

BOARD OF ALDERMEN MEETING

JUNE 27, 2023

PACKET



Greg Parker, Mayor
Shawn Bolerjack, East Ward Alderman
Kala Sisco, East Ward Alderman
Kyle Williams, West Ward Alderman
Amanda Duncan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington
June 13, 2023

Call Meeting to Order

The regular season meeting of the Board of Alderman of the City of Salem, Missouri, was called to order by Board President Shawn Bolerjack at 6:00 p.m. Mayor Greg Parker was absent.

Pledge of Allegiance

The Pledge of Allegiance was led by Alderman Shawn Bolerjack.

Opening Prayer

Opening prayer was led by Public Works Mark Nash.

Roll Call

Council Members present included Shawn Bolerjack, Kala Sisco, Kyle Williams, and Amanda Duncan. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, City Attorney James Weber, Chief of Police Joe Chase, Public Works Director Mark Nash, Finance Director Stacey Houston, Building Inspector Jarred Brown.

Citizens in attendance were: Larry and Karen Shelby, Mary Ann Curley, Joe Enloe, Sarah Watson, Nathan Kinsey, Tina Cook, Debbie Murray and Ben Johnson.

Approve Agenda

Alderwoman Sisco moved to approve the agenda.

Seconded by Alderwoman Duncan.

The vote was 4 Aye- Sisco, Duncan, Williams and Bolerjack. 0 Nay. Motion Carried

Consent Agenda

May 23, 2023, Meeting Minutes

Salem Public Library Approval Letter

Mo Dept. of Rev. City Capital Improvements Tax May 2023-\$77,201.41

Mo Dept. of Rev. City Tax May 2023-\$154,403.00

Mo Dept. of Rev. City Storm Water/Local Parks Tax May 2023-\$57,901.18

Mo Dept. of Rev. C.A.R.T. Tax May 2023-\$16,529.97

Police Department Monthly Report- May 2023

Municipal Court Report-May 2023

December 8, 2022, Airport Board Meeting Minutes

May 16, 2023, Capital Improvements Committee Minutes

June 5, 2023, Capital Improvements Committee Minutes

Alderman Williams moved to approve the Consent Agenda.

Seconded by Alderwoman Sisco.

The vote was 4 Aye-Williams, Sisco, Bolerjack and Duncan. 0 Nay. Motion carried.

Hearing of Persons

Larry and Karen Shelby requested the Board grant a permit to allow them to keep two pet mini pigs at their home located at 6 Red Bud Lane.

Alderman Williams moved to approve the permit to keep two pet mini pigs at the home located at 6 Red Bud Lane.

Seconded by Alderwoman Sisco.

The vote was 4 Aye-Williams, Sisco, Bolerjack and Duncan. 0 Nay. Motion carried.

Bid-Tools for the Electric Department

Alderwoman Sisco moved to approve the bid from Far West for \$4,738.02.

Seconded by Alderman Williams.

The vote was 4 Aye-Sisco, Williams, Bolerjack and Duncan. 0 Nay. Motion carried.

Bid-Fire Hydrant Proposal

Alderman Williams moved to approve the bid from Core & Main for \$15,633.25.

Seconded by Alderwoman Sisco.

The vote was 4 Aye-Williams, Sisco, Bolerjack and Duncan. 0 Nay. Motion carried.

Submit ARPA Grant 21-066A-2 Application

Alderman Williams moved to approve the mayor's signature and submittal of the ARPA Grant 21-066A-2 application for reimbursement of Airport Operation and Maintenance funds.

Seconded by Alderwoman Sisco.

The vote was 4-Aye-Williams, Sisco, Bolerjack and Duncan. 0 Nay. Motion carried.

Conditional Use Permit-Vacation Rental-305 W. Second Street

Alderman Williams moved to approve the Conditional Use of 305 W. Second Street, owned by Jordan and Sarah Watson as a vacation rental.

Seconded by Alderwoman Sisco.

The vote was 4 Aye-Williams, Sisco, Bolerjack, and Duncan. 0 Nay. Motion carried.

Rezone 502 W. Dillon

Alderwoman Sisco moved to rezone all of Lot 4 Block A of the Oak Park Addition from Residential to Commercial.

Seconded by Alderwoman Duncan.

The vote was 4-Aye-Sisco, Duncan, Bolerjack and Williams. 0 Nay. Motion carried.

Conditional Use Permit-Auto Detail Shop-906 W. Center

Alderman Williams moved to approve Conditional Use Permit for detail shop located at 906 W. Center.

Seconded by Alderwoman Sisco.

Alderman Williams amended his motion to approve the Conditional Use for the property located at 906 E. Center for an automotive detail shop owned and operated by Joe Enloe under the following conditions: No commercial activity to take place between the hours of Midnight and 6am, there will be no more than three vehicles parked outside of the building for longer than 24 hours at a time, a sign identifying the business will be allowed to be attached to the building and will be limited in size to no larger than 4ft by 8ft, the Conditional Use is specific for an automotive detail shop to be owned and operated by Joe Enloe and will be non-transferable, the conditional use will expire two years after the date of approval and will need to be reviewed by the Planning and Zoning Commission for renewal by the Board of Aldermen, business license will be revoked if the conditions are not maintained.

Amended motion seconded by Alderwoman Sisco.

The vote was 4-Aye-Williams, Sisco, Bolerjack and Duncan. 0 Nay. Motion carried.

Conditional Use Permit-Equipment Sales-1002 E. Scenic Rivers Blvd.

Alderwoman Sisco moved to approve the Conditional Use Permit to C & A Investments, LLC for the property located at 1002 E. Scenic Rivers Blvd. for vehicle, trailer, agricultural and construction equipment sales under the condition that a 6ft. privacy fence be installed as visual barrier between this property and the adjoining property(s).

Seconded by Alderman Williams.

The vote was 4 Aye-Sisco, Williams, Bolerjack and Duncan. 0 Nay. Motion carried.

Subdivision Plat Approval-1000 S. Main

Alderwoman Sisco moved to approve the plat and subdivision of 1000 S. Main.

Seconded by Alderwoman Duncan.

The vote was 4 Aye-Sisco, Duncan, Bolerjack and Williams. 0 Nay. Motion carried.

Materials for Al Brown Field Lighting

Alderman Williams moved to approve the bid from Fletcher-Reinhardt for the total of \$21,871.57.

Seconded by Alderwoman Duncan.

The vote was 4 Aye-Williams, Duncan, Sisco and Bolerjack. 0 Nay. Motion carried.

Financial Assistance Agreement General Terms & Conditions Documents-ARPA Drinking Water Grant

Alderman Williams moved to approve the mayor to sign the Financial Assistance Agreement and the General Terms and Conditions documents.

Seconded by Alderwoman Duncan.

The vote was 4 Aye-Williams, Duncan, Sisco and Bolerjack. 0 Nay. Motion carried.

Reading of Bills (First Reading)

Bill No. 3540-An Ordinance authorizing the mayor to act as representative for the City of Salem, Missouri in executing a tower lease agreement between the City of Salem and Wave Internet Technologies, LLC allowing for the installation of a wireless broadband access point with related equipment on a designated portion of the City of Salem's water tower located at Tower and Condray Street effect the 1st day of February 2023 for a period of one (1) year.

City Clerk Koller read the first reading of Bill No. 3540 by caption only. City Administrator Burbridge reminded the Board this is a first read and to get with staff prior to the next meeting with any questions.

Reading of Bills (Second Reading)

Bill No. 3539-An Ordinance authorizing the mayor to sign and execute an agreement between the City of Salem, Missouri, and Hogan's Inc. for contact tank painting services to Well No. 2 and Well No. 4.

City Clerk Koller read the second reading of Bill No. 3559 by caption only.

Alderman Williams moved to approve Bill No. 3539 to include pipe installation.

Seconded by Alderwoman Duncan.

The vote was 4 Aye-Williams, Duncan, Sisco and Bolerjack. 0 Nay. Bill No. 3539 passed Ordinance No. 3539.

Reports of City Officials, Boards and Committees

City Administrator Sally Burbridge shared Public Works Director Nash, Water Department Supervisor Donnie Moore, Josh Hunt from the WWTP, Jeff Meadows and Ken Campbell with Archer-Elgin, and Mary West from Missouri Rural Water met Monday to discuss the final designs and upgrades for the WWTP.

City Administrator Sally Burbridge thanked staff that came out and helped with the cemetery cleanup.

Public Works Director Mark Nash reported they were able to get the LORA system running at Al Brown Fields. This system collects information from the meters and sends it to the server. They will be doing a trial run on it tomorrow with Nexgrid and Fidelity to make sure everything is working as it should. This will take about 45 meters of the list for manual reads.

Public Works Director Mark Nash reported they have the boom mower back and they have mowed the ditch at the park.

Alderwoman Kala Sisco reminded citizens of the texting option they can sign up for different notifications. For more information, please visit the city's website.

Alderwoman Kala Sisco stated the Airport Board Meeting Thursday, June 1 was successful.

Alderwoman Kala Sisco stated there will be a Finance Committee meeting Thursday, June 15th, at 5:30 PM at the Armory in the Rotary Room.

Alderman Shawn Bolerjack reported the Capital Improvements Committee met on June 5th to go over the proposed capital improvement plan for the next fiscal year starting July 1st. There was discussion on the changes made since the committee met in May. Alderman Bolerjack reported they were not able to establish a quorum, so they were unable to formally vote on the plan as a recommendation to Finance Committee and the Board of Aldermen. That plan will automatically go to the Finance Committee for review.

Alderman Shawn Bolerjack reported Love Thy Neighbor Program's work week was last week. There were around 20 churches involved, as well as several volunteers. Alderman Bolerjack wanted to thank them publicly for hard work they put into the program to help the community.

Alderman Kyle Williams stated there will be a Utility Committee Meeting at 6:15 PM in the Rotary room at the Armory.

Alderman Kyle Williams stated the water quality reports are online for citizens that have concerns. Alderman Williams stated anyone with concerns are welcome to email him and he will answer any questions or concerns they may have.

Alderman Kyle Williams stated he and his wife visited the city pound after some reported concerns. Alderman Williams stated there were two dogs at the facility, both had food and water and the pens were relatively clean.

Alderwoman Amanda Duncan reminded citizens that during games at the park, parking is one way. Please park on the right side and exit by the pool.

Alderwoman Kala Sisco reminded parents to please not allow your children to climb on the newly planted trees donated by the Spring Creek Gardening Club.

Pursuant to Section 610.021(12) of the Revised State Statutes of the State of Missouri pertaining to sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Alderwoman Duncan moved to go into closed session for contracts.

Seconded by Alderman Williams.

The vote was 4 Aye- Duncan, Williams, Sisco and Bolerjack. 0 Nay. Motion carried.

At 7:16 p.m. the Board went into Closed Session.

There was no action taken.

Adjournment

Alderman Bolerjack adjourned the meeting at 8:06 p.m.

Tammy Koller
City Koller

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk

**Salem Public Library
403 North Jackson
Salem, Missouri 65560
(573) 729-4331**

June 20, 2023

Salem Board of Aldermen
400 N. Iron St.
Salem, MO 65560

Dear Ladies and Gentlemen,

Salem Public Library wishes to submit city resident Shelbi McClain for approval as a member of the Library Board of Trustees. Ms. McClain was nominated by members of the Library Board of Trustees during a meeting on June 8th. She has expressed interest in serving as a trustee. It is believed that she will represent the library well and work to help the library fulfill its mission in the community.

Thank you for your consideration.

Sincerely,

Salem Public Library Board of Trustees

CITY OF SALEM
CITY CLERK
400 N IRON ST
SALEM

MO 65560

MISSOURI DEPARTMENT OF REVENUE

06/14/23

WE HAVE INSTRUCTED THE CENTRAL BANK, JEFFERSON CITY, TO DISTRIBUTE YOUR
MONIES TOTALING \$ 19,173.25 BY ELECTRONIC FUNDS TRANSFER (ACH) TO

THE BANK OF SALEM 081503694 CITY OF SALEM-ENTERPRISE FUND/AC-0410117

MOTOR FUEL TAX	\$	13,436.06
MOTOR V SALES TAX	\$	3,610.42
MOTOR V FEE INCREASES	\$	2,126.77

FOR YOUR CREDIT AND USE ON 06/22/23.
IF YOU DO NOT RECEIVE YOUR DISTRIBUTION OR IF YOU HAVE QUESTIONS CONCERNING
THE AMOUNT OF YOUR DISTRIBUTION, PLEASE CONTACT THE MISSOURI DEPARTMENT
OF REVENUE AT (573) 751-2611.

Staff Summary Report

MEETING DATE:	June 27, 2023
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	Resolution No. 23-2023

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval of Agreement with the Dent County Animal Welfare Society
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The City of Salem has had a longstanding relationship with the Dent County Animal Welfare Society (DCAWS) for placement of animals taken in by the City's Animal Control.

Per the letter and new agreement received on June 20, 2023, effective immediately (that morning) DCAWS will only accept 10 animals/month from the City, and effective September 20 of this year the cost per animal will increase from \$30 to \$50.

These new terms unfortunately do not leave much room for negotiation and given the immediate implementation of a max # of animals/month, staff has had to scramble to determine what we will do with the remaining animals.

Rough estimates, based upon last year's number of animals taken to DCAWS by the City's Animal Control Officer indicate that the limit of 10 animals/month will only accommodate about half of the animals needing alternative placement after owner claims, and law enforcement holds.

However, given that DCAWS is the closest facility taking animals, therefore costing less in fuel costs and time away from the City for transport, staff recommend the approval of this agreement at this time.

In the meantime, staff has also reached out to the Phelps County Animal Rescue in St. James and they have agreed to accepting a minimum of 5 dogs a month at the \$30/animal rate previously charged by DCAWS. While this does not ensure placement of all animals, it is an interim option while we work on a longer-term plan.

PROCUREMENT

N/A

FISCAL IMPACTS

This will be an increase in the animal control expense line ????

SUPPORT DOCUMENTS:	DCAWS letter and Agreement
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DEPARTMENT'S RECOMMENDED MOTION:	Move to approve the Agreement with DCAWS for animal placement.
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RESOLUTION NO. 23-2023

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF SALEM, MISSOURI AND THE DENT COUNTY ANIMAL WELFARE SOCIETY. TO PROVIDE ANIMAL CONTROL SERVICES AND WHEN IT WILL BECOME EFFECTIVE.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1

The mayor is hereby authorized to enter on behalf of the City of Salem, Missouri an agreement between the City of Salem, Missouri and The Dent County Animal Welfare Society for animal control services.

Section 2.

The Dent County Animal Welfare Society will allow up to ten animals maximum to be transported to the facility each month of the year.

Section 3.

The Dent County Animal Welfare Society will notify the animal control officer upon reaching said limit.

Section 4.

A fee of \$50.00 for each animal intake will be charged to the City of Salem

Section 5.

This contract will take effect September 20, 2023, and will remain in effect until either party gives at least 90 days' notice to the other party in writing or it is updated with mutually agreeable changes.

Section 6.

This resolution shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI,
AND APPROVED BY THE MAYOR THIS 27TH DAY OF JUNE 2023.

APPROVED:

Greg Parker
Mayor

ATTEST:

APPROVAL AS TO FORM:

Tammy Koller
City Clerk

James Weber
City Attorney

Dent County Animal Welfare Society

5358 South Highway 19
Salem, Mo 65560
(573)729-3556
contact@dcaaws.org

June 20, 2023

City Of Salem

400 North Iron St.
Salem, Mo. 65560
(573)729-4811

Dear City of Salem Administration,

The Dent County Animal Welfare Society (DCAWS), would like to update you on current changes happening at our facility. After our recent board meeting, these decisions were made and voted in by the majority of our board of directors. Effective immediately, the Dent County Animal Welfare Society facility will accept up to 10 animals per month only maximum from the animal control city of Salem. This includes owner surrenders and stray canines and felines. As of June 1st till today, June 20th 2023 animal control has transported 13 animals to our facility. Since this decision was made after the exceed amount, we will house and place those animals accordingly. Starting the month of July 1, 2023 and further, the 10 animals accepted will be set in place.

Per our contract with the City of Salem, Starting September 20, 2023 (90 days notice). The rates will increase from \$30 to \$50 per animal transported to DCAWS facility from animal control. This is a non-negotiable decision made by our board member of directors. The amount will remain at \$30 until the date stated above.

A listing of the animal intake details and total charge for each month will be provided to the City of Salem office in the first week of each month, with a payment to be made by the end of that month.

This letter is DCAWS official informative letter. We have attached our legal binding contract along in this folder to be signed and dated at your convenience and returned. You may return by mail, email or drop off at DCAWS facility. If you choose to decline our contract, our services will terminate at the end of 90 days stated above. If you have any questions please feel free to reach out. Thank you for your time in this matter.

Sincerely,

Dent County Animal Welfare Society

Board of Directors

AGREEMENT BETWEEN
THE CITY OF SALEM AND
THE DENT COUNTY ANIMAL WELFARE SOCIETY

The Dent County Animal Welfare Society (DCAWS), upon taking occupancy of the facility located on Highway 19 south of Salem on a case-by-case basis. The city of Salem will communicate the circumstance of animals being transported to the DCAWS facility.

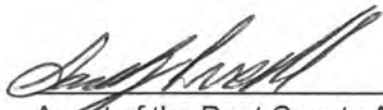
The Dent County Animal Welfare Society will allow up to 10 animals maximum only to be transported to the facility each month of the year. The Dent County Animal Welfare Society will keep record of the amount of intake animals for each month until the limit is reached and will notify the animal control officer upon reaching said limit. Animal control officer may also keep records if choosing to do so.

A fee of \$50. For each animal intake will be charged to the City of Salem. A listing of the animal intake details and total charge for the previous month will be provided to the City of Salem in the first week of each month, with a payment to be made by the end of that month.

This contract will take effect September 20, 2023 and will remain in effect until either party gives at least 90 days notice to the other party in writing or it is updated with mutually agreeable changes.

Agent of the City of Salem

Date



Agent of the Dent County Animal Welfare Society

9/20/23

Date

Staff Summary Report

MEETING DATE:	June 27, 2023
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	Resolution No. 24-2023

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval of the Agreement with the Dent County Collector's Office and Collector for collection of City Taxes.
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The City of Salem has had a long-standing history of working with the Dent County Collector for collection of City Taxes. Before you is the renewal of this agreement for the next four (4) years.

PROCUREMENT

N/A

FISCAL IMPACTS

This is a budgeted expenditure and includes the \$1,000 increase annual increase to the City.

SUPPORT DOCUMENTS:	Resolution 24-2023 Amended Tax Collection Agreement between the City of Salem and Dent County
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DEPARTMENT'S RECOMMENDED MOTION: Move to approve the Amended Tax Collection Agreement between the City of Salem, Dent County Commission, Dent County Collector and Dent County Treasurer in the amount of \$18,500 annually for the tax years of 2023, 2024, 2025 and 2026.

RESOLUTION NO. 24-2023

A RESOLUTION OF THE CITY OF SALEM AUTHORIZING THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI TO APPROVE AN AGREEMENT BETWEEN THE CITY OF SALEM, MISSOURI AND THE COUNTY COLLECTOR, COUNTY COMMISSIONERS AND COUNTY TREASURER OF DENT COUNTY, MISSOURI FOR COLLECTION OF TAXES DUE THE CITY OF SALEM AND SALEM PUBLIC LIBRARY ON REAL AND PERSONAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY.

WHEREAS, an agreement on behalf of Dent County, State of Missouri, has been presented to the City of Salem, Missouri for tax collection services for taxes due on real and personal property beginning February 1, 2023; and

WHEREAS, the City of Salem desires to enter into an agreement whereby the Dent County Collector will collect, on behalf of the City of Salem and Salem Public Library, all real and personal property taxes.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1. The Mayor and Board of Aldermen are hereby authorized to execute and sign on behalf of the City of Salem, Missouri the Tax Collection Agreement, "Attachment A", between the City of Salem, Missouri and Dent County, Missouri

This Resolution shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR THIS 27th DAY OF JUNE 2023.

APPROVED:

ATTEST:

Greg Park
Mayor

Tammy Koller
City Clerk

APPROVE AS TO FORM:

James Weber
City Attorney

ATTACHMENT A

AMENDED TAX COLLECTION AGREEMENT

This Agreement is made the ____ day of ____ 2023, between the County of Dent, Dent County Commission, Dent County Collector and Dent County Treasurer, collectively referred to herein as the "**COUNTY**" and the City of Salem, a Municipal Corporation, herein referred to as the "**CITY**"

That whereas, it is desired and intended by this Cooperative Agreement that the parties set forth hereinafter shall enter into agreement as permitted by Chapter 52, Section 70.220 to 70.320, inclusive, and Sections 140.670 to 140.750, inclusive, of the Revised Statutes of Missouri, for the cooperative efforts to collect the taxes due the City of Salem, Missouri on property located within the boundaries of said City, which is located in Dent County, Missouri.

In consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the parties agree as follows:

1. The **COUNTY**, through the County Collector, shall provide tax collection services, as more fully described herein, for the benefit of the **CITY** for the tax years of 2023, 2024, 2025 and 2026.
2. The **CITY** shall pay the **COUNTY** for said services the sum of Twelve Thousand and 00/100 Dollars (\$13,000.00) per tax year due and payable in advance on the 1st day of Nov. of each tax year and beginning with the first payment due Nov 1st, 2023. The **CITY** shall pay the elected individual acting as the Dent County Collector, as an individual and not as the Dent County Collector for said services the sum of five thousand, five hundred Dollars (\$5,500.00) per Collector requirement.
3. On or before August 31 of each year of the Agreement, the **CITY** shall provide the **COUNTY** with a written notice that sets forth the tax rate for the current tax year. In addition to the **CITY** tax rate, the notice may contain the current tax rate for municipal Library District ("**LIBRARY**"), The **COUNTY** shall not be responsible for any legal circumstance or liability that occurs in the event the **CITY** fails to provide said notice on or before August 31 of each year;
4. Upon receipt of the **CITY** and **LIBRARY** tax rates, the **COUNTY** shall be responsible for the printing and mailing of all real property and personal property tax statements of the **CITY** and **LIBRARY**, except for special assessments, including but not limited to Pace Act special assessments, nuisance or dangerous building special assessments, or other special assessments. The **COUNTY** may print both the **CITY** and **LIBRARY** tax amounts on the **COUNTY** Statements. The **COUNTY** shall be responsible for all costs associated with printing and mailing of said tax statements.
5. The **COUNTY** shall deposit the **CITY** and **LIBRARY** tax statements in the mail in accordance with Sections 52.230 and 52.240 RSMo;
6. The **COUNTY** shall be responsible for the collection of **CITY** and **LIBRARY** real estate and personal property taxes for the year 2023 and thereafter during the effective term Agreement;
7. The **COUNTY** shall be responsible for the collection of City and Library real estate and personal taxes, but shall not be responsible for the billing or collection of any special assessments, including but not limited to PACE Act special assessments, nuisance or dangerous building special

assessments, or other special assessments, for the 2023 tax year and the subsequent tax years during the effective term of this agreement;

8. The collection of all delinquent taxes by the **COUNTY** will be pursuant to Chapter 52 and 140 RSMo;

9. Beginning on February 1, 2023 and continuing on the same day each month thereafter during the effective term of this Agreement, the **COUNTY** shall pay over to the **CITY** all taxes and interest collected up to that date and provide the **CITY** with printed record of the collection activity;

10. The **CITY** agrees to pay for any requested modification to any of the computer programming required in the collection of **CITY** and **LIBRARY** taxes.

11. The **COUNTY** shall provide for a bond in an amount as required by Section 52.020 RSMo. For the benefit of the **CITY** and **LIBRARY**; and

12. Either party may terminate this Agreement at the time by notifying the other party in writing of its intention to do so, but said termination will not take effect and all obligations shall remain enforceable until May 1 in the next calendar year if the termination is made prior to December 1 in the current year or until May 1 in the year following the next calendar year if termination is made after December 1 in the current year.

AGREED AND APPROVED THIS _____ DAY OF _____, 20 ____.

City Of Salem

Greg Parker, Mayor

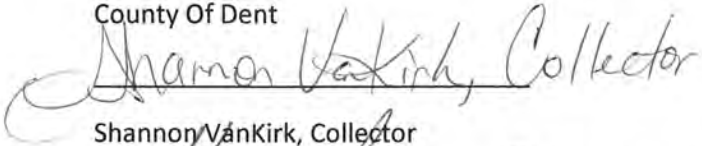
Shawn Bolerjack, East Ward Alderman

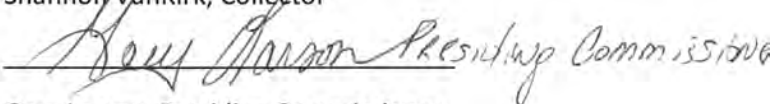
Kayla Sisco, East Ward Alderman

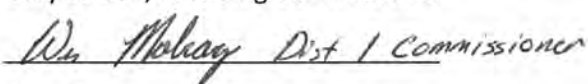
Amanda Duncan, West Ward Alderman

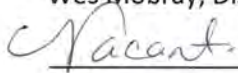
Kyle Williams, West Ward Alderman

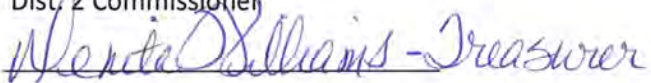
County Of Dent


Shannon VanKirk, Collector


Gary Larson, Presiding Commissioner


Wes Mobray, Dist. 1 Commissioner


Dist. 2 Commissioner


Denita Williams, Treasurer

(SEAL)

Staff Summary Report

MEETING DATE:	June 27, 2023
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	Resolution No. 25-2023

ACTION REQUESTED BY:	City Clerk Koller
ACTION REQUESTED:	Approve Resolution No. 25-2023
SUMMARY BY:	City Clerk Koller

PROJECT DESCRIPTION / FACTS

The Affordable Care Act (ACA) requires all businesses that average 50 or more full-time employees to provide affordable health insurance to those employees. The city pays up to \$550.00 per employee for healthcare coverage. Currently, city employees have three options, a higher deductible plan (completely covered by the city), a lower deductible plan (employees pay about \$64.00 per month), and an HSA (employees receive \$53.25 per month in an HSA account). Most employees have chosen to participate in the lower deductible plan. This year's renewal with Gap option offers a total monthly premium of \$26,142.00,

PROCUREMENT

FISCAL IMPACTS

SUPPORT DOCUMENTS:	Medical Snapshot and Medical Side-by-side
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DEPARTMENT'S RECOMMENDED MOTION:	Move to approve Resolution No.25-2023.
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RESOLUTION NO. 25-2023

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AS ACKNOWLEDGEMENT OF THE PREMIUMS FOR HEALTH INSURANCE FROM UNITED HEALTHCARE FOR EMPLOYEES OF THE CITY OF SALEM, MISSOURI AS REQUIRED BY THE AFFORDABLE CARE ACT.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

The approximate monthly renewal premium total monthly premium of \$26,142.00, effective July 1, 2023.

Section 2.

This Resolution shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR THIS 27th DAY OF JUNE 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

Medical Snapshot

Monthly Premiums

Current



TOTAL MONTHLY PREMIUM	TOTAL DIFFERENCE
\$28,290	-

Renewal



TOTAL MONTHLY PREMIUM	TOTAL DIFFERENCE
\$31,091	9.9% (\$2,801)

Renewal – Alternate Plans



TOTAL MONTHLY PREMIUM	TOTAL DIFFERENCE
\$29,152	3.0% (\$861)

Renewal with Gap Plan



TOTAL MONTHLY PREMIUM	TOTAL DIFFERENCE
\$26,142	-7.6% (-\$2,149)

Option 1



TOTAL MONTHLY PREMIUM	TOTAL DIFFERENCE
\$27,666	-2.2% (-\$624)

Medical Side-by-side

MEDICAL PLANS

NETWORK

BU8C (Balanced 100)

Choice Plus

	IN	OUT
Deductible - Individual	\$2,500	\$7,500
Deductible - Family	\$5,000	\$15,000
OOPM - Individual	\$4,000	\$8,000
OOPM - Family	\$8,000	\$16,000
Co-insurance	0%	30%
PCP	\$25	30% after deductible
Specialist	\$50	30% after deductible
X-Ray	\$0/0% after deductible	30% after deductible
Lab	\$0/0% after deductible	30% after deductible
Inpatient Hospital	0% after deductible	30% after deductible
Outpatient Surgery	0% after deductible	30% after deductible
Emergency Room	\$300	\$300
Urgent Care	\$50	30% after deductible

CJ1R (Pro Option)

Choice Plus

	IN	OUT
Deductible - Individual	\$2,500	\$5,000
Deductible - Family	\$5,000	\$10,000
OOPM - Individual	\$7,150	\$10,000
OOPM - Family	\$14,300	\$20,000
Co-insurance	0%	50%
PCP	\$15	50% after deductible
Specialist	\$75	50% after deductible
X-Ray	0% after deductible	50% after deductible
Lab	0% after deductible	50% after deductible
Inpatient Hospital	0% after deductible	50% after deductible
Outpatient Surgery	0% after deductible	50% after deductible
Emergency Room	\$300 after deductible	\$300 after deductible
Urgent Care	\$25	50% after deductible

CZR9 w/ \$1500 GAP

Choice Plus

	IN	OUT
Deductible - Individual	\$1,500	\$10,000
Deductible - Family	\$3,000	\$20,000
OOPM - Individual	\$1500+Copays	\$12,500
OOPM - Family	\$3000+Copays	25000
Co-insurance	0%	50%
PCP	\$35	50% after deductible
Specialist	\$70	50% after deductible
X-Ray	0% after deductible	50% after deductible
Lab	0% after deductible	50% after deductible
Inpatient Hospital	0% after deductible	50% after deductible
Outpatient Surgery	0% after deductible	50% after deductible
Emergency Room	0% after deductible	50% after deductible
Urgent Care	\$50	50% after deductible

2500/0%/7500

Blue Access PPO MO

	IN	OUT
Deductible - Individual	\$2,500	\$7,500
Deductible - Family	\$5,000	\$15,000
OOPM - Individual	\$7,500	\$22,500
OOPM - Family	\$15,000	\$45,000
Co-insurance	0%	30%
PCP	\$30	30% after deductible
Specialist	\$70	30% after deductible
X-Ray	\$0/0% after deductible	30% after deductible
Lab	\$0/0% after deductible	30% after deductible
Inpatient Hospital	0% after deductible	30% after deductible
Outpatient Surgery	0% after deductible	30% after deductible
Emergency Room	0% after deductible	30% after deductible
Urgent Care	\$300 after deductible	\$300 after deductible
Urgent Care	\$50	30% after deductible

Rx

Rx Individual / Family Deductible

Member Copay Tier 1	\$0 / \$0	\$0 / \$0
Member Copay Tier 2	\$10	\$10
Member Copay Tier 3	\$50	\$35
Member Copay Tier 4	\$95	\$75
Mail Order	\$250	\$25% to \$350
	2.5x	\$25/\$105/\$225/25%x

Enrollment

EE / ES / EC / EF

Total Enrollment

Monthly Rates

Employee Only

Spouse

Child(ren)

Family

Monthly Total

Annual Total

Change from Current - \$

Change from Current - %

Employer Contribution:

32 / 0 / 1 / 0

33

RENEWAL

\$613.77

\$674.53

\$1,785.04

\$1,235.80

\$2,402.94

\$20,876

\$250,517

\$24,800

+9.9%

32 / 0 / 1 / 0

33

RENEWAL 4

\$620.82

\$1,805.51

\$1,249.97

\$2,430.50

\$21,116

\$253,395

\$2,877

+1.1%

32 / 0 / 1 / 0

33

RENEWAL W GAP

\$532.91

\$1,464.50

\$1,053.05

\$1,980.82

\$18,106

\$217,274

-\$33,243

-13.3%

32 / 0 / 1 / 0

33

OPTION 1

\$570.71

\$1,659.62

\$1,148.84

\$2,234.33

\$19,412

\$232,939

-\$17,579

-7.0%

Default BU8C (Balanced 100) EE: 0.0%, ES: 0.0%, EC: 0.0%, EF: 0.0%

Default CJ1R (Pro Option) EE: 0.0%, ES: 0.0%, EC: 0.0%, EF: 0.0%

Default CZR9 w/ \$1500 GAP EE: 0.0%, ES: 0.0%, EC: 0.0%, EF: 0.0%

Default 2500/0%/7500 EE: 0.0%, ES: 0.0%, EC: 0.0%, EF: 0.0%

Staff Summary Report

MEETING DATE:	June 27, 2023
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	AMP Billing Policy

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval of AMP/Budget Billing Amendments
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

Roughly two years ago the City of Salem first offered AMP (average monthly payments) or Budget Billing to utility customers for the first time. When implemented, the City set up “Fixed” AMP which is a calculation done the first month (only once) which included averaging the month of enrollment and the previous eleven months. This “Fixed” amount was then the payment amount every month for that customer and was not adjusted for increases in utility rates. This has resulted in some utility customers having a balance due that has accumulated over the past two years above what was covered by their AMP payment.

The attached policy amendment was approved for recommendation to the Board of Aldermen by the Utility Committee during their June 14, 2023, meeting.

The City will change the AMP program to a “Rolling” AMP. Instead of the average being calculated only once during the month of enrollment, every month the billing system will calculate a new average of the current plus past eleven months. Customers will no longer have a flat payment; it will adjust by small increments each month to keep up with changes in usage and rate changes. Because every month’s payment is calculated as a new 12-month average the payments will not be fixed but will fluctuate slightly to accommodate the new average. This method of calculating AMP should slowly adjust over time when rates are changed and prevent customers from accumulating large amounts due to the city above their AMP payments.

Per the proposed policy changes, staff will also work with Incode, our billing software, to change the language used to describe additional amounts owed to the City as “AMP Shortage” or credits owed to the Customer as “AMP Overage”. This should make the bill easier to understand for AMP customers.

Changes to the policy are noted on the attached document with a ~~strike through~~ for deletions and underline for additions.

This policy should go into effect immediately upon approval by the Board of Aldermen.

PROCUREMENT

N/A

FISCAL IMPACTS

This policy change should assist with more timely collection of utility accounts as customers will not be accruing large amounts due to the city beyond their AMP payments and should be less likely to be surprised when it does occur with clearer language on the bill.

SUPPORT DOCUMENTS: Policy changes for AMP Billing

DEPARTMENT'S RECOMMENDED MOTION: Move to approve the change in utility policy from "fixed" to "rolling" AMP billing for customers.

Budget Billing or Average Monthly Payment (AMP)

The City of Salem will offer the Average Monthly Payment (AMP) Plan to help minimize the seasonal variations our customers experience with their utility bills. The monthly payment on the AMP Plan is based on the “rolling” average of the current month's bill, plus the previous eleven (11) months. A new calculation of the average payment will occur each month based on the previously described 12-month period.

Monthly billing statements will reflect current usage based on actual meter readings (or estimates if actual meter readings aren't possible). The difference between actual billings and the average billing will be carried in a deferred balance that accumulates both debit and credit differences for the duration of the AMP Plan. This cumulative balance is reflected on the customer's bill on the line item ~~“AMP Reserve Balance”~~ “AMP Overage” or “AMP Shortage”.

To qualify for enrollment in the AMP Plan:

- Must be a residential utility customer of the City of Salem,
- Must have a twelve (12) month billing history at current address,
- Must have no late or returned payments or disconnects in the last twelve (12) months,
- Must pay the account in full at time of enrollment.

If an AMP Customer moves to a new location, AMP will not be offered at the new location until the twelve-month requirement is satisfied. When termination takes place at the old location, City of Salem Utilities will automatically terminate AMP as well.

Staff Summary Report

MEETING DATE:	June 27, 2023
AGENDA ITEM:	New and Misc. Business
AGENDA TITLE:	Mobile Home Park Licenses

ACTION REQUESTED BY:	Jarred Brown, Building Inspector
ACTION REQUESTED:	Approval of Licenses
SUMMARY BY:	Jarred Brown

PROJECT DESCRIPTION / FACTS

There are currently 3 active mobile home parks inside the City of Salem. Each year, before July 1, the park owner is required to renew the park license in order to maintain operation. This process includes submitting an application for renewal, inspection of the park premises, and approval of the license renewal by the Board of Aldermen.

At the time of this report, only 2 of the 3 active parks have applied for license renewal:

Central Missouri Investments - 703 S. Pershing

- Received application.
- Passed inspection.

Truman Main Properties - 307 E. Truman

- Received application.
- Water service has been disconnected for nonpayment since March 28, 2023.
- There are numerous other issues at the property that have not been addressed in order to pass inspection.

Glen Sapaugh – 101 N. Park St.

- Application has not been received.

DEPARTMENT'S RECOMMENDED MOTION:

Move to approve the Mobile Home Park License for Central Missouri Investments located at 703 S. Pershing.

Staff Summary Report

MEETING DATE:	June 27, 2023
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	Employee Manual

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval of Revised Employee Manual
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The most recent overhaul of the City's Employee Manual was from 2013. Since then, there have been numerous individual "policies" adopted but they were not incorporated into the Employee Manual. This created a situation where there were various "policies" out there, and you never knew when one was going to appear, creating a difficult and frustrating situation related to HR functions.

The Employee Manual presented here is the culmination of over a year of revisions by multiple entities and individuals. First, People Centric performed a round of revisions, that revised version was then sent to Cunningham, Vogel and Rost, a Municipal Attorney firm from St. Louis to have their Employment Law associate review and make recommendations. From there the recommended changes and comments have been reviewed and researched by the Management Team.

The Employee Manual is presented without the Drug Policy sections. Given the recent changes surrounding the legality of marijuana, there needs to be a focused effort put into development of the City's Drug Policy, more than we were able to accomplish to date, so it was determined to propose approval of the rest of the policy and reserve the Drug Policy portions for when we can devote additional resources to those portions of the policy.

PROCUREMENT

N/A

FISCAL IMPACTS

Fiscal Impacts are generally related to the increase in leave time (sick, vacation and personal days) included in this revision to the Manual. There are also impacts related to employment physical exams.

SUPPORT DOCUMENTS:	City of Salem Employee Manual June 2023
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DEPARTMENT'S RECOMMENDED MOTION:	Move to adopt the City of Salem Employee Manual dated June 2023.
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City of Salem Employee Manual

June 2023

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Employee Manual Revisions and Adoptions

This Employee Manual was adopted by the city and approved by the Board of Alderman in June of 2023. Below is a list of revisions to individual sections and dates of approval.

For all changes made to the Employee Manual, once approved by the board, the City Clerk will distribute the revised policy and update this chart. The date the City Clerk distributes the revision will be the date the changes are adopted and implemented by the City of Salem.

Section Heading	Date Approved by Board	Date Adopted and Implemented

Welcome to the City of Salem

Thanks for joining us!

I would like to welcome you to our team. You and your co-workers are the most important asset we have at the City of Salem. We depend on each other, and that now includes you, to provide the best service(s) and customer care possible. You read that right, customer service is what we ultimately do here at the City. This manual will help you understand the rules and policies which ensure we are improving every day the customer care we provide to our community.

The City of Salem is striving to set new standards and goals to ensure our success. The most recent decision was hiring you, and we are certain we made the right choice. New members to our team help us by adding new strengths and skills to our combined potential.

The City of Salem was originally incorporated in 1860. That is a longstanding foundation from which to launch great possibilities for our community. I hope that you are looking for ways to contribute and grow with us as our newest team member.

Once again, welcome to the team. I hope you find this is a good fit for you and through your employment here, I hope you will reach your goals and help us reach ours.

Respectfully,

Sally Burbridge
City Administrator

About The City of Salem

Salem was incorporated in 1881 with an original area of one square mile and a population of 120. By 2020 the population has grown to over 4,608, while annexation has resulted in a total area of nearly 12 square miles.

The Mayor and Board of Aldermen, which is composed of elected representatives of the people, pass all ordinances and determines the general goals of the city. To help carry out its decisions, the Board of Aldermen appoint a City Administrator to carry out and oversee the day-to-day operations of the city.

The City Administrator is directly responsible to the Board of Aldermen for the work of the city departments. Every City employee is assigned to one of these departments.

Knowledge of the City of Salem

After having learned to competently perform your own duties, your next step is to familiarize yourself with other City of Salem activities. This can prove valuable to you, our citizens and the City of Salem as well. The city may provide additional "cross-training."

Knowledge of the services of the city will help you be prepared when citizens ask questions. Our citizens' confidence in you increases as you are able to answer their basic questions. However, please don't pretend you know the answer or try to guess the answer when you are uncertain. If you are unsure of the correct information, refer the inquiry to your Department Head, or to a person who is more qualified to respond.

Serving our Community and Customers

The success of the City of Salem depends upon the quality of the relationships between the City, our employees, our citizens, our suppliers and the general public. The people who serve them primarily form our citizens' impression of the city. In a sense, regardless of your position, you are a representative of the city. The more goodwill you promote, the more our citizens will respect and appreciate you and the City of Salem.

Here are several things you can do to help give citizens a good impression of the City of Salem:

- Act competently and deal with citizens in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on work orders, requests, and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.

These are the building blocks for your and the City's continued success. Thank you for adding your support.

Affirmative Action Plan

The city assures that it will take appropriate non-discriminating recruiting measures such as, but not limited to:

- Placing employment advertisements in newspapers which serve the largest number of minority group people in the recruiting area;
- Maintaining systematic contacts with minority and human relations organizations, leaders and spokesmen to encourage referral of qualified minority applicants;
- Encouraging present employees to refer minority applicants;
- Making it known to all recruitment sources that qualified minority members are being sought for consideration for office work, manual labor, and other skilled and semi-skilled positions within the city when vacancies or creation of new positions arise.

The city assures that it will take appropriate non-discriminating hiring measures such as, but not limited to instructing personally those staff who make hiring decisions that minority applicants for all jobs are to be considered without discrimination.

The city assures that it will make use of training programs to help equalize opportunity for minority persons such as, but not limited to actively encouraging minority employees, as well as others, to increase their skills and job potential through participation in available training and education programs.

The city assures non-discriminatory placement and promotion by taking measures such as, but not limited to:

- Instructing personally those staff who make placement and promotion decisions that minority employees are to be considered without discrimination;
- Encouraging the promotion of minority employees who have increased their skills and job potential in accordance with the City's affirmative action policies and promotion policies.

The City assures non-discrimination of pay, other compensation and working conditions by taking appropriate steps such as, but not limited to:

- Examining the rates of pay and fringe benefits for present employees with equivalent duties and adjusting any inequities;
- Not reducing the compensation of existing employees who have been converted to on-the-job training status.

The city assures that it will follow through with questioning, verifying, and making whatever changes or additions to the City's affirmative action program that may be necessary to assure effectiveness.

Physical Examinations

The City of Salem reserves the right to require an applicant to participate in a post-offer, pre-employment physical examination to determine the applicant's fitness to perform his/her essential

job functions. All such physical examinations shall be conducted by a licensed physician and paid for by the City. Your employment is pending the outcome of your physical examination.

Equal Employment Opportunity

The City of Salem has a long-standing record of nondiscrimination in employment and providing employment opportunity regardless of race, color, religion, creed, national origin, ancestry, disability, sex, age, or any other classification protected by federal, state, or local laws. The Board of Alderman has issued the following policy stating the City's views in this matter:

It is the policy of the City of Salem to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, marital status, disability, veteran, or draft status;
- Comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). The City of Salem will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.
- Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.
- Achieve understanding and acceptance of the City of Salem's policy on Equal Employment Opportunity by all employees and by the communities in which the City operates;
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted; and
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

At this time, the City of Salem would like to reaffirm this policy and call upon all personnel to effectively pursue the policy as stated.

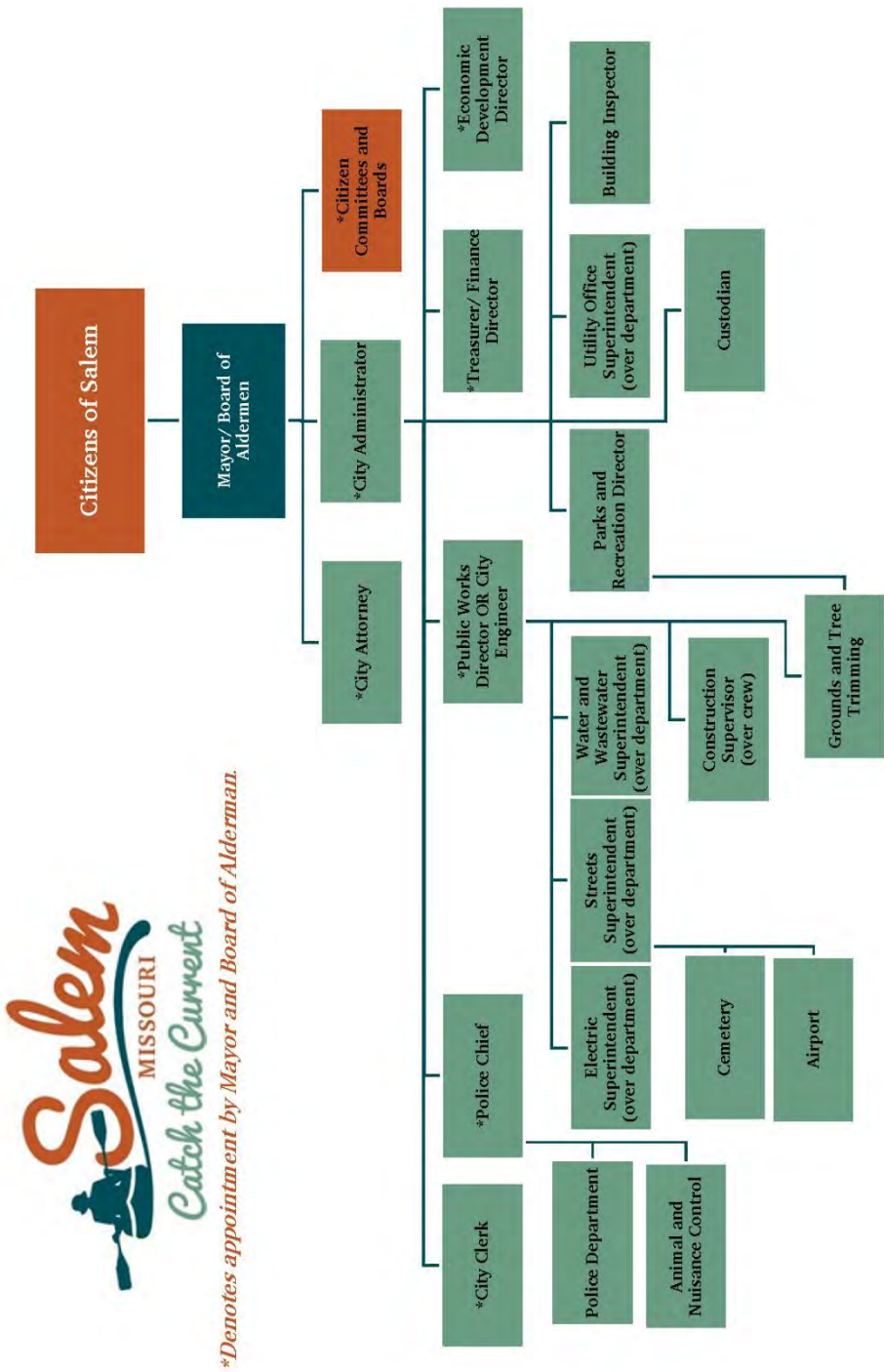
Please check the employee information area in each department for all related equal opportunity and job announcements.

Any employees, including Department Heads, involved in discriminatory practices will be subject to disciplinary action up to and including termination.

At Will Employment

All employment and compensation with the City of Salem is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the city or yourself, except as otherwise provided by law.

Organizational Chart



**Denotes appointment by Mayor and Board of Alderman.*



Purpose of This Manual

This manual has been prepared to inform you of the City of Salem's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee. As such, the policies in this manual apply to all appointed officials and staff.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange between us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

It is your responsibility to read this manual carefully and refer to it whenever questions arise. It is your responsibility to ask questions about anything that is unclear and work to resolve issues or find clarification with your Department Head.

The City's policies, benefits, and rules, as explained in this manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. When provisions are changed, you will be given replacement pages for those that have become outdated and shall be asked to acknowledge receipt of the same.

Neither this manual nor any of the City's policies should be taken as creating an employment contract, guaranteed or continued employment, a right to termination only "for cause", or any other guarantee of continued benefits or employment. Nothing within this is intended nor shall it be interpreted to expand or limit the protections afforded to employees under applicable law and all provisions within this Manual will be interpreted by the City in accordance with all applicable federal, state, and local laws.

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this manual.

City Administration Hours

The City of Salem's and the wide variety of services provided results in many variations of the "business hours". The City Administrative hours are 8 A.M. to 5 P.M., Monday through Friday.

Inclement Weather

The City of Salem, Missouri feels the safety of city employees is of the utmost importance during inclement weather so therefore have developed a policy authorizing the Mayor, or in the absence of the Mayor, the President of the Board of Aldermen, to declare a work day delay, early dismissal or cancellation.

Decisions to close city offices will be communicated through local print, radio and social media.

Definitions:

- Delay/Early Dismissal – City of Salem offices are officially "open" for regularly scheduled hours. The work delay and early dismissal are treated as a grace period for support employees to report to work or leave work early. Essential personnel are to report and remain on duty in accordance with regularly scheduled hours, regardless of the work delay or early dismissal, to provide for continuity of city functions and services to the public, unless otherwise released by the Mayor or President of the Board of Aldermen.
- Cancellation – In instances where all or any part of the workday is cancelled, City of Salem offices are officially "closed", with the exception of the essential functions. Only "essential personnel" required to discharge these functions are required to report to work.
- Essential Personnel – The police department and public works employees working on clearing streets, maintaining utility service, or supporting needed cemetery services are expected to report to work or remain on duty regardless of any inclement weather-related decision affecting the work schedule of other city employees, unless released by the Mayor or President of the Board of Aldermen.
- Support Personnel – Personnel not required to report to work or remain on duty as provided under the terms of delay, early dismissal, or cancellation of work as prescribed by the Mayor or President of the Board of Aldermen.

Accounting for employee work time – see **Wages and Salaries, Inclement Weather**

Probationary Period

Your first six (6) months of employment in the City of Salem are considered a probationary period, and during that period you will not accrue the benefits described in this manual unless otherwise required by law. This probationary period will be a time for getting to know your fellow employees,

your Department Head, and the tasks involved in your job position, as well as becoming familiar with the City's services. Your Department Head will work closely with you to help you understand the needs and processes of your job.

During this probationary period, the city will evaluate your suitability for employment, and you can evaluate the city as well. If at any time during the probationary period, the supervisor determines that the services of a city employee have been unsatisfactory, the employee may be separated from his position without the right to appeal or a hearing. The employee will be notified in writing of the separation.

Each City employee receiving an appointment or a promotion to a position in the service of the City must serve a probationary period of six (6) months before his appointment or promotion shall be considered permanent. If the employee fails to meet the required standard of performance, they are to be dismissed, or if they are a promoted regular employee, they may be restored to the position from which they were promoted or to a comparable position. During the probationary period of a new employee, the employee is not eligible for employee fringe benefits, such as sick leave and vacation, but will earn credit for those to be taken at a later date after the completion of the probationary period.

However, after three (3) months of employment an employee does qualify for health care benefits. Wages for designated holidays falling within the probationary period will be paid to employees serving the probationary period.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause." If there is reason to believe that the employee may develop the ability to perform satisfactorily by an extension of the introductory period, the Department Head may grant an extension, not to exceed ninety (90) days. In addition, the employee must have completed his/her General Diploma or High School Equivalence before the end of the probationary period if they have not previously done so.

At the end of each employee's introductory period or extension of said period, the supervisor of the employee shall complete an employee evaluation and notify the City Administrator in writing that either:

- The employee has successfully completed his introductory period and is capable of performing the duties of the position satisfactorily and is henceforth to be considered a regular employee with all rights and privileges due him/her;
- or the employee has not demonstrated ability to perform satisfactorily the duties of the position and the probationary period is to be extended or the employee is to be separated from City employment, or if promoted from another position returned to the previous or a similar position.

A former employee who has been rehired after a separation from the City is considered an introductory employee during the six (6) months following rehire.

Personnel Administration

The task of handling personnel records and related personnel administration and human resource functions at the City of Salem are shared between the City Clerk and the City Administrator. Questions regarding insurance, wages, and interpretation of policies may be directed to your department head, and then can be elevated to the City Clerk or City Administrator if further clarification is needed.

Your Personnel File

Keeping your personnel file up to date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please be sure to notify your Department Head or the City Clerk as soon as possible:

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record or status of driver's license, if you operate any of the City of Salem vehicles
- Military or Active Reserve
- Medications that can affect your ability to perform your job
- Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under the City of Salem's benefits package could be negatively affected if the information in your personnel file is incorrect.

You may see information that is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please ask your Department Head to make arrangements for you with the City Clerk.

Proof of U.S. Citizenship and/or Right to Work in the U.S.

Federal Law requires all employers to maintain a completed Immigration and Naturalization Service (INS) eligibility verification statement (form I-9) for every employee. This form confirms that the individual being hired is legally eligible to work in the United States and is the same person whose name appears on the papers of documentation.

The City of Salem is committed to employing only United States citizens and aliens who are authorized to work in the United States and comply with the Immigration Reform and Control Act of 1986.

As a condition precedent of employment, each new employee must present identification as indicated by INS and properly complete, sign, and date the first section of the Immigration and Naturalization service form I-9. Failure to do so will prevent the employee from working until the

documentation is completed.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to the City of Salem from time to time. Any changes in your driving record must be reported to your Department Head. It will be the responsibility of the Department Head to forward the information to the City Clerk or City Administrator. Failure to do so may result in disciplinary action, including possible dismissal.

CDL Requirement

Many of the positions within the City of Salem require a Commercial Driver's License (CDL). If a CDL is required for your position it will be listed as a required license or certification in your job description, and you will be required to present and maintain a CDL license as a requirement for employment. Should you fail to maintain these qualifications, you may be subject to dismissal. The Electric Department personnel CDL must be air brake certified.

Dress Code

Personal appearance should be a matter of concern for each employee. Business attire for non-uniform Employees shall conform to standards of good taste and professionalism. You will be required to leave your workplace until you are properly attired. You will not be paid for the time you are off work for this purpose. Anyone who violates this standard will be subject to appropriate disciplinary action.

Uniforms

The city provides uniforms for specific departments and requires them to be worn, unless you have received prior authorization in writing from your Department Head.

Everyone within the department must be dressed in the same uniform, with the exception of the Department Head or any employee on special assignment with the authorization of their Department Head. This refers to long sleeves, short sleeves, or authorized City of Salem safety hoodies and/or t-shirts.

You are not permitted to alter the uniform in any manner. If the uniform is altered or damaged for any reason, other than a work-related incident, you will be required to pay for the cost of the altered/damaged garment and subject to disciplinary action.

Upon termination of employment, all uniform pieces and safety equipment must be returned to the employee's supervisor in good condition before a final paycheck will be issued. If uniform or safety items are missing or in disrepair, the cost of these items will be deducted from the employee's final paycheck.

Safety Equipment

When working in the street you are required to wear a yellow City of Salem safety hoodie or t-shirt or a yellow or orange high visibility traffic vest provided by the city. You are also required to place traffic cones and/or barricades around your vehicle(s) and other equipment, including any open ditches or trenches.

When working in a bucket truck or in an elevated position you are required to wear an approved safety harness, properly attached to the truck or other equipment, and a hardhat provided by the city. You are never allowed to be in the bucket of a bucket truck when it is moving on the roadway. When working in a ditch deeper than four feet you are required to wear a hardhat provided by the city. In addition, when using any type of power tool, you are required to wear safety glasses. Any violation of this policy is subject to disciplinary action.

Some departments have additional safety standards, and each employee is expected to comply with the safety standards within the department in which they are working.

Employment Classifications

Full-Time Employees

At the time you are hired, you are classified as full-time, part-time, or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Manual apply only to full-time employees. All other policies described in this Manual and communicated by the City of Salem apply to all employees, with the exception of certain wage, salary, and time off limitations applying only to "non-exempt" (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your Department Head.

An employee who has successfully completed the introductory period (see the Employment Policies section for definition) of employment and who works at least forty (40) hours per week is considered a full-time employee.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work to a full-time position, if you were not on layoff for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return to that position or equivalent, you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than a regular thirty (30) hour work week is considered a part-time employee. The standard work week is from Thursday morning through Wednesday night. If you are a part-time employee, please understand that you are not eligible for the benefits described in this Manual, except as granted on occasion, or to the extent required by provision of state or federal laws.

Temporary Employees

From time to time, the City of Salem may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed seven (7) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for the benefits described in this Manual, except to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than forty (40) hours during any work week will receive overtime pay.

"Non-Exempt" and "Exempt" Employees

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40) per work week. These employees are referred to as "non-exempt" in this Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Please see the "Wage & Salary Policies" in the "Compensation & Performance" section of this Manual for a full description of overtime payment policies.

Exempt employees are the City Administrator, Department Heads, Public Works Director, professional staff to include City Engineer, City Clerk, Finance Director, and the Economic Development Director, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted.

Time and Attendance Policies

You are expected to be at your work area and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your work until the end of your assigned work hours, except for approved breaks and lunch.

Regular City Employees

The normal work week consists of five (5) days, eight (8) hours long, Monday through Friday. Your schedule of daily work hours will be given to you by your Department Head. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your Department Head.

Police Department Employees

The Salem Police Department will follow the Salem “Personnel Policies and Procedures Manual” for most general applications. However, certain applications of policies/procedures are unique to a Police Department. In any case of conflict of policies, The Salem Police Department Policies and Procedures will supersede those of the Salem Personnel Policies and Procedures Manual.

Public Works Employees

Public works employees have working hours that vary considerably due to the nature of the activities. Most cemetery, park, and public works employees' normal operating hours are 8-hour shifts with lunch and breaks to be determined by the Department Head, Monday through Friday.

