

# **CITY OF FAIRFIELD BAY**

**Council Meeting - City Office Complex- 7:00 P.M.**

**November 14, 2011**

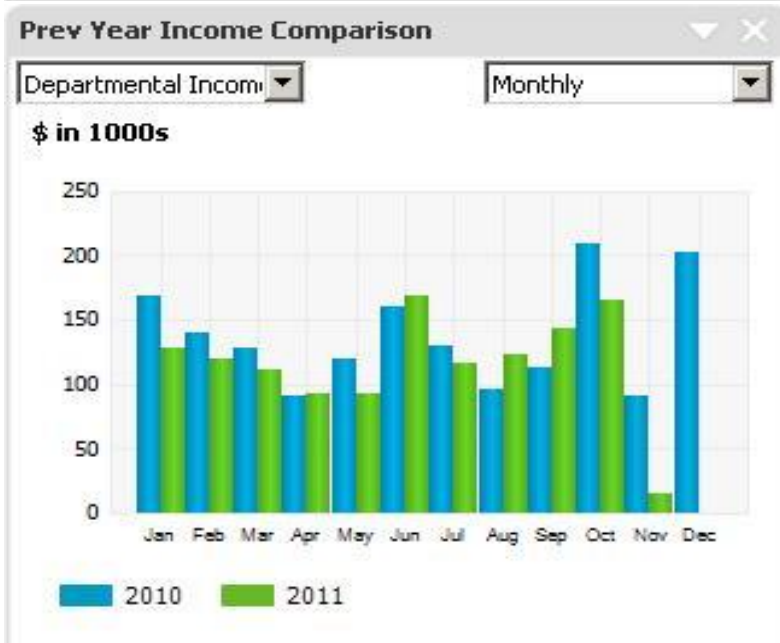
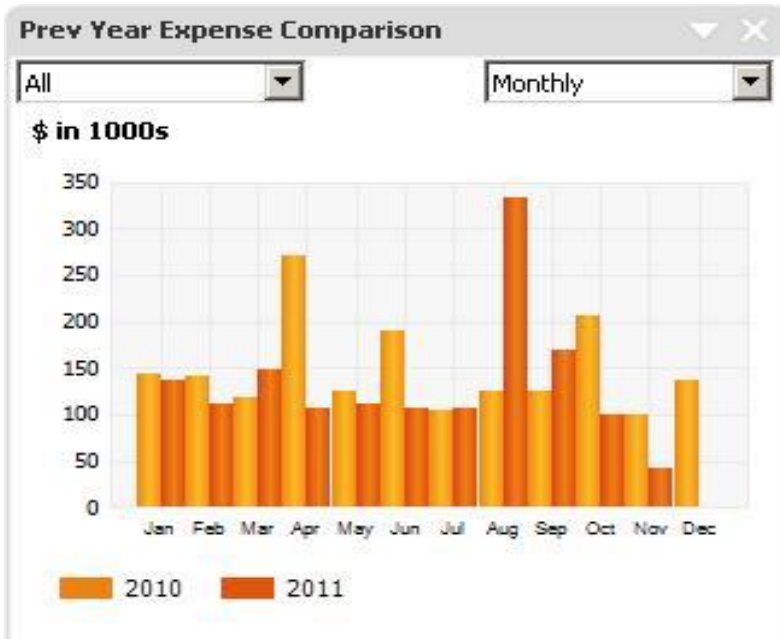
## **Agenda**

- Call to Order:
- Prayer
- Pledge of Allegiance
- Roll Call
- Approved Minutes:
- Financial Report:
- Correspondence:
- Reports:
  - Police
  - Rescue
  - Fire
  - Animal Shelter
  - Public Works
  - Emergency Management
  - Planning and Zoning
  - Senior Center
  - City Campground & Park
  - Community Education Center
  - Economic Development
  - A&P Commission
  - Building Official
- Unfinished Business
  - Grants in progress
  - FEMA damage repair
- New Business
  - 2012 Budget Ordinance
  - Senior Center Generator Purchase resolution
- Announcements:
  - Mayor's Report
- Audience Questions and Comments

# TREASURERS REPORT

Expenses are down for October.

