

A G E N D A
SPECIAL WORK SESSION MEETING
City of Moberly
April 07, 2020
6:00 PM

Requests, Ordinances, and Miscellaneous

1 A work session of the City Council to review the 2020/2021 Operating Budget



CITY OF MOBERLY
PRESENTATION OF 2020-
2021 BUDGET - ORIGINAL VERSION
TO CITY COUNCIL

GENERAL OVERVIEW AND
FINANCE DEPARTMENT COMMENTS

OVERVIEW

- CITY COUNCIL REQUESTED TO BECOME MORE INVOLVED WITH THE BUDGETING PROCESS, TO SEE THE BUDGET IN ITS EARLY DEVELOPMENT STAGES INSTEAD OF AFTER MULTIPLE REVISIONS MADE BY CITY MANAGER AND STAFF.
- THIS VERSION OF THE BUDGET IS THE ORIGINAL VERSION BEFORE REDUCTIONS ARE MADE. IT IS “ALL IN”, MEANING THAT REQUESTS FROM EACH DEPARTMENT ARE INCLUDED AT 100% SO THE EFFECT ON THE BUDGET IN EACH FUND CAN BE SEEN. NEGATIVE BOTTOM LINES IN SOME FUNDS ARE TYPICAL AT THIS POINT.
 - GENERAL FUND (100) = <\$1,974,000> PARK SALES TAX FUND (116) = <\$375,131>
 - UTILITIES COLLECTION FUND (300) = <\$744,742> UTILITIES RESERVE FUND (303) = <\$42,809>
 - CAP IMP. SALES TAX FUND (304) = <\$979,141> STREET IMP. FUND (601) = <\$47,850>
- REDUCTIONS AND REVENUE EVALUATIONS ARE REQUIRED TO BRING THESE NEGATIVE FUNDS INTO BALANCE.

MAJOR ITEMS INCLUDED IN ORIGINAL VERSION

- A RECESSION IS EXPECTED DUE TO EFFECTS OF COVID-19 MEASURES. REVENUES SUCH AS SALES TAXES, FRANCHISE FEES, AND PERMITS HAVE BEEN REDUCED.
- ALL SALES TAX REVENUES DECREASED BY 20% FROM PRIOR YEAR.
- WATER & SEWER SALES REVENUES HAVE BEEN DECREASED IN ANTICIPATION OF DECREASED WATER USAGE BY BUSINESSES.
- 1.5% EMPLOYEE PAY INCREASE. EXCEPTION IS FIRE DEPARTMENT, DETAILS TO BE PROVIDED BY FIRE CHIEF.
- \$50 PER EMPLOYEE PER MONTH (PEPM) INCREASE IN HEALTH PLAN CONTRIBUTION RATE. NO INCREASE IN EMPLOYEE CONTRIBUTION RATES AT THIS TIME.

FINANCE DEPARTMENT

- MATT DOUGLASS IS MAKING GOOD PROGRESS BUT SPENDS CONSIDERABLE TIME ON ACCOUNT ANALYSIS, ACCOUNTING ENTRIES, AND OTHER BOOKKEEPING-LEVEL DUTIES. TIME COULD BE BETTER SPENT LEARNING AND PERFORMING HIGHER-LEVEL RESPONSIBILITIES RELATED TO ASSUMING THE FINANCE DIRECTOR POSITION IN 2023.
- REQUESTING A NEW POSITION TO BE SPLIT 50/50 WITH PERSONNEL/PURCHASING DEPARTMENT.
- HALF-TIME BOOKKEEPER POSITION TO PERFORM ACCOUNTING ENTRIES, ACCOUNT ANALYSIS, AND OTHER CLOSELY SUPERVISED GENERAL ACCOUNTING RESPONSIBILITIES.
- HALF-TIME CLERK FOR PERSONNEL/PURCHASING WILL ASSIST WITH MAINTENANCE OF PERSONNEL RECORDS, PAYROLL SYSTEM MAINTENANCE, DATA ENTRY, AND GENERAL OFFICE DUTIES.

City of Moberly, MO

Budget

City Clerk's Office
FY21

Requested Changes

- We request a slight increase in these two categories due to the actual expenses in 2019.
- **100.002.5404** includes IIMC fees, MOCCFOA fees and Notary dues.
- **100.002.5406** includes Archive Social fees and Records Management fees.
- We do not anticipate lower charges in these categories in 2021.

Account Number	2019 Actual	2021 Request
100.002.5404 <i>Dues and Membership Fees</i>	\$891.39	\$900.00
100.002.5406 <i>Contract Labor</i>	\$5888.00	\$6000.00

Human Resources, Payroll and Purchasing

The Human Resources Department

The HR Department provides support to all City Departments and their staff, including 120 full-time employees, approximately 51 temporary employees depending on the season.

Services include recruitments, labor relations, employee relations, payroll, administrative support, classification, compensation, benefits, worker's compensation and training.

Purchasing and Accounts Payable.

FY 20/21 HR staffing now are 2 full time employee. We are requesting 1 full time or 1 ½ time employee.

