



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

JOINT FINANCE & UTILITY COMMITTEE MEETING MINUTES

August 19, 2021

Salem Community Center @ The Armory, 1200 W. Rolla Rd.

6:00 PM

In Attendance:

Members: Finance Committee Chair Kim Steelman, Utility Committee Chair Shawn Bolerjack, Alderman Kevin James, Alderman Greg Parker, Catherine Dent, John Hambacker, Gary Brown, Sherry Lea

City Staff: City Administrator Ray Walden, Public Works Director Mark Nash, Temporary City Clerk Tammy Koller, Economic Development Director Sally Burbridge, Police Chief Joe Chase

Visitors: Barry Baugh, Todd Kinerk, Donald Dodd (IDA), Caleb Brubaker (Salem News)

Finance Committee Chairwoman Steelman called the joint meeting to order at 6:00 PM.

- I. **Update on City's Financial Audit** – City Administrator Walden provided an update from the city's auditor and we can expect to receive the financial audit for FY 2019-2020 next month (September 2021). As soon as the city receives the information on which meeting in September the audit will be available, the city will share that so those who are interested in attending can. The field work for the next audit (FY 2020-2021) will be done in November. If that is the case, Walden expects the next audit to be completed by the first of next year.
- II. **American Rescue Plan Act (ARPA)** – Alderman Bolerjack provided an update on what the ARPA funds can be used for. Some projects that are eligible for the funds are water and sewer infrastructure, address negative economic impacts, broadband infrastructure, support public health response, etc. The U.S. Department of Treasury has an FAQ document on their website that goes into depth on projects that are eligible for the funds. Funds have to be committed by December 2024 and funds have to be spent by 2026. Alderman Bolerjack suggested that we have a special workshop to create a plan for the best use of these funds for the city.
- III. **Update on Utility Billing** – City Administrator Walden said the city is working on reads for 07/15/2021 – 08/15/2021 and bills should go out at the beginning of the month. Walden reported that 49 active accounts are on both budget billing and payments, 94 active

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accounts are on budget billing (includes the 49 accounts on both), 335 active accounts are on payment plans (includes the 49 accounts on both). On Tuesday, August 17th when the city started disconnects, there were 95 accounts that were disconnected and as of Thursday, August 19th, 45 accounts were reconnected. Alderman James shared details about a state program called State Assistance for Housing Relief (SAFHR) for Renters that provides rent and utility assistance for eligible Missouri residents who have been impacted by the COVID-19 pandemic. Eligible tenants can apply for financial assistance to be paid directly to their landlord or utility provider. Financial assistance includes rent and utility arrears for the period beginning April 2020 and up to 3 months of forward rent and prepaid fuel utility assistance. Utilities include gas, electric, water, sewage/waste water, fuel (propane, wood, etc.) and trash. Customers may apply for utility assistance even if they are not applying for rental assistance. It was discussed that the city includes a flyer with the utility bill and to provide assistance to customers that need help filling out the application.

- IV. Audit of Utility Meter/Billing Project** – Walden presented to the committee a proposed scope of work that was in the meeting packet for the committee’s consideration. At a minimum, consultant shall identify errors related to meter reading errors, meter malfunctions, clerical errors in bill computations, etc. This audit should provide answers to some of the ongoing issues with the water meters and to bring peace of mind to customers on the AMI system and the city’s utility billing system. Alderman James brought up concerns with security protocols with this new system. That will be included in the audit request. The utility committee will review the submitted statement of qualifications from different firms at a future meeting.
- V. Exceleron Pre-Paid Project Update** – Walden gave an update on the project and that the city met with the project team today and Exceleron are in the process of replicating the city’s current business rules. The city will be meeting with the project team next week to validate that. A question Exceleron had for the city is how we wanted to handle the credit card fees with online payment. The fees can be absorbed by the city at a lower rate or passed down to the customer, which would be a higher rate. The rate for the city is \$3.50 per transaction and the fee for the customer is closer to \$5 per transaction. The utility committee recommended for the city to absorb the credit card fees.
- VI. Electric Rates/February 2021 Cold Snap** – The February 2021 Cold Snap and electric rates was discussed again after the Board of Aldermen voted at the August 2nd meeting to table the utility committee’s original recommendation of a 4.4% electric rate increase to allow more discussion on this issue. Walden presented on what the electric and electric reserve

