

MINUTES

COUNCIL-MANAGER BRIEFING

March 25, 2013

Mayor D'Epifanio called the Council-Manager Briefing to order at 5:30 p.m. at the Fairfield Municipal Building, 5350 Pleasant Avenue. The following Councilmembers were present: Adam Jones, Mike Oler, Terry Senger, Jeff Holtegel, and Debbie Pennington. Councilmember Holtegel, seconded by Councilmember Pennington, moved to excuse Councilmember Meyers. Motion carried 6-0. Staff present: Alisha Wilson, Arthur Pizzano, John Clemmons, Mark Wendling, Mary Hopton, Mike Dickey, Don Bennett, Brian Rose, Jim Bell, Ben Mann, Andy Eddy, Carol Mayhall, Tim Bachman, Dave Crouch, and Jason Hunold.

Council and staff discussed the 2013-2017 Capital Improvement Plan and budget. See attached slides.

Adjournment

Council/Manager Briefing adjourned at 6:55 p.m.

Respectfully Submitted,

Alisha Wilson
Clerk of Council



2013-2017
Capital Improvement
Program Budget

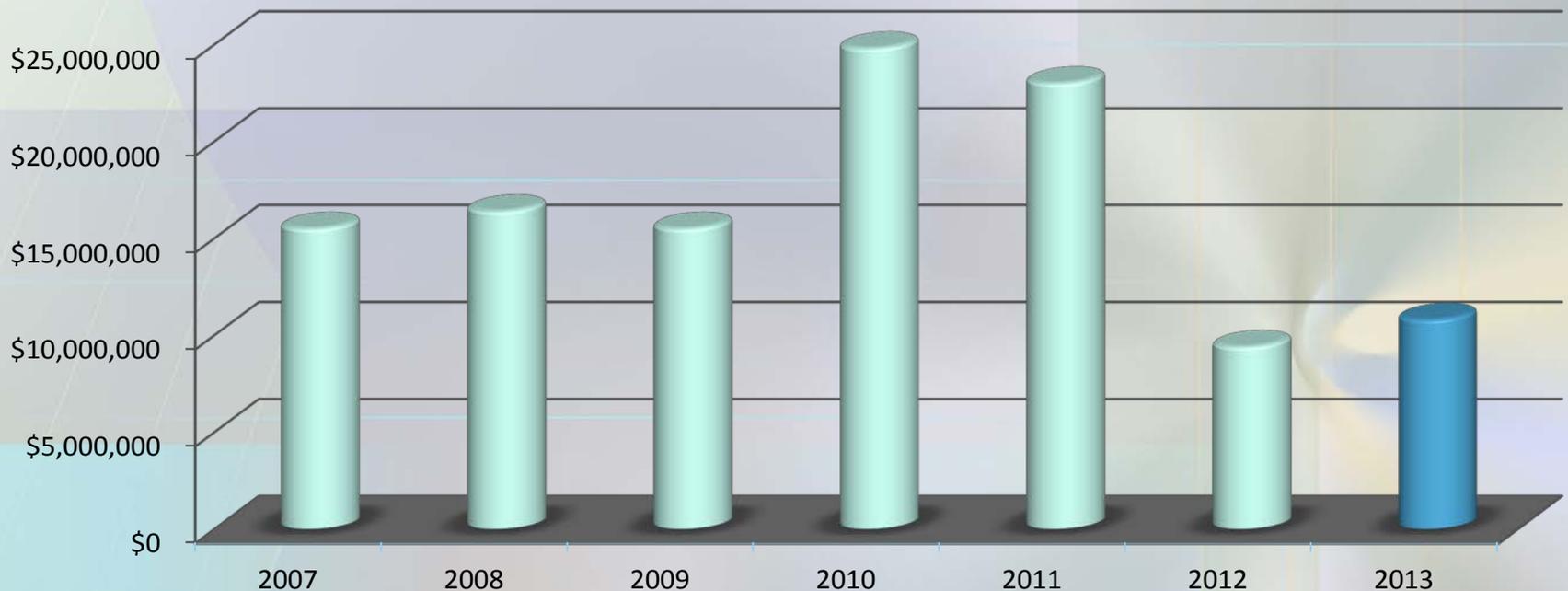
City of Fairfield, Ohio
March 25, 2013

Agenda

- Overview
- Development Services
- Fire
- Police
- Finance
- Facility Maintenance
- Fleet Maintenance
- Public Works
- Parks
- Recreation Facilities
- Public Utilities
 - Water
 - Wastewater

