

MINUTES

COUNCIL-MANAGER BRIEFING

March 28, 2011

The Council-Manager Briefing was called to order by Mayor Ron D'Epifanio at 5:40 p.m. at the Fairfield Municipal Building, 5350 Pleasant Avenue. The following Councilmembers were present: Tim Abbott, Terry Senger, Mike Oler, Marty Judd, Mike Snyder, Tim Meyers, and Mitch Rhodus. Staff present: John Clemmons, Angie Johns, Ben Mann, Dave Butsch, Mike Dickey, Dennis Stuckey, Jeff Kenworthy, Dave Crouch and Mary Hopton.

CIP REVIEW 2011- 2015

Finance Director Mary Hopton briefly overviewed the five year plan from 2011 to 2015. She commented they will focus tonight on 2011 projects which are around \$23 million, with \$14 million for one project. She commented the 2012 – 2015 CIP, as a program to build off of, accounts for just under \$83 million and a lot of that is grant and other sources of funding. She commented when we do the Capital budget take into account the cash flows which takes into account funding, adequate reserves for each of those funds as well as the City's overall debt capacity and with the whole idea of maintaining fiscal responsibility. Ms. Hopton explained the three priority classifications minor, major and critical. She explained this year three different need definitions were added to categorize projects. The 3 need definitions were service level, which includes maintain current, improve current, improve efficiency and convenience; development driven which includes economic growth, public/private partnership, quality of life and new service/program; and mandate which includes legal, public health, safety or welfare and goal. She explained the departments were asked to give a priority, a need and a sub-need within. Ms. Hopton explained revenues were originally projected 2% below the 2010 levels and currently we are tracking above projections. She stated anything tonight does not take into account House Bill 153, which is the budget bill for the State of Ohio, or House Bill 3/Senate Bill 90, which deals with the estate tax. She briefly overviewed the expected timelines for these items. Ms. Hopton commented all three will have a detrimental effect on our cash flow. Ms. Hopton briefly explained how the estate tax currently works. Ms. Hopton explained for the .2% Street Improvement Fund, the percent of debt to revenues in this fund has increased from 14% to 46% for the next year. She discussed as we get into 2013, there is a negative fund balance within the Street Fund. Ms. Hopton commented there will need to be a phasing in of the projects that are out there. Ms. Hopton explained our debt level currently is at \$36 million and we have a bond rating of Aa1 from Moody's. She briefly overviewed the short-term and long-term debt, noting in the last couple year's short-term debt has been converted into long-term debt. She further explained an increase for the Exit 39, which will be short term debt and will raise the debt level to \$39.5 million. Ms. Hopton stated we will have to go out for another bond rating for the note that will be taken out for the interchange. She briefly discussed what will be looked at for the bond rating including economic conditions and fund reserves for the General Fund and the Street Fund. She overviewed the Capital Improvement Fund, which takes care of most of the departmental items, which is about \$1.5 million. She explained as we get into 2012, 2013 and 2014 we dip below \$500,000. She explained this particular fund already carries approximately \$1.5 million in debt with only \$3 million coming in. She stated this is solely supported from tax revenues and then added on by any grants for projects. Ms. Hopton briefly explained what is shown when going out for debt. Councilmember Abbott asked if a lot of peer city's bond rating have slipped. Ms. Hopton explained most are not going out for debt and the bond rating holds until you go out for debt. Ms. Hopton explained if we go out for debt and the bond rating does drop to Aa2 it will cost us in the future if we go out for debt, but it will not affect anything that we already have out there.

Public Works

Ms. Hopton explained there is \$17.7 million dollars in the Public Works Department with funding sources of General Fund, Street Improvement Fund, Capital Improvement Fund, County Motor Vehicle Fund, TIF Fund, debt financing and grants/outside funding. Public Works Director Dave Butsch explained there are three projects including the Mack/Muhlhauser Project in which the debt will expire in 2016, the Bypass will be there for 20 years, and By-Pass Exit 39 will be a shorter time. He explained the thirteen reoccurring projects that come up every year, which comes up to \$1.8 million, leaves no extra money for even matching projects. He commented hopefully the OPWC money, which they have relied heavily on in the past stays there. He explained the Grounds, Entry-ways & Landscaping Program went up a little because the projects at the North end of Route 4 that went in and expanded landscaping and irrigation on Patterson which will be added to the maintenance contract. He discussed the lenses that will be replaced as part of the raised pavement marker program. He commented another item coming up is the drywell replacement through the areas that have drywells not regular storm sewers. Mr. Butsch commented the Utility department has been using the camera purchased a few years ago to check storm sewers and are finding a lot of maintenance needs. He discussed the traffic signal maintenance that was out of the General Fund until this year and was moved into the Capital Program. He explained street light installation was a new item added this year, which was moved from the General Fund as well. He stated Exit 39 will be bid August 11th and the final plans went to ODOT today. He explained funding includes OPWC money, Hamilton and Butler Counties, OKI match, ODOT Safety Fund and Forest Park. He stated the overall cost of the project is around \$11 million. Councilmember Meyers stated a breakdown of major, minor and critical by dollars would be helpful. Mr. Butsch explained the River Road Project includes repaving a section from Lake Circle back to Southgate and adding shoulders on the road. Mr. Butsch explained OPWC money could be used for this project. He explained right-of-ways for the easements for the Resor Road Project are being acquired and it will be let it out for bid in May or June for

construction in the fall. He further commented a waterline will be installed while that section of road is shut down and that will entail cutting the knob off the hill and adding a paved shoulder to the road as well. Mr. Butsch commented the Ross Road project includes connecting the sidewalk from Danbury to where it stops in Springdale, adding curbs and getting rid of the ditch. Mr. Butsch explained they had estimated needing \$150,000 for Groh Lane, but the Engineer's estimate was close to \$280,000, so Ross Road may be postponed to get the Groh Lane project done. He briefly discussed the Seward Road Widening project. Councilmember Rhodus questioned the replacement guidelines for the Street Paving Program and Concrete Program. Mr. Butsch explained if they repair only the ones in the worst condition, they will be back in five years digging out and patching the curb and tearing apart the pavement. He further explained the pavement generally lasts about 18 years and if repaired they will not be back until the pavement needs replaced.