Public works employees will need to refer to their Department Head for further information regarding shifts and attendance requirements.

Breaks/Rest Periods

You shall receive two (2) fifteen (15) minute or one (1) thirty (30) minute rest breaks each day. Normally these rest breaks will be scheduled in mid-morning and/or mid-afternoon. These will be determined by your Department Head. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times. Always be sure to return to work on time at the end of any break. These breaks are paid breaks, and you are not required to clock in or out for these break periods.

In the unlikely event of an emergency or unusual condition, your Department Head may ask you to change or postpone your break in order to finish a particular project.

Lunch Period

The time when lunch periods are scheduled varies between departments, depending on the needs of each department but will be no more than one (1) hour. Your Department Head will give you your unpaid lunch period schedule.

You are not allowed to “skip lunch” to make up any hours, to leave early, or to come in late without prior authorization from your Department Head.

Lunchroom Facility

For your convenience and comfort, the City of Salem provides a break room equipped with ample seating, microwave ovens, and a refrigerator for employees who want to bring their lunch from home. This area is for everyone's use. It is your responsibility to do your part in keeping this facility clean and sanitary. Please clean up after yourself and kindly remind others if you see them not keeping up with the teamwork.

Unexpected Absence or Tardiness or Inability to Complete a Shift

If you are unexpectedly unable to report to work, or if you will arrive late, you must personally contact your Department Head immediately. If you are unable to get a hold of your Department Head, contact the City Administrator to advise of your absence or the tardiness.

- Give your Department Head as much time as possible to arrange for someone else to cover your position until you arrive.
- If you know in advance that you will need to be tardy or leave early, you should discuss this with your Department Head as soon as you can.
- You must contact your Department Head no later than the beginning of your scheduled shift unless circumstances prohibit the same.
- If you know in advance that you will need to be absent, you are required to request this time off directly from your Department Head.

Absence from work for one (1) day without notifying your Department Head or the City Administrator (no call, no show) will be considered a voluntary resignation unless the City has reason to know it is a protected leave or for other good cause as determined by his/her Department Head.

Excessive Absenteeism or Lateness

Five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question in accordance with applicable law. Tardiness or leaving early is as detrimental to the City of Salem as an absence. Three (3) such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness, or leaving early may lead to disciplinary action, up to and including dismissal depending on the circumstances.

Record of Absence or Lateness

Your Department Head will make a note of any absence or lateness, and the reason, in your confidential personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.

Paid Time Off Benefits and Policies

Regular, full-time employees have some paid time off benefits. We provide:
Paid vacation time off accrual.

Paid sick time off accrual.

Except for a holiday, time off for any reason during a working day will count against your allotted sick days or vacation time, as appropriate, in hourly, quarter day, half day, or full day increments as requested by the employee. Thereafter, unless specifically exempted, any time off will be without pay and may lead to disciplinary action, up to and including dismissal depending on the circumstances.

Eligibility

If you are a full-time employee, you will enjoy all of the paid time-off benefits described in this manual as soon as you meet the eligibility requirements for each particular paid time-off benefit.

No benefits are available to you during your introductory period, except as otherwise provided by law. One exception to this is health care benefits. City employees are eligible for health care benefits after three months of employment.

Temporary employees are not eligible for benefits.

Vacations

Only regular full-time employees are eligible for paid vacation. Full-time employees holding a permanent status position are eligible to accrue vacation for each calendar week of service from the date of hire. However, employees are not eligible to use or be paid for vacation time during their introductory or probationary period. The vacation accrual rate is based on your length of employment, as follows:

Years Of Employment	Per Week Accrual Rate (In Hours)	Total Accrual Per Year (In Days)
Up to 1 (one)	.77	5 (40 hours)
2 (two) through 4 (four)	1.54	10 (80 hours)
5 (five) through 9 (nine)	2.31	15 (120 hours)
10 (ten) through 14 (fourteen)	2.77	18 (144 hours)
15 (fifteen)+ years	3.08	20 (160 hours)

Vacation Policies

All full-time employees of the City of Salem who have accumulated vacation are encouraged to use that time.

Any or all of the unused vacation time may be accumulated until the total amount of vacation available to the employee is equal to two (2) times the amount of vacation earned by the employee in the previous year. No additional vacation time shall accrue until such time that the employee uses vacation time.

Any or all of the unused vacation time may be “cashed in” for pay on the employee’s anniversary date at their normal rate of pay. Any unused vacation time is paid out upon termination, voluntary or

otherwise.

Holidays

Only full-time employees are eligible for holiday pay.

Recognized Holidays

All full-time employees of the City shall receive normal compensation for the thirteen legal holidays listed below and any other days or part of a day during which the public offices of the City shall be closed by special proclamation of the Mayor with approval of the Board. The following holidays are recognized by the City of Salem as paid holidays:

New Year's Day	January 1st
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11th
Thanksgiving Day	Last Thursday in November
Day after Thanksgiving Day	Last Friday in November
Christmas Eve Day	December 24th
Christmas Day	December 25th

Holiday Policies

The Police Department does not cease operation during these days. If a holiday falls on a Saturday, the Friday before the holiday will be observed. If a holiday falls on a Sunday, the Monday after will be a holiday.

If a holiday occurs during your scheduled vacation, you are permitted to take an extra day of vacation or be paid for that holiday and not have it count as vacation.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy. You are not eligible to receive holiday pay when you are on a leave of absence.

Paid Sick Time

These general guidelines shall be considered administrative rules and regulations and shall be adhered to as closely as possible by all departments with regard to the use and accrual of Sick Time. Authorizing Officers include the Mayor, Board of Aldermen, and City Administrator.

Sick Time Accrual

Years Of Employment	Per Week Accrual Rate (In Hours)	Total Accrual Per Year (In Days)
Up to 1 (one)	.92	6 (48 hours)
2 (two) + years	1.85	12 (96 hours)

- Up to thirty (30) days sick time may be accumulated by each employee or, at the option of the employee, any unused sick time may be paid on April 1st of each year hereafter.
- Sick time shall not accrue to any employee while he/she is on leave-of-absence without pay.

Use of Sick Time

- Unless circumstances prohibit the same, employees needing to take sick time should notify their supervisor as far in advance of the starting time as possible but no later than one (1) hour before the normal starting time of the first working day of absence and, if possible, on each succeeding sick day. Failure to do so may result in sick time not being granted and possible disciplinary action.
- Sick time taken for three (3) or more consecutive workdays will require a statement from a medical physician.
- Sick time may be used for the employee or a dependent family member.
- When an insufficient sick time balance remains to cover the absence of an employee, the remainder shall be charged to accumulated vacation, if there is no accumulated vacation time available, the time away from work will be unpaid.
- Upon termination of employment with the City of Salem, the employee's accrued sick time will be paid at their normal rate of pay.
- Sick time will not be used for purposes to compute overtime.
- Abuse of the sick time privilege can result in dismissal.

Returning to Work after use of Paid Sick Time

If you are absent five (5) or more days because of your own illness and are under the care of a physician during that time, you will be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Funeral (Bereavement)

You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of an eligible member of your immediate family. Eligible members of your immediate family include wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, stepmother, stepfather, brother-in-law, or sister-in-law. Only regular full-time employees are eligible for paid funeral leave.

With your department head's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, a day of earned vacation or sick leave may be used for this purpose.

Paid time under this policy is given over and above any time allowed and earned under our personal leave policy, meaning that any approved bereavement leave does not count against your personal accrued leave.

Pay for a funeral leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

An excused absence for family death may not be retroactive, postponed, or split.

Election Day

Under Missouri law an employee is entitled to three hours off from work with pay in order to vote, unless the employee has three consecutive hours of nonworking time while the polls are open. The provision applies to any election in which the employee is eligible to vote.

Prior to Election Day, the employee must notify their Department Head that time off is needed. The Department Head has the right to specify the three hours that may be taken off. No employee may be discharged or otherwise penalized for taking time off to vote (MO Rev. Stat. 115.639)

Jury Duty

An employee shall be granted leave with pay when required to be absent from work for jury duty or as a trial witness. Compensation for such leave shall be limited to the difference between pay received for this service and normal duty pay. Employees must endorse stipend check to the city.

Upon receiving a notice for jury duty, you must provide us with a copy of the notice as soon as possible.

You must report for work if you are released from jury duty before the end of our workday or if you are temporarily released from jury duty.

Administrative Leave

Exempt employees do not receive overtime, however, are expected to work no less than forty hours per week. As compensation for additional hours worked over forty each exempt staff will accrue 1.54 hours of administrative leave per week in addition to their normal vacation and sick time accrual.

Unpaid Time Off Policies

Under the following circumstances, an employee may take time off without pay while still retaining their employment at the City of Salem.

Unpaid Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with the City of Salem but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence.

There are several types of unpaid leaves which you may be eligible for:

Family Medical Leave of Absence (FMLA)¹

Refer to City of Salem's separate FMLA policy.

Educational Leave of Absence

The City Administrator may authorize special leaves of absences, with or without pay, for any period not to exceed six calendar months in any one calendar year for attendance at a school or university for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the City service.

Military Leave of Absence

The City of Salem complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) will not discriminate against individuals on the basis of membership in the uniformed services.² Therefore, military leave of absence will be granted to employees who are absent from work due to service in the United States uniformed services.

An employee who is a member or who may become a member of the National Guard, or Air National Guard of Missouri, or any organized component of the Armed Forces of the United States shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits, to which otherwise entitled, for all periods of military services during which they are engaged in the performance of duty or training in the service of this state at the call of the governor and as ordered by the adjutant general without regard to length of time, and for all periods of military services during which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of one hundred twenty hours in any federal fiscal year.

² Nothing within this Section is intended nor shall it be interpreted to expand the protections under USSERA. All terms used in this Section shall have the same definition and meaning as under USSERA statutes and regulations. This Section is intended to provide an explanation of the protections under USSERA and explain the City's procedure for granting and monitoring USSERA leave and has been drafted to comply with USSERA. The City shall apply and interpret this Section consistent with the laws and rules in effect. The full text for USSERA may be obtained from the City Clerk, assigned designee, or online at www.dol.gov.

Employees on longer military leave “not to exceed five (5) years” must apply for reinstatement in accordance with USERRA and all applicable state laws. In addition, subject to certain exceptions permitted by USERRA, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or in the position which the employee was employed on the date of commencement of the service, or in a comparable position, depending upon the length of military service and other factors allowed under USERRA. Such employees will be treated as though they were continuously employed for purposes of determining seniority and benefits based upon length of service.

Wage & Salary Policies

The City of Salem applies the same principles of fairness and external comparability to all employees, regardless of organizational level, sex, religion, national origin, age, color, race, or any other characteristic protected by law.

Basis for Determining Pay

Your pay is influenced by the following factors:

- The nature and scope of the job
- Individual performance
- Available budget dollars

Pay Period & Hours

Our payroll work week begins on Thursday at 12:01 a.m. and ends on Wednesday at 12:00 midnight.

Pay Cycle

Payday is normally on Wednesday for services performed for the one (1) week period ending the previous Wednesday at 12:00 midnight.

Efforts will be made to communicate any changes in advance that would interfere with the normal payday.

Paycheck Distribution

Direct deposit is required of all employees and payroll checks will be deposited directly into an employee's chosen financial institution.

Overtime Pay and Compensatory Time

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your Department Head. Working overtime without advance approval shall result in disciplinary action up to and including termination. When you are asked to work overtime, you are expected to cooperate as a condition of your employment.

The standard work week for employees, other than exempt employees, is five (5) days or a total of forty (40) hours per week. Exempt employees should work those hours necessary to assure the satisfactory performance of their departments, but not less than forty (40) hours per week. Exempt employees shall not be entitled to overtime pay under the provisions of this section.

The Department Head shall assign to each employee regular work duties and responsibilities, which can normally be accomplished within the established workday and work week. However, occasionally some overtime work may be necessary for proper performance of work duties and responsibilities.

When employees are required to work extra or prolonged shifts, the Department Head may authorize compensatory time off, if possible, or overtime pay in the event that the Department Head

is unable to provide the employee with time off. If providing compensatory time, the Department Head shall announce that compensatory time not overtime will be provided prior to the employee agreeing to work overtime. The rate of pay for compensatory time off or overtime shall be one- and one-half times the employee's regular pay scale basis. Holiday and vacation days will be considered actual hours worked when computing overtime for all full-time hourly employees.

Compensatory Time is capped at the Federal Cap of 240 hours.

Weather Compensatory Time

There are many essential City of Salem functions and services that are expected to continue to operate during inclement weather conditions. If the Mayor or President of the Board of Aldermen declares an inclement weather-related work delay, early dismissal, or cancellation, compensation for employees will be calculated as follows:

1. Support personnel not required to work during a work delay, early dismissal, or cancellation will receive pay for their normal daily schedule at the employee's normal rate of pay. Employees should report all hours actually worked for the day on time cards and use pay code WTHR for any hours of the day covered by a delay, early dismissal, or cancellation of work to offset the number of hours worked in the normal daily schedule. The total number of WTHR hours cannot exceed the number of hours in the scheduled workday. Any employees who do not report to work for the day will be required to charge such absences to appropriate accumulated leave time or if necessary, leave without pay for that portion of the day not covered by WTHR time.
2. Essential personnel who are required to work during a work delay, early dismissal, or cancellation will, in addition to compensation for actual hours worked (including overtime, if eligible), be allowed comparable time off from work with approval of the employees' supervisor, for their normal scheduled daily hours, within the six (6) month period following the work delay, early dismissal, or cancellation. However, in no event shall time off be authorized in such a manner as will result in the payment of overtime compensation.

Work Performed on City Holidays

Full-time "non-exempt" employees who work on a city holiday will receive their normal wages for the paid holiday, plus they will be paid their overtime rate for hours worked, if the time worked qualifies for overtime pay or compensatory time.

Individual Pay

An individual's pay will depend on his/her sustained performance over time. Through individual performance and by increasing job responsibilities or moving to higher level jobs, designated by your Department Head, pay may be increased. Merit increases from one step to the next are only considered after the employee has received his/her annual performance evaluation and has received at least a rating of standard.

Computing Pay of Salaried Employees

Should you be one of our "salaried" employees whose pay is not based on an hourly rate, there may

be times when it is necessary to compensate you for some daily or hourly pay. When this is necessary, the City will compute your time on the basis of a forty (40) hour work week.

On Call-Back Pay

Occasionally, you may be assigned by a supervisor or Department Head to return to work after you have left the premises for the day. If you are on-call, the period for such service will be one week starting the last day of the previous pay period after working hours and you will be compensated \$25 per day for each day that you are on-call. Staff who are on-call will not be allowed to use vacation or other leave without prior approval by their Department Head and City Administrator. If you are called into work during this time, you will be guaranteed a minimum of two (2) hours of pay. If you work longer than two (2) hours, you will be paid for the time you actually work.

All on-call assignments must be made by a Department Head. When an employee is assigned to be on-call, the employee must not travel outside of the area or to a location that would prevent him/her to respond to a call for service. The employee must have a communication device with him/her at all times during their assigned call out period, 24-7, so that they can be reached in case of a call out. In addition, the employee must remain drug and alcohol free during the entire on-call assignment, so they are physically able to respond to a call for service and be able to drive a vehicle. Employees may not make arrangements for others to assume their on-call duties without a supervisor's approval.

If the on-call employee does not respond for any reason to a call for service, within 30 minutes, the employee forfeits all on-call compensation for that day except for any hours actually worked. In such an event, the on-call compensation will be paid to the employee that responds to the call for service, along with any overtime accumulated as a result of the call for service.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your Department Head immediately. He or she will take the necessary steps to research the problem and to ensure that any necessary correction is made properly and promptly.

Mandatory City, State, and Federal Deductions

The City of Salem is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the City clerk immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

The city requires the employees to contribute to the LAGERS pension plan. This deduction, to be withheld from your paycheck, will be made at the rate of 4 percent of gross pay. Such withholding for LAGERS will begin when the employee's probationary period ends.

Wage Assignments (Garnishments)

In the case of a court-ordered deduction, this will be taken from your paycheck automatically. You will be notified that the garnishment has been ordered.

According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Insurance Coverage Benefits and Policies

Eligibility

If you are a full-time employee, you will enjoy all the insurance benefits described in this manual as soon as you meet the eligibility requirements for each particular insurance policy.

Part time, Seasonal, and Temporary employees are not eligible for insurance benefits, unless otherwise stated by law and are eligible for Government Required Coverages.

Group Insurance

The City of Salem is interested in the health and well-being of both you and your family. A comprehensive health and life insurance program is available for you and your family. All full-time employees are eligible for health insurance after three months of employment. All full-time employees are eligible for the group term life after six months of employment. At that time, you may choose to accept the insurance coverage, or not.

The City of Salem provides the following insurance benefits, as defined and limited in the literature provided by the insurance provider(s):

- Health Insurance
- Group Term Life Insurance

If you choose insurance coverage, our insurance company provides a booklet describing your benefits; a copy of this will be given to you when you join the program.

Health Insurance

The City pays a portion of the insurance premiums for full-time employees. For more information about Health Coverage and the portion to be paid by the employee please see the City Clerk. The employee will be responsible for 100 percent of the insurance premiums for any eligible dependents. This premium can be withheld through a payroll deduction.

In the event of your termination of employment with the City of Salem or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program (COBRA) for a limited period of time at your expense.

Life Insurance

If you are a full-time employee of the City of Salem, you are covered by our group life insurance. This insurance is payable in the event of your death from any cause, at any time or place, while you are insured. Payment will be made to the beneficiary, as designated by you. You may change your beneficiary whenever you wish by submitting the appropriate documents to the City Clerk. Refer to the literature provided by our current insurance company for details on your life insurance coverage.

Your life insurance will terminate when you cease to be employed as a regular full-time employee

eligible for the insurance.

Optional Additional Coverage

Employees may obtain additional insurance coverage for their family by making the appropriate application with the current provider and agreeing to a deduction from their paycheck to pay the additional premium. All premiums for such coverage will be the responsibility of the employee. Other insurance options are available at the employee's expense.

Government Required Coverage

Workers' Compensation

The Missouri Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by the City of Salem. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

The following steps must be followed in the event of an on-the-job accident:

1. All injuries, no matter how slight, must be reported immediately to your supervisor. If the supervisor is not available, the employee must contact the City Clerk to report the injury/illness.
2. Employees are required to fill out a Report of On-the-Job Injury/Illness Form within 24 hours of injury/illness.
3. Supervisors must fill out the Supervisor's Incident/Accident Report Investigation Report.
4. Have any witnesses write statements of what they heard or saw as soon as possible.
5. If applicable, take photos of the scene of the incident.
6. Employees are required to submit a drug test within 24 hours of the incident.
7. All medical appointments (excluding emergencies) will be approved and/or scheduled by the City Clerk.
 - a. Emergency Examples
 1. Acute spine/neck injury
 2. Amputation
 3. Broken/exposed bones
 4. Chemical Exposure
 5. Chest pain
 6. Electrocution
 7. Crush injuries
 8. Severe bleeding
 9. Severe burns
 10. Severe seizure
 - b. In the event the City Clerk is unavailable at the time of injury/illness, the department supervisor has the authority to approve appropriate medical care.

8. Employees must follow chain of command to assure consideration under Worker's Compensation Insurance, should complications develop later.

All injuries, no matter how slight, must be reported immediately following the above requirements.

Unreported on-the-job injuries may result in the loss of potential workers' compensation benefits and is a violation of this policy and will subject the employee to disciplinary action. Employees should contact the City Clerk with questions about the workers' compensation insurance program.

The City of Salem and its insurance carrier shall not be responsible for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

While on worker's compensation, an employee shall accrue vacation time and sick time.

Unemployment Compensation

The City of Salem provides unemployment insurance protection for its employees.

Social Security & Medicare

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the City of Salem is required to deduct this amount from each paycheck you receive. In addition, the City of Salem matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security and Medicare benefits.

Retirement Benefits and Policies

Retirement Plan

The City of Salem is a “political subdivision” as defined in Section 70.600 through 70.760, RSMo. and elects to have all its eligible employees who work at least 1500 hours annually, covered by the Missouri Local Government Employees’ Retirement System (LAGERS). Missouri LAGERS is a statewide, non-profit retirement system for local government employees. The program was created and is regulated by the Missouri revised statutes.

Following the employees’ introductory period of six months, all full-time employees will automatically become members of the Missouri LAGERS covered under the benefit program L-6.

The City of Salem currently elects that 100 percent of prior employment be considered for prior service credit in computing benefits and contributions to the system and requires the covered employee to contribute 4 percent of their gross wage.

The appointed payroll clerk is authorized and directed to deduct from the employees’ wages and salaries the member contributions as required by the plan and to promptly remit the deductions to the retirement system together with the employer contributions.

The benefits of the Missouri LAGERS plan are available to you in the City Clerk’s office. Please contact your Department Head to obtain a copy of this document for you. The details contained within these documents are the only benefits available and any interpretation or questions will be referred to LAGERS for resolution. Information can be obtained from the Missouri LAGERS at PO Box 1665, Jefferson City, MO 65102, (573) 636-9455.

The City of Salem also provides an Employee 457b plan. This is a voluntary program allowing employees to contribute additional amounts to their retirement planning. Interested employees should reach out to the City Clerk for the contact information for this plan.

Statement of Employee Retirement Income Security Act (ERISA) Rights

As a participant in the City of Salem Employees' Retirement Plan, you are entitled to examine the plan documents and the annual report and plan description filed with the U.S. Department of Labor. This inspection may be made during normal business hours; ask your Department Head to make arrangements for you with the City Clerk.

Employee Evaluations

The city believes in providing all employees with a fair and honest evaluation of their performance. Employee evaluations help develop a common understanding between employees and their supervisors about the performance factors and goals that will be measured. These evaluations are for the purpose of measuring employees' level of knowledge, skill, and progression as it relates to their job and the City's expectations, and to help employees develop to their full potential.

Employees shall be evaluated by their Department Head each year on or near the employee's anniversary of the date of hire. The Director of Public Works or the City Administrator shall conduct the evaluations of the Department Heads and the City Administrator shall conduct the annual evaluation of the Director of Public Works. The annual evaluation shall consist of a standardized evaluation form approved by the City Administrator. Employees may be evaluated more frequently at the discretion of their supervisor.

If an employee is found to be less than proficient, the Department Head and employee will define a growth plan for the employee's future performance. At the next evaluation, if the employee is still found to be less than proficient, the Department Head will discuss with the employee either a revised growth plan or disciplinary action which may result in termination. Nothing within this Section prohibits the City from terminating employment earlier if the circumstances justify the same in accordance with this manual.

Employee advancement and/or pay increases will be based upon a merit system relying on the employee's evaluation. While all employees may receive a Cost-of-Living Adjustment (COLA) if approved by the board during the annual budgeting process, only those scoring at a "Standard" or "Above Standard" level may receive merit increases after their annual evaluation. For supervisors, the properly completed evaluations of their subordinates shall be considered as part of their evaluation.

Workplace Safety and Welfare Policies

Anti-Harassment Policy

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the City of Salem expects that all relationships among people in the office will be business-like.

The City has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation as defined below. We will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the City Clerk.

These policies should not, and may not, be used as a basis for excluding or separating individuals of

a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the City of Salem prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Retaliation

The City of Salem encourages reporting of all perceived incidents of discrimination or harassment, as defined by law. It is the policy of the City of Salem to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

This definition is for guidance. Nothing within this definition or this Section or Policy is meant to, nor shall it be deemed to expand what legally constitutes sexual harassment.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends, or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s

work performance, or c) otherwise adversely affects an individual's employment opportunities.

Examples of harassing conduct includes, but are not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites, or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the City of Salem (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

The city encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The city recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

The individual who makes unwelcome advances, threatens, or in any way harasses another employee is personally liable for such actions and their consequences. The City of Salem will not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

These policies and procedures apply to all officers and employees of the City of Salem including, but not limited to full and part-time employees, elected and appointed officials, permanent and temporary employees, employees covered or exempted from personnel rules or regulations, and employees or contractors working under contract for the City.

Every individual listed in the preceding paragraph will be required to acknowledge his or her receipt of this policy in writing. A copy of that acknowledgment shall be kept on permanent file in the City. Department Heads shall also be responsible for ensuring that all employees under their direction are familiar with this policy.

It is the policy of the City that harassment, as defined herein, by any employee, commission member, board member, mayor, member of the public, or employees of outside organization will not be tolerated. This includes such situations as employment, promotion, wage and salary increase, and any other circumstances that might contribute to an intimidated, hostile, or offensive work environment.

Reporting

The following procedures apply to the filing of a harassment complaint. officers and employees of the City of Salem including, but not limited to full and part-time employees, elected and appointed officials, permanent and temporary employees, employees covered or exempted from personnel rules or regulations, and employees or contractors working under contract for the City have a right to circumvent the employee chain of command in selecting which of the following persons to whom to make a complaint of harassment.

- 1) Any employee who feels they have been subjected to harassment should immediately report the incident to their supervisor. If the supervisor is in any manner a party to the harassment, or does not respond to the employee's request, the employee may directly contact the city administrator. In the event the city administrator is the subject of the complaint, the employee may contact the Mayor. Every supervisor receiving a report that is made against an elected official, shall notify the City Administrator or Mayor.
- 2) Whenever possible, the initial report shall be in writing, setting forth the name of the individual making the complaint, the person(s) who is the subject of the complaint, the date(s) and the nature of the offending actions. The report shall be dated and signed by the employee making the complaint, and the supervisor or other person receiving the complaint. The employee making the complaint shall retain one copy and the person to whom the complaint is made shall retain one copy. If the employee is not contacted by their Supervisor, the City clerk, or the City Administrator within three business days of the filing of the complaint, the employee lodging the complaint shall make direct contact, in writing, with one of those officials.
- 3) Any employee who feels that any person or situation they are exposed to constitute harassment should immediately indicate to the individual(s) involved or their supervisor that the action, words, situation, or other circumstances are unwelcome, and the employee would like them/it to stop or be charged. However, employees are not required to confront the person they feel is harassing them.
- 4) All supervisors who have received a complaint of harassment shall immediately inform the City Clerk, or the City Administrator if the complaint is with the City Clerk, who shall conduct an investigation of the complaint and file a report with the City Administrator, or the Mayor if the complaint is with the City Administrator, (copy to the employee filing the complaint) indicating:
 - a. The findings of the investigation;
 - b. Names of involved individuals;
 - c. Date(s) of incident(s); and
 - d. Proposed action.
- 5) The City Administrator, or the mayor if the complaint is against the City Administrator, shall review the complaint and either approve the recommended action or present for implementation an alternate action.

The penalty for participating in harassment of any kind is as follows:

- 1) Any employee participating in harassment will be subject to strict disciplinary action, which may include termination of employment.
- 2) The Mayor and Board of Aldermen will address disciplinary actions concerning board

members, the Mayor, and members of the public.

Americans with Disabilities Act

It is the policy of the City of Salem that all programs and activities shall be accessible to, and usable by, qualified persons with disabilities, in accordance with the requirements of Section 504 and the ADA.

Workplace Violence

The City of Salem is concerned about the safety of its employees and is committed to maintaining a work environment that is secure and free from incidents of violence. The city will not tolerate incidents of violence; the city will give serious consideration to all reports of incidents of violence and initiate appropriate actions.

As used in this Policy, “incidents of violence” include, but are not limited to: unwelcome forceful, physical touching; intimidating, threatening or hostile actions; intimidating, threatening or hostile communication, whether verbal, non-verbal, or written, made in person, by mail, telephone, computer, facsimile or any other means; vandalism; arson; sabotage; unauthorized possession or use of a weapon on City property or any other similar acts or communication. Employees who engage in incidents of violence will be subject to disciplinary action, up to and including terminations of their employment, and possible criminal charges.

Employees who feel they have been subjected to any incident of violence should immediately report the incident to their supervisor or other management representative. All reports will be promptly investigated. Employees who act in good faith when reporting incidents of violence will not be subject to disciplinary action or retaliation. However, any employee who makes a false or misleading report relating to incidents of violence will be subject to disciplinary action, up to and including termination of employment.

Every employee of the City of Salem plays a role and has a responsibility in maintaining a work environment that is secure and free from incidents of violence.

Inspection of Packages

The City of Salem reserves the right to inspect all packages or closed containers brought into or taken out of the work area. Employees shall have no expectation of privacy in packages or closed containers brought into City facilities.

Security

Maintaining the security of the City of Salem buildings and vehicles is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise.
- When you are the last to leave the City's premises make sure that all entrances are

properly locked and secured.

Restricted Areas

In the interest of safety and security, certain portions of the City of Salem's facilities may be restricted to authorized personnel only. Such areas will be clearly marked.

Property & Equipment Care

It is your responsibility to understand and be able to competently operate the equipment you need to use to perform your duties. Good care of any equipment that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the City of Salem. If you find that a machine is not working properly or in any way appears unsafe, please notify your Department Head immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate equipment you deem unsafe, nor should you adjust or modify the safeguards provided.

Conflicts of Interest Policies

No employee may participate in any program operated by the City of Salem, which could result in monetary or financial gain to that employee. Exceptions to this policy include programs operated by the City of Salem that have regulations that all eligible applicants are treated equally regardless of their employment status with the City.

Political Activity

City employees shall not be appointed or retained on the basis of their political activity. City employees shall not be coerced to take part in political campaigns, to solicit votes, to levy, contribute or solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any municipal office. No City employee shall actively advocate or oppose the candidacy of any individual for nomination or election to any municipal office, but an employee may participate in political affairs at other levels of government, provided such participation does not adversely affect their performance as a City employee. Employees are encouraged to exercise their right to vote in municipal elections.

Failure to comply with these provisions is grounds for immediate dismissal.

Relatives in the Workplace

If you and members of your immediate family are employed full-time by the City of Salem, one may not supervise the other nor may they work in the same department. If the employees are unable to develop a workable solution, the City Administrator will decide which employee may be transferred in such situations. For purposes of this section, your immediate family is defined as wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, stepmother, stepfather, brother-in-law, sister-in-law, uncle, and aunt. Present employees shall not be discharged because of a violation of this section.

Employees working in the Personnel department may not be related to employees working within

that department.

Fraternization

Employees may date, develop friendships, and relationships both inside and outside of the workplace as long as that relationship does not negatively impact work. Adverse workplace behavior or behavior that affects the workplace that arises because of a personal relationship will not be tolerated.

The exception to this policy relates to managers and supervisors. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationship with employees who report directly to them may be perceived as favoritism, misuse of authority, or potentially, sexual harassment. Even if no improper conduct occurs, the relationship may cause gossip, hard feelings, dissatisfaction, and distractions among other employees in the workplace. The relationship may appear to other employees as an inappropriate use of a supervisory or managerial position. Any fraternization with an employee who reports to the manager or supervisor is prohibited. The fraternization that is prohibited by this policy includes dating, romantic involvement, and physically intimate relationships. A close friendship with a subordinate or persons who report directly to the supervisor or manager in any reporting relationship is also highly discouraged and may negatively affect the moral or effectiveness of the department.

Outside Employment / Moonlighting

If you are employed by the City of Salem in a full-time position, the city will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at the city.

Full and part-time employees thinking of taking on a second job, must notify their department head immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at the city nor pose a conflict of interest.

If you are a full time City employee, you must have prior written approval from the City Administrator to accept outside employment, whether part-time, temporary, or permanent. Approval shall not be granted when such outside employment conflicts or interferes, or is likely to conflict or interfere, with the employee's municipal service. Each change in outside employment shall require separate approval.

Employees may not engage in any private business or activity while on duty. No employee shall engage in or accept private employment or render any service for private interest when such employment or service is incompatible or creates a conflict of interest with his official duties.

Additional Policies

Personal Phone Calls

Employees may carry their personal cell phones at work, however the use of the phones needs to be limited to break times, lunch time, and emergency situations. Refer to the Cell Phone Policy.

City Meetings

On occasion, we may request that you attend a city or City-sponsored meeting. If scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee and the meeting is during your non-working hours and you decide to attend, you will be paid for the time you spend traveling to and from the meeting as well as for time spent at the meeting. (If you are qualified for overtime pay by virtue of working more than 40 hours that work week, then you will receive your overtime rate.)

Department Meetings

From time to time, your Department Head will schedule department meetings before, during, or after work. You are required to be at these meetings. They give you and your fellow workers a chance to receive information on the City of Salem events, to review problems and possible solutions, and to make suggestions about your department or your job.

Failure to attend these meetings may involve a penalty. (If you are qualified for overtime pay by virtue of working more than 40 hours that work week, then you will receive your overtime rate.)

Travel

You will be reimbursed for authorized expenses incurred on behalf of the City and when traveling on City business. All expenses must receive approval through submission of the Travel Reimbursement Form to your Department Head. Refer to the Travel Policy.

Use of City Vehicle

If you are authorized to use a city vehicle for City business, you must adhere to the following rules:

- You must be a licensed driver with a copy of your current license on file with the city.
- You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties and for following the manufacturer's recommended oil change schedule.
- You are responsible for paying any moving violation tickets. Also, please park appropriately - parking violations will not be paid or reimbursed by the city.
- You must keep the vehicle clean at all times and washed and vacuumed as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain receipt for reimbursement.
- You must not allow persons not authorized or employed by the City of Salem to operate or ride in a city vehicle.
- Prior to operation of any City vehicle, your Department Head will train you in the appropriate steps to take if you are involved in an accident - filling out the accident report, getting names of witnesses, etc.
- Under no circumstances shall family members or friends be transported in City owned vehicles, except in case of emergency or extenuating circumstances, as approved by the City Administrator.

Grievances and Problem Resolution

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. You can take the following steps:

1. First, talk to your immediate supervisor or department head. Your department head is most familiar with you and your job and is, therefore, in the best position to assist you. Your department head works closely with you and is interested in seeing that you are treated fairly and properly.
2. If your department head cannot help you resolve the matter, you may speak to the City Administrator, who will give your problem or complaint prompt consideration.
3. If City Administrator feels that the situation warrants further review, he/she will ask the Board of Aldermen for assistance.

Remember - it is always best to resolve problems as soon as possible. Little problems tend to turn into big problems; facts become confused; resentment and anger build up and hinder teamwork and quality customer service.

Misconduct and Disciplinary Actions Policies

Occurrences of any of the following or similar violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any City practice, rule, policy, or standards of conduct; any deliberate action that detrimental to the City of Salem's efforts to operate efficiently.
- Willful violation of security or safety rules or failure to observe safety rules or the City's safety practices; failure to wear required safety equipment; tampering with the City equipment or safety equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on City premises except medications prescribed by a physician, which do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on City property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on City premises or when representing the City of Salem, fighting, or horseplay or provoking a fight on City property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your Department Head pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating, or coercing fellow employees on or off the premises - at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of City property, or the property of fellow employees, citizens, suppliers, or visitors in any manner.
- Theft of City property or the property of fellow employees; unauthorized possession or removal of any City property, including documents, from the premises without prior permission from management; unauthorized use of City equipment or property for personal reasons; using City equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the City of Salem; alteration of City records or other City documents.
- Violating the non-disclosure agreement; giving confidential or proprietary information to competitors or other organizations or to unauthorized City employees; working for a competing business while the City of Salem employee; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on City property.
- Conducting a lottery or gambling on City premises.

Progressive Guidance Actions

The policy applies to all employees who have completed the probationary period.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, Department Heads are expected to follow the three-step procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure, including as described above. Likewise, there may be times when the city may decide to repeat a disciplinary step.

To ensure that the City of Salem business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations.

When a problem in these areas does arise, your Department Head will coach and counsel you in mutually developing an effective solution. However, if you fail to respond to coaching or counseling, or an incident occurs, requiring formal discipline, the following procedures occur.

Step One: Verbal Warning

Your Department Head will meet with you to discuss the problem, making sure that you understand the nature of the violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is, and to remind you that it is your responsibility to meet that expectation.

You will be informed that the verbal warning is the first step of the discipline procedure. Your Department Head will fully document the verbal warning. Documentation of the incident will remain in the department file and will not be placed in your permanent record unless another disciplinary transaction occurs.

Step Two: Written Warning

If your performance does not improve or if you are again in violation of the City of Salem practices, rules, policies, or standards of conduct, your supervisor, after reviewing the situation with their supervisor, will discuss the problem with you, emphasizing the seriousness of the problem and the need for you to immediately remedy the problem.

Following the conversation, your supervisor will write a memo to you summarizing the discussion. The original memo will go to you and a copy will be routed to the City Clerk's office to be placed in your personnel file.

Step Three: Second Written Warning and leave without pay

If you are again in violation of the City of Salem practices, rules, policies, or standards of conduct, you will be placed on leave without pay and a second written warning will be placed in your personnel file. The second written warning and leave without pay is the third step of the City's disciplinary system.

Employees on leave without pay will spend the time away from work deciding whether to correct the immediate problem and conform to all of the City's practices, rules, policies, and standards of conduct, or to quit and terminate their employment with the City of Salem. The length of this leave will be determined by your Department Head.

If your decision following the leave without pay is to return to work and abide by the City of Salem practices, rules, policies, and standards of conduct, your Department Head will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy of the letter will be routed to the appropriate supervisors in the chain of command and the city clerk's office to be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, you will be terminated.

Return of City Property

Any City of Salem property issued to you, such as keys, credit or gas cards, equipment, tools, or uniforms, must be returned to the City of Salem at the time of your dismissal or resignation, or whenever it is requested by your Department Head or a member of management. You are responsible for paying for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, in compliance with the Fair Labor Standards Act. You may be required to sign a wage deduction authorization for this purpose. However, you will receive at least minimum wage for every hour worked.

Resignation & Severance Pay

The City of Salem expects that you will give at least two weeks' notice in the event you intend to leave our employment. The city does not pay severance pay. When you leave the City, you will be paid for actual time worked, plus any unused vacation, sick and comp/admin hours, as specified under the current policy.

COBRA

In the event of your termination of employment with the City of Salem or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program (COBRA) for a limited period of time at your expense.

Former Employees

Depending on the circumstances, the City of Salem may consider a former employee for re-employment. Such applicants are subject to the City's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with the city and must have provided at least two weeks' advance notice of their intention to terminate their employment with the city.

Reinstatement of Benefits (Bridging)

In the event you return to work for the City of Salem, regardless of the length of your previous employment and length of time since you terminated your employment with the City, your benefits shall accrue as if you were a new/first-time City employee.

Violations of Policies

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action ("Unacceptable Activities") is presented under "Standards of Conduct" in the "Employment" section of this Manual. This list is not to be considered all-inclusive.

Notice

The City of Salem, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this Manual at any time without prior notice. However, all employees will be notified of such changes, deletions, suspensions, etc. Any such action shall apply to existing and future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the City Administrator or Board of Aldermen of the City may alter or modify any of the policies in this Manual. No statement or promise by a Department Head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only the subject provision.

Receipt & Acknowledgement

This Employee Manual is an important document intended to help you become acquainted with the City of Salem. This Manual will serve as a guide; it is not the final work in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of the City and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of the City. No changes in any benefit, policy, or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on the City of Salem.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the City of Salem's Employee Manual.

- I have received and read a copy of the City of Salem Employee Manual dated _____. I also specifically acknowledge that I have read and understand the City's Drug Free Workplace Policy and Harassment Policy and understand my responsibilities as outlined in those policies.
- I understand that the policies, rules, and benefits described in the Manual are subject to change at the sole discretion of the City at any time.
- I understand that the Manual provides general information regarding City rules, expectations, and policies and my rights and responsibilities as a city employee. I further understand that my employment is terminable at-will, by the City, regardless of the length of my employment or the granting of benefits of any kind, including but not limited to retirement benefits, which provide for vesting based upon length of employment or myself.
- I understand that no contract of employment has been expressed or implied, and that no circumstances arising out of my employment will alter my "at-will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Mayor of the City. Nothing in the employee manual shall limit the right to terminate my "at-will" employment, so long as there is no violation of applicable federal and / or state law.
- I understand that, should the content of the Employee Manual be changed in any way, the City may require an additional signature from me to indicate that I am aware of and understand any new policies.

Employee's Printed Name

Position

Employee's Signature

Date

Department Head's Signature

Date

The signed original copy of this agreement should be given to your Department Head— it will be filed in your personnel file.

Staff Summary Report

MEETING DATE:	June 27, 2023
AGENDA ITEM:	Reading of Bills (First Reading)
AGENDA TITLE:	Bill No. 3541, Bill No.3542, Bill No. 3543

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval of electric utility rate changes and
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

1. Recommendation from the Utility Committee during their meeting on 6/14/23 to increase the electric utility rates by 3.5% for all in-city electric utility customers. From \$0.1314/kwh to \$0.1360/kwh – residential and commercial. Additionally, it is recommended to re-establish the Service Availability fee at \$8 electric account for residential and \$12 per account for commercial accounts for 12 months.
2. Recommendation from the Utility Committee during the meeting referenced above to increase electric rates for residential and commercial customers outside of the city-limits to be treated the same as current water and sewer rates; 26% higher for outside the city limits plus double the base/service availability fee. \$0.1714/kwh
3. Recommendation from the Utility Committee during the meeting referenced about to change the time frame used to determine a rate increase or decrease for the electric utility. The city does not receive trued-up numbers for purchase of power until two months after the actual power purchase, this means we do not have good numbers to base rate changes on until August for the July-June time period.

PROCUREMENT

N/A

FISCAL IMPACTS

Increase in Electric Utility revenue to offset the increase in the previous year's Electric Utility cost of power.

SUPPORT DOCUMENTS:	3 separate ordinances: <ul style="list-style-type: none">• Increase in rates of 3.5% plus continuation of the Service availability fee for 12 months.• Increase out of city electric rates by 26% plus double the service availability fee• Change time frame for comparisons of cost of power for determination of rate increases or decreases.
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DEPARTMENT'S RECOMMENDED MOTION: First Reading No Motion

1. Move to approve an electric utility rate increase of 3.5 % for all City Electric Utility customers and to continue a service availability fee of \$8 for residential and \$12 for commercial customers. The service availability fee shall sunset after 12 months from time of implementation.
 2. Move to approve an increase for City Electric Utility customers outside of the city by 26% more than the in-city rates.
 3. Move to approve an adjustment to the timeframe used for determining increases or decreases in utility rates from July-June of each year to May-April or the most recent trued-up 12 months as compared to the same timeframe during the previous 12 months.
-

BILL NO. 3541**ORDINANCE NO. 3541**

AN ORDINANCE ESTABLISHING A CHANGE TO WHEN FUTURE RATE CHANGES MAY BE IMPLEMENTED FOR ELECTRIC SERVICES PROVIDED BY THE CITY OF SALEM, MISSOURI.

WHEREAS, THE CURRENT TIME FRAMES USED TO DETERMINE A RATE CHANGE DO NOT COINCIDE WITH THE CITY OF SALEM'S BUDGET YEAR, CREATING DIFFICULTY AND CONFUSION IN IMPLEMENTING TIMELY RATE CHANGES;

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 700.130 of the Salem City Code shall be amended as follows:

- A. In the event that the rate charged by the City of Salem's wholesale supplier(s) of electric increases or decreases, determined by comparing charges from May to April for the current year, or the most recent trued-up 12 month period, to the same time period of the prior year, that same rate of increase or decrease shall be applied to the rates set forth herein effective with the July billing without the necessity of a vote of the Board of Aldermen.

Section 2.

These rates shall become effective with the bills for July 15, 2023, to August 15, 2023, consumption and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 11th DAY OF JULY 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3542

ORDINANCE NO.3542

AN ORDINANCE ESTABLISHING RATES FOR ELECTRIC SERVICES PROVIDED BY THE CITY OF SALEM, MISSOURI.

WHEREAS, THE BOARD OF ALDERMEN IS AUTHORIZED BY ARTICLE II, SECTION 700.130, OF THE CITY CODE TO ESTABLISH ELECTRIC RATES AT ANY TIME,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 700.090 of the Salem City Code shall be amended as follows:

- A. Monthly electrical rates for commercial services within the city limits and provided by the City of Salem, Missouri, shall be as follows:
Twelve-dollar (\$12.00) service availability charge and \$0.1360 per KWH with a minimum charge of fifty-four dollars forty cents (\$54.40) for four hundred (400) KWH or less.
- B. Monthly electrical rates for residential services within the city limits and provided by the City of Salem, Missouri, shall be as follows:
Eight-dollar (\$8.00) service availability charge and \$0.1360 per KWH with a minimum charge of twenty-seven dollars twenty cents (\$27.20) for two hundred (200) KWH or less

Section 700.100 of the Salem City Code shall be amended as follows:

- C. All commercial customers who are required to have a demand meter under this ordinance shall be charged the sum of \$12.00 service availability charge and \$0.1252 per kwh and **\$3.42** per kwd unless the customer qualifies for the Employment Incentive Rate provided for in Section 700.110 below, or the Large Industrial Rate provided for in Section 700.120.

Section 700.110 of the Salem City Code shall be amended as follows:

- A. Any commercial customer which makes an application for the Employment Incentive Rate and qualifies as provided herein shall be charged the sum of \$12.00 service availability charge and \$0.0884 per kwh and **\$5.69** per kwd.

Section 700.120 of the Salem City Code shall be amended as follows:

Any commercial utility customer which operates a manufacturing, warehouse, or wholesale trade facility, as determined by its North American Industry Classification System (NAICS) and uses in excess of 225,000 kwh per month shall be charged the sum of \$12.00 service availability charge and \$0.1053 per kwh and **\$5.12** per kwd.

Section 2.

These rates shall become effective with the bills for July 15, 2023, to August 15, 2023, consumption and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 11th DAY OF JULY 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

AN ORDINANCE ESTABLISHING RATES FOR ELECTRIC SERVICES PROVIDED BY THE CITY OF SALEM, MISSOURI.

WHEREAS, THE BOARD OF ALDERMEN IS AUTHORIZED BY ARTICLE II, SECTION 700.130, OF THE CITY CODE TO ESTABLISH ELECTRIC RATES AT ANY TIME,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 700.090 of the Salem City Code shall be amended as follows:

- A. Monthly electrical rates for commercial services within the city limits and provided by the City of Salem, Missouri, shall be as follows:
Twelve-dollar (\$12.00) service availability charge and \$0.1360 per KWH with a minimum charge of fifty-four dollars forty cents (\$54.40) for four hundred (400) KWH or less.
- B. Monthly electrical rates for commercial services outside the city limits and provided by the City of Salem, Missouri, shall be as follows:
Twenty-four-dollar (\$24.00) service availability charge and \$0.1714 per KWH with a minimum charge of sixty-eight dollars and fifty-six cents (\$68.56) for four hundred (400) KWH or less.
- C. Monthly electrical rates for residential services within the city limits and provided by the City of Salem, Missouri, shall be as follows:
Eight-dollar (\$8.00) service availability charge and \$0.1360 per KWH with a minimum charge of twenty-seven dollars twenty cents (\$27.20) for two hundred (200) KWH or less
- D. Monthly electrical rates for residential services outside the city limits and provided by the City of Salem, Missouri, shall be as follows:
Sixteen-dollar (\$16.00) service availability charge and \$0.1784 per KWH with a minimum charge of thirty-four dollars twenty-eight cents (\$34.28) for two hundred (200) KWH or less

Section 2.

These rates shall become effective with the bills for July 15, 2023, to August 15, 2023, consumption and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 11th DAY OF JULY 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

Staff Summary Report

MEETING DATE:	June 27, 2023
AGENDA ITEM:	Reading of Bills (First Reading)
AGENDA TITLE:	Bill No. 3544, Bill No. 3545, Bill No. 3546, Bill No. 3547, Bill No. 3548, Bill No. 3549, Bill No. 3550

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval of Amendments to Codes of the City of Salem pertaining to Municipal Employment Provisions
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

With the revision of the Employee Manual it is necessary to also amend the Municipal Employment Provisions in City Code to ensure the two work together and reflect similar language and processes related to employment practices and policies.

In each of the following Ordinances you will see language to be deleted is ~~struck through~~ and added language is underlined.

PROCUREMENT

N/A

FISCAL IMPACTS

N/A except as may be noted for the Employee Manual.

SUPPORT DOCUMENTS:	<ol style="list-style-type: none">1. Ordinance 3544 Amending Section 120.020 of the City of Salem Codes2. Ordinance 3545 Amending Section 120.030 of the City of Salem Codes3. Ordinance 3546 Amending Section 120.110 of the City of Salem Codes4. Ordinance 3547 Amending Section 120.180 of the City of Salem Codes5. Ordinance 3548 Amending Section 120.190 of the City of Salem Codes6. Ordinance 3549 Amending Section 120.200 of the City of Salem Codes7. Ordinance 3550 Amending Section 120.210 of the City of Salem Codes
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DEPARTMENT'S RECOMMENDED MOTION: **First Reading No Motion**

BILL NO. 3544

ORDINANCE NO. 3544

AN ORDINANCE AMENDING ARTICLE I: MUNICIPAL EMPLOYMENT PROVISIONS TO ENSURE THE CITY’S CODES AND PERSONNEL POLICY ARE COMPLIMENTARY.

WHEREAS, WITH EXCEPTION OF THE “PAY FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT”, THE MOST RECENT UPDATE TO THE PERSONNEL SECTIONS OF THE CITY’S CODES OCCURRED IN 2009;

NOW BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 120.020 Minimum Age For Employment, of the Salem City Code shall be amended as follows:

The minimum age for employment as a probationary employee shall be eighteen (18) years of age, ~~unless the Mayor shall in writing waive the requirement.~~ The minimum age for employment of seasonal employees shall be sixteen (16) years of age.

Section 2.

This ordinance is subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 11th DAY OF JULY 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3545

ORDINANCE NO. 3545

AN ORDINANCE AMENDING ARTICLE I: MUNICIPAL EMPLOYMENT PROVISIONS TO ENSURE THE CITY’S CODES AND PERSONNEL POLICY ARE COMPLIMENTARY.

WHEREAS, WITH EXCEPTION OF THE “PAY FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT”, THE MOST RECENT UPDATE TO THE PERSONNEL SECTIONS OF THE CITY’S CODES OCCURRED IN 2009;

NOW BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 120.030 All Personnel To Have Physical Examination, of the Salem City Code shall be amended as follows;

- B. The physical examination required herein shall be conducted by a physician chosen by the City of Salem, Missouri, at the expense of the City of Salem, Missouri, and the requirements for passing a physical examination shall be set and determined by the approved job description for the position with the City of Salem, Missouri.

Section 2.

This ordinance is subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 11th DAY OF JULY 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3546

ORDINANCE NO. 3546

AN ORDINANCE AMENDING ARTICLE I: MUNICIPAL EMPLOYMENT PROVISIONS TO ENSURE THE CITY’S CODES AND PERSONNEL POLICY ARE COMPLIMENTARY.

WHEREAS, WITH EXCEPTION OF THE “PAY FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT”, THE MOST RECENT UPDATE TO THE PERSONNEL SECTIONS OF THE CITY’S CODES OCCURRED IN 2009;

NOW BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 120.110 Failure To Pass Probation, of the Salem City Code shall be amended as follows;

If at any time during the probationary period, the supervisor determines that the services of a City employee have been unsatisfactory, the employee may be separated from his/her position without the right of appeal or a hearing. ~~The Mayor shall notify the employee in writing at least seven (7) calendar days before the effective date of separation or the reasons for the separation.~~

Section 2.

This ordinance is subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 11th DAY OF JULY 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3537**ORDINANCE NO. 3537**

AN ORDINANCE AMENDING ARTICLE I: MUNICIPAL EMPLOYMENT PROVISIONS TO ENSURE THE CITY'S CODES AND PERSONNEL POLICY ARE COMPLIMENTARY.

WHEREAS, WITH EXCEPTION OF THE "PAY FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT", THE MOST RECENT UPDATE TO THE PERSONNEL SECTIONS OF THE CITY'S CODES OCCURRED IN 2009;

NOW BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 120.180 Outside Employment, of the Salem City Code shall be amended as follows;

No full-time employee of the City shall accept outside employment, whether part-time, temporary or permanent, without prior written approval from the Department Head or City Administrator ~~or Mayor~~. Each change in outside employment shall require separate approval. Approval shall not be granted when such outside employment conflicts or interferes, or is likely to conflict or interfere, with the employee's municipal service. Such approval, however, shall not be arbitrarily withheld. Employees may not engage in any private business or activity while on duty. No employee shall engage in or accept private employment or render any service for private interest when such employment or service is incompatible or creates a conflict of interest with his/her official duties.

Section 2.

This ordinance is subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 11th DAY OF JULY 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3548

ORDINANCE NO. 3548

AN ORDINANCE AMENDING ARTICLE I: MUNICIPAL EMPLOYMENT PROVISIONS TO ENSURE THE CITY'S CODES AND PERSONNEL POLICY ARE COMPLIMENTARY.

WHEREAS, WITH EXCEPTION OF THE "PAY FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT", THE MOST RECENT UPDATE TO THE PERSONNEL SECTIONS OF THE CITY'S CODES OCCURRED IN 2009;

NOW BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 120.190 Conduct, Work Habits, Attitude, of the Salem City Code shall be amended as follows;

It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency and economy in their work for the City. Whenever work habits, attitude, ~~production of~~ or personal conduct of any employee falls below a desirable standard, supervisors should point out the deficiencies at the time they are observed. Corrections and suggestions should be presented in a constructive and helpful manner in an effort to elicit the cooperation and goodwill of the employee. Whenever possible, oral and/or written warnings with sufficient time for improvement shall precede formal discipline.

Section 2.

This ordinance is subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 11th DAY OF JULY 2023.

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

AN ORDINANCE AMENDING ARTICLE I: MUNICIPAL EMPLOYMENT PROVISIONS TO ENSURE THE CITY'S CODES AND PERSONNEL POLICY ARE COMPLIMENTARY.

WHEREAS, WITH EXCEPTION OF THE "PAY FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT", THE MOST RECENT UPDATE TO THE PERSONNEL SECTIONS OF THE CITY'S CODES OCCURRED IN 2009;

NOW BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 120.200 Discipline Policy, of the Salem City Code shall be amended as follows;

A. It shall be the duty of all City employees to comply with and to ~~assist in carrying into effect~~ carry out the provisions of the City's ~~personnel rules and regulations~~ Employee Manuel. No permanent employee shall be disciplined except for violation of ~~established rules and regulations~~ the Employee Manuel, and such discipline shall be in accordance with procedures established by the personnel rules and regulations.

B. Employee's And Supervisor's Responsibilities.

1. It is the duty of every employee to attempt to correct any faults in his/her performance when called to his/her attention and to make every effort to avoid conflict with the City's rules and regulations.
2. It is the duty of every supervisor to discuss improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action. Discipline shall be, whenever possible, of an increasingly progressive nature, the step of progression being:
 - a. ~~Warning~~ Verbal Warning,
 - b. ~~Demotion~~ Written Warning,
 - c. ~~Suspension~~ 2nd Written Warning and Leave without Pay,
 - d. ~~Removal~~ Dismissal.

Serious violations, as determined by the ~~Board of Aldermen~~ City Administrator and Mayor, shall be grounds for immediate dismissal.

- C. Grounds For Action. The following are declared to be grounds for ~~demotion, suspension, or removal~~ disciplinary action up to and including termination of any ~~permanent~~ employee:
1. Conviction of a felony or other crime involving moral turpitude;
 2. Acts of incompetency;

3. Absence without leave;
4. Acts of insubordination;
5. Intentional failure or refusal to carry out instructions;
6. Misappropriation, destruction, theft, or conversion of City property;
7. Refusal or neglect to pay just debts. Maintenance of effort to pay debts must be shown to clear employee of neglect charges;
- ~~8. Employee subsequently becomes physically or mentally unfit for the performance of his/her duties;~~
9. Acts of misconduct while on duty;
10. Willful disregard of orders;
11. Habitual tardiness and/or absenteeism;
12. Falsification of any information required by the City;
13. Failure to properly report accidents or personal injuries as soon as realistically possible;
14. Neglect or carelessness resulting in damage to City property or equipment;
15. Repeated convictions during employment on misdemeanor, ordinance violation and/or traffic charges;
- ~~16. Introduction, possession, or use on City property or in City equipment of intoxicating substances, or proceeding to or from work, or performing work for the City, under the influence of an intoxicating substance.~~

D. Employee Notice. A written notice should be given to each employee stating the reasons for the disciplinary action and the date it is to take effect. The notice should be given to the employee at the time such disciplinary action is taken and in any event not later than three (3) working days from date of the action. ~~No such notice is required to be given as a condition precedent or condition subsequent to discipline.~~

Section 2.

This ordinance is subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 11th DAY OF JULY 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3550**ORDINANCE NO. 3550**

AN ORDINANCE AMENDING ARTICLE I: MUNICIPAL EMPLOYMENT PROVISIONS TO ENSURE THE CITY'S CODES AND PERSONNEL POLICY ARE COMPLIMENTARY.

WHEREAS, WITH EXCEPTION OF THE "PAY FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT", THE MOST RECENT UPDATE TO THE PERSONNEL SECTIONS OF THE CITY'S CODES OCCURRED IN 2009;

NOW BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 120.210 Grievance Policy, of the Salem City Code shall be amended as follows;

The most effective accomplishment of the work of the City requires prompt consideration and equitable ~~adjustment~~ address of the employee grievances. It is the desire of the City to adjust the causes of grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise.

Section 2.

This ordinance is subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 11th DAY OF JULY 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

MODEL FLOODPLAIN MANAGEMENT ORDINANCE

60.3(d)

FEMA has provided a FIRM with base flood elevations and designated floodway

The following model ordinance pertains only to the Special Flood Hazard Areas (SFHAs) in a community that participates in the Regular Program Phase of the National Flood Insurance Program (rather than the Emergency Program Phase). It has been designed to meet minimum Federal requirements as published in Missouri Executive Order 98-03.

