1. Agenda

   Documents:

   AGENDA.PDF

2. Supporting Meeting Documents

   Documents:

   MINUTES.PDF
   WATERWORKS BUDGET.PDF

the City of Marshalltown

SPECIAL COUNCIL MEETING AGENDA

Monday, March 6, 2017
NOON
COUNCIL CHAMBERS, 10 W STATE STREET

TO: Mayor James L. Lowrance and Councilors Mike Gowdy, Joel Greer, Al Hoop, Leon Lamer, Bill Martin, Bethany Wirin.

You and each of you are hereby notified of the call of the Special Council Meeting to be held for the following purpose:

<u>BUSINESS</u>
Roll Call

PUBLIC HEARING
1. Resolution 2017-037 Adopting the Amended Budget for the Fiscal Year Ending June 30, 2017.

PUBLIC HEARING
2. Resolution 2017-038 Adopting the Budget and Certifying Taxes for the Fiscal Year Ending June 30, 2018.

PUBLIC HEARING
3. Resolution 2017-039 Approving the 2017-2021 Capital Improvements Program.

<u>ADJOURNMENT</u>

Mayor James L. Lowrance	Leon Lamer
Mike Gowdy	Bill Martin
Joel Greer	Bethany Wirin
Al Hoop	Vacant

Council Proceedings
Special Council Meeting
March 6, 2017

A Special meeting of the Marshalltown City Council was convened on March 6, 2017, at 12:00 pm, in the Council Chambers at City Hall, according to posted notices. Mayor Lowrance called the meeting to order and led the Pledge of Allegiance. ROLL CALL: Present – Gowdy, Greer, Hoop, Lamer, Martin, Wirin.

Mayor Lowrance opened a public hearing at 12:02 pm concerning the amended budget for the fiscal year ending June 30, 2017. No oral or written comments were presented. The public hearing was closed at 12:03 pm. Lamer moved to approve Resolution 2017-037 Adopting the Amended Budget for the Fiscal Year, ending June 30, 2017, seconded by Greer. Resolution adopted 6-0.

Mayor Lowrance opened a public hearing at 12:04 pm concerning the budget and certification of taxes for the fiscal year ending June 30, 2018. Council member Hoop asked about the adjustment to part-time wages for the Library and if the Library tax levy was covering this increase. Diana Steiner, Finance Director, explained the additional funding was added after the fact because of a miscalculation between the Library and Finance Department when the budget requests were being submitted. Sarah Rosenblum, Library Director, noted the proposed budget for fiscal year 2018 is less than that of the current year. Council member Lamer stated that he would not be voting to approve the budget due to the deficit in the General Fund. No public comments were presented. The public hearing closed at 12:12 pm. Martin moved to approve Resolution 2017-038 Adopting the Budget and Certifying Taxes for the Fiscal Year Ending June 30, 2018, second by Greer. Resolution adopted 5-1, with Lamer dissenting.

Mayor Lowrance opened a public hearing at 12:13 pm concerning the 2017-2021 Capital Improvements Program. No oral or written comments were presented. The public hearing closed at 12:14 pm. Lamer made a motion to approve Resolution 2017-039 Approving the 2017-2021 Capital Improvements program, seconded by Gowdy. Resolution adopted 6-0.

With no other business, the meeting adjourned at 12:15 pm.

Respectfully submitted,

____
Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, City Clerk

NOTICE OF PUBLIC HEARING
Budget Estimate

Marshalltown Water Works
(Name of Enterprise)

The Marshalltown Water Works Board of Trustees (Governing Board) will conduct a public hearing on

the proposed Fiscal (specify fiscal or calendar) year 2018 (xxxx/xxxx) budget at 205 E. State St.

on 2/20/17 (xx/xx/xx), beginning at 4:00 (x:xx) o'clock. PM (AM/PM) The Budget Estimate Summary of proposed revenues and expenditures is shown below. Copies of the ***detailed*** proposed budget may be obtained or viewed at the office of the City Clerk or Utility Finance Officer and at the city library. At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

