City of Fairfield
Minutes
Regular Meeting of City Council
April 27, 2020

Council-Manager Briefing

Capital Improvement Budget

Mayor Miller called the briefing to order at 5:30 PM. Councilmembers present: Leslie Besl, Dale Paullus, Terry Senger, Tim Abbott, Mark Scharringhausen, Chad Oberson and Bill Woeste.

Staff members present: Mark Wendling, Alisha Wilson, Scott Timmer, Dan Wendt, Carol Mayhall, Greg Kathman, Tiphanie Howard, Steve Maynard, Don Bennett, Dave Butsch, Steve Wolterman, Adam Sackenheim.

Finance Director Scott Timmer and department heads presented their CIP budgets for review and approval. See attached slides.

Business Meeting Call to Order

Mayor Miller called the Regular Meeting to order at 7:20 PM.

Prayer/Pledge of Allegiance

Councilmember Paullus led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Attendee Name	Title	Status	Arrived
Mark Scharringhausen	Council Member at Large	Present	
Chad Oberson	Council Member at Large	Present	
Bill Woeste	Council Member at Large	Present	
Leslie Besl	Council Member, 1st Ward	Present	
Dale Paullus	Councilmember, 2nd Ward	Present	
Terry Senger	Councilmember, 3rd Ward	Present	
Tim Abbott	Council Member, 4th Ward	Present	
Steve Miller	Mayor	Present	

Agenda Modifications

None.

Executive Session Requests

Councilmember Abbott, seconded by Councilmember Paullus, moved for Executive Session to discuss collective bargaining with public employees. Motion carried 7-0.

Special Presentations and Citizen Comments

None.

Public Hearing(s)

None.

Approval of Minutes

The Regular Meeting Minutes of April 13, 2020 were approved as written and submitted.

OLD BUSINESS AND REPORTS

Community & Public Relations Committee

Dale Paullus, Chair; Leslie Besl, Vice Chair; Terry Senger, Member

Development Services Committee

Bill Woeste, Chair; Tim Abbott, Vice Chair; Mark Scharringhausen, Member

Parks, Recreation and Environment Committee

Leslie Besl, Chair; Dale Paullus, Vice Chair; Tim Abbott, Member

Public Safety Committee

Mark Scharringhausen, Chair; Terry Senger, Vice Chair; Dale Paullus, Member

Public Works Committee

Chad Oberson, Chair; Mark Scharringhausen, Vice Chair; Bill Woeste, Member

<u>Ordinance to authorize the City Manager to enter into a contract with John R. Jurgensen Company for the 2020 Asphalt Paving and Resurfacing Project.</u>

Recommendation:
The staff recommends that City Council authorize the City Manager to enter into a contract with the John R. Jurgensen Company for the 2020 Asphalt Paving and Resurfacing Project at the unit prices indicated.

It is further recommended that City Council authorize and direct the preparation of legislation for the appropriation of funding in the amount of $2,210,000.00 from the funds listed in the financial impact section for this project.

Councilmember Oberson presented the third reading of this ordinance.

ORDINANCE NO. 28-20. APPROVED 7-0.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Chad Oberson, Council Member at Large
SECONDER:	Tim Abbott, Council Member, 4th Ward
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger, Abbott

Ordinance to authorize the City Manager to enter into a contract with Hendy , Inc. for the Proposed Sidewalk along Route 4 from north of Magie Avenue to north of Symmes.

Recommendation:

It is recommended that funding be appropriated in the amount of $68,000.00 ($60,397.00 base bid plus a contingency of $7,603.00). Funding will be $61,125.00 from the Community Development Block Grant and $6,875.00 from the Street Fund for the proposed sidewalk project. It is also recommended that City Council direct the preparation of legislation authorizing the City Manager to enter into a construction contract with Hendy for this project.

Councilmember Oberson presented the third reading of this ordinance.

ORDINANCE NO. 29-20. APPROVED 7-0.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Chad Oberson, Council Member at Large
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger, Abbott

Public Utilities Committee

Terry Senger, Chair; Chad Oberson, Vice Chair; Leslie Besl, Member

Finance & Budget Committee

Tim Abbott, Chair; Bill Woeste, Vice Chair; Chad Oberson, Member

NEW BUSINESS

Development Services Committee

Bill Woeste, Chair; Tim Abbott, Vice Chair; Mark Scharringhausen, Member

Ordinance amending Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, Section 1141.02, the City of Fairfield, Ohio, Zoning Map by approving the Final Development Plan for the Dunkin Restaurant portion of the Chick-fil-A restaurant/retail center Planned Unit Devlopment.

Recommendation:

It is recommended that City Council have a first reading on this item at the April 27, 2020 meeting, set the joint public hearing for May 11, and await the written recommendation from the Planning Commission.

Councilmember Woeste presented the first reading of this ordinance and scheduled the joint public hearing for Monday, May 11 at 7:00 PM.

RESULT:	**FIRST READING**	**Next: 5/11/2020 7:00 PM**

Meeting Schedule

Clerk Wilson read the following meeting schedule:

A. Monday, May 11 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

B. Tuesday, May 26 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

C. Monday, June 8 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

Executive Session of Council (if needed)

The meeting recessed to Executive Session at 7:40 PM.

14. ADJOURNMENT

The Regular Meeting adjourned at 8:05 PM.

ATTEST:

____
Clerk of Council

____
Mayor's Approval

Date Approved__________________

FAIRFIELD

OHIO

2020-2024
Capital Improvement Program

FAIRFIELD
OHIO

Agenda

- Overview
  - ✓ Program
  - ✓ Cash Flows
- Public Utilities
  - ✓ Water
  - ✓ Wastewater
- Public Safety
  - ✓ Police
  - ✓ Fire
- Leisure Activities
  - ✓ Parks
  - ✓ Aquatic / Golf
- General Government
  - ✓ City Manager
  - ✓ Development Services
  - ✓ Finance
  - ✓ Facilities
- Transportation
  - ✓ Fleet
  - ✓ Street

Capital Improvement Program (CIP)

- Five-Year CIP
  - ✓ Represents a long-term financial plan, including funding sources.
  - ✓ Establishes priorities and serves as a planning document or blueprint for the City's investment in capital infrastructure.
  - ✓ Provides a breakdown of major project costs and phasing.
  - ✓ Does not appropriate money. The Annual Operating Budget and the annual appropriation ordinance(s) are the documents which authorize the actual funding authority for capital projects.

Capital Improvement Program – Priority & Need

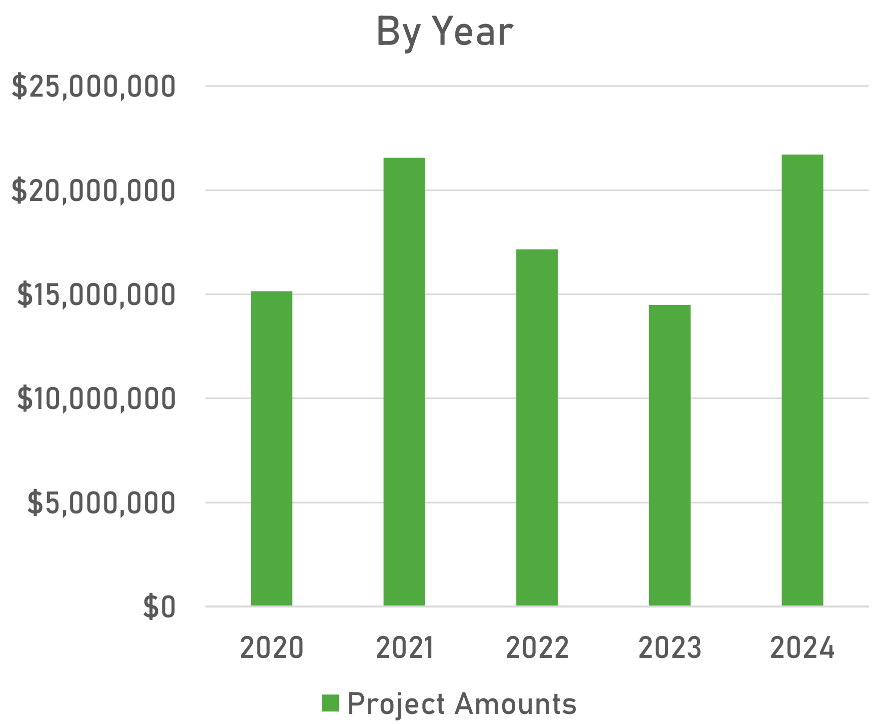
- Priority
  - ✓ Critical – essential; results in an emergency without it
  - ✓ Major – serious; needs attention or is large in scope
  - ✓ Minor – not serious; lesser in importance

- Need Definitions
  - ✓ Mandated – legal, public health, safety, or welfare
  - ✓ Service Level – maintain current, improve current, or improve efficiency or convenience
  - ✓ Development Driven – economic growth, public / private partnership or quality of life