Not all sections in this model ordinance may be applicable to a community that wishes to adopt a floodplain management ordinance. **Before adoption, this model ordinance should be thoroughly studied by community officials, planning commissions, and the community's attorney, as to its adequacy and suitability to the community's needs.** This will ensure that the community's specific floodplain management issues are governed in a reasonable manner without inflicting unnecessary hardships on people living in flood-prone areas.

This model does not prohibit development in the special flood hazard areas. It does set forth minimum performance standards for new construction or substantially improved structures. Communities may apply stricter regulations than the minimum requirements. For assistance in tailoring this ordinance to meet your community's specific needs, a Floodplain Management specialist at the Missouri State Emergency Management Agency (MoSEMA) may be contacted at the following address:

Missouri State Emergency Management Agency
Floodplain Management Section
2302 Militia Drive
Jefferson City, Missouri 65101

FLOODPLAIN MANAGEMENT ORDINANCE
Pursuant to 44 CFR § 60.3(d)

Bill No. 3551

Ordinance No. 3551

ARTICLE 1 STATUTORY AUTHORIZATION, FINDINGS OF FACT, AND PURPOSES

SECTION A. STATUTORY AUTHORIZATION

The Legislature of the State of Missouri has in RSMo 79.110 delegated the responsibility to local governmental units to adopt floodplain management regulations designed to protect the health, safety, and general welfare of the public. Therefore, the Board of Aldermen of City of Salem, Missouri, ordains as follows:

SECTION B. FINDINGS OF FACT

1. *Flood Losses Resulting from Periodic Inundation*

The special flood hazard areas of City of Salem, Missouri, are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base; all of which adversely affect the public health, safety and general welfare.

2. *General Causes of the Flood Losses*

These flood losses are caused by (1) the cumulative effect of development in any delineated floodplain causing increases in flood heights and velocities; and (2) the occupancy of flood hazard areas by uses vulnerable to floods, hazardous to others, inadequately elevated, or otherwise unprotected from flood damages.

3. *Methods Used To Analyze Flood Hazards*

The Flood Insurance Study (FIS) that is the basis of this ordinance uses a standard engineering method of analyzing flood hazards, which consist of a series of interrelated steps.

- a. Selection of a base flood that is based upon engineering calculations, which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is representative of large floods, which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. The base flood is the flood that is estimated to have a one percent chance of being equaled or exceeded in any given year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials Dent County, dated August 1, 2023, as amended, and any future revisions thereto.

- b. Calculation of water surface profiles are based on a standard hydraulic engineering analysis of the capacity of the stream channel and overbank areas to convey the regulatory flood.
4. Computation of a floodway required to convey this flood without increasing flood heights more than one (1) foot at any point.
5. Delineation of floodway encroachment lines within which no development is permitted that would cause **any** increase in flood height.
6. Delineation of flood fringe, i.e., that area outside the floodway encroachment lines, but still subject to inundation by the base flood.

SECTION C. STATEMENT OF PURPOSE

It is the purpose of this ordinance to promote the public health, safety, and general welfare of the public; to minimize those losses described in Article 1, Section B (1); to establish or maintain the community's eligibility for participation in the National Flood Insurance Program (NFIP) as defined in 44 Code of Federal Regulations (CFR) § 59.22(a) (3); and to meet the requirements of 44 CFR § 60.3(d) by applying the provisions of this ordinance to:

1. Restrict or prohibit uses that are dangerous to health, safety, or property in times of flooding or cause undue increases in flood heights or velocities;
2. Require uses vulnerable to floods, including public facilities that serve such uses, be provided with flood protection at the time of initial construction; and
3. Protect individuals from buying lands that are unsuited for the intended development purposes due to the flood hazard.

ARTICLE 2 GENERAL PROVISIONS

SECTION A. LANDS TO WHICH ORDINANCE APPLIES

This ordinance shall apply to all lands within the jurisdiction of the City of Salem, Missouri, identified as numbered and unnumbered A zones and AE zones, on the Flood Insurance Rate Map (FIRM) panel numbers 29065C0192C, 29065C0200C, dated September 18, 2020, and 29065C0191D, 29065C0193D, 29065C0194D dated August 1, 2023, as amended, and any future revisions thereto. In all areas covered by this ordinance, no development shall be permitted except through the issuance of a floodplain development permit, granted by the Board of Aldermen or its duly designated representative under such safeguards and restrictions as the Board of Aldermen or the designated representative may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Article 4.

SECTION B. COMPLIANCE

No development located within the special flood hazard areas of this community shall be located, extended, converted, or structurally altered without full compliance with the terms of this ordinance and other applicable regulations.

SECTION C. ABROGATION AND GREATER RESTRICTIONS

It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

SECTION D. INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements, shall be liberally construed in favor of the governing body, and shall not be deemed a limitation or repeal of any other powers granted by Missouri statutes.

SECTION E. WARNING AND DISCLAIMER OF LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or the flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that areas outside the floodway and flood fringe or land uses permitted within such areas will be free from flooding or flood damage. This ordinance shall not create a liability on the part of City of Salem, any officer or employee thereof, for any flood damages that may result from reliance on this ordinance or any administrative decision lawfully made thereunder.

SECTION F. SEVERABILITY

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of appropriate jurisdiction, the remainder of this ordinance shall not be affected thereby.

ARTICLE 3 ADMINISTRATION

SECTION A. FLOODPLAIN DEVELOPMENT PERMIT

A floodplain development permit shall be required for all proposed construction or other development, including the placement of manufactured homes, in the areas described in Article 2, Section A. No person, firm, corporation, or unit of government shall initiate any development or substantial-improvement or cause the same to be done without first obtaining a separate floodplain development permit for each structure or other development.

SECTION B. DESIGNATION OF FLOODPLAIN ADMINISTRATOR

The Mayor or Designee is hereby appointed to administer and implement the provisions of this ordinance.

SECTION C. DUTIES AND RESPONSIBILITIES OF FLOODPLAIN ADMINISTRATOR

Duties of the floodplain administrator shall include, but not be limited to:

1. Review of all applications for floodplain development permits to assure that sites are reasonably safe from flooding and that the floodplain development permit requirements of this ordinance have been satisfied;
2. Review of all applications for floodplain development permits for proposed development to assure that all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required by Federal, State, or local law;
3. Review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding;
4. Issue floodplain development permits for all approved applications;
5. Notify adjacent communities and the Missouri State Emergency Management Agency (MoSEMA) prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);
6. Assure that the flood carrying capacity is not diminished and shall be maintained within the altered or relocated portion of any watercourse.
7. Verify and maintain a record of the actual elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially improved structures;
8. Verify and maintain a record of the actual elevation (in relation to mean sea level) that the new or substantially improved non-residential structures have been floodproofed;
9. When floodproofing techniques are utilized for a particular non-residential structure, the floodplain administrator shall require certification from a Missouri registered professional engineer or architect.

SECTION D. APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT

To obtain a floodplain development permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every floodplain development permit application shall:

1. Describe the land on which the proposed work is to be done by lot, block and tract, house and street address, or similar description that will readily identify and specifically locate the proposed structure or work;
2. Identify and describe the work to be covered by the floodplain development permit;
3. Indicate the use or occupancy for which the proposed work is intended;
4. Indicate the fair market value of the structure and the fair market value of the improvement;
5. Specify whether development is located in designated flood fringe or floodway;
6. Identify the existing base flood elevation and the elevation of the proposed development;
7. Give such other information as reasonably may be required by the floodplain administrator;
8. Be accompanied by plans and specifications for proposed construction; and
9. Be signed by the permittee or his authorized agent who may be required to submit evidence to indicate such authority.

ARTICLE 4 PROVISIONS FOR FLOOD HAZARD REDUCTION

SECTION A. GENERAL STANDARDS

1. No permit for floodplain development shall be granted for new construction, substantial-improvements, and other improvements, including the placement of manufactured homes, within any numbered or unnumbered A zones and AE zones, unless the conditions of this section are satisfied.
2. All areas identified as unnumbered A zones on the FIRM are subject to inundation of the one percent annual chance (aka 100-year) flood; however, the base flood elevation is not provided. Development within unnumbered A zones is subject to all provisions of this ordinance. If Flood Insurance Study data is not available, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources.
3. Until a floodway is designated, no new construction, substantial improvements, or other development, including fill, shall be permitted within any numbered A zones or AE zones on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
4. All new construction, subdivision proposals, substantial-improvements, prefabricated structures, placement of manufactured homes, and other developments shall require:

- a. Design or adequate anchorage to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- b. Construction with materials resistant to flood damage;
- c. Utilization of methods and practices that minimize flood damages;
- d. All electrical, heating, ventilation, plumbing, air-conditioning equipment, and other service facilities be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- e. New or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located so as to avoid impairment or contamination; and
- f. Subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, located within special flood hazard areas are required to assure that:
 - (1) All such proposals are consistent with the need to minimize flood damage;
 - (2) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;
 - (3) Adequate drainage is provided so as to reduce exposure to flood hazards; and
 - (4) All proposals for development, including proposals for manufactured home parks and subdivisions, greater than fifty (50) lots or five (5) acres, whichever is lesser, include within such proposals base flood elevation data.

5. *Storage, material, and equipment*

- a. The storage or processing of materials within the special flood hazard area that are in time of flooding buoyant, flammable, explosive, or could be injurious to human, animal, or plant life is prohibited.
- b. Storage of other material or equipment may be allowed if not subject to major damage by floods, if firmly anchored to prevent flotation, or if readily removable from the area within the time available after a flood warning.

6. *Agricultural Structures*

Structures used solely for agricultural purposes in connection with the production, harvesting, storage, drying, or raising of agricultural commodities, including the raising of livestock, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; there is no permanent retail, wholesale, or manufacturing use included in the structure; the structure meets the following floodplain management requirements; and a floodplain development permit has been issued.

7. *Accessory Structures*

Structures used solely for parking and limited storage purposes, not attached to any other structure on the site, of limited investment value, and not larger than 400 square feet, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; the accessory structure meets the following floodplain management requirements; and a floodplain development permit has been issued. Wet-floodproofing is only allowed for small low-cost structures.

SECTION B. SPECIFIC STANDARDS

1. In all areas identified as numbered and unnumbered A zones and AE zones, where **base flood elevation** data have been provided, as set forth in Article 4, Section A(2), the following provisions are required:

- a. *Residential Construction*

New construction or substantial-improvement of any residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated to Two (2) Feet above base flood elevation. The elevation of the lowest floor shall be certified by a Missouri licensed land surveyor, engineer, or architect.

- b. *Non-Residential Construction*

New construction or substantial-improvement of any commercial, industrial, or other non-residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated to Two (2) Feet above the base flood elevation or, together with attendant utility and sanitary facilities, be floodproofed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A Missouri registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the floodplain administrator as set forth in Article 3, Section C (7), (8), (9).

- c. *Enclosures Below Lowest Floor*

Require, for all new construction and substantial-improvements that fully enclosed areas below lowest floor used solely for parking of vehicles, building access, or storage in an area other than a basement and that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

- (1) A minimum of two (2) openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided; and

- (2) The bottom of all opening shall be no higher than one (1) foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of flood waters.

SECTION C. MANUFACTURED HOMES

1. All manufactured homes to be placed within all unnumbered and numbered A zones and AE zones, on the community's FIRM shall be required to be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors.
2. Require manufactured homes that are placed or substantially improved within unnumbered or numbered A zones and AE zones, on the community's FIRM on sites:
 - a. Outside of manufactured home park or subdivision;
 - b. In a new manufactured home park or subdivision;
 - c. In an expansion to and existing manufactured home park or subdivision; or
 - d. In an existing manufactured home park or subdivision on which a manufactured home has incurred substantial-damage as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to Two (2) Feet above the base flood elevation and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement. The elevation of the lowest floor shall be certified by a Missouri licensed land surveyor, engineer, or architect.
3. Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within all unnumbered and numbered A zones and AE zones, on the community's FIRM, that are not subject to the provisions of Article 4, Section C(2) of this ordinance, be elevated so that either:
 - a. the lowest floor of the manufactured home is at Two (2) Feet above the base flood level; or
 - b. the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade, and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

SECTION D. FLOODWAY

Located within areas of special flood hazard established in Article 2, Section A are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters that carry debris and potential projectiles, the following provisions shall apply:

1. The community shall select and adopt a regulatory floodway based on the principle that the area chosen for the regulatory floodway must be designed to carry the waters of the base flood without increasing the water surface elevation of that flood more than one (1) foot at any point.
2. The community shall prohibit any encroachments, including fill, new construction, substantial-improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in **any** increase in flood levels within the community during the occurrence of the base flood discharge.
3. A community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first applies for a conditional FIRM and Floodway revision, fulfills the requirements of such revisions as established under the provisions of 44 CFR § 65.12, and receives the approval of FEMA.
4. If Article 4, Section D (2) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Article 4.
5. In unnumbered A zones, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources as set forth in Article 4, Section A (2).

SECTION E. RECREATIONAL VEHICLES

1. Require that recreational vehicles placed on sites within all unnumbered and numbered A zones, and AE zones on the community's FIRM either:
 - a. Be on the site for fewer than 180 consecutive days,
 - b. Be fully licensed and ready for highway use*; **or**
 - c. Meet the permitting, elevation, and anchoring requirements for manufactured homes of this ordinance.

*A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices and has no permanently attached additions.

ARTICLE 5 FLOODPLAIN MANAGEMENT VARIANCE PROCEDURES

SECTION A. ESTABLISHMENT OF APPEAL BOARD

The Board of Adjustments as established by City of Salem shall hear and decide appeals and requests for variances from the floodplain management requirements of this ordinance.

SECTION B. RESPONSIBILITY OF APPEAL BOARD

Where an application for a floodplain development permit or request for a variance from the floodplain management regulations is denied by the floodplain administrator, the applicant may apply for such floodplain development permit or variance directly to the appeal board, as defined in Article 5, Section A.

The appeal board shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the floodplain administrator in the enforcement or administration of this ordinance.

SECTION C. FURTHER APPEALS

Any person aggrieved by the decision of the appeal board or any taxpayer may appeal such decision to the Dent County Circuit Court as provided in RSMo 89.110

SECTION D. FLOODPLAIN MANAGEMENT VARIANCE CRITERIA

In passing upon such applications for variances, the appeal board shall consider all technical data and evaluations, all relevant factors, standards specified in other sections of this ordinance, and the following criteria:

1. Danger to life and property due to flood damage;
2. Danger that materials may be swept onto other lands to the injury of others;
3. Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
4. Importance of the services provided by the proposed facility to the community;
5. Necessity to the facility of a waterfront location, where applicable;
6. Availability of alternative locations, not subject to flood damage, for the proposed use;
7. Compatibility of the proposed use with existing and anticipated development;
8. Relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
9. Safety of access to the property in times of flood for ordinary and emergency vehicles;
10. Expected heights, velocity, duration, rate of rise and sediment transport of the flood waters, if applicable, expected at the site; and,

11. Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems; streets; and bridges.

SECTION E. CONDITIONS FOR APPROVING FLOODPLAIN MANAGEMENT VARIANCES

1. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items 2 through 6 below have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
2. Variances may be issued for the repair or rehabilitation of structures listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination provided the proposed activity will not preclude the structure's continued historic designation and the variance is the minimum necessary to preserve the historic character and design of the structure.
3. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
5. Variances shall only be issued upon: (a) a showing of good and sufficient cause, (b) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (c) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
6. A community shall notify the applicant in writing over the signature of a community official that (a) the issuance of a variance to construct a structure below base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and (b) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.
7. A community shall maintain a record of all variance actions, including justification for their issuance.
8. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of items 1 through 5 of this section are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

SECTION F: CONDITIONS FOR APPROVING VARIANCES OF AGRICULTURAL STRUCTURES

Any permit granted for an agricultural structure shall be decided individually based on a case by case analysis of the building's unique circumstances.

In order to minimize flood damages during the 100-year flood and the threat to public health and safety, the following conditions shall be included for any permit issued for agricultural structures that are constructed at-grade and wet-floodproofed:

1. All proposed agricultural structures shall demonstrate that no other alternate location outside of the special flood hazard area exists for the agricultural structure. Residential structures, such as farm houses, cannot be considered agricultural structures.
2. Use of the structures must be limited to agricultural purposes in any special flood hazard area only as identified on the community's Flood Insurance Rate Map (FIRM).
3. For any new or substantially damaged agricultural structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.
4. The agricultural structures must be adequately anchored to prevent flotation, collapse, or lateral movement of the structures in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, and hydrodynamic and debris impact forces.
5. Any mechanical, electrical, or other utility equipment must be located *Two (2) Feet above the base flood elevation*, or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance. The elevation shall be certified by a licensed land surveyor or professional engineer.
6. The agricultural structures must meet all National Flood Insurance Program (NFIP) opening requirements. The NFIP requires that enclosure or foundation walls, subject to the one percent annual chance flood event, also referred to as the 100-year flood, contain openings that will permit the automatic entry and exit of flood waters in accordance with Article 4, Section B (1)(c) of this ordinance.
7. The agricultural structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section D (2) of this ordinance. No permits may be issued for agricultural structures within any designated floodway, if any increase in flood levels would result during the one percent annual chance flood event, also referred to as the 100-year flood.
8. Major equipment, machinery, or other contents must be protected from any flood damage.
9. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the agricultural structures.
10. Wet-floodproofing construction techniques must be reviewed and approved by the community. The community may request approval by a registered professional engineer or architect prior to

the issuance of any floodplain development permit for construction. Cost for any required professional certification to be paid by the developer.

SECTION G: CONDITIONS FOR APPROVING VARIANCES OF ACCESSORY STRUCTURES

Any permit granted for an accessory structure shall be decided individually based on a case by case analysis of the building's unique circumstances. Permits shall meet the following conditions.

In order to minimize flood damages during the one percent annual chance flood event, also referred to as the 100-year flood and the threat to public health and safety, the following conditions shall be required for any permit issued for accessory structures that are constructed at-grade and wet-floodproofed:

1. Use of the accessory structures must be solely for parking and limited storage purposes in any special flood hazard area as identified on the community's Flood Insurance Rate Map (FIRM).
2. For any new or substantially damaged accessory structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.
3. The accessory structures must be adequately anchored to prevent flotation, collapse, or lateral movement of the structure in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, and hydrodynamic and debris impact forces.
4. Any mechanical, electrical, or other utility equipment must be located above the base flood elevation or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance.
5. The accessory structures must meet all NFIP opening requirements. The NFIP requires that enclosure or foundation walls, subject to the one percent annual chance flood event, also referred to as the 100-year flood, contain openings that will permit the automatic entry and exit of flood waters in accordance with Article 4, Section B (1)(c) of this ordinance.
6. The accessory structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section D (2) of this ordinance. No permits may be issued for accessory structures within any designated floodway, if any increase in flood levels would result during the 100-year flood.
7. Equipment, machinery, or other contents must be protected from any flood damage.
8. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the accessory structures.
9. Wet-floodproofing construction techniques must be reviewed and approved by the community. The community may request approval by a registered professional engineer or architect prior to

the issuance of any floodplain development permit for construction. Cost for any required professional certification to be paid by the developer.

ARTICLE 6 PENALTIES FOR VIOLATION

1. Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with granting of variances) shall constitute a misdemeanor. Any person, firm, corporation, or other entity that violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$500, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense.
2. A structure or other development without a floodplain development permit or other evidence of compliance is presumed to be in violation until such documentation is provided.
3. The imposition of such fines or penalties for any violation for non-compliance with this ordinance shall not excuse the violation or noncompliance or allow it to continue. All such violations or noncompliant actions shall be remedied within an established and reasonable time.
4. Nothing herein contained shall prevent the City of Salem or other appropriate authority from taking such other lawful action as is necessary to prevent or remedy any violation.

ARTICLE 7 AMENDMENTS

The regulations, restrictions, and boundaries set forth in this ordinance may from time to time be amended, supplemented, changed, or appealed to reflect any and all changes in the National Flood Disaster Protection Act of 1973, provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties of interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in a newspaper of general circulation in the City of Salem. At least twenty (20) days shall elapse between the date of this publication and the public hearing. A copy of such amendments will be provided to the Region VII office of the Federal Emergency Management Agency (FEMA). The regulations of this ordinance are in compliance with the National Flood Insurance Program (NFIP) regulations.

ARTICLE 8 DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the same meaning they have in common usage and to give this ordinance its most reasonable application.

"100-year Flood" *see "base flood."*

"Accessory Structure" means the same as *"appurtenant structure."*

"Actuarial Rates" *see "risk premium rates."*

"Administrator" means the Federal Insurance Administrator.

"Agency" means the Federal Emergency Management Agency (FEMA).

"Agricultural Commodities" means agricultural products and livestock.

"Agricultural Structure" means any structure used exclusively in connection with the production, harvesting, storage, drying, or raising of agricultural commodities.

"Appeal" means a request for review of the floodplain administrator's interpretation of any provision of this ordinance or a request for a variance.

"Appurtenant Structure" means a structure that is on the same parcel of property as the principle structure to be insured and the use of which is incidental to the use of the principal structure.

"Area of Special Flood Hazard" is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

"Base Flood" means the flood having a one percent chance of being equaled or exceeded in any given year.

"Base Flood Elevation" means the elevation of the surface of the water during a one percent annual chance flood event.

"Basement" means any area of the structure having its floor subgrade (below ground level) on all sides.

"Building" *see "structure."*

"Chief Executive Officer" or "Chief Elected Official" means the official of the community who is charged with the authority to implement and administer laws, ordinances, and regulations for that community.

"Community" means any State or area or political subdivision thereof, which has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

"Development" means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, levees, levee systems, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

"Elevated Building" means for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

"Eligible Community" or "Participating Community" means a community for which the Administrator has authorized the sale of flood insurance under the National Flood Insurance Program (NFIP).

"Existing Construction" means for the purposes of determining rates, structures for which the *"start of construction"* commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. *"Existing construction"* may also be referred to as *"existing structures."*

"Existing Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

"Expansion to an Existing Manufactured Home Park or Subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

"Flood" or "Flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from: (1) the overflow of inland waters; (2) the unusual and rapid accumulation or runoff of surface waters from any source; and (3) the collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood, or by some similarly unusual and unforeseeable event which results in flooding as defined above in item (1).

"Flood Boundary and Floodway Map (FBFM)" means an official map of a community on which the Administrator has delineated both special flood hazard areas and the designated regulatory floodway.

"Flood Hazard Map" means the document adopted by the governing body showing the limits of: (1) the floodplain; (2) the floodway; (3) streets; (4) stream channel; and (5) other geographic features.

"Flood Elevation Determination" means a determination by the Administrator of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.

"Flood Elevation Study" means an examination, evaluation and determination of flood hazards.

"Flood Fringe" means the area outside the floodway encroachment lines, but still subject to inundation by the regulatory flood.

"Flood Hazard Boundary Map (FHBM)" means an official map of a community, issued by the Administrator, where the boundaries of the flood areas having special flood hazards have been designated as (unnumbered or numbered) A zones.

"Flood Insurance Rate Map (FIRM)" means an official map of a community, on which the Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

"Flood Insurance Study (FIS)" means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

"Floodplain" or "Flood-prone Area" means any land area susceptible to being inundated by water from any source (*see "flooding"*).

"Floodplain Management" means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

"Floodplain Management Regulations" means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain and grading ordinances) and other applications of police power. The term describes such state or local regulations, in any combination thereof that provide standards for the purpose of flood damage prevention and reduction.

"Floodproofing" means any combination of structural and nonstructural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, or structures and their contents.

"Floodway" or "Regulatory Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

"Floodway Encroachment Lines" means the lines marking the limits of floodways on Federal, State and local floodplain maps.

"Freeboard" means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. *"Freeboard"* tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as bridge openings and the hydrological effect of urbanization of the watershed.

"Functionally Dependent Use" means a use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities and facilities that are

necessary for the loading and unloading of cargo or passengers, but does not include long-term storage or related manufacturing facilities.

"Highest Adjacent Grade" means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

"Historic Structure" means any structure that is (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either (1) by an approved state program as determined by the Secretary of the Interior or (2) directly by the Secretary of the Interior in states without approved programs.

"Lowest Floor" means the lowest floor of the lowest enclosed area, including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access, or storage, in an area other than a basement area, is not considered a building's lowest floor, **provided** that such enclosure is not built so as to render the structure in violation of the applicable floodproofing design requirements of this ordinance.

"Manufactured Home" means a structure, transportable in one or more sections, that is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term *"manufactured home"* **does not include** a *"recreational vehicle."*

"Manufactured Home Park or Subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

"Map" means the Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM), or the Flood Boundary and Floodway Map (FBFM) for a community issued by the Federal Emergency Management Agency (FEMA).

"Market Value" or "Fair Market Value" means an estimate of what is fair, economic, just and equitable value under normal local market conditions.

"Mean Sea Level" means, for purposes of the National Flood Insurance Program (NFIP), the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map (FIRM) are referenced.

"New Construction" means, for the purposes of determining insurance rates, structures for which the *"start of construction"* commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, *"new construction"* means structures for which the *"start of construction"*

commenced on or after the effective date of the floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

"New Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lot on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by the community.

"(NFIP)" means the National Flood Insurance Program (NFIP).

"Numbered A Zone" means a special flood hazard area where the Flood Insurance Rate Map shows the Base Flood Elevation.

"One Percent Annual Chance Flood" *see "base flood."*

"Participating Community" also known as an *"eligible community,"* means a community in which the Administrator has authorized the sale of flood insurance.

"Person" includes any individual or group of individuals, corporation, partnership, association, or any other entity, including Federal, State, and local governments and agencies.

"Permit" means a signed document from a designated community official authorizing development in a floodplain, including all necessary supporting documentation such as: (1) the site plan; (2) an elevation certificate; and (3) any other necessary or applicable approvals or authorizations from local, state or federal authorities.

"Principally Above Ground" means that at least 51 percent of the actual cash value of the structure, less land value, is above ground.

"Reasonably Safe From Flooding" means base flood waters will not inundate the land or damage structures to be removed from the SFHA and that any subsurface waters related to the base flood will not damage existing or proposed buildings.

"Recreational Vehicle" means a vehicle which is (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projections; (c) designed to be self-propelled or permanently towable by a light-duty truck; and (d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

"Remedy A Violation" means to bring the structure or other development into compliance with Federal, State, or local floodplain management regulations; or, if this is not possible, to reduce the impacts of its noncompliance.

"Repetitive Loss" means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, equals or exceeds twenty-five percent of the market value of the structure before the damage occurred.

"Risk Premium Rates" means those rates established by the Administrator pursuant to individual community studies and investigations which are undertaken to provide flood insurance in accordance with Section 1307 of the National Flood Disaster Protection Act of 1973 and the accepted actuarial principles. *"Risk premium rates"* include provisions for operating costs and allowances.

"Special Flood Hazard Area" *see "area of special flood hazard."*

"Special Hazard Area" means an area having special flood hazards and shown on an FHBM, FIRM or BBFM as zones (unnumbered or numbered) A and AE.

"Start of Construction" includes substantial-improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvements were within 180 days of the permit date. The *actual start* means either the first placement of permanent construction of a structure on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, any work beyond the stage of excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, the installation of streets and/or walkways, excavation for a basement, footings, piers, foundations, the erection of temporary forms, nor installation on the property of accessory structures, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the *actual start of construction* means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

"State Coordinating Agency" means that agency of the state government, or other office designated by the governor of the state or by state statute at the request of the Administrator to assist in the implementation of the National Flood Insurance Program (NFIP) in that state.

"Structure" means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. *"Structure"* for insurance purposes, means a walled and roofed building, other than a gas or liquid storage tank that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration or repair, but does not include building materials or supplies intended for use in such construction, alteration or repair, unless such materials or supplies are within an enclosed building on the premises.

"Substantial-Damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. The term includes Repetitive Loss buildings (see definition).

For the purposes of this definition, "repair" is considered to occur when the first repair or reconstruction of any wall, ceiling, floor, or other structural part of the building commences.

The term does not apply to:

- a.) Any project for improvement of a building required to comply with existing health, sanitary, or safety code specifications which have been identified by the Code Enforcement Official and which are solely necessary to assure safe living conditions, or
- b.) Any alteration of a “historic structure” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.”

"Substantial Improvement" means any combination of reconstruction, alteration, or improvement to a building, taking place for a 10-year period, in which the cumulative percentage of improvement equals or exceeds fifty percent of the current market value of the building. For the purposes of this definition, an improvement occurs when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the building. This term includes structures, which have incurred “repetitive loss” or “substantial damage”, regardless of the actual repair work done.

The term does not apply to:

- a.) Any project for improvement of a building required to comply with existing health, sanitary, or safety code specifications which have been identified by the Code Enforcement Official and which are solely necessary to assure safe living conditions, or
- b.) Any alteration of a “historic structure” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.”

"Substantially Improved Existing Manufactured Home Parks Or Subdivisions" is where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds 50 percent of the value of the streets, utilities and pads before the repair, reconstruction or improvement commenced.

“Unnumbered A Zone” means a special flood hazard area shown on either a flood hazard boundary map or flood insurance rate map where the base flood elevation is not determined.

"Variance" means a grant of relief by the community from the terms of a floodplain management regulation. Flood insurance requirements remain in place for any varied use or structure and cannot be varied by the community.

"Violation" means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required by this ordinance is presumed to be in violation until such time as that documentation is provided.

"Water Surface Elevation" means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 (or other datum where specified) of floods of various magnitudes and frequencies in the floodplain.

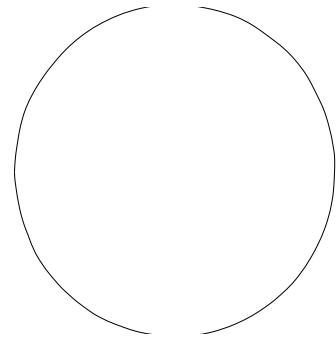
ARTICLE 9 CERTIFICATE OF ADOPTION

This Floodplain Management Ordinance for the community of City of Salem, Missouri.

ADOPTED AND APPROVED by the Board of Aldermen of City of Salem, Missouri.

This _____ of _____, _____.
Day Month Year

Place seal here.



Greg Parker/Mayor

ATTEST:

Tammy Koller/City Clerk

APPROVAL AS TO FORM

James Weber/City Attorney

BILL NO. 3532

ORDINANCE NO. 3532

AN ORDINANCE ADOPTING AN ANNUAL BUDGET FOR THE CITY OF SALEM, MISSOURI BEGINNING JULY 1, 2023, AND APPROPRIATING FUNDS PURSUANT THERETO.

WHEREAS, the City Administrator has presented to the Board of Aldermen of the City of Salem, Missouri an annual Budget for the Fiscal Year beginning July 1, 2023.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AS FOLLOWS:

Section 1:

The annual Budget of the City of Salem, Missouri, for the Fiscal Year beginning July 1, 2023, a copy of which is attached hereto and made a part hereof as is fully set forth herein, having been heretofore submitted by the City Administrator is hereby adopted with anticipated revenues of \$18,016,145.00; anticipated expenditures of \$17,219,327.00; and Intergovernmental Transfers of \$ 1,441,756.00.

Section 2:

Funds are hereby appropriated for the objects and purposes of expenditures set forth in said Budget.

Section 3:

This Ordinance shall be in full force and effect from and after its passage by the Board of Aldermen.

APPROVED AND PASSED THIS 27th DAY OF JUNE 2023.

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk

APPROVED AS TO FORM:

James K. Weber
City Attorney

Attachment A



400 N. Iron Street, Salem, Missouri 65560
(573) 729-4811 Fax (573) 729-5371
www.salem-mo.com

BUDGET MESSAGE

To: Mayor and Board of Aldermen

From: City Administrator, Sally Burbridge

Subject: Recommended Final Budget Proposal for Fiscal Year 2024

I am pleased to submit for your consideration the 2024 proposed annual budget of \$17,219,327.

The proposed budget before you is the culmination of discussions between me and all of you over the past year. Additionally, information and input from multiple city boards and committees, staff and individual citizens have all helped to shape the FY '24 budget.

The past two years' revenues for the City of Salem have been supplemented by the addition of Federal Covid Relief dollars at just over \$500,000 each year. Those funds were used to cover revenue shortfalls in comparison to expenditures. During this same time, in an effort to reduce expenditures, the city has reduced personnel by 6 full time equivalent (FTE) positions and this impacts operations city-wide, even departments without a direct loss of personnel as they have needed to adjust how they do things to accommodate those that have reduced staffing levels.

As we shift into the upcoming budget year, it is my belief that staffing levels are stabilized for now. There are no proposals to add positions back into the proposed budget. With the efforts of the Mayor, Board and Staff, and in large part to our citizens who listened and responded by voting when we asked to increase the Sales Tax in the City, we are now able to change the direction of the City's budget and operations.

Before we get into the proposed budget details, it is important to note that the current year's budgeted revenues as compared to the estimated year end are down by \$257,436 but our budgeted vs year end expenditures are down by \$1,849,900. While a large portion of this is due to grant funded projects rolling into the proposed budget, a portion of this reduction in expenditures is also directly related to the efforts of staff to reduce costs and find more efficient ways of performing our work.

It is also worth noting that the \$900,000 budgeted to transfer from the Electric Operating Fund to the General Fund in the current budget is being reduced to \$750,000 to the General Fund. While in the proposed FY '24 budget, this amount is further reduced to \$600,000 as promised in the 1% Sales Tax presentations earlier this year. Total proposed Intergovernmental Transfers, including the amount mentioned above is \$1,441,756 the majority of which is between Utility Operating funds to Reserve accounts and from General Fund to Funds without sufficient dedicated funding sources.

MAYOR
Greg Parker

ALDERMEN

East Ward
Shawn Bolerjack
Kala Sisco

West Ward
Amanda Duncan
Kyle Williams

PARKS AND RECREATION: Melissa DuBois
POLICE DEPARTMENT: Joe Chase



PUBLIC WORKS: Mark Nash
UTILITIES: Jennifer Cochran

CITY ADMINISTRATOR
Sally Burbridge

CITY CLERK
Tammy Koller

CITY ATTORNEY
James Weber

BUILDING INSPECTION: Jarred Brown
FINANCE: Stacey Houston

The proposed FY '24 budget is roughly a 19% increase in revenues plus balances forward and a 17% increase in expenditures over the prior year. FY '24 revenues are budgeted to total \$18,016,145 and expenditures of \$17,219,327 compared to the previous year's budgeted totals of \$14,613,626 and \$14,263,871 respectively.

Of special note for the proposed FY '24 budget is the re-implementation/implementation of 25% reserve and prior year fund balances. The City of Salem has a Reserve Fund Policy stating that all Utility Funds shall have a 25% reserve fund and shall contribute 5% to reserves each year. The purposes behind such funds are to have funds available in cases of emergencies and to fund large, planned capital projects and expenditures. Staff has taken this policy a step further in the proposed budget and applied this policy to all funds with independent revenue streams not just utility funds.

The budget proposal before you has higher expenditures due to the following increases that impact every department: 10% increase in fuel costs, 10% increase in cost to purchase power (this relays into a 10% increase in individual department utility costs), increases in retirement plan costs funded by the city, and a 4% COLA. Most of the additional expenditure increases are due to a large number of grant funded projects expected to occur or begin during this next budget year.

The estimated income from retail sales in the city is \$2,314,941, due to the passage in April of the additional 1% sales tax. Businesses will begin collecting this additional 1% in October and the City should receive the first installments in January of 2024 with full receipts not coming in until February due to the differences in reporting and submittal schedules for sales taxes to the state. It is difficult to predict sales tax revenue due to economic fluctuations and construction projects in process in the city. So staff has taken a conservative approach and basically flatlined the sales tax revenue projections and added in less than half a year's worth of collecting the additional 1%.

Electric Utility revenues reflect an increase of 3.5% on the kwh rates but a reduction of the service availability rates of \$10 and \$15 per account to \$8 and \$12 for residential and commercial accounts respectively. No other Utility rates have been recommended for changes at this point.

Other than Utility Reserve Funds, the proposed budgeted funds do not include the use of any estimated fund balances to be carried over from the prior year with the exception of the Airport and Parks and Recreation Funds. Both Funds have specific Boards to help oversee the finances and operations and these Boards chose to recommend the use from prior year balances to accomplish specific capital purchases and projects.

The FY '24 proposed budget also includes the first Capital Improvement Plan (CIP) or 5-year plan as part of the budgeting documents in recent years. The CIP provides a snapshot of an increased focus on infrastructure projects and includes all capital expenditures planned for the upcoming year as well as for the next five (5) years. The funding sources for the CIP include the following taxes and revenue streams: ½ cent Capital Improvement Tax, 3/8 cent Parks and Recreation Tax, Special Street Tax, Airport Board Prior year fund balance and the Electric, Water and Wastewater Reserve Funds in addition to outside grants, bonds and debt service.

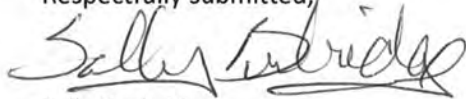
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BUILDING INSPECTION: Jarred Brown
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The budget includes payments on the total city debt service of \$1,114,682 for the upcoming year and a balance forward of \$9,639,097, portions of which extend to 2038.

Respectfully submitted,



Sally Burbridge

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CITY OF SALEM

FISCAL YEAR 2024 BUDGET INTRODUCTION

PRESENTED IS A BALANCED FY 2024 BUDGET

Fiscal Year 2024 is a \$17M budget.

This is a 17% increase from the FY 2023 budget.

When looking at expenditures, not including inflationary and other factors noted later, GRANT FUNDED projects account for 28% of the increase between the current estimated year end and this new budget (20% of FY 24 expenditures).

On the revenue side, increases in revenues are largely accounted for by the increase in Grant Revenues and the addition of roughly ½ a year of the additional 1% General Revenue Sales Tax approved by voters in April of this year.

Budget Introduction

FY 2024 RESERVE FUNDS AND TRANSFERS

With the exceptions of transfers adding to Reserve Balances per the City's Reserve Fund policy and General Fund transfers to funds without an independent revenue stream, there is but one transfer between funds:

As promised during the Additional 1% Sales Tax presentations to the public earlier this year, the transfer from the Electric Fund to the General Fund is included as a reduction from the previous budget year (FY '23 - \$900k to FY '24 - \$600k).

Budget Introduction

Reserve Fund Balance Policy – while this policy is specifically for Utility Funds, staff has taken the stance that it is good to apply to all city funds.

Introduction

The establishment and maintenance of adequate reserve balances allow the City financial flexibility and security. Reserve fund balances provide the means to handle economic uncertainties, local disasters and other unanticipated financial hardships:

Minimum Fund Balances

1. The City will strive to maintain electric, water, and sewer reserve fund balances of at least 25% of the prior completed fiscal year's actual expenditures for the respective department.
2. The City's annual budget shall include budgeted transfers to reserve fund balances of at least 5% of the prior completed fiscal year's actual expenditures for the respective department. Budgeted transfers to reserve fund balances will be made quarterly with the 4th quarter installment amounts determined by the City's financial condition.

Spending From Reserve Fund Balances

1. A simple majority of the full Board of Aldermen may approve expenditures from reserve fund balances.

Previous year's balances:

There are two instances of using previous year's ending balances for specific purchases and improvements (not for operations but for capital improvements):

1. On 5/22/23 the Parks and Recreation Board recommended approval of the Parks and Recreation FY '24 budget with use of prior year's balances for purchase of a new pickup.
2. On 6/1/23 the Airport Board recommended approval of the Airport FY '24 budget with use of prior year's balances for local grant match funds for the T-Hangar Construction project and upgrades to the Pilot's lounge.

****These two funds do not have specific, separate Reserve Funds.**

NOTES

Increases budget wide:

1. 10% increase in fuel.

2. 10% increase in utilities

Cost to purchase the power for electric utility - this then impacts all department budgets for their individual utility expenses.

3. Supplies & Materials cost increases plus delays or difficulty finding what is needed.

4. 4% Cost of Living Increase for all City Employees

NOTES



In order to prepare this budget, it was necessary for staff to make a series of assumptions based upon conversations and a public workshop with the current Mayor and Board of Aldermen over the past 7 months. Discussions about Employee Retention and Recruitment which relate to the first 4 items, has been a topic among the City's Elected Officials for the past 3 years.

The following assumptions are included in the proposed budget:

1. Adoption of New Personnel Policy and Leave Amounts
2. Approval of New Employee Health Insurance Proposal
3. Pay Schedule Adjustments
4. Cost Of Living Adjustment (COLA)
5. Changes to the Process for Community Support

ASSUMPTIONS



1. Adoption of New Personnel Policy and Leave Amounts

- The Draft Personnel Policy has been submitted to the Board for review.
- Leave amounts have been adjusted as follows, per Dec, 2022 Workshop discussions:

		Years Of Employment	Per Week Accrual Rate (In Hours)	Annual Accrual	Total Accrual
Sick Leave:	<u>Current</u>	1-10 years	.77	5 days	30 days
		10 +	1.54	10 days	
	<u>Proposed</u>	Up to 1 (one)	.92	6 days	30 days
		2 (two) + years	1.85	12 days	
Vacation	<u>Current</u>	< 2	.77	5 (40 hours)	2 Xs amount earned in previous yr
		2 but less than 10	1.54	10 (80 hrs)	
		10 +	2.31	15 (120 hrs)	
	<u>Proposed</u>	Up to 1 (one)	.77	5 (40 hrs)	2 Xs amount earned in previous yr
		2 (two) through 4 (four)	1.54	10 (80 hrs)	
		5 (five) through 9 (nine)	2.31	15 (120 hrs)	
		10 (ten) through 14 (fourteen)	2.77	18 (144 hrs)	
		15 (fifteen)+ years	3.08	20 (160 hrs)	

- Also includes the addition of 2 Personal Days/year.

ASSUMPTIONS



2. Approval of New Employee Health Insurance Proposal

- With Board consent and approval, the City has in recent years, covered \$550/employee/month for employee's health insurance. Any premium or costs not covered are at employee's expense.
- The health insurance proposal for the upcoming year (to be before the Board on June 27) is a reduction in cost to the City for coverage to \$535/employee/month. This results in a savings of roughly \$11k for the year.
- During the December, 2022 Workshop for Employee Benefits, it was requested that quotes/costs for Employee Short Term Disability be explored. The new Health Insurance Proposal includes such a policy to cover all eligible employees for roughly \$12k for the year.

For preparation of the draft budget, staff has assumed approval of the above referenced Health Insurance proposal and costs.

ASSUMPTIONS

3. Pay Schedule Adjustments

- One position adjusted to maintain the changing minimum wage as starting pay.
- Benchmarked position pay to the Missouri Municipal League (MML) survey for Cities between 4-5,000 population (kicked out those with numbers higher and lower than the main group) – MML Survey January, 2023
- For position pay that was lower than the MML Avg, used a 13% reduction factor based on the % Dent County wages are lower than counties with above referenced comparable cities.
- In the following slides the proposed adjustments are in blue below the line in question.

ASSUMPTIONS



Classification & Salary Schedule FY 2023-2024

COLA is based on CPI for last 12 months through April 2023

https://www.bls.gov/regions/mountain-plains/news-release/consumerpriceindex_stlouis.htm

1.000

Salary Mid Range Adjustments to within 13% of MML Avg ***

	<u>Rolla per MML</u> <u>Wage Survey</u> <u>2023</u>	<u>MML Wage</u> <u>Survey January</u> <u>2023 Data *</u>	<u>Range</u>										Column J as % of MML ***
			1	2	3	4	5	6	7	8	9	10	
Custodian - \$12/hr minimum wage effective 1/1/23			11.14	11.49	11.84	12.19	12.54	12.90	13.25	13.60	13.95	14.37	
**Custodian - bring to minimum 8% (1/1/24 increase to \$12.36)			12.03	12.41	12.79	13.17	13.55	13.93	14.31	14.69	15.07	15.52	
Dispatcher	21.52	16.71	12.11	12.65	13.19	13.73	14.27	14.81	15.36	15.90	16.44	16.93	0.85
** Dispatcher 2%			12.35	12.90	13.45	14.01	14.56	15.11	15.66	16.22	16.77	17.27	0.87
Laborer	16.93	16.33	12.29	12.68	13.07	13.45	13.84	14.23	14.62	15.01	15.39	15.85	0.85
** Laborer 2.5% - folded Light Equipment Operator and Tree Trimmers into this line, no MML comparables for these (bottom had a .89 and top a 1.46 difference)			12.60	12.99	13.39	13.79	14.19	14.59	14.98	15.38	15.78	16.25	0.87
Animal Control / Nuisance Enforcement	16.93	16.01	13.71	14.14	14.57	15.00	15.43	15.86	16.30	16.73	17.16	17.67	0.96
Heavy Equipment Operator	21.66	17.88	14.05	14.66	15.28	15.89	16.51	17.13	17.74	18.36	18.97	19.54	0.92
Utility Clerk		17.11	14.38	14.83	15.28	15.74	16.19	16.64	17.09	17.55	18.00	18.54	0.95
Patrolman	24.82	21.6	14.99	15.51	16.03	16.54	17.06	17.58	18.09	18.61	19.13	19.70	0.79
** Patrolman 10%			16.49	17.06	17.63	18.20	18.77	19.33	19.90	20.47	21.04	21.67	0.87
Utility Supervisor			15.74	16.23	16.73	17.22	17.72	18.21	18.71	19.20	19.70	20.29	
Administrative Secretary	20.49	16.77	15.74	16.42	17.11	17.80	18.48	19.17	19.86	20.54	21.23	21.86	1.10
Apprentice Lineman			15.79	16.29	16.78	17.28	17.77	18.27	18.76	19.26	19.75	20.34	
Supervisor			16.26	17.02	17.78	18.54	19.30	20.06	20.82	21.58	22.34	23.01	
Corporal			16.76	17.34	17.92	18.50	19.08	19.66	20.24	20.82	21.40	22.04	
Detective	27.3	24.47	16.76	17.29	17.82	18.34	18.87	19.40	19.93	20.45	20.98	21.61	0.77
** Detective 12.5%			18.86	19.45	20.04	20.64	21.23	21.82	22.42	23.01	23.61	24.31	0.87
Mechanic	21.66	19.48	17.14	17.67	18.21	18.75	19.29	19.82	20.36	20.90	21.44	22.08	0.99
Sergeant	30.03	26.35	17.24	17.84	18.44	19.03	19.63	20.22	20.82	21.41	22.01	22.67	0.74
** Sergeant 16.5%			20.09	20.78	21.48	22.17	22.87	23.56	24.25	24.95	25.64	26.41	0.87
Building Inspector / Nuisance Enforcement	23.82	22.06	17.51	18.27	19.02	19.77	20.52	21.27	22.03	22.78	23.53	24.24	0.93
Electric Lineman		23.55	17.78	18.61	19.45	20.28	21.11	21.94	22.77	23.60	24.43	25.16	0.90
Lieutenant		31.44	18.03	18.86	19.69	20.52	21.36	22.19	23.02	23.85	24.68	25.42	0.68
** Lieutenant 28%			23.08	24.14	25.21	26.27	27.34	28.40	29.46	30.53	31.59	32.54	0.87
Leadman Foreman		26.67	18.06	19.38	20.69	22.00	23.31	24.63	25.94	27.25	28.56	29.42	0.87

Management (Salary - Exempt)

Major/ Police Chief	46.07	32.36	21.05	21.78	22.50	23.23	23.96	24.68	25.41	26.14	26.86	27.67	0.74
** Police Chief 18%			24.84	25.70	26.55	27.41	28.27	29.13	29.98	30.84	31.70	32.65	0.87
Department Heads			21.26	22.56	23.86	25.16	26.46	27.76	29.06	30.36	31.66	32.61	
Treasurer (Treasurer fit for population size, but larger Citys	43.92	23.17	23.76	24.91	26.07	27.22	28.37	29.53	30.68	31.83	32.98	33.97	1.22
City Clerk	24.79	26.72	20.20	21.18	22.16	23.14	24.12	25.10	26.08	27.06	28.04	28.88	0.90
Economic Development	21.63	26.37	25.38	26.50	27.62	28.73	29.85	30.96	32.08	33.19	34.31	35.34	1.13
Public Works	48.31	30.87	25.89	27.17	28.45	29.73	31.02	32.30	33.58	34.86	36.14	37.22	1.00
City Engineer	36.94	39.81	26.84	28.67	30.50	32.33	34.16	35.99	37.82	39.65	41.48	42.72	0.86
** City Engineer 1%			27.11	28.96	30.80	32.65	34.50	36.35	38.20	40.04	41.89	43.15	0.87
City Administrator	56.49	33.45	34.20	35.10	36.01	36.95	37.90	38.85	39.80	40.79	41.78	43.04	1.13

Pay rates reflect all add-ons to pay such as CDL, Certifications, meeting attendance, etc.

*Note - Used MML data from populations between 3,999 and 5,000 and averaged; excluding communities that skew the numbers significantly high or low.

4. Cost Of Living Adjustment (COLA)

- 4% COLA – based on the Consumer Price Index (CPI) for the St. Louis Area as of April, 2023 of 4.2% over the previous 12 months US Bureau of Labor Statistics, Mountain-Plains Information Office

For preparation of the draft budget, staff has assumed approval of the above Pay Schedule and COLA.

Community Comparisons:

Average City of Salem Employee Wage 6/2023 – 37,503

Average Dent County Wage through 6/30/2023 - \$34,000 MO Department of Economic Development

Median Household Income Salem - \$31,575 2021 American Community Survey, US Census Bureau

Median Household Income Dent County - \$45,700 2021 American Community Survey, US Census Bureau

Median Household Income Missouri - \$61,847 2021 American Community Survey, US Census Bureau

ASSUMPTIONS

5. Changes to the Process for Community Support

- Community Support is a donation to a non-profit entity or other organization, to support the entity and its efforts without a specific contracted service.
- Propose the creation of a “Community Support” line in the budget that is funded after all the needs of city operations, capital investments, reserve policies and obligations have been met.
- Non-profit and civic organizations would then have the opportunity to apply to the City for support, and each year the Board of Aldermen would make decisions about which applications they choose to fund for the current year.
- This eliminates standing line items in the city budget for specific entities and allows the priorities and preferences of each Board of Aldermen to be addressed.

For preparation of the draft budget, staff has deleted the individual line items and assumed the inclusion of a \$20,000 balance in the Community Support line.

ASSUMPTIONS



CITY OF SALEM
REQUEST FOR FUNDING APPLICATION
CITY ALDERMEN COMMUNITY SUPPORT FUNDS

TO:

CITY OF SALEM
FINANCE DEPARTMENT
400 N. IRON, ST.
SALEM, MO 65560
or
finance@salemmo.com

Agreement with City must be current (if applicable). Documents to be included with Funding Application:

- Board of Directors and Key Staff
- Certificate of Insurance must be current (if applicable)
- Most recent audited financial statement
- Provide a copy of the most recent tax form filed with the IRS by your Organization (e.g., Form 990)
- Explanation of tax-exempt revocation (if applicable)

Additional documents to be included with Funding Application if this is organization's first funding request or if the city does not currently have these documents on file:

- Organization By Laws
- IRS Non-Profit Status Letter
- W-9 (information provided on this document will control to who and where funds are issued if granted by the Board of Aldermen)

If your entity does not have any of the above documents, a funding request may still be submitted and may be considered for funding by the Aldermen. If funded, disbursement of funds may be on a reimbursement basis upon submittal of satisfactory documentation of expenditures or the city may administer funds on behalf of the entity.

If your entity received funding during the previous fiscal year (July to June), has your entity provided a report to the Board of Aldermen? If not, a report must be provided prior to consideration of a new funding request. To schedule your presentation to the Board or provide a written report, please contact Tammy Koller, City Clerk, 729-5211, cityclerk@salemmo.com.

Upon receipt of the funding application, the request will be included with the next scheduled Alderman meeting. The entity will be advised of the date of the meeting to present the funding request and must be available to address Board questions. If funding is approved, the entity must request the disbursement of funds in writing. The request for disbursement should be submitted to Stacey Houston, Finance Director, City of Salem, 400 N. Iron St., Salem, MO 65560 or finance@salemmo.com.

To be included in the annual budget process, applications must be received by August 31, 2023 and by April 30th thereafter.

Questions? Please contact Stacey Houston, Finance Director, 573-729-4811 or finance@salemmo.com

CITY OF SALEM
REQUEST FOR FUNDING APPLICATION
CITY ALDERMEN COMMUNITY SUPPORT FUNDS

Today's Date:	
Organization Name:	
Name of Project/Program/Event:	

FUNDING REQUEST INFORMATION

Describe the need for the funding:

Describe how funding would be utilized:

Location of project site (maps may be attached)

How will success of the project be measured?

Total Amount Requested: Minimum Amount to make project: Date Funding Required:

Can project be phased? If so, describe the phases including timelines.

PROJECT TYPE	START DATE	END DATE	AMOUNT REQUESTED	+	MATCHING FUNDS	=	TOTAL PROJECT BUDGET
Construction/Renovation							
Design/Engineering							
Equipment							
Vehicle							
Special Program or Event – attach detailed description, budget and marketing materials/brochures for program or event							
TOTALS							

CITY OF SALEM
REQUEST FOR FUNDING APPLICATION
CITY ALDERMEN COMMUNITY SUPPORT FUNDS

REPRESENTATION

I, _____, as _____, have the authority to submit this funding request on behalf of _____, and certify that all information submitted is factual, accurate and complete to fullest extent of my knowledge. If funding is granted, a project report is required to be submitted to the Board of Aldermen.

Signature

Date

Please note - future funding requests may not be considered by the Board of Aldermen if project/service report for prior funding has not been completed in a timely manner.

CITY OF SALEM
REQUEST FOR FUNDING APPLICATION
CITY ALDERMEN COMMUNITY SUPPORT FUNDS

ORGANIZATION INFORMATION

Organization Legal Name:	Website:					
Organization Main Address:	City:	State:	ZIP Code:			
Organization Mailing Address:	City:	State:	ZIP Code:			
Principal Contact:	Phone Number:	Fax Number:				
Title:	Email Address:					
Chief Executive Officer (or equivalent):	Phone Number:	Fax Number:				
Title:	Email Address:					
What Type of Service does the Organization Provide (Check all that apply)		Educational	Child Care	Youth Services		
Housing / Homeless	Senior Services	Substance Abuse Prevention	Recreation	Economic Development	Community Event	[Other]
EIN/Taxpayer ID Number:	Indicate Tax Status of Organization (include IRS letter of determination):		Has the Organization's tax-exempt status been revoked in the past five years? If yes, attach explanation			
Briefly describe mission, history and principal programs and activities of the Organization:						
Has entity received funding from the City of Salem previously? If so, when, amount received and how funds were used:						
How many paid full-time equivalents does the Organization have?		How many paid part-time equivalents does the Organization have?				
Are Organization services and/or programs available to all residents of the City of Salem? If no or restricted, please explain.		Are fees charged for services?				
Is membership in the Organization required to participate in any of the Organization programs or to be a recipient of Organization services?		Have other organizations, firms, individuals provided or will provide funds or services for this project? If yes, please describe.				