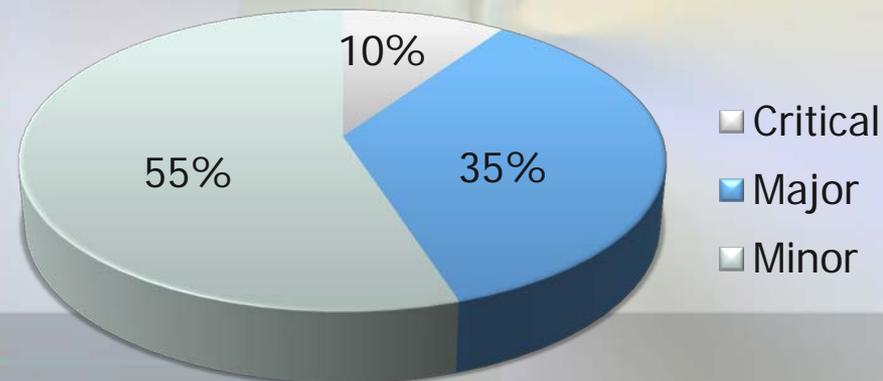
Overview

- 5 year capital improvement program
 - \$10.8 million for 2013 (114 projects)
 - \$79.4 million for 2013-2017 (220 projects)



Overview

- Projects by priority and need
 - 3 priorities
 - Critical – project is essential and/or would result in an emergency without it
 - Major – project is serious, needs attention and/or is large in scope
 - Minor – project is not serious and/or has lesser importance than other projects