Capital Improvement Program – By Year

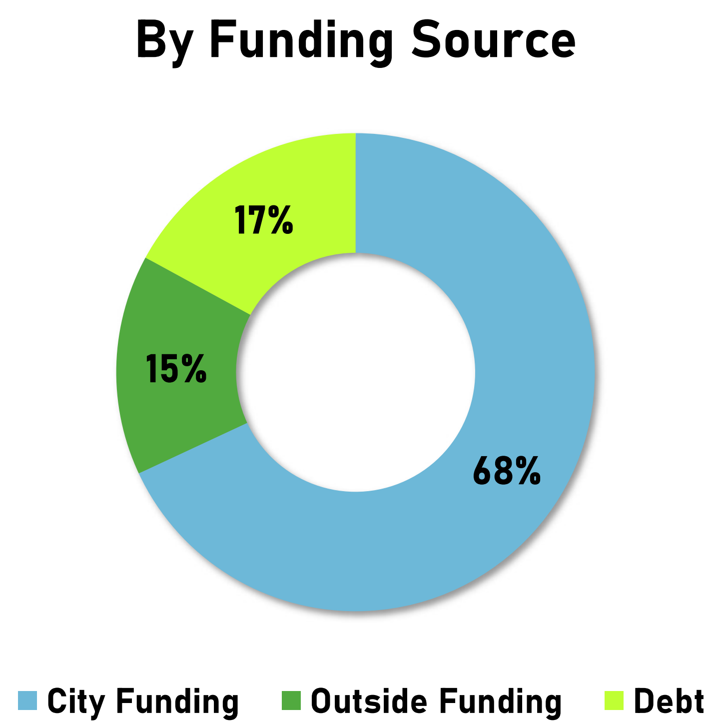
- Projects
  - ✓ Total 5 Year CIP = $90,014,831

- By Year
  - ✓ 2020: $15.1 M
  - ✓ 2021: $21.6 M
  - ✓ 2022: $17.1 M
  - ✓ 2023: $14.5 M
  - ✓ 2024: $21.7 M

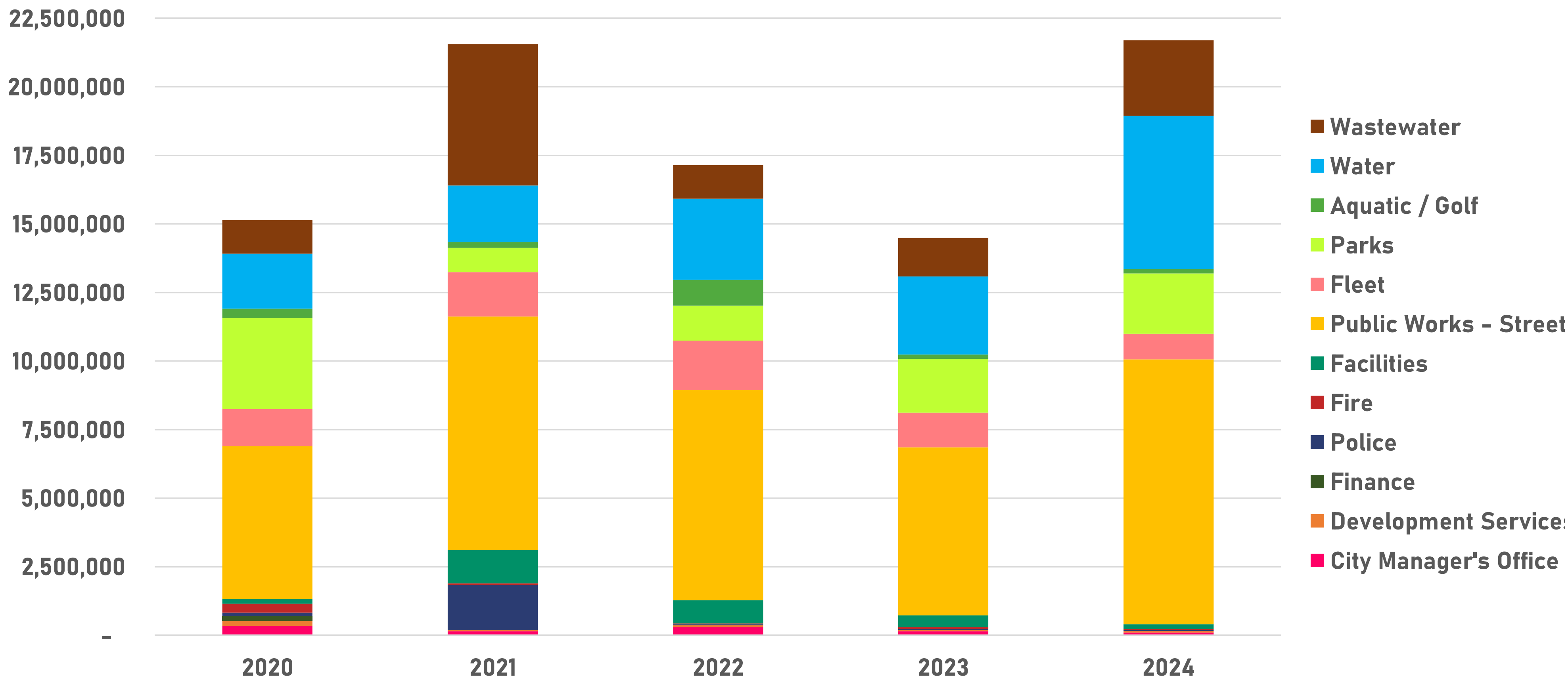


Capital Improvement Program – By Funding Source

- By Funding Source
  - ✓ City Funding: $61.3 M
  - ✓ Outside Funding: $13.3 M
  - ✓ Debt: $15.4 M



Capital Improvement Program – By Department



Capital Improvement Program – Project Funding

- Sources
  - ✓ Income Tax
    - General Fund
    - Capital Improvement Fund
    - Street Improvement Fund
  - ✓ Charges For Service
    - Water
      - Water Revenue
      - Water Replacement & Improvement
      - Water Surplus
    - Wastewater
      - Sewer Revenue
      - Sewer Replacement & Improvement
      - Sewer Surplus

- Cash Flows
  - ✓ Revenues estimated conservatively
  - ✓ Expenditures projected aggressively

General Fund

Beginning Unreserved Fund Balance*	$19.6 M
Revenues – Estimated	$31.4 M
Expenditures – Projected	$34.8 M
Ending Unreserved Fund Balance	$16.1 M

**Note: The numbers within this report have not been audited and are not intended to be presented in conformance with Generally Accepted Accounting Principles (GAA*

Capital Improvement Fund

Beginning Unreserved Fund Balance*	$0.3 M
Revenues – Estimated	$4.9 M
Expenditures – Projected	$5.1 M
Ending Unreserved Fund Balance	$0.1 M

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FAIRFIELD

PUBLIC UTILITIES

Adam Sackenheim

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OHIO

Water Revenue Fund

Beginning Unreserved Fund Balance*	$4.7 M
Revenues – Estimated	$6.7 M
Expenditures – Projected	$7.1 M
Ending Unreserved Fund Balance	$4.3 M