Fiscal Year 2024 Proposed Budget

6/22/2023

TOTAL ALL FUNDS	Estimated	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024
	Beginning	Proposed	Proposed	Proposed	Proposed	Ending Fund
	Balance	Revenues	Expenses	Xfers In	Xfers Out	Balance
100-GENERAL FUND	469,743	2,838,354	3,115,096	600,000	153,268	629,733
120-EMERGENCY FUND	39,002	31				39,033
130-POST COMMISSION	1,257	500	500			1,257
201-SPECIAL STREET	396,218	186,000	157,520			424,698
210-PARK & RECREATION	473,886	692,797	667,797		25,000	455,400
220-POLICE DEPT.LAW ENF.FUND	3,337	600	600			3,337
230-OFFICERS TRAINING FUND	1,223	250	250			1,223
240-FIREWORKS FUND	2,106	-	10,000	10,000		2,106
250-INMATE SECURITY FUND	1,235	150	-			1,385
255-CHDC GRANT FUNDS	0	-	-			0
260-LOCAL LAW ENF. GRANT FUND	5	-	-			5
265-DELTA REGIONAL GRANT	-					-
270-PROTEST ACCOUNT	-					0
280-CDBG STORMWATER GRANT	-					0
290-BUILDING PERMIT FUND	13,206	11,700	43,224	31,524		13,206
299-POLICE CONTRIBUTION FUND	440	-	-			440
301-CAPITAL IMP SALES TAX	767,340	1,098,518	1,085,715	25,000	-	805,143
501-ELECTRIC FUND	295,909	7,334,269	6,171,957	-	1,144,926	313,295
502-ELECTRIC D & R FUND	76,697	100				76,797
503-ELECTRIC RESERVE FUND	750,421	200	102,500	544,926	-	1,193,047
510-WATER FUND	679,805	945,967	904,239	-	41,155	680,379
511-WATER D & R FUND	206,255	1,000	-		-	207,255
512-WATER RESERVE	696,478	988,689	1,029,843	41,155	-	486,338
520-SEWER FUND	208,426	1,193,627	1,054,661	-	67,408	279,984
521-SEWER D & R	177,808	236	-	-	-	178,044
522-SEWER RESERVE FUND	106,583	903,447	970,855	67,408		106,583
530-SANITATION	51,945	365,416	361,850			55,511
540-CEMETERY FUND	10,224	18,050	139,793	121,743		10,224
550-LANDFILL	399,800	1,000	-			400,800
560-AIRPORT FUND	191,557	847,775	847,775	-		126,936
601-INSURANCE CONTINGENCY	140,910	120	-			141,030
701-UTILITY DEPOSIT FUND	468,755	376	-			469,131
702-CEMETERY ENDOWMENT FUND	614,038	242				614,280
703-ECONOMIC DEVELOPMENT	19,321	586,733	555,152	-		50,902
17 of 182	7,263,929	18,016,145	17,219,327	1,441,756	1,441,756	7,767,500

All Fund Revenue and Expenditures

The FY2024 All Funds budget is in surplus of \$796,818 dollars. The FY2024 All Funds revenues are expected to increase by \$3,402,519 and expenditures to increase by \$2,955,456 over FY2023 Budget. The City of Salem will receive grant revenues of \$3,343,500 and grant expenditures of \$3,461,500 in FY2024

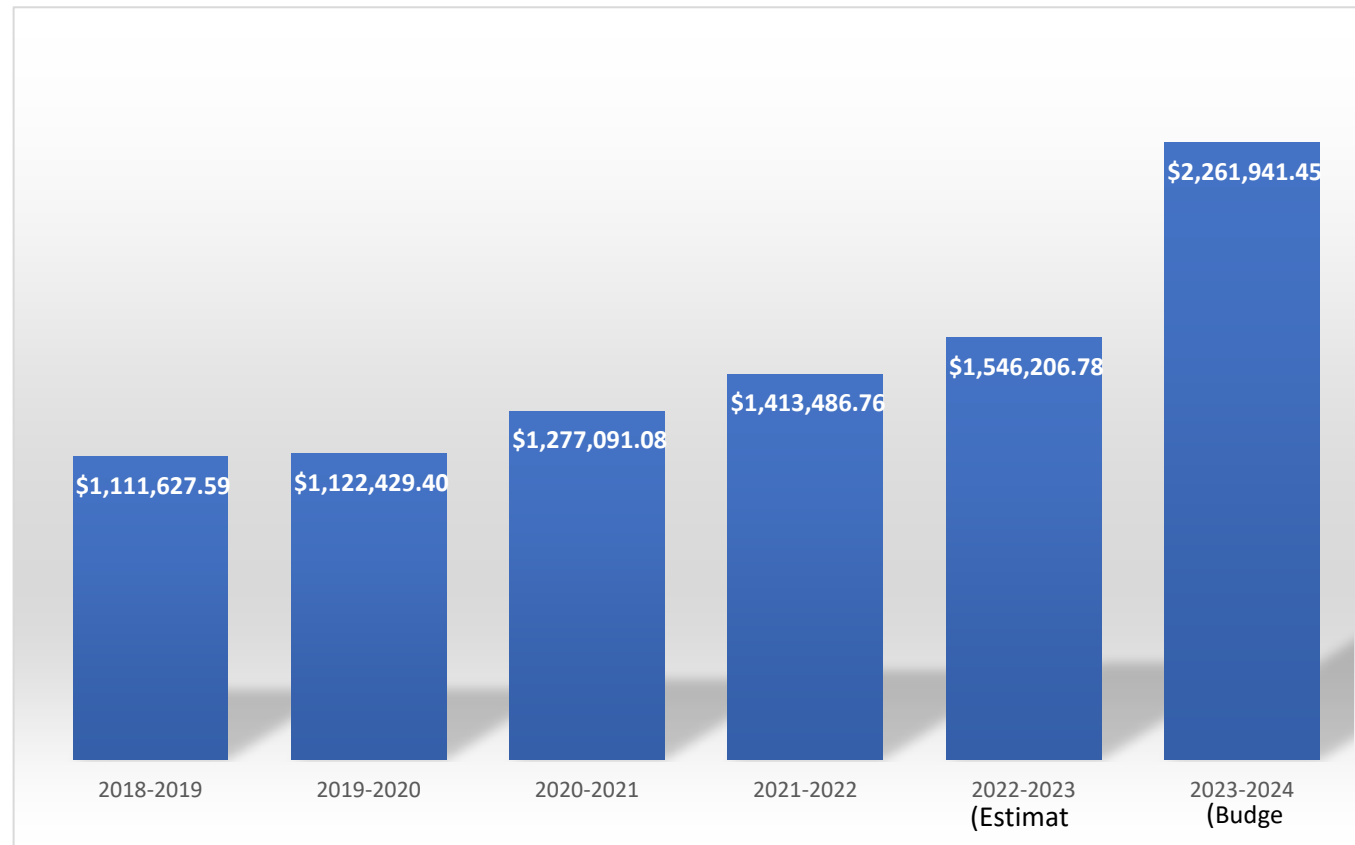
YEAR	REVENUES		EXPENSES		REVENUES OVER (UNDER) EXPENDITURES
2020-2021 ACTUALS	\$	11,743,844	\$	11,407,841	\$ 336,003
2021-2022 ACTUALS	\$	12,694,866	\$	13,162,245	\$ (467,379)
2022-2023 BUDGET	\$	14,613,626	\$	14,263,871	\$ 349,755
2022-2023 ESTIMATE	\$	14,356,190	\$	12,413,971	\$ 1,942,219
2023-2024 PROPOSED	\$	18,016,145	\$	17,219,327	\$ 796,818

GENERAL FUND TOTALS

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
REVENUES	\$ 1,719,364	\$ 1,886,532	\$ 2,472,835	\$ 2,326,421	\$ 2,690,449	\$ 2,838,354	\$ 511,933
EXPENDITURES	\$ 2,703,783	\$ 2,764,789	\$ 2,857,142	\$ 2,963,672	\$ 2,834,110	\$ 3,115,096	\$ 151,425
OTHER SOURCES	\$ 738,010	\$ 1,340,000	\$ 638,510	\$ 977,396	\$ 750,000	\$ 600,000	\$ (377,396)
OTHER USES	\$ 189,241	\$ 208,260	\$ 249,839	\$ 340,146	\$ 247,633	\$ 163,268	\$ (186,878)
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ (435,650)	\$ 253,483	\$ 4,364	\$ (0)	\$ 358,707	\$ 159,990	\$ 169,990
Beginning Fund Balance						\$ 469,743	
(25% Reserve Goal)						\$ 714,285	
Ending Fund Balance						<u>\$ (74,552)</u>	<u>\$ 629,733</u>

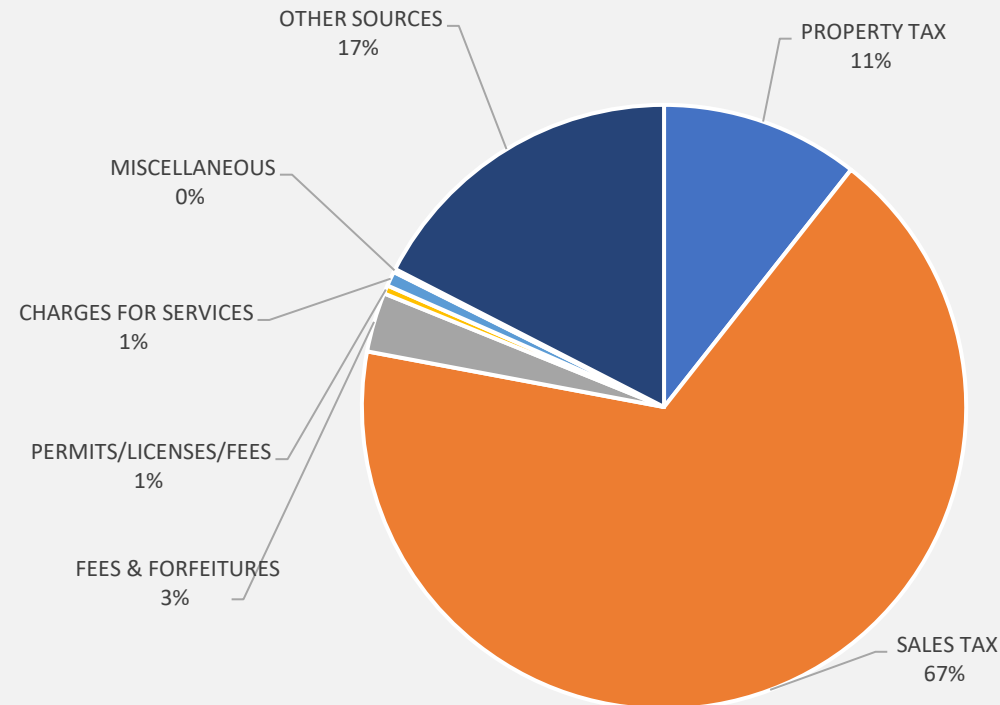
GENERAL FUND SALES TAX

The City currently collects a 1% sales tax that was passed and approved by the majority of voters in 1980. In April 2023 voters approved to increase the City's sales tax to 2%, which will take effect in October 2023.



General Fund Revenue Source

The General Fund is the primary operating fund of the City. It is used to account for all activities except those legally or administratively required to be accounted for in other funds. Primary sources of revenue are Sales Tax, Property Tax, Other Sources, Fees & Forfeitures, Permits/Licenses/Fees, Charges for Services.



GENERAL FUND REVENUES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>REVENUE SUMMARY</u>							
PROPERTY TAX	\$ 337,605	\$ 343,701	\$ 351,958	\$ 333,000	\$ 372,568	\$ 365,215	\$ 32,215
SALES TAX	\$ 1,178,683	\$ 1,331,533	\$ 1,466,354	\$ 1,302,600	\$ 1,602,172	\$ 2,314,941	\$ 1,012,341
FEES & FORFEITURES	\$ 133,320	\$ 121,378	\$ 120,708	\$ 114,500	\$ 129,987	\$ 109,500	\$ (5,000)
PERMITS/LICENSES/FEES	\$ 14,139	\$ 15,461	\$ 16,702	\$ 12,600	\$ 15,411	\$ 15,600	\$ 3,000
OTHER	\$ 34,941	\$ 3,569	\$ 506,795	\$ 491,509	\$ 501,074	\$ -	\$ (491,509)
CHARGES FOR SERVICES	\$ 16,100	\$ 34,425	\$ 6,900	\$ 52,200	\$ 52,562	\$ 27,000	\$ (25,200)
MISCELLANEOUS	\$ 4,576	\$ 36,465	\$ 3,417	\$ 2,304	\$ 16,675	\$ 6,098	\$ 3,794
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 17,708	\$ -	\$ -	\$ (17,708)
TOTAL REVENUES	\$ 1,719,364	\$ 1,886,532	\$ 2,472,835	\$ 2,326,421	\$ 2,690,449	\$ 2,838,354	\$ 511,933

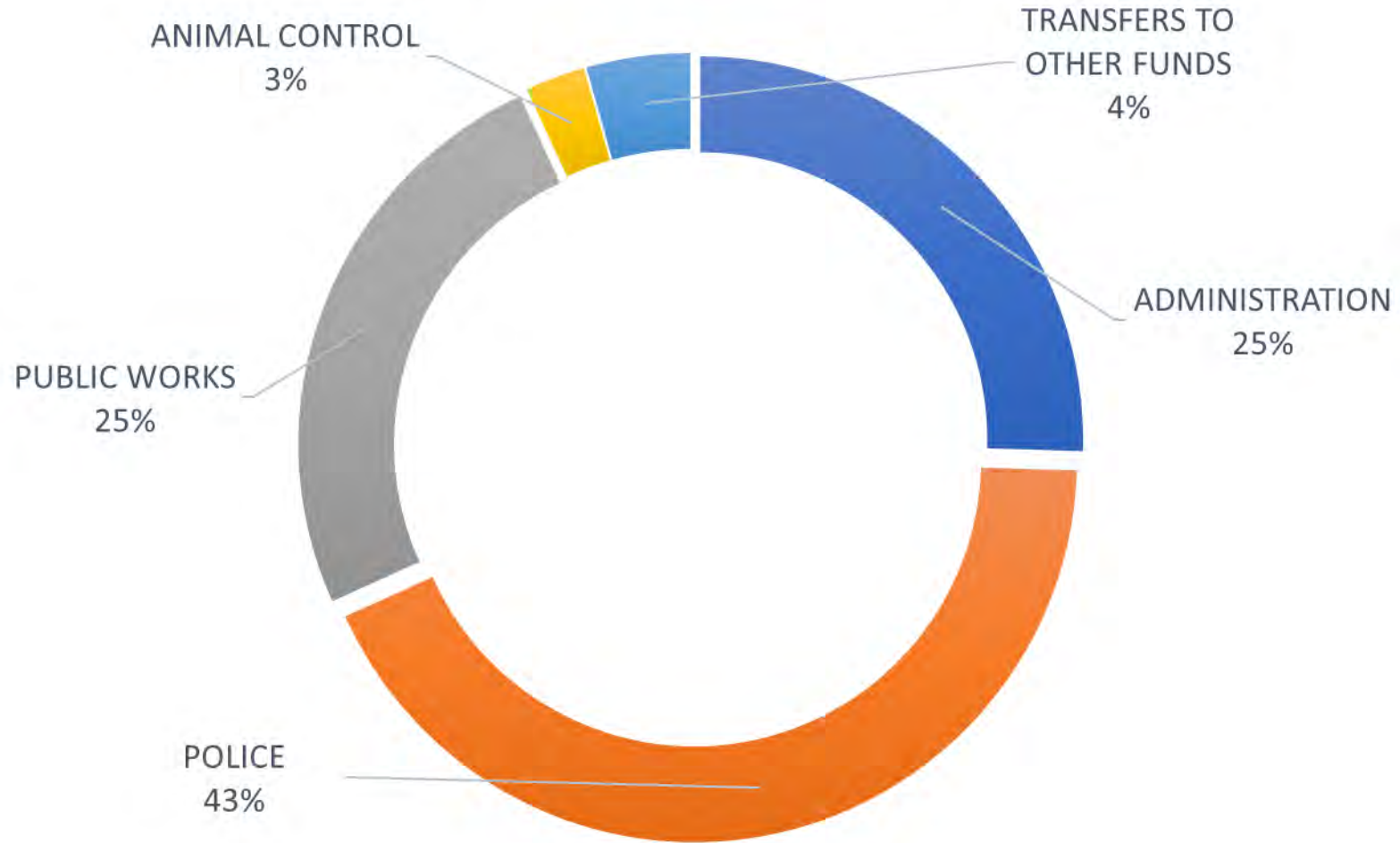
GENERAL FUND EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
ANIMAL CONTROL	\$ 56,289	\$ 68,036	\$ 67,620	\$ 69,760	\$ 73,354	\$ 83,063	\$ 13,303
CITY ATTORNEY	\$ 31,871	\$ 28,966	\$ 27,000	\$ 28,000	\$ 28,005	\$ 28,005	\$ 5
CITY CLERK	\$ 87,630	\$ 102,156	\$ 87,895	\$ 86,693	\$ 74,911	\$ 84,944	\$ (1,749)
CITY COLLECTOR	\$ 18,812	\$ 19,382	\$ 19,476	\$ 19,750	\$ 19,750	\$ 20,750	\$ 1,000
CITY TREASURER	\$ 180	\$ 2,403	\$ 2,377	\$ 2,552	\$ 501	\$ 130	\$ (2,422)
CIVIL DEFENSE	\$ 112	\$ -	\$ 1,150	\$ 250	\$ -	\$ 250	\$ -
FREEDOM ACTIVITY CENTER	\$ 26,373	\$ 39,948	\$ 38,251	\$ 46,339	\$ 48,998	\$ 53,101	\$ 6,762
MAINTENANCE (Mechanic)	\$ 72,467	\$ 73,110	\$ 69,918	\$ 85,356	\$ 75,776	\$ 90,959	\$ 5,603
SEWAGE TREATMENT PLANT	\$ 47,781	\$ 56,688	\$ 57,375	\$ 70,539	\$ 60,342	\$ 73,051	\$ 2,512
MAYOR/BOARD	\$ 39,205	\$ 43,612	\$ 44,719	\$ 46,731	\$ 42,914	\$ 46,421	\$ (310)
MUNICIPAL COURT	\$ 21,946	\$ 14,243	\$ 8,904	\$ 21,956	\$ 13,818	\$ 22,684	\$ 728
NON-DEPARTMENTAL	\$ 287,002	\$ 362,037	\$ 413,908	\$ 375,570	\$ 324,270	\$ 363,942	\$ (11,628)
POLICE	\$ 1,262,683	\$ 1,211,648	\$ 1,248,663	\$ 1,277,952	\$ 1,297,618	\$ 1,387,666	\$ 109,714
CITY ADMINISTRATOR	\$ 109,374	\$ 111,548	\$ 107,727	\$ 111,939	\$ 127,039	\$ 121,940	\$ 10,000
STREET	\$ 617,926	\$ 606,256	\$ 595,854	\$ 601,292	\$ 544,315	\$ 617,883	\$ 16,591
PUBLIC WORKS	\$ 24,132	\$ 24,756	\$ 21,615	\$ 26,069	\$ 22,895	\$ 29,415	\$ 3,346
FINANCE	\$ -	\$ -	\$ 44,688	\$ 92,923	\$ 79,603	\$ 90,893	\$ (2,030)
TOTAL EXPENDITURES	\$ 2,703,783	\$ 2,764,789	\$ 2,857,142	\$ 2,963,672	\$ 2,834,110	\$ 3,115,096	\$ 151,425

GENERAL FUND



General Fund Expenditures 2023-2024 Budget



GENERAL FUND- ADMINISTRATION

The General Fund Administration makes up 25% of the General Fund Expenditures. Administration is made up of several departments that consist of 5 Elected Officials, 3 Appointed Officials, and 2.5 Staff positions.

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
CITY ATTORNEY	\$ 31,871	\$ 28,966	\$ 27,000	\$ 28,000	\$ 28,005	\$ 28,005	\$ 5
CITY CLERK	\$ 87,630	\$ 102,156	\$ 87,895	\$ 86,693	\$ 74,911	\$ 84,944	\$ (1,749)
CITY COLLECTOR	\$ 18,812	\$ 19,382	\$ 19,476	\$ 19,750	\$ 19,750	\$ 20,750	\$ 1,000
CITY TREASURER	\$ 180	\$ 2,403	\$ 2,377	\$ 2,552	\$ 501	\$ 130	\$ (2,422)
CIVIL DEFENSE	\$ 112	\$ -	\$ 1,150	\$ 250	\$ -	\$ 250	\$ -
FREEDOM ACTIVITY CENTER	\$ 26,373	\$ 39,948	\$ 38,251	\$ 46,339	\$ 48,998	\$ 53,101	\$ 6,762
MAYOR/BOARD	\$ 39,205	\$ 43,612	\$ 44,719	\$ 46,731	\$ 42,914	\$ 46,421	\$ (310)
MUNICIPAL COURT	\$ 21,946	\$ 14,243	\$ 8,904	\$ 21,956	\$ 13,818	\$ 22,684	\$ 728
NON-DEPARTMENTAL	\$ 287,002	\$ 362,037	\$ 413,908	\$ 375,570	\$ 324,270	\$ 363,942	\$ (11,628)
CITY ADMINISTRATOR	\$ 109,374	\$ 111,548	\$ 107,727	\$ 111,939	\$ 127,039	\$ 121,940	\$ 10,000
FINANCE	\$ -	\$ -	\$ 44,688	\$ 92,923	\$ 79,603	\$ 90,893	\$ (2,030)
TOTAL EXPENDITURES	\$ 622,505	\$ 724,295	\$ 796,097	\$ 832,704	\$ 759,810	\$ 833,060	\$ 357

Administration

Notable Expenditure Changes:

- 4% COLA (Cost of Living)
 - \$ 11,915.56
- Retirement cost increased from 12.4% to 12.7%
 - \$0 (reduction in personnel)
- Increase of 10% in Utility costs
 - \$14,094
- Increase in overall costs of general supplies and computer supplies
 - \$9,900
- Increase in training
 - \$3,400

GENERAL FUND / ADMINISTRATION EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
CITY ATTORNEY							
SUPPLIES							
OFFICE SUPPLIES	726	-	-	250	250	\$ 250	
Total Supplies	\$ 726	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ -
MAINTENANCE							
MAINTENANCE-EQUIPMENT	-	1,099	-	500	500	\$ 500	
Total Maintenance	\$ -	\$ 1,099	\$ -	\$ 500	\$ 500	\$ 500	\$ -
MISCELLANEOUS							
MEMBERSHIPS	-	-	-	50	55	\$ 55	\$ 5
TRAVEL	-	-	-	200	200	\$ 200	\$ -
SPECIAL SERVICES	18,433	27,760	27,000	27,000	27,000	\$ 27,000	\$ -
Total Miscellaneous	\$ 18,433	\$ 27,760	\$ 27,000	\$ 27,250	\$ 27,255	\$ 27,255	\$ 5
TOTAL CITY ATTORNEY	\$ 31,871	\$ 28,966	\$ 27,000	\$ 28,000	\$ 28,005	\$ 28,005	\$ 5

GENERAL FUND / ADMINISTRATION EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
CITY CLERK							
Personnel							
<i>SUPERVISION</i>	65,544	66,762	35,694	60,000	50,700	\$ 56,400	\$ (3,600)
<i>OPERATING</i>	-	9,150	21,343	-	-	\$ -	\$ -
<i>OVERTIME</i>	-	1,238	3,358	-	-	\$ -	\$ -
<i>FICA</i>	4,952	5,767	4,583	5,391	4,056	\$ 4,512	\$ (879)
<i>UNEMPLOYMENT</i>	40	77	107	145	145	\$ 145	\$ -
<i>WORKERS COMPENSATION</i>	214	178	136	157	157	\$ 157	\$ -
<i>HEALTH INSURANCE</i>	7,120	7,539	6,600	6,600	6,600	\$ 6,600	\$ -
<i>LIFE INSURANCE</i>	70	57	62	60	67	\$ 67	\$ 7
<i>RETIREMENT</i>	6,609	6,787	6,112	7,440	6,286	\$ 7,163	\$ (277)
Total Personnel	\$ 84,549	\$ 97,555	\$ 77,995	\$ 79,793	\$ 68,011	\$ 75,044	\$ (4,749)
							\$ -
SUPPLIES							\$ -
<i>OFFICE SUPPLIES</i>	769	1,063	2,242	1,000	1,000	\$ 1,000	\$ -
<i>COMPUTER SUPPLIES</i>	367	246	1,230	500	500	\$ 2,500	\$ 2,000
Total Supplies	\$ 1,136	\$ 1,309	\$ 3,472	\$ 1,500	\$ 1,500	\$ 3,500	\$ 2,000
							\$ -
MAINTENANCE							\$ -
<i>MAINTENANCE-EQUIPMENT</i>	394	161	782	500	500	\$ 500	\$ -
Total Maintenance	\$ 394	\$ 161	\$ 782	\$ 500	\$ 500	\$ 500	\$ -
							\$ -
MISCELLANEOUS							\$ -
<i>MEMBERSHIPS</i>	330	170	295	500	500	\$ 500	\$ -
<i>FUEL</i>	-	-	62	-	-	\$ -	\$ -
<i>MISCELLANEOUS</i>	15	-	58	100	100	\$ 100	\$ -
<i>TRAVEL</i>	(773)	1,111	3,342	2,500	2,500	\$ 3,500	\$ 1,000
<i>WEARING APPAREL</i>	400	-	70	-	-	\$ -	\$ -
Total Miscellaneous	\$ (28)	\$ 1,281	\$ 3,826	\$ 3,100	\$ 3,100	\$ 4,100	\$ 1,000
							\$ -
UTILITIES							\$ -
<i>UTILITIES-TELEPHONE</i>	1,579	1,850	1,820	1,800	1,800	\$ 1,800	\$ -
Total Utilities	\$ 1,579	\$ 1,850	\$ 1,820	\$ 1,800	\$ 1,800	\$ 1,800	\$ -
TOTAL CITY CLERK	\$ 87,630	\$ 102,156	\$ 87,895	\$ 86,693	\$ 74,911	\$ 84,944	\$ (1,749)

GENERAL FUND / ADMINISTRATION EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
CITY COLLECTOR							
OFFICE SUPPLIES	1,245	-	-	250	250	\$ 250	\$ -
SPECIAL SERVICES	17,500	19,382	19,476	19,500	19,500	\$ 20,500	\$ 1,000
UTILITIES-TELEPHONE	67	-	-	-	-	\$ -	\$ -
TOTAL CITY COLLECTOR	\$ 18,812	\$ 19,382	\$ 19,476	\$ 19,750	\$ 19,750	\$ 20,750	\$ 1,000
CITY TREASURER							
Personnel							
CLERICAL	38	1,962	1,925	2,000	415	\$ -	\$ (2,000)
FICA	3	147	148	153	31	\$ -	\$ (153)
UNEMPLOYMENT	-	-	-	19	-	\$ -	\$ (19)
WORKERS COMPENSATION	34	28	6	7	4	\$ -	\$ (7)
RETIREMENT	5	125	223	243	51	\$ -	\$ (243)
Total Personnel	\$ 80	\$ 2,262	\$ 2,302	\$ 2,422	\$ 501	\$ -	\$ (2,422)
MISCELLANEOUS							
INSUANCE-GENERAL (BOND)	100	126	-	130	-	\$ 130	\$ -
MISCELLANEOUS	-	15	-	-	-	\$ -	\$ -
SPECIAL SERVICES	-	-	75	-	-	\$ -	\$ -
Total Miscellaneous	\$ 100	\$ 141	\$ 75	\$ 130	\$ -	\$ 130	\$ -
TOTAL CITY TREASURER	\$ 180	\$ 2,403	\$ 2,377	\$ 2,552	\$ 501	\$ 130	\$ (2,422)
CIVIL DEFENSE							
SPECIAL SERVICES	112	-	1,150	250	-	\$ 250	\$ -
TOTAL CIVIL DEFENSE	\$ 112	\$ -	\$ 1,150	\$ 250	\$ -	\$ 250	\$ -

GENERAL FUND / ADMINISTRATION EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
FREEDOM ACTIVITY CENTER							
SUPPLIES							
JANITORIAL SUPPLIES	796	803	1,707	2,000	3,000	\$ 2,500	
Total Supplies	\$ 796	\$ 803	\$ 1,707	\$ 2,000	\$ 3,000	\$ 2,500	\$ 500
							\$ -
MAINTENANCE							\$ -
BUILDING MAINTENANCE	1,576	10,892	5,877	7,500	7,500	\$ 7,500	\$ -
EQUIPMENT MAINTENANCE	200	(62)	1,282	1,250	1,250	\$ 1,250	\$ -
Total Maintenance	\$ 1,776	\$ 10,830	\$ 7,159	\$ 8,750	\$ 8,750	\$ 8,750	\$ -
							\$ -
MISCELLANEOUS							\$ -
GENERAL INSURANCE	3,942	4,311	4,085	4,959	4,344	\$ 4,959	\$ -
RENT	-	1,949	-	-	-	\$ -	\$ -
SAFETY	-	-	-	50	-	\$ 50	\$ -
SPECIAL SERVICES	-	-	-	100	-	\$ 100	\$ -
Total Miscellaneous	\$ 3,942	\$ 6,260	\$ 4,085	\$ 5,109	\$ 4,344	\$ 5,109	\$ -
							\$ -
UTILITIES							\$ -
UTILITIES-ELECTRIC	15,327	15,044	15,759	19,800	22,000	\$ 25,000	\$ 5,200
UTILITIES-NATURAL GAS	2,858	5,127	6,559	7,800	7,320	\$ 7,800	\$ -
UTILITIES-SEWER	855	956	1,529	1,440	2,134	\$ 2,347	\$ 907
UTILITIES-WATER	819	928	1,453	1,440	1,450	\$ 1,595	\$ 155
Total Utilities	\$ 19,859	\$ 22,055	\$ 25,300	\$ 30,480	\$ 32,904	\$ 36,742	\$ 6,262
TOTAL FREEDOM ACTIVITY CENTER	\$ 26,373	\$ 39,948	\$ 38,251	\$ 46,339	\$ 48,998	\$ 53,101	\$ 6,762

GENERAL FUND / ADMINISTRATION EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
MAYOR/BOARD							
Personnel							
<i>SUPERVISION</i>	35,100	36,206	35,731	35,900	35,246	\$ 35,900	\$ -
<i>FICA</i>	2,685	2,746	2,757	2,746	2,696	\$ 2,872	\$ 126
<i>WORKERS COMPENSATION</i>	-	-	74	85	85	\$ 85	\$ -
<i>RETIREMENT</i>	-	-	-	-	-	\$ -	\$ -
Total Personnel	\$ 37,785	\$ 38,952	\$ 38,561	\$ 38,731	\$ 38,027	\$ 38,857	\$ 126
SUPPLIES							
<i>OFFICE SUPPLIES</i>	-	1,306	82	500	-	\$ 500	\$ -
Total Supplies	\$ -	\$ 1,306	\$ 82	\$ 500	\$ -	\$ 500	\$ -
MAINTENANCE							
<i>EQUIPMENT MAINTENANCE</i>	199	1,170	1,416	2,000	-	\$ 2,000	\$ -
Total Maintenance	\$ 199	\$ 1,170	\$ 1,416	\$ 2,000	\$ -	\$ 2,000	\$ -
MISCELLANEOUS							
<i>TRAVEL</i>	-	974	3,406	4,000	4,000	\$ 4,000	\$ -
<i>WEARING APPAREL</i>	-	-	-	-	-	\$ -	\$ -
Total Miscellaneous	\$ -	\$ 974	\$ 3,406	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
UTILITIES							
<i>UTILITIES-TELEPHONE</i>	1,221	1,210	1,255	1,500	887	\$ 1,064	\$ (436)
Total Utilities	\$ 1,221	\$ 1,210	\$ 1,255	\$ 1,500	\$ 887	\$ 1,064	\$ (436)
TOTAL MAYOR/BOARD	\$ 39,205	\$ 43,612	\$ 44,719	\$ 46,731	\$ 42,914	\$ 46,421	\$ (310)

GENERAL FUND / ADMINISTRATION EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
MUNICIPAL COURT							
Personnel							\$ -
CLERICAL	14,155	13,167	8,175	15,600	7,987	\$ 16,224	\$ 624
OVERTIME-CLERICAL	-	-	-	-	-	\$ -	\$ -
OVERTIME-CLERICAL	-	-	-	-	-	\$ -	\$ -
FICA	1,083	973	652	1,194	669	\$ 1,298	\$ 104
UNEMPLOYMENT	43	41	45	125	125	\$ 125	\$ -
WORKERS COMPENSATION	75	62	32	37	37	\$ 37	\$ -
HEALTH INSURANCE	-	-	-	-	-	\$ -	\$ -
LIFE INSURANCE	-	-	-	-	-	\$ -	\$ -
RETIREMENT	-	-	-	-	-	\$ -	\$ -
Total Personnel	\$ 15,356	\$ 14,243	\$ 8,904	\$ 16,956	\$ 8,818	\$ 17,684	\$ 728
MISCELLANEOUS							\$ -
MEMBERSHIPS	-	-	-	-	-	\$ -	\$ -
MISCELLANEOUS	-	-	-	-	-	\$ -	\$ -
TRAVEL	-	-	-	-	-	\$ -	\$ -
SPECIAL SERVICES-LEGAL SERVICE	6,590	-	-	5,000	5,000	\$ 5,000	\$ -
Total Miscellaneous	\$ 6,590	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
TOTAL MUNIPAL COURT	\$ 21,946	\$ 14,243	\$ 8,904	\$ 21,956	\$ 13,818	\$ 22,684	\$ 728

GENERAL FUND / ADMINISTRATION EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
NON-DEPARTMENTAL							
Personnel							
SUPERVISION	-	-	-	-	-	\$ -	\$ -
CLERICAL	8,313	34,588	41,533	42,500	27,500	\$ 33,540	\$ (8,960)
CUSTODIAL	27,670	28,996	28,954	20,973	19,500	\$ 21,812	\$ 839
BUILDING INSPECTOR 50%	22,860	26,282	26,291	26,500	26,500	\$ 27,560	\$ 1,060
OVERTIME	119	1,618	1,645	500	655	\$ 520	\$ 20
OVERTIME-CLERICAL	-	-	-	-	-	\$ -	\$ -
FICA	4,411	6,783	7,570	6,037	5,242	\$ 6,675	\$ 638
UNEMPLOYMENT	90	153	241	274	274	\$ 274	\$ -
WORKERS COMPENSATION	560	8,865	8,728	9,200	2,214	\$ 3,000	\$ (6,200)
HEALTH INSURANCE	9,476	11,222	10,955	10,450	4,400	\$ 3,400	\$ (7,050)
LIFE INSURANCE	120	114	123	180	180	\$ 180	\$ -
RETIREMENT	5,715	8,484	11,417	8,623	6,168	\$ 3,500	\$ (5,123)
Total Personnel	\$ 79,334	\$ 127,105	\$ 137,457	\$ 125,237	\$ 92,633	\$ 100,461	\$ (24,776)
SUPPLIES							
CHEMICAL SUPPLIES	5	-	-	50	-	\$ 50	\$ -
COMPUTER SUPPLIES	3,385	3,415	1,552	1,000	1,500	\$ 3,000	\$ 2,000
JANITORIAL SUPPLIES	1,045	3,052	899	2,000	1,732	\$ 2,000	\$ -
OFFICE SUPPLIES	4,567	6,873	6,937	4,000	5,355	\$ 5,000	\$ 1,000
TOOLS	-	91	43	100	100	\$ 100	\$ -
Total Supplies	\$ 9,002	\$ 13,431	\$ 9,431	\$ 7,150	\$ 8,687	\$ 10,150	\$ 3,000
MAINTENANCE							
BUILDING MAINTENANCE	4,352	1,838	5,426	5,000	5,000	\$ 5,000	\$ -
EQUIPMENT MAINTENANCE	5,475	4,606	1,780	4,000	4,000	\$ 4,486	\$ 486
PUBLIC GROUNDS MAINTENANCE	-	-	-	250	250	\$ 250	\$ -
VEHICLE MAINTENANCE	850	199	399	200	200	\$ 700	\$ 500
Total Maintenance	\$ 10,677	\$ 6,643	\$ 7,605	\$ 9,450	\$ 9,450	\$ 10,436	\$ 986
MISCELLANEOUS							
ADVERTISING	3,297	4,966	9,890	4,000	4,200	\$ 4,500	\$ 500
ASSESSOR'S COMMISSION	4,881	-	3,822	4,500	5,500	\$ 5,500	\$ 1,000
BOOKS & PERIODICALS	-	-	-	600	-	\$ 600	\$ -
COMMUNITY SUPPORT	-	-	-	-	-	\$ 20,000	\$ 20,000
BEAUTIFICATION-CONTRACT SRV	5,000	5,000	5,000	5,000	5,000	\$ -	\$ (5,000)
DENT COUNTY EXTENSION-CONTR	5,800	5,800	5,800	5,800	5,800	\$ -	\$ (5,800)
DENT COUNTY MUSEUM-CONTRA	300	-	300	300	300	\$ -	\$ (300)

GENERAL FUND / ADMINISTRATION EXPENDITURES

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
MRPC-CONTRACT SERVICES	-	-	677	3,273	1,000	\$ -	\$ (3,273)
PROJECT GRADUATION-CONTRACT	1,000	1,000	1,000	1,000	1,000	\$ -	\$ (1,000)
T.C.R.C-CONTRACT SERVICES	10,000	10,000	10,000	10,000	10,000	\$ -	\$ (10,000)
ELECTION EXPENSES	3,938	3,289	2,730	7,000	4,700	\$ 7,000	\$ -
CDBG GRANT	-	-	-	-	-	\$ -	\$ -
GRANT EXPENSES	-	-	5,722	-	-	\$ -	\$ -
FUEL-MOTOR VEHICLE	294	42	731	810	207	\$ 228	\$ (582)
INSURANCE-GENERAL	50,832	55,660	57,083	60,000	60,557	\$ 65,000	\$ 5,000
MEMBERSHIPS	4,177	4,188	4,669	5,000	5,000	\$ 5,000	\$ -
MISCELLANEOUS	5,639	16,971	17,548	3,000	3,574	\$ 7,000	\$ 4,000
CLEANING EXPENSE	-	-	-	1,400	1,400	\$ -	\$ (1,400)
RENT	267	15	373	200	200	\$ 200	\$ -
TRAVEL	1,670	2,058	2,336	1,000	400	\$ 400	\$ (600)
SAFETY	-	-	-	500	-	\$ 500	\$ -
SPECIAL SERVICES	56,171	73,848	100,993	66,000	66,000	\$ 50,000	\$ (16,000)
STATE AUDIT	-	-	-	18,750	-	\$ -	\$ (18,750)
COMPUTER SOFTWARE	-	-	-	-	-	\$ 33,000	\$ 33,000
WEARING APPAREL	376	-	-	-	-	\$ -	\$ -
Total Miscellaneous	\$ 153,642	\$ 182,837	\$ 228,674	\$ 198,133	\$ 174,838	\$ 198,928	\$ 795
UTILITIES							\$ -
UTILITIES-ELECTRIC	21,565	12,239	15,927	19,200	16,066	\$ 19,200	\$ -
UTILITIES-NATURAL GAS	-	-	682	1,000	8,479	\$ 9,751	\$ 8,751
UTILITIES-SEWER	790	941	819	1,200	850	\$ 1,200	\$ -
UTILITIES-WATER	778	973	771	1,200	750	\$ 1,200	\$ -
UTILITIES-TELEPHONE	4,389	5,987	6,607	6,500	6,017	\$ 6,117	\$ (383)
Total Utilities	\$ 27,522	\$ 20,140	\$ 24,806	\$ 29,100	\$ 32,162	\$ 37,468	\$ 8,368
CAPITAL IMPROVEMENTS							\$ -
CAPITAL OUTLAY-CODE BOOK COL	-	-	-	-	-	\$ -	\$ -
CAPITAL OUTLAY-WEBSITE DEVELOPMENT	6,825	11,881	5,936	6,500	6,500	\$ 6,500	\$ -
Total Cap Improvements	\$ 6,825	\$ 11,881	\$ 5,936	\$ 6,500	\$ 6,500	\$ 6,500	\$ -
TOTAL NON-DEPARTMENTAL	\$ 287,002	\$ 362,037	\$ 413,908	\$ 375,570	\$ 324,270	\$ 363,942	\$ (11,628)

GENERAL FUND / ADMINISTRATION EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
CITY ADMINISTRATOR							
Personnel							
<i>SUPERVISION</i>	85,690	84,393	82,238	84,000	98,300	\$ 87,360	\$ 3,360
<i>FICA</i>	6,555	6,342	6,405	6,612	7,520	\$ 6,989	\$ 377
<i>UNEMPLOYMENT</i>	40	39	77	137	137	\$ 137	\$ -
<i>WORKERS COMPENSATION</i>	276	229	166	192	192	\$ 192	\$ -
<i>HEALTH INSURANCE</i>	5,278	5,921	4,540	6,600	6,600	\$ 6,600	\$ -
<i>LIFE INSURANCE</i>	70	57	62	68	68	\$ 68	\$ -
<i>RETIREMENT</i>	8,864	9,286	9,540	9,775	8,560	\$ 11,095	\$ 1,320
<i>VEHICLE ALLOWANCE</i>	-	-	-	-	1,592	\$ 3,600	\$ 3,600
Total Personnel	\$ 106,773	\$ 106,267	\$ 103,030	\$ 107,384	\$ 122,970	\$ 116,041	\$ 8,656
							\$ -
SUPPLIES							\$ -
<i>COMPUTER SUPPLIES</i>	-	321	60	250	250	\$ 500	\$ 250
<i>OFFICE SUPPLIES</i>	61	380	48	100	179	\$ 500	\$ 400
<i>TOOLS/COMPUTER</i>	-	500	-	250	250	\$ 250	\$ -
Total Supplies	\$ 61	\$ 1,201	\$ 108	\$ 600	\$ 679	\$ 1,250	\$ 650
							\$ -
MAINTENANCE							\$ -
<i>VEHICLE MAINTENANCE</i>	-	-	-	500	-	\$ -	\$ (500)
<i>MAINTENANCE-EQUIPMENT</i>	99	750	120	250	250	\$ 250	\$ -
Total Maintenance	\$ 99	\$ 750	\$ 120	\$ 750	\$ 250	\$ 250	\$ (500)
							\$ -
MISCELLANEOUS							\$ -
<i>FUEL-MOTOR VEHICLE</i>	-	95	286	405	405	\$ -	\$ (405)
<i>INSURANCE-GENERAL (BOND)</i>	-	-	-	-	-	\$ -	\$ -
<i>MEMBERSHIPS</i>	554	1,088	685	800	800	\$ 800	\$ -
<i>MISCELLANEOUS (BONDS & INS)</i>	-	-	24	100	100	\$ 100	\$ -
<i>TRAINING</i>	-	-	450	250	250	\$ 1,000	\$ 750
<i>TRAVEL</i>	143	99	1,282	250	500	\$ 1,200	\$ 950
<i>SPECIAL SERVICES</i>	-	32	-	-	-	\$ -	\$ -
<i>WEARING APPAREL</i>	440	414	416	-	-	\$ -	\$ -
Total Miscellaneous	\$ 1,137	\$ 1,728	\$ 3,143	\$ 1,805	\$ 2,055	\$ 3,100	\$ 1,295
							\$ -
UTILITIES							\$ -
<i>UTILITIES-TELEPHONE</i>	1,304	1,602	1,326	1,400	1,085	\$ 1,299	\$ (101)
Total Utilities	\$ 1,304	\$ 1,602	\$ 1,326	\$ 1,400	\$ 1,085	\$ 1,299	\$ (101)
TOTAL CITY ADMINISTRATOR	\$ 109,374	\$ 111,548	\$ 107,727	\$ 111,939	\$ 127,039	\$ 121,940	\$ 10,000

GENERAL FUND / ADMINISTRATION EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
FINANCE							
Personnel							
<i>SUPERVISION</i>	-	-	36,446	68,250	58,889	\$ 64,980	\$ (3,270)
<i>FICA</i>	-	-	2,687	5,221	4,402	\$ 5,198	\$ (23)
<i>UNEMPLOYMENT</i>	-	-	100	137	137	\$ 137	\$ -
<i>WORKERS COMP</i>	-	-	-	200	200	\$ 200	\$ -
<i>HEALTH INSURANCE</i>	-	-	2,324	6,600	6,600	\$ 6,600	\$ -
<i>LIFE INSURANCE</i>	-	-	22	75	75	\$ 75	\$ -
<i>RETIREMENT</i>	-	-	669	7,440	7,342	\$ 8,252	\$ 812
Total Personnel	\$ -	\$ -	\$ 42,249	\$ 87,923	\$ 77,645	\$ 85,443	\$ (2,480)
SUPPLIES							
<i>OFFICE SUPPLIES</i>	-	-	100	250	250	\$ 500	\$ 250
<i>COMPUTER SUPPLIES</i>	-	-	529	500	73	\$ 500	\$ -
Total Supplies	\$ -	\$ -	\$ 629	\$ 750	\$ 323	\$ 1,000	\$ 250
MAINTENANCE							
<i>MAINTENANCE-EQUIPMENT</i>	-	-	32	250	-	\$ 250	\$ -
Total Maintenance	\$ -	\$ -	\$ 32	\$ 250	\$ -	\$ 250	\$ -
MISCELLANEOUS							
<i>MEMBERSHIPS</i>	-	-	479	500	370	\$ 500	\$ -
<i>MISCELLANEOUS</i>	-	-	-	500	-	\$ 500	\$ -
<i>TRAINING</i>	-	-	875	500	645	\$ 1,200	\$ 700
<i>TRAVEL</i>	-	-	381	2,000	614	\$ 1,500	\$ (500)
<i>SPECIAL SERVICES</i>	-	-	45	250	-	\$ 250	\$ -
<i>WEARING APPAREL</i>	-	-	-	-	-	\$ -	\$ -
Total Miscellaneous	\$ -	\$ -	\$ 1,780	\$ 3,750	\$ 1,629	\$ 3,950	\$ 200
UTILITIES							
<i>UTILITIES-TELEPHONE</i>	-	-	-	250	6	\$ 250	\$ -
Total Utilities	\$ -	\$ -	\$ -	\$ 250	\$ 6	\$ 250	\$ -
TOTAL FINANCE	\$ -	\$ -	\$ 44,688	\$ 92,923	\$ 79,603	\$ 90,893	\$ (2,030)
TOTAL EXPENDITURES	\$ 622,505	\$ 724,295	\$ 796,097	\$ 832,704	\$ 759,810	\$ 833,060	\$ 357

GENERAL FUND- ANIMAL CONTROL

Animal Control Department makes up 3% of the General Fund Expenditures and is made up of 1 staff position.

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>PERSONNEL</u>	\$ 34,969	\$ 48,938	\$ 49,053	\$ 48,264	\$ 49,613	\$ 53,890	\$ 5,626
<u>SUPPLIES</u>	\$ 603	\$ 354	\$ 66	\$ 1,850	\$ 2,100	\$ 2,350	\$ 500
<u>MAINTENANCE</u>	\$ 2,710	\$ 117	\$ 1,817	\$ 1,000	\$ 1,000	\$ 4,250	\$ 3,250
<u>MISCELLANEOUS</u>	\$ 14,241	\$ 13,583	\$ 11,649	\$ 11,946	\$ 13,336	\$ 14,561	\$ 2,615
<u>UTILITIES</u>	\$ 3,766	\$ 5,044	\$ 5,036	\$ 6,700	\$ 7,305	\$ 8,011	\$ 1,311
							\$ -
TOTAL EXPENDITURES	\$ 56,289	\$ 68,036	\$ 67,620	\$ 69,760	\$ 73,354	\$ 83,063	\$ 13,303

General Fund- Animal Control

Notable Expenditure Changes:

- 4% COLA (Cost of Living)
 - \$ 1,451.95
- Retirement cost increased from 12.4% to 12.7%
 - \$ 692.39
- Increase in overtime budget
 - \$1,649
- Increase in overall costs of general supplies and additional tools needed
 - \$2,384
- Increase in building for AC unit & vehicle maintenance for tires
 - \$3,250
- Increase 15% for fuel costs
 - \$731
- Increased budget for Special Services for housing animals
 - \$2,000
- Increase 10% for utility costs
 - \$1,311

ANIMAL CONTROL

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
Personnel							-
<i>OPERATING</i>	25,800	33,495	33,480	33,584	33,628	36,427	2,843
<i>OVERTIME</i>	428	1,298	1,484	351	1,500	2,000	1,649
<i>FICA</i>	2,006	2,586	2,596	2,596	2,537	3,035	439
<i>UNEMPLOYMENT</i>	55	42	60	141	141	141	-
<i>WORKERS COMPENSATION</i>	1,183	982	694	800	800	800	-
<i>HEALTH INSURANCE</i>	4,864	6,650	6,617	6,600	6,600	6,600	-
<i>LIFE INSURANCE</i>	55	57	68	68	68	68	-
<i>RETIREMENT</i>	578	3,828	4,056	4,124	4,339	4,819	695
Total Personnel	\$ 34,969	\$ 48,938	\$ 49,053	\$ 48,264	\$ 49,613	53,890	5,626
							-
SUPPLIES							-
<i>CHEMICAL SUPPLIES</i>	-	-	-	300	300	300	-
<i>COMPUTER SUPPLIES</i>	40	-	-	150	150	150	-
<i>GENERAL SUPPLIES</i>	-	-	32	100	100	100	-
<i>ANIMAL FOOD & MISCELLANEOUS</i>	55	106	21	400	500	500	100
<i>JANITORIAL SUPPLIES</i>	129	-	-	100	250	250	150
<i>OFFICE SUPPLIES</i>	369	248	13	300	300	300	-
<i>TOOLS</i>	10	-	-	500	500	750	250
Total Supplies	\$ 603	\$ 354	\$ 66	\$ 1,850	\$ 2,100	2,350	500
							-
MAINTENANCE							-
<i>BUILDING MAINTENANCE</i>	-	49	-	250	250	2,250	2,000
<i>EQUIPMENT MAINTENANCE</i>	2,652	60	21	250	250	500	250
<i>VEHICLE MAINTENANCE</i>	58	8	1,797	500	500	1,500	1,000
Total Maintenance	\$ 2,710	\$ 117	\$ 1,817	\$ 1,000	\$ 1,000	4,250	3,250
							-
MISCELLANEOUS							-
<i>ADVERTISING</i>	23	-	-	100	100	100	-
<i>FUEL-MOTOR VEHICLE</i>	1,463	1,227	1,845	2,430	2,749	3,161	731
<i>INSURANCE-GENERAL</i>	1,777	1,943	1,362	1,916	1,448	1,800	(116)
<i>MISCELLANEOUS</i>	-	3	302	100	100	100	-
<i>TRAINING</i>	-	125	275	500	500	500	-
<i>TRAVEL</i>	150	-	511	200	200	200	-
<i>SAFETY</i>	-	-	105	200	200	200	-
<i>SPECIAL SERVICES</i>	10,226	10,285	7,004	6,000	7,539	8,000	2,000
<i>WEARING APPAREL</i>	602	-	245	500	500	500	-
Total Miscellaneous	\$ 14,241	\$ 13,583	\$ 11,649	\$ 11,946	\$ 13,336	14,561	2,615
							-

ANIMAL CONTROL

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
UTILITIES							-
UTILITIES-ELECTRIC	2,059	2,811	3,401	4,200	5,083	5,591	1,391
UTILITIES-NATURAL GAS	-	-	-	-	-	-	-
UTILITIES-SEWER	662	790	567	900	900	990	90
UTILITIES-WATER	635	937	531	1,000	800	880	(120)
UTILITIES-TELEPHONE	410	506	536	600	522	550	(50)
Total Utilities	\$ 3,766	\$ 5,044	\$ 5,036	\$ 6,700	\$ 7,305	8,011	1,311
							-
TOTAL ANIMAL CONTROL	\$ 56,289	\$ 68,036	\$ 67,620	\$ 69,760	\$ 73,354	83,063	13,303

GENERAL FUND - POLICE

- The Police Department makes up 43% of the General Fund Expenditures and has 12.5 police personnel, 5 full-time Clerical/Dispatch positions, and multiple fill in positions as needed for dispatch.

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
							\$ -
<u>PERSONNEL</u>	\$ 1,125,814	\$ 1,040,763	\$ 1,086,488	\$ 1,092,022	\$ 1,108,347	\$ 1,182,355	\$ 90,333
<u>SUPPLIES</u>	\$ 6,731	\$ 7,367	\$ 6,916	\$ 13,600	\$ 10,652	\$ 16,430	\$ 2,830
<u>MAINTENANCE</u>	\$ 31,938	\$ 34,808	\$ 22,384	\$ 18,700	\$ 27,755	\$ 24,700	\$ 6,000
<u>MISCELLANEOUS</u>	\$ 83,715	\$ 113,350	\$ 121,154	\$ 136,132	\$ 136,658	\$ 147,573	\$ 11,441
<u>UTILITIES</u>	\$ 14,485	\$ 13,520	\$ 11,721	\$ 17,498	\$ 14,206	\$ 16,607	\$ (891)
<u>CAPITAL IMPROVEMENTS</u>	\$ -	\$ 1,840	\$ -	\$ -	\$ -	\$ -	\$ -
							\$ -
TOTAL EXPENDITURES	\$ 1,262,683	\$ 1,211,648	\$ 1,248,663	\$ 1,277,952	\$ 1,297,618	\$ 1,387,666	\$ 109,714

General Fund- Police Department

Notable Expenditure Changes:

- 4% COLA (Cost of Living)
 - \$ 34,655.04
- Retirement cost increased from 9.9% to 10.9%
 - \$ 19,642.00
- Increase in clerical/dispatcher budget (Underbudgeted in FY2023)
 - \$7,400
- Increase in overall costs of general supplies and tools
 - \$3,398
- Increase in vehicle maintenance increase for normal routine maintenance and tires
 - \$6,000
- Increase 15% for fuel costs
 - \$2,973
- Increase in Prisoner Subsistence
 - \$7,900

POLICE

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
Personnel							-
<i>SUPERVISION</i>	73,072	62,417	65,330	67,200	64,920	69,888	2,688
<i>OPERATING</i>	512,090	467,620	462,858	480,000	465,512	499,200	19,200
<i>CLERICAL</i>	181,677	185,415	200,481	185,000	215,000	223,400	38,400
<i>OVERTIME</i>	64,549	74,051	75,902	60,000	60,000	62,400	2,400
<i>OVERTIME-CLERICAL</i>	-	-	13,041	10,000	13,000	13,400	3,400
<i>FICA</i>	62,315	58,156	62,054	65,000	65,000	69,463	4,463
<i>UNEMPLOYMENT</i>	843	837	1,483	1,561	1,654	1,700	139
<i>WORKERS COMPENSATION</i>	36,783	30,530	30,349	35,000	35,000	35,000	-
<i>HEALTH INSURANCE</i>	124,518	97,359	102,992	112,200	112,200	112,200	-
<i>LIFE INSURANCE</i>	1,135	922	974	1,061	1,061	1,061	-
<i>RETIREMENT</i>	68,832	63,456	71,024	75,000	75,000	94,643	19,643
Total Personnel	\$ 1,125,814	\$ 1,040,763	\$ 1,086,488	\$ 1,092,022	\$ 1,108,347	1,182,355	90,333
SUPPLIES							-
<i>CHEMICAL SUPPLIES</i>	84	275	-	500	500	500	-
<i>COMPUTER SUPPLIES</i>	245	734	283	1,000	1,000	1,000	-
<i>GENERAL SUPPLIES</i>	40	-	-	100	100	100	-
<i>DOG FOOD/MISCELLANEOUS</i>	819	1,225	1,424	1,500	1,500	1,500	-
<i>JANITORIAL SUPPLIES</i>	1,861	1,446	1,835	1,500	2,330	2,330	830
<i>OFFICE SUPPLIES</i>	2,001	1,375	1,374	1,500	1,500	1,500	-
<i>TOOLS</i>	1,681	2,312	2,000	7,500	3,722	9,500	2,000
Total Supplies	\$ 6,731	\$ 7,367	\$ 6,916	\$ 13,600	\$ 10,652	16,430	2,830
MAINTENANCE							-
<i>BUILDING MAINTENANCE</i>	3,206	1,884	2,054	2,500	1,500	2,500	-
<i>EQUIPMENT MAINTENANCE</i>	16,791	15,969	11,769	10,000	10,000	12,000	2,000
<i>PUBLIC GROUNDS MAINTENANCE</i>	79	-	-	200	200	200	-
<i>VEHICLE MAINTENANCE</i>	11,862	16,955	8,561	6,000	16,055	10,000	4,000
Total Maintenance	\$ 31,938	\$ 34,808	\$ 22,384	\$ 18,700	\$ 27,755	24,700	6,000
MISCELLANEOUS							-
<i>ADVERTISING</i>	192	1,646	62	300	-	300	-
<i>EQUIPMENT HIRE</i>	-	-	-	-	-	-	-
<i>BOOKS & PERIODICALS</i>	149	152	437	500	500	500	-
<i>FUEL-MOTOR VEHICLE</i>	20,657	23,535	29,857	37,800	37,800	40,773	2,973
<i>INSURANCE-GENERAL</i>	24,381	27,375	32,432	32,432	28,958	35,000	2,568
<i>MEMBERSHIPS</i>	200	370	225	400	400	1,400	1,000
<i>POLICE CONTRIBUTION EXPENSES</i>	500	3,000	3,000	3,000	3,000	-	(3,000)
<i>MISCELLANEOUS</i>	747	1,493	738	1,000	1,000	1,000	-

POLICE	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
<i>PRISONER SUBSISTANCE</i>	5,250	10,157	3,450	7,100	12,000	15,000	7,900
<i>RENT</i>	-	-	-	100	-	100	-
<i>DWI FUND</i>	-	-	713	1,000	1,000	1,000	-
<i>TRAVEL</i>	4,449	7,474	10,738	9,000	9,000	9,000	-
<i>TRAINING</i>	-	-	5,110	9,000	9,000	9,000	-
<i>SAFETY</i>	-	-	-	500	-	500	-
<i>SPECIAL SERVICES</i>	15,157	24,481	21,229	23,000	23,000	23,000	-
<i>WEARING APPAREL</i>	12,033	13,667	13,161	11,000	11,000	11,000	-
<i>GRANT EXPENSES</i>	-	-	-	-	-	-	-
Total Miscellaneous	\$ 83,715	\$ 113,350	\$ 121,154	\$ 136,132	\$ 136,658	147,573	11,441
							-
UTILITIES							-
<i>UTILITIES-ELECTRIC</i>	4,792	4,375	4,139	6,000	4,487	4,936	(1,064)
<i>UTILITIES-NATURAL GAS</i>	139	355	323	480	1,688	1,941	1,461
<i>UTILITIES-SEWER</i>	190	285	177	518	287	518	-
<i>UTILITIES-WATER</i>	184	300	163	500	232	500	-
<i>UTILITIES-TELEPHONE</i>	9,180	8,205	6,919	10,000	7,512	8,712	(1,288)
Total Utilities	\$ 14,485	\$ 13,520	\$ 11,721	\$ 17,498	\$ 14,206	16,607	(891)
							-
CAPITAL IMPROVEMENTS							-
<i>INTEREST EXPENSE</i>	-	23	-	-	-	-	-
<i>CAPITAL OUTLAY-POLICE VEHICLES</i>	-	-	-	-	-	-	-
<i>CAPITAL OUTLAY-RADIOS FOR CARS</i>	-	-	-	-	-	-	-
<i>CAPITAL OUTLAY-BLDG REWIRING</i>	-	1,817	-	-	-	-	-
<i>CAPITAL OUTLAY-K9 DOG</i>	-	-	-	-	-	-	-
Total Cap Improvements	\$ -	\$ 1,840	\$ -	\$ -	\$ -	-	-
							-
TOTAL POLICE	\$ 1,262,683	\$ 1,211,648	\$ 1,248,663	\$ 1,277,952	\$ 1,297,618	1,387,666	109,714

GENERAL FUND- PUBLIC WORKS

The Public Works Department makes up 25% of the General Fund Expenditures. Public Works is made up of several departments that consist of 10.25 staff positions.