Expecting an increase in Personal Property taxes in November.



# Reconciliation's October, 2011

Account Balances	Previous	Cleared	Ending
General	79,662.83	116,002.41	90,029.79
General CMT	173,694.26	173,718.69	173,718.69
Emergency Relief	2,094.27	2,094.27	2,094.27
DPS CMT	1,034.20	1,034.35	1,034.35
Rescue	64,544.41	71,872.61	65,010.55
Rescue CMT	133,135.48	133,154.21	133,154.21
AEDC	1.00	1.00	1.00

# Reconciliation's October, 2011

Account Balances	Previous	Cleared	Ending
Street	113,135.48	113,135.48	113,135.48
Street-CMT	18,567.29	18,571.90	18,571.90
Fire Department	24,307.45	27,475.46	25,904.40
Fire CMT	10,034.45	10,035.86	10,035.86

# Police Dept Status

- Accomplishments
  - Fewer # calls / 197 2010- 306
  - Concentrating on House/Watch
  - Bow Hunt Winding Down / count 255
  - Meth – Class Heber Spgs
  - Full Compliment of Vehicles
- Plans
  - Sched Remaining Vacation
- Issues
  - Waiting for Camera System Delivery - Grant

# Dispatch Status

- Accomplishments
  - We had **664** 911 calls.
  - Fall Festival Soup Contest went well
  - Great turnout for our haunted house at Woodman of the World Camp
  - Hired a new dispatcher, Stephanie McNabb to replace Joan who retired.
- Plans
  - Participating in the Clinton's Veterans' Parade on Nov 12<sup>th</sup>
  - Damascus Christmas Parade on Dec. 3<sup>rd</sup>
  - We are having our police/dispatch Christmas Party on Dec. 17<sup>th</sup>
  - Training/Classes are scheduled
  - Waiting for final decision on patrol car (should know by Dec. 1<sup>st</sup>)
- Issues
  - None at this time

# DEPT. OF PUBLIC SAFETY FOR OCTOBER, 2011

- Dept. of Public Safety

Number of Calls	197
Arrests	3
Citations	26
911 Calls	664
Fuel	312
Miles	4204
ACO	22

