

UTILITY COMMITTEE MEETING AGENDA

PACKET

JUNE 14, 2023

## UTILITY USAGE & REVENUE

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2021-2022 JUL-MAY	2022-2023 YTD ACTUAL	2022-2023 BUDGETED	Percent of Budget
Electric Consumption Sold	53,649,806	55,511,522	52,787,837	48,669,504	48,380,046		
Electric Sales Rev.	\$ 5,078,855	\$ 5,076,208	\$ 5,388,796	4,957,371	\$ 6,505,029	\$ 6,677,759	97%
Availability Fee	\$ -	\$ -	\$ -	\$ -	\$ 285,855		
Electric Revenue Collected	\$ 3,856,219	\$ 4,437,344	\$ 5,309,157		\$ 6,357,279		
Water Consumption Sold	123,846,229	150,680,971	133,720,064	122,114,802	130,001,188		
Water Sales Rev.	\$ 787,185	\$ 950,933	\$ 839,084	\$ 761,642	\$ 856,888	\$ 768,908	111%
Base Rate					\$ 146,934		
Water Revenues Collected	\$ 590,714	\$ 703,200	\$ 882,471		\$ 811,312		
Sewer Consumption Sold	113,213,897	136,779,028	121,145,016	110,909,753	110,753,201		
Sewer Sales Rev.	\$ 748,333	\$ 901,523	\$ 777,868	\$ 707,905	929,431	\$ 728,759	128%
Base Rate					\$ 141,024		
Sewer Revenues Collected	\$ 564,188	\$ 662,644	\$ 832,558		\$ 848,849		

	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
<b>501-ELECTRIC FUND SUMMARY</b>							
<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	\$ 7,125,303	\$ 396,237
MISCELLANEOUS	\$ 13,194	\$ 6,028	\$ 3,754	\$ 60,021	\$ 43,843	\$ 2,500	\$ (57,521)
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ -	\$ 25,167	\$ -	\$ -	\$ (25,167)
<b>TOTAL REVENUES</b>	<b>\$ 5,300,033</b>	<b>\$ 5,210,616</b>	<b>\$ 5,653,370</b>	<b>\$ 6,994,404</b>	<b>\$ 7,348,373</b>	<b>\$ 7,326,736</b>	<b>\$ 332,332</b>
<u>EXPENDITURE SUMMARY</u>							
PERSONAL SERVICE	\$ 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	\$ 389,770	\$ 57,835
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)
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,069,652</b>	<b>\$ 4,752,321</b>	<b>\$ 5,298,510</b>	<b>\$ 5,764,404</b>	<b>\$ 5,653,577</b>	<b>\$ 6,167,757</b>	<b>\$ 403,353</b>
REVENUES OVER/(UNDER) EXPENDITURES	\$ 1,230,381	\$ 458,295	\$ 354,860	\$ 1,230,000	\$ 1,694,796	\$ 1,158,979	\$ (71,022)
OTHER SOURCES	\$ -	\$ 208,625	\$ 350,000	\$ -	\$ -	\$ -	\$ -
OTHER USES	\$ 738,010	\$ 1,215,000	\$ 638,510	\$ 1,230,000	\$ 1,480,000	\$ 864,926	\$ (365,074)
(UNDER) EXPENDITURES & OTHER USES	<b>\$ 492,371</b>	<b>\$ (548,080)</b>	<b>\$ 66,350</b>	<b>\$ 0</b>	<b>\$ 214,796</b>	<b>\$ 294,053</b>	<b>\$ 294,053</b>

Beginning Fund Balance \$ 295,909

Ending Fund Balance \$ 589,962

**501-ELECTRIC FUND**

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET
<b>REVENUES</b>						
<b>SALES TAX</b>						
SALES TAX-UTILITIES	179,010	179,359	181,709	180,000	231,500	198,783
<b>Total Sales Tax</b>	<b>\$ 179,010</b>	<b>\$ 179,359</b>	<b>\$ 181,709</b>	<b>\$ 180,000</b>	<b>\$ 231,500</b>	<b>\$ 198,783</b>
<b>PERMITS/LICENSES/FEES</b>						
30% CREDIT BUREAU FEE	(22)	541	210	-	-	-
INSUFFICIENT CHECK CHARGE	193	20	158	150	215	150
<b>Total Permits/Licenses/Fees</b>	<b>\$ 171</b>	<b>\$ 561</b>	<b>\$ 367</b>	<b>\$ 150</b>	<b>\$ 215</b>	<b>\$ 150</b>
<b>CHARGES FOR SERVICES</b>						
SALE OF ELECTRIC	5,078,855	5,076,208	5,388,796	6,677,759	6,979,378	7,104,075
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)
RECONNECTS	4,763	-	11,913	7,500	7,500	5,000
PENALTY FEES-ELECTRIC	40,605	-	71,886	60,000	103,269	40,000
SERVICES CHARGES	38	88	63	50	50	50
PROCESSING FEES					9,000	25,000
RENTS & ROYALTIES	5,241	2,880	-	-	13,362	7,421
SALE OF FIXED ASSETS	2,500	-	-	15,000	16,500	-
<b>Total Charges for Services</b>	<b>\$ 5,107,658</b>	<b>\$ 5,024,668</b>	<b>\$ 5,467,541</b>	<b>\$ 6,729,066</b>	<b>\$ 7,072,816</b>	<b>\$ 7,125,303</b>
<b>MISCELLANEOUS</b>						
MISCELLANEOUS	707	2,429	3,730	60,000	35,843	1,500
COBRA INSURANCE REIMBURSEMENT	-	-	-	-	-	-
SUPER NOW INTEREST	12,338	3,315	24	21	8,000	1,000
DIVIDENDS	149	284	-	-	-	-
<b>Total Miscellaneous</b>	<b>\$ 13,194</b>	<b>\$ 6,028</b>	<b>\$ 3,754</b>	<b>\$ 60,021</b>	<b>\$ 43,843</b>	<b>\$ 2,500</b>
<b>RESERVES FROM PRIOR YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,167</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>	<b>\$ 5,300,033</b>	<b>\$ 5,210,616</b>	<b>\$ 5,653,370</b>	<b>\$ 6,994,404</b>	<b>\$ 7,348,373</b>	<b>\$ 7,326,736</b>

