

**AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
DECEMBER 19, 2016**

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street
2. **Approval of Minutes**
3. **Communications**
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: General**
 - 8a) 2017 Water and Electric Operating Budget and Cash Flow
 - 8b) Resn. #1151 – Establishing Water Rates In and For the City of Shakopee
 - 8c) Resn. #1152 – Adopting Fees and Charges For 2017
 - C=> 8d) November Financials
9. **Reports: Water Items**
 - 9a) Water System Operations Report – Verbal
 - 9b) Resn. #1153 – Determining the Necessity For and Authorizing the Conveyance of Easements to the City of Shakopee
 - C=> 9c) Monthly Water Production Dashboard
10. **Reports: Electric Items**
 - 10a) Electric System Operations Report – Verbal
11. **Reports: Human Resources**
 - 11a) Network Administrator Position – Updated Job Description
 - 11b) Resn. #1154 - Regulating Wage Ranges
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**
 - Regular Meeting -- January 3 (Tuesday)
 - Mid Month Meeting -- January 17 (Tuesday)
 - Regular Meeting -- February 6
 - Mid Month Meeting -- February 21 (Tuesday)
14. **Adjourn** to 1/3/17 at the SPUC Service Center, 255 Sarazin Street



MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

President Joos called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., December 5, 2016.

MEMBERS PRESENT: Commissioners Joos, Amundson, Olson and Weyer. Also present, Liaison Whiting, Utilities Manager Crooks, Finance Director Schmid, Planning & Engineering Director Adams, Line Superintendent Drent, Water Superintendent Schemel and Marketing/Customer Relations Director Walsh. Commissioner Helkamp was absent as previously advised.

Motion by Amundson, seconded by Weyer to approve the minutes of the November 21, 2016 Commission meeting. Motion carried.

There were no Communication items.

President Joos offered the agenda for approval.

Motion by Weyer, seconded by Olson to approve the agenda as presented. Motion carried.

There were no Consent Items.

The warrant listing for bills paid December 5, 2016 was presented.

Motion by Amundson, seconded by Weyer to approve the warrant listing dated December 5, 2016 as presented. Motion carried.

Liaison Whiting presented his report. The City Council will be discussing the west-end sewer study, the 2017 budget and reviewing the Council's 2016 Work Plan.

Water Superintendent Schemel provided a report of current water operations. The 18" water transmission line on CR 16 has been put back in service, the south loop watermain for the High School expansion is complete and crews are adjusting valve boxes.

Motion by Amundson, seconded by Weyer to offer Resolution #1144. A Resolution Adjusting Fees Applied Under The Water Connection Charge Policy Resolution. Ayes: Commissioners Weyer, Olson, Amundson and Joos. Nay: none. Motion carried. Resolution passed.

Motion by Weyer, seconded by Amundson to offer Resolution #1145. A Resolution Adjusting Fees Applied Under The Trunk Water Charge Policy Resolution. Ayes:



Commissioners Olson, Amundson, Joos and Weyer. Nay: none. Motion carried. Resolution passed.

Motion by Amundson, seconded by Weyer to offer Resolution #1146. A Resolution Adjusting Fees Applied Under The Reconstruction Fund Charge Resolution. Ayes: Commissioners Olson, Amundson, Joos and Weyer. Nay: none. Motion carried. Resolution passed

Line Superintendent Drent provided a report of current electric operations. Two outages were reviewed. One outage affected a single customer and the other, caused by tree contact, affected 190 customers for less than 1 hour. Construction updates were also provided.

Motion by Olson, seconded by Amundson to offer Resolution #1147. A Resolution Adjusting Fees Applied Under The Relocation Underground Charge Resolution. Ayes: Commissioners Weyer, Olson, Amundson and Joos. Nay: none. Motion carried. Resolution passed.

Motion by Weyer, seconded by Amundson to offer Resolution #1148. A Resolution Adjusting Fees Applied Under The Installation Of Underground Electrical Distribution Systems Policy Resolution. Ayes: Commissioners Weyer, Olson, Amundson and Joos. Nay: none. Motion carried. Resolution passed.

Utilities Manager Crooks read the MMPA Monthly Board Meeting Statement into the record.

Mr. Drent provided an update on the Dean Lake Substation / Shakopee Energy Park construction projects.

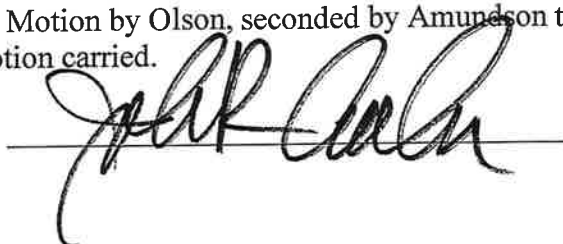
Mr. Crooks discussed the Utilities Manager Annual Review schedule. The review will take place on February 6. The Commission's 2017 Goals and Objectives will also be proposed.

Motion by Amundson, seconded by Weyer to offer Resolution #1149. A Resolution Designating An Official Means Of Publication. Ayes: Commissioners Amundson, Joos and Weyer. Nay: Olson. Motion carried. Resolution passed.

Motion by Olson, seconded by Weyer to offer Resolution #1150. A Resolution Designating Official Depositories Of The Shakopee Public Utilities Commission Funds. Ayes: Commissioners Weyer, Olson, Amundson and Joos. Nay: none. Motion carried. Resolution passed.

The tentative commission meeting dates of December 19 and Tuesday, January 3, 2017 were noted.

Motion by Olson, seconded by Amundson to adjourn to the December 19, 2016 meeting. Motion carried.



Commission Secretary: John R. Crooks

December 14, 2016

TO: John Crooks, Utilities Manager *JRC*

FROM: *RS* Renee Schmid, Director of Finance and Administration

SUBJECT: 2017 Proposed Operating Budget, Cash Flow, and Key Operating Budget Assumptions

The following documents are presented for review, discussion and recommended approval at the next meeting of the Shakopee Public Utilities Commission scheduled for December 19, 2016:

- 2017 Key Operating Budget Assumptions
- 2017 Proposed Operating Budget for Electric, Water, and Total Utility
- Projected Cash Flows 2017-2021

2017 Key Operating Budget Assumptions:

The following key budget assumptions were used to develop the 2017 Operating Budget:

Revenue Planning Assumptions:

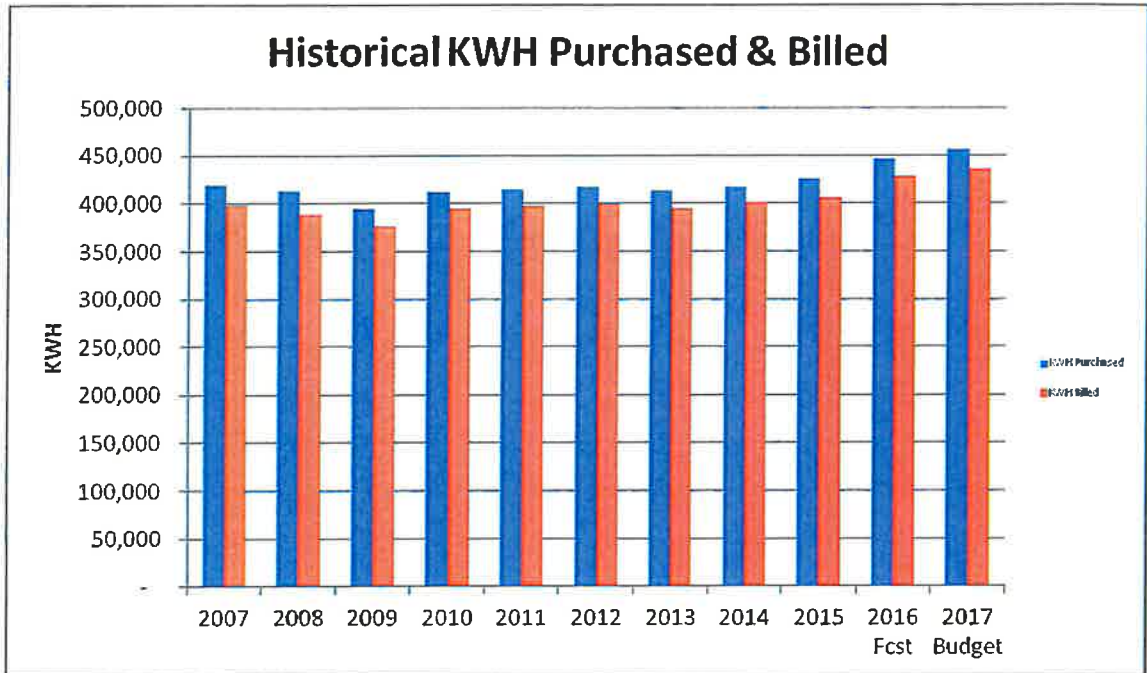
- Year to date revenues as of September 30, 2016 and forecasted revenues for the fourth quarter 2016 were used as the basis for developing the 2017 Operating Revenue Budget. Historical sales volumes over the last five years were also reviewed.

Electric Revenue Assumptions

- Revenue projections assume no rate increases as of January 1, 2017 in residential, commercial, and industrial rates. Rate adjustments to the service fee charges and demand charges were made in 2016.
- Power costs are projected to increase 6.7% in 2017 reflecting a projected 2.3% growth in kWh purchased and an increase in the cost of purchased power of 4.4% per kilowatt. Increases in the cost per kWh of purchased power are being driven by increases in demand rate charges from our power supplier. The increase in purchased power costs is projected to impact the average cost of the power cost adjustment rate from an average of 1.2 cents per kWh in 2016 to 1.57 cents per kWh in 2017.



- Total sales of kilowatt hours are projected to increase by 1.9% from 427,875,493 in 2016 to 435,941,029 in 2017 driven by industrial sales growth. Industrial kilowatt sales are projected to increase by 2.9% reflecting new business sales of 3.4% offset by a reduction in sales of 0.5% due to conservation initiatives. Residential kilowatt sales are projected to decrease by 0.2% driven by minimal account growth of 0.3% and a reduction in sales of 0.5% due to conservation initiatives. Commercial kilowatt sales are assumed flat from 2016 to 2017.



