

MINUTES

COUNCIL-MANAGER BRIEFING

MARCH 22, 2010

The Council-Manager Briefing was called to order at 5:15 p.m. at the Fairfield Municipal Building, 5350 Pleasant Avenue. The following Councilmembers were present: Tim Meyers, Mike Oler, Terry Senger, Tim Abbott and Mitch Rhodus. Mayor Ron D'Epifanio, Councilmember Mike Snyder and Councilmember Marty Judd arrived late. Staff present: Mike Dickey, Marty Hopton, Drew Young, Andy Eddy, Dave Butsch, Art Pizzano, Ben Mann, Dennis Stuckey, Dave Crouch, John Clemmons, Jim Bell, Don Bennett, Angie Johns, Tim Bachman, and Carol Mayhall.

Capital Improvements Review

Finance Director Mary Hopton explained she will give a brief overview of the 2010 Capital Improvement Program (CIP), which is a five year plan focusing on the 2010 projects totaling just under 25 million. She further explained projects for 2011-2014 will be discussed for planning purposes, which totals approximately 94 million. She stated she will address the four pieces of the budget including the General Fund, Street Improvement Fund, debt as well as the Capital Improvement Fund. She noted those three funds are tied to income tax. She displayed a graph of the cash flow statement and stated at this point with what is projected as far as capital and operating as well as adjustments for revenue, by 2014 our general fund has a negative balance. City Manager Pizzano stated everything after 2010 is a plan, not a budget. Mrs. Hopton stated we cannot continue at this level and we need to either explore revenue enhancements and/or expenditure reductions both on operations as well as the capital budget until the economy can turn itself around. She commented we are usually around one to two years behind the general economy. She stated we need to make some adjustments to maintain the 25% reserve in the general fund. Mrs. Hopton explained that the reserve balance ties directly to our debt as far as our bond rating, the amount of interest we get charged for on our debt. City Manager Pizzano commented capital projects for the most part are generally discretionary expenditures. She commented the General Fund usually does not have many capital projects coming out of it. Mrs. Hopton explained that revenues are derived solely from income tax for the Street Improvement Fund. She stated there are two major projects, the By-Pass 4 Stanchion as well as continued work on the Exit 39 Winton Road Interchange, both of which will require debt to be taken out for the city. She stated we have just under 30 million dollar in debt. She stated we do have a strong Aa2 rating, which was reaffirmed in October 2009 based largely on our fund reserve policy. She discussed through 2011 we are looking at a 43.5 million dollar debt load and almost doubling the debt load within five years. Mrs. Hopton commented we are fortunate we have a diverse tax base that has held steady, but we haven't seen any growth. She briefly mentioned the large projects under the Capital Improvement Fund. She further stated going into 2011 we need to consider how we plan these projects in order to make sure we have adequate funding. Mr. Pizzano commented the income that we are losing is basically corporate profits that are down and collection from individuals coming in slower. Mrs. Hopton explained the problem with a low of fund balance is that if any of these projects go over budget for contingency purposes there is no money for the contingencies.

Police

Police Chief Mike Dickey discussed the requested radio system upgrades for the police and fire departments and getting the rest of the city departments on the system. He explained the requested cruiser replacement equipment project at a cost of about \$14,000. He discussed his concern with 2010 being the last year for the Crown Victoria's, which may require some modifications because equipment may not be able to be used on different models of cars. He briefly discussed a Law Enforcement Block Grant Project which has been approved for equipment uses. He explained each marked and unmarked patrol car will be equipped with rifles to better equip first responders. He commented the second issue is to equip our investigative staff with laptop computers and air cards and the third item will allow for gps tracking of vehicles and stolen property. Chief Dickey commented the fourth project is for resealing and re-stripping of the Justice Center parking lot. Chief Dickey commented Crown Vics could be purchased now, but that is a lot of money to pay to have cars sitting in the parking lot deteriorating. Mrs. Hopton explained because the useful life of the police cruiser is shorter those can come out of the General Fund; the equipment will come out of the Capital Improvement Fund. Chief Dickey briefly discussed the replacement schedule.

