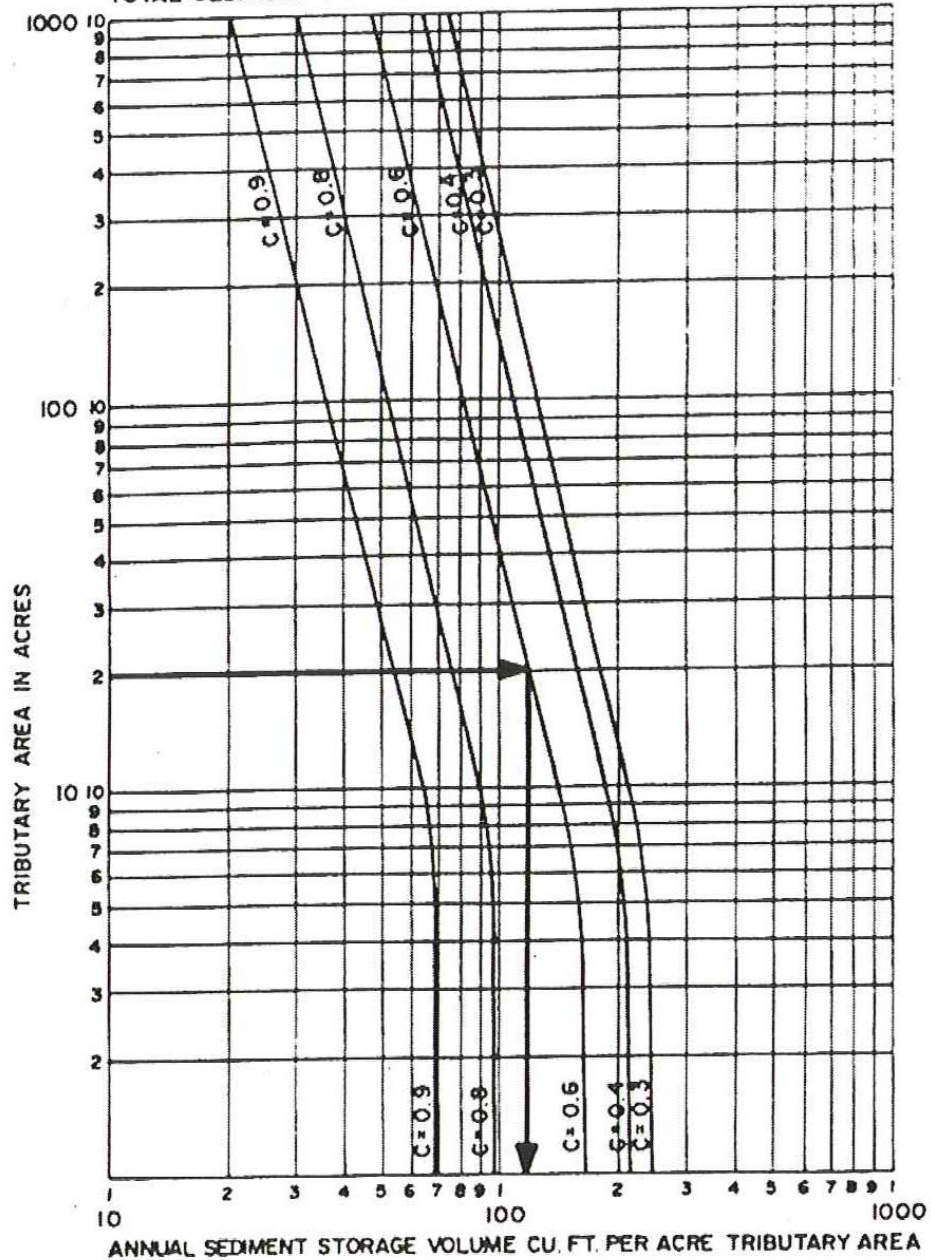
EXAMPLE:

TRIBUTARY AREA = 20 ACRES

RATIONAL METHOD RUNOFF COEFFICIENT "C" = 0.6

SEDIMENT STORAGE = 120 CU. FT. PER ACRE PER YEAR

TOTAL SEDIMENT STORAGE = $120 \times 20 = 2400$ CU. FT. PER YEAR.



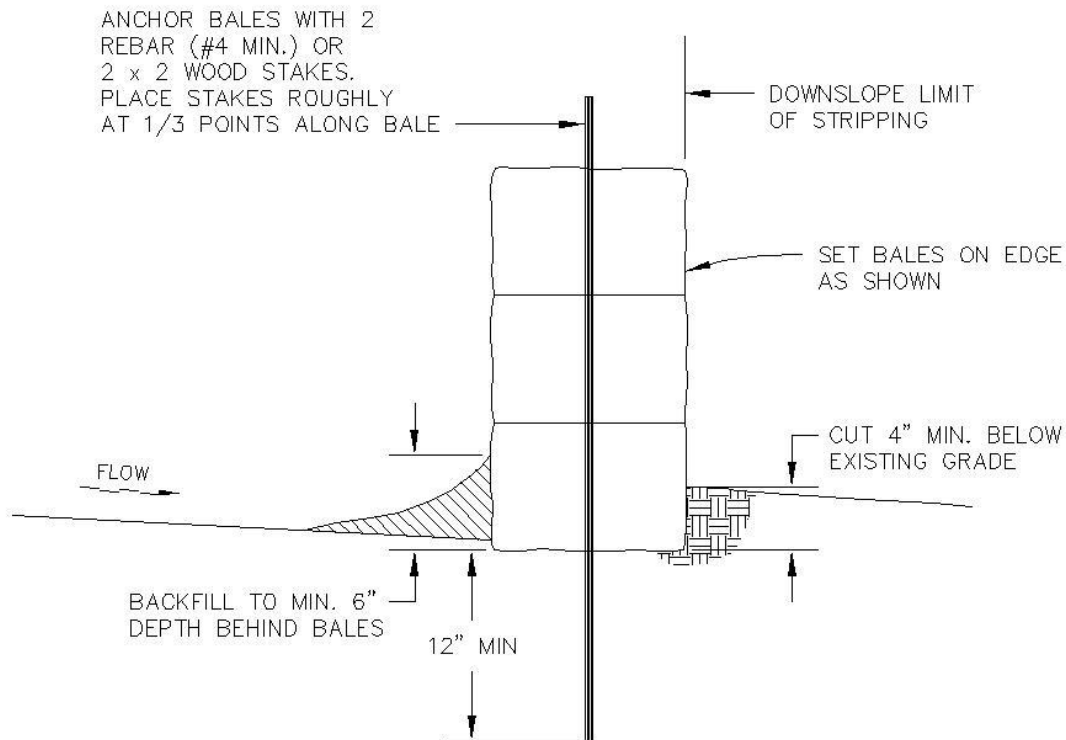
Ref: APWA (3/90)



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STORMWATER MANAGEMENT
CRITERIA

ESTIMATED ANNUAL
SEDIMENT ACCUMULATION

FIGURE 16



NOTES:

1. PLACE HAY BALE DIKE AT DOWNSLOPE LIMIT OF AREA TO BE GRADED.
2. BALES SHALL BE PLACED IN A ROW WITH ENDS TIGHTLY ABUTTING THE ADJACENT BALES.
3. BALES SHALL BE PLACED ALONG A LEVEL CONTOUR WITH AN ALLOWANCE OF ± 4 INCHES.
4. SEDIMENT TRAPPED SHALL BE DISPOSED IN AN APPROVED LOCATION IN A MANNER WHICH WILL NOT CONTRIBUTE ADDITIONAL SILTATION.
5. EACH BALE SHALL BE EMBEDDED IN THE SOIL A MINIMUM OF FOUR INCHES.
6. BALES SHALL BE SECURELY ANCHORED IN PLACE BY STAKES OR RE-BARS DRIVEN THROUGH THE BALES. THE FIRST STAKE IN EACH BALE SHALL BE ANGLED TOWARD PREVIOUSLY LAID BALE TO FORCE BALES TOGETHER.
7. INSPECTION SHALL BE FREQUENT AND REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED BY CONTRACTOR.
8. BALES SHALL BE REMOVED WHEN THEY HAVE SERVED THEIR USEFULNESS SO AS NOT TO BLOCK OR IMPEDE STORM FLOW OR DRAINAGE.
9. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF 6 INCHES.
10. AT EACH END OF DIKE, TURN DIKE UPSLOPE AND EXTEND UNTIL GROUND SURFACE RISES 18 INCHES.

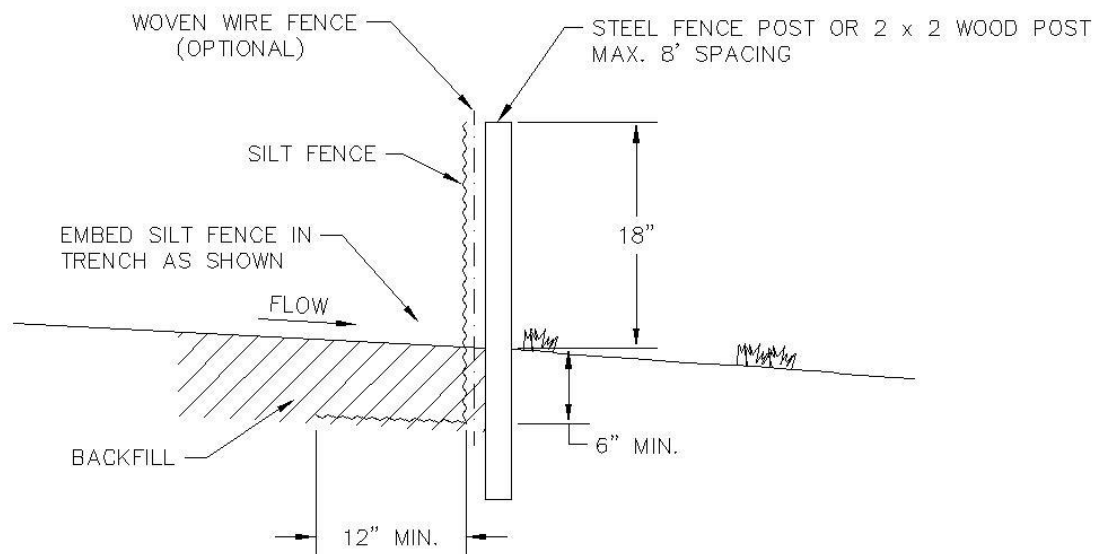
REFERENCE: Adapted from City of Austin & City of Tulsa Erosion and Sedimentation Control Manuals



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STORMWATER MANAGEMENT
CRITERIA

HAY BALE DIKE

FIGURE 17



NOTES:

1. PLACE SILT FENCE AT DOWNSLOPE LIMIT OF AREA TO BE GRADED.
2. SILT FENCE SHALL BE PLACED ALONG A LEVEL CONTOUR WITH AN ALLOWANCE OF ± 4 INCHES.
3. SEDIMENT TRAPPED BY THIS PRACTICE SHALL BE DISPOSED OF IN AN APPROVED SITE IN A MANNER THAT WILL NOT CONTRIBUTE TO ADDITIONAL SILTATION.
4. SILT FENCE SHOULD BE SECURELY FASTENED TO EACH SUPPORT POST OR TO WOVEN WIRE, WHICH IS IN TURN ATTACHED TO THE STEEL FENCE POSTS.
5. INSPECTION SHALL BE FREQUENT AND REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED.
6. SILT FENCE SHALL BE REMOVED WHEN IT HAS SERVED ITS USEFULNESS SO AS NOT TO BLOCK OR IMPEDE STORM FLOW OR DRAINAGE.
7. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF 6 INCHES.
8. AT EACH END OF SILT FENCE, TURN FENCE UPSLOPE AND EXTEND UNTIL GROUND SURFACE RISES 18 INCHES.

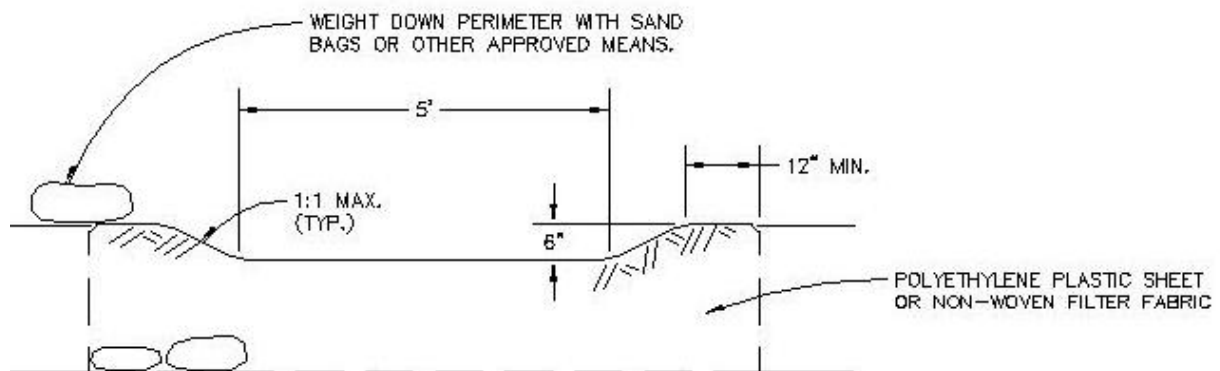
REFERENCE: Adapted from City of Austin & City of Tulsa Erosion and Sedimentation Control Manuals



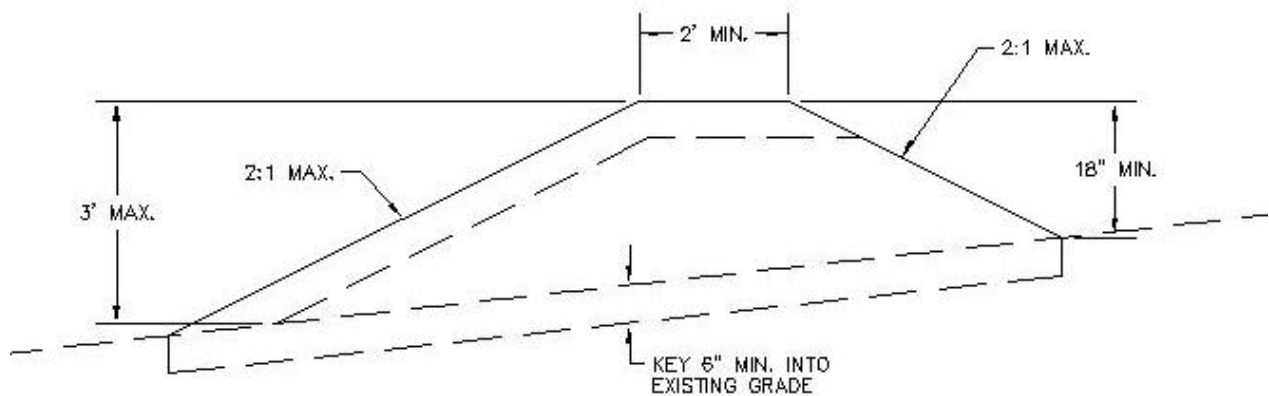
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CRITERIA

SILT FENCE

FIGURE 18



OVERFLOW AREA



NOTES:

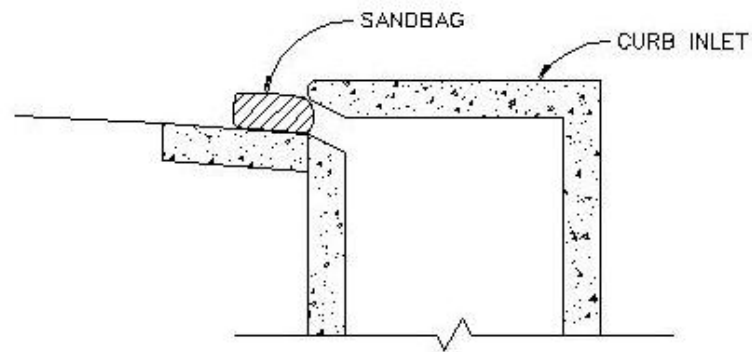
1. SOIL IN BERM SHALL BE FIRMLY COMPACTED.
2. AT EACH END OF BERM, TURN BERM UPSLOPE AND EXTEND UNTIL GROUND SURFACE RISES TO TOP OF BERM ELEVATION.
3. PROVIDE OVERFLOW AREAS AT 200 FT. MAX. INTERVALS.



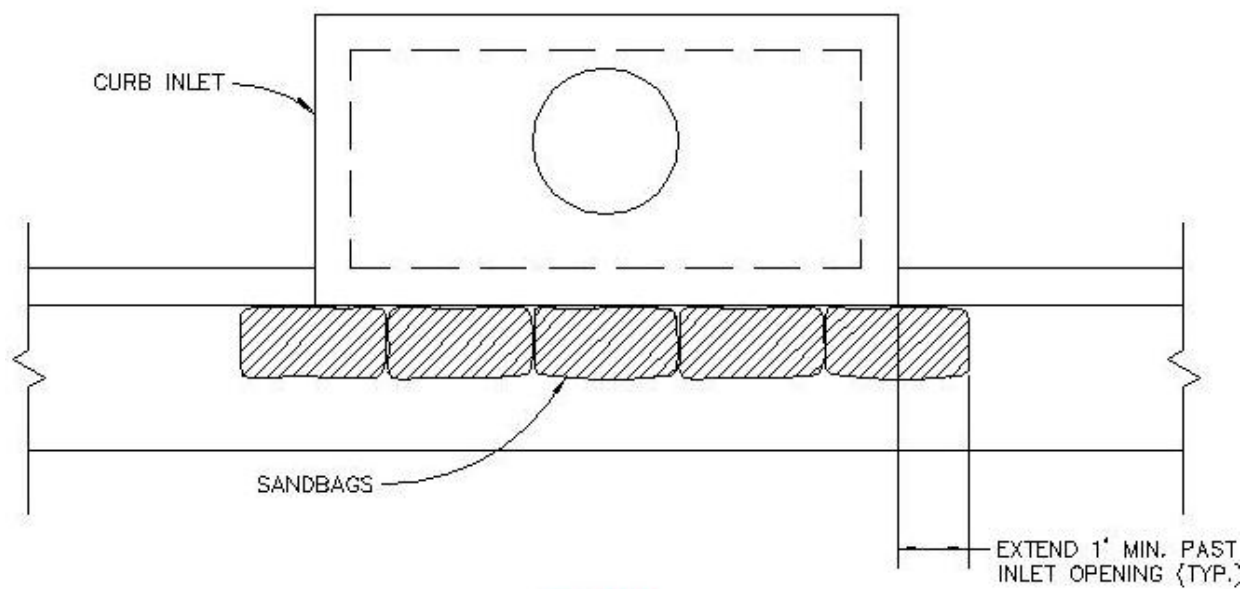
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STORMWATER MANAGEMENT
CRITERIA

TEMPORARY SILT
CONTAINMENT BERM

FIGURE 19



CROSS-SECTION



PLAN

NOTES:

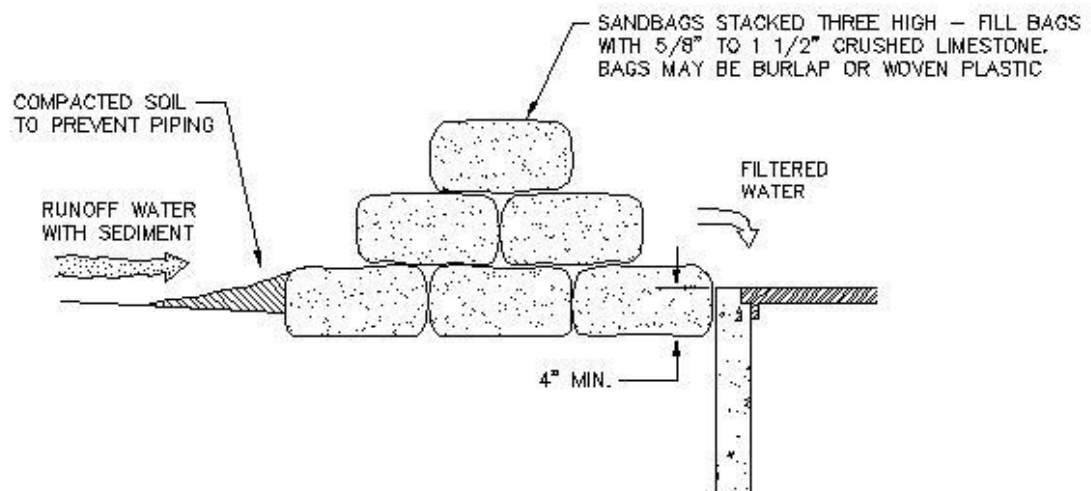
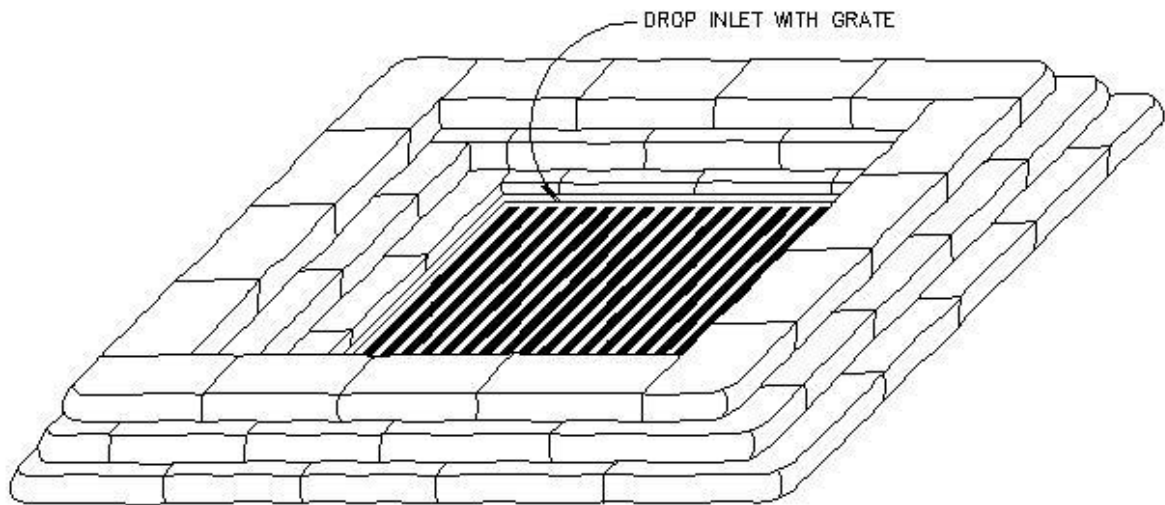
1. FILL BAGS WITH 5/8" CRUSHED LIMESTONE.
2. BAGS SHALL BE BURLAP OR BIODEGRADABLE PLASTIC.
3. BAGS SHALL BE INSPECTED AND REPLACED AS NEEDED.



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SAND BAG SEDIMENT TRAP
FOR CURB INLETS

FIGURE 20



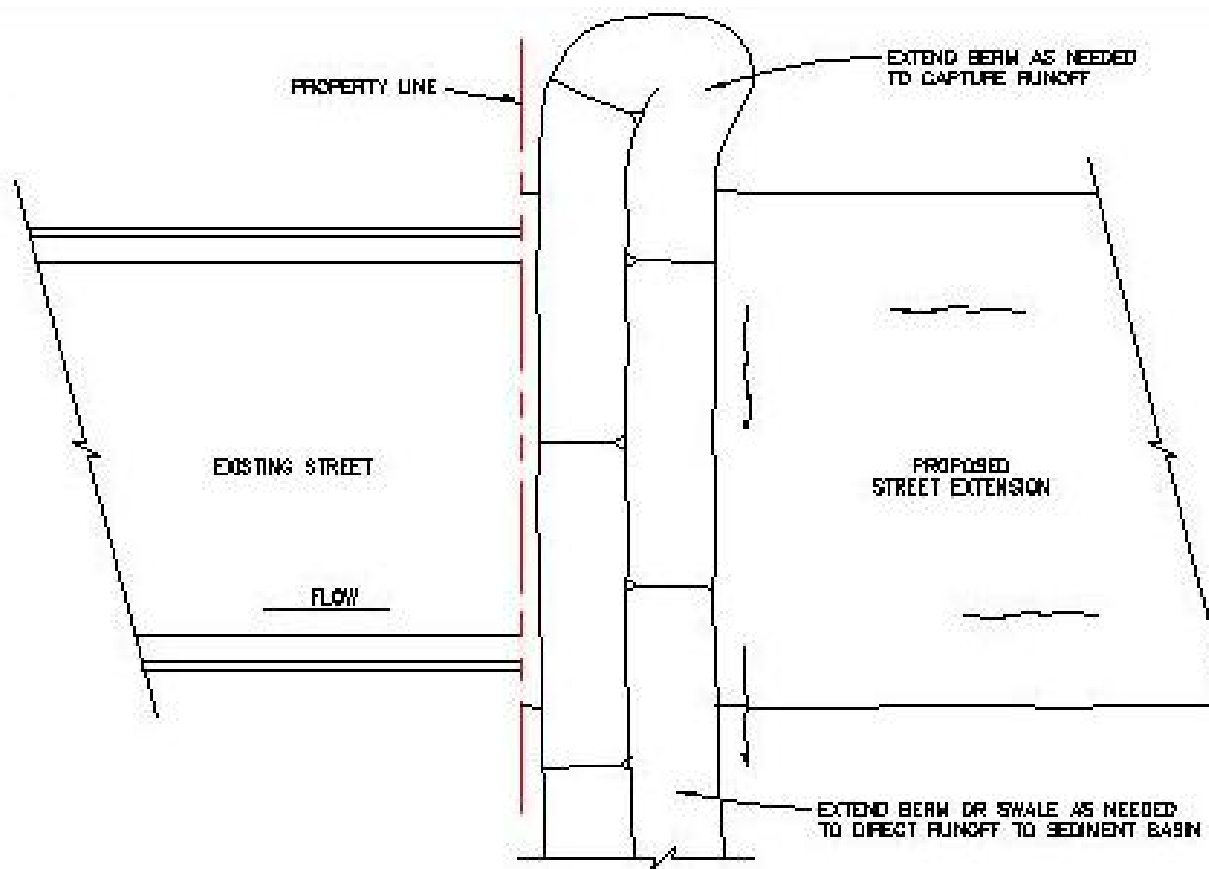
DROP INLET SEDIMENT FILTER



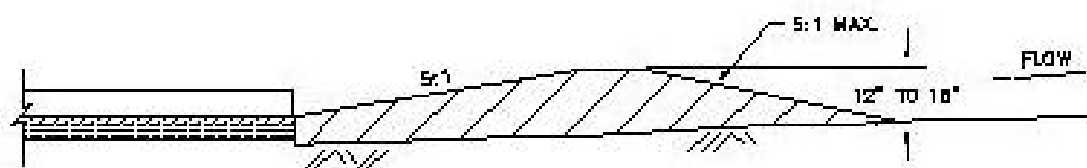
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AREA INLET
PROTECTION

FIGURE 21



PLAN



CROSS-SECTION

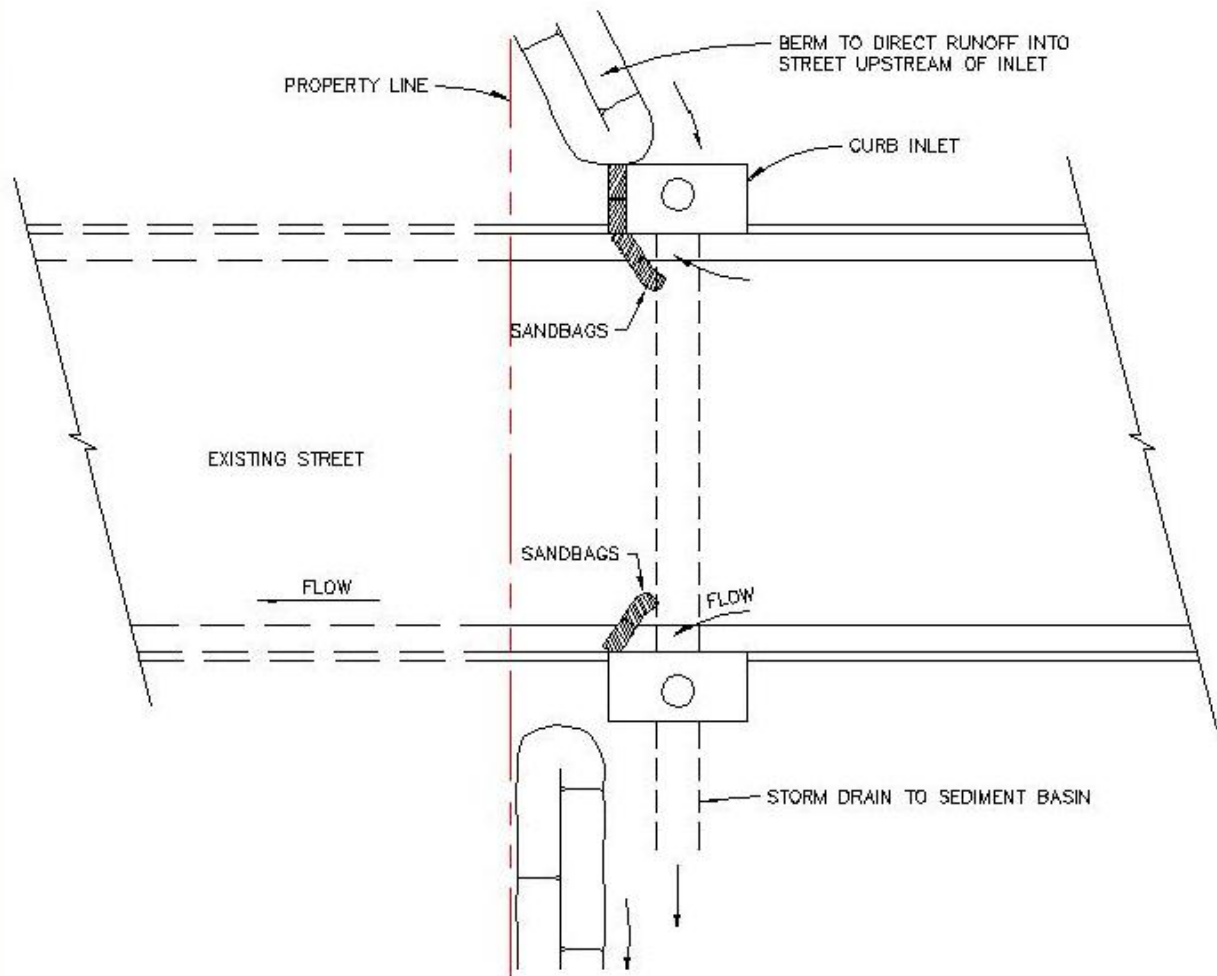
CASE 1
AFTER INITIAL EXCAVATION
OF SUBGRADE



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CRITERIA

DIVERSION OF RUNOFF
CURBED STREET

FIGURE 22



NOTE: FILL SANDBAGS WITH CHAT OR LIMESTONE SAND

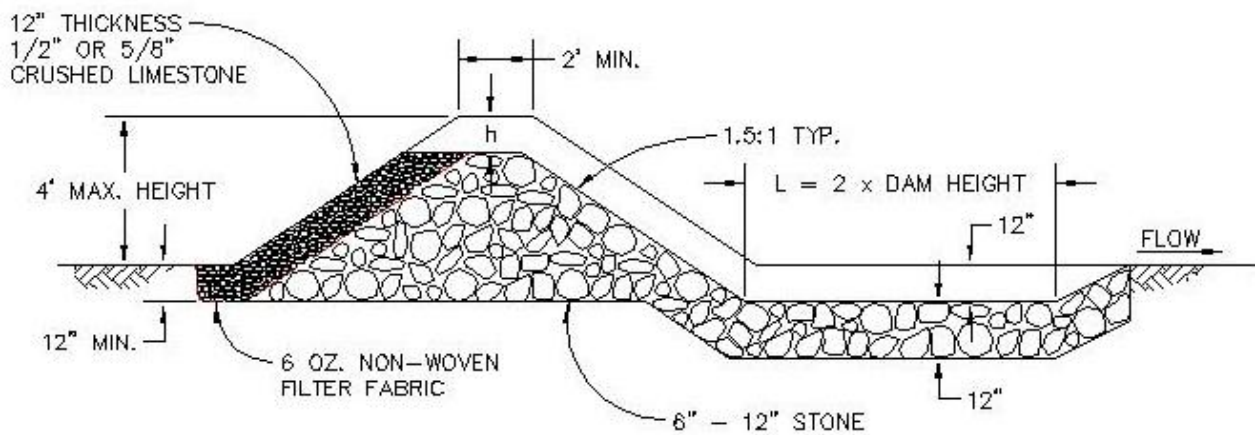
CASE 2
AFTER PAVEMENT AND
INLETS COMPLETED



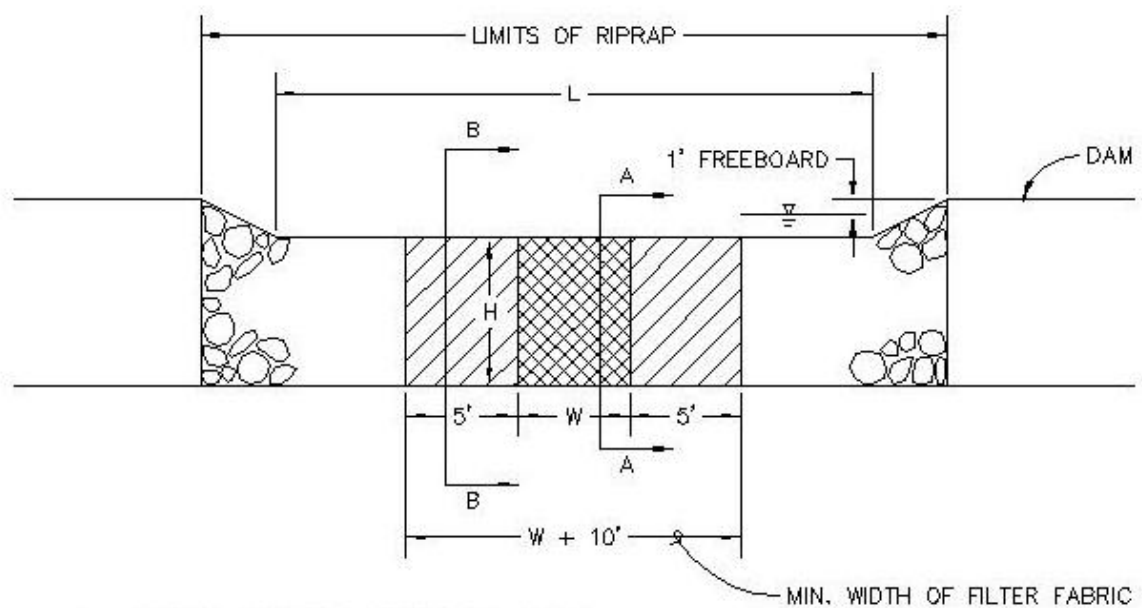
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CRITERIA

DIVERSION OF RUNOFF
CURBED STREET

FIGURE 23



SECTION A - A (THRU GRAVEL FILTER)



L = LENGTH REQUIRED TO PASS Q_{10} WHILE
MAINTAINING 1 FT. OF FREEBOARD

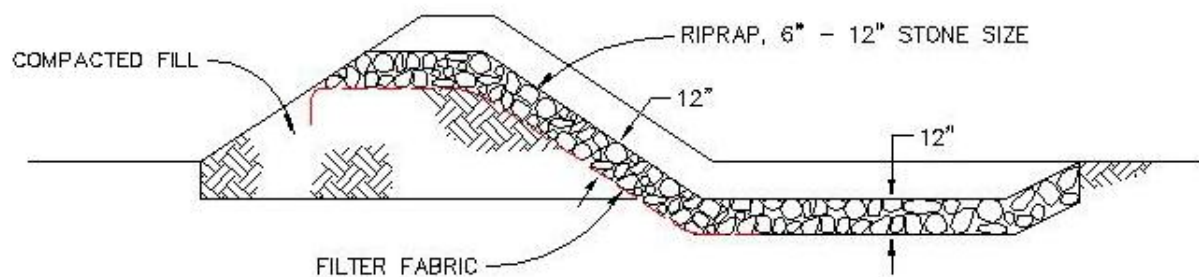
W = WIDTH OF ROCK FILTER AREA



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CRITERIA

GRAVEL FILTER DAM

FIGURE 24



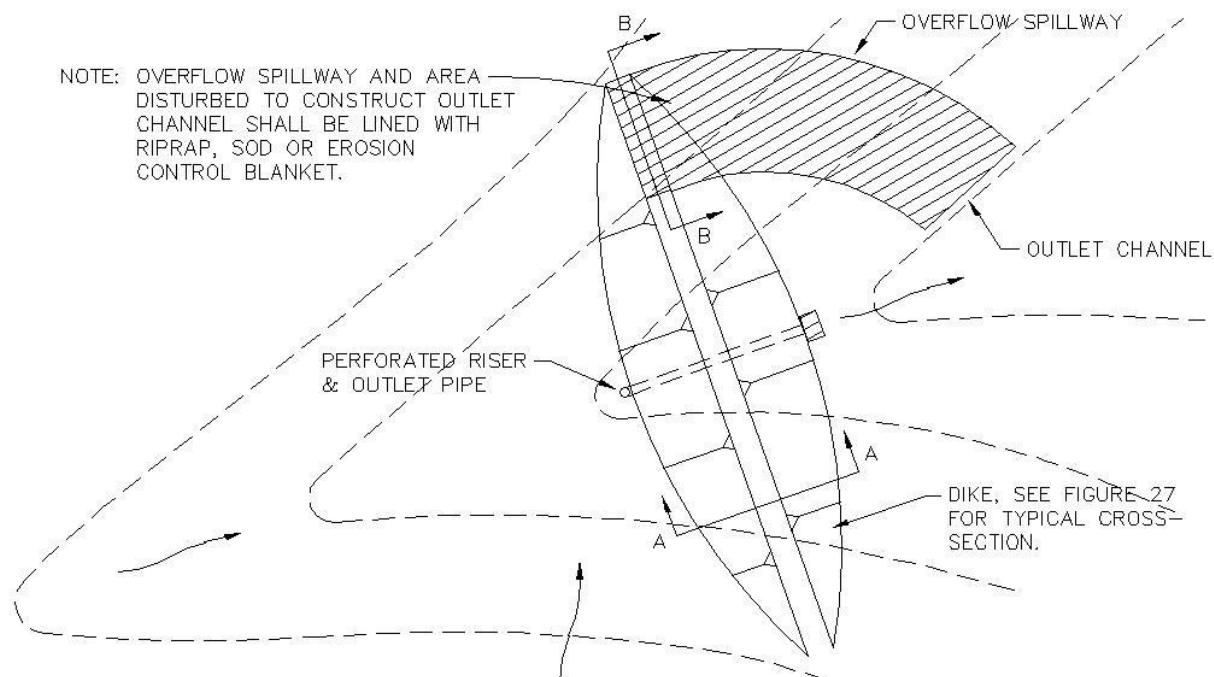
SECTION B - B
(FIGURE 24)



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CRITERIA

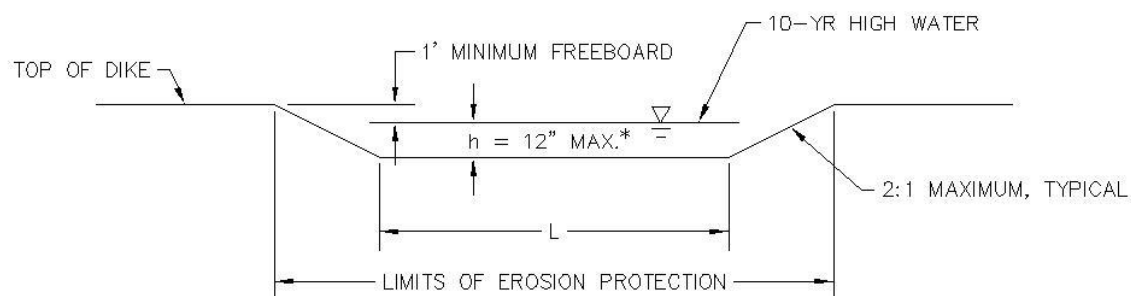
RIPRAP SPILLWAY
GRAVEL FILTER DAM

FIGURE 25



TYPICAL COMPONENTS OF TEMPORARY SEDIMENT BASIN PLAN

(PERFORATED RISER PIPE AND OVERFLOW SPILLWAY SHOWN. GRAVEL FILTER DAM AND RIPRAP OVERFLOW SPILLWAY AS SHOWN IN FIGURES 24 AND 25 MAY ALSO BE USED.)



* $h = 6" \text{ MAX.}$ IF SOD LINING USED

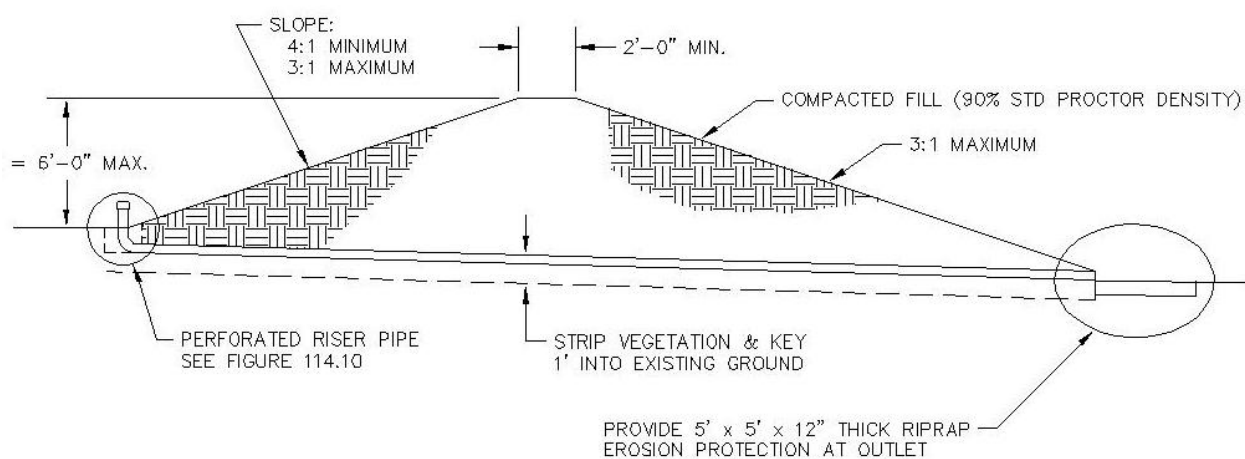
SECTION B - B TYPICAL OVERFLOW SPILLWAY CROSS-SECTION



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CRITERIA

TEMPORARY SEDIMENT
BASIN

FIGURE 26



SECTION A — A
(FIGURE 26)

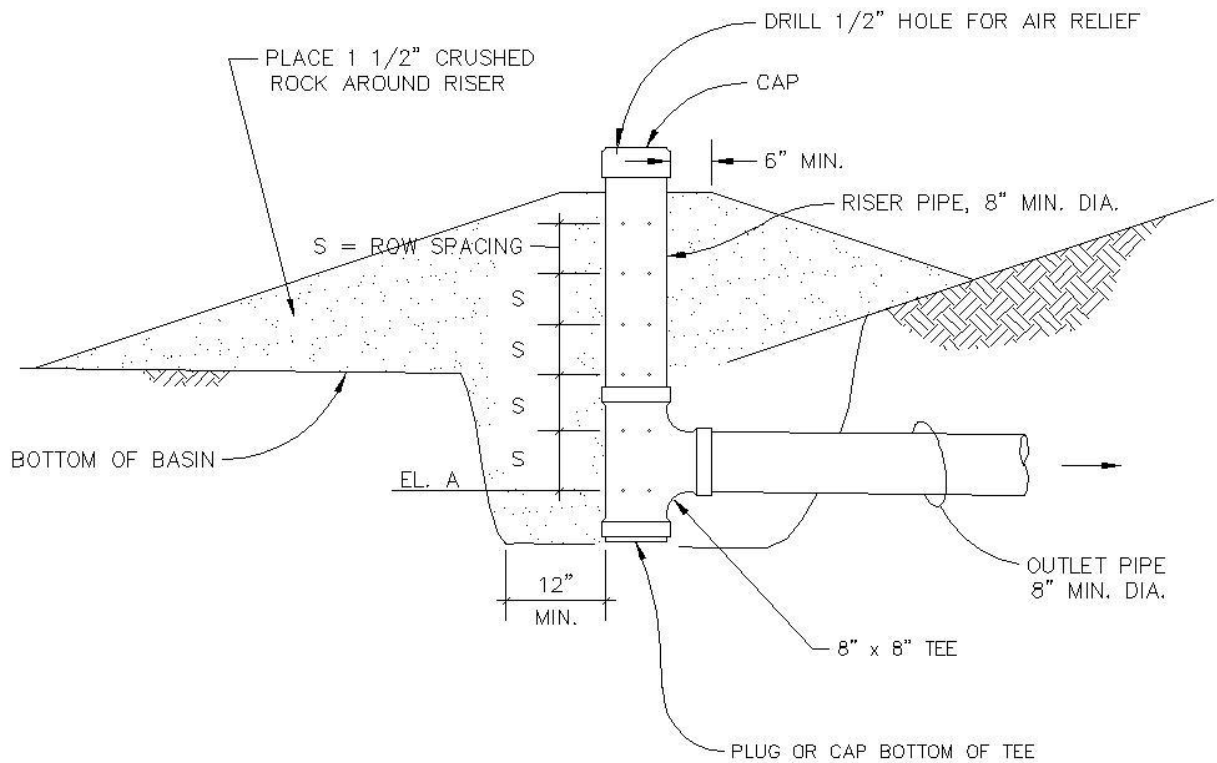


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TYPICAL SECTION SEDIMENT
BASIN BERM & OUTLET

FIGURE 27

n = NUMBER OF HOLES PER ROW
d = HOLE DIAMETER



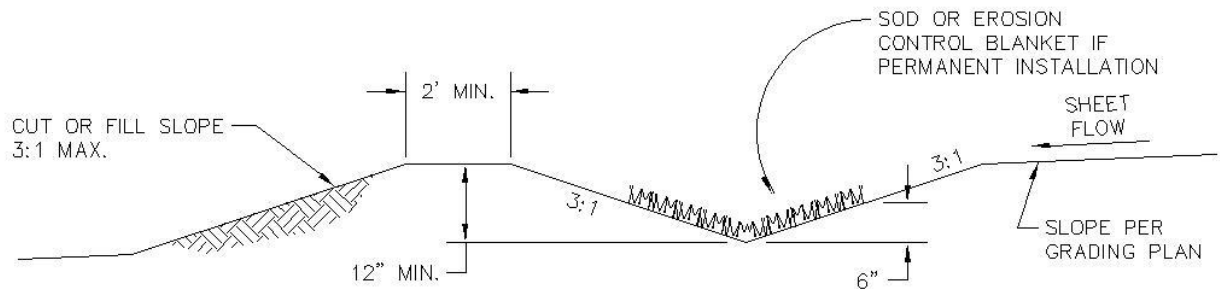
NOTE: BOTTOM ROW OF HOLES SHALL BE SET NO HIGHER THAN BOTTOM OF BASIN. ELEVATION OF BOTTOM ROW OF HOLES SHALL BE SET EQUAL TO INVERT ELEVATION OF OUTLET PIPE (EL. A). THIS ELEVATION MUST BE SPECIFIED ON THE DRAWING.



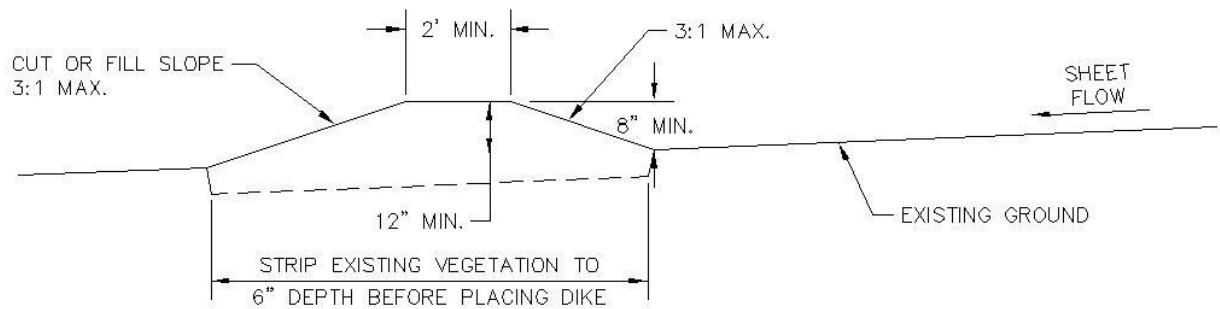
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CRITERIA

SEDIMENT BASIN
PERFORATED RISER OUTLET

FIGURE 28



SWALE



DIKE

NOTES:

1. DIKE SHALL BE COMPACTED TO DENSITY EQUAL TO THAT SPECIFIED FOR ADJOINING AREA (90% STANDARD PROCTOR DENSITY, MINIMUM).
2. MINIMUM 1% GRADE MUST BE PROVIDED FOR SWALE OR ALONG UPSLOPE SIDE OF DIKE FOR PROPER DRAINAGE.

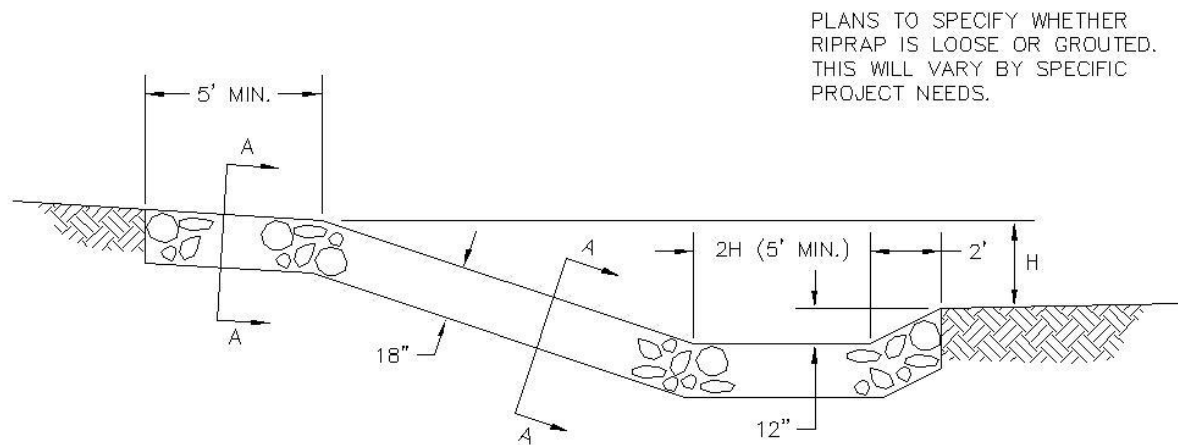
REFERENCE: Adapted from City of Austin & City of Tulsa Erosion and Sedimentation Control Manuals



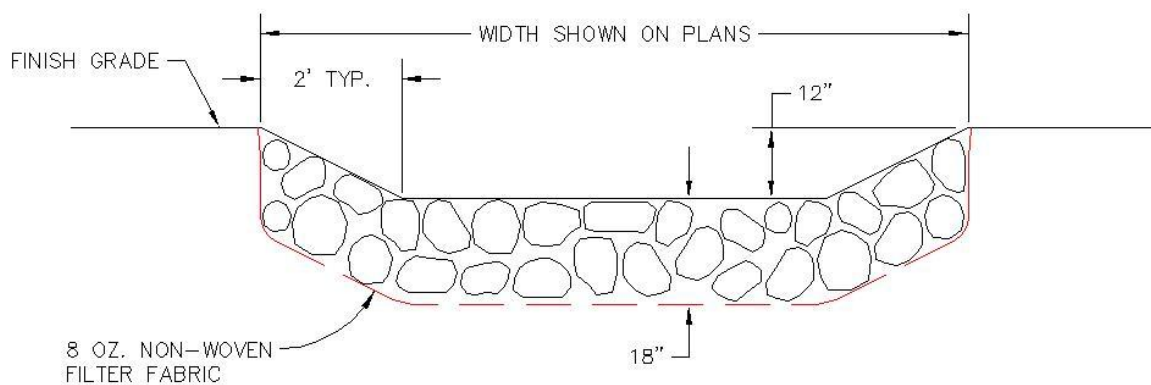
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CRITERIA

DIVERSION DIKES AND
SWALES

FIGURE 29



TYPICAL SECTION



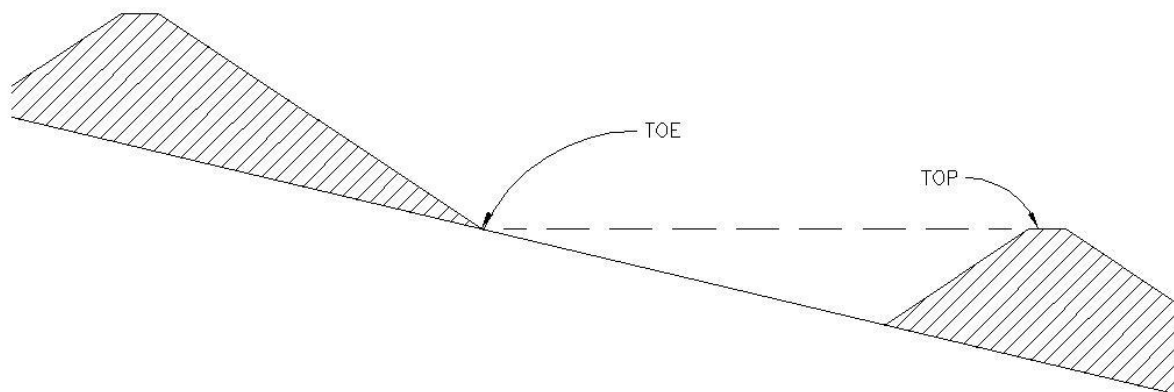
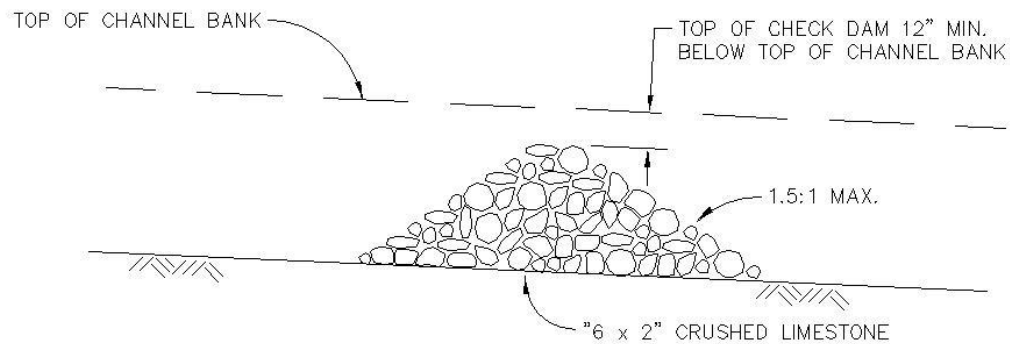
SECTION A - A



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CRITERIA

RIPRAP CHUTE
CROSS SECTION

FIGURE 30



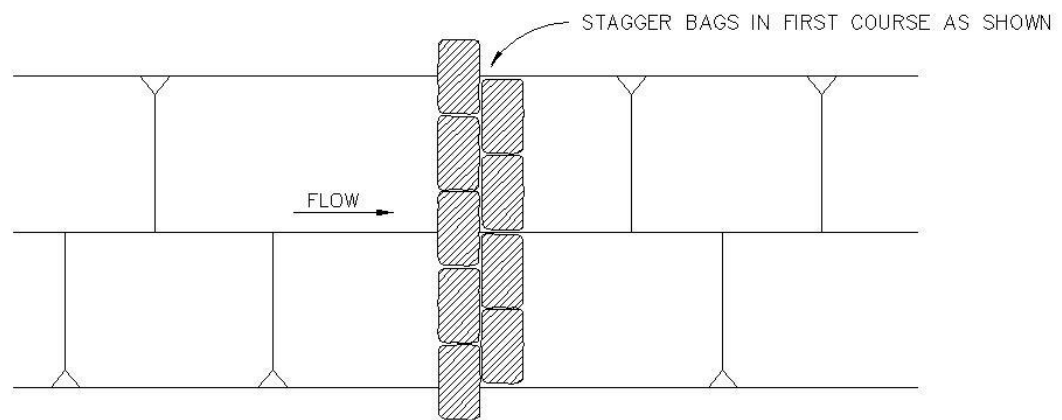
TYPICAL CHECK DAM SPACING



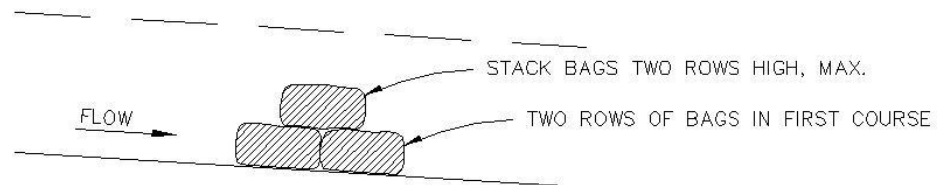
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CRITERIA

ROCK CHECK DAM

FIGURE 31



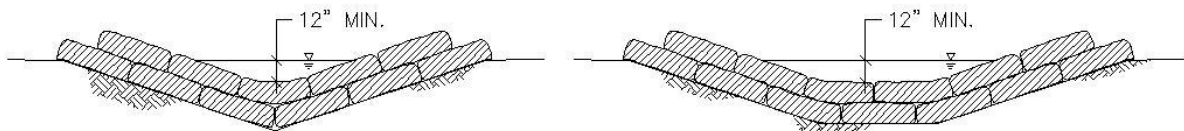
PLAN



PROFILE

NOTES:

FILL BAGS WITH 5/8" TO 1 1/2" CRUSHED LIMESTONE.
BAGS MAY BE BURLAP OR WOVEN PLASTIC.
SPACE CHECK DAMS AS SHOWN IN FIG. 31 OR AS
SPECIFIED ON SEDIMENT & EROSION CONTROL PLAN.



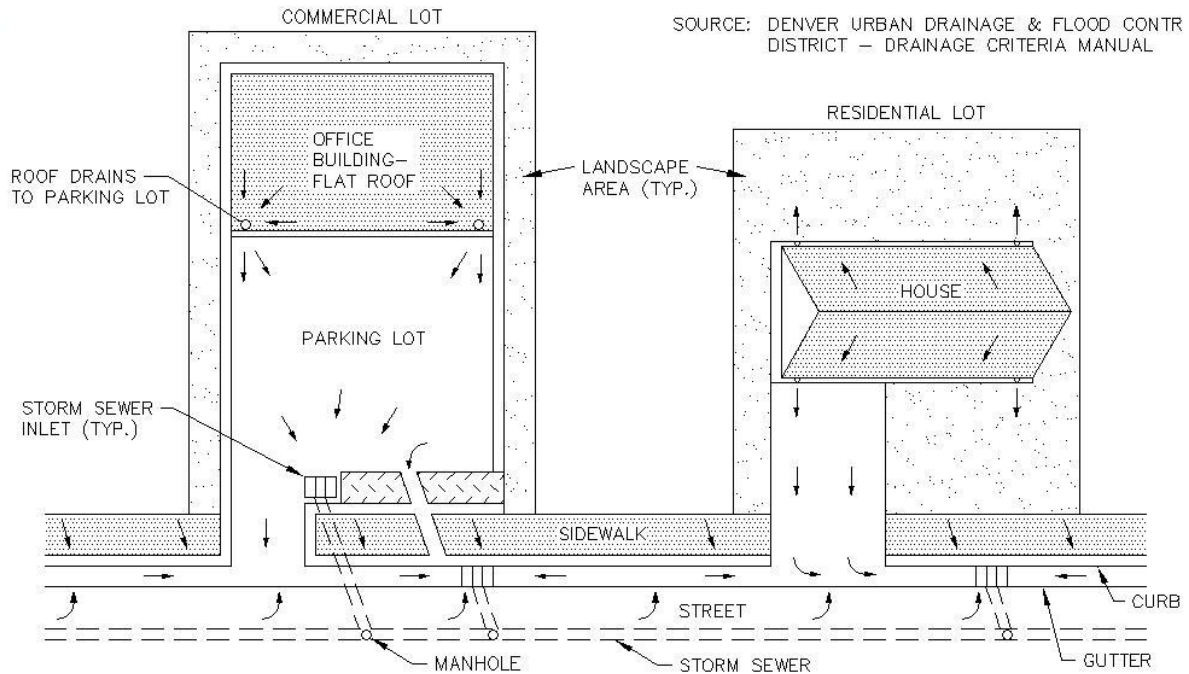
TYPICAL CROSS-SECTIONS



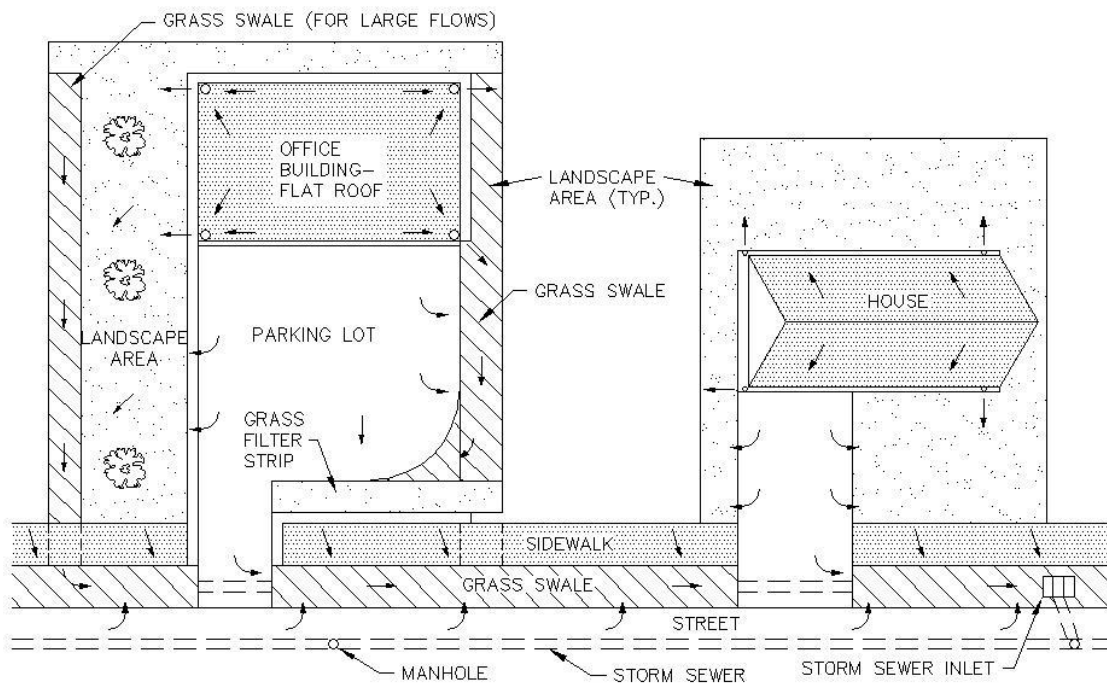
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STORMWATER MANAGEMENT
CRITERIA

SANDBAG CHECK DAM

FIGURE 32



TRADITIONAL SITE & STREET DRAINAGE DESIGN



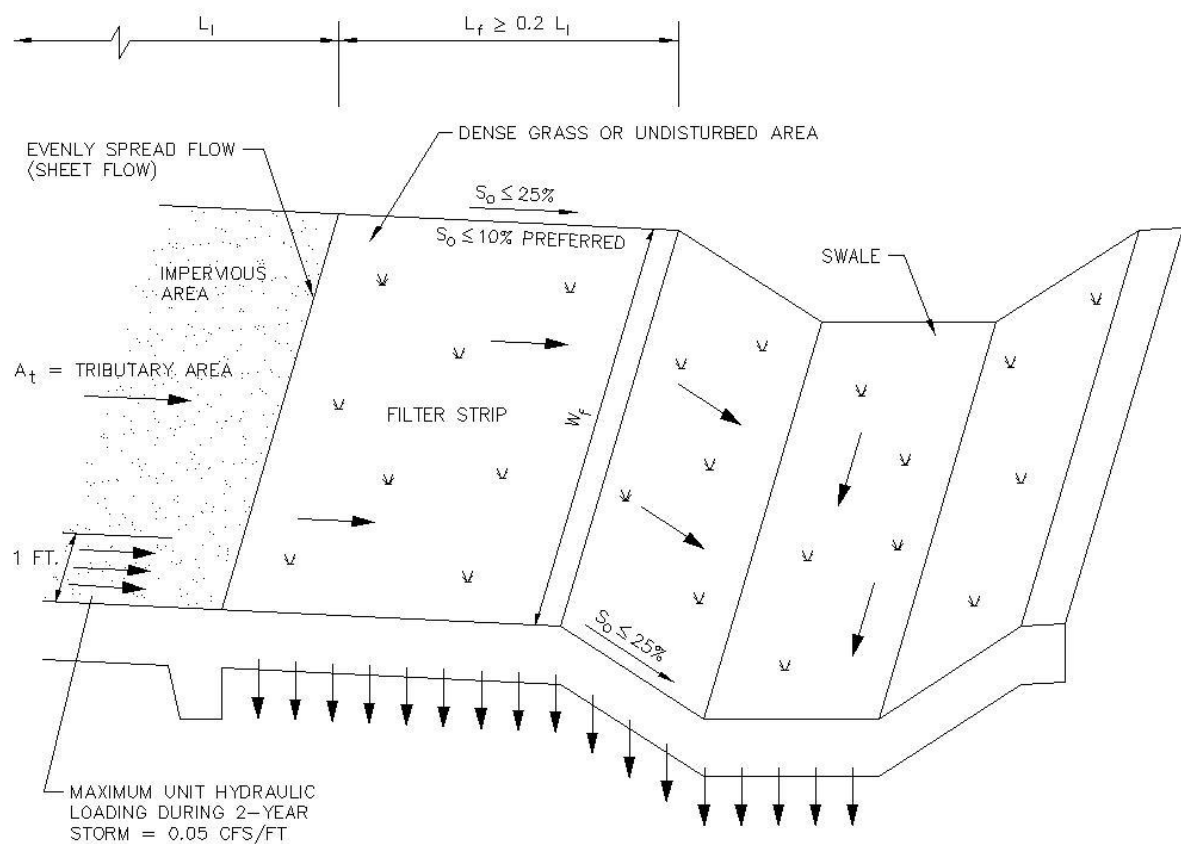
MINIMIZING DIRECTLY CONNECTED IMPERVIOUS AREAS



CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

EXAMPLE OF MINIMIZING
DIRECTLY CONNECTED
IMPERVIOUS AREA

FIGURE 33



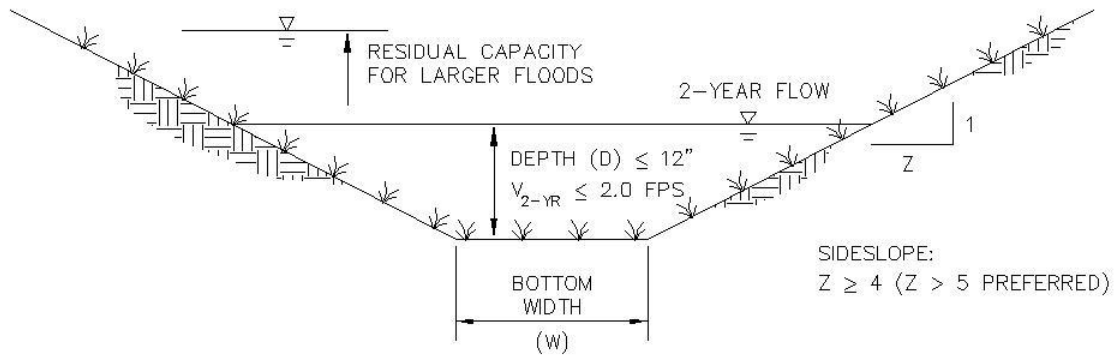
ADAPTED FROM DENVER URBAN DRAINAGE & FLOOD
CONTROL DISTRICT — DRAINAGE CRITERIA MANUAL



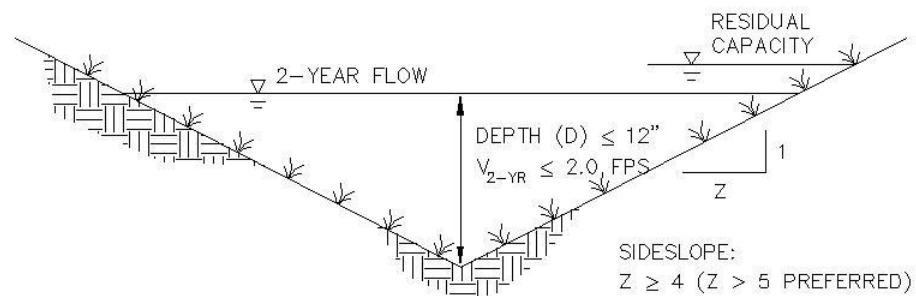
**CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA**

**VEGETATIVE FILTER STRIP
WATER QUALITY BMP**

FIGURE 34



TRAPEZOIDAL GRASS-LINED SWALE SECTION



TRIANGULAR GRASS-LINED SWALE SECTION

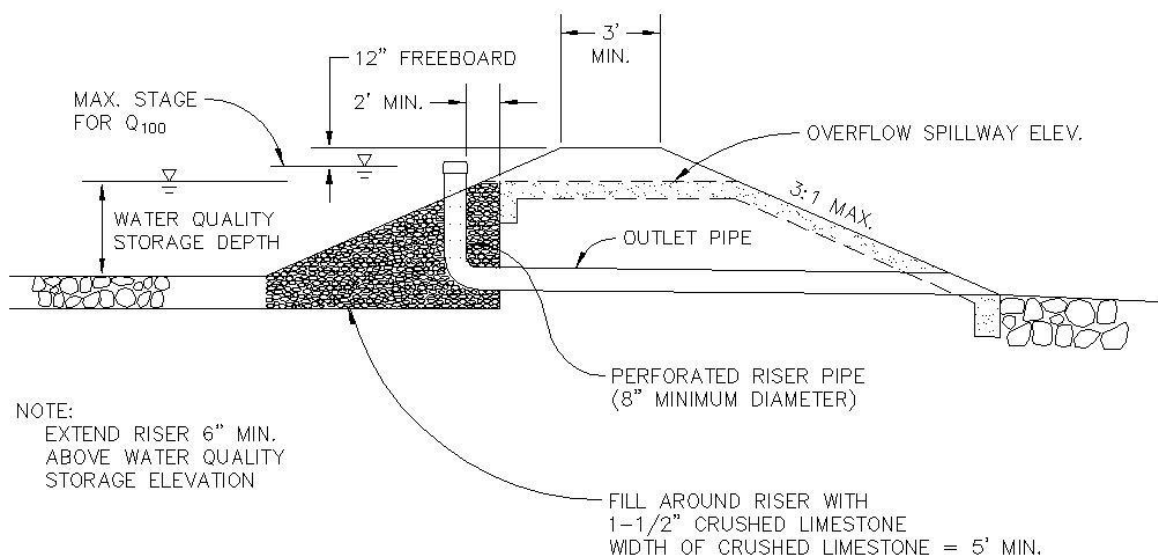
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CRITERIA