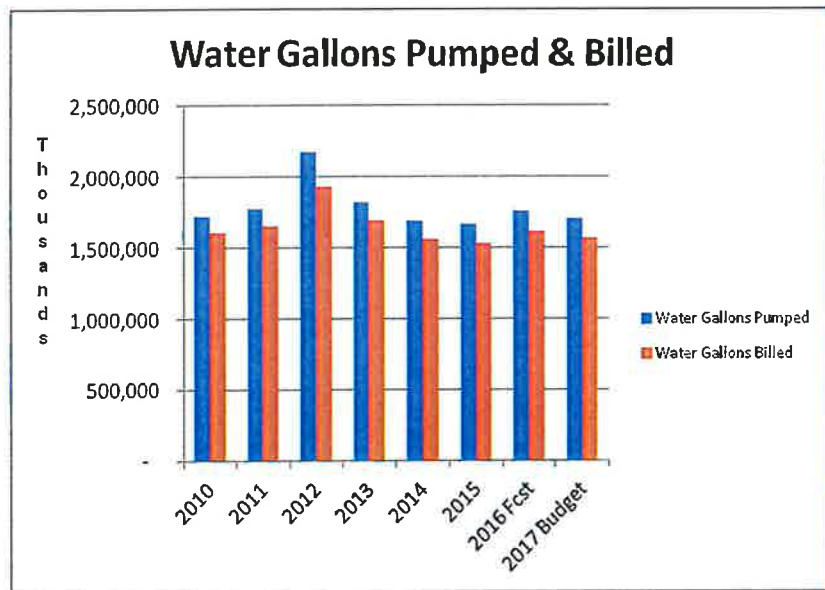
- Electric revenue is projected to increase by \$2.1 million or 4.5% from \$46.3 million to \$48.4 million from 2016 to 2017 reflecting increased industrial sales, increased power cost adjustment revenues driven by projected increased power costs, and partially offset by lower underground relocation revenues of approximately \$308k.
- The 2017 budget assumes the underground relocation charge will decrease from \$.00100/kWh in 2016 to \$.00025/kWh in 2017. Specific project costs were reviewed and estimated over the next five years and the 2017 rate decrease will result in sufficient fund balances to support operations over the next five years.

Relocation Underground Rates/Fund Balance Projections

Date	KWH Billed	UGRL Rate	Revenue	Expense	Ending Balance
9/30/2016		0.00100			559,480.72
10/30/2016		0.00100	34,424.81		593,905.53
11/30/2016		0.00100	32,390.89		626,296.42
12/31/2016		0.00100	34,477.07	44,883.61	615,889.88
2017	435,941,029	0.00025	108,985.26	202,075.00	522,800.13
2018	440,300,439	0.00025	110,075.11	43,750.00	589,125.24
2019	444,703,443	0.00025	111,175.86	368,250.00	332,051.10
2020	449,150,478	0.00025	112,287.62	48,000.00	396,338.72
2021	453,641,983	0.00025	113,410.50	125,000.00	384,749.22

Water Revenue Assumptions

- Water revenue assumptions assume a 10% increase in commodity rates and no changes to fixed rates.
- Total water operating revenue is projected to increase from \$4.6 million to \$4.9 million, an increase of \$336k or 7.4% from 2016 to 2017 driven by the increase in commodity usage rates and partially offset by lower projected water gallon sales volume, and an increase in water reconstruction revenues.
- Water sales are projected to decrease from 1.615 billion gallons to 1.566 billion gallons or 3.1% reflecting a more typical weather pattern based on historical sales volume data over the last three years. 2017 account growth is planned at .2% from 2016.



- As of January 1st, 2010, the DNR has required all utilities to adopt a conservation based rate structure. The utility engaged PCE to prepare a water rate study in 2009. The recommendation from this study, which has been accepted by the commission, suggested the utility will need to increase rates annually to meet

operating requirements. The commission elected to review rates increases on an annual basis. The last water rate increase adopted by the commission was in 2012 and prior to that in 2010.

- The water reconstruction fee is projected to increase from \$.34 per thousand gallons to \$.41 per thousand gallons to support planned reconstruction projects over the next five years resulting in \$92k of additional revenue in 2017.

Shakopee Public Utilities Water Reconstruction Fund Rates

	Projected Annual Retail Sales Gallons in Thousands	Estimated Average Charge Per 1,000 Gallons	Estimated Revenues	Reconstruction Project Costs	Projected Fund Balance
9/30/2016					502,202.23
10/30/2016			41,563.30		543,765.53
11/30/2016			30,571.78	(73,555.29)	500,782.02
12/31/2016	1,615,078	0.34	29,826.84	(533,673.77)	(3,064.91)
2017	1,565,633	0.41	641,909.67	(534,000.00)	104,844.76
2018	1,581,290	0.42	664,141.66	(700,000.00)	68,986.42
2019	1,597,103	0.10	159,710.26	(178,000.00)	50,696.67
2020	1,613,074	0.05	80,653.68	(60,000.00)	71,350.35
2021	1,629,204	0.05	81,460.22	(60,000.00)	92,810.57

Operating revenue for the Total Utility is budgeted at \$53.3 million in 2017, an increase of \$2.4 million, or 4.7% from 2016.

Expense Planning Assumptions:

- Year to date expenses as of August 31, 2016 annualized were used as the basis for developing the 2017 Operating Expense Budget.
- The operating budget anticipates leaving three authorized positions vacant in 2017 for a savings of approximately \$71k in salary or 1.6% of total base pay.
- Operating expense is expected to increase \$3,552k or 8.8%. Purchased power costs are expected to increase by \$2,146k or 6.7% driven by projected increases in power costs and growth in industrial sales volumes. Wage ranges are projected to increase at 3.0%. Labor expense is increasing by \$349k, which includes \$59k for two staff additions, one each in engineering and customer service, at an annualized cost of \$91k. Other expense increases total \$1,057k and are driven by increases in employee benefits of \$221k, insurance \$58k, water well rehab and other maintenance costs of \$115k, electric distribution maintenance and upgrade of street lights of \$72k, office supplies of \$80k for software maintenance, customer service and marketing \$26k, other expenses of \$75k for staff training and donations, and outside services expense of \$478k to support project initiatives including the Daffron CIS Upgrade \$30k, Territory Acquisition/Legal Costs \$50k, File Digitization project \$80k, Electric Coordination/Power Factor Study \$65k, Water Comp study \$25k, Ebill presentment \$25k, IT disaster recovery and

security assessment of \$140k, and offset by lower other miscellaneous expenses of \$68k for 2016 rodeo host expenses that will not occur in 2017.

- Depreciation expense is projected to increase \$552k from 2016 to 2017 driven by capital expenditures in both water and electric. The increase in depreciation expense reflects the completion of two large capital projects, the Shakopee Substation upgrade and the new Water Tank #7 on Wood Duck Trail.
- Non-Operating Income will decrease from 2016 to 2017 by \$82k primarily due to lower miscellaneous income of \$59k due to non-recurring income recognized in 2016, lower investment income of \$34k, higher customer deposit interest expense of \$7k due to higher rates, and partially offset by lower long term debt interest expense of \$18k. Investment income will decrease by \$34k due to a decline in investment balances as a result of planned capital expenditures.
- Trunk Water and Water Connection revenue projections were reviewed and adjusted to reflect current planned projects, expected building permit activity and related timing in the 5 Year Cash Flow projections. Capital Contributions are expected to be lower in 2017 than 2016 by \$908k primarily due to lower Water Connection fees and Capital Contributions, and partially offset by increased trunk water fees.
- City transfer fees expense is expected to increase by \$120k related to revenue increases in electric and water.

Outstanding Debt

- As of December 31, 2016, Shakopee Public Utilities will have total debt outstanding of \$8.015 million. As of December 31, 2017, total debt outstanding is projected to be \$7.590 million. This bond issue was fully callable for early defeasance as of February 1, 2015. The Commission will continue to evaluate this option in conjunction with capital requirements and territory acquisition opportunities.
- The 2017 operating budget as proposed will maintain more than adequate debt coverage service ratios as required by the covenants in our bond indentures.

Projected Cash Flows and Fund Balances

- The 2017 operating budget and related capital improvements as proposed result in positive cash flow projections near term in all funds with exception to the Trunk fund which has had a deficit balance for the last several years.
- Our financial advisors and auditors recommend maintaining a cash reserve of three to six months of operating expenses. The 2017 operating budget and related capital improvements as proposed will generate and maintain adequate cash reserves in 2017 in the electric and water operating funds.

Requested Commission Action

- Approve the 2017 Operating Budget and 2017 – 2021 Projected Cash Flow

Thank you for your time and consideration of this budget proposal.

Shakopee Public Utilities
2016 Operating Budget - Total Utility
(\$ in Thousands)

	2015 Actual	2016 Projected	2016 Budget	2017 Budget	2016 Projected vs 2017 Budget	
					\$	%
Operating Revenue	\$ 47,343	\$ 50,872	\$ 49,014	\$ 53,278	\$ 2,406	4.7%
Operating Expense	(37,493)	(40,393)	(41,157)	(43,945)	(3,552)	-8.8%
Depreciation & Amortization	(2,979)	(3,212)	(3,643)	(3,764)	(552)	-17.2%
Operating Income	<u>6,871</u>	<u>7,267</u>	<u>4,214</u>	<u>5,569</u>	<u>(1,699)</u>	<u>-23.4%</u>
Non-Operating Income (Expense)	249	438	162	356	(82)	18.7%
Net Income Before Contributions & Transfers	<u>7,120</u>	<u>7,705</u>	<u>4,376</u>	<u>5,925</u>	<u>(1,780)</u>	<u>-23.1%</u>
Capital Contributions	3,822	2,701	2,230	1,793	(908)	-33.6%
Transfers To Municipality	(2,158)	(2,287)	(2,221)	(2,407)	(120)	-5.3%
Net Income or Change in Net Assets	<u>\$ 8,783</u>	<u>\$ 8,119</u>	<u>\$ 4,386</u>	<u>\$ 5,310</u>	<u>\$ (2,808)</u>	<u>-34.6%</u>

Shakopee Public Utilities
2017 Operating Budget - Electric
(\$ in Thousands)