2/2/2017 (date) (signature) Secretary

(specify budget years)		Budget	Re-estimated	Actual
		2018 (xxxx)	2017 (xxxx)	2016 (xxxx)
Revenues & Other Financing Sources				
Use of money and property		0	0	0
Charges for services		4,345,553	3,839,266	3,531,874
Miscellaneous		43,750	35,855	15,650
Other Financing Sources		0	8,344,000	0
Total Revenues & Financing Sources		4,389,303	12,219,121	3,547,524
Expenditures & Transfers Out				
Expenditures		3,974,989	11,748,144	3,284,144
Transfers Out		0	0	0
Total Expenditures & Transfers Out		3,974,989	11,748,144	3,284,144
Excess of Revenues & Other Sources (+) (-) Expenditures & Transfers Out		414,314	470,977	263,380
Beginning Fund Balance	July 1 (month)	3,184,555	2,713,578	2,450,198
Ending Fund Balance	June 30 (month)	3,598,869	3,184,555	2,713,578

MARSHALLTOWN WATER WORKS
PROPOSED REVENUE REQUIREMENT
2017 - 2018

MARSHALLTOWN WATER WORKS
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	2012-2013 (ACTUAL)	2013-2014 (ACTUAL)	2014-2015 (ACTUAL)	2015-2016 (ACTUAL)	2016-2017 (BUDGET)	2016-17 @50%	2017-2018 (BUDGET)
Operational							
Residential	$ 1,426,968.00	$ 1,430,063.00	$ 1,453,089.00	$ 1,493,823.00	$ 1,564,065.00	$ 783,683.57	$ 1,657,909.00
Multi-Family	$ 185,428.00	$ 185,965.00	$ 190,507.00	$ 184,605.00	$ 220,598.00	$ 100,151.53	$ 212,321.00
Commercial	$ 432,400.00	$ 437,663.00	$ 449,465.00	$ 466,722.00	$ 460,461.00	$ 271,075.08	$ 488,089.00
Irrigation	$ 54,397.00	$ 60,085.00	$ 23,560.00	$ 37,103.00	$ 32,097.00	$ 46,368.90	$ 44,403.00
Industrial	$ 426,795.00	$ 435,378.00	$ 461,704.00	$ 514,524.00	$ 525,840.00	$ 303,108.06	$ 1,011,762.00
Wholesale	$ 666,040.00	$ 705,973.00	$ 667,814.00	$ 684,069.00	$ 707,883.00	$ 360,721.61	$ 770,616.00
Non-Metered	$ 1,292.00	$ 3,457.00	$ 3,095.00	$ 949.00	$ 2,156.00	$ 1,227.53	$ 2,156.00
	$ 3,193,320.00	**$ 3,258,584.00**	**$ 3,249,234.00**	**$ 3,381,795.00**	**$ 3,513,100.00**	**$ 1,866,336.28**	**$ 4,187,256.01**
Non-operational							
City Contracts	$ 59,918.00	$ 62,107.00	$ 62,094.00	$ 79,746.00	$ 78,500.00	$ 41,837.49	$ 87,297.00
Penalties	$ 30,984.00	$ 35,729.00	$ 38,877.00	$ 42,156.00	$ 42,000.00	$ 30,615.94	$ 47,000.00
Customer Service	$ 13,802.00	$ 21,343.00	$ 19,618.00	$ 19,108.00	$ 20,600.00	$ 8,399.00	$ 20,000.00
Lab. Fees	$ 3,831.00	$ 3,291.00	$ 4,492.00	$ 3,484.00	$ 4,000.00	$ 3,555.00	$ 4,000.00
Merchandise Sales	$ 202.00	$ 2,950.00	$ 1,562.00	$ 1,532.00	$ 1,300.00	$ 10.00	$ 1,600.00
Interest	$ 6,149.00	$ 5,462.00	$ 5,503.00	$ 6,234.00	$ 6,500.00	$ 3,793.79	$ 6,500.00
Rentals	$ 1,050.00	$ 1,050.00	$ 1,800.00	$ -	$ 1,050.00	$ 750.00	$ 1,050.00
Misc. Income	$ 7,249.00	$ 7,176.00	$ 12,899.00	$ 7,884.00	$ 10,000.00	$ 11,165.29	$ 18,000.00
Connection Fees	$ 3,725.00	$ 1,250.00	$ 191,560.00	$ 1,710.00	$ 8,420.00	$ 6,318.00	$ 12,600.00
Tapping Fees	$ 1,750.00	$ 825.00	$ 1,725.00	$ 3,875.00	$ 3,000.00	$ 1,978.00	$ 4,000.00
	$ 128,660.00	**$ 141,183.00**	**$ 340,130.00**	**$ 165,729.00**	**$ 175,370.00**	**$ 108,422.51**	**$ 202,047.00**
Total	**$ 3,321,980.00**	**$ 3,399,767.00**	**$ 3,589,364.00**	**$ 3,547,524.00**	**$ 3,688,470.00**	**$ 1,974,758.79**	**$ 4,389,303.00**

