



**CITY OF TWINSBURG, OHIO**

**CAPITAL IMPROVEMENT BOARD & FINANCE COMMITTEE MINUTES**

**September 25, 2018**

**CALL TO ORDER:**

Meeting called to order by Mr. Scaffide at 5:30 PM

**ROLL CALL:**

**Finance Committee Members:** Scott Barr, Sam Scaffide, Maureen Stauffer

**Other Council Members Present:** Greg Bellan, JoAnn McFearin, Brian Steele

**Finance Director:** Sarah Buccigross

Various Department Heads

Mayor Yates

**CIB Members Present:** Mr. Painter

**AUDIENCE PARTICIPATION:** NONE

**2019 CAPITAL IMPROVEMENT REQUESTS**

Mr. Painter, chairperson of the Capital Improvements Board, explains that the Board met three times in September. Any questions were answered satisfactorily and all items were deemed to be a necessity. Therefore, all requested items have passed unanimously through the Capital Improvements Board and are being recommended to the Finance Committee.

**APPROVAL OF MINUTES FROM 8/28/18**

MOTION TO APPROVE THE AUGUST 28, 2018 FINANCE COMMITTEE MINUTES AS WRITTEN

**Motion passes unanimously.**

**CAPITAL & OPERATING BUDGET DISCUSSION:**

Ms. Buccigross explains that all department heads met as a group to determine which capital items could be postponed. She discusses the handouts that committee members have and explains that items in red are items that the department heads had on their original request that they have given up for this year. The items listed below under each department head are the capital request items that are remaining.

## **Chris Campbell – Public Works**

|                                |                  |
|--------------------------------|------------------|
| <i>5 Ton Dump Trucks Lease</i> | <i>\$185,000</i> |
| <i>1 Ton Dump Truck</i>        | <i>\$ 65,000</i> |
| <i>2 Mowers</i>                | <i>\$ 28,000</i> |
| <i>Street Sweeper Lease</i>    | <i>\$ 50,240</i> |
| <i>4WD Pickup with Plow</i>    | <i>\$ 41,000</i> |
| <i>Power Unit Snow Blower</i>  | <i>\$ 38,000</i> |
| <i>Community Center Roof</i>   | <i>\$ 30,000</i> |

Mr. Campbell explains that any capital items that could be put on hold were. The remaining items are leases and replacement equipment due to age and condition.

Mayor Yates asks if the 4wd pickup with plow would be going up to the golf course. Mr. Campbell explains that one of the trucks that is being replaced will be transferred to the golf course for the winter. Mayor Yates discusses that some of the current Golf Maintenance staff as well as some new part time custodial and facility attendants staff will be responsible for snow removal and other facility maintenance.

Ms. Buccigross asks if anyone has questions regarding Mr. Campbell's operating budget. Ms. Buccigross and Mr. Campbell discuss the price increase of salt. The minimum amount that we are required to purchase is \$380,000. The city is a part of a CUE purchasing group of sixty members. Our season to purchase salt is Sept – April. This year we paid \$48-\$49 per ton. The new contract price for next year is \$79.84 per ton with Cargill. We currently have 2,000 tons in storage. Cargill will not deliver new orders until January 7, 2019. The CUE may go out for a second bid to cover deliveries that may be needed prior to January 7<sup>th</sup>. In past seasons we have used between 4,000 and 12,000 tons of salt per season, depending on the severity of the winter.

Council members discuss the possible reasons for the increase, alternative suppliers in the area, and what could be done if we need more salt prior to January. Some smaller companies are charging over \$100 per ton. There is currently a larger demand than there is supply in this area.

We are committing to budget for 6,000 tons of salt for the 2019 season.

Ms. Stauffer asks why the rents and leases operating budget increase. Mr. Campbell explains that the amount budgeted is for the rental of equipment to assist with certain city projects. Ms. Buccigross explains that this line item has not actually increased from the 2018 budget. She explains that the amount being questioned was actually the amount spent to date in 2018, not the actual 2018 budget amount.