	2015 Actual	2016 Projected	2016 Budget	2017 Budget	2016 Projected vs 2017 Budget	
					\$	%
Operating Revenue	\$ 43,056	\$ 46,301	\$ 44,537	\$ 48,370	\$ 2,069	4.5%
Operating Expense	(35,100)	(37,821)	(38,105)	(40,895)	(3,074)	-8.1%
Depreciation & Amortization	(1,827)	(1,939)	(2,243)	(2,270)	(331)	-17.1%
Operating Income	<u>6,128</u>	<u>6,541</u>	<u>4,188</u>	<u>5,205</u>	<u>(1,336)</u>	<u>-20.4%</u>
Non-Operating Income (Expense)	73	186	31	147	(39)	21.2%
Net Income Before Contributions & Transfers	<u>6,202</u>	<u>6,727</u>	<u>4,220</u>	<u>5,352</u>	<u>(1,375)</u>	<u>-20.4%</u>
Capital Contributions	658	378	-	-	(378)	NA
Transfers To Municipality	(1,314)	(1,393)	(1,346)	(1,457)	(64)	-4.6%
Net Income or Change in Net Assets	<u>\$ 5,546</u>	<u>\$ 5,712</u>	<u>\$ 2,874</u>	<u>\$ 3,895</u>	<u>\$ (1,817)</u>	<u>-31.8%</u>

Shakopee Public Utilities
2016 Operating Budget - Water
(\$ in Thousands)

	2015 Actual	2016 Projected	2016 Budget	2017 Budget	2016 Projected vs 2017 Budget	
					\$	%
Operating Revenue	\$ 4,287	\$ 4,572	\$ 4,477	\$ 4,908	\$ 336	7.4%
Operating Expense	(2,393)	(2,572)	(3,051)	(3,051)	(478)	-18.6%
Depreciation & Amortization	(1,152)	(1,273)	(1,400)	(1,494)	(221)	-17.4%
Operating Income	<u>743</u>	<u>726</u>	<u>26</u>	<u>364</u>	<u>(363)</u>	<u>-50.0%</u>
Non-Operating Income (Expense)	175	251	130	209	(42)	16.8%
Net Income Before Contributions & Transfers	<u>918</u>	<u>978</u>	<u>156</u>	<u>573</u>	<u>(405)</u>	<u>-41.4%</u>
Capital Contributions - Includes Capital Contributions, Trunk, Connection, and Meter Fees	3,164	2,322	2,230	1,793	(529)	-22.8%
Transfers To Municipality	(844)	(894)	(875)	(950)	(57)	-6.3%
Net Income or Change in Net Assets	<u>\$ 3,237</u>	<u>\$ 2,406</u>	<u>\$ 1,512</u>	<u>\$ 1,415</u>	<u>\$ (991)</u>	<u>-41.2%</u>

Projected Cash Flows 2017 - 2021
Combined Water and Electric
Final as of 12/05/16

	Water Funds	Electric Funds	Total Funds
Estimated Balance 12/31/16	\$ 15,632,643	\$ 26,497,805	\$ 42,130,449
2017			
CIP Costs	(4,258,053)	(5,385,405)	\$ (9,643,458)
CIP Costs - Administration	(98,100)	(294,300)	\$ (392,400)
Bond Payments - P&I	0	(762,400)	\$ (762,400)
Receipts/Operations-Net	2,908,829	6,513,302	\$ 9,422,131
Balance 12/31/17	\$ 14,185,320	\$ 26,569,002	\$ 40,754,321
2018			
CIP Costs	\$ (4,381,865)	\$ (3,257,750)	\$ (7,639,615)
CIP Costs - Administration	\$ (64,000)	\$ (192,000)	\$ (256,000)
Bond Payments - P&I	0	(763,913)	\$ (763,913)
Receipts/Operations-Net	3,024,047	6,578,435	\$ 9,602,481
Balance 12/31/18	\$ 12,763,502	\$ 28,933,774	\$ 41,697,275
2019			
CIP Costs	(3,334,114)	(3,433,650)	\$ (6,767,764)
CIP Costs - Administration	(78,000)	(234,000)	\$ (312,000)
Bond Payments - P&I	0	(759,681)	\$ (759,681)
Receipts/Operations-Net	2,568,208	6,644,219	\$ 9,212,427
Balance 12/31/19	\$ 11,919,596	\$ 31,150,661	\$ 43,070,257
2020			
CIP Costs	(3,590,218)	(4,616,500)	\$ (8,206,718)
CIP Costs - Administration	(77,000)	(231,000)	\$ (308,000)
Bond Payments - P&I	0	(759,706)	\$ (759,706)
Receipts/Operations-Net	2,287,510	6,710,661	\$ 8,998,171
Balance 12/31/20	\$ 10,539,887	\$ 32,254,116	\$ 42,794,003
2021			
CIP Costs	(6,578,738)	(8,845,000)	\$ (15,423,738)
CIP Costs - Administration	(57,750)	(173,250)	\$ (231,000)
Bond Payments - P&I	0	(758,881)	\$ (758,881)
Receipts/Operations-Net	2,871,402	6,777,768	\$ 9,649,169
Balance 12/31/21	\$ 6,774,801	\$ 29,254,752	\$ 36,029,554
Cumulative 5 Year CIP Costs	(22,142,988)	(25,538,305)	(47,681,293)
Cumulative 5 Year CIP Costs - Admin	(374,850)	(1,124,550)	(1,499,400)
Total Cumulative 5 Year CIP Costs	\$ (22,517,838)	\$ (26,662,855)	\$ (49,180,693)

**Projected Cash Flows 2017 - 2021
Final as of 12/05/16**

**Water Cash Flow
2017-2021**

	Operating Fund	Connection Fund	Trunk Fund	Reconstruction Fund	Sub-total Available Funds	Bond Reserve 2006	Total Bond Reserves	Total Water Funds
Estimated Balance 12/31/16	\$ 7,145,696	\$8,911,029	(\$421,017)	(\$3,065)	\$15,632,643	\$0	\$0	\$15,632,643
2017								
CIP Costs	(889,500)	(2,350,680)	(483,873)	(534,000)	(4,258,053)		\$0	(\$4,258,053)
CIP Costs - Administration	(98,100)				(98,100)		\$0	(\$98,100)
Receipts		1,381,174	377,746	641,910	2,400,830		\$0	\$2,400,830
Bond Payments - P&I	0				0		\$0	\$0
Operations-Net	507,999				507,999		\$0	\$507,999
Balance 12/31/17	\$6,666,096	\$7,941,523	(\$527,144)	\$104,845	\$14,185,320	\$0	\$0	\$14,185,320
2018								
CIP Costs	(342,000)	(3,124,057)	(215,808)	(700,000)	(4,381,865)		\$0	(\$4,381,865)
CIP Costs - Administration	(64,000)				(64,000)		\$0	(\$64,000)
Receipts		1,571,424	275,401	664,142	2,510,967		\$0	\$2,510,967
Bond P&I Payments	0				0		\$0	\$0
Operations-Net	513,079				513,079		\$0	\$513,079
Balance 12/31/18	\$ 6,773,175	\$ 6,388,891	(\$467,551)	\$ 68,986	\$ 12,763,502	\$ -	\$0	\$ 12,763,502
2019								
CIP Costs	(685,382)	(2,276,332)	(194,400)	(178,000)	(3,334,114)		\$0	(\$3,334,114)
CIP Costs - Administration	(78,000)				(78,000)		\$0	(\$78,000)
Receipts		1,326,282	564,006	159,710	2,049,998		\$0	\$2,049,998
Bond P&I Payments	0				0		\$0	\$0
Operations-Net	518,210				518,210		\$0	\$518,210
Balance 12/31/19	\$ 6,528,003	\$ 5,438,841	(\$97,945)	\$ 50,697	\$ 11,919,596	\$ -	\$0	\$ 11,919,596
2020								
CIP Costs	(1,274,018)	(2,144,750)	(111,450)	(60,000)	(3,590,218)		\$0	(\$3,590,218)
CIP Costs - Administration	(77,000)				(77,000)		\$0	(\$77,000)
Receipts		1,431,028	252,435	80,654	1,764,117		\$0	\$1,764,117
Bond P&I Payments	0				0		\$0	\$0
Operations-Net	523,392				523,392		\$0	\$523,392
Balance 12/31/20	\$ 5,700,378	\$ 4,725,119	\$ 43,040	\$ 71,350	\$ 10,539,887	\$ -	\$0	\$ 10,539,887
2021								
CIP Costs	(1,274,018)	(5,234,720)	(10,000)	(60,000)	(6,578,738)		\$0	(\$6,578,738)
CIP Costs - Administration	(57,750)				(57,750)		\$0	(\$57,750)
Receipts		2,147,178	114,137	81,460	2,342,775		\$0	\$2,342,775
Bond P&I Payments	0				0		\$0	\$0
Operations-Net	528,626				528,626		\$0	\$528,626
Balance 12/31/21	\$ 4,897,236	\$ 1,637,578	\$ 147,177	\$ 92,811	\$ 6,774,801	\$ -	\$0	\$ 6,774,801

*Note: Reconstruction Projects will be funded from operating account in the event funds are not sufficient in the Reconstruction Fund.

