

## MINUTES

### COUNCIL-MANAGER BRIEFING

March 26, 2012

Mayor D'Epifanio called the Council-Manager Briefing to order at 5:36 p.m. at the Fairfield Municipal Building, 5350 Pleasant Avenue. The following Councilmembers were present: Jeff Holtegel, Mike Oler, Adam Jones, Debbie Pennington, Tim Abbott and Terry Senger. Staff present: Angie Jolivette, Mary Hopton, Brian Rose, Ben Mann, Arthur Pizzano, John Clemmons, Dave Crouch, Dave Butsch, Mark Wendling, Don Bennett, Mike Dickey, Carol Mayhall and Tim Bachman.

#### Capital Improvement Program Review

##### **Overview**

Finance Director Mary Hopton stated the Capital Improvement Program (CIP) budget is a five year improvement program with current needs of \$9.4 million and future needs of 65.7 million dollars. She explained the cash flow projections takes money projected coming in for the year in the operating budget, makes sure there is adequate funding, adequate reserves for the funds are met, make sure the debt capacity to pay the debt as we go through these projects and to make sure to maintain the fiscal responsibility in both budgets. She explained the timeline noting this begins after the operating budget is complete and the plan is presented to Council in March and April. She explained the plan itself is approved for the current year with future year projects more for planning purposes. The capital budget is fed out of several different funds and each has various restrictions on them. Ms. Hopton discussed how projects are ranked by need and priority with three classifications of priority and three definitions of need. She displayed and discussed the history of Income Tax, which is the City's largest source of revenue. She briefly discussed Income Tax and the apportionment for the General Fund, Street Improvement Fund and the Capital Improvement Fund. Ms. Hopton stated the General Fund ended the year at \$8.4 million with revenues projected at \$22.7 million. She stated 80% of revenues come from Income Tax, which is \$16.3 million and property tax at \$1.7 million. She further stated the remainder of the 20% is comprised of anything from Court fines and fees, building permits, and Parks & Recreation fees that come through the General Fund. She advised for the General Fund, projected expenditures are \$25.1 million and of that 98% is the operating budget and 2% Capital budget. She stated the projected ending balance is \$6 million. Ms. Hopton noted the .2% Street Improvement Fund was changed in 2004 by the voters from .3% to .2%. The beginning fund balance is \$4.4 million with revenues projected at \$4.1 million, which includes \$2.97 million from Income Tax and \$1.15 million from grants and interest and includes a portion from the Build America Bonds that will be credited back from the Federal Government. She explained projected expenditures are \$5.2 million with 67% or \$3.4 million for the capital budget and 33% or \$1.7 million for debt. In response to Councilmember Holtegel's question, Public Works Director Dave Butsch explained that the money for the By-Pass is OPWC grant money, which the City has historically received, but the City does not have to expend a certain amount to get money back. Ms. Hopton discussed this further noting a large chunk is Build America Bonds. Mr. Butsch explained OPWC money does not have to be spent in a particular year; it is attached to the project. Mrs. Hopton explained the starting balance for this fund is \$8.3 million, but with outstanding encumbrances of \$4 million, \$4.4 million is available to spend. Mrs. Hopton stated the beginning fund balance is \$2.2 million and projected revenues are \$3.2 million. She stated the majority is coming from Income Tax with very little coming from grants and interest. She advised \$3.7 million is projected for expenditures with \$2.1 million for the capital budget and \$1.6 million for debt. She stated the projected balance is \$1.7 million. She explained the reduction in debt will result in approximately \$100,000 reduction over the course for this fund.

##### **Public Works**

She advised the Public Works budget is just over \$4 million dollars and is comprised of the Street Improvement Fund, Capital Improvement Fund, County Motor Vehicle Fund, TIF Fund, General Fund and grants. Public Works Director Dave Butsch explained the first 13 items in the Public Works CIP are reoccurring projects. He stated there are not a lot of big projects coming out this year, many are maintenance projects. He discussed finishing some big projects including ByPass and Winton/Gilmore/I-275 this year and next, and then they will fall back and will do a lot of maintenance. Mr. Butsch briefly discussed the erosion control project on River Road to stabilize the bank. Mr. Butsch discussed the projects for this year including the Route 4 and South Gilmore-Holden Project which has a 2.4 million grant. The River Road Shoulder overlay to add more shoulder to the roadway from Lake Circle Drive towards Great Miami back to Southgate with a grant of a little \$950,000 from the OPWC and approximately \$600,000 from the Street Improvement Fund. He further discussed the Seward Road Widening from Union Centre to Port Union Project, with OPWC grants being applied for this fall for approximately \$800,000 and \$1 million from the Street Fund. Mr. Pizzano stated this is still an ambitious list of street projects irrespective of reallocating money. Mr. Butsch discussed the Kolb Drive street light replacement for lights that were put up when the mall was built in the 1980's and are now in poor condition. In response to Mayor D'Epifanio's question regarding ByPass funding for Hamilton, Fairfield Township and the County, Mr. Pizzano explained Fairfield's matching funds for the portion of ByPass that was in Fairfield was used, which was less expensive than dividing by lane miles. He further explained it enabled the County, Hamilton and Fairfield Township to move forward using our match. Mr. Butsch discussed drywells and explained they are cleaned, but re-boring is not practical. Councilmember Holtegel commented on the drywells on Fenwick

Drive, which he thought were re-bored. City Engineer Ben Mann advised many of the drywells that have been re-bored have filled back in. In response to Councilmember Abbott's question, Mr. Mann briefly listed some of the streets being repaved this year.