Fire

Fire Chief Don Bennett discussed the need in 2010 to purchase extrication equipment which can cut through metals rods now inserted in the passenger area of vehicles as a result of changes in Federal Safety Standards. He further explained the two existing power units will be placed on the quints and combo tool that is a cutter and spreader will be purchased. Chief Bennett briefly discussed the need to comply with new NFPA standards in which protective gear for structural fire fighting must be replaced eight years after the date of manufactured. Chief Bennett briefly discussed the proposed re-roofing of Station 3 scheduled in 2011. He explained that the roof was replaced in 1987 and they will look at 35 to 50 year shingles for replacement. Chief Bennett stated Fire Headquarters is now approaching 22 years and due to the age of the windows reconstruction and weather stripping parts are not available. He commented on the heavy dependence on the old high band radio and the \$10,000 needed for an upgraded high band transmitter, which will be moved into the Butler County Shelter and the old building will be turned down.

Development Services

Development Services Director discussed the Route 4 Landscaping Project, north of Symmes Road near the Stanchion, which is 80% federally funded. He explained the second project, Patterson Boulevard streetscape that ties into the redevelopment of Patterson that is underway and will be funded with the Community Development Block Grant. Mr. Bachman discussed the citywide re-development fund to partner with various projects depending on what comes up in the market. He briefly discussed past projects. Mr. Bachman briefly discussed two projects planned for 2011 to 2014 for the library clock tower lighting and replacement banners for the town center.

Finance

Finance Director Mary Hopton discussed the citywide network infrastructure maintenance plan for replacements as items are added on to the network. She explained that the software maintenance for our older software in which our machines operating on Window XP will no longer be covered by Microsoft, so we are going to convert our machines to Windows 7. She commented the replacement schedule for citywide scheduled hardware maintenance has been stretched beyond 3-4 years. She explained the tax/development services project, in which the tax database is used to track the economic impact of businesses and residential taxes within each ward. Mrs. Hopton discussed issues with the teller window that is planned to be replaced in 2011 if needed. She briefly discussed the citywide document imaging project that has been requested by several different city departments and has been pushed out until funds are available. Mrs. Hopton explained the possibility of replacing the teller window, which is used on average about 100 times a day, with a drop box.

Parks & Recreation

Parks & Recreation Director Jim Bell discussed the need for renovations of the AV equipment, which was originally designed as a paging system, at the Golf Clubhouse/Phalen Center. He explained as the ponds have gotten shallower on the golf course, there is a need for an aeration system to move the water around and get the gunk out. He briefly discussed the Golf Course Maintenance building expansion, which is further out. Mr. Bell briefly explained the eight Parks Department projects scheduled for 2010 including Waterworks Park renovation of the restrooms and timers for the light at the Tennis Court, routine replacement of parks equipment. He commented on the Community Arts Center renovations/upgrades including energy efficient lighting, sound and A/V upgrades, replacements of shades and windows, and A & E in the basement. He briefly discussed the Public Safety Tribute site and the monies to be raised by the committee. He discussed the neighborhood improvement/reinvestment, which will include replacing street trees. He briefly discussed the overlay, sealing and striping of the parking lots at the Aquatic Center. Mr. Bell explained this year there is an A/E project to look at Harbin Park and sell the barn, with a study of the overlook costing \$20,000. He discussed the Black Bottom Park Development project in which there would be waterway access, a walkway and the parking lot. Mr. Bell stated if the project comes in lower, the dog park could be added this year. Councilmember Meyers suggested using the funds for the Harbin Park project for the dog park instead if needed and asked Mr. Bell to take this back to the Parks Board. Councilmember Snyder suggested a possible dog park on the east side where there are more multi-family units, but he didn't know if land is available. He briefly highlighted projects scheduled for 2011-2014 including the parks maintenance facility expansion, Marsh Park improvements, and the Miami/Erie Canal bike/hike path. Councilmember Rhodus commented on the bridge connector for the Oakwood Park improvement being pushed further out in the CIP. Councilmember Meyers commented the Parks Board is pushing that out based on priorities.