# FAIRFIELD BAY EMS

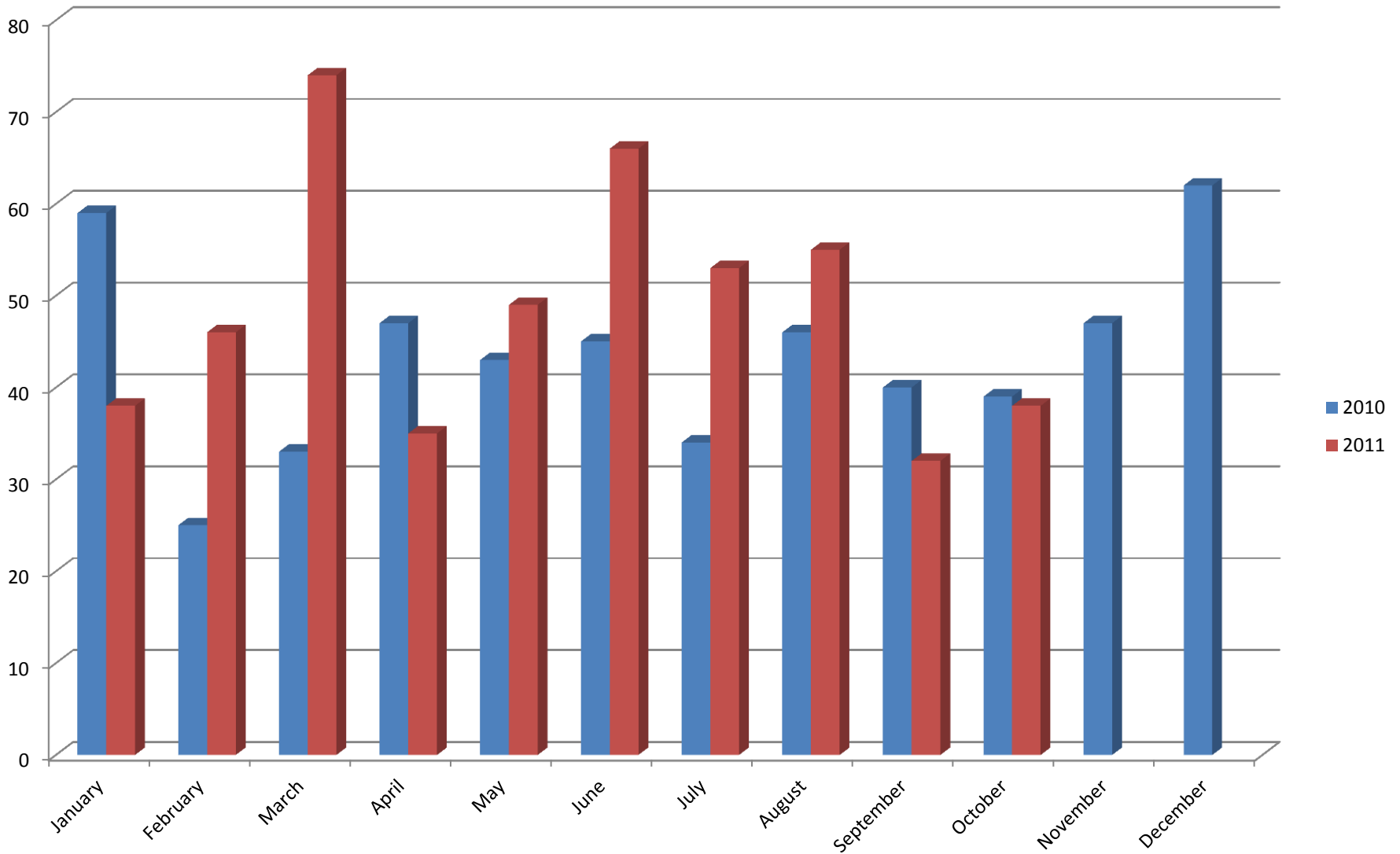
- Accomplishments
  - Light month – only 38 runs.
  - Continuing education on “Splinting”.
  - Now have all the revised Medicare Patient Transport forms in use.
  - Conducted one CPR refresher training class.
  - Completed and presented the 2012 budget.
- Plans
  - Conduct continuing education on the revised Trauma Triage Protocols.
  - Write the FFB EMS local protocol for Trauma Triage.
  - Continue with the construction of the second floor lounge area.
  - Train a new Second Medical team member.
  - Attend the November AR Trauma Committee meeting.
- Issues
  - Recruit additional EMS team members

# Monthly Run Recap

## For October, 2011

Description	October		YTD
Emergency Runs	33		391
Non - Emergency Runs	5		95
Total Runs	38		486
Both Ambulances Dispatched	2		34
Assist to ALS	0		7
Assist from ALS	2		11
Average Response Time (minutes)	6.4		6.6
To OHMC	27		300
To Baptist Heber	2		21
To Other Hospitals	0		9

# YEAR-TO-YEAR COMPARSION



# Fire Department Status

- **Accomplishments**

- We had **4** calls for October
- Our auto extrication training was completed
- Held the Fall Golf Tournament
- Participated with Laser Tag on the Haunted House

- **Plans**

- Toys for Tots
- Participating in the Veterans' Day Parade
- Election of Fire Department Officers
- Radio Class for firefighters

- **Issues**

- None at this time

# **FIRE DEPARTMENT FOR October, 2011**

- Fire Calls 3
- Traffic Calls 0
- Search/Rescue 1

# Shelter Totals – October, 2011

Received ACO Canine	4
Received ACO Feline	3
Received Non-ACO Canine	3
Received Non-ACO Feline	6
Adopted Canine	1
Adopted Feline	3
PetSmart Feline	4
Rescue Group Canine	3
Euthanasia Canine	0
Euthanasia Feline	1
Claimed Canine	3
Claimed Feline	0
Died Canine	0
Died Feline	0
<b>Totals at Shelter</b>	
Canine	14
Feline	14

