

Administrator/Clerk's Report

City Council Meeting, July 24, 2017

To: Mayor and Council
From: John M. McCarthy
Date: July 21, 2017

Old Business

Panel Removal at John Zander Property: A request for a progress report was e-mailed to John Zander on July 11, 2017 and resent on July 21. There has been no response to the request.

Administrator's Report

Financial: General Fund Revenue for the first one-half of the year is \$641,269 or \$21,126 more than last year.. Building permit fees continue to be good. As of the end of June 2016, the City's General Fund operating expenditures are \$458,515 or \$6,117 less.

A review of the first half General Fund revenue and expenditures indicates both are performing better than the budget. The estimated is based on projecting doubling first half actual and comparing to the budget. Projected operating revenue of \$1,263,159 exceeds the budgeted amount by \$219,980. The primary factors which appear to be driving this are higher than projected tax revenue caused by one time payments made in the first half and substantially more revenue from building permits than projected. We do not anticipate permit revenue in the second half to come anywhere close to the first half

On the expenditure side, General Government is currently estimated to be under budget by over \$60,000. Some items including codification and certain planning expenses could be paid in the second half and this will bring down the projected surplus. Public Safety expenditures are significantly higher than the budget, but this is because of the purchase of the new police vehicle and costs related to building inspections. Public Works (Highways, Streets and Roads) is under budget primarily due to road maintenance expenditures occurring in the second half. Cultural and Recreation (Parks) appears to be right on budget but is anticipated to exceed the budget due to the increased amount of staff time dedicated.

Water Fund revenue for the first one-half is \$139,493 or \$23,399 more than last year with \$120,004 revenue from water sales being up \$11,834 from the same period last year. In addition, Water Access Charges associated with new construction is up \$9,050. Expenditures, not including debt service, are \$95,086 which is \$11,696 more than last year.

Sewer Fund revenue for the first one-half is \$214,974 or \$8,558 more than last year. The adjustment in revenue from sewer use will be adjusted downward when credits are issued In the next couple of months. Expenditures, not including debt service, are \$115,202 or \$43,746 more than last year. Much of the increase is related to sewer cleaning. .

Refuse (garbage) Fund revenue for the first one-half is \$50,631 or \$740 more than last year. Expenditures are \$39,043 or \$1,589 more than last year

Storm Water Fund revenue for the first one-half is \$36,372 or \$1,003 more than last year. .

First half LGA and SCAD Payment: The City has received the first half Local Government Aid payment of \$77,965.50 and the Small Cities Assistance Distribution payment of \$7,248.50.

Building Permit Report: As of the end of June this year the City has issued 8 building permits for new single family homes with a total value of \$1,521,992 and permits for commercial construction totaling \$4,137,379.

NAFRS: The NAFRS Board met on July 20. The board approved a 2018 Operating Budget of \$525,000 which is the same as last year. The Board also approved the purchase of infra-red helmet mounted cameras and a fire extinguisher training system. A budget request will be submitted to the parties in accordance with the JPA. The

board reviewed the cost allocation pursuant to the JPA and the preliminary figures anticipate the cost to Dundas to slightly increase. This is due to growth in both population and tax market value. Work on an amendment to the JPA regarding the lease with the City of Northfield is continuing. The amount of the lease, \$20,000 / year has to be amended in order for Northfield to use lease revenue to pay principal and interest on the bond used to finance the expanded fire hall. A draft of the Annual Report was reviewed. The report may be edited to correct what appears to be information not relevant to the condition of the organization at the end of 2016. Although the report to the Parties is overdue, it appears to be more complete than in the past and should be more valuable as a resource. The board also received a presentation on the status and current configuration of the fire station rehabilitation. Some plan changes look like they will create a more user friendly environment for employees and live in firefighters. Moving the board meeting space to the downstairs training area improves the function of the area, but handicapped access could be challenging. The only clear method by which the occupant of a wheelchair can access the board room from the handicapped parking for public meetings would entail passing through 6 doors, entering and leaving an elevator and traversing a ramp. This will entail passing through a secure area. This would need to be accessible during public events. .

2016 Lift Station and Force Main Project: Final site restoration continues on the project with some work on the electrical and system controls still needing to be done.

Public Hearing: The Planning Commission held a public hearing to consider an application for a preliminary plat and planned unit development to permit the construction of 19 single family homes. The commission did not take action on the application but requested staff and the developer meet to resolve several issues including parking and stormwater pond maintenance.

Part Time Police Officer: After reviewing staffing needs with Chief Mincke, we will begin the process of advertising for the previously approved part-time officer. Until this time Mincke has recommended delaying the hiring. It is intended to have the officer working by mid to late September.

Budget Work Session:

General Government / Planning and Zoning: The Planning Commission received a draft budget at the July 20 meeting. There were no comments.

Public Safety / Police: The proposed budget has been reviewed with Chief Mincke. We are looking at staffing in regards to recent growth very closely. Further review with the Chief indicates a need for additional patrol time is coming sooner than planned. Adding hours for a PT officer and other employee related expense will add about \$12,822 to the proposed 2018 Budget as compared to the estimated amount in the 2017 Budget. Another employee/consultant related expense may be someone to handle increased BCA reporting. Several line items have been reduced to more closely reflect spending. With the reductions, the total suggested budget increase will be \$7,622 from the prior 2018 estimate.

Public Safety / Fire Protection: Based on information received at the NAFRS board meeting, a review of projected needs for the Fire Protection budget can be completed.

Future Meeting Items

Items listed may be moved to future meetings.

August 14, 2017

1. Worksession
 - a. Review 2018 Public Safety / Building Inspections Budget
 - a. Review 2018 Public Safety / Fire Protection Budget

August 28, 2017

1. Consider Planning Commission Recommendation for DeMann Riverside Preliminary PUD and Plat.
2. Worksession
 - a. Review Draft 2018 Budget and Levy

September 11, 2017

1. Adopt preliminary levy for 2017 taxes paid in 2018.