Projected Cash Flows 2017 - 2021
Final as of 12/05/16

Electric Cash Flow
2017-2021

	Operating Fund	Emergency Fund	Underground Relocation Fund	Sub-total Available Funds	Bond Reserve 2006	Total Bond Reserves	Total Electric Funds
Estimated Balance 12/31/16	\$ 25,247,985	\$ 100,000	\$ 615,890	\$ 25,963,875	\$ 533,930	\$ 533,930	\$ 26,497,805
2017							
CIP Costs	(5,183,330)		(202,075)	(5,385,405)	\$ -	\$ -	\$ (5,385,405)
CIP Costs - Administration	(294,300)			(294,300)	\$ -	\$ -	\$ (294,300)
Receipts			108,985	108,985	\$ -	\$ -	\$ 108,985
Bond P&I Payments	(762,400)			(762,400)	\$ -	\$ -	\$ (762,400)
Operations-Net	6,404,316			6,404,316	\$ -	\$ -	\$ 6,404,316
Balance 12/31/17	\$ 25,412,272	\$ 100,000	\$ 522,800	\$ 26,035,072	\$ 533,930	\$ 533,930	\$ 26,569,002
2018							
CIP Costs	(3,214,000)		(43,750)	(3,257,750)	\$ -	\$ -	\$ (3,257,750)
CIP Costs - Administration	(192,000)			(192,000)	\$ -	\$ -	\$ (192,000)
Receipts			110,075	110,075	\$ -	\$ -	\$ 110,075
Bond P&I Payments	(763,913)			(763,913)	\$ -	\$ -	\$ (763,913)
Operations-Net	6,468,359			6,468,359	\$ -	\$ -	\$ 6,468,359
Balance 12/31/18	\$ 27,710,719	\$ 100,000	\$ 589,125	\$ 28,399,844	\$ 533,930	\$ 533,930	\$ 28,933,774
2019							
CIP Costs	(3,065,400)		(368,250)	(3,433,650)	\$ -	\$ -	\$ (3,433,650)
CIP Costs - Administration	(234,000)			(234,000)	\$ -	\$ -	\$ (234,000)
Receipts			111,176	111,176	\$ -	\$ -	\$ 111,176
Bond P&I Payments	(759,681)			(759,681)	\$ -	\$ -	\$ (759,681)
Operations-Net	6,533,043			6,533,043	\$ -	\$ -	\$ 6,533,043
Balance 12/31/19	\$ 30,184,680	\$ 100,000	\$ 332,051	\$ 30,616,732	\$ 533,930	\$ 533,930	\$ 31,150,661
2020							
CIP Costs	(4,568,500)		(48,000)	(4,616,500)	\$ -	\$ -	\$ (4,616,500)
CIP Costs - Administration	(231,000)			(231,000)	\$ -	\$ -	\$ (231,000)
Receipts			112,288	112,288	\$ -	\$ -	\$ 112,288
Bond P&I Payments	(759,706)			(759,706)	\$ -	\$ -	\$ (759,706)
Operations-Net	6,598,373			6,598,373	\$ -	\$ -	\$ 6,598,373
Balance 12/31/20	\$ 31,223,848	\$ 100,000	\$ 396,339	\$ 31,720,186	\$ 533,930	\$ 533,930	\$ 32,254,116
2021							
CIP Costs	(8,720,000)		(125,000)	(8,845,000)	\$ -	\$ -	\$ (8,845,000)
CIP Costs - Administration	(173,250)			(173,250)	\$ -	\$ -	\$ (173,250)
Receipts			113,410	113,410	\$ -	\$ -	\$ 113,410
Bond P&I Payments	(758,881)			(758,881)	\$ -	\$ -	\$ (758,881)
Operations-Net	6,664,357			6,664,357	\$ -	\$ -	\$ 6,664,357
Balance 12/31/21	\$ 28,236,074	\$ 100,000	\$ 384,749	\$ 28,720,823	\$ 533,930	\$ 533,930	\$ 29,254,752

Projected Water Cash Flow
9/30/16 - 12/31/16
Final as of 12/05/16

	Operating Fund Less Customer Deposits*	Connection Fund	Trunk Fund	Water Reconstruction Fund	Sub-total Available Funds	Bond Reserve	Bond Reserve 2004	Bond Reserve 2006	Total Water Funds
Balance 9/30/16	\$ 3,628,783.51	\$12,574,235.90	\$ (38,994.45)	\$ 502,202.23	\$ 16,666,227.19	\$ -	\$ -	\$ -	\$ 16,666,227.19
Estimated Receipts		70,931.45	0.00	101,961.92	172,893.37	0.00	0.00	0.00	\$ 172,893.37
Est Cash Flow - 4th Qtr/Payments**	(147,796.15)	(69,429.24)	(382,022.62)	(607,229.06)	(1,206,477.07)	0.00	0.00	0.00	\$ (1,206,477.07)
Transfers	3,664,709.09	(3,664,709.09)	0.00		0.00	0.00	0.00	0.00	\$ -
Estimated 12/31/16 Balance	\$ 7,145,696.45	\$ 8,911,029.02	\$ (421,017.07)	\$ (3,064.91)	\$ 15,632,643.49	\$ -	\$ -	\$ -	\$ 15,632,643.49

*Operating cash flows include \$18,000 for a truck. ** Connection Fund Cash include expenditures of \$3.7 million for Tank Work Order closing transfer & \$51,107 City 16-31 expenses. Water Reconstruction includes \$533, 673 for 2016 Street Reconstruction Projects & \$73,555 4th & Shennadoah. Trunk Fund payments include \$152,942 for Hilldale, \$24,900 for Menden oversizing, & \$204,180.33 for the Jennifer Lane county and city design costs

Projected Electric Cash Flow
9/30/16 - 12/31/16

	Operating Fund Less Customer Deposits*	Emergency Fund	Underground Relocation Fund	Sub-total Available Funds	Bond Reserve	Bond Reserve 2004	Bond Reserve 2006	Total Electric Funds
Balance 9/30/16	\$ 32,330,939.40	\$ 100,000.00	\$ 559,480.72	\$32,990,420.12	\$ -	\$ -	\$ 341,071.87	\$ 33,331,491.99
Estimated Receipts	0.00	0.00	101,292.77	101,292.77				\$ 101,292.77
Est Cash Flow - Oct - Dec**	(6,934,979.70)	0.00		(6,934,979.70)	0.00	0.00	0.00	\$ (6,934,979.70)
Transfers	(147,974.21)	0.00	(44,883.61)	(192,857.82)	0.00	0.00	192,857.82	\$ -
Estimated 12/31/16 Balance	\$ 25,247,985.50	\$ 100,000.00	\$ 615,889.88	\$ 25,963,875.37	\$ -	\$ -	\$ 533,929.69	\$ 26,497,805.06

**Operating cash flows include 4th quarter CIP project expenditures of \$2.6 million for MMPA DG Plant, \$0.3 million for MMPA DG Dean Lake Sub Upgrade, \$3.783 million for Dean Lake Sub site & switchgear, \$1.27 million for Dean Lake Exit Circuits & Duct Bank **UGRL includes \$20,595 for WO #1904 Spencer Street & \$24,289 WO#1825 Scott County 16-31.

Projected Cash Flow - Combined Water & Electric
9/30/16 - 12/31/16

	Operating Fund	Connection & Emergency Fund	Trunk & UGRL Funds	Water Reconstruction Fund	Sub-total Available Funds	Bond Reserve	Bond Reserve 2004	Bond Reserve 2006	Total Funds
Balance 9/30/16	\$ 35,959,722.91	\$12,674,235.90	\$ 520,486.27	\$ 502,202.23	\$ 49,656,647.31	\$ -	\$ -	\$ 341,071.87	\$ 49,997,719.18
Est Receipts		70,931.45	101,292.77	101,961.92	274,186.14	0.00	0.00	0.00	\$ 274,186.14
Est Cash Flow - Oct - Dec	(7,082,775.85)	(69,429.24)	(382,022.62)	(607,229.06)	(8,141,456.77)	0.00	0.00	0.00	\$ (8,141,456.77)
Transfers	3,516,734.88	(3,664,709.09)	(44,883.61)		(192,857.82)	0.00	0.00	192,857.82	\$ -
Estimated 12/31/16 Balance	\$ 32,393,681.95	\$ 9,011,029.02	\$ 194,872.81	\$ (3,064.91)	\$ 41,596,518.87	\$ -	\$ -	\$ 533,929.69	\$ 42,130,448.55

RESOLUTION #1151

A RESOLUTION ESTABLISHING WATER RATES
IN AND FOR THE CITY OF SHAKOPEE

BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION at meeting duly assembled on the 19th day of December, 2016, that Resolution #997 is repealed upon this Resolution taking effect, that the following water rates shall be, and hereby are established for all users of water furnished by the City of Shakopee through the Shakopee Public Utilities Commission:

Section I: RESIDENTIAL SERVICE: (RW)

AVAILABILITY: The primary use is or will be single and multiple family dwellings.

First 5,000 gallons:	\$2.26 per 1,000 gallons per month
Above 5,000 gallons:	\$2.70 per 1,000 gallons per month

Plus a fixed charge per month of:

5/8 x 3/4 inch	\$3.37 per month
3/4 inch	\$3.71 per month
1 inch	\$4.71 per month
1 1/2 inch	\$6.06 per month
2 inch	\$9.76 per month
3 inch	\$37.03 per month
4 inch	\$47.12 per month
6 inch	\$70.69 per month
10 inch	\$168.30 per month

Section II: COMMERCIAL / INSTITUTIONAL SERVICE: (CW)

AVAILABILITY: The principle use is or will be the sale, lease, rental, or trade of products, goods, and services. This shall include office buildings and all institutional users including schools, churches, governmental buildings and nursing homes.

\$2.07 per 1,000 gallons per month

Plus a fixed charge per month of:

5/8 x 3/4 inch	\$3.37 per month
3/4 inch	\$3.71 per month
1 inch	\$4.71 per month
1 1/2 inch	\$6.06 per month
2 inch	\$9.76 per month
3 inch	\$37.03 per month
4 inch	\$47.12 per month
6 inch	\$70.69 per month
10 inch	\$168.30 per month



Section III: INDUSTRIAL SERVICE: (IW)

AVAILABILITY: The principle use is or will be for the production, manufacture, warehousing, storage, or transfer of goods, products, commodities, or other wholesale items.

\$1.80 per 1,000 gallons per month

Plus a fixed charge per month of:

5/8 x 3/4 inch	\$3.37 per month
3/4 inch	\$3.71 per month
1 inch	\$4.71 per month
1 1/2 inch	\$6.06 per month
2 inch	\$9.76 per month
3 inch	\$37.03 per month
4 inch	\$47.12 per month
6 inch	\$70.69 per month
10 inch	\$168.30 per month

Section IV: IRRIGATION SERVICE:

AVAILABILITY: The primary use is or will be for lawn and landscape irrigation.

\$2.70 per 1,000 gallons per month

Plus a fixed charge per month of:

5/8 x 3/4 inch	\$3.37 per month
3/4 inch	\$3.71 per month
1 inch	\$4.71 per month
1 1/2 inch	\$6.06 per month
2 inch	\$9.76 per month
3 inch	\$37.03 per month
4 inch	\$47.12 per month
6 inch	\$70.69 per month
10 inch	\$168.30 per month

Section V: THE FOLLOWING CLAUSES APPLY TO ALL RATES:

MONTHLY BILLS:

The monthly bill is the sum of the commodity charge, reconstruction fund charge, the fixed charge, state water connection fee and any applicable sales tax.

