



PRAIRIE CITY COUNCIL MEETING
PRAIRIE CITY - CITY HALL and ZOOM
6:00 P.M. TUESDAY, NOVEMBER 22, 2022

Mayor
Vacant

Council Members
Phil Holland
Derek Ingle
Chris Laidig
Emily Simmons
*Deb Townsend
(*Pro Tem)

City Administrator
Vacant

City Clerk/Treasurer
Vacant

Deputy Clerk
Emily Voeller

Library Director
Sue Ponder

Police Chief
Matt Davenport

Fire Chief
Ryan Van Der Kamp

City Attorney
Brick Gentry
Law Firm

203 E. Jefferson
PO Box 607
Prairie City, IA 50228
www.prairiecityiowa.us
515/994-2649 phone
515/994-2376 fax

Zoom Meeting:
<https://us02web.zoom.us/j/87188890124?pwd=TTUxSXRXenB3ZEFVXN2NGY3aVQ4QT09>

Meeting ID: 871 8889 0124
Passcode: 541048

AMERICANS WITH DISABILITIES ACT COMPLIANCE: IF THERE IS ANYONE WISHING TO ATTEND THE MEETING THAT MAY REQUIRE SPECIAL ASSISTANCE IN BEING ABLE TO PARTICIPATE IN THIS MEETING, PLEASE ADVISE CITY HALL OF YOUR NEEDS 48 HOURS PRIOR TO THE MEETING.

You are hereby notified that members of the City Council for Prairie City, Iowa, may be present and a quorum may exist through electronic means even though they are not physically present in the City Hall Conference Room. The Council will discuss following items during the Regular Council Meeting.

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. AGENDA APPROVAL
4. CONSENT AGENDA
 - a) ANNUAL FINANCIAL REPORT
5. PUBLIC COMMENT
6. OLD BUSINESS
 - a) Discussion and Appointment of Mayor
7. NEW BUSINESS
 - a) Discussion and possible action - Utility Billing Clerk Position
 - b) Discussion and possible action - Utility billing coverage
 - c) Discussion and possible action - City Clerk Hours for 11/23/22
 - d) Discussion and possible action - City Clerk transition
 - e) Discussion and possible action - City Administrator Position
8. ADJOURNMENT

PRAIRIE CITY COUNCIL WORKSHOP
PRAIRIE CITY - CITY HALL and ZOOM
MEETING WILL CONVENE FOLLOWING THE CONCLUSION OF THE
MEETING ABOVE.
TUESDAY, NOVEMBER 22, 2022

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The City Council of Prairie City, Iowa, will discuss the proposed Capital Improvement Plan created by City staff and MSA, including prioritization of projects.

STATE OF IOWA	
2022	
FINANCIAL REPORT	1620500900000
FISCAL YEAR ENDED	CITY OF PRAIRIE CITY
JUNE 30, 2022	PO Box 607
CITY OF PRAIRIE CITY, IOWA	PRAIRIE CITY IA 50228-0607
DUE: December 1, 2022	POPULATION: 1700

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS				
	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes Levied on Property	595,786		595,786	597,594
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	595,786		595,786	597,594
Delinquent Property Taxes	0		0	0
TIF Revenues	0		0	0
Other City Taxes	212,379	0	212,379	202,786
Licenses and Permits	12,832	0	12,832	30,376
Use of Money and Property	24,011	7	24,018	10,742
Intergovernmental	341,000	128,441	469,441	472,466
Charges for Fees and Service	55,391	916,433	971,824	1,384,829
Special Assessments	0	0	0	0
Miscellaneous	961,620	32,169	993,789	854,414
Other Financing Sources	5,650	1,055,652	1,061,302	1,250,000
Transfers In	1,373,676	175,087	1,548,763	1,975,442
Total Revenues and Other Sources	3,582,345	2,307,789	5,890,134	6,778,649
Expenditures and Other Financing Uses				
Public Safety	566,698		566,698	505,365
Public Works	698,232		698,232	835,127
Health and Social Services	300		300	600
Culture and Recreation	295,632		295,632	316,569
Community and Economic Development	110,010		110,010	136,239
General Government	182,623		182,623	108,926
Debt Service	0		0	0
Capital Projects	0		0	0
Total Governmental Activities Expenditures	1,853,495	0	1,853,495	1,902,826
BUSINESS TYPE ACTIVITIES		2,265,805	2,265,805	2,271,759
Total All Expenditures	1,853,495	2,265,805	4,119,300	4,174,585
Other Financing Uses	0	0	0	0
Transfers Out	1,518,763	30,000	1,548,763	1,975,442
Total All Expenditures/and Other Financing Uses	3,372,258	2,295,805	5,668,063	6,150,027
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	210,087	11,984	222,071	628,622
Beginning Fund Balance July 1, 2021	2,196,025	350,690	2,546,715	2,264,242
Ending Fund Balance June 30, 2022	2,406,112	362,674	2,768,786	2,892,864

NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds

Indebtedness at June 30, 2022	Amount	Indebtedness at June 30, 2022	Amount
General Obligation Debt	0	Other Long-Term Debt	0
Revenue Debt	3,112,902	Short-Term Debt	0
TIF Revenue Debt	0		
		General Obligation Debt Limit	4,546,562

CERTIFICATION
The forgoing report is correct to the best of my knowledge and belief

Signature of Preparer		Publication
Printed name of Preparer		
		Phone Number
		Date Signed
Signature of Mayor or other City official (Name and Title)		

PLEASE PUBLISH THIS PAGE ONLY

REVENUE P2

CITY OF PRAIRIE CITY

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2022

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental through (f) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Section A - Taxes	1									1
Taxes levied on property	2 469,988	125,798					595,786		595,786	2
Less: Uncollected Property Taxes - Levy Year	3						0		0	3
Net Current Property Taxes	4 469,988	125,798		0	0	0	595,786		595,786	4
Delinquent Property Taxes	5						0		0	5
Total Property Tax	6 469,988	125,798		0	0	0	595,786		595,786	6
TIF Revenues	7						0		0	7
Other City Taxes										
Utility Tax Replacement Excise Taxes	8						0		0	8
Utility Franchise Tax (Chapter 364.2, Code of Iowa)	9 17,606						17,606		17,606	9
Parimutuel Wager Tax	10						0		0	10
Gaming Wager Tax	11						0		0	11
Mobile Home Tax	12						0		0	12
Hotel / Motel Tax	13						0		0	13
Other Local Option Taxes	14 194,773						194,773		194,773	14
Total Other City Taxes	15 212,379	0		0	0	0	212,379	0	212,379	15
Section B - Licenses and Permits	16 12,832						12,832		12,832	16
Section C - Use of Money and Property	17									17
Interest	18 878	373					1,251	7	1,258	18
Rents and Royalties	19 22,760						22,760		22,760	19
Other Miscellaneous Use of Money and Property	20						0		0	20
Total Use of Money and Property	21						0		0	21
Total Use of Money and Property	22 23,638	373	0	0	0	0	24,011	7	24,018	22
Section D - Intergovernmental	24									24
Federal Grants and Reimbursements	26									26
Federal Grants	27 4,250						4,250		4,250	27
Community Development Block Grants	28						0		0	28
Housing and Urban Development	29						0		0	29
Public Assistance Grants	30						0		0	30
Payment in Lieu of Taxes	31						0		0	31
ARPA	32									32
Total Federal Grants and Reimbursements	33 4,250	0		0	0	0	4,250	128,441	128,441	33