**EXPENDITURES****PERSONAL SERVICE**

**501-ELECTRIC FUND**

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET
<i>SUPERVISION</i>	60,653	64,211	66,184	65,500	58,313	69,120
<i>OPERATING</i>	263,562	263,732	254,269	255,000	235,000	250,200
<i>CLERICAL</i>	45,449	54,992	63,638	60,400	57,700	61,816
<i>PUBLIC WORKS DIRECTOR</i>	14,173	16,018	16,188	16,301	16,457	18,553
<i>OVERTIME</i>	312	-	1,137	5,000	5,000	5,200
<i>OVERTIME-CLERICAL</i>	53	-	-	-	-	-
<i>FICA</i>	28,579	29,032	30,397	35,550	29,798	32,391
<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
<b>Total Personal Services</b>	\$ 511,409	\$ 523,252	\$ 523,282	\$ 547,721	\$ 511,762	\$ 551,637
<b>SUPPLIES</b>						
<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
<i>TOOLS</i>	2,471	3,839	6,522	5,000	6,700	7,500
<b>Total Supplies</b>	\$ 17,592	\$ 22,246	\$ 39,568	\$ 27,100	\$ 21,456	\$ 32,600
<b>MAINTENANCE</b>						
<i>BUILDING MAINTENANCE</i>	3,605	2,656	870	2,000	2,000	3,500
<i>EQUIPMENT MAINTENANCE</i>	73,895	62,574	107,530	100,000	95,000	90,000
<i>LIGHTING MAINTENANCE</i>	12,745	420	6,208	5,000	5,000	15,000
<i>PUBLIC GROUNDS MAINTENANCE</i>	15	-	474	300	300	500
<i>VEHICLE MAINTENANCE</i>	8,180	490	(1)	4,000	2,000	4,000
<b>Total Maintenance</b>	\$ 98,440	\$ 66,140	\$ 115,081	\$ 111,300	\$ 104,300	\$ 113,000
<b>MISCELLANEOUS</b>						
<i>ADVERTISING</i>	400	778	458	200	200	200
<i>EQUIPMENT HIRE</i>	-	-	-	1,000	-	1,000
<i>BOOKS &amp; 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

**501-ELECTRIC FUND**

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET
MEMBERSHIPS	1,293	1,230	1,317	1,500	1,500	1,500
MISCELLANEOUS	2,247	253	10,649	2,500	2,500	2,500
RENT	-	-	160	100	-	100
SALES TAX PAYABLE	150,536	249,732	181,688	181,385	223,384	212,035
TRAVEL	8,516	10	-	2,500	2,500	2,500
SAFETY & TRAINING	4,634	5,430	285	8,000	8,000	8,000
SPECIAL SERVICES	9,050	11,136	9,714	20,000	20,000	31,500
STATE AUDIT	-	-	-	8,750	-	-
COMPUTER SOFTWARE	-	-	-	27,200	-	53,800
CREDIT CARD SERVICE CHARGES	22,043	21,591	34,795	50,000	35,372	47,372
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	-	-	-	-	-	-
<b>Total Miscellaneous</b>	<b>\$ 220,312</b>	<b>\$ 311,225</b>	<b>\$ 261,069</b>	<b>\$ 331,935</b>	<b>\$ 319,121</b>	<b>\$ 389,770</b>
<b>UTILITIES</b>						
UTILITIES-ELECTRIC	1,777	1,310	1,355	2,514	1,300	1,456
UTILITIES-PURCHASE OF POWER	3,101,409	3,636,738	4,135,284	4,321,372	4,440,172	4,884,189
UTILITIES-WATER	61	-	63	84	84	420
UTILITIES-TELEPHONE	4,085	5,159	3,828	4,000	4,085	5,285
<b>Total Utilities</b>	<b>\$ 3,107,332</b>	<b>\$ 3,643,207</b>	<b>\$ 4,140,529</b>	<b>\$ 4,327,970</b>	<b>\$ 4,445,641</b>	<b>\$ 4,891,350</b>
<b>CAPITAL IMPROVEMENTS</b>						
CAPITAL OUTLAY-TRANSFORMERS	6,732	25,290	19,551	35,000	35,000	-
CAPITAL OUTLAY-POLES	-	11,286	26,426	25,000	25,000	-
CAPITAL OUTLAY- ELECTRIC TRUCK	-	-	-	100,000	-	-
CAPITAL IMPROVEMENT-2 SHOP BAY	9,714	-	-	-	-	-
LED LIGHT UPGRADE-4TH STREET	-	-	-	75,000	29,087	-
TRACATOR W/LOADER	-	-	-	-	-	-
F550 W/DUMP BED	-	47,000	-	-	-	-
DIGGER TRUCK	-	-	-	-	14,514	57,600
DIGGER TRUCK RENTAL	-	4,524	73,500	70,250	42,000	-
BUCKET TRUCK	-	-	-	13,000	5,376	30,300
VACUUM TRUCK	-	-	-	-	-	-
GIS MAPPING	-	-	-	-	-	-
SCENIC RIVER PLAZA PROJECT	-	-	-	-	-	-
GRAPPLE	-	-	0	-	-	-