01/30/2017

BUDGETED OPERATING EXPENSES
2017 - 2018

MARSHALLTOWN WATER WORKS
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ACCT		PLANT	DISTRIBUTION	SERVICE	OFFICE	SUB-TOTAL	CHANGE
	EMPLOYEE SALARIES						
100	Operational	382,311	258,628	136,344	305,024	1,082,306	
	Subtotal	**$382,311**	**$258,628**	**$136,344**	**$305,024**	**$1,082,306**	**2.41%**
	EMPLOYEE BENEFITS						
201	Health Insurance	51,823	56,145	21,294	25,389	$ 154,651.00	
202	Pension	60,443	44,941	0	45,712	$ 151,095.51	
203	IPERS	14,661	9,123	12,426	12,726	$ 48,936.10	
204	FICA/Medicare	29,076	19,785	10,430	23,334	$ 82,625.05	
205	Life Insurance	934	657	333	885	$ 2,808.86	
206	Mileage	700	625	200	4,000	$ 5,525.00	
207	Registration	4,000	1,500	200	2,000	$ 7,700.00	
208	Annual Dues	750	750	0	5,000	$ 6,500.00	
210	Tuition	500	500	250	100	$ 1,350.00	
211	Lodging	1,000	1,100	100	1,500	$ 3,700.00	
212	Food	600	600	100	2,000	$ 3,300.00	
213	Travel	1,600	1,700	0	2,200	$ 5,500.00	
214	Safety Clothing	1,000	3,000	500	0	$ 4,500.00	
215	Safety Training	1,400	1,000	600	500	$ 3,500.00	
216	Medical (Work-Comp)	300	1,500	250	100	$ 2,150.00	
	Subtotal	**$168,787**	**$142,926**	**$46,683**	**$125,446**	**$483,842**	**3.67%**

BUDGETED OPERATING EXPENSES
2017 - 2018

MARSHALLTOWN WATER WORKS
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ACCT		PLANT	DISTRIBUTION	SERVICE	OFFICE	SUB-TOTAL	CHANGE
	UTILITIES						
301	Electric	290,000			9,000	$ 299,000.00	
302	Natural Gas	16,000			4,000	$ 20,000.00	
303	Telephone	1,000			3,000	$ 4,000.00	
304	Storm Sewer				1,600	$ 1,600.00	
309	Internet	1,600	400	400	1,600	$ 4,000.00	
	Subtotal	**$308,600**	**$400**	**$400**	**$19,200**	**$328,600**	**16.48%**
	DEPRECIATION						
401	Plant	350,000	0	0	0	$ 350,000.00	
402	Distribution	0	120,000	0	0	$ 120,000.00	
403	Meter	0	0	34,000	0	$ 34,000.00	
404	Building	0	0	0	15,000	$ 15,000.00	
405	Capital Improvement				10,540	$ 10,540.00	
406	Vehicle	6,900	8,300	5,800	0	$ 21,000.00	
407	Equipment	0	17,000	0	4,500	$ 21,500.00	
408	Booster Station		2,500			$ 2,500.08	
	Subtotal	**$356,900**	**$147,800**	**$39,800**	**$30,040**	**$574,540**	**-0.04%**
	FUELS						
501	Regular Gas	2,800	4,500	6,000		$ 13,300.00	
502	Oil	300	700	140		$ 1,140.00	
503	Grease	50	150	25		$ 225.00	
504	Diesel Fuel	4,000	8,500	0		$ 12,500.00	
505	LP Gas	100	100	100		$ 300.00	
	Subtotal	**$7,250**	**$13,950**	**$6,265**	**$0**	**$27,465**	**0.00%**