MOBERLY FIRE/EMD DEPARTMENT



2020/2021 Budget Goals



- **Mission Statement**

The Mission of the Moberly Fire Department is to protect the lives and property of the citizens and visitors of the City of Moberly through emergency response, education and prevention.



Capital Expenditure

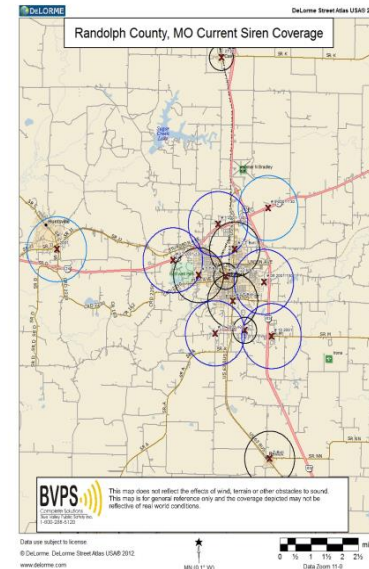


•Purchase two new pieces of fire apparatus: 1 Engine and 1 Quint yearly cost \$173,625. This is roughly an \$110,000 extra than current amount being spent on a engine in the CIP. The total amount of both trucks is \$1.5 million.



These will replace our 2002 reserve engine and our 2007 frontline engine. Engines should be replaced every 10-12 years. This gets the City Fire Department on a replacement schedule.

•Siren upgrades: Purchase upgrades to current weather alert sirens to provide two-way and remote activation of the system. We had the purchase of a new siren in the budget, but were awarded a grant to purchase that. Future plans should include a siren at the golf course and one further heading toward the correctional center.





General Fund Request



- Line Item 5100:
 - Five percent pay increase for firefighters, Driver/Engineers, 3 percent pay increase for Captains, and an average wage adjustment for the position of Lieutenants using the City's and Local 2671 salary surveys. This will help maintain wages over the cost of minimum wage increase , and help maintain qualified staff.
 - Reinstate the Assistant Chief's position.
 - Hire an Administrative Assistant.
- Line 5200:
 - Purchase new SCBA and bottles (this may move to CIP) This equipment will no longer pass national test and can not be recertified
- Line 5300:
 - Exhaust system at station 2. This was part of the Station survey presented to at the end of last year. We currently are taking bids for both stations and could complete them this year.



General Fund Request



- Line Item 5304:
 - Truck Maintenance will continue to increase until the purchase of new vehicles are completed. Engine 1 our newest engine is no longer under warranty as of March 2020. We just had some pumps valves replaced on Engine 2 and I know the tower truck will have expenses to pass this years service test.
- Line Item 5415:
 - Firefighter physicals, we are in the second year of the contract.
 - These are major points I have presented. Even though the Fire Department's Risk Assessment Plan or Station Survey have not been adopted, or approved I use these as my guide to maintain and improve our service the best I can. In the last three years we have improved the firefighters safety with bunker gear, and improvements to the radio system (with the help of donation). We are still working on the wellness of members and I really believe you need to focus on the vehicles, both on safety and service to the community.





Rescue, Haz-Mat
Medical/EMS



Questions

FIRE



Community



Budget 2020-2021

Police Department

City of Moberly
Capital Expenditure Justification Worksheet
Fiscal Year 2020-2021

Department Police

Prepared by T Link

Description of Item

Promotion of Danny Owens from part-time to full-time

Reason needed

The police department has more work each day than he can complete working part-time. He does all the cleaning at the station. His maintenance duties include, painting, drywall, mowing grass, office furniture repair flooring, door, window, electrical outlet and switch repair. Grass mowing, snow shoveling moving office equipment, toilet and sink repair and anything else we need, he does. An outside contractor would cost much more in time and money than the cost to move Danny to full-time.

Estimated cost of item

14,565.53

Additional item(s) needed to place item in full operation

Description	Estimated cost

City of Moberly
Capital Expenditure Justification Worksheet
Fiscal Year 2020-2021

Department Police

Prepared by T Link

Description of Item

Replacement of video surveillance cameras and recorder at police station

Reason needed

The existing system is badly outdated, existing cameras are of poor quality and poor resolution due to old technology. Updating the entire system would enhance work place safety and security. By adding an additional five cameras would increase coverage both inside and outside the building.

Estimated cost of item

20,000 dollars

Additional item(s) needed to place item in full operation

Description

Estimated cost

Video surveillance system

- The video surveillance system at the police station is badly outdated and will not support high definition cameras, recordings or audio. None of these cameras record sound. Updating the cameras, wires and the recorder along with increasing the number of cameras from 11 to 16 and installing sound capability for the booking/holding cell area and the lobby area will increase safety of employees and citizens. Improved video quality and audio recording will improve evidence gathering for the booking/holding area and lobby area. The Police Department is expected to have high quality video and audio of the exterior and more importantly the interior of the building, especially the booking/holding cell and the lobby itself. To continue to ignore the shortcoming we have is not an option.