In addition to the foregoing, monthly bills also include other adjustments referenced in this or other rate resolutions of the Shakopee Public Utilities Commission.

Minimum bill provisions, late charges, penalties, and special charges, also apply.

Section VI: THE FOLLOWING CLAUSES APPLY TO CERTAIN RATES:

Multiple-family Residential Dwellings:

Multiple-family residential dwellings are buildings or housing groupings which consist of several units each of which is intended and designed for one family or individual occupant. The designation is not dependent upon the actual occupancy of the units for their intended use. Shakopee Utilites will endeavor to adjust billing tier structures to accommodate residential units located in multiple-family dwelling installations and billed through a common water meter. The owner or the customer of record in such instances is responsible for furnishing all necessary information and documentation to provide the Shakopee Utilites the basis for making such adjustments. Adjustment will apply forward from the date documentation is provided and the determination made.

Metered Fire Services, Detector/Check Installations, and similar:

Fire Services having water meters, Detector/Check Installations, and similar services will be billed the regular standard monthly fixed charge applicable to all water meters. Water usage for actual fire suppression is not billed. No other water usage is permitted through such services, and such usage may be subject to charges and penalties specified under other resolutions, ordinances, or law.

BE IT FURTHER RESOLVED that all terms and adjustments described in this resolution are to become effective immediately, and applied to the January 2017 billings (which are due February 15), and all subsequent billings.

Passed in regular session of the Shakopee Public Utilities Commission this 19th day of December, 2016.

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks

RESOLUTION #1152

A RESOLUTION ADOPTING FEES AND CHARGES FOR 2017

WHEREAS, it is desirable to have a general listing of various fees and charges applied by the Shakopee Utilities, and

WHEREAS, the Utilities Commission has adopted various electric and water rates and charges by resolutions separate from this one and wish to keep those rates and charges intact,

NOW THEREFORE, BE IT RESOLVED THAT THE SHAKOPEE PUBLIC UTILITIES COMMISSION, hereby adopts the attached listing of fees, charges, and rates, for the purpose of having a common reference, effective January 1, 2017.

BE IT FURTHER RESOLVED, that this resolution does not invalidate any fees or charges adopted by other resolutions, nor does it preclude the subsequent adoption or application of any fees or charges that may arise for circumstances not covered by the attached list.

BE IT FURTHER RESOLVED, that all things necessary to carry out the terms and purpose of this Resolution are hereby authorized and performed.

Adopted in regular session of the Shakopee Public Utilities Commission, this 19th day of December, 2016.

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks



SUMMARY OF FEES, CHARGES AND RATES - 2017

Effective January 1, 2017

	WATER	ELECTRIC	ENGINEERING	CUSTOMER ACCOUNTS & COLLECTIONS
Water Rates	by Resn.			
Water Connection Charge	by Resn.			
Trunk Water Charge	by Resn.			
Hydrant Use				
Annual Permit Fee	\$25			
Equipment Deposit	\$250			
Meter Rental	\$9/week			
Water Charge	\$2/1000gal			
Tapping Permit Fee	\$50			
Tap Inspection Fee	\$75			
Shutoff Fee / Cold Weather	\$75 or \$125 after hrs			
Reinstatement Fee	\$75 or \$125 after hrs			
Water Meter Fee	by Resn.			
Special Service Charge				
Flushing	\$55/man hr + truck rate			
WM Inspection	\$55/man hr + truck rate			
Operate Valves	\$55/man hr + truck rate			
After Hours	overtime rates will apply			
Irrigation Valve Fee				
1-3 valves	\$25			
4+ valves	\$50			
Private Hydrant Inspection	\$50 each			
Standby Fire Protection Charge	\$20/yr			
Electric Rates		by Resn.		
Reconnect - Electric				\$100
Renters Deposit				
electric heat				\$200
gas heat				\$100
Commercial Account Deposit				2 months typical bill
Plan Review and Inspection Fee			100% actual costs. Deposit amt=8.5% of constr. Costs	
Underground Charge			by Resn.	
Seasonal Demand Customer Charge			by Resn.	
Special Service Charge				
Line Switching		\$55/manhr + equipment charge		
Misc. Work		\$55/manhr + equipment charge		
After Hours		overtime rates will apply		
Streetlight Charge		refer to attachment		
Security Light Charge		refer to attachment		
Account Setup				\$15
NSF Charge				\$30
Late Payment Charge				5% of balance
Net Meter Fee - Residential			\$85	
Net Meter Fee - Commercial 1 Phase			\$85	
Net Meter Fee - Commercial 3 Phase			\$85	
Meter Tampering/Theft				\$100 (plus actual costs)

SHAKOPEE PUBLIC UTILITIES STREET LIGHTING DEVELOPER INSTALLATION COSTS*

Effective January 1, 2017

LIGHT TYPE	POLE TYPE	EXISTING CHARGE	2017 CHARGE
72W LED TRADITIONAL	24' ALUMINUM POLE	\$1,450.00	\$1,525.00
160W LED RECTILINEAR SINGLE INSTALLATION	34' ALUMINUM POLE	\$3,050.00	\$3,000.00
160W LED RECTILINEAR GROUP CONTROL	34' ALUMINUM POLE	\$3,500.00	\$3,500.00

* FOR TYPICAL MULTIPLE UNITS INSTALLED AS A PART OF A NEW UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM EXTENSION INCLUDES 3 YEARS OF OPERATION AND MAINTENANCE COST

SHAKOPEE PUBLIC UTILITIES SECURITY LIGHTING RATE SCHEDULE

Effective January 1, 2017

SIZE	TYPE	2016 Charge	2017 Charge
100W	HPS	\$9.75	\$9.75
100W	HPS CM	\$5.00	\$5.00
250W	HPS	\$18.00	\$18.00
250W	HPS CM	\$7.25	\$7.25
400W	HPS	\$26.50	\$26.50
400W	HPS CM	\$10.00	\$10.00
1000W	METAL HALIDE	\$60.50	\$60.50
72W	LED	\$6.50	\$6.50
72W	LED CM	\$4.00	\$4.00
160W	LED	\$12.00	\$11.50
160W	LED CM	\$6.25	\$6.00

CM IS LIGHT INSTALLED ON THE CUSTOMER SIDE OF THE METER

SUMMARY OF FEES, CHARGES AND RATES**EQUIPMENT RATES**

Effective January 1, 2017

EQUIPMENT & NUMBER	\$/HR
Digger Derrick #612	\$100.00
Bucket Truck #611, 614, 616	\$65.00
1 Ton Truck #613, 631, 632, 633	\$30.00
Pick Up #617, 618, 621, 627, 645 Water Trucks	\$30.00
Tractor / Back Hoe #637	\$60.00
Trencher	\$35.00
Skid Steer	\$20.00
Hydra Vacuum	\$30.00
Air Compressor	\$15.00
Brush Chipper	\$20.00

Rate does not include \$50/ man hour to operate equipment



SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

December 14, 2016

Propose as Consent

TO: John Crooks

CC: Joe Adams
 Sherri Anderson
 Greg Drent
 Lon Schemel
 Sharon Walsh *AW*

FROM: Renee Schmid, Director of Finance and Administration

SUBJECT: Financial Results for November, 2016

The following Financial Statements are attached for your review and approval.

Month to Date & Year to Date Financial Results – November, 2016

- Combined Statement of Revenue & Expense and Net Assets – Electric, Water and Total Utility
- Electric Operating Revenue & Expense Detail
- Water Operating Revenue & Expense Detail

Key items to note:

Month to Date Results – November, 2016

- Total Utility Operating Revenues for the month of November totaled \$3.6 million and were favorable to budget by \$472k or 14.9%. Electric revenues were favorable to budget by \$487k or 16.9% driven by higher than plan industrial sales. Water revenues were unfavorable to budget by \$15k or 5.6% driven by lower than plan sales in all customer revenue groups.
- Total operating expenses were \$3.2 million and were favorable to budget by \$145k or 4.4%. Total purchased power expense in November was \$2.4 million and was \$141k or 6.4% higher than budget for the month. Total Operating Expense for electric including purchased power was \$2.9 million and was favorable to budget by \$79k or 2.7% primarily due to lower than planned administrative and general expense, timing of energy conservation expense, and partially offset by higher than plan purchased power expense. Total Operating Expense for Water was \$301k and was favorable to budget by \$67k or 18.2% due to lower than planned expenditures in operations and maintenance expenses, administrative and general expenses, and depreciation expense.
- Total Utility Operating Income was \$460k and was \$617k favorable to budget due to higher than plan operating revenues and lower than plan expenses.





SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

- Total Utility Non-Operating Expense was \$24k and was unfavorable to budget by \$28k due to lower than plan investment income of \$32k, and partially offset by higher than rental and miscellaneous expense of \$5k.
- Capital Contributions for November totaled \$69k and were unfavorable to budget by \$117k due to lower than plan collection of Water Connection and Trunk Water Fees.
- Transfers to the City of Shakopee totaled \$180k and were lower than budget for the month by \$5k.
- Change in Net Position was \$325k and was favorable to budget by \$478k driven by higher than planned operating income and partially offset by lower than plan non-operating expense and capital contributions.
- Electric usage billed to customers in November was 33,000,444 kWh, a decrease from October usage billed at 35,337,240 kWh.
- Water usage billed to customers in November was 88.4 million gallons, a decrease from October usage billed at 122.2 million gallons.