Fleet

Ms. Hopton explained the fleet budget is just under \$500,000 with funding sources of Capital Improvement Fund, Water Surplus Fund and Sewer Surplus Fund. Mr. Butsch briefly described the Public Utilities 2011 replacements including the pick-up truck and the backhoe. Mr. Butsch explained Public Works was going to purchase a new vector and because they use it less often than Public Utilities uses theirs, instead of buying one Public Utilities will hand their vector down to Public Works. He explained to do that they will have a lease purchase and the \$360,000 will be spread over five years. He commented the Public Works uses this a couple of full months a year. Mayor D'Epifanio commented on an idea being tossed around at the Butler County Mayor's Forum regarding looking into each community purchasing one piece of heavy equipment and then sharing. Mr. Butsch stated a pickup truck will replace a 14 year old pick-up. Mr. Butsch explained the snow removal dump trucks are budgeted out and are 15 – 16 years old and are now coming up for replacement. He stated they are holding a net increase of zero on the fleet. He discussed the police cruiser for this year explaining that Ford has now modified the Taurus to take over for the Crown Vics. Police Chief Dickey discussed they will choose between the Ford Taurus, Chevy Impala or the Dodge Magnum and they will buy one and decide where the rest of the fleet is going. He commented that the interior is smaller. Mr. Butsch stated the last item is a prisoner transport van that is a fourteen year old van in poor condition that is used to transport prisoners.

Facilities

Ms. Hopton commented facilities include the City Building, the Justice Center and any other city buildings. Mr. Butsch discussed the 2011 projects including sealing the Municipal building parking lot, replace the Municipal Building fire alarm system; replace the library clock tower lighting with led fixtures; Council Chambers security for the dais and alarm system; Public Works building energy upgrades to control temperatures in all the room and also improve the efficiency of the system; Community Arts Center keyscan system; the South and North Trace Clubhouse improvements/maintenance items; and the boiler and chiller for the Municipal Building. He further discussed due to the age and condition of the boiler/chiller this project was moved up to 2011. He further explained the boiler and chiller will be split so that if one portion goes down, the other portion will still work.

Police

Ms. Hopton explained the police budget is just over \$450,000 and the majority comes out of the Capital Improvement Fund and the Local Law Enforcement Fund. Police Chief Dickey discussed the 2011 reoccurring project of upgrading the city department radio system, which is funded at \$400,000. He further discussed the item on the Agenda tonight which will save \$11,000 and bring the Public Utilities and Public Works on to the countywide system. Chief Dickey commented at this point the bulk of the radios are on the countywide system. He discussed the replacement of cruiser equipment for \$15,000, which is what it costs to equip a new car. He explained since this is a new model, they do not know what will retrofit and what will not. He discussed a new 2011 project for the law enforcement equipment acquisition, which will be funded by the remaining balance from the local law enforcement block grant received last year. Chief Dickey further discussed the SpaceSaver records filing system expansion which will add the additional trolleys that were not installed when the Justice Center was built. He commented he hopes this is all that will be needed because IT is considering a digital imaging project. Ms. Hopton briefly discussed this IT Project which is a three year phase in for equipment and training, which will use standardized equipment. She further discussed that Income Tax was the test site and has been scanning between 30-50,000 records a year and the scanners work great. She commented the same equipment will be used for other departments. Chief Dickey briefly discussed the top quality of equipment that officers are equipped. He displayed a possible new badge unique to the Fairfield department and discussed the possibility of changing to those badges. He commented this is not a capital project or general fund; the project would be funded out of the seized asset fund. He commented if there are no objections he would like to move forward. Councilmember Oler stated it is a nice badge and he likes that fact that we are making it something unique for our city. Chief Dickey noted there were no objections from Council.

Fire

Ms. Hopton explained the police 2011 budget is \$100,000, which will come out of the Capital Improvement Fund. Acting Fire Chief Jeff Kenworthy stated last year the NFPA came out with a new standard for personal protective equipment that says any equipment ten years old has to be replaced. He further stated they are trying to phase in the replacement of their gear so they can meet the standard. He explained they will have some in 2011, 2013 and 2016. Acting Chief Kenworthy explained the radios for the tornado sirens are in an area that is not backed up by a generator and the software is 18 years old and needs to be upgraded. He commented

they would like to upgrade it and move it to where the radio system is for the county to put it in a more climate safe environment and make sure that it is on a generator back up. Acting Chief Kenworthy discussed Station 3 was added on to in 1987 and the roof had a 50% life at that time, now it is time to re-roof that part of the building. He explained Quint 31 and Quint 32 were bought in 1999 and 2000 and they are starting to see electrolysis between the different metals. He stated those units usually last about 18 years, so by repairing the electrolysis we should be able to get the 18 years out of them. Council and staff briefly discussed replacement of the modular ambulance, which would bring the total number of larger sized ambulances to three.

The Council/Manager Briefing adjourned at 6:40 p.m.

Respectfully Submitted,

Angela Johns
Clerk of Council