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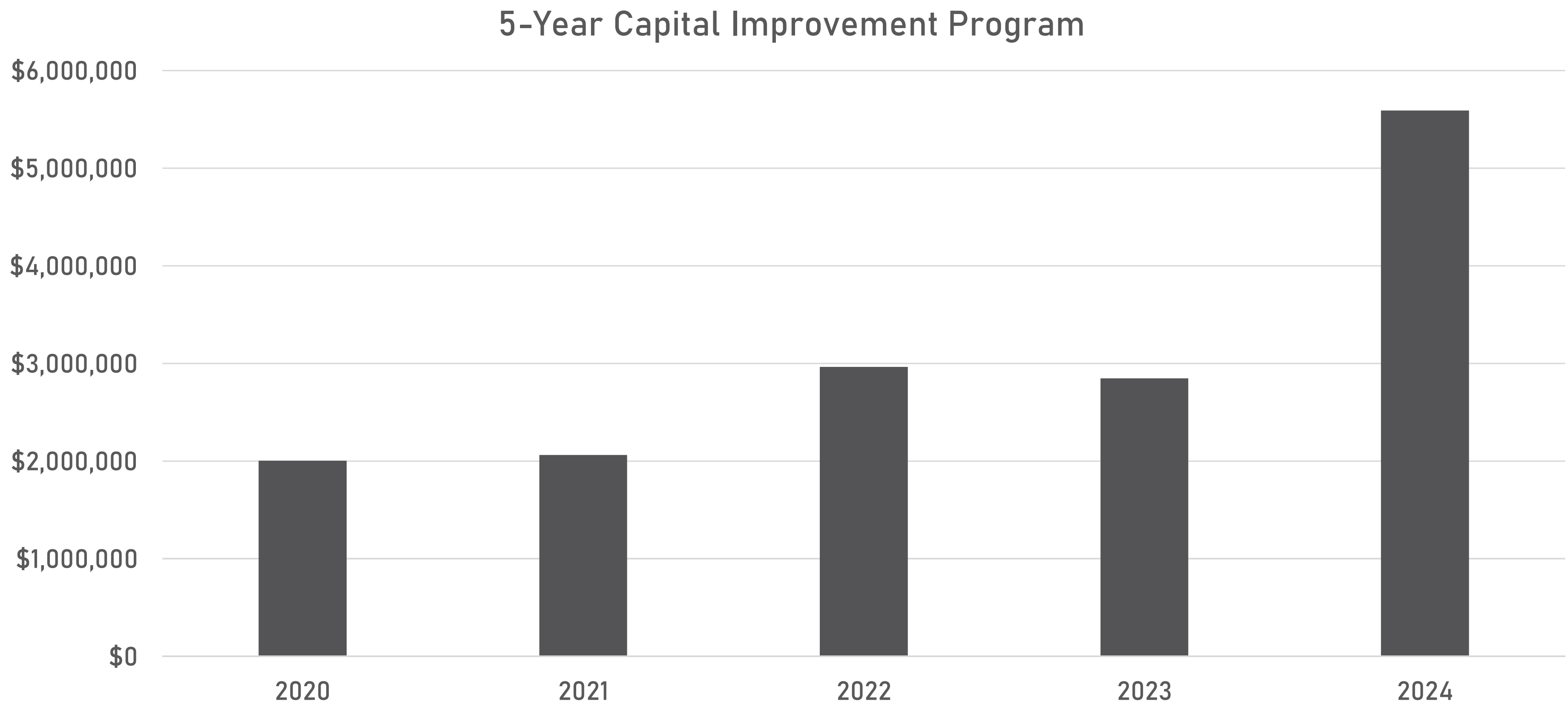
Public Utilities - Water



Water Projects

- OWT04 – Pump Overhaul / Replacement Program

Water Projects

- OWT07 – Replace Non-Process Equipment

Water Projects

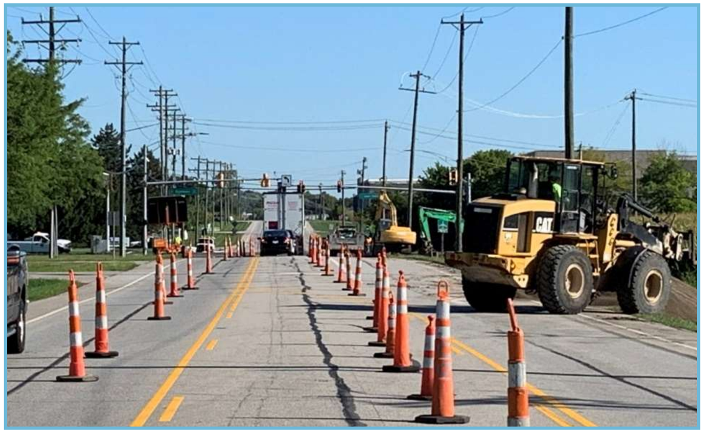
- OWT10 – Small Water Line Improvements

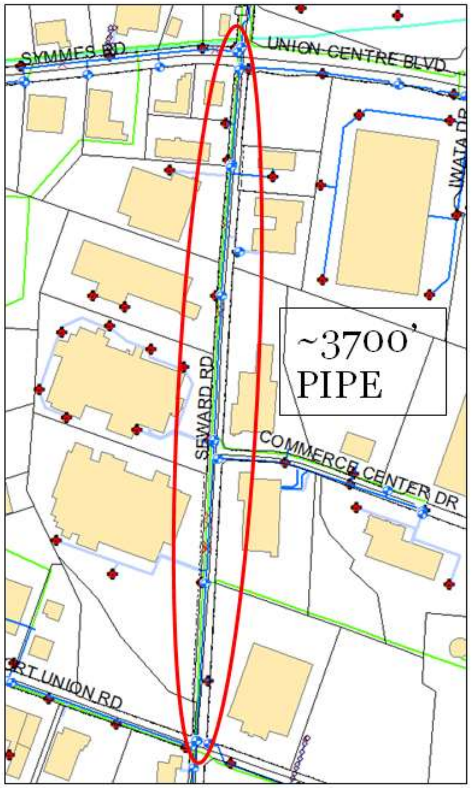
Water Projects

- OWT12 – Water Tank / Tower Maintenance

Water Projects

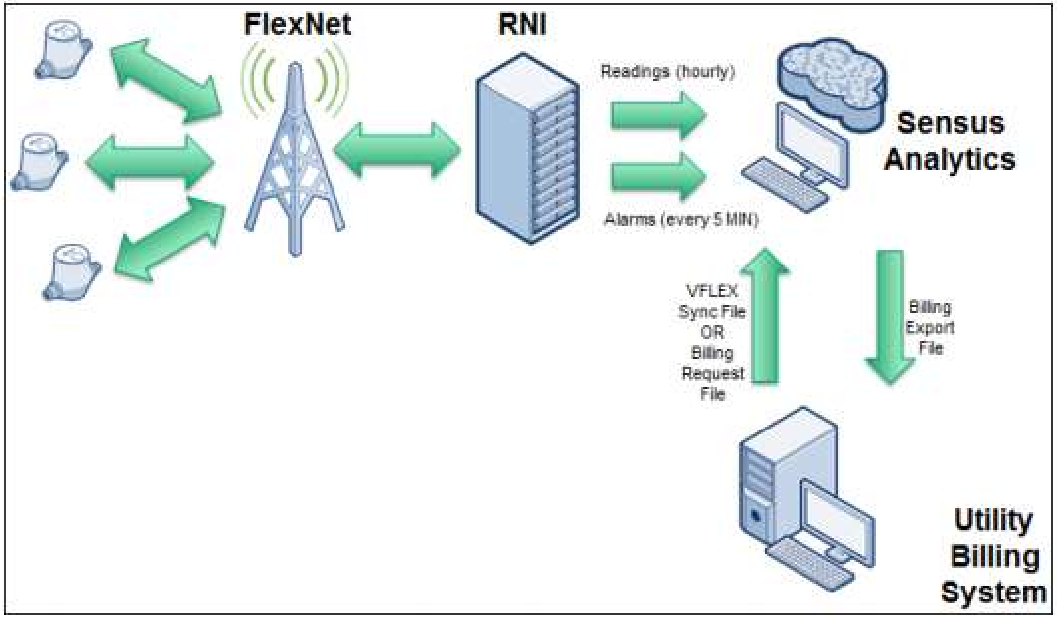
- 0WT14 – Asphalt / Concrete Replacement





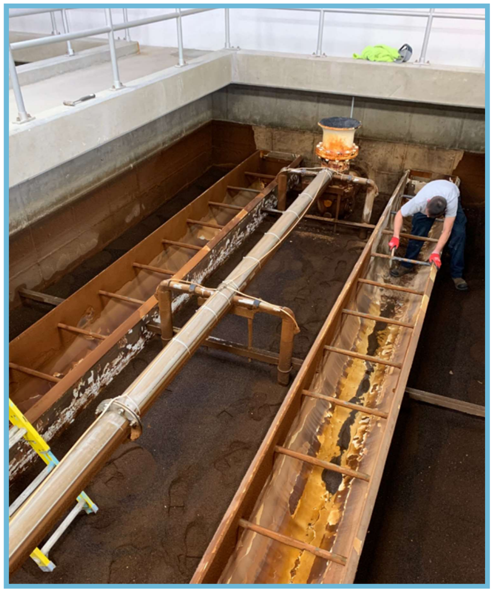
Water Projects

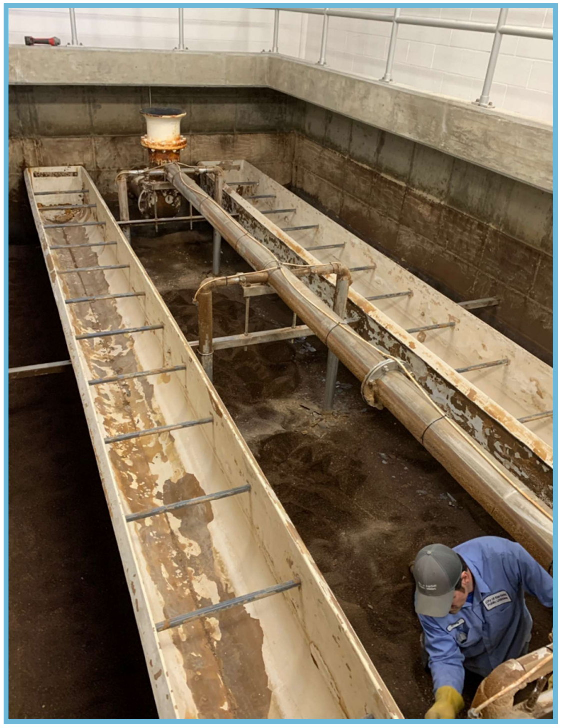
- 0WT17 – Automatic Meter Reading (AMR)
  - ✓ 1WT17, 2WT17, 3WT17
  - ✓ 0WW14, 1WW14, 2WW14, 3WW14