# Public Works

- Accomplishments
  - Road striping underway.
  - Met with Garver Engineer Todd Mueller regarding Lynn Creek Crossing
- Plans
  - Complete road striping (about 35 miles, over 400,000 feet)
  - If bid from Garver acceptable, will work with the County Judge to proceed

# Emergency Management

- National test of the Emergency Notification System successfully conducted on November 9<sup>th</sup>
- Planning to have a run through the Presbyterian Church facility
- Will initiate planning for Senior Center Emergency location

# Planning and Zoning

- Accomplishments
  - Regular meeting was held on October 27, 2011 with 5 members present.
  - Approved the replat of Lots 143 & 144, Block 4, Indian Hills into Lot 143R. Owners are Mark E. Forry and Linda M. Forry.
- Upcoming Issues
  - Replat reviews
  - Next scheduled meeting is January 26, 2012

# **SENIOR CENTER**

- **Senior Center's November, 2011 Board Meeting was cancelled due to unforeseen circumstances.**

# City Campground and Parks

- 2011 season is coming to an end- Highlights
  - 164 at October Scout Camporee
  - Great cleanup work by Ron and Linn Milligan and the County Work Crew- Campgrounds look better than ever
  - New Courtesy Dock is a hit with boaters and the youth
  - Petit Jean is donating pole and light
- However; We lost significant money again in 2011- Expenses will exceed revenue by \$16K
  - We dramatically reduced wages vs. 2010 but it still was not enough
  - Costly plumbing repairs incurred
  - Bad weather exacerbated bookings
- 2012 plans
  - Go to honor system
  - Have building official and ACO monitor daily
  - Joanne will keep reservations calendar
  - Move check in building back to front- new signage
  - Will evaluate camping fees

# Community Education Center

- ***Accomplishments***

- Over 96 students have now registered, paid, and most have completed (or will complete this week) their classes; workshop evaluation forms furnished.
- Certificates of Completion have been prepared for all computer classes;
- Received a \$1,000 donation from the Fairfield Bay American Legion;
- Brochure and Fall II Class schedules have been produced (furnished to Council Members);

# Community Education Center

The GED Program is set up in Suite 2A, and now has seven (7) students tutored 3 days a week;

- Allowed timeshare visitors to audit classes with the fee sent to the City;
- Cooking classes have been scheduled with different chefs and menus per session for the holidays. The fee is set to be charged per session, to help raise funds for the Center.

# Community Education Center

- *Plans*
  - Complete staffing for new classes, i.e. horticulture, piano lessons, and more;
  - Add new classes beginning January 9, 2012;
  - Winter sessions are planned for the holidays;
  - In process of developing classes for FFB guests.

# Economic Development

- Accomplishments
  - Conference Center/Hotel
    - No definitive word from David Barron.
    - Chuck Davis, US SBA has additional hotel prospects to bring in.
  - Van Buren Economic Development strategic planning held a meeting on November 4<sup>th</sup>.  
Formulating plans.
- Plans
  - Hotel follow ups as required
  - Initiate roof repairs- \$20K available. Would like to waterproof before winter sets in.

# A & P Commission

- Accomplishments
  - Full page Community Education Center ad placed in Shirley yearbook
- Plans
  - We are going to drop our part of the US 65 billboard for 2012

# DEPARTMENT OF BUILDING OFFICIAL

- ACCOMPLISHMENTS:
  - Three new home permits have been issued.
  - Waiting on two sets of prints for new homes.
  - RV Park has been winterized for the year.
- PLANS:
  - Gas line safety course.
  - Working on an Existing Building Certification.
- ISSUES:
  - Starting January 1<sup>st</sup> , the state has changed the requirements on contractors needing to have a contractors license.