REVENUE P3

CITY OF PRAIRIE CITY

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2022

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental through (f) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Section D - Intergovernmental - Continued										41
State Shared Revenues										43
Road Use Taxes		234,499					234,499		234,499	44
Other state grants and reimbursements										48
State grants	8,404						8,404		8,404	49
Iowa Department of Transportation										50
Iowa Department of Natural Resources										51
Iowa Economic Development Authority	60,000						60,000		60,000	52
CEBA grants										53
Commercial & Industrial Replacement Claim		21,210					21,210		21,210	54
										55
										56
										57
										58
										59
Total State	68,404	255,709					324,113	0	324,113	60
Local Grants and Reimbursements										
County Contributions	12,637						12,637		12,637	63
Library Service										64
Township Contributions										65
Fire/EMT Service										66
										67
										68
										69
Total Local Grants and Reimbursements	12,637	0					12,637	0	12,637	70
Total Intergovernmental (Sum of lines 33, 40, and 70)	85,291	255,709					341,000	128,441	469,441	71
Section E - Charges for Fees and Service										72
Water										73
Sewer								314,563	314,563	74
Electric								465,992	465,992	75
Gas										76
Parking										77
Airport										78
Landfill/garbage								135,878	135,878	79
Hospital										80

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REVENUE P4

CITY OF

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental through (f) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Section E - Charges for Fees and Service - Continued	81								81
Transit	82						0	0	82
Cable TV	83						0	0	83
Internet	84						0	0	84
Telephone	85						0	0	85
Housing Authority	86						0	0	86
Storm Water	87						0	0	87
Other:	88								88
Nursing Home	89						0	0	89
Police Service Fees	90						0	0	90
Prisoner Care	91						0	0	91
Fire Service Charges	92						0	0	92
Ambulance Charges	93	55,391					55,391		55,391 93
Sidewalk Street Repair Charges	94						0	0	94
Housing and Urban Renewal Charges	95						0	0	95
River Port and Terminal Fees	96						0	0	96
Public Scales	97						0	0	97
Cemetery Charges	98						0	0	98
Library Charges	99						0	0	99
Park, Recreation, and Cultural Charges	100						0	0	100
Animal Control Charges	101						0	0	101
	102						0	0	102
	103						0	0	103
Total Charges for Service	104	55,391	0	0	0	0	55,391	916,433	971,824 104
Section F - Special Assessments	106						0	0	106
Section G - Miscellaneous	107								107
Contributions	108	276,344					276,344		276,344 108
Deposits and Sales/Fuel Tax Refunds	109	1,788					1,788		1,788 109
Sale of Property and Merchandise	110	4,838					4,838		4,838 110
Fines	111	500,473					500,473		500,473 111
Internal Service Charges	112						0	0	112
	113						0	0	113
Salvage inspections	114	17,480					17,480		17,480 114
Refunds/reimbursements	115	122,414	36,695				159,109	10,210	169,319 115
Sales/excise taxes	116						0	21,409	21,409 116
Solid waste stickers	117						0	550	550 117
Perpetual care	118					1,588	1,588		1,588 118
	119						0	0	0 119
Total Miscellaneous	120	923,337	36,695	0	0	1,588	961,620	32,169	993,789 120

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REVENUE PS

CITY OF

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental through (f) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Total All Revenues (Sum of lines 6, 7, 15, 16, 22, 71, 104, 106, and 120)	121 1,782,856	418,575	0	0	0	1,588	2,203,019	1,077,050	3,280,069	121
Section H - Other Financing Sources										123
Proceeds of capital asset sales	124 5,650						5,650		5,650	124
Proceeds of long-term debt (Excluding TIF internal borrowing)	125						0	1,055,652	1,055,652	125
Proceeds of anticipatory warrants or other short-term debt	126						0		0	126
Regular transfers in and interfund loans	127 822,313	551,363					1,373,676	92,311	1,465,987	127
Internal TIF loans and transfers in	128						0	82,776	82,776	128
	129						0		0	129
	130						0		0	130
Total Other Financing Sources	131 827,963	551,363	0	0	0	0	1,379,326	1,230,739	2,610,065	131
Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)	132 2,610,819	969,938	0	0	0	1,588	3,582,345	2,307,789	5,890,134	132
Beginning Fund Balance July 1, 2021	134 1,138,854	595,243	230,321	48,379	9,724	173,504	2,196,025	350,690	2,546,715	134
Total Revenues and Other Financing Sources (Sum of lines 132 and 134)	136 3,749,673	1,565,181	230,321	48,379	9,724	175,092	5,778,370	2,658,479	8,436,849	136

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EXPENDITURES P6
CITY OF PRAIRIE CITY
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2022
NON-GAAP/CASII BASIS

Item Description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (g) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section A - Public Safety	1										1
Police Department/Crime Prevention	2	383,714	79,901					463,615		463,615	2
Jail	3							0		0	3
Emergency Management	4	1,260						1,260		1,260	4
Flood control	5							0		0	5
Fire Department	6	46,233	79					46,812		46,812	6
Ambulance	7	51,521	1,059					52,580		52,580	7
Building Inspections	8							0		0	8
Miscellaneous Protective Services	9							0		0	9
Animal Control	10	2,431						2,431		2,431	10
Other Public Safety	11							0		0	11
	12							0		0	12
	13							0		0	13
Total Public Safety	14	485,659	81,039		0	0	0	566,698		566,698	14
Section B - Public Works	15										15
Roads, Bridges, Sidewalks	16	28,548	648,818					677,366		677,366	16
Parking Meter and Off-Street	17							0		0	17
Street Lighting	18		429					429		429	18
Traffic Control Safety	19		82					82		82	19
Snow Removal	20		20,355					20,355		20,355	20
Highway Engineering	21							0		0	21
Street Cleaning	22							0		0	22
Airport (if not an enterprise)	23							0		0	23
Garbage (if not an enterprise)	24							0		0	24
Other Public Works	25							0		0	25
	26							0		0	26
	27							0		0	27
Total Public Works	28	28,548	669,684		0	0	0	698,232		698,232	28
Section C - Health and Social Services	29										29
Welfare Assistance	30							0		0	30
City Hospital	31							0		0	31
Payments to Private Hospitals	32							0		0	32
Health Regulation and Inspections	33							0		0	33
Water, Air, and Mosquito Control	34	300						300		300	34
Community Mental Health	35							0		0	35
Other Health and Social Services	36							0		0	36
	37							0		0	37
	38							0		0	38
Total Health and Social Services	39	300	0		0	0	0	300		300	39
Section D - Culture and Recreation	40										40
Library Services	41	88,080	7,715					95,795		95,795	41
Museum, Band, Theater	42							0		0	42
Parks	43	138,036	6,632					144,668		144,668	43
Recreation	44	-680						-680		-680	44
Cemetery	45	48,387	7,462					55,849		55,849	45
Community Center, Zoo, Marina, and Auditorium	46							0		0	46
Other Culture and Recreation	47							0		0	47
	48							0		0	48
	49							0		0	49
Total Culture and Recreation	50	273,823	21,809		0	0	0	295,632		295,632	50

DO NOT
SUBJECT TO CHANGE

EXPENDITURES P7

CITY OF

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued
NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (i))	Line
Section E - Community and Economic Development	51										51
Community beautification	52	17,390						17,390		17,390	52
Economic development	53	92,620						92,620		92,620	53
Housing and urban renewal	54							0		0	54
Planning and zoning	55							0		0	55
Other community and economic development	56							0		0	56
TIF Rebates	57							0		0	57
	58							0		0	58
Total Community and Economic Development	59	110,010	0	0	0	0	0	110,010		110,010	59
Section F - General Government	60										60
Mayor, Council and City Manager	61	26,302	5,617					31,919		31,919	61
Clerk, Treasurer, Financial Administration	62	43,023	24,236					67,259		67,259	62
Elections	63	1,070						1,070		1,070	63
Legal Services and City Attorney	64	14,312						14,312		14,312	64
City Hall and General Buildings	65	14,533						14,533		14,533	65
Tort Liability	66							0		0	66
Other General Government	67	53,530						53,530		53,530	67
	68							0		0	68
	69							0		0	69
Total General Government	70	152,770	29,853		0	0	0	182,623		182,623	70
Section G - Debt Service	71							0		0	71
	72							0		0	72
	73							0		0	73
Total Debt Service	74	0	0	0	0	0	0	0		0	74
Section H - Regular Capital Projects - Specify	75										75
	76							0		0	76
	77							0		0	77
Subtotal Regular Capital Projects	78	0	0		0	0	0	0		0	78
TIF Capital Projects - Specify	79										79
	80							0		0	80
	81							0		0	81
Subtotal TIF Capital Projects	82	0	0		0	0	0	0		0	82
Total Capital Projects	83	0	0		0	0	0	0		0	83
Total Governmental Activities Expenditures (Sum of lines 14, 28, 39, 50, 59, 70, 74, 83)	84	1,051,110	802,385		0	0	0	1,853,495		1,853,495	84
	85										85