Water Projects

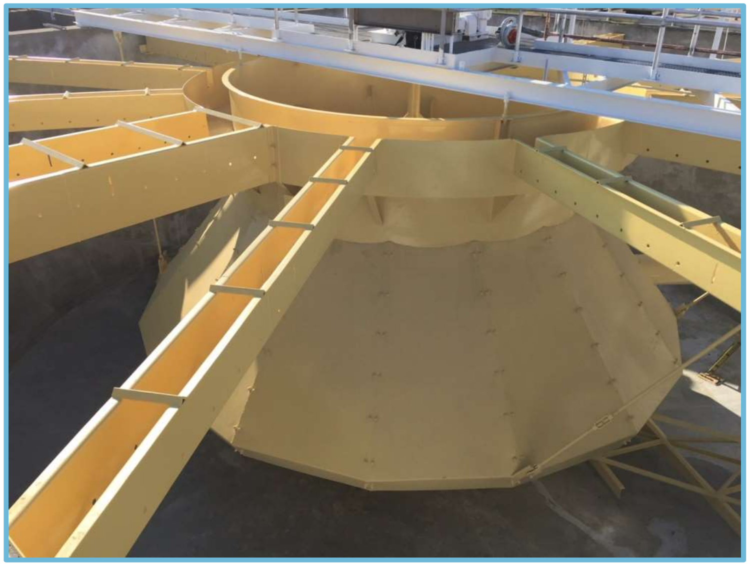
- OWT20 – Filter Media Equipment





Water Projects

- 0WT24 – Water Plant Painting / Re-Coating



Sewer Revenue Fund

Beginning Unreserved Fund Balance*	$4.4 M
Revenues – Estimated	$7.6 M
Expenditures – Projected	$7.2 M
Ending Unreserved Fund Balance	$4.8 M

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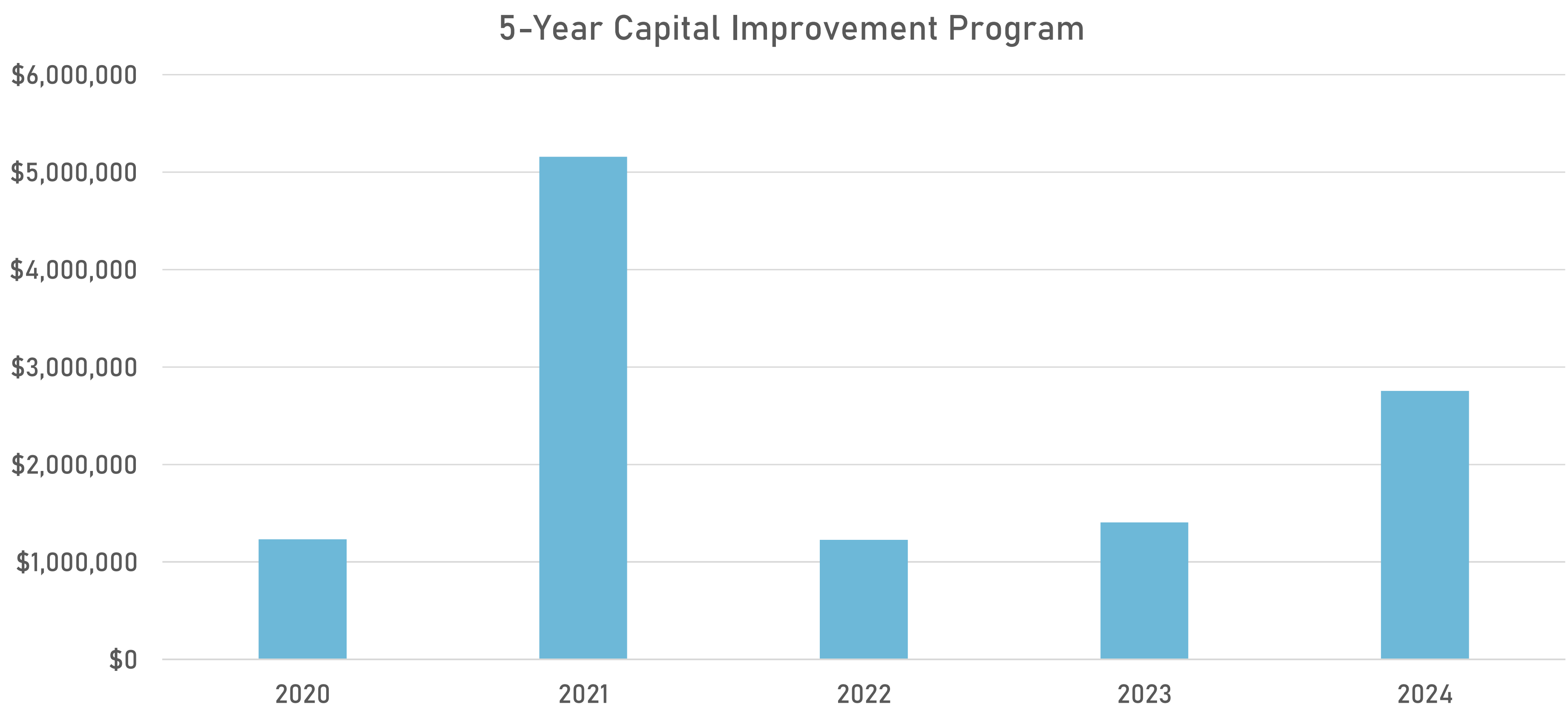
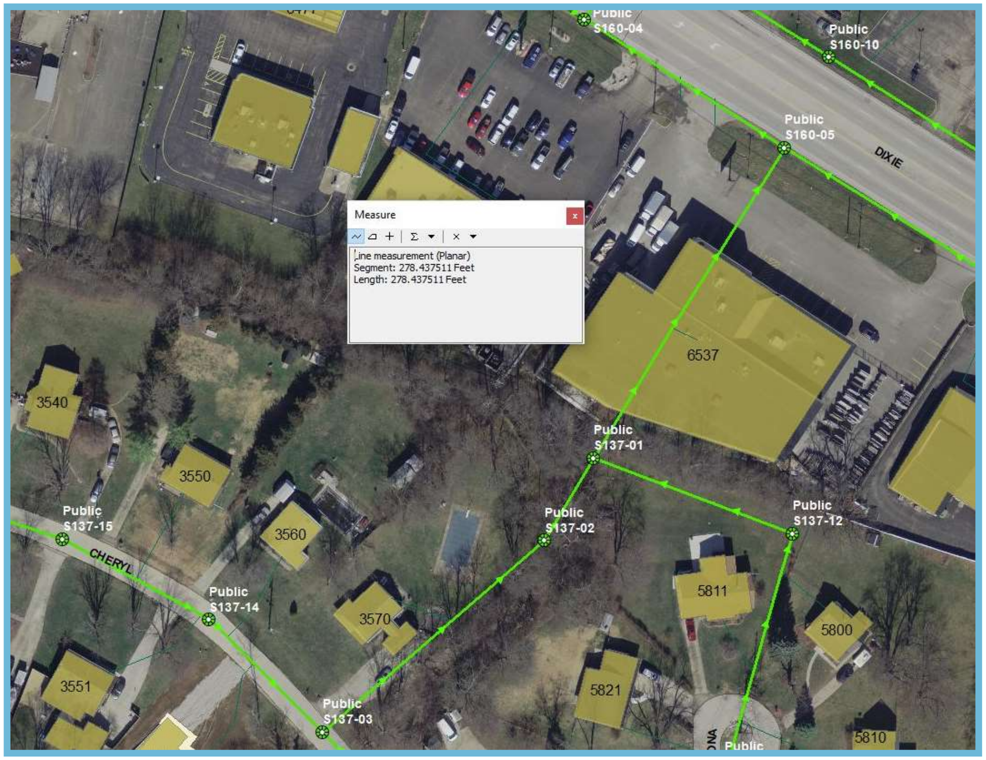
Public Utilities – Wastewater