City of Moberly
Capital Expenditure Justification Worksheet
Fiscal Year 2020-2021

Department Police

Prepared by T Link

Description of Item

Spillman maintenance agreement

Reason needed

The spillman purchase agreement lists the yearly maintenance agreement as estimated at 26,488 dollars per year. This was paid this year from data processing, but could come from 911 budget.

Estimated cost of item

26,488

Additional item(s) needed to place item in full operation

<u>Description</u>	<u>Estimated cost</u>

Building Maintenance

100.007.5300

- This line item covers maintenance for the Police Station, Animal Shelter, and the firearms range and range shed. All these structures are in need of repairs and updates, PD needs to replace concrete at garage door entrance, install an awning over the back door to protect the door and keyless entry, new energy efficient lighting in garage, tuck pointing and sealing of exterior brick. The animal shelter requires better paint and floor sealant to protect the structure and eliminate peeling paint in the kennels. The exterior metal is beginning to rust and show deterioration. The firearms range requires better drainage to prevent water from running through the range shelter and garage. The constant influx of water into the building is deteriorating the wooden posts, walls and rafters. I am requesting 25,000 dollars, an increase of 10,000 dollars.

Automobile Maintenance

100.007.5300

- The five-year average of expenditures for this line is 24,555. The cost of vehicle repairs, parts, tires, light bars, cameras and all the other things a patrol unit needs have increased substantially. Additionally, each year a new in-car camera is purchased to replace the oldest camera in the fleet. We do qualify to receive a partial grant reimbursement from MIRMA, but this does not cover the entire cost. I am requesting 25,000 dollars an increase of 5,000 dollars.

Department	Item	Last Year	Current	Impending	Planned	Planned	Planned
Police (100.007.5502)	Cost	YE 2020	YE 2021	YE 2022	YE 2023	YE 2024	YE 2025
Patrol car/SUV replacement (2021 = 3)	\$550,000	\$75,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000
Body cameras & video storage system (mfg. financing)	\$83,623	\$26,239	\$19,128	\$19,128	\$19,128		
Subtotal	\$633,623	\$101,239	\$114,128	\$114,128	\$114,128	\$95,000	\$95,000

911 Dispatch

- Presently have two openings, do not intend to fill them until 911 wireless fee is fixed.
- New base MCC 7500 Radio is installed but not operational as the programmers are coming from Illinois and the trainer is also from out of state. COVID-19 required this be postponed. Good news, do not have to pay them until unit installed and tested. I think we still owe about 150,000



Moberly Parks and Recreation 2020-2021 Budget Highlights



Acquisition / Demolition

- Due to projected reduction in sales tax revenue, funds earmarked for acquisition and demolition under “114” have been cut.

Parks Building Maintenance

- Due to projected reduction in sales tax revenue, funds earmarked for Building Maintenance (replacement / repair of shelter roofs, facade, minor renovation of the James Youth Center) have been cut.

Rothwell Park Field Lighting

- The existing poles are deteriorating. One pole came down in a 2019 storm.
- The estimate for steel poles, new conduit/electrical, and LED heads was (\$450-500,000).
- Reusing existing direct-bury electrical, wood poles, and LED heads, we believe, will be approximately \$150,000.

Depot Park Pavilion & Restroom

- The City signed a financial agreement with Rotary for a pavilion. We eventually included the restroom project from the 10 year plan in an effort to kill two birds with one stone.
- We requested proposals and received none.
- To simplify the project and meet the current budget realities, in a staff-level budget meeting, we discussed going back to a shelter-only and a (wood) pole-built structure. This may get the project back under \$75,000, leaving \$75,000 in our 10 year plan for an eventual restroom. This is reflected in the revised budget.
- The other option discussed was pushing it back one year and doing the pavilion-restroom combination.

Vehicles

- Due to the projected reduction in sales tax revenue, the replacement of two trucks have been pushed back and built into the next two years in the Parks CIP.



Field Groomer / UTV's

- Due to projected reduction in sales tax revenue, the Field groomer and UTV for the Athletic Complex as well as the UTV for the Parks have again been pushed back after being put on hold in the current budget year.



Athletic Complex Land Maintenance

- Due to the projected reduction in sales tax revenue, the funds earmarked in Land Maintenance for practice field renovations have been reduced.
- This was going to focus on the Rothwell Park fields which have poor infield drainage due to the compacted old sandstone dirt. We have migrated all fields at the complex to a more appropriate sand/clay mix made for sports fields.

Budget 2020-2021

Police Department

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Public Works & Community Development Budget

Comments and
Highlights 2020-21

Overview

- The vast majority of line items in the Street, Airport, Cemetery, Landfill and Community Development are very similar to what they have been in the past. The majority of significant issues are in the relevant CIPS. Due to time constraints, I will focus on the CIP and larger line items.
- **Being aware of the uptick in health care costs and the predicted decline in revenues**, I have tried to find a balance between keeping up with essential responsibilities & maintaining equipment by **not filling some staff positions, pushing back some budgeted tasks, and holding off on projected equipment change out.**
- The unfilled positions are in the street Department. We have a full-time laborer and a shop mechanic position open at this time. We have **also eliminated a few positions from the street department and the Cemetery in recent years.** We have been covering these by splitting other employees into multiple roles and using **additional seasonal/Part-time Help** to fill in. We have had some recent medical issues that has cut our staffing levels even lower. You will see that I have left the two open positions in the budget so that if we find good qualified people we could move them into the role, but we are not actively seeking to hire someone at this time.