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

EXPENDITURES P8

CITY OF

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section 1 - Business Type Activities	87										87
Water - Current Operation	88								297,663	297,663	88
Capital Outlay	89								1,262,711	1,262,711	89
Debt Service	90								53,946	53,946	90
Sewer and Sewage Disposal - Current Operation	91								274,884	274,884	91
Capital Outlay	92								24,350	24,350	92
Debt Service	93								203,040	203,040	93
Electric - Current Operation	94										94
Capital Outlay	95										95
Debt Service	96										96
Gas Utility - Current Operation	97										97
Capital Outlay	98										98
Debt Service	99										99
Parking - Current Operation	100										100
Capital Outlay	101										101
Debt Service	102										102
Airport - Current Operation	103										103
Capital Outlay	104										104
Debt Service	105										105
Landfill/Garbage - Current operation	106								144,247	144,247	106
Capital Outlay	107								4,964	4,964	107
Debt Service	108										108
Hospital - Current Operation	109										109
Capital Outlay	110										110
Debt Service	111										111
Transit - Current Operation	112										112
Capital Outlay	113										113
Debt Service	114										114
Cable TV, Telephone, Internet - Current Operation	115										115
Capital Outlay	116										116
Housing Authority - Current Operation	117										117
Capital Outlay	118										118
Debt Service	119										119
Storm Water - Current Operation	120										120
Capital Outlay	121										121
Debt Service	122										122
Other Business Type - Current Operation	123										123
Capital Outlay	124										124
Debt Service	125										125
Internal Service Funds - Specify	126										126
	127										127
	128										128
Total Business Type Activities	129								2,265,805	2,265,805	129

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EXPENDITURES P9
CITY OF PRAIRIE CITY
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2022 -- Continued
NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (a) through (f) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (i))	Line
Subtotal Expenditures (Sum of lines 84 and 129)	130	1,051,110	802,385	0	0	0	0	1,853,495	2,265,805	4,119,300	130
Section J - Other Financing Uses Including Transfers Out	131										131
Regular transfers out	132	1,310,131	123,656			2,200		1,435,987	30,000	1,465,987	132
Internal TIF loans/repayments and transfers out	133		82,776					82,776		82,776	133
	134							0		0	134
Total Other Financing Uses	135	1,310,131	206,432	0	0	2,200	0	1,518,763	30,000	1,548,763	135
Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)	136	2,361,241	1,008,817	0	0	2,200	0	3,372,258	2,295,805	5,668,063	136
	137										137
Ending fund balance June 30, 1	138										138
Governmental:	139										139
Nonspendable	140						175,092	175,092		175,092	140
Restricted	141		556,364	230,321	48,379			835,064		835,064	141
Committed	142							0		0	142
Assigned	143	1,119,894				7,524		1,127,418		1,127,418	143
Unassigned	144	268,538						268,538		268,538	144
Total Governmental	145	1,388,432	556,364	230,321	48,379	7,524	175,092	2,406,112		2,406,112	145
Proprietary	146								362,674	362,674	146
Total Ending Fund Balance June 30,	147	1,388,432	556,364	230,321	48,379	7,524	175,092	2,406,112	362,674	2,768,786	147
Total Requirements (Sum of lines 136 and 147)	148	3,749,673	1,565,181	230,321	48,379	9,724	175,092	5,778,370	2,658,479	8,436,849	148

DRAFT
SUBJECT TO CHANGE

OTHER P10

Part III Intergovernmental Expenditures Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.

Purpose	Amount paid to other local governments	Purpose	Amount paid to State
Correction		Highways	
Health		All other	
Highways			
Transit Subsidies			
Libraries			
Police protection	1,260		
Sewerage			
Sanitation			
All other			

Part IV

Wages & Salaries Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE Amount areas FOR SALARIES AND WAGES PAID

Total Salaries and Wages Paid	Amount
	676,242

Part V Debt Outstanding, Issued, and Retired

Transit subsidies

A. Long-Term Debt

Debt During the Fiscal Year			Debt Outstanding JUNE 30, 2022						
Purpose	Line	Debt Outstanding JULY 1, 2021	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year
Water Utility	1	106,000	1,163,902	149,000			1,120,902		10,946
Sewer Utility	2	2,152,000		160,000			1,992,000		37,660
Electric Utility	3								
Gas Utility	4								
Transit-Bus	5								
Industrial Revenue	6								
Mortgage Revenue	7								
TIF Revenue	8								
Other Purposes / Miscellaneous	9								
GO	10								
Parking	11								
Airport	12								
Stormwater	13								
Section 108	14								
Total Long-Term		2,258,000	1,163,902	309,000		0	3,112,902	0	48,606

B. Short-Term Debt Amount

Outstanding as of July 1, 2021

Outstanding as of JUNE 30, 2022

DEBT LIMITATION FOR GENERAL OBLIGATIONS

Part VI Actual valuation -- January 1, 2020

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2022

Type of asset	Amount			
Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.	Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	All other Funds (d)
	48,379			2,720,407
				2,768,786

If you budget on a NON-GAAP CASH BASIS, the amount in the Total above SHOULD EQUAL the above summed amounts on the sheet All Funds P1: Ending fund balance, column C PLUS the amounts in the shaded Note area.

My name is Joel Overton, I was born and raised in Monroe, IA for 20 years. I am a 1999 Graduate of PCM. I am a single full-time Dad to my two sons Jackson, who is 15 and a freshman at PCM High School and Leighton, who is 12 and is in 6th grade at PCM Middle School. We recently moved back to Iowa in June.

I am a full-time employee of Windsor Windows & Doors in Norwalk, IA where I am a Safety Coordinator.

I would like to be Mayor of Prairie City because I live in this community, and I want to be a part of something great. I remember this town growing up and always had memories of being here with friends, family, school, sports, and even working here.

In my current role as a Safety Coordinator, I must collaborate with other members of our team in the hiring process, policies, state & federal guidelines through OSHA. I give daily, weekly, and monthly training so organization & communication is of the utmost. I have managed groups of people; I've worked with scheduling and training and have never been afraid of getting my hands dirty for the greater good.

I have had a great upbringing in small town Iowa, but I have had the privilege and the struggles of living away from Iowa for 20 plus years. Now, I have a fresh pair of eyes, willing hands, a positive can-do attitude, care, and love for where I grew up. I come from a family of six and I have played all the sports. TEAM has always been a part of my life.

I cannot say how I envision Prairie City to be in 1 year, 5 years, or 10 years from now because I do not know the struggles this community is facing. But I would like to implement a community service to assist homes and businesses that may need a little help up, bring small businesses to town, help expand what is here, improve our streets and sidewalks, and make sure we keep our community first. Everyone has a voice, and I am interested in hearing these voices in the proper way and process.