GRASS SWALE
WATER QUALITY BMP

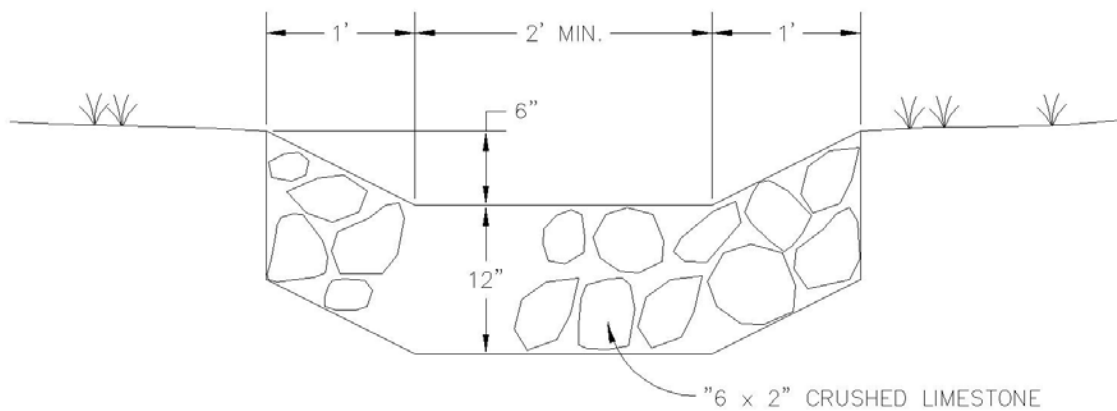
FIGURE 35



CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

EXTENDED DRY DETENTION
WATER QUALITY BMP

FIGURE 36



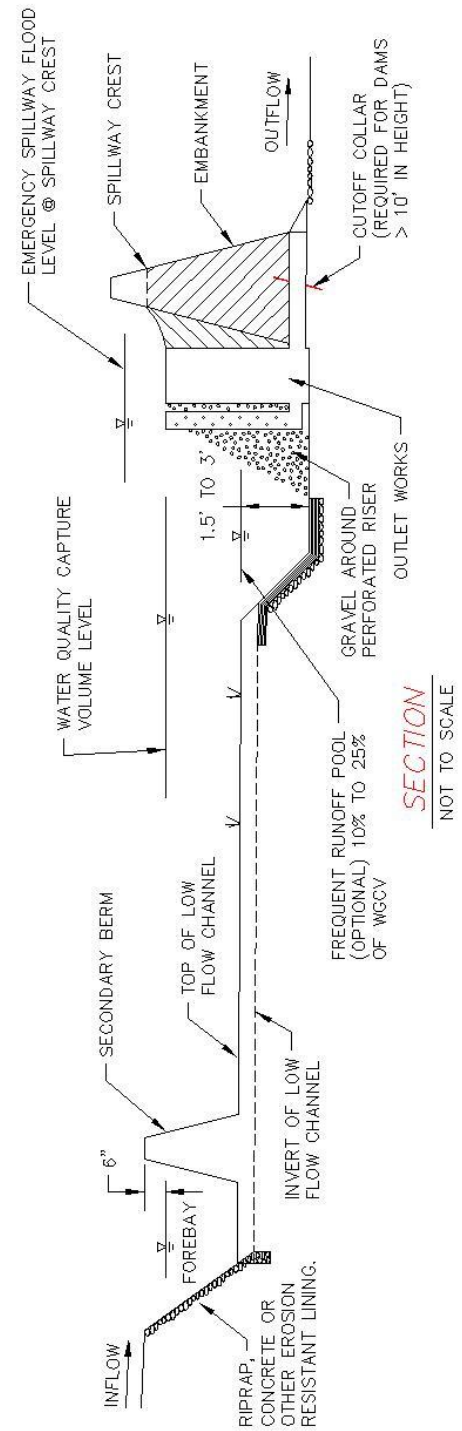
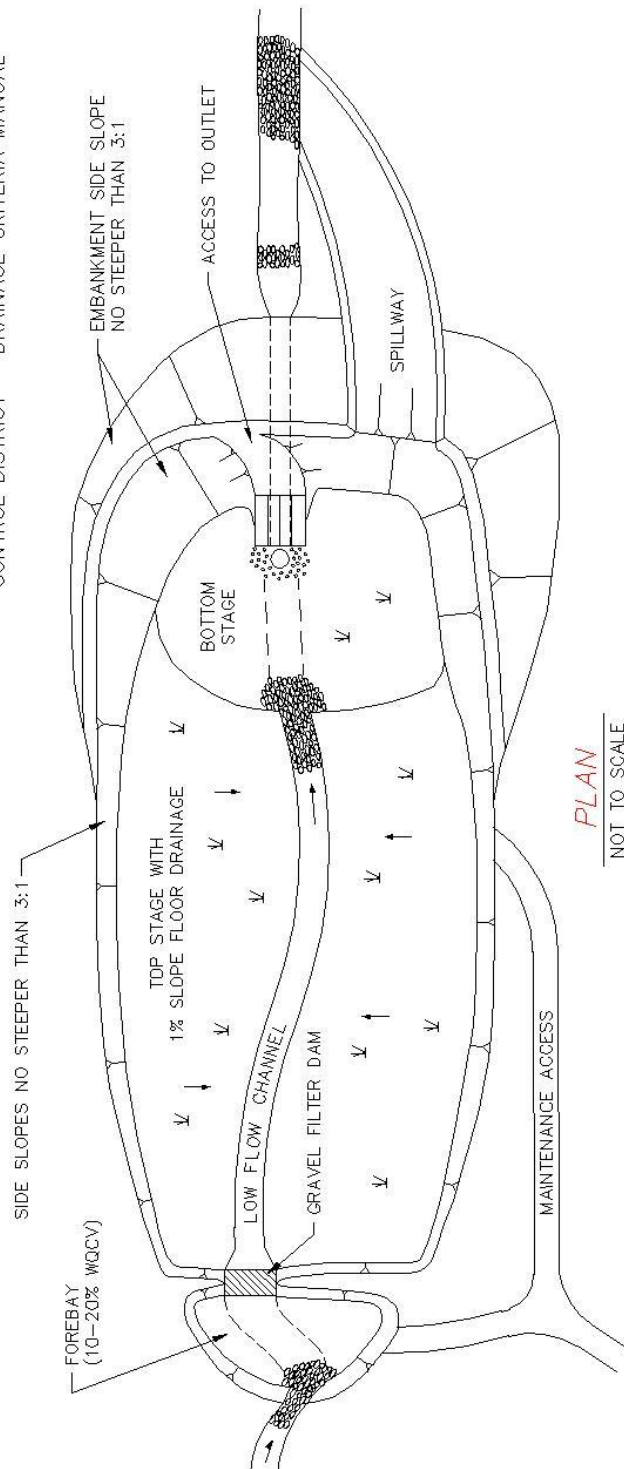
ROCK TRICKLE CHANNEL FOR
EXTENDED DRY DETENTION BASINS
TYPICAL CROSS SECTION
WATER QUALITY BMP



CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

TRICKLE CHANNEL
WATER QUALITY BMP

FIGURE 37



CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

EXTENDED DRY DETENTION
BASIN TYPICAL DETAILS

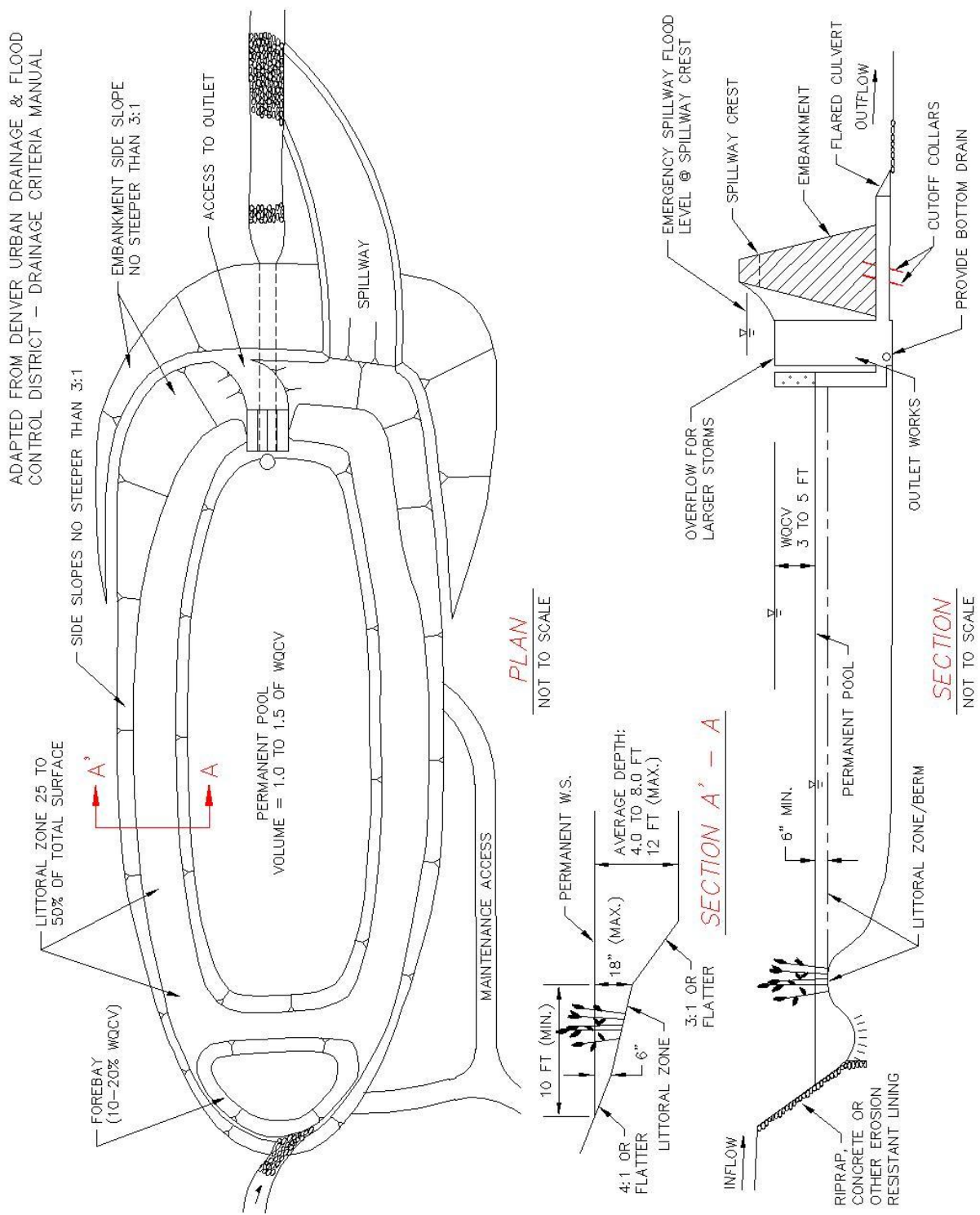
FIGURE 38

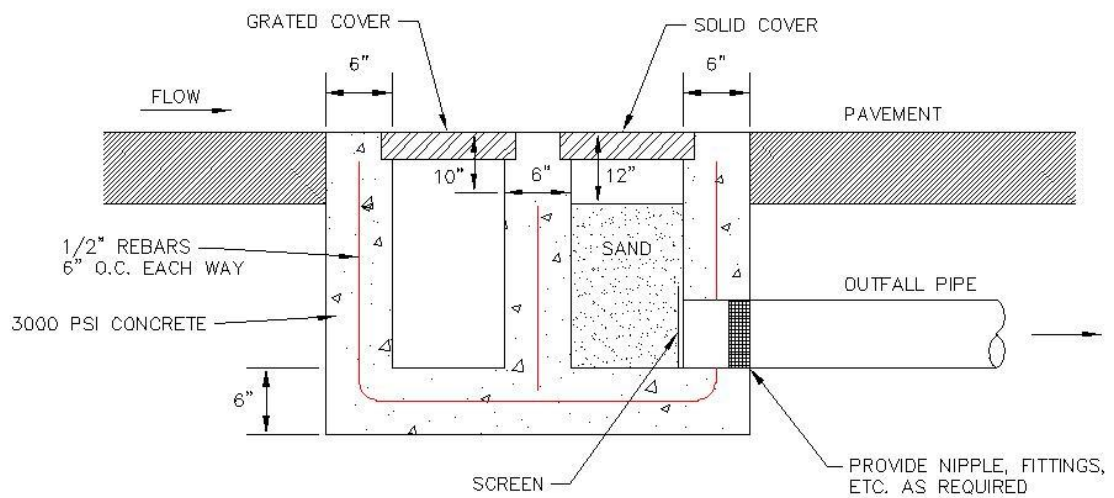
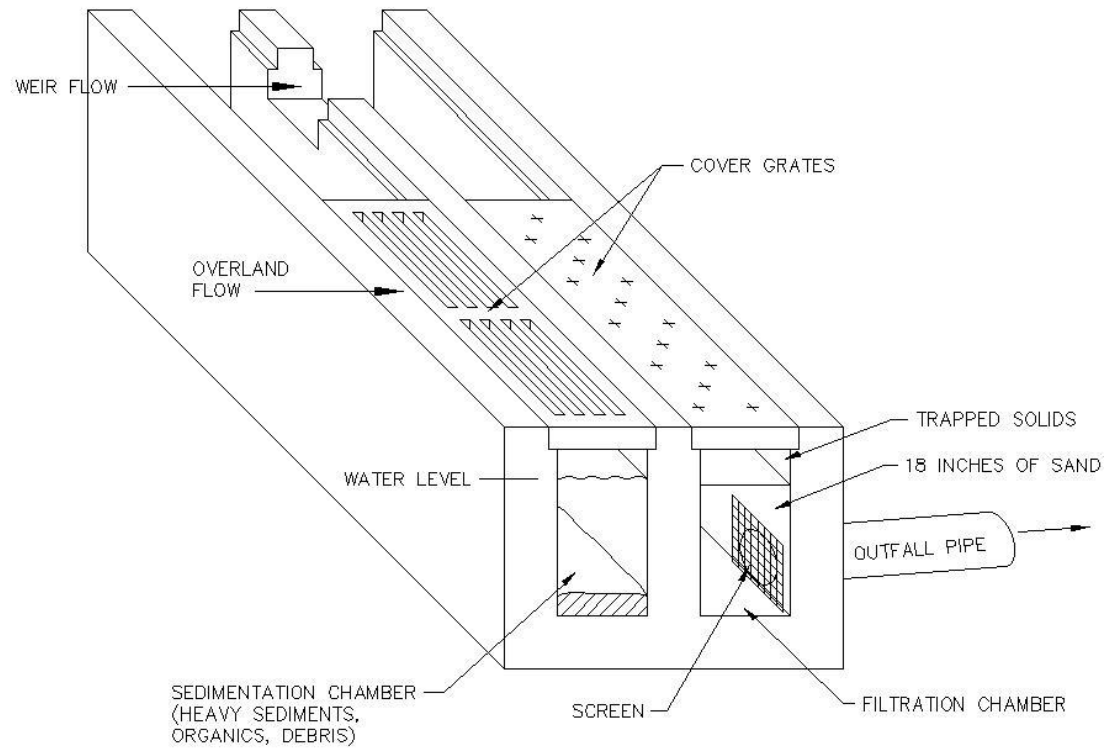


CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

WET EXTENDED DETENTION
BASIN TYPICAL DETAILS

FIGURE 39





FROM: EPA 1992



CARL JUNCTION, MISSOURI STORMWATER MANAGEMENT CRITERIA

SAND FILTER SCHEMATIC

FIGURE 40

NEOSHO, MISSOURI

STORMWATER MANAGEMENT CRITERIA



ALLGEIER, MARTIN and ASSOCIATES, INC.

Consulting Engineers and Surveyors

December 12, 2009

Stormwater Management Criteria

Prepared for:

Neosho, Missouri



Prepared by:

ALLGEIER, MARTIN and ASSOCIATES, INC.
Hydro Division

December 12, 2009

**CITY OF NEOSHO, MISSOURI
STORMWATER MANAGEMENT CRITERIA**

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* * * * *

Acknowledgements

This manual is adapted from the Joplin, Missouri and Carl Junction, Missouri “Stormwater Management Criteria” prepared by Burns and McDonnell, 1998, revised May 2003, and from “Greene County Storm Water Design Standards” prepared April 1999.

1.0 GENERAL

1.1 Introduction: This document provides uniform procedures for designing and checking the design of storm drainage systems under the rainfall and land characteristics typical of Neosho, Missouri. Specific criteria have been developed and are applicable to the types of drainage systems and facilities ordinarily encountered in local urban and suburban areas. Other special situations may be encountered that require added criteria or more complex technology than included herein. Any design procedure conforming to current accepted engineering practice, including the application of computers, may be used for the design of storm drainage system in lieu of the computation methods presented in these criteria providing equivalent results are obtained.

1.2 Applicability: These criteria are applicable to all new storm drainage systems and facilities and to the rehabilitation of existing drainage system facilities.

1.3 General Requirements: The design shall be accomplished under the direction of a Registered Professional Engineer. The design shall also be based on land use in the tributary area as zoned, actually developed, or indicated by the City's current comprehensive land use plan, whichever basis produces the greatest runoff.

1.4 Definitions/Abbreviations:

- A. **Annual Probability (AP):** The probability, likelihood, or chance, of the magnitude of a storm event of a specified duration, being equaled or exceeded in any given year. Usually expressed as a percentage.
- B. **Bank Line:** The line of intersection, above the normal depth of flow at design capacity, of the side slope of an open channel and the adjacent ground.
- C. **BMP:** Best Management Practice.
- D. **CFS:** Cubic feet/foot per second.
- E. **City:** The City of Neosho, having jurisdiction and authority to govern.
- F. **City Engineer:** The municipal public works engineer or official having jurisdiction and authority to review and approve plans and designs for storm drainage systems.
- G. **Developer:** Any person, partnership, association, corporation, public agency, or governmental unit proposing to engage or currently engaged in "development" as defined below excluding the widening, resurfacing, or other improvement to existing streets, alleys, and sidewalks.
- H. **DCIA:** Directly Connected Impervious Area.
- I. **Diversions:** Discharge or conveyance of stormwater to a watershed other than the watershed of origination.
- J. **Development:** Any man-made change to improved or unimproved real estate, including but not limited to buildings, other structures, pavement, filling, grading or storage of equipment or materials.
- K. **Easement:** Authorization by a property owner for the use of any designated part of the property by another for a specified purpose.

- L. **FEMA:** Federal Emergency Management Agency.
- M. **Floodplain:** The normally dry land adjoining rivers, streams, lakes or other bodies of water that is inundated during flood events. In order to provide a standard national procedure for floodplain management, the U.S. Federal Emergency Management Agency (FEMA) has adopted the 1% Annual Probability (AP) flood as the base flood.
- N. **Floodway:** The channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment in order for the 1% AP flood to be carried without substantial increase in flood heights. FEMA's easements preclude any improvement to the land occupied by the easement.
- O. **Flowage Easement:** Easement acquired for the right to periodically use an open channel and its overbank floodway, or the overflow channel above an enclosed system element, to convey drainage. Flowage easements preclude any improvement to the land occupied by the easement.
- P. **Freeboard:** The difference in elevation between the top of a structure, such as a dam or open channel, and the maximum design water surface elevation or high water mark. It is an allowance against overtopping by waves or other transient disturbances.
- Q. **Improved Channel:** Any new open channel which has been constructed or existing channel which has been changed by grading or by the construction of lining materials.
- R. **MDNR:** Missouri Department of Natural Resources.
- S. **Natural Channel:** An existing channel that has not been altered by previous construction.
- T. **Owner:** The owner of record of real property.
- U. **Registered Professional Engineer:** A licensed engineer who is registered with and authorized by the Missouri Board for Architects, Professional Engineers and Professional Land Surveyors to practice.
- V. **Return Period:** Also referred to as return frequency or recurrence interval. A statistical term for the average frequency that a given event may be expected to occur although it does not imply that the event will occur regularly at even intervals. It can also be defined as the reciprocal of the annual probability of an event. For example, a 50-year storm has a probability of $1/50 = 0.02$ (2% AP) of occurring in any given year.
- W. **Site:** A tract, or contiguous tracts, of land owned and/or controlled by a developer or owner. Platted subdivisions, industrial and/or office-commercial parks, and other planned unit developments shall be considered a single site.
- X. **Storm Drainage System:** All of the natural and man-made facilities and appurtenances such as ditches, natural channels, swales, pipes, culverts, bridges, open improved channels, street gutters, inlets, and detention facilities which serve to convey surface drainage.
- Y. **Storm Water Detention Facility:** Any structure, device, or combination thereof with a controlled discharge rate less than its inflow rate.
 - a. **Controlled Area:** That part of the tributary area for which a detention facility is designed to control peak discharge rates.

- b. Detention Storage: The volume occupied by water between the levels of the principal and emergency spillway crests during operation of the facility.
- c. Dry Detention Facility: Any detention facility designed to permit no permanent impoundment of water.
- d. Emergency Spillway: A device or devices used to discharge water under conditions of inflow that exceed the design inflow. The emergency spillway functions primarily to prevent damage to the detention facility that would permit the sudden release of impounded water.
- e. Principal Spillway: A device such as an inlet, pipe, weir, etc., used to discharge water during operation of the facility under the conditions of the 1% AP or more frequent event.
- f. Private Detention Facility: Any detention facility controlling discharge from a site wholly owned and controlled by one owner or entity and not platted for future subdivision of ownership. Also, all facilities incorporating detention storage of stormwater in or on areas also used for other purposes such as parking lots, building or structure roofs, and open channels. Private detention facilities may be located off-site with approval of the City Engineer contingent upon documentation that drainage easements have been obtained for both the detention basin and the channel connecting the provisions for maintenance of the facilities.
- g. Public Detention Facility: Any detention facility controlling discharge from a tributary area owned by more than one owner and/or platted for future subdivision of ownership, except as defined as private detention facility herein.
- h. Regional Detention Facility: Any detention facility designed and located to provide detention on major drainage channels and with a tributary area of 100 acres or greater.
- i. Sediment Storage: The volume allocated to contain accumulated sediments within the detention facility.
- j. Wet Detention Facility: A detention facility that is designed to include permanent storage of water in addition to the temporary storage used to control discharge rates from the facility.

Z. Tributary Area: All land draining to the point of consideration, regardless of ownership.

1.5 Design Probabilities: All enclosed and improved open channel conveyance system components shall be designed for the 10% AP peak flow or the capacity of the existing upstream improved system, whichever is greater with the following exceptions:

- 1. Facilities located within the Federally designated floodway of the 1% AP floodplain shall be designed for the 1% AP peak flow.
- 2. Bridges, pipes and culverts crossing arterial streets shall be designed for the 2% AP peak flow, unless subject to the requirements of No. 1, above.
- 3. With consent of the City Engineer.

1.6 System Types and Applications:

A. Enclosed Pipe-Inlet Systems: Enclosed systems consisting of underground pipes, culverts, curb inlets and similar functional underground structures shall be used to convey stormwater under the following conditions.

- 1. Within the right-of-way of improved streets, regardless of system design capacity.
- 2. In all areas other than residential where the bank line of an open channel, either natural or improved, would be within 30 feet of any existing or proposed habitable structure, regardless of system design capacity.
- 3. In residential areas where the bank line of an open channel, either natural or improved, would be within 60 feet of any existing or proposed residential structure.

Enclosed systems may be used to convey stormwater at all locations where open systems are permitted.

- B. Improved Channels:** Open systems consisting of improved open channels with intermittent culverts or bridges crossing streets and other surface areas may be used to convey stormwater in all areas except those excluded in the previous section. Lining of an improved channel is required in all developed areas where the 10% AP design discharge is equal to or greater than 200 CFS and less than or equal to 500 CFS.
- C. Natural Channels:** Existing natural channels may be retained in the drainage system of a developed area where the 10% AP peak discharge exceeds 500 CFS subject to the same exclusions as improved channels and with the additional requirement that the flow velocity of the 99% AP peak discharge does not exceed the following based on soils present in the channel bed and bank. Where design velocity exceeds the maximum, the channel should be improved as necessary or an enclosed system constructed.

<u>Soil Type</u>	<u>Max. Velocity of 1-Yr Peak Flow (fps)</u>
Fine sand, sandy loam	2
Silt loam, noncolloidal silts	3
Colloidal clays & silts, fine gravel	4
Coarse gravel, cobbles	5
Shale	6
Limestone bedrock	15

Additional easement and bank stabilization requirements are outlined in Sections 3.2 and 9.0, respectively.

- D. Overflow Systems:** As an integral part of the stormwater drainage system, whether enclosed or open, overflow channels shall be required in all areas in addition to, and above, the 10% AP conveyance elements. Each overflow component shall have sufficient hydraulic capacity, when combined with the capacity of the conveyance element, to convey the 1% AP peak discharge without damage to land or buildings.
1. The combined conveyance system shall provide sufficient capacity so that the 1% AP stage, plus 1 foot of freeboard, is at an elevation equal to or below the lowest elevation at which water may enter any proposed or existing building or structure.
 2. An overflow depth not exceeding seven (7) inches at the lowest point of the traveled way will be permitted where culverts cross streets.
 3. Permissible concurrent surface uses of overflow areas include lawns, gardens or other open uses; vehicular parking; or any other use not permanently obstructing the floodway.
 4. Prohibited concurrent surface uses include fencing; structures such as sheds, garages or outbuildings; materials storage; or any other use obstructing the floodway.
- E. Stormwater Detention Facilities:** Detention facilities shall be provided in connection with the development of land. Public and private detention facilities may be either wet or dry. Joint uses, such as parking and recreation, not interfering with detention functions are permitted for dry facilities. Rooftop and parking lot detention are acceptable for private facilities only.

- 1.7 Existing Drainage System:** Existing drainage system component pipes, structures, and appurtenances within the project limits may be retained as elements of an improved system providing:

1. They are in sound structural condition.
2. Their hydraulic capacity, including surcharge, is equal to or greater than the capacity required by these criteria.
3. Easements exist or are dedicated to allow operation and maintenance.

Discharge from an existing upstream storm drainage system shall be computed in accordance with the requirements of these criteria. The computed discharge shall be used to design the new downstream system even though the actual capacity of the existing upstream system may be less.

1.8 Waivers: The City Engineer may waive specific criteria or requirements to provide specific types of stormwater facilities as follows:

A. Detention Facilities: Provision to provide detention may be waived in part or in whole provided one or more of the following are met:

1. Development is to discharge within a Federal Insurance Study defined 1% AP floodplain
2. Developer provides downstream improvements to meet the tributary area peak discharge requirements to the satisfaction of the City Engineer
3. Development cannot be fully and/or practically served by surface or underground detention facilities
4. It is shown that construction of detention facilities will result in an increase of peak flow in the drainageway

If detention requirement is waived for one of the above reasons, a pro-rated fee of \$8,500.00 per acre for R1 type development and \$11,600.00 per acre for all other development will be charged for all undetained areas. The fee will be adjusted at a rate of +3% per year with the first adjustment occurring on January 1, 2009. The fee may be offset by the construction of downstream improvements. The improvements must be approved by the city engineer, and the cost of such improvements will be set by the city engineer.

For the following development, detention is not required:

1. Additions to, improvements, and repair of existing single-family and duplex dwellings.
2. Construction of any buildings, structures, and/or appurtenant service roads, drives, and walks on a site having previously provided storm water control as part of a larger unit of development.
3. Additions, remodeling, repair, replacement, and improvements to any existing structure or facility and appurtenances that does not cause an increased area of impervious surface on the site in excess of 1,000 square feet of that previously existing.
4. Construction of any one new single-family or duplex dwelling unit, irrespective of the site area on which the same may be situated.

B. Overflow Channels: In previously developed areas, requirements to provide for 1% AP storm conveyance by means of overflow channels may be reduced in circumstances where 1% AP protection is not reasonably attainable due to the location of damageable improvements with respect to the drainage system.

1.9 Amendments: The City Engineer may amend this criteria as he deems necessary.

1.10 Other References: Other agencies have technical and administrative criteria and regulations pertaining to the design, permitting and operation of drainage systems which are in addition to and

which may complement these criteria. When conflicts are encountered, the most rigorous criteria shall govern. Some of the more important references used in the preparation of this document include:

- A. American Public Works Association (APWA) Standard Specifications and Design Criteria:** The design criteria in this document is largely based upon national drainage standards outlined in American Public Works Association (APWA) "Standard Specifications and Design Criteria," and on Greene County, Missouri, Stormwater Design Standards modified to meet the City's requirements. Other specific references are contained throughout this document. The Criteria and Technical Design Aids contained in the Appendix provide specific references to their sources.
- B. Federal Insurance Agency - Floodplain Regulations and Implementing Ordinances Adopted by Municipalities:** Drainage systems designed within the limits of the designated 1% AP floodplain on the principal stream shall be designed to convey the flood as defined by applicable published floodplain information studies. For areas located in FIS Zone "A" outside the detailed study area, the developer shall prepare studies and calculations establishing the floodplain, elevation and width. These calculations shall be submitted to the reviewing agency for approval.
- C. Missouri Department of Natural Resource:** Rules and regulations of the Department of Natural Resources dealing with such issues as stream obstructions, channel changes, dams, and permits shall apply.

2.0 HYDROLOGIC CRITERIA AND METHODS

2.1 Scope: This section sets forth the hydrologic methods and parameters to be used for computations of runoff and peak rates to be accommodated by the storm drainage system.

2.2 Computation Methods for Runoff. Runoff rates to be accommodated by each element of the proposed storm drainage system shall be calculated using the criteria for land use runoff factors, rainfall, and system time outlined in the following sections. Computer models may be utilized so long as they produce calculated runoff to the system that is substantially the same as that calculated by the following criteria.

A. Rational Method: The Rational Method may be used to calculate peak rates of runoff to elements of enclosed and open channel systems, including inlets, when the total upstream area tributary to the point of consideration is less than 40 acres and does not include detention facilities. The Rational Method is defined as follows:

$Q = C i A$, where:

Q = Peak rate of runoff to system in C.F.S.

C = Runoff Coefficient (from Table C)

i = Rainfall intensity in inches per hour

A = Tributary drainage area in acres, The tributary area is either the total upstream tributary area or the total upstream tributary directly connected impervious area.

Rainfall intensity, used only for the Rational Method, shall be as indicated in Table A corresponding to the calculated time of concentration for either the total tributary area or the directly connected impervious area. The greater of the computed flow rate for a) the total tributary area or b) the directly connected tributary area shall be used for design.

B. Hydrograph Methods: The application of hydrograph methods is required for all conveyance systems having greater than 40 tributary acres and for all detention facilities. Computer models or manual methods are permissible.

1. Acceptable computer models

- a. SCS Technical Release No. 55 (TR-55) - "Urban Hydrology for Small Watersheds," 2nd Edition, June, 1986.
- b. SCS Technical Release No. 20 - "Project Formulation - Hydrology," 2nd Edition, May 1983.
- c. U.S. Army Corps of Engineers, Hydrologic Engineering Center - "HEC-1 Flood Hydrograph Package," Version 4.1, June, 1998.
- d. U.S. Army Corps of Engineers, Hydrologic Engineering Center - "HEC-HMS, Hydrologic Modeling System," Version 3.3, (or newer) October 2008.

Copies of the above are available for purchase through National Technical Information Service (NTIS), U.S. Department of Commerce, Springfield, VA., 22161. The HEC-1 and TR-55 packages are also available through PC-TRANS Software Distribution Service, University of Kansas Transportation Center, 2011 Learned Hall, Lawrence, Kansas, 66045 and a number of other private software. U.S. Army Corps of Engineers programs are available for free from the Hydrologic Engineering Center web page.

C. Rainfall: Rainfall data for runoff computations are presented in Table B. For Hydrograph methods, rainfall shall be distributed in time using the appropriate Huff's Quartile distribution.

2.3 Runoff Coefficients: Runoff coefficients relative to development and land use shall be as indicated in Table C. The indicated "C" values are applicable to the Rational Method and the "CN" values to hydrograph methods.

The runoff coefficients given in Table C are appropriate for 20% or 10% AP events. Estimation of peak flows for less frequent storms requires the use of a higher runoff coefficient because infiltration and other abstractions have proportionately less effect on the amount of rainfall that becomes runoff. To obtain runoff coefficients for other frequency events, the "C" value from Table C is multiplied by a frequency correction factor. The frequency correction factor is 1.10 for the 4% AP event, 1.20 for the 2% AP event, and 1.25 for the 1% AP event. However, the resulting runoff coefficient (original "C" multiplied by the frequency correction factor) may not be greater than 0.98.

Coefficients shall be based on the more runoff-intensive surface condition of either planned future land use or existing developed land use. Future land use shall be defined by the City's adopted comprehensive land use plan.

Undeveloped areas not zoned, but for which future land use is defined by the City's land use plan, shall be assigned runoff coefficients for the land use indicated by such plan. Undeveloped areas designated as agricultural or those for which no specific future land use is indicated shall be assigned a minimum of 35 percent impervious surface for purposes of the design of storm drainage systems.

As an alternative to the coefficients and for areas not listed in Table C, a composite runoff coefficient based on the actual percentages of pervious and impervious surfaces shall be used.

2.4 Time of Concentration (T_c): The time of concentration, T_c , for hydrograph method analysis shall be calculated as the sum of the overland flow time, and the channel flow (travel) time. The time of concentration, T_c , for the rational method shall be calculated as the channel travel time as described in 2.4.B, below. The total T_c shall not be less than 5.0 minutes regardless of the calculated time.

A. Overland Flow Time: For Hydrograph methods only. Overland flow time is determined using the Kerby-Hathaway equation. The maximum sheet flow distance for calculations shall not be greater than 200 feet in developed areas and 300 feet in undeveloped areas.

$$T_{OL} = \left(\frac{0.667 \cdot n \cdot L_{OL}}{\sqrt{S_{OL}}} \right)^{0.467}$$

Where: T_{OL} is the overland flow time in minutes

n is the overland flow roughness coefficient shown in Table 1

L_{OL} is the representative length of the overland flow path in feet

S_{OL} is the slope of the overland flow path in feet/foot

B. Channel Flow (Travel) Time: Determined from Kirpich equation. The "system" includes flow in street gutters, street ditches, enclosed pipe or box storm sewers, and improved or natural open channels.

$$T_{CH} = 0.0078 \cdot L_{CH}^{0.77} S_{CH}^{-0.385}$$

Where: T_{CH} is the channel flow time in minutes

L_{CH} is the length of channel flow in feet. For hydrograph methods, L_{CH} is measured from the end of the hydraulically most remote overland flow path to the point of interest. For the Rational method, L_{CH} is measured from a) the hydraulically most remote point on the drainage divide to the point of interest or b) the hydraulically most remote point of the directly connected impervious area to the point of interest.

S_{CH} is the slope of L_{CH} in feet per foot.

- C. Lag Time:** For use in the SCS Dimensionless Unit Hydrograph method, lag time shall be equal to 60 percent of the time of concentration ($0.6 \times T_C$).

3.0 EASEMENTS

3.1 General Requirements: Developers shall be required to dedicate (plat) easements for all system components to be maintained by the City including enclosed pipe systems, improved channels, and public detention facilities as well as maintenance access connections to street rights-of-way. Easements are also required, although not for City maintenance purposes, along open channels and around private detention facilities as indicated below and in all other areas deemed necessary by the City Engineer.

3.2 Permanent Drainage Easement Requirements:

A. Enclosed Systems: 15 feet minimum width or the structure/pipe O.D. plus 6 feet on each side.

B. Improved Channels: 30 feet minimum width or the top of bank width plus 10 feet on each side. The top of one bank shall have a minimum 10-foot wide strip graded for vehicle access with a maximum slope of 12 percent perpendicular to the contours.

C. Detention Facilities: 15 feet clear of any structure and 10 feet clear around the perimeter of the greatest of 1) the top of bank lines, 2) the 1% AP water-surface contour, or 3) 1 foot outside of security fences.

3.3 Access Easements: For facilities which are the City's responsibility, access easements for maintenance shall be connected to public street rights-of-way and shall not be spaced greater than 800 feet apart, public detention facilities. The maximum slope perpendicular to the contours shall be 12 percent. Access easements shall extend to the bottom of all improved channels with bottom widths greater than 7 feet and to the top of bank for narrower channels. These easements may overlay other permanent easements subject to maximum grade requirements.

3.4 Flowage Easements: Flowage easements shall be required in addition to and overlaying other permanent easements where applicable, including other public and private utility easements, where the 10% AP peak discharge exceeds 100 CFS. The flowage easement shall cover the overflow area for the conveyance element, whether open channel or enclosed system, determined as the 1% AP flood elevation plus one foot. Flood elevations shall be on file with the City and easement lines indicated on plats or permit plans. Limitations on permanent obstructions shall be included in the dedication with all other concurrent uses reserved to the property owner.

3.5 Natural Channels: For natural channels retained in the storm drainage system, permanent easements for undeveloped green space including the channel itself, shall be platted at a width of the 1% AP flood plain boundary plus 10 feet, or the top of bank width of the channel plus 10 ft. on each side, whichever is greater. (See Figure 3 for illustration.) These easements will be dedicated to the City but maintenance of the green space and the channel will be the responsibility of the individual property owner.

In lieu of dedicating the specified width of easement, bank stabilization may be constructed along the channel. For stabilized channels, easement requirements shall be the same as for improved channels. Refer to Section 9.0 for additional information on bank stabilization.

4.0 HYDRAULIC CALCULATION METHODS

4.1 Pipes and Open Channels: Flow shall be calculated by Manning's equation.

$$Q = \frac{A (1.486) (R^{2/3}) (S^{1/2})}{n}, \text{ where:}$$

Q = Discharge in cubic feet per second.

A = Cross sectional area of flow in square feet.

n = Roughness coefficient (see Table F).

R = Hydraulic radius (R = A/P) in feet.

S = Slope in feet per foot.

P = Wetted perimeter in feet.

Head losses, except friction losses, shall be calculated by

$$h = k (V^2/2g)^{1/2}, \text{ where:}$$

h = Head loss in feet.

V = Velocity of flow in feet per second at point of interest.

2g = 64.4 feet per second.

k = Coefficient (as shown in Table G).

4.2 Street Gutters: Flow shall be calculated by Izzard's formula, below. Figure 4 indicates a graphical solution for the formula.

$$Q = \frac{0.56 (Z) (S^{1/2}) (D^{8/3})}{n}, \text{ where:}$$

Q = The gutter flow in cubic feet per second.

Z = The reciprocal of the average cross-slope, including gutter section in feet per foot.

S = The longitudinal street grade in feet per foot.

D = The depth of flow at curb face in feet.

n = Manning's "n" (see Table F).

The following formula shall be used to determine the street grade (Sx) at any point on a vertical curve for use in calculating gutter flow. Grades shall be "plus" when ascending forward and "minus" when descending forward with all grades in feet per foot.

$$S_x = S_1 + \frac{X}{L}(S_2 - S_1), \text{ where:}$$

S_x = The street grade on a vertical curve at point x.

S_1 = The street grade at the PC of a vertical curve.

S_2 = The street grade at the PT of a vertical curve.

X = The distance, in feet, from the PC of the curve to point x.

L = The total length of a vertical curve, in feet.

- 4.3 Head Losses:** The following values for head losses in inlets, manholes and junction boxes may be used for design.

<u>Structure</u>	<u>Head Loss (ft)</u>
Inlet - One exit pipe only	0.5
Inlet - Thru flow @ less than 45° angle (one entry & one exit line)	0.1
Inlet - Thru flow @ greater than 45° angle (one entry & one exit line)	0.2
Inlet - Two or more entering lines	0.3

- 4.4 Culverts:** Culvert flow capacity shall be calculated according to standard engineering practice.

- 4.5 Computer Methods:** Computer models may be used for hydraulic calculations. For open channels the following models are permissible.

1. U.S. Army Corps of Engineers, Hydrologic Engineering Center - "HEC-2 Water Surface Profiles."
2. U.S. Army Corps of Engineers, Hydrologic Engineering Center - "HEC-RAS River Analysis System."
3. Federal Highway Administration - "HY-7 WSPRO - A Computer Model for Water Surface Profile Computations."

5.0 ENCLOSED SYSTEM DESIGN

5.1 General Requirements: All enclosed drainage system components (pipes, culverts and structures except bridges) shall be structurally designed for an H-20 live load, a unit weight of 120 pcf for soil cover, and minimum lateral earth pressure of 40 pcf equivalent fluid pressure. The lateral earth pressure shall be increased as necessary for special conditions when present on a project.

5.2 Pipes and Culverts:

- A. Minimum Cover:** Minimum cover over all pipes and culverts shall be equal to 1.5 feet unless otherwise approved by the Director of Public Works.
- B. Minimum Size:** Minimum pipe size shall be 15-inch diameter.
- C. Downstream Conduit Size:** Conduit sizes, based on square feet of end area shall not decrease from upstream to downstream regardless of the calculated capacity of each conduit.
- D. Surcharge:** Surcharging of pipes under entrance control is permitted in structures subject to freeboard criteria for the structure and provision for pressure joints throughout surcharged lengths.
- E. Pipe Slopes:** Minimum invert slopes shall conform to the following:

Pipe Diameter (in)	Min. Invert Slope (%) for Round or Arch Pipe	
	RCP	CSP
15	0.32	0.64
18	0.26	0.52
24	0.17	0.34
30	0.13	0.26
36	0.10	0.20
42	0.08	0.16
48	0.07	0.14
54	0.06	0.12
60	0.05	0.10
72	0.05	0.10

5.3 Storm Sewer Inlets:

- A. Inlet Types:** Curb-opening inlets are preferred in street installations. Grated inlets may be used in addition to curb-opening inlets if necessary to control spread or depth of flow in the street. In off-street locations, only grated area-type inlets sized and designed for the specific location shall be permitted. Gutter deflectors shall be required for inlets installed on slopes greater than 4.0 percent.
- B. Configuration:** In street installations, the following dimensions apply to curb inlets.

Clear opening length	5.0 ft (min)
Clear opening height	5.0 in (min)
Clear inside width,	
perpendicular to curb line	3.0 ft (min)
Gutter depression depth at inlet	2.0 in (min)
Gutter transition length	
(a) Both sides in sump and upstream	

side on slopes	5.0 ft (min)
(b) Downstream side on slopes	3.0 ft (min)

C. Capacity: Inlet hydraulic capacity for new construction shall be determined from Table H for curb-opening inlets on slopes and from Figure 9 for curb-opening inlets in sumps. For area inlets in off-street locations, submit calculations based on specific inlet configuration, size, etc.

D. Location Requirements: Inlets shall be located along streets as required to limit the depth of flow in the gutters during the 10%AP discharge to the following:

<u>Street Class</u>	<u>Max. Width of Flow (ft)</u>
Undivided Streets (no median):	
<30 ft. back-to-back	10
30 to 35 ft. back-to-back	11
>35 ft. back-to-back	12
Divided Streets (with medians):	
Each directional roadway	As above
Intersections - all streets	6
Pedestrian Crosswalks - all streets	6

E. Freeboard Requirements: At inlets and other points of surface water entry into the enclosed drainage system, a minimum of 0.5-ft. shall be required between the peak design water surface elevation in the structure and the lowest elevation of the inlet opening. (Figure 10 illustrates the freeboard requirement). The water surface elevation in the structure shall be calculated as follows:

1. Invert elevation of the exit/outlet line (pipe), plus;
2. Depth (diameter) of the exit/outlet line (pipe), plus;
3. Minor losses, "h".

Minor losses shall be calculated by the equation, $h = k * (V^2/2g)$ where the coefficient "k" is determined from Table G and "V" is the velocity of the exiting line determined by dividing the flow, Q, by the area, A, of the exiting line.

F. Other Requirements:

1. A minimum drop across the invert of inlets, manholes and junction boxes shall be required as follows:

For flow angle change equal to or less than 30°	0.1 ft.
For flow angle change greater than 30°	0.2 ft.
For three or more lines, all flow angles	0.3 ft.

2. The crown elevation(s) of pipe(s) entering a structure shall be at or above the crown of the pipe exiting the structure.
3. Maximum spacing of manholes for pipes less than 30 inches in diameter shall be 600 feet.

6.0 STREET CROSSINGS

6.1 General Requirements: The following requirements apply both to culverts and/or bridges on open channels and to enclosed system conduits which cross arterial streets (unless otherwise approved by the City Engineer):

A. Hydraulic Capacity: The hydraulic capacity of the culvert or conduit shall be the 4% AP peak discharge with 0.5 ft. minimum freeboard at the lowest point in the street gutter grade. The capacity of the culvert or conduit shall be increased as required to provide the 0.5-ft. minimum freeboard below the lowest point of entry to any existing upstream habitable structure.

B. Overflow: Overflow of the street is permitted at the 1% AP peak discharge with the depth of flow over the street not to exceed 0.6 ft.

6.2 Enclosed Systems: In addition to the same general requirements listed above, surcharge of the conduit is permitted.

7.0 ENERGY DISSIPATION

- 7.1 General Requirements:** Energy dissipation shall be required where enclosed systems or detention basin spillways discharge to open channels with design discharge outlet velocities greater than the following.

<u>System Discharge Velocity (fps)</u>	<u>Receiving Channel Lining Type</u>
4.0	Natural, unlined
5.0	Constructed, turf-lined
7.0	Reinforced vegetation
12.0	Riprap or gabions
15.0	Concrete
15.0	Natural limestone

7.2 Structure Types:

- A. Pipes and Pipe-Arches ($d \leq 24"$):** For pipes and pipe-arches less than 24 inches in diameter, either
1. Prefabricated end sections with cast-in-place toe walls, or
 2. Enclosed vertical drop structures in accordance with Figure 11.
- B. Enclosed System ($Q < 100$ CFS):** For enclosed system structures having a design discharge capacity less than 100 CFS, one of the following.
1. Enclosed vertical drop structures in accordance with Figure 11.
 2. Bureau of Reclamation Basin VI impact basin - Figure 12.
- C. Enclosed System ($100 \text{ CFS} \leq Q < 400 \text{ CFS}$):** For enclosed system structures having a design discharge greater than or equal to 100 CFS but less than 400 CFS, one of the following.
1. Bureau of Reclamation Basin VI impact basin - Figure 12.
 2. Bureau of Reclamation Basin IX baffled chute - Figure 13.
- D. Enclosed System ($Q \geq 400 \text{ CFS}$):** For enclosed system structures having a design discharge greater than or equal to 400 CFS,
1. Bureau of Reclamation Basin IX baffled chute - Figure 13.
 2. Bureau of Reclamation Basin III SAF basin - Figure 14.

7.3 Channel Lining:

- A. Lengths:** Channel lining shall be required for a distance of 50 feet downstream from all energy dissipating structures. Where enclosed system pipes or structures, which are part of the major system, discharge into a channel, either improved or natural, at an angle greater than 15 degrees from the axis of the channel, lining shall be required for a distance of 30 feet along the channel, centered on the structure outlet. The major system is defined for the purposes of this paragraph as all drainage facilities equivalent to or larger than a 36-inch diameter pipe.
- B. Materials:** Acceptable lining materials are riprap, gabions, concrete or in-situ limestone.

8.0 IMPROVED CHANNELS

8.1 Geometric Criteria:

A. Bottom Width: The minimum bottom width for improved channels shall be 4.0 feet.

B. Side Slopes: The maximum side slopes for trapezoidal channels shall be as follows:

1. 4 horizontal to 1 vertical for turf or reinforced vegetative lining and the overflow channel area above the lining materials.
2. 2 horizontal to 1 vertical for all other lining materials except vertical concrete or gabion walls.
3. Flatter if necessary for stability of slopes.

C. Alignment Changes: Horizontal alignment changes shall be achieved by circular curves only having a minimum radius of:

$$R = \frac{V^2 W}{8D}, \text{ where:}$$

R = Radius of channel centerline, in ft.

V = Velocity of 10% AP design flow, in feet per second

W = Channel width at 10% AP water surface elevation, in ft.

D = Depth of 10% AP design flow, in ft.

8.2 Lining Height:

A. Minimum Height: Channel lining material shall extend above the channel invert to the depth of the 10% AP design discharge plus 6 inches of freeboard. The invert of all constructed channels shall be lined with concrete, riprap or gabions to a minimum height of 6 inches above the invert.

B. Increase on Curves: Along the outer side of horizontal curves, the lining height shall be increased as follows:

$$y = \frac{D}{4}, \text{ where:}$$

y = Increased vertical height of lining, in feet.

D = Depth of 10% AP design flow, in feet.

Increased lining height shall be transitioned from "y" feet to zero feet over a minimum of:

1. 30(y) feet downstream from the point of tangency (P.T.) of the channel curve.
2. 10(y) feet upstream from the point of curvature (P.C.) of the channel curve.

8.3 Lining Material Requirements: The following types of lining materials are acceptable alternatives based on the peak flow velocity in the channel. Other types of lining materials not specifically listed may be used when approved by the City Engineer.

10% AP Peak

<u>Velocity (fps)</u>	<u>Permitted Lining Material</u>
> 12.0	Sound in-situ limestone Concrete Grouted riprap
>7.0 to 12.0	Sound in-situ limestone Concrete Grouted riprap Gabions Riprap
5.1 to 6.9	In-situ limestone Concrete Grouted riprap Gabions Riprap Reinforced turf above invert lining
5.0 and less	In-situ limestone Concrete Grouted riprap Gabions Riprap Reinforced turf above invert lining Turf above invert lining

8.4 Optional Design for Improved Channels: In lieu of sloping banks and linings as specified above, vertical walls may be constructed for improved channels conveying greater than 400 CFS at design discharge with the following requirements.

- A. Vertical Walls:** Shall be designed and constructed as retaining wall structures.
- B. Materials:** Acceptable materials for vertical walls are reinforced concrete or gabions.
- C. Wall Height:** The minimum wall height shall be the greater of 1.5 feet or the depth of the 1-year peak water surface plus 0.5 ft. The height shall be increased at transitions and bends.
- D. Fence:** Any vertical wall height 30" or greater shall be protected by 4 ft. high (or higher) chain link fencing installed along the wall lines on both sides of the channel.
- E. Access:** Adequate provisions shall be made for pedestrian entry/exit from the channel.

8.5 Subdrainage for Linings: All channel linings, except turf, shall provide for relieving back pressures and water entrapment beneath and/or behind the lining material.

- A. Materials:** The following are acceptable alternative methods for providing subdrainage.
 1. Nonwoven geotextile filter fabrics.
 2. Graded aggregate filter material with a minimum thickness of 4 inches and gradation based on filter design criteria.

B. Weep Holes: For concrete or riprap-lined channels, screened 4-inch diameter "weep holes" shall be required located at the base of the sloped sides, at a maximum spacing of 15 feet on-center.

8.6 Diversions: Proposed diversions of tributary areas greater than 0.5 acres may not have an adverse impact on downstream properties. Supporting computations for peak flow rates, channel capacities and water-surface elevations for both pre and post diversion conditions shall be submitted.

9.0 NATURAL CHANNELS

9.1 Maintenance: The developer and later the individual property owner(s) shall be responsible for maintenance of the entire area of the drainage easement to be dedicated or platted along all natural channels retained in the storm drainage system. This maintenance shall consist of removal of obstructions including debris and foreign objects; deadfall, drift and dead trees; trees on the banks with substantially undercut roots; and fences and other improvements. Trees to be removed shall be cut to within one foot of the ground line. Grubbing will not be required.

9.2 Bank Stabilization: Bank stabilization may be constructed along the entire channel length to minimize the easement width as specified in Section 3.2. Stabilization must be constructed where the required easements would otherwise extend off of the developer's property. The following requirements shall apply to the design of bank stabilization. (See Figure 15 for illustration of a typical installation.)

A. Vertical Walls: Vertical wall channels with lined inverts and gabion walls shall be provided. The criteria for improved vertical wall channels are applicable to this design except as modified in this section.

B. Channel Bends:

1. Bank stabilization shall be constructed with the convex (outside) side wall within the existing incised channel.
2. The channel shall be graded to the average clear width of the existing channel.
3. The minimum radius of the convex wall shall be as necessary to clear a 1.5:1 theoretical slope from the existing top of bank to the top of wall location.

C. Wall Height: The minimum wall height shall be the greater of 3.0 feet or the one-year peak discharge flow depth above the channel invert.

D. Grading: Grading shall be performed as required to 1) remove sloughage, if any, and to backfill to the top of the wall elevation on the convex, or high, bank side, and 2) to excavate the slopes above the top of wall to 2:1 or flatter on the concave, or low, side.

E. Slope Cover: Reinforced vegetative cover shall be planted on all graded slopes.

10.0 STORM WATER DETENTION

10.1 Other Regulatory Requirements: In addition to these criteria, the requirements of the Missouri Dam and Reservoir Safety Council shall apply to all detention dams greater than 35 feet in height. Such facilities shall be classified as Downstream environmental zone class I and designed per MDNR regulations.

10.2 Maximum Release Rates: The detention facility allowable release rate shall be calculated with the assumption that the site is an undeveloped condition. The engineer shall use an appropriate time of concentration and curve number to fit that assumption.

10.3 Storage Volume Requirements:

- A. General:** Detention storage for all facilities shall be established by hydrograph routing methods. The volume shall be as required to limit the release rates to the maximums indicated in 10.2.
- B. Additional Requirements:** All detention facilities shall provide additional storage volume (beyond required flood storage) below the elevation of the principal spillway for five years of sediment accumulation in accordance with Figure 16. In addition, all facilities designed as wet basins shall provide permanent storage volume as necessary to maintain a minimum water depth of 3.0 feet.

10.4 Hydrograph Routing Methods:

- A. General:** Hydrograph routing is required for each return period to determine maximum inflow, detention volume and release rates.
- B. Rainfall Distribution:** To compute the design inflow hydrograph, Huff's Quartile Rainfall Distributions (50% curves) shall be used for developing the hydrographs. Durations of 1-hour, 2-hours, 3-hours, 6-hours, 12-hours and 24-hours shall be evaluated to determine the critical duration design event.
- C. Runoff Computation:** Runoff shall be computed by the SCS curve number method. Applicable curve numbers shall be obtained from Table C. The curve number shall be weighted by proportional land use in the tributary area.
- D. Routing Interval:** The routing time (hydrograph ordinate) interval shall be appropriate for the method used with a maximum time interval of 5 minutes unless otherwise approved.
- E. Routing Method:** Detention routing shall be by the storage-indication, or Modified plus, method.
- F. Required Steps:** In designing a detention facility, the following steps are required:
 - 1. From proposed spillway characteristics, calculate rating curves of spillway stage vs. discharge.
 - 2. Calculate detention stage vs. storage volume from pond configuration and depth.
 - 3. Develop inflow hydrograph.
 - 4. Perform storage routing through the proposed detention facility.
- G. Simplified Design:** A simplified design method is acceptable only for detention facilities having a tributary area of 10.0 acres or less.
 - 1. The SCS TR-55 computer model may be utilized for computer methods.

2. By manual methods, use Figure 17 to determine required storage volume.

10.5 Principal Spillways (Outlets):

- A. General:** The principal spillway shall be designed to convey all discharge from the detention facility from the 1% AP and more frequent (inflow and discharge equal to or less than the 1% AP) storms and shall function without mechanical or electrical components.
- B. Hydraulic Characteristics:** The principal spillway shall have the hydraulic characteristics of a weir, pipe or orifice, or a combination of these. Pipes shall be a minimum of six inches in diameter except in parking lot and rooftop detention where the minimum size and configuration of opening shall be designed specifically for each condition.
- C. Capacity:** The spillway shall have sufficient capacity to discharge 80 percent of the detention storage volume within 24 hours after the peak inflow has entered the basin, excluding the water quality capture volume.
- D. Trash Racks:** Trash racks, screens, etc., shall be provided at the principal spillway as necessary to keep the facility fully operational.

10.6 Emergency/Overflow Spillways;

- A. Required Installations:** Emergency spillways shall be required for all detention facilities formed by earth embankments or dams greater than 10.0 feet in height.
- B. Return Period for Operation:** Emergency spillways shall operate only for storms less frequent (higher inflow and discharge) than the 1% AP storm.
- C. Regulatory Criteria:** The Missouri Dam and Reservoir Safety Council criteria shall apply to the design of emergency spillways with sufficient capacity to discharge the 0.5*6-hour PMP hydrograph without overtopping the dam.
- D. Exemptions:** Emergency spillways are not required for
 1. Excavated detention basins.
 2. Detention basins on structure roofs.
 3. Detention basins utilizing surface parking areas.

10.7 Other Requirements:

- A. Wet Basins:** The design of wet detention facilities shall include the following:
 1. Provisions for complete drainage to permit sediment removal and other periodic maintenance activities.
 2. The limits of maximum ponding shall be no closer than 30 feet horizontally and no less than two feet below the lowest sill elevation of any habitable building or structure.
 3. The entire area covered by fluctuating water levels shall be seeded, fertilized and mulched, sodded, or otherwise surfaces to protect against erosion.

B. Dry Basins: Dry detention facilities with storage on other than roofs or paved surfaces shall conform to the following:

1. The bottom shall be graded at a minimum of 2 percent to drain across grass. A minimum of 0.5 percent slope may be used if an interior trickle channel is installed. The trickle channel shall be 4.0 feet or greater in width.
2. The limits of maximum ponding shall be no closer horizontally than 10 feet to a habitable building or structure unless waterproofing of the building and pedestrian access areas to the building are properly documented.
3. Vertically, the limits of maximum ponding shall not be less than two feet below the lowest sill elevation of any adjacent building.
4. The entire basin shall be seeded, fertilized and mulched, sodded or paved.

C. Side Slopes: Slopes on the banks, dams, dikes or berms around and forming the basin shall not be steeper than 3 horizontal to 1 vertical (3:1) for all excavation or embankment slopes. Flatter slopes shall be required if necessary for stability with a safety factor of 2.0 for dams greater than 10 feet in height, and 1.5 for all other slopes.

D. Open Channels. Normally-permitted open channels may be used as detention areas provided that:

1. The limits of maximum ponding conform to the requirements for both wet and dry basins.
2. The maximum depth of detention does not exceed four feet.
3. The minimum flow line grade is 0.5 percent.
4. The maximum side slopes of the detention area are 3:1 in trapezoidal channel sections. For other channel sections, features shall be designed in consideration of safety, stability and ease of maintenance.
5. The entire detention area is seeded, fertilized and mulched, sodded or paved.
6. No ponding occurs within public rights-of-way without specific written approval of the City Engineer, and the hydraulic elevations resulting from channel detention do not adversely affect adjoining properties.

E. Erosion Control: Principal spillways and outlet works, as well as conveyance system entrances to detention basins, shall be equipped with energy dissipating devices as necessary to limit the peak discharge velocity in conformance with Section 7.0.

F. Rooftop Detention: Detention storage may be met in total or in part by detention on roofs. Details of such designs shall include the depth and volume of storage, details of outlet devices and downdrains, and elevations and details of overflow scuppers. Connections of roof drains to sanitary sewers are prohibited. Design loadings and special building and structural details shall be subject to approval by the City Engineer. Rooftop detention areas are exempt from sediment storage requirements.

G. Parking Lot Detention: Paved parking lots may be designed to provide temporary storage of storm water on a portion of their surfaces as follows:

1. Detention areas shall not be located in a primary parking lot which is defined as the most accessible 80 percent of the total parking for a facility.
2. Depth of storage shall be limited to a maximum of 12 inches.
3. The maximum limits of ponding are no closer horizontally than 10 feet to any building unless waterproofing of the structure and pedestrian access to the building are documented, and vertically not less than two feet below the lowest building sill elevation.

4. Retaining walls or curbs used to contain storm water in parking lots must be constructed of reinforced concrete.
5. Parking lot detention areas are exempt from sediment storage requirements.

10.8 Construction, Operation and Maintenance:

A. Easements: Access and permanent drainage easements shall be required as outlined in Section 3.

B. Public Facilities:

1. Public detention facilities shall be constructed by the developer where approved by the City and after plan approval and issuance of a permit. Dedication of easements to the City will be required.
2. Regional detention facilities may be dedicated as public facilities upon conceptual approval of the location and final approval of the design and construction by the City.
3. Operation and maintenance shall become the responsibility of the City after dedication of the easements and acceptance of the facility by the City.

C. Private Facilities:

1. Private detention facilities shall be constructed by the developer or property owner after plan approval and issuance of a permit by the City. Dedication of permanent drainage easements to the City will be required.
2. Operation and maintenance of private detention facilities shall be the responsibility of the property owner and successors.

D. Maintenance Activities: For both public and private drainage facilities, required maintenance activities include but are not limited to, debris removal and cleaning, cutting of vegetation that impairs the function of the structure or otherwise creates a public nuisance, repair of erosion, removal of silt, and maintenance of structural facilities including outlet works.

E. Construction Record Drawings: Construction record drawings showing as-built elevations and dimensions for detention structures are required. Both grading and outlet structure as-built data is to be submitted. Construction record drawings shall have field verified dimensions and elevations noted by revision clouds.

11.0 DRAINAGE PLAN REQUIREMENTS

- 11.1 General:** This section governs the preparation of drainage plans which shall include all information, including drawings, and calculations concerning a subdivision's internal storm water systems; the method of handling off-site drainage; and the discharge of runoff from the proposed subdivision. The drainage plan shall be prepared by a registered professional engineer in accordance with the requirements contained herein and shall be submitted to the City Engineer for review and approval.
- 11.2 Required Information:** The drainage plan shall conform to the following requirements and show the indicated information on the drawing(s).
- A. Scale:** The drainage plan shall be prepared at 1" = 100' or larger unless otherwise approved by the City Engineer.
 - B. Identification:** The drawing shall specify the subdivision, landowner, developer, engineer and date of submittal.
 - C. Contours:** A contour interval of 1 foot or 2 feet is acceptable. All existing topography shall also be included with the date of topo survey indicated.
 - D. Bench Marks:** At least one (1) bench mark adjacent to or within the proposed subdivision shall be shown on the drainage plan. Use Mean Sea Level (MSL) datum/National Geodetic Vertical Datum (NGVD).
 - E. Plat Layout:** The outline of all lots and blocks plus all drainage easements, dedications and reserves shall be shown. Lot dimensions, setback lines and utility easements are not required.
 - F. Storm Sewers:** All storm sewers shall be shown with the following data:
 - 1. Pipe size or diameter (inches).
 - 2. Inlet sizes - length and width (feet).
 - 3. Drainage basin and sub-basin boundaries.
 - 4. Q_{10} for each sub-basin/inlet.
 - G. Channels:** Improved channels shall be depicted on the drainage plan with the following data indicated.
 - 1. Channel slope.
 - 2. Bottom width (feet).
 - 3. Side slopes.
 - H. Detention Areas:** All detention areas as required by these regulations shall be shown on the drainage plan with the following data.
 - 1. Static pool elevation where applicable.
 - 2. Maximum water surface elevations for the 50%, 10% and 1% AP storms.
 - 3. Discharge rates for the 50%, 10% and 1% AP storms.
 - 4. Size and type of control structure.
 - I. FEMA Data:** The limits of the FEMA floodway and floodplain shall be shown along with the appropriate base flood elevations (BFE). Where new subdivisions are proposed adjacent to unstudied or nondetailed studied streams, the developer shall submit the appropriate backwater

(HEC-2) calculations, encroachment analysis, and floodway data to be submitted to FEMA for review and approval.

J. Minimum Pad Elevations: Minimum pad elevations shall be shown for each lot adjacent to natural streams, improved channels or detention areas.

K. Off-Site Drainage: All off-site drainage areas which discharge into the subject subdivision shall be labeled with the basin size, in acres, and the 50%, 10% and 1% AP runoff rates, or peak flows.

L. Street Grades: Preliminary street grades and elevations at sumps and crests shall be shown on the drainage plan using arrows to indicate direction of drainage flows.

M. Permits: Indicate on the drainage plan all permits required by local, state and federal agencies and the status of each one.

N. Drainage Calculations: All calculations supporting the drainage plan as required herein shall be submitted to the City Engineer for review and approval.

11.3 Document Format: The drainage plan shall be a complete, bound document containing all drawings and supporting calculations. Pockets shall be provided for drawings to allow easy removal. All data shall be organized in such a manner as to allow a systematic and timely review. A minimum of two (2) copies of the document shall be submitted to the City at the time of final plat application.

12.0 CONSTRUCTION PLAN REQUIREMENTS

12.1 Scope: This section governs the preparation of plans for storm water system projects.

12.2 General: The plans shall include all information necessary to build and check the design of storm drainage systems. The plans shall be arranged as required by the City Engineer. Standard details of the City may be included by reference. Plans shall be sealed by a registered professional engineer and shall be submitted to the City Engineer for review and approval.

12.3 Scale: Plans shall be drawn at the following minimum scales. Larger scales may be needed to clearly present the design. Bar scales shall be shown on each sheet for each scale.

Plan:	1-inch	=	50 feet
Profile			
Vertical:	1-inch	=	5 feet
Horizontal:	1-inch	=	50 feet
Drainage Area Map			
On site:	1-inch	=	200 feet
Off site:	1-inch	=	1,000 feet
Structural Plans:	1/4-inch	=	1 foot
Graphic Drawings:	Varies		
SWPPP Drawings:	Varies		

12.4 Required Information:

A. Drainage Area Map: A drainage area map shall included and shall indicate the following:

1. Ridge line of the area tributary to each principal element of the system.
2. The area in acres.
3. The runoff coefficient "C" or "CN" for each area.

B. Plan View: All designed storm drainage systems shall be drawn in plan view and shall contain the following:

1. North arrow and bar scale.
2. Ties to permanent reference points for each system located outside of the street right-of-way.
3. Identification and location of each pipe, culvert, inlet, structure and existing utility affecting construction.
4. Right-of-way, property, and easement lines, and the 1% AP flood-plain and setback from the top of bank of an open channel to any building.
5. Existing man-made and natural topographic features, such as buildings, fences, trees, channels, ponds, streams, etc., and all existing and proposed utilities.
6. Location of test borings.
7. Existing and finish grade contours at intervals of 2.0 feet or less indicating existing and finish grades and slopes.
8. A uniform set of symbols and abbreviations subject to approval by the City Engineer.
9. The centerline of open channels within 50 feet of an enclosed drainage system and showing the direction of flow.

C. Profile View: All designed storm drainage systems shall be drawn in profile view and shall contain the following:

1. Existing and finish surface grade along the centerline of pipe except street centerline may be used when construction includes street construction.
2. Length, size and slope of each line or channel segment. Slope shall be expressed in percent.
3. Headwater elevation at the inlet end of each culvert.
4. Flow line (invert elevation in and out) at each structure.
5. Each existing utility line crossing the alignment shall be properly located and identified as to type, size and material.
6. Test borings.
7. All station and invert elevations of manholes, junction boxes, inlets or other structures.
8. The profile shall show existing grade above the centerline as a dashed line and proposed finish grades or established street grades by solid lines. It shall also show the flow line of any drainage channel, either improved or unimproved, within 50 feet on either side of the centerline. Each line shall be properly identified. The proposed storm sewer shall be shown as double solid lines properly showing the top of the pipe.
9. All manholes, inlets or other structures shall be shown and labeled with appropriate "Standard Drawing" designation, if applicable.

D. Design Information for Each Part of the System: The plans shall present design information for each culvert, structure, facility, pipe and channel segment and shall contain the following:

1. Tributary area in acres.
2. Design discharge and capacity in cubic feet per second.
3. Runoff coefficient "C", design storm return frequency, rainfall intensity and Manning's "n" value.
4. Discharge velocity at design flow.
5. Hydraulic grade line.
6. Type and grade of material (gage, class, etc.).

Schedules which indicate all variable dimensions and elevations covered by standards or "typical" drawings shall be shown on the plans. All design details for nonstandard structures shall be indicated on the plans. A minimum of one plan view and one sectional view shall be shown on the plans for each type of structure. Additional views may be required if necessary to clearly define the design. A reinforcing bar list is not required; however, the grade, type, size and location of the bars shall be clearly indicated on the plans.

E. Stormwater Pollution Prevention Plan (SWPPP): The SWPPP shall present information for each erosion and sediment control structure, construction entrance location and dimensions, construction sequence, seeding specifications and BMP details.

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13.0 WATER QUALITY PROTECTION

- 13.1 Introduction: This section covers the design of Best Management Practices (BMPs) to minimize the adverse effects of urban stormwater runoff on the quality of receiving waters.

It is recognized that specific water quality standards, other than those contained in the Missouri Clean Water Laws, have not been developed or adopted for these receiving waters. The objective of this policy is not to meet specific reductions of targeted pollutants, but rather to provide a generally effective level of pollutant removal by using reasonable, cost effective measures. The goal is to minimize, to the maximum extent practical, adverse impacts on the quality of the receiving waters.

It is important to recognize that the *structural Best Management Practices* (BMPs) for which design guidance is given in this section represent only one aspect of stormwater quality management. The most effective means of managing stormwater quality lie in overall watershed planning and zoning controls, and other *nonstructural* practices which are generally beyond the control of an individual development.

Data from communities across the country has shown that, as the total impervious area in a watershed exceeds ten to fifteen percent (10-15%), water quality declines unless mitigative measures are taken. The most important management tool is to limit the impervious area in these watersheds to these values. While these limits may be attainable for the watershed as a whole, they may not be possible for individual development or sub-basins. Structural BMP's will be required for these developments.

13.2 GENERAL DESIGN GUIDELINES

- a. Minimize the amount of runoff. The total quantity of pollutants transported to receiving waters can be minimized most effectively by minimizing the amount of runoff. Both the quantity of runoff and the amount of pollutant wash-off can be minimized by reducing the amount of *directly connected impervious area (DCIA)*. Impervious areas are considered connected when runoff travels directly from roofs, drives, pavement, and other impervious areas to street gutters, closed storm drains or concrete, or other impervious lined channels. Impervious areas are considered disconnected when runoff passes as sheet flow over grass areas, or through properly designed BMP's, prior to discharge from the site.
- b. Maximize contact with grass and soil. The opportunity for pollutants to settle out is maximized by providing maximum contact with grass and soil. Directing runoff over vegetative filter strips and grass swales enhances settling of pollutants as the velocity of flow is reduced. Infiltration of runoff into the soil is also increased.
- c. Maximize holding and settling time. According to ASCE ([Reference 13.1](#)), the most effective runoff quality controls reduce the runoff peak and volume. The next most effective controls reduce peak runoff rates only. For small storms the runoff rate should not exceed the pre-project peak flow rate from the fifty percent (50%) AP (2-year) storm. Most obnoxious pollutants (exceptions include water soluble nutrients and metals) can be settled out. By reducing the rate of outflow and increasing the time of detention storage, settling of pollutants and infiltration of

- runoff is maximized.
- d. Design for small, frequent storms. Drainage systems for *flood control* are designed for large, infrequent storm events. In contrast, stormwater quality controls must be designed for small, frequent storm events. In the Neosho area, eightysix percent (86%) of all twenty-four (24) hour rainfalls are one inch (1") or less (see [Figure 5](#)). Most pollutants are washed off in the "first flush", generally considered the first one-half inch ($\frac{1}{2}$ ") of runoff.
 - e. Utilize BMP's in series where possible. Performance monitoring of BMP's in Florida, Maryland, and Delaware has shown that the combined effect of providing several BMP's in a series can be much more effective in reducing the level of pollutants than providing a single BMP at the point of discharge. To the greatest extent practical, runoff should be directed first to vegetative filter strips, then to grass swales or channels, and then to extended detention basins, sand filters, etc.
 - f. Incorporate both flood control and water quality objectives in designs, where practical. Incorporating both flood control and water quality criteria into a single stormwater management facility is not only possible, but is encouraged. Whenever practical, combining several objectives, such as water quality enhancement and flood control, maximizes the cost- effectiveness of stormwater management facilities.

13.3 REQUIREMENTS

The following requirements will apply to all development.

- a. Stormwater runoff from any new development for which the total impervious area exceeds ten percent (10%) of the total land area of the development, must be directed through an extended wet or dry detention basin, or other properly designed BMP, prior to discharge from the site.
- b. Runoff from fueling areas and other areas having a high concentration of pollutants will be required to be directed to a sand filter or other properly designed BMP which provides filtration as well as settling.
- c. The required volume for capture and treatment shall be designed as the *water quality capture volume* (WQCV), and shall be determined as set forth in [Section 13.4.1](#).
- d. Detention storage must be provided to limit the peak flow rate from the fifty percent (50%) AP (2-year) storm to pre-project values. Detention facilities for peak flow control shall be designed as set forth in [Section 10.0](#).

13.4 DESIGN CRITERIA

13.4.a Water Quality Capture Volume

Water quality BMPs shall be designed to capture the runoff from the 86th percentile rainfall for the Neosho area as well as to capture the first flush of pollutants from directly connected impervious areas within the proposed development.

The required water quality capture volume (WQCV) to be used in design of extended wet and dry detention basins and other BMPs whose design is based upon capture and treatment of storm

water, shall be the greater of the following:

- 1) the first one-half inch ($\frac{1}{2}$ ") of runoff from the directly connected impervious area (DCIA) in the development, or
- 2) the *runoff* resulting from total rainfall depth of one inch (1") in twenty-four (24) hours over the entire development.

13.4.b Directly Connected Impervious Area

Impervious areas are considered connected when runoff travels directly from roofs, drives, pavement, and other impervious areas to street gutters, closed storm drains or concrete, or other impervious lined channels. Connected and disconnected impervious areas are illustrated in [Figure 33](#).

In order for an impervious area to be considered disconnected, runoff from the area must pass through a vegetative filter strip or other BMP meeting the requirements set forth in this section.

For determining the amount of impervious area, the following assumptions shall apply in the absence of more detailed data:

Single Family Lots

Average roof area:	2500 square feet
Average drive area:	800 square feet
Average impervious area per lot:	3500 square feet

If gutter downspouts are directed to drain toward lawn areas, seventy-five percent (75%) of the roof area shall be considered disconnected.

Duplexes and Patio Homes

Average roof area:	2500 square feet
Average drive area:	1600 square feet
Average impervious area per lot:	4500 square feet

If gutter downspouts are directed to drain toward lawn areas, seventy-five percent (75%) of the roof area shall be considered disconnected.

Multi-Family, Commercial and Other Areas

The amount of impervious area contained in multi-family, commercial, office and manufacturing developments shall be determined based upon the site plan for the development.

13.4.c Vegetative Filter Strips

Vegetative filter strips consist either of areas of undisturbed vegetation in good condition, including trees, grass, sod or other vegetative cover which meets the objectives for this BMP, or areas where new vegetation has been established. Vegetative filter strips shall be provided in areas of sheet flow only. The hydraulic loading for filter strips shall not exceed 0.05 cfs per lineal foot of filter strip length for the fifty percent (50%) AP (2-year) storm (equal to the runoff per unit width from a four hundred feet (400') length of impervious area).

The minimum width of the filter strip shall not be less than twenty percent (20%) of the length of the sheet flow from the upstream impervious surface, and in no case shall be less than six feet (6'). The slope along the width of the filter strip shall not exceed 4:1 (25%).

Typical details for vegetative filter strips are shown in Figure 34.

13.4.d Grass Swales

Grass swales may be provided to convey runoff from vegetative filter strips and impervious areas to BMP's designed for capture and temporary storage of runoff. Design criteria for grass swales shall be as follows:

Maximum side slopes: 4:1.

Maximum longitudinal slope: 5%.

Minimum longitudinal slope: 1%.

Maximum velocity: 2 feet per second for peak flow from the 50% AP (2-year) storm.

Grass swales shall be lined with sod or seeded and covered with suitable erosion control blanket and mulch.

Typical details for grass swales are shown in Figure 35.

13.4.e Extended Dry Detention Basins

Extended dry detention basins may be provided to capture and provide temporary storage for the required water quality capture volume. Extended dry detention basins shall be placed outside of the primary watercourses which allow off-site flows to pass through the development (i.e., "off-line") where possible.

Design criteria for extended dry detention basins shall be as follows:

Volume: Minimum volume shall be one hundred and twenty-five percent (125%) of the required water quality capture volume (WQCV). Detention basins for water quality may be combined with detention basins for flood control. Effects of the WQCV may be considered in the design for flood

control.

Drain time: The WQCV shall be released over a minimum period of twenty four (24) hours and a maximum period of seventy-two (72) hours.

Outlet structure: Outlet structures shall consist of a perforated riser pipe, outlet pipe and gravel filter material as shown in Figures 36 and 37. The minimum allowable riser pipe diameter is eight inches (8"). The riser pipe shall be connected to an outlet pipe of equal or greater diameter. The outlet pipe shall have adequate capacity to carry the maximum rate of flow from the riser pipe. Material for the riser pipe shall be Schedule 40 PVC, ductile iron, or corrugated, galvanized metal.

A removable cap shall be provided at the top of the riser pipe. The cap shall have a one inch (1") diameter hole for air relief.

The outlet pipe shall be bedded in firmly compacted clay, free of stones. For dams exceeding ten feet (10') in height, an anti-seep collar shall be provided around the pipe.

Number of rows of perforations, number of perforations per row and diameter of perforations for the riser pipe shall be specified on the plans. Perforation pattern shall be determined based upon orifice calculations to provide for release of the WQCV over the specified time. Perforations shall meet the following requirements:

Minimum perforation diameter:	1/4 inch
Maximum perforation diameter:	1 inch
Minimum number of holes per row:	4
Maximum number of holes per row:	8
Minimum row spacing:	4 inches
Maximum row spacing:	12 inches

Freeboard: Where the basin is to be utilized as a water quality BMP only, twelve inches (12") minimum freeboard shall be provided above the WQCV.

