

## MINUTES

### COUNCIL-MANAGER BRIEFING

MARCH 23, 2009

The Council-Manager Briefing was called to order by Mayor Ronald A. D'Epifanio at 5:00 p.m. at the Fairfield Community Arts Center, 411 Wessel Drive with the following Councilmembers present: Marty Judd, Tim Meyers, Tim Abbott, Mike Oler, Mike Snyder, Terry Senger and Mitch Rhodus. Also present: Arthur Pizzano, Dena Morsch, Dennis Stuckey, Marty Hopton, John Clemmons, Tim Bachman, Don Bennett, Carol Mayhall, Dave Crouch, Dave Butsch, Mike Dickey, Jim Bell, Joseph Waldmann, Rick Helsinger, Gary Wick, Ben Mann, Greg Kathman, and Drew Young. Parks Board members present: Carol Oler, Don Hassler, Doug Meece, and Robert Myron.

#### **Review of the 2009-2013 Capital Improvement Program**

##### ***Introduction***

Finance Director Mary Hopton briefly explained the process for preparing the Capital Improvement Program budget. She stated of the 15.5 million dollar budget 79% or 12.2 million is from the city funds and 21% or 3.3 million is from various outside funding. She discussed the projected CIP funds from 2010-2013. Ms. Hopton gave an overview of the major funds which rely on income tax revenues including the .2% Street Improvement Fund, .2% Capital Improvement Fund and the General Fund. She explained Street and Capital do not have any operating budgets, so the money that goes into there from the Income Tax revenues is added to the fund balance and used for capital projects. She further stated the general fund is mostly operating and any discretionary funds after that above the reserve are used for capital. Ms. Hopton briefly described the projection of income tax funds, Capital projects, the fund balance from 2009-2013 for each of the three major funds, and the reserves for the funds.

##### ***Development Services***

Ms. Hopton briefly discussed the Development Services Patterson Drive redevelopment project. She stated it will take several years for any TIFF revenues to come in so right now the General Fund will be funding this project with the stipulation that the TIFF money when it comes in will reimburse the General Fund. Development Services Director Tim Bachman explained the new projects for Development services including Patterson Drive Redevelopment, Patterson Drive Streetscape which will be funded by Community Development Block Grant money, and the purchase of new computer tablets for use by the Zoning Inspectors. Information Technology Manager, Joseph Waldmann, briefly explained how the tablets will be used. He stated the data transfer and the forms will be created in house and the same software is being used. Mr. Bachman explained for ongoing projects, the Route 4 development will continue per contract and the Citywide redevelopment fund will be continuing in 2010 at \$100,000 per year. He briefly described the Patterson Drive Redevelopment project.

##### ***Finance***

Ms. Hopton explained a new phone system with voice over IP will be the first new project in 2009. She stated the public records law requires us to capture voicemail and email and the current system does not have a central way to house it. She further explained that we are at full capacity. Mr. Waldmann stated he plans to meet with department heads before implementation to assess their needs. Ms. Hopton briefly explained the 2010 GIS Project which is a joint project between Tax, Development Services and IT to use general tax information for economic development via GIS. She commented to her knowledge Cincinnati is the only other city that would have a GIS system that would use something like this. Ms. Hopton explained co-ops will be used over the next few quarters to try to reduce the cost of using a consultant. She explained the ongoing projects include IT Infrastructure, which deals with our network. She further explained two other ongoing projects which include software upgrades to newer versions, not the latest version and hardware stretching the life of computers to five years. Mr. Waldmann discussed the type of hardware needed based on various software that is being used. He explained various ways the cost of the system has been reduced to \$700-800 instead of \$1200-1500.

##### ***Fire***

Fire Chief Don Bennett explained the vehicle exhaust ventilation system project. He further explained the re-roofing of station three has been moved to 2011 to allow funding for this project. Chief Bennett stated the personal protective equipment is an every two year program to replace helmets, boots, SCBA, etcetera that suffer degradation through use. He explained the 800 radio system and related equipment are accessory items for station radios and additional mobile radios that are not provided under the county grant. Chief Bennett briefly explained the operation of the vehicle exhaust ventilation system. Chief Bennett stated the Fire Department has everything needed to provide the level of service of which our residents are accustomed.

### ***Police***

Police Chief Michael Dickey discussed the upgrade of the city department radio system. He commented the police and fire radios are handled through Butler County; however, the cost is estimated at \$500,000 for new radios to bring the other departments such as Public Works onto the system when available. He stated funds are set aside for 2010 for additional needs. Chief Dickey discussed the second ongoing item which is cruiser equipment. He further stated the traffic reconstruction equipment is actually a replacement of equipment purchased about ten years ago. Chief Dickey explained the E911 mapping and MIS system is a new cost this year, but will be reimbursable from the county 911 fund. He stated the county is providing a very sophisticated map, but we have to purchase the mapping engine.

