



Dear Helena Utility Board Members:

When the new Utility Board was set and I became Chairman last November, we vowed to do the best in every decision we make on behalf of our customers with our service and employees being able to successfully do their jobs.

The strategic approach that was implemented this past year is to be proactive in maintenance and repairs with a large focus on making substantial capital investments in improving our utility infrastructure. To date, the Helena Utility Board has fully completed capital projects that include replacing the Old Cahaba pump station #2, installed a new Polymer Feed System at the wastewater treatment plan, and running new lines to the Lee Springs Park. Capital projects that are currently inflight to be completed by the end of this calendar year include installing a generator at Well #4, reconditioning of three water towers, GIS mapping of all sanitary sewer lines, updating the SCADA system, and installation of the new Hwy 95/58 main water line.

The Utility Board has been able to fund these along with some future capital projects with the refinancing of existing debt to receive cash back of \$5.3MM along with not raising or extending our payments of debt term. We were able to capture these financial wins by going before S&P Global Ratings to better our bond rating to an "A" Rating. S&P stated that the ratings upgrade is due to the improved governance, Environmental Social Governance factor, evidence by the management's recent willingness and demonstrated ability to adjust rates to build true coverage levels.

The Fiscal Year '22 proposed General Fund budget will focus on two main areas; investing in our people and investing in our utility infrastructure. Both areas over the years have lagged behind and it is our time now to show that we are true to our word in investing in a fiscally sound way.

Investing in our people.

This past year we have added head count to the water division to be able to sustain a high level of quality service. The proposed budget includes all full time employees of the Utility Department that have been with us for at least a year will receive a longevity bonus of \$100 for their first year, \$200 for year two through five, \$300 for year six through nineteen, and \$500 for twenty plus years.

After an extensive analysis of the current pay scale versus similar municipalities a request to move all steps within pay scale up by 10%. This one time increase will better balance our pay scale to peers while taking into account the work efforts and experience of our employees. Separated from this increase is putting into place a starting base pay of no less than \$15 an hour. Currently, there are 4 of the 18



employees that fall under this base rate that would be shifted up based on year of service.

Investing in our utility infrastructure.

As mentioned earlier, the infrastructure must continue to be improved as our customer base grows and existing materials come towards the end of its service. Capital improvement priorities have been set and will be completed as quickly as possible. A few of the capital projects include replacing force main sewer lines along Hwy 52, complete a full assessment on the 30 existing pump station throughout Helena, and begin a meter change out program.

Over the past year fiscal responsibility along with going after additional revenue sources to best benefit the Utility Board has grown the reserve fund account from \$600,000 this past November to currently \$1.3MM. Strong financial principles has allowed the Utility Board to provide strong growth that we see today along with preparing for the events that may come in the future. The current target is to continue growing the reserve account to \$2MM by FYE22.

We will continue pushing forward with level head and eye on the service we provide to each of our 7,600 customers by planning for, operate, and maintain both the infrastructure and the organization necessary to purvey high quality drinking water, to provide an adequate and reliable water supply for all household, commercial, and community needs, and to sustain and enhance the region's watersheds and quality of life by managing wastewater and stormwater effectively.

Moving Forward Together,

A handwritten signature in black ink, appearing to read "J. B. Puckett", written over a light gray grid background.