Forebay: It is preferred that a forebay be provided to dissipate energy from incoming flows and to trap settleable sediment entering the basin. The forebay should be separated from the remainder of the basin by an earth dike meeting the requirements of Section 10. The top of the dike shall be set six inches (6") above the stage of the WQCV. Outflow from the forebay to the basin shall be through a gravel filter meeting the requirements of Section 14.5.2 (Figure 24). The top of the gravel filter shall be set equal to the stage of the WQCV.

The volume of the forebay shall be a minimum of ten percent (10%) and a maximum of twenty percent (20%) of the WQCV. The volume of the forebay is considered to be part of the required WQCV, not additional volume.

General construction requirements: The optimal length to width ratio for a water quality detention basin is four (4). The length to width ratio should be no less than two (2). The minimum allowable length to width ratio is one (1). Side slopes, dams or dikes, and retaining walls shall meet the

requirements of [Section 10](#).

Overflow spillways: Where the basin is to be utilized as a water quality BMP only, a spillway or outlet structure meeting the requirements of [Section 10](#) and capable of passing the peak flow from a 1% AP (100-year) storm for the drainage area upstream of the basin, shall be provided. The lowest point on the spillway or outlet structure shall be set at the top of the WCQV.

Trickle channels: Trickle channels shall be provided to provide grade control and to minimize chronic wet areas. Trickle channels shall be constructed of six inch (6") stone or other porous medium. A typical trickle channel cross section is shown in [Figure 37](#).

A typical plan and section for extended dry detention basins are shown in [Figure 38](#).

13.4.f Extended Wet Detention Basins

Extended wet detention basins may be provided to capture and provide temporary storage for the required water quality capture volume. Extended wet detention basins shall be placed outside of the primary watercourses which allow off-site flows to pass through the development (i.e., "off-line") where possible.

Design criteria for extended wet detention basins shall be the same as for extended dry detention basins, with the following exceptions:

The volume of the permanent pool should not be less than 1.0 to 1.5 times the WQCV.

A bench area (littoral zone) with a width of ten feet (10') shall be provided as shown in [Figure 13.8](#). It is preferred that emergent aquatic vegetation be provided in this zone.

It is recommended that a minimum of twenty-five percent (25%) of the WQCV be provided in the upper eighteen inches (18") of depth. A maximum of fifty percent (50%) of the permanent pool volume shall be provided in the upper eighteen inches (18") of depth.

Depth of the principal portion of the permanent pool shall be a minimum of four feet (4').

It is preferred that a forebay meeting the same requirements as specified for dry detention basins, be provided.

Where perforated riser pipes are not encased in gravel, only corrugated metal or ductile iron pipe may be used.

Typical details for extended wet detention basins are shown in [Figure 39](#).

13.4.g Sand Filters

Runoff from fueling plazas, vehicle maintenance areas, solid waste storage or transfer areas, and other areas having potentially high concentrations of contaminants shall be passed through a sand filter prior to discharge to receiving waters.

Total impervious area draining to a sand filter will generally be one (1) acre or less. Sand filters shall be provided with a sedimentation chamber and a filtration chamber. Design of sand filters shall be based upon the Austin, Texas first flush filtration basin (full sedimentation design) as described in Debo and Reese pp. 596-598 ([Reference 13.2](#)). A schematic cross section of a sand filter is shown in [Figure 40](#).

13.4.h Other Structural BMPs

Constructed wetlands, porous pavements and other structural BMPs for which detailed design criteria can be documented in generally accepted literature can be provided in addition to, or in lieu of, the BMPs described above, provided the objectives of this section can be met. The use of infiltration basins and trenches is discouraged due to possible adverse impacts on groundwater.

13.5 OPERATION AND MAINTENANCE

The City of Neosho provides no maintenance of water quality BMPs located on private property. Maintenance must be provided by the owner of the property upon which the BMP is located. Maintenance includes, but is not limited to, removal of debris, control of vegetation, removal of accumulated sediment when the WQCV volume has been reduced by 25% or more.

Extended detention basins and wetlands or other “capture and storage” BMPs shall be located within a single lot or property, within a designated drainage easement. Where BMPs are located in common areas or adjoining off-site areas, the property upon which the BMP is located shall remain in the ownership of the developer or property owners’ association.

Where a property owners’ association is formed, restrictive covenants which provide for collection of fees for maintenance of the BMPs shall be filed in the office of the Jasper or Newton County Recorder of Deeds, as appropriate. Restrictive covenants must be approved by the County legal counselor prior to filing of the final plat.

13.6 REFERENCES

1. American Society of Civil Engineers, Manuals and Reports of Engineering Practice No. 77 (WEF Manual of Practice FD-20), Design & Construction of Urban Stormwater Management Systems, Chapter 12. American Society of Civil Engineers, New York, NY, 1992.
2. Debo, T.N. and Reese, A.J., Municipal Stormwater Management, Chapter 13, Lewis Publishers, Boca Raton, FL, 1995.

SECTION 14 - EROSION & SEDIMENT CONTROL

14.1 Introduction: The purpose of this section is to provide detailed design criteria and standards for the design of erosion and sediment control measures as required by the City of Carl Junction's National Pollutant Discharge Elimination System permit.

14.2 GENERAL GUIDELINES

The goal of the regulation is to effectively minimize erosion and discharge of sediment from construction sites by application of relatively simple and cost effective Best Management Practices (BMPs). General guidelines for erosion and sediment control are listed below. Sediment and erosion control plans must demonstrate consistency with these guidelines.

- ▶ Minimize the area disturbed by construction at any given time.
- ▶ Stabilize disturbed areas as soon as possible by re-establishing sod, other forms of landscaping, and completing proposed structures, pavements, and permanent storm drainage systems.
- ▶ Provide for containment of sediment until areas are stabilized.
- ▶ Provide permanent erosion control by constructing and maintaining the permanent storm drainage system and maintaining vegetative cover, pavements, and other surface coverings in good condition.
- ▶ Avoid environmentally sensitive areas. Streams, springs, sinkholes, lakes, or wetlands are easily affected by sediment from construction sites. Careful planning and additional controls are needed when construction site are located in, or in close proximity, to these areas.
- ▶ Recognize sheet flow vs. concentrated flow. In areas where runoff occurs primarily as sheet flow, containment of sediment is relatively simple. In these areas, straw or hay bales, silt fences, and vegetative filter areas can be very effective. Where flow is concentrated, containment of sediment becomes more difficult as the rate and volume of flow increase. In these areas, more elaborate controls such as sedimentation basins must be provided.
- ▶ Recognize temporary vs. permanent controls. The greatest potential for soil erosion occurs during construction. Temporary controls are those which are provided for the purpose of controlling erosion and containing sediment until construction is complete. Temporary controls include straw or hay bale dikes, silt fences, erosion control blankets, etc., which are not needed after the area is stabilized. Permanent controls consist of vegetative cover, riprap, concrete trickle channels, detention basins, etc., which will

remain in place through the life of the development. It is possible for the same feature to serve both a temporary and permanent purpose. The difference between temporary and permanent erosion control should be clearly recognized in preparing an erosion and sediment control plan.

14.3 SITE DEVELOPMENT PERMITS

14.3.a Site Development Permit Requirements.

A Site Development Permit must be obtained before any land is graded for non-agricultural purposes.

Grading is defined as any excavation or filling or combination thereof. Grading of agricultural land is considered non-agricultural whenever soil is excavated for sale off the site or soil from other properties is brought onto the site.

The Public Works Department may waive the requirement for a Site Development Permit in the following cases:

1. Sites where one (1) acre or less is graded, provided the graded area is located a distance of twenty-five feet (25') or more from a spring, sinkhole, cave, wetland, watercourse, or floodplain, and where the proposed construction does not include the construction of stormwater detention basins or other drainage facilities.

NOTE: Lots in new subdivisions will be considered part of the entire subdivision site area.

2. The following activities, provided they are not located within twenty-five feet (25') of a spring, sinkhole, cave, wetland, or watercourse:

- a. Grading for single family residences.

NOTE: Lot grading done as a part of an overall subdivision plan in order to make lots buildable or prepare lots for sale is not exempt.

- b. Grading and repair of existing roads or driveways.

- c. Cleaning and routine maintenance of roadside ditches or utilities.

- d. Utility construction where the width of the disturbed area for trench excavation and backfill is twenty feet (20') or less.

3. Emergency construction required to repair or replace roads, utilities, or other items affecting the general safety and well being of the public.

For emergency construction sites which would otherwise be required to obtain a permit and for which remedial construction will take more than fourteen (14) calendar days, application for the permit must be made within three (3) calendar days from the start of construction.

14.3.b Permit Procedure

The following items must be submitted prior to issuance of a Site Development Permit:

- b.1. Completed site development permit application signed by the property owner or his legally authorized agent. Each application shall bear the name(s) and address(es) of the owner or developer of the site and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by a permit filing fee.
- b.2. Each application shall include a statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the Erosion and Sediment Control Plan and that a certified contractor shall be on site on all days when construction or grading activity takes place.
- b.3. Site Development permit fee. Checks must be made payable to Neosho City Clerk.
- b.4. An approved sediment and erosion control plan (SECP).
- b.5. Performance bond or other required security.
- b.6. For sites where one (1) acre or more of land are disturbed the following additional items are required:
 - a. A copy of the Missouri State Operating Permit.
 - b. An approved Stormwater Pollution Prevention Plan (SWPPP).
- b.7. Other State or Federal permits, if required (see Section 14.4).

The submittal and approval procedure is as follows:

1. Subdivisions

A sediment and erosion control plan (SECP) shall be submitted for review along with the plans for the subdivision improvements.

Site development permits for subdivisions can be issued after approval of the plans for the subdivision improvements by the Public Works Director, and the items listed above are received.

2. Buildings

Two (2) copies of the sediment and erosion control plan (SECP) shall be submitted to the Public Works Department along with the building plans.

Site development permits can be issued after approval of the SECP and storm drainage plans by the Public Works Director and the items listed above are received.

For sites served by septic systems or other individual on-site wastewater systems, the wastewater systems plans must also be approved prior to issuance of the site development permit.

3. Other Sites

Other sites include borrow and spoil areas, gravel mining areas, and any other sites where a subdivision plat or a building permit is not required.

Two (2) copies of the sediment and erosion control plan (SECP) shall be submitted to the Public Works Director for review.

A site development permit can be issued after approval of the SECP by the Public Works Director and the items listed above are received.

14.3.c Sediment & Erosion Control Plan (SECP)

1. Professional Qualifications

Sediment and Erosion Control plans must be prepared by and bear the seal of an engineer, land surveyor, architect, landscape architect, or geologist registered to practice in the State of Missouri or by a Certified Professional in Erosion and Sediment Control (CPESC) who has attained certification by the Soil & Water Conservation Society. When the total area of the site exceeds one (1) acre, or the drainage area of any watershed for which an element of the plan must be designed exceeds one (1) acre, the plan must be prepared under the supervision of an engineer registered in Missouri.

2. Plan Requirements

The sediment & erosion control plan must be drawn to scale and must include the following items:

- 1) Location map at a scale of 1" = 2000'.
- 2) Legal description of property.
- 3) North arrow and scale.
- 4) One-Call utility notification symbol.
- 5) Title block.
- 6) Signature block for Public Works Director.
- 7) Design professional's seal.
- 8) Existing topographic contours at five feet (5') maximum intervals.

NOTE: Contours cannot be interpolated from U.S.G.S. maps. Each fifth (5th) contour (index contour) shall be labeled and shown in heavier line weight. Index contours must be labeled in a sufficient number of locations to allow the plan to be followed. Labels for existing and finish grade contours shall be distinguished by use of different symbols or fonts.

- 9) Proposed grades.
- 10) Existing and proposed utilities.
- 11) Existing ground covering (open areas, tree masses, etc.).
- 12) Existing buildings, drives and pavements.
- 13) Proposed buildings or other structures, drives, and pavements.
- 14) Limits of area to be disturbed (shading preferred).

- 15) A natural resources map identifying soils, forest cover, and resources. This map should be at a scale no smaller than 1"=100'
- 16) All erosion and sediment control measures necessary to meet the objectives of this local regulation throughout all phases of construction and after completion of development of the site. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each season.
- 17) A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
- 18) Details of non-standard erosion and sediment controls.
- 19) Seeding & mulching requirements including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type of line and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
- 20) Total site area, total disturbed area.
- 21) Location of stockpile areas, staging areas, etc.
- 22) Location of temporary construction entrance(s).
- 23) Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.

14.3.d Bond Requirements

1. Subdivisions

A security agreement or other form of security acceptable to the City in the amount of the value of the required sediment and erosion controls, including the storm drainage system, must be received prior to issuance of the site development permit.

2. Buildings

If the site development permit is issued prior to the building permit, the only type of bond accepted will be a cash bond. After issuance of the building permit, the cash bond can be converted to an escrow, security agreement, or other form of bond allowed in the Zoning Regulations.

3. Other Sites

Only cash bonds will be accepted for sites where a subdivision plat or building permit is not required. A cash bond is obtained by submitting the required bond amount to the Neosho City Clerk's office in the form of cash, cashier's check or money order, and obtaining a receipt.

4. Amount of Security

The amount of security will be one thousand dollars (\$1,000.00) per graded acre for seeding and mulching, plus the estimated construction cost for permanent sediment and erosion control measures specified on the SECP. This includes all elements of the storm drainage system.

5. Release of Bond

Bond will be released one (1) year after seeding and mulching is complete, provided vegetation is firmly established. If vegetation is not firmly established at this time, the bond will be forfeited and the work will be completed under the direction of the City.

Bonds may be released sooner if vegetation is firmly established. Vegetation will be considered firmly established when it has survived from the permanent seeding season in which it is placed to the next permanent seeding season and growth has been established on all eroded areas which have been noted for repair.

14.4 OTHER PERMITS

14.4.a NPDES Stormwater Permit

When the area of land disturbance is one (1) acre or more, an application for a stormwater discharge permit must be submitted to the Missouri Department of Natural Resources. Permit requirements are set forth in 10 CSR 20-6.200 of the Missouri Clean Water Laws.

For sites requiring a State permit, the following procedure applies:

1. The sediment and erosion control plan is submitted to the Public Works Director.
2. If the plan is in substantial compliance with City requirements, the Public Works Director will issue a letter of "Conditional Approval of Stormwater Management Plan". The conditions of approval are the items noted by the Public Works Director in the letter as being deficient on the first submittal.
3. The applicant submits MDNR forms E and G, the MDNR fee (with check made payable to "Director of Revenue"), and the Neosho Public Works Director's letter of conditional approval to MDNR.
4. MDNR reviews the application.
5. A City permit can be issued upon receipt of a copy of the State permit. Construction can commence only after issuance of the City site development permit.

City Projects

City-funded projects are covered under general permit MO-R1000. Separate applications are not required for each project.

14.4.b "404" Permit

Grading activities in streams or wetlands may require a Department of the Army Permit under Section 404 of the Clean Water Act. It is the obligation of the property owner or operator to contact the Corps of Engineers to determine whether a permit is required whenever working in these areas. A copy of the Corps of Engineers written determination, where applicable, shall be provided prior to issuance of the site development permit.

14.4.c Floodplain Development Permit

A Floodplain Development Permit must be obtained from the Department of Public Works for development within Special Flood Hazard Areas designated on the Flood Insurance Rate Maps for Neosho, Missouri.

14.4.d Industrial Mineral Mines Permit

Sand and gravel excavation, quarries, and gravel mines must obtain a permit from the Missouri Department of Natural Resources, Land Reclamation Division. Contact the Division of Land Reclamation at P.O. Box 176, Jefferson City, MO 65102 for information concerning these permits.

14.5 DESIGN STANDARDS & CRITERIA

14.5.a Grading

Clearing and grading of natural resources, such as forest and wetlands, shall not be permitted except when in compliance with the design criteria. Clearing techniques that retain natural vegetation and drainage patterns shall be used to the maximum extent practicable. Clearing, except that necessary to establish erosion and sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.

1. Maximum grades

Cut or fill slopes shall not exceed three (3) horizontal to one (1) vertical (3:1), except as approved by the City of Neosho to meet other community or environmental objectives.

2. Maximum height

Cut or fill slopes shall not exceed fifteen feet (15') feet in vertical height unless a horizontal bench area at least five feet (5') in width is provided for each fifteen feet (15') in vertical height.

3. Minimum slope

Slope in grassed areas shall not be less than one percent (1%).

4. Construction Specifications

Construction of private and public streets must comply with specifications set forth by the Neosho Public Works Department. For all other areas, construction specifications stating requirements for stripping, materials, subgrade compaction, placement of fills, moisture and density control, preparation, and maintenance of subgrade must be included or referenced on the plans or accompanying specifications.

5. Spoil Areas

Broken concrete, asphalt, and other spoil materials may not be buried in fills within proposed building or pavement areas.

Outside of proposed building and pavement areas, broken concrete, asphalt or stone may be buried in fills, provided it is covered by a minimum of two feet (2') of earth.

Burying of other materials in fills is prohibited.

6. Stockpile Areas

Location of proposed stockpile areas shall be outlined on the plans and specifications for proper drainage included.

7. Borrow Areas

The proposed limits of temporary borrow areas shall be outlined in the plans and a proposed operating plan described on the SECP.

At the time borrow operations are completed, the area shall be graded in accordance with the criteria set forth above and vegetation re-established.

14.5.b Sediment Control

1. Existing Vegetative Filter Area

Existing vegetative filter areas may be used where:

- a) unconcentrated sheet flow occurs,
- b) an area of existing vegetation a minimum of twenty-five feet (25') in width can be maintained between the area to be graded and a property line, watercourse, sinkhole, spring, wetland, or waterbody,
- c) existing ground slope is no greater than five to one (5:1) or twenty percent (20%),
- d) the existing vegetative growth is of sufficient density and in sufficiently good condition to provide for filtration of sediment.

The minimum width of the vegetative filter area shall be twenty percent (20%) of the width of the tributary area. Vegetative filter areas can be used as both a temporary and permanent practice.

2. Straw bale dike or silt fence

Containment areas constructed of hay or straw bales or silt fence may be provided in areas where:

- 1) unconcentrated sheet flow occurs.
- 2) an area of existing vegetation a minimum of twenty-five feet (25') in width cannot be maintained

between the area to be graded and a property line, watercourse, sinkhole, spring, wetland, or classified lake.

3) the maximum width of cleared area upslope of the bale dike or silt fence is as set forth below:

Slope of cleared area (%)	Maximum width upslope of dike/silt fence (feet)
2 to 5	100
5 to 20	50
> 20	25

Either cereal grain straw or hay may be used for bale dikes. Straw bale dikes shall be constructed as shown in [Figure 17](#).

Silt fence may be used in lieu of hay or straw bales. Silt fence shall be constructed as shown in [Figure 18](#).

Straw bale dikes must be installed level, that is, "along the contour", in order to avoid creating points of concentrated overflow. Straw/hay bale dikes and silt fences must be periodically inspected and replaced as necessary if deteriorated.

Hay bale dikes and silt fences are temporary practices.

3. Temporary Containment Berm

Temporary containment berms may be used in lieu of straw bale dikes or silt fence, under the same conditions set forth above. An overflow area six inches (6") below the top of the berm and five feet (5') in length or an approved alternative must be provided for each two hundred feet (200') of berm length. The overflow area shall be lined with six (6) mil or thicker polyethylene plastic, six (6) ounces or heavier non-woven filter fabric, or other approved lining. Plastic and fabric liners shall be held in place by covering the perimeter with earth or weighting down with large rock or sandbags.

Containment berms and swales must be installed level, "along the contour".

Accumulated sediment must be removed when it reaches one-third (1/3) of the berm height.

Temporary containment berms and accumulated sediment must be completely removed after the tributary area is stabilized.

Temporary containment berms shall be constructed as shown in [Figure 19](#).

4. Inlet Protection

This practice consists of protecting the inlet perimeter or opening with straw bales, silt fence or sandbags. The purpose of this practice is to keep sediment from collecting in storm drains. This practice is also useful when site conditions prevent locating a sediment basin downstream of the storm sewer outfall.

NOTE: Inlet protection described in this paragraph cannot be used where blockage of the inlet opening would result in flooding of residential dwellings, buildings, streets or roads, or off-site property.

a. Curb Inlets

Curb inlets can be protected from sediment entry by placing sand bags over the inlet opening. Sand bags must be replaced when deteriorated and removed when the area has been stabilized. Curb inlet protection is shown in [Figure 20](#).

Accumulated sediment must be removed from the street after each rainfall.

b. [Area Inlets](#)

In paved areas, area inlets can be protected by placing gravel filled sandbags up to two (2) courses high around the perimeter of the inlet.

Outside of paved areas or before pavement is placed, area inlets can be protected by installing a silt fence of straw bale dike around the inlet perimeter.

Type DI-1 inlets can be protected by placing sandbags over the openings.

Accumulated sediment must be removed prior to final approval.

Area inlet protection is shown in [Figure 21](#).

5. [Diversion](#)

Where flow must be diverted into sediment basins or other sediment retaining facilities, diversion berms or swales or other approved means of diverting runoff may be specified.

Where sediment enters a street which is up-grade from an existing street, means must be provided to divert runoff to a sediment basin before discharge from the site. The method of diversion will vary depending upon the phase of construction. After initial grading, an earth berm can be used. This is no longer possible after the street subgrade is completed and curbs are installed. After the street pavement is completed, sand bags can be used to divert the runoff into inlets for discharge into the sediment basin. Diversion of street runoff is shown in [Figures 22 and 23](#).

6. [Gravel Filter Dam](#)

Where concentrated flow occurs and less than two (2) acres of tributary drainage area are graded (i.e. a sediment basin is not required) or where construction of a sediment basin is not feasible, a gravel filter dam shall be provided prior to discharge of runoff from the property.

Gravel filter dams consist of a layer of filter fabric and crushed rock covering the upstream side of a riprap dike. Riprap shall be six and twelve inches (6"and12") in size. Filter fabric may be woven or non-woven, Mirafi 500X, Mirafi 150NL, or equal. The purpose of the filter fabric is to remove sediment particles as water flows through it. The layer of crushed rock provides additional filtration protects the filter fabric, and holds it in place.

Where gravel filter dams are used as sediment basin outlets, one (1) square foot of filter fabric area shall be provided for each one thousand (1,000) cubic feet of storage. The minimum area provided shall be four (4) square feet.

Where gravel filter dams are used as ditch checks in channels, the gravel filter area shall extend

throughout the width of the dam.

Riprap stilling basins shall be provided downstream of the filter dam where discharge is to a grass channel.

Gravel filter dam details are shown in Figures 24 and 25.

7. Sediment Basin

Sediment basins shall be provided for all areas where concentrated flow occurs from an area of two (2) or more acres and vegetative cover has been stripped from more than one (1) acre. Sediment basins shall be designed to detain the first one-half inch (½") of runoff from the graded area for a period of at least twenty-four (24) hours (approximately two thousand (2,000) cubic feet per acre graded).

Sediment basins shall have an outflow control structure capable of providing the required detention time. Outflow control structures shall consist of a gravel filter dam meeting the requirements of Section 14.5.2.F, or a perforated riser pipe.

Sediment basins shall also be provided with an overflow structure capable of passing the peak flow rate for storms up to and including the 10% AEP (10-year) storm. The required sediment control volume shall be provided below the elevation of the overflow structure. One foot (1') of freeboard shall be maintained over the 10% AEP high water elevation.

Perforated riser pipes shall have a minimum diameter of eight inches (8") and shall be constructed of schedule 40 or stronger PVC pipe, galvanized corrugated metal pipe, or other approved pipe material. Riser pipes must be provided with a cap. Plans shall specify the height of the riser pipe above the basin floor, the number and spacing of rows of perforations, and the number and diameter of perforations per row. One and one-half inch (1 ½ ") crushed rock shall be placed around the riser pipes to act as a filter. A typical riser pipe detail is shown in Figure 28.

Outlet pipes shall have a minimum diameter of eight inches (8") and may be constructed of corrugated polyethylene pipe, corrugated metal pipe, Schedule 40 or stronger PVC or reinforced concrete pipe.

Overflow spillways must be constructed of riprap, concrete or other approved, non-erodible material.

Typical sediment basin details are shown in Figures 26, 27 and 28.

Sedimentation basins can be provided as temporary or permanent practices and can also serve as a permanent water quality BMP with appropriate design modifications to meet the criteria set forth in Section 135.

Detention ponds can be used for temporary sediment basins, provided it can be demonstrated that flood control requirements can be met as well as sediment control requirements.

Accumulated sediment must be removed and vegetation established prior to final release of security.

14.5.c Erosion Protection

1. Seeding and mulching

All disturbed areas must be re-vegetated before temporary sediment controls can be removed. Soil stabilization (seed and mulch) shall be completed within thirty days of clearing or inactivity in construction. Requirements for re-vegetated areas are as follows:

a) Topsoil

Spreading of topsoil is required for permanent seeding areas only. Topsoil stripped from the site shall be stockpiled for reuse. A minimum of four inches (4") loose depth (before rolling or compacting) of topsoil must be spread on the area to be seeded.

b) Lime

After topsoil is spread, lime shall be spread at the rate of eight hundred to nine hundred (800 to 900) pounds effective neutralizing material (ENM) per acre.

c) Fertilizer

Fertilizer shall be 13-13-13, (thirteen (13) pounds each of nitrogen, phosphorus, and potassium per one hundred (100) pounds) and shall be applied at a rate of two hundred to three hundred (200 to 300) pounds per acre.

d) Seed

Seed mix shall consist of sixty percent to eighty percent (60% to 80%) Kentucky 31 tall fescue and twenty percent to forty percent (20% to 40%) annual ryegrass. Purity shall be at least ninety-seven percent (97%), germination shall be at least eighty-five percent (85%). Seed mixture shall be applied at a rate of one hundred to one hundred fifty (100 to 150) pounds per acre.

e) Mulch

Type 1 Mulch

Where slopes are less than 4:1, cereal grain mulch is required at the rate of one hundred (100) pounds per one thousand (1,000) square feet (forty-five hundred (4,500) pounds per acre). Cereal grain mulch shall meet the requirements of Section 802 of the Missouri State Specifications for Highway Construction (State specifications) for Type 1 mulch. Mulch may be applied by hand, however it must be evenly spread. It is preferred that mulch be applied with a mechanical blower.

Type 1 mulch must be thoroughly wetted after application.

Type 3 Mulch

Where slopes are 4:1 or greater Type 3 mulch ("hydromulch") meeting the requirements of Section 802 of the State specifications. Type 3 mulch shall be applied at a minimum rate of two thousand (2,000) pounds per acre.

f) Permanent seeding season

Permanent seeding seasons run from March 1 to June 1 and from August 15 to November 1. Where possible, operations shall be scheduled to allow final seeding during these periods. When seeding cannot be completed during these times, areas shall be seeded and mulched upon completion of grading with the amounts of lime, fertilizer, seed, and mulch specified above, regardless of the season. Any areas where growth has not been established shall be re-seeded during the next seeding season.

g) Temporary seeding

Temporary seeding shall be applied to lot areas, building areas and other areas planned to receive other permanent coverings. Spreading of topsoil is not required in temporary seeding areas. Lime, fertilizer, seed, and mulch shall be applied at the rates specified above.

h) Maintenance

Areas seeded between March 1 - June 1 or between August 15 - November 1 must be maintained until growth is firmly established as set forth in Section 14.3.4.E.

i) Other specifications

Other seeding and mulching specifications may be used with the written approval of the Public Works Director.

2. Cut and Fill Slopes

Cut and fill slopes shall be protected from erosion by construction of straw bale dikes, silt fences, diversion berms, or swales along the top of the slope.

Where drainage must be carried down the slopes, pipe drains, concrete flumes, riprap chutes, or other impervious areas must be provided. Suitable erosion control measures such as riprap stilling basins, must be provided at the bottom of the slope.

Diversions shall be maintained until permanent growth is firmly established on the slopes.

Typical diversion details are shown in Figure 29. Riprap chute details are shown in Figure 30.

3. Channels and Swales

Permanent channels and swales shall be provided with a stabilized invert, as provided in Section 8.

4. Storm Sewer and Culvert Outlets

Erosion protection shall be provided at storm sewer and culvert outlets as provided in Section 7.

5. Ditch Checks

Straw bale ditch checks have proven to be generally ineffective due to improper installation and inability of bales to withstand the force of concentrated flow of water. Ditches, channels, and swales should be stabilized as soon as possible after grading by lining with erosion control blanket, sod, or installing permanent linings as described in Section 8.

Where ditches, channels, or swales cannot be stabilized within thirty (30) days after grading, rock check dams or sand bag check dams must be provided. Rock check dams may be used in ditches with a design water depth of up to two feet (2') for the 2-year storm. Sand bag check dams may be used in ditches with a design water depth of up to one foot (1') for the 2-year storm. Rock check dams are shown in Figure 31. Sand bag check dams are shown in Figure 32.

14.5.d Temporary Construction Entrance

A minimum of one (1) temporary construction entrance is required at each site. Additional temporary entrances may be provided if approved. The location of each construction entrance shall be shown on the SECP.

Only construction entrances designated on the sediment and erosion control plan may be used. Barricades shall be maintained if necessary to prevent access at other points until construction is complete.

Construction entrances shall be constructed of one and one-half inches (1 ½") clean crushed limestone and shall be a minimum of twenty-five feet (25') wide and fifty (50') feet long. Minimum thickness of crushed limestone surface shall be six inches (6"). Additional two inch (2") lifts of crushed limestone shall be added at the discretion of the City if the surface of the initial drive deteriorates or becomes too muddy to be effective.

In locations where an existing drive or street extends at least fifty feet (50') into the site, the existing drive may be designated as the construction entrance, and construction of a new gravel entrance is not required, unless job conditions warrant.

A permit must be obtained from the Neosho Public Works Department for temporary construction entrances on City roads. A permit must be obtained from the Missouri Department of Transportation (MODOT) whenever the entrance is located on State right-of-way.

14.5.e Cleaning Streets

Streets, both interior and adjacent to the site, shall be cleaned of sediment after each rainfall of one-half inch (½") or more and at the end of construction and prior to release of escrow.

14.5.f Dust Control

The contractor will be required to use water trucks to wet haul roads and construction areas to minimize dust leaving the site when conditions warrant.

14.5.h Sequencing and Scheduling

Costs of sediment and erosion control can be minimized if proper consideration is given to sequencing and scheduling construction.

Any special sequencing and scheduling considerations must be noted on the SECP. The contractor must provide a sequence of construction activities as a part of the SWPPP.

Rainfall Intensity-Duration-Frequency, Joplin, Missouri						
Duration Hr:Min	Annual Probability, Percent					
	1	2	4	10	20	50
	Rainfall Intensity, Inches per Hour					
00:05	10.20	9.30	8.41	7.25	6.47	5.39
00:06	9.82	8.97	8.09	7.01	6.23	5.19
00:07	9.48	8.68	7.79	6.75	6.00	5.02
00:08	9.16	8.35	7.49	6.51	5.79	4.84
00:09	8.83	8.07	7.26	6.28	5.59	4.66
00:10	8.53	7.79	7.03	6.06	5.40	4.51
00:11	8.24	7.52	6.77	5.86	5.22	4.35
00:12	7.97	7.26	6.55	5.66	5.05	4.22
00:13	7.71	7.03	6.36	5.49	4.90	4.08
00:14	7.48	6.82	6.16	5.32	4.75	3.96
00:15	7.27	6.63	5.96	5.16	4.61	3.83
00:16	7.10	6.49	5.86	5.05	4.49	3.73
00:17	6.96	6.34	5.72	4.92	4.37	3.64
00:18	6.82	6.23	5.61	4.84	4.29	3.54
00:19	6.72	6.14	5.51	4.74	4.20	3.46
00:20	6.62	6.04	5.40	4.67	4.11	3.38
00:21	6.52	5.96	5.31	4.59	4.04	3.30
00:22	6.44	5.87	5.23	4.52	3.97	3.22
00:23	6.36	5.79	5.16	4.48	3.92	3.15
00:24	6.28	5.74	5.09	4.41	3.84	3.09
00:25	6.20	5.66	5.00	4.35	3.79	3.01
00:26	6.14	5.61	4.95	4.31	3.73	2.95
00:27	6.07	5.54	4.89	4.25	3.68	2.91
00:28	5.99	5.49	4.82	4.21	3.62	2.84
00:29	5.94	5.41	4.77	4.16	3.57	2.79
00:30	5.88	5.37	4.72	4.10	3.52	2.74
00:35	5.54	5.08	4.42	3.88	3.29	2.51
00:40	5.22	4.78	4.14	3.64	3.08	2.32
00:45	4.91	4.50	3.89	3.42	2.86	2.13
00:50	4.61	4.20	3.64	3.20	2.67	1.99
00:55	4.32	3.95	3.42	3.00	2.52	1.86
01:00	4.11	3.75	3.25	2.86	2.38	1.80



CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

RAINFALL DATA TABLE
INTENSITY-DURATION-FREQUENCY

TABLE A

Rainfall Depth-Duration-Frequency, Joplin, Missouri						
Duration Hr:Min	Annual Probability, Percent					
	1	2	4	10	20	50
	Rainfall Depth, Inches					
1:00	4.10	3.73	3.27	2.87	2.40	1.80
1:15	4.42	4.00	3.48	3.01	2.50	1.91
1:30	4.68	4.22	3.70	3.19	2.60	2.00
1:45	4.87	4.39	3.87	3.32	2.70	2.10
2:00	5.01	4.55	4.06	3.45	2.82	2.19
2:15	5.21	4.69	4.20	3.55	2.92	2.29
2:30	5.32	4.82	4.33	3.67	3.04	2.38
2:45	5.46	4.95	4.45	3.77	3.14	2.47
3:00	5.54	5.05	4.56	3.85	3.26	2.54
3:30	5.73	5.25	4.69	3.98	3.41	2.66
4:00	5.88	5.44	4.80	4.06	3.51	2.74
4:30	6.04	5.62	4.87	4.13	3.61	2.79
5:00	6.19	5.79	4.94	4.20	3.69	2.85
5:30	6.32	5.92	4.99	4.25	3.75	2.87
6:00	6.45	6.06	5.04	4.30	3.79	2.91
7:00	6.72	6.27	5.18	4.41	3.90	2.96
8:00	6.99	6.44	5.35	4.53	4.02	3.02
9:00	7.28	6.61	5.53	4.66	4.11	3.12
10:00	7.55	6.75	5.70	4.80	4.20	3.17
11:00	7.79	6.87	5.88	4.94	4.27	3.23
12:00	8.01	7.02	6.03	5.05	4.35	3.30
15:00	8.44	7.31	6.40	5.35	4.55	3.48
18:00	8.74	7.60	6.66	5.60	4.72	3.65
21:00	8.96	7.86	6.90	5.82	4.88	3.82
24:00	9.08	8.05	7.06	6.01	5.01	3.96

Source: Bulletin 71, Rainfall Frequency Atlas of the Midwest, Huff and Angel, 1992
National Weather Service Hydro 35, Five- to 60-Minute Precipitation Frequency for the
Eastern and Central United States, 1977.



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STORMWATER MANAGEMENT
CRITERIA

RAINFALL DATA TABLE
DEPTH-DURATION-FREQUENCY

TABLE A, Continued

Huff's Median Time Distributions of Heavy Storm Rainfall. Cumulative storm rainfall (%) versus cumulative storm time (%). Source: *Rainfall Frequency Atlas of the Midwest*, F.A. Huff and J. R. Angel, Midwestern Climate Center, 1992.

Cum % of storm time	Point Rainfall				Cum % of storm time	10 to 50 Square Miles				Cum % of storm time	50 to 400 Square Miles				Cum % of storm time
	Quartile					Quartile					Quartile				
	1st	2nd	3rd	4th		1st	2nd	3rd	4th		1st	2nd	3rd	4th	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	16	3	3	2	5	12	3	2	2	5	8	2	2	2	5
10	33	8	6	5	10	25	6	5	4	10	17	4	4	3	10
15	43	12	9	8	15	38	10	8	7	15	34	8	7	5	15
20	52	16	12	10	20	51	14	12	9	20	50	12	10	7	20
25	60	22	15	13	25	62	21	14	11	25	63	21	12	9	25
30	66	29	19	16	30	69	30	17	13	30	71	31	14	10	30
35	71	39	23	19	35	74	40	20	15	35	76	42	16	12	35
40	75	51	27	22	40	78	52	23	18	40	80	53	19	14	40
45	79	62	32	25	45	81	63	27	21	45	83	64	22	16	45
50	82	70	38	28	50	84	72	33	24	50	86	73	29	19	50
55	84	76	45	32	55	86	78	42	27	55	88	80	39	21	55
60	86	81	57	35	60	88	83	55	30	60	90	86	54	25	60
65	88	85	70	39	65	90	87	69	34	65	92	89	68	29	65
70	90	88	79	45	70	92	90	79	40	70	93	92	79	35	70
75	92	91	85	51	75	94	92	86	47	75	95	94	87	43	75
80	94	93	89	59	80	95	94	91	57	80	96	96	92	54	80
85	96	95	92	72	85	96	96	94	74	85	97	97	95	75	85
90	97	97	95	84	90	97	97	96	88	90	98	98	97	92	90
95	98	98	97	92	95	98	98	98	95	95	99	99	99	97	95
100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100



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HUFF 'S QUARTILE
RAINFALL DISTRBTIONS

TABLE B

SURFACE RUNOFF COEFFICIENTS

LAND USE	PROPORTIONAL SURFACE CONDITION		RATIONAL METHOD "C"
	IMPERV.	TURF OR =	
Residential Low-Medium Density (Single Family & Duplex)	0.35	0.65	0.44
Residential Medium-high Density (6 or fewer D.U. per bldg. and mobile home parks)	0.60	0.40	0.62
Residential High Density (Over 6 D.U. per bldg.)	0.80	0.20	0.76
Public/Semi-Public (Schools, Gov't., Institutional)	0.65	0.35	0.66
Commercial/Industrial; Office Parks	0.70	0.30	0.69
Neighborhood Commercial	0.85	0.15	0.80
General Commercial (Shopping Centers)	0.95	0.05	0.87
Central Business District	1.00	0.00	0.90
Industrial	0.80	0.20	0.76
Open Space, Parks, Golf Courses	0.10	0.90	0.27
Agricultural/Cultivated	0.05	0.95	0.24
All Land Uses:			
100 % Impervious Surfaces			0.90
100 % Pervious Surfaces (With maintained turf cover or =)			0.20

Ref: SCS, APWA (3/90)



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SURFACE RUNOFF
COEFFICIENTS

TABLE C

Runoff Curve Numbers (Average Watershed Conditions, $I_a = 0.2S$)

Land Use Description		Curve Numbers for Hydrologic Soil Group			
		A	B	C	D
Fully developed urban areas ^a (vegetation established)					
Lawns, open spaces, parks, golf courses, cemeteries, etc.					
	Good condition; grass cover on 75% or more of the area	39	61	74	80
	Fair condition; grass cover on 50% to 75% of the area	49	69	79	84
	Poor condition; grass cover on 50% or less the area	68	79	86	89
Paved parking lots, roofs, driveways, etc.		98	98	98	98
Streets and roads					
	Paved with curbs and storm sewers	98	98	98	98
	Gravel	76	85	89	91
	Dirt	72	82	87	89
	Paved with open ditches	83	89	92	93
		Average % Impervious ^b			
Industrial, commercial and business areas	85	89	92	94	95
	80	86	91	93	94
	75	83	89	92	93.5
	70	80	87	91	92.7
Row houses, town houses, and residential with lot sizes 1/8 acre or less		65	77	85	90
Residential: average lot size					
1/4 acre	38	61	75	83	87
	30	57	72	81	86
	25	54	70	80	85
	20	51	68	79	84
	12	46	65	77	82
Developing urban areas ^c (no vegetation established)					
Newly graded area		77	86	91	94



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SURFACE RUNOFF
COEFFICIENTS

TABLE C, Continued

Runoff Curve Numbers						
Land Use Description		Hydrologic Condition	Curve Numbers for Hydrologic Soil Group			
			A	B	C	D
Meadow		-	30	58	71	78
Forestland-grass or		Poor	55	73	82	86
orchards -evergreen or		Fair	44	65	76	82
Deciduous		Good	32	58	72	79
Brush		Poor	48	67	77	83
		Good	20	48	65	73
Woods		Poor	45	66	77	83
		Fair	36	60	73	79
		Good	25	55	70	77
Farmsteads		-	59	74	82	86
Forest-Range						
Herbaceous		Poor	-	79	86	92
		Fair	-	71	80	89
		Good		61	74	84
Land use	Treatment of Practice	Hydrologic Condition	A	B	C	D
Cultivated agricultural land						
Fallow	Straight row	-	77	86	91	94
	Conservation tillage	Poor	76	85	90	93
	Conservation tillage	Good	74	83	88	90
Row crops	Straight row	Poor	72	81	88	91
	Straight row	Good	67	78	85	89
	Conservation tillage	Poor	71	80	87	90
	Conservation tillage	Good	64	75	82	85



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SURFACE RUNOFF
COEFFICIENTS

TABLE C, Continued

Land use	Treatment of Practice	Hydrologic Condition	A	B	C	D
Row crops	Contoured	Poor	70	79	84	88
	Contoured	Good	65	75	82	86
	Contoured and	Poor	69	78	83	87
	conservation tillage	Good	64	74	81	85
	Contoured and terraces	Poor	66	74	80	82
	Contoured and terraces	Good	62	71	78	81
	Contoured and terraces and	Poor	65	73	79	81
	conservation tillage	Good	61	70	77	80
Small grain	Straight row	Poor	65	76	84	88
	Straight row	Good	63	75	83	87
	Conservation tillage	Poor	64	75	83	86
	Conservation tillage	Good	60	72	80	84
	Contoured	Poor	63	74	82	85
	Contoured	Good	61	73	81	84
	Contoured and	Poor	62	73	81	84
	conservation tillage	Good	60	72	80	83
	Contoured and terraces	Poor	61	72	79	82
	Contoured and terraces	Good	59	70	78	81
	Contoured and terraces and	Poor	60	71	78	81
	conservation tillage	Good	58	69	77	80
Close-seeded legumes or rotation meadow ^c	Straight row	Poor	66	77	85	89
	Straight row	Good	58	72	81	85
	Contoured	Poor	64	75	83	85
	Contoured	Good	55	69	78	83
	Contoured and terraces	Poor	63	73	80	83
	Contoured and terraces	Good	51	67	76	80



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SURFACE RUNOFF
COEFFICIENTS

TABLE C, Continued

Land use	Treatment of Practice	Hydrologic Condition	A	B	C	D
Noncultivated	No mechanical treatment	Poor	68	79	86	89
agricultural land	No mechanical treatment	Fair	49	69	79	84
pasture or range	No mechanical treatment	Good	39	61	74	80
	Contoured	Poor	47	67	81	88
	Contoured	Fair	25	59	75	83
	Contoured	Good	6	35	70	79

^a For land uses with impervious areas, curve numbers are computed assuming that 100% of runoff from impervious areas is directly connected to the drainage system. Pervious areas (lawn) are considered to be equivalent to lawns in good condition and the impervious areas have a *CN* of 98.

^b Includes paved streets.

^c Use for the design of temporary measures during grading and construction. Impervious area percent for urban areas under development vary considerably. The user will determine the percent impervious. Then using the newly graded area *CN* and Figure 8.7.1a or b, the composite *CN* can be computed for any degree of development.

^d For conservation tillage poor hydrologic condition, 5% to 20% of the surface is covered with residue (less than 750-lb/acre row crops or 300-lb/acre small grain).

For conservation tillage good hydrologic condition, more than 20% of the surface is covered with residue (greater than 750-lb/acre row crops or 300-lb/acre small grain).

^e Close-drilled or broadcast.

For noncultivated agricultural land:

Poor hydrologic condition has less than 25% ground cover density.

Fair hydrologic condition has between 25% and 50% ground cover density.

Good hydrologic condition has more than 50% ground cover density.

For forest-range:

Poor hydrologic condition has less than 30% ground cover density.

Fair hydrologic condition has between 30% and 70% ground cover density.

Good hydrologic condition has more than 70% ground cover density.

Source: U.S. Department of Agriculture Soil Conservation Service (1986).



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SURFACE RUNOFF
COEFFICIENTS

TABLE C, Continued

MANNING'S ROUGHNESS COEFFICIENTS ("n")

TYPE OF CHANNEL	n
Closed Conduits	
Reinforced Concrete Pipe	0.013
Reinforced Concrete Elliptical Pipe	0.013
Corrugated Metal Pipe:	
2-2/3 x 1/2 in Annular Corrugations unpaved -plain	0.024
2-2/3 x 1/2 in Annular Corrugations paved invert	0.021
3 x 1 in Annular Corrugations unpaved - plain	0.027
3 x 1 in Annular Corrugations paved invert	0.023
6 x 2 in Corrugations unpaved - plain	0.033
6 x 2 Corrugations paved invert	0.028
Vitrified Clay Pipe	0.013
Asbestos Cement Pipe	0.012
Open Channels (Lined)	
Gabions	0.025
Concrete	
Trowel Finish	0.013
Float Finish	0.015
Unfinished	0.017
Concrete, bottom float finished, with sides of	
Dressed Stone	0.017
Random Stone	0.020
Cement Rubble Masonry	0.025
Dry Rubble or Riprap	0.030
Gravel bottom, side of	
Random Stone	0.023
Riprap	0.030
Grass (Sod)	0.035
Open Channels (Unlimited) Excavated or Dredged	
Earth, straight and uniform	0.027
Earth, winding and sluggish	0.035
Natural Stream	
Clean stream, straight	0.030
Stream with pools, sluggish reaches, heavy underbrush	0.100
Flood Plains	
Grass, no brush	0.030
With some brush	0.090
Street Curbing	0.014

Ref: APWA (3/90)



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MANNING' S ROUGHNESS
COEFFICIENTS (n)

TABLE F

HEAD LOSS COEFFICIENTS (k) FOR HYDRAULIC CALCULATIONS

CONDITIONS	k
Manhole, junction boxes and inlets with shaped inverts:	
Thru Flow	0.15
Junction	0.4
Contraction Transition	0.1
Expansion Transition	0.2
90 degree bend	0.4
45 degree and less bends	0.3
Culvert outlet	1.0
Culvert inlets:	
Pipe, Concrete	
Projecting from fill, socket end (grooved end)	0.2
Projecting from fill, sq cut end	0.5
Headwall or headwall and wingwalls	
Socket end of pipe (grooved end)	0.2
Square edge	0.5
Round (radius = 1/12D)	0.2
Mitered to conform to fill slope	0.7
Standard end section	0.5
Beveled edges, 33.7° or 45° bevels	0.2
Side-or-slope-tapered inlet	0.2
Pipe, or Pipe-Arch, corrugated Metal	
Projecting from fill (not headwall)	0.9
Headwall or headwall and wingwalls square edge	0.5
Mitered to conform to fill slope, paved	
or unpaved slope	0.7
Standard end section	0.5
Beveled edges, 33.7° or 45° bevels	0.2
Side-or-slope-tapered inlet	0.2
Box Reinforced Concrete	
Headwall parallel to embankment (no wingwalls)	
Square edge on 3 edges	0.5
Rounded on 3 edges to radius of 1/12 barrel	
dimension, or beveled edges on 3 sides	0.2
Wingwalls at 30° to 75° to barrel	
Square edged at crown	0.4
Crown edge rounded to radius of 1/12 barrel	
dimension, or beveled top edge	0.20
Wingwall at 10° to 25° to barrel	
Square edged at crown	0.5
Wingwalls parallel (extension of sides)	
Square edged at crown	0.7
Side-or-slope-tapered inlet	0.2

Ref: APWA (3/90)



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HEAD LOSS
COEFFICIENTS

TABLE G

CURB OPENING INLETS CAPACITY INSTALLED ON SLOPING GUTTERS

FLOW DEPTH @ CURB (FEET)	INLET INTERCEPTION CAPACITY IN CUBIC FEET PER SECOND (CFS)								
	INLET OPENING LENGTH IN FEET								
	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
0.05	0.14	0.17	0.20	0.22	0.24	0.25	0.27	0.28	0.28
0.10	0.33	0.41	0.48	0.54	0.60	0.66	0.71	0.77	0.81
0.15	0.55	0.67	0.79	0.91	1.02	1.13	1.23	1.33	1.43
0.20	0.78	0.96	1.14	1.31	1.48	1.65	1.81	1.96	2.11
0.25	1.03	1.27	1.51	1.75	1.98	2.20	2.42	2.64	2.85
0.30	1.29	1.60	1.91	2.21	2.51	2.80	3.09	3.37	3.65
0.35	1.58	1.96	2.33	2.70	3.07	3.43	3.79	4.14	4.49
0.40	1.87	2.33	2.78	3.22	3.66	4.10	4.53	4.95	5.37
0.45	2.18	2.72	3.24	3.77	4.29	4.80	5.31	5.81	6.31
0.50	2.51	3.12	3.73	4.34	4.93	5.53	6.12	6.70	7.28
0.55	2.85	3.55	4.24	4.93	5.61	6.29	6.96	7.63	8.29
0.60	3.20	3.98	4.76	5.54	6.31	7.07	7.83	8.59	9.34

INSTALLATION CRITERIA:

Gutter Depression At Inlet	= 4.0" (Minimum)
Clear Height Of Opening	= 6.0" (Minimum)
Capacity Reduction For Clogging	= 20 %

Ref: MoDOT

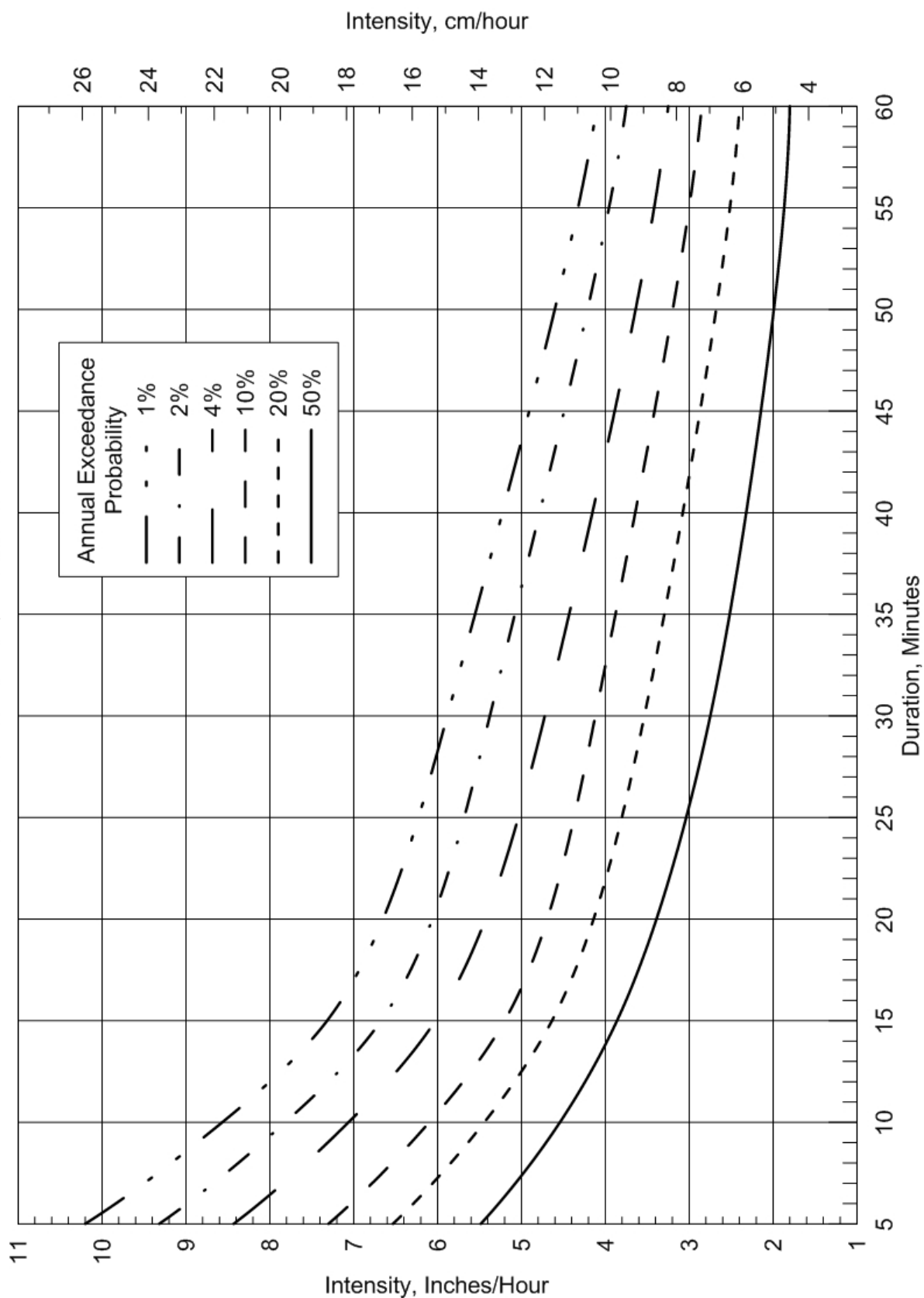


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CURB OPENING INLETS
CAPACITY ON GRADE

TABLE H

Rainfall Intensity-Duration-Frequency Carl Junction, Missouri

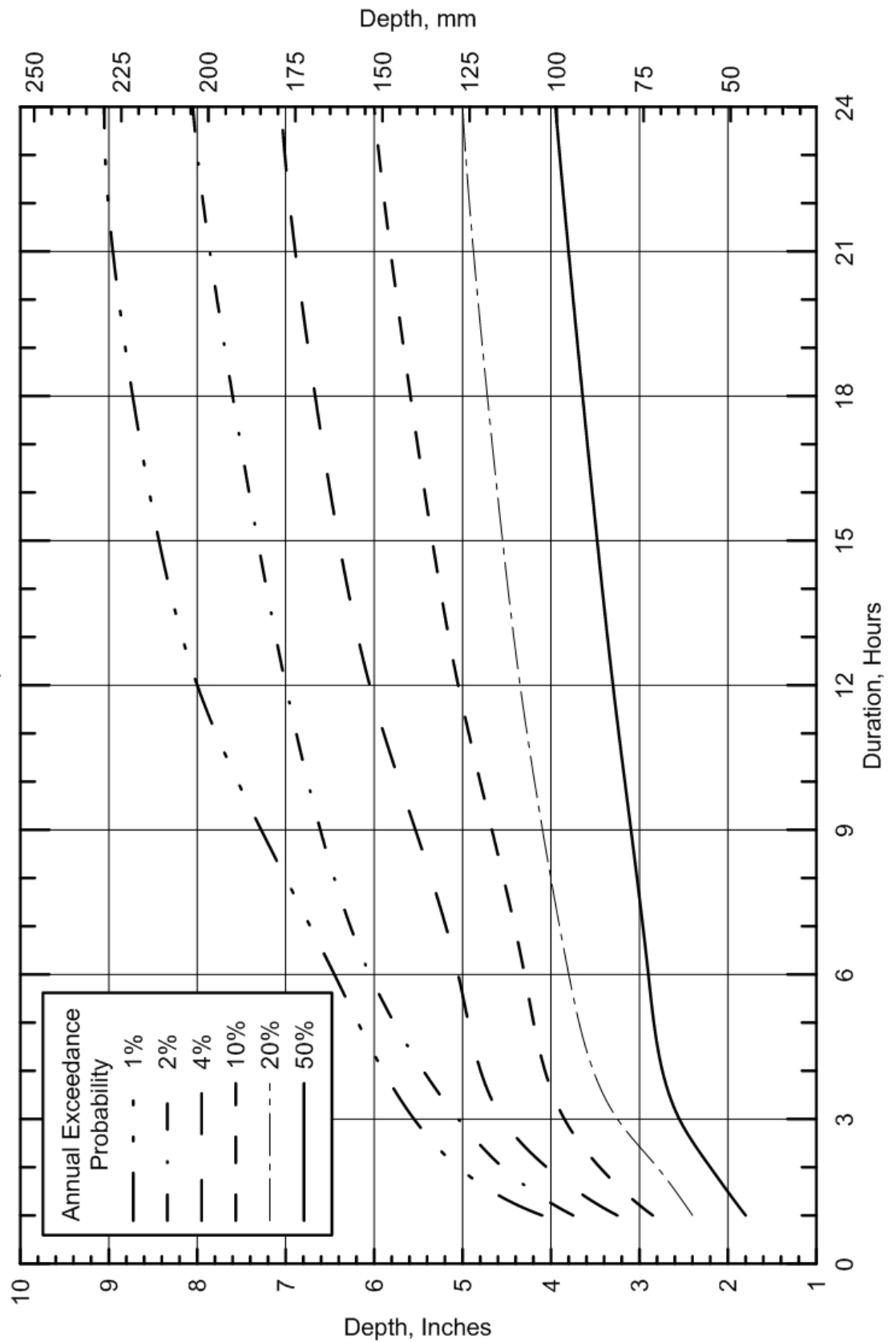


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RAINFALL
IDF CURVES

FIGURE 1

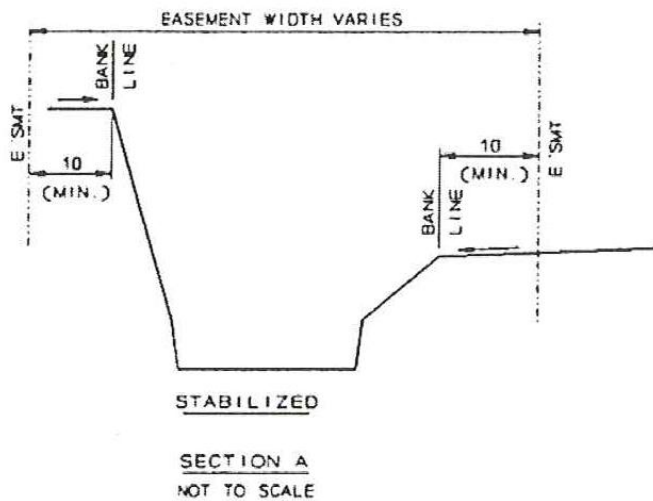
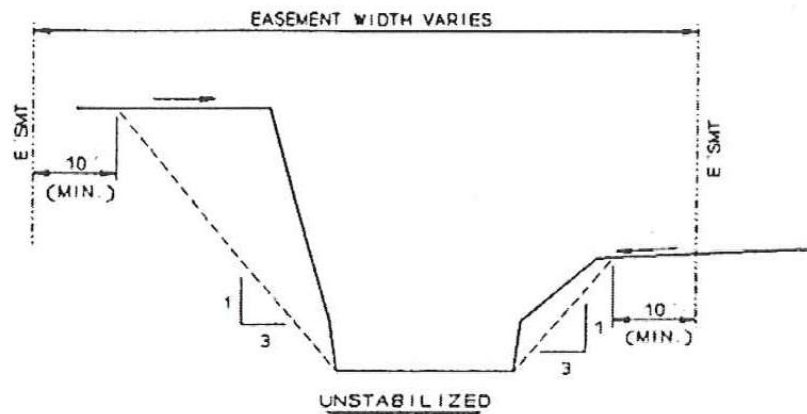
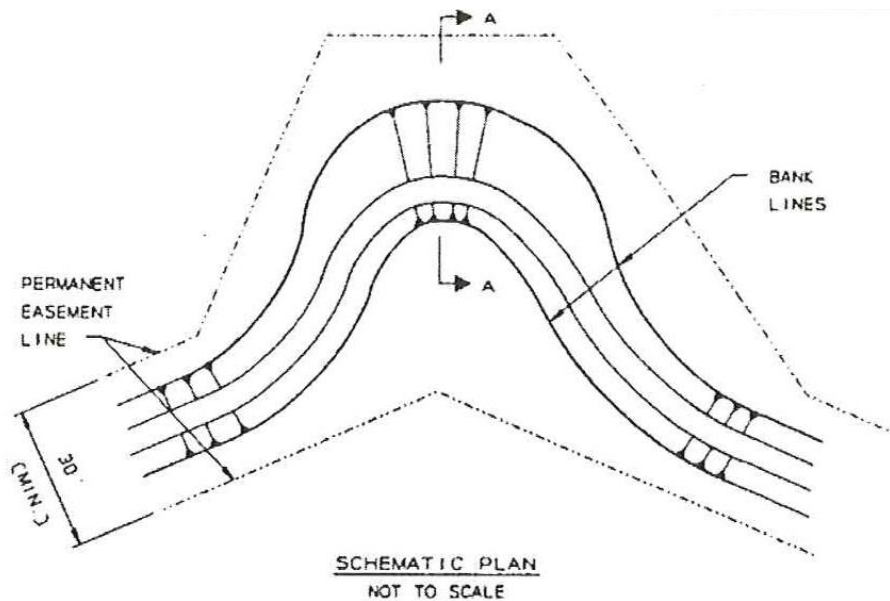
Rainfall Depth-Duration-Frequency Carl Junction, Missouri



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RAINFALL
 DDF CURVES

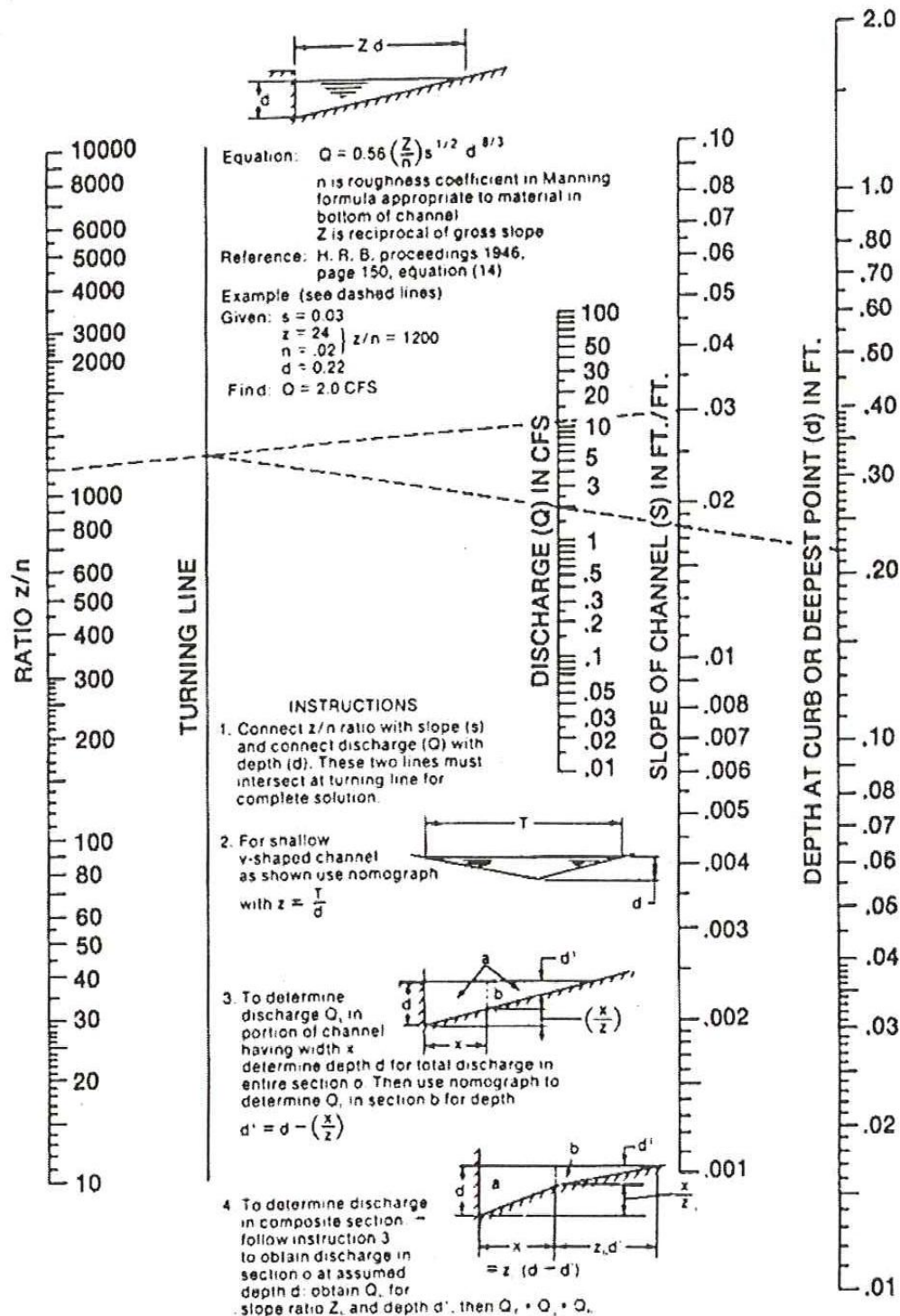
FIGURE 2



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PERMANENT EASEMENT
CHANNELS

FIGURE 3



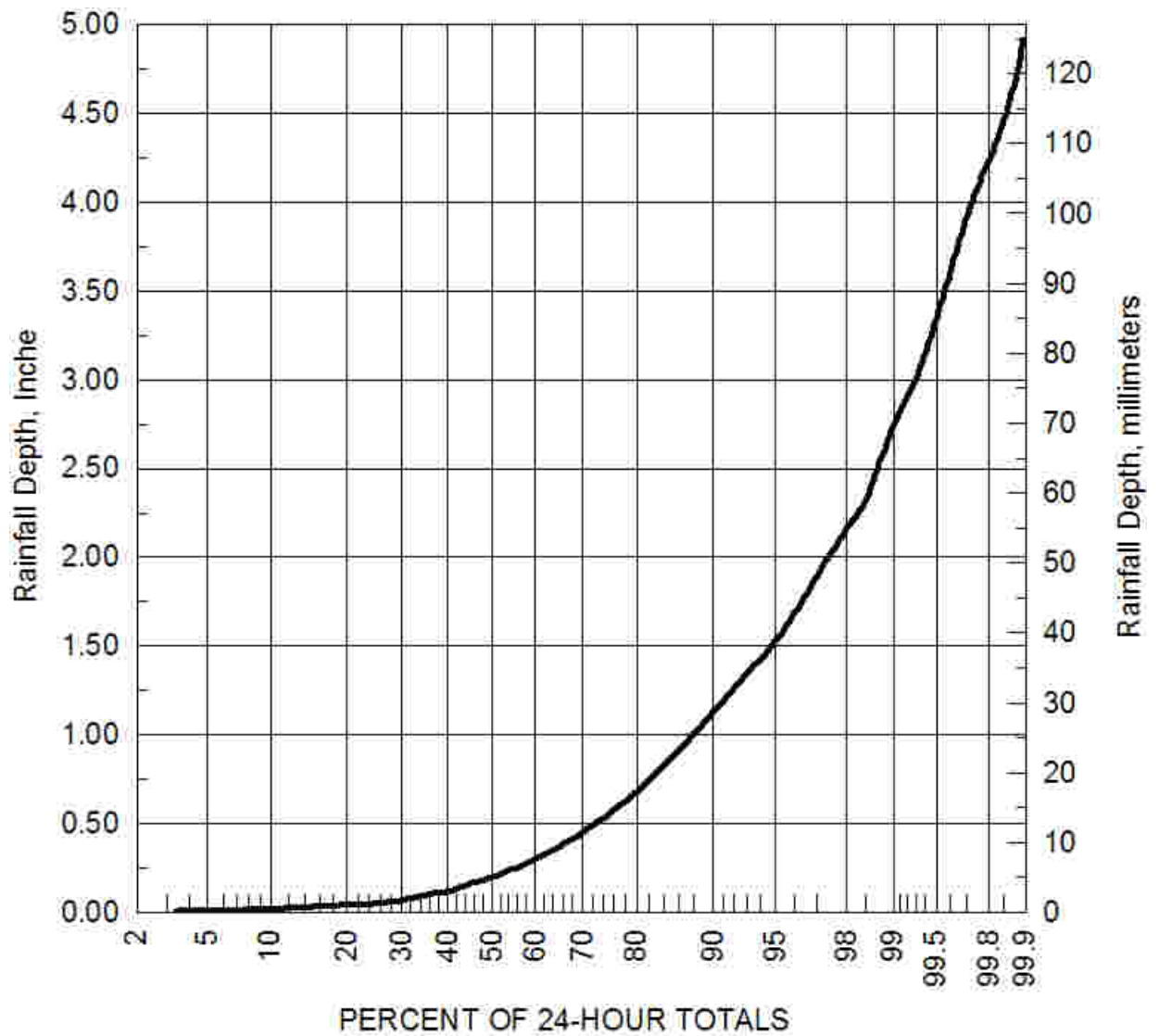
Ref: APWA (3/90)



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STREET GUTTER
 HYDRAULICS

FIGURE 4



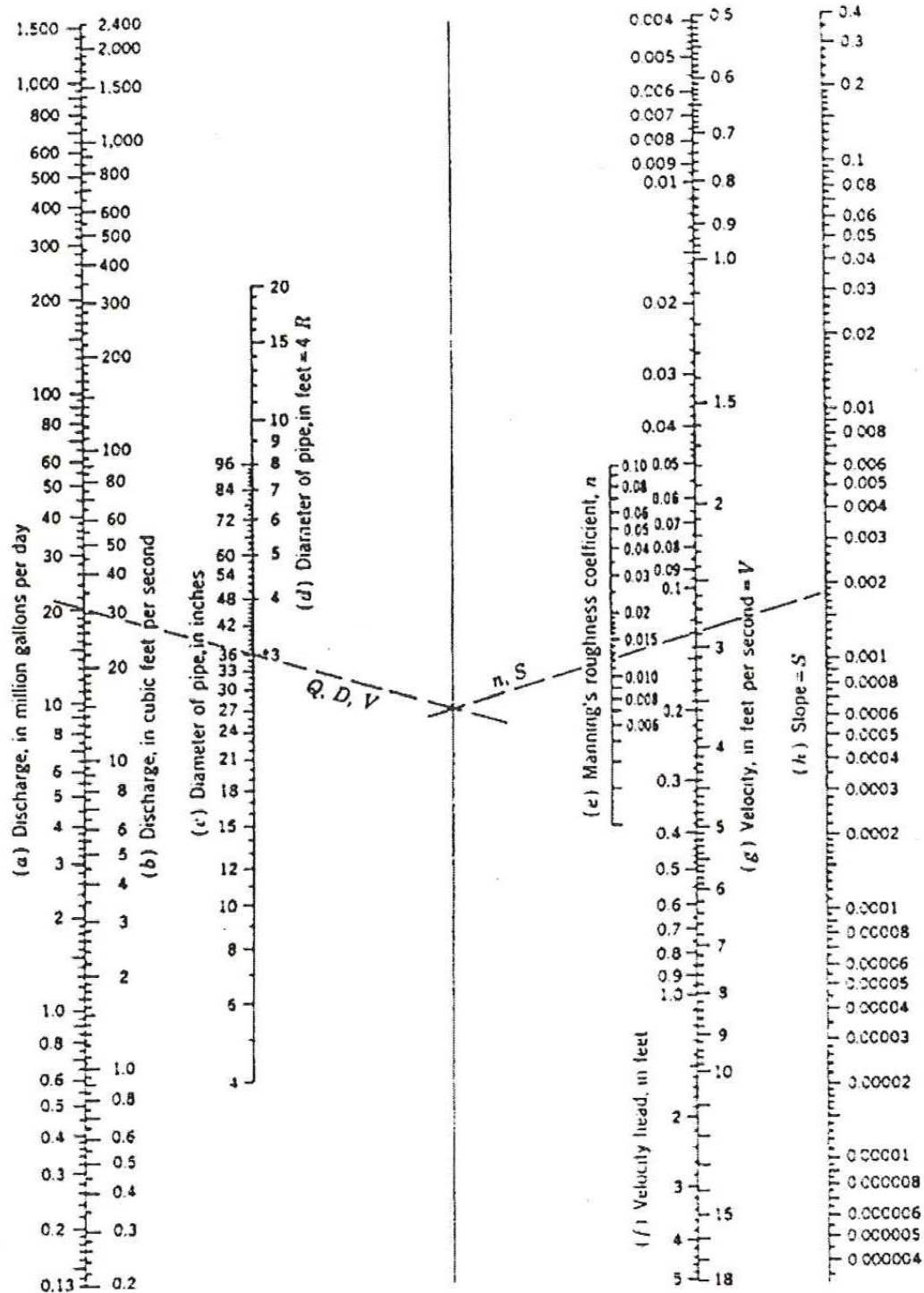
NATIONAL WEATHER SERVICE, HOURLY PRECIPITATION, JOPLIN, MISSOURI
 PERIOD OF RECORD July 1, 1948— December 31, 2006



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RAINFALL
 24-HOUR TOTALS

FIGURE 5



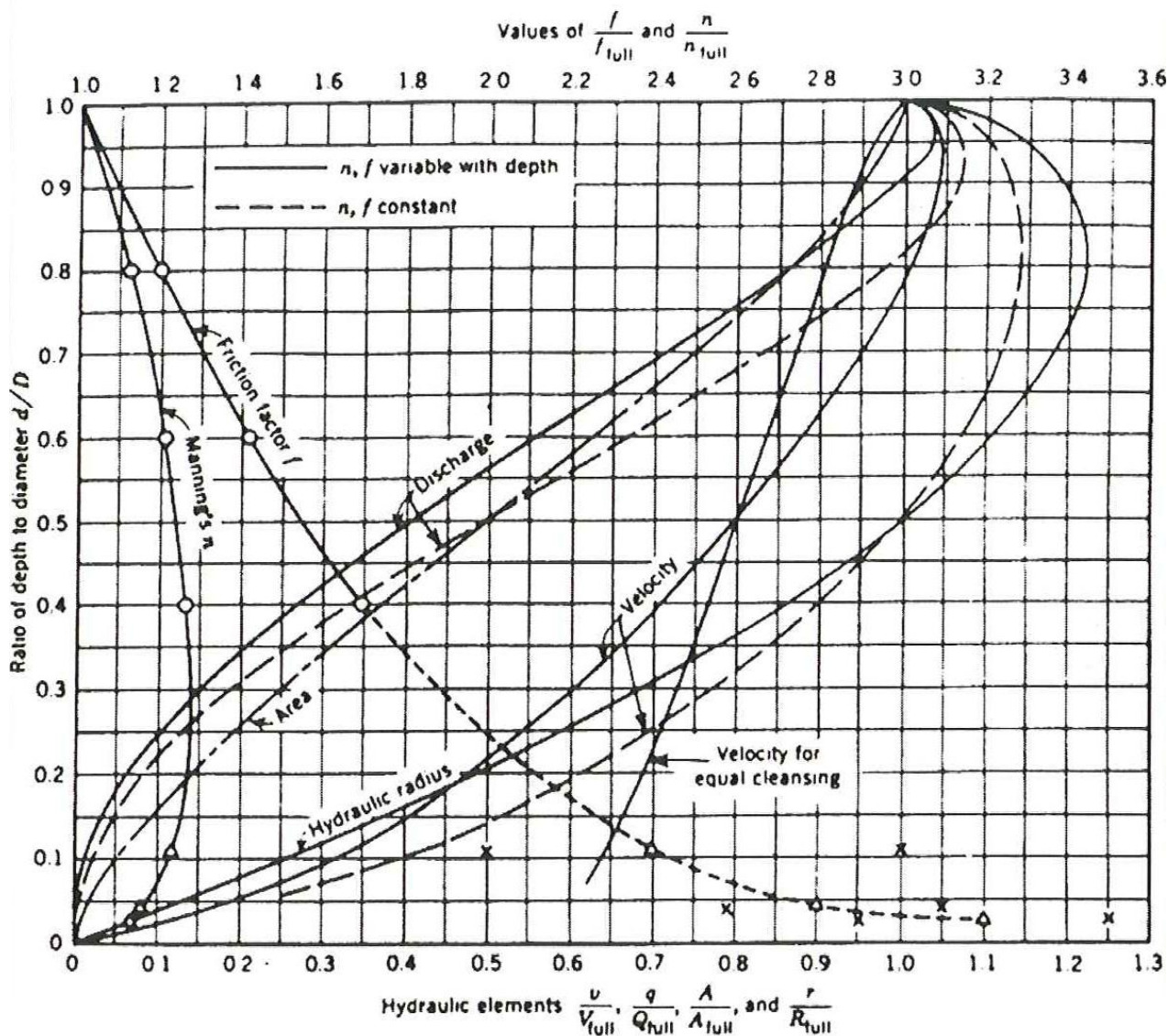
Ref: APWA (3/90)



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FLOW IN PIPES
MANNING' S FORMULA

FIGURE 7



v = Actual velocity of flow (fps)
 V_{full} = Velocity flowing full (fps)
 q = Actual quantity of flow (cfs)
 Q_{full} = Capacity flowing full (cfs)

A = Area occupied by flow (ft²)
 A_{full} = Area of pipe (ft²)
 r = Actual hydraulic radius (ft.)
 R_{full} = Hydraulic radius of full pipe (ft.)

