



City Council Meeting Summary 05.04.2020

Next City Council Meeting – May 18th, 2020 at 6:00 PM

Official Minutes available at www.cityofmonmouth.com

1- Presentations Or Citizen Inquiries

Administrator Jenna Link from the Warren County Health Department spoke to City Council this evening. Link gave a brief summary of the testing and protocols that are being used in Warren County in response to the COVID-19 pandemic. City Council also asked about what steps are being taken at large regional employers to ensure worker safety, as well as the contact tracing that is performed when a positive case is discovered. Link also discussed the current statistics in Warren County and made note that only 1 case in Warren County required hospitalization.

The Warren County Health Department and the City Of Monmouth will be issuing a joint press release mid-week, which highlights the community's dynamic response to the pandemic.

2- City Response to Lost Revenues from Stay-At-Home Order

The City receives about \$4.1 million annually in State Shared Revenues from Use Tax, Income Tax (LGDF), Personal Property Replacement Tax, and Sales Tax. The City also has Home Rule Sales Tax, which is collected by the State and disbursed to the City. The additional sales tax is included in this total amount. The Governor's Shelter-In-Place Executive Order severely impacts all of these tax revenues, and it is unknown how long the recovery period will be for businesses that are currently affected.

It is anticipated that the City will experience a **\$1 Million** shortfall.

Over the last two years, the City has been forced to discontinue the positions of Economic Development Director, Solid Waste Coordinator, Code Compliance Officer, and an Administrative Assistant. The City's Public Works Department has also been unable to fill 5 full-time positions in the past, due to financial hardship.

The City maintains a balanced budget annually, and with a projected revenue shortfall of this magnitude, there is no way to compensate for the loss as tax revenues generated in a single year as the budget rarely carries a surplus into the next fiscal year. The problem is further compounded by declining general fund revenues attributed to state mandates, prohibiting or restricting the ability to raise taxes or fees and the lack of statewide pension reform, which is impinging on revenues that have traditionally supported municipal services.

Administrator Steinbrecher discussed a number of measures that have been implemented in order to maintain financial stability.

- Mandatory Furloughs were issued to two police officers, one public service officer, two full-time dispatchers and three part-time dispatchers. Two new firefighters in the fire department who had not yet completed fire academy were also furloughed.

- The purchase of a new patrol car for the Police Department (\$57,475) was also removed from the budget.
- A transfer of \$55,000 from the General Fund to the Fire Truck Reserve Fund for a new ladder truck was removed.
- Woodard & Curran's operating agreement was reduced for a total savings of \$384,000 annually (\$32,000 a month).
- Instituted a spending freeze on all unnecessary expenditures not deemed essential in the delivery of City services to the community.
- Non-Union City Employees have voluntarily agreed to defer their Annual Salary Adjustment to August 1st.
- The local firefighter's union has rejected the City's request to discuss a 3-month memorandum-of-understanding agreeing to a temporary reduction of minimum staffing levels from 4 to 3 firefighters per shift, saving the City approximately \$72,500. A portion of the \$240,000 set aside for the new ladder truck will be re-allocated to cover these labor costs.
- The General Fund will need to borrow from Water/Sewer Fund Reserves to help cover the loss of tax revenues, thus creating an obligation on future General Fund budgets.
- The fireworks display (\$10,000) on July 4th will be canceled this year. Upon discussion with our fireworks vendor, the city was informed that 95% of all shows for this year have been canceled by other communities.

3- Approval of W. 11th Utility Extension Contract

This item is part of the on-going Love's Travel Stop project.

Currently, no water or sewer utilities exist on the parcel that the new Love's Truck Stop is being constructed. Last year, at the request of Love's Travel Stops, the City established a special business district to be located on the parcel that is being developed. This business district will allow the business to capture an additional 1% of sales tax on that parcel only. This additional revenue will be used to fund reimburse Love's for the costs that will be incurred during the utility extensions.

Two bids were received for the construction of water and sewer extensions.

Advanced Plumbing and Mechanical submitted a bid for \$651,294

Leander Construction submitted a bid for \$1,206,010

A motion was made to award the project to the low bidder of Advanced Plumbing and Mechanical for \$651,294 and was approved. *As Love's Travel Stops are funding this project, no revenue is being used that could otherwise be used to alleviate the City's current financial crisis.*

4- Woodard & Curran Agreement for Construction Administration of Water/Sewer for W. 11th Utility Extension

This item is part of the on-going Love's Travel Stop project.

The utility extensions for West 11th require several administrative processes to be complete. These services include project management, drawing, and submittal reviews, construction administration,

and SCADA computer system design and integration. City Administration is recommending the project be awarded to Woodard and Curran, who is the City's current public works partner.

A motion was made to award the project to W&C in the amount of \$144,000 and was approved. *As Love's Travel Stops are funding this project, no revenue is being used that could otherwise be used to alleviate the City's current financial crisis.*

5- Executive Session

No Executive Session was held this evening.

6- Other business

No other business was discussed.

Report compiled by Ken Helms, City Of Monmouth

CITY OF MONMOUTH				
Summary of Expenses				
As of April 30, 2020				
	2019-2020	Monthly	YTD	% Expended
	Budget	Expense	Expense	YTD
GENERAL FUND				
Municipal Operations	\$ 1,620,971.00	\$ 91,289.47	\$ 1,663,424.79	102.62%
IT Support	99,796.00	7,273.68	83,347.75	83.52%
Solid Waste	762,110.00	48,628.09	801,508.88	105.17%
Social Security/IMRF	130,000.00	8,834.75	112,506.17	86.54%
Boards & Commissions	5,500.00	399.39	5,229.76	95.09%
Police Department	3,346,075.00	214,184.92	3,225,135.57	96.39%
Zoning Department	165,184.00	2,546.29	124,899.07	75.61%
Fire Department	2,315,009.00	96,813.83	2,251,775.16	97.27%
GENERAL FUND	\$ 8,444,645.00	\$ 469,970.42	\$ 8,267,827.15	97.91%
CEMETERY FUND				
	\$ -	\$ -	\$ -	0.00
DEBT SERVICE FUND				
	\$ 2,374,471.00	\$ -	\$ 2,358,623.69	99.33%
MOTOR FUEL TAX FUND				
	\$ 576,000.00	\$ -	\$ 699,502.73	121.44%
LOCAL MOTOR FUEL TAX FUND				
	\$ 213,200.00	\$ -	\$ 131,216.67	61.55%
INTERNAL SERVICE FUND				
	\$ 955,000.00	\$ -	\$ 902,268.40	94.48%
DOWNTOWN FAÇADE				
	\$ 12,510.00	\$ -	\$ 225.00	1.80%
WATER AND SEWER FUND				
	\$ 7,101,642.00	\$ 442,185.82	\$ 6,459,047.96	90.95%
Bond Proceeds (Capital Projects)		\$ -	\$ 296,712.00	
Smithfield \$3 M loan		\$ -	\$ 403,653.88	
REVOLVING LOAN FUND				
	\$ -	\$ -	\$ -	0.00%
HOMESTEAD FUND				
	\$ 10,000.00	\$ -	\$ 10,000.00	100.00%
CDAP HOUSING GRANT				
	\$ -	\$ -	\$ 211,980.00	0.00%
TIF DOWNTOWN #1				
	\$ 391,600.00	\$ -	\$ 308,868.18	78.87%
TIF NORTH 6TH #2				
	\$ -	\$ -	\$ -	
This is not a month end report of all funds.				