### ***Justice Center***

Chief Dickey stated the need for the irrigation system at the Justice Center. He discussed the need to change the courtroom lighting at the Justice Center and the cost involved with this project. Chief Dickey and Council discussed other problems that have been addressed at the Justice Center. Council and staff discussed the policy and procedure for using the CodeRed system. City Manager Pizzano explained the importance of using the system so it does not become overused to the point that no one pays attention to the notifications.

### ***Parks***

Ms. Hopton stated the new projects include neighborhood improvements for street tree replacements/site amenities and secondly Elisha Morgan Mansion renovations for roof/drywall due to water damage. Councilmember Meyers thanked and introduced members of the Parks Board. Parks & Recreation Director Jim Bell discussed the uses for the community reinvestment. Mr. Bell stated the Morgan Mansion project is to re-roof the building and repair the fireplace wall. He discussed the timeline for Black Bottom Park which is a major ongoing project. Mr. Bell explained the Community Arts Center projects which includes kitchen renovations to take over the beverage service; energy efficiency improvements including lighting; replacement of the light board for the theater; changing house lights; and replacing some concrete. He discussed the last ongoing project which is the Memorial Park, which is on the Crystal/Banker piece of property. Councilmember Meyers asked if the Oakwood Park Bridge should be moved from 2012 to 2011. Mr. Bell stated that could be done, but it is a want more than a need. Ms. Hopton stated part of what went through with the departments was a priority listing to try to accommodate and not deplete that fund. She stated this is a fluid document and it can shift next year, but she didn't want to present something that dipped too far into our balances. Mr. Bell stated in response to Council's question that microphones could be in place at the Elisha Morgan Mansion for use at the historical society meetings. Councilmember Rhodus suggested having more shelters for sun protection at Waterworks Park. He also suggested looking into the noise level of the ice machine when considering the kitchen renovations. Councilmember Abbott suggested considering the revenues from the JEDD go into Capital funds rather than the General Fund. Ms. Hopton stated funds could be kept in the General Funds as restricted. City Manager Pizzano stated one of the thoughts with the JEDD was that as we continue to run out of land or as the economy softens, that the revenue that has kept the operating fund in a position to subsidize things like the solid waste levy if we do not replace that with something we could be in a position to consider cuts. Council and staff decided to continue this discussion when the JEDD funds start coming in.

### ***Recreation Facilities***

Ms. Hopton explained that recreation facilities projects include improvements at the Aquatic Center and planning for the clubhouse/Phalen center. She stated the ongoing main project is the maintenance expansion project this year for engineering for renovation and expansion for the facility. She further stated routine mower and equipment repairs/replacement are also new projects. Mr. Bell described the next Phase of Spray Ground Park, noting construction should begin at the end of the aquatic season this year. He explained the Phalen Clubhouse project is for the routine replacement for concession/kitchen items. Mr. Bell explained the maintenance facility was built in the 70's and is antiquated. He discussed various options for the maintenance expansion/renovation.

### ***Wastewater***

Ms. Hopton discussed the new wastewater projects including heating the maintenance building which includes replacing/improving hot water piping to several buildings; creek stabilization on Banker Drive; and a motor controller/generator which is the sister to the water generator to power the Wastewater facility in the event of an outage. She stated the ongoing projects include sewer rehabilitation, root control and flow monitoring equipment. Public Utilities Director Dave Crouch introduced Gary Wick, Public Utilities Superintendent of the Water Division and Drew Young, Public Utilities Superintendent of the Wastewater Division. Mr. Crouch explained the project regarding heating for the maintenance building. He explained there are several sewer line crossings in the Banker Drive and this will allow us to stabilize the banks from an erosion perspective ahead of the parks Memorial Grove project. He stated this is a very critical

infrastructure area. Mr. Crouch explained the motor control/generator project which is a sister generator to the generator at the water plant that will allow us to provide continuity of service. He explained the need and function of a motor control center in further detail. Ms. Hopton stated for the sewer fund itself the operations budget is run very lean it is really the outstanding debt that takes out \$1.2 million a year. She stated adding something like this on has to be thought through and how we fund it. Mr. Crouch stated in six to seven years we will start to retire some of that debt. He explained the sewer rehabilitation project in which trenchless technology is used to reline the inside of sewer main lines. He stated one of the other items is the root control program. He stated the flow monitoring equipment helps us manage across all the sewer systems in Fairfield what types of flows are being generated during rain events and normal flows which gives us a good perspective in how to plan where we may need to apply things like the sewer rehabilitation money. He stated we own most of the equipment and the staff is able to utilize that technology and have been doing so for a number of years. Mr. Crouch stated our last two stand alone emergency generators will be installed over the next several months at the Sugarland station on River Road and the homeward way station on Homeward Way. He further explained that all of the lift stations have been updated and every one will have a generator. Mr. Crouch mentioned that three of the major projects have been submitted for stimulus funding.