Community Development

- 100.005.5403 Data processing - \$20K to move code office software to matching module of the utilities department. \$7.5K Plotter/Scanner for joint use by the City
- 100.005.5406 Contracted Services – \$39K GIS Uploads, On-call engineering/Consulting (ie. SSE, structural; Rich Caplan, housing; Bartlett & West, zoning; McClure, surveying), Website updates
- 100.005.5418 Demolition/Abatement - \$200K, \$142K is grant match, remainder for abatements and emergency demos. We have multiple structures that are no in grant that are falling in, and any fire structures.
- 100.005.5502 CIP - \$20K, I had this at \$120K, but pushed back Subdivision regulation update, Street Master plan and only kept Zoning/housing study for this year.

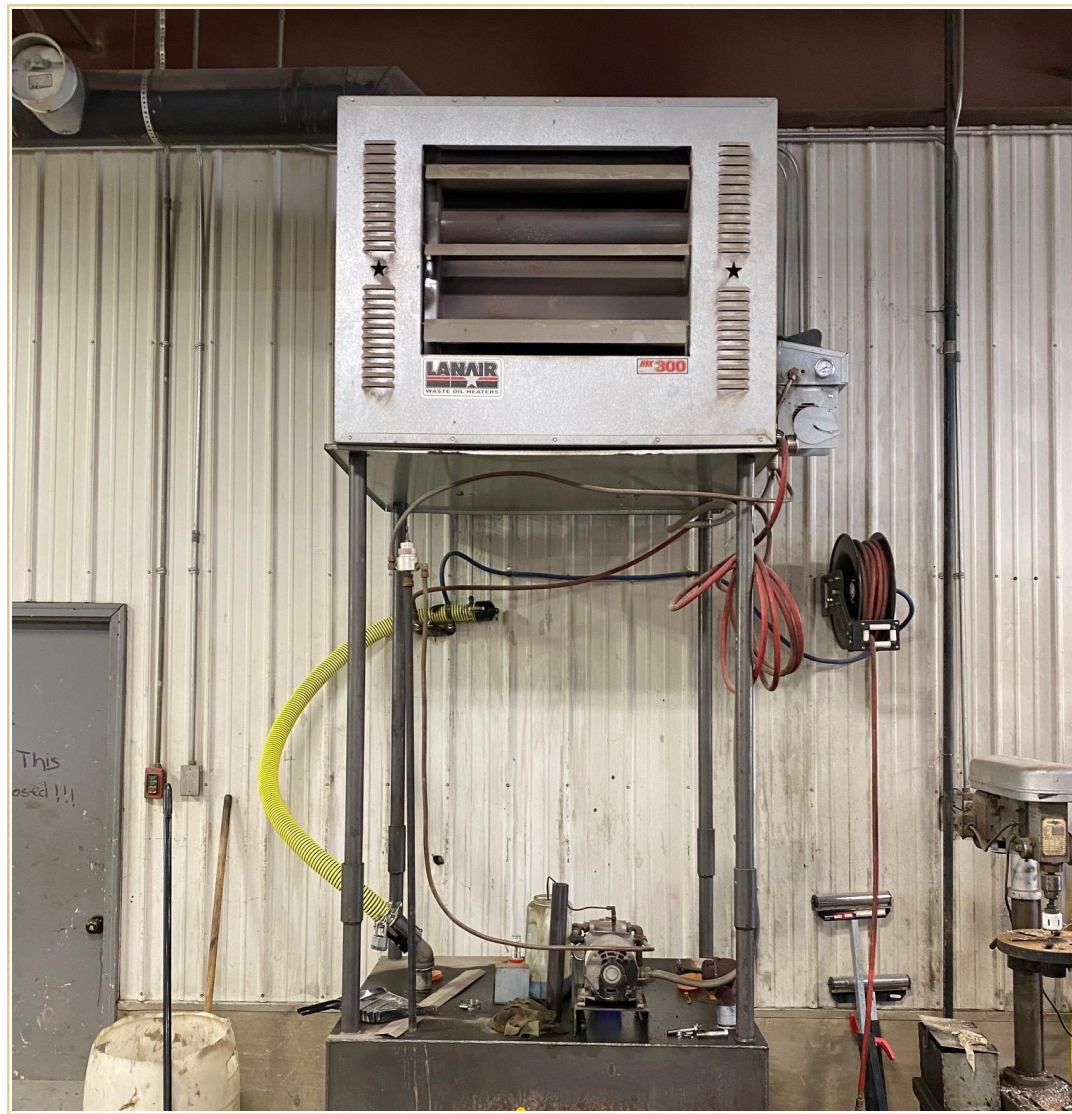
Street Department

- 100.009.5100 **Salaries** – We have stayed well under budgeted in the current year by not filling existing positions. We are going to try and keep our head above water this year with seasonal/part-time help, unless a great fit comes along. The inmates have been a big help for us, especially at the Cemetery, but we have sometimes weeks at a time where we lose them, and its beyond our control (ie. Lockdown at the prison, flooding, Covid-19) We have to be prepared to deal with them gone.
- 100.009.5311 **General Equipment Maintenance** - \$10K add to replace traffic control equipment (barricades, signs, etc. ours are in terrible shape)