Year to Date Financial Results – November, 2016

- Total Utility Operating Revenue year to date November was \$47.2 million and was favorable to budget by \$1.6 million or 3.5%. Electric revenues were favorable to budget by \$1.5 million or 3.6% and water revenues were also favorable to budget by \$0.1 million or 3.1%.
- Total Utility Operating Expenses year to date November were \$39.7 million and were favorable to budget by \$1.5 million or 3.8% primarily due to timing of expenditures in energy conservation of \$0.5 million, operation and maintenance of \$0.4 million, outside services \$0.5 million, employee benefits \$0.5 million, other expenses \$0.2 million, and depreciation \$0.2 million, and were partially offset by higher than plan purchased power costs of \$0.8 million driven by higher than plan sales year to date. Total Operating Expense for electric including purchased power was favorable to budget by \$1.0 million or 2.7%. Total Operating Expense for Water was also favorable to budget by \$0.6 million or 13.5%.
- Total Utility Operating Income was \$7.5 million and was favorable to budget by \$3.1 million driven by higher than plan operating revenues of \$1.6 million and lower than plan operating expenses of \$1.5 million.
- Total Utility Non-Operating Income was \$0.4 million and was favorable to budget by \$0.2 million due to higher than planned rental and miscellaneous income of \$0.2 million.
- YTD Capital Contributions were \$2.7 million and are favorable to budget by \$0.7 million due to higher than plan water connection fees and capital contributions that were partially offset by lower than plan trunk water fees.
- YTD Transfer to the City of Shakopee is \$2.0 million and is lower than plan by \$59k or 2.9%. The actual payment throughout the year is estimated based on prior year results and will be trued up at the end of the year.
- YTD Change in Net Position is \$8.6 million and is favorable to budget by \$4.1 million reflecting higher than plan operating revenue, lower than plan operating expense, higher than plan non-operating revenues, and capital contributions.

SHAKOPEE PUBLIC UTILITIES
MONTH TO DATE FINANCIAL RESULTS
NOVEMBER 2016



SHAKOPEE PUBLIC UTILITIES
“Lighting the Way – Yesterday, Today and Beyond”

SHAKOPEE PUBLIC UTILITIES
COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION

	Month to Date Actual - November 2016			Month to Date Budget - November 2016			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %			
OPERATING REVENUES	\$ 3,369,390	259,457	3,628,847	2,882,222	274,742	3,156,964	487,168	16.9%	(15,285)	-5.6%	471,883	14.9%
OPERATING EXPENSES												
Operation, Customer and Administrative	2,692,933	189,643	2,882,576	2,759,968	251,098	3,011,066	67,036	2.4%	61,455	24.5%	128,491	4.3%
Depreciation	175,432	111,170	286,602	186,946	116,655	303,601	11,514	6.2%	5,485	4.7%	17,000	5.6%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	2,868,365	300,813	3,169,177	2,946,915	367,753	3,314,668	78,550	2.7%	66,940	18.2%	145,490	4.4%
Operating Income	501,026	(41,355)	459,670	(64,693)	(93,011)	(157,703)	565,718	874.5%	51,655	55.5%	617,374	391.5%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	15,047	6,342	21,389	16,069	647	16,716	(1,021)	-6.4%	5,695	879.7%	4,674	28.0%
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	-	0.0%	-	-	-	0.0%
Investment Income	(22,479)	1,223	(21,256)	9,700	753	10,453	(32,179)	-331.7%	469	62.3%	(31,710)	-303.3%
Interest Expense	(29,749)	(15)	(29,764)	(29,048)	(4)	(29,052)	(702)	-2.4%	(11)	-293.8%	(713)	-2.5%
Amortization of Debt Issuance Costs and Loss on Refunding	(1,484)	-	(1,484)	(1,484)	-	(1,484)	-	0.0%	-	-	-	0.0%
Gain/(Loss) on the Disposition of Property	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total Non-Operating Revenue (Expense)	(31,165)	7,550	(23,615)	2,737	1,397	4,134	(33,902)	-1238.6%	6,153	440.4%	(27,749)	-671.2%
Income Before Contributions and Transfers	469,861	(33,805)	436,055	(61,956)	(91,614)	(153,569)	531,816	858.4%	57,808	63.1%	589,625	383.9%
CAPITAL CONTRIBUTIONS	-	68,867	68,867	-	185,846	185,846	-	-	(116,979)	-62.9%	(116,979)	-62.9%
TRANSFER TO MUNICIPALITY	(109,592)	(70,000)	(179,592)	(112,146)	(72,912)	(185,058)	2,554	2.3%	2,912	4.0%	5,466	3.0%
CHANGE IN NET POSITION	\$ 360,269	(34,938)	325,330	(174,102)	21,321	(152,781)	534,370	306.9%	(56,259)	-263.9%	478,111	312.9%

SHAKOPEE PUBLIC UTILITIES
ELECTRIC OPERATING REVENUE AND EXPENSE

	MTD Actual		MTD Budget		MTD Actual v. Budget	
	November 2016		November 2016		Better/(Worse)	
	\$		\$		\$	%
OPERATING REVENUES						
Sales of Electricity						
Residential	\$	1,083,809		1,035,435	48,374	4.7%
Commercial and Industrial		2,203,571		1,770,010	433,561	24.5%
Uncollectible accounts		-		-	-	-
Total Sales of Electricity		<u>3,287,380</u>		<u>2,805,445</u>	481,935	17.2%
Forfeited Discounts		18,411		18,640	(229)	-1.2%
Free service to the City of Shakopee		14,592		14,157	435	3.1%
Conservation program		49,007		43,980	5,027	11.4%
Total Operating Revenues		<u>3,369,390</u>		<u>2,882,222</u>	487,168	16.9%
OPERATING EXPENSES						
Operations and Maintenance						
Purchased power		2,353,883		2,212,438	(141,445)	-6.4%
Distribution operation expenses		23,791		33,551	9,760	29.1%
Distribution system maintenance		46,044		67,673	21,630	32.0%
Maintenance of general plant		20,263		24,118	3,855	16.0%
Total Operation and Maintenance		<u>2,443,981</u>		<u>2,337,781</u>	(106,200)	-4.5%
Customer Accounts						
Meter Reading		8,299		10,433	2,134	20.4%
Customer records and collection		36,434		44,789	8,355	18.7%
Energy conservation		12,266		54,150	41,885	77.3%
Total Customer Accounts		<u>56,998</u>		<u>109,372</u>	52,373	47.9%
Administrative and General						
Administrative and general salaries		42,751		48,129	5,378	11.2%
Office supplies and expense		5,294		15,967	10,673	66.8%
Outside services employed		1,665		46,093	44,428	96.4%
Insurance		2,896		14,057	11,161	79.4%
Employee Benefits		129,601		147,637	18,036	12.2%
Miscellaneous general		9,746		40,933	31,187	76.2%
Total Administrative and General		<u>191,953</u>		<u>312,816</u>	120,863	38.6%
Total Operation, Customer, & Admin Expenses		<u>2,692,933</u>		<u>2,759,968</u>	67,036	2.4%
Depreciation		175,432		186,946	11,514	6.2%
Amortization of plant acquisition		-		-	-	0.0%
Total Operating Expenses	\$	<u>2,868,365</u>		<u>2,946,915</u>	78,550	2.7%
OPERATING INCOME	\$	<u>501,026</u>		<u>(64,693)</u>	565,718	874.5%

**SHAKOPEE PUBLIC UTILITIES
WATER OPERATING REVENUE AND EXPENSE**

	MTD Actual		MTD Budget		MTD Actual v. Budget	
	November 2016		November 2016		Better/(Worse)	
					\$	%
OPERATING REVENUES						
Sales of Water	\$	258,563		273,333	(14,769)	-5.4%
Forfeited Discounts		894		1,410	(516)	-36.6%
Uncollectible accounts		-		-	-	-
Total Operating Revenues		<u>259,457</u>		<u>274,742</u>	<u>(15,285)</u>	<u>-5.6%</u>
OPERATING EXPENSES						
Operations and Maintenance						
Pumping and distribution operation		32,217		41,949	9,732	23.2%
Pumping and distribution maintenance		20,500		36,203	15,702	43.4%
Power for pumping		20,185		22,629	2,444	10.8%
Maintenance of general plant		1,360		1,990	630	31.7%
Total Operation and Maintenance		<u>74,262</u>		<u>102,771</u>	<u>28,508</u>	<u>27.7%</u>
Customer Accounts						
Meter Reading		7,557		5,789	(1,768)	-30.6%
Customer records and collection		10,099		12,159	2,060	16.9%
Energy conservation		119		-	(119)	-
Total Customer Accounts		<u>17,775</u>		<u>17,948</u>	<u>173</u>	<u>1.0%</u>
Administrative and General						
Administrative and general salaries		26,369		31,479	5,110	16.2%
Office supplies and expense		4,890		6,391	1,501	23.5%
Outside services employed		555		12,948	12,393	95.7%
Insurance		965		4,686	3,720	79.4%
Employee Benefits		50,828		55,266	4,438	8.0%
Miscellaneous general		13,998		19,610	5,612	28.6%
Total Administrative and General		<u>97,606</u>		<u>130,380</u>	<u>32,774</u>	<u>25.1%</u>
Total Operation, Customer, & Admin Expenses		<u>189,643</u>		<u>251,098</u>	<u>61,455</u>	<u>24.5%</u>
Depreciation		111,170		116,655	5,485	4.7%
Amortization of plant acquisition		-		-	-	-
Total Operating Expenses		<u>300,813</u>		<u>367,753</u>	<u>66,940</u>	<u>18.2%</u>
OPERATING INCOME	\$	<u>(41,355)</u>		<u>(93,011)</u>	<u>51,655</u>	<u>55.5%</u>

SHAKOPEE PUBLIC UTILITIES
YEAR TO DATE FINANCIAL RESULTS
NOVEMBER 2016



SHAKOPEE PUBLIC UTILITIES
"Lighting the Way – Yesterday, Today and Beyond"