Public Utilities

Public Utilities Director Dave Crouch introduced the new Public Utilities Superintendent Andreas Eddy. Mr. Crouch discussed the new maintenance building at the Water Treatment Division for 2010. He explained the purpose is to get the equipment inside to extend the longevity of the vehicles and improve customer response. He discussed for 2010 design work and building a generator at the Route 4 Pump Station, which is a critical pump station serving the entire Seward industrial zone. Mr. Crouch discussed the need for upgrades to distribution telemetry, GIS and instrumentation upgrades because the current telemetry and radio system used for tanks to communicate to our plant are no longer supported by the manufacturer and we need to explore option of piggybacking with Public Works on their fiber optic network. He briefly discussed needed waterline improvements because problems are occurring now. Mr. Crouch stated the Dialysis Center will not be shut down for repairs and he is trying to meet with the owner. Mr. Crouch discussed the need for security and surveillance at the Water Division and the need for equipment including a swipe card system for consistency between both campuses. Mr. Crouch discussed the project for raw water well cleaning and potential for savings. He explained the item for small water line improvements including not paying the water subsidy for users that live on Magie Avenue to instead buy that line this year and provide our service. He further explained this fund could be used on a more instant basis to repair a broken valve, which will minimize customer impact. He discussed the major water line jobs slated for Route 4, in which the preliminary work began last year. He briefly discussed the hydraulic model that is a great tool in identifying if we need to do some of these other projects have been designed for the Route 4 Corridor. Mr. Crouch discussed the industry standard from AWA is 15% for water loss, which is acceptable and ours is 13.8% with 64 main breaks last year. He stated when we start reducing these main breaks it will really start impacting our lost water. He briefly mentioned for 2011-2014 we will probably have to do another rate study and he and Mary will do that late summer of this year to forecast where we need to be for our residential and business rates here in town. He commented we are still the lowest water rate in this region. He stated he is waiting on the survey from Oakwood that has not yet been released. He commented if we do need to do a rate increase particularly for the sewer projects, we would want to do that in

incremental steps over a long period of time so that we do not impact everybody severely. City Manager Pizzano stated we are up to date on technology, environmental legislation and the rates have been a gradual increase. Councilmember Abbott asked if the maintenance building could be moved to 2011 or 2012. Mr. Crouch stated we could put something off, but the money is never going to be better than it is right now to do a project. He explained we may bid this five years from now and it may be twice as much. He stated for what the staff goes through in these emergencies, he explained it is terrible to go out there when it is five below zero and have to come in at two in the morning and chisel your truck out of the ice and snow, then go fix a main break. He stated he thinks this is good money spent. City Manager Pizzano explained this is not general fund money and the water fund has a little room to move. Finance Director Mary Hopton clarified that the expansion fund has separate fees that have come into it and it carries a nice balance at this point and the water revenue fund is very healthy. Mr. Crouch further explained that part of this project will also improve parking and add some parking area and has eliminated the overlay and sealing project line item from last year. Mr. Crouch commented on the positive inspection recently with the EPA. He discussed sanitary sewer rehabilitation to keep the rain water and ground water out of the sanitary system including the relining of storm sewers and sanitary sewers. He commented nothing is dug up and once it is relined it is like a brand new pipe. Mr. Crouch briefly discussed the root control program to treat roots in the mains and the problem with tree roots growing from the private laterals from homes, which may result in our working with homeowners in the future. He commented on the unfunded mandate from the EPA for a process to biologically remove things like phosphorous and other nutrient rich compounds from our wastewater stream before it enters the receiving stream. He explained this year funds are needed to develop a biological computer model and will require debt in the future. Mr. Crouch discussed facility improvement projects needed to replace the roof, windows and other needed repairs. He discussed a new closed circuit TV that is needed to identify problems with sewer laterals that will be used in partnership with Public Works. Mr. Crouch briefly explained the motor control replacement and generator needed to power the plant in an electrical emergency. He commented there are old motor control centers that date back to the mid 60's that do not have parts or support for the system. He commented that will be debt financing in 2011. He discussed a dewatering system needed to improve the quality of our Wastewater biosolids. He commented we have plenty of land areas to dispose at right now and the overall program works very well. He discussed the sanitary sewer extensions that are slated for 2014. He also discussed the sanitary sewer overflow that occurs with a certain rain event on Ross Road.

