

CITY OF TWINSBURG, OHIO

CAPITAL IMPROVEMENTS BOARD / FINANCE COMMITTEE MINUTES

September 12, 2023

Call to Order:

Sharyn Price called the meeting to order at 5:30 pm.

1. Roll Call

Present: Sharyn Price, Shelley Shipley, John Blust, Chiren Patel

Also present: Sam Scaffide – Mayor, Bill Furey - Counsel Member

Christina Conway– Finance Director

2. Audience Participation: None presented

3. Approval of Minutes from 8/29/23 and 9/5/23:

John Blust motioned to approve the August, 29, 2023 and September 5, 2023 minutes as written. Shelley Shipley seconded the motion. The motion passed unanimously.

4. 2024 Capital Improvements Budget Parameters:

- Fund 820 (Capital Improvement Fund) is almost fully supported by a transfer from the General Fund (with the exception of the sale of surplus equipment or grant funding)
- The average General Fund transfer over the last 5 years has been \$1.05 million to support these capital purchases
- It is the Administration's desire to keep the transfer request for 2024 at the \$1 million mark
- These purchases support all departments that do not operate as Enterprise funds (Fitness Center, Glen Eagles, Waste Water) or separate levy funds (Police and Fire)
- The majority of these items were presented at the last meeting for the Service Department and Land & Development items

5. Department Heads – 2024 Capital Budget Requests

The historical (5-year average) of requests for P&R and Seniors is \$138,200

- Jennifer Betenson, Director of Park and Recreation
Parks and Recreation / Seniors:
 - *Senior Center Awning:* \$41,000
They are looking at Habitat for Humanity and 2 grant funding options to assist with cost.
 - *Senior Vehicle:* \$40,000
Current one is at 118,000 miles and is showing wear. This is for the senior transportation program.
 - *Waterpark Slide Re-finish:* \$25,000
The current coating was applied in 2015, as it wears it causes holes in the slide and the finish is not safe.
 - *E. Idlewood Park Playground replacement:* \$130,000
A total replacement of all playground equipment.

The fitness Center operates as an Enterprise Fund as well and has its own capital component paid from user fees. The historical (5 year average) of requests for the Fitness Center has been \$91,900.

Fitness Center:

- *Equipment Lease*: \$38,000 (pre-committed project)
 - *Diamond Brite Pool*: \$45,000
The coating on the pool that protects and seals it, to protect people from getting hurt and to prevent corrosion. Usually done every 8 – 10 years. The pool is in good shape and may only need a half seal, being looked into currently.
 - *Air conditioning unit #17 in weight room*: \$100,000
Only for the weight room side not the field house.
- Jim Roberts, Director of Golf Maintenance
Glen Eagles operates as an Enterprise Fund (business-like activity). The historical 5 year average of requests has been \$88,400 per year.
 - *Tee/Approach Mowers*: \$65,000
The current mower is 15 years old and parts are becoming discontinued or obsolete. It also has some mechanical problems now. The new machine will have better technology and be better on fuel.
 - Keith Foulkes - Building
 - *Alta Link Copier*: \$10,000
The current one is 8 years old. Per Zach Hebebrand, buying a copier is cheaper than leasing. The Mayor would like to discuss this further.
 - *Vehicle*: \$60,000
Currently the department has 4 vehicles, 2015, 2013, and 2-2011. We are doing more property maintenance than permits, so 3 vehicles should be sufficient. The new vehicle needs to be more substantial than a regular car with all-wheel drive as it will be used significantly for off-pavement use.
 - Mark Gutowski, Zach Hebebrand and Don McCabe – Information Technology
The IT department has a pre-committed purchase for year 3 of 3 for the Fire and Surveillance system upgrade (\$108,025.76)
 - *Televisions with mounting for Council Chambers*: \$14,000 (3)
Looking to put 2 in the council chamber, one facing council and one facing audience. Another will be placed in the lobby for overflow audience.
 - *Server Upgrade*: \$112,000
Current servers are about 8 years old approaching end of life. The operating system can no longer be updated.
 - *Microsoft 365 migration*: \$55,000

6. Miscellaneous: Next meeting will be for voting on the presented requests. Christina Conway asks that the board think hard about any cuts that may be made.

7. Adjournment: John Blust motioned to adjourn. Shelley Shipley seconded the motion. The motion passed unanimously. Meeting adjourned at 6:15 pm