- 100.009.5300 **Building Maintenance** – Our core buildings are 1978 metal buildings built flush with the grade. I have provided a text summary, but will let the pictures speak for themselves.
- Water flows in during heavy rains and the salt from our equipment mixed with the water has eaten through not only the sheet metal, but the structural steel to a critical point. We going to have to make major repairs simply to take care of structural rigidity. Beyond that the buildings are in poor condition and are not a good environment for our staff. The pictures show the rotted metal panels and structural beams, leaking single pane barn windows, undersized storage areas, pieced together offices, leaking roof insulation covered in soot and mildew/mold and a conglomeration of heating from 40 year old electric ceiling heater, worn out oil heaters and a wood furnace. I know our budget is very tight and we have tried to make repairs over the years to delay the inevitable. Extensive renovation would be very costly and still leave us with an inadequate facility that water flows through, undersized and without enough storage. I am proposing making basic repairs to support the beams, seal up leaks at this time with an eye on a new facility in 2023, and 10 year financing.











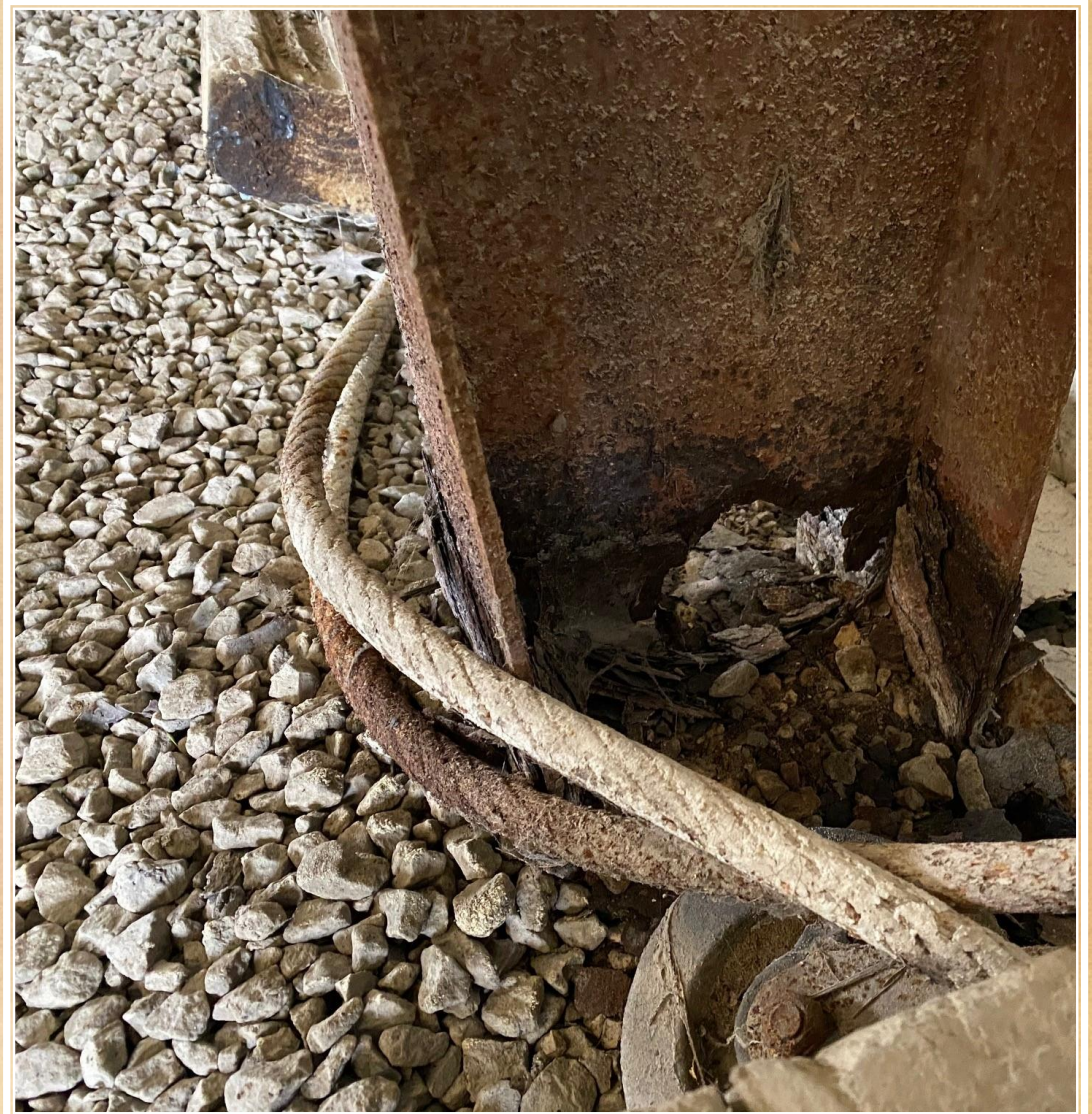














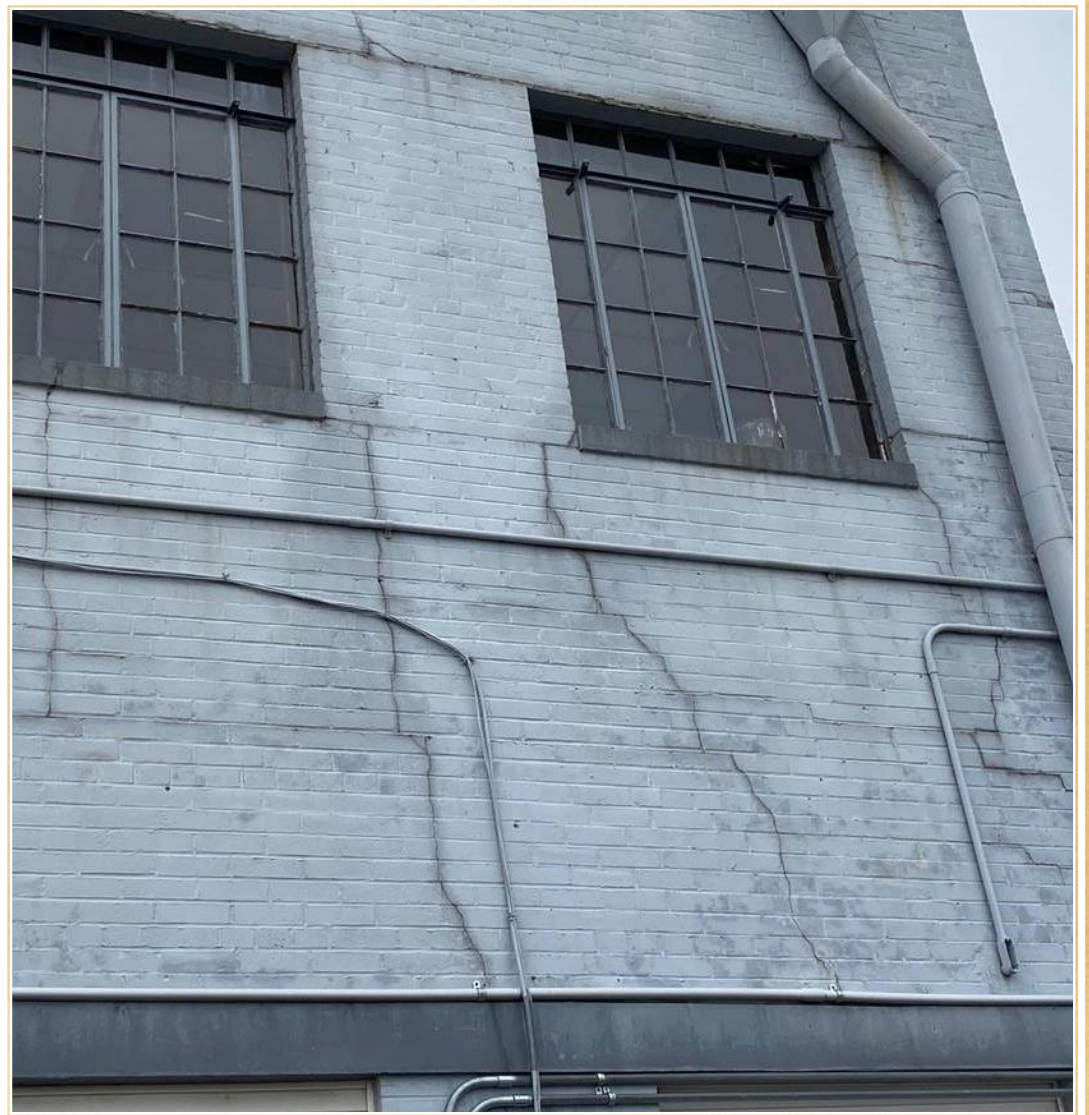
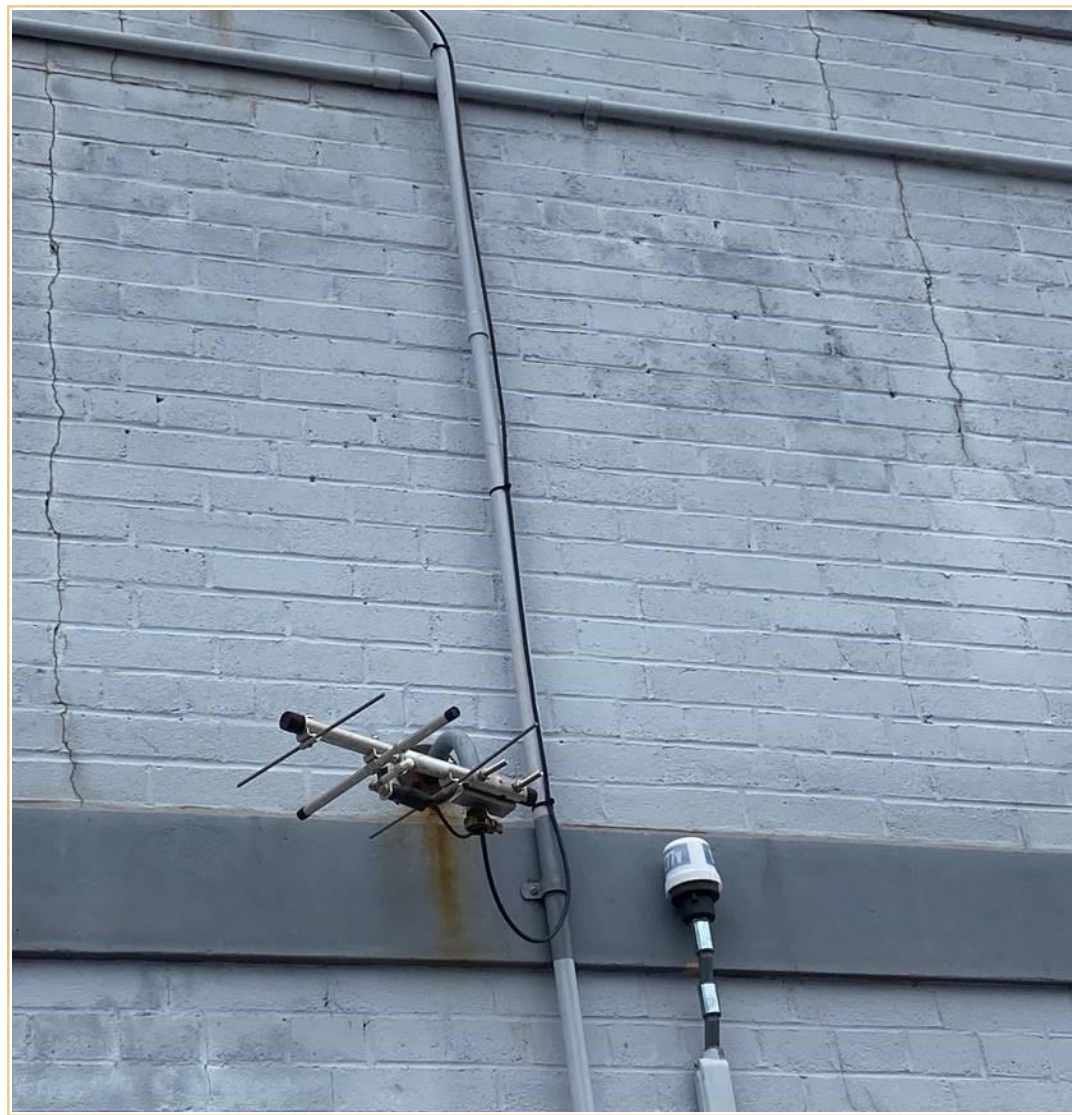
CEMETERY