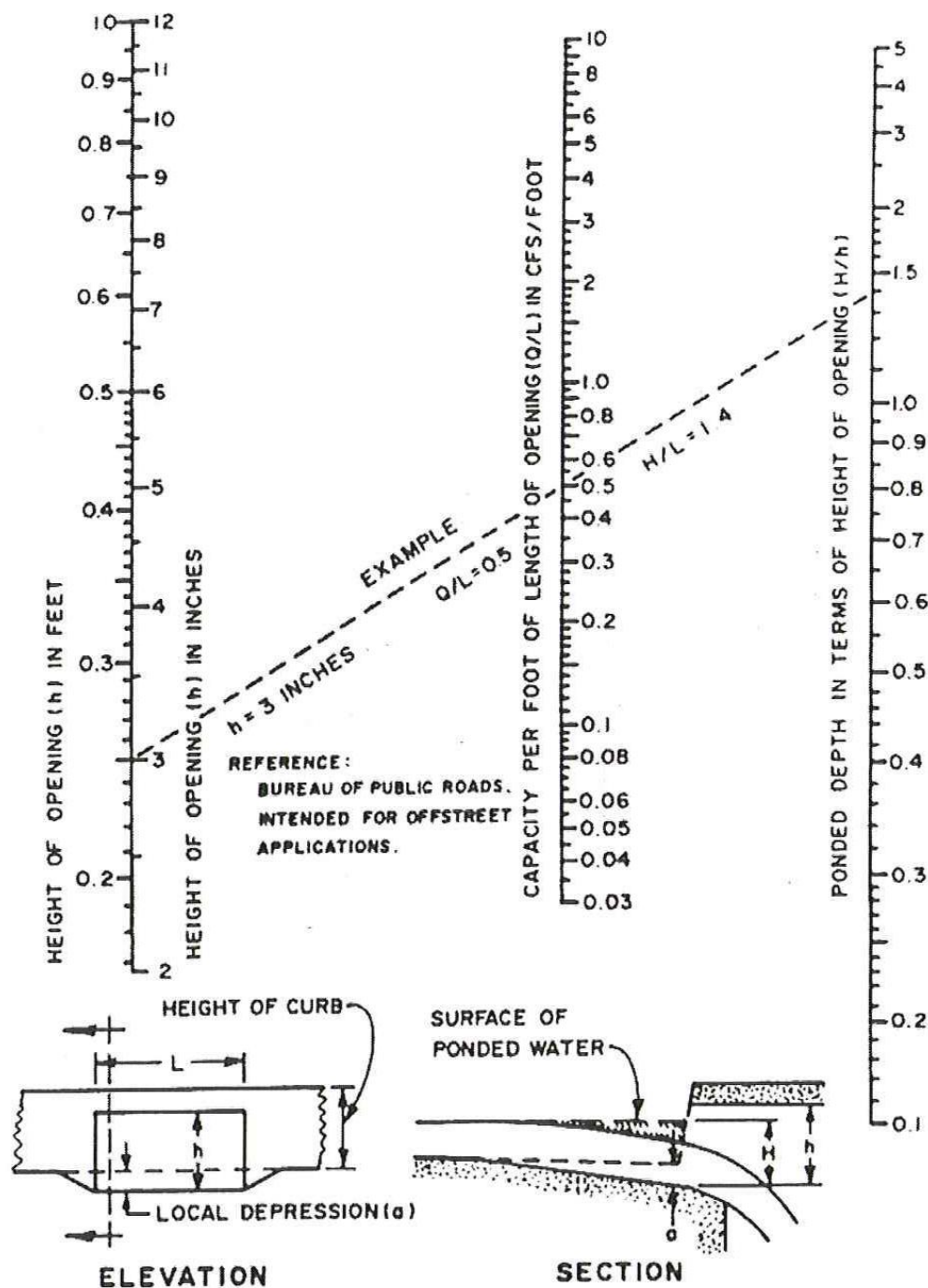
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HYDRAULIC ELEMENTS
 CIRCULAR CONDUIT

FIGURE 8



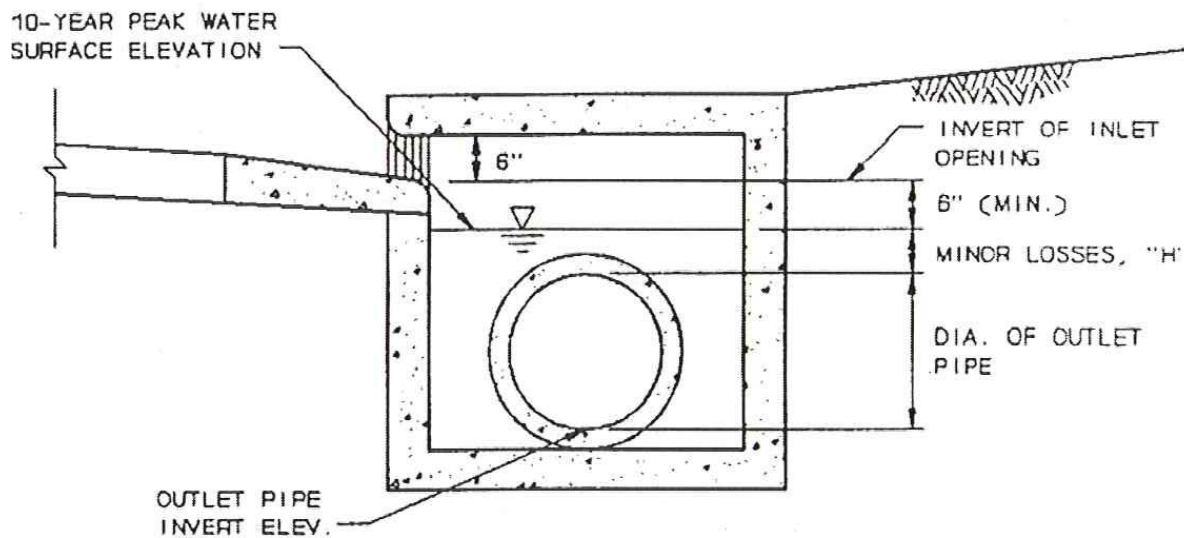
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CURB OPENING INLETS
CAPACITY IN SUMP

FIGURE 9



$$H = K(V^2 / 2G)$$

NOTES:

1. SEE TABLE F FOR VALUES OF "K".
2. $V = Q/A$ WHERE
 Q = FLOW, IN CFS
 A = CROSS-SECTIONAL AREA OF OUTLET PIPE, IN SQ. FT.
3. $2G = 64.4$ FT. PER SEC. PER SEC.

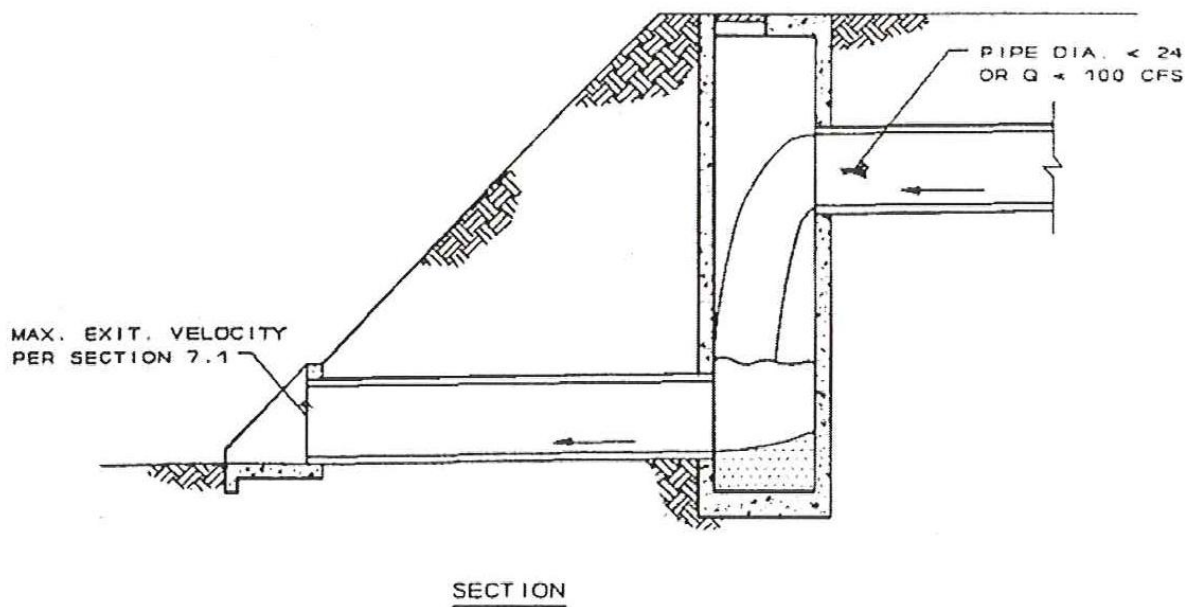
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CURB OPENING INLETS
DIMENSIONAL CRITERIA

FIGURE 10



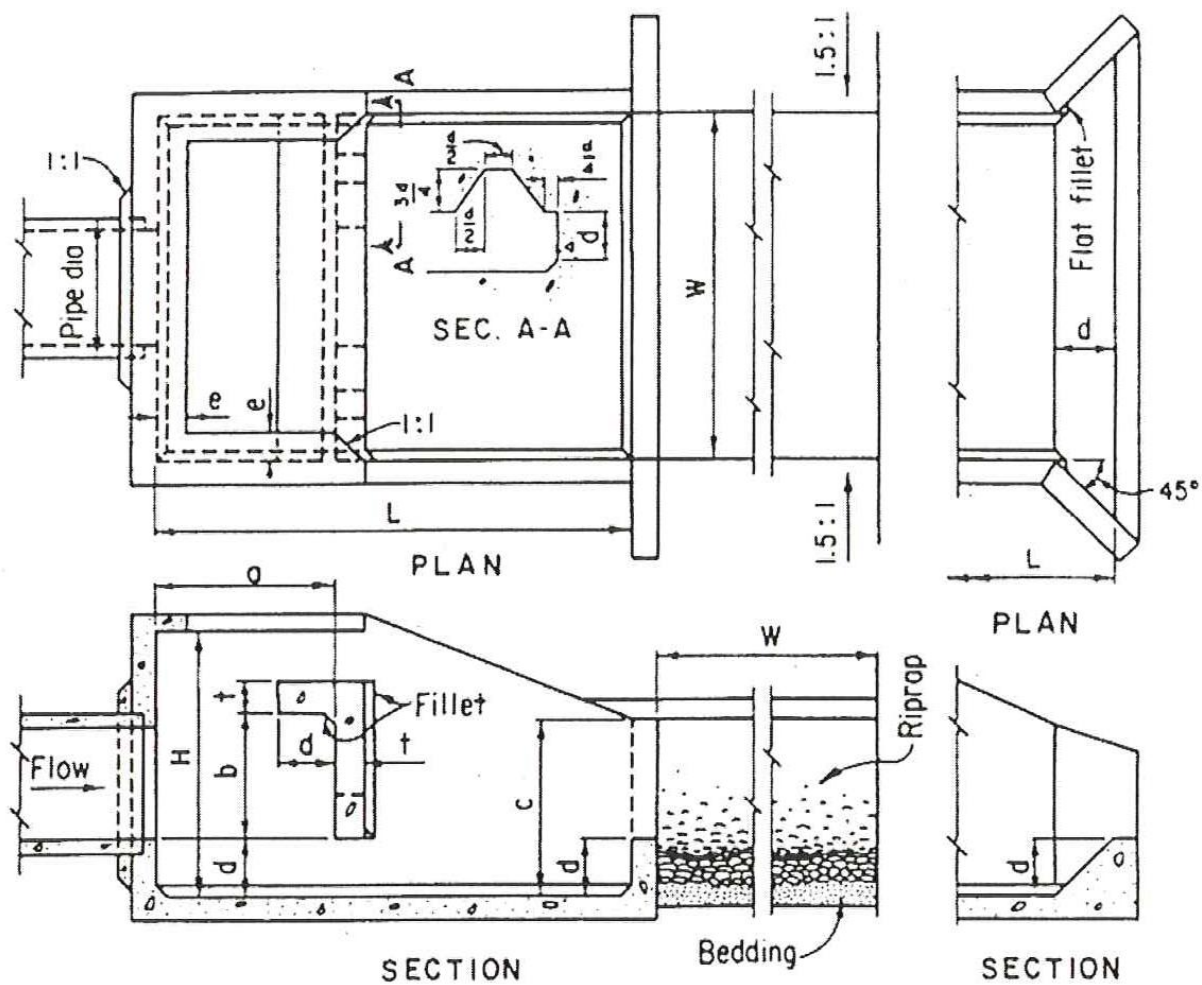
Ref: U.S. Bureau of Reclamation



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ENCLOSED DROP
ENERGY DISSIPATORS

FIGURE 11



$$\begin{aligned}
 H &= 3W/4 & c &= W/2 \\
 L &= 4W/3 & d &= W/6 \\
 o &= W/2 & e &= W/12 \\
 b &= 3W/8 & t &= W/12 \text{ suggested minimum thickness}
 \end{aligned}$$

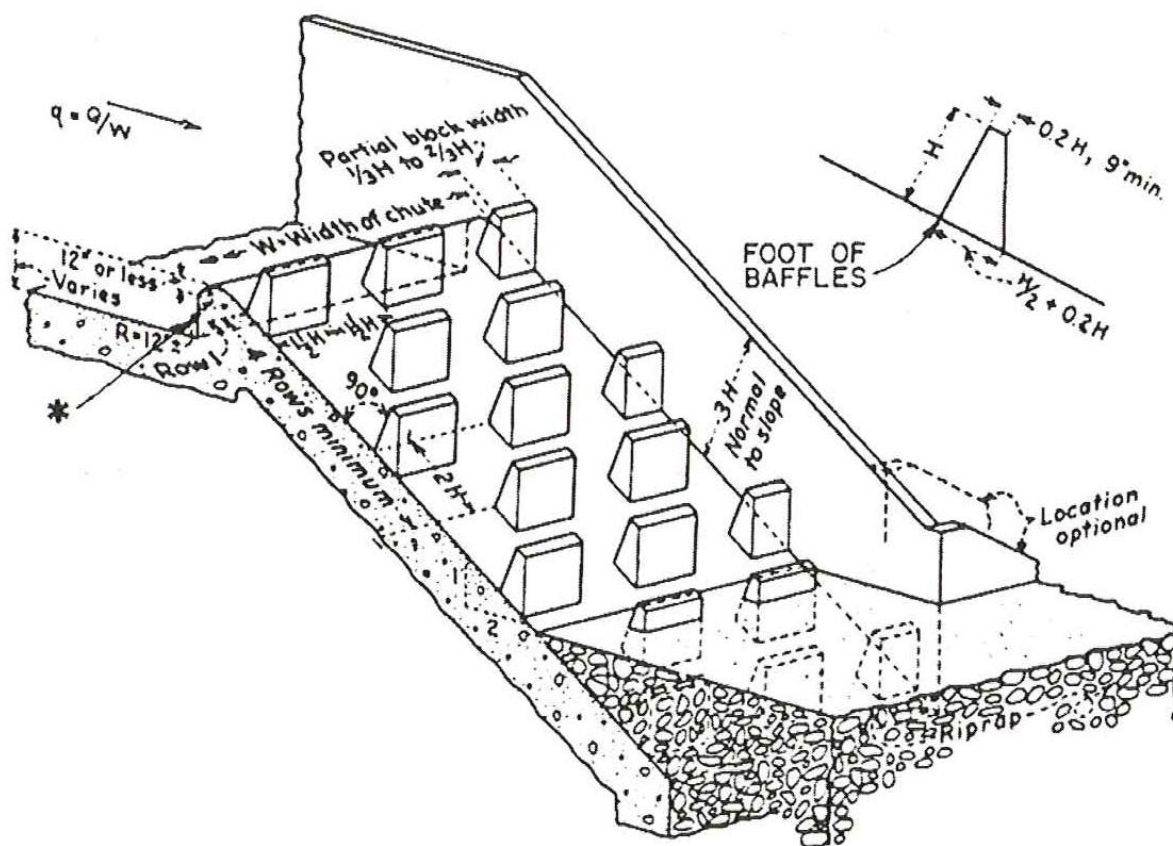
Ref: U.S. Bureau of Reclamation



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BUREAU OF RECLAMATION
TYPE IV BASIN

FIGURE 12



* SILL IS REQUIRED WHERE ENTRANCE VELOCITY CANNOT BE CONTROLLED BY THE UPSTREAM CHANNEL CON-
STRICTION, BUT FOR GRASS-LINED
CHANNEL THE SILL ELEVATION NEEDS
TO BE THE SAME AS THE CHANNEL,
OTHERWISE UPSTREAM SILTATION WILL
OCCUR.

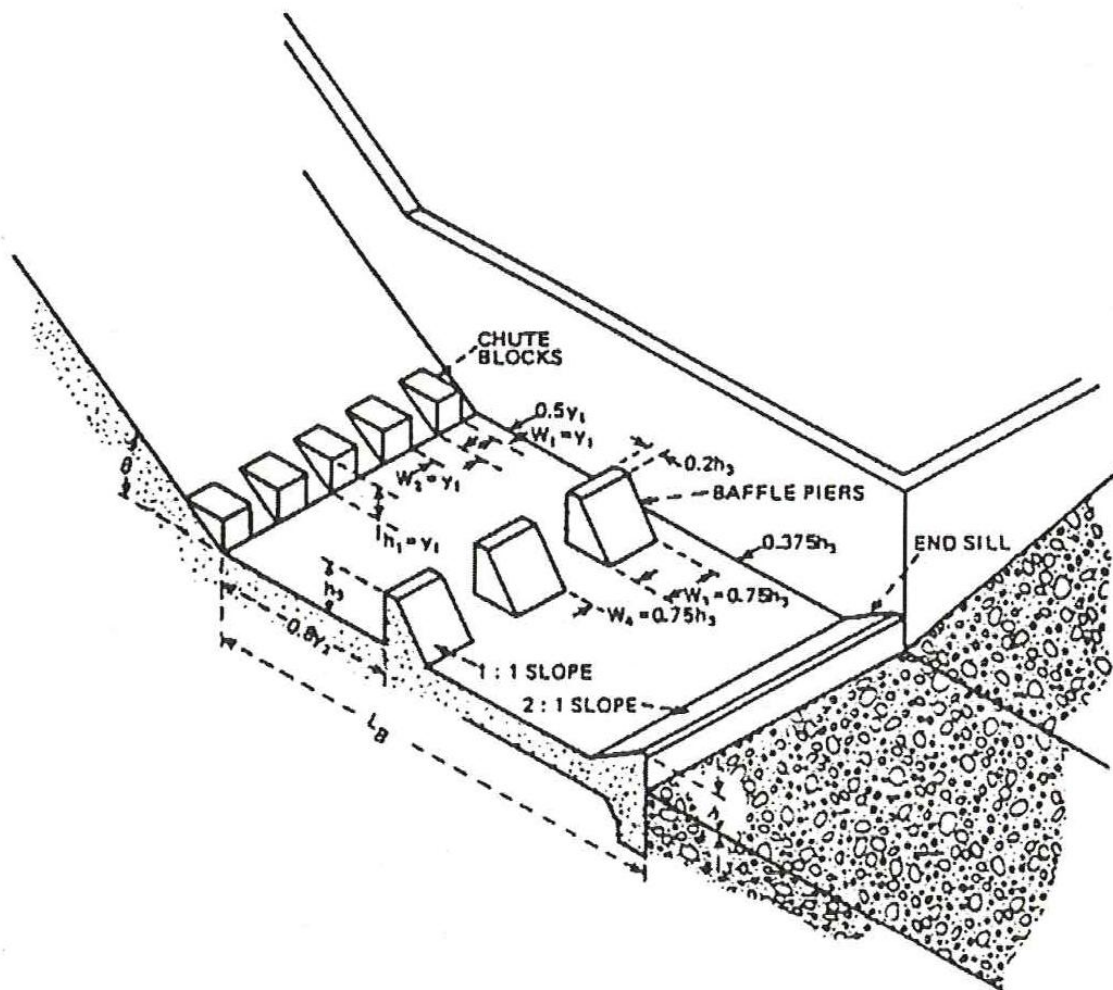
Ref: U.S. Bureau of Reclamation



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BUREAU OF RECLAMATION
TYPE IX BASIN

FIGURE 13



Ref: U.S. Bureau of Reclamation



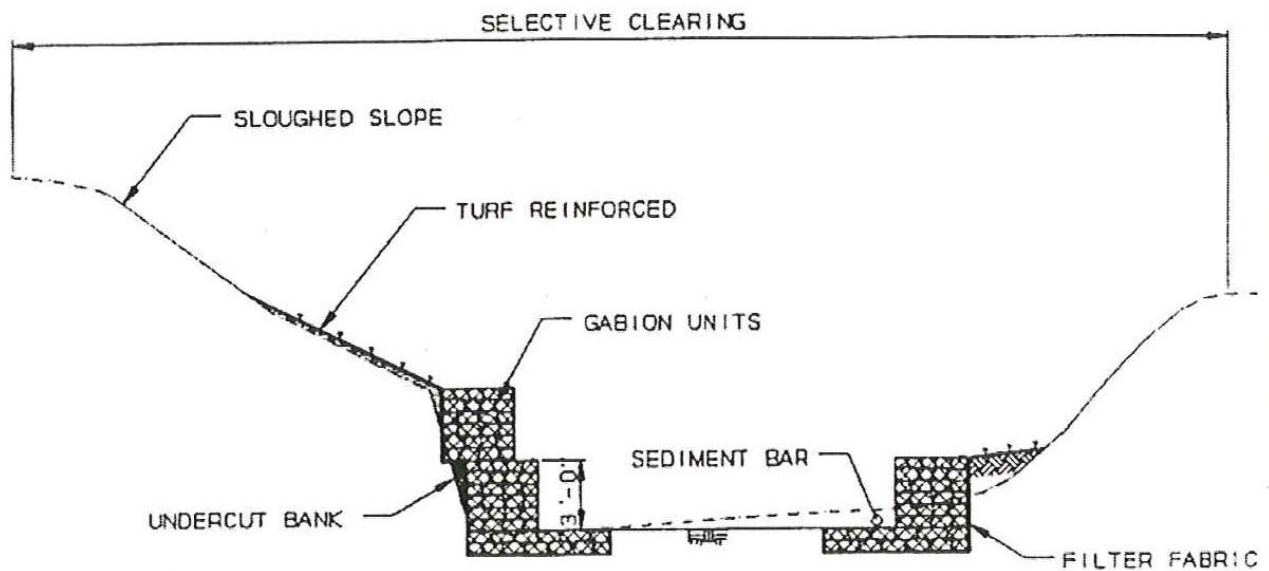
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BUREAU OF RECLAMATION
TYPE III BASIN

FIGURE 14

NOTES:

1. SELECTIVE CLEARING TO REMOVE DEADFALL, TREES WITH UNDERCUT ROOTS, AND BRUSH. SOUND TREES MAY REMAIN.
2. HEIGHT OF GABION STRUCTURE VARIES. CONSTRUCT TO APPX. EQUAL HEIGHT OF EXISTING VERTICAL BANK FACE.



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CRITERIA

BANK STABILIZATION
FOR STREAM OR CHANNEL

FIGURE 15

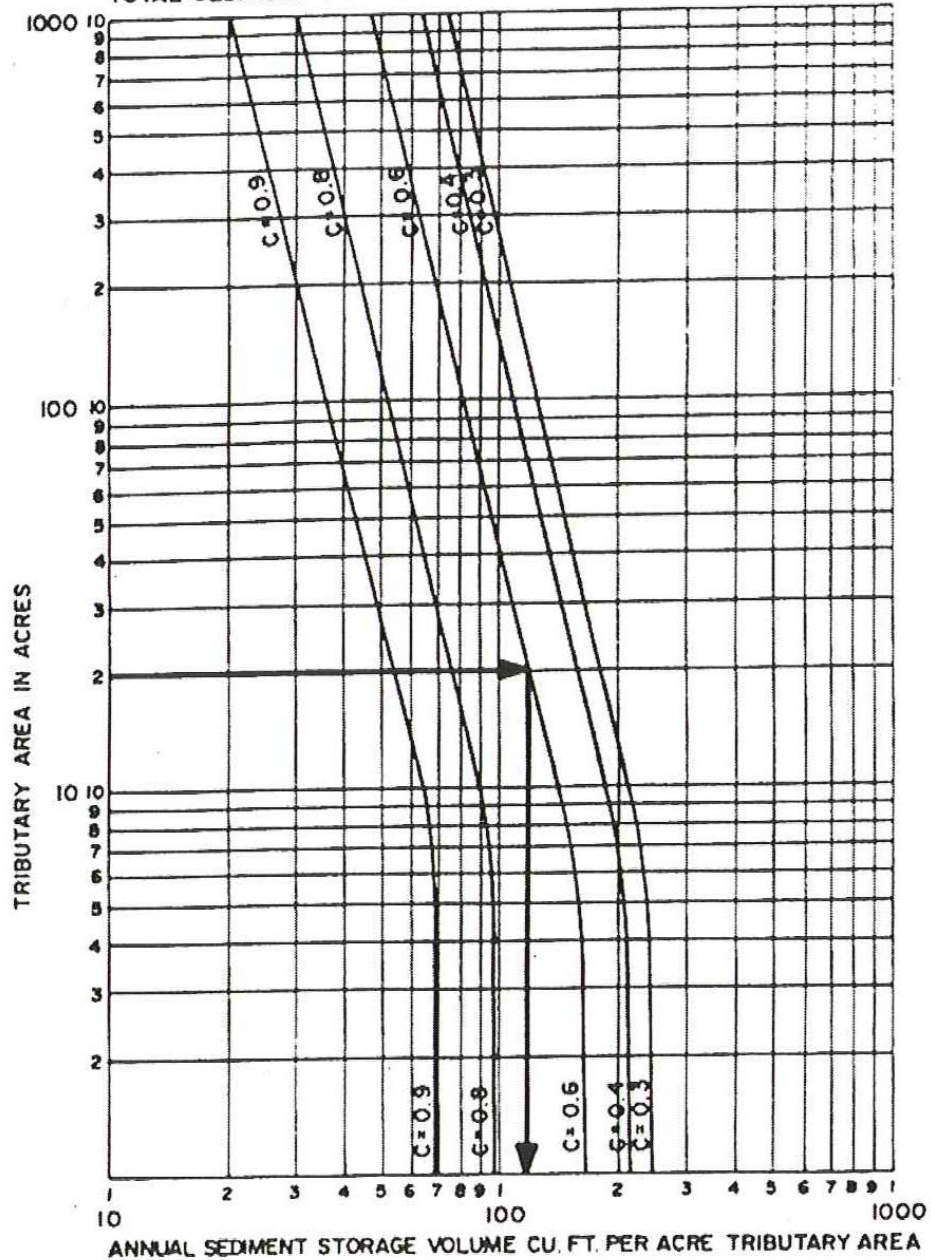
EXAMPLE:

TRIBUTARY AREA = 20 ACRES

RATIONAL METHOD RUNOFF COEFFICIENT "C" = 0.6

SEDIMENT STORAGE = 120 CU. FT. PER ACRE PER YEAR

TOTAL SEDIMENT STORAGE = 120 X 20 = 2400 CU. FT. PER YEAR.



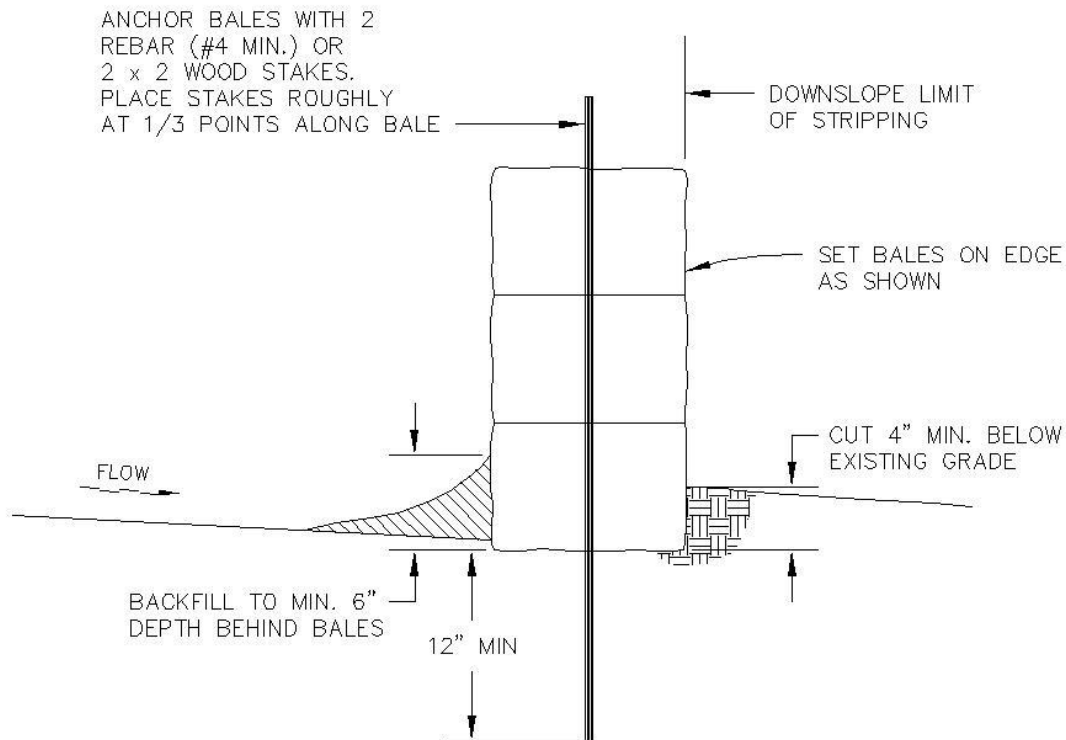
Ref: APWA (3/90)



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STORMWATER MANAGEMENT
CRITERIA

ESTIMATED ANNUAL
SEDIMENT ACCUMULATION

FIGURE 16



NOTES:

1. PLACE HAY BALE DIKE AT DOWNSLOPE LIMIT OF AREA TO BE GRADED.
2. BALES SHALL BE PLACED IN A ROW WITH ENDS TIGHTLY ABUTTING THE ADJACENT BALES.
3. BALES SHALL BE PLACED ALONG A LEVEL CONTOUR WITH AN ALLOWANCE OF ± 4 INCHES.
4. SEDIMENT TRAPPED SHALL BE DISPOSED IN AN APPROVED LOCATION IN A MANNER WHICH WILL NOT CONTRIBUTE ADDITIONAL SILTATION.
5. EACH BALE SHALL BE EMBEDDED IN THE SOIL A MINIMUM OF FOUR INCHES.
6. BALES SHALL BE SECURELY ANCHORED IN PLACE BY STAKES OR RE-BARS DRIVEN THROUGH THE BALES. THE FIRST STAKE IN EACH BALE SHALL BE ANGLED TOWARD PREVIOUSLY LAID BALE TO FORCE BALES TOGETHER.
7. INSPECTION SHALL BE FREQUENT AND REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED BY CONTRACTOR.
8. BALES SHALL BE REMOVED WHEN THEY HAVE SERVED THEIR USEFULNESS SO AS NOT TO BLOCK OR IMPEDE STORM FLOW OR DRAINAGE.
9. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF 6 INCHES.
10. AT EACH END OF DIKE, TURN DIKE UPSLOPE AND EXTEND UNTIL GROUND SURFACE RISES 18 INCHES.

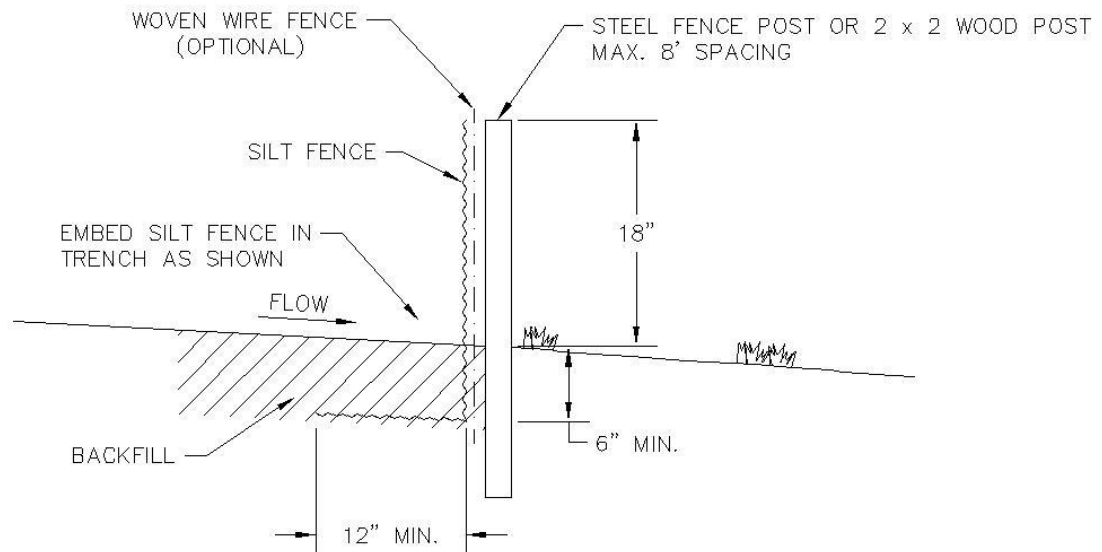
REFERENCE: Adapted from City of Austin & City of Tulsa Erosion and Sedimentation Control Manuals



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STORMWATER MANAGEMENT
CRITERIA

HAY BALE DIKE

FIGURE 17



NOTES:

1. PLACE SILT FENCE AT DOWNSLOPE LIMIT OF AREA TO BE GRADED.
2. SILT FENCE SHALL BE PLACED ALONG A LEVEL CONTOUR WITH AN ALLOWANCE OF ± 4 INCHES.
3. SEDIMENT TRAPPED BY THIS PRACTICE SHALL BE DISPOSED OF IN AN APPROVED SITE IN A MANNER THAT WILL NOT CONTRIBUTE TO ADDITIONAL SILTATION.
4. SILT FENCE SHOULD BE SECURELY FASTENED TO EACH SUPPORT POST OR TO WOVEN WIRE, WHICH IS IN TURN ATTACHED TO THE STEEL FENCE POSTS.
5. INSPECTION SHALL BE FREQUENT AND REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED.
6. SILT FENCE SHALL BE REMOVED WHEN IT HAS SERVED ITS USEFULNESS SO AS NOT TO BLOCK OR IMPEDE STORM FLOW OR DRAINAGE.
7. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF 6 INCHES.
8. AT EACH END OF SILT FENCE, TURN FENCE UPSLOPE AND EXTEND UNTIL GROUND SURFACE RISES 18 INCHES.

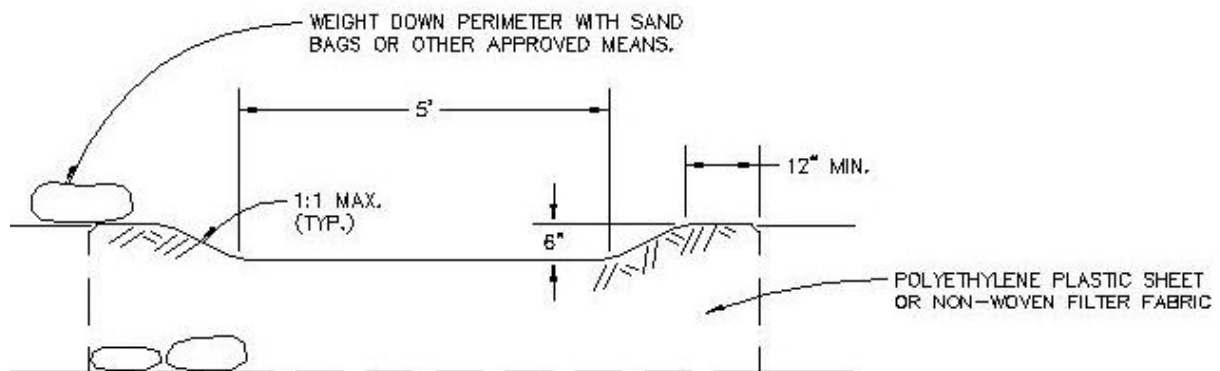
REFERENCE: Adapted from City of Austin & City of Tulsa Erosion and Sedimentation Control Manuals



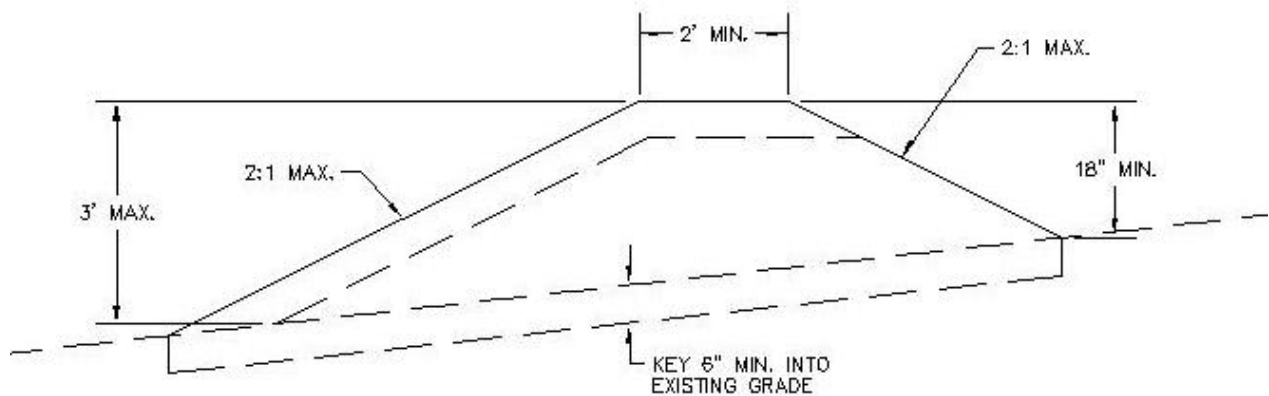
CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

SILT FENCE

FIGURE 18



OVERFLOW AREA



NOTES:

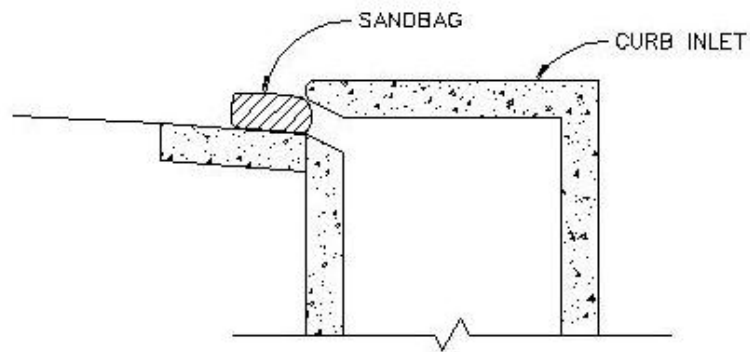
1. SOIL IN BERM SHALL BE FIRMLY COMPACTED.
2. AT EACH END OF BERM, TURN BERM UPSLOPE AND EXTEND UNTIL GROUND SURFACE RISES TO TOP OF BERM ELEVATION.
3. PROVIDE OVERFLOW AREAS AT 200 FT. MAX. INTERVALS.



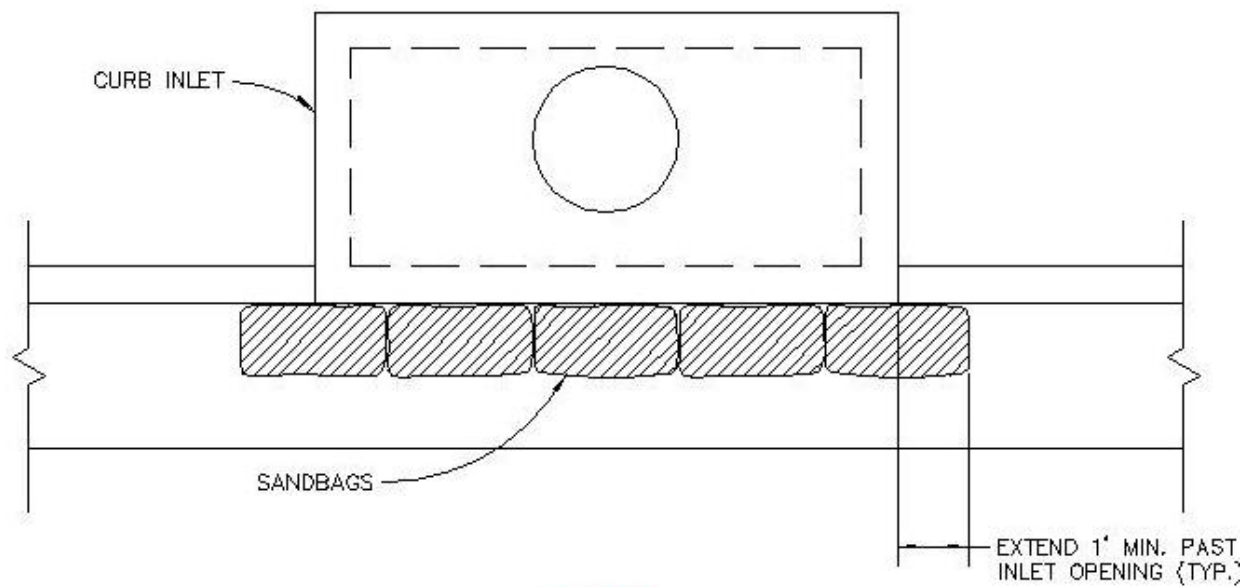
CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

TEMPORARY SILT
CONTAINMENT BERM

FIGURE 19



CROSS-SECTION



PLAN

NOTES:

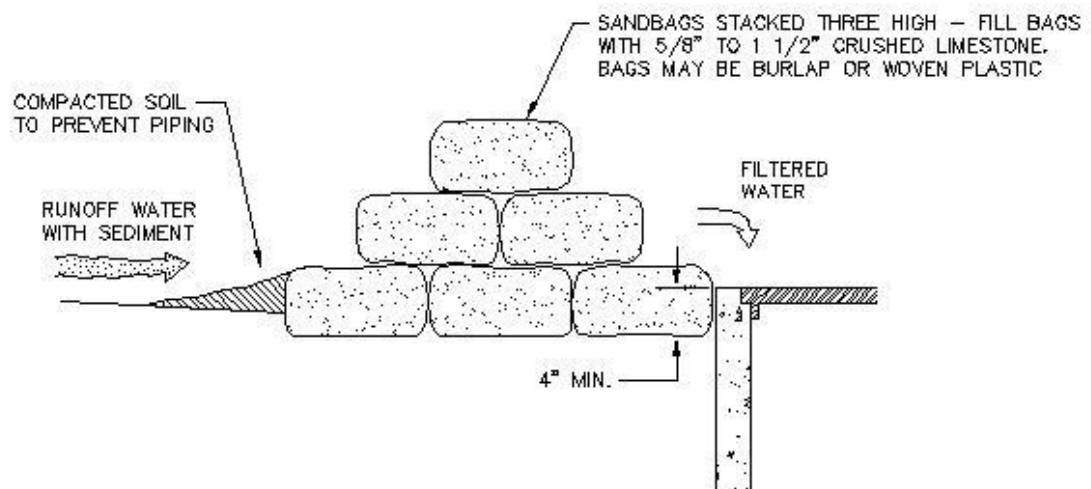
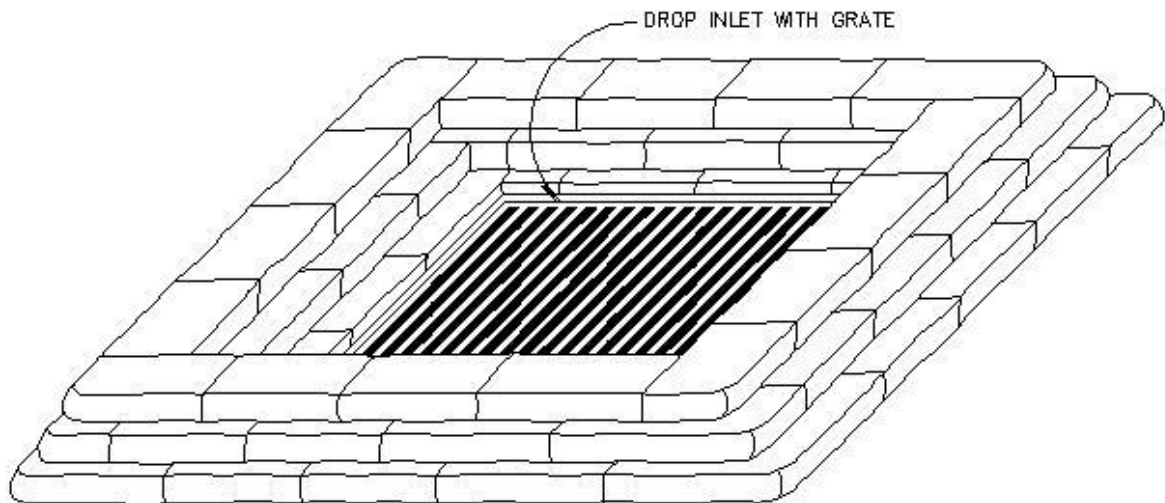
1. FILL BAGS WITH 5/8" CRUSHED LIMESTONE.
2. BAGS SHALL BE BURLAP OR BIODEGRADABLE PLASTIC.
3. BAGS SHALL BE INSPECTED AND REPLACED AS NEEDED.



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STORMWATER MANAGEMENT
CRITERIA

SAND BAG SEDIMENT TRAP
FOR CURB INLETS

FIGURE 20



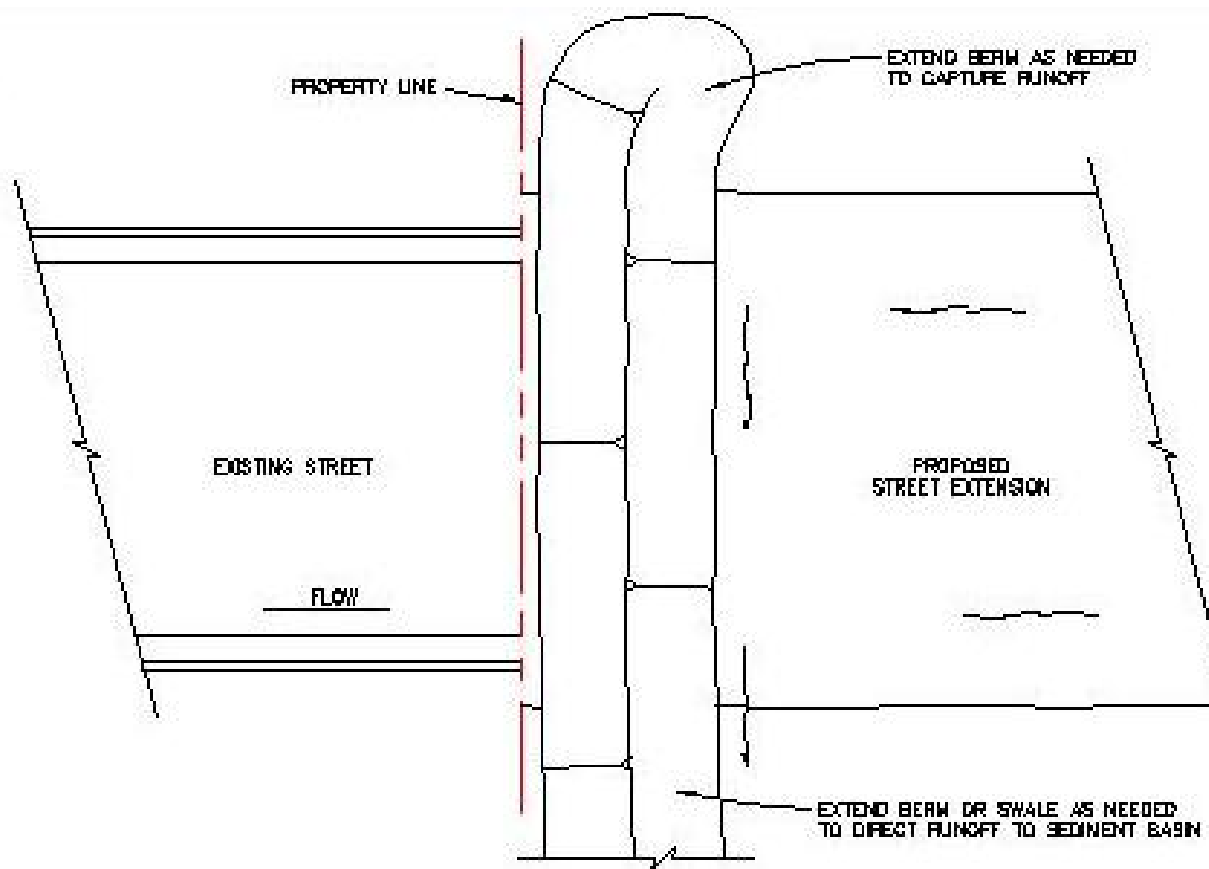
DROP INLET SEDIMENT FILTER



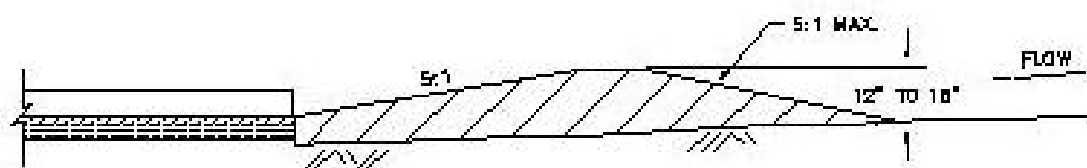
CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

AREA INLET
PROTECTION

FIGURE 21



PLAN



CROSS-SECTION

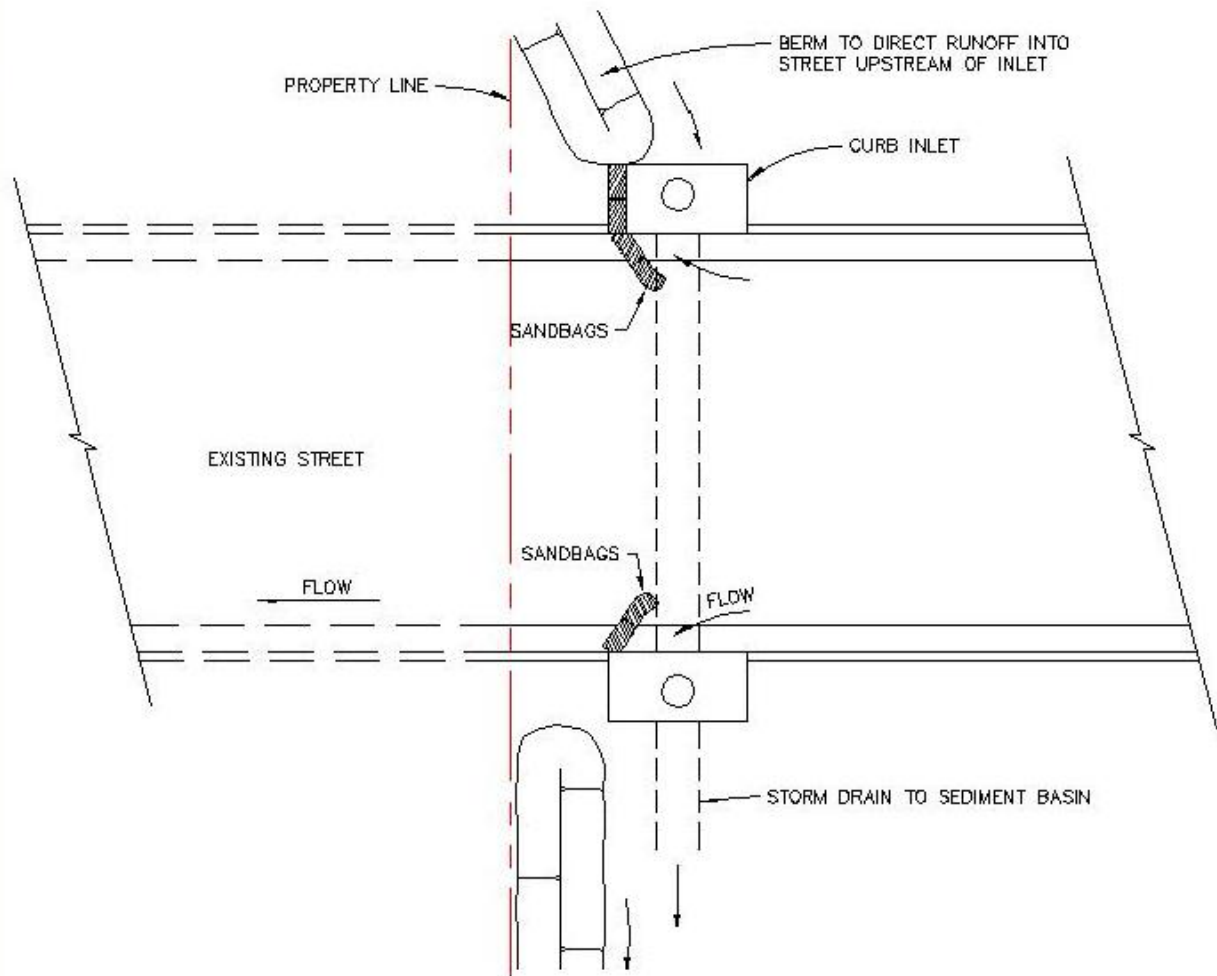
CASE 1
AFTER INITIAL EXCAVATION
OF SUBGRADE



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STORMWATER MANAGEMENT
CRITERIA

DIVERSION OF RUNOFF
CURBED STREET

FIGURE 22



NOTE: FILL SANDBAGS WITH CHAT OR LIMESTONE SAND

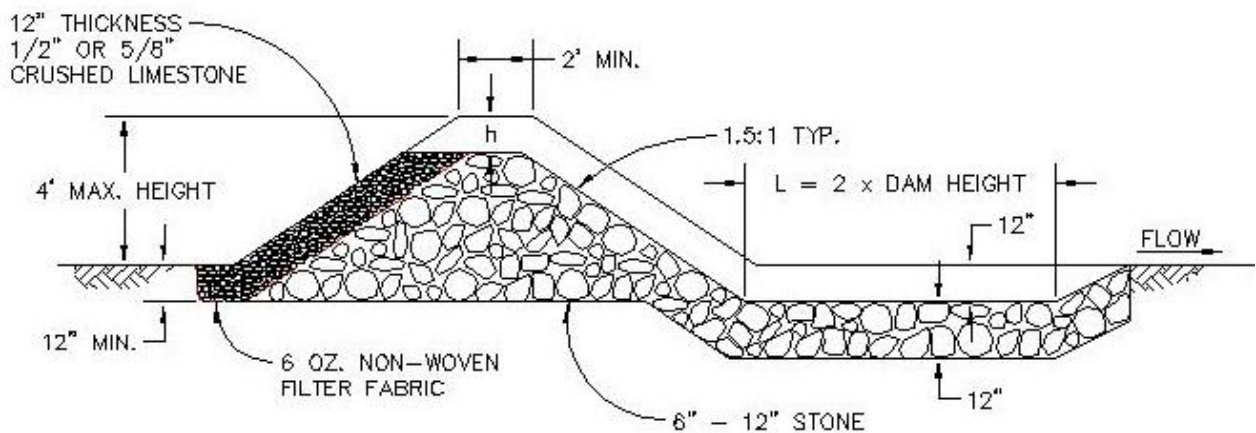
CASE 2
AFTER PAVEMENT AND
INLETS COMPLETED



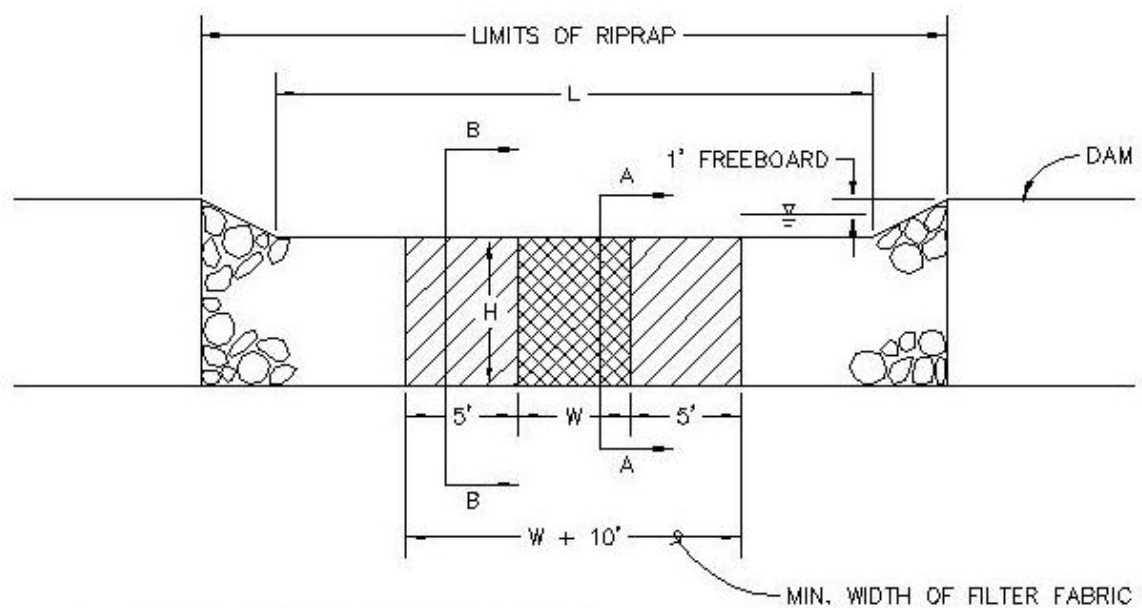
CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

DIVERSION OF RUNOFF
CURBED STREET

FIGURE 23



SECTION A - A (THRU GRAVEL FILTER)



L = LENGTH REQUIRED TO PASS Q_{10} WHILE
MAINTAINING 1 FT. OF FREEBOARD

W = WIDTH OF ROCK FILTER AREA

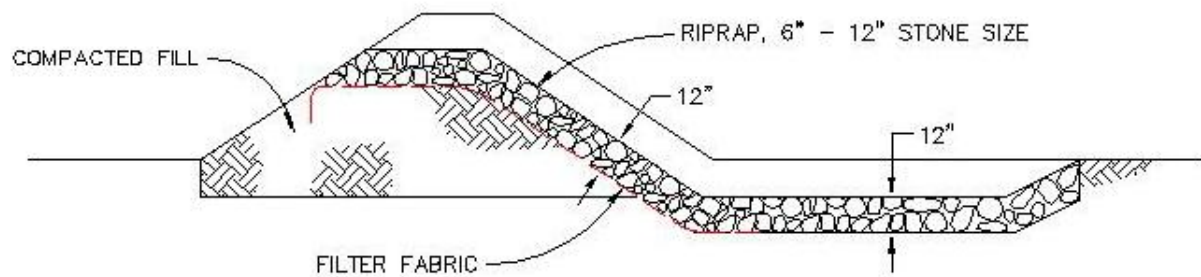
MIN. WIDTH OF FILTER FABRIC



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STORMWATER MANAGEMENT
CRITERIA

GRAVEL FILTER DAM

FIGURE 24



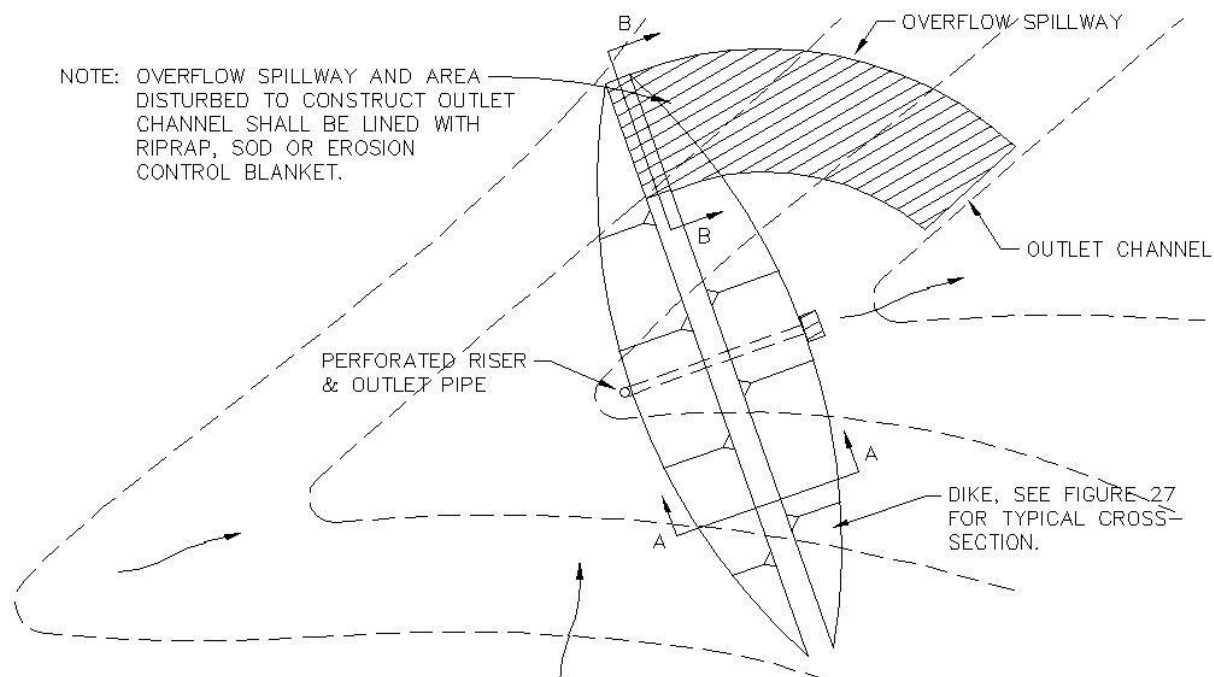
SECTION B – B
(FIGURE 24)



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STORMWATER MANAGEMENT
CRITERIA

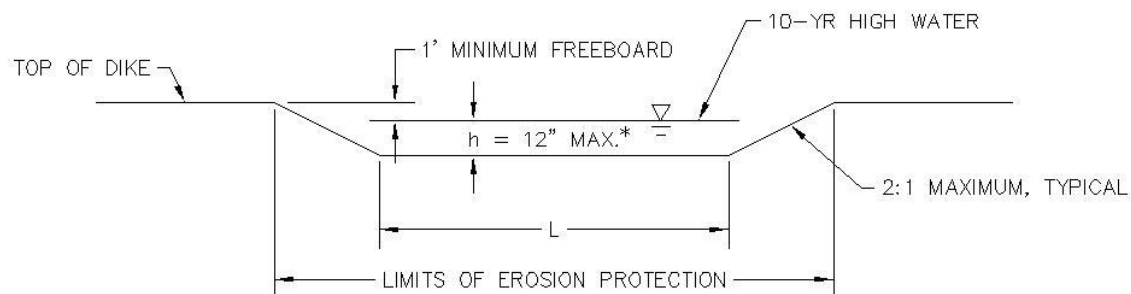
RIPRAP SPILLWAY
GRAVEL FILTER DAM

FIGURE 25



TYPICAL COMPONENTS OF TEMPORARY SEDIMENT BASIN PLAN

(PERFORATED RISER PIPE AND OVERFLOW SPILLWAY SHOWN. GRAVEL FILTER DAM AND RIPRAP OVERFLOW SPILLWAY AS SHOWN IN FIGURES 24 AND 25 MAY ALSO BE USED.)



* $h = 6''$ MAX. IF SOD LINING USED

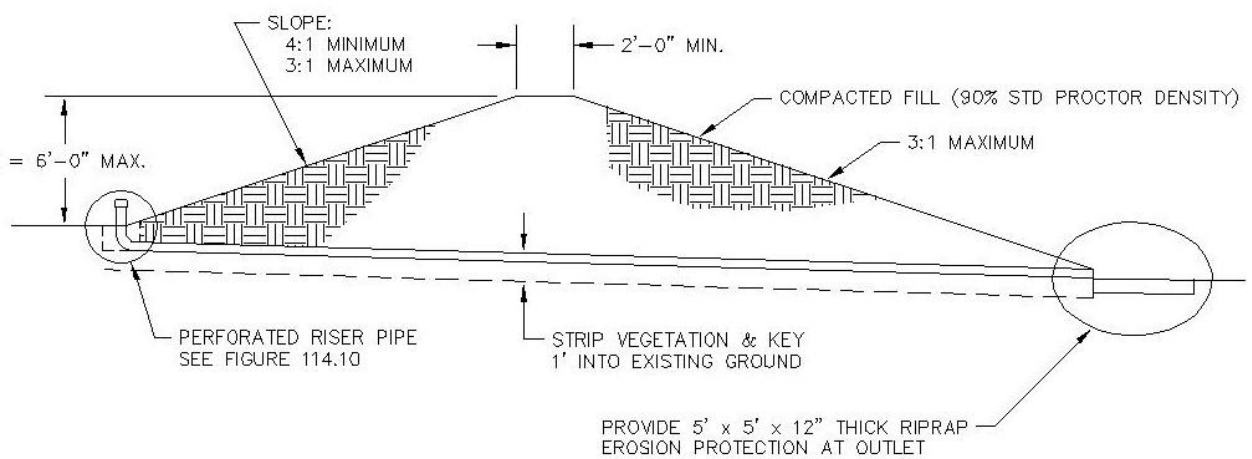
SECTION B - B TYPICAL OVERFLOW SPILLWAY CROSS-SECTION



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STORMWATER MANAGEMENT
CRITERIA

TEMPORARY SEDIMENT
BASIN

FIGURE 26



SECTION A — A
(FIGURE 26)

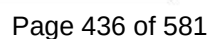
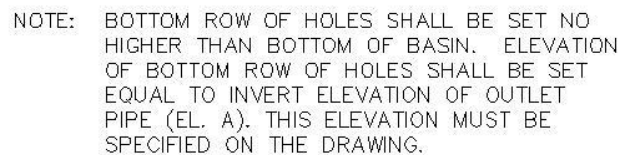


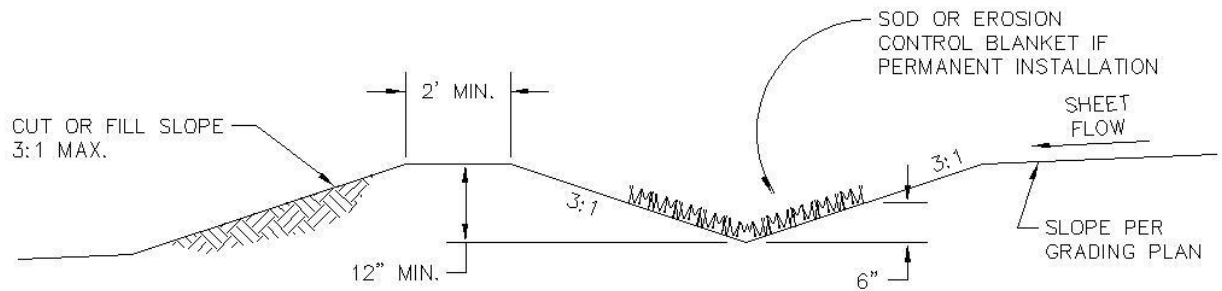
CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

TYPICAL SECTION SEDIMENT
BASIN BERM & OUTLET

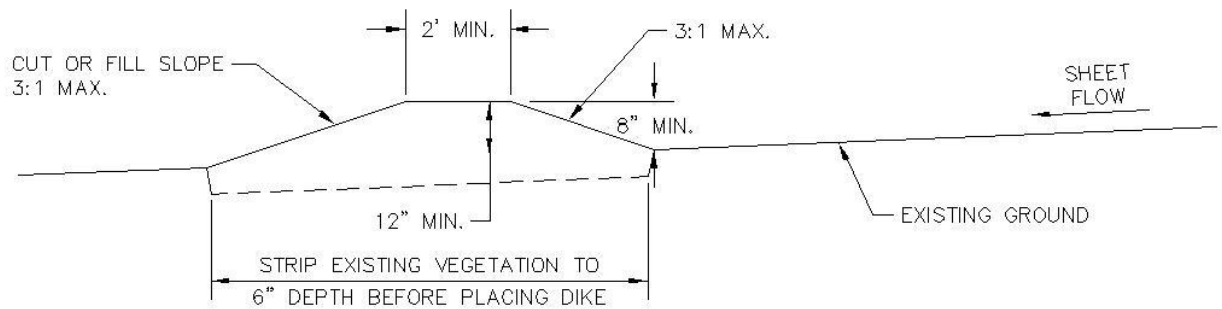
FIGURE 27

d = HOLE DIAMETER





SWALE



DIKE

NOTES:

1. DIKE SHALL BE COMPACTED TO DENSITY EQUAL TO THAT SPECIFIED FOR ADJOINING AREA (90% STANDARD PROCTOR DENSITY, MINIMUM).
2. MINIMUM 1% GRADE MUST BE PROVIDED FOR SWALE OR ALONG UPSLOPE SIDE OF DIKE FOR PROPER DRAINAGE.