Public Works

Public Works Director Dave Butsch discussed the need to replace the sanitary lateral that runs in the back of the Municipal Building, which over the years has been a maintenance issue. He explained the need for an upgrade to the security system for the Municipal Building and Annex Building, which is more than ten years old and no longer supported. He commented the last item for 2010 is the reconfiguration of the utility office including two walk up windows and a waiting area. City Manager Pizzano commented this will address the security issue. Mr. Butsch briefly commented on the following 2011-2014 projects including Phase 3 of the Municipal Building Improvements, replacement of the boiler and chiller units. Mr. Butsch commented one police cruiser is scheduled to be replaced in 2010 dependent on mileage or if they are involved in an accident and need to be replaced. Mr. Butsch explained that hybrids were considered for the Park Ranger vehicle, but the break even point is seven years and we typically keep them for five years. He stated there are three unmarked vehicles scheduled to be replaced that do not have comparable hybrids. He explained the ambulance purchase would be an addition to the fleet, which is partially due to the changeover to using international vehicles. He further explained we will add one to the fleet for now and keep it until we are more comfortable with the internationals. He discussed the proposed purchase in 2010 for a mower attachment for the parks, which is an articulating arm for one of their tractors that allows for hillside and other trail mowing. He explained the 2011-2014 schedule for replacement of the ambulance, a vactor for Public Works, snow removal trucks, rubber tire loader, and hybrids to replace cruisers. Mr. Butsch stated they may consider purchasing a wing plow depending on the needs for plowing the ByPass. He briefly discussed the general maintenance items. He commented for the street paving program they are looking at paving 6.5 miles of roadway. He explained the concrete portion of the annual concrete project is a little larger than it has been in the past due to the fact that a lot of the curb has to be replaced for the areas that are being paved. He explained the grounds, entry-ways and landscaping is the maintenance side of what we contract out through the Route 4 landscaping, landscaping done in-house and also the city entrance signs. Mr. Butsch discussed the pavement markers for raised pavement markers for installation and replacement of lenses. He explained the Exit 39 Interchange that is on the fastrack and ODOT is working towards letting that out in July of next year. City Manager Pizzano explained one thing we are looking at is a signature interchange because of the economic implications in that area. Mr. Butsch stated the size of the project has come down considerably and right now we are estimating about 16.5 million in construction, initially we were around 26 to 30 million. He commented we are optimistic the bidding will bring it down even more. He stated the By-Pass 4 widening project is currently out for bids with construction in July. Mr. Pizzano commented that staff is paying particular attention to signage in the vicinity of Route 4 and the By-Pass and to promotional opportunity because there will be different turns than we are used to up and down By-Pass 4. Mr. Butsch explained this project should be complete in two years and all the phases should be finished by this time. He discussed over the past several years the loop system and detectors have been replaced with cameras at the intersections to give a little more versatility and is more of a scheduled maintenance item. He briefly discussed the flood prone home purchase and right now we are waiting to hear something from FEMA, but it still looks favorable that the money will be awarded for the 18 homes and this will be a 3.6 million dollar project with the City responsible for \$900,000. Ms. Hopton commented as far as the general fund this will be a point depending upon when we hear about this grant in the summer time to assess whether the General Fund has adequate reserves to fund something

like this because the money that goes into the flood protection fund according to this grant with FEMA has to be appropriated in the current year. She further explained that is one of the areas that will throw us under our reserve as we go into next year as we go into negotiations and other things. She commented if we take any additional hits in income tax that also could adversely affect it. Councilmember Oler questioned why police cars are no longer passed down. Mr. Butsch stated because of cost for maintenance and the mileage that they get is very poor and it doesn't seem to be as cost effective as they once thought. Ms. Hopton explained we are adding more miles to them and keeping them on the road longer. Mr. Butsch commented also on the cost of switching cars over. Assistant City Manager Dennis Stuckey commented on the issue of mileage that you get and the cost of gas to run those high performance vehicles in the other departments. Mr. Butsch stated the projects for 2011-2014 can be pushed out if necessary due to funding. Mr. Butsch discussed the project in a few years to build a smaller dome on Groh Lane to have one on both sides of town and allow for more storage capacity.

Adjournment

The Council/Manager Briefing adjourned at 6:59 p.m.

Respectfully Submitted,

Angela Johns
Clerk of Council