As Mayor my responsibilities would grow but still, I am a father first. I put the needs of my family first. I do work a full-time job of 40 plus hours a week and from time to time there are emergencies that I must manage. Being Mayor is going to require organization of time, schedules, planning, and keeping people on point. We need to have scheduled planned meetings, and handle "emergencies" as they arise. I look forward to the challenge and understand that I will not make everyone happy, but my goal is to improve, clean, and sustain a better future and community for my children and our community.

Community involvement is the only way we will succeed, and it will take a village to accomplish.

Utility Billing Clerk

The City of Prairie City, Iowa, is accepting applications for a full-time Utility Billing Clerk. The Utility Billing Clerk is responsible for performing a wide variety of administrative duties. The clerk must be able to project a professional and friendly image. Duties include answering and routing telephone calls, greeting and answering citizen questions, coordinating inspections, utility billing, recording municipal receipts, preparing bank deposits, permits and licenses, purchasing, inventory, sale of cemetery lots, verifying meter readings, reporting, etc. Position requires data entry for utility billing, permitting and inspection processes, maintaining records, and assisting in the preparation for council meetings.

Salary dependent on qualifications. Post-offer physical and drug test may be required at the request of the Council. Applications and resume can be mailed to City of Prairie City, 203 E Jefferson, PO Box 607, Prairie City, IA 50228 or email Christie Busby at christie.busby@prairiecityiowa.us by 4:30 p.m. on December 9, 2022.

A copy of the job description and application is available at:
http://prairiecityiowa.us/?page_id=1851

UTILITY BILLING CLERK

Position: Utility Billing Clerk

Reports to: City Administrator

Revision Date: November 21, 2022

FLSA Classification: Non-exempt

POSITION SUMMARY

The Utility Billing Clerk is responsible for performing a wide variety of administrative duties, including technical and customer service activities that require routine problem solving, decision making and office experience. The clerk must be able to project a professional and friendly image through in-person and phone interaction. The position primarily supports City staff, as needed. Duties include: answering and routing telephone calls, greeting and directing visitors, answering citizen questions, assisting in the rental of community buildings and shelters, coordinating inspection and meeting schedules, validating and reporting functions for utility billing, recording municipal receipts, preparing bank deposits, coordination of building and other permits and licenses, purchasing, property and equipment inventory, sale of cemetery lots, fixed assets accounts, verifying meter readings, reporting, balancing cash drawer, researching, and answering ordinance, zoning, inspection, permit, complaint and violation questions. Position requires data entry for utility billing, permitting and inspection processes, maintaining records for building permits, and assisting in the preparation of council packets, brochures, events, etc. Duties are constantly evolving and changing and may include handling special projects.

Supervises: The job has no supervisory responsibilities.

ESSENTIAL JOB DUTIES

- Handles customer service, including answering and routing phone calls; greeting and directing visitors to appropriate persons and locations; answering citizen questions; taking messages and providing general information to visitors.
- Fields nuisance and violation claims, provides complaint forms, directs to the correct department, and assists in preparing notification letters and invoices.
- Gathers information for opening and closing utility accounts. Collects water connection fees and provides informational packets.
- Prepares utility billing records for meter reading; enter meters readings into data processing system for preparation of utility bills; processes and distributes utility bills and other customer notices.
- Serves as primary collection person for utility accounts and ambulance billing.
- Coordinates disposal of residential bulk items and yard waste roll offs.
- Receives and monitors building permit applications, maintains filing system for building permits.
- Schedules and coordinates inspections and meetings for departments.
- Assists with the preparation of City Council packets and supporting documents.
- Assists in meeting preparations, including scheduling, preparing, and mailing agendas.
- Maintains city website and social media accounts.
- Updates the city's electronic sign.

- Sells cemetery plots, prepares deeds, and maintains records of sold lots. Completes the Annual Cemetery Report.
- Creates and distributes work orders for Public Works.
- Coordinates rentals of all community buildings and shelters.
- Prepares State and Federal Tax Fuel Tax refund requests.
- Assists in the coordination of special event programs, advertisement of programs, maintaining files and records.
- Issues pet licenses.
- Issues Golf Cart /UTV/ATV permits.
- Coordinates maintenance and ordering for inventory supplies; arranges maintenance service of office equipment, including research for new equipment or software purchases.
- Types and proofreads documents and reports for accuracy, grammar, punctuation, etc.; faxes, files, and completes general data entry.
- Assists in maintaining an accurate filing system and makes copies.
- Records and processes municipal receipts and prepares deposits; balances cash drawer. Makes bank deposits.
- Delivers mail to the post office.
- Serves as a Notary Public.
- Performs duties of similar nature or necessity and assists other staff as directed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities.

Knowledge using:

- A variety of office equipment, including computers, typewriters, fax machines, copiers, phone systems, and calculators;
- computer hardware and software applications, including the Internet;
- scheduling and program information; and
- filing systems.

Skills and Abilities (position requirements):

- Strong communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc., sufficient to exchange or convey information and receive work direction.
- Strong organization skills.
- Follow written and verbal instructions.
- Perform data entry.
- Technical/research expertise and problem solving.
- Prepare professional correspondence and reports.
- Ability to work alone, as well as part of a team.
- Ability to plan, organize and prioritize workload with numerous interruptions.
- Ability to analyze, assign priorities, organize and coordinate workflow.
- Knowledge to use office equipment and ordinance reference materials.

- Ability to maintain accurate and detailed records.
- Knowledge of Health Insurance Portability and Accountability Act (HIPPA) regulations regarding confidentiality in processing and documenting payments.
- Ability to maintain confidentiality.
- Ability to safely reach, lift, carry, push, and move books and other materials weighing up to 25 pounds.
- Ability to safely climb, stoop, kneel, crouch, reach, stand, move throughout City Hall, grasp and make repetitive motions.

ENTRY REQUIREMENTS

Education/Training: Graduation from high school or GED equivalence.

Work Experience: Two (2) years of general clerical, record keeping and customer service experience. Skill in operation of a computer relating to maintenance of financial records, ability to type accurately and perform computations, clear communications skills both verbal and written. Ability to operate various pieces of office equipment.

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Required post-offer physical examinations: Upon request of the City Administrator.

Required drug testing: Upon request of the City Administrator.

Residency requirement: Must reside within 30 miles of the City Hall and must be established within six months after the date of hire and shall be maintained throughout employment with the City.

Other testing required: DCI background check.

CLASSIFICATION HISTORY:

The City of Prairie City retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

WORK ENVIRONMENT

Most work is performed in an office setting seated with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. Work is performed at a computer or using other office equipment. The noise level in the work environment is usually moderate. Likelihood of personal injury would be relatively slight. Work may involve frequent interaction with the public or frequent interruptions. Ongoing contact with the public in this setting always has the potential for dealing with difficult customers and the public when they have a complaint or question regarding city services.

HOURS OF WORK

Generally 40 hours per week, Sunday through Saturday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.
5. The City of Prairie City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee Signature

Date

City Administrator

Date

City Administrator

The City of Prairie City, Iowa, is accepting applications for a full-time City Administrator. Responsibilities include but are not limited to performing a variety of complex tasks: organizing and directing all city departments, supervises the preparation of the city budget, and sees to the enforcement of all city ordinances. Must possess a degree in public administration or equivalent field with three years of practical experience. Salary and benefits depend on qualifications. Post-offer physical and drug test may be required at the request of the Council. Applications and resume can be mailed to City of Prairie City, 203 E Jefferson, PO Box 607, Prairie City, IA 50228 or email Christie Busby at christie.busby@prairiecityiowa.us by 4:30 p.m. on December 9, 2022.

A copy of the job description and application is available at:
http://prairiecityiowa.us/?page_id=1851

Prior to the meeting on 11/22 I'm asking everybody to review the enclosed CIP spreadsheet that was provided to us in October by Andrew at MSA. After reviewing it I would like everybody to come up with ideas on how to fund the projects on the list for the 2023/2024 budget year. I have enclosed my suggestions along with explanations below.