- 100.010.5300 **Building Maintenance** – Overhead door needs replaced and new office A/Cc Unit
- 100.010.5305 **Land Maintenance** - The majority of this is for gravestone repair. We have numerous stones that have fallen over, been pushed over or broken off. Jacobs Ladder does a great job, is local and very reasonable. We have gotten several of our older areas repaired, but still have much to do. We hadn't done much in decades, so they were in rough shape.
- 100.010.5502 **CIP** – This is essentially to purchase the Zero Turn Mower annually, occasionally a couple of trimmers. We run three mowers, and try to cycle one out each year, at which time it goes to the street department and we run it one more season before selling it off. We did not get one this year to hold the budget. We have had to increase our specs as they have started making some of the mowers cheaper with integral drive motors and pumps and they don't last. We had a pump go out in a two-year old mower and the one year-old similar model had heavy metal shavings in the oil. We have increased the oil change cycles in the pumps above manufactures specs, and hope they hold up.

Airport

- Over the past several years, we have worked with Modot Aviation and FAA to fund and construct all new infrastructure at Omar Bradley. We have added 12 new T-hangars and several new private hangars have been constructed. We currently have a based mechanic and two flight training services. We have addressed just about everything, except our airport office, Hangar and leased offices. The **Office and Hangar are 1940's vintage buildings** and while the interior has been remodeled by City staff, the structure is in rough shape. We have tried to patch and seal it up, but cracking in the walls continue to let water infiltrate the building. I have budgeted funding for short term skin and possibly window upgrades. Ultimately, we would like to replace the building, and anticipate that we can get Federal funding to do so.
- Attached are pictures of the exterior and interior of the City offices and hangar.