**501-ELECTRIC FUND**

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET
<i>1/2 COP PAYMENT NOVEMBER</i>	77,310	77,704	79,338	79,317	81,019	82,500
<i>1/2 COP PAYMENT MAY</i>	20,811	20,447	20,165	20,811	19,301	19,000
<b>Total Cap Improvements</b>	\$ 114,567	\$ 186,251	\$ 218,980	\$ 418,378	\$ 251,297	\$ 189,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,069,652</b>	<b>\$ 4,752,321</b>	<b>\$ 5,298,510</b>	<b>\$ 5,764,404</b>	<b>\$ 5,653,577</b>	<b>\$ 6,167,757</b>
REVENUES OVER/(UNDER) EXPENDITURES	\$ 1,230,381	\$ 458,295	\$ 354,860	\$ 1,230,000	\$ 1,694,796	\$ 1,158,979
OTHER SOURCES	\$ -	\$ 208,625	\$ 350,000	\$ -	\$ -	\$ -
OTHER USES	\$ 738,010	\$ 1,215,000	\$ 638,510	\$ 1,230,000	\$ 1,480,000	\$ 864,926
(UNDER) EXPENDITURES & OTHER USES	<b>\$ 492,371</b>	<b>\$ (548,080)</b>	<b>\$ 66,350</b>	<b>\$ 0</b>	<b>\$ 214,796</b>	<b>\$ 294,053</b>

**ELECTRIC RESERVES FUND - 502/503**

Beginning Balance 7/1/2023			\$	<b>827,118.00</b>
Revenues (5% Reserves Annually)		+	\$	264,925.52
<b>Expences (OUT)</b>				
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	\$ (232,583.98)	=	\$	<b>989,543.52</b>



	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
<b>510-WATER FUND</b>							
<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)
<b>TOTAL REVENUES</b>	<b>\$ 919,199</b>	<b>\$ 949,579</b>	<b>\$ 918,573</b>	<b>\$ 1,097,752</b>	<b>\$ 989,238</b>	<b>\$ 945,967</b>	<b>\$ (151,785)</b>
<u>EXPENDITURE SUMMARY</u>							
PERSONAL SERVICE	\$ 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	\$ 85,720	\$ 205
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)
<b>TOTAL EXPENDITURES</b>	<b>\$ 922,603</b>	<b>\$ 783,762</b>	<b>\$ 823,097</b>	<b>\$ 1,177,385</b>	<b>\$ 894,454</b>	<b>\$ 900,039</b>	<b>\$ (277,346)</b>
(UNDER) EXPENDITURES & OTHER USES	\$ (3,404)	\$ 165,817	\$ 95,476	\$ (79,633)	\$ 94,784	\$ 45,928	\$ 125,561
OTHER SOURCES	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ (120,000)
OTHER USES	\$ -	\$ -	\$ -	\$ 40,367	\$ -	\$ 41,155	\$ 788
<b>(UNDER) EXPENDITURES &amp; OTHER USES</b>	<b>\$ (3,404)</b>	<b>\$ 165,817</b>	<b>\$ 95,476</b>	<b>\$ 0</b>	<b>\$ 94,784</b>	<b>\$ 4,774</b>	<b>\$ 4,773</b>

Beginning Fund Balance \$ 679,805  
Ending Fund Balance \$ 684,579

**510-WATER FUND**

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET
<b>REVENUES</b>						
<b>SALES TAX</b>						
SALES TAX-UTILITIES	10,911	14,481	13,699	14,000	17,591	13,597
<b>Total Sales Tax</b>	\$ 10,911	\$ 14,481	\$ 13,699	\$ 14,000	\$ 17,591	\$ 13,597
<b>OTHER</b>						
RURAL SEWER GRANT	95,653	(95,653)	-	-	-	-
<b>Total Other</b>	\$ 95,653	\$ (95,653)	\$ -	\$ -	\$ -	\$ -
<b>CHARGES FOR SERVICES</b>						
WATER SALES	787,185	950,933	839,084	768,908	920,922	906,470
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
PENALTY FEES-WATER	8,458	-	36,429	6,500	19,882	5,000
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
SERVICE CHARGES	88	13	88	100	100	100
WATER TOWER RENTAL	-	-	-	-	-	1,200
SALE OF FIXED ASSETS	-	5,200	500	-	1,050	-
<b>Total Charges for Services</b>	\$ 807,083	\$ 974,618	\$ 904,626	\$ 792,508	\$ 965,485	\$ 929,770
<b>MISCELLANEOUS</b>						
MISCELLANEOUS	4,705	54,387	-	600	162	600
SUPER NOW INTEREST	846	1,746	249	223	6,000	2,000
RENT-HEARTLAND METAL	1	-	-	-	-	-
<b>Total Miscellaneous</b>	\$ 5,552	\$ 56,133	\$ 249	\$ 823	\$ 6,162	\$ 2,600
<b>RESERVES FROM PRIOR YEAR</b>	\$ -	\$ -	\$ -	\$ 290,421	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 919,199</b>	<b>\$ 949,579</b>	<b>\$ 918,573</b>	<b>\$ 1,097,752</b>	<b>\$ 989,238</b>	<b>\$ 945,967</b>