## **Mohr – Engineering - 2019 Capital Infrastructure**

All amounts listed indicate **total project cost** including funds from SCMR, grants, water utility, sewer improvement, etc.

|                          |           |
|--------------------------|-----------|
| 2019 Road Program        | \$830,000 |
| 2019 Road Striping       | \$65,000  |
| Chamberlin Road          | \$700,000 |
| Darrow Road              | \$900,000 |
| FEMA Flood Home          | \$130,000 |
| Storm Sewer Improvements | \$50,000  |
| Emergency Repairs        | \$50,000  |

Ms. Buccigross explains that initially there was discussion on doing some concrete work at city hall, but the project would have been very costly. There have been some cuts to the sidewalk and tree programs, as well as to the FEMA program.

Ms. Mohr explains that we are only doing the one house that is currently underway for the FEMA project. We will not be going forward with the program in 2019 beyond this one house. We are only budgeting what is needed to finish the one house. Ms. Mohr explains that she received inquiries from 3-5 other home owners in that area of East Idlewood Drive that were interested in the program. Mr. Sorace asks how the one home was chosen over the others. Ms. Mohr explains that the city chose the property closest to the park and will work their way away from it, since the properties that the city purchases will be turned into green space. Mayor Yates explains that the city could continue to apply for the grant in future years, as money allows. Ms. Mohr explains that grants and grant availability change from year to year, so there is no guarantee that the program will always be available.

Ms. Mohr discusses the Road Program with council members. Chamberlin Road will be a separate project. (The area between 82 and Highland road is currently in the worse condition in the city. We may be able to partner with Summit County for part of this.) Some of the local roads that have the highest priority rankings were discussed.

Mr. Steele asks about Ravenna Road in the area of East Idlewood. Ms. Mohr explains that section is eligible for the AMATS STP resurfacing program. The grant is on a two year cycle, we will re-apply in the fall of 2019 as an 80-20 split. If approved, it would likely be a 2021 project.

The Engineering Operating Budget is slightly higher due to potential employee retirements.

### **Chief Noga – Police**

|  |           |
|--|-----------|
| 3 <sup>rd</sup> yr lease 8 police cruisers | \$126,000 |
| 800Mhz radio System                        | \$265,000 |
| Lease – 2 detective vehicles               | \$ 16,000 |

Chief Noga is requesting one item, which would be the final piece needed to move up to Summit County's radio system. The current lines are not as reliable. This project has been put off the past couple of years. The pricing is a quote from Motorola. They are currently waiting for a specific proposal. The amount requested is a higher end estimate and the proposal will likely come in lower. The amount requested is for the upfront install. Maintenance will be covered under our current B&C maintenance agreement. The life span of this type of microwave technology should be extensive, unless technology changes significantly.

Mr. Steele asks what the backup plan is if the tower comes down. Chief Noga explains that in the case of a catastrophic event, the radios would switch to a portable method. Dispatch would still be able to communicate with cars through handheld radios. There will be fail safes built in.

The operating budget for communications has a 10% correction increase due to an error in the 2018 budget amount.

### **Chief Morgan – Fire**

*1<sup>st</sup> yr, 10 yr Engine Lease*                      \$ 86,000

Chief Morgan explains that in order to keep this 25+year old truck compliant, there would be a significant rebuild that would need to be completed. Ms. Buccigross explains that the estimate she has heard to get the vehicle compliant would be upwards of \$100,000. The new truck has a minimum twenty year life expectancy. They looked into both a five and a ten year lease. Ms. Buccigross explains that she had Chief look into a ten year lease vs. a five year lease because a third of our capital budget this year was for lease payments. To go with a shorter period lease, would mean a higher lease payment to come out of the capital budget. We can look at paying it off earlier than the ten years if the budget allows. Mr. Scaffide asks if there is a state bid process for the truck. Chief Morgan explains that he has used the same vendor for the last three trucks, but he will be shopping around for the best price. He explains that there is not much value to the truck if it is applied as a trade in, so they will look into selling the truck on GovDeals or selling the aluminum scraps & parts from the truck. The new truck has more safety features than the existing truck. Mr. Steele asks if the numbers could change once bids come back. Chief Morgan has based his request on the high end of the estimates that he has received.

Operating – Mr. Scaffide asks about the \$15,000 travel budget that has been requested. Chief Morgan explains that he is trying to adjust that number down.