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>EXPENDITURES</u>							
MAINTENANCE (Mechanic)	\$ 72,467	\$ 73,110	\$ 69,918	\$ 85,356	\$ 75,776	\$ 90,959	\$ 5,603
SIDEWALK CONSTRUCTION	\$ 47,781	\$ 56,688	\$ 57,375	\$ 70,539	\$ 60,342	\$ 73,051	\$ 2,512
STREET	\$ 617,926	\$ 606,256	\$ 595,854	\$ 601,292	\$ 544,315	\$ 617,883	\$ 16,591
PUBLIC WORKS	\$ 24,132	\$ 24,756	\$ 21,615	\$ 26,069	\$ 22,895	\$ 29,415	\$ 3,346
TOTAL EXPENDITURES	\$ 762,306	\$ 760,810	\$ 744,762	\$ 783,256	\$ 703,328	\$ 811,308	\$ 28,052

General Fund- Public Works

Notable Expenditure Changes:

- 4% COLA (Cost of Living)
 - \$16,740.17
- Retirement cost increased from 12.4% to 12.7%
 - \$4,528.92
- Maintenance / Mechanic-
 - Increase in overall costs of general supplies and tools
 - \$2,000
 - Maintenance- increased for diagnostic machine annual updates
 - \$1,500
 - Misc/Special Services- increase for annual renewal for software used to track work performed on vehicles
 - \$2,800
- Sidewalk Construction-
 - Increase in fuel and utility costs
 - \$1,329
- Street Department-
 - Increase in overall costs of general supplies for weed killer & salt and additional tools needed
 - \$6,500
 - Maintenance increase 5,000 for equipment maintenance to keep equipment working.
 - Street Maintenance increase for purchase of extra culverts, rock, cold mix, and paint
 - \$10,000
 - Travel- increased for training
 - \$4,700

100-GEN FUND / PUBLIC WORKS

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
MAINTENANCE/MECHANIC							
PERSONNEL							
OPERATING	38,971	41,188	40,465	49,000	43,970	\$ 46,960	(2,040)
OVERTIME	167	-	269	500	250	\$ 520	20
FICA	2,848	2,916	3,135	3,059	2,985	\$ 3,798	739
UNEMPLOYMENT	138	6	116	138	138	\$ 138	-
WORKERS COMPENSATION	2,409	1,999	1,387	1,600	1,242	\$ 1,600	-
HEALTH INSURANCE	7,120	5,490	4,052	6,600	3,608	\$ 6,600	-
LIFE INSURANCE	70	57	38	68	68	\$ 68	-
RETIREMENT	4,059	4,532	1,984	6,046	4,525	\$ 6,030	(16)
Total PERSONNEL	\$ 55,782	\$ 56,188	\$ 51,447	\$ 67,011	\$ 56,786	\$ 65,714	(1,297)
SUPPLIES							
CHEMICAL SUPPLIES	175	-	243	500	500	\$ 500	-
GENERAL SUPPLIES	3,512	6,147	7,629	5,000	5,000	\$ 6,000	1,000
JANITORIAL SUPPLIES	242	278	173	400	400	\$ 400	-
OFFICE SUPPLIES	-	-	108	100	100	\$ 100	-
TOOLS	1,594	369	2,388	2,000	4,314	\$ 3,000	1,000
Total Supplies	\$ 5,523	\$ 6,794	\$ 10,542	\$ 8,000	\$ 10,314	\$ 10,000	2,000
MAINTENANCE							
BUILDING MAINTENANCE	2,935	-	-	1,000	500	\$ 1,000	-
EQUIPMENT MAINTENANCE	3,694	5,428	3,194	3,000	3,000	\$ 5,000	2,000
VEHICLE MAINTENANCE	716	997	43	500	500	\$ 500	-
Total Maintenance	\$ 7,345	\$ 6,425	\$ 3,237	\$ 4,500	\$ 4,000	\$ 6,500	2,000
MISCELLANEOUS							
ADVERTISING	-	-	13	50	50	\$ 50	-
FUEL-MOTOR VEHICLE	283	166	1,289	2,025	1,530	\$ 1,760	(266)
GENERAL INSURANCE	1,559	1,706	1,362	2,035	1,448	\$ 1,800	(235)
MISCELLANEOUS	-	-	595	-	-	\$ 600	600
RENT	-	-	-	-	-	\$ -	-
SPECIAL SERVICES	509	412	120	200	200	\$ 3,000	2,800
WEARING APPAREL	460	439	442	535	535	\$ 535	-
Total Miscellaneous	\$ 2,811	\$ 2,723	\$ 3,821	\$ 4,845	\$ 3,763	\$ 7,745	2,900
UTILITIES							
UTILITIES-TELEPHONE	1,006	980	873	1,000	913	\$ 1,000	-
Total Utilities	\$ 1,006	\$ 980	\$ 873	\$ 1,000	\$ 913	\$ 1,000	-
TOTAL MAINTENANCE	\$ 72,467	\$ 73,110	\$ 69,918	\$ 85,356	\$ 75,776	\$ 90,959	5,603

100-GEN FUND / PUBLIC WORKS

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
SIDEWALK CONSTRUCTION							
PERSONNEL							
OPERATING	-	-	-	-	-	\$ -	-
UNEMPLOYMENT	28	121	234	396	396	\$ 396	-
WORKERS COMPENSATION	14,466	12,007	11,427	13,178	12,007	\$ 13,178	-
HEALTH INSURANCE	15,833	14,763	14,494	19,800	14,509	\$ 19,800	-
LIFE INSURANCE	210	172	203	201	202	\$ 202	1
RETIREMENT	-	13,626	13,519	16,164	16,164	\$ 17,170	1,006
Total PERSONNEL	\$ 30,537	\$ 40,689	\$ 39,876	\$ 49,739	\$ 43,278	\$ 50,746	1,007
SUPPLIES							
CHEMICAL SUPPLIES	-	-	-	100	100	\$ 100	-
GENERAL SUPPLIES	26	233	256	200	249	\$ 250	50
JANITORIAL SUPPLIES	42	43	-	200	200	\$ 200	-
OFFICE SUPPLIES	58	64	92	50	50	\$ 50	-
TOOLS	2,900	3,230	3,455	4,000	2,000	\$ 4,000	-
Total Supplies	\$ 3,026	\$ 3,570	\$ 3,804	\$ 4,550	\$ 2,599	\$ 4,600	50
MAINTENANCE							
BUILDING MAINTENANCE	310	73	159	1,000	500	\$ 1,000	-
EQUIPMENT MAINTENANCE	3,737	2,033	2,541	2,000	2,000	\$ 2,500	500
VEHICLE MAINTENANCE	155	1,161	673	1,000	500	\$ 1,000	-
Total Maintenance	\$ 4,202	\$ 3,267	\$ 3,374	\$ 4,000	\$ 3,000	\$ 4,500	500
MISCELLANEOUS							
ADVERTISING	-	-	-	-	-	\$ -	-
EQUIPMENT HIRE	-	-	-	500	-	\$ 500	-
FUEL-MOTOR VEHICLE	2,517	2,413	3,646	4,725	4,451	\$ 5,000	275
INSURANCE-GENERAL	2,399	2,623	2,723	2,875	2,896	\$ 3,000	125
MISCELLANEOUS	7	-	6	-	-	\$ -	-
RENT	-	400	-	-	-	\$ -	-
TRAVEL	-	-	-	50	-	\$ 50	-
SAFETY	63	54	54	300	300	\$ 300	-
SPECIAL SERVICES	695	-	-	250	-	\$ 250	-
WEARING APPAREL	1,977	1,546	2,179	1,750	1,750	\$ 1,750	-
Total Miscellaneous	\$ 7,658	\$ 7,036	\$ 8,608	\$ 10,450	\$ 9,397	\$ 10,850	400
UTILITIES							
UTILITIES-ELECTRIC	1,754	1,390	978	1,200	1,922	\$ 2,114	914
UTILITIES-TELEPHONE	604	736	736	600	146	\$ 240	(360)
Total Utilities	\$ 2,358	\$ 2,126	\$ 1,714	\$ 1,800	\$ 2,068	\$ 2,354	554
TOTAL SIDEWALK CONSTRUCTION	\$ 47,781	\$ 56,688	\$ 57,375	\$ 70,539	\$ 60,342	\$ 73,051	2,512

100-GEN FUND / PUBLIC WORKS

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
STREET							
PERSONNEL							
SUPERVISION	59,535	66,482	59,997	60,954	67,195	\$ 69,392	8,438
OPERATING	277,795	292,334	275,038	250,000	233,100	\$ 242,000	(8,000)
OVERTIME	5,178	5,067	2,906	10,000	3,000	\$ 10,400	400
FICA	25,458	26,638	25,714	27,234	23,202	\$ 25,743	(1,491)
UNEMPLOYMENT	323	352	627	1,208	800	\$ 800	(408)
WORKERS COMPENSATION	39,110	32,461	33,208	38,297	24,847	\$ 30,369	(7,928)
HEALTH INSURANCE	51,186	41,786	40,217	46,200	33,189	\$ 39,600	(6,600)
LIFE INSURANCE	560	458	527	500	540	\$ 540	40
RETIREMENT	34,965	36,795	35,220	37,649	36,560	\$ 40,868	3,219
Total PERSONNEL	\$ 494,110	\$ 502,373	\$ 473,454	\$ 472,042	\$ 422,433	\$ 459,712	(12,330)
SUPPLIES							
CHEMICAL SUPPLIES	16,795	4,033	12,771	12,500	12,631	\$ 18,000	5,500
COMPUTER SUPPLIES	-	564	292	300	-	\$ 300	-
GENERAL SUPPLIES	15	70	1,120	100	-	\$ 500	400
JANITORIAL SUPPLIES	777	470	181	600	600	\$ 600	-
OFFICE SUPPLIES	55	79	116	300	300	\$ 300	-
TOOLS	1,044	304	705	1,000	1,000	\$ 2,000	1,000
Total Supplies	\$ 18,686	\$ 5,520	\$ 15,185	\$ 14,800	\$ 14,531	\$ 21,700	6,900
MAINTENANCE							
BUILDING MAINTENANCE	2,882	2,444	149	1,000	1,000	\$ 1,500	500
EQUIPMENT MAINTENANCE	36,566	22,949	24,527	25,000	25,000	\$ 30,000	5,000
PUBLIC GROUNDS MAINTENANCE	95	86	378	300	300	\$ 300	-
STREET MAINTENANCE	26,875	35,395	30,528	30,000	30,000	\$ 40,000	10,000
VEHICLE MAINTENANCE	405	159	471	500	500	\$ 500	-
Total Maintenance	\$ 66,823	\$ 61,033	\$ 56,054	\$ 56,800	\$ 56,800	\$ 72,300	15,500
MISCELLANEOUS							
ADVERTISING	-	77	97	200	42	\$ 200	-
FUEL-MOTOR VEHICLE/EQUIPMENT	17,459	15,651	22,606	33,750	24,106	\$ 28,927	(4,823)
GENERAL INSURANCE	7,170	7,833	8,575	8,540	8,787	\$ 9,000	460
MEMBERSHIPS	-	-	-	-	-	\$ 500	500
MISCELLANEOUS	59	591	1,450	1,000	500	\$ 1,000	-
RENT	-	-	-	-	-	\$ -	-
TRAVEL	-	695	1,486	300	300	\$ 5,000	4,700
SAFETY	1,035	2,064	2,965	2,000	2,000	\$ 2,000	-
SPECIAL SERVICES	1,775	288	1,067	900	900	\$ 1,000	100
WEARING APPAREL	5,416	4,429	5,996	3,000	4,831	\$ 4,831	1,831
Total Miscellaneous	\$ 32,914	\$ 31,628	\$ 44,242	\$ 49,690	\$ 41,466	\$ 52,458	2,768

100-GEN FUND / PUBLIC WORKS

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
							-
UTILITIES							-
<i>UTILITIES-ELECTRIC</i>	3,247	3,042	3,367	4,200	5,543	\$ 6,374	2,174
<i>UTILITIES-SEWER</i>	346	457	548	660	936	\$ 1,184	524
<i>UTILITIES-WATER</i>	353	471	518	600	695	\$ 765	165
<i>UTILITIES-TELEPHONE</i>	1,447	1,732	2,485	2,500	1,911	\$ 3,390	890
Total Utilities	\$ 5,393	\$ 5,702	\$ 6,919	\$ 7,960	\$ 9,085	\$ 11,713	3,753
							-
TOTAL STREET	\$ 617,926	\$ 606,256	\$ 595,854	\$ 601,292	\$ 544,315	\$ 617,883	16,591

100-GEN FUND / PUBLIC WORKS

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
PUBLIC WORKS							
PERSONNEL							-
<i>SUPERVISION</i>	14,173	16,018	16,188	17,050	16,457	\$ 18,632	1,582
<i>OVERTIME</i>	-	-	-	-	-	\$ -	-
<i>FICA</i>	1,084	1,202	1,262	1,166	1,259	\$ 1,491	325
<i>UNEMPLOYMENT</i>	40	39	77	117	117	\$ 117	-
<i>WORKERS COMP</i>	3,668	2,199	173	800	800	\$ 800	-
<i>HEALTH INSURANCE</i>	-	-	-	-	-	\$ -	-
<i>LIFE INSURANCE</i>	70	57	62	60	60	\$ 60	-
<i>RETIREMENT</i>	1,475	1,763	1,878	2,001	2,041	\$ 2,366	365
Total PERSONNEL	\$ 20,510	\$ 21,278	\$ 19,641	\$ 21,194	\$ 20,734	\$ 23,466	2,272
SUPPLIES							-
<i>SUPPLIES-COMPUTER</i>	150	-	-	250	-	\$ 250	-
<i>SUPPLIES-OFFICE</i>	-	173	33	250	-	\$ 250	-
<i>SUPPLIES-TOOLS</i>	61	10	76	100	-	\$ 100	-
Total Supplies	\$ 211	\$ 183	\$ 109	\$ 600	\$ -	\$ 600	-
MAINTENANCE							-
<i>MAINTENANCE-EQUIPMENT</i>	-	-	-	250	-	\$ 250	-
<i>VEHICLE MAINTENANCE</i>	672	999	71	750	250	\$ 750	-
Total Maintenance	\$ 672	\$ 999	\$ 71	\$ 1,000	\$ 250	\$ 1,000	-
MISCELLANEOUS							-
<i>ADVERTISING</i>	-	-	-	-	-	\$ -	-
<i>BOOKS & PERIODICALS</i>	-	299	299	100	300	\$ 300	200
<i>FUEL-MOTOR VEHICLE</i>	726	796	329	675	1,086	\$ 1,249	574
<i>MEMBERSHIP</i>	-	-	-	500	-	\$ 500	-
<i>MISCELLANEOUS</i>	-	-	210	250	-	\$ 250	-
<i>TRAVEL</i>	154	27	37	500	-	\$ 1,000	500
<i>SPECIAL SERVICES</i>	-	-	382	250	-	\$ 250	-
<i>WEARING APPAREL</i>	610	422	-	-	-	\$ -	-
Total Miscellaneous	\$ 1,490	\$ 1,544	\$ 1,258	\$ 2,275	\$ 1,386	\$ 3,549	1,274
UTILITIES							-
<i>UTILITIES-TELEPHONE</i>	1,249	752	536	1,000	525	\$ 800	(200)
Total Utilities	\$ 1,249	\$ 752	\$ 536	\$ 1,000	\$ 525	\$ 800	(200)
TOTAL PUBLIC WORKS	\$ 24,132	\$ 24,756	\$ 21,615	\$ 26,069	\$ 22,895	\$ 29,415	3,346
TOTAL EXPENDITURES	\$ 762,306	\$ 760,810	\$ 744,762	\$ 783,256	\$ 703,328	\$ 811,308	28,052

Special Street Fund

The Special Street Fund is used for street maintenance and equipment used for street maintenance. The source of revenue comes from a gas tax, sales tax on vehicles, and vehicle fees.

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>REVENUE SUMMARY</u>							
SALES TAX	\$ 195,227	\$ 191,939	\$ 217,052	\$ 151,000	\$ 190,000	\$ 185,000	\$ 34,000
MISCELLANEOUS	\$ (1,474)	\$ 803	\$ 44,161	\$ 254	\$ 5,000	\$ 1,000	\$ 746
RESERVE FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 58,766	\$ 14,222	\$ -	\$ (58,766)
TOTAL REVENUES	\$ 193,753	\$ 192,742	\$ 261,214	\$ 210,020	\$ 209,222	\$ 186,000	\$ (24,020)
<u>EXPENDITURE SUMMARY</u>							
MAINTENANCE	\$ 324,572	\$ 5,000	\$ 1,945	\$ 92,500	\$ 92,500	\$ 120,000	\$ 27,500
CAPITAL IMPROVEMENTS	\$ 74,957	\$ 26,722	\$ 166,504	\$ 117,520	\$ 116,722	\$ 37,520	\$ (80,000)
TOTAL EXPENDITURES	\$ 399,529	\$ 31,722	\$ 168,449	\$ 210,020	\$ 209,222	\$ 157,520	\$ (52,500)
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ (205,776)	\$ 161,020	\$ 92,765	\$ -	\$ (0)	\$ 28,480	\$ 28,480

Beginning Fund Balance	\$ 410,440
(25% Reserve Balance)	\$ (42,112)
Ending Fund Balance	<u>\$ 396,807</u>

SPECIAL STREETS FUND

City of Salem, Missouri Fiscal Year 2024 Capital Improvement Plan Details

FY 24			
201- Special Streets Fund			
Streets	Pre-Existing Leases & Debt	\$	37,520.00
Streets	Street Repaving	\$	120,000.00
201- Special Streets Fund Total		\$	157,520.00

SPECIAL STREETS

PRE-EXISTING DEBT OBLIGATIONS

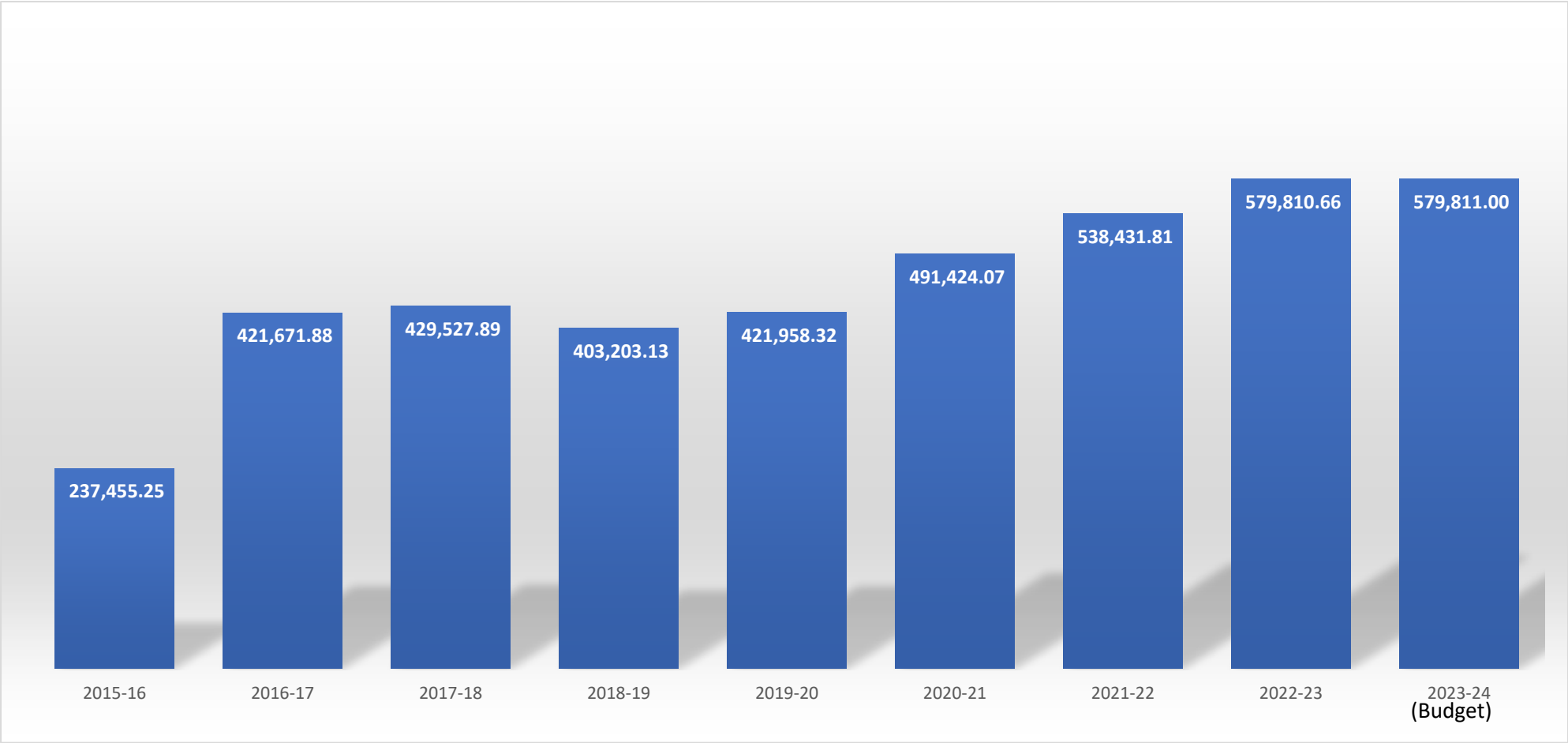
Project Costs and Funding Source		
Funding Source		FY 24
201-501-70840 - Loader Lease		\$ 17,000.00
201-501-70870- Backhoe Lease		\$ 12,000.00
201-501-70890- Skid Steer Lease		\$ 8,520.00
Total		\$ 37,520.00

201-SPECIAL STREET

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
REVENUES							-
SALES TAX							-
SALES TAX	43,175	50,702	50,081	35,000	50,000	45,000	10,000
GAS TAX	131,019	118,318	143,481	100,000	120,000	120,000	20,000
VEHICLE FEE INCREASE	21,033	22,919	23,490	16,000	20,000	20,000	4,000
Total Sales Tax	\$ 195,227	\$ 191,939	\$ 217,052	\$ 151,000	\$ 190,000	185,000	34,000
							-
MISCELLANEOUS							-
MISC	-	-	43,878	-	-	-	-
SUPER NOW INTEREST	(1,474)	803	283	254	5,000	1,000	746
Total Miscellaneous	\$ (1,474)	\$ 803	\$ 44,161	\$ 254	\$ 5,000	1,000	746
							-
RESERVE FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 58,766	\$ -	-	(58,766)
							-
TOTAL REVENUES	\$ 193,753	\$ 192,742	\$ 261,214	\$ 210,020	\$ 195,000	186,000	(24,020)
							-
EXPENDITURES							-
MAINTENANCE							-
CRACK SEAL	9,086	-	-	12,500	12,500	-	(12,500)
STREET MAINTENANCE	315,486	5,000	1,945	80,000	80,000	120,000	40,000
Total Maintenance	\$ 324,572	\$ 5,000	\$ 1,945	\$ 92,500	\$ 92,500	120,000	27,500
							-
CAPITAL IMPROVEMENTS							-
TRUCK/SNOW PLOW PURCHASE	-	-	132,862	-	-	-	-
SPRAYER	-	-	-	5,000	5,000	-	(5,000)
Skid Steer Lease (50%)	-	-	4,969	8,520	8,480	8,520	-
SWEEPER BROOM MOWER	-	-	-	75,000	75,000	-	(75,000)
CAPITAL OUTLAY-LOADER	11,050	14,815	16,766	17,000	16,335	17,000	-
BACKHOE LEASE	11,907	11,907	11,907	12,000	11,907	12,000	-
USED TRACTOR W/SIDE MOWER	52,000	-	-	-	-	-	-
Total Cap Improvements	\$ 74,957	\$ 26,722	\$ 166,504	\$ 117,520	\$ 116,722	37,520	(80,000)
							-
TOTAL EXPENDITURES	\$ 399,529	\$ 31,722	\$ 168,449	\$ 210,020	\$ 209,222	157,520	(52,500)
							-
REVENUES OVER/(UNDER) EXPENDITURES	\$ (205,776)	\$ 161,020	\$ 92,765	\$ -	\$ (14,222)	28,480	28,480
							-
OTHER SOURCES	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
OTHER USES	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
							-
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ (205,776)	\$ 161,020	\$ 92,765	\$ -	\$ (14,222)	28,480	28,480

City Parks 3/8% Sales Tax

The City collects a 3/8% sales tax that was passed and approved by the majority of voters in 2015 to be used solely for local parks of the City.



Parks and Recreation

The Parks & Recreation fund is used for maintaining the City's local parks. The source of revenue comes from a 3/8% sales tax, charges for service to include pool receipts and sports programs. Parks and Recreation consists of 3.5 staff positions and several part-time summer employees to work the pool and sports programs.

There is a \$18,486 deficit in the proposed budget. The Park Board approved using prior year fund balance to cover the deficit.

Notable Expenditure Changes:

- 4% COLA (Cost of Living)
 - \$7,096.55
- Retirement cost increased from 12.4% to 12.7%
 - \$ 709.15
- Increase in overall costs of general supplies, pool maintenance increase for kiddi feature area
 - \$5,000
- Increase 15% for fuel costs
 - \$2.890
- Increase in sports program equipment, uniforms, trophies, and concessions
 - \$5,250

Park and Recreation Fund

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>REVENUES</u>							
SALES TAX	\$ 421,958	\$ 479,217	\$ 530,008	\$ 425,000	\$ 579,811	\$ 579,811	\$ 154,811
PERMITS/LICENSES/FEES	\$ -	\$ -	\$ 420	\$ -	\$ -	\$ -	\$ -
OTHER	\$ -	\$ -	\$ 1,217	\$ -	\$ -	\$ -	\$ -
CHARGES FOR SERVICES	\$ 90,217	\$ 114,184	\$ 123,608	\$ 92,500	\$ 142,638	\$ 93,500	\$ 1,000
MISCELLANEOUS	\$ 949	\$ 1,486	\$ 338	\$ 146	\$ 3,557	\$ 1,000	\$ 854
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 140,521	\$ -	\$ 18,486	\$ (122,035)
TOTAL REVENUES	\$ 513,124	\$ 594,887	\$ 655,591	\$ 658,167	\$ 726,006	\$ 692,797	\$ 34,630
<u>EXPENDITURE SUMMARY</u>							
PERSONNEL	\$ 251,594	\$ 262,354	\$ 253,263	\$ 361,243	\$ 296,180	\$ 350,706	\$ (10,537)
SUPPLIES	\$ 21,954	\$ 19,494	\$ 28,719	\$ 35,250	\$ 36,132	\$ 42,250	\$ 7,000
MAINTENANCE	\$ 34,983	\$ 41,796	\$ 29,090	\$ 40,000	\$ 40,000	\$ 47,500	\$ 7,500
MISCELLANEOUS	\$ 23,727	\$ 25,318	\$ 31,101	\$ 43,368	\$ 44,239	\$ 44,407	\$ 1,040
UTILITIES	\$ 18,268	\$ 18,922	\$ 19,698	\$ 39,000	\$ 31,236	\$ 33,628	\$ (5,372)
CAPITAL IMPROVEMENTS	\$ 151,649	\$ 156,686	\$ 146,360	\$ 114,306	\$ 114,306	\$ 149,306	\$ 35,000
TOTAL EXPENDITURES	\$ 502,175	\$ 524,570	\$ 508,230	\$ 633,167	\$ 562,092	\$ 667,797	\$ 34,630
REVENUES OVER/(UNDER) EXPENDITURES	\$ 10,949	\$ 70,317	\$ 147,361	\$ 25,000	\$ 163,914	\$ 25,000	\$ (0)
OTHER SOURCES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER USES	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ 10,949	\$ 45,317	\$ 122,361	\$ 0	\$ 138,914	\$ (0)	\$ (0)

Beginning Fund Balance	\$ 473,886
(25% Reserve)	(127,058)
Ending Fund Balance	<u>\$ 346,828</u>

PARKS & RECREATION FUND

City of Salem, Missouri Fiscal Year 2024 Capital Improvement Plan Details

FY 24		
210- Park Improvement Fund		
Leases & Debt	\$	109,306.00
Vehicle Replacement	\$	35,000.00
210- Park Improvement Fund Total	\$	144,306.00

PARKS & RECREATION LEASES & DEBT

Project Costs and Funding Source		
Funding Source		FY 24
COP / FINANCING FOR POOL		\$ 109,306.00
Total		\$ 109,306.00

210-PARK & RECREATION

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
REVENUES							-
SALES TAX							-
PARK SALES TAX-3/8%	421,958	479,217	530,008	425,000	579,811	579,810.96	154,811
Total Sales Tax	\$ 421,958	\$ 479,217	\$ 530,008	\$ 425,000	\$ 579,811	579,810.96	154,811
PERMITS/LICENSES/FEES							-
INSUFFICIENT CHECK CHARGE	-	-	420	-	-	-	-
Total Permits/Licenses/Fees	\$ -	\$ -	\$ 420	\$ -	\$ -	-	-
OTHER							-
RECYCLING GRANT	-	-	-	-	-	-	-
ACC PLAYGROUND EQUIP GRANT	-	-	-	-	-	-	-
TAP GRANT	-	-	-	-	-	-	-
EAT SMART IN THE PARK GRANT	-	-	1,217	-	-	-	-
Total Other	\$ -	\$ -	\$ 1,217	\$ -	\$ -	-	-
CHARGES FOR SERVICES							-
PAVILION RENTALS	1,585	3,280	2,950	2,000	2,130	2,000.00	-
LITTLE LEAGUE BALL SIGN UP FEE	7,656	12,473	11,982	10,000	18,557	10,000.00	-
AL BROWN FIELD USER FEES	2,400	1,270	(105)	500	500	500.00	-
LITTLE LEAGUE FIELD USER FEE	1,000	-	-	-	-	-	-
LITTLE LEAGUE SPONSORS	3,250	2,500	6,650	5,000	8,900	5,000.00	-
BASKETBALL USER FEES	2,990	4,295	3,525	3,000	5,295	4,000.00	1,000
BASKETBALL SPONSOR FEE	1,098	1,060	1,198	1,000	1,500	1,000.00	-
START SMART SPORTS	1,815	-	-	-	-	-	-
SOCCER SIGN UP FEES	5,590	12,703	5,405	5,000	9,900	7,000.00	2,000
SOCCER SPONSOR FEES	-	500	3,425	2,000	6,475	2,000.00	-
FLAG FOOTBALL SIGN UP FEES	3,550	4,037	4,095	4,000	5,300	4,000.00	-
FLAG FOOTBALL SPONSOR FEE	130	700	3,111	3,000	4,900	2,500.00	(500)
LL FOOTBALL DONATION-EQUIPMENT	-	-	-	-	-	-	-
FB-SKILLS & DRILLS SIGN UPS	50	-	1,980	1,500	3,400	1,500.00	-
FB-SKILLS & DRILLS SPONSOR	1,120	-	-	-	1,000	-	-
KICKBALL USER FEE	-	-	-	-	-	-	-
SUMMER CAMP SIGN UPS	1,302	7,642	5,450	3,000	4,150	3,000.00	-
LIGHT UP IN THE PARK-SPONSOR F	-	(18)	595	1,000	1,050	1,000.00	-
POOL RECEIPTS	40,723	38,779	47,782	30,000	39,697	30,000.00	-
AL BROWN CONCESSION	-	444	652	500	2,811	500.00	-
LITTLE LEAGUE CONCESSIONS	2,482	5,443	3,296	1,000	3,000	2,500.00	1,500
POOL CONCESSIONS	13,476	19,076	20,967	10,000	12,623	12,000.00	2,000
SUMMER FOOD PROGRAM	-	-	-	-	-	-	-
SALE OF FIXED ASSETS	-	-	-	-	10,400	-	-

210-PARK & RECREATION

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
<i>CIVIC THEATER RECEIPTS</i>	-	-	650	10,000	1,050	5,000.00	(5,000)
Total Charges for Services	\$ 90,217	\$ 114,184	\$ 123,608	\$ 92,500	\$ 142,638	93,500.00	1,000
							-
MISCELLANEOUS							-
<i>MISCELLANEOUS</i>	33	-	175	-	-	-	-
<i>SUPER NOW INTEREST</i>	416	869	163	146	3,557	1,000.00	854
<i>COP INVESTMENT INCOME</i>	-	-	-	-	-	-	-
<i>DONATIONS</i>	500	617	-	-	-	-	-
<i>NON CASH DONATION</i>	-	-	-	-	-	-	-
<i>TELECOM TAXES PROTESTED</i>	-	-	-	-	-	-	-
Total Miscellaneous	\$ 949	\$ 1,486	\$ 338	\$ 146	\$ 3,557	1,000.00	854
							-
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 140,521	\$ -	18,486.00	(122,035)
							-
TOTAL REVENUES	\$ 513,124	\$ 594,887	\$ 655,591	\$ 658,167	\$ 726,006	692,796.96	34,630
							-
<u>EXPENDITURES</u>							-
Personnel							-
<i>SUPERVISION</i>	48,778	48,360	49,177	50,053	48,543	52,055.12	2,002
<i>OPERATING</i>	88,829	97,400	82,603	132,753	103,994	115,063.12	(17,690)
<i>CLERICAL</i>	-	-	-	-	-	-	-
<i>CUSTODIAL</i>	-	-	-	-	-	-	-
<i>CONCESSION</i>	3,017	6,102	7,024	6,000	6,000	8,000.00	2,000
<i>FRONT DESK</i>	-	-	-	-	-	-	-
<i>LIFEGUARDS</i>	28,752	35,275	31,872	50,000	35,000	50,000.00	-
<i>POOL MANAGER</i>	17,644	3,405	1,088	16,000	16,000	16,000.00	-
<i>UMPIRES & REFEREES</i>	2,333	15,506	17,124	20,000	10,000	20,000.00	-
<i>SUMMER PROGRAM</i>	3,637	-	2,024	2,000	2,092	2,500.00	500
<i>CIVIC THEATER</i>	-	-	140	10,000	-	10,000.00	-
<i>OVERTIME</i>	6,132	804	2,586	5,000	5,000	5,200.00	200
<i>FICA</i>	14,864	15,001	15,226	19,807	19,807	22,305.46	2,498
<i>UNEMPLOYMENT</i>	366	335	579	776	857	776.00	-
<i>WORKERS COMPENSATION</i>	11,694	9,706	11,413	13,162	13,162	12,405.00	(757)
<i>HEALTH INSURANCE</i>	17,425	18,117	20,272	19,800	19,800	19,800.00	-
<i>LIFE INSURANCE</i>	156	152	156	202	202	202.00	-
<i>RETIREMENT</i>	7,967	12,191	11,977	15,690	15,723	16,399.09	709
Total Personnels	\$ 251,594	\$ 262,354	\$ 253,263	\$ 361,243	\$ 296,180	350,705.79	(10,537)
							-
SUPPLIES							-
<i>AL BROWN CONCESSIONS</i>	-	-	2,497	2,600	2,600	2,600.00	-
<i>BASKETBALL CONCESSIONS</i>	-	-	134	150	-	150.00	-

210-PARK & RECREATION

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
CHEMICAL SUPPLIES	8,373	4,135	7,543	12,000	12,000	12,000.00	-
COMPUTER SUPPLIES	-	-	3,752	1,500	1,500	1,500.00	-
GENERAL SUPPLIES	-	194	25	500	500	500.00	-
JANITORIAL SUPPLIES	1,264	1,550	815	1,500	1,500	1,500.00	-
FIELD SUPPLIES	3,151	3,253	2,561	2,500	2,500	3,000.00	500
SUMMER CAMP SUPPLIES	-	-	97	-	500	500.00	500
LITTLE LEAGUE CONCESSIONS	420	1,944	2,192	2,000	3,000	3,000.00	1,000
OFFICE SUPPLIES	836	1,581	304	1,500	1,500	1,500.00	-
CIVIC THEATER CONCESSIONS	-	-	-	5,000	-	5,000.00	-
POOL CONCESSIONS	6,524	6,383	8,137	5,000	9,532	10,000.00	5,000
SUMMER FOOD SERVICE PROGRAM	965	-	-	-	-	-	-
TOOLS	421	454	662	1,000	1,000	1,000.00	-
Total Supplies	\$ 21,954	\$ 19,494	\$ 28,719	\$ 35,250	\$ 36,132	42,250.00	7,000
MAINTENANCE							-
BUILDING MAINTENANCE	5,776	2,416	1,439	7,500	7,500	7,500.00	-
EQUIPMENT MAINTENANCE	11,158	4,738	8,035	6,000	6,000	8,500.00	2,500
LIGHTING MAINTENANCE	7,077	1,024	-	2,000	2,000	2,000.00	-
PARK MAINTENANCE	4,419	26,134	4,010	6,000	6,000	6,000.00	-
POOL MAINTENANCE	5,229	5,224	13,185	15,000	15,000	20,000.00	5,000
PUBLIC GROUNDS	72	312	198	1,000	1,000	1,000.00	-
VEHICLE MAINTENANCE	1,252	1,948	2,223	2,500	2,500	2,500.00	-
Total Maintenance	\$ 34,983	\$ 41,796	\$ 29,090	\$ 40,000	\$ 40,000	47,500.00	7,500
MISCELLANEOUS							-
ADVERTISING	512	642	748	3,000	1,000	1,000.00	(2,000)
BOOKS & PERIODICALS	-	-	-	-	-	-	-
FUEL-MOTOR VEHICLE	3,862	3,651	5,737	6,213	7,915	9,102.25	2,890
GENERAL INSURANCE	4,658	5,095	5,446	6,100	5,792	6,100.00	-
MEMBERSHIPS	160	320	-	500	165	500.00	-
MISCELLANEOUS	53	596	1,329	500	500	500.00	-
RENT	-	205	-	205	-	205.00	-
TRAVEL	1,580	-	-	2,000	-	2,000.00	-
SAFETY	33	12	150	250	250	250.00	-
SPECIAL SERVICES	4,724	2,635	1,432	10,500	7,530	5,000.00	(5,500)
SQUARE PROCESSING FEE	2	64	-	100	100	500.00	400
WEARING APPAREL	1,714	1,696	1,374	2,500	2,592	2,500.00	-
BALL EQUIP/UNIFORMS/TROPHIES	2,603	4,864	6,944	5,000	8,414	6,000.00	1,000
SOCCER EQUIP/UNIFORMS/TROPHIES	554	1,561	2,341	1,500	4,061	4,000.00	2,500
FLAG FOOTBALL EQUIP/UNIF/TROPH	-	1,709	2,418	2,000	3,120	3,000.00	1,000
BASKETBALL EQUIP/UNIFORM/TROPH	1,528	1,944	1,479	1,500	2,011	2,250.00	750

210-PARK & RECREATION

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
LL FOOTBALL EQUIPMENT	-	-	406	500	187	500.00	-
FOOTBALL SKILLS & DRILLS	1,083	-	-	-	-	-	-
START SMART SOCCER	661	-	-	500	-	-	(500)
VOLLEYBALL	-	324	-	-	-	-	-
LIGHT UP THE PARK	-	-	761	500	602	1,000.00	500
GRANT EXPENSES	-	-	536	-	-	-	-
Total Miscellaneous	\$ 23,727	\$ 25,318	\$ 31,101	\$ 43,368	\$ 44,239	44,407.25	1,040
							-
UTILITIES							-
UTILITIES-ELECTRIC	11,200	13,291	16,808	24,000	19,122	24,000.00	-
UTILITIES-NATURAL GAS	-	-	-	-	-	-	-
UTILITIES-SEWER	1,953	1,509	90	6,000	3,000	2,500.00	(3,500)
UTILITIES-WATER	2,430	1,875	507	6,000	6,000	4,000.00	(2,000)
UTILITIES-TELEPHONE	2,685	2,247	2,294	3,000	3,114	3,128.00	128
Total Utilities	\$ 18,268	\$ 18,922	\$ 19,698	\$ 39,000	\$ 31,236	33,628.00	(5,372)
							-
CAPITAL IMPROVEMENTS							-
TAP GRANT	-	41,680	-	-	-	-	-
COMMUNITY CENTER GYM NAP	25,000	-	-	-	-	-	-
COP POOL & BATHHOUSE PAYMENT	103,591	104,284	109,306	109,306	109,306	109,306.00	-
POOL IMPROVEMENTS	-	-	-	-	-	-	-
CRACK SEALING TENNIS COURTS	8,500	-	-	-	-	-	-
UTILITY TRACTOR	-	10,722	-	-	-	-	-
SECURITY SYSTEM CAMERA	-	-	5,000	-	-	-	-
INFIELD DIRT	-	-	-	-	-	-	-
WORK TRUCK(S)	-	-	32,054	-	-	35,000.00	35,000
ACCESSIBLE PLAYGROUND GRANT	-	-	-	-	-	-	-
PARK CAP IMPROVEMENTS	-	-	-	5,000	5,000	5,000.00	-
HANDRAIL BY BRIDGE	7,432	-	-	-	-	-	-
PLAYGROUND SPLASH PAD	-	-	-	-	-	-	-
SOCCER FIELD IMPROVEMENTS	7,126	-	-	-	-	-	-
IMPROVEMENT SIGNS	-	-	-	-	-	-	-
INTEREST EXPENSE-COP	-	-	-	-	-	-	-
2017B COP-COST OF ISSUANCE	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
Total Cap Improvements	\$ 151,649	\$ 156,686	\$ 146,360	\$ 114,306	\$ 114,306	149,306.00	35,000
							-
TOTAL EXPENDITURES	\$ 502,175	\$ 524,570	\$ 508,230	\$ 633,167	\$ 562,092	667,797.04	34,630
							-
REVENUES OVER/(UNDER) EXPENDITURES	\$ 10,949	\$ 70,317	\$ 147,361	\$ 25,000	\$ 163,914	24,999.92	(0)
							-

210-PARK & RECREATION

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
OTHER SOURCES	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
OTHER USES	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	25,000.00	-
							-
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ 10,949	\$ 45,317	\$ 122,361	\$ 0	\$ 138,914	(0.08)	(0)

Building Inspector Fund

The Building Permit fund is used to report revenues from building permits and fees. The building permits are issued for all residential and commercial remodeling and for new construction. This fund does not bring in enough revenue therefore, a transfer from the General fund is used to balance the budget. The fund consists of .25 staff positions.

Notable Expenditure Changes:

- 4% COLA (Cost of Living)
 - \$592.08
- Retirement cost increased from 12.4% to 12.7%
 - \$ 132.90
- Increase insurance fire expense line due to check from insurance came in FY2023, will be paid out in FY2024
 - \$2,500

Building Permit Fund

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>REVENUES</u>							
PERMITS/LICENSES/FEES	\$ 13,442	\$ 16,790	\$ 11,960	\$ 10,500	\$ 13,468	\$ 11,500	\$ 1,000
CHARGES FOR SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS	\$ 23,519	\$ 448	\$ 44,956	\$ 110	\$ 2,581	\$ 200	\$ 90
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 22,143	\$ -	\$ -	\$ (22,143)
TOTAL REVENUES	\$ 36,961	\$ 17,238	\$ 56,916	\$ 32,753	\$ 16,049	\$ 11,700	\$ (21,053)
<u>EXPENDITURE SUMMARY</u>							
Personnel	\$ 19,220	\$ 17,955	\$ 17,807	\$ 18,582	\$ 17,742	\$ 19,364	\$ 782
SUPPLIES	\$ 660	\$ 226	\$ 107	\$ 200	\$ -	\$ 200	\$ -
MAINTENANCE	\$ 1,083	\$ 239	\$ -	\$ 750	\$ 250	\$ 750	\$ -
MISCELLANEOUS	\$ 41,605	\$ 10,462	\$ 52,215	\$ 20,171	\$ 7,022	\$ 22,310	\$ 2,139
UTILITIES	\$ 4	\$ 512	\$ 597	\$ 550	\$ 579	\$ 600	\$ 50
CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 62,572	\$ 29,394	\$ 70,726	\$ 40,253	\$ 25,593	\$ 43,224	\$ 2,971
REVENUES OVER/(UNDER) EXPENDITURES	\$ (25,611)	\$ (12,156)	\$ (13,810)	\$ (7,500)	\$ (9,544)	\$ (31,524)	\$ (24,024)
OTHER SOURCES	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ 31,524	\$ 24,024
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ (25,611)	\$ (12,156)	\$ (13,810)	\$ -	\$ (2,044)	\$ -	\$ -

Beginning Fund Balance \$ 13,206

Ending Fund Balance \$ 13,206

290- BUILDING PERMIT FUND

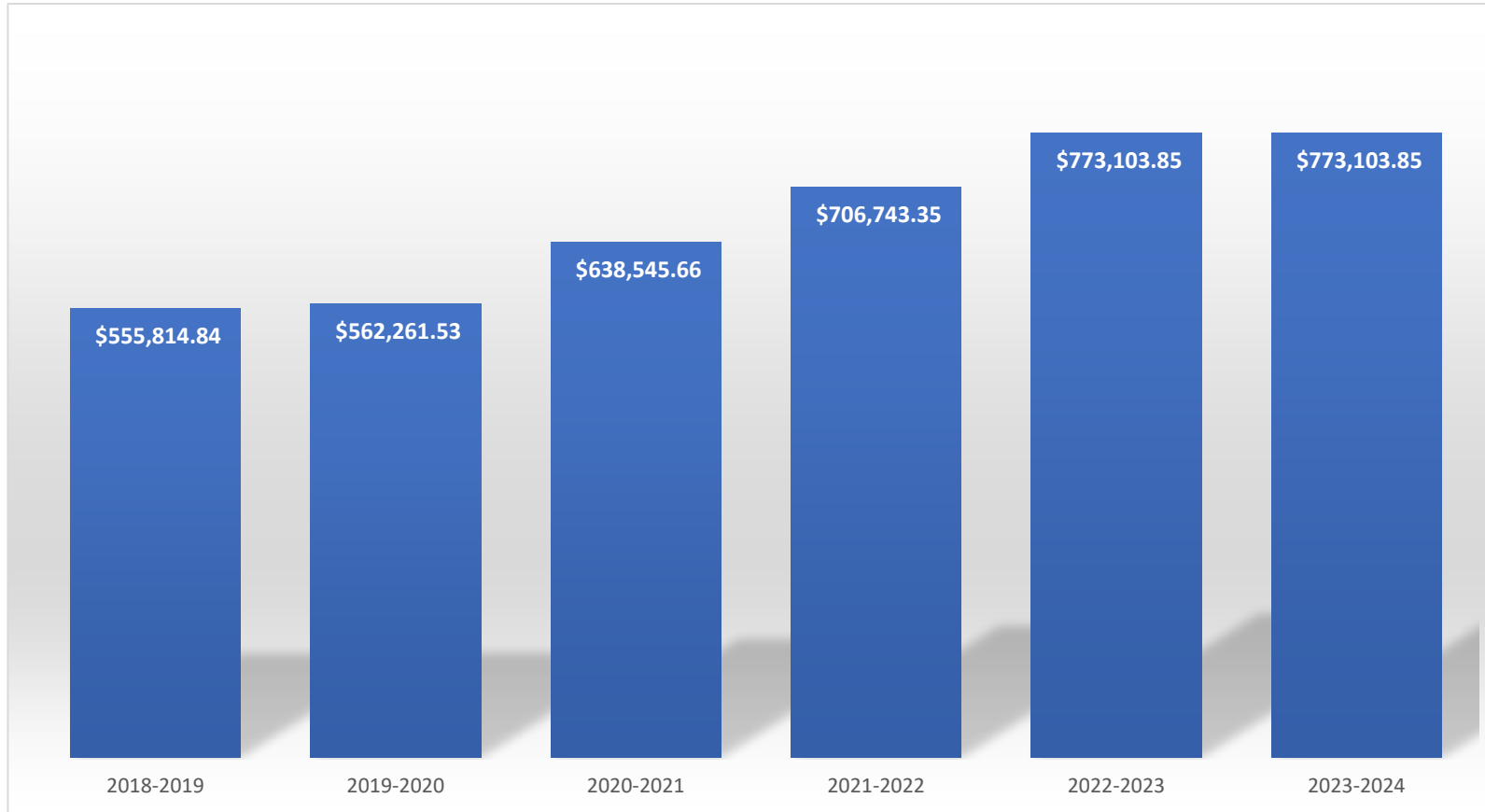
	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
REVENUES							-
PERMITS/LICENSES/FEES							-
BUILDING PERMITS	7,492	8,978	6,500	5,000	7,438	6,000	1,000
BUILDING PERMIT DEPOSIT	5,650	7,430	5,250	5,000	6,030	5,000	-
PLAN REVIEW	-	-	-	-	-	-	-
INSPECTION FEES	300	382	210	500	-	500	-
Total Permits/Licenses/Fees	\$ 13,442	\$ 16,790	\$ 11,960	\$ 10,500	\$ 13,468	11,500	1,000
CHARGES FOR SERVICES							-
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-
Total Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
MISCELLANEOUS							-
MISCELLANEOUS	200	200	100	100	200	100	-
SUPER NOW INTEREST	244	248	11	10	222	100	90
25% INSURANCE-FIRE	23,075	-	44,845	-	2,159	-	-
Total Miscellaneous	\$ 23,519	\$ 448	\$ 44,956	\$ 110	\$ 2,581	200	90
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 22,143	\$ -	-	(22,143)
TOTAL REVENUES	\$ 36,961	\$ 17,238	\$ 56,916	\$ 32,753	\$ 16,049	11,700	(21,053)
EXPENDITURE SUMMARY							-
Personnel							-
SUPERVISION (25% BLDG INSP)	11,430	13,141	13,146	13,250	12,910	13,780	530
OVERTIME	-	-	-	500	-	520	20
FICA	849	984	1,010	1,005	1,005	1,102	97
UNEMPLOYMENT	-	-	-	35	35	35	-
WORKERS COMPENSATION	3,668	2,199	477	510	510	510	-
HEALTH INSURANCE	2,200	185	1,650	1,650	1,650	1,650	-
LIFE INSURANCE	-	-	-	17	17	17	-
RETIREMENT	1,073	1,446	1,525	1,615	1,615	1,750	135
Total Personnels	\$ 19,220	\$ 17,955	\$ 17,807	\$ 18,582	\$ 17,742	19,364	782
SUPPLIES							-
OFFICE SUPPLIES	222	226	107	200	-	200	-
TOOLS	438	-	-	-	-	-	-
Total Supplies	\$ 660	\$ 226	\$ 107	\$ 200	\$ -	200	-
MAINTENANCE							-
EQUIPMENT MAINTENANCE	1,083	239	-	500	-	500	-

290- BUILDING PERMIT FUND

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<i>MAINTENANCE-VEHICLE</i>	-	-	-	250	250	250	-
Total Maintenance	\$ 1,083	\$ 239	\$ -	\$ 750	\$ 250	750	-
MISCELLANEOUS							-
<i>25% INSURANCE FIRE</i>	23,075	-	44,849	-	-	2,500	2,500
<i>ADVERTISING</i>	377	645	426	600	300	600	-
<i>BLDG PERMIT DEPOSIT REFUND</i>	3,000	5,150	4,730	5,000	2,500	5,000	-
<i>BOOKS & PERIODICALS</i>	1,181	2,799	650	1,500	1,500	1,500	-
<i>FUEL-MOTOR VEHICLE</i>	350	398	609	1,350	675	810	(540)
<i>INSURANCE-GENERAL</i>	-	-	-	-	-	-	-
<i>MEMBERSHIPS</i>	174	-	184	300	1,226	500	200
<i>MISCELLANEOUS</i>	205	-	-	100	-	100	-
<i>TRAVEL</i>	500	176	374	500	-	500	-
<i>SAFETY & TRAINING</i>	-	-	357	500	500	500	-
<i>SPECIAL SERVICES</i>	12,713	1,294	36	10,000	-	10,000	-
<i>WEARING APPAREL</i>	30	-	-	321	321	300	(21)
Total Miscellaneous	\$ 41,605	\$ 10,462	\$ 52,215	\$ 20,171	\$ 7,022	22,310	2,139
UTILITIES							-
<i>UTILITIES-TELEPHONE</i>	4	512	597	550	579	600	50
Total Utilities	\$ 4	\$ 512	\$ 597	\$ 550	\$ 579	600	50
CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
TOTAL EXPENDITURES	\$ 62,572	\$ 29,394	\$ 70,726	\$ 40,253	\$ 25,593	43,224	2,971
REVENUES OVER/(UNDER) EXPENDITURES	\$ (25,611)	\$ (12,156)	\$ (13,810)	\$ (7,500)	\$ (9,544)	(31,524)	(24,024)
OTHER SOURCES	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	31,524	24,024
OTHER USES							-
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ (25,611)	\$ (12,156)	\$ (13,810)	\$ -	\$ (2,044)	-	-

Capital Improvement 1/2% Sales Tax

The Capital Improvement Sales Tax was passed and approved by the majority of voters in 2003 to be used solely for the maintenance of the capital improvements.