BUDGETED OPERATING EXPENSES
2017 - 2018

MARSHALLTOWN
WATER WORKS
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ACCT		PLANT	DISTRIBUTION	SERVICE	OFFICE	SUB-TOTAL	CHANGE
	SUPPLIES						
601	Laboratory	25,000				$ 25,000.00	
602	Plant	2,500				$ 2,500.00	
603	Building	200			1,000	$ 1,200.00	
604	Wells	1,000				$ 1,000.00	
605	General	2,000		2,500	7,500	$ 12,000.00	
606	Safety Equipment	3,000				$ 3,000.00	
607	Cleaning	1,200				$ 1,200.00	
608	Health / First Aid	700	450	250	500	$ 1,900.00	
614	CIWA Meter Pits	1,000				$ 1,000.00	
601	Distribution		10,000			$ 10,000.00	
602	Shop		3,000	2,000		$ 5,000.00	
603	Leak Supplies		32,280			$ 32,280.00	
604	Hydrants/Valves		5,000			$ 5,000.00	
605	Booster Station		2,500			$ 2,500.00	
609	Data-Processing		500		5,000	$ 5,500.00	
603	Service Repair Supplies			2,500		$ 2,500.00	
604	Meter Repair Supplies			2,500		$ 2,500.00	
601	Billing Supplies				4,500	$ 4,500.00	
602	Administration				600	$ 600.00	
610	Operational Permits				5,000	$ 5,000.00	
	Subtotal	**$36,600**	**$53,730**	**$9,750**	**$24,100**	**$124,180**	**5.26%**

BUDGETED OPERATING EXPENSES
2017 - 2018

MARSHALLTOWN
WATER WORKS
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ACCT		PLANT	DISTRIBUTION	SERVICE	OFFICE	SUB-TOTAL	CHANGE
	MAINTENANCE						
701	Vehicle	1,500	2,000	1,200		$ 4,700.00	
702	Equip/Machine	15,000	10,000	750		$ 25,750.00	
703	Grounds	2,500			500	$ 3,000.00	
704	Well Field	12,000				$ 12,000.00	
705	Towers		500			$ 500.00	
707	Reservoirs		500			$ 500.00	
708	Booster Station		950			$ 950.00	
709	Office Machine Maint.				3,000	$ 3,000.00	
710	Heating & Air Cond.	1,000			700	$ 1,700.00	
711	Building	3,500			2,000	$ 5,500.00	
712	Computer	2,500	500		38,000	$ 41,000.00	
713	Safety Equipment	500	1,600	1,000		$ 3,100.00	
715	Generator	7,000				$ 7,000.00	
	Subtotal	**$45,500**	**$16,050**	**$2,950**	**$44,200**	**$108,700**	**10.13%**
	CHEMICALS						
801	Pebble-Lime	280,000				$ 280,000.00	
802	Carbon-Dioxide	23,000				$ 23,000.00	
803	Chlorine	44,000				$ 44,000.00	
804	Fluoride	25,000				$ 25,000.00	
805	Poly-Phosphate	18,000				$ 18,000.00	
807	Polymer	9,000				$ 9,000.00	
808	Sodium Chlorite	20,000				$ 20,000.00	
908	Lime Sludge Removal	475,000				$ 475,000.00	
	Subtotal	**$894,000**	**$0**	**$0**	**$0**	**$894,000**	**8.69%**

BUDGETED OPERATING EXPENSES
2017 - 2018

MARSHALLTOWN WATER WORKS
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ACCT		PLANT	DISTRIBUTION	SERVICE	OFFICE	SUB-TOTAL	CHANGE
	CONTRACT SERVICE						
911	Laboratory	7,000				$ 7,000.00	
902	Insurance				70,551	$ 70,551.00	
904	Bank Services				13,000	$ 13,000.00	
905	Cleaning				6,000	$ 6,000.00	
906	Engineering				3,000	$ 3,000.00	
907	Computer Programming				10,000	$ 10,000.00	
909	Legal				12,000	$ 12,000.00	
910	Accounting Service				14,000	$ 14,000.00	
911	Postage				22,000	$ 22,000.00	
912	Public Notices				11,000	$ 11,000.00	
921	One-call phone				0	$ -	
922	One-call Fees				3,500	$ 3,500.00	
950	Bad-Debt				5,000	$ 5,000.00	
853	Interest				160,405	$ 160,405.00	
954	Board Compensation				900	$ 900.00	
955	Returned Checks				1,000	$ 1,000.00	
956	Overpayments				2,000	$ 2,000.00	
958	Economic Dev				10,000	$ 10,000.00	
	Subtotal	**$7,000**	**$0**	**$0**	**$344,356**	**$351,356**	**47.48%**
	GRAND TOTAL	**$2,206,948**	**$633,484**	**$242,192**	**$892,366**	**$3,974,989**	**7.86%**