A large portion of the travel budget is to send several people to Indianapolis each year. Another portion is to send individuals to Texas to the record management software company for training. He will look into what the cost is for the software company to come here instead of them traveling to Texas. There is also a Public Information Officers conference in Florida each year that AC Bosso attends.

The final number between travel & training will be \$30,000. He is currently working on how that split will be broken out. Currently he is looking at \$19,790 in training and \$10,210 in travel.

Committee members inquire how Assistant Chief Bosso's trip to South Carolina to help with hurricane relief is paid for. Chief explains an emergency request for assistance went out from the State of South Carolina.. We then respond by submitting a bid requesting a dollar amount that would cover his payroll, pension, healthcare, etc. If that bid request is honored, his trip would be reimbursed at 100% of approved, covered expenses. His absence should not have triggered any other fire department personnel to have overtime or comp time.

Ms. Stauffer inquires about the possibility of having in house training instead of so much travel. Chief says they do as much as they can in house, but with the interruptions and calls that come in there is no guarantee that training is completed. There is more of a benefit to have the training happen uninterrupted offsite. In some cases we do not have the facilities needed to perform in depth, hands on fire training. Ms. Stauffer asks if the training is done off premises do we generate overtime & comp time in order for those

individuals to have their shifts covered, in addition to the travel expenses. Chief explains that in some cases, that is the case.

Mr. Furey asks for an explanation in the overtime / comp time line items in the Fire operating budget. He states the following:

- In the 2017 budget there was \$167,500 in overtime; no comp time
- In the 2018 budget there was \$ 75,000 in overtime; no comp time
- In the 2019 budget there is \$ 75,000 being requested in overtime and \$150,000 being requested in comp time.

Mayor Yates explains that in years past, comp time has been hidden in the salaries and wages line item and has not been broken out. Comp time is actually overtime and it needs to be broken out separately instead of getting rolled into salaries and wages, in order for us to get a handle on expenses caused by overtime. In cases where Chief does not approve overtime the fire department employees can trade shifts, in which case this could generate overtime / comp time. Mayor Yates explains that fire overtime and shifts could be discussed in a separate meeting between Chief and Council so that council can get an understanding of the complexities of how fire scheduling works. Mr. Furey states that when police overtime was high, there were some policies put in place that significantly brought that down. Mayor Yates and Ms. Buccigross explain that there is no benefit to the city for employees to take comp time instead of overtime, and that in fact, in many cases it can cost the city more if the comp time is cashed out at a higher rate of pay than when it was earned.

The Misc Contractual line item contains power cots, service agreements, etc.

#### **Kolette Woloszynek – IT, HR, Civil Service**

*Virtual Hosting Police Dept*                      \$ 10,000

This is a server that takes over instantly if the police server goes down. The police department is the only area in the city that does not have a redundancy program in place to protect servers.

In Operating, the IT travel went up \$500 for web hosting. Professional Services for IT include outside firms to come in that have specialized skills that address items that may be beyond what we are capable off. The HR operating budget was cut 2%.

#### **Jim Roberts – Golf Maintenance**

*Greens Roller*    \$20,000

Mr. Roberts explains that the capital item is to replace a 1996 roller. This will provide a firmer, faster greens surface on the course. The original request was for two rollers, but they will get by with one roller for now.

The Golf Maintenance budget was kept low. There are still ongoing discussions with the service department to determine how snow removal and other maintenance items relating to the new clubhouse will be handled.

#### **2019 CLUBHOUSE NOTE:**

Ms. Buccigross discusses the possibility of issuing the clubhouse note at a higher amount for next year to pay the general fund back. She has created a list of items that we are allowed to include. The current bond is 6.138 million dollars. We could go as high as 7.85 million. Ms. Buccigross would like to propose going up to 7.25 million in order to pay the general fund back 1.12 million. There has been 1.3 million dollars transferred to Golf to date in 2018.

**COMMENTS / QUESTIONS:** None

**MISCELLANEOUS:** None

**NEXT MEETING:** October 23, 2018 at 5:30PM

**ADJOURNMENT:** Mr. Scaffide adjourns the meeting at 7:00PM