**EXPENDITURES****PERSONAL SERVICE**

SUPERVISION	36,393	27,766	32,690	37,065	32,561	37,498
OPERATING	169,142	172,600	217,786	180,000	165,000	175,200

**510-WATER FUND**

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET
<i>CLERICAL</i>	32,278	33,318	35,896	40,000	38,000	41,600
<i>PUBLIC WORKS DIRECTOR</i>	14,173	16,018	16,188	16,301	16,457	18,553
<i>OVERTIME</i>	7,499	5,175	7,132	6,210	5,000	6,458
<i>OVERTIME-CLERICAL</i>	-	-	-	880	-	535
<i>FICA</i>	19,458	18,760	23,918	21,950	20,500	22,388
<i>UNEMPLOYMENT</i>	207	472	496	969	969	969
<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
<i>RETIREMENT</i>	27,003	23,165	31,720	32,599	32,600	35,540
<b>Total Personal Service</b>	\$ 356,526	\$ 340,489	\$ 417,042	\$ 386,702	\$ 351,040	\$ 389,494
<b>SUPPLIES</b>						
<i>CHEMICAL SUPPLIES</i>	5,451	4,146	3,748	6,000	6,000	5,500
<i>COMPUTER SUPPLIES</i>	473	524	300	500	250	400
<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
<i>TOOLS</i>	2,150	5,630	2,129	9,000	5,000	5,000
<b>Total Supplies</b>	\$ 11,481	\$ 13,717	\$ 8,683	\$ 19,450	\$ 14,300	\$ 14,250
<b>MAINTENANCE</b>						
<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
<i>STREET MAINTENANCE</i>	1,552	-	1,494	3,000	3,000	4,500
<i>REPAIR TOWER &amp; 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	-	-	-	-
<b>Total Maintenance</b>	\$ 111,489	\$ 76,261	\$ 106,938	\$ 108,300	\$ 107,831	\$ 109,900
<b>MISCELLANEOUS</b>						
<i>ADVERTISING</i>	916	1,140	1,163	800	500	800
<i>BOOKS &amp; PERIODICALS</i>	28	-	-	-	-	-
<i>FUEL-MOTOR VEHICLE</i>	8,860	8,115	11,123	14,565	12,800	14,720
<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

**510-WATER FUND**

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET
MISCELLANEOUS	44	133	31	300	300	300
RENT	-	-	520	100	100	1,000
TRAVEL	4,764	2,915	5,774	5,000	5,000	4,000
SAFETY EQUIPMENT	938	286	3,027	3,000	2,000	2,000
SPECIAL SERVICES	109,417	10,887	12,876	22,000	22,000	11,700
STATE AUDIT	-	-	-	8,750	-	-
WEARING APPAREL	5,322	4,791	4,437	4,000	3,500	3,500
PRIMACY FEE	6,405	6,599	7,050	9,500	10,685	10,800
BAD DEBT	-	-	-	-	-	-
COMPUTER SOFTWARE	-	-	-	3,400	-	22,800
<b>Total Miscellaneous</b>	<b>\$ 148,345</b>	<b>\$ 46,322</b>	<b>\$ 58,017</b>	<b>\$ 85,515</b>	<b>\$ 69,520</b>	<b>\$ 85,720</b>
<b>UTILITIES</b>						
UTILITIES-ELECTRIC	96,839	111,354	115,377	135,000	143,000	157,300
UTILITIES-SEWER	547	-	431	600	1,695	1,500
UTILITIES-WATER	525	564	349	840	1,358	1,494
UTILITIES-TELEPHONE	3,746	5,472	3,676	3,750	3,980	4,970
<b>Total Utilities</b>	<b>\$ 101,657</b>	<b>\$ 117,390</b>	<b>\$ 119,832</b>	<b>\$ 140,190</b>	<b>\$ 150,033</b>	<b>\$ 165,264</b>
<b>CAPITAL IMPROVEMENTS</b>						
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
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	-	-
NEW WELL DESIGN	338	-	-	50,000	50,000	-
NEW WELL CONSTRUCTION	-	20,640	-	150,000	-	-
NEW WELL CONSTRUCTION ADMIN	11,027	-	-	5,000	-	-
RECONDITION 2 RETENTION TANKS	-	58,885	-	60,000	-	-
DIAPHRAGM PUMP	2,884	-	-	-	-	-
<b>Total Cap Improvements</b>	<b>\$ 193,105</b>	<b>\$ 189,583</b>	<b>\$ 112,585</b>	<b>\$ 437,228</b>	<b>\$ 201,730</b>	<b>\$ 135,411</b>

**510-WATER FUND**

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET
<b>TOTAL EXPENDITURES</b>	<b>\$ 922,603</b>	<b>\$ 783,762</b>	<b>\$ 823,097</b>	<b>\$ 1,177,385</b>	<b>\$ 894,454</b>	<b>\$ 900,039</b>
(UNDER) EXPENDITURES & OTHER USES	\$ (3,404)	\$ 165,817	\$ 95,476	\$ (79,633)	\$ 94,784	\$ 45,928
OTHER SOURCES	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -
OTHER USES	\$ -	\$ -	\$ -	\$ 40,367	\$ -	\$ 41,155
(UNDER) EXPENDITURES & OTHER USES	<b>\$ (3,404)</b>	<b>\$ 165,817</b>	<b>\$ 95,476</b>	<b>\$ 0</b>	<b>\$ 94,784</b>	<b>\$ 4,774</b>

**WATER RESERVES FUND - 511/512**

Beginning Balance 7/1/2023			\$	<b>902,733.00</b>
Revenues (5% Reserves Annually)		+	\$	41,155.00
<b>Expences (OUT)</b>				
FENCING		-	\$	40,000.00
RECONDITION 2 RETENTION TANKS		-	\$	68,000.00
LEAD-SERVICE LINE INVENTORY		-	\$	30,000.00
NEW WELL DESIGN		-	\$	6,344.00
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		=	\$	<b>486,269.75</b>