J. Brian Puckett
Chairman



FY2022 General Fund Budget

Revenue Summary

	FY2021 Budget	FY2021 Actual*	FY2022 Budget
Water Revenue	\$2,700,000.00	\$2,261,517.00	\$2,700,000.00
Sewer Revenue	\$2,000,000.00	\$1,727,261.00	\$1,900,000.00
Taps – Water	\$55,600.00	\$51,275.00	\$56,000.00
Taps – Sewer	\$87,200.00	\$109,156.00	\$110,000.00
Impact Fee – Sewer	\$459,000.00	\$415,000.00	\$475,000.00
Reimbursements	\$22,000.00	\$10,901.00	\$10,000.00
Adjustments	\$250.00	\$219.00	\$250.00
NexCheck	\$3,421.00	\$3,497.00	\$3,500.00
Collection Fees	\$10,000.00	\$13,044.15	\$10,000.00
Service Fees	\$35,000.00	\$122,250.00	\$35,000.00
Penalties	\$3,000.00	\$1,814.26	\$2,500.00
Late Charge/Fees	\$95,000.00	\$94,995.69	\$100,000.00
Interest Income AR	\$5,700.00	\$3,732.45	\$5,700.00
	\$5,476,171.00	\$4,814,662.55	\$5,407,950.00

Expense Summary

	FY2021 Budget	FY2021 Actual*	FY2022 Budget
Administration	\$2,355,321.72	\$2,070,842.42	\$2,458,942.78
Water	\$1,447,143.26	\$1,275,116.68	\$1,482,990.46
Sewer	\$1,400,129.16	\$1,155,293.72	\$1,463,865.59
City Shop	\$44,000.00	\$36,008.87	-----
	\$5,246,594.14	\$4,537,261.69	\$5,405,798.83

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Administration

		FY2021 Budget	FY2021 Actual*	FY2022 Budget
Fleet Management		----	-----	\$85,000.00
Ads and Legal Notice	510	\$2,000.00	\$702.46	\$2,000.00
Bank Trustee Fees	530	\$7,260.00	\$0.00	\$7,260.00
Bond Issue – 2006	531	\$610,408.43	\$342,533.06	-----
Bond Issue – 2015 SRF	532	\$507,499.25	\$507,499.25	\$507,499.25
Bond Issue – 2007	533	\$691,557.82	\$308,196.52	-----
Bond Issue – 2021 A	534	----	\$62,327.68	\$186,983.04
Bond Issue – 2021 B	535	----	\$345,215.64	\$1,035,646.92
Computer Equipment	560	\$5,000.00	\$1,861.46	\$5,000.00
Computer Consultant	565	\$20,500.00	\$20,642.24	\$20,500.00
Customer Refunds	583	\$15,000.00	\$7,482.95	\$15,000.00
Dues/Subscriptions	595	\$75.00	\$0.00	\$75.00
Insurance – Dental	611	\$1,700.00	\$2,216.97	\$2,500.00
Insurance – Gen Liability	614	\$41,000.00	\$46,587.71	\$50,000.00
Insurance – Health	615	\$26,000.00	\$24,176.75	\$26,000.00
Insurance – Wrk Comp	616	\$19,000.00	\$19,494.00	\$19,000.00
Insurance – Other	617	\$300.00	\$100.00	\$300.00
Legal and Auditing	645	\$35,000.00	\$33,050.00	\$35,000.00
Misc Expense	670	\$75.00	\$3,330.40	\$75.00
Office Supplies	695	\$8,000.00	\$7,094.00	\$8,000.00
Online Banking Charge	696	\$5,000.00	\$4,429.65	\$5,500.00
Payroll	700	\$271,454.22	\$250,615.30	\$330,930.36
Payroll Tax – Medicare	712	\$3,936.08	\$3,437.06	\$4,798.49
Payroll Tax – Soc Sec	714	\$16,830.14	\$14,695.86	\$20,517.68
Postage	740	\$24,000.00	\$21,940.98	\$27,000.00
Professional Services	755	\$5,500.00	\$4,310.16	\$5,500.00
Rent – Equipment	772	\$2,200.00	\$1,818.05	\$2,200.00
Right of Ways	775	\$364.00	\$0.00	\$364.00
R&M – Building	781	\$5,000.00	\$217.25	\$5,000.00
R&M – Computer Equip	782	\$200.00	\$0.00	\$200.00
State Retirement	815	\$24,973.76	\$19,963.56	\$33,093.04
Telephone	820	\$3,000.00	\$3,055.00	\$3,500.00
Telephone – Cellular	822	\$12,000.00	\$13,848.46	\$14,500.00
		\$2,364,833.70	\$2,070,842.42	\$2,458,942.78