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funds would be at the end of the fiscal year if no action is taken on how the city is going to handle the February 2021 cold snap balance. Walden presented the wholesale cost in the past year, which includes the increase rate in transmission of power from Sho-Me Power (\$4.75/KW to \$5.05/KW), and our demand is now higher since we have set a new peak in February 2021. The new demand is now 13,800 KW compared to the 11,700 KW, and the new demand is the amount we pay for one year unless a new peak is set. Reviewing the usage and peaks for the past year, the percentage is up 13+%. With this in mind, the full rate decrease was not allocated in 2020. The rate decrease that was approved in ordinance in 2020 was 3%. The potential rate decrease in 2020 was 7%(6.953%). The full rate decrease was not taken at the request of Walden last year to ensure budgets stayed balanced. In order to keep our budget balances in check and ensure that accounts funds are not scavenged at the end of this fiscal year, we would need to keep our annual rate increase of at least 9.44% and an adder rate increase for the February 2021 event of 4.4% (previously recommended by the utility committee) for a total of 13.84%. This will take into account the overall change in consumption and the February 2021 event. To get to the 9.44% calculation, knowing that the city only lowered rates 3% last year, we subtracted 3 from 6.953 (last year's full potential savings) to provide the differential of savings from last year of 3.953 and then subtracted that differential from 13.397 (2021 increase) to obtain 9.44%. Taking the 9.44% and adding the 4.4% from the February 2021 event will come to 13.84% increase for this year in total all things consider. If we determined that we are willing to absorb the 9.44% and cut our budgets, this will have a significant impact on projects. At this time, we have to consider that we do not have the latest financial audit on the city's books and we may have additional impacts to the budget. After some discussion, the utility committee voted to recommend the new electric rate to be \$0.106 per kWh to the Board of Aldermen for their approval. The motion was made by John Hambacker and seconded by Catherine Dent. The motion was passed unanimously. It was recommended that if the electric rate is approved by the Board of Aldermen, that a letter is sent with the next utility bill with the new electric rate and to publish it on the salemmo.com website.

- VII. Review Utility Bill Layouts** – Alderman Bolerjack presented the current and proposed layouts of the city's utility bills to make the bills easier to understand for customers. Hambacker suggested a change on how the bill is folded and mailed. He provided a sample and said that there could be some savings by eliminating the envelope. City staff will take the proposed utility bill layouts and Hambacker's suggestion to Incode to see if these changes can be done and what the costs may be.

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- VIII. Review Electric Rate Auto Adjustment City Code Section 700.130** – Alderman Bolerjack presented our current ordinance on how the electric rates are to be reviewed for an auto adjustment if there are no actions taken by the Board of Aldermen. The current ordinance determines a rate increase or decrease based on the rate charged by the City of Salem’s wholesale supplier(s) of electric by comparing charges from July to June for a given year to the prior year, that same rate of increase or decrease shall be applied to the rates set forth herein effective with the July billing. Now that the city is caught up on sending utility bills and billing for the most recent consumption, it was determined that this needs to be reviewed to give the city more time to review the changes in costs and to be able to set an appropriate rate. Three options were presented to the committee (provided in this packet) and the committee recommended to the Board of Aldermen to go with Option 3: compare charges from January to December for a given year and that the same rate of increase or decrease shall be applied to the rates set forth herein effective with the July billing (starting on July 15th). This would allow time for the finance and utility committees to review and budget for the new fiscal year. The motion was made by Catherine Dent and seconded by John Hambacker. The motion passed unanimously.
- IX. Hot/Cold Weather Rules** – Alderman Bolerjack presented a sample ordinance from the City of Sullivan (provided in this packet) that discusses the Hot/Cold Weather rules. During the periods of time set in the ordinance during extreme hot or cold weather, no residential customer shall be disconnected from electric service for non-payment of utility bills. The City of Salem has always followed this rule as it is good practice but the city does not have a policy on this and Alderman Bolerjack recommended that we officially adopt this policy, so there are no confusions in the future. After some discussion, Gary Brown gave a motion to give this to the City Attorney to write it up and give to the Board of Aldermen for their approval. The motion was seconded by John Hambacker. The motion passed unanimously.

Having no further business, the meeting adjourned by Utility Committee Chairman Bolerjack at 7:58 PM.