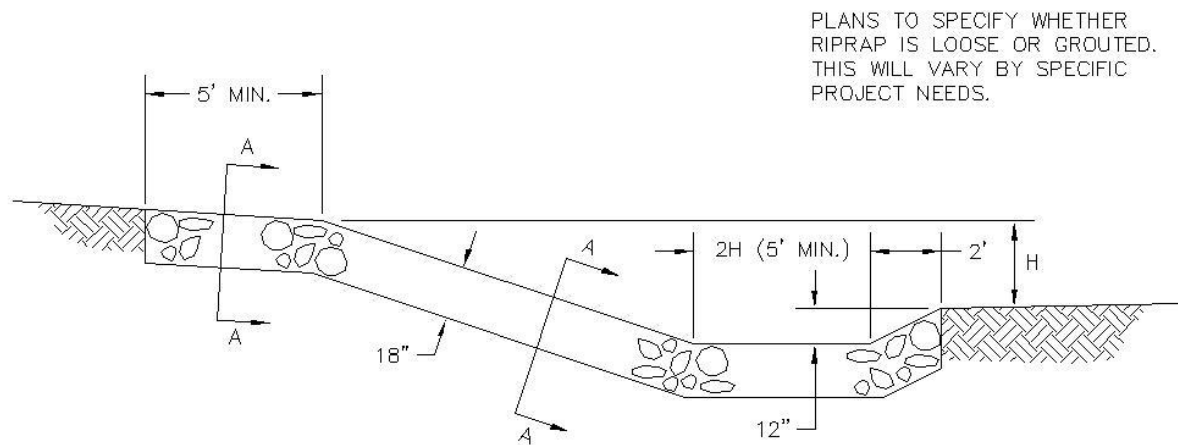
REFERENCE: Adapted from City of Austin & City of Tulsa Erosion and Sedimentation Control Manuals



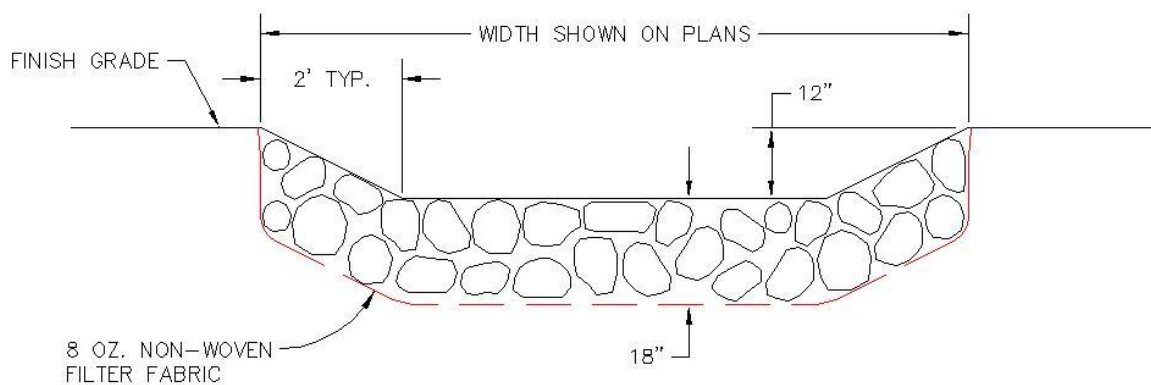
CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

DIVERSION DIKES AND
SWALES

FIGURE 29



TYPICAL SECTION



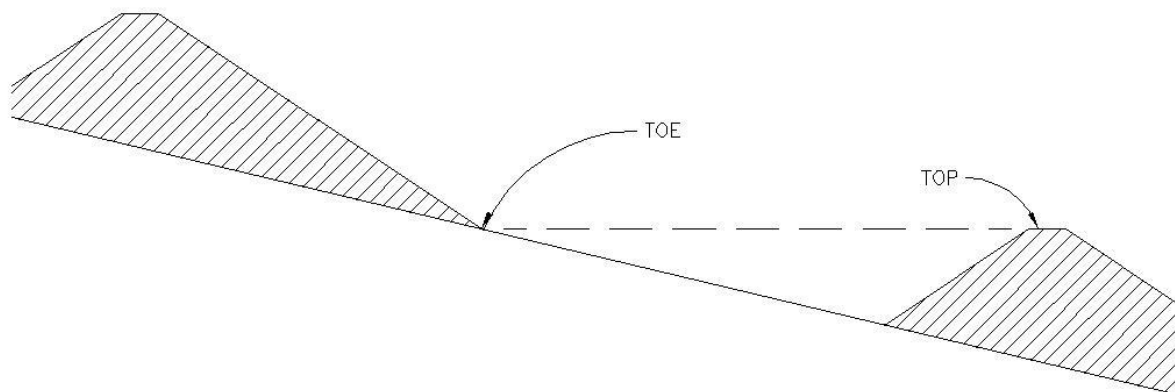
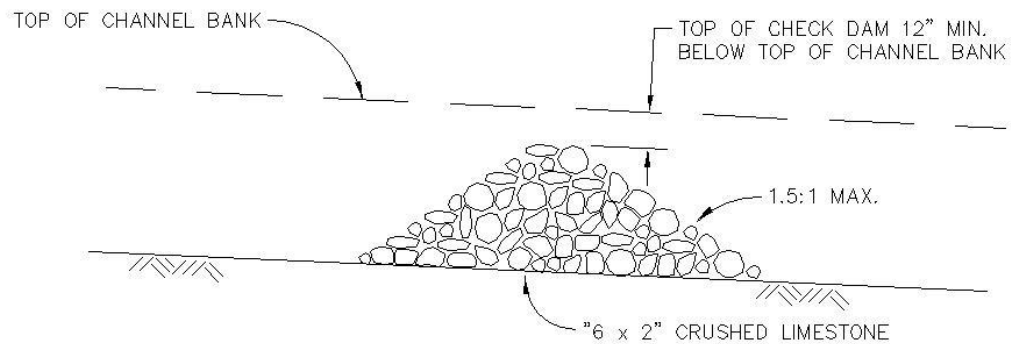
SECTION A - A



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STORMWATER MANAGEMENT
CRITERIA

RIPRAP CHUTE
CROSS SECTION

FIGURE 30



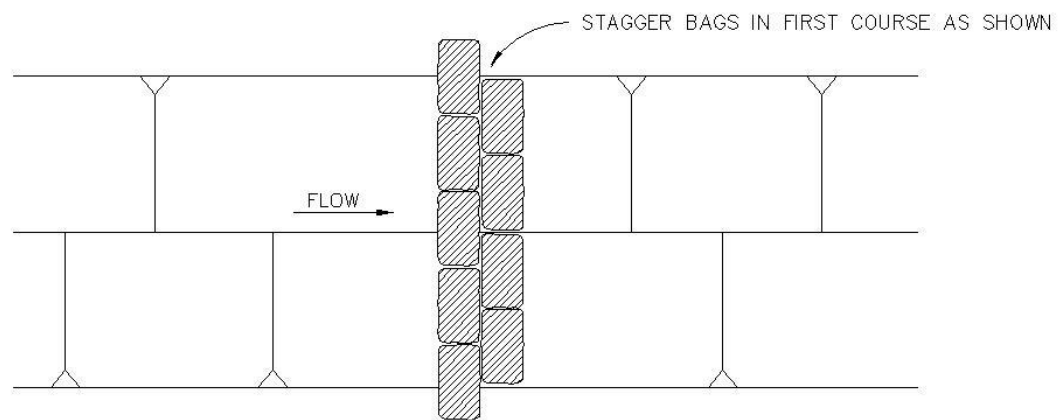
TYPICAL CHECK DAM SPACING



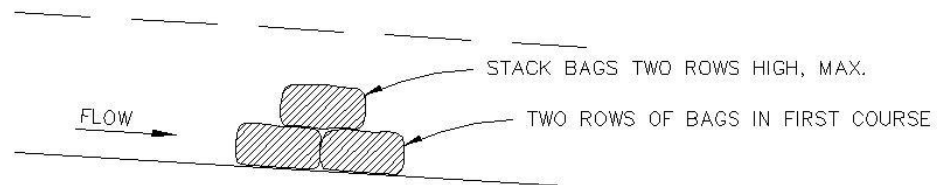
CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

ROCK CHECK DAM

FIGURE 31



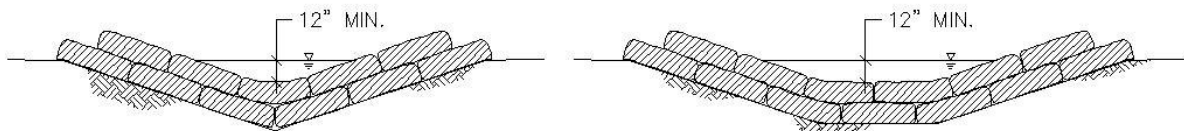
PLAN



PROFILE

NOTES:

FILL BAGS WITH 5/8" TO 1 1/2" CRUSHED LIMESTONE.
BAGS MAY BE BURLAP OR WOVEN PLASTIC.
SPACE CHECK DAMS AS SHOWN IN FIG. 31 OR AS
SPECIFIED ON SEDIMENT & EROSION CONTROL PLAN.



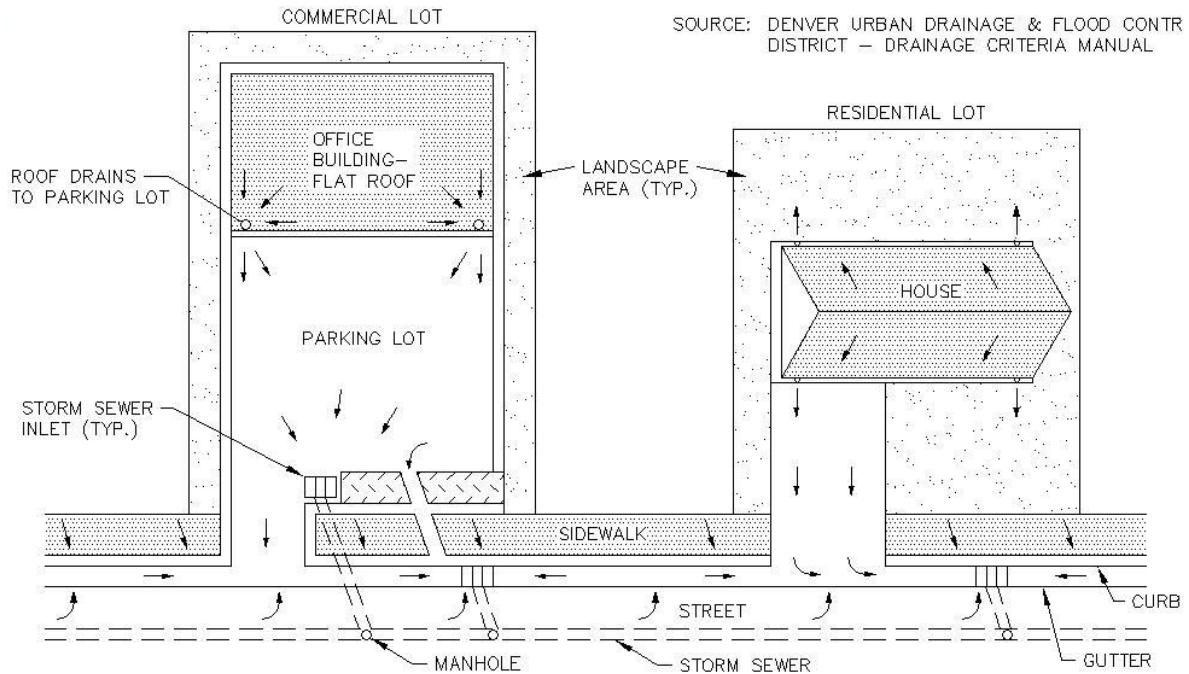
TYPICAL CROSS-SECTIONS



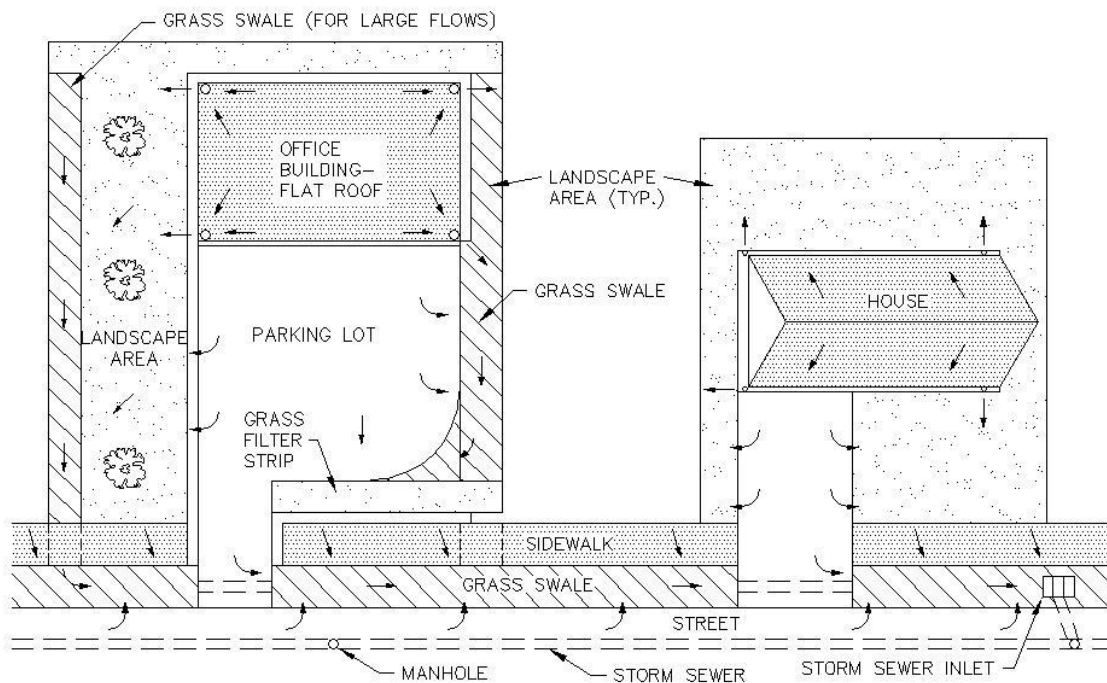
CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

SANDBAG CHECK DAM

FIGURE 32



TRADITIONAL SITE & STREET DRAINAGE DESIGN



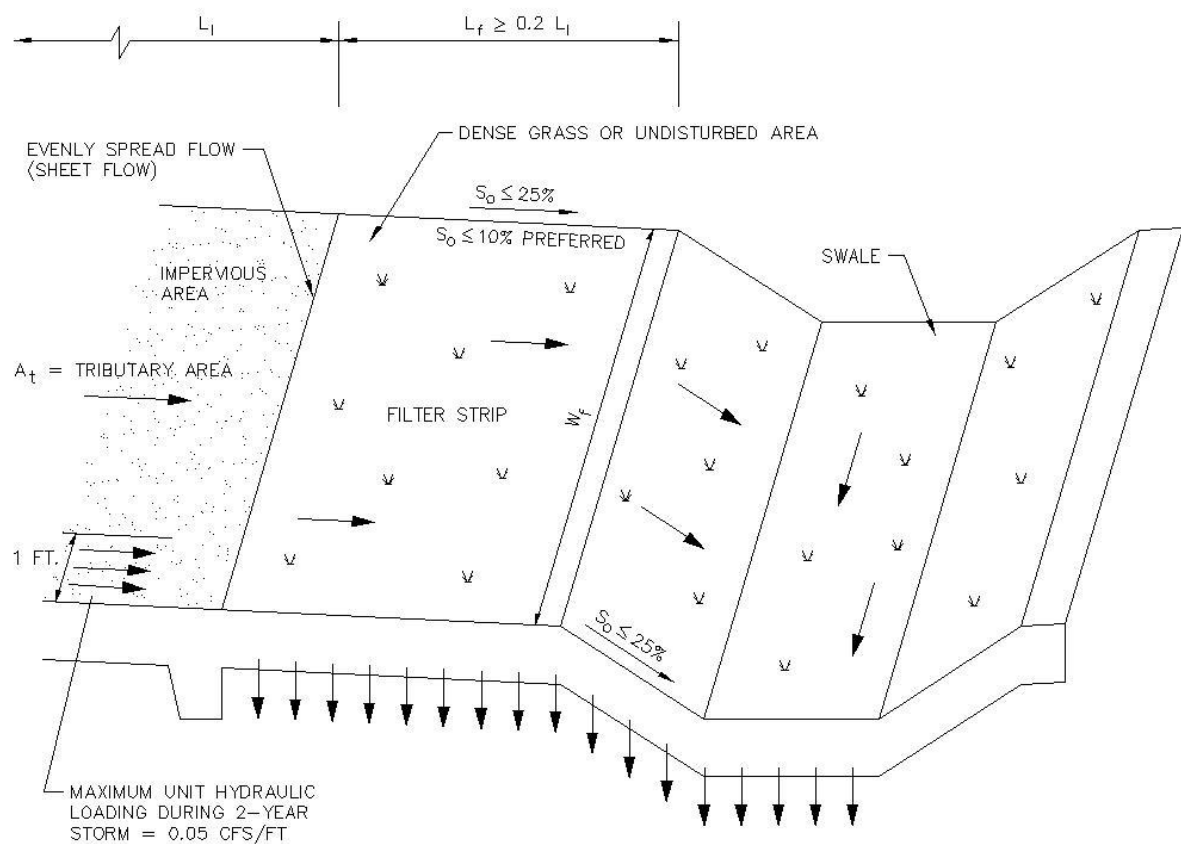
MINIMIZING DIRECTLY CONNECTED IMPERVIOUS AREAS



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STORMWATER MANAGEMENT
CRITERIA

EXAMPLE OF MINIMIZING
DIRECTLY CONNECTED
IMPERVIOUS AREA

FIGURE 33



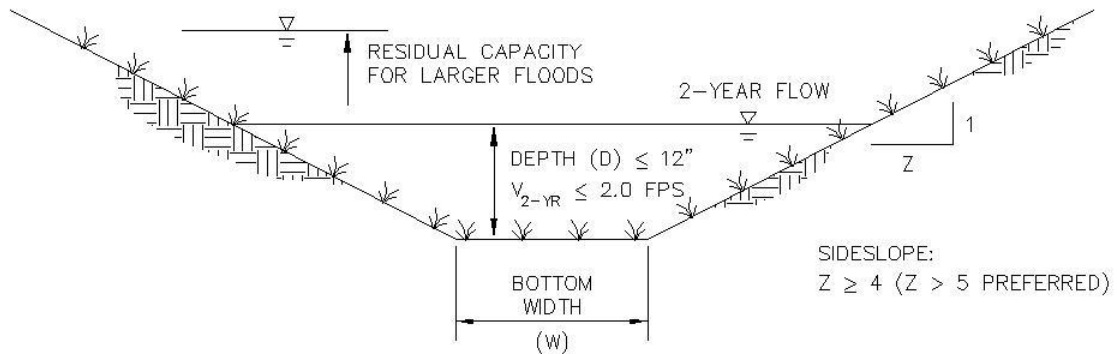
ADAPTED FROM DENVER URBAN DRAINAGE & FLOOD
CONTROL DISTRICT — DRAINAGE CRITERIA MANUAL



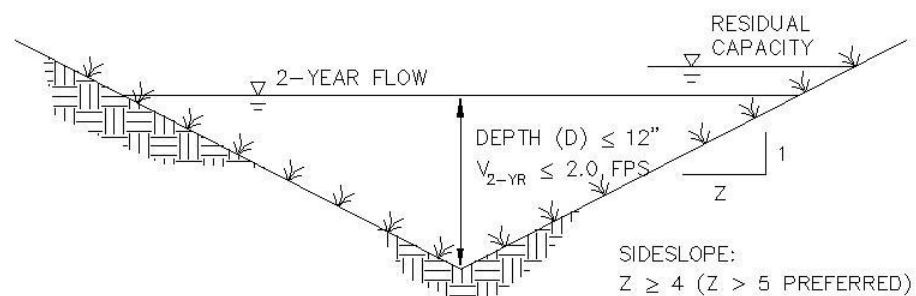
CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

VEGETATIVE FILTER STRIP
WATER QUALITY BMP

FIGURE 34



TRAPEZOIDAL GRASS-LINED SWALE SECTION



TRIANGULAR GRASS-LINED SWALE SECTION

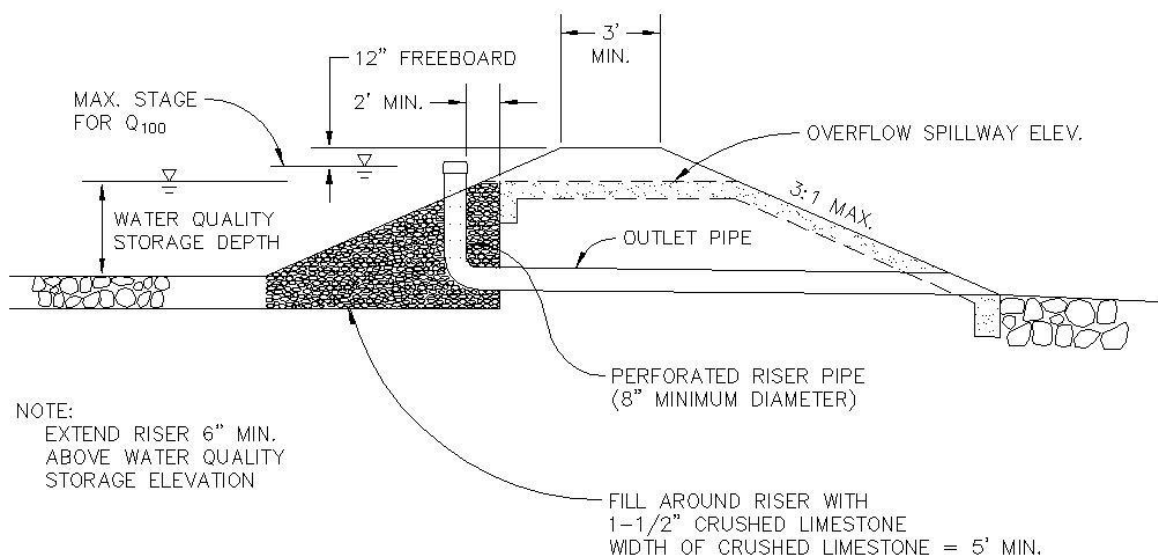
ADAPTED FROM DENVER URBAN DRAINAGE & FLOOD
CONTROL DISTRICT — DRAINAGE CRITERIA MANUAL



CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

GRASS SWALE
WATER QUALITY BMP

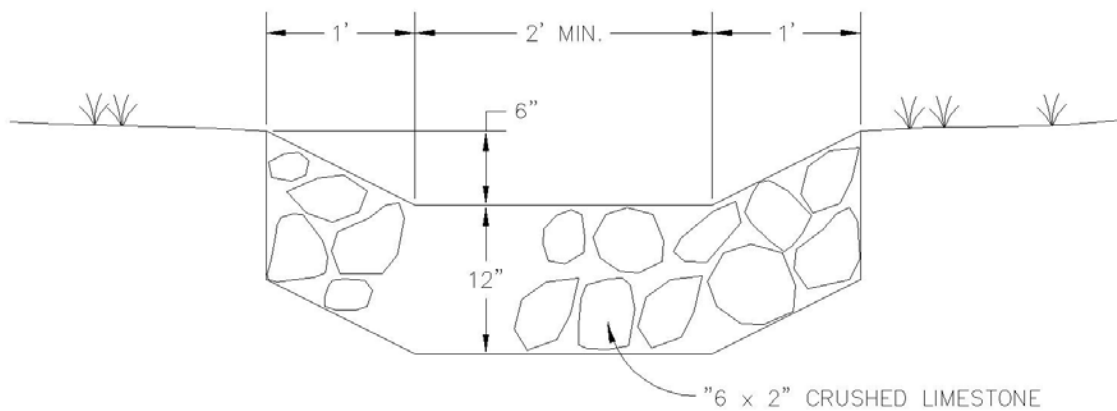
FIGURE 35



CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

EXTENDED DRY DETENTION
WATER QUALITY BMP

FIGURE 36



ROCK TRICKLE CHANNEL FOR
EXTENDED DRY DETENTION BASINS
TYPICAL CROSS SECTION
WATER QUALITY BMP



CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

TRICKLE CHANNEL
WATER QUALITY BMP

FIGURE 37

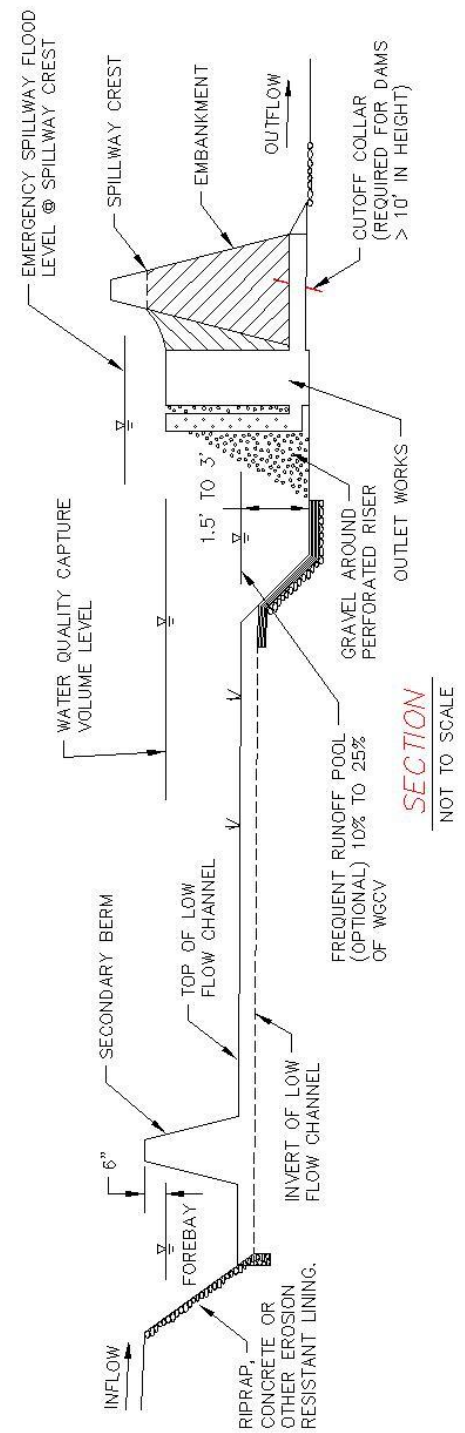
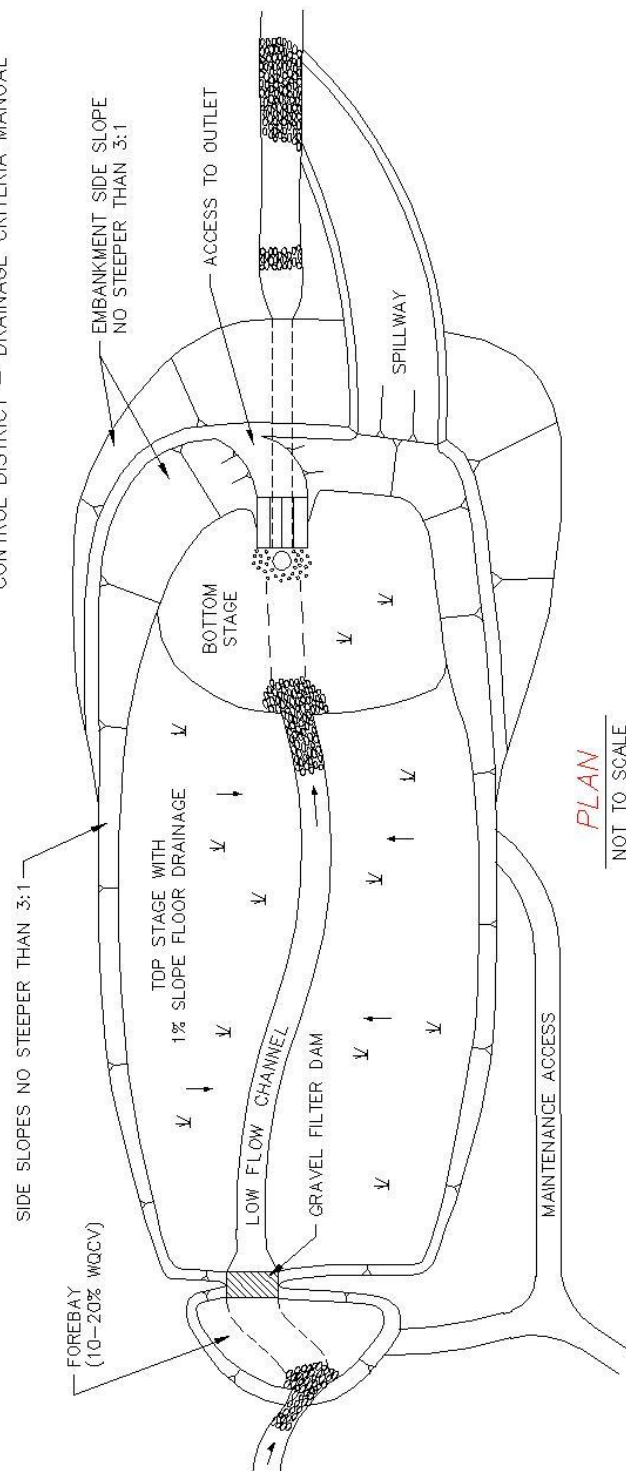


CARL JUNCTION, MISSOURI STORMWATER MANAGEMENT CRITERIA

EXTENDED DRY DETENTION BASIN TYPICAL DETAILS

FIGURE 38

ADAPTED FROM DENVER URBAN DRAINAGE & FLOOD
CONTROL DISTRICT – DRAINAGE CRITERIA MANUAL



SECTION
NOT TO SCALE

CUTOFF COLLAR
(REQUIRED FOR DAMS
> 10' IN HEIGHT)

FREQUENT RUNOFF POOL
(OPTIONAL) 10% TO 25%
OF WQCV

GRAVEL AROUND
PERFORATED RISER

OUTLET WORKS

1.5' TO 3'

EMBANKMENT

SPILLWAY CREST

EMERGENCY SPILLWAY FLOOD
LEVEL @ SPILLWAY CREST

WATER QUALITY CAPTURE
VOLUME LEVEL

TOP OF LOW
FLOW CHANNEL

INVERT OF LOW
FLOW CHANNEL

6"

SECONDARY BERM

FOREBAY

INFLOW

OUTFLOW

MAINTENANCE ACCESS

EMBANKMENT SIDE SLOPE
NO STEEPER THAN 3:1

ACCESS TO OUTLET

SPILLWAY

TOP STAGE WITH
1% SLOPE FLOOR DRAINAGE

BOTTOM STAGE

GRAVEL FILTER DAM

LOW FLOW CHANNEL

FOREBAY
(10-20% WQCV)

MAINTENANCE ACCESS

EMBANKMENT SIDE SLOPE
NO STEEPER THAN 3:1

ACCESS TO OUTLET

SPILLWAY

TOP STAGE WITH
1% SLOPE FLOOR DRAINAGE

BOTTOM STAGE

GRAVEL FILTER DAM

LOW FLOW CHANNEL

FOREBAY
(10-20% WQCV)

MAINTENANCE ACCESS

EMBANKMENT SIDE SLOPE
NO STEEPER THAN 3:1

ACCESS TO OUTLET

SPILLWAY

TOP STAGE WITH
1% SLOPE FLOOR DRAINAGE

BOTTOM STAGE

GRAVEL FILTER DAM

LOW FLOW CHANNEL

FOREBAY
(10-20% WQCV)

MAINTENANCE ACCESS

EMBANKMENT SIDE SLOPE
NO STEEPER THAN 3:1

ACCESS TO OUTLET

SPILLWAY

TOP STAGE WITH
1% SLOPE FLOOR DRAINAGE

BOTTOM STAGE

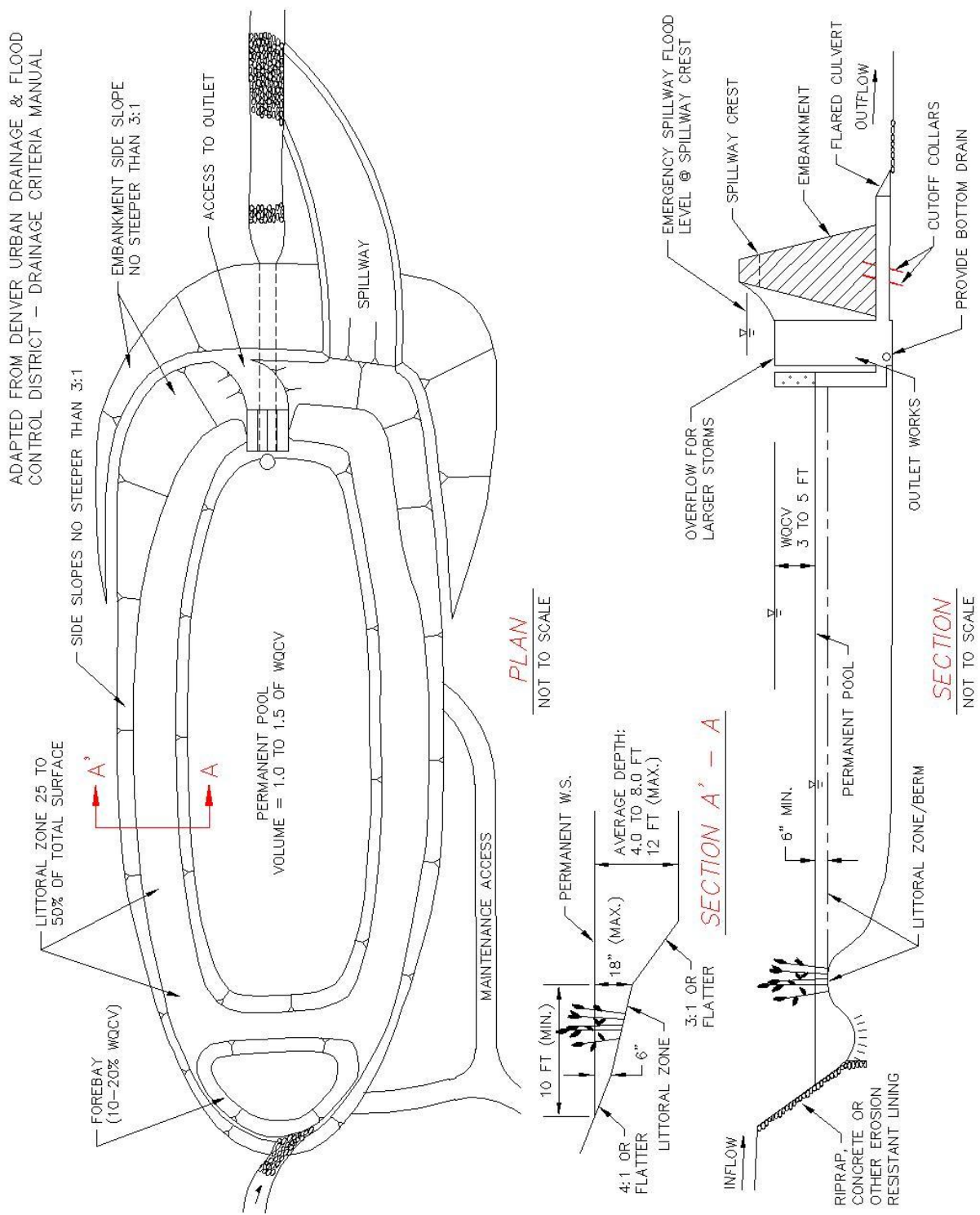
GRAVEL FILTER DAM

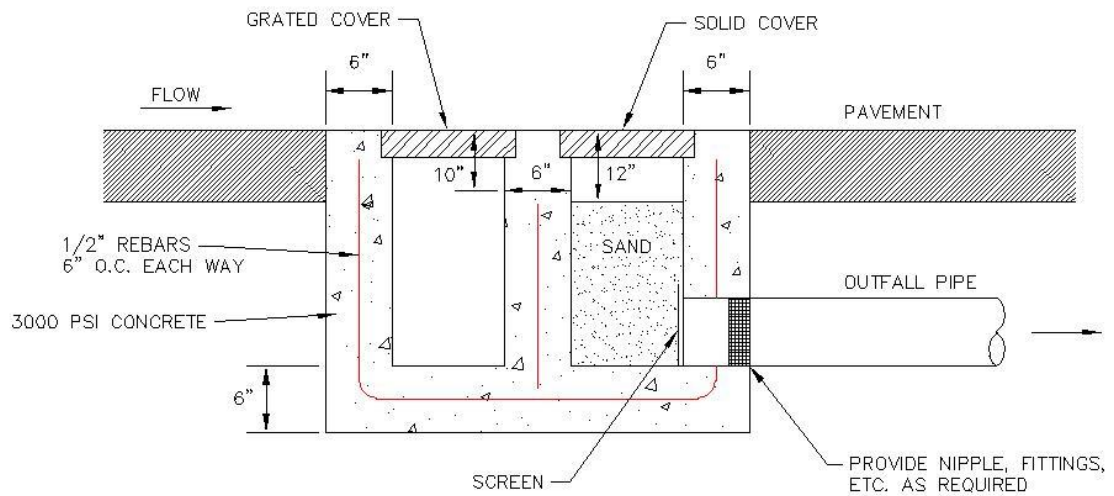
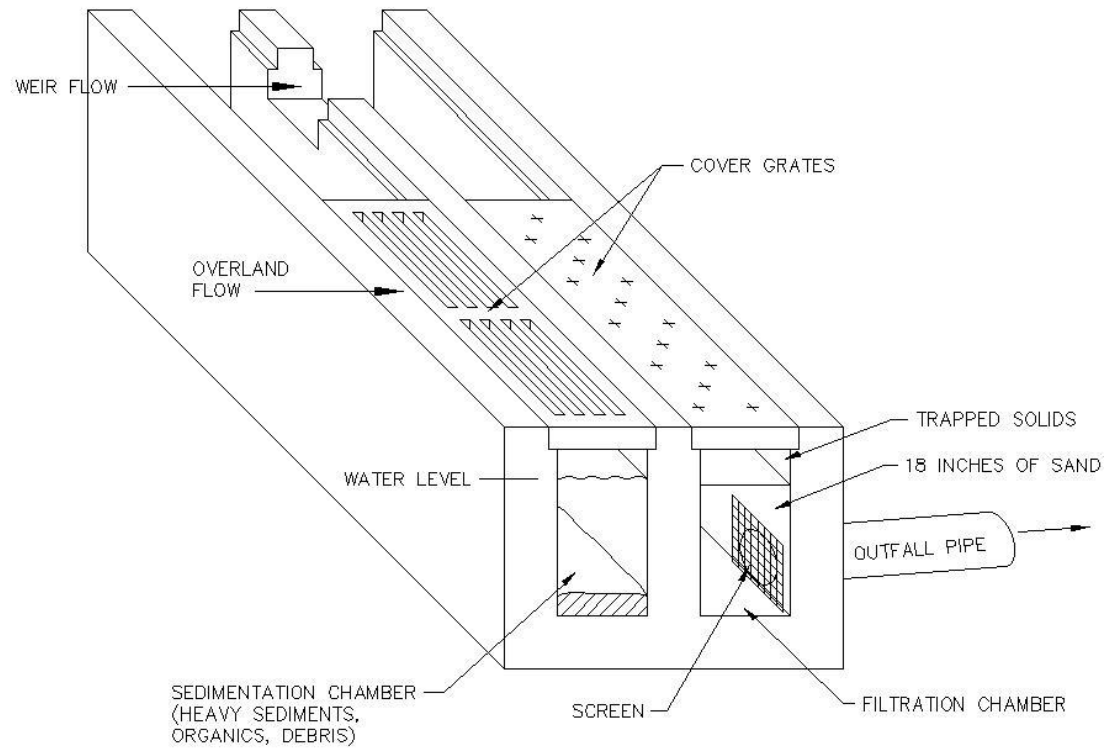


CARL JUNCTION, MISSOURI
STORMWATER MANAGEMENT
CRITERIA

WET EXTENDED DETENTION
BASIN TYPICAL DETAILS

FIGURE 39





FROM: EPA 1992



CARL JUNCTION, MISSOURI STORMWATER MANAGEMENT CRITERIA

SAND FILTER SCHEMATIC

FIGURE 40

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Bill No. 2024-04: Stratford-Freeman Storm Water Grant Modification

ORIGINATING DEPARTMENT: Development Services Department

ATTACHMENT:

1. Bill No. 2024-04 Amendment of agreement w DED RE CDBG program funding hazard mitigation planning
 2. Amendment-to-the-Environmental-Review-Record
 3. FIRMETTE_2023-12-31
-

PURPOSE:

The purpose of this item is to gain the council's approval for the mayor to sign a resolution to seek a modification to the current DED CDBG Stormwater Grant to extend the area of the box culvert construction south along Freeman Road approximately 160 feet.

BACKGROUND:

Bids for the construction of the Stratford-Freeman stormwater project came in under budget, leaving approximately \$200,000 unused. This resolution would allow the city to seek an additional 160 feet of box culvert on the south end of the Freeman Road portion with the intent of extending the culvert under Bond Street.

RECOMMENDATION:

Staff recommends the council authorize the resolution.

AN ORDINANCE authorizing the City of Neosho, Missouri, to enter into an Amendment to the Agreement with the Department of Economic Development, an executive branch agency of the State of Missouri, for the purpose of accepting community development block grant program funding for hazard mitigation planning; and authorizing the Mayor or his designee to execute the same by and on behalf of the City of Neosho.

WHEREAS, on May 4, 2021, Council Bill No. 2021-47 was approved adopting Ordinance Bill No. 180-2021 to authorize and accept the Agreement with the Department of Economic Development for the purpose of accepting community development block grant program funding for hazard mitigation planning; and

WHEREAS, an Amendment to said Agreement has been certified by the Department of Economic Development for review and approval by the City of Neosho.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That the Amendment to the Agreement by and between the City of Neosho, Missouri, and the Department of Economic Development, an executive branch agency of the State of Missouri, for the purpose of accepting community development block grant program funding for hazard mitigation planning, a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit “A,” be and the same is hereby approved.

Section 2. That the Mayor or his designee is hereby authorized and directed to execute said Agreement by and on behalf of the City of Neosho, Missouri.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this ____ day of _____, 2024, by a vote of _____.

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney



Missouri Department of Economic Development

AMENDMENT TO THE ENVIRONMENTAL REVIEW RECORD

Responsible Entity: City of Neosho, MO

Project Number: 2019-DP-07

Project Name: Stratford and Freeman Stormwater Improvements

Estimated Project Costs for Proposed Activities in Amendment - All sources and amounts!

CDBG Funds: \$2,299,000.00	Other State Funds: \$0.00
Local Cash: \$151,000.00	Federal Funds: \$0.00
Private: \$0.00	In-Kind: \$0.00
Other: \$0.00	TOTAL: 2,450,100.00

Project Design: *Select all that are applicable to the project location indicated above and attach.*

- | | | |
|---|--|---|
| ☒ PER | ☐ Site Plan | ☐ Building Design/Renderings |
| ☐ PAR | ☐ Work Write-up | ☐ Cost Estimates/Revise Budget |
| ☐ Other: _____ | ☐ N/A, Explain: _____ | |

Original Project Description:

The city of Neosho wants to add a storm sewer system along Stratford and Freeman roads. This will include the addition of approximately 1750 L.F. of buried box culverts, 19 inlets, and 600 L.F. of curb and gutter. The proposed storm sewer will allow for the filling of the existing roadside ditch. This project will also require lowering approximately 700 L.F. of existing sanitary sewer main. The entire project is located on existing right-of-way and property already owned by the City of Neosho.

The proposed storm sewer will empty into an existing tributary of Hickory Creek by exiting an reinforced concrete pipe parallel to Freeman Road. The pipe will exit onto rock to control washout. Erosion control measure will be in place during construction until vegetation is in place to adequately control any erosion. Additional fill material will be removed from the site as construction progresses. The majority of the project will be constructed outside of the floodplain.

Proposed Activities:

Additional proposed activities are recommended to be included with the original proposed activities by extending the storm drainage approximate 160 feet south along Freeman Road. These new activities would connect to the previously approved storm drainage system and continue the piping south along Freeman and terminating the project south of the intersection of Freeman Road and Boyd Street. The additional work will not change the overall topography of the drainage area flowing to this location. Adding this work will only remove more of the ditch along Freeman Road and direct the stormwater flow to underground piping.

The proposed storm sewer will empty into an existing tributary of Hickory Creek by exiting an reinforced concrete pipe parallel to Freeman Road. The pipe will exit onto rock to control washout. Erosion control measure will be in place during construction until vegetation is in place to adequately control any erosion. Additional fill material will be removed from the site as construction progresses. The added work will be constructed outside of the floodplain.

Additional Conditions of Approval for Proposed Activities:

See supporting documentation from attached;
Floodplain Development
US Fish and Wildlife Service (FWS)
Missouri Department of Conservation (MDC)
Missouri Department of Natural Resources - State Historic Preservation Office (SHPO)
Osage Nation Historic Preservation Office (ONHPO)

The proposed activities may affect endangered bat species given clearing or disturbing suitable roosting habitat will take place to complete the project. However, mitigation measures recommended by FWS are described below.

Mitigation measures are included in the project surveys and permits included within. Measures added by FWS are to restrict tree and brush clearing between April 1st and October 31st and provide adequate sediment control to prevent water pollution runoff.

The City or their Contractor shall notify SHPO and DED if fill material is required for the project so that historic and environmental clearance can be completed before obtaining any fill material.

REVIEW OF ENVIRONMENTAL IMPACTS:

For each impact area below, indicate whether the proposed changes to the project will affect the original determination made (i.e. any of the questions on the worksheet will be answered differently, new permitting requirement, etc.). For those impacts that will be affected, attach the relevant worksheet and supporting documentation.

CEST & EA: **Indicate whether the original determination (or the factors that lead to the determination) will be affected:**

Historic Properties	☒ Will not be affected	☐ Will be affected
Flood Insurance	☒ Will not be affected	☐ Will be affected
Floodplain Management	☒ Will not be affected	☐ Will be affected
Wetlands	☒ Will not be affected	☐ Will be affected
Airport Hazards	☒ Will not be affected	☐ Will be affected
Endangered Species	☒ Will not be affected	☐ Will be affected
Wild and Scenic Rivers	☒ Will not be affected	☐ Will be affected
Farmland Protection	☒ Will not be affected	☐ Will be affected
Noise Control	☒ Will not be affected	☐ Will be affected
Explosive & Flammable Operations	☒ Will not be affected	☐ Will be affected
Water Quality	☒ Will not be affected	☐ Will be affected
Air Quality	☒ Will not be affected	☐ Will be affected
Contamination & Toxic Materials	☒ Will not be affected	☐ Will be affected
Environmental Justice	☒ Will not be affected	☐ Will be affected

EA Only:

Land Development	☐ Will not be affected	☐ Will be affected
Socioeconomic	☒ Will not be affected	☐ Will be affected
Community Facilities	☒ Will not be affected	☐ Will be affected
Natural Facilities	☒ Will not be affected	☐ Will be affected

For each environmental impact where the determination will be affected by the proposed changes to the project, please provide an explanation for how the impacts will be addressed and whether it affects the original ER finding. Please justify your determination.

The additional work does not affect the original ER finding. This determination is based on the fact that the original work area and construction type will not be altered. The added work does not alter the drainage area and with erosion control measures in place no adverse impacts are anticipated. The added work will result in no compliance steps, mitigation, or permitting is required for historic properties, flood insurance, floodplain management, wetland protection, airport hazards, wild & scenic rivers, farmland protection, noise control, and environmental contamination. This was determined for the new area based on pre-existing conditions of the site.

Impacts to endangered species were evaluated for the new workzone. Measures will be taken during construction to avoid adverse affects to endangered species. USFWS and MDC have approved of the measures and timing that will be implemented during the project.

Mitigation measures approved by USFWS include:

1. No tree or brush clearing between April 1st and October 31st to protect endangered bat species. Tree clearing between November 1st and March 31st is acceptable.
2. Include erosion control devices to limit/prevent contaminated stormwater from entering the stream.

CERTIFICATION OF ORIGINAL ENVIRONMENTAL FINDING:

The Responsible Entity has completed an Amendment to the Environmental Review Record. In conformance with HUD Federal regulation 24 CFR 58.47 – *Re-evaluation of environmental assessment and other environmental findings*, the original environmental review record was examined and the Finding of No Significant Impact (FONSI) determination remains valid.

In my capacity as Certifying Officer on behalf of the Responsible Entity and in conformance with Part 58, I certify that I have independently evaluated the Amendment, including all related documentation, and have supplemented the Amendment with additional information where appropriate. On behalf of the Responsible Entity, I assume responsibility for the accuracy of the information contained herein. I hereby approve the Amendment and acknowledge all identified conditions for approval that must be implemented and appropriately documented.

Signature, RE Certifying Officer

Date

PREPARER'S CERTIFICATION:

As preparer of the Amendment as designated by the Responsible Entity, I certify to the accuracy of the information contained herein.

Blake Wapner

Preparer Signature

01/02/2024

Date

HISTORIC PROPERTIES
[36 CFR Part 800 MO SHPO Website](#)

1. Based on completion of the "Determination to Consult with Tribes" form, is consultation required? ☐ YES ☐ NO
2. If "Yes," are there [Tribes](#) with an interest in the county(ies) in which the project is to occur? If "Yes," the Responsible Entity (rather than a consultant) must invite the tribes to consult directly. ☐ YES ☐ NO
3. Has the SHPO been notified of the project and requested to provide comments? ☐ YES ☐ NO
4. Is any property in the project listed on or eligible for the [Missouri National Register of Historic Places](#) (can also be accessed through NPS's [National Register of Historic Places](#))? ☐ YES ☐ NO
5. Is the property located within or directly adjacent to a historic district? ☐ YES ☐ NO
6. Does the property's Area of Potential Effect (APE) include a historic district or property (including those that are listed and those that are [eligible for inclusion](#) in the National Register)? ☐ YES ☐ NO
7. If fill material is required for the project, has SHPO been notified? ☐ YES ☐ NO
8. **Result of Section 106 Review:** Attach [Section 106 Project Information Form](#), attachments, and correspondence

Select all that apply below:

- ☐ Architectural Survey Completed
- ☐ Archaeological Survey Completed
- ☐ Memorandum of Agreement

Select one option below:

- ☐ No Historic Properties Affected
- ☐ No Adverse Effect
- ☐ Adverse Effect [Requires MOA or reject project]

Explain all required mitigation measures resulting from the Project 106 review process:

Compliance Determination Summary: Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region, etc.)

FLOOD INSURANCE
[42 U.S.C. 4106 24 CFR 58.6](#)

*Compliance with mandatory flood insurance purchase does not constitute compliance with floodplain management requirements discussed under the Floodplain Management section of this document

1. Does this project involve financial assistance for construction, rehabilitation, or acquisition of a mobile home, building, or insurable personal property or the purchase of machinery, equipment, fixtures, or furnishings that are insurable under NFIP? ☐ YES ☐ NO

2. If "Yes," is any portion of insurable structure or property located in a Special Flood Hazard Area? ☐ YES ☐ NO

*** Sewer lift stations located in a SFHA that are at least one foot above the base flood elevation, or as specified in the local floodplain management ordinance, are not subject to flood insurance requirements.*

3. If "Yes," does the RE participate in the [National Flood Insurance Program \(NFIP\)](#)? ☐ YES ☐ NO

4. If "Yes," is the community in good standing with the NFIP? ☐ YES ☐ NO

If "Yes" to all of the above, please attach proof of flood insurance or submit during the project once available.

FLOODPLAIN MANAGEMENT

E.O. 11988 24 CFR Part 55

1. Is this project listed as exempt from the Floodplain Management requirements in [24 CFR 55.12\(c\)](#) or inapplicable per [24 CFR 55.12\(b\)](#)?

☐ YES ☐ NO

*See Guide for help making determination

If "Yes," identify the citation: 24 CFR 55.12(b)(____) OR 24 CFR 55.12(c)(____)

2. Does the project occur in a [floodplain](#):

- A. Floodway
- B. Coastal High Hazard Area (there are none in Missouri)
- C. 500-year floodplain (B zone or shaded X zone)
- D. 100-year floodplain (A zone)

☐ YES ☐ NO
☐ YES ☐ NO
☐ YES ☐ NO
☐ YES ☐ NO

3. If "Yes" to 2A, is the project a functionally dependent use?

If "Yes," HUD 8-Step Process is required.

If "No," the project cannot take place at this location.

☐ YES ☐ NO

4. If "Yes" to 2C, is the project a critical action?

If "Yes," HUD 8-Step Process is required.

If "No," the project can proceed at this location.

☐ YES ☐ NO

5. If "Yes" to 2D, is the 5-step process (steps 1, 4-6, 8) applicable per [24 CFR 55.12\(a\)](#)?

*Not common; see guide for more information

If "Yes," identify the citation: 24 CFR 55.12(a) (____)

If "No," the HUD 8-step Process is required.

☐ YES ☐ NO

Explain all required mitigation measures identified in the 8-step/5-step process:

Compliance Determination Summary: Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region, etc.)

WETLANDS PROTECTION

E.O. 11990 24 CFR Part 55

1. Is this project listed as exempt from the Wetland Protections requirements in [24 CFR 55.12\(c\)](#) or inapplicable per [24 CFR 55.12\(b\)](#)?

☐ YES ☐ NO

If "Yes," identify the citation: 24 CFR 55.12(c)(____) OR 24 CFR 55.12(b)(____)

2. Compliance with Wetlands Protection applies to Land Acquisition and/or New Construction related to any of the following. *Check all that apply to the project:*

☐ Buildings and structures

☐ Utility lines

☐ Roads

☐ Storm drains and ditches

☐ Sewer and water systems

☐ Flood control systems

☐ Dredging, filling, excavation (includes rehabilitation to existing buildings and structures)

☐ Expansion or altering the footprint of buildings or structures

3. If the project consists of at least one of the above activities and is not exempt, will the new construction or other ground disturbance impact an on-or off-site [wetland](#)?

☐ YES ☐ NO

"If Yes," the HUD 8-step Process is required.

4. Are there drainage ways, streams, creeks or rivers on or near the project site?

If "Yes," or the project is located in or near wetlands, submit a cover letter with detailed project description, project location including township, range and section, clear and detailed map, and color photographs of the area to U.S. Army Corps of Engineers.

☐ YES ☐ NO

5. Per [24 CFR 55.28\(a\)\(b\)](#) Is the project located outside the 100 year floodplain (or 500 year floodplain for critical actions) AND requires a USACE Section 404 Individual Permit? If "Yes," only steps 6, 7, and 8 of the process are required. Attach the Permit as documentation. All wetlands adversely affected by the action shall be covered by the permit.

☐ YES ☐ NO

*Projects requiring a General or Nationwide Permit must complete the 8-step process.

6. Is the 5-step process (steps 1, 4-6, 8) applicable per [24 CFR 55.12\(a\)](#)?

*Not common; see guide for more information

If "Yes," identify the citation: 24 CFR 55.12(a)(____)

☐ YES ☐ NO

If "No," the HUD 8-step Process is required.

Explain all required mitigation measures resulting from consultation with either of the above entity:

Compliance Determination Summary: Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region, current land use of project site, etc.)

N/A ☐

HUD 8-STEP DECISION MAKING PROCESS

[E.O. 11990 E.O. 11988 24 CFR 55.20](#)

STEP 1 – Determine if the proposed action is located in a 100-year floodplain/500-year floodplain for critical actions and/or wetland.

1. Based on completion of the previous Floodplain Management and Wetlands Protection sections, the HUD 8- Step Decision Making Process is being completed for:

Select One Below:

- ☐ Floodplain
☐ Wetland
☐ Floodplain AND Wetland

Select One Below:

- ☐ 3-Step (Step 6,7,8)
☐ 5-Step (Steps 1, 4-6, 8)
☐ 8-Step

2. Provide a description of the project, with specific reference to the floodplain/wetland area(s) that will be impacted by this project. The floodplain location should be referenced by the appropriate FEMA community panel, date, and flood zone, included in the Floodplain Management section. The wetlands location should reference the appropriate National Wetlands Inventory map and/or professional wetlands delineation, included in the Wetlands Protection section. Attach additional pages as necessary.

STEP 2 – Involve the public in the decision-making process: Early Public Notice.

Attach a copy of the notice, affidavit of publication and/ or tear sheet, and proof of distribution to environmental agencies and Tribes.

Name of Newspaper: _____ Date of publication: _____

Were comments received in response to the notice?

☐ YES

☐ NO

If "Yes," explain and attach all correspondence:

STEP 3 – Identify and evaluate practicable alternatives. Alternatives MUST be presented and considered for this evaluation to be valid. Attach additional pages as necessary.

1. Alternatives that include modifications to the current proposed site to mitigate adverse impacts:

2. Alternatives located outside the floodplain and/or wetland:

3. No Action Alternative:

STEP 4 – Identify indirect and direct impacts associated with occupying or modifying the floodplain/wetland. The floodplain evaluation should focus on the adverse impacts to lives and property and on natural and beneficial floodplain values. The wetlands evaluation shall consider factor’s relevant to a proposal’s effect on the survival and quality of the wetlands. Attach additional pages as necessary.

	Impacts to Lives and Property	Impacts to Floodplain/Wetland
Positive: Describe positive or beneficial impacts to the floodplain/wetland, both direct and indirect		
Negative: Describe negative or harmful impacts to the floodplain and/or wetland, both direct and indirect.		
Concentrated: Describe concentrated impacts at or near the floodplain and/or wetland.		
Dispersed: Describe dispersed or remote impacts occurring distant from the floodplain and/or wetland.		
Short-term: Describe short-term impacts to the floodplain/wetland (temporary impacts occurring immediately after an action lasting a short while).		
Long-term: Describe long-term impacts to the floodplain/wetland (impacts occurring during or after an action that persists for considerable time or indefinitely).		

STEP 5 – Where practicable, design or modify the proposed project to *minimize* the potential adverse impacts to lives, property, and natural values within the floodplain/wetland; and to *restore* and *preserve* the values of the floodplain/wetland. (Consult project engineer/architect and/or engineering/architectural report.)

Minimize- “reduce harm to smallest possible degree;” far beyond mitigate or alleviate

Restore- re-establish environment in which natural & beneficial floodplain values can operate

Preserve- prevent modification to natural floodplain or maintain as closely as possible to its natural state

Examples: Minimize fill, minimize grading, restore natural contours, acquire/demolish/relocate non- conforming structures, preserve natural drainage, maintain/restore wetlands and riparian buffers, control urban runoff & storm water discharge, minimize tree cutting, elevate & flood proof structures, scale back size/scope of project, deed restrictions/covenants, permeable surfaces, natural landscape enhancements that maintain or restore natural hydrology, planting or restoring native plant species, bioswales, evapotranspiration, stormwater capture and reuse, green or vegetative roofs with drainage provisions, Natural Resources Conservation Service conservation easements or similar easements, flood proofing of structures, elevating structures including free boarding above the required base flood elevations, etc.

1. Explain the minimization, restoration, and preservation measure that will be taken to protect lives, property, and values of the floodplain/wetland. If a permit is required, state the permit and describe its requirements. Attach additional pages as necessary.

STEP 6 – Re-evaluate alternatives identified in Step 3.

1. Is the project still feasible (in light of the impacts to floodplain/wetland determined in Step 4 and the minimization, restoration and preservation opportunities identified in Step 5)?

2. In light of Steps 4 & 5, do alternatives previously reject in Step 3 appear feasible? Compare adverse impacts of alternatives. The reevaluation of alternatives shall include the potential impacts avoided or caused inside and outside the floodplain or wetland area. The impacts should include the protection of human life, real property, and the natural and beneficial functions and values served by the floodplain or wetland. A reevaluation of alternatives under this step should include a discussion of economic costs. For floodplains, the cost estimates should include savings or the costs of flood insurance, where applicable; flood proofing; replacement of services or functions of critical actions that might be lost; and elevation to at least the base flood elevation for sites located in floodplains. For wetlands, the cost estimates should include the cost of filling the wetlands and mitigation.

3. If neither proposed project nor alternatives are acceptable, the chosen alternative is “No Action.”

STEP 7 – If re-evaluation results in no practicable to relocate the project out of the floodplain/wetland, the decision must be made public: Notice of Explanation.

Notice must include:

- Reasons why project must be located in floodplain
- Alternatives considered and locations by address
- All mitigation to be taken and actions to actions to restore and preserve natural and beneficial values

If the RE receives comments, the RE must consider the comments, respond in writing, and provide copies to CDBG. Attach a copy of the notice, affidavit of publication and/or tear sheet, and proof of distribution to environmental agencies and Tribes.

Name of Newspaper: _____ Date of publication: _____

Were comments received in response to the notice?

☐ YES

☐ NO

If “Yes”, explain and attach all correspondence:

STEP 8 – Implement the Project

When compliance has been demonstrated and the release of funds has been issued, the project may be implemented. The RE has a continuing responsibility to ensure that the mitigating measures identified in Step 7 are implemented. Mitigation measures must be incorporated, as appropriate, in project contracts and all related agreement documents.

COASTAL ZONE MANAGEMENT

There are no Coastal Zones in Missouri.

Compliance Documentation: [NOAA Coastal Management](#)



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AIRPORT HAZARDS

24 CFR Part 51 Subpart D

Runway Protection Zone (RPZ)- area immediately beyond the ends of FAA civilian airport runways

Clear Zone (CZ)- area immediately beyond ends of military airfield runway

Accident Potential Zone (APZ)- are immediately beyond the Clear Zones of military airfield

1. Is the project within 2,500 feet of the end of a civilian airport or 15,000 feet of a military airport?

☐ YES ☐ NO

*For Civil Airports- applies to all commercial service airports as designated in the [National Plan of Integrated Airport System \(NPIAS\)](#)- shown as "P" and "CS"; does not apply to other designations

2. Is the project located within a Runway Protection Zone, Clear Zone, or Accident Potential Zone?

☐ YES ☐ NO

3. For projects within APZ:

- A. Do project activities, regardless of funding source, involve new construction; substantial rehabilitation; acquisition of undeveloped land; activities that would significantly prolong the physical or economic life of existing facilities or change the use of the facility to a use that is not consistent with the recommendations of the Department of Defense (DOD)'s Land Use Compatibility Guidelines; activities that would significantly increase the density or number of people at the site; or activities that would introduce explosive, flammable, or toxic materials to the area?

☐ YES ☐ NO

☐ N/A

*If "Yes," the project must be in conformance with [DOD guidelines](#) to proceed at this location.

For projects within RPZ/CZ:

- B. Does the project consist of only facilities that will not be frequently used or occupied by people?

☐ YES ☐ NO

*If "Yes," obtain written assurance by the airport operator that there are no plans to purchase the land involved as part of a RPZ/CZ acquisition program.

☐ N/A

- C. Does the project consist solely of minor rehabilitation (<75% pre-rehab value), purchase, sale, or rental of an existing property without significantly prolonging the physical or economic life of the property?

☐ YES ☐ NO

*If "Yes," include a statement signed by buyer indication receipt of [notification of airport hazards](#).

☐ N/A

*If "No" to 3B and 3C, the project cannot proceed at this location.

Compliance Determination Summary: *Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region)*

ENDANGERED SPECIES
Endangered Species Act (ESA), Section 7 - 50 CFR Part 402
[Endangered Species Act of 1973](#)

1. Generate an official species list using U.S. Fish and Wildlife Service's [IPac](#) tool AND a [Missouri Natural Heritage Report](#).
2. Determine if the project will affect threatened species, endangered species, or critical habitat using USFWS's [Effect Determination Tool](#). Indicate which level of effect the project will have:
 - ☐ No Effect → *provide documentation, no consultation required*
 - ☐ May affect, but not likely to adversely affect → *submit a letter to USFWS and MDC with a written analysis of effects, requesting concurrence*
 - ☐ May affect, likely to adversely affect → *formal consultation with USFWS and MDC required, including biological opinion, potential jeopardy determination and incidental take statement*

If a "May Affect..." determination was made, explain all mitigation measures or explain why mitigation is not necessary.

Compliance Determination Summary: *Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region)*

WILD AND SCENIC RIVERS
Wild and Scenic Rivers Act of 1968 36 CFR Part 297

1. Is the project within proximity to any of the following rivers or river segments and their respective tributaries *(include a map of all rivers, segments, and tributaries in the jurisdictional county of the project site, with site clearly indicated)*

- A. [Wild and Scenic Rivers](#)- (the Eleven Point River is the only one in Missouri)
B. [Study Rivers](#)- (there are currently none in Missouri)
C. [Nationwide Rivers Inventory](#)- (state designated river segments)

☐ YES	☐ NO
☐ YES	☐ NO
☐ YES	☐ NO

2. If so, could the project do any of the following?

☐ YES	☐ NO
------------------------------	-----------------------------

- Have a direct and adverse effect within Wild and Scenic River Boundaries,
- Invade the area or unreasonable diminish the river outside Wild and Scenic River Boundaries, or
- Have an adverse effect on the natural, cultural, and/or recreational values of a NRI segment (this can be determined by consulting the River Management Plan for the River or River segment in question to determine the River's outstanding values)?

If the project could impact the Eleven Point River as determined in question 2, please contact the U.S. Fish and Wildlife Service.

If the project could impact a River listed on the Nationwide River Inventory as determined in question 2, please contact the National Park Service.

Explain all required mitigation measures resulting from consultation with either of the above entities:

Compliance Determination Summary: *Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region)*

FARMLAND PROTECTION
[Farmland Protection Policy 7 CFR 658](#)

1. Does the project involve new construction, acquisition or disposition of undeveloped land, or conversion that could potentially convert one land use to another? ☐ YES ☐ NO
2. If yes to Question 1, does your project meet one or more of the following exemptions?
- Construction limited to on-farm structures needed for farm operations ☐ YES ☐ NO
- Construction limited to new minor secondary (accessory) structures such as a garage or storage shed ☐ YES ☐ NO
- Project on land used for water storage ☐ YES ☐ NO
- Project on land already in or committed to urban development (land with a density of 30 structures per 40-acre area; lands identified as “urbanized area” (UA) on the Census Bureau Map; as urban area mapped with a “tint overprint” on the USGS topographical maps; or as “urban-built-up” on the USDA Important Farmland Maps ☐ YES ☐ NO
3. If yes to Question 1 and no to Question 2, does “**[Important Farmland](#)**” (including prime farmland, unique farmland or farmland of statewide or local importance) regulated under the **[Farmland Protection Policy Act \(FPPA\)](#)** occur on the project site? ☐ YES ☐ NO
- If “Yes,” consider alternatives to completing the project on important farmland and means of avoiding impacts to Important Farmland and submit a completed **[AD-1006 “Farmland Conversion Impact Rating” Form](#)** to USDA Natural Resources Conservation Service. Notify the state soil scientist prior to sending.

Explain all required mitigation measures resulting from consultation with NRCS:

Compliance Determination Summary: Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region, current land use of project site, etc.)

NOISE CONTROL
24 CFR Part 51 Subpart B

1. Is the proposed project a noise sensitive land use (residential, school, day care center, community center, library, hospital, nursing home, auditorium, health clinic, shelter, etc)? ☐ YES ☐ NO

2. Is the proposed project located within proximity of the following major noise sources? Provide a map with the following major noise sources identified in proximity to the project site. ☐ YES ☐ NO

☐ Within 1,000 feet of a major roadway (high volume traffic, heavy truck traffic, etc.)

☐ Within 3,000 feet of a railroad

☐ There is a designated quiet zone in the area of the project.

☐ Within 15 miles of an airport with 9000 or more enplanements per year

☐ Other significant noise sources: _____

(Industrial/manufacturing facilities; power generating stations; recreational facilities such as racing speedways/ tracks, and motorcycle trails, etc.)

If "Yes" to #1 and #2, complete a Noise Assessment, explain the outcome, and describe all resulting mitigation:

Compliance Determination Summary: Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region, etc.)

EXPLOSIVE AND FLAMMABLE OPERATIONS

24 CFR Part 51 Subpart C

1. Hazardous facilities included in the project:

A. Does the proposed project include a hazardous facility (a facility that mainly stores, handles, or processes flammable or combustible chemicals such as bulk fuel storage facilities and refineries)? ☐ YES ☐ NO

B. If so, is the hazardous facility located at an Acceptable Separation Distance (based on standards in the regulation) from residences and any other facility or area where people may congregate or be present? ☐ YES ☐ NO

2. Aboveground stationary storage tanks near the project:

A. Does this project include any of the following activities: (1) development, construction, or conversion of any project intended for residential, institutional, recreational, commercial, or industrial use; (2) rehabilitation or modernization that will increase residential densities or make a building habitable; or (3) any project activity that will encourage congregation of people in an outdoor, unprotected facility? ☐ YES ☐ NO

B. If "Yes," are there any current or planned stationary aboveground storage containers:

- Of more than 100 gallon capacity, containing common liquid industrial fuels, or
- Of any capacity, containing hazardous liquids or gases that are not common liquid industrial fuels?

☐ YES ☐ NO

Include a map showing all above ground storage containers in proximity to the project site within a one mile radius.

C. If "Yes", is the Separation Distance from the project acceptable based on standards in the regulation? ☐ YES ☐ NO

If "No," a barrier is required to mitigate the project, or it should be moved to a different location.

Detail all mitigation measures that will be implemented, including the timeline for implementation:

Compliance Determination Summary: Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region, current land use of project site, etc.)

WATER QUALITY

40 CFR Part 149

There are no sole source aquifers in the State of Missouri

Designated Sole Source Aquifers in EPA Region VII

Iowa, Kansas, Missouri, Nebraska


REGION VII (IA, KS, MO, NE) Stephanie Lindberg Drinking Water/Ground Water Branch EPA Region 7 901 N. 5th Street Kansas City, KS 66101 phone: (800) 223-0425 email: lindberg.stephanie@epa.gov <i>There are no designated Sole Source Aquifers in Region VII. Contact the coordinator above for more information about designating SSAs in Region VII.</i>

AIR QUALITY
40 CFR Parts 6, 51, 93

1. Is the project in an **EPA-designated nonattainment** or maintenance area for any criteria pollutants? ☐ YES ☐ NO

2. If "No," could create emissions impairing the air quality of an area already in attainment? ☐ YES ☐ NO

If "Yes" to question 1, does the project include five or more dwellings OR new construction or conversion of land use facilitating the development of public, commercial, or industrial facilities units that will involve the potential for air emissions or a significant traffic increase? ☐ YES ☐ NO

3. If "Yes" to either of the scenarios in question 2, obtain a determination from the EPA Region 7 State Air Program and the DNR Air Pollution Control Program that proposed activities conform to the State Implementation Plan. ☐ YES ☐ NO

ASBESTOS:

1. Does the project involve demolition or renovation of buildings or bridges or removal of asbestos water or sewer pipes where the disturbed area is greater than 260 linear feet or 160 square feet? ☐ YES ☐ NO

If "Yes," a Missouri DNR Certified Asbestos Inspector must be hired to perform a thorough asbestos inspection. If friable asbestos containing materials are present and require removal, a Missouri registered asbestos abatement contractor must be hired.

MOLD:

1. Does the project entail rehabilitation of any building with evidence of mold on any building component, or an interior moisture-related problem, including roof leaks or moisture in and around the interior foundation or crawl space? *Document a site visit and attach color photos.* ☐ YES ☐ NO

Explain all required mitigation measures and/or required permits required for nonattainment, asbestos, and mold:

Compliance Determination Summary: Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region, potential for the project to encourage further development in the area, sources, types, and amounts of emissions associated with the finished project, potential for odors and fumes produced by the finished project or surrounding areas, etc.)

CONTAMINATION AND TOXIC MATERIALS

NEPAssist Mapping Layer Descriptions, 24 CFR 58.5(i) (2)

*Removal of Hazardous Waste must comply with the [DNR Universal Waste Rule](#)

1. Is fill/borrow material required for the project? ☐ YES ☐ NO

If "Yes," complete a separate "Contamination and Toxic Materials" worksheet for the fill site.

2. Explain previous uses of the project site and attach acceptable documentation: *(historical research of property, information from prior land owners, deed, title, easements, liens, aerial photographs, etc.)*

3. A Phase I ESA should be completed if the site meets any of the following criteria. List the websites the ER preparer uses to verify contamination and/or toxic materials, such as Superfund, eStart, Landfills, Underground Storage Tanks (UST), Enforcement and Compliance History Online (ECHO), U.S. Environmental Protection Agency (EPA), Envirofacts, etc.

- ☐ Involves new construction of a facility that will be occupied by people
- ☐ Within 1 mile of a [Superfund Site](#)
- ☐ Within 1 mile of a MO Department of Natural Resources ([MO DNR](#)) [eStart](#) active site
- ☐ Within 0.5 mi. of a Toxic Release, Brownfield, Long-term Stewardship, or Inactive Voluntary Cleanup Program (VCP) site
- ☐ Within 0.5 mi. of a Leaking UST
- ☐ On or adjacent to any MO DNR eStart hazardous substance or storage tank site.
- ☐ Has an [underground storage tank](#)
- ☐ Hazardous substances, pollutants, or contaminants have been stored or dumped on the site
- ☐ Is near an industry or in an industrial area disposing of chemicals and/or hazardous waste
- ☐ Within 0.5 mi. of a [landfill site](#)

4. If one of the above criterion was selected, but a Phase I ESA has/will not be completed, please indicate why.

5. Phase I:

a. Has a current ASTM 1527-13 Phase I ESA been completed? ☐ YES ☐ NO

b. Based on the Phase I, does contamination exist or is suspected to exist at the site?

☐ YES ☐ NO

6. Phase II:

A. Is a Phase II Assessment recommended?

☐ YES ☐ NO

B. Has a Phase II Assessment already been completed?

☐ YES ☐ NO

C. Based on the Phase II Assessment, does contamination exist at the site?

☐ YES ☐ NO

7. If present, explain if contamination will affect the health and safety of occupants or conflict with intended use of the site, how it will be addressed, and/or any contamination cleanup procedures and mitigation and whether the cost and timeline for cleanup are feasible for the project.

LEAD-BASED PAINT:

Does the project involve any activities done for compensation that disturbs painted surfaces (includes most repair, remodeling, and maintenance activities, as well as weatherization and demolition) to residential houses, apartments, and child-occupied facilities built before 1978?

☐ YES ☐ NO

If “Yes,” requirements associated with the [Renovation, Repair, and Painting Program Rule](#) must be followed, including testing all affected surfaces coated with paint, shellac, varnish, stain, coating or even paint covered by wallpaper, if it will be disturbed during the renovation work, and the use of an EPA “Certified Renovator.”

*For projects involving rehabilitation, rental assistance, homebuyer assistance, leasing, or support services for a residential property or the operation of emergency shelters, please use [the Lead Rule Compliance Advisor](#) to determine compliance with HUD’s Lead Safe Housing Rule.

*Presence of lead should be considered for painted bridges and water towers and soil of child-occupied facilities.

RADON:

1. Does the project entail new construction for residential purposes, long term occupancy of people, or schools?

☐ YES ☐ NO

If Yes, radon testing, radon resistant construction practices and/or a radon mitigation system for levels 4.0 picocuries per liter or higher is required.

2. Does the project entail substantial rehabilitation to any building for residential purposes, long term occupancy of people, or schools?

☐ YES ☐ NO

If Yes, radon testing, radon resistant construction practices and/or a radon mitigation system for levels 4.0 picocuries per liter or higher is required.

Explain all mitigation measures and/or required permits required for contamination and toxic materials, lead-based paint, and radon:

Compliance Determination Summary: Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region, etc.)

ENVIRONMENTAL JUSTICE

Executive Order 12898

***HUD strongly encourages starting the Environmental Justice analysis only after all other laws and authorities, have been completed.**

1. Were any adverse environmental impacts identified in the preceding compliance review portion of this environmental review? ☐ YES ☐ NO
2. If yes to Question 1, were these adverse environmental impacts disproportionately high for low-income and/or minority communities? Include maps showing project area's income and minority levels. ☐ YES ☐ NO
☐ NA
3. If yes to Question 2, can the adverse impacts be mitigated? ☐ YES ☐ NO
*The affected community should be meaningfully informed and involved in the planning process to address the adverse effects ☐ NA

Compliance Determination Summary: Provide a clear description of your determination and a synopsis of the information that it was based on (e.g. map panel numbers and dates, names of all consulted parties and relevant consultation dates, names of plans or reports and relevant page numbers, any additional requirements specific to your region, etc.)

LAND DEVELOPMENT

1. Conformance with Plans: Briefly explain whether the proposed project conforms to current community plans. Attach relevant pages from community's plan.

2. Compatible Land Use and Zoning: Describe the proposed and adjacent sites' current land use and zoning. Include current zoning map.

3. Scale and Urban Design: If new construction, how will the project conform with the surrounding natural and built environment?

4. Soil Suitability: Briefly explore the soil suitability for the land use associated with this project. Attach geotechnical or soil study.

5. Slope: If the site is on a slope, how will the project be affected and how might the project affect slope conditions? How will they be addressed?

6. Erosion: If site clearance is necessary, explain the measures that will be taken to manage and control it. Describe any erosion control measures at project completion that will be included in the construction contract.

7. Drainage/ Storm Water Runoff: Consider the impact of the project on storm water drainage and the impact of storm water on the project, particularly in regard to the proximity of the system (natural flow, storm sewer, or combined sewer) and the capacity of the system to accommodate the project.

8. Hazards and Nuisances/Including Site Safety and Noise: Describe the considerations made to ensure that the project is located and designed to minimize potential risk to the public or project users from both natural and man-made risks .

9. Energy Consumption: If possible, describe the measures that will be taken to maximize opportunities for energy efficiency associated with the project.