### **Fleet**

Mrs. Hopton advised the budget is just under \$900,000 with the funding sources of .2% Capital Improvement Fund, Water Surplus Fund and Sewer Surplus Fund. Mr. Pizzano introduced the Fleet/Facilities Manager Brian Rose and briefly discussed his position. Mr. Butsch stated for vehicles the needs, condition, mileage, years, and vehicle maintenance history were taken into account. Mr. Butsch explained the replacements this year include two sedans for Court for the bailiffs; for the Water Department - a utility vehicle with a crane, a meter reader vehicle, and a pick-up truck; a pick-up truck for Wastewater, a snow removal dump truck and pick-up truck for Public Works; three cruisers, a couple staff vehicles and cab and chassis for Crime Scene Unit for Police; and an ambulance and utility vehicle for the Fire Department. He explained they are looking at possibly getting vehicles that are a couple of years old instead of new when practical to save money. Mr. Pizzano commented when crews are not busy with snow removal they are out painting components of vehicles to keep corrosion down. Mr. Rose explained they are looking at what is the smallest vehicle to get to job done to save on fuel. Mr. Butsch stated one of the items at Public Works is the truck wash, which is in the CIP for maintenance. Mr. Butsch stated the ambulance is a 2004 and has 106,000 miles. In response to Councilmember Oler's question, Fire Chief Bennett explained this will replace one of the two remaining small ambulances. Mrs. Hopton stated there is an eight month lead time for an ambulance. Mr. Rose responded there are two undercover vehicles being replaced due to high mileage.

### **Facilities**

Mrs. Hopton explained the facilities budget covers all the facilities and is \$274,000 with funding sources of Capital Improvement Fund or Water Surplus Fund. Mr. Butsch explained the building maintenance item at the Parks Department is to replace the 14 year old carpet at the North Trace and the furnace at the golf maintenance garage. He explained repairs at the Municipal Building includes repairs to the exterior and trim, roof replacement, repainting offices, drop ceiling replacements, new roof on the generator, replacing the garage door on the boiler room and sewer line replacement for the Annex Building. He stated fluorescent bulbs and insulation repairs will be done at the Water Plant. He advised there is still a grant available through Duke that will allow us to recoup some of the costs for replacements. He discussed other new projects including replacing a couple of the HVAC units on the roof, exhaust system modifications in the maintenance areas that collect the exhaust when vehicles are being worked on and roof support at the Truck Wash Bay to repair the rusted roof trusses with galvanized metal at Public Works. Mr. Butsch also discussed the re-roofing of Fire Station #3, which was last done in 1987. He advised bids are coming in less than the amount budgeted. He explained the Justice Center improvements include taking care of roof leaks, repainting holding cells and cleaning exterior stone on the building. Mr. Pizzano explained when the building was built after the initial design and a flat roof was chosen instead of a peak roof for budget reasons. He advised a flat roof will need more maintenance than a peak roof. Chief Dickey explained a lot of repair work was done under warranty, but there are new problems that develop from time to time that are not covered. Fleet/Facilities Manager Brian Rose discussed the difficulty in determining the cause of roof leaks.

### **Police**

Mary Hopton advised for police \$60,000 out of the Capital Improvement Fund will be used for cruiser equipment, which is tied to the number and type of cruisers in the fleet budget. Chief Mike Dickey explained at this point he is not sure what equipment will be able to be retrofitted from old cars to new cars. He explained he is anticipating using some equipment without replacing it all, but for budgetary purposes he is making the assumption that they might have to replace it all. Chief Dickey and Council discussed the various types of cars that may be available. Chief Dickey explained one vehicle is still in inventory to be rotated into the fleet when necessary, so it is ready to go.

### **Fire**

Ms. Hopton explained there are two items, one is funded partially by a grant and the other comes out of the Capital Improvement Fund. Chief Don Bennett explained the hose and equipment project is in the CIP every other year to replace supply lines, hoses and interior lines. He further explained the cardiac monitors are a \$178,000 purchase, but they receive a grant for 90% from the Fire Act Grant so the City contributions will be approximately \$18,000. He stated the cardiac monitors are about four years beyond their intended service life. Mrs. Hopton stated for this budget \$9.4 million dollars is for total projects with almost \$3.5 million in grant or other funding.

### **Development Services**

Mrs. Hopton stated this budget is for \$340,000 with funding sources of the General Fund and a CDBG grant. Development Services Director Tim Bachman explained a \$230,000 Community Development Block Grant will be used to partner with the First Highland Group that owns the old Fisher Body to demolish the boiler house on the north side of the plant. He explained the City's portion will be the environmental compliance portion. City Manager Pizzano stated this is not only to make the area look nicer, but long term it is expected to see some development activity. Mr. Bachman discussed it is anticipated that the City will take care of the environmental

work and anything that is over and the demolition will be First Highland's responsibility. He explained the other complex on the site, the bailer house, was removed by First Highland with the boiler house next. He further explained that removing the boiler house will open up 20 acres on the north side for redevelopment and part of the plan will be to put in some truck docks on the north side which would be needed by most redevelopers for this site. Mr. Bachman explained the city-wide redevelopment program is something used in the past to work on infrastructure for a project and is \$100,000 this year and \$150,000 next year. Mr. Bachman stated replacement of banners is a small project for the banners in the town center.

**Adjournment**

Council/Manager Briefing adjourned at 6:41 p.m.

Respectfully Submitted,

Angela Jolivette  
Clerk of Council