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NOTICE OF A JOINT FINANCE AND UTILITY COMMITTEE MEETING

Public notice is hereby given that a joint Meeting of the Finance and Utility Committees of the City of Salem, Missouri, will be held at The Salem Community Center @ The Armory, 1200 W. Rolla Road, in the City of Salem, Missouri on Thursday, August 19, 2021, at 6:00 P.M. to consider the following:

1. Update on City's Financial Audit
2. American Rescue Plan Act (Page 2)
3. Update on Utility Billing
4. Audit of Utility Meter/Billing Project (Page 4)
5. Excelsior Pre-Paid Project Update
6. Electric Rates/February 2021 Cold Snap
7. Review Utility Bill Layouts (Page 5)
8. Review Electric Rate Auto Adjustment City Code Section 700.130 (Page 9)
9. Hot/Cold Weather Rules (Page 10)
10. Adjournment

Meeting Called By: Finance Committee Chair Alderwoman Kim Steelman and
Utility Committee Chair Alderman Shawn Bolerjack
08/13/2021

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Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds



Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response



Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag



Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund



Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments



Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs



Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages



Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund



Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

Proposed Scope of Work for Utility Billing System Performance Audit

Consultant shall compile historical data (60 months) and conduct a comprehensive review of billing information. Consultant shall evaluate the results of the data checks and make judgments on additional steps to take. At a minimum, Consultant shall identify errors related to:

- Meter reading errors
- Rates not in accordance with approved ordinances
- Charges billed for incorrect or nonexistent services
- Meter malfunctions
- Wrong meter types installed by the utility
- Clerical errors in bill computations
- Wrong factors applied
- Incorrect tax charges



CITY OF SALEM
400 N. Iron Street
Salem, MO 65560



Account Number	Amount Due
	\$213.00
Due Date	After Due Date Pay
08/20/2021	\$232.52
Billing Date	Penalty Date
07/15/2021	08/20/2021
Service From	Service To
06/15/2021	07/15/2021
Service Address	

CURRENT READING	PREVIOUS READING	USAGE
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Last Bill	201.92
Budget Bill Adjustment	12.42
Last Payment - XX/XX/XXXX	-214.34

CREDIT BALANCE -1.34

23242	21639	1603
843311	840225	3086

ELECTRIC	149.24
WATER	22.63
SEWER	23.44
TRASH	15.00
Sales Tax	1.72

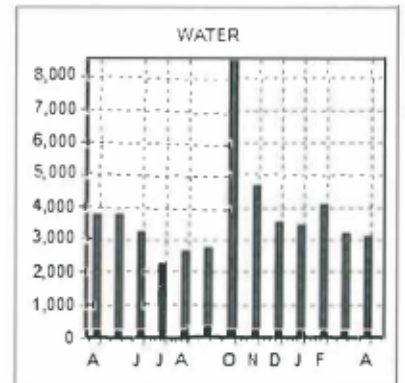
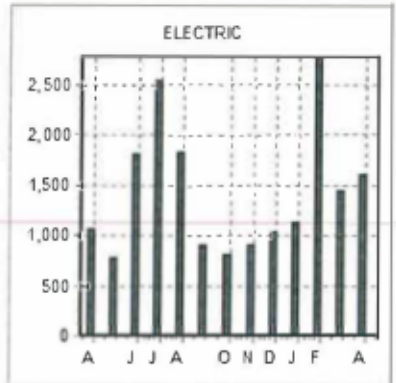
CURRENT CHARGE: \$212.03

Budget Bill Adjustment 2.31

BUDGET BILL AMOUNT: \$214.34

AMOUNT DUE: \$214.34

AMOUNT DUE AFTER 08/20/2021 \$232.52



You will receive a 1% discount on the electric portion of your bill if paid by the 10th.

Your Budget Billing balance is ahead \$16.07 after paying this bill.

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS



CITY OF SALEM
400 N. Iron Street
Salem, MO 65560



Please return this portion with your payment.
When paying in person please bring both portions of this bill.
There will be a \$20.00 charge on all returned checks.

Account Number	Amount Due
	\$213.00
Due Date	After Due Date Pay
08/20/2021	\$232.52
Account Name	
Service Address	
Amount Enclosed	



CITY OF SALEM
400 N. Iron Street
Salem, MO 65560



Account Number	Amount Due
	\$225.88
Due Date	After Due Date Pay
08/20/2021	\$238.98
Billing Date	Penalty Date
07/15/2021	08/20/2021
Service From	Service To
06/15/2021	07/15/2021
Service Address	

CURRENT READING	PREVIOUS READING	USAGE
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Last Bill	167.19
Total Adjustments	59.46
Last Payment - XX/XX/XXXX	-226.65