# **UNFINISHED BUSINESS**

- **Grants in Progress**
- **FEMA – damage repair**

# Grants in Progress

- Fire protective gear and radio grant submitted- Lou Workman coordinating
- Wildlife Observation Trail grant submitted (Ed Leamon Park)- Rawlins Collerain coordinating
- JAG Grant 1- Video equipment for police car- grant award notification received- waiting check- Kim Manville coordinating
- JAG Grant 2- Police car grant request submitted- Kim Manville coordinating
- Courtesy Dock- Work is done, we have received final payment
- Greif Grant for conference center- \$20K received. Waiting to expend funds. Must be spent on roofing and/or mold removal
- County level
  - Working on quotes for Lynn Creek improvement
  - County wide radio upgrade request in for all fire departments

# FEMA damage repair

- Total FEMA projects at \$10,655.91- \$469 spent to date
  - 75% FEMA \$7,991.93- Received
  - 12.5% ADEM \$1,331.99
  - 12.5% City \$1,331.99
- Vegetative debris removal- \$3,135.92- Accomplished with in kind labor
  - Cleanup has been completed
  - Wood has been chipped for camper use
- 911 center repair- \$1,677.08- Accomplished for \$469 plus in kind labor
  - Repeater system restoration
  - Raceway repair and seal
- Electrical repairs- \$3,374.95- In work
  - RV power pedestal repairs completed
  - Pavilion work In progress
- Repair/replace picnic tables and rework gravel pads- \$2,467.96
  - Picnic tables completed with in kind labor
  - Gravel pad rework yet to be accomplished

# **NEW BUSINESS**

- **Budget Ordinance**
- **Police Car Ordinance**
- **Generator Contract for Senior Center Resolution**