Wastewater Projects

- 0WW01 – Sanitary Sewer Rehabilitation

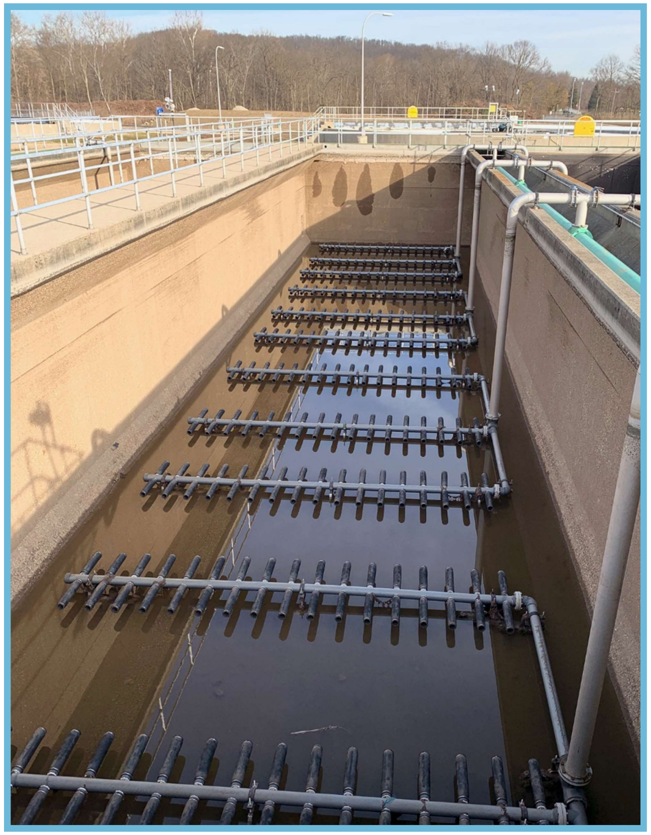


Wastewater Projects

- 0WW15 – Anaerobic Digester Cleaning

Wastewater Projects

- 0WW16 – Aeration System Improvements
  - ✓ 1WW16

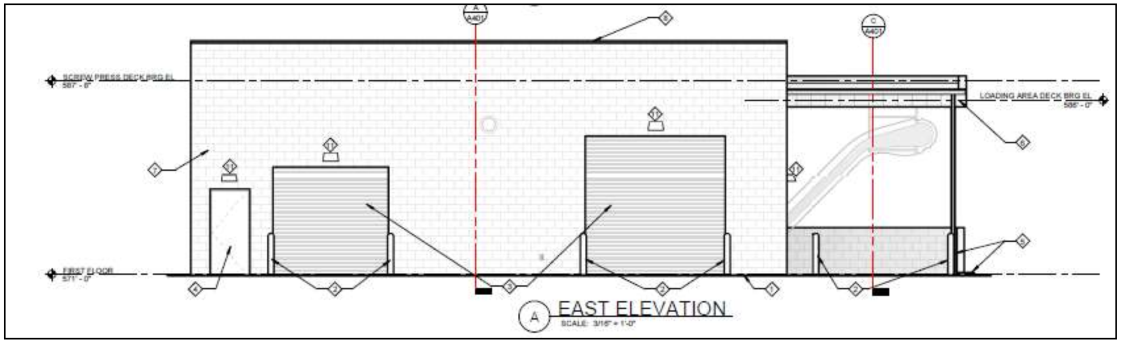


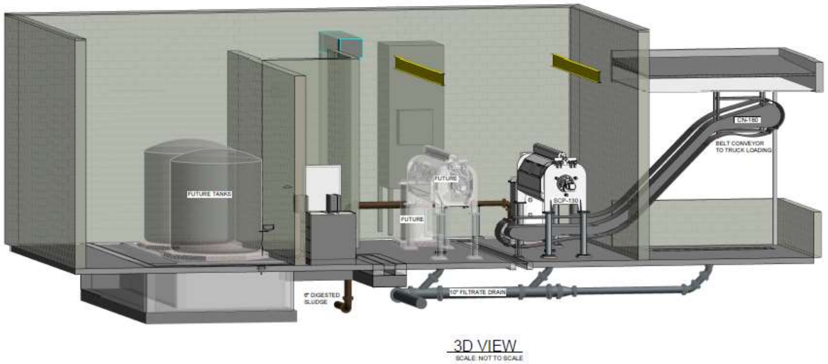
Wastewater Projects

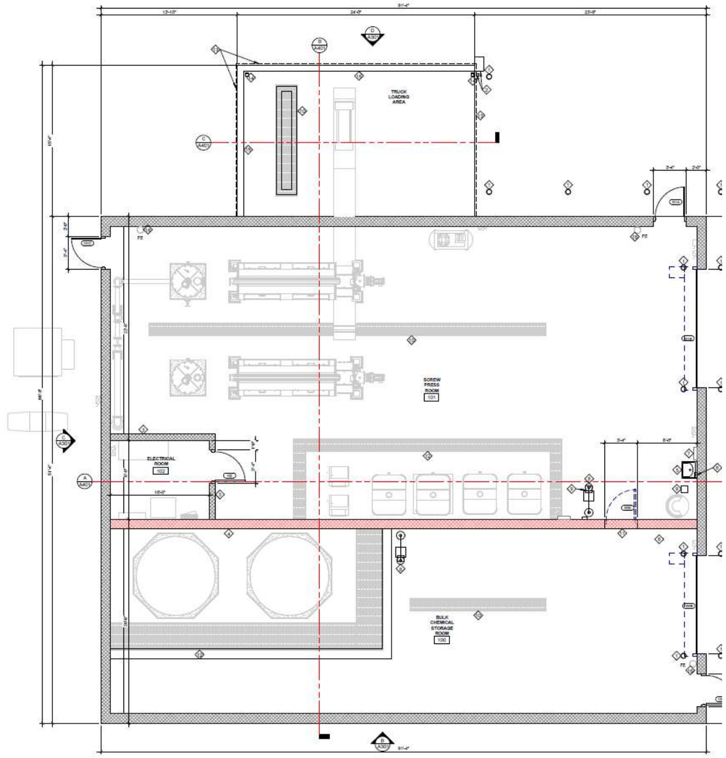
- 0WW18 – UV-Lamp Replacement

Wastewater Projects

- 0WW26 – Dewatering / Chemical Feed Building
  - ✓ 1WW20







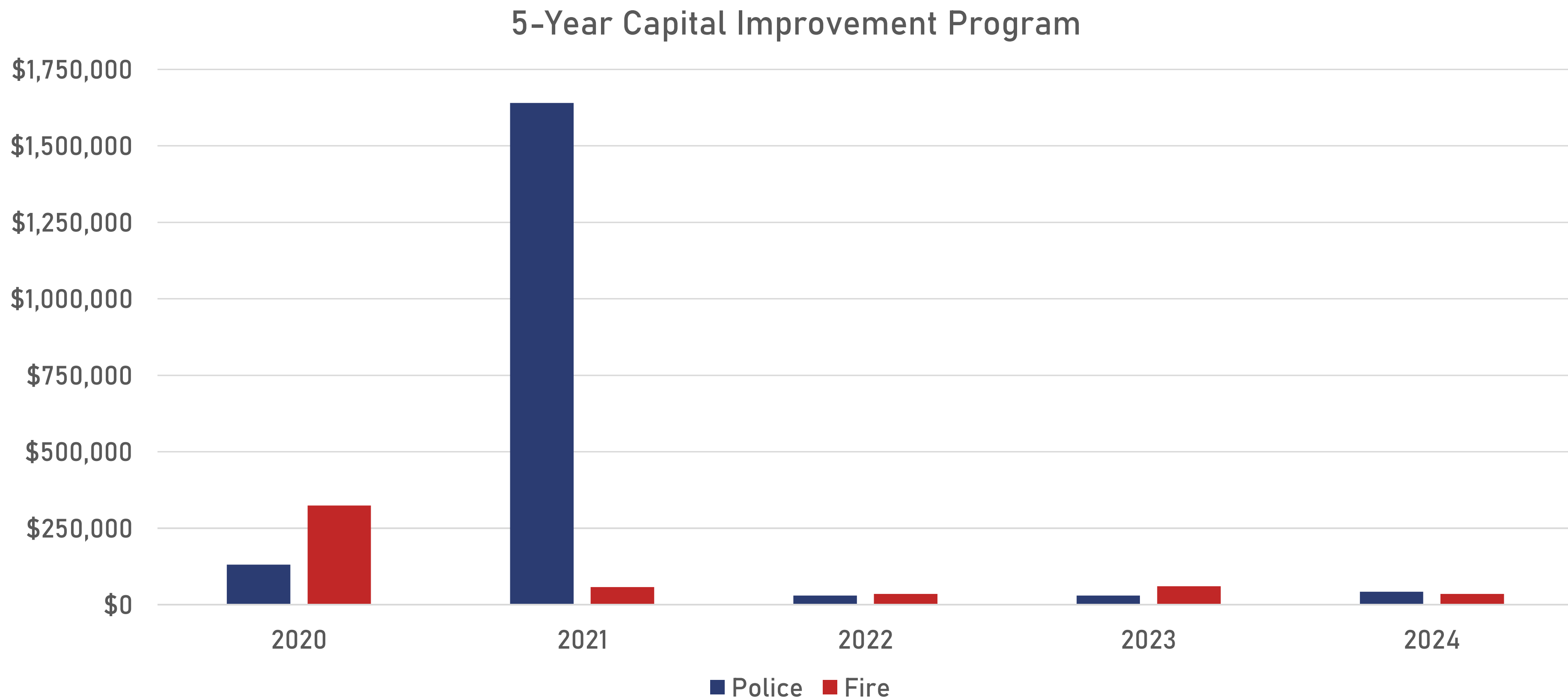
FAIRFIELD POLICE DEPARTMENT

FAIRFIELD FIRE DEPARTMENT

Chief Steve Maynard & Chief Don Bennett

FAIRFIELD OHIO

Public Safety – Police & Fire



Public Safety - Police

- 2020 – 3 Projects
  - ✓ 3 Major
    - Police Vehicle Equipment ($30 K)
    - Property Room Improvements ($61 K)
    - Animal Shelter Upgrade ($40 K)