	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
<b>520-SEWER FUND</b>							
<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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 1,140,682</b>	<b>\$ 1,002,123</b>	<b>\$ 852,344</b>	<b>\$ 740,584</b>	<b>\$ 1,080,178</b>	<b>\$ 1,193,627</b>	<b>\$ 453,043</b>
<u>EXPENDITURE SUMMARY</u>							
PERSONAL SERVICE	\$ 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	\$ 145,306	\$ 10,306
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)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,075,201</b>	<b>\$ 803,717</b>	<b>\$ 1,091,777</b>	<b>\$ 1,009,948</b>	<b>\$ 993,021</b>	<b>\$ 1,050,461</b>	<b>\$ 40,513</b>
REVENUE OVER/(UNDER) EXPENDITURES	\$ 65,481	\$ 198,406	\$ (239,433)	\$ (269,364)	\$ 87,158	\$ 143,166	\$ 412,530
OTHER SOURCES	\$ -	\$ 50,000	\$ 195,000	\$ 310,000	\$ -	\$ -	\$ (310,000)
OTHER USES	\$ -	\$ 14,000	\$ 14,000	\$ 37,029	\$ -	\$ 67,408	\$ 30,379
<b>(UNDER) EXPENDITURES &amp; OTHER USES</b>	<b>\$ 65,481</b>	<b>\$ 234,406</b>	<b>\$ (58,433)</b>	<b>\$ 3,607</b>	<b>\$ 87,158</b>	<b>\$ 75,757</b>	<b>\$ 72,151</b>

Beginning Fund Balance \$ 208,426  
Ending Fund Balance \$ 284,183

**520-SEWER FUND**

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET
<b>REVENUES</b>						
<b>PERMITS/LICENSES/FEEES</b>						
SEWER INSPECTIONS	30	-	-	125	-	-
<b>Total Permits/Licenses/Fees</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER</b>						
RURAL SEWER GRANT	379,347	95,653	25,000	-	-	-
<b>Total Other</b>	<b>\$ 379,347</b>	<b>\$ 95,653</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CHARGES FOR SERVICES</b>						
SEWER RECEIPTS	748,333	901,523	777,868	728,759	1,032,860	1,179,027
RECONNECTS	3,869	-	-	25	-	-
PENALTY FEES-SEWER	8,469	-	43,297	8,000	16,919	8,000
CONNECTIONS-SEWER	275	900	2,086	825	-	500
PRIMACY FEES-SEWER	-	3,050	3,018	2,700	2,981	2,900
SERVICE CHARGES	-	-	-	50	-	-
SALE OF FIXED ASSETS	-	-	-	-	9,300	-
<b>Total Charges for Services</b>	<b>\$ 760,946</b>	<b>\$ 905,473</b>	<b>\$ 826,269</b>	<b>\$ 740,359</b>	<b>\$ 1,062,060</b>	<b>\$ 1,190,427</b>
<b>MISCELLANEOUS</b>						
MISCELLANEOUS	214	264	1,075	100	18,118	3,200
SUPER NOW INTEREST	145	733	-	-	-	-
CD INTEREST	-	-	-	-	-	-
COP INTEREST INCOME	-	-	-	-	-	-
<b>Total Miscellaneous</b>	<b>\$ 359</b>	<b>\$ 997</b>	<b>\$ 1,075</b>	<b>\$ 100</b>	<b>\$ 18,118</b>	<b>\$ 3,200</b>
<b>RESERVES FROM PRIOR YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>	<b>\$ 1,140,682</b>	<b>\$ 1,002,123</b>	<b>\$ 852,344</b>	<b>\$ 740,584</b>	<b>\$ 1,080,178</b>	<b>\$ 1,193,627</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICE</b>						
SUPERVISION	39,594	30,370	32,962	36,000	35,185	37,440
OPERATING	99,246	91,880	147,816	170,000	143,500	136,800
CLERICAL	20,526	32,539	35,940	39,000	38,000	40,560



**520-SEWER FUND**

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET
<i>PUBLIC WORKS DIRECTOR</i>	14,173	16,018	16,188	16,301	16,457	18,553
<i>OVERTIME</i>	10,699	13,169	9,195	5,382	6,000	6,215
<i>OVERTIME-CLERICAL</i>	-	-	-	880	-	535
<i>FICA</i>	13,971	13,582	18,218	15,587	15,587	19,208
<i>UNEMPLOYMENT</i>	190	136	419	431	431	431
<i>WORKERS COMPENSATION</i>	4,422	3,670	6,238	6,811	6,811	6,811
<i>HEALTH INSURANCE</i>	19,675	21,414	25,219	24,750	29,700	29,700
<i>LIFE INSURANCE</i>	229	229	239	210	302	302
<i>RETIREMENT</i>	16,111	19,370	24,076	31,448	28,260	30,493
<b>Total Personal Service</b>	\$ 238,836	\$ 242,377	\$ 316,512	\$ 346,800	\$ 320,233	\$ 327,049
<b>SUPPLIES</b>						
<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
<b>Total Supplies</b>	\$ 5,738	\$ 5,376	\$ 17,717	\$ 12,100	\$ 10,350	\$ 10,100
<b>MAINTENANCE</b>						
<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
<i>PUBLIC GROUNDS MAINTENANCE</i>	160	100	151	200	200	300
<i>STREET MAINTENANCE</i>	97	-	1,488	1,000	1,000	2,500
<i>VEHICLE MAINTENANCE</i>	916	946	1,000	1,200	1,200	1,200
<i>SEWER GRANT REIMB EXPENSES</i>	362,665	-	-	-	-	-
<b>Total Maintenance</b>	\$ 397,281	\$ 47,821	\$ 50,964	\$ 60,400	\$ 64,887	\$ 74,000
<b>MISCELLANEOUS</b>						
<i>ADVERTISING</i>	287	712	308	500	600	600
<i>FUEL</i>	1,128	2,063	4,760	6,750	6,986	8,034
<i>GENERAL INSURANCE</i>	10,272	11,235	11,028	12,000	11,583	12,741
<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