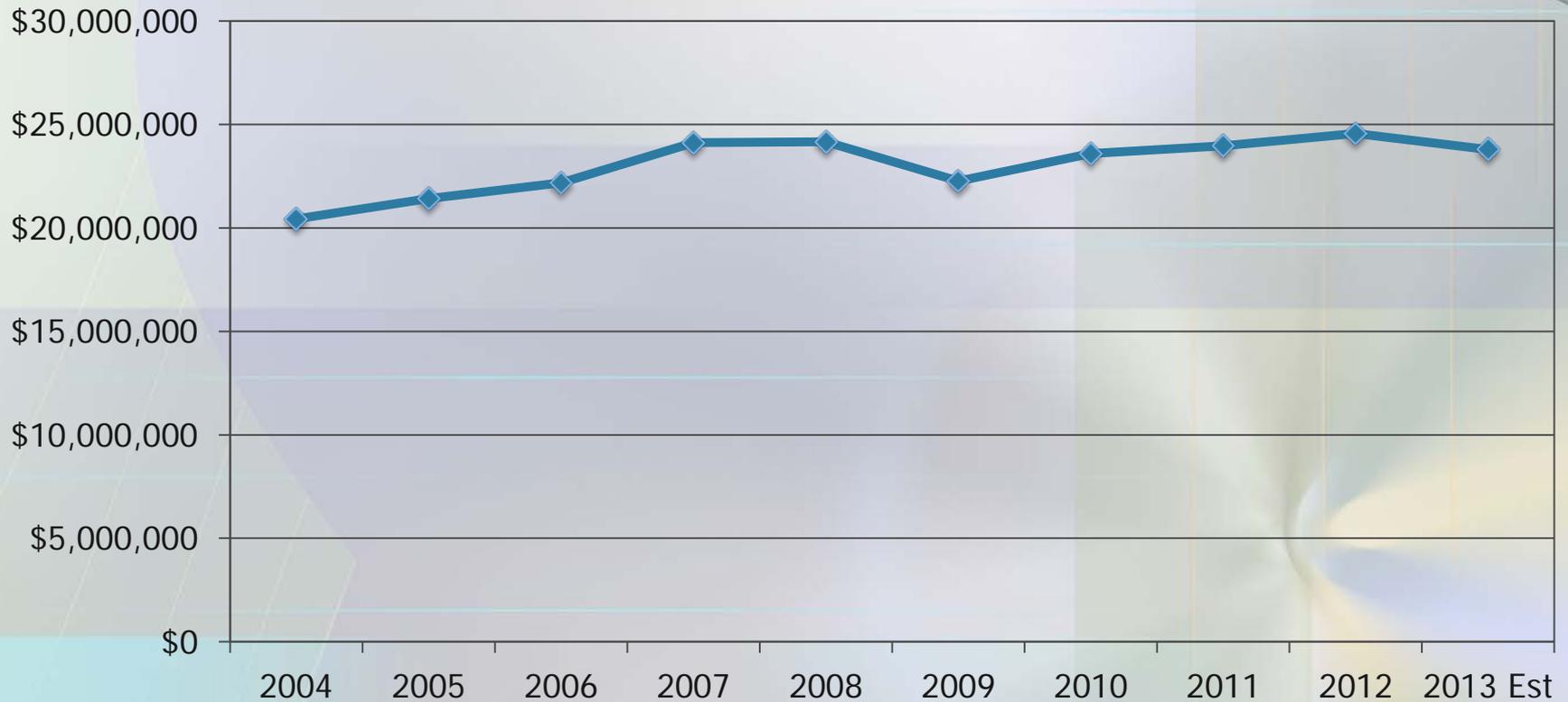
Overview

- 3 needs with 3 to 4 subcategories
 - Mandated
 - Legal, Public Health, Safety or Welfare or Goal
 - Service Level
 - Maintain Current, Improve Current, Improve Efficiency, or Convenience
 - Development Driven
 - Economic Growth, Public/Private Partnership or Quality of Life

FFD-15-001	Personal Protective Equipment		<i>Critical</i>		<i>(Public Health, Safety Or Welfare Mandated)</i>				
Capital Improvement Fund		-	-	\$48,000.00	-	-	\$48,000.00	-	\$48,000.00