SOCIOECONOMIC

1. Employment and Income Patterns: Describe the potential affect the project will have on local employment, including temporary jobs created during construction, permanent jobs, and the job requirements of the new residents.

2. Demographic Character Changes: Briefly explore the possible effects the project could have on the social networks, institutional ties, and physical dimensions that make up the community(ies) within the area of the likely impact of the proposed project.

3. Displacement: Will the project result in direct or indirect displacement? If so, explain the measures in place to alleviate the hardship associated with the displacement.

COMMUNITY FACILITIES

1. Educational and Cultural Facilities: If the proposed project will directly or indirectly affect growth of the population, discuss whether there is adequate capacity in current schools and safe access to them, as well as any measures that will be taken to mitigate adverse impacts.

2. Commercial Facilities: If the proposed project will directly or indirectly affect growth of the population, explain if existing commercial facilities are adequate. For Economic Development projects, explain the implications the project will likely have on surrounding commercial establishments.

3. Health Care: If the proposed project will directly or indirectly affect growth of the population, consider the access to and capacity of emergency and non-emergency health care services.

4. Social Services: If the project will result in new residents/users of social services, consider the availability and accessibility of appropriate services.

5. Solid Waste Disposal/Recycling: Describe the waste associated with all phases of the project, as well as how it will be handled.

6. Waste Water/Sanitary Sewers: For all new development, consider the availability of adequate wastewater disposal services.

7. Water Supply: For all new development, consider the availability of adequate wastewater disposal services and whether the water requirements of the project will significantly impact the community's water supply.

8. Public Safety- Police, Fire, and Emergency Medical: If the proposed project will directly or indirectly affect growth of the population, consider the availability and adequacy of emergency service that may be required at the proposed project.

9. Parks, Open Space, and Recreation: If the proposed project will directly or indirectly affect growth of the population, consider the availability of and ease of access to recreation spaces, open spaces, and cultural resources.

10. Transportation and Accessibility: Assess the transportation impacts of the project in regard to the four sub-elements of transportation—access, balance, safety, and level of service.

NATURAL FACILITIES

1. Unique Natural Features: Will the project location, construction, or its users destroy, isolate from public or scientific access, or adversely impact unique or locally important natural features on or near the site?

2. Water Resources: Describe the project's potential effect on groundwater and surface water, with particular consideration to impervious surfaces, runoff, and nearby streams and other water sources.

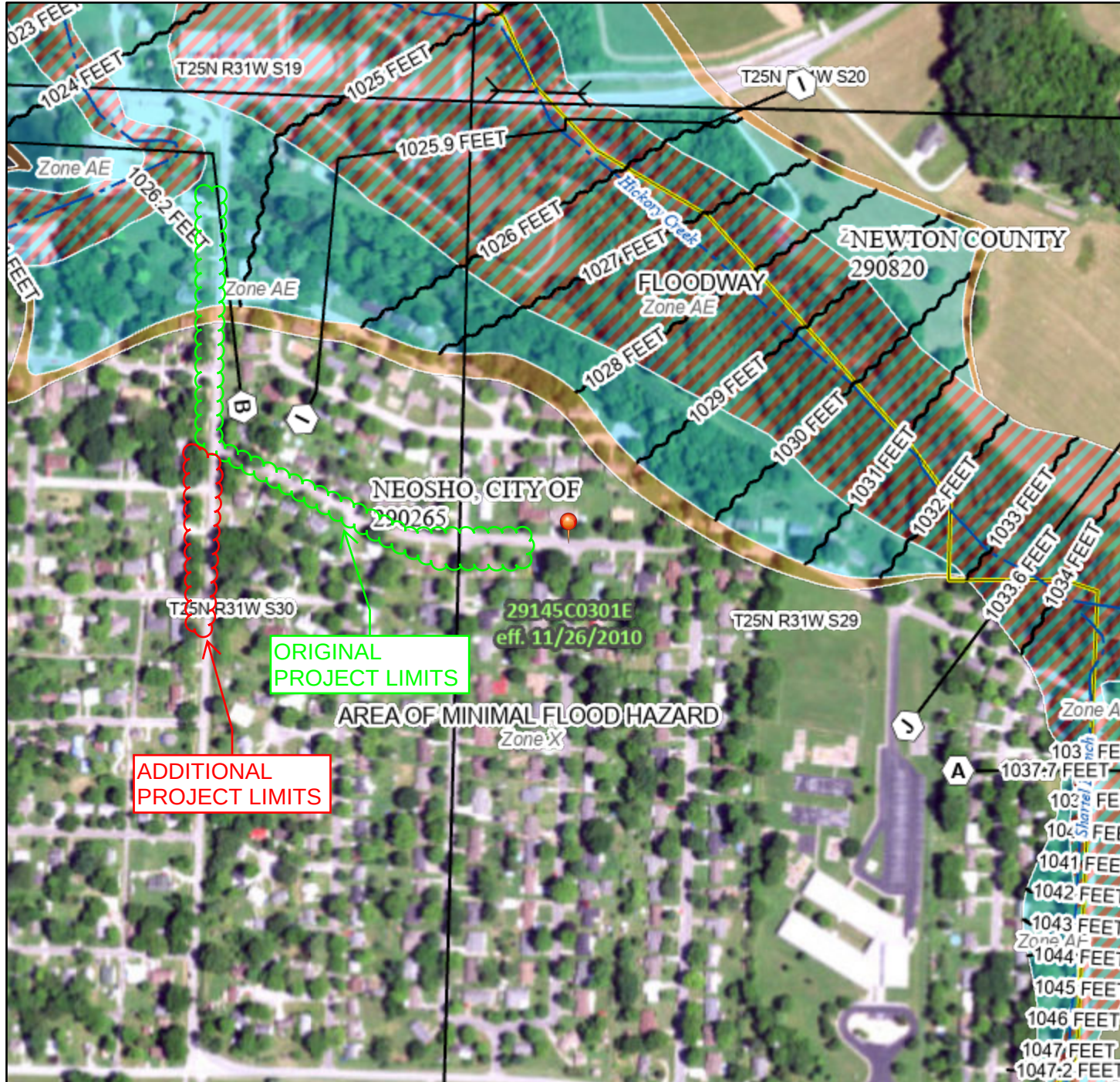
3. Vegetation: Consider the project's impacts to vegetation, including site clearance. Describe mitigation measures

4. Wildlife: Consider the project's impacts to wildlife, including site clearance. Describe mitigation measures.

National Flood Hazard Layer FIRMette



94°21'32"W 36°51'57"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
OTHER FEATURES		Levee, Dike, or Floodwall
		Cross Sections with 1% Annual Chance Water Surface Elevation
MAP PANELS		Coastal Transect
		Base Flood Elevation Line (BFE)
OTHER FEATURES		Limit of Study
		Jurisdiction Boundary
OTHER FEATURES		Coastal Transect Baseline
		Profile Baseline
OTHER FEATURES		Hydrographic Feature
		Digital Data Available
MAP PANELS		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/22/2023 at 5:23 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Resolution Bill No. 2024-01: Utility Refund Policy

ORIGINATING DEPARTMENT: Finance Department

ATTACHMENT:

1. Res. Bill No. 2024-01 Adopted Utility Refund Policy FY2024
 2. Utility Refund Policy
-

PURPOSE:

To seek consensus on a refund policy for the cities' utility customers.

BACKGROUND:

Finance has no written policy for refunds of utility customer credit balances. Current practice follows this policy presented.

RECOMMENDATION:

Staff is recommending approval of this formal refund policy.

Resolution Bill No. 2024-01

A RESOLUTION of the City of Neosho, Missouri, adopting a Utility Refund Policy.

WHEREAS, it is in the best interest of the City of Neosho, Missouri, to adopt policies and procedures regarding utility refunds and to address the timing and unclaimed credits on utility customer accounts; and

WHEREAS, the City of Neosho, Missouri's desires to provide a comprehensive policy (the "Policy") regarding said utility refunds and credits.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, AS FOLLOWS:

Section 1: The City of Neosho, Missouri, hereby adopts the attached The Utility Refund Policy, a true and accurate copy of said Policy being attached hereto and incorporated as Exhibit "A," be and the same is hereby approved.

Section 2: These policies and procedures are subject to change upon approval by the City Council of the City of Neosho, Missouri.

Section 3: This Resolution shall be in full force upon January ___, 2024, and all other resolutions in conflict herewith are repealed.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this ____ day of January, 2024, by a vote of _____.

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney



Refunds for Utility Customers Credit Balances Policy and Procedures

I. Purpose

Water and sewer services are irrevocable. However, the city realizes that exceptional circumstances can take place that may require credit adjustments. The purpose of this policy is to establish uniform guidelines for the issuance of utility customer refunds resulting from overpayment and transfer of credit balances on utility accounts. The primary objective of the Utility Refund Policy is to establish procedures for issuing of refunds on utility accounts:

II. Policy

For Active Accounts:

Any overpayment made by a customer on a utility account will be reflected as a credit balance on the customer's account that will be applied to future bills.

Refunds for payments made by check, over the counter, via mail or through a bank on any utility account will be issued upon the request of the account holder when payments made result in a credit balance that exceeds \$300.00 on the account.

Credit card payments made that result in a credit balance that exceeds \$300.00 on the account will be refunded as a check.

Refunds will only be processed between fifteen (15) and thirty (30) days after payment being posted to the account to ensure the payment method clears. No refund will be processed if the next bill is scheduled to be issued within thirty (30) days from the date of payment being posted to the account.

In the event a billing adjustment creates a credit balance on the account, the credit will be applied to future bills.

In the event a billing error creates a credits balance on the account the City will look back five (5) years or to the discovery of the discrepancy whichever is less, the credit will be applied to future bills unless a refund is requested.

For Inactive/Closed Accounts:

Any refunds that remain unclaimed will be held and managed in accordance with the State of Missouri Uniform Disposition of Unclaimed Property Act.

Resolution 2024-01

To Request a Refund:

All refunds are processed upon request of the account holder and must be made in writing. The request can be made by email at waterlicense@neoshomo.gov or through regular mail, addressed to the following:

City of Neosho
Billing Clerk
203 E Main St.
Neosho, MO 64850

In case of a dispute, the key to speeding up the refund is having proof of payment. Proof of payment may be required by furnishing one of the following:

- Copy of front and back of cancelled check(s); or,
- Copy of payment receipt(s).

For accuracy when processing a refund, the following information is required and must be present in the request:

- The account number to which the payment was made;
- The first and last name and mailing address; and,
- A brief explanation giving the reason for the refund.

If another party paid the utility account (such as a builder, a prior or subsequent owner, title company, leaseholder, mortgage company, or someone who owns part of the same property), the party may be asked to provide proof of identification to ensure that refunds only go to the appropriate party.

Receiving a Refund:

Refunds are made in the form of a check made payable to the registered name on the account. All refunds are mailed to the mailing address provided by the account holder. No interest will be applied to refunds.

Refunds will be processed through the City's accounts payable system. The refund process may take up to twenty-one (21) days to process and issue. Refund checks will be mailed to the address provided by the account holder or may be picked up by the recipient if requested and a valid form of ID is presented.

Transfer of Credit Balance:

A credit balance may be transferred from one account to another, provided both accounts share the same account holder.

Customer agrees to be bound by the rules, regulations, resolutions, or ordinances enacted or adopted by the governing body applicable to the City's utility systems.

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Resolution Bill No. 2024-02: HomeServe Warranty Marketing Agreement

ORIGINATING DEPARTMENT: Finance Department

ATTACHMENT:

1. Res. Bill No. 2024-02 Service Line Warranty Marketing Agreement
 2. Non-Royalty Product Agreement - City of Neosho-MO
-

PURPOSE:

To seek council's approval for mayor to sign an ordinance and the marketing agreement between Utility Service Partners Private Label, Inc d/b/a Service Line Warranties of America and the City of Neosho.

BACKGROUND:

Utility Service Partners Private Label, Inc d/b/a Service Line Warranties of America offers a service line warranty program for residential customers. They provide education on homeowners' responsibilities for lateral lines and provide affordable repair plans for external water and sewer lines and interior water lines.

The city wishes to allow the use of our logo and approve advertising materials being sent to our utility customers for this program.

RECOMMENDATION:

Staff recommends the council authorize the mayor's signature on the ordinance and agreement.

Resolution Bill No. 2024-02

A RESOLUTION approving a Marketing Agreement between the City of Neosho, Missouri and Utility Service Providers Label, Inc., d/b/a Service Line Warranties of America to allow Marketing of service line warranties to users of water and sewer utilities.

WHEREAS, it is in the best interest of the City of Neosho, Missouri, and its users water of sewer utilities of City to allows for users of water and sewer utilities to be aware of private service line warranties to assist in coverage of sewer and water line laterals between the mainlines and the connection on private property; and

WHEREAS, Utility Service Providers Label, Inc., d/b/a Service Line Warranties of America provides service line warranties sewer and water line laterals between the mainlines and the connection on private property and has presented a Marketing Agreement to allow marketing of said service line warranties to users of water and sewer in the City of Neosho, Missouri.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, AS FOLLOWS:

Section 1: The City of Neosho, Missouri, hereby approves the Marketing Agreement by and between the City of Neosho and Utility Service Providers Label, Inc., d/b/a Service Line Warranties of America to provide service line warranties sewer and water line laterals between the mainlines and the connection on private property, to require no appropriation by the City of Neosho, a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit "A," be and the same is hereby approved.

Section 2: This Resolution shall be in full force upon _____, 2024, and all other resolutions in conflict herewith are repealed.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this 16th day of January, 2024, by a vote of _____.

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney

MARKETING AGREEMENT

This MARKETING AGREEMENT (“**Agreement**”) is entered into by and between the City of Neosho, Missouri (“**City**”), and Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of America (“**Company**”), herein collectively referred to singularly as “**Party**” and collectively as the “**Parties**”. This Agreement shall be effective on the last signature date set forth below (“**Effective Date**”).

RECITALS:

WHEREAS, sewer and water line laterals between the mainlines and the connection on residential private property are owned by individual residential property owners residing in the City (“**Property Owner**”); and

WHEREAS, City desires to offer Property Owners the opportunity, but not the obligation, to purchase a service plan and other similar products set forth in Exhibit A or as otherwise agreed in writing from time-to-time by the Parties (each, a “**Product**” and collectively, the “**Products**”); and

WHEREAS, Company, a subsidiary of HomeServe USA Corp., is the administrator of the National League of Cities Service Line Warranty Program and has agreed to make the Products available to Property Owners subject to the terms and conditions contained herein; and

NOW, THEREFORE, in consideration of the foregoing recitals, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and with the intent to be legally bound hereby, the Parties agree as follows:

1. **Purpose.** City hereby grants to Company the right to offer and market the Products to Property Owners subject to the terms and conditions herein.

2. **City Obligations.**

A. Grant of License. City hereby grants to Company a non-exclusive license (“**License**”) to use City's branding (“**Marks**”), on marketing materials in accordance with Exhibit A to be sent to Property Owners from time to time, and to be used in advertising (including on the Company's website), all at Company's sole cost and expense and subject to City's prior review and approval, which will not be unreasonably conditioned, delayed, or withheld. Company's use of the Marks in accordance with this Agreement will not infringe any other party's rights. In the event that City extends a similar license to a competitor of Company during the Term and any Renewal Term of this Agreement, the City shall provide thirty (30) days' notice prior to such grant of license and Company may immediately terminate this Agreement.

B. **Property Owner Data.** If City elects to do so, City may provide Company with Property Owner Data for use by Company in furtherance of the advertisement, marketing, and sale of the Products. Any name, service address, postal address, and any other appropriate or necessary data for Property Owners in City is defined as “**Property Owner Data**”. Property Owners Data shall be and remain City’s property. For any Property Owner Data provided by City to Company, City warrants that Property Owner Data has been and will be collected in compliance with all laws, statutes, treaties, rules, codes, ordinances, regulations, permits, official guidelines, judgments, orders and interpretations (“**Applicable Laws**”); and City is permitted by Applicable Laws and by any applicable privacy policy to provide Property Owner Data to Company and to permit Company to use Property Owner Data for the purposes of this Agreement. A Property Owner who has purchased a Product is a member (“**Member**”) and, following such purchase, all data in Company’s control or possession relating to Members is Company’s property.

3. **Term.** The term of this Agreement (“**Initial Term**”) shall be for three (3) years from the Effective Date. The Agreement will automatically renew for additional one (1) year terms (each a “**Renewal Term**”, and collectively with the Initial Term, the “**Term**”) unless one of the Parties gives the other written notice at least ninety (90) days prior to end of the Initial Term or of a Renewal Term that the Party does not intend to renew this Agreement. In the event that Company is in material breach of this Agreement, the City may terminate this Agreement thirty (30) days after giving written notice to Company of such breach, if said breach is not cured during said thirty (30) day period. Company will be permitted to complete any marketing initiative initiated prior to termination of this Agreement after which time, neither Party will have any further obligations to the other and this Agreement will terminate.

4. **Confidentiality.** Each party will treat all non-public, confidential and trade secret information received from the other party as confidential, and such party shall not disclose or use such information in a manner contrary to the purposes of this Agreement. Notwithstanding the foregoing, the City shall not be liable for any disclosure of confidential information that is required to be disclosed under any applicable public records act or under court order. City shall provide notice to Company prior to any such disclosure.

5. **Code Change.** The Parties understand that the pricing of the Products and compensation provided for in this Agreement are based upon the currently applicable City, municipal or similar codes. In the event Company discovers a code change, Company shall have the ability to reassess the pricing of this Agreement.

6. **Indemnification.** Each Party (the “**Indemnifying Party**”) hereby agrees to protect, indemnify, and hold the other Party, its officers, employees, contractors, subcontractors, and agents (collectively or individually, “**Indemnitee**”) harmless from and against any and all third party claims, damages, losses, expenses, suits, actions, decrees, judgments, awards, reasonable attorneys' fees and court costs (individually or collectively, “**Claim**”), which an Indemnitee may suffer or which may be sought against or are recovered or obtainable from an Indemnitee, as a result of or arising out of any breach of this Agreement by the Indemnifying Party, or any negligent or fraudulent act or omission of the Indemnifying Party or its officers, employees, contractors, subcontractors, or agents in the performance of this Agreement; provided that the

applicable Indemnitee notifies the Indemnifying Party of any such Claim within a time that does not prejudice the ability of the Indemnifying Party to defend against such Claim. Any Indemnitee hereunder may participate in its, his, or her own defense, but will be responsible for all costs incurred, including reasonable attorneys' fees, in connection with such participation in such defense.

7. **Notice.** Any notice required to be given hereunder shall be deemed to have been given when notice is (i) received by the Party to whom it is directed by personal service, (ii) sent by electronic mail (provided confirmation of receipt is provided by the receiving Party), or (iii) deposited as registered or certified mail, return receipt requested, with the United States Postal Service, addressed as follows:

To: City:
ATTN: Leslie Forest
City of Neosho
203 E Main
Neosho, MO 64850
Email: lforest@neoshomo.gov
Phone: (417) 451-8050

To: Company:
ATTN: Chief Growth Officer
Utility Service Partners Private Label, Inc.
601 Merritt 7, 6th Floor
Norwalk, CT 06851
Phone: (866) 974-4801

8. **Modifications or Amendments/Entire Agreement.** Except for the list of available Products under the Agreement, which may be amended from time to time by the Parties in writing and without signature, any and all of the representations and obligations of the Parties are contained herein, and no modification, waiver or amendment of this Agreement or of any of its conditions or provisions shall be binding upon a Party unless in writing signed by that Party.

9. **Assignment.** Neither Party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other Party unless such assignment or delegation is to an affiliate or to an acquirer of all or substantially all of the assets of the transferor.

10. **Counterparts/Electronic Delivery; No Third Party Beneficiary.** This Agreement may be executed in counterparts, all such counterparts will constitute the same contract and the signature of any Party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by email and upon receipt will be deemed originals and binding upon the Parties hereto, regardless of whether originals are delivered thereafter. Nothing expressed or implied in this Agreement is intended, or should be construed, to confer upon or give any person or entity not a party to this agreement any third- party beneficiary rights, interests, or remedies under or by reason of any term, provision, condition, undertaking, warranty, representation, or agreement contained in this Agreement.

11. **Choice of Law/Attorney Fees.** The Parties shall maintain compliance with all Applicable Laws with respect to its obligations under this Agreement. The governing law shall be the laws of the State of Missouri, without regard to the choice of law principles of the forum state. THE PARTIES HERETO HEREBY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVE ANY RIGHT THAT MAY EXIST TO HAVE A TRIAL BY JURY IN RESPECT OF ANY LITIGATION BASED UPON OR ARISING OUT OF, UNDER, OR IN ANY WAY CONNECTED WITH, THIS AGREEMENT.

12. **Incorporation of Recitals and Exhibits.** The above Recitals and Exhibit A attached hereto are incorporated by this reference and expressly made part of this Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year first written below.

CITY OF NEOSHO

Name: Richard Davidson

Title: Mayor

Date:

UTILITY SERVICE PARTNERS PRIVATE LABEL, INC.

Name: Michael Backus

Title: Chief Growth Officer

Date:

Exhibit A
NLC Service Line Warranty Program
City of Neosho
Term Sheet
December 20, 2023

- I. Initial Term. Three Years.
- II. License Conditions. Use of City logo and name on letterhead, advertising, signature line, and marketing materials.
- III. Products. In exchange for the license conditions above, Company will offer the following discounted rates to Property Owners:
 - A. External water service line plan (initially, \$5.25 per month)
 - B. External sewer/septic line plan (initially, \$7.25 per month)
 - C. Interior plumbing and drainage plan (initially, \$9.49 per month)Pricing does not include taxes. Company may adjust the foregoing Product fees; provided, that any such monthly fee adjustment shall not exceed \$0.50 in any 12-month period. If such adjustment shall exceed \$0.50, both Parties must agree in writing.
- IV. Scope of Coverage.
 - A. External water service line plan:
 - i. Covers Property Owner responsibility: From the meter to the external wall of the home.
 - ii. Covers thawing of frozen external water lines.
 - iii. Covers well service lines if applicable.
 - B. External sewer/septic line plan:
 - i. Covers Property Owner responsibility: From the external wall of the home to the sewer main.
 - ii. Covers septic lines if applicable.
 - C. Interior plumbing and drainage plan:
 - i. Covers water supply pipes and drainage pipes within the interior of the home.
- V. Marketing Campaigns. Company shall have the right to conduct up to three campaigns per year (each campaign consists of two mailings) and such other channels as may be mutually agreed. Initially, Company anticipates offering the interior plumbing and drainage plan Product via in-bound phone or web only.

REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Resolution Bill No. 2024-03: HAAS Warehousing, Inc. Contract for Purchase of Land

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

1. Res. Bill No. 2024-03 Real Estate Purchase Contract with HAAS Warehousing
 2. Agreement for Purchase of Property from Haas Warehousing, Inc.
-

PURPOSE:

Resolution to purchase real property.

BACKGROUND:

This property is being purchased for a future construction site for a Public Safety Center.

RECOMMENDATION:

Approve the Resolution as presented and authorize the Mayor to execute it.

Resolution Bill No. 2024-03

A RESOLUTION approving a Real Estate Purchase Contract between the City of Neosho, Missouri and Haas Warehousing, Inc., a Missouri Corporation for the purchase of certain real property located in the City of Neosho.

WHEREAS, it is in the best interest of the City of Neosho, Missouri, and its residents for the City to acquire certain real property located in the City for future use by the City; and

WHEREAS, the City of Neosho and Haas Warehousing, Inc. a Missouri Corporation have agreed to enter into a Real Estate Purchase Contract for the City to purchase and acquire from Haas Warehousing, Inc. said real property.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, AS FOLLOWS:

Section 1: The City of Neosho, Missouri, hereby approves the Real Estate Purchase Contract by and between the City of Neosho and Haas Warehousing, Inc. a Missouri Corporation, with a Purchase Price to be the sum of NINETY THOUSAND AND NO/100 DOLLARS (\$90,000.00), a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit "A," be and the same is hereby approved.

Section 2. That the Mayor shall be authorized and directed to execute said Contract by and on behalf of the City of Neosho.

Section 3. That the Mayor is hereby authorized and directed to close the purchase of property described therein, in accordance with said contract, and to execute all necessary documents to effectuate the same.

Section 4: This Resolution shall be in full force upon January ____, 2024, and all other resolutions in conflict herewith are repealed.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this 16th day of January, 2024, by a vote of _____.

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney

REAL ESTATE PURCHASE CONTRACT

This Real Estate Purchase Contract ("this Agreement") is entered into this ____ day of _____ 2024 ("the Effective Date"), by and between **Haas Warehousing, Inc., a Missouri Corporation** ("Seller"), and the **City of Neosho, Missouri, a Missouri Municipal Corporation** ("Buyer"), and with Seller and Buyer being referred to collectively as "Each Party" or "the Parties" from time to time.

R E C I T A L S :

A. Buyer desires to purchase from Seller the following:

- (i) that certain real property located in Newton County, Missouri, more particularly described in paragraph 1 ("the Land");
- (ii) all existing improvements located thereon, including all permanently attached equipment and fixtures ("the Improvements"); and
- (iii) all rights, privileges, and easements appurtenant thereto ("the Benefits").

The Land, Improvements, and Benefits are hereinafter collectively called "the Property".

B. Seller is willing to sell and convey the Property to Buyer on the terms and conditions hereinafter set forth.

A G R E E M E N T S :

In consideration of the covenants contained herein and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Buyer and Seller agree as follows:

1. PROPERTY.

For and in consideration of the mutual obligations of the parties hereto, Seller agrees to sell, and Buyer agrees to buy, upon the terms and conditions hereinafter set out, the real estate described as follows:

Part of the Northeast Quarter of the Southwest Quarter of Section 19, Township 25, Range 31, described as: Commencing at a point situated 741.43 feet West of the Northeast corner of the Southwest Quarter of Section 19; thence West of the Northeast corner of the Southwest Quarter of Section 19; thence West a distance of 530.75 feet and South a distance of 31 feet more or less to the intersection of the East line of a 12 foot alley in Robert's Addition to Neosho with the South line of Coler Street, the point of beginning; thence South along said alley a distance of 331.98 feet more or less to the North line of Brook Street; thence East along the North line of Brook Street a distance of 163.14 feet to the West line of Washington Street, thence North along

Washington Street a distance of 332.26 feet more or less to the South line of Coler Street; thence West along Coler Street a distance of 165 feet to the point of beginning, all in the City of Neosho, Newton County, Missouri, except that portion thereof lying within Coler Street per instrument recorded Book 22 at Page 468, of the Newton County Land Records.

2. PURCHASE PRICE. The total purchase price for the Property ("the Purchase Price") shall be the sum of **NINETY THOUSAND AND NO/100 DOLLARS (\$90,000.00)**, payable as follows:

2.1 Earnest Money Deposit. Intentionally omitted.

2.2 Cash at Closing. On the Closing Date, Buyer shall pay to Seller the balance of the purchase price in cash or other immediately available funds.

3. CLOSING. If title is deemed good, the closing of this contract shall take place at Fidelity Abstract & Title Co. ("the Title Company"), whose mailing address is 229 S. Wood St., Neosho, MO 64850, on or before the _____ day of _____, 2024 ("the Closing Date"), or at some other time the parties mutually agree on, at which time all monies and papers shall be delivered and all other things called for by this contract at the time of closing, shall be done.

4. CLOSING REQUIREMENTS. Closing shall occur after approval of title commitment, as described hereinabove.

4.1 At closing, Buyer shall do the following:

4.1.1 Tender payment of the Purchase Price.

4.1.2. Execute and provide at closing, all documents reasonably required by the Seller for closing.

4.2 At closing, Seller shall do the following:

4.2.1. Duly execute, acknowledge, and deliver to Buyer, a General Warranty Deed conveying the Property to Buyer, free and clear of all liens, claims, pledges, and encumbrances.

4.2.2. Execute and provide at closing, all documents reasonably required by Buyer for closing.

5. REPRESENTATIONS/WARRANTIES.

5.1 Buyer covenants and represents to Seller, which covenants shall be true and accurate at the time of closing, as follows:

5.1.1 Buyer is a Missouri Municipal Corporation, and is possessed and vested with full power and authority to enter into and consummate this Contract and to perform Buyer's obligations hereunder.

5.1.2. This Contract is a valid and binding agreement, enforceable in accordance with its terms.

5.2 Seller covenants, represents, and warrants to Buyer, as follows:

5.2.1 Seller is a Missouri Corporation, and is possessed and vested with full power and authority to enter into and consummate, this Contract and to perform Seller's obligations hereunder.

5.2.2. This Contract is a valid and binding agreement, enforceable in accordance with its terms.

5.2.3. Seller owns fee simple title to the Property and has full right and lawful authority to enter into and perform Seller's obligations under this Contract.

5.2.4 There are no rights or claims of parties in possession not shown by the public records.

5.2.5 There are no easements, or claims of easements, not shown by the public records.

5.2.6 There are no encroachments, overlaps, boundary line disputes, or other matters which would be disclosed by an accurate survey or inspection of the Property.

5.2.7 There is no lien, or right to a lien, for services, labor, or material heretofore or hereafter furnished, imposed by law and not shown by the public records.

5.2.8 There are no taxes or special assessments which are not shown as existing liens by the public records.

6. DISCLOSURES.

6.1 Statutory Disclosures.

6.1.1 Methamphetamine (Sec. 442.606, RSMo.). Seller affirmatively represents to Buyer that Seller has no knowledge of the Property being used as a site for methamphetamine production or as the place of residence of a person convicted of a crime involving methamphetamine or a derivative controlled substance related thereto.

6.1.2 Lead-Based Paint. Seller affirmatively represents to Buyer that the Property does not include a residential dwelling built prior to 1978.

6.1.3 Waste Disposal Site or Demolition Landfill (Sec. 260.213, RSMo.). Seller affirmatively represents to Buyer that Seller has no knowledge of the Property being used as a solid waste disposal site or demolition landfill.

7. CONVEYANCE FORM. Seller shall convey said tract of real estate to Buyer by General Warranty Deed.

8. TITLE AND SURVEY.

8.1 Title. At Closing, Seller shall transfer marketable title to the Property, subject only to the Permitted Exceptions, properly executed and in recordable form. Seller shall promptly deliver to Buyer a commitment ("Title Commitment") to issue a current ATLA owner's policy of title insurance in the amount of the Purchase Price ("Owner's Policy") after the Effective Date, the cost of both to be paid by Buyer.

8.2 Survey. If Seller already has a survey of the Property in Seller's possession, Seller shall promptly deliver a copy to Buyer after the Effective Date. Buyer, at its sole option, may also obtain a survey of the Property, the cost of which to be paid by Buyer.

8.3 Objections. Buyer shall have 30 days after receipt of the Title Commitment, and, if applicable, the Survey, to review the same ("the Title and Survey Review Period"), and to deliver Notice to Seller of any objections which Buyer has to any matters shown or referred to therein ("Title and Survey Objections"). Buyer's failure to timely deliver Notice to Seller of any Title and Survey Objections within the Title and Survey Review Period will constitute a waiver by Buyer of any Title and Survey Objections; however, this will not relieve Seller of any liability pursuant to the representations and warranties made in paragraphs 5 and 6 herein. If Buyer does timely object, Buyer must also deliver a copy of the Title Commitment and/or Survey to Seller pertaining to such Title and Survey Objections. Seller shall have 14 days from receipt of Buyer's Notice of Title and Survey Objections to agree in writing to correct the same prior to Closing at Seller's expense. If Seller does not so agree, then this Contract shall automatically terminate unless Buyer, within 7 additional days after Buyer's receipt of Seller's response to Buyer's Title and Survey Objections, agrees in writing to accept the title without correction of such Title and Survey Objections. If Seller fails to timely respond to Buyer's Title and Survey Objections, then Seller shall be deemed to have refused to agree to correct any such Title and Survey Objections.

9. PERMITTED EXCEPTIONS. The Property shall be conveyed subject to the following permitted exceptions ("the Permitted Exceptions"):

9.1 Right-of-way and easements, public or private, of record;

9.2 Zoning ordinances in effect at the date of the signing of this contract; and

9.3 General taxes, state, county, and city, for the year of closing and subsequent years; and such other restrictions and easements of record as will not materially impair the use of improvements on the real estate. Taxes for the year in which this contract is closed shall be prorated to the date of closing.

10. INSPECTIONS.

10.1 Right of Entry. Seller acknowledges and agrees that prior to the Closing Date, with reasonable notice to Seller, Seller hereby authorizes Buyer, its assigns, successors in interest, agents, representatives, and consultants, sub-contractors, and prospective tenants, and their agents, representatives, and consultants, and sub-contractors, to enter the Property in order to investigate and inspect the Property and to perform any such tests they deem appropriate.

10.2 Improvements.

10.2.1 Seller agrees that all improvements now on the above-described real estate parcels shall be delivered to Buyer at the time of closing in as good condition as they are now in at the time of this contract, ordinary wear and tear excepted; provided, however, if prior to the closing, any of the principal improvements be materially damaged, Seller shall forthwith give Buyer written notice thereof; and Buyer, at its election, may void this contract by giving written notice thereof to Seller within five (5) days of receipt of the notice, or prior to the closing, whichever time first occurs, in which case this contract shall be null and void.

10.2 Objections. Buyer shall furnish a complete copy of all written inspection reports to Seller with a written list of all unacceptable conditions ("the Inspection Notice"), within 60 days after the Effective Date ("the Inspection Period"). If Seller has not received an Inspection Notice by the end of the Inspection Period, Buyer shall be deemed to be satisfied with the results of any such inspections; however, this will not relieve Seller of any liability pursuant to the representations and warranties made in paragraphs 5 and 6 herein. If a timely Inspection Notice is given, it shall state whether: (1) Buyer is satisfied with all the inspections; (2) Buyer intends that any unacceptable conditions are to be satisfied by Seller (prior to Closing, unless otherwise specified); or (3) Buyer is terminating the Contract, with the Earnest Money to be returned to Buyer. If this Contract is not terminated as provided above, Seller shall have 14 days after Seller's receipt of the Inspection Notice ("the Initial Response Period") in which to respond in writing to Buyer's Inspection Notice. If Seller fails to timely respond to Buyer's Inspection Notice, then Seller shall be deemed to have refused to agree to correct any alleged defects, or to provide a monetary adjustment at Closing. The parties shall have an additional 7 days after Buyer's receipt of Seller's response to Buyer's Inspection Notice to reach an agreement in writing as to who will complete and pay for the correction of the defects, or as to a monetary adjustment at Closing in lieu of correction of the defects, or the Contract is to be deemed to be automatically terminated.

11. CLOSING COSTS. Buyer shall pay for all Closing Costs.

12. POSSESSION. Seller shall deliver possession to Buyer no later than May 1, 2024.

13. TIME. Time is of the essence of this Contract and each and every obligation of Seller under this Contract.

14. NOT CONTINGENT ON APPRAISAL. Buyer's obligation to purchase the Property is not contingent upon appraisal.

15. NOT CONTINGENT ON FINANCING. Buyer's obligation to purchase the Property is not contingent upon financing.

16. CONDITIONAL OPTION TO REPURCHASE. The Parties acknowledge and agree that Buyer is purchasing the Property for the purpose of constructing a future public safety center. If Buyer fails to proceed with the project within three (3) years of the Closing Date, Seller shall be granted an option to repurchase the Property for the Purchase Price ("the Option"). The failure of this condition precedent shall be established by Buyer entering the construction phase of construction, which shall be conclusively proven if Buyer has contracted with a general contractor for the purpose of constructing the public safety center. The failure of the condition precedent may be established in other ways. If applicable, the Option shall commence on the third anniversary of the Closing Date, and must be exercised no later than ninety (90) days thereafter ("the Option Deadline"). To exercise the Option, Seller shall deliver to Buyer written notice of Seller's intent to exercise the Option. If Seller fails to exercise the Option by the Option Deadline, then the Option shall automatically terminate.

17. REALTOR OR BROKER. Neither party has used a realtor or broker and no fee of any kind is owed.

18. 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.

19. ASSIGNMENT. This Agreement, including payment hereunder, shall not be sublet, assigned, or otherwise disposed of, except with the prior written consent of both parties.

20. BINDING EFFECT. This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, legal representatives, successors, and assigns, and shall be binding in the event of the death or legal disability of the parties.

21. 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 Newton County, Missouri.

22. CONSEQUENTIAL DAMAGES. In no event shall either party be liable to the other party for special, indirect, or consequential damages.

23. COUNTERPARTS. This Agreement may be signed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

Facsimile signatures shall be given the same force and effect as original signatures.

24. 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

25. 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.

26. 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 effected thereby. Any illegal or invalid provision of this Agreement shall be severable and any other provisions shall remain in full force and effect.

27. NO THIRD-PARTY BENEFICIARIES. This Agreement shall not confer any rights or remedies upon any person other than the parties and their respective successors and permitted assigns.

28. 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 hereunto set their hands to this Contract, the day and year first above written.

SELLER
Haas Warehousing, Inc.
a Missouri Corporation



President

ATTEST:

Secretary

BUYER
City of Neosho, Missouri,
a Missouri Municipal Corporation

Richard Davidson, Mayor

ATTEST:

City Clerk

STATE OF MISSOURI)
) ss.
COUNTY OF NEWTON)

On this 10th day of January, 2024, before me, a Notary Public in
and for said state, appeared John Branham, known to me to be the
person who executed the within, and acknowledged to me that he/she executed the same
for the purposes therein stated.

WITNESS my hand and Notarial Seal subscribed and affixed in said County and
State, the day and year in the certificate above written.

My term expires: 3/6/2027

Cheyenne Marie Wright

Notary Public



REQUESTED COUNCIL MEETING DATE: January 16, 2024

ITEM: Region M Grant Authorization

ORIGINATING DEPARTMENT: Public Works Department

ATTACHMENT:

1. FY2025 Application

PURPOSE:

To seek grant monies that would benefit the City of Neosho Regional Recycling Center.

BACKGROUND:

Region M is a solid waste management district that covers the counties of Newton, McDonald, Vernon, Barton, and Jasper. Annual grant funding is based on allocation to the district by the DNR-SWMP (Solid Waste Management Program).

Use of grant monies (if approved by Region M) can go towards labor costs, and fringe benefits. Last year we were able to secure \$71,490.51 through this grant.

RECOMMENDATION:

The City Staff recommends that the council authorize staff to submit an application to Region M.



Region M Waste Management District

1801 W 32nd Street, Suite C.212 – Joplin, MO 64804

Phone: 417-317-5021 | Web: www.RegionM.org

FY2025 Grant Application - Entity / Contact Information

Name of Business or Organization	
Name of Project	
Project Manager	
<i>Project Manager Title</i>	
<i>Mailing Address</i>	
<i>Telephone</i>	
<i>Email</i>	
Website	
Other Authorized Official	
<i>Title</i>	
<i>Telephone</i>	
<i>Email</i>	
MO Vendor # and Federal Tax ID #	
Location of Project <i>If different than mailing address.</i>	
Type of Applicant <i>Place an X in your response.</i>	☐ Individual ☐ City/County ☐ Public Entity or Institution ☐ School ☐ For-Profit Business _____ # of years in Business ☐ Non-Profit Organization ☐ Other (Describe)



Region M Waste Management District

1801 W 32nd Street, Suite C.212 – Joplin, MO 64804

Phone: 417-317-5021 | Web: www.RegionM.org

FY2025 Grant Application - Project Information

Project Description	
Amount of Funding Requested	
Partial Funding – <i>Place an X in your response.</i>	☐ Able to accept partial funding for project to be completed ☐ Not able to accept partial funding for project. (Without full funding, the project will not be able to be completed)
Estimated Total Tonnage to be Diverted During Project	
Types of Materials to be Diverted During Project	
Cities/Counties to be Served or Districtwide/Statewide	
Qualifications of Key Personnel	Include resumes of Project Manager and other staff who will be directly involved with this project along with this application.

Previous Funding - Has your organization received funding from Region M, EI ERA, or other Solid Waste Districts in the past five years? If yes, please list the grant awarded, grant/project number, amount of grant award.

Year	Project Number	Project Name / Description of Funding	Amount Awarded



Region M Waste Management District

1801 W 32nd Street, Suite C.212 – Joplin, MO 64804

Phone: 417-317-5021 | Web: www.RegionM.org

FY2025 Grant Application – Budget Document

Line Item	Category	Qty	Price	Total
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
	Wages			
Total Budget (Should Match Total Funding Requested)				\$

Attach quotes or sources of reasonable pricing along with this application. Quotes are required for line items \$1,000.00 or more.



FY2025 Grant Application - Timetable/Work Plan

List tasks involved (Example: request bids, place equipment, community survey, etc.).

Task #1 _____

Task #2 _____

Task #3 _____

Task #4 _____

Task #5 _____

Task #6 _____

Task #7 _____

Task #8 _____

Place a X in the timetable cells showing when tasks would be active and completed.

Month:	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025
Task #1													
Task #2													
Task #3													
Task #4													
Task #5													
Task #6													
Task #7													
Task #8													
Task #9: Request Reimbursements		X	X	X	X	X	X	X	X	X	X	X	X
Task #8: Submit Quarterly & Final Reports				X			X			X			X



FY2025 Grant Application - Signature Page

Project Reporting Requirements:

If approved for funding as a FY2025 Region M Grantee, we subsequently agree to furnish Waste Diversion, Waste Reduction, Quarterly Reports, and/or any other information relevant to the project objective for the length of the project or other dates as specified by Region M Waste Management District Board of Directors and/or staff.

Region M FY2025 Grant Cycle – 5 Year Reporting Requirement:

The Grantee hereby agrees that any equipment purchased pursuant to this agreement shall be used for the performance of services under the agreement during the term of this agreement, and for four years thereafter. The Grantee shall annually submit a statement as provided by the District certifying the use(s) of said equipment is for project activities.

Project Income:

We agree that if there is any project income, it is to be reinvested in the project.

Security Interest Agreement:

The Grantee will grant to Region M and/or its successors a security interest in all equipment purchased by the Region M Grantee for \$5,000 or more, in whole or in part, with grant funds received from Region M. Region M staff will file UCC-1 with the state of Missouri.

The security interest in equipment owned by the Region M Grantee shall be equivalent to the amount of funding provided by Region M for the purchase of the equipment.

Unless the MDNR Waste Management Program or Region M notifies the Grantee in writing of a material breach of the FAA or any documents incorporated herewith, the Region M security interest in the equipment shall remain in effect for a period of five years, beginning one year from the date of purchase shown on the equipment purchase invoice. For this five-year period, the Region M security interest shall remain 100% of the amount of funding provided by Region M for the purchase of equipment.

This replaces Missouri Department of Natural Resources Solid Waste Management Program General Terms & Conditions Section 1.M.3.b.ii. Refer to the Department of Natural Resources' (DNR) Waste Management Program (WMP) General Terms and Conditions (G.T. & C.) sections 1.M.3. and 1.N.3. for security interest details.

I (We) hereby certify that the information provided in this FY2025 Grant Application is true and correct. We agree to the 5-Year Reporting Requirement and the Security Interest Agreement.

Signature of Authorized Official

Date

Printed Name

Apply for a Board / Commission

Thank you for your consideration in serving our community. This questionnaire will provide the City Council some background on your interest and reasons for seeking to serve.

Select Desired Board:	Historic District Commission
Name	Terry Allen Neff
Why do you want to serve on this board?	To help preserve the Historical nature of Downtown Neosho.
Have you dealt with this specific Board before?	yes
Have you attended any Board meetings for this Board?	yes
What would you like to accomplish if you are appointed to this Board?	maintain consistency
Please respond by:	Email

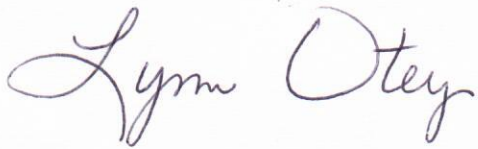
December 19, 2023

To: Neosho City Clerk

This letter is acknowledgement to the City of Neosho requesting to continue serving on the Neosho Senior Citizen Board.

Sincerely,

Lynn Otey

A handwritten signature in blue ink that reads "Lynn Otey". The signature is written in a cursive style with a large, looped "L" and a stylized "Otey".

From: noreply@civicplus.com
To: [Wright Cheyenne](#); [Wright Cheyenne](#)
Subject: Online Form Submittal: Apply for a Board / Commission
Date: Wednesday, December 27, 2023 10:54:40 AM

External email use caution with links & attachments.

Apply for a Board / Commission

Thank you for your consideration in serving our community. This questionnaire will provide the City Council some background on your interest and reasons for seeking to serve.

Select Desired Board:	Parks and Recreation Board
Name	Henry
Why do you want to serve on this board?	To assist in keeping safe areas for our community members to enjoy. To give the children of Neosho a fun and safe place to play & fellowship.
Have you dealt with this specific Board before?	No
Have you attended any Board meetings for this Board?	No
What would you like to accomplish if you are appointed to this Board?	Expand our current parks and recreation areas into exciting places for our community members to utilize more and to be proud of.

Please respond by: Email

Email not displaying correctly? [View it in your browser.](#)

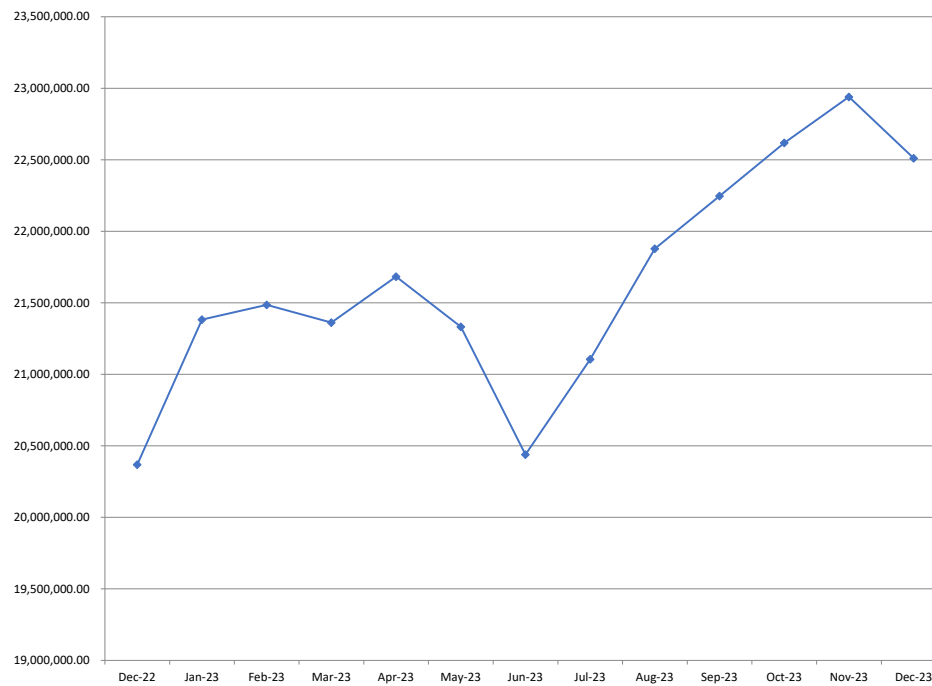
CITY OF NEOSHO
INVESTMENT ACCOUNT
CASH BALANCES (RECONCILED)*
December 31, 2023

Description of Account	Availability	Account Type at Bank	TOTAL	General Fund	Fire	Drainage	Senior Center	Parks	Auditorium	Economic Development	Streets	Street Bridge	Golf	Water/Wastewater
General Operations	Commerce	Use as needed - Operating & C	15,394,425.66	4,700,957.94	526,876.09	970,286.53	241,239.10	845,711.34	1,165,532.73	188,632.28	2,674,941.80	973,445.64	437,356.93	2,544,015.02
Public Safety		Checking - Interest Bearing	1,799,475.51	1,799,475.51										
Restricted			1,771,658.31	1,680,293.38									91,364.93	
Reward Donations			-	-										
I.O.O.F. Cemetery			(283,401.88)	(283,401.88)										
Cleaning Deposits			2,362.98	2,362.98										
Water Meter Deposits			57,851.54											57,851.54
Cash in Bank - PD	Commerce	Not Available for use - unless	10,338.47	10,338.47										
Shop With A Cop		Checking - Interest Bearing	1,105.83											
D.A.R.E Program			-											
Hotel/Motel Tax			282,246.58											
Replacement reserves			860,915.75											860,915.75
Meter Replacement Reserv			464,819.02											464,819.02
W/WW Replacement Reserves			2,090,307.25											2,090,307.25
Sewer District 17 - Debt & Mtce			-											-
City Held Debt Service Reserves			2,568.27											
FEMA DR			55,601.24											
		Total cash balances	22,510,274.53	7,910,026.40	526,876.09	970,286.53	241,239.10	845,711.34	1,165,532.73	188,632.28	2,674,941.80	973,445.64	528,721.86	6,017,908.58
		Total cash on hand												

*Reconciled cash balances above do not reflect the effect of pending reconciling items shown on bank reconciliations.

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Total Cash	20,131,589.02	20,471,001.29	20,547,161.68	20,369,096.10	21,382,325.66	21,485,536.24	21,361,706.80	21,682,518.99	21,332,182.69	20,438,974.17	21,105,019.18	21,878,083.83	22,246,524.79	22,618,457.58	22,939,872.02	22,510,274.53
Days Cash on hand	300.25	305.31	306.45	303.79	318.90	320.44	318.59	323.38	318.15	304.83	314.77	326.30	331.79	337.34	342.13	335.72

Total Cash



General Ledger

Budget Status

User: lforest
Printed: 1/10/2024 - 8:27 PM
Period: 3, 2024



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 100		General Fund							
Dept 100-000		Non-Departmental							
R10		NON-OPERATING REVENUES							
100-000-2500-000		Unearned Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R10 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R90		TRANSFERS IN							
100-000-3305-110		Transfre fm Public Safety Fund	20,000.00	1,667.00	5,001.00	14,999.00	0.00	14,999.00	75.00
100-000-3305-111		Trns fm Public Safety Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-000-3305-120		Trns from Public Safety Fund	1,022,441.00	85,201.00	255,603.00	766,838.00	0.00	766,838.00	75.00
100-000-3305-144		Trns from Public Safety Fund	20,047.00	1,671.00	5,013.00	15,034.00	0.00	15,034.00	74.99
100-000-3306-000		Transfer fm ARPA Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-000-3310-000		Transfer fm Hotel/Motel Admin	2,860.00	239.00	717.00	2,143.00	0.00	2,143.00	74.93
100-000-3316-000		Transfer fm Street >Land	5,660.00	471.67	1,415.01	4,244.99	0.00	4,244.99	75.00
100-000-3325-115		Transfer fm Police Dept	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
100-000-3355-000		Transfer to Gen Celebrate	19,500.00	0.00	0.00	19,500.00	0.00	19,500.00	100.00
100-000-3356-000		Transfer to Gen Fall Festival	13,000.00	0.00	13,000.00	0.00	0.00	0.00	0.00
		R90 Sub Totals:	1,153,508.00	89,249.67	280,749.01	872,758.99	0.00	872,758.99	75.66
		Revenue Sub Totals:	1,153,508.00	89,249.67	280,749.01	872,758.99	0.00	872,758.99	75.66
E90		TRANSFERS OUT							
100-000-3200-000		Sales Tax to TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-000-3202-000		Transfer to Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-000-3203-000		Transfer to Senior Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-000-3205-000		Transfer to Fire Dept	753,748.00	62,813.00	188,439.00	565,309.00	0.00	565,309.00	75.00
100-000-3205-110		Trns to General	20,000.00	1,667.00	5,001.00	14,999.00	0.00	14,999.00	75.00
100-000-3205-120		Trns to Police Department	1,022,411.00	85,201.00	255,603.00	766,808.00	0.00	766,808.00	75.00
100-000-3205-144		Trns to Emergency Mgmt	20,047.00	1,671.00	5,013.00	15,034.00	0.00	15,034.00	74.99
100-000-3206-000		Transfer to ARPA	307,307.00	0.00	0.00	307,307.00	0.00	307,307.00	100.00
100-000-3206-170		Transfer to Drainage	1,129,114.00	0.00	0.00	1,129,114.00	0.00	1,129,114.00	100.00
100-000-3224-000		Transfer to Police Grants	2,310.00	0.00	0.00	2,310.00	0.00	2,310.00	100.00
100-000-3225-115		Trns to Develop Service	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
100-000-3230-000		Transfer to Fire fm General	714,751.00	59,563.00	178,689.00	536,062.00	0.00	536,062.00	75.00
100-000-3240-000		Transfer to GC fm General	120,000.00	0.00	0.00	120,000.00	0.00	120,000.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
100-000-3243-000	Transfer to Parks Department	50,000.00	4,167.00	12,501.00	37,499.00	0.00	37,499.00	75.00
100-000-3285-111	Trns to Capital Impr/Purch	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
100-000-3285-112	Trns to Capital Improvement	209,630.00	0.00	0.00	209,630.00	0.00	209,630.00	100.00
100-000-3285-115	Trns to Capital Impr/Purch	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-000-3285-118	Trns to Capital Improvement	68,000.00	12,196.78	12,196.78	55,803.22	0.00	55,803.22	82.06
100-000-3285-120	Trns to Capital Improvement	151,000.00	0.00	102,840.00	48,160.00	0.00	48,160.00	31.89
100-000-3285-160	Trns to Capital Improvement	229,000.00	0.00	300,846.50	-71,846.50	0.00	-71,846.50	0.00
100-000-3285-204	Trns to Capital Impr/Purch	88,247.00	0.00	0.00	88,247.00	0.00	88,247.00	100.00
100-000-3285-680	Transfer to CDBG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	4,985,565.00	227,278.78	1,061,129.28	3,924,435.72	0.00	3,924,435.72	78.72
	Expense Sub Totals:	4,985,565.00	227,278.78	1,061,129.28	3,924,435.72	0.00	3,924,435.72	78.72
	Dept 000 Sub Totals:	3,832,057.00	138,029.11	780,380.27	3,051,676.73	0.00		
Dept 100-110								
R01	TAXES							
100-110-4010-110	Property Tax	475,000.00	93,129.27	95,519.38	379,480.62	0.00	379,480.62	79.89
100-110-4020-110	Financial Institution Tax	300.00	230.61	230.61	69.39	0.00	69.39	23.13
100-110-4030-110	1-Cent City Sales Tax	3,092,449.00	327,500.84	865,115.72	2,227,333.28	0.00	2,227,333.28	72.02
100-110-4031-110	3-Cent Recreational Sales Tax	200,000.00	30,919.65	30,919.65	169,080.35	0.00	169,080.35	84.54
100-110-4050-110	Cigarette Tax	54,200.00	3,906.00	11,739.80	42,460.20	0.00	42,460.20	78.34
100-110-4130-110	Franchises	775,000.00	51,281.73	181,345.14	593,654.86	0.00	593,654.86	76.60
	R01 Sub Totals:	4,596,949.00	506,968.10	1,184,870.30	3,412,078.70	0.00	3,412,078.70	74.22
R02	LICENSES AND PERMITS							
100-110-4100-110	Occupation Licenses	54,794.00	2,636.00	19,241.50	35,552.50	0.00	35,552.50	64.88
	R02 Sub Totals:	54,794.00	2,636.00	19,241.50	35,552.50	0.00	35,552.50	64.88
R03	INTER-GOVERNMENTAL							
100-110-4201-110	CARES/ARPA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R06	REVENUE FROM USE OF ASSET							
100-110-4700-110	Interest Earned-General Fund	12,500.00	20,881.59	40,320.62	-27,820.62	0.00	-27,820.62	0.00
100-110-4760-110	Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-110-4820-110	General Admin Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	12,500.00	20,881.59	40,320.62	-27,820.62	0.00	-27,820.62	0.00
R07	OTHER INCOME							
100-110-4800-110	General Admin Miscellaneous	21,206.00	0.00	21,206.07	-0.07	0.00	-0.07	0.00
	R07 Sub Totals:	21,206.00	0.00	21,206.07	-0.07	0.00	-0.07	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Sub Totals:	4,685,449.00	530,485.69	1,265,638.49	3,419,810.51	0.00	3,419,810.51	72.99
E10	PERSONNEL							
100-110-5010-110	General Admin Salaries	267,428.00	28,234.00	65,841.85	201,586.15	0.00	201,586.15	75.38
100-110-5020-110	General Admin Overtime	2,000.00	191.34	620.11	1,379.89	0.00	1,379.89	68.99
100-110-5040-110	Acting City Mgr Per Diem	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
100-110-5070-110	Availability Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-110-5170-110	General Admin Social Security	20,956.00	2,077.21	4,780.28	16,175.72	0.00	16,175.72	77.19
100-110-5180-110	General Admin Retirement	13,697.00	1,424.01	3,329.13	10,367.87	0.00	10,367.87	75.69
100-110-5190-110	General Admin Health Insurance	39,199.00	2,367.42	7,200.90	31,998.10	0.00	31,998.10	81.63
100-110-5210-110	General Admin Workers Comp.	11,999.00	0.00	0.00	11,999.00	0.00	11,999.00	100.00
100-110-5360-110	General Admin Memb/Train/Trvl	2,905.00	0.00	-75.00	2,980.00	0.00	2,980.00	102.58
100-110-5380-110	Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E10 Sub Totals:	362,684.00	34,293.98	81,697.27	280,986.73	0.00	280,986.73	77.47
E20	OPERATING COSTS							
100-110-5260-110	General Admin Prof. Service	113,920.00	11,453.17	15,324.72	98,595.28	0.00	98,595.28	86.55
100-110-5290-110	County Collector Fees	19,000.00	2,885.50	2,894.05	16,105.95	0.00	16,105.95	84.77
100-110-5300-110	General Admin Ins. & Bonds	16,347.00	175.00	175.00	16,172.00	0.00	16,172.00	98.93
100-110-5330-110	General Admin Equipment Maint.	7,575.00	0.00	0.00	7,575.00	0.00	7,575.00	100.00
100-110-5450-110	General Admin Claims & Judgmt	0.00	350,515.46	350,515.46	-350,515.46	0.00	-350,515.46	0.00
100-110-5530-110	General Admin Fuels/Lubricants	525.00	68.15	224.69	300.31	0.00	300.31	57.20
100-110-5590-110	General Admin Gen. Supplies	15,340.00	1,576.79	3,279.97	12,060.03	0.00	12,060.03	78.62
100-110-5700-110	General Admin Comp., Software	1,873.00	0.00	0.00	1,873.00	0.00	1,873.00	100.00
	E20 Sub Totals:	174,580.00	366,674.07	372,413.89	-197,833.89	0.00	-197,833.89	0.00
E25	NON-OPERATING EXPENSE							
100-110-5271-110	Master Bank Acct Fees	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
100-110-5272-110	Investement Acct. Bank Fees	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
	E25 Sub Totals:	2,200.00	0.00	0.00	2,200.00	0.00	2,200.00	100.00
	Expense Sub Totals:	539,464.00	400,968.05	454,111.16	85,352.84	0.00	85,352.84	15.82
	Dept 110 Sub Totals:	-4,145,985.00	-129,517.64	-811,527.33	-3,334,457.67	0.00		
Dept 100-111								
R01	TAXES							
100-111-4031-110	3-Cent Recreational Use	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R04	CHARGES FOR SERVICES							
100-111-4800-111	City Clerk Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R04 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E10	PERSONNEL							
100-111-5010-111	Clerk Salaries	54,387.00	6,240.51	14,413.38	39,973.62	0.00	39,973.62	73.50
100-111-5030-111	Clerk Part Time	2,100.00	120.00	435.00	1,665.00	0.00	1,665.00	79.29
100-111-5170-111	Clerk Social Security	4,322.00	431.82	1,031.90	3,290.10	0.00	3,290.10	76.12
100-111-5180-111	Clerk Retirement	2,720.00	312.03	720.67	1,999.33	0.00	1,999.33	73.50
100-111-5190-111	Clerk Health Insurance	6,043.00	607.44	1,723.23	4,319.77	0.00	4,319.77	71.48
100-111-5210-111	Clerk Workers Compensation	2,475.00	0.00	0.00	2,475.00	0.00	2,475.00	100.00
100-111-5360-111	Clerk Member/Train/Trvl	10,535.00	0.00	762.24	9,772.76	0.00	9,772.76	92.76
	E10 Sub Totals:	82,582.00	7,711.80	19,086.42	63,495.58	0.00	63,495.58	76.89
E20	OPERATING COSTS							
100-111-5260-111	Clerk Professional Services	17,360.00	3,299.24	11,890.51	5,469.49	0.00	5,469.49	31.51
100-111-5300-111	Clerk Insurance & Bonds	650.00	0.00	0.00	650.00	0.00	650.00	100.00
100-111-5430-111	Clerk Elections	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
100-111-5590-111	Clerk General Supplies	966.00	71.67	86.65	879.35	0.00	879.35	91.03
100-111-5700-111	Clerk Comp., Software	819.00	0.00	287.88	531.12	0.00	531.12	64.85
	E20 Sub Totals:	29,795.00	3,370.91	12,265.04	17,529.96	0.00	17,529.96	58.84
	Expense Sub Totals:	112,377.00	11,082.71	31,351.46	81,025.54	0.00	81,025.54	72.10
	Dept 111 Sub Totals:	112,377.00	11,082.71	31,351.46	81,025.54	0.00		
Dept 100-113								
R06	REVENUE FROM USE OF ASSET							
100-113-4470-755	Celebrate Booth Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-113-4470-756	Fall Festival Booth Fees	8,000.00	0.00	200.00	7,800.00	0.00	7,800.00	97.50
100-113-4471-755	Celebrate Race Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	8,000.00	0.00	200.00	7,800.00	0.00	7,800.00	97.50
R08	SALES REVENUE							
100-113-4480-755	Celebrate Neosho Shirt Sales	0.00	0.00	75.00	-75.00	0.00	-75.00	0.00
	R08 Sub Totals:	0.00	0.00	75.00	-75.00	0.00	-75.00	0.00
R87	DONATIONS							
100-113-4990-755	Celebrate Neosho Sponsors	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
100-113-4990-756	Fall Festival Sponsorships	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
	R87 Sub Totals:	16,000.00	0.00	0.00	16,000.00	0.00	16,000.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Sub Totals:	24,000.00	0.00	275.00	23,725.00	0.00	23,725.00	98.85
E20	OPERATING COSTS							
100-113-6520-755	Celebrate Neosho Expenses	27,500.00	9,975.00	9,975.00	17,525.00	0.00	17,525.00	63.73
100-113-6530-756	Fall Festival Expenses	29,000.00	-218.09	11,343.18	17,656.82	0.00	17,656.82	60.89
	E20 Sub Totals:	56,500.00	9,756.91	21,318.18	35,181.82	0.00	35,181.82	62.27
	Expense Sub Totals:	56,500.00	9,756.91	21,318.18	35,181.82	0.00	35,181.82	62.27
	Dept 113 Sub Totals:	32,500.00	9,756.91	21,043.18	11,456.82	0.00		
Dept 100-115								
R02	LICENSES AND PERMITS							
100-115-4120-115	Building Permits/Inspec.	102,152.00	2,930.00	29,067.00	73,085.00	0.00	73,085.00	71.55
100-115-4770-115	Planning & Zoning Fees	1,735.00	0.00	1,005.00	730.00	0.00	730.00	42.07
	R02 Sub Totals:	103,887.00	2,930.00	30,072.00	73,815.00	0.00	73,815.00	71.05
R03	INTER-GOVERNMENTAL							
100-115-4200-708	CDBG Grant Revenue	50,132.00	0.00	0.76	50,131.24	0.00	50,131.24	100.00
	R03 Sub Totals:	50,132.00	0.00	0.76	50,131.24	0.00	50,131.24	100.00
R04	CHARGES FOR SERVICES							
100-115-4791-115	Code Enforcement Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R04 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R06	REVENUE FROM USE OF ASSET							
100-115-4820-115	Sale of Dev. Service Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R07	OTHER INCOME							
100-115-4800-115	Code Enforcement Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	154,019.00	2,930.00	30,072.76	123,946.24	0.00	123,946.24	80.47
E10	PERSONNEL							
100-115-5010-115	Bldg/Inspection Salaries	184,126.00	11,511.64	25,212.28	158,913.72	0.00	158,913.72	86.31
100-115-5020-115	Bldg/Inspection Overtime	1,750.00	95.91	479.17	1,270.83	0.00	1,270.83	72.62
100-115-5070-115	Availability Allowance	1,440.00	60.00	180.00	1,260.00	0.00	1,260.00	87.50
100-115-5170-115	Bldg/Inspection Social Sec.	14,220.00	886.99	1,962.45	12,257.55	0.00	12,257.55	86.20
100-115-5180-115	Bldg/Inspection Retirement	9,294.00	583.39	1,296.26	7,997.74	0.00	7,997.74	86.05
100-115-5190-115	Bldg/Inspection Health Ins.	30,211.00	1,191.44	3,574.32	26,636.68	0.00	26,636.68	88.17

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
100-115-5210-115	Bldg/Inspection Workers Comp.	8,142.00	0.00	0.00	8,142.00	0.00	8,142.00	100.00
100-115-5360-115	Bldg/Inspection Mem/Train/Trvl	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
100-115-5380-115	Bldg/Inspection Uniforms	735.00	0.00	497.93	237.07	0.00	237.07	32.25
	E10 Sub Totals:	254,918.00	14,329.37	33,202.41	221,715.59	0.00	221,715.59	86.98
E20	OPERATING COSTS							
100-115-5260-115	Bldg/Inspection Prof. Services	132,980.00	1,060.38	5,109.84	127,870.16	50,131.66	77,738.50	58.46
100-115-5270-115	Credit Card Fees	1,000.00	18.95	244.13	755.87	0.00	755.87	75.59
100-115-5300-115	Bldg/Inspection Ins. & Bonds	199.00	0.00	0.00	199.00	0.00	199.00	100.00
100-115-5330-115	Bldg/Inspection Equip Maint.	1,575.00	229.93	269.93	1,305.07	0.00	1,305.07	82.86
100-115-5530-115	Bldg/Inspection Fuels	3,675.00	40.57	220.44	3,454.56	0.00	3,454.56	94.00
100-115-5590-115	Bldg/Inspection Gen. Supplies	7,350.00	865.21	2,627.65	4,722.35	0.00	4,722.35	64.25
100-115-5700-115	Development Computer/Software	2,054.00	0.00	0.00	2,054.00	0.00	2,054.00	100.00
	E20 Sub Totals:	148,833.00	2,215.04	8,471.99	140,361.01	50,131.66	90,229.35	60.62
	Expense Sub Totals:	403,751.00	16,544.41	41,674.40	362,076.60	50,131.66	311,944.94	77.26
	Dept 115 Sub Totals:	249,732.00	13,614.41	11,601.64	238,130.36	50,131.66		
Dept 100-118								
R03	INTER-GOVERNMENTAL							
100-118-4200-118	Region M Grant	71,491.00	0.00	0.00	71,491.00	0.00	71,491.00	100.00
	R03 Sub Totals:	71,491.00	0.00	0.00	71,491.00	0.00	71,491.00	100.00
R06	REVENUE FROM USE OF ASSET							
100-118-4760-118	Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-118-4820-118	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R07	OTHER INCOME							
100-118-4800-118	Recycle Center Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R08	SALES REVENUE							
100-118-4420-118	Recycle Center Sales	25,654.00	3,894.40	19,900.12	5,753.88	0.00	5,753.88	22.43
	R08 Sub Totals:	25,654.00	3,894.40	19,900.12	5,753.88	0.00	5,753.88	22.43
	Revenue Sub Totals:	97,145.00	3,894.40	19,900.12	77,244.88	0.00	77,244.88	79.52
E10	PERSONNEL							
100-118-5010-118	Recycle Center Salaries	97,114.00	11,205.43	25,798.46	71,315.54	0.00	71,315.54	73.43
100-118-5020-118	Recycle Center Overtime	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
100-118-5030-118	Recycle Center Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
100-118-5170-118	Recycle Center Social Sec.	7,544.00	855.38	1,968.05	5,575.95	0.00	5,575.95	73.91
100-118-5180-118	Recycle Center Retirement	4,931.00	560.27	1,289.90	3,641.10	0.00	3,641.10	73.84
100-118-5190-118	Recycle Center Health Ins.	22,659.00	1,787.16	5,361.48	17,297.52	0.00	17,297.52	76.34
100-118-5210-118	Recycle Center Workers Comp	4,320.00	0.00	0.00	4,320.00	0.00	4,320.00	100.00
100-118-5360-118	Recycle Center Memb/Train/Trvl	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-118-5380-118	Recycle Center Uniforms	1,800.00	0.00	480.42	1,319.58	0.00	1,319.58	73.31
	E10 Sub Totals:	139,868.00	14,408.24	34,898.31	104,969.69	0.00	104,969.69	75.05
E20	OPERATING COSTS							
100-118-5260-118	Recycle Ctr Professional Svcs	1,284.00	217.70	745.16	538.84	0.00	538.84	41.97
100-118-5265-118	Shipping/Disposal	5,250.00	165.00	1,474.00	3,776.00	2,718.80	1,057.20	20.14
100-118-5300-118	Recycle Center Ins. & Bonds	2,176.00	0.00	0.00	2,176.00	0.00	2,176.00	100.00
100-118-5320-118	Recycle Center Facility Maint.	2,550.00	0.00	0.00	2,550.00	0.00	2,550.00	100.00
100-118-5330-118	Recycle Center Equipment Maint	2,100.00	0.00	266.08	1,833.92	0.00	1,833.92	87.33
100-118-5530-118	Recycle Center Fuels	1,890.00	58.88	220.87	1,669.13	0.00	1,669.13	88.31
100-118-5590-118	Recycle Center Gen. Supplies	1,575.00	34.24	34.24	1,540.76	0.00	1,540.76	97.83
100-118-5700-118	Recycle Comp., Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-118-6300-118	Recycle Center Electricity	1,874.00	177.42	355.59	1,518.41	0.00	1,518.41	81.03
100-118-6310-118	Recycle Center Heating Fuels	2,077.00	105.21	177.65	1,899.35	0.00	1,899.35	91.45
100-118-6350-118	Recycle Center Phones	5,154.00	468.23	1,231.05	3,922.95	0.00	3,922.95	76.11
	E20 Sub Totals:	25,930.00	1,226.68	4,504.64	21,425.36	2,718.80	18,706.56	72.14
	Expense Sub Totals:	165,798.00	15,634.92	39,402.95	126,395.05	2,718.80	123,676.25	74.59
	Dept 118 Sub Totals:	68,653.00	11,740.52	19,502.83	49,150.17	2,718.80		
Dept 100-120								
R01	TAXES							
100-120-4130-120	Sanitation Enforcement	100,000.00	0.00	28,040.37	71,959.63	0.00	71,959.63	71.96
	R01 Sub Totals:	100,000.00	0.00	28,040.37	71,959.63	0.00	71,959.63	71.96
R02	LICENSES AND PERMITS							
100-120-4080-122	Animal Licenses	500.00	0.00	438.00	62.00	0.00	62.00	12.40
	R02 Sub Totals:	500.00	0.00	438.00	62.00	0.00	62.00	12.40
R03	INTER-GOVERNMENTAL							
100-120-4200-120	Grant Revenue	4,310.00	0.00	0.00	4,310.00	0.00	4,310.00	100.00
100-120-4205-120	MIRMA Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-120-4810-120	School Resource Ofcr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-120-4810-121	School Resource Ofcr Crowder	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R03 Sub Totals:	4,310.00	0.00	0.00	4,310.00	0.00	4,310.00	100.00
R04	CHARGES FOR SERVICES							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
100-120-4840-120	Security Detail Reimburse	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
	R04 Sub Totals:	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
R05	FINES AND FORFEITURES							
100-120-4600-120	Court Fines	250,000.00	16,377.52	63,414.67	186,585.33	0.00	186,585.33	74.63
100-120-4610-120	Police Training Fees	2,000.00	248.00	762.00	1,238.00	0.00	1,238.00	61.90
100-120-4620-120	C. Victim's Compensation	400.00	45.31	141.00	259.00	0.00	259.00	64.75
100-120-4630-120	Recoupment Jail Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-120-4640-120	Recoupment Arrest Fees	3,500.00	180.00	907.50	2,592.50	0.00	2,592.50	74.07
	R05 Sub Totals:	255,900.00	16,850.83	65,225.17	190,674.83	0.00	190,674.83	74.51
R06	REVENUE FROM USE OF ASSET							
100-120-4760-120	Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-120-4820-120	Police Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R07	OTHER INCOME							
100-120-4800-120	Law Enforcement Miscellaneous	2,160.00	-4.98	270.80	1,889.20	0.00	1,889.20	87.46
	R07 Sub Totals:	2,160.00	-4.98	270.80	1,889.20	0.00	1,889.20	87.46
R87	DONATIONS							
100-120-4990-120	Police Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-120-4992-120	Donated Rewards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R87 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	366,870.00	16,845.85	93,974.34	272,895.66	0.00	272,895.66	74.38
E10	PERSONNEL							
100-120-5010-120	Police Dept Salaries	1,288,823.00	135,918.05	318,476.35	970,346.65	0.00	970,346.65	75.29
100-120-5020-120	Police Dept Overtime	93,000.00	13,400.71	25,155.85	67,844.15	0.00	67,844.15	72.95
100-120-5030-120	Police Dept Part Time	10,224.00	1,505.00	3,765.00	6,459.00	0.00	6,459.00	63.17
100-120-5070-120	Availability Allowance	2,520.00	150.00	450.00	2,070.00	0.00	2,070.00	82.14
100-120-5170-120	Police Dept Social Security	106,492.00	11,104.29	25,268.84	81,223.16	0.00	81,223.16	76.27
100-120-5180-120	Police Dept Retirement	105,019.00	10,011.06	23,308.11	81,710.89	0.00	81,710.89	77.81
100-120-5190-120	Police Dept Health Insurance	188,817.00	13,895.90	43,193.86	145,623.14	0.00	145,623.14	77.12
100-120-5210-120	Police Dept Workers Comp.	60,972.00	0.00	0.00	60,972.00	0.00	60,972.00	100.00
100-120-5360-120	Police Dept Member/Train/Trvl	21,355.00	421.00	1,702.95	19,652.05	80.00	19,572.05	91.65
100-120-5361-120	Academy Training	17,000.00	0.00	-4,950.00	21,950.00	0.00	21,950.00	129.12
100-120-5380-120	Police Dept Uniforms	19,950.00	3,460.87	3,118.07	16,831.93	0.00	16,831.93	84.37
	E10 Sub Totals:	1,914,172.00	189,866.88	439,489.03	1,474,682.97	80.00	1,474,602.97	77.04
E20	OPERATING COSTS							
100-120-5260-120	Police Dept Prof. Services	562,675.00	6,096.47	18,861.85	543,813.15	0.00	543,813.15	96.65