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Water

		FY2021 Budget	FY2021 Actual*	FY2022 Budget
Chemicals	540	\$9,000.00	\$14,589.90	\$15,000.00
Conf/Conventions	570	\$1,000.00	\$0.00	\$1,000.00
Continuing Education	575	\$2,000.00	\$1,290.00	\$2,000.00
Dues and Subscriptions	595	\$2,000.00	\$1,610.00	\$2,000.00
Employee Medical Exp	600	-----	-----	\$100.00
Fuels and Lubricants	605	-----	-----	\$15,000.00
Insurance – Dental	611	\$3,000.00	\$3,076.99	\$3,200.00
Insurance – Health	615	\$47,500.00	\$35,727.23	\$47,500.00
Lab Fees	631	\$36,500.00	\$16,589.65	\$20,000.00
Misc Exp/Update Read	670	\$5,000.00	\$2,211.76	\$5,000.00
Payroll	700	\$360,392.83	\$388,536.13	\$441,684.62
Payroll Tax – Medicare	712	\$5,225.69	\$5,596.02	\$6,404.43
Payroll Tax – Soc Sec	714	\$22,344.35	\$23,927.51	\$27,384.45
Professional Services	755	\$135,000.00	\$7,605.00	\$70,000.00
Purchased Water Meters	756	\$50,000.00	\$76,846.21	\$80,000.00
Purchased Water Bessem	757	\$300,000.00	\$219,769.65	\$260,000.00
Rent – Equipment	772	-----	\$67.87	-----
R&M – Equipment	783	\$3,000.00	\$322.54	\$3,000.00
R&M – Vehicles	788	\$6,500.00	\$5,166.20	\$4,000.00
R&M – Materials	797	\$150,000.00	\$115,189.24	\$150,000.00
Sales Tax Water	801	\$100,000.00	\$83,982.23	\$100,000.00
Small Tools	810	\$500.00	\$0.00	\$500.00
State Retirement	815	\$33,156.14	\$34,766.17	\$44,168.46
Utilities Water	831	\$175,000.00	\$177,996.75	\$185,000.00
Vehicle Lic & Tags	845	\$24.25	\$45.50	\$48.50
Vehicle Purchase	846	\$40,000.00	\$60,201.10	-----
		\$1,487,143.26	\$1,275,116.68	\$1,482,990.46

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Sewer

		FY2021 Budget	FY2021 Actual*	FY2022 Budget
Capital Outlay	001	-----	-----	\$15,000.00
Chemicals	540	\$250,000.00	\$155,468.88	\$250,000.00
Continuing Education	575	\$400.00	\$70.00	\$2,000.00
Dues & Subscriptions	595	\$50.00	\$70.00	\$50.00
Fuels and Lubricants	605	-----	-----	\$15,000.00
Insurance – Dental	611	\$2,335.32	\$2,885.62	\$3,000.00
Insurance – Health	615	\$38,500.00	\$31,758.06	\$38,500.00
Lab Fees	632	\$47,000.00	\$49,897.65	\$50,000.00
Landfill Fees	635	\$45,000.00	\$40,361.20	\$45,000.00
Misc Expenses	670	-----	\$39.96	-----
Payroll	700	\$348,005.00	\$308,445.17	\$374,238.28
Payroll – Medicare	712	\$5,046.07	\$4,878.65	\$5,426.46
Payroll – Social Security	714	\$21,576.31	\$16,835.48	\$23,202.77
Professional Services	755	\$45,000.00	\$40,361.20	\$45,000.00
R&M – Building	781	\$200.00	\$6,046.25	\$2,000.00
R&M – Equipment	783	\$100,000.00	\$99,728.08	\$100,000.00
R&M – Vehicles	788	\$15,000.00	\$12,683.87	\$8,000.00
R&M – Materials	797	\$50,000.00	\$36,060.17	\$50,000.00
State Retirement	815	\$32,016.46	\$27,927.76	\$37,423.83
Utilities Sewer	832	\$400,000.00	\$310,788.21	\$400,000.00
Vehicle Lic & Tags	845	-----	\$24.25	\$24.25
Vehicle Purchase	846	\$28,000.00	\$32,270.00	-----
		\$1,428,129.16	\$1,155,293.72	\$1,463,865.59