- Primary funding sources:
  - ✓ 402-Capital Improvement Fund ($70 K)
  - ✓ 211-Law Enforcement Fund ($61 K)

- 2021-24 Project Highlights
  - ✓ CAD / RMS Replacement ($1.5 M)

Public Safety - Fire

- 2020 – 3 Projects
  - ✓ 1 Critical
    - Replace Self Contained Breathing AP ($280 K)
  - ✓ 2 Major
    - Replace Hose and Appliances ($35 K)
    - Replacement Bedding ($9.5 K)

- Primary funding source:
  - ✓ 402-Capital Improvement Fund ($324 K)

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PARKS AND RECREATION

Tiphanie Howard

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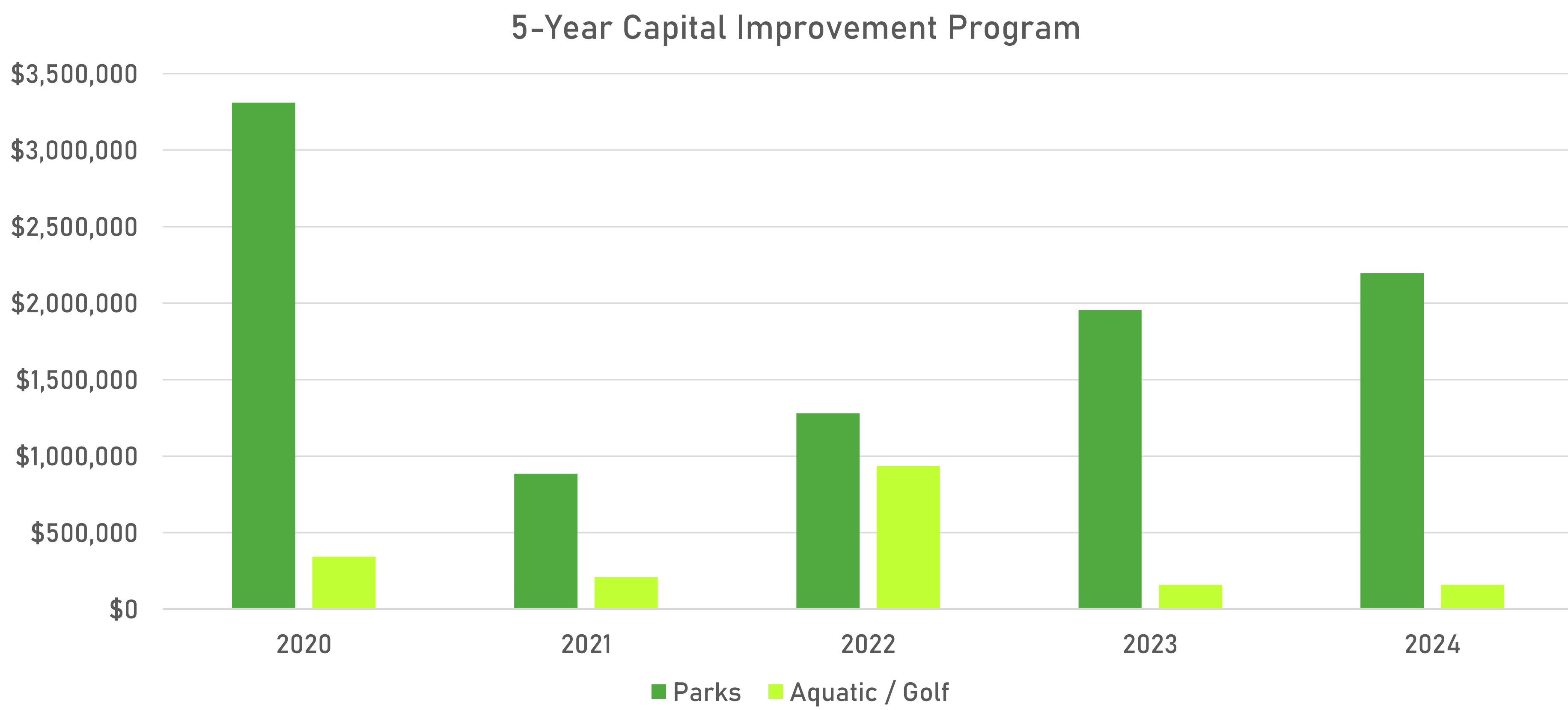
OHIO

Leisure Activities – Parks & Aquatic / Golf



Leisure Activities – Parks

- 2020 – 12 Projects
  - ✓ 2 Major
  - ✓ 10 Minor

- Primary funding sources:
  - ✓ 206-Tax Recreation Fund ($80 K)
  - ✓ 402-Capital Improvement Fund ($310.5 K)
  - ✓ 411-Downtown Development Fund ($20 K)
  - ✓ 413-Park Development Fund ($2.15 M)
  - ✓ State Funding ($750 K)

Leisure Activities – Parks

- 2020 Project Highlights
  - ✓ Community Arts Center Upgrades ($78 K)
  - ✓ Village Green / Town Center ($20 K)
  - ✓ Playground Equipment ($40 K)
  - ✓ Connectivity and Overlay ($130 K)
  - ✓ Software Upgrades ($55 K)
  - ✓ Site Amenities ($30 K)
  - ✓ Harbin Park Renovations ($2.0 M)
  - ✓ Harbin Park Loop Trail ($400 K)
  - ✓ Equipment ($15 K)
  - ✓ Huffman Improvement ($500 K)
  - ✓ Landscaping Upgrades ($12.5 K)
  - ✓ Facility Maintenance ($30 K)

Leisure Activities – Aquatic / Golf

- 2020 – 8 Projects
  - ✓ 2 Major
  - ✓ 6 Minor

- Primary funding sources:
  - ✓ 402-Capital Improvement Fund ($145 K)
  - ✓ 640-Recreation Facilities Fund ($198 K)
    - *Note: All projects funded out of 640-Recreation Facilities Fund are Revenue Dependent; in order for a project to be approved revenue must support the project.*

Leisure Activities – Aquatic / Golf

- Annual Projects
  - ✓ Golf Course Improvements ($35 K)
  - ✓ Mowers / Equipment Replacement ($75 K)
  - ✓ Beautification / Landscaping ($15 K)
  - ✓ Aquatic Center Improvements ($20 K)
  - ✓ Golf Course Signage ($50 K)
  - ✓ South Trace Renovation ($75 K)
  - ✓ South Trace AV Upgrades ($18 K)
  - ✓ Outdoor Tables and Chairs ($55 K)