**520-SEWER FUND**

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED AMOUNT	PROPOSED BUDGET
<i>SAFETY &amp; TRAINING</i>	350	1,475	8,186	6,000	6,000	4,000
<i>SPECIAL SERVICES</i>	33,172	93,036	53,122	85,000	89,811	85,000
<i>STATE AUDIT</i>	-	-	-	8,750	-	-
<i>WEARING APPAREL</i>	1,741	2,648	2,394	2,500	2,530	2,530
<i>PRIMACY FEE</i>	2,628	2,956	2,895	3,500	2,715	3,000
<i>BAD DEBT</i>	-	-	-	-	-	-
<i>COMPUTER SOFTWARE</i>	-	-	-	3,400	-	22,800
<b>Total Miscellaneous</b>	\$ 55,677	\$ 118,674	\$ 89,957	\$ 135,000	\$ 126,825	\$ 145,306
<b>UTILITIES</b>						
<i>UTILITIES-ELECTRIC</i>	58,922	86,667	107,901	138,000	155,297	178,592
<i>UTILITIES-SEWER</i>	8,309	2,827	1,560	2,400	3,214	3,535
<i>UTILITIES-WATER</i>	14,313	3,403	1,464	5,000	2,540	2,794
<i>UTILITIES-TELEPHONE</i>	1,561	2,384	1,656	1,500	2,545	3,295
<b>Total Utilities</b>	\$ 83,105	\$ 95,281	\$ 112,580	\$ 146,900	\$ 163,596	\$ 188,216
<b>CAPITAL IMPROVEMENTS</b>						
<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
<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	-
<i>GIS MAPPING</i>	-	-	-	-	-	-
<i>SCENIC RIVERS PLAZA PROJECT</i>	-	-	-	-	-	-
<i>EASEMENTS</i>	-	-	-	-	-	-
<i>CAPITAL IMP-AEREATOR 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	-	-	-
<b>Total Cap Improvements</b>	\$ 294,564	\$ 294,188	\$ 504,046	\$ 308,748	\$ 307,129	\$ 305,790
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,075,201</b>	<b>\$ 803,717</b>	<b>\$ 1,091,777</b>	<b>\$ 1,009,948</b>	<b>\$ 993,021</b>	<b>\$ 1,050,461</b>
REVENUE OVER/(UNDER) EXPENDITURES	\$ 65,481	\$ 198,406	\$ (239,433)	\$ (269,364)	\$ 87,158	\$ 143,166

**520-SEWER FUND**

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ESTIMATED AMOUNT	2023-2024 PROPOSED BUDGET
OTHER SOURCES	\$ -	\$ 50,000	\$ 195,000	\$ 310,000	\$ -	\$ -
OTHER USES	\$ -	\$ 14,000	\$ 14,000	\$ 37,029	\$ -	\$ 67,408
(UNDER) EXPENDITURES & OTHER USES	<b>\$ 65,481</b>	<b>\$ 234,406</b>	<b>\$ (58,433)</b>	<b>\$ 3,607</b>	<b>\$ 87,158</b>	<b>\$ 75,757</b>

**WASTEWATER RESERVES FUND - 521/522**

Beginning Balance 7/1/2023		\$	<b>284,391.00</b>
Revenues (5% Reserves Annually)	+	\$	67,408.30
<b>Expences (OUT)</b>	-		
I/I EVALUATION- ENGINEERING FEES	-	\$	<b>22,850.00</b>
SEWER UPGRADES - PHASE 2	-	\$	<b>8,505.05</b>
HYDROVAC TRUCK	-	\$	<b>47,500.00</b>
(25% Reserve Goal)		\$	272,944.25
Ending Balance 6/30/24	=	\$	-

# Utility Committee Staff Summary Report

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**MEETING DATE:** June 14, 2023

**AGENDA ITEM:**

**AGENDA TITLE:**

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**ACTION REQUESTED BY:** City Administrator

**ACTION REQUESTED:** Recommend a rate increase for the Electric Utility

**SUMMARY BY:** Sally Burbridge

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## **PROJECT DESCRIPTION / FACTS**

Recommending that the electric utility rates increase 7.7% for all in-city electric utility customers per the increase the city paid for power during May-April of the current year compared to the same time period the previous year. \$.1314 to \$.1415 per kwh for Residential and Commercial inside the City limits

Staff is recommending electric rates be treated the same as current water and sewer rates which are currently 26% higher for outside the city limits plus double the base/service availability fee.

Here is the difference:

7.7% increase would be: in-city \$.1415/kwh and out-city \$.1784/kwh

## **PROCUREMENT**

N/A

## **FISCAL IMPACTS**

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

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**SUPPORT DOCUMENTS:** DRAFT Utility Rate Ordinance

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to recommend to the Board of Aldermen an electric utility rate increase of 7.7 % per kwh for all in-city limits customers and to increase outside-city customers to 26% more than the in-city rates.