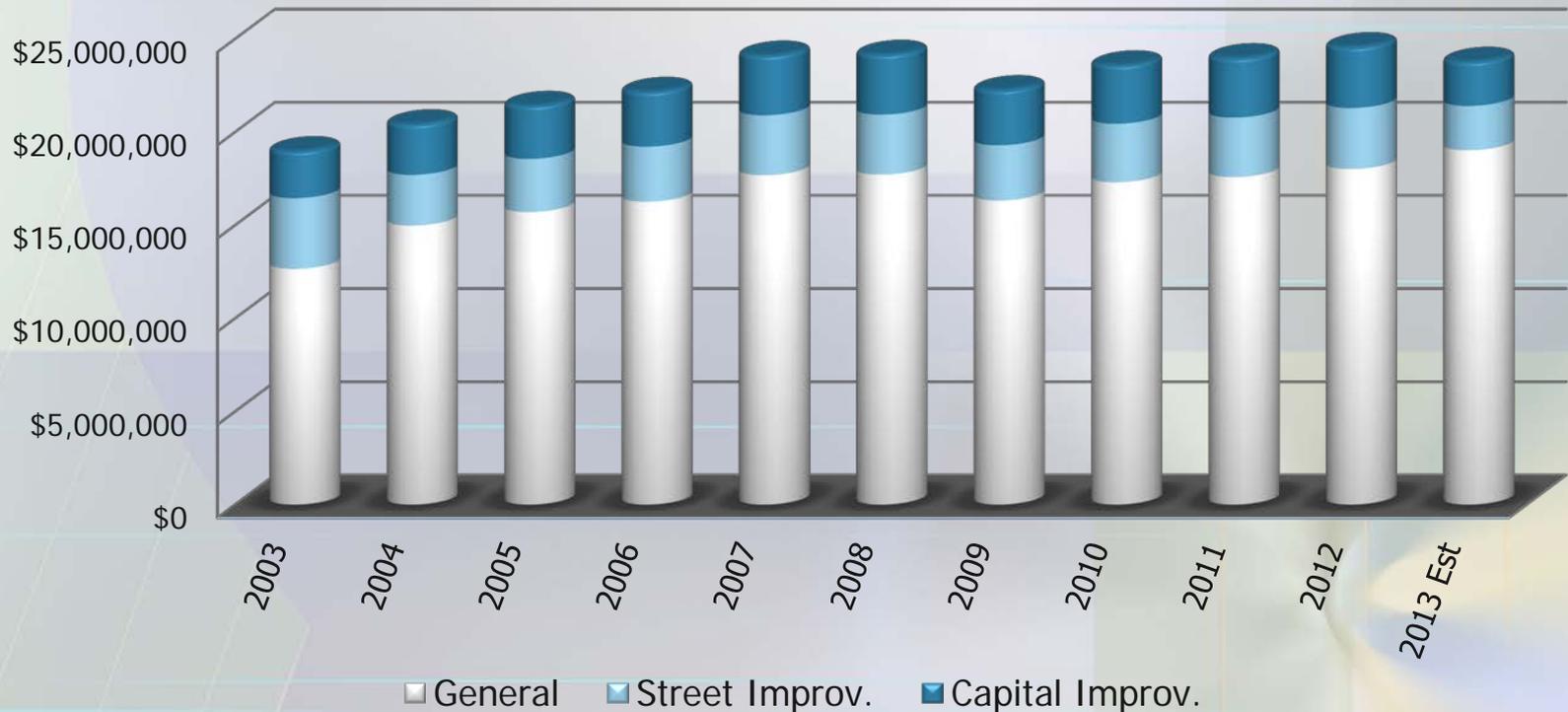
Overview

- Main funding source – income taxes



Overview

- Main funding source – income taxes



2003 – Allocation 1% General Fund; 0.3% Street Improvement Fund; 0.2% Capital Improvement Fund

2004 – 2012 Allocation 1.1% General Fund; 0.2% Street Improvement Fund; 0.2% Capital Improvement Fund

2013 – Allocation 1.2% General Fund; 0.15% Street Improvement Fund; 0.15% Capital Improvement Fund

Overview – General Fund

2013	Amount
Beginning Fund Balance (less reserves of \$8.7 million)	\$2.9 million
Revenues (projected)	\$25.1 million
76% from Income Tax (\$19 million) and 24% from Other Revenue (\$6 million)	
Expenditures (projected)	\$26.3 million
99% for Operating Budget (\$26 million) and 1% for Capital Budget (\$273 thousand)	
Ending Fund Balance (projected)	\$1.7 million

Overview – Street Improvement Fund

2013	Amount
Beginning Fund Balance	\$5.0 million
Revenues (projected)	\$3.7 million
64% from Income Tax (\$2.4 million) and 36% from Other Revenue (\$1.3 million)	
Expenditures (projected)	\$5.1 million
61% for Capital Budget (\$3.1 million) and 39% for Debt (\$2 million)	
Ending Fund Balance (projected)	\$3.6 million

Overview – Capital Improvement Fund

2013	Amount
Beginning Fund Balance	\$2.5 million
Revenues (projected)	\$3.2 million
75% from Income Tax (\$2.4 million) and 25% from Other Revenue (\$800 thousand)	
Expenditures (projected)	\$3.7 million
59% for Capital Budget (\$2.2 million) and 41% for Debt (\$1.5 million)	
Ending Fund Balance (projected)	\$1.9 million

Overview – Water Revenue Fund

2013	Amount
Beginning Fund Balance	\$2.6 million
Revenues (projected on sales)	\$4.6 million
Expenditures (projected)	\$4.4 million
93% for Operating Budget (\$4.1 million) and 7% for Debt (\$315 thousand)	
Transfer to Water Surplus Fund	\$0.9 million
Ending Fund Balance (projected)	\$1.9 million

Overview – Other Water Funds

	Water Surplus Fund	Water Expansion Fund	Water Replacement & Improvement Fund
Revenues	Transfer from Water Revenue fund	Expansion fees	Water surcharge
Expenditures	Use for any water capital project	Only for expansion of current water system	Only for replacement & improvement of current water system
Ending Fund Balance (projected)	\$173,000	\$641,000	\$333,000