Capital Improvement Fund

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
TOTAL REVENUES	\$ 577,974	\$ 639,827	\$ 750,253	\$ 775,113	\$ 841,553	\$ 1,098,518	\$ 323,405
TOTAL EXPENDITURES	\$ 855,416	\$ 665,396	\$ 616,697	\$ 735,013	\$ 556,939	\$ 1,085,715	\$ 350,702
REVENUES OVER/(UNDER) EXPENDITURES	\$ (277,442)	\$ (25,569)	\$ 133,556	\$ 40,100	\$ 284,614	\$ 12,803	\$ (27,297)
OTHER SOURCES	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
OTHER USES	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ (50,000)
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ (277,442)	\$ (569)	\$ 158,556	\$ 15,100	\$ 309,614	\$ 37,803	\$ 22,703
Beginning Fund Balance						\$ 767,340	
(25% Reserve) -						\$ (154,174)	
Ending Fund Balance						\$ 650,969	

Capital Improvement Fund Revenues

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>301-CAPITAL IMP SALES TAX</u>							
<u>REVENUES</u>							
SALES TAX	\$ 562,620	\$ 638,849	\$ 706,743	\$ 650,000	\$ 773,104	\$ 773,104	\$ 123,104
FEES & FORFEITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER	\$ -	\$ -	\$ 23,083	\$ 123,000	\$ 61,750	\$ 324,414	\$ 201,414
MISCELLANEOUS	\$ 15,354	\$ 978	\$ 20,426	\$ 113	\$ 6,699	\$ 1,000	\$ 887
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ (2,000)
TOTAL REVENUES	\$ 577,974	\$ 639,827	\$ 750,253	\$ 775,113	\$ 841,553	\$ 1,098,518	\$ 323,405

Capital Improvement Fund Expenditures

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>EXPENDITURE SUMMARY</u>							
Personnel	\$ 133,991	\$ 133,855	\$ 140,327	\$ 142,066	\$ 141,121	\$ 147,753	\$ 5,687
ELECTRIC CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228,659	\$ 228,659
WATER CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SEWER CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SIDEWALKS CAPITAL IMPROVEMENTS	\$ 263,695	\$ 101,128	\$ 28,474	\$ 91,200	\$ 91,200	\$ 256,283	\$ 165,083
PARKS & REC CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ 29,826	\$ 92,029	\$ 42,029	\$ 42,029	\$ (50,000)
STORMWATER CAPITAL IMPROVEMENTS	\$ 5,449	\$ 1,189	\$ 62	\$ 5,000	\$ 5,000	\$ 6,000	\$ 1,000
STREET CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ 95,410	\$ 17,500	\$ 17,469	\$ 91,750	\$ 74,250
CEMETERY CAPITAL IMPROVEMENTS	\$ -	\$ 1,000	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ (15,000)
NON-DEPARTMENTAL CAPITAL IMPROVEMENTS	\$ 291,884	\$ 214,692	\$ 117,730	\$ 212,412	\$ 111,639	\$ 155,935	\$ (56,477)
POLICE CAPITAL IMPROVEMENTS	\$ 68,683	\$ 103,656	\$ 110,189	\$ 74,002	\$ 74,002	\$ 111,502	\$ 37,500
AIRPORT CAPITAL IMPROVEMENTS	\$ -	\$ 42,945	\$ 20,826	\$ 40,000	\$ 19,441	\$ -	\$ (40,000)
CIVIL DEFENSE CAPITAL IMPROVEMENTS	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MECHANIC CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ 61,138	\$ 7,000	\$ 7,000	\$ -	\$ (7,000)
ANIMAL CONTROL CAPITAL IMPROVEMENTS	\$ 22,407	\$ 2,417	\$ -	\$ 8,000	\$ 2,234	\$ 15,000	\$ 7,000
BUILDING INSPECTOR CAPITAL IMPROVEMENTS	\$ 22,407	\$ 2,367	\$ -	\$ -	\$ -	\$ -	\$ -
COMMUNITY CENTER CAPITAL IMPROVEMENTS	\$ 21,900	\$ 62,147	\$ 12,714	\$ 30,804	\$ 30,804	\$ 30,804	\$ -
TOTAL EXPENDITURES	\$ 855,416	\$ 665,396	\$ 616,697	\$ 735,013	\$ 556,939	\$ 1,085,715	\$ 350,702

City of Salem, Missouri

Fiscal Year 2024 Capital Improvement Plan Details

CAPITAL IMPROVEMENT FUND

Pre-Existing Leases & Debts \$141,270

Construction-Personnel Svs

- Sidewalk Construction \$135,200
- Overtime Construction \$1,837
- Fica \$10,716

Electric

- Downtown Tap Grant
Light Poles & Undergrounding
(\$70,006- City Match) \$228,659

Construction

- Sidewalk Construction \$25,000
- Concrete Forms \$5,000
- Downtown Tap Grant-
Sidewalks & Pavers
(\$70,522- City Match) \$226,283

Animal Control

- Building Improvements- New Roof \$15,000

Streets

- General Culvert Replacement \$6,000
- Hydrovac Truck \$47,500
- Brush Hog \$20,250
- Salt Bin Improvements \$15,500

Police

- Vehicle Replacement (2) \$90,000
- 911 Enhancement \$12,500

Econ Development

- Masters Industrial Park Signs \$50,000
- Voluntary Residential Demo Program \$20,000

Non-Departmental

- Admin Building Copier Replacement \$10,000
- Old City Hall Building Improvements \$10,000

Building Inspector

- Dangerous Structure Remediation \$15,000

Capital Improvement Fund

Pre-Existing Leases & Debt

Project Costs and Funding Source

Funding Source	FY 24
301-506-70685 ESP Al Brown Lighting	\$ 42,029.00
301-508-70890- Skid Steer Lease 1/2	\$ 8,500.00
301-510-70695-ESP HVAC Admin & City Hall	\$ 46,924.00
301-510-71052-City Hall Lighting Project	\$ 2,674.00
301-510-71062-Admin Bldg Lighting Project	\$ 1,337.00
301-511-71122-Police Dept Lighting Proj	\$ 2,674.00
301-511-71160-ESP Police Dept	\$ 6,328.00
301-517-71720-Comm Ctr Lighitng Project	\$ 6,685.00
301-517-71730-ESP Comm Ctr	\$ 24,119.00
Total	\$ 141,270.00

301-CAPITAL IMP SALES TAX

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
REVENUES							-
SALES TAX							-
SALES TAX-1/2 CENT	562,620	638,849	706,743	650,000	773,104	773,104	123,104
Total Sales Tax	\$ 562,620	\$ 638,849	\$ 706,743	\$ 650,000	\$ 773,104	773,104	123,104
FEES & FORFEITURES							-
MODOT REIMB-MACARTHUR PROJECT	-	-	-	-	-	-	-
Total Fees & Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
OTHER							-
RECYCLING GRANT	-	-	-	-	-	-	-
AIRPORT GRANT	-	-	-	-	-	-	-
TAP GRANT	-	-	15,071	53,000	53,000	314,414	261,414
DANGEROUS STRUCTURE MATCH	-	-	8,013	30,000	8,750	10,000	(20,000)
LWCF SOCCER FIELD GRANT	-	-	-	40,000	-	-	(40,000)
Total Other	\$ -	\$ -	\$ 23,083	\$ 123,000	\$ 61,750	324,414	201,414
MISCELLANEOUS							-
MISCELLANEOUS	10,900	-	20,300	-	1,350	-	-
SUPER NOW INTEREST	4,454	978	126	113	5,349	1,000	887
Total Miscellaneous	\$ 15,354	\$ 978	\$ 20,426	\$ 113	\$ 6,699	1,000	887
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 2,000	\$ -	-	(2,000)
TOTAL REVENUES	\$ 577,974	\$ 639,827	\$ 750,253	\$ 775,113	\$ 841,553	1,098,518	323,405
EXPENDITURES							-
Personnel							-
SIDEWALK CONSTRUCTION	113,207	120,745	128,241	130,000	129,546	135,200	5,200
UTILITY CONSTRUCTION	-	-	-	-	-	-	-
OVERTIME-SIDEWALK CONSTRUCTION	890	3,866	708	1,766	1,766	1,837	71
OVERTIME-UTILITY CONSTRUCTION	-	-	-	-	-	-	-
FICA	8,360	9,244	9,940	10,300	9,809	10,716	416
UNEMPLOYMENT YAX	-	-	-	-	-	-	-
HEALTH INSURANCE	-	-	-	-	-	-	-
RETIREMENT	11,534	-	1,439	-	-	-	-
Total Personnels	\$ 133,991	\$ 133,855	\$ 140,327	\$ 142,066	\$ 141,121	147,753	5,687
ELECTRIC CAPITAL IMPROVEMENTS							-
LED LIGHT UPGRADE-4TH ST (TAP GRANT)						228,659	228,659
Total Electric Cap Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	228,659	228,659

301-CAPITAL IMP SALES TAX

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
WATER CAPITAL IMPROVEMENTS							-
Total Water Cap Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
SEWER CAPITAL IMPROVEMENTS							-
Total Sewer Cap Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
SIDEWALKS CAPITAL IMPROVEMENTS							-
SIDEWALK CONSTRUCTION	17,770	22,153	19,636	25,000	25,000	25,000	-
HYDRAULIC JACKHAMMER	-	9,500	-	-	-	-	-
SCAFFOLDING	-	-	-	-	-	-	-
CONCRETE FORMS	-	-	-	-	-	5,000	5,000
TAP GRANT	245,925	69,475	8,838	66,200	66,200	226,283	160,083
Total Sidewalk Cap Improvements	\$ 263,695	\$ 101,128	\$ 28,474	\$ 91,200	\$ 91,200	256,283	165,083
PARKS & REC CAPITAL IMPROVEMENTS							-
PARK LIGHTING	-	-	-	-	-	-	-
UTV	-	-	19,319	-	-	-	-
REMODEL RESTROOMS & CONCESSION	-	-	-	-	-	-	-
LWCF SOCCER FIELD GRANT MATCH	-	-	-	50,000	-	-	(50,000)
LAND PURCHASE-SOCCER FIELDS	-	-	-	-	-	-	-
AL BROWN LIGHTS PROJECT	-	-	10,507	42,029	42,029	42,029	-
Total Parks & Rec Cap Improvements	\$ -	\$ -	\$ 29,826	\$ 92,029	\$ 42,029	42,029	(50,000)
STORMWATER CAPITAL IMPROVEMENTS							-
WIDENING/ADDING PIPE	5,449	1,189	62	5,000	5,000	6,000	1,000
Total Stormwater Cap Improvements	\$ 5,449	\$ 1,189	\$ 62	\$ 5,000	\$ 5,000	6,000	1,000
STREET CAPITAL IMPROVEMENTS							-
BUSH HOG-NEW	-	-	3,350	-	-	20,250	20,250
BUILDING IMPROVEMENTS	-	-	87,091	9,000	8,969	15,500	6,500
1/2 TON PICKUP	-	-	-	-	-	-	-
HYDROVAC TRUCK	-	-	-	-	-	47,500	47,500
SKID STEER LEASE (50%)	-	-	4,969	8,500	8,500	8,500	-
Total Street Cap Improvements	\$ -	\$ -	\$ 95,410	\$ 17,500	\$ 17,469	91,750	74,250
CEMETERY CAPITAL IMPROVEMENTS							-
MOWER	-	-	-	13,500	13,500	-	(13,500)
TRACKHOE	-	-	-	-	-	-	-
WORK TRUCK	-	-	-	-	-	-	-
SURVEYING & SITE PREP	-	1,000	-	1,500	1,500	-	(1,500)

301-CAPITAL IMP SALES TAX

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
Total Cemetery Cap Improvements	\$ -	\$ 1,000	\$ -	\$ 15,000	\$ 15,000	-	(15,000)
NON-DEPARTMENTAL CAPITAL IMPROVEMENTS							-
HVAC/BUILDING MAINT PROJECT	-	-	14,263	46,924	46,924	46,924	-
COMPUTER PROGRAMMING	-	-	-	-	-	-	-
SOFTWARE TRAINING	2,678	9,668	4,199	-	-	-	-
SERVER & SOFTWARE UPDATES	-	-	-	-	-	-	-
NETWORK COPIER/SCANNER	-	-	-	-	-	10,000	10,000
MIDDLE SCHOOL & CITY HALL AUD	-	-	-	-	-	-	-
MIDDLE SCHOOL DEMOLITION	273,333	-	-	-	-	-	-
CITY HALL AUDITORIUM	4,631	36,754	-	5,000	5,000	10,000	5,000
CITY HALL LIGHTING PROJECT	-	23,660	2,674	2,674	2,674	2,674	-
ADMIN BLDG ROOF	10,830	-	-	-	-	-	-
ADMIN BLDG LIGHTING PROJECT	-	11,830	1,337	1,337	1,337	1,337	-
ADMIN BLDG SECURITY	-	128,615	-	-	-	-	-
ADMIN BLDG MAINTENANCE	-	-	13,523	6,477	5,000	-	(6,477)
IND PARK-DOWNTOWN/AREA SIGNS	-	4,165	-	50,000	400	50,000	-
INDUSTRIAL PARK SITE WORK	412	-	58,446	40,000	30,304	-	(40,000)
DANGEROUS STRUCTURE REMEDIATIO	-	-	16,025	60,000	20,000	35,000	(25,000)
PARCEL REZONING	-	-	-	-	-	-	-
SECURITY MEASURES	-	-	7,264	-	-	-	-
Total Non-Dept Cap Improvements	\$ 291,884	\$ 214,692	\$ 117,730	\$ 212,412	\$ 111,639	155,935	(56,477)
POLICE CAPITAL IMPROVEMENTS							-
POLICE VEHICLE LEASES	-	-	-	-	-	-	-
POLICE VEHICLES	68,683	79,996	17,148	65,000	65,000	90,000	25,000
ROOF-POLICE STATION	-	-	-	-	-	-	-
POLICE DEPT LIGHTING PROJECT	-	23,660	2,674	2,674	2,674	2,674	-
REPEATER ANTENNA & COAX	-	-	44,551	-	-	-	-
VIDEO & CABELING SYSTEM	-	-	-	-	-	-	-
POLICE STATION REMODEL	-	-	44,234	-	-	-	-
HVAC/BUILDING MAINT PROJECT	-	-	1,582	6,328	6,328	6,328	-
911 ENHANCEMENT	-	-	-	-	-	12,500	12,500
Total Police Cap Improvements	\$ 68,683	\$ 103,656	\$ 110,189	\$ 74,002	\$ 74,002	111,502	37,500
AIRPORT CAPITAL IMPROVEMENTS							-
PAVEMENT SEALING	-	22,922	-	-	-	-	-
MASTER PLAN	-	-	-	-	-	-	-
AIRPORT LIGHTING	-	18,023	12,301	-	-	-	-
TAXIWAY DIRT WORK	-	2,000	-	-	-	-	-
Gas Pump	-	-	8,525	40,000	19,441	-	(40,000)

301-CAPITAL IMP SALES TAX

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
Total Airport Cap Improvements	\$ -	\$ 42,945	\$ 20,826	\$ 40,000	\$ 19,441	-	(40,000)
CIVIL DEFENSE CAPITAL IMPROVEMENTS							-
STORM SIRENS	25,000	-	-	-	-	-	-
Total Civil Defense Cap Improvements	\$ 25,000	\$ -	\$ -	\$ -	\$ -	-	-
MECHANIC CAPITAL IMPROVEMENTS							-
DIAGNOSTIC COMPUTER	-	-	-	-	-	-	-
Welder for truck	-	-	-	7,000	7,000	-	(7,000)
TRUCK W/UTILITY BED	-	-	61,138	-	-	-	-
Total Mechanic Cap Improvements	\$ -	\$ -	\$ 61,138	\$ 7,000	\$ 7,000	-	(7,000)
ANIMAL CONTROL CAPITAL IMPROVEMENTS							-
DOG BOX	-	-	-	8,000	2,234	-	(8,000)
NEW PICKUP	22,407	2,417	-	-	-	-	-
BUILDING IMPROVEMENTS	-	-	-	-	-	15,000	15,000
Total Animal Control Cap Improvement	\$ 22,407	\$ 2,417	\$ -	\$ 8,000	\$ 2,234	15,000	7,000
BUILDING INSPECTOR CAPITAL IMPROVEMENTS							-
NEW PICKUP	22,407	2,367	-	-	-	-	-
Total Building Inspector Cap Improvement	\$ 22,407	\$ 2,367	\$ -	\$ -	\$ -	-	-
COMMUNITY CENTER CAPITAL IMPROVEMENTS							-
COMMUNITY CENTER-GYM PROJECT	21,900	2,997	-	-	-	-	-
COMMUNITY CENTER LIGHTING PROJ	-	59,150	6,685	6,685	6,685	6,685	-
HVAC/BUILDING MAINT PROJECT	-	-	6,030	24,119	24,119	24,119	-
Total Community Ctr Cap Improvement	\$ 21,900	\$ 62,147	\$ 12,714	\$ 30,804	\$ 30,804	30,804	-
TOTAL EXPENDITURES	\$ 855,416	\$ 665,396	\$ 616,697	\$ 735,013	\$ 556,939	1,085,715	350,702
REVENUES OVER/(UNDER) EXPENDITURES	\$ (277,442)	\$ (25,569)	\$ 133,556	\$ 40,100	\$ 284,614	12,803	(27,297)
OTHER SOURCES	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	25,000	-
OTHER USES	\$ -	\$ -	\$ -	\$ 50,000	\$ -	-	(50,000)
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ (277,442)	\$ (569)	\$ 158,556	\$ 15,100	\$ 309,614	37,803	22,703

Sanitation Fund

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
530-SANITATION							
REVENUES							
OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CHARGES FOR SERVICES	\$ 293,014	\$ 346,052	\$ 347,617	\$ 345,800	\$ 362,612	\$ 365,400	\$ 19,600
MISCELLANEOUS	\$ 1,950	\$ 367	\$ 17	\$ 16	\$ 16	\$ 16	\$ -
							\$ -
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 11,034	\$ -	\$ -	\$ (11,034)
TOTAL REVENUES	\$ 294,964	\$ 346,419	\$ 347,634	\$ 356,850	\$ 362,628	\$ 365,416	\$ 8,566
EXPENDITURE SUMMARY							
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES	\$ 9	\$ -	\$ -	\$ 750	\$ -	\$ 750	\$ -
MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS	\$ 290,067	\$ 342,703	\$ 357,088	\$ 356,100	\$ 356,358	\$ 361,100	\$ 5,000
CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 290,076	\$ 342,703	\$ 357,088	\$ 356,850	\$ 356,358	\$ 361,850	\$ 5,000
REVENUE OVER/(UNDER) EXPENDITURES	\$ 4,888	\$ 3,716	\$ (9,454)	\$ -	\$ 6,270	\$ 3,566	\$ 3,566
OTHER USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(UNDER) EXPENDITURES & OTHER USES	\$ 4,888	\$ 3,716	\$ (9,454)	\$ -	\$ 6,270	\$ 3,566	\$ 3,566
Beginning Fund Balance						\$ 51,945	
Ending Fund Balance						<u>\$ 55,511</u>	

Cemetery Fund

The City's Cemetery Fund is used to report revenues for the purchase of burial plots and grave openings. This fund does not bring in enough revenue therefore, a transfer from the General fund is used to balance the budget. The fund consists of 1 FT staff position and 1 part-time summer help position.

Notable Expenditure Changes:

- 4% COLA (Cost of Living)
 - \$3,441.87
- Retirement cost increased from 12.4% to 12.7%
 - \$0 (less personnel)
- Increase 15% for fuel costs
 - \$521
- Increase 10% in utility costs
 - \$2,038

Cemetery Fund

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
REVENUES							
OTHER	\$ 32,050	\$ 44,200	\$ 37,600	\$ 22,000	\$ 20,700	\$ 18,000	\$ (4,000)
CHARGES FOR SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS	\$ (1,346)	\$ 32	\$ -	\$ 50	\$ 117	\$ 50	\$ -
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 30,704	\$ 44,232	\$ 37,600	\$ 44,100	\$ 20,817	\$ 18,050	\$ (26,050)
EXPENDITURE SUMMARY							
Personnel	\$ 134,850	\$ 140,710	\$ 143,360	\$ 117,811	\$ 92,620	\$ 112,779	\$ (5,032)
SUPPLIES	\$ 228	\$ 366	\$ 190	\$ 850	\$ 800	\$ 1,600	\$ 750
MAINTENANCE	\$ 6,505	\$ 4,037	\$ 5,768	\$ 7,800	\$ 7,409	\$ 7,800	\$ -
MISCELLANEOUS	\$ 6,225	\$ 6,736	\$ 7,317	\$ 10,775	\$ 8,136	\$ 10,196	\$ (579)
UTILITIES	\$ 4,200	\$ 4,779	\$ 4,660	\$ 5,380	\$ 6,587	\$ 7,418	\$ 2,038
TOTAL EXPENDITURES	\$ 152,008	\$ 156,628	\$ 161,295	\$ 142,616	\$ 115,552	\$ 139,793	\$ (2,823)
REVENUE OVER/(UNDER) EXPENDITURES	\$ (121,304)	\$ (112,396)	\$ (123,695)	\$ (98,516)	\$ (94,735)	\$ (121,743)	\$ (23,227)
OTHER SOURCES	\$ 98,851	\$ 114,000	\$ 130,151	\$ 120,566	\$ 99,735	\$ 121,743	\$ 1,177
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ (22,453)	\$ 1,604	\$ 6,456	\$ 22,050	\$ 5,000	\$ 0	\$ (22,050)
Beginning Fund Balance						\$ 10,224	
Ending Fund Balance						<u>\$ 10,224</u>	

540-CEMETERY FUND

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
REVENUES							-
OTHER							-
GRAVE SPACES SOLD	7,950	18,450	10,000	8,000	11,900	8,000	-
GRAVE OPENINGS	24,100	25,750	27,600	14,000	8,800	10,000	(4,000)
Total Other	\$ 32,050	\$ 44,200	\$ 37,600	\$ 22,000	\$ 20,700	18,000	(4,000)
CHARGES FOR SERVICES							-
SALE OF FIXED ASSETS	-	-	-	-	-	-	-
Total Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
MISCELLANEOUS							-
MISCELLANEOUS	\$ -	\$ 25	\$ -	\$ 50	\$ -	50	-
SUPER NOW INTEREST	\$ (1,346)	\$ 7	\$ -	\$ -	\$ 117	-	-
RENT	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
Total Miscellaneous	\$ (1,346)	\$ 32	\$ -	\$ 50	\$ 117	50	-
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
TOTAL REVENUES	\$ 30,704	\$ 44,232	\$ 37,600	\$ 44,100	\$ 20,817	18,050	(26,050)
EXPENDITURES							-
Personnel							-
OPERATING	93,598	102,056	102,435	84,432	66,050	80,809	(3,623)
OVERTIME	2,271	1,725	2,705	1,245	1,461	2,500	1,255
FICA	6,987	7,410	7,808	6,619	4,849	6,465	(154)
UNEMPLOYMENT	113	53	186	494	494	494	-
WORKERS COMPENSATION	9,184	7,623	6,721	7,751	5,561	7,751	-
HEALTH INSURANCE	14,239	12,078	13,200	8,250	6,600	6,600	(1,650)
LIFE INSURANCE	140	114	125	120	120	120	-
RETIREMENT	8,318	9,651	10,180	8,900	7,485	8,040	(860)
Total Personnel	\$ 134,850	\$ 140,710	\$ 143,360	\$ 117,811	\$ 92,620	112,779	(5,032)
SUPPLIES							-
CHEMICAL SUPPLIES	-	-	-	250	250	250	-
GENERAL SUPPLIES	-	-	-	-	-	-	-
JANITORIAL SUPPLIES	188	186	146	300	300	300	-
OFFICE SUPPLIES	-	-	-	50	-	50	-
TOOLS	40	180	44	250	250	1,000	750
Total Supplies	\$ 228	\$ 366	\$ 190	\$ 850	\$ 800	1,600	750
MAINTENANCE							-

540-CEMETERY FUND

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
<i>BUILDING MAINTENANCE</i>	467	-	-	500	9	500	-
<i>EQUIPMENT MAINTENANCE</i>	5,218	3,857	4,410	5,000	5,000	5,000	-
<i>LIGHTING MAINTENANCE</i>	-	-	-	-	-	-	-
<i>PUBLIC GROUNDS MAINTENANCE</i>	528	180	216	800	800	800	-
<i>VEHICLE MAINTENANCE</i>	292	-	1,143	1,500	1,600	1,500	-
Total Maintenance	\$ 6,505	\$ 4,037	\$ 5,768	\$ 7,800	\$ 7,409	7,800	-
MISCELLANEOUS							-
<i>ADVERTISING</i>	-	-	-	100	100	100	-
<i>FUEL-MOTOR VEHICLES</i>	2,366	2,000	3,292	4,725	2,604	3,125	(1,600)
<i>GENERAL INSURANCE</i>	2,229	2,438	2,723	3,000	2,896	3,186	186
<i>MISCELLANEOUS</i>	322	861	-	1,000	1,000	1,000	-
<i>SAFETY</i>	-	-	-	250	-	250	-
<i>SPECIAL SERVICES</i>	117	216	149	500	500	1,336	836
<i>WEARING APPAREL</i>	1,191	1,221	1,152	1,200	1,036	1,200	-
Total Miscellaneous	\$ 6,225	\$ 6,736	\$ 7,317	\$ 10,775	\$ 8,136	10,196	(579)
UTILITIES							-
<i>UTILITIES-ELECTRIC</i>	3,323	3,376	3,524	4,200	5,204	5,724	1,524
<i>UTILITIES-SEWER</i>	118	215	201	240	295	339	99
<i>UTILITIES-WATER</i>	116	482	191	240	240	264	24
<i>UTILITIES-TELEPHONE</i>	643	706	745	700	848	1,090	390
Total Utilities	\$ 4,200	\$ 4,779	\$ 4,660	\$ 5,380	\$ 6,587	7,418	2,038
TOTAL EXPENDITURES	\$ 152,008	\$ 156,628	\$ 161,295	\$ 142,616	\$ 115,552	139,793	(2,823)
REVENUE OVER/(UNDER) EXPENDITURES	\$ (121,304)	\$ (112,396)	\$ (123,695)	\$ (98,516)	\$ (94,735)	(121,743)	(23,227)
OTHER SOURCES	\$ 98,851	\$ 114,000	\$ 130,151	\$ 120,566	\$ 99,735	121,743	1,177
OTHER USES	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ (22,453)	\$ 1,604	\$ 6,456	\$ 22,050	\$ 5,000	0	(22,050)

Airport Fund

The Airport Fund is used to report revenues brought in through hangar rental fees, the sale of fuel, and grant funding. There is a \$64,621 deficit in the proposed budget. The Airport Board approved using prior year fund balance to cover the deficit.

Notable Changes:

Revenues-

- Increase revenues for additional hangar rental fees
 - \$2,760
- Increase revenues for grant funding for T-hangar construction and ARPA Grant reimbursement
 - \$335,000

Expenditures-

- Increase for Airplane fuel
 - \$10,000
- Increase in General Insurance (we underbudgeted FY2023)
 - \$1,915
- Increase in utility costs, will have additional cost for new T-Hangar addition
 - \$2,550

Airport Fund

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>560-AIRPORT FUND</u>							\$ 191,557
<u>REVENUES</u>							
PERMITS/LICENSES/FEES	\$ 540	\$ 3,093	\$ 2,180	\$ 3,000	\$ 4,220	\$ 5,760	\$ 2,760
OTHER	\$ 149,597	\$ 720,202	\$ 63,890	\$ 442,400	\$ 5,705	\$ 777,382	\$ 334,982
MISCELLANEOUS	\$ 154	\$ 132	\$ (59)	\$ 72	\$ 145	\$ 12	\$ (60)
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 35,338	\$ -	\$ 64,621	\$ 29,283
TOTAL REVENUES	\$ 150,291	\$ 723,427	\$ 66,011	\$ 480,810	\$ 10,070	\$ 847,775	\$ (78,507)
EXPENDITURE SUMMARY							
SUPPLIES	\$ 13,496	\$ 12,731	\$ 1,121	\$ 16,700	\$ 10,302	\$ 26,700	\$ 10,000
MAINTENANCE	\$ 3,405	\$ 10,322	\$ 5,330	\$ 15,300	\$ 2,500	\$ 10,300	\$ (5,000)
MISCELLANEOUS	\$ 4,492	\$ 1,964	\$ 5,405	\$ 7,860	\$ 6,995	\$ 8,775	\$ 915
UTILITIES	\$ 3,760	\$ 4,315	\$ 5,195	\$ 4,950	\$ 4,979	\$ 7,500	\$ 2,550
CAPITAL IMPROVEMENTS	\$ 118,443	\$ 567,613	\$ 515	\$ 486,000	\$ 3,376	\$ 794,500	\$ 308,500
TOTAL EXPENDITURES	\$ 143,596	\$ 596,945	\$ 17,565	\$ 530,810	\$ 28,152	\$ 847,775	\$ 316,965
REVENUE OVER/(UNDER) EXPENDITURES	\$ 6,695	\$ 126,482	\$ 48,446	\$ 395,472	\$ (18,082)	\$ 0	\$ (395,472)
OTHER FINANCING SOURCES	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ (50,000)
OTHER FINANCING USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ 6,695	\$ 126,482	\$ 48,446	\$ 0	\$ (18,082)	\$ 0	\$ (445,472)

Beginning Fund Balance	\$ 191,557
Projected fund balance	<u>\$ 126,936</u>

Airport Fund CIP

City of Salem, Missouri Fiscal Year 2024 Capital Improvement Plan Details

		FY 24
560- Airport Fund (Expenditures)		
Airport	Pilot's Lounge Improvements	\$ 25,000
Airport	New Electric Svs via Intercounty Electric	\$ 5,000
Airport	T-Hangar Construction (City Match \$43,118)	\$ 764,500
Airport Subtotal		\$ 794,500

560-AIRPORT FUND

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>REVENUES</u>							-
PERMITS/LICENSES/FEES							-
HANGAR RENTAL FEES	540	3,093	2,180	3,000	4,220	5,760	2,760
Total Permits/Licenses/Fees	\$ 540	\$ 3,093	\$ 2,180	\$ 3,000	\$ 4,220	5,760	2,760
							-
OTHER							-
GRANT	143,805	715,386	57,001	437,400	3,038	772,382	334,982
SALE OF FUEL	5,792	4,816	6,889	5,000	2,667	5,000	-
Total Other	\$ 149,597	\$ 720,202	\$ 63,890	\$ 442,400	\$ 5,705	777,382	334,982
							-
MISCELLANEOUS							-
MISCELLANEOUS	-	-	(83)	-	133	-	-
SUPER NOW INTEREST	39	32	23	12	12	12	-
DIVIDENDS	115	100	-	60	-	-	(60)
Total Miscellaneous	\$ 154	\$ 132	\$ (59)	\$ 72	\$ 145	12	(60)
							-
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 35,338	\$ -	64,621	29,283
							-
TOTAL REVENUES	\$ 150,291	\$ 723,427	\$ 66,011	\$ 480,810	\$ 10,070	847,775	(78,507)
							-
<u>EXPENDITURES</u>							-
SUPPLIES							-
FUEL-AIRPLANE	13,384	11,670	796	15,000	10,261	25,000	10,000
CHEMICAL SUPPLIES	-	1,061	-	1,000	-	1,000	-
COMPUTER SUPPLIES	-	-	-	-	-	-	-
GENERAL SUPPLIES	-	-	325	-	-	-	-
JANITORIAL SUPPLIES	-	-	-	100	41	100	-
OFFICE SUPPLIES	112	-	-	100	-	100	-
TOOLS	-	-	-	500	-	500	-
Total Supplies	\$ 13,496	\$ 12,731	\$ 1,121	\$ 16,700	\$ 10,302	26,700	10,000
							-
MAINTENANCE							-
BUILDING MAINTENANCE	63	39	1,454	2,500	1,000	2,500	-
EQUIPMENT MAINTENANCE	2,011	34	577	5,000	500	2,500	(2,500)
LIGHTING MAINTENANCE	1,331	10,249	3,299	7,500	1,000	5,000	(2,500)
PUBLIC GROUNDS MAINTENANCE	-	-	-	300	-	300	-
Total Maintenance	\$ 3,405	\$ 10,322	\$ 5,330	\$ 15,300	\$ 2,500	10,300	(5,000)
							-
MISCELLANEOUS							-
ADVERTISING	118	50	-	100	371	100	-
GENERAL INSURANCE	2,605	200	3,543	2,440	3,959	4,355	1,915

560-AIRPORT FUND

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
<i>MISCELLANEOUS</i>	-	-	-	100	-	100	-
<i>SAFETY</i>	-	-	-	20	-	20	-
<i>SPECIAL SERVICES</i>	-	-	-	3,000	1,000	2,000	(1,000)
<i>CREDIT CARD SERVICE CHARGES</i>	1,769	1,714	1,862	2,200	1,665	2,200	-
Total Miscellaneous	\$ 4,492	\$ 1,964	\$ 5,405	\$ 7,860	\$ 6,995	8,775	915
							-
UTILITIES							-
<i>UTILITIES-ELECTRIC</i>	2,392	2,807	2,748	3,300	2,525	5,000	1,700
<i>UTILITIES-TELEPHONE</i>	1,368	1,508	2,447	1,650	2,454	2,500	850
Total Utilities	\$ 3,760	\$ 4,315	\$ 5,195	\$ 4,950	\$ 4,979	7,500	2,550
							-
CAPITAL IMPROVEMENTS							-
<i>CAPITAL OUTLAY-BEACON</i>	-	-	-	-	-	-	-
<i>CAPITAL OUTLAY-PAVEMENT & SEAL</i>	-	-	4,756	-	-	-	-
<i>CAPITAL OUTLAY-RUNWAY LIGHTING</i>	-	-	-	-	-	-	-
<i>CAPITAL OUTLAY-MASTER PLAN</i>	4,428	1,842	-	-	-	-	-
<i>CAPITAL OUTLAY-REGULATOR</i>	-	-	-	-	-	-	-
<i>CAPITAL OUTLAY-LAND ACQUISITION</i>	-	-	-	-	-	-	-
<i>CAPITAL OUTLAY- PILOT LOUNGE</i>	-	-	-	-	-	25,000	25,000
<i>CAPITAL OUTLAY-TREE CLEARING</i>	13,944	-	-	-	-	-	-
<i>CAPITAL OUTLAY-BLDG FOR EQUIP</i>	-	-	-	-	-	-	-
<i>CAPITAL OUTLAY-HANGAR/APRON DE</i>	100,071	565,771	(4,241)	486,000	3,376	769,500	283,500
Total Cap Improvements	\$ 118,443	\$ 567,613	\$ 515	\$ 486,000	\$ 3,376	794,500	308,500
							-
TOTAL EXPENDITURES	\$ 143,596	\$ 596,945	\$ 17,565	\$ 530,810	\$ 28,152	847,775	316,965
							-
REVENUE OVER/(UNDER) EXPENDITURES	\$ 6,695	\$ 126,482	\$ 48,446	\$ 395,472	\$ (18,082)	0	(395,472)
							-
OTHER FINANCING SOURCES	\$ -	\$ -	\$ -	\$ 50,000	\$ -	-	(50,000)
OTHER FINANCING USES	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
							-
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ 6,695	\$ 126,482	\$ 48,446	\$ 0	\$ (18,082)	0	(445,472)

Economic Development Fund

The only source of revenue for the Economic Development Fund is Grant reimbursements. This fund does not bring in enough revenue therefore, a transfer from the General fund is used to balance the budget. The fund consists of 1 part-time position that is reimbursed through grant funds.

Notable Changes:

Revenues-

- Increase revenues for FHLB Grant reimbursement
 - \$154,729

Expenditures-

- Increase in Clerical Wages (100% reimbursable through grant funding)
 - \$25,577
- Increase in FHLB Grant Expenditures (100% reimbursable through grant funding)
 - \$25,383

Economic Development Fund

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>703-ECONOMIC DEVELOPMENT</u>							
<u>REVENUES</u>							
MISCELLANEOUS	\$ 19,124	\$ 10,917	\$ 21,146	\$ 432,004	\$ 39,468	\$ 586,733	\$ 154,729
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 19,124	\$ 10,917	\$ 21,146	\$ 432,004	\$ 39,468	\$ 586,733	\$ 154,729
<u>EXPENDITURE SUMMARY</u>							
Personnel	\$ 80,264	\$ 84,219	\$ 86,979	\$ 106,687	\$ 47,872	\$ 27,872	\$ (78,815)
SUPPLIES	\$ 139	\$ 377	\$ 805	\$ 1,500	\$ 517	\$ 1,000	\$ (500)
MAINTENANCE	\$ -	\$ 1,015	\$ -	\$ 1,500	\$ -	\$ -	\$ (1,500)
MISCELLANEOUS	\$ 41,039	\$ 2,909	\$ 16,439	\$ 34,850	\$ 20,803	\$ 19,450	\$ (15,400)
UTILITIES	\$ 2,033	\$ 2,087	\$ 2,099	\$ 2,000	\$ 1,763	\$ 2,000	\$ -
CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 479,447	\$ 107,198	\$ 504,830	\$ 25,383
TOTAL EXPENDITURES	\$ 123,475	\$ 90,607	\$ 106,323	\$ 625,984	\$ 178,153	\$ 555,152	\$ (70,832)
REVENUE OVER/(UNDER) EXPENDITURES	\$ (104,351)	\$ (79,690)	\$ (85,177)	\$ (193,980)	\$ (138,685)	\$ 31,581	\$ 225,561
OTHER FINANCING SOURCES	\$ 67,341	\$ 80,500	\$ 103,588	\$ 193,980	\$ 138,685	\$ -	\$ (193,980)
OTHER FINANCING USES							
(UNDER) EXPENDITURES & OTHER USES	\$ (37,010)	\$ 810	\$ 18,411	\$ -	\$ -	\$ 31,581	\$ 31,581
Beginning Fund Balance						\$ 19,321	
Ending Fund Balance						\$ 50,902	

703-ECONOMIC DEVELOPMENT

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>REVENUES</u>							-
MISCELLANEOUS							-
MISCELLANEOUS	19,407	10,900	16,142	12,000	6,104	-	(12,000)
FHLB GRANT	-	-	5,000	420,000	33,271	586,729	166,729
SUPER NOW INTEREST	(283)	17	4	4	93	4	-
Total Miscellaneous	\$ 19,124	\$ 10,917	\$ 21,146	\$ 432,004	\$ 39,468	586,733	154,729
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
TOTAL REVENUES	\$ 19,124	\$ 10,917	\$ 21,146	\$ 432,004	\$ 39,468	586,733	154,729
<u>EXPENDITURES</u>							-
Personnel							-
SUPERVISION	61,843	65,817	66,907	68,522	27,068	-	(68,522)
OPERATING	-	-	-	-	-	-	-
CLERICAL	-	-	272	16,640	9,936	25,577	8,937
OVERTIME	-	-	-	-	-	-	-
FICA	4,709	4,878	5,146	6,362	2,831	2,046	(4,316)
UNEMPLOYMENT	47	39	77	99	99	99	-
WORKERS COMPENSATION	177	147	130	150	137	150	-
HEALTH INSURANCE	7,120	6,039	6,600	6,600	4,400	-	(6,600)
LIFE INSURANCE	70	57	62	60	45	-	(60)
RETIREMENT	6,298	7,242	7,785	8,254	3,356	-	(8,254)
Total Personnel	\$ 80,264	\$ 84,219	\$ 86,979	\$ 106,687	\$ 47,872	27,872	(78,815)
SUPPLIES							-
COMPUTER SUPPLIES	139	99	5	500	500	500	-
OFFICE SUPPLIES	-	278	800	1,000	17	500	(500)
Total Supplies	\$ 139	\$ 377	\$ 805	\$ 1,500	\$ 517	1,000	(500)
MAINTENANCE							-
EQUIPMENT MAINTENANCE	-	1,015	-	1,500	-	-	(1,500)
Total Maintenance	\$ -	\$ 1,015	\$ -	\$ 1,500	\$ -	-	(1,500)
MISCELLANEOUS							-
ADVERTISING	12,005	6,555	6,163	15,000	6,573	7,000	(8,000)
CONTRACTED SERVICES-CHAMBER OF	5,000	10,000	5,000	10,000	10,000	10,000	-
BOOKS & PERIODICALS	-	-	-	100	-	-	(100)
FUEL- MOTOR VEHICLE	-	-	53	-	127	-	-
MEMBERSHIPS	600	918	993	1,500	1,000	1,000	(500)
MISCELLANEOUS	206	16	-	250	-	250	-

703-ECONOMIC DEVELOPMENT

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<i>TRAINING</i>	-	1,830	2,330	2,000	450	-	(2,000)
<i>TRAVEL</i>	828	605	1,425	3,500	153	-	(3,500)
<i>SPECIAL SERVICES</i>	22,000	(17,015)	275	2,500	2,500	1,200	(1,300)
<i>WEARING APPAREL</i>	400	-	200	-	-	-	-
Total Miscellaneous	\$ 41,039	\$ 2,909	\$ 16,439	\$ 34,850	\$ 20,803	19,450	(15,400)
							-
UTILITIES							-
<i>TELEPHONE</i>	2,033	2,087	2,099	2,000	1,763	2,000	-
Total Utilities	\$ 2,033	\$ 2,087	\$ 2,099	\$ 2,000	\$ 1,763	2,000	-
							-
CAPITAL IMPROVEMENTS							-
<i>OFFICE FURNITURE</i>	-	-	-	-	-	-	-
<i>CAPITAL OUTLAY-COMPUTER</i>	-	-	-	1,000	-	-	(1,000)
<i>FHLB GRANT EXPENSES</i>	-	-	-	452,447	107,198	478,830	26,383
<i>APPRAISALS</i>	-	-	-	6,000	-	6,000	-
<i>HOUSING STUDY</i>	-	-	-	20,000	-	20,000	-
Total Cap Improvements	\$ -	\$ -	\$ -	\$ 479,447	\$ 107,198	504,830	25,383
							-
TOTAL EXPENDITURES	\$ 123,475	\$ 90,607	\$ 106,323	\$ 625,984	\$ 178,153	555,152	(70,832)
							-
REVENUE OVER/(UNDER) EXPENDITURES	\$ (104,351)	\$ (79,690)	\$ (85,177)	\$ (193,980)	\$ (138,685)	31,581	225,561
							-
OTHER FINANCING SOURCES	\$ 67,341	\$ 80,500	\$ 103,588	\$ 193,980	\$ 138,685	-	(193,980)
OTHER FINANCING USES							-
							-
(UNDER) EXPENDITURES & OTHER USES	\$ (37,010)	\$ 810	\$ 18,411	\$ -	\$ -	31,581	31,581

Electric Fund

The Electric fund consist of 7.7 staff positions

Notable Changes:

Revenues:

- 3.5% increase in Electric rates and SAF, decrease from \$10/month to \$8/month
 - \$433,849

Expenditures:

- 4% COLA (Cost of Living)
 - \$16,741.77
- Retirement cost increased from 12.4% to 12.7%
 - \$4,214.67
- Increase in overall costs of general supplies, maintenance, and tools such as wire, streetlights
 - \$19,735
- Increase in Special Services for potential rate study
 - \$11,500
- Increase in Computer Software for Nexgrid (our AMI meters), Exceleron (Pre-pay & online program)
 - \$26,600
- Increase 10% for utility costs (includes City's cost of power)
 - \$563,380

Electric Fund

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>REVENUES</u>							
SALES TAX	\$ 179,010	\$ 179,359	\$ 181,709	\$ 180,000	\$ 231,500	\$ 198,783	\$ 18,783
PERMITS/LICENSES/FEES	\$ 171	\$ 561	\$ 367	\$ 150	\$ 215	\$ 150	\$ -
CHARGES FOR SERVICES	\$ 5,107,658	\$ 5,024,668	\$ 5,467,541	\$ 6,729,066	\$ 7,072,816	\$ 7,132,836	\$ 403,770
MISCELLANEOUS	\$ 13,194	\$ 6,028	\$ 3,754	\$ 60,021	\$ 43,843	\$ 2,500	\$ (57,521)
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 25,167	\$ -	\$ -	\$ (25,167)
TOTAL REVENUES	\$ 5,300,033	\$ 5,210,616	\$ 5,653,370	\$ 6,994,404	\$ 7,348,373	\$ 7,334,269	\$ 339,865
<u>EXPENDITURE SUMMARY</u>							
PERSONNEL	\$ 511,409	\$ 523,252	\$ 523,282	\$ 547,721	\$ 511,762	\$ 551,637	\$ 3,916
SUPPLIES	\$ 17,592	\$ 22,246	\$ 39,568	\$ 27,100	\$ 21,456	\$ 32,600	\$ 5,500
MAINTENANCE	\$ 98,440	\$ 66,140	\$ 115,081	\$ 111,300	\$ 104,300	\$ 113,000	\$ 1,700
MISCELLANEOUS	\$ 220,312	\$ 311,225	\$ 261,069	\$ 331,935	\$ 319,121	\$ 393,970	\$ 62,035
UTILITIES	\$ 3,107,332	\$ 3,643,207	\$ 4,140,529	\$ 4,327,970	\$ 4,445,641	\$ 4,891,350	\$ 563,380
CAPITAL IMPROVEMENTS	\$ 114,567	\$ 186,251	\$ 218,980	\$ 418,378	\$ 251,297	\$ 189,400	\$ (228,978)
TOTAL EXPENDITURES	\$ 4,069,652	\$ 4,752,321	\$ 5,298,510	\$ 5,764,404	\$ 5,653,577	\$ 6,171,957	\$ 407,553
REVENUES OVER/(UNDER) EXPENDITURES	\$ 1,230,381	\$ 458,295	\$ 354,860	\$ 1,230,000	\$ 1,694,796	\$ 1,162,312	\$ - \$ (67,688)
OTHER SOURCES	\$ -	\$ 208,625	\$ 350,000	\$ -	\$ -	\$ -	\$ - \$ -
OTHER USES	\$ 738,010	\$ 1,215,000	\$ 638,510	\$ 1,230,000	\$ 1,480,000	\$ 1,144,926	\$ (85,074) \$ -
(UNDER) EXPENDITURES & OTHER USES	\$ 492,371	\$ (548,080)	\$ 66,350	\$ 0	\$ 214,796	\$ 17,386	\$ 17,386

Beginning Fund Balance \$ 295,909

Ending Fund Balance \$ 313,295

Electric Fund

Pre-Existing Leases & Debt

Project Costs and Funding Source	
Funding Source	FY 24
501-501-70182- Digger Truck Lease	\$ 57,600.00
501-501-70184- Bucket Truck Lease	\$ 30,300.00
501-501-70199/70200- COP Payments	\$ 101,500.00
501-501-66010- MMMPEP weather relief	\$ 234,871.00
Total	\$ 424,271.00

501-ELECTRIC FUND

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
REVENUES							-
SALES TAX							-
SALES TAX-UTILITIES	179,010	179,359	181,709	180,000	231,500	198,783	18,783
Total Sales Tax	\$ 179,010	\$ 179,359	\$ 181,709	\$ 180,000	\$ 231,500	198,783	18,783
							-
PERMITS/LICENSES/FEES							-
30% CREDIT BUREAU FEE	(22)	541	210	-	-	-	-
INSUFFICIENT CHECK CHARGE	193	20	158	150	215	150	-
Total Permits/Licenses/Fees	\$ 171	\$ 561	\$ 367	\$ 150	\$ 215	150	-
							-
CHARGES FOR SERVICES							-
SALE OF ELECTRIC	5,078,855	5,076,208	5,388,796	6,677,759	6,979,378	7,111,608	433,849
ELECTRIC DISCOUNTS APPLIED	(28,883)	(53,101)	(22,939)	(31,243)	(31,243)	(31,243)	-
AMP REVENUE	4,539	(1,407)	17,822	-	(25,000)	(25,000)	(25,000)
RECONNECTS	4,763	-	11,913	7,500	7,500	5,000	(2,500)
PENALTY FEES-ELECTRIC	40,605	-	71,886	60,000	103,269	40,000	(20,000)
SERVICES CHARGES	38	88	63	50	50	50	-
PROCESSING FEES					9,000	25,000	25,000
RENTS & ROYALTIES	5,241	2,880	-	-	13,362	7,421	7,421
SALE OF FIXED ASSETS	2,500	-	-	15,000	16,500	-	(15,000)
Total Charges for Services	\$ 5,107,658	\$ 5,024,668	\$ 5,467,541	\$ 6,729,066	\$ 7,072,816	7,132,836	403,770
							-
MISCELLANEOUS							-
MISCELLANEOUS	707	2,429	3,730	60,000	35,843	1,500	(58,500)
COBRA INSURANCE REIMBURSEMENT	-	-	-	-	-	-	-
SUPER NOW INTEREST	12,338	3,315	24	21	8,000	1,000	979
DIVIDENDS	149	284	-	-	-	-	-
Total Miscellaneous	\$ 13,194	\$ 6,028	\$ 3,754	\$ 60,021	\$ 43,843	2,500	(57,521)
							-
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 25,167	\$ -	-	(25,167)
							-
TOTAL REVENUES	\$ 5,300,033	\$ 5,210,616	\$ 5,653,370	\$ 6,994,404	\$ 7,348,373	7,334,269	339,865
							-
EXPENDITURES							-
Personnel							-
SUPERVISION	60,653	64,211	66,184	65,500	58,313	69,120	3,620
OPERATING	263,562	263,732	254,269	255,000	235,000	250,200	(4,800)
CLERICAL	45,449	54,992	63,638	60,400	57,700	61,816	1,416
PUBLIC WORKS DIRECTOR	14,173	16,018	16,188	16,301	16,457	18,553	2,252
OVERTIME	312	-	1,137	5,000	5,000	5,200	200
OVERTIME-CLERICAL	53	-	-	-	-	-	-

501-ELECTRIC FUND

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
<i>FICA</i>	28,579	29,032	30,397	35,550	29,798	32,391	(3,159)
<i>UNEMPLOYMENT</i>	341	293	480	1,236	1,236	1,236	-
<i>WORKERS COMPENSATION</i>	17,974	14,772	13,339	15,000	15,000	15,000	-
<i>HEALTH INSURANCE</i>	41,596	35,862	32,917	46,200	46,200	46,200	-
<i>LIFE INSURANCE</i>	550	458	458	500	500	500	-
<i>RETIREMENT</i>	38,167	43,882	44,276	47,034	46,559	51,421	4,387
Total Personnels	\$ 511,409	\$ 523,252	\$ 523,282	\$ 547,721	\$ 511,762	551,637	3,916
							-
SUPPLIES							-
<i>CHEMICAL SUPPLIES</i>	282	136	-	500	200	500	-
<i>COMPUTER SUPPLIES</i>	96	1,740	957	1,000	100	1,000	-
<i>GENERAL SUPPLIES</i>	223	-	80	100	-	100	-
<i>JANITORIAL SUPPLIES</i>	310	269	253	500	200	500	-
<i>OFFICE SUPPLIES</i>	14,210	16,262	31,756	20,000	14,256	23,000	3,000
<i>TOOLS</i>	2,471	3,839	6,522	5,000	6,700	7,500	2,500
Total Supplies	\$ 17,592	\$ 22,246	\$ 39,568	\$ 27,100	\$ 21,456	32,600	5,500
							-
MAINTENANCE							-
<i>BUILDING MAINTENANCE</i>	3,605	2,656	870	2,000	2,000	3,500	1,500
<i>EQUIPMENT MAINTENANCE</i>	73,895	62,574	107,530	100,000	95,000	90,000	(10,000)
<i>LIGHTING MAINTENANCE</i>	12,745	420	6,208	5,000	5,000	15,000	10,000
<i>PUBLIC GROUNDS MAINTENANCE</i>	15	-	474	300	300	500	200
<i>VEHICLE MAINTENANCE</i>	8,180	490	(1)	4,000	2,000	4,000	-
Total Maintenance	\$ 98,440	\$ 66,140	\$ 115,081	\$ 111,300	\$ 104,300	113,000	1,700
							-
MISCELLANEOUS							-
<i>ADVERTISING</i>	400	778	458	200	200	200	-
<i>EQUIPMENT HIRE</i>	-	-	-	1,000	-	1,000	-
<i>BOOKS & PERIODICALS</i>	28	-	-	-	-	-	-
<i>FUEL-MOTOR VEHICLES</i>	9,700	9,748	11,613	16,200	13,326	16,200	-
<i>GENERAL INSURANCE</i>	5,606	6,132	6,808	7,500	7,239	7,963	463
<i>MEMBERSHIPS</i>	1,293	1,230	1,317	1,500	1,500	1,500	-
<i>MISCELLANEOUS</i>	2,247	253	10,649	2,500	2,500	2,500	-
<i>RENT</i>	-	-	160	100	-	100	-
<i>SALES TAX PAYABLE</i>	150,536	249,732	181,688	181,385	223,384	212,035	30,650
<i>TRAVEL</i>	8,516	10	-	2,500	2,500	2,500	-
<i>SAFETY & TRAINING</i>	4,634	5,430	285	8,000	8,000	8,000	-
<i>SPECIAL SERVICES</i>	9,050	11,136	9,714	20,000	20,000	35,700	15,700
<i>STATE AUDIT</i>	-	-	-	8,750	-	-	(8,750)
<i>COMPUTER SOFTWARE</i>	-	-	-	27,200	-	53,800	26,600
<i>CREDIT CARD SERVICE CHARGES</i>	22,043	21,591	34,795	50,000	35,372	47,372	(2,628)

501-ELECTRIC FUND

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
WEARING APPAREL	6,194	5,135	3,550	5,000	5,000	5,000	-
CHARGE BACK ITEM FEE	65	50	32	100	100	100	-
BAD DEBT	-	-	-	-	-	-	-
Total Miscellaneous	\$ 220,312	\$ 311,225	\$ 261,069	\$ 331,935	\$ 319,121	393,970	62,035
							-
UTILITIES							-
UTILITIES-ELECTRIC	1,777	1,310	1,355	2,514	1,300	1,456	(1,058)
UTILITIES-PURCHASE OF POWER	3,101,409	3,636,738	4,135,284	4,321,372	4,440,172	4,884,189	562,817
UTILITIES-WATER	61	-	63	84	84	420	336
UTILITIES-TELEPHONE	4,085	5,159	3,828	4,000	4,085	5,285	1,285
Total Utilities	\$ 3,107,332	\$ 3,643,207	\$ 4,140,529	\$ 4,327,970	\$ 4,445,641	4,891,350	563,380
							-
CAPITAL IMPROVEMENTS							-
CAPITAL OUTLAY-TRANSFORMERS	6,732	25,290	19,551	35,000	35,000	-	(35,000)
CAPITAL OUTLAY-POLES	-	11,286	26,426	25,000	25,000	-	(25,000)
CAPITAL OUTLAY- ELECTRIC TRUCK	-	-	-	100,000	-	-	(100,000)
CAPITAL IMPROVEMENT-2 SHOP BAY	9,714	-	-	-	-	-	-
LED LIGHT UPGRADE-4TH STREET	-	-	-	75,000	29,087	-	(75,000)
TRACATOR W/LOADER	-	-	-	-	-	-	-
F550 W/DUMP BED	-	47,000	-	-	-	-	-
DIGGER TRUCK	-	-	-	-	14,514	57,600	57,600
DIGGER TRUCK RENTAL	-	4,524	73,500	70,250	42,000	-	(70,250)
BUCKET TRUCK	-	-	-	13,000	5,376	30,300	17,300
VACUUM TRUCK	-	-	-	-	-	-	-
GIS MAPPING	-	-	-	-	-	-	-
SCENIC RIVER PLAZA PROJECT	-	-	-	-	-	-	-
GRAPPLE	-	-	0	-	-	-	-
1/2 COP PAYMENT NOVEMBER	77,310	77,704	79,338	79,317	81,019	82,500	3,183
1/2 COP PAYMENT MAY	20,811	20,447	20,165	20,811	19,301	19,000	(1,811)
Total Cap Improvements	\$ 114,567	\$ 186,251	\$ 218,980	\$ 418,378	\$ 251,297	189,400	(228,978)
							-
TOTAL EXPENDITURES	\$ 4,069,652	\$ 4,752,321	\$ 5,298,510	\$ 5,764,404	\$ 5,653,577	6,171,957	407,553
							-
REVENUES OVER/(UNDER) EXPENDITURES	\$ 1,230,381	\$ 458,295	\$ 354,860	\$ 1,230,000	\$ 1,694,796	1,162,312	(67,688)
							-
OTHER SOURCES	\$ -	\$ 208,625	\$ 350,000	\$ -	\$ -	-	-
OTHER USES	\$ 738,010	\$ 1,215,000	\$ 638,510	\$ 1,230,000	\$ 1,480,000	1,144,926	(85,074)
							-
(UNDER) EXPENDITURES & OTHER USES	\$ 492,371	\$ (548,080)	\$ 66,350	\$ 0	\$ 214,796	17,386	17,386

Electric Reserve Funds- 502/503

ELECTRIC RESERVES FUND - 502/503				
Beginning Balance 7/1/2023				\$ 827,118.00
	Revenues (5% Reserves Annually)		+	\$ 264,925.52
	Revenues (Availability Fee)		+	\$ 280,000.00
	Expences (OUT)			
	CAPITAL OUTLAY-TRANSFORMERS		-	\$ 30,000.00
	CAPITAL OUTLAY-POLES		-	\$ 25,000.00
	HYDROVAC TRUCK		-	\$ 47,500.00
(25% Reserve Goal)		\$ 1,324,627.50	-	\$ -
Ending Balance 6/30/24		\$ (55,083.98)	=	\$ 1,269,543.52

Water Fund

The Water fund consist of 5.2 staff positions

Notable Changes:

Expenditures:

- 4% COLA (Cost of Living)
 - \$11,567.04
- Retirement cost increased from 12.4% to 12.7%
 - \$2,939.53
- Increase in overall costs of general supplies, maintenance and tools
 - \$1,600
- Increase in Computer Software for Nexgrid (our AMI meters), Exceleron (Pre-pay & online program)
 - \$14,500
- Increase 10% for utility costs (underbudgeted in FY2023)
 - \$25,074

Water Fund

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>REVENUES</u>							
SALES TAX	\$ 10,911	\$ 14,481	\$ 13,699	\$ 14,000	\$ 17,591	\$ 13,597	\$ (403)
OTHER	\$ 95,653	\$ (95,653)	\$ -	\$ -	\$ -	\$ -	\$ -
CHARGES FOR SERVICES	\$ 807,083	\$ 974,618	\$ 904,626	\$ 792,508	\$ 965,485	\$ 929,770	\$ 137,262
MISCELLANEOUS	\$ 5,552	\$ 56,133	\$ 249	\$ 823	\$ 6,162	\$ 2,600	\$ 1,777
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 290,421	\$ -	\$ -	\$ (290,421)
TOTAL REVENUES	\$ 919,199	\$ 949,579	\$ 918,573	\$ 1,097,752	\$ 989,238	\$ 945,967	\$ (151,785)
<u>EXPENDITURE SUMMARY</u>							
PERSONNEL	\$ 356,526	\$ 340,489	\$ 417,042	\$ 386,702	\$ 351,040	\$ 389,494	\$ 2,792
SUPPLIES	\$ 11,481	\$ 13,717	\$ 8,683	\$ 19,450	\$ 14,300	\$ 14,250	\$ (5,200)
MAINTENANCE	\$ 111,489	\$ 76,261	\$ 106,938	\$ 108,300	\$ 107,831	\$ 109,900	\$ 1,600
MISCELLANEOUS	\$ 148,345	\$ 46,322	\$ 58,017	\$ 85,515	\$ 69,520	\$ 89,920	\$ 4,405
UTILITIES	\$ 101,657	\$ 117,390	\$ 119,832	\$ 140,190	\$ 150,033	\$ 165,264	\$ 25,074
CAPITAL IMPROVEMENTS	\$ 193,105	\$ 189,583	\$ 112,585	\$ 437,228	\$ 201,730	\$ 135,411	\$ (301,817)
TOTAL EXPENDITURES	\$ 922,603	\$ 783,762	\$ 823,097	\$ 1,177,385	\$ 894,454	\$ 904,239	\$ (273,146)
(UNDER) EXPENDITURES & OTHER USES	\$ (3,404)	\$ 165,817	\$ 95,476	\$ (79,633)	\$ 94,784	\$ 41,728	\$ 121,361
OTHER SOURCES	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ (120,000)
OTHER USES	\$ -	\$ -	\$ -	\$ 40,367	\$ -	\$ 41,155	\$ 788
(UNDER) EXPENDITURES & OTHER USES	\$ (3,404)	\$ 165,817	\$ 95,476	\$ 0	\$ 94,784	\$ 574	\$ 573

Beginning Fund Balance \$ 679,805

Ending Fund Balance \$ 680,379

Water Fund

Pre-Existing Leases & Debt

Project Costs and Funding Source	
Funding Source	FY 24
510-501-70197/70199- COP	\$ 103,411.00
510-501-70391- Backhoe Lease	\$ 12,000.00
Total	\$ 115,411.00

510-WATER FUND

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
REVENUES							-
SALES TAX							-
SALES TAX-UTILITIES	10,911	14,481	13,699	14,000	17,591	13,597	(403)
Total Sales Tax	\$ 10,911	\$ 14,481	\$ 13,699	\$ 14,000	\$ 17,591	13,597	(403)
							-
OTHER							-
RURAL SEWER GRANT	95,653	(95,653)	-	-	-	-	-
Total Other	\$ 95,653	\$ (95,653)	\$ -	\$ -	\$ -	-	-
							-
CHARGES FOR SERVICES							-
WATER SALES	787,185	950,933	839,084	768,908	920,922	906,470	137,562
WATER SOLD @ PLANT	3,557	4,568	5,414	2,500	3,039	2,500	-
RECONNECTS	3,800	-	9,469	5,000	5,225	2,500	(2,500)
PENALTY FEES-WATER	8,458	-	36,429	6,500	19,882	5,000	(1,500)
CONNECTIONS-WATER	3,995	6,710	4,035	2,500	2,500	2,500	-
PRIMACY FEE-WATER	-	7,194	9,607	7,000	12,767	9,500	2,500
SERVICE CHARGES	88	13	88	100	100	100	-
WATER TOWER RENTAL	-	-	-	-	-	1,200	1,200
SALE OF FIXED ASSETS	-	5,200	500	-	1,050	-	-
Total Charges for Services	\$ 807,083	\$ 974,618	\$ 904,626	\$ 792,508	\$ 965,485	929,770	137,262
							-
MISCELLANEOUS							-
MISCELLANEOUS	4,705	54,387	-	600	162	600	-
SUPER NOW INTEREST	846	1,746	249	223	6,000	2,000	1,777
RENT-HEARTLAND METAL	1	-	-	-	-	-	-
Total Miscellaneous	\$ 5,552	\$ 56,133	\$ 249	\$ 823	\$ 6,162	2,600	1,777
							-
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 290,421	\$ -	-	(290,421)
							-
TOTAL REVENUES	\$ 919,199	\$ 949,579	\$ 918,573	\$ 1,097,752	\$ 989,238	945,967	(151,785)
							-
EXPENDITURES							-
Personnel							-
SUPERVISION	36,393	27,766	32,690	37,065	32,561	37,498	433
OPERATING	169,142	172,600	217,786	180,000	165,000	175,200	(4,800)
CLERICAL	32,278	33,318	35,896	40,000	38,000	41,600	1,600
PUBLIC WORKS DIRECTOR	14,173	16,018	16,188	16,301	16,457	18,553	2,252
OVERTIME	7,499	5,175	7,132	6,210	5,000	6,458	248
OVERTIME-CLERICAL	-	-	-	880	-	535	(345)
FICA	19,458	18,760	23,918	21,950	20,500	22,388	438
UNEMPLOYMENT	207	472	496	969	969	969	-