City Shop

		FY2021 Budget	FY2021 Actual*	FY2022 Budget
Fuels and Lubricants	605	\$30,000.00	\$26,460.60	-----
Misc Expense	670	\$500.00	\$182.40	-----
R&M – Equipment	783	\$2,000.00	\$1,875.72	-----
R&M – Vehicles	788	\$10,000.00	\$6,019.84	-----
R&M – Backhoe	795	-----	\$881.00	-----
R&M – Mowers	796	-----	\$50.07	-----
R&M – Materials	797	\$1,000.00	\$0.00	-----
Small Tools	810	\$500.00	\$539.24	-----
		\$44,000.00	\$36,008.87	-----



Head Count by Department

Administration

Title	Beginning FY21	Current FY21	Projected FY22
Secretary/Treasurer	1	1	1
Utility Clerk	2	2	2
Revenue Clerk (PT)	1	1	1
	4	4	4

Water

Title	Beginning FY21	Current FY21	Projected FY22
Superintendent	1	1	1
Supervisor	1	1	1
Laborer	5	4	7
	7	6	9

Sewer

Title	Beginning FY21	Current FY21	Projected FY22
Operator	1	1	1
Laborer	5	4	6
	6	5	7

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**Pay Scale
FY22**

Title	New Hire	6 Months	1	2	3	4	5
Utility Clerk III	1,734.84	1,786.39	1,839.98	1,896.48	1,953.37	2,013.53	2,073.45
Utility Clerk II	1,505.74	1,550.90	1,596.78	1,645.67	1,695.02	1,747.38	1,800.33
Utility Clerk I	1,302.81	1,341.89	1,386.48	1,429.67	1,429.67	1,517.46	1,563.45
Revenue Clerk (PT)	21.80	22.46	23.13	23.82	24.52	25.26	26.02
Laborer III	20.11	20.71	21.33	21.98	22.64	23.31	24.01
Laborer II	17.22	17.75	18.30	18.87	19.43	20.01	20.60
Laborer I	15.00	15.45	15.91	16.39	16.88	17.39	17.91
Meter Reader	15.00	15.45	15.91	16.39	16.88	17.39	17.91
Department Head					2,903.03	2,991.30	3,080.22
Supervisor III					2,637.97	2,717.92	2,799.43
Supervisor II					2,514.00	2,589.40	2,666.20
Supervisor I					2,391.74	2,463.82	2,590.32

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Title	10	15	20	25
Utility Clerk III	2,173.78	2,282.63	2,398.12	2,519.35
Utility Clerk II	1,835.83	1,982.87	2,086.00	2,126.70
Utility Clerk I	1,635.91	1,688.85	1,812.88	1,906.23
Revenue Clerk (PT)	27.34	28.71	30.14	30.97
Laborer III	25.22	26.49	27.82	29.22
Laborer II	21.66	22.72	23.85	25.06
Laborer I	18.45	19.00	19.91	20.91
Meter Reader	18.45	19.00	19.91	20.91
Department Head	3,253.59	3,400.17	3,531.10	3,746.71
Supervisor III	2,959.30	3,001.11	3,243.31	3,404.79
Supervisor II	2,801.04	2,885.07	2,971.62	3,060.77
Supervisor I	2,667.81	2,722.48	2,942.16	2,999.66

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