

CITY OF TWINSBURG, OHIO
CAPITAL IMPROVEMENTS BOARD MINUTES

September 10, 2019

CALL TO ORDER:

Angelo Carcioppolo called the meeting to order at **6:03 pm.**

ROLL CALL:

Present: Sharyn Price, Charles Kane, Angelo Carcioppolo, Eric Hornyak

Absent: Bryan Waldorf

Council Representative Present: Sam Scaffide

Also present: Sarah Buccigross, Finance Director, Mayor Ted Yates

SWEARING IN OF NEW BOARD MEMBERS:

Mr. Scaffide swore in Sharyn Price, Charles (Pat) Kane, Angelo Carcioppolo, and Eric Hornyak as members of the Capital Improvements Board.

AUDIENCE PARTICIPATION:

None

APPROVAL OF MINUTES FROM 09/18/2018:

MOTION TO APPROVE THE SEPTEMBER 18, 2018 MINUTES AS WRITTEN

Pat Kane motioned to approve the minutes. Sharyn Price seconded the motion. Motion passes unanimously.

INTRODUCTIONS & CHAIRPERSON NOMINATIONS:

Charles Kane made a motion to nominate Mr. Carcioppolo as chairperson. Sharyn Price seconds the motion. The motion passed unanimously.

REVIEW 2020 CAPITAL IMPROVEMENTS REQUESTS & PROCESS

- Ms. Buccigross reviewed the purpose of the Capital Improvement Board (CIB). Capital Improvement Board will go over capital requests that came in from all of the departments. The City's designates capital requests as purchases that are over \$5,000 and the item has over five years of useful life.
- Thursday there will be discussion on infrastructure which includes the road program. Department heads who have large capital requests will be in attendance to answer any questions. Police Chief Chris Noga will present for the police fleet, Public Works Director Chris Campbell will present for the Community Center roof, and Ms. Buccigross will present along with Mayor Yates information on the amphitheater as Mr. Derek Schroeder will not be available to attend the next meeting.
- Ms. Buccigross explained that all of the department heads turn in the capital improvements requests and those requests came in at a little over \$4 million. Ms. Buccigross mentioned that they reviewed all of the requests and looked at what items are needed to be addressed in 2020 and what items could wait another year until 2021. The requests were reduced down to \$1.6 million so that is over a 60% cut in advance of this meeting.

- Committed lease payments are discussed, the City is responsible for those lease payments that have already been agreed upon. Most are essentially payment plans. These are committed dollars. The total for this item is \$374,740.

Public Works/Service Department: All of the items in red are the items that have been removed from the 2020 request list and will be budgeted for in another year (2021+). The items in black will be the items that CIB will be voting on at the September 17, 2019 meeting. Those are the items that made it through the first round of cuts. There are only six items in black for Public Works. Ms. Buccigross explained that any vehicles would be cash purchases unless otherwise noted.

Wastewater: The sewer revenue fund pays for these items and there are appropriate revenues in that fund to pay for items for that department's requests.

Engineering Department: This includes the land development items such as the tree program, sidewalk program along with the department's requests. The sidewalk program was reduced for 2020. This department also needs a copier and one of the trucks that they use for Engineering needs to be replaced. The question was approached regarding the bidding process for the fleet vehicles. Ms. Buccigross explained that the vehicles are usually state bid pricing. The fleet manager will be at the Thursday meeting.

Parks & Recreation Department: The amphitheater will be discussed on Thursday. There is a master plan for that area. This is phase one. The ADA that is mentioned in the report is to help with wheelchair access over the bridge and up to a better seating area. The Mayor mentioned that in 2015 they had an architect look at the overall design and enhancements of the amphitheater area and part of that was ADA compliance goals with different sidewalks and crossings that could accommodate wheelchairs much better. The reason for the reduction in price for this item is that Mr. Derek Schroeder has been working on this quote. The pickleball court on the list is on stage two. Stage one is on legislation for the City Council meeting tonight, so this item might change.

Police Department: The large item on their list is for the police fleet and that item is for seven new cruisers and one truck. Chief Chris Noga will be here on Thursday, September 12, 2019 to discuss the plan for this item. He will also discuss the pricing of the cameras that are equipped in the vehicles that work with the body cameras.

Fitness Center: Most of the items that are on this list are items that Mr. Schroeder gets requests for from the public and then he gets quotes and then he lets them know how much each item will run if approved. The only item on the list for 2020 is the domestic water crossover. This item will allow hot water to get over to the fitness center in the morning at a faster rate. They are currently dependent on the boiler room from the high school and the current process is not very efficient especially during Christmas and Spring break for the high school.

Fire Department: Their big item is on the committed lease payment. In the 2019 budget, they went forward with the engine purchase, so this will hopefully be the second year of the lease payments depending how far along they get on the specs out for that truck. Life pack monitors are another item on the list that would be a lease payment. There are a few other smaller items on the list as well.

Golf Maintenance and the Clubhouse: There is a reel grinder on their list which is a piece of machinery that helps sharpen the blades of the mowers and other equipment out there so this piece of equipment would help in saving the City from buying new equipment more often or having to subcontract this service out to someone else. They do most of this equipment maintenance over the winter.

IT: This department is looking to go to a cloud based back-up system. It is \$7,500 to purchase the actual backup equipment and then the service fee is the rest of the cost -- the monthly charge to use this service.

Capital Improvements Summary:

Last year (2019 Budget) the items brought to CIB were in excess of the budget goal. This year (2020 Budget) the items are coming in a little under what the goal was for the capital spend for 2020 and that is where the Finance Director would like to stay for this budget year.

The bid process was addressed if the purchase is not on state bid pricing. Ms. Buccigross explained that if a project or item is \$25,000 or above the department acquires at least three bids and brings them to Council for review. If the request is \$50,000 and above they do the public bidding process in which the request gets advertised and any company could bid on that project/item.

If there are any questions she will be happy to provide information between now and Thursday, September 12, 2019 and there will also be department heads (Chief Chris Noga, Public Works Director Christopher Campbell, and Fleet Manager Fred Bissell) at the meeting on Thursday to answer any questions as well. Ms. Buccigross mentioned that if they would like any other department heads to be at the next meeting to let her know. CIB will also be going over the infrastructure at Thursday's meeting as well. She is going to try to have Ms. Mohr – Municipal Engineer attend this meeting.

Ms. Buccigross noted the meeting on September 17, 2019 is when CIB will vote on the capital improvement items for 2020.

NEXT MEETING

Next meeting date is **09/12/2019 6:00 PM**

ADJOURNMENT

MOTION TO ADJOURN THE MEETING

Sharyn Price made a motion to adjourn the meeting. Pat Kane seconded the motion. Motion passed unanimously.