For speed camera money I've been told there is approximately \$2 million in the account right now. However, the last form I received that had a total on it had \$1.2 million so that is what I based my suggestions on. If there are additional funds there, I'd like to see some of that money go towards the leak detection for the sewer and water, street repairs – getting a set schedule of redoing them, and potentially setting aside some money towards the fire/ems building. By using the speed camera money on the four projects I have listed on my suggested sheet we will get the city moving forward on projects including some that have needed to be completed for quite a while.

For the library I would like to see the council commit another \$300,000 to the project in addition to the \$125,000 building and \$145,000 that have already been committed to the project. By doing this it would allow the project to go out for a full bid instead of just bidding phase one and two and having an incomplete project on the city square. Unfortunately, this is something that needs to be committed sooner rather than later if we are going to allow them to go out for a full bid package as the library board is meeting with the architects in December and presenting to council the bid package with the bid going out to contractors in February. The potential start date is June/July pending availability of the metal for the building extension so it would come out of the 2023/2024 budget. Matt had said that 50% of LOST that has to go towards something with property taxes (sorry can't remember exactly he said) would qualify for the library project so that is the LOST money I am suggesting we use. The board and friends group would continue to apply for grants and fundraise, but this would allow them to finish the building. Any additional money raised through grants/donations/fundraisers would go towards the remaining items needed to furnish the inside of the building. Several items have already been purchased but not everything.

We have not seen the quote yet for the alley behind city hall and the storm repair but have a number on the CIP report from Andrew of \$270,000. Carl has stated that he has a copy of this quote and I asked at the last meeting that he provide it to council at this meeting. This repair would also address/resolve the issue that Mr. Strum has brought up twice during the public comment section of council meetings this year.

The tennis court is something that is important to that side of town as there is not really anything else over there for kids (or adults) to do. All three of the community playgrounds are on the other side of the highway and many kids are not allowed to cross that highway by themselves, so they go play tennis or basketball at the tennis court. I feel that it would be beneficial to the city and its residents to redo this tennis court with tennis, basketball, and pickleball. Previously when I was on parks board, we got a quote to redo it and it was around \$160,000 to do this work. I know it has been mentioned that the city applies for a grant to pay for half of it but I'm not sure if that has been done yet or not.

The land purchase and moving the water line is something that needs to be done sooner rather than later it would appear. By using the speed camera money for these two items it would mean that we do not have to raise property taxes or water rates to cover these purchases and we can use those two options to help cover other issues the city is facing with its infrastructure.

For the fire/ems building I would like to see some of the incoming speed camera money set aside for this project, but I would also like to see them work on raising some of the funds via donations and/or grants if possible. I know that at least one grant has been brought to their attention but do not know if anybody has done anything with it. Otherwise, I feel that they should go out for a general-purpose bond in the fall of 2023. That would give the project plenty of time to make the community aware, hold meetings at the fire/ems building so the public can see the need, and hopefully allow the bond to pass on the first attempt.

The phase 2 water project is something that we need to continue doing (along with phase 3 and 4 in upcoming years) so that our water mains do not continue to fail/cause issues. I believe this part of the project also needs to be completed in order for the new fire/ems building to be built at its suggested location. For this I think we may need to either raise water rates (look at increasing the block amounts or across the board rate increase), SRF loan, or geo bonds. With the SRF loan we would also need to increase the water rates to make sure we stay above the required level.

The street repairs are something else that needs to get put back on the yearly budget and yearly rotation. Growing up the roads were on a two or three year rotation where they were resealed/rocked and the roads through town were kept in great condition. I'm not sure when or why that stopped but it is definitely something that needs to get put back into plan. This may have to be done via a raise in property taxes or by using street revenue or speed camera money.

For the sewer cleaning/televising and waste water pumps I think this is something that council needs to build into its budget each year as we now have a contract with CIT Sewer guaranteeing that we spend at least \$20,000 a year over the next three years. For the waste water pumps I feel like this is something that is general maintenance and should be on a rotation to replace based upon the life expectancy provided by the manufacturer.

For water leak detection I have brought this up several times in the past year but have been told that there is no money in the budget nor any plan to put money in the budget for it. I have even provided information on the suggested water audit and water loss control for public water systems by the EPA (enclosed) and did not get anywhere. I really think that this is something that the council needs to allocate money to so we do not continue to lose hundreds of thousands (sometimes over a million) of gallons of unbilled water each month (see enclosed spreadsheet).

At a meeting a few months ago Carl indicated that there was a sewer line leak by the water tower and he was to get quotes on resolving this issue and I think this is something the council needs to allocate money to as well. Especially if it is causing sink holes to develop.

Those are my thoughts on projects for the 2023/2024 budget year CIP list.

Emily

Andrew @ NSA

CAPITAL IMPROVEMENT PROGRAM, FY 23/24 to 27/28
CITY OF PRAIRIE CITY, IOWA

10/26/2022

Building Improvements	Funding Source	2023/24	2024/25	2025/26	2026/27	2027/28	FUTURE	TOTALS
Public Works Building Design & Construction		\$1,997,000						\$1,997,000
Library Improvements		\$750,000	\$250,000					\$1,000,000
Fire/EMS Building Design & Construction		\$2,329,000						\$2,329,000
City Hall Improvements (Police)???								\$0
Total Building Improvements		\$5,076,000	\$250,000	\$0	\$0	\$0	\$0	\$5,326,000
Street Improvements	Funding Source	2023/24	2024/25	2025/26	2026/27	2027/28	FUTURE	TOTALS
Alley behind City Hall		\$240,000						\$240,000
Jefferson St - Main to Marshall (Square)								
(\$70K in water improvements)			\$750,000					\$750,000
Main St - Washington to Jefferson (Square)				\$705,000				\$705,000
(\$65K in water improvements)								
Washington St - Main to Marshall (Square)					\$570,000			\$570,000
(\$60K in water improvements)								
Other Streets???								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
Annual Road Maintenance (Assumed Number)		\$60,000	\$63,000	\$67,000	\$70,000	\$73,000	\$77,000	\$410,000
Total Street Improvements		\$100,000	\$63,000	\$772,000	\$640,000	\$73,000	\$77,000	\$2,675,000
Water Improvements	Funding Source	2023/24	2024/25	2025/26	2026/27	2027/28	FUTURE	TOTALS
Phase 2 Water System Improvements	SRF/LMI	\$1,720,000						\$1,720,000
Phase 3 Water System Improvements	SRF/LMI		\$1,045,000					\$1,045,000
Phase 4 Water System Improvements	SRF/LMI			\$810,000				\$810,000
New Well in Colfax			\$600,000					\$600,000
Land Purchase in Colfax for New Well		\$280,000						\$280,000
Move Water Line in Colfax due to Development (Along western & southern property line)		\$400,000						\$400,000
Water Tower Painting	IPAIT							\$0
								\$0
								\$0
Water Treatment Plant Expansion & Brine Tank			\$150,000					\$150,000
Total Water Fund		\$2,400,000	\$1,795,000	\$810,000	\$0	\$0	\$0	\$5,005,000