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General Government

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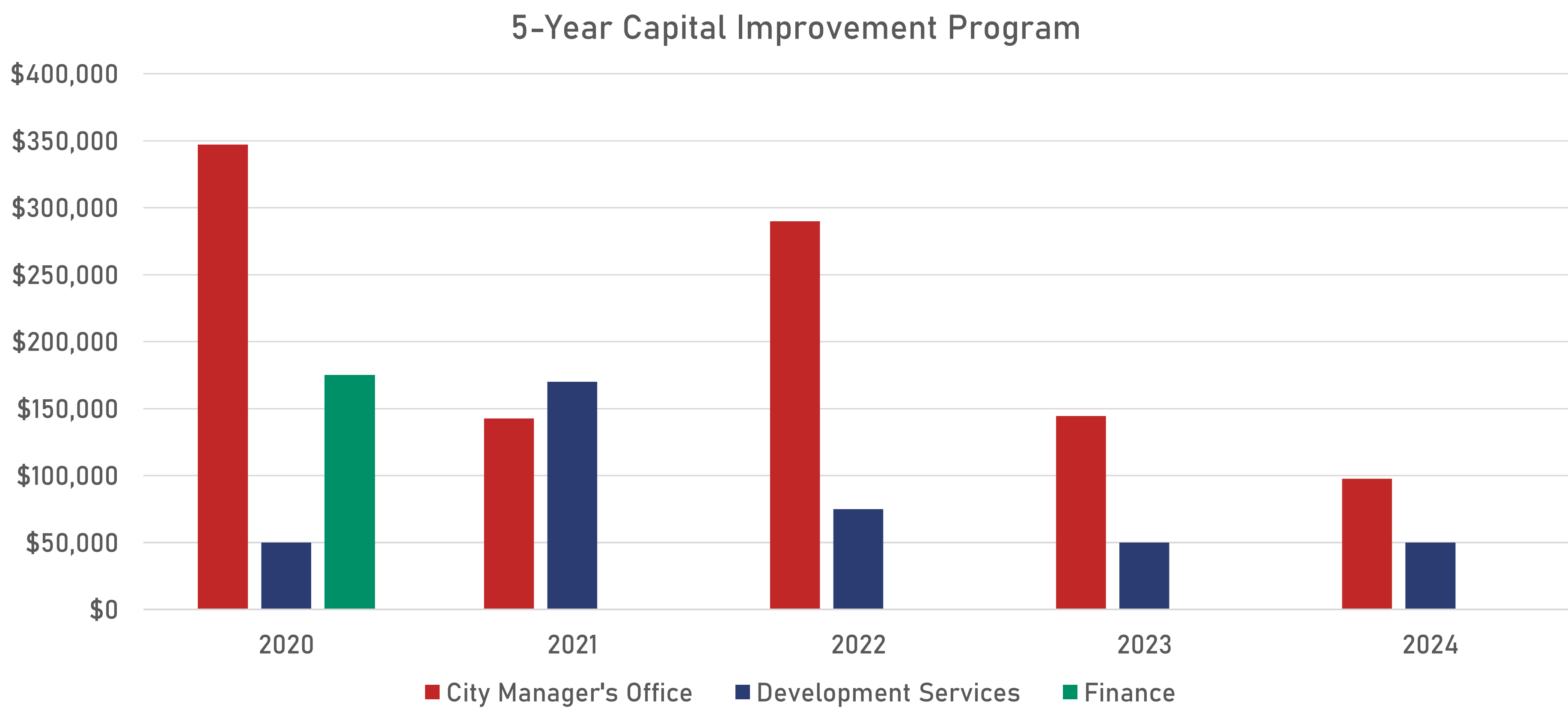
General Government



General Government – City Manager's Office

- 2020 – 5 Projects
  - ✓ 2 Critical
    - Software Maintenance ($115 K)
    - Computer & Server Equipment ($133.8 K)
  - ✓ 3 Major
    - Network Infrastructure Maintenance ($50 K)
    - Citywide Document Imaging ($10 K)
    - Camera Surveillance System ($37.5 K)

- Primary funding sources:
  - ✓ 402-Capital Improvement Fund ($217.8 K)
  - ✓ 100-General Fund ($125.8 K)
  - ✓ 624-Sewer Surplus Fund ($3.5 K)

General Government – Development Services

- 2020 – 1 Projects
  - ✓ 1 Minor
    - Citywide Redevelopment

- Primary funding source:
  - ✓ 100-General Fund ($50 K)

General Government – Finance

- 2020 – 1 Projects
  - ✓ 1 Major
    - Income Tax Software

- Primary funding source:
  - ✓ 100-General Fund ($175 K)

FAIRFIELD

PUBLIC WORKS

Dave Butsch

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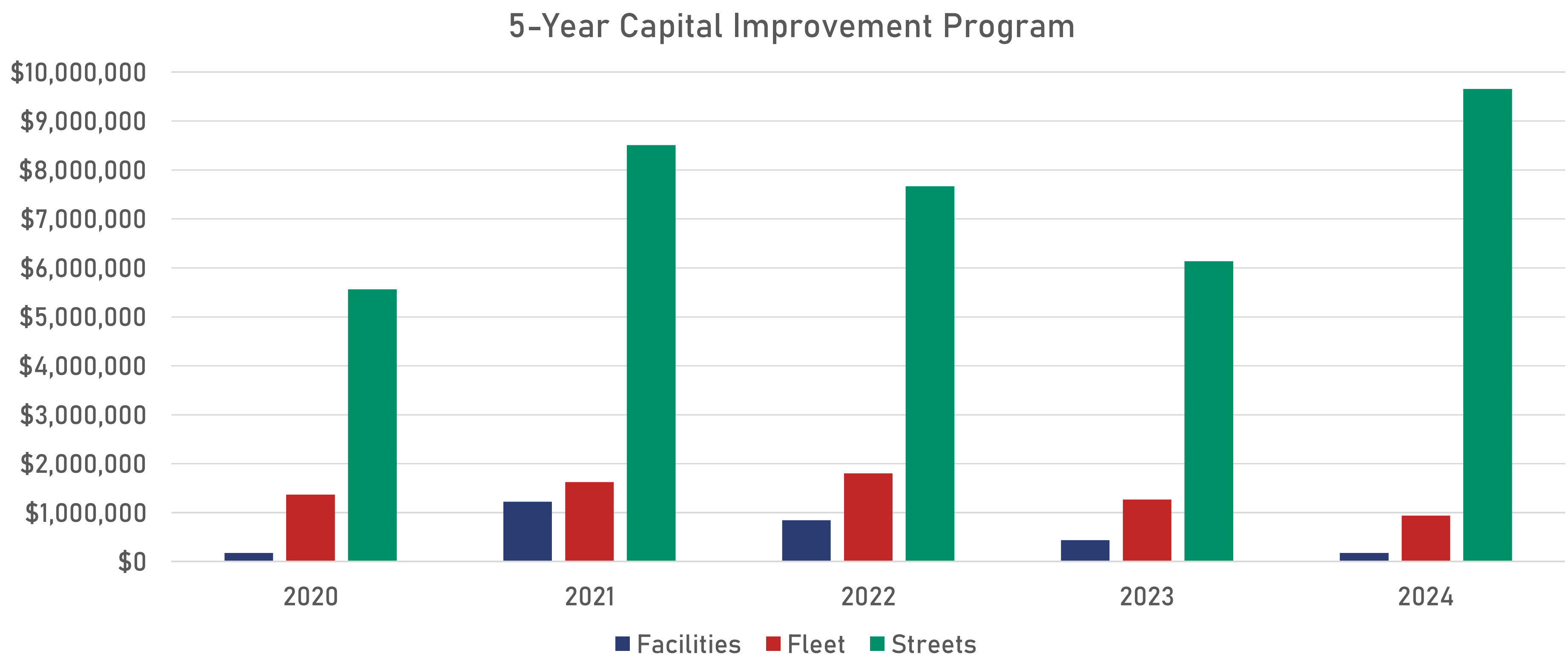
General Government – Facilities
Transportation – Fleet & Streets

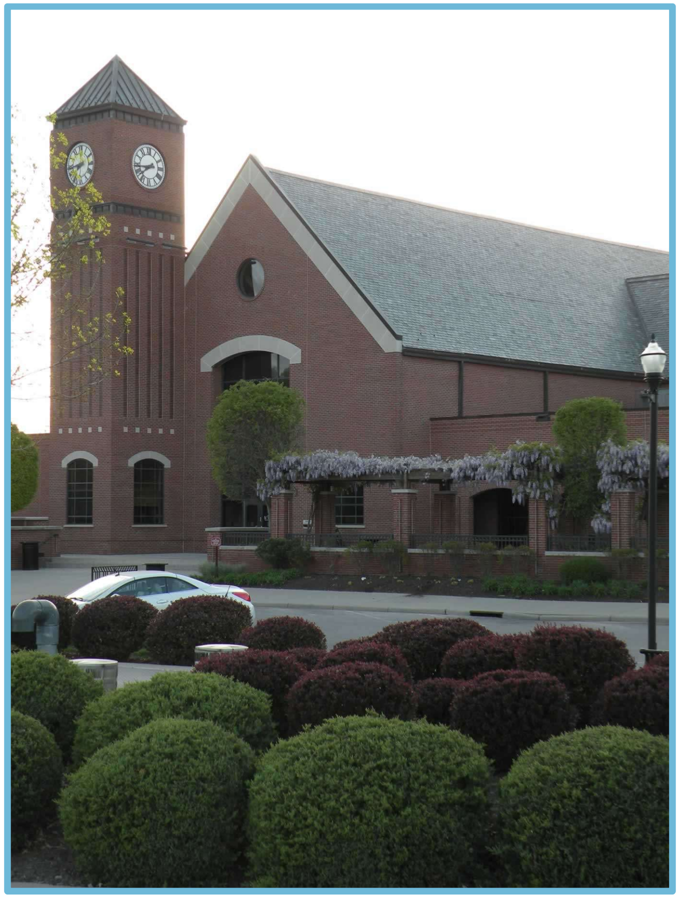


General Government – Facilities

- 2020 – 8 Projects
  - ✓ 8 Minor
- Primary funding sources:
  - ✓ 402-Capital Improvement Fund ($145 K)
  - ✓ 100-General Fund ($5.5 K)
  - ✓ 624-Sewer Surplus Fund ($25 K)