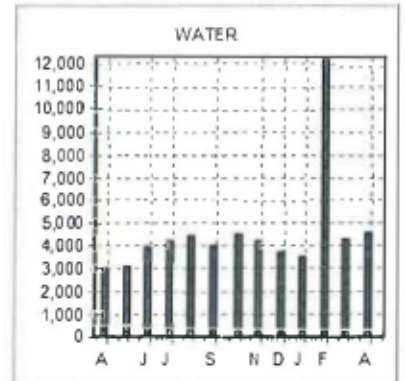
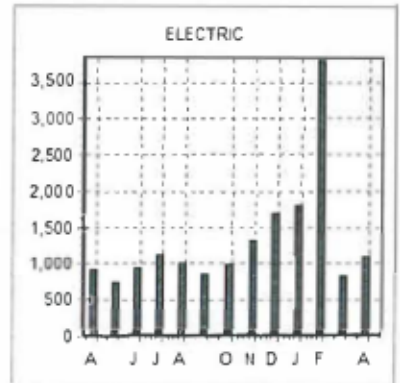
CREDIT BALANCE	-0.77
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18287	17196	1091	ELECTRIC	101.57
76192	71634	4558	WATER	30.57
			SEWER	31.75
			TRASH	15.00
			Sales Tax	1.33
			CURRENT CHARGE:	\$180.22
			Payment Plan Adjustment	10.98
			Budget Bill Adjustment	35.45
			BUDGET BILL AMOUNT:	\$226.65
			AMOUNT DUE:	\$226.65
			AMOUNT DUE AFTER 08/20/2021	\$238.98

You will receive a 1% discount on the electric portion of your bill if paid by the 10th.

Your Payment Plan balance will be \$109.03 after paying this bill.

Your Budget Billing balance is ahead \$94.91 after paying this bill.



CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS



CITY OF SALEM
400 N. Iron Street
Salem, MO 65560



Please return this portion with your payment.
When paying in person please bring both portions of this bill.
There will be a \$20.00 charge on all returned checks.

Account Number	Amount Due
	\$225.88
Due Date	After Due Date Pay
08/20/2021	\$238.98
Account Name	
Service Address	
Amount Enclosed	



CITY OF SALEM
400 N. Iron Street
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Account Number	Amount Due
	\$240.36
Due Date	After Due Date Pay
08/20/2021	\$249.27
Billing Date	Penalty Date
07/15/2021	08/20/2021
Service From	Service To
06/15/2021	07/15/2021
Service Address	

CURRENT READING PREVIOUS READING USAGE

Last Bill 103.72
Total Adjustments -278.54
Penalties 8.73
Last Payment - XX/XX/XXXX -200.00

PAST DUE AMOUNT 112.45

5743 5234 509
49171 46486 2685

ELECTRIC 47.39
WATER 20.47
SEWER 21.17
TRASH 15.00
Sales Tax 0.67

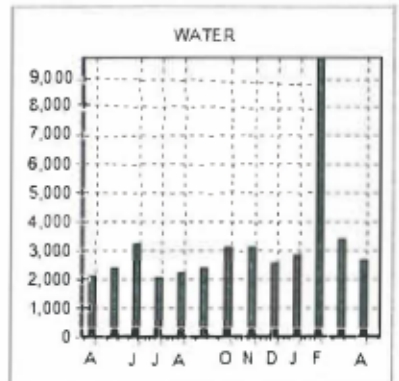
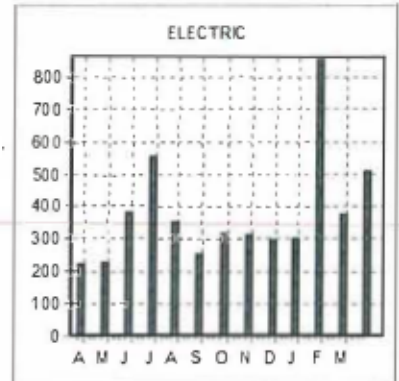
CURRENT CHARGE: \$104.70

Payment Plan Adjustment 23.21

TOTAL: \$127.91

AMOUNT DUE: \$240.36

AMOUNT DUE AFTER 08/20/2021 \$249.27



You will receive a 1% discount on the electric portion of your bill if paid by the 10th.

Your Payment Plan balance will be \$255.33 after paying this bill.

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS



CITY OF SALEM
400 N. Iron Street
Salem, MO 65560



Please return this portion with your payment.
When paying in person please bring both portions of this bill.
There will be a \$20.00 charge on all returned checks.