Storm Water Improvements	Funding Source	2023/24	2024/25	2025/26	2026/27	2027/28	FUTURE	TOTALS
Storm Sewer Cleaning/Maintenance???								\$0
Ditch Cleaning/Maintenance???								\$0
								\$0
								\$0
								\$0
<i>Total Storm Water Improvements</i>		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sanitary Sewer Improvements	Funding Source	2023/24	2024/25	2025/26	2026/27	2027/28	FUTURE	TOTALS
Sanitary Sewer Annual Televising Program		\$38,000	\$40,000	\$42,000	\$44,000	\$47,000	\$49,000	\$260,000
Sanitary Sewer Repairs (Misc.)		\$30,000	\$32,000	\$34,000	\$35,000	\$37,000	\$39,000	\$207,000
								\$0
Wastewater Treatment Plant Improvements (Pumps)		\$30,000	\$32,000	\$34,000	\$35,000	\$37,000	\$39,000	\$207,000
								\$0
								\$0
<i>Total Sanitary Sewer Fund</i>		\$98,000	\$104,000	\$110,000	\$114,000	\$121,000	\$127,000	\$674,000
Parks Improvements	Funding Source	2023/24	2024/25	2025/26	2026/27	2027/28	FUTURE	TOTALS
Tennis Court Rebuild, Concrete	Wellmark/ City Match	\$100,000						\$100,000
Rec Complex Pond?								\$0
								\$0
								\$0
								\$0
<i>Total Parks Fund</i>		\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
CAPITAL IMPROVEMENT PROGRAM, FY 23/24 to 27/28		2023/24	2024/25	2025/26	2026/27	2027/28	FUTURE	TOTALS
<i>Yearly Totals</i>		\$7,974,000	\$2,962,000	\$1,692,000	\$754,000	\$194,000	\$204,000	\$13,780,000

Assumed Inflation 5%

Speed Camera each year - approx \$900,000/yr (~\$75,000/mo)

Streets Revenues each year - SX debt service levy = approx \$251,432.56 RUT - GO/X yrs

Sanitary Revenues each year - approximately \$XXXXXX/yr

Water Revenues each year - approximately \$XXXXXX/yr

Storm Revenues each year - approximately \$XXXXXX/yr

EMILY'S 2023/2024 CIP SUGGESTIONS

PROJECT		PROJECTED AMOUNT		SOURCE		AMOUNT
LAND PURCHASE & MOVING LINE		\$680,000.00		SPEED CAM		\$680,000.00
TENNIS COURT		\$160,000.00		SPEED CAM		\$80,000.00
				GRANT		\$80,000.00
		APPROX REMAINING				
LIBRARY		\$300,000.00		LOST		\$90,000.00
				SPEED CAM		\$210,000.00
ALLEY BEHIND CITY HALL & STORM ISSUE		\$270,000.00		SPEED CAM		\$270,000.00
FIRE/EMS BUILDING		\$2,328,694.00		GENERAL		\$2,328,694.00
				PURPOSE BOND		
PHASE 2 WATER		\$1,720,000.00		SRF LOAN		
				GEO BOND		
SEWER CLEANING/ TELEVISIONING		\$40,000.00				
WASTEWATER PUMPS		\$30,000.00				
ROAD MAINTENANCE		\$60,000.00		STREET REVENUE?		
WATER LEAK AT BUFFALO STATUE		????				

EMILY'S 2023/2024 CIP SUGGESTIONS

PROJECT		PROJECTED AMOUNT		SOURCE		AMOUNT
FIND OTHER WATER		???				
LEAKS THRU TOWN						
SEWER LEAK @		???				
WATER TOWER						



WATER AUDITS AND WATER LOSS CONTROL FOR PUBLIC WATER SYSTEMS

This document provides an introduction to water loss control and information on the use of water audits in identifying and controlling water losses in public water systems. **Water audits** are the first step in a three-step process for controlling water loss. A water audit is followed by **intervention** to identify losses and implement solutions and then by an **evaluation** of intervention measures and the needs for further improvement. This document is intended for small and medium-sized water systems, as well as state programs and technical assistance providers that regulate or support these systems.

Introduction

The Water Loss Problem

Public water systems face a number of challenges including aging infrastructure, increasing regulatory requirements, water quantity and quality concerns and inadequate resources. These challenges may be magnified by changes in population and local climate. It has been estimated that:

- The United States will need to spend up to \$200 billion dollars on water systems over the next 20 years to upgrade transmission and distribution systems.ⁱ
- Of this amount, \$97 billion (29 percent) is estimated to be needed for water loss control.ⁱⁱ
- Average water loss in systems is 16 percent - up to 75 percent of that is recoverable.ⁱⁱ

A water loss control program can help water systems meet these challenges. Although it requires an investment in time and financial resources, management of water loss can be cost-effective if properly implemented. The time to recover the costs of water loss control is typically measured in days, weeks, and months rather than years.ⁱⁱ A water loss control program will also help protect public health through reduction in potential entry points for disease-causing pathogens.

Understanding Water Use and Water Loss

Much of the drinking water infrastructure in the United States has been in service for decades and can be a significant source of water loss through leaks. In addition to leaks, water can be “lost” through unauthorized consumption (theft), administrative errors, data handling errors, and metering inaccuracies or failure. The International Water Association (IWA) and the American Water Works Association (AWWA) have developed standard terminology and methods to assist water systems in tracking water losses and in performing water audits. The standard terminology includes the terms authorized consumption, real loss, apparent loss and non-revenue water that are used in this document.

- **Authorized Consumption** is water that is used by known customers of the water system. Authorized consumption is the sum of billed authorized consumption and unbilled authorized consumption and is a known quantity. It also includes water supplied to other water systems.

- **Real Losses**, also referred to as physical losses, are actual losses of water from the system and consist of leakage from transmission and distribution mains, leakage and overflows from the water system's storage tanks and leakage from service connections up to and including the meter.
- **Apparent losses**, also referred to as commercial losses, occur when water that should be included as revenue generating water appears as a loss due to unauthorized actions or calculation error. Apparent losses consist of unauthorized consumption, customer metering inaccuracies, and systematic data handling errors in the meter reading and billing processes.
- **Non-Revenue Water (NRW)** is water that is not billed and no payment is received. It can be either authorized, or result from apparent and real losses. Unbilled Authorized Consumption is a component of NRW and consists of unbilled metered consumption and unbilled un-metered consumption.

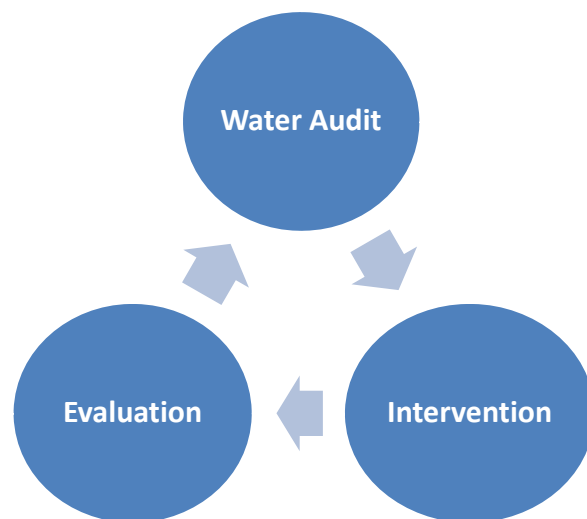
What are the Benefits of a Water Loss Control Program?

A water loss control program helps to identify real or physical losses of water from the water system and apparent losses, the water that is consumed but not accounted for. Real losses represent costs to a water system through the additional energy and chemical usage required to treat the lost water. Apparent losses represent a loss of revenue because the water is consumed but not accounted for and thus not billed. Once a water system identifies these real and apparent losses through a water loss control program, it can implement controls to reduce them. This can reduce the need for costly upgrades and expansions due to population growth and increased demand. By reducing the amount of water lost, the recovered water can be sold to consumers, generate revenue and meet water demands. In some cases this can reduce the need to find additional sources. *Water loss control programs are often the most economical solution to increasing demand, especially in the short term.*ⁱ

What Does a Water Loss Control Program Look Like?

A water loss control program consists of three major steps (see Figure 1). The critical first step is the **water audit**. A *water audit* identifies and quantifies the water uses and losses from a water system. The **intervention** process addresses the findings of the *water audit* through implementation of controls to reduce or eliminate water losses. The **evaluation** step uses performance indicators to determine the success of the chosen intervention actions. Utilizing the standard terminology and the three steps of a water loss control program, systems can determine their baseline water use and loss, prioritize and implement water efficiency projects and operational changes, and evaluate and continuously improve their water loss

Figure 1. Components of a Water Loss Control Program



management.