Overview – Sewer Revenue Fund

2013	Amount
Beginning Fund Balance	\$0.86 million
Revenues (projected on sales)	\$6.67 million
Expenditures (projected)	\$5.96 million
81% for Operating Budget (\$4.8 million) and 19% for Debt (\$1.1 million)	
Transfer to Sewer Surplus Fund	\$0.75 million
Ending Fund Balance (projected)	\$0.82 million

Overview – Other Sewer Funds

	Sewer Surplus Fund	Sewer Expansion Fund	Sewer Replacement & Improvement Fund
Revenues	Transfer from Sewer Revenue fund	Expansion fees	Sewer surcharge
Expenditures	Use for any sewer capital project	Only for expansion of current sewer system	Only for replacement & improvement of current sewer system
Ending Fund Balance (projected)	\$868,000	\$81,000	\$926,000

Overview

DEPARTMENT/DIVISION

Development Services

Funding Sources:

- **General**

Project Priorities:

- **Critical – 0**
- **Major – 0**
- **Minor – 4**

2013 Projects

- GIS Imagery
- New aerial photos of City
- City-wide Redevelopment
 - Financial assistance for redevelopment projects
- Town Center Banners
- Visual Equipment
 - Computer and TV for Northwest Conference room



Fire

Funding Source:

- **Capital Improvement**

2013 Project

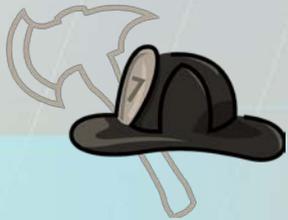
- Personal Protective Equipment
 - Replacement to meet NFPA standards

Project Priorities:

- **Critical – 0**
- **Major – 2**
- **Minor – 0**

2014 Project

- Self Contained Breathing Apparatus (SCBA) Fit Testing and Calibration Equipment
 - Fit testing to maintain equipment



Police

Funding Sources:

- **Capital Improvement**

Project Priorities:

- **Critical – 0**
- **Major – 3**
- **Minor – 0**

2013 Projects

- Upgrade Village Green Security Camera System
 - Originally installed in 2006
 - Replace and upgrade quality of cameras for security purposes
- Replacement Pistols
 - Originally purchased in the 1990s
 - Keep replacement inventory; replace over 2 years
- Drying Cabinet for Evidence Use
 - Additional drying cabinet
 - Applicable to case where cross-contamination concerns



Finance

Funding Sources:

- **Capital Improvement**
- **General**
- **Water Surplus**

Project Priorities:

- **Critical – 1**
- **Major – 3**
- **Minor – 3**

2013 Projects

- Police Mobile Data Terminal (MDT) Replacement
 - 2nd year of 2 year project
- Infrastructure Maintenance
- Software Maintenance/Enhancement
- Scheduled Hardware Maintenance
 - Various departments including Public Utilities – Water Division



Finance

Funding Sources:

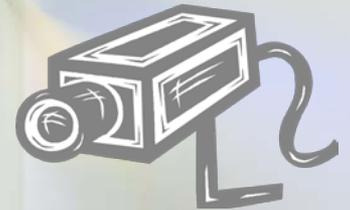
- **Capital Improvement**
- **General**
- **Water Surplus**

Project Priorities:

- **Critical – 1**
- **Major – 3**
- **Minor – 3**

2013 Projects

- **Citywide Document Imaging**
 - Initiative to standardize equipment and storage
- **Citywide Time clock Automation**
 - Currently in Public Works
 - Parks (2013) & Public Utilities (2014)
- **Public Utilities Security Camera System**
 - Replace obsolete camera equipment to secure facilities



Facility Maintenance

Funding Sources:

- **Capital Improvement**
- **Water Surplus**

Project Priorities:

- **Critical – 0**
- **Major – 0**
- **Minor – 13**

2013 Projects

- **Municipal Building Exterior Maintenance & Repair**
 - Replace window trim and front column with maintenance free material
- **Municipal Building Annex Repairs**
 - Miscellaneous repairs to maintain facility
- **Community Arts Center Repairs**
 - Miscellaneous repairs to maintain facility
- **Golf Maintenance Shop Repairs**
 - Insulation in attic; electrical panel upgrade
- **North Trace Clubhouse Kitchen Remodel**
 - Counter Replacement; relocation of water heater
- **Lane Library Repairs**
 - Miscellaneous repairs to maintain facility

Facility Maintenance

Funding Sources:

- **Capital Improvement**
- **Water Surplus**

Project Priorities:

- **Critical – 0**
- **Major – 0**
- **Minor – 13**

2013 Projects

- Replacement of Obsolete Fluorescent Bulbs
 - Energy efficiency
- Water Plant Repairs & Upgrades
 - HVAC, wiring and duct modifications in lab area
- Public Works Facility Repairs & Upgrades
 - Miscellaneous repairs to maintain facility
- Justice Center Repairs & Upgrades
 - Miscellaneous repairs, upgrade security access system for exterior doors
- Firehouse Repairs & Upgrades (all stations)
 - Asphalt repairs at Firehouse 1
 - Roof repairs at Firehouse 2
 - Sidewalk, asphalt and lighting repairs; replace 2 furnaces in Hi Bay area – Firehouse 3

Fleet Maintenance

Funding Sources:

- **Capital Improvement**
- **Water Surplus**
- **Sewer Surplus**

Project Priorities:

- **Critical – 0**
- **Major – 6**
- **Minor – 11**

2013 Projects

- **Vehicles for Parks**
 - 2 pick-up trucks and a van
- **Vehicles for Public Utilities – Water**
 - 2 cargo vans, 1 dump truck and a meter reader vehicle
- **Vehicle for Public Utilities – Wastewater**
 - 1 pick up truck
- **Vehicles for Public Works – Streets**
 - 1 snow dump truck; 1 pick-up trucks; 2 dump trucks; 1 service truck; 1 welder/generator for service truck and 1 scissor lift
- **Vehicles and Cruiser Equipment for Police**
 - 4 cruisers and related equipment



Public Works

Funding Sources:

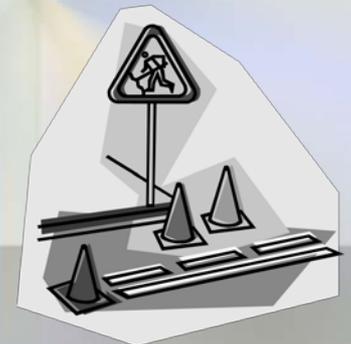
- **General**
- **Street Improvement**
- **Capital Improvement**
- **County Motor Vehicle**
- **Grants**

Project Priorities:

- **Critical – 7**
- **Major – 12**
- **Minor – 2**

2013 Annual Projects

- Sidewalk Installation
- Guardrail Improvement
- Drainage Improvement
- Storm Sewer System Improvements
- Street Paving
- Concrete Program
- Grounds and Entryways
- Pavement Markings
- Drywell Replacement
- Traffic Signal Maintenance
- Street Light Installation
- Erosion Control



Public Works

Funding Sources:

- **General**
- **Street Improvement**
- **Capital Improvement**
- **County Motor Vehicle**
- **Grants**

Project Priorities:

- **Critical – 7**
- **Major – 12**
- **Minor – 2**

2013 Construction Projects

- State Route 4 & Holden Intersection Improvements (grant funding)
- Seward Road Widening (grant funding)
- Winton, Seward, Ross Street Improvements (grant funding)

2013 Other Projects

- Traffic Light Timing Study
- Traffic Signal Maintenance/Upgrades
- GIS Imagery
- Storm Sewer Lining
- Bridge Cleaning



Parks

Funding Sources:

- **Capital**
- **Park Development**
- **Tax Recreation**
- **Downtown Development**
- **Grants**

Project Priorities:

- **Critical – 0**
- **Major – 0**
- **Minor – 12**

2013 Annual Projects

- **Community Arts Center**
 - Furniture, Fixtures and Equipment
- **Village Green Park/Town Center Campus**
 - Miscellaneous renovations/upgrades
- **Harbin Park Renovations**
 - Miscellaneous renovations/upgrades
- **Neighborhood Improvements/Re-investments**
 - Street tree plantings and site amenities
- **Overlay/Sealing Program**
 - Path and parking lot repairs
- **Park Site Amenities**
 - Benches, trash receptacles and other amenities
- **Memorial Grove Improvements**
 - Irrigation, paths and shelter



Parks

Funding Sources:

- **Capital**
- **Park Development**
- **Tax Recreation**
- **Downtown Development**
- **Grants**

Project Priorities:

- **Critical – 0**
- **Major – 0**
- **Minor – 12**

2013 Other Projects

- **Playground Equipment**
 - Replace various park play structures
- **Black Bottom Park (grant funded)**
 - Development of park site
- **Morgan Mansion Renovations**
 - Furniture, fixtures and equipment
- **Huffman Park Development**
 - Site amenities
- **Master Plan**
 - Master plan and needs assessment for entire park system



Recreation Facilities

Funding Sources:

- **Capital**
- **Recreation Facilities**

Project Priorities:

- **Critical – 0**
- **Major – 0**
- **Minor – 4**

2013 Projects

- **Aquatic Center Maintenance/Renovations**
 - Miscellaneous repairs to maintain facility
- **Blacktop/Overlay Program**
 - Parking lot and path repairs & maintenance
- **Golf Course Maintenance/Renovations**
 - Miscellaneous repairs to maintain facility
 - Furniture, fixtures and equipment
- **Mower/Equipment Replacement**
 - Replace old and obsolete equipment



Public Utilities - Water

Funding Sources:

- **Water Surplus**
- **Water Expansion**

Project Priorities:

- **Critical – 1**
- **Major – 7**
- **Minor – 7**

2013 Annual Projects

- **Water Line Improvements**
 - Specific projects; 2013 grant funding
- **Security/Surveillance**
- **Raw Water Production Wells**
 - Maintenance of wells, pumps and motors
- **Telemetry, GIS & Instrumentation Upgrades**
- **Water Computer Modeling**
 - Ongoing to help optimize plant performance
- **Replace Fire Hydrants**
- **Treatment Plant Concrete/Mason Repairs**
- **Water Storage Tank/Tower Maintenance**
 - Inspect and maintain tanks/towers



Public Utilities - Water

Funding Sources:

- **Water Surplus**
- **Water Expansion**

Project Priorities:

- **Critical – 1**
- **Major – 7**
- **Minor – 7**

2013 Other Projects

- Major Process Equipment
 - Replace lime slaker #1
- Crestwood Pressure Reducing Station
 - Replace pressure reducing valve
- Automated Meter Reading (AMR)
 - Conversion of meters to radio read
- Well Field Distribution Grid Upgrade
 - Partnership with Duke Energy to upgrade well field power grid



Public Utilities - Wastewater

Funding Sources:

- Sewer Surplus
- Sewer Expansion
- Sewer Replacement & Improvement

Project Priorities:

- Critical – 6
- Major – 8
- Minor – 1

2013 Annual Projects

- Sanitary Sewer Rehabilitation
- Root Control Maintenance
- Manhole Rehabilitation
- Monitoring Equipment
 - Replacement of monitoring equipment
- Channel Grinder Overhaul
 - Repairs to grinders
- Instrumentation Replacement

2013 Other Projects

- SCADA System Replacement
 - Upgrade to existing supervisory control and data acquisition system



Public Utilities - Wastewater

Funding Sources:

- Sewer Surplus
- Sewer Expansion
- Sewer Replacement & Improvement

Project Priorities:

- Critical – 6
- Major – 8
- Minor – 1

2013 Other Projects

- Software/GIS Imagery
- Dystor Dome Replacement
 - Replacement of dome on digester 3 (2013) and 4 (2014)
- UV Lamp Replacement
- Fine Screen Overhaul
 - Repairs and replacement of screens
- Boiler Replacement
 - Replacement of boiler to accommodate additional load for future motor control center
- Generator/Motor Control Center
 - Add emergency generator and replace motor control center to Wastewater Treatment Plant
- Sanitary Sewer Hydraulic Model



Q & A