Account Number	Amount Due
	\$240.36
Due Date	After Due Date Pay
08/20/2021	\$249.27
Account Name	
Service Address	
Amount Enclosed	

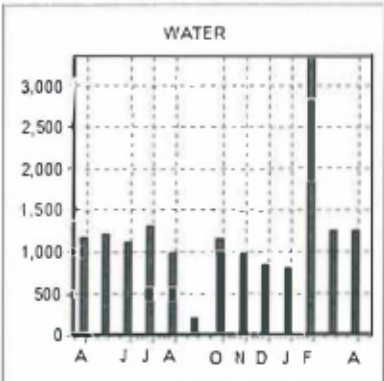
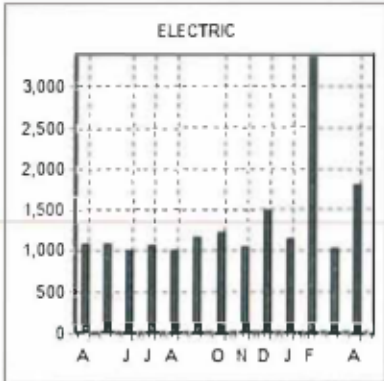


CITY OF SALEM
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Account Number	Amount Due
	\$207.96
Due Date	After Due Date Pay
08/20/2021	\$226.13
Billing Date	Penalty Date
07/15/2021	08/20/2021
Service From	Service To
06/14/2021	07/14/2021
Service Address	

CURRENT READING	PREVIOUS READING	USAGE		TOTAL
			Last Bill	136.89
			Total Adjustments	-11.20
			Penalties	11.20
			Last Payment - XX/XX/XXXX	-519.03
112779	110985	1794	ELECTRIC	167.02
9700	8439	1261	WATER	12.80
			SEWER	13.12
			Sales Tax	15.02
			CURRENT CHARGE:	\$207.96



AMOUNT DUE: \$207.96
AMOUNT DUE AFTER 08/20/2021 \$226.13

You will receive a 1% discount on the electric portion of your bill if paid by the 10th.

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS



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Please return this portion with your payment.
When paying in person please bring both portions of this bill.
There will be a \$20.00 charge on all returned checks.

Account Number	Amount Due
	\$207.96
Due Date	After Due Date Pay
08/20/2021	\$226.13
Account Name	
Service Address	
Amount Enclosed	

Chapter 700. General Provisions

ARTICLE II. Utility Rates

Division 1. Electric Rates

Section 700.130. Future Rate Changes May Be Implemented — When.

Current

(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 July to June for a given year to 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.

Proposed

Option 1:

(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 July to June for a given year to the prior year, that the same rate of increase or decrease shall be applied to the rates set forth herein effective with the September billing (starting on September 15th) without the necessity of a vote of the Board of Aldermen.

Option 2:

(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 a given year to the prior year, that the same rate of increase or decrease shall be applied to the rates set forth herein effective with the July billing (starting on July 15th) without the necessity of a vote of the Board of Aldermen.

Option 3:

(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 January to December for a given year to the prior year, that the same rate of increase or decrease shall be applied to the rates set forth herein effective with the July billing (starting on July 15th) without the necessity of a vote of the Board of Aldermen.

From Sullivan Missouri City Code (8/13/2021)

Chapter 700. General Provisions

Article II. Utility Bills

Section 700.060. Discontinuance of Service.

D. For purposes of this Subsection, the hot weather rule shall mean the period of time from June 1 to September 30, and the cold weather rule shall mean the period of time between November 1 and March 31. During these periods of time, no residential customer shall be disconnected from electric service for non-payment of utility bills, including all residential tenants of apartment buildings when electricity is used as the source of cooling or heating, or to operate the only cooling or heating equipment at the residence, during the following situations:

1. On any day between June 1 and September 30 when the National Weather Service local forecast, between 6:00 A.M. and 9:00 P.M. for the following twenty-four (24) hours, predicts that the temperature shall rise above ninety-five degrees Fahrenheit (95° F.) or that the heat index shall rise above one hundred five degrees Fahrenheit (105° F.); and
2. On any day between June 1 and September 30 when utility personnel are not available to reconnect utility service during the immediately succeeding day or days and the National Weather Service local forecast between 6:00 A.M. and 9:00 P.M. predicts that the temperature during the period of unavailability shall rise above ninety-five degrees Fahrenheit (95° F.) or that the heat index shall rise above one hundred five degrees Fahrenheit (105° F.); and
3. On any day between November 1 and March 31 when the National Weather Service local forecast predicts that the temperature shall be below freezing; and
4. On any day between November 1 and March 31 when utility personnel are not available to reconnect utility service during the immediately succeeding day or days and the National Weather Service local forecast predicts that the temperature shall be below freezing.