#### ***Water***

Ms. Hopton highlighted the new projects for Water which includes the Muskopf Pump Station for engineering design of a supplemental generator; GPS for trucks and re-routing of Well 8 to connect the motor control of Well 8 to the Water Plant. She further highlighted several ongoing projects including a new maintenance building for building and vehicle storage; the regular water line improvements and booster station improvements. Mr. Crouch explained the importance of the Muskopf Pump Station. He stated part of the engineering is to provide a generator at the Muskopf station and part of it will be to help us bring another well onto the generator at the water plant as well as being able to fill our largest water zone with the generator during times of power outages. He explained they are looking at a way to manage the manpower, equipment and vehicles in a better way by use of GPS in the trucks. He stated re-routing Well 8 will give us the ability to run two wells which would supply our average daily demand under generator power. Mr. Crouch discussed the new maintenance building which will be used for vehicles and equipment and will be built on the water plant campus. He stated this project was submitted for stimulus funding. He explained the water line improvements which are mostly critical infrastructure and many which are infrastructure management. Mr. Crouch discussed the coordination between Public Utilities and Public Works for street paving and water line improvements.

#### ***City Building***

Ms. Hopton explained Phase 2 of the Municipal Building Renovation Project is slated for building technology upgrades and Phase 3 is the exterior work including the canopy, trim and roof replacements. She further explained the sealing of the parking lot and sanitary lateral replacement will take place when the exterior work in Phase 3 is in progress. Mr. Stuckey stated we are hopeful Phase I will be completed sometime in May.

#### ***Public Works - Fleet***

Ms. Hopton explained for fleet there are 16 inventory items, 15 are replacements to the fleet inventory and 1 new to the fleet inventory. She explained the replacement inventory is based on miles, repair history, useful life and cost to maintain. Ms. Hopton discussed the shared purchase of a mulch blower to be shared between the Streets and Parks Departments and the purchase of a replacement slope mower which will be shared between the Water and Wastewater Departments. Public Works Director Dave Butsch explained the function of the mulch blower. Fire Chief Bennett explained the need for a replacement based on the mileage of the unit. He discussed the reserve unit and the replacement schedule. Mr. Butsch stated we have forty plus flex fuel vehicles and one hybrid being built. Ms. Hopton explained the one in the CIP will be the second hybrid in the fleet.

#### ***Public Works- Streets, Construction Services and Administration***

Ms. Hopton explained the Symmes Road overpass which is scheduled for 2013. She highlighted the major new projects including the I-275 Exit 39 interchange improvement, which is a five year project and right now is projected as \$16.3 million in outside funding. Mr. Pizzano stated we have put in for about ten million in stimulus funding for this project. Ms. Hopton stated we also have the By-pass 4 widening with about \$12 million to be financed by debt. Mr. Butsch explained funding for the River Road Bridge Replacement. He explained there are 12 engineering projects and ten construction type projects. He briefly discussed the Seward Road Widening Project including North of Symmes and South of Symmes to Port Union, River Road Bridge Replacement/Bikeway, and the central traffic system upgrade. He also discussed changing to the electronic timekeeping system to do away with the punch cards. Ms. Hopton explained the savings for the fulltime person who will review the card rather than input the information manually. She further explained

if it works in Public Works then it could be rolled out to other departments which also use the time card. Ms. Hopton briefly highlighted the ongoing projects which include the sidewalk GAP program, annual street paving program, long line and raised pavement markers in conjunction with paving, and grounds, entryways and landscaping for medians within the city. Mr. Butsch stated the project for the light at Shearwater and Mack will start this week or next.

***Conclusion***

Ms. Hopton stated the budget which is proposed for 2009 will be on the April 13 agenda and is for \$15.5 million. She further explained major funds are dependent on income tax revenues and if income tax revenues fluctuate that could affect the funding and timing of CIP projects. She further explained in late summer the 2010 budget process will be rolled out to departments and one of the things we will do is look at the projects and balance the needs and wants.

**Adjournment**

The Council/Manager Briefing adjourned at 6:52 p.m.