**SHAKOPEE PUBLIC UTILITIES
COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION**

	Year to Date Actual - November 2016			Year to Date Budget - November 2016			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %			
OPERATING REVENUES	\$ 42,835,457	4,328,336	47,163,792	41,365,962	4,197,221	45,563,184	1,469,494	3.6%	131,114	3.1%	1,600,609	3.5%
OPERATING EXPENSES												
Operation, Customer and Administrative	34,192,371	2,307,740	36,500,111	35,060,156	2,800,077	37,860,233	867,785	2.5%	492,337	17.6%	1,360,122	3.6%
Depreciation	1,929,751	1,222,868	3,152,619	2,056,409	1,283,205	3,339,614	126,658	6.2%	60,337	4.7%	186,995	5.6%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	36,122,122	3,530,607	39,652,729	37,116,565	4,083,282	41,199,847	994,444	2.7%	552,674	13.5%	1,547,118	3.8%
Operating Income	6,713,335	797,728	7,511,063	4,249,397	113,940	4,363,337	2,463,938	58.0%	683,789	600.1%	3,147,726	72.1%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	277,203	190,415	467,618	176,754	120,594	297,348	100,449	56.8%	69,820	57.9%	170,270	57.3%
Interdepartment Rent from Water	82,500	-	82,500	82,500	-	82,500	-	0.0%	-	-	-	0.0%
Investment Income	150,658	39,116	189,774	106,700	8,288	114,988	43,958	41.2%	30,828	371.9%	74,786	65.0%
Interest Expense	(328,275)	(132)	(328,406)	(320,936)	(41)	(320,977)	(7,339)	-2.3%	(90)	-219.0%	(7,429)	-2.3%
Amortization of Debt Issuance Costs and Loss on Refunding	(16,319)	-	(16,319)	(16,319)	-	(16,319)	-	0.0%	-	0.0%	-	0.0%
Gain/(Loss) on the Disposition of Property	3,284	7,770	11,054	-	-	-	3,284	0.0%	7,770	-	11,054	-
Total Non-Operating Revenue (Expense)	169,052	237,169	406,221	28,699	128,841	157,541	140,353	489.0%	108,328	84.1%	248,681	157.9%
Income Before Contributions and Transfers	6,882,387	1,034,898	7,917,285	4,278,096	242,781	4,520,877	2,604,291	60.9%	792,116	326.3%	3,396,407	75.1%
CAPITAL CONTRIBUTIONS	378,380	2,333,788	2,712,168	-	2,044,310	2,044,310	378,380	-	289,478	14.2%	667,858	32.7%
TRANSFER TO MUNICIPALITY	(1,205,934)	(770,665)	(1,976,599)	(1,233,608)	(802,030)	(2,035,637)	27,674	2.2%	31,365	3.9%	59,039	2.9%
CHANGE IN NET POSITION	\$ 6,054,833	2,598,021	8,652,854	3,044,488	1,485,062	4,529,550	3,010,345	98.9%	1,112,959	74.9%	4,123,304	91.0%


SHAKOPEE PUBLIC UTILITIES
ELECTRIC OPERATING REVENUE AND EXPENSE


	YTD Actual November 2016	YTD Budget November 2016	YTD Actual v. Budget Better/(Worse)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 15,689,665	15,363,309	326,356	2.1%
Commercial and Industrial	26,126,153	25,041,296	1,084,857	4.3%
Uncollectible accounts	(0)	-	(0)	-
Total Sales of Electricity	<u>41,815,818</u>	<u>40,404,605</u>	<u>1,411,213</u>	<u>3.5%</u>
Forfeited Discounts	235,559	205,036	30,523	14.9%
Free service to the City of Shakopee	160,512	155,727	4,785	3.1%
Conservation program	623,568	600,594	22,973	3.8%
Total Operating Revenues	<u>42,835,457</u>	<u>41,365,962</u>	<u>1,469,494</u>	<u>3.6%</u>
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	29,734,077	28,923,326	(810,751)	-2.8%
Distribution operation expenses	378,847	369,063	(9,784)	-2.7%
Distribution system maintenance	518,612	744,408	225,796	30.3%
Maintenance of general plant	321,971	265,294	(56,677)	-21.4%
Total Operation and Maintenance	<u>30,953,507</u>	<u>30,302,091</u>	<u>(651,416)</u>	<u>-2.1%</u>
Customer Accounts				
Meter Reading	96,757	114,762	18,004	15.7%
Customer records and collection	460,159	492,675	32,516	6.6%
Energy conservation	86,765	595,654	508,889	85.4%
Total Customer Accounts	<u>643,681</u>	<u>1,203,090</u>	<u>559,409</u>	<u>46.5%</u>
Administrative and General				
Administrative and general salaries	482,813	529,419	46,606	8.8%
Office supplies and expense	112,045	175,642	63,597	36.2%
Outside services employed	94,300	507,021	412,721	81.4%
Insurance	142,861	154,631	11,771	7.6%
Employee Benefits	1,403,247	1,738,004	334,757	19.3%
Miscellaneous general	359,917	450,258	90,341	20.1%
Total Administrative and General	<u>2,595,183</u>	<u>3,554,975</u>	<u>959,792</u>	<u>27.0%</u>
Total Operation, Customer, & Admin Expenses	<u>34,192,371</u>	<u>35,060,156</u>	<u>867,785</u>	<u>2.5%</u>
Depreciation	1,929,751	2,056,409	126,658	6.2%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	<u>\$ 36,122,122</u>	<u>37,116,565</u>	<u>994,444</u>	<u>2.7%</u>
OPERATING INCOME	<u>\$ 6,713,335</u>	<u>4,249,397</u>	<u>2,463,938</u>	<u>58.0%</u>

SHAKOPEE PUBLIC UTILITIES
WATER OPERATING REVENUE AND EXPENSE

	YTD Actual	YTD Budget	YTD Actual v. Budget	
	November 2016	November 2016	Better/(Worse)	
			\$	%
OPERATING REVENUES				
Sales of Water	\$ 4,308,840	4,181,716	127,124	3.0%
Forfeited Discounts	19,495	15,505	3,990	25.7%
Uncollectible accounts	1	-	1	-
Total Operating Revenues	<u>4,328,336</u>	<u>4,197,221</u>	<u>131,114</u>	<u>3.1%</u>
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	388,760	461,440	72,680	15.8%
Pumping and distribution maintenance	245,493	398,229	152,736	38.4%
Power for pumping	243,513	248,919	5,406	2.2%
Maintenance of general plant	20,978	21,890	912	4.2%
Total Operation and Maintenance	<u>898,744</u>	<u>1,130,478</u>	<u>231,734</u>	<u>20.5%</u>
Customer Accounts				
Meter Reading	75,484	63,675	(11,809)	-18.5%
Customer records and collection	124,675	133,748	9,073	6.8%
Energy conservation	2,035	-	(2,035)	-
Total Customer Accounts	<u>202,193</u>	<u>197,423</u>	<u>(4,770)</u>	<u>-2.4%</u>
Administrative and General				
Administrative and general salaries	308,858	346,266	37,408	10.8%
Office supplies and expense	51,298	70,303	19,005	27.0%
Outside services employed	65,742	142,424	76,682	53.8%
Insurance	47,620	51,544	3,924	7.6%
Employee Benefits	523,081	645,928	122,847	19.0%
Miscellaneous general	210,203	215,711	5,508	2.6%
Total Administrative and General	<u>1,206,802</u>	<u>1,472,176</u>	<u>265,373</u>	<u>18.0%</u>
Total Operation, Customer, & Admin Expenses	<u>2,307,740</u>	<u>2,800,077</u>	<u>492,337</u>	<u>17.6%</u>
Depreciation	1,222,868	1,283,205	60,337	4.7%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>\$ 3,530,607</u>	<u>4,083,282</u>	<u>552,674</u>	<u>13.5%</u>
OPERATING INCOME	<u>\$ 797,728</u>	<u>113,940</u>	<u>683,789</u>	<u>600.1%</u>

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: Wood Duck Trail Water Tank #7 Property

DATE: December 15, 2016

ISSUE

The Commission is required per the terms of the Conditional Use Permit granted by the City of Shakopee to dedicate an easement for drainage and utility purposes adjacent to CSAH 17.

BACKGROUND

The Commission's property is the present site of a ground storage tank #7 for the First High Elevation Service District and the future site of an elevated tank for the Second High Elevation Service District and a well/pump house. The site is a platted lot in the Maple Trails rural residential subdivision. The original lot had a 10 foot perimeter drainage and utility easement dedicated to the City.

DISCUSSION

Scott County acquired a portion of the lot adjacent to CSAH 17 and thus eliminated the perimeter easement along the original west lot line. This dedication restores the easement along the new west property line.

REQUESTED ACTION

Staff requests the Commission adopt Resolution #1153 dedicating a 10 foot drainage and utility easement to the City of Shakopee.



RESOLUTION #1153

A RESOLUTION DETERMINING THE
NECESSITY FOR AND AUTHORIZING THE CONVEYANCE
OF EASEMENTS TO THE CITY OF SHAKOPEE

WHEREAS, the Shakopee Public Utilities Commission, a municipal utility commission organized under Minnesota law ("Commission"), owns certain real property situated in the City of Shakopee, Scott County, Minnesota ("City Property"); described as Lot 1, Block 1, MAPLE TRAIL ESTATES 1ST ADDITION, according to the recorded plat thereof, Scott County, Minnesota, ("Subject Property"), and

WHEREAS, the City of Shakopee, a Minnesota municipal corporation ("City"), granted a Conditional Use Permit ("CUP") to the Commission to construct, operate and maintain a water storage tank, future water supply facilities, and a future elevated water storage tank on the Subject Property, and

WHEREAS, under the terms of the CUP granted by the City of Shakopee, the Commission is obligated to convey to the City certain easements, more particularly described in Attachment A, over Subject Property; and

WHEREAS, the Commission has determined that the transfer required by the CUP is in the public interest.

NOW, THEREFORE, BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION AS FOLLOWS:

1. That the president and utilities manager of the Commission are authorized and directed to execute and deliver to the City an instrument conveying easements as described in Attachment A to this resolution.

BE IT FURTHER RESOLVED, that all things necessary to carry out the terms and purpose of this resolution are hereby authorized and performed.

Passed in regular session of the Shakopee Public Utilities Commission, this 19th day of December, 2016.

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks

Attachment A to Resolution No. 1153

DRAINAGE AND UTILITY EASEMENT

The undersigned, hereinafter called the "Grantor", does hereby grant to the City of Shakopee, a municipal corporation under the laws of the State of Minnesota, a perpetual easement for drainage and utility purposes over, under and across the following described lands situated in the County of Scott, State of Minnesota, to-wit:

"Premises"

Lot 1, Block 1, MAPLE TRAIL ESTATES 1ST ADDITION, according to the recorded plat thereof, Scott County, Minnesota.

Said easement area shall be limited to a 10.00 foot wide strip of land over, under and across that part of the herein before described "Premises", which lies 10.00 feet easterly of and parallel with the easterly line of Parcel 20, SCOTT COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 90, according to the recorded plat thereof, as depicted on Exhibit A.

The sideline of said easement shall be prolonged or shortened to terminate on the north and south lines of said "Premises".

In witness whereof, the undersigned has caused this instrument to be duly executed this _____ day of _____, 20____.