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
100-120-5300-120	Police Dept Insurance & Bonds	13,748.00	0.00	0.00	13,748.00	0.00	13,748.00	100.00
100-120-5320-120	Police Dept Facility Maint.	7,350.00	0.00	0.00	7,350.00	0.00	7,350.00	100.00
100-120-5330-120	Police Dept Equipment Maint	31,500.00	2,085.49	7,730.17	23,769.83	0.00	23,769.83	75.46
100-120-5363-120	TSMCS Account	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
100-120-5420-120	Police Care of Prisoners	40,000.00	2,885.00	8,510.00	31,490.00	0.00	31,490.00	78.73
100-120-5500-120	Investigation Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-120-5530-120	Police Dept Fuels/Lubricants	70,000.00	3,435.13	12,722.78	57,277.22	0.00	57,277.22	81.82
100-120-5540-120	Police Dept Chemicals	263.00	0.00	0.00	263.00	0.00	263.00	100.00
100-120-5590-120	Police Dept General Supplies	11,550.00	471.85	1,828.10	9,721.90	0.00	9,721.90	84.17
100-120-5590-122	ACO General Supplies	15,750.00	2,456.70	2,606.10	13,143.90	0.00	13,143.90	83.45
100-120-5700-120	Police Dept Comp., Software	17,766.00	0.00	575.76	17,190.24	0.00	17,190.24	96.76
100-120-5780-120	Law Enforcement Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-120-6300-120	Police Dept Electricity	15,013.00	695.57	1,399.43	13,613.57	0.00	13,613.57	90.68
100-120-6350-120	Police Dept Phones	15,120.00	1,705.78	3,616.08	11,503.92	0.00	11,503.92	76.08
100-120-6390-120	Police Dept Minor Equipment	57,098.00	27,563.35	39,520.95	17,577.05	8,308.49	9,268.56	16.23
	E20 Sub Totals:	859,833.00	47,395.34	97,371.22	762,461.78	8,308.49	754,153.29	87.71
E30	CAPITAL OUTLAY							
100-120-6380-120	Lease Purchase Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	2,774,005.00	237,262.22	536,860.25	2,237,144.75	8,388.49	2,228,756.26	80.34
	Dept 120 Sub Totals:	2,407,135.00	220,416.37	442,885.91	1,964,249.09	8,388.49		
Dept 100-125								
R05	FINES AND FORFEITURES							
100-125-4590-125	Court Costs	16,000.00	1,344.55	4,181.70	11,818.30	0.00	11,818.30	73.86
100-125-4611-125	Court Clerk Training Fees	1,400.00	133.08	388.88	1,011.12	0.00	1,011.12	72.22
	R05 Sub Totals:	17,400.00	1,477.63	4,570.58	12,829.42	0.00	12,829.42	73.73
	Revenue Sub Totals:	17,400.00	1,477.63	4,570.58	12,829.42	0.00	12,829.42	73.73
E10	PERSONNEL							
100-125-5010-125	Municipal Court Salaries	106,746.00	11,984.21	28,046.47	78,699.53	0.00	78,699.53	73.73
100-125-5020-125	Municipal Court Overtime	1,800.00	332.56	493.06	1,306.94	0.00	1,306.94	72.61
100-125-5170-125	Municipal Court Social Secur.	8,304.00	832.86	1,855.16	6,448.84	0.00	6,448.84	77.66
100-125-5180-125	Municipal Court Retirement	5,428.00	615.84	1,426.98	4,001.02	0.00	4,001.02	73.71
100-125-5190-125	Municipal Court Health Ins.	22,659.00	1,991.04	5,973.12	16,685.88	0.00	16,685.88	73.64
100-125-5210-125	Municipal Court Workers Comp.	4,755.00	0.00	0.00	4,755.00	0.00	4,755.00	100.00
100-125-5360-125	Municipal Court Mem/Train/Trvl	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
	E10 Sub Totals:	152,192.00	15,756.51	37,794.79	114,397.21	0.00	114,397.21	75.17

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E20	OPERATING COSTS							
100-125-5260-125	Municipal Court Prof. Services	3,850.00	506.24	1,693.72	2,156.28	0.00	2,156.28	56.01
100-125-5261-125	Court Appointed Expenses	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
100-125-5263-125	Domestic Violence Expense	3,600.00	261.50	514.00	3,086.00	0.00	3,086.00	85.72
100-125-5330-125	Municipal Court Equip. Maint.	500.00	0.00	0.00	500.00	0.00	500.00	100.00
100-125-5590-125	Municipal Court Gen Supplies	2,730.00	478.47	874.29	1,855.71	0.00	1,855.71	67.97
100-125-5700-125	Municipal Court Comp., Softwre	1,454.00	0.00	44.99	1,409.01	0.00	1,409.01	96.91
100-125-6350-125	Municipal Court Phones	1,260.00	100.00	300.00	960.00	0.00	960.00	76.19
	E20 Sub Totals:	14,394.00	1,346.21	3,427.00	10,967.00	0.00	10,967.00	76.19
	Expense Sub Totals:	166,586.00	17,102.72	41,221.79	125,364.21	0.00	125,364.21	75.25
	Dept 125 Sub Totals:	149,186.00	15,625.09	36,651.21	112,534.79	0.00		
Dept 100-141								
R06	REVENUE FROM USE OF ASSET							
100-141-4820-141	Sale of IT Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E10	PERSONNEL							
100-141-5010-141	IT Salaries	32,754.00	3,759.52	8,571.01	24,182.99	0.00	24,182.99	73.83
100-141-5020-141	IT Overtime	200.00	19.69	210.38	-10.38	0.00	-10.38	0.00
100-141-5070-141	Availability Allowance	360.00	30.00	90.00	270.00	0.00	270.00	75.00
100-141-5170-141	IT Social Security	2,521.00	289.29	672.32	1,848.68	0.00	1,848.68	73.33
100-141-5180-141	IT Retirement	1,648.00	190.47	444.96	1,203.04	0.00	1,203.04	73.00
100-141-5190-141	IT Health Insurance	7,553.00	595.72	1,787.16	5,765.84	0.00	5,765.84	76.34
100-141-5210-141	IT Workers Compensation	1,444.00	0.00	0.00	1,444.00	0.00	1,444.00	100.00
100-141-5360-141	IT Membership/Training/Travel	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
	E10 Sub Totals:	47,980.00	4,884.69	11,775.83	36,204.17	0.00	36,204.17	75.46
E20	OPERATING COSTS							
100-141-5260-141	IT Professional Services	53,058.00	506.24	6,552.66	46,505.34	0.00	46,505.34	87.65
100-141-5590-141	IT General Supplies	260.00	0.00	0.00	260.00	0.00	260.00	100.00
100-141-5700-141	IT Computers, Software, Etc.	2,840.00	0.00	287.88	2,552.12	0.00	2,552.12	89.86
	E20 Sub Totals:	56,158.00	506.24	6,840.54	49,317.46	0.00	49,317.46	87.82
	Expense Sub Totals:	104,138.00	5,390.93	18,616.37	85,521.63	0.00	85,521.63	82.12
	Dept 141 Sub Totals:	104,138.00	5,390.93	18,616.37	85,521.63	0.00		
Dept 100-143								

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E20	OPERATING COSTS							
100-143-5530-143	Fleet Mtce Fuels	3,150.00	0.00	0.00	3,150.00	0.00	3,150.00	100.00
100-143-5590-143	Fleet Maint. General Supplies	2,100.00	0.00	88.74	2,011.26	0.00	2,011.26	95.77
100-143-6390-143	Fleet Mtce Minor Equipment	3,150.00	640.94	1,954.21	1,195.79	0.00	1,195.79	37.96
	E20 Sub Totals:	8,400.00	640.94	2,042.95	6,357.05	0.00	6,357.05	75.68
	Expense Sub Totals:	8,400.00	640.94	2,042.95	6,357.05	0.00	6,357.05	75.68
	Dept 143 Sub Totals:	8,400.00	640.94	2,042.95	6,357.05	0.00		
Dept 100-144								
E20	OPERATING COSTS							
100-144-5260-144	Emergency Mgmt Prof. Services	13,521.00	13,521.00	13,521.00	0.00	0.00	0.00	0.00
100-144-5300-144	Emergency Mgmt Ins. & Bonds	3,300.00	0.00	0.00	3,300.00	0.00	3,300.00	100.00
100-144-5330-144	Emergency Mgmt Equip. Mtce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-144-6300-144	Emergency Mgmt Electricity	3,226.00	254.79	509.58	2,716.42	0.00	2,716.42	84.20
	E20 Sub Totals:	20,047.00	13,775.79	14,030.58	6,016.42	0.00	6,016.42	30.01
	Expense Sub Totals:	20,047.00	13,775.79	14,030.58	6,016.42	0.00	6,016.42	30.01
	Dept 144 Sub Totals:	20,047.00	13,775.79	14,030.58	6,016.42	0.00		
Dept 100-145								
E10	PERSONNEL							
100-145-5010-145	Human Resources Salaries	62,368.00	6,850.13	15,917.14	46,450.86	0.00	46,450.86	74.48
100-145-5170-145	Human Resources Social Secur.	4,542.00	487.84	1,109.07	3,432.93	0.00	3,432.93	75.58
100-145-5180-145	Human Resources Retirement	2,969.00	342.51	795.86	2,173.14	0.00	2,173.14	73.19
100-145-5190-145	Human Resources Health Ins.	7,553.00	672.18	2,016.54	5,536.46	0.00	5,536.46	73.30
100-145-5210-145	Human Resources Workers Comp.	2,601.00	0.00	0.00	2,601.00	0.00	2,601.00	100.00
100-145-5360-145	Human Resources Mem/Train/Trvl	4,250.00	0.00	418.18	3,831.82	0.00	3,831.82	90.16
	E10 Sub Totals:	84,283.00	8,352.66	20,256.79	64,026.21	0.00	64,026.21	75.97
E20	OPERATING COSTS							
100-145-5260-145	Human Resources Prof. Services	3,935.00	309.80	648.80	3,286.20	0.00	3,286.20	83.51
100-145-5590-145	Human Resources GenSupplies	5,800.00	53.76	451.79	5,348.21	0.00	5,348.21	92.21
100-145-5700-145	HR Computer/Software	6,400.00	0.00	287.88	6,112.12	0.00	6,112.12	95.50
	E20 Sub Totals:	16,135.00	363.56	1,388.47	14,746.53	0.00	14,746.53	91.39
	Expense Sub Totals:	100,418.00	8,716.22	21,645.26	78,772.74	0.00	78,772.74	78.44
	Dept 145 Sub Totals:	100,418.00	8,716.22	21,645.26	78,772.74	0.00		
Dept 100-160								

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
R03	INTER-GOVERNMENTAL							
100-160-4200-160	Grant Revenue	120,000.00	0.00	0.00	120,000.00	0.00	120,000.00	100.00
100-160-4201-160	Grant Revenue -CARES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R03 Sub Totals:	120,000.00	0.00	0.00	120,000.00	0.00	120,000.00	100.00
R06	REVENUE FROM USE OF ASSET							
100-160-4400-160	Land Lease at Airport	22,000.00	1,000.00	4,000.00	18,000.00	0.00	18,000.00	81.82
100-160-4410-160	Airport Land Lease - City	9,700.00	808.34	2,425.02	7,274.98	0.00	7,274.98	75.00
100-160-4500-160	Airport Hangar Rentals	60,120.00	5,743.41	11,643.41	48,476.59	0.00	48,476.59	80.63
100-160-4820-160	Airport Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	91,820.00	7,551.75	18,068.43	73,751.57	0.00	73,751.57	80.32
R07	OTHER INCOME							
100-160-4800-160	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R08	SALES REVENUE							
100-160-4540-160	Sale of Jet Fuel	70,000.00	2,127.44	6,868.62	63,131.38	0.00	63,131.38	90.19
100-160-4550-160	Sale of Aviation Gas	85,000.00	5,425.15	24,367.72	60,632.28	0.00	60,632.28	71.33
100-160-4560-160	Sale of Pilot Supplies	500.00	101.74	245.14	254.86	0.00	254.86	50.97
	R08 Sub Totals:	155,500.00	7,654.33	31,481.48	124,018.52	0.00	124,018.52	79.75
	Revenue Sub Totals:	367,320.00	15,206.08	49,549.91	317,770.09	0.00	317,770.09	86.51
E10	PERSONNEL							
100-160-5010-160	Airport Salaries	39,772.00	4,589.01	10,593.86	29,178.14	0.00	29,178.14	73.36
100-160-5020-160	Airport Overtime	900.00	0.00	150.58	749.42	0.00	749.42	83.27
100-160-5030-160	Airport Part Time	28,704.00	2,898.42	6,638.43	22,065.57	0.00	22,065.57	76.87
100-160-5070-160	Availability Allowance	360.00	30.00	90.00	270.00	0.00	270.00	75.00
100-160-5170-160	Airport Social Security	5,308.00	575.07	1,336.64	3,971.36	0.00	3,971.36	74.82
100-160-5180-160	Airport Retirement	2,034.00	230.94	542.92	1,491.08	0.00	1,491.08	73.31
100-160-5190-160	Airport Health Insurance	7,553.00	595.72	1,787.16	5,765.84	0.00	5,765.84	76.34
100-160-5210-160	Airport Workers Compensation	3,039.00	0.00	0.00	3,039.00	0.00	3,039.00	100.00
100-160-5360-160	Membership/Training/Travel	525.00	0.00	0.00	525.00	0.00	525.00	100.00
100-160-5380-160	Airport Uniforms	828.00	0.00	0.00	828.00	0.00	828.00	100.00
	E10 Sub Totals:	89,023.00	8,919.16	21,139.59	67,883.41	0.00	67,883.41	76.25
E20	OPERATING COSTS							
100-160-5260-160	Airport Professional Services	10,410.00	3,059.12	3,696.57	6,713.43	0.00	6,713.43	64.49
100-160-5300-160	Airport Insurance & Bonds	19,467.00	0.00	0.00	19,467.00	0.00	19,467.00	100.00
100-160-5320-160	Airport Facility Maintenance	5,250.00	1,372.25	4,752.59	497.41	0.00	497.41	9.47
100-160-5330-160	Airport Equipment Maintenance	9,410.00	2,476.37	7,768.01	1,641.99	0.00	1,641.99	17.45
100-160-5460-160	Cost of Av Gas Sold	74,550.00	3,198.02	17,411.43	57,138.57	0.00	57,138.57	76.64

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
100-160-5470-160	Cost of Jet Fuel Sold	60,900.00	1,889.55	6,098.10	54,801.90	0.00	54,801.90	89.99
100-160-5480-160	Cost of Pilot Supplies	735.00	0.00	270.11	464.89	0.00	464.89	63.25
100-160-5530-160	Airport Fuels/Lubricants	2,100.00	122.64	316.98	1,783.02	0.00	1,783.02	84.91
100-160-5590-160	Airport General Supplies	4,200.00	311.86	626.80	3,573.20	0.00	3,573.20	85.08
100-160-5700-160	Airport Computer/Software	615.00	0.00	0.00	615.00	0.00	615.00	100.00
100-160-6300-160	Airport Electricity	14,231.00	1,040.47	1,979.94	12,251.06	0.00	12,251.06	86.09
100-160-6350-160	Airport Phones	5,544.00	526.11	1,317.87	4,226.13	0.00	4,226.13	76.23
	E20 Sub Totals:	207,412.00	13,996.39	44,238.40	163,173.60	0.00	163,173.60	78.67
	Expense Sub Totals:	296,435.00	22,915.55	65,377.99	231,057.01	0.00	231,057.01	77.95
	Dept 160 Sub Totals:	-70,885.00	7,709.47	15,828.08	-86,713.08	0.00		
Dept 100-199								
R01	TAXES							
100-199-4031-199	Public Safety Tax	1,546,225.00	154,253.84	407,523.09	1,138,701.91	0.00	1,138,701.91	73.64
	R01 Sub Totals:	1,546,225.00	154,253.84	407,523.09	1,138,701.91	0.00	1,138,701.91	73.64
R06	REVENUE FROM USE OF ASSET							
100-199-4700-199	Public Safety Interest Earned	1,000.00	5,409.45	10,358.43	-9,358.43	0.00	-9,358.43	0.00
	R06 Sub Totals:	1,000.00	5,409.45	10,358.43	-9,358.43	0.00	-9,358.43	0.00
	Revenue Sub Totals:	1,547,225.00	159,663.29	417,881.52	1,129,343.48	0.00	1,129,343.48	72.99
	Dept 199 Sub Totals:	-1,547,225.00	-159,663.29	-417,881.52	-1,129,343.48	0.00		
Dept 100-204								
R04	I.O.O.F. Cemetery							
	CHARGES FOR SERVICES							
100-204-4420-204	Plot Sales	20,000.00	650.00	1,300.00	18,700.00	0.00	18,700.00	93.50
100-204-4524-204	Burial Fees	28,000.00	3,150.00	4,950.00	23,050.00	0.00	23,050.00	82.32
	R04 Sub Totals:	48,000.00	3,800.00	6,250.00	41,750.00	0.00	41,750.00	86.98
R06	REVENUE FROM USE OF ASSET							
100-204-4700-204	Interest Earned	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R07	OTHER INCOME							
100-204-4800-204	Cemetery Miscellaneous Revenue	0.00	50.00	77.00	-77.00	0.00	-77.00	0.00
	R07 Sub Totals:	0.00	50.00	77.00	-77.00	0.00	-77.00	0.00
R87	DONATIONS							
100-204-4990-204	Cemetery Donations	3,500.00	0.00	100.00	3,400.00	0.00	3,400.00	97.14

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R87 Sub Totals:	3,500.00	0.00	100.00	3,400.00	0.00	3,400.00	97.14
	Revenue Sub Totals:	51,500.00	3,850.00	6,427.00	45,073.00	0.00	45,073.00	87.52
E10	PERSONNEL							
100-204-5010-204	Cemetery Salaries	10,000.00	1,188.66	2,860.41	7,139.59	0.00	7,139.59	71.40
100-204-5020-204	Cemetery Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-204-5030-204	IOOF Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-204-5070-204	Availability Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-204-5170-204	IOOF Social Security	765.00	80.52	198.33	566.67	0.00	566.67	74.07
100-204-5180-204	IOOF Retirement	500.00	59.43	143.02	356.98	0.00	356.98	71.40
100-204-5190-204	IOOF HEalth Insurance	1,511.00	115.71	344.28	1,166.72	0.00	1,166.72	77.22
100-204-5210-204	IOOF Workers Compensation	438.00	0.00	0.00	438.00	0.00	438.00	100.00
	E10 Sub Totals:	13,214.00	1,444.32	3,546.04	9,667.96	0.00	9,667.96	73.16
E20	OPERATING COSTS							
100-204-5260-204	I.O.O.F. Professional Services	95,035.00	0.00	14,584.37	80,450.63	0.00	80,450.63	84.65
100-204-5262-204	I.O.O.F. Burial Costs	21,000.00	2,400.00	3,980.00	17,020.00	0.00	17,020.00	81.05
100-204-5300-204	Cemetery Insurance & Bonds	1,017.00	0.00	0.00	1,017.00	0.00	1,017.00	100.00
100-204-5320-204	Cemetery Facility Maintenance	4,526.00	0.00	0.00	4,526.00	0.00	4,526.00	100.00
100-204-5325-204	Grounds Maintenance	10,600.00	0.00	0.00	10,600.00	0.00	10,600.00	100.00
100-204-5330-204	Cemetery Equipment Maintenance	1,250.00	0.00	0.00	1,250.00	0.00	1,250.00	100.00
100-204-5530-204	Cemetery Fuels/Lubricants	420.00	0.00	0.00	420.00	0.00	420.00	100.00
100-204-5590-204	General Supplies	725.00	25.99	25.99	699.01	0.00	699.01	96.42
100-204-6300-204	I.O.O.F. Electricity Costs	571.00	41.50	83.00	488.00	0.00	488.00	85.46
	E20 Sub Totals:	135,144.00	2,467.49	18,673.36	116,470.64	0.00	116,470.64	86.18
	Expense Sub Totals:	148,358.00	3,911.81	22,219.40	126,138.60	0.00	126,138.60	85.02
Dept 100-999	Dept 204 Sub Totals:	96,858.00	61.81	15,792.40	81,065.60	0.00		
E10	City Hall							
	PERSONNEL							
100-999-5200-112	Unemployment Compensation	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
	E10 Sub Totals:	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
E20	OPERATING COSTS							
100-999-5320-112	City Hall Facility Maintenance	15,000.00	173.00	553.03	14,446.97	0.00	14,446.97	96.31
100-999-6300-112	City Hall Electricity	18,156.01	869.02	2,286.26	15,869.75	0.00	15,869.75	87.41
100-999-6310-112	City Hall Heating Fuels	4,699.00	826.53	1,124.52	3,574.48	0.00	3,574.48	76.07
100-999-6350-112	City Hall Phones	23,310.00	2,402.42	5,497.11	17,812.89	0.00	17,812.89	76.42
	E20 Sub Totals:	61,165.01	4,270.97	9,460.92	51,704.09	0.00	51,704.09	84.53

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E30	CAPITAL OUTLAY							
100-999-5790-112	City Hall Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	69,165.01	4,270.97	9,460.92	59,704.09	0.00	59,704.09	86.32
	Dept 999 Sub Totals:	69,165.01	4,270.97	9,460.92	59,704.09	0.00		
	Fund Revenue Sub Totals:	8,464,436.00	823,602.61	2,169,038.73	6,295,397.27	0.00	6,295,397.27	74.37
	Fund Expense Sub Totals:	9,951,007.01	995,252.93	2,380,462.94	7,570,544.07	61,238.95	7,509,305.12	75.46
	Fund 100 Sub Totals:	1,486,571.01	171,650.32	211,424.21	1,275,146.80	61,238.95		
Fund 120	Police Grants							
Dept 120-000	Non-Departmental							
R90	TRANSFERS IN							
120-000-3324-000	Transfer from Police Dept	2,310.00	0.00	0.00	2,310.00	0.00	2,310.00	100.00
120-000-3326-000	Trasnfer from Dare	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:	2,310.00	0.00	0.00	2,310.00	0.00	2,310.00	100.00
	Revenue Sub Totals:	2,310.00	0.00	0.00	2,310.00	0.00	2,310.00	100.00
	Dept 000 Sub Totals:	-2,310.00	0.00	0.00	-2,310.00	0.00		
Dept 120-128	DWI Grant							
R03	INTER-GOVERNMENTAL							
120-128-4240-120	DWI Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E10	PERSONNEL							
120-128-5020-120	DWI Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E10 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E20	OPERATING COSTS							
120-128-5590-120	DWI Grant General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-129 R03 120-129-4230-120	Dept 128 Sub Totals:		0.00	0.00	0.00	0.00	0.00		
	HMV Grant								
	INTER-GOVERNMENTAL								
	HMV Grant Revenue		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R03 Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
E10 120-129-5020-120 120-129-5360-120	Revenue Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PERSONNEL								
	HMV Overtime		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	HMV Grant Training		0.00	0.00	0.00	0.00	0.00	0.00	0.00
E10 Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
E20 120-129-5590-120	OPERATING COSTS								
	HMV Grant General Supplies		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 120-131 R03 120-131-4220-120 120-131-4250-120	Dept 129 Sub Totals:		0.00	0.00	0.00	0.00	0.00		
	DOJ Grant								
	INTER-GOVERNMENTAL								
	Justice Dept Vest Grant		2,310.00	0.00	0.00	2,310.00	0.00	2,310.00	100.00
LLEBG Grant Revenue		10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00	
R03 Sub Totals:			12,310.00	0.00	0.00	12,310.00	0.00	12,310.00	100.00
E10 120-131-5380-120	Revenue Sub Totals:		12,310.00	0.00	0.00	12,310.00	0.00	12,310.00	100.00
	PERSONNEL								
	Police Dept Uniforms-Vests		4,620.00	0.00	0.00	4,620.00	0.00	4,620.00	100.00
E10 Sub Totals:			4,620.00	0.00	0.00	4,620.00	0.00	4,620.00	100.00
E30 120-131-5790-120	CAPITAL OUTLAY								
	LLEBG-Law Enf Safety Prog		10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
	E30 Sub Totals:			10,000.00	0.00	0.00	10,000.00	0.00	10,000.00
Expense Sub Totals:			14,620.00	0.00	0.00	14,620.00	0.00	14,620.00	100.00
Dept 131 Sub Totals:			2,310.00	0.00	0.00	2,310.00	0.00		

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 124 Dept 124-124 R06 124-124-4700-124		Fund Revenue Sub Totals:	14,620.00	0.00	0.00	14,620.00	0.00	14,620.00	100.00
		Fund Expense Sub Totals:	14,620.00	0.00	0.00	14,620.00	0.00	14,620.00	100.00
		Fund 120 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
		Shop With a Cop							
		REVENUE FROM USE OF ASSET							
		Interest Earned-Shop w/a Cop	10.00	3.32	47.36	-37.36	0.00	-37.36	0.00
		R06 Sub Totals:	10.00	3.32	47.36	-37.36	0.00	-37.36	0.00
		DONATIONS							
		Shop With A Cop	15,500.00	1,327.62	14,247.62	1,252.38	0.00	1,252.38	8.08
		R87 Sub Totals:	15,500.00	1,327.62	14,247.62	1,252.38	0.00	1,252.38	8.08
R87 124-124-4830-124		Revenue Sub Totals:	15,510.00	1,330.94	14,294.98	1,215.02	0.00	1,215.02	7.83
		OPERATING COSTS							
		Shop With A Cop Expenses	15,500.00	17,040.00	17,040.00	-1,540.00	0.00	-1,540.00	0.00
		E20 Sub Totals:	15,500.00	17,040.00	17,040.00	-1,540.00	0.00	-1,540.00	0.00
		Expense Sub Totals:	15,500.00	17,040.00	17,040.00	-1,540.00	0.00	-1,540.00	0.00
		Dept 124 Sub Totals:	-10.00	15,709.06	2,745.02	-2,755.02	0.00		
		Fund Revenue Sub Totals:	15,510.00	1,330.94	14,294.98	1,215.02	0.00	1,215.02	7.83
		Fund Expense Sub Totals:	15,500.00	17,040.00	17,040.00	-1,540.00	0.00	-1,540.00	0.00
		Fund 124 Sub Totals:	-10.00	15,709.06	2,745.02	-2,755.02	0.00		
		D.A.R.E Program							
E20 124-124-6440-124		TRANSFERS OUT							
		Trasnfer to Police	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 000 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Fund 126 Dept 126-000 E90 126-000-3205-120		Fund Revenue Sub Totals:	15,510.00	1,330.94	14,294.98	1,215.02	0.00	1,215.02	7.83
		Fund Expense Sub Totals:	15,500.00	17,040.00	17,040.00	-1,540.00	0.00	-1,540.00	0.00
		Fund 124 Sub Totals:	-10.00	15,709.06	2,745.02	-2,755.02	0.00		
		D.A.R.E Program							
		TRANSFERS OUT							
		Trasnfer to Police	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 000 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 126-126									
R06		REVENUE FROM USE OF ASSET							
126-126-4700-126		D.A.R.E Interest Earned	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R87		DONATIONS							
126-126-4990-126		D.A.R.E Program Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R87 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E20		OPERATING COSTS							
126-126-6430-126		D.A.R.E Program Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E20 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 126 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
		Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 126 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Fund 130		Fire Sales Tax							
Dept 130-000		Non-Departmental							
R90		TRANSFERS IN							
130-000-3305-000		Transfer fm Public Safety Fund	753,748.00	62,813.00	188,439.00	565,309.00	0.00	565,309.00	75.00
130-000-3330-000		Transfer fm General	714,751.00	59,563.00	178,689.00	536,062.00	0.00	536,062.00	75.00
		R90 Sub Totals:	1,468,499.00	122,376.00	367,128.00	1,101,371.00	0.00	1,101,371.00	75.00
		Revenue Sub Totals:	1,468,499.00	122,376.00	367,128.00	1,101,371.00	0.00	1,101,371.00	75.00
E90		TRANSFERS OUT							
130-000-3200-000		Sales Tax to TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130-000-3285-000		Trns to Capital Improvement	471,900.00	0.00	0.00	471,900.00	0.00	471,900.00	100.00
		E90 Sub Totals:	471,900.00	0.00	0.00	471,900.00	0.00	471,900.00	100.00
		Expense Sub Totals:	471,900.00	0.00	0.00	471,900.00	0.00	471,900.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 000 Sub Totals:	-996,599.00	-122,376.00	-367,128.00	-629,471.00	0.00		
Dept 130-130								
R01	TAXES							
130-130-4030-130	Fire Department Sales Tax	678,809.00	77,116.53	205,812.42	472,996.58	0.00	472,996.58	69.68
	R01 Sub Totals:	678,809.00	77,116.53	205,812.42	472,996.58	0.00	472,996.58	69.68
R02	LICENSES AND PERMITS							
130-130-4150-130	Fire Department Fees	300.00	20.00	100.00	200.00	0.00	200.00	66.67
	R02 Sub Totals:	300.00	20.00	100.00	200.00	0.00	200.00	66.67
R03	INTER-GOVERNMENTAL							
130-130-4200-130	Grant Revenues	105,000.00	1,494.36	1,494.36	103,505.64	0.00	103,505.64	98.58
130-130-4850-130	Contract: Fire District	125,864.00	0.00	0.00	125,864.00	0.00	125,864.00	100.00
	R03 Sub Totals:	230,864.00	1,494.36	1,494.36	229,369.64	0.00	229,369.64	99.35
R06	REVENUE FROM USE OF ASSET							
130-130-4700-130	Fire Dept Interest Earned	0.00	1,588.31	2,930.05	-2,930.05	0.00	-2,930.05	0.00
130-130-4760-130	Insurance Proceeds	0.00	0.00	10,456.11	-10,456.11	0.00	-10,456.11	0.00
130-130-4820-130	Fire Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	0.00	1,588.31	13,386.16	-13,386.16	0.00	-13,386.16	0.00
R07	OTHER INCOME							
130-130-4800-130	Fire Department Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R87	DONATIONS							
130-130-4990-130	Donations - Fire Dept.	0.00	0.00	70.00	-70.00	0.00	-70.00	0.00
	R87 Sub Totals:	0.00	0.00	70.00	-70.00	0.00	-70.00	0.00
	Revenue Sub Totals:	909,973.00	80,219.20	220,862.94	689,110.06	0.00	689,110.06	75.73
E10	PERSONNEL							
130-130-5010-130	Fire Dept Salaries	1,229,372.00	135,282.16	314,936.34	914,435.66	0.00	914,435.66	74.38
130-130-5020-130	Fire Dept Overtime	134,000.00	35,072.11	53,403.18	80,596.82	0.00	80,596.82	60.15
130-130-5030-130	Fire Dept Part Time	3,500.00	0.00	37.80	3,462.20	0.00	3,462.20	98.92
130-130-5070-130	Availability Allowance	1,800.00	135.00	435.00	1,365.00	0.00	1,365.00	75.83
130-130-5170-130	Fire Dept Social Security	104,528.00	12,808.82	27,427.88	77,100.12	0.00	77,100.12	73.76
130-130-5180-130	Fire Dept Retirement	111,797.00	13,258.60	27,875.50	83,921.50	0.00	83,921.50	75.07
130-130-5190-130	Fire Dept Health Insurance	203,923.00	14,080.03	43,250.50	160,672.50	0.00	160,672.50	78.79
130-130-5210-130	Fire Dept Workers Compensation	59,848.00	0.00	0.00	59,848.00	0.00	59,848.00	100.00
130-130-5230-130	Physicals	1,500.00	0.00	36.90	1,463.10	0.00	1,463.10	97.54
130-130-5360-130	Fire Dept Member/Train/Trvl	7,990.00	0.00	0.00	7,990.00	0.00	7,990.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
130-130-5361-130	Fire Academy Training	2,400.00	0.00	0.00	2,400.00	0.00	2,400.00	100.00
130-130-5380-130	Fire Dept Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E10 Sub Totals:	1,860,658.00	210,636.72	467,403.10	1,393,254.90	0.00	1,393,254.90	74.88
E20	OPERATING COSTS							
130-130-5260-130	Fire Dept Prof. Services	52,336.00	4,119.41	8,030.73	44,305.27	0.00	44,305.27	84.66
130-130-5300-130	Fire Dept Insurance and Bonds	35,112.00	-692.00	2,938.00	32,174.00	0.00	32,174.00	91.63
130-130-5320-130	Fire Dept Facility Maintenance	15,500.00	421.54	709.80	14,790.20	0.00	14,790.20	95.42
130-130-5330-130	Fire Dept Equipment Maint.	39,242.00	5,656.40	10,943.79	28,298.21	6,922.14	21,376.07	54.47
130-130-5530-130	Fire Dept Fuels/Lubricants	15,750.00	1,558.20	4,824.12	10,925.88	0.00	10,925.88	69.37
130-130-5540-130	Fire Dept Chemicals	525.00	0.00	0.00	525.00	0.00	525.00	100.00
130-130-5590-130	Fire Dept General Supplies	9,500.00	514.71	1,823.16	7,676.84	0.00	7,676.84	80.81
130-130-5700-130	Fire Dept Comp., Software	11,724.00	0.00	287.88	11,436.12	0.00	11,436.12	97.54
130-130-6300-130	Fire Dept Electricity	15,430.00	1,087.33	2,590.84	12,839.16	0.00	12,839.16	83.21
130-130-6310-130	Fire Dept Heating Fuels	8,400.00	730.61	1,082.91	7,317.09	0.00	7,317.09	87.11
130-130-6350-130	Fire Dept Phones	18,900.00	2,639.18	5,016.18	13,883.82	0.00	13,883.82	73.46
130-130-6390-130	Fire Dept. Minor Equipment	33,895.00	265.62	1,192.31	32,702.69	0.00	32,702.69	96.48
	E20 Sub Totals:	256,314.00	16,301.00	39,439.72	216,874.28	6,922.14	209,952.14	81.91
E30	CAPITAL OUTLAY							
130-130-6380-130	Lease Purchase Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	2,116,972.00	226,937.72	506,842.82	1,610,129.18	6,922.14	1,603,207.04	75.73
	Dept 130 Sub Totals:	1,206,999.00	146,718.52	285,979.88	921,019.12	6,922.14		
	Fund Revenue Sub Totals:	2,378,472.00	202,595.20	587,990.94	1,790,481.06	0.00	1,790,481.06	75.28
	Fund Expense Sub Totals:	2,588,872.00	226,937.72	506,842.82	2,082,029.18	6,922.14	2,075,107.04	80.15
	Fund 130 Sub Totals:	210,400.00	24,342.52	-81,148.12	291,548.12	6,922.14		
Fund 170	Drainage Sales Tax							
Dept 170-000	Non-Departmental							
R90	TRANSFERS IN							
170-000-3306-000	Transfer fm ARPA	1,129,114.00	0.00	0.00	1,129,114.00	0.00	1,129,114.00	100.00
	R90 Sub Totals:	1,129,114.00	0.00	0.00	1,129,114.00	0.00	1,129,114.00	100.00
	Revenue Sub Totals:	1,129,114.00	0.00	0.00	1,129,114.00	0.00	1,129,114.00	100.00
E90	TRANSFERS OUT							
170-000-3200-000	Sales Tax to TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
170-000-3243-000		Transfer to Parks Capital Imp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
170-000-3285-000		Trns to Capital Improvement	9,284,114.00	255,903.78	740,996.57	8,543,117.43	0.00	8,543,117.43	92.02
		E90 Sub Totals:	9,284,114.00	255,903.78	740,996.57	8,543,117.43	0.00	8,543,117.43	92.02
		Expense Sub Totals:	9,284,114.00	255,903.78	740,996.57	8,543,117.43	0.00	8,543,117.43	92.02
		Dept 000 Sub Totals:	8,155,000.00	255,903.78	740,996.57	7,414,003.43	0.00		
Dept 170-990									
R01		TAXES							
170-990-4030-990		Sales Tax Drainage	407,468.00	46,269.95	123,487.57	283,980.43	0.00	283,980.43	69.69
		R01 Sub Totals:	407,468.00	46,269.95	123,487.57	283,980.43	0.00	283,980.43	69.69
R03		INTER-GOVERNMENTAL							
170-990-4200-990		Grant Revenue	7,500,000.00	68,454.22	105,617.74	7,394,382.26	0.00	7,394,382.26	98.59
		R03 Sub Totals:	7,500,000.00	68,454.22	105,617.74	7,394,382.26	0.00	7,394,382.26	98.59
R06		REVENUE FROM USE OF ASSET							
170-990-4700-990		Interest Earned-Drainage Fund	2,500.00	2,916.91	5,388.39	-2,888.39	0.00	-2,888.39	0.00
170-990-4820-990		Sale of Drainage Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R06 Sub Totals:	2,500.00	2,916.91	5,388.39	-2,888.39	0.00	-2,888.39	0.00
R07		OTHER INCOME							
170-990-4800-990		Drainage Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Revenue Sub Totals:	7,909,968.00	117,641.08	234,493.70	7,675,474.30	0.00	7,675,474.30	97.04
E10		PERSONNEL							
170-990-5010-990		Drainage Salaries	50,079.00	9,770.34	22,459.39	27,619.61	0.00	27,619.61	55.15
170-990-5020-990		Drainage Overtime	4,667.00	0.00	92.67	4,574.33	0.00	4,574.33	98.01
170-990-5030-990		Drainage Part Time	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
170-990-5070-990		Availability Allowance	360.00	30.00	90.00	270.00	0.00	270.00	75.00
170-990-5170-990		Drainage Social Security	5,107.00	745.82	1,720.40	3,386.60	0.00	3,386.60	66.31
170-990-5180-990		Drainage Retirement	2,738.00	290.43	671.41	2,066.59	0.00	2,066.59	75.48
170-990-5190-990		Drainage Health Insurance	7,553.00	1,191.44	3,574.32	3,978.68	0.00	3,978.68	52.68
170-990-5210-990		Drainage Workers Compensation	2,924.00	0.00	0.00	2,924.00	0.00	2,924.00	100.00
170-990-5380-990		Drainage Uniforms	1,310.00	34.00	486.19	823.81	0.00	823.81	62.89
		E10 Sub Totals:	86,738.00	12,062.03	29,094.38	57,643.62	0.00	57,643.62	66.46
E20		OPERATING COSTS							
170-990-5260-990		Drainage Professional Services	10,250.00	235.46	652.54	9,597.46	0.00	9,597.46	93.63
170-990-5300-990		Drainage Insurance & Bonds	400.00	0.00	0.00	400.00	0.00	400.00	100.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
170-990-5330-990		Drainage Equipment Maintenance	15,750.00	65.34	405.20	15,344.80	0.00	15,344.80	97.43
170-990-5530-990		Drainage Fuels/Lubricants	8,000.00	35.38	705.27	7,294.73	0.00	7,294.73	91.18
170-990-5590-990		Drainage General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
170-990-5640-990		Drainage Maintenance	21,000.00	0.00	625.36	20,374.64	0.00	20,374.64	97.02
		E20 Sub Totals:	55,400.00	336.18	2,388.37	53,011.63	0.00	53,011.63	95.69
E30		CAPITAL OUTLAY							
170-990-6380-990		Lease Purchase Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E30 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	142,138.00	12,398.21	31,482.75	110,655.25	0.00	110,655.25	77.85
		Dept 990 Sub Totals:	-7,767,830.00	-105,242.87	-203,010.95	-7,564,819.05	0.00		
		Fund Revenue Sub Totals:	9,039,082.00	117,641.08	234,493.70	8,804,588.30	0.00	8,804,588.30	97.41
		Fund Expense Sub Totals:	9,426,252.00	268,301.99	772,479.32	8,653,772.68	0.00	8,653,772.68	91.81
		Fund 170 Sub Totals:	387,170.00	150,660.91	537,985.62	-150,815.62	0.00		
Fund 175		Senior Center Sales Tax							
Dept 175-000		Non-Departmental							
R90		TRANSFERS IN							
175-000-3303-000		Transfer from General	0.00	0.00	0.00	0.00	0.00	0.00	0.00
175-000-3364-000		Transfer to Mtce Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E90		TRANSFERS OUT							
175-000-3214-000		Transfer to 2014 Series COP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
175-000-3221-000		Transfer to 2021 Series DS	53,680.00	0.00	0.00	53,680.00	0.00	53,680.00	100.00
175-000-3264-000		Transfer to Mtce Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
175-000-3285-000		Trns to Capital Improvement	43,000.00	19,805.00	19,805.00	23,195.00	0.00	23,195.00	53.94
		E90 Sub Totals:	96,680.00	19,805.00	19,805.00	76,875.00	0.00	76,875.00	79.51
		Expense Sub Totals:	96,680.00	19,805.00	19,805.00	76,875.00	0.00	76,875.00	79.51
		Dept 000 Sub Totals:	96,680.00	19,805.00	19,805.00	76,875.00	0.00		
Dept 175-175									
R01		TAXES							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
175-175-4030-175	Sales Tax - 1/16-Cent	169,780.00	19,279.14	51,453.10	118,326.90	0.00	118,326.90	69.69
	R01 Sub Totals:	169,780.00	19,279.14	51,453.10	118,326.90	0.00	118,326.90	69.69
R06	REVENUE FROM USE OF ASSET							
175-175-4700-175	Interest Earned-Senior Center	400.00	725.19	1,342.34	-942.34	0.00	-942.34	0.00
175-175-4820-175	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	400.00	725.19	1,342.34	-942.34	0.00	-942.34	0.00
R07	OTHER INCOME							
175-175-4800-175	Senior Center Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	170,180.00	20,004.33	52,795.44	117,384.56	0.00	117,384.56	68.98
E10	PERSONNEL							
175-175-5010-175	Senior Center Salaries	5,743.00	662.49	1,511.42	4,231.58	0.00	4,231.58	73.68
175-175-5020-175	Senior Center Overtime	500.00	0.00	25.53	474.47	0.00	474.47	94.89
175-175-5170-175	Senior Center Social Security	478.00	50.20	116.14	361.86	0.00	361.86	75.70
175-175-5180-175	Senior Center Retirement	313.00	33.13	76.85	236.15	0.00	236.15	75.45
175-175-5190-175	Senior Center Health Insurance	1,209.00	95.33	286.01	922.99	0.00	922.99	76.34
175-175-5210-175	Senior Center Workers Comp.	274.00	0.00	0.00	274.00	0.00	274.00	100.00
175-175-5360-175	Senior Center Memb/Train/Trvl	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E10 Sub Totals:	8,817.00	841.15	2,015.95	6,801.05	0.00	6,801.05	77.14
E20	OPERATING COSTS							
175-175-5260-175	Senior Center Prof. Services	7,430.00	85.00	1,401.71	6,028.29	0.00	6,028.29	81.13
175-175-5300-175	Senior Center Ins. & Bonds	5,581.00	0.00	0.00	5,581.00	0.00	5,581.00	100.00
175-175-5320-175	Senior Center Facility Maint.	12,348.00	52.69	208.53	12,139.47	0.00	12,139.47	98.31
175-175-5330-175	Senior Center Equipment Maint.	500.00	0.00	0.00	500.00	0.00	500.00	100.00
175-175-5590-175	Senior Center General Supplies	1,050.00	32.94	32.94	1,017.06	0.00	1,017.06	96.86
175-175-5610-175	Senior Center Activity/Event	3,150.00	145.39	289.82	2,860.18	0.00	2,860.18	90.80
175-175-5700-175	Senior Center Comp., Software	525.00	0.00	0.00	525.00	0.00	525.00	100.00
175-175-6300-175	Senior Center Electricity	27,000.00	1,339.12	2,982.51	24,017.49	0.00	24,017.49	88.95
175-175-6350-175	Senior Center Phones	4,473.00	352.47	1,057.41	3,415.59	0.00	3,415.59	76.36
	E20 Sub Totals:	62,057.00	2,007.61	5,972.92	56,084.08	0.00	56,084.08	90.38
	Expense Sub Totals:	70,874.00	2,848.76	7,988.87	62,885.13	0.00	62,885.13	88.73
	Dept 175 Sub Totals:	-99,306.00	-17,155.57	-44,806.57	-54,499.43	0.00		
	Fund Revenue Sub Totals:	170,180.00	20,004.33	52,795.44	117,384.56	0.00	117,384.56	68.98

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund Expense Sub Totals:			167,554.00	22,653.76	27,793.87	139,760.13	0.00	139,760.13	83.41
Fund 175 Sub Totals:			-2,626.00	2,649.43	-25,001.57	22,375.57	0.00		
Fund 180		Parks Sales Tax							
Dept 180-000		Non-Departmental							
R90		TRANSFERS IN							
180-000-3343-000		Transfer from Other Funds	50,000.00	4,167.00	12,501.00	37,499.00	0.00	37,499.00	75.00
180-000-3390-000		Transfer from Parks Sales Tax	65,180.00	5,432.00	16,296.00	48,884.00	0.00	48,884.00	75.00
R90 Sub Totals:			115,180.00	9,599.00	28,797.00	86,383.00	0.00	86,383.00	75.00
Revenue Sub Totals:			115,180.00	9,599.00	28,797.00	86,383.00	0.00	86,383.00	75.00
E90		TRANSFERS OUT							
180-000-3200-000		Sales Tax to TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
180-000-3241-000		Transfer to GC fm Parks -Mtce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
180-000-3285-000		Trns to Capital Improvement	425,275.00	92,230.78	108,085.78	317,189.22	0.00	317,189.22	74.58
180-000-3290-000		Transfer to Parks Recreation	65,180.00	5,432.00	16,296.00	48,884.00	0.00	48,884.00	75.00
E90 Sub Totals:			490,455.00	97,662.78	124,381.78	366,073.22	0.00	366,073.22	74.64
Expense Sub Totals:			490,455.00	97,662.78	124,381.78	366,073.22	0.00	366,073.22	74.64
Dept 000 Sub Totals:			375,275.00	88,063.78	95,584.78	279,690.22	0.00		
Dept 180-750		TAXES							
R01		Sales Tax Parks	611,202.00	69,404.92	185,231.35	425,970.65	0.00	425,970.65	69.69
180-750-4030-750									
R01 Sub Totals:			611,202.00	69,404.92	185,231.35	425,970.65	0.00	425,970.65	69.69
R03		INTER-GOVERNMENTAL							
180-750-4200-750		Grant Revenue	92,652.00	0.00	0.00	92,652.00	0.00	92,652.00	100.00
R03 Sub Totals:			92,652.00	0.00	0.00	92,652.00	0.00	92,652.00	100.00
R04		CHARGES FOR SERVICES							
180-750-4530-750		Fish Food Monies	3,500.00	291.44	1,347.26	2,152.74	0.00	2,152.74	61.51
R04 Sub Totals:			3,500.00	291.44	1,347.26	2,152.74	0.00	2,152.74	61.51
R06		REVENUE FROM USE OF ASSET							
180-750-4500-750		Park Fees	2,000.00	40.00	340.00	1,660.00	0.00	1,660.00	83.00
180-750-4500-752		RV Pad Rental	3,000.00	25.00	612.00	2,388.00	0.00	2,388.00	79.60
180-750-4700-750		Interest Earned-Parks Fund	1,400.00	2,634.33	4,725.43	-3,325.43	0.00	-3,325.43	0.00
180-750-4760-750		Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
180-750-4820-750		Sale and Use of Property	0.00	0.00	2,154.00	-2,154.00	0.00	-2,154.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R06 Sub Totals:	6,400.00	2,699.33	7,831.43	-1,431.43	0.00	-1,431.43	0.00
R07	OTHER INCOME							
180-750-4800-750	Parks Miscellaneous	0.00	0.00	217,000.00	-217,000.00	0.00	-217,000.00	0.00
	R07 Sub Totals:	0.00	0.00	217,000.00	-217,000.00	0.00	-217,000.00	0.00
R87	DONATIONS							
180-750-4990-750	Donations Parks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
180-750-4990-753	Skate Park Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R87 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	713,754.00	72,395.69	411,410.04	302,343.96	0.00	302,343.96	42.36
E10	PERSONNEL							
180-750-5010-750	Parks Salaries	232,051.00	25,705.73	56,149.24	175,901.76	0.00	175,901.76	75.80
180-750-5020-750	Parks Overtime	8,000.00	119.51	1,792.42	6,207.58	0.00	6,207.58	77.59
180-750-5070-750	Availability Allowance	720.00	60.00	180.00	540.00	0.00	540.00	75.00
180-750-5170-750	Parks Social Security	18,364.00	1,960.33	4,393.44	13,970.56	0.00	13,970.56	76.08
180-750-5180-750	Parks Retirement	12,003.00	759.06	1,751.34	10,251.66	0.00	10,251.66	85.41
180-750-5190-750	Parks Health Insurance	45,317.00	3,574.32	10,439.76	34,877.24	0.00	34,877.24	76.96
180-750-5210-750	Parks Workers Compensation	10,515.00	0.00	0.00	10,515.00	0.00	10,515.00	100.00
180-750-5360-750	Parks Member/Training/Travel	1,040.00	0.00	0.00	1,040.00	0.00	1,040.00	100.00
180-750-5380-750	Parks Uniforms	3,500.00	132.97	1,681.04	1,818.96	0.00	1,818.96	51.97
	E10 Sub Totals:	331,510.00	32,311.92	76,387.24	255,122.76	0.00	255,122.76	76.96
E20	OPERATING COSTS							
180-750-5260-750	Parks Professional Services	2,395.00	1,185.04	2,276.26	118.74	0.00	118.74	4.96
180-750-5300-750	Parks Insurance and Bonds	27,198.00	0.00	0.00	27,198.00	0.00	27,198.00	100.00
180-750-5320-750	Parks Facility Maintenance	28,000.00	290.71	4,000.94	23,999.06	0.00	23,999.06	85.71
180-750-5320-753	Skatepark Facility Maintenance	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
180-750-5330-750	Parks Equipment Maintenance	18,000.00	871.69	5,243.41	12,756.59	0.00	12,756.59	70.87
180-750-5331-750	Helicopter Maintenance	5,000.00	263.25	284.57	4,715.43	0.00	4,715.43	94.31
180-750-5530-750	Parks Fuels/Lubricants	13,500.00	706.64	3,034.20	10,465.80	0.00	10,465.80	77.52
180-750-5590-750	Parks General Supplies	10,000.00	97.80	1,344.13	8,655.87	0.00	8,655.87	86.56
180-750-5590-752	RV Park Expenses	1,000.00	0.00	119.99	880.01	0.00	880.01	88.00
180-750-5610-750	Christmas Lighting	4,200.00	3,714.96	3,729.61	470.39	0.00	470.39	11.20
180-750-5630-750	Wading Pool Expenses	1,050.00	0.00	0.00	1,050.00	0.00	1,050.00	100.00
180-750-5700-750	Parks Computer/Software	3,132.00	0.00	0.00	3,132.00	0.00	3,132.00	100.00
180-750-6300-750	Parks Electricity	17,000.00	1,062.50	2,252.95	14,747.05	0.00	14,747.05	86.75
180-750-6310-750	Parks Heating Fuels	2,900.00	156.35	275.66	2,624.34	0.00	2,624.34	90.49
180-750-6350-750	Parks Phones	4,814.00	410.35	1,144.23	3,669.77	0.00	3,669.77	76.23
180-750-6390-750	Parks Minor Equipment	10,500.00	284.65	284.65	10,215.35	0.00	10,215.35	97.29
180-750-6410-750	Flowers & Plants	4,725.00	0.00	0.00	4,725.00	0.00	4,725.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E20 Sub Totals:	154,414.00	9,043.94	23,990.60	130,423.40	0.00	130,423.40	84.46
	Expense Sub Totals:	485,924.00	41,355.86	100,377.84	385,546.16	0.00	385,546.16	79.34
	Dept 750 Sub Totals:	-227,830.00	-31,039.83	-311,032.20	83,202.20	0.00		
Dept 180-940	OPERATING COSTS							
E20	Pool Professional Services	45,000.00	20.00	90.00	44,910.00	0.00	44,910.00	99.80
180-940-5260-940	Parks - Swim Insurance & Bonds	12,796.00	0.00	0.00	12,796.00	0.00	12,796.00	100.00
180-940-5320-940	Parks - Swim Facility Maint.	6,000.00	0.00	318.40	5,681.60	0.00	5,681.60	94.69
180-940-5330-940	Swim Equipment Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
180-940-5590-940	Parks - Swim General Supplies	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
180-940-6300-940	Parks - Pool Electricity	4,000.00	-459.42	-392.27	4,392.27	0.00	4,392.27	109.81
	E20 Sub Totals:	72,796.00	-439.42	16.13	72,779.87	0.00	72,779.87	99.98
	Expense Sub Totals:	72,796.00	-439.42	16.13	72,779.87	0.00	72,779.87	99.98
	Dept 940 Sub Totals:	72,796.00	-439.42	16.13	72,779.87	0.00		
	Fund Revenue Sub Totals:	828,934.00	81,994.69	440,207.04	388,726.96	0.00	388,726.96	46.89
	Fund Expense Sub Totals:	1,049,175.00	138,579.22	224,775.75	824,399.25	0.00	824,399.25	78.58
	Fund 180 Sub Totals:	220,241.00	56,584.53	-215,431.29	435,672.29	0.00		
Fund 195	Auditorium Sales Tax							
Dept 195-000	Non-Departmental							
E90	TRANSFERS OUT							
195-000-3214-000	Transfer to 2014 COP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
195-000-3221-000	Transfer to 2021 Series DS	213,719.00	0.00	0.00	213,719.00	0.00	213,719.00	100.00
195-000-3285-000	Trns to Capital Improvement	318,410.00	0.00	0.00	318,410.00	0.00	318,410.00	100.00
	E90 Sub Totals:	532,129.00	0.00	0.00	532,129.00	0.00	532,129.00	100.00
	Expense Sub Totals:	532,129.00	0.00	0.00	532,129.00	0.00	532,129.00	100.00
	Dept 000 Sub Totals:	532,129.00	0.00	0.00	532,129.00	0.00		
Dept 195-114	REVENUE FROM USE OF ASSET							
R06	Lampo Rental Fees	13,000.00	2,979.27	6,304.27	6,695.73	0.00	6,695.73	51.51

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R06 Sub Totals:	13,000.00	2,979.27	6,304.27	6,695.73	0.00	6,695.73	51.51
	Revenue Sub Totals:	13,000.00	2,979.27	6,304.27	6,695.73	0.00	6,695.73	51.51
E20	OPERATING COSTS							
195-114-5260-114	Lampo Professional Services	2,200.00	75.00	507.60	1,692.40	0.00	1,692.40	76.93
195-114-5300-114	Lampo Insurance and Bonds	2,571.00	0.00	0.00	2,571.00	0.00	2,571.00	100.00
195-114-5320-114	Lampo Facility Maintenance	7,500.00	100.36	4,904.24	2,595.76	0.00	2,595.76	34.61
195-114-5330-114	Lampo Equipment Mtce	1,050.00	42.01	42.01	1,007.99	0.00	1,007.99	96.00
195-114-5590-114	Lampo General Supplies	1,050.00	68.67	426.35	623.65	0.00	623.65	59.40
195-114-6300-114	Lampo Electricity	10,000.00	164.90	348.24	9,651.76	0.00	9,651.76	96.52
195-114-6310-114	Lampo Heating Fuels	4,933.00	630.24	1,030.46	3,902.54	0.00	3,902.54	79.11
	E20 Sub Totals:	29,304.00	1,081.18	7,258.90	22,045.10	0.00	22,045.10	75.23
	Expense Sub Totals:	29,304.00	1,081.18	7,258.90	22,045.10	0.00	22,045.10	75.23
	Dept 114 Sub Totals:	16,304.00	-1,898.09	954.63	15,349.37	0.00		
Dept 195-195								
R01	TAXES							
195-195-4030-195	Auditorium Sales Tax	509,334.00	57,837.41	154,359.29	354,974.71	0.00	354,974.71	69.69
	R01 Sub Totals:	509,334.00	57,837.41	154,359.29	354,974.71	0.00	354,974.71	69.69
R06	REVENUE FROM USE OF ASSET							
195-195-4500-195	Auditorium Rental Fees	18,500.00	3,420.00	5,255.00	13,245.00	0.00	13,245.00	71.59
195-195-4520-195	Auditorium Sound Fees	3,000.00	465.00	1,035.00	1,965.00	0.00	1,965.00	65.50
195-195-4700-195	Interest Earned-Auditorium Fd	1,500.00	3,503.74	6,558.40	-5,058.40	0.00	-5,058.40	0.00
195-195-4820-195	Auditorium Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	23,000.00	7,388.74	12,848.40	10,151.60	0.00	10,151.60	44.14
	Revenue Sub Totals:	532,334.00	65,226.15	167,207.69	365,126.31	0.00	365,126.31	68.59
E10	PERSONNEL							
195-195-5010-195	Auditorium Salaries	43,926.00	2,697.26	6,145.97	37,780.03	0.00	37,780.03	86.01
195-195-5020-195	Auditorium Overtime	6,000.00	580.82	767.91	5,232.09	0.00	5,232.09	87.20
195-195-5030-195	Auditorium Part Time	2,000.00	0.00	97.50	1,902.50	0.00	1,902.50	95.13
195-195-5170-195	Auditorium Social Security	3,973.00	247.24	528.18	3,444.82	0.00	3,444.82	86.71
195-195-5180-195	Auditorium Retirement	2,497.00	147.61	329.41	2,167.59	0.00	2,167.59	86.81
195-195-5190-195	Auditorium Health Insurance	8,686.00	427.65	1,217.11	7,468.89	0.00	7,468.89	85.99
195-195-5210-195	Auditorium Workers Comp.	2,275.00	0.00	0.00	2,275.00	0.00	2,275.00	100.00
	E10 Sub Totals:	69,357.00	4,100.58	9,086.08	60,270.92	0.00	60,270.92	86.90
E20	OPERATING COSTS							

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
195-195-5260-195		Auditorium Prof. Services	7,110.00	80.00	160.00	6,950.00	0.00	6,950.00	97.75
195-195-5300-195		Auditorium Insurance & Bonds	21,549.00	0.00	0.00	21,549.00	0.00	21,549.00	100.00
195-195-5320-195		Auditorium Facility Maint.	24,520.00	2,284.72	2,291.71	22,228.29	0.00	22,228.29	90.65
195-195-5330-195		Auditorium Equipment Maint.	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
195-195-5590-195		Auditorium General Supplies	2,625.00	359.63	932.14	1,692.86	0.00	1,692.86	64.49
195-195-6300-195		Auditorium Electricity	38,000.00	2,733.02	7,558.77	30,441.23	0.00	30,441.23	80.11
195-195-6310-195		Auditorium Heating Fuels	13,000.00	1,375.89	2,179.25	10,820.75	0.00	10,820.75	83.24
195-195-6350-195		Auditorium Phones	4,448.00	352.47	1,057.41	3,390.59	0.00	3,390.59	76.23
E20 Sub Totals:			116,252.00	7,185.73	14,179.28	102,072.72	0.00	102,072.72	87.80
Expense Sub Totals:			185,609.00	11,286.31	23,265.36	162,343.64	0.00	162,343.64	87.47
Dept 195 Sub Totals:			-346,725.00	-53,939.84	-143,942.33	-202,782.67	0.00		
Fund Revenue Sub Totals:			545,334.00	68,205.42	173,511.96	371,822.04	0.00	371,822.04	68.18
Fund Expense Sub Totals:			747,042.00	12,367.49	30,524.26	716,517.74	0.00	716,517.74	95.91
Fund 195 Sub Totals:			201,708.00	-55,837.93	-142,987.70	344,695.70	0.00		
Fund 212		2012 A&B							
Dept 212-000		Non-Departmental							
R90		TRANSFERS IN							
212-000-3314-000		Transfer To Other Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212-000-3320-000		Transfer fm Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R90 Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 000 Sub Totals:			0.00	0.00	0.00	0.00	0.00		
Dept 212-212		2012 A&B COPs							
R06		REVENUE FROM USE OF ASSET							
212-212-4700-212		Interest Income-2012 COPs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R06 Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
E50		DEBT SERVICE - INTEREST & FI							
212-212-5920-212		2012 A & B Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212-212-5930-212		2012 Paying Agent Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E55 212-212-5910-212	E50 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DEBT SERVICE - PRINCIPLE								
	2012 B Principal		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E55 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 212 Sub Totals:		0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 212 Sub Totals:		0.00	0.00	0.00	0.00	0.00		
	2013 Series Spc Obl Bond								
Fund 213 Dept 213-000 R90 213-000-3373-000	Non-Departmental TRANSFERS IN Transfer from Street Bridge		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R90 Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 000 Sub Totals:			0.00	0.00	0.00	0.00	0.00		
Dept 213-200 R90 213-200-0331-400	TRANSFERS IN Transfer To Other Account		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R90 Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 200 Sub Totals:			0.00	0.00	0.00	0.00	0.00		
Dept 213-213 R06 213-213-4700-213	REVENUE FROM USE OF ASSET Interest Earned		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R06 Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E50		DEBT SERVICE - INTEREST & FI							
213-213-5920-213		2013 Series Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
213-213-5940-213		2013 Series Admin Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E50 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E55		DEBT SERVICE - PRINCIPLE							
213-213-5910-213		2013 SpObl Principal Pymt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E55 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 213 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
		Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 213 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Fund 214		2014 A&B Series							
Dept 214-000		Non-Departmental							
R90		TRANSFERS IN							
214-000-3314-000		Transfer from Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
214-000-3320-000		Transfer to	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 000 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 214-214									
R06		REVENUE FROM USE OF ASSET							
214-214-4700-214		Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E50		DEBT SERVICE - INTEREST & FI							
214-214-5920-214		2014 Series Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
214-214-5940-214		2014 Series Admin Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E50 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E55		DEBT SERVICE - PRINCIPLE							
214-214-5910-214		2014 Series Principal Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E55 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 214 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
		Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 214 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Fund 216		2016 Series COPs							
Dept 216-000									
R90		TRANSFERS IN							
216-000-3376-000		Transfer in from Other Funds	251,950.00	0.00	24,931.17	227,018.83	0.00	227,018.83	90.10
		R90 Sub Totals:	251,950.00	0.00	24,931.17	227,018.83	0.00	227,018.83	90.10
		Revenue Sub Totals:	251,950.00	0.00	24,931.17	227,018.83	0.00	227,018.83	90.10
		Dept 000 Sub Totals:	-251,950.00	0.00	-24,931.17	-227,018.83	0.00		
Dept 216-216									
R06		REVENUE FROM USE OF ASSET							
216-216-4700-216		Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E50		DEBT SERVICE - INTEREST & FI							
216-216-5920-216		Interest Expense 2016 Series	57,200.00	0.00	24,931.17	32,268.83	0.00	32,268.83	56.41
216-216-5940-216		2016 Series Admin Fees	4,750.00	0.00	0.00	4,750.00	0.00	4,750.00	100.00
		E50 Sub Totals:	61,950.00	0.00	24,931.17	37,018.83	0.00	37,018.83	59.76
E55		DEBT SERVICE - PRINCIPLE							
216-216-5910-216		Principal Paid 2016 COP	190,000.00	0.00	0.00	190,000.00	0.00	190,000.00	100.00
		E55 Sub Totals:	190,000.00	0.00	0.00	190,000.00	0.00	190,000.00	100.00
		Expense Sub Totals:	251,950.00	0.00	24,931.17	227,018.83	0.00	227,018.83	90.10

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 221 Dept 221-000 R90 221-000-3320-000 221-000-3321-000	Dept 216 Sub Totals:		251,950.00	0.00	24,931.17	227,018.83	0.00		
	Fund Revenue Sub Totals:		251,950.00	0.00	24,931.17	227,018.83	0.00	227,018.83	90.10
	Fund Expense Sub Totals:		251,950.00	0.00	24,931.17	227,018.83	0.00	227,018.83	90.10
	Fund 216 Sub Totals:		0.00	0.00	0.00	0.00	0.00		
	2021 Special Obligation Bonds								
	Non-Departmental								
	TRANSFERS IN								
	Transfer to 2021 Series DS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Transfer in 2021 Series DS		501,302.00	0.00	0.00	501,302.00	0.00	501,302.00	100.00
	R90 Sub Totals:		501,302.00	0.00	0.00	501,302.00	0.00	501,302.00	100.00
Dept 221-221 R06 221-221-4700-221	Revenue Sub Totals:		501,302.00	0.00	0.00	501,302.00	0.00	501,302.00	100.00
	Dept 000 Sub Totals:		-501,302.00	0.00	0.00	-501,302.00	0.00		
	2021 Special Obligation Bonds								
	REVENUE FROM USE OF ASSET								
	Interest Earned 2021 Series		0.00	7.00	13.41	-13.41	0.00	-13.41	0.00
	R06 Sub Totals:		0.00	7.00	13.41	-13.41	0.00	-13.41	0.00
	NON-OPERATING REVENUES								
	Bond Proceeds		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R10 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:		0.00	7.00	13.41	-13.41	0.00	-13.41	0.00
E50 221-221-5920-221 221-221-5940-221 221-221-5950-221	DEBT SERVICE - INTEREST & FI								
	2021 Series Interest		43,001.00	0.00	0.00	43,001.00	0.00	43,001.00	100.00
	2021 Series Admin Fees		2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
	2021 Series Cost of Issuance		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E50 Sub Totals:		45,501.00	0.00	0.00	45,501.00	0.00	45,501.00	100.00
	DEBT SERVICE - PRINCIPLE								
	2021 Series Principal		455,000.00	0.00	0.00	455,000.00	0.00	455,000.00	100.00
	E55 Sub Totals:		455,000.00	0.00	0.00	455,000.00	0.00	455,000.00	100.00
	Expense Sub Totals:		500,501.00	0.00	0.00	500,501.00	0.00	500,501.00	100.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 290 Dept 290-000 R90 290-000-3390-000	Dept 221 Sub Totals:		500,501.00	-7.00	-13.41	500,514.41	0.00		
	Fund Revenue Sub Totals:		501,302.00	7.00	13.41	501,288.59	0.00	501,288.59	100.00
	Fund Expense Sub Totals:		500,501.00	0.00	0.00	500,501.00	0.00	500,501.00	100.00
	Fund 221 Sub Totals:		-801.00	-7.00	-13.41	-787.59	0.00		
	Employee Insurance								
	Non-Departmental								
	TRANSFERS IN								
	Transfer In		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 290-290 R06 290-290-4700-290	Dept 000 Sub Totals:		0.00	0.00	0.00	0.00	0.00		
	REVENUE FROM USE OF ASSET								
	Interest Earned-Employee Ins.		100.00	0.00	12.03	87.97	0.00	87.97	87.97
	R06 Sub Totals:		100.00	0.00	12.03	87.97	0.00	87.97	87.97
	NON-OPERATING REVENUES								
	City Portion for Ins Shortage		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Employee Portion-Insurance		158,000.00	6,501.23	37,455.69	120,544.31	0.00	120,544.31	76.29
	R10 Sub Totals:		158,000.00	6,501.23	37,455.69	120,544.31	0.00	120,544.31	76.29
	TRANSFERS IN								
	City's Portion - Insur.		836,848.00	29,014.14	173,604.57	663,243.43	0.00	663,243.43	79.25
R90 290-290-4950-290	R90 Sub Totals:		836,848.00	29,014.14	173,604.57	663,243.43	0.00	663,243.43	79.25
	Revenue Sub Totals:		994,948.00	35,515.37	211,072.29	783,875.71	0.00	783,875.71	78.79
	NON-OPERATING EXPENSE								
	Health Insurance Fees Employee		861,017.00	0.00	170,052.81	690,964.19	0.00	690,964.19	80.25
	Health Insurance Fees Dependnt		158,000.00	0.00	32,586.41	125,413.59	0.00	125,413.59	79.38
	E25 Sub Totals:		1,019,017.00	0.00	202,639.22	816,377.78	0.00	816,377.78	80.11
	Expense Sub Totals:		1,019,017.00	0.00	202,639.22	816,377.78	0.00	816,377.78	80.11

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 290-291	Dept 290 Sub Totals:	24,069.00	-35,515.37	-8,433.07	32,502.07	0.00		
E25	NON-OPERATING EXPENSE							
290-291-6120-290	Dental Insurance -Employee	0.00	4,764.62	7,155.40	-7,155.40	0.00	-7,155.40	0.00
290-291-6130-290	Dental Insurance Dependent	0.00	2,416.53	3,552.45	-3,552.45	0.00	-3,552.45	0.00
290-291-6135-290	Vision Insurance	0.00	1,071.59	2,059.21	-2,059.21	0.00	-2,059.21	0.00
	E25 Sub Totals:	0.00	8,252.74	12,767.06	-12,767.06	0.00	-12,767.06	0.00
	Expense Sub Totals:	0.00	8,252.74	12,767.06	-12,767.06	0.00	-12,767.06	0.00
	Dept 291 Sub Totals:	0.00	8,252.74	12,767.06	-12,767.06	0.00		
	Fund Revenue Sub Totals:	994,948.00	35,515.37	211,072.29	783,875.71	0.00	783,875.71	78.79
	Fund Expense Sub Totals:	1,019,017.00	8,252.74	215,406.28	803,610.72	0.00	803,610.72	78.86
	Fund 290 Sub Totals:	24,069.00	-27,262.63	4,333.99	19,735.01	0.00		
Fund 300	Capital Improvement Sales Tax							
Dept 300-000	Non-Departmental							
R90	TRANSFERS IN							
300-000-3303-000	Transfer from General	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-000-3385-000	Transfer From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-000-3385-111	Transfer fm City Clerk	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
300-000-3385-112	Transfer fm General Admin	209,630.00	0.00	0.00	209,630.00	0.00	209,630.00	100.00
300-000-3385-115	Transfer from Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-000-3385-118	Transfer fm Recycle Center	68,000.00	12,196.78	12,196.78	55,803.22	0.00	55,803.22	82.06
300-000-3385-120	Transfer fm Police Dept	151,000.00	0.00	102,840.00	48,160.00	0.00	48,160.00	31.89
300-000-3385-130	Transfer fm Fire Department	471,900.00	0.00	0.00	471,900.00	0.00	471,900.00	100.00
300-000-3385-160	Transfer fm Airport	229,000.00	0.00	300,846.50	-71,846.50	0.00	-71,846.50	0.00
300-000-3385-170	Transfer fm Drainage	9,284,114.00	255,903.78	740,996.57	8,543,117.43	0.00	8,543,117.43	92.02
300-000-3385-175	Transfer fm Senior Center	43,000.00	19,805.00	19,805.00	23,195.00	0.00	23,195.00	53.94
300-000-3385-180	Transfer fm Parks & Rec	425,275.00	92,230.78	108,085.78	317,189.22	0.00	317,189.22	74.58
300-000-3385-195	Transfer fm Auditorium	318,410.00	0.00	0.00	318,410.00	0.00	318,410.00	100.00
300-000-3385-204	Transfer fm Cemetery	88,247.00	0.00	0.00	88,247.00	0.00	88,247.00	100.00
300-000-3385-450	Transfer fm Golf Course	275,367.00	3,150.00	15,150.00	260,217.00	0.00	260,217.00	94.50
300-000-3385-800	Transfer fm Streets Dept	541,098.00	0.00	108,451.25	432,646.75	0.00	432,646.75	79.96
	R90 Sub Totals:	12,155,041.00	383,286.34	1,408,371.88	10,746,669.12	0.00	10,746,669.12	88.41
	Revenue Sub Totals:	12,155,041.00	383,286.34	1,408,371.88	10,746,669.12	0.00	10,746,669.12	88.41
E90	TRANSFERS OUT							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
300-000-3200-000	Sales Tax to TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-000-3220-000	Transfer to 2012A&B Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-000-3242-000	Transfer to Golf Cap Imp Debt	251,950.00	20,996.00	62,988.00	188,962.00	0.00	188,962.00	75.00
300-000-3243-000	Transfer to Parks Department	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	251,950.00	20,996.00	62,988.00	188,962.00	0.00	188,962.00	75.00
	Expense Sub Totals:	251,950.00	20,996.00	62,988.00	188,962.00	0.00	188,962.00	75.00
	Dept 000 Sub Totals:	-11,903,091.00	-362,290.34	-1,345,383.88	-10,557,707.12	0.00		
Dept 300-300 R01	Capital Improvement TAXES							
300-300-4030-300	Capital Improvement Sales Tax	336,204.00	38,558.26	102,906.14	233,297.86	0.00	233,297.86	69.39
	R01 Sub Totals:	336,204.00	38,558.26	102,906.14	233,297.86	0.00	233,297.86	69.39
R06	REVENUE FROM USE OF ASSET							
300-300-4700-300	Interest Earned-Econ Develop	1,200.00	567.05	1,967.33	-767.33	0.00	-767.33	0.00
	R06 Sub Totals:	1,200.00	567.05	1,967.33	-767.33	0.00	-767.33	0.00
R07	OTHER INCOME							
300-300-4800-300	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	337,404.00	39,125.31	104,873.47	232,530.53	0.00	232,530.53	68.92
E30	CAPITAL OUTLAY							
300-300-5790-111	Capital Impr./Purchase Clerk	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
300-300-5790-112	Capital Impr./Purchase GenAdm	209,630.00	0.00	0.00	209,630.00	197,630.00	12,000.00	5.72
300-300-5790-115	Capital Impr/Purch Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-300-5790-130	Capital Impr/Purch Fire Dept	471,900.00	0.00	0.00	471,900.00	97,998.00	373,902.00	79.23
300-300-5790-175	Capital Impr/Purch Senior Cent	43,000.00	19,805.00	19,805.00	23,195.00	0.00	23,195.00	53.94
300-300-5790-195	Capital Impr/Purch Auditorium	318,410.00	0.00	0.00	318,410.00	168,410.00	150,000.00	47.11
300-300-5790-204	Capital Impr/Purch IOOF	88,247.00	0.00	0.00	88,247.00	39,755.75	48,491.25	54.95
300-300-5790-300	Capital Improvement/Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-300-5790-430	Capital Impr/Purch Golf Course	275,367.00	3,150.00	3,150.00	272,217.00	36,507.80	235,709.20	85.60
300-300-5790-750	Capital Impr/Purch Parks & Rec	425,275.00	92,230.78	108,085.78	317,189.22	80,717.20	236,472.02	55.60
300-300-5790-800	Capital Impr/Purch Street Dept	541,098.00	0.00	120,451.25	420,646.75	109,098.00	311,548.75	57.58
300-300-5790-990	Capital Impr/Purch Drainage	9,284,114.00	310,157.33	740,996.57	8,543,117.43	1,150,032.22	7,393,085.21	79.63
	E30 Sub Totals:	11,707,041.00	425,343.11	992,488.60	10,714,552.40	1,880,148.97	8,834,403.43	75.46
E90	TRANSFERS OUT							
300-300-5790-118	Capital Impr/Purch Recycle Ctr	68,000.00	12,196.78	12,196.78	55,803.22	0.00	55,803.22	82.06
300-300-5790-120	Capital Impr/Purch Police Dept	151,000.00	0.00	102,840.00	48,160.00	0.00	48,160.00	31.89