Figure 2 provides a summary of the main data needs, action items and performance indicators for each step of a water loss control program. The following sections will go into more detail for each step.

Step 1 - Water Audit Data Needs	Step 2 - Intervention Action Items	Step 3 - Evaluation Performance Indicators
<ul style="list-style-type: none">•Gathering information.•Determining flows into and out of the distribution system based on estimates or metering.•Calculating the performance indicators.•Assessing where water losses appear to be occurring based on available metering and estimates.•Analyzing data gaps.•Considering options and making economic and benefit comparisons of potential actions.•Selecting the appropriate interventions.	<ul style="list-style-type: none">•Gathering further information, if necessary.•Metering assessment, testing, or a metering replacement program.•Detecting and locating leaks.•Repairing or replacing pipe.•Operation and maintenance programs and changes.•Administrative processes or policy changes.•No further action is necessary.	<ul style="list-style-type: none">•Were the goals of the intervention met? If not, why not?•Where does the system need more information?•How often should the system repeat the <i>audit</i>, <i>intervention</i> and <i>evaluation</i> process?•Is there another performance indicator the system should consider?•How does the system compare to the last <i>audit</i>, <i>intervention</i> and <i>evaluation</i> process?•How can the system improve performance?

Figure 2. Summary of Data Needs, Action Items, and Performance Indicators of a Water Loss Program

The Importance of Metering

Water meters, both at the source and the service connection, are very important for all aspects of the water supply operations and make accurate water auditing possible. They make it possible to charge customers based upon the quantities of water that the customers consume. They record usage and make billing fair for all customers. They can encourage conservation by making customers aware of their usage as well as help detect leaks and establish accountability. Meter records provide historic demand and customer use data that is used for planning purposes to determine future needs. Unmetered water systems will need to consider some level of system metering to address water loss in the system.

A variety of meters exist and each type has its advantages and disadvantages. There is no single type of meter that will accurately measure flow for all applications. To select the proper meter for a specific application, a variety of factors should be considered in order for the meter to satisfy the location requirements and conditions where it will be installed. More information about the types and applications of meters can be found in EPA's *Control and Mitigation of Drinking Water Losses in Distribution Systems*, EPA 816-R-10-019, November 2010. The document is available at: http://water.epa.gov/type/drink/pws/smallsystems/technical_help.cfm.

Step 1 – How to Complete a Water Audit

A *water audit* is an accounting of all of the water in a water system resulting in a quantified understanding of the integrity of the water system and its operation. It is the first step in formulating an economically sound plan to address water losses. A preliminary water audit begins with the following information and simple calculations :ⁱ

1. Determine the amount of water added to the system, typically for a one year period,
2. Determine authorized consumption (billed + unbilled), and
3. Calculate water losses (water losses = system input – authorized consumption)
 - a. Estimate apparent losses (unauthorized consumption + customer meter inaccuracies + billing errors and adjustments)
 - b. Calculate real losses (real losses = water losses – apparent losses)

These steps are an example of a **top down audit**, which starts at the “top” with existing information and records. It may also be known as a desktop audit or paper audit since no additional field work is required. Water systems are dynamic. The water audit process and calculation of the water balance, when routinely performed, is a useful guide for a system’s water loss control program. Water systems can get started using the data that is readily available, identify any data gaps and then work towards improving their data.

After performing an initial top down audit it may become evident that some of the numbers are rough estimates. The next action in the audit process is to improve any initial estimates and begin reducing non-revenue water losses. A **bottom up audit** is often implemented after several top down audits have been completed and can better quantify loss volumes that were not revealed by the top down audit. A bottom up audit will help find apparent and real losses and begins by looking at components or discrete areas in the utility’s operations. A bottom up audit assesses and verifies the accuracy of the water loss data associated with individual components of the water system. A bottom up audit could include estimates of water used in municipal operations such as fire fighting, distribution system flushing and street cleaning, as well as metering of all authorized uses.ⁱⁱⁱ

Bottom up audits are more costly since they are more labor and staff intensive. The top down audit can help to identify areas where bottom up audit efforts should be concentrated. There are several techniques and methods used to perform a bottom up analysis. They are described in detail in *Control and Mitigation of Drinking Water Losses in Distribution Systems*, EPA 816-R-10-019, November 2010, which can be found at: http://water.epa.gov/type/drink/pws/smallsystems/technical_help.cfm.

Additional data often needs to be collected to perform a *water audit*. Additional data collection can occur during the audit or intervention phase and may include the following:ⁱ

- **Locating leaks and losses** can be accomplished through an examination of billing records, flow monitoring, visual inspection or leak detection equipment (e.g., acoustic, thermal, electromagnetic, tracer). Through an examination of billing records, a water system may identify sudden changes in water usage at particular locations in the water system, which could indicate the need to investigate further for possible leaks or theft. Flow monitoring can be conducted by examining individual customer meter records, metered districts or through placement of temporary meters in suspect locations. These temporary meters clamp onto pipes and do not sacrifice the integrity of the pipelines.

- **Condition assessment** tools include traditional external visual inspections (e.g., periodic walk-over and opportunistic inspections of exposed mains), internal visual inspection technologies (e.g., closed circuit television (CCTV) camera inspections), pit depth measurements, destructive testing (e.g., test coupons) and non-destructive testing (e.g., ultrasonic testing).
- **Hydraulic modeling** can be used to predict locations of leaks in a water system based on physical and operating data of the water system. Calibration of these models to actual field data is essential to obtain realistic and usable results.

Water Audit Resources

- ☛ AWWA provides Free Water Audit Software©, available at:
<http://www.awwa.org/Resources>
- ☛ Georgia Department of Natural Resources, *Georgia Water System Audits and Water Loss Control Manual*, Version 1.0 (2011), available at:
http://www.gaepd.org/Files_PDF/GaWaterLossManual.pdf.
- ☛ The Maryland Department of the Environment's *Developing and Implementing a Water Conservation Plan*, includes water audit worksheets and describes the development of a water conservation plan. The information is available at:
http://www.mde.state.md.us/programs/Water/WaterConservation/Documents/www.mde.state.md.us/assets/document/water_cons/WCP_Guidance2003.pdf.
- ☛ The Texas Water Development Board's *Water Loss Audit Manual* (2008) includes a water audit worksheet. The manual and worksheets are available at:
<http://www.twdb.state.tx.us/conservation/municipal/waterloss/>.
- ☛ The New Mexico Office of the State Engineer provides examples of water audits of public water systems using the IWA/AWWA process. Information is available at:
http://www.ose.state.nm.us/wucp_accounting.html.

Step 2 – The Intervention Phase

Interventions are actions taken by a water system to identify the specific sources of water loss and implement solutions. These actions can include :ⁱ

- Preventive measures such as design standards and effective maintenance
 - Reliable construction and design standards allow a water system to maintain maximum structural integrity throughout its operating life. Once a water system has been constructed according to appropriate design standards, effective maintenance can help to ensure the system operates at optimal performance throughout its lifespan and ensure that repairs are made proactively.
- Meter installation, testing and replacement
 - Accurate metering is important for all phases of a water audit. Meters record usage and monitor demand, encourage conservation, help detect leaks and make it possible to charge customers for the water they use.
- Leakage management

- Detecting, pinpointing and repairing leaks generates event data that refines and confirms the water losses identified in the water audit.
- Pressure management evaluates areas of excessive pressure and implements controls that reduce pressure to cut pressure-sensitive background leakage and reduce rupture rates.
- Pipe repair and replacement
 - Once a leak has been detected and located, the pipe can be repaired or replaced. Repairing and replacing pipes requires trained personnel, the right tools and the proper inventory of parts and materials.