Move to recommend to Board of Aldermen a change in the time period used to calculate the increase/decrease in electric rates.

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**BILL NO.**

**ORDINANCE NO.**

AN ORDINANCE ESTABLISHING RATES FOR WATER 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:  
\$0.1415 per KWH with a minimum charge of fifty-six dollars sixty cents (\$56.60) 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: (% above inside rates?)  
\$0.1784 per KWH with a minimum charge of seventy-one dollars thirty-six cents (\$71.36) 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:  
\$0.1415 per KWH with a minimum charge of twenty-eight dollars thirty cents (\$28.30) 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: (% above inside rates?)  
\$0.1784 per KWH with a minimum charge of thirty-five dollars sixty-eight cents (\$35.68) 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 \$15.00 service availability charge and \$0.13.03 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 \$15.00 service availability charge and \$0.0920 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 \$15.00 service availability charge and \$0.1095 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 11<sup>th</sup> DAY OF JULY 2023.

APPROVED:

ATTEST:

\_\_\_\_\_  
**Greg Parker**  
**Mayor**

\_\_\_\_\_  
**Tammy Koller**  
**City Clerk**

APPROVAL AS TO FORM:

\_\_\_\_\_  
**James Weber**  
**City Attorney**

**BILL NO. ????**

**ORDINANCE NO. ????**

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 11<sup>th</sup> DAY OF JULY 2023.

APPROVED:

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**Greg Parker**  
**Mayor**

ATTEST:

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**Tammy Koller**  
**City Clerk**

APPROVAL AS TO FORM:

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**James Weber**  
**City Attorney**

# Staff Summary Report

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<b>MEETING DATE:</b>	June 14, 2023
<b>AGENDA ITEM:</b>	AMP/Budget Billing Policy Changes
<b>ACTION REQUESTED BY:</b>	City Administrator
<b>ACTION REQUESTED:</b>	Recommend to Board to change the Budget Billing from Fixed to Running AMP and to not allow customers to sign up if they also have a contract
<b>SUMMARY BY:</b>	Sally Burbridge

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## PROJECT DESCRIPTION / FACTS

Roughly 2 years ago the City set up a Budget Billing (AMP) program for utility customers. This program was set up as a “Fixed” AMP which means an average was taken of the month of signup plus the previous 11 months and that average payment was then set as a flat or “Fixed” payment amount for the customer. When the utility rates were then adjusted (increased) a few months later, recalculation of the “Fixed” rate was not done and so the customers on AMP continued to pay the same amount and any additional charges due to the increased utility rates were applied to their “Credit” balance (the amount they owed beyond the fixed amount).

The word “Credit” on the bill leads many customers to believe this is a credit to their account, meaning they overpaid. It meant the exact opposite; this is the amount they underpaid to cover their entire bill.

Given the fact that the AMP customers were not pulled out of AMP after the first year and payment amounts were not recalculated after rate increases nor after the first 12 months but were left paying the original “fixed” amount for 2 years, some of these accounts have accrued more than \$2,000 in unpaid bills to the city while paying their “fixed” amount every month.

To make this issue even worse, several of the customers who were allowed to go on budget billing also had contracts to pay off past due amounts left over from the Covid no-disconnect policies.

I propose two fixes to be applied together:

1. Change our AMP program from “Fixed” to “Running AMP” – this means every month a new average payment is calculated (in the Incode system automatically) to determine what that month’s payment is. There will not be a flat monthly bill that does not fluctuate. The bill will instead average each month resulting in small fluctuations in the amount due. This will still eliminate the dramatic differences in bills from summer to fall and winter to spring, it simply won’t be flat. This will also allow the bills to automatically adjust when rate increases or decreases are implemented because every month’s bill will be a new averaged amount based on the most recent 12 month’s bills.
2. To be eligible for AMP, customers must be in good standing – no more than 2 late payments and NO disconnects in the last 12 months and no contracts. All contracts must be paid in full before a customer is eligible for AMP.

Finally, one more change that staff will make – working through Incode, staff will request the title of “Credit” and “Debit” for AMP balances be changed to “AMP Shortage” meaning they have an

amount still owed to the City for utility service and “AMP Overage” meaning they have money on account they can apply to future bills.

<b>PROCUREMENT</b>
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N/A

<b>FISCAL IMPACTS</b>
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This policy change will allow those remaining customers who have outstanding contracts for payment of past bills to finally get them paid off and will clean up and clarify the budget billing options.

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**SUPPORT DOCUMENTS:** N/A

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**DEPARTMENT’S RECOMMENDED MOTION:** Move to recommend to the Board of Aldermen changes to the utility policies including changing from “Fixed AMP” to Running AMP” and changing the eligibility to sign up for AMP to state, “customers must be in good standing – no more than 2 late payments and NO disconnects in the last 12 months and no contracts. All contracts must be paid in full before a customer is eligible for AMP.”