General Government – Facilities

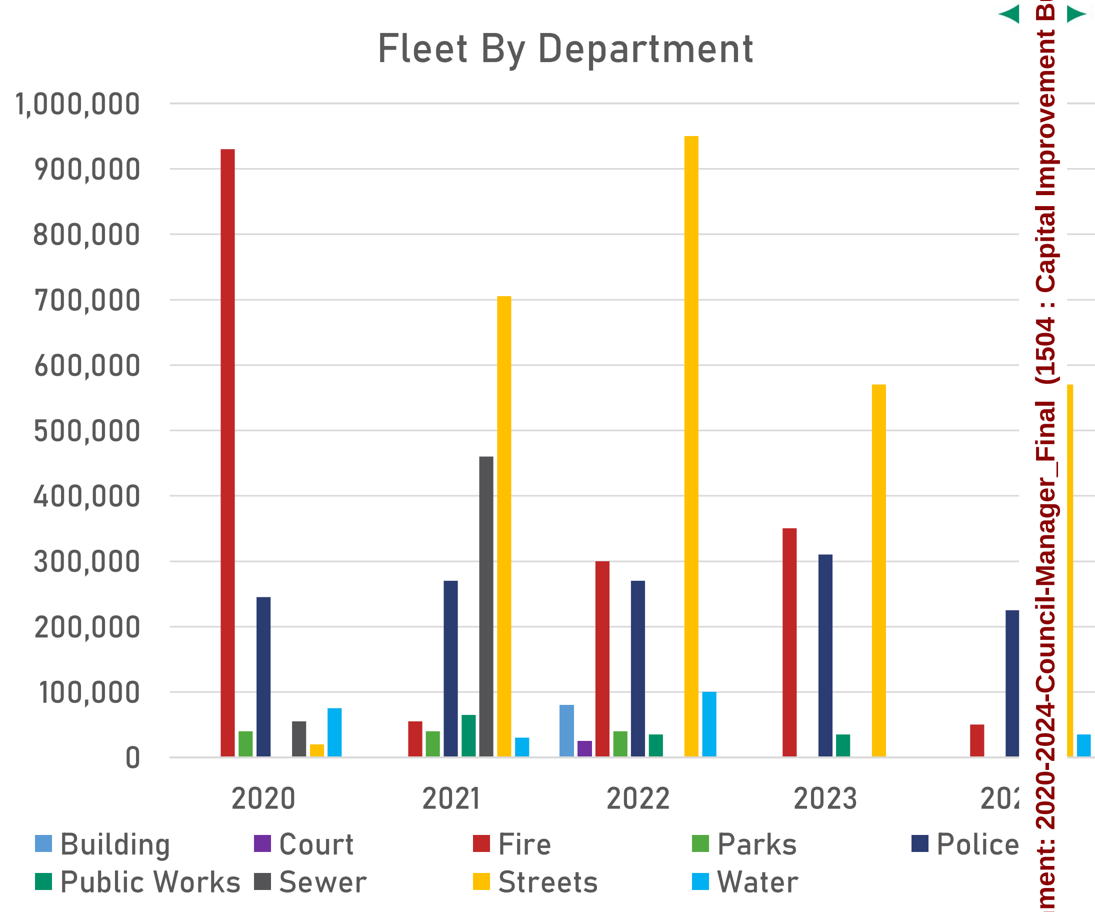
- Annual Projects
  - ✓ Energy Management Update ($45 K)
    - ▪ Johnson Controls (Citywide)
  - ✓ Sewer Plant Repairs & Upgrades ($25 K)
  - ✓ Parks Buildings Repairs & Upgrades($30 K)
    - ▪ Elisha Morgan Mansion Fascia Repairs
  - ✓ Lane Library Repairs ($5 K)
  - ✓ Public Works Repairs & Upgrades ($10 K)
    - ▪ Replace Carpet (Office Area)
  - ✓ Justice Center Repairs & Upgrades ($10 K)
    - ▪ Replace Carpet (Records Area)
  - ✓ Firehouse Repairs & Upgrades ($20 K)
  - ✓ Landscaping of City Facilities ($30.5 K)
    - ▪ Justice Center Landscaping
    - ▪ Turf and Landscaping at the Municipal Building / Annex



Transportation – Fleet

- 2020 – 9 Projects
  - ✓ 3 Major
  - ✓ 6 Minor

- Primary funding sources:
  - ✓ 402-Capital Improvement Fund ($1.2 M)
    - Fire – Ambulance ($300 K)
    - Fire – Fire Truck ($630 K)
    - Police – Patrol Vehicles ($210 K)
    - Police – Staff Vehicle ($35 K)
    - Public Works – Mower ($10 K)
    - Public Works – Radio ($10 K)
    - Parks – Pickup Truck ($40 K)
  - ✓ 605-Water Surplus Fund ($57 K)
    - Superintendent – Pickup Truck (50%; $18 K)
    - Meter Repair Crew – Van ($39 K)
  - ✓ 624-Sewer Surplus Fund ($73 K)
    - Superintendent – Pickup Truck (50%; $18 K)
    - Electrician – Utility Truck ($55 K)



Street Improvement Fund

Beginning Unreserved Fund Balance*	$6.7 M
Revenues – Estimated	$4.6 M
Expenditures – Projected	$4.8 M
Ending Unreserved Fund Balance	$6.5 M

Street Improvement Fund *(with 10% revenue loss and no transfer)*

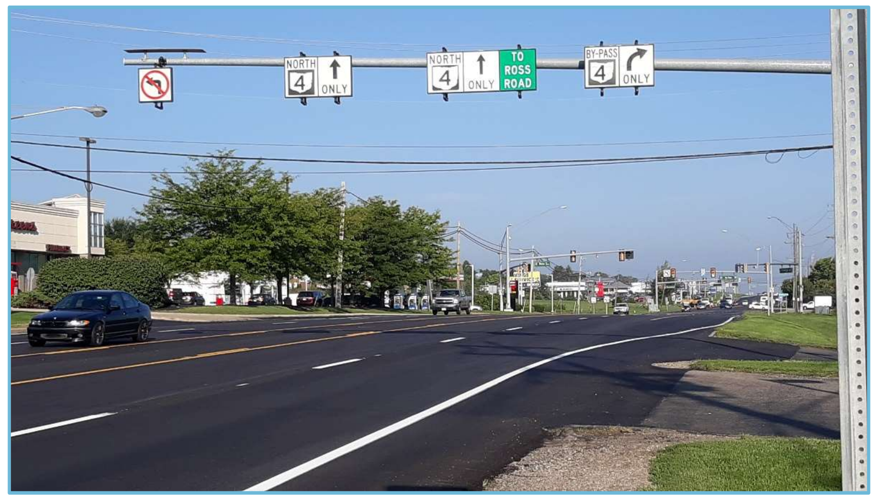
Beginning Unreserved Fund Balance*	$6.7 M
Revenues – Estimated	$3.25 M
Expenditures – Projected	$4.8 M
Ending Unreserved Fund Balance	$5.15 M

**Note: The numbers within this report have not been audited and are not intended to be presented in conformance with Generally Accepted Accounting Principles (GAA*

Transportation - Street

- 2020 – 24 Projects
  - ✓ 1 Critical
  - ✓ 15 Major
  - ✓ 8 Minor

- Primary funding sources:
  - ✓ 401-Street Improvement Fund ($3.3 M)
  - ✓ 402-Capital Improvement Fund ($1.3 M)
  - ✓ 100-General Fund ($320 K)
  - ✓ 205-County Motor Vehicle Fund ($45 K)
  - ✓ 211-Law Enforcement Fund ($5 K)
  - ✓ Grant / Other Funding ($530 K)



Transportation - Street

- Annual Projects
  - ✓ Drainage Improvements - In-house / Contracted ($130 K)
  - ✓ Street Paving & Concrete Program ($2.85 M)
    - ▪ 24.4 Lane Miles
    - ▪ $116,800 / Lane Mile
  - ✓ Landscape Maintenance ($170 K)
    - ▪ In-house / Contracted (Rt. 4 and Patterson)
    - ▪ Tree & Stump Removals, Tree Plantings
  - ✓ Pavement Marking ($120 K)
  - ✓ Drywell Cleaning ($10 K)
  - ✓ Sidewalk Replacement ($210 K)
    - ▪ Property Owners are Billed

Transportation - Street

- 2020 Project Highlights
  - ✓ Route 4 / Michael / Camelot – R/W ($250 K)
    - Construction 2021
  - ✓ North Route 4 Sidewalk Improvements ($79 K)
    - Gaps between Hicks and St. Clair
  - ✓ Ivy and Leila Roadway Improvements ($90 K)
    - CDBG ($62 K), Street Improvement Fund ($28 K)
    - Draining Improvements and Paving (1994)
  - ✓ Boymel and Route 4 Construction ($363 K)
    - OPWC ($200 K), Street Improvement Fund ($163 K)
    - Add Lane on East Side
    - Better Align Opposing Left Turn Lanes
  - ✓ Muskopf Stormsewer Construction ($990 K)

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Questions?

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