510-WATER FUND

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
<i>WORKERS COMPENSATION</i>	16,971	14,086	12,559	14,100	14,100	14,100	-
<i>HEALTH INSURANCE</i>	32,990	28,786	38,247	36,298	25,500	36,298	-
<i>LIFE INSURANCE</i>	412	343	411	330	353	355	25
<i>RETIREMENT</i>	27,003	23,165	31,720	32,599	32,600	35,540	2,941
Total Personnel	\$ 356,526	\$ 340,489	\$ 417,042	\$ 386,702	\$ 351,040	389,494	2,792
							-
SUPPLIES							-
<i>CHEMICAL SUPPLIES</i>	5,451	4,146	3,748	6,000	6,000	5,500	(500)
<i>COMPUTER SUPPLIES</i>	473	524	300	500	250	400	(100)
<i>GENERAL SUPPLIES</i>	39	189	142	150	150	150	-
<i>JANITORIAL SUPPLIES</i>	484	353	237	400	400	400	-
<i>OFFICE SUPPLIES</i>	2,884	2,875	2,128	3,400	2,500	2,800	(600)
<i>TOOLS</i>	2,150	5,630	2,129	9,000	5,000	5,000	(4,000)
Total Supplies	\$ 11,481	\$ 13,717	\$ 8,683	\$ 19,450	\$ 14,300	14,250	(5,200)
							-
MAINTENANCE							-
<i>BUILDING MAINTENANCE</i>	10,473	2,990	2,639	2,000	2,000	2,000	-
<i>EQUIPMENT MAINTENANCE</i>	89,372	71,503	100,942	100,000	100,000	100,000	-
<i>PUBLIC GROUND MAINTENANCE</i>	327	31	275	300	1,331	400	100
<i>STREET MAINTENANCE</i>	1,552	-	1,494	3,000	3,000	4,500	1,500
<i>REPAIR TOWER & FENCE</i>	-	-	-	-	-	-	-
<i>VEHICLE MAINTENANCE</i>	3,326	1,705	1,590	3,000	1,500	3,000	-
<i>AMI METER UPGRADES</i>	6,439	32	-	-	-	-	-
Total Maintenance	\$ 111,489	\$ 76,261	\$ 106,938	\$ 108,300	\$ 107,831	109,900	1,600
							-
MISCELLANEOUS							-
<i>ADVERTISING</i>	916	1,140	1,163	800	500	800	-
<i>BOOKS & PERIODICALS</i>	28	-	-	-	-	-	-
<i>FUEL-MOTOR VEHICLE</i>	8,860	8,115	11,123	14,565	12,800	14,720	155
<i>GENERAL INSURANCE</i>	9,141	9,999	9,531	11,600	10,135	11,600	-
<i>MEMBERSHIPS</i>	2,510	1,457	2,483	2,500	2,500	2,500	-
<i>MISCELLANEOUS</i>	44	133	31	300	300	300	-
<i>RENT</i>	-	-	520	100	100	1,000	900
<i>TRAVEL</i>	4,764	2,915	5,774	5,000	5,000	4,000	(1,000)
<i>SAFETY EQUIPMENT</i>	938	286	3,027	3,000	2,000	2,000	(1,000)
<i>SPECIAL SERVICES</i>	109,417	10,887	12,876	22,000	22,000	15,900	(6,100)
<i>STATE AUDIT</i>	-	-	-	8,750	-	-	(8,750)
<i>WEARING APPAREL</i>	5,322	4,791	4,437	4,000	3,500	3,500	(500)
<i>PRIMACY FEE</i>	6,405	6,599	7,050	9,500	10,685	10,800	1,300
<i>BAD DEBT</i>	-	-	-	-	-	-	-
<i>COMPUTER SOFTWARE</i>	-	-	-	3,400	-	22,800	19,400

510-WATER FUND

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
Total Miscellaneous	\$ 148,345	\$ 46,322	\$ 58,017	\$ 85,515	\$ 69,520	89,920	4,405
							-
UTILITIES							-
UTILITIES-ELECTRIC	96,839	111,354	115,377	135,000	143,000	157,300	22,300
UTILITIES-SEWER	547	-	431	600	1,695	1,500	900
UTILITIES-WATER	525	564	349	840	1,358	1,494	654
UTILITIES-TELEPHONE	3,746	5,472	3,676	3,750	3,980	4,970	1,220
Total Utilities	\$ 101,657	\$ 117,390	\$ 119,832	\$ 140,190	\$ 150,033	165,264	25,074
							-
CAPITAL IMPROVEMENTS							-
GIS MAPPING	-	-	-	-	-	-	-
1/2 COP PAYMENT MAY	20,811	20,447	20,165	20,911	20,911	20,911	-
1/2 COP PAYMENT NOVEMBER	77,310	77,704	79,338	79,317	81,019	82,500	3,183
CENTER ST WATER LINE REPLACEME	-	-	200	-	-	-	-
CAPITAL OUTLAY-WELL #8	56,673	-	-	-	-	-	-
New Service Truck/van					17,800	-	-
HIGHWAY 19 SOUTH EXTENSION	-	-	-	-	-	-	-
WATER ENGINEERING FEES	12,155	-	975	20,000	20,000	20,000	-
BACKHOE LEASE	11,907	11,907	11,907	12,000	12,000	12,000	-
Fencing	-	-	-	40,000	-	-	(40,000)
NEW WELL DESIGN	338	-	-	50,000	50,000	-	(50,000)
NEW WELL CONSTRUCTION	-	20,640	-	150,000	-	-	(150,000)
NEW WELL CONSTRUCTION ADMIN	11,027	-	-	5,000	-	-	(5,000)
RECONDITION 2 RETENTION TANKS	-	58,885	-	60,000	-	-	(60,000)
DIAPHRAGM PUMP	2,884	-	-	-	-	-	-
Total Cap Improvements	\$ 193,105	\$ 189,583	\$ 112,585	\$ 437,228	\$ 201,730	135,411	(301,817)
							-
TOTAL EXPENDITURES	\$ 922,603	\$ 783,762	\$ 823,097	\$ 1,177,385	\$ 894,454	904,239	(273,146)
							-
(UNDER) EXPENDITURES & OTHER USES	\$ (3,404)	\$ 165,817	\$ 95,476	\$ (79,633)	\$ 94,784	41,728	121,361
							-
OTHER SOURCES	\$ -	\$ -	\$ -	\$ 120,000	\$ -	-	(120,000)
OTHER USES	\$ -	\$ -	\$ -	\$ 40,367	\$ -	41,155	788
							-
(UNDER) EXPENDITURES & OTHER USES	\$ (3,404)	\$ 165,817	\$ 95,476	\$ 0	\$ 94,784	574	573

Water Reserve Funds- 511/512

WATER RESERVES FUND - 511/512					
Beginning Balance 7/1/2023					\$ 902,733.00
	Revenues (5% Reserves Annually)			+	\$ 41,155.00
	Grant Revenue			+	\$ 778,000.00
	Expences (OUT)				
	FENCING			-	\$ 40,000.00
	RECONDITION 2 RETENTION TANKS			-	\$ 68,000.00
	LEAD-SERVICE LINE INVENTORY (City Match \$30,000)			-	\$ 180,000.00
	NEW WELL DESIGN (City Match \$6,343)			-	\$ 634,343.00
	WATER LINE REPLACEMENT			-	\$ 60,000.00
	HYDROVAC TRUCK			-	\$ 47,500.00
(25% Reserve Goal)			\$ 205,774.25	-	\$ 205,774.25
Ending Balance 6/30/24				=	\$ 486,270.75

Sewer Fund

The Sewer fund consist of 4.2 staff positions

Notable Changes:

Expenditures:

- 4% COLA (Cost of Living)
 - \$9,878.01
- Retirement cost increased from 12.4% to 12.7%
 - \$0 (decrease in personnel)
- Increase in equipment maintenance to purchase UV Bulbs
 - \$11,000
- Increase 15% for fuel costs
 - \$1,284
- Increase in Computer Software for Nexgrid (our AMI meters), Exceleron (Pre-pay & online program)
 - \$14,500
- Increase 10% for utility costs
 - \$41,300

SEWER FUND

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
<u>REVENUES</u>							
PERMITS/LICENSES/FEES	\$ 30	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ (125)
OTHER	\$ 379,347	\$ 95,653	\$ 25,000	\$ -	\$ -	\$ -	\$ -
CHARGES FOR SERVICES	\$ 760,946	\$ 905,473	\$ 826,269	\$ 740,359	\$ 1,062,060	\$ 1,190,427	\$ 450,068
MISCELLANEOUS	\$ 359	\$ 997	\$ 1,075	\$ 100	\$ 18,118	\$ 3,200	\$ 3,100
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 1,140,682	\$ 1,002,123	\$ 852,344	\$ 740,584	\$ 1,080,178	\$ 1,193,627	\$ 453,043
<u>EXPENDITURE SUMMARY</u>							
PERSONNEL	\$ 238,836	\$ 242,377	\$ 316,512	\$ 346,800	\$ 320,233	\$ 327,049	\$ (19,751)
SUPPLIES	\$ 5,738	\$ 5,376	\$ 17,717	\$ 12,100	\$ 10,350	\$ 10,100	\$ (2,000)
MAINTENANCE	\$ 397,281	\$ 47,821	\$ 50,964	\$ 60,400	\$ 64,887	\$ 74,000	\$ 13,600
MISCELLANEOUS	\$ 55,677	\$ 118,674	\$ 89,957	\$ 135,000	\$ 126,825	\$ 149,506	\$ 14,506
UTILITIES	\$ 83,105	\$ 95,281	\$ 112,580	\$ 146,900	\$ 163,596	\$ 188,216	\$ 41,316
CAPITAL IMPROVEMENTS	\$ 294,564	\$ 294,188	\$ 504,046	\$ 308,748	\$ 307,129	\$ 305,790	\$ (2,958)
TOTAL EXPENDITURES	\$ 1,075,201	\$ 803,717	\$ 1,091,777	\$ 1,009,948	\$ 993,021	\$ 1,054,661	\$ 44,713
REVENUE OVER/(UNDER) EXPENDITURES	\$ 65,481	\$ 198,406	\$ (239,433)	\$ (269,364)	\$ 87,158	\$ 138,966	\$ 408,330
OTHER SOURCES	\$ -	\$ 50,000	\$ 195,000	\$ 310,000	\$ -	\$ -	\$ (310,000)
OTHER USES	\$ -	\$ 14,000	\$ 14,000	\$ 37,029	\$ -	\$ 67,408	\$ 30,379
(UNDER) EXPENDITURES & OTHER USES	\$ 65,481	\$ 234,406	\$ (58,433)	\$ 3,607	\$ 87,158	\$ 71,557	\$ 67,951

Beginning Fund Balance \$ 208,426

Ending Fund Balance \$ 279,983

Sewer Fund

Pre-Existing Leases & Debt

Project Costs and Funding Source	
Funding Source	FY 24
520-501-701970/70191- COP Payments	\$ 305,790.00
Total	\$ 305,790.00

520-SEWER FUND

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET	2024 over (under) 2023 Budget
REVENUES							-
PERMITS/LICENSES/FEES							-
SEWER INSPECTIONS	30	-	-	125	-	-	(125)
Total Permits/Licenses/Fees	\$ 30	\$ -	\$ -	\$ 125	\$ -	\$ -	(125)
OTHER							-
RURAL SEWER GRANT	379,347	95,653	25,000	-	-	-	-
Total Other	\$ 379,347	\$ 95,653	\$ 25,000	\$ -	\$ -	\$ -	-
CHARGES FOR SERVICES							-
SEWER RECEIPTS	748,333	901,523	777,868	728,759	1,032,860	1,179,027	450,268
RECONNECTS	3,869	-	-	25	-	-	(25)
PENALTY FEES-SEWER	8,469	-	43,297	8,000	16,919	8,000	-
CONNECTIONS-SEWER	275	900	2,086	825	-	500	(325)
PRIMACY FEES-SEWER	-	3,050	3,018	2,700	2,981	2,900	200
SERVICE CHARGES	-	-	-	50	-	-	(50)
SALE OF FIXED ASSETS	-	-	-	-	9,300	-	-
Total Charges for Services	\$ 760,946	\$ 905,473	\$ 826,269	\$ 740,359	\$ 1,062,060	\$ 1,190,427	450,068
MISCELLANEOUS							-
MISCELLANEOUS	214	264	1,075	100	18,118	3,200	3,100
SUPER NOW INTEREST	145	733	-	-	-	-	-
CD INTEREST	-	-	-	-	-	-	-
COP INTEREST INCOME	-	-	-	-	-	-	-
Total Miscellaneous	\$ 359	\$ 997	\$ 1,075	\$ 100	\$ 18,118	\$ 3,200	3,100
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUES	\$ 1,140,682	\$ 1,002,123	\$ 852,344	\$ 740,584	\$ 1,080,178	1,193,627	453,043

EXPENDITURES

Personnel							-
SUPERVISION	39,594	30,370	32,962	36,000	35,185	37,440	1,440
OPERATING	99,246	91,880	147,816	170,000	143,500	136,800	(33,200)
CLERICAL	20,526	32,539	35,940	39,000	38,000	40,560	1,560
PUBLIC WORKS DIRECTOR	14,173	16,018	16,188	16,301	16,457	18,553	2,252
OVERTIME	10,699	13,169	9,195	5,382	6,000	6,215	833
OVERTIME-CLERICAL	-	-	-	880	-	535	(345)
FICA	13,971	13,582	18,218	15,587	15,587	19,208	3,621
UNEMPLOYMENT	190	136	419	431	431	431	-
WORKERS COMPENSATION	4,422	3,670	6,238	6,811	6,811	6,811	-

520-SEWER FUND

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
<i>HEALTH INSURANCE</i>	19,675	21,414	25,219	24,750	29,700	29,700	4,950
<i>LIFE INSURANCE</i>	229	229	239	210	302	302	92
<i>RETIREMENT</i>	16,111	19,370	24,076	31,448	28,260	30,493	(955)
Total Personnel	\$ 238,836	\$ 242,377	\$ 316,512	\$ 346,800	\$ 320,233	327,049	(19,751)
SUPPLIES							-
<i>CHEMICAL SUPPLIES</i>	1,596	1,056	2,371	2,000	2,000	2,000	-
<i>COMPUTER SUPPLIES</i>	109	287	235	500	250	500	-
<i>GENERAL SUPPLIES</i>	53	-	224	100	100	100	-
<i>JANITORIAL SUPPLIES</i>	412	321	308	500	500	500	-
<i>LAB SUPPLIES</i>	1,880	1,554	5,842	3,000	1,500	3,000	-
<i>OFFICE SUPPLIES</i>	1,532	1,870	3,403	2,000	2,000	2,000	-
<i>TOOLS</i>	156	288	5,334	4,000	4,000	2,000	(2,000)
Total Supplies	\$ 5,738	\$ 5,376	\$ 17,717	\$ 12,100	\$ 10,350	10,100	(2,000)
MAINTENANCE							-
<i>BUILDING MAINTENANCE</i>	667	1,475	1,653	2,000	2,000	2,000	-
<i>EQUIPMENT MAINTENANCE</i>	32,776	45,300	46,674	56,000	60,487	68,000	12,000
<i>PUBLIC GROUNDS MAINTENANCE</i>	160	100	151	200	200	300	100
<i>STREET MAINTENANCE</i>	97	-	1,488	1,000	1,000	2,500	1,500
<i>VEHICLE MAINTENANCE</i>	916	946	1,000	1,200	1,200	1,200	-
<i>SEWER GRANT REIMB EXPENSES</i>	362,665	-	-	-	-	-	-
Total Maintenance	\$ 397,281	\$ 47,821	\$ 50,964	\$ 60,400	\$ 64,887	74,000	13,600
MISCELLANEOUS							-
<i>ADVERTISING</i>	287	712	308	500	600	600	100
<i>FUEL</i>	1,128	2,063	4,760	6,750	6,986	8,034	1,284
<i>GENERAL INSURANCE</i>	10,272	11,235	11,028	12,000	11,583	12,741	741
<i>MEMBERSHIPS</i>	2,280	1,857	2,662	2,500	2,500	2,500	-
<i>MISCELLANEOUS</i>	785	579	588	600	600	600	-
<i>TRAVEL</i>	3,034	2,113	4,014	3,500	3,500	3,500	-
<i>SAFETY & TRAINING</i>	350	1,475	8,186	6,000	6,000	4,000	(2,000)
<i>SPECIAL SERVICES</i>	33,172	93,036	53,122	85,000	89,811	89,200	4,200
<i>STATE AUDIT</i>	-	-	-	8,750	-	-	(8,750)
<i>WEARING APPAREL</i>	1,741	2,648	2,394	2,500	2,530	2,530	30
<i>PRIMACY FEE</i>	2,628	2,956	2,895	3,500	2,715	3,000	(500)
<i>BAD DEBT</i>	-	-	-	-	-	-	-
<i>Exceleron</i>	-	-	-	3,400	-	22,800	19,400
Total Miscellaneous	\$ 55,677	\$ 118,674	\$ 89,957	\$ 135,000	\$ 126,825	149,506	14,506
UTILITIES							-

520-SEWER FUND

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024 over (under)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET	2023 Budget
<i>UTILITIES-ELECTRIC</i>	58,922	86,667	107,901	138,000	155,297	178,592	40,592
<i>UTILITIES-SEWER</i>	8,309	2,827	1,560	2,400	3,214	3,535	1,135
<i>UTILITIES-WATER</i>	14,313	3,403	1,464	5,000	2,540	2,794	(2,206)
<i>UTILITIES-TELEPHONE</i>	1,561	2,384	1,656	1,500	2,545	3,295	1,795
Total Utilities	\$ 83,105	\$ 95,281	\$ 112,580	\$ 146,900	\$ 163,596	188,216	41,316
CAPITAL IMPROVEMENTS							-
<i>INTEREST EXPENSE-COP 2017</i>	-	-	-	-	-	-	-
<i>1/2 COP PAYMENT NOVEMBER</i>	231,931	233,112	238,014	238,014	243,056	243,056	5,042
<i>1/2 COP PAYMENT MAY</i>	62,633	34,078	60,496	62,734	62,734	62,734	-
<i>One Ton Hoist</i>	-	-	-	8,000	1,339	-	(8,000)
<i>GIS MAPPING</i>	-	-	-	-	-	-	-
<i>SCENIC RIVERS PLAZA PROJECT</i>	-	-	-	-	-	-	-
<i>EASEMENTS</i>	-	-	-	-	-	-	-
<i>CAPITAL IMP-AERATOR PUMP</i>	-	-	-	-	-	-	-
<i>CAPITAL IMP-MANHOLE ALIGNMENT</i>	-	-	-	-	-	-	-
<i>2017 COP FEES</i>	-	-	-	-	-	-	-
<i>GRINDER PUMP STATION REPAIRS</i>	-	8,547	107,427	-	-	-	-
<i>HWY 19 SOUTH EXTENSION</i>	-	18,451	65,859	-	-	-	-
<i>SLUDGE BLANKET SCADA MONITORS</i>	-	-	32,250	-	-	-	-
Total Cap Improvements	\$ 294,564	\$ 294,188	\$ 504,046	\$ 308,748	\$ 307,129	305,790	(2,958)
TOTAL EXPENDITURES	\$ 1,075,201	\$ 803,717	\$ 1,091,777	\$ 1,009,948	\$ 993,021	1,054,661	44,713
REVENUE OVER/(UNDER) EXPENDITURES	\$ 65,481	\$ 198,406	\$ (239,433)	\$ (269,364)	\$ 87,158	138,966	408,330
OTHER SOURCES	\$ -	\$ 50,000	\$ 195,000	\$ 310,000	\$ -	-	(310,000)
OTHER USES	\$ -	\$ 14,000	\$ 14,000	\$ 37,029	\$ -	67,408	30,379
(UNDER) EXPENDITURES & OTHER USES	\$ 65,481	\$ 234,406	\$ (58,433)	\$ 3,607	\$ 87,158	71,557	67,951

Sewer Reserve Funds

WASTEWATER RESERVES FUND - 521/522					
Beginning Balance 7/1/2023					\$ 284,391
	Revenues (5% Reserves Annually)			+	\$ 67,408
	Grant Revenue			+	\$ 892,000
	Expences (OUT)				
	I/I EVALUATION- ENGINEERING FEES (City Match \$22,850)			-	\$ 72,850
	SEWER UPGRADES - PHASE 2 (City Match \$8,505)			-	\$ 850,505
	HYDROVAC TRUCK			-	\$ 47,500
(25% Reserve Goal)			\$ 272,944	-	\$ 272,944
Ending Balance 6/30/24				=	\$ (0)

City of Salem

Debt Service Schedule

DEPARTMENT / EQUIPMENT	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-FORWARD- (Bal Due)
<u>SPECIAL STREETS- 201</u>							
BACKHOE JD 310SL (Lease)		11,907	11,907	11,907	11,907	11,907	- (2024)
JD 444K LOADER- (Lease)		11,001	14,668	14,668	14,668	14,668	3,667 (2023-2024)
CAT 289D3 SKID STEER (Lease)- 1/2 STREET (1/2 Cap Imp)				2,120	8,480	8,480	23,321 (2024-2027)
<u>PARKS & REC- 210</u>							
POOL COP PROJECT- 2017	104,367	103,591	104,284	109,306	109,306	109,306	1,520,000 (2023-2043)
<u>CAPITAL IMPROVEMENT- 301</u>							
CAT 289D3 SKID STEER (Lease)- 1/2 STREET (1/2 Cap Imp)				2,120	8,480	8,480	23,321 (2024-2027)
LIGHTING PROJECT				13,369	13,369	13,369	83,363 (2023-2031)
ENERGY PERFORMACE PROJECT				29,850	119,400	119,400	1,586,824 (2024-2036)
<u>UTILITIES- 501</u>							
<u>ELECTRIC</u>							
UTILITIES COP- 2017	16,867	98,120	98,151	99,503	99,503	99,503	1,111,000 (2023-2038)
TL48 DIGGER TRUCK (Lease)					18,885	56,656	232,835 (2023-2028)
C5048 BUCKET TRUCK (Lease)					4,314	25,884	141,025 (2023-2028)
MMMPEP / FEB RELIEF - ELECTRIC			165,920	300,608	234,871	234,871	469,742 (2023-2026)
<u>WATER- 510</u>							
UTILITIES COP- 2017	48,919	98,120	98,151	99,503	99,503	99,503	1,111,000 (2023-2038)
BACKHOE JD 310SL - 2019 WATER		11,907	11,907	11,907	11,907	11,907	- (2024)
<u>SEWER- 520</u>							
UTILITIES COP- 2017	183,861	294,564	267,190	298,510	300,748	300,748	3,333,000 (2023-2038)
TOTAL DEBT SERVICE PAYMENTS	\$ 354,014	\$ 629,210	\$ 772,177	\$ 993,371	\$ 1,055,342	\$ 1,114,682	\$ 9,639,097

CAPITAL IMPROVEMENT PROGRAM

About the CIP

The Capital Improvement Program (CIP) is a plan for the city's capital investments over a five-year period. The CIP is both a fiscal and planning device that allows the City to project all capital costs, funding sources, and timing. Each year the CIP is reviewed by the Capital Improvement Committee and the Board of Aldermen within the context of ongoing city, county, and state planning, programs, and policies.

The City of Salem' CIP was developed around two primary goals: 1) to ensure the appropriate maintenance of existing infrastructure and facilities; and, 2) to plan effectively for future needs given current resources. The CIP document provides the Board of Aldermen, the staff, and the public with a framework for planning and scheduling capital projects. The plan presents a clear picture of projects scheduled for the current year. The process of updating the plan annually also provides an opportunity to revise the document based on changing community needs and priorities, revised cost estimates, or alternative funding sources.

Capital investments in the CIP involve major city assets that normally have long, useful lives of at least 5 years and values of at least \$10,000. Items included within the CIP are usually found within one of the following five categories:

1. The acquisition of land and/or buildings for a public purpose.
2. The construction of a significant facility, i.e., a building or a road, or the

addition to or extension of an existing facility.

3. Rehabilitation or major repair to all or part of a facility, i.e., infrequent repairs that are not considered to be recurring maintenance.
4. The annual street maintenance program, including replacement or repair of concrete and asphalt pavement streets.
5. Vehicles, equipment, furniture, and fixtures.

Some capital projects affect future operating budgets either positively or negatively by influencing maintenance costs or by providing capacity for new services to be offered. Such impacts vary widely from project to project and, as such, are evaluated individually during the process of assessing project feasibility. Eight separate funds provide necessary funding for the Capital Improvement Program. Nine if you include the Federal Home Loan Bank Funds that fund the Welcome Home program but do not require any City matching funds. These funds include the Special Streets Fund, Capital Improvement Sales Tax Fund, Park Improvement Sales Tax Fund, and the Electric, Wastewater and Water Repair and Replacement Funds, Airport Fund and the Capital Improvement Tax Fund.

The current CIP for years 2024-2028 includes projected capital expenditures totaling \$19,574,669. The first year of the program is contained within the capital portion of the 2024 budget totaling \$4,817,452. The remaining four years will serve as a financial plan for capital investments. The CIP compliments the Annual Budget and is updated each budget cycle.

Long-Range Planning

Looking ahead, the City of Salem's replacement and repair schedule will likely be adjusted as new funding options and mechanisms are identified. Staff will also be looking for more efficient ways to maintain capital investments and invest in needed infrastructure and projects.

There are other capital investments for the coming years that must be viewed as unfunded at this time. Decisions will be required for the future years on revenue and prioritization of spending decisions to achieve sustainability in the CIP.

CIP Item Appropriations

Each item detailed in the CIP is, for appropriation purposes, located in the budget detail of the corresponding department.

Capital Improvement Program Summary

	FY 24		FY 25		FY 26		FY 27		FY 28		TOTAL
Special Streets Fund	\$	157,520.00	\$	163,520.00	\$	163,520.00	\$	163,520.00	\$	163,520.00	\$ 811,600.00
Capital Improvement Sales Tax Fund	\$	765,614.41	\$	743,597.98	\$	512,987.82	\$	677,509.35	\$	358,666.53	\$ 3,058,376.10
Park Improvement Fund	\$	144,306.00	\$	134,306.00	\$	109,306.00	\$	109,306.00	\$	109,306.00	\$ 606,530.00
Electric Reserves Fund	\$	102,500.00	\$	55,000.00	\$	155,000.00	\$	105,000.00	\$	655,000.00	\$ 1,072,500.00
Water Reserves Fund	\$	251,844.00	\$	266,656.00	\$	460,000.00	\$	60,000.00	\$	60,000.00	\$ 1,098,500.00
Wastewater Reserves Fund	\$	78,855.05	\$	196,494.95	\$	120,000.00	\$	120,000.00	\$	120,000.00	\$ 635,350.00
Airport Fund	\$	73,517.00	\$	62,500.00	\$	-	\$	-	\$	76,500.00	\$ 212,517.00
Grant Funds & Bond Issue	\$	3,243,295.66	\$	2,444,000.00	\$	4,017,750.00	\$	1,685,750.00	\$	688,500.00	\$ 12,079,295.66
TOTAL	\$	4,817,452.12	\$	4,066,074.93	\$	5,538,563.82	\$	2,921,085.35	\$	2,231,492.53	\$ 19,574,668.76

Capital Improvement Revenue

	FY 24		FY 25		FY 26		FY 27		FY 28		TOTAL
Special Streets Fund	\$	185,000.00	\$	188,700.00	\$	192,474.00	\$	196,323.48	\$	200,249.95	\$ 962,747.43
Capital Improvement Sales Tax Fund	\$	767,832.00	\$	783,188.64	\$	798,852.41	\$	814,829.46	\$	831,126.05	\$ 3,995,828.56
Park & Recreation Fund	\$	662,108.00	\$	-	\$	-	\$	-	\$	-	\$ 662,108.00
Electric Reserves Fund	\$	264,925.52	\$	270,224.03	\$	275,628.51	\$	281,141.08	\$	286,763.90	\$ 1,378,683.02
Water Reserves Fund	\$	41,155.00	\$	41,978.10	\$	42,817.66	\$	43,674.02	\$	44,547.50	\$ 214,172.27
Wastewater Reserves Fund	\$	54,589.00	\$	55,680.78	\$	56,794.40	\$	57,930.28	\$	59,088.89	\$ 284,083.35
Airport Fund	\$	5,772.00	\$	5,887.44	\$	6,005.19	\$	6,125.29	\$	6,247.80	\$ 30,037.72
Grant Funds & Bond Issue	\$	3,243,295.66	\$	2,444,000.00	\$	4,017,750.00	\$	1,685,750.00	\$	688,500.00	\$ 12,079,295.66
TOTAL	\$	5,224,677.18	\$	3,789,658.99	\$	5,390,322.17	\$	3,085,773.61	\$	2,116,524.08	\$ 19,606,956.02

Funds generated from Special Sales Taxes

SPECIAL STREETS FUND - 201			
Beginning Balance 7/1/2023	\$		395,420.00
Revenues (IN)	+	\$	185,000.00
Expences (OUT)	-	\$	157,520.00
(25% Reserve)	-	\$	42,112.25
(Min 5% Reserve Annually)		\$	8,422.45
Ending Balance 6/30/24	=	\$	372,365.30

CAPITAL IMPROVEMENTS FUND - 301			
Beginning Balance 7/1/2023	\$		737,700.00
Revenues (IN)	+	\$	767,832.00
Expences (OUT)	-	\$	765,614.41
(25% Reserve)	-	\$	154,174.20
(Min 5% Reserve Annually)		\$	30,834.84
Ending Balance 6/30/24	=	\$	554,908.55

PARKS IMPROVEMENTS FUND - 210			
Beginning Balance 7/1/2023	\$		443,258.00
Revenues (IN)	+	\$	662,108.00
Expences (OUT)	-	\$	690,715.00
(25% Reserve)	-	\$	127,057.50
(Min 5% Reserve Annually)		\$	25,411.50
Ending Balance 6/30/24	=	\$	262,182.00

AIRPORT FUND - 560			
Beginning Balance 7/1/2023	\$		191,557.00
Revenues (IN)	+	\$	5,772.00
Expences (OUT)	-	\$	124,446.00
(25% Reserve)	-	\$	4,391.25
(Min 5% Reserve Annually)		\$	878.25
Ending Balance 6/30/24	=	\$	67,613.50

Parks and Recreation does not have a separate capital improvement or reserve fund for capital expenditures. Instead it has it's own special tax funding and all expenditures are funded from this.

Funds generated from Customer Rates and Fees

ELECTRIC RESERVES FUND - 502/503			
Beginning Balance 7/1/2023	\$		427,118.00
Revenues (5% Reserves Annually)	+	\$	264,925.52
Expences (OUT)	-	\$	102,500.00
(25% Reserve Goal)	\$	1,324,627.50	- \$ -
Ending Balance 6/30/24	\$	(735,083.98)	= \$ 589,543.52

WATER RESERVES FUND - 511/512			
Beginning Balance 7/1/2023	\$		902,733.00
Revenues (5% Reserves Annually)	+	\$	41,155.00
Expences (OUT)	-	\$	251,844.00
(25% Reserve Goal)	\$	205,774.25	- \$ 205,774.25
Ending Balance 6/30/24	=	\$	486,269.75

WASTEWATER RESERVES FUND - 521/522			
Beginning Balance 7/1/2023	\$		284,391.00
Revenues (5% Reserves Annually)	+	\$	67,408.30
Expences (OUT)	-	\$	78,855.05
(25% Reserve Goal)	\$	272,944.25	- \$ 272,944.25
Ending Balance 6/30/24	=	\$	-

plus shortage of \$12,819.30

City of Salem, Missouri
Fiscal Year 2024 Capital Improvement Plan Details

		FY 24	FY 25	FY 26	FY 27	FY 28	TOTAL
201- Special Streets Fund							
Streets	Pre-Existing Leases & Debt	\$ 37,520.00	\$ 43,520.00	\$ 43,520.00	\$ 43,520.00	\$ 43,520.00	\$ 211,600.00
Streets	Street Repaving	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 600,000.00
201- Special Streets Fund Total		\$ 157,520.00	\$ 163,520.00	\$ 163,520.00	\$ 163,520.00	\$ 163,520.00	\$ 811,600.00
210- Park Improvement Fund							
	Leases & Debt	\$ 109,306.00	\$ 109,306.00	\$ 109,306.00	\$ 109,306.00	\$ 109,306.00	\$ 546,530.00
	Vehicle Replacement	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
	Pool Improvements - Filter Replacement	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00
	Pool Lighting R&R - Future Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Pool Parking Repaving - Future Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
210- Park Improvement Fund Total		\$ 144,306.00	\$ 134,306.00	\$ 109,306.00	\$ 109,306.00	\$ 109,306.00	\$ 606,530.00
301- Capital Improvement Fund							
	Pre-Existing Leases & Debt	\$ 141,270.00	\$ 141,270.00	\$ 141,270.00	\$ 141,270.00	\$ 132,770.00	\$ 697,850.00
Pre-Existing Leases & Debt Subtotal		\$ 141,270.00	\$ 141,270.00	\$ 141,270.00	\$ 141,270.00	\$ 132,770.00	\$ 697,850.00
Animal Control	Building Improvements - New Roof	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
Animal Control Subtotal		\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
Non Departmental	Old City Hall Building Improvements	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
	Admin Building Copier Replacement	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
	Council Chamber Updates	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
	IT & Cybersecurity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non Departmental Subtotal		\$ 20,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 30,000.00
Bldg Insp	Dangerous Structure Remediation	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00
Bldg Insp Subtotal		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00
Personnel Svs							
Construction	Sidewalk Construction	\$ 130,000.00	\$ 133,900.00	\$ 137,917.00	\$ 142,054.51	\$ 146,316.15	\$ 690,187.66
Construction	Overtime Sidewalk Construction	\$ 1,766.00	\$ 1,818.98	\$ 1,873.55	\$ 1,929.76	\$ 1,987.65	\$ 9,375.93
Construction	Fica	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09	\$ 11,592.74	\$ 54,684.10
Construction	Sidewalk Construction	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 125,000.00
Construction	Downtown Tap Grant - Sidewalks & Pavers	\$ 70,521.96	\$ -	\$ -	\$ -	\$ -	\$ 70,521.96
Construction	Concrete Forms	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Construction	Backhoe	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00
Construction	Utility Bed	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Sidewalk Construction Total		\$ 242,587.96	\$ 271,327.98	\$ 195,717.82	\$ 180,239.35	\$ 184,896.53	\$ 1,074,769.65

City of Salem, Missouri
Fiscal Year 2024 Capital Improvement Plan Details

		FY 24	FY 25	FY 26	FY 27	FY 28	TOTAL
Electric	DowntownTap Grant- Light Poles & Undergrounding	\$ 70,006.45	\$ -	\$ -	\$ -	\$ -	\$ 70,006.45
Ele Downtown Project Total		\$ 70,006.45	\$ -	\$ -	\$ -	\$ -	\$ 70,006.45
Streets	General Culvert Replacement	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 30,000.00
Streets	Hydrovac Truck	\$ 47,500.00	\$ -	\$ -	\$ -	\$ -	\$ 47,500.00
Streets	Brush Hog	\$ 20,250.00	\$ -	\$ -	\$ -	\$ -	\$ 20,250.00
Streets	Salt Bin Improvements	\$ 15,500.00	\$ -	\$ -	\$ -	\$ -	\$ 15,500.00
Streets	Cemetary - Vehicle Replacement	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00
Streets	Tractor	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00
Streets	Replace Storm Water Culverts on Henderson St.	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 45,000.00
Streets	Rotary Cutter for Skid Steer	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
Streets	Dump Truck	\$ -	\$ -	\$ -	\$ 195,000.00	\$ -	\$ 195,000.00
Streets Fund Total		\$ 89,250.00	\$ 151,000.00	\$ 21,000.00	\$ 201,000.00	\$ 6,000.00	\$ 468,250.00
Police	Vehicle Replacement (2)	\$ 90,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ -	\$ 450,000.00
Police	911 Enhancement	\$ 12,500.00	\$ -	\$ -	\$ -	\$ -	\$ 12,500.00
Police	K9 Replacement	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00
Police Subtotal		\$ 102,500.00	\$ 135,000.00	\$ 120,000.00	\$ 120,000.00	\$ -	\$ 477,500.00
Econ Dev	Masters Industrial Park Signs	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
Econ Dev	Voluntary Residential Demolition Program	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 100,000.00
Econ Dev Subtotal		\$ 70,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 150,000.00
301- Capital Improvement Fund Total		\$ 765,614.41	\$ 743,597.98	\$ 512,987.82	\$ 677,509.35	\$ 358,666.53	\$ 3,058,376.10
502/503- Electric Reserve Fund							
Electric	Leases & Debt - Not in Subtotal	\$ 424,271.00	\$ 424,271.00	\$ 424,271.00	\$ 189,400.00	\$ 189,400.00	\$ 1,651,613.00
Electric	Transformers	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 150,000.00
Electric	Utility Poles	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 125,000.00
Electric	Hydrovac Truck	\$ 47,500.00					\$ 47,500.00
Electric	Bucket Truck			\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 150,000.00
Electric	Vehicle Replacement			\$ 50,000.00			\$ 50,000.00
Electric	Ind Park Ele Feeder Line					\$ 300,000.00	\$ 300,000.00
Electric	Line Replacement					\$ 250,000.00	\$ 250,000.00
Electric Reserve Fund Total		\$ 102,500.00	\$ 55,000.00	\$ 155,000.00	\$ 105,000.00	\$ 655,000.00	\$ 1,072,500.00
511/512- Water Reserve Fund							
Water	Leases & Debt - Not in Subtotal	\$ 115,411.00	\$ 103,411.00	\$ 103,411.00	\$ 103,411.00	\$ 103,411.00	\$ 529,055.00
Water	Line Replacement	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 300,000.00
Water	New Well & Tower	\$ 6,344.00	\$ 31,656.00	\$ -	\$ -	\$ -	\$ 38,000.00
Water	Fencing Around Municipal Wells (caryover)	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00

City of Salem, Missouri
Fiscal Year 2024 Capital Improvement Plan Details

		FY 24	FY 25	FY 26	FY 27	FY 28	TOTAL
Water	Reconditioning of 2 Retention Tanks (caryover)	\$ 68,000.00	\$ -	\$ -	\$ -	\$ -	\$ 68,000.00
Water	Hydrovac Truck	\$ 47,500.00	\$ -	\$ -	\$ -	\$ -	\$ 47,500.00
Water	Lead Line Service Mapping	\$ 30,000.00	\$ -	\$ -	\$ -		\$ 30,000.00
Water	Center St. Water Line Replacement		\$ 175,000.00				\$ 175,000.00
Water	Ind Park Water Tower Rehab			\$ 400,000.00			\$ 400,000.00
Water Reserve Fund Total		\$ 251,844.00	\$ 266,656.00	\$ 460,000.00	\$ 60,000.00	\$ 60,000.00	\$ 1,098,500.00
521/522- WasteWater Reserve Fund							
WWater	Leases & Debt - Not in Subtotal	\$ 305,790.00	\$ 305,790.00	\$ 305,790.00	\$ 305,790.00	\$ 305,790.00	\$ 1,528,950.00
WWater	WW Treatment Plant Upgrades	\$ 8,505.05	\$ 41,494.95				\$ 50,000.00
WWater	Hydrovac Truck	\$ 47,500.00					\$ 47,500.00
WWater	I&I Mapping	\$ 22,850.00					\$ 22,850.00
WWater	I&I Rehabilitation-80000		\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 480,000.00
WWater	Bonebrake Ctr Sewer Line Realignment-200000						\$ -
WWater	Vehicle Replacement		\$ 35,000.00				\$ 35,000.00
WasteWater Reserve Fund Total		\$ 78,855.05	\$ 196,494.95	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 635,350.00
560- Airport Fund							
Airport	Pilot's Lounge Improvements	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
Airport	New Electric Svs via Intercounty Electric	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Airport	T-Hangar Construction	\$ 43,517.00	\$ -	\$ -	\$ -	\$ -	\$ 43,517.00
Airport	Taxiway Construction	\$ -	\$ 62,500.00	\$ -	\$ -	\$ -	\$ 62,500.00
Airport	Add'l 6 T-Hangar Construction	\$ -	\$ -	\$ -	\$ -	\$ 76,500.00	\$ 76,500.00
Airport Subtotal		\$ 73,517.00	\$ 62,500.00	\$ -	\$ -	\$ 76,500.00	\$ 212,517.00
Grants & Bond Issue							
Construction	Downtown Tap Grant-MoDOT funding	\$ 155,760.85					\$ 155,760.85
Electric	Downtown Tap Grant-MoDOT funding	\$ 158,652.81					\$ 158,652.81
Police	911 Enhancement-	\$ 237,500.00	\$ -	\$ -	\$ -	\$ -	\$ 237,500.00
Water	New Well & Tower-DNR funding	\$ 628,000.00	\$ 517,000.00	\$ 1,938,750.00	\$ 646,250.00		\$ 3,730,000.00
Water	Lead Line Service Mapping-DNR funding	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
WWater	WW Plant Upgrades - ARPA Grant through DNR	\$ 842,000.00	\$ 1,039,500.00	\$ 2,079,000.00	\$ 1,039,500.00	\$ -	\$ 5,000,000.00
WWater	I&I Mapping - DNR funding	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
560 Airport	Airport T Hangars-FAA & BIL funding through MoDOT	\$ 721,382.00	\$ -	\$ -	\$ -	\$ -	\$ 721,382.00
Airport	Airport Taxilanes for future 6 Unit T-Hangars	\$ -	\$ 562,500.00	\$ -	\$ -	\$ -	\$ 562,500.00
Airport	Add'l 6 T-Hangar Const FAA/NPE MoDOT	\$ -	\$ -	\$ -	\$ -	\$ 688,500.00	\$ 688,500.00
703 Econ Dev	Welcome Home Housing Rehab - FHLB DM	\$ 300,000.00	\$ 325,000.00	\$ -	\$ -	\$ -	\$ 625,000.00
Grants & Bond Issue Total		\$ 3,243,295.66	\$ 2,444,000.00	\$ 4,017,750.00	\$ 1,685,750.00	\$ 688,500.00	\$ 12,079,295.66

City of Salem, Missouri
Fiscal Year 2024 Capital Improvement Plan Details

	FY 24	FY 25	FY 26	FY 27	FY 28	TOTAL
ALL FUNDS TOTAL PROJECTS	\$ 4,817,452.12	\$ 4,066,074.93	\$ 5,538,563.82	\$ 2,921,085.35	\$ 2,231,492.53	\$ 19,574,668.76

Project:	Debts & Leases	Fund:	Special Street - 201
Department:	Streets	Program:	

Project or Item Description:	Description continued:
<p>The listed items are pre-existing equipment leases and incurred debt for the department that are paid out of the Capital Improvement Revenues. Loader lease ends FY 24 (will still need a loader - expected that a renewed/new lease will be necessary as there will not be enough time to build reserves for a purchase). Backhoe lease ends FY 24 (will still need a backhoe, but possibility of buying out this lease and moving this equipment to Construction and acquiring a new lease for this piece of equipment). Skid Steer (1/2 lease split with Cap Improvement Fund 301) Lease ends FY 27, will need to make determination of purchase or renewed lease at end of term. Each of the leased pieces of equipment are critical for the successful execution of our jobs and for the jobs of other city departments. We use them for all of the duties mentioned above and to assist other city departments as needed, as well as for storm/damage clean-up and repair to re-open city streets.</p>	<ul style="list-style-type: none"> • Backhoe. The backhoe is one of our most heavily used pieces of equipment. We use it to repair/replace culvert pipes, remove yard waste, assist with asphalt work, load materials, etc. Its uses are basically endless. • Loader. The loader is used to pick up yard waste, load/unload transformers and other equipment and materials, mix and load salt and gravel for ice/snow removal, push snow/ice from cul-de-sacs and city parking lots, load gravel on dump trucks, etc. • Skid Steer. The skid steer is used continuously, and weekly at the yard waste site. It has tracks instead of rubber tires, so there is no need to worry about flat tires. We also use it to level asphalt for asphalt patches, spread topsoil, and for many other things city-wide on a routine basis. <p>The Street Department could not function without these 3 pieces of equipment.</p>

Justification:	Image:
Pre-existing Debt Obligations	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
201-501-70840 - Loader Lease	\$ 17,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 97,000.00
201-501-70870- Backhoe Lease	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 72,000.00
201-501-70890- Skid Steer Lease	\$ 8,520.00	\$ 8,520.00	\$ 8,520.00	\$ 8,520.00	\$ 8,520.00	\$ 42,600.00
Total	\$ 37,520.00	\$ 43,520.00	\$ 43,520.00	\$ 43,520.00	\$ 43,520.00	\$ 211,600.00
Estimated Ongoing Annual Operation and Maintenance (explain and include costs)						

Project:	Street Repaving	Fund:	Special Streets - 201
Department:	Streets	Program:	Annual Street Repaving

Project or Item Description:	Image:
<p>Street repaving is when new asphalt is used to resurface streets that are in severe disrepair due to crumbling and/or deteriorating asphalt from weather, use, time, and age. The new asphalt levels and smooths uneven surfaces and helps to seal cracks to prevent moisture from seeping into the subsurface, which would cause further (costlier) damage. Priority Streets: YEAR-1: Hickory St (Roosevelt to 32 Hwy); Coffman St (Hickory to Pershing); Oak St (Dent to Center); 1st St (19 to MacArthur); Jackson St and Bergman Street Loop. YEAR-2: Pershing St (32 Hwy to 10th Street); E. Hawkins St (Warfel to Holman); Holman St (Hawkins to Center); Hobson St (Louise to dead end); Dent St (MacArthur to Washington); Henderson St (Dent to Franklin); Parkview; Rolla Rd (J Hwy to 19 Hwy); 9th St (Henderson to Jackson); 4th St/Orchard St Loop (MacArthur to 3rd); 11th St and Hickory St Loop; Iron Mountain Rd (3rd St to City Limit). YEAR 3: 9th St (Pershing to dead end); Westwood Dr; Orchard St (32 Hwy to International); Butler St (MacArthur to Grand); Acuff St (MacArthur to Grand); Orchard St (Butler to 1st); 1st St (MacArthur to Grand); 1st St (Walker to Park); Grand St (3rd to Rolla Rd)</p>	

Justification:	Image:
The streets listed above have worse (larger and deeper) cracks, more deterioration (crumbling asphalt/pot holes), and more uneven surfaces. They are in dire need of repair.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$120,000.00	\$120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 600,000.00
						\$ -
Total	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 600,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Leases & Debt	Fund:	
Department:	Parks and Recreation	Program:	

Project or Item Description:	Image:
Pre-existing debt for the COP which financed the pool upgrades. COP will be paid in full in 2037.	

Justification:	Image:

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 109,306.00	\$ 109,306.00	\$ 109,306.00	\$ 109,306.00	\$ 109,306.00	\$ 546,530.00
						\$ -
Total	\$ 109,306.00	\$ 109,306.00	\$ 109,306.00	\$ 109,306.00	\$ 109,306.00	\$ 546,530.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Vehicle Replacement	Fund:
Department:	Parks and Recreation	Program:

Project or Item Description:	Image:
Purchasing a new or used 4 wheel drive 3/4 ton truck with a long bed for Parks and Recreation daily use for park maintenance, trash collection, and watering.	

Justification:	Image:
The 2002 Dodge we were driving for Parks and Recreation the rear end went out and it has one cylinder that is not firing, a costly repair. The Dodge 2002 was a hand me down from another department. It's now sitting on lot for Purplewave. Lonnie and Ethan are currently driving the truck we use for watering, 1/2 ton Chevy 2 wheel drive, for everyday tasks and watering. The water tank is too heavy for truck which causes more trips to fill tank and not filling to capacity. Not having 4-wheel drive also adds challenges to everyday tasks.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 35,000.00					\$ 35,000.00
						\$ -
Total	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)
Regular scheduled maintenance (oil changes) and tires.

Project:	Leases & Debt	Fund:	Cap Improvements 301
Department:	Multiple Departments	Program:	


Project or Item Description:	Image:
ESP Financing Ends in 2036 - This is financing for Energy Efficiency Upgrades at the Admin Building, Old City Hall, Police Department, Parks Shop and Salem Community Ctr. Skid Steer Lease Ends FY27 (Split with Special Streets Fund 201), City Hall & Admin Bldg Lighting Proj ends 2031 - Includes Admin Bldg, Old City Hall, Police Dept and Salem Community Center	



Justification:	Image:
Pre-Existing Leases and Debt Obligations	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	
301-506-70685 ESP Al Brown Lighting	\$ 42,029.00	\$ 42,029.00	\$ 42,029.00	\$ 42,029.00	\$ 42,029.00	\$ 210,145.00
301-508-70890- Skid Steer Lease 1/2	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00		\$ 34,000.00
301-510-70695-ESP HVAC Admin & City Hall	\$ 46,924.00	\$ 46,924.00	\$ 46,924.00	\$ 46,924.00	\$ 46,924.00	\$ 234,620.00
301-510-71052-City Hall Lighting Project	\$ 2,674.00	\$ 2,674.00	\$ 2,674.00	\$ 2,674.00	\$ 2,674.00	\$ 13,370.00
301-510-71062-Admin Bldg Lighting Project	\$ 1,337.00	\$ 1,337.00	\$ 1,337.00	\$ 1,337.00	\$ 1,337.00	\$ 6,685.00
301-511-71122-Police Dept Lighting Proj	\$ 2,674.00	\$ 2,674.00	\$ 2,674.00	\$ 2,674.00	\$ 2,674.00	\$ 13,370.00
301-511-71160-ESP Police Dept	\$ 6,328.00	\$ 6,328.00	\$ 6,328.00	\$ 6,328.00	\$ 6,328.00	\$ 31,640.00
301-517-71720-Comm Ctr Lightng Project	\$ 6,685.00	\$ 6,685.00	\$ 6,685.00	\$ 6,685.00	\$ 6,685.00	\$ 33,425.00
301-517-71730-ESP Comm Ctr	\$ 24,119.00	\$ 24,119.00	\$ 24,119.00	\$ 24,119.00	\$ 24,119.00	\$ 120,595.00
Total	\$ 141,270.00	\$ 141,270.00	\$ 141,270.00	\$ 141,270.00	\$ 132,770.00	\$ 697,850.00
Estimated Ongoing Annual Operation and Maintenance (explain and include costs)						

Project:	Roof Replacement	Fund:	301 - Cap Improvements
Department:	Animal Control	Program:	

Project or Item Description:	Image:
The roof for the City's Animal Shelter, used for temporary housing of animals during overnights, in instances of law enforcement cases, and when the Dent County Animal Welfare Society (DECAWS) is not accepting animals, needs to be replaced to keep the building in usable condition.	

Justification:	
The current roof has a visible hole and down elevation rot, and has been leaking for an unknown amount of time.	
	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301 - Capital Improvements	\$ 15,000.00					\$ 15,000.00
						\$ -
Total	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)
Should reduce maintenance costs by securing the building envelope and preventing further damage to the interior.

Project:	City Hall Building Improvements	Fund:	301-Cap Improvements
Department:	Non-Departmental	Program:	

Project or Item Description:	Image:
<p>The Old City Hall is in need of both final sealing of the building envelop via sealing up drafty windows, removing the window air conditioner, and replacing the old furnace room exterior door, as examples, but there is also a need for renovation of the top floor meeting space accessed via the balcony access. I propose to gut the interior walls which were not original to the building and space, it was carved into individual offices, and to open the entire width of the building on this floor to create a meeting/banquet space. Once the newer partition walls are removed, we can look at having the original plaster walls repaired, determine a solution for the ceiling, apply new paint and have the original oak floors repaired in once section and refinished. We will also need to re-install the bathroom for this space. The intent is to instill a feel and look appropriate to the late 30s/early 40s but with modern amenities for a useful meeting/banquet space.</p>	

Justification:	Image:
<p>The building is sitting underutilized and has been for several years. Leaving an old building sitting and not keeping it in repair is one of the worst things you can do for preservation of a building. While there are efforts underway to get the Civic Theater portion of the building going, the rest of the building awaits a modern purpose. During this in-between time we need to care for and make efforts to not let it slip further into neglect. These repairs and renovations could also lend to an additional revenue stream for the building as rented space for meetings and small events. The intent is not to compete with other facilities, but to put the space back in usable condition.</p>	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 10,000.00	\$ -				\$ 10,000.00
						\$ -
Total	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)
<p>Sealing the Building envelope will reduce ongoing utility costs for heating and cooling the building. Since it is in use year round, it is important to reduce those costs.</p>

Project:	Main Copier Replacement	Fund:	
Department:	Non-Departmental	Program:	

Project or Item Description:	Image:
<p>The Kyocera Ecosys FS-c8525MFP copier/scanner/fax machine at the Administration Building prints color or PDF documents with shadow printing as shown in the image.</p>	

Justification:	Image:
<p>This leaves staff with only being able to utilize the smaller desktop printers/copiers for color printing/copying. The purpose of a larger muntifunction machine is that when printing large numbers of copies, the copying is supposed to be cheaper and faster than using desktop units.</p>	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 10,000.00					\$ 10,000.00
						\$ -
Total	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Housing Demolition	Fund:	Cap Improvements - 301
Department:	Building Inspection	Program:	Dangerous Structure Remediation

Project or Item Description:	Image:
<p>This is a new funding request. In instances where the City Staff, working with property owners are not able to come to a resolution of public safety issues concerning dangerous structures. Staff may move forward with legal efforts to condemn a structure and have it demolished for the public good of the community. This effort will only be pursued after first attempting a resolution of the issues through other means which may include making the owner aware of the options available through the Voluntary Residential Demolition Program.</p>	

Justification:	Image:
<p>Derelict properties often pose a public safety concern for the community. The proposed budgeted amount is based upon costs incurred to demolish 8 houses over the past two years through the Voluntary Residential Demolition Program with added inflation factors and allowing for the loss of efficiency for doing multiple demolitions at once.</p>	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301 - Cap Improvements	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00
						\$ -
Total	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)
It is anticipated this expense will be necessary for the foreseeable future.

Project:	Personnel	Fund:	Cap Improvements - 301
Department:	Construction	Program:	Sidewalk Construction

Project or Item Description:	Image:
Wages for City's Construction Crew. Projections reflect a 3% COLA beginning in FY25.	

Justification:	Image:
This crew performs all sidewalk replacement, and smaller construction jobs for the City.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301-501-11003 Sidewalk Construction	\$ 130,000.00	\$ 133,900.00	\$ 137,917.00	\$ 142,054.51	\$ 146,316.15	\$ 690,187.66
301-501-11100 Overtime Sidewalk Const	\$ 1,766.00	\$ 1,818.98	\$ 1,873.55	\$ 1,929.76	\$ 1,987.65	\$ 9,375.93
301-501-15000 FICA	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09	\$ 11,592.74	\$ 54,684.10
Total	\$ 142,066.00	\$ 146,327.98	\$ 150,717.82	\$ 155,239.35	\$ 159,896.53	\$ 754,247.69

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Sidewalks	Fund:	Cap Improvements - 301
Department:	Construction	Program:	Ongoing Sidewalk Repair & Replacement

Project or Item Description:	Image:
sidewalk and curb construction	

Justification:	Image:
To continue to construct new and replace old sidewalks and curbing that are in need of repair	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301-505-70510 Sidewalk Construction	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 125,000.00
						\$ -
Total	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 125,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Downtown Upgrades	Fund:	Cap Improvements - 301
Department:	Construction	Program:	Sidewalk R&R

Project or Item Description:	Image:
<p>The City of Salem is working with downtown property owners to enhance and beautify our city core. The Downtown Project is funded mainly through grant funding which includes a Transportation Alternatives Program (TAP) grant through the Missouri Department of Transportation (MoDOT). The main focus of this project is to upgrade our sidewalks to meet Americans with Disabilities Act (ADA) standards and upgrade the lighting with historically reminiscent street lighting fixtures and underground wiring to enhance the aesthetics of our historic business corridor. The Downtown Project replaces sidewalks with ADA compliant ramps and accesses and undergrounds the electric infrastructure under a brick paver border for ease of access for repair work. Light Poles and fixtures will also be replaced with replicas matching what was historically downtown.</p>	

Justification:	Image:
Bring sidewalks up to ADA requirements. Renew and Refresh Salem's Downtown and make it safer for pedestrians.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301-??? Sidewalks & Pavers	\$ 70,521.96					\$ 70,521.96
301 - Ele Light poles & underground	\$ 70,006.45					\$ 70,006.45
Grants & Bond Issue - Sidewalks & Pavers	\$ 155,760.85					\$ 155,760.85
Grants & Bond Issue - Electric light poles & underground	\$ 158,652.81					\$ 158,652.81
Total	\$ 454,942.07	\$ -	\$ -	\$ -	\$ -	\$ 454,942.07

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Sidewalk R&R	Fund:	Cap Improvements - 301
Department:	Construction	Program:	Sidewalk R&R

Project or Item Description:	Image:
Concrete Forms	

Justification:	Image:

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301-505-70540 Concrete Forms	\$ 5,000.00					\$ 5,000.00
						\$ -
Total	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Culvert R&R	Fund:	Cap Improvements - 301
Department:	Streets	Program:	Facility R&R

Project or Item Description:	Image:
A culvert is a structure that channels water past an obstacle or to another waterway. Over time, these culverts can rust and deteriorate. If not replaced, there is an increased danger of road collapse and flooding. Priority culverts: North Park Street; Doss Road, south of the bridge; and 4th and MacArthur.	