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# Utility Committee Staff Summary Report

**MEETING DATE:** June 14, 2023  
**AGENDA ITEM:** Utility Bill Delivery  
**ACTION REQUESTED BY:** City Administrator  
**ACTION REQUESTED:** Recommendation to Board/Staff  
**SUMMARY BY:** Sally Burbridge

## PROJECT DESCRIPTION / FACTS

The City currently prints all utility bills and inserts, and stuff in envelopes in-house. Members of the Utility Committee have been volunteering to assist staff with this in recent months and that has been a huge help and is greatly appreciated. Without volunteers, and with staff trying to stuff envelopes and still provide customer service and address other city business at the same time, this task has at times taken a full day or more to complete. Then every envelope still needs to be run through the postage meter and delivered to the Post Office. Based on multiple conversations about alternative ways to handle this task and due to the amount of time necessary to perform it, staff is presenting the following quotes/proposals as alternatives:

1. Email Utility Bills via Incode – In the attached quote there is a one-time fee of less than \$5,000 with an ongoing annual fee of just under \$700 annually. Assuming we could reach 50% of current customers who opt-in for receiving bills via email (roughly 2500 customers / 2 = 1250), this would result in savings of Postage costs alone of \$750/month or \$9,000/annually at the current postage rate of \$.60 per piece. Note – postage rates are due to go up in July 2023.
2. Requested a quote for email and print/mailing of bills from Dataprose 2-3 weeks ago with no response to date.
3. Requested a quote for email and print/mailing of bills from Ozark Mailing Services in Springfield on Friday – see attached quote.

Current in-house costs to process utility bills:

Billing forms-	\$.06/form	Color paper-	.03 per full page
Toner for printer-	\$.03/page	Toner for printer-	\$.03/page
Envelopes-	\$.10/envelope		
Postage-	\$.60		
<b>Per single page Bill</b>	<b>\$.79</b>	<b>Per 1/3 page insert</b>	<b>\$.06</b>

DOES NOT INCLUDE STAFF OR VOLUNTEER TIME NOR RETURN ENVELOPE

## PROCUREMENT

See quotes information above.

## FISCAL IMPACTS





Quoted By:  
Quote Expiration:  
Quote Name:

Lori Dudley  
12/22/22  
Tyler Output Processor

**Sales Quotation For:**

City of Salem  
400 N Iron St  
Salem MO 65560-1429  
Jennifer Cochran  
+1 (573) 729-4117  
utilities2@salem.mo.gov

**Tyler Software**

Description	License Total	Annual Maintenance
<b>ERP Pro powered by Incode</b>		
ERP Pro 9 Customer Relationship Management Suite		
Output Processor Server	\$ 2,750	\$ 688
<b>TOTAL:</b>	<b>\$ 2,750</b>	<b>\$ 688</b>

**Services**

Description	Hours/Units	Extended Price	Maintenance
<b>ERP Pro 9 Customer Relationship Management Suite</b>			
Professional Services	8	\$ 960	\$ 0
<b>Other Services</b>			
Project Management	1	\$ 250	\$ 0
<b>TOTAL:</b>		<b>\$ 1,210</b>	<b>\$ 0</b>

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 2,750	\$ 688
Total Tyler Services	\$ 1,210	
<b>Summary Total</b>	<b>\$ 3,960</b>	<b>\$ 688</b>
<b>Contract Total</b>	<b>\$ 4,648</b>	

**Detailed Breakdown of Professional Services (Included in Summary Total)**

Description	Hours	Extended Price	Maintenance
<b>ERP Pro powered by Incode</b>			
<b>ERP Pro 9 Customer Relationship Management Suite</b>			
Output Processor	8	\$ 960	\$ 0
<b>Sub-Total</b>		<b>\$ 960</b>	<b>\$ 0</b>
<b>TOTAL:</b>		<b>\$ 960</b>	<b>\$ 0</b>

### Comments

- Work will be delivered remotely unless otherwise noted in this agreement.
- Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - o Implementation and other professional services fees shall be invoiced as delivered.



- o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler’s SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ P.O.#: \_\_\_\_\_

## City Administrator

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**From:** Eric Bartelsmeyer <ebartelsmeyer@ozarkmailing.com>  
**Sent:** Monday, June 12, 2023 1:26 PM  
**To:** City Administrator  
**Subject:** Pricing

Hello Sally,

It was so nice to visit with you last week regarding the possibility of Ozark Mailing Service helping you with your monthly statements.

We can print the duplexed statement in black ink, provide both the outside and return envelope, fold, insert, seal, meter & mail for .79 per piece.

$2,500 \times .79 = \$1,975.00$

Please let me know if you have any questions.....we look forward to the opportunity to work with you in the future.

Have A GREAT Day!

Thanks,  
Eric  
Ozark Mailing Service  
417-224-2060

## City Administrator

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**From:** Eric Bartelsmeyer <ebartelsmeyer@ozarkmailing.com>  
**Sent:** Monday, June 12, 2023 5:06 PM  
**To:** City Administrator  
**Subject:** RE: Pricing

Hello Sally,

I based the per piece cost on 2,500.....it may increase a little on this price as the quantity goes down.....but we are only talking maybe a .05 or so.

We can send out both the email option and printed option.

A ballpark price for the extra insert would be .07 per piece for printing and inserting.

No Worries At All.....please ask any questions you might have.

I would be glad to swing by and visit later this week or next if you would like?

Have A GREAT Evening!

Thanks,  
Eric  
Ozark Mailing Service

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**From:** City Administrator <cityadministrator@salemno.com>  
**Sent:** Monday, June 12, 2023 3:19 PM  
**To:** Eric Bartelsmeyer <ebartelsmeyer@ozarkmailing.com>  
**Subject:** RE: Pricing

Eric,  
Thank you for the quick response!  
A couple of follow up questions – is there a minimum for printing?  
If we look at email as an option for customers to receive their bills, can we send those files to you and Ozark Mailing Services send out both the emails and the printed bills via email? If we assume a 50% adoption rate for emailing, that would drop the print/mail numbers to about 1250.

I realize the cost of including an insert in the billing will depend upon b&w vs color and single vs double sided, can we get a ballpark estimate for a single sided bw insert?

Apologies for all the questions, just trying to compare apples to apples.

Thank you for your time.

Respectfully,