600 Transportation Trust

- Typical Revenue for this fund is approximately \$1.1M/yr. Current fund balance is Approximately \$1.2M. We have several large projects coming up over the next 18 months that will drain this account down to close to a few thousand dollars while we wait on reimbursements. That combined with the dip in revenues, we are going to try and keep the Annual Street Maintenance program under the \$500K figure, as compared to \$600K to \$800K.
 - Overlay - Timberline, oxbow, Conestoga, Overland, Heritage Pl, N. ault (300-500 blk), Harrison (600-800), Garfield (500-800), Homestead Hill (beuth to timberline), Porter (union to Taylor), Mckinley & Halleck (intersection), Coates & 4th Parking lot. Estimated costs for these are **\$291K** based on street rate of \$75/ton. We will have milling cost on top of this.
 - Microsurface – Woody, W. Logan (400-500), Beuth Pl, Austin (400-500), Porter (chandler-Union), Carpenter (Morley-Gratz), Fulton. Estimated cost **\$97K**
 - Sidewalk Program – Cost share, ADA required improvements and random maintenance/repairs, **\$150K**
- Morley/Hwy 24 – Total Project, \$1,538,052.18 Total from this fund **\$388,439,98**
- Harrison & Garfield – Total Project, \$1,538,418.30, total from this fund **\$539,652.80**
- Airport Runway reconstruction – Total Project \$6.4M (est), Total from this fund **\$640K (est)**

601 Street Improvement

- This is what we fund our street maintenance materials out of and purchase street maintenance equipment. We have the normal requests for pickups, snow plows, salt spreader turn over. This coming year is time to cycle our street sweeper and next year is our rubber tired loader. These two pieces of equipment are our most frequently used. If I had enough staff, the street sweeper would run everyday, all day. These pieces do not have back up. I need them to stay in good maintenance and when they go out of warranty, they are expensive to repair. The street sweeper has recently been in St. Louis for a few weeks for repairs, and the streets and curb inlets have been filling up with debris.
- Street Sweeper is budgeted for \$310,000 (3 year finance) however the current unit will have a decent trade in that is not reflected in this price.
- Used tandem axel Dump truck -\$135,000 (3 year finance) is budgeted for good used truck with plow. This truck does not get used frequently, but when we need it for large loads or heavy snows, it is invaluable. We have gotten several years out of the 99' former Modot truck, but the rust and deterioration are making it too unreliable and expensive to maintain.
- Single Axel Dump Truck – \$165,000 (3 year finance) the single axel dumps are used much more frequently and cover many roles. We try to keep them well maintained, but there is a point where we need to start cycling them out. The current one we want to replace is a 2008. We have sandblasted the bed twice on it and repainted, but it starting to have some structural issues on the bed and we are having more mechanical issues. It will still have good resale value.















Public Utilities 2020-2021 Budget

Moberly City Council Presentation

April 7, 2020



A Review

We've been talking about needs for a long time

- Age of systems
- Failure rates
- Consequences

A Review

We've been talking about revenues, also

- Historically low rates
- Deferred maintenance
- Consequences



Revenues

- Novel Coronavirus impacts
 - Currently seeing about 100,000 gpd reduction in water demand
 - Impact on revenues FY 2020
 - Water
 - SC -\$ 6,250
 - Sales -\$ 40,250
 - Sewer
 - SC -\$ 6,250
 - Sales -\$ 59,400
- Bond Election
 - Postponed to June 2
- Infrastructure bill
 - Part of Stimulus Bill?
 - Those who are ready will win

Adjustments to Projects Timelines

Project Categories

- Critical Projects – Infrastructure past tipping point to failure
- Economic Development-Related Projects
- System Renewal Projects

Critical Projects

Already started:

- Harrison and Garfield \$ 600,000
- N. Morley St. \$ 200,000
- Water meter replacement
- Software replacement
- Sugar Creek Lake Dam Grout \$ 400,000
- Sugar Creek Lake Road \$ 150,000

In the Que:

- Water Main Projects:
 - Sturgeon Street \$ 700,000
 - S. Morley Street \$1,600,000
 - McKinsey Street
- Water Plant Improvements \$ 500,000
- Rollins Street Lift Station (sewer) \$2,150,000

Projects – Economic Development Related

- N. Morley Lift Station (sewer) \$925,000 (Plumrose)
- Booster Pump Station (fire) \$570,000 (Plumrose)
- Sparks Ave Lift Station (sewer) \$625,000 (MacRak)
- Downtown Improvement District (Mashburn)

Projects – System Renewal

Plans Moving Forward

- Tighten our belts - current fiscal year
- Value engineer capitol improvements projects planned
 - Alternative delivery methods, scaling and/or phasing of projects
- Maintenance of assets will be critical
 - How can we make what we have last longer

Regulatory compliance will also drive decisions.

Thank you for your attention – Questions?

The mission of the City of Moberly Public Utilities is to provide our customers with a reliable water supply, and essential sewer, drainage, and storm water services that safeguard public health, maintain the City's infrastructure, and protect, conserve, and enhance our environmental resources.