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
300-300-5790-160	Capital Impr/Purch Airport	229,000.00	0.00	300,846.50	-71,846.50	295,892.76	-367,739.26	0.00
	E90 Sub Totals:	448,000.00	12,196.78	415,883.28	32,116.72	295,892.76	-263,776.04	0.00
	Expense Sub Totals:	12,155,041.00	437,539.89	1,408,371.88	10,746,669.12	2,176,041.73	8,570,627.39	70.51
	Dept 300 Sub Totals:	11,817,637.00	398,414.58	1,303,498.41	10,514,138.59	2,176,041.73		
	Fund Revenue Sub Totals:	12,492,445.00	422,411.65	1,513,245.35	10,979,199.65	0.00	10,979,199.65	87.89
	Fund Expense Sub Totals:	12,406,991.00	458,535.89	1,471,359.88	10,935,631.12	2,176,041.73	8,759,589.39	70.60
	Fund 300 Sub Totals:	-85,454.00	36,124.24	-41,885.47	-43,568.53	2,176,041.73		
Fund 310	Hotel/Motel Tax							
Dept 310-000	Non-Departmental							
E90	TRANSFERS OUT							
310-000-3210-000	Tran to General Adm 3% Adm Cst	2,860.00	239.00	717.00	2,143.00	0.00	2,143.00	74.93
310-000-3211-000	Transfer to Gen. PR Coord	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-000-3255-000	Transfer to -Celebrate	19,500.00	0.00	0.00	19,500.00	0.00	19,500.00	100.00
310-000-3256-000	Tran to -Fall Festival	13,000.00	0.00	13,000.00	0.00	0.00	0.00	0.00
310-000-3257-000	Transfer to-Bluegrass	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	35,360.00	239.00	13,717.00	21,643.00	0.00	21,643.00	61.21
	Expense Sub Totals:	35,360.00	239.00	13,717.00	21,643.00	0.00	21,643.00	61.21
	Dept 000 Sub Totals:	35,360.00	239.00	13,717.00	21,643.00	0.00		
Dept 310-310	TAXES							
R01	Motel Tax Revenue	95,317.00	3,832.02	28,681.50	66,635.50	0.00	66,635.50	69.91
310-310-4040-330	R01 Sub Totals:	95,317.00	3,832.02	28,681.50	66,635.50	0.00	66,635.50	69.91
R06	REVENUE FROM USE OF ASSET							
310-310-4700-330	Interest Earned-Hotel/Motel	1,000.00	848.47	1,652.18	-652.18	0.00	-652.18	0.00
	R06 Sub Totals:	1,000.00	848.47	1,652.18	-652.18	0.00	-652.18	0.00
	Revenue Sub Totals:	96,317.00	4,680.49	30,333.68	65,983.32	0.00	65,983.32	68.51
E20	OPERATING COSTS							
310-310-5240-330	Motel Promotions	57,520.00	7,343.60	64,968.60	-7,448.60	0.00	-7,448.60	0.00
310-310-6300-310	Hotel Motel Electricity	600.00	68.99	68.99	531.01	0.00	531.01	88.50
310-310-6520-330	Easter Event	305.00	0.00	0.00	305.00	0.00	305.00	100.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 360 Dept 360-000 R01 360-000-3300-000	E20 Sub Totals:		58,425.00	7,412.59	65,037.59	-6,612.59	0.00	-6,612.59	0.00
	Expense Sub Totals:		58,425.00	7,412.59	65,037.59	-6,612.59	0.00	-6,612.59	0.00
	Dept 310 Sub Totals:		-37,892.00	2,732.10	34,703.91	-72,595.91	0.00		
	Fund Revenue Sub Totals:		96,317.00	4,680.49	30,333.68	65,983.32	0.00	65,983.32	68.51
	Fund Expense Sub Totals:		93,785.00	7,651.59	78,754.59	15,030.41	0.00	15,030.41	16.03
	Fund 310 Sub Totals:		-2,532.00	2,971.10	48,420.91	-50,952.91	0.00		
	Tax Incremental Financing								
	Non-Departmental								
	TAXES								
	Sales Tax TIF City		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 360-360 R01 360-360-4900-360 360-360-4910-360	R01 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 000 Sub Totals:		0.00	0.00	0.00	0.00	0.00		
	TAXES								
	Real Est. Tax TIF County		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sales Tax TIF County		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R01 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	REVENUE FROM USE OF ASSET								
	Interest Earned-TIF Fund		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R06 360-360-4700-360	NON-OPERATING REVENUES								
	CDBG Grant		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R10 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	NON-OPERATING EXPENSE								
	TIF Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E90		TRANSFERS OUT							
360-360-6980-360		TIF Reim. W/WW 2012A&B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 360 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
		Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 360 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Fund 450		Golf Course							
Dept 450-000		Non-Departmental							
R90		TRANSFERS IN							
450-000-3340-000		Transfer fm General	120,000.00	0.00	0.00	120,000.00	0.00	120,000.00	100.00
450-000-3341-000		Transfer fm Parks -Mtce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-000-3342-000		Transfer fm Capital Imp	251,950.00	20,996.00	62,988.00	188,962.00	0.00	188,962.00	75.00
		R90 Sub Totals:	371,950.00	20,996.00	62,988.00	308,962.00	0.00	308,962.00	83.07
		Revenue Sub Totals:	371,950.00	20,996.00	62,988.00	308,962.00	0.00	308,962.00	83.07
E90		TRANSFERS OUT							
450-000-3276-000		Transfer to 2016 DS	251,950.00	0.00	24,931.17	227,018.83	0.00	227,018.83	90.10
450-000-3285-000		Trns to Capital Improvement	275,367.00	3,150.00	15,150.00	260,217.00	0.00	260,217.00	94.50
		E90 Sub Totals:	527,317.00	3,150.00	40,081.17	487,235.83	0.00	487,235.83	92.40
		Expense Sub Totals:	527,317.00	3,150.00	40,081.17	487,235.83	0.00	487,235.83	92.40
		Dept 000 Sub Totals:	155,367.00	-17,846.00	-22,906.83	178,273.83	0.00		
Dept 450-150									
R04		CHARGES FOR SERVICES							
450-150-4350-430		Golf Course Fees	145,000.00	5,103.50	29,324.00	115,676.00	0.00	115,676.00	79.78
450-150-4352-430		City Tournament Fees	14,400.00	0.00	5,100.00	9,300.00	0.00	9,300.00	64.58
450-150-4370-430		Passes for Fees	80,000.00	1,595.00	2,842.00	77,158.00	0.00	77,158.00	96.45
450-150-4993-430		Advertising Revenue	500.00	0.00	0.00	500.00	0.00	500.00	100.00
		R04 Sub Totals:	239,900.00	6,698.50	37,266.00	202,634.00	0.00	202,634.00	84.47
R06		REVENUE FROM USE OF ASSET							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
450-150-4360-430	Golf Cart Rentals	130,000.00	5,317.50	28,725.00	101,275.00	0.00	101,275.00	77.90
450-150-4390-430	Driving Range Revenue	5,000.00	382.00	1,831.00	3,169.00	0.00	3,169.00	63.38
450-150-4500-430	Community Room Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-150-4700-430	Interest Earned-Golf Course	0.00	274.65	523.46	-523.46	0.00	-523.46	0.00
450-150-4760-430	Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-150-4820-430	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	135,000.00	5,974.15	31,079.46	103,920.54	0.00	103,920.54	76.98
R07	OTHER INCOME							
450-150-4800-430	Golf Course Miscellaneous	0.00	800.00	2,035.71	-2,035.71	0.00	-2,035.71	0.00
	R07 Sub Totals:	0.00	800.00	2,035.71	-2,035.71	0.00	-2,035.71	0.00
R08	SALES REVENUE							
450-150-4380-430	Pro Shop Revenue	30,000.00	1,481.00	6,966.50	23,033.50	0.00	23,033.50	76.78
450-150-4420-430	Golf Concessions Revenue	35,000.00	1,331.25	7,940.50	27,059.50	0.00	27,059.50	77.31
	R08 Sub Totals:	65,000.00	2,812.25	14,907.00	50,093.00	0.00	50,093.00	77.07
	Revenue Sub Totals:	439,900.00	16,284.90	85,288.17	354,611.83	0.00	354,611.83	80.61
E10	PERSONNEL							
450-150-5010-430	Golf Course Salaries	161,397.00	7,703.20	23,034.80	138,362.20	0.00	138,362.20	85.73
450-150-5020-430	Golf Course Overtime	5,000.00	443.46	1,171.42	3,828.58	0.00	3,828.58	76.57
450-150-5030-430	Golf Course Part Time	87,128.00	7,468.38	23,751.26	63,376.74	0.00	63,376.74	72.74
450-150-5070-430	Availability Allowance	360.00	0.00	30.00	330.00	0.00	330.00	91.67
450-150-5170-430	Golf Course Social Security	19,395.00	1,189.63	3,661.79	15,733.21	0.00	15,733.21	81.12
450-150-5180-430	Golf Course Retirement	8,320.00	0.00	335.22	7,984.78	0.00	7,984.78	95.97
450-150-5190-430	Golf Course Health Insurance	30,211.00	625.04	1,294.06	28,916.94	0.00	28,916.94	95.72
450-150-5210-430	Golf Course Workers Comp.	11,105.00	0.00	0.00	11,105.00	0.00	11,105.00	100.00
450-150-5360-430	Golf Course Member/Train/Trvl	1,050.00	0.00	0.00	1,050.00	0.00	1,050.00	100.00
450-150-5380-430	Uniforms	3,675.00	32.30	32.30	3,642.70	0.00	3,642.70	99.12
	E10 Sub Totals:	327,641.00	17,462.01	53,310.85	274,330.15	0.00	274,330.15	83.73
E20	OPERATING COSTS							
450-150-5260-430	Golf Course Prof. Services	10,511.00	853.15	3,155.72	7,355.28	0.00	7,355.28	69.98
450-150-5270-430	Golf Course Credit Card Fees	9,450.00	434.58	2,114.45	7,335.55	0.00	7,335.55	77.62
450-150-5300-430	Golf Insurance & Bonds	15,241.00	0.00	0.00	15,241.00	0.00	15,241.00	100.00
450-150-5310-430	Golf Course Concession Cost	31,500.00	721.97	2,404.10	29,095.90	0.00	29,095.90	92.37
450-150-5314-430	Golf Course Accessories	26,250.00	0.00	4,932.56	21,317.44	0.00	21,317.44	81.21
450-150-5320-430	Golf Facility Maintenance	10,000.00	669.64	3,667.53	6,332.47	0.00	6,332.47	63.32
450-150-5325-430	Grounds Maintenance	40,000.00	-828.75	-38.87	40,038.87	0.00	40,038.87	100.10
450-150-5330-430	Golf Equipment Maintenance	15,000.00	1,002.09	2,361.04	12,638.96	0.00	12,638.96	84.26
450-150-5335-430	Golf Cart Maintenance	3,675.00	0.00	834.98	2,840.02	0.00	2,840.02	77.28
450-150-5350-430	Driving Range Expense	1,575.00	0.00	0.00	1,575.00	0.00	1,575.00	100.00
450-150-5530-430	Golf Course Fuels/Lubricants	21,000.00	0.00	3,085.44	17,914.56	0.00	17,914.56	85.31

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
450-150-5540-430	Golf Course Chemicals	60,000.00	26,970.34	32,186.64	27,813.36	21,516.05	6,297.31	10.50
450-150-5590-430	Golf Course General Supplies	6,300.00	252.36	486.48	5,813.52	0.00	5,813.52	92.28
450-150-5610-430	City Tournament Expense	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
450-150-5700-430	Golf Course Computer/Software	1,454.00	0.00	0.00	1,454.00	0.00	1,454.00	100.00
450-150-6300-430	Golf Course Electricity	27,000.00	969.20	2,429.85	24,570.15	0.00	24,570.15	91.00
450-150-6350-430	Golf Course Phones	5,670.00	468.23	1,231.05	4,438.95	0.00	4,438.95	78.29
	E20 Sub Totals:	288,626.00	31,512.81	58,850.97	229,775.03	21,516.05	208,258.98	72.16
E30	CAPITAL OUTLAY							
450-150-6380-430	Lease Payments	18,807.00	0.00	0.00	18,807.00	0.00	18,807.00	100.00
	E30 Sub Totals:	18,807.00	0.00	0.00	18,807.00	0.00	18,807.00	100.00
	Expense Sub Totals:	635,074.00	48,974.82	112,161.82	522,912.18	21,516.05	501,396.13	78.95
	Dept 150 Sub Totals:	195,174.00	32,689.92	26,873.65	168,300.35	21,516.05		
	Fund Revenue Sub Totals:	811,850.00	37,280.90	148,276.17	663,573.83	0.00	663,573.83	81.74
	Fund Expense Sub Totals:	1,162,391.00	52,124.82	152,242.99	1,010,148.01	21,516.05	988,631.96	85.05
	Fund 450 Sub Totals:	350,541.00	14,843.92	3,966.82	346,574.18	21,516.05		
Fund 500	Water/Wastewater							
Dept 500-000	Non-Departmental							
R10	NON-OPERATING REVENUES							
500-000-2590-000	Deferred Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R10 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R90	TRANSFERS IN							
500-000-3303-000	Transfer from General	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-000-3306-000	Transfer fm ARPA	307,307.00	0.00	0.00	307,307.00	0.00	307,307.00	100.00
500-000-3353-000	Transfer fm Water -Rplcmt Rsrv	1,135,980.00	94,665.00	128,463.00	1,007,517.00	0.00	1,007,517.00	88.69
500-000-3361-000	Transfer fm WW -Rplcmt Rsrv	1,132,791.00	94,399.00	109,569.00	1,023,222.00	0.00	1,023,222.00	90.33
500-000-3363-000	Slip Lining Reserve	150,000.00	12,500.00	37,500.00	112,500.00	0.00	112,500.00	75.00
500-000-3364-000	Trns to Main Replacement	250,000.00	20,833.00	62,499.00	187,501.00	0.00	187,501.00	75.00
	R90 Sub Totals:	2,976,078.00	222,397.00	338,031.00	2,638,047.00	0.00	2,638,047.00	88.64
	Revenue Sub Totals:	2,976,078.00	222,397.00	338,031.00	2,638,047.00	0.00	2,638,047.00	88.64
E90	TRANSFERS OUT							
500-000-3253-000	Transfer to Water Rplcmt Resrv	1,135,980.00	94,665.00	128,463.00	1,007,517.00	0.00	1,007,517.00	88.69
500-000-3261-000	Transfer to WW Rplcmt Reserve	1,132,791.00	94,399.00	109,569.00	1,023,222.00	0.00	1,023,222.00	90.33
500-000-3263-000	Slip Lining Reserve	150,000.00	12,500.00	37,500.00	112,500.00	0.00	112,500.00	75.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
500-000-3264-000	Trns to Main Replacement	250,000.00	20,833.00	62,499.00	187,501.00	0.00	187,501.00	75.00
	E90 Sub Totals:	2,668,771.00	222,397.00	338,031.00	2,330,740.00	0.00	2,330,740.00	87.33
	Expense Sub Totals:	2,668,771.00	222,397.00	338,031.00	2,330,740.00	0.00	2,330,740.00	87.33
	Dept 000 Sub Totals:	-307,307.00	0.00	0.00	-307,307.00	0.00		
Dept 500-212	2012 A&B COPs							
E50	DEBT SERVICE - INTEREST & FI							
500-212-5920-212	Interest Expense 2012A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-212-5930-212	Admin. Fee 2012 A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E50 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 212 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 500-500	DEPRECIATION EXPENSE							
E02	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-500-5990-500	E02 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 500 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 500-510	INTER-GOVERNMENTAL							
R03	CARES Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-510-4201-510	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R04	CHARGES FOR SERVICES							
500-510-3510-510	Penalties/Utility Bills	107,000.00	8,741.98	25,021.68	81,978.32	0.00	81,978.32	76.62
500-510-3530-510	Residential Trash Billing	574,560.00	54,028.57	161,724.83	412,835.17	0.00	412,835.17	71.85
500-510-3540-510	Service Application Fee	8,300.00	540.00	1,560.00	6,740.00	0.00	6,740.00	81.20
500-510-3580-510	Trash Tag Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-510-3600-510	Billing Customers-Water	3,198,181.00	236,366.10	681,346.78	2,516,834.22	0.00	2,516,834.22	78.70
500-510-4792-510	Online Surcharge Fees	11,000.00	599.22	1,740.86	9,259.14	0.00	9,259.14	84.17
	R04 Sub Totals:	3,899,041.00	300,275.87	871,394.15	3,027,646.85	0.00	3,027,646.85	77.65
R06	REVENUE FROM USE OF ASSET							
500-510-3560-510	Lease Pmt. Tower Space	50,780.00	5,018.80	15,010.23	35,769.77	0.00	35,769.77	70.44
500-510-4700-510	Interest Earned-Water/WW	15,000.00	18,101.23	35,223.29	-20,223.29	0.00	-20,223.29	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
500-510-4760-510	Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	65,780.00	23,120.03	50,233.52	15,546.48	0.00	15,546.48	23.63
R07	OTHER INCOME							
500-510-4800-510	Water Admin Miscellaneous	0.00	165.11	360.84	-360.84	0.00	-360.84	0.00
	R07 Sub Totals:	0.00	165.11	360.84	-360.84	0.00	-360.84	0.00
	Revenue Sub Totals:	3,964,821.00	323,561.01	921,988.51	3,042,832.49	0.00	3,042,832.49	76.75
E10	PERSONNEL							
500-510-5010-510	Water Admin Salaries	315,399.00	35,789.31	82,309.83	233,089.17	0.00	233,089.17	73.90
500-510-5020-510	Water Admin Overtime	3,000.00	395.40	902.22	2,097.78	0.00	2,097.78	69.93
500-510-5170-510	Water Admin Social Security	24,128.00	2,651.11	6,016.00	18,112.00	0.00	18,112.00	75.07
500-510-5180-510	Water Admin Retirement	15,770.00	1,809.25	4,163.68	11,606.32	0.00	11,606.32	73.60
500-510-5185-510	Pension Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-510-5190-510	Water Admin Health Insurance	49,093.00	3,993.84	11,910.47	37,182.53	0.00	37,182.53	75.74
500-510-5210-510	Water Admin Workers Comp.	13,815.00	0.00	0.00	13,815.00	0.00	13,815.00	100.00
500-510-5360-510	Water Admin Member/Train/Trvl	8,284.00	135.00	285.00	7,999.00	0.00	7,999.00	96.56
	E10 Sub Totals:	429,489.00	44,773.91	105,587.20	323,901.80	0.00	323,901.80	75.42
E20	OPERATING COSTS							
500-510-5260-510	Water Admin Prof. Services	97,407.00	3,546.24	7,051.68	90,355.32	0.00	90,355.32	92.76
500-510-5270-510	Water Admin Credit Card Fees	41,000.00	4,790.51	14,341.16	26,658.84	0.00	26,658.84	65.02
500-510-5273-510	Collection Agency Charges	2,000.00	0.00	15.05	1,984.95	0.00	1,984.95	99.25
500-510-5300-510	Water Admin Insurance & Bonds	600.00	0.00	100.00	500.00	0.00	500.00	83.33
500-510-5330-510	Water Admin Equipment Maint.	1,000.00	178.65	432.39	567.61	0.00	567.61	56.76
500-510-5590-510	Water Admin General Supplies	58,140.00	9,419.89	18,606.17	39,533.83	0.00	39,533.83	68.00
500-510-5700-510	Water Admin Comp., Software	2,916.00	0.00	287.88	2,628.12	0.00	2,628.12	90.13
500-510-6260-510	Trash Service Paid	545,832.00	50,662.30	101,410.26	444,421.74	0.00	444,421.74	81.42
500-510-6350-510	Water Admin Phones	5,040.00	400.00	1,200.00	3,840.00	0.00	3,840.00	76.19
	E20 Sub Totals:	753,935.00	68,997.59	143,444.59	610,490.41	0.00	610,490.41	80.97
E30	CAPITAL OUTLAY							
500-510-5790-510	Water Admin Capital Purchase	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
	E30 Sub Totals:	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
	Expense Sub Totals:	1,188,424.00	113,771.50	249,031.79	939,392.21	0.00	939,392.21	79.05
	Dept 510 Sub Totals:	-2,776,397.00	-209,789.51	-672,956.72	-2,103,440.28	0.00		
Dept 500-530								
R03	INTER-GOVERNMENTAL							
500-530-4200-530	Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R04	CHARGES FOR SERVICES							
500-530-3500-531	Meter Fee	130,000.00	11,302.33	33,869.00	96,131.00	0.00	96,131.00	73.95
500-530-3610-531	Water Taps	58,000.00	-450.00	3,450.00	54,550.00	0.00	54,550.00	94.05
	R04 Sub Totals:	188,000.00	10,852.33	37,319.00	150,681.00	0.00	150,681.00	80.15
R06	REVENUE FROM USE OF ASSET							
500-530-4760-530	Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-530-4820-530	Sale of Property	0.00	0.00	2,710.00	-2,710.00	0.00	-2,710.00	0.00
	R06 Sub Totals:	0.00	0.00	2,710.00	-2,710.00	0.00	-2,710.00	0.00
R07	OTHER INCOME							
500-530-4800-530	D&M Miscellaneous	0.00	0.00	4,501.94	-4,501.94	0.00	-4,501.94	0.00
500-530-4800-531	Meter Misc. Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R07 Sub Totals:	0.00	0.00	4,501.94	-4,501.94	0.00	-4,501.94	0.00
	Revenue Sub Totals:	188,000.00	10,852.33	44,530.94	143,469.06	0.00	143,469.06	76.31
E02	DEPRECIATION EXPENSE							
500-530-5990-530	Depreciation	220,000.00	0.00	0.00	220,000.00	0.00	220,000.00	100.00
	E02 Sub Totals:	220,000.00	0.00	0.00	220,000.00	0.00	220,000.00	100.00
E10	PERSONNEL							
500-530-5010-530	Water Distribution Salaries	380,656.00	33,649.23	84,802.59	295,853.41	0.00	295,853.41	77.72
500-530-5010-531	Meter Read/Mtnce. Salaries	120,757.00	12,702.40	25,174.28	95,582.72	0.00	95,582.72	79.15
500-530-5020-530	Water Distribution Overtime	25,000.00	4,149.09	6,525.74	18,474.26	0.00	18,474.26	73.90
500-530-5020-531	Meter Reading Overtime	8,000.00	376.08	735.75	7,264.25	0.00	7,264.25	90.80
500-530-5030-531	Meter Program Part Time	0.00	2,538.75	4,852.50	-4,852.50	0.00	-4,852.50	0.00
500-530-5070-530	Availability Allowance	1,800.00	135.00	435.00	1,365.00	0.00	1,365.00	75.83
500-530-5070-531	Availability Allowance	1,080.00	60.00	180.00	900.00	0.00	900.00	83.33
500-530-5170-530	Water Distribution Soc'l Sec.	30,804.00	2,885.27	6,960.11	23,843.89	0.00	23,843.89	77.41
500-530-5170-531	Meter Program Social Security	11,504.00	1,192.62	2,349.80	9,154.20	0.00	9,154.20	79.57
500-530-5180-530	Water Distribution Retirement	20,133.00	1,515.35	3,851.13	16,281.87	0.00	16,281.87	80.87
500-530-5180-531	Meter Program Retirement	6,388.00	493.62	1,142.69	5,245.31	0.00	5,245.31	82.11
500-530-5185-530	Pension Expense	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
500-530-5190-530	Water Distribution Health Ins.	67,975.00	3,574.32	13,105.84	54,869.16	0.00	54,869.16	80.72
500-530-5190-531	Meter Prog Health Insurance	22,659.00	1,787.16	4,170.04	18,488.96	0.00	18,488.96	81.60
500-530-5210-530	Water Distribution Work Comp	17,637.00	0.00	0.00	17,637.00	0.00	17,637.00	100.00
500-530-5210-531	Meter Program Workers Comp.	6,587.00	0.00	0.00	6,587.00	0.00	6,587.00	100.00
500-530-5360-530	Water Distrib. Mem/Train/Trvl	5,000.00	0.00	441.00	4,559.00	0.00	4,559.00	91.18
500-530-5380-530	Water Distribution Uniforms	5,895.00	170.00	3,114.53	2,780.47	0.00	2,780.47	47.17
500-530-5380-531	Meter Program Uniforms	1,875.00	51.00	833.92	1,041.08	0.00	1,041.08	55.52

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	773,750.00	65,279.89	158,674.92	615,075.08	0.00	615,075.08	79.49
E20	OPERATING COSTS							
500-530-5260-530	Water Distribution Prof. Svcs	34,620.00	3,247.19	5,175.75	29,444.25	0.00	29,444.25	85.05
500-530-5300-530	Water Distribution Ins & Bonds	13,225.00	0.00	0.00	13,225.00	0.00	13,225.00	100.00
500-530-5300-531	Meter Program Insurance & Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-530-5320-530	Water Distrib. Facility Maint	108,000.00	0.00	48,637.77	59,362.23	1,088.24	58,273.99	53.96
500-530-5330-530	Water Distribution Equip Maint	42,000.00	976.75	2,845.15	39,154.85	3,663.16	35,491.69	84.50
500-530-5330-531	Meter Program Equipment Maint.	26,250.00	99.19	99.19	26,150.81	7,894.50	18,256.31	69.55
500-530-5530-530	Water Distribution Fuels	36,750.00	2,044.72	6,872.94	29,877.06	0.00	29,877.06	81.30
500-530-5530-531	Meter Program Fuels/Lubricants	7,350.00	183.55	755.04	6,594.96	0.00	6,594.96	89.73
500-530-5590-530	Water Distrib. Gen Supplies	4,200.00	447.44	659.74	3,540.26	0.00	3,540.26	84.29
500-530-5590-531	Meter Program General Supplies	1,575.00	391.12	928.60	646.40	0.00	646.40	41.04
500-530-5620-530	Water Distribution Line Repair	115,236.00	4,467.02	15,699.06	99,536.94	3,770.44	95,766.50	83.10
500-530-5650-531	Meter Program Meter Sets	55,000.00	3,156.30	9,086.15	45,913.85	23,945.84	21,968.01	39.94
500-530-5700-530	Water Distrib. Comp., Software	2,954.00	0.00	0.00	2,954.00	0.00	2,954.00	100.00
500-530-5700-531	Meter Reading Comp/Software	2,146.00	0.00	0.00	2,146.00	0.00	2,146.00	100.00
500-530-6300-530	Water Distribution Electricity	6,372.00	310.42	706.67	5,665.33	0.00	5,665.33	88.91
500-530-6310-530	Water Distrib. Heating Fuels	2,106.00	306.20	428.41	1,677.59	0.00	1,677.59	79.66
500-530-6350-530	Water Dist Telephones	5,670.00	800.83	1,465.59	4,204.41	0.00	4,204.41	74.15
500-530-6390-530	Water Distribution Minor Equip	6,300.00	509.19	773.35	5,526.65	0.00	5,526.65	87.72
	E20 Sub Totals:	469,754.00	16,939.92	94,133.41	375,620.59	40,362.18	335,258.41	71.37
E30	CAPITAL OUTLAY							
500-530-5660-531	Meter Replacement Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-530-5780-530	D&M Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-530-5790-530	Water Dist Capital Purchases	181,000.00	5,467.50	21,978.33	159,021.67	10,222.86	148,798.81	82.21
500-530-5790-531	Meter Program Capital Equip	24,772.00	0.00	9,754.64	15,017.36	27,448.85	-12,431.49	0.00
500-530-6380-530	Lease Purchase Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-530-8200-530	PW Facility-Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	205,772.00	5,467.50	31,732.97	174,039.03	37,671.71	136,367.32	66.27
E50	DEBT SERVICE - INTEREST & FI							
500-530-5920-596	2011 DNR SRF Interest Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E50 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,669,276.00	87,687.31	284,541.30	1,384,734.70	78,033.89	1,306,700.81	78.28
	Dept 530 Sub Totals:	1,481,276.00	76,834.98	240,010.36	1,241,265.64	78,033.89		
Dept 500-610								
R03	INTER-GOVERNMENTAL							
500-610-4200-520	Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-610-4205-610	MIRMA Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R04	CHARGES FOR SERVICES							
500-610-3520-610	Pretreatment/Surcharge WW	82,000.00	5,476.25	13,563.41	68,436.59	0.00	68,436.59	83.46
500-610-3590-610	Billings to Customers WW	3,102,194.00	208,426.85	616,008.93	2,486,185.07	0.00	2,486,185.07	80.14
500-610-3610-610	Sewer Saddle Charges	3,000.00	0.00	100.00	2,900.00	0.00	2,900.00	96.67
	R04 Sub Totals:	3,187,194.00	213,903.10	629,672.34	2,557,521.66	0.00	2,557,521.66	80.24
R06	REVENUE FROM USE OF ASSET							
500-610-4760-520	Filtration Insurance Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-610-4760-610	Insurance Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-610-4820-610	Wastewater Sale of Property	0.00	0.00	2,710.00	-2,710.00	0.00	-2,710.00	0.00
	R06 Sub Totals:	0.00	0.00	2,710.00	-2,710.00	0.00	-2,710.00	0.00
R07	OTHER INCOME							
500-610-4800-520	Filtration Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-610-4800-610	Wastewater Misc. Revenue	0.00	0.00	163.20	-163.20	0.00	-163.20	0.00
	R07 Sub Totals:	0.00	0.00	163.20	-163.20	0.00	-163.20	0.00
	Revenue Sub Totals:	3,187,194.00	213,903.10	632,545.54	2,554,648.46	0.00	2,554,648.46	80.15
E02	DEPRECIATION EXPENSE							
500-610-5990-610	Depreciation	600,000.00	0.00	0.00	600,000.00	0.00	600,000.00	100.00
	E02 Sub Totals:	600,000.00	0.00	0.00	600,000.00	0.00	600,000.00	100.00
E10	PERSONNEL							
500-610-5185-520	Pension Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-610-5185-610	Pension Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E10 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E20	OPERATING COSTS							
500-610-5250-610	Wastewater Rent Expense	9,700.00	808.34	2,425.02	7,274.98	0.00	7,274.98	75.00
500-610-5260-520	Water Plant Prof. Services	19,650.00	120.47	2,981.45	16,668.55	0.00	16,668.55	84.83
500-610-5260-610	Wastewater Prof. Services	33,766.00	2,271.11	7,861.53	25,904.47	3,039.30	22,865.17	67.72
500-610-5300-520	Water Plant Insurance & Bonds	84,786.00	0.00	0.00	84,786.00	0.00	84,786.00	100.00
500-610-5300-610	Wastewater Insurance & Bonds	51,960.00	0.00	0.00	51,960.00	0.00	51,960.00	100.00
500-610-5320-520	Water Plant Facility Maint.	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
500-610-5320-610	Wastewater Facility Maint.	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00	100.00
500-610-5330-520	Water Plant Equipment Maint.	10,000.00	0.00	0.00	10,000.00	2,500.00	7,500.00	75.00
500-610-5330-610	Wastewater Equipment Maint.	70,000.00	9,543.26	12,129.49	57,870.51	12,500.00	45,370.51	64.82
500-610-5530-520	Water Plant Fuels/Lubricants	1,200.00	160.60	611.42	588.58	0.00	588.58	49.05
500-610-5530-610	Wastewater Fuels/Lubricants	23,352.00	1,158.31	4,705.56	18,646.44	0.00	18,646.44	79.85
500-610-5590-520	Water Plant General Supplies	200.00	0.00	0.00	200.00	0.00	200.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
500-610-5590-610	Wastewater General Supplies	525.00	13.47	20.40	504.60	0.00	504.60	96.11
500-610-5620-610	Wastewater Line Repair	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
500-610-5700-520	Filtration Comp., Software	196.00	0.00	0.00	196.00	0.00	196.00	100.00
500-610-5700-610	Wastewater Comp., Software	196.00	0.00	0.00	196.00	0.00	196.00	100.00
500-610-5800-520	Alliance Contract	270,879.00	34,235.73	79,410.72	191,468.28	0.00	191,468.28	70.68
500-610-5800-610	Alliance Contract	890,686.00	114,615.27	265,853.28	624,832.72	0.00	624,832.72	70.15
500-610-6300-520	Filtration Electricity	346,578.00	35,872.02	50,003.90	296,574.10	0.00	296,574.10	85.57
500-610-6300-610	Wastewater Electricity	259,109.00	18,289.40	38,125.73	220,983.27	0.00	220,983.27	85.29
500-610-6310-520	Filtration Heating Fuels	9,905.00	1,608.93	2,057.11	7,847.89	0.00	7,847.89	79.23
500-610-6310-610	Wastewater Heating Fuels	7,350.00	0.00	915.15	6,434.85	0.00	6,434.85	87.55
500-610-6350-520	Filtration Phones	10,521.00	577.94	1,647.00	8,874.00	0.00	8,874.00	84.35
500-610-6350-610	Wastewater Phones	9,765.00	820.70	2,288.46	7,476.54	0.00	7,476.54	76.56
500-610-6390-610	Wastewater Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	2,148,324.00	220,095.55	471,036.22	1,677,287.78	18,039.30	1,659,248.48	77.23
E30	CAPITAL OUTLAY							
500-610-5780-520	Filtration Cap. Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-610-5780-610	WW Vehicle	65,000.00	0.00	0.00	65,000.00	0.00	65,000.00	100.00
500-610-5790-520	Filtration Capital- Other	332,562.00	16,319.00	16,319.00	316,243.00	143,802.00	172,441.00	51.85
500-610-5790-610	WW Capital Equipment	520,900.00	101,507.00	109,186.02	411,713.98	221,177.98	190,536.00	36.58
500-610-5810-619	WW Line Capital Improvemnt	1,056,491.00	8,936.50	10,993.00	1,045,498.00	161,048.99	884,449.01	83.72
	E30 Sub Totals:	1,974,953.00	126,762.50	136,498.02	1,838,454.98	526,028.97	1,312,426.01	66.45
	Expense Sub Totals:	4,723,277.00	346,858.05	607,534.24	4,115,742.76	544,068.27	3,571,674.49	75.62
	Dept 610 Sub Totals:	1,536,083.00	132,954.95	-25,011.30	1,561,094.30	544,068.27		
Dept 500-640								
R90	TRANSFERS IN							
500-640-3990-641	Transfer for TIF 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E02	DEPRECIATION EXPENSE							
500-640-5980-640	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E02 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E50	DEBT SERVICE - INTEREST & FI							
500-640-5920-646	Interest on 2009B	32,247.00	7,611.25	7,611.25	24,635.75	0.00	24,635.75	76.40
500-640-5920-648	2011 Water Imprpm Interest Exp.	74,376.00	17,678.78	17,678.78	56,697.22	0.00	56,697.22	76.23
500-640-5930-645	Other Debt Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-640-5930-646	Paying Agent Fee - 2009B	10,678.00	0.00	0.00	10,678.00	0.00	10,678.00	100.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
500-640-5930-648		2011 Water Impr. Adm Fees	24,628.00	0.00	0.00	24,628.00	0.00	24,628.00	100.00
		E50 Sub Totals:	141,929.00	25,290.03	25,290.03	116,638.97	0.00	116,638.97	82.18
		Expense Sub Totals:	141,929.00	25,290.03	25,290.03	116,638.97	0.00	116,638.97	82.18
		Dept 640 Sub Totals:	141,929.00	25,290.03	25,290.03	116,638.97	0.00		
		Fund Revenue Sub Totals:	10,316,093.00	770,713.44	1,937,095.99	8,378,997.01	0.00	8,378,997.01	81.22
		Fund Expense Sub Totals:	10,391,677.00	796,003.89	1,504,428.36	8,887,248.64	622,102.16	8,265,146.48	79.54
		Fund 500 Sub Totals:	75,584.00	25,290.45	-432,667.63	508,251.63	622,102.16		
Fund 653		FEMA DR 4250 Flooding							
Dept 653-653		FEMA DR 4250 Flooding							
R03		INTER-GOVERNMENTAL							
653-653-4660-653		FEMA Flooding Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E20		OPERATING COSTS							
653-653-5590-653		FEMA Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E20 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 653 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
		Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 653 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Fund 654		FEMA DR Flooding							
Dept 654-654		FEMA DR Flooding							
R03		INTER-GOVERNMENTAL							
654-654-4660-654		FEMA DR Flooding Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Revenue Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 654 Sub Totals:			0.00	0.00	0.00	0.00	0.00		
Fund Revenue Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Expense Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 654 Sub Totals:			0.00	0.00	0.00	0.00	0.00		
Fund 680 Dept 680-000 R03 680-000-2099-000	CDBG Public Service Pass Through								
	Non-Departmental								
	INTER-GOVERNMENTAL								
	CDBG transfer fm		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R03 Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 000 Sub Totals:			0.00	0.00	0.00	0.00	0.00		
Dept 680-610 R03 680-610-4450-000	INTER-GOVERNMENTAL								
	CDBG Grant		0.00	0.00	100.00	-100.00	0.00	-100.00	0.00
	R03 Sub Totals:		0.00	0.00	100.00	-100.00	0.00	-100.00	0.00
Revenue Sub Totals:			0.00	0.00	100.00	-100.00	0.00	-100.00	0.00
Dept 610 Sub Totals:			0.00	0.00	-100.00	100.00	0.00		
Fund Revenue Sub Totals:			0.00	0.00	100.00	-100.00	0.00	-100.00	0.00
Fund Expense Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 680 Sub Totals:			0.00	0.00	-100.00	100.00	0.00		
Fund 700 Dept 700-000 E90 700-000-3243-000	Abbott Brothers Trust								
	Non-Departmental								
	TRANSFERS OUT								
	Transfer to Parks Department		0.00	0.00	0.00	0.00	0.00	0.00	0.00
E90 Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Expense Sub Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 000 Sub Totals:			0.00	0.00	0.00	0.00	0.00		
Dept 700-700	R06	REVENUE FROM USE OF ASSET							
700-700-4570-700		Farm Proceeds	2,700.00	0.00	0.00	2,700.00	0.00	2,700.00	100.00
700-700-4700-700		Int. Earned-Abbott Brothers Fd	75.00	142.51	272.58	-197.58	0.00	-197.58	0.00
R06 Sub Totals:			2,775.00	142.51	272.58	2,502.42	0.00	2,502.42	90.18
R07		OTHER INCOME							
700-700-4760-700		Farm Insurance Claims	0.00	0.00	2,314.00	-2,314.00	0.00	-2,314.00	0.00
R07 Sub Totals:			0.00	0.00	2,314.00	-2,314.00	0.00	-2,314.00	0.00
Revenue Sub Totals:			2,775.00	142.51	2,586.58	188.42	0.00	188.42	6.79
E20		OPERATING COSTS							
700-700-5300-700		Insurance and Bonds	200.00	0.00	0.00	200.00	0.00	200.00	100.00
700-700-5440-700		Real Estate Taxes	158.00	153.00	153.00	5.00	0.00	5.00	3.16
E20 Sub Totals:			358.00	153.00	153.00	205.00	0.00	205.00	57.26
Expense Sub Totals:			358.00	153.00	153.00	205.00	0.00	205.00	57.26
Dept 700 Sub Totals:			-2,417.00	10.49	-2,433.58	16.58	0.00		
Fund Revenue Sub Totals:			2,775.00	142.51	2,586.58	188.42	0.00	188.42	6.79
Fund Expense Sub Totals:			358.00	153.00	153.00	205.00	0.00	205.00	57.26
Fund 700 Sub Totals:			-2,417.00	10.49	-2,433.58	16.58	0.00		
Fund 710		Morse Park Trust							
Dept 710-710	R06	REVENUE FROM USE OF ASSET							
710-710-4700-710		Interest Earned-Morse Park Fd	13.00	11.08	21.22	-8.22	0.00	-8.22	0.00
R06 Sub Totals:			13.00	11.08	21.22	-8.22	0.00	-8.22	0.00
Revenue Sub Totals:			13.00	11.08	21.22	-8.22	0.00	-8.22	0.00
Dept 710 Sub Totals:			-13.00	-11.08	-21.22	8.22	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	13.00	11.08	21.22	-8.22	0.00	-8.22	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 710 Sub Totals:	-13.00	-11.08	-21.22	8.22	0.00		
Fund 800	Street Department Sales Tax							
Dept 800-000	Non-Departmental							
E90	TRANSFERS OUT							
800-000-3200-000	Sales Tax to TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800-000-3216-000	Transfer to Airport -Land	5,660.00	471.67	1,415.01	4,244.99	0.00	4,244.99	75.00
800-000-3220-000	Transfer to 2012A&B Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800-000-3285-000	Trns to Capital Improvement	541,098.00	0.00	108,451.25	432,646.75	0.00	432,646.75	79.96
	E90 Sub Totals:	546,758.00	471.67	109,866.26	436,891.74	0.00	436,891.74	79.91
	Expense Sub Totals:	546,758.00	471.67	109,866.26	436,891.74	0.00	436,891.74	79.91
	Dept 000 Sub Totals:	546,758.00	471.67	109,866.26	436,891.74	0.00		
Dept 800-800	Street Dept							
R01	TAXES							
800-800-4030-800	Transportation Sales Tax	1,018,758.00	115,674.91	308,803.03	709,954.97	0.00	709,954.97	69.69
800-800-4090-800	Vehicle Sales Tax	85,000.00	9,071.55	35,705.95	49,294.05	0.00	49,294.05	57.99
800-800-4130-800	Sanitation Enforcement	15,800.00	0.00	3,131.46	12,668.54	0.00	12,668.54	80.18
800-800-4280-800	Gasoline Tax	318,150.00	40,488.21	119,631.57	198,518.43	0.00	198,518.43	62.40
	R01 Sub Totals:	1,437,708.00	165,234.67	467,272.01	970,435.99	0.00	970,435.99	67.50
R02	LICENSES AND PERMITS							
800-800-4180-800	Vehicle License Fees	54,540.00	3,890.72	12,462.36	42,077.64	0.00	42,077.64	77.15
	R02 Sub Totals:	54,540.00	3,890.72	12,462.36	42,077.64	0.00	42,077.64	77.15
R03	INTER-GOVERNMENTAL							
800-800-4850-800	TDD Road Mtce Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R06	REVENUE FROM USE OF ASSET							
800-800-4700-800	Interest Earned-Street Fund	4,000.00	7,810.68	14,631.94	-10,631.94	0.00	-10,631.94	0.00
800-800-4820-800	Street Sale of Property	0.00	0.00	12,660.00	-12,660.00	0.00	-12,660.00	0.00
	R06 Sub Totals:	4,000.00	7,810.68	27,291.94	-23,291.94	0.00	-23,291.94	0.00
R07	OTHER INCOME							
800-800-4800-800	Street Department Misc.	349,425.00	0.00	349,875.25	-450.25	0.00	-450.25	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R07 Sub Totals:	349,425.00	0.00	349,875.25	-450.25	0.00	-450.25	0.00
	Revenue Sub Totals:	1,845,673.00	176,936.07	856,901.56	988,771.44	0.00	988,771.44	53.57
E10	PERSONNEL							
800-800-5010-800	Street Salaries	394,769.00	44,774.06	102,961.78	291,807.22	0.00	291,807.22	73.92
800-800-5020-800	Street Overtime	18,000.00	1,547.09	3,209.10	14,790.90	0.00	14,790.90	82.17
800-800-5030-800	Street Part Time	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
800-800-5070-800	Availability Allowance	1,440.00	120.00	360.00	1,080.00	0.00	1,080.00	75.00
800-800-5170-800	Street Social Security	32,342.00	3,503.09	8,001.90	24,340.10	0.00	24,340.10	75.26
800-800-5180-800	Street Retirement	20,539.00	2,122.39	4,727.11	15,811.89	0.00	15,811.89	76.98
800-800-5190-800	Street Health Insurance	67,975.00	4,846.68	14,555.71	53,419.29	0.00	53,419.29	78.59
800-800-5210-800	Street Workers Compensation	18,518.00	0.00	0.00	18,518.00	0.00	18,518.00	100.00
800-800-5360-800	Street Member/Training/Travel	1,540.00	400.00	500.00	1,040.00	0.00	1,040.00	67.53
800-800-5380-800	Street Uniforms	5,240.00	248.94	2,581.11	2,658.89	0.00	2,658.89	50.74
	E10 Sub Totals:	572,363.00	57,562.25	136,896.71	435,466.29	0.00	435,466.29	76.08
E20	OPERATING COSTS							
800-800-5260-360	Street TIF Professional Srvc	100,000.00	468.00	25,138.64	74,861.36	0.00	74,861.36	74.86
800-800-5260-800	Street Professional Services	21,367.00	1,382.86	7,152.92	14,214.08	0.00	14,214.08	66.52
800-800-5300-800	Street Insurance & Bonds	8,691.00	0.00	0.00	8,691.00	0.00	8,691.00	100.00
800-800-5320-800	Street Facility Maintenance	10,000.00	0.00	0.00	10,000.00	1,088.24	8,911.76	89.12
800-800-5330-800	Street Equipment Maintenance	52,500.00	6,320.92	25,585.83	26,914.17	0.00	26,914.17	51.27
800-800-5530-800	Street Fuels/Lubricants	42,000.00	2,801.27	8,666.88	33,333.12	0.00	33,333.12	79.36
800-800-5580-800	Street Maintenance Materials	80,000.00	3,763.05	7,698.69	72,301.31	0.00	72,301.31	90.38
800-800-5590-800	Street General Supplies	3,675.00	138.81	476.46	3,198.54	0.00	3,198.54	87.04
800-800-5600-800	Street Signs and Markings	31,500.00	239.03	745.06	30,754.94	0.00	30,754.94	97.63
800-800-5700-800	Street Computers, Software	3,755.00	0.00	287.88	3,467.12	0.00	3,467.12	92.33
800-800-6300-800	Street Electricity	6,372.00	310.43	706.68	5,665.32	0.00	5,665.32	88.91
800-800-6310-800	Street Heating Fuels	2,782.00	306.20	428.41	2,353.59	0.00	2,353.59	84.60
800-800-6340-800	Street Lights	164,877.00	40,883.52	54,191.39	110,685.61	0.00	110,685.61	67.13
800-800-6350-800	Street Phones	5,103.00	637.19	1,220.13	3,882.87	0.00	3,882.87	76.09
800-800-6390-800	Street Minor Equipment	4,725.00	94.92	601.02	4,123.98	0.00	4,123.98	87.28
	E20 Sub Totals:	537,347.00	57,346.20	132,899.99	404,447.01	1,088.24	403,358.77	75.06
E30	CAPITAL OUTLAY							
800-800-5800-800	Street Contracts Street	1,081,842.00	0.00	7,890.00	1,073,952.00	481,841.80	592,110.20	54.73
800-800-6380-800	Lease Purchase Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	1,081,842.00	0.00	7,890.00	1,073,952.00	481,841.80	592,110.20	54.73
	Expense Sub Totals:	2,191,552.00	114,908.45	277,686.70	1,913,865.30	482,930.04	1,430,935.26	65.29

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 800 Sub Totals:	345,879.00	-62,027.62	-579,214.86	925,093.86	482,930.04		
	Fund Revenue Sub Totals:	1,845,673.00	176,936.07	856,901.56	988,771.44	0.00	988,771.44	53.57
	Fund Expense Sub Totals:	2,738,310.00	115,380.12	387,552.96	2,350,757.04	482,930.04	1,867,827.00	68.21
	Fund 800 Sub Totals:	892,637.00	-61,555.95	-469,348.60	1,361,985.60	482,930.04		
Fund 833	Transportation Development							
Dept 833-833								
R03	INTER-GOVERNMENTAL							
833-833-4851-833	TDD Road Mtce Agreement	24,025.00	0.00	0.00	24,025.00	0.00	24,025.00	100.00
	R03 Sub Totals:	24,025.00	0.00	0.00	24,025.00	0.00	24,025.00	100.00
R06	REVENUE FROM USE OF ASSET							
833-833-4700-833	Interest Earned-TDD Mtce	0.00	353.56	676.92	-676.92	0.00	-676.92	0.00
	R06 Sub Totals:	0.00	353.56	676.92	-676.92	0.00	-676.92	0.00
	Revenue Sub Totals:	24,025.00	353.56	676.92	23,348.08	0.00	23,348.08	97.18
	Dept 833 Sub Totals:	-24,025.00	-353.56	-676.92	-23,348.08	0.00		
	Fund Revenue Sub Totals:	24,025.00	353.56	676.92	23,348.08	0.00	23,348.08	97.18
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 833 Sub Totals:	-24,025.00	-353.56	-676.92	-23,348.08	0.00		
Fund 900	Street/Bridge Sales Tax							
Dept 900-000	Non-Departmental							
E55	DEBT SERVICE - PRINCIPLE							
900-000-3273-000	Transfer to 2013 SpObl Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E55 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E90	TRANSFERS OUT							
900-000-3221-000	Transfer to 2021 Series DS	233,903.00	0.00	0.00	233,903.00	0.00	233,903.00	100.00
	E90 Sub Totals:	233,903.00	0.00	0.00	233,903.00	0.00	233,903.00	100.00
	Expense Sub Totals:	233,903.00	0.00	0.00	233,903.00	0.00	233,903.00	100.00
	Dept 000 Sub Totals:	233,903.00	0.00	0.00	233,903.00	0.00		

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	900-900								
R01		TAXES							
900-900-4030-900		Street/Bridge Sales Tax	339,502.00	38,558.22	102,906.07	236,595.93	0.00	236,595.93	69.69
		R01 Sub Totals:	339,502.00	38,558.22	102,906.07	236,595.93	0.00	236,595.93	69.69
R06		REVENUE FROM USE OF ASSET							
900-900-4700-900		Interest Earned-Street Bridge	0.00	2,926.30	5,487.44	-5,487.44	0.00	-5,487.44	0.00
		R06 Sub Totals:	0.00	2,926.30	5,487.44	-5,487.44	0.00	-5,487.44	0.00
		Revenue Sub Totals:	339,502.00	41,484.52	108,393.51	231,108.49	0.00	231,108.49	68.07
		Dept 900 Sub Totals:	-339,502.00	-41,484.52	-108,393.51	-231,108.49	0.00		
		Fund Revenue Sub Totals:	339,502.00	41,484.52	108,393.51	231,108.49	0.00	231,108.49	68.07
		Fund Expense Sub Totals:	233,903.00	0.00	0.00	233,903.00	0.00	233,903.00	100.00
		Fund 900 Sub Totals:	-105,599.00	-41,484.52	-108,393.51	2,794.51	0.00		
		Revenue Totals:	49,133,461.00	2,804,910.86	8,505,980.64	40,627,480.36	0.00	40,627,480.36	82.69
		Expense Totals:	52,758,905.01	3,119,235.16	7,794,748.19	44,964,156.82	3,370,751.07	41,593,405.75	78.84
		Report Totals:	3,625,444.01	314,324.30	-711,232.45	4,336,676.46	3,370,751.07		

General Ledger

Fund Balance

31-Dec-23

		FY2024			
Sort Level	Description	Fund Balance Beg Bal	Revenue End Bal	Expense End Bal	Total End Bal
100	General Fund	9,355,158.14	\$ 2,169,038.73	\$ 2,380,462.94	\$ 9,143,733.93
120	Police Grants	10,338.47	\$ -	\$ -	\$ 10,338.47
124	Shop With a Cop	3,850.85	\$ 14,294.98	\$ 17,040.00	\$ 1,105.83
130	Fire Sales Tax	646,675.76	\$ 587,990.94	\$ 506,842.82	\$ 727,823.88
170	Drainage Sales Tax	1,395,909.76	\$ 234,493.70	\$ 772,479.32	\$ 857,924.14
175	Senior Center Sales Tax	236,468.22	\$ 52,795.44	\$ 27,793.87	\$ 261,469.79
180	Parks Sales Tax	240,948.30	\$ 440,207.04	\$ 224,775.75	\$ 456,379.59
195	Auditorium Sales Tax	1,138,738.60	\$ 173,511.96	\$ 30,524.26	\$ 1,281,726.30
212	2012 A&B	39,632.32	\$ -	\$ -	\$ 39,632.32
213	2013 Series Spc Obl Bond	11,582.08	\$ -	\$ -	\$ 11,582.08
214	2014 A&B Series	150.42	\$ -	\$ -	\$ 150.42
216	2016 Series COPs	302,427.45	\$ 24,931.17	\$ 24,931.17	\$ 302,427.45
221	2021 Special Obligation Bonds	2,316.02	\$ 13.41	\$ -	\$ 2,329.43
290	Employee Insurance	26,646.66	\$ 211,072.29	\$ 215,406.28	\$ 22,312.67
300	Economic Development Sales Tax	585,444.99	\$ 1,513,245.35	\$ 1,471,359.88	\$ 627,330.46
310	Hotel/Motel Tax	330,667.49	\$ 30,333.68	\$ 78,754.59	\$ 282,246.58
360	Tax Incremental Financing	-	\$ -	\$ -	\$ -
450	Golf Course	520,437.58	\$ 148,276.17	\$ 152,242.99	\$ 516,470.76
500	Water/Wastewater	19,453,214.56	\$ 1,937,095.99	\$ 1,504,428.36	\$ 19,885,882.19
653	FEMA DR4250	25,573.84	\$ -	\$ -	\$ 25,573.84
654	FEMA DR-4317	30,027.40	\$ -	\$ -	\$ 30,027.40
680	CDBG Public Service Pass Through	100.00	\$ 100.00	\$ -	\$ 200.00
700	Abbott Brothers Trust	44,971.36	\$ 2,586.58	\$ 153.00	\$ 47,404.94
710	Morse Park Trust	3,666.12	\$ 21.22	\$ -	\$ 3,687.34
800	Street Department Sales Tax	2,301,707.28	\$ 856,901.56	\$ 387,552.96	\$ 2,771,055.88
833	TDD Maintenance	116,936.43	\$ 676.92	\$ -	\$ 117,613.35
900	Street/Bridge Sales Tax	929,399.98	\$ 108,393.51	\$ -	\$ 1,037,793.49
Grand Total		\$ 37,752,990.08	\$ 8,505,980.64	\$ (7,794,748.19)	\$ 38,464,222.53

City of Neosho
Bank Reconciliation - Investment Account
December 31, 2023

Bank:

Bank Balance	\$ 22,445,407.88
Credit Cards Online Deposit outstanding	4,422.81
Credit Cards Deposit outstanding	9,153.48
Deposit Outstanding	1,670.25

Reconciled Bank Balance	<u>\$ 22,460,654.42</u>
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Book:

100-000-1200-000	General Fund Investment Acct	\$ 4,472,071.28
100-000-1202-000	Public Safety Sales Tax	\$ 1,799,475.51
100-000-1203-000	Cleaning Deposit Investmt Acct	\$ 2,362.98
100-000-1204-000	I.O.O.F. Trust	\$ 164,727.94
100-000-1215-000	ARPA Investment Account	\$ 1,680,293.38
100-000-1218-000	City Hall Donated Funds	\$ 287.19
100-000-1219-000	Donated Rewards	\$ -
100-000-1220-000	Confiscated Cash	\$ 14,051.42
100-000-1224-000	I.O.O.F. Cemetery	\$ (283,401.88)
120-000-1200-000	Law Enforcement Investmnt Acct	\$ 10,338.47
124-000-1200-000	Shop With a Cop Investmnt Acct	\$ 1,105.83
126-000-1200-000	D.A.R.E. Investment Account	\$ -
130-000-1200-000	Fire Dept Investment Account	\$ 526,876.09
170-000-1200-000	Drainage Investment Account	\$ 942,689.42
170-000-1204-000	Project Grant - Lime Kiln Dam	\$ 27,597.11
175-000-1200-000	Senior Center Investment Acct	\$ 241,239.10
175-000-1208-000	Senior Center Maintenance Reserve	\$ -
180-000-1200-000	Parks Investment Account	\$ 845,711.34
180-000-1205-000	SkatePark Donations	\$ -
180-000-1206-000	Park Fund Investmnt Acct	\$ -
195-000-1200-000	Auditorium Investment Account	\$ 1,165,532.73
212-000-1200-000	2012 A&B Investment Account	\$ 38,128.24
213-000-1200-000	2013 INVESTMENT ACCOUNT	\$ 11,493.66
213-000-1234-000	2013 Reserved Cash	\$ 88.42
214-000-1200-000	2014 Series Investment Account	\$ 150.42
216-000-1200-000	2016 Series Investment Account	\$ (1,250.00)
221-000-1200-000	2021 Series Investment Account	\$ 2,329.43
260-000-1200-000	2006 Bond Investment Account	\$ -
270-000-1200-000	2007 Bond Investment Account	\$ -
275-000-1200-000	STAR LOAN Investment Account	\$ -
280-000-1200-000	2010 Investment Account	\$ -
290-000-1200-000	Employee Ins. Investment Acct	\$ 25,966.08
300-000-1200-000	Economic Devel Investment Acct	\$ 188,632.28
310-000-1200-000	Hotel/Motel Investment Account	\$ 282,246.58
310-000-1233-000	Investment Acct Motel Tax	\$ -
360-000-1200-000	TIF Sales Tax Investment Acct	\$ -
360-000-1201-000	TIF Real Estate Investmnt Acct	\$ -
450-000-1200-000	Golf Course Investment Account	\$ 437,356.93
450-000-1205-000	Golf Course Advertising	\$ 12,329.20
450-000-1209-000	Golf Course Replacement Reserve	\$ 79,035.73
500-000-1200-000	Water/WW Investment Acct	\$ 2,544,015.02
500-000-1206-000	Slip Lining Reserve	\$ 48,424.75
500-000-1207-000	Invest Acct Meter Deposit	\$ 57,851.54
500-000-1208-000	Main Replacement	\$ 812,491.00
500-000-1209-000	Meter Replacement Reserve	\$ 464,819.02
500-000-1210-000	Wastewater Rplcmt Reserve	\$ 843,053.20
500-000-1214-000	Water Replacement Reserve	\$ 1,247,254.05
500-000-1269-000	Inv Acct Sewer Dist.#17	\$ -
600-000-1200-000	Pedestrian Trail Investmt Acct	\$ -
620-000-1200-000	Community Devel. Investmnt Acct	\$ -
650-000-1200-000	FEMA DR-1961 Investment Acct	\$ -
651-000-1200-000	FEMA DR-1980 Investment Acct	\$ -
652-000-1200-000	Inv Acct Joplin Disaster	\$ -
653-000-1200-000	FEMA DR 4250 Investment	\$ 25,573.84
654-000-1200-000	FEMA DR 4317 Investment	\$ 30,027.40
680-000-1200-000	CDBG Public Srvc Pass Through	\$ 200.00
700-000-1200-000	Abbott Brothers Investmnt Acct	\$ 47,404.94
710-000-1200-000	Morse Park Fund Investmnt Acct	\$ 3,687.34
800-000-1200-000	Street Fund Investment Account	\$ 2,557,328.45
833-000-1200-000	TDD Maintenance	\$ 117,613.35
900-000-1200-000	Street/Bridge Fd Investmt Acct	\$ 973,445.64
		<u>22,460,654.42</u>

Reconciling Items to be JE'd:

<u>\$ 22,460,654.42</u>
\$ -

City of Neosho
Bank Reconciliation - Master Account
December 31, 2023

Bank:

Bank Balance	\$	437,152.47
O/S Springbrook Checks		(387,332.36)

Reconciled Bank Balance	\$	49,820.11
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Book:

Description

100-000-1000-000	General Fund Master Account	\$	49,820.11
120-000-1000-000	Law Enforcement Master Account	\$	-
124-000-1000-000	Shop With a Cop Master Account	\$	-
126-000-1000-000	D.A.R.E Master Account	\$	-
130-000-1000-000	Fire Dept Master Account	\$	-
170-000-1000-000	Drainage Master Account	\$	-
175-000-1000-000	Senior Center Master Account	\$	-
180-000-1000-000	Parks Master Account	\$	-
195-000-1000-000	Auditorium Master Account	\$	-
205-000-1000-000	Payroll Master Account	\$	-
212-000-1000-000	2012 A&B Master Account	\$	-
213-000-1000-000	2013 SERIES MASTER ACCOUNT	\$	-
214-000-1000-000	2014 Series Master Account	\$	-
216-000-1000-000	2016 Series Master Account	\$	-
221-000-1000-000	221 Series Master Account	\$	-
230-000-1000-000	2003 COP Master Account	\$	-
260-000-1000-000	2006 A&B Master Account	\$	-
270-000-1000-000	2007 A&B Master Account	\$	-
275-000-1000-000	STAR LOAN Master Account	\$	-
280-000-1000-000	2010 Master Account	\$	-
290-000-1000-000	Employee Insurance Master Acct	\$	-
300-000-1000-000	Economic Develop. Master Acct	\$	-
310-000-1000-000	Hotel/Motel Master Account	\$	-
360-000-1000-000	TIF Master Account	\$	-
450-000-1000-000	Golf Course Master Account	\$	-
500-000-1000-000	Water/Wastewater Master Acct	\$	-
620-000-1000-000	Community Develop. Master Acct	\$	-
650-000-1000-000	FEMA DR-1961 Master Account	\$	-
651-000-1000-000	FEMA DR-1980 Master Account	\$	-
652-000-1000-000	Cash in Bank/Joplin Disaster	\$	-
653-000-1000-000	FEMA DR4250	\$	-
680-000-1000-000	CDBG Public Srvc Pass Through	\$	-
700-000-1000-000	Abbott Brothers Master Account	\$	-
710-000-1000-000	Morse Park Fund Master Account	\$	-
800-000-1000-000	Street Fund Master Account	\$	-
900-000-1000-000	Street /Bridge Fd Master Acct	\$	-
		\$	49,820.11

Reconciling Items to be JE'd:

AP-processed at bank Dec 1

Reconciled Book Balance	\$	49,820.11
	\$	-

City of Neosho
Bank Reconciliation - Sweep Account
December 31, 2023

Bank:

Bank Balance	\$	1,500.00
O/S Springbrook Checks		-

Reconciled Bank Balance	\$	1,500.00
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Book:

Description

100-000-1006-000	General Fund Master Account	\$	1,500.00
120-000-1006-000	Law Enforcement Master Account	\$	-
124-000-1006-000	Shop With a Cop Master Account	\$	-
126-000-1006-000	D.A.R.E Master Account	\$	-
130-000-1006-000	Fire Dept Master Account	\$	-
170-000-1006-000	Drainage Master Account	\$	-
175-000-1006-000	Senior Center Master Account	\$	-
180-000-1006-000	Parks Master Account	\$	-
195-000-1006-000	Auditorium Master Account	\$	-
205-000-1006-000	Payroll Master Account	\$	-
212-000-1006-000	2012 A&B Master Account	\$	-
213-000-1006-000	2013 SERIES MASTER ACCOUNT	\$	-
214-000-1006-000	2014 Series Master Account	\$	-
216-000-1006-000	2016 Series Master Account	\$	-
230-000-1006-000	2003 COP Master Account	\$	-
260-000-1006-000	2006 A&B Master Account	\$	-
270-000-1006-000	2007 A&B Master Account	\$	-
275-000-1006-000	STAR LOAN Master Account	\$	-
280-000-1006-000	2010 Master Account	\$	-
290-000-1006-000	Employee Insurance Master Acct	\$	-
300-000-1006-000	Economic Develop. Master Acct	\$	-
310-000-1006-000	Hotel/Motel Master Account	\$	-
360-000-1006-000	TIF Master Account	\$	-
450-000-1006-000	Golf Course Master Account	\$	-
500-000-1006-000	Water/Wastewater Master Acct	\$	-
620-000-1006-000	Community Develop. Master Acct	\$	-
650-000-1006-000	FEMA DR-1961 Master Account	\$	-
651-000-1006-000	FEMA DR-1980 Master Account	\$	-
652-000-1006-000	Cash in Bank/Joplin Disaster	\$	-
653-000-1006-000	FEMA DR4250	\$	-
680-000-1006-000	CDBG Public Srvc Pass Through	\$	-
700-000-1006-000	Abbott Brothers Master Account	\$	-
710-000-1006-000	Morse Park Fund Master Account	\$	-
800-000-1006-000	Street Fund Master Account	\$	-
900-000-1006-000	Street /Bridge Fd Master Acct	\$	-
		\$	1,500.00

Reconciling Items to be JE'd:

Reconciled Book Balance	\$	1,500.00
		-

**Neosho Missouri
FY2024
1% Sales Tax**

	Actual Receipts													Monthly	2024 Budget spread by monthly %	2024 Over Budget spread by month	% over budget
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	5-year average	% of total by month	2024	Prior Year Variance			
October	176,150.18	220,560.21	211,527.76	219,958.85	241,154.11	205,450.02	200,098.22	252,460.45	264,246.26	328,442.20	232,681.81	0.0803	289,445.33	-11.87%	\$ 248,384.00	41,061.33	16.53%
November	158,380.23	176,674.54	165,362.92	150,258.73	136,246.10	174,574.42	197,348.99	200,595.68	223,225.32	265,866.85	186,398.10	0.0643	248,169.55	-6.66%	\$ 198,976.90	49,192.65	24.72%
December	187,161.58	195,370.78	231,689.54	204,307.40	339,372.44	247,392.70	246,336.05	255,475.37	320,126.32	302,981.64	281,740.58	0.0973	327,500.84	8.09%	\$ 300,753.42	26,747.42	8.89%
January	157,995.53	225,965.01	184,266.19	237,579.81	181,031.76	216,176.63	204,922.27	236,665.21	237,570.16	287,789.83	215,273.21	0.0743	285,823.50	-0.68%	\$ 229,800.60	56,022.90	24.38%
February	188,046.45	163,238.48	180,457.81	192,833.92	213,205.12	203,866.93	199,943.60	223,476.02	283,084.82	290,446.37	224,715.30	0.0776			\$ 239,879.87		
March	175,722.20	212,134.80	253,960.93	202,291.40	250,967.28	232,500.36	238,268.25	275,232.88	253,663.21	297,908.97	250,126.40	0.0863			\$ 267,005.80		
April	187,452.19	210,118.21	216,941.00	220,818.46	216,692.24	224,656.56	199,984.02	237,300.95	293,962.98	281,370.48	234,519.35	0.0810			\$ 250,345.54		
May	217,217.11	166,588.77	167,233.82	175,407.44	178,914.46	179,121.54	217,581.84	237,596.24	221,055.27	252,687.93	206,853.87	0.0714			\$ 220,813.09		
June	183,002.38	225,204.65	266,237.00	206,337.97	228,358.33	259,248.80	268,797.66	294,359.65	326,564.32	317,144.28	275,465.75	0.0951			\$ 294,055.15		
July	240,874.42	261,163.17	219,443.69	282,704.20	279,145.77	233,659.87	268,813.00	292,695.15	299,495.24	306,179.44	274,761.81	0.0948			\$ 293,303.69		
August	144,321.00	147,130.97	166,229.06	186,845.06	183,401.59	194,290.39	246,460.63	231,497.94	307,340.82	300,176.39	232,598.27	0.0803			\$ 248,294.82		
September	219,375.57	270,281.92	261,057.85	202,776.77	242,345.46	274,150.41	290,573.71	288,073.89	313,946.85	310,468.00	281,818.06	0.0973			\$ 300,836.13		
	\$ 2,235,698.84	\$ 2,474,431.50	\$ 2,524,407.56	\$ 2,482,120.01	\$ 2,690,834.66	\$ 2,645,088.63	\$ 2,779,128.24	\$ 3,025,429.43	\$ 3,344,281.57	\$ 3,541,462.38	\$ 2,896,952.51	100.00%	\$ 1,150,939.22		\$ 3,092,449.00		
YTD Variance	0.44%	10.68%	2.02%	-1.68%	8.41%	-1.70%	5.07%	8.86%	10.54%	5.90%			-2.88%		\$ 3,092,449.00		
															Budget YTD ↑		
															-62.78%		
															YTD Budg Var ↑		

Neosho Missouri
FY2024
1% Sales Tax

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	% Over/(Under) Prior Year	2024 Budget/12 Mo.	% Over/(Under) 2024 Budget
October	176,150.18	220,560.21	211,527.76	219,958.85	241,154.11	205,450.02	200,098.22	252,460.45	264,246.26	328,442.20	289,445.33	-11.87%	257,704.08	12.32%
November	158,380.23	176,674.54	165,362.92	150,258.73	136,246.10	174,574.42	197,348.99	200,595.68	223,225.32	265,866.85	248,169.55	-6.66%	257,704.08	-3.70%
December	187,161.58	195,370.78	231,689.54	204,307.40	339,372.44	247,392.70	246,336.05	255,475.37	320,126.32	302,981.64	327,500.84	8.09%	257,704.08	27.08%
January	157,995.53	225,965.01	184,266.19	237,579.81	181,031.76	216,176.63	204,922.27	236,665.21	237,570.16	287,789.83	285,823.50	-0.68%	257,704.08	10.91%
February	188,046.45	163,238.48	180,457.81	192,833.92	213,205.12	203,866.93	199,943.60	223,476.02	283,084.82	290,446.37			257,704.08	
March	175,722.20	212,134.80	253,960.93	202,291.40	250,967.28	232,500.36	238,268.25	275,232.88	253,663.21	297,908.97			257,704.08	
April	187,452.19	210,118.21	216,941.00	220,818.46	216,692.24	224,656.56	199,984.02	237,300.95	293,962.98	281,370.48			257,704.08	
May	217,217.11	166,588.77	167,233.82	175,407.44	178,914.46	179,121.54	217,581.84	237,596.24	221,055.27	252,687.93			257,704.08	
June	183,002.38	225,204.65	266,237.00	206,337.97	228,358.33	259,248.80	268,797.66	294,359.65	326,564.32	317,144.28			257,704.08	
July	240,874.42	261,163.17	219,443.69	282,704.20	279,145.77	233,659.87	268,813.00	292,695.15	299,495.24	306,179.44			257,704.08	
August	144,321.00	147,130.97	166,229.06	186,845.06	183,401.59	194,290.39	246,460.63	231,497.94	307,340.82	300,176.39			257,704.08	
September	219,375.57	270,281.92	261,057.85	202,776.77	242,345.46	274,150.41	290,573.71	288,073.89	313,946.85	310,468.00			257,704.08	
	<u>\$2,235,698.84</u>	<u>\$2,474,431.50</u>	<u>\$2,524,407.56</u>	<u>\$2,482,120.01</u>	<u>\$2,690,834.66</u>	<u>\$2,645,088.63</u>	<u>\$ 2,779,128.24</u>	<u>\$ 3,025,429.43</u>	<u>\$ 3,344,281.57</u>	<u>\$ 3,541,462.38</u>	<u>\$ 1,150,939.22</u>		<u>\$ 3,092,449.00</u>	<u>48.87%</u>
YTD Variance	0.44%	10.68%	2.02%	-1.68%	8.41%	-1.70%	5.07%	8.86%	10.54%	5.90%	-2.88%			

Neosho Missouri	
FY2024	
1/2% Public Safety Sales Tax	

	Receipts 2021	Receipts 2022	Receipts 2023	Receipts 2024	% Over/(Under) Prior Year	2024 Budget/12 Mo.	% Over/(Under) 2024 Budget
October	-	128,640.50	150,673.37	134,535.71	-10.71%	128,852.08	4.41%
November	7,491.76	110,632.28	131,040.90	118,733.54	-9.39%	128,852.08	-7.85%
December	100,134.22	153,574.02	145,852.28	154,253.84	5.76%	128,852.08	19.71%
January	108,995.23	114,107.06	139,322.03	138,587.69	-0.53%	128,852.08	7.56%
February	107,444.28	139,564.14	141,190.18	-		128,852.08	
March	131,322.49	118,450.88	137,180.76	-		128,852.08	
April	104,230.71	134,424.40	136,240.22	-		128,852.08	
May	117,689.02	108,276.43	117,587.34	-		128,852.08	
June	146,068.03	159,824.52	152,586.80	-		128,852.08	
July	136,400.20	141,861.49	146,668.42	-		128,852.08	
August	116,259.78	143,452.74	145,399.16	-		128,852.08	
September	138,586.81	151,978.14	150,701.09	-		128,852.08	
	\$ 1,214,622.53	\$ 1,604,786.60	\$ 1,694,442.55	\$ 546,110.78		\$ 1,546,225.00	
YTD Variance	100.00%	32.12%	5.59%	-3.67%			

City of Neosho
FY2024
Unaccounted for Water

<u>Month</u>	<u>Pumped</u>	<u>City Usage</u>	<u>Billed</u>	<u>Flushed and leaks</u>	<u>Loss</u>	<u>Water Loss %</u>	<u>Public Works</u>
October	82,573,290	3,806,264	33,840,000	4,700,332	(40,226,694)	48.72%	0.49
November	85,662,089	3,302,710	34,608,700	4,351,797	(43,398,882)	50.66%	0.51
December	94,485,737	3,494,629	32,975,200	4,276,817	(53,739,091)	56.88%	0.55
	<u>262,721,116</u>	<u>10,603,603</u>	<u>101,423,900</u>	<u>13,328,946</u>	<u>(137,364,667)</u>		
Billed	(101,423,900)						
Flushed/leaks	(13,328,946)						
City Usage	<u>(10,603,603)</u>						
Unaccounted for Gallons	137,364,667						
FY24 Unaccounted for Water	<u>52.29%</u>						

2023	53.49%	
2022	<u>59.12%</u>	
2021	<u>61.43%</u>	
2020	<u>63.01%</u>	
2019	<u>61.52%</u>	
2018	<u>63.76%</u>	
2017	<u>61.48%</u>	58.73*
2016	<u>57.51%</u>	
2015	<u>59.55%</u>	
2014	<u>57.26%</u>	
2013	<u>62.00%</u>	
2012	<u>60.00%</u>	
2011	<u>54.00%</u>	

Utility Billing

Aging Report



User: lforest
Printed: 01/10/2024 - 8:30 PM
Service List: WTR, SEW, PFEE, SEWCON, MWTRFee, TRSH, TAX, PEN, Misc
Aging Date: 01/10/2024
Billing Cycle: 001, 004, 999
Balance Limits: All accounts
Date Type: JE
Account Status: Delete, Final, Suspended
Minimum Balance: 0.00
Minimum Aged Bal: 0.00
Sort Order: Customer Number

Account	Acct Status	Bal	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
Grand Totals		659,328.78	3,676.31	2,430.74	3,076.47	2,350.87	684,439.70