Justification:	Image:
North Park Streets: Holes are appearing in the yards of home owners because the bottoms of the culvert pipes are rusted out and gone, and water is eroding the dirt around the culverts, causing the soil to further erode and collapse. Doss Road and 4th and MacArthur: These culverts actually go under the city streets. The bottoms of these culvert pipes are also rusted out and gone. Their collapse could cause the shutdown of two major city streets.	


Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 30,000.00
						\$ -
Total	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 30,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Hydrovac Truck Purchase	Fund:	Cap Improvements - 301, Ele Rsv - ???, Water Rsv - ???, WWtr Rsv - ???
Department:	Streets, Water, Wwater, Electric	Program:	

Project or Item Description:	Image:
<p>2013 vac truck with hydro-excavation package. This VAC TRUCK has three functions. It can rod sewer mains and services a newer and more reliable way to do this would give the city a tool to cut out costly call outs if they had a piece of equipment that could operate daily to prevent this. This machine also is a pump truck currently the city has no way to pump out lift stations in an emergency situation. We currently have to wait on a vac truck while the sewers are backing up in the customers house. That charge is \$500.00 trip. The last function of this machine is it will hydro-excavate. This ensures the safety of personnel excavating around gas lines and other utilities. This machine can be used by electric, water, sewer and the street department.</p>	 

Justification:	Image:
<p>with the amount of underground utilities that we have we need to be able to expose those utilities before we start excavation. The city has culverts that need replaced that are under streets. Currently the City of Salem has a 27 year old sewer machine. This machine has only one function and is worn out. In 2022 the machine failed us. The city had to rent another machine for four days. The cost of rental per day was \$450.00 per day not to mention two days pay for an employee to get the machine and deliver it back. The city also had a several thousand- dollar bill for parts for the city mechanic to repair the machine on the weekend to put it back in service.</p> <p>This machine is no longer able to operate to do the sewer maintenance required by the E.P.A. or D.N.R. it is used for when a problem occurs not to prevent problems. It only has one function and that is to rod sewers and sewer services. This 2013 model would be a nice piece of equipment to have to ensure the safety of employees and would produce less injuries in hand digging. It also will leave less mess in customers yard and allow a more suitable yard appearance when yard work is done.</p>	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301- ST - Hydrovac Truck Purchase	\$47,500.00					\$ 47,500.00
Ele - Hydrovac Truck Purchase	\$47,500.00					\$ 47,500.00
Water - Hydrovac Truck Purchase	\$47,500.00					\$ 47,500.00
Wwater - Hydrovac Truck Purchase	\$ 47,500.00					\$ 47,500.00
Total	\$ 190,000.00	\$ -	\$ -	\$ -	\$ -	\$ 190,000.00
Estimated Ongoing Annual Operation and Maintenance (explain and include costs)						

Project:	Equipment Purchase	Fund:	Cap Improvements - 301
Department:	Streets	Program:	

Project or Item Description:	Image:
2022 batwing bush hog - The requested brush hog is a 15-foot batwing piece of equipment that is pulled behind a large tractor and is used to cut grass and brush to maintain the city airport, the city landfill (required by DNR to be cut twice a year), the industrial park (including the 30 acres m/1 recently cleared), and other city property as needed.	

Justification:	Image:
We currently only have a 5-foot brush hog that simply cannot meet the maintenance demands of the city. For example, currently it takes at least 3 weeks to brush hog just the airport. With the new 15-foot batwing brush hog, the estimated time for completion at the airport would be reduced to 1 week or less. The savings (fuel, man hours) for that task alone would be substantial.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$20,250.00					\$ 20,250.00
						\$ -
Total	\$ 20,250.00	\$ -	\$ -	\$ -	\$ -	\$ 20,250.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Salt Bin Repair	Fund:	Cap Improvements - 301
Department:	Streets	Program:	Bldg & Facility Maintenance

Project or Item Description:	Image:
Salt bins are sheds that are used to store rock salt and pea gravel/grit used for snow and ice removal. We have two buildings; each building has two bins (a total of 4 bins). One of the sheds needs a new metal roof and back wall replaced.	

Justification:	Image:
<p>The current old shingle roof leaks, which allows rain and moisture to melt the stored salt. The back wall is constructed of wood and a large metal I-beam for structural support. Over the years, the salt has nearly completely eroded the I-beam, and the entire back wall is bulged out and about to collapse. According to the City construction crew, they can fix the back wall by tearing out the old wall and then pouring concrete footings and a new concrete wall, including new concrete structural supports. Last year, we replaced the old leaking roof on the other shed. That shed has concrete walls that are structurally sound, so no other improvements were needed. In addition to the probable collapse of the entire building, the leaking roof will cause the loss of any stored salt.</p>	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301- Salt Bin Repair	\$ 15,500.00					\$ 15,500.00
						\$ -
Total	\$ 15,500.00	\$ -	\$ -	\$ -	\$ -	\$ 15,500.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Vehicle Replacement	Fund:	
Department:	Police	Program:	Vehicle R&R

Project or Item Description:	Image:
(1) 2023 Dodge Charger Pursuit, (1) Dodge Durango Pursuit to replace (1) outgoing Ford Explorer and (1) Dodge Charger	

Justification:	Image:
This is a part of our ongoing fleet management plan. The plan allows us to keep low mileage dependable and warranty covered patrol cars on our streets. The program has reduced our vehicle maintenance costs by 40% per year on average. Our fixed asset sales allow us to offset the purchase price of one car per year	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301-511-71110- Vehicle Replacement	\$ 90,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00		\$ 450,000.00
						\$ -
Total	\$ 90,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ -	\$ 450,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	911 Enhancement	Fund:	Cap Improvements - 301
Department:	Police	Program:	

Project or Item Description:	Image:

Justification:	Image:

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301 - 911 Enhancement Local Match 5%	\$ 12,500.00					\$ 12,500.00
Grants & Bonds	\$ 237,500.00					\$ 237,500.00
Total	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Housing Demolition	Fund:	301 Cap Improvements
Department:	Economic Development	Program:	Voluntary Residential Demolition

Project or Item Description:	Image:
The City offers residents an incentive to beautify the community through a sponsored residential demolition program. The program assists with efforts to beautify the community and promotes a sense of pride for residents, and makes the community safer and more appealing.	

Justification:	Image:
This program was developed to assist property owners inside the City with property cleanup in an effort to improve public safety, appearance and community pride. To date 8 structures have been cleanup in partnership with private property owners and 1 property has been donated to the City.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 100,000.00
						\$ -
Total	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 100,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Leases & Debt	Fund:	Electric 501
Department:	Multiple Departments	Program:	

Project or Item Description:	Image:
The listed items are pre-existing equipment leases and incurred debt for the department that are paid out of the Electric Fund revenues. TL48 Digger Truck lease began in 2023 and goes through 2028. The C5048 Bucket Truck lease began in 2023 and goes through 2028. The COP payment is for installation of automatic meter reading infrastructure and goes through 2038. The MMMPEP is for the Feb 2021, severe weather event, this debt payment goes through 2026.	

Justification:	Image:
Pre-Existing Leases and Debt Obligations	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	
501-501-70182- Digger Truck	\$ 57,600.00	\$ 57,600.00	\$ 57,600.00	\$ 57,600.00	\$ 57,600.00	\$ 288,000.00
501-501-70184- Bucket Truck Lease	\$ 30,300.00	\$ 30,300.00	\$ 30,300.00	\$ 30,300.00	\$ 30,300.00	\$ 151,500.00
501-501-70199/70200- COP Payments	\$ 101,500.00	\$ 101,500.00	\$ 101,500.00	\$ 101,500.00	\$ 101,500.00	\$ 507,500.00
501-501-66010- MMMPEP weather relief	\$ 234,871.00	\$ 234,871.00	\$ 234,871.00			\$ 704,613.00
Total	\$ 424,271.00	\$ 424,271.00	\$ 424,271.00	\$ 189,400.00	\$ 189,400.00	\$ 1,651,613.00
Estimated Ongoing Annual Operation and Maintenance (explain and include costs)						
<div> <div></div> <div>\$ 19,572.58</div> </div>						

Project:	transformers	Fund:	301-02
Department:	electric	Program:	

Project or Item Description:	Image:
transformers for upgrades and general maintenance	

Justification:	Image:
As services are being upgaded or loads change at a residence, old transformers which are unable to handle the load increases must be changed	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$ 150,000.00
						\$ -
Total	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 150,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Leases & Debt	Fund:	Water 510
Department:	Multiple Departments	Program:	

Project or Item Description:	Image:
The listed items are pre-existing equipment leases and incurred debt for the department that are paid out of the Water Fund revenues. The COP payment is for installation of automatic meter reading infrastructure and goes through 2038. The lease for the backhoe goes through 2024.	

Justification:	Image:
Pre-Existing Leases and Debt Obligations	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	
510-501-70197/70199- COP	\$ 103,411.00	\$ 103,411.00	\$ 103,411.00	\$ 103,411.00	\$ 103,411.00	\$ 517,055.00
510-501-70391- Backhoe	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00
						\$ -
						\$ -
						\$ -
Total	\$ 115,411.00	\$ 103,411.00	\$ 103,411.00	\$ 103,411.00	\$ 103,411.00	\$ 529,055.00
Estimated Ongoing Annual Operation and Maintenance (explain and include costs)						

Project:	Fencing around Wells	Fund:	
Department:	Water	Program:	

Project or Item Description:	Image:
Fencing around municipal water wells	

Justification:	Image:
Missouri Department of Natural Resources (MDNR) requires fencing around municipal wells for security. THIS ITEM IS CARRIED FORWARD FROM FY '23	

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 40,000.00					\$ 40,000.00
						\$ -
Total	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Fencing around Wells	Fund:	Water
Department:	Water	Program:	

Project or Item Description:	Image:
Reconditioning of 2 water retention tanks (repainting tanks and insulating piping) The contract for this project received approval of it's final ordinance reading at the June 13, 2023 Alderman meeting.	

Justification:	Image:
Department of Natural Resources requires regular maintenaince on facilities that store municipal water. THIS ITEM IS CARRIED FORWARD FROM FY '23	

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 68,000.00					\$ 68,000.00
						\$ -
Total	\$ 68,000.00	\$ -	\$ -	\$ -	\$ -	\$ 68,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	replacement of water lines	Fund:	301-03
Department:	water	Program:	

Project or Item Description:	Image:
replace old water lines	

Justification:	Image:
With the growing issues of water lines that need replaced the city needs a plan in place to start the process of replacing water lines. The future funding and scope for line replacement is subject to change as the City completes the Lead Service Line Inventory during this budget year, but we do not have a way of anticipating what that may look like yet.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 300,000.00
						\$ -
Total	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 300,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	New well	Fund:	301-03
Department:	water	Program:	

Project or Item Description:	Image:
<p>New well and storage tower on hwy 72 across from Salem Memorial Hospital. The City of Salem's operable water wells do not have adequate production to meet the current maximum daily water demand of the system, should the largest well be out of service. Furthermore, the City's elevated storage facilities do not have adequate volume to meet the average day demand, not including any fire fighting reserve. The project includes construction of a estimated 450 gpm new drinking water well, well house, a 400,000 gallon welded steel elevated storage tank and approximately 1,500 lineal feet of water main with MoDOT Highway bore to connect to existing distribution system. Several locations were considered for the new facilities. The chosen location will located in the northwest portion of the system and provide redundant service to the Salem</p>	

Justification:	Image:
<p>The City of Salem's Well No. 5 has been removed from production due to ongoing turbidity issues that were not able to be resolved. The new well and well house will essentially replace Well No. 8 production in the system. The new 400,000 gallon elevated storage tank will likely replace the 70+ year old 75,000 gallon "witch's hat" tower. The additional capacity will also allow maintenance on the tower in the industrial park.</p>	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
Water	\$ 6,344.00	\$ 31,656.00				\$ 38,000.00
DNR Grant Funding	\$ 628,000.00	\$ 517,000.00	\$ 1,938,750.00	\$ 646,250.00		\$ 3,730,000.00
Total	\$ 634,344.00	\$ 548,656.00	\$ 1,938,750.00	\$ 646,250.00	\$ -	\$ 3,768,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Lead Svs Line Study/Mapping	Fund:	
Department:	Water	Program:	

Project or Item Description:	Image:
<p>The project consists of accurately locating/surveying all public and private water service features and developing a GIS map of the water system. Survey grade instruments will be used to locate water infrastructure including meters and identifiable service line routings. Interviews will be conducted with the utility personnel to determine the information they have on all service laterals. Historic information will be reviewed, such as Building Permits, Infrastructure Construction Documents, historic aerial/satellite images, etc. Once all the information is disseminated that can be obtained and the unknown service lateral pipe locations and materials are short listed, field inspections will be conducted of the meter pits and of crawl spaces and basements where possible. Some excavation may be used if deemed appropriate. Each service line will be categorized as Lead, Galvanized Requiring Replacement, Non-Lead or Lead Status Unknown.</p>	

Justification:	Image:
<p>Once an accurate GIS map is completed as much as is feasible a replacement plan can be developed.</p>	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 30,000.00					\$ 30,000.00
DNR Grant Funding	\$ 150,000.00					\$ 150,000.00
Total	\$ 180,000.00	\$ -	\$ -	\$ -	\$ -	\$ 180,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Leases & Debt	Fund:	Sewer 520
Department:	Multiple Departments	Program:	

Project or Item Description:	Image:
The listed items are pre-existing equipment leases and incurred debt for the department that are paid out of the Sewer Fund revenues. The COP payment is for sewer system extensions and upgrades to the wastewater treatment facility and goes through 2038.	

Justification:	Image:
Pre-Existing Leases and Debt Obligations	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	
520-501-701970/70191- COP	\$ 305,790.00	\$ 305,790.00	\$ 305,790.00	\$ 305,790.00	\$ 305,790.00	\$ 1,528,950.00
		\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -
						\$ -
						\$ -
Total	\$ 305,790.00	\$ 305,790.00	\$ 305,790.00	\$ 305,790.00	\$ 305,790.00	\$ 1,528,950.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Inflow & Infiltration Study	Fund:
Department:	Wastewater	Program:

Project or Item Description:	Image:
Facility Plan to evaluate I&I issues throughout the City. This will include 4 months of flow monitoring in strategic locations throughout the collection system. In addition, it will include smoke testing in the collection system based upon priority areas identified during flow monitoring analysis.	

Justification:	Image:
This Facility Plan will help the City to develop a multi-year capital improvement plan for the collection system.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 22,850.00					\$ 22,850.00
DNR Grant	\$ 50,000.00					\$ 50,000.00
Total	\$ 72,850.00	\$ -	\$ -	\$ -	\$ -	\$ 72,850.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	WWTF Upgrades	Fund:	Wasetwater Reserves
Department:	WasteWater	Program:	

Project or Item Description:	Image:
Project represents Phase 2a of the City's WWTF Master Plan. Improvements include: Wet Weather Treatment including Disinfection to meet the requirements of the AOC for Outfall #002, new sludge drying bed, improvements to the Influent Pump Station, Chemical Phosphorus facilities and Oxidation Aeration Equipment. Per discussions with MDNR, this project does not require Antidegradation Review	

Justification:	Image:
Wet Weather treatment improvements will allow the City to fully meet their existing disinfection limit and afford elimination of the existing Outfall #002. Oxidation Ditch Aeration Equipment improvements and Chemical Phosphorus facilities will aid in meeting upcoming Total Nitrogen and Total Phosphorus limits. Additional facility rehabilitation will aid their ability to meet all discharge limits.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$ 8,505.05	\$ 41,494.95				\$ 50,000.00
ARPA Grant - DNR	\$ 842,000.00	\$ 1,039,500.00	\$ 2,079,000.00	\$ 1,039,500.00		\$ 5,000,000.00
Total	\$ 850,505.05	\$ 1,080,994.95	\$ 2,079,000.00	\$ 1,039,500.00	\$ -	\$ 5,050,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Bonebrake Realignment	Fund:	301-04
Department:	WasteWater	Program:	

Project or Item Description:	Image:
<p>Bonebrake Sewer Main Realignment is a project to move an old clay sewer main and replace it the line is in terrible shape and full of tree roots. The line goes under water in a storm event and in return most of that water goes to our wastewater treatment plant and we have to treat the storm water. The line has been consistently failing for the last fifteen years and the City has little to no access to do maintenance to cut tree roots out of the sewer main. Replacing and moving this line allows for better access and will locate it in a place easier to get equipment to it also will get it away from the creek and out of a swamp to prevent future storm water from going to the plant. The line has trouble draining in a storm event and has been known to back the main line up. This project includes installing four new manholes and replacing nine hundred fifty one feet of sewer main. It also includes the demolition of the existing sewer and dirt work and clean up for the project.</p>	
Justification:	
<p>to replace the main that has major issues: breaking apart, has roots that are causing the system to back up, and has inflow and infiltration issues that effect the WWTF</p>	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$200,000.00					\$ 200,000.00
						\$ -
Total	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	I and I issues	Fund:	301-03
Department:	water	Program:	

Project or Item Description:	Image:
<p>I&I Rehabilitation of manholes project. I&I stands for inflow and infiltration of storm water. This is water leaking or flowing into a sealed system due to deterioration or root damage. Manhole lining is a effective solution to fixing these problems and cheaper than replacement. Missouri Department of Natural Resources requires owners of system to maintain and do maintenance to collection systems yearly and report what they are doing to maintain there system. This also keeps lines from backing up and causing damage to a customers property or a sewer overflow on the ground or into a possible stream. I&I Rehabilitation can also be done on sewer main lines. When we talk about rehabilitation or lining we are talking about a strong durable poly spray that will not let water in or out and will last more than fifty years. This is a proven product used by many cities and in many applications. The city of Salem has done this in the past with good results. This work allows for the wastewater treatment plant to not treat unwanted storm water in rain events .</p>	

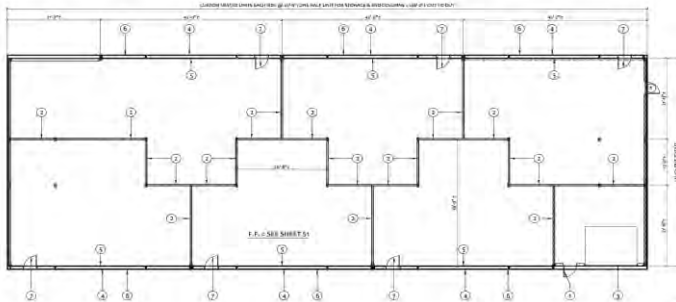
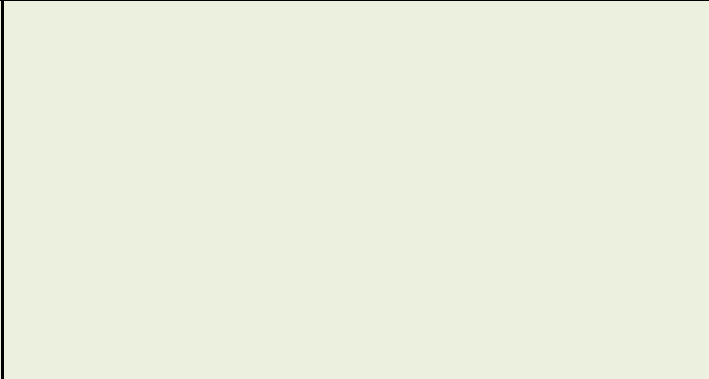
Justification:	Image:
<p>I and I or (inflow) and (infiltration) are what happens when stormwater and groundwater enter a waste water system which can cause issues: to much flow into WWTF or man holes to over flow</p>	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
	\$80,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 560,000.00
						\$ -
Total	\$ 80,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 560,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	T-Hangar Construction	Fund:	301
Department:	Streets - Airport	Program:	Airport Facility Improvements

<p>Project or Item Description:</p> <p>Construction of a 6 unit T-Hangar facility at the Salem Memorial Airport. Of the 6 spaces, one would be large enough to potentially house an aviation mechanic. There is also included a storage/maintenance space in addition to the 6 hangars.</p>	<p>Image:</p> 
<p>Justification:</p> <p>The City of Salem has a waiting list of pilots who would like to house lease hangar space at the Salem Memorial Airport. The funding for design and construction is 90% from NPE funds and the Bipartisan Infrastructure Legislation (BIL) funding both through MoDOT. This project has been accruing NPE grant funds for 5 years to have enough to design and build this project.</p>	<p>Image:</p> 

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27		Total
Electric Svs Via Intercounty	\$ 5,000.00					\$ 5,000.00
301-512-71270- T-Hangar	\$ 43,517.00					\$ 43,517.00
Grants & Bonds	\$ 721,382.00					\$ 721,382.00
Total	\$ 769,899.00	\$ -	\$ -	\$ -	\$ -	\$ 769,899.00
Estimated Ongoing Annual Operation and Maintenance (explain and include costs)						

Project:	Pilot Lounge Improvements	Fund:	301
Department:	Streets - Airport	Program:	Airport Facility Improvements

Project or Item Description:	Image:
With the construction of the 6 new T-hangars, there will be a new inclosed space to store the curtusy car. This frees up space the space where the car is stored now to be able to take out a wall between it and the current Pilot's Lounge giving more space and opening opportunities to enhance the experience for visiting pilots and to provide additional amentities. This includes actual work to the building and furnishings when completed.	

Justification:	Image:
The Pilot Lounge at the Airport has needed improvements for some time. These improvements are proposed to be paid for entirely out of Prior Year Balances/Reserves from the Airport Fund.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27		Total
New Electric Service via Intercounty Electric	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
Total	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Housing Improvements	Fund:	301 Cap Improvements
Department:	Economic Development	Program:	Welcome Home

Project or Item Description:	Image:
<p>Welcome Home - Affordable Housing Rehabilitation Program</p> <p>The City of Salem with support from Riverways FCU received funding through the Federal Home Loan Bank (FHLB) of Des Moines' Affordable Housing Program to rehabilitate 25 owner-occupied homes in Salem, MO. This is a pass-through grant that combined with the owner contribution, covers 100% of the cost of the program. The City is the Sponsor who administers the program and Riverways FCU is the Participating Member of FHLB in support of the program. As with most grant programs, the City incurs the upfront expense and then applies for reimbursement.</p>	

Justification:	Image:

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
FHLB Grant	\$ 300,000.00	\$ 325,000.00				\$ 625,000.00
Total	\$ 300,000.00	\$ 325,000.00	\$ -	\$ -	\$ -	\$ 625,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Pool Media Replacement	Fund:
Department:	Parks and Recreation	Program:

Project or Item Description:	Image:
Replace pool media (pool filter sand) with glass media to filter pool water.	

Justification:	Image:
Pool filter media is to be changed every 8-10 years. No records of our media every being replaced. The media filters pool water and helps reduce the amount of water and chemicals we use to maintain the pool. They have a new product that has a 20+ year life that I recommend we go with. Due to the location of our filters there will have to be a access point cut into the pool deck to be able to remove and replace current media. Glass media is not subject to biodynamic instability and will not allow untreated water to pass the filter. It also substantially lowers chlorine oxidation demand by up to 50%, lowers backwash water demand by an average of 50%, and is expected to last for the life of the filtration system.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
		\$ 25,000.00				\$ 25,000.00
						\$ -
Total	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)
No annual operating cost. Projected life of glass media is 20+ years. It's replaces the use of sand that only last 8-10 years. Reducing the amount of water and chemicals we waste to clean water when we backwash the pool.

Project:	Council Chamber Upgrades	Fund:	
Department:		Program:	

Project or Item Description:	Image:
The City Council Chambers are in need of multi-media and interior upgrades. As the official location where our Mayor and Aldermen make the decisions for the business of our City, the space should reflect a sence of stewardship and care for the community.	

Justification:	Image:
Indiviudals and Board Members who have needed to utilize online conferencing to attend meetings have often mentioned difficulty hearing the Board and speakers in addition to needing a secure way to have a computer and projector or screen permanently set up and in place for such needs. In addition the carpet in the Chamber is stained and has multiple runs in the weave of the carpet. A potential low-cost upgrade in the asthetics of the Chamber would go a long way to instilling confidence and pride in our City.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
		\$ 10,000.00				\$ 10,000.00
						\$ -
Total	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Backhoe Purchase	Fund:	Cap Improvements - 301
Department:	Construction	Program:	

Project or Item Description:	Image:
X -	

Justification:	Image:
X- how old is the current backhoe, downtime for breakdowns, etc	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
		\$ 100,000.00				\$ 100,000.00
						\$ -
Total	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)
X

Project:	Utility Bed Replacement	Fund:	Cap Improvements - 301
Department:	Construction	Program:	

Project or Item Description:	Image:
X	

Justification:	Image:
X	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
			\$ 20,000.00			\$ 20,000.00
						\$ -
Total	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)
X

Project:	Storm Drain R&R	Fund:	Cap Improvements - 301
Department:	Streets	Program:	Facility R&R

Project or Item Description:	Image:
A culvert is a structure that channels water past an obstacle or to another waterway. Over time, these culverts can rust and deteriorate. If not replaced, there is an increased danger of road collapse and flooding. ROW acquisition for FY24 with actual construction work in FY 25	

Justification:	Image:
South Henderson: Holes are appearing in the yards of home owners because the bottoms of the culvert pipes are rusted out and gone, and water is eroding the dirt around the culverts, causing the soil to further erode and collapse.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301- Storm Drain R&R		\$ 45,000.00				\$ 45,000.00
						\$ -
Total	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 45,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	K9 Replacement	Fund:	Cap Improvements - 301
Department:	Police	Program:	Drug Enforcement

Project or Item Description:	Image:

Justification:	Image:

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301-K9 Replacement		\$ 15,000.00				\$ 15,000.00
						\$ -
Total	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Equipment R&R	Fund:	Cap Improvements - 301
Department:	Streets	Program:	R&R

Project or Item Description:	Image:
2002 Dump Truck Replacement	

Justification:	Image:
The hour meter has not worked for some time. This truck is used year round for hauling, spreading salt and snow removal. The worn-out mechanical and cab components are no longer sufficient to keep employees warm and/or safe while working in extreme hazardous conditions. Approximately 5-6 years ago, we replaced the dump bed on it, so we have been able to limp it along to this point. However, it is now well past the point of needing to be replaced.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
301- Dump Truck Purchase				\$195,000.00		\$ 195,000.00
						\$ -
Total	\$ -	\$ -	\$ -	\$ 195,000.00	\$ -	\$ 195,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Equipment R&R	Fund:	Cap Improvements - 301
Department:	Streets	Program:	R&R

Project or Item Description:	Image:
2000 kabota tractor	

Justification:	Image:
This tractor is used for bushing in areas where it is rough to use a mower. It is also used to mow along shoulders of the streets and roads. We use a tractor to pull the 5-foot brush hog to mow, cut, and maintain along city streets/right-of-ways. Our current tractor is old and has a tremendous amount of wear and tear on it.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
		\$50,000.00				\$50,000.00
						\$ -
Total	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$ 50,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	bucket truck	Fund:	301-02
Department:	electric	Program:	

Project or Item Description:	Image:
70 ft. bucket truck	

Justification:	Image:
This truck is used for tree trimming and work that has to be done on the city's taller poles. The truck and unit is accumulating quite a few hours and despite keeping up with the maintenance the truck is getting quite a bit of normal wear which is going to be expensive to replace different parts that wear out. if worn parts are not replaced it will be red-tagged and not be used	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
		\$50,000.00	\$50,000.00	\$50,000.00	\$ 50,000.00	\$ 200,000.00
						\$ -
Total	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 200,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Taxiway Construction	Fund:	
Department:	Streets - Airport	Program:	Airport Facility Improvements

Project or Item Description:	Image:
Construction of new taxiway for future 6 T-hangar construction.	

Justification:	Image:
The City of Salem has a waiting list of pilots who would like to house lease hangar space at the Salem Memorial Airport. The funding for design and construction is 90% from NPE funds and potential additional grant funds via MoDOT. This project will have accrued NPE grant funds for multiple years to have enough to design and build this project.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27		Total
Local Match for Taxiway		\$ 62,500.00				\$ 62,500.00
Grants & Bonds		\$ 562,500.00				\$ 562,500.00
Total	\$ -	\$ 625,000.00	\$ -	\$ -	\$ -	\$ 625,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	T-Hangar Construction	Fund:	
Department:	Streets - Airport	Program:	Airport Facility Improvements

Project or Item Description:	Image:
Construction of additional 6 unit T-Hangar facility at the Salem Memorial Airport.	

Justification:	Image:
The City of Salem has a waiting list of pilots who would like to house lease hangar space at the Salem Memorial Airport. The funding for design and construction is 90% from NPE funds and the Bipartisan Infrastructure Legislation (BIL) funding both through MoDOT. This project will have accrued NPE grant funds for multiple years to have enough to design and build this project.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
Local Match 6 T-Hangars					\$ 76,500.00	\$ 76,500.00
Grants & Bonds					\$ 688,500.00	\$ 688,500.00
Total	\$ -	\$ -	\$ -	\$ -	\$ 765,000.00	\$ 765,000.00

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	electric feeder	Fund:	301-02
Department:	electric	Program:	

Project or Item Description:	Image:
electric feeder to bring into east side of town	

Justification:	Image:
The entire city is served by one substation. The industrial park is at the end of one of the city's feeders. As the load increases in the industrial park the city is not going to have the capacity to serve all of its citizens. A new feeder would alleviate those issues and allow the city to possibly gain new industries	



Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
		\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$ 200,000.00
						\$ -
Total	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 200,000.00

???

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	Pool Lights R&R	Fund:	
Department:	Parks and Recreation	Program:	

Project or Item Description:	Image:
Upgrading the lights and fixtures at the Alice Lou Craig Municipal Swimming Pool.	 
Justification:	
Several light fixtures are unrepairable and the pool is not well lite during evening hours of pool operation. It's becoming a safety concern. There are 11 lights out, out of 36, 2 complete poles not in working order. The current fixtures are not a bright light it's always very dim on the pool deck at night.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
						\$ -
						\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)
If we upgrade to LED lights the maintenace would be minimal and lower cost of electric use.

Project:	Pool-Parking Lot Resurfacing	Fund:	
Department:	Parks and Recreation	Program:	

Project or Item Description:	Image:
Resurfacing or fixing the pool parking lot. Either new asphalt or concrete. It was discussed at one point to do 1/3 of parking lot each year in concrete to resolve issues.	

Justification:	Image:
The pool parking lot has become a safety concern for citizen using the pool, pavilion, playground, tennis courts, and skate park. Especially the handicap parking next to the pool. The Street Department patched with gravel one year and then the next year had to come in and dig it out, fill and put an asphalt patch to help create a safer parking area for our handicap and elderly visitors. The asphalt from years past has become brittle and breaking all over the place creating large chunks to surface.	

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
						\$ -
						\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Project:	IT - Cybersecurity	Fund:
Department:		Program:

Project or Item Description:
Working with Bryon Craig of Craig Technologies, Wes Hester and Steven Farrar with the Missouri Cybersecurity Center of Excellence (MCCoE) a non-profit that provides affordable cybersecurity services to the regional community, especially small and mid-sized organizations; to perform an assessment of the city's IT and Cybersecurity current situation and develop from this assessment a plan for addressing current and future IT and Cybersecurity needs.

Justification:
<p>The number of attacks targeting the government sector increased 95% worldwide in the last half of 2022 and is projected to get worse moving forward.</p> <p>Within the US, organizations are subject to a cyberattack every 39 seconds, every day, 365 days a year.</p> <p>As the City increases its reliance on technology, it increases its risk of being the subject of a cyberattack.</p> <p>Over 90% of cyberattacks originate as the result of an action taken by an organization's employees. This can include someone unknowingly opening a malicious email, bringing an infected device or media into the office, or a disgruntled employee intentionally sabotaging the organization.</p> <p>Implementing cybersecurity best practices, ensuring proper controls are in place, and routinely performing risk assessments is the only way to reduce cybersecurity risks because the cyber landscape is constantly evolving and security breaches can be expensive.</p> <p>The most recent IBM report indicated that the average cost of a cybersecurity breach in the US was \$9.44M per incident. Within government, it could also cost lives as critical services such as 911 systems are brought down, as was evidenced by the ransomware attack against Douglas County, NE last year.</p>

Project Costs and Funding Source

Funding Source	FY 24	FY 25	FY 26	FY 27	FY 28	Total
						\$ -
						\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Estimated Ongoing Annual Operation and Maintenance (explain and include costs)

Staff Summary Report

MEETING DATE:	June 13, 2023
AGENDA ITEM:	Reading of Bills -First Reading
AGENDA TITLE:	Bill No. 3540

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval of annual agreement with Wave Internet for use of space on the “bottle rocket” tower
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The city has had an annual agreement with Wave Internet for use of space on top of the “bottle rocket” water tower for the past few years. Proposed is a renewal of this agreement without changes except for the dates which are retroactive to February 1, 2023, through January 31, 2024. I have reached out to Wave Internet, and they are in agreement with this.

PROCUREMENT

N/A

FISCAL IMPACTS

This agreement will result in \$1,200 to the Rents and Royalties line item in the Water Department.

SUPPORT DOCUMENTS:	Agreement between Wave Internet and the City of Salem
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DEPARTMENT’S RECOMMENDED MOTION:	First reading, no motion.
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AN ORDINANCE AUTHORIZING THE MAYOR TO ACT AS REPRESENTATIVE FOR THE CITY OF SALEM, MISSOURI IN EXECUTING A TOWER LEASE AGREEMENT BETWEEN THE CITY OF SALEM AND WAVE INTERNET TECHNOLOGIES LLC ALLOWING FOR THE INSTALLATION OF A WIRELESS BROADBAND ACCESS POINT WITH RELATED EQUIPMENT ON A DESIGNATED PORTION OF THE CITY OF SALEM'S WATER TOWER LOCATED AT TOWER AND CONDRAY STREET EFFECTIVE THE 1ST DAY OF FEBRUARY, 2023 FOR A PERIOD OF ONE (1) YEAR.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

That the Board of Aldermen of the City of Salem, Missouri give authorization to the Mayor to execute a tower lease agreement, on behalf of the City of Salem, Missouri, with Wave Internet Technologies LLC for the installation of a wireless broadband access point with related equipment on the City of Salem's water tower located at Tower and Condray Street effective the 1st day of February 2022 for a period of one (1) year and be given the first opportunity to re-lease at the end of the lease term.

Section 2.

The fee to be paid by Wave Internet Technologies LLC to the City of Salem, Missouri is \$ 100.00 a month with payment to be made in quarterly installments in advance as described in the agreement described in "Attachment A".

Section 3.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 4.

This ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN THIS 27TH DAY OF JUNE 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVED AS TO FORM:

James K. Weber, City Attorney

“ATTACHMENT A”

TOWER LEASE AGREEMENT

THIS TOWER LEASE AGREEMENT is effective as of the date of the last to sign below by and between **City of Salem**, a Missouri Municipal Corporation (“Lessor”) and **Wave Internet Technologies LLC**, a Missouri limited liability company (“Lessee”).

WHEREAS Lessor is the owner of a water tower (“Tower”) located on property owned by Lessor at a site known as Bottle Rocket Tower at Condray and Tower Street (“Tower Site”); and

WHEREAS Lessee desires to install a wireless broadband access point with related equipment on a designated portion of the Tower and Tower Site; and

WHEREAS Lessor desires to lease to Lessee and Lessee desires to lease from Lessor the right to non-exclusive use of the Tower in connection with the operation of its equipment.

NOW THEREFORE, in consideration of mutual benefits and in reliance on the representations and warranties contained in this Tower Lease Agreement, the parties agree as follows:

1. **LEASED PREMISES AND RIGHTS GRANTED:** Subject to the terms and provisions of this Tower Lease Agreement, Lessor leases to Lessee, and Lessee leases from Lessor the following:

That certain space on the Tower to be used solely for the installation, operation, and maintenance of Lessee’s equipment as intended under FAA and FCC guidelines and designated for installation on the Tower, all of which will be installed and operated at Lessee’s sole cost and expense. The space on the Tower shall be referred to as the “Leased Premises;”

a. The right to go upon or cause its employees and agents to go upon the Leased Premises for the purpose of operating, repairing, maintaining, replacing, improving (within original scope) the Improvements.

b. Lessee takes the leased premises “as is” and subject to all conditions existing at the time of the execution of this Tower Lease Agreement. Lessor makes no representations about the suitability of the leased premises for the installation or operation of the improvements or for any particular purpose of Lessee.

2. **TITLE AND QUIET POSSESSION:** Lessor represents (a) that it is the Lessor of the Tower Site; (b) that it has the right to enter into this Tower Lease Agreement; (c) that the person signing this Lease has the authority to sign; and (d) that Lessee is entitled to access to the Leased Premises as described herein and to the quiet possession of the Leased Premises throughout the term so long as Lessee is not in default beyond the expiration of any cure period.

3. **TERM:** The term of this Tower Lease Agreement shall commence on February 1, 2021, and shall continue for a period of one year unless earlier terminated in accordance with provisions of this Tower Lease Agreement or renewed.

4. **INSTALLATION AND MAINTENANCE OF IMPROVEMENTS:**

a. **Construction and Installation.** Subject to the provisions of this Tower Lease Agreement relating to access to the Lease Premises, Lessee shall have the right to install its Improvements. All installations shall be consistent with good engineering practices, in compliance with all requirements of the FCC, FAA and all other governmental agencies, whether federal, state or local and whether legislative, judicial or executive (collectively "Governmental Authorities), with authority over such operations. Installation of Lessee's Improvements shall be coordinated with Lessor so that all efforts are exerted to avoid Interference and/or interruption of transmission by Lessor and/or Lessor's other tenants. The manner of use and the equipment and devices to be used for any installation, relocation and removal of Lessee's Improvements shall not Interfere with or impair the quiet and uninterrupted use and occupancy of the Leased Premises, Tower, or Tower Site by Lessor or Other Tenants. Lessor reserves the right, consistent with good engineering practices, to reasonably and within a reasonable time period approve or disapprove the manner of use and the materials and labor to be used for any installation, replacement, relocation or removal.

b. **Prior Approval of Lessor.** All construction and/or installation done by or on behalf of Lessee and all maintenance, repair, removal or relocation, except routine and/or emergency repair and maintenance, of any of Lessee's Improvements on the Tower Site shall require the prior written notification from the Lessee and prior written approval of Lessor and shall be in compliance with any specifications or requirements of Lessor.

c. Maintenance. Lessee shall provide all necessary maintenance and repair to Lessee's Improvements located on the Leased Premises. Maintenance shall be conducted by Lessee in accordance with generally accepted engineering standards for similar facilities to assure that at all times Lessee's Improvements are in conformance with the requirements of the FCC, FAA and all other Governmental Authorities having jurisdiction over Lessee, Lessor, the Leased Premises and all operations on the Leased Premises.

5. **TESTING:** Lessee is acquiring equipment already in place and tested. With respect to any new equipment hereafter installed (i) Lessee shall test the new equipment and document Lessee's Improvements to ensure that the actual operation thereof will not cause Interference with Lessor's and or Other Tenant's use and operation of the Tower, and shall provide Lessor with the test results and certification of lack of Interference with Lessor's and other Tenant's use and operation of the Tower, and (ii) Lessee must submit the new equipment test results and verification indicating that there is no Interference from Lessee's operation, and (iii) Lessee grants permission to Lessor to share the Initial Test and Verification with all Other Tenants.

6. **RENT, FIRST OPTION TO RE-LEASE:**

a. Lessee shall pay as rent the sum of ONE HUNDRED and 00/100 Dollars (\$100.00) per month for the lease term due and payable in advance in quarterly installments of \$300.00 beginning February 1, 2021.

b. Lessee shall be given the first opportunity to re-lease at the end of the lease term. All lease terms are renegotiable at that time.

7. **LIMITATION OF USE; NUISANCES:**

a. The Leased Premises are to be used by Lessee only for those uses specified in Section 1. No other use of the Leased Premises may be made by Lessee without the prior written consent of Lessor.

b. The operations of Lessee's Improvements shall be conducted at all times in accordance with the standards imposed by the FCC, FAA and all other governmental agencies, whether federal, state, or local and whether legislative, judicial or executive (collectively, "Governmental Authorities"), with authority over such operations. Lessee shall not use or knowingly permit any part of the Leased Premises to be used for any

unlawful purpose, nor for any purpose or in any manner which is in violation of any federal, state, or local laws, regulations, rules, directives or orders.

c. Lessee shall not maintain any unsafe condition nor commit an unsafe action on the Leased Premises and shall install and maintain its equipment and facilities in such manner as to avoid any such unsafe condition. If Lessee, within twenty-four (24) hours of receipt of notice from Lessor, shall fail to remedy any such unsafe condition, Lessor may take all necessary steps to remedy the same and Lessee shall, when invoiced, reimburse Lessor for all costs and expenses.

8. **PERMITS:** Lessee shall obtain and maintain, at its own expense, all authorizations or permits which may be required for the conduct of its business and operations as contemplated in this Tower Lease Agreement, and for making of repairs, alterations, improvements, or additions with respect to equipment and facilities of Lessee, including installation and operation, and shall meet the requirements of applicable laws, rules, regulations, directives, and orders of the FCC, FFA and all other Governmental Authorities. Lessor may request and receive copies of any and all authorizations, permits, or regulatory approvals granted.

9. **UTILITIES:** Lessee agrees to install, at its own expense, all utilities, systems, and outlets as required by it. The cost of Lessee's electric is included in the lease paragraph reprised herein. All such installations must be in compliance with governmental codes. Utilities required by Lessee shall be at Lessee's expense, and may include emergency power installed by Lessee. Such installations must not damage or disrupt Lessor's operations, or the operations of Other Tenants at the site. Lessor reserves the right to interrupt utility service to Lessee at any time without notice when in an emergency it is necessary to do so in Lessor's sole discretion. Lessor shall not in any way be liable or responsible to Lessee for any loss, damage, liability, or expense which Lessee must sustain or incur as a result of such utility interruptions.

10. **TAXES:** Lessee shall pay taxes, assessments, or levies directly assessed or imposed against the Improvements and all equipment and facilities or other property owned by Lessee located on the Tower Site and shall pay taxes attributable to the value of this leasehold interest.

11. **LESSOR'S ACCESS AND INSPECTION RIGHTS:** Lessor and Lessor's employees, representatives, and agents shall have the right to inspect and have

access to Lessee's Improvements located on the Tower Site at any time and for all such purposes as may be deemed necessary in Lessor's sole discretion. To the extent practical, Lessor shall provide Lessee with twenty-four (24) hours advance notice. In the event of an emergency as determined by Lessor, Lessor, its employees and agents may enter for any purpose whatsoever, without notice.

12. **INSURANCE**: Lessee will carry during the term of this Tower Lease Agreement, at its own cost and expense, the following insurance:

"All Risk" Property Insurance for its property's replacement cost;

a. Commercial General Liability Insurance, including Premises, Operations, Products and Completed Operations, and Contractual Liability coverages, with a minimum limit of liability of \$1,000,000.00 for bodily injury or death/property damage arising out of any one occurrence, will provide certificate of insurance.

b. Workers' Compensation and Employers' Liability Insurance as required by law.

c. Lessee will name the Lessor as an additional insured under its Commercial General Liability Insurance policy. Lessee will require its insurance company to give at least thirty (30) days prior written notice of termination or cancellation of the policy to the additional insured, except for termination or cancellation for non-payment of premium, which notice will be ten (10) days.

d. Lessee shall provide Lessor with certificates of insurance for the insurance policies required herein before the execution of this Tower Lease Agreement by Lessor.

e. All insurance must be issued by a reputable insurance company authorized to transact business in the State of Missouri.

f. In the event Lessee employs contractors to install, maintain, or repair equipment on the leased premises, Lessee shall require such contractors to procure and maintain general commercial liability, business automobile liability, workers compensation, and employers liability insurance with the same minimum limits and under the terms and conditions as set forth above in this paragraph.

13. **OWNERSHIP OF LESSEE'S PROPERTY**: The Improvements constructed and installed by Lessee shall be and remain the sole property of Lessee. Lessee shall be fully responsible for the replacement, maintenance, modification, rearrangement, and removal of the Improvements installed in or upon the Leased

Premises, and Lessor shall have no responsibility for the Improvements. Lessee shall keep all of its Improvements and other property in safe condition at all times and in compliance with all applicable laws, rules, regulations, orders, and directives of all Governmental Authorities.

14. **INTERFERENCE:**

a. Lessee agrees to operate and maintain Lessee's facilities and equipment in such a manner as will not result in Interference at any time with the operations of Lessor or Other Tenants. At the time of execution of this lease, Lessee is the only tenant of Lessor on the tower. It is understood that Lessor is not precluded from leasing space to additional Lessees on the tower. Lessor will require any additional Lessees to adjust their operations so that they do not interfere with the operations of Lessee. If it is impossible for new additional Lessees to make said adjustments, the Lessee agrees to make reasonable and economically feasible adjustments to accommodate additional Lessees.

b. The term "Interference" shall mean (1) a condition which constitutes interference within the meaning of the Regulations of the FCC, (2) a measurable, significant impairment, in accordance with normal engineering standards, of the quality of signals from the Tower, (3) a condition caused directly or indirectly by Lessee resulting in the inability of any FCC licensed or unlicensed entity operating at the Tower Site to conform within its FCC parameters, or (4) a condition degrading, or interfering with Lessor's communications system(s), all as determined by Lessor.

c. Following completion of the initial test described in Section 5 and during the term and all renewal periods, if any Interference is caused by Lessee's signal or its equipment or facilities or by the manner of operation thereof, the Lessee shall cooperate fully with the affected party (Lessor and/or Other Tenant) and eliminate such Interference. Upon notice to Lessee from Lessor and/or Other Tenant of any such Interference, (1) the affected parties shall promptly investigate the problem; (2) the affected parties shall take all steps necessary to identify the nature of the problem; and (3) the Lessee shall resolve the problem. If such Interference is not minimized to limits acceptable to the affected party and or parties within forty-eight (48) hours after receipt by Lessee of notice of Interference, Lessee shall (1) reduce transmitter power to such level as is necessary to eliminate the Interference pending completion and testing of supplemental measures to remove the Interference at the authorized power, or (2)

terminate operation until the Interference is resolved to the satisfaction of Lessor and/or Other Tenant. Lessee shall reimburse Lessor and/or Other Tenant for any costs and expenses incurred by Lessor and/or Other Tenant in connection with efforts to attenuate any Interference caused by Lessee's signal or Lessee's antennae, equipment, or facilities or by the manner of operation. In the event a correction of the Interference is not possible within 30 days, then all Interfering facilities of Lessee shall be removed at Lessee's sole expense, this Tower Lease Agreement shall be modified or terminated immediately on written notice at the option of Lessor, and any payments for unused portions of the term of the Tower Lease Agreement refunded to Lessee on a per diem basis of $1/360^{\text{th}}$ of the annual fee. In the event of emergency, as determined by Lessor, Lessor may, in its sole discretion, take all actions necessary to rectify any Interference problems caused in whole or in part by Lessee's facilities and equipment, and the total costs of any such measures, including engineering fees, labor and materials, shall be due from Lessee within thirty (30) days of the date of invoice.

15. **DAMAGE TO PREMISES:** In the event the Tower is destroyed or substantially damaged by fire, ice, snow, lighting, wind, explosion, aircraft or other vehicular damage, collapse, or other casualty, Lessor may, within ninety (90) days from the date of the damage or destruction, terminate this Tower Lease Agreement by written notice to Lessee. If Lessor does not terminate this Tower Lease Agreement within that time period, Lessor may reconstruct or repair the Tower as soon as reasonably possible. Lessee shall be entitled to a pro rata refund of any prepaid fee and/or to an abatement of fee for such time as Lessee is unable to conduct its normal activities as a result of such total or partial destruction or damage or need of repair. Such pro rata refund and/or abatement shall be Lessee's sole remedy. Lessee agrees that Lessor shall have no liability for any claims or losses due to business interruption or any other circumstances. If Lessor does not reconstruct or repair the Tower or if such reconstruction or repair is not accomplished so that Lessee can resume the normal broadcasting operations of Lessee's station and/or other activities within one (1) year from the date its broadcasting operations and/or other operations are interrupted, Lessee may terminate this Tower Lease Agreement upon thirty (30) days prior written notice to Lessor. Lessee shall be solely responsible for repairing, restoring, or replacing its own equipment and facilities.

16. **SALES, LEASES, ASSIGNMENTS AND SUBLETTING:**

a. **Lessor's Right to Sell or Lease.**

1. Nothing in this Tower Lease Agreement shall be construed as in any way limiting Lessor's right to use the Leased Premises or to lease, transfer its interest in, sell, or grant rights for the use of the Leased Premises to any other party, so long as such use, lease, transfer, sale or grant is subject to Lessee's rights under this Tower Lease Agreement.

2. In the event Lessor sells or transfers its interests in the Leased Premises, and if the purchaser expressly assumes all of the covenants, agreements, liabilities and obligations of Lessor, then Lessor shall be automatically discharged and released, from and after the date of such sale, of all obligations on the part of Lessor contained in this Tower Lease Agreement.

3. **Assignment or Sublet by Lessee.** Lessee shall not assign this Tower Lease Agreement in whole or in part at any time without the prior written permission of Lessor; provided, however, that Lessee may assign this lease without permission to any affiliate, subsidiary, successor legal entity, or any entity acquiring all of the assets of Lessee or its subsidiaries or affiliates. Lessee shall not enter into any arrangement or agreement with a third party for subletting, or in any way using any of the Leased Premises or equipment or facilities.

17. **DEFAULT:**

a. **Lessee's Default.** The occurrence of any of the following events shall constitute a "Default by Lessee:"

1. The failure by Lessee to pay an installment or fee or other sum or expense required to be paid by Lessee within ten (10) days after written notice from Lessor, or to perform any other of its material obligations under this Tower Lease Agreement within thirty (30) days after written notice from Lessor;

2. The levying on or against the property of Lessee on the Leased Premises of a writ of execution or attachment which is not released or discharged within thirty (30) days;

3. The doing or permitting to be done by Lessee of any act which creates a mechanic's lien or claim against all or any portion of the Leased Premises which is not

released or otherwise provided for by indemnification satisfactory to Lessor within thirty (30) days;

4. The filing by Lessee of a voluntary petition in bankruptcy or voluntary petition or answer seeking reorganization, arrangement, readjustment of its debts, or any other relief under the Federal Bankruptcy Act or under any other insolvency act or law; the making by Lessee of a general assignment for the benefit of creditors; or the admission in writing by Lessee of its inability to pay its debts as they mature; or

5. The filing of an involuntary petition against Lessee in bankruptcy or seeking Lessee reorganization, arrangement, readjustment of its debts or for any other relief under the Federal Bankruptcy Act or any other insolvency act or law, or the involuntary appointment of a receiver or trustee of Lessee, and the continuance of any such events for a period of ninety (90) days not dismissed, bonded, or stayed.

6. The existence of an operational condition on the Leased Premises jeopardizing the public health, safety, or welfare that Lessee fails to correct within twenty-four (24) hours after written notice from Lessor;

b. Lessor's Rights upon Default. Upon the occurrence of any Default by Lessee, Lessor, in addition to any other rights or remedies it might have at law, in equity, or elsewhere in this Tower Lease Agreement, may terminate this Tower Lease Agreement by giving written notice to Lessee. Termination shall be effective when it is given, unless otherwise specified in the notice. On termination due to a Default by Lessee, Lessor may lease or relet the Leased Premises space used by Lessee or any part thereof to any other interested party that may be satisfactory to Lessor and for such terms and for such fee as Lessor may deem advisable to reduce any damages incurred by Lessor as a result of a Default by Lessee.

c. Lessor's Default. The failure by Lessor to perform any of its material obligations under this Tower Lease Agreement within thirty (30) days after written notice from Lessee shall be a "Default by Lessor."

d. Lessee's Rights on Default. Upon the occurrence of any Default by Lessor, Lessee, in addition to any other rights or remedies it might have at law, in equity, or elsewhere in this Tower Lease Agreement, may terminate this Tower Lease Agreement by giving written notice to Lessor.

e. Notice of Default. All notices of a default required by this Section 18 shall state the basis for claiming such default.

f. Rights Accrued Prior to Termination. Neither the termination (whether by default or otherwise) nor the expiration of this Tower Lease Agreement shall affect any rights of the parties that accrued prior to such termination or expiration.

18. **OPTIONAL TERMINATION:** This Tower Lease Agreement may be terminated (a) by Lessee if it is unable to obtain or maintain any license, permit, or other governmental approval necessary for the construction and/or operation of the antenna facilities or Lessee's business; or (b) by Lessor if it determines, in its sole discretion, that the Tower is structurally unsound, including but not limited to consideration of age of the structure, damage, or destruction of all or part of the Tower from any source, or factors relating to the condition of the Tower and substantiated by a structural analysis, the results of which are provided to Lessee prior to termination.

19. **LESSEE'S DUTIES ON TERMINATION:**

a. Surrender of Premises. Upon the expiration or termination of this Tower Lease Agreement, Lessee's rights with respect to possession and use of the Leased Premises shall terminate.

b. Removal of Equipment. Within thirty (30) days after the expiration or termination of this Lease, Lessee shall (1) submit plans and a schedule for removal of the Improvements and restoration to Lessor and, (2) obtain Lessor's approval of such plans and schedule, which shall not be unreasonably withheld. On receiving such approval, Lessee shall remove the Improvements and restore the Leased Premises in accordance with such plans and schedule. If Lessee fails to do any of the foregoing, then Lessor may take all actions necessary to remove the Improvements, and all costs of those actions shall be due and payable by Lessee upon invoice being issued by Lessor.

20. **COMPLIANCE WITH LAW:** Lessee shall operate and maintain the Leased Premises and all the Improvements on the Leased Premises in compliance with all Laws and all applicable requirements of all Governmental Authorities. Further, should Lessee be cited by either the FCC or the FAA because the Leased Premises are not in compliance, and if Lessee does not cure the conditions of non-compliance within the time frame allowed by the citing agency, Lessor may terminate this Tower Lease Agreement immediately upon notice to Lessee.

21. **INDEMNITY:** Lessee shall indemnify, defend, and hold harmless Lessor, its officers, directors, agents, and employees, from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of this Tower Lease Agreement caused by the negligent or wrongful acts or omissions of Lessee, its agents, employees, and contractors. This indemnification agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Lessee under workers' compensation acts, disability benefit acts, or other employee benefit acts.

22. **REMEDIES:**

a. **Waiver.** The failure of Lessor or Lessee to insist on strict performance of any of the terms and conditions of this Tower Lease Agreement shall not be deemed a waiver of the rights or remedies that Lessor or Lessee may have regarding that specific instance nor shall it be deemed a waiver of any subsequent breach or default of the same of any other term or condition hereof.

b. **Cumulative Nature.** All rights and remedies of Lessor and Lessee herein enumerated shall be cumulative and none shall exclude any other right or remedy allowed at law or equity, and rights and remedies may be exercised and enforced concurrently and whenever and as often as occasion arises.

23. **NOTICES:** Whenever any notices are required or permitted to be given pursuant to this Tower Lease Agreement, the same shall be in writing and shall be deemed given when deposited in the United States registered or certified mail, postage prepaid and return receipt requested, or other receipted mail, addressed as follows:

If to Lessor: City of Salem
 City Administrator
 400 North Iron Street
 Salem, MO 65560

If to Lessee: Wave Internet Technologies LLC
 1201 Forum Drive
 Rolla, MO 65401

Either party may change the above information during the term of this Tower Lease Agreement by written notice to the other party. Any notices may also be personally delivered or sent by overnight courier providing proof of service. Notices may also be

sent by facsimile or e-mail if they are confirmed in writing as set forth above within three days. Facsimile or e-mail notices that have been confirmed shall be effective on the date the e-mail or facsimile notice is received.

24. **SUCCESSORS:** This Tower Lease Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns subject to any provisions of this Tower Lease Agreement to the contrary.

25. **ENTIRE AGREEMENT:** This Tower Lease Agreement contains the entire agreement between the parties and cannot be changed except by a written instrument subsequently executed by the parties hereto.

26. **GOVERNING LAW:** This Tower Lease Agreement shall be construed in accordance with and governed by the Laws of the State of Missouri. Any legal actions pertaining to or arising out of this Tower Lease Agreement shall be filed and maintained in the Circuit Court of Dent County, Missouri.

27. **CONFLICT OF INTEREST:** Lessee represents and warrants that no officer, employee, or affiliate of Lessee has been or will be employed, retained, paid a fee, or otherwise had received or will receive any personal compensation or consideration by or from Lessor or any of Lessor's officers, employees or affiliates in connection with obtaining, arranging, or negotiating this Tower Lease Agreement.

28. **LIMITATION OF LIABILITY:** In no event shall Lessor be liable to Lessee for any special, indirect, incidental, or consequential damages of any kind, whether arising in tort, contract, or otherwise, including (without limitation) lost profits or loss of use.

29. **FORCE MAJEURE:** Neither party shall be responsible for its failure to perform any obligation due to any cause beyond its reasonable control ("Force Majeure"). In the event of a Force Majeure, the affected party shall notify the other party. The affected party shall take all reasonable steps to eliminate the cause of the Force Majeure; however, neither party shall be required to agree to an unfavorable settlement of a labor dispute.

a. Nothing contained herein shall be construed to be a waiver of Lessor's sovereign immunity.

IN WITNESS WHEREOF, the parties have signed this Tower Lease Agreement as follows:

LESSOR signs on _____, 2022
CITY OF SALEM, MISSOURI

By: _____
Kim Steelman, Mayor

LESSEE signs on _____, 2022
WAVE INTERNET TECHNOLOGIES, LLC

By: _____
Zachary D. Robinson, Member