Step 3 – The Evaluation Phase

The *evaluation* phase is important for ensuring an efficient and effective water loss control program. Comparison of the water system to industry benchmarks or past audits can document improvements in water loss control and allow a water system to track its progress. Use of performance indicators such as those mentioned above can help to ensure meaningful interpretations of the evaluation and to encourage continuous improvement. The evaluation will answer questions such as:

- Were the goals of the intervention met? If not, why not?
- Where do we need more information?
- How often should we repeat the *Audit, Intervention and Evaluation* process?
- Is there another performance indicator we should consider?
- How did we compare to the last *Audit, Intervention and Evaluation* process?
- How can we improve performance?

Benchmarking for Small Systems

Conducting a water audit allows a system to monitor its water loss performance over time and compare itself to other systems. This process is known as benchmarking and uses a collection of performance indicators to numerically evaluate different aspects of the water system. Performance indicators need to be consistent, repeatable and presented in meaningful standardized units. Some examples are breaks per mile of distribution main per year, gallons of water lost per service connection, and gallons of leakage per mile of distribution main per year. Because conditions at small systems can vary so greatly, benchmarking can become a difficult practice as many performance indicators may not be consistent or comparable across small systems. However, the basic steps of top-down water audits, metering and water loss control efforts can help small systems conserve their resources and improve their long term sustainability.

Resources

Performing a *water audit* and developing a complete water loss control program does not have to be overwhelming. By beginning with the basic steps and principles outlined in this document, any water system can begin the process of identifying and mitigating water losses. Additional resources available to assist water systems in performing *water audits* include the following:

- ☛ EPA Office of Ground Water and Drinking Water. <http://www.epa.gov/drink/>
- ☛ EPA Office of Water, Water Infrastructure: *Moving Toward Sustainability*. <http://water.epa.gov/infrastructure/sustain/index.cfm>
- ☛ Association of State Drinking Water Administrators. <http://www.asdwa.org>
- ☛ The Alliance for Water Efficiency . <http://www.allianceforwaterefficiency.org>
- ☛ American Water Works Association. <http://www.awwa.org>

Resources are also available to assist water system customers in conducting a water audit of their premises. These resources include the following:

- ☛ The Maryland Department of the Environment provides instructions on how to conduct a home water audit as well as a spreadsheet that calculates current use using customer entries. http://www.mde.state.md.us/programs/Water/WaterConservation/WaterAuditing/Pages/Programs/WaterPrograms/Water_Conservation/Water_Auditing/index.aspx
- ☛ Broward County Florida Water Services provides a worksheet for plumbing fixtures and appliances to calculate residential water use and provides average use for comparison. <http://www.cob.org/documents/pw/environment/water-conservation/home-water-audit-worksheet.pdf>
- ☛ The City of Corvallis, Oregon, Utilities Division provides information for residential customers on checking for leaks using the water meter, measuring or estimating flows in plumbing fixtures and measuring water used in landscaper irrigation. <http://www.ci.corvallis.or.us/index.php?option=content&task=view&id=443&Itemid=384>

ⁱ U.S. Environmental Protection Agency. 2009. Drinking Water Infrastructure Needs Survey Fact Sheet , EPA 816-F-09-003. <http://water.epa.gov/infrastructure/drinkingwater/dwns/factsheet.cfm>.

ⁱⁱ Thornton, J., Sturm, R., Kunkel, G., *Water Loss Control Manual (2nd Edition)*, McGraw-Hill, 2008.

ⁱⁱⁱ Texas Water Development Board, Water Conservation Task Force, *Water Conservation Best Management Practices Guide*, November 2004. <http://savetexaswater.org/bmp/>.

2022		January	February	March	April	May	June
Water Treated		4,156,000	3,557,000	3,354,354	2,936,000	3,363,000	3,341,400
Water Billed		2,268,100	2,154,000	2,604,060	2,254,100	2,362,050	2,195,400
Difference		1,887,900	1,403,000	750,294	681,900	1,000,950	1,146,000

2022	July	August	September	October	November	December
Water Treated	3,381,000	3,294,000	3,223,000			
Water Billed	2,673,287	2,806,101	2,475,481			
Difference	707,713	487,899	747,519	0	0	0



Emily Simmons <esimmons.pccouncil@gmail.com>

Worker's Compensation notes from site visit

Melanie Umble <MUmbles@shomo-madsen.com>
To: Emily Simmons <esimmons.pccouncil@gmail.com>

Wed, Nov 2, 2022 at 5:34 PM

Hi Emily,

The IMWCA Worker's Compensation rep looked back over his notes, they are copied below. His visit was November 30, 2021. He noted that the west building was in poor condition, but that it was part of the 5-year Capital Improvement Plan. The shop under the water tower, he noted as being tight on space but well organized. I spoke with EMC, the City's property and casualty company, they have made no recommendations or requirements concerning either building. No site visit is currently scheduled.

Here are the notes from IMWCA:

I met with Carl Van Der Kamp, Joe Oglesby and Melanie. Jody was unable to join us due to having to go home to take care of a sick child.

Joe took me around town. We visited the two city shops and the water plant. The shops are tight on space but were pretty well organized. They have a ladder inspection program.

The shop on the western side of town is in poor condition. The City is exploring constructing a new facility along with a new fire station.

The water plant is an older facility. It intakes raw water from Colfax and treats it at that point. It has a backup generator. The facility uses liquid chlorine which is replenished by the supplier.

I had visited the lagoons and yard waste site prior to the visit. The City has a two cell lagoon system southeast of town.

After the tour, I met with Carl and Melanie. Carl is on the VFD and ambulance service. His son is the fire Chief. I will need to follow up with Jody about the VFD's compliance status with our criteria.

We discussed the condition of the west side shop. Carl stated that it is now costing a significant amount of money just to keep it heated in winter.

I spoke by phone with Jody on 12/2/2021. We discussed the firefighter criteria. I will make the recommendation concerning the physicals. She knows that they have already done two this year and will be doing another two this winter.

She shared that the Council approved their five year CIP last night. The CIP includes building a new public works shop on the west end of town and a new fire station/EMS building across from city hall.

End of IMWCA notes.

As a result of the site visit, IMWCA recommended the City meet firefighter criteria including physicals. There were no recommendations concerning the west public works building because it was on the 5 year plan to replace. The tightness in the maintenance shed by the water tower will be resolved with anticipated additional space in the replacement of the west public works building.

IMWCA's main concern and the reason they do site visits is to make employee's work places more safe. Their purpose is always to increase safety for the workers.

As far as the buildings and contents of the buildings themselves, Prairie City is not scheduled for a site visit from EMC at this time, which means that they will fully continue to insure the west public works building and its contents for the foreseeable. For the building or any of the City's buildings to actually be uninsurable, EMC would need to do a site visit and deem it to be uninsurable, which has not happened as yet.

Please don't hesitate if anyone has any further questions or if I can help in any way.

Melanie Umble AFIS

Shomo-Madsen-Umbles Insurance

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From: Emily Simmons <esimmons.pccouncil@gmail.com>
Sent: Tuesday, November 1, 2022 3:43 PM
To: Melanie Umble <MUmbles@shomo-madsen.com>
Subject: City Buildings Insurance

Melanie,

I am on the Prairie City City Council and I wanted to reach out to you regarding the buildings that are covered on the city insurance policy. We were told earlier this year that there is a public works building out at the west end of town that at the end of this year would no longer be insurable. I wanted to confirm with you that this was true and to see if there were any ways to get extensions on this or what we needed to do to make sure it was insured until a new one was built.

They also indicated this may be happening with the public works building that is next to the water tower but they were not sure. Can you let me know the status of that building?

Also was the first building declared uninsurable due to an inspection or just due to its age? What was the criteria that made it uninsurable?

Thanks,

Emily Simmons