Shakopee Public Utilities Commission

By: _____

Terrance Joos, President

State of Minnesota

County of Scott

The forgoing instrument was acknowledged before me this ____ day of _____, 20____ by Terrance Joos, President, of Shakopee Public Utilities Commission, a municipal utility commission organized under Minnesota law, on behalf of the municipal utility commission.

Notary Public

This instrument was drafted by: RMB

Sambatek, Inc

12800 Whitewater Drive, Suite 140

Minnetonka, MN 55343

EXHIBIT A

S89°26'53"E 325.00

1242.90

N. LINE OF THE SOUTHEAST 1/4 OF SEC. 19, T. 115, R. 22

MAPLE

3" IRON PIPE
EAST QUARTER CORNER OF
SEC. 19, T. 115, R. 22

C.S.A.H. NO 17 (MARSCHALL ROAD)

ROADWAY EASEMENT PER SCOTT COUNTY RIGHT OF WAY PLAT NO. 90

N00°04'09"W 333.89

PARCEL 20

L=334.25 Δ=2°31'54" R=7564.44 C.Br.9=S2°04'17"E C=334.22

BLOCK 1

TRAIL

ESTATES

S00°33'07"W 349.36

LOT 2

LOT 1

1ST

ADD.

33.74
N89°26'53"W 60

L=239.40
R=2514.74
Δ=5°27'16"
WOOD DUCK TRAIL

60
L=48.77
R=2226.06
Δ=1°15'19"

LOT 2
BLOCK 2



NORTH



Denotes proposed drainage and utility easement

Dec 08, 2016 - 2:58pm - User:619 L:\PROJECTS\19851.06\CAD\Survey\Exhibit\19851.06-EXHIBIT.dwg



Engineering | Surveying | Planning | Environmental

S.P.U.C.
SPU - WATER TANK 7 AS-BUILT SURVEY
SHAKOPEE, MINNESOTA
DRAINAGE & UTILITY EASEMENT EXHIBIT

Designed:
Drawn: JML
Approved: RMB
Issued: 12/08/2016
Rev.:
Date:

Exhibit Number

1/1

Project No. 19851.06

Monthly Water Dashboard

As of: **November 2016** **Shakopee Public Utilities Commission**

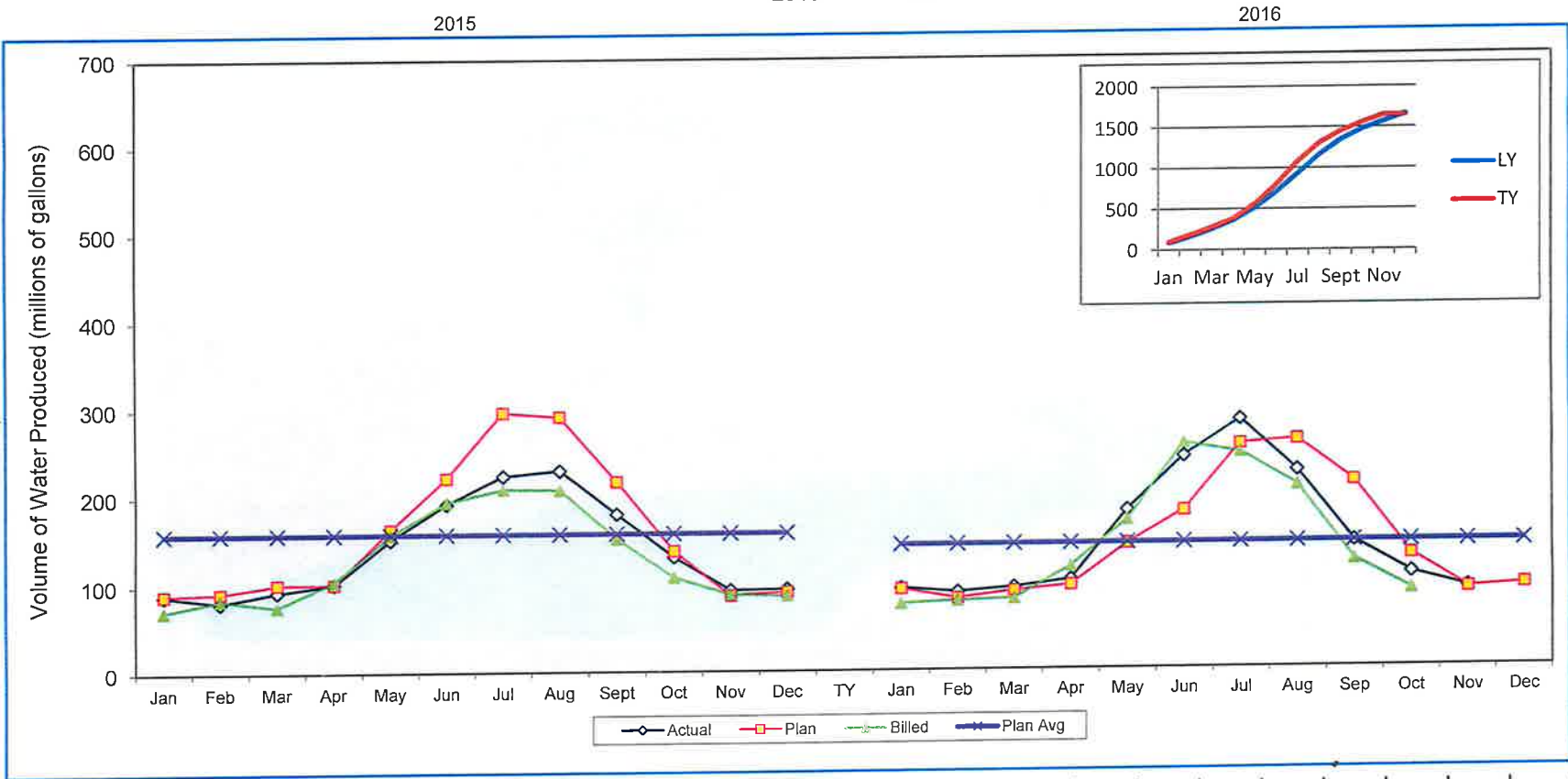
ALL VALUES IN MILLIONS OF GALLONS

Element/Measure Water Pumped/Metered

Averages

2013	150
2014	140
2015	138

Last 6 months actuals	241	283	224	143	107	90
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	LY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Actual		89	81	93	102	152	192	224	230	180	131	93	94		94	89	94	102	180	241	283	224	143	107	90	
Plan		90	92	102	102	164	222	297	292	217	138	87	91		93	82	90	96	142	179	255	260	212	128	89	93
YTD % *															101%	105%	105%	105%	111%	117%	116%	109%	103%	101%	101%	
Billed		71	84	76	105	157	194	209	208	152	108	88	86		76	79	81	117	169	256	245	207	122	88		

* Actual gallons pumped vs. Plan





SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

December 15, 2016

TO: John Crooks, Utilities Manager *JRC*
 FROM: Renee Schmid, ^{mk}Director of Finance and Administration
 SUBJECT: Network Administrator Job Description Update and Resolution Regulating Wage Ranges

The following job description has been updated to include the following changes:

- Network Administrator: The job description has been updated reflecting revised job duties. A compensation review was completed for this position based on the revised job duties. A revised minimum wage range wage of \$22.41/hour and a revised maximum range of \$37.34/hour are proposed.
- Change the status of this position from part-time to full-time

If the commission agrees with the proposed job description changes and proposed wage range, Resolution #1154 is presented to the commission for adoption and approval.

Requested Action for 12/19/16 Commission Meeting

- Approve the revised job description for the Network Administrator position.
- Adopt resolution #1154, a resolution regulating wage ranges reflecting a change in the wage range for the position of Network Administrator



SHAKOPEE PUBLIC UTILITIES COMMISSION

JOB CLASSIFICATION: Network Administrator

REPORTS TO: Information Technology Coordinator

SUPERVISES: N/A

JOB PURPOSE: Assist the Information Technology Coordinator with network administration and ensures the security of the Utility's information systems. Ensures the efficient operation of the Utility's computer systems. Troubleshoots computer problems, printers and other peripheral devices.

ESSENTIAL JOB RESULTS:

1. Under the direction of the Information Technology Coordinator, supports network administrator functions for the Utilities, and has cross-departmental obligations. Functions include solving network problems as they occur, keeping accurate and up to date documentation on networks, setting up passwords, security, network printers, providing and documenting access to computer network and systems, and providing troubleshooting assistance as needed.
2. Ensures system backups are correct and timely.
3. Coordinates IT services with external sources as needed under the guidance of the Information Technology Coordinator.
4. Provides training to computer users to ensure that the features and functions available within the applications software are being full and properly utilized.
5. Backup to maintain and monitor Utilities' e-mail system.
6. Ensures adherence to IT policies and procedures.
7. Handles special projects as assigned.
8. Contributes to team effort by assisting other departments and performing other duties as required.
9. Backup support for the administration and operation of all application servers, network equipment, audio visual systems, office system equipment, video surveillance, and facilities access systems.

JOB QUALIFICATIONS:

Associate's degree or equivalent from a two-year college or technical school desired. One to three years of experience as an IT professional in a governmental setting or other organization having similar IT needs.

Effective written and verbal communication skills.

Knowledge with some experience in network administration.

Knowledge with some experience with Microsoft Servers, SAN, and VMware desirable.

Knowledge of Microsoft Windows operating systems and Office products with the ability to teach others.

Knowledge and experience with printers and peripheral devices.

Ability to analyze, troubleshoot, repair and maintain computer systems.

Must have a valid Minnesota driver's license.

PHYSICAL REQUIREMENTS:

Work is performed in an office setting. Work pressure, disturbances of workflow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Extensive use of computer is required.

RESOLUTION #1154

RESOLUTION REGULATING WAGE RANGES

BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION in meeting duly assembled on December 19, 2016, that the Shakopee Public Utilities Commission does hereby amend Resolution #1142 and affirm wage ranges in accordance with the rates in "Appendix A" to this Resolution.

BE IT FURTHER RESOLVED that said wage ranges are to become effective from and after January 1st, 2017 as applicable.

BE IT FURTHER RESOLVED, that all things necessary to carry out the terms and purpose of this Resolution are hereby authorized and performed.

Passed in regular session of the Shakopee Public Utilities Commission, this 19th day of December, 2016.

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks