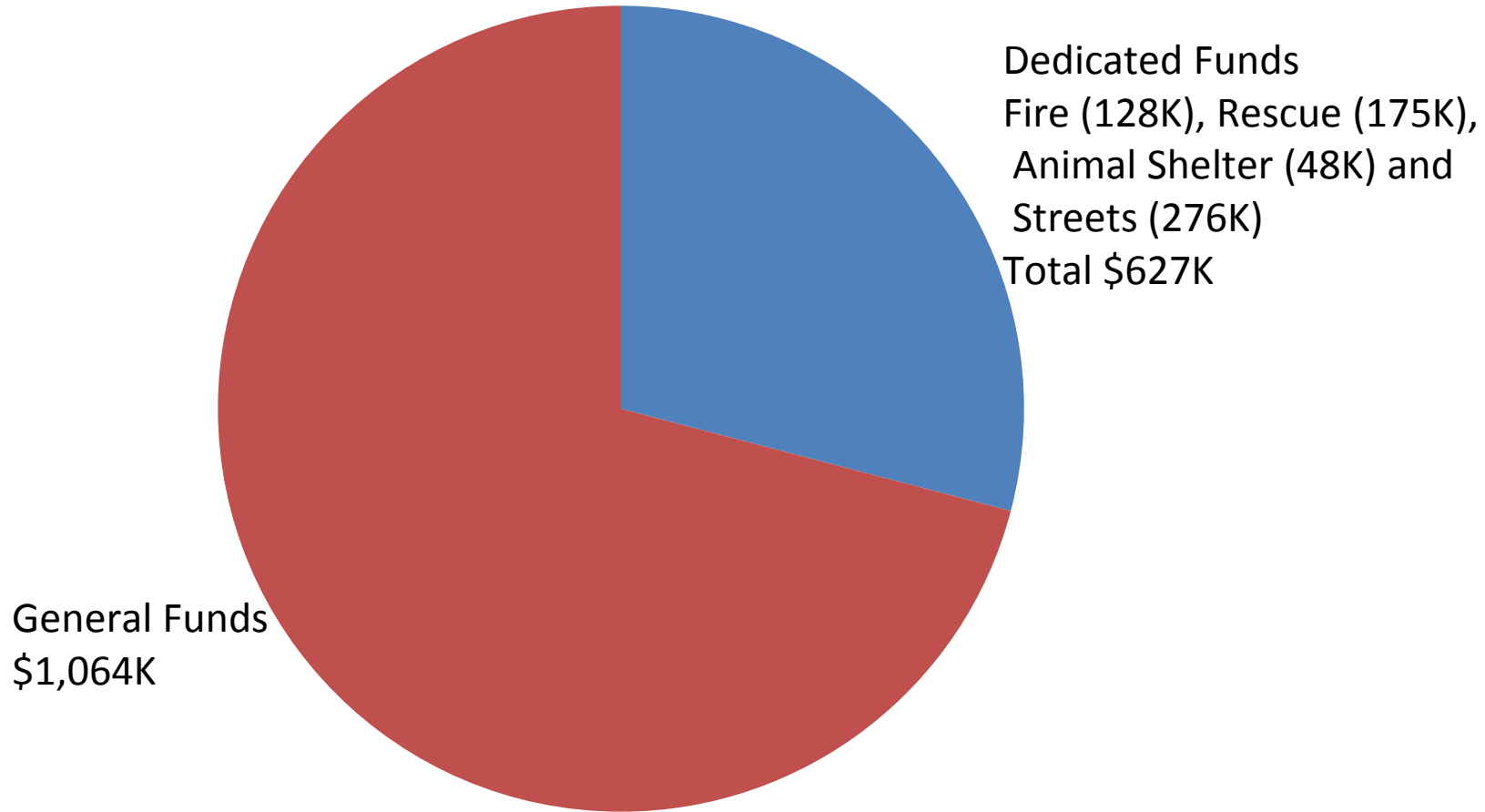
# City of Fairfield Bay 2012 Budget

- General Comments
- Income
- Expenses
- Summary

# General Comments

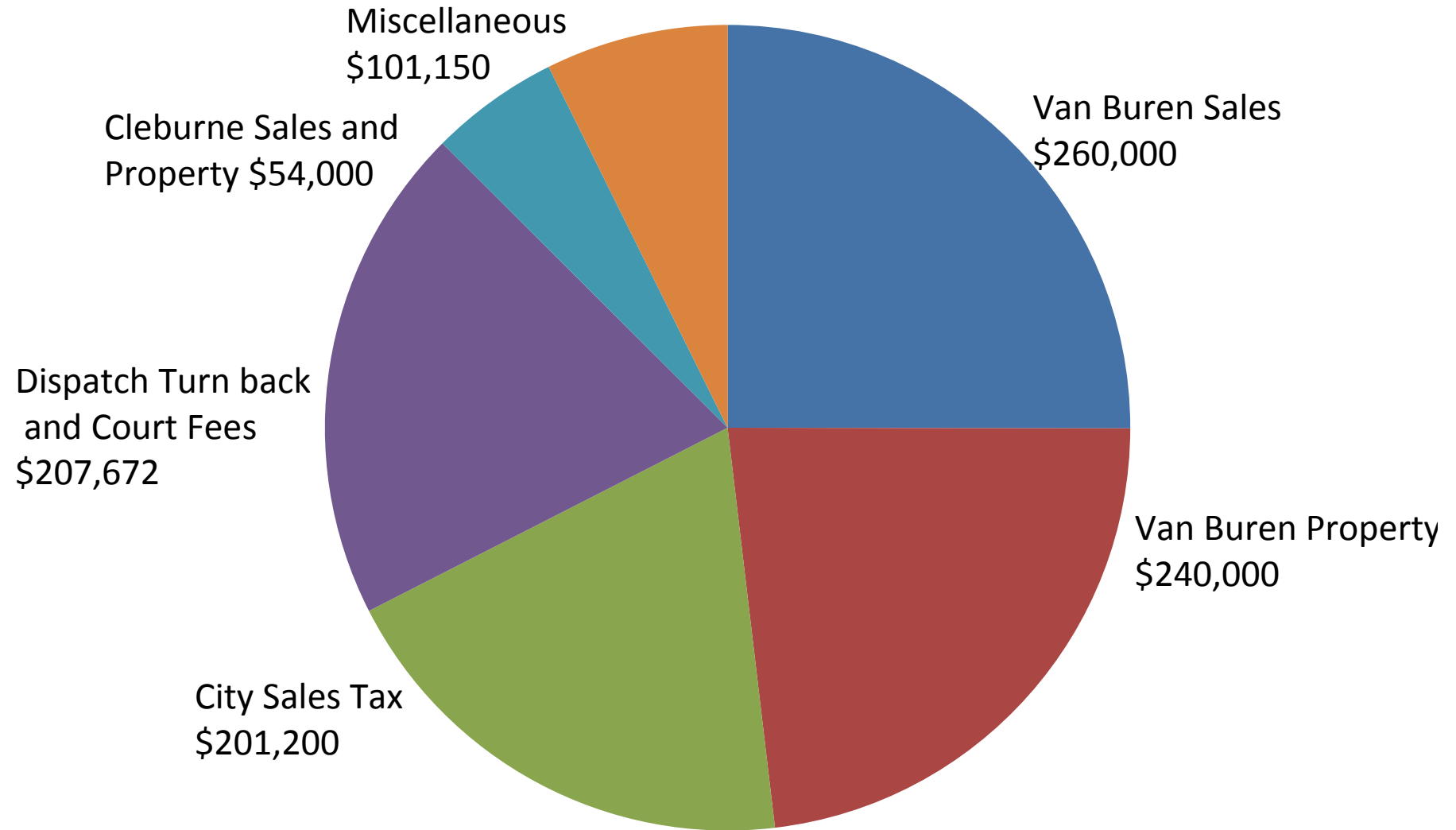
- Income projections based on revenues experienced in 2011
  - Van Buren Sales and Use tax over 200K down from 2008 levels- 482K to 260K
  - Assuming 2011 Van Buren County property taxes to be up 15% from 2010 levels based on gas property tax increases (208K to 240K)
  - Projecting other major revenue streams to be consistent with 2011 actuals
  - Breakeven operation at the Community Education Center
  - Assumed we would reevaluate building fees structures- have not changed since City incorporated
  - All grants we go after will be income/expenditure neutral
- Expenditure priorities
  - 3% raise for employees
  - New police car
  - We will have to do low level maintenance on the Conference Center
- Expenditure cuts
  - City Campground
  - Police force size will be reduced by one when Chief Brown retires
- Committed to providing essential services while living within our means
- Plan to resurface 2 additional miles of roads in 2012 plus any that BHP does when they drill. We need to be doing 5 miles per year. Hitting the 5 miles per year mark will require the royalty stream anticipated once drilling begins. We will also get help if the 7% severance tax get voted in.

# Income



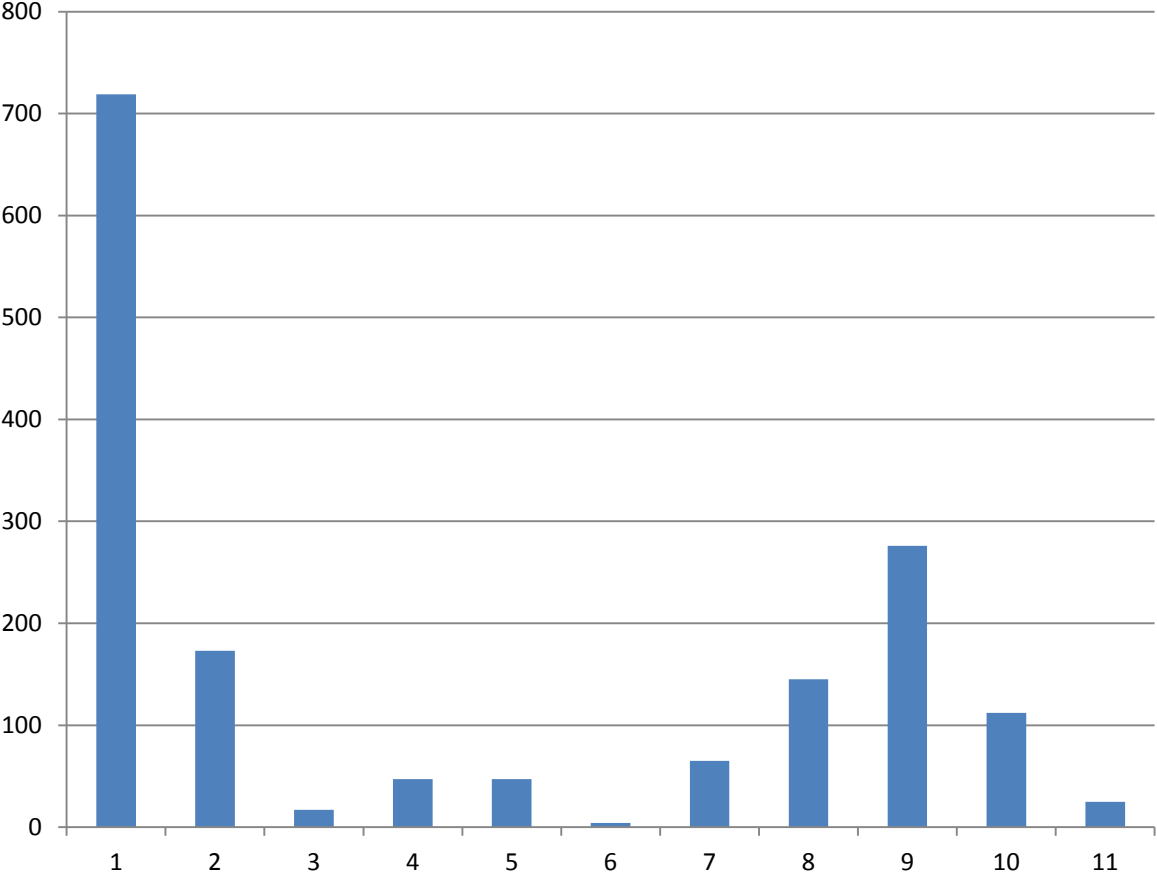
2012 Income Projected at \$1,691K

# General Fund Income



General Fund Income at \$1,064K

# Expenses



- 1- Police and 911 Dispatch
- 2- Office
- 3- Parks and Recreation
- 4- Code Enforcement
- 5- Senior Center
- 6- Advertising and Promotions
- 7- Animal Shelter
- 8- Rescue
- 9- Streets
- 10- Fire
- 11- CEC

Total Budget @ \$1,630K- Police and Dispatch 44% of total

# Summary

- We have scrubbed the budget to live within our means
  - Did include a 3% raise for employees
  - Did include a new police car
  - Providing a retirement program for non police officer personnel (cost @ 10K)
- We do have a 61K management reserve
  - 39K in dedicated funds
  - 22K in discretionary funds

# Police Car Ordinance

# Senior Center Generator Purchase Resolution

# Senior Center Generator Grant Bid Summary

Bidder	Bid \$'s
Hobby Electric	62,415.00
Lock-wood Electric Inc.	54,200.00
Nabco Mechanical and Electrical	55,030.00
Powerhouse Electric	64,107.98
TECO Inc.	58,908.00
Total Environmental Systems	50,449.00
White River Pump Co.	69,617.20

Total Environmental Systems was the low bidder and will receive the contract  
The City must provide the concrete pad for the generator  
Time line is 6-8 weeks from order release

# Mayor's Report

- Budget notes
  - A lot of hard work and innovative thinking has gone into financial management in a year of declining revenues.
    - Doing our own housecleaning at DPS
    - Phone and internet fee decreases
    - Paperless
    - Self funded Community Education Center
    - Etc.
  - The result is the ability to give 3% raises, a new retirement plan for our non police officer employees, a new police car, and have a management reserve.
  - Thanks to all of our employees and citizen volunteers. The exciting thing is there are more good ideas out there on how to continue to streamline and improve operational efficiencies.
- Negotiated new VBC Court cost allocation- From 16% to 7.4%. Should reduce our court cost in 2012 by \$12K
- Deer Hunt status- First hunt is over, 255 deer harvested. Next season is the month of January 2012. We will consider an ordinance in the Spring to authorize a 2013 hunt (if counts support the need). Great job by deer hunting committee.